



Republic of the Philippines
Supreme Court
Manila

OFFICE OF THE BAR CHAIRPERSON

BAR BULLETIN No. 2

January 11, 2024

APPLICATION FOR THE 2024 BAR EXAMINATIONS:
PERIOD, PROCESS, REQUIREMENTS,
FEES, and VENUE ASSIGNMENT

The application period for the 2024 Bar Examinations *#BarNiJLo2024* *#MostValuableLaban* shall be from **January 15, 2024 to April 5, 2024**.

All new applicants, previous takers, and refreshers, *who do not have existing accounts* with the Supreme Court's online platform Bar Applicant Registration System and Tech Assistance (BARISTA), must create their individual account at <https://barista.judiciary.gov.ph/>. All applicants are required to complete/update their respective profile, fill out the application form, upload/re-upload digital copies of the documentary requirements, and pay **P12,800.00** application fee exclusively through the modes provided in the BARISTA.

Within ten (10) calendar days from the notice of approval of application, all applicants must submit the printed and signed copies of their application forms, together with the physical copies of the mandatory documentary requirements to the Office of the Bar Confidant (OBC). Similarly, all applicants must upload digital copies and submit physical copies of the deferred documentary requirements to the BARISTA and OBC, respectively, until **October 15, 2024**. For reference, attached in this bulletin are the checklists of mandatory and deferred documentary requirements for each type of applicant.

New applicants who failed to complete their law degree, and refreshers who failed to complete their refresher course and/or take their pre-bar review course may request to refund the application fee on or before **September 6, 2024** using the OBC Help Desk which may be accessed at <https://bit.ly/2024BarExamsHelpdesk>.

Finally, the Court shall establish various Local Testing Centers (LTCs) in key cities across the National Capital Region, Luzon, Visayas, and Mindanao. All applicants must select three (3) cities ranked by order of preference. The process of venue assignment shall consider the applicants' preference subject to the availability of slots. To ensure fair assignment of venues, the process shall only commence after the last day of the applications. The applicants may check their assigned LTCs in the BARISTA.

Matters regarding the guidelines and rules of conduct for the 2024 Bar Examinations will be announced in subsequent bar bulletins. The public may contact the OBC Help Desk, or call (02) 8552 9690 / (02) 8552 9642 for further concerns. The Court reminds the public that only information posted on the 2024 Bar Microsite at <https://sc.judiciary.gov.ph/bar-2024/>, and the following online platforms are true and accurate:

Facebook: <https://www.facebook.com/SupremeCourtPhilippines/>

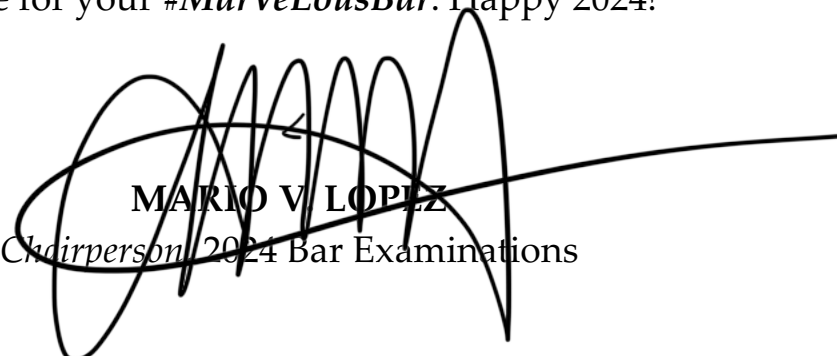
Instagram: <https://www.instagram.com/supremecourtph/>

Twitter/X: https://twitter.com/SCPh_PIO

Threads: https://www.threads.net/@scph_pio

Viber: <https://bit.ly/2024BarExamsViber>

On behalf of the Supreme Court, I hope that your dreams take flight in the new year. The best is yet to come for your **#MarVeLousBar**. Happy 2024!


