



VENUE SELECTION USER GUIDE FOR 2023 BAR APPLICANTS

BARISTA

*Bar Applicant Registration
Information System and Tech Assistance*

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Selecting your Local Testing Center

01



Supreme Court Notification (No-Reply) <noreply@judiciary.gov.ph>

to me ▾

5:36 PM (0 minutes ago)



Dear Diaz, Tyrone John Botio:

Please be informed that your schedule for Venue Selection for the 2023 Bar Examinations, available on your BARISTA account, is as follows:

RQN:	00014
Assigned Date:	25 Jul 2023, (Tuesday)
Assigned Time:	7:00 AM to 12 noon PHT

*RQN: Randomized Queuing Number

For the mechanics of Venue Selection, kindly refer to Bar Bulletin (BB) No. 4 available at (link). Please read BB No. 4 carefully and in its entirety.

Kindly be advised that the Venue Selection is on a **first come, first-served basis**. You may choose your preferred Local Testing Center (LTC) only on your scheduled date and time.

Failure to select your preferred LTC within the scheduled period will constitute a waiver on your part. You will then be assigned to an LTC in the province or region nearest your present address or law school, depending on slot availability. You will be informed of your final assigned LTC no later than July 28, 2023.

Thank you.

Office of the Bar Confidant

Step 1:

All **Randomized Queuing Numbers (RQN)** shall be assigned and sent to your BARISTA account and registered email address on **July 20, 2023, Thursday**. Please monitor your respective BARISTA accounts and registered email inboxes (and Spam folders, for good measure) on said date to verify receipt of your RQN.

If you have not received your RQN, please message the Office of the Bar Confidant (OBC)'s **2023 Helpdesk** under the **"Venue - Selection"** section.



BARISTA

Bar Applicant Registration Information
System and Tech Assistance

Email Address

Password

[Forgot password?](#)

I'm not a robot



reCAPTCHA
Privacy - Terms

Login

No account? [Register Here](#)

For best user experience, please access BARISTA through a desktop or laptop using any internet browser.



Step 2:

Log-in to your account on **BARISTA.**



Processed

7

Court Action (Mandatory Documents)

Approved

8

[Venue Selection](#)

Ticket Number: 00008

Assigned date and time:

Day 1, Afternoon (Tuesday, July 11, 2023)

1:00 PM - 6:00 PM

Note: Applicant can only select the preferred Local Testing Center (LTC) on the assigned date and time stated above.

9

Document Upload (Deferred Documents)

Pending

10

Application Processing (Deferred Documents)

Pending

11

Court Action (Deferred Documents)

Pending

Notice of Admission

Honor Code and Covid-19 Liability Waiver

Step 3:

Once logged in, click the **'Venue Selection'** link located in your dashboard. The link shall only be accessible during your assigned schedule.





Processed

7

Court Action (Mandatory Documents)

Approved

8

[Venue Selection](#)

Ticket Number: 00008

Assigned date and time:

Day 1, Afternoon (Tuesday)

1:00 PM - 6:00 PM

Note: Applicant can only
on the assigned date and

9

Document Upload (Documents)

Pending

Notice of Admission

Honor Code and Covid-19 Liability Waiver

Venue Selection Notice



You only have **ten (10) minutes** to choose and finalize your Local Testing Center (LTC).
The countdown will start upon opening of the Venue Selection screen.

Proceed

Cancel

You will have ten (10) minutes to access the venue selection module. Within the allotted 10 minutes, you must choose and finalize your preferred LTC. Otherwise, you will be logged out and will have to once again click the Venue Selection link on your dashboard.

While the Venue Selection link will remain accessible for the duration of your time slot, please be reminded that the limited number of available slots will be updated in real-time and the selection of your LTC remains on a first-come, first-served basis.



x You are not yet permitted to choose your Local Testing Center.

Paid

5 Document Verification

Verified

6 Application Processing (Mandatory Documents)

Processed

7 Court Action (Mandatory Documents)

Approved

8 Venue Selection

Ticket Number: 00006

Assigned date and time: Day 2, Morning (Friday, July 28, 2023)

7:00 AM - 12:00 NN

Note: Applicant can only select the preferred Local Testing Center (LTC)

9

10 Application Processing (Deferred Documents)

Pending

Downloadable Forms

Templates for Certificate of Enrollment and Joint Testimonial of Good Moral Character

Application Form

Notice of Admission

Honor Code and Covid-19 Liability Waiver

To reiterate, please take note of your assigned date and time for the venue selection. You will not be able to access the Venue Selection link if it is not yet your scheduled date and time.



Currently Selected LTC: None

NCR

Luzon

Visayas

Mindanao

9:53

	Local Testing Center	Address	Available Slots
<input type="radio"/>	Manila Adventist College (Pasay)	Pasay	2
<input type="radio"/>	San Beda College – Alabang (Muntinlupa)	Muntinlupa	376
<input type="radio"/>	San Beda University – Mendiola (Manila)	Manila	750
<input type="radio"/>	University of Santo Tomas (Manila)	Manila	250
<input type="radio"/>	University of the Philippines – BGC (Taguig)	Taguig	100
<input type="radio"/>	University of the Philippines – Diliman (Quezon City)	Quezon City	100

Step 4:

After clicking the Venue Selection link, you will then be directed to a new window where you can view and select from among the 14 LTCs for the 2023 Bar Examinations. The venues are classified by geographical location: NCR, Luzon, Visayas, and Mindanao. The available slots per LTC are displayed in real-time on the third column and rightmost side of the page.



