



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
OMB Building, Agham Road, Diliman, Quezon City

MEMORANDUM CIRCULAR NO. _____

Series of 2022

Official reports from the Safety and Health Committee of this Office shows the disturbing increase in the number of Covid-19 infected employees in OMB, Quezon City.

In view of the need to strictly implement isolation and quarantine protocols order, and to arrest the transmission of infection among employees in the office, the following shall be strictly observed:

1. All offices of the Ombudsman in Quezon City will be closed until January 19, 2022.
2. Unless otherwise directed, effective January 20, 2022, a skeleton workforce shall report daily at the Public Assistance Bureau, Central Records Division, CREMEB-Luzon, CREMEB-MOLEO, OSP Records Office, Finance and Management Information Office, General Administrative Office, Management Information System Service and the Human Resource and Management Division.

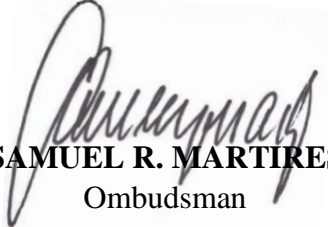
The heads of these offices shall ensure that the reporting employees have no Covid-19 symptoms, have negative RT-PCR or antigen testing results (if the testing were undertaken), and were not exposed to a Covid-19 infected person within ten (10) days prior to reporting to office. The heads shall submit to Assistant Ombudsman Jose M. Balmeo their respective listings of reporting employees for the week.

3. The official time of the skeletal workforce shall be from 8:00am to 3:00pm to give time for the cleaning and disinfection of the work areas.
4. Employees not included in the listings shall continue to work from home permissible under the civil service rules.
5. The filing of pleadings, motions, affidavits and other relevant documents before all offices of the OMB, Quezon City shall be deemed interrupted and the period of filing such shall begin to run on January 20, 2022.
6. Applicants for OMB clearances may still deposit their applications at drop boxes located at the OMB, Quezon City entrance gate or submit their applications through electronic mail at ombclearance@ombudsman.gov.ph.
7. The Covid-19 booster shot vaccination at the OMB, Quezon City will proceed on January 12 and 13, 2022. Only the employees and members of their household who

have no Covid-19 symptoms and included in the listing will be allowed inside the office premises on the day of their schedule.

Those who were listed but cannot avail of the booster shot vaccination due to Covid-19 symptoms, exposure to Covid-19 infected person, and positive results for RT-PCR or antigen testing may coordinate with the Safety and Health Committee for the new schedule of their booster shot vaccination.

January 9, 2022.



SAMUEL R. MARTIRES
Ombudsman