



Republic of the Philippines
Supreme Court
Manila

MEMORANDUM ORDER NO. 100 - 2021

AMENDING MEMORANDUM ORDER NO. 93-2021
RE: OPERATIONAL CAPACITY/NO PERSONAL FILING

Considering that the National Capital Region has been placed under Alert Level 3 of the IATF's COVID-19 Alert Levels System, the operational capacity of the offices/services in **the Supreme Court** covering the period **October 20, 2021 to October 29, 2021** is hereby increased to a maximum of thirty percent (30%), except for the Office of the Bar Confidant, Medical and Dental Services, Security Division, and Maintenance Division, which is up to a maximum of fifty percent (50%).

It is hereby reiterated that those who will physically report, on a rotation basis, shall be determined by the respective chiefs of offices/services. Their individual health condition will be thoroughly checked upon entering the Court's premises. They must not have even the slightest symptoms. They shall be monitored from time to time to ensure that they have no symptoms of COVID-19. The official time for reporting will still be from 9:00 A.M. to 3:00 P.M.

Those who will be physically reporting for the first time after being out of their offices/services for more than fifteen (15) consecutive days must first proceed to the antigen testing center to undergo this test before proceeding to their respective offices/services/units.

In the event that the areas of those assigned to physically report to the above offices/services are placed on granular lockdown or micro-level quarantine (critical zones), they shall be replaced by those residing in areas with lower alert levels.

The remaining work force shall be under the work-from-home (WFH) arrangement. Employees under this arrangement are advised to stay home except for extremely urgent necessities.

Chiefs of offices/services of the aforesaid offices/services may also opt to avail one (1) day per week of the WFH arrangement but they may be required to physically report at any time to take care of urgent matters. Their lines of communication must be open at all times. They shall continue to submit monthly accomplishment reports of their employees under the WFH arrangement within the first five (5) days of the following month, to the Chief, Office of Administrative Services, Supreme Court, who is also directed to submit a report to the Office of the Chief Justice as to which offices/services failed to comply herewith.

The “no personal filing” policy under Memorandum Order No. 65-2021 dated August 4, 2021 shall remain to be in force under the same guidelines therein imposed.

Manila, Philippines, October 18, 2021.


ESTELA M. PERLAS-BERNABE
Acting Chief Justice

Per Special Order No. 2852 dated October 13, 2021