



Republic of the Philippines  
**COMMISSION ON ELECTIONS**  
Manila

**GUIDELINES ON THE CONDUCT OF  
REGISTRATION OF VOTERS FOR THE  
OCTOBER 29, 2007 BARANGAY  
ELECTIONS**

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**Promulgated:** 06 July 2007

**RESOLUTION NO. 8218**

The Commission on Elections by virtue of the powers vested in it by the Constitution, the Omnibus Election Code, Republic Acts No. 7160, 7808, 8189, 9164, 9340 and other pertinent election laws, **RESOLVED TO** promulgate, as it hereby promulgates, the following rules and regulations to govern the conduct of registration of voters for purposes of the October 29, 2007 Barangay Elections.

**SECTION 1. *Who may register.*** – Any Filipino citizen may register as a voter for purposes of the Barangay Elections, provided he possesses the following qualifications:

- 1) At least eighteen (18) years of age;
- 2) Has resided in the Philippines for at least one (1) year, and in the place wherein he proposes to vote, for at least six (6) months immediately preceding the election; and,
- 3) Not otherwise disqualified by law.

Any person, who, on the day of his application for registration may not have reached the required age or period of residence but, who, on October 29, 2007 shall possess such qualifications, may register as a voter.

**SEC. 2. *Who are disqualified to register.*** – The following are disqualified to register:

- a) Any person who has been sentenced by final judgment to suffer imprisonment of not less than one (1) year, such disability not having been removed by plenary pardon or amnesty. Any person so disqualified shall automatically reacquire the right to vote upon the expiration of five (5) years after service of sentence;

- b) Any person who has been adjudged by final judgment of a competent court or tribunal of having committed any crime involving disloyalty to the duly constituted government, such as rebellion, sedition, violation of the firearms laws, or any crime against national security, as defined and penalized under the Revised Penal Code. However, he shall automatically regain his right to vote upon the expiration of five (5) years after service of sentence; and
- c) Insane or incompetent persons as declared by competent authority.

**SEC. 3. *Date, time and place of registration.*** – Applications for registration, transfer of registration record, reactivation of registration record, change of name, correction of entry/entries and inclusion/reinstatement of registration records, shall be personally filed, in accordance with the following:

Date : July 15 to 22, 2007  
 Time : 8:00 a.m. up to 7:00 p.m.  
 Place : Office of the Election Officer (OEO) of the district/city/municipality where the applicant resides

In the Autonomous Region in Muslim Mindanao (ARMM), taking into account the existence of Ridos (family feuds) between and among families residing in different barangays or the lack of a municipal hall or where the house of the Mayor serves as the municipal hall of the Municipality, EOs of such affected areas shall recommend subject to the approval of the PES' the establishment of sub-offices for purposes of registration, preferably in areas accessible to all prospective voters and/or within the same office/compound of other government offices if possible.

Notices of the location of the sub-office and date of registration shall be posted in five (5) conspicuous places of the municipality and the concerned barangays and furnished to the Election and Barangay Affairs Department (EBAD).

**SEC. 4. *Election Registration Board Hearing.*** – All Election Registration Boards (ERB) shall hear all applications subject to the following schedule:

Last day to post Notice of Hearing	Last day to file opposition to applications	Hearing and Approval / Disapproval of applications
July 23, 2007	July 26, 2007	July 29, 30 & 31, 2007

**SEC. 5. *Procedure for filing of applications for registration of Barangay Elections voters.*** – (a) The applicant shall personally appear before the EO, state his name and exact address, specifying the house number, name of the street, area, district, *purok* or *sitio*, and *barangay* where he resides, or a brief description of his residence, and present any of the following identification documents that bears applicant's photograph and signature:

1. Current employee's identification card (ID), with the signature of the employer or authorized representative;
2. Postal ID;
3. Student's ID or library card, signed by the school authority;
4. Senior Citizen's ID;
5. Driver's license;
6. NBI/PNP clearance;
7. Passport;
8. SSS/GSIS ID;
9. Licenses issued by the Professional Regulatory Commission (PRC); or
10. Integrated Bar of the Philippines (IBP) ID.

