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Court of Tax Appeals

Agham Road, National Government Center,
North Triangle, Diliman, Quezon City. Trunkline No. (632) 920.4249/39



MEMORANDUM

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

Subject : **WORK ARRANGEMENT IN THE CTA FROM JANUARY 10, 2022 UNTIL FURTHER ORDERS**

Date : **January 7, 2022**

Considering that the Reverse Transcription Polymerase Chain Reaction (RT-PCR) tests of numerous 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 as per the undersigned's consultation with the Honorable Chief Justice Alexander G. Gesmundo, work arrangement in the CTA shall be governed by the following guidelines **EFFECTIVE JANUARY 10, 2022** until further orders, consistent with Supreme Court Memorandum Order No. 4-2022 dated January 7, 2022:

1. The Office of the Presiding Justice and the Office of the Associate Justices shall be physically open from Monday to Saturday, 9:00 a.m. to 3:00 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 from Monday to Saturday, from 9:00 a.m. to 3:00 p.m. One-third (1/3) of the work force shall be required to physically report on Mondays and Tuesdays (MT shift), another 1/3 on Wednesdays and Thursdays (WTh shift) and the remaining 1/3 on Fridays and Saturdays (FS shift). Employees who are not scheduled to report for work in the office on a given day shall continue to work from home;

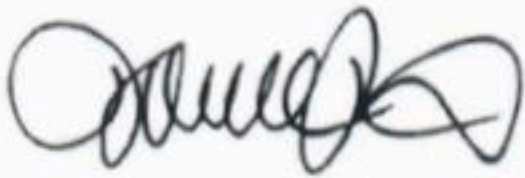
4. All Heads of offices/services/divisions shall determine who among their personnel/staff shall be included in each shift; and shall submit their respective work schedules to the Human Resource Division (HRD) not later than January 10, 2022. Any changes on the aforesaid shifts in each office/service/division must be reported to the HRD every succeeding Monday;

5. All Heads of offices/services/divisions and their respective assistants may agree on an alternate shift reporting; however, all Heads of offices/services/divisions are on-call anytime;

6. For records and monitoring purposes, all Heads of offices and services, except 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 the Associate Justices shall submit their accomplishment reports to their respective Associate Justices within the aforesaid period; and,

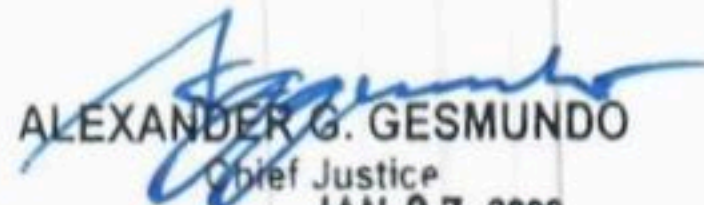
7. Personal filing/service of pleadings and other court submissions shall not be allowed. Accordingly, filing/service may be done via registered mail, through the services of duly accredited private couriers or by transmitting them through electronic mail in accordance with existing electronic filing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

Please be guided accordingly.



ROMAN G. DEL ROSARIO
Presiding Justice

APPROVED



ALEXANDER G. GESMUNDO
Chief Justice

Date: JAN 07 2022