



Republic of the Philippines
Supreme Court
Manila

OFFICE OF THE 2024 *SHARI'AH* BAR CHAIRPERSON

SHARI'AH BAR BULLETIN No. 3

REVISED SCHEDULE AND REITERATION OF APPLICATION
REQUIREMENTS FOR THE 2024 *SHARI'AH* BAR
EXAMINATIONS

Revised Schedule of the 2024 Shari'ah Bar Examinations

In anticipation of the holy month of Ramadhan and to allow the prospective examinees additional time to review and to prepare the application requirements outlined in this Bar Bulletin, the 2024 *Shari'ah* Bar Examinations (**2024 SBE**) have been rescheduled to take place on April 28, 2024 (Sunday) and May 2, 2024 (Thursday).

Application Requirements

I. Application Form

The Application Form for the 2024 SBE shall be accomplished only through the Bar Applicant Registration Information System and Tech Assistance (**BARISTA**), the online application platform of the Supreme Court (**Court**), also used in the Philippine Bar Examinations. Once the application period commences, applicants may access BARISTA [here](#).¹

Furthermore, all applicants must submit within the prescribed period the supporting documentary requirements enumerated in Annex A hereof.²

¹ For ease of reference, the full site address of BARISTA is <https://barista.judiciary.gov.ph/>

² Page 6.

II. *Application Period*

The Online Application Form shall be filed within the period starting January 29 to March 18, 2024.

The hard copies of the Application Form, supporting documentary requirements listed in Annex A, and the additional documentary requirements for applicants who demonstrate meritorious reasons warranting leniency in the payment of the increased bar fees, as provided below, must be submitted through private courier services (*e.g.*, LBC, Ninja Van, etc.) to the Office of the Bar Confidant (**OBC**) **not later than May 10, 2024**.³

Failure to submit the required documents within the prescribed period will result in the disqualification of the applicant from the 2024 SBE.

III. *Application Fee*

The 2024 *Shari'ah* Bar Application Fee is Twelve Thousand Eight Hundred Pesos (**PHP 12,800.00**).⁴ The application fee was adjusted to partially cover the increased costs of software licensing, venue rentals for local testing centers, and security and safety measures, among others, due to inflation. The rest of the expenses will be shouldered by the Supreme Court.

Each applicant shall pay this amount **individually** and **exclusively** through the online payment facilities made available in BARISTA.

Further, pursuant to Bar Matter No. 4440 (*In Re: 18th Shari'ah Bar Examinations*),⁵ the Court resolved to: (1) retain the previous *Shari'ah* Bar Application Fee of Two Thousand Pesos (PHP 2,000.00) for indigent applicants, whose net income does not exceed Twenty-Four Thousand Pesos (PHP 24,000.00) a month; and (2) allow an installment scheme in four (4) equal payments of Three Thousand Two Hundred Pesos (PHP 3,200.00) for non-indigent applicants who demonstrate other meritorious reasons warranting leniency in the payment of the increased bar fees. Under the installment scheme, the first payment of Three Thousand Two Hundred Pesos (PHP 3,200.00) must be made upon application, while the succeeding

³ All applicants are required to provide all the necessary information in BARISTA. Once the application has been approved, a generated PDF file of the Application Form with the applicant's given information will be available for download via BARISTA. Please download the Application Form and print on separate sheets (not back-to-back) of folio paper (8.5" x 13"). Applicants must affix their wet signature on the designated spaces on each page of the Application Form. The dates on Pages 1 and 2 thereof should both refer to the date when the wet signatures were affixed.

⁴ Approved per *En Banc* Resolution in Bar Matter No. 4440, dated July 4, 2023.

⁵ July 25, 2023.

payments of Three Thousand Two Hundred Pesos (PHP 3,200.00) each must be made before the end of February, March, and April of 2024.

To justify the availment of the foregoing payment schemes, the applicant must submit the following supporting documents:

- (1) For indigent applicants or those earning less than PHP 24,000.00:
 - (a) **Affidavit of Indigency** which need not be notarized (Annex B); and
 - (b) Depending on employments status,
 - (i) if employed, the **latest income tax return or pay slip**; or
 - (ii) if unemployed, **Certificate of Indigency and/or No Income** from the Office of the Barangay Chairperson having jurisdiction over the examinee's residence;
- (2) For non-indigent applicants or those earning at least PHP 24,000.00 a month: proof demonstrating meritorious reasons warranting leniency in the payment of the increased bar fees with an Undertaking (Annex C) that the monthly installment payments shall be paid in accordance with the periods specified in this Bar Bulletin.

