



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

Division Advisory No. 010, s. 2025
7 2 JAN 2025

In compliance with DepEd Order (DO) No. 8, s. 2013

This advisory is issued not for endorsement per DO 28, s. 2001, but only for the information of DepEd Capiz officials, personnel/staff, as well as the concerned public.

(Visit www.deped.gov.ph)

Attached is the letter from Atty. Michael L. Garcia, Group Head, Regions 5, 6 and NIR, Committee on Local Absentee Voting (CLAV), Commission on Elections, relative to their request for dissemination of **Comelec Resolution No. 11091 promulgated on January 3, 2025 entitled Rules and Regulations on Local Absentee Voting in Connection with the May 12, 2025 National and Local Elections.**

The details of the aforesaid resolution is attached for reference.

For more information, please contact:

Committee on Local Absentee Voting (CLAV)

Telephone No.: (8) 522-2912

Cellphone No.: 09085157913



Republic of the Philippines
COMMISSION ON ELECTIONS
Manila



COMMITTEE ON LOCAL ABSENTEE VOTING (CLAV)

January 17, 2025

DEPARTMENT OF EDUCATION

Region 6- WESTERN VISAYAS

Duran Street, Iloilo City, Iloilo

region6@deped.gov.ph

Dear SIR/ MADAM,

Greetings!

The Commission on Elections is now preparing for Local Absentee Voting for the May 12, 2025 National and Local Elections.

Attached herewith are copies of Comelec Resolution No. 11091 promulgated on January 3, 2025 entitled ***Rules and Regulations on Local Absentee Voting in Connection with the May 12, 2025 National and Local Elections*** together with the Application Form/s for Local Absentee Voting (LAV Form No. 1) and the form for the List of Registered Voters Who Will Avail of Local Absentee Voting (LAV Form No. 2).

In order to afford all Department of Education personnel sufficient information on how they could avail of the Local Absentee Voting System, please help the Commission disseminate the aforesaid Comelec Resolution and LAV Forms to all your division/school/office. It is further informed that copies of the said Resolution and forms may be reproduced or downloaded from the Comelec website www.comelec.gov.ph. All duly accomplished application forms and certified Lists of Applicants shall be transmitted not later than March 10, 2025 directly to the Committee on Local Absentee Voting (CLAV) c/o ECAD, Commission on Elections, 8th Floor, Palacio del Gobernador Bldg., Intramuros, Manila.

Further, for proper coordination and implementation of the system, may we also respectfully request that the Committee be furnished with the complete addresses and contact persons together with the contact numbers of said division/school/office whose personnel wish to avail of Local Absentee Voting.

For further information, you may contact the Committee at telephone numbers (8) 522-2912 and 09085157913.

Let us join hands in enabling our personnel to exercise their right of suffrage despite their assignment on election day to areas outside their places of registration.

Thank you very much.

Very truly yours,

ATTY. MICHAEL L. GARCIA
Group Head, Regions 5, 6 & NIR

Encls.: a/s

/ccu:afp



MAY 12, 2025 NATIONAL AND LOCAL ELECTIONS
LIST OF APPLICANTS FOR LOCAL ABSENTEE VOTING

ADDRESS:

[illegible]

[illegible]

CERTIFICATION

This is to certify that herein applicants are bona fide members/employees of _____ with office address at _____ This is to further certify that the above-named applicants will be assigned on election day outside the place where they are registered voters to perform election-related duties or due to the performance of their functions in covering and reporting on the elections.

(Signature above printed name)

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2025, at _____, Philippines.

(Signature above printed name)
Officer Authorized to Administer Oath



Republic of the Philippines
COMMISSION ON ELECTIONS

COMMISSION ON ELECTIONS
ECAD-OFFICE OF THE DIRECTOR

Date: 01-07-25
Time: 5:32pm
Received by: [Signature]

RULES AND
REGULATIONS ON
LOCAL ABSENTEE
VOTING IN
CONNECTION WITH
THE MAY 12, 2025
NATIONAL AND
LOCAL ELECTIONS.

