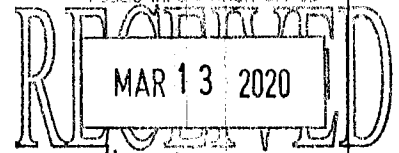




Republic of the Philippines
Supreme Court
Manila

SUPREME COURT OF THE PHILIPPINES
PUBLIC INFORMATION OFFICE



BY: Henry
TIME: 4:33 pm

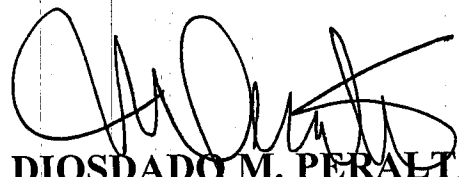
MEMORANDUM TO:

ALL CHIEFS of OFFICE and SERVICES

In view of the month long coverage of Metro Manila under “community quarantine,” the Supreme Court adopts the following guidelines:

1. Flexible work arrangement shall be implemented through the formation of a skeleton-staff in order to maintain the unimpeded delivery of service to the public. The Medical and Dental Services, Office of the Bar Confidant, and Motorpool Section, Property Division and Security Division, Office of Administrative Services, will all report for work in full force.
2. Contractual employees of the Presidential Electoral Tribunal are not required to report for work from March 16 to April 14, 2020.
3. The Chiefs of Office/Service shall, at their discretion, ensure that a number of employees in their respective Office shall report for work to maintain the normal operation of the office.
4. The Chiefs of Office/Service shall strategize the formation of a skeleton-staff on a rotation basis and submit to the Office of Administrative Services the schedule of the employees who will be assigned as skeleton-staff.
5. Strict social distancing measures are required to be observed at all times.
6. This flexible work arrangement shall take effect immediately and shall remain in force and effect until further orders.

March 13, 2020


DIOSDADO M. PERALTA
Chief Justice
Republic of the Philippines