



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

**RULES AND REGULATIONS ON  
THE RESUMPTION OF THE  
SYSTEM OF CONTINUING  
REGISTRATION OF VOTERS IN THE  
NON-ARMM AREAS.**

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Commissioner	<b>Rene V. Sarmiento</b>
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Commissioner	<b>Leonardo L. Leonida</b>
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x-----x Promulgated on **November 12, 2008**

**RESOLUTION NO. 8514**

**WHEREAS**, the Commission finds it necessary to prescribe uniform guidelines in order to realize the objectives of computerizing the registration of voters through the use of biometrics process, for the purpose of establishing a clean, complete, permanent and updated list of voters;

**WHEREAS**, the filing of applications for registration shall be conducted using the Data Capturing Machines (DCMs) nationwide;

**NOW, THEREFORE**, the Commission, by virtue of the powers vested in it by the Constitution of the Republic of the Philippines, the Omnibus Election Code, Republic Act No. 8189 and other related election laws, **RESOLVED** to promulgate, as it hereby promulgates, the following rules and regulations to govern the resumption of the system of continuing registration of voters:

**SECTION 1. Declaration of policy.** – It is the policy of the Commission to establish a clean, complete, permanent, and updated list of voters through the adoption of biometrics technology in the registration process.

**SECTION 2. Applicability.** – These rules shall apply in all areas nationwide, **except** in the Autonomous Region in Muslim Mindanao (ARMM).

**SECTION 3. Deployment of Data Capturing Machines.** - There shall be at least one (1) Data Capturing Machine (DCM) in every Office of the City/Municipal Election Officer.

**SECTION 4. Date, time and place of filing of applications; hearing and approval/disapproval.** – Applications for registration, transfer of registration records, reactivation and changes/corrections of entries in the registration records/inclusion of registration records/reinstatement of name in the list of voters, shall be personally filed

beginning **December 2, 2008 to December 15, 2009**, at the Office of the Election Officer (OEO) of the district/city/municipality where the applicant resides from Monday to Friday, during regular office hours at 8:00 o'clock a.m. to 5:00 o'clock p.m.. The applications shall be heard by the Election Registration Board (ERB) at the OEO, in accordance with the following schedule:

<b>Period to file applications</b>	<b>Last day to post Notice of Hearing</b>	<b>Last day to file opposition to the applications for registration/transfer of registration records</b>	<b>Hearing/ Approval/ Disapproval of Applications</b>
December 2, 2008 to December 19, 2008	January 5, 2009	January 12, 2009	January 19, 2009
January 2 to March 31, 2009	April 6, 2009	April 13, 2009	April 20, 2009
April 1 to June 30, 2009	July 6, 2009	July 13, 2009	July 20, 2009
July 1 to September 30, 2009	October 5, 2009	October 12, 2009	October 19, 2009
October 1 to December 15, 2009	December 18, 2009	December 22, 2009	January 4, 2010

The EO shall adopt a system of processing applications to speed up the registration process, minimize queuing and avoid inconvenience.

In connection therewith, the EO may establish satellite offices within his area of jurisdiction to ensure wider voter participation, subject to the following conditions:

- a. The EO shall approximate the number of prospective applicants per barangay/area;
- b. The EO shall notify the Regional Election Director (RED), in case of the National Capital Region (NCR), or the Provincial Election Supervisor (PES), of the establishment of the satellite office/s five (5) days before the scheduled registration therein. The PES shall submit their recommendation to the RED, who shall approve or disapprove the establishment of the satellite office/s;
- c. Written notice of the schedule/s for registration in the satellite office/s shall be disseminated and posted in the Bulletin Boards of the Office of the Election Officer and the barangays/areas concerned. For this purpose, the EO shall ensure that the schedule of registration in the satellite office shall not be simultaneous with the registration in the EO's main office.
- d. The satellite office shall be established in a public place; and
- e. There shall be arrangement with the local government unit concerned for the use of its government transportation facilities.

