



Republic of the Philippines
Supreme Court
Manila

FIRST DIVISION
OFFICE OF THE CLERK OF COURT

In compliance with the Memorandum No. 04-2020 Re: Supreme Court Workplace Protocol or the Supreme Court GCQ Work Guidelines and with due consideration to the General Community Quarantine Guidelines imposed by the Inter-Agency Task Force for Management of Emerging Infectious Diseases (IATF), the Office of the Clerk of Court-First Division has adopted for implementation beginning June 1, 2020 the following operating procedure:

The Agenda Division

- (1) The Skeleton-Staff shall report, in the Agenda, the new petitions, motions, subsequent pleadings, including prayer for TRO and urgent matters, letters, and transferred cases upon receipt thereof from the Judicial Records Office and other Offices of the Court. Cases shall likewise be included in the Agenda, upon instruction by email, from the Office of the Working Chairperson (OWC). For motions/letters requesting solely the status of cases, the same shall not be included in the Agenda but shall be acted upon by the OCC-FD thru a letter-reply or email, as the case may be.
- (2) The staff working from home (WFH) shall report subsequent pleadings, matters pending actions, and motions, other than TROs and urgent matters, with electronic files transmitted thru email. The assigned lawyer/researcher shall then send an electronic copy of his/her report to the encoder and, upon reporting back to the office, shall double check and verify it in the Case Administration System (CAS) for any notation or correction.
- (3) The encoder shall prepare the soft and hard copies of the draft Agenda by collating/consolidating all the reports as well as those cases which are to be included per action of the Court (call again cases) and those which shall be reported upon instruction by the OWC.

- (4) The encoder shall print the draft Agenda in the office for review/proofread and status checking by the Head of the Agenda Division.
- (5) After incorporating all the corrections, the encoder shall submit the final draft to the Division Clerk of Court/Deputy Division Clerk of Court (DCC/DDCC) who, upon final review and completion, shall affix her initials/signature on the hard copy of the Agenda.
- (6) The hard copy of the Regular Monday Agenda shall be delivered to the Rollo Room not later than 12:00 noon of Wednesday of the week before; while the Wednesday Agenda shall be delivered not later than 12:00 noon of Friday of the week before. The Supplemental Agenda shall be delivered not later than 10:00 A.M. of the business day before session dates, *i.e.* Friday for Monday Agenda and Tuesday for Wednesday Agenda. TROs and urgent matters are exempted. The same timelines shall be observed in the transmittal of the soft copies, in PDF format, to the OWC and the other Members of the Division thru email.
- (7) All concerns regarding the Agenda shall be made thru landline telephone number 85250717 or mobile phone number 09985565629 or thru its official email account: Meraki.062020@gmail.com.

The Minutes Division

- (1) After the sessions of the Members of the First Division, the OWC shall transmit to the Minutes Division the soft copies of the Actions in the Agenda, in PDF format, thru email. The same procedure shall likewise be followed in Actions of the Court in the Special First Division and in all Revised Actions.
- (2) Printed or hard copies of Regular Agenda, Supplemental Agenda, and Special First shall be produced for record purposes and for distribution to authorized personnel.
- (3) The preparation of resolutions for immediate release, *e.g.* raffle resolutions, issuance of TRO, habeas corpus, hold departure order, shall be given priority.
- (4) The Draft Minutes for Monday shall be prepared by the lawyer working in the Office while the Draft Minutes for Wednesday shall be prepared

by the lawyer WFH. This arrangement is intended to allow the OCC-FD to comply with the timelines set by the Internal Rules of the Supreme Court (A.M. No. 10-4-20-SC) with regard to the submission of the Draft Minutes to the OWC.

