

Republic of the Philippines  
COMMISSION ON ELECTIONS  
Manila

IN THE MATTER OF PROVIDING THE PROCEDURES FOR THE FINAL TESTING AND SEALING OF THE VOTE COUNTING MACHINES IN THE CONDUCT OF OVERSEAS VOTING UNDER REPUBLIC ACT NO. 9189, OTHERWISE KNOWN AS "THE OVERSEAS ABSENTEE VOTING ACT OF 2003" AS AMENDED BY REPUBLIC ACT NO. 10590, FOR PURPOSES OF THE MAY 9, 2016 NATIONAL AND LOCAL ELECTIONS.

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Chairman  
Commissioner  
Commissioner  
Commissioner  
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Commissioner

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Promulgation: February 3, 2016

RESOLUTION NO. 10051

WHEREAS, Republic Act No. 9369 authorizes the Commission on Elections to use an Automated Election System (AES), as it may deem appropriate and practical for the process of voting, counting and transmission of results;

WHEREAS, in pursuit of this mandate, the Commission on Elections will adopt the AES in the May 9, 2016 National and Local Elections;

WHEREAS, in Minute Resolution 15-0798 dated December 8, 2015, the Commission on Elections authorized the adoption of AES in thirty (30) Posts, namely: 1.) Hong Kong PCG, 2) Singapore PE, 3) Tokyo PE, 4) Osaka PCG, 5) Seoul PE, 6) Kuala Lumpur PE; 7) Abu Dhabi PE, 8) Dubai PCG, 9) Riyadh PE, 10) Jeddah PCG, 11) POLO Al Khobar, 12) Kuwait PE, 13) Doha PE, 14) Manama PE, 15) Tel Aviv PE, 16) Beirut PE, 17) London PE, 18) Rome PE, 19) Milan PCG, 20) Madrid PE, 21) Washington PE, 22) Chicago PCG, 23) New York PCG, 24) San Francisco PCG, 25) Los Angeles PCG, 26) Agana PCG, 27) Honolulu PCG, 28) Ottawa PE, 29) Toronto PCG, and 30) Vancouver PCG;

NOW, THEREFORE, the Commission on Elections, pursuant to the authority vested in it by the Constitution, Batas Pambansa Blg. 881 (Omnibus Election Code), Republic Act No. 9189 (The Overseas Absentee Voting Act of 2003) as amended by Republic Act No. 10590, Republic Act No. 9369 and other election laws, RESOLVED to promulgate, as it hereby promulgates, the following procedures to be followed by the Special Board of Election Inspectors (SBEI) and Special Ballot Reception and Custody Group (SBRCG) on the conduct of Final Testing and Sealing (FTS) of the Vote Counting Machine (VCM) :

Section 1. Period for the FTS of VCM. - The VCM shall be tested within three (3) weeks before the start of the voting period.



**Sec. 2. Notice of convening of the SBEI for the FTS of the VCM.** - At least three (3) days before the FTS of the VCM, the Head of Post shall notify in writing, the SBEI concerned, of the date, time and place of the testing and sealing.

In case of candidates, registered political parties, coalition of political parties, associations or organizations participating in the party-list system of representation, the OFOV shall notify them at least three (3) days before the testing and sealing of the VCM by posting a notice of the date, time and place thereof, in the official website of the Commission and the DFA-OVS.

