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PHILIPPINE COMPETITION COMMISSION
Ensuring businesses compete and consumers benefit

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# COMMISSION RESOLUTION NO. 11-2026
# ADOPTION OF THE GUIDELINES ON FILING AND SERVICE OF ELECTRONIC DOCUMENTS AND PAPERS AND VIDEOCONFERENCING

**WHEREAS**, the Philippine Competition Commission (PCC), under Section 12(k) of Republic Act No. 10667, also known as the Philippine Competition Act (PCA), vests the PCC with the authority to issue guidelines for the effective enforcement of the PCA;

**WHEREAS**, the PCC recognizes the importance of utilizing digital technologies to streamline its processes and the corresponding need to institutionalize and strengthen the use of such digital technologies in the pursuit of the PCC's mandate;

**WHEREAS**, the Commission acknowledges the necessity of enhancing procedures for the electronic submission of documents to the PCC, and the conduct of videoconferencing and online meetings to promote efficiency and to make PCC's processes more accessible to interested parties;

**NOW, THEREFORE**, in view of the foregoing considerations, the Commission hereby **RESOLVES** to **ADOPT** the Guidelines on Filing and Service of Electronic Documents and Papers and Videoconferencing (the Guidelines);

**RESOLVED, FURTHER,** that the Guidelines shall apply to electronic documents and service of pleadings or documents related to proceedings before the PCC, without prejudice to the PCC's authority to issue additional procedures and guidelines as may be necessary;

**RESOLVED, FINALLY**, that this Commission Resolution and the Guidelines shall take effect fifteen days (15) after its publication in a newspaper of general circulation and upon filing with the Office of the National Administrative Register of the University of the Philippines Law Center, unless revoked or amended by the PCC or by applicable laws and/or pertinent rules and regulations.

**DONE** this 28th May 2026, in Quezon City, Philippines.

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Chairperson

[redacted]

**MARAH VICTORIA S. QUEROL**
Commissioner

[redacted]

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Commissioner

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**LOLIBETH RAMIT-MEDRANO**
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**FERDINAND M. NEGRE**
Commissioner

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# PCC MEMORANDUM CIRCULAR NO. 26-003

**SUBJECT: GUIDELINES ON FILING AND SERVICE OF ELECTRONIC DOCUMENTS AND PAPERS AND VIDEOCONFERENCING**

## Section 1. Scope and Application.

1. The Guidelines on Filing and Service of Electronic Documents and Papers and Videoconferencing (E-Guidelines) shall govern (i) the procedures for electronic filings of pleadings to the PCC; (ii) issuance of decisions, orders, resolutions, and notices of the Philippine Competition Commission (PCC); and (iii) the conduct of videoconferencing and online meetings. It will apply to all electronic filings made to the (PCC), without prejudice to additional procedures and guidelines that the Commission may implement.

2. The relevant provisions of the Implementing Rules and Regulations of Republic Act No. 10667 or the Philippine Competition Act (PCA), the Rules of Procedure, and the Merger Rules shall continue to apply. In case of gaps, the Rules of Court may also apply suppletorily.

3. The E-Guidelines shall apply without prejudice to the Commission's authority to issue additional procedures and guidelines as may be necessary. Further, the E-Guidelines will supplement the PCC Rules of Procedure (Rules of Procedure), Rules on Merger Procedure (Merger Rules), and other relevant issuances.

4. In line with the PCC's commitment to promote efficiency and accessibility in its procedures, electronic filing and service are the preferred modes of transmittal of various submissions. Complaints, referrals, and other requests may be filed via walk-in or in-person submission at the PCC Records Office.

5. Starting 1 January 2027, electronic filing shall be the exclusive mode of submission of Papers, unless otherwise directed by the Commission.

6. All previously issued guidelines, circulars, or issuances of the PCC that are inconsistent with these Guidelines are hereby repealed. In case of conflict, these Guidelines shall prevail.

7. Numbered items under each Section shall be referred to as **Paragraphs** and further subdivisions under a Paragraph are referred to as **subparagraphs**.

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**Section 2. Definition of Terms.**

1. For purposes of the E-Guidelines, the following terms shall have the corresponding meaning:

   1.1. **Attendee** – a person who is requested to be present and to participate in a meeting called by the PCC. Should attendance be voluntary, or a person with proper authorization appears in lieu of the person requested to attend, such appearance shall be deemed sufficient for purposes of compliance unless otherwise specified.

   1.2. **Authorized Representative** – a person or persons duly appointed and authorized by a Party to act on its behalf in transactions or proceedings before the PCC. The authorized representative must possess the necessary requirements, such as, but not limited to, board resolutions and secretary's certificates, expressly designating such person or persons to carry out specific actions on behalf of the Party.