In the absence of any of the aforementioned identification documents, the applicant may be identified ***under oath*** by any registered voter of the precinct, or by any of his relatives within the fourth civil degree of consanguinity or affinity who are registered voters of the same city/municipality. No registered voter shall be allowed to identify more than three (3) times.

If the applicant fails to establish his identity by any of the aforementioned methods/documents, he shall not be issued an application form.

(b) Upon establishing the identity of the applicant, the EO shall initially screen the name of prospective applicant for registration from the National List of Registered Voters (NLRV) and National List of Deactivated Voters (NLDV). If found in any of the said lists, he shall not issue to him/her an application for registration but shall advise the applicant to apply for:

1. Transfer of registration record, if the name is found in the NLRV (another district/city/municipality); and
2. Reactivation/transfer with reactivation of registration record, if name is found in the NLDV.

(c) The EO shall, using the *barangay* precinct map, verify whether or not the address given by the applicant is located within the territorial boundary of any of the precincts of the *barangays* within the jurisdiction of the district/city/municipality.

If the applicant is not a resident, the EO shall instruct the applicant to proceed to the OEO of the district/ city/municipality where the applicant resides.

If the applicant resides within the territorial jurisdiction of the city/municipality, the EO shall:

1. Inform the applicant of the qualifications and disqualifications for registration;
2. Determine the precinct where the applicant belongs by referring to the *barangay* precinct map. The applicant shall be assigned temporarily to the mother precinct comprising his residence. The precinct assignment shall be finalized after the approval of the application. Daughter precinct(s) shall be created to accommodate approved applicants in excess of the 200-voter per precinct limit.

In case of boundary dispute, the EO shall maintain the *status quo*.

3. Indicate the precinct assignment of the applicant at the upper right-hand portion of the application form. No dummy/default precinct assignment shall be allowed; and
4. Issue the prescribed application form to the applicant in two (2) copies, hereto attached as **Annex "A"** (CEF-1A - Application for Registration).

(d) Upon receipt of the application forms, the applicant shall personally accomplish the same separately in his/her own handwriting and submit the accomplished application forms to the EO. TITLES SUCH AS ATTORNEY, REVEREND, ENGINEER, DATU, SULTAN, HADJI, BAI, DOCTOR AND OTHER TITLES OF SIMILAR NATURE SHALL NOT BE ALLOWED.

(e) For illegitimate children whose certificates of live birth do not include a middle name, the character “\_” (underscore) may be used for the middle name during the computer encoding of the data of the applicant. However, if a middle or maternal name is indicated in the certificate of live birth of an illegitimate person, the same may be used by such voter in the filing of his application for registration and / or cases of correction of entries.

(e) In case of applicants who do not know their birth date, the numbers 01-01-1901 (default birthday) shall be used; provided, that the EO can reasonably ascertain that the applicant is of voting age through his/her physical features, and other relevant indicators such as year in college and number of children.

(f) The EO shall ensure that the application has been filled up correctly, completely and legibly; write down the Application Form Number; return the forms to the applicant; and direct the applicant to the Data Capture Machine (DCM) Operator.

The Application Form Number shall consist of four parts and thirteen digits, as follows:

- |             |   |  |
|-------------|---|--|
| First Part  | - | Two (2) digit province code  |
| Second Part | - | Two (2) digit city/municipal code  |
| Third Part  | - | Two (2) digit Data-Capture Machine (DCM) Number which is <b>30</b> (default)   |
| Fourth Part | - | Seven (7) digit control code, which shall start with the number following the last application form number assigned on 31 December 2006. |

(g) The DCM Operator shall proceed to capture the complete demographics and biometrics data of the applicant, and direct the latter back to the EO.