**Sec. 3. Procedures for the FTS of the VCM.** - During the FTS, the SBEI shall observe the following procedures:

**I. SETTING-UP AND DIAGNOSTICS.**

- a) Explain to those present, the purpose of, and the procedures for FTS;
- b) Randomly choose from among those present, ten (10) voters who will accomplish the FTS ballots. If there are less than ten (10) voters, any of the ten (10) voters may accomplish more than one (1) test ballot to complete the ten (10) FTS ballots needed;
- c) Show to the public that the VCM box is sealed;
- d) Remove the seal of the VCM box;
- e) Open the VCM box;
- f) Check whether the following are inside the VCM box:
  - 1) Checklist of contents of the box;
  - 2) VCM;
  - 3) Power cord of the VCM;
  - 4) Twenty (20) marking pens. Only five (5) marking pens shall be used during the FTS.
  - 5) Ten (10) rolls of thermal paper per precinct which shall not be used during the FTS, and shall remain inside the VCM box.
- g) Open the Election Materials Box;
- h) Check whether the following are inside the Election Materials Box:
  - 1) Checklist of contents of the box;
  - 2) Envelopes containing sets of:
    - i. Main and back-up SD cards;
    - ii. Contingency SD card;
    - iii. Ten (10) FTS ballots for each set of SD cards;
    - iv. Thermal papers;
    - v. PINs of the SBEI for each set of SD cards;
    - vi. iButtons of the SBEI for each set of SD cards;
    - vii. PIN for re-zeroing for each set of SD cards.
- i) Retrieve from the Election Materials Box the following:

- 1) iButtons and PINs of each member of the SBEI and distribute the same among themselves.
  - 2) The PIN for re-zeroing shall likewise be retrieved, and shall be in the custody of the Chairman;
  - 3) Main and back-up SD cards;
  - 4) FTS ballots.
- j) Retrieve the VCM from its box;
- k) Show to the public that the VCM slots labeled "A" and "B" where the main and back-up SD cards will be individually stored are empty and install the SD Cards to their corresponding slots;
- l) Place the VCM properly on top of the ballot box;
- m) Open the thermal paper printer cover;
- n) Ensure that the roll of thermal paper is properly installed;
- o) Close the thermal paper printer cover;
- p) Connect the power adaptor to the VCM AC power port (220 VAC) and plug the other end to the electrical outlet;
- q) Push the power button beside the AC power port;
- r) Wait until the VCM will display the message: *"PLEASE ENTER SECURITY KEY FOR AUTHENTICATION"*;
- s) The Chairman or any member of the SBEI shall:
- 1) Place the iButton security key on top of the iButton security key receptacle and apply a slight pressure thereon. VCM will display the message: *"PLEASE CHOOSE YOUR ROLE"* and the role of the BEIs will be displayed in the screen;
  - 2) Select *"CHAIRMAN"*. Options for BEI Member and Poll Clerk will be displayed.
  - 3) The VCM will display the message: *"PLEASE ENTER YOUR PIN"*.
  - 4) Enter the security PIN of member. VCM will display the message: *"BEI MEMBER PIN IS CORRECT. THANK YOU"* and the VCM will display the previous display.
  - 5) Select *"POLL CLERK"*.
  - 6) The VCM will display the message: *"PLEASE ENTER YOUR PIN"*.
  - 7) Enter the security PIN of Poll clerk. The VCM will display the message: *"BEI POLL CLERK PIN IS CORRECT. THANK YOU"* appears on the screen.
  - 8) VCM will automatically return to the Main Menu.



- t) In the " MAIN MENU", the certified IT-capable member of the SBEI shall perform the following VCM diagnostics procedures:
- 1) Select "UTILITIES" option;
  - 2) Select "VCM DIAGNOSTIC" option. The VCM will display all tests to be performed in the diagnostic. Audio, cast returns, date and time, Ethernet, printer, power, touchscreen, scanner and USB port;
  - 3) The VCM will display AUDIO DIAGNOSTIC test for speaker and headphone tests.
    - i. To test the VCM speaker: If headphone is connected, the VCM will display the message: "HEADPHONES ARE CONNECTED. PLEASE REMOVE THEM". Once the headphone is removed from the port, another message will be displayed..."THE HEADPHONES WERE SUCCESSFULLY REMOVED".
    - ii. The VCM will display the message: "PLAYING SOUNDS" and will automatically play a sound on the VCM speakers.
    - iii. The VCM will display the message: "DID YOU HEAR THE SOUNDS?" with YES and NO buttons. Press YES button if the sound is heard or NO if the sound cannot be heard.
    - iv. The VCM will display the message: "THE HEADPHONES ARE DISCONNECTED. PLEASE CONNECT THEM". Connect the headset on the port.
    - v. The VCM will automatically play a sound displaying a message "PLAYING SOUNDS".
    - vi. The VCM will display the message: "DID YOU HEAR THE SOUND THROUGH THE HEADPHONES?" with YES and NO buttons. Press YES button if the sound is heard or NO if the sound cannot be heard.
    - vii. If speakers and headphones tests are successful, the VCM will display the message: "AUDIO DIAGNOSTIC WAS SUCCESSFUL." If not, the VCM will display the message: "AUDIO DIAGNOSTIC FAILED". The VCM will automatically proceed to the main screen of VCM DIAGNOSTIC.
  - 4) The VCM automatically proceeds to the screen of testing the CAST/RETURN BUTTONS
    - i. The VCM will display the message: "PLEASE PRESS THE CAST BUTTON". Press the GREEN button with ( ↗ ) located at the right side of the screen. The VCM will display the message: "THE CAST BUTTON DIAGNOSTIC WAS SUCCESSFUL";
    - ii. The VCM will display the message: "PLEASE PRESS THE RETURN BUTTON". Press the RED BUTTON with X mark, located at the

