



## ELECTION DAY

**DATE:** October 30, 2023 (Monday)

**VOTING HOURS:** 7:00 o'clock in the morning until 3:00 o'clock in the afternoon.\*

\*However, if there are still voters within **thirty (30) meters** in front of the polling place who have not yet cast their votes, voting shall continue but only to allow said voters to cast their votes without interruption. The Poll Clerk shall consecutively list the names of those who are still in the line. Each voter listed shall be called three times by the Poll Clerk by announcing their names in the order that they were listed. Voters who are in the list but failed to come when called shall not be permitted to vote at any later time.

### ► PRELIMINARIES

(Essential steps to perform at the polling place in the morning of Election Day)

#### A At six (6:00) o'clock in the morning of election day:

- Ensure that you have all the election forms, documents, and supplies needed.

\*The duly designated EB member should obtain from the Office of the City/Municipal Treasurer the forms, documents, and supplies early in the morning of Election Day, or at an earlier date when authorized to do so by the Commission.

\*\*For the complete checklist of supplies, documents, and forms to be used see *Election Forms, Documents, and Supplies Module*.

- Post one (1) copy of each PCVL for Barangay voters and SK voters outside the polling place.
- Display the poster indicating the precinct number and location of the polling place (CE Form No. 3) near or at the door of the polling place.
- Set-up or arrange the polling place in accordance with the recommended Lay-out of Polling Place. See Annex "EE" of the GI.
- Staple or paste the Certified Lists of Candidates for the Barangay and SK positions in the ballot secrecy folders or desks/chairs/tables; and

- Place the ballot secrecy folders on top of the desks/chairs/tables.

#### B

**Before the start of voting, the EB Chairperson shall:**

- Open the ballot box, empty both compartments, and show to the public that they are empty. Then the EB Chairperson shall lock its interior cover with one (1) padlock.

The Poll Clerk shall retain the key to the padlock during the voting.

\* The interior cover of the ballot box shall remain locked until the voting is finished and the counting begins, except when it becomes necessary to make room for more ballots, the Chairperson, may, in the presence of watchers, open the box, press down the ballots without removing any of them. After which, the Chairperson shall again close the interior cover of the ballot box and lock it with the padlock. This fact shall be recorded in the minutes.

- Show to the public and to the watchers present, the package of official ballots (CEF No. 6). Enter in the Minutes the number of pads and the serial numbers (SNs) of the ballots in each pad, and the fact that the package of ballots was shown to the public.

### ► VOTING PROPER



**The voters shall vote in the order of their arrival in the polling place and cast their votes in the same order.** Whenever necessary, an adjacent room with ample space and accessible to wheelchair users may be designated and used as a **HOLDING AREA** where the voters may wait



for their turn to vote. The voters shall sit and arrange themselves such as they will vote according to the sequence of their arrival. The voters in the holding area shall be assisted by the EB support staff.

Priority should be given to PWDs, Senior Citizens and heavily pregnant voters.

- Giving numbers to voters to determine their sequence of is strictly prohibited.

## VOTING PROCEDURES

<b>Step 1</b>	<b>Find the name of the voter in the EDCVL.</b>
Poll Clerk	
	The Poll Clerk shall find the name of the voter in the EDCVL. If the voter's name is not in the EDCVL, the voter shall not be allowed to vote and shall be requested to leave the polling place.
Poll Clerk	
<b>Step 2</b>	<b>Check the fingernails of the voter for any indelible ink.</b>
Poll Clerk	
	If the identity is established, check the fingernails for any indelible ink stain. If stained, it shall be conclusive presumption that the voter has already cast his/her votes. As such, the voter shall be directed to leave the polling place after informing him/her of the reason thereof.
Poll Clerk	
	This fact, including the name and precinct of the voter, shall be recorded in the Minutes.
<b>Step 3</b>	<b>Establish the identity of the voter.</b>
Poll Clerk	
	If the fingernail is not stained, establish the identity of the voter through the following:
i.	Voter's photograph or specimen signature in the EDCVL or in any

other authentic identification document, except community tax certificate; or

- ii. in the absence of any of the above-mentioned proof of identity, any member of the EB or any registered voter of the precinct/clustered precinct may identify under oath the voter, and such fact shall be reflected in the minutes.

If not satisfied with the voter's identity, the voter shall be directed to leave the polling place after informing him/her of the reason thereof.

<b>Step 4</b>	<b>Announce the name of the voter in the polling place.</b>
Poll Clerk	

If satisfied with the voter's identity, the name of the voter shall be distinctly announced in a tone loud enough to be heard through the polling place.

<b>Step 5</b>	<b>Require the voter to sign in the EDCVL and direct him/her to the Chairperson.</b>
Poll Clerk	

If the voter is not challenged or having been challenged, and the question has been decided in his/her favor, require the voter to sign in the EDCVL.

*If the identity of the voter has been challenged, see page 2 of the Legal Matters and Other Procedures Module for the procedures.*

In case of illiterate voters or PWDs who cannot sign, require said voters to affix their thumbmarks in the EDCVL.

# ELECTORAL BOARD GUIDE FOR THE 2023 BSKE



<b>Step 6</b>	<b>The Chairperson</b>
	<p><b>shall distinctly announce the</b></p> <ol style="list-style-type: none"> <li><b>1. Name;</b></li> <li><b>2. Precinct Number, and</b></li> <li><b>3. Serial Number (SN) of the Barangay ballot and/or SK ballot to be issued to the voter.</b></li> </ol>
	<b>Poll Clerk</b>
	<p>The Poll Clerk shall enter the announced name, precinct number, and serial number of the Barangay ballot and/or SK ballot to be issued to the voter in the corresponding space labeled “Ballot SN” beside the name of the voter in the EDCVL-Barangay and/or EDCVL-SK.</p>
	<b>Chairperson</b>
	<p>The Chairperson shall then:</p> <ol style="list-style-type: none"> <li>1. Authenticate the ballot by affixing his/her signature at the back thereof;</li> <li>2. Fold the ballot in such a manner that its face, except the portion where the SN appears, is covered. In case the voter is entitled to vote in the barangay and SK elections, the ballots shall be folded separately;</li> <li>3. Give the ballot to the voter;</li> <li>4. Ask the voter to affix his/her signature in the space provided in the EDCVL; and</li> <li>5. Affix his/her signature in the space provided in the EDCVL.</li> </ol>
<b>Step 7</b>	<b>Require the voter to sign in the EDCVL and direct him/her to the Chairperson.</b>
	<b>Chairperson</b>
	<p>Only the Chairperson shall issue the ballot and not more than one (1) ballot shall be issued at one time except in cases where the voter is a barangay resident and at the same time, within the range of 18-30.</p>

	<p>In the event that any of the following circumstances occur:</p> <ol style="list-style-type: none"> <li>1. A voter under any voter, under the 18-30 years old category, refuses to accept any of the two (2) ballots (SK and Barangay);</li> <li>2. The voter is an illiterate, PWD, or Senior Citizen who cannot by themselves accomplish the ballot; or</li> <li>3. The ballot given was accidentally spoiled or defaced in such a way that it cannot be lawfully used.</li> </ol> <p><i>See Legal Matters and Other Procedures Module for the procedures.</i></p>
<b>Step 8</b>	<b>Verify the SN/s of the ballot/s accomplished by the voter against the number/s previously entered in the EDCVL.</b>
	<b>Poll Clerk</b>
	<p>After accomplishing the ballot/s, the voter must proceed to the Poll Clerk who shall, within view of the voter and other EB Members, without unfolding the ballot/s or seeing its contents, verify the SN/s against the number/s previously entered in the EDCV to determine whether it is the same ballot/s given to the voter.</p> <p><i>If the SN/s is/are not the same with the SN/s entered in the EDCVL, see Procedures on Spoiled ballots found in page 5 of the Legal and Other Matters Procedures Module.</i></p>
<b>Step 9</b>	<b>Instruct the voter to affix his/her thumbmark in the corresponding space</b>
	<b>Poll Clerk</b>
	<p>If the SN/s of the ballots returned by the voter is the same as that recorded in the EDCVL, the voter shall affix his/her thumbmark in the corresponding space in the ballot coupon/s and return it to the Poll Clerk.</p> <p>Ballots returned to the Poll Clerk with the detachable coupon/s not removed in the presence of the EB members and the voter shall be considered spoiled. For procedures, see page 5 of the Legal Procedures Module.</p>

# ELECTORAL BOARD GUIDE FOR THE 2023 BSKE



<b>Step 10</b>	<b>Apply indelible ink at the base of the right forefinger nail of the voter, extending to the cuticle; or at the base of any other fingernail if the voter has no right forefinger.</b>
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Poll Clerk

The Poll Clerk shall apply the indelible ink at the base of the right forefinger nail of the voter, extending to the cuticle. If the voter has no right forefinger, the ink may be applied to any other fingernail of said voter.

*In case of refusal by the voter to have his or her fingernail stained with indelible ink, see procedures on Spoiled Ballots found in page 5 of Legal and Other Matters Procedures Module.*

<b>Step 11</b>	<b>Detach the ballot coupon/s in the presence of the voter and deposit the folded ballot/s in the ballot box compartment for valid ballots and the detachable coupon/s in the compartment for spoiled ballots.</b>
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Chairperson

After the Chairperson has detached the ballot coupons and deposited it to the designated compartment, the voter shall be instructed to leave the polling place.

***Repeat the entire process for every voter allowed to vote in the polling place until the end of voting hours.***

## ***Disposition of unused ballots at the end of voting hours.***

Chairperson shall count the number of unused ballots, if any.

Poll Clerk shall record in Part A of the Minutes the quantity of unused ballots, and their SNs.

Chairperson shall tear the unused ballots lengthwise in half without removing the stubs and detachable coupon, in the presence of other EB members and watchers, if any.

The first half of the torn ballots shall be placed in the "Envelope for Other Half of Torn Unused Ballots" which envelope shall be sealed with the paper seal to be submitted to the EO for safekeeping.

The second half of the torn ballots shall be placed in the "Envelope for Excess/Half of Torn Unused Ballots" which shall be sealed and then deposited inside the compartment of the ballot box for spoiled ballots. Such fact shall be entered in Part C of the Minutes.

## ***Counting of Votes***

The counting of votes by the EB members shall be **made publicly** in the polling place.

Physical set-up of the polling place may be re-arranged for counting and to perform any other activity to accomplish an orderly counting.



## **► POST-VOTING PROCEDURES**

(Essential steps to perform after the end of voting hours)

**Counting shall not be adjourned or delayed until it has been fully completed**, unless ordered otherwise by the Commission.



## Preliminaries to the counting of votes

Before the counting of the ballots case, the following activities shall be undertaken:

For votes cast in the clustered precinct:

- ❑ **UNLOCK** the padlock, open the ballot box and take out the ballots from the compartment for valid ballots;
- ❑ **SEGREGATE** the ballot cast for barangay elections from those cast for the SK elections;
- ❑ **EXAMINE** the ballots to determine whether there are:
  - a. **Excess Ballots** – The EB shall, without unfolding the ballots or exposing their contents:
    1. Count the number of ballots in the compartment for valid ballots, and
    2. Compare the number of ballots inside the ballot box with the number of voters who actually voted as reflected in the EDCVL.

For the procedures in case of excess ballots, see page 6 of *Legal and Other Matters Procedures Module*.

- b. **Ballots with Detachable Coupons** – In case a ballot with an undetached coupon is found in the ballot box, the coupon shall be removed and deposited in the compartment for spoiled ballots. The ballot shall be included in the pile of valid ballots.
- c. **Ballots with the word “Spoiled”** – If a ballot with the word “spoiled” is found in the compartment for valid ballots, it

shall be placed in the compartment for spoiled ballots.

- d. **Marked Ballots** – The EB shall then unfold the ballots and determine whether there are any marked ballots. If any should be found, they shall be placed in the corresponding envelope.

**Excess, spoiled, and marked ballots shall not be read during the counting of votes.**  
The envelope containing the excess and marked ballots shall be signed and sealed by the EB members and deposited in the compartment for valid ballots.



After completion of the preliminary activities, SK ballots shall be placed inside the ballot box, lock with one (1) padlock, then proceed to count the ballots cast for the barangay elections.

## Manner of Counting Votes

**REMEMBER:** In reading the ballots during the counting, the

Chairperson

Poll Clerk

Third Member

shall assume such positions as to provide the watchers and the public as may be conveniently accommodated in the polling place, and unimpeded view of the ballot being read by the Chairperson, the ER, and the tally board being simultaneously accomplished by the Poll Clerk and Third member, respectively, without touching any of the election documents.

