



Republic of the Philippines
 Commission on Elections
 Intramuros, Manila



RULES OF THE COMMISSION ON ELECTIONS SITTING EN BANC AS THE NATIONAL BOARD OF CANVASSERS FOR SENATORS AND PARTY-LIST REPRESENTATIVES ON THE CANVASS/CONSOLIDATION OF VOTES FOR THE ELECTION OF SENATORS AND PARTY-LIST REPRESENTATIVES IN THE 09 MAY 2016 NATIONAL AND LOCAL ELECTIONS.

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Promulgated: May 3, 2016

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RESOLUTION NO. 10111

The Commission on Elections ("Commission"), pursuant to the powers 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 the following rules on the canvass of votes and proclamation of results for the election of senators and party-list representatives in the 09 May 2016 national and local elections.

SECTION 1. COMPOSITION OF THE NATIONAL BOARD OF CANVASSERS FOR SENATORS AND PARTY-LIST REPRESENTATIVES. The Chairman and Members of the Commission sitting en banc shall compose the National Board of Canvassers ("NBOC").

SEC. 2. PRESIDING OFFICER. The Chairman of the Commission shall preside over the meetings of the NBOC. He may, however, designate any member to preside over the proceeding.

SEC. 3. QUORUM. A majority of the members of the NBOC shall constitute a quorum and all questions shall be decided by a majority vote of the members.

SEC. 4. FUNCTIONS. The NBOC shall canvass the certificates of canvass (COC) for Senators and Party-List Representatives, and thereafter proclaim the winning candidates for Senators and Party-List Representatives.

SEC. 5. CONVENING OF THE NBOC; NOTICE OF CONVENING. The NBOC shall convene at 3.00 o'clock p.m. of 09 May 2016 at the Philippine International Convention Center (PICC), Pasay City.

It shall meet continuously from day to day until the canvass is completed, and may adjourn but only for the purpose of awaiting the other COCs. The canvass shall be open and public.

The publication of this Resolution shall serve as notice to all candidates, political parties and groups participating in the party-list system of representation, of the convening of the NBOC.

SEC. 6. CONSOLIDATION AND CANVASSING SYSTEM (CCS) OPERATOR. The Commission shall designate from its Information Technology Department an information technology-capable person and his alternate to operate the CCS. The CCS Operator shall receive the CCS box in behalf of the NBOC.

SEC. 7. SUPERVISORY COMMITTEE. A Supervisory Committee is hereby created to assist the NBOC in the overall management and conduct of the canvass. It shall be composed of the Executive Director as Chairman, with the Deputy Executive Director for Operations, the Deputy Executive Director for Administration, the Director IV of the Administrative Services Department (ASD), and the Director IV of the Election Records and Statistics Department (ERSD), as members. The Supervisory Committee shall perform the following duties and functions:

- a) Supervise the Working Groups created herein;
- b) Collate and safe keep progress reports on the result of the canvass as well as the approved printout of the daily canvass report;
- c) Certify the final printout of results as canvassed;
- d) Represent the Commission in all dealings with PICC in connection with the canvass;
- e) Attend all proceedings of the NBOC;
- f) Ensure that the Transcript of the Minutes of the Canvass proceedings is released to the Supervisory Committee at the end of each day; and
- g) Report to the NBOC updates on any matter relating to the progress of the canvass.

SEC. 8. WORKING GROUPS; DUTIES AND FUNCTIONS. Working groups are hereby created to provide administrative and operational support to NBOC in the conduct of the canvass, each to be headed by a department director or assistant director or head of office of the Commission:

a) Reception, Custody and Safekeeping Group

- 1) For areas where the Automated Election System (AES) was used:
 - 1.1. Receive from the Chairman of the board of canvassers concerned all envelopes containing the copies of the COC with supporting SOVs and back-up CDs intended for the NBOC;
 - 1.2. Submit a daily report to the NBOC as to COCs received;

1.3. Safe keep the COCs and their supporting SOVs, and back-up CDs intended for the NBOC.

2) For areas where the AES was not used:

2.1. Receive from the Chairman of the board of canvassers concerned all envelopes containing the copies of the COC with supporting SOVs intended for the NBOC;

2.2. Submit a daily report to the NBOC as to COCs received;

2.3. Safe keep the COCs and their supporting SOVs.

b) Secretariat

1) Receive for canvass the ballot boxes containing COCs from Posts/Embassies and Local Absentee Voting and their keys from the Reception/Custody and Safekeeping Group;

2) Submit COCs with its supporting SOVs to the NBOC for the canvassing of votes;

3) Forward COCs with its supporting SOVs to the Tabulation Group Committees after it has been canvassed by the NBOC;

4) Prepare the calendar of cases for hearing and/or consultation/deliberation;

5) Assist in the hearing of cases before NBOC;

6) Ensure that the transcript of the proceeding/hearing of cases is released at the end of each day to the Legal Group and Supervisory Committee;

7) Issue summons, subpoena and other notices pertinent to NBOC cases filed including notices of the orders and decisions/resolutions, furnishing copies of orders and decisions/resolutions to the Legal Group and Supervisory Committee.

