



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

**Office of the Schools
Division Superintendent**


22 December 2021

DIVISION MEMORANDUM
No. 526, s. 2021

**OPERATIONAL PLAN ON THE CONDUCT OF FIELD TESTING
AND MOCK ELECTIONS**

To: **OIC, Assistant Schools Division Superintendent
Chief, SGOD/ CID
Information Technology Officer I
All Public Elementary and Secondary School Heads
This Division**

1. This refers to Regional Memorandum No. 766, s. 2021 dated December 15, 2021, titled Operational Plan on the Conduct of Field Testing and Mock Elections.
2. Included in the Memorandum is the PowerPoint presentation of the Commission on Elections' (COMELEC) Operational Plan relative to the conduct of Field Testing on 14 December 2021 and Mock Elections on 29 December 2021.
3. Further, this Office shall adhere to Equal Opportunity Principle (EOP). Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
4. Immediate and wide dissemination of this Memorandum is desired.


DR. OLGA C. ALONSABE, CESE
Schools Division Superintendent

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

MOCK ELECTIONS

ELECTION

SGOD/HRD/MPM





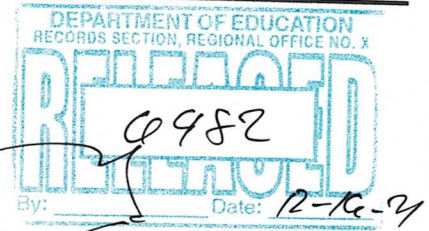
Republic of the Philippines
Department of Education
 REGION X – NORTHERN MINDANAO

DTS: 21-68818

Office of the Regional Director

December 15, 2021

REGIONAL MEMORANDUM
 No. 766, s. 2021



**OPERATIONAL PLAN ON THE CONDUCT OF FIELD TESTING
 AND MOCK ELECTIONS**

To: Schools Division Superintendents
 All Others Concerned

1. This refers to OUA Memorandum No. 00-1221-0073 dated December 9, 2021, titled Operational Plan on the Conduct of Field Testing and Mock Elections.
2. Included in the Memorandum is the PowerPoint presentation of the Commission on Elections' (COMELEC) Operational Plan relative to the conduct of Field Testing on 14 December 2021 and Mock Elections on 29 December 2021.
3. Please see the attached Memorandum for the complete details.
4. Immediate and wide dissemination of this Memorandum is desired.

DR. ARTURO B. BAYOCOT, CESO III
 Regional Director

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

MOCK ELECTIONS ELECTION

ICT/mabulay



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OUAD00-1221-00 73
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Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-1221-0073

MEMORANDUM

09 December 2021

**For: Undersecretaries and Assistant Secretaries
Bureau/Service Directors
Regional Directors and BARMM Education Minister
Schools Division Superintendents
School Heads and All Others Concerned**

**Subject: OPERATIONAL PLAN ON THE CONDUCT OF
FIELD TESTING AND MOCK ELECTIONS**

For the information and guidance of all concerned, attached is the PowerPoint presentation of the Commission on Elections' (COMELEC) Operational Plan relative to the conduct of Field Testing on 14 December 2021 and Mock Elections on 29 December 2021.

The conduct of Mock Elections is one of the requirements for the issuance of Certificate by the Technical Evaluation Committee. This certification is done through an established international entity that the Automated Election System (AES), including its hardware and software components, is operating properly, securely, and accurately.

Please note that this activity has the following objectives:

1. To test and ensure adequate security, accuracy, functional capability and integrity of the following in connection with the 09 May 2022 National and Local Elections (NLE):
 - a. Vote Counting Machines (VCMs),
 - b. Transmission devices, and
 - c. Consolidation and Canvassing System (CCS).
2. To simulate the procedures relative to the conduct of election from deployment to voting to consolidation and transmission of results;
3. To further develop public confidence and acceptance of the AES; and
4. To validate the effectiveness of the planned health and safety protocol to be implemented in the 09 May 2021 NLE.

For widest dissemination.


ALAIN DEL B. PASCUA
Undersecretary



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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OPERATIONAL PLAN

MOCK ELECTIONS

DECEMBER 29, 2021

Approved by the Commission *En Banc*
on November 24, 2021

LEGAL BASIS:

Republic Act No. 9369 ("AN ACT AMENDING REPUBLIC ACT NO. 8436, ENTITLED "AN ACT AUTHORIZING THE COMMISSION ON ELECTIONS TO USE AN AUTOMATED ELECTION SYSTEM IN THE MAY 11, 1998 NATIONAL OR LOCAL ELECTIONS AND IN SUBSEQUENT NATIONAL AND LOCAL ELECTORAL EXERCISES, TO ENCOURAGE TRANSPARENCY, CREDIBILITY, FAIRNESS, AND ACCURACY OF ELECTIONS, AMENDING FOR THE PURPOSE BATAS PAMBANSA BLG. 881, AS AMENDED, REPUBLIC ACT NO. 7166 AND OTHER RELATED ELECTIONS LAWS, PROVIDING FUNDS THEREFOR AND FOR OTHER PURPOSES".)

