



Republic of the Philippines  
Department of Education  
Region VI- Western Visayas  
SCHOOLS DIVISION OF SAGAY CITY

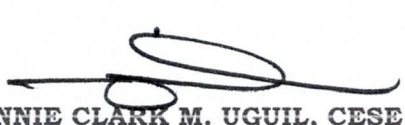
FEB 19 2025

Division **MEMORANDUM**  
No. 134, s. 2025

**CUT-OFF DATE IN THE SUBMISSION OF APPOINTMENT PAPERS  
RELATIVE TO THE COMELEC RESOLUTION NO. 10999**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Public Schools District Supervisors  
School Heads of Public Elementary and Secondary Schools  
All Others Concerned

1. Enclosed is **COMELEC Resolution No. 10999** promulgated on May 24, 2024, prescribing the calendar of activities and periods of certain prohibited acts in connection with the May 12, 2025, National and Local Elections.
2. As stipulated in the Resolution, the appointment or hiring of new employees, creation of new positions, filling of new positions in a government office, agency, or instrumentality, whether national or local, including government-owned or controlled corporations, except upon prior approval of the Commission, is prohibited from March 28, 2025, to May 11, 2025, while the transfer or detail of officers and employees in the civil service, except upon prior approval of the Commission, is prohibited from January 12 to June 11, 2025.
3. Relative to this, to ensure timely processing of appointments, the field is hereby informed that the cut-off date in the submission of papers for appointment will be on **March 15, 2025**. Transfers of personnel will resume on June 13, 2025.
4. Immediate, wide dissemination, and compliance of this Memorandum is desired.

  
**DANNIE CLARK M. UGUIL, CESE**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



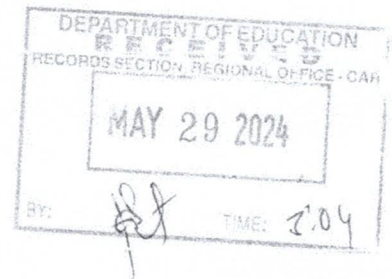
Enclosure : as stated  
Reference : as stated  
Allotment : N/A  
No. of Pages: 11  
To be indicated in the **Perpetual Index** under the following subjects:

**APPOINTMENT**

**TRANSFER**

**PERSONNEL**

L.Tan/HRPERSONNEL/February 13, 2025



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

**CALENDAR OF ACTIVITIES  
AND PERIODS OF CERTAIN  
PROHIBITED ACTS IN  
CONNECTION WITH THE MAY  
12, 2025 NATIONAL AND LOCAL  
ELECTIONS (NLE), AND  
BARMM PARLIAMENTARY  
ELECTIONS.**

x-----x

<b>GARCIA, George Erwin M.,</b>	<i>Chairman</i>
<b>INTING, Socorro B.,</b>	<i>Commissioner</i>
<b>CASQUEJO, Marlon S.,</b>	<i>Commissioner</i>
<b>FEROLINO, Aimee P.,</b>	<i>Commissioner</i>
<b>BULAY, Rey E.,</b>	<i>Commissioner</i>
<b>MACEDA, Ernesto Ferdinand P., Jr.,</b>	<i>Commissioner</i>
<b>CELIS, Nelson J.,</b>	<i>Commissioner</i>

Promulgated: May 24, 2024

**RESOLUTION NO. 10999**

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 as amended by 9369, 9189 as amended by 10590, 10756 and other election laws, the Commission on Elections (Commission) **RESOLVED** to prescribe the following calendar of activities and periods of certain prohibited acts in connection with the May 12, 2025 National and Local Elections:

