



REPUBLIC OF THE PHILIPPINES
COURT OF TAX APPEALS
QUEZON CITY

MEMORANDUM¹

TO : **ALL COURT OFFICIALS AND EMPLOYEES**

SUBJECT : **WORK ARRANGEMENT IN THE COURT OF TAX APPEALS
BEGINNING 16 FEBRUARY 2022**

DATE : 13 February 2022

As per the undersigned's consultation with the Honorable Chief Justice Alexander G. Gesmundo, work arrangement in the Court of Tax Appeals (CTA) shall be governed by the following guidelines effective 16 February 2022 until further orders:

1. The CTA shall be physically open to all court users. All offices in the CTA shall be open and operate with at least **eighty percent (80%)** on-site capacity from Monday to Friday, 8:00 a.m. to 4:30 p.m., *provided that* the remaining twenty percent (20%) of the employees not reporting in a given day must continue to work from home;
2. Any request for flexible working hours shall be subject to the approval of the Presiding Justice;
3. All offices in the CTA are mandated to observe the required minimum health protocols/standards;
4. All officials and employees of the CTA who are experiencing flu-like symptoms shall immediately inform the Medical Division and their immediate supervisors, and shall be subjected to antigen testing before proceeding to their respective work stations;
5. All Heads of offices/services/divisions shall submit their respective work schedules to the Human Resource Division (HRD) on a bi-monthly basis, on the first working day of each month and every fifteen (15) days thereafter; provided that the work schedule for the period 16 February 2022 to 28 February 2022 shall be submitted to the HRD not later than 17 February 2022;
6. For records and monitoring purposes, all Heads of offices and services, except the Office of the Associate Justices, shall submit their weekly Certifications,

¹ Corrected copy.

indicating the names of the employees who worked in the office and from home on specified dates, to the Office of the Presiding Justice every succeeding Monday. Staff of Associate Justices shall submit their accomplishment reports to their respective Associate Justices within the aforesaid period;

7. Raffle of cases shall proceed in-court;
8. All hearings shall be fully in-court, albeit only parties, their counsels and witnesses shall be allowed inside the court room. Hearings *via* video conferencing may be conducted only in exceptional cases, upon motion of either or both parties, or upon orders of the court, which shall schedule the said videoconferencing hearings; and,
9. Personal and electronic filing/service of pleadings and other court submissions shall be allowed, provided that hard copies of submissions through electronic filing/service shall be filed within five (5) days from date of electronic filing pursuant to CTA *En Banc* Resolution No. 4-2021 dated 24 February 2021.

Please be guided accordingly.



ROMAN G. DEL ROSARIO
Presiding Justice

cc: Office of the Justices
Office of the Clerks of Court
OLTS
OAFS
IAS
COA - CTA Field Office
Library
MISD