



REPUBLIC OF THE PHILIPPINES

Sandiganbayan

Quezon City

MEMORANDUM

FOR: **THE HONORABLE JUSTICES**

TO: **ALL OFFICIALS and EMPLOYEES**

Re: **SANDIGANBAYAN ADMINISTRATIVE ORDER NO. 21-2021**

Date: February 28, 2022

I am furnishing you a copy of Sandiganbayan Administrative Order No. 21-2022, dated February 28, 2022 *Re: WORK ARRANGEMENTS IN THE SANDIGANBAYAN BEGINNING ON MARCH 1, 2022 UNTIL FURTHER NOTICE*, which was prepared upon consultation with and approval of the Honorable Chief Justice Alexander G. Gesmundo.

For your information and guidance.


AMPARO M. CABOTAJE-TANG
Presiding Justice



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ADMINISTRATIVE ORDER NO. 021-2022

WORK ARRANGEMENTS IN THE SANDIGANBAYAN BEGINNING ON MARCH 1, 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 be placed under Alert Level 1 until further notice, 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 MARCH 1, 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 **full onsite capacity** from **Monday to Friday, 8:00 a.m. to 4:30 p.m.**; hence, Work from Home Arrangement is hereby discontinued.
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 heads of office.
4. All Justices, officials, and employees who exhibit 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, witnesses, and other persons duly authorized by the court shall be allowed inside the court room. Hearings *via* video conferencing may be conducted only in exceptional cases to be determined by the Division Chairpersons, upon motion of either or both parties, or upon orders of the court, which shall schedule the said videoconferencing hearings;
6. Consistent with items 1 and 3 of Sandiganbayan Administrative Order No. 20-2022 dated February 24, 2022, all fully vaccinated lawyers, parties, witnesses and court users shall be allowed entry into the Sandiganbayan provided that they are able to show physical or electronic copies of their duly issued vaccination and/or booster cards upon entry into the Sandiganbayan. All lawyers, parties, witnesses and court users who are not fully vaccinated¹ or are unable to adequately present copies of their vaccination cards shall be required to present a laboratory confirmed or professionally conducted **negative Antigen or RT-PCR test result** taken within a maximum of forty-eight (48) hours from entry into the Sandiganbayan;
7. Personal and electronic filing/service of pleadings and other court submissions shall be allowed, subject to prior coordination with the office concerned;
8. The Sandiganbayan shall continue the processing and issuance of Sandiganbayan clearances through its outdoor kiosk;
9. All officials and employees are directed to submit their Daily Time Records (DTR) to the Personnel Section for record-keeping purposes; and,

¹ **Fully vaccinated** - means two weeks after the second dose in a two-dose Vaccine (AstraZeneca, Moderna, Pfizer, Sinovac or Sputnik) or two weeks after the first dose in a single dose Vaccine (Janssen and Sputnik).

10. The chambers and offices scheduled for Saturday duty shall proceed as has been the Sandiganbayan's long-standing policy in order to act on bail applications and other urgent matters.

Issued this 28th of February, 2022.

Quezon City.


AMPARO M. CABOTAJE-TANG
Presiding Justice