



REPUBLIC OF THE PHILIPPINES
 COMMISSION ON ELECTIONS
 Intramuros, Manila

GENERAL INSTRUCTIONS
 FOR THE BOARDS OF
 CANVASSERS ON THE
 CONSOLIDATION/CANVASS
 AND TRANSMISSION OF
 VOTES IN CONNECTION
 WITH THE MAY 9, 2016
 NATIONAL AND LOCAL
 ELECTIONS.

- | | |
|----------------------------------|--------------|
| BAUTISTA, J. Andres D. | Chairman |
| LIM, Christian Robert S. | Commissioner |
| PARREÑO, Al A. | Commissioner |
| GUIA, Luie Tito F. | Commissioner |
| LIM, Arthur D. | Commissioner |
| GUANZON, Ma. Rowena
Amelia V. | Commissioner |
| ABAS, Sheriff M. | Commissioner |

X-----X

Promulgated : March 15, 2016 *[Signature]*

RESOLUTION NO. 10083 *[Signature]*

The Commission on Elections, hereinafter referred to as the Comelec, by virtue of the power vested in it by the Constitution of the Republic of the Philippines, the Omnibus Election Code, Republic Act No. 9369 and other election laws, **RESOLVED** to promulgate as it hereby **RESOLVES** to promulgate, the following General Instructions Governing the Consolidation/Canvass, and Transmission of Votes in connection with the May 9, 2016 National and Local Elections:

ARTICLE I COMMON PROVISIONS

Section 1. Board of Canvassers. The Board of Canvassers constituted by virtue of Resolution No. 10050 dated February 03, 2016 shall consolidate/canvass and transmit the votes in connection with the May 9, 2016 National and Local Elections.

Sec. 2. Convening of the Boards. The Boards shall convene at 3 o'clock p.m. of May 9, 2016 at the designated place to initialize the CCS and to receive and canvass the electronically-transmitted Election Returns (ERs) or the Certificates of Canvass (COCs). It shall meet continuously until the canvass is completed, and may adjourn only for the purpose of awaiting the other ERs/COCs.

Sec. 3. Powers and functions of the Board. The Board shall have full authority to keep order within the canvassing room or hall including its premises and enforce obedience to its lawful orders. If any person shall refuse to obey any lawful order of the Board or shall conduct himself in such disorderly manner as to disturb or interrupt its proceedings, the Board may order in writing a peace officer/soldier to take such person into custody until adjournment of the meeting. In the absence of any peace officer, any other competent and able person deputized by the Board in writing, may execute such order.

Further, the Boards shall:

- a) Canvass/consolidate the electronically transmitted results;
- b) Generate and print the COC, COCP and SOV;
- c) Electronically transmit the result;
- d) Proclaim the winning candidates; and
- e) Perform such other functions as may be directed by the Comelec.

Sec. 4. Right to be present and to counsel during the canvass. Each registered political party, or coalition of political parties fielding candidates, accredited political parties, sectoral party/organization or coalition thereof participating under the party-list system and every candidate has the right to be present and to counsel during the consolidation/canvass of the ERs or COCs: *Provided*, that only one (1) counsel may argue for each party or

candidate. They shall have the right to observe the transmission, consolidation and canvass of the ERs or COCs without touching the CCS, make observations thereon, and file their challenges in accordance with the rules and regulations of the Comelec. The Board shall not allow any dilatory action.

Sec. 5. Watchers. Each registered political party, or coalition of political parties fielding candidates, accredited political parties, sectoral party/organization or coalition thereof participating under the party-list system and every candidate, shall be entitled to one watcher in every canvassing center; *Provided*, that the candidates for the Sangguniang Bayan, Sangguniang Panlungsod, or Sangguniang Panlalawigan belonging to the same slate or ticket shall collectively be entitled to only one watcher.

There shall also be recognized six (6) principal watchers, representing the six (6) accredited major political parties, who shall be designated by the Comelec upon nomination of the said parties.

The Parish Pastoral Council for Responsible Voting (PPCRV) and other citizen's arm or organizations, with prior authority of the Comelec, be entitled to two (2) watchers to serve alternately.

A person convicted by final judgment of any election offense or of any other crime or related to any member of a Board within the fourth civil degree of consanguinity or affinity shall not be appointed as watcher.

A watcher must know how to read and write Filipino, English or any of the prevailing local dialects.

Under no circumstance shall *barangay* officials including *barangay tanods* be appointed as watchers. The watchers shall have the right to:

1. Be present at, and take note of, all the proceedings of the Board;
2. Stay behind the Chairman of the Board near enough to be able to observe the consolidation/canvass of the ERs/COCs without touching the CCS; and

3. File a protest against any irregularity noted in consolidation/canvass of the ERs/COCs and obtain from the Board a resolution thereon in writing.

Watchers shall not be allowed to participate in the deliberation of the Board.

Sec. 6. Persons not allowed inside the canvassing room. During the canvass, it shall be unlawful for the following to enter the room where the transmission, consolidation and canvass are being held or to stay within a radius of fifty (50) meters from such room:

1. Any officer or member of the Armed Forces of the Philippines;
2. Any officer or member of the Philippine National Police;
3. Any peace officer or any armed or unarmed persons belonging to an extra-legal police agency, special forces, strike forces, or civilian armed forces geographical units;
4. Any *barangay tanod* or any member of *barangay* self-defense units;
5. Any member of the security or police organizations of government agencies, commissions, councils, bureaus, offices, instrumentalities, or government-owned or controlled corporations or their subsidiaries; or
6. Any member of a privately owned or operated security, investigative, protective or intelligence agency performing identical or similar functions.