GARCIA, George Erwin M.
INTING, Socorro B.
CASQUEJO, Marlon S.
FEROLINO, Aimee P.
BULAY, Rey E.
MACEDA, Ernesto Ferdinand, Jr. P.
CELIS, Nelson J.

Chairman
Commissioner
Commissioner
Commissioner
Commissioner
Commissioner
Commissioner

X-----X

PROMULGATED: January 3, 2025

RESOLUTION NO. 11091

The Commission on Elections (Commission), pursuant to the powers vested in it by the Constitution, the Omnibus Election Code (OEC), Executive Order No. 157, Republic Act (R.A.) No. 7166, R.A. No. 10380, and other pertinent election laws, **RESOLVED**, as it hereby **RESOLVES**, to promulgate the following rules and regulations on local absentee voting:

SEC. 1. Definition of terms. - the following terms are hereby defined as follows:

- a. **Local absentee voting** - refers to a system of voting whereby government officials and employees, including members of the Armed Forces of the Philippines (AFP), and the Philippine National Police (PNP) as well as members of the media, media practitioners including their technical and support staff (media voters) who are duly registered voters, are allowed to vote for national positions; i.e., Senators and Party-List Representatives, in places where they are not registered voters but where they are temporarily assigned to perform election duties on election day, or in case of media voters who will not be able to vote due to the performance of their functions in covering and reporting on the elections;
- b. **Media** - refers to those who are engaged in news reporting on a nationwide or local scale, including correspondents of

national, regional, provincial, city, or municipal publications or broadcast entities, or those engaged in other forms of journalism and their technical and support staff.

SEC. 2. Automated System of Elections. -The local absentee voting shall adopt the automated system of elections where the counting and canvassing are done through the Automated Counting Machine (ACM) and the Canvassing and Consolidation System (CCS).

SEC. 3. Election Forms and Supplies. - The following forms shall be used for purposes of the LAV:

- a. Official LAV Ballots
- b. LAV Form No. 01 - Application to Avail Local Absentee Voting
- c. LAV Form No. 02 - Sworn Certified List of Applicants for Local Absentee Voting
- d. LAV Form No. 03- Report of Verification of Registration
- e. LAV Form No. 04 - List of Approved Applicants for Local Absentee Voting with Minutes of Voting
- f. LAV Form No. 05-Notice of Disapproval
- g. LAV Form No.06 -Transmittal and Receipt of Accountable and Non-Accountable Forms and other Election Paraphernalia
- h. LAV Form No.07 - Transmittal of Accomplished Ballots and Other Election Paraphernalia
- i. LAV Form No.08-Notice to the Election Officer on Applicants Voting Through Local Absentee
- j. LAV Form No.08-A - Notice to the Election Officer of Applicants Who Actually Voted Under the Local Absentee Voting System
- k. LAV Form No. 09 - Appointment of Chairman/Poll Clerk/Member/Substitute
- l. LAV Form No. 10 -Oath of Members of SEB
- m. LAV Form No. 11 - Minutes of Counting of Votes
- n. LAV Form No. 11-B - Minutes of Canvassing

On the other hand, the following supplies shall be used for the LAV:

- a. Outer Envelopes
- b. Inner Envelopes
- c. Paper Seals
- d. Envelopes
- e. Marking Pens
- f. Ballot Boxes
- g. Comelec Padlocks
- h. Plastic Security Seals

SEC. 4. Who are entitled to avail of local absentee voting. – Local absentee voting may be availed of by the following:

- a. Government officials and employees including Members of the PNP and AFP; and
- b. Members of the media and media practitioners including their technical and support staff who are actively engaged in the pursuit of information gathering and reporting or distribution, in any manner or form, including, but not limited to the following:
 - i. Print Journalists;
 - ii. Television Journalists;
 - iii. Photo Journalists;
 - iv. Online Journalists;
 - v. Radio Journalists;
 - vi. Documentary makers;
 - vii. Television/Radio Production;
 - viii. Bloggers;
 - ix. Freelance Journalist.

provided a) they are duly registered voters and whose registration records are not deactivated, and b) on election day, **in case of government officials and employees including members of the PNP and AFP**, that they are assigned temporarily to perform election duties in places where they are not registered voters; or **in case of media voters**, that they will not be able to vote due to the performance of their functions in covering and reporting on the conduct of elections.

