



Republic of the Philippines
COMMISSION ON ELECTIONS
Manila

RESUMPTION OF THE SYSTEM OF CONTINUING REGISTRATION OF VOTERS.

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Promulgated: October 25, 2016

RESOLUTION NO. 10166

WHEREAS, Section 31 of Republic Act No. 10742 entitled "*An Act Establishing Reforms in the Sangguniang Kabataan Creating Enabling Mechanisms For Meaningful Youth Participation in Nation-Building, and for Other Purposes*" mandates that subsequent registrations for the Katipunan ng Kabataan (KK), shall be governed by the provisions of Republic Act No. 8189 otherwise known as "*The Voter's Registration Act of 1996*";

WHEREAS, Republic Act No. 8189 prescribes the guidelines and procedures for the conduct of the system of continuing registration for regular voters in order to enfranchise those qualified voters for the forthcoming elections;

NOW, THEREFORE, pursuant to the powers vested in it by the Constitution, the Omnibus Election Code, Republic Act Nos. 8189, 10366, 10367, 10742 and other related election laws, the Commission on Elections (*Commission for brevity*) **RESOLVED**, as it hereby **RESOLVES**, to promulgate the following rules and regulations to govern the conduct of the resumption of the system of continuing registration of voters.

SECTION 1. Declaration of Policies. – The Commission adheres to the following policies:

1. Establish a clean, complete, permanent and updated list of voters through the mandatory taking of *photograph, fingerprints and signature (biometrics)* in the registration process; and
2. Enhance voters' registration experience, promote gender equality, and provide a gender sensitive registration system/process which is inclusive, participatory and non-discriminatory.

Sec. 2. Gender Sensitive Registration System/Process - In the conduct of registration, the Election Officers (EOs) shall ensure full access to registration processes of women who care for small children and encourage the local government units through the local Gender and Development Focal Point System (GFPS) Office, to open their Day Care Centers during registration days, at no cost to the Commission.

Cultural practices and ethnic traditions in certain areas must be respected and taken into consideration, in the encoding of demographics and taking of biometrics data, especially involving women registrants.

CHAPTER I FILING OF APPLICATIONS

Sec. 3. Date, Time and Place for Filing of Applications. - Applications for registration, transfer/transfer with reactivation, reactivation, change/correction of entries/and inclusion/reinstatement of records in the list of voters shall be personally filed at the Offices of the Election Officer (OEOs) of the city/district/municipality where the applicant resides, during office hours, from 8:00 AM to 5:00 PM, Mondays to Saturdays including holidays, based on the following schedule:

1. For October 23, 2017 Barangay and Sangguniang Kabataan (SK) Elections:
 - a) **November 7, 2016 to December 30, 2016**, except December 24 & 25, 2016 (Christmas Eve/Day).
 - b) **January 2, 2017 to April 29, 2017** except April 13 & 14, 2017 (Maundy Thursday and Good Friday).
2. For May 13, 2019 National and Local Elections:
 - a) **December 4, 2017 to December 30, 2017** except December 25, 2017 (Christmas Day).
 - b) **January 2, 2018 to September 29, 2018**, except March 29 & 30, 2018 (Maundy Thursday and Good Friday).

When necessary, the Commission may adjust or suspend the registration period.

Sec. 4. Posting, Hearing and Approval/Disapproval of Applications. - The applications for registration, transfer/transfer with reactivation, reactivation, change/correction of entries/and inclusion/reinstatement of records in the list of voters, shall be heard by the Election Registration Board (ERB) at the OEO, in accordance with the following schedule:

A. October 23, 2017 Barangay and SK Elections:

Period to file applications	Last day to post Notice of Hearing with Lists of Applicants	Last day to file opposition to applications	Hearing and Approval/ Disapproval of applications
November 7, 2016 to December 30, 2016	January 2, 2017	January 9, 2017	January 16, 2017
January 2, 2017 to April 29, 2017	May 1, 2017	May 8, 2017	May 15, 2017