- (5) After review by the DCC or DDCC, the Draft Minutes shall be immediately transmitted to the OWC for approval. The OWC shall furnish the other Members of the Division with soft copies of the Draft Minutes. The OWC shall electronically transmit the approved Draft Minutes to the Minutes Division of OCC-FD.
- (6) Upon receipt of the approved Draft Minutes, the Minutes Division shall transmit the soft copies thereof to the Releasing Section for the immediate formatting and processing of the resolutions. All processed resolutions shall be immediately forwarded to the DCC or DDCC for signature.
- (7) The Resolutions of the Special First Division shall be prepared and printed out by the lawyer working in the office while the Minutes thereof shall be prepared by the lawyer WFH.
- (8) All Decisions, Signed and Unsigned Resolutions shall be in Gilbert form and the same shall be immediately processed upon receipt thereof, together with the rollos, from the OWC. Given that manual transmission of the Decisions, Signed, and Unsigned Resolutions to and from the OWC is inevitable, the rollos and the attachments shall be properly sanitized/disinfected.
- (9) Minute Resolutions shall be transmitted thru email to the parties and/or counsels, if email addresses are available. Otherwise, the traditional mailing of the resolutions shall be resorted to by physical transmittal of the resolutions to the Mailing Section of the Court.
- (10) A staff shall be designated to electronically transmit the Resolutions to the parties and/or counsel thru the official email address created for this purpose. The confirmation or acknowledgment receipts of the parties or their counsels shall be printed out for the office records.
- (11) The email address shall be accessible only by the assigned lawyers in order to maintain the confidentiality nature of the files. The same lawyer/s shall also be assigned to collate all the files sent electronically,

such as, Draft Minutes, Resolutions, *etc.* and save the same to an external drive for office purposes.

(12) Those WFH shall be assigned the following tasks:

- a) Collect all statistical data and other materials for office documentation;
- b) Prepare all the required monthly, quarterly, and annual statistical reports of the OCC-FD; and
- c) Finalize the soft copies of approved minutes of both the Regular Agenda and Special First Agenda.

(13) All concerns regarding the Minutes, decisions and resolutions shall be made thru landline telephone number 8525-0717 or mobile phone number 09982297963 or its official email account: magandatayo2020@gmail.com. A team of lawyers shall be designated to monitor the activity of this account, taking into account the timelines imposed by the Internal Rules of the Supreme Court (A.M. No. 10-4-20-SC) and given that preserving the integrity and confidential nature of all mails is condition *sine qua non*.

The Records Division

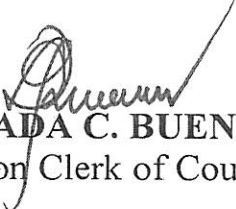
- (1) In the physical transmittal of rollos, pleadings and documents, the same shall be sanitized/disinfected, and thereafter received and properly recorded.
- (2) All raffled and transferred cases with rollos that are already inside the Office shall be transmitted for reporting to the Agenda Division and for processing of Resolution to the Minutes Division.
- (3) All rollos included for agenda shall be collated and a schedule of its physical transmittal to the Rollo Room shall be made. Transmittal of rollos to other docket offices and other Divisions shall be done after a request for transmittal has been made in order to avoid crowding in the said office.
- (4) All electronic correspondences including those done during the Enhanced Community Quarantine (ECQ) and Modified Enhanced Community Quarantine (MECQ) periods shall be incorporated to the office mainstream workflow for parallel update of records.

- (5) Pursuant to Administrative Circular No. 28-2020 dated March 13, 2020, personal follow-up of all transactions by the general public and other stakeholders of the Court is temporarily suspended. The office shall direct the public to course matters for follow up to the Judiciary Public Assistance Section (JPAS).
- (6) All requests and queries pertaining to cases assigned to the Office shall be made thru landline telephone number 8525-0717 or its email address: aaimperial@sc.judiciary.gov.ph.

Office Minimum Standards

- (1) Inter-office communications and transmission of documents shall preferably be done by electronic means.
- (2) During office hours, all OCC-FD personnel shall:
 - (a) wear a face mask/face shield;
 - (b) observe physical distancing with a minimum one (1) meter radius space;
 - (c) bring their own breakfast, lunch and/or snacks; and
 - (d) frequently sanitize/wash hands and disinfect personal effects.
- (3) Should the Office require physical transaction with other offices, a request shall first be made before sending a representative to the office of destination.
- (4) A table shall be set up just outside the front door of the office and manned by designated personnel to disinfect all incoming rollos and documents from other offices.
- (5) The working area, tables, chairs, cabinets, doorknobs, office equipment such as computers, keyboards and printers, telephones, and other objects seen to be touched or handled shall be regularly cleaned and disinfected.

City of Manila, 1 June 2020.


LIBRADA C. BUENA
Division Clerk of Court