



Republic of the Philippines
Department of Education
REGION III

SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY

**DO CSJDM
RELEASED**

March 23, 2020

By: _____ 8:39PM jnet
Records Unit

March 23, 2020

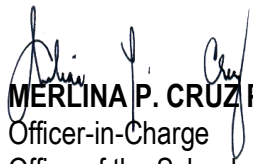
SCHOOLS DIVISION MEMORANDUM

No. 102 s. 2020

**ONLINE MODES IN THE CONDUCT OF DEMONSTRATION TEACHING
AND INTERVIEW OF TEACHER 1 APPLICANTS FOR SY 2020-2021**

To : Chief Education Supervisors
Public Elementary and Secondary Schoolheads
All Others Concerned

1. Due to the enhanced community quarantine in the entire Luzon and to help Teacher 1 applicants complete some of the important requirements in their application, the Schools Division Selection Committees (Elementary and Secondary Levels) set the following relevant means to conduct the demonstration teaching and interview to all Teacher 1 applicants, to wit:
 - a. Using Zoom Application in the mobile phones or laptops (see enclosure 1 for the Zoom procedure) or
 - b. Using Messenger Videocall
2. The Schools Division Selection Committees in both elementary and secondary levels invite Teacher 1 applicants - Secondary (JHS and SHS) and teams for elementary levels (Groups 1-6) for the online demonstration and interview.
3. As one SDO family, each has to share his/her significant contribution in still making our system responsive according to the context of these challenging times. Hence, all schoolheads are instructed to communicate with their Teacher 1 applicants for them to be informed of the possible online modes of demonstration and interview.
4. Under extreme circumstances like slow internet access, no internet access or no mobile/laptops/PCs that can be utilized, the Teacher 1 applicants themselves shall inform the SDSC Chairperson in Elementary, SGOD CES Esperanza Diaz Cruz at 09324028737 and in Secondary, CID CES Dr. Rolando T. Sotelo at 09338599986, so that no applicant will be left behind.
5. **Strict adherence to enhanced community quarantine is emphasized, everyone MUST stay at home. Thus, no Teacher 1 applicant will go to computer café/shop and rent for this purpose. The SDO stresses that safety of everyone is its primordial concern. The SDSC will find other ways to conduct evaluation of demonstration teaching and interview should teacher-applicants are unable to go online.**
6. Immediate dissemination of this Memorandum is enjoined.


MERLINA P. CRUZ PhD, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent

Sgod/ces
edc-014



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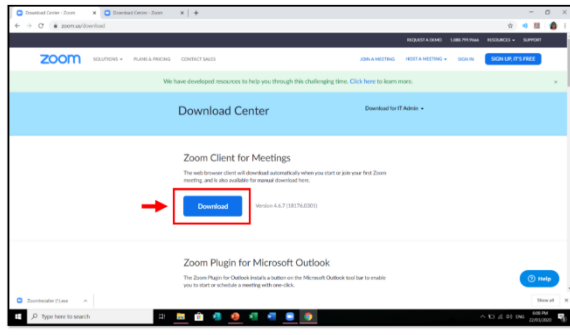




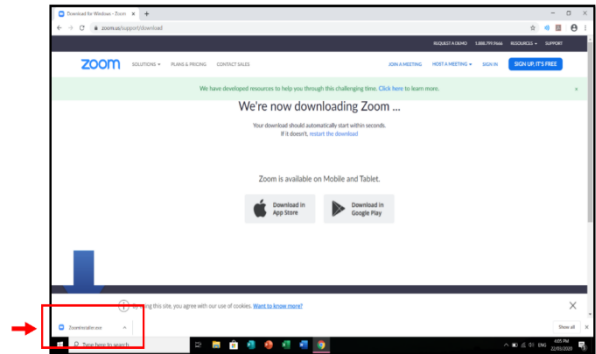
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Enclosure No.1 to Schools Division Memorandum No.102, s. 2020

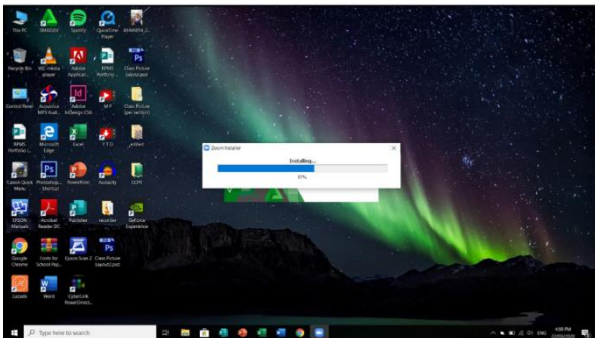
1. Download ZOOM on <https://zoom.us/download>



