



*Handwritten mark*

Republic of the Philippines  
**COMMISSION ON ELECTIONS**  
Intramuros, Manila

**AMENDMENTS TO THE OMNIBUS RULES ON CAMPAIGN FINANCE TO ESTABLISH AN ONLINE REPORTING SYSTEM FOR CAMPAIGN FINANCE DISCLOSURE STATEMENTS AND REPORTS REQUIRED BY THE OMNIBUS RULES ON CAMPAIGN FINANCE AND CLARIFICATIONS THEREOF.**

Bautista, J.A.D., *Chairman*  
Lim, C.R.S., *Commissioner*  
Parreño, A.A., *Commissioner*  
Guia, L.T.F., *Commissioner*  
Lim, A.D., *Commissioner*  
Guanzon, M.R.A.V., *Commissioner*  
Abas, S.M., *Commissioner*

**Promulgated:**

March 1, 2016

*Handwritten signature*

X-----X

**RESOLUTION NO.** 10069  
*Handwritten signature*

**WHEREAS**, in the last paragraph of Rule 1, Section 9 of Resolution No. 9991 promulgated on 02 October 2015, otherwise known as the "OMNIBUS RULES ON CAMPAIGN FINANCE", the Commission *En Banc* required the submission of all disclosure reports and statements in **BOTH hard copy or paper form and soft copy or electronic form**, "without prejudice to any online, web-based or electronic filing system that the Commission may develop and use for this same purpose";

**WHEREAS**, it has been observed that certain mass media entities have not been faithfully complying with the submission of copies of advertising contracts as stated in Rule 7 of the OMNIBUS RULES ON CAMPAIGN FINANCE and in *Resolution No. 10049*, otherwise known as the "RULES AND REGULATIONS IMPLEMENTING REPUBLIC ACT NO. 9006, OTHERWISE KNOWN AS THE 'FAIR ELECTIONS ACT, IN CONNECTION WITH THE 09 MAY 2016 NATIONAL AND LOCAL ELECTIONS'";

**WHEREAS**, corrections and amendments of certain sections of the OMNIBUS RULES ON CAMPAIGN FINANCE are necessary to avoid confusion and provide clarity to concerned stakeholders;

**NOW, THEREFORE**, the Commission *En Banc* has **RESOLVED**, as it hereby **RESOLVES**, to promulgate the following measures, amendments, policies and clarifications:

*Handwritten mark*

SECTION 1. *Inclusion of the term "Campaign Finance Online Reporting System"*. - An additional subsection (u) shall be added to Section 4, Rule 1 of the OMNIBUS RULES ON CAMPAIGN FINANCE, to read as follows:

SECTION 4. *Definition of Terms*. - Whenever used in these Rules, the following words shall mean:

x x x

- (u) **Campaign Finance Online Reporting System** - refers to the web-based online reporting system for campaign finance disclosures on the COMELEC website, capable of generating the accomplished campaign finance statements and reports in their prescribed forms and receiving via file upload feature the required soft/electronic copies of required supporting documents.

SECTION 2. *Addition of "CFORS" to the List of Abbreviations, Acronyms, and Symbols under Section 5, Rule 1*. - CFORS shall refer to Campaign Finance Online Reporting System.

SECTION 3. *Amendment of Section 9, Rule 1 to incorporate the use of CFORS*. - Section 9 is hereby amended as follows, with the amendment appearing as **underscored bold text**:

SECTION 9. *Efficient Use of Paper Rule and Submission of Soft Copy*. - The number of copies of disclosure statements and reports in these Rules shall depend on the place where the disclosure statements and reports shall be filed.

For submissions made directly to the Campaign Finance Office (CFO), **only two (2) hard copies are required**, with one (1) copy for submission to the CFO and the other returned to the person submitting the same to serve as proof of submission after the receiving date and time stamp of the CFO has been affixed thereon.

