



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

**OCA CIRCULAR NO. 150-2022**

**TO : ALL JUDGES AND COURT PERSONNEL OF FIRST AND SECOND LEVEL COURTS**

**SUBJECT : GUIDELINES ON THE AVAILMENT OF MODIFIED FLEXIBLE WORKING HOURS OR FLEXI-TIME ARRANGEMENT FOR THE FIRST AND SECOND LEVEL COURTS**

In line with the approval of the Honorable Chief Justice Alexander G. Gesmundo for the implementation of the Modified Flexible Working Hours or Flexi-Time Arrangement for the offices of the Supreme Court effective June 1, 2022, the following guidelines shall be observed in the application for flexi-time of court personnel of the first and second level courts:

1. All requests for flexi-time arrangement must have the recommending approval of the Executive Judges and/or Presiding Judges for the lower court employees in the Office of the Clerk of Court and the court branches, respectively, and shall be submitted to the Employees' Leave Division (ELD), Office of Administrative Services (OAS), Office of the Court Administrator (OCA), for appropriate action;
2. The flexi-time allowable shall be as follows:
  - a. For National Capital Judicial Region:

Monday to Friday            7:30 A.M. to 11:30 A.M.  
   12:00 Noon to 4:00 P.M.
  - b. Outside National Capital Judicial Region:

Monday to Friday            7:30 A.M. to 11:30 A.M.  
   12:30 Noon to 4:30 P.M.
3. The requests for flexible working hours or flexi-time arrangement must contain a valid and justifiable reason for flexi-time arrangement;
4. The employees who will avail of the flexi-time arrangement must not exceed twenty-five (25%) of the total number of incumbent personnel per court;
5. Only those with Salary Grades 24 and below will be authorized to go on flexible time arrangement since those of Salary Grades 25 and above are already considered supervisory and managerial positions; and
6. The flexi-time working arrangement may begin only after the receipt of notice of approval from the ELD, OAS, OCA.

All other existing guidelines which are inconsistent herewith are modified accordingly.

For your guidance and strict compliance.

June 13, 2022

  
**RAUL B. VILLANUEVA**  
Court Administrator