Venue Selection

For ease of reference, your selected LTC will be displayed on your screen.

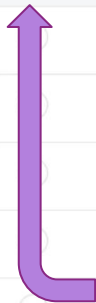
Please note that the 10-minute timer will start upon opening of the Venue Selection Module.

Currently Selected LTC: NCR - Manila Adventist College (Pasay)

NCR	Luzon	Visayas	Mindanao
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🕒 9:17

Local Testing Center	Address	Available Slots
<input checked="" type="radio"/> Manila Adventist College (Pasay)	Pasay	1
<input type="radio"/> San Beda College – Alabang (Muntinlupa)	Muntinlupa	376
<input type="radio"/> San Beda University – Mendiola (Manila)	Manila	750
<input type="radio"/> University of Santo Tomas (Manila)	Manila	350
<input type="radio"/>		340
<input type="radio"/>		549



You can only choose ONE (1) LTC. To proceed, click the radio button of your desired LTC to reserve a slot.



Submitting your Local Testing Center

02

Currently Selected LTC: NCR - Manila Adventist College (Pasay)

NCR Luzon Visayas Mindanao

9:52

Local Testing Center	Address	Available Slots
<input checked="" type="radio"/> Manila Adventist College (Pasay)	Pasay	1
<input type="radio"/> San Beda College – Alabang (Muntinlupa)	Muntinlupa	376
<input type="radio"/> San Beda University – Mendiola (Manila)	Manila	750
<input type="radio"/> University of Santo Tomas (Manila)	Manila	350
<input type="radio"/> University of the Philippines – BGC (Taguig)	Taguig	340
<input type="radio"/>	Quezon City	549

Venue Selection NoticeAre sure you want to select **NCR - Manila Adventist College (Pasay)** as your Local Testing Center?

Yes

No

Select Local Testing Center

Step 5:

When you are ready to submit your LTC selection, click the 'Select Local Testing Center' button. Click the 'Yes' button in the pop-up notification to further finalize your LTC selection.

Click the 'Yes' button in the pop-up notification to finalize your LTC selection.

Currently Selected LTC: NCR - Manila Adventist College (Pasay)

NCR	Luzon	Visayas	Mindanao
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9:47

Local Testing Center	Available Slots	
<input checked="" type="radio"/> Manila Adventist College (Pasay)	1	
<input type="radio"/> San Beda College – Alabang	376	
<input type="radio"/> San Beda University – Manila	750	
<input type="radio"/> University of Santo Tomas (Manila)	350	
<input type="radio"/> University of the Philippines – BGC (Taguig)	340	
	Quezon City	549

Venue Selection Notice

You have selected **NCR - Manila Adventist College (Pasay)** as your Local Testing Center. Please check your registered email for confirmation.

Okay

After clicking 'Yes', you will be notified that you have successfully selected your LTC.

Back

Select Local Testing Center





Checking your Local Testing Center

03



6 Application Processing (Mandatory Documents)

Processed

7 Court Action (Mandatory Documents)

Approved

8 Venue Selection

LTC Selected: National Capital Region - Manila Adventist College
(Pasay)

9 Document Upload (Deferred Documents)

Please upload the required documents from August 1, 2023
until October 24, 2023.

10 Application Processing (Deferred Documents)

Pending

11 Court Action (Deferred Documents)

Pending

Application Form

Notice of Admission

Honor Code and Covid-19 Liability Waiver

Step 6:

Your confirmed LTC will be reflected on
your BARISTA account dashboard.



From: **Supreme Court Notification (No-Reply)** <noreply@judiciary.gov.ph>
Date: Tue, Jul 11, 2023 at 4:36 PM
Subject: [Bar Examinee No. 2023-00044] - Assigned Examination Venue
To: <janicecheng807@gmail.com>



You will also receive an email confirming your selected LTC and other details.

Dear Cheng, Janice Pascual:

Please be informed that your assigned Local Testing Center (LTC) is **Manila Adventist College (Pasay), Pasay**.

Requests for change of examination venue shall be exceptionally accommodated based on: (1) meritorious reasons, upon approval of the Bar Chair; and (2) availability of slots in the chosen venue. Requests due to "change of mind" and other baseless grounds shall not be entertained. Valid requests may be submitted from July 29 until July 31, 2023, through bit.ly/2023BarVenueAppeals. All requests made beyond the said period shall not be accommodated.

Thank you!

Office of the Bar Confidant

Note:

You are receiving this e-mail because you signed up to receive e-mail communications from the Supreme Court BARISTA. If you have received this email by mistake, kindly ignore this email. You may raise any Bar examinations-related concern via the 2023 Bar [Appeals Form](#) before sending follow-up requests. You may also call us at (02) 8552-9

Requests for transfer of venue may be granted only upon **highly meritorious, exceptional, and compelling reasons**, and always **subject to availability of examinee slots**. You may submit the same through the OBC's [Venue Appeals Form](#) beginning July 29 until July 31, 2023.

For More Information

Kindly visit the 2023 Bar microsite at

<https://sc.judiciary.gov.ph/bar-2023/>

You may raise Venue Selection concerns, other than venue appeals to the OBC via the 2023 Bar Examinations Helpdesk Form

<https://bit.ly/2023BarExamsHelpdesk>

You may also call the OBC at (02) 8552 9690 or (02) 8552 9642 during office hours (8:00 AM - 4:30 PM)

To receive updates relating to BARISTA, you may also join the Viber Channel at:

<https://tinyurl.com/2023BarViberChannel>