



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

OCA CIRCULAR NO. 09-2015

**TO: ALL JUDGES, OFFICIALS, AND PERSONNEL
OF THE FIRST AND SECOND LEVEL COURTS**

SUBJECT: STRICT OBSERVANCE OF OFFICE HOURS

In view of the numerous complaints received by this Office on the non-observance by some judges and court personnel of the prescribed office hours, all judges and court personnel are **ENJOINED** to strictly observe the following prescribed office hours, without prejudice to the approved flexi-time of some court personnel:

Regions 1 to 12:

Monday to Friday¹ 8:00 A.M. to 12:00 NN
 1:00 P.M. to 5:00 P.M.

National Capital Judicial Region:

Monday to Friday² 8:00 A.M. to 12:00 NN
 12:30 P.M. to 4:30 P.M.

Judges are also **EXHORTED** to be mindful of the hours set for hearing and to start the hearings on time.

Pursuant to Republic Act No. 9482,³ however, all judges are **REMINDED** to implement appropriate working schedules among their court personnel to enable them to attend to and serve litigants who are within the premises of the court during lunch break, and prior to the end of official working hours. The judges shall adopt a rotation system of personnel and provide a skeletal force to make sure that units which deal directly with the

¹ Administrative Circular No. 02-2007, Re: Reiteration of Administrative Circular No. 2-99 dated January 15, 1999 on "Strict Observance of Working Hours and Disciplinary Action for Absenteeism and Tardiness," dated January 12, 2007.

² Administrative Circular No. 26-2007, Re: Schedule of Working Hours, dated April 24, 2007.

³ An Act to Improve Efficiency in the Delivery of Government Service to the Public by Reducing Bureaucratic Red Tape, Preventing Graft and Corruption, and Providing Penalties Therefor.

public, such as the receiving, process-serving and the cashier, are accessible to the public at all times, including lunch and break times.

Further, all judges and court personnel shall file the appropriate application for leave in case of their inability to report for work, in accordance with Item IV, Administrative Circular No. 08-2009.⁴

The executive judges shall strictly monitor compliance with this Circular by the judges and court personnel under their administrative supervision. The Deputy Court Administrators and the Legal Office of the Office of the Court Administrator shall likewise oversee compliance by the executive judges and presiding judges under their respective areas of administrative supervision.

Strict compliance herewith is **ENJOINED**.

21 January 2015

JOSE MIDAS P. MARQUEZ
Court Administrator

⁴ Guidelines in Case of Prolonged Absences, Tardiness and Undertime, Filing of Applications for Leave and Availment of the Rehabilitation Privilege, dated January 12, 2007.