

Annex D

ALL APPLICANTS
Checklist of Documentary Requirements
to be submitted after taking the 2023 Bar Examinations

Once the applicant has been conditionally admitted to take the examinations, the following supporting documents shall be uploaded to BARISTA in clear, digital or scanned copies, as well as physically submitted to the OBC, **beginning August 1, 2023 but no later than October 24, 2023 or thirty (30) calendar days from the last exam day of the 2023 Bar Examinations:**

Failure to submit these documents shall result in the disqualification of the applicant. The checking of his or her examination answers shall not proceed.

CHARACTER REQUIREMENTS

- 1. A Certificate of No Derogatory Record (CNDR), requested from the law school where the applicant graduated, and duly signed by the Dean or Vice Dean;
 - The CNDR must state the following:
 - That the applicant has no derogatory record at the time of application; and
 - That the law school undertakes to immediately report to the OBC, should any criminal or administrative case be filed against the applicant while still a student therein, from the time the certification is obtained until its submission after the Bar examinations.
 - *Applicants who graduated from foreign law schools* must request the CNDR from the Philippine law school where they took their fourth-year subjects.

- 2. Joint Testimonial of Good Moral Character (TGMC);
 - A joint TGMC must be requested from and signed by two (2) different members of the Philippine Bar, both of whom:
 - Personally know the applicant for at least one (1) year, prior to signing;
 - Have been admitted to the practice of law for at least one year (1), prior to signing; **and**
 - Are not related to the applicant by consanguinity or affinity within the fourth (4th) civil degree.
 - For reference, a template may be accessed [here](#).¹

- 3. ***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;

<i>a. If with pending cases</i>	<u>In addition</u> , the applicant must attach the following as issued by the court, prosecutor's office, or agency concerned:
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¹ For ease of reference, the full site address of the Supreme Court 2023 Bar microsite is <https://sc.judiciary.gov.ph/bar-2023/>.

	<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.
<i>b. If with decided cases</i>	<p>In addition, the applicant must attach the following as issued by the court, prosecutor’s office, or agency concerned:</p> <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.²

- 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.

ACADEMIC REQUIREMENTS

For New Applicants who are graduates of the Academic Year 2022-2023; and For New Applicants who are graduates of foreign law schools and who were still completing their fourth-year subjects at the time of application:

- 4. 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;
 - The TOR must affix a Php30.00 documentary stamp tax.
 - *Applicants who graduated from foreign law schools* are subject to the following requirements³:
 - 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 program⁴ in a law school or university duly recognized by the Philippine Government.

For New Applicants who are graduates of the Academic Year 2022-2023:

- 5. The original or CTC of their CLEP Level 1 or 2 Certifications, or both;

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

³ 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.

⁴ Legal Education Board Memorandum Order No. 19, Series of 2018, *Re: Migration of the Basic Law Course to Juris Doctor*, December 1, 2018.

- The Level 1 Certification must have been issued by the Executive Judge of the Regional Trial Court having jurisdiction where the law school is located,⁵ while the Level 2 Certification must have been issued by the Office of the Court Administrator.⁶
- This requirement only applies to New Applicants who are graduates of Philippine law schools for the Academic Year 2022-2023. Thus, a CLEP Certification need not be obtained by New Applicants (a) who graduated in any academic year *prior* to 2022-2023; **or** (b) who graduated from a foreign law school. Please refer to the OBC's CLEP Guidelines accessible [here](#)⁷ for more information.

For Refreshers who were still completing their Refresher and Pre-Bar Review Courses at the time of application:

□ 4. 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.⁸
- Refreshers shall be given a maximum of two (2) years beginning their initial enrollment to complete their 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 years⁹ but not calendar years).¹⁰ However, the certification obtained by the Refresher may *only* be used for one (1) Bar Examination.¹¹

⁵ A.M. No. 19-03-24-SC, Section 5.

⁶ Id.

⁷ For ease of reference, the full site address for the CLEP Guidelines is <https://sc.judiciary.gov.ph/files/bar-2023/BAR-2023-CLEP.pdf>.

⁸ Bar Matter No. 3756, *Re: Online Refresher Courses For Candidates Who Have Failed the Bar Examinations Three Times*, August 26, 2020.

⁹ The 2020_21 Bar Examinations is considered as one Bar year.

¹⁰ 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.

¹¹ 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.

- 5. 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

- 6. 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 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 -