



Republic of the Philippines
COMMISSION ON ELECTIONS
Manila

GUIDELINES FOR THE CONDUCT OF [1] VERIFICATION OF THE NAMES OF VOTERS; CERTIFICATION, SEALING AND POSTING OF ELECTION DAY COMPUTERIZED VOTERS LISTS (EDCVLs) AND POSTED COMPUTERIZED VOTERS LISTS (PCVLs) AND [2] MANUAL CROSS-OUT AND INCLUSION OF NAMES IN THE EDCVLs AND PCVLs IN CONNECTION WITH THE CONDUCT OF OCTOBER 30, 2023 SYNCHRONIZED BARANGAY AND SANGGUNIANG KABATAAN ELECTIONS.

GARCIA, George Erwin M.,
INTING, Socorro B.,
CASQUEJO, Marlon S.,
FEROLINO, Aimee P.,
BULAY, Rey E.,
MACEDA, JR., Ernesto Ferdinand P.,
CELIS, Nelson J.,

Chairman
Commissioner
Commissioner
Commissioner
Commissioner
Commissioner

x-----x

Promulgated on: March 22, 2023.

RESOLUTION NO. 10903

WHEREAS, the Commission on Elections (*Commission for brevity*), in the enforcement and administration of all laws and regulations relative to the conduct of election, plebiscite, initiative, referendum and recall, is mandated to prepare and post the certified lists of voters, ninety (90) days before a regular election and sixty (60) days before a special election pursuant to Section 30 of Republic Act (RA) No. 8189 "*The Voter's Registration Act of 1996*";

WHEREAS, every election, plebiscite, initiative, referendum and recall, the Commission promulgates the necessary Calendar of Activities and Period of Certain Prohibited Acts which prescribes among others the period for the conduct of verification and certification of the Election Day Computerized Voters Lists (EDCVLs) and Posted Computerized Voters Lists (PCVLs) prior to its posting as mandated in Section 30 of RA 8189;

WHEREAS, in the conduct of the system of continuing registration of voters under Resolution No. 10868 promulgated on November 29, 2022 and in relation to Resolution No. 10899 promulgated on February 22, 2023 entitled "*CALENDAR OF ACTIVITIES AND PERIODS OF CERTAIN PROHIBITED ACTS IN CONNECTION WITH THE OCTOBER 30, 2023 SYNCHRONIZED BARANGAY AND*

SANGGUNIANG KABATAAN (SK) ELECTIONS” the last day for the Election Registration Boards (ERBs) meeting to certify the lists of voters is scheduled on **July 27, 2023** and the last day to post the said lists of voters is scheduled on **August 1, 2023**;

WHEREAS, during the conduct of verification and certification of the EDCVLs and PCVLs, there are names of registered voters that need to be excluded due to: [1] previously approved transfer, [2] double/multiple registration records due Automated Fingerprint Identification System (AFIS) matching, [3] death as certified by the Local Civil Registrar and [4] court exclusion order. Others need to be included by reason of: [1] court inclusion order, [2] erroneously delisted as death or [3] abated through AFIS due to wrongful encoding of type of application in the Voter Registration System (VRS);

NOW THEREFORE, the Commission on Elections, by virtue of the powers vested in it by the Constitution, Republic Act No. 8189, the Omnibus Election Code, and other registration and election laws, has **RESOLVED**, as it hereby **RESOLVES**, to institutionalize the conduct of verification and certification of the EDCVLs and PCVLs for the October 30, 2023 Synchronized Barangay and Sangguniang Kabataan Elections.

A. Schedule of Verification, Certification, Sealing and Posting:

1. The ERBs shall convene and conduct verification and certification of the EDCVLs and PCVLs with the participation of accredited Citizens Arms, Civic Organization and Non-governmental organizations.

The meeting/s of the ERBs shall be held in accordance with the following schedule:

Number of Pages (Combined EDCVL and PCVL)	Number of Day/s
5,000 or less	1
5,001 to 10,000	2
10,001 to 15,000	3
15,001 and above	4

2. Verification of the names of voters and certification and sealing of the EDCVLs and PCVLs shall be conducted **not later than July 27, 2023**;
3. Posting of the verified and certified EDCVLs and PCVLs shall be made **not later than August 1, 2023**.

B. Tasking in the conduct of verification and certification:

1. The Information Technology Department shall:
 - a. Prepare and generate the soft copy (*pdf format*) of the nationwide PCVLs by precinct stored in compact disk; and

- b. Provide, **FREE OF CHARGE**, copy of the PCVLs to accredited Citizens Arms, Civic Organization and Non-governmental organizations.