   1.3. **Electronic Document** – the information or representation of information, data, figures, symbols, or other modes of written expression, described or however represented, by which a right is established or an obligation extinguished, or by which a fact may be provided and affirmed, which is received, recorded, transmitted, stored, processed, retrieved, or produced electronically. As used in the E-Guidelines, it refers to the digital copies of original documents stored or saved in digital formats, such as Microsoft Word, Excel, PowerPoint, or Portable Document Format (PDF).

   1.4. **Electronic Filing** – the filing of pleadings or other submissions to the PCC through email or online portal applications, in a specified electronic format.

   1.5. **Electronic Service** – the act of providing a copy of Papers, except summonses through email.

   1.6. **Electronic Signature** – any distinctive mark or characteristic in electronic form, representing the identity of a person and attached to or logically associated with the Electronic Document or any methodology or procedures employed or adopted by a person and executed or adopted by such person with the intention of authenticating or approving an electronic document.

   1.7. **Electronic Transmittal** – the act of sending electronic letters, documents, issuances, or communications from the PCC to the Party, their authorized representatives, or their counsel through email.

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1.8. **In-Person Filing** – the submission of hard copies of documents to the PCC Records Office during Working Hours.

1.9. **Initiatory Pleadings** – filings that commence the adjudication process of the Commission, such as Complaints, Statement of Objections, Petitions, and Statement of Concerns. All filings submitted after an initiatory pleading are considered subsequent filings (e.g., Verified Comment, Verified Answer, Motions, Manifestation).

1.10. **Papers** – complaints, pleadings, requests, correspondences, submissions, orders, decisions, and other documents originating from the PCC.

1.11. **Party** – any person, natural or juridical, sole proprietorship, partnership, combination, or association in any form, whether incorporated or not, domestic or foreign, including those owned or controlled by the government, engaged directly or indirectly in any economic activity.

1.12. **PCC SharePoint Facility** or **PCC E-Submission SharePoint Facility** – the system maintained by a PCC Office for receiving submissions from external parties. It includes the current SharePoint Facility used for such purpose, as well as any functionally equivalent electronic facilities or platforms that may be adopted or implemented by the PCC in the future.

1.13. **Relevant Period** – the timeframes set by the relevant PCC rules, guidelines, issuances, or by the receiving office to evaluate, review, or assess a submission.

1.14. **Resource Persons** – individuals who provide expertise or testimony relevant to any proceeding. Resource Persons also include individuals called or presented by a Party to provide testimony or to testify on evidence presented or submitted in proceedings.

1.15. **Working Hours** – the period from Mondays to Fridays, 8:00 A.M. to 5:00 P.M. excluding declared non-working holidays and suspensions of government work as declared by competent authorities.

1.16. **Videoconference** – the conduct of a conference among participants in different locations by means of video, audio, and data transmission devices.

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**Section 3. Inbound Filing of Electronic Submissions.**

**a. *Common Provisions***

1. *Electronic Filing as Primary Mode.* Filings with PCC shall be primarily made through electronic means, in line with the PCC's objective of promoting efficiency, accessibility, and expediency in its procedures. In all instances, the filing Party or their counsel must retain a copy of each email transmittal during the pendency of an investigation, transaction, or case.

   The following shall be used for electronic filing, as may be applicable:

   1.1. PCC E-Submission SharePoint Facility for submissions before the Competition Enforcement Office;

   1.2. PCC SharePoint Facility for Notification Forms and Letters of Non-Coverage (PCC SharePoint Facility); and

   1.3. Electronic Mail (Email) for cases and matters pending before the PCC (except those covered under the above Paragraphs 1.1 and 1.2).

2. *Electronic Filings, when deemed filed.* Electronic Filings shall only be made during Working Hours. Electronic Documents submitted beyond Working Hours shall be considered filed at 8:00 A.M. of the next working day. The concerned office shall send an acknowledgment receipt, indicating the date and time the submission was deemed filed.

3. *Official email addresses of concerned PCC Offices.* Emails must be addressed to the concerned receiving office of PCC and sent to the following official email addresses:

| MATTER | RECEIVING OFFICE | EMAIL ADDRESS |
|---|---|---|
| Enforcement, Compliance with Requests for Documents or Information, and other related transactions | Competition Enforcement Office (CEO) | enforcement@phcc.gov.ph |
| Pre-Notification Consultation, Merger Notification, Expedited Merger Notification, Request for Letters of Non-Coverage, Queries, and other related transactions | Mergers and Acquisitions Office (MAO) | mergers@phcc.gov.ph |
| Cases or matters before the Commission | OCCS-DMASD | edockets@phcc.gov.ph |

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Each receiving office shall acknowledge within three (3) working days from receipt, together with any deficiencies.

