



REPUBLIC OF THE PHILIPPINES
SENATE ELECTORAL TRIBUNAL
QUEZON CITY, PHILIPPINES

**RULES AND PROCEDURES
GOVERNING THE
REVISION OF BALLOTS
UNDER THE
AUTOMATED ELECTION SYSTEM**

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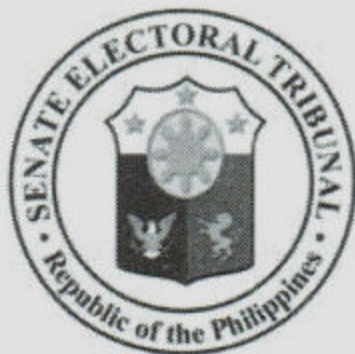
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The Senate Electoral Tribunal, as the sole judge of all contests relating to the election, returns and qualifications of Members of the Senate pursuant to Section 17, Article VI of the Constitution, adopts and promulgates the following *Rules and Procedures Governing the Revision of Ballots Under the Automated Election System*:

RULES AND PROCEDURES GOVERNING THE REVISION OF BALLOTS UNDER THE AUTOMATED ELECTION SYSTEM

TITLE AND APPLICABILITY

RULE 1. *Title.*– These Rules shall be known and referred to as the “Rules and Procedures Governing the Revision of Ballots under the Automated Election System.”

RULE 2. *Applicability.*– These Rules shall apply to election protests under the Automated Election System (AES).

NECESSITY AND OBJECTIVES OF REVISION

RULE 3. *Necessity of Revision.*– When fraud, anomaly or irregularity is alleged in the protest, counter, or cross protest

and the interest of justice so requires, the Tribunal shall order that the ballots be examined and the votes counted.

RULE 4. *Objectives of Revision.*— The objectives of revision proceedings are:

- a. To verify the physical count of the ballots;
- b. To recount the votes of the parties;
- c. To record the objections or claims of the parties; and
- d. To mark the ballots objected to or claimed by the parties for purposes of identification, in preparation for their examination by the Tribunal and for the reception of evidence in support of the parties' objections and claims.

REVISION TEAM

RULE 5. *Creation of Revision Teams.*— The Tribunal shall create such number of revision teams as may be necessary.

RULE 6. *Composition of Revision Teams.*— Each revision team shall be composed of a Head Revisor designated by the Tribunal and one Party Revisor for each of the parties designated by them, respectively.

RULE 7. *Tribunal Revision Supervisor and Revision Appraisers.*— The Tribunal shall designate a Revision Supervisor and Revision Appraisers.

HEAD REVISORS AND ALTERNATE HEAD REVISORS

RULE 8. *Duty of Head Revisors.*— The Head Revisors are the representatives of the Tribunal in the revision of ballots. They shall, therefore, discharge their duties with the highest degree of confidentiality and absolute loyalty to the Tribunal, conducting the proceedings with the same dignity and discipline as if undertaken in the presence of the Tribunal itself. They

shall exercise extraordinary diligence and impose strict precautionary measures to prevent the loss, disappearance, destruction, or impairment of the integrity of the ballots and other documents. They shall ensure that revision rules and procedures are properly observed.

RULE 9. *Duty of Alternate Head Revisors.*— The Alternate Head Revisors shall assume the duty of the Head Revisors in the absence of the regular Head Revisors.

RULE 10. *Additional Duty of Alternate Head Revisors.*— The Alternate Head Revisors shall assist the Head Revisors in the performance of their functions as herein provided particularly in ensuring the completeness of the ballots and other documents returned inside the ballot box after completion of the revision and the accuracy of the exhibit markings on the ballots.

VENUE OF REVISION

RULE 11. *Venue of Revision.*— The revision of ballots shall be undertaken in the premises of the Tribunal, or at such other place as the Tribunal may designate.

RULE 12. *Who are Allowed in the Revision Area.*— Only the following shall have access to the area where the revision is taking place:

- a. Chairperson and Members of the Tribunal;
- b. Secretary and Deputy Secretary of the Tribunal;
- c. Tribunal Revision Supervisor, Revision Appraisers, Ballot Box Custodian, and other employees assisting in the revision proceedings;
- d. Head Revisors and Alternate Head Revisors;
- e. Duly accredited Party Revisors or duly accredited Alternate Party Revisors;

- f. The Parties or one duly authorized Representative of each Party;
- g. One duly accredited Counsel of each Party;
- h. Not more than two duly accredited Supervisors of each Party; and
- i. Any person authorized by the Chairperson or the Secretary of the Tribunal.

