



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

OCA Circular No. 165-2020

To : All Judges and Court Personnel of the First and Second Level Courts
Subject : Interim Guidelines for Absences Due to Quarantine and/or Treatment Relative to COVID-19

As a precautionary measure against the spread of COVID-19 in the lower courts, judges and court personnel who are infected with COVID-19, exhibit symptoms of COVID-19, have been in close contact with a COVID-19 positive individual, or by reason of travel, are required to undergo quarantine and/or treatment for COVID-19.

In this connection, the absence from work due to the required period of self-quarantine and/or treatment for COVID-19, as applicable, shall be governed by the following guidelines:

Categories	Nature of Absence from Work	Procedure Upon Return to Work
<p>1. For those infected with COVID-19 and tested positive in Reverse Transcription Polymerase Chain Reaction (RT-PCR) or swab test.</p> <p>a. Localized transmissions while in the performance of their official functions.</p> <p>b. Localized transmissions due to personal or non-</p>	<p>1. Excused absence¹ for the entire quarantine period from 1st day of symptoms until a clearance is issued that they are already fit to work.</p> <p>a. Those under category 1.a, the quarantine and treatment period shall be considered excused absence.</p> <p>b. Those under 1.b, the fourteen (14) calendar days</p>	<p>Submit the following to the Employees Leave Division, Office Administrative Services, Office of the Court Administrator:</p> <p>1. Application for Leave of Absence (required quarantine leave and/or COVID-19 treatment leave).</p> <p>2. Medical Certificate issued by government/private physician that they have tested positive for</p>

¹ Excused Absence shall refer to the period when government personnel are not required to report for work (required quarantine and/or treatment, and work suspensions), but are entitled to pay, as declared by the President or the appropriate and competent authorities.

Categories	Nature of Absence from Work	Procedure Upon Return to Work
<p>work related activities.</p> <p>2. For those who came into close contact with someone identified as COVID-19 positive and are advised to undergo self-quarantine upon prior consultation with government/private physician.</p> <p>3. For those with mild symptoms (cough, colds, fever, sore throat and/or diarrhea) and are advised to undergo self-quarantine upon prior consultation with government/private physician.</p> <p>4. For those required to go on self-quarantine by reason of travel (local or out of the country)</p>	<p>quarantine period shall be considered as excused absence and the period of their treatment thereafter shall be considered sick leave chargeable against their leave credits, if any.</p> <p>2. Excused absence for the required fourteen (14) calendar days quarantine from 1st day of symptom/s, if advised to undergo self-quarantine by a government/private physician.</p> <p>3. Excused absence for the required fourteen (14) calendar days quarantine from 1st day of symptom/s, if advised to undergo self-quarantine by a government/private physician.</p> <p>4. The applicable provisions of Civil Service Commission Memorandum Circular (CSC MC No. 08, s. 2020) shall be followed.</p>	<p>COVID-19, have been in close contact with a COVID-19 positive individual, or have been required to undergo self-quarantine leave.</p> <p>3. Medical Certificate that they are cleared to report back to work.</p> <p><i>NOTE:</i> Failure to submit the required documents in support of the grant of self-quarantine leave shall result in the utilization of sick leave, instead of the quarantine leave due to COVID-19.</p>

These guidelines shall apply to all judges, officials and employees of the First and Second level courts, regardless of status of appointment (permanent, temporary, provisional, substitute, coterminous, casual, contractual or fixed term).

This circular shall take effect retroactively on March 16, 2020, the start of the Enhanced Community Quarantine in Luzon, and shall remain in force until the State of Public Health Emergency and the Community Quarantine have been lifted by the Office of the President.

For your information and guidance.

October 08, 2020


JOSE MIDAS P. MARQUEZ
Court Administrator