



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

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DEPED MALAYBALAY CITY DIVISION
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BY: _____

DIVISION MEMORANDUM

No. 269, s. 2022

TO : Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned
This Division

FROM :  VICTORIA V. GAZO, PhD, CESO V
Schools Division Superintendent

DATE : May 6, 2022

SUBJECT : DISSEMINATION OF OUA MEMO 00-0522-0038 MEMORANDUM,
RE: COMELEC RESOLUTION NO. 10783 OR THE RULES AND
REGULATIONS GOVERNING THE CONDUCT OF VERIFICATION
OF VOTERS, MANNER OF VOTING AND HANDLING OF OFFICIAL
BALLOTS IN THE ISOLATION POLLING PLACE (IPP) FOR THE
MAY 9, 2022 NATIONAL AND LOCAL ELECTIONS

1. For information and guidance, this Office hereby disseminates the OUA Memo 00-0522-0038 Memorandum, re: COMELEC Resolution No. 10783 or the Rules and Regulations Governing the Conduct of Verification of Voters, Manner of Voting and Handling of Official Ballots in the Isolation Polling Place (IPP) for the MAY 9, 2022 National and Local Elections which is self-explanatory.
2. Please note that Section 2, Article II of the resolution provides that there shall be an Isolation Polling Place (IPP) in every voting center, which shall be, as far as practicable, in one of the classrooms that is in a building separate from the building of the voting centers, preferably near the entrance and the health personnel station.
3. Should there be queries, contact Rosalio P. Arangco, Education Program Supervisor, SGOD at 0917 159 4825.



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Republika ng Pilipinas
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Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0522-0038
MEMORANDUM
22 April 2022

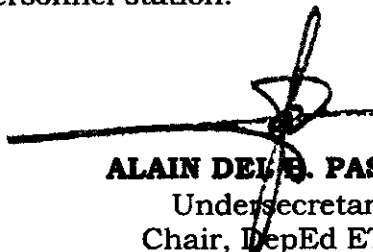
For: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors and BARMM Education Minister
Schools Division Superintendents
Principals and School Heads
All Others

Subject: COMELEC RESOLUTION NO. 10783 OR THE RULES AND REGULATIONS GOVERNING THE CONDUCT OF VERIFICATION OF VOTERS, MANNER OF VOTING AND HANDLING OF OFFICIAL BALLOTS IN THE ISOLATION POLLING PLACE FOR THE MAY 9, 2022 NATIONAL AND LOCAL ELECTIONS

For the information and guidance of all concerned, attached herewith is COMELEC Resolution No. 10783, promulgated last 20 April 2022, entitled "Rules and Regulations Governing the Conduct of Verification of Voters, Manner of Voting and Handling of Official Ballots in the Isolation Polling Place for the May 9, 2022 National and Local Elections."

Please note that Section 2, Article II of the resolution provides that there shall be an Isolation Polling Place (IPP), in every voting center, which shall be, as far as practicable, in one of the classrooms that is in a building separate from the building of the voting centers, preferably near the entrance and the health personnel station.

For widest dissemination.


ALAIN DEL B. PASCUA
Undersecretary
Chair, DepEd ETF



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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Republic of the Philippines
COMMISSION ON ELECTIONS
Manila

RULES AND REGULATIONS GOVERNING THE CONDUCT OF VERIFICATION OF VOTERS, MANNER OF VOTING AND HANDLING OF OFFICIAL BALLOTS IN THE ISOLATION POLLING PLACE FOR THE MAY 9, 2022 NATIONAL AND LOCAL ELECTIONS.

X-----X

PANGARUNGAN, Saidamen B.,	Chairman
INTING, Socorro B.,	Commissioner
CASQUEJO, Marlon S.,	Commissioner
FEROLINO, Aimee P.,	Commissioner
BULAY, Rey E.,	Commissioner
TORREFRANCA-NERI, Aimee S.,	Commissioner
GARCIA, George Erwin M.	Commissioner

Promulgated: April 20, 2022

RESOLUTION NO. 10783

PURSUANT to its authority under the Constitution, the Omnibus Election Code, Republic Act No. 9369 and other election laws, and Resolution No. 10727 for the creation of Isolation Polling Place in every voting center, the Commission on Elections **RESOLVED**, as it hereby **RESOLVES**, to promulgate the following rules and regulation for the conduct of verification, manner of voting and handling of official ballots of voters in the Isolation Polling Place for the May 09, 2022 National and Local Elections.

