

CHECKLIST OF DOCUMENTARY REQUIREMENTS

- Letter of Intent (auto-generated after successful time and date reservation through the JBC Online Application Scheduler)
- Application Letter / Recommendation Letter with Conforme [\(click here\)](#)
- Duly filled up Personal Data Sheet (*all fields complete*; use **APRIL 2023 PDF version**) [\(click here\)](#)
- Online Matrix (Annex A) and Additional Sheet (**FEBRUARY 2023 version**) [\(click here\)](#)
- Transcript of Law School Records*
- PSA or NSO-issued Birth Certificate*
- Proof of Payment of the Office of the Bar Confidant's 3-in-1 Certificate for the Judicial and Bar Council & Certificate of Past Case/No Past Case or said Certificates, if available, issued not earlier than **18 July 2023** (not required of Judges): <https://bit.ly/JBC-3in1>
- IBP National Office Certificate of Payment of membership dues or of lifetime membership**
- Certificate of Employment with present position, salary grade, and annual salary, if any (except for Judges and solo practitioners)
- Service Record (if at any time the applicant has been in government service; not required of incumbent Judges)
- Certificate of Assumption of Office or Oath of Office (only applies to lawyers from non-judiciary government offices)
- Certificate of Compliance with, or Exemption from, the **MCLE for the 7th Compliance Period ***
- Income Tax Return or Certificate of Compensation Payment/Tax Withheld for years 2020, 2021, and 2022***
- Sworn Statement of Assets, Liabilities, and Net Worth (SALN)***:
 - All SALNs for the past ten (10) years the applicant has been in government service. If in government service for less than ten (10) years, only SALNs for the years while in government service need to be submitted:
 - 2013 ○ 2014 ○ 2015 ○ 2016 ○ 2017 ○ 2018 ○ 2019 ○ 2020 ○ 2021 ○ 2022
 - Applicant who has not served the government within the past ten (10) years: [\(click here\)](#)
 - As of December 31, 2022
- Certification issued by banks or other financial institutions of the applicant of all types of deposits and/or investments, including insurance, **within the application period**
- Performance Rating for Years 2020, 2021, and 2022 (only applies to applicants who served the government at any time between 2020 and 2022 except judges)***
- Two (2) sample Decisions or Resolutions (required of Judges and quasi-judicial officers only), Pleadings, Treatises, written Articles, Opinions, edited or published ****
- Copies of Complaints, Comments or other Records of pending civil, criminal or administrative cases against the applicant, or if decided, copies of the Decisions/Resolutions
- Results of the following Medical Examinations conducted not earlier than **18 July 2023**:
 - Complete Blood Count
 - Routine Urinalysis
 - Blood Chemistry (**FBS, BUN, Creatinine, Uric Acid, Cholesterol, and SGPT**)
 - Electrocardiogram (12-lead) result
- Result of Routine Chest X-ray (conducted not earlier than **18 January 2023**)

* Previous applicants who have submitted an original or certified true copy thereof no longer have to submit.

** Previous applicants who submitted an original or certified true copy of lifetime membership no longer have to submit.

*** Previous applicants who submitted an original or certified true copy for the years covered need only submit photocopies thereof.

**** Previous applicants who have submitted these no longer have to submit.

- Medical Certificate issued by a government doctor not earlier than **18 July 2023** with findings or impression on the results of the medical examinations, certifying that the applicant is medically fit to assume the position
- Affidavit of Undertaking re: Contraction of any Serious Illnesses ([click here](#))
- Clearance/Certification of **pending and decided cases** issued not earlier than **18 July 2023** by **current employer** (not required of judges)
- Proof of Request to the **Judicial Integrity Board (JIB)** or Clearance Certificate of **past and pending cases** (if available) issued by the JIB not earlier than **18 July 2023** (required only of previous and current employees of the Judiciary)
- Clearances/Certification issued not earlier than **18 July 2023**:
 - Clearance/Certification of pending and past cases issued by the IBP National Office
 - Ombudsman Clearance
 - National Police Clearance
- NBI Clearance (issued not earlier than **18 January 2023**)
- PHILJA Letter to the applicant indicating the Pre-Judicature Program (PJP) Numerical Grade and Descriptive Rating (48th to 72nd PJP for Trial Courts)
- Flash Drive (with scanned copies of all Documentary Requirements)