B. May 13, 2019 National and Local Elections:

Period to file applications	Last day to post Notice of Hearing with Lists of Applicants	Last day to file opposition to applications	Hearing and Approval/ Disapproval of applications
December 4, 2017 to December 30, 2017	January 2, 2018	January 8, 2018	January 15, 2018
January 2, 2018 to March 31, 2018	April 2, 2018	April 9, 2018	April 16, 2018
April 2, 2018 to June 30, 2018	July 2, 2018	July 9, 2018	July 16, 2018
July 2, 2018 to September 29, 2018	October 1, 2018	October 8, 2018	October 15, 2018

If the last day to post notice, file opposition and hearing for approval/disapproval falls on a holiday or a non-working day, the same shall be done on the next working day. Further, ERB hearing shall not exceed five (5) days.

Sec. 5. Who May Register. – Any Filipino citizen who is not yet a registered voter, may apply for registration, provided he/she possesses the following qualifications:

I. Katipunan ng Kabataan (KK):

- a. At least fifteen (15) years of age on or before October 23, 2017 Barangay and SK Elections but not more than thirty (30) years old;
- b. Residing in the barangay for at least six (6) months on or before October 23, 2017 Barangay and SK Elections; and
- c. Not otherwise disqualified by law.

SK voters as of July 2016 registration shall not register anew. Their registration records will be included in the SK database except those who will be thirty – one (31) years of age on October 23, 2017 Barangay and SK Elections.

II. Regular Voters:

- a. At least eighteen (18) years of age:
 - i. On or before October 23, 2017 for purposes of Barangay Elections; and
 - ii. On or before May 13, 2019 for purposes of National and Local Elections.
- b. A resident of the Philippines for at least one (1) year and in the place wherein he/she proposes to vote, for at least six (6) months immediately preceding the elections, as follows:
 - i. On or before October 23, 2017 for purposes of Barangay Elections; and
 - ii. On or before May 13, 2019 for purposes of National and Local Elections.
- c. Not otherwise disqualified by law.

Sec. 6. Who are Disqualified to Register. - The grounds for disqualification on registration shall be governed by Section 10 of Resolution No. 9853.

Sec. 7. Application Forms. - The following are the application forms:

- a. Annex "A" (CEF-1A – Application for Registration);
- b. Annex "B" (CEF-1B - Application for Transfer/Transfer with Reactivation);
- c. Annex "C" (CEF-1C – Application for Reactivation);
- d. Annex "D" (CEF-1D – Application for Change/Correction of Entries/ and Inclusion/Reinstatement of Record in the List of Voters);
- e. Annex "E" – Supplementary Data Form; and
- f. Annex "F" – Certification for Registration of Applicant whose name is not found in the National List of Registered/Deactivated Voters (NLRDV).

They may be secured as follows:

1. From the OEO, FREE OF CHARGE;
2. From the Comelec website (www.comelec.gov.ph). The applicant may choose from any of the two (2) options:
 - a. Download the blank form (*long bond paper substance 20/70 gsm*) and manually fill-out the same; or

- b. Electronically fill-out the appropriate form, and print/reproduce three (3) copies thereof, for submission to the concerned EO (Online Application Form).

For KK registration (15 to 17 years old), the applicants shall obtain the prescribed CEF-1A (*Application for Registration*) from the EO who shall stamp the word "**KATIPUNAN NG KABATAAN**" at the upper portion of the text box "Application for Registration" and in the Acknowledgement Receipt.

Sec. 8. - Procedure for Filing of Applications: - In addition to the personal filing of applications and mandatory biometrics data capturing under Resolution No. 9853, the Voters Registration Machine (VRM) Operator shall perform the following procedures:

- A. For KK applicants, fifteen [15] to seventeen [17] years of age:
 - a) Log in into the Voter's Registration System (VRS).
 - b) Click **FILE** Menu then click **REGISTRATION**.
 - c) Perform the regular encoding of demographics and capturing of biometrics in the VRS.
- B. For applicants eighteen (18) and above, the usual procedures in the conduct of registration of regular voters shall be observed, subject to the extraction of registration records for those eighteen (18) to thirty (30) years old under Section 19 of this Resolution.

