

ADMINISTRATIVE CIRCULAR NO. 96 – 2021, November 29, 2021

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TO:

ALL JUSTICES, COURT PERSONNEL, AND COURT USERS OF THE APPELLATE COLLEGIATE COURTS

RE: COURT OPERATIONS BEGINNING DECEMBER 1, 2021

The same work arrangement and limited personal filing being implemented by the Supreme Court under Memorandum Order No. 110-2021 dated November 19, 2021 shall be observed by all appellate collegiate courts and their judicial offices beginning December 1, 2021 until further orders from this Court. All offices/ services/ divisions/units shall be fully operational, with one-half of the workforce reporting on-site on Mondays, Tuesdays, and Wednesdays (MTW shift) and the other half on Thursdays, Fridays, and Saturdays (ThFS shift). Employees who are not scheduled to report to the office shall be under WFH arrangement for two (2) days.

All prior issuances not inconsistent herewith shall remain valid and in effect. For the guidance and compliance of all concerned.

Manila, Philippines, November 29, 2021.

(Sgd.)ALEXANDER G. GESMUNDO

Chief Justice

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