

COMELEC Organizational Information

The COMELEC is the principal government agency tasked by the Constitution to enforce and administer all laws and regulations concerning the conduct of regular and special elections. It is a body that is designed to be constitutionally independent from the executive, legislative and judicial branches of government to ensure the conduct of free, fair and honest elections. As an added measure, the constitution also grants fiscal autonomy to enable the COMELEC to operate effectively, efficiently and free from political interference. The constitution mandates that "funds certified by the Commission as necessary to defray the expenses for holding regular and special elections, plebiscites, initiatives, referenda, and recalls, will be provided in the regular or special appropriations and, once approved, will be released automatically upon certification by the Chairman of the Commission."

Judicial, Regulatory and Administrative Functions

In addition to its primary task of election administration, the COMELEC also performs judicial, regulatory and administrative functions. Its judicial mandate consists of taking exclusive original jurisdiction over all contests relating to the elections, returns, and qualifications of all elective regional, provincial, and city officials, and appellate jurisdiction over all contests involving elective municipal officials decided by trial courts of general jurisdiction, or involving elective barangay officials decided by trial courts of limited jurisdiction. Exception issues involving the right to vote, it has regulatory and administrative authority to decide on all questions affecting elections, including determination of the number and location of polling places, appointment of election officials and inspectors, and registration of voters.

Recommendatory Powers

The Commission has the power to propose to Congress measures to minimize election spending, including limitation of places where propaganda materials will be posted, and to prevent and penalize all forms of election frauds, offenses, malpractices, and nuisance candidacies. Likewise, it can recommend to the President the removal of any officer or employee it has deputized, or the imposition of any other disciplinary action, for violation or disregard of, or disobedience to, its directive, order, or decision. On its own, or upon verified complaint, the COMELEC can file petitions in court for inclusion or exclusion of voters and investigate/prosecute cases of violations of election laws, including acts or omissions constituting election frauds, offenses, and malpractices.

Membership

The COMELEC consists of one Chairman and 6 commissioners, all of whom have a 7-year term without reappointment. In all matters pertaining to election administration and policymaking, the commissioners act as a collegial body. In election cases and pre-proclamation controversies, however, the Commission sits in two divisions initially, but decides en banc on motion to reconsider a division decision.

Offices and Departments

Assisting the Chairman in managing the day-to-day affairs and operations of the COMELEC is the Executive Director. As the highest-ranking career official, he implements the policies and decisions of the Commission, takes charge of the administrative affairs and serves as the communication and operational link between the staff and Commissioners. He

is assisted by a Deputy Executive Director for Administration (DEDA) and a Deputy Executive Director for Operations (DEDO).

COMELEC Organizational Structure

The Commission is under the over-all control of the Chairman and the Commissioners, who constitute the policymaking body that lays down the guidelines and regulations for elections, referenda, plebiscites, initiatives and recalls. The Commission sits either en banc or in two divisions in order to expedite disposition of election cases including pre-proclamation controversies.

Management

The Chairman is the Chief Executive of the Commission. Under him is the Executive Director (ED) whose duty is to implement policies and decisions and to take charge of the administrative affairs of the Commission. Assisting the Executive Director are two deputies: a Deputy Executive Director for Administration (DEDA) and a Deputy Executive Director for Operations (DEDO).

Central Office

In the central office, there are twelve departments, namely:

1. Administrative Services Department (ASD)
2. Election and Barangay Affairs Department (EBAD)
3. Electoral Contests Adjudication Department (ECAD)
4. Education and Information Department (EID)
5. Election Records and Statistics Department (ERSD)
6. Finance Services Department (FSD)
7. Law Department
8. Personnel Department
9. Planning Department
10. Information Technology Department (ITD)
11. Internal Audit Department
12. Procurement Management Department (PMD)

Other offices include the:

1. Office of the Secretary of the Commission (ComSec)
2. Office of the Clerk of the Commission
3. Office for Overseas Voting (OFOV)

Field Office

In the field, there is one Regional Election Director (RED) for every region who supervises the official activities of all provinces, cities and municipalities under the jurisdiction of the concerned region. In the same manner, there is one Provincial Election Supervisor (PES) for every province who supervises the city and municipal election offices in the province. There is one Election Officer (EO), assisted by at least one Election Assistant (EA), in every city, municipality or legislative district whose main function is to supervise the conduct of electoral activities within the area of responsibility as field representatives of the Commission.

COMELEC Mandated Functions

The COMELEC is mandated with the following functions:

1. Enforce and administer all laws and regulations relative to the conduct of elections, plebiscite, initiative, referendum, and recall.
2. Exercise exclusive original jurisdiction over all contests relating to the elections, returns, and qualifications of all elective regional, provincial, and city officials, and appellate jurisdiction over all contests involving elective municipal officials decided by trial courts of general jurisdiction, or involving elective barangay official decided by trial courts of limited jurisdiction.
3. Decide, except those involving the right to vote, all questions affecting elections, including determination of the number and location of polling places, appointment of election officials and inspectors, and registration of voters.
4. Deputize, with the concurrence of the President, law enforcement agencies and instrumentalities of the Government, including the Armed Forces of the Philippines, for the exclusive purposes of ensuring free, orderly, honest, peaceful credible elections.
5. Register, after sufficient publication, political parties, organizations, of coalitions which, in addition to other requirements, must present their platform or program of government; and accredit citizens arms of the Commission on Elections.
6. File, upon a verified complaint, or on its own initiative, petitions in court for inclusion or exclusion of voters; investigate and, where appropriate, prosecute cases of violations of elections laws, including acts or omissions constituting election frauds, offenses, and malpractices.
7. Recommend to the Congress effective measures to minimize election spending, including limitation of places where propaganda materials shall be posted, and to prevent and penalize all forms of election frauds, offenses, malpractices, and nuisance candidates.
8. Recommend to the President the removal of any officer or employee it has deputized, or the imposition of any other disciplinary action, for violation or disregard of, or disobedience to its directive, order, or decision.
9. Submit to the President and the Congress a comprehensive report on the conduct of each election, plebiscite, initiative, referendum, or recall.

