



Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City  
<http://www.dilg.gov.ph>



## GUIDELINES IN THE CONDUCT OF SPECIAL ELECTIONS TO FILL-UP VACANCIES IN THE SANGGUNIANG KABATAAN (SK) PURSUANT TO SECTION 19 OF REPUBLIC ACT 10742 OR THE SK REFORM ACT OF 2015

**DILG MEMORANDUM CIRCULAR NO. 2018- 212**

**Date December 20, 2018**

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### 1. LEGAL BASES

- 1.1. Republic Act No. 10742 or the Sangguniang Kabataan Reform Act of 2015 was approved on January 15, 2016 establishing reforms in the Sangguniang Kabataan and creating enabling mechanisms for meaningful youth participation in nation-building.
- 1.2. Administrative Order 167 dated February 18, 1992, the Office of the President, delegated unto the Secretary of the Interior and Local Government the general supervisory authority over local government units.

### 2. BACKGROUND

Republic Act No. 10742 provides that there shall be in every barangay a Sangguniang Kabataan (SK) to be composed of a Chairperson and seven (7) members

The Synchronized Barangay and Sangguniang Kabataan Elections were held on May 14, 2018 pursuant to Republic Act No. 10952 under the supervision of the Commission on Elections. For various reasons, some barangays have incomplete set of SK officials as there were not enough candidates to complete the entire membership or elective seats of the SK.

Further, vacancy in the Sangguniang Kabataan may also occur in case an SK official refuses to assume office, fails to qualify, voluntarily resigns, dies, is permanently incapacitated, or is removed from office.

RA 10742 provides that to fill up vacancies in the Sangguniang Kabataan, the SK Chairperson shall call for a special Katipunan ng Kabataan assembly for purposes of conducting a special election to complete the membership of said sanggunian. Provided, that, such special assembly is coordinated with the office of the Local Government Operations Officer and the Commission on Elections (COMELEC) of the city or municipality where the concerned barangay belongs.

Hence, this Memorandum Circular

### 3. PURPOSE

This Circular is being issued to provide guidelines in conducting the SK special elections to complete the membership of the Sangguniang Kabataan pursuant to Section 19 of Republic Act 10742, otherwise known as the Sangguniang Reform Act of 2015, in the following situations

- 3.1. Vacancies as a result of the May 14, 2018 Sangguniang Kabataan (SK) Elections
  - 3.1.1. With SK Chairperson, No SK Members
  - 3.1.2. With SK Chairperson, Incomplete SK Members
  - 3.1.3. Without SK Chairperson, complete or incomplete SK Members
- 3.2. In case an SK Chairperson refuses to assume office, fails to qualify, voluntarily resigns, dies, is permanently incapacitated, is removed from office as contemplated under Section 19 (a) of RA 10742.
- 3.3. All other vacancies in the office of the Sangguniang Kabataan pursuant to Section 19 (c) of RA 10742

### 4. SCOPE AND COVERAGE

This Circular shall cover all Provincial Governors, City/Municipal Mayors, Members of the Sanggunian, Punong Barangays, Sangguniang Kabataan Chairperson and Sangguniang Kabataan Members, Pederasyon ng Sangguniang Kabataan Presidents, DILG Regional Directors and Field Officers, ARMM Regional Governor, and all others concerned.

### 5. POLICY CONTENT AND GUIDELINES

- 5.1. **MODE OF FILLING UP VACANT AND UNFILLED POSITIONS IN THE SANGGUNIANG KABATAAN AT THE BARANGAY LEVEL.** – Vacancies and unfilled positions in the Sangguniang Kabataan at the barangay level shall be filled up in accordance with the following:

VACANCY	MODE OF FILLING-UP THE VACANCY/UNFILLED POSITION
<b>1. Vacancy as a result of the May 14, 2018 SK Elections</b>	
<ul style="list-style-type: none"><li>▪ With SK Chairperson, No SK Members</li></ul>	The SK Chairperson shall <b>call for a special elections</b> to complete the SK Members in accordance with the guidelines set forth herein.