MARIO V. LOPEZ
Chairperson, 2024 Bar Examinations

CHECKLIST OF DOCUMENTARY REQUIREMENTS

A. NEW APPLICANTS¹

1. Accomplished Bar Applicant Registration System and Tech Assistance (BARISTA)-generated Application Form
2. A legible original copy of the Birth Certificate, issued by the Philippine Statistics Authority (PSA)
 - a. If the PSA-copy is not legible, the applicant must submit a legible original or certified true copy (CTC) of the Birth Certificate issued by the Local Civil Registrar (LCR) in addition to the PSA-copy.
 - b. If there is no record of birth with the PSA, the applicant must submit:
 - a. A Negative Results Certification issued by the PSA; **and**
 - b. A legible original copy of the Birth Certificate issued by the LCR.
 - c. If the applicant has no record of birth with the PSA and the LCR, the applicant must instead submit:
 - a. A Negative Results Certification issued by the PSA; **and**
 - b. An Affidavit for Delayed Registration executed by the applicant's father, mother, or guardian, explaining the delay.
 - d. If there are erroneous entries in the Birth Certificate, and the applicant intends to file a petition for change of entry in the Birth Certificate, the applicant must indicate the name currently being used. Meantime, the applicant must submit the uncorrected Birth Certificate with an undertaking that it will be corrected. After the correction, the applicant must submit the corrected original certificate issued by the PSA.
 - e. If the applicant was born abroad,² the applicant must submit the following:
 - a. Foreign Birth Certificate (if not written in English, the applicant must submit an official English translation notarized and authenticated in the country of birth **OR** translated by any of the following authorized persons or organizations: (i) National Commission on Muslim Filipinos for Arab Countries; (ii) authorized or accredited translator of the Philippine Embassy in

¹ Those who will take the Bar Examinations for the first time.

² See Bar Matter No. 3967, Re: 2022 Bar Examinations, Section (b)(i), June 14, 2022.

- the country of birth; (iii) foreign embassy in the Philippines; or (iv) an accredited translator of the Philippine Department of Foreign Affairs; **and**
- b. Report of Birth issued by the PSA.
 - f. If the applicant acquired Philippine Citizenship through Naturalization or other means, the applicant must submit the original or certified true copies of the following:
 - a. Birth Certificate issued by the PSA or Foreign Birth Certificate, whichever is applicable; **and**
 - b. Other documents relating to the applicant's acquisition of Philippine citizenship.
 - g. If the applicant is a foundling, the applicant may submit a Certificate of Foundling issued by the LCR.³
3. **For female applicants who are married, legally separated, widowed, or whose marriages were annulled or nullified, a legible original copy of the Marriage Contract issued by the PSA**
- a. If married within the last six (6) months from the filing of the application, the applicant may submit either:
 - a. The Marriage Contract issued by the PSA; **OR**
 - b. The original/CTC of the Marriage Contract issued by the LCR, whichever is available.
 - b. If married for more than six (6) months from the filing of the application, only the PSA-issued contract shall be accepted.
4. A **government- or latest law school-issued identification (ID) card**, with the applicant's photo and signature
- a. The digital or scanned copy of the ID card should be uploaded in the BARISTA, while the photocopied version shall be submitted physically to the OBC.
 - b. The name and signature reflected on the ID card must be consistent with the name and signature used in the application form.
 - c. The valid government-issued ID card must be from among the following list of recognized sources:

³ See Section 10 of Republic Act No. 11767 or the "Foundling Recognition and Protection Act."

- a. Social Security System (SSS)/Government Service Insurance System (GSIS) e-card;
- b. Unified Multi-Purpose Identification (UMID) card;
- c. Land Transportation Office (LTO) Driver's License or Student's Permit;
- d. Professional Regulatory Commission (PRC) ID card;
- e. Commission on Elections (COMELEC) Voter's ID card or Voter's Certification;
- f. Certification from the National Council for the Welfare of Disabled Persons (NCWDP);
- g. Senior Citizen ID card;
- h. Philippine Postal ID card (issued November 2016 onwards);
- i. Philippine Passport;
- j. Department of Social Welfare and Development (DSWD) Certification;
- k. National Bureau of Investigation (NBI) Clearance;
- l. Police Clearance (national or local); or
- m. Philippine Health Insurance Corporation (PhilHealth) ID card.

5. An **unretouched photo of the applicant**

- a. The photo must be in (1 ½" x 1 ½") size, with a white background, with the applicant's both ears visible,⁴ and with the applicant's handwritten name and signature appearing at the bottom.
- b. The photo must have been taken **not more than three (3) months** before the submission of the application form.
- c. The applicant must be in decent collared attire.
- d. To upload in the BARISTA, the photo must bear the following specifications:
 - a. JPEG format with a file size of 250 KB or less; **and**
 - b. File name with the format: *Surname, Given Name, Middle Initial, Suffix*.
- e. This requirement is **not** deemed complied with in the following instances:
 - a. The photo does not resemble the applicant.
 - b. The background is not plain white.
 - c. The photo contains shadows.

⁴ Unless required by their faith to be covered (i.e., those required to wear hijabs, burkas, etc.).

