

Republic of the Philippines  
Fourth Judicial Region  
REGIONAL TRIAL COURT  
LUCENA CITY

**OFFICE OF THE EXECUTIVE JUDGE**

**EXECUTIVE MEMORANDUM NO. 2020-26**

TO: ALL OFFICERS AND EMPLOYEES, REGIONAL TRIAL COURT, THIS COURT

RE: MEASURES TO BE UNDERTAKEN IN THE RTC BUILDING OF LLUCENA CITY  
DUE TO COVID-19 CASE FOR THE PERIOD 3 AUGUST 2020 TO 14 AUGUST 2020

DATE: 03 AUGUST 2020

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As one of the employees of the Regional Trial Court, this Court, have been recently found positive for Corona Virus Disease (COVID-19), and taking into consideration the provisions of Administrative Circular No. 41-2020 dated May 29, 2020 and 42-2020 dated 02 August 2020 issued by Honorable Chief Justice Diosdado M. Peralta and OCA Circular No. 101-2020 dated 30 June 2020 issued by the Office of the Court Administrator, Supreme Court, Manila, the following measures shall be undertaken as preventive and health protocol, viz:

1. The RTC Building will be disinfected by a private entity on August 4 and 5, 2020. During the disinfection, the building shall be physically closed to all Court users. However, per instruction by the Office of DCA Raul B. Villanueva, each branch/office shall designate one personnel to secure Court records and properties during the disinfection. Kindly coordinate with the Office of the Executive Judge on this matter.

Branch 57 and 168 will remain closed until 14 August 2020. The Office of the Clerk of Court shall assist the said Branches on court matters needing immediate action.

2. Contract tracing will be undertaken by the local Inter-Agency Task Force (IATF) unit. Everyone is enjoined to cooperate so as to ensure that the affected parties would follow the established health protocols. Any person who is experiencing, or will experience, Covid-19 symptoms **shall immediately inform his/her immediate supervisor, and the Office of the Executive Judge of the same, so that proper action can be taken;**
3. Branches and Offices of this Court may function at work for the meantime with a skeleton staff,<sup>1</sup> subject to work arrangement to be scheduled by the Presiding Judges or Branch Clerks of Court or Officers-in-Charge in the Branches and by the Executive Judge or Clerk of Court in the Office of the Clerk of Court, this Court. It must however be ensured that those staying at home will perform their assigned duties;
4. In-court hearings are hereby suspended until 14 August 2020. Judges are encouraged to conduct videoconferencing during this period, subject to the rules laid down in Administrative Circular No. 41-2020.
5. All pleadings and memoranda in both civil and criminal cases shall be electronically filed and shall be received by the court through their respective official email addresses

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<sup>1</sup> Pursuant to paragraph 2 of Administrative Circular No. 41-2020 date 29 May 2020

or thru the Office of the Clerk of Court, this Court, which shall in turn forward it to the concerned branch.

6. Raffle of Cases shall be thru videoconferencing until August 14, 2020;
7. The use of the biometrics machine to record the attendance of the employees of this Court is hereby SUSPENDED until August 31, 2020. All employees are required to use their own pen when signing on the attendance log book;
8. To avoid the possibility of transmission of the virus, all officials and employees of this Court are strictly prohibited from converging at the door entrance, the lobby and in common areas in the RTC Building. If possible, avoid going out of the office during office hours, unless official matters require otherwise.
9. Except for urgent matters, all lawyers and litigants are not allowed to enter the RTC Building during the period herein stated.

For the information and guidance of all concerned.

Lucena City, Quezon Province.



**DENNIS GALAHAD C. ORENDAIN**  
Executive Judge

Copy furnished:

1. All Branches, this Court
2. Office of the Clerk of Court, this Court
3. Public Attorney's Office  
Lucena City
4. Hon. Alberto L. Vizcocho  
Provincial Prosecutor, Quezon Province
5. Atty. Rodrigo E. Domingo  
President  
IBP, Quezon Chapter
6. Hon. Raul B. Villanueva  
Deputy Court Administrator  
Office of the Court Administrator  
Supreme Court of the Philippines  
Manila