



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City

Office of the Schools Division Superintendent

August 16, 2021

DIVISION MEMORANDUM
No. 482, s. 2021

CALENDAR OF ACTIVITIES AND PERIODS OF CERTAIN PROHIBITED ACTS IN CONNECTION WITH THE 2022 NATIONAL AND LOCAL ELECTIONS (NLE)

To: ALL PERSONNEL (Teaching and Non-Teaching)

1. In view of the upcoming National and Local Elections, all are hereby informed on the calendar of activities and periods of certain prohibited acts that are related to the Department of Education to ensure compliance with the pertinent laws, orders and regulations issued by the Commission on Elections (COMELEC).
2. Below, are the activities and specific prohibited acts that the Department must observe and comply, to wit;

Dates	Prohibited Acts
Jan 9 – Jun 8 2022	Transfer of movement of officers and employees in the civil service (<i>Sec. 261 (h), Omnibus Election Code or OEC</i>)
Mar 25 – May 8 2022	Appointment or hiring of new employees, creation or filling up of new positions; promotion or giving of salary increases, remuneration or privilege (<i>Sec 261 (g), OEC</i>)

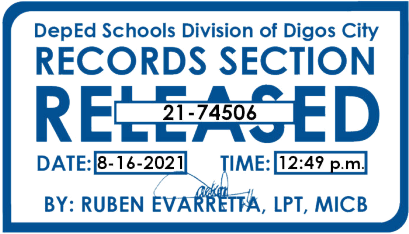
DEPED-RELATED ELECTION ACTIVITIES	
Sept 30 2021	Last day of filling of applications for voter registration under the system of continuing registration. This includes registration of new voters.
	Last day of application for registration of digital signatures (Philippine National Public Key Infrastructure or PNPKI) by DepEd teachers who will serve in the May 9, 2022 National and Local Elections thru the DepEd Learning Management System (DLMS) .
Oct 1-8 2021 (including Sat and Sun)	Filing of Certificate of Candidacy for all elective positions and Filing of Certificate of Nomination and Acceptance.
	Filing of List of Nominees, Certificate of Nomination and Affidavit of Existing Party-List Groups, Coalitions and Organizations (<i>Resolution approved on January 13, 2021</i>)
	* DepEd personnel and teachers filing Certificates of Candidacy are

	automatically considered resigned by operation of law.
Oct 29 2021	Last day to file request for change/correction/transfer of voting center.
January 3-31 2022	Constitution of Board of Canvassers (BOCs) and Electoral Boards (EBs), DepEd Supervising Offices (DESOs) and Support Staff DepEd teachers and personnel who will serve in the May 9, 2022 National and Local Elections are required to have digital signatures (PNPKI).

- 3. Other election-related activities and prohibited acts are cited in the enclosure ‘Commission on Elections **Resolution No. 10695**’ which was promulgated last February 10, 2021.
- 4. Attached are the basic communications for your reference and guidance.
- 5. For your information and dissemination.



CRISTY C. EPE
Schools Division Superintendent





Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0821-0110

MEMORANDUM

12 August 2021

For: **Execom and Mancom**
Regional Directors and BARMM Education Minister
Regional and Division Legal Officers
School Division Superintendents
PSDSes, Principals and School Heads
All Concerned

Subject: **CALENDAR OF ACTIVITIES AND PERIODS OF CERTAIN
PROHIBITED ACTS IN CONNECTION WITH THE
09 MAY 2022 NATIONAL AND LOCAL ELECTIONS**

To ensure compliance with the relevant and pertinent laws, orders, and regulations promulgated and issued by the Commission on Elections (COMELEC) in connection with the upcoming 09 May 2022 National and Local Elections (NLE), the Office of the Undersecretary for Administration (OUA) releases the **calendar of activities and periods of certain prohibited acts that are related to DepEd** as a reminder to all concerned:

PROHIBITED ACTS TO TAKE NOTE OF	
Election Period	
09 Jan – 08 Jun 2022	Transfer or movement of officers and employees in the civil service (Sec. 261(h), Omnibus Election Code or OEC)
	Bearing, carrying or transporting firearms or other deadly weapons, unless authorized in writing by the Commission. (Sec. 32, R.A. 7166)
Campaign Period for President, VP, Senators and PLS	
08 Feb – 07 May 2022	Campaigning on April 14, 2022 (Holy Thursday) and April 15, 2022 (Good Friday)



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Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedayo

08 Feb – 09 May 2022	Giving donations or gift in cash or in kind etc. (<i>Section 104, OEC</i>)
Campaign Period for Candidates for MP, HOR, and Elective Regional, Provincial, City, Municipal Officials	
25 Mar - 07 May 2022	Campaigning on April 14, 2022 (Holy Thursday) and April 15, 2022 (Good Friday)
25 Mar – 08 May 2022	Appointment or hiring of new employees, creation or filling up of new positions; promotion or giving of salary increases, remuneration or privilege (<i>Section 261 (g), OEC</i>)
	Construction of public works, delivery of materials for public works and issuance of treasury warrant or similar devices for a future undertaking chargeable against public funds (<i>Section 261 (w), OEC</i>)
10 Mar – 08 Jun 2022	Release, disbursement of expenditures of public funds (<i>Section 261 (v), OEC</i>)

Please see attached **COMELEC Resolution No. 10695** which was promulgated last 10 February 2021 as reference (**Annex A**).

