



Republic of the Philippines  
COMMISSION ON ELECTIONS  
Intramuros, Manila

SUPPLEMENTAL  
GUIDELINES FOR THE  
FILING OF CERTIFICATES  
OF CANDIDACY IN  
CONNECTION WITH THE  
PILOT TEST OF THE USE OF  
AUTOMATED ELECTION  
SYSTEM FOR THE  
OCTOBER 30, 2023  
BARANGAY AND  
SANGGUNIANG KABATAAN  
ELECTIONS IN  
BARANGAYS ZONE II  
POBLACION AND  
PALIPARAN III,  
DASMARIÑAS CITY,  
CAVITE AND BARANGAY  
PASONG TAMO, QUEZON  
CITY

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: June 5, 2023

x-----x

RESOLUTION NO. 10932

WHEREAS, consistent with Republic Act (RA) No. 8436, as amended by RA No. 9369, and the Commission’s efforts to use automated election system even in the conduct of the *barangay* and *sangguniang kabataan* elections (BSKE), the Commission *En Banc* approved the pilot test of automated elections for the October 30, 2023 BSKE in *Barangays Zone II Poblacion* and *Paliparan III*, both in *Dasmariñas City*, *Cavite*, and *Barangay Pasong Tamo*, *Quezon City*;

WHEREAS, there is a need to provide additional guidelines for the filing of Certificate of Candidacy (COC), particularly the inclusion of the candidate’s name to appear on the official ballot, withdrawal of COC and substitution in case of death of the candidate, which are crucial for the design

and finalization of the official ballot template to be used for the automated BSKE in the above-mentioned *barangays*;

**NOW THEREFORE**, the Commission on Elections, by virtue of the 1987 Constitution, the Omnibus Election Code, RA Nos. 6679, 7160, 9164, 9340, 9369, 11935 and other election laws, hereby **RESOLVED** as it hereby **RESOLVES** to promulgate the following SUPPLEMENTAL GUIDELINES FOR THE FILING OF CERTIFICATES OF CANDIDACY IN CONNECTION WITH THE PILOT TEST OF THE USE OF AUTOMATED ELECTION SYSTEM FOR THE OCTOBER 30, 2023 BARANGAY AND SANGGUNIANG KABATAAN ELECTIONS IN BARANGAYS ZONE II POBLACION AND PALIPARAN III, DASMARIÑAS CITY, CAVITE AND BARANGAY PASONG TAMO, QUEZON CITY.

**SECTION 1. *Application of the Resolution.*** - This Resolution shall apply to the filing of COC for the automated BSKE in *Barangays* Zone II Poblacion and Paliparan III, Dasmariñas City, Cavite and Barangay Pasong Tamo, Quezon City, hereinafter referred to as the "Pilot Test Areas".

**SECTION 2. *Certificate of Candidacy.*** - No person can run for the position of *Punong Barangay*, SB Member, Chairperson and SK Member in the Pilot Test Areas, unless the aspirant fully accomplishes and files a sworn COC in the form prescribed by the Commission for the position aspired for.

The COC shall be filed in four (4) legible copies with the Offices of the Election Officer of Dasmariñas City and Quezon City, 6<sup>th</sup> District, having jurisdiction over the *barangay* where the aspirant seeks to be elected.

Any COC filed with the incorrect office shall be deemed as not filed.

No COC filed by mail, electronic mail or facsimile shall be accepted

The COC forms are attached as **Annexes "A", "A-1", "A-2" and "A-3"**.

**SECTION 3. *Aspirant's Name to Appear on the Official Ballot, Contents.*** - The name to appear on the official ballot shall contain in the following order, the Aspirant's-

- a. Surname; and
- b. First name **OR** Nickname/Stage name.

Aspirants may use either their name or nickname/stage name, whichever they prefer, together with their surname. Provided that the nickname/ stage name should be that which they are generally or popularly known in the locality. Provided further, that no candidate shall use the nickname, stage name or initial or acronym of another.

The Name to Appear on the Official Ballot **shall not exceed thirty (30) characters**. The count of the 30-character limitation includes spaces, letters, numbers and punctuations.

Example:

a. For male aspirant:

Reyes  
Surname

Juan Manuel  
First Name

Mike  
Nickname

Santos  
Middle Name

Use of <b>name</b>	Reyes, <b>Juan Manuel</b>
Use of <b>nickname</b>	Reyes, <b>Mike</b>

b. For single female aspirant:

Dela Cruz  
Surname

Maria Juana  
First Name

Jane  
Nickname

Torres  
Middle Name

Use of <b>name</b>	Dela Cruz, <b>Maria Juana</b>
Use of <b>nickname</b>	Dela Cruz, <b>Jane</b>

**SECTION 4. Name to Appear on the Official Ballot of Married Female Aspirants.** – Married female aspirants may use either their maiden name or married name or both, whichever they prefer, subject to the 30–character limitation.

Thus, a married female aspirant shall provide the following data in the Name to Appear on the Official Ballot, in this order:

- a. Last Name (maiden name **OR** married name **OR** both); and
- b. First Name **OR** Nickname/Stage name.