Step 1

EB shall unfold the ballots and form separate piles of one hundred (100) ballots each,

# ELECTORAL BOARD GUIDE FOR THE 2023 BSKE



	which shall be held together with rubber band.	
Step 2	<p>Chairperson</p> <p>The Chairperson shall take the ballots of the first pile one by one and read the names of the candidate voted for.</p>	<p>Step 6</p> <p>The tally board as accomplished and certified by the EB shall not be changed or destroyed, instead, it shall be deposited in the compartment for valid ballots.</p>
Step 3	<p>Poll Clerk      Third Member</p> <p>The Poll Clerk and Third Member shall record each vote on the ERs and tally board, respectively, as the name of the candidate voted for is read.</p>	<p>Step 7</p> <p> After the completion of the counting of the votes cast for the barangay elections, the EB shall <u>announce the result</u> of the elections of barangay officials in the precinct.</p>
Step 4	<p>Each vote for a candidate shall be recorded by a vertical line, except every fifth vote for the same candidate, which shall be recorded by a diagonal line crossing the previous four vertical lines.</p> <p></p>	<p><b>FOR SK BALLOTS</b></p> <p>(After the completion of the counting of votes cast for barangay elections, and the announcement of winning barangay official candidates in the precinct, proceed with the counting of the votes cast for SK elections.)</p>
Step 5	<p>In appreciation of ballots, every ballot shall be presumed valid unless there is clear and good reason to justify its rejection. For the rules on the appreciation of ballots, see Appreciation of Ballots Module.</p>	<p>Step 8</p> <p>Unlock the padlock, open the ballot box, take out the ballots for the SK elections, place the accomplished barangay ERs and barangay tally board inside the ballot box, lock the same, and proceed with the counting of the votes cast for the SK elections, announcement of results and safekeeping of ERs and tally board, using the same procedure above stated.</p>
	<p>After all the ballots have been read, the EB shall record <u>in words and figures</u>, the total votes obtained by each candidate both in the ERs and in the tally board.</p>	<p> After the counting of the votes, in no case shall the EBs conduct a revision and recount of the ballots.</p>
	<p>The counted ballots shall be placed in an envelope provided for the purpose, which shall be sealed, signed and deposited in the compartment for valid ballots.</p>	

# ELECTORAL BOARD GUIDE FOR THE 2023 BSKE



## Preparation and Safekeeping of Election Returns and Other Election Forms and Paraphernalia



There shall be separate ERs for the Barangay and SK elections.

The ERs for **Barangay elections shall be accomplished in four (4) copies**, while the **ERs for SK elections shall be accomplished in three (3) copies**.

Each copy of the ERs shall be:

1. Signed and thumbmarked by the EB members and watchers, if the latter is available;
2. Sealed with a paper seal;
3. Placed in an envelope provided for the purpose, which envelop shall likewise be sealed with a paper seal; and
4. Distributed under proper receipt to the following:



### For the Barangay Elections:

- a. Original, to the Barangay Board of Canvasser (BBC);
- b. Second copy, to the EO;
- c. Third copy, to be deposited inside the ballot box; and
- d. Fourth copy, to the Secretary of Sangguniang Barangay.

### For the SK Elections:

- a. Original, to the BBC;
- b. Second copy, to the EO; and
- c. Third copy, to be deposited in the ballot box.



All data required in the ERs shall be accomplished in handwriting in such a manner that the entries on the first (original copy) are clearly impressed in all other copies. The total number of votes for each candidate shall be closed with the signatures and the clear imprints of the right thumb of all the EB members, affixed in full view of the public immediately after the last vote recorded or

immediately after the name of the candidate receiving no vote.

The EB members and the watchers available shall accomplish the certification portion of the ERs.



The Chairperson shall publicly announce the votes obtained by each candidate.



Any correction or alteration made on the ERs by the EB members before the announcement of the results of the elections in the precinct shall be duly initialed by all the members thereof.

**NO alteration or amendment in any copy of the ERs unless so ordered by the COMELEC.**

## Certificate of Votes

After the counting of votes and announcement of the results of the election in the precinct, and before leaving the polling place, the EB members shall issue Certificates of Votes (CEF No. 13) upon request of the candidates or their watchers.

The Certificate of Votes shall contain:

- The total number of votes received by the candidate, written in words and figures;
- The precinct number;
- The name of the barangay, city, or municipality and province;
- The total number of voters who voted in the precinct and the date of its issuance.

The Certificate of Votes shall be signed and thumb marked by all EB members.



The refusal of the EB or any its members to furnish the Certificate of Votes shall constitute as an election offense.

# ELECTORAL BOARD GUIDE FOR THE 2023 BSKE



## ***Disposition of Ballot Boxes, Keys, Election Returns and other Documents***



Upon the termination of the counting of votes and the announcement of the results of the election in the precinct, the EB shall

<b>Step 1</b>	<b>Place the following documents inside the compartment of the ballot box for valid ballots:</b>
	<ol style="list-style-type: none"><li>1. Envelopes containing:<ol style="list-style-type: none"><li>a. Counted official ballots;</li><li>b. Excess/marked/spoiled ballots and one-half of the torn unused official ballots;</li><li>c. ERs (copy for the ballot box); and</li><li>d. Minutes (copy for the ballot box).</li></ol></li><li>2. Tally board; and</li><li>3. Stubs of used official ballots.</li></ol>
<b>Step 2</b>	<b>Close, seal, and lock the ballot box.</b>
	<p>Close the inner compartments of the ballot box and seal them with one (1) plastic security seal. Lock the outer cover of the ballot box with one (1) padlock and two (2) plastic security seals. The EB shall wrap the ballot box with packaging tape and affix their signatures. The SNs of plastic security seals must be recorded in the Minutes before the same shall be deposited inside the ballot box. The key to the padlock shall be placed in a separate envelop, which shall be sealed and signed by all EB members.</p> <p>The envelope with key shall be submitted to the EO.</p>

<b>Step 3</b>	<b>Deliver to the City/Municipal Treasurer the ballot box locked and sealed as well as all documents and supplies, accompanied by the watchers present, if any.</b>
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For this purpose, the City/Municipal Treasurer, shall if necessary, keep his office open all night on the day of the election, and provide the necessary facilities for said delivery at the expence of the city/municipality;

In case the ballot box delivered by the EB is not locked and sealed, the City/Municipal Treasurer shall lock and/or seal the ballot box and shall include such fact and the SN of the plastic security seal used in his report to the Commission.

<b>Step 4</b>	<b>Deliver to the EO the following:</b>
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1. Envelope containing the copy of the ERs intended for the EO;
2. Envelope containing the key to the padlock of the ballot box;
3. Envelope containing a copy of the Minutes;
4. EDCVL (Barangay and SK)
5. PCVL (Barangay and SK)
6. Unused thumbmark takers; and
7. Envelope containing the other half of torn unused ballots.

Failure to deliver the EDCVLs (barangay and SK) shall be a ground for the withholding of the payment of honoraria and benefits and the filing of appropriate case against the concerned members of the EB.

<b>Step 5</b>	<b>Deliver to the Secretary of the Sangguniang Barangay the copy of the PCVL for the SK voters (CEF 2-A) and ER (barangay elections) copy for the Secretary of the Sangguniang Barangay.</b>
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## ***Omission of Documents to be placed inside the ballot box and Retrieval of inadvertently placed election documents inside.***

If after locking and sealing the ballot box, the EB discovers that some election documents required to be placed in the ballot box were not placed therein, the EB instead of opening the ballot box in order to place therein said documents or articles, shall **deliver the same to the EO.**



If there are inadvertently placed documents inside the ballot box, the EO is authorized to open the ballot box to retrieve the documents, subject to the issuance of notice to EB members, etc.

## ***Delivery and Transmittal of Election Returns***



The copy of the ERs intended for the BBOC, placed inside the envelope, shall be personally delivered by the EB of the BBOC or through the BBOC Support Staff under proper receipt.

It shall be unlawful to violate the right of the watchers to accompany the EB in delivering the ERs to the BBOC/BBOC Support Staff.



## ►►► FORMS FOR VOTING AND COUNTING

**The EB** shall be provided with the forms, documents and supplies for use on Election Day:

### A. VOTING AND COUNTING

#### Election Forms Checklist

CEF No.	FORMS	RATE OF DISTRIBUTION
3	Poster Indicating Precinct Number	1 piece
6-BGY	Official Ballots for Barangay Elections	1 piece per voter
6-SK	Official Ballots for SK Elections	1 piece per voter
9-BGY	Election Returns for SK Elections	1 set of 3 pages by 4 copies
9-SK	Election Returns for SK Elections	1 set of 2 pages by 3 copies
10-BGY	Tally Sheet for Barangay Elections	1 set
10-SK	Tally Sheet for SK Elections	1 set
11	Minutes of Voting and Counting of Votes	1 set of 2 pieces
12	Paper Seals	18 pieces for BGY 16 pieces for SK
13	Certificates of Votes	20 pieces
14	Certificate of Receipt of Official Ballots, Other Forms and Supplies by Board of Election Tellers	3 pieces
27-E, 27-F & 27-G	Official Receipt of Election Returns - Copy for the Barangay Board of Canvassers - Copy for the Election Officer - Copy for the Secretary of Sangguniang Barangay	1 set of 3 pieces

# ELECTION FORMS, DOCUMENTS, AND SUPPLIES FOR 2023 BSKE



## Envelope for Voting and Counting Checklist

CEF No.	FORMS	RATE OF DISTRIBUTION
28BGY, 15 BGY, 16BGY, 16BGY-A, 16BGY-B, 16BGY-C, 16BGY-D	For BGY Official Ballots, Counted Official Ballots, Excess, Marked, Spoiled, Torn Half of Unused Official Ballots, Other Half of Torn Unused Official Ballots for Barangay Elections	1 set of 7 pieces
28SK, 15SK, 16SK-A, 16SK-B, 16SK-D	For SK Official Ballots, Counted Official Ballots, Excess, Marked, Spoiled, Torn Half of Unused Official Ballots, Other Half of Torn Unused Official Ballots for SK Elections	1 set of 7 pieces
17-H-BRGY to 17-K BGY	For Election Returns for Barangay Elections <ul style="list-style-type: none"> <li>- Copy for the Barangay Board of Canvassers</li> <li>- Copy for the Election Officer</li> <li>- Copy for the Ballot Box</li> <li>- Copy for the Secretary, SB</li> </ul>	1 set of 4 pieces
17H-SK to 17J-SK	For Election Returns for SK Elections <ul style="list-style-type: none"> <li>- Copy for the Barangay Board of Canvassers</li> <li>- Copy for the Election Officer</li> <li>- Copy for the Ballot Box</li> </ul>	1 set of 3 pieces
19-A & 19B	For Key of Ballot Box	1 piece

# ELECTION FORMS, DOCUMENTS, AND SUPPLIES FOR 2023 BSKE



## Other Forms Checklist

<input checked="" type="checkbox"/>	CEF No.	FORMS	RATE OF DISTRIBUTION
	30/31	Temporary Appointment and Oath of Chairperson/Poll Clerk/Third Member of Election Tellers & Oath of Temporary BET Chairperson Poll Clerk/Third Member	3 pieces
	35	Certificate of Challenge/Protest and Decision of the Board	3 pieces
	39	Oath of Voter Challenged for Illegal Acts	5 pieces
	40	Oath to Identify a Challenged Voter	5 pieces
		General Instructions for EB/BBOCs	3 pieces

## Supplies Checklist

<input checked="" type="checkbox"/>	SUPPLIES	RATE OF DISTRIBUTION
	Ballpen	12 pieces
	Rubber Band	8 pieces
	Bond Paper Long	20 pieces
	Carbon Paper	5 pieces
	Thumbprint/Fingerprint Takers	2 pieces
	Plastic Security Seal for the Ballot Box	3 pieces
	Indelible Stain Ink	2 pieces
	Ballot Secrecy Folder	12 pieces
	Comelec Padlock with Key	1 piece
	Packaging Tape	1 piece

# ELECTION FORMS, DOCUMENTS, AND SUPPLIES FOR 2023 BSKE



## B.CANVASSING FORMS CHECKLIST

FORMS	SUPPLIES
20-A-BGY	Statements of Votes by Precinct for Barangay Elections
20-A-SK	Statement of Votes by Precinct for SK Elections
20-A-1	Summary Statement of Votes for SK and Barangay Elections
25-A-SK	Certificate of Canvass and Proclamation of Winning Candidates for SK Elections
17-L	Envelope for Canvassed Election Returns
12	Paper Seals

## VERIFICATION OF FORMS, DOCUMENTS AND SUPPLIES BEFORE THE CITY/MUNICIPAL TREASURER

### Before the Election Day



The Treasurer shall notify the EBs that the forms, documents, and supplies have been delivered to the City/Municipal Treasurer's Office and is ready for verification for completeness. For this purpose, a duly designated number of the EB shall verify the forms, documents and supplies assigned to their polling place.

## RETRIEVAL OF FORMS, DOCUMENTS, AND SUPPLIES ON ELECTION DAY

### On Election Day

The duly designated member of the EB shall obtain from the Office of the City/Municipal Treasurer the forms, documents, and supplies early in the morning of Election Day, except, when authorized to do so earlier by the Commission, through the RED in the case of NCR, Davao City, and Zamboanga City or the PES in the rest of the provinces.