<ul style="list-style-type: none"> <li>• With SK Chairperson, Incomplete set of SK Members.</li> </ul>	<p>The SK Chairperson shall <b>call for a special elections</b> to complete the SK Members in accordance with the guidelines set forth herein.</p>
<ul style="list-style-type: none"> <li>• Without SK Chairperson, Complete/Incomplete set of SK Members.</li> </ul>	<p>By operation of law, the SK Member who obtained the highest number of votes in the May 14, 2018 Barangay and SK Elections shall assume the office of the SK Chairperson.</p> <p>Subsequent vacancies in the SK Members shall be filled up automatically by other SK Members according to their ranking, in which case the 2<sup>nd</sup> ranking SK Member shall become the 1<sup>st</sup> ranking and so on and so forth.</p> <p>After the vacancy shall have been filled up, the SK Chairperson shall call for a special elections to complete the SK Members in accordance with the guidelines set forth herein.</p>
<p><b>2. SK Chairperson refuses to assume office, fails to qualify, voluntarily resigns, dies, is permanently incapacitated, is removed from office as contemplated under Section 19 (a) of RA 10742.</b></p>	<p>The SK member who obtained the highest number of votes in the elections immediately preceding shall assume the office of the chairperson for the unexpired portion of his or her term. In case said member refuses to assume the position or fails to qualify, the SK member obtaining the next highest number of votes shall assume the position of the chairperson for the unexpired portion of the term.</p> <p>Subsequent vacancies in the SK Members shall be filled up automatically by other SK Members according to their ranking, in which case the 2<sup>nd</sup> ranking SK Member shall become the 1<sup>st</sup> ranking and so on and so forth.</p>
<p><b>3. All other vacancies in the office of the Sangguniang Kabataan pursuant to Section 19 (c) of RA 10742.</b></p>	<p>The SK Chairperson shall call for a special elections to complete the SK Members in accordance with the guidelines set forth herein.</p>

**5.2. QUALIFIED VOTERS.** – Pursuant to Section 19 (b) of Republic Act 10742 to be qualified as voter in the SK special elections, he or she must be:

**5.2.1.** A Filipino Citizen;

**5.2.2.** Residing in the said barangay for at least six (6) months;

**5.2.3.** At least fifteen (15) years old but not more than 30 years old at the time of the special elections; and

**5.2.4.** A registered member of the Katipunan ng Kabataan before the SK Secretary

The City Director (CD), City/Municipal Local Government Operations Officer (C/MLGOO), shall post the official list of registered voters at the entrance of the designated venue of the special elections. The official list of registered voters shall be that obtained from and certified to by the SK Secretary or by Barangay Secretary pending the appointment and assumption to office of the SK Secretary.

**5.3. OFFICIALS TO BE ELECTED.** – The officials to be elected in this special election shall only be such number of vacant seats in the Sangguniang Kabataan Members as available to complete the seven (7) Sangguniang Kabataan Members who shall serve the unexpired portion of the term of the vacant seat/s.

**5.4. QUALIFICATIONS OF SK CANDIDATE.** – Pursuant to Section 10 of Republic Act No.10742, an official of the Sangguniang Kabataan, either elective or appointive, must be:

**5.4.1.** A citizen of the Philippines;

**5.4.2.** A qualified voter of the Katipunan ng Kabataan;

**5.4.3.** A resident of the barangay for not less than one (1) year immediately preceding the date of elections;

**5.4.4.** At least eighteen (18) years but not more than twenty-four (24) years on the date of the special elections;

**5.4.5.** Able to read and write Filipino, English, or the local dialect;

**5.4.6.** Must not be related within the second civil degree of consanguinity or affinity to any incumbent elected national official or to any incumbent elected regional, provincial, city, municipal, or barangay official, in the locality where he or she seeks to be elected; and

**5.4.7.** Must not have been convicted by final judgement of any crime involving moral turpitude.

**5.5. DISQUALIFICATIONS.** – The following are disqualified from running any elective Sangguniang Kabataan post:

**5.5.1.** Those sentenced by final judgement for an offense involving moral turpitude or for an offense punishable by one (1) year or more of imprisonment, within two (2) years after serving sentence;