6. **For currently enrolled applicants, Certificate of Enrollment**⁵ signed by the School Registrar or College Secretary and noted by the law school Dean or his/her authorized representative⁶

The certification must indicate:

- a. That the applicant is currently enrolled in his or her last year of law school and is expected to graduate during the Academic Year 2023-2024; **and**
 - b. That the applicant has completed or is currently completing the Clinical Legal Education Program (CLEP) and has secured or is currently securing Level 1 Certification **OR** Level 2 Certification **OR** both.⁷
7. **Two (2) Testimonials of Good Moral Character (TGMC)**,⁸ which must be requested from and signed by two (2) different members of the Philippine Bar, both of whom:
 - a. Personally know the applicant for at least one (1) year before signing the TGMC;
 - b. Have been admitted to the practice of law for at least one (1) year before signing the TGMC; **and**
 - c. Are not related to the applicant by consanguinity or affinity within the fourth (4th) civil degree.
 8. **For applicants with pending or decided cases, a list declaring all pending and/or decided cases of whatever nature** (i.e., civil, administrative, or criminal), filed against the applicant before any jurisdiction
 - a. If with pending cases, the applicant should additionally attach the following as issued by the court, prosecutor's office, or agency concerned:
 - a. Original or CTC of the Complaint/Information; **and**
 - b. Certification as to the pendency of the status of the case
 - b. If with decided cases, the applicant should additionally attach the following as issued by the court, prosecutor's office, or agency concerned:
 - a. Original or CTC of the Judgment or Decision or Order or Resolution, whichever is applicable;

⁵ See Annex A for the template.

⁶ See En Banc Resolution in B.M. No. 3978, Re: Application Requirements for the 2023 Bar Examinations, December 6, 2022.

⁷ See A.M. No. 19-03-24-SC, Re: Amendment of Rule 138, Section 5 in Relation to the Revision of Rule 138-A of the Rules of Court, November 29, 2022.

⁸ See Annex B for the template.

- b. Original or CTC of the Entry of Judgment/Certificate of Finality, whichever is applicable; **and**
 - c. Clearance attesting that the applicant has no pending case as of the time of application.
- c. The list must follow this format: *Case Number, Title, Nature of the Case, Status (whether pending or decided), Charge and/or Penalty (e.g. "Crim Case No. ____, People v. ____, Criminal Case, Pending before the Regional Trial Court of ____, Branch __, Homicide")*.
- d. Since the case must be filed against the applicant, there is no need to declare if the applicant is the complainant, plaintiff or petitioner in the case. However, if the case has been appealed or a counterclaim has been filed where the applicant becomes the respondent, defendant, or accused, the applicant must declare the same and submit the required documents relative thereto.
 - e. Cases that have been archived or provisionally dismissed are considered pending cases.
9. **For graduates of a foreign law school and are currently completing the required fourth-year subjects in a law school in the Philippines,⁹ a Certificate of Enrollment¹⁰ signed by the School Registrar or College Secretary and noted by the law school Dean or his/her authorized representative¹¹**
- The certificate must indicate that the applicant is a graduate of a foreign law school and is currently enrolled in a law school in the Philippines to complete all the fourth-year subjects required by the Juris Doctor academic program.¹²
10. **The original or certified true copy (CTC) of the applicant's Clinical Legal Education Program (CLEP) Level 1 Certification OR Level 2 Certification, OR both**
- a. The Level 1 Certificate must be issued by the Executive Judge of the Regional Trial Court having jurisdiction over the law school's location.
 - b. The Level 2 Certificate must be issued by the Office of the Court Administrator.

⁹ See Bar Matter No. 1153, Re: Letter of Atty. Estelito P. Mendoza, Proposing Reforms in the Bar Examinations Through Amendments to Rule 138 of the Rules of Court, March 9, 2010.

¹⁰ See Annex C for the template.

¹¹ See En Banc Resolution in B.M. No. 3978, Re: Application Requirements for the 2023 Bar Examinations, December 6, 2022.

¹² See Legal Education Board Memorandum Order No. 19, Series of 2018, Re: Migration of the Basic Law Course to Juris Doctor, December 1, 2018.

- c. The CLEP requirement is a **deferred** document for graduates of A.Y. 2022-2023 onwards.
 - d. The CLEP requirement is **not applicable** to graduates of previous academic years and graduates of foreign law schools.
11. The original copy or CTC of the Transcript of Records (TOR), certifying the completion of both the law and pre-law degrees, issued by the School Registrar
- a. The TOR must affix a PHP 30.00 documentary stamp tax.
 - b. Applicants who graduated from foreign law schools are subject to the following requirements:¹³
 - a. Proof of completion of all courses leading to the Juris Doctor or equivalent degree;
 - b. Recognition or accreditation of the law school or university by the proper authority; **and**
 - c. Completion of all fourth-year subjects in the Juris Doctor academic program¹⁴ in a law school or university duly recognized by the Philippine Government.
 - c. The TOR is a **mandatory** document for graduate applicants, while **deferred** for currently enrolled applicants.
12. A Certificate of No Derogatory Record (CNDR) requested from the law school where the applicant graduated, and duly signed by the Dean or his/her authorized representative
- a. The CNDR must state:
 - a. That the applicant has no derogatory record at the time of the application; **and**
 - b. For CNDRs issued before graduation, the law school undertakes to immediately report to the OBC if a criminal or an administrative case has been filed against the applicant while still a student in the law school, from the time the certification is obtained until its submission after the bar exams.
 - b. Applicants who graduated from foreign law schools must request the CNDR from the Philippine law school where they took their fourth-year subjects.