The conduct of Mock Elections is one of the requirements for the issuance of Certificate by the Technical Evaluation Committee, certifying through an established international certification entity that the AES, including its hardware and software components, is operating properly, securely, and accurately.

OBJECTIVES:

1. To test and ensure adequate security, accuracy, system and functional capability and integrity of the following in connection with the May 9, 2022 National and Local Elections (NLE):
 - a. Vote Counting Machines (VCMs);
 - b. Transmission devices; and
 - c. Consolidation and Canvassing System (CCS).
2. To simulate the procedures relative to the conduct of election from deployment to voting, to consolidation and transmission of results;
3. To further develop public confidence and acceptance of the Automated Election System (AES);
4. To validate the effectiveness of the planned health and safety protocol to be implemented against COVID – 19 for the May 9, 2022 NLE.

TIMELINES:

Activities	Start	Finish	Responsible Group/ Office/Department
Identification of mock elections venues in consultation with the field offices	November 2, 2021 (Tuesday)	November 16, 2021 (Tuesday)	FOG, concerned OREDs, OPESs and OEOs
Budget Preparation			
Drafting of the Operational Plan			
Meetings with other PMO working groups/office/department	Start 2 nd week of November 2021		Field Operations Group (FOG), PMO & Working Committees
Submission and approval of the mock elections plan to En Banc	November 19, 2021(Friday)	November 24, 2021(Wednesday)	FOG/PMO/Steering Committee
Information dissemination	Start after approval of the Mock Election Plan		Education and Information Department (EID)
Preparation of list of candidates	November 23, 2021 (Tuesday)		EID
Preparation of POP	November 27, 2021 (Saturday)		EBAD
Allocation of forms and supplies	November 29, 2021 (Monday)	December 3, 2021 (Friday)	Allocation Committee
Inventory of current forms and supplies	November 29, 2021 (Monday)	December 3, 2021 (Friday)	PSC/ASD
Command conference national level (COMELEC, PNP, AFP, DepED and citizens' arms)	1 st week of December 2021		FOG
Constitution of electoral boards (EBs)	December 6, 2021 (Monday)	December 10, 2021 (Friday)	Concerned OEOs
Loading of data / Preparation of serialized ballots (Mock Elections for 2022 NLE)	December 6, 2021 (Monday)	December 8, 2021 (Wednesday)	ITD / Tech Group
Printing and turnover of EDCVL/PCVL	December 6, 2021 (Monday)	December 12, 2021 (Sunday)	Information Technology Department (ITD) / ASD / PSC

TIMELINES:

Activities	Start	Finish	Responsible Group/ Office/Department
Command conference field level (COMELEC, PNP, AFP, DepED and citizens' arms)	2 nd week of December 2021		ORED/PES/EO
Delivery of ballot face and configured SD cards	December 9, 2021 (Thursday)		ITD / Tech Group
Printing of ballots / test ballots	December 10, 2021 (Friday)	December 11, 2021 (Saturday)	Printing Committee/NPO
Turnover of ballots / test ballots	December 12, 2021 (Sunday)		Printing Committee / Tech Group / PSC
Pre-LAT of VCMS/CCSs	December 15, 2021 (Wednesday)	December 18, 2021 (Saturday)	ITD/Technology Group (TG) / PCG
Deployment of batteries, VCMS, ballots, forms and supplies	December 15, 2021 (Wednesday)	December 27, 2021 (Monday)	Project Control, PSC, FOG, and TG
Preparation of voting centers and canvassing venues	December 23, 2021 (Thursday)	December 28, 2021 (Tuesday)	Concerned OREs, OPESs, and OEOs
Deployment of personnel	December 27, 2021 (Monday)		Project Control, FOG, and TG
Training/Briefing	December 28, 2021 (Tuesday)		Personnel Department/OEOs/TG
Mock elections	December 29, 2021 (Wednesday)		EBs/BOCs
Reverse logistics	December 30, 2021 (Thursday)	December 31, 2021 (Friday)	PSC, and Logistics Provider
Submission of Mock Elections ballots to RMAC	Not later than January 3, 2022		RMAC, FOG, and TG
Centralized Manual Audit	January 3, 2022 (Monday)	January 6, 2022 (Thursday)	RMAC
Assessment/evaluation	January 7, 2022 (Friday)		FOG, TG/ITD, PSC
Submission of assessment report to En Banc	January 10, 2022 (Monday)		FOG

TASKING:

The Steering Committee, through the FOG, PMO shall have control and supervision on the preparation and conduct of Mock Elections.

