



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

OCA CIRCULAR NO. 124-2004

TO : **All Judges and Personnel of the Lower Courts**

SUBJECT : **Guidelines in the Selection for Appointment to the Position of Court Stenographer in the First and Second Level Courts**

In the interest of the service and to ensure that the selection for appointment to the position of Court Stenographer in the First and Second Level courts is based on merit and fitness, the following guidelines shall be observed:

1. All applicants for appointment to the position of the Court Stenographer shall first undergo a competency examination to be administered by the Clerk of Court where the vacancy exists. The examination shall consist of the taking of dictation on shorthand by the applicant of a document of not less than 300 words and transcribing it. The Clerk of Court shall submit within five days a Report of the results of the test to the Presiding Judge or Acting Presiding Judge of the court where the vacancy exists, with a finding of the level of proficiency of the examinee, attaching thereto copy of the shorthand notes and the transcription thereof;

The level of proficiency shall be based on:

- a. accuracy – number of errors in the transcription; and
- b. completeness – transcription of the full text of the document dictated.

Examinee shall not be allowed to use tape recorder or any recording device;

2. The Report shall be appended to the application which in turn shall be submitted by the Presiding Judge or the Acting Presiding Judge to the Executive Judge for transmittal to the Office of Administrative Services, OCA;

3. The applicant must meet the minimum qualification standards required for the position, as follows:

COURT STENOGRAPHER I

- a. Completion of two years of study in college
- b. Career Service Sub-Professional/First level eligibility

COURT STENOGRAPHER II

- a. Completion of two years study in college
- b. Career Service Sub-Professional/First level eligibility
- c. Four hours of relevant training
- d. One year of relevant experience

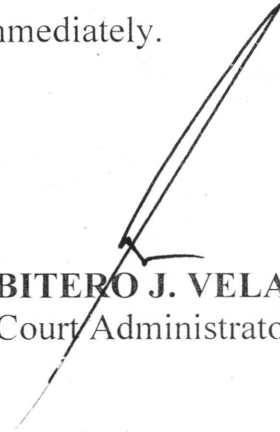
COURT STENOGRAPHER III

- a. Completion of two years of study in college
- b. Career Service Sub-Professional/First level eligibility
- c. Eight hours of relevant training
- d. Two years of relevant experience

4. Preference shall be given to applicants who are computer literate.

This Circular shall take effect immediately.

05 October 2004



PRESBITERO J. VELASCO, JR.
Court Administrator