

Annex C

REFRESHERS

Checklist of Documentary Requirements

The applicant must accurately and completely fill out the Application to Take the 2023 Bar Examinations (Application Form), which will be generated by BARISTA.

The following supporting documents shall then be uploaded to the online platform in clear, digital¹ or scanned² 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) **within a non-extendible period of ten (10) calendar days from receipt of the email notification of BARISTA approving the application:**

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

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) <u>in addition</u> 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; <u>and</u> 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; <u>and</u> ii. Affidavit for Delayed Registration executed by the applicant's father, mother, or guardian, explaining the reason/s therefor.
d. <i>If the applicant was born abroad³</i>	The applicant must submit the original or CTC of the following: i. Foreign Birth Certificate <u>or</u> notarized affidavit stating that no foreign birth certificate was issued; <u>and</u> <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, <u>or</u> (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. ii. Report of Birth, issued by the PSA.
e. <i>If the applicant acquired Philippine citizenship through</i>	The applicant must submit the original or CTC of the following: i. Birth Certificate issued by the PSA <u>or</u> Foreign Birth Certificate, whichever is applicable; <u>and</u>

¹ If the document is originally provided to the applicant by the issuing authority as an electronic document.

² If the issuing authority provided the document as a printed document, the applicant must subsequently scan the same for upload.

³ Bar Matter No. 3967, *Re: 2022 Bar Examinations*, Section (b)(i), June 14, 2022.

<i>naturalization or other means⁴</i>	ii. Other pertinent documents relating to the acquisition of Philippine citizenship, as may be required by the OBC.
f. <i>If the applicant is a foundling</i>	The applicant may submit a Certificate of Foundling, issued by the LCR. ⁵

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

<i>a. If married within the last six (6) months from the filing of the application</i>	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.
<i>b. If married for more than six (6) months from the filing of the application</i>	Only the PSA-issued contract shall be accepted.

3. A Government- or latest Law School- 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.

4. An unretouched photo of the applicant;

- The photo must be in (1 ½" x 1 ½") size, with white background, with applicant's both ears visible,⁶ 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 applicant must be in decent attire, with a collar.

⁴ Id., Section (b)(ii).

⁵ Republic Act No. 11767, otherwise known as "Foundling Recognition and Protection Act," Section 10. Approved: May 6, 2022.

⁶ Unless required by their faith to be covered (*i.e.*, those required to wear *hijabs*, *burkas*, etc.).

- To upload in BARISTA, the photo must bear the following specifications: (a) JPEG format with a file size of 250 KB 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.
5. The original or CTC of the Transcript of Records (TOR), certifying the completion of both the law and pre-law degrees, issued by the law School Registrar;
- The TOR must affix a Php30.00 documentary stamp tax.
 - *Applicants who graduated from foreign law schools* are subject to the following requirements⁷:
 - Proof of completion of all courses leading to the *Juris Doctor* or equivalent degree;
 - Recognition or accreditation of the law school or university by the proper authority; **and**
 - Completion of all fourth-year subjects in the *Juris Doctor* academic program⁸ in a law school or university duly recognized by the Philippine Government.

For Refreshers who are currently taking fourth-year subjects as review courses at the time of application:

6. A Certificate of Enrollment, signed by the School Registrar or College Secretary, and duly noted by the law school Dean or Vice Dean;⁹
- The certification must indicate that the applicant is currently enrolled in refresher subjects and is regularly attending classes under the same conditions as ordinary students.
 - The certification 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.¹⁰
 - For reference, a template may be accessed [here](#).¹¹
7. A notarized Affidavit of the applicant's subsequent enrollment in a Pre-Bar Review Course;
- The applicant must execute an affidavit attesting that he or she undertakes to enroll in a Pre-Bar Review Course from a law school or review center affiliated with a law school, upon completion of the required Refresher Courses.

⁷ 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.

⁸ Legal Education Board Memorandum Order No. 19, Series of 2018, *Re: Migration of the Basic Law Course to Juris Doctor*, December 1, 2018.

⁹ Approved per *En Banc* Resolution in B.M. No. 3978, *Re: Application Requirements for the 2023 Bar Examinations*, December 6, 2022.

¹⁰ Bar Matter No. 3967, *Re: 2022 Bar Examinations*, Section (b)(i), June 14, 2022.

¹¹ For ease of reference, the full site address of the Supreme Court 2023 Bar microsite is <https://sc.judiciary.gov.ph/bar-2023/>.

For Refreshers who have completed their Refresher and Pre-Bar Review Courses at the time of application:

6. A notarized Certificate of Completion of Refresher Courses;

- The certification shall attest to the fact that the applicant has regularly attended classes, and passed the required refresher subjects under the same conditions as ordinary students, likewise indicating therein their corresponding grades in the following subjects:

Political/Constitutional Law Review
Labor Law Review
Civil Law Review I
Civil Law Review II
Taxation Law Review
Commercial Law Review
Criminal Law Review
Remedial Law Review I
Remedial Law Review II

- The certification shall be issued by the law school and signed by the Dean/Vice Dean where the courses were taken. If the subjects were completed in different law schools, the applicant must submit certifications issued by the individual professors of each subject.
- All Refreshers are required to take fourth-year subjects as refresher courses, without exceptions. However, these refresher courses may be taken online based on the chosen law school's preferred medium of instruction.¹²
- Refreshers shall be given a maximum of two (2) years beginning their initial enrollment to complete the refresher courses and a maximum of three (3) years within which to take the Bar Examinations (*i.e.*, one (1) completion of a refresher course is valid for three (3) Bar years¹³ but not calendar years).¹⁴ However, the certification obtained by the Refresher may *only* be used for one (1) Bar Examination.¹⁵

7. A notarized Certification, issued by the School Registrar and duly noted by the Dean/Vice Dean, stating that the professors in the above are *bona fide* professors of the law school or university where said courses were taken and completed; and

8. A notarized Certificate of Completion of the Pre-Bar Review Course.

- The certification shall be issued by the School Registrar and signed by the Dean/Vice Dean where the Pre-Bar Review Course was taken. If the applicant took

¹² Bar Matter No. 3756, *Re: Online Refresher Courses For Candidates Who Have Failed the Bar Examinations Three Times*, August 26, 2020.

¹³ The 2020-21 Bar Examinations is considered as one Bar year.

¹⁴ 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.

¹⁵ In the interest of clarity, a Refresher who completed refresher courses in 2022 but did not take the 2022 Bar Examinations still has a valid certification for purposes of taking the 2023 Bar Examinations. However, a Refresher who earned a certification in 2022 but failed the 2022 Bar Examinations, must already enroll in new refresher courses to be eligible to take the 2023 Bar Examinations.

the Pre-Bar Review Course in a review center, the certification must be issued by the School Registrar or the authorized representative of the law school where the review center is affiliated.

- Nothing Follows -