8) Attend all proceedings of the NBOC.

c) Tabulation

1) Tabulate the votes obtained by each candidate for Senator and Party-List as recorded in the COCs from Posts/Embassies and LAV.

d) Audit Group

1) Compare the votes of each candidate for Senator and Party-List as appearing in the tabulation sheets and the COCs;

2) Submit a written report and recommendation to the NBOC for any error or discrepancy in the entry of votes; and

3) Forward to the NBOC, through the Supervisory Committee, the audited results for manual entry into the CCS.

e) Control and Releasing Group

- 1) Provide to the Media Group a copy of the Canvass Report for Senator and Party-List generated by the NBOC from time to time.
- 2) Reproduce sufficient copies of the Canvass Report, COCs and SOVs for distribution to interested parties, upon payment of the prescribed fees; and
- 3) Safe keep ballot boxes containing COCs/SOVs and CDs.

f) Security Group

- 1) Provide security and protection to election officials, personnel and deputies and to the documents, paraphernalia and other records of the NBOC;
- 2) Provide security to COMELEC officials/representatives carrying the COC who are travelling from the airport or from the COMELEC Main Office to PICC; and
- 3) See to it that the authorized officials, personnel and representatives of the Commission, authorized watchers, and representatives of accredited citizens' arms, independent candidates, parties which fielded candidates for senator and party-list groups, stay in the areas reserved for them.

g) Legal Group

- 1) Receive all pleadings and other documents properly presented, indicating on each pleading/document the date when it was filed, and furnishing each member of the NBOC a copy thereof;
- 2) Keep a separate docket wherein all cases for senator/party-list shall be entered in chronological order as follows'

Senator - NBOC-16-001 and so on.
Party-List - NBOC-16-001 (PL) and so on.
- 3) Assist the NBOC in resolving legal issues brought before it by way of petitions; and
- 4) Perform such other functions as may be assigned by the NBOC.

h) Mass Media Group

- 1) Release the Canvass Report to mass media;
- 2) Prepare press releases and updates on the canvass proceedings;
- 3) Arrange press conferences for the Chairman and the Commissioners;
- 4) Supervise accredited media representatives; and
- 5) Perform such other functions as may be assigned by the Supervisory Committee.

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i) Logistics and Maintenance Group

- 1) Coordinate with the PICC technical, maintenance, engineering and security staff to facilitate the early ingress of the personnel of the General Services Division, Administrative Services Department, to expedite the installation of the necessary communication and power facilities, physical arrangements and other logistical and security requirements.

j) Overseas Voting Group

- 1) Assist the NBOC on all concerns pertaining to overseas voting;
- 2) Receive and verify the transmittal and delivery of the COC and Statement of Voters by Precinct ("SOVP")/ Summary Statement of Votes ("SSOV") to the NBOC;
- 3) Request updates from Posts adopting the AES on the status of their canvassing and electronic transmission of the COC and SOV to the NBOC;
- 4) Supervise the Overseas Voting Reception Group (OVRG) composed of a representative from the Commission and a representative from the DFA-OVS;
- 5) The OVRG shall:
 - a. Verify the transmission of the COC and SOVP/SSOV by immediately calling, through telephone or other means of communications, the Chairperson of the Special Board of Canvassers.
 - b. After confirmation of the results, accomplish a Certification (OVF No. 47) that they verified the transmitted results through the Chairperson of the Board who confirmed the accuracy and truthfulness of the figures in the transmitted COC and SOVP/SSOV.
 - c. Transmit to the Secretariat of the NBOC the COC and the accompanying SOVP/SSOV as transmitted via facsimile or electronic mail which shall be the primary basis for the national canvass.