However, the Board may, whenever necessary, by majority vote direct in writing for the detail of policemen or peace officers for their protection or for the protection of the machines, election documents and paraphernalia, or for the maintenance of peace and order, in which case said policemen or peace officers, who shall be in proper uniform, shall stay outside the room but near enough to be easily called by the Board at any time.

Sec. 7. Duties and Responsibilities of the Reception and Custody Group. The Reception and Custody Group (RCG) constituted in accordance with Resolution No. 10050 shall:

MF

a) Receive from:

1. The BEI, the envelope containing the main SD card of the VCM and the envelopes containing the printed copies of the ERs intended for city/municipal Board of Canvassers (C/MBOC); or
2. The MBOC/CBOC, the envelope containing the CD of the municipality/city CCS labelled "TRANSMITTED" or "NOT TRANSMITTED", and the envelope containing the printed copy of the COC intended for the District/Provincial Board of Canvassers (PBOC).

b) Log the date and time of receipt of the ERs/COCs, including the condition and serial numbers of each envelope and its corresponding paper seal, the precinct number, and the city/municipality/district;

c) Mark:

1. In the project of precincts the corresponding precincts of the envelope containing the VCM main SD card submitted; or
2. In the list of cities/municipalities the corresponding city/municipality which envelope containing the CD of the CCS labelled "NOT TRANSMITTED".

d) Log the following:

1. Date and time of receipt;
2. Condition and the serial number of corresponding paper seal of the envelope;
3. The precinct number of the envelope containing the VCM main SD card; or
4. The city/municipality of the envelope containing the CD.

e) Immediately submit to the Board after recording the necessary data the envelope containing the main SD card or CD with label "NOT TRANSMITTED";

AF

- f) Log the date and time of receipt of the ERs/COCs, including the condition and serial numbers of each envelope and its corresponding paper seal, the precinct number, and the city/municipality/district;
- g) Place the envelopes containing the ERs/COCs inside the ballot box, close and lock the same; and
- h) Forward to the Board, the ballot boxes containing the ERs/ COCs and one copy of the list of precincts/ list of cities/municipalities/districts as marked.
- i) Follow steps [b] to [d] of this section for the envelopes containing SD card or CD with label "TRANSMITTED" and thereafter, submit to the Board.

Sec. 8. Issues that may be raised during the consolidation/canvass. Issues affecting the composition or proceedings of the Boards may be initiated by filing a verified petition before the Board or directly with the Comelec.

If the petition is filed directly with the Board, its decision may be appealed to the Comelec within three (3) days from issuance thereof. However, if commenced directly with the Comelec, the verified petition shall be filed immediately when the board begins to act illegally, or at the time of the appointment of the member of the board whose capacity to sit as such is objected to.

There shall be no pre-proclamation cases on issues/controversies relating to the generation/printing, transmission, receipt and custody, and appreciation of ERs or the COCs.

Sec. 9. Submission of the Minutes of Canvass of the Board. Within five (5) days from termination of canvass, the members-secretaries of the Board shall, by registered mail, submit to the Law Department of the Comelec in Manila 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.

nb

ARTICLE II
PROCEDURES FOR CANVASSING/CONSOLIDATION

Sec. 10. Preliminaries to Canvassing. Before the canvassing begins, the BOC 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 modem with SIM card installed;
 - vii. USB extension cable;
 - viii. Extra SIM card;
 - ix. CD-R; and
 - x. Reams of paper.

- b. Three (3) envelopes with label for each BOC member. Each envelope contains:
 - i. One (1) security token;
 - ii. One (1) Username;
 - iii. Two (2) Passwords:
 - 1. One (1) password to enter the system (8 digits); and
 - 2. One (1) to validate security token (6 digits).
- c. Checklist of the contents of the box;
- d. Yellow tie wrap to close the CCS box after election day;
- e. Extension Cord;
- f. Printer box containing:
 - i. Printer;
 - ii. Toner (installed);
 - iii. Power cable of the printer; and
 - iv. USB cable to connect the laptop and printer.
- g. BGAN (if applicable):
 - i. BGAN Antenna;
 - ii. Battery;
 - iii. SIM Card (installed);

- iv. RJ 45 LAN cable;
 - v. Electrical extension;
 - vi. Power adapter; and
 - vii. Power cable.
- h. Memory Card Reader; and
- i. Security plastic seal.

5. Retrieve the envelopes containing the system's username and password which shall be in the custody of the Chairman of the Board, and the USB tokens for each member of the Board 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.

Sec. 11. Procedures for canvassing. Immediately after convening, the Board shall undertake the following canvassing procedures:

I. INITIALIZATION PROCEDURES.

The CCS Operator 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 transmission medium (e.g., USB modem, DSL, Satellite or BGAN) to the laptop;

✓

- e) Connect the printer cable to the USB port of the laptop and the power cable of the printer to the extension cord;
- f) Turn on the printer by pressing the power button;
- g) Insert sufficient quantity of paper in the printer feeder;
- h) The screen will show the progress window displaying the message, *"Starting CCS. Please wait..."* along with a loading progress bar;
- i) The screen will display the WELCOME page of the CCS. This page contains the log in window to access the system;
- j) Input USERNAME and PASSWORD on the corresponding text fields. Click the "LOG IN" button;
- k) The system will display the screen for start up with the message at the top of the screen *"Upon completion and acceptance, the ELECTION will be activated"*;
- l) The two (2) members of the Board will insert their security tokens to the USB slot of the laptop, one at a time and enter their usernames and security key passwords in the space provided. Thereafter, click "OK";
- m) The system will ask for username and system password of the member of the Board. The Chairman will enter his/her username and click "ACCEPT".
- n) The two (2) members of the Board will insert their security tokens to the USB slot of the laptop, one at a time and enter their usernames and security key passwords in the space provided. Thereafter, click "OK";
- o) Wait for the system to finish the initialization process;