PARTICIPANTS AND OBSERVERS

RULE 13. *Who May Participate in the Revision Proceedings.*— Only duly accredited Party Revisors or their duly accredited alternates shall be allowed to participate in the revision proceedings.

RULE 14. *Who May Observe the Revision Proceedings.*— The following may observe the revision proceedings:

- a. Protestant or the Protestee(s) or their respective duly authorized representative;
- b. Duly accredited party counsel; and
- c. Duly accredited party supervisors.

SCHEDULE OF REVISION

RULE 15. *Schedule of Revision.*— The revision proceedings shall be from 8:00 a.m. to 12:00 noon for the morning session and from 1:00 p.m. to 4:30 p.m. for the afternoon session, Monday to Friday, except on holidays; *provided, however*, that the revisors may take a fifteen (15) minute break during each session. The fifteen (15) minute break shall be at 10:00 a.m. – 10:15 a.m. and at 3:00 p.m. – 3:15 p.m.

RULE 16. *Revision Team Members to Observe Full Revision Hours.*— No member of the revision team shall be

allowed to leave the premises earlier than the official time for the break or dismissal. Every team member is expected to maximize the full official hours to ensure a fair and speedy proceeding.

TARDINESS AND ABSENCES

RULE 17. *Tardiness.*— A member of the revision team who arrives after 8:00 a.m. shall be considered tardy.

RULE 18. *Designation of Alternate Head Revisor.*— In case the Head Revisor is tardy, the Revision Supervisor shall designate another Head Revisor or any Alternate Head Revisor to take the place of the tardy Head Revisor. The designated Head Revisor shall act as such while the tardy Head Revisor shall serve as Alternate Head Revisor during the day.

RULE 19. *Designation of Alternate Party Revisor.*— In case the Party Revisor is tardy, the Party Counsel or Supervisor shall designate an alternate Party Revisor. The designated alternate Party Revisor shall continue the revision with the same authority and power as the regular Party Revisor. Claims, objections and comments made by the alternate Party Revisor shall be binding upon the party represented and shall not be allowed to be reviewed, corrected, changed or questioned by the regular Party Revisor. Each will start where the other left off.

Any regular or alternate Party Revisor joining a revision team after the latter has started the revision proceeding shall be deemed to have waived the right to witness and/or participate in the phase of the revision proceeding already completed at the time the said Party Revisor joined the revision team.

If no alternate Party Revisor is designated, the revision shall proceed and the defaulting party shall be deemed to have waived the right to participate, object to or claim any ballot examined during the revision.

RULE 20. *Revision to Continue Despite Absence of Party Revisors.*— The revision of ballots shall not be delayed or postponed by reason of the absence, ouster or removal of any Party Revisor or the alternate as long as the Head Revisor and one Party Revisor are present. Failure of the party concerned to immediately replace the absent, ousted or removed Party Revisor shall be considered a waiver of the right to be represented in the said revision team for the revision day.

RULE 21. *Time Allowed to Complete Revision Teams.*— If, after all the available Head and Alternate Head Revisors had been fielded, the number of revision teams remains less than the number constituted, Head and Alternate Revisors arriving between 8:16 a.m. and 8:30 a.m., shall be fielded to complete the number of revision teams. No completion of the number of teams shall be allowed after 8:30 a.m.

In like manner, if a party remains unrepresented in some revision teams, the regular or alternate Party Revisor who arrives between 8:16 a.m. and 8:30 a.m. shall be allowed to sit in the incomplete team. No fielding of regular or alternate Party Revisors shall be allowed after 8:30 a.m. The fielding of regular and alternate Party Revisors to complete their representation in the revision teams may be done at the start of the afternoon session.

RULE 22. *Waiver of the Right to Revise.*— Should all of the parties' revisors and their alternates in a revision team fail to appear at 8:30 a.m., the ballot box, together with the corresponding keys in the possession of the Head Revisor shall be returned to the Ballot Box Custodian and shall not be revised, it being understood that the parties waive their right to revise the same. The Head Revisor shall state such fact in the Revision Report.

RULE 23. *Undertime.*— Any Head Revisor who, for justifiable reasons, has to leave earlier than the time of dismissal shall seek the approval of the Revision Supervisor in order that an Alternate Head Revisor may be fielded.

