



LEGAL EDUCATION BOARD

Ground Floor, Red Cross Building
Carlos P. Garcia Avenue, Diliman
Quezon City

LEB MEMORANDUM CIRCULAR

No: 6 (July 14, 2017)

Subject: **APPLICATIONS FOR LEB CERTIFICATION NUMBERS**

In lieu of Special Orders issued by the Commission on Higher Education, legal education institutions (LEIs) are required under Legal Education Board (LEB) Resolution No. 2012-02 to secure LEB Certification Numbers for graduating students of law programs.

However, it was observed that many applications submitted by LEIs for LEB Certification Numbers suffer from the following defects:

- 1) It is filed less than the 60-days prescribed period;
- 2) The complete date of graduation is not indicated in the Certification Page (form attached as Annex "B" to LEB Resolution No. 2012-02);
- 3) The signature of the College/School of Law Dean is substituted by a subordinate or different school official.


To avoid the foregoing defects, all LEIs are directed to comply with the following instructions:

- i) To seasonably submit their applications for LEB Certifications not later than 60 days before the scheduled date of graduation. For applications sent through private courier companies, the 60 days shall be counted from the date of receipt in the LEB office. Relatedly, the application shall include the names of all students expected to graduate at the end of the semester/term or academic year notwithstanding that some of them have yet to fully comply with the requirements for graduation and may possibly not graduate. In case any graduating student issued a LEB Certification Number fails to graduate, the LEI concerned shall notify in writing the LEB for the cancellation of the LEB Certificate Number corresponding to said student.
- ii) To supply the complete graduation date in the Certification Page of the application for LEB Certification Numbers. The complete graduation date shall include the day, month, and year. Necessarily, the LEIs shall fix their graduation dates ahead of the 60-days deadline for the submission of the applications for LEB Certification Numbers.
- iii) To observe the required signatories in the Covering Letter and Certification Page (Annex "A" and "B", respectively of LEB Resolution No. 2012-02). The required signatories cannot be substituted by subordinate or other school officials. As such, the Assistant/Vice Dean cannot sign for the Dean.

Non-observance with the foregoing instructions shall be dealt with as follows:

- I) LEIs that graduate students without LEB Certification Numbers due to late submission of applications in violation of LEB Resolution No. 2012-02 shall imposed the appropriate sanctions; and
- II) Applications with incomplete/omitted graduation dates, or missing required signatories shall be returned to the concerned unacted for being defective.

For strict compliance.


EMERSON E. AQUENDE
Chairman