DATE/PERIOD	ACTIVITIES	PROHIBITED ACTS
May 12, 2024 (Sunday) to August 12, 2025 (Tuesday)		Transfer, promotion, extension, recall, or otherwise movement of officer or member of the foreign service corps including those belonging to attached agencies.  (Section 35, 2 <sup>nd</sup> paragraph, R.A. No. 9189, as amended by R.A. No. 10590, otherwise known as "The Overseas Voting Act of 2013")
May 15, 2024 (Wednesday) to June 7, 2024 (Friday)	Period to file Petition for Registration or Accreditation of Regional Parliamentary Political Parties (RPPP). (Resolution No. 10987)	
	Period to file Petition for Registration of Parliamentary Sectoral Organization (PSO). (Resolution No. 10987)	
August 15, 2024 (Thursday)	Last day to file Petition for Registration or Accreditation of a Coalition in Bangsamoro Autonomous Region in Muslim Mindanao (BARMM). (Resolution No. 10987)	
August 29, 2024 (Thursday)	Last day to hold party conventions by duly registered RPPP for the purpose of selecting	

	nominees for the Party Representatives in the Parliament. <i>(Section 1(b), Rule II, Article IV, Resolution No. 10984)</i>	
August 30, 2024 (Friday)	Last day to file <u>Manifestation of Intent to Participate</u> in the Parliamentary Election (MIP-PE) of Party Representatives with attached List of Nominees and Certificate of Acceptance of Nomination with Affidavit of Non-Affinity. <i>(Resolution No. 10987)</i>	
	Last day to file <u>Manifestation of Intent to Participate</u> in the Parliamentary Sectoral Representation System (MIP-PSRS) for RPPP Sectoral Wing. <i>(Section 7, Rule II, Article VI, Resolution No. 10984)</i>	
	Last day to submit Sworn Information Update Statement (SIUS) by registered political parties or coalition of political parties to the Political Finance and Affairs Department (PFAD). <i>(Sec. 1, Resolution No. 10943)</i>	
September 1, 2024 (Sunday) to September 28, 2024 (Saturday)	Holding of political conventions by political parties to select and nominate official candidates for all elective positions. <i>(Sec. 15, R.A. No. 8436, as amended by Sec 13, R.A. No. 9369)</i>	
September 30, 2024 (Monday)	Last day to file applications for local and overseas voter registration. <i>(Sec. 3, Comelec Resolution No. 10963 dated January 10, 2024 and Sec. 4, Comelec Resolution No. 10833 dated September 7, 2022)</i>	
	Last day to submit List of Authorized Signatories with Specimen Signatures by political parties/coalitions to the Law Department.	
	Last day to file request for transfer/change/correction of name/address of voting center. <i>(Sec. 11, 2<sup>nd</sup> paragraph, Comelec Resolution No. 10884 dated January 25, 2023)</i>	
October 1, 2024 (Tuesday) to October 8, 2024 (Tuesday) including Saturday and Sunday	Filing of Certificate of Candidacy (COC) for all elective positions and Filing of Certificate of Nomination and Acceptance (CONA). <i>(Sec. 13 of RA 9369)</i>	
	Filing of List of Nominees, Certificate of Nomination, and Certificate of Acceptance of Nomination (CON-CAN) and Affidavit of Qualifications of Nominees.	
	Substitution of party-list nominees by reason of withdrawal of the acceptance of nomination.	
	Filing of COC of the substitute of the official candidate of a political party or coalition, who withdrew. his or her COC.	

