



Republic of the Philippines
COMMISSION ON ELECTIONS
Intramuros, Manila

RULES AND REGULATIONS GOVERNING: 1) POLITICAL CONVENTIONS; 2) SUBMISSION OF NOMINEES OF GROUPS OR ORGANIZATIONS PARTICIPATING UNDER THE PARTY-LIST SYSTEM OF REPRESENTATION; AND 3) FILING OF CERTIFICATES OF CANDIDACY AND NOMINATION OF AND ACCEPTANCE BY OFFICIAL CANDIDATES OF REGISTERED POLITICAL PARTIES OR COALITIONS OF POLITICAL PARTIES IN CONNECTION WITH THE MAY 9, 2022 NATIONAL AND LOCAL ELECTIONS.

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Promulgated: August 18, 2021

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RESOLUTION NO. 10717

The Commission on Elections, by virtue of the 1987 Constitution, the Omnibus Election Code, Republic Act No. 7166, Republic Act No. 7941, Republic Act No. 9369, and other election laws, hereby RESOLVES to promulgate the following RULES AND REGULATIONS GOVERNING: 1) POLITICAL CONVENTIONS; 2) SUBMISSION OF NOMINEES OF GROUPS OR ORGANIZATIONS PARTICIPATING UNDER THE PARTY-LIST SYSTEM OF REPRESENTATION; AND 3) FILING OF CERTIFICATES OF CANDIDACY AND NOMINATION OF AND ACCEPTANCE BY OFFICIAL CANDIDATES OF REGISTERED POLITICAL PARTIES OR COALITIONS OF POLITICAL PARTIES IN CONNECTION WITH THE MAY 9, 2022 NATIONAL AND LOCAL ELECTIONS.

POLITICAL CONVENTIONS

SECTION 1. *Holding of Political Conventions.* – Political parties (PP) may hold political conventions to nominate their official candidates for all elective positions from **September 1-28, 2021.**

LIST OF AUTHORIZED SIGNATORIES WITH SPECIMEN SIGNATURES

SECTION 2. *Submission of List of Authorized Signatories and Specimen Signatures of Political Parties* – The Chairperson or President, or in their absence, the Secretary-General of the PP or coalition of political parties (Coalition) shall submit to the Law Department on or before **September 30, 2021 (Thursday)**, a List of Authorized Signatories, which shall include three (3) specimen signatures, their positions in the PP and their respective jurisdiction or places of authority to nominate and sign the Certificate of Nomination and Acceptance (CONA) of their official candidates for elective positions, in the following manner:

- a. Digital/scanned copy in PDF format, through electronic mail (e-mail) at *law.coc@comelec.gov.ph*, using the official e-mail address only of the PP or Coalition as reflected in their Sworn Information Update Statement (SIUS), or in the Petition for Registration, if no SIUS has been filed. For this purpose, the PP or Coalition shall likewise submit its contact number for verification purposes, if needed, relative to the submission. The date of e-mail shall be considered as the date of filing.
- b. On the same day of filing through e-mail, the List of Authorized Signatories shall be sent in hard copy, by registered mail or courier service to the Law Department. In case of local political parties, hard copy of the List of Authorized Signatories shall also be furnished to the following:
 - i. For those registered as Regional Political Parties, to the Office of the Regional Election Director;
 - ii. For those registered as Provincial Political Parties, to the Office of the Provincial Election Supervisor; and
 - iii. For those registered as City/Municipal Parties, to the Office of the City/Municipal Election Officer

In case of variance between the copy sent through e-mail and that sent through registered mail or courier service, the copy sent through e-mail shall prevail.

Only the List of Authorized Signatories submitted using the official e-mail address of the PP or Coalition, and PP and Coalition with complete contact details in the SIUS/Petition for Registration shall be given due course.

The List of Authorized Signatories submitted by persons other than the Chairperson, President or the Secretary General shall be deemed as not filed.

The PP or Coalition shall provide their registered acronym and its abbreviation in not more than six (6) characters, taking into account the thirty (30)-character limitation of the name to appear on the official ballot of a candidate. If the registered acronym exceeds six (6) characters, the PP or Coalition shall provide their choice of acronym and its abbreviation in not more than six (6) characters for the purpose of the name to appear on the official ballot of candidates. In case of failure to provide the choice of acronym, the Law Department shall *motu proprio* determine the acronym of the PP or Coalition.

Sample form of the List of Authorized Signatories with Specimen Signatures is attached as **Annex "A"**.

SECTION 3. *Effect of Failure to Submit List of Authorized Signatories with Specimen Signatures.* - Failure to submit the List of Authorized Signatories with Specimen Signatures by the registered PP or Coalition within the stipulated period shall result in the declaration of their nominees as **independent candidates**.

The submission of the List of Authorized Signatories with Specimen Signatures to other offices of the Commission other than the Law Department shall likewise result in the declaration of their nominees as **independent candidates**.

CERTIFICATE OF NOMINATION AND CERTIFICATE OF ACCEPTANCE OF NOMINATION OF PARTY-LIST GROUPS

SECTION 4. *Filing of Certificate of Nomination and Certificate of Acceptance of Nomination of Party-list Groups.* - The Certificate of Nomination and Certificate of Acceptance of Nomination of a PP, sectoral party, organization or Coalition shall be under oath, filed in five (5) copies in

the form prescribed by the Commission and to be submitted to the Law Department within the period fixed herein.

The Certificate of Acceptance of Nomination shall be filed simultaneously with the Certificate of Nomination.

SECTION 5. *Contents and Form of the Certificate of Nomination.* – The Certificate of Nomination of a PP, sectoral party, organization or Coalition shall contain the following:

- a. Name of the PP, sectoral party, organization or Coalition;
- b. Name of the Chairperson/President/Secretary-General of the nominating PP, sectoral party, organization or Coalition;
- c. Name and Address of all the nominees;
- d. A certification that the nominees have all the qualifications and none of the disqualifications provided by law and that they are not candidates for any elective office or have lost in their bid for an elective office in the May 13, 2019 National and Local Elections;
- e. A documentary stamp in the amount of Thirty Pesos (Php30.00);
- f. The signature and attestation under oath, either by the Chairperson, President, Secretary-General or any other duly authorized officer of the nominating PP, sectoral party, organization or Coalition.

Only one documentary stamp is required which shall be attached to the original copy of the Certificate of Nomination. The documentary stamp tax number shall be written on the other copies of the Certificate of Nomination. In case a documentary stamp of P30.00 is unavailable, two (2) documentary stamps of P15.00 shall be attached to the Certificate of Nomination.

The Secretary General and the Chairperson or President of the nominating PP, sectoral party, organization or Coalition shall execute and file with the Law Department, along with the list of nominees and certificates of nomination and acceptance of nomination, an affidavit attesting that the nominees possess all the qualifications and none of the disqualifications provided by law.

A sample form of the Certificate of Nomination is attached as **Annex "B"**.

