



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

RESOLUTION NO. 029, SERIES OF 2022

**A RESOLUTION AMENDING RESOLUTION NO. 027 SERIES OF 2022
OTHERWISE KNOWN AS “A RESOLUTION ESTABLISHING THE
VERIFICATION PROCESS DURING THE CANVASSING OF VOTES, THE
PROCESS OF CANVASSING OF VOTES, AND THE RULES OF THE
PARTICIPANTS DURING THE VERIFICATION AND CANVASSING”**

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

WHEREAS, the Commission En Banc convened online on the 5th of October 2022;

WHEREAS, the meeting was in quorum;

WHEREAS, on the 5th of October 2022, the Commission released Resolution No. 027 series of 2022 otherwise known as “A Resolution Establishing the Verification Process During the Canvassing of Votes, the Process of Canvassing of Votes, and the Rules of the Participants During the Verification and Canvassing”;

WHEREAS, on the 5th of October 2022, the Commission had a consultation meeting with the campaign officials of the independent candidates/slates/parties regarding the Resolution No. 027 series of 2022;



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

WHEREAS, there were concerns raised by the campaign officials, that is why the Commission has decided to amend it;

WHEREAS, after the consultation meeting with the campaign officials, the Commission immediately convened online to talk about the amendments of Resolution No. 027 series of 2022;

WHEREAS, all the mentioned amendments were adopted with no objections/contentions raised;

WHEREAS, here is the amended/ratified Resolution:

VERIFICATION PROCESS DURING THE CANVASSING OF VOTES

WHEREAS, the canvassing of votes for the 2022 Student Council Elections will commence on October 10, 2022 and shall end on October 13, 2022;

WHEREAS, Article XI Section 1 of Implementing Rules and Regulations (IRR) states the following:

Section 1. Election Day – Unless deemed necessary by the Commission to increase the days of election, there shall be at least five (5) consecutive days for casting of votes. As soon as the voting is finished, the canvassing of votes shall commence in designated canvassing areas. The canvassing committee shall compose of official representative of the Commission and the watchers of each political party and independent candidates.



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

The Commission shall decide whether the canvassing of votes shall be broadcasted live only on its official social media platforms or shall be conducted in a private, online meeting, with the designated poll watchers and campaign officials of each political party or candidate only;

WHEREAS, Article XII Section 3 of Implementing Rules and Regulations (IRR) states the following:

Section 3. Determination of the validity of electronic ballots – The Board of Canvassers shall determine the validity of the electronic ballots through cross-matching the casted ballots with the information indicated in Article XI of these Rules.

WHEREAS, a Non-Disclosure Agreement (NDA) shall be signed by all the campaign officials of the candidates/slates/parties, offices involve, and the COMELEC before they proceed to verification.

WHEREAS, the Commission will use the desktop of the OSS containing the database needed for verification.

WHEREAS, the Commission shall only be the one allowed to cross-match the data.

WHEREAS, in the final consultation of the Commission with the ICTO and OSS last October 7, 2022, the Directors and Chairperson of the Commission agreed that the ICTO, through the OSS, will provide a database of necessary details for the verification process which will be manages by the Commission;



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

WHEREAS, there must be at least one (1) and a maximum of three (3) poll watchers and/or campaign officials from each independent candidate/slate/party per college present at the time that the ICTO starts to process the ballots for verification to promote transparency during the verification process;

WHEREAS, if poll watchers are not available, campaign officials may substitute as long as they notify the Commission beforehand;

WHEREAS, the verification will be one college at a time and shall finish all the colleges and institute intended for that day before proceeding to the actual canvassing of votes of colleges and institute scheduled for that day. However, if the Commission has the time and resources, then they shall verify a college or institute ahead of time even if they are not scheduled for that day;

WHEREAS, the verification process shall start at 9 A.M. on October 10, 2022;

CANVASSING OF VOTES

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WHEREAS, stated in Article IV Section 22.g of the Election Code that the Commission shall “enact and release clear resolutions stating the platform that they will use for the conduct of elections, the canvassing of votes...”;

WHEREAS, stated in Article XII Section 1 of the Implementing Rules and Regulations that “as soon as the voting is finished, the canvassing of votes shall commence immediately. The Commission shall decide whether the canvassing of votes shall be broadcasted live only on its official social media platforms or shall be conducted in a private, online meeting, with the designated poll watchers and/or



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

campaign officials of each political party or candidate only. (Art. VII Sec. 46 of the Election Code)”;

WHEREAS, the canvassing period shall start from October 10, 2022 and shall end on October 13, 2022;

WHEREAS, on the canvassing period, the Commission, together with the poll watchers and/or campaign officials shall count the votes from 9:00 A.M. onwards physically inside PUP and/or online through usage of platforms such as Zoom, Google Meet, etc.;

WHEREAS, a minimum of one (1) and a maximum of three (3) campaign officials preferably the poll watchers and/or campaign officials from each independent candidates/slates/parties to join the physical canvassing while there is no limited number of campaign officials to join the activity online;

WHEREAS, the canvassing will be done one college at a time in accordance to the following schedule:

October 10

- College of Science (CS)
- College of Business Administration (CBA)
- Institute of Technology (ITECH)
- College of Architecture, Design, and the Built Environment (CADBE)

October 11

- College of Social Studies and Development (CSSD)
- College of Education (COED)



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

- College of Tourism, Hospitality, and Transportation Management (CTHTM)

October 12

- College of Human Kinetics (CHK)
- College of Political Science and Public Administration (CPSPA)
- College of Accountancy and Finance (CAF)

October 13

- College of Computer and Information Sciences (CCIS)
- College of Engineering (CE)
- College of Arts and Letters (CAL)
- College of Communication (COC)

