



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

OCA CIRCULAR NO. 150-2021

TO : ALL CLERKS OF COURT OF THE FIRST AND SECOND LEVEL COURTS

RE : MONTHLY COVID-19 VACCINATION AND BOOSTER SHOT REPORT

To ensure the inoculation of COVID-19 vaccine booster shot of all judges and court personnel nationwide, and proper coordination with the National Task Force Against COVID-19, all Clerks of Court of the Office of the Clerk of Court and Branch Clerks of Court are **DIRECTED** to include in their **Monthly COVID-19 Vaccination Report** as required in OCA Circular No. 126-2021 dated 7 October 2021, the number of employees in their office who received their booster shot.

The **Monthly COVID-19 Vaccination and Booster Shot Report** may be accessed through the link <https://apps.powerapps.com/play/3d6ea1f3-a958-4d4b-898f-d733b1b48ee2?tenantId=2207172e-52da-4370-85b3625216709357> or by using the QR code below:

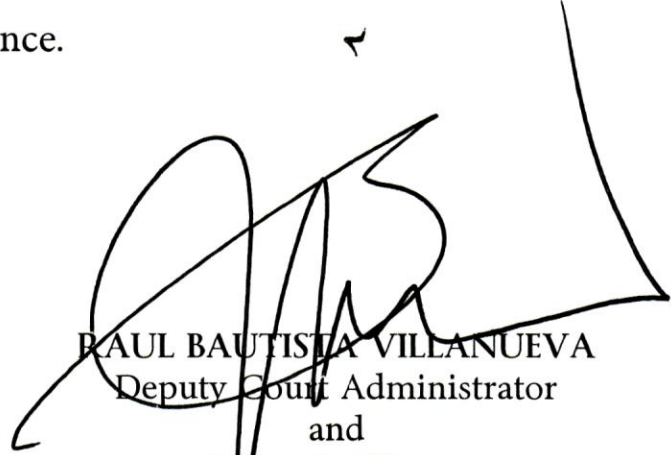


The **Monthly COVID-19 Vaccination and Booster Shot Report** shall indicate the total number of personnel in each court or office (including contractual and detailed local government unit employees), the number of vaccinated and unvaccinated personnel, and the number of personnel who received the booster shot. Once a report has been submitted that the presiding judge and all the court personnel have been fully vaccinated and have been inoculated with the booster shot, the concerned clerk of court need no longer submit subsequent reports unless new personnel are thereafter appointed in the said court or office.

Any prior circular on the matter issued by the Office of the Court Administrator contrary to the foregoing is hereby superseded.

For your strict compliance.

14 December 2021

A large, stylized handwritten signature in black ink, appearing to read 'PB', is written over the typed name and title of the signatory.

PAUL BAUTISTA VILLANUEVA
Deputy Court Administrator
and
Officer-In-Charge
Office of the Court Administrator
*(Per Memorandum Order No. 108-2021
Dated 17 November 2021)*