



Republic of the Philippines  
Supreme Court  
Manila

**OFFICE OF THE 2020/21 BAR CHAIRPERSON**

**BAR BULLETIN NO. 19, S. 2021**

**CALL FOR APPLICATIONS AS LOCAL TESTING CENTERS  
FOR THE NOVEMBER 2021 BAR EXAMINATIONS**

The Office of the Bar Chairperson invites institutions to apply as prospective local testing centers for the 2021 Bar Examinations this November.

Interested schools, institutions, or facilities should send an expression of intent addressed to the Bar Chairperson through email at [barchair202021.sc@judiciary.gov.ph](mailto:barchair202021.sc@judiciary.gov.ph) and [efile\\_bar.sc@judiciary.gov.ph](mailto:efile_bar.sc@judiciary.gov.ph) on or before March 30, 2021.

The subject of the email shall be in the following format: [Testing Site] – Intent to Apply – [Location]; e.g., “Supreme Court – Intent to Apply – Ermita, Manila”. The email should likewise contain the contact details of the person in charge, which includes their email address, landline number, and mobile number.


As soon as the expression of intent is received, the applicant will be contacted by the Supreme Court, through the Office of the Bar Chairperson or the Office of the Bar Confidant, to discuss relevant matters such as the schedule of visits as well as the terms and conditions in the memorandum of agreement.

The indicative requirements for testing centers are attached to this Bar Bulletin as Annex “A”. At the discretion of the Bar Chairperson and without compromising the standards of the Bar Examinations, the requirements may be adjusted to accommodate the particularities of the geographic area and its potential examinees.

On or before June 1, 2021, the Bar Chairperson will announce the local testing centers.

This will be the first ever localized, digital, and proctored Bar Examinations. We encourage as many applicants as possible to participate in this historic undertaking.

For your information.

  
**MARVIC M.V.F. LEONEN**  
*Associate Justice and  
2020/21 Bar Examinations  
Chairperson*

Cc: Dean Marisol DL Anenias  
*President*  
Philippine Association of Law Schools

Encl: Annex A, Indicative Requirements for Testing Centers

## INDICATIVE REQUIREMENTS FOR TESTING CENTERS FOR THE NOVEMBER 2021 BAR EXAMINATIONS

### 1. General Requirements

#### *a. Location*

Venue must be located in accessible urban areas where foot and automobile traffic can be easily managed.

#### *b. Structural Condition*

Buildings to be used must be structurally sound enough to withstand light to medium earthquakes.

#### *c. Maintenance*

All rooms, hallways, grounds, and equipment to be used, including but not limited to, desktop computers, chairs, tables, and the like, are regularly sanitized and kept in good working condition.

#### *d. Parking Spaces*

There must be sufficient parking spaces for the staff of the Office of the Bar Chair and Office of the Bar Confidant, as well as the Enhanced Justice on Wheels (EJOW) bus on standby within the premises.

#### *e. Ingress and Egress*

There must be different points of ingress and egress to limit examinee interaction, e.g. examinees assigned to a certain floor will use the front entrance/exit while examinees on another floor will use the back entrance/exit. Ideally, there should be two (2) sets of staircases for this purpose.

All entry points must provide for contactless alcohol dispensers, contactless temperature checkers, and metal detectors at the venue entrance. There must also be contactless alcohol dispensers at the entrance of each building.

All entry points of the venue and buildings shall be equipped with CCTVs.

*f. Area for Evacuation*

The venue must be able to provide an open area to be used in emergency evacuations with an area of at least 1,000 square meters.

**2. Rooms**

*a. Floor area of the Testing Rooms*

There must be enough space to accommodate at least 1,000 examinees with strict 1-meter social distancing on all sides. The venue may choose to provide large functions rooms or separate classrooms to accommodate the examinees provided that social distancing protocols and local government unit requirements are observed. Rooms must be located on higher floors for venues located in areas where flooding is known to occur.

*b. Testing Room for Written Exams (Applicable only to one venue in Metro Manila)*

The venue must be able to provide adequate rooms and required equipment (chairs, tables) to accommodate a maximum of 50 examinees who shall take the written examinations.

*c. Testing Rooms for Persons with Disability*

The venue must be able to provide a separate PWD-accessible room for PWD examinees.

*d. Quarantine Testing Room*

The venue must be able to provide a separate room that can accommodate examinees that show symptoms of COVID-19 or develop contagious ailments during exams. The room/s must be sufficiently sanitized and located in an area separate from the rest of the examinees.

*e. General Testing Room Requirements*

There should be a contactless alcohol dispenser at the entrance of each room.

The table area for each examinee must be adequate to fit a 17-inch laptop with extra space for the examinees to rest their hands and write on the provided scratch papers.

Power outlets must be provided to each examinee on a 1:1 ratio. The outlets may be built-in or through external cords, provided that the external cords have surge protection. Uninterruptible Power Supply (UPS) units are encouraged but not required. Wires and cords should be taped properly to the floor to prevent examinees and proctors from tripping.

Each room should be equipped with air conditioners or have sufficient cooling facilities to prevent overheating of electrical equipment. The venue should guarantee adequate air circulation in each room. The venue may be required to open windows during examination day.

Each testing room should have a blackboard or whiteboard and an area for the head proctor and assistant proctors to be on standby. There should also be at least one (1) wall clock in each room. Each floor must also have an adequate number of restrooms for the examinees and court personnel.

