Republic of the Philippines
Polytechnic University of the Philippines
Student Council Constitutional Commissions
Commission on Elections

RESOLUTION NO. <u>025</u> SERIES OF 2021

RULES OF THE PARTICIPANTS DURING THE VERIFICATION AND CANVASSING

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

WHEREAS, twelve (12) out of fourteen (14) Commissioners were present, which are the commissioners from the College of Architecture, Design and Built Environment, College of Business Administration, College of Computer and Information Systems, College of Communication,College of Education, College of Engineering, College of Human Kinetics, College of Political Science and Public Administration, College of Science, College of Social Sciences and Development, and College of Tourism, Hospitality and Transport Management, and Institute of Technology thus the meeting was in quorum;

WHEREAS, the commissioners from College of Accountancy and Finance and College of Arts and Letters were not present;

WHEREAS, stated in Article IV Section 13.g of the Student Council Election Code 2021 shall "Enact and release clear resolutions stating the platform that they will use for the conduct of elections, the canvassing of votes…"

WHEREAS, the verification process shall take place before the canvassing of votes at the Hyundai Room of the Charlie Del Rosario Building in the PUP - Main Campus from 9:00 AM until 5:00 PM;

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, secured 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, Internet - The Commission used mobile data on the first day of verification. Encountering problems of slow internet connection, the OSS has permitted the use of their internet. The Commission shall provide the WLAN wire data cables that shall connect the device of the Commission to the internet from the OSS.

    a. If the wire data cables are not long enough to reach the Hyundai room, the verification process shall take place outside the room of OSS, along the corridor;

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 ten (10) minute break every three (3) hours. This is the only time that the substitution of poll watchers is allowed;

            1. Substitution of poll watchers - Poll watchers must send the name of who shall be substituted and who will substitute for them;

    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 desktop of OSS, open the database; From each college ballot, copy the student number column and paste beside the column of student numbers from the OSS database;

d. 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;

e. All invalid student numbers will be counted manually by the Commission.

f. After deleting all the cells containing the invalid student number, copy the entire column then paste back on the ballot;

g. 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 masterlist collected before;

h. After this, the Commission can now delete the rows containing invalid student numbers and save a copy too;

i. 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;

j. 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 is 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.

a. In the case of the verification process finishing before 5:00 PM, the canvassing shall proceed. The face-to-face canvassing shall stop at 5:00 PM, and resume virtually at 8:00 AM the next day through Zoom;

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 process, the Commission shall share the screen to the Zoom participants;

WHEREAS, there shall be no breaks during the canvassing of votes. However, substitution of poll watchers is allowed every three (3) hours.

    1. Substitution of poll watchers - Poll watchers can maximize substitution of three (3) times. The poll watcher must send the name of the watcher to be substituted and who shall substitute for them. Substitutes must be from the list of names that the parties/slates have submitted;

WHEREAS, during the canvassing of votes, the Commission shall update the official Facebook page hourly;

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 up to ITECH. Refer to Resolution 024 s.2021 for the order of canvassing of votes per college.

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

    d. Before proceeding with the application of codes, the Commission, with the presence of poll watchers, shall check one by one if the data included in the cell is correct. Once finished, then dragging of cells shall be done on the Excel sheet of the verified ballots.

    e. 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 blank vote and abstain vote.

f. If in case of a tie, the Commission shall review the data again and to see if it's really a tie.

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

h. 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 adopts this resolution **BE IT RESOLVED AS IT HEREBY RESOLVES:**

1. **THAT,** the Commission shall inform their constituents, mainly the prospective candidates and their paralegals, of these rules and guidelines, in order to provide guidance and have systematized elections;

2. **TO INFORM AND FURNISH COPIES** of this resolution, including any changes made thereto, to the official addresses of Local Councils residing in the Polytechnic University of the Philippines Main Campus**;**

SO, ORDERED.

(SGD) JANNETTE PRINCESS V. HINATE
Chairperson
College of Education Commissioner

(SGD) JANEL MARIEKE B. BAÑARIA
Vice Chairperson
College of Social Science and Development Commissioner

(SGD) ALEC MARIZ G. AVERILLA
Secretary General
College of Human Kinetics Commissioner

(SGD) KATHERINE CLAIRE A. HOANG
Treasurer
College of Architecture, Design and Built Environment Commissioner

ANGELA LUISA H. MONTENEGRO
College of Accountancy and Finance Commissioner

DIVINA MARIE B. IBAÑEZ
College of Arts and Letters Commissioner

(SGD) ELIZABETH MARIE G. ANDAYA
College of Business Administration Commissioner

(SGD) PETER THADDEUS V. IBAÑEZ
College of Communication Commissioner

(SGD) MARC JOSEPH V. BARCIAL
College of Computer and Information Systems Commissioner

(SGD) CHARLIZE KRIZIA R. LOPEZ
College of Engineering Commissioner

FRANZ MARIELLA D. SUMOCOL
College of Science Commissioner

(SGD) CYRUS JAMES P. MAGSINO
College of Political Science and Public
Administration Commissioner

(SGD) KRISTAN MARK F. BERNARDO
College of Tourism, Hospitality and
Transportation Management Commissioner

(SGD) DIVINA I. ASIS
Institute of Technology Commissioner