



REPUBLIC OF THE PHILIPPINES  
SUPREME COURT  
Manila

**SECOND DIVISION**

8 June 2020

MEMORANDUM FOR:

**ATTY. MARIA CARINA M. CUNANAN**  
Deputy Clerk of Court and Chief Administrative  
Officer  
Office of Administrative Services

**NEW NORMAL OFFICE PROCEDURE OF THE OFFICE OF  
DIVISION CLERK OF COURT- SECOND DIVISION**

To ensure the non-disruption of the vital operations of the office and the protection of the employees' health and well-being during this unprecedented time of crisis, the Office of the Division Clerk of Court-Second Division (Office) has adopted the following office protocol constituting the "new normal" office procedure:

**GENERAL GUIDELINES**

1. The employees are enjoined to strictly comply with the following workplace rules:
  - a. Wear face masks and/or face shields.
  - b. Avoid touching your eyes, nose and mouth.
  - c. Always practice social distancing in all areas whether in or outside of the Office.
  - d. Use sanitizers/alcohols in the passageways.

**Entry and Exit in the Second Division Office:**

- a. Elevator use is discouraged. Use the staircase going to and from the Office. Avoid touching the handrail.
- b. Employees reporting early for work every Monday or first working day of the week shall open the windows for at least 15 minutes before turning on the air-conditioning units, setting the temperature not lower than 23°C.

c. Assigned employees should clean and disinfect every 30 minutes the door knobs, handles and frequently handled objects. Office rooms, facilities, utilities and commonly used areas must be disinfected at the end of every working day.

d. Employees shall step-in in the disinfection mats located at the entrance of the New Building and in the JRO Office side. Employees are required to bring extra shoes to be used exclusively inside the Office. Shoes used outside of the Office shall be placed inside the blue cabinet near the comfort room. The same procedure shall be followed by the staff delivering *rollos* and pleadings to other Offices.

**Inside the workplace:**

a. Everyone is required to wash/sanitize their hands frequently.

b. Employees are responsible for sanitizing their respective workplaces, computers, USBs, and other equipment before, during and after every working day.

c. Employees are all required to open social media platforms especially Facebook (FB) messenger. FB messenger will be used to communicate inside or outside the Office and shall be open for communication during office hours.

d. Eating at individual work stations is encouraged and proper waste disposal must be practiced.

i. Everyone is encouraged to bring their own meals.

ii. Avoid washing dishes in the wash room and take them home instead.

e. If you are to order food from the canteen, a dedicated FB messenger is created to facilitate the ordering of food in accordance with the guidelines issued for canteen services.

**Outside Interaction (where necessary):**

a. Delivery from outside the Court shall be made in one batch if necessary (i.e. food).

b. Avoid sending packages (i.e. Grab, Lazada, Shopee, etc.) to the office.

c. No loitering. Only persons with the SC-OAS issued Quarantine Passes shall be allowed outside their offices.

**Water refilling Water Stations – One (1) representative per section who will:**

i. Bring water containers on the scheduled time for the office (9:30 a.m. to 10:30 a.m. daily for ODCC – Second Division)

ii. Leave the containers on the tables provided

- iii. Pick-up refilled containers after ten (10) to fifteen (15) minutes

## **II. REGULAR WORK PROCEDURE**

### **A. GUIDELINES FOR THE CIRCULATION AND TRANSMISSION OF DOCUMENTS WITHIN THE SECOND DIVISION**

The regular procedure in our work operations is still applicable. However, in compliance with the Guidelines for the Circulation and Transmission of Documents within the Second Division During the Quarantine Period issued by Senior Associate Justice Estela M. Perlas-Bernabe on 22 May 2020, a dedicated protonplus mail account (same as yahoo mail) for the Division was created for the transmittal of documents to the Second Division. Each Section has authorized personnel to access the account. Thus, the following documents shall be transmitted to the Office of the Chairperson and members of the Second Division, and *vice versa*, to wit:

#### **Agenda Section:**

1. Agenda, supplemental agenda, and assignment sheet
2. Request for instruction and for deliberation

#### **Minutes and Releasing Section:**

1. Draft minutes and resolutions for advance release and such other queries for the action of the Chairperson
2. Agenda with Action

#### **Records/Agenda/Minutes Sections:**

1. Only two (2) copies of agenda and supplemental agenda will be distributed to the Rollo Room
2. Special Second Division's procedures will remain the same unless requested by the Member/s (for discussion)

#### **Other matters:**

1. Copies of decisions and extended resolutions for the Public Information Office will be sent to its e-mail account using our Office's webmail account.
2. Except for urgent matters, all *rollos* forwarded to the Division shall be immediately sanitized by the Records Section assigned staff and placed in the bodega for 24 hours of no contact before distribution to the assigned staff. *Rollos* for urgent matters (per instruction, decisions/extended resolutions) shall be immediately sanitized by the Records Section assigned staff.
3. Each Section shall devise its own internal logging/receiving system of electronically-sent files for proper record-keeping.

