



Republic of the Philippines  
Supreme Court  
Manila

MEMORANDUM ORDER NO. 39-2022

**RE: FLEXIBLE WORKING ARRANGEMENT  
IN THE SUPREME COURT STARTING MARCH 28, 2022**

Due to the adverse effect created by the series of oil prices increases beginning March 2022, calls have been made for the implementation of a shortened or compressed work week. In fact, the SC Employees Association, in a letter dated March 21, 2022, has requested for the implementation of a 4-day work week scheme, citing the same reason.

In consideration thereof, upon consultation with the Court *En Banc*, a 4-day work week is hereby implemented in the Supreme Court beginning March 28, 2022 ***and until further orders***, whereby employees will be required to report on-site for only four (4) days a week, at ten (10) hours per day, with the official time for work being 7:00 A.M. to 5:30 P.M.. However, in order that all offices/services/divisions/units in the Supreme Court will 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 and the second group reporting from Tuesday to Friday.

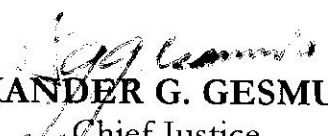
The above flexible working schedule shall not apply to identified personnel of the FMBO, OBC, MDS, FMO-OCA, OAS-OCA, Security Division and Maintenance Division, whose nature of work oftentimes requires them to render overtime service. Their official time for work will still be 8:00 A.M. to 4:30 P.M..

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 among their personnel/staff will be included in each group, which may be on a rotation basis.

The on-site health and safety protocols under previous memorandum orders shall still be observed.

Manila, Philippines, March 24, 2022.

  
ALEXANDER G. GESMUNDO  
Chief Justice