**SECTION 5. Procedure in case of Defective DCM and/or its Peripherals - a).** In case the Data Capturing Machine (DCM) and/or its peripherals are defective during the registration period, the accomplished application forms shall be accepted with the condition that the applicants shall return for the taking/capturing of their biometrics. For this purpose, the applicant shall be given until **December 15, 2009** to have his biometrics captured.

b) In this case, the EO through the Provincial Election Supervisor (PES)/Regional Election Director (for NCR) upon certification by the CVL technician shall inform immediately the Information Technology Department (ITD) and Election and Barangay Affairs Department (EBAD) that the DCM and/or its peripherals are defective for immediate repair/replacement

c) The EO shall immediately notify in writing the concerned applicants once the DCM is functional for the taking/capturing of their biometrics data. If the applicant fails to return despite notice in writing, his application for registration shall be considered incomplete and deemed not filed, hence, shall not be submitted for appropriate action by the ERB. The EO shall print and post the list of applicants who failed to return for biometrics data capturing in the city/municipal bulletin boards and EOs' Office.

**SECTION 6. *Who may register.*** – Any Filipino citizen who is:

- a) At least eighteen (18) years of age;
- b) A resident of the Philippines for at least one (1) year and in the place wherein he proposes to vote for at least six (6) months on or before the day of the election; and
- c) Not otherwise disqualified by law.

Any person, who has not yet reached the required voting age or period of residence on the day of registration but will possess the same on or before the day of election (*May 10, 2010 National and Local Elections*) may register as a voter. The applications for this group of persons shall be filed not earlier than May 12, 2009.

**SECTION 7. *Who are disqualified to register.*** - The following are disqualified from registering as a voter:

- 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;
- 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; and
- c) Insane or incompetent persons as declared by competent authority unless subsequently declared by proper authority that such person is no longer insane or incompetent.

Any person disqualified to register under paragraphs (a) and (b) above shall automatically reacquire the right to vote upon expiration of five (5) years after service of sentence.

**SECTION 8. *Application Forms for Registration (CEF-1A).*** . Application forms for Registration (CEF-1A) are available, free of charge, at the Office of the Election Officer, or may be downloaded from the COMELEC website, [www.comelec.gov.ph](http://www.comelec.gov.ph), a

sample of which is attached hereto as **Annex “A”** (CEF-1A – Application for Registration).

In the latter case, the applicant shall print the application form and accomplish the same in three (3) copies, to be signed and thumbmarked only in the presence of the EO.

**SECTION 9. Procedure for filing of applications for registration.**

a) The applicant shall personally appear before the EO, state his name and exact address, specifying the house number, name of street, area, district, purok or sitio, and *barangay* where he resides, or a brief description of his residence, and present any of the following current identification documents that bears applicant's photograph and signature:

1. 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. Integrated Bar of the Philippine (IBP) ID;
10. License issued by the Professional Regulatory Commission (PRC); and
11. Any other valid ID.

In the absence of any of the abovementioned 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.

Community Tax Certificates (*cedula*) or certifications/identification cards issued by *barangay* officials shall not be honored as valid identification documents.

If the identity of the applicant cannot be established by any of the aforementioned methods, he shall not be issued an application form. In case of downloaded application forms, the same shall not be accepted.

b) The EO shall then verify from the National List of Registered Voters (NLRV) if the applicant's name is found therein. If the applicant is found to be registered in the same city/municipality he shall be advised that he need not apply for registration. If he is found to be registered voter in another city/municipality, he shall be advised to apply for transfer for registration pursuant to Section 10 hereof.

c) If the applicant's name is not included in the NLRV, 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 within the jurisdiction of the district/city/municipality.

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

If the applicant resides within the territorial jurisdiction of the district/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; and
  4. Issue the prescribed application form in three (3) copies.
- d) Upon receipt of the application forms, the applicant shall personally accomplish the same separately in his own handwriting and submit the accomplished application forms to the EO. **TITLES SUCH AS REVEREND, DATU, ATTORNEY, SULTAN, DOCTOR, HADJI, ENGINEER, BAI AND OTHERS SHALL NOT BE ALLOWED.**
  - e) If the applicant has a downloaded and duly-accomplished application form, it shall be signed and thumbmarked in the presence of the EO.
  - f) After ensuring that the application form has been filled up correctly, completely and legibly, the EO shall write the Application Form Number. The Application Form Number shall consist of four parts. The first two (2) digit represents the province code, the second two (2) digit represents the city/municipal code, the third two (2) digit represents the Data Capture Machine (DCM) Number, and the last seven (7) digit represents the control code starting after the last code number assigned.
  - g) The EO shall return the application form to the applicant and direct the applicant to proceed to the DCM Operator for data capturing.

