



Republic of the Philippines
Supreme Court
Manila

ADMINISTRATIVE CIRCULAR NO. 85 - 2021

**TO: ALL JUSTICES, COURT PERSONNEL, AND COURT USERS OF
THE APPELLATE COLLEGIATE COURTS**

**RE: COURT OPERATIONS FROM NOVEMBER 2 UNTIL NOVEMBER
5, 2021**

Considering that the National Capital Region (NCR) is still under the IATF's COVID-19 Alert Levels System, **all appellate collegiate courts within the NCR, beginning November 2, 2021 until November 5, 2021** may conduct in-court proceedings on urgent matters and on other matters as may be determined by the presiding justice or the chairpersons of the different divisions, but in-court attendance shall be limited to lawyers, parties, and witnesses required to participate in-court. All others who are not required to be in-court but wish to observe the proceedings may do so through videoconferencing, subject to existing guidelines.

The courts and the other offices shall maintain a skeleton workforce of at most **thirty percent (30%)** to enable them to address all urgent matters and concerns.

To reiterate, as stated in Administrative Circular No. 83-2021 dated October 18, 2021, the period for filing and service of pleadings and motions shall resume seven (7) calendar days from October 20, 2021.

All prior issuances not inconsistent herewith shall remain valid and in effect.

For the guidance and compliance of all concerned.

Manila, Philippines, October 27, 2021.

A handwritten signature in black ink, appearing to read "M.P. Bernabe".

ESTELA M. PERLAS-BERNABE

Acting Chief Justice

Special Order No. 2852 dated October 13, 2021