



Republic of the Philippines  
Supreme Court  
Manila

SUPREME COURT OF THE PHILS.  
OFFICE OF ADMINISTRATIVE SERVICES

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**MEMORANDUM ORDER NO. 93-2021**

**OPERATIONAL CAPACITY/NO PERSONAL  
FILING FOR THE MONTH OF OCTOBER, 2021**

Notwithstanding any modification of the alert levels guidelines in Metro Manila, the operational capacity of the offices/services in the Supreme Court beginning October 1, 2021 shall remain at not exceeding fifteen percent (15%), consisting of only the absolutely essential staff, in the following offices: OCC-En Banc and Divisions, JRO, FMBO, OAS-SC, FMO-OCA, OAS-OCA, Docket and Clearance Divisions of JIB and Legal Office-OCA, Financial Divisions of PHILJA, PMCO, OHJ and Internal Audit, SCHWP. A greater percentage may be required to report in the OBC (30%), Medical and Dental Services (50%), and Security Division and Maintenance Division, OAS, SC.

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. Should they have even the slightest COVID symptoms, they will be asked to consult with the Medical and Dental Services. All reporting employees shall be monitored from time to time to ensure that they have no symptoms of Covid 19 infection throughout the day. The official time for work will be from 9:00 A.M. to 3:00 P.M.

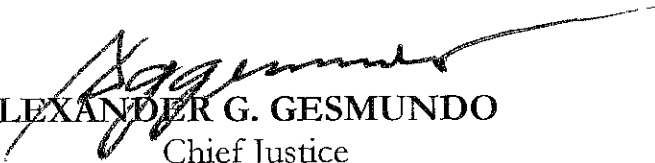
In the event that those assigned to physically report to the above offices/services reside in areas placed under granular lockdown or micro-level quarantine (critical zones), they shall be replaced by those residing in areas with lower alert levels.

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 shall still be observed and the guidelines contained therein are hereby reiterated and maintained.

Manila, Philippines, September 29, 2021.

  
ALEXANDER G. GESMUNDO  
Chief Justice