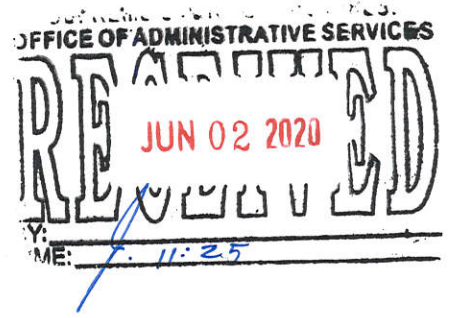




Republic of the Philippines
Supreme Court
Manila



THIRD DIVISION

OFFICE MEMORANDUM ORDER NO. 01 - 2020

TO: ALL OFFICIALS AND STAFF, OFFICE OF THE DIVISION CLERK OF COURT- THIRD DIVISION

DATE: MAY 31, 2020

RE: RETURN TO WORK GUIDELINES AND OPERATING PROCEDURES

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I. PURPOSE

To provide a new norm office procedure in the Office of the Division Clerk of Court (ODCC)-Third Division in view of the COVID-19 pandemic thereby ensuring the good health and well-being of its officials and employees. Moreover, this is in compliance with the Memorandum Circular issued by Chief Justice Diosdado M. Peralta on May 21, 2020 establishing the Supreme Court’s Workplace Protocol during the partial and full operation of the Court.

II. WORK SCHEDULE AND ARRANGEMENTS

1. The office personnel shall be divided into two (2) groups, namely: Monday Group and Wednesday Group which corresponds to the days of the session of the Third Division.
2. Work schedule shall be from Mondays through Fridays from 8:00 a.m. to 4:30 p.m. with more or less one half of Third Division staff physically present on a rotational basis for one week and the other half working from home and *vice versa* on the succeeding weeks.
3. Hereunder are the members of the Monday and Wednesday groups.

MONDAY GROUP	WEDNESDAY GROUP
Atty. Misael Domingo C. Battung III	Atty. Ma. Esperanza B. Felipe
Mr. Raphael Sandro C. Ramirez	Atty. Katrina Bianca V. Pangan
Atty. Rumar D. Pasion	Atty. Shaira Alexandra Salmani-Namba
Atty. Gabrielle E. Ricolcol	Atty. Joy Mateo-Esclamado

Atty. Junelyn D. Ansan	Mr. Felix-Conrado B. Martinez
Ms. Joyce M. Bautista	Ms. Susan S. Tuale
Ms. Myra C. Valeroso	Ms. Mae Ann Rose T. Flores
Ms. Juleanne B. Sycayco	Atty. Melchor L. De Leon
Ms. Joyce Ann F. Biyo	Atty. Glory V. Mauricio
Ms. Elizabeth L. Ting	Ms. Arvie Diana N. Belarmino
Atty. James Daniel O. Bicomong, Jr.	Ms. Maria Ana C. Español
Atty. Sittie Phamy G. Conding	Ms. Arlene S. Sancho
Ms. Irene V. Pastorfide	Ms. Maria Luisa T. Idañol
Ms. Gina C. Vinluan	Ms. Olga C. Bihag
Ms. Olivia T. Abjelina	Ms. Angeelyn M. Ramos
Mr. Gabriel Angelo G. Suazo	Mr. Kenneth R. Venturina
Ms. Gemma De T. Castro	Ms. Anna Liza U. Aureada
Ms. Rosie M. Retes	Mr. Andrian R. Idañol
Ms. Christine Joy V. Lumitap	Mr. Rex C. Manlapaz
Mr. Alex S. Montinola	Mr. Mark Anthony C. Mingao
Mr. Joey DL. Sardea	Mr. Pedro M. Masongsong
Ms. Christine M. Puno	Mrs. Angelina D. Masongsong
Mr. Manuel Miranda	Mr. Samuel L. Ancheta Jr.
Mr. Reno R. Mamay	
Mr. Jerome F. Estel	
Ms. Dezereh Ann P. Vizon	

4. Generally, the Monday Group will report on the first week of June and the Wednesday Group on the second week, then the Monday Group and so on. The adjusted work schedule for officials and staff who will report to work on the following weeks are as follows:

FIRST WEEK - June 1-5

- | | |
|------------------------------------|------------------------------|
| 1) Atty. Misael Domingo C. Battung | 2) Raphael Sandro C. Ramirez |
|------------------------------------|------------------------------|

