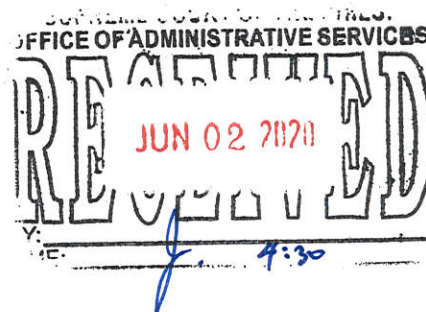


20-1390



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



Office on Halls of Justice

OFFICE OPERATING PROCEDURES
beginning June 1, 2020

In compliance with Supreme Court Memorandum Circular No. 04-2020 (*Supreme Court Workplace Protocol*) directing all offices and services to craft their respective office Operating Procedures, the Office on Halls of Justice, Office of the Court Administrator (OHJ-OCA) hereby submits the following operating procedures aimed to ensure the performance of its functions and responsibilities for the effective and efficient implementation of its mandate.

The OHJ-OCA basically retains its existing Operating Procedures. However, to harmonize them with the Supreme Court Workplace Protocol and with the “new normal”, the following adjustments in its processes are adapted:

- 1) **Alternative Work Arrangement.** To ensure the non-disruption of works and consistent with Civil Service Commission Memorandum Circular No. 10, s. 2020 (*Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic*), the OHJ-OCA is adopting the combination of skeleton (skeletal) workforce and work-from-home alternative work arrangement considering that mass transportation is not yet in full operation and to ensure physical distancing within the office.
- 2) **System of Communication.** Considering that visitors are not yet allowed inside the Supreme Court premises, all concerns of the lower courts, contractors, lessors, service providers, consultants, utility companies, suppliers, local government units, and the public shall be coursed thru mail via Postal Service or private courier, or thru the respective electronic mail (e-mail) address of the concerned division of the Office, viz:

Technical Services Division : tsd_ohj_sc@yahoo.com

Administrative and Fiscal
Services Division : ohjadm17@yahoo.com

The Office may also be reached thru the telephone numbers listed in the Directory at <https://oca.judiciary.gov.ph/>.

TECHNICAL SERVICES DIVISION (TSD)

- 3) **Billings of Contractors and Suppliers.** Original/hard copies of the billings of consultants, works contractors, and suppliers may be sent/submitted either thru private courier or personal delivery at the designated Receiving Areas at the Centennial Building where it will be received by the assigned employee of the OHJ-OCA.
- 4) **Billings of Elevator Maintenance Service Providers.** For purposes of processing of payment of the fixed monthly elevator service fees, the elevator maintenance service provider may send either thru private courier or personally deliver at the designated Receiving Areas at the Centennial Building, where it will be received by the assigned employee of the OHJ-OCA, the original/hard copies of its (a) Statement of Account (SOA) and (b) properly accomplished Service Report.

On the other hand, the concerned court shall submit thru e-mail to TSD the (c) Certification issued by the Maintenance Unit (MU) personnel/Clerk of Court (COC) and noted by the Executive Judge (EJ), that the elevator units are fully operational during the month covered by the SOA.

Documents a, b, and c shall be the basis for indorsement for payment to the Fiscal Management and Budget Office (FMBO), Supreme Court (SC).

ADMINISTRATIVE and FISCAL SERVICES DIVISION (AFSD)

- 5) **Statement of Accounts for Lease.** To expedite the processing of payment of security deposit, advance payment, or lease rental (for second month onwards), the lessee-court may send thru e-mail to AFSD the scanned copies of the following: (a) Indorsement letter signed by the COC and noted by the EJ/Presiding Judge (PJ), and (b) SOA of the lessor. These shall be the basis for indorsement for payment to the FMBO, SC. However, to comply with COA audit requirements, the original/hard copies of documents a and b must still be sent immediately thru private courier to OHJ-OCA.

For the processing of the initial or first month lease rental fee, the lessee-court may send thru e-mail to AFSD the scanned copies of the following: (c) Indorsement letter signed by the COC and noted by the EJ/PJ, (d) SOA of the lessor, and (e) Certification of Actual Transfer to the leased property signed by the COC and noted by the EJ/PJ. Similarly, to comply with COA audit requirements, the original/hard copies of documents c, d and e must still be sent immediately thru private courier to OHJ-OCA.

- 6) **Billings of Security and Janitorial Service Providers.** Original/hard copies of the billings of security and janitorial service providers may be sent/submitted either thru private courier or personal delivery at the designated Receiving Areas at the Centennial Building where it will be received by the assigned employee of the OHJ-OCA.

- 7) **Statement of Accounts of Utility Companies.** To avoid delay in the processing of payment for the services of electric companies or cooperatives, water concessionaires, and telecommunication companies, the COC of the Office of the Clerk of Court or single sala court, must send to AFSD using the court's official e-mail address, the scanned copies of the following: (a) Letter-indorsement signed by the COC and noted by the EJ/PJ, (b) SOA which has been certified as true copy by the EJ/PJ on its face, and (c) back page of the SOA, with notation and signature either by the MU personnel or the COC that the SOA has been checked and verified.

To comply with COA audit requirements, the court must still immediately forward/submit to OHJ-OCA, thru private courier, the original/hard copies of documents a and b.

Respectfully submitted.

June 2, 2020


RAQUEL M. LADRILLANO
OCA Chief of Office