



Supreme Court of the Philippines
Judicial and Bar Council
Manila



DOCUMENTARY REQUIREMENTS

The following are the required application 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 “2a”) and accompanied with a transmittal letter indicating all the submitted documents and a compact disc or flash drive containing scanned or electronic copies thereof in Portable Document Format (PDF):

1. Duly signed application or recommendation (with *conforme*)
 - 2a. Duly accomplished, computerized, and notarized Personal Data Sheet (JBC Form 1 – August 2017 version – downloadable from the JBC Website <http://jbc.judiciary.gov.ph>).
 - 2b. Transcript of Law School Records
 - 2c. Birth Certificate issued by the Philippine Statistics Authority (PSA) or, in the absence thereof as shown by PSA Certification, other proof of age and citizenship
 - 2d. 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 or of lifetime membership 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
 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
 - 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 2015 and 2016
 12. Performance Rating for Years 2014, 2015, and 2016 (for those in government service)
 13. Sworn Statement of Assets, Liabilities, and Networth for Years 2015 and 2016 in case of applicants in government service, or for 2016 for those in the private sector
 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 against or involving the applicant, if any (whether pending or decided)
 17. Certification as to number of years in the teaching of law in a duly authorized or recognized law school (for LEB applicants only)
- Note:**
Nos. 2b-2d 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 **within six (6) months prior to the deadline for application**, except chest x-ray, which must have been issued **within one year prior to the said deadline**.

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 letter must contain a manifestation that all the documents submitted are complete and up to date; that the applicant is solely responsible for 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 duly accomplished.

- b. Previous applicants for other courts who are interested in the aforementioned positions must submit **two complete sets of the required documents** except Items Nos. 2b, 2c, and 2d if these 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 for other courts may submit a mere **manifestation** of an intent to apply for any of the aforementioned positions if they have submitted two complete sets of the required 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 six months* prior to the deadline for filing of applications, or if their chest x-ray was issued earlier than one year* before the said deadline, they must submit **two complete sets of the required documents**; otherwise, their application would not be given due course.

*Clearances, medical examination results, and medical certificate issued earlier than **18 June 2017** and chest x-ray result issued earlier than **18 December 2016** are considered out-of-date as far as applications for RTC, Br. 19-FC, Romblon, Romblon, are concerned.