



Republic of the Philippines
COMMISSION ON ELECTIONS
Manila



IN THE MATTER OF AMENDING
CERTAIN PROVISIONS OF
RESOLUTION NOS. 10035¹, 10051², AND
10052³ PROMULGATED BY THE
COMMISSION ON ELECTIONS TO
IMPLEMENT THE OVERSEAS VOTING
IN CONNECTION WITH THE 09 MAY
2016 NATIONAL AND LOCAL
ELECTIONS.

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

Chairman
Commissioner
Commissioner
Commissioner
Commissioner
Commissioner

Promulgation: April 8, 2016

RESOLUTION NO. 10087

WHEREAS, the Commission on Elections (COMELEC) has promulgated COMELEC Resolution Nos. 10035, 10051 and 10052 for purposes of implementing the overseas voting in connection with the 09 May 2016 National and Local Elections;

WHEREAS, COMELEC Resolution Nos. 10035, 10051 and 10052 provide that closing of voting for overseas voting shall be on May 9, 2016 at 7:00 o'clock p.m. Philippine Time while Sections 10 and 11, Article V of COMELEC Resolution No. 10057 as amended provides that the voting hours shall be on May 9, 2016 from 7:00 a.m. to 5:00 p.m. of election day;

WHEREAS, Section 18.1 of R.A. 9189 provides that:

¹ GENERAL INSTRUCTIONS FOR THE SPECIAL BOARD OF ELECTION INSPECTORS AND SPECIAL BALLOT RECEPTION AND CUSTODY GROUP IN THE CONDUCT OF MANUAL VOTING AND COUNTING OF VOTES 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 09, 2016 NATIONAL AND LOCAL ELECTIONS

² 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 "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.

³ GENERAL INSTRUCTIONS FOR THE SPECIAL BOARD OF ELECTION INSPECTORS AND SPECIAL BALLOT RECEPTION AND CUSTODY GROUP IN THE CONDUCT OF AUTOMATED VOTING AND COUNTING OF VOTES 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

“xxx The Commission shall ensure that the start of counting in all polling places abroad be synchronized with the start of counting in the Philippines.”

WHEREAS, the Supreme Court in its ruling on 08 March 2016, ordered the COMELEC to issue voting receipts as verification mechanism for the electorate in the 09 May 2016 National and Local Elections;

WHEREAS, during the series of on-site trainings in the American and European Regions from March 10-15, 2016, representatives from various embassies and consulates adopting the mixed mode of voting have unanimously proposed to mail the ballots directly to the voters without waiting for the latter's requests in order to increase the chance of enfranchising these voters and increase the voter turn-out;

NOW THEREFORE, pursuant to its authority under the Constitution, the Omnibus Election Code, Republic Act No. 9369, and other election laws, the COMELEC **RESOLVED**, as it hereby **RESOLVES**, to promulgate the following amendments to the COMELEC Resolution Nos. 10035, 10051 and 10052 on the processes of voting, counting and transmission of election results.

SECTION 1.*Section 25 Article VI of Resolution No. 10035 is hereby amended to read as follows:*

“Sec. 25. Period for casting of votes. – Casting of votes shall be for a period of thirty (30) continuous calendar days beginning at 8:00 o'clock in the morning of April 09, 2016, local time of the host country until **5:00 O'CLOCK IN THE AFTERNOON** of May 09, 2016, Philippine time, inclusive of all established holidays in the Philippines and such other holidays in the host countries,

Except on April 09, 2016 where all Posts are required to open at 8:00 o'clock in the morning, local time of the host country, the Post may adopt a flexible schedule for the operation of the various SBEIs; provided it is continuous and it will not be less than eight (8) hours a day. The voting hours may be extended taking into account the availability and influx of voters and the primary responsibilities and functions of the members of the SBEIs.

If at **5:00 O'CLOCK IN THE AFTERNOON** of May 09, 2016, Philippine time, there are still voters who have not yet cast their votes within the thirty (30) meters in front of the polling places, the voting shall continue to allow said voters to cast their votes without interruption. The Poll Clerk shall, without delay, list the names of said voters. The voters listed shall be called to vote by the Poll Clerk by announcing each name three (3) times in the order in which they are listed. Any voter who is not present when called shall not be permitted to vote at any later time.”

