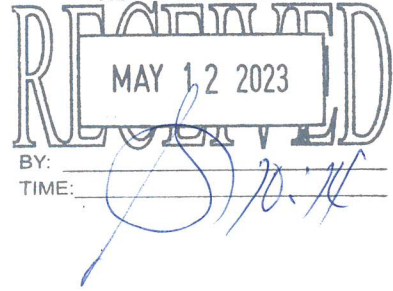




Republic of the Philippines
Supreme Court
Manila

SUPREME COURT OF THE PHILIPPINES
PUBLIC INFORMATION OFFICE



MEMORANDUM CIRCULAR NO. 02-2023

**WORK SUSPENSION TO CONDUCT DISINFECTION, CLEANING, AND
SANITATION OF THE DIFFERENT BUILDINGS AND OFFICES OF THE
SUPREME COURT**

In view of the increasing number of COVID-19 cases in the Supreme Court, the Maintenance Division, Office of Administrative Services, in coordination with the Janitorial Services, will conduct disinfection, cleaning, and sanitation of the different buildings and offices of the Supreme Court starting at 1:00 p.m.

To allow the disinfection process and activity to continue uninterrupted, there will be a work suspension starting at 12:30 p.m.

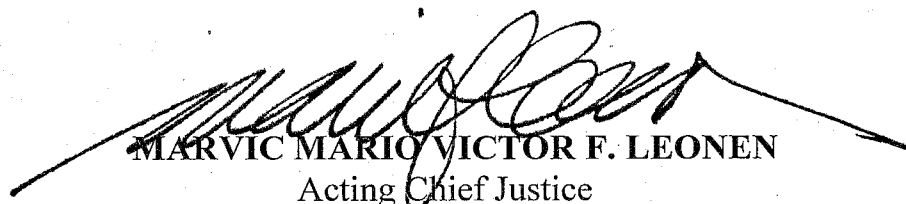
Essential offices, such as the Judicial Records Office, Cash Collection and Disbursement Division, Fiscal Management and Budget Office, and Medical and Dental Services are directed to maintain skeleton force.

The Presiding Justice of the Appellate Courts and the Executive Judges of the National Capital Region are given the discretion to conduct their own disinfection, cleaning, and sanitation, if their infection rate is at least thirty (30%) percent of their total workforce. There shall however be no interruption in any filing or service periods or deadlines.

The Chiefs of Offices/Services and the Judicial Staff Heads in the Supreme Court are directed to assign two (2) personnel who will oversee the disinfection, cleaning, and sanitation of their respective offices.

In order to protect the health of all concerned, all officials shall strictly enforce the wearing of face masks in all judicial premises until further orders.

Issued this 12th day of May, 2023, in the City of Manila, Philippines.



MARVIC MARIO VICTOR F. LEONEN
Acting Chief Justice

S.O. No. 2956 dated May 5, 2023