- p) The screen will display the message "*INITIALIZATION REPORT.*" The initialization report shows zero vote for each candidate including the geographical information (Province, City/Municipality, No. of Clustered Precincts Reported, Total No. of Clustered Precincts, No. of Registered Voters, and No. of Voters Actually Voted);
- q) The message "ELECTION ACTIVATED" will be displayed on the top panel above the PDF viewer;
- r) Print the INTILIZATION REPORT by clicking the print icon on the upper right corner of the PRINT PREVIEW page. 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";
- s) After printing the INITIALIZATION REPORT click "CONTINUE" found on the bottom part of the PDF viewer panel, to proceed to the HOMEPAGE of the CCS;
- t) The members of the Board shall affix their signatures on the certification portion of the INITIALIZATION REPORT;
- u) After signing the certification portion, the Chairman shall show the INITIALIZATION REPORT to the public; and
- v) The Member-Secretary shall place the INTIALIZATION REPORT inside the envelope intended for the purpose.

II. MONITORING OF RESULTS. The Board shall monitor which results have already been loaded into the system.

A. MBOC/CBOC

- 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 buttons beside the name of the barangay. The color of the button will determine the status of transmission of the specific precinct. The description of the colored buttons is indicated in the window at the lower portion of the screen.

- 2) To monitor the loading of results from a particular polling center under a barangay, click on the "BARANGAY NAME", and the list of polling centers will appear;
- 3) To monitor the loading of results from a particular precinct/clustered precincts under a polling center, click on the "POLLING CENTER NAME" 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 "BACK"; and
- 5) To update the status of loading of results from a barangay from time to time, click "REFRESH".

B. PBOC/DBOC

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

A list of cities/municipalities in the province/district shall be displayed with colored button beside the name of the city/municipality. The color of the button will determine the status of transmission of the specific city/municipality. The description of the colored buttons is indicated in the window at the lower portion of the screen.

- 2) To monitor the loading of results from a particular city/municipality, click on the "CITY/MUNICIPALITY", and the status of results will be displayed.

✍

- 3) To update the status of loading of results from a city/municipality from time to time, click "REFRESH".

C. RBOC

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

A list of provinces in the region shall be displayed with colored button beside the name of the province. The color of the button will determine the status of transmission of the specific province. The description of the colored buttons is indicated in the window at the lower portion of the screen.

- 2) To monitor the loading of results from a particular province, click on the "PROVINCE", and the status of the results will be displayed;
- 3) To update the status of loading of results from a province from time to time, click "REFRESH".

III-A. IMPORTING OF PRECINCT RESULTS FROM VCM. The Board shall receive from the RCG an envelope containing the VCM main SD cards for the precinct. The Board shall open the said envelope, retrieve the VCM main SD cards and give the same to the CCS Operator who shall:

A. MBOC/CBOC

- 1) Attach the memory card reader to the laptop;
- 2) Insert the VCM main SD card in the memory card reader;
- 3) Click on the blue triangle icon found at the bottom right portion of the HOMEPAGE screen. The hidden side panel will be displayed, showing the import option. Click "IMPORT" at the upper right portion of the screen;

uif

- 4) The screen will display the import dialogue box with the following message "CLICK HERE TO UPLOAD TRANSMISSION PACKAGE FILE;" "TRANSMISSION FILE;" and "IMPORT";
- 5) Click on "CLICK HERE TO UPLOAD TRANSMISSION PACKAGE FILE";
- 6) The CCS will display the "OPEN FILES" Menu;
- 7) Click "DATA" at the left pane of the dialogue box;
- 8) Click the "SAES" folder from the list of files in the dialogue box and click on "OPEN" button;
- 9) Click on the "TRANSMISSION PACKAGES" folder from the list of folder files and click on "OPEN" button;
- 10) Click "TRANSMISSION-PACKAGE.XML" and click "OPEN" button;
- 11) The screen returns to the IMPORT dialogue box. Click "IMPORT" button;
- 12) 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;
- 13) If unsuccessful, the message "TABULATION SERVER NOT FOUND" will appear on the screen, in which case, follow steps [2] to [12] of this section;
- 14) Remove the VCM main SD card from the memory card reader, return it to its original envelope and label it "UPLOADED";
- 15) Follow the procedures laid down in steps [2] to [11] for the next VCM SD cards until all VCM SD cards are imported;

wf

- 16) Disconnect the memory card reader from the laptop; and
- 17) Click anywhere in the screen outside the "IMPORT DIALOGUE box".
The screen will return to HOMEPAGE.
- 18) To check if all the VCM sd cards are successfully imported, follow the procedures for MONITOR TRANSMISSION.

All VCM main SD cards shall be imported to the CCS and after processing, it shall be placed in the same envelope and returned to the RCG for submission to the Election Officer.

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

III-B. IMPORTING OF CITY/MUNICIPAL RESULTS TO DBOC/PBOC.

