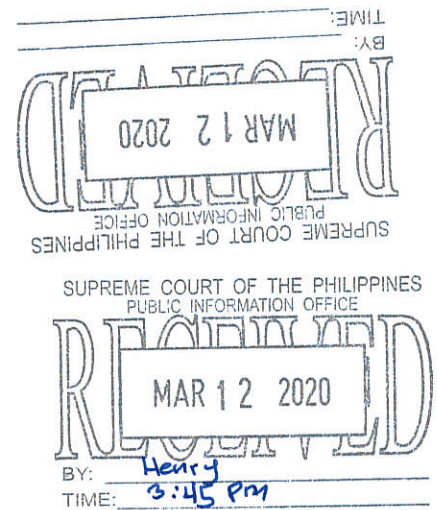




Republic of the Philippines
Supreme Court
Manila



MEMORANDUM ORDER NO. 25-2020

In view of the confirmation of the Department of Health (DOH) of the localized transmission in the country of the Coronavirus Disease 2019 (COVID-19) and in anticipation of possible sustained community transmission, which raised the COVID-19 Alert System to Code Red sublevel 1, the undersigned, through the recommendation of the Office of Administrative Services (OAS) and the Medical and Dental Services (MDS), hereby issues the following Interim Guidelines as a precautionary measure to avoid the spread of the COVID-19 in the workplace:

1. All officials or employees of the Supreme Court who feel sick with flu, fever, colds, cough, shortness of breath or difficulty breathing, and other early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting and runny nose, must immediately inform their supervisor, and voluntarily seek immediate medical attention. As deemed necessary upon the advice and certification of a licensed government/private physician, they shall not report to work for a period of three (3) to five (5) days, as applicable. They shall only report back to work after such period has elapsed and/or have been treated and cleared as being fit to go back to work by a licensed government/private physician. This is in order to avert the possible spread of the infection in the workplace.
2. For officials or employees of the Supreme Court who only have exhibited the above mentioned symptoms while in their office shall immediately seek medical consultation and attention to the Medical Services of the Court. As deemed necessary upon the advice and certification of the Court's physician, they shall be required to go home or to a hospital for treatment.
3. Absences from work due to their sickness and after they are cleared as being fit to report back to work shall be charged from their earned sick leave credits. A Medical Certificate duly issued by any government/private physician shall be

submitted to the Leave Division, OAS, for appropriate action.

4. Absences from work due to self-quarantine in their homes or any appropriate health facility, as applicable by reason of the directive to go on self-quarantine and/or treatment for COVID-19, shall not be deducted from their earned sick leave credits. The guidelines and procedure provided in Civil Service Commission Memorandum Circular (CSC MC) No. 05, s. 2020 for the availment of leave privileges for absences incurred in relation thereto shall be applied.
5. The Chiefs of Offices/Services, the Judicial Staff Heads and Chiefs of Divisions shall be responsible to monitor the conditions of their respective staff to avert the threat of the COVID-19 in their workplaces, and/or report to the Medical Services of such event or circumstance pertaining to the COVID-19 for proper assessment, monitoring and management.
6. The Chiefs of Offices/Services, the Judicial Staff Heads and Chiefs of Divisions shall also ensure that the efficiency and productivity standards of the office are met in such cases where periods of absence of concerned officials and staff may bring about setbacks in the delivery of public service.
7. The OAS-SC and MDS shall work together to effectively implement these guidelines.

This Memorandum Order shall take effect upon its approval.

City of Manila, 12 March 2020.



DIOSDADO M. PERALTA
Chief Justice of the Philippines