



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER
Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City 9600

MEMORANDUM
Circular No. 0098
Series of 2025

**FOR/TO : THE SPEAKER OF THE PARLIAMENT
HEADS OF MINISTRIES, OFFICES, AND AGENCIES
Bangsamoro Autonomous Region in Muslim Mindanao**

**SUBJECT : APPLICATION FOR EXCEPTION FROM THE APPOINTMENT BAN
AND PUBLIC EXPENDITURE BAN ON SOCIAL SERVICES AND
HOUSING-RELATED PROJECTS RELATIVE TO 2025 BARMM
PARLIAMENTARY ELECTIONS**

DATE : 12 Safar 1447 AH | 06 August 2025

- On 10 July 2025, the Commission on Elections (COMELEC) promulgated **Resolution No. 11156**, entitled “*In the Matter of the Adopting Pertinent Resolutions for Purposes of the October 13, 2025 Bangsamoro Autonomous Region in Muslim Mindanao (BARMM) Parliamentary Elections (BPE)*,” adopting and reiterating **Resolution No. 11059**, which prohibits the appointment or hiring of new employees; creation, promotion, and filling of new positions; granting salary increases, remuneration, or privileges; transfer or detail of civil service employees; suspension of elective local officials; and filing of leave of absence for local treasurers and assistant treasurers; and **Resolution No. 11060**, as supplemented by **Resolution No. 11118**, which prohibits the release, disbursement, or expenditure of public funds for social welfare and housing-related projects, as well as the issuance of treasury warrants and similar instruments under Sections 261(v) and (w) of the Omnibus Election Code in relation to the 2025 BPE.
- The aforementioned prohibitions apply exclusively to the municipalities and cities in the provinces of Basilan (except Isabela City), Lanao del Sur, Maguindanao del Norte, Maguindanao del Sur, Tawi-Tawi, and Special Geographic Areas (SGAs).

(A) APPOINTMENT BAN

- Resolution No. 11059** sets the election ban period for the following prohibited acts as well as the documentary requirements in the application for exception thereto as may be applicable:

Ban Period	Prohibited Act/s	Request Form/s
28 August 2025 (Thursday) to 12 October 2025 (Sunday)	Appointment ban (Sec. 2)	Annex “A” – Request for Authority to Appoint or Hire New Employees (Sec. 4)
	Creation and filling of new positions	Annex “B” - Request for Authority to Create or Fill New Positions (Sec. 5)

	Promotion, salary increases, and grant of privileges (Sec. 8)	Absolute prohibition (Sec. 8)
14 August 2025 (Thursday) to 28 October 2025 (Tuesday)	Transfer of officers and employees from the civil service (Sec. 9)	Annex "C" - Request for Authority to Transfer or Detail Officers or Employees in the Civil Service (Sec. 11)
	Suspension of elective local government unit (LGU) officials (Sec. 15)	Annex "D" - Request for Authority to Suspend Elective Local Officials (Sec. 16)
29 September 2025 (Monday) to 27 October 2025 (Monday)	Leave of Absence of Provincial, City or Municipal Treasurer, and Assistant Treasurer (Sec. 19)	Annex "E" - Request for Approval of Leave of Absence of Provincial, City or Municipal Treasurer and Assistant Treasurer (Sec. 20)

4. All applications or requests for authority, together with the word document file thereof as uploaded in a Universal Serial Bus (USB) drive or Compact Disk (CD), shall be filed **at least 10 days** before the intended appointment or hiring of new employees; transfer or detail of civil service employees, if reasonably known; leave of absence or start of suspension of local elective officials, as the case may be, personally [or via courier] with the **Office of the Regional Election Director (Bangsamoro Electoral Office)**. The application for leave of absence of treasurers and assistant treasurers shall be filed with the **Bureau of Local Government Finance-BARMM**. Applications filed through e-mail shall not be accepted (Secs. 20, 34, and 35).

(B)PUBLIC EXPENDITURE BAN ON SOCIAL SERVICES AND HOUSING-RELATED PROJECTS

5. **Resolution No. 11060**, as supplemented by Resolution No. 11118, prescribes the election ban period for the following prohibited acts as well as the form required for the filing of application for exemption thereto, as follows:

Ban Period	Prohibited Act/s	Request Form/s
28 August 2025 (Thursday) to 12 October 2025 (Sunday)	Release, disbursement, or expenditure of public funds for social welfare and services projects (Sec. 2)	Annex "A" - Request for Exemption for Social Welfare and Services Projects (Secs. 11 and 12)
	Release, disbursement, or expenditure of public funds for housing-related projects (Sec. 4)	Annex "B" - Request for Exemption for Housing-Related Projects (Secs. 11 and 12)
	Issuance, use, or availment of treasury warrants or any device undertaking future delivery of money, goods, or other things of value chargeable against public funds (Sec. 5)	Absolute prohibition (Sec. 5)
03 October 2025 (Friday) to 13 October 2025 (Monday)	Giving and distribution of Ayuda, <i>Tulong Panghanapbuhay sa Ating Disadvantage/Displaced</i>	Absolute prohibition except medical and burial assistances given to

	Workers (TUPAD), <i>Ayuda para sa Kapos ang Kita</i> Program (AKAP), Assistance to Individuals in Crisis Situation (AICS), and <i>Pantawid Pamilyang Pilipino</i> Program (4Ps) (Sec. 3)	qualified individuals (Sec. 3)
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6. Meanwhile, the following acts are excepted from the foregoing public expenditure ban without need of request for the issuance of Certificate of Exception (Sec. 10), viz:
 - a. Release, disbursement, or expenditure during calamities or disasters (Sec. 6);
 - b. Maintenance and Other Operating Expenses (MOOE) (Sec. 7);
 - c. Salaries of government personnel (Sec. 8); and
 - d. Release, disbursement, or expenditure of public funds for projects/programs/activities (PPAs) which are not social service and welfare projects and housing-related projects subject to the conditions mentioned under section 9 of the Resolution.

7. All requests for exemption, in originally signed hard copy (Sec. 14), shall be filed free of charge (Sec. 16) personally or via courier with the COMELEC Law Department (Sec. 14) not later than **29 August 2025 (Friday)** (Sec. 15, as amended by Resolution No. 11156). Applications filed through e-mail shall not accepted. The date of receipt by the Law Department shall be considered as the date of filing (Sec. 14).

8. For projects of national agencies/departments/government owned and controlled corporations (GOCCs)/LGUs which will be implemented by its field offices, local units, component LGUs, an additional list identifying the implementing unit(s) and the particular project (s) to be implemented shall be submitted together with the Request for Exception (Sec. 11, second paragraph).

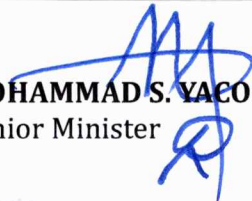
9. In case an exemption for a particular project is granted to a national agency/department/GOCC/LGU, but the same project will be implemented by the field offices/local units/component LGUs, the implementing unit need not secure another exemption from the COMELEC, provided that:
 - e. The project has the same source of funds; and
 - f. The implementing unit and the particular project to be implemented was included and identified in the list submitted together with request for exemption.

If these conditions are not met, a separate exemption must be secured from the COMELEC (Sec. 19).

10. In view of all of the foregoing, the Speaker of the Parliament and all respective Heads of Ministries, Offices or Agencies of the BARMM, duly affected by the appointment ban, and public expenditure ban on social services and housing-related projects, are hereby enjoined and reminded of the election bans and prohibited activities and, where applicable, are directed to file the respective requests for exception and/or exemption on or before the deadline set forth, as indicated above.

For your information and strict compliance.

By Authority of the Chief Minister
ABDULRAOF A. MACACUA


MOHAMMAD S. YACOB, PhD.
Senior Minister

OCM-BARMM AMS-RD
AAA187529



Bangsamoro Autonomous Region in Muslim Mindanao
Office of the Chief Minister
OFFICE OF THE SENIOR MINISTER
RELEASED
Name: NORJAMEENU AMELLA, RN
Date: AUG 12 2025 Time: 9:40 AM

Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER
Records Division - AMS

RELEASED
BY: Bhai Elham
DATE: 12 AUG 2025
TIME: 10:10



Republic of the Philippines
COMMISSION ON ELECTIONS
Intramuros, Manila

IN THE MATTER OF THE
ENFORCEMENT OF THE PROHIBITION
AGAINST APPOINTMENT OR HIRING
OF NEW EMPLOYEES, CREATION OF
NEW POSITIONS, PROMOTION OR
GIVING OF SALARY INCREASES;
REMUNERATION OR PRIVILEGES;
TRANSFER OR DETAIL OF CIVIL
SERVICE EMPLOYEES; SUSPENSION
OF ELECTIVE LOCAL OFFICIALS AND
FILING OF LEAVE OF ABSENCE OF
LOCAL TREASURERS AND
ASSISTANT TREASURERS IN
CONNECTION WITH THE CONDUCT
OF THE MAY 12, 2025 NATIONAL AND
LOCAL ELECTIONS AND BARMM
PARLIAMENTARY ELECTIONS

GARCIA, George Erwin M.
INTING, Socorro B.
CASQUEJO, Marlon S.
FEROLINO, Aimee P.
BULAY, Rey E.
MACEDA, Ernesto Ferdinand P., Jr.
CELIS, Nelson J.

Chairman
Commissioner
Commissioner
Commissioner
Commissioner
Commissioner

Promulgated: September 13, 2024

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RESOLUTION NO. 11059

WHEREAS, Section 261 of the Omnibus Election Code of the Philippines provides:

"Sec. 261. Prohibited Acts. - The following shall be guilty of an election offense:

- g. *Appointment of new employees, creation of new position, promotion, or giving salary increases.* - During the period of forty-five days before a regular election and thirty days before a special election, (1) any head, official or appointing officer of a government office, agency or instrumentality, whether national or local, including government-owned or controlled corporations, who appoints or hires any new employee, whether provisional, temporary or casual, or creates and fills any new position, except upon prior authority of the

Commission. The Commission shall not grant the authority sought unless, it is satisfied that the position to be filled is essential to the proper functioning of the office or agency concerned, and that the position shall not be filled in a manner that may influence the election.

As an exception to the foregoing provisions, a new employee may be appointed in case of urgent need: *Provided, however,* That notice of the appointment shall be given to the Commission within three days from the date of the appointment. Any appointment or hiring in violation of this provision shall be null and void.

(2) Any government official who promotes, or gives any increase of salary or remuneration or privilege to any government official or employee, including those in government-owned or controlled corporations.

h. *Transfer of officers and employees in the civil service.* - Any public official who makes or causes any transfer or detail whatever of any officer or employee in the civil service including public school teachers, within the election period except upon prior approval of the Commission.

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x. *Suspension of elective provincial, city, municipal or barangay officer.* - The provisions of law to the contrary notwithstanding during the election period, any public official who suspends, without prior approval of the Commission, any elective provincial, city, municipal or barangay officer, unless said suspension will be for purposes of applying the "Anti-Graft and Corrupt Practices Act" in relation to the suspension and removal of elective officials; in which case the provisions of this section shall be inapplicable.

WHEREAS, pursuant to Section 2 (4), Article IX-C of the 1987 Constitution and in view of the important role of provincial, city and municipal treasurers and assistant treasurers, there is a need to deputize with the concurrence of the President, the Department of Finance (DOF) to ensure that all provincial, city, and municipal treasurers and assistant treasurers remain in their present assignments and neither transferred or detailed, reassigned, whether temporarily or permanently, to another province, city or municipality, nor allowed to go on leave of absence except upon prior written authority/approval of the Commission.

NOW THEREFORE, the Commission on Elections, by virtue of the powers vested in it by the Constitution, the Omnibus Election Code and other election-related laws, has **RESOLVED**, as it hereby **RESOLVES**, to promulgate the following rules to implement the provisions of Section 261, subsections (g), (h), and (x) of the Omnibus Election Code and Section 2(4), Article IX-C of the 1987 Constitution in connection with the conduct of the May 12, 2025 National and Local Elections (NLE) and Bangsamoro Autonomous Region in Muslim Mindanao (BARMM) Parliamentary Elections (BPE).

RULE I DEFINITION OF TERMS

SECTION 1. *Definition of Terms.* - As used in this Resolution:

- a. **Appointment** is the selection by the authority vested with the power, of an individual who is to exercise the functions of a given office. When completed, usually with its confirmation, the appointment results in security of tenure on the person chosen unless the person is replaceable at pleasure because of the nature of office held.
 - b. **Contract of Service** refers to the engagement of the services of a person, private firm, nongovernmental agency or international organization to undertake a specific work or job requiring special or technical skills not available in the agency to be accomplished within a specific period not exceeding one (1) year. The person engaged performs or accomplishes the specific work or job under his or her own responsibility and with minimum supervision by the hiring agency. For purposes of this issuance, contract of services shall include the hiring of consultants and personnel engaged to perform work for special projects whether funded by the agency itself or externally funded.
 - c. **Designation** connotes merely the imposition by law of additional duties of an incumbent official. It is considered only an acting or temporary appointment, which does not confer security of tenure on the person named. This includes designation of an incumbent official or employee in a committee or office.
 - d. **Detail** is the temporary movement of an employee from one department or agency, which does not involve a reduction in rank, status or salary and does not require the issuance of another
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appointment. It shall be allowed only for a limited period in the case of employees occupying professional, technical and scientific position.

- e. **Giving of remuneration or privilege** shall include giving of bonuses, other than the mandated 13th month pay and cash gift for government employees, incentives, representation and transportation allowance (RATA) or other form of allowances regularly received, on top of their usual benefits and privileges.
 - f. **Increase of salary** shall include adjustments in salaries as a result of increase in pay levels or upgrading of positions which do not involve a change in qualification requirements and do not require the issuance of a new appointment.
 - g. **Job Order** refers to the hiring of a worker for piece work or intermittent job of short duration not exceeding six (6) months and pay is on a daily or hourly basis. It is to be understood that the piece work or job to be performed requires special or technical skills not available in the agency and the same is to be accomplished under the worker's own responsibility and with minimum supervision by the hiring agency.
 - h. **Promotion** is the advancement of an employee from one position to another with an increase in duties and responsibilities as authorized by law, and usually accompanied by an increase in salary. Promotion may be from one department or agency to another or from one organizational unit to another in the same agency.
 - i. **Reassignment** is the movement of an employee from one organizational unit to another in the same department or agency which does not involve a reduction in rank, status or salary and does not require the issuance of an appointment.
 - j. **Suspension** is the temporary forced removal from the exercise of the office. It shall include both suspension as a penalty and preventive suspension.
 - k. **Transfer** is a movement from one position to another which is of equivalent rank, level or salary without break in service involving the issuance of an appointment. The transfer may be from one department or agency to another or from one organizational unit to another in the same department or agency. This shall also
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include movement consequent to an order for the return/recall of the detailed/assigned/reassigned personnel to the original or previous place of assignment within the period of prohibition.

RULE II APPOINTMENT OR HIRING OF NEW EMPLOYEES, CREATION OF NEW POSITION

SECTION 2. *Ban on Appointment and Period of Prohibition.* - From March 28, 2025 (Friday) until May 11, 2025 (Sunday), no head or appointing officer of any national or local government office, agency or instrumentality, including government-owned or controlled corporations (GOCCs), shall, except upon prior authority of the Commission:

- a. Appoint or hire any new employee, whether permanent, provisional, temporary, substitute or casual; and
- b. Create and fill any new position.

SECTION 3. *Designation not included.* - The appointment referred herein shall not include designation as defined in Section 1 (c) hereof. Thus, designation of an incumbent official or employee in a committee or office which involves merely the imposition of additional duties is not included in the prohibition.

SECTION 4. *Request for Authority of the Commission to Appoint or Hire New Employees; How to File.* -

- a. Requests for authority to appoint or hire new employees shall be:
 - i. in writing;
 - ii. stating all information pertinent to the appointment or hiring such as the name of appointee, position, salary grade, reasons for the appointment or cause of vacancy and the name of the appointing authority, position and agency.

In case the name of the appointee is not available at the time of filing of the request for authority, the same shall be submitted within three (3) days from the time of its availability;

- b. The request shall be filed with:
 - i. *The Law Department* - requests for authority to appoint or hire new employees in the central or main offices of national government agencies and GOCCs.
 - ii. *The Office of the Regional Election Director (ORED)* - requests for authority to appoint or hire new employees in the field or local offices of government agencies and GOCCs in the region where the vacancy exists.

The Application for Request for Authority to Appoint or Hire Employees is attached as Annex "A".

