

**GENERAL INSTRUCTIONS  
ON VOTING of  
Person With Disability (PWD),  
Senior Citizen (SC) and Heavily  
Pregnant Voters  
IN *EMERGENCY ACCESSIBLE  
POLLING PLACE (EAPP)*  
for the *13 MAY 2019 ELECTIONS***

# EMERGENCY ACCESSIBLE POLLING PLACE (EAPP)

- Refers to a classroom or makeshift/ temporary polling place established at the ground of a voting center or outside of it but in close proximity.

# **SATELLITE-EMERGENCY ACCESSIBLE POLLING PLACE (S-EAPP)**

- Refers to an EAPP temporarily established in a building used as a home or residence of SC, whether administered by the government or a private institution.

# **EAPP VOTING CENTER (EAPP-VC)**

- Refers to an EAPP permanently established in a building used as a home or residence of senior citizens, whether administered by the government or a private institution.

Registered Voters		Availed APP	Did NOT avail APP
Persons With Disability	342,300	30,936	<b>311,364</b>
Senior Citizens	8,076,306	211,427	<b>7,864,879</b>

AS OF OCTOBER 2018 ERB HEARING

# The following voters may avail of the EAPP:

1. PWDs/SCs who did not avail of APPs;



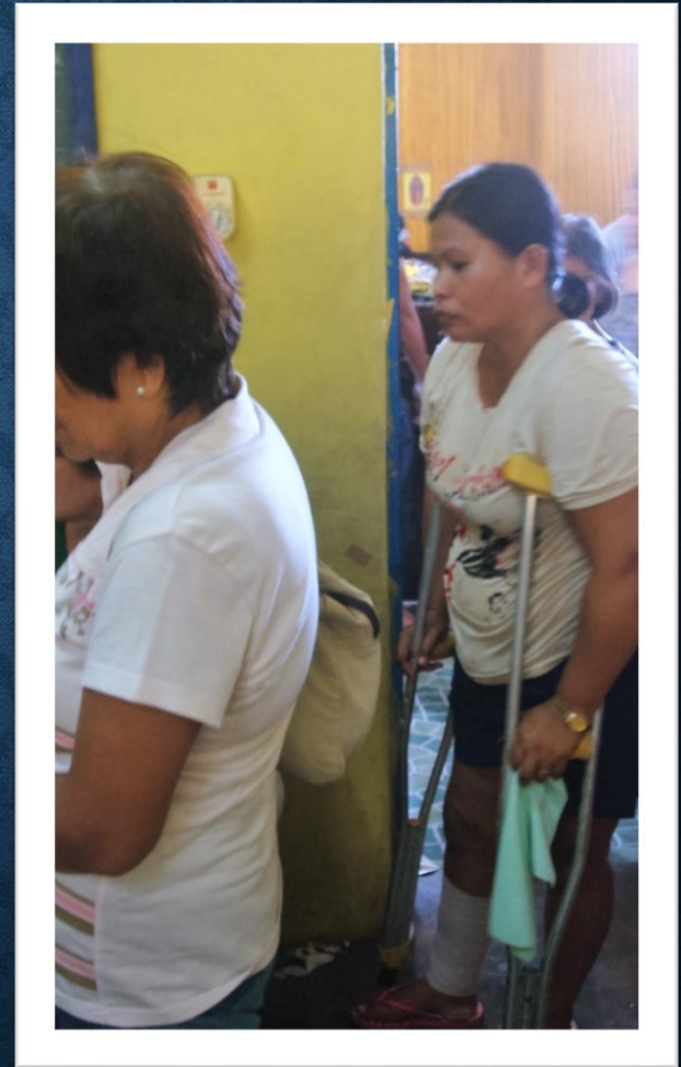
**The following voters  
may avail of the  
EAPP:**

**2. PWDs who failed to update  
their registration records  
during the continuing  
registration of voters;**



**The following voters  
may avail of the  
EAPP:**

**3. Voters who become  
PWD after the continuing  
registration of voters ended;**





4. Heavily pregnant voters, who are six (6) months on the family way.

*\* PWDs/SCs who manifested their intent to vote in APPs shall NOT be allowed to vote in the EAPP*

# ESTABLISHMENT OF EAPP

1. Shall be set up in one (1) of the classrooms at the ground level of all covered voting centers regardless of whether an APP has been established therein or not.