III

AGENDA DIVISION

- | | |
|--------------------------------|------------------------|
| 3) Atty. Rumar D. Pasion | 7) Myra C. Valeroso |
| 4) Atty. Gabrielle E. Ricolcol | 8) Juleanne B. Sycayco |
| 5) Atty. Junelyn D. Ansan | 9) Joyce Ann F. Biyo |
| 6) Joyce M. Bautista | 10) Elizabeth L. Ting |

MINUTES AND RELEASING DIVISION

- | | |
|---|------------------------------|
| 11) Atty. James Daniel O. Bicomong, Jr. | 15) Gabriel Angelo G. Suazo |
| 12) Atty. Sittie Phamy G. Conding | 16) Rosie M. Retes |
| 13) Irene V. Pastorfide | 17) Christine Joy V. Lumitap |
| 14) Gina C. Vinluan | |

RECORDS DIVISION

- | | |
|-----------------------|--------------------------|
| 18) Alex S. Montinola | 22) Reno R. Mamay |
| 19) Joey DL. Sardea | 23) Jerome F. Estel |
| 20) Christine M. Puno | 24) Dezereh Ann P. Vizon |
| 21) Manuel M. Miranda | |

SECOND WEEK - June 8 - 12

AGENDA DIVISION

- | | |
|---|------------------------------|
| 1) Atty. Ma. Esperanza B. Felipe | 4) Atty. Joy Mateo-Esclamado |
| 2) Atty. Katrina Bianca V. Pangan | 5) Felix-Conrado B. Martinez |
| 3) Atty. Shaira Alexandra Salmani-Namba | 6) Susan S. Tuale |
| | 7) Mae Ann Rose T. Flores |

MINUTES AND RELEASING DIVISION

- | | |
|------------------------------|--------------------------|
| 8) Atty. Melchor L. De Leon | 14) Olivia T. Abjelina |
| 9) Atty. Glory V. Mauricio | 15) Olga C. Bihag |
| 10) Arvie Diana N. Belarmino | 16) Gemma T. De Castro |
| 11) Maria Ana C. Espaol | 17) Angeelyn M. Ramos |
| 12) Arlene S. Sancho | 18) Kenneth R. Venturina |
| 13) Maria Luisa T. Idanol | |

RECORDS DIVISION

- | | |
|----------------------------|----------------------------|
| 19) Anna Liza U. Aureada | 23) Pedro M. Masongsong |
| 20) Andrian R. Idanol | 24) Angelina D. Masongsong |
| 21) Rex C. Manlapaz | 25) Samuel L. Ancheta, JR. |
| 22) Mark Anthony C. Mingao | |

THIRD WEEK - June 15 - 19

- 1) Atty. Misael Domingo C. Battung III
- 2) Raphael Sandro c. Ramirez

AGENDA DIVISION

- 3) Atty. Rumar D. Pasion
- 4) Atty. Gabrielle E. Ricolcol
- 5) Atty. Junelyn D. Ansan
- 6) Joyce M. Bautista
- 7) Myra C. Valeroso
- 8) Juleanne B. Sycayco
- 9) Joycee Ann F. Biyo
- 10) Elizabeth L. Ting

MINUTES AND RELEASING DIVISION

- 11) Atty. James Daniel O. Bicomong, JR.
- 12) Atty. Sittie Phamy G. Conding
- 13) Irene V. Pastorfide
- 14) Gina C. Vinluan
- 15) Olivia T. Abjelina
- 16) Gemma T. De Castro
- 17) Gabriel Angelo G. Suazo
- 18) Rosie M. Retes
- 19) Christine Joy V. Lumitap

RECORDS DIVISION

- 20) Alex S. Montinola
- 21) Joey DL. Sardea
- 22) Christine M. Puno
- 23) Manuel M. Miranda
- 24) Reno R. Mamay
- 25) Jerome F. Estel
- 26) Dezereh Ann P. Vizon

FOURTH WEEK - June 22 - 26

AGENDA DIVISION

- 1) Atty. Ma. Esperanza B. Felipe
- 2) Atty. Katrina Bianca V. Pangan
- 3) Atty. Shaira Alexandra Salmani-Namba
- 4) Atty. Joy Mateo-Esclamado
- 5) Felix-Conrado B. Martinez
- 6) Susan S. Tuale
- 7) Mae Ann Rose T. Flores