In addition, the table below lists the other DepEd-related important dates and activities to remember in relation to the NLE 2022:

DEPED-RELATED ELECTION ACTIVITIES	
Date	Activities
30 September 2021	Last day of filling of applications for voter registration under the system of continuing registration for purposes of the May 9, 2022 National and Local Elections. This includes registration of new voters . (<i>See Comelec Resolution No. 10549, Section 4 dated July 18, 2019 and Resolution No. 10635 dated January 2, 2020</i>)
	Last day of application for registration of digital signatures (Philippine National Public Key Infrastructure or PNPKI) by DepEd teachers and personnel who will serve in the May 9, 2022 National and Local Elections thru the DepEd Learning



	Management System (DLMS). (See COMELEC En Banc Decision of January 20, 2021, OCS Memo No. 300058 dated January 25, 2021, Ref. No. 0430-20-B, OUA Memo No. 00-0721-0129 dated July 16, 2021, and OUA Memo No. 00-0721-0169 dated July 26, 2021)
01-08 October 2021 (including Sat and Sun)	Filing of Certificate of Candidacy for all elective positions and Filing of Certificate of Nomination and Acceptance.
	Filing of List of Nominees, Certificate of Nomination and Certificate of Acceptance of Nomination and Affidavit of Existing Party-List Groups, Coalitions and Organizations (Resolution approved on January 13, 2021)
	DepEd personnel and teachers filing Certificates of Candidacy are automatically considered resigned by operation of law.
29 October 2021	Last day to file request for change/correction/transfer of voting center
03-31 January 2022	Constitution of Board of Canvassers (BOCs) and Electoral Boards (EBs), DepEd Supervising Offices (DESOs) and Support Staff
	DepEd teachers and personnel who will serve in the May 9, 2022 National and Local Elections are required to have digital signatures (Philippine National Public Key Infrastructure or PNPKI)
07 March 2022	Last day to file application to avail of absentee voting
27-29 April 2022	Voting by local absentee voters

The re-activation of the **DepEd Election Task Force** and its Plans and Schedule of Activities will be announced soon.

For immediate and widest dissemination.

ALAIN DEL B. PASCUA
Undersecretary



OUAD00-0821-0110
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Republic of the Philippines
COMMISSION ON ELECTIONS
Manila

IN THE MATTER OF ABAS, SHERIFF M.,	Chairman
PRESCRIBING THE GUANZON, MA. ROWENA AMELIA V.,	Commissioner
CALENDAR OF ACTIVITIES INTING, SOCORRO B.,	Commissioner
AND PERIODS OF CERTAIN CASQUEJO, MARLON S.,	Commissioner
PROHIBITED ACTS IN KHO, ANTONIO JR. T.,	Commissioner
CONNECTION WITH THE FEROLINO-AMPOLOQUIO, Aimee P.	Commissioner
MAY 09, 2022 NATIONAL	
AND LOCAL ELECTIONS.	

X-----X

Promulgated: February 10, 2021 

RESOLUTION NO. 10695

Pursuant to the powers vested in it by the Constitution of the Republic of the Philippines, the Omnibus Election Code (B.P. Blg. 881), Republic Acts No. 6646, 7166, 8189, 8436, 9189, 9369, 10756 and other election laws, the Commission on Elections (Commission) **RESOLVED** to prescribe the following calendar of activities and periods of prohibited acts in connection with the May 9, 2022 national and local elections:

DATE/PERIOD	ACTIVITIES	PROHIBITED ACTS
March 31, 2021 (Wednesday)	Last day for filing of petitions for registration and manifestation of intent to participate of REGISTERING party-list groups, coalitions or organizations.	
March 31, 2021 (Wednesday)	Last day for filing of manifestation of intent to participate of EXISTING party-list groups, coalitions or organizations.	
April 30, 2021 (Friday)	Last day for filing of petitions for registration of political parties.	
May 9, 2021 (Sunday) to August 7, 2022 (Sunday)		Transfer, promotion, extension, recall or otherwise movement of officer or member of the foreign service corps from the current post or position, (Section 35, of the Overseas Voting Act of 2013).

DATE/PERIOD	ACTIVITIES	PROHIBITED ACTS
May 31, 2021 (Monday)	Last day for filing of petitions for registration of coalition of political parties.	
August 15, 2021 (Sunday)* *Deadline will be the next working day	Last day of currently registered political parties or coalition of political parties to submit a Sworn Information Update Statement (SIUS). (See Comelec Resolution No. 10411 dated July 31, 2018)	
August 31, 2021 (Tuesday)	Last day for overseas voters to file application for transfer of registration records from the overseas registry to the local registry. (Sec. 4, Comelec Resolution No. 10619 dated November 6, 2019).	
September 1, 2021 (Wednesday) to September 28, 2021 (Tuesday)	Holding of political conventions by political parties to select and nominate official candidates for all elective positions, (Sec. 15, R.A. 8436 as amended by Sec. 13, RA No. 9369 in relation to Section 29 R.A. 6646 and Section 28, R.A. 8436.	
September 30, 2021 (Thursday)	Last day to submit List of Authorized Signatories with Specimen Signatures from political parties/coalitions.	
September 30, 2021 (Thursday)	Last day of filing of applications for voters registration under the system of continuing registration for purposes of the May 9, 2022 National and Local Elections. (See Comelec Resolution No. 10549, Section 4 dated July 18, 2019 and Resolution No. 10635 dated January 2, 2020)	
September 30, 2021 (Thursday)	Last day for overseas voters to file applications for registration / certification as overseas voters, transfer of registration records from one Post to another Post (10619)	
September 30, 2021 (Thursday)	Last day for overseas voter who transfer form one residence to another within the same Post and Country, to update address. (Sec. 4, Comelec Resolution No. 10619 dated November 6, 2019).	
October 1, 2021 (Friday) to October 8, 2021 (Friday) *including Sat and Sun	Filing of Certificate of Candidacy for all elective positions and Filing of Certificate of Nomination and Acceptance	
October 1, 2021 (Friday) to October 8, 2021 (Friday) *including Sat and Sun	Filing of List of Nominees, Certificate of Nomination and Certificate of Acceptance of Nomination and Affidavit of Existing Party-List Groups, Coalitions and Organizations. (Resolution approved on January 13, 2021)	

