



Republic of the Philippines
MUNICIPAL TRIAL COURT IN CITIES
 Second Judicial Region
OFFICE OF THE EXECUTIVE JUDGE
 Tuguegarao City, Cagayan

16 JUN 2020

[Signature]
 2:20 PM

June 16, 2020

TO: All Employees of the Municipal Trial Court in Cities (MTCC),
 Tuguegarao City

RE: STRICT OBSERVANCE OF OFFICE PROTOCOL RELATING TO
 COVID

Per information received that a COVID Positive recently went to City Hall, in particular at the PSA (NSO) Office in the morning of June 10, 2020. In view thereof, if only to avoid possible infection, everybody is cautioned from going to that office in the meantime and to refrain from going down the building as well as to limit interaction with other employees of agencies housed in the City Hall. Also, everybody is reminded to strictly observe precautionary measures in seeing to it that our Court premises remain COVID free. Everybody is likewise reminded to strictly observe protocols like the constant wearing of face mask, washing of hands, observing social distancing and constantly disinfecting the court room as well as the common areas within the court premises. Prolonged interaction with anyone is discouraged.

The Sheriffs assigned in enforcing security within court premises are reminded that the entrance and exit at the back is **exclusively** for judges, court personnel and lawyers only, per arrangement with the City Administrator. In no uncertain terms should they allow any outsider to use the entrance and exit- not even City Hall employees. They must also require everyone to submit to temperature check. As always, those who show signs of fever, coughs, colds and other flu-like symptoms should not be allowed entry. Likewise, the **"no face mask, no entry"** must be strictly enforced. Stay safe everyone.

For strict compliance.

[Signature]
MAITA GRACE D. ISRAEL
 Executive Judge

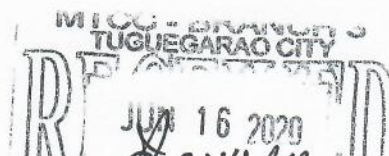
[Signature]
NORMAN C. GAÑAC
 Vice- Executive Judge

[Signature]
RENE B. BACULI
 Judge MTCC Br. 2

[Signature]
RACQUEL R. AGLAUA
 Judge MTCC Br. 3

Copy furnished:

DCA Raul Villanueva
 MTCC Branch 1, 2, 3, 4 and OCC





Republic of the Philippines
MUNICIPAL TRIAL COURT IN CITIES
Second Judicial Region
OFFICE OF THE EXECUTIVE JUDGE
Tuguegarao City, Cagayan

July 23, 2020

TO: **Hon. Norman C. Gañac**
Hon. Rene B. Baculi
Hon. Racquel C. Reyes- Aglaua
Clerk of Court
Branch Clerks of Court

Greetings!

The undersigned has requested the Office of the City Mayor to conduct disinfection of our respective courtrooms as well as common areas.

Attached is a copy of said letter. Per information relayed by the GSO, it will conduct disinfection of our court premises this Saturday (July 25, 2020) at 8:00 o'clock in the morning. Also, this will be done on a regular basis, i.e, every Saturday morning.

In this regard, please designate an employee (preferably on a rotational basis) in your branch who will supervise such disinfection of your respective offices every Saturday.

Thank you and keep safe always!

Very truly yours,

A handwritten signature in black ink, appearing to read "Maíta Grace A. Deray-Israel".

MAITA GRACE A. DERAY-ISRAEL
Executive Judge



Republic of the Philippines
MUNICIPAL TRIAL COURT IN CITIES
Second Judicial Region
OFFICE OF THE EXECUTIVE JUDGE
Tuguegarao City, Cagayan

July 23, 2020

Hon. JEFFERSON P. SORIANO
City Mayor
Tuguegarao City, Cagayan

THRU: **COL. JUDE W. SANTOS**
Chief, General Services Office

Sir:

Greetings!

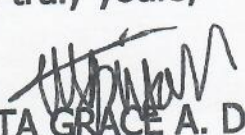
I hope that you are safe along with your city officials and employees.

As a precautionary measure, to ensure that our court premises (hallways, common areas and court rooms) remain COVID-free, and to further ensure the health, safety and well-being of judges, lawyers, court personnel, litigants and walk-in clients, may I respectfully request that the entire court premises be disinfected on a day most convenient to everyone. For this purpose, I have designated Edward Silva, Deputy Sheriff of this Court, to coordinate with your office/GSO on the matter.

We are mindful and thankful of your constant support to the judiciary. We wish you and the rest of city hall officials and employees the best during this time.

Keep safe always.

Very truly yours,


MAITA GRACE A. DERAY-ISRAEL
Executive Judge

Flor  7-23-20

126 998