



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF BATANGAS**

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**UNNUMBERED MEMORANDUM**

**TO :** Assistant Schools Division Superintendents  
Chief- Curriculum Implementation Division (CID)  
Chief- School Governance and Operations Division (SGOD)  
Education Program Supervisors  
Unit/Section Heads  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

**FROM :**  **MERTHEL M. EVARDOME, CESO V**  
Schools Division Superintendent

**SUBJECT :** **DISSEMINATION OF COMELEC RESOLUTION NO. 10759  
PROMULGATED ON JANUARY 26, 2022 TITLED CONTINGENCY  
PROCEDURES IN CONNECTION WITH THE MAY 9, 2022 NATIONAL  
AND LOCAL ELECTIONS**

**DATE :** February 24, 2022

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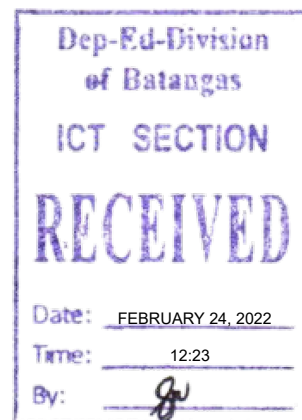
Attached herewith is the COMELEC Resolution No. 10759 promulgated on January 26, 2022 regarding the **Contingency Procedures in Connection with the 09 May 2022 National and Local Elections.**

For your information and guidance.





REPUBLIC OF THE PHILIPPINES  
COMMISSION ON ELECTIONS  
Intramuros, Manila



S2-104046

**CONTINGENCY  
PROCEDURES IN  
CONNECTION WITH THE  
MAY 9, 2022 NATIONAL AND  
LOCAL ELECTIONS.**

**ABAS, Sheriff M.  
GUANZON, Ma. Rowena  
Amelia V.  
INTING, Socorro B.  
CASQUEJO, Marlon S.  
KHO, Antonio T. Jr.  
FEROLINO, Aimee P.  
BULAY, Rey E.**

**Chairman  
Commissioner  
Commissioner  
Commissioner  
Commissioner  
Commissioner**

X-----X

PROMULGATED: January 26, 2022

**RESOLUTION NO. 10759**

**WHEREAS**, by virtue of Republic Act No. 9369, the Commission on Elections has resolved to adopt a paper-based automated election system (AES) in connection with the May 9, 2019 National, Local Elections, by using Vote Counting Machines (VCMs) in the voting, counting and transmission of election results from the precinct level, and the Consolidation Canvassing System (CCS) in the canvassing/consolidation of the electronically transmitted election results from the precinct/city/municipal/district/provincial board of canvassers;

**WHEREAS**, Section 11 of the Republic Act No. 9369, provided that one of the requirements in the certification of the Technical Evaluation Committee (TEC) “that the AES, including its hardware and software components, is operating properly, securely, and accurately, in accordance with the provisions of said Act”, is the “development, provisioning and operationalization of a continuity plan to cover risks to the AES at all points in the process such that failure of elections, whether at voting, counting or consolidation, may be avoided”;

**WHEREAS**, on November 10, 2021, the Commission promulgated Resolution No. 10727, otherwise known as the “General Instructions for the Constitution, Composition and Appointment of Electoral Boards; the process of final testing and sealing of the vote counting machines; and the Voting, Counting and Transmission of Elections Results in connection with the 09 May 2022 National and Local Elections”;

**WHEREAS**, on November 17, 2021, the Commission promulgated Resolution No. 10731, entitled “General Instructions for the Board of Canvasser (BOC) on the Constitution, Composition and Appointment; Consolidation/Canvass; and Transmission of Votes/Canvass in connection with the 09 May 2022 National and Local Elections”;

**NOW THEREFORE**, pursuant to the powers vested in it by the Constitution, the Omnibus Election Code, Republic Act No. 9369, and other election laws, the Commission **HEREBY RESOLVES** to promulgate, the following **Contingency Procedures** in connection with the 09 May 2022 National and Local Elections.

## **ARTICLE I. DEFINITION OF TERMS**

### **Sec. 1. Definition of Terms. –**

1. **BOC** – shall refer to the Board of Canvassers, body constituted under COMELEC Resolution No. 10731
2. **CCS** – shall refer to the Consolidation Canvassing System.
3. **CCS Operator** – shall refer to the Consolidation Canvassing System Operator.
4. **CEMAC** - shall refer to the COMELEC Election Monitoring Action Center, where all AES-related contingencies nationwide are reported, addressed and resolved, manned by the Project Management Office (PMO) Technology Group from COMELEC, the CEMAC officers, technicians and coordinators;  
CEMAC-NTSC  
CEMAC-Command Center  
CEMAC-OFOV Support Center.
5. **Commission** shall refer to the Commission on Elections.

6. **DESO** - shall refer to the Department of Education and Ministry of Basic, Higher and Technical Education of the Bangsamoro Autonomous Region in Muslim Mindanao Supervisor Official designated to manage a voting center.
7. **DESO Technical Support Staff** - shall refer to persons appointed to provide VCM technical support.
8. **Electoral Boards (EB)** - shall refer to the Board of Election Inspectors (BEI) and Special Board of Election Inspectors (SBEI) who will conduct the Final Testing and Sealing of Vote Counting Machine, voting and counting and transmission of election results.
9. **VCM** - shall refer to Vote Counting Machine.
10. **VCM Box** – shall refer to the box containing the VCM and its peripherals as enumerated in the checklist found inside.