¹³ See Bar Matter No. 1153, Re: Letter of Atty. Estelito P. Mendoza, Proposing Reforms in the Bar Examinations Through Amendments to Rule 138 of the Rules of Court, March 9, 2010.

¹⁴ See Legal Education Board Memorandum Order No. 19, Series of 2018, Re: Migration of the Basic Law Course to Juris Doctor, December 1, 2018.

- c. The CNDR is a **mandatory** document for graduate applicants, while **deferred** for currently enrolled applicants.

B. PREVIOUS TAKERS¹⁵

1. Accomplished Bar Applicant Registration System and Tech Assistance (BARISTA)-generated Application Form
2. A legible original copy of the Birth Certificate, issued by the PSA
 - a. If the PSA-copy is not legible, the applicant must submit a legible original or CTC of the Birth Certificate issued by the LCR in addition to the PSA-copy.
 - b. If there is no record of birth with the PSA, the applicant must submit:
 - a. A Negative Results Certification issued by the PSA; **and**
 - b. A legible original copy of the Birth Certificate issued by the LCR.
 - c. If the applicant has no record of birth with the PSA and the LCR, the applicant must instead submit:
 - a. A Negative Results Certification issued by the PSA; **and**
 - b. An Affidavit for Delayed Registration executed by the applicant's father, mother, or guardian, explaining the delay.
 - d. If there are erroneous entries in the Birth Certificate, and the applicant intends to file a petition for change of entry in the Birth Certificate, the applicant must indicate the name currently being used. Meantime, the applicant must submit the uncorrected Birth Certificate with an undertaking that it will be corrected. After the correction, the applicant must submit the corrected original certificate issued by the PSA.
 - e. If the applicant was born abroad,¹⁶ the applicant must submit:
 - a. Foreign Birth Certificate (if not written in English, the applicant must submit an official English translation notarized and authenticated in the country of birth **OR** translated by any of the following authorized persons or organizations: (i) National Commission on Muslim Filipinos for Arab Countries; (ii) authorized or accredited translator of the Philippine Embassy in the country of birth; (iii) foreign embassy in the Philippines; or (iv) an accredited translator of the Philippine Department of Foreign Affairs); **and**
 - b. Report of Birth issued by the PSA.

¹⁵ Those who will take the Bar Examinations for a second or third time.

¹⁶ See Bar Matter No. 3967, Re: 2022 Bar Examinations, Section (b)(i), June 14, 2022.

- f. If the applicant acquired Philippine Citizenship through Naturalization or other means, the applicant must submit the original or certified true copies of the following:
 - a. Birth Certificate issued by the PSA or Foreign Birth Certificate, whichever is applicable; **and**
 - b. Other documents relating to the applicant's acquisition of Philippine citizenship.
 - g. If the applicant is a foundling, the applicant may submit a Certificate of Foundling, issued by the LCR.¹⁷
3. **For female applicants who are married, legally separated, widowed, or whose marriages were annulled or nullified, a legible original copy of the Marriage Contract issued by the PSA**
- a. If married within the last six (6) months from the filing of the application, the applicant may submit either:
 - a. The Marriage Contract issued by the PSA; **OR**
 - b. The original/CTC of the Marriage Contract issued by the LCR, whichever is available.
 - b. If married for more than six (6) months from the filing of the application, only the PSA-issued contract shall be accepted.
4. A **government- or latest law school-issued identification (ID) card**, with the applicant's photo and signature
- a. The digital or scanned copy of the ID card should be uploaded in the BARISTA while the photocopied version shall be submitted physically to the OBC.
 - b. The name and signature reflected on the ID card must be consistent with the name and signature used in the application form.
 - c. The valid government-issued ID card must be from among the following list of recognized sources:
 - a. Social Security System (SSS)/Government Service Insurance System (GSIS) e-card;
 - b. Unified Multi-Purpose Identification (UMID) card;
 - c. Land Transportation Office (LTO) Driver's License or Student's Permit;
 - d. Professional Regulatory Commission (PRC) ID card;
 - e. Commission on Elections (COMELEC) Voter's ID card or Voter's Certification;

¹⁷ See Section 10 of Republic Act No. 11767 or the "Foundling Recognition and Protection Act."

- f. Certification from the National Council for the Welfare of Disabled Persons (NCWDP);
- g. Senior Citizen ID card;
- h. Philippine Postal ID card (issued November 2016 onwards);
- i. Philippine Passport;
- j. Department of Social Welfare and Development (DSWD) Certification;
- k. National Bureau of Investigation (NBI) Clearance;
- l. Police Clearance (national or local); or
- m. Philippine Health Insurance Corporation (PhilHealth) ID card.

