



Republic of the Philippines
Department of Education

REGION IV-A
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

October 28, 2020

DIVISION MEMORANDUM
No. 318 s. 2020

To: OIC, Assistant Schools Division Superintendents
Chief, Curriculum Implementation Division
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Concerned





**VIRTUAL ON-THE-JOB ASSESSMENT (OTJ) OF APPLICANTS FOR MASTER
TEACHER AND HEAD TEACHER IN ELEMENTARY AND SECONDARY**

1. Relevant to the filling of positions for Master Teacher and Head Teacher in elementary and secondary this Office will conduct a virtual On-the-Job Assessment (OTJ) of Applicants on October 30, 2020, 8:00am onwards via 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 with their corresponding team and the Guidelines for the virtual On-The-Job Assessment.
4. For inquiries you may contact Mr. Ronald Kevin Del Rosario at ronaldkevin.delrosario@deped.gov.ph and Ms. Rowena Ana A. Ramos at rowenaana.ramos@deped.gov.ph.
5. Immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

RAAR / DM 318 s. 2020
102820-058 / 10/28/2020



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SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

Enclosure No. 1 to the Division Memorandum No. 318, s. 2020 titled Virtual On-The-Job Assessment (OTJ) of Applicants for Master Teacher and Head Teacher in Elementary and Secondary

**Applicants for Master Teacher and Head Teacher in Elementary and Secondary
On-the-Job Assessment (OTJ)**

TEAM	NAME OF APPLICANTS	POSITION DESIRED	Municipality
1	Janice D. Casumpang	MT I - elem	Naic District
	Marissa T. Dela Cruz	MT I - elem	Naic District
	Noemi G. Santiago	MT I - elem	Naic District
	Arlene A. Avellones	MT I - elem	Naic District
	Genaline C. Magante	MT I - elem	Naic District
2	Emelita V. Torres	MT I - elem	Kawit District
	Mariquit P. Bayas	MT I - elem	Carmona District
	Sufronio Jr. C. Bitangcor	MT I - elem	Carmona District
	Francia M. Nacario	MT I - elem	Carmona District
	Gina C. Bernales	MT I - elem	Carmona District
3	Ronalyn P. Santos	MT I - elem	Carmona District
	Carmina D. Rosas	MT I - elem	Carmona District
	Rpunzel L. Levardo	MT I - elem	Carmona District
	Jovylyn D. Osbual	MT I - elem	Carmona District
	Heidee L. Torrible	MT I - elem	Carmona District
4	Solita M. Manaba	MT I - elem	Carmona District
	Joanna Marie P. Lejos	MT I - elem	Carmona District
	Gaspar V. Vidal	MT I - elem	Carmona District
	Princess Cheryl A. Cacatihan	MT I - elem	Carmona District
	Richelle P. Pasiona	MT I - elem	Rosario District
5	Lydia E. Pura	MT I - elem	Rosario District
	Michelle C. Samulde	MT I - elem	Rosario District



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	Lucila A. Espiritu	MT I - elem	Tanza District
	Irene A. Gaa	MT I - elem	Tanza District
	Jo Ann Abril	MT I - elem	Tanza District
6	Lorelyn P. Gabani	MT I - elem	Tanza District
	Mylene T. Cabading	MT I - elem	Tanza District
	Freidalen A. Bautista	MT I - elem	Tanza District
	Marian Leyba	MT I - elem	Tanza District
	Erlayne B. Bautista	MT I - elem	Tanza District
7	Marissa L. Heres	MT I - elem	Tanza District
	Josephine B. Punzalan	MT I - elem	Tanza District
	Primavita M. Apostol	MT I - elem	Tanza District
	Noemi D. de Mesa	MT I - elem	Tanza District
	Marilyn A. Arcala	MT I - elem	Tanza District
8	Valentina T. Lupisan	MT I - elem	Tanza District
	Cynthia Trinidad	MT I - elem	Tanza District
	Rowena P. Lubigan	MT I - elem	Tanza District
	Cherina T. Braza	MT I - elem	Tanza District
	John Vincent B. Purificacion	MT I - elem	Carmona District
9	Bernabe B. Villanueva	MT II-elem	Carmona District
	Analiza A. Araracap	MT II-elem	Tanza District
	Corazon Tuang	MT II-elem	Tanza District
	Gina S. Lasam	MT II-elem	Tanza District
	Fernando T. Espinosa	HT III-elem	Tagaytay District
	Alma Otero	HT III-elem	Tagaytay District
10	Julienne M. Sebastian	MT I -JHS	TMCNHS
	Gina D. Umipon	MT I -JHS	TMCNHS
	Elizabeth Mendoza	MT I -JHS	Bagbag NHS



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	Mailen Jaminal	MT I -JHS	Bagbag NHS
	Emarilyn D. Bayot	MT I -JHS	FPTIHS
11	Marvin C. Diloy	MT I -JHS	FPTIHS
	Maria Catheryne L. Ambat	MT I -JHS	Tagaytay City NHS
	Baby Armin D. General	MT I -JHS	Tagaytay City NHS
	Katherine P. Manalo	MT I -JHS	Tagaytay City NHS
	Elsa S. Rodil	MT I -JHS	Tagaytay City Science NHS
	Daisy R. Climacosa	MT I -JHS	Caluangan NHS
12	Josephine E. Rolle	HT I - JHS	Francisco P. Tolentino IHS
	Luningning C. Del Mundo	HT I - JHS	Francisco P. Tolentino IHS
	Cristina T. Villanueva	HT I - JHS	Amadeo NHS
	Rodita T. Bisa	HT I - JHS	Naic NHS
	Joseph L. Labuguen	HT I - JHS	Rosario NHS
13	Gina P. Esguerra	HT II - JHS	Palocpoc NHS
	Corazon I. Panganiban	HT II - JHS	Amadeo NHS
	Rose Marie D. Panganiban	HT II - JHS	Amadeo NHS
	Angelita T. Baybay	HT II - JHS	Amadeo NHS
	Felix P. Perucho	HT II - JHS	Naic NHS
14	Lanila L. Mamungay	HT III - JHS	Pueblo Del Mar NHS
	Thelma E. Villanueva	HT III - JHS	Rosario NHS
	Marissa L. Olave	HT IV - JHS	Naic NHS
	Elsie O. Dinawanao	MT I-JHS	Tagaytay City Science NHS



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Enclosure No. 2 to the Division Memorandum No. 318, s. 2020 titled Virtual On-The-Job Assessment (OTJ) of Applicants for Master Teacher and Head Teacher in Elementary and Secondary

MECHANICS AND GUIDELINES OF ON-THE-JOB ASSESSMENT OF MASTER TEACHER AND HEAD TEACHER APPLICANTS IN ELEMENTARY AND SECONDARY

1. Due to Covid-19 pandemic, on-the-job assessment of principal applicants will be done online using Google meet and Google Classroom.
2. The access link will be given to the principal applicants deped email account on September 10, 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. Each team consist of three assessor and three principal applicants.
5. Applicants will prepare the set up as instructed in the following illustrations.



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6. Applicant examinees will subject their set up to the assessors for inspection 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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