



## **A N N O U N C E M E N T**

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

### ***Supreme Court Associate Justice***

(*vice* Hon. **Teresita J. Leonardo-De Castro**,  
who was appointed Chief Justice on 25 August 2018)

Interested applicants shall submit two (2) complete sets of application or recommendation with *conforme*, together with all the documentary requirements to the **JBC Office, 2<sup>nd</sup> Floor, Centennial Building, Supreme Court, Padre Faura, Manila, not later than 4:30 p.m. of 1 October 2018**. The date of actual receipt by the JBC of the complete documentary requirements shall be deemed as the date of filing. The qualification of applicants shall be reckoned from the said deadline.

#### General Guidelines:

- Two (2) complete sets of documentary requirements, all on legal size paper.
  - Original or Certified True Copy
  - Duplicate Photocopy
- If the application is to be personally filed by a representative or agent of the applicant, an authorization letter, together with a photocopy of the representative's government-issued identification card, must be submitted. (*see Forms*)
- All the documents and clearances submitted must be tabbed. (*e.g. A, B, C, D, etc., see Forms for sample*)

- A flash drive or compact disc containing scanned or electronic copies in Portable Document Format (PDF). *(The scanned or electronic copies contained in the flash drive or compact discs must be a complete and accurate reproduction of all the documentary requirements submitted.)*

### Documentary Requirements:

- Transmittal letter indicating the list of all submitted documents with manifestation. *(see Forms)*
- Application letter or Recommendation letter with *conforme*. *(see Forms)*
- Duly accomplished, computerized and notarized latest version of the Personal Data Sheet (PDS – Version August 2018) where **all** fields are accomplished. *(see Forms)*
- Transcript of Law School Records *(Note: Previous applicants who submitted their Original or Certified True Copy of Transcript no longer have to submit.)*
- Birth certificate issued by the Philippine Statistics Authority (PSA) *(Note: Previous applicants who have submitted an Original or Certified True Copy of Birth Certificate issued by the National Statistics Office [NSO] or Philippine Statistics Authority [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 have submitted their Original or Certified True Copy of Certificate 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 not earlier than 01 April 2018.
- Certificate of Employment (COE) issued by the current employer, not earlier than 01 April 2018, 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 who have been employed in the government at any point, issued not earlier than 01 April 2018. (*Note: This should include all the 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, Prosecutors and Lawyers from Government Offices who have judicial rank.*)
- Income Tax Returns or Certificates of Compensation Payment/Tax Withheld for Years 2015, 2016 and 2017.
- Sworn Statement of Assets, Liabilities and Networth (SALN) for the last ten (10) years:
  - For those who are currently in *government service*, all SALNs for the past ten (10) years must be submitted. (*Note: If in government service for less than ten [10] years, only for the years while in government service.*)
  - For those who are currently employed in the *private sector but were in government service within the past ten (10) years*, all your SALNs for those years in government service must be submitted.
  - For those applicants from the *private sector who have never served the government*, only the SALN as of 31 December 2017 must be submitted.
- Performance Ratings for Years 2015, 2016 and 2017 (*Note: This only applies to applicants currently in government service except Justices and Judges.*)
- Two sample decisions/resolutions/pleadings, treatises, opinions or articles written, edited or published.
- Copy of Record of pending or decided cases involving the applicant (Civil, Criminal, Administrative [including OCA IPI] cases) (*Note: May be a Complaint and/or Answer, or if decided, the Decision/Resolution.*)

❖ MEDICAL EXAMINATIONS RECORDS:

- Results of the following medical examinations conducted not earlier than 01 April 2018:
  - 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 not earlier than 01 October 2017
- Medical Certificate with findings or impressions on the results of the medical examinations, issued not earlier than 01 April 2018.

❖ CLEARANCES issued not earlier than 01 April 2018:

- Clearance or Certification of pending or decided cases against the applicant issued by current employer (*Note: not required of Justices and Judges*)
- Clearance of no pending case issued by the OBC (*Note: not required of Justices and Judges*)
- IBP National Office-issued Clearance of no pending case or Certification of pending or decided case(s)
- NBI Clearance
- Ombudsman Clearance
- Police Clearance from place of residence

**All incomplete applications and/or out-of-date documentary requirements and those submitted beyond the deadline shall not be given due course.**

**Applicants who prefer to send their applications and documentary requirements through courier must ensure that their submissions are complete and updated. The date**

**of actual receipt by the JBC of complete documentary requirements shall be deemed as the date of filing.**

**The JBC is under no obligation to advise the applicants if they have incomplete and/or out of date documentary requirements.**

30 August 2018.



**EDGAR O. ARICHETA**

Clerk of Court & JBC *Ex Officio* Secretary