The Party Revisor leaving before the dismissal time shall seek the approval of the concerned Party Supervisor who shall in turn inform the Revision Supervisor. The party who fails to replace the Party Revisor who went undertime shall be deemed to have waived the right to be represented in that particular phase of the revision proceeding.

RULE 24. *Emergency/Personal Necessities.*— Should there be a need for a revision team member to leave the revision area for a short duration, an alternate revisor shall take over. If no Alternate Party Revisor takes over, the revision shall nonetheless continue.

RULE 25. *Change in Revision Team Composition.*— Any change in the regular composition of the revision team shall be reported to the Revision Supervisor and recorded in the Revision Report.

ISSUANCE, DISTRIBUTION AND SURRENDER OF ID

RULE 26. *Issuance of IDs.*— Only the Counsel, Supervisors, Party Revisors and their alternates included in the list officially submitted to, and duly accredited by the Tribunal, shall be issued identification cards (IDs). The parties are required to submit an updated list in case of additions and/or deletions thereto.

RULE 27. *Distribution of IDs.*— Identification Cards shall be distributed starting at 7:30 a.m.

Party Revisors and their alternates who arrive after 8:30 a.m. shall not be issued their IDs and shall not be allowed to participate in the morning session. They shall be issued their IDs for the afternoon session.

The IDs of the Party Counsel and Party Supervisors or their alternates may be issued at any time during the day.

RULE 28. *Surrender of IDs.*– The ID shall be surrendered to the ID custodian at the end of the day at 4:30 p.m. Party Revisors who are unable to complete a whole day of service because of illness or other emergencies shall surrender their IDs to the ID custodian before leaving the revision area. The Party Counsel and Supervisors shall surrender their IDs to the ID custodian every time they leave the revision area.

RULE 29. *Failure to Surrender Counsel / Supervisor ID.*– Since only one Counsel of a Party is allowed in the revision area, no Alternate Counsel shall be allowed inside the revision area at the same time as the Main Counsel. The ID of the Alternate Counsel shall be issued only upon surrender of the ID of the Main Counsel. Non-surrender of the ID of the Main Counsel will preclude the substitution by the Alternate Counsel.

The same rule shall apply to the substitution of any Party Supervisor. At no instance shall there be more than two supervisors per party inside the revision area.

RULE 30. *Replacement of ID.*– Damaged IDs shall be replaced only upon surrender thereof. In case of lost IDs, replacement shall be made only upon submission of an Affidavit of Loss to the Human Resources Management Service of the Tribunal. The cost of replacement shall be borne by the party concerned.

PROPER DECORUM

RULE 31. *Observance of Proper Decorum.*– All persons involved in the revision of ballots are required to observe proper decorum and due respect to the Tribunal's authority, rules and procedures, Tribunal personnel, party counsel or supervisor as well as the revision team members.

RULE 32. *Prohibited Acts.*– The following acts are strictly prohibited:

A. To safeguard the integrity of the ballots and election documents:

1. Bringing of personal belongings such as bags, mobile phones, electronic devices, gadgets, writing instruments, as well as folders and printed materials inside the revision area;
2. Eating or drinking in the revision area;
3. Folding, tearing, destroying the ballots or any other similar acts; and
4. Placing unauthorized markings on the ballots.

B. For orderly conduct of the revision proceedings:

1. Head Revisors and Party Revisors going to tables not assigned to them;
2. Party Revisors arguing with each other; and
3. Party Revisors making or suggesting claims and/or objections in behalf of another Party Revisor;
4. Party Counsel and Supervisors:
 - a. Arguing with the Head or Party Revisors;
 - b. Sitting as an alternate Party Revisor;
 - c. Handling the ballots or any other election documents and paraphernalia; and
 - d. Instructing the Party Revisors of the opposing party on what to do.

RULE 33. *Withdrawal of Accreditation, Ouster and Removal from Revision Proceedings.*— The Tribunal may, *motu proprio* or upon motion of any of the parties, withdraw the accreditation of a Party Revisor, Alternate Party Revisor, Party Counsel or Supervisor.

For disorderly conduct, unruly behavior or for such acts as would tend to delay, disrupt and/or disturb the proceedings, the Revision Supervisor shall remove or oust a Party Revisor, Alternate Party Revisor, Party Counsel or Supervisor from the revision proceedings and may prohibit such person from participating in subsequent proceedings. The prohibition may be revoked by the Tribunal upon motion of the party concerned.