MINUTES AND RELEASING DIVISION

- 8) Atty. Melchor L. De Leon
- 9) Atty. Glory V. Mauricio
- 10) Arvie Diana N. Belarmino
- 11) Maria Ana C. Espanol
- 12) Arlene S. Sancho
- 13) Maria Luisa T. Idanol
- 14) Olga C. Bihag
- 15) Angeelyn M. Ramos
- 16) Kenneth R. Venturina

RECORDS DIVISION

- | | |
|----------------------------|----------------------------|
| 17) Anna Liza U. Aureada | 21) Pedro M. Masongsong |
| 18) Andrian R. Idanol | 22) Angelina D. Masongsong |
| 19) Rex C. Manlapaz | 23) Samuel L. Ancheta, Jr. |
| 20) Mark Anthony C. Mingao | |

The work schedule of personnel is subject to change upon approval of the DCC.

5. Officials and staff who are not reporting to office shall work from home.
6. Officials and staff who are generally healthy and who are not exhibiting any COVID-related symptom may seek a flexible or alternative work arrangement (e.g. work from home, compressed work week, etc.) if they fall under any of the following categories, upon recommendation of the Chief of the Division and prior approval of the DCC:
 - a) Pregnant women;
 - b) Persons with chronic respiratory illnesses (e.g. asthma) or comorbidities;
 - c) Those with weakened immune systems or with autoimmune disorders;
 - d) Those living with persons who may be vulnerable to the virus; and
 - e) Those living in localities under total lockdown imposed by the local government.

III. DIGITAL WORKFLOW GUIDELINES

Health experts found that the Covid-19 virus subsists in any surface or anything such as paper materials for 24 hours, hence, a digital workflow becomes a necessity to minimize physical contact and exchange. The use of a safe and secured digital transmission is, thus, imperative in the exchange of inter-office communications and submission and receipts of highly confidential documents. In the meantime, the ODCC, Third Division and its officials and personnel shall have their own respective **protonmail.com** accounts for use in our digital transmission.

Officials and staff who are working from home should have a laptop or desk computer, stable internet connection and mobile phone and/or landline. They should secure information and documents that may be accessible from their home. They should keep an open line of communication during their work hours and submit accomplishment reports or deliverables within a reasonable period as determined by the Chief of the Division and/or the DCC.

A. AGENDA

1. All copies (hard/soft) of new petitions (raffled to ODCC, Third Division) and subsequent pleadings filed before the Court shall be received by the Records Division from the Judicial Records Office (JRO);

- 1.1 The e-filing portal of the office must at all times be scanned for new transmission from the JRO. Before the end of the office hours, Kenneth Venturina or Gabriel Angelo Suazo shall collate all the transmissions in a list form and give it to Mr. Alex Montinola for assignment and reporting of the newly filed pleadings to Agenda Reporters Court Attys. Katrina Bianca Pangan/Gabrielle Ricolcol/Shaira Alexandra Salmani-Namba/Junelyn Ansan/Mary Joy Mateo-Esclamado or Legal Researchers Joyce Bautista/Felix Conrado Martinez through their protonmail.com accounts;
- 1.2 All unreported pleadings pending in the office before the lockdown shall be reported by Reporters in the office premises. The Records Division is directed to assign all unreported pleadings to Reporters;
- 1.3 Reporters are enjoined to make it sure that their reports are complete and status fully verified because Atty. Ma. Esperanza Felipe or Atty. Rumar Pasion may no longer verify the veracity of such reports due to the current set-up. Before submitting the reports, reporters are required to set aside a day to report for work to fully verify their reports with the *rollo*. Nonetheless, Attys. Felipe and Pasion shall ensure the correctness of the reports;
2. All reports shall then be electronically transmitted to encoders, Susan Tuale, Myra Valeroso, Juleanne Sycayco, Mae Ann Rose Flores, and Elizabeth Ting for the pre-drafting of the Regular, Supplemental and Special Agendas of the Third Division of the Court;
3. The pre-drafts of the Regular/Special Agenda (Monday or Wednesday) shall be e-mailed to Atty. Felipe or Atty. Pasion at their protonmail.com accounts for review and correction;
 - 3.1 However, the draft of the Supplemental Agenda for Monday or Wednesday, respectively, (which include cases reset for specific dates) shall be emailed to Attys. Pangan (Wednesday) and Atty. Ricolcol (Monday) for initial review and corrections, after which the same will be forwarded to Attys. Felipe and Pasion for cursory review;
 - 3.2 The reviewed drafts of the Regular/Special/Supplemental Agendas shall thereafter be transmitted via email to the Records Division for verification with the case cards. Concerned officials and employees of the Records Division are thus enjoined to report for work;
4. The reviewed drafts of the Regular/Special/Supplemental Agendas shall be transmitted to the Division Clerk of Court (DCC) Atty. Misael Domingo C. Battung III for final review and release;
5. All approved drafts of the Regular/Special/Supplemental Agendas shall thereafter be converted into **Portable Document Formats (PDF)** for submission to the *Rollo Room* and to the Office of the Chairperson's protonmail.com account.

