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Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

21 FEBRUARY 2022

DIVISION MEMORANDUM  
No. 110. s. 2022

**GRANT OF CONTINUING AUTHORITY FROM COMELEC TO APPOINT, HIRE NEW EMPLOYEES, AND TRANSFER OR DETAIL OF DEPED PERSONNEL DURING THE ELECTION PERIOD OF THE 2022 NATIONAL AND LOCAL ELECTIONS**

To: OIC - Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. This office informs the field of the relevant DepEd Order No. 005, s. 2022 entitled "*Grant of Continuing Authority from Comelec to Appoint, Hire New Employees, and Transfer or Detail of Deped Personnel during the Election Period of the 2022 National and Local Elections*".
2. Enclosed with this is the copy of the said DepEd Order for your reference.
3. For more information, please contact:

**Bureau of Human Resource and Organization Development-Personnel Division**

At DepEd Central Office, Meralco Avenue, Pasig City

or through e-mail at [bhrod.pd@deped.gov.ph](mailto:bhrod.pd@deped.gov.ph)

or at telephone number (02) 8633-9345 / (02) 8636-6546 / (02) 8633-6682

4. Immediate dissemination of this memorandum is desired.

**GERLIE M. ILAGAN, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



[tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph)



<https://depedtayabas.com/>



Republic of the Philippines  
Department of Education

Schools Division Office - Marikina City  
RECORDS SECTION

RECEIVED

BY: *Rosanna V.*  
DATE: *02/18/22* Time: *8:25*  
Control No. *021822-006*

17 FEB 2022

DepEd MEMORANDUM

No. **005**, s. 2022

**GRANT OF CONTINUING AUTHORITY FROM COMELEC TO APPOINT, HIRE NEW EMPLOYEES, AND TRANSFER OR DETAIL OF DEPED PERSONNEL DURING THE ELECTION PERIOD OF THE 2022 NATIONAL AND LOCAL ELECTIONS**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. For the information and guidance of all concerned, enclosed is a copy of Document No. 22-0010 from the Commission on Elections (COMELEC) Law Department, January 3, 2022, which contains the approved recommendation on the request for the **Grant of Continuing Authority from COMELEC to Appoint, Hire New Employees, and Transfer or Detail of Department of Education (DepEd) Personnel during the Election Period of the 2022 National and Local Elections.**

2. Please take note that the approval of the grant of continuing authority is subject to the five conditions set forth by the COMELEC, including:

- a. That this authorization shall be limited to orders to appoint, hire new employees, and transfer or detail of DepEd officers and employees, **signed and issued by Secretary Leonor M. Briones**;
- b. That the said appointment, hiring and transfer or detail is essential to the proper functioning of the office and shall not in any manner influence the conduct of the May 9, 2022 National and Local Elections;
- c. That the same shall not involve promotion or the giving of any increase of salary or remuneration or privilege which is strictly prohibited during the 45-day period before the May 9, 2022 Elections, without any exception whatsoever;
- d. That the authorization shall be prospective in application and without prejudice to the applicable Civil Service Law, rules and regulations on personnel actions/movements; and
- e. That the proper notices prescribed and required under Section 29 (d), of COMELEC Resolution No. 10742 shall be promptly sent to the Commission through its Law Department.

3. The grant of continuing authority shall apply to appointment, hiring and transfer or detail of personnel in all levels of governance in the Department.



**SECTION 2. Definition of Terms. – As used in this Resolution:**

- a. ***Appointment*** is the selection, by the authority vested with the power, of an individual who is to exercise the functions of a given office. When completed, usually with its confirmation, the appointment results in security of tenure for the person chosen unless he is replaceable at pleasure because of the nature of his office.
- b. ***Designation*** connotes merely the imposition by law of additional duties of an incumbent official. It is considered only an acting or temporary appointment, which does not confer security of tenure on the person named.
- c. ***Detail*** is the movement of an employee from one department or agency which is temporary in nature, which does not involve a reduction in rank, status or salary and does not require the issuance of another appointment. It shall be allowed only for a limited period in the case of employees occupying professional, technical and scientific position.
- d. ***Giving of remuneration or privilege*** shall include giving of bonuses, other than the mandated 13<sup>th</sup> month pay and cash gift for government employees, incentives, Representation and Transportation Allowance (RATA) or other form of allowances regularly received, on top of their usual benefits and privileges.
- e. ***Increase of salary*** shall include adjustments in salaries as a result of increase in pay levels or upgrading of positions which do not involve a change in qualification requirements and do not require the issuance of a new appointment.
- f. ***Promotion*** is the advancement of an employee from one position to another with an increase in duties and responsibilities as authorized by law, and usually accompanied by an increase in salary. Promotion may be from one department or agency to another or from one organizational unit to another in the same agency.
- g. ***Reassignment*** is the movement of an employee from one organizational unit to another in the same department or agency which does not involve a reduction in rank, status or salary and does not require the issuance of an appointment.

4. In relation to the foregoing, the signing authorities on appointment, hiring and transfer or detail as per Section IV. A and B of DepEd Order (DO) No. 008, s. 2021, otherwise known as the **Revised Signing Authorities for Administrative and Financial Matters in the Department of Education** are temporarily suspended during the election period. All appointments, hiring and transfer or detail shall be submitted to the Office of the Secretary through the Office of the Undersecretary for Human Resource and Organizational Development.

5. For more information, please contact the **Bureau of Human Resource and Organization Development-Personnel Division**, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [bhrod.pd@deped.gov.ph](mailto:bhrod.pd@deped.gov.ph) or through telephone numbers (02) 8633-9345, (02) 8636-6546, and (02) 8633-6682.

6. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encls.:  
As stated



Reference:  
DepEd Order (No. 008, s. 2021)

To be indicated in the Perpetual Index  
under the following subjects:

AUTHORITY  
BUREAUS AND OFFICES  
ELECTION  
EMPLOYEES  
HIRING  
OFFICIALS  
RULES AND REGULATIONS  
TRANSFER



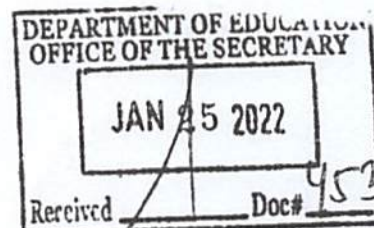
Republic of the Philippines  
**COMMISSION ON ELECTIONS**  
Intramuros, Manila

DOCUMENT NO. 22 - 0010  
(LAW 21-10514)

**Law Department**

**RECOMMENDATION ON THE REQUEST FOR  
THE GRANTING OF CONTINUING AUTHORITY  
TO APPOINT, HIRE NEW EMPLOYEES, AND  
TRANSFER OR DETAIL OF PERSONNEL IN THE  
DEPARTMENT OF EDUCATION (DepEd)  
DURING THE ELECTION PERIOD OF THE 2022  
NATIONAL AND LOCAL ELECTIONS**

X -----X



**NOTICE**

**SEC. LEONOR MAGTOLIS BRIONES**

Department of Education  
DepEd Complex, Meralco Ave.  
Pasig City 1600

**GREETINGS:**

For your information and guidance, attached is a copy of the approval from the Office of the Chairman, this Commission in the above-entitled matter.

Thank you very much.

January 03, 2022

*Maria Norina S. Tangaro-Casinal*  
**ATTY. MARIA NORINA S. TANGARO-CASINAL**  
Director IV

Encl.: a/s





Republic of the Philippines  
**COMMISSION ON ELECTIONS**  
Manila

**LAW DEPARTMENT**

MEMORANDUM No. 21-7634  
(LA-W-21-10514)

FOR : SHERIFF M. ABAS  
Chairman

SUBJECT : RECOMMENDATION ON THE REQUEST FOR  
THE GRANTING OF CONTINUING  
AUTHORITY TO APPOINT, HIRE NEW  
EMPLOYEES, AND TRANSFER OR DETAIL OF  
PERSONNEL IN THE DEPARTMENT OF  
EDUCATION (DepEd) DURING THE ELECTION  
PERIOD OF THE 2022 NATIONAL AND LOCAL  
ELECTIONS

DATE : DECEMBER 23, 2022

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This has reference to the attached October 25, 2021 letter of Sec. Leonor Magtolis Briones of the Department of Education (DepEd), which was received by this Department on November 17, 2021, seeking for continuing authority to appoint, and hire new employees from March 25, 2022 to May 8, 2022, and to transfer/detail DepEd employees from January 9, 2022 to June 8, 2022. Pertinent portion of the letter reads:

"This has reference to the prohibitions stated in COMELEC Resolution No. 10695, titled "In the Matter of Prescribing The Calendar of Activities and Periods of Certain Prohibited Acts in Connection with the May 09, 2022 National and Local Elections," in accordance with the Omnibus Election Code. Specifically, the Department of Education would like to request a blanket exemption on the following prohibited activities as stated in the aforementioned COMELEC Resolution:

*R*

1. Transfer of movement of officers and employees in the Civil Service (Article 261 (h) of the Omnibus Election Code) during the Election Period from January 09, 2022 to June 08, 2022; and
2. Appointment or hiring of new employees, creation or filling up of new positions; promotion or giving of salary increases, remuneration or privileges (Section 261 (g) of the Omnibus Election Code during the Campaign Period from March 25, 2022 to May 08, 2022.

The Department of Education (DepEd) humbly posits that this is again possible similar to the blanket authority you have given to the undersigned last 2019 National and Local Elections. We have stated that the Omnibus Election Code specifically provides for an exemption wherein a new employee may be appointed during the election ban. These are 1) in case of urgent need, and 2) that the notice of the appointment shall be given to the Commission within three days from the date of the appointment. Since the hiring of teachers is one of the priority projects of the current administration to address its urgent need in the K to 12 program, and the fact that there is available budget for such teacher items, DepEd appeals for its exclusion from the hiring ban."

In addition to the President of the Philippines, the Supreme Court of the Philippines, Court of Appeals, Sandiganbayan, Court of Tax Appeals and other lower courts, including the Senate and Presidential Electoral Tribunals, other agencies of the government may be granted continuing authority to appoint or hire new employees from **March 25, 2022 until May 8, 2022**, and to transfer or detail their officers and employees from **January 9, 2022 to June 8, 2022**, in view of the nature of their functions under Sections 28 and 29 of Resolution No. 10742.<sup>1</sup>

Upon evaluation, we find the letter-request of Sec. Briones, in compliance with the aforementioned Resolution and justified in view of the nature of their functions.

However, the request for promotion, grant of salary increase and/ or privileges in favor of DepEd personnel may not be granted as the same are strictly prohibited from **March 25, 2022 until May 8, 2022** under Section 9 of Resolution No. 10742.