COMELEC Historical Background

The Commission on Elections was created by a 1940 amendment to the 1935 Constitution. Its membership was enlarged and its powers expanded by the 1973 and 1987 Constitutions. The Commission exercises not only administrative, but judicial and quasi-judicial powers.

The Executive Bureau

Before the creation of the Commission, supervision over the conduct of elections was vested in the Executive Bureau, an office under the Department of Interior and later directly vested in the Department itself when the Executive Bureau was abolished.

There was, however, general dissatisfaction over the manner in which elections were conducted under the supervision of the Secretary of the Interior. There was growing

suspicion that Secretaries of the Interior administered election laws not for the purpose of securing honest and free elections, but to serve the political interest of the party in power to which they belonged. They were never entirely free from suspicion of acting with partisan bias.

The close official relationship between the president and the Secretary of the Interior bred suspicion that elections served the incumbent Secretary's political interest. The Secretary of the Interior was directly responsible to the President and his tenure of office was dependent not only on the pleasure of the President, but also upon the President's own continuance in office. This set-up only induced increasing distrust in the verdict at the polls.

Statutory Commission

The situation impelled the National Assembly to propose the creation by constitutional amendment of a Commission on Elections composed of a Chairman and two members to take over the functions of the Secretary of the Interior relative to elections.

By constitutional amendment ratified by the Filipino people in a plebiscite held on June 17, 1940, all functions heretofore exercised by the Secretary of the Interior relative to the conduct of elections were transferred to the Commission. However, as the amendment could not be made effective in time for the 1940 elections, the National Assembly through Commonwealth Act No. 607 created a statutory Commission on Elections, giving thereto the same powers which the Commission would have under the Constitution. The act became effective upon its approval on August 22, 1940. The Commission immediately functioned on September 14, 1940, and supervised the December 10, 1940 elections.

Constitutional Commission

The constitutional amendment creating the Commission was finally approved on December 2, 1940. On June 21, 1941, the Commonwealth Act No. 657 was enacted reorganizing the Commission as a constitutional body. The members of the statutory Commission continued as member of the constitutional Commission. The subordinate personnel, records, documents, and property together with its unexpected balance in the appropriation were likewise transferred to the newly-organized Commission. The Chairman and Members of the Commission had a term of nine years each - a member being replaced every three years- except those first appointed who were given nine, six and three-years terms, respectively.

The 1973 Constitution enlarged the membership of the Commission from three to nine but reduced their term of office from nine to seven years.

Comelec Mission, Vision and Values Statement

Mission

To manage the conduct of credible electoral exercises to always reflect the genuine will of the Filipino people in an efficient and effective manner.

Vision

We enhance the Filipino voting experience through inclusive, equitable, and modernized electoral processes

Values Statement

In pursuit of our mission, we shall be guided by the highest standard of integrity, honesty, accountability, impartiality, and transparency. We are driven by the values of respect, teamwork, and achievement.

Performance Pledge of COMELEC

Kami, Mga Kawani ng Komisyon ng Halalan ay

Handang maglingkod ng tapat, maayos at maka-mamayan. Bukas kami mula Lunes hanggang Biyernes, mula ika walo ng umaga hanggang ikalima ng hapon.

Aming pahahalagahan at ipatutupad ang mga batas at alituntunin ukol sa halalan at mga karapatang kaakibat nito.

Laging pakikilingan at tutugunan ang inyong mga katanungan at hinaing ukol sa aming serbisyo. Tumawag po lamang sa numerong 527-0821/525-9294 o kaya ay bisitahin ninyo ang COMELEC website(www.comelec.gov.ph).

Aaksyunan ang bawat kahilingan ng naayon sa batas. Pumunta lamang sa pinakamalapit na tanggapan ng COMELEC sa inyong lugar.

Lalawakan at pagyayamanin ang kaalaman ng mga botante ukol sa kanilang karapatang bumoto (voter's education).

Aalagaan at babantayan ang inyong boto sa abot ng aming makakaya.

Nangangakong lahat ng ito'y tutuparin tungo sa isang MALINIS, MAKATOTOHANAN AT MAKABULUHANG HALALAN

COMELEC Pag-asa ka ng Bayan!

ARTA History of COMELEC

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Before the creation of the Commission, supervision over the conduct of elections was vested in the Executive Bureau, an office under the Department of Interior and later directly vested in the Department itself when the Executive Bureau was abolished.

There was, however, general dissatisfaction over the manner in which elections were conducted under the supervision of the Secretary of the Interior. There was growing suspicion that Secretaries of the Interior administered election laws not for the purpose of securing honest and free elections, but to serve the political interest of the party in power to which they belonged. They were never entirely free from suspicion of acting with partisan bias.

The close official relationship between the president and the Secretary of the Interior bred suspicion that elections served the incumbent Secretary's political interest. The Secretary of the Interior was directly responsible to the President and his tenure of office was dependent not only on the pleasure of the President, but also upon the President's own continuance in office. This set up only induced increasing distrust in the verdict at the polls.

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The Chairman and Members of the Commission had a term of nine years each a member being replaced every three years except those first appointed who were given nine, six and three year terms, respectively.

The 1973 Constitution enlarged the membership of the Commission from three to nine but reduced their term of office from nine to seven years.

The 1987 Constitution reduced the membership of the Commission from nine to seven but retained their term of seven years without reappointment. Of those first appointed, 3 members should hold office for seven years, 2 members for five years and the last 2 members for three years.

