



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



22 November 2021

Office Order

SUBMISSION OF MONTHLY EMPLOYEE TIME RECORD (METR) AND USAGE OF DEPED 4A TIME IN AND TIME OUT SYSTEM (D4A – TiToS)

To **Regional Officials and Employees
All Others Concerned**

1. This is to reiterate the submission of the Monthly Employee Time Record (METR) within five (5) working days from the end of each month per Office Memorandum dated March 25, 2021 with attachments, as follows:
 - a. Approved authority to travel with certificate of appearance and/or participation;
 - b. Locator slip and certificate of appearance (if official);
 - c. Photocopy of approved leave application; and
 - d. Other supporting documents as may be necessary
2. The DepEd 4A Time in and Time out System (D4A-TiToS) will be used starting **December 1, 2021**. All employees are advised to register until November 30, 2021. The following are the procedures to access the system per attached manual from the ICT:
 - Step 1 - Open your Web Browser (Google, Microsoft Edge, Firefox, etc.)
 - Step 2 - Type 122.49.220.99:9999/d4atito
 - Step 3 - Type your username and password and click login
3. Time in and out shall be done **through D4A-TiToS during your work from home arrangement and Official Business/Time (OB/OT) travel only**. All employees shall upload attachments and encode accomplishments on the said system. D4A-TiToS will not be editable every 5th day of the current month to avoid alteration of logs from the previous month.
4. Please take note that the accomplishments encoded in the D4A-TiToS will help you track your daily activities and allows you to print your monthly logbook and accomplishment. It will not be automatically credited as your official monthly accomplishment unless encoded in the google drive provided by the



“EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT”

Trunkline: 02-8682-5773/8684-4914/8647-7487 loc. 483/487
Website: depedcalabarzon.ph
Document Inquiry : <https://r4a-teadoc.com/inquire>
Facebook: DepEd R-4A Calabarzon

Administrative Division (Personnel Section) and duly signed by the Functional Division Chiefs/ Section or Unit Heads.

5. This Office shall be constrained to consider the employee absent on the date/s without D4A-TiToS/biometric time in and out.
6. Should you have questions/concerns regarding D4A-TiToS, you may get in touch with the ICT Unit through Mr. Rey M. Valenzuela.
7. For your guidance and strict compliance.


FRANCIS CESAR B. BRINGAS
Regional Director


WLO
Ps.mfl
m/2/11/21

DEPARTMENT OF EDUCATION TIME IN TIME OUT SYSTEM(D4ATITOS)

DESIGNED BY
ICT UNIT
COORDINATED BY
PERSONNEL SECTION-ADMINISTRATIVE SERVICES DIVISION
DEVELOPED BY
MELVIN PUNZALAN



Information and Communications Technology Unit

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INTRODUCTION

In line with the continuous improvement and adhering to the CSC Memorandum Circular No. 10 s. 2020 and DepEd Order No. 11 s. 2020 the ICT Unit in collaboration with Personnel Section under Administrative Division developed the Department of Education Region 4A(CALABARZON) Time in Time Out System(D4ATiToS) that caters the time in and time out of those personnel under work from home and those on travel. D4ATiToS secures the information that only DepEd 4A personnel have an access and the management has full control of its operation where editing of an information stored shall not be edited once the system locked on its set date.

This web-based system tracks the time-in and time-out of the personnel and their accomplishment report. It facilitates the task of the Personnel Section in tracking attendance of personnel which shall be an accurate basis for salary computation. Further, other attachments that this system provides shall be used for performance management as MOVs to IPCRF and OPCRF.

On the part of the personnel, it shall be easy for them to access the real time report of their attendance and accomplishment, and other attachments as well. The capability of the system to self-lock on the set date, particularly on the 5th day of the month, obliges personnel to submit their accomplishment on time.

Moreover, the system can be used for PIR as for counting transactional activities.

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SCOPE



D4A-TiTo

02

The web based system details the time in and time out of personnel, as well as remarks on their status whether they are work from home or on travel. It permits personnel to encode their accomplishment report and attach necessary documents such as approved TA and certificate of appearance.

