



MEMORANDUM ORDER NO. 007
Series of 2025

**General Guidelines for the 2025 Assembly of Women Sectoral Organizations
and Sectoral Wings of Regional Parliamentary Political Parties (RPPPs) in the
BARMM for the Election of the Women Sectoral Representative in the
Bangsamoro Parliament**

ARTICLE I. LEGAL BASES

1. Section 1, Article X of the Bangsamoro Autonomy Act (BAA) No. 35 or the Bangsamoro Electoral Code (BEC) provides that "[i]n the first Parliamentary election, the selection of the sectoral representatives for the reserved seats in the Parliament shall be on the basis of election during assemblies especially called for the purpose by registered and accredited sectoral organizations of women, settlers, youth, 'Ulama, traditional leaders and NMIP (Non-Moro Indigenous Peoples)."
2. Section 1, Article IX of Resolution No. 10984 of the Commission on Elections (Comelec) or the Implementing Rules and Regulations (IRR) of BAA No. 35, provides: "For the sectoral representatives of NMIP, Traditional Leaders and 'Ulama, the assemblies shall be called by registered and accredited sectoral organizations through their respective ministries, regional agencies, or offices and shall be conducted in the manner provided in this IRR (Comelec Resolution No. 10984).

For the sectoral representatives of women, youth, and settler communities, the assemblies shall be called by registered and accredited sectoral organizations through their respective ministries, regional agencies, or offices which shall likewise facilitate the conduct thereof.

ARTICLE II. PURPOSE

This Guidelines is issued for the following purposes:

1. In compliance with the mandate of the Bangsamoro Women Commission (BWC) to call for an assembly of registered and accredited Women Sectoral Organizations (WSO) and the Sectoral Wings for Women of the registered and accredited Regional Parliamentary Political Parties (RPPPs) and for the purpose of electing the Sectoral Representative for Women.
2. In order to establish a transparent, organized, and democratic process for the conduct of the Assembly of the WSOs and Sectoral Wings for Women and provide for the manner of election of the Sectoral Representative for Women in the Bangsamoro Parliament that is consistent with the principles laid down in BAA No. 35 and Comelec Resolution No. 10984.

ARTICLE III. SCOPE

This Guidelines shall apply to the selection of the delegates and nominees to the Assembly of the WSOs and Sectoral Wings for Women and the manner of election of the Sectoral Representative for Women in the Bangsamoro Parliament for the 2025 Parliamentary elections in the BARMM.

Only Parliamentary Sectoral Organizations (PSOs) duly registered and accredited by the Commission, and Regional Parliamentary Political Parties (RPPPs) through their accredited Sectoral Wings, may participate in the Women Sectoral Organization





Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER
BANGSAMORO WOMEN COMMISSION

Bangsamoro Government Center, Governor Gutierrez Avenue
Rosary Heights VII, Cotabato City, 9600



Convention for the Women sector, in accordance with Section 2, Rule I, Article VI of the BEC IRR.

ARTICLE IV. DEFINITIONS OF TERMS

1. **Assembly** refers to the 2025 assembly of registered and accredited Parliamentary Sectoral Organizations (PSOs) and RPPPs (by way of their Sectoral Wing) for the Women Sector for the purpose of electing the Sectoral Representative for Women in the Bangsamoro Parliament as provided in Section 1, Article X of BAA No. 35.
2. **Assembly Day Delegates List** refers to the official list of Sectoral Organizations with the corresponding names of their official delegates who have registered and submitted their credentials on the morning of the scheduled Assembly.
3. **Assembly Election Return** refers to the official document, duly signed by the members of the Election Committee, showing the date and venue of the election and the votes, in words and in figures, obtained for each nominee.
4. **Delegate** refers to the official representative of a duly certified and accredited WSO or a Sectoral Wing, who is duly authorized to attend the Assembly and cast his/ her vote for and in behalf of the WSO or a Sectoral Wing.
5. **Nominee** refers to a person duly nominated by a duly certified and accredited Sectoral Organization/Sectoral Wing as a candidate for Sectoral Representative for Women and whose name appears in the duly published list of nominees by the BWC. A nominee is automatically the delegate of his/her nominating WSO or Sectoral Wing.
6. **Manifestation of Intent to Participate in the Parliamentary Sectoral Representation System (MIP-PSRS)** refers to the form prescribed by the COMELEC for Parliamentary Sectoral Organizations and Regional Parliamentary Political Parties by way of their Sectoral Wing intending to participate in the Parliamentary Elections.
7. **Quorum**. A quorum to conduct business during the Assembly shall be determined by a simple majority (50% + 1) of all WSOs and RPPP sectoral wings that are duly certified by the BWC and accredited by COMELEC and are present during the Assembly.