**ARTICLE I
DEFINITION OF TERMS**

SECTION 1. Definition of Terms. – As used in this Rules and Regulations, the following terms shall mean:

- a) **Barangay Health Emergency Response Teams** shall refer to the community organization tasked with managing all COVID-related healthcare needs.
- b) **Clustered Precinct** shall refer to the group of established precincts located within the same barangay and voting center.
- c) **Commission** shall refer to the Commission on Elections.
- d) **Compensation** shall refer to per diem, honoraria or allowances granted to the IPP support staff.
- e) **DepEd** shall refer to the Department of Education

- f) **DESO** shall refer to the DepEd and MBHTE of the Bangsamoro Autonomous Region in Muslim Mindanao Supervisor Official designated to manage in voting center.
- g) **DESO Safety Protocol Officer Support Staff** shall refer to the person charged with ensuring that minimum public health standards are observed within the voting centers. *(Article 1, Section 1(i), COMELEC Resolution No. 10727)*
- h) **Election Day Computerized Voters' List (EDCVL)** shall refer to the computerized list of registered voters with voting records in the Polling Place.
- i) **Electoral Boards** shall refer to the Board of Election Inspections (BEI) and Special Board of Election Inspectors (SBEIs) who will conduct the Final Testing and Sealing of Vote Counting Machine, voting, counting and transmission of election results.
- j) **Election-related risk** shall refer to any death or injury sustained by reason of or on occasion of the performance of election service or duties.
- k) **Isolation Polling Place** shall refer to rooms or makeshift tents established in every voting center where voters evaluated by the Medical Personnel to be suffering from a fever of 37.5 degrees Celsius, or any of the COVID-19 symptoms, may cast their vote. *(Article 1, Section 1(p), COMELEC Resolution No. 10727)*
- l) **Medical Personnel** shall refer to those health care workers tasked to check voters with temperatures of 37.5 degrees Celsius, or exhibiting any symptoms of COVID-19 virus. *(Article 1 Section 1(q), COMELEC Resolution No. 10727)*
- m) **MBHTE** shall refer to Ministry of Basic, Higher and Technical Education of the Bangsamoro Autonomous Region in Muslim Mindanao.
- n) **Other Benefits** shall refer to death and/or hospitalization benefits granted to persons rendering election-related service or to their beneficiaries under Republic Act No. 10756, including the provision of legal assistance and legal indemnification.
- o) **Persons rendering election service** shall refer to persons appointed by the Commission to render election-related service as Chairperson or Members of the Electoral Boards, DESO and their respective support staff.
- p) **Polling Place** shall refer to the place where the Electoral Board conducts its proceeding and where the voters cast their votes.
- q) **Posted Computerized Voters' List (PCVL)** shall refer to the computerized list of voters posted outside each polling place.
- r) **PPCRV** shall refer to the Parish Pastoral Council for Responsible

- s) **Public School Teacher** shall refer to all persons engaged in classroom teaching, in any level of instruction, on full-time basis, including guidance counselors, school librarians, industrial arts or vocational instructors, and all other persons performing supervisory and/or administrative functions in all schools, colleges and universities operated by the government or its political subdivisions; but shall not include school nurses, school physicians, school dentists, and other school employees.
- t) **Registered Voter** shall refer to a voter whose name is included in the Election Day Computerized Voters' List (EDCVL) and Posted Computerized Voters' List (PCVL).
- u) **Support Staff** shall refer to persons appointed to assist the Members of the Electoral Boards and the DESO in the performance of their duties.
- v) **Temperature Check** shall refer to the process of taking the temperature of all voters/persons before entering the voting center.
- w) **VCM** shall refer to Vote Counting Machine.
- x) **VAD** shall refer to Voters' Assistance Desk.
- y) **Voting Center** shall refer to the building or place where the polling place is located.
- z) **VVPAT** shall refer to Voter Verifiable Paper Audit Trail.

