



Republic of the Philippines  
Supreme Court  
Manila

*Office of the Bar Confidant*

**NOTICE**

**2023 BAR EXAMINATIONS**

Re: CALL FOR APPLICATIONS TO SERVE AS LOCAL PERSONNEL

The Court, through the Office of the 2023 Bar Chair (2023 Bar Chair) and the Office of the Bar Confidant (OBC), is actively preparing for the 2023 Bar Examinations scheduled on September 17, 20, and 24, 2023 across fourteen (14) Local Testing Centers (LTCs) nationwide.<sup>1</sup>

In its commitment to ensure that all aspects of the 2023 Bar Examinations shall smoothly proceed, and for the utmost convenience of the Bar examinees and all stakeholders, **the 2023 Bar Chair and OBC cordially invite reliable and trustworthy lawyers and employees in the Judiciary to serve as Local Personnel (LP) for the 2023 Bar Examinations.**

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<sup>1</sup> In relation to Bar Bulletin No. 4, Series of 2023, the following are the **final** local testing centers for the 2023 Bar Examinations:

National Capital Region:

1. San Beda University – Manila (City of Manila)
2. University of Santo Tomas (City of Manila)
3. San Beda College – Alabang (Muntinlupa City)
4. University of the Philippines – Diliman (Quezon City)
5. Manila Adventist College (Pasay City)
6. University of the Philippines – Bonifacio Global City (Taguig City)

Luzon:

7. Saint Louis University (Baguio City)
8. Cagayan State University (Tuguegarao City)
9. University of Nueva Caceres (Naga City)

Visayas:

10. University of San Jose – Recoletos (Cebu City)
11. University of San Carlos (Cebu City)
12. Dr. V. Orestes Romualdez Educational Foundation (Tacloban City)

Mindanao:

13. Ateneo de Davao University (Davao City)
14. Xavier University (Cagayan de Oro City)

In light of the condensed calendar for the 2023 Bar Examinations, the application period is **from July 13, 2023 (Thursday) to July 20, 2023 (Thursday)**.

No extension shall be granted.

*Minimum Qualifications, Duties and Responsibilities,  
and Online Training Sessions*

**All lawyers and Judiciary employees** are highly encouraged to serve as Local Personnel (LP) for the 2023 Bar Examinations, in the following roles:

- (a) **Floor Supervisors;**
- (b) **Head Proctors;**
- (c) **Proctors;** and
- (d) **Runners.**

As LP, they will serve only on specific days in September.

Lawyers and Judiciary employees who are interested to apply as LP in any of the foregoing positions for the 2023 Bar Examinations must possess **all** of the following qualifications at the time of application:

- (1) A lawyer in good standing outside of the Judiciary, *or* an incumbent Judiciary employee, including those with permanent, coterminous, and casual status;
- (2) Fully vaccinated against COVID-19 and has received at least one (1) booster dose at the time of application;
- (3) Not teaching in any law school or law review center;
- (4) Has a Landbank account in one's own name; and
- (5) Has no relative within the fourth civil degree of consanguinity or affinity who will take the 2023 Bar Examinations in the same LTC where the personnel will serve.

The **duties and minimum qualifications** for each position are indicated in Annex "A". To sufficiently equip all LP with the knowledge necessary to assist and aid the examinees in the upcoming Bar Examinations, the LP will be required to attend online training sessions, which may be scheduled outside of official office hours.

All LP are expected to diligently fulfill their duties, maintain their qualifications, carefully read and abide by the Court's official announcements,<sup>2</sup> and actively participate in the online training sessions scheduled this August.

Interested lawyers and Judiciary employees may apply for the above-mentioned positions through these links or by scanning the QR codes reflected below. Please note that they may only apply to serve in the area where they are currently residing, consistent with **Office of the Court Administrator (OCA) Circular No. 237-2023**:<sup>3</sup>

<p><b>National Capital Region</b> <a href="https://bit.ly/B2023LocalPersonnelNCR">https://bit.ly/B2023LocalPersonnelNCR</a></p>  <p>NATIONAL CAPITAL REGION</p>	<p><b>Luzon</b> <a href="https://bit.ly/B2023LocalPersonnelLUZ">https://bit.ly/B2023LocalPersonnelLUZ</a></p>  <p>LUZON</p>
<p><b>Visayas</b> <a href="https://bit.ly/B2023LocalPersonnelVIS">https://bit.ly/B2023LocalPersonnelVIS</a></p>  <p>VISAYAS</p>	<p><b>Mindanao</b> <a href="https://bit.ly/B2023LocalPersonnelMIN">https://bit.ly/B2023LocalPersonnelMIN</a></p>  <p>MINDANAO</p>


<sup>2</sup> For more information on the 2023 Bar Examinations, the microsite is accessible at <https://sc.judiciary.gov.ph/bar-2023/>.

<sup>3</sup> For ease of reference, the OCA Resolution entitled "Call for Judiciary Employees to Serve as Local Personnel in the Local Testing Centers Nationwide During the 2023 Bar Examinations on 17, 20, and 24 September 2023" is attached as Annex "B". Approved June 26, 2023.

