



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

**OCA CIRCULAR NO. 25-2022**

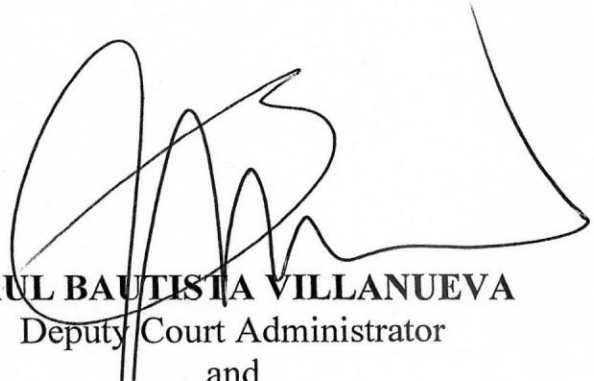
**TO : ALL COURT STENOGRAPHERS OF THE FIRST AND SECOND LEVEL COURTS**

**SUBJECT : TAKING DOWN OF NOTES DURING VIDEOCONFERENCING HEARINGS**

To ensure the accuracy and correctness of all the transcript of stenographic notes (TSNs), all court stenographers of the first and second level courts are hereby **REMINDED** to still put in writing the court proceedings despite using the Live Transcription feature of the Philippine Judiciary 365 Platform<sup>1</sup> during videoconferencing hearings. The notes taken are material record source during the preparation and proofreading of the TSNs, and may be used as backup reference in case there are inaccuracies and other issues related thereto.

Strict compliance is enjoined.

31 January 2022



**RAUL BAUTISTA VILLANUEVA**  
Deputy Court Administrator  
and  
Officer-in-Charge  
Office of the Court Administrator  
(Per Administrative Order No. 108-2021  
dated 17 November 2021)

MMA/ACJ/FRC/my\_cir\_stenographers

<sup>1</sup> OCA Circular No. 107-2021 (Use of Live Transcription Feature of the Philippine Judiciary 365 Platform)