B. MINUTES

1. The soft copies of the Final Drafts of the Agendas will then be transmitted to the protonmail.com account of Olivia Abjelina who will prepare the pre-drafts of the Minutes of the Third Division;
2. Upon receipt of the PDF copies of the Agenda with Action from the protonmail.com account of the ODCC, Third Division, Maria Luisa Idanol shall transmit the same to Olivia Abjelina, Atty. Glory Villanueva, Atty. Sittie Phamy Conding, Atty. Melchor L. De Leon, Atty. James Daniel Bicomong and to DCC Atty. Battung III via their protonmail.com accounts. Ms. Abjelina, on the other hand, shall transmit her draft/s of the Minutes (including the advance items) to the email accounts of Atty. Mauricio and Atty. Conding for review and corrections;
 - 2.1 Ms. Idanol shall also furnish the Agenda Division through Joycee Ann Biyo and Mae Ann Rose Flores a copy of the Agenda with Action for purposes of collecting the items RESET to another Agenda date;
3. The reviewed draft/s of the Minutes shall be transmitted by Attys. Mauricio and Conding through email to Angeelyn Ramos for proof reading before finally transmitting the same to the DCC for final review and release;
4. All approved drafts of the Minutes shall thereafter be converted into **Portable Document Formats (PDF)** for submission to the Office of the Chairperson's protonmail.com account for approval;
5. Pending receipt of the approved Minutes, Irene Pastorfide and Arvie Diana Belarmino shall lay out the Minutes of the Agenda for the Monday and Wednesday sessions, respectively, in Resolution format *sans* the parties which are stored in the personal computer of Olga Bihag and Gabriel Angelo Suazo;
 - 5.1 Ms. Bihag shall be prompted by Ms. Pastorfide and Ms. Belarmino to give them, via email, the parties of respective items in the Minutes. They will then transmit their respective draft resolutions via email to Atty. De Leon and Atty. Bicomong who will review the same;
6. Upon receipt of the Approved Minutes, the **PDF** copy thereof shall be transmitted by Ms. Idanol to the email accounts of Gemma De Castro, Atty. De Leon and Atty. Bicomong. Any changes and corrections made by the *ponente* shall be incorporated by Attys. De Leon and Bicomong in the draft resolutions then prompting Ms. De Castro of such changes, if there is any, for purposes of incorporating such changes in the master copy of the Minutes;
7. After finalizing the draft Resolutions, the same shall be transmitted back via email by Attys. De Leon and Bicomong to Ms. Pastorfide and Ms. Belarmino who shall print the Resolutions for the former's initial and the eventual submission of the same to the DCC for signature;

7.1 Attys. De Leon and Bicomong needs to report for work when Minute Resolutions are ready for their initial;

C. RELEASE OF MINUTE/EXTENDED AND SIGNED RESOLUTIONS AND DECISIONS: The release of minute/extended and signed resolutions, and decisions could not be possibly made with our digital workflow, hence, essential employees and officials of the Minutes (Gina Vinluan, et al.) and Records Divisions are enjoined to report for work during the release of such resolutions and decisions

D. RECORDS DIVISION.

The personnel of the Records Division composed of Alex Montinola, Anna Liza Aureada, Samuel Ancheta, Jr. Andrian Idanol, Joey Sardea, Reno Mamay, Angelina Masongsong, Pedro Masongsong, Jerome Estel, Mark Anthony Mingao, Manuel Miranda, Dezereh Ann Vizon and Christine Puno may be required to report for work in view of the nature of their work.

IV. PERSONNEL REQUESTS, SERVICES, AVAILMENT OF BENEFITS AND OTHER TRANSACTIONS

A. The Office shall not entertain any walk-in requests. Requests for documents, services, and the like, should be made online, through the Office email address: occ3rddiv@Judiciary.gov.ph.