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SECTION 2. *Section 3, II of Resolution No. 10051 is hereby amended to read as follows:*

" Sec 3. Procedures for the FTS of the VCM – During the FTS, the SBEIs shall observe the following procedures:

I. SETTING UP AND DIAGNOSTICS

- a) Xxx
- 1)xxx
- 19) xxx

II. VOTING PROCEDURES.

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

- a) x xx
- b) x xx
- 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.

3) THE TEST VOTER SHALL APPROACH THE VCM, INSERT HIS/HER BALLOT IN THE BALLOT ENTRY SLOT;

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- i. THE VCM WILL DISPLAY THE MESSAGE "PROCESSING../PAKIHINTAY... KASALUKUYANG PINOPROSESO".
- ii. THE BALLOT SHALL DROP AUTOMATICALLY INSIDE THE BALLOT BOX BIN FOR VALID BALLOT. THE VCM WILL THEN DISPLAY THE MESSAGE "YOUR VOTE HAS BEEN CAST/ ANG IYONG BOTO AY NAISAMA NA. YOUR VOTE RECEIPT IS BEING PRINTED/ ANG RESIBO NG IYONG BOTO AY PINI-PRINT" AND A RECEIPT WILL BE PRINTED;
- iii. IN CASE OF ILLITERATE VOTERS, PWD VOTERS WHO ARE VISUALLY-IMPAIRED AND SENIOR CITIZENS (SCS) WHO MAY NEED THE USE OF HEADPHONES, THE SBEI SHALL INSERT THE HEADPHONES SO THEY CAN FOLLOW THE INSTRUCTIONS OF THE VCM.

4) THE POLL CLERK/SUPPORT STAFF SHALL:

- i. MONITOR, FROM AFAR, THE VCM SCREEN TO ENSURE THAT THE BALLOT WAS SUCCESSFULLY ACCEPTED;
- ii. THEREAFTER, STAND ON THE OPPOSITE SIDE OF THE VCM AND THE TEST VOTER OR BESIDE THE VCM BUT STILL FACING THE VOTER, FOLD THE RECEIPT TOWARDS THE TEST VOTER IN SUCH A WAY THAT THE VOTES CANNOT BE SEEN BY THE POLL CLERK/SUPPORT STAFF, AND CUT THE END OF THE RECEIPT USING SCISSORS.

FOR THIS PURPOSE, THE SBEI IS INSTRUCTED TO BRING THE NON-POINTED SCISSORS DURING THE VOTING PERIOD.

5) AFTER REMOVING THE RECEIPT FROM THE THERMAL PAPER COMPARTMENT, THE TEST VOTER SHALL STEP ASIDE TO VERIFY HIS/HER VOTES AS APPEARING ON THE RECEIPT.

6) THE TEST VOTER SHALL RETURN THE VOTER RECEIPT TO THE CHAIRMAN OF THE SBEI WHO SHALL PLACE THE RECEIPT IN THE ENVELOPE INTENDED FOR THE PURPOSE (ATS 17A)."

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Sec. 3. Section 6 of COMELEC Resolution No. 10052 is hereby amended to read as follows:

“ Sec. 6. Mixed Voting – A process where the voter has the option to vote either through postal voting or personal voting. This voting is applicable only in the following Posts including the countries and territories under their jurisdiction:

I. ASIA PACIFIC REGION

- a) Japan
 - 1) Philippine Embassy in Tokyo
 - 2) Philippine Consulate General in Osaka
- b) Korea
 - 1) Philippine Embassy in Seoul
- c) Singapore
 - 1) Philippine Embassy in Singapore

II. EUROPEAN REGION

- a) Italy (including Albania, Malta and San Marino)
 - 1) Philippine Embassy in Rome
 - 2) Philippine Consulate General in Milan
- b) United Kingdom of Great Britain (including Greenland and Ireland)
 - 1) Philippine Embassy in London
- c) Spain (including Andorra and Morocco)
 - 1) Philippine Embassy in Madrid