On behalf of the Court, I extend in advance our warm appreciation and gratitude to all prospective LP for your initiative to serve in the 2023 Bar Examinations and assist our Bar examinees in their journey to join the legal profession. With your assistance, [#WeCanDoIt](#) for [#Bar2023](#).

Please be guided accordingly.

July 13, 2023.

  
**AMOR P. ENTILA**  
*Officer-In-Charge*

**2023 BAR PERSONNEL**  
**Overview of Duties and Responsibilities**

Please note that those who are interested to apply must possess *all* of the following minimum qualifications: (a) a lawyer of good standing or a Judiciary employee, including those with permanent, coterminous, and casual status; (b) fully vaccinated and has received at least one (1) booster dose at the time of application; (c) not teaching in any law school or law review center; (d) has a Landbank account in one's own name; and (e) has no relative within the 4th civil degree of consanguinity or affinity who will take the exam in the same testing center where the personnel will serve.

For your reference, below are the minimum qualifications and projected duties and responsibilities of the Bar Personnel mentioned in the Notice:

POSITION	ADDITIONAL QUALIFICATION	PROJECTED DUTIES AND RESPONSIBILITIES
Floor Supervisors (FS)	<p style="text-align: center;">Lawyer</p> <p style="text-align: center;">Maximum of four (4) clerks of court or branch clerks from courts in the different Local Testing Centers, or Integrated Bar of the Philippines officers</p>	<p>Act as liaison officers for the Venue Chief (VC) during recruitment and training; (2) supervise Local Personnel in each floor/building during the Bar Examinations, as determined by the VC; and (3) take charge of the smooth and peaceful conduct of the Bar Examinations in each floor/building. FS have the duty to ensure that the logistical plans laid down by the VC are executed and all announcements are disseminated to the HP/P.</p>
Head Proctors (HP)	<p style="text-align: center;">(see Minimum Qualifications set out in the first paragraph)</p>	<p>Report to the FS on all matters relating to the physical proctoring of the examinations and supervise</p>

		the proctors assigned to the same testing rooms.
Proctors (P)	(see Minimum Qualifications set out in the first paragraph)	Report to the HP on all matters relating to the physical proctoring of the examinations and provide first level assistance to the examinees on tech matters, such as ensuring Wi-Fi connectivity, providing the passwords, etc.
Runners	(see Minimum Qualifications set out in the first paragraph)	Support staff for the Core Team Members, FS, and HP.



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ANNEX "B"

OCA CIRCULAR NO. 237-2023

TO : THE EXECUTIVE JUDGES OF ALL FIRST AND SECOND LEVEL COURTS IN THE CITY OF MANILA, MUNTINLUPA CITY, QUEZON CITY, PASAY CITY, TAGUIG CITY, BAGUIO CITY, TUGUEGARAO CITY, NAGA CITY, CEBU CITY, TACLOBAN CITY, DAVAO CITY, AND CAGAYAN DE ORO CITY, AS WELL AS IN AREAS THAT ARE NOT DISTANT FROM THE HEREIN LISTED CITIES

SUBJECT: CALL FOR JUDICIARY EMPLOYEES TO SERVE AS LOCAL PERSONNEL IN THE LOCAL TESTING CENTERS NATIONWIDE DURING THE BAR EXAMINATIONS ON 17, 20, AND 24 SEPTEMBER 2023

The Office of the Bar Confidant (OBC) is inviting reliable and trustworthy Judiciary employees to serve as Local Personnel (LP) during this year's Bar Examinations on 17, 20, and 24 September 2023 in the following tentative local testing centers nationwide:

Region	Tentative Local Testing Center	Location; Exact Address
National Capital Region	1. San Beda University - Manila	Manila City 638 Mendiola Street, San Miguel, Manila
	2. University of Santo Tomas	Manila City España Boulevard, Sampaloc, Manila
	3. San Beda College - Alabang	Muntinlupa City 8 Don Manolo Boulevard, Alabang Hills, Muntinlupa City
	4. University of the Philippines - Diliman	Quezon City Diliman, Quezon City
	5. Manila Adventist College	Pasay City 1975 corner San Juan & Donada Streets, Pasay
	6. University of the Philippines - Bonifacio Global City	Taguig City 14th Drive, University Parkway District, Fort Bonifacio Global City, Taguig

Re: Call for Local Personnel to Serve During the 2023 Bar Examinations

Luzon	7. Saint Louis University	Baguio City A. Bonifacio Street, 2600 Baguio City
	8. Cagayan State University	Tuguegarao City Carig Campus, Palm Avenue, Tuguegarao City, Cagayan
	9. University of Nueva Caceres	Naga City J. Hernandez Avenue, Naga City, Camarines Sur
Visayas	10. University of San Jose - Recoletos	Cebu City Basak Campus, Cebu City
	11. University of San Carlos	Cebu City Hoerdemann Law and Business Building, Pelaez, Street, Cebu City
	12. Dr. V. Orestes Romualdez Educational Foundation	Tacloban City Calanipawan Road, Barangay Calanipawan, Tacloban City
Mindanao	13. Ateneo de Davao University	Davao City Senior High School, McArthur Highway, Bangkal, Davao City
	14. Xavier University	Cagayan de Oro City Ateneo de Cagayan, 73 Corrales Avenue, Cagayan de Oro City