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DEFINATION OF TERMS

Home – press it to return to landing page

Maximize/Minimize button - press maximize to turn display to full scree, press minimize to turn to original display.

Sign In - Press the sign in button to log in.

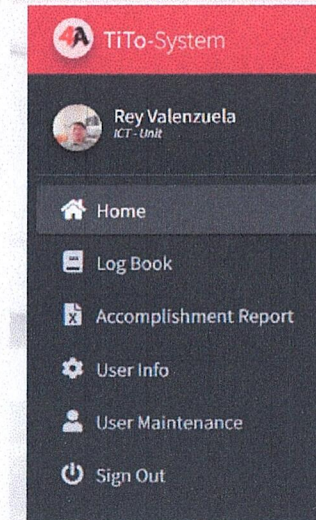
Sign Out - Press sign out button to exit the system.

Today's date – displays the current date

Log History and Status – provides the current time the personnel logs in and logs out.

Footer – provides information the year the system was developed, and the company owner

FEATURES



- Can generate Log history report.
- Advance Security
- Easier to access rather than to Q-Time Software.
- Automatically disable edit function of the previous month in the 5th day of the current month.
- You can write your accomplishment report and print it.
- Upload Travel Authority for record tracking.
- User friendly

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HOW TO ACCESS D4ATITOS?



STEP 1

1. Open your Web Browser (Google, Microsoft Edge, Firefox, etc.).



STEP 2

1. Type 122.49.220.99:9999/d4atito

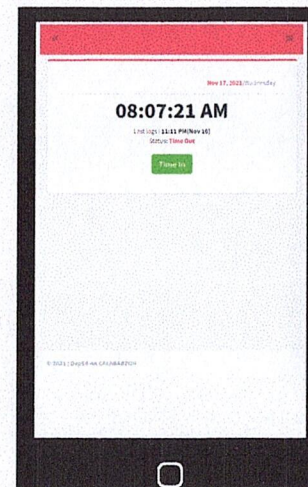


STEP 3

1. Type your username and password and click login

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LANDING PAGE (TIME IN & TIME OUT)

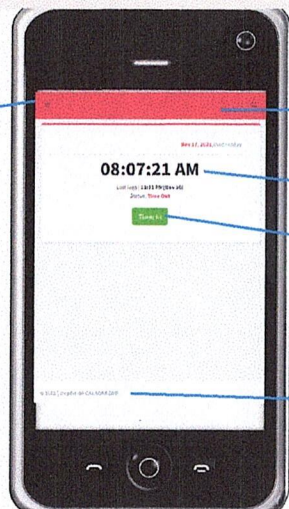


- The color of Time In button is green while the color of Time Out button is red.
- Maximize Display Button
- Once you Time-In, the Time out button will appear. If you wish to Time-Out, the input box for accomplishment report will display. However, this input field is not required to encode information if one does not intend yet to provide their accomplishment report. Simply click the button Proceed on Time Out button to time out.

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Note: Your username in Q-Time software is the same in d4atito. The default password is titos@1234, please change it immediately the first time you log in for your security.