## **B. REPORTING OF PLEADINGS**

In order to avoid delay in the reporting of pleadings and to minimize movement of *rollos*, the following period shall be observed by the Records Section in the transmittal of pleadings/*rollos* with pleadings to the Agenda Section and the latter in the inclusion in the agenda report, to wit:

### **RECORDS DIVISION:**

#### **1. PLEADINGS AWAITING APPROVAL OF THE RESOLUTION/DECISION**

The pleadings shall be transmitted to the Agenda Section within two (2) days from the approval of the resolution and/or promulgation of decision.

The Records Section Chief/assigned staff shall coordinate with the Minutes Section Chief to facilitate the processing of resolution/decision and transmittal of *rollo/s*.

#### **2. PLEADINGS WITHOUT ROLLOS**

Upon transmittal of the pleadings from the Judicial Records Office, the assigned staff shall immediately prepare a written request to the Rollo Room of the *rollos* of the said cases. Within **five (5) working days** from the written request and the *rollo* is not yet available, the assigned staff shall prepare a temporary *rollo* within two (2) days for immediate transmittal to the Agenda Section.

#### **3. REPORTING OF THE ROLLOS WITH PLEADINGS-**

Upon transmittal of the *rollo/s* with pleading/s from the Judicial Records Office, the assigned staff shall immediately process the *rollo/s* for immediate transmittal to the Agenda Division.

### **AGENDA SECTION:**

The Agenda Section shall observe the period for reporting of pleadings in accordance with Rule 2, Rule 11 of the Supreme Court Internal Rules, to wit:

(a) motions for extension of time to file petitions and other urgent matters - immediately calendared;

(b) appeals in criminal cases under Article 47 of the Revised Penal Code, as amended, or under Rule 122 of the Rules of Court - within fifteen days;

(c) petitions under Rules 45, 64 and 65 - within ten days, unless a party asks for the issuance of a temporary restraining order or an extraordinary writ, and the Chief Justice authorizes the holding of a special raffle and the immediate inclusion of the case in the agenda;

(d) motion for inhibition - within ten days, unless the petition prays for a temporary restraining order, in which case the motion must be immediately included in the agenda; and

(e) other pleadings - within ten days.

### **C. TRANSMITTAL OF ROLLOS/TEMPORARY ROLLOS TO THE ROLLO ROOM/PONENTE**

To minimize the movement of rollos, and except when there is/are defect/s in the pleadings, the *rollos* and temporary *rollos* of cases where the pleadings reported in the agenda are motions for extension of time to file petitions, comment and reply shall not be forwarded to the Rollo Room/*ponente*.

The aforesaid process shall also be applicable for retirement cases.

### **D. RULES ON STRICT CONFIDENTIALITY**

In the entire process of work operations, the communications done in and through social media platforms including but not limited to FB, FB messenger, viber and telegram messenger chat groups, protonmail and webmail are covered by the policy on strict confidentiality and shall be the personal responsibility and accountability of the person concerned.

### **E. SKELETON WORKFORCE**

Due to health issues like respiratory problems caused by long-hours of wearing the face masks and stress-related aches and pains from the rigors of daily commuting at this time when there is limited availability of public transportation and the accumulated workload/unfinished tasks disrupted by the present pandemic which must be timely accomplished by half the number of employees comprising the skeleton workforce, and to maintain the productivity and efficiency of the employees without compromising their health and well-being during this critical period, the Divisions of the Office shall operate in two (2) batches alternately for the weeks June 1- 5, 2020 (1<sup>st</sup> Batch) and June 8-11, 2020 (2<sup>nd</sup> Batch) and the succeeding weeks, alternately daily, MWF and TTh. However, employees may be required to report for work at any time as the need arises.

