



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

June 15, 2020

DIVISION MEMORANDUM

No. 154, s. 2020

APPOINTMENT SCHEDULE FOR TRANSACTIONS IN THE DIVISION OFFICE

To: **Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned**

1. To ensure the safety of our Division Office personnel as well as our clients, this Office will accommodate face to face transactions by **appointment schedule**. This procedure is being applied in observance of stringent social distancing in light of the Covid-19 pandemic.
2. Personnel of different sections/units will entertain transactions based on the scheduled appointment set by the client through google calendar.
3. To set an appointment, please follow the instruction as per **Enclosure No. 1**.
4. Immediate and wide dissemination of this memorandum is desired.


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1. Booking an appointment (for DepEd Aklan Clients)

1. Go to the **DepEd Aklan Website**.
2. Click on the **Get in Touch** menu at the left panel.
3. Choose an office and a person to get in touch with. Click on **Set an Appointment**.
4. **Click on the chosen time slot.**

The screenshot shows a web interface for booking an appointment. At the top, there's a navigation bar with 'Today', a calendar icon, and the date range 'Jun 7 - 13, 2020'. Below this is a header for the calendar showing 'Sun 6/7', 'Mon 6/8', 'Tue 6/9', and 'Wed 6/10'. The main area is a calendar grid. On Tuesday, June 9th, there is a blue shaded time slot from 1:00pm to 1:30pm. To the right of this slot, there are five buttons, each labeled 'LRMS'.

5. Change the Title to **Appointment with [Your Name]**

The screenshot shows a 'Book an appointment' form. It has a title bar with the text 'Book an appointment' and a close button. The form contains the following fields:

- What:** A text input field containing 'Appointment with John Doe'.
- When:** A text input field containing 'Tue, June 9, 1:00pm - 1:30pm'.
- Who:** A text input field containing 'Mahinisa Tolentino'.
- Where:** A text input field that is currently empty.
- Description:** A large text area that is currently empty.

At the bottom of the form are two buttons: 'Save' and 'Cancel'. To the right of the form, there is a tip: 'Tip: You can customize the details of the event after you save it.'

6. Add a **description of the problem** for preparation of the concerned.

This screenshot shows the same 'Book an appointment' form as the previous one, but with the 'Description' field filled in. The description is 'Technical assistance on Module Writing'. All other fields remain the same: 'What' is 'Appointment with John Doe', 'When' is 'Tue, June 9, 1:00pm - 1:30pm', 'Who' is 'Mahinisa Tolentino', and 'Where' is empty. The 'Save' and 'Cancel' buttons are still at the bottom. The tip on the right remains the same.

7. Click **Save**.

2. Synchronizing your appointments at your cellphone (for SDO Aklan personnel)

1. Open Settings from your phone and click Accounts.
2. Click on Google. Check if you added your DepEd account. If you already did, skip Step 3-5.
3. If you don't see your DepEd account, click the Back button and click Add Account.
4. Click Google. Enter your DepEd Account details.
5. On the Google Terms of Service page, click I Agree.
6. Click the Home button and open your Calendar app.
7. If somebody reserves an appointment using your Appointment calendar, you will be able to see it in your Appointments/Events for the day.