

ANNEX A:

**CLEARANCE PROCEDURE FOR THE
2024 SUCCESSFUL BAR EXAMINEES**

The successful bar examinees (SBEs) must complete the clearance procedure *via* the BARISTA from **January 6, 2025, until January 17, 2025**. SBEs are strongly advised to complete their clearances as soon as possible. **Requests for extensions will not be accommodated, and failure to complete the procedure within the designated timeline shall render an SBE ineligible to participate in the Ceremonies on January 24, 2025.**

Only SBEs who have complied with the application requirements in Bar Bulletin No. 2, Series of 2024, may proceed with the clearance procedures for the Ceremonies. SBEs are advised to review their BARISTA application to confirm if it has been updated and tagged as “Complied.”

The step-by-step clearance procedure and requirements are as follows:

Clearance Procedure <i>via</i> BARISTA	
<p><u>Step 1:</u> Update of Permanent Address and/or Photo</p>	<ol style="list-style-type: none">1. SBEs <i>may</i> review and update their previously indicated permanent address, as this information will be used to prepare their official documents with the Supreme Court.2. SBEs <i>must</i> upload their recent unretouched photo, taken within January 2025 and with the following specifications:<ul style="list-style-type: none">• Wearing business attire;• 2x2 inches in size;• Without nameplate;• With white background; and• In JPEG format with a maximum file size of 2MB.

<p style="text-align: center;"><u>Step 2:</u> Payment of Bar Admission and Other Fees</p>	<p>SBEs <i>must</i> pay the following fees through the payment facilities in the BARISTA:</p> <ol style="list-style-type: none"> 1. Bar Admission Fee – Php5,000.00 2. Certification Fee – Php100.00 3. Documentary Stamp Taxes – Php90.00 <p>Note: The tender of payment of these fees constitutes the official confirmation of attendance to the Oath-Taking and Roll Signing Ceremonies.</p> <p>To prevent errors, such as double payment, kindly await the Court’s payment confirmation within 1–2 business days. If no such confirmation is received within this period, please submit a report to the OBC Helpdesk.⁴</p>
<p style="text-align: center;"><u>Step 3:</u> Receipt of Invitations</p>	<p>SBEs with confirmed payments will be notified accordingly and will receive their official invitations for the Ceremonies through the BARISTA and their registered email addresses. Three invitations will be provided: one for the SBEs and another two for their designated guests. The SBEs are allowed to bring two guests only.</p> <p>SBEs and their guests <i>must</i> download and present digital copies of their invitations upon entry to the venue.</p>

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⁴ For ease of reference, the full site address of the 2024 OBC Helpdesk is: <https://bit.ly/2024BarExamHelpDesk>.