SECTION 5. *Request for Authority of the Commission to Create and Fill New Positions: Where and How to File. -*

- a. Requests for authority to create and fill new positions shall be made in writing and submitted to the Law Department of the Commission.
- b. The Commission shall not grant the authority unless it is satisfied that the position to be created and filled is essential to the proper functioning of the office or agency concerned and that the filling up of such position shall not in any manner influence the results of the elections.

The Application for Request for Authority to Create or Fill New Positions is attached as Annex "B".

SECTION 6. *When Request for Authority is Not Necessary.* -A prior written authority from the Commission is not required for the hiring or appointment of workers under Contract of Service and Job Order whose services are neither covered by Civil Service law, rules and regulations nor considered as government service.

Renewal of appointments of temporary, casual, substitute and contractual personnel are likewise not covered by this prohibition and will no longer need prior authority of the Commission.

Provided that, on or before the June 12, 2025 (Thursday), the appointing authority shall furnish the Commission, through the following offices, a complete list of workers under Contract of Service and Job Order, whose appointments were renewed, indicating their position, item number, salary grade and station, if applicable:

- a. Law Department for the renewal of appointment of workers under Contract of Service and Job Order in the main office;
- b. ORED concerned for the renewal of appointment of workers under Contract of Service and Job Order in the field office.

SECTION 7. *Urgent Need to Appoint or Hire New Employees.* - When there is an urgent need to appoint or hire new employees and such employees have already been appointed or hired without prior authority of Commission, the appointing office or agency shall:

- a. Notify the Commission in writing, within three (3) days from the date of the appointment or hiring, stating the following:
 - i. exact date when the position sought to be filled became vacant;
 - ii. the cause of vacancy;
 - iii. the reason for said appointment or hiring which must be urgent;
 - iv. all the necessary data or information regarding the same.
- b. Notice shall be made through the Law Department in case the position is in the central or main office, or through the respective OREDs in case of positions in the field offices.

The need to fill up a vacant position by a new employee may be considered "**urgent**" if:

- a. the position to be filled is essential to the proper functioning of the office or agency concerned;
 - b. the position has been vacated either by death, retirement, resignation, promotion or transfer of the regular incumbent;
 - c. the appointment is issued within sixty (60) days from occurrence of the vacancy;
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- d. the vacancy cannot be filled by promotion or transfer of insiders within the same period; and
- e. the position shall not be filled in any manner that may influence the conduct of the elections.

The appointment or hiring of new employees shall be valid, unless the same is found by the Commission:

- a. To have been made to influence in any manner the results of the elections;
- b. To have been issued without the required notice;
- c. That there is no urgent need for the appointment. The appointment to a position which has been vacant for more than sixty (60) days shall not be considered urgent and must, therefore require prior written authority from the Commission through the Law Department or ORED concerned.

RULE III
PROMOTION, OR GIVING OF SALARY INCREASES,
REMUNERATION OR PRIVILEGES

SECTION 8. *Total Ban on Promotion, Salary Increases, Grant of Privileges* - The promotion or giving of increase of salary or remuneration or privilege to any government official or employee including those in GOCCs, shall be strictly prohibited from March 28, 2025 (Friday) until May 11, 2025 (Sunday).

Any request for authority to promote government official or employee shall be not accepted or given due course by the Commission.

RULE IV
TRANSFER OF OFFICERS AND EMPLOYEES IN THE CIVIL
SERVICE

SECTION 9. *Prohibited Act and Period of Prohibition*. - From January 12, 2025 (Sunday) to June 11, 2025 (Wednesday), no public official shall, except upon prior written authority of the Commission, make or cause any transfer or detail whatsoever of any officer or employee in the

civil service, including public school teachers, personnel of the Philippine National Police (PNP) and civilian employees of the Armed Forces of the Philippines (AFP).

The phrase "transfer or detail" shall be construed in general terms. Any movement of personnel from one station to another, whether or not in the same office or agency, during the election period is covered by the prohibition.

The ban shall likewise include any movement consequent to an order for the return or recall of the detailed, assigned or reassigned personnel to the original or previous place of assignment or for the extension of the detail or reassignment within the period of prohibition.

Transfer incidental to promotion, as well as that incidental to appointment, is within the purview of the ban on transfer or detail of any officer or employee in the civil service during the election period.

SECTION 10. *Uniformed Personnel of the Armed Forces of the Philippines, Not Covered.* – A prior written authority from the Commission is not required for the transfer or detail of uniformed personnel of the AFP, being an exempt service and not under the civil service law.

SECTION 11. *Filing of Application for Requests with the Law Department.* – Application for request for authority to make or cause any transfer or detail of any officer or employee in the civil service shall be filed with the Law Department, when:

- a. the official station is in the central or main offices of national agencies, instrumentalities and GOCCs;
 - b. the requests for transfer or detail involve Provincial, City or Municipal Treasurers and Assistant Treasurers and Schools Division Superintendents and Assistant Superintendents;
 - c. the request involves both intra-regional and inter-regional transfer or detail of officer or employee in the civil service;
 - d. it involves PNP Regional, Provincial, District, City Directors or Police Colonel and other officer with equivalent rank or higher;
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- e. any other circumstances as may be approved by the Chairman of the Commission.

SECTION 12. *Filing of Application for Requests with the Office of the Regional Election Director.* – Application for request for authority to make or cause any transfer or detail of any officer or employee in the civil service shall be filed with the ORED when:

- a. the employee/s sought to be transferred or detailed is stationed in government offices with official stations in the field offices, including the National Capital Region, provided that when the government agency has one integrated Region IV office for both Regions IV-A and IV-B, the request may be filed with ORED-Region IV-A;
- b. it involves employees of state universities or colleges; local water district; Department of Health-supervised hospital, facility or treatment and rehabilitation center;
- c. it involves employee of the local government unit; local university or college; local hospital or facility, satellite field, division or office;
- d. it involves intra-regional transfer/detail of PNP officers and members with ranks lower than the PNP Regional, Provincial, District, City Directors or Police Colonel.

SECTION 13. *Application for Request for Authority of the Commission on Transfer or Detail; How to File.* – Application for requests for authority to make or cause any transfer or detail any officer or employee in the civil service shall be:

- a. in writing;
 - b. stating all information pertinent to the transfer such as the name of the officer/employee, the present station or office, the office and place to which the officer/employee is proposed to be transferred or detailed or otherwise moved and the name of requesting authority, position and agency; and
 - c. stating the reasons or justification for the transfer or detail.
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The Application for Request for Authority to Transfer or Detail Officers or Employees in the Civil Service is attached as Annex "C".

SECTION 14. *When Request for Authority to Transfer or Detail is Not Necessary.* - No prior written authority of the Commission shall be needed for:

- a. Transfer or detail of workers under Contract of Service or Job Order;
- b. Transfer or assignment of personnel for a specified training program (i.e., Bureau of Jail Management and Penology).

However, the appointing authority shall furnish the Commission, through the Law Department, on or before **June 12, 2025 (Thursday)**, a complete list of Contract of Service or Job Order employees who were transferred or detailed during the election period, or the list of personnel or employees who were re-assigned for a specified training program, indicating the present and the transferred station and the period of training, as the case may be.

RULE V SUSPENSION OF ELECTIVE PROVINCIAL, CITY, MUNICIPAL OR BARANGAY OFFICER

SECTION 15. *Prohibited Acts.* - From **January 12, 2025 (Sunday)** to **June 11, 2025 (Wednesday)**, the provisions of law to the contrary notwithstanding, no public official shall, except upon prior written approval of the Commission, suspend any elective provincial, city, municipal or barangay officer.

It shall include both suspension as a penalty and preventive suspension.

SECTION 16. *Application for Request for Authority of the Commission to Suspend any Elective Provincial, City, Municipal or Barangay Officer: Where and How to File.* - Request for Authority to suspend an elective provincial, city, municipal or barangay officer shall be submitted to the Law Department of the Commission, supported by:

- a. a certified true copy of the formal complaint containing the specific charges;

If the certified true copy of the complaint is unavailable, a Certification from the requesting agency or local government unit stating that the agency or local government unit that promulgated the decision or resolution did not furnish them a copy of the said formal complaint; and

- b. a certified true copy of the Decision or Resolution suspending the concerned elective local official.

The Application for Request for Authority to Suspend Elective Local Official is attached as Annex "D".

SECTION 17. *When Request for Authority is Not Necessary.* - Request for Authority to suspend elective local officials shall not be necessary in the following instances:

- a. the offense involved is punishable under the *Anti-Graft and Corrupt Practices Act*;
- b. the penalty of suspension was implemented before the start of the election period but is continuously served during or even after the expiration of the election period;
- c. the imposition of preventive suspension in connection with an administrative complaint against the local elective officer, which is strictly prohibited within the ninety (90)-day period ban as provided in the immediately preceding section;
- d. it is directed to provincial, city, municipal or barangay officials who are no longer incumbents; and
- e. suspension is already being served.

SECTION 18. *Effect of the Onset of the Election Period.* - The onset of the election period will not have the effect of lifting the penalty of suspension that is already being served.

RULE VI
LEAVE OF ABSENCE OR PROVINCIAL, CITY OR MUNICIPAL
TREASURER AND ASSISTANT TREASURER

SECTION 19. *Leave of Absence of Provincial, City or Municipal Treasurer and Assistant Treasurer.* – From April 28, 2025 (Monday) to May 26, 2025 (Monday), the provisions of law to the contrary notwithstanding, no provincial, city, or municipal treasurer and assistant treasurer shall be allowed to go on leave of absence from office, except upon prior written approval of the Commission.

For this purpose, the DOF shall ensure that no temporary or casual employee is designated as Acting Treasurer or Acting Assistant Treasurer in the Office of the Treasurer.

SECTION 20. *Application for Request for Approval of Leave of Absence of Provincial, City or Municipal Treasurer and Assistant Treasurer.* – Application for request for approval of leave of absence of provincial, city or municipal treasurers and assistant treasurers shall be coursed through the appropriate Regional Office of the Bureau of Local Government Finance (BLGF) of the DOF, having supervision and control over local offices of treasurers, stating the purpose of the leave.

The Application for Request for Approval of Leave of Absence of Provincial, City or Municipal Treasurer and Assistant Treasurer is attached as Annex "E".

SECTION 21. *Where to File.* – The Regional BLGF shall file the request for approval of leave of absence with the ORED concerned .

The RED shall approve or disapprove the request, subject to the following conditions:

- a. during the requested period of absence of the treasurer or assistant treasurer, a permanent personnel is designated as acting treasurer or assistant treasurer in the said office so as not to disrupt or impede the proper functioning of the office;
 - b. that the approval is prospective in application and without prejudice to the applicable Civil Service Law, rules and regulations on personnel action/movements; and
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- c. that the leave of absence of the treasurer or assistant treasurer and the designation of an acting treasurer or assistant treasurer shall not in any manner influence the conduct of the elections.

RULE VII

AUTHORITY OF THE CHAIRMAN TO APPROVE/DISAPPROVE REQUESTS AND THE PROCEDURE ON THE REQUEST

SECTION 22. *Authority of the Chairman to Approve/Disapprove Recommendations of the Law Department.* - The Law Department shall prepare its Recommendation on all applications for request for authority filed with and received by it. The recommendation of the Law Department shall be submitted to the Chairman of the Commission for approval or disapproval.

All actions of the Chairman of the Commission on the applications for request for authority covered in this Resolution shall remain valid and effective, unless otherwise reversed or set aside by the Commission *En Banc*.

SECTION 23. *Requests for Authority Submitted to the Office of the Regional Election Director.* - The ORED concerned shall approve or disapprove all requests for authority filed with and received by the said office.

All actions of the concerned ORED shall remain valid and effective, unless otherwise reversed or set aside by the Commission *En Banc*.

SECTION 24. *Report of the Office of Regional Election Directors on All Actions on Requests for Authority.* - On or before June 12, 2025 (Thursday), the RED shall submit to the Law Department through e-mail at law@comelec.gov.ph., a report on the actions taken on all applications for request for authority filed with the said office.

The Regional Report is hereto attached as Annex "F".

The Law Department shall consolidate all reports of the ORED, as well as the applications for request for authority filed with it.

SECTION 25. *Opposition to the Requests.* - An opposition to the application for request for authority or approval of the application for request for authority may be filed by any affected individual with the following offices:

- a. Chairman of the Commission, through the Law Department, if the application for request has been filed with the Law Department;
- b. ORED concerned if application for request has been filed with the said office.

No opposition filed through e-mail shall be accepted.

The opposition must be under oath.

The opposition shall be decided by the Chairman of the Commission or the concerned ORED, within three (3) days from filing of the opposition.

The decision of the Chairman of the Commission or the RED concerned shall be final and executory, unless a request for reconsideration is filed in accordance with the succeeding sections.

SECTION 26. *Reconsideration of the Approval/ Disapproval of the Requests.* - A request for reconsideration of the approval or disapproval of the request for authority, may be filed with the Chairman of the Commission through the Law Department.

No request for reconsideration filed through e-mail shall be accepted.

The decision of the Chairman of the Commission on the request for reconsideration shall be final and executory.

RULE VIII GRANT OF CONTINUING AUTHORITY

SECTION 27. *Grant of Continuing Authority.* - A continuing authority to appoint and hire new employees and transfer or detail civil service officers or employees during the prohibited periods provided in this Resolution may be granted to government agencies, upon the

submission to the Law Department of a written request justifying the reasons therefor.

SECTION 28. *Conditions for the Grant of Continuing Authority.* -

The grant of continuing authority to government agencies to appoint and hire new employees and transfer of detail civil service officers or employees during the prohibited periods, shall be subject to the following conditions: That -

- a. it is essential to the proper functioning of the office and shall not in any manner influence the conduct of the elections;
- b. it shall not involve promotion or giving of any increase of salary or remuneration or privilege during the forty-five (45) day period before the conduct of elections;
- c. the authorization shall be prospective in application and without prejudice to the applicable Civil Service Law, rules and regulations on personnel actions/movements; and
- d. they shall notify the Commission, through the Law Department, in accordance with the following:

d.1. For continuing authority to appoint new employees, the notice must be in writing and filed within three (3) days from date of appointment, and must state the following:

- i. name of the officer or employee to be appointed or hired;
- ii. position of the said officer or employee to be appointed or hired;
- iii. exact date when the position to be filled became vacant;
- iv. cause of the vacancy;
- v. all other relevant information in connection with the said appointment.

d.2. For continuing authority to transfers or details civil service employees, the notice must be in writing and filed within three (3) days from date of transfer, and must state the following:

- i. the office and place where the officer or employee came from and the office/place to which said officer or employee is transferred, detailed or otherwise moved;

- ii. justifications or reasons for said transfer or designation; and
- iii. all other relevant information in connection with the said transfer.

The physical copy of the notice shall be filed with the Law Department.

No notice filed through e-mail shall be accepted.

SECTION 29. *Continuing Authority to Transfer Government Officers or Employees Granted to Certain Government Agencies.* – In view of the nature of their functions, the Commission grants the following offices continuing authority to appoint or hire new employees and transfer or detail their officers during the prohibited period:

- a. The Office of the President of the Philippines;
- b. The Office of the Vice President of the Philippines;
- c. Senate and House of Representatives;
- d. Supreme Court of the Philippines, Court of Appeals, Sandiganbayan, Court of Tax Appeals, including the Presidential Electoral Tribunal, Senate Electoral Tribunal and House of Representatives Electoral Tribunal; and
- e. Such other government agencies as may be approved by the Chairman of the Commission.

RULE IX
AUTHORITY OF THE COMMISSION ON ELECTIONS TO APPOINT
OR HIRE NEW EMPLOYEES AND TRANSFER OR DETAIL ITS
PERSONNEL

SECTION 30. *Basis of Authority.* – There is an essential need to appoint or hire new employees, transfer or detail personnel of the Commission, to effectively and efficiently carry out its constitutional mandate to conduct free, orderly, honest, peaceful and credible elections,

SECTION 31. *Exemption.* - The Commission is hereby authorized to appoint or hire new employees or create new position, from **March 28, 2025 (Friday)** until **May 11, 2025 (Sunday)**.

The Commission is likewise authorized to transfer or detail its employees, from **January 12, 2025 (Sunday)** to **June 11, 2025 (Wednesday)**.

SECTION 32. *Total Ban on Promotion, Salary Increases, Grant of Privileges.* - The promotion or giving of increase of salary or remuneration or privilege to any official or employee of the Commission shall be strictly prohibited from **March 28, 2025 (Friday)** until **May 11, 2025 (Sunday)**.

