



Republic of the Philippines  
**Department of Education**  
REGION IV-A  
**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

DIVISION MEMORANDUM  
NO. 236, s. 2020

**AUGUST 14, 2020**

To: OIC, Assistant Schools Division Superintendent  
Chief, Curriculum and Implementation Division  
Chief, School Governance and Operations Division  
HRMPSB – Chairman and Members  
All Concerned





**CONDUCT OF VIRTUAL ON-THE-JOB (OTJ) ASSESSMENT AND BEHAVIORAL  
EVENT INTERVIEW FOR THE POSITIONS OF ADMINISTRATIVE  
ASSISTANT II (VERIFIER) AND ADMINISTRATIVE AIDE VI**

1. Relevant to the filing of positions for Administrative Assistant II (Verifier) and Administrative Aide VI, please be informed that this Office will conduct a behavioral event interview and on-the-job assessment on August 17, 2020, 9:00 am onwards, via Google Meet and Google Classroom.
2. The applicants are requested to prepare laptop or computer and a cellular phone with internet connectivity for the OTJ assessment tasks.
3. Attached is the list of applicants and guidelines for the virtual On-The-Job Assessment.
4. For inquiries and concerns, you may contact Mr. Ronald Kevin Del Rosario at [ronaldkevin.delrosario@deped.gov.ph](mailto:ronaldkevin.delrosario@deped.gov.ph) and Mr. Teodoro P. Fulvadora Jr. at [teodoro.fulvadora@deped.gov.ph](mailto:teodoro.fulvadora@deped.gov.ph).
5. Immediate dissemination of this Memorandum is highly desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

RCD/ DM 236 s. 2020  
081420-048/ 08/14/2020



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**“Serbisyong Pang-Edukasyong Tapat at Sapat para sa Batang KABITENYO”**



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*Attachment 1 to Division Memorandum no. 236, s. 2020 CONDUCT OF VIRTUAL ON-THE-JOB (OTJ) ASSESSMENT AND BEHAVIORAL EVENT INTERVIEW OF ADMINISTRATIVE ASSISTANT II (VERIFIER) AND ADMINISTRATIVE AIDE VI*

<b>NAME OF APPLICANT</b>	<b>POSITION DESIRED</b>
CESA, JAYCEE J.	Administrative Assistant II
CREENCIA, ROSE ANN C.	Administrative Aide VI



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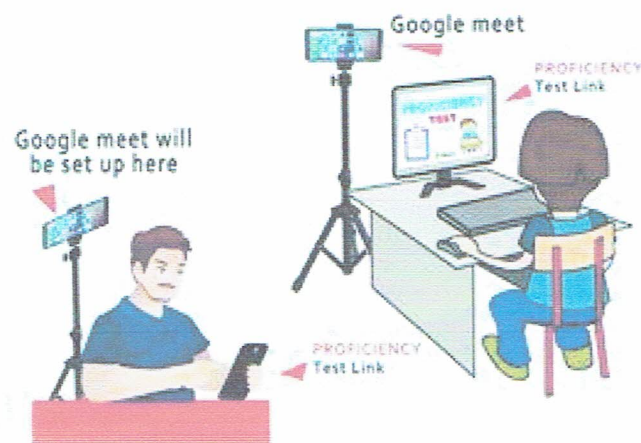






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**MECHANICS AND GUIDELINES OF VIRTUAL ON-THE-JOB ASSESSMENT (OTJ) OF ADMINISTRATIVE ASSISTANT II AND ADMINISTRATIVE AIDE VI**

1. Due to Covid-19 pandemic, on-the-job assessment of Administrative Assistant II and Administrative Aide VI applicants will be done online using Google meet and Google Classroom.
2. The access link will be given to the applicant's google mail account on August 17, 2020. Each caselets will be given by the assessor.
3. OTJ assessment takers will be monitored throughout the exam using webcam and microphone in google meet. (Camera and MIC must always be ON.)
4. Assessors will make themselves available throughout the live chat for concerns and monitoring.
5. Applicants will prepare the set up as instructed in the following illustrations:



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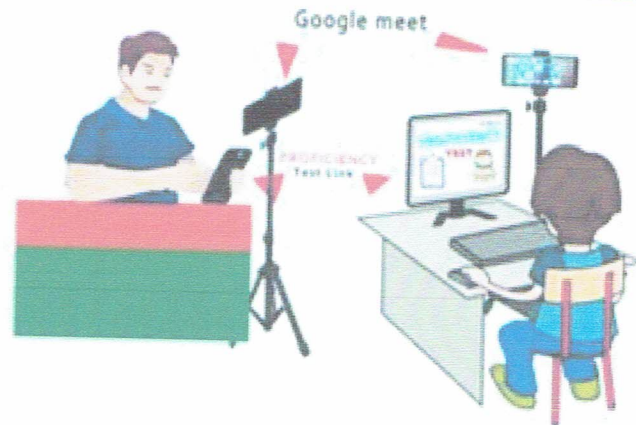


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6. Computer set-up is subject for inspection by the assessors before the OTJ assessment proper.
7. Examinees will secure a quiet area that is free from any distractions while the assessment is on-going. (CAMERA & MIC is not allowed to be OFF during the Test)
8. The examinees are reminded of the following:
  - 8.1. Open the link given by your assessor.
  - 8.2. Finish the test within the allotted time.
  - 8.3. DO NOT search for answers through any means.



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