



Republic of the Philippines
Judicial and Bar Council
Manila

POLICY ON RECEIPT VIA PERSONAL DELIVERY AND SPECIAL COURIER OF DOCUMENTARY REQUIREMENTS

Under the Constitution¹ and pertinent laws, the authority to recommend appointees to the Judiciary and to prepare and submit a list of nominees for the offices of the Ombudsman, Deputy Ombudsman, and Special Prosecutor and the offices of the Chairperson and Regular Members of the Legal Education Board are vested in the Judicial and Bar Council (JBC). In so doing, the JBC is tasked to list and streamline the necessary documents that an applicant to a vacant judicial post is required to submit.

Over the years, the JBC encountered challenges in all applicants' compliance within the given period to submit all documentary requirements. There was confusion among applicants and numerous queries were raised with regard to incomplete requirements or late filing of the same.

The burden to ensure the completeness of documentary requirements has seemingly shifted from the applicant to the JBC. Moreover, time is spent deliberating on and resolving motions for

¹ SEC. 8 (1) A Judicial and Bar Council is hereby created under the supervision of the Supreme Court composed of the Chief Justice as ex officio Chairman, the Secretary of Justice, and a representative of the Congress as ex officio Members, a representative of the Integrated Bar, a professor of law, a retired Member of the Supreme Court, and a representative of the private sector.

(2) The regular members of the Council shall be appointed by the President for a term of four years with the consent of the Commission on Appointments. Of the Members first appointed, the representative of the Integrated Bar shall serve for four years, the professor of law for three years, the retired justice for two years, and the representative of the private sector for one year.

(3) The Clerk of the Supreme Court shall be the Secretary ex officio of the Council and shall keep a record of its proceedings.

(4) The regular Members of the Council shall receive such emoluments as may be determined by the Supreme Court. The Supreme Court shall provide in its annual budget the appropriations for the Council.

(5) The Council shall have the principal function of recommending appointees to the Judiciary. It may exercise such other functions and duties as the Supreme Court may assign to it.

SEC. 9. The Members of the Supreme Court and judges of lower courts shall be appointed by the President from a list of at least three nominees prepared by the Judicial and Bar Council for every vacancy. Such appointments need no confirmation.

For the lower courts, the President shall issue the appointments within ninety days from the submission of the list.

reconsideration filed by applicants when their applications are not considered.

The JBC Rules are clear that applicants who fail to submit a complete set of the required documents within the prescribed period will neither be interviewed nor considered for nomination except for courts with less than five (5) applicants, viz:

Rule 1, Section 7.

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The Council shall neither entertain nor give due course to applications (i) filed before the publication of the announcement of the opening of vacancies except for those in the Supreme Court and the offices of the Ombudsman, Deputy Ombudsman, and Special Prosecutor, which are ipso facto opened upon the occurrence of the vacancy even before the publication of the notice thereof; or (ii) filed beyond the prescribed deadline.

Applicants who fail to submit a complete set of the required documents within the prescribed period will neither be interviewed nor considered for nomination except for courts with less than five applicants.²

In keeping with its objective to enhance the quality of the search, screening and selection processes of the Council³ and to speed up the processing of applications for vacancies especially for court stations with heavy caseload⁴, the JBC will no longer accept applications with ***incomplete*** documentary requirements.

The following procedure shall be followed in the filing of application via **personal delivery or special courier** for any vacant judicial post:

1. The applicant must visit the official JBC website (www.jbc.judiciary.gov.ph) and access the Online Application Scheduler. The Online Application Scheduler is programmed to accept only up to a certain number of applicants in a day within the forty-five (45) day period (from date of announcement of vacancies) one has to complete the submission of requirements. The slot for a particular date and time automatically disables once it has reached its maximum number of allowed applicants. No

² JBC No. 2016-01 The Revised Rules of the Judicial and Bar Council.

³ Manual for JBC Officials and Employees, p.4.

⁴ Id.

other setting of appointment shall be entertained after all slots are taken. (as of February 19, 2020)

2. The applicant shall set a date and time for submission of documentary requirements as published. He or she shall select one from the three modes of submission: 1) personal delivery; 2) special courier; and 3) registered mail.

An automatic reply will be sent to his or her email acknowledging receipt of the data collected with an attached *pro forma* Letter of Intent.

3. If the applicant chooses to submit via **personal delivery**, he or she shall personally appear and submit his or her documentary requirements, including a print out of the Letter of Intent, to the Office of Recruitment, Selection and Nomination (ORSN), JBC, on the reserved date and time. An applicant **forfeits** his or her schedule if he or she fails to appear on the reserved date and time.
4. If the applicant chooses to submit via **special courier**, he or she should ensure that the documentary requirements, including a print out of the Letter of Intent, will be received by the ORSN, JBC on the reserved date. Should there be fortuitous events affecting the timely delivery by the special courier, the JBC shall still consider the application as long as it is received within three (3) days from the reserved date.
5. The OPDR will furnish the ORSN with a copy of the updated list of applicants who have successfully accessed the Online Application Scheduler and have reserved dates for submission of application documents. The ORSN shall verify if the applicant is among those scheduled at the particular date and time based on the abovementioned list and the Letter of Intent.
6. After verification, the ORSN shall check the documents to be submitted and shall accept the application once it determines its completeness.
7. In case of incomplete requirements, the ORSN shall **not** accept the application documents. Instead, it shall immediately inform the applicant of the lacking document/s and give him or her a date within which to submit the complete documentary requirements.

8. The applicant shall return on the date given by the ORSN at **4:00 to 4:30** in the afternoon to submit the complete documentary requirements; otherwise, he or she will no longer be entertained. Submissions made beyond the date and time given shall not be given due course.

9. Applicants who submitted via **special courier** will be informed of lacking document/s via email within three (3) days from date of receipt and will be given a date within which to submit the complete documentary requirements. Should the applicant choose to submit the lacking document/s again through special courier, he or she shall ensure that it will be received by the ORSN on the given date.

10. Applicants who fail to submit a complete set of the required documents within the prescribed period will neither be interviewed nor considered for nomination except for courts with less than five (5) applicants.⁵

⁵ Rule 1, Section 7, JBC No. 2016-01: The Revised Rules of the Judicial and Bar Council.