OCA CIRCULAR NO. 83-2005, August 10, 2005

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TO:

ALL JUDGES AND CLERKS IF COURT OF THE REGIONAL TRIAL COURTS (NCJR) AND METROPLITAN TRIAL COURTS.

SUBJECT:

SUBMISSION OF NOMINEES TO THE 7 [th] ADVANCED TRAINING COURSE FOR COURT STENOGRAPHERS

In the interest of the service and conformably with the policy of the Slate to ensure and promote the continuing development of employees m the government to enhance their capabilities and increase their productivity, the 7th Advanced Training Course for Court Stenographers (ATCCS) will be conducted by the Office of the Court Administrator from 12 September 2005 to 18 March 2006.

Fifty (50) Court Stenographers from the National Capital Judicial Region (NCJH) will be accepted to the six (6) months training program. They will he chosen on the basis of the following criteria:

- preferably not over 50 years old;

- with at least two (2) years college education:

- of good moral character;

- has good command of English;

- has a Performance Rating of Very Satisfactory;

- with at least one (1) year active service as court stenographer:

- with no pending notice of transcription of stenographic notes in appealed cases and can undergo training for six (6) months

- has no previous training in the use of stenotype machine:

- has no pending criminal/administrative case;

- in good health and with no communication difficulties;

- female participants must not be on the family way at the start of the training program;

- willing to stay in the service of the court for at least two years after the training; and

- nominee must be favorably recommended by the Presiding Judge and such recommendation should be properly endorsed by the Executive Judge.

Nomination letters together with the following documents are to be submitted to the Office of the Court Administrator not later than 31 August 2005.

- certified true copy of birth certificate, transcript of records, performance rating, etc.

- certification issued by the Presiding Judge regarding good moral character and other criteria;

- updated service record;

- medical certificate issued by a government physician; and

- filled up Civil Service form 212 with 2 x2 colored picture

10 August 2005.

PRESBITERO J. VELASCO, JR.

Court Administrator

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