The D/PBOC shall receive from the RCG an envelope containing the CD labelled "NOT TRANSMITTED" for the city/municipality. The Board shall open the said envelope, retrieve the CD labelled "NOT TRANSMITTED" the same to the CCS Operator who shall:

A. DBOC/PBOC

The CCS Operator shall:

- 1) Insert the CD of a MBOC/CBOC, as the case may be, in the CD-ROM drive;
- 2) Click on the blue triangle icon found at the bottom right portion of the HOMEPAGE screen. The hidden side panel will be displayed, showing the import option. Click "IMPORT" at the upper right portion of the screen;

MF

- 3) The screen will display the import dialogue box with the following message "CLICK HERE TO UPLOAD TRANSMISSION PACKAGE FILE;" "TRANSMISSION FILE;" and "IMPORT";
- 4) Click on "CLICK HERE TO UPLOAD TRANSMISSION PACKAGE FILE";
- 5) The CCS will display the "OPEN FILES" Menu;
- 6) Click "DATA" at the left pane of the dialogue box;
- 7) Click the "SAES" folder from the list of files in the dialogue box and click on "OPEN" button;
- 8) Click on the "TRANSMISSION PACKAGES" folder from the list of folder files and click on "OPEN" button;
- 9) Click "TRANSMISSION-PACKAGE.XML" and click "OPEN" button;
- 10) The screen returns to the IMPORT dialogue box. Click "IMPORT" button;
- 11) 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;
- 12) If unsuccessful, the message "TABULATION SERVER NOT FOUND" will appear on the screen, in which case, follow steps [2] to [11] of this section;
- 13) Remove the CD, return it to its original envelope and label it "UPLOADED";
- 14) Follow the procedures laid down in steps [1] to [11] for the next CDs until all CDs are imported;

14

- 15) Click anywhere in the screen outside the "IMPORT DIALOGUE box".
The screen will return to HOMEPAGE.
- 16) To check if all the CDs are successfully imported, follow the procedures for MONITOR TRANSMISSION.
- 17) Wait until the processing is finished;
- 18) Remove the CD; and
- 19) Repeat steps 2 to 13 until all the CDs are processed.

IV. GENERATION AND PRINTING OF REPORTS.

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

A. Generate and Print the Canvass Report

- 1) Under the CANVASSING module, click the "CANVASSING MANAGEMENT" icon in the HOMEPAGE;
- 2) The list of available reports shall be displayed on the left panel of the screen. The contents of 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";
- 4) Wait while the system is loading the report. Thereafter, the CCS shall generate and display the CANVASS REPORT. Scroll down to view the report;



- 5) 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.
- 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.

This 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 MBOC/CBOC) or city/municipal results (for PBOC/DBOC) have been received, the Board shall generate the COC. For this purpose, the CCS operator shall:
 - a. Under the Canvassing module, click the "CANVASSING MANAGEMENT" icon in the HOME PAGE;
 - b. Click on 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 "CONTEST NAME" 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 username and 6-digit security key password and click "OK";
 - e. The CCS shall generate the CERTIFICATE OF CANVASS (COC) and display the same on the screen;

MF

f. Print the CERTIFICATE OF CANVASS (COC) by clicking on the printer icon, then type "30" on the space provided for number of copies. Click "PRINT"; and

g. Click "BACK" found at the lower right portion of the page to go back to the previous page.

2) If not all of the expected results are received, the C/MBOC shall verify from the BEI concerned the reason for the non-transmittal of the results. Likewise, the D/PBOC shall verify from the MBOC/CBOC concerned the reason for the incomplete or non-transmittal of the municipal/city results.

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 Board shall perform the following procedures:

a. A majority of the members of the Board of Canvassers should accede to lower the threshold to proclaim a candidate and should seek approval thereof from the appropriate authority but in no circumstance can it be lowered further than ninety percent (90%) of all results.

b. The members of the Board of Canvassers 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 seat office or the lead of the last candidate assured of a seat from the next candidate in multi-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 appropriate authority which approved the lowering of the threshold while the other should form part of the records of the Board of Canvassers.

uf

- d. Any violation of the foregoing conditions should constitute precipitate canvassing and those responsible thereof should be made administratively accountable, without prejudice to any criminal action that may be instituted thereafter.

Thereafter, to generate and print the Certificate of Canvass (COC) for that particular position, the CCS operator shall:

- a. Under the Canvassing category, click "CANVASSING MANAGEMENT" icon in the HOME PAGE;
- b. Click on the "CERTIFICATE OF CANVASS (COC)" option found on the left panel. The list of positions will be displayed on the right panel;
- c. Select the position/positions to generate COC 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;
- d. Click "ISSUE" located at the bottom of the screen;
- e. The system shall require user authentication. The two (2) members, one at a time, will insert their USB security token, enter their corresponding username and security key password and click "OK";
- f. The CCS shall generate and display the COC. Scroll down to view the COC;
- g. Print the COC by clicking on the printer icon, then type "30" in space provided for the number of copies to be printed. Then click "OK";
- h. Click "BACK" located at the bottom portion of the screen and the screen will return to the previous page; and
- i. To generate the COC for the next position, repeat procedures [c] to [h].

4/3

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

- 1) Under the Canvassing module, click the "CANVASSING MANAGEMENT" icon in the HOME PAGE;
- 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 on "ISSUE" button located at the bottom portion of the screen;
- 5) Wait until the print preview of the SOV is displayed. Click on the printer icon, then type "4" in the space provided for the number of copies. Then click "PRINT" button; and
- 6) Click "BACK" button to return to the previous page.