Five (5) days after filing of COC	Last day to File Petition to Declare as Nuisance Candidate.	
October 15, 2024 (Tuesday)	Last day to file petition for exclusion of an overseas voter from the National Registry of Overseas Voters (NROV). <i>(Sec. 56, Comelec Resolution No. 10833 dated September 7, 2022)</i>	
October 29, 2024 (Tuesday)	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.	
November 8, 2024 (Friday)	Last day to file a request for correction of clerical or typographical error on the name to appear on the official ballot.	
November 15, 2024 (Friday) to December 20, 2024 (Friday)	Constitution of Boards of Canvassers (BOCs), Electoral Boards (EBs), DepEd Supervising Officers (DESOs) and Support Staff and submission of the lists thereof.	
November 29, 2024 (Friday)	Last day to conduct raffle of accredited party-list group for purposes of determining the order of their listing in the official ballot, unless otherwise set by the Commission.	
November 30, 2024 (Saturday)	Last day to publish the Approved List of Nominees.	
December 27, 2024 (Friday)	Last day to submit to the Bangsamoro Electoral Office (BEO) the Sectoral Election Mechanisms by the Non-Moro Indigenous Peoples (NMIP), Traditional Leaders, and 'Ulama. <i>(Section 6, Rule VIII, Article VI, Resolution No. 10984)</i>	
January 6, 2025 (Monday) to February 14, 2025 (Friday)	Period to conduct the first level of internal party elections for sectoral representatives in the Parliament by registered and accredited PSOs:  (i) Tribal Assemblies for the Non-Moro Indigenous Peoples (NMIP);  (ii) Regional Convention of Sultans for Traditional Leaders; and  (iii) Provincial 'Ulama Assemblies for the 'Ulama.  <i>(Section 1, Rule VIII, Article VI, Resolution No. 10984)</i>	
January 12, 2025 (Sunday)	Last day for the Commission En Banc to approve the Certified List of Overseas Voters (CLOV) and furnish copies to the Philippine embassies, consulates, and other foreign service establishments abroad.  <i>(Sec. 59, Comelec Resolution No. 10833 dated September 7, 2022)</i>	
January 12, 2025 (Sunday) to June 11, 2025 (Wednesday)	<b>ELECTION PERIOD</b>  <i>(Section 9, Article IX-C, 1987 Constitution, Section 5, R.A. No. 7166, and Section 3 of B.P. Blg. 881)</i>	Bearing, carrying, or transporting firearms or other deadly weapons, unless authorized in writing by the Commission (Gun Ban).

		<p>(Sec. 32, R.A. No. 7166)</p> <p>Use of security personnel or bodyguards by candidate, unless authorized in writing by the Commission.</p> <p>(Sec. 33, R.A. No. 7166)</p> <p>Alteration of territory of a precinct or establishment of a new precinct.</p> <p>(Sec. 5, R.A. No. 8189)</p> <p>Transfer or detail of officers and employees in the civil service, except upon prior approval of the Commission.</p> <p>(Sec. 261 (h), OEC)</p> <p>Organization or maintenance of reaction forces, strike forces, or similar forces.</p> <p>(Sec. 261 (u), OEC)</p> <p>Suspension of elective provincial, city, municipal, or barangay officer without prior approval of the Commission.</p> <p>(Sec. 261 (x), OEC)</p>
January 17, 2025 (Friday) to January 31, 2025 (Friday)	Constitution of Special Boards of Election Inspectors (SBEIs), Special Ballot Reception and Custody Groups (SBRCGs) and Special Boards of Canvassers (SBOCs) for overseas voting.	
January 27, 2025 (Monday)	<p>Last day to file petition for inclusion of voters in the permanent list of voters.</p> <p>(Sec. 34, R.A. No. 8189, Sec. 62, Comelec Resolution No. 10963 dated January 10, 2024)</p>	
February 1, 2025 (Saturday)	<p>Last day to file petition for the exclusion of voters in the permanent list of voters.</p> <p>(Sec. 35, R.A. No. 8189, Sec. 63, Comelec Resolution No. 10963 dated January 10, 2024)</p>	
February 6, 2025 (Thursday)	<p>Last day for the Election Registration Board (ERB) Meeting to certify the list of voters.</p> <p>(Sec. 64, Comelec Resolution No. 10963 dated January 10, 2024)</p>	
February 11, 2025 (Tuesday)	<p>Posting of the certified list of voters.</p> <p>(Sec. 30, R.A. 8189, Sec. 65, Comelec Resolution No. 10963 dated January 10, 2024)</p>	
February 11, 2025 (Tuesday) to May 10, 2025 (Saturday), excluding April 17, 2025 (Maundy Thursday) and April 18, 2025 (Good Friday)	<p>Campaign period for candidates for Senator and party-list groups participating in the party-list system of representation.</p> <p>(Sec. 5 (a), R.A. No. 7166)</p>	<p>Campaigning on April 17, 2025 (Maundy Thursday) and April 18, 2025 (Good Friday).</p> <p>(Sec. 5, R.A. No. 7166)</p>

