



LEB MEMORANDUM CIRCULAR
No. 29
May 4, 2019

For : ALL APPLICANTS OF CONDITIONAL ENROLLMENT PERMIT

Subject : **Detailed Guidelines for Conditional Enrollment Permit Application**

For the guidance of those applying for Conditional Enrollment Permit for purposes of seeking conditional admission in the basic law course in the First Semester of the Academic Year 2019 to 2020 by virtue of the Temporary Restraining Order issued by the Supreme Court, the step-by-step procedure is provided below:

Step 1: Required forms

The forms to be accomplished are the "Application Form" and the "Undertaking" form. The latter form needs to be notarized.

Both forms may be downloaded from the LEB website: www.leb.gov.ph.

Step 2: Submission

Submit your application to the LEB at our office located at the G/F Philippine Red Cross Bldg., Pres. C.P. Garcia Avenue, UP Campus, Diliman, Quezon City either in person or by mail/courier.

Step 3: Payment

Pay the ₱300 application fee either by-

- a. *For applications submitted in person*, present to the CHED Cashier the "Payment Form" issued by the LEB Receiving Staff and tender the amount; or
- b. *For mailed-in applications*, by enclosing with your application a postal money order, or personal check, or cashier/manager's check, with "Legal Education Board" as payee.

Postal Money Order is available from the post office, while a Cashier/Manager's Check may be bought from commercial/universal banks.

Step 4: Release

The result or Conditional Enrollment Permit is expected to be released after 10 working days. You may check by calling 02-9296921. You may claim the permit or result through the following means:

- a. Personally from the Receiving Section of the LEB office; or
- b. Through a representative, to whom you must issue a notarized Special Power of Attorney; or
- c. If you prefer to have the result sent to you by mail or courier, submit with your application a self-addressed and stamped envelope, or prepaid pouch.


EMERSON B. AQUENDE
Chairman