



REPUBLIC OF THE PHILIPPINES

Sandiganbayan

Quezon City

MEMORANDUM

FOR: **THE HONORABLE JUSTICES**

TO: **ALL OFFICIALS AND EMPLOYEES**

Re: Work From Home and Skeleton Staff in the Sandiganbayan on October 31, 2023

Date : October 27, 2023

Pursuant to Memorandum Circular No. 38 dated October 27, 2023, issued by the Office of the President and as authorized by the Honorable Chief Justice Alexander G. Gesmundo, a work from home arrangement shall be implemented in the Sandiganbayan on October 31, 2023 in all offices and chambers.

The following offices, however, must maintain a skeleton staff to be determined by their respective heads of office:

1. Docket Section, Judicial Records Division
2. Cashier Section, Administrative Division
3. Supply Section, Administrative Division.

Moreover, all other chambers and offices may maintain an in-person skeleton staff to act on urgent matters upon the discretion of their respective heads of office.

The court's janitorial and security personnel shall report on normal duty.

For your information and guidance.


AMPARO M. CABOTAJE-TANG
Presiding Justice