# ESTABLISHMENT OF EAPP

2. Otherwise, a makeshift/temporary polling place shall be built inside/ close proximity to the voting center strategically located near its entrance and medical help desk, if any.





# ESTABLISHMENT OF EAPP:

3. Sufficient signages and directional signs at the entrance of the voting center/ feasible location leading to the EAPP shall be provided.



# ESTABLISHMENT OF EAPP:

4. Must have an ample space capable of accommodating of at least ten (10) PWD, SC and heavily pregnant voters at any given time.



# **864 EAPPs will be established in multi-storey and single-storey voting centers situated in elevated/downward planes**

- NCR (596)
- CAR (61)
- Region IV-A (69)
- Region IV-B (5)
- Region V (22)
- Region VI (16)
- Region VII (77)
- Region VIII (18)

**TWO (2) S-EAPP will be established in the following areas:**

- **HOSPICIO DE SAN JOSE**  
5th District, M.M.
- **LITTLE SISTER OF THE POOR**  
Bolinao, Pangasinan



**ONE (1) EAPP-VC will be established in:**

- **HAVEN FOR THE ELDERLY**  
Tanay, Rizal

# WAITING AREA

- Voters who are waiting their turn to vote shall be allowed to stay in the waiting area situated preferably next to EAPP.
- Can accommodate at least ten (10) PWD, SC and heavily pregnant voters simultaneously.
- Assistors may occupy the waiting area provided that priority shall be given to the assisted voters.

# ASSISTOR

- PWD/SC, may be assisted in the accomplishment of ballot by a third party if such is indicated in the EDCVL
- However, in case where PWD/SC cannot manifestly accomplish the ballots, they may be assisted by the following, in the order provided:
  - a. Relative by consanguinity or affinity within the 4th civil degree;
  - b. By any person of their confidence who belongs to the same household (personal caregiver, nurse);
  - c. By a Department of Education Supervisor Official (DESO) EAPP/  
S-EAPP Support Staff;
  - d. A member of the Electoral Board (EB) in case of EAPP-VC

# ASSISTOR

- \* Only a member of the EB of the EAPP-VC shall be allowed to assist more than three (3) voters availing an EAPP.
- \* All assistors must be of voting age.
- \* The name of the assistor shall be indicated in the authorization form of a PWD/SC voter being assisted in the ballot preparation.

# ASSISTOR

- \* Only a member of the EB of the EAPP-VC shall be allowed to assist more than three (3) voters availing an EAPP.
- \* All assistors must be of voting age.
- \* The name of the assistor shall be indicated in the authorization form of a PWD/SC voter being assisted in the ballot preparation.

**Annex A**

Serial No. \_\_\_\_\_

**AUTHORIZATION/WAIVER**

By signing below, I hereby authorize the following:

1. For the EAPP/S-EAPP Support Staff (SS) to pick-up my ballot from the polling place where I am supposed to vote and deliver the same to me and upon accomplishment, to put the same in a secured envelope for delivery to the polling place where it was obtained;
2. For the Electoral Board (EB) Chairperson to give the ballot, placed inside an envelope to the above EAPP/S-EAPP SS for delivery to the undersigned, and feed accomplished ballot to the Vote and Counting Machine (VCM) using a secrecy folder and deposit the corresponding Voter's Verifiable Paper Audit Trail (VVPAT) or voter's receipt, without looking at it, in the appropriate box provided on my behalf; and
3. Further waive my right to personally insert my ballot into the VCM and to inspect the voter's receipt that will be issued accordingly.