2. Accredited Citizens Arms, Civic Organization and Non-governmental organizations shall:

- a. Reproduce and cascade the PCVLs to their respective chapters or affiliates existing in the cities/municipalities and districts; and
- b. Use exclusively the PCVLs copy generated by ITD for comparison with the PCVLs to be generated in the Offices of the Election Officers (OEOs) databases during the conduct of verification and certification.

3. The OEOs shall:

- a. Generate and print both EDCVLs and PCVLs for the October 30, 2023 Synchronized Barangay and SK Elections.

Please take note that, except printing, EDCVL and PCVL reports can be generated only *ONCE* in the VRS;

- b. Send Notices of the schedule of the ERB meetings to the local chapter of accredited Citizens Arms, Civic Organization and Non-governmental organizations.

In the absence of local chapter of accredited Citizens Arms, notice/s shall be served to the representatives of Civic Organization and Non-governmental organizations; and

- c. Post in the bulletin boards of the city/municipal/district hall and in the OEO the notice of ERB meeting and printed copy of the PCVLs.

C. Procedures in the verification and certification of EDCVLs and PCVLs; and posting of PCVLs:

1. Verification of EDCVLs and PCVLs:

- a. The names of voters listed in the EDCVL and PCVL shall be verified, using as reference, the VRS database and soft copy of PCVL in the custody of local representative/s of the accredited Citizens Arm or Civic Organization and Non-governmental organizations;
- b. In the event discrepancy/ies is/are noted, the matter shall be reflected in the ERB Minutes and written report shall be submitted to the Office of the Deputy Executive Director for Operations (ODEDO), through the Election and Barangay Affairs Department (EBAD); and

- c. EBAD and ODEDO shall prepare recommendation/s to the Commission *En Banc* through the Project Management Office.
2. Certification of the EDCVL and PCVL:
 - a. After the conduct of verification, the ERB members and representative/s of the accredited Citizens Arms or Civic Organization and Non-governmental organizations shall affix their initials at the bottom of every page and signatures in the last page of the EDCVL and PCVL per established precinct; and
 - b. In the absence of the representative/s of the accredited Citizens Arms, any representative/s from Civic Organization and Non-governmental organizations shall certify the EDCVLs and PCVLs.
 3. Posting of copy of PCVLs:
 - a. The ERB Chairperson shall cause the posting of the certified PCVLs in the bulletin boards of the city/municipal/district halls and OEOs not later than the date specified in the promulgated Calendar of Activities.

D. Procedures in the manual cross-out and inclusion of names in the EDCVLs and PCVLs:

1. Manual cross-out of names in the EDCVLs and PCVLs of registration records are based on the following grounds:
 - i. Approved notice of transfer of registration records to another city/municipality/district issued by the ERB of voter's new residence;
 - ii. Registration records found to be double/multiple through Automated Fingerprint Identification System (AFIS) matching;
 - iii. Deceased voters duly certified by the Local Civil Registrar; and
 - iv. Final and executory decisions/orders issued by courts, pursuant to Section 35 of Republic Act No. 8189.
2. Manual inclusion of names in the EDCVLs and PCVLs due to:
 - i. Final and executory decisions/orders of courts in inclusion cases;
 - ii. Registration records which were erroneously deleted due to death; and

- iii. Abated as double/multiple registration records based on AFIS due to wrong encoding of the type of application in the VRS.

Let the Offices of the Executive Director, Deputy Executive Director for Operations, Finance Services Department, Information Technology Department, Election and Barangay Affairs Department, Regional Election Directors, Provincial Election Supervisors and Election Officers, implement this Resolution.

SO ORDERED.

GEORGE ERWIN M. GARCIA
Chairman

SOCORRO B. INTING
Commissioner

MARLON S. CASQUEJO
Commissioner

AIMEE P. FEROLINO
Commissioner

REY E. BULAY
Commissioner

ERNESTO FERDINAND P. MACEDA, JR.
Commissioner

NELSON J. CELIS
Commissioner

CERTIFICATION

APPROVED by the Commission En Banc on March 22, 2023 pursuant to COMELEC RESOLUTION No. 10671 entitled: "Supplemental Resolution to COMELEC Resolution No. 9936 promulgated on March 25, 2021 entitled: 'rules on the Enactment and promulgation of Executive or Administrative Resolutions' providing for other format of meetings to include online meetings applicable in times of the COVID-19 pandemic and the imposition of Community Quarantine and similar emergency situations."


ATTY. CONSUELO B. DIOLA
Director IV
Office of Comelec Secretary