Example:

Dela Cruz-Reyes  
Surname

Maria Juana  
First Name

Mary  
Nickname

Torres  
Middle Name

Use of <b>maiden name</b>	<b>Dela Cruz, Maria Juana OR Dela Cruz, Mary</b>
Use of <b>married name</b>	<b>Reyes, Maria Juana OR Reyes, Mary</b>
Use of <b>both maiden and married name</b>	<b>Dela Cruz-Reyes, Maria Juana OR Dela Cruz- Reyes, Mary</b>

**SECTION 5. *Guidelines in Case Aspirants Failed to Indicate the Name to Appear on the Official Ballot; or if the Name is Not in Accordance with the Guidelines, or if it is in Excess of the Required Number of Characters.*** - The Law Department shall *motu proprio* determine the Name to Appear on the Official Ballot of an aspirant if:

- a. The aspirant fails to indicate the name to appear on the official ballot;
- b. The name indicated is not in accordance with this Resolution;
- c. The name indicated is in excess of the 30-character limitation;
- d. There are multiple first names or nicknames/ stage names written, the totality of which, together with the surname, exceeds the 30-character limit;
- e. The name written is a combination of the first names and nicknames or multi-worded first names or nicknames, the totality of which, together with the surname exceeds the 30-character limitation.

**SECTION 6. *Posting of the Tentative List of Candidates in the Pilot Test Areas for the Automated Barangay and Sangguniang Kabataan Elections, for Purposes of the Name to Appear on the Official Ballot.*** -The tentative list of candidates and the name to appear on the official ballot of candidates in the pilot test areas for the automated BSKE will be posted starting **September 8, 2023 (Friday)** at the website of the Commission at *www.comelec.gov.ph* and at the Office of the Election Officer concerned.

Candidates are encouraged to check their names to appear on the official ballots for any clerical or typographical error.

**SECTION 7. *Last Day to File Request for Correction of Clerical or Typographical Error on the Name to Appear on the Official Ballot.*** - In case of any clerical or typographical error on the name to appear on the official ballot as posted in the website or at the Office of the Election Officer concerned, the

candidates in the pilot test areas may file with the Law Department, copy furnished the Election Officer concerned, a request for correction of the clerical or typographical error until **September 13, 2023 (Wednesday)**, in order to reflect the correction in the official ballot.

No other entry in the name to appear on the official ballot shall be changed or corrected except for clerical or typographical errors.

Any request filed beyond the deadline as stated shall not be entertained.

**SECTION 8. *Withdrawal of Certificate of Candidacy.*** - Any person who has filed a COC may withdraw the same at any time before election day, by personally filing a sworn Statement of Withdrawal in four (4) copies with the Office where the COC was filed.

No Statement of Withdrawal filed by mail, electronic mail, or facsimile shall be accepted.

No Statement of Withdrawal shall be filed by a person other than the aspirant, except in cases provided in Section 9 of this Resolution.

The Statement of Withdrawal shall be distributed in similar manner as the COC. Provided that the Election Officer shall immediately notify the Law Department through electronic mail at *law.coc@comelec.gov.ph* in PDF format of the said withdrawal, stating the following:

- a. Name of the withdrawing candidate;
- b. Position aspired for;
- c. Whether the Statement of Withdrawal is filed personally by the candidate or through an authorized representative as provided in Section 9 of this Resolution.
- d. Copy in PDF format of the Statement of Withdrawal duly received by the Receiving Officer.

The filing of a Statement of Withdrawal of a COC shall not affect whatever civil, criminal or administrative liability a candidate may have incurred.

The form for the Statement of Withdrawal is attached as **Annex "B"**.

**SECTION 9. *Filing of Statement of Withdrawal by the Duly Authorized Representative of the Candidate.*** - The duly authorized representative may file, on behalf of the withdrawing candidate, the sworn Statement of Withdrawal of COC, only in the following instances:

- a. The withdrawing candidate was tested positive for COVID19;
- b. The withdrawing candidate was identified as a close contact with any person who was tested positive for COVID19 and on quarantine or isolation.

The form for the Authority to File Statement of Withdrawal is attached as **Annex "C"**.

**SECTION 10. *Substitution of Candidates in Case of Death.*** - If a candidate dies after the last day for filing of COC, the candidate who died can be substituted by the spouse of the deceased candidate.

For this purpose, the candidate shall enter the name of his or her spouse at the back of the COC.

The substitute possessing all the qualifications and none of the disqualifications provided by law for the office affected, may file with the Election Officer concerned, a COC on or before **September 13, 2023 (Wednesday)** so that the name of the substitute will be reflected on the official ballots. The substitute shall likewise submit a certified true copy of the Death Certificate of the deceased candidate.

The Receiving Officer shall immediately furnish the Regional Election Director concerned with a copy of the COC of the substitute candidate. The Regional Election Director concerned is authorized to evaluate and act on all substitution. All actions of the Regional Election Director shall remain valid and effective unless otherwise reversed or set aside by the Commission.

The Regional Election Director shall notify the Law Department through electronic mail at *law.coc@comelec.gov.ph* in PDF format of the said substitution, stating the following:

- a. Name of the deceased candidate;
- b. Position aspired for;
- c. Certified true copy of the Death Certificate;
- d. Name of the substitute;
- e. Copy in PDF format, of the COC of the substitute;
- f. Action taken on the substitution.



The substitute for a candidate who died, may file a COC up to mid-day of Election Day, together with the certified true copy of the Death Certificate of the deceased candidate;

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

No Substitution due to withdrawal or disqualification of the candidate shall be allowed.

