



**Supreme Court of the Philippines
Office of the Chief Attorney**

OFFICE MEMORANDUM 05-31-2020

To: All Employees of the Office of the Chief Attorney (OCAAt)
RE: OCAAt Operating Procedures for June 1, 2020 Onwards

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The following OCAAt Operating Procedures are issued by the undersigned for the guidance and observance of all OCAAt employees in compliance with Memorandum Circular No. 04-2020, *Supreme Court Protocol*, issued on May 22, 2020 by Chief Justice Diosdado M. Peralta.

Our office, the OCAAt, is the legal research arm of the Supreme Court (SC) for adjudicative and administrative cases and such other legal matters assigned to our office by the SC *en banc* or any of its Divisions, the Chief Justice, the SC Associate Justices, and the SC Committees and Technical Working Groups. Memorandum Circular No. 04-2020, III.G.iv, par. 1 requires submission by June 2, 2020 by the OCAAt of its Operating Procedures for the “effective and efficient implementation of [its] mandate” beginning June, 1, 2020; and also for the said Operating Procedures’ dissemination to the other offices and attached agencies of the Supreme Court (SC) by the Office of Administrative Services (OAS).

Operating Procedures

1. There shall be a skeleton staff that shall report to the SC from 8:00 a.m. to 12 noon and from 12:30 p.m. until 4:30 p.m., Monday to Friday. For this purpose, the following employees shall be divided into four groups that shall successively report to work on a weekly basis starting June 1-5, 2020.

Group 1		
1	Atty. LINUEL G. ALINDOGAN	<i>Team Leader</i>
2	ROSELYN I. JOBLI	<i>Quarantine Pass Holder</i>
3	RODERICK I. DUERO	

Group 2		
1	Atty. MARIA VICTORIA GLEORESTY SP. GUERRA	<i>Team Leader</i>
2	MANUEL A. IBAY, Jr.	
3	ELINOR L. ESPINEDA	
4	TORIBIO S. BALICOT	<i>Quarantine Pass Holder</i>

Group 3		
1	Atty. CEEZAYE A. BALDOMAR	<i>Team Leader</i>
2	ELINOR L. ESPINEDA	
3	TORIBIO S. BALICOT	<i>Quarantine Pass Holder</i>

Group 4		
1	Atty. RENE B. ENCISO	<i>Team Leader</i>
2	ROSELYN I. JOBLI	<i>Quarantine Pass Holder</i>
3	SHEILA R. MANZANILLA	

On the weeks that they are not reporting to the office, the above skeleton staff shall be working from home (WFH).

2. The Team Leader shall be responsible for reminding the team of their work schedule and assignments as well as ensuring maintenance and cleanliness of the office while they are on duty and strict observance of the work protocols in Memorandum Circular No. 04-2020 issued by the Chief Justice.
3. All skeleton staff shall log their attendance in the Daily Report of Attendance and Tardiness. Per the OAS, there shall be no overtime or flexi-time.
4. Prior to their initial reporting to the office, the skeleton staff must first pass the Rapid Antibody Test, which they can take ahead of their work schedule. If they will be taking the test on their first day of duty, the time when they started lining up for shall be their time in.
5. For health and safety reasons, the following employees shall continue to WFH:

1	Atty. JETHER DE CASTRO-HALOG
2	Atty. ARDELIZA R. DE LA CRUZ
3	Atty. EDELINE P. AMBAS
4	Atty. LORNA CHLOE A. ADVIENTO-DORIG
5	Atty. JASMINE A. MADARANG
6	Atty. CORAZON F. ARAFOL-ELERIA
7	ARSENIA M. MENDOZA

8	CHARO D. LISTANA
9	LETICIA C. SALAZAR-CHENG
10	AILEEN Q. SACDALAN
11	ALBERT C. SEMILLA
12	KARL LOUIS C. VALEÑA

6. In the exigency of service, the Chief Justice and/or the Chief Attorney may require employees to work outside their work schedule or to report to the SC.
7. E-documents for the office shall be emailed to the OCA's Records Division at efiles.ocat@gmail.com for recording purposes. Work assignments and office directives shall also be emailed to the Chief Attorney at leo.guerra.sc@gmail.com for her prompt action.
8. Except as modified by the foregoing, employees shall continue to comply with the Operating Procedures and Work Schemes in the Chief Attorney's Office Memorandum dated May 16, 2020.

May 31, 2020

(Original signed)
MARIA VICTORIA GLEORESTY SP. GUERRA
Deputy Clerk of Court and Chief Attorney