



REPUBLIC OF THE PHILIPPINES
COURT OF TAX APPEALS
QUEZON CITY

MEMORANDUM

TO : ALL COURT OFFICIALS AND EMPLOYEES

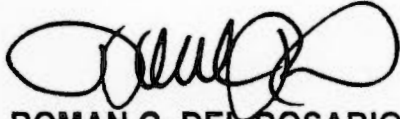
SUBJECT : REVISED FLEXIBLE WORKING ARRANGEMENT IN THE COURT OF TAX APPEALS STARTING APRIL 4, 2022

DATE : MARCH 30, 2022

As per the undersigned's consultation with the Honorable Chief Justice Alexander G. Gesmundo, consistent with Supreme Court Memorandum Order No. 41-2022 dated March 30, 2022, a revised flexible working arrangement is hereby implemented in the Court of Tax Appeals (CTA) starting **April 4, 2022** until further orders, subject to the following guidelines:

1. All Court officials and employees shall report on-site for **four (4) days a week for eight (8) hours per day**, from 8:00 a.m. to 4:30 p.m., with the remaining one (1) day to be considered as work from home arrangement;
2. All offices/divisions/services/units in the CTA will remain open from Monday to Friday, 8:00 a.m. to 4:30 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;
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 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,
6. Court officials and employees are mandated to observe the required minimum health protocols/standards.

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