



Republic of the Philippines  
Judicial and Bar Council  
Manila

### **Guidelines:**

- ❑ The documentary requirements should be in Portable Document Format (PDF) and emailed in a single file only, following the order of documents as enumerated herein.
- ❑ The JBC shall reject incomplete applications and/or out-of-date documentary requirements and those electronically submitted on a date other than the chosen date in the Online Application Scheduler or on a date beyond that prescribed by the JBC.
- ❑ Applicants shall ensure receipt by the JBC of two (2) complete sets of the hard copies of the documentary requirements through courier service not later than 4:30 p.m. of **the date of the deadline**. The documentary requirements must be original or certified true copies, accompanied by duplicate photocopies on legal size paper, and enclosed in **color-coded envelopes** (*please refer to Announcement*).
- ❑ Applicants who fail to comply with the requirements of online **and** physical submission *via* courier service of the documentary requirements shall not be considered for nomination.
- ❑ All submitted documents and clearances must be tabbed. (e.g. A, B, C, D, [see Forms](#) for sample)
- ❑ Incumbent Justices and Judges and other previous applicants are enjoined to verify from the JBC via **email** to [jbc.orsn.1987@gmail.com](mailto:jbc.orsn.1987@gmail.com) not later than a week before their selected schedule whether the documents they earlier submitted are still compliant with the current requirements.

### **Documentary Requirements:**

- ❑ Application letter or recommendation letter with *conforme* ([Please use the prescribed forms](#))
- ❑ Duly accomplished, computerized, and notarized latest version of the Personal Data Sheet (PDS – Version March 2020 - [see Forms](#)) printed in 8.5” x 13” bond paper where **all** fields are accomplished and with attached 2x2 I.D. picture in business attire taken within the past six (6) months

- Transcript of law school records (*Note: Previous applicants who submitted an **original or certified true copy** thereof no longer have to submit.*)
- Birth certificate issued by the Philippine Statistics Authority (PSA) or, in the absence thereof, a PSA Certification to that effect and other proof of age and citizenship (*Note: Previous applicants who submitted an **original or certified true copy** of birth certificate issued by the National Statistics Office [NSO] or the PSA no longer have to submit.*)
- Certificate of Admission to the Bar with Bar rating issued by the Office of the Bar Confidant (OBC) (*Note: Previous applicants who submitted an **original or certified true copy** thereof no longer have to submit.*)
- Certificate of payment of membership dues or of lifetime membership issued by the Integrated Bar of the Philippines (IBP) National Office within **six (6) months** prior to the deadline.
- Certificate of Employment (COE) issued by the current employer within **six (6) months** prior to the deadline, stating applicant's present position, annual salary, salary grade, and judicial rank, if any (*Note: Justices, Judges, and solo practitioners no longer have to submit.*)
- Service Record of applicants in government service or those in private sector who have been employed in the government at any point (*Note: This should include all previous government posts held.*)
- Certificate of Assumption of Office or Oath of Office of applicant's current position (*Note: This only applies to Justices, Judges, and lawyers from government offices.*)
- Certificate of Compliance with, or Exemption from, the Mandatory Continuing Legal Education Program for the sixth (6<sup>th</sup>) Compliance Period
- Income Tax Returns or Certificates of Compensation Payment/Tax Withheld for Years 2017, and 2018, and 2019
- Sworn Statements of Assets, Liabilities and Net Worth (SALNs) accompanied by an explanation in case of unusual, appreciable, or sudden increase or decrease of net worth, as this will be inquired into during the interview:
  - For those who are currently in government service, all SALNs for the past ten (10) years (i.e., for years 2010-2019) must be

submitted. *(Note: If in government service for less than ten [10] years, only SALNs for the years while in government service need to be submitted.)*

- For those who are currently employed in the private sector but were *in government service within the past ten (10) years*, all SALNs for those years in government service must be submitted together with SALN as of 31 December 2019.
- For those applicants from the *private sector who have not served the government within the past ten (10) years or at any point*, only SALN as of 31 December 2019 must be submitted.
  
- Certifications issued by banks or other institutions within the application period regarding the **amounts** of local or foreign deposits and other investments under the applicant's name or held jointly with applicant's spouse, children, and other persons or entities.
  
- Accomplished Individual Performance Commitment and Review (IPCR) Forms for 2017-2019 *(Note: This only applies to applicants who served the government at any time between 2017 and 2019 except Justices and Judges.)*
  
- Two sample decisions or resolutions (required of Judges and Justices), pleadings, treatises, opinions or articles written, edited, or published
  
- Copies of complaints, comments, or other records of pending cases (civil, criminal, or administrative cases [including OCA IPI]) involving the applicant or if decided, a copy of the Decision/Resolution

\* MEDICAL EXAMINATIONS RECORD:

- Results of the following medical examinations conducted within **six (6) months** prior to the deadline:
  - Coronavirus Disease (**COVID-19**) **Rapid Antibody Test** approved by the Food and Drug Administration (FDA), and administered by a licensed medical practitioner.
    - If the applicant tested positive, he or she shall be referred for confirmatory testing to undergo Real-Time Polymerase Chain Reaction (RT-PCR) testing. Applicant shall submit to the JBC the result thereof issued by government or private hospitals or laboratories jointly certified or accredited by the Department of Health and the Research Institute for Tropical Medicine, and accompanied by a Comprehensive Medical Certificate issued by an authorized government physician reflecting the findings of the COVID-19 RT-PCR test result.

- Complete blood count
- Routine Urinalysis
- Blood Chemistry
  - FBS
  - BUN
  - Creatinine
  - Uric Acid
  - Cholesterol
  - SGPT
- Electrocardiogram (12-Lead) result

- Results of routine chest x-ray (excluding x-ray films) conducted within **one (1) year** prior to the deadline.
- Medical Report issued by a government doctor indicating the findings or impressions based on the results of the medical examinations, including the COVID-19 Rapid Antibody Test, and certifying that the applicant is medically fit to assume the position applied for
- Affidavit of Undertaking that the applicant shall inform the JBC in writing and submit an updated Comprehensive Medical Certificate should he or she contract the COVID-19 or COVID-19-related disease or any other serious illnesses at any stage of the application process ([see Forms](#))

\* CLEARANCES issued within **six (6) months** prior to the deadline:

- Clearance/Certification of pending and decided cases against the applicant issued by current employer (*Note: not required of Justices and Judges*)
- Clearance/Certification of pending and past cases issued by the OBC (*Note: not required of Justices and Judges*)
- Clearance/Certification of pending and past cases issued by the IBP National Office
- NBI Clearance
- Ombudsman Clearance
- National Police Clearance

Applicants who have been found to have willfully made false statements, misrepresentations, or concealments of any material information as provided for under the Revised JBC Rules shall be considered disqualified from being nominated by the Council.