**The application form of an applicant who refuses to submit himself for the live capture of his biometrics data shall not be accepted and deemed not filed.**

- h) The DCM Operator shall proceed to capture the complete biometrics data of the applicant, affix his initial below the space provided for the EO's signature in Part 2 of the application form and direct the latter to go back to the EO.
- i) The EO shall:

1. Administer the oath;

**The application form of an applicant who refuses to take the oath shall not be accepted and deemed not filed.**

2. Affix his signature in the appropriate space on the forms;
3. Retain the three (3) copies; and
4. Cut the bottom portion of the application form (*copy for EO*) and give it to the applicant to serve as Acknowledgment Receipt and proof of fact of filing of his application.

**SECTION 10. Accomplishment of application forms of illiterate or disabled/differently-abled applicants.** – Any illiterate or disabled/differently-abled person may be assisted in the preparation of his application form by any relative within the fourth civil degree of consanguinity or affinity, or if he has none, by any person of his confidence who belongs to the same household, or by the EO. In no case shall an assistor, except the EO, assist more than three (3) times. All assistors must be of voting age.

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

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

If the illiterate or disabled/differently-abled applicant is assisted by the EO, the EO shall confirm with the applicant as to the correctness of the information written in the accomplished application form.

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

The Assistor shall accomplish in three (3) copies the Certification/Attestation, designated hereto as **Annex “B”**, which shall be attached to the accomplished application form.

**SECTION 11. Challenge of right to register.** – Any person applying for registration may be challenged/opposed in writing and under oath before the EO by any voter or representative of a registered political party or watcher in accordance with the schedule provided in Section 4 hereof. The challenge/opposition shall be attached to the application form together with the proof of notice of hearing to the applicant.

**SECTION 12. Procedure for filing of application for transfer of registration records from another district/city/municipality.** – a. Any registered voter who has transferred residence to another district/city/municipality, at least six (6) months before the May 10, 2010 Synchronized National and Local Elections, may apply for transfer of his registration records with the Office of the EO of his new residence by personally accomplishing both sides, in three (3) copies, the prescribed application form hereto

attached as **Annex “C”** (CEF-1B – Application for Transfer/Application for Transfer with Reactivation).

- b) The EO shall then verify from the NLRV if the applicant’s name is included in said list and whether the status of his registration record is active or deactivated.

For this purpose, the Information Technology Department (ITD) shall provide all EOs with the updated soft copy of the NLRV after each ERB hearing.

- c) **If Applicant’s Name is included in the NLRV -**

The EO shall give the applicant three (3) copies of the prescribed Application for Transfer/Application for Transfer with Reactivation. The applicant shall thereafter accomplish both sides of the application form separately in three (3) copies in his own handwriting and submit the same to the EO, who shall ensure that the application form has been filled up correctly, completely and legibly.

It is important that the EO shall check the box corresponding to the appropriate type of transfer. In the assignment of precinct number and Application Form Number, the EO shall follow the procedure provided in Sec. 7 hereof.

- d) **If applicant’s name is not included in the NLRV**

The EO shall advise the applicant that he may, if he so desires, 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 7 hereof. In addition, the EO shall issue to the applicant a Certification (sample form attached as **Annex “D”**) stating that applicant intended to apply for transfer but he was instead advised to apply for original registration.

- e) Thereafter, the EO shall direct the applicant to proceed to the DCM Operator for the capturing of his biometrics data. The DCM Operator shall affix his initial below the space provided for the EO’s signature in Part 2 of the application form.

- f) The EO shall retain the three (3) copies, cut the bottom portion of the application form (*copy for EO*) and give it to the applicant to serve as Acknowledgment Receipt and proof of fact of filing his application.

In support of the application for transfer, the applicant may submit a certified copy of his current Voter Registration Record (VRR) or Voter’s Identification Card generated under the Voters Validation System (VVS), on or before the scheduled ERB hearing.