(h) Upon receipt of the application, the EO shall:

1. administer the oath (before the **Koran** for Muslim applicants),
2. affix his signature in the appropriate space of the form,
3. retain the two (2) copies,
4. cut the bottom portion of one copy of the application form and give it to the applicant to serve as Acknowledgment Receipt and proof of filing of his application.

**SEC. 6. Applications sans biometrics.** – The application form of an applicant who fails to submit himself for the live capture of his biometrics data for cause/s attributable to his own fault shall be deemed incomplete and not filed. As such, the application shall be disapproved for failure to complete the requirements.

In the event that the allocated city/municipality DCM becomes defective or the biometrics data of the applicant cannot be captured within the registration period due to the great volume of applicants, absence of electricity/alternative power source and analogous cases, the Election Officer shall receive the application and inform the applicant when to return for data capture. The Election Officers and their Assistants are authorized to accomplish the data capture not later than July 28, 2007. If the biometrics data capture cannot be accomplished within the said period without fault on the part of the applicant, the application shall be approved.

The CVL technicians shall 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.

Further, in cases where any of the DCM peripherals become defective, such that the registration procedures cannot be completed, the Provincial Election

Supervisors (PESs) shall be allowed to make the necessary arrangements with the concerned Election Officers under his jurisdiction to devise a scheduling system for the sharing of the working DCM peripherals with nearby cities or municipalities until such time that the defective peripherals shall be replaced with working units. This sharing mechanism shall be limited to two cities and / or municipalities.

**SEC. 7. Accomplishment of application forms by illiterate or differently-abled applicants.–**

As used in this Section, differently-abled person shall refer to disabled person as defined by the Omnibus Election Code.

Any illiterate or differently-abled person shall be assisted by the Election Officer in the preparation of his application form, or by any member of an accredited Citizen's arm, or a relative within the fourth civil degree of consanguinity or affinity, or if he has none present, by any person of his confidence who belongs to the same household.

In no case shall an assistor assist more than three (3) times except the EO. All assistors must be of voting age.

The EO shall place the illiterate or differently-abled person under oath, after which the assistor shall ask the illiterate or differently-abled person *relevant* questions, and record the answers given in order to accomplish properly the application form.

Once the application form is accomplished, it shall be given to the EO who shall read the accomplished form aloud to the person assisted and ask him if the information given are true and correct.

The applicant shall, in the presence of the EO, affix his thumb mark or some other customary mark on the duly accomplished form.

The Assistor shall then accomplish in two (2) copies the Certification/Attestation, designated hereto as **Annex "B"**, which shall be attached to the accomplished application form.

**SEC. 8. Procedure for filing of application for transfer of registration records from another district/city/municipality.** – Any registered voter who has transferred residence to another district/city/ municipality, at least six (6) months before the October 29, 2007 elections, may apply for transfer of his/her registration record by personally appearing before the EO of his new residence.

The EO shall verify from the National List of Registered Voters (NLRV) if the applicant's name is included in said list. If the applicant's name is not included in the NLRV, the EO shall verify if the applicant's name is included in the National List of Deactivated Voters (NLDV).

**a. If applicant's name is included in the National List of Registered Voters or in the National List of Deactivated Voters –**

The EO shall give the applicant two copies of the prescribed application form hereto attached as **Annex "C"** (CEF-1B - Application for Transfer/Application for Transfer with Reactivation). The applicant shall thereafter accomplish said application form separately in two (2) copies subject to Section 5 hereof.

It is important that the EO shall check the box corresponding to the appropriate type of application. In the assignment of precinct number and Application Form Number, the EO shall follow the procedure provided in Sec. 5 hereof.

The DCM operator shall capture the demographics and biometrics data of the applicant. Thereafter, he/she shall affix his/her initial below the space provided for the EO's signature in Part 2 of the application form.

The application for transfer of registration records to another district/city/municipality shall be subject to the requirements of notice and hearing and the action of the ERB.

