



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

**OCA CIRCULAR NO. 93-2024**

**TO : ALL TRIAL COURT JUDGES AND TRIAL COURT PERSONNEL**

**SUBJECT : FLEXIBLE WORK ARRANGEMENT UNTIL 31 MAY 2024**

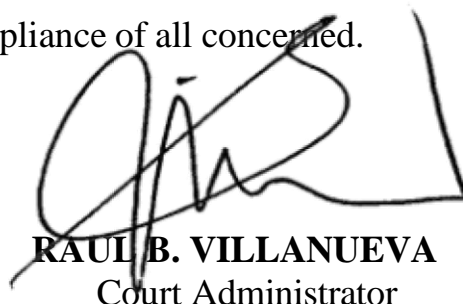
Per the authority granted by the Honorable Chief Justice Alexander G. Gesmundo, taking into account the dangerous heat indices experienced in recent days as reported by the Philippine Atmospheric, Geophysical, and Astronomical Services Administration (PAGASA), which may be expected to persist for some time, all trial judges and court personnel are allowed to observe a flexible work arrangement. Thus, working hours or court operations on **5 April 2024 to 31 May 2024** shall be from **7:30 a.m. to 4:00 p.m.**, to prevent health complications that may be caused by the extreme heat and weather conditions.

During the above period, Saturday duty shall be from **7:30 a.m. to 12:00 noon**, observing the other guidelines stated in OCA Circular No. 102-2022 dated 10 May 2022<sup>1</sup>. The Executive Judges shall act on petitions for bail and other urgent matters on Saturday afternoons after 12 noon, and on Sundays, official holidays, and special days, when exceptional circumstances so warrant.

OCA Circulars and other approved work arrangements inconsistent with the foregoing are deemed suspended for the duration of the flexible arrangement as provided herein.

For the guidance and compliance of all concerned.

4 April 2024



**RAUL B. VILLANUEVA**  
Court Administrator

<sup>1</sup> AMENDMENT TO SECTION 14, CHAPTER V, OF GUIDELINES ON THE SELECTION AND APPOINTMENT OF EXECUTIVE JUDGES AND DEFINING THEIR POWERS, PREROGATIVES AND DUTIES (*ACTION ON PETITION FOR BAIL AND OTHER URGENT MATTERS ON SATURDAYS, SUNDAYS, OFFICIAL HOLIDAYS AND SPECIAL DAYS*)