



POLL WATCHER'S GUIDE

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GENERAL INSTRUCTIONS

OBTAINING APPOINTMENT AS POLL WATCHER (Prior to Election Day)*

1. Report to your City/Municipal Coordinator and/or Provincial Coordinator to make sure that you are listed as an official poll watcher for Sen. Benigno S. Aquino III and Sen. Manuel A. Roxas II.
2. Make sure that you receive the following credentials from your City/Municipal Coordinator and/or Provincial Coordinator:
 - a. Letter of Authority/Appointment issued by Aquino-Roxas Bantay Balota (ARBB) on behalf of Senator Aquino and/or Senator Roxas
 - b. Official ARBB Poll Watcher's ID
 - c. Official instructions for transmission of election results via text message to your City/Municipal Coordinator, Provincial Coordinator and ARBB National Headquarters.
3. Bring your credentials and other paraphernalia on Election Day to your assigned Polling Place.

PRE-VOTING (6:00 a.m. to 7:00 a.m.)

1. Be at the assigned Polling Place as early as 5:30 a.m.
2. Bring your credentials and other paraphernalia:
 - a. Authorization/Appointment as ARBB Poll Watcher
 - b. ARBB Identification Card
 - c. Ball Pen
 - d. Notebook
 - e. Cellphone
 - f. Camera
 - g. Flashlight.
3. Present one (1) copy of Authorization/Appointment to the Chairman of the Board of Election Inspectors (BEI).
4. Sign in the Minutes.
5. Stay at the place designated for poll watchers.
6. Observe the Pre-Voting procedures done by the BEI.
7. Document the proceedings and take down notes, as necessary.
8. Note down the following:
 - a. Ballot box number
 - b. Serial numbers of the official ballots
 - c. Number of ballots manually counted by the BEI Chairman
 - d. Serial number of the self-locking fixed-length seal
 - e. Serial number of seal used in the Precinct Count Optical Scan (PCOS) box

*** Who May Appoint Poll Watchers / How Many Poll Watchers May Be Appointed**

1. The following may appoint two (2) poll watchers to serve alternately in every polling place:
 - a. Political parties (e.g., LP, NP, LAKAS-KAMPI-CMD, NPC, PMP, KBL, Bangon Pilipinas, Ang Kapatiran and party list groups)
 - b. Accredited citizens' arms (PPCRV)
 - c. Candidates for President, Vice President, Governor, Vice Governor, Representative, Mayor and Vice Mayor.
2. Candidates for Senator, Sangguniang Panlalawigan/Panlungsod/Bayan Member belonging to the same ticket or slate are entitled to one (1) watcher in every polling place.
[Section 15, Article III, COMELEC Resolution No. 8786 (Revised General Instructions to the BEI)]

- f. Names of the BEI and support staff
 - g. Names of watchers of other political parties
- Note that the serial number of the PCOS box seal must be the same as the serial number recorded during the testing and sealing.
9. Note down the contents of the Initialization Report. Verify that the geographic information (location, polling center and clustered precinct) is correct and that all candidates have “Zero” (0) vote. If correct, sign the Initialization Report.
 10. Verify that the Memory Card Slot and the Back-up memory card slot remain sealed during the voting.

VOTING (7:00 a.m. to 6:00 p.m.)

1. Stay at the place designated for poll watchers and make sure that there is a full or unimpeded view of the following:
 - a. Table where election proceedings are being conducted
 - b. Election Day Computerized Voters List (EDCVL)
 - c. PCOS.
2. Ensure that the BEI Chairman is authenticating the ballot by signing at the designated space at the front thereof.
3. Challenge illegal voters once the BEI Chairman has announced the name of the person intending to vote but before he is given any ballot.
4. Make sure that all incidents are recorded in the Minutes of Voting and Counting.
5. Demand the exclusion from the polling place of persons not allowed inside.
6. Make sure that the indelible ink is applied on every voter’s right index fingernail after the voter returns the ballot secrecy.
7. In case of an illiterate or disabled voter, ask the BEI Chairman to verify from the EDCVL if the voter is registered as an illiterate or physically disabled.
8. Keep track of the number of voters who have cast their votes. The BEI is prohibited from announcing whether a certain voter has already voted or how many have already voted or how many so far have failed to vote.
9. Take note of the number of unused official ballots.
10. Brief the substitute watcher on what has transpired during the shift.

COUNTING, TRANSMISSION & PRINTING OF RESULTS (6:00 p.m. to 7:00 p.m.)

1. Stand behind the BEI Chairman as the “Close Function” of the PCOS is being done.
2. Verify that the first eight (8) copies of the Election Returns (ERs) are immediately printed.
3. Sign the first eight (8) copies of the ERs.
4. Verify that the BEI placed the ERs in their corresponding envelopes and sealed with a paper seal.
5. Verify that the BEI Chairman announced the total number of votes received by each candidate, stating their corresponding offices.
6. Verify that the Poll Clerk announced the posting of a copy of the ERs on a wall within the Polling Place that is sufficiently lighted and accessible to the public.
7. Verify that the PCOS has successfully transmitted the ERs to the following:
 - a. City/Municipal Board of Canvassers (CBOCs/MBOCs)
 - b. Dominant Majority Party
 - c. Dominant Minority Party
 - d. Parish Pastoral Council on Responsible Voting (PPCRV)
 - e. Kapisanan ng mga Broadcasters sa Pilipinas (KBP)
 - f. COMELEC Central Server
 - g. COMELEC Back-Up Server
8. Demand that any failure of transmission is recorded in the Minutes.