**5.5.2.** Those removed from office as a result of an administrative case;

**5.5.3.** Those convicted by final judgement for violating the oath of allegiance to the Republic;

- 5.5.4. Fugitives from justice in criminal or non-political cases here or abroad;
- 5.5.5. Permanent residents in a foreign country or those who have acquired the right to reside abroad and continue to avail of the same right after the effectivity of this Code; and
- 5.5.6. The insane or feeble-minded. (Section 40, Local Government Code)
- 5.5.7. Any candidate who, in an action or protest in which he is a party is declared by final decision of a competent court to be guilty of having, or is found by the COMELEC to have committed the following acts shall be disqualified from continuing as a candidate or, if already elected, from holding office.
  - Given money or other material consideration to influence or induce voters to vote for or against a candidate, or to abstain from voting, or to corrupt government officials and employees performing elections functions;
  - Committed act of terrorism to enhance his candidacy;
  - Spent in his election campaign an amount in excess of that allowed by law;
  - Solicited, received, or made any contribution prohibited under Secs. 89, 95, 96, 97 and 104 of the Omnibus Elections Code; or
  - Violated any Secs. 80, 83, 85, 86 and 261 (pars. d, e, k, v and cc, subpar. 6) of the same Code. (Section 68, Omnibus Elections Code)

5.6. **SCHEDULE OF SPECIAL ELECTIONS.** – The special elections to complete the membership of the SK Member shall be conducted in accordance with the following schedule:

VACANCY	SCHEDULE OF SPECIAL ELECTIONS
<p>1. Vacancies as a result of the May 14, 2018 Sangguniang Kabataan Electionss</p> <ul style="list-style-type: none"> <li>▪ With SK Chairperson, No SK Members</li> <li>▪ With SK Chairperson, Incomplete set of SK Members</li> <li>▪ Without SK Chairperson, complete or incomplete SK Members</li> </ul>	<p>The special elections shall be conducted within 30 days after the approval of this Circular.</p>
<p>2. In case an SK Chairperson refuses to assume office, fails to qualify, voluntarily resigns, dies, is permanently incapacitated, is removed from office as contemplated under Section 19 (a) of RA 10742.</p>	<p>Within thirty (30) days after the vacancy shall have been filled-up.</p>

<p>3. All other vacancies in the office of the Sangguniang Kabataan pursuant to Section 19 (c) of RA 10742.</p>	<p>Within thirty (30) days after the vacancy shall have been filled up.</p>
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**5.7. VENUE OF SPECIAL ELECTIONS.** – As far as practicable, the venue for the SK special election shall be conducted in a public building.

**5.8. PROCEDURE IN THE CONDUCT OF SPECIAL ELECTIONS.**

**5.8.1. PRE-ELECTION ACTIVITIES.**

**5.8.1.1. Notification and Announcement.** - For purposes of special election, the SK Chairperson shall:

**5.8.1.1.1.** Notify all youth ages 15-30 to register with the SK Secretary or by posting invitation in public places (i.e. barangay halls, markets, schools) or through social media (i.e. Facebook, Twitter).

For barangays with no SK Secretary, registration shall be with the Barangay Secretary.

**5.8.1.1.2.** Announce by any appropriate means, the date, time, and venue of the special election at least five (5) days before the scheduled date of election and shall post the same announcement at any conspicuous or designated public place, such as but not limited to the market vicinity, barangay hall or plaza, the church area or public school

The exact number of vacant positions to be filled-up through this special elections shall likewise be clearly specified in the notice.

**5.8.1.2. Registration of KK Members.** – The SK Secretary or the Barangay Secretary shall register all qualified KK members who shall be eligible to participate in the special election. Those who failed to register shall not be allowed to participate during the elections.

**5.8.1.3. Constitution of Board of Elections Supervisors (BES).** – There shall be in each barangay covered by this Memorandum Circular a Board of Elections Supervisors (BES).

**5.8.1.3.1. Composition and Roles and Responsibilities.** – The Board of Elections Supervisors shall have the following composition and corresponding roles and responsibilities.

<b>BOARD OF ELECTIONS SUPERVISORS (BES)</b>	<b>ROLES AND RESPONSIBILITIES</b>
<p><b>Chairperson:</b></p> <ul style="list-style-type: none"> <li>• DILG City Director/ C/MLGOO</li> </ul> <p><b>Members:</b></p> <ul style="list-style-type: none"> <li>• COMELEC Election Officer</li> <li>• CSO/NGO/ faith-based representative</li> </ul>	<ol style="list-style-type: none"> <li>1. Prepare the list of official voters and post a copy thereof in the designated venue,</li> <li>2. Be the sole judge in all elections controversies relative to the elections and qualification of candidates and voters. Its decision on the matter shall be final and executory.</li> </ol> <p>The Chair and members of the BES shall have one vote each. A majority vote is required in deciding all elections controversies.</p> <ol style="list-style-type: none"> <li>3. Attest to the certification issued by the Elections Committee on the results of the elections.</li> <li>4. Ensure the smooth and</li> </ol>

	orderly conduct of the elections.
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**5.8.1.3.2. Disqualification.** – No person shall serve as chairperson or member of the BES if he/she is related within the fourth (4<sup>th</sup>) civil degree of consanguinity or affinity to any member of the board or to any candidate in the special election.