DATE/PERIOD	ACTIVITIES	PROHIBITED ACTS
October 29, 2021 (Friday)	Start of posting of the tentative list of candidates at the Comelec Website and at the offices where the COCs were filed, for the aspirants to check their names to appear on the official ballot.	
October 29, 2021 (Friday)	Last day to file request for change/correction/transfer of voting center.	
November 8, 2021 (Monday)	Last day to file a request for correction on the name to appear on the ballot.	
November 15, 2021 (Monday)	Last day of substitution of party-list nominees by reason of withdrawal.	
November 15, 2021 (Monday)	Last day to file petition for exclusion of an overseas voter from the National Registry of Overseas Voters (NROV)	
November 15, 2021 (Monday)	Last day for the substitute of an official candidate of a political party or coalition who withdrew, died or was disqualified by final judgment, to file certificate of candidacy in order to reflect the name of the substitute on the official ballot.	
November 16, 2021 (Tuesday) up to mid-day of Election Day	Period within which the substitute of an official candidate of a political party or coalition, who died or was disqualified by final judgement may file certificate of candidacy, provided that the substitute candidate and the substituted candidate have the same surname.	
November 29, 2021 (Monday)	Last day for the Commission to announce the specific mode of overseas voting per country/post. (Sec. 23, R.A. 10590).	
November 30, 2021 (Tuesday)	Last day to publish of the Approved List of Nominees by the EID	
December 6, 2021 (Monday)	Last day to conduct raffle of accredited party-list group for purposes of determining the order of their listing in the official ballot.	
January 03, 2022 (Monday) to January 31, 2022 (Monday)	Constitution of Board of Canvassers (BOCs) and Electoral Boards (EBs), DepEd Supervising Officers (DESOs) and Support Staff).	
January 9, 2022 (Sunday) to June 08, 2022 (Wednesday)	ELECTION PERIOD	Alteration of territory of a precinct or establishment of a new precinct. (Section 5, R.A. 8189)

DATE/PERIOD	ACTIVITIES	PROHIBITED ACTS
		Transfer or movement of officers and employees in the civil service (Sec. 261 (h), Omnibus Election Code).
		Bearing, carrying or transporting firearms or other deadly weapons, unless authorized in writing by the Commission. (Sec. 32, R.A. 7166).
		Use of security personnel or bodyguards by candidate unless authorized in writing by the Commission. (Section 33, R.A. 7166)
		Organization or maintenance of reaction forces, strike forces or other similar forces. (Section 261 (u), OEC).
		Suspension of elective local officials. (Sec. 261 (x), OEC).
January 10, 2022 (Monday)	Last day to prepare and update Certified List of Overseas Voters (CLOV) and furnish copies to the PHL embassies, consulates and other foreign service establishments abroad. (Sec. 48, Comelec Resolution No. 10619 dated November 6, 2019).	
January 17, 2022 (Monday) to January 31, 2022 (Monday)	Constitution of Special Board of Election Inspectors (SBEIs). Special Ballot Reception and Custody Groups (SBRCGs) and Special Board of Canvassers (SBOCs) for overseas voting.	
January 21, 2022 (Friday)	Last day to file petition for inclusion of voters in the permanent list of voters. (Section 34, Republic Act NO. 8189, Resolution No. 10549, Section 52).	
January 28, 2022 (Friday)	Last day to file petition for the exclusion of voters in the permanent list of voters. (Section 35, Republic act No. 8189 Resolution No. 10549, Section 53).	

DATE/PERIOD	ACTIVITIES	PROHIBITED ACTS
February 3, 2022 (Thursday)	Last day for ERB Meeting to certify the list of voters. (Section 54 of Comelec Resolution No. 10549 dated July 18, 2019 in relation to Comelec Resolution NO. 10188 dated July 19, 2017).	
February 8, 2022 (Tuesday)	Posting of the certified list of voters. (Sec. 30, R.A. 8189)	
February 8, 2022 (Tuesday) to May 7, 2022 (Saturday)	Campaign period for candidates for President, Vice-President, Senator and party-list groups participating in the party-list system of representation. (Section 5 (a) R.R 7166 and Section 4, R.A. 7941).	Campaigning on April 14, 2022 (Thursday) and April 15, 2022 (Good Friday)
February 8, 2022 (Tuesday) to May 9, 2022 (Monday)		Giving donations or gift in cash or in kind etc. (Section 104, OEC).
February 8, 2022 (Tuesday) to May 9, 2022 (Monday)		Appointment or use of special policemen, confidential agents and the like. (Section 261 (m), OEC)
March 7, 2022 (Monday)	Last day to file application to avail of local absentee voting.	
March 10, 2022 (Thursday)	Last day for the CLAV to receive application forms for local absentee voting.	
March 10, 2022 (Thursday) to June 8, 2022 (Wednesday)		Illegal release of prisoners. (Section 261 (n), OEC).
March 14, 2022 (Monday)	Last day to post notice of the date, time and place of testing and sealing of VCMs for overseas voting.	
March 14, 2022 (Monday)	Last day to notify the SBEIs concerned of the date, time and place of the testing and sealing of the VCMs for overseas voting.	
March 21, 2022 (Monday) to March 28, 2022 (Monday)	Testing and sealing of VCMs for overseas voting in selected Posts/countries. (Section 12, R.A. 9369 in relation to Section 28, R. A. 8436).	
March 25, 2022 (Friday) to May 7, 2022 (Saturday)	Campaign period for candidates for Member House of Representatives, and elective regional, provincial, city, municipal officials. (Section 5 (b), R.A. 7166)	Campaigning on April 14, 2022 (Thursday) and April 15, 2022 (Good Friday)

