



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

**OCA CIRCULAR NO. 19-2022**

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

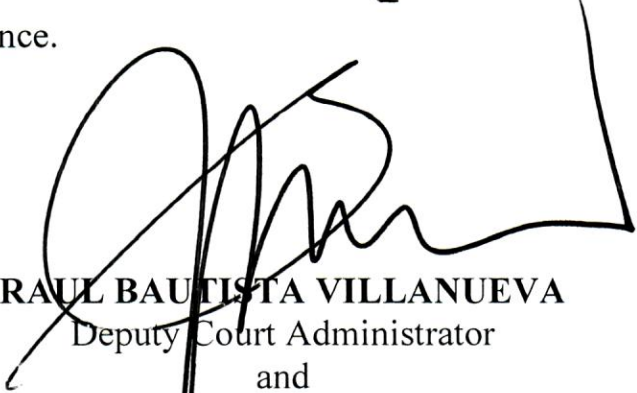
**SUBJECT : EXCUSED ABSENCE OF THE JUDGES AND COURT PERSONNEL WHO WILL SERVE IN THE 2020/21 BAR EXAMS DURING THEIR SCHEDULED RT-PCR AND ANTIGEN TESTING DATES**

The COVID-19 testing dates of the concerned Judges and Court Personnel who will be serving in the 2020/21 Bar Examinations, both for the Reverse Transcription Polymerase Chain Reaction (RT-PCR) or swab test and for the Antigen Testing, on 1-3 February 2022 or on the subsequent dates when there is a need to re-schedule, shall be considered as “excused absences”.

Along this line, the concerned Judge or court personnel, upon his/her return to work, shall submit to the Employees Leave Division, Office of the Administrative Services, Office of the Court Administrator, the following: 1) Application for Leave of Absence (which shall indicate the dates of their RT-PCR and Antigen Testing); and 2) Proof of Testing or Test Results. Failure to submit the said documents shall result in the utilization of sick leave credits for the incurred absences.

For your information and guidance.

20 January 2022



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