9. Verify that the transmission cable is unplugged from the PCOS after the transmission.
10. Verify that the remaining twenty two (22) copies of the ERs are immediately printed.
11. Verify that the remaining twenty two (22) copies of the ERs have the same results as the first eight (8) copies. If correct, sign the remaining twenty two (22) copies of the ERs.
12. Send the results for President and Vice-President via text message to your City/Municipal Coordinator, Provincial Coordinator and ARBB National Headquarters, in accordance with the format to be provided.

DISPOSITION OF PCOS & ELECTION PARAPHERNALIA (after 7:00 p.m.)

1. Get a copy of the ER. If the Liberal Party is the Dominant Minority Party, you are entitled to the 6th copy of the ER (signed). If the Liberal Party is not the Dominant Minority Party, you are entitled to one of the 9th to 18th copies of the ER (signed).
2. If you are unable to get a copy of the ER, remember that one copy of the ER has been posted on wall within the Polling Place. Take a photo of the posted ER and copy the results for President and Vice President.
3. Observe the sealing of the ERs and the envelopes used by the BEI.
4. Observe the closing and locking of the ballot box with a self-locking fixed length seal and three (3) padlocks. Take note of the serial number of the self-locking fixed length seal.
5. Accompany the BEI members when they surrender the ballot box and other election documents and paraphernalia to the Election Officer (EO) and City/Municipal Treasurer.
6. Verify that the ballot box and other election paraphernalia have been turned over to the EO and City/Municipal Treasurer.

NOTES

POLL WATCHERS' QUALIFICATIONS

1. Qualified voter of the city or municipality comprising the precinct where he is assigned.
2. Have good reputation.
3. Not have been convicted by final judgment of any election offense or of any other crime.
4. Knows how to read and write Filipino, English or any of the prevailing local dialects.
5. Not be related within the fourth civil degree of consanguinity or affinity to the BEI in the polling place where he seeks appointment as watcher.

POLL WATCHERS' RIGHTS/DUTIES

1. Present/deliver his appointment to the chairman of BEI.
2. Demand that his name be recorded in the Minutes of Voting and Counting of Votes.
3. Stay in the space reserved for watchers inside the polling place.
4. Witness and inform himself of the proceedings of the BEI.
5. Take notes and photographs of the proceedings and incidents, if any, during the voting and counting of the votes.
6. Check if the serial number of the seal used in the PCOS box is the same as the serial number recorded during the testing and sealing.
8. See that indelible ink is being applied to voters properly.
9. File a protest against any irregularity or violation of law which may have been committed by any of the members of the BEI or by any person and to obtain/demand from the BEI a certificate of the filing of protest and/or resolution thereon.
10. Affix his signature and thumb mark in the ERs.
11. Get a copy of the ERs from the Chairman. If the Liberal Party is the Dominant Minority Party, the Poll Watcher is entitled to the 6th copy of the ER (signed). If the Liberal Party is not the Dominant Minority Party, the Poll Watcher is entitled to one of the 9th to 18th copies of the ER (signed).
12. Accompany the BEI in the delivery of ballot boxes and other election paraphernalia.

CHALLENGING ILLEGAL VOTERS

1. Grounds for challenge: (a) challenged voter is not registered; (b) challenged voter is using the name of another; or (c) challenged voter suffers from an existing disqualification
2. BEI shall satisfy itself whether the ground for the challenge is true by requiring proof of registration/ identity or qualification
3. BEI shall identify the voter through his photograph, fingerprint or specimen signatures in the Voter Registration Record (VRR) or EDCVL
4. In the absence of proof, BEI may identify a voter under oath and reflect it in the Minutes

CHALLENGING ILLEGAL ACTS

1. Grounds for challenge: (a) voter received or expects to receive, paid, offered or promised to pay, contributed, offered or promised to contribute money or anything of value as consideration for his vote or for the vote of another; (b) voter made or received a promise to influence the giving or withholding of his vote; or (c) voter made a bet or is interested directly or indirectly in a bet that depends upon the results of the election

2. The challenged voter shall take an oath before the BEI that he has not committed any of the acts alleged in the challenge
3. Upon taking such oath, the challenge shall be dismissed and the voter shall be allowed to vote
4. In case the challenged voter refuses to take such oath, the challenge shall be sustained and the voter shall not be allowed to vote

PERSONS ALLOWED INSIDE PRECINCT

1. BEI (Chairman, Poll Clerk; Third Member) and support staff
2. Accredited Watchers, who shall stay only in the space reserved for them
3. COMELEC representatives
4. Technical support staff assigned in the Police Center duly designated by the COMELEC who may be summoned by the BEI to address some technical problems
5. Voters casting their ballots
6. Voters waiting for their turn to cast their vote
7. Others specifically authorized by the COMELEC

PERSONS **NOT ALLOWED INSIDE PRECINCT EXCEPT TO VOTE**

Unless specifically authorized by the COMELEC, It is unlawful for the following to enter any polling place or stay within a radius of fifty (50) meters thereof, except to vote:

