Resolution No. 014
Series of 2024

A RESOLUTION ESTABLISHING THE RULES OF THE PARTICIPANTS DURING THE VERIFICATION AND CANVASSING

WHEREAS, the Student Council Commission on Elections (SC COMELEC) stands as the highest policy-making body of all election matters in the Polytechnic University of the Philippines (PUP) – Main Campus;

WHEREAS, a meeting was conducted online on September 21, 2024 with 13 out 15 current commissioners present;

WHEREAS, a new user profile, exclusively for the use of the Commission for the verification process, was created in the personal computer/laptop of the Commission, due to the concern raised by the poll watchers that the used laptop/computer of the Commission is a personal property and might contain other files;

WHEREAS, the flash drive that contains the raw, semi-verified, and verified ballots is under the custody of the Commission;

WHEREAS, the Commission, with the presence of poll watchers, secure a screenshot of the time stamp when the session ended. This time stamp shall serve as a proof that the ballots have not been opened or tampered;

WHEREAS, the attendance of poll watchers representing the candidate, party, or coalition is a requisite for the commencement of the canvassing of votes;

WHEREAS, non-attendance of poll watchers is considered a deliberate disruption during the canvassing of votes as provided in the Sec. X Art. 4.2.1 of the Implementing Rules and Regulations:

*4.2.1. **Non-attendance of poll watchers**. The non-attendance of poll watchers for candidates and/or parties is categorized as a form of Deliberate Disruption of Casting and Canvassing of Votes.*

(a) In the event that the poll watcher fails to appear after the 15-minute grace period, the locality will be placed at the bottom of the queued localities for the day. The party and/or candidate to which the individual in question is watching the poll for shall be issued a warning.

(b) The party and/or the candidate may substitute the poll watcher if ever the assigned poll watcher has not made their appearance. Also, the party and/or candidate shall notify the COMELEC instantly if ever decide to substitute the assigned poll watcher.

(c) If the queue have been exhausted and the poll watcher have not made their appearance, the counting and canvassing of votes shall be suspended. The locality will be placed in the queue for the next day. The party and/or candidate to which the individual in question is watching the poll for shall submit a letter explaining a valid reason for the absence of their poll watcher within the day.

(d) In the event that the poll watcher fails to appear after the 15-minute grace period of the next day of the canvassing, subparagraph (a) shall apply. If the queue have been exhausted and the poll watcher have not made an appearance, the party and/or candidate represented by the absent poll watcher shall be disqualified.

WHEREAS, the Commission will use a Wired LAN connection for the internet for both verification and canvassing;

WHEREAS, during the verification and the canvassing process, the Commission will be able to share the screen. An additional device shall be used for the zoom video call to see all movements of the Commission and the poll watchers.

a. The Commission present in the face-to-face verification shall mute their audio or stop screen sharing whenever sensitive information of voters will be discussed or displayed, in accordance with the Data Privacy Act;
b. Time and duration for verification process;
    i. Breaks - There shall be a 30-minute lunch from 12:00 NN until 12:30 PM;
    ii. Substitution of poll watchers – Substitution is allowed at any time. Poll watchers must send the name of who shall be substituted and who will substitute for them to the Commission beforehand;
c. Updates - Every after fifteen (15) minutes, the Commissioner present in the face-to-face verification shall update the Zoom participants through the focal person of the Commission;

WHEREAS, the Commission shall follow the steps in the verification of the ballots:

a. The Commission shall download all the ballots from the webmail of the Commission, with the presence of poll watchers. This shall be saved in a clean flash drive, exclusive for the use of the Commission for this purpose;
b. The Commission, with the presence of poll watchers shall duplicate, all unfiltered ballots to ensure that there is a back-up of the raw, unfiltered ballots;
c. Using the conditional formatting - duplicate values function from excel, the valid student number will be highlighted. Meanwhile, those invalid student numbers will not be highlighted and be subject to deletion;
d. All invalid student numbers will be counted manually by the Commission.
e. After deleting all the cells containing the invalid student number, copy the entire column then paste back on the ballot;
f. The Commission will then check if there are duplicate values within the column. If there are, the Commission shall verify which is legitimate or not through the master list collected before;
g. After this, the Commission can now delete the rows containing invalid student numbers and save a copy too;
h. Once everything is done on the Excel, a summary shall be made. This verification process tally sheet includes the total number of registered voters/students per college; the total number of submitted ballots per college; the total number of valid/accepted ballots per college that is determined through the verification process; the total number of invalid/rejected ballots per college that is also determined through the verification process;
i. The poll watchers present in the face-to-face verification and Commissioners shall sign the document of attestation as proof that everyone agrees to the count/tally;

WHEREAS, the Commission shall secure all data gathered - from raw, semi-verified, to verified ballots.

