



Republic of the Philippines
COMMISSION ON ELECTIONS
Manila

RULES ON [1] ONLINE FILING, RECEPTION, AND PROCESSING OF APPLICATIONS FOR REACTIVATION, REACTIVATION WITH CORRECTION OF ENTRIES, REACTIVATION WITH TRANSFER WITHIN THE SAME CITY/MUNICIPALITY/DISTRICT, AND REACTIVATION WITH TRANSFER WITHIN AND CORRECTION OF ENTRIES, AND VIRTUAL VERIFICATION OF THE IDENTITY OF THE APPLICANTS; AND [2] ALTERNATIVE PROCEDURES ON THE FILING OF SAID APPLICATIONS BY SENIOR CITIZENS, PERSONS WITH DISABILITIES AND PERSONS DEPRIVED OF LIBERTY.

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Promulgated: August 11, 2021

RESOLUTION NO. 10715

WHEREAS, the Commission *En Banc*, on July 18, 2019, promulgated Resolution No. 10549 entitled “*Rules and Regulations on the Resumption of the System of Continuing Registration of Voters*” in connection with the 2022 National and Local Elections;

WHEREAS, in response to the rising Covid-19 cases in the country and considering that registration activities may cause a congregation of applicants in the Offices of the Election Officer (OEOs) nationwide, the Commission *En Banc* implemented Resolution No. 10674 entitled “*Protocols on the Conduct of the System of Continuing Registration of Voters, Institutionalizing the Health and Safety Standards Under the New Normal*” which incorporated mandatory employment of minimum health and safety protocols during the entire registration process;

WHEREAS, Section 28 of Republic Act No. 8189 (R.A. 8189) allows a voter, whose registration record was deactivated due to grounds provided in Section 27 thereof, to file a sworn application for reactivation of his/her registration record before the concerned OEO;

WHEREAS, Republic Act No. 10366 declares that the State shall ensure that Senior Citizens and Persons with Disabilities are able to exercise their right to political participation without discrimination or restrictions, and thus, towards this end, the State shall design systems and procedures that will enable Senior Citizens (SC), and Persons with Disability (PWD) to register and vote by themselves.

WHEREAS, the Commission also recognizes the right to register, update their registration records and vote of Persons Deprived of Liberty (PDL) as members of the vulnerable sector;

WHEREAS, in order to further reduce the number of applicants who will personally appear in the OEOs, all sworn applications for a) Reactivation, b) Reactivation with Correction of Entries, c) Reactivation with Transfer Within the Same City/Municipality/District, and d) Reactivation with Transfer Within and Correction of Entries shall be permitted to be processed in a virtual/online manner, subject to the requirements herein provided;

NOW THEREFORE, pursuant to the powers vested in it by the Constitution, the Omnibus Election Code, and Republic Act No. 8189 and other related election laws, the Commission **RESOLVED**, as it hereby **RESOLVES** to promulgate and prescribe the following rules on online and alternative mode of filing, reception, and processing of applications for Reactivation, Reactivation with Correction of Entries, Reactivation with Transfer Within the Same City/Municipality/District, and Reactivation with Transfer Within and Correction of Entries in connection with the 2022 National and Local Elections, as follows:

SECTION 1. Scope of this Resolution. – This Resolution shall cover online/virtual submission and processing of applications for:

- a. Reactivation;
- b. Reactivation with Correction of Entries;
- c. Reactivation with Transfer WITHIN the Same City/Municipality/District;
- d. Reactivation with Transfer WITHIN and Correction of Entries; and,
- e. Reactivation with updating of SC, PWD and PDL records.

Provided that the applicant/s have complete biometrics data in the local database of the city/municipality/district where he/she filed the above application. For this purpose, correction of entries does not include change of signature.

Further, unless otherwise provided in subsequent Resolution/s allowing other types of applications which do not require the taking of

biometrics data to be received and processed online, the above enumeration is exclusive and shall not be construed as to include other applications available to registrants.

SEC. 2. *Virtual/Online Appearance as Substitute for Personal Appearance Before the Election Officer.* – In lieu of the applicants' personal appearance, the Offices of the Election Officers (OEOs), with internet connection, are authorized to receive and process online the applications covered by this Resolution.

Processing, as used in this Resolution, shall refer to the different stages of application such as:

- a. online reception of duly accomplished application forms and verification of supporting documents;
- b. searching of registration record in the Local Voters Registration Database (LVRD) or Printed List of Voters (PLV);
- c. online conduct of interview via a secure internet-based videoconferencing platform;
- d. recording of applicants;
- e. assignment of application number, and
- f. updating of voter's personal details.