**GAWAD NG KAPAHINTULUTAN/PAGPAPAUBAYA**

Sa pamamagitan ng aking lagda, ginagawad ko ang aking kapahintulutan sa mga sumusunod:

1. Para sa EAPP/S-EAPP Support Staff upang kunin ang aking balota sa nakatalagang polling place at ibalik ito sa akin. Pagkatapos kung punan ang aking balota ay isilid ito sa envelope at dalhin sa Electoral Board kung saan ako dapat boboto sa takdang oras;
2. Para sa EB Chairperson upang ibigay ang aking balota sa nasabing EAPP/S-EAPP Support Staff na nakasilid sa envelope para dalhin sa akin. Isubo/ipasok sa VCM gamit ang secrecy folder ang balotang naglalaman ng aking boto at isilid ang VVPAT o voter's receipt sa nakalaang lalagyan ng hindi tinitingnan ang nilalaman nito; at
3. Pinapaubaya ko ang aking karapatan na personal na isubo/ipasok sa VCM ang aking balota, suriin ang voter's receipt at isilid ito sa nakalaang lalagyan.

\_\_\_\_\_  
Voter's Signature over Printed Name

ID Card presented: \_\_\_\_\_ Precinct No. in the EDCVL: \_\_\_\_\_

\_\_\_\_\_  
EAPP/S-EAPP Support Staff Signature over Printed Name

\_\_\_\_\_  
EB Chairperson Signature over Printed Name

**ASSISTOR'S OATH/PANUNUMPA**

I, \_\_\_\_\_ assisted the above-named voter in the preparation of the ballot according to the will of said voter. I hereby swear not to reveal the content thereof to any other person or entity for whatever purpose or reason.

Ako, \_\_\_\_\_ ay tumulong sa taong nakapangalan sa itaas sa paghahanda ng balota ng naaayon sa kanyang kagustuhan. Ako ay nangangakong hindi isisiwalat ang nilalaman ng kanyang balota kaninuman sa kahit na anumang kadahilanan.

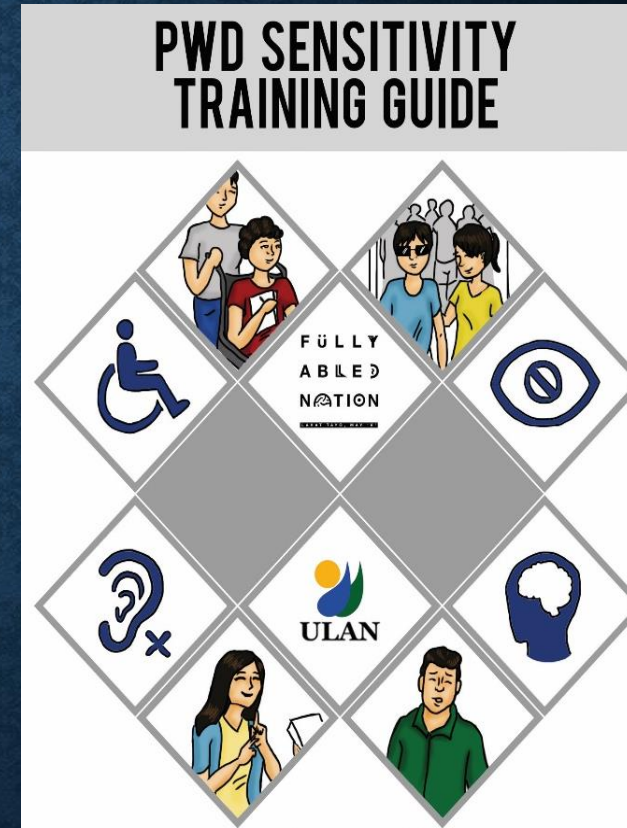
\_\_\_\_\_  
Assistor's Signature over Printed Name

ID Card Presented: \_\_\_\_\_

Date and Place: \_\_\_\_\_

# PWD SENSITIVITY TRAINING

- The Commission shall ensure that DESO EAPP/ S-EAPP and members of the EB for the EAPP-VC shall undergo a PWD Sensitivity Training and be provided with manuals.
- Such manuals shall likewise be made available in the EAPP/S-EAPP and EAPP-VC



# ELECTION DAY COMPUTERIZED VOTER'S LIST (EDCVL)

- To facilitate the identification of PWD/SC voters who may possibly avail the EAPP/S-EAPP, shall be provided a separate EDCVL of all registered PWDs/SCs in the voting center where it will be established, including those assigned in the APP.
- Blank spaces shall be provided in the EDCVL to accommodate voters falling under Part 1, Section 2 (a), (2) (3) and (4).
- ITD shall provide such EDCVL to the EAPP/S-EAPP/  
EAPP-VC.



