



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. **Presbitero J. Velasco, Jr.**, who will compulsorily retire on 8 August 2018); and
2. *Ombudsman* (vice Hon. **Conchita Carpio-Morales**, whose term will end on 26 July 2018).

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 2 May 2018**. 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.

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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| 1. Duly signed application or recommendation (with <i>conforme</i>) | 3c. Clearance or Certification of pending or decided cases against the applicant issued by current employer | 9b. Results of routine chest x-ray (excluding x-ray films) conducted within one year prior to the deadline for filing of applications |
| 2a. Duly accomplished, computerized, and notarized Personal Data Sheet (JBC Form 1 – August 2017 version – downloadable from the JBC Website http://jbc.judiciary.gov.ph). | 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) | 10. Medical Certificate with findings or impressions on the results of the medical examinations |
| 2b. Transcript of Law School Records | 4. Clearance of no pending case issued by the Office of the Bar Confidant | 11. Income Tax Returns or Certificates of Compensation Payment/Tax Withheld for Years 2016 and 2017 |
| 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 | 5a. Certificate of payment of membership dues or of lifetime membership issued by the IBP National Office | 12. Performance Ratings for Years 2015, 2016, and 2017 (for those in government service) |
| 2d. Certificate of Admission to the Bar (with Bar Rating) | 5b. Clearance of no pending case or Certification of pending or decided case(s) issued by the IBP National Office | 13. Sworn Statements of Assets, Liabilities, and Networth for Years 2016 and 2017 in case of applicants in government service, or for 2017 for those in the private sector |
| 3a. Certificate of Employment stating applicant's present position, annual salary, salary grade, and judicial rank, if any | 6. NBI Clearance | 14. Two sample decisions/ resolutions/ pleadings |
| 3b. Service Record of applicants who have been employed in the government at any point | 7. Ombudsman Clearance | |
| | 8. Police Clearance from place of residence | |

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 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 2 November 2017**, except chest x-ray, which must have been issued **not earlier than 2 May 2017**.

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)

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)

17. Affidavit that applicant was not a candidate for any elective office in the immediately preceding election (for applicants for Ombudsman post)

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 **2 November 2017**, or if their chest x-ray was issued earlier than **2 May 2017**, they must submit **two complete sets of the required documents**; otherwise, their application would not be given due course.

16 March 2018.



EDGAR O. ARICHETA

Clerk of Court & JBC *Ex Officio* Secretary