a. Raw refers to the unfiltered and unverified ballots;
b. Semi-verified refers to the ballots that have been cross-matched with the database of the OSS/ICTO where unmatched student numbers from the database shall be removed;
c. Verified refers to the filtered ballots wherein the rows of the unmatched student numbers are deleted;

WHEREAS, the verified ballots shall be used for the canvassing of votes. Thus, this contains all valid ballots;

WHEREAS, the canvassing of votes shall be done after the verification of ballots;

WHEREAS, the Commission will use the user profile created during the verification process in the personal computer/laptop of the Commission for the canvassing of votes;

a. The Commission will use the flash drive that contains the raw, semi-verified, and verified ballots under the custody of the Commission. Only the verified ballots shall be used for the canvassing of votes;

WHEREAS, the Commission shall use their own personal internet connections at home, when the face-to-face verification and/or canvassing ends;

WHEREAS, during the canvassing of votes, the Commission shall update the official Facebook page every three (3) hours;

WHEREAS, the Commission shall observe the following steps in the canvassing:

a. The Commission shall conduct a demo first on how the Excel works. The Commission will show the poll watchers the design of the excel. All codes that will be used shall be explained by the Commission.
b. Canvassing will start from CADBE to CSSD. Refer to the schedule of Locality below.

DAY 1 [24 September 2024]	• College of Architecture, Design and Built Environment (CADBE) • College of Communication (COC) • College of Tourism, Hospitality and Transportation Management (CTHTM) • College of Arts and Letters (CAL) • College of Accountancy and Finance (CAF) • College of Political Science and Public Administration (CPSPA)
DAY 2 [25 September 2024]	• College of Human Kinetics (CHK) • College of Business Administration (CBA) • College of Science (CS) • Institute of Technology (ITECH) • Open University System (OUS) • College of Engineering (CE)
DAY 3 [26 September 2024]	• College of Computer and Information Sciences (CCIS) • College of Education (COED) • College of Social Sciences and Development (CSSD)

c. The Commission prepared a canvassing template per college. This template includes all the functions, formulas and names necessary for canvassing.

d. The total number of votes per candidate can be easily seen on the top of the Excel sheet. The Commission will also show the tally of abstain. In addition for councilors, both local and central, the excel will count all the entries selected, including the abstain vote.

e. In case of a tie, the Commission shall review the data to determine the existence of a tie without reasonable doubt.

f. Once everything is done on the Excel, a summary shall be made. This vote tally sheet includes the total number of votes per candidate.

g. The Commissioners shall sign the document as certification of the election returns and results of the polls.

NOW THEREFORE, by virtue of the power vested in the Commission on Elections (COMELEC) being the highest electoral policy-making body hereby establishes the rules of the participants during the verification and canvassing, **BE IT RESOLVED AS IT HEREBY RESOLVES:**

THAT, this will continue being implemented until another contradicting resolution is created.

THAT, there shall be a furnished copy of this resolution, including any changes made hereto, to the official addresses of the Student Council Assembly, Sentral na Konseho ng Mag-aaral, Local Student Councils, Student Tribunal and Constitutional Commissions, and Student Publications residing in the Polytechnic University of the Philippines - Main Campus.

SO, ORDERED.

(SGD.) GAD THOMAS DEUEL S. MENDIOLA
Chairperson
College of Arts and Letters Commissioner

(SGD.) MARVIE ANGELINE B. DAPO
Vice Chairperson
College of Political Science and Public Administration Commissioner

(SGD.) KRISTAL ANDREA M. MARQUEZ
Secretary-General
College of Human Kinetics Commissioner

(SGD.) MELWEL ARCEL C. GORUMBA
Treasurer
College of Accountancy and Finance Commissioner

(SGD.) JERWIN P. MANABAT
College of Architecture, Design and the Built Environment Commissioner

(SGD.) NICOLE A. CABRAL
College of Business Administration Commissioner

(SGD.) LUKE MARK P. LEONA
College of Computer and Information Sciences Commissioner

(SGD.) CARLOS JAIRO L. TIAGA
College of Engineering Commissioner

(SGD.) ABIGAIL P. PRIETO
College of Communication Commissioner

(SGD.) GENER AUGUST S. LINTAG
College of Education Commissioner

(SGD.) RHOANNE ALESIA S. JUANSON
College of Science Commissioner

(SGD.) PAUL JANRY D. ROLUSTA
College of Social Sciences and Development Commissioner

(SGD.) JUAN MIGUEL G. MORADO
College of Tourism, Hospitality, and Transportation Management Commissioner

(SGD.) JOHN ALBERT D. REBANCOS
Institute of Technology Commissioner

(SGD.) LACHERRY BE. MAY-ANNE S. RAMEL
Open University System Commissioner