



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS


17 JANUARY 2022

DIVISION MEMORANDUM
No. 035 s. 2022

ESTABLISHMENT OF REGIONAL VIRTUAL OFFICE

To: OIC - Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. This office reiterates the Regional memorandum re: "*Establishment of Regional Virtual office*" in connection with the renewed surge in Covid-19 cases due to omicron variant.
2. The DepEd Regional Office shall implement the **"NO WALK-IN POLICY"**.
3. Clients are advised to register in the online appointment system thru <https://one4a.edu.ph/onlineappointment/> or QR code provided.
4. Attached herewith is the copy of the said memorandum for your reference.
5. Immediate dissemination, implementation and Strict compliance of this memorandum is dsesired.


GERLIE M. ILAGAN, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depeditayabas.com/>



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



14 January 2022

Regional Memorandum

ESTABLISHMENT OF REGIONAL VIRTUAL OFFICE

To **Schools Division Superintendents**
School Heads, Private and Public Schools
All Others Concerned



1. With the renewed surge in Covid-19 cases due to the omicron variant and for the health and well-being of our employees as well as its clients, this Office will implement the **"NO WALK-IN POLICY"** effective January 17-31, 2022.
2. Instead, a regional virtual office will be established to respond to client and stakeholder questions and concerns.
3. Clients are advised to register in the online appointment system thru <https://one4a.edu.ph/onlineappointment/> or by scanning the QR Code below.



SCAN ME

4. The virtual office link will then be sent through the client registered email.
5. The regional virtual office shall be open from Monday to Friday, 8:00 AM – 5:00 PM.
6. Attached herewith is the guide on how to use the online appointment system.



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

Trunkline: 02-8682-5773/8684-4914/8647-7487
Website: depedcalabarzon.ph
Document Inquiry : <https://r4a-teadoc.com/inquire>
Facebook: DepEd R-4A Calabarzon