**5.8.1.4. Constitution of Canvass and Elections Committee (CEC).** – There shall be in each barangay covered by this Memorandum Circular Canvass and Elections Committee.

**5.8.1.4.1. Composition and Roles and Responsibilities.** – The Canvass and Elections Committee shall have the following composition and corresponding roles and responsibilities.

CANVASS AND ELECTIONS COMMITTEE (CEC)	ROLES AND RESPONSIBILITIES
<b>Chairperson:</b> <ul style="list-style-type: none"> <li>▪ SK Chairperson</li> </ul> <b>Members:</b> <ul style="list-style-type: none"> <li>▪ Any 2 members of the Katipunan ng Kabataan (KK) to be designated by the SK Chairperson</li> </ul>	<ol style="list-style-type: none"> <li>1. Facilitate the nomination and casting of votes of the members of the KK.</li> <li>2. Count the votes and prepare the Tally of Votes</li> <li>3. Prepare the Certificate of Canvass of Votes and proclaim the winning candidates</li> <li>4. Ensure orderliness during the entire elections proceeding.</li> </ol>

**5.8.1.4.2. Disqualification.** – No person shall serve as chairperson or member of the CEC if he/she is related within the fourth (4<sup>th</sup>) degree of



consanguinity or affinity to any member of the same board.

Further, the KK members, who are members of the CEC shall not be eligible to run for the special election.

**5.8.1.5. Elections Forms.** – Elections forms and paraphernalia shall be prepared and kept in accordance with the following guidelines.

**5.8.1.5.1. Preparation.** - The DILG Officer concerned shall cause the preparation of elections forms such as the registration form, official ballots, tally sheets and certificates of canvass of votes and proclamation of elected SK officials and may secure the needed ballot box and portable voting booth from the treasurer of the city or municipality where the special elections is held.

**5.8.1.5.2. Custody.** - Before and after the special election the ballots, ballot boxes, tally sheets and other elections forms shall be under the exclusive custody of the Chairperson of the Board of Elections Supervisors, which shall be kept in a place safe enough where it could not be tampered.

## **5.8.2. ELECTIONS PROPER**

**5.8.2.1. Registration for Purposes of Special Elections.** – All participating KK Members shall be required to register, using the prescribed registration form, upon arrival at the designated venue on the scheduled date of the special elections. Registration shall start at 7:00am. *(Please see attached suggested programme)*

In case the KK Member is not in the list of KK voters as certified by the SK Secretary or Barangay Secretary, he/she shall not be allowed to participate in the special elections.

A separate registration form shall be provided for KK Members ages 18-24 years old.

**5.8.2.2. Nomination.** – Nominations shall conform with the following guidelines.

**5.8.2.2.1.** The Chairperson of the CEC opens the table for nomination.

- 5.8.2.2.2. The CEC shall accept nomination of candidates.
  - 5.8.2.2.3. In accepting nominations, the Chairperson shall announce that only those who possesses the qualifications under Item 5.4. hereof shall be nominated.
  - 5.8.2.2.4. The nominee shall be given the right to identify and select his or her preferred name during the nomination process. Only one name shall be registered by the candidate and only his or her registered name shall be written on the ballot and be counted in his or her favour.
  - 5.8.2.2.5. The name of each nominee shall be properly written on the specified board from which the nominee, upon proper motion, may correct the spelling of his or her name together with his nickname.
  - 5.8.2.2.6. Each nominee shall be allotted equal time to speak on his qualifications, platforms, and programs for a period not exceeding five (5) minutes.
  - 5.8.2.2.7. As soon as the last nominee shall have delivered his/her speech the KK members shall then proceed to cast their votes.
  - 5.8.2.2.8. No absentee nomination shall be allowed.
- 5.8.2.3. **Casting of Vote.** – During the voting the following guidelines shall be observed:
- 5.8.2.3.1. Voting shall be done by secret ballot.
  - 5.8.2.3.2. Vacant seats to be used in casting votes must be made available at the designated voting area.
  - 5.8.2.3.3. The voter shall wait for his/her name to be called before he/she can cast his/her vote.
  - 5.8.2.3.4. The CEC Chairperson shall provide one ballot for each voter, with the corresponding serial number and shall affix his/her signature at the back of the ballot.
  - 5.8.2.3.5. The CEC chairperson shall write the serial number opposite the name of the voter in the list of registered voters.

