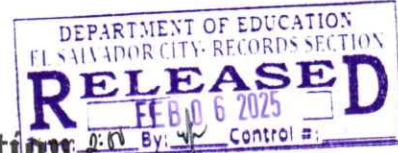




Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY



6 February 2025

DIVISION MEMORANDUM  
No. 056, s. 2025

**DISSEMINATION OF COMELEC RESOLUTION NO. 11091 and LOCAL ABSENTEE VOTING (LAV) FORMS**

To: **Assistant Schools Division Superintendent  
Chief Education Supervisor, CID  
Chief Education Supervisor, SGOD  
Public Elementary and Secondary School Heads  
All Teaching and Non-Teaching Personnel  
This Division**

1. This is to disseminate COMELEC Resolution No. 11091 promulgated on January 31, 2025, re: Rules and Regulations on Local Absentee Voting in connection with the May 12, 2025 National and Local Elections.
2. All Local Absentee Voting applicants are directed to fill out the attached Application Form/s for Local Absentee Voting (LAV Form No. 01) and the form for the List of Registered Voters Who Will Avail of Local Absentee Voting (LAV Form No. 02).
3. All duly accomplished application forms and certified Lists of Applicants shall be transmitted not later than March 10, 2025 directly to the Committee on Local Absentee Voting (CLAV) c/o ECAD, Commission on Elections, 8<sup>th</sup> Floor, Palacio del Gobernador Bldg., Intramuros, Manila.
4. For more details, refer to the attached Regional Memorandum No. 078, s.2025 and letter from the Committee on Local Absentee Voting (CLAV).
5. This Memorandum adheres to the Equal Opportunity Principle (EOP) wherein there is no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
6. Immediate and wide dissemination of this Memorandum is desired.

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent



Address: Zone 3, Poblacion, El Salvador City  
Telephone No: (088) 882-6326  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
Email Address: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)

**Transforming Schools,  
Forging Partners**





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

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

COMELEC

OSDS/SRD



Address: Zone 3, Poblacion, El Salvador City  
Telephone No: (088) 882-6326  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
Email Address: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)

*Transforming Schools,  
Forging Partners*





Republic of the Philippines  
**Department of Education**  
 REGION X - NORTHERN MINDANAO



February 03, 2025

REGIONAL MEMORANDUM  
 No. 078, s. 2025

**DISSEMINATION OF COMELEC RESOLUTION NO. 11091 AND LOCAL  
 ABSENTEE VOTING (LAV) FORMS**

To: Schools Division Superintendents  
 Assistant Schools Division Superintendents  
 All Others Concerned

1. This is to disseminate COMELEC Resolution No. 11091 promulgated on January 31, 2025, re: Rules and Regulations on Local Absentee Voting in connection with the May 12, 2024 National and Local Elections. Enclosed also are the Application Forms relative to Local Absentee Voting (LAV).
2. Review and compliance with the enclosed materials are encouraged.
3. This Office strictly observes the Equal Opportunity Policy (EOP) in all steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
4. This Office directs the immediate and wide dissemination of this Memorandum.

  
**DR. ARTURO B. BAYOCOT, CESO III**  
 Regional Director

ATCH.: as stated  
 To be indicated in the Perpetual Index  
 under the following subject:

ELECTIONS      FORMS

DTS No. 25-123331

ASD-PS/amma-d



Address: DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City  
 Telephone No: (088) 881-3137  
 Email Address: region10@deped.gov.ph  
 Website: r10.deped.gov.ph

Doc. Ref. Code	RO-ORD-F013	Rev	01
Effectivity	01.22.24	Page	1 of 1



Outlook

25-129331

DEPARTMENT OF EDUCATION	
<b>RECEIVED</b>	
RECORDS SECTION, REGIONAL OFFICE NO. X	
1/23/25	
BY: <i>[Signature]</i>	TIME: 10:29

Resolution on Local Absentee Voting for the 2025 NLE

From ECAD, 1stDivision <ecad.1stdivision@comelec.gov.ph>  
 Date Thu 1/23/2025 9:30 AM  
 To DEPED X NORTHERN MINDANAO <region10@deped.gov.ph>

4 attachments (13 MB)

LAV Form No. 2 2025 NLE.pdf; RESOLUTION NO. 11091 - CLAV 2025 NLE (1).pdf; LAV Form No. 01 2025 NLE.pdf; DepEd-R1001-2025-200911.pdf

JAN 24 2025  
 10:29 AM  
 KM

OFFICE OF THE REGIONAL DIRECTOR

DEPED-Region X  
 Upper Balulang  
 Cagayan de Oro City

Dear Sir:

We respectfully transmit the attached documents relative to the Local Absentee Voting for the 2025 National and Local Elections.