SEC. 3. *Senior Citizens, Persons with Disabilities and Persons Deprived of Liberty May File Application Through Authorized Representatives.* – Aside from online filing, Senior Citizens (SCs), Persons with Disabilities (PWDs) and Persons Deprived of Liberty (PDLs) applicants may file before the OEO any of the applications provided for in Section 1 hereof through their duly authorized representatives.

For purposes of this Resolution, the persons who may be authorized by the above voters to file the covered applications on their behalf shall be limited to the following:

- a. Relative by consanguinity or by affinity up to the fourth (4th) civil degree; or
- b. A person of applicant's confidence, belonging to the latter's household, if applicant has no relative falling under item (a) of this section.

SEC. 4. *Online Submission of Application and Supporting Documents:*

I. *Role of the OEOs:*

- i. Post its official e-mail address/es in the city/municipal/district and OEOs bulletin boards or make a reference to the Comelec Website published email address, where applicants will send their applications and supporting documents; and

- ii. Send acknowledgement receipt, through email, to the applicant/s of the application/s received through online filing.

II. Procedures:

- A. Applicants who will avail the online/virtual submission and processing of the subject applications are required to:
 - i. Visit the Comelec website through www.comelec.gov.ph, fill out online the mandatory fields in the application form, save and print or may download, print the blank application form and manually fill out the same;
 - ii. In the first page, check the circle corresponding to the desired application type/s. Indicate below the date and affix signature above the applicant's printed name;
 - iii. In the second page, completely and accurately fill-out Parts 1 and 2;
 - iv. SC, PWD and PDL may update their records by downloading and accomplishing the Supplementary Data Form and indicate the type of disability, assistance needed during election day, and willingness to vote in the precincts assigned in Accessible Polling Places (APP);
 - v. Indicate/write the active cellphone numbers/email addresses at the right top portion below the printed word "Revised CEF-1" in the application form;
 - vi. Scan both pages of the application form and supplementary data form, if applicable, as well as any of the valid identification/supporting documents enumerated in Sections No. 14 (A) and No. 20 of Resolution No. 10549, as follows:
 - 1. Employee's identification card (ID), with the signature of the employer or authorized representative;
 - 2. Postal ID;
 - 3. PWD Discount ID;
 - 4. Student's ID or library card, signed by the school authority;
 - 5. Senior Citizen's ID;
 - 6. Driver's license;
 - 7. NBI clearance;
 - 8. Passport;

9. SSS/GSIS ID;
 10. Integrated Bar of the Philippine (IBP) ID;
 11. License issued by the Professional Regulatory Commission (PRC);
 12. Certificate of Confirmation issued by the National Commission on Indigenous Peoples (NCIP) in case of members of ICCs or IPs;
 13. Any other valid ID;
 14. Certification by the solemnizing officer;
 15. Marriage contract or court order with certificate of finality; or
 16. Order by the Civil Registrar or Consul General, as the case may be.
- vii. Send the scanned accomplished application form and supporting documents to the official e-mail account of OEO indicating in the subject line the type of application the voter is applying for.
- B. For SC, PWD and PDL applicants who prefer to file their applications through an authorized representative, the following shall be observed:
- i. Visit the Comelec website thru ***www.comelec.gov.ph***, fill out online the mandatory fields in the application form, save and print (*back to back*) or may download, print the blank application form and manually accomplish three (3) sets thereof;
 - ii. In the first page, check the circle corresponding to the desired application type/s. Indicate below the date and affix signature above the applicant's printed name;
 - iii. In the second page, completely and accurately fill-out Parts 1 and 2;
 - iv. Indicate/write the active cellphone numbers/email addresses at the right top portion below the printed word "Revised CEF-1" in the application form;
 - v. SC, PWD and PDL may update their records by downloading and accomplishing the Supplementary Data Form and indicate the type of disability, assistance needed during election day, and willingness to vote in the precincts assigned in Accessible Polling Places (APP);
 - vi. SC, PWD and PDL applicants shall execute an undertaking/authorization letter acknowledging

that the person submitting the application on his/her behalf is duly authorized; and

- vii. The authorized representative shall submit to the OEO concerned the application form, supplementary data form, if any, the undertaking/authorization letter and any of the valid identification documents for both the applicant and authorized representative as mentioned in Section 4, II A (vi) of this Resolution.

SEC. 5. Applicant's Online Video Interview by the EO or his/her Duly Authorized Representative. - Upon confirmation by the concerned OEO of the appointment and the completeness of the biometrics data in the local database, the EO or his duly authorized representative shall:

1. Send to the applicant/s in his/her specified email address and/or cellular phone number the date and time of the online interview together with the log-in credentials, if applicable, in the specified videoconferencing platform; and
2. Save a print screen shot of the biometric data of the applicant/s for comparison and reference during the conduct of online interview and verification.