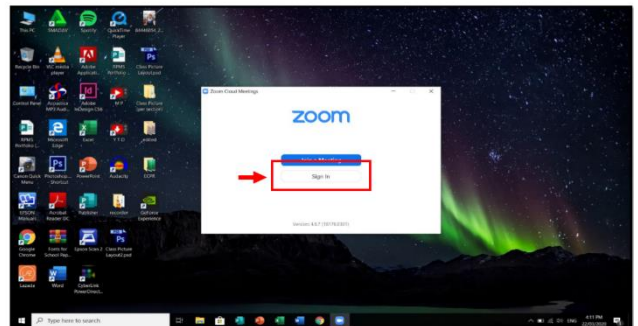
2. Click the downloaded file "Zoominstaller.exe" then install



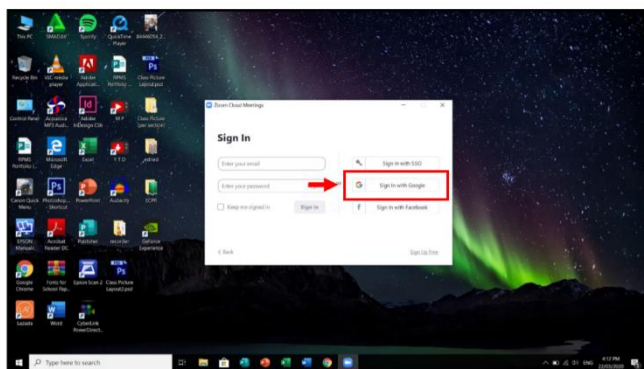
3. Wait until the installation has completed



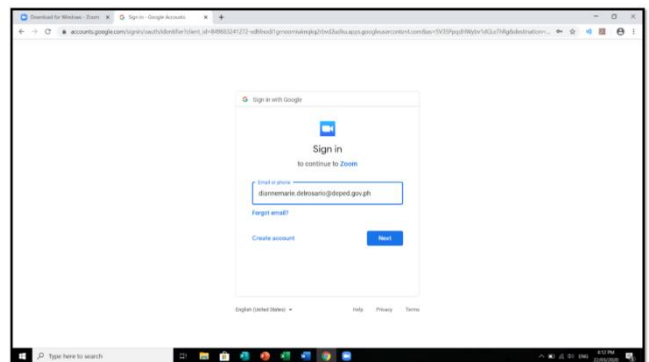
4. Click "sign in"



5. Click "Sign in with Google"



6. Sign in your Google Account



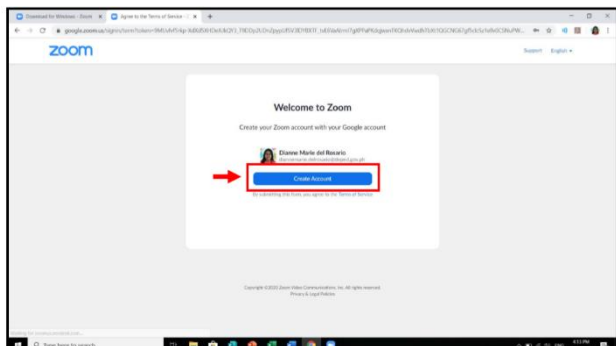
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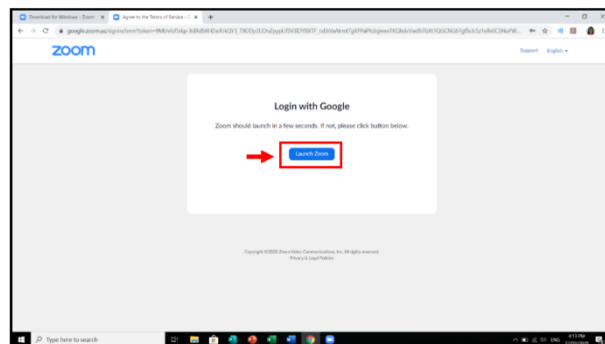


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Department of Education
REGION III
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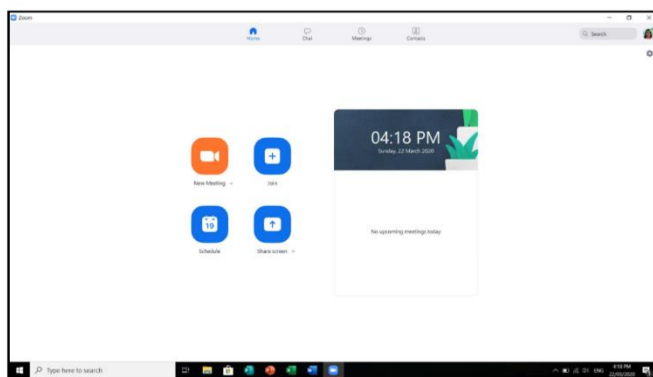
7. Click 'CREATE ACCOUNT'