5. An **unretouched photo of the applicant**

- a. The photo must be in (1 ½" x 1 ½") size, with a white background, with applicant's both ears visible,¹⁸ and with the applicant's handwritten name and signature appearing at the bottom.
- b. The photo must have been taken **not more than three (3) months** before the submission of the application form.
- c. The applicant must be in decent collared attire.
- d. To upload in the BARISTA, the photo must bear the following specifications:
 - a. JPEG format with a file size of 250 KB or less; **and**
 - b. File name with the format: *Surname, Given Name, Middle Initial, Suffix*.
- e. This requirement is **not** deemed complied with in the following instances:
 - a. The photo does not resemble the applicant.
 - b. The background is not plain white.
 - c. The photo contains shadows.

6. **Two (2) Testimonials of Good Moral Character (TGMC)**,¹⁹ which must be requested from and signed by two (2) different members of the Philippine Bar, both of whom:

- a. Personally know the applicant for at least one (1) year before signing the TGMC;
- b. Have been admitted to the practice of law for at least one (1) year before signing the TGMC; **and**
- c. Are not related to the applicant by consanguinity or affinity within the fourth (4th) civil degree.

7. **For applicants with pending or decided cases, a list declaring all pending and/or decided cases of whatever nature (i.e., civil, administrative, or criminal), filed against the applicant before any jurisdiction**

¹⁸ Unless required by their faith to be covered (i.e., those required to wear hijabs, burkas, etc.).

¹⁹ See Annex B for the template.

- a. If with pending cases, the applicant should additionally attach the following as issued by the court, prosecutor's office, or agency concerned:
 - a. Original or CTC of the Complaint/Information; **and**
 - b. Certification as to the pendency of the status of the case
 - b. If with decided cases, the applicant should additionally attach the following as issued by the court, prosecutor's office, or agency concerned:
 - a. Original or CTC of the Judgment or Decision or Order or Resolution, whichever is applicable;
 - b. Original or CTC of the Entry of Judgment/Certificate of Finality, whichever is applicable; **and**
 - c. Clearance attesting that the applicant has no pending case as of the time of application.
 - c. The list must follow this format: *Case Number, Title, Nature of the Case, Status (whether pending or decided), Charge and/or Penalty (e.g. "Crim Case No. ____, People v. ____, Criminal Case, Pending before the Regional Trial Court of ____, Branch __, Homicide")*.
 - d. Since the case must be filed *against* the applicant, there is no need to declare if the applicant is the complainant, plaintiff, or petitioner in the case. However, if the case has been appealed or a counterclaim has been filed where the applicant becomes the respondent, defendant, or accused, the applicant must declare the same and submit the required documents relative thereto.
 - e. Cases that have been archived or provisionally dismissed are still considered pending cases.
8. The **original copy or CTC of the Transcript of Records (TOR)**, certifying the completion of **both the law and pre-law degrees**, issued by the School Registrar
- a. The TOR must affix a PHP 30.00 documentary stamp tax.
 - b. Applicants who graduated from foreign law schools are subject to the following requirements:²⁰
 - a. Proof of completion of all courses leading to the *Juris Doctor* or equivalent degree;
 - b. Recognition or accreditation of the law school or university by the proper authority; **and**

²⁰ See Bar Matter No. 1153, Re: Letter of Atty. Estelito P. Mendoza, Proposing Reforms in the Bar Examinations Through Amendments to Rule 138 of the Rules of Court, March 9, 2010.

- c. Completion of all fourth-year subjects in the *Juris Doctor* academic program²¹ in a law school or university duly recognized by the Philippine Government.
9. A **Certificate of No Derogatory Record (CNDR)**, requested from the law school where the applicant graduated, and duly signed by the Dean or his/her authorized representative
 - a. The CNDR must state that the applicant has no derogatory record at the time of application.
 - b. Applicants who graduated from foreign law schools must request the CNDR from the Philippine law school where they took their fourth-year subjects.
 10. For those who completed their law degree in 2023, the **original or certified true copy (CTC) of the applicant's Clinical Legal Education Program (CLEP) Level 1 Certification OR Level 2 Certification, OR both**
 - a. The Level 1 Certificate must be issued by the Executive Judge of the Regional Trial Court having jurisdiction over the law school's location.
 - b. The Level 2 Certificate must be issued by the Office of the Court Administrator.
 - c. The CLEP requirement is **not applicable** to those who completed their law degree before 2023 and graduates of foreign law schools.