III. NORTH AND LATIN AMERICAN REGION

- a) Canada
 - 1) Philippine Embassy in Ottawa
 - 2) Philippine Consulate General in Toronto
 - 3) Philippine Consulate General in Vancouver
- b) United States of America (including American Samoa, French Polynesia, Anguilla, Antigua and Barbuda, Aruba, Bahamas, Barbados, Bermuda, Bonaire, British Virgin Islands, Cayman Islands, Curacao, Dominica, Guadeloupe, Haiti, Jamaica, Martinique, Puerto Rico, Saba, Saint Kitts and Nevis, Saint Maarten, St. Vincent and Grenadines, St. Eustatius, St., Barthelemy, St. Lucia, Trinidad and Tobago, British West Indies, Turks and Caicos Islands, and US Virgin Islands)
 - 1) Philippine Embassy in Washington D.C.
 - 2) Philippine Consulate General in Agana
 - 3) Philippine Consulate General in Chicago
 - 4) Philippine Consulate General in Los Angeles
 - 5) Philippine Consulate General in New York
 - 6) Philippine Consulate General in San Francisco
 - 7) Philippine Consulate General Honolulu

To avail of the personal voting, voters must personally appear to cast their votes at the Posts or such other voting areas designated by the Commission. If the voter opts to personally cast his/her ballot, the voter shall proceed to the SBRCC which shall:

- 1) Verify in OVF No. 2-A if the voter has yet to be issued with ballot.
- 2) If the ballot has been mailed, inform the voter of such fact and request him to wait for his ballot in the mail and instruct him to return or mail his accomplished ballot to the Post during the voting period.

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3. If the voter has not been issued with ballot, direct the voter to proceed to the SBEI designated to conduct the personal voting. For this purpose, the SBEI shall follow the procedures provided in Article III hereof.

ALL POSTS ADOPTING THE MIXED MODE OF VOTING ARE ALLOWED TO MAIL THE BALLOTS TO THE VOTERS WITHOUT WAITING FOR THE LATTER TO SUBMIT THEIR REQUESTS. MAILING OF THE BALLOTS SHALL BE THRU ORDINARY MAIL AND POSTAGE FEES AND CHARGES THEREOF SHALL BE FOR THE ACCOUNT OF THE COMMISSION.

Sec. 4. Section 18 of Resolution No. 10052 is hereby amended to read as follows:

“Sec. 18. Manner of voting. –

- a) The voter approaches the Poll Clerk, gives name and address together with other personal data.
- b) The Poll Clerk shall verify from the OVF No. 2-A if the voter’s name is included therein.
 - 1) If the voter’s name is included, the Poll Clerk shall ascertain the identity through the photo printed in OVF No. 2-A. In the absence of the voter’s photo, the voter’s valid passport or any identification card bearing the voter’s photograph and signature shall be required.

In the absence of any identification documents, any member of the SBEI may identify the voter by accomplishing the Oath of an SBEI Member Identifying a Voter (OVF No. 40). Such fact shall be entered in Part V of the OVF No. 11 and the accomplished OVF No. 40-B shall be attached thereto.

If the voter’s identity still cannot be ascertained by any of the foregoing means, the person shall not be allowed to vote and will be asked to leave the polling place.

- 2) If the identity of the voter has been ascertained or has not been challenged or having been challenged the question has been decided in favor of the voter, the Chairman shall issue the official ballot to the voter.
- c) Before issuing the official ballot, the Chairman shall:
 - 1) Authenticate the ballot by signing on the space provided for the purpose;

Failure to authenticate the ballot shall not invalidate the ballot but the Chairman shall be liable for an election offense;

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d) The voter shall:

1. Using a folder and the marking pen provided by the Commission, fill his/ her ballot by fully shading the circle beside the names of the chosen candidates and the party, organization or coalition participating in the party-list system of representation; and
2. Approach the VCM with his/her accomplished ballot inside the ballot secrecy folder, and insert his/her ballot in the ballot entry slot;
3. The VCM will display the message "PROCESSING.../ PAKIHINTAY... KASALUKUYANG PINOPROSESO".
4. THE BALLOT SHALL DROP AUTOMATICALLY INSIDE THE BALLOT BOX BIN FOR VALID BALLOTS. THE VCM WILL THEN DISPLAY THE MESSAGE "YOUR VOTE HAS BEEN CAST/ ANG IYONG BOTO AY NAISAMA NA. YOUR VOTE RECEIPT IS BEING PRINTED/ ANG RESIBO NG IYONG BOTO AY PINI-PRINT" AND A RECEIPT WILL BE PRINTED;
5. IN CASE OF ILLITERATE VOTERS, PWD VOTERS WHO ARE VISUALLY-IMPAIRED AND SENIOR CITIZENS (SCS) WHO MAY NEED THE USE OF HEADPHONES, THE SBEI SHALL INSERT THE HEADPHONES SO THEY CAN FOLLOW THE INSTRUCTIONS OF THE VCM.

