



REPUBLIC OF THE PHILIPPINES  
COURT OF TAX APPEALS  
QUEZON CITY

**MEMORANDUM**

TO : ALL COURT OFFICIALS AND EMPLOYEES

SUBJECT : FLEXIBLE WORKING ARRANGEMENT IN THE COURT OF TAX APPEALS STARTING MARCH 28, 2022

DATE : MARCH 25, 2022

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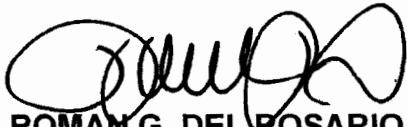
As per the undersigned's consultation with the Honorable Chief Justice Alexander G. Gesmundo, consistent with Supreme Court Memorandum Order No. 39-2022 dated March 24, 2022, and due to the adverse effects of the rising oil prices beginning March 2022, a **four (4)-day work week** scheme is hereby implemented in the Court of Tax Appeals (CTA) starting **March 28, 2022** until further orders, subject to the following guidelines:

1. Court officials and employees shall report on-site for **four (4) days a week for ten (10) hours per day**, from **7:00 a.m. to 5:30 p.m.**;
2. All offices/divisions/services/units in the CTA will remain open from Monday to Friday, 7:00 a.m. to 5:30 p.m. The workforce in each office/division/service/unit shall be divided into two (2) groups, with the first group reporting from Monday to Thursday and the second group reporting from Tuesday to Friday;
3. Heads of offices/divisions/services/units shall (i) determine who among their personnel/staff will be included in each group, on rotation basis; and, (ii) submit every Friday their respective offices'/divisions'/services'/units' weekly schedule for the succeeding week to the Human Resource Division for monitoring, furnishing a copy thereof to the Office of the Presiding Justice;<sup>1</sup>
4. Heads of offices/divisions/services/units must be in separate group from their assistants to maintain senior management presence in all offices/divisions/services/units five (5) days a week.
5. The Office of the Presiding Justice and the Office of the Associate Justices are given the discretion to adopt the four (4)-day work week scheme and to determine the number and schedule of their staff in their respective offices;
6. The filing and processing of pleadings and other court submissions shall be entertained from Monday to Friday, 8:00 a.m. to 4:30 p.m.; and,
7. Court officials and employees are mandated to observe the required minimum health protocols/standards.

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<sup>1</sup> Schedule for March 28, 2022 to April 1, 2022 shall be submitted on March 28, 2022.

Please be guided accordingly.



**ROMAN G. DEL ROSARIO**  
Presiding Justice

cc:

Office of the Justices  
Office of the Clerks of Court  
Office of Legal and Technical Services  
Office of Administrative and Finance Services  
Internal Audit Service  
COA-CTA Field Office  
Library  
MISD