Once the application is approved, the EO shall notify of said approval the EO of origin by registered mail. The EO of origin shall remove the voter's registration record from the corresponding precinct book of voters and delete the name of the voter from the district/city/municipal list of voters.

**b. If the applicant's name is not included in the National List of Registered Voters or in the National List of Deactivated Voters -**

The EO shall first require the applicant to show proof of his registration. In this aspect, a showing of a Comelec ID or a Certification from the EO of former place of registration will suffice as evidence of previous registration. Upon such showing of proof, the EO shall issue an application for transfer. A facsimile copy of the proof shall be attached to the application.

In the absence of proof that the applicant is a registered voter, the EO shall advise the applicant to file an application for registration. The EO shall thereafter issue the prescribed application form (CEF-1A - Application for Registration) to the applicant, who shall accomplish said form in accordance with Section 5 hereof. In addition, the EO shall issue to the applicant a Certification (sample form attached as **Annex "D"**) stating that the applicant intended to apply for transfer but he/she was instead advised to apply for original registration, for want of proof that he/she is a registered voter of another district/city/municipality.

The DCM operator shall capture the demographics and biometrics data of the applicant.

**SEC. 9. Procedure for filing of Applications for transfer of registration records within the same city/municipality.** – Any voter who has changed his address in the same city or municipality may apply for transfer of his/her registration record to the precinct book of voters of his/her new precinct by accomplishing CEF-1B (Application for Transfer).

The EO shall verify in his local database the record of the applicant, using the DCS Utilities program.

a) If the record has complete biometrics, i.e. it has photograph, fingerprints and signature; the EO shall use the old application form number. After ERB approval, the place of residence and precinct number of the applicant's record shall be changed to his current address and precinct assignment.

b) If the record has incomplete biometrics, i.e. any of the biometrics is not present, the EO shall assign a new application form number and direct the applicant to the DCM Operator for demographics and biometrics data capture. After ERB approval, the old record of the applicant shall be deleted from the city/municipality local database.

**SEC. 10. Procedure for filing of Applications for Reactivation.** – Any registered voter whose registration has been deactivated based on any of the grounds provided under Sec. 27 of R. A. No. 8189, may request for the reactivation of his registration record by personally accomplishing, separately in two (2) copies, both

sides of the prescribed application form hereto attached as **Annex “E”** (CEF-1C - Application for Reactivation).

The EO shall verify in his local database the record of the applicant, using the DCS Utilities program.

- a) If the record has complete biometrics, i.e. it has photograph, fingerprints and signature; the EO shall use the old application form number. After ERB approval, the applicant’s record shall be reactivated in the city/municipality local database.
- b) If the record has incomplete biometrics, i.e. any of the biometrics is not present, the EO shall assign a new application form number and direct the applicant to the DCM Operator for demographics and biometrics data capture. After ERB approval, the old record of the applicant shall be reactivated and deleted afterwards from the city/municipality local database.

After completion thereof, the EO shall cut the bottom portion of one copy of the application form and give it to the applicant to serve as Acknowledgment Receipt and proof of fact of filing his/her application.

**SEC. 11. Procedure for filing of applications for change of name by reason of marriage, or court order or order by the Civil Registrar or Consul General.** - Any registered voter whose name has been changed by reason of marriage or court order or by order of the Civil Registrar or Consul General may file an application for change of name by personally accomplishing two (2) copies of the application form hereto attached as **Annex “F”** (CEF-1D – Application for Change / Correction of Entries). It is important that the EO shall check the box corresponding to the appropriate type of application.

In support of the application, the applicant shall submit a certification by the marriage solemnizing officer (for Muslims) or a certified true copy of the marriage contract or court order, or order by the Civil Registrar or Consul General, as the case may be.