Sample form of the Affidavit of the Secretary-General and the Chairperson or President of the nominating party, sectoral party, organization or Coalition, attesting that the nominees/substitute nominees possess all the qualifications and none of the disqualifications provided by law as required under this Section and in Sections 11 and 12 hereof is attached as **Annex "C"**

SECTION 6. *Contents and Form of Certificate of Acceptance of Nomination of Party-list Groups.* – The Certificate of Acceptance of Nomination of a PP, sectoral party, organization or Coalition shall contain the following:

- a. Name of the nominee;
- b. Name of the PP, sectoral party, organization or coalition;
- c. Date and place of birth of the nominee;
- d. Age;
- e. Sex;
- f. Civil Status;
- g. Profession or occupation;
- h. Address or residence;
- i. Contact number;
- j. Number of years residing in the Philippines immediately preceding the election;
- k. That the nominee is a natural-born Filipino citizen;
- l. That the nominee has executed a sworn renunciation of foreign citizenship (if applicable);
- m. That the nominee is not a permanent resident of, or an immigrant to, a foreign country;
- n. That the nominee is eligible for the office for which said nominee

- is nominated;
- o. That the nominee possesses all the qualifications and none of the disqualifications provided by law;
 - p. That the nominee will support and defend the Constitution of the Republic of the Philippines and will maintain true faith and allegiance thereto;
 - q. That the nominee will obey the laws, legal orders, decrees, resolutions, rules and regulations promulgated and issued by the duly constituted authorities;
 - r. That the nominee gives consent to the Commission to collect, disclose or share, and process the personal data provided for election and other lawful purposes in accordance with the Privacy Notice and as may be authorized by existing laws;
 - s. That the nominee assumes the foregoing obligations voluntarily without mental reservation or purpose of evasion;
 - t. That the facts stated in the certificate are true and correct to the best of the nominee's personal knowledge;
 - u. Original signature of the nominee;
 - v. Passport-size photograph of the nominee taken within the last six months;
 - w. A documentary stamp in the amount of Thirty Pesos (Php30.00).

Only one documentary stamp is required which shall be attached to the original copy of the Certificate of Acceptance of Nomination. The documentary stamp tax number shall be written on the other copies of the Certificate of Acceptance of Nomination. In case a documentary stamp of P30.00 is unavailable, two (2) documentary stamps of P15.00 shall be attached thereto.

A sample form of the Certificate of Acceptance of Nomination is attached as **Annex "D"**.

SECTION 7. *Period and Place for Filing Certificate of Nomination and Certificate of Acceptance of Nomination of Party-list Groups.* – The Certificate of Nomination and Certificate of Acceptance of Nomination of party-list groups shall be filed from **October 1 to 8, 2021 (including Saturday and Sunday)**, from 8:00 AM to 5:00 PM, before the Law

Department, copy furnished the Office of the Clerk of the Commission.

The Certificate of Nomination and Certificate of Acceptance of Nomination of party-list groups shall be filed personally by either the Chairperson or President or in their absence, the Secretary General or by any authorized representative of the Nominating PP, sectoral party, organization or Coalition, subject to Sections 41 and 42 hereof.

For this purpose, either the Chairperson, President or Secretary General shall be required to present a duly notarized Secretary's Certificate or any document, showing the formal declaration of the nominating PP, sectoral party, organization or Coalition of the Authority to File the Certificate of Nomination and Certificate of Acceptance of Nomination.

If filed by an authorized representative of the nominating PP, sectoral party, organization or Coalition, the representative shall be required to present along with the notarized Secretary's Certificate, a Sworn Authority to Submit Certificate of Nomination and Certificate of Acceptance of Nomination, containing the original signature of either the Chairperson, President or Secretary General of the nominating PP, sectoral party, organization or Coalition.

The presence of the Nominees of party-list groups during the filing of the Certificate of Nomination and Certificate of Acceptance of Nomination shall not be required.

Sample form of the Sworn Authority to Submit Certificate of Nomination and Certificate of Acceptance of Nomination is attached as **Annex "E"**.

SECTION 8. *Effects of Acceptance of Nomination.* – Any person holding a public appointive office or position, including active members of the Armed Forces of the Philippines (AFP), and other officers and employees in government-owned or-controlled corporations, shall be considered *ipso facto* resigned from the office and must vacate the same at the start of the regular office hours of the day of the filing of the Certificates of Nomination and Acceptance of Nomination.

For purposes of this Section, a public officer holding a public appointive office or position shall be deemed to include private citizens

appointed to public offices representing the private sector.

SECTION 9. *Preparation of the Certified List of Nominees.* – The Certified List of Nominees shall be prepared by the Law Department in five (5) copies, not later than **October 29, 2021 (Friday)**.

SECTION 10. *Nomination of Party-List Representatives.* - A person may be nominated in one (1) list only. Only persons who have given their consent in writing may be named in the list. The list shall not include any candidate for any elective office or a person who has lost his bid for an elective office in the May 13, 2019 National and Local Elections. No change of names or alterations of the order of nominees shall be allowed after the same shall have been submitted to the Commission except in cases where the nominee dies, becomes incapacitated, or there is valid withdrawal and substitution of nominees as provided in the succeeding sections, in which case, the name of the substitute nominee shall be placed last in the list.

SECTION 11. *Withdrawal of Nominations and Substitution of Party-list Nominees.*- Withdrawal of nominations and substitution of nominees due to the withdrawal of the acceptance to the nomination shall be in writing and under oath, and filed with the Law Department not later than **November 15, 2021 (Monday)**. Provided that no substitution shall be valid unless the party files with the Law Department a list of its substitute nominees, the certificates of nomination and acceptance of the substitute nominees, and an affidavit executed by the secretary-general and the chairperson or president of the party attesting that the substitute nominees possess all the qualifications and none of the disqualifications provided by law. The name of the substitute nominee shall be placed last in the list. The number of nominees in the new list shall be the same with the number of those previously submitted in the original list.

Within five (5) days from the filing of the list of substitute nominees, the party shall cause the publication of its new and complete list of nominees in two (2) national newspapers of general circulation. The party shall submit proof of publication of its new list of nominees with the Law Department within three (3) days from completion of the said publication. No substitution shall be valid without compliance with the requirements on publication and submission of proof thereof.

A nominee who withdraws his acceptance to the nomination shall not be eligible for re-nomination by the same party or nomination by other parties.

SECTION 12. *Substitution of Party-list Nominees Due to Death or Incapacity of the Substituted Nominees.* – No substitution shall be valid if filed beyond November 15, 2021 unless the list of nominees originally submitted has been exhausted due to death and/or incapacity of the nominees. The party, within ten (10) days from the exhaustion of the original list shall file with the Law Department a list of its substitute nominees, their certificates of nominations and acceptance, and an affidavit executed by the secretary-general and the chairperson or president of the party attesting that the substitute nominees possess all the qualifications and none of the disqualifications provided by law. Provided that substitutions due to the death and/or incapacity of the nominees under this paragraph shall be allowed only up to mid-day of election day.

The party shall cause the publication of its new and complete list of nominees in two (2) national newspapers of general circulation within five (5) days from the filing with the Law Department. The party shall submit proof of publication of its list of substitute nominees with the Law Department within three (3) days from completion of said publication. No substitution shall be valid without compliance with the requirements on publication and submission of proof thereof.

In all cases where a nominee dies or becomes incapacitated, the party shall file with the Law Department within ten (10) days from the fact thereof a notice and proof of such death or incapacity.

CERTIFICATE OF NOMINATION AND ACCEPTANCE (CONA) OF OFFICIAL CANDIDATES

SECTION 13. *Filing of Certificate of Nomination and Acceptance.* – The CONA shall be in the form prescribed by the Commission, under oath, filed simultaneously with the Certificate of Candidacy (COC), in five (5) copies and stamped “received” in the same manner as the COC.