For your information and guidance.

Please acknowledge receipt hereof.

Thank you.

Ricardo Madjus  
 Staff  
**FIRST DIVISION**  
 Electoral Contests Adjudication Department  
 Commission on Elections  
 Intramuros, Manila



Disclaimer: Any personal data personal information, privileged information and sensitive personal information contained in this document, including other pertinent documents attached thereto that are shared by the Commission on Elections in compliance with the existing laws and rules and in conformity with the Data Privacy Act of 2012 (R.A.No. 10173) and its implementing Rules and Regulations, as well as the pertinent circulars of the National Privacy Commission, are similarly bound to comply with the said laws, rules and regulations, relating to data privacy, security, confidentiality, protection and accountability.

Refer to Records for Attachments



Republic of the Philippines  
COMMISSION ON ELECTIONS

COMMISSION ON ELECTIONS  
ECAD-OFFICE OF THE DIRECTOR

Date: 01-07-25

Time: 5:32pm

Received by: *[Signature]*

RULES AND REGULATIONS ON LOCAL ABSENTEE VOTING IN CONNECTION WITH THE MAY 12, 2025 NATIONAL AND LOCAL ELECTIONS.

GARCIA, George Erwin M.  
INTING, Socorro B.  
CASQUEJO, Marlon S.  
FEROLINO, Aimee P.  
BULAY, Rey E.  
MACEDA, Ernesto Ferdinand, Jr. P.  
CELIS, Nelson J.

Chairman  
Commissioner  
Commissioner  
Commissioner  
Commissioner  
Commissioner

x-----x

PROMULGATED: January 3, 2025

*[Signature]*

RESOLUTION NO. 11091

The Commission on Elections (Commission), pursuant to the powers vested in it by the Constitution, the Omnibus Election Code (OEC), Executive Order No. 157, Republic Act (R.A.) No. 7166, R.A. No. 10380, and other pertinent election laws, RESOLVED, as it hereby RESOLVES, to promulgate the following rules and regulations on local absentee voting:

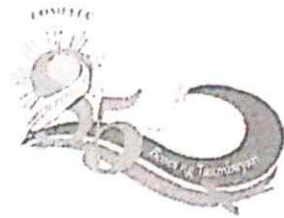
SEC. 1. Definition of terms. - the following terms are hereby defined as follows:

a. Local absentee voting - refers to a system of voting whereby government officials and employees, including members of the Armed Forces of the Philippines (AFP), and the Philippine National Police (PNP) as well as members of the media, media practitioners including their technical and support staff (media voters) who are duly registered voters, are allowed to vote for national positions; i.e., Senators and Party-List Representatives, in places where they are not registered voters but where they are temporarily assigned to perform election duties on election day, or in case of media voters who will not be able to vote due to the performance of their functions in covering and reporting on the elections;

b. Media - refers to those who are engaged in news reporting on a nationwide or local scale, including correspondents of



Republic of the Philippines  
COMMISSION ON ELECTIONS  
Manila



COMMITTEE ON LOCAL ABSENTEE VOTING (CLAV)

January 23, 2025

OFFICE OF THE REGIONAL DIRECTOR  
DEPED-Region X  
Upper Baulang  
Cagayan de Oro City, Misamis Oriental

Dear Maam/Sir:

Greetings!

The Commission on Elections is now preparing for Local Absentee Voting for the May 12, 2025 National and Local Elections.

Attached herewith are copies of Comelec Resolution No. 11091 promulgated on January 3, 2025 entitled *Rules and Regulations on Local Absentee Voting in Connection with the May 12, 2025 National and Local Elections* together with the Application Form/s for Local Absentee Voting (LAV Form No. 1) and the form for the List of Registered Voters Who Will Avail of Local Absentee Voting (LAV Form No. 2).