Sec. 9. Applicants' Database (Comelec Folder) - During the registration period, the EO shall submit to the Information Technology Department (ITD), a **monthly backup** of the applicants' database (*VRS Comelec folder*), on or before the 5th day of the succeeding month, for purposes of the implementation of the Automated Fingerprint Identification System (AFIS) Matching.

Sec. 10. Last Day Registration Scenario - During the last day of registration, the following procedures shall be observed:

- a. If at 3:00 o'clock p.m. of **April 29, 2017** for Barangay and SK Elections and **September 29, 2018** for National and Local Elections, there are still persons waiting in line to file their applications within the thirty (30) meter radius in front of the OEO or any other place/s where the reception of applications is conducted, the Election Assistant (EA) shall, without delay list down their names consecutively numbered;
- b. These applicants shall be called by announcing each name repeatedly three (3) times in the order in which they were listed. Any applicant who is not present when his/her name is called shall no longer be allowed to file his/her application;

- c. If the applicant is present when his/her name is called his/her application shall be processed and his/her biometrics data captured. The same shall continue, until all those listed shall have been processed. This procedure, shall be followed whether the EO has issued queuing numbers or any other similar systems; and
- d. Any application filed where the applicant's biometrics data has not been captured as provided herein, shall be considered deemed not filed and should not be submitted to the ERB for hearing.

CHAPTER II SATELLITE REGISTRATION OF VOTERS

Sec. 11. Satellite Offices - The EO shall:

- a. Establish satellite offices for the reception of applications for registration, transfer/transfer with reactivation, reactivation, correction/change, reinstatement and inclusion in the list of voters.
- b. Intensify the conduct of **mandatory** satellite registration at least twice, in every barangay, either in:
 1. Barangay hall, public/private schools, and commercial establishments;
 2. Detention center/jail or resettlement areas, if any;
 3. Areas with Indigenous Community; and
 4. Other public places within the city/district/municipality to ensure wider voter participation.

Any interested party may request for the conduct of satellite registration. The Regional Election Directors (REDs) (*in case of NCR, Davao City and Zamboanga City*) and Provincial Election Supervisors (PESs) shall approve the recommendation of the concerned EO, subject to the following conditions:

- a. The number of prospective applicants in the proposed venue shall not be less than Two Hundred (200);
- b. Public or private buildings where satellite registration will be conducted shall not be owned, leased or occupied as residence by any incumbent city/municipal/barangay officials or of any person who is related to any city/municipal/barangay officials within the fourth civil degree of consanguinity or affinity, or leader of any political party, nor in any building or surrounding premises under the actual control of a political party or religious organization;

- c. Written notices of the schedule and venue of satellite registration shall be posted in the bulletin boards of the OEO and the city/municipal/barangay hall;
- d. The requesting party shall provide the transportation of VRM, forms/supplies including COMELEC personnel; and
- e. Ensure that the database is backed-up before conducting the satellite registration.

Sec. 12. Detainee Satellite Registration – There shall be a satellite registration for detainees in detention centers/jails in accordance with the following guidelines:

Number of Qualified Applicant/s	Number of Day/s
1 to 249	1
250 to 499	2
500 to 749	3
750 to 999	4
1,000 and above	5

For cities with two or more districts and the detention/jail/correctional facility is located in one (1) of the districts, all EOs in the said city, may conduct satellite registration in the facility for detainees who are residents under their jurisdiction, subject to the conditions above-cited.

Detainees who shall be eighteen (18) years of age on election day and/or are committed inside the detention centers for at least six (6) months immediately preceding the election day may register as a voter.

For those who are already registered voters, they may apply for transfer of registration records as warranted by the circumstances.

In the conduct of the detainee satellite registration, the EO shall:

1. Before the scheduled detainee satellite registration:

- a. Coordinate with the Jail Warden in the Provincial/City/Municipal Jail or other Correctional/Rehabilitation/Detention Centers to determine the approximate number of qualified applicant detainees and ensure maximum security of COMELEC personnel as well as the VRMs and its peripherals;
- b. Conduct ocular inspection on the proposed registration site within the premises of the Provincial/City/Municipal Jail or other Correctional/Rehabilitation/Detention Centers,

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taking into consideration the number of COMELEC personnel and the VRM to be installed; and

- c. Post written notice of the schedule of the satellite registration in the detention premises where said registration shall be conducted and in the bulletin board of the OEO.

