

Memorandum No. LRS-2021-018

TO : DEANS, COLLEGE SECRETARIES, AND HEADS OF UNITS
STUDENTS
UP Diliman

FROM : 
LOUISE IASHIR R. SONIDO
Vice Chancellor for Student Affairs and
Chair, University Student Electoral Board

SUBJECT : Guidelines on the UPD Remote Student Elections Manual Voting
System and Request for Printed Campaign Materials

DATE : 20 May 2021

In relation to the conduct of the 2021 Remote Student Elections, the University Student Electoral Board is issuing these *Guidelines on UPD Remote Student Elections Manual Voting System and Request for Printed Campaign Materials*, for guidance.

Manual voting is an alternative voting process to accommodate students who do not have internet access and/or who will not be able to process their UP Mail account in time for the elections. Manual voters who have limited to no internet access may also opt to receive printed campaign materials by registering through this system.

For further queries and updates, the Halalan UPD 2021 Helpdesk may be accessed through any of the following channels:

Facebook: <https://www.facebook.com/halalanupdiliman>
Email: halalan.upd@up.edu.ph / ospa.upd@up.edu.ph
Mobile: +63 945 728 2541 (Globe)
+63 968 772 3596 (Smart)

For dissemination, please.

Thank you.

GUIDELINES ON THE UPD REMOTE STUDENT ELECTIONS MANUAL VOTING SYSTEM AND REQUEST FOR PRINTED CAMPAIGN MATERIALS

Manual Voting is an alternative voting process provided by the Guidelines on Remote Student Elections crafted by the Ad Hoc Online Student Elections Committee for the Halalan UPD 2021. This is to accommodate students who do not have internet access and/or who will not be able to process their UP Mail account for the elections. Manual voters who have limited to no internet access may also opt to receive printed campaign materials by registering through this system.

The coverage of manual voting shall include the university-wide and college-level elections.

1. Registration

- b. Registration for manual voting starts on **May 20, 2021** and ends on **June 8, 2021**. The last day for requests to receive campaign materials is **June 1, 2021**.
- c. Students shall register at <https://bit.ly/halalanUPD2021manualvotersregistration> to opt for manual voting.
- d. This registration form will be sent to all UP students' registered email address, and will be posted on the following official FB pages: [Halalan UP Diliman](#), [UPD Office of the Vice-Chancellor for Student Affairs](#), [UPD Office of Student Projects and Activities](#).
- e. The registered manual voter shall provide his/her mailing address if he/she wants to receive printed campaign materials.

2. Manual Voting Process

- a. Halalan staff shall print an unmarked ballot to be allotted for each manual student voter.
- b. The student's registered mobile number will be used by the Halalan staff to make a voice call to the student at the time indicated in the registration form.
- c. During the voice call, the voter will first be informed that the entire conversation will be audio recorded. Upon acknowledgment, voters will be asked security questions for identity verification.
- d. After successful verification, the staff shall record the student's casted votes using the printed blank ballot, to be reread to the student and verified before final submission.
- e. All votes and recordings will be treated as confidential data. The Halalan staff will be responsible for the storage of the ballots in a secure drop box during the elections, as well as their disposition after the elections.

3. Dates of Voting and Vote Counting

- a. Manual voting will be conducted from **June 9-11, 2021**. This schedule ends earlier than the online automated voting, which lasts until June 14, 2021 at 6:00pm, to give the Halalan UPD Team ample time to count the votes manually and cross-reference with online votes to make sure there are no redundancies.
- b. The data collected through manual ballots will be forwarded to the University Computer Center for the integration of the online automated and manual voting results.