



Republic of the Philippines
COMMISSION ON ELECTIONS
Intramuros, Manila

MEMORANDUM

TO : ALL COMELEC FIELD OFFICIALS AND EMPLOYEES

DATE : 29 December 2006

SUBJECT : Instructions on the last days of registration for purposes of the the May 14, 2007 National and Local Elections

Recent development shows a great deluge of first time registrants and transferees flocking to the Offices of the Election Officers (OEOs) nationwide. Even in areas with functioning Data Capturing Machines (DCMs), Comelec field personnel can no longer accommodate all the applicants for data capture because of the volume. With the end in view of enfranchising more qualified electorate in accordance with our constitutional and statutory mandate to conduct the registration of voters, the undersigned Commissioners hereby issue the following instructional guidelines on the last few days of registration, as follows:

1. Periods to be observed during the last ERB hearing

Period When Applications Filed	Last day to post Notice of Hearing	Last day to file opposition to applications	Hearing and Approval/Disapproval of applications
1. October 1 to December 31, 2006	January 2, 2007	January 4, 2007	January 8-12, 2007

2. Registration shall end daily at 5:00 o'clock in the afternoon, including on 31 December 2006, except when there are applicants present within 30 meters in front of the Office of the Election Officer (OEO) who have not yet been issued

with application forms. The following guidelines shall be commonly observed in areas with or without functioning DCMs/peripherals or without electricity:

- a. The Election Assistant (EA) shall enter in the log book list of names of such applicants present as of 5:00 PM and addresses. He shall issue controlled numbers to the applicants for purposes of control and order in the registration process.
 - b. The EA shall then proceed to call the listed applicants one by one until all who are listed therein shall have been accommodated. Any applicant who is not present when called shall no longer be allowed to file an application.
 - c. The EO shall strictly follow all the other provisions relating to registration, such as the identification requirements for applicants for registration and the cross-checking of names in the National List of Registered Voters (NLRV) and the National List of Deactivated Voters (NLDV). Cross-checking of names in the NLRV and NLDV is dispenses with in areas without electricity and without alternative electrical power source.
 - d. The EO before affixing his signature in the Oath and Acknowledgement portion of the applications shall see to it that the same are completely and legibly accomplished by the applicants. He should sign in the presence of the applicant/s and on the same day the application/s are filed. This is the process of authenticating the application forms, especially in areas which resorted to the reproduction or improvisation of application forms.
 - e. The EO shall declare in the Registration Statistical Report on Accomplished Application Forms the number of applications without biometrics and the data on the names, addresses, date of filing and ERB action taken (approved/disapproved) shall be indicated in the Minutes of the ERB Hearing/Meeting.
 - f. Applicants listed in the log books with duly accomplished application forms shall be included in the notices of Election Registration Board (ERB) hearing to be posted on 02 January 2007.
3. The data capture of applicants in the DCM may be accomplished not later than 07 January 2007 but only for those applicants who have filed their applications for registration and others on or before 31 December 2006.

Applications filed in December 2006 with or without biometrics data shall be considered for posting and ERB action (approval/disapproval).

4. The CVL Technicians may certify as to the fact of DCM malfunction to be confirmed by the Provincial Election Supervisors, who shall report the matter to the Information Technology Department.

5. In areas where there are no more application forms for registration and for valid reason/s the EO cannot cause its reproduction, the EOs are authorized to use other types of existing Comelec application forms with the same contents with that of an application for registration. He shall authenticate the improvised form by writing the words application for registration, affixing his signature and the date. This shall be reported in detail in the log book and in the Minutes of the ERB Hearing with data on the number of improvised forms.

The Regional Election Directors, Assistant Regional Directors and Provincial Election Supervisors shall disseminate the foregoing instructions to all Election Officers and Election Assistants under their respective jurisdictions.

For guidance and strict compliance.

(Sgd.) COMM. RESURREZZION Z. BORRA
Officer-in-Charge

(Sgd.) COMM. NICODEMO T. FERRER
Commissioner-in-Charge, EBAD

c: Offices of the Chairman, Commissioners and Departments