



Republic of the Philippines
Department of Education

29 JUL 2013

DepEd MEMORANDUM
No. **137**, s. 2013

CALENDAR OF ACTIVITIES, PERIODS OF PROHIBITED ACTS, AND RULES AND REGULATIONS ON THE SYSTEM OF CONTINUING REGISTRATION OF VOTERS IN CONNECTION WITH THE OCTOBER 28, 2013 SYNCHRONIZED BARANGAY AND SANGGUNIANG KABATAAN (SK) ELECTIONS

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public and Private Elementary and Secondary Schools

1. For the information and guidance of all concerned, enclosed is a copy of Commission of Election (COMELEC) Resolution No. 9715, promulgated on June 18, 2013, which prescribes the calendar of activities and period of prohibited acts; and COMELEC Resolution No. 9716, promulgated on June 18, 2013, which prescribes the rules and regulations to govern the resumption of the system of continuing registration in connection with the October 28, 2013 **Synchronized Barangay and Sangguniang Kabataan (SK) Elections**.

2. Violation of any prohibited acts enumerated in COMELEC Resolution No. 9715 will constitute an election offense and any person found guilty thereof shall be punished with imprisonment of not less than one (1) year but not more than six (6) years and shall not be subject to probation. In addition, the guilty party shall be sentenced to suffer disqualification to hold public office and deprivation of the right of suffrage (*Sec. 264, Omnibus Election Code*).

3. Pursuant to COMELEC Resolution No. 9716, applications for registration, transfer of registration records, change/corrections of entries in the registration records, reactivation of registration records and inclusion of registration records/reinstatement of name in the list of voters, shall be personally filed beginning **July 22, 2013 to July 31, 2013** at the Office of the Election Officer (OEO) at the city/municipality where the applicant resides, daily inclusive of Saturday, Sunday and holidays during regular hours from 8:00 a.m. to 5:00 p.m.

4. All DepEd teaching and non-teaching personnel who are not yet registered, those who want to transfer their registration records and/or change/correct entries in their registration records, and public school teachers whose registrations were de-activated in the previous elections are encouraged to personally register within the prescribed periods above-mentioned. Application forms shall be available at the Office of the Election Officer or may be downloaded from the COMELEC website: www.comelec.gov.ph using long bond paper.

5. Any other DepEd Memoranda, Orders, Circulars and other issuances inconsistent herewith are deemed amended or repealed accordingly.

6. Immediate dissemination of this Memorandum is desired.


BR. ARMIN A. LUISTRO FSC
Secretary

Encl.:

As stated

Reference:

DepEd Memorandum: No. 390, s. 2007

To be indicated in the Perpetual Index
under the following subjects:

ELECTION
RULES & REGULATIONS

D-MCR/DM-Barangay Election
0650/July 15, 2013/7-25-13



Republic of the Philippines
COMMISSION ON ELECTIONS
Manila

CALENDAR OF ACTIVITIES
AND PERIODS OF CERTAIN
PROHIBITED ACTS IN
CONNECTION WITH THE
OCTOBER 28, 2013
SYNCHRONIZED BARANGAY
AND SANGGUNIANG
KABATAAN (SK) ELECTIONS.
X.....X

BRILLANTES, Sixto Jr., S.
TAGLE, Lucenito N.,
YUSOPH, Elias R.,
LIM, Christian Robert S.,
PADACA, Maria Gracia Cielo M.,
PARREÑO, AI A.,
GUIA, Luie Tito F.

Chairman
Commissioner
Commissioner
Commissioner
Commissioner
Commissioner

Promulgated: June 18, 2013

RESOLUTION NO: 9715

The Commission on Elections, pursuant to the powers vested in it by the Constitution of the Republic of the Philippines, the Omnibus Election Code and other election laws, **RESOLVED**, as it hereby **RESOLVES**, to prescribe the following calendar of activities and periods of prohibited acts in connection with the October 28, 2013 Synchronized Barangay and Sangguniang Kabataan (SK) Elections:

| <u>DATE/PERIOD</u> | <u>ACTIVITIES</u> | <u>PROHIBITED ACTS</u> |
|---|--|------------------------|
| July 22, 2013 (MON) to July 31, 2013 (WED) | Filing of applications for registration as a voter or transfer of registration records. | |
| August 5, 2013 (MON) | Last day to post notice of hearing of applications for registration or transfer of registration records. | |
| August 8, 2013 (THU) | Last day to file opposition to applications for registration or transfer of registration records. | |
| August 12, 2013 (MON) | ERB hearing for Approval/Disapproval of applications for registration or transfer of registration records. | |
| August 27, 2013 (MON) | Last day to file petitions for inclusion with the proper municipal/metropolitan trial court. | |
| August 30, 2013 (FRI) | Last day to file petitions for exclusion with the proper municipal/metropolitan trial court. | |

| <u>DATE/PERIOD</u> | <u>ACTIVITIES</u> | <u>PROHIBITED ACTS</u> |
|--|---|--|
| September 9, 2013 (MON) | Last day to constitute the members of the Board of Election Tellers and members of the Barangay Boards of Canvassers (Section 10, R. A. 6679, and Section 46, OEC). | |
| September 13, 2013 (FRI) | Submission to the Commission by the heads of reaction/strike forces or similar forces of a complete list of all its members. (Sec. 261 (u), OEC). | |
| September 13, 2013 (FRI) | Last day to post the Computerized Voters' List (CVL) for purposes of the Synchronized Elections of Sangguniang Kabataan and Barangay Officials (Sec. 30, R.A. 8189 in relation to Sec. 28, R.A. 8436) | |
| September 28, 2013 (SAT) – November 12, 2013 (TUE) (30 DAYS BEFORE THE DATE OF THE ELECTION AND 15 DAYS THEREAFTER) | ELECTION PERIOD | <p>Issuance of appointments, promotions, creation of new positions, or giving of salary increases in government offices, agencies or instrumentalities (Sec. 261 (g), OEC).</p> <p>Alteration of territory of a precinct or establishment of a new precinct (Sec. 5, R.A. 8189).</p> <p>Illegal release of prisoners (Sec. 261 (n), OEC).</p> <p>Raising of funds thru dances, lotteries, cockfights, etc. (Sec. 97, OEC).</p> <p>Carrying of firearms/deadly weapons, including wearing of uniforms, insignias, etc. (Sec. 261 (p), (q) and (s) as amended by Sec. 32, R.A. 7166).</p> <p>Organizing or maintaining reaction/strike forces or similar forces (Sec. 261 (u), OEC)</p> <p>Transfer and detail of officers and employees in the civil service, including public school teachers (Sec. 261 (h), OEC).</p> |



| <u>DATE/PERIOD</u> | <u>ACTIVITIES</u> | <u>PROHIBITED ACTS</u> |
|--|---|---|
| October 15, 2013 (TUE) – October 17, 2013 (THU) | Filing of Certificates of Candidacy (Sec.7, R. A. 6679). | Suspension of any elective provincial, city, municipal or barangay officer (Sec. 261 (x), OEC). |
| October 18, 2013 (FRI) – October 26, 2013 (SAT) (10 DAYS BEFORE) | CAMPAIGNING (Sec. 7, R. A. 6679). Holding of barangay assemblies and candidates fora. (Sec. 47, OEC) | Use of security personnel or bodyguards by candidates whether or not such bodyguards are regular members of officers of the Philippine National Police (PNP) or the Armed Forces of the Philippines (AFP) or other government law enforcement agency (Sec. 261 (t), OEC as amended by Sec. 33, R.A. 7166). |
| | | Removing, destroying, obliterating, defacing, tampering or preventing distribution of lawful election propaganda (Sec. 83, OEC). |
| | | Making any donation or gift in cash or in kind, etc. (Sec. 104, OEC). |
| | | Use of armored/land/ water/air craft (Sec. 261 (r), OEC). |
| | | Appointing or using special policemen, special/confidential agents or the like (Sec. 261 (m), OEC). |
| | | Construction or maintenance of provincial, city, municipal or barangay- funded, roads and bridges. (Sec. 3, R.A. 6679). |



| <u>DATE/PERIOD</u> | <u>ACTIVITIES</u> | <u>PROHIBITED ACTS</u> |
|------------------------|--|--|
| October 27, 2013 (SUN) | EVE OF ELECTION | <p>Campaigning (Sec.3, OEC).</p> <p>Selling, furnishing, offering, buying, serving or taking intoxicating liquor, etc. (Sec. 261 (dd), (1), OEC).</p> <p>Giving, accepting, free transportation, food, drinks and things of value (Sec.89, OEC).</p> <p>(Note: Acts mentioned in three preceding paragraphs are prohibited until election day).</p> |
| October 28, 2013 (MON) | <p>ELECTION DAY Casting of Votes (From 7:00 o'clock a.m. to 3:00 o'clock p.m.) (Sec. 190, OEC).</p> | <p>Vote buying and vote selling (Sec. 261 (a), OEC).</p> <p>Voting more than once or in substitution of another (Sec. 261(z), (2) and (3), OEC).</p> <p>Soliciting votes or undertaking any propaganda for or against any candidate or any political party within the polling place or within thirty (30) meters thereof (Sec. 261 (cc), (6), OEC).</p> <p>Selling, furnishing, offering buying, serving or taking intoxicating liquor, etc. (Sec. 261 (dd), (1), OEC).</p> <p>Opening of booths or stalls for the sale, etc., of wares, merchandise or refreshments within thirty (30) meters radius from the polling place (Sec. 261 (dd), (2), OEC).</p> <p>Giving and/or accepting free transportation, food, drinks and things of value (Sec. 89, OEC).</p> <p>Holding of fairs, cockfights, boxing, horse races or similar sports. (Sec. 261, (dd), (3), OEC).</p> |

Counting and canvassing of votes and proclamation of winning candidates (immediately after 3:00 o'clock p.m.).