2. During the satellite registration:

- a. Apply the procedures in the reception of application and capturing of biometrics enumerated in this Resolution;
- b. Adopt a system of processing the application to minimize queuing and speed up the registration process; and
- c. Allow the watchers/representatives of political parties, citizens' arms and other civil societies to witness/observe the proceedings, subject to existing BJMP, BuCor, and Provincial Jail policies, rules and regulations.

In case the satellite registration is more than one (1) day, the EO concerned shall not leave the VRM and its peripherals in the registration site/jail premises.

Sec. 13. Persons with Disabilities (PWDs), Members of Indigenous Cultural Communities (ICCs)/Indigenous Peoples' (IPs), Senior Citizens and Internally Displaced Persons (IDPs) Satellite Registration- A satellite registration shall be conducted in areas where there are PWDs, ICCs/IPs, SCs and IDPs registrants.

The EO shall coordinate with the:

1. National Council on Disability Affairs (NCDA) through its local office/chapter, Persons with Disability Office (PDAO) for logistical and technical support, in the conduct of registration of PWDs pursuant to Republic Act No. 7277 entitled "*An Act Providing for the Rehabilitation, Self-Development and Self Reliance of Disabled Person and their Integration into the Mainstream of Society and for other purposes*".
2. National Commission on Indigenous Peoples (NCIP) through its local affiliate organization/s for logistical/technical support for the ICC/IPs registration activity.
3. Office for Senior Citizens Affairs (OSCA) existing in the locality for logistical support for the SCs registration activity.

4. Local Government Unit/Office in-charge for the welfare of the Internally Displaced Persons (IDPs) within their locality.
5. Non-Government Organization Network empowering the PWDs, ICCs/IPs, SCs and IDPs within their locality.

Sec. 14. Release and Distribution of Voter's Identification Cards – In addition to the modes of distribution/release of Voters' Identification Cards, the EOs shall distribute and release the Voter's Identification Cards in their custody, to the concerned voters during the conduct of satellite registration.

Sec. 15. Monthly Report on Satellite Registration - The EOs shall submit to EBAD, through PES and RED, the following reports:

- a. List of approved schedule of satellite registration of voters;
- b. Output of satellite registration for Regular/SK Voters, Detainee, SCs ICCs/IPs, PWDs and IDPs indicating the city/district/municipality and number of applicants; and
- c. Number of released/distributed Voter's Identification Cards.

Reports enumerated in items *b* & *c* shall be submitted on a monthly basis on or before the 10th day of the succeeding month.

CHAPTER III ELECTION REGISTRATION BOARD ACTION

Sec. 16. Election Registration Board (ERB). - In the conduct of registration, the provisions of Resolution No. 9853, not inconsistent herewith, with respect to the composition; substitution; disqualifications; compensation; notice of proceedings; preparation of list of applicants; procedures for processing of applications; approval/disapproval; publication of action on applications; and preparation and submission of Minutes, shall be applicable to both SK and Barangay voters.

CHAPTER IV UPDATING OF RECORDS OF PWDs, SENIOR CITIZENS AND MEMBERS OF ICCs/IPs

Sec. 17. Updating of Records; Assignment of Precincts; Extraction and Generation of Data of PWDs and Senior Citizens and Members of ICCs/IPs. – The procedures for the updating of records, assignment of precincts, extraction, generation of data and withdrawal of intent to vote in accessible polling places for PWDs, SCs and members of ICCs/IPs as provided in Resolution No. 9853, shall be applicable.