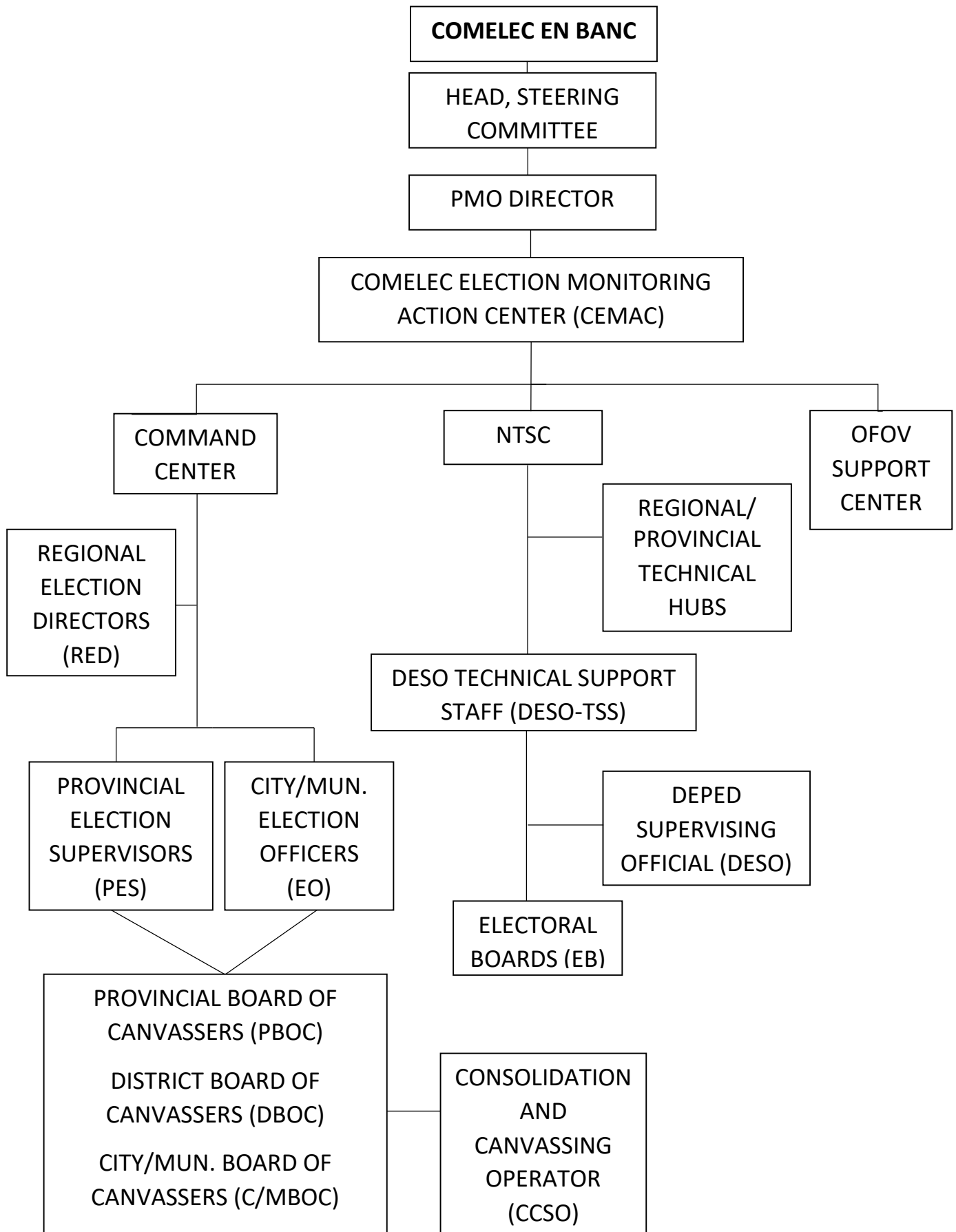
## **ARTICLE II.**

### **SCOPE AND CONTINGENCY ORGANIZATIONAL STRUCTURE**

**Sec. 2. Scope.** – These contingency procedures shall supplement:

- i. **Resolution No. 10727 dated November 10, 2021** or “General Instructions for the Constitution, Composition and Appointment of Electoral Boards; the process of final testing and sealing of the vote counting machines; and the Voting, Counting and Transmission of Elections Results in connection with the 09 May 2022 National and Local Elections”;
- ii. **Resolution No. 10731, dated November 17, 2021 entitled** “General Instructions for the Board of Canvasser (BOC) on the Constitution, Composition and Appointment; Consolidation/Canvass; and Transmission of Votes/Canvass in connection with the 09 May 2022 National and Local Elections”;

**Sec. 3. Organizational Structure of the COMELEC Election Monitoring Action Center.** – For the purpose of implementing this Contingency Plan, the following Organizational Structure is hereby adopted:



## **ARTICLE III. GENERAL PROVISIONS**

### **Sec. 4. General Procedures.**

- i. Announcement by the Electoral Board (EB)/Board of Canvassers (BOC). – To promote transparency and avoid confusion or suspicion by voters and watchers in the polling place/canvassing venue, the EB/BOC Chairperson shall first announce the problem, and the contingency procedures to be undertaken, before performing the procedures.
- ii. In all cases, contingency measures and procedures shall be undertaken by the EBs/BOCs, in the presence of watchers, if any, and shall be noted in the Minutes.

## **ARTICLE IV.**

### **FINAL TESTING AND SEALING CONTINGENCY PROCEDURES**

#### **Sec. 5. Contingency Procedures for change of date and venue of FTS.**

##### **A. Prior to scheduled FTS.**

In the event that there is a need for the change of venue and schedule of FTS due to security, health / IATF rules and/or practical reasons, the following contingency measures shall be observed:

1. The EO may transfer the venue of FTS in the nearest voting center, subject to the approval of the PES or RED of NCR, Davao City and Zamboanga City, as the case may be. The EO shall notify, in accordance with the procedure in the succeeding paragraphs, the members of the EB, candidates, political parties, accredited citizens' arm, and other stakeholders of the place where the testing and sealing shall be conducted.
2. The EO shall notify the EB in writing of the date, time and place of the FTS of the VCMs not later than three (3) days before the scheduled FTS.
3. The EO shall notify the candidates, registered political parties, coalition or political parties, associations or organizations participating in the party-list system representation in the city or municipality, or accredited citizens' arm, by posting a notice of the date, time and place of the Final Testing and Sealing for each clustered precinct in the bulletin boards of the OEO and of the

city or municipal hall, and in at least three (3) conspicuous places in the city or municipality, not later than three (3) days before the schedule of Final Testing and Sealing (Sec. 52, Art. V, COMELEC Reso. No. 10727).

## **B. On FTS Day**

In the event that there is a need for an emergency change of venue of FTS for security, health and IATF rules and regulations, the following contingency measures shall be observed:

1. The EB shall immediately inform the EO of this matter. The EO shall reset the date of the FTS the following day, or if not possible, not later than the day before election day with notice to the PES or the RED of NCR, Davao City and Zamboanga City, as the case may be. Thereafter, the EO shall report the change of date and venue to the CEMAC - NTSC, as well as the reasons for the rescheduling of the FTS.
2. The resetting of the FTS by the EO to a date not later than a day before election day shall be subject to proper notice to all parties mentioned in Sec. 52, Art. V, COMELEC Reso. No. 10727 and the posting of announcements of the resetting of FTS within 24 hours prior to its conduct.
3. The EB shall record this incident in their Minutes.

**Sec. 6. Contingency Procedures Applicable to EB on FTS Day.** In the event that there is an absent / incomplete EB on FTS Day, the following contingency measures shall be observed:

1. If only one (1) member of the EB fails to appear during FTS, the other two (2) members of the EB will continue with the conduct of FTS.
2. If two (2) or all of the members of the EB fail to appear during FTS, the DESO will inform the EO. The EO will determine the reason/s for their absence.
3. If two or more of the members of the EB manifests their late arrival at their precinct, this will be announced by the DESO at the precinct and the EBs shall proceed to conduct their FTS immediately upon their arrival.
4. If the EB has a valid reason for their failure to appear, the FTS will be rescheduled to another day by the EO, subject to a 3-day notice to the EB and other parties as provided

under Sec. 52, Art. V, COMELEC Reso. No. 10727. Subject further to the rule on notice within 24 hours if the FTS will be conducted within 3 days before election day.

5. However, if the EB cannot be located or has no valid reason for their absence, the EO shall proceed with the substitution of EBs in accordance to Secs. 13 and 23 of the COMELEC Reso. NO. 10727.
6. The EB shall record this incident in their Minutes.

**Sec. 7. Contingency Procedures Applicable to the Vote Counting Machine (VCM) During FTS.** - In the event that problems arise during the conduct of the FTS in the precinct level involving the VCM, the following contingency measures shall be observed:

**I. FINAL TESTING AND SEALING (FTS), NON-TECHNICAL ISSUES:**

**A. The VCM box has been delayed in the delivery or not delivered during the Final Testing and Sealing (FTS).**

1. The EB shall report this matter to the EO through the fastest means available. The EO shall immediately call CEMAC – Command Center to verify the shipment and the status of the delivery of the VCM box.
2. The CEMAC – Command Center shall confirm if there is just a delay in the delivery of the VCM Box. The EO shall determine if there is enough time left to conduct the FTS within the day. If yes, the EB shall proceed with the activity upon arrival of the VCM box and complete the same. If not, the EO shall reset the date of the FTS.
3. The resetting of the FTS by the EO to a date not later than election day shall be subject to proper notice to all parties mentioned in Sec. 52, Art. V, COMELEC Reso. No. 10727 and the posting of announcements of the new date of the FTS within 24 hours prior to its conduct.
4. In either of the above scenarios, the EB, EO and the DESO shall be in coordination with each other towards the proper reporting to the CEMAC – Command Center, the speedy delivery of the VCM Box needed or the re-scheduling of the FTS.
5. The EB shall record this incident in their Minutes.



