



Republic of the Philippines  
Supreme Court  
Office of the Court Administrator  
Manila

OCA CIRCULAR NO. 110-2008

**TO: ALL EXECUTIVE JUDGES**

**SUBJECT: GUIDELINES IN THE ANNOUNCEMENT OF A WORK  
SUSPENSION IN THE LOWER COURTS**

In consonance with the provisions of A.M. No. 03-8-02-SC (Guidelines on the Selection and Appointment of Executive Judges and Defining their Powers, Prerogatives and Duties) dated 15 February 2004, in the absence of an announcement from the national or local government, the following guidelines in the suspension of work shall be observed:

1. In case of typhoons where public storm signal no. 1 or 2 has been raised by PAG-ASA, there shall be no work suspension;
2. In case of typhoons where public storm signal no. 3 has been raised by PAG-ASA, suspension of work shall be subject to the discretion of the Executive Judge with notice to the Office of the Court Administrator; and
3. In case of:
  - a.) flash floods (with or without a typhoon);
  - b.) transport strikes and other large-scale public strikes and/or rallies; and
  - c.) other situations necessitating suspension of work,

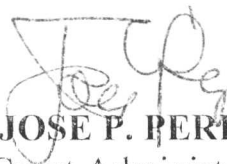
suspension of work shall likewise be subject to the discretion of the Executive Judge with notice to the Office of the Court Administrator.

If an announcement of work suspension is deemed necessary by the Executive Judge, a report on the circumstances thereof (e.g. date, time, reason) shall be immediately communicated to the Court Administrator who shall verify the need for the early dismissal.

An abuse of the prerogative to suspend work shall be subject to appropriate disciplinary action.

For your information and guidance.

05 November 2008.

  
**JOSE P. PEREZ**  
Court Administrator