November 27, 2013
(WED)

Filing of sworn statements of election contributions and expenditures (Sec. 14, R.A. 7166).

The Deputy Executive Director for Operations shall immediately implement this Resolution.

The Education and Information Department (EID) is directed to cause the publication of this Resolution in two (2) daily newspapers of general circulation in the Philippines, and its dissemination.

This Resolution shall take effect on the seventh (7th) day after its publication in two (2) daily newspapers of general circulation in the Philippines.

SO ORDERED.


SIXTO S. BRILLANTES, JR.
Chairman


LUCENITO N. TAGLE
Commissioner


ELIAS R. YUSOPH
Commissioner


CHRISTIAN ROBERT S. LIM
Commissioner


MARIA GRACIA CIELO M. PADACA
Commissioner


AL A. PARREÑO
Commissioner


LUE TITO F. GUIA
Commissioner

of



REPUBLIC OF THE PHILIPPINES
COMMISSION ON ELECTIONS
EDUCATION AND INFORMATION DEPARTMENT
RECEIVED

BY: M. Mangal
DATE: 6/18/13 TIME: 5:15h

Republic of the Philippines
COMMISSION ON ELECTIONS
Manila

**RULES AND REGULATIONS ON
THE RESUMPTION OF THE
SYSTEM OF CONTINUING
REGISTRATION OF VOTERS FOR
THE OCTOBER 28, 2013
BARANGAY ELECTIONS**
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| | |
|-------------------------------|--------------|
| BRILLANTES, Sixto, Jr. S. | Chairman |
| TAGLE, Lucenito N. | Commissioner |
| YUSOPH, Elias R. | Commissioner |
| LIM, Christian Robert S. | Commissioner |
| PADACA, Maria Gracia Cielo M. | Commissioner |
| PARREÑO, Al A. | Commissioner |
| GUIA, Luie Tito F. | Commissioner |

Promulgated: June 18, 2013

RESOLUTION NO. 9716

Pursuant to the powers vested in it by the Constitution, the Omnibus Election Code, Republic Act No. 8189 and other related election laws, the Commission on Elections has **RESOLVED**, as it hereby **RESOLVES**, to promulgate the following rules and regulations to govern the resumption of the system of continuing registration of voters in connection with the October 28, 2013 Barangay Elections:

SECTION 1. Declaration of policy. – It is the policy of the Commission to establish a clean, complete, permanent, and updated list of voters through the adoption of biometrics technology (*photograph, fingerprints and signature*) in the registration process.

**CHAPTER I
FILING OF APPLICATION**

SEC. 2. Date, time and place of filing, hearing and approval/disapproval of applications. – Applications for registration, transfer of registration records, change/corrections of entries in the registration records, reactivation of registration records and inclusion of registration records/reinstatement of name in the list of voters, shall be personally filed beginning July 22, 2013 to July 31, 2013 at the Office of the Election Officer (OEO) of the city/municipality

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where the applicant resides, daily, inclusive of Saturday, Sunday and holidays during regular office hours at 8:00 o'clock a.m. to 5:00 o'clock p.m.

The applications shall be heard by the Election Registration Board (ERB) at the OEO, in accordance with the following schedule:

| Period to file applications | Last day to post Notice of Hearing with Lists of Applicant | Last day to file opposition to applications | Hearing and Approval/ Disapproval of applications |
|-----------------------------|--|---|---|
| July 22 to 31, 2013 | August 5, 2013 | August 8, 2013 | August 12, 2013 |

The Election Officer (EO) shall adopt a system of processing applications to speed up the registration process, minimize queuing and avoid inconvenience.

SEC. 3. Procedure in case of Defective Voters' Registration Machine (VRM) and/or its Peripherals. - In case the VRM and/or its peripherals become defective during the registration period, no application for registration, transfer of registration records, change/correction of entries in the registration records/inclusion of registration records/reinstatement of name in the list of voters shall be processed. The EO through the Provincial Election Supervisor (PES) upon certification by the CVL technician shall inform immediately the Information Technology Department (ITD) and Election and Barangay Affairs Department (EBAD) that the VRM and/or its peripherals are defective. In which case, pending the repair of the VRM or its peripheral, the ITD shall issue a replacement.

Once the VRM is functional, the EO shall immediately notify in writing the concerned applicants for the taking/capturing of their biometrics data. If the applicant fails to return despite notice in writing, his application shall be considered incomplete and deemed not filed. The same shall not be submitted for appropriate action by the ERB. The EO shall print and post the list of applicants who failed to return for biometrics data capturing in the city/municipality bulletin boards and EO's Office.

SEC. 4. Who may register. - Any Filipino citizen who is not yet a registered voter may apply for registration as a voter provided he possesses the following qualifications:

- a) At least eighteen (18) years of age on or before October 28, 2013;

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- b) A resident of the Philippines for at least one (1) year and in the place wherein he proposes to vote, for at least six (6) months immediately preceding the October 28, 2013 Barangay Elections; and,
- c) Not otherwise disqualified by law.

Any person, who has not reached the required voting age or period of residence on the day of registration but will possess such qualifications on or before the October 28, 2013 Barangay Elections, may register as a voter.

SEC. 5. Who are disqualified to register. - The following are disqualified from registering as a voter:

1. Any person who has been sentenced by final judgment to suffer imprisonment for not less than one (1) year, such disability not having been removed by plenary pardon or amnesty;
2. Any person who has been adjudged by final judgment by a competent court or tribunal of having committed any crime involving disloyalty to the duly-constituted government, such as, rebellion, insurrection, violation of the firearms laws, or any crime against national security unless restored to his full civil and political rights in accordance with law; and
3. Insane or incompetent person as declared by competent authority unless subsequently declared by proper authority that such person is no longer insane or incompetent.

Any person disqualified to register under paragraphs (1) and (2) above shall automatically reacquire the right to vote upon expiration of five (5) years after service of sentence.

SEC. 6. Application Forms. - Application forms shall be available at the OEO free of charge, or may be downloaded from the Comelec Website, www.comelec.gov.ph, using long bond paper (preferably substance 20/70 gsm). Samples of the Application Forms are hereto attached as Annex "A" (CEF-1A – Application for Registration), Annex "B" (CEF-1B- Application for Transfer/Application for Transfer with Reactivation), Annex "C" (CEF-1C – Application for Reactivation) and Annex "D" (CEF-1D – Application for Change/Correction of Entries/ and Inclusion/Reinstatement of Record in the List of Voters).



SEC. 7. - Procedure for filing of applications for registration:

a. The applicant shall personally appear before the EO, state his name and exact address, specifying the house number, name of the street, area, district, purok or sitio, and *barangay* where he resides, or a brief description of his residence, and present any of the following identification documents that bear applicant's photograph and signature:

1. Current employee's identification card (ID), with the signature of the employer or authorized representative;
2. Postal ID;
3. Student's ID or library card, signed by the school authority;
4. Senior Citizen's ID;
5. Driver's license;
6. NBI/PNP clearance;
7. Passport;
8. SSS/GSIS ID;
9. Integrated Bar of the Philippine (IBP) ID;
10. License issued by the Professional Regulatory Commission (PRC) and;
11. Any other valid ID.

In the absence of any of the abovementioned identification documents, the applicant may be identified under oath by any registered voter of the precinct, or by any of his relatives within the fourth civil degree of consanguinity or affinity. No registered voter or relative shall be allowed to identify more than three (3) applicants.

Community Tax Certificates (*cedula*) or certifications/ identification cards issued by *barangay* officials shall not be honored as valid identification documents.

If the applicant fails to establish his identity by any of the aforementioned methods/documents, he shall not be issued an application form, nor shall his pre-accomplished application form be accepted.

b. Upon establishing the identity of the applicant, the EO shall initially screen the name of the applicant for registration from the National List of Registered Voters (NLRV) and National List of Deactivated Voters (NLDV). If found in any of the said lists, he shall not issue an application for registration but shall advise the applicant to apply for:

1. Transfer of registration record, if the name is found in the NLRV (another district/city/municipality); or

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2. Reactivation/transfer with reactivation of registration record, if the name is found in the NLDV.

For this purpose, the ITD shall provide all EOs with the updated soft copy of the NLRV and the NLDV.

c. If the name does not appear in either the NLRV or NLDV, the EO shall, using a barangay precinct map, verify whether or not the address given by the applicant is located within the territorial boundary of any of the precincts within the jurisdiction of the city/municipality.

If the applicant is not a resident, the EO shall advise the applicant to proceed to the OEO of the city/municipality where he resides.

If the applicant resides within the territorial jurisdiction of the city/municipality, the EO shall:

1. Inform the applicant of the qualifications and disqualifications prescribed by law for a voter;
2. Determine the precinct where the applicant belongs by referring to the *barangay* precinct map. The applicant shall be assigned temporarily to the mother precinct comprising his residence.
3. Indicate the temporary precinct assignment of the applicant at the upper right-hand portion of the application form.

The precinct assignment shall be finalized after the approval of the application. Daughter precinct(s) shall be created to accommodate approved applicants in excess of the 200-voter per precinct limit.

In case of boundary dispute, the EO shall maintain the *status quo*.

4. Issue the prescribed application form to the applicant in three (3) copies.

d. Upon receipt of the application forms, the applicant shall personally accomplish the same separately in his own handwriting and submit the accomplished application forms to the EO. **TITLES SUCH AS DATU, SULTAN, HADJI, BAI AND OTHER TITLES SHALL NOT BE ALLOWED.**

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e. For an illegitimate person whose certificate of live birth does not include a middle name, the character “_” (underscore) shall be used for the middle name during the encoding of the data of the applicant.

f. In case the applicant does not know his birth date with certainty, and the EO can reasonably ascertain that the applicant is of voting age through his physical features, and other relevant indicators such as year in college and number of children, the EO shall ask the applicant to supply a date of birth to the best of his knowledge. The EO shall then write the words “Section 7 (f) case” on top of the date of birth or anywhere on the form. In addition, the EO shall record in his Journal the list of names of applicants who supplied their date of birth, in accordance with this provision.

