



Republic of the Philippines
Supreme Court
Manila

OFFICE OF ADMINISTRATIVE SERVICES

OFFICE ORDER 01 - 2020

**Re: GUIDELINES ON THE ONLINE FILING
OF VARIOUS APPLICATIONS AND REQUESTS**

To ensure the safety of all Court officials and employees and in the observance of physical distancing, applications and requests of various documents from the different Divisions of the Office of Administrative Services, Supreme Court shall be submitted online.

In this connection, and in order not to prejudice the works of the different Divisions of the OAS, SC, the guidelines on the online filing of applications and requests during the period of General Community Quarantine shall be as follows:

A. Office of Administrative Services, Supreme Court


1. Applications or Requests for the following documents from the OAS, SC shall be filed thru the email address oas_sc@yahoo.com
 - a. Certification of Employment
 - b. Service Record
 - c. Application to Posted Vacant Positions
 - d. Leave Application
 - e. Certification of Leave Credits, Leave with Pay or Leave without Pay
 - f. Transfer of Leave Credits
 - g. Authority to Travel Abroad
 - h. Certification as to Pending Administrative Case
 - i. Certification of Trainings/Seminars Attended
 - j. Copy of document/s in the 201 File
 - k. Purchase Requests
 - l. Requests for Minor Repairs
 - m. Requests for Use of Vehicles
2. The application or document requested should be indicated in the subject of the email.
3. The full name of the requesting party, EDP number, office, number of copies requested, and purpose of the request should be indicated in the body of the email.

4. Leave application forms should be duly filled-up and duly signed by the applicant's immediate supervisor. Supporting documents, if any, should be scanned and submitted together with the leave application.
5. Requests for authority to travel abroad should be submitted with the corresponding leave application.
6. The Purchase Request form should be duly filled-up and signed by the requesting party.
7. All applications and requests filed beyond 4:30 pm shall be considered as filed on the next working day.
8. The requested document or hard copy of the processed application will be delivered by personnel of the OAS to the office of the requesting party immediately once available.
9. For former officials and employees of the Court, government agencies or private institutions, the requested document will be sent to them through mail or may be picked-up in OAS, SC.
10. For other requests and/or inquiries, the Office of Administrative Services may be reached at the following:

OAS Hotline	8 5529532
Personnel Division	8 5529550
Employee Training and Development Division	8 5529543
Employees Leave Division	8 5529544
Employees Welfare and Benefits Division	8 5529549
Complaints and Investigation Division	8 5529535
Records Control Division	8 5529554
Property Division	8 5268162
Procurement Section	8 5266401
Disposal Section	8 5266419
Supplies Section	8 5250869
Motorpool Section	8 5250968
Maintenance and General Services Division	8 5255769
Security Division	8 5250736

All other requests/documents shall be submitted by registered mail/courier. Personal submission is discouraged.

June 2, 2020.


MARIA CARINA M. CUNANAN
 Deputy Clerk of Court and
 Chief Administrative Officer



Republic of the Philippines
Supreme Court
Manila

MEMORANDUM CIRCULAR NO. 05 - 2020

**INTERIM GUIDELINES ON THE OPERATIONS OF THE
SUPREME COURT SHUTTLE BUSES**

I. OBJECTIVE

In order to ensure the smooth operations, albeit in a limited capacity, of the SC shuttle buses, the following Interim Guidelines are hereby issued for the guidance of the affected bus riders, bus coordinators and bus drivers, to be strictly observed beginning June 1, 2020 when the General Community Quarantine (GCQ) is implemented. This is also to ensure their good health and well-being by strictly observing physical distancing and other sanitary measures.

II. AVAILMENT OF THE SERVICES OF THE SHUTTLE BUSES

Due to the state of public health emergency throughout the country attributed to the Corona Virus Disease (COVID-19), shuttle buses of the Court shall be operating in limited passenger capacity.

Only Supreme Court employees (regardless of the nature of the appointment but with preference to employees with Salary Grade [SG] 22 and below) will be allowed to ride in the shuttle buses on a "**FIRST COME, FIRST SERVED**" basis, except employees who are senior citizens, pregnant women, and persons with disability who shall be given priority among the bus riders.

In the meantime, persons who are not Supreme Court employees will not be accommodated.

III. PASSENGER CAPACITY LIMIT

The passenger load shall not exceed 50% or half of the bus capacity (excluding the driver and coordinator). Passengers should be seated one seat apart with the seat assignments to be provided by the bus coordinator. No standing passenger shall be allowed.

To ensure that the limited passenger capacity is complied with and strict physical distancing is observed, the bus driver and bus coordinator shall put markings that will guide bus riders as to which seats are available.

Bus riders are required to wear mask in order to be allowed to board. The face mask must be worn at all times. The **NO FACE MASK—NO RIDE** policy will be strictly enforced.

IV. BUS ROUTE

The present bus routes shall remain effective. Only the authorized and specific designated pick-up points and drop-off points for each bus route shall be strictly followed. Unless there is an extreme urgency and necessity, such as, but not limited to, traffic re-routing, accidents, flood or any other natural calamity, no deviation in the official routes shall be allowed. Any deviation in route shall be with prior approval of the SC Shuttle Buses Committee.

There will be additional deployment and bus routes and/or destinations to be made in order to augment the shuttle bus services to employees once the eight (8) new shuttle bus units are delivered.

V. PURCHASE AND COLLECTION OF TICKETS

The **NO TICKET—NO RIDE** policy will be strictly enforced effective July 1, 2020. Bus tickets shall be purchased at the designated area located at the Ground Floor of the Centennial Building. Schedule of selling of tickets will be posted in conspicuous places of the Court.

There shall be no physical collection of tickets from bus riders. Tickets must be dropped in the designated drop box before boarding. The bus drivers shall retrieve all collected tickets every end of their trip in the morning and afternoon which shall be submitted to the bus coordinator in the following working day for inspection and auditing.

The bus coordinator shall maintain a logbook of their daily travel to and from work wherein the bus rider's name, pick-up/drop-off point and amount of tickets paid is recorded.

VI. STRICT OBSERVANCE OF MINIMUM HEALTH PROTOCOLS TO REDUCE TRANSMISSION OF COVID-19

The bus drivers, bus coordinators and bus riders are enjoined to properly wear the appropriate face masks and/or face shields and shall practice personal protection and hygiene at all times.

The bus drivers are under strict instructions to disinfect and maintain cleanliness of the shuttle buses assigned to them every end of each trip.

The bus coordinators shall be responsible to monitor the conditions of their co-passengers to avert the threat of the COVID-19 inside the bus and to their workplaces. Any event or circumstance pertaining to COVID-19 shall be immediately reported to the SC Shuttle Bus Committee for proper assessment, monitoring and management by the SC Medical Services.

As a precautionary measure, only employees who underwent the Mandatory Rapid Test conducted by the Supreme Court Medical Team will be allowed to ride the shuttle buses. The **"NO RAPID TEST-NO RIDE"** policy will be strictly enforced.

VII. SC SHUTTLE BUSES COMMITTEE

The interim guidelines set forth herein that are consistent with previous issuances pertaining to the operations, management and implementation of the SC shuttle bus

services shall be exclusively coursed through the SC Shuttle Buses Committee who will directly report to the Office of the Chief Justice.

VIII. EFFECTIVITY

The Interim Guidelines shall take effect immediately.

Issued this 3rd day of June 2020.



DIOSDADO M. PERALTA
Chief Justice