**B. The VCM box has lacking supplies or items discovered during the FTS Day.**

**B.1 FTS ballots in the VCM box are less than 10 pieces but not less than 3 pieces.**

The EB shall note in the Minutes and proceed with FTS using the available FTS ballots.

**B.2. Three (3) or less FTS ballots in the VCM box.**

1. The EB shall call the DESO-TSS, who shall in turn, report the same to the CEMAC – NTSC.
2. The EB shall likewise inform the EO of this incident. After which, the EO shall move the conduct of FTS to election day before the start of polls, with notice to EB, political parties, candidates and accredited citizens' arm as provided in Sec. 52, Art. V, COMELEC Reso. No. 10727.
3. On election day before the start of polls, the EB shall conduct FTS in accordance with the prescribed procedure and shall utilize the official ballots in order to supplement the lacking ballots. The ballots for this purpose shall not exceed three (3).
4. The EB shall retrieve the FTS ballots from the ballot box, mark across the face of the ballots the phrase, "FTS ballots" and place them inside the Envelope for Counted Test Ballots, ERs and Other Reports.
5. The EB shall record this incident in their Minutes.

**B.3. All/Majority EB PINs/Passwords are unavailable/denied.**

1. The EB shall call the DESO - TSS.
2. The DESO - TSS shall refer the matter to the CEMAC - NTSC, which in turn, will coordinate with the PMO Director to authorize the issuance of the PINs/Passwords within the day.
3. The EB shall wait for the PINs/Passwords to be issued by the DESO - TSS and shall proceed with the conduct of the FTS.

4. Thereafter, the DESO - TSS shall inform CEMAC – NTSC on the successful use of the PINs/Passwords provided.
5. The EB shall record this in their Minutes.
6. If the new PINs/Passwords cannot be issued within the day, the EO shall reset the date of the FTS with notice to EB, political parties, candidates and accredited citizens’ arm as provided in Sec. 52, Art. V, COMELEC Reso. No. 10727, and to post notice of the new schedule of the FTS within 24 hours before its conduct.

**B.4. One (1) iButton for operations is missing.**

1. The EB shall report the same to the DESO - TSS who shall guide them in conducting the FTS using the lone iButton.
2. The EB shall proceed to complete with the conduct of the FTS using the lone iButton following the instructions of the DESO - TSS.
3. The DESO - TSS shall thereafter report this incident to the CEMAC – NTSC and the EO as well.
4. The EB shall record this incident in their Minutes.
5. Upon receipt of report, CEMAC- NTSC shall refer the matter to the PMO Project Director who shall authorize the issuance of the iButtons for operations/SD Cards to the EB.

**B.5. Other items such as plug adapter, VCM power cord, battery cable, rolls of thermal paper, checklist of the contents of the VCM box, USB modem with sim cards, cleaning sheets, marking pens, or security seal/sticker are lacking inside the VCM box.**

1. The EB shall inform the EO and DESO - TSS of the lacking item/s.
2. The PES or the EO, as the case may be, shall open one of the contingency VCM boxes in the presence of watchers, if any, and shall get the items therein that are needed by the EB and deliver the same to them within the day for the immediate conduct of the FTS.

3. The EO shall report this incident to the CEMAC – NTSC and record the same in their Minutes.

## **II. FINAL TESTING AND SEALING (FTS), TECHNICAL ISSUES:**

### **A. Defects or malfunction detected during the diagnostic test.**

1. The EB shall call the DESO - TSS assigned in the polling place and shall take note of the defect or malfunction. The DESO - TSS shall call the CEMAC – NTSC to report the incident. The CEMAC – NTSC shall determine the cause of malfunction and the appropriate procedures to be undertaken.
2. If the defect or malfunction cannot be resolved, the CEMAC – NTSC shall recommend to the PMO Director the replacement of the VCM or reconfiguration of the SD Cards/ iButtons for operations, as the case may be.
3. However, if the contingency VCM or reconfigured Main and Back up SD Cards/iButtons for operations cannot be delivered to the EB on the same day, the EO shall reset the date of the FTS on the following day. If this is not possible, the FTS shall be reset not later than the day before election day with notice to the PES or the RED of NCR, Davao City and Zamboanga City, as the case may be. The EO shall likewise notify the candidates, parties, coalition of political parties, associations or organizations participating in the party-list system of representation in the city or municipality, or accredited citizens' arm of the date of the resetting.
4. The EB shall record this incident in their Minutes.

### **B. Discrepancy in Election Return (ER) and manual audit.**

1. The EB shall sign the certification portion of both Election Returns (ERs) and compare the results of the manually-prepared ER with that of the machine-generated ER.
2. If the results of both ERs are not the same, the EB shall review / re-appreciate the ballots to determine the discrepancy.

3. If still there is a discrepancy, the EB shall call on the DESO - TSS to report the discrepancy to the CEMAC – NTSC. The CEMAC – NTSC shall determine the cause of discrepancy based on the report of the EB thru the DESO - TSS.
4. If the cause of the discrepancy is due to a defective VCM, the CEMAC - NTSC shall recommend to the PMO Director for the replacement of the defective VCM. The CEMAC - NTSC shall thereafter authorize the PES or EO, as the case may be, to deploy a contingency VCM in his custody for the immediate replacement thereof. The PES or EO, or his/her authorized representative, shall retrieve the defective VCM from the EB and shall keep the same under his/her custody.
5. However, if the contingency VCM cannot be delivered to the EB on the same day, the EO shall reset the date of the FTS on the following day. If this is not possible, the FTS shall be reset not later than the day before election day with notice to the PES or the RED of NCR, Davao City and Zamboanga City, as the case may be. The EO shall likewise notify the candidates, parties, coalition of political parties, associations or organizations participating in the party-list system of representation in the city or municipality, or accredited citizens' arm of the date of the resetting.
6. The EB shall record this incident in their Minutes.

**C. Defective VCM/s for reverse logistics.**

All VCMs that are declared defective during FTS shall be transported back to the main warehouse for repair. The EO or PES concerned, as the case may be, shall immediately coordinate with the logistic provider representative and the CEMAC – Command Center of the defective VCM for reverse logistics. The CEMAC - Command Center shall ensure that all repaired VCM be transported back to the EO or PES concerned before election day.

