



Republic of the Philippines  
Supreme Court  
Office of the Court Administrator  
Manila

**OCA CIRCULAR NO. 24-2022**

**TO: ALL CONCERNED JUDGES, COURT PERSONNEL AND COURT USERS OF THE FIRST AND SECOND LEVEL COURTS IN AREAS PLACED UNDER ALERT LEVELS 2 AND 3 PER IATF RESOLUTION NO. 159-A**

**SUBJECT: COURT OPERATIONS FROM 2 TO 15 FEBRUARY 2022**

Pursuant to the authority granted by Chief Justice Alexander G. Gesmundo, and as the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) issued IATF Resolution No. 159-A dated 29 January 2022 placing provinces, highly urbanized cities (HUCs), and independent component cities (ICCs) under their respective Alert Levels 2 and 3 effective 01 February 2022 until 15 February 2022, court operations in the concerned areas from 2 to 15 February 2022 (1 February 2022 is excluded being a special non-working holiday) shall be governed by the applicable provisions of OCA Circular No. 134-2021 dated 5 November 2021, as amended by OCA Circular No. 146-2021 dated 29 November 2021, as follows:

<b>AREAS UNDER ALERT LEVEL 2</b>
National Capital Region Region 2: Batanes Region 3: Bulacan Region 4A: Cavite, Rizal Region 8: Biliran, Southern Leyte BARMM: Basilan

<b>COURT OPERATIONS GUIDELINES (Alert Level 2)</b>
<input type="checkbox"/> Court and judicial offices shall be <b>PHYSICALLY OPEN</b>
<input type="checkbox"/> Maintain a workforce of <b>at least 75% to at most 100%</b> , to enable the courts/judicial offices to address matters and concerns, as far as practicable
<input type="checkbox"/> Judges may continue to conduct videoconferencing hearings in cases that do not require in-court appearances. However, in-court attendance shall still be limited to lawyers, parties and witnesses required to participate in-court.
<input type="checkbox"/> Regular office hours as prescribed in OCA Circular No. 09-2015 dated 21 January 2015 shall be observed, i.e., Monday to Friday, 8:00 A.M. to 5:00 P.M. (for Judicial Regions 1 to 12) and 8:00 A.M. to 4:30 P.M. (for National Capital Judicial Region)
<input type="checkbox"/> For Saturday Duty, per Admin. Circular No. 02-2007 dated 12 January 2007, maintain a skeleton workforce of at least 50% to at most 75%
<input type="checkbox"/> For Judges without court space or facilities of their own, but they already have their own personnel, maintain a skeleton workforce of at least 50% to at most 75%
<input type="checkbox"/> Judges may continue to conduct Video Conferencing Hearings in their courtroom pursuant to Section II (B) (1) of A.M. No. 20-12-01-SC dated 09 December 2020 ( <i>Guidelines on the Conduct of Videoconferencing</i> )



<b>COURT OPERATIONS GUIDELINES (Alert Level 2) – cont.</b>	
<input type="checkbox"/>	Pleadings, motions and other court submissions may likewise be filed or served by registered mail, through the services of duly accredited private couriers, or by transmitting them through electronic mail in accordance with the existing electronic filing guidelines, regardless of the Alert Level or Community Quarantine classification
<input type="checkbox"/>	The period for filing and service of pleadings and other court submissions shall no longer be suspended, regardless of the Alert Level or Community Quarantine Classification, since the same may be done electronically
<input type="checkbox"/>	In case an area is placed under a conflicting Alert Level System and Community Quarantine Classification, as categorized herein, the more restrictive court operation as provided in the Alert Level System or Community Quarantine Classification shall prevail
<input type="checkbox"/>	Night courts are not yet allowed in all Alert Levels or Community Quarantine classifications

<b>ALERT LEVEL 3</b>	
<b>REGION</b>	<b>PROVINCE/CITY</b>
<b>LUZON</b>	
<b>Cordillera Administrative Region (CAR)</b>	Abra, Apayao, Baguio City, Benguet, Kalinga and Mountain Province
<b>Region 1</b>	Dagupan City, Ilocos Norte, Ilocos Sur, La Union and Pangasinan
<b>Region 2</b>	City of Santiago, Cagayan, Isabela, Nueva Vizcaya and Quirino
<b>Region 3</b>	Angeles City, Aurora, Bataan, Nueva Ecija, Olongapo City, Pampanga, Tarlac and Zambales
<b>Region 4A</b>	Batangas, Laguna, Lucena City and Quezon Province
<b>Region 4B</b>	Marinduque, Romblon, Occidental Mindoro, Oriental Mindoro and Puerto Princesa City
<b>Region 5</b>	Albay, Camarines Norte, Camarines Sur, Catanduanes, Masbate, Naga City and Sorsogon
<b>VISAYAS</b>	
<b>Region 6</b>	Aklan, Antique, Bacolod City, Capiz, Iloilo City, Iloilo, Negros Occidental and Guimaras
<b>Region 7</b>	Cebu City, Lapu-Lapu City, Mandaue City, Bohol, Cebu, Negros Oriental and Siquijor
<b>Region 8</b>	Ormoc City, Tacloban City, Eastern Samar, Leyte, Northern Samar and Western Samar
<b>MINDANAO</b>	
<b>Region 9</b>	City of Isabela, Zamboanga City, Zamboanga del Sur, Zamboanga del Norte and Zamboanga Sibugay
<b>Region 10</b>	Bukidnon, Cagayan de Oro City, Iligan City, Lanao del Norte, Misamis Occidental and Misamis Oriental



