



Republic of the Philippines
Supreme Court
Manila

MEMORANDUM ORDER NO. 41-2022

**RE: REVISED FLEXIBLE WORKING ARRANGEMENT
IN THE SUPREME COURT STARTING APRIL 4, 2022**

Considering the implementation of the 4-day work week, 10-hours per day working schedule under MO No. 39-2022 has caused inconvenience to many employees, in addition to the observation of Chiefs of Offices/Services that it is counter-productive, a revised flexible working arrangement needs to be implemented.

Accordingly, upon consultation with the Court *En Banc*, a revised flexible working arrangement is hereby implemented in the Supreme Court beginning April 4, 2022 ***and until further orders***, whereby employees will be required to report on-site only for four (4) days in a week, with the remaining one (1) day to be considered as work from home arrangement. However, in order that all offices/services/divisions/units in the Supreme Court will still be open from Monday to Friday, the workforce in each office/service/division/unit shall be divided into two (2) groups, with the first group reporting from Monday to Thursday while the other group will be reporting on Tuesday to Friday. The official time for work will be from 8:00 A.M. to 4:30 P.M.


The above flexible working schedule shall not apply to the FMBO, OBC, MDS, FMO-OCA, OAS-OCA, Security Division and Maintenance Division, as the nature of their work may not be performed from home and oftentimes require overtime.

The Justices shall determine the number and schedule of their staff who will be required to report for work on-site in their respective Chambers.

Chiefs of Offices/Services and their assistants shall determine who among them and their personnel/staff shall be included in each group, which may be on a rotation basis.

The observance of on-site health and safety protocols, as well as the reporting requirement for work performed from home under previous MOs, shall still be observed and complied with.

Manila, Philippines, March 30, 2022.


ALEXANDER G. GESMUNDO
Chief Justice