RULE X COMMON PROVISIONS

SECTION 33. *Injunction.* - The Civil Service Commission (CSC), including all its field offices is hereby enjoined not to approve the appointment or hiring of new employees, creation of new position without prior authority of the Commission or promotion or giving of salary increases, remuneration or privileges to employees during the period of prohibition. All field offices of the CSC are directed to submit immediately to the Commission through the Law Department a written report on any violation of the foregoing.

The Department of Budget and Management (DBM) and the Commission on Audit (COA), including all their field offices, shall not release or authorize the release of any appropriation, or pass in audit, payments or expenditures of public funds that may be directly used in violation of the foregoing prohibition.

SECTION 34. *Manner of Filing of Requests for Authority under the Resolution.* - All applications for request for authority shall be filed with the office of the Law Department or ORED, as the case may be.

The application for request for authority shall be filed together with the word document file thereof as uploaded in a Universal Serial Bus (USB) drive or Compact Disk (CD).

Applications for requests for authority which are not in the forms prescribed in these guidelines shall not be acted upon.

SECTION 35. *Request for Authority Filed through Electronic Mail* – Any application for request for authority filed through e-mail shall not be accepted, processed or acted upon by the Commission.

SECTION 36. *When to File Request for Authority of the Commission*. – All applications for request for authority covered under these guidelines shall be filed either with the Law Department or appropriate ORED **at least ten (10) days** before the intended appointment or hiring of new employees; transfer or detail of civil service employees, if reasonably known; leave of absence or start of suspension of local elective officials, as the case may be.

Provided that, in meritorious cases, applications for request for authority may be filed not later than ten (10) days before the end of the prohibited periods, subject to the following conditions:

- a. The request for authority must be for an emergency and/or there is an urgent reason involving national security and defense.

For this purpose, national security is defined as a state or condition wherein the people's welfare, well-being, ways of life; government and its institutions; territorial integrity; sovereignty; and core values are enhanced and protected;

- b. Any delay will result in the loss of life and/or prejudice national interest; and
- c. It is essential to the proper functioning of the office and shall not in any manner influence the conduct of the elections.

Any request filed after the implementation of any of the aforementioned acts shall not be accepted or acted upon.

SECTION 37. *Effectivity*. – This Resolution shall take effect on the seventh day after its publication in two daily newspapers of general circulation in the Philippines.

SECTION 38. *Publication and Dissemination.* - The EID shall cause the publication of this Resolution in two daily newspapers of general circulation in the Philippines and furnish copies of this Resolution to all field officials of the Commission.

SO ORDERED.

GEORGE ERWIN M. GARCIA
Chairman

SOCORRO B. INTING
Commissioner

MARLON S. CASQUEJO
Commissioner

AIMEE P. FEROLINO
Commissioner

REY E. BULAY
Commissioner

ERNESTO FERDINAND P. MACEDA, JR.
Commissioner

NELSON J. CELIS
Commissioner

CERTIFICATION

APPROVED for publication, September 13, 2024.


CONSUELO B. DIOLA
Director IV

Office of the Commission Secretary

This Resolution can be verified at this number (02)85272987; email address comsec@comelec.gov.ph.

Instructions:

- 1. Please fill out the required information below. File this application for request for authority, together with the word document file saved on a CD or USB drive, with the office of the Law Department or Regional Election Director concerned.
- 2. Applications for request for authority filed through electronic mail shall not be accepted and acted upon by the Commission.
- 3. Additional sheets may be used.

APPLICATION FOR REQUEST FOR AUTHORITY TO
APPOINT OR HIRE NEW EMPLOYEES

For the May 12, 2025 National and Local Elections (NLE) and BARMM Parliamentary Elections (BPE)

Name of Appointee	Position and Salary Grade	Reasons for the appointment, or cause of vacancy	Name of Requesting Authority, Position and Name of Agency

CERTIFICATION

I, _____ of _____, hereby CERTIFY as follows:

- 1) that the request is essential to the proper functioning of the office and shall not in any manner influence the conduct of the May 12, 2025 NLE and BPE;
- 2) that the request shall not involve promotion or the giving of salary increases, remuneration or privilege, which is strictly prohibited without any exception during the period of forty-five (45) days before the conduct of elections;
- 3) that this authorization shall be prospective in application and without prejudice to the applicable Civil Service Law, rules and regulations on personnel actions/movements.

Name and Signature of the Requesting Authority

Date

Instructions:

1. Please fill out the required information below. File this application for request for authority, together with the word document file saved on a CD or USB drive, with the office of the Law Department.
2. Applications for request for authority filed through electronic mail shall not be accepted and acted upon by the Commission.
3. Additional sheets may be used.

**APPLICATION FOR REQUEST FOR AUTHORITY TO
CREATE OR FILL NEW POSITIONS**

For the May 12, 2025 National and Local Elections (NLE) and BARMM Parliamentary Elections (BPE)

Position to be created or filled	Name of Appointee, if any	Position and Salary Grade	Reasons for the creation or filling of new position	Name of Requesting Authority, Position and Name of Agency

CERTIFICATION

I, _____ of _____, hereby CERTIFY as follows:

- 1) that the request is essential to the proper functioning of the office and shall not in any manner influence the conduct of the May 12, 2025 NLE and BPE;
- 2) that the request shall not involve promotion or the giving of salary increases, remuneration or privilege, which is strictly prohibited without any exception during the period of forty-five (45) days before the conduct of elections;
- 3) that this authorization shall be prospective in application and without prejudice to the applicable Civil Service Law, rules and regulations on personnel actions/movements.

Name and Signature of the Requesting Authority

Date

Instructions:

1. Please fill out the required information below. File this application for request for authority, together with the word document file saved on a CD or USB drive, with the office of the Law Department or Regional Election Director concerned.
2. Applications for request for authority filed through electronic mail shall not be accepted and acted upon by the Commission.
3. Additional sheets may be used.

**APPLICATION FOR REQUEST FOR AUTHORITY TO
TRANSFER OR DETAIL OFFICERS OR EMPLOYEES
IN THE CIVIL SERVICE**

For the May 12, 2025 National and Local Elections (NLE) and BARMM Parliamentary Elections (BPE)

Name of the Civil Service Employee	Present Station	Transferred Station	Justification for the Transfer or Detail	Name of Requesting Authority, Position and Name of Agency

CERTIFICATION

I, _____ of _____, hereby CERTIFY as follows:

- 1) that the request is essential to the proper functioning of the office and shall not in any manner influence the conduct of the May 12, 2025 NLE and BPE;
- 2) that the request shall not involve promotion or the giving of salary increases, remuneration or privilege, which is strictly prohibited without any exception during the period of forty-five (45) days before the conduct of elections;
- 3) that this authorization shall be prospective in application and without prejudice to the applicable Civil Service Law, rules and regulations on personnel actions/movements.

Name and Signature of the Requesting Authority

Date

Instructions:

- 1. Please fill out the required information below and file it together with the word document file saved on a CD or USB drive, with the office of the Law Department.
- 2. Attach the (i) Certified true copy of the formal Complaint; and (ii) Certified true copy of the decision or resolution suspending the concerned elective local official.
- 3. Applications for request for authority filed through electronic mail shall not be accepted and acted upon by the Commission.
- 4. Additional sheets may be used.

APPLICATION FOR REQUEST FOR AUTHORITY TO
SUSPEND ELECTIVE LOCAL OFFICIALS

For the May 12, 2025 National and Local Elections (NLE) and BARMM Parliamentary Elections (BPE)

Name of Elective Local Official	Position	Nature of Suspension: (Penalty or Preventive)	Duration of Suspension	Name of Requesting Authority, Position and Name of Agency

CERTIFICATION

I, _____ of _____, hereby CERTIFY as follows:

- 1) that the request shall not in any manner influence the conduct of the May 12, 2025 NLE and BPE;
- 2) the case does not involve a violation of the *Anti-Graft and Corrupt Practices Act*; and
- 3) the elective local official is an incumbent official.

Name and Signature of the Requesting Authority

Date

Instructions:

1. The concerned Bureau of Local Government Finance (BLGF) shall fill out the required information below and file it together with the word document file saved on a CD or USB drive, with the office of the Regional Election Director concerned.
2. Applications for request for authority filed through electronic mail shall not be accepted and acted upon by the Commission.
3. Additional sheets may be used.

**APPLICATION FOR REQUEST FOR APPROVAL
OF LEAVE OF ABSENCE OF PROVINCIAL, CITY OR MUNICIPAL
TREASURER AND ASSISTANT TREASURER**

For the May 12, 2025 National and Local Elections (NLE) and BARMM Parliamentary Elections (BPE)

Local Government Unit concerned	Name of Provincial, City or Municipal Treasurer / Assistant Treasurer	Provincial, City or Municipal Office	Reason for the Leave of Absence	Period of the Requested Leave of Absence	Name of the Acting Treasurer/Acting Assistant Treasurer during the Period of Leave of the Treasurer/Assistant Treasurer	Name of the Requesting Authority, Authority and Office

CERTIFICATION

I, _____ of _____, hereby CERTIFY as follows:

- 1) that personnel in an acting capacity is designated in the office of the treasurer or assistant treasurer during the period of absence of the Treasurer of Assistant Treasurer, so as not to disrupt or impede the proper functioning of the office;
- 2) the acting treasurer or acting assistant treasurer is a permanent employee;
- 3) the approval is prospective in application and without prejudice to the applicable Civil Service Law, rules and regulations; and
- 4) that the request shall not in any manner influence the conduct of the May 12, 2025 NLE and BPE.

Name and Signature of the Requesting Authority

Date

Instructions:

- 1. Please fill out the required information below and submit to the office of the Law Department. Additional sheets may be used, if necessary.
- 2. Do not attach the individual application for request for authority submitted by the requesting agency.

REGIONAL REPORT ON APPROVED/DISAPPROVED
APPLICATIONS FOR REQUEST FOR AUTHORITY TO APPOINT OR HIRE NEW EMPLOYEES
AND TRANSFER OR DETAIL OFFICERS OR EMPLOYEES IN THE CIVIL SERVICE
For the May 12, 2025 National and Local Elections (NLE) and BARMM Parliamentary Elections (BPE)

A. APPOINTMENT

Name of Personnel	Position and Salary	Date of Appointment	Name of Requesting Authority, Position and Name of Agency	Date of Application for Request for Authority	Action Taken (Approved or Disapproved)	Date of Approval or Disapproval

B. TRANSFER

Name of Personnel	Present Station	Transferred Station	Name of Requesting Authority, Position and Name of Agency	Date of Application for Request for Authority	Action Taken (Approved or Disapproved)	Date of Approval or Disapproval

C. LEAVE OF ABSENCE

Requesting BLGF	Name of Provincial, City or Municipal Treasurer	Provincial, City or Municipal Office	Reason for the Leave of Absence	Period of the Requested Leave of Absence	Date of Approval or Disapproval

Name and Signature of Regional Election Director

Region _____

Date: _____



Republic of the Philippines
COMMISSION ON ELECTIONS
Manila

RULES AND REGULATIONS ON THE PROHIBITION AGAINST THE RELEASE, DISBURSEMENT, OR EXPENDITURE OF PUBLIC FUNDS FOR SOCIAL SERVICES AND HOUSING-RELATED PROJECTS, AND ISSUANCE OF TREASURY WARRANTS AND SIMILAR DEVICES UNDER SECTIONS 261 (V) AND (W) OF THE OMNIBUS ELECTION CODE IN CONNECTION WITH THE MAY 12, 2025 NATIONAL AND LOCAL ELECTIONS, AND BARM PARLIAMENTARY ELECTIONS.

GARCIA, Georg Erwin M.,
INTING, Socorro B.,
CASQUEJO, Marlon S.
FEROLINO, Aimee P.,
BULAY, Rey E.,
MACEDA, Ernesto Ferdinand Jr. P.,
CELIS, Nelson J.,

Chairman
Commissioner
Commissioner
Commissioner
Commissioner
Commissioner

PROMULGATED: September 13, 2024

x-----x

RESOLUTION NO. 11060

WHEREAS, under the 1987 Constitution, the Commission on Elections (COMELEC) is mandated to enforce and administer all laws and regulations relative to the conduct of an election, plebiscite, initiative, referendum, and recall;

WHEREAS, Section 261(v) of the Omnibus Election Code (OEC) prohibits public officials or employees, including barangay officials and those of government-owned and controlled corporations (GOCC) and their subsidiaries, to release, disburse or expend any public funds for social services and housing-related projects during forty-five days preceding a regular election, unless said release, disbursement, or expenditure falls within the exceptions;

WHEREAS, Section 261(w) of the OEC prohibits any person to issue, use or avail treasury warrants or any device undertaking future delivery of money, goods or other things of value chargeable against public funds during the period of forty-five days preceding a regular election;

NOW THEREFORE, pursuant to the powers vested by the 1987 Constitution and the OEC, the COMELEC **RESOLVED**, as it hereby

RESOLVES, to adopt the following rules and regulations to enforce the foregoing prohibitions under Section 261(v) and (w) of the OEC.

RULE I DEFINITION OF TERMS

SECTION 1. *Definition of Terms.* - As used in this Resolution, the term:

- a) **Assistance to Individuals in Crisis Situation** or **AICS** refer to stop-gap measures that provide financial, emotional, and psychological support to families and individuals who have experienced a crisis or unexpected life event. It can help them meet their basic needs in the form of food, transportation, medical, education and burial assistance.
- b) **Housing-Related Projects** refer to activities or projects undertaken by the Department of Human Settlements and Urban Development and any other office of the government performing functions similar to the said department.
- c) **Maintenance and Other Operating Expenses** or **MOOE** refer to an expenditure category/expense class for support to the operations of government agencies such as expenses for supplies and materials, transportation and travel, utilities (water, power, etc.), and the repairs, etc.
- d) **Social Welfare and Services** refer to the services rendered by the government to provide aid, support, or assistance to the disadvantaged, distressed or vulnerable persons or sectors of society.

RULE II PROHIBITIONS AGAINST THE RELEASE, DISBURSEMENT, OR EXPENDITURE OF PUBLIC FUNDS, AND ISSUANCE OF TREASURY WARRANTS AND SIMILAR DEVICES

SECTION 2. *Social Welfare and Services Projects; Prohibition, Exemption and Period of Prohibition.* - From March 28, 2025 (Friday) to May 11, 2025 (Sunday), the release, disbursement, or expenditure of public funds for social welfare and services projects is prohibited, except as authorized by the COMELEC.

SECTION 3. *AICS; Total Prohibition.* - From May 02, 2025 (Friday) to May 12, 2025 (Monday), the giving and distribution of AICS shall be totally prohibited except those which are normally given to qualified individuals

such as, but not limited to basic needs in the form of food, transportation, medical, educational, burial, and other similar assistance.

SECTION 4. *Housing-Related Projects; Prohibition, Exemption and Period of Prohibition.* – From March 28, 2025 (Friday) to May 11, 2025 (Sunday), the release, disbursement, or expenditure of public funds for housing-related projects is prohibited, except as authorized by the COMELEC.

SECTION 5. *Treasury Warrants and Similar Devices; Total Prohibition and Period of Prohibition.* – From March 28, 2025 (Friday) to May 11, 2025 (Sunday), the issuance, use, or availment of treasury warrants or any device undertaking future delivery of money, goods or other things of value chargeable against public funds is absolutely prohibited.

RULE III EXCEPTIONS

SECTION 6. *Release, Disbursement, or Expenditure of Public Funds During Calamities or Disasters.* – The release, disbursement, or expenditure of public funds for relief or other goods to be distributed to the affected individuals and families in case of calamities or disasters does not require exemption from the COMELEC.

However, the concerned agency/office/local government unit (LGU) shall immediately submit to the Law Department a report containing the following information:

- a) Type of assistance provided, date and location of the distribution, and the amount of public funds released, disbursed, or expended; and
- b) Certified True Copy of the Executive Order or the Local *Sanggunian* Resolution declaring a state of calamity in the disaster-stricken area.

SECTION 7. *MOOE; Excepted.* – MOOE are considered normal and routine expenses incurred through day-to-day operations, and are not covered by the prohibition against the release, disbursement, or expenditure of public funds.

SECTION 8. *Salaries of Government Personnel; Excepted.* – Payments for salaries of personnel in the government, including benefits mandated by law, are excepted from the prohibitions against the release, disbursement, or expenditure of public funds, and issuance of treasury warrants and similar devices.

