



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. *Supreme Court Associate Justice* (vice **Hon. Jose C. Mendoza**, who will compulsorily retire on 13 August 2017); and
2. *Sandiganbayan Associate Justice* (vice **Hon. Maria Cristina J. Cornejo**, whose disability retirement was effective 1 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 **23 May 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 deadline, 23 May 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 "2") 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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| 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 (only for Justices, Judges, Prosecutors, and lawyers from other government offices who have judicial rank) | 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, in the absence thereof as shown by NSO Certification, 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 or of lifetime membership issued by | 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 |

3a. Certificate of Employment stating applicant's present position, annual salary, salary grade, and judicial rank, if any

the IBP National Office
5b. Clearance of no pending case or Certification of pending or decided case(s) issued by the IBP National Office

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 23 November 2016**, except chest x-ray, which must have been issued **not earlier than 23 May 2016**.

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

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 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 a **complete set of the required documents** except Items Nos. 2a, 2b, and 2c 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 **23 November 2016**, or if their chest x-ray was issued earlier than **23 May 2016**, they must submit a **complete set of documents**; otherwise, their application would not be given due course.

5 April 2017.


FELIPA B. ANAMA

Clerk of Court & JBC *Ex Officio* Secretary 