



Supreme Court of the Philippines
Judicial and Bar Council
Manila



ANNOUNCEMENT

The Judicial and Bar Council (JBC) announces the opening, for application or recommendation, of the following positions:

1. *Court of Appeals Associate Justice* (vice Justice **Francisco P. Acosta**, who will compulsorily retire on 2 April 2017); and
2. *Special Prosecutor* (vice Special Prosecutor **Wendell E. Barreras-Sulit**, whose term will end on 11 March 2017).

Applications or recommendations (with *conforme*), together with two complete sets (one original/certified true copy and one duplicate photocopied on long bond paper) 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 **27 December 2016**. **The date of *actual receipt* by the JBC of the application 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"); enclosed in a long brown envelope; 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:

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| 1. Duly signed application or recommendation (with <i>conforme</i>) | 3b. Service Record of applicants who have been employed in the government at any point | • Blood chemistry – FBS, BUN, Creatinine, Uric Acid, Cholesterol, and SGPT |
| 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). | 3c. Clearance or Certification of pending or decided cases against the applicant issued by current employer | • Electrocardiogram (12-Lead) |
| 2a. Transcript of Law School Records | 3d. Certification of Assumption of Office or Oath of Office of applicant's current position (for Members of the Judiciary only) | 9b. Results of routine chest x-ray (excluding x-ray films) conducted within one year prior to the deadline for filing of applications |
| 2b. NSO-issued Birth Certificate or any other proof of age and citizenship | 4. Clearance of no pending case issued by the Office of the Bar Confidant | 10. Medical Certificate with findings or impressions on the results of the medical examinations |
| 2c. Certificate of Admission to the Bar (with Bar Rating) | 5a. Certificate of payment of membership dues issued by the IBP National Office | 11. Income Tax Return or Certificate of Compensation Payment/Tax Withheld for Years 2014 and 2015 |
| 3a. Certificate of Employment stating applicant's present position, annual salary, salary grade, and judicial rank, if any | 5b. Clearance of no pending case or Certification of pending or decided case(s) | 12. Performance Rating for Years 2013, 2014, and 2015 (for those in government service) |

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 Members of the Judiciary.

Nos. 3a-3c, 4-10 must have been issued **not earlier than 27 June 2016** except chest x-ray, which must have been issued **not earlier than 27 December 2015**.

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

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

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:

- 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**.
- Previous applicants who are applying for any of the aforementioned positions 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.

9 November 2016.

FELIPA B. ANAMA

Clerk of Court & JBC *Ex Officio* Secretary