**ARTICLE II
ISOLATION POLLING PLACE**

SEC. 2. Establishment of an Isolation Polling Place (IPP). -There shall be an Isolation Polling Place (IPP) in every voting center, which shall be set up, as far as practicable, in one of the class rooms that is in a building separate from the other buildings of the voting center, preferably near the entrance, and the health personnel station. If no such room is available, a makeshift/temporary IPP shall be built outside the voting center, which shall be strategically located near its entrance and the Medical Personnel deployed thereat.

The IPP must have an ample space capable of accommodating, at least five (5) voters, the IPP Support Staff and watchers, observing one (1) meter physical distancing at any given time.

- a. **Waiting Area.** - Voters who are waiting for their turn to vote in the IPP shall be allowed to stay in a waiting area, situated preferably next to it, which can comfortably accommodate at least ten (10) voters, including their assistor, if any, observing one (1) meter physical distancing.
- b. **Who May Vote at the IPP.** - Voters who, upon temperature check at the entrance of the voting center, and who registers a temperature of 37.5 degrees Celsius or higher may vote at the IPP, or any person who manifests any of the symptoms of COVID-19

The DESO shall ensure that every voting center must be compliant with the requirements of this Resolution.

SEC. 3. Isolation Polling Place Support Staff. – As provided in Section 81 of Resolution No. 10727, the EO shall appoint one (1) IPP Support Staff in every voting center, who shall have all the qualifications and none of the disqualifications set forth in Sections 7 and 8 of the said Resolution.

For this purpose, the EO shall appoint from the list submitted by the DESO, giving preference to the medical personnel of the school designated as voting center, or a teacher thereof. In the absence of the foregoing, any registered voter with medical background shall be appointed as IPP Support Staff.

The IPP Support Staff shall enjoy the same honoraria of the support staff in Resolution No. 10727. In addition to the Anti-COVID Allowance of Php500.00 stated in the said resolution, the IPP Support Staff shall likewise receive an additional amount of Six Hundred Pesos (Php600.00) to be used to purchase Personal Protective Equipment (PPE) including gloves, and hazard pay in the amount to be determined by the Commission.

SEC. 4. Reportorial Requirements. – The EO shall, within three (3) days from the constitution, appointment and designation of the IPP Support Staff, submit to the Office of the Provincial Election Supervisor (OPES), the list containing the names of the appointed support staff, and indication whether they are public school teachers or private school teachers or civil service employees or private citizens, arranged by voting center.

The Provincial Election Supervisor (PES) shall, within three (3) days from receipt of the list, submit the same to the Office of the Regional Election Director (ORED), which shall then submit immediately the lists to the Finance Services Department (FSD) and the Election and Barangay Affairs Department (EBAD) through the fastest possible means. Soft copies in PDF format are likewise to be submitted through email at finance@comelec.gov.ph and ebad@comelec.gov.ph.

SEC. 5. DESO Support Staff. – The DESO Support Staff acting as Safety Protocol Officer shall also be assigned to escort voters from the temperature checker to the IPP, and assist the IPP Support Staff in securing the official ballots from the original polling place of the IPP voter.

SEC. 6. Temperature Check. – All voters shall be subjected to temperature check at the entrance of the voting center. Voters who register temperature of 37.5 degrees Celsius or higher, 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 degrees Celsius or higher, said person shall be escorted by the Medical Personnel to the IPP to cast his/her vote. While waiting for the Medical Personnel to escort the voter, the temperature checker shall respectfully instruct the voter to wait, without mingling with the other voters.

Voters referred to in this section shall only be endorsed by the temperature checker to the Medical Personnel for escort to the IPP.

