



Republic of the Philippines

Sandiganbayan

Quezon City

ADMINISTRATIVE ORDER NO. 057-2022
RE: FLEXIBLE WORKING ARRANGEMENT IN THE
SANDIGANBAYAN STARTING MARCH 28, 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. 39-2022 dated March 24, 2022, *Re: Flexible Working Arrangement in the Supreme Court Starting March 28, 2022*, to address the adverse effects created by the recent series of oil price increases, while remaining cognizant of the nature of the Sandiganbayan as both an appellate and trial court that conducts hearings everyday, the following guidelines shall be implemented in the Sandiganbayan beginning on March 28, 2022:

1. Upon the determination of, and the discretion of the respective heads of office, all offices, divisions, and chambers, are given the option to adopt a four-day work week whereby employees in the said office, division, or chambers will be required to report on-site for only four (4) days a week, at ten (10) hours per day, with the official time for work being 7:00 a.m. to 5:30 p.m;
2. Those offices, divisions, and chambers that choose to adopt a four-day work week shall ensure that they are open from Monday to Friday, with the respective heads of office determining the specific days for onsite work and the one (1) day off of his/her staff taking into account their respective duties and responsibilities and ensuring that all administrative and adjudicative functions are not impaired;
3. Chiefs of offices/divisions 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;

4. The Security personnel shall maintain its existing round-the-clock rotation. The agency security and utility personnel shall continue to report for work on a daily basis based on their existing rotation.
5. The filing and processing of pleadings and other court submissions shall be entertained from 8:00 a.m. to 4:30 p.m.
6. Those offices, divisions, and chambers that do not adopt a four-day work-week shall maintain full onsite capacity and be open from 8:00 a.m. to 4:30 p.m.
7. All Justices, officials, and employees are reminded to strictly observe health and safety protocols.

Issued this 25th day of March, 2022.

Quezon City.


AMPARO M. CABATAJE-TANG
Presiding Justice