

OFFICE OF ADMINISTRATIVE SERVICE
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Republic of the Philippines
Supreme Court
Office of the Court Administrator
Manila

MEMORANDUM FOR :


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

Re : Work Procedures for the Office of DCA Raul Bautista Villanueva Pursuant to Memorandum Circular No. 04-2020 dated 21 May 2020

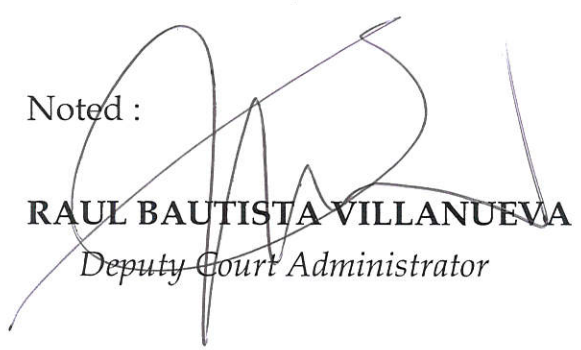
We are transmitting to you the Work Procedures adopted by this office pursuant to Memorandum Circular No. 04-2020 dated 21 May 2020 which authorized the Heads of Office, in the exercise of their discretion, to maintain a skeleton-staff pursuant to the order of the Court directing full operations of courts and offices nationwide beginning 1 June 2020.

Thank you.

15 June 2020


V. EDMARK O. ARCOL
SC Senior Chief Staff Officer
Office of DCA Raul B. Villanueva

Noted :


RAUL BAUTISTA VILLANUEVA
Deputy Court Administrator

**WORK PROCEDURES FOR THE
OFFICE OF DCA RAUL BAUTISTA VILLANUEVA
PURSUANT TO MEMORANDUM CIRCULAR NO. 04-2020
DATED 21 MAY 2020**

I. GENERAL PROCEDURES AND PROTOCOLS IN THE CONDUCT OF BUSINESS INVOLVING LOWER COURTS AND THE GENERAL PUBLIC

1. Considering that walk-in clients are in the meantime temporarily prohibited from personally visiting the office either to personally submit documents, conduct inquiries or follow-ups, or making any kind of transaction, our office may be reached through the following:

Landlines - (02) 85245981 or (02) 85236277

Email - odcarbv.sc@judiciary.gov.ph

2. Should the concerned party decide to send his/her communication via courier, he/she may drop the same at our "drop box" placed at the entrance near the Centennial Building which will be picked up twice daily, at 10:00 am and at 2:00 pm.
3. We also address short queries from the lower courts under our supervision sent through our office's official Facebook page, FB Messenger, Viber or even through text messaging.

4. For urgent concerns, our letter/memorandum-reply to the concerned party is scanned and sent to the latter's email address, whenever available, Otherwise, the same will be sent through regular mail.
5. For routine documents (e.g. monthly report of cases, docket inventory of cases, etc.) that are sent to our email address and which are actionable by other OCA offices, the same are forwarded to the concerned office through their official email address.

II. PROCEDURES IN THE CONDUCT OF BUSINESS WITH SUPREME COURT OFFICES

1. All staff from other offices transmitting documents for DCA Villanueva's signature having been prepared by another OCA office are required to leave said documents in our designated table. Since we prohibit messengers from waiting for the document to be signed, they are instead asked to write their names on a piece of paper attached to the document together with their contact numbers. Once the document is signed, the messenger will be called to pick up the same.
2. Regular mail matters sent to our office by our mailing section are acted upon according to our office's usual business procedures. Once these are opened, the same are referred to the staff-in-charge for appropriate action. However, if the staff-in-charge did not report to the office not being part of the designated skeleton-staff for the day, and especially if the matter requires urgency, the same is transmitted to his/her personal email address so he/she can work on them at home.

3. Transmittal of outgoing communications are done by batches to minimize personnel movement outside of the office, unless otherwise necessitated by urgency.

4. Inquiries or follow-ups with SC/OCA offices must be, as much as possible, conducted via telephone, email or text messaging. Likewise, other SC/OCA offices are encouraged to make their inquiries or follow-ups through our landline, email or text messaging.

III. CONDUCT OF MEETINGS

1. Unless otherwise allowed by the Court and/or higher SC officials, all meetings conducted by the Office of DCA Vilanueva with other offices shall be through videoconferencing.