However, if the EO cannot ascertain the applicant’s age and the applicant does not supply his birth date, his application form shall be deemed incomplete and shall not be accepted.

g. If the applicant has a duly accomplished application form, it shall be signed and thumbmarked in the presence of the EO. In the event that the applicant has already affixed his signature and imprinted his thumbmark in the accomplished application form, the applicant shall confirm before the EO that the same are his signature and thumbmark.

h. Once the application form has been accomplished, the applicant shall return the same to the EO.

i. The EO shall ensure that the application form has been filled up correctly, completely and legibly, write down the Application Form Number, return the forms to the applicant; and direct him to the VRM Operator.

The Application Form Number shall consist of four parts, as follows:

- First Part - Two (2) digit province code
- Second Part - Two (2) digit district/city/municipal code
- Third Part - Two (2) digit VRM Number which is 30 (default)
- Fourth Part - Seven (7) digit control code which shall start with the number following the last application form number assigned on October 31, 2012 registration.

j. The VRM Operator, using the Voter Registration System (VRS) shall:

1. Select File -> Registration
2. Type the Application Number and press Enter button
3. Select Registration from the drop down menu

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4. Encode demographics information and capture the biometrics data of the applicant
5. Save the record

Thereafter the VRM Operator shall affix his initial below the space provided for the EO's name and direct the applicant to submit his application to the EO.

- k. Upon receipt of the application, the EO shall:
 1. administer the oath;

If applicant refuses to take the oath the application shall not be accepted and deemed not filed.

2. affix his signature in the appropriate space of the form;
3. retain the three (3) copies; and
4. cut the bottom portion of one copy of the application form, indicate the date of ERB hearing and give it to the applicant to serve as Acknowledgment Receipt and proof of filing of his application.

SEC. 8. Accomplishment of application forms for person with disability or illiterate person. – As used in this Section, person with disability (PWD) shall refer to a person who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in the electoral processes on an equal basis with others.

Illiterate person refers to one who cannot by himself prepare an application for registration because of his inability to read and write.

Any PWD or illiterate person shall be assisted by the EO in the preparation of his application form, or by any member of an accredited citizen's arm, or a relative within the fourth civil degree of consanguinity or affinity, or if he has none present, by any person of his confidence who belongs to the same household.

The EO shall place the PWD or illiterate person under oath, after which the assistor shall ask relevant questions and record the answers given in order to properly accomplish the application form.

Once the application form is accomplished, it shall be given to the EO who shall read the accomplished form aloud to the PWD or illiterate person and ask him if the information given are true and correct.

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The applicant shall, in the presence of the EO affix his thumbmark or some other customary mark on the duly accomplished form.

The Assistor shall then accomplish in three (3) copies the Certification/Attestation, designated hereto as Annex "E", which shall be attached to the accomplished application form.

SEC. 9. Express Lane for Elderly, PWD and Pregnant Applicants. - The OEO shall provide during the registration period an express lane to give priority/preferential treatment to PWD, elderly and heavily pregnant applicants.

SEC. 10. Procedure for filing of application for transfer of registration records from another city or municipality. - Any registered voter who has transferred residence to another city/ municipality, at least six (6) months before the October 28, 2013 Barangay Elections, may apply for transfer of his registration record by personally appearing before the EO of his new residence.

The EO shall verify from the NLRV if the applicant's name is included in said list. If the applicant's name is not included in the NLRV, the EO shall verify if the applicant's name is included in NLDV.

a) If applicant's name is included in the NLRV or in the NLDV

The EO shall give the applicant three (3) copies of the prescribed application form (CEF-1B- Application for Transfer/Application for Transfer with Reactivation). The applicant shall thereafter accomplish said application form separately in three (3) copies subject to Section 7 hereof.

It is important that the EO shall check the box corresponding to the appropriate type of application. In the assignment of precinct number and Application Form Number, the EO shall follow the procedure provided in Section 7 (c) hereof.

Using the VRS, the VRM Operator shall:

1. Select File -> Registration
2. Type the Application Number and press Enter button
3. Select Transfer from other city/municipality from the drop down menu
4. Encode demographics information and capture the biometrics data of the applicant
5. Save the record

He shall then affix his initial below the space provided for the EO's signatures in Part 2 of the application form.



The application for transfer of registration records to another city/municipality shall be subject to the requirements of notice and hearing and action of the ERB.

Once the application is approved, a Notice of Approval shall be sent to the EO of origin by registered mail. Only a Notice of Approval, duly signed by the EO as Chairman of the ERB, reflecting the name, birth date, place of birth, current address, old precinct assignment/barangay/city of the applicant-transferee shall be sent, without need of the copy of the approved application for transfer.

Upon receipt of the said Notice, the EO of origin shall:

- (1) delete the name of the voter from the local database;
- (2) remove the voter's registration record (VRR) from the corresponding precinct book of voters; and
- (3) send the said VRR to the EO of the applicant's new residence.

The actions taken by the EO of origin shall not require an ERB approval.

b. If applicant's name is not included in the NLRV or in the NLDV

The EO shall first require the applicant to show proof of his registration. In this aspect, showing of a Comelec ID or a Certification from the EO of former place of registration will suffice as evidence of previous registration. Upon such showing of proof, the EO shall issue an application for transfer. A facsimile/photocopy of the proof shall be attached to the application.

In the absence of proof that the applicant is a registered voter, the EO shall advise the applicant to file an application for registration. The EO shall thereafter issue the prescribed application form (CEF-1A – Application for Registration) to the applicant, who shall accomplish said form in accordance with Section 7 hereof. In addition, the EO shall issue to the applicant a Certification (sample form attached as Annex "F") stating that the applicant intended to apply for transfer but he was instead advised to apply for original registration, for want of proof that he is a registered voter of another city/municipality.

The EO and VRM Operator shall then perform the procedures stated in Section 7, Paragraphs (i) and (j) hereof.

SEC. 11. Procedure for filing of application for transfer of registration records within the same city and municipality due to change of address. – Any registered voter who has changed his address in the same city/municipality may apply for transfer of his registration record to the precinct book of voters

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of his new precinct by accomplishing the prescribed application form CEF-1B (Application for Transfer).

The EO shall verify in his local database the record of the applicant, using the VRS program. The EO shall use the old application form number of the applicant and direct the applicant to the VRM Operator.

a) If the record has complete biometrics, i.e. it has photograph, fingerprints and signature, using the VRS, the VRM operator shall:

1. Select File -> Other Application -> List of Records
2. Type the last name, or first name and/or maternal name in the space provided and then click SEARCH button
3. Right-click the record of the applicant in the list and select TRANSFER from the list of application type
4. Edit the address and precinct number
5. Save the record

After the ERB approval, the place of residence and precinct number of the applicant's records shall be changed to his current address and precinct assignment.

b) If the record has incomplete biometrics, i.e. any of the biometrics is not present, using the VRS, the VRM operator shall:

1. Select File -> Others-> List of Records
2. Type the last name, or first name and/or maternal name in the space provided and click SEARCH button
3. Right-click in the record of the applicant and select TRANSFER WITH BIOMETRICS CAPTURE from the list of application type
4. Edit the address and precinct number
5. Capture the biometrics information of the applicant
6. Save the record

After the ERB approval, the place of residence and precinct number of the applicant's records shall be changed to his current address and precinct assignment and his biometrics will be included in his record.

SEC. 12. Procedure for filing of applications for reactivation. – Any registered voter whose registration has been deactivated based on any of the grounds provided under Section 27 of Republic Act No. 8189 and those deactivated in the last continuing registration of voters may apply for



reactivation of his registration records by personally accomplishing in three (3) copies, both sides of the prescribed application form (CEF-1C – Application for Reactivation).

The EO shall verify in his local database the record of the applicant, using the VRS program. The EO shall use the old application form number of the applicant and direct the applicant to the VRM Operator.

a) If the record has complete biometrics, i.e. it has photograph, fingerprints and signature, using the VRS, the VRM operator shall:

1. Select File -> Other Application-> List of Records
2. Type the last name and/or first name and/or maternal name in the space provided and click SEARCH button
3. Right-click the record of the applicant and select REACTIVATION from the list of application type
4. Save the record

After the ERB approval, the applicant's record shall be reactivated in the city/municipality local database.

b) If the record has incomplete biometrics, i.e. any of the biometrics is not present, using the VRS, the VRM operator shall:

1. Select File -> Other Application-> List of Records
2. Type the last name and/or first name and/or maternal name in the space provided and click SEARCH button
3. Right-click the record of the applicant and click REACTIVATION WITH BIOMETRICS CAPTURE from the list of application type
4. Capture the biometrics information of the applicant
5. Save the record

After the ERB approval, the old record of the applicant shall contain biometrics data and shall be reactivated.

After completion thereof, the EO shall cut the bottom portion of one copy of the application form, indicate the date of ERB hearing and give it to the applicant to serve as Acknowledgment Receipt and proof of filing his application.

SEC. 13. Procedure for filing of applications for change of name by reason of marriage, or court order or order by the Civil Registrar or Consul General. - Any registered voter whose name has been changed by reason of marriage or

of

court order or by order of the Civil Registrar or Consul General may file an application for change of name by personally accomplishing three (3) copies of the prescribed application form (CEF-1D – Application for Change). It is important that the EO shall check the box corresponding to the appropriate type of application.

