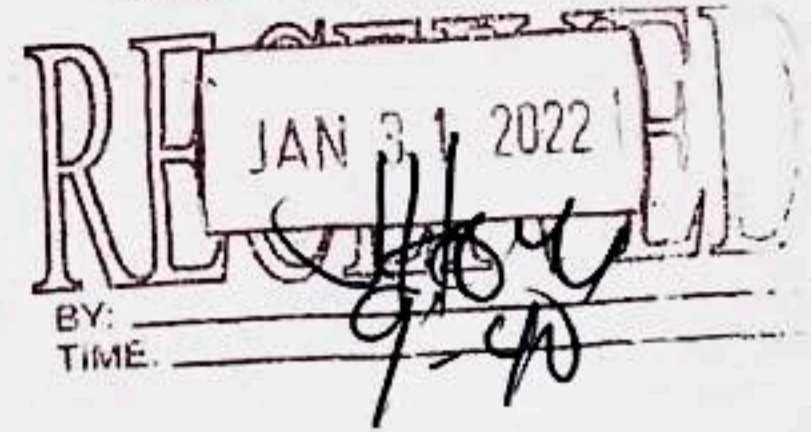




Republic of the Philippines
Supreme Court
Manila

SUPREME COURT OF THE PHILIPPINES
OFFICE OF THE CHIEF JUSTICE



MEMORANDUM ORDER NO. 13 -2022

**RE: WORKING ARRANGEMENT/LIMITED PERSONAL
FILING IN THE SUPREME COURT**

Beginning February 2, 2022 *and until further orders*, the work arrangement guidelines implemented under Memorandum Order No. 110-2021 dated November 19, 2021 shall be observed but the official time for work will be from 9:00 A.M. to 3:00 P.M. All offices/services/divisions/units in the Supreme Court will be fully operational, with one-half of the workforce reporting on-site on Monday, Tuesday and Wednesday (MTW shift) and the other half reporting on Thursday, Friday and Saturday (ThFS shift). Employees who are not scheduled to report to the office shall be under WFH arrangement for two (2) days.

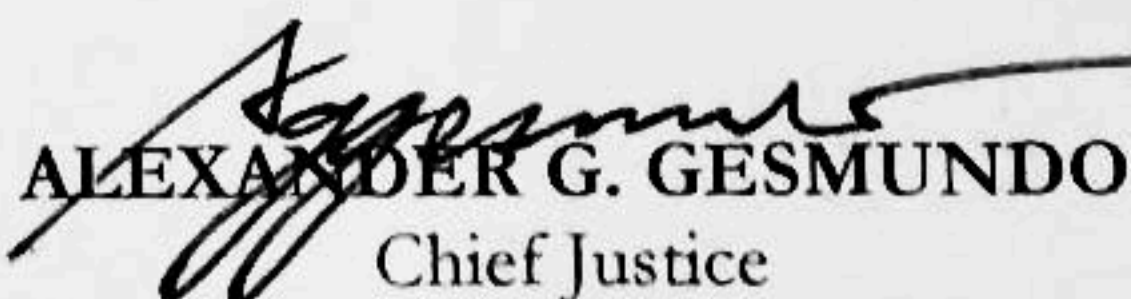
The Justices shall determine the number and schedule of their staff who will be required to report for work on-site in their respective Chambers.

Chiefs of Offices/Services shall determine who among their personnel/staff shall be included in each shift, which can be under rotation every week. Chiefs of Offices/Services and their respective assistants may agree on an alternate shift reporting; however, Chiefs of Offices are on-call anytime.

Meanwhile, the limited personal filing of initiatory pleadings, etc. as implemented under Memorandum Order No. 103-2021 dated November 5, 2021 is hereby resumed.

As a safety measure, all those reporting on-site beginning February 2, 2022 are directed to undergo antigen testing before proceeding to their respective offices/services/divisions/units.

Manila, Philippines, January 31, 2022.


ALEXANDER G. GESMUNDO
Chief Justice