SECTION 14. *Contents and Form of Certificate of Nomination and Acceptance.* – The CONA of the aspirants of the duly registered PP or Coalition shall contain the following:

- a. Name of the PP or Coalition;

- b. Name and original signature of the authorized officer of the nominating party;
- c. Jurisdiction or Place of Authority to sign the CONA of the authorized officer of the nominating party;
- d. Signature of the nominee.

If the aspirant is nominated by a registered PP or Coalition, said aspirant must submit a CONA from the registered PP or Coalition, as the case may be.

A sample form of the CONA is attached as **Annex "F"**.

SECTION 15. *Allowed Number of Nominations.* – No duly registered PP or Coalition shall be allowed to nominate more than the number of candidates required to be voted for in a particular elective position.

If the PP or Coalition nominated more than the number of candidates required to be voted for in a particular elective position, all of the nominations shall be denied due course by the Commission, and the aspirants shall be declared **independent candidates**.

FILING OF CERTIFICATES OF CANDIDACY

SECTION 16. *Certificate of Candidacy* – No person can run for the position of President, Vice-President, Senator, Member of the House of Representatives or for any Provincial, City or Municipal position, or as a Member of the Parliament of the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM) unless such aspirant accomplishes and files a sworn COC in the form prescribed by the Commission for the position aspired for.

No person shall be eligible to run for more than one office to be filled in the same election.

SECTION 17. *Effect of Filing a Certificate of Candidacy for More than One Office.* – An aspirant who files a COC for more than one office shall not be eligible for any of them.

However, the aspirant may personally or through an authorized representative, file with the proper Office in accordance with Section 20 hereof, a sworn Statement of Cancellation to maintain the desired office and cancel the COC for the other office or office/s.

SECTION 18. *Contents and Form of Statement of Cancellation; if Not Personally Filed.* – The Statement of Cancellation shall be under oath and shall state the following:

- a. The date of filing of aspirant's COCs;
- b. The name and consent of the nominating PP or Coalition, if any;
- c. The receiving office that received aspirant's COCs;
- d. The COC for the office/s to be cancelled by the aspirant;
- e. The COC for the desired office to be maintained/retained by the aspirant.

The Statement of Cancellation may be filed by an authorized representative of the aspirant, provided that the authorized representative shall present an Authority to Submit Statement of Cancellation, which must be under oath and containing the original specimen signatures of both the aspirant and the authorized representative.

Sample forms of the Statement of Cancellation and Authority to Submit Statement of Cancellation are attached as **Annexes "G" and "G-1"**, respectively.

SECTION 19. *Contents and Form of Certificate of Candidacy.* – The COC shall be under oath and shall state:

- a. Office aspired for;
- b. Name of the aspirant;
- c. Age;
- d. Sex;

- e. Civil Status;
- f. Place and date of birth;
- g. Citizenship, whether natural-born or naturalized;
- h. The duly registered PP or Coalition to which the aspirant belongs, if any;
- i. If married, the name of the spouse;
- j. Complete address for election purposes;
- k. Residence, giving the exact address and the number of years residing in:
 - i. The Philippines and whenever applicable,
 - ii. The place where the aspirant intends to be elected up to the day before the election;
- l. The barangay, city, municipality and province where the aspirant is a registered voter or will be a registered voter;
- m. Profession or occupation or employment;
- n. That the aspirant is eligible for said office;
- o. That the aspirant is not a permanent resident or an immigrant to a foreign country;
- p. That the aspirant has executed a sworn renunciation of foreign citizenship (if applicable);
- q. That the aspirant will file, with the Commission, within 30 days after Election Day, a full, true and itemized Statement of Contributions and Expenditures (SOCE) in connection with the election;
- r. That the aspirant will support and defend the Constitution of the Republic of the Philippines and will maintain true faith and allegiance thereto;
- s. That the aspirant will obey the laws, legal orders, decrees, resolutions, rules and regulations promulgated and issued by the duly constituted authorities;

- t. That the aspirant assumes the foregoing obligations voluntarily without mental reservation or purpose of evasion;
- u. That the aspirant gives consent to the Commission to collect, disclose or share, and process the personal data provided for election and other lawful purposes in accordance with the Privacy Notice and as may be authorized by existing laws;
- v. That the facts stated in the certificate are true and correct to the best of the aspirant's knowledge; and
- w. Whether the aspirant has been found liable for an offense/s which carries with it the accessory penalty of perpetual disqualification to hold public office, which has become final and executory.

Unless there was an official change of name through a court-approved proceeding, an aspirant shall use in the COC: *(i)* the name registered in the Office of the Local Civil Registrar; *(ii)* the name by which such aspirant has been baptized or *(iii)* any other name under the provisions of existing law or in the case of a Muslim, a Hadji name after performing the prescribed religious pilgrimage. However, when there are two or more aspirants for an office with the same name and surname, each aspirant, shall need to state a paternal and maternal surname, except the incumbent who may continue to use the name and surname stated in the COC when last elected.

An aspirant may include one nickname or stage name by which aspirant is generally or popularly known in their locality; Provided that, no aspirant shall use the nickname or stage name of another. Only one nickname or stage name shall be considered.

An aspirant shall also affix a passport-size photograph taken within the last six (6) months, and may attach a bio-data and program of government not exceeding one hundred (100) words.

A P30.00 documentary stamp tax shall be attached to the COC. The documentary stamp shall be attached to one (1) of the original copies of the COC and the documentary stamp tax number shall be written on the remaining four (4) copies of the COC. In case a documentary stamp of P30.00 is unavailable, two (2) documentary stamps of P15.00 shall be attached to the COC. The COC shall not be invalidated if all the copies have attached documentary stamps.

The COC shall be sworn to before a Notary Public or any official authorized to administer oath. Employees of the Commission are not authorized to administer oath, even in their capacities as notary public.

In case of discrepancy or inconsistency in the five (5) copies of the COC submitted, the copy in possession of the Law Department shall prevail.

Aspirants must ensure that all items in the COC are filled out completely, both in the front and back pages, in accordance with the instructions stated therein. If in case certain item in the COC is not applicable to the aspirants, they shall write N/A therein.

The forms of the COC are attached as **Annexes “H” to “H-10”**.

SECTION 20. *Where to File Certificate of Candidacy.* – Depending on the elective positions aspired for, the COC shall be filed simultaneously with the CONA, if applicable, in five (5) copies with the following offices:

Elective Positions	Where to File
President, Vice-President, Senator, Party-List Representative	Law Department or in any other venue as may be designated by the Commission <i>En Banc</i>
Members of the House of Representatives for legislative districts in the National Capital Region (NCR)	Office of the Regional Election Director, NCR
Members of the House of Representatives for legislative districts in provinces	Office of the Provincial Election Supervisor concerned
Members of the House of Representatives for legislative districts in cities outside the NCR, which comprise one or more legislative districts	Office of the City Election Officer concerned designated for the purpose by the Regional Election Director

	[The Regional Election Director must issue the designation on or before September 20, 2021 , copy furnished the Law Department through the fastest means available.]
Governor, Vice-Governor, Member, Sangguniang Panlalawigan	Office of the Provincial Election Supervisor
Mayor, Vice-Mayor in cities with more than one Election Officer	Office of the City Election Officer concerned designated for the purpose by the Regional Election Director [The Regional Election Director must issue the designation on or before September 20, 2021 , copy furnished the Law Department through the fastest means available.]
Member, Sangguniang Panlungsod in cities with more than one Election Officer	Office of the City Election Officer of the district concerned
Mayor, Vice Mayor, Member, Sangguniang Panlungsod in cities with only one (1) legislative district	Office of the City Election Officer
Municipal Mayor, Municipal Vice-Mayor, Member, Sangguniang Bayan	Office of the Municipal Election Officer
Members of the Parliament of the BARMM	Office of the Regional Election Director (Cotabato City, Marawi City and Zamboanga City)

Any COC filed with the incorrect office shall be deemed as not filed.

