

PROCESS FLOW FOR THE DISTRIBUTION, RECEIPT, HANDLING, CUSTODY, SAFEKEEPING, AND RETURN OF PLEBISCITE MATERIALS

1. **Delivery to Suboffices.** All plebiscite materials and paraphernalia shall be delivered *from* the SOCOTECO II Main Office *to* the respective SOCOTECO II suboffices through an official vehicle.
2. **Receipt and Delivery by the DPCOM.** The plebiscite materials and paraphernalia shall be received by the DPCOM at the respective suboffices. The DPCOM shall thereafter deliver the same to the barangay halls. In case of non-acceptance by a barangay captain, barangay hall, or barangay council, as the case may be, the materials shall be delivered to the nearest barangay hall.
3. **Receipt by the PPCOM.** On Saturday of each voting weekend, the PPCOM shall obtain the ballot boxes and other plebiscite materials and paraphernalia from the barangay hall, barangay council, or barangay captain.
4. **Voting and Tallying.** Voting shall be conducted from 8:00 a.m. to 3:00 p.m., in accordance with these Guidelines. After the tallying, the results shall be transmitted to the DPCOM.
5. **Sealing of the Ballot Box and Materials.** After the tallying and transmission of the results, the used ballots, ballot stubs, tally, and election returns shall be sealed. All unused ballots, the Master List, and other documents shall likewise be returned inside the ballot box. The ballot box shall thereafter be sealed, and its key shall be retained by the PPCOM Chairperson.
6. **End of the First Voting Day.** At the end of the first voting day per weekend, the sealed ballot box and plebiscite materials shall be returned to the barangay captain, barangay hall, or barangay council.
7. **Second Voting Day.** At the beginning of the second voting day per weekend, the PPCOM shall again obtain the ballot box and plebiscite materials from the barangay captain, barangay hall, or barangay council, as the case may be. The foregoing procedures shall be repeated for all plebiscite weekends.
8. **Return to the SOCOTECO II Main Office.** At the end of the second voting day, all physical documents and ballots shall be transported to the SOCOTECO II Main Office through an official vehicle, accompanied by the DPCOM.
9. **Safekeeping.** The ballot boxes, ballots, documents, and other plebiscite materials shall be kept at the SOCOTECO II Main Office for safekeeping. The keys to the ballot boxes shall be retained by the OPCOM Chairperson.