7. Immediate dissemination of and strict compliance with this memorandum is earnestly desired.


FRANCIS CESAR B. BRINGAS
Regional Director 

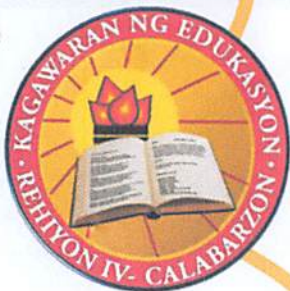
Online Application System User Manual

We Process

CERTIFICATION AUTHENTICATION & VERIFICATION OF DOCUMENTS

RECEIVE AND TRANSFER DOCUMENTS

EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT

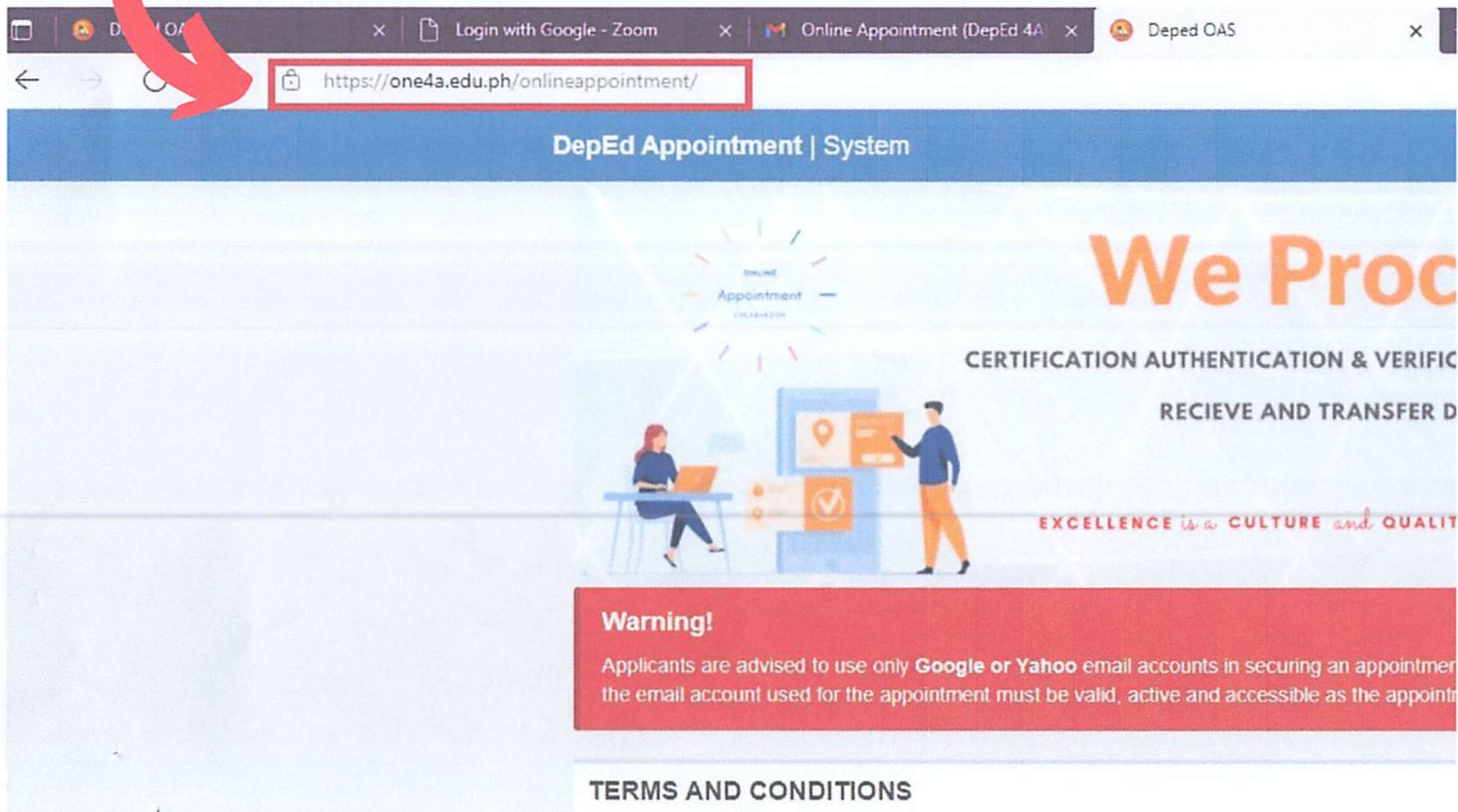


one4a.edu.ph/onlineappointment

Step 1.

Go to

"one4a.edu.ph/onlineappointment"