4. *Submission of unreadable or corrupted electronic files.* In case an electronic file is unreadable or corrupted, the Party shall be informed by the relevant receiving office and be directed to submit a readable file within a prescribed period.

5. *Format of electronic documents.* All electronic documents must be provided in both PDF and Word document formats, unless otherwise specifically provided. Password-protected PDF documents are not considered acceptable electronic documents.

6. *Consequence of Non-Compliance with Section 3, Paragraphs 4 and 5.* Failure to comply with Section 3, Paragraphs 4 and 5 shall render the submission incomplete. The Party shall be notified of the deficiency and given a period of three (3) working days from notice to correct its submission. If the Party fails to comply within the prescribed period, the electronic submission shall be deemed not filed.

7. *In-Person Submission.* Within three (3) working days from its electronic filing, the following hard copies must be submitted:

| MATTER | RECEIVING OFFICE | NUMBER OF COPIES |
|---|---|---|
| Enforcement, Compliance with Requests for Documents or Information, and other related transactions | CEO | One (1) original copy and one (1) duplicate copy |
| Pre-Notification Consultation, Merger Notification, Expedited Merger Notification, Request for Letters of Non-Coverage, Queries, and other related transactions | MAO | For merger notification forms, one (1) original confidential version and one (1) original non-confidential version<br><br>For correspondences or requests,[1] one (1) original copy and one (1) original non-confidential version, if applicable. |
| Cases or matters before the Commission | OCCS-DMASD | Initiatory pleadings must be submitted in one (1) original copy, one (1) duplicate copy, and one (1) original copy for each intended recipient. Subsequent pleadings shall only be filed electronically. |

8. *Submission of hard copies, when completed.* A hard copy of an electronic submission shall be deemed submitted when it is physically received by the PCC

[1] Such as responses to Notices of Deficiencies, Requests for Information, Requests for Extension, and similar correspondences.

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Records Office during Working Hours. The hard copies should either be in A4 (8.27 x 11.69 inches) or in legal size (8.5 x 13 inches) paper.

9. *Failure to submit hard copies.* Electronic Documents filed through the PCC SharePoint Facility or by email of the receiving office shall be considered provisionally filed. The Relevant Periods of the receiving office shall be deemed to have commenced on the date of such provisional electronic filing, subject to the condition that the required hard copies are submitted within the prescribed period.

   In case of failure to submit corresponding hard copies to the PCC Records Office within the prescribed period herein, it shall automatically result in the submission being considered not filed.

10. *Veracity and Completeness of Submissions.* Parties, their authorized representatives, or their counsel submitting documents to the PCC shall be primarily accountable for the veracity and truthfulness of their submissions. These Parties shall also be held primarily liable under Section 29(c) of the PCA for supplying incorrect or misleading information, without prejudice to other liabilities under applicable laws.

11. *Discrepancy between printed and electronic copies.* In case of discrepancy between the hard copy and electronic version of a document, the electronic copy shall be deemed as the controlling copy.

***b. Before the Competition Enforcement Office***

12. *Filings with the CEO.* Entities complying with the CEO's subpoena or request for documents and information shall submit their compliance through Electronic Submission, in accordance with the format required in the subpoena or request. In-Person Submission shall be done within the period prescribed in Section 3, Paragraph 7.

***c. Before the Mergers and Acquisitions Office***

13. *Filings with the MAO.* Electronic Documents shall include a list of annexes or appendices. Attachments shall be saved as separate files, with file names indicating the appendix number, or specification numbers, in the case of responses to Notices of Deficiency and Requests for Information. For all other submissions, the file name must either indicate the subject of the submission or accurately reflect the title of the document being responded to.

14. *Submission of hard copies.* In-Person Submission must be accomplished within three (3) working days from the MAO's issuance of the notice of complete

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Electronic Filing. Hard copies must be properly bound with each attachment labelled with a tab indicating the appendix number.[2]

15. *Commencement of Evaluation.* Evaluation shall commence once Electronic Filing of the Notification Forms, Letters of Non-Coverage (LNC), Expedited Merger Review Form is complete. However, the evaluation shall be terminated if the Parties fail to submit the following within three (3) working days from Electronic Submission:

    15.1. One (1) set of hard copies of the electronic files;

    15.2. Written consent authorizing the PCC and its staff to access documents outside of the office premises of the PCC;

    15.3. Affidavit that the hard copies are complete and accurate copies of the electronic documents filed with the MAO.

*Example:*

For Notification Forms:

- ***Appendix 5 – Summary of the Proposed Transaction***
- If there are annexes: ***Appendix 5 – Summary of the Proposed Transaction – Annex ("-")***

For responses to Notices of Deficiency and Requests for Information:

- ***Response to Item 5 – Top Ten Competitors***
- If there are annexes: ***Response to Item 5 – Top Ten Competitors – Annex ("-")***

For other submissions/documents:

- Initial Submissions:
- ***Request for Extension and Waiver ("Name of Requesting Party")***
- Responses to MAO Notices, issuances, etc.
- ***Response to ("Name of MAO Document")***
    - If there are annexes: ***Response to ("Name of MAO Document") – Annex ("-")***

Failure to comply with the formal requirements enumerated in the E-Guidelines and any other requirements provided in the applicable rules or procedures will also result in the termination of MAO's evaluation. Consequently, the submission shall also be considered not filed.

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***d. Before the Commission proper***

16. *Email Filing of Electronic Documents.* In addition to In-Person Submission of corresponding printed originals, submissions filed by email with the Commission

[2] For further guidance, please refer to Section 2(B) of the 2017 PCC Rules on Merger Procedure.

shall be considered filed on the date it was received by the OCCS-DMASD under the following conditions:

16.1. The Electronic Filing follows the prescribed format; and

16.2. The electronic submission is accessible, free of viruses and malware, and viewable.

17. *Proof of service through email.* An Affidavit of Service executed by the person who sent the email together with a printed proof of transmittal shall serve as proof of service by email. An electronic document of the Affidavit of Service and proof of transmittal must be submitted together with the Papers in accordance with **Section 3**, while hard copies must be submitted in person within three (3) working days. Proof of service done through other modes (e.g., private courier or registered mail) shall observe the same requirements outlined above.

18. *Email Format of Electronic Filing.* Emails containing Electronic Documents submitted to the OCCS-DMASD must comply with the following:

18.1. The email subject must contain the docket number, case or matter, the title of the submission, and batch number, if applicable.

18.2. The email body must include the following: (i) docket number; (ii) case or matter; (iii) the filing Party or Parties; (iv) Contact Address of Record (see Section 4, Paragraph 3); (v) name and email address of authorized representatives or counsel; and (vi) a list of attachments.

19. *Attachments.* Electronic Documents must be transmitted in searchable PDF as direct attachments to the email, unless the submission is required to be in a specific file format. The filing Party may submit electronic documents in several batches, with each email clearly marked by indicating the batch number and total batches of emails in the email subject.

> *Example:*
>
> Subject: PCC Case No. E-0000-00 / CEO v. ABC Corporation, Verified Answer dated 1 January 2024 (batch 1 of 2)
> Subject: PCC Case No. E-0000-00 / CEO v. ABC Corporation, Verified Answer dated 1 January 2024 (batch 2 of 2)

Submissions that do not comply with any of the requirements prescribed above shall not be considered filed.

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**Section 4. Electronic Service of Papers.**

1. *Service of summons under the Rules of Procedure.* Service of summons shall continue to be governed by Rule IV, Articles II and III of the Rules of Procedure.

2. *Email as primary mode of service of Papers.* Email is the preferred mode of service of Papers. It shall be done by sending the Electronic Document to the Party or their authorized representative's email address of record.

3. *Contact address of record.* The Parties or their authorized representatives must provide two (2) valid and working email addresses, a mailing address, telephone number, and any other relevant contact details in their pleadings, motions, merger notification, and other submissions which shall serve as their contact information of record.

   All communications and transmittals shall be made only through the contact details of record provided by the Party and authorized representative, including email, address, and telephone number.

4. *Email address of record.* The email address provided by the Party, their authorized representative, or their counsel, shall serve as their official email address of record for all communications related to proceedings before the PCC.

5. *Absence of email address of record.* In the absence of an email address of record, Papers may be transmitted to an email address of a Party that is publicly available through official websites or other reliable sources, such as government filings or industry directories.

6. *Email address of record in case of several counsel or authorized representatives.* Where several counsel or authorized representatives represent one Party, service may be made and is considered complete upon transmittal to any of the email addresses of record.

   Where a single counsel appears for several Parties, such counsel shall only be entitled to one copy of the Papers served upon the counsel. Notice sent to the email address of such counsel shall be deemed notice to all Parties represented.