"For purposes of determining quorum and participation, WSOs and RPPP Women Sectoral Wings must have:

- a) proof of registration and accreditation with the Commission;
- b) a duly filed Manifestation of Intent to Participate - PSRS (MIP-PSRS) in accordance with Sections 5(d), 6, and 15, Rule II, Article VI of the BEC IRR; and
- c) proof of publication of the MIP-PSRS, as required under the same provisions.

Provided, further, that the Clerk of the Commission shall publish a list of the PSOs who submitted their MIP-PSRS and complied with the order to publish the same, which shall be deemed compliance of the PSOs. No additional or conflicting requirements may be imposed."





8. **Sectoral Wing** refers to a women's sectoral organization that is affiliated with a COMELEC registered and accredited Regional Parliamentary Political Party. A Sectoral Wing shall not have a juridical personality that is separate from its RPPP.
9. **Women Sectoral Organization (WSO)** refers to an entity or association composed of women, established to advance women's interests, rights, and welfare in various aspects of society. These organizations advocate for gender equality, women's empowerment, and the promotion of women's rights within the framework of Philippine laws and regulations

ARTICLE V. COMMITTEES AND THEIR ROLES

1. Electoral Committee.

The Electoral Committee shall be composed of the Chairperson, Poll Clerk, and a third member, all of whom shall be appointed by the BWC from its existing personnel.

The Poll Clerk shall be responsible for maintaining and keeping the Minutes of the Assembly and shall record all incidents that occur during the Assembly.

No person shall serve as Member of the electoral committee if he/she is related within the fourth civil degree of consanguinity or affinity to any nominee, committee member, or head of the BWC.

The Electoral Committee may designate additional members from the personnel of the BWC to provide technical and secretariat support.

The Electoral Committee shall perform the following duties and functions:

- a. Conduct and administer the Assembly voting by secret ballot.
- b. Maintain order in the voting area and ensure the holding of a free, fair, honest, peaceful and credible election during the Assembly.
- c. Conduct the manual counting of votes and prepare the Assembly Election Returns.
- d. The Electoral Committee shall act through its Chairperson and shall decide, by simple majority, any question, protest, or opposition which may arise in the course of the voting process and the counting of votes.

2. Rules Committee

The Rules Committee shall be created to oversee the development, implementation, and review of the procedures and guidelines governing the conduct of all Sectoral Assemblies. The members of the Committee who shall act as a collegial body shall be composed of the following:





Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER
BANGSAMORO WOMEN COMMISSION

Bangsamoro Government Center, Governor Gutierrez Avenue
Rosary Heights VII, Cotabato City, 9600



- a. One (1) representative from the Bangsamoro Youth Commission (BYC);
- b. One (1) representative from the Office of the Settler Communities (OSC);
- c. One (1) representative from the Bangsamoro Commission for the Preservation of Cultural Heritage (BCPCH).
- d. One (1) representative from the Ministry of Indigenous Peoples Affairs (MIPA); and
- e. One (1) representative from the Bangsamoro Darul Ifta'.
- f. One (1) representative from the Bangsamoro Women Commission (BWC)

Three (3) additional ex-officio members shall be appointed by the Rules Committee from the existing BWC Personnel to provide technical and secretariat support.

The Rules Committee shall perform the following duties and functions:

- a. Ensure that the Guidelines are properly implemented and resolve gaps and challenges arising in the course of the conduct of the sectoral Assembly.
- b. Verify the credentials of nominees and ensure they meet qualification criteria.
- c. Validate and approve the Assembly Day Delegates List (ADDL) submitted by the Secretariat.
- d. Address and interpret procedural rules and resolve disputes, except election specific procedural matters, which are directly handled by the electoral committee.

3. Secretariat

The secretariat shall handle the registration of the delegates and shall be under the supervision of the Rules Committee. It shall be composed of twelve (12) members who shall be appointed by the Rules Committee and shall consist of the following:

- a. Two (2) representatives from the BWC;
- b. Two (2) representatives from the Bangsamoro Youth Commission (BYC);
- c. Two (2) representatives from the Office of Settler Communities (OSC);
- d. Two (2) representatives from the Bangsamoro Commission for the Preservation of Cultural Heritage.
- e. Two (2) representatives from the Ministry of Indigenous Peoples Affairs (MIPA); and
- f. Two (2) representatives from the Bangsamoro Darul Ifta'.

The Rules Committee may appoint additional members of the Secretariat as it deems necessary to provide technical and logistical support.