Once paid, the 2024 *Shari'ah* Bar Application Fee is **non-refundable**.

However, requests for refund may be instituted by applicants who, after payment of the *Shari'ah* Bar Application Fee, eventually fail to complete the *Shari'ah* Training Seminar (STS) or for such other grounds as may be approved by the Chairperson. The refund of these paid *Shari'ah* Bar Application Fees may be applied for through the 2024 *Shari'ah* Bar Examinations Helpdesk of the OBC, available [here](#).⁶

⁶ For ease of reference, the full site address for the Helpdesk is <https://bit.ly/2024ShariahBarExamsHelpdesk>.

IV. Status of Applications

An applicant is deemed **conditionally admitted** to take the 2024 SBE upon: (a) the complete and timely submission of the requirements enumerated in Annex A and the additional supporting documents for applicants who demonstrate meritorious reasons warranting leniency in the payment of the increased bar fees; and (b) payment of the *Shari'ah* Bar Application Fee. The applicant shall be allowed to take the 2024 SBE.

However, to reiterate, the failure of an applicant to timely submit the documents enumerated under Annex A and the supporting documents for applicants who demonstrate meritorious reasons warranting leniency in the payment of the increased bar fees, shall result in his/her disqualification.

An application submitted suffering from any of the following defects shall be considered **not** filed:

- (1) Application Form containing blank spaces or spaces that are not properly filled;
- (2) Details supplied in the Application Form do not strictly comply with the prescribed format;
- (3) Incomplete documents and papers;
- (4) Alteration, revision, or deletion made in the Application Form or on any of the required documents to be submitted;
- (5) Non-payment of the *Shari'ah* Bar Application Fee; or
- (6) Submission of the required papers and documents beyond the prescribed period.

V. Local Testing Centers

In line with the regionalization of the 2024 SBE, there shall be a local testing center (**LTC**) in the following areas:

- (1) National Capital Region (University of the Philippines, Diliman, Quezon City)
- (2) Region XI (Ateneo de Davao University, Davao City)

During the application process, the applicants are required to select their preferred LTC through BARISTA. The assignment of the applicant's preferred LTC is subject to availability. The applicant shall be informed of his/her assigned LTC not later than April 2, 2024.

Applicants who will opt to take the 2024 SBE in Arabic shall take the same through pen and paper at the University of the Philippines, Diliman.

VI. Transfer of LTC

Requests for transfer of LTC may be submitted through the OBC's LTC Appeals Form from April 3 to 4, 2024. Requests for transfer of LTC filed beyond this period shall not be considered and notice thereof to the applicant shall be dispensed with.

The Office of the 2024 *Shari'ah* Bar Chairperson and the OBC reserve the full discretion to act and decide on all requests for transfer of LTC, which shall be granted only upon highly meritorious, exceptional, and compelling reasons, and shall always be subject to the availability of examinee slots in the LTC where the examinee requests to transfer.

Applicants will be informed of the action on their requests for transfer of LTC no later than April 5, 2024. If the request is approved, the applicant will be notified via his/her BARISTA account and registered e-mail address regarding his/her new LTC assignment.

For the guidance and information of 2024 SBE applicants.

January 29, 2024.


MARIA FILOMENA D. SINGH
Associate Justice, Supreme Court of the Philippines
Chairperson, 2024 *Shari'ah* Bar Examinations

Annex A

2024 SHARI'AH BAR EXAMINATIONS

Checklist of Documentary Requirements

The applicant must accurately and completely fill out the Application to Take the 2024 Shari'ah Bar Examinations (Application Form), which will be generated by BARISTA.

The following supporting documents shall then be uploaded to the online platform in clear, digital⁷ or scanned⁸ copies. These documents shall thereafter be submitted, together with the printed and signed Application Form, in **hard copies** to the Office of the Bar Confidant (OBC) **not later than May 10, 2024:**

1. A legible original copy of the Birth Certificate, issued by the Philippine Statistics Authority (PSA);

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| a. <i>If the PSA-copy is not legible</i> | 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. <i>If there is no record of birth with the PSA</i> | The applicant must submit the following: i. Negative Results Certification issued by the PSA; and ii. Legible original or CTC of the Birth Certificate issued by the LCR. |
| c. <i>If there is no record of birth with the PSA and LCR</i> | The applicant must submit the following: i. Negative Results Certification issued by the PSA; and ii. Affidavit for Delayed Registration executed by the applicant's father, mother, or guardian, explaining the reason/s therefor. |

⁷ If the document is originally provided to the applicant by the issuing authority as an electronic document.