**IN LIGHT OF THE FOREGOING**, this Department **RECOMMENDS** the **APPROVAL** of the request of Sec. Briones, insofar as the continuing

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<sup>1</sup> In the Matter of the Enforcement of the Prohibition Against Appointment or Hiring of New Employees; Creation or Filling Up of New Positions; Giving Salary Increases; Transfer or Detail of Civil Service Employees; and Suspension of Elective Local Officials; and Filing of Leave of Absences of Local Treasurers in connection with the May 09, 2022 National and Local Elections, 16 December 2021.

authority to appoint, hire new employees, transfer or detail whatever of any officers and employees of the DepEd is concerned, provided:

1. That this authorization shall be limited to orders to appoint, hire new employees, and to transfer or detail whatever of DepEd officers and employees, signed and issued by Sec. Briones;
2. That the said appointment, hiring, and transfer or detail is essential to the proper functioning of the office and shall not in any manner influence the conduct of the May 9, 2022 National and Local Elections;
3. That the same shall not involve promotion or the giving of any increase of salary or remuneration or privilege which is strictly prohibited during the forty-five (45) day period before the May 9, 2022 Elections, without any exception whatsoever;
4. That this authorization shall be prospective in application and without prejudice to the applicable Civil Service Law, rules and regulations on personnel actions/movements; and
5. That the proper notices prescribed and required under Section 29 (d), of Resolution No. 10742 shall be promptly sent to this Commission through this Department.

Respectfully submitted for Your Honor's consideration.

  
Atty. MARIA NORINA S. TANGARO-CASINGAL  
Director IV 

By virtue of the authority granted upon me under COMELEC Resolution No. 10742, promulgated on 16 December 2022, the recommendation of the Law Department is hereby **APPROVED**.

For the Commission:

  
SHERIFF M. ABAS  
Chairman





Republic of the Philippines  
**COMMISSION ON ELECTIONS**  
Intramuros, Manila

IN THE MATTER OF THE  
ENFORCEMENT OF THE  
PROHIBITION AGAINST  
APPOINTMENT OR HIRING OF  
NEW EMPLOYEES; CREATION  
OR FILLING UP OF NEW  
POSITIONS; GIVING SALARY  
INCREASES; TRANSFER OR  
DETAIL OF CIVIL SERVICE  
EMPLOYEES; SUSPENSION OF  
ELECTIVE LOCAL OFFICIALS;  
AND FILING OF LEAVE OF  
ABSENCES OF LOCAL  
TREASURERS IN CONNECTION  
WITH THE MAY 09, 2022  
NATIONAL AND LOCAL  
ELECTIONS

ABAS, S. M.,  
GUANZON, M.R.A.V.,  
INTING, S. B.,  
CASQUEJO, M. S.,  
KHO, A., Jr. T.,  
FEROLINO, A. P.,

Chairman  
Commissioner  
Commissioner  
Commissioner  
Commissioner

X-----X

Promulgated: December 16, 2021

A handwritten signature in dark ink, appearing to read "Elmo T. Abas", is written over the date of promulgation.

RESOLUTION NO. **10742**

The Commission on Elections, pursuant to the powers vested in it by the Constitution, the Omnibus Election Code, and other election laws, RESOLVES, as it hereby RESOLVED to promulgate the following rules to implement the provisions of Section 261 subsections (g), (h) and (x) of the Omnibus Election Code:

**GENERAL PROVISIONS AND DEFINITION OF TERMS**

**SEC. 261. Prohibited Acts.** - The following shall be guilty of an election offense:

xxx

xxx

xxx

(g) *Appointment of new employees, creation of new position, promotion, or giving salary increases.* - During the period of forty-five (45) days before a regular election and thirty (30) days before a special election, (1) any head, official or appointing officer of a government office, agency or instrumentality, whether national or local, including government-owned or -controlled corporations, who appoints or hires any new employee, whether provisional, temporary or casual, or creates and fills any new position, except upon prior authority of the Commission. The Commission shall not grant the authority sought unless, it is satisfied that the position to be filled is essential to the proper functioning of the office or agency concerned, and that the position shall not be filled in a manner that may influence the election.

As an exception to the foregoing provisions, a new employee may be appointed in case of urgent need: Provided, however, That notice of the appointment shall be given to the Commission within three (3) days from the date of the appointment. Any appointment or hiring in violation of this provision shall be null and void.

(2) Any government official who promotes, or gives any increase of salary or remuneration or privilege to any government official or employee, including those in government-owned or controlled corporations.

(h) *Transfer of officers and employees in the civil service.* - Any public official who makes or causes any transfer or detail whatever of any officer or employee in the civil service including public school teachers, within the election period except upon prior approval of the Commission.

xxx

xxx

xxx

(x) *Suspension of elective provincial, city, municipal or barangay officer.* - The provisions of law to the contrary notwithstanding; during the election period, any public official who suspends, without prior approval of the Commission, any elective provincial, city, municipal or barangay officer, unless said suspension will be for purposes of applying the "Anti-Graft and Corrupt Practices Act" in relation to the suspension and removal of elective officials; in which

- h. ***Suspension*** is the temporary forced removal from the exercise of the office. It shall include both suspension as a penalty and preventive suspension.
  - i. ***Transfer*** is a movement from one position to another which is of equivalent rank, level or salary without break in service involving the issuance of an appointment. The transfer may be from one department or agency to another or from one organizational unit to another in the same department or agency. This shall also include movement consequent to an order for the return/recall of the detailed/assigned/reassigned personnel to the original or previous place of assignment within the period of prohibition.
- APPOINTMENT OF NEW EMPLOYEES, CREATION OF NEW POSITION, PROMOTION, OR GIVING SALARY INCREASES***

***SECTION 3. Prohibited Acts and Period of Prohibition. -***  
From March 25, 2022, Friday until May 08, 2022, Sunday:

- a. No head or appointing officer of any national or local government office, agency or instrumentality, including government-owned or -controlled corporations, shall, except upon prior authority of the Commission:
  - i. Appoint or hire any new employee in the civil service, whether permanent, provisional, temporary, substitute or casual. The appointment referred herein shall not include designation.
  - ii. Create and fill any new position.
- b. No government official shall promote or give any increase of salary or remuneration or privilege to any government official or employee, including those in government-owned or -controlled corporations.

