



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

OCA CIRCULAR NO. 263-2023

TO : ALL CONCERNED EXECUTIVE JUDGES OF THE FIRST AND SECOND LEVEL COURTS PARTICULARLY IN BAGUIO CITY, TUGUEGARAO CITY, DAVAO CITY, AND CAGAYAN DE ORO CITY

SUBJECT: FINAL LIST OF LOCAL TESTING CENTERS FOR THE BAR EXAMINATIONS ON 17, 20, AND 24 SEPTEMBER 2023 AND CALL FOR JUDICIARY EMPLOYEES TO SERVE AS LOCAL PERSONNEL IN THE LOCAL TESTING CENTERS IN BAGUIO CITY, TUGUEGARAO CITY, DAVAO CITY, AND CAGAYAN DE ORO CITY

Per information from the Office of the Bar Confidant (OBC), below is the final list of local testing centers for this year's Bar Examinations on 17, 20, and 24 September 2023:

Region	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 City
	6. University of the Philippines - Bonifacio Global City	Taguig City 14th Drive, University Parkway District, Fort Bonifacio Global City, Taguig City
Luzon	7. Saint Louis University	Baguio City A. Bonifacio Street, 2600 Baguio City

Re: Final List of Local Testing Centers and Call for Local Personnel to Serve During the 2023 Bar Examinations in Baguio City, Tuguegarao City, Davao City, and Cagayan de Oro 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

Relative thereto, the OBC further requests for assistance in encouraging judiciary employees to serve as Local Personnel (LP) in the cities of Baguio City, Tuguegarao City, Davao City, and Cagayan de Oro City.

To assist the Court and the OBC in ensuring the success of the 2023 Bar Examinations, all concerned executive judges in the cities of Baguio City, Tuguegarao City, Davao City, and Cagayan de Oro City are requested to encourage the court personnel in their respective areas of administrative supervision, especially near or within the vicinity of the Bar Examination sites, to apply as LP, particularly as (1) *Head Proctors*, (2) *Proctors*, and (3) *Runners* through the links/QR codes below:

<p>Luzon (Baguio City & Tuguegarao City) https://bit.ly/B2023LocalPersonnelLUZ</p>  <p>LUZON</p>	<p>Mindanao (Cagayan de Oro City & Davao City) https://!2it.ly /B2023LocalPersonnelMIN</p>  <p>MINDANAO</p>
---	--

Their duties and responsibilities, as well as the minimum qualifications for each position, are indicated in the attached document (Annex "A"). Moreover, to sufficiently equip the LP with knowledge necessary to assist and aid the examinees in the upcoming Bar Examinations, the LP will undergo online training sessions, which may be scheduled outside of official office hours.

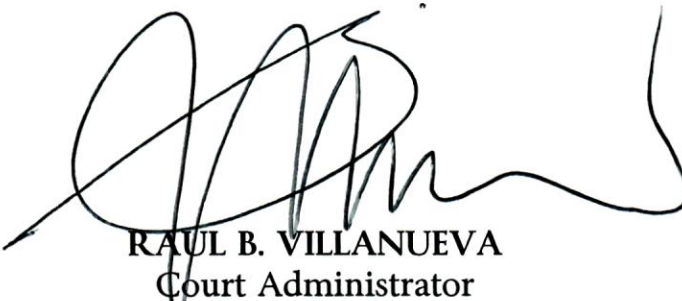
Interested LP applicants must possess ALL of the following qualifications at the time of application: (1) incumbent employee in the Judiciary, including those with permanent, coterminous, and casual status, or a lawyer in good standing outside of the Judiciary; (2) fully vaccinated against COVID-19 and has received at least one (1) booster dose at the time of application; (3) not teaching in any law school or law review center; (4) has a LandBank account in one's own name (for Judiciary employees); and (5) has no relative within the fourth (4th) civil degree of consanguinity or affinity who will take the 2023 Bar Examinations in the same local testing center where the personnel will serve.

The application period is ongoing and will run until **31 July 2023**.

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

For any queries or concerns, Engr. Emiliano Anthony Kenneth Z. Lejano III from the OBC may be reached through barpersonnel2023@gmail.com or (0966) 319-1099. For ease of documentation, copy furnish Atty. Margarita Louise M. Galon, Personnel Head of the 2023 Office of the Bar Chair, at mlmgalon.sc@judiciary.gov.ph.

28 July 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	Lawyer Maximum of four (4) clerks of court or branch clerks of court from the courts nearby the different LTCs, or IBP officers	(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.