*Example:*

Docket Number: PCC Case No. E-0000-00
Case Title: CEO v. ABC Corporation
Name of Filing Party: ABC Corporation
Contact Address of Record:
abcorpo@abc.com
123 Juan Street, Manila City
8-900-001
Authorized representative and email address: Mr. Juan De La Cruz, President and CEO / jdlc@abc.com
Attachments: (1) Verified Answer
(2) Annexes
(3) Undertaking and Authorization

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7. *Notice of change of email address of record.* A Party, including their counsel or authorized representative, who changes their email address while a case or matter is pending must file, within five (5) working days from such change, a notice of change of email address with the appropriate PCC office. If applicable, such Party must also serve such notice on all other parties.

   Parties shall be presumed to have received the Papers served through the email address of record. In case of failure to inform the appropriate PCC office of any change in email address within the prescribed period, the relevant Party is precluded from later raising as a defense that the Paper was transmitted to the wrong email address.

8. *Electronic service of Papers, when deemed complete.* Electronic service is deemed complete at the time of the electronic transmittal of the document if sent during Working Hours. If the electronic transmittal is done outside Working Hours, service shall be deemed completed on the next working day.

9. *Email address of issuing office/division.* The following are the official email addresses of the PCC for Electronic Transmittals:

| MATTER | ISSUING OFFICE / DIVISION | EMAIL ADDRESS |
|---|---|---|
| Enforcement, Compliance with Requests for Documents or Information | CEO | enforcement@phcc.gov.ph |
| Transactions relating to Mergers and Acquisitions | MAO | mergers@phcc.gov.ph<br>mergers1nd@phcc.gov.ph<br>mergers2rd@phcc.gov.ph<br>mergers3md@phcc.gov.ph |
| Cases or matters before the Commission | For Commission issuances:<br><br>OCCS-DMASD | edockets@phcc.gov.ph |
| | For case-related proceedings:<br><br>OCCS – Adjudication Services Division (OCCS-ASD) | adjudication@phcc.gov.ph |

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Date: 18 SEP 2025

10. *Issuance of hard copies.* As a rule, service of Papers shall be made electronically. However, in exceptional cases, such as when a Party does not have a valid or

working email address, the appropriate PCC office shall endeavor to send hard copies of the Papers by private courier or by registered mail to the Party's Contact Address of Record.

11. *Substituted Service*. If service cannot be made under this Section (**Section 4**) because the Party's address is unknown, the Party cannot be located, or the Party refuses to accept service, service may also be made by delivering a copy to the PCC through electronic submission to the OCCS-DMASD and In-Person submission to the PCC Records Office with proof of failure of electronic service, personal service, and service by mail. The service shall be accompanied by an Affidavit and is deemed complete at the time of electronic submission to the OCCS-DMASD.

**Section 5. Videoconference.**[3]

***a. Videoconference proceedings before the Commission***

1. The 2017 PCC Rules of Procedure and the Rules on Merger Procedure shall primarily govern proceedings before the Commission, except as herein provided.

2. In-person proceedings shall be the primary mode of proceedings before the Commission. The conduct of videoconferencing, as an alternative mode, may be resorted to upon the directive of the Commission and when warranted by circumstances.

3. The Office of the Commission Clerk and Sheriff – Adjudication Services Division (OCCS-ASD) shall be the primary division responsible for overseeing videoconferencing proceedings before the Commission and coordinating with Parties involved. However, all inbound filings shall be coursed through the OCCS-DMASD in accordance with **Section 3**, unless otherwise directed by the Commission.

4. The link to the videoconference shall be treated with strict confidentiality by its recipients. It shall not be shared, forwarded, or disclosed to any other person without the Commission's prior authorization.

   Unauthorized sharing, access, or recording of the proceedings may be considered a ground for contempt and may subject the responsible party to appropriate sanctions, in accordance with the PCC Rules of Procedure and other applicable rules.

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[3] Also adopted in accordance with Supreme Court Administrative Matter (A.M.) No. 20-12-01-SC re: Proposed Guidelines on the Conduct of Videoconferencing dated 9 December 2020.

***i. Before the conduct of videoconference proceedings***

5. *Videoconference proceedings upon motu proprio determination of the Commission.* The Commission may *motu proprio* issue an order or notice that proceedings be conducted through videoconferencing at least five (5) working days before the scheduled videoconferencing. The order or notice shall contain the following:

    5.1. Date and time;
    5.2. Matters or issues to be discussed;
    5.3. Documents, information, or Resource Persons to be presented and their purpose;
    5.4. Platform to be used for the videoconferencing and the corresponding meeting link;
    5.5. E-mail addresses of the participants for the purpose of videoconferencing; and
    5.6. A period to furnish the Commission with copies of the documents or information, the valid government-issued identification of Resource Persons, or any other information relevant for the conduct of the proceedings, which shall not be less than three (3) working days before the scheduled proceedings.

