



Republic of the Philippines
Supreme Court
Philippine Judicial Academy

INTER-OFFICE MEMORANDUM NO. 421
May 27, 2020

PHILJA Operating Procedures

In implementing the guidelines of the attached Memorandum Circular, dated May 21 2020, of Chief Justice Diosdado M. Peralta, specifically on **Supreme Court Workplace Protocol**, the Philippine Judicial Academy (PHILJA) shall adopt operating procedures to ensure good health and well-being of all during the partial and full operation of the Court, while being fully functional beginning June 1, 2020, unless otherwise subsequently modified thereafter.

For the guidance of all PHILJA Offices, the following shall be observed:

I. WORK SCHEDULE AND SPECIAL ARRANGEMENTS

A. Official Working Hours

1. The physical offices of PHILJA, namely the PHILJA Main Office, located at the SC Centennial Building; PMC Office, located at the SC-CA Building; and the PHILJA Training Center (PTC) in Tagaytay City will be open.
2. The operating hours will be from **Monday to Friday, 8:00 A.M. to 4:30 P.M.**, with the exception of the PTC in Tagaytay City whose operations are 24/7 and will be on monthly work shifting schedule, subject to the approval of the Chancellor.
3. Breaks (15-minute break in the morning and in the afternoon, 30-minute lunch break) shall be on rotation to ensure that there is no interrupted service.
4. Rendition of overtime services is suspended in the meantime. The PTC, as the need arises, may seek authority from the Chief Justice for exemption, upon the recommendation of the PTC Acting General Manager, and consideration of the Chancellor.

B. Official Communications

1. **Official incoming communications**, from both external and internal clients of PHILJA, shall be made through the primary official phone lines and e-mail addresses only.

Official Phone Lines	Contact Number	Focal
PHILJA Main Telefax Landline	(632) 8552-9621	AO
Academic Affairs Cellular Lines	(0918) 946-5219 (0918) 946-5220 (0918) 946-5221	AAO

Official E-mails	Address	Focal
PHILJA Chancellor	chancellor.philja@judiciary.gov.ph	CO
PHILJA Offices	philja@sc.judiciary.gov.ph	RPLO
PMC	pmco.philja@judiciary.gov.ph philja_pmc@yahoo.com pmco.mprd@gmail.com	PMCO
PTC	philjatraincenter@mail.com	PTCO

Incoming communications for specific office/committee will be indorsed to its designated focal person and/or secretariat. (*Refer to Guide on Various Matters and Corresponding Focal Office/Persons*)

For incoming communications that are for general information of all PHILJA personnel (e.g., Memorandum Order and Administrative Order from the Chief Justice), the matter will be indorsed to the PHILJA Administrative Office who shall be in charge of dissemination to all offices, through designated focal persons.

2. **Announcements** will be posted through official platforms

Public Announcements	Address	Focal
PHILJA Website	philja.judiciary.gov.ph	ISD
PHILJA Twitter Account	@SCPh_PHILJA	CO

Staff Announcements	Address	Focal
PHILJA Viber Group (Private)	PHILJA	CO/AO
PHILJA FB Group (Private)	PHILJA Staff Family	HRMS

3. **Inter-Office Communication**¹ will be coursed through designated focal persons in specified modes of communication.

Designated Focal Person	Contact Details	Office
Ms. Maria Beatriz "Bea" Asuncion A. Azcuna	(0917) 899-2385 beam800@gmail.com	CO
Ms. Luningning "Babes" R. Marin	(0908) 810-4355 babesmarin@yahoo.com	
Atty. Ronaldo "Ron" M. Garcia	(0917) 621-1839 ronaldmgarcia@gmail.com	VCO
Atty. Feovie T. Uy	(0915) 622-3937 philja.eso2019@gmail.com	ESO
Atty. David L. Ballesteros	(0917) 117-6006 davidlens@hotmail.com	AAO
Ms. Christine "Tiny" A. Ferrer	(0917) 621-0436 ctinyabejuela@yahoo.com	RPLO
Mr. Quirino "Monching" V. Itliong, II	(0906) 371-0083 monchsitliong@yahoo.com	PMCO
Ms. Maria Luisa "Marie" A. Magno	(632) 8552-9527 philjabudget@gmail.com	FO-BD

