

**Republic of the Philippines
Supreme Court of the Philippines
Fourth Judicial Region
REGIONAL TRIAL COURT
Branch 45
San Jose, Occidental Mindoro
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MEMORANDUM


**TO : ALL COURT PERSONNEL
RTC, Br. 45, SJOM**

**FROM : HON. JOSE S. JACINTO, JR.
RTC, Br. 45, SJOM**

DATE : 06 July 2020

**SUBJECT : STRICT COMPLIANCE WITH THE MANDATES OF OCA
CIRCULAR NO. 101-2020 RE HEALTH GUIDELINES
DUE TO COVID-19 CASES**

To immediately and effectively comply with the mandates of OCA Circular No. 101-2020 re Health Guidelines due to COVID-19 Cases received by the undersigned on July 3, 2020, and pending positive action by the LGU thru the MHO on the Court's Request for any available kind of Medical Test (COVID-19) to its staffs, the undersigned hereby ORDERS the continuous STRICT OBSERVANCE of Safety/Health Protocols, as follows:

1. NO MASK, NO ENTRY. Face masks shall be worn at all times while in transit to and from the Court. While in Court, the same shall be worn at all times;
 2. Temperature check shall be made BEFORE ENTRY to the Court. NO ENTRY shall be imposed to anyone with Temperature of 37.8° Celsius and above. In this regard, the Utility Aide is officially ASSIGNED to undertake such TASK, without fail. In the latter's absence, the Criminal Docket Clerk shall perform the said TASK;
 3. NO ENTRY to Litigants when there are no scheduled hearings. Transactions shall always be conducted at the window with Appropriate Safety Measures in Place;
 4. Physical Distancing shall continuously/always maintain while in Court at least One (1) Meter apart;
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5. Frequent washing of hands while in Court shall be observed. Disinfection of the Courtroom and premises shall be conducted as usual every Saturday at 9:00 A.M.;
6. Finally, Continuous Registration of Court Users/Visitors upon ENTRY in the Court shall be observed and complied with for Record and Future Contact Tracing purposes as the case maybe.

For your STRICT COMPLIANCE.

San Jose, Occidental Mindoro, July 6, 2020.

JOSE S. JACINTO, JR.
Presiding Judge

cc.: Hon. Jose Midas P. Marquez
Court Administrator
Office of the Court Administrator
Supreme Court of the Phils.
Manila

Hon. Raul B. Villanueva
Deputy Court Administrator
Office of the Deputy Court Administrator
Supreme Court of the Phils.
Manila

Hon. Ulysses Delgado
Acting Executive Judge
RTC Br. 46
San Jose, Occidental Mindoro

Municipal Health Office (MHO)
San Jose, Occidental Mindoro

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