



Supreme Court of the Philippines
MANDATORY CONTINUING LEGAL EDUCATION OFFICE
4th Floor, IBP Building
15 Doña Julia Vargas Avenue
Ortigas Center, Pasig City
Tel. Nos. 8687-7349 / 8627-6268

APPLICATION FOR EXEMPTION

1. Name: _____ Roll No. _____ IBP No. _____
2. Mailing Address: _____
3. Telephone _____; Telefax _____; Email Address: _____
4. Ground for Exemption:
Sec. 2-a, Rule 7: _____; Sec. 3 Rule 7: _____; Others: _____
5. State specific ground and/or justification:

(Use separate sheet if necessary)

6. Required attachments of this application:
 - a. Authenticated Certification from Office concerned (if applicable)
 - b. Notarized Medical Certificate/Certification (for illness and physical disability under Section 3), and undertaking that he/she will no longer engage in the practice of law other than notarial work (MCLE Board Resolution No. 01 – 2007).
 - c. Certificate of Completion / Diploma / Transcript of Record (for post graduate studies **abroad** under Section 3, Rule 7).
 - d. Notarized explanation/justification (for proven expertise in laws and other similar grounds)
 - e. Payment of exemption fee – P 1,000.00 – Old Age/Physical Disability
P 2,000.00 – Not in Law Practice under Section 2-a, Rule 7
P 2,000.00 – Good Cause for Exemption under Section 3, Rule 7.
7. I hereby certify that the above information are true and complete of my own personal knowledge. Further, I certify that should the ground for my exemption ceases to exist, I shall truthfully declare such fact to the MCLE Board/Office and I shall comply with the requirements of MCLE on the first day of the month following the cessation thereof pursuant to MCLE Governing Board Resolution No. 07-2019 (*Resolution Prescribing that Cessation of the Ground for Exemption Constitutes a Change of Status and Compliance with the MCLE is Thereafter Required Pursuant to Rule 7, Section 4, Bar Matter No. 850*)

MCLE Office Data Privacy Policy Pursuant to the Data Privacy Act (RA 10173):

By signing this form, you agree that the MCLE Office may collect, record, organize, update, use, consolidate, disclose or otherwise process personal data, as provided herein, for the following purposes:

1. Recording, processing, maintenance and updating of your MCLE record of attendance / compliance / exemption;
2. Other lawful, legitimate and authorized purposes of the MCLE Office upon compliance with reasonable guidelines set thereunder by the MCLE Governing Board.

Sufficient security controls are implemented to protect your data, and any data herein collected, recorded, organized, updated, used, consolidated or provided shall be protected and accessed only by authorized MCLE personnel.

Printed Name and Signature of Applicant

Date

Note:

1. **This application must be executed under oath and verified.**

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20____, affiant exhibiting to me his/her Government Issued ID _____ issued on _____, at the _____.

Person Authorized to Administer Oath

For the MCLE Governing Board only:

Action taken Approved Disapproved

(To be filed in three (3) copies)