



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 *Supreme Court Chief Justice* (vice **Hon. Maria Lourdes P. A. Sereno**).

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 not later than **4:30 p.m. of 26 July 2018**. **The date of *actual receipt* by the JBC of the applications and complete documentary requirements shall be deemed as the date of filing. The qualifications of applicants shall be reckoned from the said deadline.**

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):

1. Duly signed application or recommendation (with *conforme*)
- 2a. Duly accomplished, computerized, and notarized Personal Data Sheet (JBC Form 1 – 25 June 2018 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
- 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
- 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 Returns or Certificates of Compensation Payment/ Tax Withheld for Years 2015, 2016, and 2017
12. Performance Ratings for Years 2015, 2016, and 2017 (for those in government service)
13. Sworn Statements of Assets, Liabilities, and Networth: (a) **for the last ten (10) years** in case of applicants in government service and those who are

3b. Service Record of applicants who have been employed in the government at any point

Note:

NSO-issued birth certificate will not be accepted.

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 solo law practitioners who have never served in government.

Nos. 3a-3c, 4, & 12 are not required of Justices and Judges.

Nos. 3a-3c, 4-10 must have been issued **not earlier than 26 January 2018**, except chest x-ray, which must have been issued **not earlier than 26 July 2017**.

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)

currently in the private sector but were in government service at any time within the past ten (10) years; or (b) for **31 December 2017** in case of applicants 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)


Applicants must take note of the following guidelines:

- a. 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 accomplished.
- b. If the application documents are to be filed by a representative, a written authorization duly executed by the applicant must be attached to the transmittal letter and the representative must present a government-issued identification card. The authorization must also state that the representative is authorized to receive any **NOTICE** of lacking/incomplete, out of date, or late documentary requirements, if any.
- c. 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**.
- d. 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.
- e. However, previous applicants 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 **26 January 2018**, or if their chest x-ray was issued earlier than **26 July 2017**, they must submit **two complete sets of the required documents**; otherwise, their application would not be given due course. Previous applicants are also advised to call the JBC if they need clarification of their previously submitted documents.

- f. Applicants who prefer to send their applications and documentary requirements through courier should ensure that their submissions are complete. The JBC will not advise applicants if they have lacking requirements.

25 June 2018.


EDGAR O. ARICHETA
Clerk of Court & JBC *Ex Officio* Secretary