



REPUBLIC OF THE PHILIPPINES
COURT OF TAX APPEALS
QUEZON CITY

MEMORANDUM

TO : **ALL COURT OFFICIALS AND EMPLOYEES**

SUBJECT : **WORK ARRANGEMENT IN THE COURT OF TAX APPEALS
BEGINNING 1 MARCH 2022**

DATE : 28 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 1 March 2022 until further orders:

1. The CTA shall be physically open to all court users. All offices in the CTA shall be open and in full operation from Monday to Friday, 8:00 a.m. to 4:30 p.m.;
2. All officials and employees of the CTA must report to office five (5) times a week. Work from Home (WFH) arrangements are discontinued;
3. Any request for flexible working hours shall be subject to the approval of the Presiding Justice;
4. All offices in the CTA are mandated to observe the required minimum health protocols/standards;
5. 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, in accordance with existing policies and protocols of the CTA on the matter;
6. CTA premises shall be subject to periodic disinfection as recommended by the Chief Judicial Staff Officer, General Services Division and Chief of Office, Office of Administrative and Finance Services, subject to approval by the Presiding Justice;
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