1. Any officer or member of the Armed Forces of the Philippines (AFP)
2. Any officer or member of the Philippine National Police (PNP)
3. Any peace officer or any armed person belonging to any extra-legal police agency, special forces, reaction forces, strike forces, Civilian Armed Force Geographical Units (CAFGUs) barangay tanods or other similar forces or para-military forces, including special forces, security guards, special policemen
4. All other kinds of armed or unarmed extra-legal police forces
5. Any barangay official, whether elected or appointed

VOTERS SHOULD **NOT**

1. Bring ballot, secrecy folder or pen outside polling place
2. Speak with anyone except the members of the BEI while inside the polling place
3. Prepare ballot without using secrecy folder
4. Exhibit contents of ballot
5. Fill ballot accompanied by another, except if illiterate or with disability/disabled
6. Erase any printing in ballot or place distinguishing marks
7. Use carbon paper or copy contents of ballot
8. Intentionally tear or deface ballot
9. Disrupt normal operations of PCOS
10. Use cameras, cellphones or similar devices to take pictures of the contents of your ballot
11. Engage in disorderly behavior
12. Disobey lawful orders of the BEI
13. Interrupt or disturb the proceedings of the BEI

FINAL TESTING & SEALING PROCEDURES

DATE / TIME / VENUE

Not later than 30 April 2010, the EO in each city/municipality shall post a notice of the date/time/place of the testing and sealing for each clustered precinct in the bulletin boards of his office and of the city/municipal hall and in at least three (3) conspicuous places in the city/municipality.

GENERAL PROCEDURES

1. Explain to those present, the purpose of, and the procedures for the testing and sealing.
2. Randomly choose from among those present, ten (10) voters who will accomplish the test ballots. If there are less than ten (10) voters, any of the ten (10) voters may accomplish more than one (1) test ballot to complete the ten (10) test ballots needed.
3. Show to the public that the PCOS box is sealed.
4. Remove the sticker seal of the PCOS box.
5. Open the PCOS box.
6. Check if the following are inside the PCOS box:
 - a. Checklist of contents of the box
 - b. PCOS machine
 - c. Power cord of the PCOS machine
 - d. Ten (10) test ballots
 - e. One (1) envelope containing spare iButton
 - f. Three (3) rolls of paper
 - g. One envelope containing the back-up memory
 - h. Three (3) labeled PINs of the BEI
 - i. One (1) labeled PIN for re-zeroing
 - j. Modem or bridge for BGAN, if any

The three rolls of paper and the modem or bridge for BGAN shall not be used during the testing and sealing and shall remain inside the PCOS box.
7. Retrieve the PIN of each member of the BEI and distribute the same among themselves. The PIN for re-zeroing shall likewise be retrieved and shall be in the custody of the Chairman.
8. Retrieve the test ballots from the PCOS box.
9. Retrieve the PCOS from its box
10. Show to the public that the slot labeled POLL WORKER where the main memory card is stored is sealed and shall remain sealed throughout the testing and sealing procedure.
11. Place the PCOS properly on top of the ballot box.
12. Break the plastic fixed length seal of the printer cover of the PCOS.
13. Open the printer cover and the Chairman shall take out the iButton security key.
14. Verify if the roll of paper is already properly installed.
15. Close the printer cover.
16. Connect the power adaptor to the PCOS AC power port (20 VAC).
17. Plug the other end to the electrical outlet.
18. Connect the battery to the PCOS DC power port (12 VDC). If there is no power, using a pen, press the RESET button located at the back of the PCOS above the AC power port.
19. Wait until the PCOS displays the message "PLEASE INSERT SECURITY KEY FOR AUTHENTICATION".
20. BEI Chairman shall place the iButton security key on top of the iButton security key receptacle and apply slight pressure thereon until the message "SECURITY KEY VERIFIED" appears on the PCOS screen. Wait until the "MAIN MENU" is displayed. The

iButton shall be in custody of the Chairman until the closing of testing and sealing procedure.

21. In the "MAIN MENU", the certified IT-capable member of the BEI shall perform the PCOS diagnostics procedure.
22. The BEI Chairman shall issue the 10 test ballots. Only two (2) voters can accomplish the test ballot at the same time. For this purpose, give each of the test voters a ballot inside a ballot secrecy folder and a marking pen. The test voter shall, using the marking pen, accomplish his ballot by fully shading the oval opposite the name of the candidate/political party participating in the party-list system of his choice. Thereafter, he shall return his accomplished ballot inside the ballot secrecy folder and proceed to the BEI;
23. The BEI Chairman shall:
 - a. Examine the accomplished ballots and determine whether the ovals opposite the names of the candidates/political parties participating in the party-list system chosen have been fully shaded and the security features (timing marks and bar codes) have not been damaged.
 - b. Return the accomplished ballot inside the ballot secrecy folder and give the same to the voter who shall personally feed the accomplished ballot into the PCOS ballot entry slot.
24. Close the voting after the ten (10) voters have voted.
25. Re-zero the machine counters, press "UTILITIES" in the Main Menu and select the "RE-ZERO" option in the next menu.
26. The BEI Chairman shall enter the Re-zero PIN, then press "ENTER".