- g) The application for transfer of registration records to another district/city/municipality shall be subjected to the requirements of notice, hearing and action of the ERB. Within a period of three (3) days from approval of the application for transfer, the EO of voter’s new residence

shall, by registered mail or any other fastest means, give notice to the EO of the applicant's former residence of such approval.

After receiving the notice, the EO of the applicant's former residence shall delete the name of the approved voter-transferee in the voters' list, remove his voter registration record from the precinct book of voters and send said record to the EO of the applicant's new residence. The actions taken by the EO of the former residence shall not require an ERB approval.

**SECTION 13. Procedure for filing of application for transfer of registration records within the same city/municipality/district due to change of address** – Any registered voter who has changed his address in the same city/municipality/district shall accomplish the application form (**Annex C**) within the period provided in Section 4.

If the change of address involves a change in precinct assignment, EO shall assign the applicant to the precinct comprising his new residence as basis for the ERB to transfer his registration record to the new precinct. The EO shall notify the voter of his new precinct assignment.

If the applicant has no biometric data, the applicant shall accomplish both sides of the application form and shall be obliged to undergo the process of capturing his biometrics data pursuant to Section 7 hereof.

**SECTION 14. Procedure for filing of application 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 accomplishing three (3) copies in his own handwriting the prescribed application form hereto attached as **Annex "E"** (CEF-1D - Application for Change).

After completion thereof, the EO shall retain the three (3) copies, cut the bottom portion of the application form (*copy for the EO*) and give it to the applicant to serve as Acknowledgment Receipt and proof of fact of filing his/her application. 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 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.

In cases where the marriage of a female registered voter has been annulled or declared a nullity by competent court, the affected voter who previously had registered using her husband's surname may request to change her surname, 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.

If the applicant has no biometric data, the applicant shall accomplish both sides of the application form and shall be obliged to undergo the process of capturing his biometrics data following the procedures in Sec. 7 hereof.

**SECTION 15. Procedure for filing of application for correction of entry/entries in the registration records.** – A registered voter whose registration record contains

erroneous entries, including wrong or misspelled name, birth date, birth place or typographical errors, may request for their correction. In support thereof, he shall attach thereto evidence which warrant correction.

The registered voter shall file an application for correction of entry/entries in the registration record by accomplishing in three (3) copies in his own handwriting the application form hereto attached as **Annex "E"** (CEF-1D - Application for Correction of Entries). After completion thereof, the EO shall retain the same, cut the bottom portion of the application form (*copy for the EO*) and give it to the applicant to serve as Acknowledgment Receipt and proof of fact of filing his/her application. It is important that the EO shall check the box corresponding to the type of application.

If the applicant has no biometric data, the applicant shall accomplish both sides of the application form and shall be obliged to undergo the process of capturing his biometrics data following the procedures in Sec. 7.

**SECTION 16. Deactivation of Registration.** – Grounds; Procedure –

1. The grounds for deactivation are as follows:
  - 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.

*The preceding two (2) successive elections, for purposes of May 10, 2010 elections, refer to the May 14, 2007 National and Local Elections and October 29, 2007 Barangay Elections;*

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

2. 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.
3. Deactivated registration records shall be removed from the corresponding precinct book of voters properly marked at the back with the date of deactivation and cause of deactivation pursuant to Section 27 of Republic Act 8189.

**SECTION 17. Procedure for filing of application for reactivation.** – Any registered voter whose registration record has been deactivated based on any of the grounds provided under Sec. 14, may apply for reactivation of his registration record by personally accomplishing separately in three (3) copies the prescribed application form hereto attached as **Annex “F”** (CEF-1-C - Application for Reactivation).

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

An applicant for reactivation of registration records whose biometric data have not been previously captured shall accomplish both sides of the application form and shall be obliged to undergo the process of capturing his biometrics data following the procedures in Sec. 7.

The EO shall submit the accomplished application forms to the ERB. Once approved, the EO shall retrieve the registration record of the applicants from the inactive file and include the same in the corresponding precinct book of voters where he was previously assigned prior to deactivation.