- 5.8.2.3.6.** The voter shall write the name of the chosen candidate in the ballot.
- 5.8.2.3.7.** In the presence of all the members of the CEC, the voter shall affix his thumb mark in the ballot.
- 5.8.2.3.8.** After casting the vote, the voter shall drop the ballot in the ballot box and shall return to his/her designated seat.
- 5.8.2.3.9.** No absentee voting shall be allowed.
- 5.8.2.3.10.** Voting period shall end at 3:00pm.
- 5.8.2.4. Counting of Votes.** – As soon as the all participating KK members have casted their votes, the CEC shall officially declare the voting closed, then proceed with the counting of votes.
- 5.8.2.4.1.** Counting of votes must be done in public.
- 5.8.2.4.2.** No votes shall count in favour of a candidate whose name is not his or her duly registered name during the nomination process.
- 5.8.2.4.3.** No votes shall be declared in any ballot found to have been duly marked and/or inscribed other than those properly made for the filling-up of names of candidates, as the case maybe, and/or the ballot is mutilated or defaced rendering said ballot incomplete and not legible.
- In this instance, the CEC shall decide on the validity or invalidity of the vote. The decision of the CEC shall be final unless reversed by the BES.
- 5.8.2.4.4.** The CEC shall not adjourn or postpone or delay the counting of votes except for extreme necessity as determined by a majority of the CEC.
- 5.8.2.4.5.** In the appreciation of the ballot the CEC shall observe the rules for the appreciation of ballots as provided for in Section 211 of BP Blg. 881, or the Omnibus Elections Code of the Philippines.
- 5.8.2.4.6.** Any question on the appreciation of ballots shall be decided by a majority of the CEC, unless reversed by the BES.

**5.8.2.5. Proclamation of Winners.** – Upon completion of the counting of votes, the CEC shall prepare the Tally Sheet and on the basis thereof, the CEC Chairperson shall publicly announce the total number of votes garnered by each candidate.

The CEC shall accomplish in quadruplet the Certificate of Canvass and Proclamation duly certified to by the members and attested by the members of the BES. On the basis thereof, the CEC shall proclaim the winning candidates for the vacant SK positions to be filled-up.

Whenever it shall appear from the canvass that two or more candidates garnered the same number of votes for the last place and/or for the vacant position to be filled-up, the CEC, after recording this fact in the Minutes, shall immediately proceed with the draw lots or toss coin, or which method the candidates choose to break the tie. Thereafter, the CEC shall proclaim as the candidate who won in the draw lots or toss coin.

The proclamation of the winning candidates shall be final without prejudice to the right of the aggrieved party to file an elections protest pursuant to law.

**5.8.2.6. Elections Protest.** – For purposes of this special elections, an elections protest shall be filed to the BES within 24 hours after the proclamation. The BES shall render its decision on the protest within three (3) days after its filing which shall be considered final and executory.

The elected official/s whose elections is/are contested shall assume the functions of the office to which he/she/they were elected

**5.8.2.7. Submission of Elections Results.** – The Certificate of Canvass and Proclamation of the winning candidate/s shall be distributed as follows:

- 5.8.2.7.1. The original copy to the local COMELEC;
- 5.8.2.7.2. The second copy to the SK Chairperson;
- 5.8.2.7.3. The third copy to the BES Chairperson; and
- 5.8.2.7.4. The fourth copy to the President of SK Panlungsod/Pambayan Pederasyon

**5.8.2.8. Minutes of the Elections Proceeding.** – The SK Secretary, shall prepare the Minutes of the Elections Proceeding in four (4) copies which shall be certified and attested by the BES and CEC and shall be distributed as follows:

- 5.8.2.8.1. The original copy to the COMELEC;
- 5.8.2.8.2. The second copy to the SK Chairperson;
- 5.8.2.8.3. The third copy to the BES Chairperson; and
- 5.8.2.8.4. The fourth copy to the President of SK Panlungsod/Pambayan Pederasyon

For barangays, without SK Secretary, the minutes shall be prepared by the Barangay Secretary.

