

ADMINISTRATIVE CIRCULAR NO. 26-2007, April 24, 2007

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TO: ALL JUDGES, OFFICIALS, AND EMPLOYEES OF ALL COURTS IN THE NATIONAL CAPITAL JUDICIAL REGION

SUBJECT:

SCHEDULE OF WORKING HOURS

In the interest of public service, all courts in the National Capital Judicial Region shall observe the following office hours without, however, prejudice to approved flexi-time of certain personnel:

Monday to Friday 8:00 A.M. to 12:00 Noon
12:30 P.M. to 4:30 P.M.

The National Capital Judicial Region shall cover the following cities, provincial capitals and towns:

1. Manila 7. Pasig City 13. Paranaque City
2. Caloocan City 8. Pateros 14. Taguig City
3. Quezon City 9. Mandaluyong City 15. Marikina City
4. Navotas 10. San Juan 16. Las Pinas City
5. Malabon City 11. Makati City 17. Muntinlupa City
6. Valenzuela City 12. Pasay City

This revised schedule of office hours shall take effect for each court upon receipt hereof and shall continue to be in full force until revoked.

For your guidance and immediate compliance.

April 24, 2007.

(SGD.) REYNATO S. PUNO
Chief Justice

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