



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

OCA CIRCULAR NO. 233-2017

TO: ALL JUDGES OF FIRST AND SECOND LEVEL COURTS

RE: HIRING OF CONTRACTUAL COURT STENOGRAPHERS

In the absence of qualified applicants for the position of court stenographer, and in the interest of the service, those who have completed at least two (2) years of relevant studies in college with units in stenography, as well as the applicable four (4) or eight (8) hours of relevant training, may be hired as contractual court stenographers for six (6) months, renewable every six (6) months thereafter, pending compliance with the following qualification standards:

- 1) Court Stenographer I (Municipal Trial Court, Municipal Circuit Trial Court, and Shari'a Circuit Court)
 - a) civil service eligibility;
- 2) Court Stenographer II (Metropolitan Trial Court and Municipal Trial Court in Cities)
 - a) one (1)-year relevant experience;
 - b) civil service eligibility;
- 3) Court Stenographer III (Regional Trial Court and Shari'a District Court)
 - a) two (2)-years relevant experience; and
 - b) civil service eligibility.

The contractual court stenographer is mandated to acquire the necessary civil service eligibility within one (1) year from the commencement of the original contract. Failure to comply with the said requirement shall result in the non-renewal of the contract of service after obtaining the number of relevant year/s of experience for the said position.

All renewals, however, must have the prior favorable recommendation of the presiding judge.

Contractual court stenographers who have been hired without undergoing the relevant four (4) or eight (8) hours of training are likewise mandated to comply with the said training requirement within their respective current contractual periods.

For the purpose of qualifying for a permanent position, the applicant court stenographer must obtain the favorable recommendation of the presiding judge, in addition to his/her compliance with the above-mentioned qualification standards.

For your information and guidance.

11 December 2017


JOSE MIDAS P. MARQUEZ
Court Administrator