



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 FEBRUARY 2022

DATE: 30 January 2022

Considering that the National Capital Region (NCR) has been placed under Covid-19 Alert Level 2 beginning 1 February 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 1 February 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, 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 with a skeleton staff of not more than fifty percent (50%)¹ in accordance with the respective discretions of their Heads, from Monday to Friday, 9:00 a.m. to 3:00 p.m, provided that all employees must report to the office at least three (3) times a week from Monday to Friday and must complete the mandatory forty (40)-hour work week.
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 1 February 2022 to 15 February 2022 shall be submitted to the HRD not later than 2 February 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.
6. 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.

¹ Guidelines on the Nationwide Implementation of Alert Level System for Covid-19 Response as of December 14, 2021

Please be guided accordingly.

A handwritten signature in black ink, appearing to read 'Roman G. Del Rosario', with a large, stylized initial 'R'.

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