Office/Department/Committee	Tasking
Field Operations Group (FOG)/ Office of the Deputy Executive Director for Operations	<ol style="list-style-type: none">1. Serve as the lead group;2. Coordinate with the Steering Committee, Working Committees, Finance Services Department and Random Manual Audit for the technical preparations, budgetary requirements, deployment of personnel and VCMs, forms and supplies and other administrative/operational matters.3. Draft and discuss the Operational Plan;4. Disseminate the approved Operational Plan to the Regional Election Directors (REDs), Provincial Election Supervisors (PESs) and Election Officers (EOs) in concerned areas;5. Coordinate with the Philippine National Police/Armed Forces of the Philippines (PNP/AFP) and the Department of Education (DepED), for the security requirements and the utilization of classrooms as polling places and of public school teachers as BEIs and Technical Support, respectively;6. Monitor and coordinate with the EOs and local DepEd for the preparation of polling places and canvassing centers;7. Coordinate with the Joint Security Coordinating Centers (JSCC) on security requirements;8. Update the Steering Committee from time to time on the status of the preparation;9. Monitor and supervise the preparation and conduct of Mock Elections; and10. Prepare and submit a post assessment report to the Commission En Banc through the Steering Committee.

TASKING:

The Steering Committee, through the FOG, PMO shall have control and supervision on the preparation and conduct of Mock Elections.

Office/Department/Committee	Tasking
Office of the Deputy Executive Director for Administration	Coordination with the Inter Agency Task Force on Emerging Infectious Disease (IATF-EID)
Information Technology Department/Technology Group (TG)	<ol style="list-style-type: none">1. Prepare the protocol for the operation and troubleshooting of VCMs and CCS;2. Assign personnel who will serve as CCS Operator;3. Serve as resource persons for the training of EB members and CCS operators and technical support personnel;4. Provide the required number of VCMs, CCS and their peripherals;5. Provide all necessary technical preparations and support; and6. Print the EDCVL and PCVL for the said activity.
Allocation Committee/ Election Record Statistics Department	Allocates the needed ballots, accountable and non – accountable forms, and supplies.
Printing Committee (PC)/ Planning Department	Print/provide the required number of test ballots and other forms for the Mock Elections. Print/provide New Normal Guidelines/ Book
Packing and Shipping Committee (PSC)/Administrative Services Department (ASD)	Deploy the precinct count optical mark reader and consolidated canvassing system, all accountable and non-accountable forms, documents and supplies in coordination with other working groups, REDs, PESS and EOs

TASKING:

The Steering Committee, through the FOG, PMO shall have control and supervision on the preparation and conduct of Mock Elections.

Office/Department/Committee	Tasking
Finance Services Department (FSD)	Provide and release necessary funding through the designated FOG Special Disbursement Officer, as per approved budget, to defray the following expenditures: <ol style="list-style-type: none">1. Honorarium of EBs and Technical Support personnel;2. Travelling, food and accommodation and communication allowance;3. Deployment of personnel, VCMs, CCSs and peripherals, forms, documents and supplies;4. Conferences;5. Snacks during training and mock elections; and6. Other incidental expenses.
Education and Information Department (EID)	<ol style="list-style-type: none">1. Conduct information campaign and dissemination; and2. Notify members of the media of the conduct of Mock Elections.
Election and Barangay Affairs Department (EBAD)	<ol style="list-style-type: none">1. Drafts Operational Plan;2. Facilitate the Training of EBs on General Instructions; and3. Provide Manpower
Personnel Department (PeD)	<ol style="list-style-type: none">1. Supervise the training of EBs and technical personnel; and2. Prepare training and briefing manuals in coordination with the FOG/ITD.
Vulnerable Sectors Office	<ol style="list-style-type: none">1. Provide VSO Signage's Sample and Template; and2. Provide Instructional Materials/Leaflets
Random Manual Audit Committee (RMAC)	Provide procedure on the conduct of manual audit.

TASKING:

The Steering Committee, through the FOG, PMO shall have control and supervision on the preparation and conduct of Mock Elections.