Michael "Mike" I. Joya	(0917) 522-9805 philja.ao@gmail.com	AO
Ms. Danise Janica C. Bautista	(632) 8552-5043 philjatrainingcenter@mail.com	PTC

The focal persons are responsible for the dissemination of communications to all and/or concerned personnel within its respective office.

Likewise, personnel will course their communication through their focal persons. Offices/Divisions shall limit the transmittal of communications in one (1) channel mentioned above to facilitate dissemination of information. Communication through individual accounts is discouraged in order to regulate online communication traffic. This will prevent multiple communications at the same time from several accounts in various platforms.

4. **Intra-Office Communication²** shall utilize primarily the official MS Accounts of each office, without prejudice to use of other platforms as may be agreed upon by the Office concerned.

Account User/Manager	Address	Unit
Ms. Maria Beatriz Asuncion A. Azcuna	chancellor.philja@judiciary.gov.ph	CO
Atty. Ronaldo M. Garcia	vcfinance.philja@judiciary.gov.ph	VCO/FO
Ms. Micaela J. Hosillos	esbot.philja@judiciary.gov.ph	ESO
Atty. Feovie T. Uy	acadcouncil.philja@judiciary.gov.ph	
Ms. Marita Flora C. Ayllon	aao.philja@judiciary.gov.ph	AAO
Ms. Armida M. Salazar	rplo.philja@judiciary.gov.ph	RPLO
Atty. Jose C. Saluib, Jr.	pmco.philja@judiciary.gov.ph	PMCO
Atty. Elmer DG. Eleria	admin.philja@judiciary.gov.ph	AO
Ms. Ma. Christina M. Molo-Recio	mancom.philja@judiciary.gov.ph	MANCOM
Mr. Romulo M. Abancio, Jr.	ptc.philja@judiciary.gov.ph	PTC

5. Release of Official Communications to Various Offices of the Court

The release of official communications for consideration and approval of various offices of the Court such as but not limited to Letter of Authority (LOA), Certificate of Availability of funds (CAF), among others, shall be the responsibility of the Concerned Office tasked/assigned to facilitate the same.

C. Availment of Core Services

1. Requests for core services of PHILJA (e.g., Training Certificate, registration to TPAs, research materials, certified true copies, etc.) shall only be entertained online, through the PHILJA website, by filling the appropriate request tab/link.
2. The use of online forms for intra-office requests is also highly encouraged.
3. The Information Systems Division (ISD) shall assist the PHILJA Offices in

D. Skeleton Work Force

1. To ensure that offices' vital functions are operating at a basic level and there is no disruption of work operation in the Court, the **PHILJA Main Office** shall be open and will have the basic complement for the **general office management** for the day with at least two (2) personnel, on rotation basis, from all PHILJA Offices at the Centennial Building and Annex Office.

The **PMC Office** will also be open and will have the basic complement for the day of at least one (1) personnel, on rotation basis, from the PMC Office Divisions.

The **PTC in Tagaytay City**, shall have its own operating procedures.

2. Other processes that would require additional skeleton-staff shall be subject to the approval of the Chancellor, upon the recommendation of concerned Chief of Office.
3. In the exigency of the service, when the Chief of Office will be required by the Chief Justice to report to the Supreme Court, its on-call Skeleton Staff will also report to the Office.
4. PHILJA Offices shall coordinate with the Administrative Division for their monthly assignment of Skeleton Staff (*preferably without pre-existing condition and residing within Metro Manila or within route of SC Shuttle Service*).

A separate Inter-Office Memorandum will be issued for the purpose which shall be submitted to the Supreme Court Office of Administrative Services (OAS), upon approval of the Chancellor.

