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Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0921-0209

MEMORANDUM

20 September 2021

For: **Regional Directors and BARMM Education Minister
Schools Division Superintendents
Regional and Division Youth Formation Coordinators
Regional and Division Information Technology Officers
School Heads and School ICT Coordinators
Teacher-Advisers**
(Supreme Student Government and
Supreme Pupil Government)
All Others Concerned

Subject: **ADDENDUM TO OUA MEMORANDUM NO. 00-0921-0171
REGARDING PROJECT B.T.S: A BALIK ESKWELA
DIGITAL LITERACY STARTER PACK**

In line with the Office of the Undersecretary for Administration (OUA) Memorandum No. 00-0921-0171 titled *Project B.T.S: A Balik Eskwela Digital Literacy Starter Pack*, the OUA through the Bureau of Learner Support Services–Youth Formation Division (BLSS-YFD) and Information and Communications Technology Service (ICTS), in partnership with Microsoft Philippines, provides the following additional details on the said activity/campaign:

1. On **21 September 2021**, **Youth Formation Coordinators (YFCs)** are expected to attend a special session on **Operating MS Teams Live Events**. This activity, which will be conducted by **Mr. Kristian Catahan** of Microsoft Philippines, will run from **3:00 to 5:00 p.m.** via **Microsoft Teams** (<https://bit.ly/39hHQnA>).
2. All Division Information Technology Officers (ITOs) must create their live event link to enable the participation of teachers and learners. The link must be sent via blss.yfd@deped.gov.ph **not later than 22 September 2021**. Please refer to **Annex A** for more details.
3. YFCs will facilitate the event alongside Division ITOs and other division officers. The Schools Division Office (SDO) will provide the necessary technical support to ensure the success of the event.



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Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

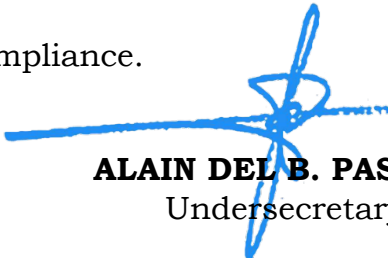
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Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedayo



4. All Regional and Division ITOs, School Heads, and School ICT Coordinators are directed to ensure the complete distribution of ICTS-issued DepEd O365 accounts to all learners, teaching and non-teaching personnel before 30 September 2021.
5. All Division ITOs, Information Officers, School Heads, and School ICT Coordinators shall ensure participation of all learners and teachers in the event by sharing the Teams attendee link provided per division. All learners and teachers must log-in via <https://teams.microsoft.com/> to access their Teams app and view the event. Please refer to **Annex B** for details.
6. To help promote the event, the BLSS-YFD has released promotional materials at ([DepEd Tayo - Youth Formation - Posts | Facebook](#)) . In this regard, all concerned are directed to provide the necessary support in the promotion of the event.
7. There will be a **Technical Rehearsal** on **27 September 2021** at **2:00 p.m. – 4:00 p.m.** via **Microsoft Teams** (<https://bit.ly/3kieFa9>). All involved ITOs and YFCs are required to attend the dry run of the virtual event. All necessary technical requirements will be run and tested on the said date.
8. Further, all Division ITOs and YFCs shall join the official live event on 01 October 2021 at 2:00 – 4:00 p.m. via Microsoft Teams (<https://bit.ly/3AC3G1f>).

For more information, questions or concerns on this subject, please contact Mr. Adolf P. Aguilar, Chief of the BLSS-YFD, through 0915 566 9717 or email at blss.yfd@deped.gov.ph .

For immediate dissemination and compliance.