# ELECTION FORMS, DOCUMENTS, AND SUPPLIES FOR 2023 BSKE



- A. The EB member shall check the completeness of the documents and the quantities of the forms and the quantities of the forms and supplies received and immediately call the attention of the EO or the City/Municipal Treasurer, as the case may be, on any deficiency or shortage thereof.
- B. Thereafter, the EB members shall sign a **Certificate of Receipt (CEF Form No. 14)** in three (3) copies, one (1) copy of which shall be retained by the EB. The two (2) other copies shall be returned to the City/Municipal Treasurer who, after the elections, shall immediately transmit one (1) copy thereof to the concerned EO.
- C. The EB members shall also receive from the EO the following documents duly certified by the ERB:
  - ❑ One (1) copy of the EDCVL for Barangay voters;
  - ❑ One (1) copy of the EDCVL for SK voters;
  - ❑ Two (2) copies of the PCVL for Barangay voters; and
  - ❑ Two (2) copies of the PCVL for SK voters.



The Poll Clerk shall have custody of the EDCVLs. The Third Member shall have custody of one (1) copy of PCVL. The other copy of the PCVL shall be posted at the door of the polling place.

## FORMS TO BE REPRODUCED WHEN NEEDED



The following forms may be reproduced by the EO through the EB when need arises:

1. Temporary Appointment of Chairperson, Poll Clerk/Member (Annex "AA");
2. Certificate of Challenge or Protest and Decision of the EB (Annex "BB");
3. Oath of Voter Challenged for Illegal Acts (Annex "CC"); and
4. Oath of Identification of Challenged Voter (Annex "DD").

# ELECTION FORMS, DOCUMENTS, AND SUPPLIES FOR 2023 BSKE



## MINUTES OF VOTING AND COUNTING VOTES

The EB shall accomplish in two (2) copies the Minute (CEF No. 11), entering therein all the data, and acts, or incidents required to be recorded as they become available or as they occur. Copies of the Minutes shall be signed and sealed in separate envelopes (CEF Nos. 18 and 18A) for distribution as follows:

- a. The copy intended for the Commission shall be delivered to the EO who shall have custody over the same; and
- b. The copy intended for the ballot box shall be deposited inside the ballot box compartment for valid ballots.



## FORMS AND SUPPLIES FOR THE EAPP/S-EAPP

The following are the forms and supplies to be provided in the EAPP/S-EAPP:

	CEF No.	DESCRIPTION	QUANTITY
<b>Election Forms</b>			
	A12	Paper Seals	
<b>Envelopes</b>			
		Envelopes for the Official Ballots	20 pieces
<b>Other Forms</b>			
	A31	Temporary Appointment of DESO EAPP/S-EAPP SS	5 pieces
	A35	Certificate of Challenge of Protest and Decision of the EB	5 pieces
	39	Oath of Voter Challenged for Illegal Acts	5 pieces
	40	Oath to Identify a Challenged Voter	5 pieces
		Authorization Forms	100 pieces
		EAPP Voters' Turn-Out Template	1 piece

# ELECTION FORMS, DOCUMENTS, AND SUPPLIES FOR 2023 BSKE



		<b>Supplies</b>	
		Bond Paper (long)	20 pieces
		Ballot Secrecy Folder	10 pieces
		Thumbprint Taker	1 piece
		Indelible Stain Ink	5 bottles
		Ballpens	10 pieces
		Log Book	1 piece



## **ISOLATION POLLING PLACE FORMS AND SUPPLIES**

✓	CEF No.	FORMS AND SUPPLIES	RATE OF DISTRIBUTION PER CLUSTERED PRECINCT
<b>IPP FORMS</b>			
		Authorization Forms	100 pieces
<b>SPECIAL ENVELOPES</b>			
	16	For Excess/Marked/Spoiled/Unused Official Ballots	1 piece
		Envelope for Ballots	20 pieces
<b>SUPPLIES</b>			
		Ballpen	5 pieces
		Marking Pen	2 pieces
		Rubber Band	8 pieces
		Packaging Tape (Brown)	1 piece
		Bond Paper (Long)	30 pieces
		Carbon Paper	5 pieces
		Thumbprint Taker	1 piece
		Ballot Secrecy Folder	10 pieces
		Indelible Stain Ink	1 bottle
		Record Sheets	5 pages

# ELECTION FORMS, DOCUMENTS, AND SUPPLIES FOR 2023 BSKE



## SEB – PDL ELECTION FORMS AND SUPPLIES

<input checked="" type="checkbox"/>	CEF No.	FORMS AND SUPPLIES	RATE OF DISTRIBUTION PER CLUSTERED PRECINCT
<b>ELECTION FORMS</b>			
	A3	Poster Indicating Precinct Number	1 piece
	5 & 5-A	Appointment of Chairperson/Poll Clerk/Third Member Board of Election Tellers and Oath of BET Chairperson/Poll Clerk/Third Member	9 pieces
	A11	Minutes of Voting and Counting	1 set of 2 pieces
	A12	Paper Seals	8 piece
		For A 15, A 16, A 16-A, and A16-B	4 pieces
		For A 18 and A 18-A	2 pieces
		For Expandable Envelopes for Official ballots (from precincts with Detainee Voters)	2 pieces
	14	Certificate of Receipt of Official Ballots, Other Forms and Supplies for SEB	2 pieces
		Instruction to Voters	1 piece
<b>ENVELOPES</b>			
	A15, A16, A16-A, A-16B	For Rejected Ballots, Half of Torn Unused Official Ballots, Other Half of Torn Unused Ballots, and Marked Ballots	4 pieces
	A18 & 18-A	For Minutes of Voting and Counting of Votes	1 set of 2 pieces
	For Barangay and Sangguniang Kabataan Elections	A4 sized envelopes for Official Ballots (from Special Polling Place with PDL Voters)	60,000 pieces

# ELECTION FORMS, DOCUMENTS, AND SUPPLIES FOR 2023 BSKE



OTHER FORMS				
	30/31	Temporary Chairman/Poll Member/Support Staff	Appointment Clerk/ Third	of Chairman/Poll Member/Support Staff
	A35	Certificate of Challenge or Protest and Decision of the Board		10 pieces
	A39	Oath of Voter Challenge for Illegal		10 pieces
	A40	Oath of Identification of Challenged Voter		10 pieces
		Election Watcher's ID in Polling Place		20 pieces
		Election Day Monitoring Report		1 copy per Support Staff

SUPPLIES	
Ballpen	6 pieces
Ballot Secrecy Folder	22 pieces
Rubber Band	10 pieces
Bond Paper	30 pieces
Packaging Tape	1 piece
Thumbprint/Fingerprint Taker	1 piece
Marking Pen	2 boxes
Indelible Ink Stain	2 bottles

# ELECTION FORMS, DOCUMENTS, AND SUPPLIES FOR 2023 BSKE



## FORMS, DOCUMENTS AND SUPPLIES FOR SEB-C

The following forms, documents and supplies shall be provided to the SEB-C prior to the counting of PDL ballots:

<input checked="" type="checkbox"/>	CEF No.	FORMS AND SUPPLIES	RATE OF DISTRIBUTION PER CLUSTERED PRECINCT
<b>ENVELOPES</b>			
	17, 17-A, 17-B, 17-D, 17-E, 17-F, 17-G	Envelope for Election Returns	1 set of 8 pieces
	A18 & 18-A	Envelope for Minutes of Voting and Counting of Votes	1 set of 2 pieces
	A19 and A19-A	Envelope for Key of Padlock	1 piece
<b>OTHER FORMS</b>			
	A30/A31	Temporary Appointment of Chairman/Poll Clerk/Member	10 pieces
	A35	Certificate of Challenge or Protest and Decision of the Board	10 pieces
<b>SUPPLIES</b>			
		Ballpen	6 pieces
		Rubberband	10 pieces
		Bond paper	10 pieces
		Packaging tape	1 piece
		Thumbprint/Fingerprint Taker	1 piece
		Marking pen (red)	2 pieces
		Seal with steel sire	1 piece
		Plastic Security Seal	5 pieces
		Comelec Padlock with Key	1 piece
		Ballot Boxes	1 unit



## LEGAL MATTERS AND OTHER PROCEDURES

### ➤ VOTERS, CHALLENGES, OBJECTIONS, SPOILED BALLOTS, & OTHER MATTERS

#### ➤ VOTERS

##### Persons Allowed to Vote:



1. Registered voters of the precinct whose name appear in the EDCVL for the Barangay and/or SK levels;
2. Voters presenting final order of the court certified by the clerk of court and verified by the EO; and
3. EB members entitled to avail of voting privileges under Section 137 of the General Guidelines for the 2023 BSKE.



**Persons Allowed Inside the Voting Place** - *Only the following persons shall be allowed inside the polling place.*

1. EB members;
2. Watchers who shall stay only in the space reserved for them;
3. Voter casting their votes;
4. Voters waiting for their turn to vote;
5. Voters waiting for their turn to get their ballots;

6. Others who are specifically authorized by the Commission.



**Persons Not Allowed In and Around the Voting Place** – *Unless specifically authorized by the Commission, it is unlawful for the following person to any polling place or stay within a radius fifty (50) meters thereof, except to vote;*

1. Any officer or member of the Armed Forces of the Philippines (AFP) or the Philippine National Police (PNP), unless said PNP personnel is duly appointed as EB members pursuant to Section 147 hereof;
2. Any peace officer or armed persons belonging to any extra-legal police agency, special forces, reaction forces, strike forces, Civilian Armed Force Geographical Units (CAFGUs), *Barangay Tanods*, or other similar forces or paramilitary forces, including special forces, security guards, special policemen;
3. All other kinds of armed or unarmed extra-legal police forces; and
4. Incumbent Barangay and SK official, whether elected or appointed.

EB Members, by majority vote, if it deems necessary, may order in writing the detail of a police officer or any peace officer for their protection or for the protection of the election documents and paraphernalia. Such order shall be entered in the Minutes. Said police officer shall stay





outside the polling place within a radius of thirty (30) meters or near enough to be easily called by EB at any time, but never at the door, except in areas declared under COMELEC control, in which case the police officer shall stay near or at the door of the polling place.

## ➤ CHALLENGES

### A. Challenge Against Illegal Voters

**Who may challenge:** Any voter or watcher any person offering to vote.

#### **Grounds:**



- 1. Not being registered;**
- 2. Using the name of another;**
- 3. Suffering from existing disqualification; or**
- 4. Being a double or multiple registrants.**

The EB shall satisfy itself as to whether the ground for the challenge is true by requiring:

- a. Proof of registration;
- b. Identity; or
- c. Qualification.

No voter shall be required to present voter's identification card or any other valid identification cards, unless the identity is in doubt or challenged. However, the failure or inability to present an authentic identification document upon being challenged shall not preclude the voter from voting if identified under oath by:

1. Any EB member;

2. By another registered voter of the same barangay; or
3. Any relative by consanguinity or affinity within the 4<sup>th</sup> civil degree.

A barangay and/or SK voter can only be identified by another voter of the same barangay. Such identification shall be recorded in Part E of the Minutes.

### AUTHENTICATION DOCUMENTS

Any of the following authentication documents may be presented by the voter when challenged or the identity is in doubt:

1. Employee's identification card (ID), with the signature of the employer or authorized representative;
2. Postal ID;
3. PWD ID;
4. Student's ID or library card signed by the school authority;
5. Senior Citizen's ID;
6. Driver's License;
7. NBI Clearance;
8. Passport;
9. SSS/GSIS ID;
10. Unified Multiple-Purpose Identification (UMID);
11. National ID (PhilSys);
12. PAG-IBIG ID;
13. Integrated Bar of the Philippines;
14. License issued by the Professional Regulatory Commission (PRC);
15. Certificate of Confirmation issued by the National Commission on Indigenous Peoples (NCIP) in case of members ICCs or Ips;
16. Any other government-issued ID; and
17. Barangay Identification/Certification with photo and signature of the voter



and Barangay Chairman or his/her signatory.

## B. Challenge Against Certain Illegal Acts

**Who may challenge:**  
Any voter or watcher.

**Grounds:**



1. Received or expected to receive, paid, offered or promised to pay, contributed, offered or promised to contribute money or anything of value in consideration for his vote or for the vote of another;
2. Made or received a promise to influence the giving or withholding of any such vote; or
3. Made a bet or is interested directly or indirectly in a bet which depends upon the results of the election.



such oath, the challenge shall be dismissed, and the voter shall be allowed to vote. In case the voter refuses to take such oath, the challenge shall be sustained, and the voter shall not be allowed to vote.

The challenged person shall take an oath before the EB that he has not committed any of the acts alleged in the challenge. Upon the taking of

## RECORDING OF CHALLENGES AND OATHS

All challenges and oaths taken in connection with voting shall be recorded by the **Poll Clerk** in **Part E of the Minutes**.

In case the voter refuses to take such oath, the challenge shall be sustained, and the voter shall not be allowed to vote.

## ► WATCHERS

### QUALIFICATIONS



- A registered voter of the barangay or a member of the Katipunan ng Kabataan, as the case may be, in the assigned barangay;
- Is of good reputation;
- Has not been convicted by final judgment of any election offense or of any other crime;
- Knows how to read and write Filipino, English, or any of the prevailing local dialect; and
- Is not related within the fourth (4<sup>th</sup>) civil degree of consanguinity or affinity to the Chairperson or any EB members in the polling place where the watcher seeks appointment.

