



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

OCA CIRCULAR NO. 156-2021

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

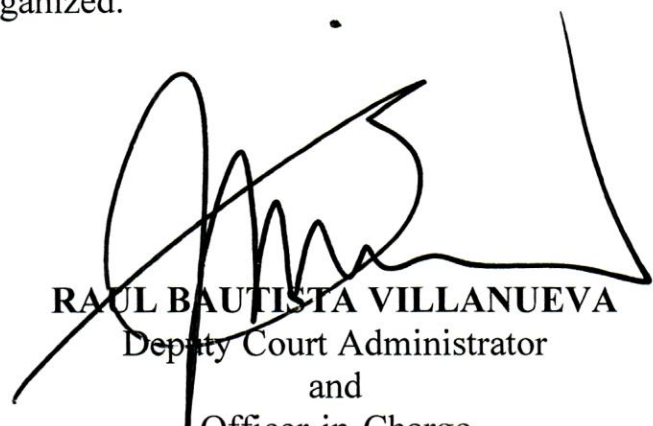
**SUBJECT : NO TRANSACTION DAY ON 23 DECEMBER 2021 AND WORK SUSPENSION ON 24 AND 31 DECEMBER 2021**

As cleared with Chief Justice Alexander G. Gesmundo, work in all first and second level courts and offices is **suspended on 24 and 31 December 2021** for the **conduct of a thorough disinfection, cleaning, and sanitation** of court buildings and offices as regular precautionary and safety measures relative to the prevailing State of Public Health Emergency brought about by the present COVID-19 pandemic and the detected or reported threat brought about by variants of the said virus.

Further, **23 December 2021** is declared as a “no transaction” day in all trial courts and offices in order to prioritize the collation and organization of court documents needed for the required preparation of inventory and other reports early next year.

Accordingly, all Executive/Presiding Judges are **DIRECTED** to ensure that the necessary disinfection and sanitation are carried out, and the needed court documents are collated and organized.

20 December 2021



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