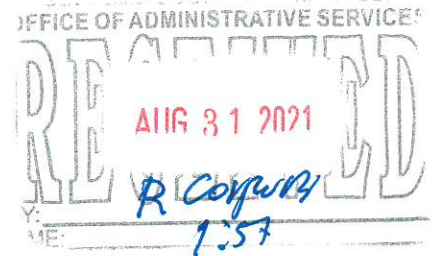


21-2423



Republic of the Philippines
Supreme Court
Manila



MEMORANDUM ORDER NO. 74-2021

**MAINTENANCE OF A LIMITED OPERATIONAL
CAPACITY FROM AUGUST 31 TO SEPTEMBER 7, 2021**

In view of the alarming number of recent Covid 19 infections and the extension of the modified enhance community quarantine status of Metro Manila from September 1 to 7, 2021, there is a need to reduce to the barest minimum the number of employees reporting to the Supreme Court, just enough to keep the vital functions of the different offices and services, except the offices of the Chief Justice and the Associate Justices, operational. Only the absolutely essential staff, not exceeding fifteen percent (15%) of their respective total number, shall be allowed to physically report in the following offices: OCC-En Banc and Divisions, JRO, OBC, FMBO, OAS-SC, FMO-OCA, OAS-OCA, Financial Divisions of PHILJA/PMCO/OHJ, and Internal Audit.

A greater number of staff may be required to report in the Medical and Dental Services (25% including ambulance drivers), Security Division, and Maintenance Division.

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 during this period will be from 9:00 A.M. to 3:00 P.M.

To avoid a full disruption of operations in the Court, the remaining work force shall be under the work-from-home (WFH) arrangement. Employees under this arrangement are advised to refrain from going out of their homes except for extremely urgent necessities.

Chiefs of Offices/Services of the aforesaid offices/services may also opt to avail 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 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 undersigned as to which offices/services failed to comply herewith.

Manila, Philippines, August 31, 2021.


ALEXANDER G. GISMUNDO
Chief Justice