*Incumbent Barangay Officials including Barangay Tanods shall not be appointed as watchers of any candidate or citizen's arms.*



## RIGHTS AND DUTIES OF WATCHERS

Upon entering the polling place, the watcher shall present to the **EB Chairperson** his or her sworn appointment. The appointment shall bear the following the signature of the candidate with a statement that the

watcher possesses all the qualifications and none of the disqualifications as watcher. The **Poll Clerk** shall record the name of the watcher in the Minutes with a notation under the watcher's signature that said person is not disqualified to serve as such.

The watchers shall have the right to:

1. Stay in the space reserved for them inside the polling place;
2. Witness the proceedings of the EB;
3. Take note of what they may see or hear;
4. Take photographs of the procedures and incidents, if any, during the counting of votes, as well as the Election Returns (ERs), tally board and ballot boxes;
5. File a protest against any irregularity or violation of law which they believe may have been committed by any EB member or by any person;
6. Obtain from the EB a certificate as to the filing of such protest and/or of the resolution thereon;
7. Have unimpeded view of the ballot being read by the Chairperson, the election returns (CEF No. 9) and the tally board (CEF No. 10) being simultaneously accomplished by the Poll Clerk and the Third Member respectively, without touching any of these election documents; and
8. Be furnished, upon request, with the Certificate of Votes (CEF no. 13), duly signed and thumb marked by the Chairperson and all EB Members.

Watchers shall not speak to any EB member, or to any voter, or among themselves, in such a manner as would disturb the EB proceedings.

## ► PROCEDURES ON SPOILED BALLOTS

### REPLACEMENT OF ACCIDENTALLY SPOILED BALLOTS

If the ballot is accidentally spoiled or defaced in such a way that it cannot be lawfully used, the following procedures must be followed:

<b>Step 1</b>	<i>The voter shall surrender the ballot folded in the same way that it was issued by the EB Chairperson.</i>
<b>Step 2</b>	<i>The EB Chairperson shall write the word “spoiled” beside the ballot SN previously recorded in the EDCVL.</i>
<b>Step 3</b>	<i>The EB Chairperson shall then give the voter a second authenticated ballot after announcing its SN.</i>
<b>Step 4</b>	<i>The Poll Clerk shall record the announced SN number in the available place in the EDCVL.</i>
<b>Step 5</b>	<i>The spoiled ballot shall, without being unfolded and without removing the detachable coupon, be distinctly marked with the word “spoiled”, signed by the EB Chairperson at the back thereof and deposited in the compartment for spoiled ballots of the ballot box.</i>
<b>Step 6</b>	<i>The Poll Clerk shall record in the Minutes the name of the voter and the SN of the spoiled ballot.</i>

If the **second issued ballot** is spoiled or defaced again in such a way that it can no longer be lawfully used, the same shall be

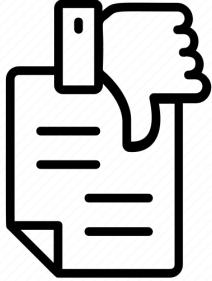


surrendered by the voter to the EB Chairperson in the same manner as the first spoiled or defaced ballot.



No voter shall be allowed to change spoiled/defaced ballot more than once.

## INSTANCES WHERE NEW BALLOT CANNOT BE ISSUED IN CASE THE FORMERLY ISSUED BALLOT HAS BEEN SPOILED

1. ***The SN/s of the ballot/s is/are not the same with SN/s as entered in the EDCVL*** - The ballot/s shall be considered “spoiled” and shall be so marked and signed by the Chairperson and placed inside the compartment for spoiled ballots. Such fact shall be indicated in Part C of the Minutes.  

2. ***The voter refuses to have the fingernail stained with indelible ink and still refused to have them stained despite being informed that it will render their ballot spoiled*** - In such case the EB Chairperson shall without unfolding the ballot and without removing the detachable coupon, write at the back of the ballot the word “spoiled,” sign the same and immediately place said ballot in the ballot box compartment for spoiled ballots. The voter shall then be required to leave. Such fact shall be recorded in Part C of the Minutes.
3. ***The second issued ballot has been accidentally spoiled or defaced.***



In all cases, the Poll Clerk shall record in the Minutes the name of the voter and the SN of the spoiled or replacement ballot.

**BALLOTS DEPOSITED IN THE COMPARTMENT FOR SPOILED BALLOTS** – Ballots deposited in the compartment for spoiled ballots shall be presumed to be spoiled, whether or not they contain such notation; but if the EB should find that during the voting, any valid ballot was erroneously deposited therein. The valid ballot so withdrawn shall be mixed with other valid ballots, and such fact shall be recorded in Part C of the Minutes.

## ACCOMPLISHMENT OF BALLOTS FOR ILLITERATE, PWD, OR SENIOR CITIZENS



Illiterate, PWD, or SC who cannot by themselves accomplish the ballot may vote with the assistance of any of the following:

- a. A relative within the 4<sup>th</sup> civil degree of consanguinity or affinity;
- b. A person of his/her confidence who belongs to the same household as that of the voter. For this purpose, the person who usually assists the PWD, such as personal assistant, caregiver, or a nurse shall be

# ELECTORAL BOARD GUIDE FOR THE 2023 BSKE



considered a member of the voter's household; and

- c. Any EB member.

**All assistants must be of voting age. No person, except the EB members may assist an illiterate, PWD or SC more than three (3) times.**



The assistor shall be bound in writing and under oath to fill-up the ballot/s strictly in

accordance with the instructions of the voter and not to reveal the contents thereof, by affixing the signature on the appropriate space in the Minutes.

For such purpose, the EDCVL shall bear the following markings:

**\* -- 18 to 30 years old**

**A – Illiterate**

**B – Persons with Disability (PWD)**

**C – Senior Citizen (SC)**

<b>Step 1</b>	<i>All ballots should be returned to the compartment of valid ballots and thoroughly mixed therein.</i>
<b>Step 2</b>	<i>The Poll Clerk, without seeing the ballots and with his/her back to the ballot box, shall publicly draw out as many ballots as may be equal to the excess.</i>
<b>Step 3</b>	<i>Without unfolding the excess ballots, the Poll Clerk shall write at the back thereof the word “excess ballots”</i>
<b>Step 4</b>	<i>The Poll Clerk shall then place the excess ballots inside the Envelope for Excess Ballots.</i>

## ➤ PROCEDURE IN CASE OF EXCESS BALLOTS

If there are more ballots than there are voters who actually voted in the precinct, the following procedures should be followed:



## ➤ APPRECIATION OF BALLOTS

**GENERAL RULE:** In the appreciation of ballots, every ballot shall be presumed valid unless there is clear and good reason to justify its rejection.



**MAJORITY VOTING:** Any question on the appreciation of ballots shall be decided by a majority of the EB members.

No watcher, candidate, or any other person inside the polling place shall be allowed to participate in the appreciation of ballots, except that any watcher may file a protest which shall be recorded in the Minutes.

RULE	EXAMPLE
<p><b>A.</b> Where only the first name or surname of a candidate is written, the vote for such candidate is valid, if there is no other candidate with the same first name or surname for the same office.</p>	<p>Candidates for Barangay Captain:</p> <ul style="list-style-type: none"> <li>1. John Dela Rama</li> <li>2. Mary Claire Santos</li> <li>3. Peter Parkero</li> <li>4. Eleanor Moreno</li> </ul> <p><b>A.</b></p> <p>Name written on the ballot: <u>Santos</u></p> <p><b>Vote counted for:</b> Mary Claire Santos  <b>Validity of Ballot:</b> Valid</p> <p><b>B.</b></p> <p>Name written on the ballot: <u>John</u></p> <p><b>Vote counted for:</b> John Dela Rama  <b>Validity of Ballot:</b> Valid</p>

# ELECTORAL BOARD GUIDE FOR THE 2023 BSKE



B.	<p>Where only the first name of a candidate is written on the ballot which when read has a sound similar to the surname of another candidate, the vote shall be counted in favor of the candidate with such surname.</p> <p>If there are two (2) or more candidates with the same full name, first name, or surname and one of them is the incumbent, and on the ballot is written only such full name, first name or surname, the vote shall be counted in favor of the incumbent.</p>	<p>Candidates for Barangay Captain:</p> <ol style="list-style-type: none"> <li>1. Maureno Intal (new candidate)</li> <li>2. Mary Claire Santos (new candidate)</li> <li>3. Peter Parkero (new candidate)</li> <li>4. Eleanor Moreno (new candidate)</li> <li>5. Francis Santos (incumbent)</li> </ol> <p><b>A.</b></p> <p>Name written on the ballot: <i>Murrenno</i></p> <p><b>Vote counted for:</b> Eleanor Moreno  <b>Validity of Ballot:</b> Valid</p> <p><b>B.</b></p> <p>Name written on the ballot: Santos</p> <p><b>Vote counted for:</b> Francis Santos  <b>Validity of Ballot:</b> Valid</p>
C.	<p>In case the candidate is a woman who uses her maiden or married surname or both and there is another candidate with the same surname, a ballot bearing only such surname shall be counted in favor of the candidate who is an incumbent.</p>	<p>Candidates for Barangay Captain:</p> <ol style="list-style-type: none"> <li>1. Mary Claire Dela Cruz - Santos (new candidate)</li> <li>2. Juan Dela Cruz (Incumbent)</li> </ol> <p><b>A.</b></p> <p>Name written on the ballot: <u>Dela Cruz</u></p> <p><b>Vote counted for:</b> Juan Dela Cruz  <b>Validity of Ballot:</b> Valid</p> <p><b>B.</b></p> <p>Candidates for Barangay Captain:</p> <ol style="list-style-type: none"> <li>1. Mary Claire Dela Cruz - Santos (incumbent)</li> <li>2. Juan Dela Cruz (new candidate)</li> </ol>

# ELECTORAL BOARD GUIDE FOR THE 2023 BSKE



		<p>Candidates for Barangay Captain:</p> <ol style="list-style-type: none"> <li>1. Mary Claire Dela Cruz - Santos (Incumbent)</li> <li>2. Juan Dela Cruz (new candidate)</li> </ol> <p><b>B.</b></p> <p>Name written on the ballot: <u>Dela Cruz</u></p> <p><b>Vote counted for:</b> Mary Claire Dela Cruz-Santos  <b>Validity of Ballot:</b> Valid</p>
D.	<p>When two (2) or more words are written on the same line on the ballot, all of which are the surnames of two (2) or more candidates, the same shall not be counted for any of them unless one is a surname of incumbent who has served for at least one (1) year, in which case it shall be counted in favor of the latter;</p> <p>When two (2) or more words are written on different lines on the ballot all of which are surnames of two (2) candidates or more candidates bearing the same surname for an office for which the law authorizes the election of more than one and there are the same number</p>	<p>Candidates for Barangay Captain:</p> <ol style="list-style-type: none"> <li>1. Mary Claire Dela Cruz (new candidate)</li> <li>2. Juan Dela Cruz (new candidate)</li> </ol> <p><b>A.</b></p> <p>Name written on the ballot:  <u>Dela Cruz Dela Cruz</u></p> <p><b>Vote counted for:</b> None  <b>Validity of Ballot:</b> Valid</p> <p><b>B.</b></p> <p>Candidates for Barangay Captain:</p> <ol style="list-style-type: none"> <li>1. Mary Claire Dela Cruz (Incumbent who served for more than 1 year)</li> <li>2. Juan Dela Cruz (new candidate)</li> </ol> <p>Name written on the ballot:  <u>Dela Cruz Dela Cruz</u></p> <p><b>Vote counted for:</b> Mary Claire Dela Cruz  <b>Validity of Ballot:</b> Valid</p>

# ELECTORAL BOARD GUIDE FOR THE 2023 BSKE



		<p><b>C.</b> Candidates for Barangay Kagawad:</p> <ul style="list-style-type: none"> <li>1. Mary Claire Dela Cruz - Santos (Incumbent)</li> <li>2. Juan Dela Cruz (new candidate)</li> </ul> <p>Name written on the ballot:  <u>Dela Cruz</u>  <u>Dela Cruz</u></p> <p><b>Vote counted for:</b> Both Mary Claire Dela Cruz-Santos and Juan Dela Cruz  <b>Validity of Ballot:</b> Valid</p>
E.	When on the ballot is written a single word, which is the first name of a candidate and which is at the same time the surname of his opponent, the vote shall be counted in favor of the latter.	<p>Candidates for Barangay Captain:</p> <ul style="list-style-type: none"> <li>1. Juan Dela Cruz</li> <li>2. Daniel Juan</li> </ul> <p><b>A.</b></p> <p>Name written on the ballot: <u>Juan</u></p> <p><b>Vote counted for:</b> Daniel Juan  <b>Validity of Ballot:</b> Valid</p>
F.	When two (2) words are written on the ballot, one of which is the first name of a candidate and the other is the surname of his opponent, the vote shall not be counted for either one.	<p>Candidates for Barangay Captain:</p> <ul style="list-style-type: none"> <li>1. Juan Dela Cruz</li> <li>2. Daniel Juan</li> </ul> <p><b>A.</b></p> <p>Name written on the ballot: <u>Daniel Dela Cruz</u></p> <p><b>Vote counted for:</b> None  <b>Validity of Ballot:</b> Valid</p>

