



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

**OCA CIRCULAR NO. 01-2022**

**TO : ALL CONCERNED JUDGES, COURT PERSONNEL  
AND COURT USERS OF THE FIRST AND SECOND  
LEVEL COURTS IN THE NATIONAL CAPITAL  
JUDICIAL REGION**

**SUBJECT: 2-DAY WORK SUSPENSION**

Upon clearing with Chief Justice Alexander G. Gesmundo, and due to the increasing number of positive results on antigen and Reverse Transcription Polymerase Chain Reaction (RT-PCR) tests coming from Judges and court personnel in almost all the court stations in Metro Manila, not to mention that in the past few days the region is becoming a “critical risk” area for COVID-19, work in all the first and second level courts in the National Capital Judicial Region is suspended from 6 to 7 January 2022 for the further disinfection of court premises, a more comprehensive contact tracing and an exhaustive antigen and/or RT-PCR testing of the Judges and court personnel.

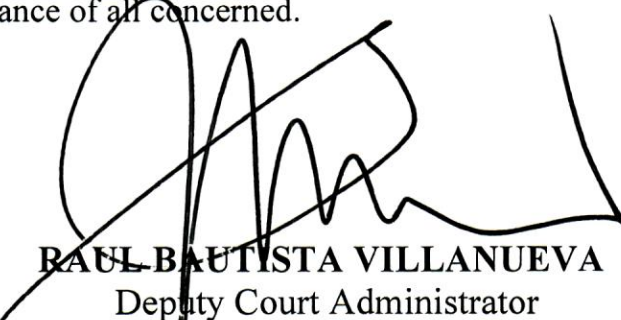
The Executive Judges are hereby directed to coordinate with the local government units in their respective jurisdictions on the above needed disinfection, contact tracing and testing. Thereafter, and on or before 10 January 2022, they should submit a report on who have been tested and those who remained untested, providing data as well on those who tested negative or positive for the virus either via antigen or RT-PCR tests.

Due to the above work suspension, the periods for filing any and all pleadings and other court submissions that would fall due on said days are hereby extended and will become due on 10 January 2022.

Judges may still conduct fully-remote videoconferencing hearings, regardless of their physical location, and as far as practicable, for cases that must be urgently heard or litigated only on the above days.

For the guidance and compliance of all concerned.

5 January 2022



**RAUL BAUTISTA VILLANUEVA**  
Deputy Court Administrator  
and OCA-Officer-in-Charge

*(Per Memorandum Order No. 108-2021 dated 17 November 2021)*