Office/Department/Committee	Tasking
Regional Election Directors (REDs)	<ol style="list-style-type: none">1. Coordinate and discuss with concerned PES/EOs, the security plan for the conduct of the mock election;2. Coordinate with the respective RJSCC and PJSCC through PES with respect to the security assessment and requirements in mock election areas; and3. Ensure the availability of the all venues for the said activity.
Provincial Election Supervisors (PESs)	<ol style="list-style-type: none">1. Ensure the availability of the Provincial Canvassing Centers for the mock election; and2. Supervise and closely monitor the preparation and conduct of the mock election.
Election Officers/Acting Election Officers (EOs/AEOs)	<ol style="list-style-type: none">1. Prepare, in coordination with the DepEd, the public school buildings to be utilized as voting centers;2. Designate public school teachers as EB members;3. Select one hundred (100) voters of the chosen clustered precincts, except in Pasay City where all registered voters are expected to participate;4. Notify the selected 100 voters, through the help of, Barangay Officials, citizens arms or NGOs existing in the areas, on the date, time and place of mock election;5. Ensure the availability of canvassing centers as venue for District/City/Municipal Board of Canvassers;6. Ensure the availability of the designated Voting Centers;7. Provide ballot boxes and forms for EB appointment/oath;8. Provide thermal scanners for the checking of body temperature at the voting center;9. Coordinate with PNP/AFP to ensure the safety of the people involved in the mock election including VCMs, CCS, forms and supplies;10. Coordinate with the Local Government Unit for the establishment of medical station;11. Contact the FOG, through EBAD for queries, issues and other concerns relative to the conduct of mock election

TASKING:

The Steering Committee, through the FOG, PMO shall have control and supervision on the preparation and conduct of Mock Elections.

Office/Department/Committee	Tasking
Committee on the Ban on Firearms and Security Personnel (CBFSP)	Draft framework of security protocols and coordination with the Camp Crame and Camp Aguinaldo
Joint Communication Risk and Assessment Management (JCRAM)	Monitor the implementation of risk assessment and mitigating plan and submit corresponding findings with recommendations.
Philippine National Police/Armed Forces of the Philippines	<ol style="list-style-type: none">1. Provide security for:<ol style="list-style-type: none">a. Comelec personnel, EBs and BOCs;b. Polling places and canvassing centers; andc. Deployment of VCMs and peripherals, forms, documents and supplies including reverse logistics.2. Discuss and finalize the security operational plan with the Regional, Provincial and City/Municipal JSCC.3. Issue the corresponding guidelines to the Regional/Provincial Directors, Brigade and Battalion Commanders in the areas where mock elections will be conducted.



TASKING:

The Steering Committee, through the FOG, PMO shall have control and supervision on the preparation and conduct of Mock Elections.

Office/Department/Committee	Tasking
Department of Education (DepEd)	DepEd National Directorate shall issue the necessary memorandum/ directive to their field officials on the use of school buildings as voting centers and the designation of public school teachers as members of the EBs; and 10. Assist the FOG personnel in the repacking of the official ballots; and 11. Assist the FOG personnel in the repacking of ballots, EDCVL and PCVL; and 12. Turnover the used empty ballot boxes to the City/Municipal Treasurer.
Local Government Unit (LGU)	1. Provides the medical personnel to man the medical station responsible for the checking of body temperature and implementation of the health and safety protocol; and 2. Provides other logistical requirements needed to fully implement the health and safety protocols in the locality.
Parish Pastoral Council for Responsible Voting (PPCRV)/NGO/CSO	The PPCRV shall provide the manpower and equipment for the manning of the Voters' Assistance Desk.

MANPOWER REQUIREMENTS:

Electoral Boards	Composed of three (3) public school teachers from the school designated as voting center to be appointed by the EO as Chairman, Poll Clerk and Third Member who shall be technology capable.
Voter Assistance Desk Personnel	Representatives from the PPCRV or in the absence any from other citizens arm existing in the locality.
GI Trainor	One (1) for every city/municipality
Technical Support Personnel/Trainor	One (1) for every city/municipality.
City/Municipal Board of Canvassers	Composed of the EO and a representative from the ITD/TG
District/Provincial Board of Canvassers	Composed of the RED in NCR, PES and representative from the ITD/TG
National Board of Canvassers	Composed of the Head of Steering Committee and ITD/TG
Security Personnel	Composed of the members of PNP/AFP who will secure the voting centers and canvassing centers.
Registered Voters	Composed of 800 registered voters in 2 clustered in NCR and 100 registered voters in other NCR areas and in cities and municipalities from the identified clustered precincts.
DESO and Support Staff	One (1) DESO and one (1) Support Staff per voting center.
COVID- 19 Marshall	One COVID – 19 Marshall per voting center. DESO as COVID – 19 Marshall.
Members of Monitoring/Supervisory and Technical Teams	Composed of concerned FOG members and ITD/TG.
Joint Communication Risk and Assessment Management (JC RAM)	Composed of concerned members of JC RAM Team.
DBOC, PBOC & C/MBOC Support Staff	Composed of Election Assistants, CMTs and Job Order Casual, if needed.
EAPP and IPP Support Staff (SS)	Two (2) SS for EAPP and two (2) SS for IPP