⁸ If the issuing authority provided the document as a printed document, the applicant must subsequently scan the same for upload.

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| d. <i>If the applicant was born abroad</i> | <p>The applicant must submit the original or CTC of the following:</p> <p>i. Foreign Birth Certificate or notarized affidavit stating that no foreign birth certificate was issued; and</p> <ul style="list-style-type: none"> • If the Birth Certificate is not written in English, the applicant must submit an English-translated copy (1) duly-notarized and authenticated in the country of birth, or (2) translated by any of the following authorized persons or organizations: (a) National Commission on Muslim Filipinos for Arab Countries; (b) an authorized or accredited translator of the Philippine Embassy in the country of birth; (c) a foreign embassy in the Philippines; and (d) an accredited translator of the Philippine Department of Foreign Affairs. <p>b) Report of Birth, issued by the PSA</p> |
| e. <i>If the applicant acquired Philippine citizenship</i> | <p>The applicant must submit the original or CTC of the following:</p> <p>i. Birth Certificate issued by the PSA or Foreign Birth Certificate, whichever is applicable; and</p> <p>ii. Other pertinent documents relating to the acquisition of Philippine Citizenship, as may be required by the OBC.</p> |
| f. <i>If the applicant is a foundling</i> | <p>The applicant may submit a Certificate of Foundling, issued by the LCR.</p> |



2. ***For married female applicants***, a legible original copy of the Marriage Contract, issued by the PSA;

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| a. <i>If married within the last six (6) months from the filing of the application</i> | <p>The applicant may submit either the Marriage Contract issued by the PSA or the original/CTC of the Marriage Contract issued by the LCR, whichever is available.</p> |
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| b. <i>If married for more than six (6) months from the filing of the application</i> | Only the PSA-issued contract shall be accepted. |
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3. ***For applicants who were converted to Islam***, a legible original copy of the Certificate of Conversion **or** the *Shari'ah* Court-registered Certificate of Conversion **for conditional admission**.
4. Three (3) Testimonials of Good Moral Character (TGMC):
- The TGMC must be requested from and signed by a member of the Philippine Bar, who:
 - personally knows the applicant for at least one (1) year, prior to signing;
 - has been admitted to the practice of law for at least one (1) year, prior to signing; **and**
 - is not related to the applicant by consanguinity or affinity within the fourth (4th) civil degree.
 - For reference, please see Annex A-1 for the template.
5. 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:

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| a. <i>If with pending cases</i> | In addition , the applicant must attach the following as issued by the court, prosecutor's office, or agency concerned: <ul style="list-style-type: none"> i. Original or CTC of the Complaint/ Information; and ii. Certification as to the pendency of the status of the case. |
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| b. <i>If with decided cases</i> | In addition, the applicant must attach the following as issued by the court, prosecutor's office, or agency concerned: <ul style="list-style-type: none"> i. Original or CTC of the Judgment/ Decision/Order/Resolution, whichever is applicable; ii. Original or CTC of the Entry of Judgment/Certificate of Finality, whichever is applicable; and iii. Clearance attesting to the fact that the applicant has no pending case as of the time of application. |
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- The List must follow the 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")*.
- Since the case must be filed against the applicant, there is no need to declare if he or she is the complainant, plaintiff or petitioner therein. However, a declaration must nonetheless be made, if the case has been appealed or a counterclaim has been filed where the applicant becomes the respondent, defendant, or accused.
- Cases that have been archived or provisionally dismissed are still considered pending cases.

6. The original or certified true copy of the Transcript of Records (TOR), certifying the completion of a bachelor's degree, issued by the School Registrar.
- The TOR must affix a PHP 30.00 documentary stamp tax.
7. The original or certified true copy of the Certificate of Completion of the STS. (For the individuals who are currently undergoing the second batch of the STS, proof of enrollment shall be submitted in the mean time. The Certificate of Completion must be filed within seven (7) days from the last day of their training).
8. A Government-issued ID, with the applicant's photo and signature.