**ARTICLE V.  
ELECTION DAY CONTINGENCY PROCEDURES**

**Sec. 8. Election Day Contingency Procedures.**

## **I. ELECTION DAY, NON-TECHNICAL ISSUES:**

### **A. Misdelivered Official Ballots.**

1. The EB shall immediately report this matter to the EO, who shall inform the Treasurer's Office of the mis-delivery of official ballots and seek assistance to locate the correct ballots.
2. If the mis-delivery of ballots is within the city/municipality/district, the EO shall direct the City/Municipal Treasurer to resolve the mis-delivery as soon as possible by locating the correct ballots and causing the immediate rectification thereof.
3. If the mis-delivery is within the province or region, the EO shall inform the PES or RED of NCR, Davao City and Zamboanga City, as the case may be, who, in turn, shall arrange for the immediate delivery of the correct ballots to the proper polling centers.
4. If the misdelivered ballots are located outside the region, the RED shall coordinate with his/her counterpart in that region to arrange for the immediate delivery of the ballots to the polling place.
5. In any of the above circumstances, the EO/PES/RED shall report the incident to the CEMAC – Command Center.
6. The EB shall announce the delay to the voters and watchers and proceed with the preliminaries of voting while waiting for the arrival of the ballots.
7. The EB shall record this incident in their Minutes.

### **B. Shortage of ballots in case the number of allocated official ballots for a clustered precinct is less than the number of registered voters in the same clustered precinct due to approved requests for inclusion in the voters list.**

1. The EB shall prepare the verified list of names of voters not accommodated due to lack of allocated official ballots.

2. The EB shall inform the DESO who shall coordinate with the EBs of the other polling places with available ballots to allow the voters to cast their votes. In case of a mono-precinct barangay, the DESO/DESO Support Staff shall confer with the EBs of polling centers in nearby barangays under their jurisdiction. Depending upon the number of voters, the DESO shall distribute them to various polling centers taking into consideration the polling centers with expected low voter turnout.
3. Through the guidance of the DESO/DESO Support Staff, instruct said voters to vote in another polling place within the same voting center.
4. In all the above scenarios, the EB shall:
  - a. Record in the Minutes, the names of the voters;
  - b. The EB with available official ballots shall also record in the Minutes the names of the voters who were allowed to vote in their assigned clustered precinct pursuant to this rule and attach to the Minutes the verified list of voters.
  - c. The DESO/DESO Support Staff concerned shall inform the EO, who in turn shall inform the CEMAC – Command Center of the action/s taken.

**C. Insufficient ballots delivered.**

1. The EB shall report the shortage of ballots to the EO and shall proceed to open the voting process. The EO shall report the shortage of ballots to the CEMAC – Command Center.
2. If the ballots are all used and there are remaining voters who are unable to vote due to the shortage of ballots, the EB shall prepare the verified list of voters not accommodated due to insufficient ballots delivered.
3. The EB shall inform the DESO who shall coordinate with the EBs of the other polling places with available ballots to allow the voters to cast their votes. Depending upon the number of voters, the DESO shall distribute them to various polling centers taking into consideration the polling centers with expected low voter turnout.

4. Through the guidance of the DESO, instruct said voters to vote in another polling place within the same voting center.
5. In all the above scenarios, the EB shall:
  - i. Record in the Minutes, the names of the voters;
  - ii. The EB with available official ballots shall also record in the Minutes the names of the voters who were allowed to vote in their assigned clustered precinct pursuant to this rule and attach to the Minutes, the verified list of voters.
6. The DESO concerned shall inform the EO, who in turn shall inform the CEMAC – Command Center of the action/s taken.

**D. There is a problem on the size/ width of the ballots, such as the change in the size of the ballots due to weather, transport and other conditions thereby causing issues on compatibility with the VCM.**

1. The EB shall immediately report this matter to the EO.
2. The EO shall contact the CEMAC – NTSC for guidance.
3. The EB shall record this in their Minutes.

**E. There are missing items in the VCM box on Election Day.**

1. All or majority of EB PINs/Passwords are unavailable or invalid.
  - i. The EB shall call the DESO - TSS.
  - ii. The DESO - TSS shall refer the matter to the CEMAC - NTSC, which in turn, will coordinate with the PMO Director to authorize the issuance of the PINs/Passwords within the day.
  - iii. The EB shall wait for the PINs/Passwords to be issued to them by the DESO - TSS and thereafter, shall proceed with the conduct of the voting.

- iv. The DESO - TSS shall inform the CEMAC – NTSC on the successful use of the PINs/Passwords provided.
  - v. The EB shall record this in their Minutes.
2. One iButton for operations is missing.
- i. The EB shall report the same to the DESO - TSS who shall guide them in conducting the opening of the polls using the available iButtons.
  - ii. The DESO - TSS shall thereafter report this incident to the CEMAC – NTSC and to the EO.
  - iii. The EB shall record this in their Minutes.
3. All iButtons for operations are missing/ one or both SD Cards are missing.
- i. The EB shall inform the EO and DESO - TSS of this fact. The DESO - TSS shall immediately inform the CEMAC - NTSC and request for issuance of the missing items.
  - ii. The CEMAC – NTSC shall recommend to the PMO Director the issuance of new iButtons/SD Card. The CEMAC – NTSC shall confirm with the EO and the DESO - TSS on the availability of the iButtons/ SD Cards for pick-up by the EO, or his/her authorized representative, at the provincial or regional technical hub, as the case may be.
  - iii. The EB shall record this in their Minutes.
4. All the iButtons/SD Cards are not functional.
- i. The EB shall immediately report the same to the EO and DESO - TSS who will test and determine if the iButtons or SD Cards are in need of replacement. If yes, he/ she will report to the CEMAC – NTSC and request for the replacement of the iButtons for operations or SD Cards.
  - ii. Upon receipt of the report, the CEMAC – NTSC shall refer the matter to the PMO Director who shall authorize the issuance of the iButtons for operations and SD Cards to the EB.
  - iii. Meanwhile, the DESO - TSS will turn over the SD Cards and iButtons for operations to the EO, or his/her authorized representative, who in turn will bring them to the provincial or regional



technical hub, as the case may be, for the return and replacement of the item.

- iv. The EB shall record this in their Minutes.
5. Other items such as plug adapter, VCM power cord, battery cable, rolls of thermal paper, USB modem with sim cards, cleaning sheets, marking pens, or security seal/sticker are lacking inside the VCM box.
  - i. The EB shall inform the EO and DESO - TSS about the lacking item/s.
  - ii. The PES or EO, as the case may be, shall open one of the contingency VCM boxes in the presence of watchers, if any, and shall borrow the items needed. The PES or EO, or his/her authorized representative, shall deliver the item/s to the EB immediately.
  - iii. In case there are no more available items in the contingency VCM box, the EO or PES concerned shall report this matter to the CEMAC – NTSC.
  - iv. In all cases, the EB shall record this in their Minutes.

**F. Insufficient thermal paper for vote receipts and printing of audit logs and ERs.**

1. The EB shall report this matter to the DESO.
2. The DESO shall inform the EO who shall in turn report the same to the CEMAC – Command Center.
3. The EO shall verify the availability of thermal paper with the OEO and supply the needed thermal paper to the EB.
4. The DESO may also check with other polling places for extra thermal paper.
5. The EB shall record this in their Minutes.

**G. Marking pens are all out of ink or the pens are all missing.**

1. The EB shall report this matter to the DESO.
2. Use regular black ballpoint pen.
3. The EB shall record this in their Minutes.