In support of the application, the applicant shall submit a certification by the marriage solemnizing officer (for Muslims) or a certified true copy of the marriage contract or court order, or order by the Civil Registrar or Consul General, as the case may be.

This may also be availed of in cases where the marriage of a female registered voter has been annulled or declared a nullity by competent court, in which case the affected voter who previously registered using her husband's surname, may request to change her name, i.e. to revert to use of her maiden surname and change of signature. To support her request, the applicant shall attach a certified true copy of the Court's final ORDER/DECISION, annulling the marriage or declaring the marriage a nullity.

The EO shall verify in his local database the record of the applicant, using the VRS program. The EO shall use the old application form number of the applicant and direct the applicant to the VRM Operator. Using the VRS, the VRM Operator shall:

1. Select File -> Other Application -> List of Records
2. Type the last name and/or first name and/or maternal name in the space provided and then click SEARCH button
3. Right-click the record of the applicant and select CORRECTION OF ENTRIES from the list of application type
4. Edit the entries for correction
5. Save the record

After the ERB approval, the change of name requested shall be effected.

SEC. 14. Procedure for filing of applications for correction of entry/entries in the registration records. – A registered voter whose registration record in the precinct book of voters or certified list of voters contains erroneous entries, including wrong or misspelled name, birth date, birth place or typographical errors, may request for its correction. In support thereof, he shall attach thereto the court order (birth date) or an order of the Civil Registrar (name), or any evidence that may warrant its correction.

The registered voter shall file an application for correction of entry/entries in the registration record by personally accomplishing three (3) copies of the prescribed application form (CEF-1D – Application for Correction of Entries). After completion thereof, the EO shall retain the same, cut the

bottom portion of one copy of the application form, indicate the date of ERB hearing and give it to the applicant to serve as Acknowledgment Receipt and proof of filing his application. It is important that the EO shall check the box corresponding to the appropriate type of application.

The EO shall verify in his local database the record of the applicant, using the VRS program. The EO shall use the old application form number of the applicant and direct the applicant to the VRM Operator. Using the VRS, the VRM Operator shall:

1. Select File -> Other Application -> List of Records
2. Type the last name and/or first name and/or maternal name in the space provided and click SEARCH button
3. Right-click the record of the applicant in the list then select CORRECTION OF ENTRIES WITH BIOMETRICS CAPTURE
4. Edit the entries for correction
5. Save the record

After the ERB approval, the correction of entry/entries shall be indicated in his record.

Sec. 15. Procedure for filing of applications for reinstatement of registered voter whose name has been omitted in the list of voters. – Any registered voter whose name has not been included or has been omitted in the precinct certified list of voters may file with the ERB through the OEO an application for reinstatement. For this purpose, he shall personally accomplish in three (3) copies the prescribed application form (CEF-1D – Application for Change/Correction of Entries/ and Inclusion/Reinstatement of Record in the List of Voters). It is important that the EO shall check the box corresponding to the appropriate type of application.

The EO shall verify whether the applicant has record with biometrics in the VRM. If the verification result is in the affirmative, the EO shall use the old application form number. However, if he has none, the EO shall issue a new application form number and direct the applicant to the VRM operator for demographics and biometrics data capture. The VRM operator shall perform the procedure for capturing demographics and biometrics as stated in Section 7(i) hereof. Thereafter, he shall affix his initial below the space provided for the EO's signature in Part 2 of the application form.

If it is denied or not acted upon, he may file on any date within the prescribed period herein provided with the proper Municipal Circuit, Municipal or Metropolitan Trial Court a petition for an order directing that his name be entered in the list. He shall attach to the petition a certified copy of his registration record or identification card or the entry of his name in the certified list of voters used in the preceding election, together with proof that



his application was denied or not acted upon by the ERB and that he has served notice to the ERB.

Sec. 16. Procedure for filing of applications for inclusion of registration record not included in the precinct book of voters. – Any registered voter whose registration record has not been included in the precinct book of voters may file with the ERB an application for inclusion of his record. For the purpose, he shall personally accomplish in three (3) copies the prescribed application form (CEF-1D – Application for Change/Correction of Entries/ and Inclusion/Reinstatement of Record in the List of Voters). It is important that the EO shall check the box corresponding to the appropriate type of application.

The EO shall verify whether the applicant has record with biometrics in the VRM. If the verification result is in the affirmative, the EO shall use the old application form number. However, if he has none, the EO shall issue a new application form number and direct the applicant to the VRM operator for demographics and biometrics data capture. The VRM operator shall perform the procedure for capturing demographics and biometrics as stated in Section 7 (j) hereof. Thereafter, he shall affix his initial below the space provided for the EO's signature in Part 2 of the application form.

If it is denied or not acted upon, the voter may file on any date within the prescribed period herein provided with the proper Municipal or Metropolitan Trial Court a petition for an order directing that the voter's registration record be included in the precinct book of voters. The voter shall attach to the petition a certified true copy of his registration record or identification card or the entry of his name in the list of voters used in the preceding election, together with proof that his application was denied or not acted upon by the ERB and that he has served notice thereof to the ERB.

SEC. 17. Challenge of right to register. - Any person applying for registration may be challenged in writing and under oath before the ERB by any voter or representative of a registered political party in accordance with the schedule provided in Section 2 hereof. The challenge shall be attached to the application form together with the proof of notice of hearing to the applicant.

SEC. 18. Authority of EO to administer oath and issue summons. – The EO is authorized to administer oath, issue subpoena *duces tecum* and swear in witnesses for purposes of registration. No fees shall be charged for the administration of the oath. But fees and expenses incidental to the issuance of summons pursuant to Minute Resolution No. 02-0130 shall be paid in advance by the party in whose behalf the same was issued, quoted herein as follows:



| | |
|----------------|---|
| Process Server | P50.00 (For first 4 kilometers) |
| | P10.00 (For succeeding km.) |
| Summons Fee | P100.00 (per respondent charged to petitioner) |

**CHAPTER II
ERB ACTION**

Sec. 19. Election Registration Board (ERB). - There shall be in each city and municipality as many ERBs as there are EOs therein. The ERB shall be composed of the Election Officer as chairman and as members, the public school official most senior in rank and the Local Civil Registrar, or in his absence, the City or Municipal Treasurer.

Sec. 20. Substitution. - In case of absence, disqualification or incapacity for any cause of the Chairman, the Commission through the Provincial Election Supervisor (PES) shall designate an Acting EO to serve as Chairman subject to confirmation by the RED. For NCR and Zamboanga City, the RED shall designate the substitute subject to the confirmation of the Deputy Executive Director for Operations (DEDO).

The same shall apply in case of absence, disqualification or incapacity for any cause of the Local Civil Registrar (LCR) or the Municipal Treasurer where the substitute must be an appointive civil service official from the same locality.

Sec. 21. Disqualification. - No member of the ERB shall be related to each other or to any incumbent city or municipality elective official within the fourth civil degree of consanguinity or affinity.

Sec. 22. Compensation. - Each member of the ERB shall be entitled to an honorarium of Five Hundred Pesos (P500.00) for each day of actual service rendered.

Sec. 23. Schedule of hearing. - All Applications for registration shall be heard and processed on the schedule provided under Section 2 hereof.

Sec. 24. Notice of hearing of applications. - Upon receipt of the applications, the EO shall immediately set them for hearing, the notice of which shall be posted in the municipal/city bulletin board and in his office in accordance with the schedule provided in Section 2 hereof, furnishing copies

of

thereof to the heads or representatives of registered political parties and other accredited groups or organization in the city/municipality.

Each applicant will be notified of the date of the ERB hearing of his application by indicating the same on the Acknowledgement Receipt, with information that he need not appear unless required by the Board to do so. On the date of the hearing, the EO shall receive such evidence for or against the applicant.

Sec. 25. List Of Applicants. - The Election Officer, prior to the scheduled ERB hearing, shall prepare a list of applicants indicating therein the names, addresses of the applicants and type of applications. The List of Applicants shall be posted in the bulletin board and EO's Office together with the Notice of Hearing. None compliance with the posting of notice of hearing with list of applicants shall be considered as election offense.

Sec. 26. Watchers. - Every registered party and such organizations as may be authorized by the Commission shall be entitled to a watcher in every registration board.

Sec. 27. - Procedures for Processing Applications

- a. **Preliminaries.** The ERB shall meet at the OEO at the date and time indicated in the notice.

Before the hearing begins, the EO shall:

1. Let the members and others present log their names on the attendance sheet;
2. Provide each member with a copy of the list of applicants covering the ERB period;
3. Determine if there is a quorum;
4. Call the proceeding to order;
5. Request counsels, if any, to enter their appearances.

- b. **Rules to be observed during the hearing.** The proceeding shall be summary. No motion shall be allowed before the Board. Acts or expressions that delay the proceedings shall not be countenanced by the Board. All arguments made by parties or counsels during the proceeding shall be noted merely as manifestations and the same shall be included in the Minutes. The hearing proper shall proceed as follows:



1. The Chairman shall present to the board all applications that are not seasonably objected to. The Board shall examine each application and if it finds the application in order, by majority vote, it shall approve the application. Otherwise the application shall be set aside for later consideration.
 2. The Chairman shall next submit to the Board all applications for registrations that are contested, together with the evidence received in connection therewith.
 3. The Chairman shall announce the name of the first applicant whose application for registration is objected and request said applicant to approach the Board if he is present;
 4. The applicant shall be informed of his right to rebut or refute evidence presented and be inquired if he intends to do so;
 5. Allow said applicant to present his evidence in opposition to the objection on his application;
 6. Proceed to the next application following the same procedure.
 7. The Board shall continue processing the applications previously set aside by taking into consideration the materiality of the defect in the applications following the guidance in the treatment of applications provided in Section 28 hereof.
- c. **Approval or Disapproval of Applications.** After hearing, the Board shall, by majority vote, approve or disapprove the applications. If the application is contested, it shall be approved or disapproved based on the merits of the objection, counter affidavit and documents submitted by the party objecting and those of the applicant.