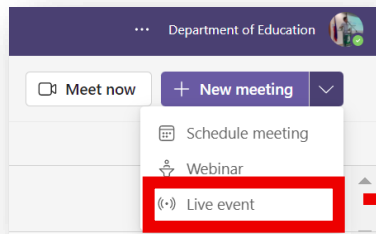

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Undersecretary



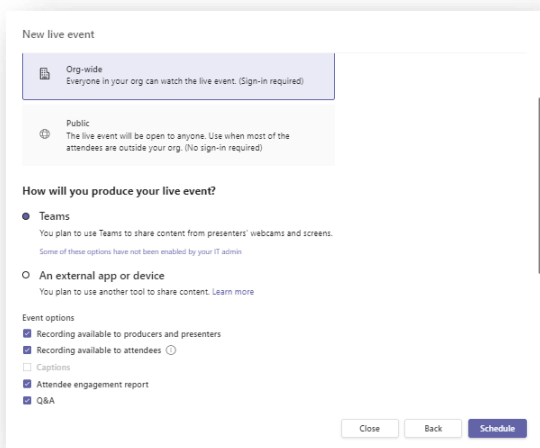
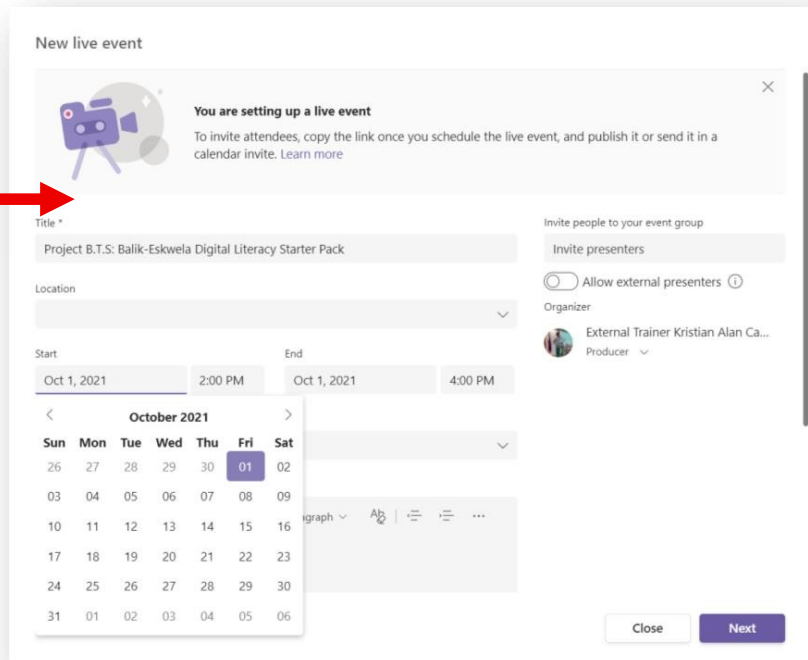
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Annex A

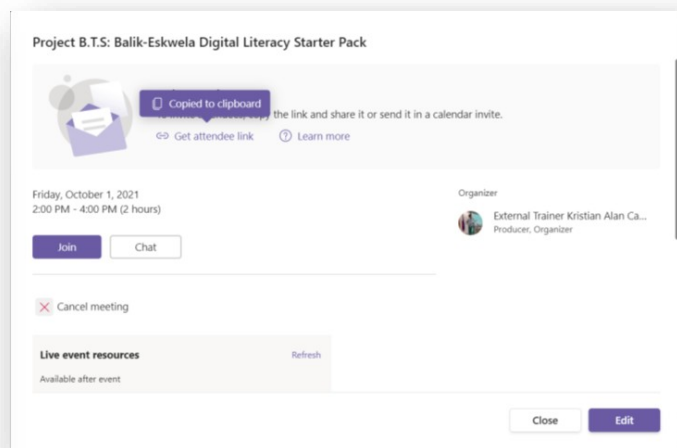
Creating the Teams Live Event Link for Your Division (For Division ITOs only)



Step 1: Go to your Teams app and create a Live event, and add these details. Don't forget to add your YFCs as producers.



Step 2: You may set it org-wide (same tenant with the learners and teachers) or public (any tenant may join). Enable Q&A.



Step 3: Click the attendee link and shorten via bit.ly. Send the shortened link to YFD.