**H. Omission or erroneous inclusion by the EB of election documents and paraphernalia inside the ballot box which is already sealed (Sec. 97, Art. XIV of COMELEC Reso. No. 10727).**

1. The EB shall notify in writing the EO of the omission or erroneous inclusion of the election documents or paraphernalia.
2. In case of non-inclusion of election documents and paraphernalia, the EB shall turn over the said documents to the EO.
3. In case of erroneous inclusion of election documents and paraphernalia, the EO shall determine whether such erroneous inclusion is material to the canvassing. If immaterial, no further action is needed. Otherwise, the EO shall order the City/Municipal Treasurer to bring the ballot box to the BOC for the purpose of retrieving from the ballot box the documents or paraphernalia subject of the inadvertence.
4. This opening shall be subject to the approval of the Commission En Banc and proper notice to the concerned EB, City/Municipal Treasurer, candidates, watchers, all parties and stakeholders of the date and time, to be determined by the EO.

**I. There is sabotage, explosion, equipment robbery and other similar circumstances.**

1. If required to leave the precinct, the EB shall report this to the EO and immediately secure all equipment, election forms and supplies, inform all political party representatives, citizens' arm and watchers present of the transfer or suspension of voting, and then proceed with security or health personnel to a safer place.
2. If peace and order is restored, the EB shall conduct inventory of all equipment, forms and election supplies. If there are missing item/s, the EB shall report to the EO and local PNP for proper documentation and investigation. Thereafter, the EO shall call the CEMAC – Command Center to inform about the missing item/s.
3. The EB shall record this in their Minutes.

**J. There is a Catastrophe like fire, flood, earthquake and others, or by reason of emergency or health/ IATF rules and regulations in the locality.**

1. If required to leave the precinct, the EB shall report this to the EO and immediately secure all equipment, election forms and supplies, inform all political party representatives, citizens' arm and watchers present of the transfer or suspension of voting, and then proceed with security or health personnel to a safer place.
2. The EO shall report this to the CEMAC – Command Center.
3. This incident shall be recorded in the Minutes of the EB.

**K. There is no DESO - TSS in place.**

1. The EB shall inform the DESO of the absence of the DESO - TSS.
2. The DESO shall inform the EO about the absence of the DESO - TSS.
3. The EO shall designate a substitute DESO - TSS.
4. The EO shall report this substitution to CEMAC – NTSC for record purposes.

**II. ELECTION DAY, TECHNICAL ISSUES:**

**A. VCM Malfunction.**

1. The EB shall call the DESO - TSS assigned in the polling place and shall determine the cause of the malfunction.
2. If DESO - TSS cannot resolve the malfunction, he/she shall report the same to the EO and CEMAC - NTSC.
3. The CEMAC - NTSC shall assist the DESO - TSS in troubleshooting the VCM.
4. If after sixty (60) continuous minutes of failure and non-operation of the VCM despite assistance from the CEMAC - NTSC, the latter shall recommend to the PMO Director for the replacement of the malfunctioning VCM and authorize the EO or the PES, as the case may be, to deploy a contingency VCM in his/her custody for its immediate replacement. The EO, or his/her authorized representative, shall retrieve the defective VCM from the EB and keep the same under his/her custody.

5. Thereafter, DESO - TSS shall perform the replacement procedure of the VCM. The DESO - TSS shall thereafter report to the CEMAC - NTSC the fact of replacement.
6. In the process of troubleshooting or seeking the replacement of the VCM, the EB shall announce to the voters casting or waiting to cast their votes that they have the following options:
  - i. To proceed in casting their votes by shading their ballots with waiver of their right to be issued a voter's receipt. In which case, these ballots shall be temporarily placed inside the Envelope for Rejected Ballots, Half or Torn Unused Official Ballots and Other Half of Torn Unused Official Ballots, and Counted Official Ballots and which shall be batch-fed by the EB before the close of polls; or
  - ii. To wait for the VCM malfunction to be resolved or the replacement VCM to arrive, for them to cast their votes and personally feed the ballot in the VCM.
7. The EB shall record this incident in their Minutes.

**B. Defective SD Cards.**

1. The EB shall call the DESO - TSS assigned in the polling place for assistance.
2. The DESO - TSS shall verify the reported defect. If the SD Card is confirmed to be defective, the DESO - TSS shall report it to the CEMAC - NTSC. The CEMAC - NTSC shall instruct the DESO - TSS on the procedures to be performed.
3. If the problem remains unresolved, the CEMAC-NTSC shall recommend to the PMO Director for the reconfiguration of the defective SD Card. The DESO - TSS will turn over the Main and Backup SD Cards including the two (2) iButtons for operations to the EO, or his/her authorized representative, who in turn will bring them to the provincial or regional technical hub, as the case may be, for its reconfiguration.

4. In the process of troubleshooting or the reconfiguration of the SD Cards/iButtons for operations, the EB shall announce to the voters casting or waiting to cast their votes that they have the following options:
  - i. To proceed in casting their votes by shading their ballots with waiver of their right to be issued a voter's receipt. In which case, these ballots shall be temporarily placed inside the Envelope for Rejected Ballots, Half or Torn Unused Official Ballots and Other Half of Torn Unused Official Ballots, and Counted Official Ballots and which shall be batch-fed by the EB before the close of polls, or
  - ii. To wait for the VCM malfunction to be resolved or the reconfigured SD Cards/iButtons for operations to arrive, for them to cast their votes and personally feed the ballot in the VCM.
5. The EB shall record this incident in their Minutes.

**C. Ballot jams.**

1. If the ballot is visible in the VCM entry slot, the EB, shall gently pull out the ballot from the entry slot and allow the voter to re-feed the ballot.
2. If the ballot is not visible in the VCM entry slot, the EB shall detach the VCM from the ballot box cover and retrieve from the ballot exit slot the ballot causing the jam.
3. After the VCM has been cleared of the ballot jam, the EB shall install again the VCM on top of the ballot box. The EB shall return the ballot to the voter who shall re-feed the ballot to the VCM. If the ballot is rejected by reason that it has already been counted, the EB shall open the ballot box and place the ballot inside, in the presence of the watchers.
4. If the EB has difficulty or unable to remove the ballot from where it is jammed, the EB shall not force the ballot out of the VCM but instead, call on the DESO - TSS to assist them in removing the ballot.

5. If the cause of the ballot jam is the improper stacking of the ballots inside the ballot box, the EB, in the presence of the watchers, shall open the ballot box, press the ballots in order to make room for additional ballots, and thereafter, close the ballot box.
6. In all cases, the EB shall ensure the secrecy of the ballot.
7. The EB shall record this incident in their Minutes.

**D. Thermal paper jam.**

1. The EB shall open VCM printer cover and gently pull the thermal paper.
2. Once the jam has been removed, the EB shall reload the thermal paper or replace a new thermal paper roll, if required.
3. If the EB is unable to resolve this problem, EB shall call the DESO - TSS to assist in resolving the matter.
4. The EB shall record this incident in their Minutes.

**E. Continuous rejection of ballots by VCM after initial acceptance of several ballots.**

1. Before feeding the next ballot, the EB shall perform scanner cleaning procedure. If after cleaning the VCM still rejects the ballot even after feeding in four different orientations, the EB shall call the DESO - TSS assigned in the polling place.
2. The DESO - TSS shall determine the cause of the rejection of the ballots and perform procedures to resolve it.
3. If the problem remains, the DESO - TSS shall report the incident to the CEMAC - NTSC and seek further assistance on resolving the issue.
4. The DESO - TSS shall attempt to troubleshoot, following the instructions of CEMAC - NTSC.
5. If the continuous rejection of ballots by the VCM remains unresolved despite assistance from the CEMAC - NTSC, the CEMAC - NTSC shall

recommend to the PMO Director for the replacement of the defective VCM. The CEMAC - NTSC shall thereafter authorize the PES or EO, as the case may be, to deploy a contingency VCM in his/her custody for the immediate replacement thereof. The PES or EO, or his/her authorized representative, shall retrieve the defective VCM from the EB and shall keep the same under his/her custody.

