

STRICT OBSERVANCE OF WORKING HOURS AND DISCIPLINARY ACTION FOR ABSENTEEISM AND TARDINESS

SC ADMINISTRATIVE CIRCULAR NO. 2-99, January 15, 1999

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T O : ALL OFFICIALS AND EMPLOYEES OF THE JUDICIARY:

By reason of the nature and functions of their office, the officials and employees of the Judiciary must be role models in the faithful observance of the constitutional canon that public office is a public trust. Inherent in this mandate is the observance of prescribed office hours and the efficient use of every moment thereof for public service, if only to recompense the Government, and ultimately, the people, who shoulder the cost of maintaining the Judiciary.

I. Accordingly, all courts must observe the following office hours, without, however, prejudice to the approved flexi-time of certain personnel;

MONDAY TO FRIDAY

8:00 A.M. to 12:00 N

1:00 P.M. to 5:00 P.M.

SATURDAY

A.

Executive Judges of the Regional Trial Courts shall assign by rotation, Judges of the Municipal Trial Courts and Municipal Circuit Trial Courts in multiple sala stations within their respective territorial areas, to be on duty on Saturdays from 8:00 A.M. to 1:00 P.M., assisted by a skeletal force, also on rotation, primarily to act on petitions for bail and other urgent matters.

With respect to the Metropolitan Trial Courts and Municipal Trial Courts in Cities consisting of multiple salas, the assignment of judges for similar Saturday duty shall be made by the Executive Judges of said first level courts.

Judges of single sala first level courts shall all be on duty on Saturdays as above provided.

On Saturday afternoons, Sundays and non-working holidays, any Judge may act on bailable offenses conformably with Section 17, Rule 114 of the Rules of Court, as amended.

All Regional Trial Court executive judges, whether in single sala or multiple salas, shall remain on duty on Saturday mornings. (Interim Rules and Guidelines Relative to the Implementation of the Judiciary Reorganization Act of 1980, A.6)

B.

Court offices (e.g., Office of the Clerk) and units which deal directly with the public, such as receiving, process-serving and cashier's units, shall maintain a skeletal force on Saturdays from 8:00 A.M. to noon, and from 12:30 P.M. to 4:30 P.M. Those assigned to work on Saturdays shall be notified of their assignment at least three days in advance. An employee so assigned shall have a full day-off the following week, on a day to be specified by the Justice/Judge concerned. (Manual for Clerk of Courts, Chapter II, Section A, 1.)

II. Absenteeism and tardiness, even if such do not qualify as "habitual" or "frequent" under Civil Service Commission Memorandum Circular No. 04, Series of 1991, shall be dealt with severely, and any falsification of daily time records to cover-up for such absenteeism and/or tardiness shall constitute gross dishonesty or serious misconduct.

III. The Office of the Court Administrator shall see to it that this order is faithfully enforced.

This Administrative Order supersedes and modifies accordingly any previous Orders or Circulars on the matter and shall take effect on 1 February 1999.

City of Manila, 15 January 1999.

(Sgd.) HILARIO G. DAVIDE, JR.

Chief Justice

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