ARTICLE VI. PRE-ASSEMBLY ACTIVITIES

1. Call for the 2025 Assembly of the WSOs and Sectoral Wings for Women





Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER
BANGSAMORO WOMEN COMMISSION

Bangsamoro Government Center, Governor Gutierrez Avenue
Rosary Heights VII, Cotabato City, 9600



Within the calendar of activities prescribed by COMELEC, the BWC shall issue a Notice of Assembly indicating the specific date, time, venue, agenda, and other relevant details of the Assembly. The Notice must be issued at least ten (10) days from the actual date of Assembly. The Notice shall be sent via text message to the registered contact number and email address of all the duly registered and accredited WSOs and Sectoral Wings. It shall likewise be posted on the official websites of the BWC, Bangsamoro Government, and Bangsamoro Parliament.

2. Designation of Delegates and Nominees.

A qualified WSO or RPPP Sectoral Wing is entitled to one (1) delegate to participate and vote during the Assembly.

The WSO or Sectoral Wing shall issue a resolution, in a form prescribed by the BWC, designating one (1) from among its qualified members as the official delegate of the organization.

If the WSO or RPPP Sectoral Wing nominates a candidate to the Assembly, such Nominee shall automatically be the official candidate of the concerned organization. A delegate who is also the nominee shall similarly be issued with a resolution specifically authorizing him/her to attend and vote during the Assembly, for and in behalf of the concerned organization.

The manner of selection of the delegate must be in accordance with the established internal selection process of the WSO or Sectoral Wing and consistent with its constitution and by-laws.

3. Qualifications of a Delegate:

No WSO or Sectoral Wing member shall qualify as a delegate to the Assembly unless he/she meets the following qualifications:

1. A registered voter in the BARMM;
2. A bona fide member of the Women sector, as evidenced by a Certificate of Membership issued by the BWC; and
3. A member in good standing as certified by the WSO or Sectoral Wing of a RPPP;

4. Qualifications of a Nominee:

No WSO or Sectoral Wing member shall qualify as a nominee to the assembly unless she meets the following qualifications:

- a. A Filipino Citizen;
- b. At least twenty-five (25) years of age on the day of the election;
- c. Able to read and write;
- d. A registered voter in the BARMM;
- e. A bona fide member of the Women sector, as evidenced by a Certificate of Membership issued by the BWC; and





- f. A member of either an RPPP through its Sectoral Wing or parliamentary sectoral party or organization ("PSO") duly registered and accredited by the COMELEC, through the BEO.

ARTICLE VII. FILING OF NOMINATION AS CANDIDATES FOR THE ASSEMBLY

1. The BWC shall schedule the filing of Nomination of Candidates for Sectoral Assembly within thirty (30) days from the actual date of Assembly.
2. Any WSO or Sectoral Wing that intends to field a nominee shall submit personally to the BWC the following requirements:
 - a. Sworn Certificate of Nomination and Acceptance (CONA) of the nominee;
 - b. Certificate of Registration and Accreditation of the WSO or Sectoral Wing filed with the COMELEC;
 - c. Women Organization Certificate issued by the BWC; and
 - d. Certification of Membership issued by the BWC which must contain the following:
 - i. That the nominee has a track record of outstanding and relevant involvement, accomplishments, and ethical behavior in the community and sector being represented, evidenced by a list of community or sectoral engagement;
 - ii. Signature of the head of the BWC; and
 - iii. Official seal of the BWC
 - e. Manifestation of Intent to Participate in the Parliamentary Sectoral Representation System (MIP-PSRS) in the form prescribed by the Commission. Provided that, a duly registered RPPP Sectoral Wing must attach to its MIP-PSRS the following:
 - i. Organizational structure;
 - ii. Sectoral agenda; and
 - iii. Certification by the Bangsamoro Women Commission (BWC) on the basis of their track record as provided under Section 5(e), Rule II, Article VI of the IRR.
 - f. Proof of publication of the MIP-PSRS.

Provided further that the Clerk of the Commission shall publish a list of the registered and accredited PSOs who submitted their MIP-PSRS and complied with the order to publish the same, which shall be deemed compliance of the PSOs. No additional or conflicting requirements may be imposed."
3. Upon submission of the aforementioned documents and finding them to be in order, it shall be ministerial on the part of the BWC to accept the filing of nomination of a candidate for the Assembly.





4. Late filing of nomination beyond the prescribed period will not be accepted and the concerned nominee will not be listed for voting in the Assembly.
5. The official list of nominees shall be published on the BWC and BARMM websites and social media accounts at least fifteen (15) days prior to the scheduled date of the Assembly.