The COC shall be filed by the aspirant personally or through an authorized representative with a sworn and signed Authority to File the COC.

No COC filed by mail, electronic mail, telegram or facsimile shall be accepted.

The filing of the COC of a substitute aspirant, in case of valid substitution, shall be filed in accordance with Section 40 hereof.

No filing fee shall be imposed for the filing of the COC.

A sample form of the Authority to File COC is attached as **Annex "I"**.

SECTION 21. *Authority to Transfer Venue for the Filing of COC.* – If the designated venue for the filing of COC as provided in Section 20 hereof is not suitable based on the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID) Guidelines on COVID19 health and safety protocols, the head of the Receiving Office may request for transfer of venue, **not later than September 1, 2021 (Wednesday)**, with the following offices having jurisdiction over the said receiving office concerned:

Receiving Office	Where to File
Office of the Election Officer	Provincial Election Supervisor
Office of the Election Officer in the NCR, Davao City and Zamboanga City	Regional Election Director
Office of the Provincial Election Supervisor	Regional Election Director
Office of the Regional Election Director of the BARMM	Office of Executive Director

The Provincial Election Supervisor, Regional Election Director or the Executive Director, as the case may be, shall approve or disapprove the request within three (3) days from the filing of the request for transfer of venue for the filing of COC.

The decision of the Provincial Election Supervisor, Regional Election Director or the Executive Director, as the case may be, shall be final and executory unless a timely opposition is filed. All approved request for transfer of venue for the filing of COC shall be posted immediately in the bulletin board of the receiving office concerned.

SECTION 22. *Opposition to the Transfer of Venue for the Filing of COC.* - Any registered voter may, within three (3) days from the approval of the request for the transfer of venue for the filing of COC, file an Opposition with the Provincial Election Supervisor, Regional Election Director or the Executive Director who issued such approval.

The Opposition shall be decided by the Provincial Election Supervisor, Regional Election Director or the Executive Director within three (3) days from filing. The decision shall be final and executory, and shall be posted in the bulletin board of the receiving office concerned.

SECTION 23. *Requirements for the Transfer of Venue for the Filing of COC.* – The venue where the the filing of COC may be transferred shall be located in a public building or if none is available, in a private building, provided that either must not be owned, leased, or occupied by any incumbent official or any person who is related to any incumbent official within the fourth civil degree of consanguinity or affinity, or any officer of the government or leader of any political party, group or faction, nor in any building or surrounding premises under the actual control of a private entity, political party or religious organization.

The venue must be, as far as practicable, of sufficient size to admit and comfortably accommodate a reasonable number of aspirants at one time. The venue for the filing of COC shall be located within the territory or jurisdiction of the receiving office as centrally as possible, and whenever possible, such location shall be along a public road.

The venue for the filing of COC shall not be located within the

perimeter of or inside a military or police camp or reservation or within a prison compound.

SECTION 24. *Period for Filing of Certificates of Candidacy.* – The COC shall be filed on **October 1 to 8, 2021 (including Saturday and Sunday)**, from 8:00 AM to 5:00 PM.

If at 4:45 PM of the last day of filing of the COC, there are still aspirants inside the designated queuing area intending to file their respective COCs, the Receiving Officer shall:

- a. Prepare a complete list, containing the names of the aspirants inside the designated queuing area;
- b. The names of the aspirants shall be consecutively numbered, indicating therein the time of listing. The aspirants' names shall only be listed if their COCs are complete;
- c. Announce the names of the aspirants, in the order in which they are listed.

Once name is called, the aspirant shall proceed with the filing of COC. Failure to appear when name is called shall authorize the Receiving Officer to refuse acceptance of the COC.

The same procedure shall be observed if at 5:00 PM of the last day of filing of the COC, there are still aspirants inside and within thirty (30) meters from the designated queuing area.

Only the COCs of those whose names were listed by the Receiving Officer shall be accepted.

A COC filed in accordance with this procedure shall be stamped "received" at the time it is actually filed and shall be deemed filed on time.

An incomplete COC shall not be accepted and shall not be stamped "received" on time even when the aspirant is present and waiting to be called. A COC shall be deemed incomplete in the following instances: *no documentary stamp attached, no signature of the aspirant, not notarized COC, no signature of the notary public, incomplete address, no photograph, not completely filled out COC.*

The Receiving Officer concerned shall submit to the Law Department, via electronic mail at *law.coc@comelec.gov.ph* on **October 9, 2021(Saturday)**, a report on the list of those aspirants whose COCs were not received, giving the reasons therefor, and date it is presented for filing. The Receiving Officer who fails to submit the report on October 9, 2021 shall be directed to file a written explanation to the Law Department, for the latter's appropriate action.

Sample forms of the Record/List containing the details of the aspirants in the queuing area of October 8, 2021 are attached as **Annexes "J" and "J-1"**.

Sample form of the Report on Non-Receipt of COC is attached as **Annex "K"**.

SECTION 25. *Aspirant's Name to Appear on the Official Ballot, Contents.* – The name to appear on the official ballot of the aspirant shall contain the following in such order: Aspirant's-

- a. Surname;
- b. First name **OR** Nickname/Stage name; and
- c. Acronym of the PP or Coalition. If not a member of PP or Coalition, IND for independent.

The aspirants may use either their name or nickname/stage name, whichever they prefer, together with their surname and acronym of the PP of Coalition or IND for independent.

The Name to Appear on the Official Ballot **shall not exceed thirty (30) characters.** The count of the 30-character limitation includes spaces, letters, numbers and punctuations.

Example:

- a. For male aspirant:

Reyes
Surname

Juan Manuel
First Name

Mike
Nickname

Santos
Middle

Name

Use of name	Reyes, Juan Manuel (PP)
Use of nickname	Reyes, Mike (PP)

b. For single female aspirant:

Dela Cruz Ma Juana Jane Torres
Surname *First Name* *Nickname* *Middle Name*

Use of name	Dela Cruz, Ma Juana (PP)
Use of nickname	Dela Cruz, Jane (PP)

c. For married female aspirant:

Dela Cruz-Reyes Ma Juana Mary Torres
Surname *First Name* *Nickname* *Middle Name*

Use of name	Dela Cruz-Reyes, Ma Juana (PP)
Use of nickname	Dela Cruz-Reyes, Mary (PP)

SECTION 26. *Name to Appear on the Official Ballot of Married Female Aspirants.* – Married female aspirants may use either their maiden name or married name or both, whichever they prefer, subject to the 30–character limitation.

Thus, a married female aspirant shall provide the following data in the Name to Appear on the Official Ballot (Item No. 4 of the COC), in the following order:

- a. Last Name (maiden name **OR** married name **OR** both);
- b. First Name **OR** Nickname/Stage name; and
- c. Acronym of PP or Coalition or IND, as the case may be.

