



MCLE Governing Board

Chairperson:

ANGELINA SANDOVAL-GUTIERREZ
Supreme Court Associate Justice (Ret.)

Members:

SEDFREY M. CANDELARIA
Representative
Philippine Judicial Academy

NILO T. DIVINA
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Philippine Association of Law Schools

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Representative
Integrated Bar of the Philippines

FIDES C. CORDERO-TAN
Representative
UP Law Center

Supreme Court of the Philippines

MANDATORY CONTINUING LEGAL EDUCATION OFFICE

“Ignorantia Legis Neminem Excusat”

02 June 2020

HON. DIOSDADO M. PERALTA

Chief Justice
Supreme Court
Padre Faura Street, Ermita
Manila

Through: **Atty. Maria Carina M. Cunanan**
Deputy Clerk of Court &
Chief Administrative Officer

Dear Chief Justice Peralta:

In compliance with your Honor's Memorandum Circular on Supreme Court Workplace Protocol dated 21 May 2020, we respectfully submit the MCLE Office's Operating Procedures to be observed in the furtherance of its mandate under Bar Matter No. 850 which is to ensure that throughout their career, lawyers are kept abreast with the laws and jurisprudence, maintain the ethics of the profession and enhance the standards of the practice of law.

I. Conduct of Accredited MCLE Activities

Considering the infeasibility of conducting live MCLE seminars due to the existing prohibition on mass gatherings brought about by the COVID Pandemic (*Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines, May 22, 2020*), live online seminars through video conferencing, webinar, zoom and other similar platform, as well as other alternative modes of learning may be allowed subject to compliance with the requirements and guidelines to be set by the MCLE Governing Board.

The launching of MCLE Online and on Demand as approved by the Court in A.M. No. 19-10-16-SC is forthcoming.

II. Documentary Submissions

To avoid physical exposure of the MCLE personnel with the clients, submission of documentary requirements such as

III. Releasing/Issuance of Certificates

Members of the Bar who have completed the required units or have been granted exemption may receive their Certificate of Compliance and Certificate of Exemption through the following mode:

- a) Those who filed their Attorney's Compliance Report and Application for Exemption online will receive a scanned copy of the certificate which will be sent to their given email address. A hard copy of the same shall be sent through registered mail.
- b) Those who submitted through postal and courier services will receive the hard copy of the certificate through registered mail.

IV. MCLE Fees

Lawyers and accredited Providers may pay the assessed amount through Bank deposit, fund transfer, and other modes to the MCLE Savings Account No. 3471-0086-55. A copy of payment transaction shall be sent to the MCLE Office via email for proper recording. Payment through manager/cashier's checks and Postal Money Orders (PMO) may be sent via postal services or private couriers. The MCLEO Finance Section shall thereafter issue the corresponding official receipt.

V. Conduct of Governing Board Meeting

The Governing Board holds its meeting at the spacious conference room of the IBP building where social distancing may be observed. Physical attendance is at the option of the Chairperson and the Members. Other alternative modes such as video conferencing, zoom, etc., may likewise be considered.

VI. Operating Expenses

The procedure for the preparation of vouchers for the operating expenses of the Office as provided in the Resolution of the Court En Banc dated June 7, 2016

VII. Skeletal Work Force

A schedule of skeletal staff shall be arranged in such manner that the operation of the Office will not be impeded to lessen the number of personnel being required to report to the Office. Other works that may be delivered through a work from home (WFH) scheme shall be assigned to the concerned personnel.

Respectfully yours,

A handwritten signature in black ink, appearing to read 'J. Reyes', with a long horizontal flourish extending to the right.

JESUSA JEAN D. REYES
Executive Officer