



Republic of the Philippines
Supreme Court
Office of the Court Administrator
Manila

OCA CIRCULAR NO. 237-2023

TO : THE EXECUTIVE JUDGES OF ALL FIRST AND SECOND LEVEL COURTS IN THE CITY OF MANILA, MUNTINLUPA CITY, QUEZON CITY, PASAY CITY, TAGUIG CITY, BAGUIO CITY, TUGUEGARAO CITY, NAGA CITY, CEBU CITY, TACLOBAN CITY, DAVAO CITY, AND CAGAYAN DE ORO CITY, AS WELL AS IN AREAS THAT ARE NOT DISTANT FROM THE HEREIN LISTED CITIES

SUBJECT: CALL FOR JUDICIARY EMPLOYEES TO SERVE AS LOCAL PERSONNEL IN THE LOCAL TESTING CENTERS NATIONWIDE DURING THE BAR EXAMINATIONS ON 17, 20, AND 24 SEPTEMBER 2023

The Office of the Bar Confidant (OBC) is inviting reliable and trustworthy Judiciary employees to serve as Local Personnel (LP) during this year's Bar Examinations on 17, 20, and 24 September 2023 in the following **tentative** local testing centers nationwide:

Region	Tentative Local Testing Center	Location; Exact Address
National Capital Region	1. San Beda University - Manila	Manila City 638 Mendiola Street, San Miguel, Manila
	2. University of Santo Tomas	Manila City España Boulevard, Sampaloc, Manila
	3. San Beda College - Alabang	Muntinlupa City 8 Don Manolo Boulevard, Alabang Hills, Muntinlupa City
	4. University of the Philippines - Diliman	Quezon City Diliman, Quezon City
	5. Manila Adventist College	Pasay City 1975 corner San Juan & Donada Streets, Pasay
	6. University of the Philippines - Bonifacio Global City	Taguig City 14th Drive, University Parkway District, Fort Bonifacio Global City, Taguig

Re: Call for Local Personnel to Serve During the 2023 Bar Examinations

Luzon	7. Saint Louis University	Baguio City A. Bonifacio Street, 2600 Baguio City
	8. Cagayan State University	Tuguegarao City Carig Campus, Palm Avenue, Tuguegarao City, Cagayan
	9. University of Nueva Caceres	Naga City J. Hernandez Avenue, Naga City, Camarines Sur
Visayas	10. University of San Jose - Recoletos	Cebu City Basak Campus, Cebu City
	11. University of San Carlos	Cebu City Hoerdemann Law and Business Building, Pelaez, Street, Cebu City
	12. Dr. V. Orestes Romualdez Educational Foundation	Tacloban City Calanipawan Road, Barangay Calanipawan, Tacloban City
Mindanao	13. Ateneo de Davao University	Davao City Senior High School, McArthur Highway, Bangkal, Davao City
	14. Xavier University	Cagayan de Oro City Ateneo de Cagayan, 73 Corrales Avenue, Cagayan de Oro City

To assist in ensuring the success of the 2023 Bar Examinations, all concerned executive judges are requested to encourage the court personnel in their respective areas of administrative supervision, especially near or within the vicinity of the above Bar Examination sites, to apply as LP, particularly as (1) *Floor Supervisors*, (2) *Head Proctors*, (3) *Proctors*, and (4) *Runners* through the links/QR codes below:



Their duties and responsibilities, as well as the minimum qualification for each position, are indicated in the attached document (Annex "A").

Interested LP applicants must possess ALL of the following qualifications at the time of application: (a) an incumbent Judiciary employee, including those with permanent, coterminous, and casual status; (b) fully vaccinated against COVID-19 and has received at least one (1) booster dose; (c) not teaching in any law school or law review center; (d) has a LandBank account in one's own name; and (e) has no relative within the fourth (4th) civil degree of consanguinity or affinity who will take the exam in the same testing center where the personnel will serve.

The application period will be from **26 June 2023 to 20 July 2023**.

Please note that interested judiciary employees **may only apply in the area where they are currently residing**.

For this purpose, the OBC has been authorized by Associate Justice Ramon Paul L. Hernando, the Bar Chair, to take charge of the selection, training, and deployment of all Bar Personnel in the different testing centers.

For any queries or concerns regarding OBC Bar Personnel matters, the OBC may be reached through barpersonnel2023@gmail.com or (0966) 319-1099. For ease of documentation, copy furnish Atty. Margarita M. Galon, Head, Personnel Department, Office of the 2023 Bar Chair, at oajhernando.mg@gmail.com.

26 June 2023



RAUL B. VILLANUEVA
Court Administrator

2023 Bar Personnel
Duties and Responsibilities

Please note that those who are interested to apply must possess *all* of the following minimum qualifications: (a) incumbent judiciary employee, including those with permanent, coterminous, and casual status; (b) fully vaccinated and have received at least one (1) booster dose at the time of application; (c) not teaching in any law school or law review centers; (d) have a Landbank account in one's own name; and (e) have no relatives within the 4th civil degree of consanguinity or affinity who will take the exam in the same testing center where the personnel will serve.

For your reference, below are the minimum qualifications and projected duties and responsibilities of the Bar Personnel mentioned in our e-mail:

POSITION	ADDITIONAL QUALIFICATION	PROJECTED DUTIES and RESPONSIBILITIES
LTC CORE TEAM		
Venue Chief	Lawyer / Judiciary Employee who has served as part of the core team in previous Bar Examinations	(1) Act as the counterpart of the Bar Confidant in the local testing center (LTC) and (2) overall supervisor of the LTC Core Team.
Venue Examinee Supervisors	Lawyer / Judiciary Employee who has served as part of the core team in previous Bar Examinations	Oversee all examinee-related matters during preparations and in the LTC. Handle all emails from examinees assigned to him/her.
Tech Head	MISO staff	Oversee all tech-related matters in the LTC.
Assistant Tech Head	MISO staff	(1) Assist examinees in logging-in on their accounts, downloading the exam files, decrypting the exam files, and uploading their answers and (2) assist the OBC helpdesk with tech-related concerns prior to the bar examinations.

Venue Associates	Supreme Court Employee, preferably those who served as part of the core team in the previous Bar Examinations	Execute any task assigned by the Venue Chief and the Venue Examinee Supervisor.
LOCAL PERSONNEL		
Floor Supervisors	<p style="text-align: center;">Lawyer</p> <p>Maximum of four (4) clerks of court or branch clerks of court from the courts nearby the different LTCs, or IBP officers</p>	(1) Act as liaison officers for the Venue Chief during recruitment and training and (2) supervise Local Personnel in each floor/building each floor/building during the Bar Exams, as determined by the Venue Chief; and (3) Act as overall in-charge of the smooth and peaceful conduct of the Bar examination in each floor/building, FS have the duty of ensuring that the logistical plans laid down by the VC are executed and all announcements are disseminated to the HP/P
Head Proctors	(see Minimum Qualifications set out in the first paragraph)	(1) Report to the Floor Supervisor all matters relating to the physical proctoring of the examinations and (2) supervise the proctors assigned to the same testing rooms.
Proctors	(see Minimum Qualifications set out in the first paragraph)	(1) Report to the Head Proctor on all matters relating to the physical proctoring of the examinations and (2) provide first level assistance to the examinees on tech matters, such as ensuring WiFi connectivity, providing the passwords, etc.
Runners	(see Minimum Qualifications set out in the first paragraph)	Support staff for the core team members, floor supervisors, and head proctors.