



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

**MEMORANDUM**

To : **ALL COURT OF TAX APPEALS (CTA) OFFICIALS AND EMPLOYEES**

Subject : **WORK SUSPENSION IN THE CTA FROM JANUARY 6 TO 7, 2022**

Date : January 5, 2022

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Considering that the Reverse Transcription Polymerase Chain Reaction (RT-PCR) tests of eleven (11) CTA employees yielded positive results, with the increasing number of employees who are exhibiting symptoms of COVID-19 and are awaiting results of their RT-PCR tests, and taking into account that the National Capital Region (NCR) has been classified by the Department of Health as a critical risk area,<sup>1</sup> work in the CTA is **SUSPENDED** from **JANUARY 6 to 7, 2022** as per the undersigned's consultation with the Honorable Chief Justice Alexander G. Gesmundo.

During the said period, (i) all CTA employees, including personnel who are under Contract of Service with the CTA, agency security officers, agency janitorial employees, police officers and COA/Mediation personnel who are deployed in the CTA shall undergo antigen testing using the CTA-provided antigen test kits; and, (ii) CTA premises shall be thoroughly disinfected.

Mr. Isidro C. Barredo, Jr., Assistant Chief, OAFS shall ensure the distribution and administration of the antigen test kits on January 6 to 7, 2022 and prescribe the procedure/protocol on the administration of the antigen test while Engr. Leopoldo P. Pablo, CJSO, GSD shall take charge of the thorough disinfection of CTA premises.

The personal filing/service of pleadings and other court submissions during the above work suspension period shall not be allowed. Accordingly, filing/service may be done via registered mail, through the services of duly accredited private couriers or by transmitting them through electronic mail in accordance with existing electronic filing guidelines.

Please be guided accordingly.

**ROMAN G. DEL ROSARIO**  
Presiding Justice

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<sup>1</sup> <https://www.cnnphilippines.com/news/2022/1/5/NCR-critical-risk-Region-4A-under-high-risk-covid.html>.