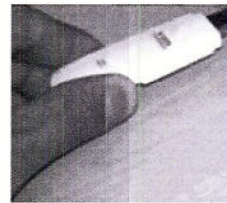


Board of Election Inspectors QUICK GUIDE

May 10, 2010

National & Local Elections



Please write down the EMERGENCY CONTACT NUMBERS below

COMELEC

1. Office of the Regional Election Director: _____
2. Office of the Provincial Election Supervisor: _____
3. Office of the Election Officer: _____

DEPARTMENT OF EDUCATION

1. Polling Center Supervisor: _____

OTHER NUMBERS:

1. Armed Forces of the Philippines: _____
2. Philippine National Police: _____
3. Smartmatic Technician: _____

POLLING CENTER MANAGEMENT

IF THE POLLING CENTER IS A SCHOOL WITH A GATE

- 1 SET UP a Voter's Help Desk (VHD). Materials needed: (a) Alphabetical listing of voters in the polling center with precinct number, clustered precinct number and sequence number as appearing in the PCVL; (b) stubs; (c) tarpaulin showing the ballot; and (d) location chart.

Who will manage the VHD? Department of Education (DepEd), Parish Pastoral Council for Responsible Voting (PPCRV), and citizen's arm volunteers.

USE: Voter will approach the VHD and a volunteer will look for his name. A stub will be issued to him, which shall contain his name, PCVL sequence number, precinct number, and clustered precinct number. He will be instructed on how to vote with the use of the tarpaulin and will be directed to his polling place.

- 2 SET UP A HOLDING AREA. It should be beside, across or near the polling place. Requirements: (a) chairs arranged circularly, (b) visual aids on how to vote, picture of PCOS machine.

Who will manage? Department of Education (DepEd), Parish Pastoral Council for Responsible Voting (PPCRV), and/or citizen's arm volunteers.

USE: Voter enters the holding area before proceeding to his polling precinct. He stands in line. The line shall be an extension of the queue inside the polling precinct. All the voters in the queue are seated. PPCRV volunteer gives last minute instructions. The voters occupying the first row of seats shall await instructions from the BEI support staff for them to enter the polling precinct.

IF THE POLLING CENTER IS A CHURCH, COVERED COURT OR CLUBHOUSE

- 1 Set up a Voter's Help Desk just outside the entrance of the chapel, covered court, clubhouse.
- 2 Set up a holding area in one corner of said chapel/covered court/clubhouse. Preferably, said holding area is separated by a wall, fence, or cord. It must not be very close to the portion of said chapel, covered court/clubhouse designated as the polling precinct.
- 3 The Supervisor/s should always be around to monitor the queue. He can assign his support staff to man a precinct where the voter turn-out is high.

PERSONS WITH DISABILITIES (PWDs), ILLITERATES, PREGNANT WOMEN and SENIOR CITIZENS

No person shall be allowed to vote as illiterate or person with disability unless such fact is indicated in the EDCVL or VRR, except when the disability is apparent.

Who can assist in the voting and feeding of the ballot:

1. Relative within the fourth civil degree of consanguinity or affinity;
2. Any person of his confidence who belongs to the same household; or
3. Any member of the BEI.

All assistants must be of voting age.

Only members of the BEI may assist for more than three (3) times.

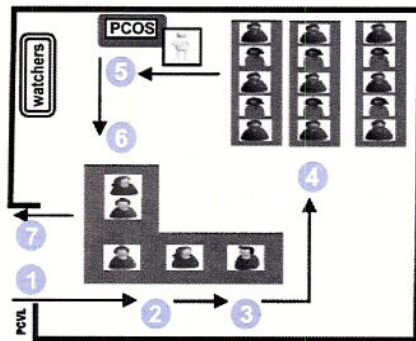
Poll clerk shall verify from the illiterate/PWD whether he/she had authorized the assistant to help him/her cast his/her vote.

The election officer shall coordinate with the proper school or building officials to ensure that the polling places of precincts for PWDs is located at the ground floor, unless not feasible. This shall also apply to voters who were not registered as PWDs but whose disability is apparent.

*COMELEC Minute Resolution No. 10-0326 extends "preferential treatment to senior citizens, pregnant women, and persons with disabilities on election day by designating polling places located at the ground floor of the voting centers, or by providing them express lanes, if possible."

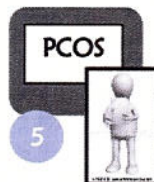
*DepEd, PPCRV and other citizen's arm volunteers should provide assistance to the elderly, pregnant women and PWDs in going to and coming from the polling precinct.

