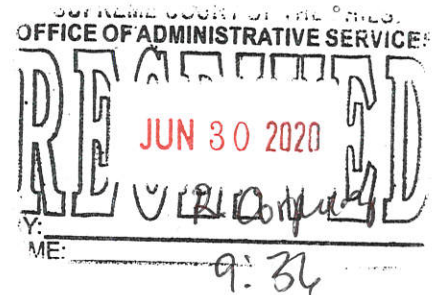




Republic of the Philippines  
Supreme Court  
Manila

**OFFICE OF THE BAR CONFIDANT**



29 June 2020

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

**Dear Atty. Cunanan:**

This is in reference to your letter dated 26 June 2020 directing the Office of the Bar Confidant (OBC) to submit an Amended **Operating Procedure** for posting to the Supreme Court's Official Website.

In compliance thereto, we are submitting the attached **Operating Procedures of the Office of the Bar Confidant (OBC)** in relation to the Court's Memorandum Circular No. 04-2020 (Re: Supreme Court Workplace Protocol) dated 22 May 2020.

Thank you.

Respectfully yours,

  
**ROSITA M.R. NACIONAL**  
Deputy Clerk of Court and Bar Confidant



**OPERATING PROCEDURES OF THE  
OFFICE OF THE BAR CONFIDANT (OBC)**  
(in relation to Supreme Court Memorandum Circular No. 04-2020  
re: Supreme Court Workplace Protocol)

In compliance with Supreme Court Memorandum Circular No. 04-2020 dated 22 May 2020 (Re: Supreme Court Workplace Protocol) and in observance with the health protocols followed by government offices during the General Community Quarantine (GCQ), the Office of the Bar Confidant (OBC) hereby submits the following **OPERATING PROCEDURES**:

**I. Official Contact Numbers and Email Addresses**

(02) 8-5268122  
(02) 8-5257929  
[efile\\_bar@sc.judiciary.gov.ph](mailto:efile_bar@sc.judiciary.gov.ph)  
[baroffice@sc.judiciary.gov.ph](mailto:baroffice@sc.judiciary.gov.ph)

**II. General guidelines, operating procedures, protocol and other relevant information in the conduct of official business of the OBC (inter-office transactions and transactions involving the general public)**

**Inter-Office Transactions**

As much as possible, the OBC shall limit face-to-face transactions with other offices of the Supreme Court.

General queries and requests will be entertained through phone calls and emails via OBC's official contact numbers and email addresses.

Letters and other correspondence may be sent through the OBC's official email addresses and/or thru available couriers.

In cases where face-to-face transactions are necessary, proper safety protocols implemented by the Office of the Administrative Services (OAS), SC shall be observed.

**Transactions Involving the General Public**

The OBC will still not allow face-to-face transactions with the general public. (Except during the signing of the Roll of Attorneys scheduled on 6 July – 3 August 2020. In which case, the concerned bar passer shall first undergo Rapid Testing conducted by the Medical Services, SC. Bar passer shall also strictly comply with the instructions provided in the Notice to 2019 Bar Passers [Schedule for the Signing of the Roll of Attorneys] dated 17 June 2020.

General queries and follow-ups will be entertained through phone calls and emails via the OBC's official contact numbers and email addresses.

Requests, letters and other correspondence may be sent through the OBC's official email addresses and any other available couriers.

Requests for **CERTIFICATIONS** may be sent through the OBC's official email addresses.

Email must be addressed to **Atty. Rosita M.R. Nacional**, Deputy Clerk of Court and Bar Confidant.

Filing of complaints and subsequent pleadings in relation to **ADMINISTRATIVE CASES** and **BAR MATTERS** and other related concerns may be done through mail (registered or via courier service)

### **III. Office of the Bar Confidant (OBC) Workforce**

The OBC will adopt a weekly rotational work shift whereby 50% of its workforce shall physically report to work while the remaining 50% shall work from home.

Substitution or swapping will be allowed upon prior approval of the Chief of Office provided that each employee shall physically report to work for at least ten (10) working days per month.

All four (4) divisions of the OBC will be properly represented for each work shift.



**ROSITA M.R. NACIONAL**  
Deputy Clerk of Court and Bar Confidant