



Republic of the Philippines  
Judicial and Bar Council  
Manila

## ANNOUNCEMENT

The Judicial and Bar Council (JBC) announces that the application period for the position of **Legal Education Board Regular Member Representing the Philippine Association of Law Schools (PALS)**, vice Hon. Josefe C. Sorera-Ty whose term ended on 14 January 2022, is **extended to 16 September 2022 (Friday)**.

Interested applicants must visit the official JBC website ([jbc.judiciary.gov.ph](http://jbc.judiciary.gov.ph)) and **access the Online Application Scheduler** between 8:00 a.m. and 4:30 p.m., not later than the extended date of the deadline for the submission of applications and documentary requirements on **16 September 2022 (Friday)**. After filling in the required information in the Online Application Scheduler, they will receive a computer-generated letter of intent in their e-mail 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. At the same time, **proof/s of payment** for the following must likewise be emailed directly to [oafs.jbc@judiciary.gov.ph](mailto:oafs.jbc@judiciary.gov.ph) : (a) Certificate of Admission to the Bar with Bar Rating; and (b) Clearance/Certification of pending and past cases issued by the OBC. The date of actual receipt of the complete documentary requirements (sent through e-mail) shall be deemed as the date of filing.

### Guidelines:

- The documentary requirements should be in Portable Document Format (PDF), following the order of documents as enumerated herein and compressed into a maximum of three attachments only. Applicants may install and use the camscanner application for scanning their documents.
- Incomplete applications and/or out-of-date documentary requirements and those electronically submitted on a date other than the chosen date in the Online Application Scheduler shall be rejected.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 complete sets of the hard copies of the documentary requirements, one set of original or certified true copies and one set of photocopies, through courier service or through the JBC drop box from **17 September 2022 until 24 September 2022 (4:30 p.m.)**. The documentary requirements must be enclosed in a red envelope.
- Applicants are reminded that **the date of actual receipt by the JBC of the applications sent through email is considered the date of filing**, and **NOT** the date of receipt of the hard copies of the application. Submission of complete hard copies of the documentary requirements but incomplete submission through email, or *vice versa* shall not be considered. 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 must be tabbed. (e.g. A, B, C, D, see Forms for sample)
- Applicants are reminded that the Personal Data Sheet should be **under oath**, containing their declaration that “I am SOLELY RESPONSIBLE for any incomplete or out-of-date document/s or information. Therefore, receipt of my application documents does not certify that my submission is complete and in compliance with all the JBC requirements. I understand that **the JBC is under no obligation to notify me of any incomplete or out-of-date requirement/s**. I agree that the documents I submitted are considered JBC property.”

#### **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 June 2022 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. **(Previous applicants must highlight or mark with a bright color any new, modified, or corrected entries in their updated PDS).**
- 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 or the PSA no longer have to submit*
- Proof of Payment / Receipt for the Request for Certificate of Admission to the Bar with Bar Rating (emailed directly to [oafs.jbc@judiciary.gov.ph](mailto:oafs.jbc@judiciary.gov.ph)). *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 **16 March 2022**. *Note: Previous applicants who submitted an **original or certified true copy** of lifetime membership no longer have to submit*
- Certificate of Employment (COE) issued by the current employer not earlier than **16 March 2022**, stating the applicant’s present position, employment status (e.g. permanent, coterminous, casual, temporary, consultant, or contractual), annual salary, salary grade, and judicial rank, if any (*Justices, Judges, and solo practitioners no longer have to submit.*)

- Service Record of applicants in government service or those in the private sector who have been employed in the government at any point *Note: This should include all previous government posts held and employment status (e.g. permanent, coterminous, casual, temporary, consultant, or contractual; not required for Judges and Justices)*
- 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. *Note: Previous applicants who submitted an **original or certified true copy** thereof no longer have to submit*
- Income Tax Returns or Certificates of Compensation Payment/Tax Withheld for Years 2019, 2020, and 2021. *Note: Previous applicants who submitted an **original or certified true copy** for the years covered need only submit photocopies thereof*
- 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 2012-2021, including entry and exit SALNs of those who joined the government or were separated from the service at any time within the past ten (10) years) 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, including entry and exit SALNs, must be submitted together with SALN as of 31 December 2021
  - For those applicants from the *private sector who have not served the government within the past ten (10) years*, only SALN as of 31 December 2021 must be submitted.
  - **Failure to submit any of the SALNs, which is a constitutional and statutory requirement, shall be a ground for the disqualification of an applicant.** *Note: Previous applicants who submitted an **original or certified true copy** for the years covered need only submit photocopies thereof*
- 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 2019-2021. *Note: This only applies to applicants who served the government at any time between 2019 and 2021 except Justices and Judges. Previous applicants who submitted an **original or certified true copy** for the years covered need only submit photocopies thereof.*

Two sample decisions or resolutions (required of Judges and Justices), pleadings, treatises, opinions or articles written, edited, or published. *Note: Previous applicants who submitted no longer have to submit*

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 **16 March 2022:**

- 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 **16 September 2021**

Medical Report issued by a government doctor not earlier than **16 March 2022** 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

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 Coronavirus disease or COVID-19-related disease or any other serious illnesses at any stage of the application process (*see Forms*)

\* **CLEARANCES issued not earlier than 16 March 2022:**

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 Judicial Integrity Board. *Note: required only of past and current employees of the Judiciary*

Proof of Payment / Receipt for the Request for Clearance/Certification of pending and past cases issued by the OBC (emailed directly to [oafs.jbc@judiciary.gov.ph](mailto:oafs.jbc@judiciary.gov.ph)). *Note: not required of Justices and Judges*

- Clearance/Certification of pending and past cases issued by the IBP National Office
- Ombudsman Clearance
- National Police Clearance
- \* NBI Clearance issued not earlier than **16 September 2021**

**THE QUALIFICATION OF APPLICANTS SHALL BE RECKONED AS OF THE NEW DEADLINE FOR FILING OF APPLICATIONS.** For the qualification requirements and evaluative criteria, applicants are enjoined to refer to the *2020 Revised JBC Rules*, as amended, in the JBC website.

Applicants who have been found by the Council to have willfully made false statements, misrepresentations, or concealments of any material information as provided for under the *2020 Revised JBC Rules, as amended*, shall be considered disqualified from being nominated by the Council or may be subject to perjury.

**23 August 2022.**



**MARIFE M. LOMIBAO-CUEVAS**

Clerk of Court & JBC ~~Ex~~ *Officio* Secretary