**SECTION 18. Cancellation of registration records.** – During the hearing, the ERB shall cancel the registration records and delete the names from the list of voters of those voters who died as certified by the Local Civil Registrar (LCR). The registration records of the cancelled voters shall be removed from the corresponding precinct book 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 LCR 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 LCR 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 any relative within the second degree of consanguinity or affinity, who had 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 of the ERSD, Office of the Provincial Election Supervisor, and Election and Barangay Affairs Department.

**SECTION 19. Voter Excluded Through Inadvertence/or Registered with an Erroneous or Misspelled Name.** – Any registered voter whose name has not been included in the precinct certified list of voters, or whose registration record has not been included in the precinct book of voters, or whose name has been omitted in the list of voters, or who has been included therein with a wrong or misspelled name may file with the ERB an application for reinstatement or correction of name as the case maybe. For this purpose, he shall personally accomplish in three (3) copies the prescribed application form **Annex “E”** (CEF-1D – Application for Change/Correction of Entries/ and Inclusion of Registration Record/Reinstatement of Name in the List of Voters). It is important that the EO shall check the box corresponding to the appropriate type of application.

If the applicant is a registered voter who has not previously submitted himself for the capturing of his biometrics data, the applicant shall accomplish both sides of the application form and shall be obliged to undergo the process of capturing his biometrics data. The DCM operator shall capture the biometrics data of the applicant. Thereafter, the operator 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 proper Municipal Circuit, Municipal or Metropolitan Trial Court a petition for an order directing that his name be entered or corrected 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.

**SECTION 20. Authority of EO to administer oath.** – The EO is authorized to administer oath for purposes of registration. No fee shall be charged for the administration of the oath.

**SECTION 21. Notice of hearing of applications.** – Upon receipt of the applications, the EO shall immediately set them for hearing, notice of which together with the list of applicants for registration/transfer of registration records/deactivation/reactivation/ correction of entries/inclusion of registration record and reinstatement of name in the list of voters, shall be posted in the municipal/city bulletin board and in EOs’ office in accordance with the schedule provided in Section 4 hereof, furnishing copies thereof to the applicants concerned, the heads or representatives of registered political parties and other accredited groups or organization in the city/municipality.

The EO shall also notify the applicant of the date of the hearing of his application by indicating the date of the hearing on the appropriate space of the Acknowledgment Receipt to be signed by the applicant to serve as proof of the compliance with the requirement of notice.

**SECTION 22. Preliminaries to ERB Hearing.** – The EO shall verify the names of applicants from the NLRV and submit to the ERB, for its reference, the names of those found in the lists.

**SECTION 23. Approval or disapproval of applications.** – The ERB of the city/municipality shall, using the above-mentioned list, hear the applications and, by majority vote, approve or disapprove the same in accordance with the schedule provided in Section 4 hereof. The ERB shall meet based on the following guidelines, to wit:

Number of Applications	Number of day(s) ERB Hearing
Less than 1,000	1
Less than 2,000	2
Less than 3,000	3
Less than 4,000	4
4,000 and above	5

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

After each meeting, the ERB shall prepare the Minutes of the Proceedings which include, among others, the following:

1. Number of all applicants under consideration by the Board; and
2. List of applicants whose application for registration/transfer/deactivation/reactivation/correction of entries/change of name/inclusion of registration record/reinstatement of name in the list of voters was approved or disapproved by the Board indicating the application number opposite their names.

Copies of the Minutes of Proceedings shall be posted in the Bulletin Board of the EO's office.

In case of approval or disapproval, any aggrieved party may file a petition for exclusion or inclusion as the case maybe with the proper Municipal Circuit or Municipal or Metropolitan Trial Courts.

**SECTION 24. Publication of Action of the ERB.** – Immediately within five (5) days from approval or disapproval of the 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.

**SECTION 25. Disposition of accomplished applications and compact discs (CDs).** –

- a. During registration period, on a daily basis, the EO shall:
  1. Gather and compile accomplished application forms per *barangay* and by precinct, arranged alphabetically by surname.