SECTION 9. *Use of Public Funds for Projects not Covered by the Prohibition under Section 261 (v) of the OEC.* – The release, disbursement or expenditure of public funds for projects/programs/activities (PPAs) which are not social service and welfare projects and housing-related projects is allowed subject to the following conditions:

- a) The PPAs sought to be implemented during the period of forty-five (45) days before the conduct of 2025 NLE and BARMM Parliamentary Elections were established prior the said period and duly reported to the Commission on Audit (COA) pursuant to Item 2.1 of its Circular No. 2013-004 dated 30 January 2013;
- b) The public awareness and information dissemination activities pertaining to these PPAs must conform to the guidelines provided under the said COA Circular;
- c) In no instance shall the implementation of PPAs be used as an opportunity by any candidate, his or her spouse, family member within the second civil degree of affinity or consanguinity to further their candidacy through their personal appearance in such events, the posting, exhibition or distribution of any form of election propaganda, or any material containing their names, logos, initials, mottos, slogans, images, and other forms of representation attributable to them;
- d) Support for or endorsement of candidates shall not be made as a condition for the entitlement of the benefits from the PPAs; and
- e) Candidates, their spouses, and members of their family within the second civil degree of affinity or consanguinity are strictly prohibited from participating, directly or indirectly, in the distribution of cash, goods or merchandise for scholarships, assistance for burial, healthcare, calamity and other similar programs. A violation of this condition shall subject the candidates or their representatives to liability under Section 261(o) of the OEC.

SECTION 10. *Excepted Expenditures; No Need to Request for Exemption/Exception.* – For the excepted expenditures, the concerned agency/office/LGU need not request for the issuance of Certificate of Exception.

RULE IV REQUEST FOR EXEMPTION

SECTION 11. *Request for Exemption; Contents* – In order to exempt social welfare and services projects and housing-related projects from the prohibition on the release, disbursement or expenditure of public funds, a request for exemption shall be filed providing the following information:

- a) Name of the social welfare and services projects or housing-related projects, as the case may be;
- b) Requesting agency, office, or LGU;
- c) Name, position, and authority of the person filing the request.

For requesting local chief executives, their authorities to request for exemption from their *Sanggunians* shall be attached to the request.

Likewise, if the person requesting is not the head of the agency, department, or office, his/her authority to request for exemption coming from their respective heads shall be attached to the request.

- d) Purpose and period of implementation;
- e) Amount to be released, disbursed, or expended; and
- f) Active email address(es) and contact number(s).

For projects of national agencies/departments/GOCCs/LGUs which will be implemented by its field offices/local units/component LGUs, the requesting entity must provide an additional List identifying the implementing unit(s) and the particular project(s) to be implemented.

SECTION 12. *Use of Prescribed Forms* – Requesting parties shall use the prescribed forms provided in this Resolution which is available at the Law Department and also downloadable at www.comelec.gov.ph.

The form to be used is attached hereto as Annex "A" for social welfare and services projects, and Annex "B" for housing-related projects.

SECTION 13. *Supporting Documents; Submission and Duty to Safekeep*. – Requesting parties shall submit supporting documents when required by the Law Department or COMELEC. Documents relevant to the request must be preserved by the requesting parties for a period of five (5) years from submission of the request.

Requesting parties are proscribed from submitting documents not required under this Resolution.

SECTION 14. *Request for Exemption; Manner of Filing* – Requests for exemption, in **originally signed hard copy** shall be submitted to the Law Department. Any request submitted through email shall not be acted upon.

The date of receipt by the Law Department shall be considered as the date of filing.

Requesting parties must keep available an editable soft copy of the duly-filled out Annex for immediate submission upon request of the Law Department.

SECTION 15. *Request for Exemption; Deadline* - The deadline for filing requests for exemption shall be on **February 11, 2025**.

The late filing of the request shall result to its denial.

SECTION 16. *Request for Exemption; Fees*- No fees shall be required for the requests for exemption for social welfare and services projects and housing-related projects.

SECTION 17. *Denial of Request for Exemption*. - Any misrepresentation or false statement in the request for exemption, including the submitted supporting documents shall be a ground for the denial of the request.

SECTION 18. *Conditions of Exemption* - The exemption granted is subject to the following conditions:

- a) the exemption is prospective in application;
- b) it shall not in any manner influence the conduct of the 2025 NLE and BARMM Parliamentary Elections;
- c) it shall not involve the distribution of AICS from May 02, 2025 (Friday) until May 12, 2025 (Monday) except those which are normally given to qualified individuals such as, but not limited to basic needs in the form of food, transportation, medical, educational, burial, and other similar assistance; and
- d) the issuance of a Certificate of Exemption shall not preclude the COMELEC from investigating and prosecuting any violation of Section 261(o) of the OEC.

SECTION 19. *Grant of Exemption*. - The grant of exemption is exclusive to the project and requesting agency/department/GOCC/LGU.

Nonetheless, in case an exemption for a particular project is granted to a national agency/department/GOCC/LGU, but the same project will be implemented by the field offices/local units/component LGUs, the implementing unit need not secure another exemption from the COMELEC, provided that:

- a) the project has the same source of funds; and
 - b) the implementing unit and the particular project to be implemented was included and identified in the request for exemption pursuant to the second paragraph of Section 11.
-

Any exemption granted to a national agency/department/GOCC/LGU can only extend to the implementing unit(s) and limited to the project(s) identified in the request.

If the project is sourced from a different fund and/or the implementing unit is not included in the request, a separate exemption must be secured from the COMELEC.

SECTION 20. *Release of Grant of Exemption.* – The Certificate of Exemption shall be sent to the requesting party as follows:

- a) a scanned copy shall be sent to the email address provided; and
- b) the original copy shall be sent to their official address *via* registered mail. If the requesting party opts to claim the original copy at the Law Department, an authority from the head of office/agency/LGU and valid evidence of identity must be presented and submitted.

SECTION 21. *Revocation of Exemption.* – The exemption granted may be revoke on any of the following grounds:

- a) misrepresentation or false statement in the request for exemption, including the submitted supporting documents; or
- b) violation of the conditions of the exemption.

The revocation of the exemption is without prejudice to the filing of appropriate civil, criminal, administrative and/or election offense charges.

RULE V OPPOSITION TO THE REQUEST FOR EXEMPTION

SECTION 22. *Opposition.* – Any interested party may oppose a request for exemption by filing a verified Opposition within three (3) days from the submission of the request.

SECTION 23. *Opposition; Manner of Filing.* – The verified Opposition, in four (4) hard copies, shall be filed personally before the Office of the Clerk of the Commission (OCOC).

SECTION 24. *Opposition; Docket Fees.* – No opposition shall be given due course without the payment of a filing fee in the amount of Ten Thousand Pesos (Php10,000.00) and legal research fee in the amount of One Hundred Pesos (Php100.00).

The docket/filing fees, legal research fees, and any other fees shall be in the form of cash, manager's check, cashier's check, or postal money order

to be paid before the Cash Division, Administrative Services Department of the COMELEC upon issuance of the Order of Payment by the OCOC.

Upon submission of proof of payment, the opposition shall be docketed as Election Matter (E.M.).

SECTION 25. *Hearing.* – The hearing on the opposition is within the jurisdiction of the Divisions of the COMELEC. The conduct of the hearing shall be summary in nature and delegated to the Clerk of the Commission who shall:

- a) Issue relevant Notices and Orders;
- b) Prepare Calendar of Hearings;
- c) Determine compliance with the jurisdictional facts;
- d) Receive evidence and Memoranda, if applicable;
- e) Prepare case folders; and,
- f) Perform all other actions in furtherance of this authority.

SECTION 26. *Recommendation of the OCOC.* – After hearing, the OCOC shall immediately submit its recommendation to the Division which has jurisdiction over the case.

SECTION 27. *Period to Resolve.* – The Division shall resolve the case within three (3) days from receipt of the recommendation of the OCOC.

SECTION 28. *Motion for Reconsideration.* – The aggrieved party may file a verified Motion for Reconsideration within five (5) days from receipt of the resolution granting or denying the opposition on the ground that the evidence is insufficient to justify the resolution or that it is contrary to law.

The Motion for Reconsideration shall be filed in the same manner prescribed in Section 23 of this Resolution.

The filing fee in the amount of One Thousand Pesos (P1,000.00) shall be paid in the same manner as prescribed in Section 24 of this Resolution. The original copy of the Official Receipt shall be attached to the Motion for Reconsideration.

SECTION 29. *Duty of the OCOC on the Motion for Reconsideration.*
– Within twenty-four (24) hours from the filing of the Motion for Reconsideration, the OCOC shall submit its recommendation to the Commission *En Banc* for resolution.

SECTION 30. *Finality* – The resolution of the Commission as a Division shall be deemed final and executory if no Motion for

Reconsideration is filed within five (5) days from receipt of the resolution by the parties.

The resolution of the Commission *En Banc* shall be deemed final and executory within five (5) days from receipt of the resolution by the parties unless a Temporary Restraining Order is issued by the Supreme Court.

The OCOC shall furnish the Law Department with a copy of the resolution and Certificate of Finality within one (1) working day from its issuance.

RULE VI OTHER PROVISIONS

SECTION 31. *Conduct of Procurement Activities.* – The conduct of procurement activities during election period shall be subject to the guidelines of the Government Procurement Policy Board.

SECTION 32. *Authority of the Law Department to Act on Requests for Exemption* – The Law Department is authorized to receive requests for exemption and evaluate its compliance with this Resolution.

If determined to be sufficient, the Law Department shall submit its recommendation to the Chairman of the COMELEC.

If non-compliant, the Law Department shall require the requesting party to comply with the Resolution, specifying the lacking requirement(s) to be submitted.

SECTION 33. *Authority of the Chairman to Approve/Disapprove the Recommendations of the Law Department* – The Chairman of the COMELEC is authorized to approve or disapprove the recommendation of the Law Department on the request for exemption.

SECTION 34. *Implementation of Sec. 261(o) of the OEC.* – The grant of exemption shall not preclude the COMELEC from investigating and prosecuting any violation of Section 261(o) of the OEC.

SECTION 35. *Injunction.* – The Department of Budget and Management and the COA, including all its field offices, are hereby enjoined not to release or authorize the release of any appropriation, or to pass in audit payments or expenditures of public funds that may, directly or indirectly, be used in violation of the prohibitions in Sections 261(v) and (w) of the OEC.

All field offices of the COMELEC, including those of its deputized agencies and citizens arms, are directed to monitor compliance in their

respective jurisdictions and submit immediately to the COMELEC a written report on any violation of said provisions of the OEC.

SECTION 36. *Penalty.* - Violations of the prohibitions in Sections 261(v) and (w) of the OEC constitute election offense and are punishable by imprisonment of not less than one (1) year but not more than six (6) years, among other penalties provided for by law.

SECTION 37. *Effectivity.* - This Resolution shall take effect on the seventh (7th) day after its publication in at least two (2) daily newspapers of general circulation in the Philippines.

SECTION 38. *Publication and Dissemination.* - The Education and Information Department shall cause the publication of this Resolution in at least two (2) daily newspapers of general circulation in the Philippines while the Information Technology Department shall cause its posting in the official website of the COMELEC.

SO ORDERED.

GEORGE ERWIN M. GARCIA
Chairman

SOCORRO B. INTING
Commissioner

MARLON S. CASQUEJO
Commissioner

AIMEE P. FEROLINO
Commissioner

REY E. BULAY
Commissioner

ERNESTO FERDINAND P. MACEDA, JR.
Commissioner

NELSON J. CELIS
Commissioner

CERTIFICATION

APPROVED for publication, September 13, 2024.


CONSUELO B. DIOLA

Director IV

Office of the Commission Secretary

This Resolution can be verified at this number (02)85272987; email address comsec@comelec.gov.ph.

1. Please fill in the following details and submit the same to the Law Department.

2. Additional sheets may be used.
3. Any misrepresentation or false statement in the request for exemption, including the submitted supporting documents is a ground for the (i) denial of the request; and/or (ii) revocation of the exemption granted, without prejudice to the filing of appropriate civil, criminal, administrative and/or election offense charges.

REQUEST FOR EXEMPTION FOR SOCIAL WELFARE AND SERVICES PROJECTS
12 MAY 2025 National and Local Elections and BARMM Parliamentary Elections

Title of Social Welfare and Services Projects	Requesting Agency/Office/LGU	Period of Implementation	Purpose of Implementation	Amount of Disbursement	Name and Position of Person filing the request

CERTIFICATION

I, _____, _____ of _____ hereby CERTIFY as follows:
 (Name) (Position/Designation) (Agency/Office/LGU)

1. that I am authorized to request for the issuance of a Certificate of Exemption from the prohibition against the release, disbursement, and expenditure of public funds for social welfare and services projects; *(if applicant is not the Head of Agency/Office and for Local Chief Executives of LGUs, attach a proof of authority to file request);*
2. that the public funds released and disbursed by virtue of this request will not be used for any election campaigning and other partisan political activity as defined in the Omnibus Election Code and other related laws;
3. that the supporting documents relative to this Request for Exemption shall be preserved for a period of five (5) years from the filing thereof; and
4. that the statements stated herein are all willingly, freely, and voluntarily executed, according to the best of my knowledge and/or based on existing records, to attest to the truth of the foregoing facts for whatever purpose it may serve.

Prepared and Submitted by:

Name and Signature

Active Email Address and Contact Number

Date

Instructions:

1. Please fill in the following details and submit the same to the Law Department.
2. Additional sheets may be used.
3. Any misrepresentation or false statement in the request for exemption, including the submitted supporting documents is a ground for the (i) denial of the request; and/or (ii) revocation of the exemption granted, without prejudice to the filing of appropriate civil, criminal, administrative and/or election offense charges.

REQUEST FOR EXEMPTION FOR HOUSING-RELATED PROJECTS
12 May 2025 National and Local Elections and BARMM Parliamentary Elections

Title of Housing-Related Projects	Requesting Agency/Office/LGU	Period of Implementation	Purpose of Implementation	Amount of Disbursement	Name and Position of Person filing the request

CERTIFICATION

I, _____, _____ of _____ hereby CERTIFY as follows:
 (Name) (Position/Designation) (Agency/Office/LGU)

1. that I am authorized to request for the issuance of a Certificate of Exemption from the prohibition against the release, disbursement, and expenditure of public funds for housing-related projects; *(if applicant is not the Head of Agency/Office and for Local Chief Executives of LGUs, attach a proof of authority to file request);*
2. that the public funds released and disbursed by virtue of this request will not be used for any election campaigning and other partisan political activity as defined in the Omnibus Election Code and other related laws;
3. that the supporting documents relative to this Request for Exemption shall be preserved for a period of five (5) years from the filing thereof; and
4. that the statements stated herein are all willingly, freely, and voluntarily executed, according to the best of my knowledge and/or based on existing records, to attest to the truth of the foregoing facts for whatever purpose it may serve.

Prepared and Submitted by:

Name and Signature

Active Email Address and Contact Number

Date



Republic of the Philippines
COMMISSION ON ELECTIONS
Manila

**GENERAL INSTRUCTIONS FOR THE
SPECIAL BOARD OF ELECTION
INSPECTORS AND SPECIAL BALLOT
RECEPTION AND CUSTODY GROUP
IN THE CONDUCT OF ONLINE
VOTING AND COUNTING OF VOTES
IN CONNECTION WITH OVERSEAS
VOTING ACT OF 2013 FOR PURPOSES
OF THE 12 MAY 2025 NATIONAL AND
LOCAL ELECTIONS**

GARCIA, George Erwin M., Chairman
INTING, Socorro B., Commissioner
CASQUEJO, Marlon S., Commissioner
FEROLINO, Aimee P., Commissioner
BULAY, Rey E., Commissioner
MACEDA, Ernesto Ferdinand, Jr. P., Commissioner
CELIS, Nelson J., Commissioner

X _____ X Promulgated: September 13, 2024

RESOLUTION No. 11061

The Commission on Elections, pursuant to the authority vested in it by the Philippine Constitution, Batas Pambansa Blg. 881 as amended (Omnibus Election Code), Republic Act No. 9189 as amended by Republic Act No. 10590 (The Overseas Voting Act of 2013), Republic Act No. 9369 and other election laws, **RESOLVED**, as it hereby **RESOLVES**, to promulgate the following General Instructions for the Special Board of Election Inspectors (SBEI) and Special Ballot Reception and Custody Group (SBRCCG) in the Conduct of Online Voting and Counting of Votes for Purposes of the 12 May 2025 National and Local Elections.

