



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](http://depedcalabarzon.ph)

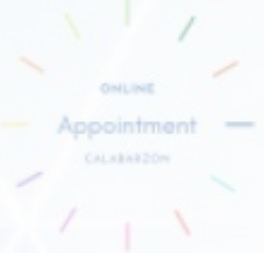
**Document Inquiry :** <https://r4a-teadoc.com/inquire>

**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

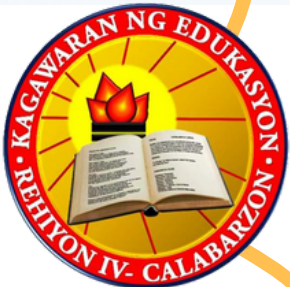


## We Process

CERTIFICATION AUTHENTICATION & VERIFICATION OF DOCUMENTS

RECIEVE AND TRANSFER DOCUMENTS

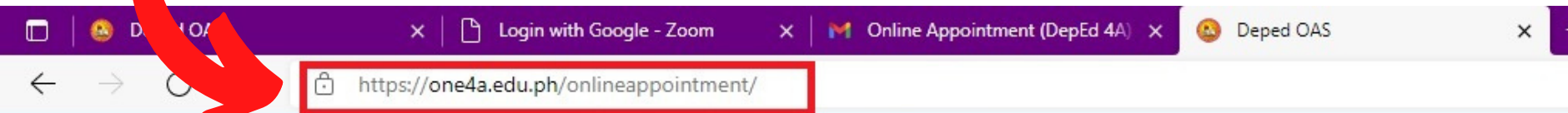
EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT



# Step 1.

Go to

**"one4a.edu.ph/onlineappointment"**



DepEd Appointment | System



## 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"**

DepEd Appointment | System

## We Process

CERTIFICATION AUTHENTICATION & VERIFICATION OF DOCUMENTS  
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.

### 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

I ACCEPT THE TERMS & CONDITIONS

Track My Schedule

Jan 14, 2022  
05:11:40 PM

For more inquiries..

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

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# Step 3.

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

DepEd Appointment | System



## 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@deped.gov.ph

Present Address \*

999 Kagitingan Ave. Angono, Rizal

Company Name

ELG Manufacturing

Company Address

128 Kalayaan St. Binangonan, Rizal

Track My Schedule

Jan 14, 2022

04:29:34 PM

For more inquiries..