If upon verification by the OEO in the local database, the applicant/s has incomplete/corrupted biometrics information, the applicant shall be informed through email/text message that physical appearance is required to complete the capturing of the biometrics information in the local database of the city/municipality/district where his/her application is under consideration. If the applicant fails to appear despite due notice, said application will be treated as incomplete and will not be included for Election Registration Board action. This is pursuant to Republic Act No. 10367.

The EO/authorized interviewer shall ask searching questions to the applicant during the interview to determine the validity of the latter's application. Applicant may be required to present additional documents to support his/her claim.

SEC. 6. Submission of Additional Supporting Documents. - The EO or his/her duly authorized representative may require the applicant to submit online or through authorized representative, as the case may be, additional supporting documents which would sufficiently support the application he/she is applying for.

In the event that applicant/s fail/s to submit the required documents within three (3) days from notice, whether supporting or otherwise, such failure shall be a ground for the denial of the application by the Election Registration Board (ERB).

SEC. 7. *Videoconferencing Platform.* – OEOs capable of conducting online verification of the identity of the applicants as referred to in Section 2 hereof shall utilize a suitable, accessible and commonly used videoconferencing platform such as Zoom, MS Teams, Viber, Messenger, and others with similar video functionalities.

OEOs shall be provided with additional funds for the said logistical requirements which shall be included in their respective regularly released registration/mobilization allowance during the conduct of the system of continuing registration of voters.

SEC. 8. *Authority of EOs/Acting EOs to Administer Oath Online.* – The EOs/Acting EOs are hereby given the authority to administer oath to applicants who availed of the online reactivation of registration records as provided for in this Resolution.

For this purpose, EOs are required to be present at their respective OEO at the moment they administer oath to the applicant. Oath shall be made individually among applicants and simultaneous oath taking is not allowed.

SEC. 9. *Printing of Copies of Application, Posting of Names and ERB Submission.* – In compliance with the provisions of Republic Act No. 8189, the EO or his/her duly authorized representative shall:

1. Print three (3) legible copies of the applications filed through online which shall be made within the day after the conduct of the online interview of the applicant/s;
2. Indicate in the printed application forms the name of the interviewer, date, time and platform/s utilized during the applicant/s interview and verification; and
3. Post the names of applicants with online applications in the OEOs bulletin board and submit the same to the ERB for approval/disapproval in accordance with the schedules provided in Resolution No. 10635 promulgated on January 10, 2021.

SEC. 10. *Compliance with the Data Privacy Act.* – The EO shall ensure that all personal information gathered from the applications filed before them shall be secured in compliance with the pertinent provisions of Republic Act No. 10173 otherwise known as the Data Privacy Act of 2012, implementing rules and regulations issued by the National Privacy Commission, and existing policies of the Commission relative to the same.

SEC. 11. *Separability Clause.* – If, for any reason, any part, section, or provision of this Resolution is declared invalid or unconstitutional by the Supreme Court, the remaining provisions or sections shall remain valid and applicable.

SEC. 12. Notice and Publication. – The Commission Secretary shall furnish a copy of this Resolution to the Education and Information Department for publication in two (2) daily newspapers of general circulation in the Philippines. The Information Technology Department shall likewise be furnished with a copy for posting in the Comelec website.

Let the Offices of the Deputy Executive Director for Operations, Election and Barangay Affairs Department, Vulnerable Sectors, Regional Election Directors, Provincial Election Supervisors, and Election Officers implement this Resolution.

SO ORDERED.

SHERIFF M. ABAS
Chairman

MA. ROWENA AMELIA V. GUANZON
Commissioner

SOCORRO B. INTING
Commissioner

MARLON S. CASQUEJO
Commissioner

ANTONIO T. KHO, JR.
Commissioner

AIMEE P. FEROLINO
Commissioner

CERTIFICATION

APPROVED by the Commission En Banc during the regular online meeting on **August 11, 2021**, pursuant to COMELEC RESOLUTION NO. 10671, promulgated June 9, 2020, entitled: “Supplemental Resolution to COMELEC Resolution 9936 Promulgated March 25, 2015, Rule on the Enactment and Promulgation of Executive or Administrative Resolutions providing for other format of meetings to include online meetings applicable in times of COVID-19 pandemic and the imposition of Community Quarantines and similar emergency situations”.


ATTY. CONSUELO B. DIOLA
Acting Comelec Secretary