<b>ALERT LEVEL 3 – cont.</b>	
<b>MINDANAO</b>	
<b>Region 11</b>	Davao City, Davao del Sur, Davao del Norte, Davao Oriental and Davao de Oro
<b>Region 12</b>	General Santos City, North Cotabato, Sarangani, South Cotabato and Sultan Kudarat
<b>Region 13 (CARAGA)</b>	Surigao del Norte, Surigao del Sur, Agusan del Norte, Agusan del Sur and Butuan City
<b>BARMM (Bangsamoro Autonomous Region in Muslim Mindanao)</b>	Maguindanao, Cotabato City and Lanao del Sur

<b>COURT OPERATIONS GUIDELINES (Alert Level 3)</b>	
<input type="checkbox"/>	Court and judicial offices are <b>PHYSICALLY OPEN</b>
<input type="checkbox"/>	Maintain a skeleton workforce of <b>at least 50% to at most 75%</b> , to enable the courts/judicial offices to address matters and concerns, as far as practicable
<input type="checkbox"/>	Judges shall maximize videoconferencing hearings and refrain from requiring parties to appear in-court, except in urgent matters and in other matters as they may determine. In-court attendance shall be limited to lawyers, parties, and witnesses required to participate in-court
<input type="checkbox"/>	Regular office hours as prescribed in OCA Circular No. 09-2015 dated 21 January 2015 shall be observed, i.e., Monday to Friday, 8:00 A.M. to 5:00 P.M. (for Judicial Regions 1 to 12) and 8:00 A.M. to 4:30 P.M. (for National Capital Judicial Region)
<input type="checkbox"/>	For Saturday Duty, pursuant to Admin. Circular No. 02-2007 dated 12 January 2007, maintain a skeleton workforce of at least 30% to at most 50%
<input type="checkbox"/>	For Judges without court space or facilities of their own, but they already have their own personnel, maintain a skeleton workforce of at least 30% to 50%
<input type="checkbox"/>	Pleadings, motions and other court submissions may likewise be filed or served by registered mail, through the services of duly accredited private couriers, or by transmitting them through electronic mail in accordance with the existing electronic filing guidelines, regardless of the Alert Level or Community Quarantine classification
<input type="checkbox"/>	The period for filing and service of pleadings and other court submissions shall no longer be suspended, regardless of the Alert Level or Community Quarantine Classification, since the same may be done electronically
<input type="checkbox"/>	In case an area is placed under a conflicting Alert Level System and Community Quarantine Classification, as categorized herein, the more restrictive court operation as provided in the Alert Level System or Community Quarantine Classification shall prevail
<input type="checkbox"/>	Night courts are not yet allowed in all Alert Levels or Community Quarantine classifications

Accordingly, the guidelines enumerated in OCA Circular No. 05-2022A dated 16 January 2022, as well as other issuances of the Court or the OCA, that are not consistent herewith, will no longer be applicable to the subject courts.

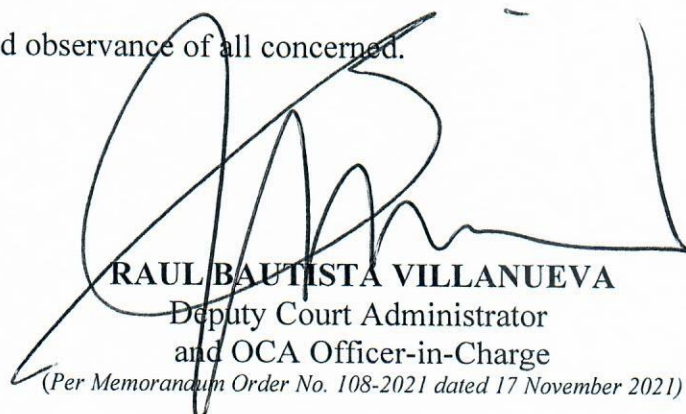
Further, and unless otherwise directed, only the courts and judicial offices in areas listed in OCA Circular No. 23-2022 dated 27 January 2022 shall remain physically closed until 15 February 2022 and their court operations shall be governed by OCA Circular No. 05-2022A.

OCA Circular (Re: Court Operations from 2 to 15 February 2022)

In the event that there are pressing concerns that the Judges or court personnel may have regarding their operations until 15 February 2022, the same should be referred to the Office of the Court Administrator for appropriate action.

For the strict compliance and observance of all concerned.

31 January 2022



**RAUL BAUTISTA VILLANUEVA**  
Deputy Court Administrator  
and OCA Officer-in-Charge  
*(Per Memorandum Order No. 108-2021 dated 17 November 2021)*

*OCACirc-courtoperations(alertlevels2&3)jan2022*