



## LEGAL EDUCATION BOARD

Suite 1102, Ermita Center Building  
1350 Roxas Boulevard, Ermita, Manila 1000

### LEB MEMORANDUM ORDER (LEBMO)

No: **11**

Series of 2017

**Subject: ADDITIONAL TRANSITION PROVISIONS TO LEB MEMORANDUM ORDER No. 7, SERIES OF 2016, ENTITLED POLICIES AND REGULATIONS FOR THE ADMINISTRATION OF A NATIONWIDE UNIFORM LAW SCHOOL ADMISSION TEST FOR APPLICANTS TO THE BASIC LAW COURSES IN ALL LAW SCHOOLS IN THE COUNTRY.**

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Considering the unfamiliarity by many interested individuals with the implementation of the Philippine Law Admission Test (PhLSAT) given that it is in the stage of implementation and the inclement weather that affected some parts of the country during the administration of the PhLSAT on April 16, 2017, the Legal Education Board (the "Board") hereby promulgates additional transition provisions to LEB Memorandum Order No. 7, Series of 2016, entitled "Policies and Regulations for the Administration of a Nationwide Uniform Law School Admission Test for Applicants to the Basic Law Courses in All Law Schools in the Country", as follows:

1. **Conditional Admission and Enrolment** – Anyone intending to begin studies of the basic law course in the First Semester of the Academic Year (AY) 2017-2018 who failed to take the PhLSAT administered on April 16, 2017 for justifiable or meritorious reason(s) may be permitted by the Board to be conditionally admitted by a law school and enrolled in the basic law course in the First Semester of AY 2017-2018, subject to the provisions of this Memorandum Order.
2. **Conditions** – The conditional admission and enrolment under a permit issued pursuant to this Memorandum Order shall be subject to the following express conditions:
  - a. The student shall take the next scheduled PhLSAT;
  - b. If the student fails to take the next scheduled PhLSAT for any reason, his/her conditional admission in the law school shall be automatically revoked and barred from enrolling in the following semester;
  - c. If the student takes the next scheduled PhLSAT but scores below the passing or cut-off score, his/her conditional admission shall also be revoked and barred from enrolling in the following semester, unless the law school expressly admits him/her in the exercise of the discretion given under Section/Paragraph 14 of LEBMO No. 7, Series of 2016, subject to the requirements of the same provision;
  - d. The student whose conditional admission and enrolment is subsequently revoked shall not be entitled to the reversal of the school fees assessed and/or refund of the school fees paid; and
  - e. The student shall execute under oath, and file with his/her application for a Permit for Conditional Admission/Enrolment, an UNDERTAKING expressly agreeing to the foregoing conditions.

3. Permit Application - All those seeking conditional admission and enrollment pursuant to this Memorandum Order shall file a notarized application with the Chairman of the Board on or before the July 31, 2017, expressly stating therein the following and attaching therewith as annexes all supporting documents:

- a. The full name of the applicant and his personal circumstances, his mailing address, electronic address and mobile number;
- b. The law school where he/she intends to enroll in;
- c. Whether or not he/she was able to register for the April 16, 2017 PhilSAT;
- d. Whether or not he/she was able pay the testing fee, if he/she was able to register online;
- e. The reason why he/she was not able to register, or pay the testing fee, or take the test with sufficient particulars to determine the merit of the reason(s) given; and
- f. His/Her express conformity to be bound by the conditions specified in the preceding section/paragraph.

4. Application Fee - Simultaneous with the filing of the application for a Permit for Conditional Admission/Enrollment, the applicant shall pay to the Board an application fee of Three Hundred Pesos (P300).

5. Testing Fee - Those taking the next scheduled PhilSAT pursuant to this Memorandum Order shall be exempted from paying the testing fee to the testing provider if the said examinees have previously paid the testing fee for the April 16, 2017 PhilSAT but were prevented from taking the test due to the inclement weather. For the purpose of availing this exemption, the applicant shall state in his/her application for a Permit for Conditional/Enrolment the details of his/her registration and testing fee payment for the April 16, 2017 PhilSAT, and the circumstances that resulted to his/her failure to take the test on April 16, 2017. The applicant shall attach as annexes to the application such documentary evidence as may support his/her claim.

6. Permit for Conditional Admission/Enrolment - The Chairman shall evaluate all applications and shall, accordingly, issue a Permit for Conditional Admission/Enrollment to those determined to be meritorious. Otherwise, he shall deny the application.

7. Appeal - In case of denial by the Chairman, the applicant may file a written appeal to the Board En Banc within three (3) days from receipt of the notice of denial.

8. Forms - The Chairman may prescribe such forms as may be needed in this Memorandum Order.

9. Violation - The conditional admission and enrolment in the First Semester of AY 2017-2018 of any student who failed to take the PhilSAT last April 16, 2017 by any law school without a permit issued pursuant to this Memorandum Order shall constitute a violation of LEBMO No 7, Series of 2016, and subject to the sanction prescribed in Section/Paragraph 15 of the same Memorandum Order.



- c. If I take the next scheduled PhiLSAT but score below the passing or cut-off score, my conditional admission shall also be revoked and I shall be barred from enrolling in the following semester, unless the law school expressly admits me in the exercise of the discretion given under Section/Paragraph 14 of LEBMO No. 7, Series of 2016, subject to the requirements of the same provision; and
- d. In the event that my conditional admission and enrolment is subsequently revoked for either failing to take the next scheduled PhiLSAT, or I score below the passing/cut-off score in the PhiLSAT, I shall not be entitled to the reversal of the school fees assessed and/or refund of the school fees paid.