SEC. 9. PRELIMINARY CANVASSING PROCEDURES. Immediately after convening, the NBOC, through the CCS Operator, shall:

- a) Show to the public and the watchers present that the CCS box is sealed;
- b) Remove the plastic seal of the CCS box;
- c) Open the CCS box;
- d) Check whether the following are inside the CCS box:
 - 1) CCS Laptop Box

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- 1.1. Laptop
 - 1.2. Secure Digital (SD) card (installed)
 - 1.3. Power cable of the laptop
 - 1.4. Electrical adaptor of the laptop
 - 1.5. Three (3) USB Security Tokens with label
- 2) Three (3) envelopes with label each containing one (1) username, and two (2) passwords:
 - 2.1. One (1) Username each for the three (3) NBOC members
 - 2.2. Two (2) Passwords each for two (2) NBOC members
 - 2.2.1. One (1) password to enter the system
 - 2.2.2. One (1) password to validate security token
 - 3) Extension Cord
 - 4) Printer Box
 - 4.1. Printer (Samsung Xpress 2020V)
 - 4.2. Toner (installed)
 - 4.3. Power cable of the printer
 - 4.4. Universal Serial Bus (USB) cable to connect the laptop and printer
 - 5) Memory Card Reader
 - 6) CD
 - 7) Bond Paper

e) Retrieve the envelope containing the usernames and passwords for each of the three NBOC members and the USB tokens and distribute the same among themselves;

f) Retrieve the CCS laptop from its box and place the CCS laptop properly on top of the table;

g) Initialize the CCS through the following procedures:

- 1) Plug the power cord of the laptop to the electrical outlet or generator, when necessary.
- 2) Turn on the laptop by pressing the power button.
- 3) Connect the printer to the laptop.
- 4) Turn on the printer by pressing the power button.
- 5) Click on the "ENTER" button in the WELCOME page of the CCS. The "LOG INTO THE SYSTEM" screen will be displayed.
- 6) Request the Chairman to enter his username and password in the space provided.
- 7) Click "ACCEPT" button.

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- 8) Connect the transmission medium (i.e., VSAT) to the laptop. Wait for one (1) minute.
 - 9) Request the Chairman again to enter his username and password in the space provided.
 - 10) Click "ACCEPT" button. The screen will display the dialog box.
 - 11) Request the Presiding Commissioner of the First Division to insert his USB token in the USB slot of the laptop, type the username and security key password in the space provided. Thereafter, click the "OK" button.
 - 12) Wait until the "INITIALIZATION REPORT" is displayed.
 - 13) Print the Initialization Report by clicking the printer icon on the upper left corner of the "PRINT PREVIEW" page. Wait for the printer dialog box to be displayed. Then click the "OK" button located at the lower right corner of the screen.
 - 14) After printing the "INITIALIZATION REPORT", click on the "CONTINUE" button in the lower portion of the screen and wait for the WELCOME page to appear.
 - 15) Remove the USB token from the USB slot.
 - 16) The NBOC members shall sign and affix their thumb marks on the certification portion of the Initialization Report.
 - 17) After signing and affixing their thumb marks on the certification portion of the Initialization Report, the Secretariat shall show to the public the signed report.
 - 18) After initializing the CCS, click on the "ENTER" button.
 - 19) Request the Chairman to enter his username and password in the space provided and click on the "ACCEPT" button. The screen will display the "HOME PAGE".
- h) With prior authority from the NBOC, monitor transmission of results as follows:
- 1) Click on the "MONITORING" option in the "HOME PAGE", and then click on "MONITOR TRANSMISSION".

A list of regions and provinces shall be displayed with a colored button beside the names of regions and provinces/cities/district. The color of the button will determine the status of transmission of the specific city/municipality.

Red	-	Transmission has not yet started
Yellow	-	Transmission on-going
Gray	-	Transmission delayed
Green	-	Transmission complete

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To monitor the transmission from a particular province/city/municipality, click on the region name and click on the board of canvasser's name. The status of results received will be displayed.

- 2) Update the transmission status from a province/city/district CCS from time to time, by clicking on the "REFRESH" button.

SEC. 10. PROCEDURES FOR THE CANVASS OF ELECTRONICALLY TRANSMITTED COCs. a) Once an electronic copy of a COC is received, the CCS Operator, with the permission of the NBOC, shall open the same, project the image thereof on screen and generate the Provincial/City/District/Country/Local Absentee Voting Results from the CCS.

If several electronic copies of Provincial/City/District/Country/Local Absentee Voting Results have been received, the NBOC shall open the same in the order received.

b) The Secretariat shall show to the watchers and lawyers present the printed copy of the electronically transmitted Provincial/City/District/Country/Local Absentee Voting Results for comment, observation and manifestation.

c) Thereafter, the NBOC shall ascertain that the number of votes cast for each candidate for Senator and party-list group in the printed COC and in the electronically transmitted Provincial/City/District/Country/Local Absentee Voting Results is identical. For this purpose, the Chairman shall read names of the candidates and the votes they obtained as printed on the COC; while the members of the NBOC check whether what is being read is identical to the electronic copy projected on the screen.