### **RECORDS SECTION**

1. Receiving of documents/pleadings/*rollos* forwarded by the Judicial Records Office (JRO), the Rollo Room, Office of the Chief Justice (OCJ) and other offices, and the recording of such transmittals -

<b>1<sup>ST</sup> Batch</b>	<b>2<sup>nd</sup> Batch</b>
Ms. Malou Montinola	Mr. Juanito M. Recio, Jr.
Ms. Nelle Esguerra	Ms. Hannah Cheng
Ms. Shiela Acurato	Ms. Thelma Panela

2. Updating the Case Administration System (CAS) and Rollo Tracking System (RTS)-

<b>1<sup>ST</sup> Batch</b>	<b>2<sup>nd</sup> Batch</b>
Ms. Roda Gombio	Ms. Riza Bonus
	Mr. Dennis Dela Cruz

3. Updating the index cards/case filing system-

<b>1<sup>ST</sup> Batch</b>	<b>2<sup>nd</sup> Batch</b>
Mr. Roberto Samson	Ms. Vanessa Lapitan
Ms. Shiela Acurato	Ms. Thelma Panela
	Ms. Butz Madeja

4. Preparation of the *rollos* of cases included in the Agenda for transmittal to the Rollo Room, OCJ-

<b>1<sup>ST</sup> Batch</b>	<b>2<sup>nd</sup> Batch</b>
Mr. Odon Balani	Mr. Ian Lanche
Mr. Roberto Samson	Mr. Dennis Dela Cruz

5. Updating of case *rollos* before releasing to docketing offices and Divisions-

<b>1<sup>ST</sup> Batch</b>	<b>2<sup>nd</sup> Batch</b>
Mr. Odon Balani	Mr. Ian Lanche
Mr. Roberto Samson	Mr. Dennis Dela Cruz

6. Attaching temporary *rollos*, resolutions/decisions and pleadings to case *rollos* and forwarding to office concerned-

<b>1<sup>ST</sup> Batch</b>	<b>2<sup>nd</sup> Batch</b>
Mr. Jay-Ar Dugay	Mr. Dennis Dela Cruz
Mr. Odon Balani	Mr. Ian Lanche
Mr. Roberto Samson	

7. Requesting of case *rollos*, temporary *rollos*, resolutions and other documents needed by the Minutes and Agenda Sections-

<b>1<sup>ST</sup> Batch</b>	<b>2<sup>nd</sup> Batch</b>
Ms. Malou Montinola	Ms. Vanessa Lapitan

## AGENDA SECTION

1. Reporting of pending regular Division and Special Second Division cases, newly-filed petitions/motions and other pleadings, and administrative matters/cases-

<b>1<sup>st</sup> Batch</b>	<b>2<sup>nd</sup> Batch</b>
Atty. Oscar Penaranda – (MTF)-1 <sup>st</sup> Batch June 1-5, 2020/(WTh)-2 <sup>nd</sup> Batch June 8-11, 2020	
Atty. Rachele Uy-Trinidad-(WTh)-1 <sup>st</sup> Batch June 1-5, 2020/(MTF)-2 <sup>nd</sup> Batch June 8-11, 2020	
Atty. Marianne Rose Arcilla	Atty. Christine Erica Banzon
Atty. Pamela Bianca Dalumpines	Fernando Campana, Jr.

2. Typing of daily reports and preparation of the Agenda draft/s-

<b>1<sup>st</sup> Batch</b>	<b>2<sup>nd</sup> Batch</b>
Wilfredo dela Rosa	Diesedel Anciano
Russell Glen Santos	Donna Faye H. Dilla

3. Proofreading of case reports for inclusion in the Agenda and checking of Agenda draft/s-

<b>1<sup>st</sup> Batch</b>	<b>2<sup>nd</sup> Batch</b>
Atty. Ma. Consolacion G. Cruzada	Atty. Ramon G. Llamas

4. Final Review of the Agenda draft/s-

DDCC Atty. Teresita A. Tuazon/Atty. Ma. Consolacion G. Cruzada

5. Photocopying of the Regular and Supplemental Agenda drafts and transmittal of the same to the Rollo Room (OCJ) for distribution to the Second Division Members-

Lowelbert P. Angulo - 4 days a week

## MINUTES AND RELEASING SECTION

1. Drafting of the Minutes draft/s and resolutions-

Atty. Marilyn V. Reyes / Atty. Joseph A. Soriano Jr.

2. Preparation/formatting of the Minutes draft/s and resolutions-

<b>1<sup>st</sup> Batch</b>	<b>2<sup>nd</sup> Batch</b>
Randy Jarabe	Nadine Fabia

3. Proofreading of the Minutes draft/s-

Atty. Marilyn V. Reyes	/	Atty. Joseph A. Soriano Jr.
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4. Final Review of the Minutes draft/resolutions, and signing of resolution-

DDCC Atty. Teresita A. Tuazon
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5. Encoding of parties/counsels and their addresses-

1 <sup>st</sup> Batch	2 <sup>nd</sup> Batch
Gina Jarabe	Jake Villodres

6. Checking of accuracy of resolutions and parties with reference to the case *rollos*-

1 <sup>st</sup> Batch	2 <sup>nd</sup> Batch
Atty. Carlo Isidore B. Itao	Jhamel P. Bansao