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Landing Page

Menu Button

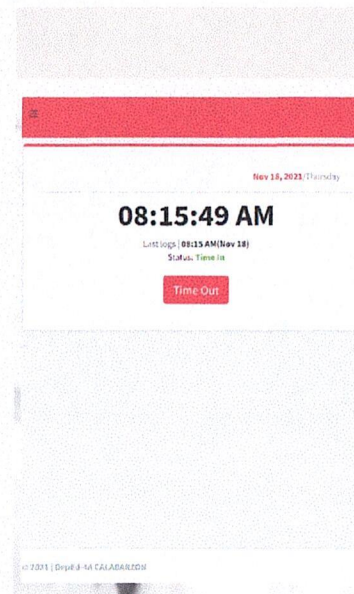
Maximize Display Button

Log History and Status

Time in Button

Footer

TIME OUT

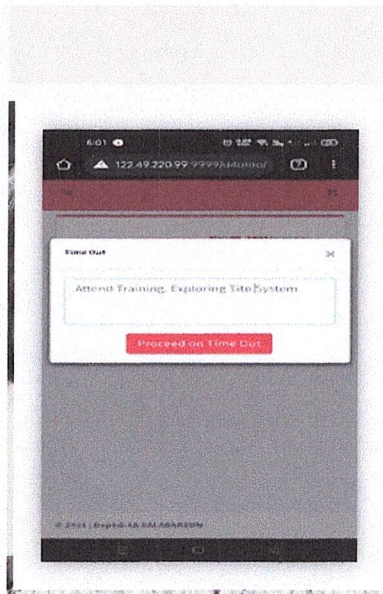


TIME OUT

if you wish to time out, just
click the Time Out Button

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09

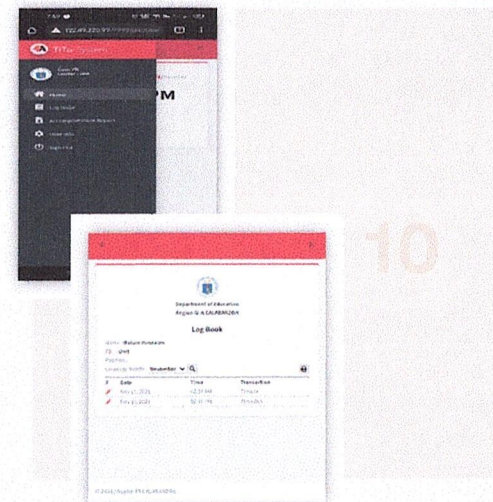


Time Out

If you wish to Time-Out, the input box for accomplishment report will display. However, this input field is not required to encode information if one does not intend yet to provide their accomplishment report. Simply click the button Proceed on Time Out button to time out.

LOG BOOK

- Logbook contains all your logs record. You can write short comment, you can see you log history of the particular month.
- You can print your Logbook by clicking print button; you can also download your logbook as PDF format if you wanted.
- Note: Every 5th day of the current month, all logs for the previous will not be editable to avoid alteration of logs.



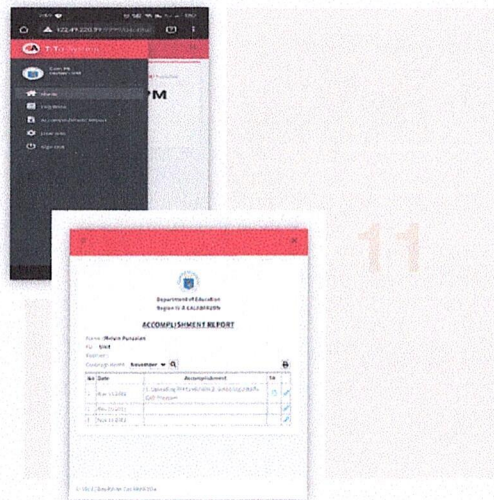
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ACCOMPLISHMENT REPORT

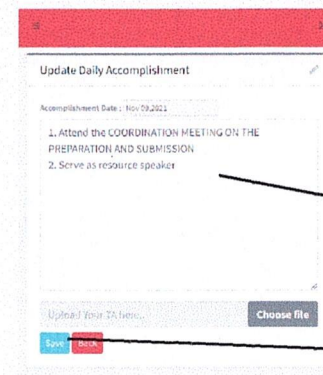
-Here you can track your Travel Authority, and download or print it. You add accomplishment by clicking the pencil button.

-You can print your Accomplishment Report easily by clicking the print button

-Note: Every 5th day of the current month, all accomplishment records for the previous will not be editable to avoid alteration records.