Processing of applications shall be subject to the following guidelines:

| Number of Applications | Number of day(s) ERB Hearing |
|------------------------|---------------------------------|
| Less 1,000 | One (1) |
| 1,000 up to 2,000 | Two (2) |
| Above 2,000 | Three (3) |

Actions taken by the ERB need not be declared immediately after the hearing or while the applicant is present; provided that if the Board disapproves the application, the applicant shall be furnished with a certificate of disapproval stating the ground(s) therefor.

Upon approval/disapproval the Board shall put a check (/) on the appropriate box provided on Part 3 of the application form and indicate thereon the date of such approval/disapproval thereafter affix their signatures in the space provided. If the Board disapproves the application, the reason therefor shall likewise be indicated thereon.

- d. **Adjournment.** Should one day be insufficient for the processing of all accepted applications, the Board shall adjourn from day to day until all the applications shall have been processed.
- e. **Preparation of the Minutes of Proceedings.** After meeting, the ERB shall prepare in Six (6) copies the Minutes of the Proceedings which include, among others, the following:
 1. Number of all applicants submitted to the Board for consideration;
 2. List of applicants whose application for registration/transfer (within and from outside)/deactivation/correction of entries/ change of name/reactivation/inclusion/reinstatement of record, was approved or disapproved by the Board indicating the application number opposite their names.
- f. **Distribution of the Minutes of Proceedings.** The EO concerned shall, within five (5) days from the last day of hearing of the ERB, distribute copies of the Minutes to the following:
 1. Two (2) copies to the Office of the Provincial Election Supervisor (OPES), which shall retain one copy and send the other copy to the Registration Division, EBAD;
 2. One (1) copy each to the representatives of the Dominant Majority Party and the Dominant Minority Party;
 3. One (1) copy shall be posted in the Bulletin Board of his Office; and
 4. Retain copy for his file

Failure to comply with the requirements of the two (2) preceding paragraphs shall be ground for disciplinary action and withholding of benefits granted by the Commission.

Sec. 28. Treatment of Applications.

- a. **New Registration.** The Board shall ascertain if the applicant possesses all the qualifications and none of the disqualifications under the law.



- b. **Transfer of Registration Records.** The Board shall determine if the applicant has actually transferred residence to the city, municipality or district where he filed his application.

Any person who temporarily resides in another city, municipality or district solely by reason of his occupation, profession, employment in private or public service, educational activities, work or service in the AFP or PNP, or confinement or detention in government institutions or facilities, shall not be deemed to have lost his original residence qualifying him to transfer his registration record.

- c. **Change of Address in the Same City, Municipality or District.** If the change of address involves a change in precinct, the Board shall transfer his registration record to the precinct book of voters of his new precinct and notify the voter of his new precinct.
- d. **Correction of Entry/Change of Status.** The Board shall consider the affidavit and the attached document(s) in support thereto.
- e. **Reactivation of Registration.** The Board shall determine the grounds for which the voter's registration record was deactivated and that said grounds no longer exist.

SEC. 29. Integration in the local database of voters included in the Supplemental Election Day Computerized Voters Lists and those subject of court inclusion orders. – The ERB through its Chairman shall integrate in the local database those voters included in the Supplemental Election Day Computerized Voters Lists pursuant to Res. No. 9668 and those voters subject of Court Inclusion Orders in accordance with Res. No. 9687. For this purpose, the ITD shall prepare the necessary technical procedures to effect the integration of the registration records of the subject voters in the local database.

SEC. 30. Abatement of double/multiple registration records –All registration records found to be double/multiple based on the Automated Fingerprint Identification System (AFIS) results shall be abated pursuant to the policy adopted in Minute Resolution No. 09-0696. For this purpose, the AFIS results generated by the ITD and forwarded to the OEO shall be submitted to the ERB.

Sec. 31. Cancellation of registration records. – The ERB shall cancel the registration records of those who have died as certified by the LCR on the dates scheduled for ERB hearing and remove their names from the list of voters.



The EO shall post in the bulletin board of his office the names of those whose registration records have been cancelled due to death, furnishing copies thereof to the local heads of registered political parties, the surviving spouse, if married and father or mother, if single or if he has none, the nearest kin.

The LCR shall submit each month to the EO concerned a certified list of persons who died during the previous month. In case the deceased is not a resident of the place where he died, the LCR shall notify the EO of the city/municipality of the deceased's residence as appearing in his death certificate.

In addition, the sworn declaration of next of kin who have personal knowledge of the death and identity of the deceased, shall be considered and admitted as basis for cancellation of names of deceased registered voters.

The EO shall furnish copies of this list to the National Central File Division and Office of the Provincial Election Supervisor (OPES).

SEC. 32. Publication of Action on Application. – Immediately within five (5) days from approval or disapproval of applications, the ERB shall post notices in the bulletin boards of the city/municipal hall and in the office of the EO, stating the names and addresses of the applicants, the dates of the applications and the actions taken thereon. The EO shall serve a copy of the notice either personally or by registered mail or special delivery, to the local heads or representatives of registered political parties in the city/municipality.

CHAPTER III POST REGISTRATION PROCEDURES

Sec. 33. Submission of Quarterly Progress Report (QPR) and Project of Precincts (POP). – The EO shall, on or before August 19, 2013 submit to the Election and Barangay Affairs Department (EBAD) the QPR and POP through the fastest means available.

SEC. 34. Compilation of Voter's Registration Records – The original copies of all approved applications pursuant to this Resolution shall be compiled in a folder separate from the original precinct Books of Voters. (*Presidential Electoral Tribunal (PET) Precautionary Protection Order issued on August 31, 2010, PET Case No. 004 entitled Manuel A. Roxas versus Jejomar C. Binay*)

SEC. 35. Petition for Inclusion of Voters in the List. – Any person whose application for registration has been disapproved by the ERB or whose name has been stricken out from the list may file with the court a petition to include his name in the permanent list of voters in his precinct at any time but not later



than **August 27, 2013**. It shall be supported by a certificate of disapproval of his application and proof of service of notice of his petition upon the ERB. The petition shall be decided within fifteen (15) days after its filing.

If the decision is for the inclusion of the voters' name in the permanent list of voters, the ERB shall place the application for registration previously disapproved in the corresponding book of voters and indicate in the application for registration the date of the order of inclusion and the court which issued the same.

SEC. 36. Petition for Exclusion of Voters from the List. – Any registered voter, representative of a political party or the EO, may file with the court a sworn petition for the exclusion of a voter from the permanent list of voters giving the name, address and the precinct of the challenged voter at any time but not later than **August 30, 2013**. The petition shall be accompanied by proof of notice to the ERB and to the challenged voter and shall be decided within ten (10) days from its filing.

If the decision is for the exclusion of the voter's name from the list, the ERB shall upon receipt of the final decision and remove the voter's registration record from the corresponding book of voters, enter the order of exclusion therein and place the record in the inactive file.

Sec. 37. ERB Certification of the Lists of Voters. – The ERB shall post notice in the bulletin boards of the OEO, city/municipal hall and barangay halls, of its meeting on September 9, 2013 to certify the lists of voters.

Sec. 38. Posting of the certified and final list of voters. -The ERB shall, on or before **September 13, 2013**, post the certified and final list of voters for the Barangay Elections in the bulletin boards of the OEO and of the barangays concerned.

SEC. 39. Disposition of applications for registration, transfer of registration records, reactivation, inclusion/reinstatement or record, change of name, correction of entry/entries and the compact discs (VR5). -

a) On a daily basis, the EO shall:

1. Gather all accomplished application forms and compact discs (CDs) from the VRM Operator.
2. Compile all accomplished forms per barangay and by precinct, arrange the application forms alphabetically by surname;

of

3. Generate a list of those who applied for registration or transfer of registration for the day, and other applications using the VRS Program. Said list shall be posted in the bulletin board of the city/municipality and in the OEO.
4. Prepare a report regarding the occurrence of any untoward incident during the day and action taken thereon. For this purpose, each EO shall indicate in his journal any important occurrence and incident during the registration days; and
5. Store the application forms, CDs, other forms and supplies in a safe and secure place. CDs that are not yet full or not have been finalized shall be used in the succeeding registration day.

b) At the end of the registration period, the EO shall:

1. Generate Statistical Report on the number of applicants per application type.
2. Submit to the ERB all applications received including the list of applicants and Statistical Report for action.
3. Segregate all approved applications as follows:
 - a. The first copy shall remain with the EO;
 - b. The second copy together with the Minutes of the Proceedings to the OPES; and
 - c. The third copy to the National Central File Division.All disapproved applications shall remain in the custody of the EO.
4. Finalize CD and back-up file document.mdb or comelec.(myi, myd and frm). The back-up of the document.mdb or comelec.(myi, myd and frm) shall contain only records approved by the ERB.
5. Execute the CONSOLIDATION function.
6. Extract records of all approved applications filed during the registration period.
7. Submit copy of database in CD to ITD within five (5) days after the ERB hearing.

off


SEC. 40. Role of the Regional and Assistant Regional Election Director and Provincial Election Supervisor. – The RED, ARED and PES shall ensure compliance of the EO's timely submission of all the required reports and shall be held directly responsible for non-compliance within the period herein provided.

SEC. 41. Applicability of other resolutions of the Commission. – The provisions of Res. No. 2904 (Rules and Regulations Governing the General Registration of Voters and the System of Continuing Registration of Voters) and other Resolutions of the Commission insofar as applicable and when not inconsistent herewith, shall apply in the registration of voters.