They can be removed from office only by impeachment and are provided with salaries fixed by law which shall not be decreased during their term of office. These are the safeguards to ensure the independence of the Commission.

Powers and Functions of the Comelec

The enlarged Commission on Elections was designed to cope with its expanded powers and functions provided for under the constitution and existing laws. The Commission performs the following specific powers and functions:

1. Enforce and administer all laws and regulations relative to the conduct of an election, plebiscite, initiative, referendum, and recall.
2. Exercise exclusive original jurisdiction over all contests relating to the elections, returns, and qualifications of all elective regional, provincial, and city officials, and appellate jurisdiction over all contests involving elective municipal officials decided by trial courts of general jurisdiction, or involving elective barangay officials decided by trial courts of limited jurisdiction.
3. Decide, except those involving the right to vote, all questions affecting elections, including determination of the number and location of polling places, appointment of election officials and inspectors, registration of voters.
4. Deputize, with the concurrence of the President, law enforcement agencies and instrumentalities of the Government, including the Armed Forces of the Philippines, for the exclusive purpose of ensuring free, orderly, honest, peaceful, and credible elections.
5. Register, after sufficient publication, political parties, organizations, or coalitions which, in addition to other requirements, must present their platform or program of government; and accredited citizens' arms of the Commission on Elections.
6. File, upon a verified complaint, or on its own initiative, petitions in court for inclusion or exclusion of voters; investigate and, where appropriate, prosecute cases of violations of election laws, including acts or omissions constituting elections frauds, offences, and malpractices.
7. Recommend to the Congress effective measures to minimize election spending, including limitation of places where propaganda materials shall be posted, and to prevent and penalize all forms of election frauds, offences, malpractices, and nuisance candidates.
8. Recommend to the President the removal of any officer or employee it has deputized, or the imposition of any other disciplinary action, for violation or disregard of, or disobedience to its directive, order, or decision.
9. Submit to the President and the Congress a comprehensive report on the conduct of each election, plebiscite, initiative referendum, or recall.

What is Voter Registration

VOTER REGISTRATION is a requirement for any qualified Filipino citizen who wishes to vote in any Philippine election.

It has been defined by Republic Act No. 8189 as "the act of accomplishing and filing of a sworn application for registration by a qualified voter before the election officer of the city or municipality wherein he [or she] resides and including the same in the book of registered voters upon approval by the Election Registration Board."

Elements of the Registration Application Process

1. **Accomplishing an Application Form for Registration (AFR) does NOT automatically make an applicant a registered voter.**

He (or she) needs to file the accomplished Application Form by going to the local COMELEC office to personally file it before the Election Officer (EO), who is the COMELEC's local representative in each city and municipality.

2. **Filing the accomplished AFR before the EO still does NOT make an applicant a registered voter.**

His (or her) Application has to be approved by the Election Registration Board (ERB), which meets once every quarter only.

3. **When the filed accomplished AFR is approved by the Election Registration Board (ERB), the process of becoming a registered voter is almost complete.**

The ERB has to approve the applications of all qualified applicants during its scheduled quarterly hearings.

By law, these ERB hearings happen only four (4) times a year -- on the third Monday of April, July, October and January of every calendar year.

4. **The inclusion of the ERB-approved AFR in the Book of Voters (BOV) of the city/municipality/district completes the process of voter registration.**

After the ERB hearing, the EO has to include the approved AFR in the Book of Registered Voters, together with all the other registered voters in the city, municipality or HUC district.

The concerned voter registration applicant is finally considered a registered voter of the concerned locality.

Registration Requirements

There are certain requirements from applicants who want to file an application for registration as a voter. These requirements are embodied in Section 9 of Republic Act No. 8189, and stated by the Commission in Section 13 of COMELEC Resolution No. 10963.

Qualifications to Register

Any Filipino citizen who is not yet a registered voter, may apply for registration, provided he/she possesses the following qualifications for:

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

Disqualifications to Register

The following are disqualified to register as a voter:

1. Any person who has been sentenced by final judgment to suffer imprisonment for not less than one (1) year, such disability not having been removed by plenary pardon or amnesty;
2. Any person who has been adjudged by final judgment by 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 his/her full civil and political rights in accordance with law; and
3. Insane or incompetent person 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.

Documentary Requirements

A person has to establish his (or her) identity upon filing his (or her) application. The following are valid identification documents:

1. National identification (ID) card under the Philippine Identification System (PhilSys) ;
2. Postal ID card;
3. PWD ID Card;
4. Student's ID card or library card, signed by the school authority;
5. SC's ID card;
6. Land Transportation Office (LTO) Driver's license/Student Permit;
7. National Bureau of Investigation (NBI) clearance;
8. Philippine Passport;
9. Social Security System (SSS)/Government Service Insurance System (GSIS) or other Unified Multi-Purpose ID card;
10. Integrated Bar of the Philippines (IBP) ID card;
11. License issued by the Professional Regulatory Commission (PRC);
12. Certificate of Confirmation issued by the National Commission on Indigenous Peoples (NCIP) in case of members of ICCs or Ips;
13. Barangay Identification / Certification with photo; and
14. Any other Government issued valid IDs

In the absence of any of the above-mentioned identification documents, the applicant may be identified under oath by any registered voter of the precinct where he/ she intends to be registered, or by any of his/her relatives within the fourth civil degree of consanguinity or affinity. No registered voter or relative shall be allowed to identify more than three (3) applicants.

Community Tax Certificates (cedula) and PNP clearance shall not be honored as valid identification documents for purposes of registration.

If the applicant fails to establish his/her identity by any of the aforementioned methods/documents, he/she shall not be issued an application form, nor shall his/her pre-accomplished application form be accepted.