RULE 34. *Complaints Against Persons Involved in the Revision Proceedings.*— Complaints against any person involved in the revision proceedings shall be made in writing, under oath and filed within three (3) working days from the commission of the acts complained of.

RULE 35. *Contempt of the Tribunal.*— Any disorderly conduct, unruly behavior, deliberate attempt to delay or interrupt the orderly and speedy conduct of the revision proceedings or other similar acts shall constitute contempt of the Tribunal and subject the person responsible therefor to prompt disciplinary proceedings.

GUIDELINES IN THE CONDUCT OF REVISION

RULE 36. *Team Assignment.*— Each Revision Team shall be assigned a number which shall correspond to the number of the revision table that the revision team shall permanently occupy. The revision tables shall be numbered consecutively for easy identification. The Head Revisors must know their team/table number assignments.

RULE 37. *Revision Table Set-Up.*— The Head Revisor as well as the Party Revisors shall be seated in such a manner that each is able to observe the other's activity. The ballot box shall be placed in an area within the plain view of all the members of the Revision Team.

RULE 38. *Release of Ballot Box.*– The Ballot Box Custodian shall ensure that only one ballot box is released to each Revision Team at any given time.

RULE 39. *Receipt of Ballot Box.*– The Head Revisor shall acknowledge receipt of the ballot box and its corresponding keys from the Ballot Box Custodian. The safekeeping of the padlocks and keys shall be the exclusive responsibility of the Head Revisor until the ballot box is returned to the Ballot Box Custodian together with the keys provided for each box.

During breaktime, the Head Revisor shall ensure that the ballots and documents are properly and securely kept before leaving the revision area. The keys must not be brought out of the revision area, but must be securely attached to the ballot box.

RULE 40. *Ballot Box Quota.*– Each Revision Team shall revise not less than two ballot boxes every revision day. Failure to meet the said quota may constitute a ground for removal of Head Revisors and withdrawal of accreditation of Party Revisors.

RULE 41. *Security Check.*– To prevent the unauthorized removal of ballots or other documents from the revision area, the Tribunal may require a security check, which may include body search, on all persons entering or leaving the revision area.

RULE 42. *Recording of Data on Color-Coded Paper for Party's Own Use.*– To prevent the loss or disappearance of ballots and other documents, the Tribunal shall assign each of the parties a particular color code. Party Revisors and their alternates shall only be allowed to bring inside the revision area the assigned colored paper where recording of data for the party's own use shall be made.

RULE 43. *Use of Color-Coded Pen.*– To prevent unauthorized shading or marking of the ballots, the Tribunal

shall provide the Party Revisors with color-coded pens to be used during revision.

RULE 44. *Cost of Supplies and Other Necessary Expenses.*— The cost of pens, envelopes, storage boxes, and other materials and supplies used during the revision shall be charged against the cash deposit of the party requesting the revision.

The cost of the decryption and authentication of the compact flash (CF) card, as well as the printing of the picture images, shall also be at the expense of the party requesting the revision.

REPORT ON THE RESULT OF REVISION

RULE 45. *Report on Revision.*— The revision teams shall, using the form to be provided by the Tribunal, prepare and submit a report on the result of their revision for every ballot box the contents of which they had examined.

RULE 46. *Completeness and Accuracy of Report.*— The Head Revisors shall ensure that all pages of the Revision Report are complete, properly filled-up and signed by the Party Revisors. Accuracy of the report is very important. The commission of any palpable error on the part of the Head Revisor shall be sufficient cause for relief or dismissal.

RULE 47. *Contents of the Revision Report.*— The Revision Report shall state the following:

1. The precinct number, municipality/city, and province;
2. The date and time of revision;
3. The condition of the ballot box and padlocks and/or locking mechanisms;
4. The entries in the Minutes of Voting and Counting;
5. The entries in the ballot box copy of the Election Returns;

6. The votes of the parties per ballot box copy of the Election Returns;
7. The number of rejected ballots and their serial numbers;
8. The number of torn and unused ballots;
9. The data in the Initialization Report;
10. The ballot ID indicated in the ballots;
11. The votes of the parties per physical count of the paper ballots, or picture images, as the case may be;
12. The number of ballots objected to and claimed by the parties indicating the exhibit numbers;
13. Comments and Observations, particularly on:
 - a. The forcible opening of the ballot box;
 - b. The presence or absence of markings on the ballots;
 - c. The discrepancies on the votes obtained by the parties appearing on the Election Returns *vis-à-vis* the physical count of the ballots;
 - d. Irregularities in the contents of the ballot box; and
 - e. Irregularities or discrepancies in the contents of election documents.