Government officials and employees who will be posted abroad to perform election duties on election day may also avail of local absentee voting, provided, that they are registered voters under R.A. No. 8189, otherwise known as "The Voter's Registration Act of 1996" and that they are not registered overseas absentee voters under R.A. No. 9189, as amended by R.A. No. 10590, otherwise known as "The Overseas Absentee Voting Act of 2013".

SEC. 5. Where and when to file the application forms to avail of the local absentee voting. – Applicants who will avail of the local absentee voting shall file their duly accomplished *LAV Form No. 01* at and on the following:

APPLICANT/S	WHEN TO FILE	WHERE TO FILE
a. For government officials and employees, members of the AFP, and members of the PNP.	Not later than March 7, 2025.	Before their heads of offices/supervisors/commanders/officers next-in-rank.
b. For media voters.	Not later than March 7, 2025.	i. Office of the Regional Election Director (ORED) of

		<p>the National Capital Region (NCR) for highly urbanized cities in the NCR including the Municipality of Pateros;</p> <p>ii. Office of the City Election Officer (OCEO) for highly urbanized or independent cities outside the NCR;</p> <p>iii. Offices of the Provincial Election Supervisor (OPES) for areas not mentioned above;</p> <p>* The application form for media voters must be accompanied by a certification accomplished by the heads of media entities to whom the applicants belong attesting that they are <i>bona fide</i> members of the media entity and that they may not be able to vote due to the performance of their functions in covering and reporting the conduct of elections. (LAV Form No. 02)</p> <p>For freelance journalists who do not work full time for any media company but were hired by different media companies for election coverage, they must present a Certification under oath stating that they have valid assignments from the <i>bona fide</i> media organization, attaching proof of such fact.</p> <p>For Online Publishers, they must present corresponding Certifications under oath stating that they are actively in pursuit of gathering and distributing online election content, indicating thereto the URL of the online publication or blog showing their names or</p>
--	--	--

		<p>listing the applicants as part of the reporting team for that site.</p> <p>In case of any <u>willful giving of false information</u> or <u>misrepresentation</u> in the <u>Certifications</u> submitted, the applicants shall be charged with <u>applicable</u> offense under <u>pertinent</u> laws and regulations.</p>
--	--	---

For purposes of the local absentee voting for media voters, hereunder is the list of highly urbanized and independent cities:

Highly Urbanized Cities in NCR (file with ORED-NCR)	Highly Urbanized Cities outside NCR (file with City EO)	Independent Cities (file with City EO)
Caloocan City Las Piñas City Makati City Malabon City Mandaluyong City Manila City Marikina City Muntinlupa City Navotas City Parañaque City Pasay City Pasig City Quezon City San Juan City Taguig City Valenzuela City Including Municipality of Pateros	Angeles City Bacolod City Baguio City Butuan City Cagayan de Oro City Cebu City Davao City Gen. Santos City Iligan City Iloilo City Lapu-Lapu City Lucena City Mandaue City Olongapo City Puerto Princesa City Tacloban City Zamboanga City	Cotabato City Naga City Ormoc City Santiago City

In cities outside NCR where there are more than one (1) OCEO, the Regional Election Director (RED) shall designate the OCEO which shall receive the applications to avail of the local absentee voting not later than **January 27, 2025**.

For this purpose, the RED concerned shall submit the list of designated OCEO to the Committee on Local Absentee Voting (CLAV), through the Director IV, Electoral Contests Adjudication Department (ECAD).