SEC. 42. Effectivity. – This Resolution shall take effect seven (7) days after its publication. The Education and Information Department (EID) is hereby directed to cause the widest dissemination of this Resolution and its publication in two (2) daily newspapers of general circulation in the Philippines.

Let the Election and Barangay Affairs Department and Information Technology Department implement this Resolution.

SO ORDERED.



SIXTO S. BRILLANTES, JR.
COO0016312
Chairman


LUCENITO N. TAGLE
Commissioner


ELIAS R. YUSOPH
Commissioner


CHRISTIAN ROBERT S. LIM
Commissioner


MARIA GRACIA CIELO M. PADACA
Commissioner


AL A. PARRENO
Commissioner


LUE TITO F. GUIA
Commissioner





Republic of the Philippines
COMMISSION ON ELECTIONS

ANNEX "A"

CEF-1A

APPLICATION FOR REGISTRATION

(Voter's Registration Record upon approval by the ERB)

Application No.

Precinct No.

INSTRUCTIONS: (1) Applicant must be at least 18 years old on the day of the election. (2) This form is to be filled out by the applicant.

PART 1 PERSONAL INFORMATION (To be filled out by Applicant)

NAME
Last
First
Middle

Illiterate Disabled / Person with Disability

Assisted by: _____
(Please fill-up Assistor's Oath)

GENDER
 Male Female

_____ Height _____ Weight

DATE OF BIRTH
____ - ____ - ____
Month Day Year

PLACE OF BIRTH
City/Mun _____
Province _____

CIVIL STATUS
 Single Widow/er
 Married Legally Separated
Name of Spouse, if married _____

RESIDENCE/ADDRESS Province _____
City/Municipality _____ Barangay _____
House No. / Street _____

CITIZENSHIP By birth Naturalized Reacquired
naturalized/reacquired, state date of naturalization/reacquisition and Certificate Number of naturalization/order of approval of reacquisition)

Date of Naturalization/ Reacquisition: Month ____ Day ____ Year ____ Certificate No./Order of Approval _____

PERIOD OF RESIDENCE
No. of Years No. of Months No. of Years
In the City / Mun _____ In the Philippines _____

PROFESSION / OCCUPATION _____ **TIN** _____

NAME OF FATHER
Last
First
Middle

NAME OF MOTHER
Last
First
Middle

PART 2 OATH ROLLED THUMBPRINTS / SPECIMEN SIGNATURES

I do solemnly swear that the above statements regarding my person are true and correct; that I possess all the qualifications and none of the disqualifications of a voter; that I have no pending application for registration in any city/municipality; and that I am not registered in any precinct in the Philippines.

DATE: ____ - ____ - ____
Month Day Year

Signature of Applicant Above Printed Name _____

EO / Administering Officer (Signature above Printed Name) _____

ROLLED THUMBPRINTS / SPECIMEN SIGNATURES

Left Thumb Right Thumb

1. _____ 2. _____ 3. _____

PART 3 ACTION BY THE ELECTION REGISTRATION BOARD

Approved Disapproved
Date: ____ - ____ - ____
Reason for disapproval: _____

With precinct assignment No.

Member (Signature above Printed Name) _____
Chairman of the Board (Signature above Printed Name) _____
Member (Signature above Printed Name) _____

PART 4 VOTER IDENTIFICATION NUMBER (To be filled out by Election Officer)

CITY/MUN/DISTRICT CODE: _____ NAME CODE: _____
PROV CODE: _____ PRECINCT NO.: _____ MONTH: ____ DAY: ____ YEAR: ____
DATE OF BIRTH

ACKNOWLEDGMENT RECEIPT

Application for Registration

Application No.

This is to acknowledge receipt of your Application for registration. You are not yet registered unless approved by the Election Registration Board (ERB). You need not appear in the ERB hearing unless required through a written notice.

EO/Interviewer Signature above Printed Name _____



APPLICATION FOR REGISTRATION

(Voter's Registration Record upon approval by the ERB)

Application No.

Precinct No.

Instructions: (1) Accomplish separate form in three copies; (2) print legibly; (3) check the appropriate box.

PART 1 PERSONAL INFORMATION (To be filled out by Applicant)

NAME

Illiterate Disabled / Person with Disability

Assisted by: _____
(Please fill-up Assistor's Oath)

RESIDENCE/ADDRESS Province
Municipality Barangay
House No. / Street

GENDER
 Male Female
Height _____ Weight _____

DATE OF BIRTH
 - -
Month Day Year

CITIZENSHIP By birth Naturalized Reacquired
naturalized/reacquired, state date of naturalization/reacquisition and Certificate Number of naturalization/order of approval of reacquisition)
Date of Naturalization/ Reacquisition - - Certificate No./Order of Approval

PLACE OF BIRTH
City/Mun _____
Province _____

CIVIL STATUS
 Single Widower
 Married Legally Separated
Name of Spouse, if married _____

PERIOD OF RESIDENCE
In City / Mun No. of Years No. of Months In the Philippines No. of Years

PROFESSION / OCCUPATION _____ TIN - -

NAME OF FATHER
Last
First
Middle

NAME OF MOTHER
Last
First
Middle

PART 2 OATH **ROLLED THUMBPRINTS / SPECIMEN SIGNATURES**

I do solemnly swear that the above statements regarding my person are true and correct; that I possess all the qualifications and none of the disqualifications of a voter; that I have no pending application for registration in any city/municipality; and that I am not registered in any precinct in the Philippines.

DATE - -
Month Day Year
Signature of Applicant Above Printed Name _____
EO / Administering Officer (Signature above Printed Name) _____

Left Thumb Right Thumb
1. _____ 2. _____ 3. _____

PART 3 ACTION BY THE ELECTION REGISTRATION BOARD

Approved - - With precinct assignment No.
 Disapproved Date Reason for disapproval _____
Member (Signature above Printed Name) _____ Chairman of the Board (Signature above Printed Name) _____ Member (Signature above Printed Name) _____

PART 4 VOTER IDENTIFICATION NUMBER (To be filled out by Election Officer)

CITY/MUN. DISTRICT CODE PROV. CODE PRECINCT NO. MONTH DAY YEAR NAME CODE DATE OF BIRTH



Republic of the Philippines
COMMISSION ON ELECTIONS

CEF-1A

APPLICATION FOR REGISTRATION

(Voter's Registration Record upon approval by the ERB)

Application No.

Precinct No.

Instructions: (1) Accomplish separate copies of this application; (2) Apply legibly; (3) Check the appropriate box.

PART 1 PERSONAL INFORMATION (To be filled out by Applicant)

NAME

Last _____
First _____
Middle _____

Illiterate Disabled / Person with Disability

Assisted by: _____
(Please fill-up Assistor's Oath)

GENDER

Male Female
_____ Height _____ Weight

DATE OF BIRTH

____ - ____ - ____
Month Day Year

PLACE OF BIRTH

City/Mun _____
Province _____

RESIDENCE/ADDRESS

Province _____
City/Municipality _____ Barangay _____
House No. / Street _____

CITIZENSHIP

By birth Naturalized Reacquired
If naturalized/reacquired, state date of naturalization/reacquisition and Certificate Number of naturalization/order of approval of reacquisition
Date of Naturalization/Reacquisition: Month ____ Day ____ Year ____ Certificate No./Order of Approval _____

CIVIL STATUS

Single Widow/er
 Married Legally Separated
Name of Spouse, if married _____

PERIOD OF RESIDENCE

No. of Years ____ No. of Months ____ No. of Years ____
In the City / Mun ____ In the Philippines ____

PROFESSION / OCCUPATION

_____ TIN _____ - _____ - _____

NAME OF FATHER

Last _____
First _____
Middle _____

NAME OF MOTHER

Last _____
First _____
Middle _____

PART 2

OATH

I do solemnly swear that the above statements regarding my person are true and correct; that I possess all the qualifications and none of the disqualifications of a voter; that I have no pending application for registration in any city/municipality; and that I am not registered in any precinct in the Philippines.

DATE ____ - ____ - ____
Month Day Year

Signature of Applicant
Above Printed Name

EO / Administering Officer
(Signature above Printed Name)

ROLLED THUMBPRINTS / SPECIMEN SIGNATURES

Left Thumb Right Thumb

1. _____ 2. _____ 3. _____

PART 3

ACTION BY THE ELECTION REGISTRATION BOARD

Approved _____
Date _____
 Disapproved _____

With precinct assignment No. _____

Reason for disapproval _____

Member
(Signature above Printed Name)

Chairman of the Board
(Signature above Printed Name)

Member
(Signature above Printed Name)

PART 4

VOTER IDENTIFICATION NUMBER (To be filled out by Election Officer)

CITY/MUN/DISTRICT CODE

PROV CODE _____

PRECINCT NO.

NAME CODE _____
MONTH ____ DAY ____ YEAR ____
DATE OF BIRTH

Application No.

Precinct No.

Instructions: (1) Accomplish separate copies; (2) Submit legibly; (3) Check the appropriate box.