8. Click 'LAUNCH ZOOM'

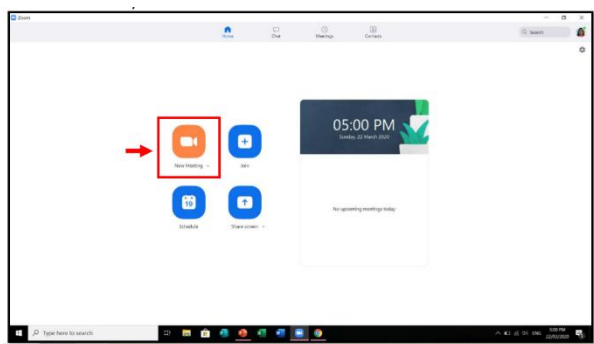


9. Wait until Zoom User Interface appears

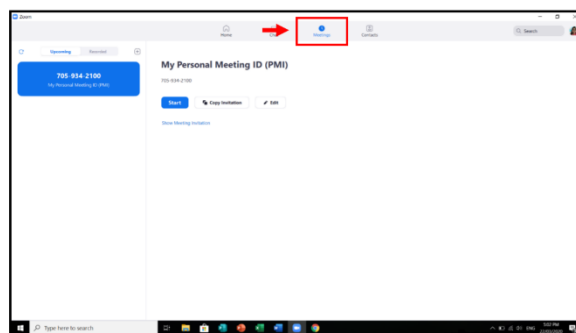


Creating a New Meeting

1. On the user interface, click 'New Meeting' and your camera will be launched automatically



2. To identify your Personal Meeting ID, Click the 'Meetings' tab.



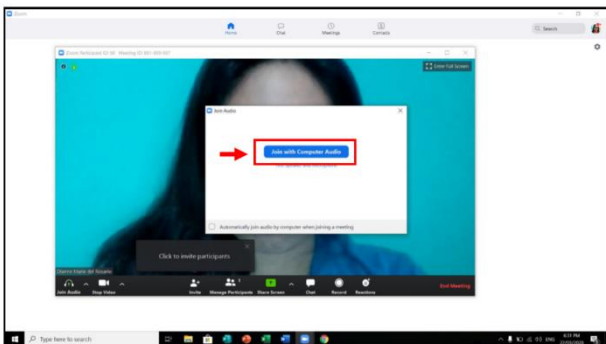
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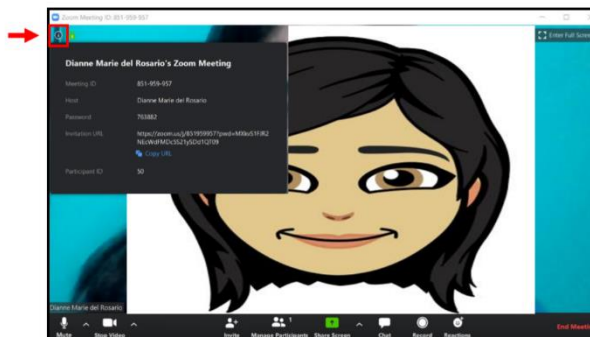


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3. Click 'Join with Computer Audio'

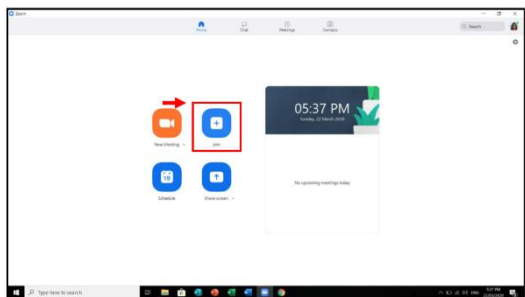


4. To view your meeting settings, click 

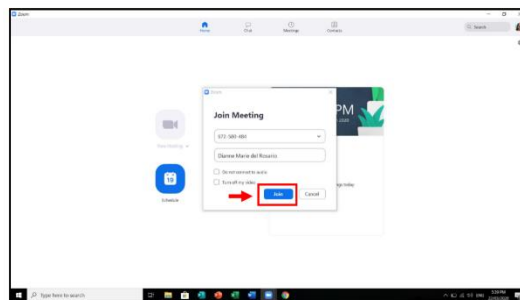


Joining a Meeting

1. On the user interface, click 'Join'.



2. Enter your host's Meeting ID then click 'Join'.



3. Enter the password as seen in the host's meeting screen if needed.



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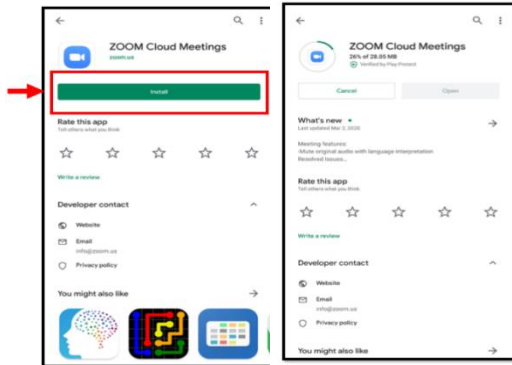




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USING ZOOM IN MOBILES

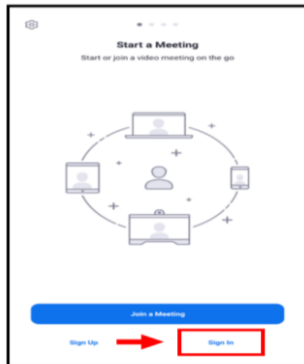
1. Download and install ZOOM on Google Play Store.