MANUAL VERIFICATION

The BEI shall retrieve the accomplished valid test ballots from the ballot box, manually count the votes therein and accomplish the Election Returns provided for the purpose. The following rules shall be observed in the manual counting of votes:

1. The Chairman shall verify the ballots to determine whether there is over-voting. If there is an over-vote in a position, no vote shall be counted in favor of any candidate for the said position.
2. The Chairman shall take the ballot one by one and read the names of candidates voted for and the offices for which they were voted in the order in which they appear thereon.
3. The Poll Clerk shall record on the ER the vote as the names voted for each office are read. Each vote shall be recorded by a vertical line, except every fifth vote which shall be recorded by a diagonal line crossing the previous four vertical lines.
4. After finishing the ten (10) test ballots, the Poll Clerk shall determine the total number of votes obtained by each candidate.
5. The BEI shall compare the results of the manually-prepared ER with that of the machine-generated ER.
 - a. If the results of both ERs are the same, the certification portion of both ERs shall be signed by the BEI and the representatives of the political parties, candidates or citizens' arms.
 - b. If the results of both ERs are not the same, the BEI shall review/re-appreciate the ballots to determine the cause of the discrepancy. If after re-appreciation, there is still discrepancy, call on the assigned technical support.
 - i. The BEI shall immediately submit a report of the testing to the EO; and
 - ii. The EO shall submit a report to the COMELEC, through the Field Operations Group of the Project Management Office.

DISPOSITION OF PARAPHERNALIA

1. The BEI shall submit to the EO the envelope containing the following:
 - a. Diagnostic Report
 - b. Initialization Report
 - c. Eight (8) copies of ER
 - d. Manual ER
 - e. Transmission Report
 - f. Counted ballots.The EO shall keep the above documents until further instruction from the COMELEC.
2. Leave the PCOS contained in the sealed box, the battery inside its box, and the locked ballot box inside the polling place, properly secured.
3. PCOS shall only be opened on 10 May 2010 before voting starts and in the presence of watchers.

ELECTION DAY PROCEDURES

PRE-VOTING PROCEDURES

The BEI shall meet at the polling place at 6:00 a.m. of Election Day and perform as follows:

1. Ensure that the PCOS box and the ballot box are inside the polling place.
2. Post one copy of Precinct Computerized Voters List (PCVL) of each precinct in the cluster, near or at the door of the polling place.
3. Show to the public and the watchers present that the:
 - i. PCOS box is sealed;
 - ii. Ballot box is locked and empty;
 - iii. Package of official ballots and the Book of Voters are both duly sealed, and thereafter, break the seals.
4. Remove the sticker seal of the PCOS box.
5. Open the PCOS box.
6. Check whether the following are Inside the PCOS box:
 - i. Checklist of contents of the box;
 - ii. PCOS machine;
 - iii. Power cord of the PCOS;
 - iv. One (1) envelope containing spare iButton;
 - v. Three (3) rolls of official thermal paper;
 - vi. Three (3) PINs of the BEI;
 - vii. One (1) PIN for re-zeroing which shall remain in the PCOS box;
 - viii. Modem, if any (There shall be at least 1 Modem in every polling center);
 - ix. Two (2) copies of the Minutes.
7. Retrieve the Minutes from the PCOS box and:
 - i. Check if the serial number of the seal used in the PCOS box is the same as the serial number recorded in the Testing and Sealing of the Minutes;
 - ii. Enter in the Minutes the number of ballots as indicated in the package of the ballots; and the fact that the PCOS box, package of ballots, and the Book of *Voters* were shown to the public with the seals intact.
8. Retrieve the PIN of the BEI and distribute the same among themselves. The re-zero PIN shall not be used on election day.
9. Retrieve the PCOS from its box.
10. Show to the public that the printer cover of the PCOS, slots labeled POLL WORKER and ADMINISTRATOR where the main memory card and back-up memory card, respectively are stored, and sealed.
11. Unlock the sliding cover of the ballot box slit and break its plastic security seal.
12. Place the PCOS properly on top of the ballot box.
13. Break the plastic fixed length seal of the printer cover of the PCOS.
14. Open the printer cover and the Chairman shall take out the iButton security key.
15. Verify that the roll of paper is already properly installed.
16. Close the printer cover.
17. Connect the power adaptor to the PCOS AC power port (20VAC).
18. Plug the other end to the electrical outlet.
19. Connect the battery to the PCOS DC power port (12 VDC). If there is no power, using a pen, press the RESET button located at the top of the PCOS AC power port.
20. Wait until the PCOS displays the message "PLEASE INSERT SECURITY KEY FOR AUTHENTICATION".
21. The Chairman shall place the iButton security key on top of the iButton security key receptacle and apply slight pressure thereon until the message "SECURITY KEY

- VERIFIED” appears on the PCOS screen. Wait until the “MAIN MENU” is displayed. The iButton shall be in custody of the Chairman until the closing of voting.
22. The certified IT-capable member of the BEI shall perform the following procedures.
 - i. Select “OPEN VOTING” from the Main Menu;
 - ii. The PCOS shall then request for the PIN of the poll clerk who will then enter his PIN and press “ENTER”;
 - iii. Validate the PIN and display a message “PIN ACCEPTED”;
 - iv. Request for the second PIN from the third member who will then enter his PIN and press “ENTER”;
 - v. Validate the PIN and display a message “PIN ACCEPTED”
 - vi. Display two (2) options: “INITIALIZE VOTE COUNTERS” and “PREVIOUS SCREEN”.
 23. Press the “INITIALIZE VOTE COUNTERS” option of the PCOS. The PCOS shall:
 - i. Display the message “INITIALIZING VOTE COUNTERS”;
 - ii. Automatically print the Initialization Report showing zero (“a”) vote for each candidate including the geographic information (province, city/municipality, barangay, voting center and individual precinct in the cluster);
 - iii. After printing the Initialization Report, the PCOS will display the message, “WOULD YOU LIKE TO PRINT MORE COPIES OF THIS REPORT” with “YES” and “NO” options. Press “NO”, The PCOS will display the message “PLEASE INSERT BALLOT”. Now, the PCOS is ready to accept ballots.
 24. Detach the Initialization Report, affix their signatures thereon including the representatives of the political parties, candidates or citizens arms present.
 25. The Chairman shall then place the Report inside the envelope (A18-A) for submission to the Election Officer after the voting, for his safekeeping.