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

The CCS operator shall:

- 1) Under the CANVASSING module, click "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 was clicked, this will enable the "ISSUE" button;
- 4) Click on "ISSUE" button located at the bottom portion of the screen;

M

- 5) The system shall require user authentication. The two (2) members, one at a time, will insert their USB security tokens, enter their corresponding username and security key password and click "OK";
- i. In case there are no candidates receiving the same number of votes for a position. The screen will display the CCS shall generate COCP. Click on the printer icon, then type the number of copies to be printed in the space provided. Then click "PRINT" button;
 - ii. In case of a tie, the screen will display:
 - a. The "RESOLUTION OF TIE 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;
 - b. There is an arrow beside the name of the candidate. This denotes if the candidate is placed on ascending or descending order;
 - c. A checkbox with label "AGREE" is at the rightmost column of the same row with the header. A "RESET" button is found beneath this checkbox; and
 - d. The "PRINT", "SKIP" and "SAVE" buttons are found below the "RESOLUTION OF TIE VOTES" window.

Before ticking the "AGREE" checkbox and clicking "SAVE" button, the Board shall first decide who the winners are for the particular position. For this purpose, the Board shall, after recording in its Minutes the fact of having candidates receiving the same number of votes for the position, immediately notify the said candidates to appear before the Board for the drawing of lots to break the tie. The drawing of lots should be conducted within one (1) hour after issuance of notice by the Board to the candidates concerned.

For this purpose, the candidates or their representatives for municipal/city or Member, House of Representative positions, in the case of MBOC/CBCOC/DBOC, or the candidates or their representatives for provincial positions and Member, House of Representatives, in the case of PBOC, are hereby required to be present at all stages of the canvass. After the Board has determined

the winner/s, the Board shall arrange in the CCS the order of the names of the winning candidate/s.

6) To arrange the order of the name of the candidate in the list, the Operator shall:

- i. Click and hold the row corresponding to the candidate's name;
- ii. Drag and drop the row according to the order;
- iii. Notice the arrow beside the candidate's name will be colored green if the position is moved upwards and red if downwards;
- iv. After completing the arrangement of winners with a tie votes, tick on the check box with "AGREE" label;
- v. If multiple positions/contests have tie votes, make sure these were already arranged in order and their corresponding "AGREE" checkbox were ticked. Otherwise, the SAVE button will not be enabled;
- vi. Click "SAVE".
- vii. The system shall require for user authentication. Insert the USB token, enter the corresponding username and security key password and click "OK". Repeat this process one at a time, until the required number for user authentication is reached; and
- viii. The CCS shall generate the COCP.

7) Click "PRINT" found at the bottom of the screen. The print preview of the COCP will be displayed. Repeat procedures [2] to [7] until all COCP for all positions are generated;

8) Click "BACK" to return to the previous page; and

9) The CCS will return to the CANVASSING MANAGEMENT screen.

E. Transmission of Results

After generating the canvassing reports, the CCS operator shall:

- 1) Under the CANVASSING module, click "TRANSMIT RESULT" icon in the HOME PAGE;
- 2) The CCS shall display the list of positions/contests with corresponding checkbox. Also the "Contest Name" header has a checkbox;
- 3) To select per position, tick the checkbox individually. To select ALL, tick the checkbox beside the "Contest Name" header;
- 4) The STATUS for all positions should indicate "CERTIFIED", otherwise generate the required reports before transmitting results;
- 5) Click "TRANSMIT";
- 6) The TRANSMIT window shall be displayed. This contains the status of transmission and the transmission process; and
- 7) Once the transmission is completed, the CCS will display the message "TRANSMISSION RESULTS PROCESS WAS FINISHED". After transmission, press "CLOSE" to return to the TRANSMIT RESULT screen.

F. Printing of Audit Log

The CCS operator shall:

- 1) From the HOME PAGE, click the "CONTROL PANEL" icon;
- 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 CONTROL PANEL screen;
- 7) Click the "HOME PAGE" icon.

G. Post Printing Activities

Immediately after printing copies of the COCs, SOVs and COCP, the Board shall:

- 1) Affix their signatures and thumb marks on the printed COCs, SOVs and COCP;
- 2) Ask the watchers present to affix their signatures and thumb marks on the printed COCs, SOV and COCP;
- 3) The Chairman of the Board shall publicly announce the total number of votes received by each candidate, stating their corresponding offices;
- 4) The Member-Secretaries shall announce the posting of the COCs on the wall within the premises of the canvassing area; and
- 5) The Member-Secretaries shall place in the corresponding envelopes with paper seals all reports.

H. Post Election Report

- 1) In case when the COC has been generated already and succeeding transmitted results are received in the CCS, from the left pane, under OTHER OPTIONS, select "POST ELECTION";
- 2) Check CONTEST NAME to select all POSITIONS, then click "ISSUE" and wait until the POST ELECTION Report will display;

- 3) From the right upper portion of the report, click PRINTER icon then click PRINT button to print the report;
- 4) Click BACK button from the LOWER RIGHT of the screen;
- 5) From the upper left portion, select blue-arrow then select Home to return to Home Page;
- 6) The members of the Board shall affix their signature in the space provided for the purpose; and
- 7) Submit one copy of the post election report to ERSD, Comelec and one copy shall be kept by the Chairman of the Board.