Example:

<u>Dela Cruz-Reyes</u> <i>Surname</i>	<u>Ma Juana</u> <i>First Name</i>	<u>Mary</u> <i>Nickname</i>	<u>Torres</u> <i>Middle Name</i>
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Use of maiden name	Dela Cruz, Ma Juana (PP) OR Dela Cruz, Mary (PP)
Use of married name	Reyes, Ma Juana (PP) OR Reyes, Mary (PP)
Use of both maiden and married name	Dela Cruz-Reyes, Ma Juana (PP) OR Dela Cruz-Reyes, Mary (PP)

SECTION 27. *Guidelines in Case Aspirants Failed to Indicate the Name to Appear on the Official Ballot; or if the Name is Not in Accordance with the Guidelines, or if it is in Excess of the Required Number of Characters.* - The Law Department shall *motu proprio* determine the Name to Appear on the Official Ballot of an aspirant if:

- a. The aspirant fails to indicate the name to appear on the official ballot;
- b. The name indicated is not in accordance with the guidelines;
- c. The name indicated is in excess of the 30-character limitation;
- d. There are multiple first names written, the totality of which, together with the surname and the acronym of the PP or IND, exceeds the 30-character limit. In this case, the nickname written in Item 2 of the COC shall be included with the surname and PP acronym or IND as the Name to Appear on the Official Ballot;
- e. There are multiple-worded nicknames written, the totality of which, together with the surname and the acronym of the PP or IND, exceeds the 30-character limit. In this case, the first name written in Item 1.2 of the COC shall be included with the surname and PP acronym or IND as the Name to Appear on the Official Ballot;
- f. The name written is a combination of the first names and nicknames or multi-worded first names or nicknames, the totality of which, together with the surname and the acronym of the PP or IND, exceeds the 30-character limitation. In this case, only the name written first shall be included with the surname and PP acronym or IND as the Name to Appear on the Official Ballot.

In determining the Name to Appear on the Official Ballot, the Law Department shall take into consideration the name of the aspirant and the name to appear on the official ballot as indicated in Item Nos. 1, 2 and 4 of the COC.

Example:

a. For married female aspirant:

1. Dela Cruz-Reyes Ma Juana Torres
Surname *First Name* *Middle Name*

Nickname of the Aspirant as indicated in Item 2 of the COC	Name to Appear on the Ballot as provided by the Aspirant in Item 4 of the COC (but not in accordance with the guidelines)	Name to Appear on the Official Ballot as determined by the Law Department
Mary	Dela Cruz-Reyes, Ma Juana Mary	Dela Cruz-Reyes, Ma Juana (PP)
Mary	Reyes-Dela Cruz, Ma Juana	Reyes , Ma Juana (PP)
Mary	Torres, Ma Juana Dela Cruz	Dela Cruz , Ma Juana (PP)
Mary	Torres, Ma Juana Dela Cruz-Reyes	Dela Cruz-Reyes , Ma Juana (PP)
Mary	Torres, Ma Juana	Dela Cruz-Reyes , Ma Juana (PP)
Mary Juana	Dela Cruz-Reyes, Mary Juana	Dela Cruz-Reyes, Ma Juana (PP)

2. Dela Cruz-Reyes Maria Juana Torres
Surname *First Name* *Middle Name*

Nickname of the Aspirant as indicated in Item 2 of the COC	Name to Appear on the Ballot as provided by the Aspirant in Item 4 of the COC (but not in accordance with the guidelines)	Name to Appear on the Official Ballot as determined by the Law Department
Mary	Dela Cruz-Reyes, Maria Juana	Dela Cruz-Reyes, Mary (PP)
-	Dela Cruz-Reyes, Maria Juana	Dela Cruz-Reyes, Maria (PP)
Maria Juana	Dela Cruz-Reyes, Maria Juana	Dela Cruz-Reyes, Maria (PP)
Dakilang Maria Juna	Dela Cruz-Reyes, Dakilang Maria Juana	Dela Cruz-Reyes, Dakilang (PP)

b. For male aspirant:

Reyes Juan Manuel Santos
Surname *First Name* *Middle Name*

Nickname of the Aspirant as indicated in Item 2 of the COC	Name to Appear on the Ballot as provided by the Aspirant in Item 4 of the COC (but not in accordance with the guidelines)	Name to Appear on the Official Ballot as determined by the Law Department
Mike	Reyes, Miggy	Reyes, Juan Manuel (PP)
Juan Manuel Miguel Santos	Reyes, Juan Manuel Miguel Santos	Reyes, Juan Manuel (PP)
Juan	Santos, Juan Manuel	Reyes , Juan Manuel (PP)

Reyes	Juan Manuel Reyes	Reyes, Juan Manuel (PP)
Mike Santos	Reyes, Mike	Reyes, Mike Santos (PP)
Mike Santos	Santos- Reyes, Juan Manuel	Reyes, Juan Manuel (PP)

c. For single female aspirant:

Dela Cruz
Surname

Ma Juana
First Name

Torres
Middle Name

Nickname of the Aspirant as indicated in Item 2 of the COC	Name to Appear on the Ballot as provided by the Aspirant in Item 4 of the COC (but not in accordance with the guidelines)	Name to Appear on the Official Ballot as determined by the Law Department
Jane	Torres, Jane	Dela Cruz, Jane (PP)
Dakilang Ina	Dela Cruz, Ma Juana Dakilang Ina	Dela Cruz, Ma Juana (PP)
Dakilang Ina	Dela Cruz, Dakilang Ina Ma Juana	Dela Cruz, Dakilang Ina (PP)
Mapagmahal na Ina Juana	Dela Cruz, Mapagmahal na Ina Juana	Dela Cruz, Ma Juana (PP)
Jane	Dela Cruz-Torres, Jane	Dela Cruz, Jane (PP)

SECTION 28. Posting of the Tentative List of Candidates for Purposes of the Name to Appear on the Official Ballot. – The tentative List of Candidates will be posted starting **October 29, 2021 (Friday)** at the

website of the Commission at *www.comelec.gov.ph* and at the offices where the COCs are filed for purposes of checking the name to appear on the official ballot. Aspirants are encouraged to check their names to appear on the official ballots.

SECTION 29. *Last Day to File Request for Correction of Clerical or Typographical Error on the Name to Appear on the Official Ballot.* – The last day to file a request for correction of clerical or typographical error on the name to appear on the official ballot shall be on **November 8, 2021 (Monday)** in order to reflect the changes in the name of the aspirants in the official ballot, subject to the requirements of Sections 25, 26 and 27 hereof.

No request for correction shall be entertained after said date.

SECTION 30. *Effects of Filing of Certificate of Candidacy.* –

- a. Any person holding a public appointive office or position, including active members of the AFP, and other officers and employees in government-owned or-controlled corporations, shall be considered *ipso facto* resigned from the office and must vacate the same at the start of the regular office hours of the day when the aspirant filed the COC.
- b. Any person holding an elective office or position shall not be considered resigned upon the filing of a COC whether for the same or any other elective office or position.