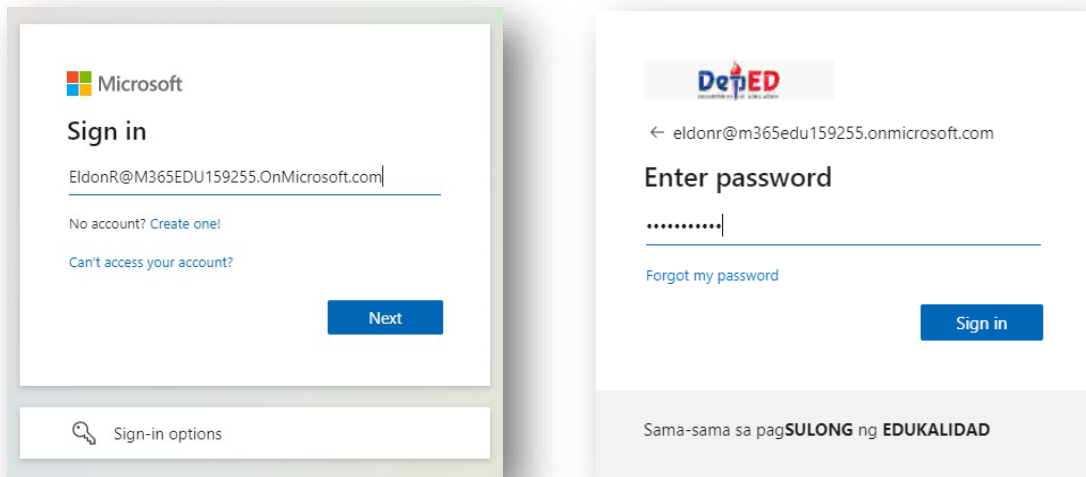
Example:
https://bit.ly/BTS_LasPinas
https://bit.ly/BTS_Leyte



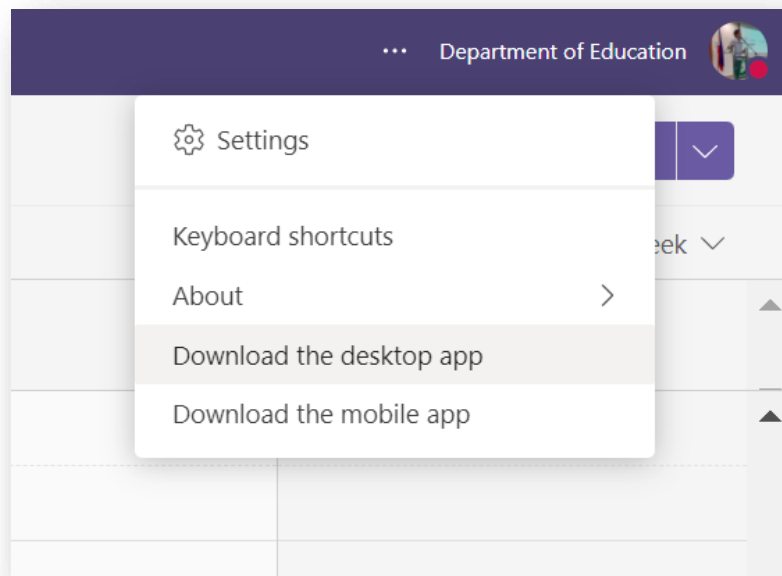
Annex B

How to Access Teams and Join the Event (For learners and teachers)

Step 1: Go to **teams.microsoft.com** and log-in using your DepEd-provided **Microsoft account** only. For first-time users, you may be asked to change your temporary password.



Step 2: On the upper-right hand of the app, click on the ‘...’ and you may choose to download the desktop app or mobile app. Don’t forget to join the event using the link provided by your school or Division ITOs.



