



Supreme Court of the Philippines

PUBLIC INFORMATION OFFICE

PUBLIC INFORMATION OFFICE OPERATING PROCEDURES

In accordance with Section G (iv) of Memorandum Circular No. 04-2020 issued by the Honorable Chief Justice Diosdado M. Peralta, dated 21 May 2020 re: *Supreme Court Workplace Protocol*, the following procedures shall be observed in transacting business with the Supreme Court Public Information Office (SC PIO):

A. General Guidelines, Procedures, and Protocol in the Conduct of Official Business in the SC PIO

1. While a designated staff will be available to receive physical documents, the SC PIO prefers to receive the digital copies or scanned copies of documents through the SC PIO's email addresses, scphpio@gmail.com, pio@sc.judiciary.gov.ph and pio.sc@judiciary.gov.ph.

2. Only in urgent cases will the SC PIO receive physical documents which will be received at the designated area outside the office. A door bell is provided outside the office in order to call on the SC PIO staff and personnel.

3. Requests for video recording or video coverage should be made with the SC PIO at least two days before the actual event. This is to give ample time to arrange the schedule of the video shoot and to organize the equipment and accessories to be used, especially when similar requests are placed at the same time.

4. Requests for technical set-up of video conferences and online events should be made with the SC PIO at least one week before the actual event. This is to allow time to prepare and optimize the equipment and internet connection to be used, and to conduct dry runs.

5. Inquiries, requests, and follow-ups of concerns shall strictly be made by phone and email. Personal inquiries and follow-ups are strongly discouraged.

6. Non-SC PIO personnel shall not allowed inside the premises of the SC PIO, unless with prior approval of the Chief of Office.

B. General Operations Procedures of Transactions involving Supreme Court Offices and the General Public

The Supreme Court offices and the general public may reach the SC PIO through the following email addresses, landlines, and mobile number:

1. Email scphpio@gmail.com, pio@sc.judiciary.gov.ph, and pio.sc@judiciary.gov.ph the digital copies or scanned copies of all documents for receiving such as decisions, resolutions, administrative circulars, administrative orders, memorandum circulars, memorandum orders, office orders, letters, inter-office memorandum and the like, press releases, and all other concerns of the media, and feedback on the website and its content.

2. Email pio_invitations@sc.judiciary.gov.ph the invitations for the Chief Justice, the Senior Associate Justice, the Associate Justices of the Court, and Court Officials, which will be referred to the appropriate offices.

3. Email nowork.phcourts@gmail.com and nowork.phcourts@sc.judiciary.gov.ph for official announcements on work suspension.

4. Office landline numbers:
(02) 8522-5090 and (02) 8522-5094

5. SC PIO mobile number: +63 928-5009872

C. Conduct of Meetings

Face to face meetings with SC PIO personnel are highly discouraged. Instead, the SC PIO shall conduct meetings only through video conferences and via available digital platforms. Face to face meetings shall be allowed only when it is extremely necessary.

City of Manila, June 29, 2020.

(Original Signed)
BRIAN KEITH F. HOSAKA
Assistant Court Administrator, and
Chief, Public Information Office