# EXERCISE OF CHOICE

- PWD/SC /Heavily Pregnant voters may opt to vote in the EAPP or in the assigned precincts.
- To assist them in making a choice, the DESO EAPP/S-EAPP Support Staff shall explain the EAPP/S-EAPP voting procedure in a clear and understandable terms.

# FIRST COME, FIRST SERVE BASIS

- Voting in EAPP/S-EAPP/EAPP-VC shall be based on a first come first serve basis. All voters availing thereof shall be treated equally and shall vote in the order of their arrival.

# VOTING HOURS

- EAPP/S-EAPP shall be from  
**6:00am to 2:00pm**
- EAPP-VC shall be from  
**6:00am to 6:00pm**

- The last hour voting shall not apply when there are PWD/SC/Heavily Pregnant voters present within thirty (30) meters in front of the EAPP/ S-EAPP/EAPP-VC, who have not yet cast their votes.
- One of the DESO EAPP/S-EAPP Support Staff or member of EB in EAPP-VC shall:
  - prepare the list of the said voters,consectively numbered; and
  - Voters listed shall be called to vote by announcing each name three (3) times in the order which they are listed or by showing their names/through other possible methods for voters with hearing impairment.
- Any voters in the list who is not present when his/her name called out shall not be permitted to vote.

# PERSONS ALLOWED INSIDE THE EAPP, S-EAPP AND EAPP-VC:

- a. DESO EAPP/S-EAPP Support Staff;
- b. Members of the EB in EAPP-VC;
- c. Support Staff of the EB in EAPP-VC;
- d. Watchers who shall stay ONLY on the reserved space;
- e. Representative of the Commission;
- f. PWD/SC/Heavily Pregnant voters casting their votes;
- g. PWD/SC/Heavily Pregnant voters waiting for their turn to cast their votes; and
- h. Other persons who may be specifically authorized by the Commission.

# **CONSTITUTION, COMPOSITION AND APPOINTMENT OF DESO EAPP/S-EAPP SUPPORT STAFF**

The Election Officer/Acting Election Officer shall appoint a set of Support Staff, consist of three (3) members, to oversee the voting in the EAPP and S-EAPP.

# QUALIFICATION

Need not to be a registered voter of the city/municipality where they shall be appointed but must possess all the other qualifications.

Must have undergone PWD Sensitivity Training.

# APPOINTMENT OF NUMEROUS SETS OF DESO EAPP/S-EAPP SUPPORT STAFF IN ONE VOTING CENTER

Those housing multiple barangays – one (1) set of DESO EAPP/S-EAPP Support Staff shall be appointed for each barangay.

Those catering to a huge number of PWD and SC voters – additional one (1) set of DESO EAPP/S-EAPP Support Staff shall be appointed for every **5,000** of said voters.

In both cases, only one (1) EAPP shall be established.



# **PREFERENCE**

Shall be given to Special Education Teachers or those who are knowledgeable in Sign Language Interpretation to address communication barriers.

In all cases, bond papers shall be provided in the EAPP/S-EAPP and EAPP-VC to ensure availability of means of communications through writing.

# **REMUNERATION AND OTHER BENEFITS**

The DESO EAPP/S-EAPP shall be entitled for the same remuneration and other benefits as the Support Staff of the EB pursuant to Resolution 10460.

# VOTING PROCEDURE IN EAPP

## A. DESO EAPP Support Staff Shall:

1. Upon arrival of PWD/SC/Heavily Pregnant voter, inspect the voter's fingernail for any ink stain. If there be none, explain the option available to the voter.
2. If voter opted to vote in the EAPP, look for the voter's name, photo and precinct number in the EDVCL, if applicable;

In case of doubt in the identity of the voter, DESO EAPP Support Staff shall require the presentation of an ID card or any document for identification purposes.

If no ID card/document presented, the voter may be identified under oath by a DESO EAPP Support Staff or a registered voter belonging to the same precinct. Such identification shall be recorded in the log book of the EAPP.

A voter with non-manifest disability who is not included in the EDCVL shall be required to present a PWD ID or any document as proof of such disability.