OBTAINING BALLOTS

1. Voter shall look for his name in the PCVL posted near the door of the voting center and determine his precinct number and sequence number.
2. Voter shall approach the BEI member or the support staff in-charge of the precinct, give his sequence number in the PCVL, name and address, together with the other data concerning his person.
3. The BEI or support staff shall verify if the name of the voter is in the EDCVL. If the name of the voter is in the EDCVL, his identity shall then be established through the following:
 - a. His photograph in the EDCVL or specimen signatures in the VRR or any authentic document which may establish his identity except barangay certificate or community tax certificate; or
 - b. In the absence of any of the above-mentioned proof of identity, any member of the BEI or any registered voter of the precinct/clustered precinct may identify under oath a voter, and such act shall be reflected in the Minutes.
If the BEI or support staff is satisfied with his identity, the name of the voter shall be distinctly announced in a tone loud enough to be heard through the polling place.
Otherwise, the voter shall be directed to leave the polling place after informing him the reason thereof. If the voter is not challenged, or having been challenged, the question has been decided in his favor, the voter shall be directed to the chairman of the BEI
4. Before giving the ballot to the voter, the chairman of the BEI shall:
 - a. Check if any of the fingernails of the voter has already been stained with indelible ink. If stained, it shall be a conclusive presumption that he has cast his vote. As such, the voter shall be directed to leave the polling place after informing him the reason thereof. This fact, including the name and the precinct of the voter, shall be recorded by the Poll Clerk in the Minutes.
 - b. After verifying that no fingernail has been stained, affix his signature in the EDCVL.

- c. Authenticate the ballot by affixing his signature at the designated space at the front thereof. The failure to authenticate the ballot shall not invalidate the ballot but shall constitute an election offense.
- d. Instruct the voter on how to fill-up the ballot properly.
- e. Insert the ballot in the secrecy folder in such a manner that its face is covered, except the portion where his signature in the ballot appears, and give the ballot to the voter. Only the chairman shall issue the ballots, and not more than one ballot shall be issued at one time.
- f. Require the voter to affix his signature on the proper space in the EDCVL.

MANNER OF VOTING

1. The voter shall, using a ballot secrecy folder and the marking pen provided by the COMELEC, fill his ballot by fully shading the oval beside the names of the candidates and political party participating in the party list system of representation of his choice
2. The voter shall then approach the PCOS, insert his ballot in the ballot entry slot and wait until message "CONGRATULATIONS. YOUR VOTE HAS BEEN REGISTERED." appears on the screen. The BEI shall monitor the PCOS screen to make sure that the ballot was successfully accepted. Thereafter, the voter shall return the ballot secrecy folder and marking pen to the chairman.
3. The BEI shall apply indelible Ink at the base and extending to the cuticle of the right forefinger nail of the voter, or any other nail if there be no forefinger nail.
4. The voter shall affix his thumbmark on the corresponding space in the EDCVL.
5. The voter shall then leave the polling place.

SHORTAGE OF BALLOTS

Should there be a shortage of ballots in your precinct, the BEI Chairman shall:

1. Issue Certification to the voter stating that he/she is a registered voter of the precinct, but there are no more available ballots for use
2. Record such facts in the Minutes
3. Request the BEI Third Member to accompany the voter to the next precinct belonging to the same councilor district

The BEI Chairman of the next precinct shall: (a) ask for the Certification; (b) record in the Minutes the voter's name, precinct number and the facts stated in the Certification; (c) write the voter's name in the EDCVL indicating opposite his name his precinct number; and (d) allow the voter to cast his/her vote in said next precinct

RULES FOR VOTING BY ILLITERATE/DISABLED VOTERS

1. The authority of the assistor to prepare the ballot for the illiterate/disabled should be verified by the poll clerk from the illiterate or disabled voter
2. The assistor shall prepare the ballot using the ballot secrecy folder in the presence of the illiterate/disabled
3. The assistor shall bind himself in writing and under oath to fill out the ballot strictly in accordance with the instructions of the voter and not to reveal the contents of the ballot by affixing his signature in the appropriate space in the Minutes

QUALIFIED PERSONS TO ASSIST ILLITERATE/DISABLED VOTERS

1. Relative by consanguinity or affinity within the fourth civil degree
2. Any person of voter's confidence who belongs to the same household
3. Any member of the BEI

However, no person may assist an illiterate/disabled voter more than 3 times, except members of the BEI.

VOTING AFTER 6:00 P.M.