e) THE POLL CLERK/SUPPORT STAFF SHALL:

1. POSITION HIMSELF/HERSELF IN SUCH A MANNER THAT HE/SHE CANNOT VIEW THE SCREEN BUT STILL BE ABLE TO MONITOR THE SAME IN SUCH A WAY AS TO ENSURE THAT THE BALLOT WAS SUCCESSFULLY ACCEPTED;
2. FOLD THE RECEIPT IN SUCH A WAY THAT ITS CONTENTS CANNOT BE SEEN AND CUT THE END OF THE RECEIPT USING SCISSORS. FOR THIS PURPOSE, THE SBEI IS INSTRUCTED TO BRING NON-POINTED SCISSORS DURING THE VOTING PERIOD;
3. INSTRUCT THE VOTER TO GO NEAR THE VOTER'S RECEIPT RECEPTACLE TO VERIFY HIS/HER VOTES AS APPEARING ON THE RECEIPT AND DROP THE RECEIPT THEREIN AND REMIND THE VOTER THAT BRINGING THE RECEIPT OUTSIDE THE POLLING PLACE IS UNLAWFUL. FOR THIS PURPOSE, A VOTER'S RECEIPT RECEPTACLE FOR EACH SET OF SD CARDS SHALL BE PROCURED BY THE POST;
4. INSTRUCT THE VOTER TO RETURN THE BALLOT SECRECY FOLDER AND MARKING PEN, AND THEN LEAVE THE POLLING PLACE.

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- f) THE SBEI SHALL ENSURE THAT NO ONE OTHER THAN THE VOTER HIMSELF/HERSELF CAN VIEW HIS/HER RECEIPT AND THAT THE RECEIPT WAS PLACED IN THE VOTER'S RECEIPT RECEPTACLE INTENDED FOR THE PURPOSE, EXCEPT IN THE CASE OF AN ILLITERATE OR PERSON WITH DISABILITY.
- g) IN CASE AN OBJECTION IS RAISED BY THE VOTER ON THE WAY THE VCM COUNTED HIS/HER BALLOT, THE SBEI SHALL NOTE SAID OBJECTION IN THE OVF NO. 11.
- h) AT THE END OF EACH VOTING DAY, THE SBEI SHALL SEAL THE VOTER'S RECEIPT RECEPTACLE WITH PACKAGING TAPE. THE SBEIs SHALL AFFIX THEIR SIGNATURES ON THE TAPE, AND REQUIRE THE WATCHERS PRESENT TO ALSO AFFIX THEIR SIGNATURES.

Sec. 5. Section 23 of COMELEC Resolution No. 10052 is hereby amended to read as follows:

“ Sec. 23. Procedure on the last voting day. – The SBEI shall retrieve its Ballot Receptacle and Election Materials Box from the SBRCG and bring the same to the polling place and conduct the voting until 5:00 O’CLOCK IN THE AFTERNOON, on May 9, 2016, Philippine time. The SBEI shall:

- a) x xx “

Sec. 6. Section 31 of COMELEC Resolution No. 10052 is hereby amended to read as follows:

“ Sec. 31. Procedures of feeding the ballots to the VCM. – The SBEI shall feed all verified valid ballots to the VCM by observing the following procedures:

- A. ON THE FIRST MONDAY OF FEEDING OF BALLOTS TO THE VCM.
 - a) Check the ballot ID and locate the corresponding SD cards and the ballot box thereof;
 - b) Place the VCM on top of the ballot box;
 - c) Open the “A” and “B” compartments of the VCM and insert the main and back-up SD cards in the corresponding slots, and close the same;
 - d) Retrieve the corresponding iButtons and PINs from the envelope;
 - e) Connect the power adaptor to the VCM AC power port (220 VAC) and plug it in to the electrical outlet;