For submissions to COMELEC Field Offices, **three (3) hard copies are required**, which will be used as follows:

- (1) One (1) copy to be retained at the Field Office to serve as that office's file copy;
- (2) One (1) copy to be forwarded to the CFO - Main Office;
- (3) One (1) copy to be returned to the person submitting the same as proof of submission after the receiving

16

date and time stamp of the COMELEC Field Office has been affixed thereon.

In every case, the soft or electronic copy of the submitted form must accompany the hard copy or paper submission, in its final encoded version, only in Excel file format, with either .XLS or .XLSX file extensions, **except when the submitted form was generated using the CFORS with a unique document identification number at the upper right hand corner of the form.** Image files (JPG, PNG, TIF) showing the scanned or photographed hard copy submission of the forms **shall not be accepted.**

This rule shall be without prejudice to any online, web-based or electronic filing system that the Commission may develop and use for this same purpose. [n]

**SECTION 4. *Amendment of Section 10, Rule 1 to incorporate the use of CFORS and E-mail Address for the Campaign Finance Office.*** - Section 10 is hereby amended as follows, with the amendments appearing as **underscored bold text**:

**SECTION 10. *Guidelines for the Submission of the Soft or Electronic Copy of the Forms and their Attachments.*** -

- (a) ***How to submit.*** - Persons required to submit disclosure statements and reports under these Rules may choose to furnish the COMELEC with the soft or electronic copy of their submissions through any of the following means:
- (1) By storing the files in a portable storage device such as a USB flash drive or optical discs such as compact discs (CDs) and digital versatile discs (DVDs); or
  - (2) By e-mailing it to the e-mail address of the COMELEC office tasked to receive the submissions; or
  - (3) **By e-mailing the files to COMELEC.CFO@gmail.com.**
- (b) ***Acceptable file formats.*** - Only Excel files (in either .XLS or .XLSX) shall be accepted as the soft copy counterpart of the prescribed forms, **except when the CFORS was used to generate the prescribed forms, in which case the submission of the Excel files shall no longer be required.** For supporting documents, only PDF (portable document format) shall be accepted, **regardless of whether the files**

will be submitted via portable storage, e-mail or upload on CFORS.

- (c) *File naming convention.* – For proper identification of the submitted soft copy/electronic files, they should be named as follows:

- (1) For disclosure statements or reports that are only submitted once, the file containing the final version of the submitted forms, the file should be named as:

[FormCode]\_[LastName,FirstName].XLS or .XLSX  
*[Filename does not include the XLS or XLSX file extension]*

Examples:

The SOCE and the relevant Schedules of candidate named Ako Candidato would appear as:

**SCE\_Candidato,Ako.XLS**  
**SCR\_Candidato,Ako.XLS**  
**SOE\_Candidato,Ako.XLS**

The filename of the Report of Contributions submitted by a donor or contributor named Rich Guy would appear as:

**ROC\_Guy,Rich.XLS**

The filenames of the SOCE and relevant Schedules of a political party whose name forms the acronym ABC will have the name of the party in the filename and not that of its party treasurer. The submitted files should have filenames that appear as:

**SCE\_ABC.XLS**  
**SCR\_ABC.XLS**  
**SOE\_ABC.XLS**

- (2) For forms that may be submitted more than once, e.g. mass media entities who are required to submit copies of advertising contracts within five (5) days after signing:

[FormCode]\_[Name](Date in YYMMDD format).XLS

Example:

For a mass media entity named TVStation submitting a batch of advertising contracts on 01 May 2016, its Summary Report of Advertising Contracts should be named as:

**SAC\_TVStation(160501).XLS or XLSX**

*wf*

For a political party named ABC submitting a Notice of Public Rally and Statement of Expenses in connection with a Public Rally held on 06 May 2016:

**NPR\_ABC(160506).XLS**

**SER\_ABC(160506).XLS or XLSX**

- (3) For supporting documents that are required attachments to certain forms, such as Contribution Receipts for **Forms ROC & SCR**, Expenditure Receipts for **Form SOE**, Obligations Payables for **Form SUO**, Advertising Contracts for **Form SAC**, and other similar documents, only **PDF** (Portable Document Format) files shall be accepted, following this filename syntax:

