



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

November 29, 2001

CIRCULAR NO. 87-2001

TO: ALL JUDGES AND COURT PERSONNEL OF  
THE REGIONAL TRIAL COURTS AND  
METROPOLITAN TRIAL COURTS IN THE  
NATIONAL CAPITAL JUDICIAL REGION

SUBJECT: CLARIFICATION OF CERTAIN PROVISIONS  
OF CIRCULAR NO. 63-2001 DATED OCTOBER  
3, 2001 ON THE "STRICT OBSERVANCE OF  
PRESCRIBED WORKING HOURS AND  
SESSION HOURS AND RULES ON  
PUNCTUALITY AND ATTENDANCE"

In view of inquiries as to the import of the provisions of Item IIA of Circular No. 63-2001 dated October 3, 2001, all judges and court personnel of the Regional Trial Courts and Metropolitan Trial Courts in the National Capital Judicial Region are advised of the following:

Administrative Circular No. 2-99 dated January 15, 1999 - the relevant portions of which had been quoted in Circular No. 63-2001 dated October 3, 2001 - states that "[A]ll courts must observe the ... office hours [indicated therein] *without, however, prejudice to the approved flexi-time of certain personnel.*" The Amended Memo dated July 1, 1999 in effect prescribes the flexi-time schedule of the judges and personnel of the Regional Trial Courts and Metropolitan Trial Courts in the National Capital Judicial Region only.

Owing to the underscored provisions, the judges and personnel of the aforementioned courts in the National Capital Judicial Region should follow the office hours indicated by the Amended Memo. Judges and lower court personnel in the other judicial regions shall observe the office hours prescribed by Administrative Circular No. 2-99, unless they report for work under an approved different flexi-time schedule.

PRESBITERO J. VELASCO, JR.  
Court Administrator