C. REFRESHERS²²

1. **Accomplished Bar Applicant Registration System and Tech Assistance (BARISTA)-generated Application Form**
2. **A legible original copy of the Birth Certificate, issued by the PSA**
 - a. If the PSA-copy is not legible, the refresher must submit a legible original or CTC of the Birth Certificate issued by the LCR in addition to the PSA-copy.
 - b. If there is no record of birth with the PSA, the refresher must submit:
 - a. A Negative Results Certification issued by the PSA; **and**
 - b. A legible original copy of the Birth Certificate issued by the LCR.
 - c. If the applicant has no record of birth with the PSA and the LCR, the applicant must instead submit:

²¹ See Legal Education Board Memorandum Order No. 19, Series of 2018, Re: Migration of the Basic Law Course to Juris Doctor, December 1, 2018.

²² Those who will take the Bar Examinations for the fourth time or more.

- a. A Negative Results Certification issued by the PSA; **and**
 - b. An Affidavit for Delayed Registration executed by the applicant's father, mother, or guardian, explaining the delay.
- d. If there are erroneous entries in the Birth Certificate, and the applicant intends to file a petition for change of entry in the Birth Certificate, the applicant must indicate the name currently being used. Meantime, the applicant must submit the uncorrected Birth Certificate with an undertaking that it will be corrected. After the correction, the applicant must submit the corrected original certificate issued by the PSA.
- e. If the applicant was born abroad,²³ the applicant must submit the following:
- a. Foreign Birth Certificate (if not written in English, the applicant must submit an official English translation notarized and authenticated in the country of birth **OR** translated by any of the following authorized persons or organizations: (i) National Commission on Muslim Filipinos for Arab Countries; (ii) authorized or accredited translator of the Philippine Embassy in the country of birth; (iii) foreign embassy in the Philippines; or (iv) an accredited translator of the Philippine Department of Foreign Affairs); **and**
 - b. Report of Birth issued by the PSA.
- f. If the applicant acquired Philippine Citizenship through Naturalization or other means, the applicant must submit the original or certified true copies of the following:
- a. Birth Certificate issued by the PSA or Foreign Birth Certificate, whichever is applicable; **and**
 - b. Other documents relating to the applicant's acquisition of Philippine citizenship.
 - c. If the applicant is a foundling, the applicant may submit a Certificate of Foundling, issued by the LCR.²⁴
3. **For female applicants who are married, legally separated, widowed, or whose marriages were annulled or nullified, a legible original copy of the Marriage Contract issued by the PSA**
- a. If married within the last six (6) months from the filing of the application, the applicant may submit either:
 - a. The Marriage Contract issued by the PSA; **OR**
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²³ See Bar Matter No. 3967, Re: 2022 Bar Examinations, Section (b)(i), June 14, 2022.

²⁴ See Section 10 of Republic Act No. 11767 or the "Foundling Recognition and Protection Act."

- b. If married for more than six (6) months from the filing of the application, only the PSA-issued contract shall be accepted.
4. A **government- or latest law school-issued identification (ID) card**, with the applicant's photo and signature
- a. The digital or scanned copy of the ID card should be uploaded in BARISTA while the photocopied version shall be submitted physically to the OBC.
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5. An **unretouched photo of the applicant**
- a. The photo must be in (1 ½" x 1 ½") size, with a white background, with refresher's both ears visible,²⁵ and with the applicant's handwritten name and signature appearing at the bottom.
 - b. The photo must have been taken **not more than three (3) months** before the submission of the application form.
 - c. The applicant must be in decent collared attire.
 - d. To upload in the BARISTA, the photo must bear the following specifications:
 - a. JPEG format with a file size of 250 KB or less; **and**

²⁵ Unless required by their faith to be covered (i.e., those required to wear hijabs, burkas, etc.).

- b. File name with the format: *Surname, Given Name, Middle Initial, Suffix*.
 - e. This requirement is **not** deemed complied with in the following instances:
 - a. The photo does not resemble the applicant.
 - b. The background is not plain white.
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- a. Personally know the applicant for at least one (1) year before signing the TGMC;
 - b. Have been admitted to the practice of law for at least one (1) year before signing the TGMC; **and**
 - c. Are not related to the applicant by consanguinity or affinity within the fourth (4th) civil degree.
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- a. If with pending cases, the applicant should additionally attach the following as issued by the court, prosecutor's office, or agency concerned:
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 - d. Since the case must be filed *against* the applicant, there is no need to declare if the applicant is the complainant, plaintiff, or petitioner in the case. However, if the case has been appealed or a counterclaim has been filed where the applicant

²⁶ See Annex B for the template.

becomes the respondent, defendant, or accused, the applicant must declare the same and submit the required documents relative thereto.