If identical, the NBOC members shall sign the certification portion of the printed COC, order the inclusion of the COC in the canvass, and forward the printed copy thereof to the Control and Releasing Group.

Should there exist any discrepancy between the printed and electronically transmitted COC, the canvass of the COC shall be deferred.

d) The NBOC may likewise determine the authenticity and due execution of the electronically transmitted COCs in accordance with existing laws and rules.

e) In cases where there are no transmitted results coming in, or there are no manually prepared COCs received yet, the NBOC may adjourn to await the transmission of results, or the receipt of the manually prepared COCs.

SEC. 11. PROCEDURES FOR THE CANVASS OF THE MANUALLY PREPARED AND PHYSICALLY TRANSMITTED COCs.

a) The Reception, Custody and Safekeeping Group shall:

- 1) Examine and record the condition and serial numbers of the envelopes containing the COCs from Posts/Embassies/Committee on Local Absentee Voting
- 2) Deposit the envelopes inside ballot box/es and seal with self-locking seal. Store the ballot box/es in a secured area. The ballot box/es

containing the COCs shall not be brought out of the area where they are stored unless they are needed for canvassing or ordered otherwise by the NBOC; and

- 3) Deliver to the Secretariat the ballot box/ex containing the COCs to be canvassed.

b) The Secretariat, upon receipt of the box/ex shall:

- 1) Examine and read for the record the serial numbers of the ballot box containing the COC, and its self-locking seals;
- 2) Upon authority by the NBOC, break the self-locking seal and open the ballot box to retrieve the envelope containing the COC in the presence of candidates, parties concerned or their watchers.
- 3) Examine and read for the record the condition and serial number of each envelope and its corresponding paper seal.
- 4) Exhibit the envelope to the parties for examination.
- 5) Read for the record the serial number of the paper seal of the envelope.
- 6) Break open the paper seal of the envelope and retrieve the COC and the supporting SOVs.
- 7) Break open the paper seals of the COC and SOVs, unfold the same and read for the record their serial numbers.
- 8) Exhibit the COC to the watchers and counsel present, and read for the record such fact.
- 9) Submit the COC to the NBOC for canvass.

c) The NBOC shall:

- 1) Determine the authenticity, due execution, and completeness of the COC on a showing that;
 - 1.1 Each COC was executed, signed and thumb marked by the chairman and members of the board of canvassers and transmitted or caused to be transmitted by them;
 - 1.2 Each COC contains the names of all the candidates for senators and parties participating in the party-list system of representation and their corresponding votes in words and in figures;
 - 1.3 There is no discrepancy in other authentic copies of the COC or in any of its supporting documents such as Statement of Votes by Precinct or Municipality ("SOVP"/"SOVM") or discrepancy in the votes of any candidate in words and in figures in the certificate; and

- 1.4 There is no discrepancy in the votes of any candidate in words and figures in the COC provided, that certified print copies of COC may be used for the purpose of verifying the existence of the discrepancy.
- 2) In case of any discrepancy, incompleteness, erasure or alteration as mentioned above, the following procedures shall be observed;
 - 2.1. Any candidate, political party or coalition of political parties, or party-list groups, shall submit their oral observation/manifestation to the chairman of the NBOC at the time the subject COC is presented in the canvass. Simultaneous with the oral observation/manifestation, the candidate/party concerned shall also submit his verified petition in ten (10) legible copies. The NBOC shall not entertain any observation/manifestation or opposition unless reduced to writing. Such observation/manifestation shall be recorded in the minutes of the canvass.
 - 2.2. Upon such observation/manifestation, the NBOC shall determine whether there is a proper case of discrepancy, incompleteness and/or erasure or alteration. If there is a proper case, it shall automatically defer the canvass of the contested COC;
 - 2.3. Within twenty-four (24) hours from and after the presentation of such observation/manifestation, the candidate/party concerned shall attach the evidence in support of the verified petition. Within the same period of twenty-four (24) hours after presentation of the observation/manifestation, any party may file a written and verified opposition thereto, with supporting evidence;
 - 2.4. The evidence attached to the verified petition or verified opposition, submitted by the candidates/parties, shall be immediately and formally admitted into the records of the NBOC by the head of the Secretariat affixing his signature at the back of each and every page thereof;
 - 2.5. Upon receipt of the evidence, the NBOC shall take up the subject COC, consider the written observations/manifestations and opposition, if any, and summarily and immediately rule thereon. The NBOC shall enter its ruling in the prescribed form and authenticate the same by the signatures of its members;
 - 2.6. When after considering the observation/manifestation and the evidence submitted and the opposition thereto, it appears that the name of any candidate and/or his corresponding votes is omitted in the COC, the NBOC shall direct the chairman of the board of canvassers concerned to call for the other members of the board and for the latter to look for the missing data in the supporting SSOV or SOVP/SOVM, as the case may be. If the

needed data can be ascertained from the SSOV, SOVP/SOVM, the board of canvassers shall complete the necessary data in the COC and affix their initials.