ARTICLE VIII. REGISTRATION AND ENTRY PROCEDURES

1. **Registration.** Registration will start at six o'clock (6:00) in the morning and will end at twelve o'clock (12:00) noontime.
 - a. A delegate shall be required to present: 1) a valid government ID, 2) an original copy of the WSO or Sectoral Wing Resolution designating her as a delegate to the Assembly, 3) the original certificate of registration and accreditation issued by COMELEC, and 4) the original women organization certificate issued by the BWC. Any person who fails to submit the aforementioned documents shall not be registered as a Delegate and will not be allowed to enter the Assembly Venue nor be allowed to participate in the voting.
 - b. No Delegate will be allowed to register after 12:00 O'clock noontime unless he/she is within 100 meters from the registration area at the closing hour of registration. In such instances, the Poll Clerk shall record the names of the persons found within 100 meters from the registration area in the Minutes.
2. **Secretariat.** The Secretariat, under the supervision of the Rules Committee, will be responsible for administering the registration of Delegates and preparing the Assembly Day List of Delegates that will be entitled to participate and vote during the Assembly.
3. **Assembly Hours.** - The Assembly shall begin at one o'clock (1:00pm) in the afternoon and end at five o'clock in the afternoon (5:00pm) or until the counting of votes and announcement of the result of the voting is completed.

ARTICLE IX. HOUSE RULES DURING THE ASSEMBLY

1. **Attendance.** Only registered Delegates and Nominees are allowed to attend and participate in the Assembly. However, the following non-delegates shall be allowed to attend the Assembly:
 - a. Committee Members and BWC personnel
 - b. COMELEC-BEO Representatives
 - c. COMELEC Accredited Media
 - d. COMELEC Accredited Citizen's Arms. - Representatives from accredited citizen's arms, such as civil society organizations, are permitted to attend the Assembly to observe the proceedings and the conduct of a clean, free, and honest election.
 - e. Legal Counsel — A duly authorized lawyer of a nominee may attend the Assembly and represent the nominee in the event of any legal





Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER
BANGSAMORO WOMEN COMMISSION

Bangsamoro Government Center, Governor Gutierrez Avenue
Rosary Heights VII, Cotabato City, 9600



dispute arising from the conduct of the Assembly, the qualifications of a nominee, or the validity of the Assembly returns. Any lawyer who will appear during the Assembly must submit his/her credentials to the Rules Committee at least three (3) days prior to the scheduled Assembly.

2. **Respect and Decorum.** All delegates, nominees and observers must maintain respect and decorum, avoid personal attacks and disruptive behavior and refrain from using scandalous, inflammatory, foul, abusive, and derogatory language.
3. **Speaking Order.** Any Delegate who wishes to speak must raise her hand to be recognized by the Chairperson. Speeches should be brief and concise and relevant to the agenda.
4. **No Campaign Paraphernalia.** Campaign paraphernalia are not allowed within the Assembly venue.
5. **Prohibition Against Political Activity.** No member of any committee is allowed, directly or indirectly, to campaign for or against a nominee.
6. **Media Coverage.** Media accredited by the COMELEC may cover the proceedings non-intrusively and within designated areas allowed by the Rules Committee. They are not allowed in the voting area.
7. **Security.** The BWC shall coordinate with the Ministry of the Interior and Local Government (MILG) for the proper coordination with the Philippine National Police in securing the premises of the Assembly venue. Firearms shall not be allowed inside the Assembly venue.
8. **Confidentiality.** Non-delegates, media, and citizen's arms must comply with the Data Privacy Act of 2012.
9. **Venue.** The Assembly shall be held at the Shariff Kabunsuan Cultural Complex (SKCC), Bangsamoro Government Center, Cotabato City.
10. **Special Assistance.** Delegates requiring special assistance, such as persons with disabilities, pregnant women and senior citizens, are entitled to be prioritized in the order of registration and voting.
11. **Delegate's Assistance Desk (DAD).** A Delegates Assistance Desk (DAD) shall be available in strategic areas of the venue to guide and assist Delegates and provide proper orientation on the procedure and manner of voting during the Assembly.
12. **Medical Team.** A medical team shall be present outside the assembly venue for the provision of emergency medical care and first aid when needed.

ARTICLE X. CONFLICT OF INTEREST

Among other disqualifications set by the Bangsamoro Electoral Code, its IRR, or other applicable law, in no instance may the Assembly Chairperson, or any





member of the Rules Committee or Election Committee, be related to a delegate or nominee of a participating PSO or RPPP, whether through its sectoral organization or any of its officers, within the fourth civil degree of consanguinity or affinity.

COMELEC representatives shall act only as observers and monitors in the conduct of the Assembly, without voting rights or involvement in the credentials verification, selection, or decision-making processes, to preserve the Commission's impartial adjudicatory role in resolving disputes.

