



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

**GENERAL GUIDELINES FOR THE  
PROCESS OF THE FINAL TESTING  
AND SEALING OF MACHINES;  
VOTING, COUNTING AND  
CANVASSING OF ELECTION  
RESULTS; AND CONTINGENCY  
PROCEDURES IN CONNECTION  
WITH THE 30 OCTOBER 2023  
AUTOMATED BARANGAY AND  
SANGGUNIAN KABATAAN  
ELECTIONS.**

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Promulgated: **July 5, 2023**

**RESOLUTION No. 10937**

**WHEREAS**, on 12 April 2023, the Commission on Elections (Commission) issued Minute Resolution No. 23-0239, approving the Operational Plan for the Pilot Testing of the Automated Barangay and Sangguniang Kabataan Elections (BSKE) in Barangay Zone II, Poblacion and Paliparan III, Dasmariñas City, Cavite; and in Barangay Pasong Tamo, Quezon City-6<sup>th</sup> District;

**WHEREAS**, on 07 June 2023, the Commission promulgated Resolution No. 10924, otherwise known as "General Guidelines and Other Related Rules and Regulations for the October 30, 2023 Barangay and Sangguniang Kabataan Elections (BSKE) and All Succeeding BSKEs Thereafter";

**WHEREAS**, on 21 June 2023, the Commission promulgated Resolution No. 10933, otherwise known as "General Instructions for the Constitution, Composition and Appointment; Duties and Functions of the Members of the Electoral Boards and Barangay Board of Canvassers in Connection with the Conduct of the 30 October 2023 Automated Barangay and Sangguniang Kabataan Elections";

**WHEREAS**, on 17 November 2021, the Commission promulgated Resolution No. 10731, otherwise known as "General Instructions for the Board Of Canvassers (BOC) on the Constitution, Composition and Appointment; Consolidation/Canvass; and Transmission of Votes/ Canvass in Connection with the 09 May 2022 National and Local Elections";

**WHEREAS**, on 26 January 2022, the Commission promulgated Resolution No. 10759, otherwise known as "Contingency Procedures in Connection with the May 9, 2022 National and Local Elections";

**WHEREAS**, there is a need to provide general guidelines on the VCM Operation during Final Testing and Sealing (FTS) and on Election Day; Voting, Counting, and Canvassing/Consolidation Procedures; and Contingency Procedures in connection with the 30 October 2023 Automated BSKE.

**NOW THEREFORE**, pursuant to its authority under the Constitution, the Omnibus Election Code, Republic Act Nos. 9164<sup>1</sup>, 9340<sup>2</sup>, 9369<sup>3</sup>, 10632<sup>4</sup>, 10742<sup>5</sup>, 10756<sup>6</sup>, and other election laws, the Commission on Elections **RESOLVED**, as it hereby **RESOLVES**, to promulgate the following General Guidelines for the process of FTS; Voting, Counting and Canvassing of Election Results; and Contingency Procedures in Connection with the 30 October 2023 Automated BSKE.

## **ARTICLE I**

### **GENERAL PROVISIONS ON THE CONDUCT OF THE FTS**

**SECTION 1. *Period for FTS of VCMs; Notice.*** - On any scheduled day from 23 to 29 October 2023, the EB shall convene in its assigned polling place to test and seal the VCM assigned to its clustered precinct in the Voting Center designated by the Commission.

In case the Final Testing and Sealing of the VCMs cannot be done at the assigned polling place due to security and/or other practical reasons, the concerned EO may conduct the FTS in the nearest voting center subject to the approval of the PES or RED concerned. The EO shall notify, in accordance with the procedure in the succeeding paragraphs, the members of the EB, candidates, accredited citizens' arm, and other stakeholders of the place where the testing and sealing shall be conducted.

The concerned EO shall notify the EB in writing of the date, time and place of the FTS of the VCMs not later than three (3) days before the schedule of FTS.

The concerned EO shall likewise notify the candidates and accredited citizen's arm, by posting a notice of the date, time and place of the FTS for each clustered precinct in the bulletin boards of the OEO and of the barangay hall, and in at least three (3) conspicuous places in the barangay, not later than three (3) days before the schedule of FTS.

The DESO, VCM Technician, Technical Support personnel are likewise required to be present during the conduct of the FTS.

**SECTION 2. *Procedures for the FTS of the VCMs.*** - The procedures for the FTS of the VCM are as follows:

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<sup>1</sup> An Act Providing for Synchronized Barangay and Sangguniang Kabataan Elections, Amending Republic Act No. 7160, as Amended, Otherwise Known as the "Local Government Code of 1991", and for Other Purposes.

<sup>2</sup> An Act Amending Republic Act No. 9164, Resetting the Barangay and Sangguniang Kabataan Elections, and for Other Purposes.

<sup>3</sup> An Act Amending Republic Act No. 8436, Entitled "An Act Authorizing the Commission on Elections to Use an Automated Election System in the May 11, 1998 National or Local Elections and in Subsequent National and Local Electoral Exercises, to Encourage Transparency, Credibility, Fairness and Accuracy of Elections, Amending for the Purpose *Batas Pampansa Blg. 881*, as Amended, Republic Act No. 7166 and Other Related Elections Laws, Providing Funds Therefor and for Other Purposes".

<sup>4</sup> An Act to Postpone the Sangguniang Kabataan Elections on October 28, 2013, Amending for the Purpose Republic Act No. 9340, and for Other Purposes.

<sup>5</sup> An Act Establishing Reforms in the Sangguniang Kabataan Creating Enabling Mechanisms for Meaningful Youth Participation in Nation-Building, and for Other Purposes.

<sup>6</sup> An Act Rendering Election Service Non-Compulsory for Public School Teachers, Authorizing the Appointment of Other Qualified Citizens, Providing for Compensation and Other Benefits.

- a. Perform FTS following the procedures in the VCM technical manual;
- b. Explain to those present the purpose of and the procedures for the FTS; and
- c. Randomly choose ten (10) persons from among those present, who will accomplish the ballots to be used for FTS. If there are less than ten persons present, any of them may accomplish more than one ballot to complete the ten (10) ballots.

In accomplishing the ballots, only two (2) persons can simultaneously accomplish the same. For this purpose, the Chairperson shall give each person a ballot inside the ballot secrecy folder and marking pen. Using the marking pen, they shall accomplish the ballot by fully shading the oval opposite the names of the candidates. Thereafter, they shall return the accomplished ballots inside the ballot secrecy folder and marking pen to the Chairperson.

The Chairperson shall:

- a. Examine the accomplished ballots and determine whether the oval opposite the names of the candidates have been fully shaded; and the security features (timing marks, barcodes, and QR codes) have not been damaged;
- b. Return the accomplished ballot inside the ballot secrecy folder and give the same to the person who shall personally feed the accomplished ballot into the VCM;
- c. Instruct the persons to verify the votes as appearing on the VVPAT and place the same in the Envelope for Counted Ballots;
- d. Perform the same procedures in "a", "b", and "c" until all ten (10) ballots are fed; and
- e. After all ten (10) ballots have been fed, follow the instruction on the closing of polls, printing of election returns, re-zero, and shutting down the VCM following the procedures in the VCM technical manual.

**SECTION 3. *Manual Verification of Results.*** - The EB shall retrieve the accomplished ballots from the ballot box, manually count the votes therein, and accomplish the manual Election Returns (ERs) provided for the purpose. The following rules shall be observed in the manual counting of votes:

- a. The Chairperson shall verify the ballots to determine whether there is over-voting (when the number of votes for a position has been exceeded). If there is an over-vote in a position, no vote shall be counted in favor of any candidate for the said position;
- b. The Chairperson shall take the ballots one by one, and read the names of candidates voted for and the offices for which they were voted in the order in which they appear thereon;
- c. The Poll Clerk shall record on the manual ER the vote as the names voted for each office are read. Each vote shall be recorded by a vertical line, except every fifth



vote which shall be recorded by a diagonal line crossing the previous four vertical lines;

- d. After finishing the ten (10) ballots, the Poll Clerk shall determine the total number of votes obtained by each candidate; and
- e. The EB shall sign the certification portion of both ERs and compare the results of the manually-prepared ER with that of the machine-generated ER. If the results of both ERs are not the same, the EB shall review/ re-appreciate the ballots to determine the discrepancy. If still there is a discrepancy, the EB shall call on the assigned DESO and/or VCM Technician who shall provide technical assistance. The DESO and/or VCM Technician shall report such incident to the Command Center and the EO concerned.

**SECTION 4. *Minutes of Final Testing and Sealing of VCM, Voting, Counting and Consolidation of Votes.*** - The EB shall record in the Minutes (CEF No. A11) all the acts or data required to be entered under this Resolution as soon as they occur or become available.

**SECTION 5. *Disposition of Forms/Supplies.*** After the FTS, the EB shall:

- a. Ensure that the VCM is properly sealed and secured inside the VCM box. Thereafter, leave the VCM box, ballot box, and external battery inside the polling place or any secured room in the Voting Center.
- b. Submit to the EO the envelope the Envelope for Counted FTS Ballots, FTS Election Returns and Other Reports (A17 -FTS) containing the following and seal the same with a paper seal (CEF No. A12):
  - 1. Diagnostic Report;
  - 2. Initialization Report;
  - 3. Eight (8) copies of ERs;
  - 4. Manual ERs;
  - 5. Counted Ballots; and
  - 6. Vote Receipts.

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

## **ARTICLE II**

### **VCM OPERATION DURING FTS AND ON ELECTION DAY**

**SECTION 6. *Scope of the Operation Procedures.*** – This VCM Operation Procedures shall supplement COMELEC Resolution No. 10924 dated 07 June 2023, otherwise



known as "General Guidelines and Other Related Rules and Regulations for the October 30, 2023 Barangay and Sangguniang Kabataan Elections (BSKE) and All Succeeding BSKEs Thereafter", and COMELEC Resolution No. 10933 dated 21 June 2023, otherwise known as "General Instructions for the Constitution, Composition and Appointment; Duties and Functions of the Members of the Electoral Boards and Barangay Board of Canvassers in Connection with the Conduct of the 30 October 2023 Automated Barangay and Sangguniang Kabataan Elections."

**SECTION 7. *Operational Procedures during FTS and on Election Day.*** The following procedures shall be followed during the FTS of VCM.

## **I. FTS OF THE VCM**

1. Retrieve the VCM from its box.
2. Show to the public that the VCM slots labeled "A" and "B", where the main and back-up SD cards are individually stored, are sealed. These slots shall remain sealed throughout the FTS procedure.
3. Place the VCM properly on top of the ballot box.
4. Open the thermal paper printer cover, retrieve the 3 iButtons and ensure that the roll of official thermal paper is properly installed.
5. Close the thermal paper printer cover.
6. Turn on the VCM to display the Device Information and the Home screen.
7. Check the Date and Time at the top-left corner of the screen. If the date and/or time is incorrect, perform the following procedures:
  - a. The EB Chairperson shall place his/her iButton on top of the iButton security key receptacle and apply a slight pressure thereon.
  - b. A message "SELECT THE PROFILE TO AUTHENTICATE" and the role of the EBs will be displayed on the screen.
  - c. Select "CHAIRPERSON" profile. The VCM will display the message "INPUT YOUR PIN". Enter the role PIN of the EB Chairperson.
  - d. From the Election menu, select the "UTILITIES" option and choose "CHANGE SYSTEM DATE AND TIME".
  - e. The system will display message "INPUT PIN FOR EB CHAIRPERSON TO CONFIRM THE EXECUTION OF CHANGE SYSTEM DATE AND TIME". Enter the role PIN of the EB Chairperson.
  - f. The screen, to change the date and time, will display with CANCEL and CHANGE button. Press the DOWN or UP arrows to adjust the date and time.

- g. Press the "CHANGE" button. A message prompt, "CHANGE DATE AND TIME COMPLETED SUCCESSFULLY.", will appear with DONE button.
  - h. Press DONE button to return to the UTILITIES sub-menu.
  - i. Press X mark in the bottom left corner of the screen to return to the Election menu.
8. The certified IT-capable EB member shall perform the following VCM DIAGNOSTIC procedures:

NOTE: The diagnostic for the AUDIO, ETHERNET, TRANSMISSION and USB PORTS shall not be performed. To SKIP the diagnostic for the said VCM components, the certified IT-capable EB member shall press the X mark at the bottom-left corner of the screen.

- a. From the Election menu, select "DIAGNOSTICS" option;
- b. The VCM will display the "DIAGNOSTICS" Menu. Click the rounded-arrow button to scroll down the screen. Select "RUN ALL" option; and
- c. The VCM will then display the message "AUDIO DIAGNOSTIC" test for speaker and headphone tests.
  - To test the VCM speaker: The VCM will display "PLAYING SOUNDS..." and automatically play sounds on the VCM speaker.
  - The VCM will display the message "DID YOU HEAR THE SOUNDS?" with "YES" and "NO" buttons. Press "YES" if you heard the sounds, or "NO" if you did not.
  - After checking the speaker, the VCM will test the audio for headphone.
  - Press X mark at the bottom-left corner of the screen to skip the test for headphone. The message "AUDIO DIAGNOSTIC HAS BEEN CANCELLED" with DONE button. Press the DONE button to proceed with the next process.
- d. The VCM will automatically proceed to the screen of testing the CAST and RETURN Buttons.
  - The VCM will display the message "PLEASE PRESS THE CAST BUTTON". Press the GREEN BUTTON with "✓", located on the right side of the screen.
  - The VCM will display the message "PLEASE PRESS THE RETURN BUTTON". Press the RED BUTTON with "X" located on the right side of the screen.

- e. The VCM will automatically perform the ETHERNET DIAGNOSTIC. It will display the message "DETECTING NETWORK INTERFACES... PLEASE MAKE SURE THE NETWORKING CABLE OR MODEM DEVICE IS CONNECTED". Press X mark at the bottom-left corner of the screen to skip the test for Ethernet. The message "ETHERNET DIAGNOSTIC HAS BEEN CANCELLED" with DONE button. Press the DONE button to proceed with the next process.
- f. TRANSMISSION DIAGNOSTICS shall now be performed by the VCM. It will display the message "PLEASE INSERT THE GSM TRANSMISSION DEVICE". Press the arrow at the bottom-right corner of the screen to display the message "DETECTING NETWORK INTERFACES... PLEASE MAKE SURE THE NETWORKING CABLE OR MODEM DEVICE IS CONNECTED". Press X mark at the bottom-left corner of the screen to skip the test for Transmission. The message "THE TRANSMISSION DIAGNOSTIC HAS BEEN CANCELLED" with DONE button. Press the DONE button to proceed with the next process.
- g. The VCM will automatically proceed to the PRINTER DIAGNOSTIC. At this point, the VCM will display the message "PRINTING IMAGE" while simultaneously printing the image on the thermal paper. The image to be printed is also displayed on the VCM screen.  
After printing the image, the VCM will display the message "WAS THE IMAGE PRINTED CORRECTLY?" with "YES" and "NO" buttons. Press "YES" if it was correctly printed, or "NO" if it was not.
- h. The VCM shall now perform the POWER DIAGNOSTIC.
  - The message "TESTING BATTERY'S CHARGER CONNECTION... PLEASE MAKE SURE THAT THE BATTERY IS CONNECTED AND THEN DISCONNECT THE POWER CORD" will be displayed. Connect the Battery to the VCM battery port.
  - The message "PLEASE DISCONNECT THE POWER CORD" will then be displayed. Disconnect the power cord, after which the message "THE POWER CORD IS DISCONNECTED" will be displayed.
  - The message "PLEASE CONNECT THE POWER CORD" will be displayed. Connect the power cord, and then the message "THE POWER CORD IS CONNECTED" will be displayed.
- i. The VCM will then proceed to the TOUCH SCREEN DIAGNOSTIC with the following instructions:
  - "PRESS THE MARK ON TOP-LEFT CORNER." Press the blinking circle on the screen.
  - "PRESS THE MARK ON TOP-RIGHT CORNER." Press the blinking circle on the screen.