PART I
GENERAL PROVISIONS

ARTICLE I
DEFINITION OF TERMS

Sec. 1. Definition of Terms. – As used in this General Instructions, the following terms shall refer to:

- a. **Certified List of Overseas Voters (CLOV)** refers to the list of registered overseas voters whose applications to vote have been approved by the Resident Election Registration Board (RERB), to be prepared by the Office for Overseas Voting (OFOV) on a country-by-country and post-by-post basis;
- b. **Commission** refers to the Commission on Elections;

- c. **Day of Elections** refers to the actual date of elections in the Philippines which is 12 May 2025;
- d. **Department of Foreign Affairs-Overseas Voting Secretariat (DFA-OVS)** refers to the secretariat based in the Department of Foreign Affairs (DFA) home office tasked to assist the OFOV and to direct, coordinate and oversee the participation of the DFA in the implementation of the Overseas Voting Act of 2013;
- e. **Election Returns (ERs)** refer to a document showing the date of elections, the country in which it was held, the number of overseas voters qualified to vote, the number of overseas voters who actually voted, and the votes obtained by each candidate in an overseas voting precinct, generated and printed by the OVCS in Online Voting Posts;
- f. **Enrolment for Online Voting** refers to the online pre-voting enrolment process provided to overseas voters to avail of online voting, as the mode of voting of the respective Posts where they are registered for the 2025 National Elections overseas;
- g. **Field Pre-Voting Enrolment** refers to the conduct of pre-voting enrolment in the OVCS for a limited period of time outside the Posts' premises in areas with a significant number of registered overseas voters, as may be authorized by the Commission upon the recommendation of the DFA-OVS;
- h. **Field Voting** refers to the conduct of voting for a limited period of time outside the Posts' premises in areas with a significant number of registered overseas voters, as may be authorized by the Commission, based on the recommendation of the DFA-OVS;
- i. **List of Overseas Voters with Voting Records (OVF No. 2-A, 2-B, & 2-C)** refers to overseas voting equivalent of the Election Day Computerized Voters List (EDCVL), which contains the certified list of overseas voters' names and biometric data arranged alphabetically, for reference of the SBEIs or SBRCGs during the voting period.

The OVF No. 2-A refers to the list of land-based registered overseas voters, while the OVF No. 2-B refers to the list of seafarers who are registered overseas voters. OVF No. 2-C refers to the template for the list of registered overseas voters to be used during field or mobile voting activities, and for purposes of recording the act of voting of Members of the SBEI/SBRCG under Section 17 of this Resolution;

- j. **Mobile Pre-Voting Enrolment** refers to the conduct of pre-voting enrolment for a limited period of time outside the Post, in connection with the consular outreach program of the DFA, in places authorized by the Commission.
- k. **Mobile Voting** refers to the conduct of voting for a limited period of time outside the Post, in connection with the consular outreach program of the DFA, in places authorized by the Commission.
- l. **National Registry of Overseas Voters (NROV)** refers to the consolidated list of overseas voters prepared, approved and maintained by the Commission. This

list contains the names of registered overseas voters, and the Posts where they are registered;

- m. **Office for Overseas Voting (OFOV)** refers to the office of the Commission tasked to oversee and supervise the effective implementation of the Overseas Voting Act of 2013;
- n. **Official Ballot** refers to the digital ballots used for overseas voting in Online Voting Posts;
- o. **Overseas Voter** refers to a duly registered citizen of the Philippines, qualified to vote under the Overseas Voting Act of 2013, and is abroad during the overseas voting period;
- p. **Overseas Voting** refers to the process by which overseas voters exercise their right to vote;
- q. **Overseas Voting Period** is a continuous thirty (30)-day period ending on the day of election as defined under letter "c" hereof. It includes established holidays in the Philippines and such other holidays in the host countries. For the 2025 National Elections, the overseas voting period is from 13 April to 12 May 2025, with the closing of polls synchronized with the local elections based on Philippine Standard Time;
- r. **Overseas Voting Precinct** refers to the grouping of overseas voters in a given country or post designated for purposes of voting and counting;
- s. **Online Overseas Voter (OOV)** refers to an overseas voter who has successfully enrolled for online/internet voting for the 2025 National Elections;
- t. **Online Voting/Internet Voting** refers to a mode of voting where overseas voters vote using Online Voting and Counting System;
- u. **Online Voting and Counting System (OVCS)** refers to the system utilized for online/internet voting and counting of votes;
- v. **Polling Place** – refers to the Posts where the SBEI conducts overseas voting and counting, and where the voting kiosk is located. This may also include the venues for mobile and field voting;
- w. **Posts, short for Foreign Service Posts**, refer to Philippine embassies, consulates, foreign service establishments and other Philippine government agencies maintaining offices abroad having jurisdiction over the places where the overseas voters reside. For purposes of overseas voting, Posts shall also include the Manila Economic & Cultural Offices (MECOs) in Taiwan;
- x. **Representatives of the Commission** refer to the officers and members of the foreign service corps, including Filipino contractual or project-based personnel that the embassies, consulates and other foreign service establishments locally hired at the host country, deputized by the Commission pursuant to the Overseas Voting Act of 2013;

- y. *Seafarers* refer to ship officers and ratings manning ships, including offshore workers, service providers, and workers onboard fishing vessels, as defined in the Revised Rules on the Issuance of Seafarer's Identification and Record Book of the Maritime Industry Authority;
- z. *Special Ballot Reception and Custody Group (SBRCG)* refers to a group constituted by the Commission to receive and take custody of all accountable and non-accountable election forms, supplies and paraphernalia from the OFOV for transmittal to the voters, SBEIs and Special Boards of Canvassers (SBOC);
- aa. *Special Board of Canvassers (SBOC)* refers to a body deputized by the Commission to conduct the consolidation and canvassing of votes; and
- bb. *Special Board of Election Inspectors (SBEI)* refers to a body deputized by the Commission to conduct the voting and/or counting of votes.

Sec. 2. Scope. – This resolution covers the seventy-six (76) Posts where online voting is the mode of voting, per COMELEC Minute Resolution No. 24-0067 dated 02 February 2024, as amended by COMELEC Minute Resolution No. 24-0549 dated 01 August 2024.

ARTICLE II SPECIAL BALLOT RECEPTION AND CUSTODY GROUP

Sec. 3. Special Ballot Reception and Custody Group; Constitution and Appointment. – The Commission, through the Commissioner-in-Charge of OFOV, shall, upon recommendation of the DFA-OVS, constitute in every Post, not later than 27 December 2024 (Friday), an SBRCG, which shall be composed of three (3) members.

The Head of the Post shall issue the Appointment of the Chairperson and Member/Substitutes of the SBRCG using OVF No. 5. If the Head of Post shall serve as part of the SBRCG, the Commissioner-in-Charge of the OFOV shall issue his/her Appointment.

Sec. 4. Qualifications of Members/Substitutes of the SBRCG. – No individual shall be appointed as Chairperson or Member of the SBRCG, whether regular or substitute, unless they meet the following criteria:

- a. Possesses good moral character and irreproachable reputation;
- b. A citizen of the Philippines residing abroad;
- c. Among the staff of the Posts;
- d. Never been convicted of any election offense or of any other crime punishable by more than six (6) months of imprisonment, or has no pending case filed against him for any election offense; and
- e. Able to write and speak in English or Filipino.

In the event of a shortage of qualified staff at the Posts, Filipino citizens who are registered overseas voters, of known probity and competence may be appointed as

members of the SBRCG, provided that the Chairperson is an officer or member of the foreign service corps.

In case of temporary vacancy in the SBRCG, Article IV, Sec. 18 of this Resolution shall apply.

Sec. 5. Disqualification. – The Members of the SBRCG or their spouses shall not be related within the fourth civil degree of consanguinity or affinity to any member of the same SBRCG, any of the candidates for Senators or any of the nominees of accredited parties, organizations or coalitions participating under the party-list system of representation, or any of the candidates' /nominees' spouse.

For this purpose, the OFOV shall furnish the Post, through the DFA-OVS, the list of candidates for Senators and nominees of accredited parties, organizations or coalitions participating under the party-list system of representation not later than 20 December 2024 (Friday) so that the members of the SBRCGs will know whether they are qualified to accept their appointments.

Sec. 6. Notice of Disqualification and Submission of Appointment of Substitute. – Any member of the SBRCG who is disqualified shall notify the Head of Post in writing of such disqualification not later than 06 January 2025 (Monday). In turn, the Head of Post shall submit a written notice of said disqualification, together with the appointment of the substitute member of the SBRCG to the Commission, through the OFOV, not later than 13 January 2025 (Monday).

Sec. 7. Functions of the SBRCG. – The SBRCG shall perform the following duties and functions:

- a. Receive from the OFOV all accountable and non-accountable election forms, supplies, paraphernalia, and equipment to be used in voting, counting, and canvassing;
- b. Using the packing list, verify the quantity and serial numbers (if applicable) of all equipment and accountable/non-accountable forms received in the presence of the Head of Post or the authorized representative, watchers of political parties, and representatives of the Filipino community, if available;
- c. Within twenty-four (24) hours after verification, notify the OFOV in writing of the receipt of accountable and non-accountable forms, as well as equipment, the condition thereof and discrepancies, if any, in the quantity and serial numbers of the accountable forms and equipment;
- d. Store in a secure place all received forms, supplies, and equipment; and
- e. Perform such other duties and functions as provided under these rules as mandated by the Commission.

ARTICLE III
SPECIAL BOARDS OF ELECTION INSPECTORS

Sec. 8. Special Board of Election Inspectors; Constitution and Appointment. – The Commission, through the OFOV, shall, upon recommendation of the DFA-OVS, constitute in every Post, not later than 27 December 2024 (Friday), at least one (1) SBEI, which shall be composed of a Chairperson and two (2) Members (who shall be the Poll Clerk and the Third Member). They shall be officers and members of the foreign service post, including attachés of other Philippine Government Agencies, posted abroad and deputized by the Commission.

The Head of Post shall issue the Appointment of the Chairperson/Poll Clerk/Third Member/Substitute of the SBEI using OVF No. 5. If the Head of Post shall serve as part of the SBEI, the Commissioner-in-Charge of the OFOV shall issue his/her Appointment.

The number of SBEIs to be appointed per Online Voting Post shall be as follows:

POST	COUNTRY	No. OF SBEI
ASIA PACIFIC		
Bangkok PE	Thailand	1
Brunei PE	Brunei	1
Canberra PE	Australia	1
	Nauru	1
	Tuvalu	
	Vanuatu	
	Vanuatu	
Dhaka PE	Bangladesh	1
	Maldives	
	Sri Lanka	
Hanoi PE	Vietnam	1
Hong Kong PCG	China	1
Islamabad PE	Pakistan	1
	Kyrgyzstan	
	Tajikistan	
Jakarta PE	Indonesia	1
Kuala Lumpur PE	Malaysia	1
Macau PCG	China	1
Manado PCG	Indonesia	1
MECO Kaohsiung	Taiwan, ROC	1
MECO Taichung	Taiwan, ROC	1
MECO Taipei	Taiwan, ROC	1
Melbourne PCG	Australia	1
Nagoya PCG	Japan	1
New Delhi PE	India	1
	Bhutan	
	Nepal	
Osaka PCG	Japan	1
Phnom Penh PE	Cambodia	1
Seoul PE	South Korea	1
	Mongolia	
Singapore PE	Singapore	1
Sydney PCG	Australia	1
	Territory of Wallis and Futuna	
	Futuna	
Tokyo PE	Japan	1
Vientiane PE	Laos	1
Wellington PE	New Zealand	1
	Fiji	1
	French Polynesia	
	Cook Islands	
	Cook Islands	
	Samoa	

POST	COUNTRY	No. OF SBEI
	Tonga	
EUROPE		
Athens PE	Greece	1
	North Macedonia	
	Republic of Cyprus	
Barcelona PCG	Spain	1
	Andorra	
Berlin PE	Germany	1
Bern PE	Switzerland	1
	Liechtenstein	
Brussels PE	Belgium	1
	Luxembourg	
Budapest PE	Hungary	1
	Bosnia and Herzegovina	
	Bulgaria	
	Moldova	
	Montenegro	
	Romania	
	Serbia	
Copenhagen PE	Denmark	1
	Faroe Islands	
	Greenland	
Frankfurt PCG	Germany	1
Geneva PM/PCG	Switzerland	1
Lisbon PE	Angola	1
	Cabo Verde	
	Gibraltar	
	Guinea-Bissau	
	Portugal	
	Sao Tome and Principe	
London PE	United Kingdom of Great Britain	1
	Bailiwick of Guernsey	1
	Bailiwick of Jersey	
	Ireland	
	Isle of Man	
	Northern Ireland	
Madrid PE	Spain	1
Milan PCG	Canary Islands	1
	Italy	
Oslo PE	Norway	1
	Iceland	

Post	Country	No. of SBEI
Paris PE	France	1
	Monaco	
Prague PE	Czech Republic	1
Rome PE	Italy	1
	Albania	1
	Malta	
	San Marino	
Stockholm PE	Sweden	1
	Finland	
The Hague PE	The Netherlands	1
	Aruba	
	Bonaire	
	Curacao	
	Saba	
	Sint Eustatius	
Vatican PE	Sint Maarten	1
	Holy See	
Vienna PE	Austria	1
	Croatia	
	Slovakia	
	Slovenia	
Warsaw PE	Poland	1
	Estonia	
	Latvia	
	Lithuania	
	Ukraine	
MIDDLE EAST AND AFRICAS		
Abu Dhabi PE	United Arab Emirates	1
Cairo PE	Egypt	1
	Djibouti	
	Eritrea	
	Ethiopia	
	Sudan	
Doha PE	Qatar	1
Dubai PCG	United Arab Emirates	1
Jeddah PCG	Saudi Arabia	1
Kuwait PE	Kuwait	1
Manama PE	Bahrain	1
Muscat PE	Oman	1
Nairobi PE	Kenya	1
	Burundi	
	Comoros	
	Democratic Republic of Congo	
	Malawi	
	Republic of Congo	
	Rwanda	
	Seychelles	
	Somalia	
	South Sudan	
	Tanzania	
Uganda		
Pretoria PE	South Africa	1
	Botswana	
	Lesotho	
	Madagascar	
	Mauritius	
	Mozambique	
	Namibia	
	Swaziland	
	Zambia	
	Zimbabwe	
Rabat PE	Morocco	1
	Guinea	
	Mali	
	Mauritania	

POST	COUNTRY	No. OF SBEI
Riyadh PE	Senegal	1
	Saudi Arabia	
	Yemen	
Tel Aviv PE	Israel	1
NORTH AND LATIN AMERICAS		
Agana PCG	United States of America	1
	Commonwealth of Northern Mariana Islands	1
	Marshall Islands	
	Micronesia	
	Palau	
	Wake Islands	
Brasilia PE	Brazil	1
	Colombia	
	French Guiana	
	Guyana	
	Suriname	
Buenos Aires PE	Venezuela	1
	Argentina	
	Bolivia	
	Paraguay	
Calgary PCG	Uruguay	1
Chicago PCG	Canada	
Honolulu PCG	United States of America	1
Houston PCG	American Samoa	1
Los Angeles PCG	United States of America	1
Mexico PE	United States of America	1
	Mexico	
	Belize	
	Costa Rica	
	Cuba	
	Dominican Republic	
	El Salvador	
	Guatemala	
	Honduras	
	Nicaragua	
	Panama	
New York PCG	United States of America	1
Ottawa PE	Canada	1
	British overseas territory of Bermuda	
	French overseas collectivity of St. Pierre and Miquelon	
San Francisco PCG	United States of America	1
Santiago PE	Chile	1
	Ecuador	
	Falkland Islands	
	Peru	
Toronto PCG	Canada	1
Vancouver PCG	Canada	1
Washington D.C. PE	United States of America	1
	Anguilla	1
	Antigua and Barbuda	
	Bahamas	
	Barbados	
	British Virgin Islands	
	Cayman Islands	
	Dominica	
	Grenada	
	Guadeloupe	
	Guantanamo Bay	
	Haiti	
	Jamaica	
	Marinique	

Post	COUNTRY	No. OF SBEI
	Montserrat	
	Puerto Rico	
	Saint Barthelemy	
	Saint Kitts and Nevis	
	Saint Martin	
	St. Lucia	

Post	COUNTRY	No. OF SBEI
	St. Vincent and the Grenadines	
	Trinidad and Tobago	
	Turks and Caicos Islands	
	Virgin Islands (U.S.)	