DATE/PERIOD	ACTIVITIES	PROHIBITED ACTS
March 25, 2022 (Friday) to May 8, 2022 (Sunday)		Appointment or hiring of new employees, creation or filling up of new positions; promotion or giving of salary increases, remuneration or privilege. (Section 261 (g), OEC).
March 25, 2022 (Friday) to May 8, 2022 (Sunday)		Construction of public works, delivery of materials for public works and issuance of treasury warrant or similar devices for a future undertaking chargeable against public funds. (Section 261 (w), OEC).
		Release, disbursement or expenditures of public funds. (Section 261 (v), OEC).
April 8, 2022 (Friday)	Last day for CLAV to verify whether applicants are eligible to vote under local absentee voting.	
April 8, 2022 (Friday)	Last day to prepare list of qualified local absentee voters.	
April 9, 2022 (Saturday)	Last day to furnish every registered voter with a Voter's Information Sheet. (Section 1, R.A. 7904).	
April 10, 2022 (Sunday) to May 9, 2022 (Monday)	Casting of votes by overseas voters. (Sec. 16.1, R.A. 9189 as amended by R.A. 10590)	Campaigning abroad. (Sec. 22. R.A. 10590) Within Philippine embassies, consulates, and other posts where overseas voters may exercise their right to vote pursuant to the Overseas Absentee Voting System
April 14, 2022 (Thursday) April 15, 2022 (Friday)		Campaigning (Section 5, R.A. 7166)
April 18, 2022 (Monday)	Last day to post notice of the date, time and place of testing and sealing of VCMs. Last day for Election Officers to: (1) post copies of Project of Precincts (POPs); (2) furnish copies of POPs to the official addresses of city/municipal candidates.	

DATE/PERIOD	ACTIVITIES	PROHIBITED ACTS
April 18, 2022 (Monday)	Last day for the Provincial Election Supervisors (PESs) to furnish copies of the POPs of cities/municipalities in the province to the official addresses of the concerned candidates for Member, House of Representatives and provincial elective positions. Last day for the Law Department to furnish copies of the POPs to the official addresses of the candidates for national elective positions, including party-list groups participating in the party-list system of representation. Last for the Information Technology Department (ITD), in coordination with the Election and Barangay Affairs Department (EBAD) to post the POPs of the cities/municipalities/districts in the official website of the Commission.	
April 21, 2022 (Thursday)	Last day for CLAV to transmit the list of qualified local absentee voters, local absentee ballots and other election paraphernalia to all concerned heads of offices /supervisors / commanders/ PES/ RED NCR /CEOSs. Constitution of Special Electoral Board (SEB) for local absentee voting. Last day to notify the EBs concerned of the date, time and place of testing and sealing of the VCMs Last day to prepare a list of APPs, their locations and summary of type of assistance that they will require as identified by the PWD of SCs during registration. (See section 6(a) of Comelec Resolution No.1018 dated April 29, 2016)	
April 27, 28 and 29, 2022 (Wednesday, Thursday and Friday)	Voting by local absentee voters	
April 29, 2022 (Friday)	Last day to constitute Reception and Verification Unit (RVU) and Special Board of Canvassers for Local Absentee Voting.	
May 2, 2022 (Monday) to May7, 2022 (Saturday)	Testing and Sealing of the VCMs. (Section 12, R.A. 9369 in relation to Section 28, R.A. 8436).	
May 8, 2022 (Sunday)	EVE OF ELECTION DAY	Campaigning (Sec. 5, R.A. 7166) Selling, furnishing, offering, buying, serving, or taking intoxication liquor. (Section 261 (dd), OEC.)

DATE/PERIOD	ACTIVITIES	PROHIBITED ACTS
May 8, 2022 (Sunday)		Giving, accepting, free transportation, food or drinks or things of value. (Section 89, OEC.)
May 9, 2022 (Monday)	Substitution of Party-List Nominees by reason of death or incapacity, until mid-day.	
May 9, 2022 (Monday)	ELECTION DAY	Campaigning (Sec. 5, R.A. 7166)
	Casting of votes and, thereafter counting and consolidation of votes	Selling, furnishing, offering, buying, serving, or taking intoxication liquor. (Section 261 (dd), OEC.)
		Giving, accepting, free transportation, food or drinks or things of value. (Section 89, OEC.)
		Voting more than once or in substitution of another (Section 261 (z), (2) and (3), OEC.)
		Soliciting votes or undertaking any propaganda for or against candidate or any political party within the polling place or within 30 meters thereof. (Section 261 (cc), OEC)
		Opening of booths or stalls for the sale, etc. of merchandise or refreshments within a radius of thirty (30) meters from the polling place (dd) (2), OEC.)
		Holding of fairs, cockfights, boxing, horse races or any other similar sports. (Section 261 (dd) (3), OEC.)
May 9, 2022 (Monday)	Casting of votes by Persons Deprived of Liberty (PDL) at special polling places, up to 2:00 o'clock p.m. (See Section 1 of Comelec Resolution No. 10482 dated March 06, 2012)	