SECTION 31. *Independent Candidate.* – An independent candidate is one who falls in any of the following circumstances:

- a. Who has not been nominated by a duly registered PP or Coalition;
- b. Whose CONA has been submitted by a PP or Coalition not duly registered with the Commission;
- c. Who has not accepted a nomination, or has repudiated a CONA from a duly registered PP or Coalition;
- d. Who accepts nominations from more than one duly registered PP or Coalition for the same constituency;
- e. Whose CONA is filed after the last day of filing of COC;

- f. Whose CONA is for a position different from the position indicated in the COC and has been discovered only after the last day of the filing of the COC;
- g. Whose CONA is cancelled, withdrawn or substituted by the nominating party within the period for filing of COC, with the conformity of the candidate;
- h. Whose CONA is signed by a person whose authority to sign CONA and specimen signature has not been submitted to the Law Department within the period prescribed in Section 2 hereof;
- i. Who has submitted two (2) CONAs from the same PP but signed by two (2) different officials, both of whom are authorized signatories of the party;
- j. Who has submitted a CONA from the individual members of the Coalition, if nominated by a Coalition;
- k. Who has submitted a CONA not duly signed by the authorized signatory of the PP or Coalition; and
- l. Such other grounds as may be determined by the Commission.

A CONA must come from the Coalition, if the PP is a member of a Coalition.

A candidate who accepts nominations from both national and local registered PP shall not be considered as an independent candidate. In case of nomination from both national and local registered PP, the following guidelines shall be followed in the determination of the name of PP to be reflected on the name to appear on the official ballot:

- a. the choice of the aspirant shall control, unless it exceeds the 30-character limitation;
- b. if both the names of the national and local registered PP are reflected in Item No. 4 of the COC, the name of the national registered PP shall be reflected on the name to appear on the official ballot;
- c. If the name of the registered PP is not specified in Item No. 4 of the COC, the name of the national registered PP shall be reflected on the name to appear on the official ballot.

The choice of the aspirant shall likewise be considered in the computation of the dominant majority and dominant minority PP.

SECTION 32. *Ministerial Duty of Receiving and Acknowledging Receipt of Certificates of Candidacy/Nomination and Acceptance.* – The Receiving Officer has the ministerial duty to receive and acknowledge the receipt of the COC and CONA; **Provided that they are filed in conformity with the rules and regulations.**

For this purpose, the Receiving Officer shall evaluate the COC and CONA, whether on their faces, they conform with the rules and regulations herein set forth. The Receiving Officer must ensure that all five (5) copies of the COC pertain to the same office and are completely and properly filled -out by the aspirant. The Receiving Officer shall stamp “received” every copy of the COC and CONA with the date and actual time of receipt and affix a signature thereon.

When any item of the COC is left unfilled, including the back page, the Receiving Officer shall require the aspirant to complete and fill out the item based on the written instructions. In case the COC and CONA are filed by an authorized representative of the aspirant, the Receiving Officer shall not receive the COC and CONA and instead, instruct the authorized representative to inform the aspirant to complete and fill out the item left unfilled and file the same before the end of the period for the filing of the COC and CONA.

In any case, a COC not in the form prescribed by the Commission for the position aspired for, incomplete COC as defined herein, and those filed beyond the prescribed period, shall not be accepted.

Should the aspirant refuse to completely fill out all the items in the COC, the Receiving Officer shall not accept the COC and CONA.

The Receiving Officer who fails to observe these guidelines shall be held administratively liable.

SECTION 33. *Recording by the Receiving Officer of the Certificate of Candidacy as Filed.* – The Receiving Officer shall enter in a record book, the following data, leaving no space between entries:

- a. Date and actual time of receipt;
- b. Assigned consecutive number thereof;
- c. Full name of the aspirant;
- d. The office for which the aspirant is seeking election;
- e. The nominating PP or coalition of PP or the party to which the aspirant belongs, if any;
- f. The number of copies received;
- g. The name of the authorized representative, if the COC is not filed personally by the aspirant;
- h. The name of the Receiving Officer; and
- i. Signature of the aspirant or authorized representative, as the case may be.

The Receiving Officer shall likewise enter in a record book the names of aspirants whose COCs are not received, the reasons therefor and the date of attempt to file.

The Receiving Officer shall immediately close the record book by placing a line immediately after the last entry and writing the word "closed" after the time allowed for the filing of the COC. The Receiving Officer and at least two (2) witnesses, preferably Watchers, if present, shall affix their signatures immediately below the word "closed" and indicate the date and exact time of closing.

Sample form of the Record on the Filing of COC is attached as **Annex "L"**.

Sample form of the Record of COCs Not Received is attached as **Annex "L-1"**.

SECTION 34. *Submission of the Number of Aspirants Who Filed their Certificate of Candidacy.* – On a daily basis, the Provincial Election Supervisor shall:

- a. Consolidate the daily reports submitted by the Election Officer on the number of aspirants who filed their COCs, indicating the position aspired for by sex; and
- b. Submit the daily reports to the Election Records and Statistics Department (ERSD) through electronic mail at *ersd@comelec.gov.ph* and copy furnish *ersd.rsd@comelec.gov.ph*.

In the case of the Regional Election Directors of NCR and BARMM and the Election Officers of Davao City and Zamboanga City, they shall likewise submit to ERSD, on a daily basis, through electronic mail, the number of aspirants who filed their COCs, indicating the position aspired for by sex.

The form of the Daily Report on the Number of Aspirants who Filed their COC per Elective Position by Sex for the May 9, 2022 National and Local Elections is attached as **Annex "M"**.

SECTION 35. *Watchers of Independent Aspirants, Political Parties and Accredited Citizens' Arms.* – An independent candidate, PP or accredited citizen's arm may appoint one (1) watcher each in connection with the filing of the COCs. The watcher, who shall present an appointment paper to the Receiving Officer, shall be allowed to stay within the premises of the Receiving Office, subject to the rules set forth in Sections 41 and 42 hereof. Any watcher may report to the Commission any irregularity observed during the proceedings.

Watchers may secure from the Receiving Officer, a copy of the full list of those who filed their COCs and their respective positions for which they intend to be elected.

If all watchers cannot be accommodated in the area for filing of COCs, preference shall be given to the watcher of the accredited citizen's arm, dominant majority and dominant minority parties as determined by the Commission in the May 13, 2019 National and Local Elections.

SECTION 36. *Preparation of the List of Aspirants.* – Immediately after the last day for filing of COCs, the following offices shall prepare a List of Aspirants in five (5) copies:

Elective Positions	Implementing Office
President, Vice President, Senators and Party-list Representatives	Law Department
Members of the House of Representatives for legislative districts in the NCR	Office of the Regional Election Director, NCR
Members of the House of Representatives for legislative districts in provinces	Office of the Provincial Election Supervisor concerned
Members of the House of Representatives for legislative districts in cities outside the NCR, which comprise one or more legislative districts City Officials of cities with more than one Election Officer	Office of the City Election Officer concerned designated for the purpose by the Regional Election Director
Provincial Officials	Office of the Provincial Election Supervisor
City Officials of only one (1) legislative district	Office of the City Election Officer
Municipal Officials	Office of the Municipal Election Officer
Member of the Parliament of the BARMM	Office of the Regional Election Director

SECTION 37. *Reports of the Certificates of Candidacy Received.* – The Head of the Receiving Office shall:

- a. Print a List of Aspirants as entered in the record book, affix a signature thereon and submit it in PDF format, to the Commission through the Law Department via electronic mail at *law.coc@comelec.gov.ph*, not later than **October 9, 2021 (Saturday)**; and

- b. Using the program and format provided by the Information Technology Department (ITD), encode the candidates' information and save the database and generated reports in two (2) compact discs (CDs).