Any registered voter belonging to the same precinct as the voter shall be allowed to identify only up to **three (3) voters availing of the EAPP.**

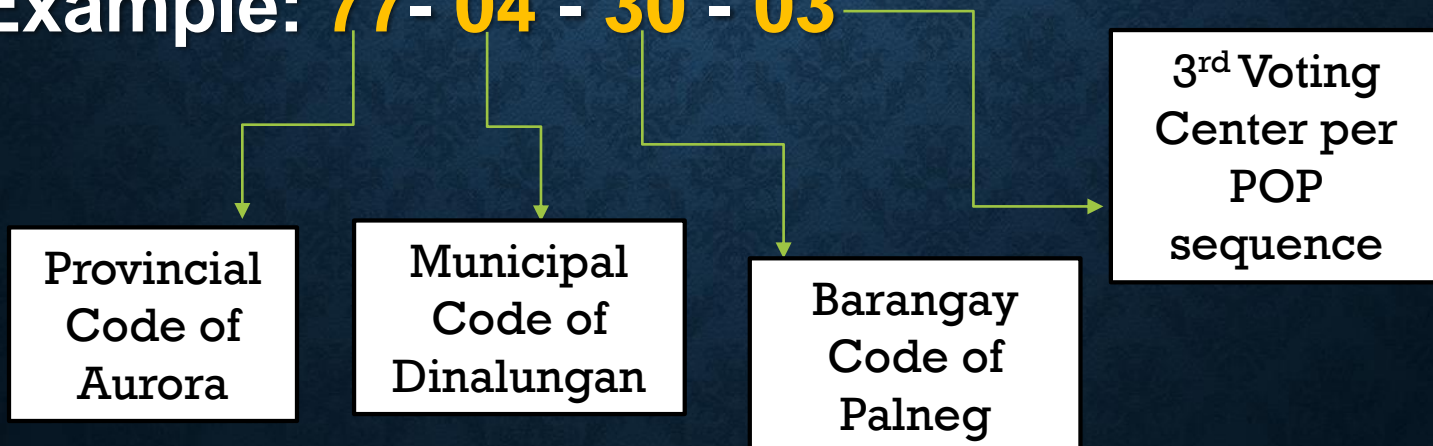
3. Upon establishing the voter's identity, instruct the voter to fill-out the Authorization Form which shall have a serial number (SN) for monitoring and documentation purposes.

- **SN** shall consist of the following information:

Province, Municipal and Barangay Codes

Number of the Voting Center

**Example: 77- 04 - 30 - 03**



4. Proceed to the voter's precinct to obtain the ballot .
  - DESO EAPP Support Staff **may opt to wait until a minimum of ten (10) voters have availed of the EAPP** before obtaining the ballots.
  - Provided that no voter shall be made to wait for an unreasonably long time.
  - Provided that EAPP shall not be left without any DESO EAPP Support Staff managing it at any given time.
5. Upon reaching the polling place, handover the Authorization Forms and the ID cards/document presented to the assigned EB Chairperson.

## **B. The EB Chairperson shall:**

1. Upon receipt of the Authorization Forms and ID cards/documents presented, check the names, signatures and photos of the voters in the EDCVL.
- The EB Chairperson shall prioritize all ballot requests of the DESO EAPP Support Staff over regular voters.

## **B. The EB Chairperson shall:**

2. After validating the voters' identities, note in the Minutes of

Voting the following information:

- a. Voters names;
  - b. ID Cards/documents presented;
  - c. Precinct numbers; and
  - d. Serial numbers of the Authorization Forms and the ballots given to the DESO EAPP Support Staff.
- **The Authorization Forms shall be attached to the Minutes of Voting.**



## **B. The EB Chairperson shall:**

3. Insert the ballots in the envelopes provided by the DESO EAPP Support Staff and write at the back of the envelopes the precinct numbers and the time ballots were obtained from the polling place.

4. If the ballot cannot be issued, EB Chairperson shall authorize the Third Member or Poll Clerk to go to EAPP and explain to the voter the reason/s for non-issuance of the ballot. This fact shall be recorded in the Minutes of the polling place and logbook of the EAPP.