right side of the screen. The VCM will display the message:  
"*CAST/RETURN BUTTONS DIAGNOSTIC WAS SUCCESSFUL*";

- 5) The VCM will display setting of DATE AND TIME screen with prompt message "*IS THIS THE CURRENT DATE AND TIME?*"
  - i. If the date and time of the VCM are incorrect, adjust it by pressing up (for increase) and down (for decrease).
  - ii. If the date and time are correct, press the YES button
  - iii. The VCM will display the message: "*THE CURRENT SYSTEM DATE AND TIME HAS BEEN CONFIRMED*".
  - iv. The VCM will return to the main screen of VCM DIAGNOSTIC.
- 6) The VCM displays ETHERNET diagnostic and checks the network interface. The VCM will display the message: "*PLEASE PLUG IN THE TRANSMISSION DEVICE*". **Do not plug in transmission device.**
- 7) The VCM will proceed to the TRANSMISSION DIAGNOSTICS TEST;
  - i. The VCM will display the message: "*CHECKING NETWORK INTERFACE.*" The following messages will be displayed in this order:
    - a) "*SENDING PACKAGE TO THE KBP TRANSPARENCY SERVER' THROUGH 'ETH0'*";
    - b) "*SENDING PACKAGE TO THE 'CENTRAL SERVER' THROUGH 'ETH0'*"
    - c) "*SENDING PACKAGE TO THE 'MBOC: <NAME OF AREA>' THROUGH 'ETH0'*"
  - ii. If error will occur during the transmission's diagnostics, the VCM will display the message: "*COULD NOT GET TO DETERMINE IF THE SERVER IS READY TO RECEIVE TRANSMISSIONS*";
  - iii. However, if transmission's diagnostics is successful, the VCM will display the message "*DIAGNOSTICS COMPLETED and TRANSMISSION DIAGNOSTICS WAS SUCCESSFUL*".
- 8) The VCM will proceed to PRINTER DIAGNOSTIC screen with message PRINTING IMAGE while simultaneously printing the image.
  - i. After printing the image, the VCM will display the message: "*WAS THE IMAGE PRINTED CORRECTLY?*" with YES and NO buttons. Press YES button if the image printed is the same with the image displayed on the screen or NO if the image is not correct.
  - ii. After the successful printer diagnostic, the VCM will display the message: "*PRINTER DIAGNOSTIC WAS SUCCESSFUL*". The VCM automatically proceeds to the main screen of VCM diagnostic
- 9) The VCM displays the DIAGNOSTIC screen with the following messages:

- i. PRESS THE MARK ON TOP-LEFT CORNER. Press the blinking circle at the specified corner;
  - ii. PRESS THE MARK ON TOP-RIGHT CORNER. Press the blinking circle of the specified corner;
  - iii. PRESS THE MARK ON BOTTOM-RIGHT CORNER. Press the blinking circle at the specified corner;
  - iv. PRESS THE MARK ON BOTTOM-LEFT CORNER. Press the blinking circle at the specified corner;
- 10) If all tests for the touch screen are successful, the VCM will display the message "*TOUCH SCREEN DIAGNOSTIC WAS SUCCESSFUL*" and will automatically proceed to the main screen of VCM Diagnostic.
- 11) The VCM displays the SCANNER DIAGNOSTIC screen with a message "*PLEASE INSERT THE DIAGNOSTIC BALLOT*". Insert one (1) FTS ballot. If the scanning of ballot is successful, the BALLOT DETECTION TEST located at the left portion of the screen has a check, if not, it has an "X".
- 12) The VCM will perform SCANNER TEST. It will test for:
  - i. Distortion test
  - ii. DPI checking
  - iii. Fiducial marks
  - iv. Barcode verification
  - v. Barcode Characters
  - vi. Grayscale
  - vii. Digital lines
- 13) The VCM displays the image of the ballot. Press the TOP IMAGE to see the front image of the ballot. Press BOTTOM IMAGE to see the back image of the ballot. Press +ZOOM to zoom in the image or -ZOOM to zoom out the image of the ballot. Press BACK button to continue the test and the VCM will display the message: "*DO THE IMAGE CORRESPOND TO THE PHYSICAL BALLOT*" with YES and NO buttons. Press YES button if the image correspond to the physical ballot or NO if the image does not correspond to the physical ballot.
- 14) If all of the tests passed, the VCM will display the message "*SCANNER DIAGNOSTIC WAS SUCCESSFUL*" and the SCANNER TEST will have a check marked. If any of the tests failed, VCM will display the message "*SCANNER DIAGNOSTIC WAS UNSUCCESSFUL*" and the SCANNER TEST will have an "x" mark. The VCM will automatically proceed to the main screen of VCM diagnostic;
- 15) The VCM will display USB PORTS DIAGNOSTIC with message" INSERT THE USB DEVICE IN THE UPPER PORT". IF THE DEVICE IS ALREADY INSERTED, PLEASE REMOVE IT AND INSERT IT AGAIN. Insert USB in the upper USB port and message will be displayed "REMOVE THE USB DEVICE FROM UPPER PORT. THE USB UPPER PORT TEST HAS BEEN COMPLETED";



- 16) Immediately the VCM will display the following message: "INSERT THE USB DEVICE IN THE LOWER PORT. IF THE DEVICE IS ALREADY INSERTED, PLEASE REMOVE IT AND INSERT IT AGAIN". Insert the USB in the lower USB port and a message will be displayed: "REMOVE THE USB DEVICE FROM LOWER PORT. THE USB LOWER PORT TEST HAS BEEN COMPLETED";
- 17) After completing the USB port diagnostic test, message will be displayed "THE USB PORT DIAGNOSTIC WAS SUCCESSFUL". The VCM will automatically display the main screen of the VCM diagnostic;
- 18) The DIAGNOSTICS REPORT will be printed, and the VCM will return to the UTILITY window;
- 19) Detach the printed Diagnostic Report and place it inside the envelope (A17- TS) provided for the purpose.

## II. VOTING PROCEDURES.

From the MAIN MENU press ELECTION followed by OPEN VOTING. The Chairman or any member of the SBEI shall:

- a) Place any of the iButtons security key on top of the iButton security key receptacle and apply a slight pressure thereon.
- b) The VCM will display the message: "*PLEASE CHOOSE YOUR ROLE*" and the screen displays the roles of the BEI;
- c) If MEMBERS is selected, the VCM will display the message: "*PLEASE CHOOSE YOUR USERNAME*" with "BEI Member" and "BEI POLL CLERK" options.
  - 1) Select "BEI MEMBER";
  - 2) The VCM will display the message: "*PLEASE ENTER YOUR PIN*";
  - 3) Enter the security PIN of member. Then a message "BEI MEMBER PIN IS CORRECT. THANK YOU" appears on the screen and the VCM will automatically display the previous display;
  - 4) Select "BEI POLL CLERK"
  - 5) The VCM will display the message: "*PLEASE ENTER YOUR PIN*";
  - 6) Enter the security PIN of Poll Clerk. Then a message "*BEI POLL CLERK PIN IS CORRECT. THANK YOU*" appears on the screen.
- d) If Chairman is selected;
  - 1) The VCM displays "*PLEASE ENTER YOUR PIN*"
  - 2) Enter the security PIN of the Chairman. Then a message "BEI CHAIRMANPIN IS CORRECT. THANK YOU" appears on the screen.