The Head of the Receiving Office shall make sure that the candidate's information encoded in the CDs are **accurate and complete** as stated in the COC of the candidate.

SECTION 38. *Delivery and Distribution of the Reports on the Certificates of Candidacy Received.* – The Record Book, Certified List of Candidates, CDs and original copies of the COCs with documentary stamp affixed thereon, and CONAs shall, not later than **October 15, 2021 (Friday)**, be delivered and distributed as follows:

From/Office Concerned	Position	To
Regional Election Director - NCR	Member of the House of Representatives for positions in the legislative districts in the NCR	Law Department
Election Officer/s – NCR	All positions except Member, House of Representatives for positions in the legislative districts in the NCR	Law Department
Regional Election Director - Region IX	All elective positions in Zamboanga City	Law Department
Regional Election Director - Region XI	All elective positions in Davao City	Law Department
Regional Election Director - BARMM	Member of the Parliament of the BARMM	Law Department
Provincial Election Supervisor/s	All positions within their area of jurisdiction	Law Department

The ERSD shall, on the same delivery date, likewise receive a copy of the Certified Lists of Candidates, second copy of the COCs and CONAs and one (1) CD.

The remaining three (3) copies of the COCs and CONAs shall be retained by the Receiving Office.

SECTION 39. *Withdrawal of Certificate of Candidacy.* – Any aspirant may personally file, at any time before Election Day and subject to Section 40 hereof, a sworn Statement of Withdrawal, in five (5) original copies, with the Office where the COC is filed.

No Statement of Withdrawal filed by a person other than the aspirant or if filed by mail, electronic mail, or facsimile shall be accepted.

The Regional Election Director, Provincial Election Supervisor, or the Election Officer concerned, upon the receipt of the sworn Statement of Withdrawal, shall notify the Law Department through electronic mail at *law.coc@comelec.gov.ph* in PDF format of the said withdrawal, stating the following:

- a. Name of the withdrawing aspirant;
- b. Position aspired for;
- c. Nominating PP or Coalition of PP, if any; and
- d. Name of the substitute, if any.

On the same day, the Receiving Officer shall immediately forward to the Law Department, two (2) original copies of the sworn Statement of Withdrawal. The Law Department shall, in turn, forward the other copy to the ERSD.

The Receiving Officer shall retain the three (3) remaining copies of the sworn Statement of Withdrawal for file.

The filing of a sworn Statement of Withdrawal of a COC shall not affect whatever civil, criminal or administrative liability an aspirant may have incurred.

The Law Department is authorized to act on all sworn Statements of Withdrawal and substitution of aspirants for local position. All actions of the Law Department shall remain valid and effective unless otherwise reversed or set aside by the Commission.

All sworn Statements of Withdrawal and substitution of aspirants for national positions shall be submitted to the Commission *En Banc* for resolution.

A sample form of the Statement of Withdrawal is hereto attached as **Annex "N"**.

SECTION 40. *Substitution of Aspirants/ Official Candidates in Case of Death, Disqualification or Withdrawal of Another.* – An aspirant/official candidate of a duly registered PP or Coalition who dies, withdraws or is disqualified for any cause after the last day for the filing of COCs may be substituted by an aspirant/official candidate belonging to, and nominated by, the same PP or Coalition.

No substitute shall be allowed for any independent candidate.

The substitute of an aspirant who died, withdrew his candidacy, or was disqualified may file a COC for the Office affected on or before **November 15, 2021 (Monday)** so that the name of the substitute will be reflected on the official ballots.

No substitution due to withdrawal shall be allowed after November 15, 2021.

The substitute for an aspirant/candidate who died or was disqualified by final judgment, may file a COC up to mid-day of Election Day; Provided that, the substitute and the substituted aspirant/candidate have the same surnames.

If the death or disqualification should occur between the day before the election and mid-day of Election Day, the substitute may file a COC with any of the Electoral Board, Election Officer, Provincial Election Supervisor or

Regional Election Director, as the case may be, in the political subdivision where the person is a candidate, or in the case of a candidate for President, Vice President and Senator, with the Law Department; Provided that, the substitute and substituted candidate have the same surnames.

COVID19 PREVENTIVE MEASURES, HEALTH AND SAFETY PROTOCOLS DURING THE FILING OF CERTIFICATE OF CANDIDACY

SECTION 41. *Limit in-person Presence at the Receiving Office.* – During the filing of COC/CONA and Certificate of Nomination and Certificate of Acceptance of Nomination, the Commission shall limit in-person presence in the receiving offices or venue for filing to allow physical/social distancing of at least six (6) feet.

For this purpose, aspirants for any elective office or their authorized representatives as the case may be, shall be allowed to be escorted by a maximum of two (2) persons in the filing of COC/CONA, subject to the health and safety measures as herein set forth. Provided that aspirants for the position of President, Vice-President and Senators may be accompanied by a maximum of three (3) persons.

For party-list groups, the Certificates of Nomination and Acceptance of Nomination may be filed by any of the following: Chairperson, President or Secretary-General or any authorized Representative of the PP, sectoral party, organization or Coalition and may be accompanied by one (1) person. The presence of the respective nominees of the party-list groups shall not be required.

If a stricter quarantine category is imposed in a geographical area, the filing of COC/CONA and Certificates of Nomination and Acceptance of Nomination shall be an essential activity, subject to the guidelines of the IATF-EID. In this case, the aspirant or the authorized representative of the aspirant shall be considered authorized person outside residence (APOR), provided that the aspirant shall not be allowed to be escorted by any other person during the filing of COC/CONA or Certificates of Nomination and Acceptance of Nomination.

An independent candidate, PP or accredited citizen's arm shall be allowed one (1) watcher each within the premises of the Receiving Office, subject to the rules set forth in Section 35.

SECTION 42. *Health and Safety Rules.* – Pursuant to the guidelines issued by the National Government, IATF-EID and Local Government Unit concerned, the following measures shall be observed at all times in the filing of COC/CONA and Certificates of Nomination and Acceptance of Nomination:

- a. For aspirants for the positions of President, Vice-President, Senator, RT-PCR test or antigen test taken within the last twenty-four (24) hours prior to filing of COC/CONA, indicating a negative result shall be required.

The RT-PCR or antigen test shall also be required from the following:

1. Authorized representative of the aspirants;
2. Chairperson, President, Secretary-General or authorized representative of the PP, sectoral party, organization or Coalition for the party-list system;
3. Companions of the *(i)* aspirants and *(ii)* representative of the PP, sectoral party, organization or Coalition for the party-list system, if any;
4. Personnel of the Commission in charge of receiving COCs/CONAs and Certificates of Nomination and Acceptance of Nomination;
5. The Organic Security Force personnel of the Commission; AFP and Philippine National Police (PNP);
6. All media personnel covering the event.

Except for aspirants who prefer to undergo RT-PCR testing or antigen testing in their chosen/trusted laboratories accredited by the Department of Health (DOH), aspirants and their companions/escorts and all media personnel, the antigen testing of the following shall be at the expense of and provided onsite by the Commission: *(i)* aspirants who do not intend to spend for or cannot afford antigen testing; *(ii)* personnel of the Law Department and Clerk of the Commission in charge of receiving COCs/CONAs and Certificates of Nomination and Acceptance of Nomination; *(iii)* Chairman's and Commissioners' Offices Personnel; *(iv)* Office of the Deputy Executive Director for Administration (ODEDA); *(v)* Events Committee; *(vi)* Administrative Services Department (ASD); *(vii)* Education and Information Department (EID) Oversight

Personnel; and *(viii)* AFP and PNP Security Personnel.

