



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 following positions:

A. For Submission of Applications and Other Documentary Requirements Within the Period **20 June – 4 August 2020**:

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| 1. <i>OVERALL DEPUTY OMBUDSMAN</i> (ODO) vice Hon. <b>Melchor Arthur H. Carandang</b> , whose term will end on 14 October 2020 |
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B. For Submission of Applications and Other Documentary Requirements Within the Period **11 July – 25 August 2020**:

1. <i>COURT OF APPEALS (CA) ASSOCIATE JUSTICE</i>
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| a. vice Hon. <b>Rodil V. Zalameda</b> , who was appointed Supreme Court Associate Justice on 5 August 2019;         |
| b. vice Hon. <b>Edgardo L. Delos Santos</b> , who was appointed Supreme Court Associate Justice on 3 December 2019; |
| c. vice Hon. <b>Mario V. Lopez</b> , who was appointed Supreme Court Associate Justice on 3 December 2019;          |
| d. vice Hon. <b>Samuel H. Gaerlan</b> , who was appointed Supreme Court Associate Justice on 8 January 2020;        |
| e. vice Hon. <b>Luisa Q. Padilla</b> , who compulsorily retired on 18 January 2020;                                 |
| f. vice Hon. <b>Jane Aurora C. Lantion</b> , who compulsorily retired on 29 January 2020;                           |

2. <i>SANDIGANBAYAN (SB) ASSOCIATE JUSTICE</i> vice Hon. <b>Reynaldo P. Cruz</b> , who passed away on 21 February 2020
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3. <i>COURT OF TAX APPEALS (CTA) ASSOCIATE JUSTICE</i>
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| a. vice Hon. <b>Cielito N. Mindaro-Grulla</b> , who will compulsorily retire on 17 June 2020; and |
| b. vice Hon. <b>Esperanza R. Fabon-Victorino</b> , who will compulsorily retire on 3 August 2020; |

4. *LEGAL EDUCATION BOARD (LEB):*

a. *Chairperson* vice Hon. **Emerson B. Aquende**, whose term ended on 13 January 2019;

b. *Regular Member Representing the Integrated Bar of the Philippines* vice Hon. **Zenaida N. Elepaño**, whose term ended on 13 January 2019;

c. *Regular Member Representing the Ranks of Active Law Practitioners* vice Hon. **Abelardo T. Domondon**, whose term ended on 13 January 2020; and

d. *Regular Member Representing the Law Students' Sector* vice Hon. **Catherine P. Pedrosa**, whose term ended on 13 January 2020.

Interested applicants must visit the official JBC website ([www.jbc.judiciary.gov.ph](http://www.jbc.judiciary.gov.ph)) and **access the Online Application Scheduler**. After filling in the required information in the Online Application Scheduler, they will receive a computer-generated letter of intent in their email addresses. They must submit the complete and accurate digitized versions of (a) the letter of intent and (b) the documentary requirements **through electronic mail** to [orsn.jbc@judiciary.gov.ph](mailto:orsn.jbc@judiciary.gov.ph) **on their selected date and time of appointment** in the Online Application Scheduler. The date of receipt by the Council of the application with the complete documentary requirements (*sent through email*) shall be deemed as the date of filing. Moreover, the qualification of applicants shall be reckoned as of the deadline for the filing of the hard copies of the application documents.

**Guidelines:**

- The documentary requirements should be in Portable Document Format (PDF) and emailed in a single file only, following the order of documents as enumerated herein.
- Incomplete applications and/or out-of-date documentary requirements and those electronically submitted on a date other than the chosen date in the Online Application Scheduler shall be rejected.
- Applicants shall ensure receipt by the JBC of two (2) complete sets of the hard copies of the documentary requirements through courier service not later than 4:30 p.m. of the abovementioned deadlines. The documentary requirements must be original or certified true copies, accompanied by duplicate photocopies on legal size paper,

and enclosed in an envelope in the following colors: brown for ODO; green for CA; violet for SB; orange for CTA; and yellow for LEB.