I. Back-Up

After all the results have been successfully transmitted, the CCS Operator shall:

- 1) Insert a blank disc in the CD drive;
- 2) Under the Data Handler category, click the "EXPORT DATA" in the HOME PAGE;
- 3) Click the green icon corresponding to the "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:
 - i. Place inside an envelope provided for the purpose and seal the same;
 - ii. Label the envelope with "TRANSMITTED" or "NOT TRANSMITTED" to show whether the results are transmitted or not;
 - iii. Indicate in the envelope the city/municipality and province; and

- iv. Sign the envelope; (Note: The CD shall be used by the Boards in case of failure of transmission).
- 6) Repeat steps [1] to [4] to back-up the files in two (2) additional discs;
- 7) Turn-Over the CD to the Chairman; and
- 8) Submit to the Reception and Custody Group of the Provincial Board of Canvasser (for MBOC/CBOC)/National Board of Canvassers (for PBOC).

The two (2) discs used to back-up the city/municipal or provincial results, duly sealed shall be submitted to the PBOC or CONGRESS, as the case may be and the Comelec. One copy of the CD shall be retained by the Chairman of the Board.

J. 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 on the blue triangular icon found at the top leftmost portion of the screen, to display the hidden side panel;
- 2) Click "END SESSION" option from the menu. A confirmation message displays on the screen, click "OK";
- 3) Click the power button and wait for the laptop to shut down completely; and
- 4) Turn-over CCS laptop to the CCS Operator.

K. Proclamation of the Winning Candidates

A candidate who obtained the highest number of votes shall be proclaimed by the Board, except the following:

- a. In case the certificate of candidacy of the candidate who obtains the highest number of votes has been cancelled or denied due course or disqualified by a final and executory Decision or Resolution before the elections, the votes cast for such candidate shall be considered stray, hence, the Board shall proceed to proclaim the candidate who obtains the second highest number of votes, provided, the latter's certificate of candidacy has not likewise been cancelled by a final and executory Decision or Resolution before the elections;
- b. In case a candidate has been declared a nuisance candidate by final and executory Decision or Resolution, the votes cast for the nuisance candidate shall be added to the candidate who shares the same surname as the nuisance candidate and thereafter, the candidate who garnered the highest number of votes shall be proclaimed;

In case of two or more candidates having the same surnames as the nuisance candidate shall be considered as stray votes and shall not be credited to any candidate;

In case the nuisance candidate does not have the same surname as any candidate for the same position, the votes cast for the nuisance candidate shall be considered as stray votes; and

- c. In case the certificate of candidacy of the candidate who obtains the highest number of votes has been cancelled or denied due course or disqualified by a final and executory Decision or Resolution after the elections and he/she obtains the highest number of votes cast for a particular position, the Board shall not proclaim the candidate and the rule of succession, if allowed by law, shall be observed. In case the position does not allow the rule of succession under Republic Act No. 7160, the position shall be deemed vacant.

In all cases, a Decision or Resolution is deemed final and executory if, in case of a Division ruling, no motion for reconsideration is filed within the reglementary period, or in cases of the ruling of the Comelec En Banc, no restraining order was issued by the Supreme Court within five (5) days from receipt of the Decision or Resolution.

ngl

In cases where a Petition to Deny Due Course or cancel a Certificate of Candidacy, Declare a Nuisance Candidate, or for Disqualification remains pending with the Comelec on the day of canvassing and no order of suspension of proclamation is issued by the Comelec En Banc or Division where said Petition is pending, the Board shall proceed to proclaim the winner.

In cases where the generated/printed COCP does not reflect the true winner for a particular position by reason of the circumstances stated above, the Board is authorized to effect the necessary correction on the entry for said position, to reflect the true winner as determined in accordance with the foregoing rules, provided all the members of the Board countersign such entry. Such fact shall be entered in the Minutes.

ARTICLE III DISTRIBUTION OF THE COCs, COCPs and SOVs

Sec. 12. Distribution of COCs. Upon completion of the canvass, the Boards shall distribute the COCs as follows:

A. In case of MBOC/CBOC/DBOC.

1. The first copy shall be delivered to the PBOC for use in the canvass of election results for president, vice-president, senators, members of the House of Representatives, parties, organizations or coalitions participating under the party-list system, and elective provincial officials;
2. The second copy shall be sent to the Comelec;
3. The third copy shall be kept by the chairman of the board;
4. The fourth copy shall be given to the PPCRV designated by the Comelec to conduct an unofficial count. It shall be the duty of the PPCRV to furnish independent candidates copies of the COC at the expense of the requesting party;
5. The fifth copy to Congress, directed to the President of the Senate;

6. The sixth copy to be posted on a wall within the premises of the canvassing center;
7. The seventh and eighth copies shall be given to the dominant majority and minority parties;
8. The ninth to eighteenth copies shall be given to the ten (10) accredited major national parties, excluding the dominant majority and minority parties, in accordance with a voluntary agreement among them.

If no such agreement is reached, the Comelec shall decide which parties shall receive the copies on the basis of the criteria provided in Section 26 of Republic Act No. 7166 and Resolution No. 9984;

9. The nineteenth and twentieth copies shall be given to the two accredited major local parties in accordance with a voluntary agreement among them. If no such agreement is reached, the Comelec shall decide which parties shall receive the copies on the basis of criteria analogous to that provided in Section 26 of Republic Act No. 7166 and Resolution No. 9984;
10. The twenty-first to the twenty-fifth copies, to national broadcast or print media entities as may be equitably determined by the Comelec in view of propagating the copies to the widest extent possible;
11. The twenty-sixth and twenty-seventh copies, to local broadcast or print media entities as may be equitably determined by the Comelec in view of propagating the copies to the widest extent possible; and
12. The twenty-eighth to the thirtieth copies, to the major citizens' arms, including the accredited citizens' arm, and other non-partisan groups or organizations enlisted by the Comelec pursuant to Section 52(k) of Batas Pambansa Blg. 881. Such citizens' arms, groups and organizations may use the three certified copies of ERs for the conduct of citizens' quick counts at the local or national levels.