1. Only voters within 30 meters in front of the polling place shall be allowed to cast their votes
2. Poll clerk shall list the names of said voters consecutively numbered;
3. Voters listed shall be called to vote by Poll Clerk by announcing each name 3 times in the order in which they are listed.
4. Any voter in the list who is not present when called shall not be permitted to vote at any time

REJECTED BALLOTS

3 instances when ballot may be rejected by the PCOS machine:

1. Ambiguous mark, in which case voter will be asked to ensure that the ovals are fully shaded
2. Misread ballot, in which case voter will be allowed to re-feed your ballot in all 4 orientations (front-top; front-bottom; back-top; back-bottom)
3. Invalid ballot, in which case the BEI shall verify if the ballot belongs to the correct precinct and, if it belongs to the correct precinct, voter will be allowed to re-feed the ballot 4 times; or, if the ballot does not belong to the correct precinct, the BEI shall mark the same at the back as "rejected" and signed by the BEI after which it shall be placed in an envelope (A15)

In any case, if the ballot is still rejected after the 4th re-feed, return it to the BEI Chairman. No replacement ballot shall be given.

COUNTING OF BALLOTS AND TRANSMISSION OF RESULTS

1. At the end of voting and before the start of counting of votes, the Chairman shall place the iButton security key on top of the iButton security key receptacle and apply slight pressure thereon. Remove the iButton security key from its receptacle, after which the PCOS will display the Main Menu;
2. Press the "CLOSE VOTING" option in the Main Menu;
3. The screen will display a message "ARE YOU SURE YOU WANT TO CLOSE VOTING? NO MORE BALLOTS WILL BE ACCEPTED AFTER THIS." Select "YES" option;
4. The PCOS will request for the PIN of the poll clerk who will then enter his PIN and press "ENTER". The PCOS will validate the PIN and displays a message "PIN ACCEPTED". The PCOS will request for the second PIN from the third member who will then enter his PIN and press "ENTER". The PCOS will validate the PIN and displays a message "PIN ACCEPTED";
5. The screen will display a message "POLL IS BEING CLOSED PLEASE WAIT" followed by another message "VOTING HAS BEEN CLOSED NO MORE BALLOTS WILL BE ACCEPTED BY THIS PCOS";
6. Thereafter, the PCOS shall automatically count the votes and immediately display a message "WOULD YOU LIKE TO DIGITALLY SIGN THE TRANSMISSION FILES WITH A BEI SIGNATURE KEY?", with a "YES" or "NO" option;

7. Press "NO" option. The PCOS will display "ARE YOU SURE YOU DO NOT WANT TO APPLY A DIGITAL SIGNATURE?" with a "YES" and "NO" option;
8. Press "YES" option. A message shall be displayed "PRINTING 8 COPIES OF NATIONAL RETURNS. PLEASE WAIT";
9. A message shall be displayed "WOULD YOU LIKE TO PRINT MORE COPIES OF THIS REPORT" with a "YES" and "NO" options. Press "NO" option;
10. Thereafter, the PCOS will display "PRINTING 8 COPIES OF LOCAL RETURNS. PLEASE WAIT... " and the PCOS automatically prints the 8 copies;
11. A message shall be displayed "WOULD YOU LIKE TO PRINT MORE COPIES OF THIS REPORT" with a "YES" and "NO" options. Press "NO" option;
12. Detach the 8 copies of the ERs. After which, members of the BEI shall affix their signatures and thumb marks thereon;
13. The BEI shall ask the watchers present to affix their signatures on the printed ERs'
14. Place each copy of ER In its corresponding envelope and seal with a paper seal;
15. The chairman of the BEI shall publicly announce the total number of *votes* received by each candidate, stating their corresponding offices;
16. The poll clerk shall announce the posting of a copy of the ER both for national and local positions on a wall within the premises of the Polling Place which must be sufficiently lighted and .accessible to the public, and proceed to post such copies;
17. After forty-eight (48) hours following the posting, the chairman of the BEI shall detach the posted printed copy on the wall and keep the same in his custody to be produced as may be requested by any *voter* for image or data capturing or for any lawful purpose as may be ordered by competent authority;
18. The PCOS will display a message "READY TO TRANSMIT. PLEASE PLUG IN TRANSMISSION CABLE TO ELECTRONICALLY TRANSMIT ELECTION REPORTS AND PRESS OK TO CONTINUE";
19. Connect the transmission medium to the PCOS and press the "OK" button;
20. The PCOS will display a message "DETECTING MODEM";
21. If the modem is properly connected, the PCOS will display the message "MODEM DETECTED";
22. If checking of modem fails, the PCOS will display the message "MODEM NOT DETECTED" followed by the message "TRANSMISSION CABLE NOT CONNECTED. RETRY?" with "YES" and "NO" options. Check the connection of the transmission medium to the PCOS and if it is properly set up, press the "YES" button'
23. If after three (3) attempts, the transmission medium still fails, call the Support Technician.
24. The PCOS will display the following messages in succession;
25. "IDENTIFYING TARGET SERVER <target server>
26. "SERVER IDENTIFIED"
27. "CONTACTING SERVER <target server> RETRIES <no. of tries/3>";
28. TRANSMITTING FILE [1/1] TO <target server>" with percentage of completion
29. Wait until the message "ELECTION REPORT SUCCESSFULLY TRANSMITED TO <target server>" is displayed;
30. The same message will appear when transmitting to central server and KBP-Parties-Citizen server.
31. After successful transmission to CBOC/MBOC, KBP-Parties-Citizens and Central Server, the PCOS will display a message "ALL ELECTION REPORTS HAVE BEEN SUCCESSFULLY TRANSMITED TO 3/3 LOCATIONS. PLEASE DISCONNECT TRANSMISSION CABLE";
32. Disconnect the transmission medium. The PCOS will display a message "PRINTING TRANSMISSION REPORT. PLEASE WAIT " Followed by a message "WOULD YOU LIKE TO PRINT MORE COPIES OF THIS REPORT" with "YES" and "NO" options. Press "NO" option;

