

## **ORGANIZATION**

### **THE SECRETARIAT**

#### **Office of the Secretary**

The Office of the Secretary is responsible for receiving all pleadings and documents. It keeps a judicial docket; prepares the calendar of cases; certifies under the seal of the Tribunal all decisions, resolutions, orders and notices of the Tribunal; implements all decisions, resolutions, orders and processes issued by the Tribunal; keeps a judgment book; and keeps an account of the funds set aside for the expenses of the Tribunal as well as the funds received and disbursed relative to the cases.

The Office of the Secretary exercises oversight functions over the various Service Groups of the Administrative Staff, namely: Canvass Board Service, Legal Service, Information and Communication Systems and Judicial Records Management Service, Human Resources Management Service, Procurement and Property Management Service, Financial Management Service, and Accounting Service.

#### **Internal Audit Unit**

The Internal Audit Unit, created pursuant to Administrative Orders No. 278 dated 28 April 1992 and No. 70 dated 14 April 2003, issued by the Office of the President, is strategically placed under the Office of the Secretary. It is responsible for the conduct of comprehensive management and operations performance audit of various Tribunal activities to determine the degree of compliance with the Tribunal mandate, policies, government regulations, established objectives, systems and procedures, and contractual obligations.

Specifically, it is tasked to advise the Secretary of the Tribunal on all matters relating to management control and operations audit; review and appraise systems and procedures, organizational structure, assets management practices, financial and management records, reports and performance standards of the Tribunal; analyze and evaluate management deficiencies and assist top management by recommending realistic courses of action.

#### **Canvass Board Service**

The Canvass Board Service (CBS) is responsible for the collection, safekeeping and return of ballot boxes and election paraphernalia under protest. It conducts revision of ballots and election documents and tabulation of parties' votes.

After an election protest has been given due course and the Tribunal has issued the Precautionary Protection Order, the CBS prepares as many copies of the said Order as well as the corresponding envelopes, registry receipts, and registry return cards and mails them to the custodians of the contested ballot boxes and election documents. The Precautionary Protection Order is an order directing the respective custodians to preserve the integrity of all the contested ballot boxes and their keys, election documents, automated election system machines, electronic data storage devices, and other election materials under their custody.

As soon as the parties in an election protest designate their pilot precincts, the CBS starts preparations for the collection of the ballot boxes and election documents and

paraphernalia from the pilot precincts, to wit: prepares estimates of expenses for the collection of ballot boxes and election documents and secures the conformity of the party concerned; notifies the concerned Regional Election Directors, Provincial Election Supervisors, Election Officers and Municipal/City Treasurers of the collection schedule; prepares and serves request for security assistance from the Philippine National Police and Armed Forces of the Philippines; prepares itinerary of travel and mission orders; conducts the pre-collection briefing; and coordinates with representatives of the parties. Upon arrival of the ballot boxes and election documents, the CBS conducts the inventory and stores the collected ballot boxes and election documents in properly secured ballot box and election document storage rooms or warehouses.

For the revision proceedings, the CBS prepares the estimates of expenses for the revision of the ballots from the contested precincts and recommends that additional cash deposits be made by the parties, if needed; conducts the Head Revisors' training, including mock revision; conducts pre-revision conference with parties to discuss house rules; supervises the conduct of revision proceedings to ensure compliance with the rules and procedures; ensures completeness of the revision reports and takes charge of reproducing the same for use in the preliminary appreciation proceedings; prepares reports on status of revision proceedings and revision results, as well as recommendations relative thereto.

If the Tribunal orders the decryption and authentication of the Secure Digital (SD) cards of the contested precincts and the printing of the picture images of the ballots, the CBS conducts a ballot validation proceedings by verifying whether the images saved in the SD cards are the scanned images of the actual ballots that were fed into the automated election machine by means of barcode matching.

The CBS submits periodic reports on collection, revision and ballot validation for the information and appropriate action of the Tribunal. It undertakes the same activities for the collection and revision proceedings of the non-pilot precincts.

### **Legal Service**

The Legal Service is responsible for the conduct of evidentiary hearings and preliminary appreciation of ballots. It prepares draft resolutions and decisions for the consideration of the Tribunal. It likewise conducts legal research and prepares legal opinions on various matters referred to it.

It keeps the Tribunal abreast with Supreme Court decisions on election cases and ensures that these decisions are compiled for future references. It identifies and prepares case digests of relevant election cases to support the preparation of resolutions or decisions. It maintains the Tribunal Library and maintains an efficient library management system.

It ensures a systematic, efficient, and effective service of Tribunal processes and provides transcription of stenographic notes during the reception of evidence and meetings of the Tribunal.

Aside from the conduct of preliminary appreciation proceedings, it assists the Tribunal in the conduct of its own appreciation proceedings of the contested ballots and election documents. If so required by the allegations contained in the protest, it verifies whether the votes on the actual ballot match those which have been scanned and counted by the automated election machine thru the process called vote matching. It submits periodic reports on preliminary appreciation, vote matching, and reception of evidence for the information and appropriate action of the Tribunal.

