



**Republic of the Philippines**  
**Supreme Court**  
**Office of the Court Administrator**  
**Manila**

**OCA CIRCULAR NO. 160-2021A**

**TO: ALL JUDGES, CONCERNED COURT PERSONNEL  
AND COURT USERS OF THE FIRST AND SECOND  
LEVEL COURTS**

**SUBJECT: COURT OPERATIONS BEGINNING 3 JANUARY 2022**

With clearance from Chief Justice Alexander G. Gesmundo, beginning 3 January 2022 and until further notice, it is hereby reiterated that the operations of the courts and judicial offices shall continue as provided in OCA Circular No. 134-2021 dated 5 November 2021, as modified by OCA Circular No. 146-2021 dated 29 November 2021. Thus, all protocols under Alert Levels 1 to 5, Granular Lockdown, Enhanced Community Quarantine, Modified Enhanced Community Quarantine, General Community Quarantine, or Modified General Community Quarantine, with or without restrictions, shall remain in full force and effect.

As many areas in Regions IV-B, VI, VII, VIII, X and XIII (CARAGA Region) have been placed under a State of Calamity pursuant to Proclamation No. 1267 dated 21 December 2021, the operations of the courts in areas affected by super Typhoon Odette may be governed by the herein same protocols, depending on the Alert Levels that these areas are placed in, but subject to modifications as may be determined by the Executive/Presiding Judges in the exercise of their discretion, with notice and/or cleared with the concerned Deputy Court Administrator in-charge of the affected areas, if normal court operations cannot yet commence due to the prevailing situation therein.

**Particular to the National Capital Region**, since the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF), per its Resolution No. 155 dated 31 December 2021, placed the said region under Alert Level 3, with heightened restrictions as reiterated and implemented pursuant to the pertinent provisions of the "Guidelines on the Nationwide Implementation of Alert Level System for COVID-19 Response", **court operations therein from 3 to 15 January 2022 shall be as follows:**

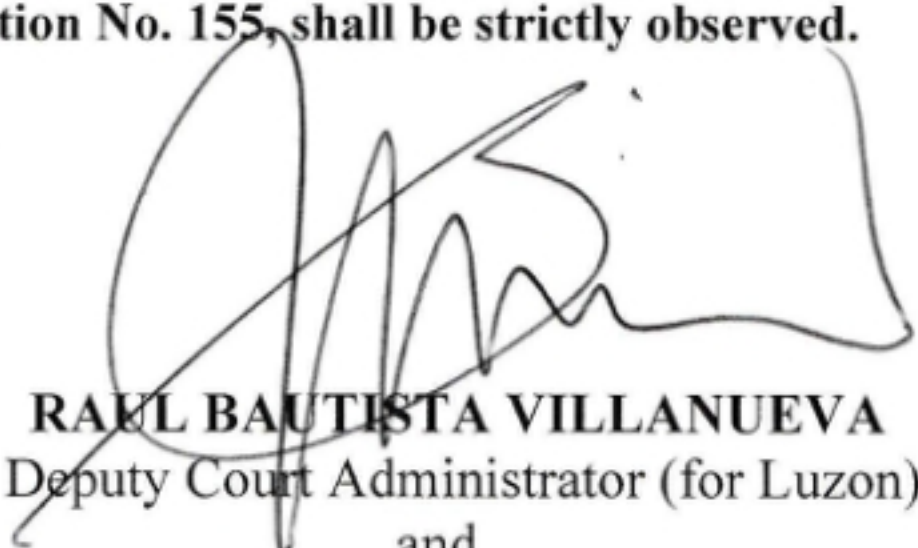
1. A skeleton workforce of at least thirty percent (30%) to at most fifty (50%) shall be maintained, to enable the courts to sufficiently address matters and concerns, as far as practicable;

2. Saturday duty is suspended during the said period;

3. The regular office hours shall be from 9:00 A.M. to 3:00 P.M.; and,

4. All other directives, such as the conduct of in-court hearings, the filing or service of pleadings, motions, and other court submissions through allowable modes, or the non-suspension of the period to file or serve the same, and the continued non-operation of night courts, as provided for in OCA Circular No. 134-2021, including the safety and health protocols being required by the IATF in its Resolution No. 155, shall be strictly observed.

1 January 2022



**RAUL BAUTISTA VILLANUEVA**  
Deputy Court Administrator (for Luzon)

and

Officer-in-Charge

Office of the Court Administrator

*(Per Memorandum Order No. 108-2021 dated 17 November 2021)*