- "PRESS THE MARK ON BOTTOM-RIGHT CORNER." Press the blinking circle on the screen.
  - "PRESS THE MARK ON BOTTOM-LEFT CORNER." Press the blinking circle on the screen.
- j. The VCM will now proceed to SCANNER DIAGNOSTIC, and displays the message "PLEASE INSERT THE DIAGNOSTIC BALLOT".
- Insert one (1) FTS ballot.
  - The screen will display "PROCESSING THE FRONT FACE" and then "PROCESSING THE BACK FACE".
  - The VCM screen will display the images of both sides of the ballot. The first image to be displayed shall be based on which side of the ballot was facing upward when inserted.
  - Press "NEXT" button to see the other side of the ballot image.
  - Press the "PREVIOUS" button to return to return to the first ballot image.
  - Press "+" button to zoom-in the image. To navigate the screen, press the screen and move your finger up or down to view the top or bottom of the ballot image.
  - Press "-" button to zoom-out the image.
  - Press "BACK" button to continue with the test.
  - The VCM will display the message "DO THE IMAGES CORRESPOND TO THE PHYSICAL BALLOT?" with "YES" and "NO" options. Press "YES" if the images correspond to the physical ballot, or "NO" if it does not correspond.
  - If the scanner passed all of the foregoing tests, the VCM will display the message "SCANNER DIAGNOSTIC WAS SUCCESSFUL".
  - If no FTS ballot inserted, the VCM will display the message, "SCANNER DIAGNOSTIC COULD NOT BE COMPLETED. THE SCANNER REPORTS ITSELF AS IN ERROR STATE" with DONE button.
- k. The VCM will now proceed to IBUTTON DIAGNOSTIC.
- The message will display "PLEASE INSERT THE IBUTTON".
  - The Chairperson will place his/her iButton security key on top of the iButton security key receptacle and will then display message "THE IBUTTON HAS BEEN DETECTED SUCCESSFULLY."

- l. The VCM will now display the message "USB PORTS DIAGNOSTIC" with the following instructions:
  - "INSERT THE USB DEVICE IN THE UPPER PORT. IF THERE ARE ANY USB DEVICES ALREADY INSERTED, REMOVE THEM". PRESS HERE IF USB IS NOT DETECTED".
  - Press X mark at the bottom-left corner of the screen to skip the test for USB Ports Diagnostic. The message "THE USB PORTS DIAGNOSTIC HAS BEEN CANCELLED" with DONE button. Press the DONE button to proceed with the next process.
- m. The VCM will proceed to the SD MEMORY DIAGNOSTIC with message "ALL THE REQUIRED STORAGE DEVICES WERE DETECTED." After which it will check and display the detected SD specifications: Serial Number, Total Size, Free Space, Write Speed and Read Speed.
- n. After all the components have been tested, the VCM will automatically print the Diagnostic Report. The messages "PRINT DIAGNOSTIC REPORT" and "GENERATING THE REPORT... SAVING THE REPORT... PRINTING THE REPORT..." will be displayed on the screen while simultaneously printing the report.
- o. Detach the printed diagnostic report and place the same inside the envelope (A17- TS) provided for the purpose.
- p. After printing the diagnostic report, if some tests were skipped or unsuccessful, the VCM shall display the messages:
  - "SOME ACTIVITIES WERE NOT COMPLETED SUCCESSFULLY."
  - UNSUCCESSFUL ACTIVITIES: [NO. OF UNSUCCESSFUL ACTIVITIES]
  - SKIPPED ACTIVITIES: [NO. OF SKIPPED ACTIVITIES" with DONE button. Click the DONE button to return to the DIAGNOSTICS MENU.  
UNSUCCESSFUL ACTIVITIES refer to "Failed" status on the printed Diagnostic Report, and SKIPPED ACTIVITIES refer to "Not Executed."
  - Press the DONE button to go back to the Diagnostics Menu.
- q. Click the "X" button in the bottom-left part of the screen to return to the Election Menu.
9. The IT-capable EB member will then select "OPEN VOTING". The VCM will display the message "INPUT PIN FOR EB CHAIRPERSON TO CONFIRM THE

EXECUTION OF OPEN VOTING". Enter the authorized password/pin of the CHAIRMAN. The VCM will display the registration of the EB Poll Workers.

- a. To enroll the name of the assigned EB Chairperson:
    - Press "ASSIGN" button beside the EB Chairperson. The VCM will display "PLEASE ENTER THE EB CHAIRPERSON NAME".
    - Enter the EB Chairperson's name and press "ASSIGN" button.
  - b. To enroll the name of the assigned EB Poll Clerk:
    - Press "ASSIGN" button beside the EB Poll Clerk. The VCM will display "PLEASE ENTER THE EB POLL CLERK NAME"
    - Enter EB Poll Clerk's name and press "ASSIGN" button.
  - c. To enroll the name of the assigned EB Third Member:
    - Press "ASSIGN" button beside the EB Third Member. The VCM will display "PLEASE ENTER THE EB THIRD MEMBER NAME"
    - Enter EB Third Member's name and press "ASSIGN" button.
  - d. To replace the registered name, press "REMOVE" button corresponding to the EB name.
  - e. Press on the "ASSIGN" button to input the new EB information.
  - f. Press the check mark (✓) at the bottom-right of the screen to automatically print the Initialization Report.
10. The messages "OPEN POLLS" and "GENERATING THE REPORT... SAVING THE REPORT... PRINTING REPORT..." will appear on the screen while simultaneously printing the Initialization Report. The report will show Zero (0) vote for each candidate including the graphic information (District/Province, City/Municipality, Barangay, voting center, precincts in a cluster), machine ID, clustered precinct ID, VCM status, number of registered voters, number of voters who actually voted, and number of valid ballots cast.
  11. After printing the Initialization Report, the VCM will display the message "OPEN POLLS COMPLETED SUCCESSFULLY"; "THE DEVICE STATE HAS BEEN UPDATED" with DONE button. Press DONE button.
  12. Detach the Initialization Report. The Chairperson, Poll Clerk, Third Member, and including the representatives of the political parties, candidates, or citizens' arms present, shall affix their signatures thereon. Place the Initialization Report in the envelope (A17-TS) provided for the purpose.



13. From the Election Menu, press the "GO TO VOTING" button. The VCM will print the STATUS REPORT and will then display the message, "GO TO VOTING COMPLETED SUCCESSFULLY."; "VOTING HAS BEEN ENABLED ON THIS DEVICE." with DONE button. Press "DONE" button.

NOTE: For 2023 BSKE, the VCM will accept one (1) ballot for Barangay and/or one (1) ballot for SK.

14. The VCM is now ready to accept ballots. At this time, the VCM screen will display the message "TO GET STARTED, INSERT ONE BALLOT AT A TIME, IN ANY ORIENTATION INTO THE SCANNER SLOT".

15. Ensure that the INSERT BALLOT screen displays the following details:

- a. The VCM shall interpret the ballot. The message "YOUR BALLOT IS BEING PROCESSED" will be displayed on the screen.
- b. After processing, the VCM will display the following messages: "YOUR VOTE IS BEING CAST. PLEASE WAIT". Another message will be displayed "YOUR VOTE IS BEING PRINTED" while simultaneously printing the voter's receipt.
- c. The messages, "DEPOSITING THE BALLOT IN THE BOX" and "YOUR VOTE HAS BEEN CAST. THANK YOU FOR VOTING" will be displayed in the screen respectively.
- d. Monitor the VCM screen to make sure that the ballot was successfully accepted and counted.

From the VCM screen, check the ballot counter beside the transmission status icon for ballot sheet 1 and ballot sheet 2.

- Ballot Counter 1: Count cast ballots for Barangay
- Ballot Counter 2: Count cast ballots for SK

16. After the ten (10) voters have cast their votes, perform CLOSE VOTING with the following procedures:

- a. The Poll Clerk will place his/her iButton security key on top of the iButton security key receptacle, apply slight pressure thereto, after which the VCM will display message "SELECT THE PROFILE TO AUTHENTICATE";
- b. Select "EB MEMBERS". The VCM will display the message "SELECT THE USER TO AUTHENTICATE" with "EB POLL CLERK" and "EB THIRD MEMBER" options.
  - Select "EB POLL CLERK".
  - The VCM will display the message "INPUT YOUR PIN".

- Enter the role PIN of EB Poll Clerk. A message "THE USER EB POLL CLERK WAS AUTHENTICATED SUCCESSFULLY" appears on the screen and the VCM will return to the previous display - "SELECT THE USER TO AUTHENTICATE".
  - Select "EB THIRD MEMBER"
  - The VCM displays "INPUT YOUR PIN". Enter the role PIN of EB Third Member.
- c. The VCM shall then display the ELECTION MENU. From the ELECTION MENU, choose the option "CLOSE VOTING".
- d. After choosing Close Voting, the VCM shall display the message "INPUT PIN FOR EB POLL CLERK TO CONFIRM THE EXECUTION OF CLOSE VOTING". After successfully inputting the role PIN for EB Poll Clerk, the VCM will display the message "INPUT PIN FOR EB THIRD MEMBER TO CONFIRM EXECUTION OF CLOSE VOTING". Input the role PIN of the EB Third Member.
- e. The screen to add signatures to the election results will prompt with message "Press NEXT TO ADD A SIGNATURE TO THE ELECTION RESULTS. (REQUIRED SIGNATURES: [NO. OF SIGNATURES])" along with DIGITAL SIGNATURES ALREADY ADDED: 0 and the NEXT button.
- The Chairperson shall press "NEXT".
  - The VCM will display the message "PLEASE INSERT THE MEMORY TOKEN TO BE REGISTERED" with CANCEL button.
  - The CHAIRPERSON will place his/her operational iButton or iButton with external certificate on top of the iButton security key receptacle and apply pressure thereon. The VCM will display message "READING IBUTTON... DON'T REMOVE THE IBUTTON AND PLEASE WAIT."
  - Wait until the VCM displays the message "PLEASE INPUT THE IBUTTON PIN". The Chairperson shall now enter his/her external digital signature password or role PIN. The VCM shall thereafter display the message "DIGITAL SIGNATURE SUCCESSFULLY ADDED".
- f. The VCM shall again display the screen for adding digital signature with message, "DO YOU WANT TO ADD A SIGNATURE TO THE ELECTION RESULTS? (REQUIRED SIGNATURES: [NO. OF SIGNATURES])" along with the DIGITAL SIGNATURES ALREADY ADDED: 1 and the "YES" and "NO" options.
- The EB Poll Clerk shall press "YES".

- The VCM will display the message "PLEASE INSERT THE MEMORY TOKEN TO BE REGISTERED" with CANCEL button.
  - The EB Poll Clerk will place his/her operational iButton or iButton with external certificate on top of the iButton security key receptacle and apply a slight pressure thereon. The VCM shall display the message "READING IBUTTON... DON'T REMOVE THE IBUTTON AND PLEASE WAIT."
  - Wait until the VCM displays "PLEASE INPUT THE IBUTTON PIN". The EB Poll Clerk shall now enter his/her external digital signature password or role PIN. The VCM shall thereafter display the message "DIGITAL SIGNATURE SUCCESSFULLY ADDED".
- g. The VCM shall again display the screen for adding digital signature with message, "DO YOU WANT TO ADD A SIGNATURE TO THE ELECTION RESULTS? (REQUIRED SIGNATURES: [NO. OF SIGNATURES]" along with the DIGITAL SIGNATURES ALREADY ADDED: 2 and the "YES" and "NO" options.
- The EB Third Member shall press "YES".
  - The VCM will display the message "PLEASE INSERT THE MEMORY TOKEN TO BE REGISTERED" with CANCEL button.
  - The EB Third Member will place the operational iButton or iButton with external certificate on top of the iButton security key receptacle and apply pressure thereon. The VCM will display "READING IBUTTON... DON'T REMOVE THE IBUTTON AND PLEASE WAIT."
  - Wait until the VCM displays the message "PLEASE INPUT THE IBUTTON PIN". The EB Third Member shall now enter his/her external digital signature password or role PIN.
17. The VCM displays the message, "CHANGING THE VOTING MACHINE STATE TO CLOSED". The VCM shall automatically print the eight (8) copies of the LOCAL returns. Detach the election returns and place them in the envelope provided for the purpose.
18. After printing the eight (8) copies of Local returns, the system will display message "DO YOU WANT TO TRANSMIT THE ELECTION RESULTS?" with "YES" or "NO" options. Choose "NO".

NOTE: For BSKE 2023, there will be NO transmission of election results.

19. The VCM will then print the twenty-two (22) copies of Local returns.

NOTE: For the purpose of FTS, there will be NO printing of additional 22 copies of ERs. To CANCEL the printing perform the following procedures;



- a. Open the thermal printer cover and wait until the VCM will display the message "THE REPORT COULD NOT BE PRINTED. TO RETRY THE PRINTING PROCESS, PRESS "RETRY" BUTTON. TO CANCEL THE PRINTING PROCESS, PRESS "SKIP" BUTTON."
  - b. Press "SKIP" button to cancel the printing of the Local Election Returns.
20. After skipping the printing of the twenty-two (22) copies of the Local returns, the VCM will automatically print the STATISTICAL REPORT.
21. After printing the VCM Statistical Report, the system will display message "CLOSE POLLS COMPLETED WITH WARNINGS. THE REPORT COULD NOT BE PRINTED. THERE IS NO INFORMATION AVAILABLE FOR TALLY." with DONE button. Press DONE button to return to the Election Menu.
22. The Chairperson shall now Re-Zero the VCM. From the Election Menu, the Chairperson shall select "UTILITIES" then choose the "RE-ZERO" option.
23. The message "INPUT PIN FOR RE-ZERO" will be displayed on the screen. The Chairperson shall then input the re-zero PIN.
24. The message, "YOU ARE ABOUT TO DELETE 10 BALLOTS. ARE YOU SURE TO PROCEED?" with YES and NO buttons, press the YES button.
25. While the VCM is re-zeroing all data, it will display the message "ENSURING THAT VOTE COUNTERS ARE SET TO ZERO..."
26. The VCM shall then print the RE-ZERO REPORT.
27. After the printing of Re-zero Report, the message "THE SYSTEM NEEDS TO SHUTDOWN. TO SHUT DOWN THE SYSTEM PRESS THE 'OK' BUTTON. RE-ZERO HAS BEEN COMPLETED SUCCESSFULLY" will be displayed. Press OK button to shut down the VCM.

**SECTION 8. Election Day.** The following procedures shall be followed during Election Day for the VCM.

## **II. ELECTION DAY**

1. Retrieve the VCM from its box.
2. Show to the public that the VCM slots labeled "A" and "B", where the main and back-up SD cards are individually stored, are sealed.
3. Place the VCM properly on top of the ballot box.
4. Open the thermal paper printer cover and ensure that the roll of official thermal paper is properly installed.
5. Close the thermal paper printer cover.