This may also be availed of in cases where the marriage of a female registered voter has been annulled or declared a nullity by competent court, in which case the affected voter who previously registered using her husband’s surname, may request to change her name, i. e., to revert to the use of her maiden name. To support her request, the applicant shall attach a certified true copy of the Court’s final ORDER/DECISION, annulling the marriage or declaring the marriage a nullity.

The EO shall verify in his local database the record of the applicant, using the DCS Utilities program.

- a) If the record has complete biometrics, i.e. it has photograph, fingerprints and signature; the EO shall use the old application form number. After ERB approval, the change of name requested shall be effected.
- b) If the record has incomplete biometrics, i.e. any of the biometrics is not present, the EO shall assign a new application form number and direct the applicant to the DCM Operator for demographics and biometrics data capture. After ERB approval, the old record of the applicant shall be deleted from the city/municipality local database.

**SEC. 12. Procedure for filing of applications for correction of entry/entries in the registration records.** – A registered voter whose registration record in the precinct book of voters or certified list of voters contains erroneous entries, including wrong or misspelled name, birth date, birth place or typographical errors, may request

for its correction. In support thereof, he shall attach thereto the court order (birth date) or an order of the Civil Registrar (name), or any evidence that may warrant its correction.

The registered voter shall file an application for correction of entry/entries in the registration record by personally accomplishing two (2) copies of the application form hereto attached as **Annex "F"** (CEF-1D - Application for Change / Correction of Entries). After completion thereof, the EO shall retain the same, cut the bottom portion of one copy of the application form and give it to the applicant to serve as Acknowledgment Receipt and proof of filing of his application. It is important that the EO shall check the box corresponding to the appropriate type of application.

The EO shall verify in his local database the record of the applicant, using the DCS Utilities program.

- a) If the record has complete biometrics, i.e. it has photograph, fingerprints and signature; the EO shall use the old application form number. After ERB approval, the EO shall correct the entry/entries in the old record.
- b) If the record has incomplete biometrics, i.e. any of the biometrics is not present, the EO shall assign a new application form number and direct the applicant to the DCM Operator for demographics and biometrics data capture. After ERB approval, the old record of the applicant shall be deleted from the city/municipality local database.

**SEC. 13. Procedure for filing of applications for reinstatement of registered voter whose name has been omitted in the list of voters.** - Any registered voter whose name has not been included or has been omitted in the precinct certified list of voters may file with the OEO an application for reinstatement. For this purpose, he shall personally accomplish in two (2) copies the application form hereto attached as **Annex "F"** (CEF-1D - Application for Change/Correction of Entries/ and Inclusion/Reinstatement of Record in the List of Voters). It is important that the EO shall check the box corresponding to the appropriate type of application. The EO shall use the new application form number and direct the applicant to the DCM operator for demographics and biometrics data capture. Thereafter, he shall affix his initial below the space provided for the EO's signature in Part 2 of the application form.

If it is denied or not acted upon, he may file on any date with the proper Municipal Circuit, Municipal or Metropolitan Trial Court a petition for an order directing that his name be entered in the list. He shall attach to the petition a certified copy of his registration record or identification card or the entry of his name in the certified list of voters used in the preceding election, together with proof that his application was denied or not acted upon by the ERB and that he has served notice to the ERB.

**SEC. 14. Procedure for filing of applications for inclusion of registration record not included in the precinct book of voters.** - Any registered voter whose registration record has not been included in the precinct book of voters may file with the ERB an application for inclusion of his record. For the purpose, he shall personally accomplish in two (2) copies the application form hereto attached as **Annex "F"** (CEF-1D - Application for Change/Correction of Entries/ and Inclusion/Reinstatement of Record in the List of Voters). It is important that the EO shall check the box corresponding to the appropriate type of application. The EO shall use the new application form number and direct the applicant to the DCM operator for demographics and biometrics data capture. Thereafter, he shall affix initial below the space provided for the EO's signature in Part 2 of the application form.