***SECTION 4. Designation not included. -*** The appointment referred herein shall not include designation as defined in Section 2 (b) hereof. Thus, designation of an incumbent official or employee in a committee or office which involves merely the imposition of additional duties is not included in the prohibition.

***SECTION 5. Request for Authority to Appoint or Hire New Employees; Where and How to File. -***

- a. Requests for authority to appoint or hire new employees shall be:



- i. in writing;
  - ii. stating all information pertinent to the appointment or hiring (i.e. name of appointee, position, salary grade, name of appointing authority, etc.) and the reasons for the same;
- b. Said request shall be filed with:
  - i. the **Law Department** - when the request is for authority to appoint or hire new employees in the central or main office of national government agencies and government-owned or -controlled corporations.
  - ii. the **Office of the Regional Election Director** - when the request is for authority to appoint or hire new employees in the field or local offices of government agencies and government-owned or -controlled corporations in the region where the vacancy exists.
- c. The request shall be filed with the pertinent Department/Office in the following manner:
  - i. A digital/scanned copy of the request shall be submitted through e-mail to:
    - i. [law@comelec.gov.ph](mailto:law@comelec.gov.ph) for the Law Department; and
    - ii. the e-mail address of the concerned Office of the Regional Election Director which may be found in this Commission's official website at [www.comelec.gov.ph](http://www.comelec.gov.ph).

The attachments of the request, if any, such as the list of the names of the personnel to be appointed, hired, transferred, detailed or suspended, in MS Word and/or PDF Format, must be e-mailed together with the signed request.

- ii. On the same day of filing through e-mail, the hard copy of the request, including its attachments, if any, shall be sent by registered mail or recognized courier service to the Law Department or Office of the Regional Election Director.

In case there is a variance between the attachments sent through e-mail in Word and/or PDF file, and the hard copy, the former shall prevail.

A sample copy of the application for request for exemption from the

***SECTION 6. Request for Authority to Create and Fill New Positions; Where and How to File. -***

- a. Requests for authority to create and fill new positions shall be submitted in writing to the Law Department of the Commission.
- b. The Commission shall not grant the authority unless it is satisfied that the position to be created and filled is essential to the proper functioning of the office or agency concerned and that the filling up of such position shall not in any manner influence the results of the election.

A sample copy of the application for request for exemption from the ban on creation and filling of new positions is hereto attached as *Annex "B"*.

***SECTION 7. When Request of Authority is Not Necessary. -*** No prior written authority from this Commission shall be needed for the hiring or appointment of workers under Contract of Service and Job Order whose services are neither covered by Civil Service law, rules, and regulations nor considered as government service.

Renewal of appointments of temporary, casual, substitute and contractual personnel are likewise not covered by this prohibition and will no longer require prior authority of the Commission.

However, the appointing authority shall furnish the Commission, through the Law Department for positions in the central or main offices, and through the Office of the Regional Election Director concerned for positions in the field offices, a complete list of workers appointed/hired by virtue of a Contract of Service or Job Order and employees whose appointments were renewed, indicating their positions, item numbers, salary grade and station, if applicable.

***SECTION 8. Urgent Need to Appoint or Hire New Employees. -***

- a. Where there is urgent need to appoint or hire new employees and such employees have already been appointed or hired without prior authority of the Commission, the requesting office or agency shall notify the Commission in writing, within three (3) days from the date of the appointment or hiring, stating therein:

- i. the exact date when the position became vacant;

- iii. the reason for the urgency of appointment or hiring; and
  - iv. all the necessary data or information regarding the same.
- b. Notice shall be made through the Law Department in case the position is in the central or main office, or through the Office of the Regional Election Director concerned in case of positions in the field offices.
- c. The appointment or hiring of new employees shall be valid, unless the same is found by the Commission:
  - i. to have been made to influence, in any manner, the results of the election;
  - ii. to have been issued without the required notice; or
  - iii. that there is no urgent need for the appointment or hiring.
- d. The need to fill up a vacant position with a new employee may be considered "urgent" if:
  - i. the position is essential to the proper functioning of the office or agency concerned;
  - ii. the position has been vacated by death, retirement, resignation, promotion or transfer of the regular incumbent;
  - iii. the appointment is issued within sixty (60) days from the occurrence of the vacancy;
  - iv. the vacancy cannot be filled by promotion or transfer of insiders within the same period; and
  - v. the position shall not be filled in any manner that may influence the election.
- e. Appointment to a position which has been vacant for more than sixty (60) days shall not be considered urgent and must, therefore, require prior written authority from the Commission, through the Law Department or the Office of the Regional Election Director concerned.

**SECTION 9. Total Ban on Promotion, Salary Increases, Grant of Privileges.** - The promotion or giving of increase of salary or remuneration or privilege to any government official or employee including those in government-owned or -controlled corporations, shall be strictly prohibited from March 25, 2022, Friday until May 08, 2022, Sunday.

**SECTION 10. Injunction.** - The Civil Service Commission (CSC), including all its field offices is hereby enjoined not to approve the



Commission or its regional offices is presented by the appointing authority concerned or proof that the required notice within the 3-day reglementary period as provided in Section 8 (a) hereof has been complied with.

