

REPUBLIC OF THE PHILIPPINES  
**COMMISSION ON ELECTIONS**  
Office of the Election Officer  
Alcantara, Cebu

## CITIZEN'S CHARTER

FRONTLINE SERVICES	CLIENTS	REQUIREMENTS	SCHEDULE OF AVAILABILITY OF SERVICE	FEES	HOW TO AVAIL OF SERVICE
<ul style="list-style-type: none"> <li>- Registration</li> <li>- Transfer of Registration</li> <li>- Correction of Entries/ Change Status</li> <li>- Reactivation</li> </ul>	18 Years old and above	Any one (1) valid ID  <ul style="list-style-type: none"> <li>-Postal</li> <li>-School ID</li> <li>-Company ID</li> <li>-Passport</li> <li>-SSS ID</li> <li>-GSIS ID</li> <li>-NBI Clearance</li> <li>-License</li> <li>- PRC/IBP</li> <li>- Birth Certificate</li> <li>-Marriage Contract</li> </ul>	8 am- 5 pm Mondays to Fridays	None	Personal Appearance
<ul style="list-style-type: none"> <li>- Issuance of Certification as a Registered Voter</li> <li>- Certifies True Copy of Voters Registration Record</li> </ul>	All Filipino Citizens	Any Valid ID	8 am- 5 pm Mondays to Fridays	Seventy-five pesos only (P75.00)	Personal Appearance or through Authorizes Representative
<ul style="list-style-type: none"> <li>- Request for Voters ID Reprinting due to Loss/Damage</li> </ul>		Affidavit of Loss (if applicable)	8 am- 5 pm Mondays to Fridays	P100.00	Personal Appearance
Data / Information on the ff:  <ul style="list-style-type: none"> <li>-Total Number of Barangays</li> <li>-Registered Voters</li> <li>-Established and Clustered</li> </ul>	All Filipino Citizens	Any Valid ID	8 am- 5 pm Mondays to Fridays	P100.00 for the first ten (10) pages (certified copy) and P2.00 for the succeeding pages	Personal Appearance or through Authorizes Representative

Precincts -Voting Centers and Name Location of Polling Places					
- Issuance of Softcopy of List of Voters	All requesting Parties	Approved Letter of Request	8 am- 5 pm Mondays to Fridays	P1.00 per precinct + P75.00 Certification fee	Written request addressed to the Provincial Election Supervisor
- Issuance of Requested Copy of Election Documents, Reports, Data and Certification - Election Returns - Canvassing results - Other Election Related Document	All Filipino Citizens	Approved Letter of Request	8 am- 5 pm Mondays to Fridays	- P75.00 for Certification, - P100.00 for the first 10 pages - P2.00 for the succeeding pages, - P2.00 per page photocopy only, - P0.50 per page if Disk Copy - P15.00 per CD	Personal Appearance or through Authorizes Representative