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OUA MEMO 00-0921-0171
MEMORANDUM
15 September 2021

For: **Regional Directors and Minister
BARM Education Minister
Schools Division Superintendents
Regional and Division Youth Formation Coordinators
School Heads
Supreme Student Government and Supreme Pupil
Government Teacher-Advisers
All Others Concerned**

Subject: **PROJECT B.T.S: A BALIK ESKWELA DIGITAL LITERACY
STARTER PACK**

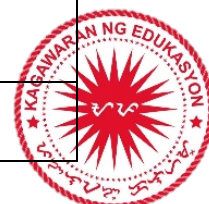
The Office of the Undersecretary for Administration (OUA), through the Bureau of Learner Support Services-Youth Formation Division (BLSS-YFD), in cooperation with the Information and Communications Technology Service (ICTS) and Microsoft Philippines, will be holding **an online training on the use of Office 365 accounts of all students and teachers.**

This is through **Project B.T.S: A Balik Eskwela Digital Literacy Starter Pack** on **Friday, 01 October 2021, 2:00-4:00 p.m.** via **Microsoft Teams** and **DepEd Tayo-Youth Formation** official Facebook page.

In this light, the OUA hereby requests all Regional Directors and Schools Division Superintendents, through their respective Information Technology Officers (ITOs) and Youth Formation Coordinators (YFCs), to ensure that all learners and teachers with internet connectivity will participate in the training.

Furthermore, there will be two (2) coordination meetings to be conducted on **Friday, 17 September 2021** via **Microsoft Teams**. Please refer to the schedule below for your reference:

Schedule	Participants	Microsoft Teams Meeting Link
9:00 a.m.-11:00 a.m.	Information Technology Officers (ITOs)	https://bit.ly/3nylRRJ
2:00 p.m.-4:00 p.m.	Youth Formation Coordinators (YFCs)	https://bit.ly/3z6d9fu



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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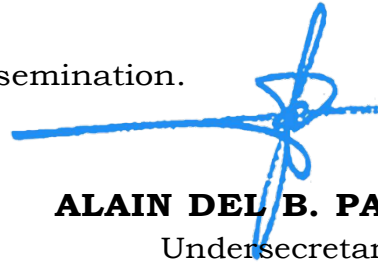
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All regional and division Information Officers are hereby requested to share the live event on their regional and division Facebook pages. School heads, teachers and students in elementary and high school shall pre-register at www.blssyfd.weebly.com on or before 30 September 2021. For more details about the event, please refer to the Execution Manual attached below.

For questions or concerns, please contact Adolf P. Aguilar, YFD Chief, through cellphone number 09759336317 or email at blss.yfd@deped.gov.ph.

For your information and widest dissemination.



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Undersecretary



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EXECUTION MANUAL

Project B.T.S: A Balik Eskwela Digital Literacy Starter Pack (In partnership with the Youth Formation Division)

ACTIVITY

This activity aims to support K12 learners, teachers and parents during the opening of the classes by helping them maximize the full benefits of Microsoft O365 for virtual classes. This event will also serve as a venue to launch the joint programs of Microsoft and YFD that aim to complement the following learning areas and skills needed by our youth today: Societal engagement, technical skills, social skills, creativity and innovation skills, affective skills and self-mastery skills.

TARGET DATE: 01 October 2021

OBJECTIVES:

- a. Support YFD in the implementation of its initiatives across the region by equipping learners and teachers with the right digital tools and skilling program.
- b. Activate all DepEd O365 learner and teacher accounts.
- c. Introduce teams as the primary tool for the delivery of virtual lectures.
- d. Introduce Microsoft-YFD programs to empower learners:
 - Microsoft Youth Ambassadors Program
 - Digital Literacy Certification for learners

SETUP

- a. Hosted in Teams as a Live Event by YFD and the DepEd field offices.
- b. Event to be mounted by YFD and co-facilitated with Microsoft Philippines.
- c. To be streamed live on DepEd's YFD social media page to reach learners with no O365 accounts yet.

