

**QUALIFICATION STANDARDS  
FOR FIRST AND SECOND LEVEL COURT  
OFFICIALS AND PERSONNEL**

<b>POSITION TITLE</b>	<b>SG</b>	<b>EDUCATIONAL REQUIREMENT</b>	<b>EXPERIENCE REQUIREMENT</b>	<b>TRAINING REQUIREMENT</b>	<b>ELIGIBILITY</b>
<b>Clerk of Court VII</b> RTC (OCC 16-74 salas)	26	Bachelor of Laws	3-years of relevant experience	16-hours of relevant training	RA 1080 (BAR)
<b>Clerk of Court VI</b> RTC (single sala, OCC 2-15 salas) (OCC Asst. Clerk of Court of 16-74 salas) MeTC (OCC, Manila 22-30 salas) Quezon City, Mandaluyong City 11-15 salas) SDC (single salas)	25	Bachelor of Laws	2-years of relevant experience	8-hours of relevant training	RA 1080 (BAR)
<b>Clerk of Court V</b> RTC (Br. Clerk of Court, OCC Asst. Clerk of Court 7-15 salas) MeTC (OCC Makati City, Caloocan City, Parañaque City 7-10 salas)	24	Bachelor of Laws	1-year of relevant experience	4-hours of relevant training	RA 1080 (BAR)
<b>Clerk of Court IV</b> MeTC (OCC of 2-6 salas, single sala) MTCC (occ of 2-10 salas, single sala)	23	Bachelor of Laws	2-years of relevant experience	8-hours of relevant training	CS-P/2 <sup>nd</sup> Level
<b>Clerk of Court III</b> MeTC (OCC, Asst. Clerk of Court, 5-30 salas, all branches ) MTCC (OCC, Asst. Clerk of Court, 4-10 salas, all branches)	22	Bachelor of Laws	1-year of relevant experience	4-hours of relevant training	CS-P/ 2 <sup>nd</sup> Level
<b>Clerk of Court II</b> MTC (OCC of 2-3 salas & single sala) MCTC (OCC of 2-3 salas & single sala) SCC (single salas)	18	Bachelor's degree relevant to the job	None required	None required	CS-P/ 2 <sup>nd</sup> Level
<b>Clerk of Court I</b> MCTC (Br. Clerk of Court of 2-3 salas) MTC (Br. Clerk of Court of 2-3 salas)	15	Bachelor's degree relevant to the job	None required	None required	CS-P/ 2 <sup>nd</sup> Level

POSITION TITLE	SG	EDUCATIONAL REQUIREMENT	EXPERIENCE REQUIREMENT	TRAINING REQUIREMENT	ELIGIBILITY
<b>Administrative Officer V</b> RTC Manila (OCC of 73-74 salas)	24	Masteral Degree	4-years of relevant experience	24 hours of relevant training	CS-P/2 <sup>nd</sup> Level
<b>Administrative Officer IV</b> RTC Manila (OCC of 73- 74 salas)	22	Bachelor's degree	3-years of relevant experience	16-hours of relevant training	CS-P/ 2 <sup>nd</sup> Level
<b>Administrative Officer III</b> RTC (OCC of 22-72 salas) MeTC Manila (OCC of 22-30 salas)	18	Bachelor's degree	2-years of relevant experience	8-hours of relevant training	CS-P/ 2 <sup>nd</sup> Level
<b>Administrative Officer II</b> RTC (OCC of 16-72 salas) MeTC (OCC of 5-30 salas) MTCC (OCC of 7-10 salas)	15	Bachelor's degree	1-year of relevant experience	4-hours of relevant training	CS-P/ 2 <sup>nd</sup> Level
<b>Administrative Officer I</b> RTC (OCC of 7-72 salas) MeTC (OCC of 22-30 salas) MTCC (OCC of 4-10 salas)	11	Bachelor's degree	None required	None required	CS-P /2 <sup>nd</sup> Level
<b>Records Officer V</b> RTC Manila (OCC of 73-74 salas)	24	Masteral Degree	4-years of relevant experience	24-hours of relevant training	CS-P/ 2 <sup>nd</sup> Level
<b>Records Officer IV</b> RTC Manila (OCC of 73-74 salas)	22	Bachelor's degree	3-years of relevant experience	16-hours of relevant training	CS-P/ 2 <sup>nd</sup> Level
<b>Records Officer III</b> RTC (OCC of 22-74 salas) MeTC Manila (OCC of 22-30 salas)	18	Bachelor's degree	2-years of relevant experience	8-hours of relevant training	CS-P/2 <sup>nd</sup> Level
<b>Records Officer II</b> RTC (OCC of 16-74 salas) MeTC (OCC of 5-30 salas) MTCC (OCC of 7-10 salas)	14	Bachelor's degree	1-year of relevant experience	4-hours of relevant training	CS-P/ 2 <sup>nd</sup> Level
<b>Records Officer I</b> MeTC, MTCC (OCC of 2-30 salas) MTC, MCTC (OCC of 2-3 salas)	10	Bachelor's degree	None required	None required	CS-P/ 2 <sup>nd</sup> Level
<b>Social Welfare Officer III</b> RTC Manila (OCC of 73-74 salas)	18	Bachelor's degree in Social Work	2-years of relevant experience	8-hours of relevant training	RA 1080 (Social Worker)
<b>Social Welfare Officer II</b> RTC (OCC of 2-74 salas)	15	Bachelor's degree in Social Work	1-year of relevant experience	4-hours of relevant training	RA 1080 (Social Worker)