POLLING PRECINCT LAY-OUT

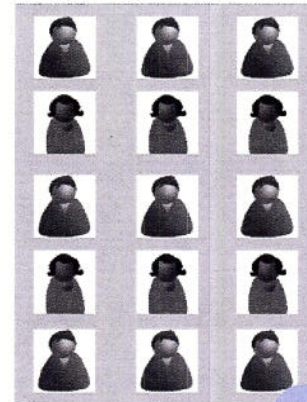


WATCHERS

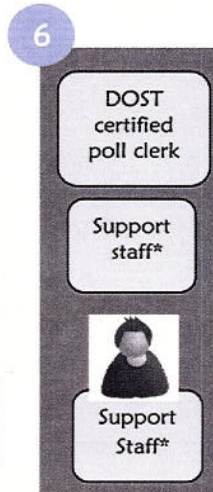
Voter shall insert his ballot in the ballot entry slot and wait until message CONGRATULATIONS, YOUR VOTE HAS BEEN REGISTERED is displayed. The BEI shall monitor the PCOS screen to make sure that the ballot was successfully accepted.



VOTING AREA



After returning the ballot secrecy folder and marking pen to the Chairman, the BEI shall apply indelible ink to the right forefinger of the voter, and the voter shall affix his thumb mark on the corresponding space in the EDCVL.



Voter, using ballot secrecy folder and marking pen provided by the COMELEC, fills his ballot by **fully shading** the oval beside the name of the chosen candidate and party participating in the party list system.

EXIT 7

Voter exits immediately after voting.



ENTRANCE

1 Voter should look for his name in the PCVL and determine his precinct number and sequence number.

2 Voter approaches the BEI or support staff to give his sequence number, name and other data concerning his person. The BEI or support staff shall verify if the name of the voter is in the EDCVL. If the name of the voter is in the EDCVL, his identity shall then be established through the following:
a. Photo in EDCVL or signature in the VRR, or other authentic document except bgy, or community tax certificate;
b. If said documents are not available, a member of the BEI or registered voter in the same precinct may identify under oath the voter;
c. If the BEI is satisfied with his identity, the number of the voter shall be announced in a tone loud enough to be heard throughout the polling place, otherwise, the voter shall be directed to leave the polling place.

3 Chairman gives the ballot to the voter after checking that no fingernail of the voter has been stained with indelible ink. The Chairman shall authenticate the ballot by affixing his signature on the space provided and instruct the voter to fully shade the oval. If any of the fingernails of the voter has already been inked, the Chairman shall direct the voter to leave the polling place.

*Number of support staff depends on the number of established precincts clustered

ELECTION DAY

PROCEDURES OF VOTING, COUNTING OF VOTES AND TRANSMISSION OF PRECINCT RESULTS

The BEI shall get the following from the City/Municipal Treasurer:

	ELECTION FORMS	Qty.
A3	Poster indicating the Clustered Precincts' Numbers	1
A6	Official Ballots	
A12	Paper Seal	75
A14	Certificate of Receipt of Official Ballots, Other Forms and Supplies by BEI	3
A27	Official Receipt of Election Returns	30
	ENVELOPES FOR VOTING & COUNTING	
A15	For Rejected Ballots, Half of Torn Unused Ballots and Other Half of Torn Unused Ballots	3
A17	For Election Returns	30
	OTHER ENVELOPES	
A18-A	For Main Memory Card, iButton Security Key, PINs, Initialization Report, Audit Log and Precinct Statistical Report	6
	OTHER FORMS	
A30/A31	Temporary Appointment of Chairman/Poll Clerk/Third Member/Support Staff	10
A35	Certificate of Challenge or Protest and Decision of the BEI	10
A39	Oath of Voter Challenge for Illegal Acts	10
A40	Oath of Identification of Challenged Voter	10
	SUPPLIES	
	Bond Paper (long)	
	Ballot Secrecy Folder	
	Thumbprint Taker	
	Seal for Ballot Box	
	Indelible Stain ink	
	Instruction to Voters	
	Marking Pens	
	Ballpen	

The BEI shall get the following from the Election Officer:

1. Book of Voters;
2. One (1) copy of the Precinct Computerized Voter's List (PCVL) and supplemental PCVL, if any, for posting outside the precinct;
3. Two (2) copies of Election Day Computerized Voters List (EDCVL) and supplemental EDCVL, if any; and
4. Copies of Appointment and Oath of Office of the BEI and Support Staff.

PCOS OPERATION

I. INSTALLATION OF THE PCOS MACHINE

Verify that you have the correct machine specifically assigned to your location.