DATE/PERIOD	ACTIVITIES	PROHIBITED ACTS
May 9, 2022 (Monday) *Philippine time at the close of polls	Last day for registered overseas voters to cast their votes.	
May 9, 2022 (Monday)	Convening of the Municipal / City/ District, Provincial and Regional Boards of Canvassers, National Board of Canvassers (NBOC), for Senators and Party-List Election, and thereafter, consolidation and canvassing of votes.	
May 9, 2022 (Monday)	Last day CLAV to receive envelopes containing the local absentee ballots.	
May 9, 2022 (Monday)	Start of counting of local absentee votes	
May 9, 2022 (Monday)	Convening of the SBOC for Local Absentee Voting.	
May 9, 2022 (Monday) to May 12, 2022 (Thursday)	Count and canvass precinct results and proclaim winning city /municipal elective officials.	
May 09, 2022 (Monday) to May 13, 2022 (Friday)	Period within which the Election Officers (EOs) shall advice in writing, by personal delivery or registered mail, all candidates residing in the EO's jurisdiction to comply with their obligation to file their Sworn Statements of Election Contributions (SOCE). (Sec. 14, R.A. 7166.)	
May 10, 2022 (Tuesday) to May 16, 2022 (Monday)	Canvass results and proclaim winners for senatorial, congressional, party-list, regional and provincial elections.	
June 08, 2022 (Wednesday)	Last day to file SOCE. (Section 14, R.A. 7166)	

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

The Education and Information Department, this Commission, shall cause the immediate publication of this Resolution in two (2) daily newspapers of general circulation in the Philippines, and shall furnish copies thereof to all Regional Election Directors, Provincial Election Supervisors, Election Officers, the concerned offices and departments in the Main Office of the Commission, and all Departments, Bureaus, Offices and Agencies concerned, including the Department of Foreign Affairs and other government agencies maintaining offices abroad. The Information Technology Department, this Commission, shall post a copy of this Resolution in the website 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-AMPOLOQUIO
Commissioner

CERTIFICATION

APPROVED by the Commission En Banc on **February 10, 2021** pursuant to COMELEC RESOLUTION No. 10671 entitled: "Supplemental Resolution to COMELEC Resolution No. 9936 promulgated on March 25, 2021 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 Quarantine and similar emergency situations."


ATTY. CONSUELO B. DIOLA
Acting Comelec Secretary



Republic of the Philippines
COMMISSION ON ELECTIONS
Intramuros, Manila

Office of the COMELEC Secretary

MEMORANDUM NO.

300058

(Reference No. 0430-20-B)

FOR : COMMISSIONER MARLON S. CASQUEJO
HEAD, STEERING COMMITTEE 2022 NLE

EXECUTIVE DIRECTOR BARTOLOME J. SINOCRUZ, JR.
HEAD, PROJECT MANAGEMENT OFFICE 2022 NLE

DIRECTOR ESTER L. VILLAFLOR-ROXAS
PROJECT MANAGEMENT OFFICE, PROJECT CONTROL

SUBJECT: IN THE MATTER OF THE POLICY DIRECTION ON THE USE OF THE
DIGITAL SIGNATURE FOR THE 2022 NATIONAL AND LOCAL ELECTIONS

DATE: JANUARY 25, 2021

X=====X

Please be informed that in the regular online meeting of the Commission held on January 20, 2021, the Commission En Banc **RESOLVED** that the use of the digital signatures by the Electoral Boards (EBs) and Board of Canvassers (BOCs) will surely enhance the transparency and credibility of the elections. However, the Steering Committee and the Project Management Office (PMO) shall ensure in its contingency plan that the implementation thereof will not be detrimental in the transmission and canvassing of the votes. Also ensure that added work to the Election Officers (EOs) and other qualified Field Officials as delegated certifiers of the Department of Information and Communications Technology (DICT) be adequately supported so as not to unduly hamper their other duties.

Premises considered and after due deliberation, the Commission **RESOLVED**, as it hereby **RESOLVES** to **approve** the use of Digital Signatures of those who will serve as Electoral Boards (EBs) and Board of Canvassers (BOCs) for the 2022 National and Local Elections (2022 NLE).

Attached herewith is the advance copy of the Resolution.

For your information and appropriate action. Thank you.


ATTY. CONSUELO B. DIOLA
Acting Commission Secretary

cc: *Chairman*
All Commissioners
Executive Director

- 1) Subject to **Resolution No. 2048-A**, promulgated on July 1, 1993, deemed confidential and no access therein by the public is authorized.
- 2) "All authorized recipients of any personal data, personal information, privileged information and sensitive personal information contained in this document, including other pertinent documents attached thereto that are shared by the Commission on Elections in compliance with existing laws and rules, and in conformity with the **Data Privacy Act of 2012 (R.A. No. 10173)** and its **Implementing Rules and Regulations**, as well as the pertinent **Circulars of the National Privacy Commission**, are similarly bound to comply with the said laws, rules and regulations relating to data privacy, security, confidentiality, protection and accountability.



