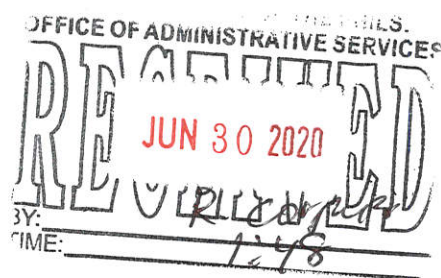




**SUPREME COURT  
MANILA**



**OFFICE OF THE REPORTER**

June 29, 2020

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

*Re:* WORK OPERATING PROCEDURES IN THE OFFICE OF THE REPORTER

Dear Atty. Cunanan:

In compliance with MO 04-2020, issued by the Hon. Chief Justice Diosdado M. Peralta dated 21 May 2020, may we submit our office's **Work Operating Procedures**.

Work in the Office of the Reporter is performed by **4 Main Divisions** in the Office, *viz:*

**1. LAW REPORTS DIVISION:**

Lawyers prepare the Syllabi of important rulings of the Court Decisions and draft indices for the Office of the Reporter's Case Index which is distributed to lower court judges.

The lawyers are required to report for work for two (2) weeks or ten (10) days and may continue to finish their work at home for the rest of the month.

The rank and file staff of these lawyers (consisting of designated encoders for their syllabi and proofreaders) have coordinated schedules with their lawyers. They will report for work for two (2) weeks or ten (10) days and continue encoding and proofreading their work at home for the rest of the month.

**2. RECORDS AND STATISTICS DIVISION:**

This Division takes charge of recording data and information on movement, receipt and transmittal of promulgated Court Decisions. They also undertake laying out the Reports in book form, using the Pagemaker format. Their printed copies will be forwarded to the proofreaders in the Editorial Division for corrections/proofreading.

Members of the staff are required to report for work for two (2) weeks or ten (10) days. They may bring home the soft copies of their assigned volumes and may continue doing their layouting/pagemaker tasks using their personal computers for the rest of the month.

### **3. EDITORIAL DIVISION:**

The proofreading process of the Philippine Reports volumes and Case Index Reports undergoes 3 stages – first reading, second reading and final reading.

Members of the editorial staff (including the Division Chief) are required to report for work for two (2) weeks or ten (10) days. Their week schedule is based on the predicted accomplishment of their assignments for continuous work flow. In addition, the Editorial Division Chief shall report for work whenever there is a need to consolidate the reports.

### **4. PUBLICATION DIVISION:**

**Requests for Certified True Copies of Supreme Court promulgated Decisions** may be made in advance preferably by phone call at the Publication Division (contact numbers are 85529562 or 85529563) or through email (sc.reporter@yahoo.com.ph). The Certified True Copies of the Decisions shall be released (upon payment of court fees) to the persons requesting at the designated receiving area at the 1<sup>st</sup> floor of the Centennial Building.

The staff members of this Division will report for work for two (2) weeks or ten (10) days a month

The Publication Division Chief alternates with her Assistant Division Chief in the supervision of the receipt and release of important Court documents (these include Promulgated Court Decisions for safekeeping, notifications/ requests for corrections from other offices of the Court, etc.).

#### **Publication Division**

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\* **Email Address: sc.reporter@yahoo.com.ph**



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## WORKFORCE SCHEDULE IN THE OFFICE OF THE REPORTER

Edna B. Camba – Chief of Office

<b>1<sup>st</sup> WEEK and 3<sup>rd</sup> WEEK of the Month</b>	<b>2<sup>nd</sup> WEEK and 4<sup>th</sup> WEEK of the Month</b>
Atty. Jose Antonio Bello	Atty. Floyd Jonathan Telan
Atty. Leuwelyn Lat	Atty. Ma. Victoria Ignacio
Atty. Frederick Anciano	Atty. Flordeliza Evangelista
Ma. Delilah De Ungria	Annlyn Josue
Bryan Tengson	Jesusa Anna Gaela
Jeanette Calope	Winnie Rose Salonga
Fides Lorenzana	Michelle Ciudadano
Kamryn Medina	Ma. Pinida Pagobo
Yolanda Carino	Camille Ampy Ismael
Sarah Micah Carino	Blesila Macalintal
Rainne Anne Ranze	Romeo Daniel Salazar
Marie Roxanne Santos	Cesar Gubalane
Felipe de Sagun	Lerma Tubog

\*The following **ten (10) Contractual** employees are required to report for work daily.

1. Hazel Ruth Basco
2. Aldrin Byronn Bautista
3. Leyland De Leon
4. Jan Raymond Gamil
5. Cezar Gubatan
6. Christofer Limbo
7. Riza Masong
8. Maricris Recto
9. Aldrin San Luis
10. Delsie Villareal

\* The following employees (a total of **nineteen (19) Regular** employees) have **enlisted themselves with medical conditions and/or are senior citizens.**

A determination of their sickness, partially or totally incapacitating them to report for work, may be secured from the SC Clinic for possible Work From Home arrangement. This may be subject to the OAS for approval.

Otherwise, they are required to report for work for two (2) weeks or ten (10) days in a month, with the following schedule:

<b>1<sup>st</sup> and 3<sup>rd</sup> Week of the Month</b>	<b>2<sup>nd</sup> and 4<sup>th</sup> Week of the Month</b>
Atty. Lorelei Bautista	Atty. Rosalyn Gumangan
Atty. Ma. Christina Castillo	Amelia Dabasol
Liza Grace Atienza	Shirley Molato-Silagan
Gwen Gubatan	Pamela Silva
Janet Ilagan	Leah Villegas
Mary Ann Manzano	Marilu Gonzales
Rosemary Recinto	Rosalia Macalawi
Carlo Serrano	Ponciano San Luis
Reynando Escudero	Eligio Del Mundo III
Maritess Famorcan	

Thank you.

Very truly yours,

Edna B. Camba  
Deputy Clerk of Court and Reporter