



Republic of the Philippines  
**Department of Education**

REGION IV-A  
**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

**April 20, 2021**

**DIVISION MEMORANDUM**

**No. 126 s. 2021**

To: Office of the Assistant Schools Division Superintendent  
CID Chief  
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 April 22, 2021 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](mailto:ronaldkevin.delrosario@deped.gov.ph) and Ms. Rowena Ana A. Ramos at [rowenaana.ramos@deped.gov.ph](mailto:rowenaana.ramos@deped.gov.ph).
5. Immediate dissemination of this Memorandum is desired.

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

RAAR/ DM No. 126 S,2021  
042121-055/-04/20/2021

Enclosure No. 1 to the Division Memorandum No. \_\_\_\_, s. 2021



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

TEAM	NAME OF APPLICANTS	DISTRICT/SCHOOL	POSITION DESIRED
<b>A</b>	Carlene C. Gahoy	Ternate	Master Teacher I
	Cynthia R. Canare	Ternate	Master Teacher I
	Clarissa R. Dimaisip	Ternate	Master Teacher I
	Joel D. Catumber	Ternate	Master Teacher I
	Maricar L. Rollon	Ternate	Master Teacher I
	Sheena Calire V. Dela Peña	Indang	Master Teacher I
<b>B</b>	Jomelito Encabo	Indang	Master Teacher I
	Sharlyn Martonito	Indang	Master Teacher I
	Josefina Mojica	Indang	Master Teacher I
	Rosalie Ocampo	Indang	Master Teacher I
	Helen Grace Rodis	Indang	Master Teacher I
	Janet D. Punzalan	Tagaytay	Master Teacher I
<b>C</b>	Agrifina E. Nuestro	Tagaytay	Master Teacher I
	Sheiryl A. Sumagpang	Tagaytay	Master Teacher I
	Livelyn O. Cruto	Tagaytay	Master Teacher I
	Precila E. Villanueva	Tagaytay	Master Teacher I
	Ligaya L. Sahot	Tagaytay	Master Teacher I
	Rosalie M. Cesicar	Amadeo	Master Teacher I
<b>D</b>	Crisbelle D. Anacay	Amadeo	Master Teacher I
	Janette T. Cruzeiro	Amadeo	Master Teacher I
	Rolando C. Baybay	Amadeo	Master Teacher I
	Nancy F. Cabuntog	Amadeo	Master Teacher I
	John Vincent Purification	Carmona	Master Teacher I
<b>E</b>	Esphie Joy V. De Guzman	Tanza National Trade School	Master Teacher I



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	Manolito Barbuco	Emilia Ambalada Poblete NHS	Master Teacher I
	Eden P. Atienza	ASHI	Master Teacher I
	Dake Martin S. Caimoy	ASHI	Master Teacher I
	Ricky S. Redillas	ASHI	Master Teacher I
	Rheanne Lei T. Ala	ASHI	Master Teacher I
<b>F</b>	Cherry Lyn V. Matias	Maragondon NHS	Master Teacher I
	Luis C. Vicente Jr.	Malabag NHS	Master Teacher I
	Marlene E. Alcantara	Kaong NHS	Master Teacher I
	Leonor C. Sernio	Lumil INHS	Master Teacher I
	Loury G. Ombao	Tanza National Trade School	Master Teacher I
<b>G</b>	Kate Jean Rolle	Emilia Ambalada Poblete NHS	Master Teacher I
	Helen D. Alcantara	GMATHS	Master Teacher I
	Ferdan F. De Guzman	GMATHS	Master Teacher I
	Rhonnell D. Soberano	Bucal NIS	Master Teacher I
	Mercedita C. Bigalbal	Bucal NIS	Master Teacher I
	Alma L. Hernandez	Malabag NHS	Master Teacher II
<b>H</b>	Merlita R. Del Rosario	Bucal NIS	Master Teacher I
	Shieryl T. Robles	Bucal NIS	Master Teacher I
	Julie Ann M. Tolentino	Bulihan INHS	Master Teacher I
	Emmanuelle G. San Miguel	Bulihan INHS	Master Teacher I
	Bonifacia D. Laurito	Bulihan INHS	Master Teacher I
	Edryne A. Amon	Gen. Vito Belarmino NHS	Master Teacher II
<b>I</b>	Belinda E. Balastigue	GMA	Master Teacher II
	Amelia M. Acode	GMA	Master Teacher II
	Azucena E. Perucho	GMA	Master Teacher II



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	Jennifer O. Javier	Indang	Master Teacher II
	Cristina P. Olido	Indang	Master Teacher II
	Haizelle R. Bawalan	Amadeo	Master Teacher II
<b>J</b>	Ma. Theresa F. Alano	Indang	Head Teacher
	Yolinda C. Abarentos	Indang	Head Teacher
	Mercedes M. Perido	Indang	Head Teacher
	Gemma L. Filipino	Indang	Head Teacher
	Perlito John C. Pulia	Rosario NHS	Head Teacher
	Eufemia A. Patam	Kaong NHS	Head Teacher
	Emmalyn M. Legatub	Gen. Vito Belarmino	Head Teacher
<b>K</b>	Elizabeth U. Mendoza	Bagbag NHS	Head Teacher
	Catherine C. Del Rosario	Maragondon NHS	Head Teacher
	Linda M. Morse	Luis Aguado NHS	Head Teacher
	Joan C. Tobilla	Luis Aguado NHS	Head Teacher
	Josephine V. Mojica	Lumil INHS	Head Teacher
	Julie Annie P. Gallaza	GMATHS	Head Teacher
<b>L</b>	Glenda L. Aquino	Lumil INHS	Head Teacher
	Perla T. Baysantos	Lumil INHS	Head Teacher
	Digna M. Gamelo	Lumil INHS	Head Teacher
	Marivic G. Canillo	Emilia Ambalada Poblete NHS	Head Teacher
	Melanie M. Caraan	Emilia Ambalada Poblete NHS	Head Teacher
	Ellen G. Lopez	Luis Aguado NHS, Trece	Head Teacher
	Lita A. Peji	Gen. Vito Belarmino	Head Teacher
<b>M</b>	Jennifer R. Cortez	Emilia Ambalada Poblete NHS	Head Teacher



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	Rochelle R. Desacola	Emilia Ambalada Poblete NHS	Head Teacher
	Edielyn O. Sumagui	Emilia Ambalada Poblete NHS	Head Teacher
	Epifania B. Panganiban	Kaong NHS	Head Teacher
	Billy Joe P. Avilla	Kaong NHS	Head Teacher
	John Paul T. Solon	Bulihan INHS	Head Teacher
	Felicitas G. Alcazar	Gen. Vito Belarmino	Head Teacher
<b>N</b>	Gina Lynn E. Luna	ASHI	Master Teacher I
	Emmalyn G. Cenizal	ASHI	Master Teacher I
	Jocelyn E. Rodriguez	ASHI	Master Teacher I
	Marilene B. Saria	ASHI	Master Teacher I
	Margie B. Gamboa	ASHI	Master Teacher I
	Jenna H. Mendoza	Tanza National Trade School	Master Teacher I



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

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1. Due to Covid-19 pandemic, on-the-job assessment of master teacher and head teacher applicants will be done online using Google meet and Google Classroom.
2. The access link will be given to the applicants DepEd email account on April 21, 2021. 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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7. Applicant examinees will subject their set up to the assessors for inspection before the OTJ assessment proper.
8. 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)
9. The examinees are reminded of the following:
  - 9.1. Open the link given by your assessor.
  - 9.2. Finish the test within the allotted time.
  - 9.3. DO NOT search for answers through any means.



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