WHEREAS, the medium to be used in the canvassing of votes is Microsoft Excel/Google Sheets containing the valid student numbers of voters and the number of votes for the college-wide and university-wide student council elections which will be generated from the Microsoft Forms;

WHEREAS, the Commission shall include in the summary of returns the total number of eligible voters per college;

WHEREAS, the Commission shall count all raw ballots, regardless if it is valid or not, in the summary of returns;



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

WHEREAS, the Commission shall report the number of verified voters that cast their vote and the voter turnout in the summary of returns;

WHEREAS, the Commission shall also count the number of rejected ballots;

WHEREAS, the following conditions will determine the validity of votes:

- a. The vote was cast.
- b. The student number is correct and matches the database.
- c. The enrolled college is correct.
- d. For the College Student Council Councilors, the number of votes cast per voter did not exceed six (6) votes; and
- e. For the Central Student Council Councilors, the number of votes cast per voter did not exceed twelve (12) votes; and;

WHEREAS, upon the completion of the tally of the valid votes, the Commission shall determine the totality of valid votes, and identify the ratio between the vote for each specific candidate and the total number of valid votes;

WHEREAS, the Commission will report the ranking of each candidate in the election;

WHEREAS, the Commission shall also count the following in each position:

- a. The number of abstain votes per position;
- b. For multiple seat elections, the number of undervotes;
- c. For multiple seat elections, the number of allocated votes. This is done by multiplying the number of valid ballots by the number of allocated votes per voter;



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

- d. The number of valid ballots casted per position;
 - i. For single-winner elections, the number of valid ballots is determined by the sum of valid votes cast and the number of abstentions.
 - ii. For multiple-winner elections, the number of valid ballots is determined by the number of ballots cast not exceeding the number of allocated votes.
- e. The number of invalid ballots cast per position, which is all ballots that exceeded the number of allocated votes per voter. This only applies to multiple-winner elections;
- f. The number of ballots cast, which is the sum of the valid and invalid ballots;

**RULES OF THE PARTICIPANTS DURING THE VERIFICATION AND
CANVASSING**

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 and/or campaign officials 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 and/or campaign officials, secure a screenshot of



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

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 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 and/or campaign officials.

- 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-minute break every three (3) hours. This is the only time that the substitution of poll watchers and/or campaign officials is allowed;
 - ii. Substitution of poll watchers and/or campaign officials - Poll watchers and/or campaign officials 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 and/or campaign



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

officials. 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 and/or campaign officials shall duplicate, all unfiltered ballots to ensure that there is a back-up of the raw, unfiltered ballots;
- c. The Commission will use the database provided in the OSS desktop for verification. The verification shall be done only by the Commission;
- 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. The Commission will evaluate the invalid student numbers
- 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 masterlist collected before;
- g. After this, the Commission can now delete the rows containing invalid student numbers and save a copy too;
- h. After deleting all the cells containing the invalid student number, copy the entire column then paste back on the ballot;
- 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;



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

- j. The poll watchers and/or campaign officials 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;



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

WHEREAS, the Commission shall use their own personal internet connections at home, when the face-to-face verification and/or canvassing is not applicable;

WHEREAS, during the canvassing process, the Commission shall share the screen to the Zoom participants;

WHEREAS, substitution of poll watchers and/or campaign officials is allowed every three (3) hours.

- a. Substitution of poll watchers and/or campaign officials - Poll watchers and/or campaign officials can maximize substitution of three (3) times a day. The poll watcher and/or campaign official 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 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 and/or campaign officials the design of the excel. All codes that will be used shall be explained by the Commission.
- b. Canvassing will start from **COED up to CSSD**. Refer to the schedule of Colleges and Institute stated above.
- c. The Commission prepared a canvassing template per college. This template includes all the functions, formula and names necessary for canvassing.



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

- 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 amends Resolution No. 027 series of 2022 otherwise known as “A Resolution Establishing the Verification Process During the Canvassing of Votes, the Process of Canvassing of Votes, and the Rules of the Participants During the Verification and Canvassing”, **BE IT RESOLVED AS IT HEREBY RESOLVES:**

THAT, the amended and ratified processes and rules established be effective immediately.

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

THAT, the Commission shall inform all the candidates, their campaign officials, and the registered student publications regarding the amended Resolution No. 027 series of 2022.



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

THAT, there shall be a furnished copy of this resolution, including any changes made hereto, to the official addresses of Local Student Councils residing in the Polytechnic University of the Philippines - Main Campus.

SO, ORDERED.

(SGD) RJ O. SALAMERA

Chairperson

College of Political Science and Public Administration Commissioner

(SGD) GAD THOMAS DEUEL S. MENDIOLA

Vice Chairperson

College of Arts and Letters Commissioner

(SGD) MARY JOY B. DAGDAG

Secretary-General

College of Science Commissioner

(SGD) ANN SHIRLEY M. BENITEZ

Treasurer

College of Education Commissioner

(SGD) MARL NICO MARI M. DE VERA

College of Accountancy and Finance Commissioner

(SGD) APPLE JOY A. BUEN

College of Architecture, Design, and the Built Environment Commissioner

(SGD) JOYCE MARIE L. TOLENTINO

College of Business Administration Commissioner

(SGD) LORIELYN Y. BELMONTE

College of Communications Commissioner



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

(SGD) CARLOS JUDE G. MAMINTA
College of Computer and Information Sciences Commissioner

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

(SGD) AUGUST B. ANTONIO
College of Human Kinetics Commissioner

(SGD) DENISE JOYCE B. ALMARIO
College of Social Sciences and Development Commissioner

(SGD) ARVIE EIN P. AMOGUIS
College of Tourism, Hospitality and Transportation Management Commissioner

(SGD) JOHN RAY C. AYES
Institute of Technology Commissioner