February 11, 2025 (Tuesday) to May 12, 2025 (Monday)		<p>Giving donations by candidate, his or her spouse, or any relative within the second civil degree of consanguinity or affinity, or his campaign manager, agent, or representative. (Sec. 104, OEC)</p> <p>Appointment or use of special policemen, confidential agents, or persons performing similar functions. (Sec. 261 (m), OEC)</p>
February 15, 2025 (Saturday) to April 4, 2025 (Friday)	<p>Period to conduct assemblies of registered and accredited Women, Settler Communities, and Youth PSOs for the elections of Women, Settler Communities, and Youth Sectoral Representatives in the Parliament. (Section 1, Article IX, Resolution No. 10984)</p>	
	<p>Period to conduct the following second level of internal party elections for sectoral representatives in the Parliament by the duly registered and accredited PSOs:</p> <ul style="list-style-type: none"> <li>(i) Regional Inter-Tribal Convention for the NMIP;</li> <li>(ii) Intra-Sultanate Assembly for Traditional Leaders; and</li> <li>(iii) Regional 'Ulama Convention for 'Ulama.</li> </ul> <p>(Section 1, Rule VIII, Article VI, Resolution No. 10984)</p>	
March 7, 2025 (Friday)	<p>Last day to file application for local absentee voting before the Heads of Offices/Supervisors/Commanders or in the case of members of the Media, before the PES or City Election Officer (CEO) concerned or the RED-NCR.</p>	
March 10, 2025 (Monday)	<p>Last day for the Committee on Local Absentee Voting (CLAV) to receive application forms for local absentee voting from Heads of Offices/Supervisors/Commanders or in the case of members of the Media, from the PES or CEO concerned or the RED-NCR.</p>	
March 13, 2025 (Thursday) to June 11, 2025 (Wednesday)		<p>Illegal release of prisoners. (Sec. 261(n), OEC)</p>
March 28, 2025 (Friday) to May 10, 2025 (Saturday), excluding April 17, 2025 (Maundy Thursday) and April 18, 2025 (Good Friday)	<p>Campaign period for candidates for Member, House of Representatives, and parliamentary, provincial, city, municipal officials. (Sec. 5 (b), R.A. No. 7166)</p>	<p>Campaigning on April 17, 2025 (Maundy Thursday) and April 18, 2025 (Good Friday) (Sec. 5 (b), R.A. No. 7166)</p>

March 28, 2025 (Friday) to May 11, 2025 (Sunday)		Appointment or hiring of new employees, creation of new positions, filling of new positions in a government office, agency, or instrumentality, whether national or local, including government-owned or controlled corporations, except upon prior authority of the Commission. <i>(Sec. 261 (g) (1), OEC)</i>
		Promotion or giving of salary increases, remuneration, or privileges to any government official or employee, including those in government-owned or controlled corporations. <i>(Section 261 (g) (2), OEC)</i>
		Release, disbursement or expenditures of public funds, except those enumerated in Section 261 (v) of the OEC. <i>(Sec. 261 (v), OEC)</i>
		Construction of public works, delivery of materials for public works except for projects or works exempted in Section 261 (v) of the OEC, and issuance of treasury warrants or similar devices. <i>(Sec. 261 (w), OEC)</i>
April 1, 2025 (Tuesday)	Last day to post notice of the date, time, and place of final testing and sealing of Automated Counting Machines (ACMs) for overseas voting.	
	Last day to notify the SBEIs concerned of the date, time, and place of the final testing and sealing of the ACMs for overseas voting.	
April 6, 2025 (Sunday) to April 12, 2025 (Saturday)	Final testing and sealing of ACMs for overseas <u>voting in Poste using ACMs</u> .	
April 8, 2025 (Tuesday)	Last day for CLAV to verify whether applicants are eligible to vote under local absentee voting.	
	Last day to prepare the list of qualified local absentee voters.	
April 12, 2025 (Saturday)	Last day to designate the place of voting for the local absentee voters who are government officials and employees, members of the Armed Forces of the Philippines (AFP) and the Philippine National Police (PNP).	
	Last day to furnish every registered voter with a Voter's Information Sheet.	