B. In case of PBOC or CBOC of cities comprising one or more legislative districts, and DBOC.

1. The first copy shall be sent to Congress, directed to the President of the Senate for use in the canvass election results for President and Vice-President;
2. The second copy shall be sent to the Comelec for use in the canvass of the election results for senators;
3. The third copy shall be kept by the chairman of the board;
4. The fourth copy shall be given to the PPCRV designated by the Comelec to conduct an unofficial count. It shall be the duty of the citizens' arm to furnish independent candidates copies of the COC at the expense of the requesting party;
5. The fifth copy to Congress, directed to the President of the Senate;
6. The sixth copy to be posted on a wall within the premises of the canvassing center;
7. The seventh and eighth copies to the dominant majority and minority parties;
8. The ninth and tenth copies to two accredited major national parties representing the majority and the minority, excluding the dominant majority and minority parties, to be determined by the Comelec on the basis of the criteria provided in Section 26 of Republic Act No. 7166 and Resolution No. 9984;
9. The eleventh to thirteenth copies to national broadcast media entities as may be equitably determined by the Comelec in view of propagating the copies to the widest extent possible;
10. The fourteenth copy to another citizens' arm or in the absence thereof, to a non-partisan group or organization enlisted by the Comelec pursuant to Section 52(k) of Batas Pambansa Blg. 881. Such citizens' arm or non-partisan group or organization may use the copy of election return for the conduct of citizens' quick count;

11. The board shall also print three (3) copies of the Statement of Votes by City/Municipality, and each copy shall be attached to the COCs intended for the Congress, Comelec, and the PBOC;
12. The COC and Statement of Votes shall be signed and thumb marked by the chairman and members of the PBOC, and the watchers, if available. Thereafter, all copies, with their respective supporting documents, shall each be sealed with a serially numbered paper seal (CEF No.12) and placed inside their corresponding envelopes. Each envelope shall likewise be sealed with a serially numbered paper seal; and
13. The three (3) discs used to back-up the municipal/city consolidated results shall also be placed individually inside an envelope, duly sealed, and submitted to the Congress, Comelec, and one copy to be retained by the Chairman of the Board of Canvassers.

Sec. 13. Distribution of COCPs and SOVs. The Board shall generate and print sufficient copies of the COCP and two (2) copies of SOV to be distributed as follows:

A. MBOC/CBOC.

1. Election Records and Statistics Department (ERSD of the Comelec);
2. For posting;
3. Chairman, MBOC/CBOC;
4. Secretary, Sangguniang Bayan/Panlungsod;
5. Municipal Treasurer;
6. Winning Candidate for Mayor; Winning Candidate for Vice-Mayor; and
7. Winning Candidates for members of the Sangguniang Bayan/Panlungsod;

The copies of the COCP for 1 and 3 shall be supported by a Statement of Votes by precinct containing the total number of votes obtained by each candidate in each precinct and the grand total they obtained in the entire

municipality/city/district. Said documents shall be signed and thumb marked by the chairman and members of the MBOC/CBOC.

Copies 1, 3, 4 and 5 shall be individually folded from top to bottom, sealed with serially numbered paper seals (CEF No. 12) and placed inside their corresponding envelopes, which shall likewise be sealed with serially numbered paper seals.

The CD used to back-up the election return/precinct consolidated results will be placed inside an envelope, duly sealed, and submitted to the PBOC.

B. FOR CBOC IN CITIES COMPROMISING ONE OR MORE LEGISLATIVE DISTRICTS/ HIGHLY URBANIZED CITIES.

1. For winning candidate for Congressman/Member of House of Representatives:
 - i. To ERSD, Comelec in Manila;
 - ii. For posting on the bulletin board of the city hall;
 - iii. To kept by the Chairman of the Board;
 - iv. To the Regional Election Director;
 - v. To the Secretary-General of the House of Representatives;
and
 - vi. To the winning candidates.

A copy of the Statement of Votes shall be attached to the copies for the Chairman of the BOC, and the ERSD, Comelec.

The second copy shall be posted on the bulletin board of the city hall.

up

2. For Winning Candidates for City Offices:

- i. Secretary of the Sangguniang Panlungsod;
- ii. Chairman, CBOC;
- iii. ERSD, Comelec;
- iv. City Treasurer;
- v. Regional Election Director;
- vi. Each of the winning candidates proclaimed; and
- vii. One copy for posting on the bulletin board of the city hall.

The first five (5) copies shall be separately folded and placed in their corresponding envelopes.

A copy of the Statement of Votes by precinct shall be attached to the copies for the Chairman of the CBOC, and the Comelec.

3. PBOC.

- i. To the ERSD, Comelec;
- ii. To the Chairman of the PBOC;
- iii. To the Secretary of the Sangguniang Panlalawigan;
- iv. To the Regional Election Director; and
- v. To each of the winning candidates.

The Certificate of Canvass and Proclamation (COCP) shall be signed and thumbmarked by the chairman and members of the PBOC, and the watchers, if available.