POSITION TITLE	SG	EDUCATIONAL REQUIREMENT	EXPERIENCE REQUIREMENT	TRAINING REQUIREMENT	ELIGIBILITY
<b>Supply Officer III</b> RTC Manila (OCC of 73-74 salas)	18	Bachelor's degree	2-years of relevant experience	8-hours of relevant training	CS-P/ 2 <sup>nd</sup> Level
<b>Supply Officer II</b> RTC Manila (OCC of 73-74 salas)	14	Bachelor's degree	1-year of relevant experience	4-hours of relevant training	CS-P/ 2 <sup>nd</sup> Level
<b>Cashier III</b> RTC Manila (OCC of 73-74 salas) MeTC Manila (OCC of 22-30 salas)	18	Bachelor's degree relevant to the job	2-years of relevant experience	8-hours of relevant training	CS-P/ 2 <sup>nd</sup> Level
<b>Cashier II</b> RTC (OCC of 16-74 salas) MeTC Manila (OCC of 22-30 salas)	14	Bachelor's degree relevant to the job	1-year of relevant experience	4-hours of relevant training	CS-P/ 2 <sup>nd</sup> Level
<b>Cashier I</b> RTC (OCC of 31-74 salas) MeTC, MTCC (OCC of 2-30 salas) MTC, MCTC (OCC of 2-3 salas)	10	Bachelor's degree	None Required	None Required	CS-P/ 2 <sup>nd</sup> Level
<b>Librarian III</b> RTC Manila (OCC of 73-74 salas)	18	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	2-years of relevant experience	8-hours of relevant training	RA-1080 (Librarian)
<b>Librarian II</b> RTC (OCC of 7-74 salas)	15	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	1-year of relevant experience	4-hours of relevant training	RA-1080 (Librarian)
<b>Librarian I</b> RTC (OCC of 4-6 salas) (16-21 salas)	11	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	None required	None required	RA-1080 (Librarian)

POSITION TITLE	SG	EDUCATIONAL REQUIREMENT	EXPERIENCE REQUIREMENT	TRAINING REQUIREMENT	ELIGIBILITY
<b>Human Resource Management Officer III</b> RTC Manila (OCC of 73-74 salas)	18	Bachelor's degree relevant to the job	2-years of relevant experience	8-hours of relevant training	CS-P/ 2 <sup>nd</sup> Level
<b>Human Resource Management Officer II</b> RTC Manila (OCC of 73-74 salas)	15	Bachelor's degree relevant to the job	1-year of relevant experience	4-hours of relevant training	CS-P/ 2 <sup>nd</sup> Level
<b>Human Resource Management Officer I</b> RTC Manila (OCC of 73-74 salas)	11	Bachelor's degree relevant to the job	None required	None required	CS-P/ 2 <sup>nd</sup> Level
<b>Human Resource Management Assistant</b> RTC Manila (OCC of 73-74 salas)	8	Completion of 2 years studies in college	1-year of relevant experience	4-hours of relevant training	CS-SP/ 1 <sup>st</sup> Level
<b>Statistician III</b> RTC Manila (OCC of 73-74 salas)	18	Bachelor's degree relevant to the job	2-years of relevant experience	8-hours of relevant training	CS-P/ 2 <sup>nd</sup> Level
<b>Statistician II</b> RTC (OCC of 22-74 salas)	15	Bachelor's degree relevant to the job	None required	None required	CS-P/ 2 <sup>nd</sup> Level
<b>Statistician I</b> RTC (OCC of 22-74 salas)	11	Bachelor's degree relevant to the job	None required	None required	CS-P/ 2 <sup>nd</sup> Level
<b>Assistant Statistician</b> RTC (OCC of 22-74 salas)	9	Completion of 2 years studies in college	1-year of relevant experience	4-hours of relevant training	CS-SP/ 1 <sup>st</sup> Level
<b>Court Legal Researcher II</b> RTC (all branches & single sala) SDC (single sala)	15	Bachelor's degree relevant to the job. <i>As an additional requirement, the applicant must have completed at least two (2) years of study in a college of law</i>	1-year of relevant experience	4-hours of relevant training	CS-P/ 2 <sup>nd</sup> Level
<b>Court Legal Researcher I</b> MeTC, MTCC (all branches)	12	Bachelor's degree relevant to the job. <i>As an additional requirement, the applicant must have completed at least two (2) years of study in a college of law</i>	None required	None required	CS-P/ 2 <sup>nd</sup> Level
<b>Interpreter III</b> RTC (all branches & single sala) SDC (single sala)	12	Bachelor's degree	None required	None required	CS-P/ 2 <sup>nd</sup> Level
<b>Interpreter II</b> MeTC, MTCC (all branches & single sala)	10	Bachelor's degree	None required	None required	CS-P/ 2 <sup>nd</sup> Level
<b>Interpreter I</b> MTC, MCTC, SCC (all branches & single sala)	8	Completion of 2 years studies in college	None required	None required	CS-SP/ 1 <sup>st</sup> Level