PART 1 PERSONAL INFORMATION (To be filled out by Applicant)

NAME
 Last: _____
 First: _____
 Middle: _____

Illiterate Disabled / Person with Disability

Assisted By: _____
(Please fill-up Assistor's Oath)

GENDER
 Male Female
 Height _____ Weight _____

RESIDENCE/ADDRESS Province _____
 City/Municipality _____ Barangay _____
 House No. / Street _____

DATE OF BIRTH
 _____ / _____ / _____
 Month Day Year

PLACE OF BIRTH
 City/Mun _____
 Province _____

CITIZENSHIP By Birth Naturalized Reacquired
naturalized/reacquired; state date of naturalization/reacquisition and Certificate Number of naturalization/order of approval of reacquisition
 State of Naturalization/ Reacquisition: Month _____ Day _____ Year _____ Certificate No./Order of Approval _____

CIVIL STATUS
 Single Widower
 Married Legally Separated
 Name of Spouse, if married _____

PERIOD OF RESIDENCE
 No. of Years _____ No. of Months _____ No. of Years _____
 In the City / Mun _____ In the Philippines _____

PROFESSION / OCCUPATION _____ TIN _____

NAME OF FATHER
 Last _____
 First _____
 Middle _____

NAME OF MOTHER
 Last _____
 First _____
 Middle _____

PART 2 OATH

I do solemnly swear that the above statements regarding my person are true and correct; that I possess all the qualifications and none of the disqualifications of a voter; that I have no pending application for registration in any city/municipality.

DATE: _____
 Month Day Year

Signature of Applicant Above Printed Name _____

EO / Administering Officer (Signature above Printed Name) _____

ROLLED THUMBPRINTS / SPECIMEN SIGNATURES

1. _____ 2. _____ 3. _____

Left Thumb _____ Right Thumb _____

PART 3 ACTION BY THE ELECTION REGISTRATION BOARD

Approved Disapproved
 Date _____ Reason for disapproval _____
 With precinct assignment No. _____

Member (Signature above Printed Name) _____ Chairman of the Board (Signature above Printed Name) _____ Member (Signature above Printed Name) _____

PART 4 VOTER IDENTIFICATION NUMBER (To be filled out by Election Officer)

CITY/MUN/DISTRICT CODE _____ NAME CODE _____
 PROV CODE _____ PRECINCT NO. _____ MONTH DAY YEAR DATE OF BIRTH _____

ACKNOWLEDGMENT 1-

Application No. _____

Precinct No. _____

Instructions: (1) Accomplish separately in three copies; (2) print legibly; (3) check the appropriate box.

PART 1 PERSONAL INFORMATION (To be filled out by Applicant)

NAME _____
Date of Birth _____
Sex _____

Illiterate Disabled / Person with Disability
Assisted by _____
(Please fill-up Assistor's Oath)

RESIDENCE/ADDRESS Province _____
City/Municipality _____
Barangay _____
House No. / Street _____

GENDER Male Female
Height _____ Weight _____

DATE OF BIRTH _____
Month _____ Day _____ Year _____

CITIZENSHIP By Birth Naturalized Reacquired
Naturalized/reacquired, state date of naturalization/reacquisition and Certificate Number of naturalization/order of approval of reacquisition.
Date of Naturalization/ Reacquisition: Month _____ Day _____ Year _____ Certificate No./Order of Approval _____

PLACE OF BIRTH _____
City/Mun. _____
Province _____

CIVIL STATUS Single Widowed
 Married Legally Separated
Name of Spouse, if married _____

PERIOD OF RESIDENCE No. of Years _____ No. of Months _____ No. of Years _____
In the City / Mun. _____ In the Philippines _____

PROFESSION / OCCUPATION _____ TIN _____

NAME OF FATHER _____
Last _____
First _____
Middle _____

NAME OF MOTHER _____
Last _____
First _____
Middle _____

PART 2 OATH ROLLED THUMBPRINTS / SPECIMEN SIGNATURES

I do solemnly swear that the above statements regarding my person are true and correct; that I possess all the qualifications and none of the disqualifications of a voter; that I have no pending application for registration in any city/municipality.
DATE: _____
Signature of Applicant Above Printed Name _____
EO / Adminstrating Officer (Signature above Printed Name) _____

Left Thumb _____
Right Thumb _____

PART 3 ACTION BY THE ELECTION REGISTRATION BOARD

Approved _____ With precinct assignment No. _____
Disapproved _____ Date _____ Reason for disapproval _____
Member (Signature above Printed Name) _____ Chairman of the Board (Signature above Printed Name) _____ Member (Signature above Printed Name) _____

PART 4 VOTER IDENTIFICATION NUMBER (To be filled out by Election Officer)

CITY/MUN/DISTRICT CODE _____ NAME CODE _____
PROV CODE _____ PRECINCT NO. _____ MONTH _____ DAY _____ YEAR _____
DATE OF BIRTH _____

Application No. **ANNEX**

Precinct No.

Instructions: (1) Accomplish separately in the boxes provided; (2) fill-up only; (3) check the appropriate box.

ART 1 PERSONAL INFORMATION (To be filled out by Applicant)

NAME
Last
First
Middle

Illiterate Disabled / Person with Disability

Assisted by: (Please fill-up Assistor's Oath)

GENDER
 Male Female

Height Weight

DATE OF BIRTH
Month Day Year

PLACE OF BIRTH
City/Mun
Province

RESIDENCE/ADDRESS
Province
City/Municipality Barangay
House No. / Street

CITIZENSHIP
 By Birth Naturalized Reacquired
Naturalized/reacquired, state date of naturalization/reacquisition and Certificate Number of naturalization/order of approval of reacquisition:
Date of Naturalization/ Reacquisition Month Day Year Certificate No./Order of Approval

CIVIL STATUS
 Single Widow/er
 Married Legally Separated
Name of Spouse, if married

PERIOD OF RESIDENCE
No. of Years No. of Months No. of Years
In the City / Mun In the Philippines

PROFESSION / OCCUPATION TIN

NAME OF FATHER
Last
First
Middle

NAME OF MOTHER
Last
First
Middle

ART 2 OATH

I do solemnly swear that the above statements regarding my person are true and correct; that I possess all the qualifications and none of the disqualifications of a voter; that I have no pending application for registration in any city/municipality.

DATE: Month Day Year
Signature of Applicant Above Printed Name

EO / Administering Officer (Signature above Printed Name)

ROLLED THUMBPRINTS / SPECIMEN SIGNATURES

Left Thumb Right Thumb

1. 2. 3.

ART 3 ACTION BY THE ELECTION REGISTRATION BOARD

Approved Disapproved
Date Reason for disapproval
With precinct assignment No.

Member (Signature above Printed Name)

Chairman of the Board (Signature above Printed Name)

Member (Signature above Printed Name)

ART 4 VOTER IDENTIFICATION NUMBER (To be filled out by Election Officer)

PROV CODE CITY/MUN/DISTRICT CODE PRECINCT NO. NAME CODE MONTH DAY YEAR DATE OF BIRTH

ACKNOWLEDGMENT RECEIPT

Application No.

Application for Registration

Last
First
Middle

This is to acknowledge receipt of your Application for registration. You are not yet registered unless approved by the Election Registration Board/(ERB). You need not appear in the ERB hearing unless required through a written notice.

EO/Interviewer Signature above Printed Name

ANNEX "C"

CEF-1C



Republic of the Philippines
COMMISSION ON ELECTIONS

**APPLICATION FOR REACTIVATION OF
REGISTRATION RECORD**

I, _____, Filipino, born on _____,
First Name/Middle Name/Last Name *month/day/year*
a duly registered voter in Precinct No. _____ of Barangay _____,
City/Municipality of _____, Province of _____,
single/widow/er/legally separated/married to _____, do hereby apply for
the reactivation of my registration record which was deactivated due to (please check appropriate box):

- 1. Sentence by final judgment to suffer imprisonment for not less than one (1) year;
- 2. Conviction, by final judgment, or crime involving disloyalty to the duly constituted government, etc;
- 3. Declaration of insanity or incompetence by a competent authority;
- 4. Failure to vote in two (2) successive preceding regular elections;
- 5. Loss of Filipino Citizenship; or
- 6. Exclusion by a court order.

That said ground no longer exists, as evidenced by the attached certification/order of the court (in case of 1,2,3,5 and 6).

IN WITNESS WHEREOF, I have hereunto affix my signature this _____ day of _____, 20____ at _____, Province of _____, Philippines:

(Signature above Printed Name)

SUBSCRIBED AND SWORN to before me on the above date.

EO/Chairman of the Election Registration Board
(Signature above Printed Name)

Notice to the applicant: If your biometrics, i.e. photograph, signature and fingerprints had not been captured digitally, please accomplish the form at the back.

COPY FOR THE ELECTION OFFICER



Republic of the Philippines
COMMISSION ON ELECTIONS

CEF-1C

**APPLICATION FOR REACTIVATION OF
REGISTRATION RECORD**

I, _____, Filipino, born on _____,
First Name/Middle Name/Last Name month/day/year
 a duly registered voter in Precinct No. _____ of Barangay _____,
 City/Municipality of _____, Province of _____,
 single/widow/er/legally separated/married to _____, do hereby apply for
 the reactivation of my registration record which was deactivated due to (please check appropriate box):

- 1. Sentence by final judgment to suffer imprisonment for not less than one (1) year;
- 2. Conviction, by final judgment, or crime involving disloyalty to the duly constituted government, etc;
- 3. Declaration of insanity or incompetence by a competent authority;
- 4. Failure to vote in two (2) successive preceding regular elections;
- 5. Loss of Filipino Citizenship; or
- 6. Exclusion by a court order.

That said ground no longer exists, as evidenced by the attached certification/order of the court (in case of 1,2,3,5 and 6).

IN WITNESS WHEREOF, I have hereunto affix my signature this _____ day of _____, 20__ at _____, Province of _____, Philippines.

(Signature above Printed Name)

SUBSCRIBED AND SWORN to before me on the above date.

EO/Chairman of the Election Registration Board
(Signature above Printed Name)

Notice to the applicant: If your biometrics, i.e. photograph, signature and fingerprints had not been captured digitally, please accomplish the form at the back.