# ELECTORAL BOARD GUIDE FOR THE 2023 BSKE



G.	<p>A name or surname incorrectly written which, when read, has a sound similar to the name of a candidate when correctly written shall be counted in favor of such candidate.</p>	<p>Candidates for Barangay Captain:</p> <ul style="list-style-type: none"> <li>1. Juan Dela Cruz</li> <li>2. Daniel Juan</li> <li>3. Linda Evangelista</li> </ul> <p><b>A.</b></p> <p>Name written on the ballot: <u>Lynda Evangelista</u></p> <p><b>Vote counted for:</b> Linda Evangelista  <b>Validity of Ballot:</b> Valid</p>
H.	<p>When a name of a candidate appears in a space of the ballot for an office for which he is a candidate and in another space for which he is not a candidate, it shall be counted in his favor for the office for which he is a candidate and the vote for the office for which he is not a candidate shall be considered a stray, except when it is used as a means to identify the voter, in which case, the whole ballot shall be void.</p>	<p>Candidates for Barangay Captain:</p> <ul style="list-style-type: none"> <li>1. Juan Dela Cruz</li> <li>2. Daniel Juan</li> </ul> <p>Candidates for Barangay Kagawad</p> <ul style="list-style-type: none"> <li>1. Peter Parkero</li> <li>2. Eleanor Moreno</li> </ul> <p>Name written on the ballot for Barangay Captain: <u>Daniel Juan</u></p> <p>Name written on the ballot for Barangay Kagawad: <u>Daniel Juan</u></p> <p><b>For Barangay Captain position, the vote shall be counted for:</b> Daniel Juan</p> <p><b>For Barangay Kagawad position, the vote shall be counted for:</b> None. Vote will be considered as stray.</p> <p><b>Validity of Ballot:</b> Valid</p> <p>If the error was found to have been committed as a means to identify the voter, the whole ballot shall be considered <b>VOID</b>.</p>

# ELECTORAL BOARD GUIDE FOR THE 2023 BSKE



I.	<p>When in a space in the ballot the appears a name of a candidate that is erased and another clearly written the vote is valid for the latter.</p>	<p>Candidates for Barangay Kagawad:</p> <p>3. Mary Claire Moreno 1. Peter Parkero</p> <p><b>A.</b></p> <p>Name written on the ballot: <u>Parkero Moreno.</u></p> <p><b>Vote counted for:</b> Mary Claire Moreno <b>Validity of Ballot:</b> Valid</p>
J.	<p>The erroneous initial of the first name which accompanies the correct surname of the candidate, the erroneous initial of the surname accompanying the correct first name of a candidate, or the erroneous middle initial of the candidate shall not annul the vote in favor of the latter.</p>	<p>Candidates for Barangay Captain:</p> <p>1. Juan B. Dela Cruz 2. Daniel C. Leon</p> <p>Name written on the ballot: <u>M. Dela Cruz</u></p> <p><b>Vote counted for:</b> Juan B. Dela Cruz <b>Validity of Ballot:</b> Valid</p>
K.	<p>The fact that there exists another person who is not a candidate with a first name or surname of a candidate shall not prevent the adjudication of the vote of the latter.</p>	<p>Candidates for Barangay Captain:</p> <p>1. Bea Tenoso 2. Daniel Juan</p> <p>Name written on the ballot: <u>Bea Alonzo</u></p> <p><b>Vote counted for:</b> Bea Tenoso <b>Validity of Ballot:</b> Valid</p>
L.	<p>Ballots which contain prefixes such as "Sir", "Mr.", "Datu", "Don", "Ginoo", "Hon.", "Gob". Or suffixes like "Hijo", "Jr.", "Segundo", are valid.</p>	<p>Candidates for Barangay Captain:</p> <p>1. Peter Parkero 2. Daniel Juan</p> <p>Name written on the ballot: <u>Mr. Daniel Juan</u></p> <p><b>Vote counted for:</b> Daniel Juan <b>Validity of Ballot:</b> Valid</p>

# ELECTORAL BOARD GUIDE FOR THE 2023 BSKE



		Candidates for Barangay Captain:  <ol style="list-style-type: none"> <li>1. Juan Dela Cruz</li> <li>2. Daniel Pablo (known as “Pogi” in the locality)</li> <li>3. Linda Evangelista</li> </ol> <p><b>A.</b></p> <p>Name written on the ballot: <u>Pareng Juan</u></p> <p><b>Vote counted for:</b> Juan Dela Cruz  <b>Validity of Ballot:</b> Valid</p> <p><b>B.</b></p> <p>Name written on the ballot: <u>Pogi</u></p> <p><b>Vote counted for:</b> Daniel Pablo  <b>Validity of Ballot:</b> Valid</p>
N.	Any vote containing initials only or which is illegible, or which does not sufficiently identify the candidate for whom it is intended shall be considered as a stray vote but shall not invalidate the whole ballot;	Candidates for Barangay Captain:  <ol style="list-style-type: none"> <li>1. Lisa Emilio</li> <li>2. Linda Evangelista</li> <li>3. Limuel Estacio</li> </ol> <p>Name written on the ballot: <u>L.E.</u></p> <p><b>Vote counted for:</b> None. It shall be considered as stray vote.  <b>Validity of Ballot:</b> Valid</p>
O.	If on the ballot is correctly written the first name of a candidate but with a different surname, or the surname of the candidate is correctly written but with a different first name, the vote shall not be counted in favor of any candidate having such first name and/or surname, but the ballot shall be considered valid for other candidates.	Candidates for Barangay Captain:  <ol style="list-style-type: none"> <li>1. Lisa Emilio</li> <li>2. Linda Evangelista</li> </ol> <p><b>A.</b></p> <p>Name written on the ballot: <u>Lisa Evangelista</u></p> <p><b>Vote counted for:</b> None  <b>Validity of Ballot:</b> Valid</p>

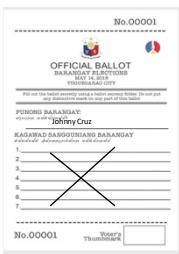
# ELECTORAL BOARD GUIDE FOR THE 2023 BSKE



P.	<p>Any ballot written with crayon, lead pencil, or ink, wholly in part shall be valid.</p>	<p>Candidates for Barangay Captain:</p> <ol style="list-style-type: none"> <li>1. Juan Dela Cruz</li> <li>2. Daniel Pablo</li> <li>3. Linda Evangelista</li> </ol> <p>Name written on the ballot: <i>Linda Evangelista</i></p> <p><b>Vote counted for:</b> Linda Evangelista  <b>Validity of Ballot:</b> Valid</p>
Q.	<p>Where there are two (2) or more candidates voted for in office for which the law authorizes the election of only one, the vote shall not be counted in favor of any of them, but this shall not affect the validity of the other votes therein.</p>	<p>Candidates for Barangay Captain:</p> <ol style="list-style-type: none"> <li>1. Juan Dela Cruz</li> <li>2. Daniel Pablo</li> <li>3. Linda Evangelista</li> </ol> <p>Name written on the ballot: <i>Juan Dela Cruz and Daniel Pablo</i></p> <p><b>Vote counted for:</b> None  <b>Validity of Ballot:</b> Valid</p>
R.	<p>If the candidates voted for exceed the number of those to be elected, the ballot is valid, but the votes shall be counted only in favor of the candidates whose names were firstly written by the voter within the space provided for said office in the ballot until the authorized number is covered.</p>	<p>Candidates for Barangay Kagawad (<b>7 seats</b>):</p> <ol style="list-style-type: none"> <li>1. Mary Claire Santos</li> <li>2. Juan Dela Cruz</li> <li>3. Bea Alonzo</li> <li>4. Eleanor Moreno</li> <li>5. Linda Evangelista</li> <li>6. Mario Estacio</li> <li>7. Daniel Intal</li> <li>8. Pablo Alba</li> </ol> <p>Name written on the ballot:  <i>1. Santos 2. Dela Cruz 3. Alonzo          4. Moreno 5. Evangelista 6. Estacio          7. Intal 8. Alba</i></p> <p><b>Vote counted for:</b> The first seven candidates written on the ballot. (Santos to Intal)  <b>Validity of Ballot:</b> Valid</p>

# ELECTORAL BOARD GUIDE FOR THE 2023 BSKE



S.	<p>Any vote in favor of a person who has not filed a certificate of candidacy or in favor of a candidate for an office for which he does not present himself shall be considered as stray vote, but it shall not invalidate the whole ballot.</p>	<p>Candidates for Barangay Captain:</p> <ol style="list-style-type: none"> <li>1. Juan Dela Cruz</li> <li>2. Daniel Pablo</li> <li>3. Linda Evangelista</li> </ol> <p>Name written on the ballot for Barangay Captain: <u>Eleanor Moreno</u></p> <p><b>Vote counted for:</b> None. Vote is stray.  <b>Validity of Ballot:</b> Valid</p>
T.	<p>A ballot containing the name of a candidate printed and pasted on a blank space of the ballot or affixed thereto through any mechanical process is totally null and void.</p>	 <p><b>Validity of Ballot:</b> Null and Void</p>
U.	<p>Circles, crosses, or lines put on the spaces on which the voter has not voted shall be considered as signs to indicate his desistance from voting and shall not invalidate his ballot.</p>	 <p><b>Validity of Ballot:</b> Valid</p>
V.	<p>Unless it should clearly appear that they have been deliberately put by the voter to serve as identification marks, commas, dots, lines, or hyphens between the first name and surname of a candidate, or in other parts of the ballots, traces of the letter "T", "J", and other similar ones, the first letters or syllables of names which the voter does not continue, the use of two (2) or more kinds of writing and unintentional or accidental flourishes, strokes, or strains, shall not invalidate the ballot.</p>	<p>Candidates for Barangay Captain:</p> <ol style="list-style-type: none"> <li>1. Juan Dela Cruz</li> <li>2. Daniel Pablo</li> <li>3. Eleanor Moreno</li> </ol> <p>Name written on the ballot for Barangay Captain: <u>Eleanor, Moreno...</u></p> <p><b>Vote counted for:</b> Eleanor Moreno  <b>Validity of Ballot:</b> Valid</p>

# ELECTORAL BOARD GUIDE FOR THE 2023 BSKE



W.	Any ballot which clearly appears to have been filled by two distinct persons before it was deposited in the ballot box during the voting is totally null and void.	<b>Validity of Ballot:</b> Null and Void.
X.	Any vote cases in favor of a candidate who has been disqualified by final judgment shall be considered as stray and shall not be counted but it shall not invalidate the ballot.	Candidates for Barangay Captain:  1. Juan Dela Cruz 2. Daniel Pablo 3. Linda Evangelista (Disqualified before the Elections)  Name written on the ballot: <u>Linda Evangelista</u>  <b>Vote counted for:</b> None <b>Validity of Ballot:</b> Valid
Y.	Ballots wholly written in Arabic in localities where it is of general use are valid. To read them, the board of election tellers may employ an interpreter who shall take an oath that he/she shall read the votes correctly.	Candidates for Barangay Captain in one of the Barangays in South Cotabato:  1. Hadji Barra 2. Nurallah Kiamba  Name written on the ballot: حجى برى [trans: Hadji Barra)  <b>Vote counted for:</b> Hadji Barra <b>Validity of Ballot:</b> Valid
Z.	The accidental tearing or perforation of a ballot does not annul it.	An image of an official barangay election ballot template. The ballot is numbered "No. 00001" and includes sections for the voter's name, address, and signature. It also has fields for the voter's thumbprint and a stamp area. The text on the ballot includes "OFFICIAL BALLOT", "BARANGAY ELECTIONS", "TUBIGBAGO CITY", "PUONG BARANGAY", "KAGAWAD SANGUNIANG BARANGAY", and "Voter's Address _____". A small logo of a person holding a shield is visible at the top. <b>Validity of Ballot:</b> Valid
AA.	Failure to remove the detachable coupon from a ballot does not annul such ballot.	



## APPRECIATION OF BALLOTS IN CASE OF SUBSTITUTION

The name of substitute shall be reflected in the Certified List of Official Candidates.

If the death should occur between the day before the election day and mid-day of election day, the substitute may file the COC with any of the Electoral Boards in the political subdivision where the deceased candidate sought to be voted.

In case the name of the substitute is not reflected in the Certified List of Candidates, the EO Concerned shall manually strike out in the list the name of the deceased candidate and shall write the name of the substitute in the space beside the struck-out name of the deceased candidate. The EO shall inform the Electoral Boards concerned of the fact of substitution and shall also cause the widest dissemination thereof.

