Circular Letter
No. 12
Series 2025
Information (White)

**TO: HIS EXCELLENCY, THE REVEREND MEMBERS OF THE CLERGY, MEN AND WOMEN RELIGIOUS AND THE LAITY OF THE ARCHDIOCESE OF SAN FERNANDO, PAMPANGA**

**RE: PARISH PASTORAL COUNCIL FOR RESPONSIBLE VOTING (PPCRV) IN THE 2025 MIDTERM ELECTIONS**

Greetings of Grace and Peace!

It is our call as Christians and Filipinos to share in the task of serving our countrymen by actively participating in the 2025 Midterm Elections. As reiterated in the *Vision-Mission Statement* of our Archdiocese: *"We, the people of God in Pampanga, committed ourselves, among others, to the promotion of Responsible Citizenship and Good Governance."*

We have appointed Rev. Fr. Justin G. Gatus as the Chairperson of the Parish Pastoral Council for Responsible Voting-Pampanga Chapter with the Social Action Center of Pampanga (SACOP) together with the Archdiocesan Council on the Laity as the Provincial Secretariat and Mr. Renato J. Galang as Executive Secretary.

The PPCRV will engage on:

1. Voter's Empowerment and Discernment;
2. Voter's Assistance;
3. Voter's Monitoring and Retrieval of Election Returns.

We fraternally urge you to:

1. Organize and support the Parish Pastoral Council for Responsible Voting (PPCRV) in your parish;
2. Appoint your PPCRV parish coordinator with his or her corresponding team (see attached Roles and Functions);
3. With the importance of Social Media in today's electoral engagement, mobilize the Parish Social Communications Ministry to commit to PPCRV;
4. Link-up and cooperate with the PPCRV-Pampanga Secretariat; and
5. Give second collections and other financial support for your PPCRV.

For more information, please coordinate with the PPCRV Pampanga Secretariat at 0969-462-7467 and look for Ms. Ma. Suzette Tulud.

Together let us make the 2025 Midterm Elections CLEAN, HONEST, ACCURATE, MEANINGFUL AND PEACEFUL (CHAMP) as a way of responding to the challenge of becoming a Synodal Church of the Poor!

*Santo Cristo del Perdon y Caridad – pakaluluan mu kami*. *Virgen de los Remedios, Indu ring Capaldanan, Tula ring Capampangan, Talayingat ning Arkidiocesis – ipanalangin mu kami*. Thank you for the kind attention, I remain

One with you as a servant to the servants of the Gospel,

**(Sgd.) ✠ FLORENTINO G. LAVARIAS, D.D.**
Archbishop of San Fernando
Pampanga

**(Sgd.) REV. FR. DANNY Q. NACPIL**
Chancellor

18 February 2025

**PARISH PASTORAL COUNCIL FOR RESPONSIBLE VOTING**
**PAMPANGA CHAPTER SECRETARIAT**

## TASKS AND FUNCTIONS OF PPCRV COORDINATORS

### District Coordinator

1. Set up the PPCRV District Secretariat which is composed of the District Coordinator, District Staff, and Municipal Coordinators;
2. Oversee and assist in setting-up Municipal PPCRV Secretariats;
3. Coordinate and monitor conduct of Voters' Education within the district;
4. Monitor conduct of elections in coordination with Municipal coordinators;
5. Ensure preparation and submission of municipal and parish election reports;
6. Represent PPCRV in task forces, committees, etc., created by COMELEC, in any fora or similar gathering or event on the provincial / district level where PPCRV representation is required.
7. Undertake other activities necessary to ensure clean, honest, accurate, meaningful and peaceful elections.

### Municipal Coordinator

1. Set up the PPCRV Municipal Secretariat which is composed of the Municipal Coordinator, Heads of the Committees (Recruitment and Training, Finance and Ways and Means, Documentation and Communication, Legal and Crisis Management), and Parish Coordinators in order to impart the importance of citizen's involvement and secure the community's participation in ensuring the credibility of the electoral process.
2. Operate and manage the Municipal Secretariat
   a) Oversee the recruitment and training of volunteers (Precinct poll watchers, Voters Assistance Desk Poll Watchers, etc.) through meetings, phone calls, and other forms of communication and monitoring devices;
   b) Assist in the mobilization of finance and other logistics / resources to ensure successful conduct of the electoral process;
   c) See to it that all committees and volunteers are functioning according to their duties and responsibilities before, during, and after the election.
3. Ensure the distribution and collection of election materials, e.g., Computerized Voters List, Project of Precincts, identification cards, training manuals, transmission forms, election returns, etc. through the Parish Coordinators.
4. Represent PPCRV in task forces, committees, etc., created by COMELEC, in any fora or similar gathering or event on the municipal level where PPCRV representation is required.
5. Coordinate/ facilitate Voters' Education and other activities necessary to ensure clean, honest, accountable, meaningful and peaceful elections.

**Parish Coordinator**

1. Set up the PPCRV Parish Secretariat which is composed of the Parish Coordinator, Heads of the Committees (Recruitment and Training, Finance and Ways and Means, Documentation and Communication, Legal and Crisis Management) in order to impart the importance of citizen's involvement and secure the community's participation in ensuring the credibility of the electoral process.
2. Operate and manage the Parish Secretariat
   a) Oversee the recruitment and training of volunteers (Precinct poll watchers, Voters Assistance Desk Poll Watchers, etc.) through meetings, phone calls, and other forms of communication and monitoring devices;
   b) Assist in the mobilization of finance and other logistics / resources to ensure successful conduct of the electoral process;
   c) See to it that all committees and volunteers are functioning according to their duties and responsibilities before, during, and after the election.
3. Ensure the distribution and collection of election materials, e.g., Computerized Voters List, Project of Precincts, identification cards, training manuals, transmission forms, election returns, etc. through the poll watchers
4. Assist Municipal Coordinators in representing PPCRV in task forces, committees, etc., created by COMELEC, in any fora or similar gathering or event on the municipal level where PPCRV representation is required.
5. Coordinate/ facilitate Voters' Education and other activities necessary to ensure clean, honest, accountable, meaningful and peaceful elections.