Sec. 9. Qualifications of Members of the SBEI. – No individual shall be appointed as Chairperson or Member of the SBEI, whether regular or substitute, unless they meet the following criteria:

- a. Possesses good moral character and irreproachable reputation;
- b. Never been convicted of any election offense or of any other crime punishable by more than six (6) months of imprisonment, or has no pending case filed against such person for any election offense; and
- c. Able to write and speak in English or Filipino.

Any career public officer posted abroad, appointed or designated by the Commission, as the case may be, shall act as the Chairperson, poll clerk, and third member. In the absence of other government officers, a registered overseas voter may be appointed as the poll clerk and the third member.

Sec. 10. Disqualification. – The Members of the SBEI or their spouses shall not be related within the fourth civil degree of consanguinity or affinity to any member of the same SBEI, any of the candidates for Senators or any of the nominees of accredited parties, organizations or coalitions participating under the party-list system of representation, or any of the candidates’ /nominees’ spouse.

For this purpose, the OFOV shall furnish the Post, through the DFA-OVS, the list of candidates for Senators and nominees of accredited parties, organizations or coalitions participating under the party-list system of representation not later than 20 December 2024 (Friday) so that the members of the SBEIs will know whether they are qualified to accept their appointments.

Sec. 11. Notice of Disqualification and Submission of Appointment of Substitute. – Any member of the SBEI who is disqualified shall notify the Head of Post in writing of such disqualification not later than 06 January 2025 (Monday). In turn, the Head of Post shall submit a written notice of said disqualification, together with the appointment of the substitute member of the SBEI to the Commission, through the OFOV not later than 13 January 2025 (Monday).

Sec. 12. Powers and functions of the SBEI. – The SBEI shall have the following powers and functions:

- a. Assist in the pre-voting enrolment and/or voting of registered overseas voters at the voting kiosk located at the Post or in the field and/or mobile pre-voting enrolment/voting activities;

- b. Conduct Final Lockdown and Sealing of the OVCS;
- c. Initialize and Print Initialization Reports;
- d. Open and Close Voting for the OVCS;
- e. Conduct manual verification of overseas voter at the Post or in the field during the 30-day overseas voting period;
- f. Print the ERs and transmit the election results;
- g. Generate the Voter-Verified Paper Audit Trail (VVPAT);
- h. Print Audit Log Reports, and all other required reports;
- i. Act as deputies of the Commission in the supervision and control of the election in the polling place where they assigned;
- j. Maintain order within the polling place designated as the voting kiosk and its premises, ensuring access remains open and unobstructed, and enforce compliance with lawful orders, including public health and safety protocols in the host country. If any person refuses to follow these orders or otherwise engages in disorderly conduct, interrupting and disrupting the proceedings, the SBEI may call upon the Post's security force, if available, or its deputized peace officer to take the individual into custody until the meeting adjourns. However, this action shall not prevent any registered voter from exercising their right to vote;
- k. Perform such other functions, as may hereinafter be prescribed by the Commission.

Sec. 13. Proceedings of the SBEI. - The meeting of the SBEI shall be public and held in the polling place designated by the Commission. The SBEI shall act through its Chairperson and shall decide, without delay, questions which may arise in the performance of its duties by a majority vote. The Chairperson shall attest all resolutions issued by the SBEI.

Sec. 14. Minutes of Final Lockdown and Sealing and Minutes of Voting and Counting. - The SBEI shall accomplish the Minutes of Final Lockdown and Sealing (FLS) (OVF No. 11-F) during the FLS in two (2) copies and record the act or data required therein as they occur or become available during the FLS.

Similarly, the SBEI shall also accomplish the Minutes of Voting and Counting (OVF No. 11-A) during the overseas voting period, in two (2) copies and record the act or data required therein as they occur or become available during the voting and counting.

Copies of the accomplished Minutes stated above shall be sealed in separate envelopes (CEF No. A17-FTS for Minutes of FLS and OVF No. 18 for Minutes of Voting and Counting) to be distributed as follows:

- a. First copy to the Commission; and

- b. Second copy to be deposited inside the collapsible box.

ARTICLE IV COMMON PROVISIONS FOR SBEI AND SBRCG

Sec. 15. Oath of Members of the SBEI/SBRCG. – The members of the SBEI/SBRCG shall, upon appointment, take the oath before the Head of Post, or any officer in Post with authority to administer oaths under Republic Act No. 6733.¹ In the absence of such officer, the oath may be taken before any other member of the SBEI/SBRCG present.

The Oaths herein shall be incorporated in the issued Appointments (OVF No. 5).

Sec. 16. Security Undertaking of Members of the SBEI/SBRCG. – The members of the SBEI/SBRCG shall, upon appointment, accomplish a Security Undertaking (OVF No. 6) pursuant to Republic Act No. 10173², otherwise known as “THE DATA PRIVACY ACT OF 2012”. The original duly accomplished Security Undertaking of all SBEI and SBRCG members shall be submitted to the OFOV, through the DFA-OVS, together with their duly signed appointment papers with oath.

The said Security Undertaking shall be signed by the Executive Director of the COMELEC, in his capacity as the Data Protection Officer (DPO).

Sec. 17. Prohibition against Political Activity. – No member of the SBEI/SBRCG shall engage in any partisan political activity or take part in the elections except to vote and discharge their duties, such as rendering assistance in accordance with usual protocol courtesies normally extended to visiting officials on official business.

Sec. 18. Voting Privilege of Members of the SBEI/SBRCG. – Government employees posted abroad who will perform election duties as members of the SBEI/SBRCG shall be allowed to vote in their respective Posts, provided they registered as voters either in the Philippines or abroad with active registration records.

Members of the SBEI/SBRCG who are registered voters of other Posts or in the Philippines with active registration records shall manifest their intent to avail of this voting privilege, by indicating the same in their Appointment with Oath (OVF No. 5) to be submitted.

Upon verification by OFOV of their voter registration status, the OFOV shall provide DFA-OVS the List of SBEI/SBRCG members who are qualified to avail of this voting privilege in Online Voting Posts.

Sec. 19. Temporary Vacancies in the SBEI/SBRCG. If at the time of the convening of the SBEI/SBRCG, any member is absent or not available, the present members shall call upon any substitute taken from the pool of substitutes to perform the duties of the absent member. If the substitute cannot be found, the Head of Post shall appoint any available official or employee of the foreign service corps or any non-partisan

¹ As amended by R.A. No. 10755.

² As amended by R.A. No. 10755.

registered voter not otherwise disqualified, using OVF No. 30, to temporarily fill said vacancy until the absent member appears or becomes available.

The fact of substitution shall be entered in the Minutes of Voting and Counting (OVF No. 11-A).

For this purpose, Posts shall constitute a pool of substitutes for the SBEI/SBRCG which shall likewise be deputized by the Commission. The substitutes must possess all the qualifications and none of the disqualifications provided under this Resolution.

Sec. 20. Supervision by Heads of Posts. – All foreign service personnel and representatives of attached agencies duly deputized by the Commission shall be under the direct supervision of the Heads of Posts, insofar as the One-Country Team Approach³ is concerned.

Sec. 21. OVCS Technical Personnel. – The Head of Post shall designate, not later than 27 December 2024 (Friday), one (1) technical support personnel per Post using OVF No. 5. The technical personnel shall:

- a. Address and monitor the activities of the OVCS, including during the pre-voting enrolment;
- b. Report to the OFOV and/or National Technical Support Center (NTSC) on possible contingencies that may arise before, during and after the election period; and
- c. Perform such other functions as may be directed by the Commission, through the Head of Post.

Sec. 22. OVCS Support Staff. – The Head of Post shall designate, not later than 27 December 2024 (Friday), one (1) support staff for every 20,000 registered overseas voters in their jurisdiction, using OVF No. 5, as follows:

Description	No. of Support Staff
For each member of the SBEI:	
Where the registered voter is from 1 to 20,000	1
Where the registered voter is from 20,001 to 40,000	2
Where the registered voter is from 40,001 or higher	3

The support staff shall be a Filipino Citizen, and is tasked with the following:

- a. Assist in the queuing of OOVs who will vote through the voting kiosk at the Post, and in crowd control or management at the entrance of the Post;
- b. Assist the SBEI during the generation and printing of required reports; and
- c. Perform such other functions as may be directed by the SBEI.

³ Section 28, Republic Act No. 8042 or the Migrant Workers and Overseas Filipinos Act of 1995.

Sec. 23. Identification Documents (IDs) of SBEI and SBRCG. – Members of the SBEI and SBRCG, as well as the OVCS Technical Support Personnel shall wear COMELEC-approved IDs for purposes of identification. See Annex “A” for template.

ARTICLE V WATCHERS

Sec. 24. Watchers. – Every registered political party or coalition of political parties fielding candidates, accredited political party, sectoral party/organization or coalition thereof participating in the party-list system of representation, candidate, and accredited citizens’ arms and accredited Overseas Filipino Worker (OFW) organizations shall be entitled to one (1) watcher at any given time during the voting and counting of votes.

For this purpose, the registered political party or coalition of political parties fielding candidates, accredited political party, sectoral party/organization or coalition thereof participating in the party-list system of representation, candidate, and accredited citizens’ arms and accredited Overseas Filipino Worker (OFW) organizations shall submit to the Posts, copy furnished the OFOV, the list of watchers per constituted SBEI not later than 01 April 2025 (Tuesday).

However, if there is insufficient space at the voting kiosk for all watchers to be accommodated, preference shall be given to the watchers of the dominant majority and dominant minority parties as determined by the Commission, one (1) watcher for the accredited citizens’ arm, one (1) common watcher for accredited OFW organizations, and one (1) common watcher for independent candidates.

Sec. 25. Qualifications of Watchers. – No person shall be appointed as watcher by the registered political party or coalition of political parties fielding candidates, accredited political party, sectoral party/organization or coalition thereof participating in the party-list system of representation, candidate, and accredited citizens’ arms and accredited Overseas Filipino Worker (OFW) organizations, unless they meet the following criteria:

- a. Is an overseas voter in the Post where the person is assigned;
- b. Possesses good moral character and reputation;
- c. Never been convicted of any election offense or any crime;
- d. Able to write and read English or Filipino; and
- e. Not a relative within the fourth civil degree of consanguinity or affinity to the Chairperson or to any member of the SBEI in the Post where said person seeks appointment as a watcher.

Sec. 26. Rights and Duties of Watchers. – Upon entering the polling place, watchers shall present and deliver to the Chairperson of the SBEI their appointments and, forthwith, their names shall be recorded in Minutes of Voting and Counting (OVF No. 11-A) with a notation under their signatures that they are not disqualified to serve as watchers. The appointment of watchers shall bear the personal or facsimile signature

of the candidate or the duly authorized representative of the political party, organization or coalition of parties who appointed them or of organizations authorized by the Commission.

Watchers shall have the right to:

- a. Witness and inform themselves of the proceedings of the SBEI;
- b. Take note of what they see or hear;
- c. Take photographs of the proceedings and incidents, if any, during the counting of votes, as well as of the election returns and collapsible boxes. In this case, watchers shall not compromise the security and sanctity of the votes cast by registered overseas voters.
- d. File a protest against any irregularity or violation of law which they believe may have been committed by the SBEI or by any of its members or by any person;
- e. Obtain from the SBEI a certificate as to the filling of such protest and/or resolution thereon;
- f. Read the election returns after it is printed and signed by the members of the SBEI without touching such documents; and
- g. Be furnished, upon request, with a Certificate of Votes (OVF No. 13) cast for the candidates, duly signed and thumb marked by the Chairperson and all members of the SBEI.

Watchers shall not speak to any member of the SBEI, or to any voter, or among themselves, in such a manner as would disturb the proceedings of the SBEI. Further, Watchers shall observe the minimum health and safety protocols imposed by the host country, as implemented by the Post.

Sec. 27. Challenge Watcher's Qualifications. – Any voter or watcher may challenge the qualifications of a watcher.

The person raising the challenge must submit duly accomplished Record of Challenge/Protest for Voting (OVF No. 33-A) to the SBEI. The SBEI shall then verify the validity of the challenge by reviewing the watcher's qualifications and determining if any disqualifications apply.

To confirm their identity, the challenged watcher must take an Oath of Identification of a Challenged Watcher (OVF No. 40-A).

After reviewing the challenge or protest, the SBEI shall issue Certificate of Challenge or Protest and Decision of the Board for Voting (OVF No. 33).

This matter shall also be recorded in the Minutes of Voting and Counting (OVF No. 11-A).

ARTICLE VI PRE-VOTING ENROLMENT

Sec. 28. Period for Pre-Voting Enrolment. – Overseas voters of Posts adopting online voting shall enroll in the OVCS from 27 February 2025 (Thursday) to 12 May 2025 (Monday), prior to the closing of polls in Philippine Standard Time (PST).

Sec. 29. Field and Mobile Pre-Voting Enrolment. – The following guidelines are hereunder provided in the conduct of field/mobile pre-voting enrolment during the overseas voting period:

- a. The host government allows the conduct of such field/mobile pre-voting enrolment.
- b. The conduct of field/mobile pre-voting enrolment shall not compromise the security, integrity, and sanctity of the voting process.
- c. The expected impact shall be a significant increase in the enrolled number of registered overseas voters in the OVCS portal.
- d. Information on the different schedules of field/mobile pre-voting enrolment shall be widely disseminated by the Post. The schedules shall also be posted in a conspicuous place within the Post's premises and on the official websites of the Post and the Commission.
- e. Pre-voting enrolment at the premises of the embassy/consulate (voting kiosk) must continue, regardless of any field/mobile pre-voting enrolment that the Post may schedule.
- f. For field pre-voting enrolment, the Post must submit a written request to the OFOV and indicate the date, number of estimated overseas voters who will vote during the field voting, and costs (OVF No. 9-A). Such request shall be subject to the approval of the Commission *En Banc*, through the OFOV, provided that such request shall be recommended by the DFA-OVS, and provided further, that the conduct thereof shall be at the least expense on the part of the Commission.
- g. For mobile pre-voting enrolment, the Post must submit a written notice to the OFOV and indicate the date and number of estimated overseas voters who will vote during the mobile voting (OVF No. 10-A). Such request shall be subject to the approval of the Commissioner-in-Charge of OFOV, provided that such request shall be recommended by the DFA-OVS, and provided further, that the conduct thereof shall be at no cost on the part of the Commission.
- h. In conducting field/mobile pre-voting enrolment, the Head of Post may recommend that the Commission deputize personnel authorized to conduct the activity.

Proposals for field and mobile voting will be similar to the foregoing guidelines, except that the written request for field voting will use OVF No. 9, while OVF No. 10 will be used for mobile voting and the activities shall be conducted by a member or members of the SBEI or their substitutes.

ARTICLE VII PROCEDURES FOR PRE-VOTING ENROLMENT

Sec. 30. Manner of Pre-Voting Enrolment. – Pre-voting enrolment can be done by the voter through any of the following means:

- a. By self-pre-voting enrolment using the voter's own internet-capable device during the period for pre-voting enrolment; or
- b. Through the voting kiosk at the Post during the overseas voting period.

Sec. 31. General Procedures for Pre-voting Enrolment. – Regardless of the manner of pre-voting enrolment, the following procedures shall be observed by the voter:

- a. Sign up using the official link for pre-voting enrolment provided by the Commission;
- b. Follow the instructions indicated therein;
- c. Once the pre-voting enrolment is successful, the overseas voter can vote online during the 30-day overseas voting period.

Sec. 32. Duties of the SBEI during Pre-voting Enrolment. – The SBEI shall observe the following duties during the 30-day overseas voting period:

- a. Assist in the pre-voting enrolment at the voting kiosk and during field/mobile pre-voting enrolment activity;
- b. In case the pre-voting enrolment of the voter is unsuccessful, the SBEI shall conduct manual verification as guided by the OVCS technical manual;
- c. In the conduct of manual verification of the overseas voter, the SBEI may require the overseas voter to appear before him/her or do an online verification through video conference or any other means; and
- d. In case the pre-voting enrolment will still be unsuccessful after conducting manual verification, the SBEI shall refer the matter to the OFOV.

ARTICLE VIII ONLINE VOTING

Sec. 33. Who are Allowed to Vote Online. – All registered overseas voters in Posts that have adopted Online/Internet Voting, and who have successfully enrolled in the OVCS, may vote for Senators and one (1) accredited party/organization or coalition under the party-list system through either:

- a. Using their own internet-capable device; or
- b. Utilizing a voting kiosk at the Post.