6. Turn on the VCM to display the Device Information and the Home screen.
7. Check the Date and Time at the top-left corner of the screen. If the date and/or time is incorrect, perform the following procedures;
  - a. The EB Chairperson shall place his/her iButton on top of the iButton security key receptacle and apply a slight pressure thereon.
  - b. A message "SELECT THE PROFILE TO AUTHENTICATE" and the role of the EBs will be displayed on the screen;
  - c. Select "CHAIRPERSON" profile. The VCM will display the message "INPUT YOUR PIN". Enter the role PIN of the EB Chairperson.
  - d. From the Election Menu, select the "UTILITIES" option and choose "CHANGE SYSTEM DATE AND TIME".
  - e. The system will display message "INPUT PIN FOR EB CHAIRPERSON TO CONFIRM THE EXECUTION OF CHANGE SYSTEM DATE AND TIME". Enter the role PIN of the EB Chairperson.
  - f. The screen, to change the date and time, will display with CANCEL and CHANGE button. Press the DOWN or UP arrows to adjust the date and time.
  - g. Press the "CHANGE" button to display message "CHANGE DATE AND TIME COMPLETED SUCCESSFULLY.", with DONE button.
  - h. Press DONE button to return to UTILITIES sub-menu.
  - i. Press "X" mark at the bottom-left of the screen to return to the Election Menu.
8. The EB Chairperson will now perform the OPEN voting process;
  - a. Select "OPEN VOTING". The VCM will display the message "INPUT PIN FOR EB CHAIRPERSON TO CONFIRM THE EXECUTION OF OPEN VOTING". Enter the role PIN.
  - b. The VCM will display the registration of the EB Poll Workers.
    - i. To enroll the name of the assigned EB Chairperson;
      1. Press "ASSIGN" button beside the EB Chairperson. The VCM will display "PLEASE ENTER THE EB CHAIRPERSON NAME".
      2. Enter the EB Chairperson's name and press "ASSIGN" button.
    - ii. To enroll the name of the assigned EB Poll Clerk;

1. Press "ASSIGN" button beside the EB Poll Clerk. The VCM will display "PLEASE ENTER THE EB POLL CLERK NAME."
  2. Enter the EB Poll Clerk's name and press "ASSIGN" button.
  - iii. To enroll the name of the assigned EB Third Member;
    1. Press "ASSIGN" button beside the EB Third Member. The VCM will display "PLEASE ENTER THE EB THIRD MEMBER NAME."
    2. Enter the EB Third Member's name and press "ASSIGN" button.
  - iv. To replace the registered name, press "REMOVE" button to delete the registered EB information.
  - v. Press on the "ASSIGN" button to input the new EB information.
  - vi. Press the check mark (✓) at the bottom-right of the screen to automatically print the Initialization Report.
  - c. The messages "OPEN POLLS" and "GENERATING THE REPORT... SAVING THE REPORT... PRINTING REPORT..." will appear on the screen while simultaneously printing the Initialization Report. The report shall show Zero (0) vote for each candidate including the graphic information (District/Province, City/Municipality, Barangay, voting center, precincts in a cluster), machine ID, clustered precinct ID, VCM status, number of registered voters, number of voters who actually voted, and number of valid ballots cast.
  - d. After printing the Initialization Report, the VCM will display the message "OPEN POLLS COMPLETED SUCCESSFULLY. THE DEVICE STATE HAS BEEN UPDATED" with DONE button. Press "DONE" button.
  - e. Detach the Initialization Report. The Chairperson, Poll Clerk, Third Member, and including the representatives of the political parties, candidates, or citizens' arms present, shall affix their signatures thereon. Place the Initialization Report in the envelope (A17-TS) provided for the purpose.
  - f. From the Election Menu, press the "GO TO VOTING" button. The VCM will print the STATUS REPORT and will then display the message, "GO TO VOTING COMPLETED SUCCESSFULLY."; "VOTING HAS BEEN ENABLED ON THIS DEVICE." with DONE button. Press "DONE" button.
- NOTE: For 2023 BSKE, the VCM will accept one (1) ballot for Barangay and/or one (1) ballot for SK.
9. The VCM is now ready to accept ballots. At this time, the VCM screen will display the message "TO GET STARTED, INSERT ONE BALLOT AT A TIME, IN ANY ORIENTATION INTO THE SCANNER SLOT".



10. After the voter inserted the filled ballot in the ballot entry slot, the VCM shall interpret the ballot.

- a. The message "YOUR BALLOT IS BEING PROCESSED" will be displayed on the screen.
- b. After processing, the VCM will display the following messages: "YOUR VOTE IS BEING CAST. PLEASE WAIT". Another message will be displayed "YOUR VOTE IS BEING PRINTED" while simultaneously printing the voter's receipt.
- c. The messages, "DEPOSITING THE BALLOT IN THE BOX" and "YOUR VOTE HAS BEEN CAST. THANK YOU FOR VOTING" will be displayed in the screen respectively.
- d. Monitor the VCM screen to make sure that the ballot was successfully accepted and counted.

From the VCM screen, check the ballot counter beside the transmission status icon for ballot sheet 1 and ballot sheet 2.

- Ballot Counter 1: Count cast ballots for Barangay; and
- Ballot Counter 2: Count cast ballots for SK.

11. After the end of the Election, the VCM is now ready to CLOSE the voting by performing the following procedures:

- a. The Chairperson shall place his/her iButton security key on top of the iButton security key receptacle, apply slight pressure thereon, after which the VCM will display message "SELECT THE PROFILE TO AUTHENTICATE".
- b. Select "EB MEMBERS" the VCM will then display the message "SELECT THE USER TO AUTHENTICATE" with "EB POLL CLERK" and "EB THIRD MEMBER" options.
- c. Select "EB POLL CLERK".
- d. The VCM will display the message "INPUT YOUR PIN".
- e. Enter the role PIN of EB Poll Clerk. A message "THE USER EB POLL CLERK WAS AUTHENTICATED SUCCESSFULLY" appears on the screen and the VCM will return to the previous display - "SELECT THE USER TO AUTHENTICATE".
- f. Select "EB THIRD MEMBER".
- g. The VCM displays "INPUT YOUR PIN". Enter the role PIN of the EB Third Member.

12. The VCM shall then display the Election Menu. From the Election Menu, choose the option "CLOSE VOTING".
13. After choosing Close Voting, the VCM shall display the message "INPUT PIN FOR EB POLL CLERK TO CONFIRM THE EXECUTION OF CLOSE VOTING". After the successful input of the PIN for EB Poll Clerk, the VCM will display the message "INPUT PIN FOR EB THIRD MEMBER TO CONFIRM EXECUTION OF CLOSE VOTING". Input PIN for the EB Third member.
14. The VCM prompts to add signatures to the election results.
  - a. The screen will display "Press NEXT TO ADD A SIGNATURE TO THE ELECTION RESULTS. (REQUIRED SIGNATURES: [NO. OF SIGNATURES])" along with SIGNATURE ALREADY ADDED: 0 and the NEXT button.
    - The Chairperson shall press "NEXT".
    - The VCM will display the message "PLEASE INSERT THE MEMORY TOKEN TO BE REGISTERED" with CANCEL button.
    - The Chairperson will place his/her operational iButton or iButton with external certificate on top of the iButton security key receptacle and apply pressure thereon. The VCM shall display the message "READING IBUTTON... DON'T REMOVE THE IBUTTON AND PLEASE WAIT."
    - Wait until the VCM displays the message "PLEASE INPUT THE IBUTTON PIN". The Chairperson shall now enter his/her external digital signature password or role PIN.
    - The VCM shall thereafter display the message "DIGITAL SIGNATURE SUCCESSFULLY ADDED".
  - b. The VCM shall again display the screen for adding digital signature with message, "DO YOU WANT TO ADD A SIGNATURE TO THE ELECTION RESULTS? (REQUIRED SIGNATURES: [NO. OF SIGNATURES])" along with the DIGITAL SIGNATURES ALREADY ADDED: 1 and the "YES" and "NO" options.
    - The EB Poll Clerk shall press "YES".
    - The VCM will display the message "PLEASE INSERT THE MEMORY TOKEN TO BE REGISTERED" with CANCEL button.
    - The EB Poll Clerk will place his/her operational iButton or iButton with external certificate on top of the iButton security key receptacle and apply a slight pressure thereon. The VCM shall display the message "READING IBUTTON... DON'T REMOVE THE IBUTTON AND PLEASE WAIT."

- Wait until the VCM displays "PLEASE INPUT THE IBUTTON PIN". The EB Poll Clerk shall now enter his/her external digital signature password or role PIN. The VCM shall thereafter display the message "DIGITAL SIGNATURE SUCCESSFULLY ADDED".
- c. The VCM shall again display the screen for adding digital signature with message, "DO YOU WANT TO ADD A SIGNATURE TO THE ELECTION RESULTS? (REQUIRED SIGNATURES: [NO. OF SIGNATURES])" along with the DIGITAL SIGNATURE ALREADY ADDED: 2 and the "YES" and "NO" options.
- The EB Third Member shall press "YES".
  - The VCM will display the message "PLEASE INSERT THE MEMORY TOKEN TO BE REGISTERED" with CANCEL button.
  - The EB Third Member will place the operational iButton or iButton with external certificate on top of the iButton security key receptacle and apply pressure thereon. The VCM will display "READING IBUTTON... DON'T REMOVE THE IBUTTON AND PLEASE WAIT."
  - Wait until the VCM displays the message "PLEASE INPUT THE IBUTTON PIN". The EB Third Member shall now enter his/her external digital signature password or role PIN.
15. The VCM displays the message, "CHANGING THE VOTING MACHINE STATE TO CLOSED". The VCM shall automatically print the eight (8) copies of the LOCAL returns. Detach the election returns and place them in the envelope provided for the purpose.
16. After printing the eight (8) copies of Local returns, the system will display message "DO YOU WANT TO TRANSMIT THE ELECTION RESULTS?" with "YES" or "NO" options. Choose "NO".
- NOTE: For BSKE 2023, there will be NO transmission of election results.
17. After cancelling the transmission process, the VCM will print additional twenty-two (22) copies of the Local Election Returns.
18. After which, the VCM will automatically print the Statistical Report.
19. Once printing is completed, the VCM will display the message "CLOSE POLLS COMPLETED SUCCESSFULLY". "VOTING PROCESS HAS BEEN COMPLETED", with DONE button. Press "DONE" button.
20. The VCM will return to the Election Menu and is now in CLOSED STATE.
21. To print the Audit Log Report, perform the following procedures:

- a. From the Election Menu footer, press “REPORTS”. Reports screen will be displayed.
- b. Click the down arrow on the right side to reveal "PRINT AUDIT LOG" button. Press the "PRINT AUDIT LOG" button.
- c. The Date and Time range will be displayed. Check the date and time on the screen.
- d. To change the date and time, press on the Check Box beside the Start/End, input the correct date and time and then press the check "✓" button on the lower right of the screen to start the printing.
- e. After printing, a message will appear “AUDIT LOG REPORT COMPLETED SUCCESSFULLY” with DONE button. Press DONE. The VCM will return to the REPORTS sub-menu.
- f. Press the “X” mark to return to the Election Menu.
- g. Press the “X” mark to go to the Home Screen.

22. To perform the Write-Protect Data, perform the following:

- a. From the Home Screen, tap the iButton in the slot and select Chairperson to authenticate.
- b. Input the Role PIN of the Chairperson.
- c. From the Election Menu, select “WRITE-PROTECT DATA” option.
- d. A message “INPUT PIN FOR EB CHAIRPERSON TO CONFIRM THE EXECUTION OF WRITE-PROTECT DATA.”
- e. The VCM prompts the user to confirm the lockup of the external SD memory with message “THE WRITE-PROTECTING PROCESS CANNOT BE REVERSED. DO YOU WANT TO CONTINUE?” with “YES” or “NO” options. Press “YES” to confirm the lock-up of the SD memory.
- f. The machine identifies that the SD card is a WORM. The VCM locks the backup memory, displays a message informing about the result of the operation. Press "OK" button to Shut Down the VCM.

23. Secure the Memory Cards for manual uploading to the CCS.

- a. Break the seal of both the Main and Backup SD ports and open the SD card compartments.
- b. Remove the Main and Backup SD cards and place to their appropriate envelope and label accordingly.
- c. Accomplish the remaining portions of the Test Worksheet/Checklist.



- d. Keep the SD cards for manual uploading to the CCS.

### **ARTICLE III VOTING**

**SECTION 9. *VCM Box to be opened on 30 October 2023.*** - After the FTS, the VCM box shall be opened again only on 30 October 2023 not earlier than five o'clock in the morning, and in the presence of watchers, if any.

**SECTION 10. *Manner of Voting.*** –

- a. The voter shall:
  1. Using a ballot secrecy folder and the marking pen provided by the Commission, accomplish the ballot by *fully shading the oval* appearing before the names of the candidates; and
  2. After accomplishing the ballot, feed the ballot in the VCM's ballot entry slot without touching the VCM, and thereafter the voter is required to distance himself/herself from the VCM to give way for the EB third member to perform the steps in the succeeding sub-sections. Return the ballot secrecy folder and the marking pen to the third member after verification of the VVPAT shown to him / her by the EB member.
- b. The EB third member shall, position/ stand beside the VCM without being able to view the screen, but near enough to be able to perform the following:
  1. Monitor the VCM screen to ensure that the ballot is successfully accepted and the VVPAT is printed;
  2. Cut the end of the VVPAT using preferably a non-pointed scissors without looking at the contents thereof, fold the VVPAT in such a way that its contents cannot be seen, then give to the voter the VVPAT for verification;
  3. Instruct the voter to fold the VVPAT and deposit the same in the VVPAT receptacle. For this purpose, the box containing the Official Ballots shall serve as the VVPAT receptacle which shall be placed in an area visible to the EB members, support staff, citizens' arm, watchers and other persons allowed inside the Polling Place;
  4. The EB shall ensure that all Official Ballots are removed from the box before the same is used as a VVPAT receptacle. The VVPAT receptacle shall be properly sealed using the packaging tape, on which the EB and watchers, if any, shall affix their names and signatures;
  5. Direct the voter to return the ballot secrecy folder and marking pen;

6. Apply indelible ink to the voter's right forefinger nail or any other nail if there be no forefinger nail; and
  7. Advise the voter to leave the polling place.
- c. In case an objection is raised by the voter in the VVPAT, the Chairperson shall:
1. Direct the voter to affix his/ her signature at the back of the VVPAT;
  2. Note the specific objection in the Minutes; and
  3. Attach the contested VVPAT to the Minutes (copy for the Ballot Box).

The objection shall be raised before the VVPAT is dropped by the EB third member in the VVPAT receptacle.

Filing of frivolous objections shall constitute an election offense punishable under the Omnibus Election Code. For this purpose, the EB is allowed to administer oaths so that if the protest is frivolous, falsification or perjury charges may be filed.

- d. At the close of polls, the EB shall then place the VVPAT receptacle inside the ballot box.

**SECTION 11. *Rejected ballots; Procedure.*** - Ballots may be rejected by the VCM during the scanning. There will be three (3) different types of messages when the VCM rejects a ballot:

- a. Misread Ballot - When a ballot has not been scanned properly. For this purpose, the EB shall allow the voter to re-feed the ballot four (4) times in four (4) different orientations;
- b. Previously Read Ballot - When a ballot with the same ballot ID number was already scanned; and
- c. Invalid Ballot - When the Ballot is not configured to the VCM. The voter shall return the ballot to the chairperson who shall in turn, check if the ballot ID of the rejected ballot corresponds to the clustered precinct number. If it does not match, the chairman shall mark the ballot with the word "**REJECTED**" and place the same inside the envelope for rejected ballots. The chairperson shall then issue the correct ballot to the voter.

If the ballot is still rejected, the voter shall return the ballot to the Chairperson, who shall:

1. Distinctly mark the back thereof as **REJECTED**;
2. Require all members of the EB to sign at the back thereof; and
3. Place the rejected ballot inside the Envelope for Rejected Ballots.

No replacement ballot shall be issued to a voter whose ballot is rejected by the VCM except if the rejection of the ballot is not due to the fault of the voter.

Any party objecting to the rejection of the ballot shall reduce his objection in writing, which the EB shall attach to and note in the Minutes.

**SECTION 12. Closing of Polls; Counting of Votes and Consolidation of Results; Printing of Reports and Shutting Down the VCMs; Procedure.** - After the voters have cast their votes, the EB shall close the voting by performing the procedures laid in the VCM Technical Manual.