**C. The DESO EAPP Support Staff who remained in the EAPP shall:**

1. Upon receipt of the envelopes from the DESO EAPP Support Staff who obtained the ballot
  - a. Inspect the envelopes before extracting the ballots;
  - b. Inspect the ballots to ensure that same have not been filled-out, marked, mutilated or otherwise, rendered unusable; and
  - c. Enter in the logbook the conditions of the envelopes and ballots.

C. The DESO EAPP Support Staff who remained in the EAPP shall:

2. If a ballot has been filled-out, has marks, has been mutilated or otherwise rendered unusable, direct the DESO EAPP Support Staff who obtained the ballot to return the same to the polling place where it was obtained, otherwise the ballot shall be given to the voter, who may accomplish it with or without an assistor.
  - The returned ballot shall be considered as **SPOILED BALLOT** and such fact shall be indicated in the Minutes of the polling place.
  - The EB Chairperson shall issue another ballot in place of the latter in accordance with letter B hereof. The issuance of another ballot shall be recorded in the logbook of the EAPP.

**C. The DESO EAPP Support Staff who remained in the EAPP shall:**

3. After accomplishing the ballot, insert it to the same envelope used when it was obtained. One (1) EAPP Support Staff shall be assigned to ensure the security and sanctity of the accomplished ballot.
4. Apply indelible ink to the voter's right forefinger nail or any other nail (if no forefinger) or any suitable part of the voter's body (if no fingernails) and instruct the voter to impress the thumbprint on the EDCVL and sign the same.
5. Request the voter to leave the EAPP.

# VOTING PROCEDURE IN S-EAPP

## **A. DESO EAPP Support Staff Shall:**

1. Explain to the voters the procedure and effect of voting in the S-EAPP;
2. Require the voters to fill-out the Authorization Forms (bearing the SN mentioned in the previous slide).
3. Proceed to the designated polling place to obtain the ballots;

4. Submit the Authorization Forms to the EB Chairperson and the envelopes where the ballots will be placed; and
5. Return to the S-EAPP.

B. **EB Chairperson shall:**

1. Record the precinct numbers and SNs of the Authorization Forms and ballots to be given to the DESO S-EAPP Support Staff. The Authorization Form shall be attached to the Minutes;
2. Place the ballots in the envelopes brought by the DESO S-EAPP Support Staff and write at the back of the envelopes the precinct numbers and time the ballots were obtained from the polling places;

**B. EB Chairperson shall:**

- 3. If the ballot cannot be issued, EB Chairperson shall authorize the Third Member or Poll Clerk to accompany the DESO S-EAPP Support Staff to explain to the voter the reason/s for non-issuance of the ballot.**

This fact shall be recorded in the Minutes of the polling place and logbook of the S-EAPP.



B. The DESO S-EAPP Support Staff remained in the S-EAPP shall:

1. Upon receipt of the envelopes from the DESO S-EAPP Support Staff who obtained the ballots:
  - a. *Inspect the envelopes before extracting the ballots;*
  - b. *Inspect the ballots to ensure that same have not been filled-out, marked, mutilated or otherwise, rendered unusable; and*
  - c. *Enter in the logbook the conditions of the envelopes and ballots.*

B. The DESO S-EAPP Support Staff remained in the S-EAPP shall:

2. If a ballot has been filled-out, has marks, has been mutilated or otherwise rendered unusable, direct the DESO EAPP Support Staff who obtained the ballot to return the same to the polling place where it was obtained, otherwise the ballot shall be given to the voter, who may accomplish it with or without an assistor.

- The returned ballot shall be considered as **SPOILED BALLOT** and such fact shall be indicated in the Minutes of the polling place.
- The EB Chairperson shall issue another ballot in place of the latter in accordance with letter B hereof. The issuance of another ballot shall be recorded in the logbook of the S-EAPP.

B. The DESO S-EAPP Support Staff remained in the S-EAPP shall:

3. After accomplishing the ballot, insert it to the same envelope used when it was obtained. **One (1) DESO S-EAPP Support Staff shall be assigned to ensure the security and sanctity** of the accomplished ballot.
4. Apply indelible ink to the voter's right forefinger nail or any other nail (if no forefinger) or any suitable part of the voter's body (if no fingernails) and instruct the voter to impress the thumbprint on the EDCVL and sign the same.
5. Request the voter to leave the S-EAPP.