**5.9. SPECIAL ELECTIONS PRIOR TO THE CONDUCT OF THIS CIRCULAR.**  
 – All special elections conducted prior to the issuance of this Circular are presumed valid, provided that the following shall be submitted to DILG and COMELEC:

- 5.9.1. Minutes of the Elections Proceedings; and
- 5.9.2. List of Proclaimed Winners certified by Local DILG and Local COMELEC

**5.10. TERM OF OFFICE.** – The SK Officials elected in this special elections shall hold office only for the unexpired portion of the term of the vacant seat/s.

**5.11. SANGGUNIANG KABATAAN MANDATORY TRAINING.** – Pursuant to Section 27 of the SK Reform Act, the proclaimed winners of the special elections shall undergo the mandatory training program before he or she can assume office.

**5.12. FUNDING.** – The funds for purposes of calling this special election to fill-up the existing vacancies shall be chargeable to, and taken from the SK funds provided for under Section 20 of RA10742.

**5.13. ROLES AND RESPONSIBILITIES**

**5.13.1. CITY/MUNICIPAL MAYORS**

- 5.13.1.1. Ensure smooth and clean conduct of special elections;
- 5.13.1.2. Direct LGU representatives to extend necessary assistance to the SK in the conduct of the special elections;
- 5.13.1.3. Provide financial assistance if necessary, for the conduct of special elections, especially in SK with depleted or insufficient funds; and
- 5.13.1.4. Administer the Oath of Office of the elected SK officials.

**5.13.2. PUNONG BARANGAY**

- 5.13.2.1. Ensure smooth and clean conduct of special elections;
- 5.13.2.2. Extend necessary technical assistance to the SK in the conduct of the special elections;
- 5.13.2.3. When necessary, provide venue for the conduct of the special elections;

- 5.13.2.4. Provide financial assistance, if necessary, for the conduct of the special elections, especially in SK with depleted or insufficient funds; and
- 5.13.2.5. Administer the Oath of Office of elected SK officials.

#### **5.13.3. SK CHAIRPERSON**

- 5.13.3.1. Determine the venue for the SK special elections;
- 5.13.3.2. Obtain the list of registered voters certified by the SK Secretary or Barangay Secretary;
- 5.13.3.3. Notify all youth ages 15-30 to register as KK Member with the SK Secretary or with the Barangay Secretary;
- 5.13.3.4. Announce by any appropriate means, the date, time, and venue of the special elections, at least five (5) days before the scheduled date of elections and post the same announcement at any conspicuous or designated public places;
- 5.13.3.5. Convene the CEC members by notifying its members;
- 5.13.3.6. Serve as Chairperson of the CEC;
- 5.13.3.7. Provide funds to cover for the special elections expenses; and
- 5.13.3.8. If necessary seek assistance form the Punong Barangay, City/Municipal Mayor and/or Provincial Governor in case SK Fund is depleted or insufficient to cover for the expenses of the special elections.

#### **5.13.4. SK/BARANGAY SECRETARY**

- 5.13.4.1. Facilitate the registration of KK Members;
- 5.13.4.2. Certify the official list of registered voters;
- 5.13.4.3. Provide the SK Chairperson and the Local DILG with the certified copy of the list of registered voters; and
- 5.13.4.4. Prepare the Minutes of the Elections Proceeding.

#### **5.13.5. DILG CITY/MUNICIPAL LGOO/CITY DIRECTOR**

- 5.13.5.1. Provide the concerned local officials with copy of this Circular;
- 5.13.5.2. Post the official list of registered voters at the entrance of the designated venue for the special elections;
- 5.13.5.3. Convene the BES by notifying its members;
- 5.13.5.4. Serve as Chairperson of the BES;
- 5.13.5.5. In consultation with the BES and SK Chairperson, determine the date of the special elections;
- 5.13.5.6. Orient the BES and CEC on the procedure to be followed in the conduct of the special elections;
- 5.13.5.7. Prepare elections forms such as the registration form, official ballots, tally sheets and certificate of canvass of votes and proclamation of elected SK officials;

- 5.13.5.8. Secure the ballots, ballot boxes, tally sheets and other elections forms in a safe place enough where it could not be tampered; and
- 5.13.5.9. Ensure smooth and orderly conduct of the special elections;

#### 5.13.6. DILG REGIONAL/PROVINCIAL OFFICE

- 5.13.6.1. Provide concerned local officials copy of this Circular;
- 5.13.6.2. Ensure compliance of the provisions of this Circular;
- 5.13.6.3. Provide necessary support to the field offices in the conduct of the special elections;
- 5.13.6.4. Collaborate with the concerned CD/C/MLGOO on the scheduled dates of the special elections of barangays in their jurisdiction; and
- 5.13.6.5. Ensure smooth and orderly conduct of the special elections.

