



Republic of the Philippines

***Sandiganbayan***

Quezon City

**ADMINISTRATIVE ORDER NO. 064-2022**  
**RE: REVISED FLEXIBLE WORKING ARRANGEMENT IN**  
**THE SANDIGANBAYAN STARTING APRIL 4, 2022**

**WHEREAS**, upon consultation with and approval of the Honorable Chief Justice Alexander G. Gesmundo, and in line with the intent of Supreme Court Memorandum Order No. 41-2022 dated March 30, 2022, *Re: Revised Flexible Working Arrangement in the Supreme Court Starting April 4, 2022*, while remaining cognizant of the nature of the Sandiganbayan as both an appellate and trial court that conducts hearings everyday, the following **revised** guidelines shall be implemented in the Sandiganbayan beginning on April 4, 2022 and until further orders:

1. All Justices, officials and employees shall only be required to report onsite for four (4) days in a week, with the remaining one (1) day to be considered as a work from home arrangement;
2. All chambers and offices in the Sandiganbayan shall remain open from Monday to Friday, 8:00 a.m. to 4:30 p.m;
3. All Justices and heads of office shall ensure that the discharge of all administrative and adjudicative functions of their office is unimpaired. In order to achieve this, he/she shall determine the specific work from home (WFH) day of his/her staff taking into account their respective duties and responsibilities;
4. All heads of office and their assistants must ensure that at least one (1) of them is present every day to maintain senior management presence in their office/division five (5) days a week;
5. The Security and utility personnel, whether organic or agency, shall continue to report for work daily under their existing rotation.

6. All other positions that their heads of office may determine as incapable of a work from home arrangement, shall be required to report for work under their usual work rotation or working hours;
7. All heads of office, except the Associate Justices, are directed to submit a weekly certification every succeeding Monday to the Office of the Presiding Justice, copy furnished the Administrative Division, listing the days that their staff were under a work from home arrangement and the work assigned to them and accomplished for monitoring and record-keeping purposes; and
8. All Justices, officials, and employees are reminded to strictly observe health and safety protocols.

Issued this 30<sup>th</sup> day of March, 2022.

Quezon City.

  
**AMPARO M. CABOTAJE TANG**  
*Presiding Justice*