



REPUBLIC OF THE PHILIPPINES
COURT OF TAX APPEALS
QUEZON CITY

ADMINISTRATIVE ORDER NO. 04-2020

- A. Pursuant to Supreme Court Administrative Circular No. 31-2020, dated March 16, 2020, the Justices of the Court of Tax Appeals resolved to adopt a skeleton-force for the period March 18 up to April 15, 2020, during modified operating hours from 9:00 a.m.–3:00 p.m., as follows:
1. All Justices are on stand-by to act on urgent matters;
 2. All Executive Clerks of Court, CTA Chiefs of Office, CTA Assistant Chiefs of Office, and other officials are on-call basis to assist the Justices on urgent matters;
 3. The following divisions shall always have one (1) personnel in their workstations:
 - a. Receiving Section of Judicial Records Division;
 - b. Records Officer for verification and docketing;
 - c. Cash Division;
 - d. General Services Division; and
 - e. Medical Unit.
 4. The Security Unit must always have three (3) in-house security personnel (shifting duty and weekend schedule as is);
- B. The agency utility personnel shall disinfect court premises and common areas, including frequently touched fixtures (bundy/biometric machines, door knobs, and handles, hand rails, countertops, elevator buttons, switches, washroom fixtures, etc.) at least once daily;
- C. Should there be litigants with urgent matters, the following guidelines shall be observed:
1. Only those with urgent official business with the Court may be allowed entry to the CTA premises; and
 2. All those entering the Court premises must fill-up a declaration form and subjected to a no-contact thermal scanning, and those found to be suffering from fever, flu, and colds and cough shall be prevented from entering.

Issued this 17th day of March 2020.

Juanito C. Castañeda, Jr.
JUANITO C. CASTAÑEDA, JR.
Acting Presiding Justice

cc.:
Office of the Justices
Office of the Clerks of Court
Office of Legal & Technical Services
Administrative & Finance Services Office
Internal Audit Services
COA Field Office
Library