



Republic 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 of *Court of Appeals Associate Justice*:

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| A. vice Hon. Japar B. Dimaampao , who was appointed as Supreme Court Associate Justice on 2 July 2021; and |
| B. vice Hon. Dorothy P. Montejo-Gonzaga , whose resignation was approved effective 3 November 2021. |

Interested applicants must visit the official JBC website (jbc.judiciary.gov.ph/) and **access the Online Application Scheduler** between 8:00 a.m. and 12:00 midnight, not later than **4 February 2022 (Friday)**. After filling in the required information in the Online Application Scheduler, they will receive a computer-generated letter of intent in their e-mail addresses. They must submit the complete and accurate digitized versions of (a) the letter of intent and (b) the documentary requirements **through electronic mail** to orsn.jbc@judiciary.gov.ph **on their selected date and time of appointment** in the Online Application Scheduler. **The date of actual receipt of the complete documentary requirements (sent through e-mail) shall be deemed as the date of filing.**

Guidelines:

- ☐ The documentary requirements should be in Portable Document Format (PDF) and emailed in two files only, following the order of documents as enumerated herein. Applicants are encouraged to install and use the camscanner application for scanning their documents.
- ☐ Incomplete applications and/or out-of-date documentary requirements and those electronically submitted on a date other than the chosen date in the Online Application Scheduler shall be rejected.
- ☐ Applicants shall ensure receipt by the JBC of two complete sets of the hard copies of the documentary requirements, one set of original or certified true copies and one set of photocopies, through courier service or through the JBC drop box not later than 4:30 p.m. of the abovementioned deadline. The documentary requirements must be enclosed in a green envelope.
- ☐ Applicants who fail to comply with the requirements of online **and** physical submission *via* courier service or JBC drop box of the documentary requirements shall not be considered for nomination.

□ All submitted documents must be tabbed. (e.g. A, B, C, D, see Forms for sample)

□ Incumbent Justices and Judges and other previous applicants are enjoined to verify from the JBC via **email** to orsn.jbc@judiciary.gov.ph 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)

□ Duly accomplished, computerized, and notarized latest version of the Personal Data Sheet (PDS – Version March 2021 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 past six (6) months. (**Note: Previous applicants must highlight or mark with a bright color new, modified, or corrected entries in their updated PDS.**)

□ 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 issued not earlier than **4 August 2021** or Lifetime Membership issued by the Integrated Bar of the Philippines (IBP) National Office. *Note: Previous applicants who submitted an **original or certified true copy of Certificate of Lifetime Membership** no longer have to submit.*)

□ Certificate of Employment (COE) issued by the current employer not earlier than **4 August 2021**, stating the applicant's present position, employment status (e.g. permanent, coterminous, casual, temporary, consultant, or contractual), 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 those in the private sector who have been employed in the government at any point (*Note: This should include all previous government posts held and employment status [e.g. permanent, coterminous, casual, temporary, consultant, or contractual]*)

☐ Certificate of Assumption of Office or Oath of Office of applicant's current position (*Note: This only applies to Justices, Judges, and lawyers from government offices.*)

☐ Certificate of Compliance with, or Exemption from, the Mandatory Continuing Legal Education Program for the sixth (6th) Compliance Period

☐ Income Tax Returns or Certificates of Compensation Payment/Tax Withheld for Years 2018, 2019, and 2020

☐ Sworn Statements of Assets, Liabilities and Net Worth (SALNs) accompanied by an explanation in case of unusual, appreciable, or sudden increase or decrease of net worth, as this will be inquired into during the interview:

- For those who are currently in government service, all SALNs for the past ten (10) years (i.e., for years 2011-2020, including entry SALN and/or exit SALN of those who joined the government or were separated from the service at any time within the past ten [10] years) 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, including entry and exit SALNs, must be submitted together with SALN as of 31 December 2020
- For those applicants from the private sector who have not served the government within the past ten (10) years, only SALN as of 31 December 2020 must be submitted.
- **Failure to submit any of the SALNs, which is a constitutional and statutory requirement, shall be a ground for the disqualification of an applicant.**

☐ Certifications issued by banks or other institutions within the application period regarding the **amounts** of 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 2018-2020 (*Note: This only applies to applicants who served the government at any time between 2018 and 2020 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

* **MEDICAL EXAMINATIONS RECORD:**

☐ Results of the following medical examinations conducted not earlier than **4 August 2021**:

- 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 **4 February 2021**.

☐ Medical Report issued by a government doctor not earlier than **4 August 2021** 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

☐ Affidavit of Undertaking that the applicant shall inform the JBC in writing and submit an updated Comprehensive Medical Certificate should he or she contract the Coronavirus disease or COVID-19-related disease or any other serious illnesses at any stage of the application process (see Forms)

* **CLEARANCES issued not earlier than 4 August 2021:**

☐ 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

It must be noted that the qualification of applicants shall be reckoned as of the deadline for filing of applications. For the qualification requirements and evaluative criteria, please to refer to the *2020 Revised JBC Rules* in the JBC website.

Applicants who have been found by the Council to have willfully made false statements, misrepresentations, or concealments of any material information as provided for under the *2020 Revised JBC Rules* shall be considered disqualified from being nominated by the Council.

20 December 2021.



MARIFE M. LOMIBAO-CUEVAS

Clerk of Court & JBC *Ex Officio* Secretary