



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:

1. *Legal Education Board (LEB) Chairperson* vice Hon. **Anna Marie Melanie Bacani-Trinidad**, whose term will end on 14 January 2024; and
2. *LEB Regular Member Representing the Integrated Bar of the Philippines* vice Hon. **Lorenzo R. Reyes**, whose term will end on 14 January 2024.

Interested applicants must visit the official JBC website (www.jbc.judiciary.gov.ph) and access the Online Application Scheduler not later than the deadline for the submission of applications and documentary requirements on **8 January 2024 (Monday)**, from 8:00 o'clock in the morning to 4:30 in the afternoon. After filling in the required information in the Online Application Scheduler, applicants will receive a computer-generated letter of intent in their respective email addresses.

A copy of the letter of intent must be printed out and submitted together with the two (2) complete sets of all the documentary requirements to the JBC, 2nd Floor, Centennial Building, Supreme Court, Padre Faura Street, Manila, on their selected date and time of appointment, which must **not be later than 4:00 o'clock in the afternoon of 8 January 2024 (Monday)**. The date of actual receipt by the JBC of the complete documentary requirements shall be deemed as the date of filing.

Applicants who prefer to send their applications and documentary requirements through registered mail or private courier must ensure that their documents are complete, updated and received by the JBC on the date reserved in the Online Application Scheduler. In this regard, the applicant should send through email a copy of the mailing receipt to oafs.jbc@judiciary.gov.ph on the same day.

Guidelines:

- ☐ The documentary requirements must be original or certified true copies, accompanied by duplicate photocopies, all on legal size paper and enclosed in **yellow** 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 copies contained in the flash drive must be a complete and accurate reproduction of all the documentary requirements submitted.

- ❑ Applicants are urged to consider allowance for contingencies when setting a schedule for submission. Incomplete applications and/or out-of-date documentary requirements and those submitted on a date other than the chosen date and time in the Online Application Scheduler shall not be accepted.
- ❑ Applicants are reminded that the Personal Data Sheet and its Annexes are **under oath** and contain their declaration that “I am SOLELY RESPONSIBLE for any incomplete or out-of-date document/s or information. Therefore, receipt of my application documents does not certify that my submission is complete and in compliance with all the JBC requirements. I understand that **the JBC is under no obligation to notify me of any incomplete or out-of-date requirement/s**. I agree that the documents I submitted are considered JBC property.”

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 (Version April 2023 [see Forms](#)) and Online Matrix (Annex “A” February 2023 version [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. **(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 National Statistics Office¹; 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 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) or Proof of Payment / Receipt for its Request with copies thereof emailed directly to oafs.jbc@judiciary.gov.ph (*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

¹ PSA Advisory dated 28 April 2021 stating that “civil registry documents printed in original SECPA duly issued by the then National Statistics Office (NSO), now PSA, have no expiration.”

earlier than **8 July 2023** (Note: Previous applicants who submitted an **original or certified true copy** of lifetime membership no longer have to submit.)

- Certificate of Employment (COE) issued by the current employer not earlier than **8 July 2023**, 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: Judges and solo practitioners need not 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]; not required of incumbent Judges.)
- Certificate of Assumption of Office or Oath of Office of applicant's current position (Note: This only applies to lawyers from other government offices.)
- Certificate of Compliance with, or Exemption from, the Mandatory Continuing Legal Education Program for the seventh (7th) Compliance Period (Note: Previous applicants who submitted an **original or certified true copy** thereof no longer have to submit.)
- Income Tax Returns or Certificates of Compensation Payment/Tax Withheld for Years 2020, 2021, and 2022 (Note: Previous applicants who submitted an **original or certified true copy** for the years covered need only to submit photocopies thereof.)
- 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 2013-2022, including entry and exit SALNs 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 2022
 - 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 2022 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** (*Note: Previous applicants who submitted an **original or certified true copy** for the years covered need only to submit photocopies thereof.*)
- 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 2020-2022 (*Note: This only applies to applicants who served the government at any time between 2020 and 2022 except Judges. Previous applicants who submitted an **original or certified true copy** for the years covered need only submit photocopies thereof.*)
- Certification as to number of years in the teaching of law in a duly authorized or recognized law school.
- Copies of complaints, comments, or other records of pending cases (civil, criminal, or administrative cases [including OCA IPI]) filed against the applicant, or if decided, a copy of the Decision/Resolution

* **MEDICAL EXAMINATIONS RECORD:**

- Results of the following medical examinations conducted not earlier than **8 July 2023**:
 - 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 **8 January 2023**
- Medical Report issued by a government doctor not earlier than **8 July 2023** 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 any serious illnesses at any stage of the application process (see Forms)

* **CLEARANCES** issued not earlier than **8 July 2023**:

- ☐ Clearance/Certification of pending and decided cases against the applicant issued by current employer (*Note: not required of Judges*)
- ☐ Clearance/Certification of pending and past cases issued by the Judicial Integrity Board (*Note: required only of past and current employees of the Judiciary, e.g. judges, clerks of court*)
- ☐ Clearance/Certification or Proof of Payment/Receipt for the Request for Clearance/Certification of pending and past cases issued by the OBC with copies thereof emailed directly to oaafs.jbc@judiciary.gov.ph) (*Note: not required of Justices and Judges*)
- ☐ Clearance/Certification of pending and past cases issued by the IBP National Office
- ☐ Ombudsman Clearance
- ☐ National Police Clearance

* NBI Clearance issued not earlier than **8 January 2023**

THE QUALIFICATION OF APPLICANTS SHALL BE RECKONED AS OF THE DEADLINE FOR FILING OF APPLICATIONS. For the qualification requirements and evaluative criteria, applicants are enjoined to refer to the *2020 Revised JBC Rules*, as amended, in the JBC website.

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

21 November 2023.



MARIFE M. LOMIBAO-CUEVAS

Clerk of Court & JBC *Ex Officio* Secretary