The venue must be able to provide for manually-controlled bells that can be heard in the testing rooms, the headquarters, and the lunch area/s.

*f. Security and Registration Area*

Each venue must provide for an area sufficient for the security check process, deposit of prohibited items, and registration by the Office of the Bar Confidant.

*g. Area for Meals*

The venue must be able to provide for a separate area where examinees may take their lunch while exercising strict social distancing. Examinees will not be allowed to have lunch inside the testing rooms.

*h. Headquarters*

Each venue must provide exclusive access to rooms that will be used as separate headquarters by the Office of the Bar Chairperson and the Office of the Bar Confidant. The headquarters must have at least one (1) television monitor or one desktop or laptop computer that can receive real-time footage surveillance from the surveillance cameras and at least one (1) functional printer.

The Office of the Bar Chairperson and the Office of the Bar Confidant must have separate access to bathing facilities and dining areas, wall clocks, as well as adequate space for the storage of equipment. The venue must provide

adequate rooms for the Office of the Bar Chairperson and Office of the Bar Confidant that will be used as sleeping quarters.

### 3. Technical Requirements

#### *a. Internet connection*

The venue's Internet Service Provider (ISP) should be wired (not wireless) and preferably fiber. A separate redundant ISP is recommended as a back-up. The venue's internet network should be managed for easier transfer from the main ISP to the back-up ISP in case of an emergency.

There should be two (2) Virtual Local Area Networks (VLANs) exclusively dedicated for the Bar Examinations. One will be for the examinees' use, and the other for the CCTV. Non-Bar Exam-related traffic should be routed on other VLANs for the duration of the Bar Examinations.

**Examinee VLAN:** For every 1,000 examinees, there should be a guaranteed minimum internet uplink bandwidth (upload speed) of 150 Mbps. This should be on enterprise-grade hardware that can support 802.11ac (WiFi 5) and preferably, MU-MIMO. The Wi-Fi access points should have extensive range that can adequately cover all testing sites without loss of signal quality and should be able to support simultaneously connected devices equivalent to the number of examinees.

**Surveillance VLAN:** There should be a guaranteed minimum internet uplink bandwidth of 50 Mbps. However, this may increase, depending on the actual number of cameras to be installed in the venue. It is estimated that every camera will require at least 4 Mbps of uplink bandwidth and one 1080p stream will require anywhere between 2 to 8 Mbps of uplink bandwidth.

#### *b. Surveillance*

The CCTV cameras in each testing room—and venue headquarters, if desired—should be Internet Protocol (IP) cameras: wired, with Power over Ethernet (PoE). They should have a minimum resolution of 1080p and minimum FPS of 15. Weatherproofing, audio capabilities, in-camera storage, and night vision are not necessary features. They should be ONVIF-compliant and RTSP-enabled.

Note: the specifications of the camera itself will depend on the dimensions of the room or area being monitored. Dome cameras have a wider field of vision while bullet cameras have a longer range. Ideally, for ordinary classrooms, at least two (2) CCTV cameras should be installed. For large function rooms,

the number of CCTV cameras would depend on the actual dimensions of the total area being monitored.

To install the CCTV cameras, venues should also provide all necessary hardware and cabling to connect each camera to the central network video recorder.

The central network video recorder (NVR) should be compatible with the CCTV cameras, and must have enough channels for all cameras to be connected. The NVR should have video output (HDMI preferred), with a video splitter for a connection to a video encoder. The NVR should also have its own monitor for local CCTV viewing. Local CCTV storage is highly recommended, and special-purpose surveillance hard disk drives are preferred, with backup drives in case of drive failure.

The NVR should be connected to a dedicated hardware encoder, which preferably should have a dedicated GPU (graphics card). The Office of the Bar Chairperson will provide the streaming platform to which the hardware encoder will upload the streams.

*c. Backup laptop computers*

The venue must be able to provide a backup laptop computers for at least two percent (2%) of the total number of examinees in the venue. Backup computers should comply with the minimum system requirements, although for optimum performance, the installed RAM must be at least 8 GB. Administrator-level privileges should be enabled.

#### **4. General Facilities**

*a. Security*

There must be CCTVs installed at every ingress and egress of the venue, and every hallway where rooms are located. Every ingress to the venue must have metal detectors, whether walkthrough or handheld. If handheld, the venue must designate security personnel to operate the handheld metal detectors. There should also be roving security personnel on the night before the conduct of examinations and on the day of the examinations.

*b. Emergency Power*

There must be back-up generators sufficient to power the entire venue for at least ten (10) hours.

*c. Fire Prevention Facilities*

The venue should provide for smoke and fire detectors, fire extinguishers, water sprinklers, fire alarms, and clear and visible signs to fire exit routes.

*d. Facilities for PWDs*

There should be sufficient space to accommodate PWDs. Ramps and doors must be wide enough to accommodate manual and motorized wheelchairs. There must also be PWD-friendly restrooms.

**5. Emergency Medical Assistance**

The venue must provide for one (1) ambulance on standby and one (1) paramedic cycle responder. There must be a first aid tent or facility with at least three (3) medical personnel with knowledge of first aid on standby.

**6. LGU and IATF Compliance**

The venue must be able to provide the necessary permits from the Inter-Agency Task Force on the Management of Emerging Infectious Diseases and the local government unit showing that the venue complies with all the necessary local requirements and protocols for the conduct of the bar examinations.