6. Thereafter, the DESO - TSS shall perform the replacement procedure of the VCM. The DESO - TSS shall thereafter report to the CEMAC - NTSC the fact of replacement.
7. These incidents shall be recorded in the Minutes of the EB.

**F. The hash code of the VCM does not match the published hash code based on the Final Trusted Build.**

1. The concerned EB shall call the DESO - TSS to verify the hash code of the VCM and compare it with what was published based on the Final Trusted Build.
2. If the DESO - TSS finds out that the hash code does not match, the incident shall be reported by the DESO - TSS to the EO and CEMAC – NTSC.
3. The CEMAC - NTSC shall recommend to the PMO Director for the replacement of the VCM.
4. The EB shall record these incidents in their Minutes.

**G. VCM printer malfunctions.**

1. The EB shall call the DESO - TSS assigned in the polling place.
2. The DESO - TSS shall determine the cause of the problem and solve it.
3. If the problem remains unsolved, the DESO - TSS shall report the incident to the CEMAC - NTSC and seek further assistance in resolving the issue.
4. The DESO - TSS shall attempt to troubleshoot the failure with the help of the CEMAC – NTSC.

5. If the VCM printer malfunction remains unresolved despite assistance from CEMAC – NTSC, the CEMAC – NTSC shall recommend to the PMO Director the deployment of contingency VCM. The EO, or his/her authorized representative, shall retrieve the defective VCM and keep the same under his/her custody.
6. In the process of troubleshooting or the replacement of the VCM, the EB shall announce to the voters casting or waiting to cast their votes that they have the following options:
  - i. To proceed in casting their votes by shading their ballots with waiver of their right to be issued a voter's receipt. In which case, these ballots shall be temporarily placed inside the Envelope for Rejected Ballots, Half or Torn Unused Official Ballots and Other Half of Torn Unused Official Ballots, and Counted Official Ballots and which shall be batch-fed by the EB before the close of polls, or
  - ii. To wait for the VCM printer malfunction to be resolved or the contingency VCM to arrive, for them to cast their votes and personally feed the ballot in the VCM.
7. The DESO TSS shall report to the CEMAC – NTSC and the EO of the successful troubleshooting or replacement of the VCM.
8. The EB shall record these incidents in their Minutes.

**H. Absence of the Chairperson's digital certificate and/or iButtons.**

1. In case the Chairperson has no digital certificate, the EB shall use the iButtons for operations in transmitting the result to the BOC.
2. In case the Chairperson lost the iButtons containing his/her digital certificate, the EB shall inform the DESO - TSS. The DESO - TSS shall report to the CEMAC – NTSC for instruction.
3. The EB shall record these incidents in their Minutes.



**I. The date and/or time of the elections reflected on the VCM are incorrect.**

1. The EB shall announce to the watchers the fact of this error.
2. The EB shall perform the necessary procedure in correcting the date and/or time of the elections on the VCM.
3. The EB shall record these incidents in their Minutes.

**J. Power failure on election day.**

1. The EB shall ensure that the VCM is connected to the battery and report the power failure to the DESO. The DESO shall notify the EO who shall then report to the CEMAC – Command Center of this fact.
2. The DESO shall inquire from the local electric provider on the duration of power interruption and advise the EB on the matter. If power cannot be restored by 5:00 o'clock in the afternoon on election day, the EB shall provide alternative lighting provisions.
3. The EB shall record these incidents in their Minutes.

**K. The battery has been discharged after FTS.**

1. The EB shall connect the battery to the VCM to charge if there is power in the polling place.
2. In case there is no power in the polling place, the EB shall notify the DESO - TSS who shall report the problem to CEMAC - NTSC and EO.
3. The EB shall record these incidents in their Minutes.

**L. Unable to close voting.**

1. The EB will check the VCM if it has the correct date and time. If not, the EB will correct the date and time and will proceed to close voting and report the same to the CEMAC – NTSC and EO.
2. The EB shall record these incidents in their Minutes.

**M. Re-transmission failed after three (3) attempts.**

1. EB shall call the DESO - TSS assigned in the polling place.
2. The DESO - TSS shall determine the cause of the problem, and solve it depending on the transmission media available. The DESO - TSS shall also make use of the Backup transmission media.
3. If the DESO - TSS is unable to solve the problem, he/she will report the incident to the CEMAC - NTSC and ask for assistance or other solutions to solve this problem.
4. The DESO - TSS shall attempt to troubleshoot the transmission failure with the help of CEMAC- NTSC.
5. If the problem is the transmission device, the EB may use a transmission device from any of the other polling places within the same voting center that has finished transmission and attempt to re-transmit.
6. If the failure persists, the EB shall transport the VCM to the nearest voting center previously determined by the EO where communication signal is strong to attempt re-transmission.
  - i. The EB shall complete the printing of 30 copies of Election Returns (ERs) and post-election activities before transporting the VCM to the nearest voting center. Only after successful transmission shall the EB print the audit log and execute "write protect" function.

If after three (3) unsuccessful attempts to re-transmit, the EB shall proceed with the printing of the audit log and execution of the "write protect" function and bring the VCM box containing the VCM to the canvassing center. The EB shall not remove the Main and Back-up SD Cards.
  - ii. The EB shall explain in writing to the BOC the reason why they are not able to transmit.
7. When transporting the VCM to the nearest voting center or canvassing center pursuant to Nos. 5 and

6, the EB shall ensure transparency in transporting the VCM. In which case, the EB shall allow the watchers, or any interested parties, to accompany the same. For security reasons, the EB may seek the assistance of the members of the PNP and/or AFP.

8. The EB shall record these incidents in their Minutes.

**N. VCM does not write-protect the data.**

1. The EB shall verify if the date and/or time of the VCM is correct. If not, change to the correct date and/or time and proceed to execute the “write protect” function of the VCM.

2. If the date and/or time of the VCM is correct, EB shall call the DESO - TSS to report the problem, who in turn shall call the CEMAC - NTSC and perform the procedure given by CEMAC – NTSC to solve this problem.

3. The EB shall record these incidents in their Minutes.

**O. VCM does not shutdown.**

1. The EB shall hard press the power button.

2. The EB shall remove the power adaptor from the power outlet.

3. The EB shall disconnect the battery from the VCM.

4. The EB shall record these incidents in their Minutes.

**Sec. 9. VCM Contingency machine is unavailable.** The procedure to be observed in the event that all the VCM contingency machines have been distributed.

1. The EB shall notify the DESO and DESO – TSS. The DESO – TSS shall then notify the CEMAC – NTSC.

2. The EB shall announce to the voters casting or waiting to cast their votes that they shall proceed in casting their votes by shading their ballots with waiver of their right to be issued a voter’s receipt. In which case, these ballots shall be temporarily placed inside the Envelope for Rejected Ballots, Half or Torn Unused Official Ballots and Other Half of Torn Unused Official Ballots, and Counted Official Ballots and which shall be batch-fed by the EB.

3. The DESO shall look for available VCM from other polling place that had successfully completed all task in the VCM as required by COMELEC Reso. No. 10727.
4. The DESO - TSS shall perform the necessary procedure as instructed by the CEMAC – NTSC.
5. The EB shall record these incidents in their Minutes.

