



Republic of the Philippines
Supreme Court
Manila

MEMORANDUM ORDER NO.103-2021

**RE: OPERATIONAL CAPACITY/LIMITED PERSONAL
FILING IN THE SUPREME COURT BEGINNING
NOVEMBER 8, 2021**

Considering that Metro Manila was placed under Alert Level 2 for the period of November 5, 2021 to November 21, 2021, the on-site operational capacity of ALL the offices/services/divisions/units in the Supreme Court shall, beginning November 8, 2021, be increased to at least fifty percent (50%). Should the Alert Level beginning November 22, 2021 be modified, the working capacity shall also be modified consistent with IATF guidelines.

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 infection. The official time for work will now be 8:00 A.M. to 4:30 P.M.

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

In the event that those assigned to physically report to the above offices/services reside in areas placed under granular lockdown or micro-

level quarantine (critical zones), they shall be replaced by those residing in areas under lower alert levels.

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

Chiefs of Offices/Services of the aforesaid offices/services may also opt to avail of a one (1) day per week WFH arrangement but they may be required to physically report in case there are urgent matters. Their lines of communication must be open at all times. They shall continue to submit monthly accomplishment reports of their employees under 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 undersigned as to which offices/services/divisions/units failed to comply herewith.

The personal filing of pleadings shall now be allowed but only from 8:00 A.M. to 12:00 noon. Only initiatory pleadings such as motions for extension of time to file petition, petitions for review or other original petitions requiring payment of docket fees may be filed personally; all other pleadings and court submissions shall continue to be filed electronically under existing e-filing guidelines.

Manila, Philippines, November 5, 2021.


ALEXANDER G. GESMUNDO
Chief Justice