To assist in ensuring the success of the 2023 Bar Examinations, all concerned executive judges are requested to encourage the court personnel in their respective areas of administrative supervision, especially near or within the vicinity of the above Bar Examination sites, to apply as LP, particularly as (1) *Floor Supervisors*, (2) *Head Proctors*, (3) *Proctors*, and (4) *Runners* through the links/QR codes below:





Their duties and responsibilities, as well as the minimum qualification for each position, are indicated in the attached document (Annex "A").

Interested LP applicants must possess ALL of the following qualifications at the time of application: (a) an incumbent Judiciary employee, including those with permanent, coterminous, and casual status; (b) fully vaccinated against COVID-19 and has received at least one (1) booster dose; (c) not teaching in any law school or law review center; (d) has a LandBank account in one's own name; and (e) has no relative within the fourth (4th) civil degree of consanguinity or affinity who will take the exam in the same testing center where the personnel will serve.

The application period will be from **26 June 2023 to 20 July 2023**.

Please note that interested judiciary employees **may only apply in the area where they are currently residing**.

For this purpose, the OBC has been authorized by Associate Justice Ramon Paul L. Hernando, the Bar Chair, to take charge of the selection, training, and deployment of all Bar Personnel in the different testing centers.

For any queries or concerns regarding OBC Bar Personnel matters, the OBC may be reached through [barpersonnel2023@gmail.com](mailto:barpersonnel2023@gmail.com) or (0966) 319-1099. For ease of documentation, copy furnish Atty. Margarita M. Galon, Head, Personnel Department, Office of the 2023 Bar Chair, at [oajhernando.mg@gmail.com](mailto:oajhernando.mg@gmail.com).

26 June 2023



RAUL B. VILLANUEVA  
Court Administrator

**2023 Bar Personnel**  
**Duties and Responsibilities**

Please note that those who are interested to apply must possess *all* of the following minimum qualifications: (a) incumbent judiciary employee, including those with permanent, coterminous, and casual status; (b) fully vaccinated and have received at least one (1) booster dose at the time of application; (c) not teaching in any law school or law review centers; (d) have a Landbank account in one's own name; and (e) have no relatives within the 4th civil degree of consanguinity or affinity who will take the exam in the same testing center where the personnel will serve.

For your reference, below are the minimum qualifications and projected duties and responsibilities of the Bar Personnel mentioned in our e-mail:

POSITION	ADDITIONAL QUALIFICATION	PROJECTED DUTIES and RESPONSIBILITIES
LTC CORE TEAM		
Venue Chief	Lawyer / Judiciary Employee who has served as part of the core team in previous Bar Examinations	(1) Act as the counterpart of the Bar Confidant in the local testing center (LTC) and (2) overall supervisor of the LTC Core Team.
Venue Examinee Supervisors	Lawyer / Judiciary Employee who has served as part of the core team in previous Bar Examinations	Oversee all examinee-related matters during preparations and in the LTC. Handle all emails from examinees assigned to him/her.
Tech Head	MISO staff	Oversee all tech-related matters in the LTC.
Assistant Tech Head	MISO staff	(1) Assist examinees in logging-in on their accounts, downloading the exam files, decrypting the exam files, and uploading their answers and (2) assist the OBC helpdesk with tech-related concerns prior to the bar examinations.

Venue Associates	Supreme Court Employee, preferably those who served as part of the core team in the previous Bar Examinations	Execute any task assigned by the Venue Chief and the Venue Examinee Supervisor.
LOCAL PERSONNEL		
Floor Supervisors	<p style="text-align: center;">Lawyer</p> <p>Maximum of four (4) clerks of court or branch clerks of court from the courts nearby the different LTCs, or IBP officers</p>	(1) Act as liaison officers for the Venue Chief during recruitment and training and (2) supervise Local Personnel in each floor/building each floor/building during the Bar Exams, as determined by the Venue Chief; and (3) Act as overall in-charge of the smooth and peaceful conduct of the Bar examination in each floor/building, FS have the duty of ensuring that the logistical plans laid down by the VC are executed and all announcements are disseminated to the HP/P
Head Proctors	(see Minimum Qualifications set out in the first paragraph)	(1) Report to the Floor Supervisor all matters relating to the physical proctoring of the examinations and (2) supervise the proctors assigned to the same testing rooms.
Proctors	(see Minimum Qualifications set out in the first paragraph)	(1) Report to the Head Proctor on all matters relating to the physical proctoring of the examinations and (2) provide first level assistance to the examinees on tech matters, such as ensuring WiFi connectivity, providing the passwords, etc.
Runners	(see Minimum Qualifications set out in the first paragraph)	Support staff for the core team members, floor supervisors, and head proctors.