In the same manner, officials and staff of the Office should make their requests to the other SC Offices via a telephone, the emails or mobile phones. The Executive Assistant, Mr. Raphael Sandro Ramirez should make a Directory containing both the landline numbers, mobile phone numbers (if any), and email addresses of each Office of the Supreme Court. This should be posted strategically in the Office;

B. Transactions involving receipt of *rollos* and other documents/papers from the JRO, Office of the Court Administrator, Office of the Bar Confidant and from the other offices of the Court shall be allowed. However, the messenger/carrier shall only be allowed up to the Reception Area. From there, a Records staff shall push the Platform Cart inside the Office;

The said documents or papers and/or the logbook of the Office concerned shall be placed on a receptacle designated by the Records Division. The same shall be picked up by the Office receiver, who shall sign in the logbook or stamp receive the file copy and put it back on the receptacle. Contactless transactions shall always be maintained; and

C. Availing of medical and dental services should be made via phone or any other medium set by Medical and Dental Service.

V. HYGIENE AND SAFETY PROTOCOLS IN THE OFFICE

Standard Health Requirements

1. Everyone should always wear a face mask. A face shield may be worn for added protection;
2. Frequent handwashing with soap and water should be practiced. Sanitizing, as frequently, with alcohol should be done. Everyone must avoid touching his eyes, ears and nose; and
3. Physical distancing, at least one (1) meter apart, shall be observed at all times.
4. Ms. Olga Bihag, the supplies-in-charge, must regularly check whether there are sufficient supplies of clean water, soap, disinfectant sprays, hand sanitizers and alcohol. She must secure a steady stock of these items, as allowed by OAS-Supplies. On the other hand, the OAS-Maintenance should be called upon immediately in case of short supply of clean water for washing, or lack of running water;
5. The doorknob on the main door shall be disinfected every two (2) hours. It may be better to keep one side of the door open to minimize the need to handle the same frequently. Since they are kept open throughout the day, doorknobs on Rooms 1 and 2 may be disinfected once every morning and afternoon;
6. Should personnel experience any of the following symptoms:
 - a) Fever
 - b) Fatigue
 - c) Shortness of breath
 - d) Fatigue
 - e) Dry cough
 - f) Body aches

They must inform Executive Assistant, Raphael Ramirez who will then refer them to the SC Clinic for evaluation.

Ingress and Reception

1. Disinfectant solution must be applied to hands before touching doorknob;
2. The office may put up a transparent plastic cover in the reception counter to protect the frontline personnel from the public;
3. Sanitizers/alcohols and disinfectant sprays shall be placed where accessible to all. There must an alcohol or alcogel placed on all entry points – main entrance as well as entrance to each Office rooms;
4. A personal pen must be used when registering attendance in the logbook; and

5. Loitering is strictly prohibited. One must secure a Pass from the DCC if there is a need to go out of the Court. In any case, one must sign the Locator Log for his whereabouts; and
6. Receiving visitors and personal packages are not allowed inside the office.

Meals and Breaktime

1. Only three (3) people are allowed at the pantry at any time;
2. It is best to take meals/snacks at his/her work station/cubicle;
3. Employees must bring their own dishwashing liquid and sponge; and
4. Tables and chairs must be disinfected after use.

Communication

1. Employees must maintain a one (1) meter distance when talking/communicating from each other. All are encouraged to communicate with officemates via email or instant messaging in conducting their official or personal transactions; and
2. Avoid converging/gathering in groups.

Workplace

1. Sharing or using one office supplies (USB, pens, pencils) and equipment is discouraged;
2. *Rollos* in work stations should be removed after its use by the Records staff;
3. Everyone must keep his personal work station or area regularly cleaned and disinfected;
4. If possible, no touch waste bins must be used; and
5. All things frequently used in the Office such as, but not limited to, filing cabinets, tables and chairs should also be disinfected after every use. All the other facilities, utilities and office rooms commonly used shall be disinfected at the end of each working day. For this purpose, a list of the employees who will take turn in disinfecting the Office (when the maintenance is not available) shall be made by Mr. Ramirez.

In the exigency of the service. the DCC may require the physical presence of lawyers and staff to carry out essential functions in relation to their work.

For immediate and strict compliance.

Misael DCCB-III
MISAELO DOMINGO C. BATTUNG III
Division Clerk of Court
Third Division