



Republic of the Philippines  
Supreme Court  
Manila

**MEMORANDUM ORDER NO. 29-2022**

**RE: 100% ON-SITE WORKING CAPACITY IN THE  
SUPREME COURT STARTING MARCH 1, 2022**

Considering that Metro Manila was placed under Alert level 1 for the period March 1-15, 2022, the on-site working capacity in the Supreme Court beginning March 1, 2022 *and until further orders*, shall be one hundred percent (100%) of the entire workforce of all offices/services/divisions/units, except those with limited office spaces, namely: OCC-En Banc, ODCC-First, Second and Third, JRO, FMBO, PHILJA, JIB, OAS-OCA, FMO-OCA, CMO-OCA, Legal-OCA and OHJ, which shall only be eighty percent (80%) of their entire workforce. Employees of the said offices/services who are not scheduled to report on-site shall be under WFH arrangement. The official time for work will be from 8:00 A.M. to 4:30 P.M., Monday to Friday.

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.

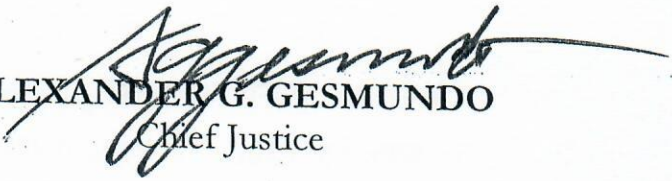
Chiefs of Offices/Services with 80% on-site working capacity shall determine who among their personnel/staff shall be reporting on-site, which can be under rotation every week.

The individual health condition of those reporting on-site will be thoroughly checked upon entering the SC premises. They must not have even the slightest symptoms. They shall be monitored from time to time to ensure that they strictly observe all health and safety protocols, and that they remain to have no symptoms of Covid-19 infection.

Likewise, concerned Chiefs of Offices/Services with personnel under WFH arrangement shall continue to submit monthly accomplishment reports of such personnel within the first five (5) days of the following month, to the Chief, Office of Administrative Services, Supreme Court, who is also directed to submit a report to the undersigned as to which offices/services failed to comply herewith.

The personal filing of all pleadings and other court submissions shall continue to be allowed.

Manila, Philippines, February 28, 2022.

  
**ALEXANDER G. GESMUNDO**  
Chief Justice