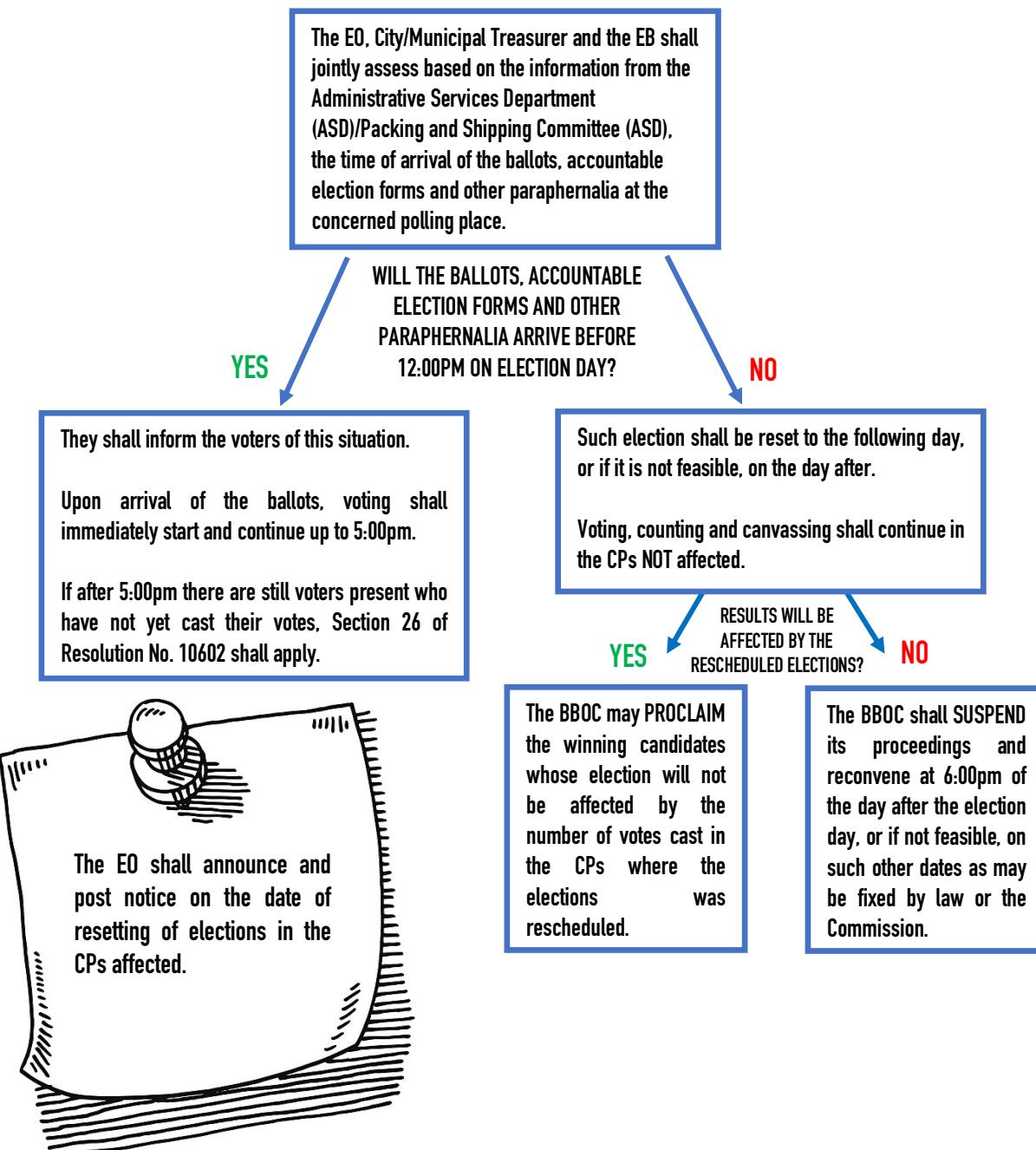
RULE		EXAMPLE
A.	If the name of the substitute is included in the List of Official Candidates, votes cast in favor of the substitute shall be counted in favor of said candidate.	<p>Candidates for Barangay Captain:</p> <ul style="list-style-type: none"> <li>1. John Dela Rama (substitute)</li> <li>2. Mary Claire Santos</li> <li>3. Peter Parkero</li> <li>4. Eleanor Moreno</li> </ul> <p><b>A.</b></p> <p>Name written on the ballot: <u>John Dela Rama</u></p> <p><b>Vote counted for:</b> John Dela Rama  <b>Validity of Ballot:</b> Valid</p>
B.	If the name of the substitute is <b>not included</b> in the List of Official Candidates, votes cast in favor of the deceased candidate shall be counted in favor of the substitute.	<p>Candidates for Barangay Captain:</p> <ul style="list-style-type: none"> <li>1. Mary Claire Santos (Deceased but substituted by Linda Evangelista)</li> <li>2. Peter Parkero</li> <li>3. Eleanor Moreno</li> </ul> <p><b>A.</b></p> <p>Name written on the ballot: <u>Mary Claire Santos</u></p> <p><b>Vote counted for:</b> Linda Evangelista  <b>Validity of Ballot:</b> Valid</p>

# CONTINGENCY PLAN FOR THE 2023 BSKE



## PROBLEMS THAT MAY BE ENCOUNTERED AND CONTINGENCY MEASURES (CHAPTER XX)

### I. LATE ARRIVAL OF OFFICIAL BALLOTS, ACCOUNTABLE ELECTION FORMS AND OTHER ELECTION PARAPHERNALIA



# CONTINGENCY PLAN FOR THE 2023 BSKE

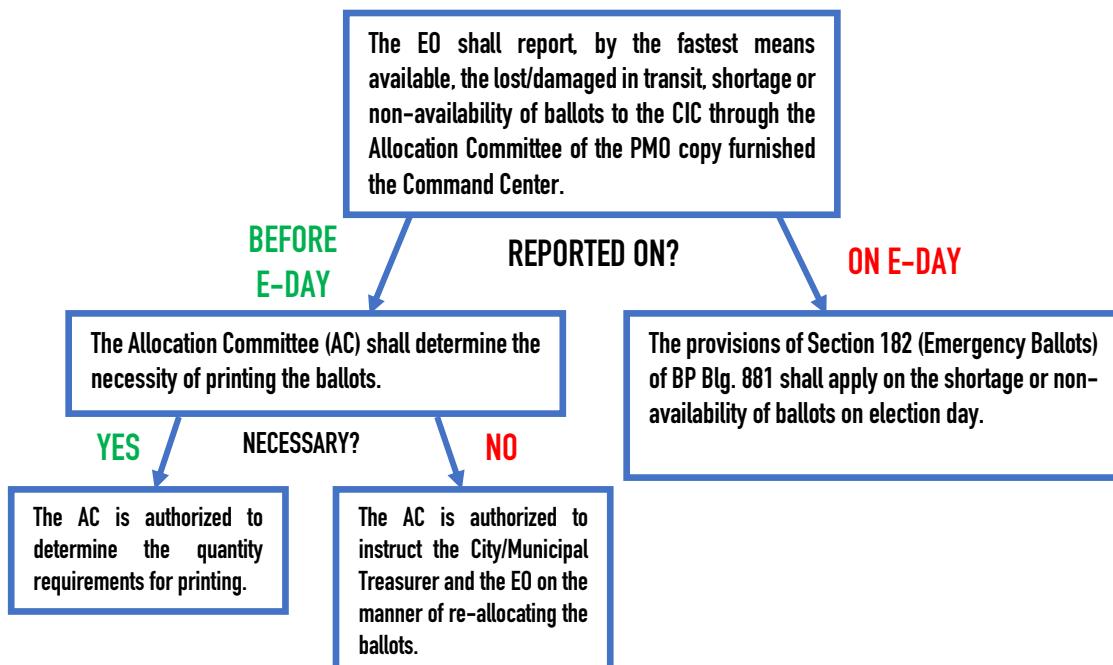


## II. SHORTAGE, NON-AVAILABILITY OR MISSING PAGES OF ACCOUNTABLE AND NON-ACCOUNTABLE ELECTION FORMS AND SUPPLIES

### A. ACCOUNTABLE FORMS AND OFFICIAL BALLOTS

#### a) Official Ballots

##### 1. Lost/damaged in transit, shortage or non-availability of official ballots



- ✓ Authority from the Commission En Banc is REQUIRED in the printing of emergency ballots.
  - IF THERE IS TIME – printing shall be done by the Printing Committee
  - IF NOT – the EO through the Municipal/City Treasurer shall print the same
- ✓ If the shortage is INSIGNIFICANT and it is IMPRACTICAL to print the required official ballots, the EB members shall obtain the needed ballots from the nearest polling place/s. The source and recipient EBs shall record in the Minutes of Voting the number of official ballots obtained.

# CONTINGENCY PLAN FOR THE 2023 BSKE



## b) Election Returns/Tally Boards

1. *Lost/damaged in transit, shortage or non-availability of election returns/tally boards*

**EO**

Report such fact to the CIC through the Allocation Committee of the PMO copy furnished the Command Center

**EB**

1. Improvised ERs or Tally Boards and proceed with the counting votes
2. After the counting, sign the improvised ERs or Tally Boards and imprint their thumbmarks
3. Distribute copies of the improvised ERs or Tally Boards in accordance with 53 of Resolution No. 10602
4. Enter in the Minutes that the ERs or Tally Boards are not available and that the EB together with the watchers decided to use improvised ERs or Tally Boards
5. Place all the forms used inside the corresponding envelopes and deposit the same inside the ballot box

*In case of missing page/s/copies of the ERs, the EB shall take measures to reproduce/photocopy such missing page/s/copies. It shall take steps to ensure that the copy intended for the BBOC is complete by obtaining the missing page/s/copies from the other copies of the ERs with no missing pages. Missing pages/copies of the ERs shall be certified by the EB and watchers, if available.*

## c) Statement of Votes by Precinct

1. *Non-availability of Statement of Votes by Precinct (SOVP)*

**EO**

Report the same to the CIC through the Allocation Committee of the PMO copy furnished the Command Center

**EB**

1. Improvised SOVP and proceed with the canvass of ERs
2. After the canvass, sign the improvised SOVP and imprint their thumbmarks
3. Distribute copies of the improvised SOVP in accordance with 53 of Resolution No. 10602
4. Enter in the Minutes that the SOVP is not available and that the BBOC together with watchers decided to use improvised SOVP
5. Place all the forms used inside the corresponding envelopes and deposit the same inside the ballot box

# CONTINGENCY PLAN FOR THE 2023 BSKE



## 2. Missing pages/copies of Statement of Votes by Precinct (SOVP)

BBOC

The BBOC shall measures to reproduce/photocopy the SOVPs. All such photocopies shall be certified to by the BBOC.

## B. NON-ACCOUNTABLE FORMS

### a) Lost/damaged in transit, shortage or non-availability of Minutes of Voting and Counting and other non-accountable forms

EO

1. Report such fact to the CIC through the AC of the PMO copy furnished the Command Center
2. Approve the reproduction/photocopying of all non-accountable forms and supplies by the EB
3. Reimburse the cost of photocopying

EB

1. Cause the reproduction/copying of non-accountable form upon approval of the EO
2. Certify, with the watchers, such photocopies, if available

EWC

### **AUTHORITY IS HEREBY GRANTED TO THE FOLLOWING ELECTION WORKING COMMITTEES (EWC):**

#### 1. PRINTING COMMITTEE

Upon approval of the CIC, print the required ballots/ERs as determined by the AC, subject to the confirmation of the Commission En Banc

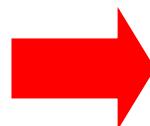
#### 2. PACKING AND SHIPPING COMMITTEE

Immediately pack and ship the lacking ballots/ERs through the fastest means possible and ensure that the same arrive at and are received by the intended recipients on or before election day

## METRO MANILA



In the Metro Manila Area and whenever possible, ALL lacking or missing pages of all accountable forms shall be replaced



OUTSIDE Metro Manila, all non-accountable forms and supplies may be reproduced/photocopied upon prior approval of the Election Officer

# CONTINGENCY PLAN FOR THE 2023 BSKE



- III. OFFICIAL BALLOTS BEARING THE SAME SERIAL NUMBERS; THE UPPER AND LOWER SERIAL NUMBERS OF THE BALLOT ARE DIFFERENT; EITHER THE UPPER OR LOWER SERIAL NUMBER OF THE BALLOT OR BOTH IS MISSING; THE SERIAL NUMBER OF THE BALLOT IS UNREADABLE OR HARD TO ASCERTAIN; OR THE SERIAL NUMBER OF THE BALLOT DOES NOT BELONG TO THE SERIES OF BALLOT ISSUED

a) Official ballots bearing the **SAME** serial numbers

TREAS

The City/Municipal Treasurer shall:

1. Issue the subject ballots to the EB
2. Take note of its condition in the inventory report

EB

The Chairperson of the EB:

1. Prior to the issuance of subject ballots to the registered voters, shall add one Arabic numeral after the last digit of the serial number, starting with number 1, then 2, and so on and affix his initial thereon. In so doing, the ballots will now have different SNs
2. Record opposite the name of the voters in the EDCVL-Barangay/EDCVL-SK, the new SNs

In all instances, the EBs are directed to issue first the ballots with complete and regular SNs. Except those which were marked as defective ballots, the EB shall only issue ballots with the same SNs to the voters, if there are no more available ballots with complete and regular SN in the polling place concerned.

What to note in the Minutes?

