



Republic of the Philippines

Sandiganbayan

Quezon City

ADMINISTRATIVE ORDER NO. 017-2022

WORK ARRANGEMENTS IN THE SANDIGANBAYAN BEGINNING ON FEBRUARY 16, 2022 UNTIL FURTHER NOTICE

WHEREAS, in view of the announcement by the COVID-19 Inter-Agency Task Force for The Management of Emerging Infectious Diseases (IATF) that the National Capital Region shall remain under Alert Level 2 until February 28, 2022, and upon consultation with and approval of the Honorable Chief Justice Alexander G. Gesmundo, the following work arrangements in the Sandiganbayan shall be adopted **EFFECTIVE FEBRUARY 16, 2022**, until further orders:

1. The Sandiganbayan shall be physically open to all court users. All offices and chambers in the Sandiganbayan shall operate with at least eighty percent (80%) onsite capacity from **Monday to Friday, 8:00 a.m. to 4:30 p.m.**;
2. All chambers and offices of the Sandiganbayan shall observe the necessary minimum health standards and social distancing;
3. All Justices, officials and employees shall continue to strictly comply with the provisions of Sandiganbayan Administrative Order No. 004-2022 dated January 28, 2022 **Re: Back to Work Policy** and should always truthfully report their health status to the Medical Section and their respective head of office.
4. All Justices, officials, and employees who exhibits flu-like symptoms **SHALL NO LONGER REPORT TO THE OFFICE PHYSICALLY** and should comply with Item 7 of Administrative Order No. 004-2022, and inform and update the Medical Section and their immediate supervisors about their health condition;
5. All hearings in the Sandiganbayan shall be fully in-court, albeit only parties, their counsels and witnesses shall be

allowed inside the court room. Hearings *via* video conferencing may be conducted only in exceptional cases, upon motion of either or both parties, or upon orders of the court, which shall schedule the said videoconferencing hearings;

6. Personal and electronic filing/service of pleadings and other court submissions shall be allowed, subject to prior coordination with the office concerned;
7. The Sandiganbayan shall continue the processing and issuance of Sandiganbayan clearances through its outdoor kiosk;
8. All officials and employees are directed to submit their Daily Time Records and Accomplishment Reports as duly certified by the head of office, to the Personnel Section for monitoring and record-keeping purposes; and,
9. The chamber and offices scheduled for Saturday duty shall proceed as has been the Sandiganbayan's longstanding policy in order to act on bail applications and other urgent matters.

Issued this 14th of February, 2022.

Quezon City.


AMPARO M. CABOTAJE-TANG
Presiding Justice