**SECTION 11. *Distribution of Certificates of Candidacy.*** - Copies of the COC for the *Barangay* and SK Officials in the Pilot Test Areas shall be distributed as follows:

- a. Original Copy, to the ERSD, Commission on Elections, Manila;
- b. Second Copy, to the Law Department;
- c. Third Copy, to the Election Officer for file; and
- d. Fourth Copy, to the candidate.

**SECTION 12. *Delivery of Certificates of Candidacy and Other Documents.*** - Copies of the COCs filed in the Pilot Test Areas shall be submitted to the Law Department and ERSD by the Election Officer concerned, on or before **September 5, 2023 (Tuesday)**.

**SECTION 13. *Applicability of other Resolution of the Commission.*** - The provisions on the filing of COC as provided in the *General Guidelines and Other Related Rules and Regulations for the October 30, 2023 Barangay and Sangguniang Kabataan Elections (BSKE) and all Succeeding BSKEs Thereafter*, insofar as they are not inconsistent, are hereby adopted, incorporated and made integral part of this Resolution.

**SECTION 14. *Effectivity.*** - This Resolution shall take effect on the seventh day after its publication in two daily newspapers of general circulation in the Philippines.

**SECTION 15. *Publication and Dissemination.*** - The Education and Information Department 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** by the Commission *En Banc* during the regular online meeting on **June 5, 2023**, pursuant to Comelec Resolution No. 10671, "Supplemental Resolution No. 9936 promulgated March 25, 2015, Rule on the Enactment and Promulgation of Executive or Administrative Resolutions providing for other format of meetings to include online meetings applicable in times of COVID-19 pandemic and the imposition of Community Quarantines and similar emergency situations".

  
**ATTY. CONSUELO B. DIOLA**  
Director IV

Office of the Commission Secretary

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



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Passport Size



# CERTIFICATE OF CANDIDACY FOR PUNONG BARANGAY

**INSTRUCTIONS:** (Please read well before filling-out the COC form.)

- Fill-out the items completely. Write N/A if an item is not applicable.
- Print the COC Form on BOTH SIDES (front and back) of a FOLIO (8.5"x13") or LEGAL (8.5"x14") size copy paper.
- Titles such as **Dr., Atty., Don, Ginoo, Señor, Datu, Sultan, Bai, Señora, Kapitan** or other similar titles are expressly prohibited.
- This certificate shall be **sworn before a notary public or any official authorized to administer oath. The Election Officer may administer the oath on the COCs filed within their area of jurisdiction, free of charge.**
- File this in **FOUR (4) LEGIBLE** copies with the COMELEC Office concerned, on any day from **August 28, 2023 (Monday) to September 2, 2023 (Saturday), from 8:00 AM to 5:00 PM ONLY.**
- No filing fee shall be imposed.

I hereby announce my candidacy for the position of **PUNONG BARANGAY** of **BARANGAY \_\_\_\_\_**, City/Municipality of \_\_\_\_\_, Province of \_\_\_\_\_, in the **October 30, 2023 Barangay and Sangguniang Kabataan (SK) Elections**; and after having been sworn to in accordance with law, I hereby state the following:

**1. NAME:**

1.1 Last Name

1.2 First Name

1.3 Middle Name

**2. NICKNAME OR STAGENAME:** (Indicate only one nickname or stage name)**15. SEX:**☐ Male☐ Female**16. AGE ON ELECTION DAY:**Must be at least eighteen  
(18) years old on election day**17. DATE OF BIRTH:**

Month

Day

Year

**3. NAME TO APPEAR ON THE OFFICIAL BALLOT:** (Not to exceed 30 characters, including space, letter, number, symbol and punctuation)**18. PLACE OF BIRTH:**

City/Mun. \_\_\_\_\_

Province \_\_\_\_\_

**4. RESIDENCE/ADDRESS:**

4.1 Province

4.2 City/Municipality

4.3 Barangay

4.4 House No./ Street / Subdivision

**19. CIVIL STATUS:**☐ Single☐ Widow/er☐ Married

Full Name of Spouse, if married \_\_\_\_\_

**5. ADDRESS FOR ELECTION PURPOSES:** (Could be the same as No. 4)**20. PROFESSION OR OCCUPATION:****6. PERIOD OF RESIDENCE IN THE PHILIPPINES UP TO THE DAY BEFORE OCT. 30, 2023:**

6.1 In the Philippines:

No. of Years

No. of Months

6.2 In the above-stated Barangay:

No. of Years

No. of Months

7. I AM A FILIPINO CITIZEN.

8. I EXECUTED A SWORN RENUNCIATION OF FOREIGN CITIZENSHIP. (IF APPLICABLE, ATTACH A COPY)

9. I AM NOT A PERMANENT RESIDENT OF, OR AN IMMIGRANT TO, A FOREIGN COUNTRY.

10. I AM ELIGIBLE FOR THE OFFICE I SEEK TO BE ELECTED TO.

11. I WILL FILE, WITH THE OFFICES OF THE COMMISSION, WITHIN THIRTY (30) DAYS AFTER ELECTION DAY, MY FULL, TRUE AND ITEMIZED STATEMENT OF CONTRIBUTIONS AND EXPENDITURES (SOCE) IN CONNECTION WITH THE ELECTION.

