



Republic of the Philippines  
**COMMISSION ON ELECTIONS**  
 Committee on Local Absentee Voting

**MAY 9, 2016 NATIONAL AND LOCAL ELECTIONS**

SBEI No. \_\_\_\_\_

**MINUTES OF COUNTING OF VOTES**

***Instructions:***

1. Prepare two clear copies separately – one copy for the Election Records and Statistics Department, and other copy to be deposited in the ballot box.
2. The minutes shall be accomplished by the Poll Clerk and shall be certified as true and correct in the last page by all members of the Board.
3. Start preparing the minutes as soon as the Board convenes. Accomplish the Minutes by filling the blanks as soon as the acts occur or the data referred to become available.
4. Do not leave any blank unfilled. If the answer to an item is none or zero, write "NONE". Use extra sheets of paper if additional writing space is needed.
5. Place each copy of the Minutes in a special envelope provided for the purpose, and distribute in accordance with the instructions.

**A. COUNTING OF VOTES**

<b>Date and time counting started:</b>	
<b>Number of envelopes found in the compartment for valid ballots:</b>	
<b>Number of detached coupons retrieved from the envelope:</b>	
<b>Number of ballots retrieved from the envelopes:</b>	
<b>Number of marked ballots:</b>	
<b>Number of ballots read and counted:</b>	
<b>Date and time counting ended:</b>	
<b>Time and date election returns were signed and sealed:</b>	
<b>Time and date election returns were sealed in the envelope:</b>	

**B. INCIDENTS/IRREGULARITIES**

(State here any irregularity noted before counting started and during the counting of votes and other incidents which the Board believes should be reported. Use additional sheet, to be signed by all members of the Board, if space below is insufficient.)

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**C. RECORDS OF WATCHERS PRESENT**

NAME OF WATCHER	PARTY/CANDIDATE REPRESENTED	TIME ARRIVED	TIME LEFT	WATCHER'S SIGNATURE

**D. RECORD OF PROTEST**

NAME OF PROTESTANT	IRREGULARITY PROTESTED	ACTION OF THE BOARD

We hereby certify under our official oaths that the information or data set forth in this *Minutes of Counting of Votes* are true and correct.

\_\_\_\_\_, 2016, Manila.

**SPECIAL BOARD OF ELECTION INSPECTORS**

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
POLL CLERK

\_\_\_\_\_  
THIRD MEMBER