



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

**OCA CIRCULAR NO. 201-2020**

**TO : ALL FIRST AND SECOND LEVEL COURTS**

**SUBJECT : SUSPENSION OF THE IMPLEMENTATION OF  
THE FOUR-DAY WORKWEEK AS PROVIDED IN  
ADMINISTRATIVE CIRCULAR NO. 65-2020  
DATED 3 DECEMBER 2020**

In view of the suspension of the implementation of the Four-Day Workweek as provided in Administrative Circular No. 62-2020 dated 24 November 2020 (*In the Matter of the Four-Day Work Week in the Supreme Court During the Period of State of Public Health Emergency Due to Covid-19 Pandemic*) pursuant to Administrative Circular No. 65-2020 dated 3 December 2020 of the Honorable Chief Justice Diosdado M. Peralta, all concerned first and second level courts are hereby **DIRECTED** to **OPERATE** with a skeleton staff of not less than seventy percent (70%) from **Monday to Friday, 8:00 am to 5:00 pm (for Judicial Regions 1 to 12) and 8:00 am to 4:30 pm (for National Capital Judicial Region)**, provided that the thirty percent (30%) of the employees not reporting on a given day must continue working from home, subject to the submission of accomplishment reports.

15 December 2020

  
**JOSE MIDAS P. MARQUEZ**  
Court Administrator