PROPOSED MOCK ELECTION AREAS:

LOCATION	PROVINCE	MUN/CITY	VCM	SIGNAL STRENGTH	VOTING CENTER	Clustered Precincts	RV	CCS			
			BARANGAYS					PBOC/DBOC	DISTANCE (KM)	MBOC/ CBOC	
OMR -10	LEYTE	TACLOBAN CITY	6	✓	Panalaron Central School	6	100	TACLOBAN CITY	0	TACLOBAN CITY	
			106	✓	Sto. Niño Central School	233	100				
		BAYBAY CITY	POB. ZONE 11	✓	Baybay City Senior High School	13	100		68		BAYBAY CITY
			GAAS	✓	Gaas Elementary School	56	100				
		PALOMPON	IPIL II	✓	Palompon South Central School	11	100		120		PALOMPON
				SAN JUAN	✓	San Juan Community School	61				
				✓							
BARMM	MAGUIN DANA O	COTABATO CITY	ROSARY HEIGHTS 2	✓	Cotabato City Central Pilot School	103	100	0	COTABATO CITY		
			TAMONTAKA I	✓	Cotabato City High School	176	100				
CCS - 4	MAGUIN DANA O	SHARIFF AGUAK	MOTHER POB	✓	Shariff Aguak Central School	1	100	60	SHARIFF AGUAK		
OMR - 6			LABU-LABU	✓	Labu Labu Elementary School	17	100				
		BULUAN	PROBLACION	✓	Pilot Elementary School	1	100	145	BULUAN		
			DIGAL		Digal Elementary School	19	100				

PROPOSED MOCK ELECTION AREAS:

LOCATION	PROVINCE	MUN/CITY	VCM		SIGNAL STRENGTH	VOTING CENTER	Clustered Precincts	RV	CCS		
			BARANGAYS						PBOC/DBO C	DISTANCE (KIM)	MBOC/ CBOC
MINDANAO	DAVAO DEL SUR	DIGOS CITY	ZONE 3		↓	R. Magsaysay Central Elem. School	39	100	DIGOS CITY	0	DIGOS CITY
CCS - 3			GOMA		↓	Damñas Elem.School	80	100			
OMR - 4		SULOP	POBLACION		↓	Sulop Central Elem School	7	100		23	SULOP
			TALAS		↓	Talas Elem. School	36	100			
NCR	NATIONAL CAPITAL REGION	PATEROS	SAN PEDRO		↓	Pateros National High School	17	100	TAGUIG	5.5	PATEROS
CCS - 4			SAN ROQUE		↓	P. Manalo Elementary School,	22, 23	100			
OMR - 6		TAGUIG 1ST DISTRICT	USUSAN		↓	Ususan Elementary School	484	100		0	TAGUIG CITY
		TAGUIG 2ND DISTRICT	WESTERN BICUTAN		↓	Tenement Elementary School	535	100			
		PASAY CITY 1ST	BRGY 70		↓	Pasay West High School	67, 68	800			PASAY CITY
		PASAY CITY 2ND	BRGY 110		↓	P. Zamora Elementary School	307,308	800			

TRAINING:

Training shall be conducted onsite, a day before the conduct of mock elections, in a venue spacious enough for the observance of 1-meter physical distancing and other health and safety protocols during training.