CHAPTER V POST ELECTION REGISTRATION BOARD HEARING

Sec. 18. Assignment of Precincts Number – In the assignment of precincts, the following guidelines shall be observed:

1. SK Precincts established in the SK database and reflected in the SK Projects of Precincts (POPs) pursuant to Resolution No. 10148 shall be maintained;
2. Newly approved KK applicants shall be assigned in the established SK precincts comprising their place of residence. Spin-off precincts shall be created if the numbers of SK voters exceed the maximum of two hundred (200) voters per precinct; and
3. Newly approved regular voters shall be assigned in precincts comprising their place of residence in accordance with the guidelines provided in Section 12 of Resolution No. 9853.

Sec. 19. Generation of List/Extraction/Consolidation/Deletion of Registration Records - The EO shall generate, print and submit to the ERB the following lists:

1. SK Voters:

A. Before ERB hearing

- a. Registered as of July 2016 registration who will reach eighteen (18) years of age for purposes of the October 23, 2017 Barangay and SK Elections. **It shall be done before the January 16, 2017 ERB hearing.**
- b. Those who will reach eighteen (18) years of age for purposes of May 13, 2019 National and Local Elections, shall be considered **before the succeeding appropriate ERB hearings.**

The said lists shall be subject to the usual procedures of posting, hearing and approval/disapproval by the ERB in accordance with schedule provided in Section 4 of this Resolution.

- B. After ERB hearing:

- a. Extract registration records of SK voters from the SK database who are eighteen (18) years of age and store in the regular voters database;
- b. Delete in the SK database the registration records of voters who will be thirty – one (31) years of age on the

day of the October 23, 2017 Barangay and SK Elections; and

- c. Extract voters aged fifteen (15) to thirty (30) using the **EXTRACT** command.

2. Regular Voter:

The procedures for the generation and posting of the lists of applicants and consolidation of approved applications filed during the registration period provided in Resolution No. 9853, shall be strictly observed.

The ITD will provide the technical procedures in the extraction/consolidation/deletion of KK registration records in the KK database.

Sec. 20. Segregation, Custody and Back-Up of Database in Compact Disc - The provisions of Resolution No. 9853 on the segregation, custody and back-up of database in compact discs shall be applicable.

Failure to create back-up copy of the database shall be subject to disciplinary action.

Sec. 21. Submission of Quarterly Progress Reports (QPRs), POPs and SNPDAT. - The EO shall submit thru e-mail (ebad@comelec.gov.ph, registration@comelec.gov.ph and precincts@comelec.gov.ph) or other fastest means available, the following reports:

A. Election and Barangay Affairs Department (EBAD):

- a. Quarterly Progress Reports (*soft copy*);
- b. Quarterly Reports on PWDs and SCs (*soft copy*); and
- c. Quarterly Reports on ICCs/IPs and IDPs (*soft copy*).

B. Information Technology Department:

- a. SNPDAT;
- b. SK database; and
- c. Other reports.

POPs shall be submitted to EBAD not later than **May 31, 2017 (Wednesday)** for purposes of October 23, 2017 Barangay and SK Elections and **October 31, 2018 (Wednesday)** for purposes of May 13, 2019 National and Local Elections.

Sec. 22. Compilation of Voters' Registration Records (VRRs) - The original copies of the newly approved applications shall be compiled in the Books of Voters.

There shall be a separate Book of Voters for the Regular Voters and approved KK applications, which shall be compiled per precinct.

Voters' Registration Records (VRRs) for SK voters, who will turn eighteen (18) years of age shall be removed from the SK Book of Voters to be compiled in a separate folder for regular voters, in view of the Precautionary Protection Order No. 005 issued by the Presidential Electoral Tribunal (PET), in the case of "Ferdinand 'Bongbong' R. Marcos vs. Maria Leonor 'Leni Daang Matuwid' G. Robredo".

Sec. 23. 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/her name in the permanent list of voters in his/her precinct at any time but not later than **July 9, 2017 (Sunday)** for purposes of October 23, 2017 Barangay and SK Elections and **January 27, 2019 (Sunday)** for purposes of May 13, 2019 National and Local Elections. It shall be supported by a certificate of disapproval of his/her application and proof of service of notice of his/her 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 voter's 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. 24. 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 **July 14, 2017 (Friday)** for purposes of October 23, 2017 Barangay and SK Elections and **February 1, 2019 (Friday)** for purposes of May 13, 2019 National and Local Elections. 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, remove the voter's registration records from the corresponding book of voters, enter the order of exclusion and place the same in the inactive file.

