



Republic of the Philippines  
Judicial and Bar Council  
Manila

## ANNOUNCEMENTS

The Judicial and Bar Council (JBC) announces:

**A.** The **re-opening**, for application or recommendation, of the position of:

*Legal Education Board Regular Member Representing the Integrated Bar of the Philippines* vice **Hon. Lorenzo R. Reyes**, whose term ended on 14 January 2024.

Accordingly, interested applicants must visit the official JBC website ([www.jbc.judiciary.gov.ph](http://www.jbc.judiciary.gov.ph)) for details and guidelines on application requirements, and access the Online Application Scheduler not later than the deadline for the submission of applications and documentary requirements on **06 May 2024 (Monday)**, from 8:00 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 which must be printed out and submitted together with two (2) 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 4:00 in the afternoon of 06 May 2024 (Monday)**. Please be reminded that the date of actual receipt by the JBC of the complete documentary requirements shall be deemed as the date of filing.

However, applicants who would 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](mailto:oafs.jbc@judiciary.gov.ph) on the same day.

For everyone's reference, attached herewith are the updated guidelines and list of documentary requirements to be submitted relative to his/her application.

### 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.”

### **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 completely filled-up 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 and post-graduate degree, if applicable (*Note: Previous applicants who submitted an **original or certified true copy** thereof no longer have to submit.*)
- Certifications of awards and distinctions in college, law school, or post-graduate degree, and civic awards, if applicable (*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 Office\*; 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*

---

\* 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.”

*certificate issued by the National Statistics Office or the PSA 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 **06 November 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 **06 November 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 non-judiciary government offices.)*
- Certificate of Compliance with, or Exemption from, the Mandatory Continuing Legal Education Program for the seventh (7<sup>th</sup>) or eight (8<sup>th</sup>) 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 2023
  - 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 2023 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 financial 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 2021-2023 (*Note: This only applies to applicants who served the government at any time between 2021 and 2023 except Judges. Previous applicants who submitted an **original or certified true copy** for the years covered need only submit photocopies thereof.*)
  - Two (2) sample decisions or resolutions (*required of Judges and quasi-judicial officers only*), pleadings, treatises, written articles, opinions, edited or published (*Note: Previous applicants who submitted these no longer have to submit.*)
  - 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 EXAMINATION RECORDS:

- Results of the following medical examinations conducted not earlier than **06 November 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 **06 May 2023**
- ☐ Medical Certificate issued by a government doctor not earlier than **06 November 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 **06 November 2023**:

- ☐ Clearance/Certification of pending and decided cases against the applicant issued by current employer (*Note: not required of Judges*)
- ☐ Printed Proof of Request to the Judicial and Integrity Board (JIB), or duly issued JIB Clearance Certificate of past and pending cases, if available (*Note: required only of past and current employees of the Judiciary, e.g. judges, clerks of court*)
- ☐ Proof of Payment to the Office and Bar Confidant's (OBC) Certification Requirements for the JBC, or duly issued OBC Certificates, if available. For those who have not yet been issued his/her OBC Certification/s, please email a copy of the Proof of Payment thereof directly to [oafs.jbc@judiciary.gov.ph](mailto:oafs.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

\* **CLEARANCE** issued not earlier than **06 May 2023**:

- ☐ NBI Clearance

**THE QUALIFICATIONS OF APPLICANTS SHALL BE RECKONED AS OF THE DATE OF NOMINATION [02 AUGUST 2024].** For the qualification

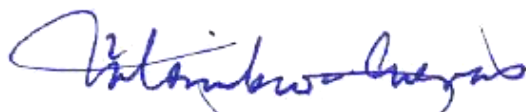
requirements and evaluative criteria, applicants are enjoined to refer to the *2020 Revised JBC Rules*, as amended, in the JBC website.

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 said rules shall be considered disqualified from being nominated by the Council or may be subject to perjury.

**B.** The inclusion of **MADRID**, Gemma B. in the list of applicants for the position of Presiding Judge in the following courts in Region II: **RTC, Branches 2, 4, and 10, Tuguegarao City, Cagayan.**

The public may submit a sworn complaint, report, or opposition against the aforesaid applicant (a) by mail or personal submission in ten (10) legible copies to the JBC, 2<sup>nd</sup> Floor, Centennial Building, Supreme Court, Padre Faura Street, Manila; or (b) by electronic mail to [jbc@judiciary.gov.ph](mailto:jbc@judiciary.gov.ph) **not later than 4:30 p.m. of 01 April 2024.**

**21 March 2024.**



**MARIFE M. LOMIBAO-CUEVAS**

Clerk of Court & JBC *Ex Officio* Secretary