LOGISTICAL REQUIREMENTS:

Items	Quantity	Total
Vote Counting Machines w/ plastic ballot box	1 per Clustered Precinct (CP)	34
Contingency VCM	1 pc per CP	34
Transmission Modems	1 pc. per CP	34
Contingency Modems	1 pc. per CP	34
Test Ballots per clustered precincts	800 pcs for 2 CP in NCR	4,800
	100 pcs per CP in other areas of NCR and selected cities/municipalities	
Marking pens	50 pcs per CP	1,700
Consolidation and Canvassing System (CCS) laptops, printer and MODEM kit per canvassing/consolidation center	1 pc per Canvassing Center 1 pc for Canvassing Center in Congress	29
Contingency CCS	1 pc per Canvassing Center	29
Storage Media	1 pc per	29
Ballpens		
Election Forms and Supplies	1 set per CP	34
Expandable envelope (VSO)	20 pcs per VC	680
Bond paper (long)	1 per voting center	34
Scotch tape	2 pcs per CP	68
EDCVL	1 set each clustered precinct	34
PCVL	2 sets each clustered precinct	68
Anti-COVID Supplies:		
70% isopropyl alcohol	1 gal with dispenser per voting center/canvassing center	34
Plastic barrier for EBs	1 roll per Clustered Precinct	34



SCHEDULE OF ACTIVITIES DURING MOCK ELECTIONS DAY:

Activities	Mock Elections in 2 CPs with 800 RVs in Pasay City	Mock Elections in other - NCR areas and selected cities/municipalities
Set-up and installation of VCM	6:00 am to 7:00 am	6:00 am to 7:00 am
Open Voting	7:00 am	7:00 am
Close Voting	5:00 pm	12:00 noon
Canvassing and Transmission	5:00 pm to 6:00 pm	12:00 noon to 1:00 pm

SECURITY PREPARATIONS:

The Committee on the Ban on Firearms and Security Personnel (CBFSP) shall spearhead security preparations for the Mock Elections activity. Together with the concerned ORED, OPES, and OEO proper coordination shall be made with the local PNP, LGU, and barangay officials concerned.

Security preparations include the conduct of security briefings, ocular inspections, request for deployment of PNP personnel to the venue, and such other actions which will ensure orderliness and safety of voters, Comelec personnel, and election equipment for the duration of the simulation.

Resolution No. 10727, Secs. 86 - 94

HEALTH PROTOCOLS:

- A. The health and safety protocols to be observed include the following:
1. Wearing of face mask and face shield;
 2. One-meter physical distancing;
 3. Frequent disinfection of hands;
 4. Frequent disinfection of regularly-touched surfaces; and
 5. Proper cough and sneezing etiquette.

PROTOCOLS FOR VOTER:

1. Bring his/her own pen;
2. Subject himself/herself to temperature checking;
3. Pass through a foot bath;
4. Immediately proceed to the Voters' Assistance Desk (VAD), and present his/her ID or complete name in a piece of paper or the Voter's Information Sheet (VIS) to the person manning the VAD;
5. Check the location of his/her polling place in the layout posted near the VAD at the entrance of the VC; and
6. Directly go to the holding area, whenever applicable, located near the voter's designated polling place or if there is no holding area, queuing line observing a physical distance of at least one (1) meter from the other voter in front of him/her.

VOTING CENTER, VOTER ASSISTANCE DESK AND POLLING PLACE REQUIREMENT/SET-UP:

A. VOTING CENTER

1. Identification of one gate as the only entrance to the VC and another for the exit. If there is only one gate in the VC, there shall be a divider to separate ingress and egress;
2. Installation, at the entrance of the VC, of a Body Temperature Scanner and a foot bath, the use of which shall be compliant to manufacturer's instructions;
3. Enter into a MOA with a non-partisan NGO, CSO, and other organizations available in their respective areas of responsibility to man the body temperature scanner;
4. Establishment of an Emergency Accessible Polling Place (APP);
5. Establishment of an Isolation Polling Place (IPP);
6. Appointment of EAPP and IPP Support Staff; and
7. Posting of a 2x3-meter tarpaulin or other materials on the Layout of the Voting Center, indicating the clustered precincts, at its entrance.

A.1. PROCEDURES BEFORE ENTRY TO THE VOTING CENTER:

All persons entering the voting center shall:

1. Be subjected to temperature checking by the medical personnel. If a voter registers a temperature of 37.5 Celsius or higher, said voter shall not be allowed to enter but shall be made to rest for five (5) minutes before retaking the body temperature. If on the second checking, the body temperature is still at 37.5 Celsius or higher, said person shall be escorted to IPP to cast his/her vote. This section shall also apply to those voters who are manifesting other COVID-19 symptoms;
2. Observe one-meter physical distancing; and
3. The DESO as COVID - 19 Marshall shall strictly ensure that the number of persons inside the voting center does not exceed the allowed maximum capacity in accordance with prevailing IATF and LGU Rules and Guidelines on election day.

