



Republic of the Philippines  
Judicial and Bar Council  
Manila

## ANNOUNCEMENT

The Judicial and Bar Council (JBC) announces the reopening, for application or recommendation, of the following positions:

A. Court of Appeals
1. <i>Court of Appeals Presiding Justice</i> (vice Hon. <b>Romeo R. Barza</b> , who compulsorily retired on 2 August 2019)
B. Legal Education Board (LEB)
1. <i>Chairperson</i> (vice Hon. <b>Emerson B. Aquende</b> , whose term ended on 13 January 2019)
2. <i>Regular Member Representing the Integrated Bar of the Philippines</i> (vice Hon. <b>Zenaida N. Elepaño</b> , whose term ended on 13 January 2019)

Interested applicants must visit the official JBC website ([www.jbc.judiciary.gov.ph](http://www.jbc.judiciary.gov.ph)) and access the Online Application Scheduler within fifteen (15) days from the publication of this Announcement. After filling in the required information in the Online Application Scheduler, applicants will receive a computer-generated letter of intent in their email addresses. A copy of the letter of intent must be printed out and submitted together with the two complete sets of all the documentary requirements to the JBC, 2<sup>nd</sup> Floor, Centennial Building, Supreme Court, Padre Faura Street, Manila, on their selected date and time of appointment, which must **not be later than 4:30 p.m. of 9 December 2019** (Monday). 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 as of the said deadline for filing of applications.

### Guidelines:

- ☐ The documentary requirements must be original or certified true copies, accompanied by duplicate photocopies, all on legal size paper and enclosed in **green envelope**.



- ☐ All submitted documents and clearances must be tabbed. (*e.g. A, B, C, D, see Forms for sample*)
- ☐ A flash drive containing the scanned or electronic copies of application documents in Portable Document Format (PDF) must also be submitted. (*The scanned or electronic copies contained in the flash drive must be a complete and accurate reproduction of all the documentary requirements submitted.*)
- ☐ Incomplete applications and/or out-of-date documentary requirements and those submitted beyond the deadline shall not be given due course.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 a courier must ensure that their documents are complete and updated. The date of actual receipt by the JBC of the required complete documents shall be deemed as the date of filing.
- ☐ Incumbent Justices and Judges and other previous applicants are enjoined to verify from the JBC not later than a week before their selected schedule whether the documents they earlier submitted are still compliant with the current requirements.

### **Documentary Requirements:**

- ☐ Application letter or recommendation letter with *conforme* (*Please use the prescribed forms*)
- ☐ Authorization letter if the application is to be filed by a representative or agent of the applicant (*see Forms*), with attached photocopy of the representative's government-issued identification card
- ☐ Duly accomplished, computerized, and notarized latest version of the Personal Data Sheet (PDS – Version December 2018 - *see Forms*) printed in 8.5" x 13" bond paper where **all** fields are accomplished and with attached 2x2 I.D. picture in business attire taken within the last six (6) months
- ☐ Transcript of law school records (*Note: Previous applicants who submitted an **original or certified true copy** thereof no longer have to submit.*)



- ☐ Birth certificate issued by the Philippine Statistics Authority (PSA) or, in the absence thereof, a PSA Certification to that effect and other proof of age and citizenship (*Note: Previous applicants who submitted an **original or certified true copy** of birth certificate issued by the National Statistics Office [NSO] or the 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 submitted an **original or certified true copy** thereof 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 **9 June 2019**
- ☐ Certificate of Employment (COE) issued by the current employer not earlier than **9 June 2019**, 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 in government service or in private sector who have been employed in the government at any point (*Note: This should include all 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.*)
- ☐ Certificate of Compliance with, or Exemption from, the Mandatory Continuing Legal Education Program for the 6<sup>th</sup> Compliance Period
- ☐ Income Tax Returns or Certificates of Compensation Payment/Tax Withheld for Years 2016, 2017, and 2018
- ☐ Sworn Statements of Assets, Liabilities and Networth (SALNs):
  - For those who are currently in *government service*, all SALNs for the past ten (10) years (i.e., for years 2009-2018) must be submitted. (*Note: If in government service for less than ten [10] years, only SALNs for the years while in government service need to be submitted.*)



- For those who are currently employed in the *private sector but were in government service within the past ten (10) years*, all SALNs for those years in government service must be submitted together with SALN as of 31 December 2018.
- For those applicants from the *private sector who have not served the government within the past ten (10) years or at any point*, only SALN as of 31 December 2018 must be submitted.
- ☐ Certifications issued by banks or other institutions within the application period regarding local or foreign deposits and other investments under the applicant's name or held jointly with applicant's spouse, children, and other persons or entities.
- ☐ Accomplished Individual Performance Commitment and Review (IPCR) Forms for 2017-2018 (*Note: This only applies to applicants who served the government at any time between 2017 and 2018 except Justices and Judges.*)
- ☐ Two sample decisions or resolutions (required of Judges and Justices), pleadings, treatises, opinions or articles written, edited, or published
- ☐ Copies of complaints, comments, or other records of pending cases (civil, criminal, or administrative cases [including OCA IPI]) involving the applicant or if decided, a copy of the Decision/Resolution
- ☐ Certification as to number of years in the teaching of law in a duly authorized or recognized law school (for LEB applicants only)

❖ MEDICAL EXAMINATIONS RECORD:

- ☐ Results of the following medical examinations conducted not earlier than **9 June 2019**:
  - 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 **9 December 2018**
- ☐ Medical Report issued by a government doctor indicating the findings or impressions based on the results of the medical examinations and certifying that the applicant is medically fit to assume the position applied for

❖ **CLEARANCES issued not earlier than 9 June 2019:**

- ☐ Clearance/Certification of pending and decided cases against the applicant issued by current employer (*Note: not required of Justices and Judges*)
- ☐ Clearance/Certification of pending and past cases issued by the OBC (*Note: not required of Justices and Judges*)
- ☐ Clearance/Certification of pending and past cases issued by the IBP National Office
- ☐ NBI Clearance
- ☐ Ombudsman Clearance
- ☐ National Police Clearance

Further, applicants who have been found to have made false statements, misrepresentations, or concealments of any material information as provided for under the Revised JBC Rules shall be considered disqualified from being nominated by the Council.

18 October 2019

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