**EXCERPT FROM THE MINUTES OF THE REGULAR EN BANC
MEETING OF THE COMMISSION ON ELECTIONS
HELD ON JANUARY 20, 2021
(ONLINE MEETING)**

Chairman Sheriff M. Abas
Commissioner Ma. Rowena Amelia V. Guanzon
Commissioner Socorro B. Inting
Commissioner Marlon S. Casquejo
Commissioner Antonio T. Kho, Jr.
Commissioner Aimee P. Ferolino-Ampoloquio

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**21-_____ . IN THE MATTER OF THE POLICY DIRECTION ON THE USE
OF THE DIGITAL SIGNATURE FOR THE 2022 NATIONAL AND LOCAL
ELECTIONS**

This pertains to the Memorandum dated January 11, 2021 of Atty. Michelle Frances L. Morales-Paredes, Chief of Staff, Office of Commissioner Marlon S. Casquejo, Acting Head, Steering Committee, on the Policy Direction on the use of the Digital Signature for the 2022 National and Local Elections, with attachments thereto forming an integral part of this Resolution.

The Memorandum of Commissioner Casquejo reads:

"Last 01 September 2020, the Project Management Office (PMO) conducted a meeting with the Department of Information and Communications Technology (DICT) to discuss the feasibility of implementing the digital signature for the 2022 National and Local Elections (NLE). During the said meeting, it was suggested to allow all public school teachers to register in anticipation of select teachers as chairs and members of the Electoral Boards (EBs) and Board of Canvassers (BOC).

It can be recalled that during the 29 October 2020 regular En Banc meeting, the Steering Committee sought the advice of the Commission En Banc as to the use of digital signatures of those who will serve as EBs and BOCs for the for the 2022 NLE. This item was deferred pending the appointment of the new commissioners.

With approximately five (5) to six (6) month preparation to register all public school teachers to DICT for their digital signatures, the Steering Committee, thru Commissioner Marlon S. Casquejo, now reiterates the 26 October 2020 memorandum with a subject, 'Policy Direction on the Use of the Digital Signature for the 2022 National and Local Elections'.

The Steering Committee seeks and implores for the position of the Honorable En Banc whether to use digital signatures and enroll those who will serve as EBs and BOCs, or if the machine generated signature using the root CA (certificate of authority) of

the machine will suffice as compliance to the mandates of Republic Act No. 8436, as amended by R.A. No. 9369."

The use of the digital signatures by the Electoral Boards (EBs) and Board of Canvassers (BOCs) will surely enhance the transparency and credibility of the elections. However, the Steering Committee and the Project Management Office (PMO) shall ensure in its contingency plan that the implementation thereof will not be detrimental in the transmission and canvassing of the votes. Also ensure that added work to the Election Officers (EOs) and other qualified Field Officials as delegated certifiers of the Department of Information and Communications Technology (DICT) be adequately supported so as not to unduly hamper their other duties.

Premises considered and after due deliberation, the Commission **RESOLVED**, as it hereby **RESOLVES** to **approve** the use of Digital Signatures of those who will serve as Electoral Boards (EBs) and Board of Canvassers (BOCs) for the 2022 National and Local Elections (2022 NLE).

Let the Steering Committee and the Project Management Office (PMO) 2022 National and Local Elections (2022 NLE) implement this resolution.

SO ORDERED.

SHERIFF M. ABAS
Chairman

MA. ROWENA AMELIA V. GUANZON
Commissioner

SOCORRO B. INTING
Commissioner

MARLON S. CASQUEJO
Commissioner

ANTONIO T. KHO, JR.
Commissioner

AIMEE P. FEROLINO-AMPOLOQUIO
Commissioner

cc: Chairman
All Commissioners
Executive Director
Acting Deputy Executive Director for Operations
Acting Deputy Executive Director for Administration
Steering Committee 2022 NLE
PMO, Project Director
PMO, Project Control



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0721-0129
MEMORANDUM
16 July 2021

For: **Regional Directors and BARMM Education Minister**
Schools Division Superintendents
Region and Division Information Technology Officers
Region and Division Personnel Officers
Public School Heads
All Others Concerned

Subject: **APPLICATION OF FIELD OFFICES AND SCHOOL PERSONNEL FOR PNPKI DIGITAL SIGNATURE**

The Department of Education (DepEd) through the Bureau of Human Resources and Organizational Development (BHROD) and the Information and Communications Technology Service (ICTS), in partnership with the Department of Information and Communications Technology (DICT), has started processing applications for the Philippine National Public Key Infrastructure (PNPKI) Digital Signature.

“Public Key Infrastructure (PKI) allows users of public networks like the Internet to exchange private data securely. PKI is essentially a set of hardware, software, policies, personnel, and procedures needed to create, manage, distribute, use, store and revoke digital certificates. The PKI is one of the core services being offered by the Department of Information and Communications Technology (DICT) that will foster trust in the government by ensuring secure and reliable online transactions.” (Source: <https://dict.gov.ph/pnpki/>)

At the outset, this initiative is expected to

1. support business as usual without sacrificing the safety of signatories and employees routing physical documents;
2. foster trust between offices by ensuring secure and reliable online transactions;
3. successfully integrate the use of digital signatures in the process flow and vastly increase acceptance on the integrity of official documents within and outside the Department; and
4. prevent the transmission of COVID-19 on widely used official documents.



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depeditayo



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Normally, government employees are instructed to apply individually and produce the needed requirements. However, due to the huge number of DepEd personnel, DICT has granted processing of applications through bulk registration. While waiting for updates on the request to waive all the needed requirements, **all DepEd personnel are advised to fill-out the application form.**

Currently, DepEd is processing the application of the Management Committee (MANCOM) members, Central Office personnel with procurement-related roles and DepEd PNPKE Secretariat.

To expedite the process in the field, **especially for those who will serve in the 2022 National and Local Elections**, the following activities will be conducted:

1. Virtual orientation and demonstration on the use of the **Learning Management System (LMS)**
2. Asynchronous (or self-paced) virtual orientation and **submission of PNPKE requirements through the LMS**

Note: Both activities will run from **29 July to 25 August 2021**. More details will be provided in a separate Memorandum.