Signed this \_\_\_\_\_, 2017 in \_\_\_\_\_.

\_\_\_\_\_  
*(Signature above printed name)*

Applicant

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_, 2017 in \_\_\_\_\_  
\_\_\_\_\_ by affiant \_\_\_\_\_, who proved  
to me his identity by exhibiting his ID No. \_\_\_\_\_, issued by \_\_\_\_\_  
\_\_\_\_\_, on/valid until \_\_\_\_\_.

Notary Public

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Series of 2017.



Republic of the Philippines  
LEGAL EDUCATION BOARD  
Manila

**INSTRUCTIONS:** Accomplish and submit in triplicate to the Legal Education Board by supplying the required information in the blank spaces and checking the corresponding answer to the items below:

Applicant name: \_\_\_\_\_ Application No: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

**APPLICATION FOR CONDITIONAL ADMISSION/ENROLLMENT PERMIT**

That, I am intending to enroll in the basic law course at the beginning of the First Semester of the Academic Year 2017-2018 in the law school of *(supply the name of university/college in the blank space ahead)* \_\_\_\_\_;

Did you register in the April 16, 2017 Philippine Law School Admission Test (PhiLSAT)?  
 Yes /  No. If yes, indicate your application number: \_\_\_\_\_;

Did you pay the testing fee of ₱1,000.00 to the Center for Educational Measurement, Inc. (CEM)?  Yes /  No

Are you seeking exemption from paying the testing fee in the next scheduled PhiLSAT for having been prevented from taking the test last April 16, 2017 due to the inclement weather?  Yes /  No

That, I did not take the PhiLSAT administered on April 16, 2016.

That, I did not register, and/or pay the testing fee, and take the PhiLSAT on April 16, 2017 for the following reason(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_;

That, if conditionally admitted by a law school and enrolled in the basic law course by virtue of a permit issued in accordance with LEB Memorandum Order No. 11, Series of 2017 pursuant to this application, I expressly agree that my said conditional admission and enrolment shall be subject to the following express conditions, as well as those in the UNDERTAKING attached hereto as Annex "A":

- a. I shall take the next scheduled PhiLSAT;
- b. If I fail to take the next scheduled PhiLSAT for any reason, my conditional admission and enrolment shall be automatically revoked and I shall be barred from enrolling in the following semester;

- c. If I take the next scheduled PhiLSAT but score below the passing or cut-off score, my conditional admission shall also be revoked and I shall be barred from enrolling in the following semester, unless the law school expressly admits me in the exercise of the discretion given under Section/Paragraph 14 of LEBMO No. 7, Series of 2016, subject to the requirements of the same provision; and
- d. In the event that my conditional admission and enrolment is subsequently revoked for either failing to take the next scheduled PhiLSAT, or I score below the passing/cut-off score in the PhiLSAT, I shall not be entitled to the reversal of the school fees assessed and/or refund of the school fees paid.

Signed this \_\_\_\_\_, 2017 in \_\_\_\_\_.

\_\_\_\_\_  
(Signature above printed name)

Applicant

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_, 2017 in \_\_\_\_\_  
\_\_\_\_\_ by affiant \_\_\_\_\_, who proved  
to me his identity by exhibiting his ID No. \_\_\_\_\_, issued by \_\_\_\_\_  
\_\_\_\_\_, on/valid until \_\_\_\_\_.

Notary Public

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Republic of the Philippines )  
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#### UNDERTAKING

I, \_\_\_\_\_, of legal age, Filipino citizen, single/married, with residence in \_\_\_\_\_, under oath, expressly declare and state that in case I am conditionally admitted by a law school and enrolled in the basic law course in the First Semester of the Academic Year 2017-2018 by virtue of a PERMIT FOR CONDITIONAL ADMISSION/ENROLMENT issued pursuant to LEB Memorandum Order No. 11, Series of 2017 in accordance with my application for such a permit, said conditional admission/enrolment shall be subject to the following conditions:

- I shall take the next scheduled Philippine Law School Admission Test (PhLSAT);
- If I fail to take the next scheduled PhLSAT for any reason, my conditional admission and enrolment shall be automatically revoked and I shall be barred from enrolling in the following semester;
- If I take the next scheduled PhLSAT but score below the passing/cut-off score, my conditional admission shall also be revoked and I shall be barred from enrolling in the following semester, unless the law school expressly admits me in the exercise of the discretion given under Section/Paragraph 14 of LEBMO No. 7, Series of 2016, subject to the requirements of the same provision; and
- In the event that my conditional admission and enrolment is subsequently revoked for either failing to take the next scheduled PhLSAT, or I score below the passing/cut-off score in the PhLSAT, I shall not be entitled to the reversal of the school fees assessed and/or refund of the school fees paid.

That, FURTHER, I understand and fully agree to all the above-listed conditions.

IN WITNESS WHEREOF, I have affixed my signature to this undertaking this \_\_\_\_\_ in \_\_\_\_\_.

\_\_\_\_\_  
 (Signature above printed name)

Applicant

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_, 2017 in \_\_\_\_\_  
 \_\_\_\_\_ by affiant \_\_\_\_\_, who proved  
 to me his identity by exhibiting his ID No. \_\_\_\_\_, issued by \_\_\_\_\_  
 \_\_\_\_\_, on/valid until \_\_\_\_\_.

Notary Public

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