8. The **original copy or CTC of the Transcript of Records (TOR)**, certifying the completion of **both the law and pre-law degrees**, issued by the School Registrar
 - a. The TOR must affix a PHP 30.00 documentary stamp tax.
 - b. Applicants who graduated from foreign law schools are subject to the following requirements:²⁷
 - a. Proof of completion of all courses leading to the *Juris Doctor* or equivalent degree;
 - b. Recognition or accreditation of the law school or university by the proper authority; **and**
 - c. Completion of all fourth-year subjects in the *Juris Doctor* academic program²⁸ in a law school or university duly recognized by the Philippine Government.
9. A **Certificate of No Derogatory Record (CNDR)**, requested from the law school where the applicant graduated, and duly signed by the Dean or his/her authorized representative
 - a. The CNDR must state that the applicant has no derogatory record at the time of application.
 - b. Applicants who graduated from foreign law schools must request the CNDR from the Philippine law school where they took their fourth-year subjects.
10. **Notarized Certificate of Completion of Refresher Courses**,²⁹ issued by the School Registrar and duly noted by the Dean of the law school, or his/her authorized representative, where the refresher subjects were completed
 - a. The certificate shall attest that the refresher has regularly attended classes and passed the required refresher subjects under the same conditions as ordinary students.
 - b. The certificate shall indicate the grades of the refresher in the following subjects:
 - a. Political/Constitutional Law Review
 - b. Labor Law Review
 - c. Civil Law Review I
 - d. Civil Law Review II
 - e. Taxation Law Review
 - f. Commercial Law Review

²⁷ See Bar Matter No. 1153, Re: Letter of Atty. Estelito P. Mendoza, Proposing Reforms in the Bar Examinations Through Amendments to Rule 138 of the Rules of Court, March 9, 2010.

²⁸ See Legal Education Board Memorandum Order No. 19, Series of 2018, Re: Migration of the Basic Law Course to Juris Doctor, December 1, 2018.

²⁹ See Annex D for the template.

- g. Criminal Law Review
 - h. Remedial Law Review I
 - i. Remedial Law Review II
- c. The certificate shall state that the professors in the above subjects are *bona fide* professors of the law school or university where said subjects were taken and completed.
 - d. The certificate shall state if Remedial Law Review (7 units) and/or Civil Law Review (7 units) were taught and implemented by the law school as equivalent to Remedial Law Review 1 and 2 as well as Civil Law Review 1 and 2.³⁰
 - e. Refreshers are allotted a maximum of two (2) years from the date of their enrollment to complete the refresher course.
 - f. Refresher courses may be taken online based on the chosen law school's preferred medium of instruction.³¹
 - g. Upon completion of the refresher course, refreshers are given a maximum of three (3) bar exam years within which to take the bar examinations (*i.e.*, one (1) completion of a refresher course is valid for three (3) bar exam years³² but not calendar years.³³ However, the certificate acquired by the refresher may *only* be used for one (1) bar examination.³⁴
11. For applicants currently enrolled in a refresher course, a **Certificate of Enrollment**³⁵ signed by the School Registrar or College Secretary, and noted by the law school Dean or his/her authorized representative³⁶
- a. The certificate must indicate that the applicant is currently enrolled in a refresher course and is regularly attending classes under the same conditions as ordinary students.
 - b. The certificate shall be issued by the law school where the courses are being taken by the applicant. If the subjects will be completed in different law schools, the applicant must submit certifications issued by the individual professors of each subject.

³⁰ See Legal Education Board (LEB) Order No. 21, Series of 2019 and Section 4 of LEB Memorandum Order No. 22, Series of 2022.

³¹ See Bar Matter No. 3756, Re: Online Refresher Courses For Candidates Who Have Failed the Bar Examinations Three Times, August 26, 2020.

³² The 2020/21 Bar Examinations is considered as one bar exam year.

³³ See Bar Matter No. 3454, Re: Letter of Dean Emerson B. Aquende, Chairperson of the Legal Education Board Relative to the Rule on Refresher Course, September 11, 2018.

³⁴ For example, a refresher who completed refresher courses in 2024 but did not take the 2024 Bar Exams still has a valid certification for purposes of taking the 2025 Bar Exams. However, a refresher who earned a certification in 2024 but **failed** the 2024 Bar Exams, should already enroll in new refresher courses to be eligible to take the 2025 Bar Examinations.

³⁵ See Annex E for the template.

³⁶ See En Banc Resolution in B.M. No. 3978, Re: Application Requirements for the 2023 Bar Examinations, December 6, 2022.

- c. The Certificate of Enrollment is **not applicable** to applicants who have completed a refresher course.

12. **Notarized Certificate of Completion of the Pre-Bar Review Course**

- a. The certificate of completion shall be issued by the School Registrar and signed by the Dean, his/her authorized representative, where the Pre-Bar Review Course was taken. If the applicant took the Pre-Bar Review Course in a review center, the certificate must be issued by the School Registrar or the authorized representative of the law school where the review center is affiliated.
- b. The certificate of completion is a **mandatory** requirement for those who have completed the Pre-Bar Review Course during the application period, while **deferred** for those who completed the course after the application period.