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- f) Turn on the VCM;
- g) The Chairman or any member of the SBEI shall place his/her iButton security key on the top of the iButton security key receptacle and apply slight pressure thereon. Remove the iButton security key from its receptacle. Enter the PIN after which the VCM displays the Main Menu.
- h) Wait until the VCM will display the message: "PLEASE ENTER SECURITY KEY FOR AUTHENTICATION";
- i) The Chairman of the SBEI shall:
 - 1) Place the iButton security key on top of the iButton security key receptacle and apply a slight pressure thereon. A message "PLEASE CHOOSE YOUR ROLE" and the role of the BEIs will be displayed in the screen;
 - 2) Select "MEMBERS". Options for BEI Member and Poll Clerk will be displayed;
 - 3) The VCM displays "PLEASE ENTER YOUR PIN";
 - 4) Enter the security PIN of member. A message "BEI MEMBER PIN IS CORRECT. THANK YOU" appears on the screen and the VCM will display the previous screen;
 - 5) Select "POLL CLERK";
 - 6) The VCM displays "PLEASE ENTER YOUR PIN";
 - 7) Enter the security PIN of Poll Clerk. A message "BEI POLL CLERK PIN IS CORRECT. THANK YOU" appears on the screen;
 - 8) VCM returns to the Main Menu;
 - 9) Select ELECTION Option. Election Menu will be displayed;
 - 10) Select "OPEN VOTING";
 - 11) The VCM will display the message: "PLEASE CHOOSE YOUR USERNAME";
 - 12) Select "POLL CLERK";
 - 13) The VCM will display the message: "PLEASE ENTER YOUR PIN";
 - 14) 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. The VCM will automatically print the Initialization Report;
 - 15) The VCM returns to the ELECTION MENU;

- 16) Press "BACK" button. The screen will display the message: "PLEASE INSERT THE BALLOT";
- 17) The SBEI shall feed all the ballots that correspond to the Ballot ID;
- 18) AFTER THE BALLOT HAS BEEN DROPPED INTO THE BALLOT BOX BIN FOR VALID BALLOTS, THE VCM WILL THEN DISPLAY THE MESSAGE " YOUR VOTE HAS BEEN CAST/ AND IYONG BOTO AY NAISAMA NA. YOUR VOTE RECEIPT IS BEING PRINTED/ ANG RESIBO NG IYONG BOTO AY PINI-PRINT" AND A RECEIPT WILL BE PRINTED;
- 19) THE SBEI SHALL CUT THE RECEIPT FROM THE THERMAL PAPER COMPARTMENT, FOLD THE RECEIPT WITHOUT READING THE CONTENTS THEREOF AND PLACE THE SAME IN THE VOTER'S RECEIPT RECEPTACLE.
- 20) After feeding of ballots for each batch of Ballot ID, the SBEI Chairman shall place the iButton security key on top of the iButton security key receptacle and apply a slight pressure thereon. A message "PLEASE CHOOSE YOUR ROLE" and the role of the BEIs will be displayed in the screen;
- 21) Select "CHAIRMAN";
- 22) The VCM displays "PLEASE ENTER YOUR PIN";
- 23) Enter the security PIN of Chairman. A message "BEI MEMBER PIN IS CORRECT. THANK YOU" appears on the screen and the VCM will display the Main Menu;
- 24) Select Utilities and Utilities Menu will be displayed;
- 25) Select Shutdown;
- 26) VCM will shutdown;
- 27) Remove the SD cards from the SD card slots;
- 28) Return the following inside the Election Materials box:
 - i. Main and back-up SD cards;
 - ii. iButtons;
 - iii. PINs;
 - iv. Marking pens;

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- 29) Remove the VCM from the Ballot Box;
- 30) Close the sliding cover of the Ballot Box and seal the same.

31) SEAL THE VOTER'S RECEIPT RECEPTACLE WITH TAPE. THE SBEI SHALL AFFIX THEIR SIGNATURES ON THE TAPE, AND REQUIRE THE WATCHERS PRESENT TO ALSO AFFIX THEIR SIGNATURES.