33. The PCOS will display a message "READY TO PRINT FINAL 22 COPIES OF ELECTION RETURNS. PLEASE REPLACE THERMAL PRINTER PAPER ROLL. PRESS OK WHEN READY" with "01<" button;
34. Replace thermal printer paper roll and press "OK" button;
35. The PCOS shall display the message "PRINTING 22 COPIES OF NATIONAL RETURNS. PLEASE WAIT" followed by the message "WOULD YOU LIKE TO PRINT MORE COPIES OF THIS REPORT?" with a "YES" and "NO" option. Press "NO" option;
36. The PCOS display the message "PRINTING 22 COPIES OF LOCAL RETURNS. PLEASE WAIT" followed by the message "WOULD YOU LIKE TO PRINT MORE COPIES OF THIS REPORT" with a "YES" and "NO" option. Detach the printed 22 copies of Local Returns and press "NO" option;
37. The PCOS shall display the message "PRINTING STATISTICAL REPORT PLEASE WAIT" followed by the message "WOULD YOU LIKE TO PRINT MORE COPIES OF THIS REPORT" with a "YES" and "NO" option. Detach the printed Statistical Report and press "NO" option;
38. The PCOS shall display the message "PRINT[NG AUDIT LOG REPORT PLEASE WAIT" followed by the message "WOULD YOU LIKE TO PRINT MORE COPIES OF THIS REPORT" with a "YES" and "NO" option. Detach the printed Audit Log Report and press "NO" option;
39. The Statistical Report, Transmission Report and Audit Log report shall be placed in the envelope (A18-A) where the Initialization Report was plated;
40. The PCOS shall automatically create back-up of files;
41. After printing the remaining 22 copies of ER, the members of the BEI shall affix their signatures and thumb marks on the 22 printed ERs and ask the watchers present to affix their signatures on the printed election returns;
42. If failure of transmission occurs in any of the target servers (City/Municipal, KBP-parties-citizens arm server, or central server), the PCOS will print Transmission Report.
43. The PCOS will display a message "WOULD YOU LIKE TO PRINT MORE COPIES OF THIS REPORT" with "YES" and "NO" option. Press "NO" option;
44. The PCOS will display the Main Menu;
45. The certified IT-capable member of the BEI shall re-transmit the results to the target server by doing the following:
 - i. Press "RE-TRANSMIT RESULTS" option located in the Main Menu. List of target servers will be displayed;
 - ii. Press the target server to transmit;
 - iii. Wait until the transmission is successful. If after three (3) attempts, the transmission medium still fails, call the Support Technician;
 - iv. Repeat Steps i to iii, if there are more than one (1) target servers, where there are transmission failure.
46. Print the remaining 22 copies of ER and other reports by doing the following:
 - i. Select "PRINT REPORTS" from the Main Menu;
 - ii. The PCOS will display a message "PLEASE SELECT WHICH REPORT YOU WOULD LIKE TO PRINT";
 - iii. List of reports will be displayed. Press the report that you would like to print;
 - iv. The PCOS will display "PLEASE ENTER THE NUMBER OF COPIES TO PRINT" with a numeric keypad;
 - v. Press the desired number of copies (For ERs, press 22, for statistics report and audit log, press 1);
 - vi. Press "ENTER" button. The PCOS will automatically print the number of copies desired for tile report selected;
 - vii. The PCOS will display a message ""WOULD YOU LIKE TO PRINT MORE COPIES OF THIS REPORT" with "YES" and "NO" option. Press "NO" option. The PCOS will display the main menu.

- viii. Print 22 copies of ER for local, Statistical Report and Audit Log Report by following steps (46) (i) and (ii);
47. Create backup of files by following the steps below:
 - i. From the Main Menu, press “BACK-UP AND PROTECT” option;
 - ii. The PCOS will display a message “ARE YOU SURE YOU WANT TO BACK-UP DATA AND WRITE PROTECT BACK-UP CARD” with “YES” and “NO” options. Select “YES” option;
 - iii. The PCOS will display a message “BACKING UP ELECTION DATA. PLEASE WAIT...” “ Wait until the message “BACKUP SUCCESSFUL” is displayed;
 - iv. The PCOS will display a message “WRITE PROTECTING RESULTS PLEASE WAIT... I Wait until the message “WRITE PROTECT SUCCESSFUL” The PCOS will automatically return to Main Menu.
48. Unless otherwise ordered by the COMELEC, the BEI shall not stop or postpone the counting until it has been completed;
49. In case a PCOS fails to count the vote or transmit/print the results, the Operator shall announce the error and undertake the necessary corrective measures. Should the Operator be unable to correct the error, he shall call on the Technical Support personnel assigned to the Voting Center for assistance. Such fact shall be noted in the Minutes.