- ✓ That the ballots have the same SNs
- ✓ Quantity
- ✓ New SNs



b) Upper and lower serial numbers of the official ballot  
**DIFFERENT**

are

EB

The Poll Clerk:

1. Enter in the Minutes the different SNs appearing in the ballot, indicating therein whether it is located in the upper or lower
2. Record opposite the name of the voter in the EDCVL-Barangay/EDCVL-SK, the two (2) different SNs

The Chairperson shall issue that ballot to the voter.

# CONTINGENCY PLAN FOR THE 2023 BSKE



## c) EITHER the upper or lower serial number of the official ballot is MISSING

**EB**

The Poll Clerk:

3. Take note in the Minutes the missing SN in the ballot either in the upper or lower portion, indicating whether it is located in the upper or lower portion thereof
4. Record opposite the name of the voter in the EDCVL-Barangay/EDCVL-SK the available SN

The Chairperson:

1. Copy the available SN in the portion of the ballot where it does not appear and affix signature therein
2. Issue the ballot to the voter

## d) BOTH the upper and lower serial number of the official ballot are MISSING

**EB**

The Poll Clerk:

1. Record the fact in the Minutes

The Chairperson:

1. Mark the ballot as “defective ballot”
2. Place the same inside the envelope intended for spoiled ballots

## e) Serial number of the official ballot is UNREADABLE or hard to ascertain

**EB**

The Poll Clerk:

1. Check the SN of the ballot preceding the ballot with blurred SN and follow the sequence of the SN
2. Enter in the Minutes the ascertained SN
3. Record opposite the name of the voter in the EDCVL-Barangay/EDCVL-SK

The Chairperson shall issue the ballot to the voter.

**DEFECTIVE**

If the SN of the ballot is TOTALLY UNREADABLE, the Poll Clerk shall record the same in the Minutes while the Chairperson shall mark the ballot as “defective ballot”, and thereafter, place the ballot inside the envelope intended for spoiled ballots.

# CONTINGENCY PLAN FOR THE 2023 BSKE



## f) Serial number of the official ballot DOES NOT BELONG to the series

**EB**

The Poll Clerk:

1. Note in the Minutes, the SN of the ballot that does not belong to the series
2. Record the same opposite the name of the voter in the EDCVL-Barangay/EDCVL-SK

The Chairperson shall issue the ballot to the voter.

*In all instances, the EBs are directed to issue first the ballots with complete and regular SNs. Except those which were marked as defective ballots; the EBs shall only issue to the voters, ballots with SNs not belonging to the series, if there are no more in-series ballots available in the polling place concerned.*

## ELECTION-RELATED INCIDENTS AND CATASTROPHE (CHAPTER XXI)

### A. THERE IS SABOTAGE, EXPLOSION, EQUIPMENT ROBBERY AND OTHER SIMILAR CIRCUMSTANCES

1. If required to leave the precinct, the EB shall report this to the EO and immediately secure all equipment, election forms and supplies, inform all political party representatives, citizens' arm and watchers present of the transfer or suspension of voting, and then proceed with security or health personnel to a safer place
2. If peace and order is restored, the EB shall conduct an inventory of all equipment forms and election supplies. If there are missing item/s, the EB shall report to the EO and local PNP for proper documentation and investigation. Thereafter, the EO shall call the Command Center to inform about the missing item/s
3. The EB shall record this in their Minutes

### B. THERE IS CATASTROPHE LIKE FIRE, FLOOD, EARTHQUAKE AND OTHERS, OR BY REASON OR EMERGENCY OR HEALTH/IATF RULES AND REGULATIONS IN THE LOCALITY

1. If required to leave the precinct, the EB shall report this to the EO and immediately secure all equipment, election forms and supplies, inform all political party representatives, citizens' arm and watchers present of the transfer or suspension of voting, and then proceed with security or health personnel to a safer place
2. The EO shall report this to the Command Center
3. This incident shall be recorded in the Minutes



## CONTINGENCY PROCEDURES FOR THE AUTOMATED BSKE (CHAPTER XXII)

*\*For purposes of the Automated BSKE, to be conducted in Barangay Pasong Tamo, 6<sup>th</sup> District of Quezon City and Barangays Paliparan III and Zone II (Pob.) of Dasmariñas City, Cavite and other areas as may be approved by the Commission En Banc, the provisions of **Resolution No. 10759** (“Contingency Procedures in connection with the May 9, 2022 National and Local Elections”) are hereby ADOPTED, unless a different resolution is issued by the Commission En Banc for such purpose.*

*Further, the Commission may adopt additional contingency procedures in the voting, counting, canvassing, storage, custody, distribution and retrieval of accountable forms and paraphernalia to fulfill its Constitutional mandate to ensure free, orderly, honest, peaceful and credible elections. Furthermore, the Commission may adopt the use of automated BSKE in other areas aside from the above-mentioned barangays, as it may deem proper.*



## SPECIAL POLLING PLACES (Voting Procedures in EAPP, IPP, and PDL Voting)

### Emergency Accessible Polling Place (EAPP) and Special EAPP for Persons with Disabilities, Senior Citizens and Heavily Pregnant Voters



#### Types:

**EAPP-** shall refer to an EAPP temporarily established in one of the rooms at the first or ground floor of all covered voting centers, regardless of whether an APP has been established therein or not. Otherwise, a makeshift/temporary polling place shall be built inside or in close proximity to the voting center, which shall be strategically located near its entrance and health desk, if any.

**S-EAPP –** shall refer to an EAPP temporarily established in a building used as a home or residence of PWDs and/or SCs, including rehabilitation centers and sheltered workshops where said PWDs and/or SCs are living or outside thereof but in close proximity thereto, whether administered by the government or a private institution.

#### Who may avail of the EAPP/S-EAPP?

- PWD and SC voters who did not avail of APP. For this purpose, PWD and SC voters, who manifested their intent to vote in EAPP shall be allowed to vote in the EAPP/S-EAPP;
- PWD voters who failed to update their registration records during the continuing registration of voters;

- Voters who become disabled, temporarily or permanently, after the continuing registration of voters ended; and
- Heavily pregnant voters.

#### Exercise of Choice:



A PWD, SC or heavily pregnant voter may opt to vote in the EAPP or in the Polling Place where his/her precinct is assigned. To assist a voter in making a choice, the EAPP/S-EAPP SS shall explain, in clear and understandable terms, the procedures that will be followed in the EAPP/S-EAPP.

Voting in EAPP and S-EAPP shall be based on a first come and first serve basis. All voters availing thereof shall be treated equally and shall vote in the order of their arrival.



**Voting Hours:** EAPP voting shall be from **7:00 A.M. to 1:00 P.M.**



Commission.

Voting in the **S-EAPPs** shall be from **7:00 A.M. to 12:00 P.M.**, unless otherwise fixed by the

# ELECTORAL BOARD GUIDE FOR THE 2023 BSKE



The last hours of voting shall not apply when there are PWD, SC and heavily pregnant voters present within thirty (30) meters from S-EAPP, who have not yet cast their votes, in which case the voting shall continue but only to allow said voters to cast their votes without interruption. One of the S-EAPP Support Staff shall, without delay, prepare a complete list containing the names of said voters consecutively numbered, and the voters so listed shall be called to vote by announcing each name audibly repeated three (3) times in the order in which they are listed or by showing the names to Deaf or Hard of Hearing voters or through any other applicable methods. Any voter in the list who is not present when his/her name is called out shall not be permitted to vote.

Notwithstanding, the S-EAPP SS shall make sure that voting in the S-EAPP shall be finished at least two (2) hours before 7:00 P.M. or two (2) hours before the closing time set forth by the Commission En Banc.

## ASSISTORS

A PWD or SC voter may be assisted in the accomplishment of ballot by a third party, if such fact is indicated in the EDCVL.

However, in case where the PWD or SC voter cannot manifestly accomplish the ballot, he/she may be assisted by the following, in the order provided:



- a. A relative by consanguinity or affinity within the 4<sup>th</sup> civil degree;
- b. By any person of their confidence who belongs to the same household (e.g., personal caregivers and nurse);
- c. By EAPP/S-EAPP SS.

## All assistants must be of voting age.

The EAPP/S-EAPP SS shall be allowed to assist more than three (3) voters availing of the EAPP and S-EAPP.

The fact that a PWD, SC, or heavily pregnant voter availing of the EAPP had been assisted in the preparation of the ballot and the name of the assistor shall be indicated in the Authorization Form.

## EAPP Election Day Computerized Voter's List (EDCVL)

The EAPP shall be provided with a separate EDCVL of all registered PWD and SC voters assigned in the voting center where it will be established, including those assigned in the APPs to facilitate the identification of PWD voters and SC voters who may possibly avail of the EAPP, the polling place where they belong and where the ballot shall be obtained and returned.

## PERSONS ALLOWED INSIDE THE EAPP and S-EAPP

- a. EAPP/S – EAPP SS;
- b. Watchers who shall stay only in the space reserved for them;
- c. Representatives of the Commission;
- d. PWD, SC and heavily pregnant voters casting their votes;
- e. PWD, SC and heavily pregnant voters waiting for their turn to cast their votes; and
- f. Other persons who may be specifically authorized by the Commission.



## ► EAPP/ S-EAPP VOTING AND CLOSING PROCEDURES

### Voting Procedures in the EAPP

The EAPP Support Staff shall:

1. Explain to the voter/s the procedures and effect of voting in the EAPP; and
2. Ensure that the provision of Minimum Health and Safety Protocol shall be strictly followed in the EAPP.

**A. The EAPP SS tasked to obtain the ballot/s from the polling place/s shall:**

Step 1	<i>Upon arrival of the PWD, SC or heavily pregnant voter, <b>inspect his/her fingernail for any stink stain</b>. If there be none, <b>explain the option available to him/her to vote either in the EAPP or the Polling Place</b> where he/she is assigned.</i>
Step 2	<i>If the voter chooses to vote in the EAPP, <b>look for his/her name, photo, and precinct number in the EDCVL, if applicable.</b></i>  <i>In case of doubt in the identity of the voter, the EAPP SS shall require the presentation of an ID Card or any document for identification purposes. If no ID card or any other document is presented, the voter may be identified by an EAPP SS or registered voter belonging to the same precinct as the voter availing of the EAPP.</i>

Step 2	<i>Such identification shall be recorded in the logbook of the EAPP.</i>  <i>For a voter with non-manifest disability who are not included in the EDCVL, the EAPP SS shall require the presentation of a National PWD ID card or any other document as proof of such disability.</i>  <i>Any registered voter belonging to the same precinct as the voter identified shall be allowed to identify only up to three (3) voters availing of the EAPP.</i>
Step 3	<i>After establishing the voter's identity, instruct him/her to fill-out the Authorization Form.</i>
Step 4	<i>Proceed to the polling place where the voter's precinct is assigned to obtain the ballot.</i>  <i>The EAPP SS may opt to wait until a minimum of ten (10) voters have availed themselves of the EAPP before obtaining the ballots. Provided, however, that no voter shall be made to wait for an unreasonably long time. Provided further, that the EAPP shall not be left without any EAPP SS managing at any given time.</i>
Step 5	<i>Upon reaching the polling place, turn over the Authorization Form and the ID card or any other document presented for identification purpose, if any, to the EB Chairperson assigned in the polling place.</i>

# ELECTORAL BOARD GUIDE FOR THE 2023 BSKE



## B. The EB Chairperson shall:

<b>Step 6</b> <p>Upon receipt of the Authorization Form and ID Card or any other document presented for identification purposes, if any check the name, signature of the voter in the EDCVL.</p> <p>The EB Chairperson shall prioritize all ballots requests of the EAPP SS over regular voters in the polling place except in cases where the request comes from a PWD, SC, or heavily pregnant voter, who opt to vote in the latter.</p>	<b>Step 9</b> <p>If the ballot cannot be issued for whatever reason, the EB Chairperson shall authorize the Third Member or Poll Clerk to go to the EAPP and explain to the voter the reason for non-issuance of the ballot. This fact shall be recorded in the Minutes of the polling place and log book of the EAPP.</p>
<b>Step 7</b> <p>After the voter's identity has been validated, note in the Minutes of Voting (Minutes):</p> <ol style="list-style-type: none"> <li>1. His/her name;</li> <li>2. The ID card or any other document presented for identification purposes, if any,</li> <li>3. Precinct number; and</li> <li>4. Serial number of the ballot given to the EAPP SS.</li> </ol> <p>The Authorization Form shall be attached to the Minutes.</p>	<b>Step 10</b> <p>Upon receipt of the envelope from the EAPP SS who obtained the ballots:</p> <ol style="list-style-type: none"> <li>1. Inspect the envelope before extracting the ballots therefrom;</li> <li>2. Inspect the ballots to ensure that they have not been filled-out, marked, mutilated, or otherwise rendered unusable; and</li> <li>3. Enter in the logbook the conditions of the envelope and ballots.</li> </ol>
<b>Step 8</b> <p>Insert the ballot in the envelope provided by the EAPP SS and write at the back of the envelope the precinct number of the voter for whom the ballot is obtained, the time the ballot was obtained from the polling place and the number of the ballots obtained. The same envelope may be used for subsequent procurement of ballots provided the same procedures shall be followed.</p>	<b>Step 11</b> <p>If the ballots have already been filled-out, have marks, have been mutilated or otherwise rendered unusable, direct the EAPP SS who obtained the ballots to return them to the polling places where they were obtained, otherwise the ballots shall be given to the voters, who may accomplish the same with or without assistors.</p>