The SBEI shall ensure that the main and back-up SD cards, iButtons and the PINs are inside the original envelope before returning the same in the Election Materials box.

Repeat the above procedures for the next batch of ballots with different Ballot ID.

B. ON SUCCEEDING SCHEDULE OF FEEDING THE BALLOTS TO THE VCM.

- a) The SBEI shall observe the above procedures enumerated in items a to h above until the VCM will display the message: "PLEASE ENTER SECURITY KEY FOR AUTHENTICATION". The SBEI Chairman shall:
 - 1. Place the iButton security key on Top of the iButton security key receptacle and apply a slight pressure thereon. A message "PLEASE CHOOSE YOUR ROLE" and the role of the BEIs will be displayed in the screen;
 - 2. Select "CHAIRMAN";
 - 3. The VCM displays "PLEASE ENTER YOUR PIN";
 - 4. Enter the security PIN of member. A message "PIN IS CORRECT. THANK YOU" appears on the screen and the VCM will display the previous screen;
 - 5. The VCM shall automatically print the STATUS REPORT;
 - 6. The VCM will display a message "PLEASE INSERT BALLOT";
- b) Detach the Status Report, affix their signatures thereon including the signatures of the watchers present;
- c) Compare the number of valid ballots cast in the Status Report with that as recorded in OVF No. 11;
- d) Place the Status Report inside the envelope (18-A) for submission to SBRCG after each voting day for safekeeping;
- e) Accomplish Part II.A of OVF No. 11;
- f) REMOVE THE TAPE FROM THE BALLOT RECEIPT RECEPTACLE TO PLACE THEREIN THE BALLOT RECEIPT/S

THAT WILL BE GENERATED DURING THE BATCH FEEDING.

- g) Feed to the VCM, one at a time, the ballots that correspond to the Ballot ID and FOLLOW THE PROCEDURES PROVIDED ABOVE:
- h) After the feeding of ballots for each batch of Ballot ID, the SBEI shall shut down the VCM by:
 - 1. Placing the SBEI Chairman's iButton security key on top of the iButton security key receptacle and apply a slight pressure thereon. The VCM will display the message: "PLEASE CHOOSE YOUR ROLE" and the role of the BEIs will be displayed in the screen;
 - 2. Select "CHAIRMAN";
 - 3. The VCM will display the message: "PLEASE ENTER YOUR PIN";
 - 4. Enter the security PIN of member, The VCM displays the "BEI MEMBER PIN IS CORRECT. THANK YOU" appears on the screen and the VCM displays the Main Menu;
 - 5. Select Utilities and the Utilities Menu will be displayed;
 - 6. Select Shutdown;
 - 7. VCM will shutdown;
- i) Remove the SD cards from the SD card slots;
- j) Place the SD cards in its corresponding envelope;
- k) Remove the VCM from the Ballot Box;
- l) Close the sliding cover of the Ballot Box and seal the same;
- m) SEAL THE VOTER'S RECEIPT RECEPTACLE WITH TAPE. THE SBEI SHALL AFFIX THEIR SIGNATURES ON THE TAPE, AND REQUIRE THE WATCHERS PRESENT TO ALSO AFFIX THEIR SIGNATURES.
- n) Return the following inside the Election Materials box:
 - 1) Main and back-up SD Cards;
 - 2) iButtons;
 - 3) PINs;
 - 4) Marking pens;

The SBEI shall ensure that the main and back-up SD cards, iButtons and the PINs are inside the original package before returning the same in the Election Materials Box.



Repeat items a to h, A, and items a to l, B hereof until all the ballots with different Ballot IDs have been fed to the VCM.