If it is denied or not acted upon, the voter may file on any date with the proper Municipal or Metropolitan Trial Court a petition for an order directing that the voter's

registration record be included in the precinct book of voters. The voter shall attach to the petition a certified true copy of his registration record or identification card or the entry of his name in the list of voters used in the preceding election, together with proof that his application was denied or not acted upon by the ERB and that he has served notice thereof to the ERB.

**SEC. 15. *Cancellation of registration records.*** - The ERB shall cancel the registration records of those who have died as certified by the Local Civil Registrar (LCR) on the dates scheduled for ERB hearings and remove their names from the list of voters.

The EO shall post in the bulletin board of his office the names of those whose registration records have been cancelled due to death, furnishing copies thereof to the local heads of registered political parties, the surviving spouse, if married and the father or mother, if single or if he has none, the nearest of kin.

The Local Civil Registrar shall submit each month to the EO concerned a certified list of persons who died during the previous month. In case the deceased is not a resident of the place where he died, the Local Civil Registrar shall notify the EO of the city/municipality of the deceased's residence as appearing in his death certificate.

In addition, the sworn declaration of the attending Imam or next of kin, who have personal knowledge of the death and identity of the deceased, shall be considered and admitted as basis for cancellation of names of deceased registered voters.

The EO shall furnish copies of this list to the National Central File Division and Office of the Provincial Election Supervisor.

**SEC. 16. *Deactivation of registration records.*** - The ERB shall deactivate during the ERB hearing and temporarily remove the registration records of the following persons from the corresponding precinct book of voters and place the same, properly marked and dated in indelible ink in the inactive file after entering therein the cause/s of deactivation:

- a) Those who have been sentenced by final judgment to suffer imprisonment of not less than one (1) year, such disability not having been removed by plenary pardon or amnesty. Provided, that any such person shall automatically reacquire the right to vote upon the expiration of five (5) years after service of sentence as certified by the clerk of court of the Municipal/Municipal Circuit/Metropolitan/Regional Trial Courts or the Sandiganbayan;
- b) Those who have been adjudged by final judgment of a competent court or tribunal of having committed any crime involving disloyalty to the duly constituted government, such as rebellion, sedition, violation of the firearms laws, or any crime against national security unless restored to their full civil and political rights in accordance with law; Provided, that such person shall automatically regain his right to vote upon the expiration of five (5) years after service of sentence;
- c) Those declared by competent authority to be insane or incompetent;
- d) Those who did not vote in the immediately preceding two (2) successive regular elections as shown in the voting records;

- e) Those ordered excluded from the list of voters by the court; and
- f) Those who have lost their Filipino citizenship.

For this purpose, the clerk of court shall furnish the EO concerned at the end of each month a certified list of persons with their addresses, who have lost their Filipino citizenship; were declared insane/incompetent; have been sentenced by final judgment to suffer imprisonment of not less than one (1) year, or have committed a crime involving disloyalty to the duly constituted government.

**SEC. 17. Challenge of right to register.** - Any person applying for registration may be challenged in writing and under oath before the ERB by any voter or representative of a registered political party in accordance with the schedule provided in Section 4 hereof. The challenge shall be attached to the application form together with the proof of notice of hearing to the applicant.

**SEC. 18. Authority of EO to administer oath and issue summons.** – The Election Officer (EO) is authorized to administer oath, issue subpoena *duces tecum* and swear in witnesses for purposes of registration. No fee shall be charged for the administration of the oath. But fees and expenses incidental to the issuance of the summon shall be paid in advance by the party in whose behalf the same was issued.

**SEC. 19. Notice of hearing of applications.** - Upon receipt of the applications, the EO shall immediately set them for hearing, the notice of which shall be posted in the municipal/city bulletin board and in his office in accordance with the schedule provided in Section 4 hereof, furnishing copies thereof to the heads or representatives of registered political parties and other accredited groups or organization in the city/municipality. Names and addresses of the applicants shall be attached to the notice.