After the VCM is shut down, the EB shall:

- a. Remove the **main SD card from slot "A" (colored black)** of the VCM, place the main SD card inside the envelope (A18-B). The EB shall also indicate on the envelope the clustered precinct number, barangay and city/municipality/province. ***The Back-up SD card shall not be removed from the VCM, and the cover of slot "B" shall remain locked;***
- b. Place the initialization report, precinct statistical report and audit logs in the corresponding envelope (A18-C to A18-E);
- c. Disconnect the battery from the VCM machine;
- d. Disconnect the battery cables from the battery;
- e. Disconnect the power cable of the VCM machine from the electrical outlet;
- f. Disconnect the power cable from the VCM machine;
- g. Return the iButtons, and PINs to the ziplock;
- h. Place the battery inside the battery box;
- i. Place inside the VCM box the power cord and the battery cables; and
- j. Close the VCM box with the sealing sticker provided for the purpose.

## **ARTICLE IV DISPOSITION OF DOCUMENTS**

**SECTION 13. Disposition of Unused Ballots.** - After the voting, the Chairperson, in the presence of the other members of the EB, shall:

- a. Record in the Minutes the quantity of unused ballots;
- b. Tear the unused ballots in half lengthwise;

- c. Place one half of the torn ballots in the *Envelope for Rejected Ballots, Half of Torn Unused Official Ballots and Other Half of Torn Unused Official Ballots* (CEF No. A15), and submit said envelope to the EO for safekeeping; and
- d. Place the other half in another *Envelope for Rejected Ballots, Half of Torn Unused Official Ballots and Other Half of Torn Unused Official Ballots* (CEF No. A15), and then deposit the same inside the ballot box. Such fact shall be entered in the Minutes.

**SECTION 14. *Disposition of Election Returns.*** - After printing the election returns (ERs), the EB shall sign and affix their thumbmarks in the certification portion of all copies of the ERs. Thereafter, the EB shall post one (1) copy of the ERs in a conspicuous place inside the polling place. The EB shall individually fold the ERs. The first eight (8) copies of the ERs shall be sealed with serially numbered paper seals and placed in their respective envelopes (CEF No. A17). All envelopes containing the ERs shall be sealed with serially numbered paper seals.

There shall be separate ERs for Barangay and Sangguniang Kabataan Elections. The ERs for Barangay Election shall be accomplished in four (4) copies while the ERs for the SK election shall be accompanied in three (3) copies. Each copy of the ER shall be signed and thumb marked by the EB and watchers, if the latter is available, sealed with a paper seal, placed in the envelope provided for the purpose, which envelope shall likewise be sealed with a paper seal, and distributed under proper receipt as follows:

For the Barangay Elections

- a) 1<sup>st</sup> copy, to the BBOC;
- b) 2<sup>nd</sup> copy, to the EO;
- c) 3<sup>rd</sup> copy, to be deposited inside the ballot box; and
- d) 4<sup>th</sup> copy, to the Secretary of the Sangguniang Barangay.

For the SK elections

- a) 1<sup>st</sup> copy, to the BBOC;
- b) 2<sup>nd</sup> copy, to the EO; and
- c) 3<sup>rd</sup> copy, to be deposited inside the ballot box.

The total number of votes for each candidate shall be closed with the signatures and the clear imprints of the right thumb of all EB members, affixed in full view of the public immediately after the last vote recorded or immediately after the name of the candidate receiving no vote.

The EB and the watchers available shall accomplish the certification portion of the ERs. Thereafter, the Chairperson shall publicly announce the votes obtained by each candidate.



The ERs shall be distributed to the following:

A. In the election of Barangay and Sangguniang Kabataan officials;

1. The Commission;
2. Accredited Citizens' arm;
3. Ballot box;
4. One (1) to be posted conspicuously on a wall within the premises of the polling place or counting center, as the case may be;
5. 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;
6. 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; and
7. Two (2) major citizens' arms, 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. 881. Such citizens' arm, groups and organization may use the four certified copies of election returns for the conduct of citizens' quick counts at the local or national levels.

**SECTION 15. *Certificate of Votes.*** – After the counting of votes and announcement of the results of the election in the precinct, and before leaving the polling place, the EB shall issue Certificate of Votes (CEF No. 13) upon request of the candidates or their watchers. The Certificate of Votes shall contain the total number of votes received by each candidate, written in words and figures, the precinct number, the name of the barangay, city or municipality and province, the total number of votes who voted in the precinct and the date of its issuance. The Certificate of Votes shall be signed and thumb marked by all EB members.

The EB shall require the requesting party to acknowledge receipt thereof.

The refusal of the EB to furnish the Certificate of Votes shall constitute an election offense.

**SECTION 16. *Disposition of VCM, Ballot Boxes, Election Returns and Other Documents.*** - When the counting of votes has ended and the results of the election in the polling place have already been announced, the EB shall:

- a. Place inside the ballot box the following:
  1. Sealed Envelopes containing:
    - i. Copy of printed ERs intended for the ballot box;

- ii. Copy of the Minutes intended for the ballot box;
- iii. Half of torn unused ballots; and Rejected ballots, if any; and

## 2. VVPAT Receptacle.

- b. Close the flap of the ballot box with security seal. To protect the ballots and other election documents therein from elements such as water and dust, cover the ballot box with packaging tape by wrapping the tape around the cover and extending it to the upper part of the ballot box. The EB shall affix their signatures on the tape, and require the watchers present to also affix their signatures;
- c. Turn-over the box containing the VCM and its peripherals to the logistics provider. In the absence of the logistics provider, the EB shall turn-over the VCM box to the concerned EO or the authorized representative, who shall in turn, coordinate with the logistics provider for the schedule of the retrieval thereof;
- d. Deliver the ballot box, accompanied by watchers, to the city/municipal treasurer. For this purpose, the city /municipal treasurer shall, at its own expense, provide at the voting center the necessary personnel and transportation facilities for the retrieval.

In case the ballot box delivered by the EB is not sealed, the treasurer shall seal the ballot box, and include such fact, together with the serial number of the plastic seal used, in his/her report to the Commission; and

- e. Deliver to the concerned EO the following documents or papers:
  - 1. EDCVL;
  - 2. PCVL;
  - 3. Sealed Envelope containing:
    - i. Copy of the Minutes intended for the Commission (CEF No. A11);
    - ii. Other Half of Torn Unused Official Ballots;
    - iii. Initialization Report;
    - iv. Precinct Audit Log Report;
    - v. Precinct Statistical Report;
    - vi. Copies of the ERs intended for the Provincial Board of Canvassers (CEF No. A9);
    - vii. Copies of the ERs intended for Commission (CEF No. A9).

4. The envelope containing the main SD card for use by the city/municipal board of canvassers thru the Reception and Custody Group (RCG); and
5. Other pertinent papers and documents.

After the counting of votes, the EO or the city /municipal treasurer, shall require the EB which failed to turn-over the election documents or paraphernalia to deliver them immediately.

## **ARTICLE V DELIVERY AND TRANSMITTAL OF ELECTION RETURNS**

**SECTION 17. *Manner of delivery and transmittal of ERs.*** – The copy of the ERs intended for the BBOC, placed inside a sealed envelope shall be personally delivered by the EB to the BBOC or through the BBOC Support Staff under proper receipt.

It shall be unlawful for any person to delay, obstruct, impede, or prevent through force, violence, coercion, intimidation, or by any means which vitiates consent, the transmittal of the ERs; or to take away, abscond with, destroy, deface, mutilate, or substitute the ERs or the envelope or the ballot box containing the ERs.

The watchers have the right to accompany the EB in delivering the ERs to the BBOC or the BBOC Support Staff.

## **ARTICLE VI PROCEDURES FOR CANVASSING/CONSOLIDATION AND PROCLAMATION**

**SECTION 18. *Canvass by the BBOC.*** – The BBOC for Automated BSKE shall meet at one o'clock in the afternoon of the election day in the voting center of the barangay and shall forthwith canvass the ERs of the precincts within the barangay. If the barangay has several voting centers, the canvassing shall be held in the voting center that is most accessible as determined by the EO. The EO shall make a corresponding report to the OPES or ORED, as the case may be, for consolidation purposes, which voting center was used as canvassing venue. The OPES for Barangays Zone II, Poblacion and Paliparan III in Dasmariñas City, Cavite shall submit the consolidated report to the ORED. The EO for Barangay Pasong Tamo in Quezon City – 6<sup>th</sup> District shall submit the consolidated report to the ORED. The OREDs shall then submit the reports to the Office of the Deputy Executive Director for Operations (ODEDO).

**SECTION 19. *Technical Procedures.*** – The procedures provided for in Article III, Procedures for Canvassing/Consolidation, of Resolution No. 10731, shall be followed and/or implemented, except the procedures on the electronic transmission of precinct's ERs from the VCMs to the CCS laptops of the BOC.

In lieu of the electronic transmission of ERs, the ERs shall be manually uploaded in the CCS following the procedures in cases of non-transmission of ERs laid down in Article III of COMELEC Resolution No. 10731, to wit:

**A. PRELIMINARIES TO CANVASSING.** - Before the canvassing begins, the Barangay Board of Canvassers (BBOC) shall observe the following procedures:

1. Show to the public and the watchers present that the CCS box is sealed;
2. Remove the plastic seal of the CCS box;
3. Open the CCS box;
4. Check whether the following are inside the CCS box:
  - a. CCS laptop box which contains:
    - i. Laptop;
    - ii. Secure Digital (SD) card (installed in the laptop);
    - iii. Power cable of the laptop;
    - iv. Electrical adaptor of the laptop;
    - v. Three (3) USB Security Tokens with label;
    - vi. USB extension cable;
    - vii. CD-R; and
    - viii. Reams of paper.
  - b. Three (3) envelopes with label for each BBOC member. Each envelope contains:
    - i. One (1) Username;
    - ii. One (1) security token;
    - iii. Two (2) Passwords:
      1. One (1) username *Login User Password* to enter the system; and
      2. One (1) security *Token Password*.
  - c. Checklist of the contents of the box;
  - d. Plastic Security Seal to close the CCS box after election day;



- e. Extension Cord;
  - f. Printer box containing:
    - i. Printer;
    - ii. Pre-installed toner;
    - iii. Power cable of the printer; and
    - iv. USB cable to connect the laptop and printer.
  - g. Memory Card Reader;
  - h. Security plastic seal; and
5. Retrieve the envelopes containing the system's username and password which shall be in the custody of the chairperson of the BBOC, and the USB tokens for each member of the BBOC which shall be distributed among themselves; and
  6. Retrieve the CCS laptop from its box and place the CCS laptop properly on top of the table.

**B. PROCEDURES FOR CANVASSING.** - Immediately after convening, the BBOC shall undertake the following canvassing procedures:

#### **I. INITIALIZATION PROCEDURES**

The CCSO shall:

- a. Plug the power cord of the laptop to the extension cord;
- b. Plug the extension cord to the electrical outlet or generator, when necessary;
- c. Turn on the laptop by pressing the power button;
- d. Connect the printer cable to the USB port of the laptop and the power cable of the printer to the extension cord;
- e. Turn on the printer by pressing the power button;
- f. Ensure sufficient quantity of paper in the printer feeder;
- g. The screen of the CCS laptop will display a message *"Starting Consolidation and Canvassing System. Please Wait."*
- h. The screen will display a window to select a certificate with message *"Select a certificate to authenticate yourself to xxxx.ccs..."* with CANCEL and OK buttons.

- i. Click OK button.
- j. The screen will display the WELCOME page of the CCS. This page contains the log in window to access the system;
- k. The CCSO shall direct the chairperson to enter in the USERNAME the chairperson's *Login User* and the *Login User* PASSWORD on the text fields. Click the "LOGIN" button.
- l. A message *"Please insert a valid token"* with CANCEL and NEXT buttons. Insert the token of the Chairperson.
- m. TOKEN VALIDATOR window will be displayed with 1/2 at the upper right portion. The chairperson shall enter in the USERNAME the chairperson's *Login User* and the TOKEN PASSWORD. Thereafter, click "NEXT". A message *"Token validated successfully, please remove token."* will be displayed.
- n. A message *"Please insert a valid token"* with CANCEL and NEXT buttons. Remove the USB security token of the Chairperson and insert the USB security token of the Vice-Chairperson.
- o. TOKEN VALIDATOR window will be displayed with 2/2 at the upper right portion. The vice-chairperson shall enter in the USERNAME the vice-chairperson's *Login User* and the TOKEN PASSWORD. Thereafter, click "NEXT". A message *"Token validated successfully."* will be displayed. Remove the USB security token of the Vice-Chairperson.
- p. The system will display screen with message at the top *"Upon completion and acceptance, the ELECTION will be activated"*;
- q. The system will ask for *Login User* and password of the Chairperson of the BBOC. The Chairperson will enter his/her *Login User* and click "ACCEPT".
- r. The system will display the BBOC Signatures window with message, "Do you want to add digital signatures to the document?" with Cancel, No and Yes buttons.
- s. If the YES button is clicked, the system will display the message, "Please insert a valid certificate." with Cancel, Add and Skip buttons.
- t. Insert the USB for digital signing. After successful validation, the system will display the message, "Please enter certificate password.
- u. Enter the password corresponding to the digital certificate and click on the Add button.
- v. The message, "You have added 1 additional signature of 3 allowed. Do you want to add another digital signature to the document?" with Cancel, No and Yes buttons. Click on the No button and remove the previously inserted USB token.

- w. If YES button is selected, repeat procedure s to v
- x. If the NO button is clicked, the system will proceed to the initialization process
- y. If CANCEL button is clicked, the BBOC Signatures window will be closed and the process will not continue
- z. Wait for the system to finish the initialization process;
- aa. The screen will display a message "ELECTION ACTIVATED" at the upper-left panel, above the PDF viewer;
- bb. The screen will display the PDF viewer for the *"INITIALIZATION REPORT"*. The initialization report shows zero vote for each candidate including the geographical information (Province, City/Municipality, Total No. of Clustered Precincts, Total No. of Clustered Precincts Reported, Total No. of Registered Voters, and Total No. of Voters that Actually Voted).
- cc. Print the INITIALIZATION REPORT by clicking the print icon on the upper right corner of the PDF viewer. Wait for the PRINT dialogue box to be displayed. Enter the number "1", in the space provided for number of copies to be printed. Then click "PRINT";
- dd. After printing the INITIALIZATION REPORT click "CONTINUE" found on the bottom-right part of the screen, to proceed to the HOME PAGE of the CCS;
- ee. The BBOC Chairperson shall write on the space provided the name of the Barangay corresponding to the generated initialization report;
- ff. The members of the Board shall affix their signatures on the certification portion of the INITIALIZATION REPORT;
- gg. After signing the certification portion, the Chairperson shall show the INITIALIZATION REPORT to the public; and
- hh. The Member-Secretary shall place the INITIALIZATION REPORT inside the envelope intended for the purpose.