When escorting the voter to the IPP, the Medical Personnel shall see to it that the one (1) meter physical distancing is observed. The Medical Personnel shall also not enter the IPP when escorting the voter.

This section shall also apply to those voters who are manifesting other COVID-19 symptoms.

SEC. 7. IPP Forms and Supplies. – Before Election Day, the treasurer shall notify the IPP support staff that the forms, documents and supplies have been delivered to the City/Municipal Treasurer’s Office and is ready for the IPP Support Staff’s verification for completeness. The following forms, documents and supplies shall be distributed to the IPP Support Staff on Election Day, unless an earlier date is provided by the Commission:

CEF No.	Description	Quantity	Quantity
Envelopes			
	Envelopes for the Official Ballots	20	Pieces
Other Forms			
	Oath of Identification of IPP Voter	10	Pieces
	Authorization Forms	10	Pieces
Supplies			
	Bond Paper (long)	20	Pieces
	Ballot Secrecy Folder/Expandable Folder	10	Pieces
	Thumbprint Taker	1	Piece
	Indelible Stain Ink	1	Bottles
	Marking Pen	5	Pieces
	Ballpens	5	Pieces
	Log book	1	Piece

The IPP Support Staff shall carefully check the correctness and quantity of the election forms, documents and supplies actually received. Said support staff shall sign the Certificate of Receipt (CEF No. A14) in three (3) copies to be distributed as follows:

- a. The original shall be delivered to the City/Municipal Treasurer, who shall transmit the same to the EO, for submission to the Election Records and Statistics

- b. The second copy shall be given to the City/Municipal Treasurer who shall keep the same for his/her file; and
- c. The Third copy shall be retained by the EB who shall also keep the same for his/her own file.

The IPP Support Staff shall likewise secure from the EO his/her Copy of Appointment and Oath of Office.

SEC. 8. Persons allowed inside the IPP. -

- a. IPP Support Staff
- b. Voters casting their votes

For voters requiring assistors, the IPP Support Staff shall act as voter assistor.

SEC. 9. Holding Area. - The IPP Support Staff, whenever necessary, in coordination with the DESO, may designate an adjacent room - with ample space and accessible to wheelchair users, if available, to be used as holding area. The holding areas shall 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 voters to determine their sequence of voting is strictly prohibited.

**ARTICLE II
VOTING**

SEC. 10. Preliminaries to the voting. - The IPP Support Staff shall:

- a. Be at the IPP not later than five o'clock in the morning of Election Day;
- b. Set up the IPP by strategically arranging the chairs and tables to be used inside the IPP in such a way that they are at least one (1) meter away from each other;
- c. Set up the sanitation station of the IPP which should be located by the entrance;

SEC. 11. Voting Procedure in the IPP. - The following procedure on voting shall be observed in the IPP:

A. The IPP Support Staff shall:

- 1. Direct the voter to disinfect his/her hands before entering the IPP;
- 2. Inspect the voter's fingernail without touching for any ink stain. If there be none, explain that he/she cannot enter the voting center to vote in his/her polling place, but may choose to cast his/her vote in the IPP. If the voter signifies approval to vote in the IPP, the latter shall proceed to vote in accordance with the succeeding sections.

- a. Waiver of the right to feed the official ballot into the VCM;
 - b. Waiver of the right to be issued the VVPAT.
4. Request the voter's valid ID, if any, except community tax certificate. In the absence of valid ID, the IPP Support Staff, the Safety Protocol Officer, or any registered voter voting in the IPP, may identify under oath the voter, using the form attached as Annex "A". If the voter is not personally known to any of the mentioned persons, the IPP Support Staff shall request the voter's permission to be photographed which will be shown to the EB of voter's precinct for comparison with the photograph appearing in the EDCVL.

For this purpose, the voter must accomplish the IPP authorization form with waiver of items a and b of no. 3 of this section, hereto attached as Annex "B".

These documents, together with the valid ID, if any, shall be placed by the voter inside an improvised container/box for this purpose. The IPP Support Staff shall refrain from touching these documents, and shall disinfect the improvised container/box after every use.