- i. Multiple contribution and expenditure receipts must be scanned and saved in one (1) PDF file each and named as follows:

CR\_[Name].PDF (Contribution Receipts)

ER\_[Name].PDF (Expenditure Receipts)

OP\_[Name].PDF (Obligations Payables)

AC\_[MassMedia](Date).PDF (Ad Contracts)

CR\_Candidato,Ako.PDF

ER\_Candidato,Ako.PDF

OP\_Candidato,Ako.PDF

AC\_TVStation(160501).PDF

- ii. Due to size limits on file attachments on e-mails, supporting documents may be saved by batch, with each batch of scanned documents saved as one (1) file not exceeding 10MB per file. **If using the file upload feature on the CFORS, uploaded files should not exceed 5MB each.** In case this happens, use this filename syntax:

CR\_[Name][Batch Number].PDF

CR\_Candidato,Ako1.PDF

CR\_Candidato,Ako2.PDF

- (4) Regardless of whether the chosen method to submit the soft copy is via portable storage, e-mail, **or upload via the CFORS**, the aforementioned file name convention guidelines shall apply. [n]

4

SECTION 5. *Addition of New Section under Rule 1 to Establish the Campaign Finance Online Reporting System (CFORS).* - A new Section shall be added to Rule 1 of the OMNIBUS RULES ON CAMPAIGN FINANCE, to read as:

SECTION 12. *Campaign Finance Online Reporting System (CFORS); Features and Functions.* - As an alternative to the soft copy submission of the required campaign finance disclosure statements and reports as stated in Section 8 of this Rule, all persons required by these Rules and by the existing laws to make the legally mandated campaign finance disclosures may opt to use the CFORS to accomplish and print the following prescribed forms:

- (a) Statement of Contributions & Expenditures (SOCE) and the relevant Schedules (**Forms SCE, SCR, SOE, SLE, SUO**);
- (b) Summary Report of Advertising Contracts or **Form SAC**;
- (c) Report of Contributions or **Form ROC**;
- (d) Report of Contractors and/or Business Firms or **Form RCF**;
- (e) Statement of Expenses for Public Rally or **Form SER**;
- (f) Authority to Incur Expenditures or **Form AIE**;
- (g) Authority to Receive Contributions or **Form ARC**;
- (h) Notice of Public Rally or **Form NPR**;
- (i) Campaign Finance Monitoring Checklist or **Form MCL**;  
and
- (j) Special Power of Authority or **Form SPA**.

By using the CFORS to upload the supporting documents and generate the printed prescribed forms, submission of the Excel file, scanned PDF file, or scanned PDF of the supporting documents will no longer be required upon filing of the duly signed and notarized hard copy/paper form of the reports and statements, as long as the forms used are those that have been generated by the CFORS.

SECTION 6. *Clarification of Period to File Copies of Advertising Contracts.* - A new paragraph clarifying the requirement of mass media entities to file copies of advertising contracts shall be added Section 3, Rule 7 of the OMNIBUS RULES ON CAMPAIGN FINANCE, which will now read as follows:

SECTION 3. *When to File Copies of Advertising Contracts.* - All mass media entities shall furnish the COMELEC with a clear

of

and legible copy of all contracts for advertising, promoting or opposing any political party of the candidacy of any person for public office within five (5) days after its signing.