**II. IMPORTING OF PRECINCT RESULTS FROM VCM.** The BBOC shall receive from the RCG the envelope/s containing the VCM main SD card/s. The BBOC shall open the said envelope, retrieve the VCM main SD cards and give the same to the CCSO who shall:

A. BBOC shall:

- 1. Attach the memory card reader to the laptop;
- 2. Insert the VCM main SD card in the memory card reader;

3. Click the blue triangle icon found at the bottom right portion of the HOME PAGE screen. The hidden side panel will be displayed, showing the import option. Click "IMPORT" at the upper right portion of the screen;
4. The screen will display the import dialogue box;
5. Click "CLICK HERE TO UPLOAD TRANSMISSION PACKAGE FILE";
6. The CCS will display the "OPEN FILES" Menu;
7. Click the folder for the SD card to be imported at the left pane of the dialogue box;
8. Click the "SAES" folder from the list of files in the dialogue box and click the "OPEN" button;
9. Click the "EVENTS" folder from the list of folders and click the "OPEN" button;
10. Click the "1" folder from the list of folders and click the "OPEN" button;
11. Click the "RESULTS" folder from the list of folders and click the "OPEN" button;
12. Click "RESULTS-PACKAGE.p7m" and click the "OPEN" button;
13. The screen returns to the IMPORT dialogue box. Click "IMPORT" button;
14. Wait until the processing is finished. Click the down arrow on the "GENERAL INFORMATION" header box. The message "THE IMPORT PROCESS WAS FINISHED SUCCESSFULLY" will be displayed on the screen;
15. Click CLOSE button. The screen will return to HOME PAGE.
16. If unsuccessful, the message "AN ERROR OCCURED IMPORTING THE FILE: RESULTS-PACKAGE.p7m" will appear on the screen, in which case, follow steps from [2] to [14] of this section;
17. Safely remove the VCM main SD card from the memory card reader by clicking the "EXTRACT" icon on the task bar, return it to its original envelope and label it "UPLOADED";
18. Follow the procedures laid down in steps [2] to [14] for the next VCM SD cards until all VCM SD cards are imported;
19. Disconnect the memory card reader from the laptop; and
20. To check if all the VCM SD cards are successfully imported, follow the procedures for MONITOR TRANSMISSION.



In case the VCM main SD card is not available or is found to be defective, the BBOC shall retrieve from the VCM the back-up SD card and give the same to the CCSO who shall perform the same procedures enumerated above.

**III. MONITORING OF RESULTS.** The BBOC shall monitor which results have already been loaded into the system.

1. Under the MONITORING module, click the "MONITOR TRANSMISSION" icon in the HOME PAGE.

A list of the barangays of the city/municipality shall be displayed with colored circles beside the name of the barangays. The color of the circles will determine the status of transmission of the specific precinct. The description of the colored circles is indicated at the lower portion of the screen.

2. To monitor the loading of results from a particular polling place under a barangay, click the name of the barangay, and the list of polling places will appear;
3. To monitor the loading of results from a particular precinct/clustered precinct under a polling place, click the name of the polling place where the precinct/clustered precincts concerned belong, and the list of the clustered precinct/ clustered precincts will appear;
4. To return to the previous page, click the tab of the city/municipality/province; and
5. To update the status of loading of results from a barangay from time to time, click refresh icon at the upper right side of the screen.

#### **IV. GENERATION AND PRINTING OF REPORTS.**

Before the Certificate of Canvass (COC) can be generated and printed, the CCSO must first generate and print the Canvass Report. For this purpose, the CCSO shall:

##### **A. Generate and Print the Canvass Report**

1. Under the CANVASSING module, click the "CANVASSING MANAGEMENT" icon in the HOME PAGE;
2. The list of available reports shall be displayed on the left panel of the screen. Click on the CANVASS REPORT from the list and the contest names for the canvass report are automatically displayed on the screen;
3. Click the checkbox beside the title "CONTEST NAME" to generate the CANVASS REPORT for all positions. Click the checkbox beside the CONTEST/POSITION to generate the CANVASS REPORT for the

- selected position only. After clicking any checkbox, click "ISSUE" button;
4. The BBOC Signatures window will prompt the screen with message, "Do you want to add digital signatures to the document?" with Cancel, No and Yes buttons
    - a. If the YES button is clicked, the system will display the message, "Please insert a valid certificate." with Cancel, Add and Skip buttons
      - i. Insert the USB for digital signing. After successful validation, the system will display the message, "Please enter certificate password [1/3]"
      - ii. Enter the password corresponding to the digital certificate and click on the Add button.
      - iii. The message, "You have added 1 additional signature of 3 allowed. Do you want to add another digital signature to the document?" with Cancel, No and Yes buttons. Click on the No button and remove the previously inserted USB token.
        - a) If YES button is clicked, repeat steps i to iii until the desired number of digital signatures is reached
        - b) If the NO button is clicked, the system will proceed to the generation of report process
        - c) If CANCEL button is clicked, the window is closed and will return to the Canvassing Management screen
    - b. If CANCEL button is clicked, the BBOC Signatures window will be closed out and the process will not continue
    - c. If NO button is clicked, the system will skip the digital signing and generates the CANVASS REPORT
  5. Wait while the system is loading the report. Thereafter, the CCS shall generate and display the CANVASS REPORT. Scroll down to view the report;
  6. Print the CANVASS REPORT by clicking on the printer icon, then type the number of copies in the space provided. Click "PRINT"; and
  7. Click "BACK" found at the lower right portion of the page to go back to the previous page;
  8. The BBOC Chairperson shall write on the space provided the name of the Barangay corresponding to the generated CANVASS report;

9. Once the CANVASS REPORT is generated, under the "STATUS" header, the button "PARTIAL" becomes BLUE. This means the said report has been generated. Notice that the next report available will be in color GREEN meaning that the report may be generated. This event is available to all Canvassing Reports.

10. The Canvass Report can be generated from time to time.

## **B. Generate and Print the Certificate of Canvass (COC)**

1. If all expected clustered precincts (for MBBOC/CBBOC) or city/municipal results (for PBBOC/DBBOC) have been loaded, the BBOC shall generate the COC. For this purpose, the CCSO shall:

a. Under the Canvassing module, click the "CANVASSING MANAGEMENT" icon in the HOME PAGE;

b. Click the "CERTIFICATE OF CANVASS (COC)" option found on the left panel. The list of positions will be displayed on the right panel;

c. Click the checkbox beside the title "CONTESTNAME" to generate the CERTIFICATE OF CANVASS for all positions. Click the checkbox beside the CONTEST/POSITION to generate the CERTIFICATE OF CANVASS for the selected position only. After clicking any checkbox, click "ISSUE";

d. The system shall require user authentication. The two (2) members shall, one at a time, insert their USB security token, enter their corresponding *Login User* and 6-digit security key token password and click "NEXT";

2. The BBOC Signatures window will prompt the screen with message, "Do you want to add digital signatures to the document?" with Cancel, No and Yes buttons

a. If the YES button is clicked, the system will display the message, "Please insert a valid certificate." with Cancel, Add and Skip buttons

i. Insert the USB for digital signing. After successful validation, the system will display the message, "Please enter certificate password [1/10]"

ii. Enter the password corresponding to the digital certificate and click on the Add button.

iii. The message, "You have added 1 additional signature of 10 allowed. Do you want to add another digital signature to the

document?" with Cancel, No and Yes buttons. Click on the No button and remove the previously inserted USB token.

- a) If YES button is clicked, repeat steps i to iii until the desired number of digital signatures is reached;
  - b) If the NO button is clicked, the system will proceed to the generation of report process;
  - c) If CANCEL button is clicked, the window is closed and will not return to the Canvassing Management screen.
- b. If CANCEL button is clicked, the BBOC Signatures window will be closed out and the process will not continue;
- c. If NO button is clicked, the system will skip the digital signing and generates the CERTIFICATE OF CANVASS REPORT;
- d. The CCS shall generate the CERTIFICATE OF CANVASS (COC) and display the same on the screen;
- e. Print the CERTIFICATE OF CANVASS (COC) by clicking on the printer icon, type "30" on the space provided for number of copies. Click "PRINT"; and
- f. Click "BACK" found at the lower right portion of the page to go back to the previous page.
- g. The BBOC Chairperson shall write on the space provided the name of the Barangay corresponding to the generated CERTIFICATE OF CANVASS (COC) report;
3. Even if not all of the expected results have been received but said results will no longer affect the result of the election in a particular position, the BBOC shall perform the following procedures:
- a. Upon motion by a party-in-interest to lower the threshold, and with the concurrence of the majority of the BBOC, the latter may seek the approval of the Commission through the PMO Director. In no case shall the result be lowered than ninety percent (90%) of all the results.
  - b. The members of the BBOC should be required to accomplish a form in duplicate. For such purpose, a form containing the following should be provided:
    - i. the position involved;
    - ii. the margin between the top two (2) candidates in a single-slot office or the lead of the last candidate assured of a seat from



the next candidate in multi-slot office, based on the received results; and

- iii. the precincts whose results are lacking and total number of registered voters in these precincts.
- c. One copy of the above-described form should be submitted to the Commission through the Steering Committee who may approve the lowering of the threshold while the other copy be form part of the records of the BBOC.
- d. Any violation of the foregoing conditions shall constitute precipitate canvassing and those responsible thereof should be made administratively accountable, without prejudice to any criminal action that may be instituted thereafter.

To lower the threshold, the BBOC shall:

1. Click on the blue triangle at the left corner of the screen and click on LOG-OUT.
2. A Message "*Do you want to end this session?*" with OK AND CANCEL buttons will be display. Select OK button.
3. Welcome Screen will be displayed. Enter the SPECIAL USER credentials and click on LOG IN.
4. TOKEN VALIDATOR window will be displayed with 1/2 at the upper right portion. Insert the USB token and enter the *Login User* and TOKEN PASSWORD of the member of the BBOC Thereafter, click "NEXT". A message "*Token validated successfully...*" will be displayed.
5. Remove the token of the member of the BBOC and insert the token of another member of the BBOC.
6. TOKEN VALIDATOR window will be displayed with 2/2 at the upper right portion. Enter the *Login User* and Token Password of the member of the BBOC. Thereafter, click "NEXT" A message "*Token validated successfully.*" will be displayed.
7. The system will display "SETTING THRESHOLD" on the screen.
8. In the field "# of Reg. Voters that may be left out of the COC" enter the corresponding number that may be left out. This number should be less than the "Total Voters" value.
9. Call NTSC for the "Generated Password" for each contest.

10. Input the corresponding "Generated Password" given by NTSC for each contest.
11. Click ISSUE button after setting the lowering of threshold.
12. After performing the lowering of threshold, click on the blue triangle at the left corner of the screen and click on LOG-OUT.

### **C. Generate and Print the Statement of Votes (SOV)**

1. Under the Canvassing module, click the "CANVASSING MANAGEMENT" icon in the HOMEPAGE;
2. From the left panel, scroll down and click the "STATEMENT OF VOTES (SOV)". The list of positions will be displayed on the right panel;
3. Select the position/positions to generate SOV by clicking on the checkbox beside the position title under the Contest Name header. To select ALL positions, click the checkbox beside the "CONTEST NAME" header. Once any checkbox is clicked, this will enable the "ISSUE" button;
4. Click "ISSUE" button located at the bottom portion of the screen;
5. The BBOC Signatures window will prompt the screen with message, "Do you want to add digital signatures to the document?" with Cancel, No and Yes buttons
  - a. If the YES button is clicked, the system will display the message, "Please insert a valid certificate." with Cancel, Add and Skip buttons
    - i. Insert the USB for digital signing. After successful validation, the system will display the message, "Please enter certificate password [1/3]"
    - ii. Enter the password corresponding to the digital certificate and click on the Add button.
    - iii. The message, "You have added 1 additional signature of 3 allowed. Do you want to add another digital signature to the document?" with Cancel, No and Yes buttons. Click on the No button and remove the previously inserted USB token.
      - a) If YES button is clicked, repeat steps i to iii until the desired number of digital signatures is reached
      - b) If the NO button is clicked, the system will proceed to the generation of report process
      - c) If CANCEL button is clicked, the window is closed and will not return to the Canvassing Management screen

- b. If CANCEL button is clicked, the BBOC Signatures window will be closed out and the process will not continue
6. If NO button is clicked, the system will skip the digital signing and generates the STATEMENT OF VOTES REPORT
7. Wait until the print preview of the SOV is displayed. Click the printer icon, then type "4" in the space provided for the number of copies. Then click "PRINT" button; and
8. Click "BACK" button to return to the previous page.

#### **D. Generation of Certificate of Canvass and Proclamation (COCP)**

The CCSO shall:

1. Under the CANVASSING module, click the "CANVASSING MANAGEMENT" icon in the HOME PAGE;
2. From the left panel, scroll down and click the "CERTIFICATE OF CANVASS AND PROCLAMATION (COCP)". The list of positions will be displayed on the right panel;
3. Select the position/positions to generate COCP by clicking on the checkbox beside the position title under the Contest Name header. To select ALL positions, click the checkbox beside the "CONTEST NAME" header. Once any checkbox is clicked, this will enable the "ISSUE" button;
4. Click "ISSUE" button located at the bottom portion of the screen;
5. The system shall require user authentication. The two (2) members, one at a time, will insert their USB security tokens, enter their corresponding *Login User* and security key password and click "OK";
6. The BBOC Signatures window will prompt the screen next with message, "Do you want to add digital signatures to the document?" with Cancel, No and Yes buttons
  - a. If the YES button is clicked, the system will display the message, "Please insert a valid certificate." with Cancel, Add and Skip buttons
    - i. Insert the USB for digital signing. After successful validation, the system will display the message, "Please enter certificate password [1/3]"
    - ii. Enter the password corresponding to the digital certificate and click on the Add button.
    - iii. The message, "You have added 1 additional signature of 3 allowed. Do you want to add another digital signature to the

document?" with Cancel, No and Yes buttons. Click on the No button and remove the previously inserted USB token.

- a) If YES button is clicked, repeat steps i to iii until the desired number of digital signatures is reached
  - b) If the NO button is clicked, the system will proceed to the generation of report process
  - c) If CANCEL button is clicked, the window is closed and will return to the Canvassing Management screen
- b. If CANCEL button is clicked, the BBOC Signatures window will be closed out and the process will not continue
7. If NO button is clicked, the system will skip the digital signing and generates the CERTIFICATE OF CANVASS AND PROCLAMATION REPORT
- a. In case there are no candidates receiving the same number of votes for a position, the system shall generate COCP. Click the printer icon, then type the number of copies to be printed in the space provided. Then click "PRINT" button;
  - b. In case of a tie, the screen will display:
    - i. The "RESOLUTION OF THE VOTES" window shall appear on the screen with the list of names of candidates for said position arranged in the order depending on the votes garnered from highest to lowest;
    - ii. There is an arrow beside the name of the candidate. This denotes if the candidate is placed on ascending or descending order;
    - iii. A checkbox with label "I AGREE" is at the rightmost column of the same row with the header. A "RESET" button is found beneath this checkbox; and
    - iv. The "PRINT", "SKIP AND PROCEED" and "SAVE" buttons are found below the "RESOLUTION OF THE VOTES" window.

Before ticking the "I AGREE" checkbox and clicking "SAVE" button, the BBOC shall first decide who the winners are for the particular position. For this purpose, the BBOC shall, after recording in its Minutes the fact of having candidates receiving the same number of votes for the position shall, by resolution and upon a five-day notice to all the tied candidates, hold a special public meeting at which the BBOC shall proceed to the drawing of lots.

For this purpose, the candidates or their representatives for municipal/city or Member, House of Representative positions, in



the case of MBBOC/CBCOC/DBBOC, or the candidates or their representatives for provincial positions and Member, House of Representatives, in the case of PBBOC, are hereby required to be present at all stages of the canvass. After the BBOC has determined the winner/s, the BBOC shall arrange in the CCS the order of the names of the winning candidate/s.

8. To arrange the order of the name of the candidate in the list, the CCSO shall:
  - a. Click and hold the row corresponding to the candidate's name;
  - b. Drag and drop the row according to the order;
  - c. Notice the arrow beside the candidate's name will be colored green if the position is moved upwards and red if downwards;
  - d. After completing the arrangement of winners with tie votes, tick on the check box with "I AGREE" label;
  - e. If multiple positions/contests have tie votes, make sure these were already arranged in order and their corresponding "I AGREE" checkboxes were ticked. Otherwise, the SAVE button will not be enabled;
  - f. Click "SAVE".
  - g. The CCS shall generate the COCP.
9. Click "PRINT" found at the bottom of the screen. The print preview of the COCP will be displayed. Repeat procedures [2] to [9] until all COCP for all positions are generated;
10. Click "BACK" to return to the previous page; and
11. The CCS will return to the CANVASSING MANAGEMENT screen.

