



Republic of the Philippines  
Judicial and Bar Council  
Manila

**GUIDELINES ON ONLINE APPLICATIONS DURING THE  
MODIFIED ENHANCED COMMUNITY QUARANTINE**

In view of the Coronavirus disease (COVID-19) pandemic, necessary modifications in the processing of applications for vacancies in the Judiciary, Office of the Ombudsman, Office of the Deputy Ombudsman, Office of the Special Prosecutor and the Offices of the Chairperson and Regular Members of the Legal Education Board are imperative.

Thus, the JBC shall implement the following modifications in the initiation, submission and processing of applications as follows:

1. The application period shall be for a period of forty-five (45) days from the publication of the vacancies. Within the said period, **interested applicant must visit the official JBC website ([www.jbc.judiciary.gov.ph](http://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. The slots for the particular date and time automatically disable once it has reached its maximum number of allowed applicants for that day and time. No other setting of appointment shall be entertained after all the slots are taken. Within this 45-day period, applicants must be able to submit the complete requirements as published by the Council.

2. In accessing the Online Application Scheduler, the applicant shall select a date and time for submission of documentary requirements as published. An automatic reply will be sent to his or her e-mail account acknowledging receipt of the data collected with an attached *pro forma* Letter of Intent.

3. On the selected date and time, the applicant shall send through e-mail the **complete** and **accurate** digitized versions of the a.) Letter of Intent; and b.) documentary requirements to [orsn.jbc@judiciary.gov.ph](mailto:orsn.jbc@judiciary.gov.ph). **The documentary requirements should be in Portable Document Format (PDF) and e-mailed in a single file**

**only, following the order of documents as enumerated in the Announcement.**

4. In addition, the applicants shall ensure that the JBC shall receive two (2) complete sets of documentary requirements on or before the last day of the filing of documentary requirements through courier service.

5. An applicant **forfeits** his or her schedule if he or she fails to e-mail the digitized versions of all documentary requirements on the selected date and time, **and** the JBC fails to receive his/her documentary requirements, *via* courier service, on or before the last day of filing of documentary requirements. The JBC may, however, reconsider the failure to use the Online Application Scheduler for extremely meritorious cases such as when the applicant is prevented from accessing the internet due to extraneous circumstances involving health and economic issues.

6. The Office of Policy and Development Research (OPDR) shall furnish the Office of Recruitment, Selection and Nomination (ORSN) with a copy of the list of applicants, which shall be updated from time to time, who have successfully accessed the Online Application Scheduler and have reserved dates for submission of application documents via e-mail. The ORSN shall use this list supplied by the OPDR to verify the applicants' compliance with the Online Application Scheduler. Only those applicants listed by the OPDR shall be considered and processed by the ORSN.

7. After verification, the ORSN shall check the e-mailed documentary requirements to determine their completeness and timeliness. The applicant shall be informed within three (3) days from receipt whether his/her application has been accepted or if there are lacking and/or out-of-date document/s. Should there be lacking and/or out-of-date document/s, the applicant shall be given a new date within which to submit through e-mail such document/s. He or she shall ensure that the such document/s shall be received by the ORSN through e-mail on the given date.

7.1 The actual documentary requirements that shall be sent to the JBC office on or before the last day of filing of documentary requirements shall accurately reflect the **complete** set of documents submitted through e-mail.

8. The date of actual receipt of **complete** documentary requirements (sent through e-mail) shall be deemed as the date of filing.

9. Applicants who fail to submit the required documentary requirements in accordance with the procedure outlined herein shall not be considered for nomination.<sup>1</sup>

10. In compliance with Supreme Court Administrative Circular No. 39-2020, the JBC shall only entertain queries sent *via* e-mail. Please refer to the e-mail addresses listed below:

**Qualification requirements:**

Office of the Executive Officer (OEO):  
[oeo.jbc@judiciary.gov.ph](mailto:oeo.jbc@judiciary.gov.ph)

**Application Requirements:**

Office of Recruitment, Selection and Nomination (ORSN)  
[orsn.jbc@judiciary.gov.ph](mailto:orsn.jbc@judiciary.gov.ph)


**Online Application Scheduler and Technical Support**

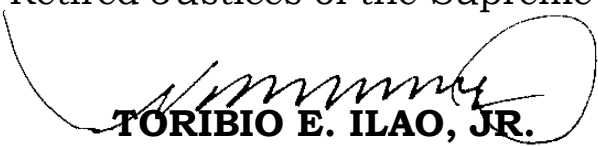
Office of Policy and Development Research (OPDR)  
[opdr.jbc@judiciary.gov.ph](mailto:opdr.jbc@judiciary.gov.ph)

For your information and guidance.

Adopted this 19th day of May 2020.

APPROVED:

  
**JOSE CATRAL MENDOZA**  
Regular Member representing  
the Retired Justices of the Supreme-Court

  
**TORIBIO E. ILAOG, JR.**  
Regular Member representing the Private Sector

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<sup>1</sup> Rule 1, Section 7, JBC No. 2020-01: The 2020 Revised Rules of the Judicial and Bar Council.



**NOEL GIMENEZ TIJAM**

Regular Member representing the Academe



**FRANKLIN J. DEMONTEVERDE**

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