- 2.7. If the name of any candidate and/or his votes omitted in the COC cannot be ascertained from any of the supporting documents, the NBOC shall require the ERSD or the Special Ballots Reception Custody Group (SBRCCG) of the Overseas Absentee Voting, or the Committee on Local Absentee Voting (CLAV), as the case may be, to submit within two (2) days from receipt of notice, by personal delivery, the election returns (copy for the Commission) that were not included in the COC and Supporting SOVs;
- 2.8. Upon receipt of the election returns, the NBOC shall direct the board of canvassers concerned to count the votes for the candidate whose votes or name and votes have been omitted upon prior notice and all candidates for the position involved and thereafter supply the missing data by submitting a supplemental COC with supporting SSOV, SOVP/SOVM;
- 2.9. When it appears that any COC or supporting SSOV or SOVP/SOVM bears erasure or alterations which may cast doubt as to the veracity of the number of votes stated therein and may affect the result of the election, upon request of the senatorial candidate concerned or his party, or party-list group, the NBOC shall for the sole purpose of verifying the actual votes cast for senators or party-list groups, count the votes as they appear in the copies of the election returns (copy of the Commission) submitted to it;

For this purpose, the NBOC shall require the ERSD, SBRCCG concerned or the CLAV as the case may be, to submit within two (2) days from receipt of notice, by personal delivery, the subject election returns (copy for the Commission).

- 2.10. When it appears that there exists discrepancy in other authentic copies of the COC or in any of its supporting SSOV or SOVP or discrepancy in the votes of any candidate in words and figures in the same documents, the NBOC shall for the sole purpose of verifying the actual votes cast for senators count the actual votes cast for senators as they appear on the election returns (copy for the Commission) submitted to it. For this purpose, the NBOC shall require the ERSD SBRCCG concerned or CLAV as the case may be, to submit within two (2) days from receipt of notice, by personal delivery, the subject election returns (copy for the Commission).
- 2.11. Any party adversely affected by the ruling of the NBOC shall immediately inform the board if he intends to seek reconsideration of said ruling, and within a non-extendible period of three (3) days thereafter, file the appropriate motion before the NBOC. The NBOC shall enter said information in

the minutes of the canvass, immediately set aside the COC and proceed to consider the other COCs.

- 3) If the COC is not authentic or duly executed, the same shall be set aside and immediately referred to the Legal Group for investigation and recommendation;
- 4) If there are comments/observations on the COC based on grounds other than the authenticity or due execution, immediately act on the same or may refer the matter to the Legal Group for evaluation; and
- 5) If there are no objections, or the objections are overruled, read the votes and thereafter forward the canvassed COC and other accompanying documents to the Secretariat which in turn shall forward the same to the Tabulations Group, reading for the record such fact.

d) The Tabulation Group shall:

- 1) Receive the canvassed manual COCs/SOVs from the Secretariat for tabulation;
- 2) Tabulate and sum up the votes of each candidate for Senator and Party-List appearing on the SOV, in five (5) copies, using tabulation sheets;
- 3) Compare the entries in the tabulation sheets against those appearing in the canvassed COC;
- 4) Correct the tabulation sheets by signing over the printed names of tabulators and indicating the date of tabulation;
- 5) Retain one (1) cope for its file; and
- 6) Forward the COC/SOVs, four (4) copies of the tabulation sheets and correction sheets if any, to the Audit Group.

e) The Audit Group shall:

- 1) Compare the votes of each candidate for Senator and Party-list as appearing in the tabulation sheets and COC/SOVs;
- 2) Return the tabulation sheets and COC/SOVs to the Tabulation Group for correction if any error/discrepancy is noted. Thereafter, "correction sheets" are to be prepared and forwarded to the NBOC;
- 3) Authenticate the audited tabulation sheets by signing over the printed name of the auditor and indicating the date of the result;
- 4) Retain one (1) set of audited tabulation sheets for its files; and
- 5) Forward the COC/SOVP/SOVM/SSOV and three (3) copies of the tabulation sheets to the Supervisory Committee which in turn shall submit the same to the NBOC which shall direct the CCS operator to

encode in the CCS the votes for senators and party-list as appearing in the audited tabulation sheet.