**ARTICLE VI.  
CONTINGENCY PROCEDURE IN  
PROVINCIAL/DISTRICT/CITY/MUNICIPAL BOARD OF  
CANVASSERS (P/D/C/MBOC)**

**Sec. 10. Contingency Procedures Applicable to the Provincial/District/City/Municipal Board of Canvassers (P/D/C/MBOC) pre-canvassing.** – The procedure to be observed in the event that there is a need for the immediate transfer of the canvassing venue due to health, security and other emergency situations on or before the start of the canvassing on May 9, 2022.

1. The BOC shall notify in writing the CEMAC – Command Center of this matter and request for the transfer of the venue of the canvassing.
2. The BOC Chairperson shall conduct an inventory of all canvassing paraphernalia and documents, and record the same in the Minutes.
3. The CEMAC – Command Center shall recommend to the PMO Director the transfer of the canvassing venue. Upon receipt of the approval and instructions from the CEMAC – Command Center, the Chairperson of the BOC shall notify all political party representatives, citizens' arm, watchers and members of the EB, and other stakeholders.  
  
The PMO Director is hereby authorized to approve/disapprove the transfer of the canvassing venue on the said ground.

**Sec. 11. Contingency Procedures Applicable to the Provincial/District/City/Municipal Board of Canvassers (P/D/C/MBOC) on the opening of the canvassing.** – The procedures to be observed in the event that there is a failure of a regular member of BOC to appear or is absent despite notice on May 9, 2022, are as follows:

1. The members present shall first verify whether notice has been served on the absent member. In case no such notice was sent, one shall be immediately served to the absent member.
2. Upon confirmation that the absent member will be unable to serve with the BOC, the BOC Chairperson shall notify the CEMAC – Command Center of this fact.
3. If the absent member cannot be located or his/her whereabouts are unknown, the absent member shall be substituted in accordance with the procedure on Substitution of Chairperson and Members of the BOC as provided for in Sec. 5 of COMELEC Reso. No. 10731.
4. These facts shall be recorded in the Minutes of the BOC. As soon as the absent member appears, the substitute member's seat shall be relinquished in favor of the regular member of the BOC. (Sec. 12, COMELEC Reso. No. 10731)

**Sec. 12. Contingency Procedures Applicable to the Provincial/District/City/Municipal Board of Canvassers (P/D/C/MBOC).** – The procedures to be observed in the event that problems occurred during the canvassing/consolidation of the Provincial/District/City/Municipal Board of Canvassers (P/D/C/MBOC) on May 9, 2022, are as follows:

**A. Malfunctioning of Consolidation and Canvassing System (CCS) at the MBOC, CBOC, DBOC or PBOC.**

1. The Board of Canvassers (BOC) shall instruct the CCS Operator (CCSO) to restart the CCS laptop.
2. If the problem persists, the CCSO shall call the CEMAC-NTSC to report the CCS malfunction and request for the issuance of a contingency CCS laptop.
3. Upon approval of request, the BOC Chairperson shall announce the malfunction of the CCS and the approval of the CEMAC – NTSC to replace the defective CCS laptop.
4. The BOC Chairperson shall invite watchers of political party representatives, citizens' arm, watchers and members of the EB, stakeholders and members of the PNP / AFP to accompany the CCSO in retrieving the contingency CCS laptop from the provincial or regional technical hub, as the case may be.

5. The CCSO shall thereafter immediately bring the contingency CCS laptop to replace the defective CCS laptop and perform the following procedures:
  - i. Ensure that the CCS laptop is not “on”.
  - ii. Remove the SD card from the defective CCS laptop.
  - iii. The CCSO shall place the contingency CCS laptop in the designated place in the canvassing venue.
  - iv. The CCSO shall insert the SD card into the contingency CCS laptop.
  - v. The CCSO shall connect the contingency CCS laptop to the main power source and turn it on.
  - vi. The CCSO shall store the defective CCS laptop in its original packaging and turn-over the box to the Chairman of the BOC.
6. The CCSO shall thereafter call the CEMAC - NTSC to report on the successful replacement of the CCS laptop and the resumption of the canvassing.
7. The BOC shall indicate this matter in their Minutes.

**B. All/Majority of USB tokens are unavailable or defective.**

1. The CCSO shall inform the CEMAC-NTSC of the missing or defective USB tokens.
2. The CEMAC-NTSC shall refer the matter to the PMO Director who shall authorize the reconfiguration of the USB tokens.
3. Upon approval, the CEMAC – NTSC shall assist CCSO in the reconfiguration. The CCSO shall report or update the CEMAC – NTSC of the successful reconfiguration of the USB tokens.
4. The BOC shall indicate this matter in their Minutes.

**C. All/Majority of the BOC PINs/Passwords are unavailable/rejected.**

1. The CCSO shall inform the CEMAC-NTSC of the unavailability or rejection of the pins and/or passwords.
2. The CEMAC-NTSC shall recommend the issuance of replacement pins and/or passwords to the PMO Director

who shall authorize the issuance of replacement pins and/or passwords to the BOC members.

3. The CEMAC-NTSC shall issue to the BOC the replacement pins and/ or passwords.
4. The BOC shall proceed to open the canvassing with the use of the pins/passwords issued by the CEMAC-NTSC with the assistance of the CCSO.
5. Thereafter, CCSO shall inform CEMAC-NTSC of the validity of the pins/passwords provided and the resumption of the canvassing.
6. The BOC shall indicate this matter in their Minutes.

**D. SD Card is not available.**

1. The CCSO shall inform CEMAC - NTSC about the matter.
2. The CEMAC - NTSC shall recommend the issuance of blank SD Card to the PMO Director who shall authorize the issuance to the BOC.
3. Upon approval of release, the BOC Chairperson shall invite watchers of political parties, citizens' arm, and stakeholders to accompany the CCSO in retrieving the blank SD Card from the provincial or regional technical hub, as the case may be.
4. Upon arrival at the canvassing venue, the CCSO shall call the CEMAC – NTSC for instructions to complete the process.
5. For record and monitoring purposes, the CCSO shall advise CEMAC - NTSC on the successful resolution of the problem.
6. The BOC shall indicate this matter in their Minutes.

**E. Failure to transmit precinct level results to the MBOC/CBOC.**

1. The MBOC/CBOC shall order the EB to bring the VCM to the canvassing center.
2. The Chairperson of the BOC shall require the EB to explain in writing the reason/s for non-transmission of

election results. The BOC Chairperson shall ensure that the EB complied with the printing of the audit log and execution of the “write protect” procedure.

3. The BOC Chairperson shall direct the EB to retrieve the Main SD Card from the VCM and place the same in an envelope and mark “not transmitted”.
4. The RCG shall receive the envelope marked as “not transmitted” and record the same in its log/record book and immediately forward to the BOC. Thereafter, the MBOC/CBOC shall open the said envelope, retrieve the VCM Main SD card and give the same to the CCSO who shall follow the procedure provided in Sec. 33, III-A of COMELEC Reso. No. 10731 for the importing of precinct results from VCM in case of non-transmission.
5. The BOC Chairperson shall coordinate with the logistics provider for the reverse logistics of the VCM.
6. The BOC shall indicate this matter in their Minutes.

