



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  
3 JANUARY 2022

DATE: 1 JANUARY 2022

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Considering that the National Capital Region (NCR) has been placed under Covid-19 Alert Level 3 beginning 3 January 2022, and 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 3 January 2022 until further orders:

1. The Office of the Presiding Justice and the Office of the Associate Justices shall be physically open from Monday to Friday, 8:00 a.m. to 4:30 p.m. Their Offices shall operate with a skeleton staff in accordance with the respective discretions of the Presiding Justice and Associate Justices;

2. All other offices/services/divisions of the CTA shall be physically open with a skeleton staff of not less than fifty percent (50%) to not more than sixty percent (60%) in accordance with the respective discretions of their Heads, from Monday to Friday, 8:00 a.m. to 4:30 p.m. Employees who are not scheduled to report for work in the office on a given day shall continue to work from home.

3. Any request for flexible working hours shall be subject to the approval of the Presiding Justice.

4. 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 3 January 2022 to 15 January 2022 shall be submitted to the HRD not later than 4 January 2022;

5. For records and monitoring purposes, all Heads of offices and services, except the Office of the Associate Justices, shall submit their weekly Certifications, 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.

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