- The digital or scanned copy of the ID must be uploaded in BARISTA while a photocopied version of the same shall be submitted physically.
- The name and signature reflected on the ID must be consistent with the name and signature used in the Application Form.
- The valid Government-issued ID must be from among the following list of recognized sources:
 - Social Security System (SSS)/Government Service Insurance System (GSIS) e-card;
 - Unified Multi-purpose Identification (UMID) card;
 - Land Transportation Office (LTO) Driver's License or Student's Permit;
 - Professional Regulatory Commission (PRC) ID;
 - Commission on Elections (COMELEC) Voter's ID or Voter's Certification;
 - Certification from the National Council for the Welfare of Disabled Persons (NCWDP);
 - Senior Citizen ID;
 - Philippine Postal ID (issued November 2016 onwards);
 - Philippine Passport;
 - Department of Social Welfare and Development (DSWD) Certification;
 - National Bureau of Investigation (NBI) Clearance;
 - Police Clearance (national or local); and
 - Philippine Health Insurance Corporation (PhilHealth) ID.



9. An unretouched photo of the applicant;
- The photo must be in (1 ½" x 1 ½") size, with white background, and with the applicant's handwritten name and signature appearing at the bottom.
 - The photo must have been taken not more than three (3) months prior to the submission of the Application Form.
 - The entire face of the applicant must be seen.
 - The applicant must be in decent attire, with a collar (for male applicants).
 - To upload in BARISTA, the photo must bear the following specifications: (a) JPEG format with a file size of 2 MB or less; and (b) file name: *Surname, Given Name, Middle Initial, Suffix*.
 - This requirement is not deemed complied with in the following instances:
 - The photo does not resemble the applicant.
 - The background is not plain white.
 - The photo contains shadows.

*Annex A-1***Testimonial of Good Moral Character****To Whomsoever These Presents May Come:**

Upon my oath as a member in good standing of the Philippine Bar, I hereby ATTEST:

1. That I personally know _____
[*Full Name of Applicant*], an applicant for the 2024 *Shari'ah* Bar Examinations;
2. That I have known said applicant since _____ or a period of _____ years now;
3. That I am neither related by consanguinity nor affinity to the said applicant within the fourth civil degree;
4. That I know for a fact that said applicant: [*Check which is applicable*]
 - Has not been charged with any act or omission punishable by law, rule or regulation, before any court, prosecutor's office, or governmental agency, and that no case of whatever nature and in whatever jurisdiction was filed or is pending against said applicant; or
 - Has been charged with act/s or omission/s punishable by law, rule or regulation, before the court, prosecutor's office, or governmental agency, which case/s have been fully disclosed by the applicant in his or her Application Form to Take the 2024 *Shari'ah* Bar Examinations.
5. That in view thereof, I hereby TESTIFY to and VOUCH for the GOOD MORAL CHARACTER of said applicant for the purpose of taking the 2024 *Shari'ah* Bar Examinations.

WITNESS MY HAND this _____ day of _____ 20 _____
in _____, Philippines.

Signature over Printed Name

Date of Admission and Roll Number

Permanent Address

Contact Number

Email Address

Annex B

Republic of the Philippines)
City of _____) s.s.

Affidavit of Indigency

I, _____, of legal age, single/married/widower/
widow, Filipino citizen, and presently residing at _____,
state the following:

1. I desire to avail of the discounted filing fee for the filing of the application to take the 2024 *Shari'ah* Bar Examinations;
2. My monthly net salary/income is less than PHP 24,000.00 as evidenced by the attached _____, marked as Annex ____;
3. I am executing this affidavit to entitle me to the said discounted filing fee.

Signed on _____, at _____, Philippines.

Signature

*Annex C***Undertaking**

I, _____, of legal age, single/
 married/widower/widow, presently residing at _____,
 after having been duly sworn to in accordance with law, do hereby state that:

1. I desire to avail of the installment payment scheme for the payment of the regular fee for the filing of a petition to take the 2024 *Shari'ah* Bar Examinations:
2. My monthly income is at least PHP 24,000.00;
3. For meritorious reasons, I wish to pay the regular filing fee on an installment basis. In particular, my reason for availing of this benefit is _____
_____.
4. I have attached Annex ____ to support my application to pay the regular filing fee on installment basis.
5. I undertake to pay the monthly installment in accordance with the period required under the existing rules and guidelines;
6. I recognize that my inability to pay the installment amounts as they fall due may lead to the imposition of legal interest and may subject me to liability in accordance with law;
7. I further recognize that my full payment of the regular filing fee is a condition for me to be able to take my oath if I pass the *Shari'ah* Bar Examinations or to retake the said examination if necessary.

Signed on _____, at _____,
 Philippines.

 Signature of Affiant

SUBSCRIBED AND SWORN to before me this _____ day of
_____ 20 _____, at _____, by affiant exhibiting
his/her _____ I.D. No. _____, issued at
_____ issued on _____, _____.

NOTARY PUBLIC

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Series of _____