The Department of Budget and Management (DBM) and the Commission on Audit (COA), including all their field offices, shall not release or authorize the release of any appropriation, or pass in audit, payments or expenditures of public funds that may be directly used in violation of the foregoing prohibition.

All field offices of the CSC are directed to submit immediately to the Commission through the Law Department a written report on any violation of said provisions of the Omnibus Election Code through electronic mail (e-mail) at law@comelec.gov.ph.

## **TRANSFER OF OFFICERS AND EMPLOYEES IN THE CIVIL SERVICE**

**SECTION 11. Prohibited Act and Period of Prohibition. -** From January 09, 2022, Sunday to June 08, 2022, Wednesday, no public official shall, except upon prior written approval of the Commission, make or cause any transfer or detail whatsoever of any officer or employee in the civil service, including public school teachers.

The phrase "transfer or detail" shall be construed in general terms. Any movement of personnel from one station to another, whether or not in the same office or agency, during the election is covered by the prohibition.

Transfer incidental to promotion, as well as that incidental to appointment, is within the purview of the prohibition against transfer during the election period.

The ban shall likewise include any movement consequent to an order for the return/recall of the detailed/assigned/reassigned personnel to the original or previous place of assignment within the period of prohibition.

**SECTION 12. Request for Approval of the Commission on Transfer or Detail. -** Requests for approval to make or cause any transfer or detail shall be:

- a. in writing;

- b. indicating the (1) office and place to which the officer or employee is proposed to be transferred or detailed or otherwise moved;
- c. stating the reasons therefor;

**SECTION 13. *Filing of Requests with the Law Department.*** - Requests for approval to make or cause any transfer or detail of any officer or employee in the civil service shall be filed with the Law Department, when:

- a. The official station is in the central/main offices of national agencies and government-owned or controlled corporations;
- b. The requests for transfer or detail involve Provincial, City/Municipal Treasurers and Schools Division Superintendents and Assistant Superintendents;
- c. The transfer or detail is inter-regional.

The Request for Approval shall be sent through e-mail to law@comelec.gov.ph and registered mail/recognized courier service, in the manner provided for under Section 5(c) hereof.

**SECTION 14. *Filing of Requests with the Office of the Regional Election Director.*** - Requests for approval to make or cause any transfer or detail of any officer or employee in the civil service shall be filed with the Office of the Regional Election Director where the employee/s sought to be transferred or detailed is stationed, when:

- a. It involves government officers or employees with official stations in the field offices including the National Capital Region;
- b. All other officers and employees not covered under Section 8 hereof.

The Request for Approval shall be sent through the e-mail of the concerned Office of the Regional Election Director which may be found in this Commission's official website at www.comelec.gov.ph. and registered mail/recognized courier service, in the manner provided for under Section 5(c) hereof.

A sample copy of the application for request for exemption from the ban on transfer is hereto attached as *Annex "C"*.

## **SUSPENSION OF ELECTIVE PROVINCIAL, CITY, MUNICIPAL OR BARANGAY OFFICER**

**SECTION 15. *Prohibited Acts.*** - From January 09, 2022, Sunday to June 08, 2022, Wednesday, the provisions of law to the contrary notwithstanding, no public official shall, except upon prior written approval of the Commission, suspend any elective provincial, city, municipal or barangay officer.

Consistent with Section 2 (h) hereof, the ban shall include preventive suspension or suspension imposed as a penalty.

No prior approval is required if the suspension will be for purposes of applying the *Anti-Graft and Corrupt Practices Act* in relation to the suspension and removal of elective officials.

**SECTION 16. *Request for Authority of the Commission to Suspend Any Elective Provincial, City, Municipal or Barangay Officer, Unless Suspension will be for Purposes of Applying the Anti-Graft and Corrupt Practices Act: Where and How to File.*** - Requests for authority to suspend an elective provincial, city, municipal or barangay officer shall be submitted to the Law Department of the Commission, supported by:

- a. a certified true copy of the formal complaint executed under oath and containing the specific charges or in the absence thereof, a Certification from the requesting agency or local government unit stating that the agency or local government unit that promulgated the decision or resolution did not furnish them a copy of the said formal complaint; and
- b. a certified true copy of the Decision or Resolution suspending the concerned elective local official.

The Request for Authority to Suspend Any Elective Provincial, City, Municipal or Barangay Officer shall be sent through e-mail to law@comelec.gov.ph and registered mail/recognized courier service, in the manner provided for under Section 5(c) hereof.

A sample copy of the request is hereto attached as *Annex "D"*.

**SECTION 17. *When Request for Authority is Not Necessary.*** - Request for authority to suspend elective local officials shall not be necessary:

- a. If the offense involved is punishable under the *Anti-Graft and*



- b. For those that were already implemented before the start of the election period but is continuously served during or even after the expiration of the election period.

**SECTION 18. *Effect of the Onset of the Election Period.*** - The onset of the election period will not have the effect of lifting any suspension, imposed as a penalty or preventive suspension, that is already being served.

**SECTION 19. *Dismissal from the Service, Not Included in the Prohibition.*** - Dismissal from the service, recall and removal of elective local officials is not included in the prohibition under paragraph (x), Section 261 of the Omnibus Election Code.