    The Party or their counsel shall submit required documents to the OCCS-ASD.

6. *Videoconference proceedings upon motion.* After receipt of an order or notice directing a Party to attend proceedings in-person, a Party or their counsel may, by motion, request that such proceedings be conducted via videoconferencing. Such motion must be submitted to the Commission at least five (5) working days before the scheduled date of the proceedings.

    A motion filed less than five (5) working days before the scheduled date of the proceedings shall be entertained only under exceptional circumstances, such as but not limited to:

    6.1. Acts of God, such as typhoons, floods, earthquakes, or other unforeseen events, and human-induced events, such as fires, strikes, lockdowns;
    6.2. Periods of public emergencies officially declared by the concerned agency of the government;
    6.3. Inability or difficulty of a Resource Person or a witness to physically appear before the Commission due to security reasons and health conditions; and
    6.4. Such other analogous circumstances that may be considered by the Commission.

7. *Contents of a Motion to Conduct Videoconference.* A motion to conduct proceedings via videoconference shall include the following:

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7.1. Reasons for requesting for proceedings to be conducted via videoconferencing;
7.2. Documents, information, or Resource Persons to be presented and their purpose;
7.3. Expected location of each participant; and
7.4. E-mail addresses and mobile numbers of the participants, their counsel, and the names of Resource Persons to be presented.

8. *Resolution on motion to conduct videoconference proceedings.* The Commission shall resolve the motion, as far as practicable, before the scheduled proceedings. In case of denial, in-person proceedings shall proceed as originally scheduled. Should the Commission grant the motion, it shall issue an order or notice to be served electronically, containing the following:

8.1. Date and time of proceedings;
8.2. Matters or issues to be discussed;
8.3. Documents, information, or Resource Persons to be presented and their purpose;
8.4. Platform to be used for the videoconferencing and the corresponding meeting links;
8.5. E-mail addresses of the participants for the purpose of videoconferencing; and
8.6. A period to furnish the Commission with copies of the documents or information, the valid government-issued identification of Resource Persons, or any other information relevant for the conduct of the proceedings, which shall not be less than three (3) working days before the scheduled proceedings.

The Commission may impose such other terms and conditions as it deems appropriate to ensure the proper conduct and integrity of the videoconference proceedings.

9. *Notices of videoconferencing proceedings issued by Commission.* The notices to the Party subject of the hearing shall be primarily issued electronically by email to: (i) the publicly available or official email address of the recipient; (ii) the email address of record; or (iii) the email address reflected in the Party's filings with other regulatory agencies.

10. *Failure to comply with the submission of identification.* Failure to comply with the submission requirements within the prescribed timeframe in Section 5, Paragraphs 5.6 and 8.6 may result in the exclusion of the Resource Person from participation in the videoconference proceedings or the denial of the requested videoconference proceedings.

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11. *Submission of documentary evidence.* In addition to the identification of Resource Persons, the Parties shall submit hard copies of documents they have been directed to submit to the Commission or their documentary evidence for presentation at least three (3) working days prior to the scheduled videoconference proceeding.

    All parties must be furnished with copies of such documentary evidence via email, subject to the relevant provisions on confidentiality under the PCA. The documentary evidence must be received by the OCCS-DMASD and be accompanied by proof of service to all parties at the email address provided by the receiving parties. The OCCS-DMASD shall inform the concerned party of the date of receipt.

    Non-compliance thereof may bar a Party from introducing such documentary evidence during the videoconference proceeding.

12. *Invitation of Other Resource Persons during Videoconference Proceedings.* The Commission may invite other Resource Persons to share their knowledge, views, and opinions, either orally or in writing, for the purpose of aiding the Commission in the determination of certain issues in a case.

    When the Commission conducts a videoconferencing proceeding for other Resource Persons, only the Commission may propound questions to the Resource Persons. The Commission may authorize the Clerk of the Commission to propound questions on behalf of the Commission. Parties may submit their questions to the Commission, at least three (3) working days before the scheduled videoconference proceedings, for its consideration. The Commission exercises its discretion in determining whether questions submitted by the Parties may be asked during the videoconference proceedings.

13. *Resource persons located outside the Philippines.* Resource Persons residing abroad or temporarily outside the Philippines may participate in videoconference proceedings upon proper motion made by a Party or by order of the Commission *motu proprio*.

***ii. During videoconference proceedings***

14. Videoconferencing proceedings shall be recorded by the Commission in accordance with Rule IV, Article I, Section 4.4 of the Rules of Procedure. The recording of the proceedings shall be stored and filed to form part of the case files.