# PROCEDURE BEFORE CLOSING OF EAPP AND S-EAPP

1. The DESO EAPP and S-EAPP Support Staff shall ensure that:
  - a. Template for Voters' Turn-Out (**Annex B**) be accomplished; and
  - b. Logbook bearing the signatures of the DESO EAPP/S-EAPP Support Staff at the last page with entries shall be turned-over to the EO/AEO.

## ANNEX B

### EAPP MONITORING TEMPLATE FOR THE MAY 13, 2019 NATIONAL AND LOCAL ELECTIONS

REGION: \_\_\_\_\_

PROVINCE: \_\_\_\_\_

District/City/ Municipality	Barangay Involved	Name and Address of Voting Center	Number of PWD Voters Who Availed of EAPP		Number of SC Voters Who Availed of EAPP		Number of Heavily Pregnant Voters Who Availed of EAPP		Total Number of Voters Who Availed of EAPP	
			Male	Female	Male	Female	Male	Female	Male	Female

We hereby certify to the correctness of the above data.

\_\_\_\_\_  
Name and Signature of EAPP Support Staff

\_\_\_\_\_  
Name and Signature of EAPP Support Staff

\_\_\_\_\_  
Name and Signature of EAPP Support Staff

Date and Time of Submission to the OEO: \_\_\_\_\_

2. Copies of Annex B shall be forwarded by the EO/AEO to the Office of the PES, who shall summarize the same for submission to EBAD copy furnished Office of the RED.

\*Turn-over of Annex B and logbook to EO/AEO shall be a pre-requisite for the payment of the DESO EAPP/S-EAPP remuneration.

# PROCEDURE AFTER CLOSING OF EAPP AND S-EAPP

1. Once the EAPP/S-EAPP are closed, the DESO EAPP/S-EAPP Support Staff shall place the ballots inside their corresponding envelopes seal them.
2. DESO EAPP/S-EAPP shall deliver the securely sealed envelopes to the EB Chairpersons who issued the said ballots.
3. The exact time of the closing of EAPP/S-EAPP shall be entered in the logbook.

4. The EB Chairpersons shall:
  - a. Inspect the condition of the envelopes and ballots;
  - b. Compare the number of ballots received vis-a-vis the Authorization Form;
  - c. Record in the minutes of the condition of the envelopes and ballots /discrepancies in the number of ballots as against the number of Authorization Forms(if any) and time of receipt of the envelopes from the DESO EAPP/S-EAPP Support Staff; and



d. In the presence of other EB members, DESO EAPP/S-EAPP Support Staff, watchers, insert the ballots in the VCMs, which should take place before the closing of voting in the polling places.

# **EARLY CLOSE OF VOTING IN S-EAPP**

In case all expected voters in S-EAPP have already cast their votes before the period provided, the DESO S-EAPP Support Staff, upon agreement may declare early close of voting.

# **VOTING AND CLOSING PROCEDURE IN EAPP-VC**

The voting and closing procedures, including the transmission of results and printing of reports provided in **Section 75, Article VIII of Resolution 10460 shall be followed in the EAPP-VC.**

The provision provided as regards to early close of voting shall also apply in EAPP-VC, whenever practicable.

# RESPONSIBILITIES AND ACCOUNTABILITIES OF FIELD OFFICIALS

## A. Responsibilities

1. The EO/Acting EO of the district/city/municipality with single-storey situated in elevated or downward planes/multi-storey voting centers shall be primarily responsible in the implementation of these General Instructions.
2. The PES/Acting PES, RED/ARED shall be responsible in monitoring the compliance of their respective EOs/Acting EOs.

# RESPONSIBILITIES AND ACCOUNTABILITIES OF FIELD OFFICIALS

## B. Accountabilities

Failure of any of the abovementioned field officials to comply with the provisions of Resolution 10486 shall be charged administratively for dereliction of duty, malfeasance and/or nonfeasance in office and, if found guilty, the corresponding penalty shall be imposed after due notice and hearing.