**Mass media entities shall strictly follow this five (5)-day after contract signing period when submitting copies of advertising contracts together with Form SAC. The requirement of submitting copies of advertising contracts for political advertisements includes those contracts that were signed or executed before the start of the campaign period, as long as the political advertisements subject of the contracts will be printed, published, exhibited, or broadcasted during the campaign period.**

SECTION 7. *Clarification of Effect of Payment of Administrative Fine.* - A new paragraph shall be added to Section 11 of Rule 10, to clarify the effect of payment of administrative fines vis-à-vis the determination of frequency of offenses for the failure to submit SOCEs. The new paragraph shall read as:

SECTION 11. *Penalties.* - Failure to submit the SOCEs in accordance with the requirements provided in these Rules shall subject the non-compliant candidate or party to penalties provided by law, depending on the whether the non-compliance is the candidate's or party's first or subsequent offense, following this Scale of Administrative Fines:

Elective Position / Constituency of Party	1 <sup>st</sup> offense	2 <sup>nd</sup> offense
President	30,000.00	60,000.00
Vice President	30,000.00	60,000.00
Senators	30,000.00	60,000.00
House of Representatives - Party-List System	30,000.00	60,000.00
National Political Parties	30,000.00	60,000.00
Regional Governor & Regional Vice Governor for the Autonomous Region in Muslim Mindanao (ARMM)	27,500.00	55,000.00
Members of the ARMM Regional Legislative Assembly	25,000.00	50,000.00
Regional Political Parties	25,000.00	50,000.00
Provincial Governors	25,000.00	50,000.00
Provincial Vice Governors	25,000.00	50,000.00
Provincial Political Parties	22,500.00	45,000.00
Sangguniang Panlalawigan (Provincial Board Members)	20,000.00	40,000.00
House of Representatives - Legislative Districts	20,000.00	40,000.00
Local Political Parties (City/Municipality)	20,000.00	40,000.00
City Mayors	20,000.00	40,000.00
City Vice Mayors	20,000.00	40,000.00
Sangguniang Panglungsod (City Councilors)	15,000.00	30,000.00

47

Municipal Mayors	10,000.00	20,000.00
Municipal Vice Mayors	10,000.00	20,000.00
Sangguniang Bayan (Municipal Councilors)	10,000.00	20,000.00

**Payment of the aforementioned administrative fines does not absolve the candidate or party who were imposed with the fines, as it does not erase the fact that they had failed to submit the required SOCE in relation to an election that they had participated in.**

SECTION 8. *Correction of Where to File Requests Related to Section 261 (v) and (w) of the OEC as stated in Sections 8 and 10 of Rule 14.* – Pursuant to *Resolution No. 9854* promulgated on 19 February 2014 wherein the Campaign Finance Office was reorganized as being separate and distinct from the Law Department, the following amendments are hereby made to Sections 8 and 10 of Rule 14, as provided in **underscored bold text**:

SECTION 8. *How to apply for a Certificate of Exception.* – Written requests for the issuance of Certificates of Exception must be accompanied by the documentary requirements enumerated in Sections 2 to 6 of this Resolution, depending on the nature of the public works project subject of the request.

For requests that are not accompanied by the aforementioned documentary requirements, the **Campaign Finance Office** shall inform the requesting party in writing of the required documents he or she will need to submit as specified in this Resolution.

SECTION 10. *The Commission is not estopped from implementing Section 261 (o) of the OEC.* – In cases where the prohibited acts as described in Section 261 (o) of the OEC occur, the Certificate of Exception issued by the **Campaign Finance Office** shall not bar the Commission *En Banc* or other prosecuting arms of the Government to conduct preliminary investigation of election offenses punishable under the OEC, pursuant to its prosecutorial powers under Section 254 thereof, as amended by Section 43 of Republic Act No. 9369.

SECTION 9. *Effectivity.* – This Resolution shall be published in two (2) daily newspapers of general circulation. Being curative in nature, it shall take effect immediately upon publication.

16



*In Re: Amendments to the Omnibus Rules on Campaign Finance*

**SO ORDERED.**



**J. ANDRES D. BAUTISTA**  
*Chairman*



**CHRISTIAN ROBERT S. LIM**  
*Commissioner*



**AL A. PARRENO**  
*Commissioner*



**LUE TITO F. GUIA**  
*Commissioner*

On Official Business

**ARTHUR D. LIM**  
*Commissioner*



**MA. ROWENA AMELIA V.  
GUANZON**  
*Commissioner*



**SHERIFF M. ABAS**  
*Commissioner*

*Handwritten mark*