(410) 682-1054

region4a@deped.gov.ph

www.depedcalabarzon.ph

fb.com/depedcalabarzon

Gate 2, Karangalan Village, Cainta, Rizal, Philippines

Next

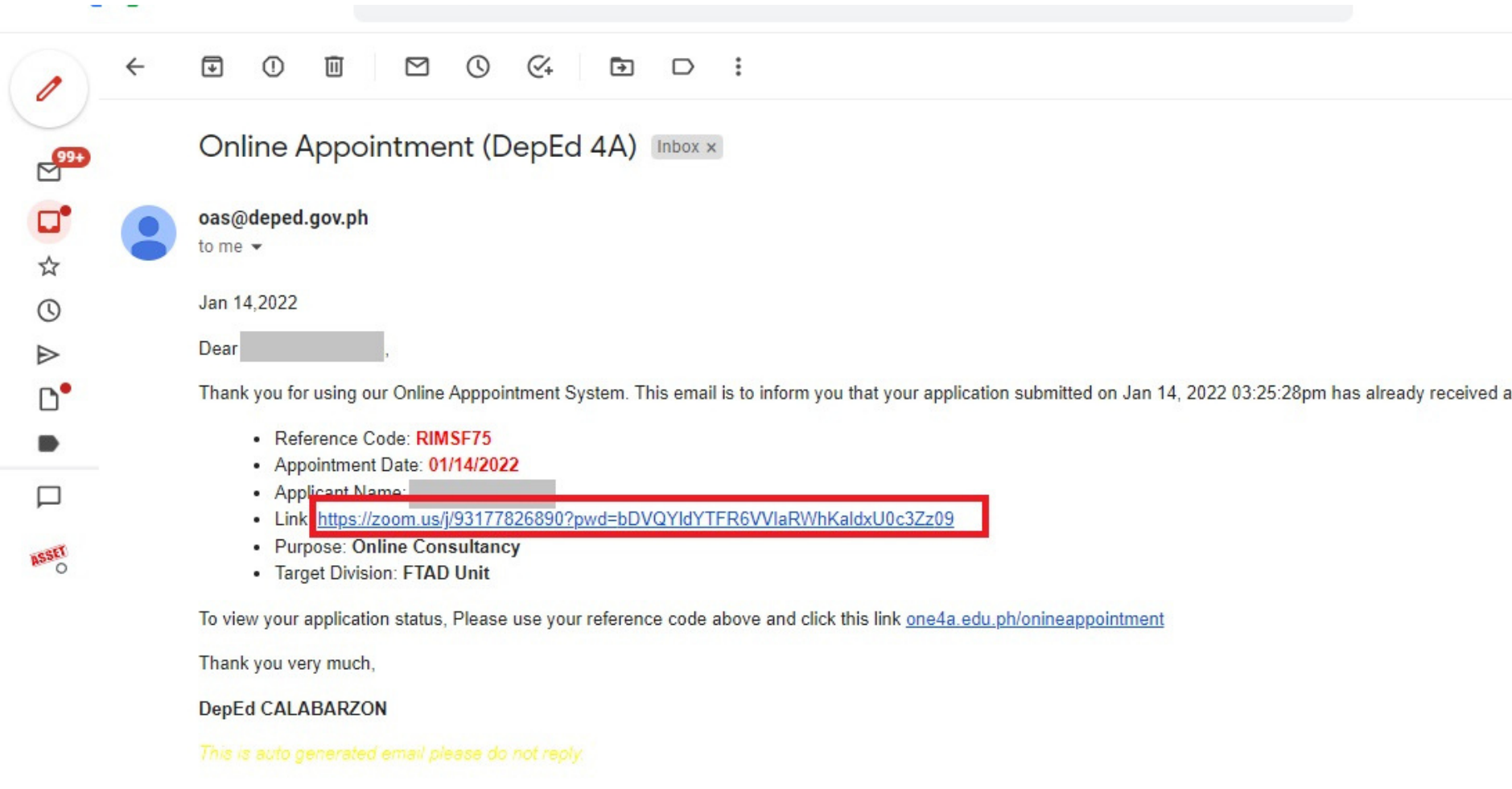
# Step 4.

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

The screenshot shows a web browser window with the URL [6624-136-158-66-168.ngrok.io/onlineappointment/request](https://6624-136-158-66-168.ngrok.io/onlineappointment/request). The page title is "DepEd Appointment | System". The main banner features the text "We Process" and "CERTIFICATION AUTHENTICATION & VERIFICATION OF DOCUMENTS" and "RECEIVE AND TRANSFER DOCUMENTS". A QR code is present with the text "Scan code to submit your feedback". A red warning box states: "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." The "Request Details" form is highlighted with a red border and contains the following fields: "Recipient Division / Unit\*" with a dropdown menu showing "CLMD", and "Purposes of Appointment\*" with a dropdown menu showing "Please select..". A "Submit" button is circled in red. To the right, there is a "Track My Schedule" button and a date/time display showing "Jan 14, 2022 05:59:14 PM". At the bottom right, contact information is provided: (410) 682-1054, region4a@deped.gov.ph, www.depedcalabarzon.ph, fb.com/depedcalabarzon, Gate 2, Karangalan Village, Cainta, Rizal, Philippines.

# 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](https://oas.deped.gov.ph)**



The screenshot shows an email interface with a toolbar at the top containing icons for back, forward, delete, reply, and other actions. The email is titled "Online Appointment (DepEd 4A)" and is from "oas@deped.gov.ph". The recipient is "me". The date is "Jan 14, 2022". The email content includes a greeting "Dear [redacted]", a thank you message, and a list of appointment details:

- Reference Code: **RIMSF75**
- Appointment Date: **01/14/2022**
- Applicant Name: [redacted]
- Link: <https://zoom.us/j/93177826890?pwd=bDVQYldYTFR6VVlaRWWhKaldxU0c3Zz09>
- Purpose: **Online Consultancy**
- Target Division: **FTAD Unit**

The link is highlighted with a red box. Below the list, the email instructs the recipient to view their application status using the reference code and the provided link: [one4a.edu.ph/onlineappointment](https://one4a.edu.ph/onlineappointment). The email concludes with "Thank you very much," and "DepEd CALABARZON". A yellow note at the bottom states: "This is auto generated email please do not reply."