



Supreme Court of the Philippines  
Judicial and Bar Council  
Manila



## ANNOUNCEMENT

The Judicial and Bar Council (JBC) announces the reopening, for application or recommendation, of the position of *Special Prosecutor* (vice **Hon. Wendell E. Barreras-Sulit**, whose term will end on 11 March 2017).

Applications or recommendations (with *conforme*), together with one complete set of original or certified true copies of the documentary requirements, must all be received by the JBC (Mezzanine, Centennial Bldg., Supreme Court, Padre Faura St., Manila; Tel. No. 552-9607) not later than **28 February 2017**. **The date of actual receipt by the JBC of the applications and complete documentary requirements shall be deemed as the date of filing.**

The following are the required documents, which must be *tabbed* (using the corresponding number in the list, e.g. the application must be tabbed or labeled “1” and the PDS “2”) and accompanied with (a) a transmittal letter indicating all the submitted documents and (b) a compact disc or flash drive containing scanned or electronic copies thereof:

1. Duly signed application or recommendation (with *conforme*)
2. Duly accomplished, computerized, and notarized Personal Data Sheet (JBC Form 1 – August 2016 version – downloadable from the JBC Website <http://jbc.judiciary.gov.ph>).
- 2a. Transcript of Law School Records
- 2b. NSO-issued Birth Certificate or, in the absence thereof as shown by NSO Certification, other proof of age and citizenship
- 2c. Certificate of Admission to the Bar (with Bar Rating)
- 3a. Certificate of Employment stating applicant’s present position, annual salary, salary grade, and judicial rank, if any
- 3b. Service Record of applicants who have been employed in the government at any point
- 3c. Clearance or Certification of pending or decided cases against the applicant issued by current employer
- 3d. Certification of Assumption of Office or Oath of Office of applicant’s current position (only for Justices, Judges, Prosecutors, and lawyers from other government offices who have judicial rank)
4. Clearance of no pending case issued by the Office of the Bar Confidant
- 5a. Certificate of payment of membership dues issued by the IBP National Office
- 5b. Clearance of no pending case or Certification of pending or decided case(s) issued by the IBP National Office
6. NBI Clearance
7. Ombudsman Clearance
- Blood chemistry – FBS, BUN, Creatinine, Uric Acid, Cholesterol, and SGPT
- Electrocardiogram (12-Lead)
- 9b. Results of routine chest x-ray (excluding x-ray films) conducted within one year prior to the deadline for filing of applications
10. Medical Certificate with findings or impressions on the results of the medical examinations
11. Income Tax Return or Certificate of Compensation Payment/Tax Withheld for Years 2014 and 2015
12. Performance Rating for Years 2013, 2014, and 2015 (for those in government service)
13. Sworn Statement of Assets, Liabilities, and Networth for Years 2014 and 2015 in case of applicants in government service, or for 2015 for those in the private sector

**Note:**

Nos. 2a-2c are to be submitted by first time applicants and by previous applicants who have not yet submitted them.

No. 3a is not required of employees of the Judiciary and solo law practitioners.  
Nos. 3a-3c, 4, & 12 are not required of Justices and Judges.  
Nos. 3a-3c, 4-10 must have been issued **not earlier than 28 August 2016** except chest x-ray, which must have been issued **not earlier than 28 February 2016**.

8. Police Clearance from place of residence
- 9a. Results of the following medical examinations conducted within six months prior to the deadline for filing of applications:
- Complete blood count
  - Routine urinalysis

14. Two sample decisions/ resolutions/ pleadings
15. Treatises, opinions, or articles written, edited, or published, if any
16. Documents showing the nature and status of cases filed against the applicant, if any

**Applicants must take note of the following guidelines:**

- a. Applications sent through electronic mail or facsimile machine, as well as other documents which are incomplete, out of date, or without a transmittal letter, **shall not be given due course**.

The transmittal shall contain a manifestation that all the documents submitted are complete and up to date; that the applicant is solely responsible for any incomplete or out-of-date documents or data; and that the Personal Data Sheet used is the latest version and all the fields therein are accomplished.

- b. Previous applicants for other positions who are interested in the aforementioned position of *Special Prosecutor* must submit a **complete set of the required documents** except Items Nos. 2a, 2b, and 2c if they are already on file with the JBC. If they have new, modified, or corrected entries in their **updated PDS**, they must highlight or mark the said entries with a bright color.
- c. However, previous applicants may submit a mere **manifestation** of an intent to apply for the aforementioned position if they have submitted a complete set of documents **within thirty (30) days** prior to the filing of such manifestation. But, if any of their previously submitted clearances, medical examination results, and medical certificate was issued earlier than **28 August 2016**, or if their chest x-ray was issued earlier than **28 February 2016**, they must submit **a complete set of documents**; otherwise, their application would not be given due course.

3 February 2017.

  
**FELIPA B. ANAMA**

Clerk of Court & JBC *Ex Officio* Secretary