	(Sec. 1, R.A. No. 7904)	
April 13, 2025 (Sunday) to May 12, 2025 (Monday)	<p>Casting of votes by overseas voters (Sec. 16.1, R.A. No. 9189 as amended by R.A. 10590)</p>	<p>All forms of campaigning abroad and within Philippine embassies, consulates, and other posts where overseas voters may exercise their right to vote pursuant to the Overseas Absentee Voting System.  (Sec. 22, R.A. No. 9189, as amended by R.A. No. 10590)</p>
April 17, 2025 (Maundy Thursday) to April 18, 2025 (Good Friday)		<p>Campaigning. (Sec. 5, R.A. No. 7166)</p>
April 21, 2025 (Monday)	<p>Last day for CLAV to send by Electronic mail (E-mail) Notices (LAV Form No. 08) to all Municipal/City/District EOs concerned to furnish their respective PES and REDs, of the list of voters who are registered in their respective municipality/city/district and who will avail of Local Absentee Voting.</p>	
	<p>Last day for CLAV to transmit the list of qualified absentee voters, local absentee ballots and other election paraphernalia to all concerned heads of offices / supervisors / commanders /EO / PES or RED-NCR.</p>	
	<p>Last day for CLAV to constitute Special Electoral Boards (SEBs) for Local Absentee Voting (LAV).</p>	
April 27, 2025 (Saturday)	<p>Last day to post notice of the date, time, and place of final testing and sealing of ACMs.</p>	
April 28, 2025 (Monday)	<p>Creation of Emergency-Accessible Polling Places (EAPP).</p>	
	<p>Determination and establishment of the summary of types of voter assistance needed by the Vulnerable Sectors Office (VSO), in coordination with the concerned OEOs, especially in areas with a density of person with disability (PWD) and senior citizen (SC) voters.</p>	
April 28, 2025 (Monday) to April 30, 2025 (Wednesday)	<p>Voting by local absentee voters.</p>	
April 29, 2025 (Tuesday)	<p>Last day for CLAV to constitute Reception and Custody Unit (RCU) and Special Board of Canvassers (SBOC) for Local Absentee Voting (LAV).</p>	
May 2, 2025 (Friday) to May 7, 2025 (Wednesday)	<p>Final Testing and Sealing of the ACMs. (Sec. 12, R.A. No. 9369 in relation to Sec. 28, R.A. No. 8436)</p>	

May 5, 2025 (Monday)	<p>Last day to submit the names of the persons who will occupy the seats allocated for sectoral in BARM.</p> <p>Last day to submit to the BEO the names of the Sectoral Representatives for Women, Youth, Settler Communities, NMIP, Traditional Leaders, and 'Ulama as determined during the assemblies and second level of internal party elections of PSGs.</p> <p>(Section 6, Rule IV, Article VI; Section 4, Rule V, Article VI; Section 4, Rule VII, Article VI, Resolution No. 10984)</p>	
May 11, 2025 (Sunday) <b>EVE OF ELECTION DAY</b>		<p>Campaigning.</p> <p>(Sec. 5, R.A. 7166)</p>
		<p>Giving or accepting free of charge, directly or indirectly, transportation, food or drinks or things of value; or giving or contributing, directly or indirectly, money or things of value for such purpose, by any candidate, political party, or organization, or any person.</p> <p>(Sec. 89, OEC)</p>
		<p>Selling, furnishing, offering, buying, serving, or taking intoxicating liquor, except hotels and other establishments duly certified by the Department of Tourism as tourist oriented and habitually in the business of catering to foreign tourists upon prior authority of the Commission, and foreign tourists taking intoxicating liquor in said authorized hotels or establishments (Liquor Ban).</p> <p>(Sec. 261 (dd), (1), OEC)</p>
May 12, 2025 (Monday) <b>ELECTION DAY</b>	<p>Last day within which the substitute of an official candidate of a political party or coalition, who died or was disqualified for any cause may file COC, subject to the guidelines set forth by the Commission.</p>	
Mid-day of election day	<p>Last day for substitution of Party-List Nominees by reason of death or incapacity.</p> <p>(Sec. 1, Resolution No. 10954 dated October 11, 2023)</p>	
May 12, 2025 (Monday) <b>ELECTION DAY</b>	<p>Casting of votes and, thereafter counting and consolidation of votes.</p>	<p>Campaigning.</p> <p>(Sec. 5, R.A. 7166)</p>