DepEd Appointment | System

We Proc

CERTIFICATION AUTHENTICATION & VERIFIC
RECIEVE AND TRANSFER D

EXCELLENCE is a CULTURE and QUALITY

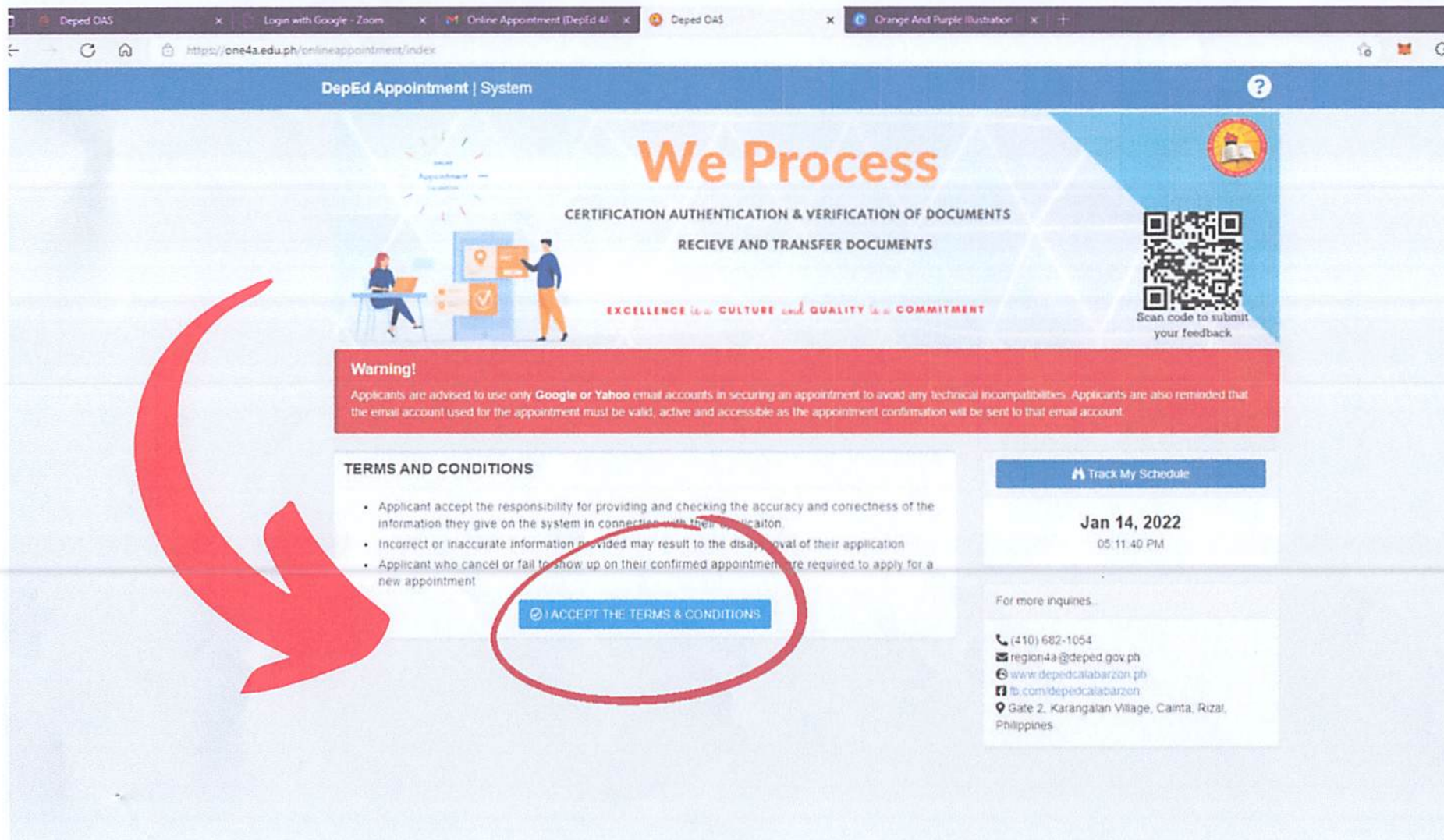
Warning!

Applicants are advised to use only **Google or Yahoo** email accounts in securing an appointment. The email account used for the appointment must be valid, active and accessible as the appointment is made.

TERMS AND CONDITIONS

Step 2.

Read "Terms and Conditions" and Click "Accept the Terms and Conditions"



The screenshot shows the DepEd Appointment System interface. At the top, the browser address bar displays <https://one4a.edu.ph/onlineappointment/index>. The page header includes "DepEd Appointment | System" and a help icon. The main content area features a large banner with the text "We Process" in orange, followed by "CERTIFICATION AUTHENTICATION & VERIFICATION OF DOCUMENTS" and "RECEIVE AND TRANSFER DOCUMENTS". Below this is a QR code with the text "Scan code to submit your feedback". A red warning box contains the following text: "Warning! Applicants are advised to use only Google or Yahoo email accounts in securing an appointment to avoid any technical incompatibilities. Applicants are also reminded that the email account used for the appointment must be valid, active and accessible as the appointment confirmation will be sent to that email account." Below the warning box is a section titled "TERMS AND CONDITIONS" with a list of three bullet points: "Applicant accept the responsibility for providing and checking the accuracy and correctness of the information they give on the system in connection with their application.", "Incorrect or inaccurate information provided may result to the disapproval of their application", and "Applicant who cancel or fail to show up on their confirmed appointment are required to apply for a new appointment". A blue button labeled "ACCEPT THE TERMS & CONDITIONS" is located below the list. A large red arrow points from the left side of the page towards this button. To the right of the terms and conditions is a "Track My Schedule" button, which shows the date "Jan 14, 2022" and the time "05:11:40 PM". At the bottom right, there is a contact information section with the text "For more inquiries..." followed by a phone number "(410) 682-1054", an email address "region4a@depd.gov.ph", a website "www.depdcabalarzon.ph", a Facebook link "fb.com/depdcabalarzon", and a physical address "Gate 2, Karangalan Village, Cainta, Rizal, Philippines".