ARTICLE XI. THE ASSEMBLY CHAIRPERSON

1. **Assembly Chairperson.** - The Assembly Chairperson shall be the head of office of the BWC. He/she shall call the Assembly to order, preside over the proceedings, and ensure the peaceful and orderly conduct of the Assembly.
2. **Powers and Duties of the Assembly Chairperson**
 - a. **Act as Presiding Officer of the Assembly.** The Assembly Chairperson is responsible for conducting and expediting the business of the Assembly, ensuring adherence to these guidelines, and maintaining order and decorum.
 - b. **Call the Roll and Declare the Quorum.** — A roll call of delegates will be conducted at the beginning of the Assembly to establish a quorum to conduct business. The Assembly Chairperson shall certify the presence of a quorum. If a quorum is not achieved, he/she shall declare the absence of a quorum, adjourn the proceedings, and schedule a new date for the Assembly.
 - c. **Referral to the Rules Committee.** - For complex or contentious procedural matters, the Assembly Chairperson may refer the issue to the Rules Committee for review and recommendations. The Rules Committee is responsible for providing guidance on the application of the Assembly's rules and procedures.
 - d. **Disciplinary Power.** - The Assembly Chairperson shall have the authority to summarily remove or deny entry a delegate or non-delegate who violates any of the house rules set as forth under this Guidelines.

ARTICLE XII. ORDER OF BUSINESS

The order of business in the Assembly shall be as follows:

1. **Preliminaries.** — Prayers and singing of the Philippine National Anthem and the BARMM Hymn.
2. **Roll Call.** - The Assembly Chairperson shall instruct the secretariat to call the roll. He or she shall immediately call the Assembly to order after confirming the presence of a quorum.
3. **Message of the Assembly Chairperson.** - The Assembly Chairperson shall address the Assembly and acknowledge the delegates present.



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER
BANGSAMORO WOMEN COMMISSION

Bangsamoro Government Center, Governor Gutierrez Avenue
Rosary Heights VII, Cotabato City, 9600



4. **Presentation of Nominees** - Each nominee shall be called on stage and introduced to the Assembly. The introduction shall be limited to their full name, affiliation, and track record.
5. **Orientation.** - The Assembly Chairperson shall provide an overview of the Assembly and the manner of voting.
6. **Voting Proper**
7. **Official Announcement of the Results by the Electoral Committee Chairperson**
8. **Adjournment**

ARTICLE XIII. ASSEMBLY FORMS AND SUPPLIES

The BWC shall provide the Rules Committee and the Electoral Committee with the ballot boxes, tally sheets, secrecy folder and other supplies necessary for the efficient conduct of the Assembly and voting.

The Rules Committee shall cause the printing of the official ballots that will be used in the Assembly.

Distribution of Assembly Forms and Supplies. - The Rules Committee shall release the official ballots to the Electoral Committee at nine o'clock in the morning of the Assembly Day.

The BWC shall distribute the other election paraphernalia such as the ballot secrecy folder, ballot box, tally sheet, assembly election returns, and supplies to the Electoral Committee.

The Electoral Committee shall thoroughly check the ballots, forms, documents, and supplies. Any issue or discrepancy as to the number of official ballots, shall be reported immediately to the Rules Committee and such incident shall be recorded in the Minutes of the Assembly by the Poll Clerk.

ARTICLE XIV. DOCUMENTATION OF PROCEEDINGS OF THE ASSEMBLY

The Minutes of the Assembly shall be duly recorded by the Poll Clerk and signed by the Assembly Chairperson and Electoral Committee Chairperson. The BWC shall provide the necessary technical support for the preparation of the Minutes. Copies of the signed Minutes must be distributed to all sectoral organizations within thirty (30) days following the Assembly either physically or electronically.

ARTICLE XV. CONDUCT OF THE ASSEMBLY

1. **Preliminaries to Voting.** — The Electoral Committee shall meet at the Voting Area inside the Assembly venue and perform the following preliminary activities:
 - a. At 9:00 O'clock in the morning of the Assembly Day
 - i. Receive and check the official ballots, ballot box, secrecy folder, and other election supplies.





Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER
BANGSAMORO WOMEN COMMISSION

Bangsamoro Government Center, Governor Gutierrez Avenue
Rosary Heights VII, Cotabato City, 9600



- ii. Strategically arrange the chairs and tables to be used inside the voting area in such a way that they are at least one (1) meter apart from each other.
 - iii. Set up the segregated waiting areas for men and women.
 - b. Before the start of voting, the Electoral Committee shall:
 - i. Receive the Assembly Day Delegates List containing the names in alphabetical order of the Sectoral Organizations with their corresponding delegates who are allowed to vote;
 - ii. Open the ballot box, empty both compartments and show to the public that they are empty. Then the Electoral Committee shall lock its interior cover with one (1) padlock. The Chairperson shall keep the key to the padlock during the voting; and
 - iii. Show to the public, the package of official ballots. Enter in the Minutes the number of pads and the serial numbers of the ballots in each pad, and the fact that the package of ballots was shown to the public.
2. **Rules to be Observed During the Voting. —**
 - a. No member of any citizen's arm shall be allowed to enter the places reserved for the voters and the Electoral Committee, nor mingle and talk with the delegates;
 - b. No person carrying any firearm or other deadly weapon shall be allowed within the voting area.
 - c. No crowding of delegates and disorderly behavior inside the voting area.
 - d. The ballot box shall remain locked until the voting is finished and the counting begins. Except when it becomes necessary to make room for more ballots, the Chairperson, may, in the presence of citizen's arm and Rules Committee, open the box, and press down the ballots without removing any of them. After which, the Chairperson shall again close the ballot box and lock it with the padlock. Such facts shall be recorded in the Minutes.
3. **Prohibition on Voting. —** It shall be unlawful for anyone to:
 - a. Bring the ballot and/or the ballot secrecy folder outside the voting area;
 - b. Speak with anyone while inside the voting area as herein provided;
 - c. Fill-up the ballot without using a ballot secrecy folder or exhibit its contents to any person, except in cases of assisted voting. Only members of the Electoral Committee are allowed to assist Delegates;
 - d. Erase any printing from the ballot or place any distinguishing mark thereon;





Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER
BANGSAMORO WOMEN COMMISSION

Bangsamoro Government Center, Governor Gutierrez Avenue
Rosary Heights VII, Cotabato City, 9600



- e. Use carbon paper, paraffin paper, or other means of making a copy of the contents of the ballot, or otherwise make use of any other scheme to identify the vote, including the use of digital cameras, cellular phones, or similar gadgets;
 - f. Intentionally tear or deface the ballot; and
 - g. Disrupt or attempt to disrupt the proceedings of the Electoral Committee.
4. **Persons Allowed Inside the Voting Area.** — Only the following shall be allowed inside the voting area:
- a. Electoral Committee members;
 - b. Citizen's arm who shall stay only in the space reserved for them;
 - c. Delegates casting their votes;
 - d. Delegates waiting for their turn to vote; and
 - e. Others who are specifically authorized by the Electoral Committee whose presence must be specifically recorded in the Minutes.
5. **Authentication of the Ballot.** — In every case, the Chairperson of the Electoral Committee shall, in the presence of the delegate and before giving the ballot to the delegate, authenticate the same by affixing his/her signature at the back thereof.
6. **Order of Voting.** — The delegates will vote according to their WSO's name arranged in alphabetical order by the Secretariat.
- The delegate shall fall in line in the order when the name of the WSO is called and cast his/her vote in the same order. The voting area shall be limited to ten (10) Delegates at a time. Delegates shall not crowd around the voting area and shall immediately leave after casting their votes.
- The Electoral Committee shall give priority to PWDs, Senior Citizens, and heavily pregnant Delegates in the casting of votes.
7. **Segregated Waiting/Holding Area.** — There shall be ample space for at least twenty (20) persons at one time, accessible to wheelchair users, if available, to be used as holding area. The holding area shall be used by delegates waiting for their turn to vote. The delegates shall sit and arrange themselves in the order that they are called by the Electoral Committee, such that they will vote according to the sequence of their arrival.
8. **Manner of Obtaining Ballots and Voting.** —
- a. The Delegate shall approach the Electoral Committee and provide the name of his/her WSO as well as his/her complete name.
 - b. The Electoral Committee shall verify if the WSO is found in the ADDL. If the WSO is on the list, the Delegate shall sign the ADDL and





Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER
BANGSAMORO WOMEN COMMISSION

Bangsamoro Government Center, Governor Gutierrez Avenue
Rosary Heights VII, Cotabato City, 9600



thereafter be issued an Official Ballot. Only the Chairperson shall issue the ballot and only one ballot shall be issued per delegate.