HOW TO ENCODE ACCOMPLISHMENT REPORT



Click Here

Encoding of accomplishment

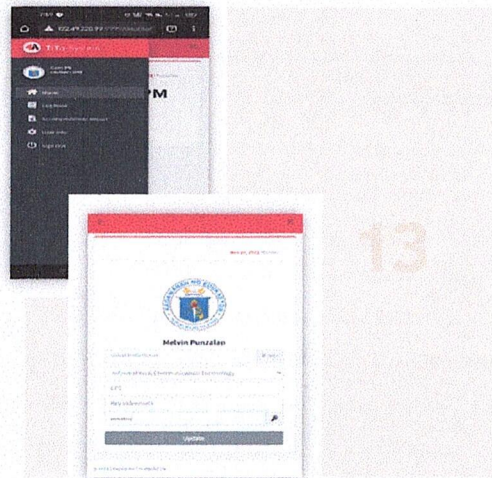
After encoding then click SAVE

No	Date	Accomplishment	TA
1	Nov 09 2021	1. Attend the COORDINATION MEETING ON THE PREPARATION AND SUBMISSION	✓
2	Nov 11 2021	2. Serve as resource speaker	✓
3	Nov 12 2021	3. Monitor office email	✓
4	Nov 15 2021	4. Monitor the task of staff	✓
5	Nov 18 2021		✓

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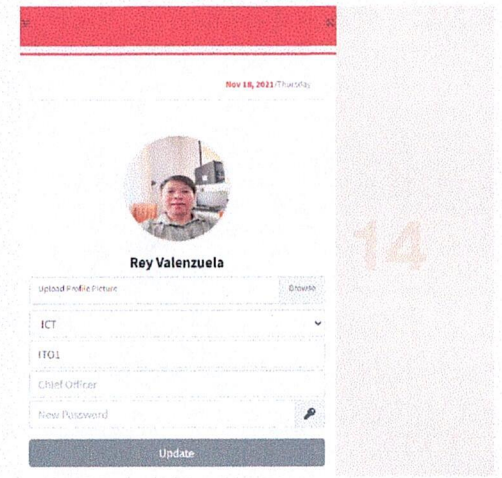
USER INFO

Here you can update your information. The first field is for uploading profile picture. Second field is a combo box for selecting unit and division. Third field is for the position. Fourth field is for inputting chief officer/Unit head's name. The last field is for updating password. Be sure to remember your password once you changed it.



USER INFO

1. Select the name of Division/Section/Unit
2. Encode the current position
3. Encode the Chief/Section/Unit head name
4. Change the password
5. Click update



Log Book Printing

Department of Education
Region IV - CALABARZON

Log Book

Name: Rey Valenzuela
ID: ICT - Unit
Position: ITO1
Coverage Month: November

X	Date	Time	Transaction
✓	Nov 09, 2021	8:22 AM	Time Out
✓	Nov 10, 2021	6:49 AM	Time in
✓	Nov 11, 2021	6:42 PM	Time Out
✓	Nov 12, 2021	6:15 AM	Time in
✓	Nov 12, 2021	5:29 PM	Time Out
✓	Nov 16, 2021	11:07 PM	Time in
✓	Nov 16, 2021	11:11 PM	Time Out
✓	Nov 18, 2021	6:12 AM	Time in
✓	Nov 18, 2021	6:25 AM	Time Out

click the Icon Print

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Accomplishment Printing

Department of Education
Region IV - CALABARZON

ACCOMPLISHMENT REPORT

Name: Rey Valenzuela
ID: ICT - Unit
Position: ITO1
Coverage Month: November

No	Date	Accomplishment	TA
1	Nov 09 2021	1. Attend the COORDINATION MEETING ON THE PREPARATION AND SUBMISSION ON 2. Serve as resource speaker	✓
2	Nov 12 2021		✓
3	Nov 12 2021	1. Monitor office email 2. Monitor the task of ITC staff	✓
4	Nov 16 2021		✓
5	Nov 28 2021		✓

click the Icon Print

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Republic of the Philippines
Department of Education
 DIVISION OFFICE - MARIKINA CITY
ACCOMPLISHMENT REPORT

Title: **WORLD PACEMAKER**
 Date: **07/01/2016**
 Activity: **OTY**
 Location: **Marikina**

Prepared by: **Edgardo**


Republic of the Philippines
Department of Education
 DIVISION OFFICE - MARIKINA CITY
ACCOMPLISHMENT REPORT

Title: **WORLD PACEMAKER**
 Date: **07/01/2016**
 Activity: **OTY**
 Location: **Marikina**

Prepared by: **Edgardo**

SAMPLE REPORT

Presentations are tools that can be used as lectures.