5. Absence and tardiness on the designated assigned day shall not be allowed unless for very meritorious reasons and with proper notice to the his/her Chief of Office/Division.
6. The assigned Skeleton Staff shall ensure that all communications are properly acted upon with the usual procedures followed and/or referred to office concerned with timeliness.
7. For a smooth transition to a full operation by June 1, 2020, authorized personnel may report to the Office for partial operations, as follows:

May 26, 2020 (First Working Day of the Week)

- Inspection of the Office by the Chancellor and staff from the Office of the Chancellor
- Attend Meeting on PHILJA TPA
- Secure WFH files/materials by the ESO, RPLO, and PMCO

May 29, 2020 (Last Working Day of Week)

E. Work-from-Home Protocol

1. Work-from-Home (WFH) arrangement, whenever possible, will be allowed provided that all matters referred to the Office are properly attended to.
2. The Chief of Office/Division shall submit its **WFH Plan** detailing the focal personnel, tasks to be performed including timelines, and **internal operating procedures** on or before **May 28, 2020**, to ensure timely submission to the Office of Administrative Services by June 2, 2020.
3. There should be close coordination with respective Chiefs of Office/Division for the timely completion of assigned tasks.
4. WFH Staff shall maintain an Accomplishment Report for submission on a monthly basis to his/her Office/Division Chief.
5. WFH Staff are expected to make themselves available by keeping all channels of communications open via online, messaging or phone call coordination on matters to be attended to by the Office, as well as provide timely reply, particularly from 8:00 A.M. to 4:30 P.M. during workdays.
6. All electronic mails as well as SMS/Viber/Messenger messages shall be immediately acknowledged by the recipient(s). If there is no acknowledgment, the sender can inform his/her team leader who will then call the recipient to inform him/her of such email or message. Substantive responses to those emails and messages should consider the urgency of the message.
7. WFH Staff are also expected to regularly visit their respective office MS Teams and other PHILJA employee platforms for announcements.
8. The Chief of Office, at his discretion, may call for a virtual meeting through video-conferencing at any time during the defined office hours;
9. Under WFH scheme, personnel are highly discouraged from leaving his/her home or residence. Should there be an urgent matter requiring a personnel to leave his home or residence, then he/she would have to inform his/her immediate supervisor.
10. To promote work-life balance and ensure the wellness of all personnel, requests for action submitted beyond 4:30 P.M., during work day or submitted during weekend/holiday shall be acted upon the next working day.

F. Plans for the New Normal

1. The Corporate Planning Division (CPD), in coordination with the Information Systems Division (ISD), and in consultation with PHILJA Offices, shall pursue an overall master plan for sustainability and continuity of work through Work-From-Home Platforms towards the new normal blended work scheme. including a review of the PHILJA Procurement Management Plan.

II. GENERAL GUIDELINES FOR OFFICE PERSONNEL

A. Protective Measures

1. All are enjoined to wear the appropriate face masks and/or face shields.
2. Strict physical distancing of at least one (1) meter radius space (side, back and front) shall be maintained at all times including in receptions, corridors, and waiting lines.

B. Entry, Exit, and Access Points in the Supreme Court Premises

1. All entries and exits in the Court premises shall be through the Padre Faura gates.

Location	Offices Covered
Old SC Compound (<i>Faura cr Taft Ave</i>)	For PHILJA Offices at the SC Centennial Building (CO, VCO, ESO, AAO, RPLO, FO, AO-AD)
New SC Compound (<i>Beside DOJ</i>)	For PHILJA Offices at the SC-CA Building (PMCO, ISD, CPD, Accounting, AAO Reproduction Team)