12. I WILL SUPPORT AND DEFEND THE CONSTITUTION OF THE REPUBLIC OF THE PHILIPPINES AND WILL MAINTAIN TRUE FAITH AND ALLEGIANCE THERETO. I WILL OBEY THE LAWS, LEGAL ORDERS, AND DECREES PROMULGATED BY THE DULY CONSTITUTED AUTHORITIES. I IMPOSE THIS OBLIGATION UPON MYSELF VOLUNTARILY, WITHOUT MENTAL RESERVATION OR PURPOSE OF EVASION.

13. I SHALL NOT ADVOCATE VIOLENCE OR UNLAWFUL MEANS TO ACHIEVE MY GOALS.

14. I GIVE CONSENT TO THE COMMISSION ON ELECTIONS TO COLLECT, DISCLOSE OR SHARE, AND PROCESS THE PERSONAL DATA I PROVIDED HEREIN FOR ELECTION AND OTHER LAWFUL PURPOSES IN ACCORDANCE WITH THE PRIVACY NOTICE AT THE BACK OF THIS FORM, AND AS MAY BE AUTHORIZED BY EXISTING LAWS.

**21. I AM A REGISTERED VOTER OF:**

Precinct \_\_\_\_\_

Barangay \_\_\_\_\_

City/Mun. \_\_\_\_\_

Province \_\_\_\_\_

**22. OFFICIAL E-MAIL ADDRESS:**

(For notice and election purposes)

23. Have you ever been found liable for an offense which carries with it the accessory penalty of perpetual disqualification to hold public office, which has become final and executory?

☐ Yes

(Please provide details at the back)

☐ No

I hereby certify that the facts stated herein are true and correct to the best of my knowledge.

Signature of Candidate over Printed Name

**OATH**

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of \_\_\_\_\_, 2023, at \_\_\_\_\_, affiant exhibiting to me an Identification document/card which contains a photograph and signature bearing No. \_\_\_\_\_ issued by \_\_\_\_\_ on \_\_\_\_\_.

Doc. No. \_\_\_\_\_;

Page No. \_\_\_\_\_;

Book No. \_\_\_\_\_;

Series of 2023.

(Affix P30.00 documentary stamp)

(Officer Authorized to Administer Oath)

Case Docket	Case Title	Date Filed	Status

Name of the Substitute Spouse, if applicable <i>(in case of death of candidate)</i>

The collected personal data will be encoded in the information system developed by the Commission on Elections (COMELEC). The personal data inputted in the information system will be used by the COMELEC in the preparation, posting and/or publication of the list of candidates and other election-related documents or forms.

For legitimate research needs and inquiries, and only for the purposes specified in the request, the COMELEC may disclose and share your COC and/or its contents. Moreover, the COMELEC may use and disclose your COC and/or its contents in any proceeding or investigation in which your COC and/or its contents is/are in issue or may find relevance.

Only authorized personnel are allowed to access and process your personal data. Immediately after the election period or upon the expiration of the storage period set in existing COMELEC rules and policies, and laws and regulations, whichever applies, the physical and digital copies of your personal data will be anonymized, deleted, and discarded following the disposition procedures of the COMELEC and the National Archives of the Philippines.

You have the right to ask for a copy of your COC or any personal data it contains. Also, you may withdraw your candidacy in accordance with the COMELEC rules and policies on the matter.

If you have questions regarding this Privacy Notice, please send an email to [dpo@comelec.gov.ph](mailto:dpo@comelec.gov.ph).

Affix Latest  
Photo Here

Passport Size



# CERTIFICATE OF CANDIDACY FOR MEMBER, SANGGUNIANG BARANGAY

**INSTRUCTIONS:** (Please read well before filling-out the COC form.)

- Fill-out the items completely. Write N/A if an item is not applicable.
- Print the COC Form on BOTH SIDES (front and back) of a FOLIO (8.5"x13") or LEGAL (8.5"x14") size copy paper.
- Titles such as **Dr., Atty., Don, Ginoo, Señor, Datu, Sultan, Bai, Señora, Kapitan** or other similar titles are expressly prohibited.
- This certificate shall be **sworn before a notary public or any official authorized to administer oath. The Election Officer may administer the oath on the COCs filed within their area of jurisdiction, free of charge.**
- File this in **FOUR (4) LEGIBLE** copies with the COMELEC Office concerned, on any day from **August 28, 2023 (Monday) to September 2, 2023 (Saturday), from 8:00 AM to 5:00 PM ONLY.**
- No filing fee shall be imposed.**

I hereby announce my candidacy for the position of **MEMBER, SANGGUNIANG BARANGAY** of **BARANGAY \_\_\_\_\_**,  
City/Municipality of \_\_\_\_\_, Province of \_\_\_\_\_, in the October 30, 2023 *Barangay and Sangguniang Kabataan (SK) Elections*; and after having been sworn to in accordance with law, I hereby state the following:

**1. NAME:**

1.1 Last Name

1.2 First Name

1.3 Middle Name

**15. SEX:**☐ Male☐ Female**16. AGE ON ELECTION DAY:**Must be at least eighteen  
(18) years old on election day**2. NICKNAME OR STAGENAME:** (Indicate only one nickname or stage name)**17. DATE OF BIRTH:**

Month

 - 

Day

 - 

Year

**3. NAME TO APPEAR ON THE OFFICIAL BALLOT:** (Not to exceed 30 characters, including space, letter, number, symbol and punctuation)**18. PLACE OF BIRTH:**