RULE 48. *Who Shall Accomplish the Forms.*— Only the Head Revisor shall be allowed to write on the original Tribunal's copy of the Revision Report. The Annexes which shall contain the objections and claims shall be accomplished by the Party Revisors.

Handwriting should be legible and all data required in the Revision Report and Annexes should be supplied.

Recording of data by the Party Revisors for their own use and reference shall be done simultaneously with the recording of data on the Revision Report by the Head Revisor to avoid

disruption of the proceedings. No verification of the Party Revisor's recording shall be entertained by the Head Revisor.

RULE 49. *Who May Claim or Object to Ballots.*— A Party Revisor shall be allowed to claim or object to ballots only in behalf of the party, said Revisor is officially representing.

A Party Revisor shall not be allowed to object to the claims of another Party Revisor.

RULE 50. *Disputes Among Party Revisors.*— Any dispute among Party Revisors as to data to be recorded in the Revision Report shall be resolved by the Head Revisor. Should legal questions arise, the Head Revisor shall refer the matter to the Revision Supervisor. Exception to the ruling of the Revision Supervisor may be addressed to the Tribunal in a proper motion but the same shall not suspend the revision proceedings.

ACCOMPLISHMENT OF THE REVISION REPORT

RULE 51. *Forms, Annexes and Supplies.*— The Head Revisor shall ensure that the Revision Report Form, Tally Sheet Form, Annex Forms, pens, markers, supplies and materials are complete before revising a new ballot box. The Head Revisor shall retain the Revision Report Form and Tally Sheet Form and distribute to the Party Revisors the Annex Forms.

RULE 52. *Preliminary Entries.*— The Head Revisor shall write on the appropriate spaces of the Revision Report Form the Team Number, Precinct Number, Municipality/City and the Province to which the ballot box pertains, the date and time of the start of the revision, and the names of the Revision Team Members.

RULE 53. *External Condition of the Ballot Box.*— Before opening the ballot box, the Revision Team shall examine the ballot box and the locks or locking mechanisms. The main purpose of the examination of the external condition of the

ballot box is to find out if there are positive signs that the same has been forcibly opened or tampered with. The Head Revisor shall record the external condition of the ballot box in the Revision Report.

RULE 54. *Opening of Ballot Box.*— The Head Revisor shall open the ballot box by unlocking the padlocks using the corresponding keys. If the keys are unavailable or do not fit, the padlocks shall be forced open. Such fact shall be reflected by the Head Revisor in the Revision Report.

If the ballot box is secured by seals or other locking mechanisms, these shall be cut with a tool to be provided by the Ballot Box Custodian.

RULE 55. *Checklist of All the Contents.*— Once the ballot box is opened, only the Head Revisor may take out its contents, which shall be neatly arranged on the revision table. The Head Revisor shall then accomplish the checklist of all the contents of the ballot box.

RULE 56. *Data from Minutes of Voting and Counting.*— The Head Revisor shall examine the Minutes of Voting and Counting, record the condition thereof and copy accurately the required data found therein in the appropriate spaces of the Revision Report.

RULE 57. *Data from the Election Returns.*— The Head Revisor shall also examine the Election Returns found inside the ballot box, record the condition thereof, and copy the required data as well as the votes of the parties appearing therein in the Revision Report.

RULE 58. *Rejected Ballots Classified at the Polling Place.*— The Head Revisor shall examine the envelope for Rejected Ballots, record the condition of the envelope and paper seal, and indicate the paper seal serial number. The Head Revisor shall proceed to count and record the total number of rejected

ballots and their serial numbers on the proper spaces of the Revision Report.

RULE 59. *Other Items Found Inside the Ballot Box.*— The Head Revisor shall also record the number of torn and/or unused ballots, including their serial numbers; indicate the presence or absence of the Initialization Report and Audit Log; and list all other items that may be found inside the ballot box.

RULE 60. *Physical Count of Valid Ballots.*— The Head Revisor shall count the valid ballots without regard to the votes obtained by the parties and record the total number on the space provided for in the Revision Report.

