

**OPERATING PROCEDURE pursuant to  
Memorandum Circular No. 04-2020  
Office of Assistant Court Administrator  
LILIAN C. BARRIBAL-CO**

1. Lawyers and court personnel are required to report for work in skeletal duty beginning June 01, 2020
2. At least one lawyer and one to two court personnel shall be assigned every day to ensure the continuity of work operation in the office. However, all lawyers and court personnel shall keep their line of communication open every day for any subsequent inquiries. The number of skeletal duty of lawyers and court personnel per day shall be subject to revision as the need arises.
3. Inasmuch as no walk-in requests shall be entertained, the Office shall provide a BOX to be placed in the entrance gate of the Padre Faura gate. All incoming mails/communication shall be placed in the aforesaid BOX, content thereof shall be retrieved everyday.
4. The telephone lines of the Office shall be open for all inquiries and verification during office hours (85247496; 82550878).
5. Lawyer and court personnel on duty shall be responsible to answer all inquiries and verification made either from within the offices of the Supreme Court or from outside stakeholders.
6. All urgent matters that needs immediate decision shall forthwith be referred to the Chief of Office.
7. Skeletal duty personnel shall refrain from making personal face to face inquiries from other offices but instead, shall use other mode of communication as much as possible.
8. Draft letters, report and memoranda shall be forwarded to the Chief of Office for correction electronically.
9. A dedicated email address is hereby created for the use of the office for all SC concerns considering that the 365 Outlook accounts assigned to the Office are already being used by the lower courts. For SC purposes, the dedicated email address of the Office is: [acalcbco@yahoo.com](mailto:acalcbco@yahoo.com)

10. Should there be a need to personally received papers and documents in the Office, the receiving staff shall ensure the use of the proper protective equipment maintaining the required physical distancing. The same rule applies if there is a need to deliver papers and documents to another office.
11. The foregoing operating procedure shall be subject to further amendment to conform to any subsequent guidelines and instruction that will be issued by the Chief Justice.

June 11, 2020

Sgd  
**LILIAN C. BARRIBAL-CO**  
Assistant Court Administrator

**WORK FROM HOME (WFH) AND OPERATING PROCEDURE**  
**Office of Assistant Court Administrator LILIAN C. BARRIBAL-CO**

The following guidelines shall be observed by the lawyers and staff of the Office of Assistant Court Administrator LILIAN C. BARRIBAL-CO for the period covering May 18 to 29, 2020, pursuant to the directive of Chief Justice Diosdado M. Peralta under Administrative Circular No. 39-2020 dated May 14, 2020 (result of the virtual meeting via zoom between ACA and all the staff on May 18, 2020 and 2:00 in the afternoon)

1. Lawyers and clerical staff shall be divided and shall report for work on skeleton duty;
2. One lawyer and one clerical staff shall be allowed to report for work on a specific schedule day during the week May 18-22 and May 25-29, 2020;
3. When reporting for work, office hours of staff on skeleton duty shall start at 9:00 in the morning considering the limited availability of transportation;
4. Staff on skeleton duty must first sanitize the common area of the office upon arrival in the office and shall be personally charged in cleaning, disinfecting and sanitizing his/her own working table and working place;
5. Staff on skeleton duty must always wear a face mask while inside the office premise, maintain physical distancing and must sanitize their hands at all times;
6. When reporting on skeleton duty during the period May-18-22, 2020, staff on duty shall be required to first conduct an inventory of all works that was left pending on their table as of March 16, 2020;
7. The inventory of pending works must likewise indicate the action that should be taken thereon and draft the action document if possible;

8. The inventory of pending works, the action to be taken thereon as well as the draft document, if any, shall be submitted to the Chief of Office under a dedicated email address on or before Saturday, May 23, 2020;
9. Lawyers are required to save all soft copies of pending draft Memo/AMFA/other reports. Correction of the draft Memo/AMFA/other reports shall be done electronically;
10. Lawyers shall be advised on the finalization of the corrected draft Memo/AMFA/other reports while clerical staff shall likewise be advised on the final action to be taken on the inventoried pending works, all to be done electronically;
11. Lawyers and staff who are not on skeleton duty must ensure that their line of communication is always open everyday;
12. Staff on skeleton duty shall ensure the disinfection of their own working table as well as the entire work place before leaving the office in preparation to the next day reporting of skeleton duty staff;
13. All lawyers and staff must be prepared when called to a virtual meeting at anytime to be scheduled by the Chief of Office;
14. All queries/inquiries received by any of the staff through any means of communication shall immediately be referred to the Chief of Office using the most expeditious means;
15. During the period of May 18 to 29, 2020, lawyers and staff shall work from home and shall only report on their scheduled day of duty except when instructed otherwise.

Respectfully submitted:

(Sgd)

**LILIAN C. BARRIBAL-CO**  
Assistant Court Administrator