f) The Control and Releasing Group shall:

- 1) Safe keep the canvassed COCs/SSOV/SOVP/SOVM and CDs;
- 2) Files the two (2) copies of the Tabulation Sheets;
- 3) Route the Canvass Report to members of the Supervisory Committee and the watchers of the accredited major political parties, if available, for their signature;
- 4) Hand-carry the signed copy to the Chairman of the Commission for approval; and
- 5) Reproduce a signed copy to the Media Group for dissemination and to interested parties, upon payment of legal fees.

SEC. 12. DISPLAY OF RESULTS BY CONTEST. The NBOC, by itself or upon request of a candidate/political party/party-list group/citizens arm, may generate and display a report on the result by contest. With prior permission from the NBOC, the CCS Operator shall:

- a) Click the "MONITORING" option in the HOME PAGE, and then click on the "MONITOR TRANSMISSION";
- b) The CCS shall display the regions. Click a region and the CCS shall display the provinces under the region. Click on the provinces and the CCS will display the PBOC. Click on the PBOC and the CCS will display the contests for senators and party-list;
- c) Click on the position to be viewed;
- d) The screen will display the names of the candidates of the position selected and the votes garnered by each candidate;
- e) Click "CONTINUE" and repeat item d for other contests in the same polling place; or click on the "HOME" button and repeat item a for other region/province/cities;
- f) Click the "HOME" button to return to the HOME PAGE.

SEC. 13. ENCODING OF MANUAL ELECTION RETURNS. In areas where the Board will receive from the SBRCCG an envelope containing the election returns manually prepared, the following procedure shall be performed:

a) Insert manual election returns:

- 1) Exit the BOC Profile. Click on the blue triangular icon found at the top leftmost portion of the screen, to display the hidden side panel on the left portion of the screen;

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- 2) Click "END SESSION" option from the menu. A confirmation message displays on the screen, click "YES";
- 3) Type the username and password of the Special Profile.
- 4) Click "INSERT MANUAL ELECTION RESULTS". The CCS will ask for the REPORT No. Enter the three parts of the report number that correspond to the precinct for manual election results. Thereafter, click the "ACCEPT" button. The screen for encoding votes shall be displayed.
- 5) Enter the following information:
 - 5.1. Date of issuance (current date)
 - 5.2. Number of voters who voted according to polling station
 - 5.3. Number of ballots in the ballot box
- 6) Enter the number of votes of each candidate in the "NO. OF VALID VOTES" column.
- 7) Enter the following information:
 - 7.1. Total number of valid votes
 - 7.2. Total number of blank votes
 - 7.3. Total number of under votes
 - 7.4. Total number of overvotes
 - 7.5. Total of votes
- 8) Click "ACCEPT" button. The CCS will display "MANUAL COUNT REPORT INSERTED".
- 9) The CCS will display a confirmation screen showing the jurisdiction, position and names with corresponding votes of the candidates.
- 10) Click on the "CONTINUE" button to return to the previous screen.

b) Certify manual election returns. To complete the encoding of manual election returns, the Board has to certify the results. The Board shall:

- 1) Click on "CERTIFY MANUAL ELECTION RETURNS".
- 2) Request any two (2) members of the Board, to insert their USB tokens in the USB slot of the laptop, one at a time. Enter their usernames and security key passwords in the space provided. Thereafter, click "OK" button;
- 3) Enter the three parts of the report number and click "ACCEPT" button. The information of the manually entered election returns will be displayed.
- 4) Make sure that the data displayed is correct before certifying the election returns.
- 5) Click on "CERTIFY" button.

- 6) The CCS will display "ARE YOU SURE YOU WISH TO CERTIFY THIS COUNT REPORT" with "OK"/"CANCEL" button?
- 7) Click "OK". The CCS will display "MANUAL COUNT REPORT CERTIFIED" and thereafter, the certified report.

c) **View manual election returns.** The following procedure will allow the Board to view the manual election returns encoded and certified:

- 1) Click on the "VIEW MANUAL ELECTION RETURNS" on the HOME PAGE.
- 2) Enter the three part count report number. Click "CONTINUE".
- 3) If you want to print the manual election returns, click "PRINT".
- 4) View the report and click on the "BACK" button to return to the list.

