



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

OCA CIRCULAR NO. 363-2023

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

SUBJECT: WORK OPERATIONS ON 31 OCTOBER 2023

Pursuant to the 29 November 2022 Court *en banc* Resolution in **A.M. No. 19-11-20-SC (Re: Supreme Court Calendar [2023])**, and to afford Judiciary officials/personnel ample time to prepare for the observance of All Saints Day, work in all first and second level court will only be until 12 noon on **Tuesday, 31 October 2023**.

In connection therewith, as authorized by Chief Justice Alexander G. Gesmundo, a work from home arrangement may be availed of by Judges and court personnel on the said day. Accordingly, Judges with scheduled hearings on 31 October 2023 may conduct fully remote videoconferencing hearings regardless of their location in the country. For those Judges with no hearings on the said day may just opt to work from home as well.

Court personnel shall be considered under a work-from-home arrangement, wherein their official time for work will be until 12 noon of 31 October 2023. Still, they must ensure that their lines of communication are always open.

This supersedes OCA Circular 362-2023 dated 27 October 2023.

For the compliance of all concerned.

28 October 2023.

JENNY LIND R. ALDECOA-DELORINO
Deputy Court Administrator and Officer-in-Charge
Office of the Court Administrator
(Per Memorandum Order No. 127-2023 dated 24 October 2023)