### 6. REFERENCES

- 6.1. Republic Act 10742 or the Sangguniang Kabataan Reform Act of 2015.

### 7. ANNEXES

- 7.1. Official Ballots;
- 7.2. Tally Sheet;
- 7.3. Certificate of Canvass of Votes and Proclamation of Winning Candidates; and
- 7.4. Suggested Programme of Activities

### 8. EFFECTIVITY

This Circular is effective immediately.

### 9. APPROVING AUTHORITY

  
**EDUARDO M. AÑO**  
Office-in-Charge



### 10. FEEDBACK

Inquiries concerning this document should be directed/addressed to the National Barangay Operations Office (NBOO) through telephone numbers **(02) 925-1137/ (02) 925-0328** or at email address [nbooditaco2018@gmail.com](mailto:nbooditaco2018@gmail.com) for appropriate action.

Republic of the Philippines  
**Sangguniang Kabataan Pederasyon**  
(BARANGAY)  
(CITY/MUNICIPALITY)  
(PROVINCE)

**2018 SPECIAL SK ELECTIONS**

**SB MEMBER:**

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**SB MEMBER:**

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**SB MEMBER:**

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**SB MEMBER:**

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**SB MEMBER:**

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**SB MEMBER:**

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Voter's Signature



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SERIAL NUMBER : \_\_\_\_\_

Republic of the Philippines  
**Sangguniang Kabataan Pederasyon**  
(BARANGAY)  
(CITY/MUNICIPALITY)  
(PROVINCE)

**2018 SPECIAL SK ELECTIONS**

**SB MEMBER:**

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**SB MEMBER:**

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**SB MEMBER:**

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**SB MEMBER:**

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**SB MEMBER:**

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**SB MEMBER:**

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Voter's Signature



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SERIAL NUMBER : \_\_\_\_\_



**ANNEX 2:**

**Tally Sheet**

Republic of the Philippines  
**Sangguniang Kabataan Pederasyon**  
(BARANGAY)  
(CITY/MUNICIPALITY)  
(PROVINCE)

**2018 SPECIAL SK ELECTIONS**

**TALLY SHEET**

NAME OF SK MEMBER CANDIDATE	COUNT	TOTAL
1.		
2.		
3.		
4.		
5.		
6.		
7.		

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2018 SPECIAL SK ELECTIONS

CERTIFICATE OF CANVASS AND PROCLAMATION

FOR SK MEMBER:

Name of Candidate	Total Number of Votes	Total Number of Votes in Words
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Based on the foregoing **CANVASS** of the **RESULTS** of the **ELECTIONS**, the following are hereby **PROCLAIMED**.

1<sup>st</sup> Rank : \_\_\_\_\_  
2<sup>nd</sup> Rank : \_\_\_\_\_  
3<sup>rd</sup> Rank : \_\_\_\_\_  
4<sup>th</sup> Rank : \_\_\_\_\_  
5<sup>th</sup> Rank : \_\_\_\_\_  
6<sup>th</sup> Rang : \_\_\_\_\_  
7<sup>th</sup> Rank : \_\_\_\_\_

We **HEREBY CERTIFY** that all the entries as recorded above are true and correct.

**ELECTION COMMITTEE**

\_\_\_\_\_  
Chairman

Members:

\_\_\_\_\_  
THUMBMARK

\_\_\_\_\_  
THUMBMARK

\_\_\_\_\_  
THUMBMARK

**BOARD OF ELECTION SUPERVISORS**

\_\_\_\_\_  
Chairman

Members:

\_\_\_\_\_  
THUMBMARK

\_\_\_\_\_  
THUMBMARK

\_\_\_\_\_  
THUMBMARK

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**2018 SPECIAL SK ELECTIONS**

**PROGRAMME OF ACTIVITIES**

7:00am-8:30am	Registration
8:30am-9:00am	Preliminaries
9:00am-10:30am (10am- Working Snacks)	Nominations
	5-minute Speech per candidate
10:30am-3:00pm	Casting of Votes
3:00pm – 5:00pm	Counting of Votes
5:00pm -6:00pm	Proclamation
	Oath Taking
	Distribution of Certificates
	Closing Remarks