



Republic of the Philippines
Supreme Court
Manila

MEMORANDUM ORDER NO. 1-2022

**RE: MODIFIED WORKING ARRANGEMENT/NO
PERSONAL FILING IN THE SUPREME COURT**

As Metro Manila was placed under Alert Level 3, the work arrangement guidelines implemented under Memorandum Order (MO) No. 110-2021 dated November 19, 2021, as reiterated under Memorandum Order No. 113-2021 dated November 29, 2021, is hereby modified beginning January 3, 2022 **and until further orders from this Court** but only insofar as the official time for work is concerned, which will now be from 9:00 A.M. to 3:00 P.M. All offices/services/divisions/units in the Supreme Court will continue to be fully operational, with one-half of the workforce reporting on-site on Mondays, Tuesdays and Wednesdays (MTW shift) and the other half shall report on Thursdays, Fridays and Saturdays (ThFS shift) Employees who are not scheduled to report to the office shall be under WFH arrangement for two (2) days.

Meanwhile, the personal filing of initiatory pleadings, etc. allowed under the above MOs is discontinued **until further orders**. Hence, all pleadings and other court submissions shall be filed in accordance with the guidelines set forth under Memorandum Order No. 65-2021 dated August 4, 2021.

As a safety measure, all those reporting on-site beginning January 3, 2022 are directed to undergo antigen testing before proceeding to their respective offices/services/divisions/units.

Manila, Philippines, January 1, 2022.


ALEXANDER G. GESMUNDO
Chief Justice