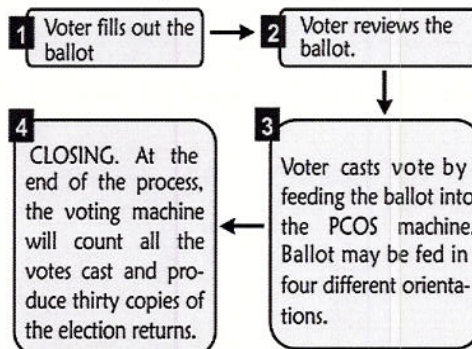
1. After turning the PCOS machine on, PCOS performs internal functions and displays "Please insert Security Key for authentication".
2. BEI taps the PCOS iButton security key into the security key receptacle and waits for the machine to accomplish its initial start up.

II. OPEN VOTING

1. In the Main Menu, tap OPEN VOTING.
2. Enter the corresponding number of PIN codes.
3. Initialize vote counters. Detach the Initialization report and affix the signatures of the BEI, representatives of political parties, or citizen's arms present. Place inside envelope A18-A for submission to the election officer.

III. VOTING PROCESS

Voting Process Flow Diagram



*THE BEI MUST INSTRUCT THE VOTER TO FILL UP THE BALLOT PROPERLY BY FULLY SHADING THE OVAL.

IV. CLOSE VOTING

It is a closing-of-polls function in the PCOS machine to allow counting and consolidation of all ballots.

1. Tap the PCOS iButton security key to the security key receptacle then tap CLOSE VOTING from the Main Menu.
2. Confirm request by selecting YES option from the display screen.

(continued on page 5)

(continued from page 4)

3. Enter the corresponding number of PIN requirements.

V. GENERATE EIGHT (8) COPIES EACH OF ELECTION RETURNS FOR NATIONAL AND LOCAL POSITIONS

VI. TRANSMITTING DATA

1. Connect the transmission media (modem or Broadband Global Area Network, whichever is applicable) to transmission port.
2. Once the PCOS machine detects the presence of the transmission media, it shall **automatically transmit the data** to the MBOC, KBP, recognized political majority/minority party and central server.
3. A message confirming successful transmission of all results is displayed. Transmission report is also printed.

VII. GENERATE TWENTY-TWO (22) COPIES EACH OF ELECTION RETURNS FOR NATIONAL AND LOCAL POSITIONS.

1. After successful transmission, the PCOS will automatically print the remaining twenty-two (22) copies of the ER.
* PCOS will request for a fresh set of thermal paper before it can print the remaining twenty-two copies of ERs.
2. After printing 22 copies of the ER, the PCOS will automatically print the STATISTICS and AUDIT LOG REPORT.
3. The TRANSMISSION, STATISTICS, and AUDIT LOG REPORTS shall be placed in envelope A18-A where the Initialization Report was placed.

VIII. BACK UP RESULTS

After successfully generating the remaining copies of the reports, the PCOS will automatically backup and protect the data. A backup copy of the file is automatically created in the removable data, storage device. This is finalized and closed from further Write operations.

IX. SHUTDOWN

Tap the SHUTDOWN button from the Main Menu.

TROUBLESHOOTING Common Voting Error Messages

INVALID BALLOT DETECTED. PLEASE ENSURE YOU RECEIVED THE CORRECT BALLOT.

The BEI should see the initialization report to check if the machine is correctly assigned to the right location and if the province/city/municipality/region/district indicated in the ballot. If not, coordinate with the National Support Center (NSC) for the delivery of the correct PCOS machine or ballot.

WARNING!

PAPER INSERTED WAS MISREAD AND COULD NOT BE VERIFIED AS A VALID BALLOT. PLEASE VERIFY BALLOT AND REFEED.

The BEI must explain to the voter that the ballot was not counted and instruct him how to properly mark the ballot. Let the voter re-feed the ballot in four different orientations. If the machine repeats the message after the ballot is re-inserted to the machine, the VOTER SHALL RETURN THE BALLOT TO THE BEI AND NO NEW BALLOT WILL BE ISSUED.

POSSIBLE PAPER JAM DETECTED (EXIT SLOT). RESULTS HAVE BEEN SAVED. CLEAR THE JAM AND DROP THE BALLOT INTO THE BALLOT BOX.

The BEI must request the voter to remain in the polling station until it has been resolved. Without looking at the markings on the ballot, the BEI member must pull the ballot out from the entry slot and return it to the voter. Select the CLEARED option to resume normal operation. If after clearing, a paper jam is still detected, restart the machine. If the warning message persists, contact NSC to request for a technician to address the issue.

MULTIPLE SHEETS DETECTED. PLEASE ENSURE THAT ONLY ONE UNFOLDED BALLOT IS INSERTED AT A TIME.

Make sure that there is only one ballot inserted in the machine. Ensure secrecy of ballot at all times.

WARNING!