2. Movement from the Old SC Compound to the New SC Compound and vice versa should only be done via the Skywalk.
3. Loitering and roaming around the Court premises are strictly prohibited.
4. Three-colored **Quarantine Passes** that will be issued for each office of the Supreme Court shall be worn conspicuously and noticeably. Only persons with SC-issued Quarantine Passes shall be allowed outside their offices.
5. Persons outside their offices with no Quarantine Passes shall be administratively held liable for violating existing rules and regulations.
6. Personnel who need to leave the Court premises during office hours must secure a **Gate Pass** from their Chief of Office/Division and log entries and exits in the Security Logbook.
7. The smoking area may only be used during lunch break (12:00 noon to 12:30 PM), but physical distancing must at all times be observed.
8. No visitors shall be allowed.
9. Deliveries shall be received by the concerned person in the designated Receiving Areas only.
10. No walk-in requests shall be entertained in any of the offices of the Supreme Court. Instead, requests shall be made online through the email addresses of the Office Concerned (*Refer to SC Directory*)
11. Availment of Medical and Dental Services (MDS) shall be made via phone or any medium set by the MDS.

from Chief Justice Diosdado M. Peralta Re Guidelines on the Availment of Services at the Water Stations and Canteens).

C. Thermal Scanning and Disinfection

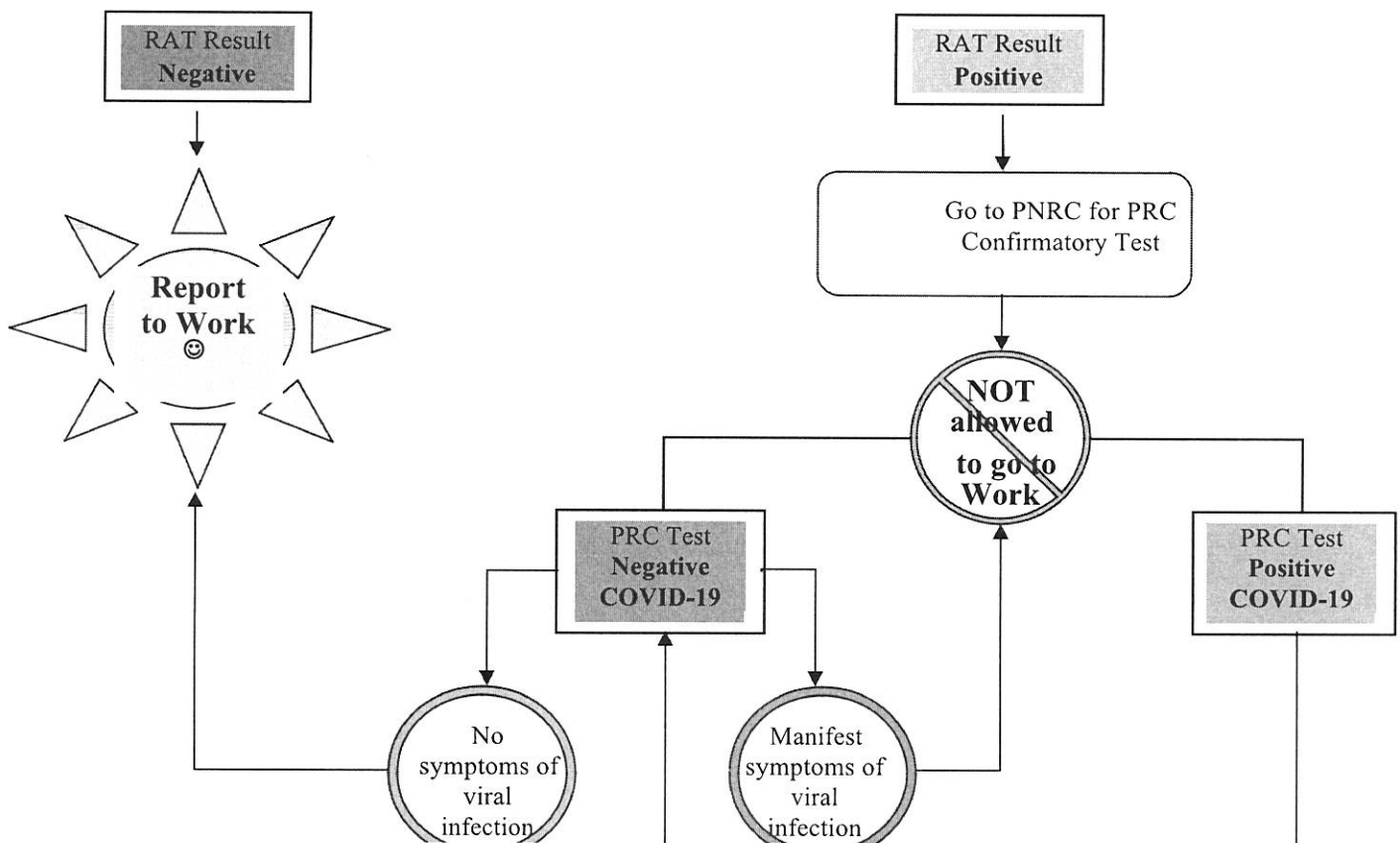
1. Everyone who enters the Court premises shall be subject to thermal scanning.
2. All are also required to pass through the disinfection tent every time they enter the Court premises.