7. Photocopying of resolutions and managing of case *rollos* for checking-

1 <sup>st</sup> Batch	2 <sup>nd</sup> Batch
John Carlo Ocampo	Glenn Balsomo

8. Preparation of mailing envelopes, return cards and proof of mailing, and transmittal of resolutions to the JRO for mailing-

1 <sup>st</sup> Batch	2 <sup>nd</sup> Batch
Imelda De Leon	Warlito Lozano

9. Proofreading and promulgation of decisions/signed resolutions, and releasing of unsigned resolutions-

1 <sup>st</sup> Batch	2 <sup>nd</sup> Batch
Atty. Cassandra I. Bragado/ Atty. Carlo Isidore B. Itao	Atty. Roselle Casiguran/ Atty. Mary Joyce Roselle Creag-Estil

10. Final proofreading of decisions/signed and minute resolutions and signing thereof

DDCC Atty. Teresita A. Tuazon
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11. Service of Court processes and transmittal of documents to other offices within the Court-



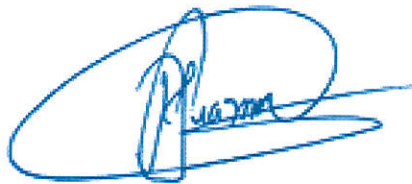
<b>1<sup>st</sup> Batch</b>	<b>2<sup>nd</sup> Batch</b>
Wilandri Borrega	Jake Villodres

Appurtenant to the above workplace rules/guidelines, the employees were furnished with copies of the office memos for their guidance and strict compliance.

In the meantime, the Office is in the process of adjusting the employees' schedules to cope with the accumulated workload/unfinished tasks disrupted by the present pandemic, taking into consideration the minimal risk and exposure of employees to the pandemic whilst preserving the efficiency and productivity of the service. Once finalized, we will submit it immediately to your Office for your consideration.

A copy of the ODCC-2<sup>nd</sup> Division Skeleton Workforce Arrangement for 1-5 June 2020 and 8-11 June 2020 is attached herewith for your reference.

Very truly yours,



**ATTY. TERESITA AQUINO TUAZON**  
Deputy Division Clerk of Court

**OFFICE OF THE DIVISION CLERK OF COURT-SECOND DIVISION**

**SKELETON WORKFORCE**

**DEPUTY CLERK OF COURT**

ATTY. TERESITA A. TUAZON	3 days a week and/or as the need arises
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**RECORDS SECTION**

<b>1<sup>ST</sup> Batch</b>	<b>2<sup>nd</sup> Batch</b>
1. Ms. Malou Montinola	1. Mr. Juanito M. Recio, Jr.
2. Ms. Nelle Esguerra	2. Ms. Hannah Cheng
3. Ms. Roda Gombio	3. Ms. Riza Bonus
4. Mr. Ian Lanche	4. Ms. Vanessa Lapitan
5. Mr. Odon Balani	5. Mr. Jay-Ar Dugay
6. Mr. Roberto Samson	6. Mr. Dennis Dela Cruz
7. Ms. Shiela Acurato	7. Ms. Thelma Panela
	8. Ms. Butz Madeja

**AGENDA SECTION**

<b>1<sup>ST</sup> Batch</b>	<b>2<sup>nd</sup> Batch</b>
1. Atty. Ma. Consolacion G. Cruzada	1. Atty. Ramon Llamas
2. Atty. Oscar Penaranda	2. Atty. Rachele Uy-Trinidad
3. Atty. Marianne Rose Arcilla	3. Atty. Christine Erica Banzon
4. Atty. Pamela Dalumpines	4. Fernando Campana, Jr.
5. Russell Glen Santos	5. Diesedel C. Anciano
6. Wilfredo dela Rosa	6. Donna Faye H. Dilla
7. Lowelbert P. Angulo (4 days a week)	7. Lowelbert P. Angulo (4 days a week)

**MINUTES AND RELEASING SECTION**

<b>1<sup>ST</sup> Batch</b>	<b>2<sup>nd</sup> Batch</b>
1. Atty. Marilyn V. Reyes – 3 days a week	
1. Atty. Joseph A. Soriano Jr. – 3 days a week	
2. Atty. Cassandra Bragado	2. Atty. Roselle Casiguran
3. Atty. Carlo Isidore Itao	3. Atty. Mary Joyce Roselle Creag-Estil
4. Randy Jarabe	4. Jhamel P. Bansao
5. Gina Jarabe	5. Nadine Fabia
6. Imelda De Leon	6. Jake Villodres
7. Wilandri Borrega	7. Warlito Lozano
8. John Carlo Ocampo	8. Glenn Balsomo