Each applicant will be notified of the date of ERB hearing of his/her application by indicating the same on the Acknowledgment Receipt, with information that he/she need not appear unless required by the Board to do so. On the date of the hearing, the EO shall receive such evidence for or against the applicant.

**SEC. 20. Approval or disapproval of application.** - The Election Registration Board (ERB) of the district/city/municipality shall hear the applications and, by majority vote, approve or disapprove the same in accordance with the schedule provided in Section 4 hereof. Should one day be insufficient for the processing of all accepted applications, the ERB shall meet daily until all applications shall have been processed, but not beyond July 31, 2007.

If the ERB disapproves the application, the applicant shall be furnished with a certificate of disapproval stating the ground(s) therefore.

After each meeting, the ERB shall prepare in six (6) copies the Minutes of the Proceedings which shall include, among others, the following:

1. Number of applications submitted to the Board for consideration;
2. List of applicants whose application for registration / transfer (within and from outside) / correction of entries / change of name, reactivation, inclusion / reinstatement of record, was approved or disapproved by the Board indicating the application number opposite their names. There shall be a separate listing for applications for SK registration approved or disapproved.

The EO concerned shall, within ten (10) days from the last day of hearing of the ERB, distribute copies of the Minutes to the following: (1) two 2 copies to the Office of

the Provincial Election Supervisor (OPES), which shall retain one copy and send the other copy to the Registration Division, EBAD; (2) one copy each to the representatives of the Dominant Majority Party and the Dominant Minority Party; (3) one copy shall be posted in the Bulletin Board of his office; and (4) retain one copy for his file.

Failure to comply with the requirements of the two (2) preceding paragraphs shall be ground for disciplinary action and withholding of benefits granted by the Commission.

**SEC. 21. *Publication of action on applications.*** - Immediately within five (5) days from approval or disapproval of applications, the ERB shall post a notice in the bulletin boards of the municipal/city hall and in the office of the EO, stating the names and addresses of the applicants, the dates of the applications and the actions taken thereon. The EO shall serve a copy of the notice either personally or by registered mail or special delivery, to the local heads or representatives of registered political parties in the city/municipality.

**SEC. 22. *Petition for Inclusion of Voters in the List.*** - Any person whose application for registration has been disapproved by the ERB or whose name has been stricken out from the list may file with the court a petition to include his name in the permanent list of voters in his precinct at any time but not later than August 6, 2007. It shall be supported by a certificate of disapproval of his application and proof of service of notice of his petition upon the ERB. The petition shall be decided within fifteen (15) days after its filing.

If the decision is for the inclusion of the voter's name in the permanent list of voters, the ERB shall place the application for registration previously disapproved in the corresponding book of voters and indicate in the application for registration the date of the order of inclusion and the court which issued the same.

**SEC. 23. *Petition for Exclusion of Voters from the List.*** - Any registered voter, representative of a political party or the EO, may file with the court a sworn petition for the exclusion of a voter from the permanent list of voters giving the name, address and the precinct of the challenged voter at any time but not later than August 6, 2007. The petition shall be accompanied by proof of notice to the ERB and to the challenged voter and shall be decided within ten (10) days from its filing.

If the decision is for the exclusion of the voter's name from the list, the ERB shall, upon receipt of the final decision, remove the voter's registration record from the corresponding book of voters, enter the order of exclusion therein, and thereafter place the record in the inactive file.

**SEC. 24. *Disposition of applications for registration, transfer of registration records, reactivation, inclusion/reinstatement of record, change of name, correction of entry/ entries and the compact discs (CDs).*** – (a) At the close of each registration day, the Election Officer shall:

1. Gather all accomplished application forms and compact discs (CDs) from the DCM Operator;
2. Compile all accomplished forms per *barangay* and by precinct, arrange the application forms alphabetically by surname. Sangguniang Kabataan applications for registration shall be filed separately from the regular voters' applications.
3. Segregate the two (2) copies of applications in two (2) sets – Both copies of the application shall be submitted by the

Election Officer to ERB, to be segregated only after it has been acted upon. The first copy shall remain with the Election Officer and the second copy to be submitted, together with the Minutes of the Proceedings of the ERB, to the OPES.