#### **LEAVE OF ABSENCE OF PROVINCIAL, CITY OR MUNICIPAL TREASURER**

**SECTION 20. *Leave of Absence of Provincial, City or Municipal Treasurer.*** - In view of the important role of provincial, city and municipal treasurers, the Department of Finance (DOF) is deputed to ensure that all provincial, city, and municipal treasurers remain in their present assignments and neither transferred/detailed, reassigned, whether temporarily or permanently, to another province, city or municipality, except upon prior written authority of the Commission, nor allowed to go on leave of absence from office during the period starting two weeks before and two weeks after Election Day, except upon prior written approval of the Commission. The DOF shall also ensure that no temporary or casual employee is designated as Acting Treasurer of the Office of the Treasurer.

**SECTION 21. *Request for Approval of Leave of Absence of Provincial, City or Municipal Treasurer.*** - Requests for approval of leaves of absence of provincial, city or municipal treasurers within the period of two (2) weeks before and two (2) weeks after Election Day shall be coursed through the appropriate Regional Office of the Bureau of Local Government Finance (BLGF) of the DOF, having supervision and control over local offices of treasurers, stating the purpose of the leave.

The Regional BLGF Office shall then request for a prior written approval by the Commission for the leave of absence of the requesting treasurer.

**SECTION 22. *Where to File.*** - The Regional BLGF shall file the request for approval of leave of absence with the appropriate Office of the Regional Election Director of the Commission. The Regional Election Director shall approve or disapprove the same, subject to the following conditions:

- a. that a personnel in an acting capacity is designated in the office of the treasurer whose leave of absence is being requested for approval during the period of absence so as not to disrupt or impede the proper functioning of the office;
- b. that an approval is prospective in application and without prejudice to the applicable Civil Service Law, rules and regulations on personnel action/movements; and
- c. that the leave of absence of the treasurer and the designation of an acting treasurer are not made to influence the election.

The Office of Regional Election Director concerned shall make a **weekly report** to be submitted to the Law Department via e-mail at law@comelec.gov.ph on actions taken on all applications for approval of leave of absence received. The hard copy of the report shall also be sent through registered mail/recognized courier service.

A sample copy of the weekly report is hereto attached as *Annex "E"*.

### ***AUTHORITY OF THE CHAIRMAN TO APPROVE/DISAPPROVE REQUESTS AND THE PROCEDURE ON THE REQUEST***

**SECTION 23. *Authority of the Chairman to Approve/Disapprove Recommendations from the Law Department.*** - The Chairman of the Commission is authorized to approve/disapprove recommendations of the Law Department on requests for exemption from the coverage of the ban involved in this Resolution, except those the Regional Election Directors are authorized to act upon, subject to reportorial requirements.

**SECTION 24. *Requests for Authority Submitted to the Law Department.*** - The Law Department shall prepare its recommendation on all requests received by it and submit to the Chairman for approval or disapproval.

**SECTION 25. *Requests for Authority Submitted to the Office of the Regional Election Director.*** - The Offices of the Regional Election Director shall approve or disapprove all requests received by them and submit a

Department, at the end of every week, via e-mail to law@comelec.gov.ph. The hard copy of the report shall also be sent through registered mail/recognized courier service.

A sample copy of the Regional Report is hereto attached as *Annex "F"*.

**SECTION 26. *Report of the Law Department on All Actions on Requests for Exemption to the Commission En Banc.*** - At the end of the election period, the Law Department shall make a Report of all the actions taken on the requests for exemption from the coverage of the ban involved in this Resolution, including actions of the Offices of the Regional Election Director.

All actions of the Chairman and of the Regional Election Directors granting the requests for exemptions from the coverage of the ban herein involved shall remain valid and effective, unless otherwise reversed or set aside by the Commission.

### **GRANT OF CONTINUING AUTHORITY**

**SECTION 27. *Continuing Authority to Transfer Government Employees Granted to Certain Government Agencies.*** - For purposes of the May 09, 2022 National and Local Elections, the Commission hereby grants continuing authority to the following government agencies to appoint or hire new employees from March 25, 2022, Friday until May 08, 2022, Sunday, and to transfer or detail their officers or employees from January 09, 2022, Sunday to June 08, 2022, Wednesday, in view of the nature of their functions:

- a. The President of the Philippines;
- b. Supreme Court of the Philippines, Court of Appeals, Sandiganbayan, Court of Tax Appeals and the lower courts, including the Senate and Presidential Electoral Tribunal; and
- c. Such other government agencies as may be approved by the Commission En Banc.

**SECTION 28. *Grant of Continuing Authority.*** - The grant of continuing authority to appoint and transfer personnel during the election period may be granted to government agencies, upon the submission to the



**SECTION 29. Conditions for the Grant of Continuing Authority. -**

The grant of continuing authority to government agencies to appoint or transfer officers or employees during the said period shall, however, be subject to the following conditions:

- a. that it is essential to the proper functioning of the office and shall not in any manner influence the conduct of the May 09, 2022 National and Local Elections;
- b. that it shall not involve promotion or giving of any increase of salary or remuneration or privilege during the forty-five (45) day period before the May 09, 2022 Elections which is strictly prohibited without any exception whatsoever;
- c. that this authorization shall be prospective in application and without prejudice to the applicable Civil Service Law, rules and regulations on personnel actions/movements; and
- d. that they shall notify in writing the Commission, through the Law Department, as follows:

**d.1. In cases of appointments** - within three (3) days from the date of appointment, stating therein:

- i. Name of the officer or employee to be appointed or hired;
- ii. Position of said officer or employee to be appointed or hired;
- iii. The exact date when the position to be filled became vacant;
- iv. Cause of the vacancy; and
- v. All necessary data or information regarding the same.