City/Mun. \_\_\_\_\_

Province \_\_\_\_\_

**4. RESIDENCE/ADDRESS:**

4.1 Province

4.2 City/Municipality

4.3 Barangay

4.4 House No./ Street / Subdivision

**19. CIVIL STATUS:**☐ Single☐ Widow/er☐ MarriedFull Name of Spouse, if married  
\_\_\_\_\_**20. PROFESSION OR OCCUPATION:****21. I AM A REGISTERED VOTER OF:**

Precinct \_\_\_\_\_

Barangay \_\_\_\_\_

City/Mun. \_\_\_\_\_

Province \_\_\_\_\_

**6. PERIOD OF RESIDENCE IN THE PHILIPPINES UP TO THE DAY BEFORE OCT. 30, 2023:**

6.1 In the Philippines:

No. of Years

No. of Months

6.2 In the above-stated Barangay:

No. of Years

No. of Months

**22. OFFICIAL E-MAIL ADDRESS:**(For notice and election purposes)  
\_\_\_\_\_

7. I AM A FILIPINO CITIZEN.

8. I EXECUTED A SWORN RENUNCIATION OF FOREIGN CITIZENSHIP. (IF APPLICABLE, ATTACH A COPY)

9. I AM NOT A PERMANENT RESIDENT OF, OR AN IMMIGRANT TO, A FOREIGN COUNTRY.

10. I AM ELIGIBLE FOR THE OFFICE I SEEK TO BE ELECTED TO.

11. I WILL FILE, WITH THE OFFICES OF THE COMMISSION, WITHIN THIRTY (30) DAYS AFTER ELECTION DAY, MY FULL, TRUE AND ITEMIZED STATEMENT OF CONTRIBUTIONS AND EXPENDITURES (SOCE) IN CONNECTION WITH THE ELECTION.

12. I WILL SUPPORT AND DEFEND THE CONSTITUTION OF THE REPUBLIC OF THE PHILIPPINES AND WILL MAINTAIN TRUE FAITH AND ALLEGIANCE THERETO. I WILL OBEY THE LAWS, LEGAL ORDERS, AND DECREES PROMULGATED BY THE DULY CONSTITUTED AUTHORITIES. I IMPOSE THIS OBLIGATION UPON MYSELF VOLUNTARILY, WITHOUT MENTAL RESERVATION OR PURPOSE OF EVASION.

13. I SHALL NOT ADVOCATE VIOLENCE OR UNLAWFUL MEANS TO ACHIEVE MY GOALS.

14. I GIVE CONSENT TO THE COMMISSION ON ELECTIONS TO COLLECT, DISCLOSE OR SHARE, AND PROCESS THE PERSONAL DATA I PROVIDED HEREIN FOR ELECTION AND OTHER LAWFUL PURPOSES IN ACCORDANCE WITH THE PRIVACY NOTICE AT THE BACK OF THIS FORM, AND AS MAY BE AUTHORIZED BY EXISTING LAWS.

23. Have you ever been found liable for an offense which carries with it the accessory penalty of perpetual disqualification to hold public office, which has become final and executory?

☐ Yes

(Please provide details at the back)

☐ No

I hereby certify that the facts stated herein are true and correct to the best of my knowledge.

Signature of Candidate over Printed Name

**OATH**

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of \_\_\_\_\_, 2023, at \_\_\_\_\_, affiant exhibiting to me an Identification document/card which contains a photograph and signature bearing No. \_\_\_\_\_ issued by \_\_\_\_\_ on \_\_\_\_\_.

Doc. No. \_\_\_\_\_;

Page No. \_\_\_\_\_;

Book No. \_\_\_\_\_;

Series of 2023.

(Affix P30.00 documentary stamp)

(Officer Authorized to Administer Oath)





# CERTIFICATE OF CANDIDACY FOR CHAIRPERSON, SANGGUNIANG KABATAAN

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**INSTRUCTIONS:** (Please read well before filling-out the COC form.)

- Fill-out the items completely. Write N/A if an item is not applicable.
- Print the COC Form on BOTH SIDES (front and back) of a FOLIO (8.5" x 13") or LEGAL (8.5" or 14") size copy paper.
- Titles such as **Dr., Atty., Don, Ginoo, Señor, Datu, Sultan, Bai, Señora, Kapitan** or other similar titles are expressly prohibited.
- This certificate shall be **sworn before a notary public or any official authorized to administer oath**. The Election Officer may administer the oath on the COCs filed within their area of jurisdiction, free of charge.
- File this in **FOUR (4) LEGIBLE** copies with the COMELEC Office concerned, on any day from **August 28, 2023 (Monday) to September 2, 2023 (Saturday)**, from **8:00 AM to 5:00 PM ONLY**.
- No filing fee shall be imposed.