#### **E. Printing of Audit Log**

The CCSO shall:

1. From the HOME PAGE, click the "SYSTEM LOGS" icon under the System Administration module;
2. Under the EVENTS tab, the screen will display the logs of the CCS;
3. Click "PRINT" at the bottom of the screen;
4. The preview of the audit log shall be displayed. Then click the PRINTER icon;
5. Enter the number of copies "1" in the space provided and click "PRINT".

6. Click "CONTINUE" to return to the "SYSTEM LOGS" screen;
7. Click the "HOME PAGE" icon.

## **F. Back-Up**

After all the results have been successfully transmitted, the CCSO shall:

1. Insert a blank disc in the CD drive;
2. Under the CLOSURE PROCEDURE module, click the "EXPORT DATA" icon in the HOME PAGE;
3. Click the green "PLAY" icon beside BACKUP RESULTS;
4. Wait until the back-up process is finished and the message *"The backup of results process was finished successfully"*;
5. Remove the CD from the CD drive and:
  - a. Place inside an envelope provided for the purpose and seal the same;
  - b. Label the envelope with "TRANSMITTED" or "NOT TRANSMITTED" to show whether the results are transmitted;
  - c. Indicate in the envelope the city/municipality and province; and
  - d. Sign the envelope; (Note: The CD shall be used by the BBOC in case of failure of transmission).
  - e. Repeat steps [1] to [4] to back-up the files in two (2) additional discs;
  - f. Turn-Over the CD to the Chairperson; and
  - g. Submit to the RCG of the PBBOC (for MBBOC/CBBOC)/National Board of Canvassers (for PBBOC/CBBOC).

The two (2) discs used to back-up the city/municipal or provincial results, duly sealed shall be submitted to the PBBOC and the Commission. One copy of the CD shall be retained by the Chairperson of the BBOC.

## **G. Shutting Down of the CCS**

After printing of all the reports and transmission of the municipal/city/district/provincial results to all intended recipients, the following shall be undertaken:

1. Click the blue triangular icon found at the top leftmost portion of the screen, to display the hidden side panel;

2. Click "LOG OUT" option from the menu. A confirmation message displays on the screen "Do you want to end this session?", click "OK";
3. Click the power button icon on the task bar and select "Shut Down". Wait for the laptop to shut down completely and turn-over CCS laptop to the Chairperson of the BBOC.

**SECTION 20. *Submission of the Minutes of Canvass of the BBOC.*** – Immediately after the termination of canvass, the Member-Secretary of the BBOC shall submit to the Chairperson a copy of the Minutes. Thereafter, the Chairperson shall, by registered mail or thru accredited courier services, submit to the Law Department of the Commission a certified copy of the Minutes of Canvass of the proceedings and shall notify, by the fastest means available, said department of the date and the manner of transmittal of the Minutes of Canvass.

In no case shall the Chairperson submit the Minutes of Canvass for more than five (5) days after the termination of canvass.

**SECTION 21. *Certificate of Canvass and Proclamation (COCP) and Proclamation of Winning Candidates.*** – The BBOC shall prepare in quadruplicate the COCP duly signed and thumb marked by each Member, supported by SOVs received by each candidate in each precinct, and, on the basis thereof, proclaim as elected the Punong Barangay and seven (7) *Kagawads* and the SK Chairpersons and seven (7) SK *Kagawads* who obtained the highest number of votes.

Subject to reasonable exceptions, the BBOC shall complete the canvass within one (1) day from the time the first ER is canvassed.

A copy of the SOVs shall be attached to each copy of the COCP except for the copy of the winning candidates. In case of a tie, the preceding Section shall apply.

**SECTION 22. *Distribution of Certificates of Canvass and Proclamation.*** – The copies of the COCP shall be distributed to the following:

1. Original, to the EO;
2. Second copy, to the winning candidate for *Punong Barangay* or SK Chairperson;
3. Third copy, to the Secretary of the *Sangguniang Bayan/Panlungsod*, as the case may be; and
4. Fourth copy, to the Secretary of the *Sangguniang Barangay*.

The winning candidate for *Punong Barangay* or SK Chairperson shall reproduce the copies of the COCP and distribute the same to each of the winning *Barangay* and SK *Kagawads*.

It shall be the duty of the EO to submit on or before 15 November 2023 (Wednesday), deadline to the Election Records and Statistics Department (ERSD), COMELEC, Manila, a certified list of the votes obtained by each

candidate ranked from highest to lowest for the *Barangay* and SK elections in each barangay together with the CD containing the encoded results of the BSKE.

**SECTION 23. *Safekeeping of Canvassed ERs.*** – After the canvass, the BBOC shall return the ERs for the BSKE in their proper envelopes, place these envelopes in the envelope for canvassed ERs, close and seal the same with a paper seal. The serial number of the paper seal shall be noted in the Minutes. The Chairperson and Members thereof shall affix their signature on the paper seal.

Thereafter, the BBOC shall deliver the envelope containing the canvassed ERs to the City/Municipal Treasurer who shall place the same locked in a safe and secure place with the EO keeping the key thereto, together with the envelope containing the canvassed ERs from other barangays.

## **ARTICLE VII CONTINGENCY PROVISIONS**

**SECTION 24. *General Procedures.*** -

- i. Announcement by the EB and BBOC. – To promote transparency and avoid confusion or suspicion by voters and watchers in the polling place/canvassing venue for Automated BSKE, the EB/BBOC Chairperson shall first announce the problem, and the contingency procedures to be undertaken, before performing the procedures.
- ii. In all cases, contingency measures and procedures shall be undertaken by the EBs/BBOCs, in the presence of watchers, if any, and shall be noted in the Minutes.

**SECTION 25. *Contingency Procedures for change of date and venue of FTS.***

**A. Prior to scheduled FTS.** In the event that there is a need for the change of venue and schedule of FTS due to security, health / IATF rules and/or practical reasons, the following contingency measures shall be observed:

1. The concerned EO may transfer the venue of FTS in the nearest voting center, subject to the approval of the PES of Region IV-A or RED of the NCR, as the case may be.

The EO shall notify, in accordance with the procedure in the succeeding paragraphs, the members of the EB, candidates, accredited citizens' arm, and other stakeholders of the place where the testing and sealing shall be conducted.

2. The concerned EO shall notify the EB in writing of the date, time and place of the FTS of the VCMs not later than three (3) days before the scheduled FTS.
3. The concerned EO shall notify the candidates or accredited citizens' arm, by posting a notice of the date, time and place of the FTS for each clustered precinct in the bulletin boards of the OEO and of the barangay hall, and in at



least three (3) conspicuous places in the concerned barangay, not later than three (3) days before the schedule of FTS.

**B. On FTS Day.** In the event that there is a need for an emergency change of venue of FTS for security, health and IATF rules and regulations, the following contingency measures shall be observed:

1. The concerned EB shall immediately inform the EO of this matter. The EO shall reset the date of the FTS the following day, or if not possible, not later than the day before election day with notice to the PES or RED, as the case may be. Thereafter, the concerned EO shall report the change of date and venue to the Command Center for Automated BSKE, as well as the reasons for the rescheduling of the FTS.
2. The resetting of the FTS by the concerned EO to a date not later than a day before election day shall be subject to proper notice to all candidates and stakeholders, and the posting of announcements of the resetting of FTS within 24 hours prior to its conduct.
3. The concerned EB shall record this incident in their Minutes.

**SECTION 26. Contingency Procedures Applicable to EB on FTS Day.** In the event that there is an absent / incomplete EB on FTS Day, the following contingency measures shall be observed:

1. If only one (1) member of the EB fails to appear during FTS, the other two (2) members of the EB will continue with the conduct of FTS.
2. If two (2) or all of the members of the EB fail to appear during FTS, the DESO for Automated BSKE will inform the concerned EO. The EO will determine the reason/s for their absence.
3. If two (2) or more of the members of the EB manifest their late arrival at their precinct, this will be announced by the DESO for Automated BSKE at the precinct and the EBs shall proceed to conduct their FTS immediately upon their arrival.
4. If the EB has a valid reason for their failure to appear, the FTS will be rescheduled to another day by the EO, subject to a 3-day notice to the EB, candidates, and other stakeholders. Subject further to the rule on notice within 24 hours if the FTS will be conducted within 3 days before election day.
5. However, if the EB cannot be located or has no valid reason for their absence, the EO shall proceed with the substitution of EBs.
6. The EB shall record this incident in their Minutes.

**SECTION 27. Contingency Procedures Applicable to the VCM During FTS.** - In the event that problems arise during the conduct of the FTS in the precinct level involving the VCM, the following contingency measures shall be observed:

**I. FTS, NON-TECHNICAL ISSUES:**

**A. The VCM box has been delayed in the delivery or not delivered during the FTS.**

1. The EB shall report this matter to the concerned EO through the fastest means available. The EO shall immediately call Command Center for Automated BSKE to verify the shipment and the status of the delivery of the VCM box.
2. The Command Center for Automated BSKE shall confirm if there is a delay in the delivery of the VCM Box. The EO shall determine if there is sufficient time left to conduct the FTS within the day. If yes, the EB shall proceed with the activity upon arrival of the VCM box and complete the same. If not, the EO shall reset the date of the FTS.
3. The resetting of the FTS by the concerned EO to a date not later than election day shall be subject to proper notice to all candidates and other stakeholders, and the posting of announcements of the new date of the FTS within 24 hours prior to its conduct.
4. In either of the above scenarios, the EB, concerned EO and the DESO for Automated BSKE shall be in coordination with each other towards the proper reporting to the Command Center for Automated BSKE, the speedy delivery of the VCM Box needed or the re-scheduling of the FTS.
5. The EB shall record this incident in their Minutes.

**B. The VCM box has lacking supplies or items discovered during the FTS Day.**

**B.1 FTS ballots in the VCM box are less than ten (10) pieces but not less than three (3) pieces.**

The EB shall note in the Minutes and proceed with FTS using the available FTS ballots.

**B.2. Three (3) or less FTS ballots in the VCM box.**

1. The EB shall call the DESO for Automated BSKE, who shall in turn, report the same to the Command Center for Automated BSKE.
2. EB shall likewise inform the concerned EO of this incident. After which, the EO shall move the conduct of FTS to election day before the start of polls, with notice to EB, candidates, accredited citizens' arm, and other stakeholders.

On election day before the start of polls, the EB shall conduct the FTS in accordance with the prescribed procedure and shall utilize the official ballots in order to supplement the lacking ballots. The ballots for this purpose shall not exceed three (3).

3. The EB shall retrieve the FTS ballots from the ballot box, mark across the face of the ballots the phrase, "FTS ballots" and place the same inside the *Envelope for Counted Test Ballots, ERs and Other Reports*.
4. The EB shall record this incident in their Minutes.

**B.3. All/Majority EB PINs/Passwords are unavailable/denied.**

1. The EB shall call the DESO for Automated BSKE.
2. The DESO for Automated BSKE shall refer the matter to the Command Center for Automated BSKE, which in turn, will coordinate with the Commissioner-in-Charge for Automated BSKE or his duly authorized representative from the ITD to authorize the issuance of the PINs/Passwords within the day.
3. The EB shall wait for the PINs/Passwords to be issued by the DESO for Automated BSKE and shall proceed with the conduct of the FTS.
4. Thereafter, the DESO for Automated BSKE shall inform Command Center for Automated BSKE on the successful use of the PINs/Passwords provided.
5. The EB shall record this in their Minutes.
6. If the new PINs/Passwords cannot be issued within the day, the concerned EO shall reset the date of the FTS with notice to EB, candidates, accredited citizens' arm, and other stakeholders, and to post notice of the new schedule of the FTS within 24 hours before its conduct.

**B.4. One (1) iButton for operations is missing.**

1. The concerned EB shall report the same to the DESO for Automated BSKE who shall guide them in conducting the FTS using the lone iButton.
2. The concerned EB shall proceed to complete with the conduct of the FTS using the lone iButton following the instructions of the DESO for Automated BSKE.
3. The DESO for Automated BSKE shall thereafter report this incident to the Command Center for Automated BSKE and the concerned EO as well.
4. The EB shall record this incident in their Minutes.
5. Upon receipt of report, Command Center for Automated BSKE shall refer the matter to the Commissioner-in-Charge for the Automated BSKE or his duly authorized representative who shall authorize the issuance of the iButtons for operations/SD Cards to the concerned EB.

**B.5. Other items such as plug adapter, VCM power cord, battery cable, rolls of thermal paper, checklist of the contents of the VCM box, USB modem with sim**

**cards, cleaning sheets, marking pens, or security seal/sticker are lacking inside the VCM box.**

1. The EB shall inform the concerned EO and DESO for Automated BSKE of the lacking item/s.
2. The concerned EO shall open one of the contingency VCM box in the presence of watchers, if any, and shall get the items therein that are needed by the EB and deliver the same to them within the day for the immediate conduct of the FTS.
3. The EB shall record the incident in their Minutes.
4. The concerned EO shall report this incident to the Command Center for Automated BSKE.

## **II. FTS, TECHNICAL ISSUES:**

### **A. Defects or malfunction detected during the diagnostic test.**

1. The EB shall call the DESO for Automated BSKE assigned in the polling place and shall take note of the defect or malfunction. The DESO for Automated BSKE shall call the Command Center for Automated BSKE to report the incident. The Command Center for Automated BSKE shall determine the cause of malfunction and the appropriate procedures to be undertaken.
2. If the defect or malfunction cannot be resolved, the Command Center for Automated BSKE shall recommend to the Commissioner-in-Charge for Automated BSKE or his duly authorized representative, the replacement of the VCM or reconfiguration of the SD Cards/ iButtons for operations, as the case may be.
3. However, if the contingency VCM or reconfigured Main and Back up SD Cards/iButtons for operations cannot be delivered to the EB on the same day, the concerned EO shall reset the date of the FTS on the following day. If this is not possible, the FTS shall be reset not later than the day before election day with notice to the PES or RED, as the case may be.

The concerned EO shall likewise notify the candidates, accredited citizens' arm, and other stakeholders of the date of the resetting.

4. The EB shall record this incident in their Minutes.

### **B. Discrepancy in ER and manual audit.**

1. The EB shall sign the certification portion of both ERs and compare the results of the manually-prepared ER with that of the machine-generated ER.
2. If the results of both ERs are not the same, the EB shall review / re-appreciate the ballots to determine the discrepancy.



3. If still there is a discrepancy, the EB shall call on the DESO for Automated BSKE to report the discrepancy to the Command Center for Automated BSKE. The Command Center for Automated BSKE shall determine the cause of discrepancy based on the report of the EB thru the DESO for Automated BSKE.
4. If the cause of the discrepancy is due to a defective VCM, the Command Center for Automated BSKE shall recommend to the Commissioner-in-Charge for Automated BSKE or his duly authorized representative, for the replacement of the defective VCM.  
The Command Center for Automated BSKE shall thereafter authorize the concerned EO to deploy a contingency VCM in his/her custody for the immediate replacement thereof. The concerned EO, or his/her authorized representative, shall retrieve the defective VCM from the EB and shall keep the same under his/her custody.
5. However, if the contingency VCM cannot be delivered to the EB on the same day, the EO shall reset the date of the FTS on the following day. If this is not possible, the FTS shall be reset not later than the day before election day with notice to the PES or RED, as the case may be. The EO shall likewise notify the candidates, accredited citizens' arm, and other stakeholders of the date of the resetting.
6. The EB shall record this incident in their Minutes.