DISPOSITION OF UNUSED OFFICIAL BALLOTS

BEI Chairman shall:

1. Record in the Minutes of Voting and Counting of Votes the quantity of unused ballots
2. Tear the unused ballots in half lengthwise
3. Place one half in the envelope (A15) to submitted to the Election Officer for safekeeping
4. Place other half in another envelope (A15) to be deposited inside the compartment of the ballot box for valid ballots
5. Indicate such facts in the Minutes of Voting and Counting

DISPOSITION OF ELECTION RETURNS FOR NATIONAL POSITIONS

After the printing of the ERs for national positions, the BEI shall individually fold the first eight (8) copies of the ERs, seal each of them with serially numbered paper seals, place in the envelope (A17), and seal the envelopes, for distribution to the following:

1. City/Municipal Board of Canvassers
2. Congress, directed to the President of the Senate
3. COMELEC
4. Citizens’ Arm
5. Dominant Majority Party
6. Dominant Minority Party
7. Ballot Box
8. Provincial Board of Canvassers

After the electronic transmission of election results, the remaining twenty two (22) copies of the ERs for national positions shall be printed. The BEI shall individually fold the remaining twenty two (22) copies of the ERs, seal each of them with serially numbered paper seals, place in the envelope (A17), and seal the envelopes, for distribution to the following:

1. Ten (10) accredited major national parties
2. Two (2) accredited major local parties
3. Four (4) national broadcast or print media entities
4. Two (2) local broadcast or print media entities
5. Four (4) major citizens’ arms
6. One (1) to be posted conspicuously on wall within the Polling Place.

DISPOSITION OF PCOS, BALLOT BOXES, KEYS, ELECTION RETURNS & DOCUMENTS

Upon the termination of the counting of votes and the announcement of the results of the election in the precinct, the BEI shall:

1. Place inside the ballot box the sealed envelopes containing the following:
 - a. Copy of Printed ER intended for the ballot box
 - b. Copy of the Minutes of Testing and Sealing; Voting and Counting of Votes intended for the ballot box
 - c. Half of torn unused ballots
 - d. Rejected Ballots
2. Close the ballot box; lock it with one (1) serially numbered seal with steel wire and three (3) padlocks. The three (3) keys to the padlocks shall be placed in separate envelopes, which shall be sealed and signed by all members of the BEI;
3. Remove the main memory from the PCOS, place inside an envelope provided for the purpose, seal the same. Label the envelope with "TRANSMITTED" or "NOT TRANSMITTED" to show whether the results, are transmitted or not. Indicate in the envelope the clustered precinct number and city/municipality. The labeled envelope shall be submitted to the Reception and Custody Group of the City/Municipal Board of Canvassers. The main memory shall be used by the Boards in case of failure of transmission
4. Turn -over the PCOS to the Support Technician in the voting center
5. Deliver the ballot box, accompanied by watchers, to the city or municipal treasure. For this purpose, the city/municipal treasurer shall provide at the voting center the necessary personnel and facilities for said delivery at the expense of the city/municipality
In case the ballot box delivered by the BEI is not locked and/or sealed, the treasurer shall lock and/or seal the ballot box. The treasurer shall include such fact, including the serial number of the self-locking serially numbered fixed length seal used, in his report to the COMELEC
6. Deliver to the Election Officer the following:
 - a. Book of Voters
 - b. EDCVL
 - c. PCVL
 - d. Three (3) envelopes, each containing a key to a padlock of the ballot box, which shall each be delivered, under proper receipt, to the Provincial Election Supervisor, Provincial Prosecutor and Provincial Treasurer
 - e. Envelope (A11) containing the copy of the Minutes intended for the COMELEC
 - f. Envelope (A15) containing the other half of torn unused official ballots
 - g. List of Voters allowed to vote, if any, after 6:00 p.m.
 - h. Envelope containing Initialization Report, Precinct Audit Log Report and Precinct Statistics Report
 - i. Envelopes containing copies of the election returns intended for the Provincial Board of Canvassers, Regional Board of Canvassers and the COMELEC
 - j. Envelope containing the main memory card for use by the Municipal Board of Canvassers in case of failure of transmission
 - k. Other pertinent papers and documents

After the counting of votes, the Provincial Election Supervisor, Election Officer or the Treasurer, shall require the BEI which failed to deliver the election documents or paraphernalia mentioned herein to deliver the same immediately.

INSTRUCTIONS ON OBTAINING ELECTION RETURNS & TRANSMITTING DATA

INSTRUCTIONS

1. Get a copy of the ER. If the Liberal Party is the Dominant Minority Party, you are entitled to the 6th copy of the ER (signed). If the Liberal Party is not the Dominant Minority Party, you are entitled to one of the 9th to 18th copies of the ER (signed).
2. If you are unable to get a copy of the ER, remember that one copy of the ER will be posted on a wall within the Polling Place. Take a photo of the posted ER and copy the results for President and Vice President.
3. Send the results for President and Vice President via text message to your City/Municipal Coordinator, Provincial Coordinator and ARBB National Headquarters, in accordance with the format to be provided.
4. Stand by for confirmation from your City/Municipal Coordinator and Provincial Coordinator and from ARBB National Headquarters that the data has been properly received.
5. Do not leave until the data you sent has been confirmed, since there may be discrepancies in the results. Await for further instructions.