Those with vehicles entering/parking within the Court premises shall also be subject to thermal scanning and shall pass through the disinfection tent after alighting from their vehicle.

3. Equipment or vehicle entering the Court premises must go through a disinfection process.

D. Mandatory Rapid Test for Detection of COVID-19 Cases

1. Rapid Antibody Test (RAT) shall be conducted on all officials and personnel.
2. Everyone shall be required to accomplish a Form (*Refer to SC Health Declaration Form*) and submit to the Testing area before the conduct of the actual testing.
3. Rapid Test Result Guide:



E. Work Place Safety

1. Personnel should avoid meeting people face-to-face.
2. Restricted use of elevators with only two (2) to three (3) passengers at a single time, subject to physical distancing.
3. All are prohibited to congregate in reception area, common working areas, pantry, wash rooms/comfort rooms (number of people at a time is limited to number of cubicles) or other areas.
4. It is recommended that eating will be at individual work area ensuring that all wastes shall be disposed of properly. All are encouraged to bring his/her own meals.
5. When eating at the pantry, only a maximum of three (3) personnel at a time will be allowed. Engaging in conversations is discouraged. Tables and chairs shall be cleaned/disinfected after every use of the area.
6. The PHILJA-Administrative Division shall assign personnel responsible for cleaning/disinfecting common areas before the start of office hours and every two (2) hours thereafter and at the end of every working day. It shall ensure that the assigned janitorial services staff maintains well the washrooms and toilets with clean water and soap.
7. PHILJA Offices shall also ensure that their respective work areas including workstations are clean and disinfected every working day.
8. The PHILJA Property and Supply Section shall ensure that corridors, common work spaces, conference room, and pantry are supplied with alcohols/hand sanitizers. They shall regularly monitor the stock and distribution of alcohols/hand sanitizers and disinfectants for use of offices.

F. Gatherings

1. No actual meetings, seminars, training and other functions in the Supreme Court shall take place during the period, except those that may be called or authorized by the Chief Justice or by the Judiciary Task Force on COVID-19 in which case safety protocols shall be observed.
2. PHILJA Training Programs and Activities (TPAs) shall be held, as much as possible, through distance learning.
3. PHILJA Meetings will be held online or through videoconferencing via MS Teams or Zoom.
4. Face-to-face Monthly HRD Sessions is suspended. Delivery of Sessions will be made via online or the Local Area Network (LAN).

G. Transportation

1. SC Shuttle buses will be provided in transporting SC personnel, subject to social distancing.
2. Use of the PHILJA vehicles shall also observe social distancing. Proper authority and documentation for the use of the vehicles shall be secured.

These operating procedures shall remain in force until further orders.

For information and implementation.


Justice ADOLFO S. AZCUNA
Chancellor

Assisted by:


Justice ROMEO J. CALLEJO, SR.
Vice Chancellor