	Casting of votes of Persons Deprived of Liberty (PDL) until 3 o' clock in the afternoon in the Special Polling Places Inside Jails (SPP-IJ). (Sec. 1, Rule 6, Resolution No. 9371 dated March 6, 2012)	Voting more than once or in substitution of another. (Sec. 261 (z) (2) and (3) OEC)
		Soliciting votes or undertaking any propaganda for or against any candidate or any political party within the polling place or within thirty (30) meters thereof. (Sec. 261 (cc) (6), OEC)
		Opening of booths or stalls of any kind for the sale, dispensing, or display of wares, merchandise, or refreshments, whether solid or liquid, or for any other purposes, within thirty (30) meters radius from the polling place. (Sec. 261 (dd) (2), OEC)
		Holding of fairs, cockfights, boxing, horse races, jai-alai, or any other similar sports. (Sec. 261 (dd) (3), OEC)
	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.	
	Last day to receive accomplished LAV ballots and start of counting of votes.	
	Convening of the SBOC for Local Absentee Voting.	
May 12, 2025 (Monday) Philippine time at the close of polls	Last day for registered overseas voters to cast their votes.	
May 12, 2025 (Monday) to May 15, 2025 (Thursday)	Count and canvass precinct results and proclaim winning city/municipal elective officials.	
May 12, 2025 (Monday) to May 16, 2025 (Friday)	Period within which the Election Officers (EOs) shall advise 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 and Expenditures (SOCE). (Sec. 14, R.A. No. 7166)	
May 13, 2025 (Tuesday) to May 19, 2025 (Monday)	Canvass results and proclaim winners for senatorial, congressional, party-list, parliamentary, and provincial elections.	
June 11, 2025 (Wednesday)	Last day to file SOCE. (Sec. 14, R.A. No. 7166)	

June 30, 2025 (Monday)	Last day for CLAV to send by E-mail Notices (LAV Form No. 08-A) to all Municipal/City/District EOs concerned, copy furnished their respective PES and REDs of the List of Voters who actually voted under the Local Absentee Voting.	The election offenses are not limited to those enumerated above but include other election offenses penalized under the OEC and other election laws.
------------------------	--	--

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 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 shall post a copy of this Resolution on the website of the Commission.

**SO ORDERED.**

**GEORGE ERWIN M. GARCIA**  
*Chairman*

**SOCORRO B. INTING**  
*Commissioner*

**MARLON S. CASQUEJO**  
*Commissioner*

**AIMEE P. FEROLINO**  
*Commissioner*

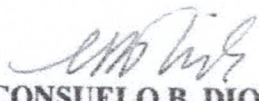
**REY E. BULAY**  
*Commissioner*

**ERNESTO FERDINAND P. MACEDA, JR.**  
*Commissioner*

**NELSON J. CELIS**  
*Commissioner*

#### CERTIFICATION

APPROVED for publication, May 24, 2024.

  
**CONSUELO B. DIOLA**  
Director IV

Office of the Commission Secretary

This Resolution can be verified at this number (02)85272987; email address [comsec@comelec.gov.ph](mailto:comsec@comelec.gov.ph)