Registration Schedule

Pursuant to Section 3 (Chapter I Filing of Application) of COMELEC Resolution No. 10963:

Section 3. Schedule and Conduct of Registration of Voters - Reception of applications for registration shall be from February 12, 2024 to September 30, 2024, except on March 28, 29 and 30, 2024 (Maundy Thursday, Good Friday and Black Saturday). Applications for:

1. Registration, transfer, change/corrections of entries in the registration records, reactivation of registration records, inclusion of registration records and reinstatement of name in the list of voters, and transfer of registration records from foreign service post (foreign post) to local; and
2. Updating of records of Persons with Disabilities (PWDs), Senior Citizens (SCs) and members of Indigenous Peoples' (IPs) or Indigenous Cultural Communities (ICCs) and Persons Deprived of Liberty (PDL).

shall be personally filed at the Office of the Election Officer (OEO) of the city/municipality/district where the applicant resides, during office hours, from 8:00 AM to 5:00 PM from Mondays to Fridays, including Saturdays and Holidays, except when declared otherwise by the Commission.

Online filing of application for reactivation; reactivation with transfer of registration within or with correction of entries; reactivation with transfer within and correction of entries; and reactivation with updating of records of SCs and PWDs, pursuant to Resolution No. 10715, shall be continuously received by the OEOs, through their official email addresses until September 7, 2024.

When necessary, the Commission may adopt a modified registration work week schedule, adjust or suspend the registration period.

Registration Centers

By law, the registration centers are the local COMELEC offices or the Offices of the Election Officer (OEO). There is one in every district, city or municipality. Most of the time, it is located at or near the city or municipal hall.

Location of the Local COMELEC Office

If you do not know where your local COMELEC office is specifically located, you may view our Field Offices Directory for information.

For most of the cities and municipalities in the rural areas, where addresses are not as specifically indicated as those in the cities or those in urban areas, only a general description of the location of the OEO is indicated.

For further inquiries related to satellite registration, you may inquire with the following offices:

1. your local government unit (LGU);
2. the concerned provincial COMELEC office which has jurisdiction over your city/municipality; and
3. the concerned regional COMELEC office which has jurisdiction over your city/municipality and province.

Registration Procedures

Pursuant to Section 16 of Resolution No. 10963:

1. A qualified applicant need only to appear personally at the Office of the Election Officer (OEO), the local COMELEC office.
2. The applicant's identity and residence will be verified. (Bring a valid ID with photograph and signature.)
3. The applicant's status of registration will also be verified. This may be done using a computer application at the OEO.
4. After a successful verification of the applicant's identity, he (or she) shall be given three (3) copies of the application forms to fill up.
5. A blank Application Form is also available for download from this Website. This form may be downloaded and printed. It may be accomplished before proceeding to the OEO to save on time. However, it should only be signed and thumbmarked before the EO.
6. The applicant's biometrics will then be digitally captured using the Voter Registration Machine (VRM) by an authorized VRM Operator.
7. An Acknowledgment Receipt will be given to the applicant afterwards.

Biometrics Data Capture

It is the policy of the Commission to establish a clean, complete, permanent and updated list of voters through the mandatory taking of photograph, fingerprints and signature (biometrics) in the registration process. This is declared in R.A. 10367.

For this purpose, when a person comes in to apply for registration, his (or her) biometrics will be captured digitally. This simply means digital images (or pictures) of his (or her) photograph, fingerprints and signature will be taken (or captured) using COMELEC's Voter Registration Machine (VRM).

The VRM is simply a desktop computer, with a digital camera, fingerprint scanner and signature pad attached to it. Biometrics capture becomes possible with the use of these high-tech equipment, and the Voter Registration System (VRS).

There is at least one (1) VRM for each local COMELEC office nationwide. Depending on the number of registered voters in the district, city or municipality, there may be more than one (1) VRM.

Voter ID Card

The voters' identification card was being issued to the registered voter pursuant to Section 25 of Republic Act No. 8189. It shall serve as a document for his identification. In case of loss or destruction, no copy thereof may be issued except to the registered voter himself and only upon the authority of the Commission.

The Voter ID card is a valid ID that is recognized by all government offices and banks for a person's identification purposes. It is, however, not a requirement for a person to vote.

However, due to the approval by the House of Representatives of a bill seeking to establish a National Identification System, which proposes only one ID for all government transactions, the generation and distribution of Voter ID cards have been put on hold by the Commission.

Registration FAQs

What is voter registration?

Registration refers to the act of accomplishing and filing of a sworn application by a qualified voter before the Election Officer of the city or municipality, where the applicant resides, and including the record in the book of voters upon approval by the Election Registration Board.

Why should I register myself as a voter?

If a person is not a registered voter, he cannot vote in an election. This means that you cannot participate in choosing who your next public officials will be. You also would not be able to run for public office if you are not a registered voter.

What are the requirements for registration?

The basic requirements for any Filipino citizen to register as a voter are simple: he must be at least 18 years old, and a resident of the Philippines for at least one year and of the city/municipality wherein he intends to vote for at least 6 months prior to an election. There are also certain disqualifications prescribed by law which you should not possess.

Where should I go to register?

By law, filing of applications for registration shall be conducted at the Office of the Election Officer (OEO), your local COMELEC office. That happens during regular office hours. The COMELEC has allowed the setting up of at least one satellite registration center for every barangay. There are also satellite registration centers for Person with Disabilities (PWDs), Indigenous Cultural Communities (ICCs/IPs), Senior Citizens (SCs) and Internally Displaced Persons (IDPs), subject to certain conditions.

How often do I need to register?

Under the present system of continuing registration, a qualified person needs to register only once. This registration is permanent, unless declared otherwise by law. Registering more than once constitutes an election offense. However, in cases when a voter transfers residence, he needs to apply for the transfer of his registration record. There are also instances when a registration record may become deactivated due to some reasons stated by law, the most common of which is the failure to vote in two successive regular elections. When this happens, the concerned voter needs to apply for the reactivation of his registration record.