The **Regional Information Technology (IT) Officers** are hereby designated as the **Regional PNPKE Focal Persons**, while **Division IT Officers** shall be the **Division PNPKE Team Leads**, effective immediately. **Regional and Division Personnel Officers** will also form part of the **PNPKE Team**. The responsibilities and duties of the PNPKE Team will be issued in a separate Memorandum.

The DepEd PNPKE Resources such as forms, guides and samples are already available at <http://bit.ly/Deped-PNPKE> . The content on this link including the process flow and other materials will be regularly updated before the start of activities.

For more information, questions and concerns on this subject, kindly contact Ms. Niña Rica Bernas, Technical Assistant II of the ICTS – User Support Division (USD), through Microsoft Teams or email at support.pnpki@deped.gov.ph

For immediate and appropriate action.

ALAIN DEL B. PASCUA
Undersecretary



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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0721-0169
MEMORANDUM
26 July 2021

For: **Regional Directors and BARMM Education Minister**
Schools Division Superintendents
Region and Division IT Officers
Region and Division Personnel Officers
School Heads
All Others Concerned

Subject: **ADDENDUM TO THE MEMORANDUM ON THE APPLICATION OF FIELD OFFICES AND SCHOOL PERSONNEL FOR PNPKI DIGITAL CERTIFICATES**

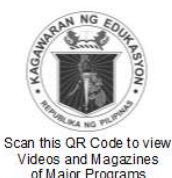
The Commission on Election's (COMELEC) *Policy Guidelines on the Implementation of Digital Certificate for the 2022 National and Local Elections and Bangsamoro Autonomous Region of Muslim Mindanao Elections* requires the use of digital signatures for personnel who will serve in the May 2022 National and Local Elections to ensure transparency and credibility.

In relation to this, the Office of the Undersecretary for Administration (OUA) releases this addendum to OUA Memo 00-0721-0129 *Application of field offices and school personnel for PNPKI digital signature* released on 16 July 2021.

The Department of Information and Communications Technology (DICT) has extended their full support by allowing DepEd to process the application for digital certificates through bulk registration and has waived the submission of requirements that are otherwise too taxing to provide, considering that DepEd personnel who will serve in the election **must have digital certificates on or before the 30th of September 2021**.

For the prioritization list in the processing of applications and composition of the PNPKI Team, please refer to **Annex A**.

For the steps and details on the application process, refer to **Annex B**.



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depeditayoy

In relation to the application process, the following asynchronous (or self-paced) virtual orientations and demonstration activities will be conducted:

1. The use of the **Learning Management System (LMS)**.
2. **Submission** of PNPKI requirements **through the LMS**.

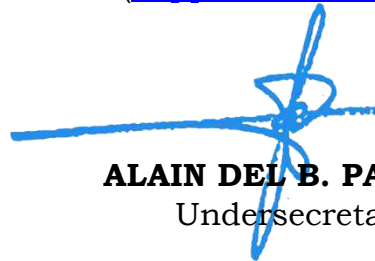
Note: Both activities will run from **29 July to 25 August 2021**.

DepEd PNPKI Resources such as forms, guides, and samples are already available through this link: <http://bit.ly/Deped-PNPKI>. Contents of this resource, including process flows and other materials, will be regularly updated.

For any questions and concerns, please contact the following personnel through email or chat via MS Teams:

- PNPKI concerns – Ms. Niña Rica Bernas (support.pnpki@deped.gov.ph)
- LMS concerns – Mr. Winifredo Valdez (support.usdlms@deped.gov.ph)

For immediate compliance.


ALAIN DEL B. PASCUA
Undersecretary



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Annex A

PRIORITIZATION OF DEPED PERSONNEL FOR PNPKI DIGITAL CERTIFICATE APPLICATION

1. Prioritization

DepEd personnel who are currently or will be involved in the following shall be prioritized:

- The 2022 National and Local Elections
 - COMELEC stated that DepEd personnel who will serve in the 2022 elections should have the PNPKI-digital certificate by September 2021.
- Signatories of procurement-related activities
 - Head of the Procuring Entity;
 - Bids and Awards Committee Member;
 - Technical Working Groups;
 - BAC Secretariat; and
 - End-users/Implementing Units.
- Members of the DepEd PNPKI Team in all governance levels.
- Other activities that require immediate use of PNPKI-certified digital certificate.

2. Regional PNPKI Team (i.e., PNPKI Focal Person, etc.)

Regional offices will have the flexibility to arrange the schedules when their respective SDOs may access the portal.

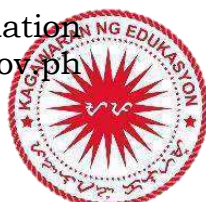
The composition of the Regional and Division PNPKI Teams are as follows:

a. Regional Directors

- Responsibilities
 - Oversee the activities, status of submissions, and other related activities.
 - Provide the support needed by the PNPKI Teams to reach at least 90% of the personnel in the priority list and at least 75% of personnel in the region with PNPKI digital certificate by September 2021.

b. Regional Information Technology Officers (RITOs)

- Officially designated as **PNPKI Focal Person and Team Leader of Regional PNPKI Team** effective immediately.
- RITOs are instructed to update and submit the following information through email to Mr. Hubert Cordial at hubert.cordial@deped.gov.ph **on or before 23 July 2021:**



