



Republic of the Philippines  
Judicial and Bar Council  
Manila

## A N N O U N C E M E N T

The Judicial and Bar Council (JBC) announces the opening, for application or recommendation, of the position of

*Court of Appeals Presiding Justice* (vice Hon. **Romeo F. Barza**, who will compulsorily retire on 2 August 2019)

Interested applicants must submit two (2) complete sets of application or recommendation with *conforme*, together with all the documentary requirements, to the JBC, 2<sup>nd</sup> Floor, Centennial Building, Supreme Court, Padre Faura St., Manila, **not later than 4:30 p.m. of 10 September 2019**. A recommendation or nomination filed in lieu of an application may be given due course only if the recommendee has signified his or her acceptance thereof either in the recommendation itself or in a separate document, and has submitted two complete sets of the documentary requirements. The date of actual receipt by the JBC of the complete documentary requirements of the applicant or recommendee shall be deemed as the date of filing. The qualification of applicants shall be reckoned from the said deadline for filing of applications.

### **Guidelines:**

- Applicants must submit two (2) complete sets of the documentary requirements, all on legal size paper and enclosed in **green envelope**.
  - Original or Certified True Copy
  - Duplicate Photocopy
  
- 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 or electronic copies contained in the flash drive must be a complete and accurate reproduction of all the documentary requirements submitted.)*
- Incomplete applications and/or out-of-date documentary requirements and those submitted beyond the deadline shall not be given due course.
- Applicants who prefer to send their applications and documentary requirements through a courier must ensure that their documents are complete and updated. The date of actual receipt by the JBC of the required complete documents shall be deemed as the date of filing.
- Incumbent Justices and Judges and other previous applicants are enjoined to verify from the JBC not later than a week before the deadline 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)*
- Authorization Letter if the application is to be filed by a representative or agent of the applicant *(see Forms)*, with attached photocopy of the representative's government-issued identification card
- Duly accomplished, computerized, and notarized latest version of the Personal Data Sheet (PDS – Version December 2018 - *see Forms*) where **all** fields are accomplished and with attached 2x2 I.D. picture in business attire taken within the last six (6) months
- 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 or of lifetime membership issued by the Integrated Bar of the Philippines (IBP) National Office not earlier than **10 March 2019**
- Certificate of Employment (COE) issued by the current employer not earlier than **10 March 2019**, stating applicant's present position, 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 in private sector who have been employed in the government at any point (*Note: This should include all previous government posts held.*)
- Certificate of Assumption of Office or Oath of Office of applicant's current position (*Note: This only applies to Justices, Judges, Prosecutors, and lawyers from government offices who have judicial rank.*)
- Certificate of Compliance with, or Exemption from, the Mandatory Continuing Legal Education Program for the 6<sup>th</sup> Compliance Period
- Income Tax Returns or Certificates of Compensation Payment/Tax Withheld for Years 2016, 2017, and 2018
- Sworn Statements of Assets, Liabilities and Networth (SALNs):
  - For those who are currently in *government service*, all SALNs for the past ten (10) years (i.e., for years 2009-2018) 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 must be submitted together with SALN as of 31 December 2018.
- For those applicants from the *private sector who have not served the government within the past ten (10) years or at any point*, only SALN as of 31 December 2018 must be submitted.
- Certifications issued by banks or other institutions within the application period regarding 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 2017-2018 (*Note: This only applies to applicants who served the government at any time between 2017 and 2018 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 **10 March 2019**:
  - 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 **10 September 2018**
- Medical Report issued by a government doctor 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

❖ CLEARANCES issued not earlier than **10 March 2019**:

- 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

18 July 2019

  
**EDGAR O. ARICHETA**  
Clerk of Court & JBC *Ex Officio* Secretary