I am already a registered voter. I voted in the last 2023 Barangay and SK Elections. Do I need to register again in order to vote in the 2025 National and Local Elections (NLE)?

No, registration needs to be done only once. Your registration is good for further elections as long as you keep it active by participating in the elections by voting. If your registration record gets deactivated, that's another story.

How can I change my civil status in my registration record?

Voters who have gotten married after registering as a single person, or married voters whose marriage has been annulled or declared a nullity by a competent court, including those married voters whose spouses have died, may apply for a correction of entry in their registration voters. Concerned female voters whose family name may have been affected by such events may also file for a change of their name in their registration record.

My registration record/voter ID has typographical or clerical errors. How do I go about having the incorrect information corrected?

A registered voter whose registration record contains incorrect entries, including wrong or misspelled name, birth date, birth place or typographical errors, may request for its correction at the concerned local COMELEC office.

I have already moved residence to another city/municipality. How do I transfer my registration record to my new place of residence?

During the scheduled registration period, an application for the transfer of the concerned registration record may be filed with the local COMELEC office of the new place of residence.

If a record was deactivated, how can a voter have it reactivated again?

During the next scheduled registration record, a voter with a deactivated registration record may file for the reactivation of his (or her) registration record with the local COMELEC office of the city/municipality where he (or she) is registered.

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Compliance and Other Requirements

Take note that using this online facility only attempts to facilitate the process of accomplishment of the Application Form. It DOES NOT automatically mean approval of your application. Accomplishing the online form does not automatically make you a registered voter.

You still have to personally appear before your local COMELEC office (or the concerned Philippine embassy or consulate) together with the printed online application forms (3 copies) for QR scanning and biometrics capture to complete the filing process.

THEN the Election Registration Board (ERB) still has to approve your application on the scheduled date for the next ERB hearing.

Biometrics Capture Appointment Scheduling

For Metro Manila and Baguio City residents, together with overseas Filipinos, appointment for biometrics capture may be scheduled online also after the online accomplishment of the Form.

Biometrics Capture at Your Own Time

The applicant may choose not to set an appointment for biometrics, and just go for biometrics capture at his (or her) available time, as long as it happens before the deadline for registration.

Biometrics Capture

Biometrics capture may be done only at the local COMELEC offices (or at Philippine embassies and consulates) during office hour. at your barangay during scheduled satellite registration, or at selected malls located at your district during scheduled satellite registration.

Persons with Disabilities and Citizens

The COMELEC (Commission) is the constitutional body mandated to conduct an honest, orderly, peaceful and credible elections in the country. For almost a decade now, the Commission has continuously and tirelessly adopted a policy of inclusivity towards the vulnerable sectors of our society particularly to the members of the sectors of Persons with Disabilities, Senior Citizens, and even to pregnant voters.

In 2008, COMELEC formed a Technical Working Group (TWG) with the Commission on Human Rights (CHR) and other non-government organizations to study the issues being experienced by Persons with Disability in their exercise of their right to suffrage.

In 2010, COMELEC began extending preferential treatment to Senior Citizens, Pregnant Voters and Persons With Disabilities, by designating polling places located at the ground floor of the voting centers or by providing them express lanes (Min. Res. 10-0326). The Commission also designated focal persons for the sector of Persons With Disabilities (Min. Res. 10-1134).

In 2011, reaching out further, COMELEC established a stronger linkage by being a part of the Inter-agency and NGO Network on Empowering of Persons with Disabilities. The sectoral challenges in the exercise of the right to vote were pointed out during the various focus group discussions, researches, and meetings. Basic problems faced by the sector during registration and voting were then identified.

As a result, Resolution 9220 or the Guidelines for Registration of Persons with Disabilities was promulgated and Minute Resolution 11-0708 was issued amending the existing Certification/Attestation by Assistor to have a portion called "Supplementary Data (Persons with Disabilities/Sr. Citizens with Disabilities)." In the said supplementary data, the applicant shall identify and tick-off their disability and the assistance they need to enable the COMELEC to respond with particularity. Both were first implemented and used respectively during the National PWD Registration Week held on 18-23 July 2011 (Min. Res. 11-0623).

Also, apart from the field offices, more accessible place which included SM Malls, plaza, barangay centers and other public places were utilized as registration centers. As a result, some 5,553 Persons with Disabilities were accommodated for registration.

In 2012, due to the success of the registration efforts, COMELEC has conducted focused registrations for persons with disabilities by regions per month. These Special Registrations highlighted the preparations done and showcased how this advocacy for the right to suffrage of Persons with Disability was adopted by our field officials. From 18 July 2011 to 31 October 2012 where there were then 65,926 persons with disabilities voters.

On 29 June 2012, COMELEC Resolution 9485 or the Rules and Regulations for Voting of Persons with Disability and for the Establishment of Accessible Polling Places in Connection with the May 13, 2013 Elections was promulgated.

Determined to flesh out the provisions of Resolution 9485, Project EASE (Ensuring Accessibility of Schools on Elections) which aims to ensure that public schools used as voting centers for the 2013 Elections are user-friendly to all persons most specially to

persons with disabilities was born. Audit Teams composed of the COMELEC, DPWH, DepEd, NCDA (National Council on Disability Affairs), LGU, UAP and PWD sector conducted an initial accessibility audit. The observations during the audit were used in a write shop conducted by the Commission with technical guidance from the International Foundation for Electoral Systems (IFES) for the drafting of the guidelines for accessibility requirements.

COMELEC saw to it that on Election Day (May 13, 2013) clustered precincts assigned for Persons with Disabilities voters were located at the ground floor of polling places for greater accessibility.

The 2013 elections were lauded by several organizations as more inclusive of persons with disability compared to past elections, but also noted that much more needs to be done.

