SC CIRCULAR NO. 11-2001, February 05, 2001

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TO

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ALL EXECUTIVE JUDGES OF THE-REGIONAL TRIAL COURTS AND METROPOLITAN TRIAL COURTS

SUBJECT

:

SUBMISSION OF NOMINEES TO THE CY 2001 ADVANCED TRAINING COURSE FOR COURT STENOGRAPHERS

In the interest of the service, and conformably with the policy of the State to ensure and promote the continuing development of employees in the government to enhance their capabilities and increase their productivity, the CY 2001 Advanced Training Course for Court Stenographers (ATCCS) will be conducted by the Office of the Court Administrator from 16 April to 12 October 2001.

Fifty (50) Court Stenographers from the lower courts (25. from the Regional Trial Courts and 25 from the Metropolitan Trial Courts) will, be accepted to the six (6) months training program. They will be chosen on the basis of the following-criteria:

- not over 40 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;

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

- has no pending criminal/administrative case;

- in good health and with no communication difficulties;

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- 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 15 March 2001:

- 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 government physician; and

- filled up Civil Service Form 212 with 2x2 colored picture.

February 5, 2001.

(Sgd.)ALFREDO L. BENIPAYO

Court Administrator

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