## **Information and Communication Systems and Judicial Records Management Service**

The Information and Communication Systems and Judicial Records Management Service (ICSJRMS) provides services such as systems analysis, planning, design, development, integration and documentation. It formulates the Information and Communication Technology (ICT) program management strategy to ensure an effective and efficient development, implementation and monitoring of all computerization, automation, and information technology projects and programs. It ensures efficient and effective operations of existing applications systems, computer hardware and software and conducts periodic assessment for possible improvements.

The ICSJRMS develops information systems to aid in the revision, appreciation and ballot validation proceedings for the speedy disposition of election protests. It supervises the decryption and authentication of the SD cards of the contested precincts and the printing of the picture images of the ballots. It provides support to the data processing requirements of all Tribunal Service Groups as well as technical advice to users on computer-related matters.

It establishes and maintains a judicial records management system. It develops a system for entering pleadings, papers, and related documents in the docket; undertakes the digitization of Rollo and the maintenance of computerized Rollo indexing system. It is responsible for the receipt and routing of all incoming communications and the release of outgoing communications, including the Tribunal's mailing and delivery requirements.

As the custodian of Tribunal records and documents, it develops a computerized records management system and ensures that a centralized back-up storage system is maintained.

## **Human Resources Management Service**

The Human Resources Management Service is responsible for the overall development, provision and implementation of Human Resources (HR) services, policies and programs, particularly in the four pillars of the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM): 1) Recruitment, Selection and Placement System; 2) Learning and Development; 3) Performance Management; and 4) Rewards and Recognition. It ensures compliance with Civil Service rules and regulations, and other government issuances and directives on human resource management.

It provides HR management systems and programs on other key areas which include Qualification Standards, Career Management (Merit Promotion/Career Pathing/Succession Planning/Pre-Retirement), Compensation and Benefits, Health and Wellness, Personnel Relations, Employee Discipline, and HR Records Management.

## **Procurement and Property Management Service**

The Procurement and Property Management Service has broad responsibilities, which it efficiently discharges, through its three (3) sections: namely: 1) Procurement Section, 2) Property and Supply Management Section, and, 3) Maintenance and General Services Section.

The Procurement Section is responsible for the preparation of the annual procurement program of supplies, materials and equipment as well as its procurement in accordance

with the existing government policies. It assists the Bids and Awards Committee (BAC) during its meetings by coordinating with its members, preparing summaries of abstracts of bids for the Committee's consideration, and securing various documents from suppliers. It records the BAC proceedings and prepares the minutes of the meetings. On the basis of the BAC's awards, it prepares, processes, and serves approved purchase orders.

The Property and Supply Management Section handles the receipt, storage, issuance, control and utilization of supplies, materials and equipment. It is responsible for inventory taking and inventory management. It recommends the disposal of unserviceable property and the specific modes of disposition in order to achieve the manner of disposal most advantageous to the government.

The Maintenance and General Services Section is responsible in the maintenance of all physical facilities of the Tribunal, which include the building and grounds, electrical and electromechanical equipment, vehicles, and telecommunications systems. It provides chauffeur services and repair service for office equipment. It has general supervision over the janitorial and security service providers.

### **Financial Management Service**

The Financial Management Service (FMS) is responsible for budget preparation, execution and control. It prepares the Tribunal financial plan and monitors office actual disbursements vis-a-vis the plan. It regularly analyzes the budget and the cash requirements of the Tribunal to ensure that budget is available to meet operational needs. It prepares and submits all reports on financial/budget execution and accountability.

The FMS ensures that expenditures are within allotted budget. Charges against the Fiduciary Funds or deposits made by parties to electoral contests are also controlled to make certain that disbursements do not exceed the deposits. After ensuring the completeness and legality of supporting documents of proposed disbursements, it prepares the disbursement vouchers for all types of Tribunal expenses.

The FMS maintains records and reports of all transactions and disbursements. It facilitates the payment of salaries and benefits of the Tribunal employees, including revision, preliminary appreciation and other personnel involved in the adjudication of electoral protests. It also prepares checks and corresponding bank advice for all approved vouchers. It likewise ensures the timely payment of the Tribunal's various obligations.

### **Accounting Service**

The Accounting Service is responsible for the processing of all disbursements and the liquidation documents of cash advances in compliance with existing accounting and auditing rules and regulations. It records all financial transactions of the Tribunal and maintains a complete set of book of accounts of the Tribunal. It prepares and submits the periodic financial statements required by law.

The Accounting Service maintains an accurate count of the Tribunal's property, plant and equipment, as well as semi-expendable property and supplies. It likewise performs pre-audit functions such as certification of the correctness, completeness of supporting documents of all transactions involving the utilization of government and fiduciary funds. It issues certifications as to availability of funds for the expenditures that are to be incurred.