POSITION TITLE	SG	EDUCATIONAL REQUIREMENT	EXPERIENCE REQUIREMENT	TRAINING REQUIREMENT	ELIGIBILITY
<b>Sheriff IV</b> RTC (OCC, all branches & single sala)	12	Completion of 2 years studies in college	1-year of relevant experience	4-hours of relevant training	CS-SP/ 1 <sup>st</sup> Level
<b>Sheriff III</b> MeTC, MTCC (OCC, all branches & single sala) SDC (single sala)	10	Completion of 2 years studies in college	None required	None required	CS-SP/ 1 <sup>st</sup> Level
<b>Court Stenographer III</b> RTC (OCC, all branches & single sala) SDC	12	Completion of 2 years studies in college. <i>As an additional requirement, the applicant must have earned units/short course in stenography</i>	2-years of relevant experience	8-hours of relevant training	CS-SP/ 1 <sup>st</sup> Level
<b>Court Stenographer II</b> MeTC (OCC of 11-30 salas, all branches & single sala) MTCC (all branches & single sala)	10	Completion of 2 years studies in college. <i>As an additional requirement, the applicant must have earned units/short course in stenography</i>	1-year of relevant experience	4-hours of relevant training	CS-SP/ 1 <sup>st</sup> Level
<b>Court Stenographer I</b> MTC, MCTC, SCC (all branches & single sala)	8	Completion of 2 years studies in college. <i>As an additional requirement, the applicant must have earned units/short course in stenography</i>	None required	None required	CS-SP/ 1 <sup>st</sup> Level
<b>Data Entry Machine Operator II</b> RTC (OCC & single sala)	8	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	1-year of relevant experience	4-hours of relevant training	CS-SP/ 1 <sup>st</sup> Level
<b>Clerk IV</b> RTC (OCC of 2-6, 11-15, 31-74 salas) MeTC (OCC of 2-3, 22-30 salas) MTCC (OCC of 2-10 salas all branches & single sala) MTC, MCTC (OCC of 2-3 salas) SDC (single sala)	8	Completion of 2 years studies in college	1-year of relevant experience	4-hours of relevant training	CS-SP/ 1 <sup>st</sup> Level

POSITION TITLE	SG	EDUCATIONAL REQUIREMENT	EXPERIENCE REQUIREMENT	TRAINING REQUIREMENT	ELIGIBILITY
<b>Clerk III</b> RTC (all branches & single sala) MeTC, MTCC (OCC & all branches) MTC, MCTC (OCC of 2-3 salas) SDC (single sala)	6	Completion of 2 years studies in college	None required	None required	CS-SP/ 1st Level
<b>Clerk II</b> RTC (OCC 7-15, 22-30, 73-74 salas) MTC, MCTC, SCC (all branches & single sala)	4	Completion of 2 years studies in college	None required	None required	CS-SP/ 1st Level
<b>Cash Clerk III</b> RTC (OCC 4-15, 31-74 salas) MeTC (OCC 4-30 salas & single sala) MTCC (OCC 4-10 salas & single sala)	8	Completion of 2 years studies in college	1-year of relevant experience	4-hours of relevant training	CS-SP/ 1 <sup>st</sup> Level
<b>Cash Clerk II</b> RTC (OCC 2-3, 22-30 salas) MeTC (OCC of 2-3, 7-30 salas) MTCC (OCC of 2-3 & 7-10 salas) MTC, MCTC (OCC of 2-3 salas)	6	Completion of 2 years studies in college	None required	None required	CS-SP/ 1 <sup>st</sup> Level
<b>Process Server</b> RTC (OCC, all branches & single sala) MeTC, MTCC (OCC, all branches & single sala) SDC (single sala)	5	High School graduate	None required	None required	None required
<b>Junior Process Server</b> MTC, MCTC (OCC, all branches & single sala) SCC (single sala)	3	High School graduate	None required	None required	None required
<b>Utility Worker I</b> all courts (OCC, all branches & single sala)	1	Must be able to read and write	None required	None required	None required