RULE 61. *Ballot ID Number.*— The Revision Team shall likewise check the Ballot ID Number and the Precinct Number indicated in each ballot to ensure that the ballots being recounted are the same ballots specifically assigned to the contested precinct.

In case any of the ballots does not pertain to the contested precinct, the Revision Supervisor shall suspend the revision of the subject ballot box and refer the matter to the Tribunal for appropriate action.

RULE 62. *Ballot Authentication.*— Prior to the actual recount of the votes of the parties, the Head Revisor, through the use of ultraviolet lamps or other mechanisms capable of detecting the presence of hidden security codes or marks, shall authenticate each and every ballot to ensure that the ballots are genuine.

In case any of the ballots is found to be spurious, the Revision Supervisor shall suspend the revision of the subject ballot box and refer the matter to the Tribunal for appropriate action.

RULE 63. *Ballots with Over Votes.*— The Head Revisor shall count the votes registered for Senators on each ballot. If

the candidates voted for exceed the number of those to be elected, the votes shall not be counted for the parties concerned and the ballot shall be classified under Ballots with Over Votes.

RULE 64. *Votes of the Parties.*— Upon prior determination that the ballots are genuine and pertain to the contested precinct, the Head Revisor shall count the votes registered for each party. Should there be more than two (2) parties, the votes shall be counted using a Tally Sheet.

In examining the shades or marks used to register votes, the Head Revisor shall bear in mind that the will of the voters reflected as votes in the ballots shall, as much as possible, be given effect. Any issue as to whether or not a certain mark or shade is considered a valid vote shall be resolved by the Revision Supervisor. Any objection to the ruling of the Revision Supervisor shall not suspend the revision of a particular ballot box. The ballot in question may be claimed or objected to, as the case may be, by the revisor of the party concerned.

RULE 65. *Segregation and Classification of Ballots.*— The Head Revisor shall classify the ballots into five (5) categories, namely:

- a. BALLOTS FOR PROTESTANT;
- b. BALLOTS FOR PROTESTEE(S);
- c. COMMON BALLOTS;
- d. BALLOTS FOR OTHERS; and
- e. BALLOTS WITH OVER VOTES.

RULE 66. *Viewing of Ballots by Party Revisors.*— The Head Revisor shall present the BALLOTS FOR PROTESTANT to Protestant's Revisor, and the BALLOTS FOR PROTESTEE to Protestee's Revisor, for viewing.

RULE 67. *Claims and Objections by Party Revisors.*— The Head Revisor shall then present the BALLOTS FOR

PROTESTANT to Protestee's Revisor, and the BALLOTS FOR PROTESTEE to Protestant's Revisor, for examination and segregation of ballots intended to be contested or claimed. Contested or claimed ballots shall be returned to the Head Revisor for marking of exhibit numbers.

RULE 68. *Claims on Ballots for Other Candidates.*— The Head Revisor shall present the BALLOTS FOR OTHERS to the Party Revisors who may register a claim thereon. Claimed ballots shall be returned to the Head Revisor for marking of exhibit numbers.

RULE 69. *Claims on Ballots with Over Votes.*— The BALLOTS WITH OVER VOTES shall be presented to the Party Revisors to determine if there are legal grounds to claim the votes registered on any or all of the ballots. Thereafter, the claimed ballots shall be returned to the Head Revisor for marking of exhibit numbers.

RULE 70. *Claims on Rejected Ballots.*— The REJECTED BALLOTS shall be presented to the Party Revisors to determine if there are legal grounds to claim the votes registered on any or all of the ballots. The claimed ballots shall be returned to the Head Revisor for marking of exhibit numbers.

RULE 71. *Marking of Exhibits.*— The contested and claimed ballots shall be marked separately and consecutively by the Head Revisor.

RULE 72. *Sealed Envelopes.*— The Head Revisor shall place inside properly labeled envelopes the: (a) CONTESTED VALID BALLOTS; (b) CLAIMED BALLOTS WITH OVER VOTES; (c) CLAIMED BALLOTS FOR OTHER CANDIDATES; (d) CLAIMED REJECTED BALLOTS; (e) UNCONTESTED VALID BALLOTS.

The UNCLAIMED REJECTED BALLOTS shall be placed inside the original COMELEC envelope.

