

ELECTION DAY PROCEDURE: BASIC STEPS

Based on Comelec Resolution No. 10057 – General Instructions to the Boards of Election Inspectors (BEIs)

Alberto C. Agra

A. Preliminaries: 6:00 to 7:00 a.m.

1. BEI sets up Polling Place
2. Pollwatchers present credentials to BEI
3. BEI posts Precinct Certified Voters List (PCVL)
4. BEI shows sealed Vote Counting Machine (VCM) and empty Ballot Box to public
5. BEI turns on Vote Counting Machine (VCM) and logs in

B. Voting Proper: 7:00 a.m. to 5:00 p.m.

1. Voters vote in the order of arrival
2. Voter approaches BEI
3. BEI verifies Voter identity
4. BEI checks if fingers unstained with Indelible Ink (if stained, cannot vote)
5. BEI announces name of Voter
6. If no challenge or challenged dismissed, Voter signs in Election Day Computerized Voters List (EDCVL)
7. BEI Chair:
 - a. Signs Ballot in space provided
 - b. Gives Ballot inside Secrecy Folder and Marking Pen to voter
8. Voter votes by shading circles
9. Voter inserts Ballot in the VCM
10. Ballot is accepted or rejected (given another Ballot):
 - a. Misread Ballot (re-fed in 4 different orientations)
 - b. Previously Read Ballot (diverted to Bin for Rejected Ballot)
 - c. Invalid Ballot
11. BEI applies Indelible Ink
12. Voter returns Secrecy Folder and Marking Pen
13. Voter departs
14. Illiterates and Persons with Disability can be assisted by relative within 4th degree, person of confidence or BEI
15. No premature announcement of status of voting before close of polls

C. Closing of Polls: 5:00 p.m. up

1. If there are Voters within 30-meter radius, they will be allowed to vote (must fall in line, fill-up sheet and called)
2. BEI prints 8 copies of National Election Returns (NERs) and 8 copies of Local Election Returns (LERs)
3. VCM transmits results to:
 - a. Comelec
 - b. Transparency Server (Kapisanan ng mga Brodkaster ng Pilipinas)
 - c. City/ Municipal Board of Canvassers (C/ M BoC)
4. VCM prints 22 copies of NERs and 22 copies of LERs
5. BEI signs all ERs and affixes thumbmarks and places 8 NERs and 8 LERs inside Envelopes
6. Distribute all 30 NERs and 30 LERs (Next/ Higher Level of Canvassing, National and Local Political Parties, Media, Citizens' Arm, Ballot Box, Posted on Wall)
7. BEI shall post 1 copy of ER in a conspicuous place inside polling place
8. VCM prints Statistical and Audit Reports
9. Unused Ballots shall be disposed (torn lengthwise and placed in Envelopes)
10. BEI removes SD card (Slot A) and place inside Envelope (SD is Slot B not removed)
11. VCM shall be turned over to Logistics Provider or Election Officer
12. Deliver Ballot Box to the Local Treasurer