It was also in 2012 when COMELEC expanded its efforts in championing inclusivity on the world wide web. After a workshop hosted by IFES in tandem with the NCDA and Philippine Web Accessibility Group (PWAG) the official COMELEC website was reformatted with the objective of making the electoral information accessible for Persons with Disabilities in accordance with the rules on website accessibility.

Verily, COMELEC was one of the recipients of the PWD-friendly Website Awards during the 34th National Disability Prevention and Rehabilitation Week.

With the enactment of Rep. Act No. 10366 (An Act Authorizing the COMELEC to Establish Precincts Assigned to Accessible Polling Places Exclusively for PWDs and Senior Citizens), COMELEC promulgated Res. No. 9763 which served as the Implementing Rules and Regulations therefor.

In 2014, not only did COMELEC set another Special Registration Day for persons with disability and senior citizens and ordered that Express Lanes be established during regular registration days (Res. No. 9853), the Commission also exempted them from payment of legal fees for the issuance of the certified true copy of Voter Registration Records (CVL Form 1-B) or the Certification as a registered voter (Min. Res. 14-0837).

Moreover, the COMELEC, in close coordination with the CHR, NCDA, Senior Citizens and Persons with Disability organizations, designed and implemented sensitivity trainings to persons performing electoral duties, including COMELEC field officers, members of the BEI and accredited Citizen's Arms, to familiarize them with the needs and to address the attitudinal barriers faced by the members of these sectors (Resolution No. 9763).

With the success of previous special registration days, the Commission has consistently followed through the years 2015 to 2018 the setting of a Special Registration Days for Persons with Disabilities and Senior Citizens via the following mandates: COMELEC Min. Res. Nos. 15-0448 and 15-0454 in 2015, Res. No. 10166 in 2016, Res. No. 9853 in 2017 and Res. 10417 in 2018.

In 2016, in addition to the established APPs, the Commission piloted-tested the Emergency Accessible Polling Places (EAPPs) to ensure maximum participation of Persons with Disabilities and Senior Citizen voters including heavily pregnant voters was pilot-tested. This project shall be fully implemented in the forthcoming 2019 elections.

During the recently concluded Barangay and Sangguniang Kabataan Elections (BSKE), the Commission promulgated Res. 10211 (General Instructions for the Electoral Board and Barangay Board of Canvassers) directing the Electoral Board members that Persons with Disability and Senior Citizens shall vote in Accessible Polling Places (APPs) located at the ground floor for easy access and at express lanes or priority lanes with proper signage inside the polling place.

Looking beyond these needs, on 07 May 2018, COMELEC signed a Memorandum of Understanding with DILG, DOH and PHIL RED CROSS to provide voters, specially Persons with Disability, Senior Citizens, Pregnant Women and persons rendering election-related services with free, timely and effective basic first aid assistance, essential medicines and access to emergency medical services.

To date, COMELEC is positive that with its policy of inclusivity it can continue to maximize the participation of Persons with Disabilities and Senior Citizens in the conduct of electoral exercises in the future. The Committee on Persons with Disabilities and Senior Citizens and its Technical Working Group are continuously studying and crafting new policies and projects towards the achievement of goal.

In support of the Convention on the Rights of Persons with Disability (CRPD), particularly their voting rights, the Commission joins hand with other government agencies and the United Nations today (December 03) in celebrating the INTERNATIONAL DAY OF PERSONS WITH DISABILITIES.

Persons with Disability and Senior Citizens Registration for 2020 Barangay and SK Elections

Pursuant to its mandate to devise systems and procedures that will enable Persons with Disability and Senior Citizens to register and vote by themselves, the Commission on Elections encourages eligible members of these sectors to register as voters. Those who are already registered are likewise encouraged to update their registration records.

Through the Supplementary Data Form (Annex B), both new registrants and those who are already registered may notify the COMELEC of (1) their type of disability and (2) the form or assistance needed on Election Day.

Using the same form, Persons with Disability and Senior Citizens may also signify their intent to vote in an Accessible Polling Place (APP). Unlike a regular polling place, an APP is a separate polling place exclusively for Persons with Disabilities and Senior Citizens who have manifested their intent to vote in this facility. It is located at the ground floor and near the entrance of the building, if possible. It is also free of any physical barriers and

provided with necessary services, including assistive devices. On Election Day, voters in an APP will have the chance to cast their vote and personally feed their ballots to a Vote-Counting Machine or VCM assigned to the APP.

Those who choose not to avail of this option may vote in a regular polling precinct, where they will be prioritized through an Express Lane and also be able to personally feed their ballots into the VCM.

However, those who did not fill out a Supplementary Data Form, did not update their records, or choose not to vote in an APP or a regular polling precinct may instead be accommodated in an Emergency-APP (E-APP). This type of polling place is distinct from an APP. Although the voter is still provided with the necessary services and facilities, an E-APP does not have a VCM assigned to it; hence, voters will be asked to entrust their ballots with the Electoral Board for batch-feeding to the VCM at a later time.

The following are eligible to update their registration records:

1. Those who are not yet registered voters;
2. Those who are already registered, but have not indicated their type of disability when they applied for registration; and
3. Those who are already registered, but have developed or manifested their disability after having been registered.

The registration records of Persons with Disabilities and Senior Citizens will be treated with utmost confidentiality.

Persons with Disability and Senior Citizens may go to the Office of the Election Officer (OEO) from Mondays to Saturdays, 8:00 A.M. to 5:00 P.M., including holidays, or in satellite registration centers until September 30, 2019. Assistors are available for those who cannot by themselves accomplish applications for registration by reason of illiteracy or physical disability, subject to the provisions of COMELEC Resolution No. 9763.