ONE OR MORE AMBIGUOUS MARKS DETECTED ON THE BALLOT. PLEASE CORRECT ALL AMBIGUOUS MARKS AND REFEED THE BALLOT.

The BEI should let the voter review his ballot and ensure that the ovals are fully shaded before voter re-feeds the ballot into the PCOS.

SHORTAGE OF BALLOTS

In case there are still registered voters waiting to cast their votes and all ballots of the precinct have been used up, the Chairman shall:

1. Look for the name of the voter in the PCVL and determine his precinct number and sequence number.
2. Issue a certificate to the voter stating that he is a registered voter of the precinct but there are no more available ballots for use;
3. Record such facts in the Minutes;
4. Request the Third Member to accompany the voter to the next precinct belonging to the same councillor district where he shall cast his vote.
5. The Chairman of the precinct where the voter shall cast his vote shall:
 - A. Require the voter to present the Certification issued by the Chairman of his precinct;
 - B. Record in the Minutes the name of the voter, his precinct number and the fact that a Certification by the

- Chairman was issued stating that there are no more available ballots;
- C. Write the name of the voter in the EDCVL indicating opposite his name and his precinct number.
 - D. Observe the procedures in Section 35 of Resolution No. 8786 (Manner of Obtaining Ballots) of Resolution No. 8786 (Revised General Instruction for the Board of Election Inspectors on the Voting, Counting, and Transmission of Results in Connection with the May 10, 2010 Elections).

DISPOSAL OF UNUSED BALLOTS

The Chairman, in the presence of other BEI members, shall:

1. Record in the Minutes the quantity of unused ballots;
2. Tear the unused ballots in half lengthwise;
3. Place one-half in the envelope (A15) and submit to the Election Officer for safekeeping;
4. Place the other half in an envelope (A15) and deposit inside the ballot box.

PRINTING OF ELECTION RETURNS

If the PCOS machine cannot print Election Return, the BEI must:

1. Verify if there is thermal paper and if it is properly installed in the printer. Change the thermal paper if it is used up.
2. Verify if the thermal printer is working. If it is not working, use the PCOS machine in the same/nearby polling center as a spare.
3. If there is no spare PCOS immediately available, follow the procedure in PCOS REMAINS UNAVAILABLE AND A REPLACEMENT CANNOT BE FOUND.

TRANSMISSION ERRORS

SCENARIO 1: TRANSMISSION DEVICE IS NOT WORKING:

1. If there is more than one device in the polling center, the BEI can use another that is operational;
2. If no other device is available, the technical support supervisor can locate one in a nearby polling center and deliver it to where the failure occur. The polling center that lends the device must have completed its own transmission.
3. If there is no spare PCOS immediately available, follow the procedure in PCOS REMAINS UNAVAILABLE AND A REPLACEMENT CANNOT BE FOUND.

SCENARIO 2: COMMUNICATION PORT IS NOT WORKING:

1. If more than one PCOS is available in the Polling Center, use another that has already completed its own transmission.
2. If no other PCOS is available, follow the procedure on the USE OF CONTINGENCY PCOS.
3. If no replacement can be found, follow the procedure on PCOS REMAINS UNAVAILABLE AND A REPLACEMENT WAS NEVER FOUND.

SCENARIO 3: NO COVERAGE OF THE TELECOMMUNICATIONS PROVIDER

1. Test the Polling Center premises for better coverage using a personal mobile phone. Move the PCOS in the spot found and conduct transmission.
2. Use an alternate method of communication if unavailable.
3. If no alternative methods are available, follow the procedure on PCOS REMAINS UNAVAILABLE AND A REPLACEMENT WAS NEVER FOUND

PCOS REMAINS UNAVAILABLE AND A REPLACEMENT CANNOT BE FOUND:

1. The ballots and Compact Flash (CF) card of the PCOS are transported to the municipality/city canvassing center.
2. The BEI should submit the CF card in an envelope labelled "NOT TRANSMITTED" and submit the same to the Reception and Custody Group (RCG).

NO CONTINGENCY PCOS IS AVAILABLE DURING VOTING

1. Remove the PCOS from the ballot box.
2. Collect the ballot from the ballot box and place in an envelope.
3. Continue voting and deposit ballots in the ballot box without passing through the PCOS.
4. Once voting is over, a PCOS from a nearby or the same polling center will be brought in as a spare unit.
5. Insert CF card intended for the precinct. The Chairman shall then feed the unscanned ballot in the PCOS machine.
6. Election is closed.

CANNOT BACK UP DATA

If the original back-up memory card is damaged/unavailable, the contingency PCOS has a spare back up memory card.

IMPORTANT. Make sure that the machine is turned off before changing the memory card.



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