In order to afford all DEPED-Misamis Oriental personnel sufficient information on how they could avail of the Local Absentee Voting System, please help the Commission disseminate the aforesaid Comelec Resolution and LAV Forms to all your station/units. It is further informed that copies of the said Resolution and forms may be reproduced or downloaded from the Comelec website at [www.comelec.gov.ph](http://www.comelec.gov.ph). All duly accomplished application forms and certified Lists of Applicants shall be transmitted not later than March 10, 2025 directly to the Committee on Local Absentee Voting (CLAV) c/o ECAD, Commission on Elections, 8<sup>th</sup> Floor, Palacio del Gobernador Bldg., Intramuros, Manila. J

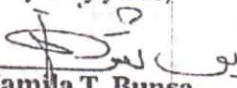
Further, for proper coordination and implementation of the system, may we also respectfully request that the Committee be furnished with the complete addresses and contact persons together with the contact numbers of said Stations/Units whose personnel wish to avail of the Local Absentee Voting.

For further information, you may contact the Committee at telephone numbers (8) 527-2986 and (8) 527-0830.

Let us join hands in enabling our DEPED-Misamis Oriental personnel to exercise their right of suffrage despite their assignment on election day to areas outside their places of registration.

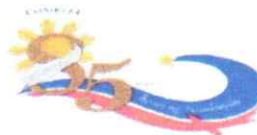
Thank you very much.

Very truly yours,

  
**Jamila T. Bunsu**  
Group Head, Regions 9&10

Encls.: a/s

/cca:afp



Republic of the Philippines  
**COMMISSION ON ELECTIONS**  
 Committee on Local Absentee Voting

**MAY 12, 2025 NATIONAL AND LOCAL ELECTIONS**

**APPLICATION TO AVAIL OF LOCAL ABSENTEE VOTING**

1. **PERSONAL DATA:** (Please use the same name as appearing in your registration record.)

(a) Name:

\_\_\_\_\_ (Surname) (First name) (Middle name)

(b) Sex: Male  Female  Gender: (Specify) \_\_\_\_\_

(c) Civil Status: Single  Married  Widow/er

(d) Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

(e) Contact Numbers: Mobile: \_\_\_\_\_ HQ/Office Tel. No.: \_\_\_\_\_

Email address: \_\_\_\_\_

2. **I AM A REGISTERED VOTER OF:**

(f) \_\_\_\_\_  
 (Precinct No./Barangay) (City/ Municipality) (Province)

3. **I WANT TO AVAIL OF LOCAL ABSENTEE VOTING BECAUSE I WILL BE ASSIGNED ON ELECTION DAY TO PERFORM ELECTION DUTIES/COVER AND REPORT ON THE CONDUCT OF ELECTIONS OUTSIDE THE PLACE WHERE I AM A REGISTERED VOTER**

Please check the appropriate box:

<p>(g) <input type="checkbox"/> I am a government official/employee            Government Office _____            Position _____            Place of Assignment on Election Day _____            _____            Name of Head of Office/Supervisor _____            _____</p>	<p>(h) <input type="checkbox"/> I am a member of the AFP            Rank _____            Unit _____            Serial Number _____            Place of Assignment on Election Day _____            _____            Name of Commanding Officer _____            _____</p>
<p>(i) <input type="checkbox"/> I am a member of the PNP            Position/Rank _____            Place of Assignment on Election Day _____            _____            Name of Station Head _____            _____</p>	<p>(j) <input type="checkbox"/> I am a member of the media            Position _____            Place of Assignment on Election Day _____            _____            Name of Head of Company _____            _____</p>

**I hereby certify that the above declarations are true and correct.**

\_\_\_\_\_  
 (Signature of applicant above printed name)

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2025 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
 (Signature above printed name)  
 Officer Authorized to Administer Oath







**CERTIFICATION**

This is to certify that herein applicants are bona fide members/employees of \_\_\_\_\_ with office address at \_\_\_\_\_ applicants will be assigned on election day outside the place where they are registered voters to perform election-related duties or due to the performance of their functions in covering and reporting on the elections. This is to further certify that the above-named \_\_\_\_\_

\_\_\_\_\_  
(Signature above printed name)

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2025, at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
(Signature above printed name)  
Officer Authorized to Administer Oath