Before the contested and claimed ballots are placed inside their respective envelopes, the Head Revisor shall direct the assigned Alternate Head Revisor to review the exhibit numbers indicated on each of the said ballots to ensure that the ballots are complete and the exhibit markings are accurate. The Alternate Head Revisor shall sign the page of the Revision Report containing the data on the number of contested and claimed ballots and exhibit numbers.

The envelopes shall then be sealed and all members of the Revision Team shall affix their respective signatures over their printed names on the flap of each sealed envelope. The assigned Alternate Head Revisor shall countersign the same.

RULE 73. *Inventory After Revision.*— To ensure that all envelopes and election documents are returned inside the ballot box after completion of the proceedings, the Head Revisor shall read out the label of the envelope and election documents being placed inside the ballot box as the assigned Alternate Head Revisor marks the Checklist accordingly. The Head Revisor shall sign the Checklist and the assigned Alternate Head Revisor shall countersign the same.

RULE 74. *Signatures of Team Members.*— The members of the Revision Team shall sign over their printed names on each page of the Revision Report. Revision Reports without the required signatures shall not be accepted by the Revision Appraiser. If, for any reason, a Party Revisor shall refuse to sign the Revision Report, such refusal shall be noted by the Head Revisor in the Comments and Observations portion of the Revision Report, stating the reason(s) therefor. Refusal of any Party Revisor to sign the Revision Report without justifiable reason(s) shall result in disqualification to participate in the succeeding proceedings.

RULE 75. *Annexes; Changes Therein.*— The original copies of the Annexes accomplished by the Party Revisors shall be attached to the Revision Report prepared by the Head Revisor.

After the Annexes have been submitted by the Party Revisors, no request for change of entries therein shall be entertained.

RULE 76. *No Recount, Review and Statement of Claims and Objections.*— After a particular phase or stage of the revision process had been completed, no request for recount, review, claims and/or objections to the ballots covered by the completed phase or stage of the revision process shall be allowed or entertained.

USE OF PICTURE IMAGE

RULE 77. *Decryption and Authentication of CF Card.*— The Tribunal shall request the Commission on Elections (COMELEC) to decrypt and authenticate the compact flash (CF) card of a contested precinct in any of the following instances:

- a. The ballot box and its contents cannot be retrieved;
- b. The Tribunal finds that the ballots inside the ballot box subject of revision are spurious or are not the same ballots specifically assigned to the contested precinct;
- c. The ballot box does not contain the ballots;
- d. The ballots are wet, damaged or in such a condition that subject ballots could not be revised;
- e. The ballot box contains ballots in excess of the number of voters who cast their votes;
- f. The use of picture images in lieu of the paper ballots was agreed upon by the parties during the preliminary conference; or
- g. Upon motion of any of the parties if the interest of justice so requires.

RULE 78. *Printing of Picture Images.*— Upon receipt from the COMELEC of the corresponding storage device containing

the decrypted images, the Tribunal shall order the printing of the picture images which shall be undertaken in the presence of party representatives who shall affix their signatures at the back portion of the printed picture images of the ballots.

RULE 79. *Revision of Printed Picture Images.*— In the foregoing instances, the Revision Team shall utilize the printed picture images of the ballots for revision purposes. Revision of the printed picture images shall follow the same procedure outlined for paper ballots.

RULE 80. *Storage Box.*— After completion of the revision proceedings, the envelopes containing the revised printed picture images shall be placed inside a custom-made container which shall be properly labeled with the precinct number, city/municipality, and province. It shall be sealed with masking tape on which all members of the Revision Team shall affix their respective signatures.

POST-REVISION PROCEDURE

RULE 81. *Appraisal of Revision Report.*— To safeguard the integrity of the ballot box and its contents, the Head Revisor shall padlock the ballot box in the presence of the Party Revisors before leaving the revision table. If the padlocks had been cut, an Alternate Head Revisor shall, in the meantime, take the place of the Head Revisor at the revision table. Bringing the padlock keys, the Head Revisor shall then submit the Revision Report with the Annexes to the Revision Appraiser.

The Revision Appraiser shall ensure the completeness of entries in the Revision Report and require the revision team members to supply any lacking data. After being satisfied of its completeness, the Revision Appraiser shall sign the Revision Report and return the same to the Head Revisor.

RULE 82. *New Security Seal.*— After the Revision Appraiser had signed the Revision Report, the Head Revisor

shall secure a new security seal from the Ballot Box Custodian and then return to the revision table. In the presence of the Party Revisors, the Head Revisor shall attach the new security seal to the ballot box and record its serial number on the Revision Report.