**F. SD Card was placed inside the ballot box and there is a need to retrieve the same for the following reasons: (1) To comply with the submission of SD cards to the RCG as provided in Sec. 85(e), 4 of COMELEC Reso. No. 10727; and (2) There was a failure to transmit by the EB and the SD card is needed for manual uploading of precinct results by the MBOC/CBOC.**

1. The BOC Chairperson shall order the EB and the City/Municipal Treasurer to bring the ballot box to the BOC for the purpose of retrieving from the ballot box the SD Card.
2. The BOC shall require the EB to explain in writing the reason for placing the SD Card in the ballot box.
3. In the presence of the BOC, the EB shall retrieve the envelope of the SD card and turn-over the same to the RCG for proper recording.
4. In case of manual uploading, the RCG shall submit the envelope to the BOC Chairperson. Thereafter, the MBOC/CBOC shall open the said envelope, retrieve the VCM Main SD card and give the same to the CCSO who shall follow the procedure provided in Sec. 33, III-A of



COMELEC Reso. No. 10731 for the importing of precinct results from VCM in case of non-transmission.

5. This opening shall be subject to the approval of the Commission En Banc and proper notice to the concerned EB, City/Municipal Treasurer, candidates, watchers, all parties and stakeholders of the date and time, to be determined by the BOC Chairperson.
6. The BOC shall indicate this matter in their Minutes.

**G. Failure of the MBOC/CBOC to transmit to the D/PBOC.**

1. The D/PBOC shall receive from the RCG an envelope containing the CD labelled “NOT TRANSMITTED” for the city/municipality.
2. The Chairperson of the BOC shall open said envelope, retrieve the CD labelled “NOT TRANSMITTED” and give the same to the CCSO who shall follow the instructions in Sec. 33, III-B of COMELEC Reso. No. 10731 on the Importing of City/Municipal Results to DBOC/PBOC.
3. The D/PBOC shall record this in their Minutes.
4. The CCSO shall report this matter to the CEMAC – NTSC for recording and monitoring purposes.

**H. Failure of the CBOC and D/PBOC to transmit result to the NBOC.**

1. The NBOC shall receive from the RCG an envelope containing the CD labelled “NOT TRANSMITTED” for the city/district/province.
2. The NBOC shall open the said envelope, retrieve the CD labelled “NOT TRANSMITTED” and give the same to the CCSO who shall follow the instructions on the importing of city/district/provincial results to the NBOC, if any.
3. The NBOC shall record this in their Minutes.

**I. Not all the expected results have been received but the said results will no longer affect the result of the election in a particular position.**

The BOC may lower the threshold to proclaim a winning candidate, subject to the following conditions under Section 4(B)(3) of COMELEC Reso. No. 10731 on the G.I. for the BOC:

1. There is a motion in writing filed by the concerned candidate to lower the threshold;
2. There is a resolution signed by the majority of the BOC recommending approval to the PMO Director. The PMO Director may delegate the approval of the lowering of threshold to the Regional Election Directors;
3. The remaining clustered precincts will not affect the outcome of the result;
4. The lowering will not affect the ranking in multi-slot position; and
5. After the lowering of threshold in local position, the BOC shall ensure 100% results in the positions of President, Vice-President, Senators and Party-Lists.
6. The BOC shall record this matter to the Minutes.

**J. There is power supply interruption in the canvassing venue.**

1. The BOC Chairperson shall inquire from the local electric provider the duration of the power interruption.
2. The BOC shall call the CEMAC-Command Center.
3. The CEMAC-Command Center shall record the location and ask the BOC to check if there is any available generator set. In the absence of a generator set, the BOC Chairperson shall exhaust all possible means to secure one.
4. The BOC Chairperson shall call the CEMAC-Command Center indicating the status of the power supply; and
5. Record the incident in the Minutes.

**K. The hash code of the CCS does not match the published hash code based on the Final Trusted Build.**

1. The CCSO shall report the matter to the CEMAC – NTSC, which shall authorize the deployment of the contingency CCS laptop as replacement.
2. Upon receipt of the CCS laptop replacement, the CCSO shall proceed with the replacement procedures of the CCS laptop.
3. Record the incident in the Minutes.

**L. There is Network Failure.**

1. The CCSO shall report the matter to the CEMAC-NTSC. The CCSO shall perform the following procedures:
  - 1.1 Check the status of the network device;
  - 1.2 Unplug the network device, plug-in again, and test the connection; and,
  - 1.3 If the CCS failed to connect, then call the CEMAC-NTSC indicating the status of the CCS.
2. The CEMAC-NTSC shall check the network status with the Network Providers and advise the CCSO for action to be taken.
3. If CCS is able to connect to the network, then no further action is needed. If unable to connect, the network technician shall check the network device and network availability with the Provider.
4. Once the connection is ready, the CCSO shall call the CEMAC-NTSC indicating the status of the CCS.
5. The BOC shall record this matter in their Minutes.

**M. There is a printer problem.**

1. The CCSO shall try to solve the problem. If the problem persists, the CCSO shall call the CEMAC – NTSC for assistance.
2. If the printer problem remains unresolved, the CCSO shall get the contingency printer from the OPES or provincial or regional technical hub, as the case may be.

3. The CCSO shall report the successful replacement of the printer to the CEMAC – NTSC.

**N. There is a Catastrophe: Fire, Flood, Earthquake and others.**

1. If required to leave the canvassing venue, the BOC shall secure all equipment, election forms and supplies, inform all political party representatives, citizens' arm and watchers present of the transfer or suspension of canvassing, and then proceed with security personnel to a safer place.
2. If there is sufficient time, the CCSO shall turn off the CCS laptop by pressing the power button.
3. The BOC shall report the same to CEMAC-Command Center.
4. The BOC shall then record the matter in their Minutes.

**O. There is sabotage, explosion, equipment robbery and other similar circumstances.**

1. If required to leave the canvassing venue, the BOC shall secure all equipment, election forms and supplies, inform all political party representatives, citizens' arm and watchers present of the transfer or suspension of canvassing, and then proceed with security personnel to a safer place.
2. If there is sufficient time, the CCSO shall turn off the CCS laptop by pressing the power button.
3. The BOC shall check all the equipment, forms and supplies. If there are missing item/s, report to the local PNP for investigation and documentation. Thereafter, call the CEMAC-Command Center/NTSC to inform about the missing item/s.
4. The BOC shall then record the matter in their Minutes.

**Sec. 13. Authority of the Commission to Adopt Additional Contingency Procedures.** – The Commission may adopt additional contingency procedures in the voting, counting, consolidation, transmission, storage, custody, distribution and retrieval of accountable forms and paraphernalia to fulfill its Constitutional

mandate to ensure free, orderly, honest, peaceful and credible elections.

**Sec. 14. Effectivity and Dissemination.** – This Resolution shall take effect after its publication in two (2) daily newspapers of general circulation in the Philippines.

The Education and Information Department (EID) shall cause the publication of this Resolution and shall furnish copies thereof to all Regional Election Directors, Provincial Election Supervisors, Election Officers, and Electoral Boards nationwide.

**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*

**REY E. BULAY**

*Commissioner*

**CERTIFICATION**

**APPROVED** by the Commission *En Banc* during its regular online meeting on **26 January 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 to Include Online Meetings Applicable in Times of the COVID-19 Pandemic and the Imposition of Community Quarantines and Similar Emergency Situations”.

  
**ATTY. CONSUELO B. DIOLA**  
Acting COMELEC Secretary