



REPUBLIC OF THE PHILIPPINES  
**COURT OF TAX APPEALS**  
QUEZON CITY

## MEMORANDUM

To : **ALL OFFICIALS AND EMPLOYEES**  
Subject : Reiteration of COVID-19 Health Protocols  
Date : April 22, 2022

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In view of the Department of Health's latest data of 1,674 new COVID-19 cases and 200 new deaths from April 11 to 17, 2022, the CTA Management through the undersigned, reminds all Court officials and employees to faithfully observe previously issued health protocols and guidelines, to wit:

1. Strict observance of the minimum health protocols such as checking of temperature upon entry to Court premises, physical distancing, wearing of face masks, and good personal hygiene, particularly washing and disinfection of hands;
2. Justices, officials, and employees who are exhibiting or feeling flu-like symptoms shall immediately inform the Court Physician and be subjected to an antigen test by medical personnel at the designated area;
3. All lawyers, parties, witnesses, and court users who are not fully vaccinated or are unable to adequately present copies of their vaccination cards shall be required to present a laboratory confirmed or professionally conducted negative Antigen or RT-PCR test result taken within a maximum of forty-eight (48) hours prior to entry into the CTA premises;
4. Conduct of antigen testing for employees, as may be prescribed by the Medical Services Division;
5. Outsiders with no official business shall be denied entry by Security personnel;
6. Strict enforcement of protocols for unvaccinated employees;
7. Sanitation/disinfection of Court premises every Saturday; and
8. Strict implementation of all existing health and safety guidelines under the present Alert Level classification issued by the National Government and the Supreme Court of the Philippines.

The full cooperation of all personnel (CTA, agency and all other government employees detailed in the CTA) is expected for the health, safety, and well-being of all in the interest of public service.

For strict compliance.

Thank you.

  
**ELSIE R. TIAUZON-FORTEZA**  
CTA Chief of Office, OAFS

cc.:

Office of the Justices  
Office of the Clerks of Court  
Office of Legal & Technical Services  
Office of Administrative & Finance Services  
Internal Audit Service  
COA-CTA Field Office  
Library/MISD