- e) If PIN keyed-in is incorrect, the VCM will display the message "*INCORRECT PIN*". The BEI is allowed to input the correct PIN only three (3) times. If it has reached the maximum allowable attempts, the VCM will display the message "*THE PIN ENTERED IS INCORRECT. THE AUTHENTICATION ATTEMPTS HAVE FAILED*".
- f) The VCM will automatically print the Initialization Report showing Zero (0) vote for each candidate including the geographic information (region/province/municipality/barangay/pollingcenter/clusteredprecinct/precinct in a cluster), machine ID, No. of registered voters, No. of voters who actually voted, No. of valid ballots cast, and No. of rejected ballots;
- g) Detach the Initialization Report. The SBEI members including those of the representatives of the political parties, candidates or citizens arm present shall affix their signatures thereon;
- h) Place the Initialization Report inside the envelope (A17-TS) containing the Diagnostic Report for submission to the SBRCG;
- i) Press BACK button to proceed with the scanning of ballot. The VCM will display the message "*PLEASE INSERT THE BALLOT/ PAKIPASOK ANG BALOTA*";
- j) Ensure that the INSERT BALLOT screen will display the following:
  - 1) Upper left - status of the VCM is OPEN
  - 2) Upper right - DATE and TIME
  - 3) Lower left -Ballot Cast is ZERO (0), and
  - 4) Lower right - Precinct Code
- k) The VCM is now ready to accept ballots.

Only two (2) voters will be allowed to accomplish the test ballots at the same time. For this purpose, the Chairman shall give each of the test voters a ballot and a marking pen;

- 1) The test voter shall;
  - i. using the marking pen, accomplish his/her ballot by fully shading the ovals opposite the names of the candidates of his/her choice, including that of the party, organization or coalition participating in the party-list system of representation.
  - ii. return the accomplished ballot and proceed to the SBEI;
- 2) The Chairman of the SBEI shall:
  - i. examine the accomplished ballots and determine whether the ovals opposite the names of the candidates/political parties participating in the party-list system chosen have been fully shaded, and the security features (timing marks and barcodes) have not been damaged;
  - ii. return the accomplished ballot to the voter who shall personally feed the accomplished ballot into the VCM ballot entry slot.



- 1) Close the voting after the ten (10) voters have voted by performing the following:
  - 1) The Chairman shall place his/her iButton security key on top of the iButton security key receptacle, apply slight pressure thereto, and remove the iButton security key from the receptacle, after which the VCM will display the message: "PLEASE ENTER YOUR PIN";
  - 2) The Chairman shall press CHAIRMAN. The VCM will display the message: "PLEASE ENTER YOUR PIN";
  - 3) The Chairman shall enter his/her PIN. The VCM will display the message: "THE BEI CHAIRMAN PIN IS CORRECT. THANK YOU";
  - 4) The VCM will automatically go to the MAIN MENU.
  - 5) The Chairman will press ELECTION then CLOSE VOTING.
  - 6) The VCM will display the message: "PLEASE ENTER YOUR PIN". The Chairman enters the PIN.
  - 7) The VCM will display the message: "THE BEI CHAIRMAN PIN IS CORRECT. THANK YOU", followed by a message "PRESS OK TO ADD A DIGITAL SIGNATURE TO THE ELECTION RESULTS. NUMBER OF DIGITAL SIGNATURES [0/3]" with OK and CANCEL options;
  - 8) The Chairman press OK to add digital signatures.
  - 9) The Chairman taps his/her iButton in the iButton receptacle.
  - 10) The VCM will display the message: "PLEASE TAP THE iBUTTON ON THE iBUTTON RECEPTACLE".
  - 11) The Chairman shall place his/her iButton security key on top of the iButton security key receptacle and remove the iButton security key from its receptacle, after which the VCM will display the message: "PLEASE ENTER THE DIGITAL SIGNATURE PASSWORD". The Chairman shall enter his/her digital signature password;
  - 12) The VCM will display the message: "THE DIGITAL SIGNATURE HAS BEEN SUCCESSFULLY ADDED". The VCM then will display the message: "DO YOU WANT TO ADD ANOTHER SIGNATURE TO THE ELECTION RESULTS. NUMBER OF SIGNATURES [1/3]" with YES/NO options;
  - 13) The Chairman shall press YES.
  - 14) The VCM will display the message: "PLEASE TAP THE iBUTTON ON THE iBUTTON RECEPTACLE".
  - 15) The BEI Member shall place his/her iButton security key on top of the iButton security key receptacle and remove the iButton security key from its receptacle, after which the VCM will display the message:

"PLEASE ENTER THE DIGITAL SIGNATURE PASSWORD". The BEI Member shall enter his/her digital signature password;

- 16) The VCM will display the message: "*THE DIGITAL SIGNATURE HAS BEEN SUCCESSFULLY ADDED*". The VCM then will display the message: "*DO YOU WANT TO ADD ANOTHER SIGNATURE TO THE ELECTION RESULTS. NUMBER OF SIGNATURES [2/3]*" with YES/NO options;
- 17) The Poll Clerk shall place his/her iButton security key on top of the iButton security key receptacle and remove the iButton security key from its receptacle, after which the VCM will display the message: "*PLEASE ENTER THE DIGITAL SIGNATURE PASSWORD*". The Poll Clerk shall enter his/her digital signature password;
- 18) The VCM will display the message: "*THE DIGITAL SIGNATURE HAS BEEN SUCCESSFULLY ADDED*". The VCM then will display the message: "*DO YOU WANT TO ADD ANOTHER SIGNATURE TO THE ELECTION RESULTS. NUMBER OF SIGNATURES [3/3]*" with YES/NO options;
- 19) The VCM will automatically generate eight (8) copies of the FTS results;
- 20) Detach the FTS results place it inside the envelope (A17- TS) provided for the purpose;
- m) The VCM will display the message "*DO YOU WANT TO TRANSMIT THE ELECTION RESULTS*" with YES/NO options. Select **NO**.
- n) The VCM will return to the ELECTION MENU.

**III. RE-ZEROING** the election results. From the Main Menu, the IT certified capable SBEI Member shall:

- a) Select UTILITIES option then press the RE-ZERO button.
- b) The VCM will display the message "*PLEASE ENTER YOUR PIN*". Input the RE-ZERO PIN;
- c) After erasing all election results, the VCM will display the message: "*INITIALIZING RESULTS and transmission packages*", the VCM will print the INITIALIZATION REPORT;
- d) Then the VCM will display the message "*RE-ZERO HAS BEEN COMPLETED SUCCESSFULLY*";
- e) "*PLEASE PRESS THE OK BUTTON TO SHUTDOWN THE SYSTEM*";
- f) Detach the Initialization Report and place it inside the envelope (A17- TS) provided for the purpose

**Sec. 4. Manual verification of results.** – The SBEI shall retrieve the accomplished valid FTS ballots from the ballot box, manually count the votes therein, and accomplish



the Election Returns (ER) provided for the purpose. The following rules shall be observed in the manual counting of votes:

- a) The Chairman shall verify the ballots to determine whether there is over-voting. 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 Chairman shall take the ballot one by one, and read the names of candidates and party-list groups voted for in the order in which they appear thereon;
- c) The Poll Clerk shall record on the ER the votes garnered by each candidate. 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) test ballots, the Poll Clerk shall determine the total number of votes obtained by each candidate or party-list groups;
- e) The SBEI shall compare the results of the manually-prepared ER with that of the machine-generated ER;
  - 1) If the results of both ERs are the same, the certification portion of both ERs shall be signed by the SBEI and the representatives of the political parties, candidates or citizens' arm present;
  - 2) If the results of both ERs are not the same, the SBEI shall review/re-appreciate the ballots to determine the cause of the discrepancy. If after re-appreciation, there is still a discrepancy, the SBEI shall call on the assigned technical support personnel.