I hereby announce my candidacy for the position of **CHAIRPERSON, SANGGUNIANG KABATAAN** of **BARANGAY** \_\_\_\_\_, City/Municipality of \_\_\_\_\_, Province of \_\_\_\_\_, in the **October 30, 2023 Barangay and Sangguniang Kabataan (SK) Elections**; and after having been sworn to in accordance with law, I hereby state the following:

**1. NAME:**

1.1 Last Name

1.2 First Name

1.3 Middle Name

**18. SEX:**
☐ Male

☐ Female

**19. AGE ON ELECTION DAY:**

Years Month/s Day/s

Must be at least eighteen (18) years old but not more than twenty-four (24) years old on election day. (Born on Oct. 30, 1999 to Oct. 30, 2005 to pass the age requirement)

**2. NICKNAME OR STAGENAME:** (Indicate only one nickname or stage name)

**20. DATE OF BIRTH:**

Month Day Year

**3. NAME TO APPEAR ON THE OFFICIAL BALLOT:** (Not to exceed 30 characters, including space, letter, number, symbol and punctuation)

**21. PLACE OF BIRTH:**

City/Mun.

Province

**4. RESIDENCE/ADDRESS:**

4.1 Province

4.2 City/Municipality

4.3 Barangay

4.4 House No./ Street / Subdivision

**22. CIVIL STATUS:**
☐ Single

☐ Widow/er

☐ Married

Full Name of Spouse, if married

**5. ADDRESS FOR ELECTION PURPOSES:** (Could be the same as No.4)

**23. PROFESSION OR OCCUPATION:**
**6. PERIOD OF RESIDENCE IN THE PHILIPPINES UP TO THE DAY BEFORE OCT. 30, 2023:**

- |                                   |              |                      |               |                      |
|-----------------------------------|--------------|----------------------|---------------|----------------------|
| 6.1 In the Philippines:           | No. of Years | <input type="text"/> | No. of Months | <input type="text"/> |
| 6.2 In the above-stated Barangay: | No. of Years | <input type="text"/> | No. of Months | <input type="text"/> |

**24. I AM A REGISTERED VOTER OF:**

Precinct

Barangay

City/Mun.

Province

- I AM A FILIPINO CITIZEN.
- I EXECUTED A SWORN RENUNCIATION OF FOREIGN CITIZENSHIP. (IF APPLICABLE, ATTACH A COPY)
- I AM NOT A PERMANENT RESIDENT OF, OR AN IMMIGRANT TO, A FOREIGN COUNTRY.
- I AM A QUALIFIED VOTER OF THE KATIPUNAN NG KABATAAN OF THE ABOVE-STATED BARANGAY.
- I AM NOT RELATED WITHIN THE 2<sup>ND</sup> CIVIL DEGREE OF CONSANGUINITY OR AFFINITY TO ANY INCUMBENT ELECTED NATIONAL OFFICIAL OR TO ANY INCUMBENT ELECTED REGIONAL, PROVINCIAL, CITY, MUNICIPAL, OR BARANGAY OFFICIAL IN THE LOCALITY WHERE I SEEK TO BE ELECTED TO.
- I HAVE NOT BEEN CONVICTED BY FINAL JUDGMENT OF ANY CRIME INVOLVING MORAL TURPITUDE.
- I AM ELIGIBLE FOR THE OFFICE I SEEK TO BE ELECTED TO.
- I WILL FILE, WITH THE OFFICES OF THE COMMISSION, WITHIN THIRTY (30) DAYS AFTER ELECTION DAY, MY FULL, TRUE AND ITEMIZED STATEMENT OF CONTRIBUTIONS AND EXPENDITURES (SOCE) IN CONNECTION WITH THE ELECTION.
- I WILL SUPPORT AND DEFEND THE CONSTITUTION OF THE REPUBLIC OF THE PHILIPPINES AND WILL MAINTAIN TRUE FAITH AND ALLEGIANCE THERETO. I WILL OBEY THE LAWS, LEGAL ORDERS AND DECREES PROMULGATED BY THE DULY CONSTITUTED AUTHORITIES. I IMPOSE THIS OBLIGATION UPON MYSELF VOLUNTARILY, WITHOUT MENTAL RESERVATION OR PURPOSE OF EVASION.
- I SHALL NOT ADVOCATE VIOLENCE OR UNLAWFUL MEANS TO ACHIEVE MY GOALS.
- I GIVE CONSENT TO THE COMMISSION ON ELECTIONS TO COLLECT, DISCLOSE OR SHARE, AND PROCESS THE PERSONAL DATA I PROVIDED HEREIN FOR ELECTION AND OTHER LAWFUL PURPOSES IN ACCORDANCE WITH THE PRIVACY NOTICE AT THE BACK OF THIS FORM, AND AS MAY BE AUTHORIZED BY EXISTING LAWS.

**25. OFFICIAL E-MAIL ADDRESS:**  
(For notice and election purposes)

**26.** Have you ever been found liable for an offense which carries with it the accessory penalty of perpetual disqualification to hold public office, which has become final and executory?

☐ Yes (Please provide details at the back)

☐ No

I hereby certify that the facts stated herein are true and correct to the best of my knowledge.

Signature of Candidate over Printed Name

**OATH**

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of \_\_\_\_\_, 2023, at \_\_\_\_\_, affiant exhibiting to me an Identification document/card which contains a photograph and signature bearing No. \_\_\_\_\_ issued by \_\_\_\_\_ on \_\_\_\_\_.

Doc. No. \_\_\_\_\_;

Page No. \_\_\_\_\_;

Book No. \_\_\_\_\_;

Series of 2023.

(Affix P30.00 documentary stamp)

(Officer Authorized to Administer Oath)



Case Docket	Case Title	Date Filed	Status

Name of the Substitute Spouse, if applicable <i>(in case of death of candidate)</i>

The collected personal data will be encoded in the information system developed by the Commission on Elections (COMELEC). The personal data inputted in the information system will be used by the COMELEC in the preparation, posting and/or publication of the list of candidates and other election-related documents or forms.

