



## GUIDELINES FOR DEPLOYMENT OF VOLUNTEERS

### School-Level

1. The school invites volunteers through the Student Affairs Office and the Student Council.
2. Volunteer fills up Volunteer Registration Form (Attachment 1).
3. School schedules volunteer' training.
4. The school issues the Volunteer Endorsement Form (Attachment 2).
5. The school enlists the student in the Volunteer Deployment Matrix (Attachment 3).
6. The School submits the Volunteer Deployment Matrix to the CEAP National Secretariat through email [ceapnational@yahoo.com](mailto:ceapnational@yahoo.com) and fax +632-426-2670 and +632-926-5153.

### CEAP National Secretariat (NS) Level

1. CEAP NS consolidates school data using the CEAP-NS Consolidation Matrix (Attachment 4).
2. CEAP NS sends a copy of the consolidated report to the Regional Directors and PPCRV National Office.

### PPCRV National Office

1. PPCRV endorses the students to the parish-based PPCRV through the endorsement form.

## **Tasks and Functions of a PPCRV Specialized Poll Monitor in an Automated Election System (AES)**

### **Precinct Poll Watcher (PPW) – 2 per PCOS**

- Monitors the conduct of elections inside the PCOS polling precinct
- Keeps in mind the numbers of the precincts clustered into the PCOS polling precinct
- Sees to it that it is the voter who shades/marks his/her ballot and feeds it to the PCOS machine
- Documents what he or she may see or hear inside the polling precinct
- Takes photographs of the proceedings and incidents, if any, during the voting and automated counting and transmission process inside the polling precinct
- Files a protest against any irregularity or violation of law which may have been committed by the BEI or any of its members or by any person during the voting and automated counting and transmission process
- Obtains from the BEI a certification as to the filing of such protest and/or of the resolution thereon
- Secures a copy of the first 8 machine generated Election Returns (ER) of all votes cast for the candidates in his/her respective PCOS polling precinct.

#### **Requirements:**

- Computer literate
- Registered voter in the precinct

### **Technical Assistance Group Poll Watcher (TAG) – 3 per polling center**

- Monitors the certification process of all PCOS machines
- Monitors the pre-testing and field testing of all PCOS machines
- Assists all PPW, VAD, SWOT, and AMVATT poll watchers on any technical concerns that may arise during the 2010 National and Local Elections, particularly in the polling precincts and the canvassing centers
- Provides technical expertise in the development training of all voters' education materials on the AES, as well as in the attendant training
- Assists in the National Commence Center's validation of votes using PPCRV's specially designed technology platform

#### **Requirements:**

- IT or ComSci background / skills
- Registered voter in the precinct

**TIMETABLE****CEAP-NCR / MAPSA / COCOPEA - PPCRV Partnership**

22 January 2010	Ad Hoc Committee Meeting 2PM / CEAP Office
03 February 2010	General Assembly 2pm / Nazarene Catholic School
01 March 2010	Submission of Volunteer Deployment Matrix to CEAP National Secretariat c/o Rita Cucio: <a href="mailto:rita.cucio@yahoo.com">rita.cucio@yahoo.com</a> Gillian Hurtado: <a href="mailto:gillian.hurtado@gmail.com">gillian.hurtado@gmail.com</a> Fax: 426-2670
05 March 2010	Submission of consolidated report to PPCRV National Office

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**GENERAL ASSEMBLY****03 February 2010****Nazarene Catholic School**

Invocation	Sr. Felicitas Bernardo, SPC
Perspective Setting	Msgr. Gerardo Santos
Presentation of Guidelines for Deployment of Volunteers	
Open Forum	



**VOLUNTEER REGISTRATION FORM  
(Attachment 1)**

<b>PPCRV / CEAP / COCOPEA / MAPSA</b>				
Name (Surname, Given Name, Middle Name):				
School:				
Contact Details:		Mobile:		Email:
Region:				
Province:				
District:				
City/Municipality:				
Precinct:				
Area of Deployment (please check one):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <b>PPW</b>	<input type="checkbox"/> <b>TAG</b>



## VOLUNTEER ENDORSEMENT FORM (Attachment 2)

The Coordinator

Parish Pastoral Council for Responsible Voting

Name of Parish: \_\_\_\_\_

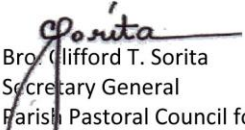
Address of Parish: \_\_\_\_\_

Dear Sir / Madam:

This is to certify that \_\_\_\_\_ is a registered volunteer of the Parish  
(Name of Student)  
Pastoral Council for Responsible Voting. He/she is a student of \_\_\_\_\_  
(Name of School)  
and is registered at \_\_\_\_\_.  
(Precinct, City/Municipality / District / Province)

We would like to request that he/she is assigned as an official PPCRV pollwatcher in the upcoming May 2010 elections.

Thank you.

  
Bro. Clifford T. Sorita  
Secretary General  
Parish Pastoral Council for Responsible Voting



**VOLUNTEERS' DEPLOYMENT MATRIX  
(Attachment 3)**

<b>Name of School:</b>							
<b>Address:</b>							
<b>Name of Student Affairs Coordinator/Director:</b>							
<b>Contact Details:</b>		Tel. No.:					
		Fax No.:					
		Cell. No.:					
		Email:					
Name of Volunteer (Surname, Given Name, Middle Name)	Area of Deployment		Precinct	City/Municipality	Congressional District	Province	Region
	PPW	TAG					
<b>Subtotal</b>							



**CONSOLIDATION MATRIX  
(Attachment 4)**

<b>Region:</b>					
<b>Province:</b>					
Congressional District	City/Municipality	Precinct	Name of Volunteer (Surname, Given Name, Middle Name)	Area of Deployment	
				PPW	TAG
			<b>Grand Total</b>		