**d.2. In cases of transfers/details** - within (3) days from the date of transfer/detail, stating therein:

- i. The office and place where the officer or employee came from and the office/place to which said officer or employee is transferred, detailed or otherwise moved;
- ii. Justifications or reasons for said transfer or designation; and
- iii. All necessary data or information regarding the same.

The written notice shall be sent to the Law Department via its e-mail at [law@comelec.gov.ph](mailto:law@comelec.gov.ph) as well as through registered

## **AUTHORITY OF THE COMMISSION ON ELECTIONS TO TRANSFER OR REASSIGN ITS PERSONNEL**

**SECTION 30. Basis of Authority.** - There is an essential need to appoint, assign, reassign or transfer personnel of the Commission on Elections in order that it can effectively and efficiently carry out its constitutional mandate to conduct free, orderly, honest, peaceful and credible elections.

**SECTION 31. Grant of Authority** - The Commission on Elections is hereby authorized to appoint or hire new employees or fill new positions from March 25, 2022, Friday until May 08, 2022, Sunday and transfer or assign or reassign its personnel from January 09, 2022, Sunday to June 08, 2022, Wednesday.

### **COMMON PROVISIONS**

**SECTION 32. Request for Authority/Approval Filed with the Incorrect Office.** - Any Request for Authority/Approval filed with the incorrect office shall be deemed as not filed and shall not be given due course.

**SECTION 33. When to File Request for Authority.** - Requests for Authority shall be filed with the pertinent office at least ten (10) days before the intended appointment, hiring, creation and filling of new position, transfer, detail, leave of absence, or start of suspension, as the case may be.

Any request filed after the implementation of any of the aforementioned acts shall not be accepted or acted upon except as provided under Section 8 of this Resolution.

For this purpose, the date of the receipt of the request through e-mail shall be considered as the date of filing.

**SECTION 34. Effectivity.** - This resolution shall take effect on the seventh day after its publication in two (2) daily newspapers of general circulation in the Philippines.

**SECTION 35. Dissemination.** - The Education and Information

newspapers of general circulation, give this resolution the widest dissemination and furnish copies thereof to all concerned.

**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**  
*Commissioner*

### **CERTIFICATION**

APPROVED by the Commission *En Banc* during its special online meeting on 16 December 2021 pursuant to COMELEC Resolution No. 10671 entitled: "Supplemental Resolution to COMELEC Resolution No. 9366 Promulgated March 25, 2015, 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 Quarantines and Similar Emergency".

  
**ATTY. CONSUELO B. DIOLA**  
Acting COMELEC Secretary

**Instructions:**

1. Please fill in the following details and submit the same to the Law Department or Office of the Regional Election Director concerned
2. Additional Sheets may be used.

**APPLICATION FOR REQUEST FOR EXEMPTION  
FROM THE BAN ON APPOINTMENT**

(For the May 09, 2022 National and Local Elections)

<b>Name of Personnel</b>	<b>Position and Salary Grade</b>	<b>Date of Appointment</b>	<b>Cause of Vacancy, if applicable</b>	<b>Name of Requesting Authority Position and Name of Agency</b>

**CERTIFICATION**

I, \_\_\_\_\_ of \_\_\_\_\_, hereby CERTIFY as follows:

- 1) that the request is essential to the proper functioning of the office and shall not in any manner influence the conduct of the May 09, 2022 National and Local Elections;
- 2) that the request shall not involve promotion or the giving of any increase of salary or remuneration or privilege during the prohibitive period before the May 09, 2022 National and Local Elections which is strictly prohibited without any exception whatsoever; and
- 3) that this authorization shall be prospective in application and without prejudice to the applicable Civil Service Law, rules and regulations personnel actions/movements.

Prepared and Submitted by:

Position & Name of Agency \_\_\_\_\_

Date: \_\_\_\_\_



**Instructions:**

1. Please fill in the following details and submit the same to the Law Department or Office of the Regional Election Director concerned
2. Additional Sheets may be used.

**APPLICATION FOR REQUEST FOR EXEMPTION  
FROM THE BAN ON CREATION OR FILLING OF NEW POSITIONS  
(For the May 09, 2022 National and Local Elections)**

Name of Personnel	Position and Salary Grade	Date of Appointment	Cause of Vacancy, if applicable	Name of Requesting Authority Position and Name of Agency

**CERTIFICATION**

I, \_\_\_\_\_ of \_\_\_\_\_, hereby CERTIFY as follows:

- 1) that the request is essential to the proper functioning of the office and shall not in any manner influence the conduct of the May 09, 2022 National and Local Elections;
- 2) that the request shall not involve promotion or the giving of any increase of salary or remuneration or privilege during the prohibitive period before the May 09, 2022 National and Local Elections which is strictly prohibited without any exception whatsoever; and
- 3) that this authorization shall be prospective in application and without prejudice to the applicable Civil Service Law, rules and regulations on personnel actions/movements.

Prepared and Submitted by:

Position & Name of Agency \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:**

1. Please fill in the following details and submit the same to the Law Department or Office of the Regional Election Director concerned
2. Additional Sheets may be used.

**APPLICATION FOR REQUEST FOR EXEMPTION  
FROM THE BAN ON TRANSFER  
(For the May 09, 2022 National and Local Elections)**

Name of Personnel	Present Station	Transferred Station	Date of Effectivity of Transfer	Justification of Transfer	Name of Requesting Authority, Position, and Name of Agency

**CERTIFICATION**

I, \_\_\_\_\_ of \_\_\_\_\_, hereby CERTIFY as follows:

- 1) that the request is essential to the proper functioning of the office and shall not in any manner influence the conduct of the May 09, 2022 National and Local Elections;
- 2) that the request shall not involve promotion or the giving of any increase of salary or remuneration or privilege during the prohibitive period before the May 09, 2022 National and Local Elections which is strictly prohibited without any exception whatsoever; and
- 3) that this authorization shall be prospective in application and without prejudice to the applicable Civil Service Law, rules and regulations on personnel actions/movements.