15. *Decorum during videoconference proceedings.* The parties are reminded that the proceedings shall mirror, as far as practicable, in-person Commission proceedings. All participants must always be visible during the proceedings and must observe appropriate attire and proper decorum. Videoconferencing participants at remote

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facilities shall ensure that they have a stable internet connection, are always within camera view and microphone range during the proceedings.

If a Resource Person is required to testify, the Party offering their testimony may be required to provide multiple angles (e.g., speaker view), supplying a full view of the surroundings of the said Resource Person to prevent coaching and/or intimidation. Once the Commission is satisfied that there is no possibility of coaching and/or intimidation of the Resource Person, the Commission may proceed to administer the oath or affirmation remotely.

16. *Remote Administration of Oaths or Affirmation to Resource Persons.* In the exercise of its power to administer oaths or affirmations, the Commission may administer oaths or affirmations remotely via videoconference. During videoconferencing proceedings, the Commission shall remotely administer an oath or affirmation to resource persons subject to the confirmation of their location.

17. *Remote administration of oaths by the Clerk of the Commission.* Upon motion duly approved or upon directive by the Commission, the Clerk of the Commission shall ask the Resource Person to present their government issued ID, a copy of which should have been previously submitted, pursuant to the E-Guidelines.

    The Clerk of the Commission shall take a screenshot of the picture of the Resource Person with their face viewed in full screen. Thereafter, the Clerk of the Commission shall require the Resource Person to state their exact location (e.g., Barangay, Municipality, and Province) and may be required to present their geolocation through an application with global positioning satellite (GPS) capabilities or by showing identifiable landmarks or buildings within the vicinity.

    Upon compliance with the foregoing, the Clerk of the Commission shall proceed to administer the oath or affirmation of the Resource Person.

18. *Presentation of documentary evidence.* Unless the Commission gives permission to any other person, only the Clerk of the Commission may share their screen to present the documents during the videoconference proceedings.

19. *Individuals allowed during the videoconference proceedings.* At the commencement of the videoconference proceedings, the Clerk of the Commission shall inform all the Parties that the proceedings shall be recorded and also inform the Commission of all the Parties present by stating their name, designation, and affiliation. Individuals not indicated in the Commission's order may be excluded by the Clerk of the Commission from participating in the proceedings.

20. *Limited participation of counsel.* Participation of counsel shall be limited to assisting in seeking clarification of questions propounded by the Commission or the Clerk of the Commission.

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21. *Clarifications on questions.* Clarifications on questions may be requested by the Resource Persons, personally or with the assistance of counsel. Should the Commission find merit in the clarification, the Commission may direct the propounding party to modify the question, or to withdraw the question entirely.

22. *No objections allowed.* No objections on admissibility of documentary evidence or on the credibility of Resource Persons shall be allowed during the videoconference proceedings. The Commission reserves any ruling on the admissibility or credibility of evidence presented when it resolves the matter or case for its decision.

23. *Conclusion of examination of Resource Persons.* The examination of a Resource Person is deemed concluded when the Commission or any Party has declared that they have no further questions, or any clarificatory questions. Once the examination has concluded, the Commission shall direct the Clerk of the Commission to note the conclusion of such examination and may excuse the Resource Person from the videoconference proceedings.

24. *Orders issued by the Commission during the proceedings.* The Parties shall be provided with a copy of the order or decision issued or promulgated by the Commission during the proceeding through their email on record. The Parties may secure certified true copies thereof upon proper request to the OCCS-ASD.

25. *Suspension of videoconferencing proceedings.* The videoconference proceedings may be suspended when technical or other issues are encountered that would affect clarity of the proceedings, accuracy of its recording, or based on any other reasonable ground as may be determined by the Commission.

26. *Continuance of Videoconference Proceedings.* Continuance may be manifested orally during the videoconference proceedings. Such continuance may be granted on reasonable grounds, including, but not limited to, the extended duration of the proceedings, or other circumstances which may affect the ability of Resource Persons to engage in the videoconference proceeding.

***iii. After videoconference proceedings***

27. *Acceptance of Documents as Evidence.* After the conclusion of the videoconference proceedings, the Commission shall issue an order within seven (7) working days, formally admitting the presented documents as evidence, unless a longer period is warranted. Once admitted, the documents shall form part of the records of the matter or case.

28. *Submission of additional documents after proceedings.* The Commission may order the submission of additional documentary evidence after the videoconference proceedings in the interest of justice and fair play, and within the timelines to be prescribed by the Commission.