For local absentee voting and detainee voting, the results shall be manually added to the consolidated results generated by the CCS.

SEC. 14. GENERATION AND PRINTING OF CANVASS REPORT. Upon instruction by the NBOC, the CCS Operator shall, from time to time, generate canvass report, as follows:

- a) Under the "CANVASSING" option in the HOME PAGE, click on "CANVASSING MANAGEMENT";
- b) Click on the "CANVASS REPORT" on the menu on the left side of the screen;
- c) Select the option "CONTEST NAME" to select all positions then click on the "ISSUE" button;
- d) The CCS shall display the CANVASS REPORT;
- e) Click on the printer icon at the upper right corner of the display, enter the desired number of copies and click "PRINT";
- f) Click "BACK" button to go back to the "CANVASSING MANAGEMENT".

SEC. 15. GENERATION AND PRINTING OF COC FOR ALL POSITIONS. If all expected provincial/city/district/posts/embassies/local absentee voting results have been received/encoded, the CCS operator shall generate Canvassing Reports by following the procedures below:

- a) Under "CANVASSING" in the HOME PAGE, click on "CANVASSING MANAGEMENT";
- b) Click on the "CERTIFICATE OF CANVASS (COC)" on the menu on the left side of the screen;
- c) Select the option "CONTEST NAME" to select all positions then click on the "ISSUE" button;

- d) The Presiding Commissioner of the First Division shall insert his USB token in the USB slot of the laptop, type the username and security key password in the space provided. Thereafter, click the "OK" button;
- e) Remove the USB token from the USB slot;
- f) Request the Presiding Commissioner of the Second Division to insert his USB token in the USB slot of the laptop, type the username and security key password in the space provided. Thereafter, click the "OK" button;
- g) Remove the USB token from the USB slot;
- h) The CCS shall display the "CERTIFICATE OF CANVASS"
- i) Click on the printer icon at the upper right corner of the display, enter the desired number of copies and click "PRINT";
- j) Click "BACK" button to go back to the CANVASSING MANAGEMENT.

SEC. 16. GENERATION AND PRINTING OF THE STATEMENT OF VOTES (SOV). The CCS operator shall generate Statement of Votes (SOV) by following the procedures below:

- a) Under "CANVASSING" in the HOME PAGE, Click on "CANVASSING MANAGEMENT";
- b) Click on the "STATEMENT OF VOTES (SOV)" on the menu on the left side of the screen
- c) Select the option "CONTEST NAME" to select all position then click on the "ISSUE" button;
- d) The CCS shall display the STATEMENT OF VOTES;
- e) Click on the printer icon at the upper right corner of the display, enter the desired number of copies and click "PRINT";
- f) Click "BACK" button to go back to the "CANVASSING MANAGEMENT";

SEC. 17. GENERATION AND PRINTING OF THE CERTIFICATE OF CANVASS AND PROCLAMATION (COCP). The CCS operator shall generate Certificate of Canvass and Proclamation (COCP) by following the procedures below:

- a) Under "CANVASSING" in the HOME PAGE, Click on "CANVASSING MANAGEMENT";
- b) Click on the "CERTIFICATE OF CANVASS AND PROCLAMATION (COCP)" on the menu on the left side of the screen
- c) Select the option "CONTEST NAME" to select all position then click on the "ISSUE" button;
- d) In case there are candidates that has the same number of votes, the CCS will generate a "RESOLUTION OF VOTES";

- e) Rearrange the order of the candidates according to the resolution by dragging the name UP or DOWN according to the order. Click on "AGREE" button then click "SAVE";
- f) The Presiding Commissioner of the First Division shall insert his USB token in the USB slot of the laptop, type the username and security key password in the space provided. Thereafter, click "OK" button;
- g) Remove the USB token from the USB slot;
- h) Request the Presiding Commissioner of the Second Division to insert his USB token in the USB slot of the laptop, type the username and security key password in the space provided. Thereafter, click "OK" button;
- i) Remove the USB token from the USB slot;
- j) The CCS shall display the "CERTIFICATE OF CANVASS AND PROCLAMATION";
- k) Click on the PRINTER icon at the upper right corner of the display and click "PRINT";
- l) Click "BACK" button to go back to the "CANVASSING MANAGEMENT";

SEC. 18. TRANSMISSION. The CCS operator shall transmit results by following the procedures below:

- a) Under "CANVASSING" in the HOME PAGE, Click on "TRANSMIT RESULTS".
- b) Select the option "CONTEST NAME" to select all position then click on the "TRANSMIT" button;
- c) "TRANSMIT RESULTS" status message appears on the screen.
- d) In case of FAILURE OF TRANSMISSION, re-transmit results using steps a to b.
- e) Click on "CLOSE" button to close the window.
- f) Click on "HOME" icon to go back to the HOME PAGE.