Indigenous People

In 2016, the Indigenous Peoples Voting Project piloted the concept of Separate Polling Places (SPPs) and Accessible Voting Centers (AVCs) in different Indigenous Peoples (IP) communities in the Mindoro Provinces. The IP Voting Project seeks to address the issues on access, discrimination, and "hakot" encountered by IP voters on election day.

SPPs provide polling places that exclusively cater to IP voters in voting centers, thus providing a secure environment for IPs to vote. AVCs transfer IP voters from their existing voting centers to schools that are situated near their communities. AVCs make the voting process accessible to IPs and prevent them from being subjected to "hakot" on their way to distant voting centers. The polling places and voting centers were temporary such that the ballots of IP voters were merely collected from their original precincts and were brought to SPPs and AVCs for purpose of voting. The ballots are then returned to their original precincts for batch feeding and counting at the close of the designated voting hour.

For the 2018 Barangay and Sangguniang Kabataan Elections (BSKE), the SPPs and AVCs were made permanent through the creation of IP Established Precincts. This gave the IP voters the opportunity to go through the complete process of voting and counting of votes.

COMELEC Privacy Statement

PRIVACY STATEMENT

The Commission on Elections (COMELEC) is committed to fully protect your personal data privacy in compliance with Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012 (DPA).

We shall detail the manner in which we process your personal data and provide a separate privacy notice in an appropriate format and manner whenever we collect personal data through other methods (e.g., Notice posted COMELEC where personal data is collected through attendance sheets or registration forms when personal data is collected according to the COMELEC's mandate).

In all instances, we assure you that processing your personal data will strictly follow the provisions of the DPA and COMELEC's approved Data Privacy Policies, especially the general data privacy principles of Transparency, Legitimate Purpose, and Proportionality.

COMELEC WEBSITE PRIVACY NOTICE

Our official website is www.comelec.gov.ph

This Privacy Notice is for the official website of the COMELEC. These functionalities enable the COMELEC to collect and process your personal information.

PERSONAL DATA COLLECTED AND MANNER OF COLLECTION

The personal data is collected when you submit your inquiries or requests manually or electronically to us:

- A. For the Precincts and Voting Centers Division:
- a. In cases of requests for a copy of Project of Precincts (POPs) and Barangay Precinct Maps (BPMs), the following data are collected for the processing of the same, to wit:
 - Email address;
 - Contact Information; and
 - Name of Organization or Company.
 - b. In cases of inquiries regarding Voter's ID Cards or Certifications, precinct assignment and voting center, following data are collected for the processing of the same, to wit:
 - Full Name;
 - Date of Birth;
 - Residence; and
 - Place of Registration.
- B. For the Registration Division:
- a. In cases of requests for a copy of Quarterly Progress Reports (QPRs), registration reports, and historical data, the following data are collected for the processing of the same, to wit:
 - Email address;
 - Contact Information; and
 - Name of Organization or Company.
 - b. In case of inquiries regarding voters' registration records and precincts assignment, to wit:
 - Full Name;
 - Date of Birth;
 - Residence; and
 - Place of Registration.
- C. Nevertheless, we collect personal data through the Offices of the Election Officer (OEOs) during registration period, to wit:
- a. Name
 - b. Vulnerabilities, if applicable (Illiteracy, Indigenous People, Person with Disability)
 - c. Residence/ Address
 - d. Date of Birth
 - e. Place of Birth
 - f. Citizenship
 - g. Date of Naturalization/Reacquisition, if applicable
 - h. Certificate No./ Order of Approval, if applicable
 - i. Parent's Name
 - j. Profession/Occupation
 - k. Period of Residence
 - l. Email Address
 - m. Contact Number

- n. Civil Status
- o. Reason for deactivation of registration record, if applicable
 - Sentenced by final judgment to suffer imprisonment for not less than one (1) year;
 - Convicted by final judgment of a crime involving disloyalty to the duly constituted government, etc.;
 - Declared by competent authority to be insane or incompetent;
 - Failed to vote in two (2) successive preceding regular elections;
 - Loss of Filipino citizenship;
 - Exclusion by a court order; or
 - Failure to validate.

BASIS, USE, AND PURPOSE FOR PROCESSING OF PERSONAL DATA

While your consent may be solicited to process your personal data, we may also process personal data without your consent, such as when processing is according to our mandate or when processing is allowed under Section 12 or Section 13 of the DPA.

In these instances, your personal data is utilized for the following purposes:

- For documentation and processing of inquiries and requests within the COMELEC, enable the COMELEC to properly address them and forward them to the appropriate internal units for action and response.
- To solicit feedback for the services we provide.
- To provide you with the appropriate updates and advisories in an appropriate format and orderly and timely manner.
- To comply with a legal obligation to which the COMELEC is subject.
- To comply with the requirements of public order and safety or to fulfill the functions of public authority, including the processing of personal data to fulfill the COMELEC's mandate.
- To be able to provide the appropriate action that a data subject may require concerning their data privacy rights.

Moreover, we may collect other personal data that are relevant and necessary to perform our mandate of providing compliance support and data subject assistance.

METHODS UTILIZED FOR AUTOMATED ACCESS

The COMELEC uses Cloudflare to analyze our web traffic data, help us determine our website's engagement, and improve our website services and features. This service uses Distributed Denial of Service (DDoS) Mitigation, Web Application Firewall, Bot Management and SSL/TLS (Secure Sockets Layer/Transport Layer Security encryption to keep website safe and secure. Data generated is not shared with any other party.

The following web traffic data are processed for this purpose:

1. IP Addresses
2. Traffic Logs
3. Threat Logs
4. Top 5 Countries Traffic and Threat Logs

DISCLOSURE OF PERSONAL DATA

Personal data processed by the COMELEC is not shared with any other party unless such disclosure is allowed under Section 12 or 13 of the DPA.

