



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

**OCA CIRCULAR NO. 57-2024**

**TO : ALL JUDGES, CLERKS OF COURT, AND RETIRING COURT STENOGRAPHERS OF THE FIRST AND SECOND LEVEL COURTS**

**SUBJECT : AMENDMENTS TO OCA CIRCULAR NO. 12-2019 DATED 29 JANUARY 2019 (RE: EXEMPTION OF COURT STENOGRAPHERS FROM ATTENDANCE TO COURT HEARINGS AND DIRECTIVE TO FINISH THE PENDING TRANSCRIPT OF STENOGRAPHIC NOTES WITHIN A MONTH PRIOR TO EFFECTIVITY DATE OF THEIR RETIREMENT)**

It was brought to the attention of the Court that despite the issuance of OCA Circular No. 12-2019 dated 29 January 2019 exempting court stenographers from attending any court hearings within the last month prior to the effectivity date of their retirement, there is still a number of court stenographers who are unable to complete the transcription of their pending untranscribed stenographic notes for reasons such as high caseload and the shortage of court stenographers in their respective stations.

Foregoing considered, and to give retiring court stenographers ample and reasonable time to complete their assigned transcription of stenographic notes, the following provisions of OCA Circular No. 12-2019 are hereby AMENDED:

xxx, all concerned retiring court stenographers are hereby **EXEMPTED** from attendance to court hearings and are immediately **DIRECTED** to transcribe their respective pending stenographic notes, subject to the following guidelines, to wit:

1. The abovementioned exemption and directive must be availed of and complied with within the last month prior to the effectivity date of retirement of the court stenographers.

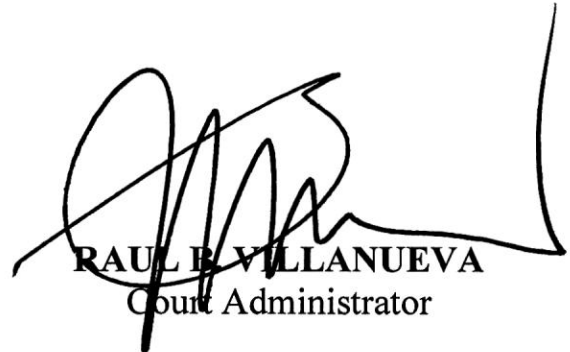
The concerned executive judge and/or presiding judge, however, based on their observation and sound discretion, may extend the above granted period up to two (2) months, if necessary;

Re: *Amendments to OCA Circular No. 12-2019 dated 29 January 2019 (Re: Exemption of Court Stenographers from Attendance to Court Hearings and Directive to Finish the Pending Transcript of Stenographic Notes Within a Month Prior to Effectivity Date of Their Retirement)*

2. The maximum two (2)-month period is strictly non-extendible; and
3. The executive and/or presiding judge through their respective clerks of court and branch clerks of court shall ensure that there must be substitute court stenographers during the exempted period of attendance to court hearings. In an exceptional case wherein, there is only one (1) court stenographer and he/she is also retiring, most especially in a single sala station, the executive/presiding judge shall hire a contractual court stenographer preferably within six (6) months before the said period of absence subject to applicable rules and regulations on hiring; otherwise, the only recourse for the executive/presiding judge is to designate a temporary court stenographer by borrowing one from any court station nearest to his/her court sala.  
*(emphasis on the amendments supplied)*

This Circular amends OCA Circular No. 12-2019 dated 29 January 2019 only insofar as the cited provisions are concerned.

04 March 2024



RAUL B. VILLANUEVA  
Court Administrator