For legitimate research needs and inquiries, and only for the purposes specified in the request, the COMELEC may disclose and share your COC and/or its contents. Moreover, the COMELEC may use and disclose your COC and/or its contents in any proceeding or investigation in which your COC and/or its contents is/are in issue or may find relevance.

Only authorized personnel are allowed to access and process your personal data. Immediately after the election period or upon the expiration of the storage period set in existing COMELEC rules and policies, and laws and regulations, whichever applies, the physical and digital copies of your personal data will be anonymized, deleted, and discarded following the disposition procedures of the COMELEC and the National Archives of the Philippines.

You have the right to ask for a copy of your COC or any personal data it contains. Also, you may withdraw your candidacy in accordance with the COMELEC rules and policies on the matter.

If you have questions regarding this Privacy Notice, please send an email to [dpo@comelec.gov.ph](mailto:dpo@comelec.gov.ph).





# CERTIFICATE OF CANDIDACY FOR MEMBER, SANGGUNIANG KABATAAN

Affix Latest  
Photo Here

Passport Size

**INSTRUCTIONS:** (Please read well before filling-out the COC form.)

- Fill-out the items completely. Write N/A if an item is not applicable.
- Print the COC Form on BOTH SIDES (front and back) of a FOLIO (8.5" x 13") or LEGAL (8.5" or 14") size copy paper.
- Titles such as **Dr., Atty., Don, Ginoo, Señor, Datu, Sultan, Bai, Señora, Kapitan** or other similar titles are expressly prohibited.
- This certificate shall be **sworn before a notary public or any official authorized to administer oath. The Election Officer may administer the oath on the COCs filed within their area of jurisdiction, free of charge.**
- File this in **FOUR (4) LEGIBLE** copies with the COMELEC Office concerned, on any day from **August 28, 2023 (Monday) to September 2, 2023 (Saturday), from 8:00 AM to 5:00 PM ONLY.**
- No filing fee shall be imposed.

I hereby announce my candidacy for the position of **MEMBER, SANGGUNIANG KABATAAN** of **BARANGAY** \_\_\_\_\_, **City/Municipality** of \_\_\_\_\_, **Province** of \_\_\_\_\_, in the **October 30, 2023 Barangay and Sangguniang Kabataan (SK) Elections**; and after having been sworn to in accordance with law, I hereby state the following:

**1. NAME:**

1.1 Last Name

1.2 First Name

1.3 Middle Name

**18. SEX:**
☐ Male

☐ Female

**19. AGE ON ELECTION DAY:**

Years    Month/s    Day/s

Must be at least eighteen (18) years old but not more than twenty-four (24) years old on election day (born on Oct. 30, 1999 to Oct. 30, 2005 to pass the age requirement)

**2. NICKNAME OR STAGENAME:** (Indicate only one nickname or stage name)

**20. DATE OF BIRTH:**

Month    Day    Year

**3. NAME TO APPEAR ON THE OFFICIAL BALLOT:** (Not to exceed 30 characters, including space, letter, number, symbol and punctuation)

**21. PLACE OF BIRTH:**

City/Mun.

Province

**4. RESIDENCE/ADDRESS:**

4.1 Province

4.2 City/Municipality

4.3 Barangay

4.4 House No./ Street / Subdivision

**22. CIVIL STATUS:**
☐ Single

☐ Widow/er

☐ Married

Full Name of Spouse, if married

**5. ADDRESS FOR ELECTION PURPOSES:** (Could be the same as No.4)

**23. PROFESSION OR OCCUPATION:**
**6. PERIOD OF RESIDENCE IN THE PHILIPPINES UP TO THE DAY BEFORE OCT. 30, 2023:**

6.1 In the Philippines:

No. of Years

No. of Months

6.2 In the above-stated Barangay:

No. of Years

No. of Months

**24. I AM A REGISTERED VOTER OF:**

Precinct

Barangay

City/Mun.

Province

7. I AM A FILIPINO CITIZEN.

8. I EXECUTED A SWORN RENUNCIATION OF FOREIGN CITIZENSHIP. (IF APPLICABLE, ATTACH A COPY)

9. I AM NOT A PERMANENT RESIDENT OF, OR AN IMMIGRANT TO, A FOREIGN COUNTRY.

10. I AM A QUALIFIED VOTER OF THE KATIPUNAN NG KABATAAN OF THE ABOVE-STATED BARANGAY.

 11. I AM NOT RELATED WITHIN THE 2<sup>ND</sup> CIVIL DEGREE OF CONSANGUINITY OR AFFINITY TO ANY INCUMBENT ELECTED NATIONAL OFFICIAL OR TO ANY INCUMBENT ELECTED REGIONAL, PROVINCIAL, CITY, MUNICIPAL, OR BARANGAY OFFICIAL IN THE LOCALITY WHERE I SEEK TO BE ELECTED TO.

12. I HAVE NOT BEEN CONVICTED BY FINAL JUDGMENT OF ANY CRIME INVOLVING MORAL TURPITUDE.

13. I AM ELIGIBLE FOR THE OFFICE I SEEK TO BE ELECTED TO.

14. I WILL FILE, WITH THE OFFICES OF THE COMMISSION, WITHIN THIRTY (30) DAYS AFTER ELECTION DAY, MY FULL, TRUE AND ITEMIZED STATEMENT OF CONTRIBUTIONS AND EXPENDITURES (SOCE) IN CONNECTION WITH THE ELECTION.