DepEd Appointment | System

We Process

CERTIFICATION AUTHENTICATION & VERIFICATION OF DOCUMENTS
RECEIVE AND TRANSFER DOCUMENTS

EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT

Warning!

Applicants are advised to use only Google or Yahoo email accounts in securing an appointment to avoid any technical incompatibilities. Applicants are also reminded that the email account used for the appointment must be valid, active and accessible as the appointment confirmation will be sent to that email account.

TERMS AND CONDITIONS

- Applicant accept the responsibility for providing and checking the accuracy and correctness of the information they give on the system in connection with their application.
- Incorrect or inaccurate information provided may result to the disapproval of their application
- Applicant who cancel or fail to show up on their confirmed appointment are required to apply for a new appointment

[ACCEPT THE TERMS & CONDITIONS](#)

[Track My Schedule](#)

Jan 14, 2022
05:11:40 PM

For more inquiries...

(410) 682-1054
region4a@depd.gov.ph
www.depdcabalarzon.ph
fb.com/depdcabalarzon
Gate 2, Karangalan Village, Cainta, Rizal, Philippines

Step 3.

Fill out all the needed data for your appointment and click "Next"

DepEd Appointment System

RECEIVE AND TRANSFER DOCUMENTS

EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT



Scan code to submit
your feedback

Warning!

Applicants are advised to use only **Google** or **Yahoo** email accounts in securing an appointment to avoid any technical incompatibilities. Applicants are also reminded that the email account used for the appointment must be valid, active and accessible as the appointment confirmation will be sent to that email account.

Client Information

First Name *

Brando

Last Name *

Magtibay

Contact Number *

0999-516-6674

Position *

Non-Teaching

Active Email Address *

brando.magtibay@depd.gov.ph

Present Address *

999 Kagitingan Ave. Angono, Rizal

Company Name

ELG Manufacturing

Company Address

126 Kalayaan St. Binangonan, Rizal

Track My Schedule

Jan 14, 2022

04:29:34 PM

For more inquiries...

(410) 682-1054

region4a@depd.gov.ph

www.depedcalabarzon.ph

com/depedcalabarzon

Gate 2, Karangalan Village, Cainta, Rizal,
Philippines

Next

Step 4.

Select the Division/ Unit you want to have an appointment with & Select the Purpose of Appointment; then click "Submit"

Orange And Purple Illustration | x | Inbox (2) - ictcalabarzon@deped... x | +

Not secure | 6624-136-158-66-168.ngrok.io/onlineappointment/request

DepEd Appointment | System

We Process

CERTIFICATION AUTHENTICATION & VERIFICATION OF DOCUMENTS
RECIEVE AND TRANSFER DOCUMENTS

EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT

Scan code to submit your feedback

Warning!
Applicants are advised to use only **Google** or **Yahoo** email accounts in securing an appointment to avoid any technical incompatibilities. Applicants are also reminded that the email account used for the appointment must be valid, active and accessible as the appointment confirmation will be sent to that email account

Request Details

Recipient Division / Unit*
CLMD

Purposes of Appointment*
Please select...

Submit

Track My Schedule

Jan 14, 2022
05:59:14 PM

For more inquiries:

(410) 682-1054
region4a@deped.gov.ph
www.depedcalabarzon.ph
fb.com/depedcalabarzon
Gate 2, Karangalan Village, Cainta, Rizal

Step 5.

Log in to your e-mail & wait for the confirmation message of your appointment details and click the link given by oas.deped.gov.ph

Online Appointment (DepEd 4A) Inbox x

 **oas@deped.gov.ph**

to me ▾

Jan 14, 2022

Dear [REDACTED],

Thank you for using our Online Appointment System. This email is to inform you that your application submitted on Jan 14, 2022 03:25:28pm has already received a

- Reference Code: **RIMSF75**
- Appointment Date: **01/14/2022**
- Applicant Name: [REDACTED]
- Link: <https://zoom.us/j/93177826890?pwd=bDVQYldYTFR6VWlaRWlhKaldxU0c3Zz09>
- Purpose: **Online Consultancy**
- Target Division: **FTAD Unit**

To view your application status, Please use your reference code above and click this link one4a.deped.gov.ph/onlineappointment

Thank you very much,

DepEd CALABARZON

This is auto generated email please do not reply