- c. A Delegate can vote one (1) from the Names of Nominees appearing on the Ballot. The secrecy folder must be used while a Delegate is casting his/her vote. After voting, the Delegate will fold the ballot crosswise and put it inside the ballot box. Thereafter, he/she should leave the voting area immediately to give way for the other Delegates.
9. **Accomplishment of Ballots for Illiterate, Persons with Disabilities, or Senior Citizens (SCs).** — In case a delegate is an illiterate, a PWD, or a senior citizen, they may be assisted in the voting by any member of the Electoral Committee. The fact of illiteracy or disability shall be indicated in the Minutes of the Assembly.
10. **Procedure After Voting.** —
 - a. After accomplishing the ballot, the delegate shall fold it in the same manner as it was received;
 - b. In the presence of all the members of the Electoral Committee, the delegate shall, without unfolding the ballot, return the folded ballot to the Chairperson;
 - c. The Chairperson, in the presence of all the members of the Electoral Committee without unfolding the ballot and seeing its contents, shall verify whether the ballot returned by the voter is the same ballot issued to the voter, by comparing the serial number of the ballot that was returned against the serial number of the ballot issued to the voter as earlier recorded;
 - d. If the serial number of the ballot returned by the voter is not the same as the serial number of the ballot issued to the voter, the ballot shall be considered spoiled. The spoiled ballot shall, without being unfolded, and without removing the detachable coupon be distinctly marked with the word "spoiled" and signed by the Chairperson of the Electoral Committee at the back thereof and immediately placed in the compartment for spoiled ballots. The incident shall be recorded in the Minutes;
 - e. If the serial number of the ballot that was returned by the voter is the same as that recorded, the Chairperson shall deposit the folded ballot in the ballot box compartment for valid ballots; and
 - f. The voter shall then leave the voting place.
11. **Close of Voting Process.** — The voting shall be closed after all Delegates present shall have casted their votes. The specific time when the voting is closed will be recorded in the Minutes.





Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER
BANGSAMORO WOMEN COMMISSION

Bangsamoro Government Center, Governor Gutierrez Avenue
Rosary Heights VII, Cotabato City, 9600



ARTICLE XVI. COUNTING OF VOTES

1. **Preliminaries.** — The Electoral Committee shall unlock the padlock, take out the ballots from the compartment for valid ballots, and proceed to examine the ballots to determine whether there are:

- a. **Excess Ballots.** - The Electoral Committee shall, without unfolding the ballots or exposing their contents, count the number of ballots in the compartment for valid ballots, and compare the number of ballots inside the ballot box with the number of voters who voted as reflected in the ADDL. If there are more ballots than there are voters who voted, all the ballots shall be returned to the compartment for valid ballots and thoroughly mixed therein. The Poll Clerk, without seeing the ballots and with his back to the ballot box, shall publicly draw out as many ballots as may be equal to the excess and, without unfolding them, place them in the Envelope for Excess Ballots.
- b. **Marked Ballots.** - The Electoral Committee shall then unfold the ballots and determine whether there are any marked ballots. If any should be found, they shall be placed in an Envelope for Marked Ballots which shall be sealed and signed by the Electoral Committee and placed in the compartment for valid ballots. The marked ballots shall not be counted.

2. **Manner of Counting of Votes.** - Counting of votes is done by the Chairperson of the Electoral Committee.

The counting of votes shall be public without interruption or delay until completed and shall proceed as follows:

- a. The Electoral Committee shall open the ballot box, take out the ballots, and without unfolding them or exposing their contents except so far as to ascertain that each ballot is single, compare the number of ballots in the ballot box with the number of voters who voted as recorded in the Minutes.
- b. The Chairperson shall take the ballots of the first pile and read the ballots one by one; while the Poll Clerk and a third member of the Electoral Committee shall record on the printed tally sheet.

Each vote shall be recorded by a vertical line (tara), except every fifth vote, which shall be recorded by a diagonal line crossing the previous four vertical lines.

After all the ballots for the Assembly have been counted, the Electoral Committee shall:

- a. Prepare the Assembly Electoral Returns based on the final result of the tally sheet;
- b. Sign and affix their thumb marks on the certification portion printed at the bottom of the tally sheet; and
- c. Place the counted ballots in the special envelope provided for the purpose, the electoral committee shall close the envelope with a



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER
BANGSAMORO WOMEN COMMISSION

Bangsamoro Government Center, Governor Gutierrez Avenue
Rosary Heights VII, Cotabato City, 9600



paper seal, and sign and deposit the same in the compartment for valid ballots. The accomplished tally sheet, certified by the Electoral Committee, shall also be deposited in the compartment for valid ballots.

3. **Assembly Returns and Distribution of Copies Thereof.** - The Electoral Committee shall prepare the returns simultaneously with the counting of votes. The returns shall be prepared in five (5) copies. All the members of the Electoral Committee shall sign the certification printed at the bottom of the returns and affix their respective thumb marks on the space provided.