RISKS INVOLVED

Risk refers to the potential of an incident, which may result in harm or danger to a data subject or organization. Risks may lead to the unauthorized collection, use, disclosure, or access to personal data. It includes risks involving the confidentiality, integrity, and availability of personal data or the risk that processing will violate the general data privacy principles and the rights of data subjects.

The COMELEC ensures that adequate physical, technical, and organizational security measures are in place to protect personal information's confidentiality, integrity, and availability. However, this does not guarantee absolute protection against certain risks involving the processing of personal data, such as when systems are exposed to targeted cyber attacks, malware, ransomware, and computer viruses or when manual records are accessed without authority.

However, adequate policies are in place to ensure appropriate security incident management in line with existing COMELEC policies, circulars, and other issuances.

DATA PROTECTION AND SECURITY MEASURES

We safeguard the confidentiality, integrity, and availability of your personal information by maintaining a combination of organizational, physical, and technical security measures based on generally accepted data privacy and information security standards. Among the measures we implement are the following:

- Policies on access control in both digital and physical infrastructures to prevent unauthorized access to personal information.
- Acceptable use policies
- End-to-end encryption and data classification whenever suitable.
- Security measures against natural disasters, power disturbances, external access, and similar threats.
- Technical measures to protect our computers and databases against accidental, unlawful, or unauthorized usage, interference, or access.

STORAGE AND RETENTION

We store files containing personal information in our computers and servers, offices and warehouses, which are kept in a secure environment. We may also store your personal information with cloud-based third-party data storage providers. We shall ensure that proper measures are adopted to protect your information.

We may also store your personal information with cloud-based third-party data storage provider. A Non-Disclosure Agreement (NDA) should be entered into with the provider to avoid unauthorized revelation of personal information.

Data may be kept longer for a number of years when its retention period is determined by relevant laws and regulations.

DISPOSAL

Physical records shall be disposed in accordance with relevant laws and regulations, while digital files shall be anonymized. In all instances, our manner of disposal shall ensure that the personal information shall no longer be retrieved, processed, or accessed by unauthorized persons.

Physical records intended for disposal shall be inspected to ensure that it has met its prescribed retention period. It shall then be forwarded to the Commission En Banc for initial approval and, thereafter, to the National Archives of the Philippines (NAP) for final approval. Once approved, it shall be scheduled for disposal with the NAP Official Buyer (a contracted third party of the NAP obligated to ensure confidentiality of disposed records). Actual disposal proceedings shall be witnessed by representatives from the agency, the NAP, and the Commission on Audit. Once accomplished, a Certificate of Disposal is issued and copies are given to all parties, including those who request confirmation of the undertaking.

For non accountable records (such as blank, unused forms, misprints, trimmings), the records intended for disposal shall be inspected to ensure that it has met its prescribed retention period. It shall then be forwarded to the Commission En Banc for initial approval. Once approved, it shall be scheduled for disposal with the NAP Official Buyer (a contracted third party of the NAP obligated to ensure confidentiality of disposed records). Actual disposal proceedings shall be witnessed by representatives from the agency and the Commission on Audit. Once accomplished, a Certificate of Disposal is issued and copies are given to all parties, including those who request confirmation of the undertaking.

RIGHTS OF A DATA SUBJECT

Under the DPA, you have the right to be informed regarding the processing of personal information we hold about you.

Further, you may be entitled to request:

- a. Access to personal data we process about you. It is your right to obtain confirmation on whether or not data relating to you are being processed;
- b. Rectification of your personal data. This is your right to have your personal data corrected if it is inaccurate or incomplete;
- c. Erasure or order blocking of your personal data whenever warranted;
- d. The right to object if the personal data processing involved is based on consent or on legitimate interest;
- e. The right to data portability through which you may obtain and electronically move, copy, or transfer your data securely for further use.

You have the right to file a complaint with the COMELEC, if you think that your personal information has been misused, maliciously disclosed, or improperly disposed of or that your data privacy rights have been violated.

CHANGES TO THE PRIVACY NOTICE

COMELEC reserves the right to update or revise this privacy notice at any time and will provide a new privacy notice whenever there are substantial changes. Prior versions of the privacy notice shall be retained by the Commission and shall be provided to data subjects upon request.

FEEDBACK ON OUR PRIVACY NOTICE

When you have any suggestions or comments regarding our privacy statement and notice or for any issues concerning COMELEC's data privacy practices, you may reach us through our Data Protection Officer, Atty. Teopisto E. Elnas, Jr., via this address: 7th Floor, Palacio del Gobernador, Intramuros, Manila, or email us at dpo@comelec.gov.ph.

Acronyms and Abbreviations

- CD - Compact Disc
- COMSEC - Office of the COMELEC Secretary
- COC - Certificate of Canvass/ Office of the Clerk of the Commission
- CTC - Certified True Copy
- DFA - Department of Foreign Affairs
- EAC - Election Appeal Cases
- EBAD - Elections and Barangay Affairs Department
- ECAD - Electoral Contests Adjudication Department

- EID - Education and Information Department
 - EM - Election Matters
 - EPC - Election Protest Cases
 - ER - Election Returns
 - ERSD - Election Records and Statistics Department
 - FIM - Field Implementation Monitoring Section, SOD, ITD
 - ITD - Information Technology Department
 - JRD - Judicial Records Division, ECAD
 - PES - Provincial Election Supervisor
 - OED - Office of the Executive Director
 - OPES - Office of the Provincial Election Supervisor
 - OR - Official Receipt
 - RED - Regional Election Director
 - SOD - Systems Operations Division, ITD
 - SOV - Statement of Votes
 - SPA - Special Action
- SPC Special Cases
- SPD Systems and Programs Division, ITD
- SPP Special Proceedings
- SPR Special Relief Cases
- TRO Temporary Restraining Order