For voters at the kiosk who are illiterate or physically unable to accomplish the digital ballot, assistance may be provided by a relative within the fourth civil degree of consanguinity or affinity, a person from the same household, or a member of the Special Board of Election Inspectors (SBEI). No person shall assist an illiterate voter or voter with disability more than three (3) times except for the members of the SBEI. The assistor shall accomplish the digital ballot for the illiterate or voter with disability in the presence of the latter. Lastly, the assistor shall be bound in writing and under oath to accomplish the digital ballot strictly in accordance with the instructions of the voter and not to reveal the contents of the ballot (OVF No. 8).

This provision ensures accessibility to online voting while providing necessary assistance to voters in need, guaranteeing their right to participate in elections.

Sec. 34. Who are Allowed to Vote Online using the Voting Kiosk at the Post. – Only the following OOVs may vote online using the Voting Kiosk at the Post:

- a. Those who are illiterate;
- b. Persons with Disability (PWDs);
- c. Senior citizens; and
- d. Pregnant.

Sec. 35. Period of Casting of Votes. – Casting of votes shall be for a period of thirty (30) continuous calendar days beginning at 8:00 AM of 13 April 2025 (Sunday), local time of the Post, until 7:00 PM of 12 May 2025 (Monday), PST, inclusive of all established holidays in the Philippines and such other holidays in the host country.

Except on 13 April 2025 (Sunday) when all Posts are required to open at 8:00 AM, local time of the Post, Posts may adopt a flexible schedule for the operation of the various SBEIs manning the voting kiosks, provided that their schedule is continuous and will not be less than eight (8) hours a day.

OOVs who are logged into the Online Voting Portal at the close of voting may still cast their votes within fifteen (15) minutes. If the voter has not cast their vote by then, they will be automatically logged out of the portal.

Sec. 36. Rules to be Observed during Voting at the Voting Kiosk. – During voting at the voting kiosk, the SBEI shall ensure that:

- a. No watcher enters the designated voting area for voters or the area reserved for the SBEI, nor mingles or talks with voters;
- b. No voter reveals the contents of the digital ballot to any person;
- c. No person enters the designated voting area in the premises of the Posts carrying any firearm or any deadly weapon, except those expressly authorized by the Commission;
- d. The voters cast their votes in the order of their arrival at the polling place;

- e. On 12 May 2025 (Monday), 6:30 PM PST, the Chairperson shall announce that the voting kiosk will close by 7:00PM PST, marking the end of the polling period; and
- f. There is no crowding of voters and disorderly behaviour inside the designated polling place, and the health and safety protocols of the host country, as implemented by Posts, are observed.

Sec. 37. Prohibitions on Online/Internet Voting at the Voting kiosk. – The voter shall not:

- a. Be accompanied by anyone while casting their vote, except in the case of an illiterate or a person with disability; and
- b. Speak to anyone while accomplishing the online ballot; and
- c. Exhibit the contents of the online ballot to any person.

Sec. 38. Challenge of Illegal Voters at the Voting Kiosk. – Any voter or watcher may challenge a voter at the voting kiosk for:

- a. Not being a registered overseas voter;
- b. Using the name of another; or
- c. Suffering from an existing disqualification.

The voter or watcher who challenged any voter on the foregoing grounds shall submit to the SBEI the duly accomplished Record of Challenge/Protest for Voting (OVF No. 33-A).

In such a case, the SBEI shall satisfy itself as to whether or not the ground for the challenge is true by requiring proof of registration, identity or qualification. If the challenged voter is personally known to any member of the SBEI, the said member of the SBEI shall take an Oath of an SBEI Member Identifying a Voter (OVF No. 40-B). If no proof has been presented by the challenged voter, the SBEI shall issue Summons Re: Identity of Challenged Voter (OVF No. 41) to a witness who personally knows the challenged voter to establish the said voter's identity. The witness, to establish the identity of the challenged voter, shall take an Oath of Identification of Witness of Challenged Voter (OVF No. 40.)

After determination of the challenge or protest, the SBEI shall then issue the Certificate of Challenge or Protest and Decision of the Board for Voting (OVF No. 33).

This matter shall also be recorded in the Minutes of Voting and Counting (OVF No. 11-A).

Sec. 39. Challenge Based on Certain Illegal Acts at the Voting Kiosk. – Any voter or watcher may challenge any voter at the voting kiosk on the ground that:

- a. The challenged person has received or expects to receive money or anything of value as consideration for the vote, has paid, offered or promised to pay, or has

contributed, offered or promised to contribute money or anything of value as consideration for the vote of another;

- b. The challenged person has made or received a promise to influence the giving or withholding of any such vote; or
- c. The challenged person has made a bet or is interested directly or indirectly in a bet, which depends upon the results of the election.

The voter or watcher who challenged any voter on the foregoing grounds shall submit to the SBEI the duly accomplished Record of Challenge/Protest for Voting (OVF No. 33-A). After which, the SBEI shall issue Summons Re: Certain Illegal Acts (OVF No. 41-A) to a person who personally witnessed the challenged voter performing the aforementioned illegal acts. The witness shall take an Oath of Witness on Certain Illegal Acts of Challenged Voter (OVF No. 40-C).

The challenged person shall take an oath before the SBEI of having not committed any of the acts alleged in the challenge and accomplish the Oath of Voter challenged for Illegal Acts (OVF No. 39). Upon taking 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.

After determination of the challenge or protest, the SBEI shall issue the Certificate of Challenge or Protest and Decision of the Board for Voting (OVF No. 33).

This matter shall also be recorded in the Minutes of Voting and Counting (OVF No. 11-A).

Sec. 40. Record of Challenges and Oaths. – The Third Member of the SBEI shall record in the Minutes of Voting and Counting (OVF No. 11-A) all challenges and oaths taken in connection therewith and the decision of the SBEI in each case.

Sec. 41. Prohibition on Premature Announcement of Voting. – No member of the SBEI shall, before the termination of the voting, make any announcement as to whether a certain registered voter has already voted or not, as to how many have already voted or how many so far have failed to vote, or any other fact tending to show or showing the state of the polls, nor shall any member of the SBEI make any statement at any time, except as witness before a court or body, as to how any person voted.

PART II

PROVISIONS ON THE CONDUCT OF ONLINE VOTING AND COUNTING

ARTICLE IX

ELECTION FORMS AND SUPPLIES

Sec. 42. Election Forms, Documents and Supplies. – The SBRCG shall receive from the Commission, through the OFOV, election forms, documents and supplies for its use and for distribution to SBEIs and SBOCs. Except when authorized to do so earlier by the Head of Post, the SBEI shall get the forms, documents and supplies before the

start of the voting hours of each voting day. The allocation of the forms, documents and supplies shall be according to the following:

I. For Voting at the Voting kiosk:

OVCS equipment for Pre-voting enrolment and the voting kiosk, including its peripherals;

1. Laptops – Admin and Voting Kiosk;
2. Thermal printer and thermal rolls; and
3. USB.

a. Election Forms/Supplies from the Commission:

OVF No.	Description
For Final Lockdown and Sealing (FLS)	
CEF No. A17-FTS	Envelope for Minutes of FLS and Reports
Election Forms (For Voting)	
	Paper Seals
Election Forms (For Voting and Counting)	
18	Envelopes for Minutes of Voting and Counting
CEF No. A17/ 17, 17-A, 17-B, 17-C, 17-D, 17-E, 17-F, 17-G, 17-H	Envelopes for ERs
CEF No. A18C, A18D	Envelopes for Status Report, Initialization Report, Audit Logs, Precinct Statistical Report

b. Election Forms to be Downloaded/Printed/Reproduced/Purchased by Post:

OVF No.	Description
For Final Testing and Sealing (FLS)	
3	Notice of Final Lockdown and Sealing
11-F	Minutes of Final Lockdown and Sealing (Copy for the collapsible box and the Commission)
For Voting and Counting	
5	Appointment of SBEI, SBRCG, Support Staff and ACM Technical Support Personnel
6	Security Undertaking
7	Log Sheet of Acknowledgment Receipt
8	Oath of Assistor
9	Request for Overseas Field Voting
10	Request for Overseas Mobile Voting
9-A	Request for Overseas Field Pre-Voting Enrolment
10-A	Request for Overseas Mobile Pre-Voting Enrolment
11-A	Minutes of Voting and Counting (copy for the Collapsible box and the Commission)
13	Certificate of Votes
14	Certificate of Receipt of Forms and Supplies for Voting by the SBEI
30	Temporary Appointment of Chairperson/Poll Clerk/Third Member of SBEI/SBRCG

33	Certificate of Challenge or Protest and Decision of the Board for Voting
33-A	Record of Challenge/Protest for Voting
39	Oath of Voter Challenged for Illegal Acts
40	Oath of Identification of Witness of Challenged Voter
40-A	Oath of Identification of a Challenged Watcher
40-B	Oath of SBEI Member Identifying a Voting
40-C	Oath of Witness on Certain Illegal Acts of Challenged Voter
41	Summons Re: Identity of Challenged Voter
41-A	Summons Re: Certain Illegal Acts

ARTICLE X
FINAL LOCKDOWN AND SEALING

Sec. 43. Period for Final Lockdown and Sealing (FLS) of OVCS; Notice. – On any scheduled day from 06 April 2025 (Sunday) to 12 April 2025 (Saturday), the SBEI shall convene in its assigned polling place to present the system ensuring that there are zero votes and seal the OVCS equipment assigned to Post. In case the presentation and sealing of the OVCS equipment cannot be done at the assigned polling place due to security and/or other practical reasons, the Post, through the OFOV, shall notify, in accordance with the procedure in the succeeding paragraphs, the SBEI, candidates, political parties, accredited citizens’ arm, and other stakeholders of the place where the presentation and sealing shall be conducted.

The Post, through the OFOV, shall notify the SBEIs in writing of the date, time and place of the presentation and sealing of the OVCS equipment not later than three (3) days before the schedule of FLS.

The Post, through the OFOV, shall likewise notify the candidates, registered political parties, coalition of political parties, associations or organizations participating in the party-list system representation, or accredited citizens’ arm, by posting a notice of the date, time and place of presentation and sealing (OVF No. 3) for each precinct in the bulletin boards of the Post or at the websites of the Posts, OFOV, and DFA-OVS, not later than three (3) days before the schedule of FLS.

Sec. 44. Procedures for the FLS of the OVCS for Voting. – The procedures for the FLS of the OVCS equipment for voting are as follows:

- a. Explain to those present the purpose of and the procedures for the FLS;
- b. Perform the FLS following the procedures in the OVCS Technical Manual;
- c. After performing the FLS, the SBEI shall follow the OVCS Technical Manual in shutting down the OVCS equipment for voting;
- d. The SBEI shall then place the minutes of FLS in its designated envelope for submission to the SBRCG for safekeeping;
- e. The SBEI shall duly seal the OVCS equipment for voting with the paper seal provided for the purpose;

- f. Allow watchers to place their own seal in the box of the OVCS equipment for voting, if they so desire; and
- g. Return to the SBRCG the duly sealed OVCS equipment for voting and the equipment box containing the FLS envelopes.

Sec. 45. Minutes of Final Lockdown and Sealing. – The SBEI shall promptly record all actions and data in the Minutes (OVF No. 11-F) as soon as they occur or become available, in accordance with this Resolution.

Sec. 46. Disposition of Forms/Supplies. – After the presentation and sealing, the SBEI shall;

- a. Ensure that the OVCS equipment for voting is properly sealed and secured inside its original designated box. Thereafter, leave the same inside the polling place or any secured room in the voting center; and
- b. Submit to the SBRCG the Envelopes containing all FLS reports and Minutes (A17-FTS).

The SBRCG shall keep the above documents until further instructions from the Commission.

Sec. 47. OVCS Equipment for Voting to be Opened on 13 April 2025. – After FLS, the OVCS equipment shall be opened for voting not earlier than 8:00 o'clock in the morning of 13 April 2025 (Sunday), local time of the Post, and in the presence of watchers, if any.

ARTICLE XI PROCEDURES FOR ONLINE VOTING, COUNTING OF VOTES AND TRANSMISSION OF RESULTS

Sec. 48. Voting Procedures. – The SBEI and SBRCG shall observe the following voting procedures:

I. Before 13 April 2025 upon receipt of the Election-related equipment, supplies, and materials by the Post:

a. The SBRCG shall:

- i. Receive and check the election-related supplies and materials, including the OVCS equipment and its peripherals, sent by the Commission to the Post as indicated in the Certificate of Receipt of Forms and Supplies for Voting by the SBEI (OVF No. 14), and accomplish the blank columns thereof;
- ii. Place inside the Collapsible box the forms and supplies listed in OVF No. 14;

- iii. Issue to the SBEI the Collapsible box as well as the OVCS equipment and its peripherals, and assign accomplished OVF No. 14 to the said SBEI; and
- iv. Receive from the SBEI the Collapsible box as well as the OVCS equipment and its peripherals after they have checked the contents therein, together with the corresponding accomplished OVF No. 14.

b. The SBEI shall:

- i. Remove the contents of the Collapsible box and the OVCS equipment box, and examine the quantity of the election-related supplies, materials, and peripherals, including the serial numbers, if any, to determine if they are the same as those recorded in the accomplished OVF No. 14;
 - 1. If the quantity of election-related forms, supplies, and peripherals are the same, sign the Acknowledgment Receipt on OVF No. 14; or
 - 2. If not, refer the matter to the SBRCG, who shall report to the OFOV any discrepancy.
- ii. Accomplish the Minutes of Voting and Counting (OVF No. 11-A), indicate therein the quantity of the election-related supplies, materials, and peripherals, including the serial numbers, if any. Also indicate in the said Minutes, the serial number of the paper seal that will be used to seal the OVCS equipment box during FLS;
- iii. Return the election-related forms and supplies issued inside the Collapsible box, as well as the OVCS equipment and its peripherals in its original designated box;
- iv. Seal the cover of the Collapsible box with packing tape and affix their signatures thereon; and
- v. Require the SBRCG to acknowledge receipt of the Collapsible box by accomplishing the log sheet for the purpose (OVF No. 7).

II. Before the voting begins on 13 April 2025 (8:00 AM Local Time of Post):

a. The SBRCG shall:

- i. Issue to the SBEI the Collapsible box and the OVCS equipment for voting; and
- ii. Require SBEI to acknowledge receipt of the Collapsible box and the OVCS equipment for voting using a log sheet for the purpose (OVF No. 7).

b. In the presence of the SBRCG, the SBEI shall:

- i. Break the seal and open the Collapsible box;

- ii. Take out the election-related forms and supplies to be used for the day, and enter such fact in OVF No. 11-A;
- iii. Get the sealed OVCS equipment box and the Collapsible box, and enter such fact in OVF No. 11-A; and
- iv. Bring the election-related forms, supplies, materials, and sealed OVCS equipment box to the polling place.

c. In the polling place where the voting kiosk is established, the SBEI shall:

- i. Set up the voting kiosk;
- ii. Record the names of the watchers present, date and time of arrival, and the party or candidate they represent on the OVF No. 11-A and require them to affix their signatures;
- iii. Ensure that the sealed OVCS equipment box is in the polling place and that it has all the election forms, documents and supplies needed;
- iv. Show to the public and the watchers present that the OVCS equipment box is sealed, and thereafter, break the seal.
- v. Remove the seal of the OVCS equipment box;
- vi. Open the OVCS equipment box;
- vii. Check whether the OVCS equipment and its peripherals are inside the OVCS equipment box;
- viii. Get the Minutes of FLS (OVF No. 11-F) accomplished by the SBEI during FLS to:
 - 1. Check if the serial number of the paper seal used in the OVCS equipment box during FLS is the same as the serial number recorded in the Minutes of FLS (OVF No. 11-F);
 - 2. After confirmation of the serial number, place the Minutes of FLS (OVF No. 11-F) back in its envelope and seal the same with paper seal; and
 - 3. Enter in the Minutes of Voting and Counting (OVF No. 11-A) the fact that the OVCS equipment box was shown to the public with the seals intact;
- ix. Retrieve the necessary election-related technical materials specific for the use of SBEI members and distribute the same among themselves, accordingly. Enter such fact in the Minutes of Voting and Counting (OVF No. 11-A);
- x. Retrieve the OVCS equipment for voting and its peripherals from its box; and

- xi. Proceed to perform the OVCS operations in accordance with the OVCS Technical Manual.

III. Upon commencement of the voting period on 13 April 2025 at 8:00 AM local time of the Post:

The SBEI shall perform the following in accordance with the OVCS technical manual:

- A. Opening of polls;
- B. Initialization procedure and printing of Initialization Report;
- C. Open Voting.

