



Republic of the Philippines  
Supreme Court  
Office of the Court Administrator  
Manila

OFFICE OF ADMINISTRATIVE SERVICES  
**RECEIVED**  
JUN 02 2020  
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**MEMORANDUM FOR:**

**HON. DIOSDADO M. PERALTA**  
Chief Justice

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

**Re: Work Protocol and Operating Procedures in the  
Court Management Office, Office of the Court  
Administrator**

In compliance with Letter G (IV) of Memorandum Circular No. 4-2020 dated May 22, 2020 on the Supreme Court Work Protocol and Operating Procedures, the Court Management Office (CMO) respectfully submits the following work protocols and operating procedures:

**OPERATING PROCEDURES**

In addition to the guidelines in the Supreme Court Work Protocol and Operating Procedures, the CMO shall adopt the following measures:

- 1) Receiving and Recording of Incoming Mail Matters and Internal Documents
  - The assigned utility personnel will get the mails from the allotted box located at the SC Centennial Building two (2) times a day (morning and afternoon). He/She will be responsible for opening of the mails. The opened mail matters will be placed in a BOX allotted for each of the four (4) CMO Divisions.
  - Each Division will assign the personnel who will get the mail matters from the BOX and he/she will record them in the respective Division Logbook.
  - Each Division will also assign an Officer of the Day (OD) to handle electronic mails (email) which shall be sent to the following official email addresses:

| <b>CMO Divisions</b>                              | <b>Email Address</b>   |
|---|--|
| CMO Proper  |  |
| Judicial Supervision & Monitoring Division (JSMD) | <a href="mailto:ocafeedback@sc.judicial.gov.ph">ocafeedback@sc.judicial.gov.ph</a> |
| Planning Division (PLAD)                          | <a href="mailto:plad_cmo@sc.judiciary.gov.ph">plad_cmo@sc.judiciary.gov.ph</a>     |
| Fiscal Monitoring Division (FMD)                  | <a href="mailto:fmd.cmo.oca@gmail.com">fmd.cmo.oca@gmail.com</a>                   |
| Statistical Reports Division (SRD)                | <a href="mailto:srdcmo@sc.judiciary.gov.ph">srdcmo@sc.judiciary.gov.ph</a>         |

*Areas of Concern per Division:*

| <b>CMO Divisions</b> | <b>Areas of Concern</b>   |
|----------------------|---|
| <b>CMO Proper</b>    | Immersion and assumption of newly-appointed judges and other concerns on CMO matters  |
| <b>JSMD</b>          | Designation of acting presiding and assisting judges, executive and vice-executive judges; Authority to hear detention prisoners and queries on court matters |
| <b>PLAD</b>          | Issuances of circulars (team building, seminars, conventions and the like)  |
| <b>FMD</b>           | Conduct of financial audits of accountable officers, Financial reports as well reconciliation of records and statements                                       |
| <b>SRD</b>           | Submission of monthly and semestral docket inventory reports and other required reports   |

2) Routing of Documents to the Different Divisions and Other SC Offices

- Routing of documents received through email (Per DIVISION) will be sent to the above email addresses to avoid face-to-face conversation/meeting.
- Routing/Releasing of documents to OTHER SC OFFICES will be assigned to the messenger or utility personnel. Wearing of hand gloves and face shield are encouraged for protection.

3) Submission and Review of drafts (memo, letters, AMFA, reports, circulars, etc)

- The Legal Researcher and key personnel shall submit thru EMAIL their respective DRAFTS FOR REVIEW to their respective Chiefs of Division
- The DRAFTS reviewed by Chief of Division/Assistant Chief of Office shall be forwarded thru EMAIL to the CMO Chief of Office for final review.

- The email system is implemented in the submission and review of drafts to avoid physical contact and face-to-face meetings. Feedbacks are likewise made thru phone calls, video conferencing and emails for the same reasons.
- 4) Submission of Documents (Memoranda, Letters, Reports etc.) by the Chief of Office to OCA and/or DCA Concerned for Review and/or Approval
- The CMO Chief of Office will submit the reviewed documents to OCA, DCA and/or ACA concerned thru EMAIL to minimize face-to-face meeting.
  - Feedbacks may likewise be made thru phone calls, video conferencing and emails.
  - Hard Copy of the approved documents for signature of the Chief Justice, Court Administrator, DCAs, ACAs and other court officials will be DELIVERED by the assigned messenger to the concerned offices.
- 5) Follow-up on Pending Request in the CMO
- a. Personal follow-ups will not be encouraged.
  - b. Clearance of retired lower court personnel
    - i) SRD and FMD will issue queuing numbers for clearance to avoid congregating inside the office.
    - ii) Waiting area will be allotted outside the office, i.e, in the hallway, for the court personnel making the follow-up. Non-CMO personnel will not be allowed entry, except for official business by the SC personnel. Markings will be made for social distancing. Information on the telephone numbers and email address will be posted in strategic locations..
      - Insider or authorized person to bring the clearance from one office to the next- must not wait inside the office but will wait in the assigned waiting area and shall be called or advised upon if the clearance is for release or be withheld pending for verification purposes
      - Outsider or authorized person to process the clearance - must not wait inside the office but will wait in the assigned waiting area and shall be called or advised upon if the clearance is for release or be withheld pending for verification purposes.



However, must call first the FMD about the status of the clearance to avoid unnecessary trip of the person to the SC.

The following are the basic protocols which shall strictly be observed by the CMO skeletal force during office hours:

### **WORKPLACE HEALTH**

- Clean work areas with disinfectant regularly. The utility personnel shall disinfect these areas every two (2) hours - doorknobs, handles, railings, and telephone mouthpieces
- Each personnel will be responsible to sanitize his/her working area.
- Water and soap are always available in the washroom/comfort rooms
- Sanitizers should be available in strategic areas and accessible to the employees

### **PERSONAL PROTECTION**


- Wear face mask properly covering the nose down to the chin at all times
- Wearing of hand gloves and face shield are optional, but is encouraged to the assigned employee who receives and/or goes out to route documents to different offices
- Wash hands frequently with soap and water or cleansing them with alcohol-based sanitizers.

### **SOCIAL DISTANCING MEASURES**

- Strictly observe social distancing of at least one (1) meter radius between and around each personnel per division.
- A maximum of fifty percent (50%) of the existing personnel will be assigned as a skeletal to ensure that social distancing is strictly observed.
- Personnel shall eat their meals at their own working areas. CMO employees will be encouraged to bring their own food to avoid going out.

1 June 2020

Respectfully submitted.

  
**MARILOU MARZAN-ANIGAN**  
Officer in-Charge  
Court Management Office