COPY FOR THE PROVINCIAL FILE



Republic of the Philippines
COMMISSION ON ELECTIONS

CEF-10

**APPLICATION FOR REACTIVATION OF
REGISTRATION RECORD**

I, _____, Filipino, born on _____,
First Name/Middle Name/Last Name *month/day/year*
a duly registered voter in Precinct No. _____ of Barangay _____,
City/Municipality of _____, Province of _____,
single/widow/er/legally separated/married to _____, do hereby apply for
the reactivation of my registration record which was deactivated due to (please check appropriate box):

- 1. Sentence by final judgment to suffer imprisonment for not less than one (1) year;
- 2. Conviction, by final judgment, of crime involving disloyalty to the duly constituted government, etc;
- 3. Declaration of insanity or incompetence by a competent authority;
- 4. Failure to vote in two (2) successive preceding regular elections;
- 5. Loss of Filipino Citizenship; or
- 6. Exclusion by a court order.

That said ground no longer exists, as evidenced by the attached certification/order of the court (in case of 1,2,3,5 and 6).

IN WITNESS WHEREOF, I have hereunto affix my signature this _____ day of _____, 20____ at _____, Province of _____, Philippines.

(Signature above Printed Name)

SUBSCRIBED AND SWORN to before me on the above date.

EO/Chairman of the Election Registration Board
(Signature above Printed Name)

Notice to the applicant: If your biometrics, i.e. photograph, signature and fingerprints had not been captured digitally, please accomplish the form at the back.

COPY FOR THE CENTRAL FILE

ANNEX "D"



Republic of the Philippines
COMMISSION ON ELECTIONS

**APPLICATION FOR CHANGE / CORRECTION OF ENTRIES /
INCLUSION OF RECORD IN THE BOOK OF VOTERS AND
REINSTATEMENT OF NAME IN THE LIST OF VOTERS.**

APPLICATION FOR CHANGE / CORRECTION OF ENTRIES

- Change of name by reason of marriage or by virtue of a court order
- Correction of wrong or misspelled name in the list of voters
- Correction of any other entry

THE ELECTION REGISTRATION BOARD

City/Municipality of _____
Province of _____

Through: The Election Officer

Dear Sir/Madam:

I, _____, Filipino, born on _____,
First name/Middle name/Last name *month/day/year*
 a duly registered voter, do hereby request that my _____ as recorded in the list
(Information to be changed or corrected)
 for Precinct No. _____, with address at _____
(Sitio, Barangay, Municipality)
 be changed from _____ to _____
(Present data) *(New data)*

That said change/correction is necessary and valid as evidenced by the attached certification/order of the court.

(Signature above Printed Name)

SUBSCRIBED AND SWORN to before me on the above date.

EO/Chairman of the Election Registration Board
(Signature above Printed Name)

**APPLICATION FOR INCLUSION OF RECORDS IN THE BOOK OF VOTERS/ REINSTATEMENT
OF NAME IN THE LIST OF VOTERS**

- Inclusion of VRR in the precinct book of voters
- Reinstatement of registered voter whose name has been omitted in the list of voters

THE ELECTION REGISTRATION BOARD

City/Municipality of _____
Province of _____

Through: The Election Officer

Dear Sir/Madam:

I, _____, Filipino, born on _____,
First name/Middle name/Last name *month/day/year*
 with address at _____
 a duly registered voter, do hereby request that my name which has been omitted in the list of voters/my
 registration record which has not been included in the precinct book of voters of Precinct no. _____
 be reinstated/included therein.

The said reinstatement of name/inclusion of registration record is necessary and valid.

(Signature above Printed Name)

SUBSCRIBED AND SWORN to before me on the above date.

EO/Chairman of the Election Registration Board
(Signature above Printed Name)

Notice to the applicant: If your biometrics, i.e. photograph, signature and fingerprints had not been captured digitally, please accomplish the form at the back.

COPY FOR THE ELECTION OFFICER



Republic of the Philippines
COMMISSION ON ELECTIONS

**APPLICATION FOR CHANGE / CORRECTION OF ENTRIES /
INCLUSION OF RECORD IN THE BOOK OF VOTERS AND
REINSTATEMENT OF NAME IN THE LIST OF VOTERS.**

APPLICATION FOR CHANGE / CORRECTION OF ENTRIES

Change of name by reason of marriage or by virtue of a court order Correction of wrong or misspelled name in the list of voters Correction of any other entry

THE ELECTION REGISTRATION BOARD

City/Municipality of _____
Province of _____

Through: The Election Officer

Dear Sir/Madam:

I, _____, Filipino, born on _____
First name/Middle name/Last name *month/day/year*
a duly registered voter, do hereby request that my _____ as recorded in the list
(information to be changed or corrected)

for Precinct No. _____, with address at _____
(Sitio, Barangay, Municipality)
be changed from _____ to _____
(Present data) *(New data)*

That said change/correction is necessary and valid as evidenced by the attached certification/order of the court.

(Signature above Printed Name)

SUBSCRIBED AND SWORN to before me on the above date.

EO/Chairman of the Election Registration Board
(Signature above Printed Name)

**APPLICATION FOR INCLUSION OF RECORDS IN THE BOOK OF VOTERS/ REINSTATEMENT
OF NAME IN THE LIST OF VOTERS**

Inclusion of VRR in the precinct book of voters Reinstatement of registered voter whose name has been omitted in the list of voters

THE ELECTION REGISTRATION BOARD

City/Municipality of _____
Province of _____

Through: The Election Officer

Dear Sir/Madam:

I, _____, Filipino, born on _____
First name/Middle name/Last name *month/day/year*
with address at _____
a duly registered voter, do hereby request that my name which has been omitted in the list of voters/my registration record which has not been included in the precinct book of voters of Precinct no. _____ be reinstated/Included therein.

The said reinstatement of name/inclusion of registration record is necessary and valid.

(Signature above Printed Name)

SUBSCRIBED AND SWORN to before me on the above date.

EO/Chairman of the Election Registration Board
(Signature above Printed Name)

Notice to the applicant: If your biometrics, i.e. photograph, signature and fingerprints had not been captured digitally, please accomplish the form at the back.



Republic of the Philippines
COMMISSION ON ELECTIONS

**APPLICATION FOR CHANGE / CORRECTION OF ENTRIES /
INCLUSION OF RECORD IN THE BOOK OF VOTERS AND
REINSTATEMENT OF NAME IN THE LIST OF VOTERS.**

APPLICATION FOR CHANGE / CORRECTION OF ENTRIES

- Change of name by reason of marriage or by virtue of a court order Correction of wrong or misspelled name in the list of voters Correction of any other entry

THE ELECTION REGISTRATION BOARD

City/Municipality of _____
Province of _____

Through: The Election Officer

Dear Sir/Madam:

I, _____, Filipino, born on _____,
First name/Middle name/Last name *month/day/year*
 a duly registered voter, do hereby request that my _____ as recorded in the list
(information to be changed or corrected)
 for Precinct No. _____, with address at _____
(Sitio, Barangay, Municipality)
 be changed from _____ to _____
(Present data) *(New data)*

That said change/correction is necessary and valid as evidenced by the attached certification/order of the court.

(Signature above Printed Name)

SUBSCRIBED AND SWORN to before me on the above date.

EO/Chairman of the Election Registration Board
(Signature above Printed Name)

**APPLICATION FOR INCLUSION OF RECORDS IN THE BOOK OF VOTERS/ REINSTATEMENT
OF NAME IN THE LIST OF VOTERS**

- Inclusion of VRR in the precinct book of voters Reinstatement of registered voter whose name has been omitted in the list of voters

THE ELECTION REGISTRATION BOARD

City/Municipality of _____
Province of _____

Through: The Election Officer

Dear Sir/Madam:

I, _____, Filipino, born on _____,
First name/Middle name/Last name *month/day/year*
 with address at _____,
 a duly registered voter, do hereby request that my name which has been omitted in the list of voters/my
 registration record which has not been included in the precinct book of voters of Precinct no. _____
 be reinstated/included therein.

The said reinstatement of name/inclusion of registration record is necessary and valid.

(Signature above Printed Name)

SUBSCRIBED AND SWORN to before me on the above date.

EO/Chairman of the Election Registration Board
(Signature above Printed Name)

Notice to the applicant: If your biometrics, i.e. photograph, signature and fingerprints had not been captured digitally, please accomplish the form at the back.

COPIES FOR THE GENERAL FILE

Annex "F"

CERTIFICATION

This is to certify that, _____, born on _____,
(First Name/Middle Name/Last Name)
single/widow/er/legally separated/married to _____, a resident of _____, personally appeared in this office to apply for transfer of registration record. However, his name is not included in the National List of Registered Voters (NLRV) or in the National List of Deactivated Voters (NLDV) per verification conducted by the undersigned.

Hence, pursuant to the Rules and Regulations on the Resumption of the System of Continuing Registration of Voters and Providing for the Use of Voter Registration Machines (VRMs) Nationwide, above-named applicant is hereby advised to apply for original registration.

This certification is issued for whatever legal purpose it may serve.

Done this _____ day of _____ 2011, in the City/Municipality of _____, Province of _____, Region _____.

Election Officer
(Signature over Printed Name)

Annex "F"

CERTIFICATION

This is to certify that, _____, born on _____,
(First Name/Middle Name/Last Name)
single/widow/er/legally separated/married to _____, a resident of _____, personally appeared in this office to apply for transfer of registration record. However, his name is not included in the National List of Registered Voters (NLRV) or in the National List of Deactivated Voters (NLDV) per verification conducted by the undersigned.

Hence, pursuant to the Rules and Regulations on the Resumption of the System of Continuing Registration of Voters and Providing for the Use of Voter Registration Machines (VRMs) Nationwide, above-named applicant is hereby advised to apply for original registration.

This certification is issued for whatever legal purpose it may serve.

Done this _____ day of _____ 2011, in the City/Municipality of _____, Province of _____, Region _____.

Election Officer
(Signature over Printed Name)