- Applicants who fail to comply with the requirements of online **and** physical submission *via* courier service of the documentary requirements shall not be considered for nomination.
- All submitted documents and must be tabbed. (e.g. A, B, C, D, [see Forms](#) for sample)
- Incumbent Justices and Judges and other previous applicants are enjoined to verify from the JBC via **email** to [orsn.jbc@judiciary.gov.ph](mailto:orsn.jbc@judiciary.gov.ph) not later than a week before their selected schedule whether the documents they earlier submitted are still compliant with the current requirements.

### **Documentary Requirements:**

- Application letter or recommendation letter with *conforme* [\(Please use the prescribed forms\)](#)
- Duly accomplished, computerized, and notarized latest version of the Personal Data Sheet (PDS – Version July 2020 [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
- 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 **4 February 2020** for applicants for ODO and **25 February 2020** for applicants for CA, SB, CTA, and LEB

- Certificate of Employment (COE) issued by the current employer not earlier than **4 February 2020** for applicants for ODO and **25 February 2020** for applicants for CA, SB, CTA, and LEB, 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 those 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, and lawyers from government offices.*)
- Certificate of Compliance with, or Exemption from, the Mandatory Continuing Legal Education Program for the sixth (6<sup>th</sup>) Compliance Period
- Income Tax Returns or Certificates of Compensation Payment/Tax Withheld for Years 2017, and 2018, and 2019
- 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 2010-2019) 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 2019.
  - 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 2019 must be submitted.
- 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 2017-2019 (*Note: This only applies to applicants who served the government at any time between 2017 and 2019 except Justices and Judges.*)
- Two sample decisions or resolutions (required of Judges and Justices), pleadings, treatises, opinions or articles written, edited, or published
- Certification as to number of years in the teaching of law in a duly authorized or recognized law school (for LEB applicants only)
- 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 **4 February 2020** for applicants for ODO and **25 February 2020** for applicants for CA, SB, CTA, and LEB:
  - Coronavirus Disease (**COVID-19**) **Rapid Antibody Test** approved by the Food and Drug Administration (FDA), and administered by a licensed medical practitioner.
    - If the applicant tested positive, he or she shall be referred for confirmatory testing to undergo Real-Time Polymerase Chain Reaction (RT-PCR) testing. Applicant shall submit to the JBC the result thereof issued by government or private hospitals or laboratories jointly certified or accredited by the Department of Health and the Research Institute for Tropical Medicine, and accompanied by a Comprehensive Medical Certificate issued by an authorized government physician reflecting the findings of the COVID-19 RT-PCR test result.
  - 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 **4 August 2019** for applicants for ODO and **25 August 2019** for applicants for CA, SB, CTA, and LEB
  - Medical Report issued by a government doctor indicating the findings or impressions based on the results of the medical examinations, including the COVID-19 Rapid Antibody Test, 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 the COVID-19 or COVID-19-related disease or any other serious illnesses at any stage of the application process ([see Forms](#))
- \* CLEARANCES issued not earlier than **4 February 2020** for applicants for ODO and **25 February 2020** for applicants for CA, SB, CTA, and LEB:
- 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


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 shall be considered disqualified from being nominated by the Council.

In compliance with Supreme Court Administrative Circular No. 41-2020 dated 29 May 2020, the JBC shall entertain queries sent *via* electronic mail or through telephone calls. Please refer to the email addresses and telephone numbers listed below:

<b>Type of Queries</b>	<b>Offices in Charge</b>	<b>Email Addresses</b>	<b>Telephone Numbers</b>
Qualification Requirements	Office of the Executive Officer	<a href="mailto:oeo.jbc@judiciary.gov.ph">oeo.jbc@judiciary.gov.ph</a>	(02) 8552-9608
Application Requirements	Office of Recruitment, Selection and Nomination	<a href="mailto:orsn.jbc@judiciary.gov.ph">orsn.jbc@judiciary.gov.ph</a>	(02) 8552-9598
Online Application Scheduler and Technical Support	Office of Policy and Development Research	<a href="mailto:opdr.jbc@judiciary.gov.ph">opdr.jbc@judiciary.gov.ph</a>	(02) 552-9612

For further details, please check the JBC website at [jbc.judiciary.gov.ph](http://jbc.judiciary.gov.ph).

19 June 2020.

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