B. VOTERS ASSISTANCE DESK:

To avoid gathering, crowding and huddling around the PCVL, there shall be in each voting center, a Voters' Assistance Desk (VAD), manned by the PPCRV or in its absence, any accredited citizen's arm under the supervision and control of the DESO. The VAD shall assist voters in ascertaining their precinct number, sequence number and direction to their polling place.

In the event that there is no available accredited citizen's arm to man the VAD the EO may enter into a MOA with a non-partisan NGO, CSO, or other organizations available in their respective areas of responsibility to man the VAD.

C. POLLING PLACE:

1. Strategically arrange the chairs and tables to be used inside the polling place in such a way that they are at least one (1) meter away/apart from each other;
2. Install a hand sanitation station beside or near the door of the ingress and egress of the polling place;
3. Post at the door of the polling place a clear and visible sign showing "PERSONS NOT PROPERLY WEARING FACE MASK AND SHIELD SHALL NOT BE ALLOWED INSIDE";
4. Post PCVL, near or at the door of the polling place, with pages/sheets spread out to give free access to voters who are checking their names in the list;
5. Install plastic barrier between the EB and voters;
6. In coordination with the DESO, shall designate an adjacent room of the polling place to be used as holding area, whenever applicable, and with chairs arranged at least one (1) meter apart from each other. The holding area will be used by the voters waiting for their turn to vote. The voters shall sit and arrange themselves on a first-come, first-served basis such that they will vote according to the sequence of their arrival. Giving numbers to the voters to determine their sequence of voting is *strictly prohibited*, and
7. Provide trash boxes/bags for easy disposal of all medical wastes such as used face masks, face shields or gloves.



C.1. PROTOCOLS INSIDE THE POLLING PLACE:

Strict observance of the following protocols at all time, while inside the polling place:

A. EB members and its Support Staff:

1. Before the start of the proceeding, disinfect/sanitize, by spraying with alcohol/disinfecting solution, the polling place work areas and fixtures, most specially frequently handled objects such as door knobs and handles, tables and chairs, marking pens and other supplies/paraphernalia and equipment that will be used during the voting in the polling place, except accountable & non-accountable forms and all other supplies/paraphernalia that are made of paper;
2. Sanitize own hands thoroughly and as frequently as possible;
3. Limit the number of persons inside the polling place to allow physical/social distancing of at least one (1) meter from each other, at a maximum of ten (10) voters at any given time, depending on the area of the polling place, with seats reserved for SC, PWD and HPW.
4. Use own pen;
5. Disinfect/Sanitize marking pens, secrecy folders, tables and chairs as well as other supplies used by voters before and after use;
6. Give ballot to voter without physical contact;
7. Instruct the voter to sign the EDCVL using voter's own pen; and
8. Apply indelible ink to the voter's right forefinger nail or any other nail if there be no other forefinger nail, without physical contact.



B. Voters/Assistors:

1. Upon entry and exit, sanitize hands with alcohol located near the door or at the ingress and egress;
2. Follow the procedures in obtaining ballot at a distance of at least, one (1) meter from the EB and without touching hands;
3. Feed ballot to VCM without touching the VCM;
4. Follow the after-voting procedures;
5. Use own pen in signing EDCVL;
6. Proceed to the Third Member for staining of the forefinger without physical contact; and
7. Immediately leaves the polling place and voting center after voting.

C. Watchers:

Watcher of each candidate, duly registered political party or coalition of political parties, associations or organizations participating in the Party-List System, and duly accredited citizens' arms.

1. Before the start of the proceeding, disinfect/sanitize, by spraying with alcohol/disinfecting solution, the assigned area for watchers;
2. Sanitize own hands thoroughly and as frequently as possible; and
3. Use own pen if making written protest;
4. Observe proper distance of at least, one (1) meter from the other watchers; and
5. Immediately leave the polling place and voting center after the conclusion of the electoral process at the precinct level.



PROCEDURES FOR VOTING, COUNTING OF VOTES, TRANSMISSION OF PRECINCT RESULTS:

Resolution No. 10727, promulgated on November 10, 2021 General Instructions for the Constitution, Composition and Appointment of Electoral Boards; The Process of Final Testing and Sealing of the Vote Counting Machines; and the Voting, Counting and Transmission of Election Results in connection with the May 9, 2022 National and Local Elections.

CONSOLIDATION, CANVASSING AND TRANSMISSION :

Resolution No. 10737 promulgated on November 17, 2021 General Instructions for the Boards of Canvasser (BOC) on the Constitution, Composition and Appointment; Consolidation/Canvass; and Transmission of Voters/Canvass in connection with the May 9, 2022 National and Local Elections.