The Head Revisor shall then put a tape across the ballot box and write "REVISED" on the tape which shall be signed by all revision team members.

RULE 83. *No Re-opening of Ballot Box.*— After the ballot box had been closed and sealed after its revision, no re-opening thereof shall be allowed. Should the Head Revisor or the Party Supervisor determine a need to re-open the same, a request may be filed with the Revision Supervisor stating the reason therefor. The written application and the action taken thereon by the Revision Supervisor shall be attached to, and shall form part of the Revision Report.

RULE 84. *Submission of Revision Report; Return of Ballot Box.*— After the ballot box shall have been closed and sealed, the Head Revisor shall submit the Revision Report to the Revision Appraiser, surrender the ballot box to the Ballot Box Custodian, and sign the Ballot Box Monitoring Report.

RULE 85. *Revision Team Members to Stay.*— No revision team member shall be allowed to leave the revision area until after the Revision Report had been appraised, the ballot box sealed, the tape signed by all revision team members and the ballot box surrendered to the Ballot Box Custodian for safekeeping.

RULE 86. *Issuance of New Ballot Boxes.*— There shall be no cut-off time for the issuance of new ballot boxes for revision. Everybody is enjoined to maximize revision hours, which officially end at 4:30 p.m.

RULE 87. *Unfinished Ballot Boxes.*— Should the revision of a ballot box be not completed at the end of the session, all documents, including the Revision Report Form, and the old security seals shall be placed inside the ballot box. The ballot box shall be locked and sealed with masking tape which shall be signed by the revision team members. The Head Revisor shall put a masking tape across the ballot box and label it as "UNFINISHED". The Head Revisor shall then surrender the ballot box and the corresponding keys to the Ballot Box Custodian.

RULE 88. *Surrender of Forms and Supplies.*— At the end of the day, the Head Revisor shall surrender all supplies and unused forms to the assigned Tribunal personnel.

REPRODUCTION OF REVISION REPORTS

RULE 89. *Official Copies of Revision Reports.*— Upon prior request, official copies of the Revision Reports shall be furnished to the parties. The cost of reproduction shall be charged against their cash deposits.

Should the parties so desire, they may submit a written request to the Tribunal to install their own photocopying machine in the premises; *provided, however*, that the photocopying shall be undertaken by authorized Tribunal personnel and the corresponding electric consumption shall be charged to the party concerned.

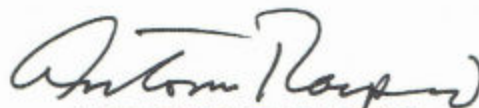
RULE 90. *Prohibition on Manual Copying.*— Manual copying of Revision Reports shall not be allowed to avoid disruption of the workflow of Tribunal personnel.

AMENDMENT AND EFFECTIVITY

RULE 91. *Amendment.*— These Rules may be amended at any time by the Tribunal.

RULE 92. Effectivity.— These Rules shall take effect immediately upon approval and shall remain in full force and effect unless amended, suspended or superseded by the Tribunal.

APPROVED: 28 November 2013.



ANTONIO T. CARPIO

Senior Associate Justice
Chairperson



TERESITA J. LEONARDO-DE CASTRO

Associate Justice
Member



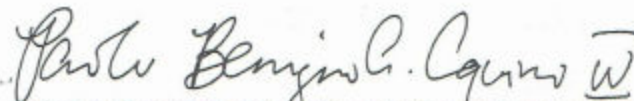
ARTURO D. BRION

Associate Justice
Member



JUAN EDGARDO "SONNY" M. ANGARA

Senator
Member



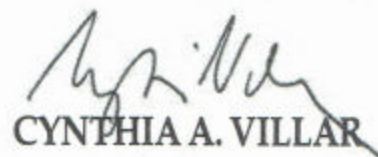
PAOLO BENIGNO "BAM" AQUINO IV

Senator
Member



COMPAÑERA PIA S. CAYETANO

Senator
Member



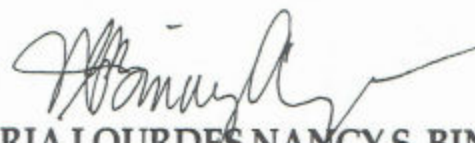
CYNTHIA A. VILLAR

Senator
Member



GREGORIO B. HONASAN II

Senator
Member



MARIA LOURDES NANCY S. BINAY

Senator
Member