



Republic of the Philippines
Supreme Court
Manila

MEMORANDUM ORDER NO. 21-2022

**RE: WORKING CAPACITY/PERSONAL
FILING IN THE SUPREME COURT
STARTING FEBRUARY 16, 2022**

Considering that the Covid-19 growth rate in Metro Manila has decreased, and notwithstanding the extension of Alert Level 2 therein until February 28, 2022, the working capacity in the Supreme Court beginning February 16, 2022 *and until further orders*, shall be at least eighty percent (80%) of the entire workforce of all offices/services/divisions/units, except the Medical and Dental Services, Security Division, Maintenance Division and Motorpool Section, which shall be one hundred percent (100%) of their workforce. Employees who are not scheduled to report on-site shall be under WFH arrangement. The official time for work will be from 8:00 A.M. to 4:30 P.M., Monday to Friday.

The Justices shall determine the number and schedule of their staff who will be required to report for work on-site in their respective Chambers.

Chiefs of Offices/Services shall determine who among their personnel/staff shall be reporting on-site, which can be under rotation every week. Chiefs of Offices/Services and their respective assistants are all required to report on-site.

The individual health condition of those reporting on-site will be thoroughly checked upon entering the SC premises. They must not have even the slightest symptoms. They shall be monitored from time to time to ensure that they strictly observe all health and safety protocols, and that they remain to have no symptoms of Covid-19 infection.

Likewise, Chiefs of Offices/Services 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/divisions/units failed to comply herewith.

Also beginning February 16, 2022, the personal filing of all pleadings and other court submissions shall be allowed.

Manila, Philippines, February 14, 2022.


ALEXANDER G. GESMUNDO
Chief Justice