2. Generate list of those who applied for registration/transfer/transfer with reactivation/reactivation/correction of entries/ inclusion of registration record and reinstatement of name in the list of voters using the DCS utilities program. Said list shall be posted in the bulletin board of the city/municipality and in the office of the EO.
  3. Prepare a brief narrative 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;
  4. Create backup in Compact Disc (CD) of the biometric data of all the applicants.
- b. After each ERB Hearing, the EO shall:
1. Segregate the applications in three (3) sets; the first set for the EO; the second set for the Provincial File and the third set for the National Central File;
  2. Store in two (2) compact discs (CD) the lists and other pertinent data of all approved applications for registration, transfer of registration records, reactivation and change/correction of entries;
  3. Prepare a **Quarterly Progress Report (QPR)** hereto attached as **Annex "G"**;
  4. Transmit the following reports to the PES/RED (**for NCR**) within ten (10) days from the scheduled ERB Hearing, to wit:
    - a. **Compact Disc (CDs)**;
    - b. **Minutes of the ERB Hearing**;
    - c. **Quarterly Progress Report (QPR)**
    - d. **Hard copy of list of applicants whose application were approved/disapproved by the ERB; and**
    - e. **Approved applications forms copy for the Provincial and Central File**
- c. **At the last scheduled ERB Hearing (January 4, 2010)**, the EO shall, in addition to the above-mentioned reports, prepare a **Project of Precincts (Annex "H")** and submit together with the other reports to the PES/RED (for NCR) within the period of fifteen (15) days from the last ERB Hearing.

**SECTION 26. Role of the Provincial Election Supervisor.** – a) The PES shall collect and transfer by registered mail or any other fastest means the quarterly reports herein required of the entire province to the following:

**1. Information and Technology Department (ITD)**

- a. Compact Discs (CDs) – 1<sup>st</sup> copy containing the list and other pertinent data of all approved applications (registration, transfer with reactivation of registration records, reactivation and change/correction of entries).

**2. Election and Barangay Affairs Department (EBAD)**

- a. Quarterly Progress Report;
- b. Minutes of the ERB hearing; and
- c. Hard copy of the list of applicants whose application were approved/disapproved by the ERB.

**3. Election Records and Statistical Department (ERSD)**

- a. 3<sup>rd</sup> copy of the approved applications (registration, transfer with reactivation of registration records, reactivation of registration records and change/correction of entries).
- b) At the last scheduled ERB Hearing (**January 4, 2010**), the PES/RED (for NCR) shall personally deliver the CDs, Projects of Precincts and other reports to the above-concerned departments **ON OR BEFORE JANUARY 30, 2010**.

**SECTION 27. Role of the Regional Election Director/Assistant Regional Election Director.** – The RED/ARED shall supervise the submission and compliance with the required reports and shall be held directly responsible for the non-compliance within the period herein provided.

**SECTION 28. 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 January 25, 2010. 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 voters' name in the permanent list of voters, the ERB through the EO 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. **Thereafter, the Election Officer shall furnish EBAD immediately with a copy of the decision of the court granting the petition for inclusion.**

**SECTION 29. 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 January 29, 2010. 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 through the EO 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 place the record in the inactive file. **Thereafter, the Election Officer shall furnish EBAD immediately with a copy of the decision of the court granting the petition for exclusion.**

**SECTION 30. Applicability of other resolutions of the Commission.** – The provisions of Res. No. 2904 (Rules and Regulations Governing the General Registration of Voters and the System of Continuing Registration of Voters [RA 8189] and other resolutions of the Commission insofar as applicable and when not inconsistent herewith, shall apply in the registration of voters.

**SECTION 31. Effectivity.** – This resolution shall take effect seven (7) days after publication. The Education and Information Department (EID) is hereby directed to cause the widest dissemination of this resolution and its publication in two (2) newspaper of general circulation in the Philippines.

Let the Election and Barangay Affairs Department (EBAD) implement this resolution.

**SO ORDERED.**

(Sgd.)**JOSE A. R. MELO**  
Chairman

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

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

(Sgd.)**MOSLEMEN T. MACARAMBON**  
Commissioner

(Sgd.)**LEONARDO L. LEONIDA**  
Commissioner

(Sgd.)**LUCENITO N. TAGLE**  
Commissioner