The PBOC shall also print three (3) copies of the supporting Statement of Votes by City/Municipal, and shall be attached to copies (1) and (2) of the Certificate of Canvass and Proclamation. Copies (1), (2), (3) and (4) shall then be individually folded from top to bottom, sealed with paper seals such that the certificates cannot be opened without breaking the seal, and placed inside their respective envelopes which shall likewise be sealed with paper seals.

ARTICLE IV POST CANVASSING PROCEDURES

Sec. 14. Delivery of the Certificate of Canvass. The Chairman of the Boards shall personally deliver by fastest means the hard copies of COCs and SOVs including the back-up CDs to the following:

A. In case of MBOC/CBOC:

To the PBOC, a copy of the Certificate of Canvass for President and Vice-President, Senator, Party-List, Member, House of Representatives, Governor, Vice-Governor and Sangguniang Panlalawigan;

B. In case of PBOC, CBOC in cities comprising two or more legislative districts, and DBOC:

1. To Congress sitting as the National Board of Canvassers a copy of the Certificate of Canvass for the President and Vice-President; and
2. To the Comelec sitting as the National Board of Canvassers for Senator and Party-List.

Sec. 15. Safekeeping of hard copies of ERs or COCs, back-up CDs and CCS. The Boards shall place the ERs/COCs in ballot boxes that shall be locked with three padlocks and one serially numbered self-locking seal. The members of the Board shall each keep a key to the three (3) padlocks. The serial number of every seal used shall be entered in the minutes.

The said ballot boxes shall be kept in a safe and secured room before, during and after the canvass. The door to the room shall be locked with three padlocks with the keys thereof kept by each member of the Board.

The watchers shall have the right to guard the room.

ARTICLE V ELECTION OFFENSES; ELECTORAL SABOTAGE

Sec. 16. Election Offenses; Electoral Sabotage. In addition to the prohibited acts and election offenses mentioned herein and those enumerated in Sections 261 and 262 of Batas Pambansa Blg. 881, as amended, the following shall be guilty of an election offense or a special election offense to be known as electoral sabotage:

- a) Any person who removes the COC posted on the wall, whether within or after the prescribed forty-eight (48) hours of posting, or defaces the same in any manner;
- b) Any person who simulates an actual COC or statement of votes, or a print or digital copy thereof;
- c) Any person who simulates the certification of a COC or statement of votes;
- d) The Chairman or any member of the Board of canvassers who, during the prescribed period of posting, removes the COC or its supporting statement of votes from the wall on which they have been posted other than for the purpose of immediately transferring them to a more suitable place;
- e) The Chairman or any member of the Board of canvassers who signs or authenticates a print of the COC or its supporting statement of votes outside of the polling place;
- f) The Chairman or any member of the Board of canvassers who signs or authenticates a print which bears an image different from the COC or statement of votes produced after counting and posted on the wall; and

- g) Any person or member of the Board of election inspectors or Board of canvassers who tampers, increases or decreases the votes received by a candidate in any election or any member of the Board who refuses, after proper verification and hearing, to credit the correct votes or deduct such tampered votes: Provided, however, That when the tampering, increase or decrease of votes or the refusal to credit the correct votes and/or to deduct tampered votes are perpetrated on a large scale or in substantial numbers, the same shall be considered, not as an ordinary election offense under Section 261 and/or 262 of the Omnibus Election Code, but a special election offense to be known as electoral sabotage and the penalty to be imposed shall be life imprisonment.

The act or offense committed shall fall under the category of electoral sabotage in any of the following instances:

- a) When the tampering, increase and/or decrease of votes perpetrated or the refusal to credit the correct votes or to deduct tampered votes, is/are committed in the election of a national elective office which is voted upon nationwide and the tampering, increase and/or decrease votes, refusal to credit the correct votes or to deduct tampered votes, shall adversely affect the results of the election to the said national office to the extent that losing candidate/s is/are made to appear the winner/s;
- b) Regardless of the elective office involved, when the tampering, increase and/or decrease of votes committed or the refusal to credit the correct votes or to deduct tampered votes perpetrated, is accomplished in a single election document or in the transposition of the figures/results from one election document to another and involved in the said tampering increase and/or decrease or refusal to credit correct votes or deduct tampered votes exceed five thousand (5,000) votes, and that the same adversely affects the true results of the election; and
- c) Any and all other forms or tampering increase/s and/or decrease/s of votes perpetuated or in cases of refusal to credit the correct votes or deduct the tampered votes, where the total votes involved exceed ten thousand (10,000) votes.

Any and all other persons or individuals determined to be in conspiracy or in connivance with the members of the BEIs or BOCs involved, shall be meted the same penalty of life imprisonment.

**ARTICLE VI
EFFECTIVITY AND DISSEMINATION**

Sec. 17. Publication and Effectivity. This Resolution shall take effect on the seventh (7th) day following its publication in two (2) daily newspapers of general circulation in the Philippines.

Sec. 18. 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 Justice, Department of Education, the Department of Finance, all Regional Election Directors, Provincial Election Supervisors and Election Officers, and City/Provincial/Division and City Superintendent of Schools and the City/Municipal Treasurers with copies of the Resolution. This Resolution shall likewise be posted in the COMELEC website.

SO ORDERED.



J. ANDRES D. BAUTISTA

Chairman

On Official Business
at the time of signing of Resolution


CHRISTIAN ROBERT S. LIM
Commissioner

AL A. PARREÑO
Commissioner


LUIE TITO F. GUIA
Commissioner
ARTHUR D. LIM
Commissioner

On Official Business at the time
of signing of this Resolution

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


SHERIFF M. ABAS
Commissioner