SEC. 19. GENERATION AND PRINTING OF THE POST ELECTION REPORT. The CCS operator shall generate the Post Election Report by following the procedures below:

- a) Under the Canvassing in the HOME PAGE, Click on "CANVASSING MANAGEMENT";
- b) Click on the "POST ELECTION" on the menu on the (lower) left side of the screen
- c) Select the option "CONTEST NAME" to select all position then click on the "ISSUE" button;
- d) The CCS shall display the POST ELECTION REPORT;

- e) Click on the "PRINTER" icon at the upper right corner of the display and click "PRINT";
- f) Click "BACK" button to go back to the "CANVASSING MANAGEMENT";

SEC. 20. BACK-UP. The CCS operator shall perform the following back-up procedures:

- a) Under "DATA HANDLER" in the HOME PAGE, click on "EXPORT DATA";
- b) Click on the "BACKUP RESULTS" to create back in the CD.

SEC. 21. SHUTDOWN OF THE CCS. The CCS operator shall perform the following back-up procedures:

- a) Click on the triangle on the upper left side of the screen then select "END SESSION";
- b) Double click on the "SHUTDOWN" icon on the DESKTOP.

SEC. 22. PRE-PROCLAMATION CONTROVERSIES NOT ALLOWED. Pre-proclamation controversies under Sections 233, 234, 235 and 236 of the Omnibus Election Code, and all matters in relation to the preparation, transmission, receipt and custody of the COCs are not allowed in the canvass of votes for Senators and Party-List, except as provided herein. However, this does not preclude the authority of the NBOC *motu proprio* or upon written manifestation of an interested person to correct any manifest error in the COC.

SEC. 23. WATCHERS AND LAWYERS. Each candidate and political party, organization or coalition thereof which fielded candidates for national positions, party-list groups participating in the party-list system of representation and the accredited citizens' arm may appoint two (2) watchers to serve alternately to witness the canvass proceedings or to guard the storage rooms of the COCs, SSOV/SOVP/SOVM and CDs. Civic, religious, professional, business, service, youth and other similar organizations, with prior authority of the Commission, shall be entitled collectively to appoint a common watcher.

Each candidate and political party, organization or coalition thereof which fielded candidates for national positions, and party-list groups participating in the party-list of representation shall likewise be entitled to lawyers who shall serve during the canvass; Provided that only two (2) registered lawyers for each candidate or party shall sit at any given time in a place designated for them; Provided further, that only one registered lawyer for every candidate or party may speak before the NBOC for not more than three (3) minutes which may be extended for a similar period by the NBOC Chairman when warranted.

SEC. 24. PROCLAMATION RESULTS. Upon completion of the canvass, the NBOC and the watchers if available shall certify the final printout of Canvass Report. On the basis of the certified Canvass Report, the NBOC shall cause the preparation of, sign and approve the Certificate of Canvass and Proclamation, and proclaim the winning

candidates for Senators, certify the result of the election of the party-list system and proclaim the nominees of the parties which obtained the required percentage of votes.

Notwithstanding the fact that not all of the COCs have been received or canvassed, the NBOC may terminate the canvass if the missing COCs would no longer affect the result of the elections.

SEC. 25. REPORT. The Supervisory Committee shall prepare a report in the form of a resolution on the result of the canvass to the President of the Philippines, the Senate President and the Speaker of the House. The said Resolution shall be signed by the Chairman and Commissioners acting as the NBOC.

SEC. 26. PUBLICATION AND DISSEMINATION. The Education and Information Department shall cause the publication of this Resolution and shall furnish copies thereof to all candidates for Senators, all registered political parties, organizations or coalitions with official candidates for said office, accredited parties in the party-list system and the accredited citizens' arms of the Commission.

SO ORDERED.

With reservations regarding Section 13

J. Andres D. Bautista
J. ANDRES D. BAUTISTA
Chairman

Christian Robert S. Lim
CHRISTIAN ROBERT S. LIM
Commissioner

Al. A. Parreño
AL. A. PARREÑO
Commissioner

Luh Tito F. Guia
LUH TITO F. GUIA
Commissioner

Arthur D. Lim
ARTHUR D. LIM
Commissioner

Rowena Amelia V. Guanzon
MA. ROWENA AMELIA V. GUANZON
Commissioner

Sheriff M. Abas
SHERIFF M. ABAS
Commissioner