# ELECTORAL BOARD GUIDE FOR THE 2023 BSKE



<b>Step 11</b>	<p><i>The returned ballots shall be considered spoiled ballots and such fact shall be indicated in the Minutes of the polling place. Thereafter, the EB Chairperson shall issue new ballots in place of the latter in accordance with the usual process. The circumstance attendant to the issuance of new ballots shall also be recorded in the log book of the EAPP.</i></p>
<b>Step 12</b>	<p><i>After accomplishing the ballots, insert them in the envelop. One EAPP SS shall be assigned to ensure the security and sanctity of the accomplished ballots.</i></p>
<b>Step 13</b>	<p><i>Instruct the voter to sign the EDCVL and impress his/her thumbprint therein. Apply indelible ink to the voter's right forefinger nail or any other nail if there be no forefinger nail, or in any other suitable part of the voter's body if there are no fingernails; and</i></p>
<b>Step 14</b>	<p><i>Request the voter to leave the EAPP.</i></p>

<b>Step 3</b>	<p><i>Require the voters to fill-out the Authorization Forms unless the voters already did pursuant to EAPP voting procedures.</i></p>
<b>Step 4</b>	<p><i>Go to the concerned polling place/s to obtain the ballot/s.</i></p>
<b>Step 5</b>	<p><i>Submit the Authorization Forms to the EB Chairperson of the polling place/s where the ballots are obtained and the envelope/s where the ballots will be placed; and</i></p>
<b>Step 6</b>	<p><i>Return to the S-EAPP</i></p>

## Voting Procedures in the S-EAPP

The following procedures shall be observed in the S-EAPP

### A. The S-EAPP SS shall:

<b>Step 1</b>	<p><i>Explain to the voters the procedures and effect of voting in the S-EAPP</i></p>
<b>Step 2</b>	<p><i>Ensure that the same procedures conducted by the EAPP-SS shall be observed.</i></p>

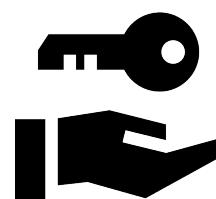
### B. The EB Chairperson shall

	<p><i>Observe the same procedures conducted by EB Chairperson in the EAPP</i></p>
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### C. The S-EAPP SS who remained in the S-EAPP shall

	<p><i>Observe the same procedures conducted by the EAPP-SS who remained in the EAPP</i></p>
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## Closing Procedures in the EAPP and S-EAPP



Before Closing the EAPP and S-EAPP SS shall accomplish the **Template for Voter's Turn-Out**.

# ELECTORAL BOARD GUIDE FOR THE 2023 BSKE



Copies of Template for Voter's Turn-Out and the logbook shall be turned over to the concerned EO/AEO.

## After Closing

The exact time of the closing of the EAPP/S-EAPP and the turn-over of the ballots to the EB Chairpersons shall be entered in the logbook, and thereafter the **EAPP/S-EAPP SS shall affix their signatures** thereto.

Once the EAPP/S-EAPP are closed, the **EAPP/S-EAPP SS shall seal the envelopes containing the accomplished ballots**. Thereafter, the EAPP/S-EAPP SS shall deliver the securely sealed envelopes to the EB Chairperson who issued said ballots.

The **EB Chairperson** shall then:

1. Inspect the conditions of the envelope and ballots;
2. Compare the number of ballots received with the number of Authorization Forms previously submitted to them; and
3. Record in the Minutes the conditions of the envelopes, and ballots and discrepancies in the number of the ballots as against the number of Authorization Forms recorded in the Minutes, if any.



The time of the receipt of the envelopes and ballots from the EAPP/S-EAPP SS shall likewise be entered in the Minutes.

## Early Close Voting in S-EAPP

- In case all the voters expected to vote in the S-EAPP have already

cast their votes before the period provided in the General Instructions, the S-EAPP SS, by unanimous agreement, may declare early close of voting therein.

## ➤ Isolation Polling Place



Whenever necessary, there shall be an Isolation Polling Place (IPP) in every voting center, which shall be set up, as far as practicable, in one of the class rooms that is in a building separate from the other buildings of the voting center, preferably near the entrance and the health personnel station.

The IPP must have an ample space capable of accommodating at least five (5) voters, the DESO Support Staff and watchers, observing one (1) meter physical distancing at any given time.

## WHO MAY VOTE AT THE IPP?

- Voters who register a temperature of **37.5 degrees Celsius or higher**, shall cast their votes in the IPP. The DESO



# ELECTORAL BOARD GUIDE FOR THE 2023 BSKE



## ➤ Voting Procedures in the IPP

Should there be a voter who will cast his/her vote in the IPP, the following are the procedures to be followed:

### A. The DESO Support Staff Shall:

<b>Step 1</b>	<i>Escort the voter to the IPP and direct the latter to disinfect his/her hands before entering the IPP</i>
<b>Step 2</b>	<i>Call the DESO and Return to the entrance of the voting center and continue checking the temperature of all persons entering</i>

### B. The DESO shall:

<b>Step 3</b>	<i>Explain to the voter/s the procedure and effect of voting in the IPP</i>  <ol style="list-style-type: none"><li>1. <i>Waiver of the right to vote in the assigned polling place; and</i></li><li>2. <i>Waiver of the right to sign the EDCVL</i></li></ol>
<b>Step 4</b>	<i>Inspect without touching the voter's fingernail, for any stink stain. Thereafter, request for the voter's valid ID, if any, except community tax certificate.</i>  <i>In the absence of a valid IP, the DESO or any registered voter voting in the IPP may identify under oath the voter, using the <b><u>IPP Voter's Identification Form</u></b>.</i>

<b>Step 5</b>	 <i>If the voter is not personally known to any of the mentioned persons, the DESO shall request the voter's permission to be photographed using the DESO's smartphone, which photo shall be shown to the EB of the voter's precinct for comparison with photograph appearing in the EDCVL.</i>  <i>For such purpose, the voter must accomplish the <b><u>IPP Authorization for with waiver of the right to vote in the assigned polling place and waiver of the right to sign in the EDCVL</u></b>.</i>
<b>Step 6</b>	<i>After establishing the voter's identity, instruct him or her to fill out the Authorization Form using his or her own pen. Insert the Authorization Form in the brown envelope and immediately disinfect hands.</i>
<b>Step 7</b>	<i>Proceed to the polling place where the voter's precinct is assigned to obtain the ballot.</i>
<b>Step 8</b>	<i>Upon reaching the polling place, turn over the Authorization Form to the EB Chairperson assigned in the polling place.</i>

# ELECTORAL BOARD GUIDE FOR THE 2023 BSKE



## C. The EB shall:

Step 9	<p><i>Upon receipt of the Authorization Form, the valid ID, if any, or the accomplished IPP Voter's Identification Form, and after examination of the photograph shown by the DESO, check the name, signature and photo of the voter in the EDCVL.</i></p> <p><i>If no ID was presented, and no one personally identified the voter, the signature of the voter appearing in the authorization form shall be used for comparison with the signature appearing on the EDCVL.</i></p> <p><i>As much as possible, the EB Chairperson shall refrain from touching the documents, and if it cannot be avoided, the EB Chairperson shall immediately disinfect his/her hands thereafter.</i></p>	<p><b>Step 11</b> Note in the EDCVL that the voter voted in the IPP.</p>
		<p><b>Step 12</b> Allow the DESO to inspect the ballot, without touching the same, to make sure that is not filled up, or otherwise marked.</p>
		<p><b>Step 13</b> Insert the ballot in an envelope and write at the back of the envelope the precinct number from which the ballot was obtained, as well as the time the ballot was obtained.</p>
		<p><b>Step 14</b> If the ballot cannot be obtained for whatever reason, the EB Chairperson shall authorize the DESO to explain to the voter the reason for the non-issuance of the ballot. This fact shall be recorded in the Minutes of the Polling Place and the record sheet of the IPP.</p>
Step 10	<p><i>After the voter's identity has been validated, note in the Minutes of Voting (Minutes) the:</i></p> <ol style="list-style-type: none"> <li>1. Voter's name;</li> <li>2. ID card, if any, or Accomplished IPP Authorization Form;</li> <li>3. Precinct and Serial Number of ballot given to the DESO.</li> </ol> <p><i>The Authorization Form and any other documents submitted shall be placed inside an envelope which will be attached to the Minutes. Documents received from the IPP shall not be comingled with other documents in the polling place.</i></p>	<p><b>Step 15</b> Return to the IPP upon receipt of the envelope from the EB Chairperson.</p>
		<p><b>Step 16</b> Have the said ballot accomplished by the IPP voter.</p>
		<p><b>Step 17</b> After the voter accomplished the ballot, insert the ballot in an envelope and label the same with precinct number where the ballot came from.</p>
		<p><b>Step 18</b> Without touching the voter, apply indelible ink to the voter's right forefinger nail or any other nail if there be no forefinger nail, or any other</p>

## D. The DESO shall:

<p><b>Step 15</b></p>	<p>Return to the IPP upon receipt of the envelope from the EB Chairperson.</p>
<p><b>Step 16</b></p>	<p>Have the said ballot accomplished by the IPP voter.</p>
<p><b>Step 17</b></p>	<p>After the voter accomplished the ballot, insert the ballot in an envelope and label the same with precinct number where the ballot came from.</p>
<p><b>Step 18</b></p>	<p>Without touching the voter, apply indelible ink to the voter's right forefinger nail or any other nail if there be no forefinger nail, or any other</p>

# ELECTORAL BOARD GUIDE FOR THE 2023 BSKE



<b>Step 18</b>	<i>suitable part of the voter's body if there are no fingernail, or any other suitable part of the voter's body if there are no fingernails.</i>
<b>Step 19</b>	<i>Request the voter to affix his/her signature and the time said voter finished voting in the log sheet.</i>
<b>Step 20</b>	<i>Disinfect the frequently touched surfaces after voting of any IPP voter.</i>
<b>Step 21</b>	<i>Follow all the previous procedure for the succeeding IPP voters.</i>
<b>Step 22</b>	<i>By the close of voting, turn over the IPP record sheet and all the ballots to the EB Chairperson. The latter shall announce the receipt of the IPP ballots and note the same in the Minutes.</i>

**Submission of IPP record sheets:** The IPP record sheets shall be turned over to the concerned EO/AEO.



## ➤ Closing Procedures in the IPP

- The exact time of the closing of the IPP and the turn-over of the ballots to the EB Chairperson shall be entered in the record sheet. Thereafter, the DESO shall affix their signatures thereon.
- The DESO shall ensure that the turnover of the filled-up ballots to the concerned EBs of the polling place/s be made prior to the closing of the voting.

- The EB Chairperson shall:
  1. Publicly announce the receipt of the IPP ballots;
  2. Inspect the conditions of the envelopes and ballots;
  3. Compare the number of ballots received with the number of Authorization Forms previously submitted to them;
  4. Record in the Minutes the conditions of the envelopes and ballots, including the discrepancies in the number of the ballots as against the number of Authorization Forms recorded in the Minutes, if any;
  5. Record in the time and receipt of the envelopes and ballots from the DESO shall likewise be entered in the Minutes.



Before putting the ballots inside the ballot box, the EB Chairperson shall announce such action in the polling place.

Thereafter, the Chairperson shall place said ballots inside the ballot box in the presence of the other members of the EB, and watchers. This shall take place before the closing of voting in the polling place.



## ➤ PERSONS DEPRIVED OF LIBERTY (PDL) VOTING



PDL Voting may be availed of by a PDL voter either through:

1. Special Polling Place established inside a jail facility; or
2. Detention Center; or
3. Escorted voting in a regular polling place.

### Who are allowed to vote in the PDL Special Polling Place?

- Only PDL voters whose names appear in the EDCVL-PDL and PCVL-PDL may vote in the PDL-SPP.
- For Barangay and Sangguniang Kabataan Election, the registered PDL voter can cast their votes for the respective candidates in the barangay where they are listed as registered voter.

### Released PDL listed voters before election day:



PDL voters included in the EDCVL- PDL and PCVL-PDL but released before

election day shall be allowed to vote in the regular polling place where his/her precinct is assigned.

The released PDL voter shall present to the EB Chairperson his or her release order or paper on the basis of which the EB Chairperson shall issue the ballot to him or her.



Before doing so, however, the EB Chairperson **shall annotate in the EDCVL**, on top of the PDL voter's name the:

1. Date of the release order or paper; and
2. Name of the official who issued and signed the same.

# 2023 BSKE MODULES



SCAN THE QR CODES TO ACCESS E-COPY OF THE BSKE MODULES

## FOR ELECTORAL BOARDS



*Election Day Procedures  
Manual*



*Legal Matters and Other  
Procedures Module*



*Appreciation of Ballots  
Module*



*Special Polling Places  
Module*



*Election Forms, Supplies,  
and Documents Checklist*



*Contingency Procedures  
Module*

## FOR BOARD OF CANVASSERS



*Preliminaries Module*



*Post-Canvassing Module*



*Procedures Module*



*Remedies Module*