- 5. Write the complete name of the voter on a piece of paper, the voter's precinct number if known by the voter;
- 6. Call the DESO Support Staff acting as the Safety Protocol Officer;
- 7. Direct the Safety Protocol Officer to capture the photograph of the voter, if the latter gave permission to do so.
- 8. Turn over to the Safety Protocol Officer the improvised container/box containing the a) authorization form; b) the voter's valid ID, if any, or in lieu thereof the accomplished Annex "A"; c) duly signed and dated Authorization Form;
- 9. Give the piece of paper containing name of the voter and the envelope in which the official ballot shall be inserted.
- 10. Enter in the logbook the following details: name of the voter and the time the voter arrived at the IPP.

B. The Safety Protocol Officer shall:

- 1. Without physically entering the IPP, receive the improvised container/box containing the documents stated above, the piece of paper where the name of the voter is written, and the envelope in which the official ballot shall be inserted;
- 2. Capture the voter's photograph if the latter gave permission to do so;
- 3. Proceed to the VAD to get the precinct and sequence number of

4. Proceed to the polling place once the precinct and sequence number of the voter is secured from the VAD, or if the same is already written on the piece of paper given by the IPP Support Staff;
5. Without entering the polling place, turn over the improvised container/box to the EB Chairperson;
6. Without entering the polling place, show the photo of the voter to the EB Chairperson if permitted to capture;
7. Immediately delete the photo of the IPP voter after showing the same to the EB Chairperson.

C. The **EB Chairperson** shall:

1. Upon receipt of the Authorization Form, the valid ID, if any, or the accomplished Annex "A", and after examination of the photograph shown by the Safety Protection Officer, check the name, signature and photo of the voter in the EDCVL. If no ID was presented, and no one personally identified the voter, the signature of the voter appearing in the authorization form shall be used for comparison with the signature appearing on the EDCVL;

As much as possible, the EB Chairperson shall refrain from touching the contents of the improvised container/box, and if it cannot be avoided, the EB Chairperson shall immediately disinfect his/her hands thereafter.

2. After the voter's identity has been validated, note in the Minutes of Voting (Minutes) the voter's name, ID card, if any, or the accomplished Annex "A", precinct and serial number of the ballot given to the Safety Protection Officer. The Authorization Form and any other documents submitted shall be placed inside an envelope which will be attached to the Minutes. Documents received from the IPP shall not be comingled with other documents in the polling place;
3. Note in the EDCVL that the voter voted in the IPP;
4. Allow the Safety Protection Officer to inspect the ballots, without touching the same, to make sure that is not filled up, or otherwise marked.
5. Insert the ballot in the envelope provided by the Safety Protection Officer and write at the back of the envelope the precinct number of the voter and clustered precinct number for whom the ballot is obtained and the time the ballot was obtained. The same envelope may be used for subsequent procurement of ballots provided the same procedures shall be followed;
6. If the ballot cannot be issued for whatever reason, the EB

non-issuance of the ballot. This fact shall be recorded in the Minutes of the polling place and log book of the IPP.

The Safety Protocol Officer Support Staff or Medical Personnel shall not physically enter the IPP when informing the voter of this matter.

D. The **Safety Protocol Officer** shall:

1. Without entering the IPP, turn over the envelope containing the official ballot to the IPP Support Staff;
2. Turn over the improvised container/box to the IPP Support Staff.

E. The **IPP Support Staff** shall:

1. Upon receipt of the envelope from the Safety Protocol Officer who obtained the ballots: a.) inspect the envelope before extracting the ballots therefrom; b.) inspect the ballots to ensure that they have not been filled-out, marked, mutilated or otherwise rendered unusable; and c.) enter in the log book the conditions of the envelope and ballots;
2. If the ballots have already been filled-out, have marks, have been mutilated or otherwise rendered unusable, direct the Safety Protocol Officer who obtained the ballots to return them to the polling places where they were obtained.

