

LAY-OUT PLAN

- STEP 1.** Voter checks Precinct and Sequence No. in the PCVLs posted outside the polling place.
- STEP 2.** Verification of the voter's name in the PCVL – Barangay and/or PCVL-SK by the Third Member.
- STEP 3.** Voter goes to the Chairperson of the Electoral Board who shall:
1. Announce the voter's name, precinct number and ballot/s serial number/s while the Poll Clerk records the same in the EDCVL-Barangay and/or EDCVL-SK;
 - 1.1 Authenticate the ballot/s by affixing signature at the back thereof
 - 1.2 Affix signature in the EDCVL
 - 1.3 Fold the ballot/s in such a manner that its face, except the portion where the SN appears is covered. In case the voter is entitled to vote in the barangay and SK elections, the ballots shall be folded separately;
 - 1.4 Ask the voter to affix his/her signature in the EDCVLs; and
 - 1.5 Give the ballot/s to the voter.
 - 1.5.1 In case voter refuses to accept any of the two (2) ballots, the Chairperson shall:
Explain that the voter shall hold on to the two ballots and accomplish the ballot for the election said voter wishes to participate
- STEP 4.** Voter to proceed either to the waiting area or the voting area:
1. Voter shall, using a ballot secrecy folder fill-up the ballot/s
 2. Fold it in the same manner as it was received.
- STEP 5.** Voter shall proceed to the Poll Clerk who shall:
1. Verify the serial number of ballot/s issued against the serial number/s recorded in EDCVL;
 2. Apply indelible ink the voter's right forefinger nail or any other fingernail if there be no right forefinger.
- STEP 6.** Voter shall finally proceed to the Chairperson who shall:
1. Detach the ballot coupon/s and deposit the folded ballot/s in the compartment of the ballot box for valid ballots and the detached coupons in the compartment of spoiled ballots;
 2. For unaccomplished ballot, announce the fact of refusal, mark as "abstained" the ballot and deposit the same in the compartment for spoiled ballot/s.
- STEP 7.** Voter leaves the polling place.