## **SECTION 28. *Election Day Contingency Procedures.***

### **I. ELECTION DAY, NON-TECHNICAL ISSUES:**

#### **A. Misdelivered Official Ballots.**

1. The EB shall immediately report this matter to the concerned EO, who shall inform the Treasurer's Office of the mis-delivery of official ballots and seek assistance to locate the correct ballots.
2. If the mis-delivery of ballots is within the city/district, the concerned EO shall direct the City/Municipal Treasurer to resolve the mis-delivery as soon as possible by locating the correct ballots and causing the immediate rectification thereof.
3. If the misdelsivered ballots are located outside the region, the concerned RED shall coordinate with his/her counterpart in that region to arrange for the immediate delivery of the ballots to the polling place.
4. In any of the above circumstances, the EO/PES/RED shall report the incident to the Command Center for Automated BSKE.
5. The EB shall announce the delay to the voters and watchers and proceed with the preliminaries of voting while waiting for the arrival of the ballots.

6. The EB shall record this incident in their Minutes.

**B. Shortage of ballots in case the number of allocated official ballots for a clustered precinct is less than the number of registered voters in the same clustered precinct due to approved requests for inclusion in the voters list.**

1. The EB shall prepare the verified list of names of voters not accommodated due to lack of allocated official ballots.
2. The EB shall inform the DESO for Automated BSKE who shall coordinate with the EBs of the other polling places with available ballots to allow the voters to cast their votes.
3. Through the guidance of the DESO for Automated BSKE, instruct said voters to vote in another polling place within the same voting center.
4. In all the above scenarios, the EB shall:
  - a. Record in the Minutes, the names of the voters;
  - b. The EB with available official ballots shall also record in the Minutes the names of the voters who were allowed to vote in their assigned clustered precinct pursuant to this rule and attach to the Minutes the verified list of voters.
  - c. The concerned DESO for Automated BSKE shall inform the concerned EO, who in turn shall inform the Command Center for Automated BSKE of the action/s taken.

**C. Insufficient ballots delivered.**

1. The EB shall report the shortage of ballots to the concerned EO and shall proceed to open the voting process. The EO shall report the shortage of ballots to the Command Center for Automated BSKE.
2. If the ballots are all used and there are remaining voters who are unable to vote due to the shortage of ballots, the EB shall prepare the verified list of voters not accommodated due to insufficient ballots delivered.
3. The EB shall inform the DESO for Automated BSKE who shall coordinate with the EBs of the other polling places with available ballots to allow the voters to cast their votes.
4. Through the guidance of the DESO for Automated BSKE, instruct said voters to vote in another polling place within the same voting center.
5. In all the above scenarios, the EB shall:
  - a. Record in the Minutes, the names of the voters;

- b. The EB with available official ballots shall also record in the Minutes the names of the voters who were allowed to vote in their assigned clustered precinct pursuant to this rule and attach to the Minutes, the verified list of voters.
  - 6. The concerned DESO for Automated BSKE shall inform the concerned EO, who in turn shall inform the Command Center for Automated BSKE of the action/s taken.
- D. **There is a problem on the size/width of the ballots, such as the change in the size of the ballots due to weather, transport and other conditions thereby causing issues on compatibility with the VCM.**
  - 1. The EB shall immediately report this matter to the concerned EO.
  - 2. The concerned EO shall contact the Command Center for Automated BSKE for guidance.
  - 3. The EB shall record this in their Minutes.
- E. **There are missing items in the VCM box on Election Day.**
  - 1. All or majority of EB PINs/Passwords are unavailable or invalid.
    - a. The EB shall call the DESO for Automated BSKE.
    - b. The DESO for Automated BSKE shall refer the matter to the Command Center for Automated BSKE, which in turn, will coordinate with the Commissioner-in-Charge for Automated BSKE or his duly authorized representative, to authorize the issuance of the PINs/Passwords within the day.
    - c. The EB shall wait for the PINs/Passwords to be issued to them by the DESO for Automated BSKE and thereafter, shall proceed with the conduct of the voting.
    - d. The DESO for Automated BSKE shall inform the Command Center for Automated BSKE on the successful use of the PINs/Passwords provided.
    - e. The EB shall record this in their Minutes.
  - 2. One iButton for operations is missing.
    - a. The EB shall report the same to the DESO for Automated BSKE who shall guide them in conducting the opening of the polls using the available iButtons.
    - b. The DESO for Automated BSKE shall thereafter report this incident to the Command Center for Automated BSKE and to the concerned EO.

- c. The EB shall record this in their Minutes.
3. All iButtons for operations are missing/ one or both SD Cards is missing.
    - a. The EB shall inform the concerned EO and DESO for Automated BSKE of this fact. The DESO shall immediately inform the Command Center for Automated BSKE and request for issuance of the missing items.
    - b. The Command Center for Automated BSKE shall recommend to the Commissioner-in-Charge for Automated BSKE or his duly authorized representative the issuance of new iButtons/SD Card. The Command Center for Automated BSKE shall confirm with the concerned EO and the DESO on the availability of the iButtons/ SD Cards for pick-up by the concerned EO, or his/her authorized representative.
    - c. The EB shall record this in their Minutes.
  4. All the iButtons/SD Cards are not functional.
    - a. The EB shall immediately report the same to the concerned EO and DESO for Automated BSKE who will test and determine if the iButtons or SD Cards are in need of replacement. If yes, he/ she will report to the Command Center for Automated BSKE and request for the replacement of the iButtons for operations or SD Cards.
    - b. Upon receipt of the report, the Command Center for Automated BSKE shall refer the matter to the Commissioner-in-Charge for Automated BSKE or his duly authorized representative, who shall authorize the issuance of the iButtons for operations and SD Cards to the EB.
    - c. Meanwhile, the DESO for Automated BSKE will turn over the SD Cards and iButtons for operations to the EO, or his/her authorized representative for safe keeping.
    - d. The EB shall record this in their Minutes.
  5. Other items such as plug adapter, VCM power cord, battery cable, rolls of thermal paper, USB modem with sim cards, cleaning sheets, marking pens, or security seal/sticker are lacking inside the VCM box.
    - a. The EB shall inform the concerned EO and DESO for Automated BSKE about the lacking item/s.
    - b. The concerned EO shall open one of the contingency VCM boxes in the presence of watchers, if any, and shall borrow the items needed. The concerned EO, or his/her authorized representative, shall deliver the item/s to the EB immediately.



- c. In case there are no more available items in the contingency VCM box, the concerned EO shall report this matter to the Command Center for Automated BSKE.
  - d. In all cases, the EB shall record this in their Minutes.
- F. **Insufficient thermal paper for vote receipts and printing of audit logs and ERs.**
  - 1. The EB shall report this matter to the DESO for Automated BSKE.
  - 2. The DESO shall inform the EO who shall in turn report the same to the Command Center for Automated BSKE.
  - 3. The EO shall verify the availability of thermal paper with the OEO and supply the needed thermal paper to the EB.
  - 4. The EB shall record this in their Minutes.
- G. **Marking pens are all out of ink or the pens are all missing.**
  - 1. The EB shall report this matter to the DESO for Automated BSKE.
  - 2. Use regular black ballpoint pen.
  - 3. The EB shall record this in their Minutes.
- H. **Omission or erroneous inclusion by the EB of election documents and paraphernalia inside the ballot box which is already sealed.**
  - 1. The EB shall notify in writing the concerned EO of the omission or erroneous inclusion of the election documents or paraphernalia.
  - 2. In case of non-inclusion of election documents and paraphernalia, the EB shall turn over the said documents to the concerned EO.
  - 3. In case of erroneous inclusion of election documents and paraphernalia, the EO shall determine whether such erroneous inclusion is material to the canvassing. If immaterial, no further action is needed. Otherwise, the EO shall order the City/Municipal Treasurer to bring the ballot box to the BBOC for the purpose of retrieving from the ballot box the documents or paraphernalia subject of the inadvertence.
  - 4. This opening shall be subject to the approval of the Commission En Banc and proper notice to the concerned EB, City/Municipal Treasurer, candidates, watchers, and stakeholders of the date and time, to be determined by the concerned EO.
- I. **There is sabotage, explosion, equipment robbery and other similar circumstances.**

1. If required to leave the precinct, the EB shall report this to the concerned EO and immediately secure all equipment, election forms and supplies, inform the candidates, citizens' arms, and watchers present of the transfer or suspension of voting, and then proceed with security and/or health personnel to a safer place.
  2. If peace and order is restored, the EB shall conduct inventory of all equipment, forms and election supplies. If there are missing item/s, the EB shall report to the concerned EO and local PNP for proper documentation and investigation. Thereafter, the EO shall call the Command Center for Automated BSKE to inform about the missing item/s.
  3. The EB shall record this in their Minutes.
- J. There is a Catastrophe like fire, flood, earthquake and others, or by reason of emergency or health/ IATF rules and regulations in the locality.**
1. If required to leave the precinct, the EB shall report this to the concerned EO and immediately secure all equipment, election forms and supplies, inform the candidates, citizens' arms, and watchers present of the transfer or suspension of voting, and then proceed with security or health personnel to a safer place.
  2. The EO shall report this to the Command Center for Automated BSKE.
  3. This incident shall be recorded in the Minutes of the EB.
- K. There is no DESO for Automated BSKE in place.**
1. The EB shall inform the concerned EO about the absence of the DESO for Automated BSKE.
  2. The EO shall designate a substitute DESO for Automated BSKE.
  3. The EO shall report this substitution to Command Center for Automated BSKE for record purposes.

## **II. ELECTION DAY, TECHNICAL ISSUES:**

### **A. VCM Malfunction.**

1. The EB shall call the DESO for Automated BSKE assigned in the voting center and shall determine the cause of the malfunction.
2. If DESO cannot resolve the malfunction, he/she shall report the same to the concerned EO and Command Center for Automated BSKE.
3. The Command Center for Automated BSKE shall assist the DESO in troubleshooting the VCM.

4. If after sixty (60) continuous minutes of failure and non-operation of the VCM despite assistance from the Command Center for Automated BSKE, the latter shall recommend to the Commissioner-in-Charge for Automated BSKE or his duly authorized representative, the replacement of the malfunctioning VCM and authorize the EO to deploy/utilize a contingency VCM in his/her custody for its immediate replacement. The EO, or his/her authorized representative, shall retrieve the defective VCM from the EB and keep the same under his/her custody.
5. Thereafter, DESO shall perform the replacement procedure of the VCM. The DESO shall thereafter report to the Command Center for Automated BSKE the fact of replacement.
6. In the process of troubleshooting or seeking the replacement of the VCM, the EB shall announce to the voters casting or waiting to cast their votes that they have the following options:
  - a. To proceed in casting their votes by shading their ballots with waiver of their right to be issued a voter's receipt. In which case, these ballots shall be temporarily placed inside the Envelope for Rejected Ballots, Half or Torn Unused Official Ballots and Other Half of Torn Unused Official Ballots, and Counted Official Ballots and which shall be batch-fed by the EB before the close of polls; or
  - b. To wait for the VCM malfunction to be resolved or the replacement VCM to arrive, for them to cast their votes and personally feed the ballot in to the VCM.
7. The EB shall record this incident in their Minutes.

**B. Defective SD Cards.**

1. The EB shall call the DESO for Automated BSKE assigned in the polling place for assistance.
2. The DESO shall verify the reported defect. If the SD Card is confirmed to be defective, the DESO shall report it to the Command Center for Automated BSKE. The Command Center for Automated BSKE shall instruct the DESO on the procedures to be performed.
3. If the problem remains unresolved, the Command Center for Automated BSKE shall recommend to the Commissioner-in-Charge for Automated BSKE or his duly authorized representative, the reconfiguration of the defective SD Card. The DESO will turn over the Main and Backup SD Cards including the two (2) iButtons for operations to the concerned EO, or his/her authorized representative, who in turn will bring them to the provincial or regional technical hub, as the case may be, for its reconfiguration.
4. In the process of troubleshooting or the reconfiguration of the SD Cards/iButtons for operations, the EB shall announce to the voters casting or waiting to cast their votes that they have the following options:

- a. To proceed in casting their votes by shading their ballots with waiver of their right to be issued a voter's receipt. In which case, these ballots shall be temporarily placed inside the Envelope for Rejected Ballots, Half or Torn Unused Official Ballots and Other Half of Torn Unused Official Ballots, and Counted Official Ballots and which shall be batch-fed by the EB before the close of polls, or
  - b. To wait for the VCM malfunction to be resolved or the reconfigured SD Cards/iButtons for operations to arrive, for them to cast their votes and personally feed the ballot in the VCM.
5. The EB shall record this incident in their Minutes.

**C. Ballot Jams.**

1. If the ballot is visible in the VCM entry slot, the EB, shall gently pull out the ballot from the entry slot and allow the voter to re-feed the ballot.
2. If the ballot is not visible in the VCM entry slot, the EB shall detach the VCM from the ballot box cover and retrieve from the ballot exit slot the ballot causing the jam.
3. After the VCM has been cleared of the ballot jam, the EB shall install again the VCM on top of the ballot box. The EB shall return the ballot to the voter who shall re-feed the ballot to the VCM. If the ballot is rejected by reason that it has already been counted, the EB shall open the ballot box and place the ballot inside, in the presence of the watchers.
4. If the EB has difficulty or unable to remove the ballot from where it is jammed, the EB shall not force the ballot out of the VCM but instead, call on the DESO for Automated BSKE to assist them in removing the ballot.
5. If the cause of the ballot jam is the improper stacking of the ballots inside the ballot box, the EB, in the presence of the watchers, shall open the ballot box, press the ballots in order to make room for additional ballots, and thereafter, close the ballot box.
6. In all cases, the EB shall ensure the secrecy of the ballot.
7. The EB shall record this incident in their Minutes.

**D. Continuous ballot jam**

1. The DESO for Automated BSKE shall verify if the ballot box cover is matched with the ballot box body.
2. The DESO for Automated BSKE shall verify if the VCM is correctly installed on the ballot box cover.



- i. If the VCM is correctly installed on the box and the problem still persists: The EB shall announce to everyone in the polling place that following contingency measure is to be executed.
  - ii. Without shutting down the VCM, the EB shall raise the VCM from the ballot box cover by using thermal papers as VCM stand.
3. Covering the jammed ballot so that the vote therein shall not be seen, the EB shall carefully pull the jammed ballot to help it to fall down into the ballot box body.

**E. Thermal Paper Jam.**

1. The EB shall open VCM printer cover and gently pull the thermal paper.
2. Once the jam has been removed, the EB shall reload the thermal paper or replace a new thermal paper roll, if required.
3. If the EB is unable to resolve this problem, EB shall call the DESO for Automated BSKE to assist in resolving the matter.
4. The EB shall record this incident in their Minutes.

**F. Continuous rejection of ballots by VCM after initial acceptance of several ballots.**

1. Before feeding the next ballot, the EB shall perform scanner cleaning procedure. If after cleaning the VCM still rejects the ballot even after feeding in four different orientations, the EB shall call the DESO for Automated BSKE assigned in the polling place.
2. The DESO shall determine the cause of the rejection of the ballots and perform procedures to resolve it.
3. If the problem remains, the DESO shall report the incident to the Command Center for Automated BSKE and seek further assistance on resolving the issue.
4. The DESO shall attempt to troubleshoot, following the instructions of Command Center for Automated BSKE.
5. If the continuous rejection of ballots by the VCM remains unresolved despite assistance from the Command Center for Automated BSKE, the latter shall recommend to the Commissioner-in-Charge for Automated BSKE or his duly authorized representative, the replacement of the defective VCM. The Command Center for Automated BSKE shall thereafter authorize the concerned EO to deploy a contingency VCM in his/her custody for the immediate replacement thereof. The EO, or his/her authorized representative, shall retrieve the defective VCM from the EB and shall keep the same under his/her custody.

6. Thereafter, the DESO shall perform the replacement procedure of the VCM. The DESO shall thereafter report to the Command Center for Automated BSKE the fact of replacement.
7. These incidents shall be recorded in the Minutes of the EB.