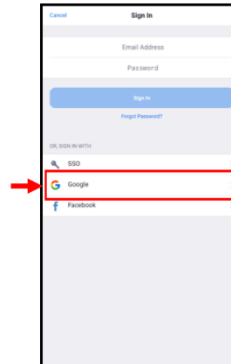
2. Launch 'ZOOM' application.



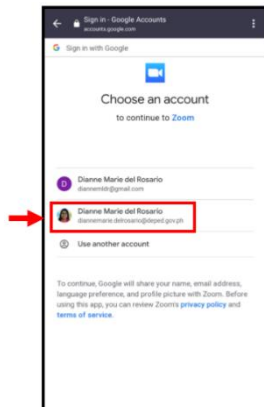
3. Tap 'SIGN IN'



4. Tap 'Google' to use google account



5. Sign in your google account



6. Tap 'LAUNCH ZOOM'



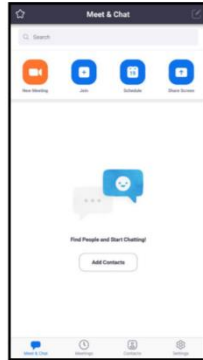
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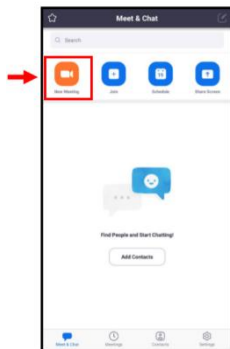
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7. Zoom Mobile Home Interface

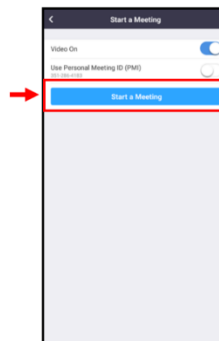


Starting a Meeting

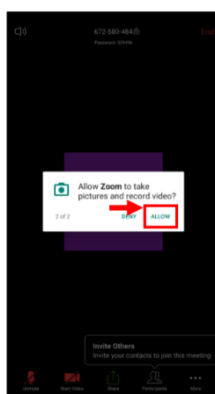
1. Tap 'New Meeting'



2. Tap 'Start Meeting'



3. Allow zoom to take pictures



2. Allow zoom to record audio



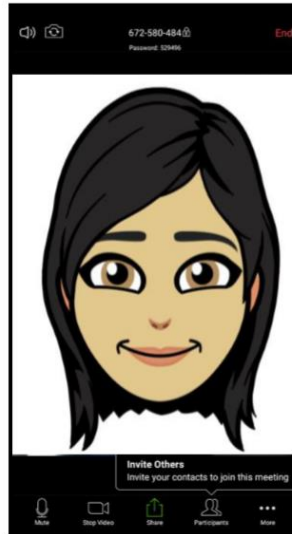
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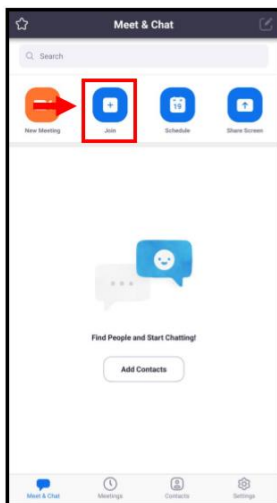
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HOST'S MEETING SCREEN

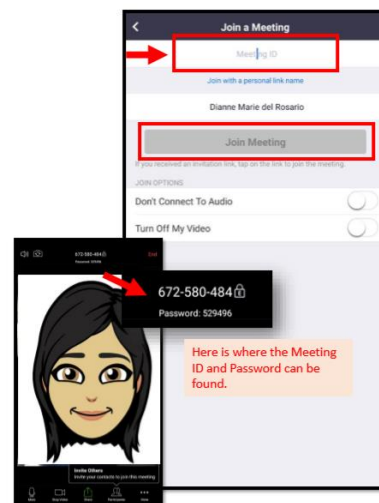


Joining a Meeting

1. Tap 'JOIN'



2. Enter Meeting ID and Password (if necessary)



ZOOM MEETING PROPER



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