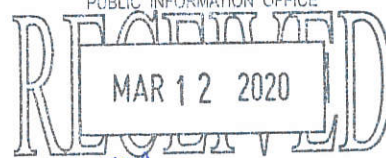




Republic of the Philippines  
Supreme Court  
Manila  
Manila

SUPREME COURT OF THE PHILIPPINES  
PUBLIC INFORMATION OFFICE



BY: TCH  
TIME: # 1:25 pm

ADMINISTRATIVE CIRCULAR NO. 26-2020

TO : ALL CONCERNED FIRST AND SECOND LEVEL COURT  
JUDGES AND PERSONNEL

RE : RISING CASES OF COVID-19 INFECTION

In view of the growing number of confirmed Covid-19 cases in the country, all judges and court personnel of the first and second level courts are DIRECTED to strictly adhere to the following:

1. Only those with official business in the courts may be allowed entry to halls of justice and court rooms.
2. All those entering the halls of justice must be subjected to a no-contact thermal scanning, and those found to be suffering from fever, flu, colds and cough shall be prevented from entering.
3. All court users and visitors, including but not limited to lawyers, parties, and witnesses shall fill up a declaration form herein attached as Annex A before entering the hall of justice or court room.
4. Persons deprived of liberty who have hearings must be immediately brought back to their respective detention facilities after their hearings.
5. Unessential meetings and gatherings must be reset.
6. Court premises and common areas, including frequently touched fixtures (bundy machines, door knobs and handles, hand rails, countertops, elevator buttons, switches, toilet bowls, etc.), must be constantly sanitized, at least daily, using the recommended aerosol disinfectants and/or 70% ethyl alcohol.
7. Courts must be adequately and properly ventilated.
8. Always observe good personal and proper respiratory hygiene and cough etiquette (wash hands regularly with

soap, cover the mouth and nose when coughing or sneezing, and dispose of soiled tissue papers immediately in closed trash bins).


9. Seek medical attention promptly if feeling sick for more than a day or two.
10. Those required to go on mandatory quarantine and those availing of voluntary quarantine shall be covered by the guidelines and procedure provided in Civil Service Commission Memorandum Circular (CSC MC) No. 5, s. 2020 for the availment of leave privileges for absences incurred in relation thereto.
11. Executive Judges and Presiding Judges shall monitor the conditions of their respective personnel and workplaces to avert the spread or threat of Covid-19 in the halls of justice and court rooms, and immediately report to their respective Deputy Court Administrators or Assistant Court Administrators any development or circumstance pertaining to Covid-19 for proper assessment, monitoring and management.
12. Everyone must exercise caution and prudence in sharing, forwarding, or disseminating unverified or inaccurate news regarding the spread of the Covid-19 disease which only tend to cause unnecessary fear and panic.

Judges may use their respective Extraordinary Miscellaneous Expense Allowances for the purchase of no-contact thermal scanners and disinfectants for which they can be reimbursed.

The Office of the Chief Justice is closely monitoring the situation nationwide. Further advisories shall be issued as may be deemed fit.

While the health and welfare of everyone is primordial, we, as public servants, have a mandate to perform.

12 March 2020

  
**DIOSDADO M. PERALTA**  
Chief Justice of the Philippines