13. A **Notarized Affidavit of Undertaking to Complete a Pre-Bar Review Course** is **mandatory** for applicants who have not yet completed a Pre-Bar Review Course.

ANNEX A

For currently enrolled applicants:

[Letterhead of Law School or University Office of the School Registrar]

[Date]

The Clerk of Court
Supreme Court
Manila

Re: Certificate of Enrollment

Sir/Madam:

This is to CERTIFY that _____ *[name of Applicant]*, on the basis of the records of this office, is:

- (a) Currently enrolled in his or her last year of law school;
- (b) Currently completing [OR has completed] the Clinical Legal Education Program (CLEP), as required by Rule 138-A of the Rules of Court, and is securing [OR has satisfactorily secured] CLEP Level 1/2 OR both Certifications; and
- (c) An expected candidate for graduation for Academic Year 2023-2024.

Very truly yours,

[Name & Signature of School Registrar/College Secretary]
School Registrar/ College Secretary

Noted by:

*[Name & Signature of
Dean/Authorized Representative]*
Dean/Authorized Representative

ANNEX B

Revised Form (January 2024)

The Clerk of Court
Supreme Court
Manila

TESTIMONIAL OF GOOD MORAL CHARACTER Philippine Bar Examinations

Sir/Madam:

I, _____ [*name of the affiant*], a member in good standing of the Philippine Bar, hereby attest that:

1. I personally know _____ [*full name of the applicant*], an applicant for the _____ [*year*] Bar Examinations;
2. I have known the said applicant for a period of at least one (1) year or since _____ [*month and year*];
3. I am not related by consanguinity or affinity to the said applicant within the fourth (4th) civil degree;
4. I know for a fact that the said applicant: [*Check whichever is applicable*]

Has not been charged with any act or omission punishable by law, rule, or regulation, before the court, prosecutor's office, or governmental agency, and that no case of whatever nature and in whatever jurisdiction was filed or is pending against the said applicant;

or

Has been charged (includes decided cases) with act(s) or omission(s) punishable by law, rule, or regulation, before the court, prosecutor's office, or governmental agency, whose case(s) have been fully disclosed by the applicant in his or her Application Form to Take the _____ [*year*] Bar Examinations.

5. In view thereof, I hereby TESTIFY to and VOUCH for the GOOD MORAL CHARACTER of the said applicant for the purpose of taking the _____ [*year*] Bar Examinations.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20____
in _____, Philippines.

Signature over Printed Name

Date of Admission [*month and year*]
and Roll Number

Permanent Address

Mobile and/or Telephone
Number

ANNEX C

For graduates of a foreign law school and are currently completing the required fourth-year subjects in a law school in the Philippines pursuant to Bar Matter No. 1153:

[Letterhead of Law School or University Office of the School Registrar]

[Date]

The Clerk of Court
Supreme Court
Manila

Re: Certificate of Enrollment

Sir/Madam:

This is to CERTIFY that _____ [name of Applicant], on the basis of the records of and submitted to this office, is:

- (a) A graduate of a law school of foreign jurisdiction; and;
- (b) Currently enrolled in fourth-year subjects, as required by the *Juris Doctor* academic program¹ of this university or law school, pursuant to Bar Matter No. 1153.²

Very truly yours,

[Name & Signature of School Registrar/College Secretary]
School Registrar/ College Secretary

Noted by:

[Name & Signature of
Dean/Authorized Representative]
Dean/Authorized Representative

¹ Legal Education Board Memorandum Order No. 19, Series of 2018, Re: Migration of the Basic Law Course to Juris Doctor, December 1, 2018.

² Re: Letter of Atty. Estelito P. Mendoza, Proposing Reforms in the Bar Examinations Through Amendments to Rule 138 of the Rules of Court, March 9, 2010.

ANNEX E

For Refreshers who are currently taking fourth-year review subjects:

[Letterhead of Law School or University Office of the School Registrar]

[Date]

The Clerk of Court
Supreme Court
Manila

Re: Certificate of Enrollment

Sir/Madam:

This is to CERTIFY that _____ *[name of Applicant]*, on the basis of the records of this office, is:

- (a) Currently enrolled in fourth-year subjects as Refresher Courses; and
- (b) Regularly attending these classes under the same conditions as ordinary students, pursuant to Section 16, Rule 138 of the Rules of Court.

Very truly yours,

[Name & Signature of School Registrar/College Secretary]
School Registrar/ College Secretary

Noted by:

*[Name & Signature of
Dean/Authorized Representative]*
Dean/Authorized Representative