



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

OCA CIRCULAR NO. 41-2011

TO : ALL JUDGES AND COURT PERSONNEL  
SUBJECT : QUALIFICATION STANDARDS FOR THE LOWER COURTS

For the information and guidance of all concerned, and to conform with the Civil Service Commission Resolution No. 97-0404 dated January 24, 1997 (Qualification Standards, First Revision), the clerical error in the eligibility requirement for the position of Court Stenographer III and the omitted data in the educational requirement for the position of Data Entry Machine Operator II, in the copy of the Qualification Standards for the Lower Courts, prepared in April 2010 and attached to OCA Circular No. 74-2010, are hereby corrected to read as follows:

1. COURT STENOGRAPHER III

Eligibility:

From :  
CS-P / 2<sup>nd</sup> (Second) Level

To :  
CS-SP / 1<sup>st</sup> (First) Level

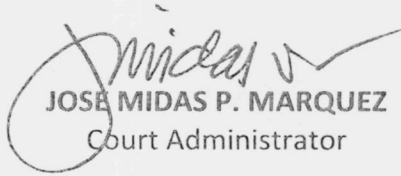
2. DATA ENTRY MACHINE OPERATOR II

Educational Requirement:

From :  
Completion of two (2) years studies in  
college

To :  
Completion of two (2) years studies in  
college or High School Graduate with  
relevant vocational / trade course

March 10, 2011.

  
JOSE MIDAS P. MARQUEZ  
Court Administrator