Sec. 25. Implementation of Court Inclusion/Exclusion Order. – The ERB shall implement Court Inclusion/Exclusion Orders that will become final and executory not later than **July 20, 2017 (Thursday)** for purposes of October 23, 2017 Barangay and SK Elections and **February 7, 2019 (Thursday)** for purposes of May 13, 2019 National and Local Elections. Otherwise, the same shall be referred to the Law Department.

The EO shall request from the ITD through EBAD, the issuance of the access code to effect the inclusion/exclusion of the registration records of the concerned voters in the database.

Sec. 26. Abatement of Double/Multiple Registration Records – All registration records found to be double/multiple based on the AFIS results, shall be abated pursuant to the policy adopted in Resolution No. 9888 dated July 28, 2014.

Sec. 27. Deactivation and Cancellation of Registration Records. – The grounds for the deactivation of registration records provided in Resolution No. 9863, **except Failure to Vote Twice**, and cancellation of registration records in Section 36 of Resolution No. 9853, shall be applicable.

Sec. 28. ERB Certification of the Lists of Voters. –The ERB shall post notice of its meeting for the Certification of the Lists of Voters. Said meeting shall be conducted at least five (5) days, prior to the scheduled posting of the certified and final lists of voters, in the bulletin boards of the OEO and the city/municipal hall.

Sec. 29. Posting of the Certified and Final List of Voters. –The ERB shall post the certified and final list of voters (SK and Barangay) in the bulletin board of the OEO not later than **July 25, 2017 (Tuesday)** for purposes of October 23, 2017 Barangay and SK Elections and **February 12, 2019 (Tuesday)** for purposes of May 13, 2019 National and Local Elections.

Sec. 30. Role of the Regional Election Directors (REDs) and Assistant Regional Election Directors (AREDs) and Provincial Election Supervisors (PESs). – The REDs, AREDs and PESs shall monitor the conduct of registration, ensure timely compliance of the EOs submission of all the required reports and shall be held directly responsible and accountable for non-compliance within the period herein provided.

Sec. 31. Satellite Registration Budgetary Requirements - The Finance Services Department (FSD) shall submit to the Commission *En Banc*, within ten (10) days from the promulgation of this Resolution, the proposed budget, to defray the expenses for the conduct of satellite registration based on the number of barangays, distance and availability of transportation facilities, in the city/district/municipality nationwide.

Sec. 32. Applicability of Other Resolutions of the Commission. – Pertinent provisions of Resolution Nos. 9853 and 9863, and other Resolutions of the Commission, pertaining to registration insofar as applicable and not inconsistent herewith, shall apply.

Sec. 33. Information Dissemination- The Education and Information Department (EID) shall be directed to cause the widest dissemination of this Resolution and its publication.

EOs shall likewise cause the widest information dissemination of this Resolution and coordinate with the concerned citizens' arms, local government units, barangay officials, non-governmental/civic organizations and other vulnerable sectors/organizations in their respective areas of responsibility.

Sec. 34. Effectivity. - This Resolution shall take effect seven (7) days after its publication in two (2) daily newspapers of general circulation in the Philippines.

Let the Office of the Deputy Executive Director for Operations, Election and Barangay Affairs Department, Information Technology Department and Finance Services Department, implement this Resolution.

SO ORDERED.



J. ANDRES D. BAUTISTA
Chairman



CHRISTIAN ROBERT S. LIM
Commissioner



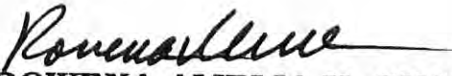
AL A. PARREÑO
Commissioner



LUIS TITO F. GUIA
Commissioner



ARTHUR D. LIM
Commissioner



MA. ROWENA AMELIA V. GUANZON
Commissioner



SHERIFF M. ABAS
Commissioner