

SC CIRCULAR NO. 54-95, October 27, 1995

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OFFICE OF THE COURT ADMINISTRATOR

TO :

ALL JUDGES OF THE REGIONAL TRIAL COURTS AND METROPOLITAN TRIAL COURTS IN THE NATIONAL CAPITAL REGION AND THE STENOGRAPHERS CONCERNED

SUBJECT:

ON-THE-JOB TRAINING OF COURT STENOGRAPHERS FROM OCTOBER 23 TO NOVEMBER 24, 1995

Advanced Training Course for court stenographers is regularly conducted by this Court. Through the program, stenographers are introduced to the proper use of stenomachines so as to maximize their efficiency in office. To further harness their skill on the machine, participants of the Advanced Training Course are required to undergo six (6) weeks (October 23 - November 24, 1995) on-the-job training in the different courts in the National Capital Region.

For this purpose, all trainees from the National Capital Region shall complete their on-the-job training in their respective branches while those coming from the regions shall be assigned to the different Regional Trial Courts and Metropolitan Trial Courts in the National Capital Regions, particularly those with heavy caseload.

Your full cooperation in this regard is requested by providing the stenographers concerned opportunities to actually sit and take notes during hearings making full use of stenomachines.

At the end of the six weeks training, a report as to their attendance and performance shall be submitted to this Office.

The Presiding Justice from whose court the training was acquired and completed shall issue a Certificate of Completion to the trainee.

October __27__, 1995.

(SGD.) ERNANI CRUZ PANO

Court Administrator

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