15. I WILL SUPPORT AND DEFEND THE CONSTITUTION OF THE REPUBLIC OF THE PHILIPPINES AND WILL MAINTAIN TRUE FAITH AND ALLEGIANCE THERETO. I WILL OBEY THE LAWS, LEGAL ORDERS, AND DECREES PROMULGATED BY THE DULY CONSTITUTED AUTHORITIES. I IMPOSE THIS OBLIGATION UPON MYSELF VOLUNTARILY, WITHOUT MENTAL RESERVATION OR PURPOSE OF EVASION.

16. I SHALL NOT ADVOCATE VIOLENCE OR UNLAWFUL MEANS TO ACHIEVE MY GOALS.

17. I GIVE CONSENT TO THE COMMISSION ON ELECTIONS TO COLLECT, DISCLOSE OR SHARE, AND PROCESS THE PERSONAL DATA I PROVIDED HEREIN FOR ELECTION AND OTHER LAWFUL PURPOSES IN ACCORDANCE WITH THE PRIVACY NOTICE AT THE BACK OF THIS FORM, AND AS MAY BE AUTHORIZED BY EXISTING LAWS.

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(For notice and election purposes)

26. Have you ever been found liable for an offense which carries with it the accessory penalty of perpetual disqualification to hold public office, which has become final and executory?

☐ Yes (Please provide details at the back)

☐ No

I hereby certify that the facts stated herein are true and correct to the best of my knowledge.

Signature of Candidate over Printed Name

**OATH**

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of \_\_\_\_\_, 2023, at \_\_\_\_\_, affiant exhibiting to me an Identification document/card which contains a photograph and signature bearing No. \_\_\_\_\_ issued by \_\_\_\_\_ on \_\_\_\_\_.

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**STATEMENT OF WITHDRAWAL**

I, \_\_\_\_\_ (*Name of candidate*), of legal age, Filipino, and a resident of \_\_\_\_\_, after having been duly sworn to in accordance with law, state as follows:

- 1. On \_\_\_\_\_, I filed my Certificate of Candidacy for the position of \_\_\_\_\_ before the Office of the Election Officer.
- 2. I am hereby withdrawing my candidacy for the position of \_\_\_\_\_.

**IN WITNESS WHEREOF**, I hereunto affix my signature this \_\_\_\_ day of \_\_\_\_\_, in \_\_\_\_\_, Philippines.

\_\_\_\_\_  
(Name and Signature of Candidate)

\_\_\_\_\_  
(Date)

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of \_\_\_\_\_, at \_\_\_\_\_, affiant exhibiting to me an Identification document/card which contains a photograph and signature bearing No. \_\_\_\_\_ issued by \_\_\_\_\_ on \_\_\_\_\_.

\_\_\_\_\_  
(Officer Authorized to Administer Oath)

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series \_\_\_\_\_.

NOTICE/DISCLAIMER: All authorized recipients of any personal data, personal information, privileged information and sensitive personal information contained in this document, including other pertinent documents attached thereto that are shared by the Commission on Elections in compliance with existing laws and rules, and in conformity with the Data Privacy Act of 2012 (R.A. No. 10173) and its Implementing Rules and Regulations, as well as the pertinent Circulars of the National Privacy Commission, are similarly bound to comply with said laws, rules and regulations, relating to data privacy, security, confidentiality, protection and accountability.

**AUTHORITY TO FILE STATEMENT OF WITHDRAWAL OF  
CERTIFICATE OF CANDIDACY**

I, \_\_\_\_\_ (*name of candidate*), of legal age,  
Filipino, \_\_\_\_\_ and \_\_\_\_\_ a \_\_\_\_\_ resident \_\_\_\_\_ of  
\_\_\_\_\_, hereby authorize  
\_\_\_\_\_, also of legal  
age, \_\_\_\_\_ Filipino \_\_\_\_\_ and \_\_\_\_\_ a \_\_\_\_\_ resident \_\_\_\_\_ of  
\_\_\_\_\_, to file my Sworn  
Statement of Withdrawl of Certitificate of Candidacy for the position of  
\_\_\_\_\_ in the \_\_\_\_\_ *Barangay* and  
*Sangguniang Kabataan* Elections, for the reason that I -

- \_\_\_ tested positive for COVID19;
- \_\_\_ was identified as a close contact with a person who was tested positive  
for COVID19 and on quarantine or isolation.
- \_\_\_ no other reason shall be allowed by the Commission.

**IN WITNESS WHEREOF**, I hereunto affix my signature this \_\_\_ day of  
\_\_\_\_\_, in \_\_\_\_\_, Philippines.

\_\_\_\_\_  
(Name and Signature of Candidate)  
\_\_\_\_\_  
(Active Cellphone Number and Email Address)  
\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name and Signature of Agent)  
\_\_\_\_\_  
(Date)

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of \_\_\_\_\_, at  
\_\_\_\_\_, affiant exhibiting to me an Identification document/card which  
contains a photograph and signature bearing No. \_\_\_\_\_ issued by  
\_\_\_\_\_ on \_\_\_\_\_.

\_\_\_\_\_  
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