



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 position of *PRESIDING JUSTICE OF THE COURT OF APPEALS* (vice **Hon. Andres B. Reyes, Jr.**, who was appointed to the Supreme Court on 12 July 2017) and of judgeship positions in the following courts in **Region IV**:

<p>Batangas RTC, Br. 14, Nasugbu RTC, Br. 66, Tanauan City – Unorganized Court (UC) RTC, Br. 83, Tanauan City MTC, Ibaan MTC, San Luis MTC, Tuy MTCC, Tanauan City MTCC, Br. 2, Lipa City – <i>Special Court for Environmental Cases</i></p> <p>Cavite RTC, Brs. 110-113, Bacoor City – UC RTC, Br. 17, Cavite City – <i>Special Court for Family Cases</i> RTC, Br. 88, Cavite City – <i>Special Court for Environmental Cases</i> RTC, Br. 90, Dasmariñas RTC, Brs. 128-129, Dasmariñas – UC RTC, Br. 20, Imus City – <i>Special Court for Environmental Cases</i> RTC, Br. 21, Imus City – <i>Special Court for Commercial and Agrarian Cases</i> RTC, Brs. 120-123, Imus City – UC RTC, Br. 132, Naic – UC RTC, Brs. 133-134, Tagaytay City – UC RTC, Br. 23, Trece Martires RTC, Brs. 130-131, Trece Martires – UC MTC, Naic MTC, Rosario MTCC, Brs. 2-3, Bacoor City – UC MTCC, Br. 2, Imus City – UC MTCC, Brs. 2-3, Dasmariñas City – UC</p>	<p>Laguna RTC, Brs. 152-155, Biñan City – UC RTC, Br. 108, Cabuyao – UC RTC, Br. 92, Calamba City – <i>Election Court for Municipal Officials</i> RTC, Brs. 103-105, Calamba City – UC RTC, Br. 107, Los Baños – UC RTC, Br. 169-170, San Pedro – UC RTC, Br. 166, Siniloan – UC RTC, Br. 176, Sta. Cruz – UC MTC, Alaminos MTC, Bay 2nd MCTC, Magdalena-Liliw-Majayjay 3rd MCTC, Nagcarlan-Rizal 5th MCTC, Pangil-Paete-Pakil</p> <p>Marinduque MTC, Gasan</p> <p>Mindoro Occidental MTC, Sablayan 1st MCTC, Abra de Ilog-Paluan 3rd MCTC, Magsaysay-Rizal-Calintaan</p> <p>Mindoro Oriental RTC, Br. 39, Calapan City – <i>Special Court for Commercial and Agrarian Cases</i> MTC, Naujan MTC, Roxas MTC, Victoria 3rd MCTC, Mansalay-Bulalacao MTCC, Calapan City</p> <p>Palawan RTC, Br. 49, Puerto Princesa City – <i>Special Court for Agrarian Cases & Election Court for Municipal Officials</i> MTC, Culion MTC, Narra – to be vacated due to compulsory retirement (CR) on 12/30/17</p>	<p>Quezon RTC, Br. 62, Gumaca RTC, Brs. 172-173, Gumaca – UC RTC, Br. 60, Lucena City – <i>Special Court for Environmental Cases</i> RTC, Brs. 167-168, Lucena City – UC RTC, Br. 64, Mauban MTC, General Luna MTC, Mulanay MTC, Tiaong 4th MCTC, Infanta-General Nakar 6th MCTC, Burdeos-Jumalig-Patnanungan 8th MCTC, Alabat-Quezon-Perez</p> <p>Rizal RTC, Br. 69, Binangonan RTC, Br. 73, Antipolo City – <i>Special Court for Family Cases</i> RTC, Br. 98, Antipolo City – <i>Special Court for Family Cases</i>; to be vacated due to CR on 12/12/17 RTC, Brs. 137-140, Antipolo City – UC RTC, Br. 78, Morong – <i>Special Court for Environmental Cases</i> RTC Brs. 158-159, Morong – UC RTC, Brs. 174-175, San Mateo – UC MTCC, Br. 5, Antipolo City – UC</p> <p>Romblon RTC, Br. 82, Odiongan – <i>Special Court for Agrarian Cases</i> RTC, Br. 106, Cajidiocan, Sibuyan Island – UC MTC, Romblon 2nd MCTC, Corcuera-Concepcion-Banton 4th MCTC, Cajidiocan-Magdiwang-San Fernando</p>
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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 **29 August 2017**. **The date of *actual receipt* by the JBC of the applications and complete documentary requirements shall be deemed as the date of filing. Qualifications of applicants shall be reckoned from the said deadline, 29 August 2017.**

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 “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):

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| <p>1. Duly signed application or recommendation (with <i>conforme</i>)</p> <p>2a. Duly accomplished, computerized, and notarized Personal Data Sheet (JBC Form 1 – August 2016 version – downloadable from the JBC Website http://jbc.judiciary.gov.ph).</p> <p>2b. Transcript of Law School Records</p> <p>2c. NSO-issued Birth Certificate or, in the absence thereof as shown by NSO Certification, other proof of age and citizenship</p> <p>2d. Certificate of Admission to the Bar (with Bar Rating)</p> <p>3a. Certificate of Employment stating applicant’s present position, annual salary, salary grade, and judicial rank, if any</p> | <p>3b. Service Record of applicants who have been employed in the government at any point</p> <p>3c. Clearance or Certification of pending or decided cases against the applicant issued by current employer</p> <p>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)</p> <p>4. Clearance of no pending case issued by the Office of the Bar Confidant</p> <p>5a. Certificate of payment of membership dues or of lifetime membership issued by the IBP National Office</p> <p>5b. Clearance of no pending case or Certification of pending or decided case(s) issued by the IBP National Office</p> <p>6. NBI Clearance</p> <p>7. Ombudsman Clearance</p> <p>8. Police Clearance from place of residence</p> <p>9a. Results of the following medical examinations conducted within six months prior to the deadline for filing of applications:</p> <ul style="list-style-type: none"> • Complete blood count • Routine urinalysis | <ul style="list-style-type: none"> • Blood chemistry – FBS, BUN, Creatinine, Uric Acid, Cholesterol, and SGPT • Electrocardiogram (12-Lead) <p>9b. Results of routine chest x-ray (excluding x-ray films) conducted within one year prior to the deadline for filing of applications</p> <p>10. Medical Certificate with findings or impressions on the results of the medical examinations</p> <p>11. Income Tax Return or Certificate of Compensation Payment/Tax Withheld for Years 2015 and 2016</p> <p>12. Performance Rating for Years 2014, 2015, and 2016 (for those in government service)</p> <p>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</p> <p>14. Two sample decisions/resolutions/ pleadings</p> <p>15. Treatises, opinions, or articles written, edited, or published, if any</p> <p>16. Documents showing the nature and status of cases filed against the applicant, if any</p> |
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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 **not earlier than 28 February 2017**, except chest x-ray, which must have been issued **not earlier than 29 August 2016**.

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 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 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 may submit a mere **manifestation** of an intent to apply for any of the aforementioned positions 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 February 2017**, or if their chest x-ray was issued earlier than **29 August 2016**, they must submit **two complete sets of documents**; otherwise, their application would not be given due course.

14 July 2017.



FELIPA B. ANAMA

Clerk of Court & JBC *Ex Officio* Secretary 