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29. *Further Proceedings.* After the conclusion of the presentation of Resource Persons, clarificatory hearings through videoconference may be conducted upon the Commission's *motu proprio* determination to ascertain facts, issues, and other matters necessary for the resolution of a case. The Commission shall issue the corresponding order in accordance with Section 5, Paragraph 7. The scope of such clarificatory hearings shall be detailed in the Commission's order.

***iv. Videoconference proceedings before the CEO and the MAO***

30. *Application to Investigations under Sections 14, 15, 17, 20, and 29 of the PCA.* In the exercise of its power to investigate violations and review mergers and acquisitions, the CEO and MAO may, at its discretion, conduct interviews, hearings, and other proceedings (collectively, "hearings") under oath or affirmation via videoconference in relation to investigations under Sections 14, 15, 17, 20, and 29 of the PCA.

    In applying the E-Guidelines on videoconferencing to investigations before the CEO and MAO, it is understood that when the term "Commission" is used it shall refer to the head of the respective office, while the "Clerk of the Commission" refers to the hearing officer duly designated by the head of the office.

    The order described in the preceding sections, as far as practicable, refers to the notice or correspondence that may be issued by the head of the respective office. References to motion shall be deemed to be a request made by the Party before the CEO or MAO, as may be applicable.

31. *Notices of videoconferencing proceedings issued by the CEO and MAO.* The notices to the Party subject of the hearing shall be issued electronically by email to: (i) the publicly available or official email address of the recipient, (ii) the email address of record, and (iii) the email address reflected in the Party's filings with other regulatory agencies. A hard copy of the notice shall also be simultaneously issued, whether by private courier or by registered mail, to the address of the Party.

32. *Designation of the Hearing Officer.* The hearing officer shall be identified in the notice to be issued by the head of the office to the Parties.

**Section 6. Meetings.**

1. *Conduct of Meetings.* PCC Offices may conduct interviews and meetings via videoconference through Microsoft Office Teams (MS Teams) or any equivalent videoconferencing platform. All meetings are recorded for record-keeping purposes only. Such recordings shall not be released, reproduced, or made subject to any request for access, unless otherwise allowed by the Commission.

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The use of duplicate or multiple accounts by an attendee is strictly prohibited. Each attendee is allowed to join the meeting using only their account, and no unauthorized participant may be invited or admitted to the meeting.

The use of Artificial Intelligence (AI) accounts or any form of automated participation is also strictly prohibited. Upon the discretion of the PCC Office, attendees may be requested to confirm their identification before the commencement of online meetings.

2. *Conduct of Online Pre-Notification Consultation.* Pre-Notification Consultations may be conducted online, upon the request of a Party. However, Parties requesting PNCs must comply with the requirements under Rule 4, Section 4 of the PCA-IRR, Section 4 of the Rules on Merger Procedure, and other requirements prescribed by the PCC.

> *Example:*
>
> On behalf of ABC Corporation, we would like to request for a Pre-Notification Consultation in relation to its proposed acquisition of shares in DEF Corporation. As required under Rule 4, Section 4 of the PCA-IRR and Section 4 of the Rules on Merger Procedure, please find below required information:
>
> A. Name and Contact Information of the Parties:
> ABC Corporation
> Authorized Representative: Mr. Juan Dela Cruz, Corporate Secretary
> Email address: jdcruz@abccorp.com
> B. Type of Transaction: Acquisition of all issued shares in DEF Corporation
> C. Markets covered or lines of business: ABC Corporation is engaged in the domestic production of agricultural commodities; DEF Corporation is engaged in the manufacture of plastic bottles for domestic sale.
>
> In relation to the PCC's Guidelines on Filing and Service of Electronic Submissions and Papers and Videoconferencing, we are requesting for the Pre-Notification Consultation to be conducted online.

**Section 7. Amendments.** This Memorandum Circular and Guidelines may be modified, amended, supplemented, or repealed, as may be deemed necessary and proper by the Commission, in accordance with the provisions of the PCA and other relevant existing laws and rules.

**Section 8. Separability.** If any part or provision of this Memorandum Circular is declared unconstitutional or illegal, the other parts or provisions shall remain valid.

**Section 9. Effectivity.** This Memorandum Circular shall take effect fifteen (15) days after its publication in a newspaper of general circulation.

Quezon City, Philippines, 28 May 2026.

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Date: 11 SEP 2026

[redacted]

**MICHAEL G. AGUINALDO**
Chairperson

[redacted]

**MARAH VICTORIA S. QUEROL**
Commissioner

[redacted]

**MICHAEL B. PELOTON**
Commissioner

[redacted]

**LOLIBETH RAMIT-MEDRANO**
Commissioner

[redacted]

**FERDINAND M. NEGRE**
Commissioner

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[redacted] V. GIMENO
Date: 16 SEP 2026