**G. The hash code of the VCM does not match the published hash code based on the Final Trusted Build.**

1. The concerned EB shall call the DESO for Automated BSKE to verify the hash code of the VCM and compare it with what was published based on the Final Trusted Build.
2. If the DESO finds out that the hash code does not match, the incident shall be reported by the DESO to the concerned EO and Command Center for Automated BSKE.
3. The Command Center for Automated BSKE shall recommend to the Commissioner-in-Charge for Automated BSKE or his duly authorized representative, the replacement of the VCM.
4. The EB shall record these incidents in their Minutes.

**H. VCM printer malfunctions.**

1. The EB shall call the DESO for Automated BSKE assigned in the polling place.
2. The DESO shall determine the cause of the problem and solve it.
3. If the problem remains unsolved, the DESO shall report the incident to the Command Center for Automated BSKE and seek further assistance in resolving the issue.
4. The DESO shall attempt to troubleshoot the failure with the help of the Command Center for Automated BSKE.
5. If the VCM printer malfunction remains unresolved despite assistance from Command Center for Automated BSKE, the latter shall recommend to the Commissioner-in-Charge for Automated BSKE or his duly authorized representative, the deployment of contingency VCM. The concerned EO, or his/her authorized representative, shall retrieve the defective VCM and keep the same under his/her custody.
6. In the process of troubleshooting or the replacement of the VCM, the EB shall announce to the voters casting or waiting to cast their votes that they have the following options:
  - a. To proceed in casting their votes by shading their ballots with waiver of their right to be issued a voter's receipt. In which case, these ballots shall be temporarily placed inside the Envelope for Rejected Ballots,

Half or Torn Unused Official Ballots and Other Half of Torn Unused Official Ballots, and Counted Official Ballots and which shall be batch-fed by the EB before the close of polls, or

- b. To wait for the VCM printer malfunction to be resolved or the contingency VCM to arrive, for them to cast their votes and personally feed the ballot in the VCM.
7. The DESO shall report to the Command Center for Automated BSKE and the EO of the successful troubleshooting or replacement of the VCM.
8. The EB shall record these incidents in their Minutes.
- I. The date and/or time of the elections reflected on the VCM are incorrect.**
  1. The EB shall announce to the watchers the fact of this error.
  2. The EB shall perform the necessary procedure in correcting the date and/or time of the elections on the VCM.
  3. The EB shall record these incidents in their Minutes.
- J. Power failure on election day.**
  1. The EB shall ensure that the VCM is connected to the battery and report the power failure to the DESO for Automated BSKE. The DESO shall notify the concerned EO who shall then report to the Command Center for Automated BSKE of this fact.
  2. The DESO shall inquire from the local electric provider on the duration of power interruption and advise the EB on the matter. If power cannot be restored in less than one (1) hour on election day, the EB shall provide alternative lighting provisions.
  3. The EB shall record these incidents in their Minutes.
- K. The battery has been discharged after FTS.**
  1. The EB shall connect the battery to the VCM to charge if there is power in the polling place.
  2. In case there is no power in the polling place, the EB shall notify the DESO for Automated BSKE who shall report the problem to Command Center for Automated BSKE and concerned EO.
  3. The EB shall record these incidents in their Minutes.
- L. Unable to close voting.**

1. The EB will check the VCM if it has the correct date and time. If not, the EB will correct the date and time and will proceed to close voting and report the same to the Command Center for Automated BSKE and concerned EO.
2. The EB shall record these incidents in their Minutes.

**M. VCM does not write-protect the data.**

1. The EB shall verify if the date and/or time of the VCM is correct. If not, change to the correct date and/or time and proceed to execute the "write protect" function of the VCM.
2. If the date and/or time of the VCM is correct, EB shall call the DESO for Automated BSKE to report the problem, who in turn shall call the Command Center for Automated BSKE and perform the procedure given by the latter to solve this problem.
3. The EB shall record these incidents in their Minutes.

**N. VCM does not shutdown.**

1. The EB shall hard press the power button.
2. The EB shall remove the power adaptor from the power outlet.
3. The EB shall disconnect the battery from the VCM.
4. The EB shall record these incidents in their Minutes.

**SECTION 29. *VCM Contingency Machine is Unavailable.*** The procedure to be observed in the event that all the VCM contingency machines have been distributed.

1. The EB shall notify the DESO for Automated BSKE. The latter shall then notify the Command Center for Automated BSKE.
2. The EB shall announce to the voters casting or waiting to cast their votes that they shall proceed in casting their votes by shading their ballots with waiver of their right to be issued a voter's receipt. In which case, these ballots shall be temporarily placed inside the Envelope for Rejected Ballots, Half or Torn Unused Official Ballots and Other Half of Torn Unused Official Ballots, and Counted Official Ballots and which shall be batch-fed by the EB.
3. The DESO shall look for available VCM from other polling place that had successfully completed all task in the VCM.
4. The DESO shall perform the necessary procedure as instructed by the Command Center for Automated BSKE.
5. The EB shall record these incidents in their Minutes.



## **ARTICLE VIII**

### **CONTINGENCY PROCEDURE IN BBOC**

**SECTION 30. *Contingency Procedures Applicable to the BBOC Pre-canvassing.*** – The procedure to be observed in the event that there is a need for the immediate transfer of the canvassing venue due to health, security and other emergency situations on or before the start of the canvassing on 30 October 2023.

1. The BBOC shall notify in writing the Command Center for Automated BSKE of this matter and request for the transfer of the venue of the canvassing.
2. The BBOC Chairperson shall conduct an inventory of all canvassing paraphernalia and documents, and record the same in the Minutes.
3. The Command Center for Automated BSKE shall recommend to the Commissioner-in-Charge for Automated BSKE or his duly authorized representative, the transfer of the canvassing venue. Upon receipt of the approval and instructions from the Command Center, the Chairperson of the BBOC shall notify the candidates, citizens' arms, watchers and members of the EB, and other stakeholders.

The Commissioner-in-Charge for Automated BSKE or his duly authorized representative, is hereby authorized to approve/disapprove the transfer of the canvassing venue on the said ground.

**SECTION 31. *Contingency Procedures Applicable to the BBOC on the opening of the canvassing.*** – The procedures to be observed in the event that there is a failure of a regular member of BBOC to appear or is absent despite notice on 30 October 2023, are as follows:

1. The members present shall first verify whether notice has been served on the absent member. In case no such notice was sent, one shall be immediately served to the absent member.
2. Upon confirmation that the absent member will be unable to serve with the BBOC, the BBOC Chairperson shall notify the Command Center for Automated BSKE of this fact.
3. If the absent member cannot be located or his/her whereabouts are unknown, the absent member shall be substituted in accordance with the procedure on Substitution of Chairperson and Members of the BBOC.
4. These facts shall be recorded in the Minutes of the BBOC. As soon as the absent member appears, the substitute member's seat shall be relinquished in favor of the regular member of the BBOC.

**SECTION 32. *Contingency Procedures Applicable to the BBOC.*** – The procedures to be observed in the event that problems occurred during the canvassing/consolidation of the BBOC on 30 October 2023, are as follows:

#### **A. Malfunctioning of CCS.**

1. The BBOC shall instruct the CCS Operator (CCSO) to restart the CCS laptop.
2. If the problem persists, the CCSO shall call the Command Center for Automated BSKE to report the CCS malfunction and request for the utilization of a contingency CCS laptop.
3. Upon approval of request, the BBOC Chairperson shall announce the malfunction of the CCS and the approval of the Command Center for Automated BSKE to replace the defective CCS laptop.
4. The CCSO shall thereafter immediately bring the contingency CCS laptop to replace the defective CCS laptop and perform the following procedures:
  - i. Ensure that the CCS laptop is not "on".
  - ii. Remove the SD card from the defective CCS laptop.
  - iii. The CCSO shall place the contingency CCS laptop in the designated place in the canvassing venue.
  - iv. The CCSO shall insert the SD card into the contingency CCS laptop.
  - v. The CCSO shall connect the contingency CCS laptop to the main power source and turn it on.
  - vi. The CCSO shall store the defective CCS laptop in its original packaging and turn-over the box to the Chairman of the BBOC.
5. The CCSO shall thereafter call the Command Center for Automated BSKE to report on the successful replacement of the CCS laptop and the resumption of the canvassing.
6. The BBOC shall indicate this matter in their Minutes.

#### **B. All/Majority of USB tokens are unavailable or defective.**

1. The CCSO shall inform the Command Center for Automated BSKE of the missing or defective USB tokens.
2. The Command Center for Automated BSKE shall refer the matter to the Commissioner-in-Charge for Automated BSKE or his duly authorized representative, who shall authorize the reconfiguration of the USB tokens.
3. Upon approval, the Command Center for Automated BSKE shall assist CCSO in the reconfiguration. The CCSO shall report or update the Command Center for Automated BSKE of the successful reconfiguration of the USB tokens.

4. The BBOC shall indicate this matter in their Minutes.

**C. All/Majority of the BBOC PINs/Passwords are unavailable/rejected.**

1. The CCSO shall inform the Command Center for Automated BSKE of the unavailability or rejection of the pins and/or passwords.
2. The Command Center for Automated BSKE shall recommend the issuance of replacement pins and/or passwords to the Commissioner-in-Charge for Automated BSKE or his duly authorized representative, who shall authorize the issuance of replacement pins and/ or passwords to the BBOC members.
3. The Command Center for Automated BSKE shall issue to the BBOC the replacement pins and/ or passwords.
4. The BBOC shall proceed to open the canvassing with the use of the pins/passwords issued by the Command Center for Automated BSKE with the assistance of the CCSO.
5. Thereafter, CCSO shall inform Command Center for Automated BSKE of the validity of the pins/passwords provided and the resumption of the canvassing.
6. The BBOC shall indicate this matter in their Minutes.

**D. SD Card is not available.**

1. The CCSO shall inform Command Center for Automated BSKE about the matter.
2. The Command Center for Automated BSKE shall recommend the issuance of blank SD Card to the Commissioner-in-Charge for Automated BSKE or his duly authorized representative, who shall authorize the issuance to the BBOC.
3. Upon arrival of the SD Card at the canvassing venue, the CCSO shall call the Command Center for Automated BSKE for instructions to complete the process.
4. For record and monitoring purposes, the CCSO shall advise the Command Center for Automated BSKE on the successful resolution of the problem.
5. The BBOC shall indicate this matter in their Minutes.

**E. Not all the expected results have been received but the said results will no longer affect the result of the election in a particular position.**

The BBOC may lower the threshold to proclaim a winning candidate, subject to the following conditions:

1. There is a motion in writing filed by the concerned candidate to lower the threshold;
2. There is a resolution signed by the majority of the BBOC recommending approval to the Commissioner-in-Charge for Automated BSKE or his duly authorized representative. The latter may delegate the approval of the lowering of threshold to the concerned REDs;
3. The remaining clustered precincts will not affect the outcome of the result;
4. The lowering will not affect the ranking in multi-slot position; and
5. The BBOC shall record this matter to the Minutes.

**F. There is power supply interruption in the canvassing venue.**

1. The BBOC Chairperson shall inquire from the local electric provider the duration of the power interruption.
2. The BBOC shall call the Command Center for Automated BSKE.
3. The Command Center for Automated BSKE shall record the location and ask the BBOC to check if there is any available generator set. In the absence of a generator set, the BBOC Chairperson shall exhaust all possible means to secure one.
4. The BBOC Chairperson shall call the Command Center for Automated BSKE indicating the status of the power supply; and
5. Record the incident in the Minutes.

**G. The hash code of the CCS does not match the published hash code based on the Final Trusted Build.**

1. The CCSO shall report the matter to the Command Center for Automated BSKE, which shall authorize the deployment of the contingency CCS laptop as replacement.
2. Upon receipt of the CCS laptop replacement, the CCSO shall proceed with the replacement procedures of the CCS laptop.
3. Record the incident in the Minutes.

**H. There is Network Failure.**

1. The CCSO shall report the matter to the Command Center for Automated BSKE. The CCSO shall perform the following procedures:
  - 1.1 Check the status of the network device;
  - 1.2 Unplug the network device, plug-in again, and test the connection; and



- 1.3 If the CCS failed to connect, then call the Command Center for Automated BSKE indicating the status of the CCS.
2. The Command Center for Automated BSKE shall check the network status with the Network Providers and advise the CCSO for action to be taken.
3. If CCS is able to connect to the network, then no further action is needed. If unable to connect, the network technician shall check the network device and network availability with the Provider.
4. Once the connection is ready, the CCSO shall call the Command Center for Automated BSKE indicating the status of the CCS.
5. The BBOC shall record this matter in their Minutes.

**I. There is a printer problem.**

1. The CCSO shall try to solve the problem. If the problem persists, the CCSO shall call the Command Center for Automated BSKE for assistance.
2. If the printer problem remains unresolved, the CCSO shall get the contingency printer, either from the contingency printer in his/her custody or from the OEO, as the case may be.
3. The CCSO shall report the successful replacement of the printer to the Command Center for Automated BSKE.

**J. There is a Catastrophe: Fire, Flood, Earthquake and others.**

1. If required to leave the canvassing venue, the BBOC shall secure all equipment, election forms and supplies, inform the candidates, citizens' arms, and watchers present of the transfer or suspension of canvassing, and then proceed with security personnel to a safer place.
2. If there is sufficient time, the CCSO shall turn off the CCS laptop by pressing the power button.
3. The BBOC shall report the same to Command Center for Automated BSKE.
4. The BBOC shall then record the matter in their Minutes.

**K. There is sabotage, explosion, equipment robbery and other similar circumstances.**

1. If required to leave the canvassing venue, the BBOC shall secure all equipment, election forms and supplies, inform all candidates, citizens' arms, and watchers present of the transfer or suspension of canvassing, and then proceed with security personnel to a safer place.

2. If there is sufficient time, the CCSO shall turn off the CCS laptop by pressing the power button.
3. The BBOC shall check all the equipment, forms and supplies. If there are missing item/s, report to the local PNP for investigation and documentation. Thereafter, call the Command Center for Automated BSKE to inform about the missing item/s.
4. The BBOC shall then record the matter in their Minutes.

**SECTION 33. *Authority of the Commission to Adopt Additional Contingency Procedures.*** – The Commission may adopt additional contingency procedures in the voting, counting, consolidation, canvassing, storage, custody, distribution and retrieval of accountable forms and paraphernalia to fulfill its Constitutional mandate to ensure free, orderly, honest, peaceful and credible elections.

## **ARTICLE IX MISCELLANEOUS PROVISIONS**

**SECTION 34. *Roles of the REDs, AREDs, PESs and EOs.*** - The REDs and AREDs of Region IV-A and the NCR; PES of Cavite; and EOs of Dasmariñas City and 6<sup>th</sup> District of Quezon City shall ensure the strict implementation of the provisions of this Resolution, and the timely compliance of the reportorial requirements. Non-compliance shall be dealt with administratively in accordance with the existing policy of the Commission.

**SECTION 35. *Administrative Sanctions.*** - Any person who violates or fails to comply with any of the provision of this Resolution shall constitute as a ground for administrative liability for dereliction of duty, malfeasance, misfeasance and/ or nonfeasance in office and, if found guilty, the corresponding administrative penalty shall be imposed, after due notice and hearing.

**SECTION 36. *Special Procedures.*** - The express provisions of this Resolution notwithstanding, the Commission may, in exceptional cases, adopt special procedures in the voting, counting, consolidation, storage, custody, distribution and retrieval of accountable forms and paraphernalia to fulfill its mandate to ensure free, orderly, honest, peaceful, and credible elections.

**SECTION 37. *Effectivity.*** - This Resolution shall take effect on the seventh (7<sup>th</sup>) day after its publication in two (2) daily newspapers of general circulation in the Philippines and in the Commission website.

**SECTION 38. *Publication and Dissemination.*** - The Education and Information Department, this Commission, shall cause the publication of this Resolution in two (2) daily newspapers of general circulation in the Philippines and furnish copies thereof to all RED, PES and EO.

**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 its regular online meeting on 05 July 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 the 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).