- Complete Name, Position, DepEd email address, and contact number/s.
- Responsibilities
 - In-charge of ensuring that all identified entities in this memorandum will be oriented to apply for their PNPKI-certified digital certificate.
 - Setup and manage Regional LMS servers.
 - Coordinate with the PNPKI Cluster Team Office assigned in their respective regions.
 - May opt to add member/s to the Regional PNPKI Team as needed.
 - Report to DepEd Central Office via **support.pnpki@deped.gov.ph** the status of the number of applications submitted thru the LMS.
 - Assist in resolving issues and concerns in relation to the activity.

c. **Regional Administrative Officer Personnel**

- Officially designated as **Regional PNPKI Team members** effective immediately.
- Responsibilities:
 - Support and assist the **Regional Focal Person** in the execution of responsibilities.
 - Support and assist the **Regional PNPKI Team** in the scheduling of the personnel within the Regional Office.
 - Assist in resolving issues and concerns in relation to the activity.

d. **Division Information Technology Officers (DITOs)**

- Officially designated as **Regional PNPKI Team member** and **Division PNPKI Team Lead** effective immediately.
- Responsibilities
 - Assist the **Regional PNPKI Team** in coordinating and ensuring the cooperation of the whole division in achieving the objectives of the activity.
 - Coordinate and assist the **Regional PNPKI Team** in finalizing LMS training schedules for their respective division.
 - May opt to add member/s to the **Division PNPKI Team** as needed.
 - Coordinate and assist the applicants on how to fill-out the application form and other requirements.
 - Assist in resolving issues and concerns in relation to the activity.



e. **Division Administrative Officer Personnel**

- Officially designated as Division PNPKI Team members effective immediately.
- Responsibilities:
 - Support and assist the **Division PNPKI Team Lead** in the execution of responsibilities.
 - Support and assist the **Division PNPKI Team** in the scheduling of the personnel within the Regional Office.
 - Assist in resolving issues and concerns in relation to the activity.

3. Data Privacy

- To protect the handling of personal information that will be used in this endeavor, only those recognized DepEd personnel will be able to transact with PNPKI offices and personnel.
- It is the responsibility of the members of the Regional and Division PNPKI Teams to **secure** the submitted requirements of all applicants in compliance with the Data Privacy Act.



Annex B

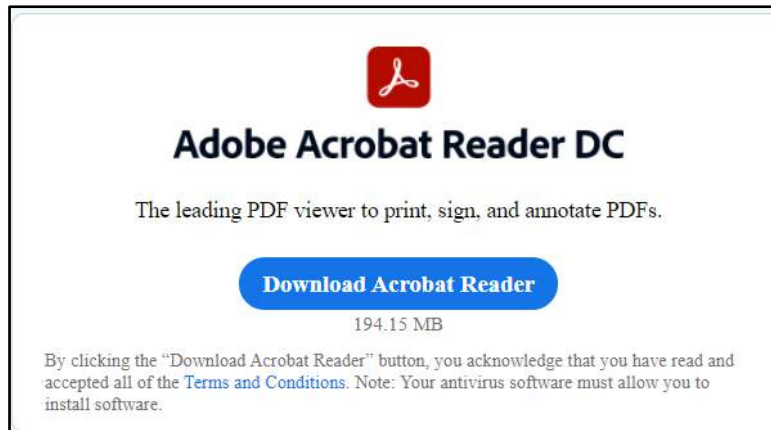
STEPS IN BULK APPLICATION FOR PNPKI DIGITAL CERTIFICATE

This is for DepEd Field Office personnel who will apply through bulk application done thru the DepEd Learning Management System (LMS.)

Steps in applying for the PNPKI digital certificate:

1. Preparatory activities prior to applying for the PNPKI digital certificate are as follows:
 - a. Secure a soft copy of clear and decent passport-sized ID picture
 - 4.5 cm x 3.5 cm or 1.8 inches x 1.4 inches.
 - Picture should show the whole head up to the shoulders.
 - Clear (not blurred) and high-resolution picture (min. of 600 dpi)
 - When taking the picture using a smartphone, ensure that the resolution is set at the highest setting and with ample lighting.
 - Image should be in either JPG or PNG format.
 - Taken within the last six (6) months
 - Stretched images will not be considered
 - b. Secure soft copy of electronic signature
 - Using a black permanent marker or any writing instrument with a broad and continuous even ink flow, write a big sample of your signature on a piece of white paper.
 - Ensure that the sample signature is very clear and matches your official signature.
 - After making the sample signature, have it scanned in high resolution (minimum of 600 dpi) and saved in JPG or PNG format.
 - c. Download the free Adobe Acrobat Reader DC
 - To download the free Adobe Acrobat Reader DC, go to this site: <https://get.adobe.com/reader/?promoid=KSWLH>
 - Before downloading the free Adobe Acrobat Reader DC application, make sure that all checkboxes in the “Optional Offers” section are clear or unchecked to avoid ads.
 - Next, click “Download Acrobat Reader” and follow instructions until the application is installed on computer.





2. Download Application Form via: <http://bit.ly/Deped-PNPKI>
 - a. Individually accomplish said form by clicking on text boxes. Please note that some items with either an asterisk (*) or “red-colored” boxes are required to be filled-out by the applicant/s.
 - b. After accomplishing the form, save it in this format:
LastName_FirstName_EmployeeNumber_[your affiliation]

Example: Bernas_Niña_EmployeeNumber_SDO

NOTE: PNPKI will not accept handwritten application forms.

3. Submission of Requirements - The submission of requirements will be within the DepEd LMS.
4. Notification from the Central Office, Regional or Division PNPKI Team, thru an advisory or memoranda, will be issued for updates and next steps.



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