



REPUBLIC OF THE PHILIPPINES  
**COMMISSION ON ELECTIONS**  
Intramuros, Manila  
**ELECTION AND BARANGAY AFFAIRS DEPARTMENT**  
Precincts and Voting Centers Division

2009-120

**MEMORANDUM**

**TO :** ALL ELECTION OFFICERS/ACTING ELECTION OFFICERS

**THRU :** ALL PROVINCIAL ELECTION SUPERVISORS/  
ACTING PROVINCIAL ELECTION SUPERVISORS

**FROM :** ALL REGIONAL ELECTION DIRECTORS/  
ASSISTANT REGIONAL ELECTION DIRECTORS

**FROM :** THE DIRECTOR IV

**SUBJECT :** Posting Requirement re Request for Transfer of Voting Center/Correction/Change of Name/Address of Voting Center

**DATE :** September 9, 2020

In order to avoid complaints subsequent to the approval of any request for transfer of voting center/change/correction of name/address of voting center and also to give the public the opportunity to verify the authenticity of the document/s annexed to such request, the undersigned would like to request all OEOs to comply with the following guidelines on posting requirements, *to wit:*

**A. POSTING REQUIREMENT**

Upon the submission of any request, the POP Regional In-charge of EBAD shall make the necessary evaluation thereof together with all its supporting documents. Thereafter, a formal communication shall be sent to the EO informing him/her of the result of the evaluation. If the requirements are already complete, a written notice/instruction for the posting of the request on the bulletin board of the OEO, city/municipal hall and in barangay hall/s of the affected barangay/s shall be made.

The posting shall be:

- i. Composed of all supporting documents attached to the request, which shall be certified as true copies of the EO. In this regard, before transmitting the request to the EBAD, the EO must leave duplicate copies thereof in his/her for purposes of posting;
- ii. Made within two (2) days from receipt of the written notice/instruction from the EBAD; and
- iii. For at least five (5) working days.

Any complaint or opposition relative to the request shall be filed in writing with the OEO.

**B. PROCEDURE AFTER POSTING**

A certification to attest to the posting made shall be submitted to EBAD upon the expiration of five (5) days. Photos showing compliance with the posting requirement ~~shall~~ shall be attached to the certification. All complaints/oppositions filed with the OEO relative to the posted request shall be forwarded to EBAD together with the EO's comments/recommendations.

**C. SENDING OF COPIES OF THE REQUEST TO STAKEHOLDERS**

Within the same period of posting mentioned in the immediately preceding section, the EO shall also be required to furnish certified copies of the request and its supporting documents to all duly registered local political parties, citizen's arms, civic organizations and other stakeholders and interested parties as he/she may determine.

Relative to the foregoing, all OPESs and OREDs are hereby requested to monitor the compliance of their respective personnel with this Memorandum.

For information, guidance and appropriate action.

  
ATTY. TEORISTO E. ELNAS, JR.

**Copy furnished:**

Office of the Executive Director  
Office of the Deputy Executive Director for Operations

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