



Republic of the Philippines
Supreme Court
Manila

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MEMORANDUM ORDER NO. 77-2021

**LIMITED OPERATIONAL CAPACITY/
NO PERSONAL FILING FROM SEPTEMBER 8 to 21, 2021**

In view of the still alarming number of daily Covid 19 infections in Metro Manila and nearby provinces, there is a further need to maintain a reduced operational capacity of the offices/services in the Supreme Court for the period of September 8 to 21, 2021. 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, 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 OBC (30%), Medical and Dental Services, 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.

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 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 undersigned as to which offices/services failed to comply herewith.

The "no personal filing" policy under Memorandum Order No. 65-2021 dated August 4, 2021, as last extended per Memorandum Order No. 75-2021 dated August 31, 2021, is hereby further extended until September 21, 2021, and the guidelines contained therein are hereby reiterated and maintained.

Manila, Philippines, September 6, 2021.


ALEXANDER G. GESMUNDO
Chief Justice