

SC CIRCULAR NO. 62-92, November 03, 1992

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OFFICE OF THE COURT ADMINISTRATOR

TO:

ALL JUDGES' OF THE REGIONAL TRIAL COURTS IN THE NATIONAL CAPITAL JUDICIAL REGION
AND THE COURT STENOGRAPHERS CONCERNED

SUBJECT:

ON-THE-JOB TRAINING OF COURT STENOGRAPHERS FROM NOVEMBER 3, 1992 TO DECEMBER 11, 1992

The Supreme Court has been conducting Advanced Training Course for Court Stenographers regularly. Thru this program, they are expected to learn how to use the stenomachines competently and which to a large extent would contribute their efficiency in office, As part of their training program, these stenographers undergo six (6) weeks (November 3 to December 11, 1992) on-the-job training in the different courts in the National Capital Judicial Region to determine their adeptness in the use of stenoamachines.

For this purpose, all trainees from the NCJR shall complete their - on-the-job training in their respective branches, while those coming from other regions shall be assigned to the different-Regional Trial Courts, NCJR, which have heavy caseload.

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

A certificate of completion shall be issued to the trainee by the Presiding Judge from whose court the training Was acquired and completed.

November 3, 1992.

(SGD.) ERNANI CRUZ PAÑO

Court Administrator

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