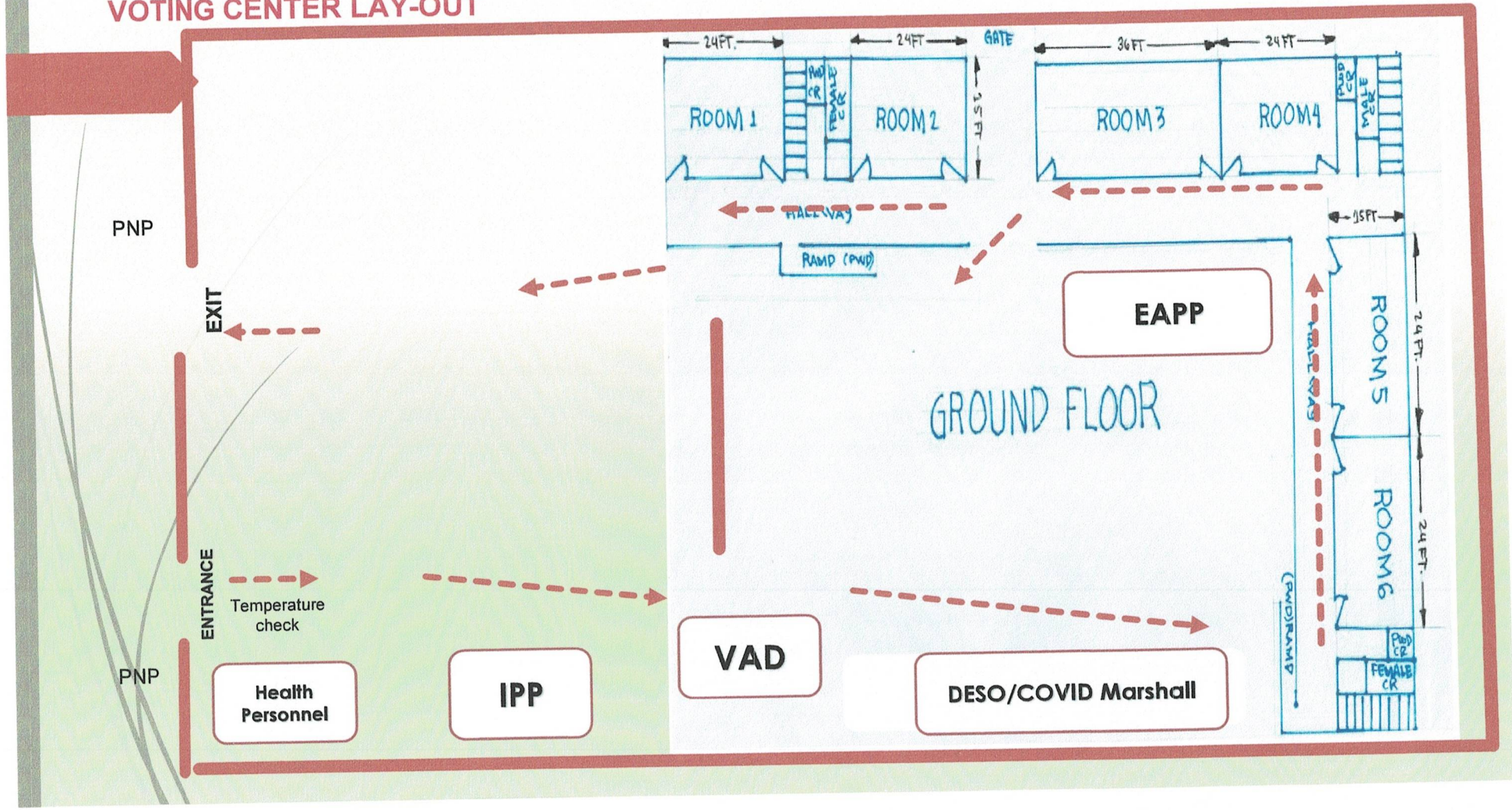
RANDOM MANUAL AUDIT:

The Random Manual Audit (RMA) for the 2 clustered precincts in Pasay City shall be conducted in the Comelec Main Office. The venue, manpower and health and safety protocol shall be provided by the head of the RMA

ASSESSMENT AND EVALUATION:

The FOG shall conduct Post Mock Election assessment on January 7, 2022, preparatory to the submission of its report to the Commission *En Banc*.

VOTING CENTER LAY-OUT



Thank You!!!



2022 | vote s.a.f.e. **PILIPINAS**
NATIONAL AND LOCAL ELECTIONS
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Stay Safe!!!