4. Generate a list of those who applied for registration or transfer of registration for the day, using the DCS utilities program. Said list shall be posted in the bulletin board of the city/municipality and in the office of the Election Officer.
5. Manually prepare a list of those who applied for change of name or correction of entries.
6. Prepare a report regarding the occurrence of any untoward incident during the day and the action taken thereon. For this purpose, each EO shall keep a journal to write down any important occurrences and incidents during the registration days.
7. Store the application forms, CDs, other forms and supplies ***in a safe and secure place at the OEO;***

(b) CDs that are not yet full or have been finalized shall be retrieved for use in the succeeding registration days.

(c) The EO shall prepare a statistical report on accomplished application forms, a sample format attached hereto as **Annex "G"**, and submit the same on monthly basis to the OPES.

(d) Finalization of CD shall be made after registration. The Election Officer shall back-up the file document.mdb after the ERB hearing and before execution of the CONSOLIDATE function of DCS Utilities. The back-up of the document.mdb shall contain only records approved by the ERB and shall be submitted to the ITD through the Office of the Provincial Election Supervisor (OPES) not later than August 15, 2007.

**Sec. 25. Role of the Provincial Election Supervisor.** – The Provincial Election Supervisors' (Regional Election Director for OEOs in the National Capital Region) shall:

1. Consolidate and submit to the ITD the CDs of the entire province, by mail after the ERB hearing;
2. Consolidate the statistical report on accomplished application forms and transmit the same monthly thru fax or mail to:
  - a. Registration Division, Election and *Barangay* Affairs Department (EBAD)
  - b. Office of the Deputy Executive Director for Operations (ODEDO).
3. Consolidate and transmit the following documents to the Election and *Barangay* Affairs Department, 15 days after the ERB hearing, to wit:
  - a. Quarterly Progress Reports of their respective EOs' (a sample format hereto attached as **Annex "H"**), together with a copy of the Minutes of the ERB hearing and the list of applicants whose applications were

approved or disapproved by the ERB, indicating the application number opposite their names; and,

- b. Project of Precincts for the October 29, 2007 Barangay and SK Elections ( hereto attached as **Annexes "I" and "J"**) respectively, not later than August 15, 2007 without extension.

**Sec. 26. Role of the Regional and Assistant Regional Director.** - The RED and ARED shall ensure compliance by all PESs of the timely submission of all required reports.

Failure by the PESs to submit the required reports shall be ground for disciplinary action against the PESs, RED and ARED and withholding of benefits granted by the Commission.

**SEC. 27. Applicability of other resolutions of the Commission.** - The other resolutions of the Commission insofar as applicable and when not inconsistent herewith, shall apply in the registration of voters.

**Sec. 28. Effectivity.** - This Resolution takes effect seven (7) days after publication. The Education and Information Department is hereby directed to:

1. Cause the publication of this resolution in two (2) daily newspapers of general circulation in the Philippines;
2. Plan and implement a nationwide information campaign; and
3. Furnish copies of this Resolution to all Regional Election Directors, Assistant Regional Election Directors, Provincial Election Supervisors and Election Officers.

**SO ORDERED.**

(Sgd.) **BENJAMIN S. ABALOS**  
Chairman

(Sgd.) **RESURRECCION Z. BORRA**  
Commissioner

(Sgd.) **FLORENTINO A. TUASON, JR.**  
Commissioner

(Sgd.) **ROMEO S. BRAWNER**  
Commissioner

(Sgd.) **RENE V. SARMIENTO**  
Commissioner

(Sgd.) **NICODEMO T. FERRER**  
Commissioner