**Sec. 5. Post FTS procedure.**-a) The certified IT capable SBEI member shall perform the following:

- 1) Disconnect the power cable of the VCM from the electrical outlet;
  - 2) Disconnect the power cable from the VCM;
  - 3) Place the counted ballots, machine-generated ER, together with the manually-accomplished ER and all reports in an envelope (A17-TS) for submission to the SBRCG for safekeeping;
- b) The SBEI shall:
- 1) Insert one (1) set of main and back-up SD cards in the card entry slots "A" and "B" which will be used on the first day of the voting period. Seal the card entry slots and record the corresponding Ballot ID Number to be used on the said day.
  - 2) Mark the corresponding envelope containing the iButtons and PINs with a notation "FOR USE: 1<sup>ST</sup> DAY OF VOTING";
  - 3) Return to the Election Materials Box all the envelopes containing the following:

- i. VCM iButtons;
  - ii. SD cards;
  - iii. PINs for the SBEI; and
  - iv. PIN for re-zeroing;
- 4) Seal the Election Materials Box;
  - 5) Seal the Ballot entry slots;
  - 6) Place inside the VCM box the following:
    - i. The VCM and its power cord;
    - ii. Two (2) copies of OVF No. 11 placed in their corresponding envelopes.
    - iii. Rolls of thermal papers should still be inside the VCM box.
  - 7) Seal the VCM box with the seal provided for the purpose; and
  - 8) Allow watchers to place their own seal in the VCM box, if they so desire.

Interested parties may, with prior authority from the Head of Post, watch over the polling place where the VCMs are kept.

**Sec. 6. FTS forms and supplies.** – On the scheduled day for the FTS, the SBRCG shall issue to the SBEI the following forms, documents and supplies:

TITLE OR DESCRIPTION	RATE OF DISTRIBUTION per precinct	UNIT
Envelopes for FTS (A17TS)	1 set of 2	Set
Manual Election Returns	1 set of 8	Set
Election Materials Box with envelopes containing the following: 1. Main and back-up SD cards; 2. Contingency SD card; 3. Ten (10) FTS ballots; 4. Thermal paper for FTS; 5. PINs of the SBEI; 6. iButtons of the SBEI; 7. PIN for re-zero	1	Set

**Sec. 7. Disposition of forms and supplies.** – After the FTS, the SBEI shall:

- 1) Submit to the SBRCG the following:
  - a) Envelope (A17-TS) containing the following:
    - i) Diagnostic Report;
    - ii) Initialization Report;
    - iii) Eight (8) copies of printed VCM ERs;
    - iv) Manual ER;
    - v) Transmission Report; and
    - vi) Counted FTS ballots.
  - b) Election Materials Box.



The SBRCG shall keep the above documents in their custody for safekeeping.

- 2) Leave inside the polling place, properly secured, the VCM contained in the sealed box.

The VCM box shall remain sealed until April 9, 2016.

**Sec. 8. Dissemination.** - The Education and Information Department shall cause the publication of this Resolution in two (2) daily newspapers of general circulation in the Philippines and to furnish the Department of Foreign Affairs, Department of Labor and Employment, Department of Transportation and Communications, Philippine Postal Corporation, Philippine Overseas Employment Administration, Overseas Worker's Welfare Administration, Commission on Filipino Overseas, the Foreign Service Institute, the Social Security System and other government agencies concerned with the welfare of Filipinos overseas.

**Sec. 9. Effectivity.** - These Rules shall take effect seven (7) days after publication in two (2) newspapers of general circulation in the Philippines.

SO ORDERED.



J. ANDRES D. BAUTISTA  
Chairman



CHRISTIAN ROBERT S. LIM  
Commissioner



AL A. PARRENO  
Commissioner



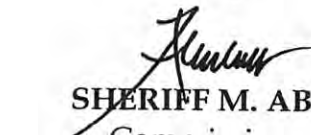
LUIS TITO F. GUIA  
Commissioner



ARTHUR D. LIM  
Commissioner



MA. ROWENA AMELIA V. GUANZON  
Commissioner



SHERIFF M. ABAS  
Commissioner