IV. During the Voting Period:

At the beginning of each day during the Voting Period, the SBEI shall perform the following:

- A. Retrieve the OVCS equipment, including laptops (except the contingency laptop), printers, etc. from the SBRCG;
- B. Set up and turn on the OVCS laptops, including printers, etc., to be used for the day;
- C. Ensure that the OVCS laptops are connected to the internet and ready to be utilized for the day;

At the end of each day during the Voting Period, shut down the OVCS laptops and turn over the same, including the printers, etc., to the SBRCG for safekeeping.

Sec. 49. Close of Voting and Transmission of Election Results Procedures. – On 12 May 2025 (Monday), 7:00 PM PST, following the procedure in the OVCS Technical Manual, the SBEI shall perform the following:

- A. Close Voting;
- B. Printing nine (9) copies of ERs;
- C. Transmit Results;
- D. Printing of remaining twenty-one (21) copies of ERs;
- E. Generation of VVPAT;
- F. Printing of Audit Log and Statistical Report; and
- G. Shut down OVCS Laptop.

ARTICLE XII

POST-COUNTING PROCEDURES AND DISPOSITION OF DOCUMENTS

Sec. 50. Post-Counting Procedures. – After generating all the ERs the SBEI shall:

- a. Sign all ERs;
- b. Place ERs in the corresponding envelopes (CEF No. A17) and seal the same with paper seals;
- c. Seal the OVCS equipment accordingly;

- d. Indicate on top of each collapsible box the name of Post, Country, and no. of collapsible box (e.g. 1 of 1 or 2 of 3);
- e. Seal corresponding envelopes with paper seals. These shall remain sealed unless the Commission orders otherwise; and
- f. Require the Third Member to accomplish the Minutes of Voting and Counting (OVF No. 11-A) and place the same in corresponding envelopes. Seal the envelope containing the Minutes of Voting and Counting (copy for the collapsible box) and the Minutes of Voting and Counting (copy for the Commission);
- g. Place the corresponding reports and sealed envelopes in the designated collapsible box; and
- h. Seal the collapsible box with packing tape and affix signatures.

Sec. 51. Disposition of Election Returns. – After printing the ERs, the SBEI shall sign and affix their thumb marks in the certification portion of all copies of the ERs. Thereafter, the SBEI shall post one (1) copy of the ERs in a conspicuous place inside the polling place. The SBEI shall individually fold the ERs. The first nine (9) copies of the ERs shall be sealed with serially numbered paper seals and placed in their respective envelopes. All envelopes containing the ERs shall be sealed with serially numbered paper seals.

The SBEI shall also affix their signatures on the paper seals and envelopes on the space provided. The watchers present shall likewise affix their signatures, giving preference to the dominant majority and minority parties and Accredited Citizens' arm.

The copies of the election returns contained in each corresponding envelope shall be distributed as follows:

- a. The first copy, for the SBOC;
- b. The second copy, for the Commission, through the Election Records and Statistics Department;
- c. The third copy, for the Parish Pastoral Council for Responsible Voting (PPCRV);
- d. The fourth copy, for the National Citizens' Movement for Free Elections (NAMFREL);
- e. The fifth copy, for the dominant majority party as determined by the Commission in accordance with law
- f. The sixth copy, for the dominant minority party as determined by the Commission in accordance with law
- g. The seventh copy, for the collapsible box;
- h. The eighth copy, for posting;

- i. The ninth copy, for OFOV ;
- j. The tenth to nineteenth copies, to ten (10) accredited major national parties, excluding the dominant majority and minority parties, in accordance with a voluntary agreement among them. If no such agreement is reached, the Commission shall decide which parties shall receive the copies on the basis of the criteria provided in Section 261 of Republic Act No. 7166;
- k. The twentieth to twenty first copies, to two (2) accredited major local parties in accordance with a voluntary agreement among them. If no such agreement is reached, the Commission shall decide which parties shall receive the copies on the basis of the criteria analogous to that provided in Section 26 of Republic Act No. 7166;
- l. The twenty second to twenty fifth copies, to four (4) national broadcast or print media entities as may be equitably determined by the Commission in view of propagating the copies to the widest extent possible;
- m. The twenty sixth to twenty seventh copies, to two (2) local broadcast or print media entities as may be equitably determined by the Commission in view of propagating the copies to the widest extent possible;
- n. The twenty eighth to thirtieth copies, to three (3) major citizens' arms, not including the accredited citizens' arm, and other non-partisan groups or organization enlisted by the Commission pursuant to Section 52(k) of Batas Pambansa Blg. 88 I. Such citizens' arm, groups and organization may use the three (3) certified copies of election returns for the conduct of citizens' quick counts at the local or national levels.

ARTICLE XIV CONTINGENCY PROCEDURES

Sec. 52. General Contingency Procedure. – For any issues/concerns in relation to the provisions of this General Instructions as to the technical aspect, the SBEI and/or the OVCS Technical Support Personnel shall refer to the contingency procedures for troubleshooting provided in the OVCS Technical Manual.

Should the issues/concerns remain unresolved, the SBEI and/or OVCS Technical Support personnel shall refer the matter to the OFOV Support Center for troubleshooting.

Sec. 53. Contingency Procedure for Failure of Electronic Transmission of Results; For Manual Uploading. – If the OVCS fails to electronically transmit the results, the OVCS Technical Support shall contact the OFOV Support Center for troubleshooting.

If the OVCS still fails to electronically transmit the same even after conducting troubleshooting, the SBEI shall indicate such fact in the Minutes of Voting and Counting (OVF No. 11-A). In which case, the SBEI shall inform the OFOV with a request to undertake the personal delivery the results to the SBOC, which shall be subject to the approval of the OFOV Commissioner-in-Charge.

PART IV OTHER MISCELLANEOUS PROVISIONS

ARTICLE XV HEALTH AND SAFETY PROTOCOLS FOR OVERSEAS VOTING

Sec. 54. Health and Safety Protocols to be Observed in Overseas Voting. – For overseas voting, the Posts abroad shall follow the health and safety protocols imposed by their respective host countries.

ARTICLE XVI REGULATION ON CAMPAIGNING ABROAD

Sec. 55. Regulation on Campaigning Abroad. The use of campaign materials, as well as the limits on campaign spending shall be governed by the laws, and regulations applicable in the Philippines, and subject to the limitations imposed by laws of the host country, if applicable.

Personal campaigning of candidates must comply with both the applicable laws of the host country and the regulations established by the Commission.

All forms of campaigning within the polling place and the premises of the Posts within the thirty (30) day voting period shall be prohibited.

Sec. 56. Specific Rules on Campaigning. – The following rules shall apply during the campaign period, including the day of the election:

- a. The “port courtesies” that embassies, consulates and other foreign service establishments may extend to candidates shall not go beyond welcoming them at the airport and providing them with briefing materials about the host country, and shall at all times be subject to the availability of the personnel and funding for these activities;
- b. The embassies, consulates and other foreign service establishments shall continue to assist candidates engaged in official Philippine government activities at the host country and in making the representations with the host government;
- c. Members of the foreign service corps may attend public social, civil, religious affairs where candidates may also be present, provided that these officers and employees do not take part in the solicitation of votes and do not express public support for candidates.
- d. While nothing in the Overseas Voting Act of 2013 shall be deemed to prohibit free discussion regarding politics or candidates for public office, members of the foreign service corps cannot publicly endorse any candidate or political party nor take part in activities involving such public endorsement;

- e. No partisan political activity shall be allowed within the premises of the embassy, consulate and other foreign service establishment.
- f. Government-sponsored or permitted information dissemination activities shall be strictly non-partisan and cannot be conducted where a candidate is present.
- g. A member of the foreign service corps shall not be asked to directly organize or assist in organizing any meeting on behalf of a party or candidate, nor act as a liaison in such efforts. This prohibition applies to all types of meetings – social, civic, religious – where a candidate is present.

ARTICLE XVII HONORARIA

Sec. 57. Who are Entitled to a Grant of Honoraria. – The following are entitled to receive their honoraria:

- a. Members of the SBEI;
- b. Members of the SBRCG;
- c. OVCS Technical Support Personnel;
- d. OVCS Support Staff; and
- e. Substitutes/ Alternates of the SBEI or SBRCG.

Sec. 58. General Requirements for the Grant of Honoraria. – All the foregoing personnel who have rendered actual service for overseas voting during the election period shall be entitled to the grant of honoraria, provided that:

- a. For members comprising SBRCGs and SBEIs, they were constituted, deputed and appointed by the Commission and/or the Heads of Posts, in accordance with this Resolution;
- b. They rendered a minimum of thirty (30) day continuous service as part of the SBRCG or SBEI, during the voting period. If they failed to complete thirty (30) days of service, they shall be entitled only to a proportionate amount of the honoraria, based on the number of days actually served;

For substitute or alternate members of the SBRCG or the SBEI, they are only entitled to a proportionate amount of the honoraria, based on the number of days they actually served; and

In the case of substitute or alternate members of the SBRCG or the SBEI, they must indicate the SBRCG/SBEI member that they substituted/alternated for, corresponding to the days they actually served. Failure to indicate the same shall be a ground for non-payment of the honoraria of the substitute or alternate member.

Sec. 59. Schedule of Honoraria. – The amount of honoraria to be granted to the foregoing shall be based on the following table:

Description	Amount
For each member of the SBEI:	
Where the voter turnout is from 1 to 20,000	800 USD
Where the voter turnout is from 20,001 to 40,000	1000 USD
Where the voter turnout is from 40,001 or higher	1200 USD
For each member of the SBRCG	600 USD
OVCS Technical Personnel	600 USD
OVCS Support Staff	300 USD

Additional Honoraria shall be granted to SBEIs based on the number of countries under their jurisdiction, due to the additional functions to be performed per country (e.g., opening and closing of elections, generation and printing of all election reports), based on the following table:

Description	Amount
For each member of the SBEI:	
Where the number of countries under its jurisdiction is 6-10	50 USD
Where the number of countries under its jurisdiction is 11 or higher	100 USD

The amount of honoraria indicated in this case section, may be subject to the imposition of taxes, depending on the personal circumstances of the person who served as such.

Sec. 60. Prohibition on Multiple Honoraria/Compensation. – Any person serving in dual or multiple capacities as a member of the SBRCG, SBEI, SBOC or as their substitutes, alternates, or OVCS Technical Personnel, shall only be entitled to one (1) honorarium, based on the highest amount applicable to the roles served.

Sec. 61. Project Term Personnel; Not Entitled to Honoraria. – Any person hired as project term personnel who also serves as a member of the SBRCG, SBEI, SBOC or as their substitutes, alternates, OVCS Technical Personnel, or OVCS Support Staff shall not be entitled to any honorarium, in consideration of the compensation that they received as project term personnel.

ARTICLE XVIII

ELECTION OFFENSES/PROHIBITED ACTS

Sec. 62. Suppletory Application of Sec. 261 of B.P. 881. – All election offenses/prohibited acts set forth under Sec. 261 of B.P. 881 shall also be applicable to overseas voting.

Sec. 63. Suppletory Application of Prohibited Acts under the Overseas Voting Act of 2013 and other pertinent provisions of the Omnibus Election Code. – The following acts are declared unlawful and considered as election offenses:

- a. For any officer or employee of the Philippine government to influence or attempt to influence any person covered by the Overseas Voting Act of 2013 to vote, or not to vote, for a particular candidate. Nothing herein shall be deemed to prohibit free discussion regarding politics or candidates for public office;
- b. For any person to:
 - i. Deprive another of any rights secured in the Overseas Voting Act of 2013;
 - ii. Give false information as to one's name, address, or period of residence for the purposes of establishing the eligibility or ineligibility to enroll in the OVCS or vote under the Overseas Voting Act of 2013;
 - iii. Conspire with another person for the purpose of encouraging the giving of false information in order to establish the eligibility or ineligibility of any individual to vote under the Overseas Voting Act of 2013;
 - iv. Pay, or offer to pay, or to accept payment for voting;
- c. For any person to steal, conceal, alter, destroy, mutilate, manipulate, or in any way, tamper with voter credentials for the OVCS, the ERs, or any record, document or paper required for purposes of the Overseas Voting Act of 2013;
- d. For any deputized agent to refuse, without justifiable ground, to serve or continue serving, or to comply with one's sworn duties after acceptance of the deputization;
- e. For any public officer or employee or accredited or deputized organization or association to cause the preparation, printing, distribution or posting of information or material, without the prior approval of the Commission;
- f. For any public officer or employee to cause the transfer, promotion, extension, recall of any member of the Foreign Service Corps, including members of attached agencies, or otherwise cause the movement of any such member from the current post or position one (1) year before and three (3) months after the day of elections, without securing the prior approval of the Commission;
- g. For any person who, after being deputized by the Commission to undertake activities in connection with the implementation of the Overseas Voting Act of 2013, shall campaign for or assist, in whatever manner, candidates in the elections;
- h. For any person who solicits votes or undertakes any propaganda during the thirty (30)-day overseas voting period, for or against any candidates or any political party, within the polling place or within a radius of thirty (30) meters thereof; and
- i. For any person who is not a citizen of the Philippines to participate, by word or deed, directly or indirectly through qualified organization/associations, in any manner and at any stage of the Philippines political process abroad, including participation in the campaign and elections.

The provisions of existing laws to the contrary notwithstanding, and with due regard to the Principle of Double Criminality, the prohibited acts described in this section are electoral offenses and shall be punishable in the Philippines.

ARTICLE XIX ROLE OF GOVERNMENT AGENCIES

Sec. 64. Assistance from Government Agencies. – All government offices, particularly the Department of Foreign Affairs, Department of Migrant Workers, Department of Transportation, Department of Information and Communications Technology, Department of Science and Technology – Advanced Science and Technology Institute, Bureau of Immigration, Bureau of Customs, Philippine Postal Corporation, Overseas Worker's Welfare Administration, Commission on Filipinos Overseas, the Foreign Service Institute, the Social Security System and other government agencies concerned with the welfare of Filipino overseas shall, to the extent compatible with their primary responsibilities, assist and give the Commission the fullest support in the implementation of the Overseas Voting Act of 2013;

ARTICLE XX CONCLUDING PROVISIONS

Sec. 65. Access to Official Records and Documents. – Subject to the pertinent provisions of the Overseas Voting Act of 2013, and this Resolution, any person shall have the right to access and/or copy at his/her expense Printed Computerized Voters' List (PCVLs) and other official records and documents, subject to payment of prescribed charges;

Sec. 66. Security Measures to Safeguard the Secrecy and Sanctity of the Votes. – To ensure transparency, all necessary and practicable measures shall be implemented to allow representatives of candidates, political parties, accredited citizens' arms, and non-government organizations to observe and prevent any potential fraud or coercion, thereby ensuring free, honest, orderly peaceful and credible elections.

Sec. 67. Applicability of other Election Laws. – The pertinent provisions of the Omnibus Election Code, as amended and other election laws, which are not in conflict with the provisions of the Overseas Voting Act of 2013, shall remain in full force, and shall have suppletory application to this Resolution;

Sec. 68. Enforcement and Administration by the Commission. – The Commission, for the purpose of ensuring honest, orderly, peaceful, and free elections abroad, shall have exclusive charge of the enforcement, administration and implementation of the Overseas Voting Act of 2013;

Sec. 69. Dissemination. The Education and Information Department shall cause the publication of this Resolution in two (2) daily newspapers of general circulation in the Philippines, and furnish the Department of Foreign Affairs, Department of Migrant Workers, Department of Transportation, Department of Information and Communications Technology, Department of Science and Technology – Advanced Science and Technology Institute, Bureau of Immigration, Bureau of Customs, Philippine Postal Corporation, Overseas Worker's Welfare Administration, Commission on Filipinos Overseas, the Foreign Service Institute, the Social Security

System and other government agencies concerned with the welfare of Filipino overseas;

Sec. 70. Effectivity. – These General Instructions shall take effect seven (7) days after publication in two (2) newspapers of general circulation in the Philippines.

SO ORDERED.

GEORGE ERWIN M. GARCIA
Chairman

SOCORRO B. INTING
Commissioner

MARLON S. CASQUEJO
Commissioner

AIMEE P. FEROLINO
Commissioner

REY E. BULAY
Commissioner

ERNESTO FERDINAND P. MACEDA, JR.
Commissioner

NELSON J. CELIS
Commissioner

CERTIFICATION

APPROVED for publication, September 13, 2024.



CONSUELO B. DIOLA
Director IV

Office of the Commission Secretary

This Resolution can be verified at this number (02)85272987; email address comsec@comelec.gov.ph.