Prepared and Submitted by:

Position & Name of Agency \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:**

1. Please fill in the following details and submit the same to the Law Department.
2. Attach herein the following:
  - 1) Certified True Copy of the Formal Complaint executed under oath.
  - 2) Certified True Copy of the Decision or Resolution suspending the concerned elective local official.
3. Additional Sheets may be used.

**APPLICATION FOR REQUEST FOR EXEMPTION  
FROM THE BAN ON SUSPENSION  
(For the May 09, 2022 National and Local Elections)**

<b>Name of Personnel</b>	<b>Position</b>	<b>Nature of Suspension (Preventive or as a Penalty)</b>	<b>Duration of Suspension</b>	<b>Name of Requesting Authority Position and Name of Agency</b>

**CERTIFICATION**

I, \_\_\_\_\_ of \_\_\_\_\_, hereby CERTIFY as follows:

- 1) that the request shall not in any manner influence the conduct of the May 09, 2022 National and Local Elections;
- 2) the case does not involve a violation of the Anti-Graft and Corrupt Practices Act.

Prepared and Submitted by: \_\_\_\_\_

Position & Name of Agency \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:**

1. Please fill in the following details and submit the same to the Law Department.
2. There is no need to attach herein the individual request submitted by the requesting Agency.
3. Additional Sheets may be used.

**REGIONAL REPORT ON APPROVED/DISAPPROVED APPLICATIONS  
FOR APPROVAL OF LEAVE OF ABSENCE RECEIVED  
(For the May 09, 2022 National and Local Elections)**

<b>Requesting BLGF<sup>1</sup></b>	<b>Name of Provincial, City or Municipal Treasurer</b>	<b>Provincial/City/ Municipal Office</b>	<b>Reason of the Leave of Absence</b>	<b>Period of the Requested Leave</b>	<b>Date of Approval Disapproval Request</b>

Prepared and Submitted by:

Regional Election Director, Region \_\_\_\_\_

**Instructions:**

1. Please fill in the following details and submit the same to the Law Department,
- 2 There is no need to attach herein the individual reports submitted by the requesting Agency.
- 3, Additional Sheets may be used.

**REGIONAL REPORTS ON APPROVED/DISAPPROVED REQUESTS FOR EXEMPTIONS FROM  
THE BAN ON APPOINTMENT AND TRANSFER**

(For the May 09, 2022 National and Local Elections)

**A. APPOINTMENT**

Name of Personnel	Position and Salary	Date of Appointment	Name of Requesting Authority, Positions and Name of Agency	Date of Application for Exemption	Date of Approval/Disapproval of Request for Exemption

**B. TRANSFER**

Name of Personnel	Present Station	Transferred Station	Name of Requesting Authority, Position and Name of Agency	Date of Application for Exemption	Date of Approval/Disapproval of Request for Exemption

Prepared and Submitted by:

Position & Name of Agency \_\_\_\_\_





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).

<b>DATE/PERIOD</b>	<b>ACTIVITIES</b>	<b>PROHIBITED ACTS</b>
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 from 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)	

<b>DATE/PERIOD</b>	<b>ACTIVITIES</b>	<b>PROHIBITED ACTS</b>
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)	<b>ELECTION PERIOD</b>	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).	

<b>DATE/PERIOD</b>	<b>ACTIVITIES</b>	<b>PROHIBITED ACTS</b>
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.	

<b>DATE/PERIOD</b>	<b>ACTIVITIES</b>	<b>PROHIBITED ACTS</b>
<b>April 18, 2022 (Monday)</b>	<p>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.</p> <p>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.</p> <p>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.</p>	
<b>April 21, 2022 (Thursday)</b>	<p>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.</p> <p>Constitution of Special Electoral Board (SEB) for local absentee voting.</p> <p>Last day to notify the EBs concerned of the date, time and place of testing and sealing of the VCMs</p> <p>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)</p>	
<b>April 27, 28 and 29, 2022 (Wednesday, Thursday and Friday)</b>	Voting by local absentee voters	
<b>April 29, 2022 (Friday)</b>	Last day to constitute Reception and Verification Unit (RVU) and Special Board of Canvassers for Local Absentee Voting.	
<b>May 2, 2022 (Monday) to May7, 2022 (Saturday)</b>	Testing and Sealing of the VCMs. (Section 12, R.A. 9369 in relation to Section 28, R.A. 8436).	
<b>May 8, 2022 (Sunday)</b>	<b>EVE OF ELECTION DAY</b>	<p>Campaigning (Sec. 5, R.A. 7166)</p> <p>Selling, furnishing, offering, buying, serving, or taking intoxication liquor. (Section 261 (dd) OFC.)</p>

<b>DATE/PERIOD</b>	<b>ACTIVITIES</b>	<b>PROHIBITED ACTS</b>
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)	<b>ELECTION DAY</b>	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)	

<b>DATE/PERIOD</b>	<b>ACTIVITIES</b>	<b>PROHIBITED ACTS</b>
May 9, 2022 (Monday) *Philippine time at the close of polls May 9, 2022 (Monday)	Last day for registered overseas voters to cast their votes.  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 (7<sup>th</sup>) 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