

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 AND UNTIL FURTHER ORDERS**

Date : January 9, 2022

Considering the surge in COVID 19 cases, with the National Capital Region (NCR) being classified by the Department of Health as a high-risk area,¹ 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:

1. The official working days and hours shall be from Monday to Friday, 9:00 a.m. to 3:00 p.m.,
2. The Office of the Presiding Justice and the Office of the Associate Justices shall operate with a skeleton staff in accordance with the respective discretions of the Presiding Justice and Associate Justices;
3. The Divisions of the CTA may conduct videoconferencing hearings on pending cases, whether urgent or not, as far as practicable, as may be determined by the Presiding Justice or the Chairpersons of the Divisions;
4. Raffle of cases shall likewise be conducted via videoconferencing;
5. All essential offices/services/divisions of the CTA shall maintain the necessary skeleton staff, to be determined by their respective Heads, to enable them to attend to all urgent matters and concerns. All Heads of offices/services/divisions are on-call anytime; and,
6. 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.

A handwritten signature in black ink, appearing to read 'Roman G. Del Rosario'.

ROMAN G. DEL ROSARIO
Presiding Justice

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