C. ON THE LAST DAY OF VOTING. At 5:00 O'CLOCK IN THE AFTERNOON OF May 9, 2016, Philippine time, voting shall be closed. The SBEI Chairman shall:

- a) 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";
- b) The Chairman shall press CHAIRMAN. The VCM will display the message: "PLEASE ENTER YOUR PIN";
- c) The Chairman shall enter his/her PIN. The VCM will display the message: "THE BEI CHAIRMAN PIN IS CORRECT, THANK YOU";
- d) The VCM will automatically go to the MAIN MENU.
- e) The Chairman shall press ELECTION then CLOSE VOTING;
- f) The VCM will display the message: "PLEASE ENTER YOUR PIN". The Chairman shall enter the PIN;
- g) The VCM will display the message: "THE BEI CHAIRMAN PIN IS CORRECT. THANK YOU", followed by a message "PRESS OK TO ADD A DIGITAL SIGNATURES [0/3]" with OK and CANCEL options;
- h) The Chairman press OK to add digital signatures;
- i) The Chairman taps his/her iButton in the iButton Receptacle. The VCM will display the message: "PLEASE TAP THE iBUTTON ON THE iBUTTON RECEPTACLE";
- j) 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 "PLEASE ENTER THE DIGITAL SIGNATURE PASSWORD". The Chairman shall enter his/her digital signature password;
- k) The VCM will display the message: "THE DIGITAL SIGNATURES HAS BEEN SUCCESSFULLY ADDED". The VCM will then display "DO YOU WANT TO ADD ANOTHER SIGNATURE TO THE ELECTION RESULTS. NUMBER OF SIGNATURES [1/3]" with YES/NO options. Select YES;
- l) The Chairman shall press YES;
- m) The VCM will display the message: "PLEASE TAP THE iBUTTON ON THE iBUTTON RECEPTACLE";

- n) 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 "PLEASE ENTER THE DIGITAL SIGNATURE PASSWORD". The SBEI Member shall enter his/her digital signature password;
- o) The VCM will display the message: "THE DIGITAL SIGNATURE HAS BEEN SUCCESSFULLY ADDED ". The VCM will then display "DO YOU WANT TO ADD ANOTHER SIGNATURE TO THE ELECTION RESULTS. NUMBER OF SIGNATURES [2/3]" with YES/NO options. Select YES;
- p) 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 "PLEASE ENTER THE DIGITAL SIGNATURE PASWORD". The Poll Clerk shall enter his/her digital signature password;
- q) The VCM will display the message: "THE DIGITAL SIGNATURE HAS BEEN SUCCESSFULLY ADDED ". The VCM will then display "DO YOU WANT TO ADD ANOTHER SIGNATURE TO THE ELECTION RESULTS. NUMBER OF SIGNATURES [3/3]" with YES/NO options. Select NO;
- r) The VCM will automatically generate eight (8) copies of the Election Results (ERs);
- s) Detach the ERs and place it inside the envelope (A17) provided for the purpose;
- t) The VCM will display the message: "DO YOU WANT TO TRANSMIT THE ELECTION RESULTS" with YES/NO options. Select NO;
- u) The VCM will automatically print twenty-two (22) copies of the Election Results (ERs);
- v) The VCM will return to the ELECTION MENU.
- w) THE SBEI SHALL PRESS "REPORT" AND SELECT "STATISTICAL REPORT" AND THE VCM SHALL PRINT STATISTICAL REPORT;
- x) TO PRINT THE AUDIT LOG REPORT, THE SBEI SHALL SELECT "AUDIT LOG REPORT" AND THE VCM SHALL PRINT THE AUDIT LOG REPORT;
- y) THE VCM WILL RETURN TO THE ELECTION MENU.
- z) THE SBEI SHALL WRITE PROTECT THE SD CARDS BY PRESSING; "ELECTION" THEN "WRITE PROTECT DATA".

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aa) PLACE THE STATISTICAL REPORTS, AUDIT LOG REPORTS AND WRITE PROTECTED SD CARDS TO THEIR CORRESPONDING ENVELOPES.

Sec. 7. Effectivity. – This Resolution shall take effect immediately.

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 Overseas Filipinos, the Foreign Service Institute, the Social Security System and other government agencies concerned with the welfare of Filipinos overseas.

SO ORDERED.

(Sgd) J. ANDRES D. BAUTISTA
Chairperson

(Sgd) CHRISTIAN ROBERT S. LIM
Commissioner

(Sgd) AL A. PARREÑO
Commissioner

(Sgd) LUIE TITO F. GUIA
Commissioner

(Sgd) ARTHUR D. LIM
Commissioner

(Sgd) MA. ROWENA AMELIA V.
GUANZON
Commissioner

(Sgd) SHERIFF M. ABAS
Commissioner