The returned ballots shall be considered **spoiled ballots** and such fact shall be indicated in the Minutes of the polling place. Thereafter the EB Chairperson shall issue new ballots in place of the latter in accordance with letter C hereof. The circumstances attendant to the issuance of new ballots shall also be recorded in the log book of the IPP;

3. After accomplishing the ballots, insert them in the envelope which was labeled by hand by the IPP Support Staff according to clustered precinct number. These envelopes labeled according to clustered precinct shall be placed inside an improvised container box that is to be kept secured by the IPP Support Staff. For purposes of this section, each filled up Official Ballot shall be placed in separate envelopes before placing them inside the improvised container box. The Official Ballots should fit inside the envelope and the improvised container box without being folded;
4. Apply indelible ink, without touching, to the voter's right forefinger nail or any other nail if there be no forefinger nail or in any other suitable part of the voter's body if there are no

5. Request the voter to affix his/her signature on the logbook and the time said voter finished voting;
6. Request the voter to leave the IPP; and
7. Disinfect the improvised container/box for the next voter.

SEC. 12. Procedure after closing of IPP. – The exact time of the closing of the IPP and the turn-over of the ballots to the EB Chairpersons shall be entered in the logbook. Thereafter the IPP Support Staff shall affix their signatures thereto.

The IPP Support Staff shall ensure that the turnover of the filled-up ballots to the concerned EBs of the polling place/s be made prior to the close voting.

The EB Chairperson shall publicly announce the receipt of the IPP ballots, then inspect the conditions of the envelopes and ballots, compare the number of ballots received with the number of Authorization Forms previously submitted to them and record in the Minutes the conditions of the envelope, and ballots and discrepancies in the number of the ballots as against the number of Authorization Forms recorded in the Minutes, if any. The time of the receipt of the envelopes and ballots from the IPP Support Staff shall likewise be entered in the Minutes.

Before actually feeding the ballots to the VCM, the EB Chairperson shall announce such action in the polling place. Thereafter, he/she shall feed the ballots to the VCM in the presence of the other members of the EBs, and watchers. The feeding of the ballots shall take place before the closing of voting in the polling place.

After conducting the feeding of the IPP ballots, the EB members shall ensure that proper physical disinfection shall be made before proceeding to the next activities in the VCM.

SEC. 13. Submission of Logbook. - The IPP logbook shall be turned-over to the concerned EO/AEO.

The turn-over of logbook to the EO/AEO shall be a pre-requisite for the payment of the remuneration due them.

SEC. 14. Applicability of the Omnibus Election Code and Other Election Laws and Resolutions. - The pertinent provisions of the Omnibus Election Code, Republic Act No. 7160 and other election laws and resolutions of the Commission which are not inconsistent herewith shall, as far as practicable, apply suppletorily.

SEC. 15. Implementation – The Field Operations Group shall

SEC. 16. Effectivity and publication. - This Resolution shall take effect on the seventh (7th) day after its publication in two (2) daily newspapers of general circulation in the Philippines.

The Education and Information Department, this Commission, shall cause the publication of this Resolution in two (2) daily newspapers of general circulation in the Philippines.

SO ORDERED.

SAIDAMEN B. PANGARUNGAN
Chairman

SOCORRO B. INTING
Commissioner

MARLON S. CASQUEJO
Commissioner

AIMEE P. FEROLINO
Commissioner

REY E. BULAY
Commissioner

AIMEE S. TORREFRANCA-NERI
Commissioner

GEORGE ERWIN M. GARCIA
Commissioner

CERTIFICATION

APPROVED by the Commission En Banc during its regular meeting on **20 April 2022**, pursuant to COMELEC Resolution No. 10671, entitled: "Supplemental Resolution to COMELEC Resolution No. 9366 Promulgated March 25, 2015 entitled, 'Rule on the Enactment and Promulgation of Executive or Administrative Resolutions' Providing for Other Format of Meetings Applicable in Times of the COVID-19 Pandemic and the Imposition of Community Quarantines and Similar Emergency Situations".


ATTY. CONSUELO B. DIOLA
0308119306
Acting COMELEC Secretary