Antigen testing shall be done in a space near the receiving office/venue for filing. Any person without negative antigen testing result shall not be allowed access in the receiving office/venue for filing.

- b. All persons shall be required to wear well-fitting masks (surgical mask, N95, KN95) that completely cover their nose and mouth; and face shields at all times, while inside the premises of the receiving office/venue for filing.

Persons wearing cloth masks, with or without filter, as well as masks with valves shall not be allowed inside the premises, unless there is another layer of surgical mask, N95 or KN95.

Physical/social distancing within the premises shall likewise be strictly observed.

The COVID19 Marshal shall call the attention of any person found in violation of the foregoing and shall be asked to strictly follow the guidelines. Any person who fails to abide thereto shall be requested to leave the premises.

- c. All persons entering the receiving office/venue for filing shall sanitize their hands and pass through the foot bath. For this purpose, the head of the receiving office shall set up sanitation facilities such as foot bath and hand sanitation stations at the entrance of the receiving office and in such other areas within the premises.

Further, the receiving office shall limit the number of aspirants entering the venue for the filing of COC/CONA and Certificates of Nomination and Acceptance of Nomination, taking into consideration among others, the space, physical set-up or layout of the receiving area, work force on a given day and the 5:00 PM cut – off for filing.

- d. All persons shall be subjected to health checks including but not limited to temperature screening and accomplishment of Health Declaration Form issued by the Commission.

Any person intending to enter the venue for the filing of COC/CONA and Certificates of Nomination and Acceptance of Nomination, who registers a body temperature of 37.5C and above shall not be allowed to enter the venue yet, and shall be advised to take a rest for five (5) minutes before another temperature screening shall be conducted. If the temperature remains

unchanged, such person shall not be allowed to enter the venue and shall be endorsed to the local health officer concerned in accordance with Section 44 hereof.

In case a person intending to enter the venue to file a COC/CONA or Certificates of Nomination and Acceptance of Nomination is showing any of the symptoms for COVID19 or answered any of the questions in the Health Declaration Form with YES, such person shall not be allowed to enter the venue and shall be endorsed to the local health officer concerned in accordance with Section 44 hereof. For aspirant with COVID19 symptoms, the authorized representative of the aspirant may file the COC/CONA before the expiration of the period for the filing thereof, subject to the health and safety measures herein set forth.

The Health Declaration Form is attached as **Annex "O"**.

- e. All persons permitted to enter the receiving office/venue shall strictly follow all safety and health measures imposed herein, as well as those imposed by the Building where the receiving office/venue for filing is located, the IATF-EID and the Local Government Unit concerned.
- f. All aspirants and authorized representatives of party-list groups shall bring their own pens during the filing of COC/CONA and Certificates of Nomination and Acceptance of Nomination.
- g. In order to expedite the filing of COC/CONA and Certificates of Nomination and Acceptance of Nomination and reduce wait times, aspirants and authorized representatives of party-list groups shall ensure that all information in the certificates are properly filled-out;
- h. All aspirants and authorized representatives of party-list groups shall immediately leave the premises of the receiving office/venue after the filing of COC/CONA and Certificates of Nomination and Acceptance of Nomination. Anyone seen loitering within the premises shall be directed to leave at once.
- i. Everyone shall be encouraged to observe healthy hygiene (i.e., hand hygiene and respiratory etiquette) to maintain healthy environment within the premises/venue for the filing of COC/CONA and Certificates of Nomination and Acceptance of Nomination.

The pertinent receiving offices shall ensure strict compliance with all the aforementioned health and safety protocols subject to existing rules

and regulations of the IATF-EID and the Local Government Unit concerned.

SECTION 43. *Responsibility of the Receiving Offices.* – At least two (2) weeks before the start of the period for the filing of COC/CONA and Certificates of Nomination and Acceptance of Nomination, the Head of the receiving office shall coordinate with the IATF-EID and the Local Government Unit concerned through the Local Health Office for physical assessment, evaluation and inspection of the receiving office/venue for filing to ensure that the minimum health and safety standards are in place.

Relative to the preceding provision, the Receiving Officer must undertake the following:

- a. Installation of physical barriers or partitions such as glass/acrylic window/plastic sheets for the processing, evaluation and receiving of all COCs/CONAs and Certificates of Nomination and Acceptance of Nomination by the Receiving Officer.
- b. Frequent disinfection and sanitation of facilities and equipment, including chairs and tables and those frequently touched surfaces within the receiving area.
- c. Designate a queuing or waiting areas, with highly visible markings on the floors and chairs, to ensure six (6) feet apart.
- d. Post signs in highly visible areas in the receiving offices that shall promote protective measures such as proper wearing of mask and face shield, physical/social distancing and washing of hands. The foregoing notices shall likewise be posted on the bulletin boards or strategic locations within the receiving offices/venue for filing.
- e. Devise and adopt such other measures as may deem necessary to promote the health and safety of all personnel of the Commission and the public.

SECTION 44. *COVID19 Marshal, Functions.* - COVID19 Marshal shall be deployed in all receiving offices to ensure an orderly filing of COC/CONA and Certificates of Nomination and Acceptance of Nomination, taking into consideration the strict observance of the health and safety protocols herein set forth.

The COVID19 Marshal shall collate all Health Declaration Forms and shall keep the same for a period of fourteen (14) days. After the lapse of

fourteen (14) days, the Health Declaration Forms shall be disposed of in accordance with law. If any questions asked in the Health Declaration Form is answered with YES or the person is showing symptoms for COVID19, the COVID19 Marshal shall coordinate with the local Health Office of the concerned Local Government Unit and endorsed the person for proper care. The Health Declaration Form of the person with COVID19 symptoms shall likewise be transmitted to the local Health Office.

SECTION 45. *Deployment of AFP/PNP, Security and Assistance.* – The Commission may seek assistance from the AFP and/or PNP, in coordination with the IATF-EID, in manning the premises of the receiving offices during the filing of COC/CONA and Certificates of Nomination and Acceptance of Nomination. The AFP and/or PNP shall be deployed as COVID19 frontliners and patrollers within the receiving offices or venue for filing to ensure compliance with all the health and safety measures.

SECTION 46. *Changes in Procedures and Protocols.* – The guidelines herein set forth may be modified depending on the rules to be issued by the national government, IATF-EID and Local Government Unit concerned due to supervening circumstances beyond the control of the Commission.

COMMON PROVISIONS

SECTION 47. *Forms.* – All forms mentioned herein are available at the COMELEC Offices, free of charge, and may be photocopied, reproduced or downloaded from the COMELEC official website at *www.comelec.gov.ph*.

SECTION 48. *Compliance with the Data Privacy Act of 2012 and its Implementing Rules and Regulations.* – the Commission shall ensure that all its procedures are compliant with the *Data Privacy Act of 2012 and its Implementing Rules and Regulations*.

SECTION 49. *Effectivity.* – This Resolution shall take effect on the seventh day after its publication in two (2) daily newspapers of general circulation in the Philippines.

SECTION 50. *Publication and Dissemination.* – The EID shall cause the publication of this Resolution in two (2) daily newspapers of general circulation in the Philippines and furnish copies of this Resolution to all

field officials of the Commission.

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 18, 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