Upon completion of the returns, each copy shall be placed in a separate special envelope provided for the purpose, and be immediately distributed under proper receipt, as follows:

- a. One (1) original copy to the BEO through the Electoral Committee;
- b. One (1) original copy to the Office of the Chief Minister;
- c. One (1) original copy to the COMELEC Accredited Citizens Arms;
- d. One (1) original copy to the Rules Committee; and e. One (1) original copy to the BWC.

A photocopy of the Assembly Election Returns shall also be given to a WSO/Sectoral Wing who has fielded a nominee.

4. **Announcement of Results.** - Upon completion of the returns, the Chairperson of the Electoral Committee shall orally and publicly announce the total number of votes cast and counted for each nominee.

5. **Disposition of Ballot Boxes, Keys, Returns, and Other Documents.** - Upon the termination of the counting of votes and the announcement of results in the in the assembly, the Electoral Committee shall:

- a. Place the following documents inside the compartment of the ballot box for valid ballots:
 - i. Envelopes containing the:
 1. Counted official ballots;
 2. Excess/marked/spoiled and one-half of torn unused official ballots;
 3. Returns (copy for the ballot box); and
 4. Minutes of the Assembly (copy for the ballot box);
 - ii. Tally Sheet; and
 - iii. Stubs of used official ballots.
- b. Close the interior covers of the ballot box and seal it with a plastic security seal, lock the outer cover of the ballot box with the one (1) padlock, and seal it with a plastic security seal.
- c. The keys to the padlock shall be placed in a separate envelope which shall be sealed and signed by all members of the Electoral Committee and submitted to the chairperson.





Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER
BANGSAMORO WOMEN COMMISSION

Bangsamoro Government Center, Governor Gutierrez Avenue
Rosary Heights VII, Cotabato City, 9600



- d. Deliver to the BWC the following:
 - i. The ADDL;
 - ii. Certified minutes of the Assembly;
 - iii. Envelope containing the returns copy;
 - iv. Envelope containing the keys to the ballot box; and
 - v. Envelope containing the other half of torn unused ballots.
6. **Proclamation of Sectoral Representatives.** The elected sectoral representatives shall be proclaimed simultaneously by the COMELEC during the October 13, 2025 parliamentary election.
7. **Certificate of Election** – Immediately after the conclusion of the election process, the Electoral Committee shall prepare and sign a Certificate of Election indicating the name of the elected nominee as sectoral representative for the Women Sector, as well as the date and venue of the assembly. The Certificate shall be signed by the Chairperson, Poll Clerk, and the third member of the Electoral Committee, with the minutes of the assembly attached, and shall be transmitted to the Commission through the BEO within twenty-four (24) hours from the close of the election process, and in no case later than seven (7) calendar days from the conduct of the Bangsamoro Parliamentary Elections for Party Representatives and District Representatives, unless a different period is prescribed by the Commission.

ARTICLE XVII. OPPOSITION AND DISPUTES

1. **Recording in Minutes of Challenges, Disputes, and Oppositions.** — The Poll Clerk must record in the Minutes all challenges, oaths taken, and the resolutions of the electoral committee on each case. The Poll Clerk shall certify that the Minutes contain all challenges, oaths, and resolutions made.
2. **Opposition/Dispute** — Any opposition/dispute as to the registration of delegates, composition and qualification of the Electoral Committee and Secretariat, manner of election of sectoral representatives, and counting of votes during the Assembly shall be filed with the Rules Committee, within seven (7) days from the date of assembly.

Any opposition to the qualifications of the nominees shall be filed with the Rules Committee, within seven (7) days from the date of publication of the list of nominees by the BWC.

ARTICLE XVIII. Separability Clause. - If for any reason, any provision of this Guidelines is declared null and void or unconstitutional, the other provisions hereof which are not affected thereby shall continue to be in full force and effect.



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER
BANGSAMORO WOMEN COMMISSION
Bangsamoro Government Center, Governor Gutierrez Avenue
Rosary Heights VII, Cotabato City, 9600



ARTICLE XIX. Repealing Clause. - Any provision of the existing guidelines that is contrary to or inconsistent with the provisions of this Supplemental Provisions is hereby repealed, modified, or amended accordingly.

ARTICLE XX. Effectivity and Publication — This Guidelines shall take effect on the third (3rd) day after its publication in two (2) newspapers of general or regional circulation in the Philippines. A copy of the approved Supplemental Provisions shall be immediately transmitted to the Commission on Elections, through the BEO, for posting in its website and notices to the concerned parliamentary sectoral organizations."

Issued by the Bangsamoro Women Commission through:


HADJA BAINON G. KARON
Chairperson
Bangsamoro Women Commission

Attested By:


FAUJIAH K. ABDULLAH
Executive Director
Bangsamoro Women Commission