EVENT FLOW

Time	Activity	Proponents
1:30 – 2:00	Admission of participants in MS Teams	YFD and Microsoft
2:00 – 2:15	Opening ceremony <ul style="list-style-type: none"> • Message from the OUA (10 mins) • Message from ICTS (5 mins) 	Usec. Alain Del B. Pascua, Undersecretary for Administration Dir. Abram Abanil, ICTS Director



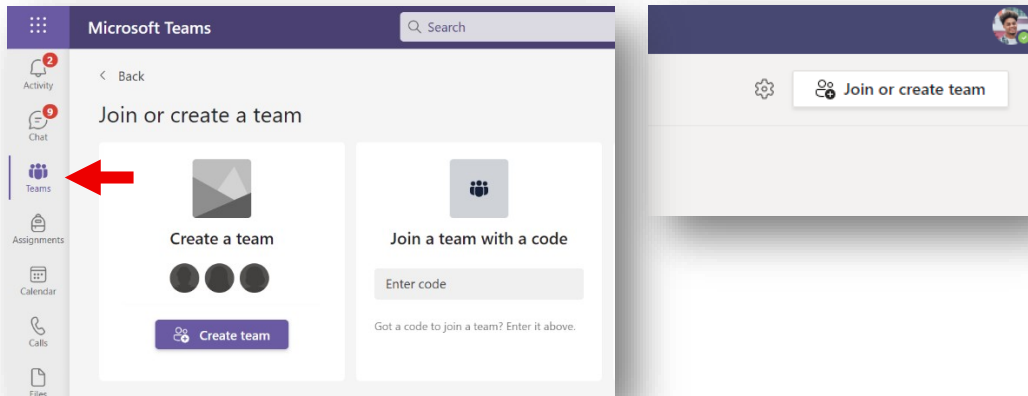
2:15 – 3:15	<ul style="list-style-type: none"> • Overview of O365, its benefits and how to get it. • Microsoft Teams and how it can help them in their virtual classes • How to activate the learner account (and other important instructions) <p><i>*Note: This is not a deep-dive technical discussion.</i></p>	Kristian Catahan Customer Success Manager, Microsoft Philippines
3:15 – 3:20	Raffle winners - Batch 1 of 2	Host
3:20 – 3:40	<p>Introduction of Microsoft-YFD programs:</p> <ul style="list-style-type: none"> • Microsoft Youth Ambassadors Program • Digital Literacy Certification for Learners 	Microsoft Philippines and YFD
3:40 – 3:45	Message from Microsoft	Joanna Rodriguez Public Sector Lead, Microsoft Philippines
3:45 – 3:55	<p>Final message from YFD</p> <p>Calls-to-action for participants</p>	Adolf Aguilar, Division Chief for YFD
3:55 - 4:00	Raffle winners - Batch 2 of 2 End of Event	Host



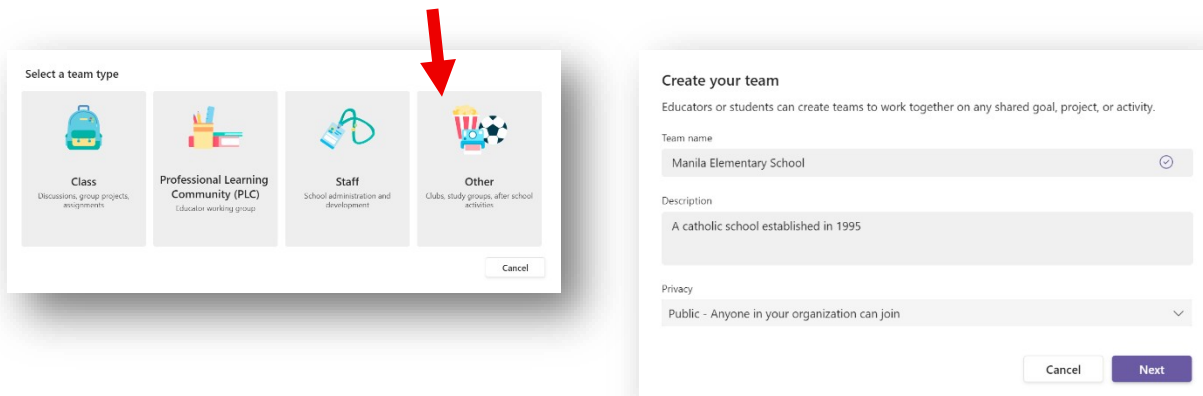
Appendix A – Creation of Teams for the School and Its Learners (To be communicated to School ICT coordinators)

STEP 1: Mag log-in sa *teams.microsoft.com*.

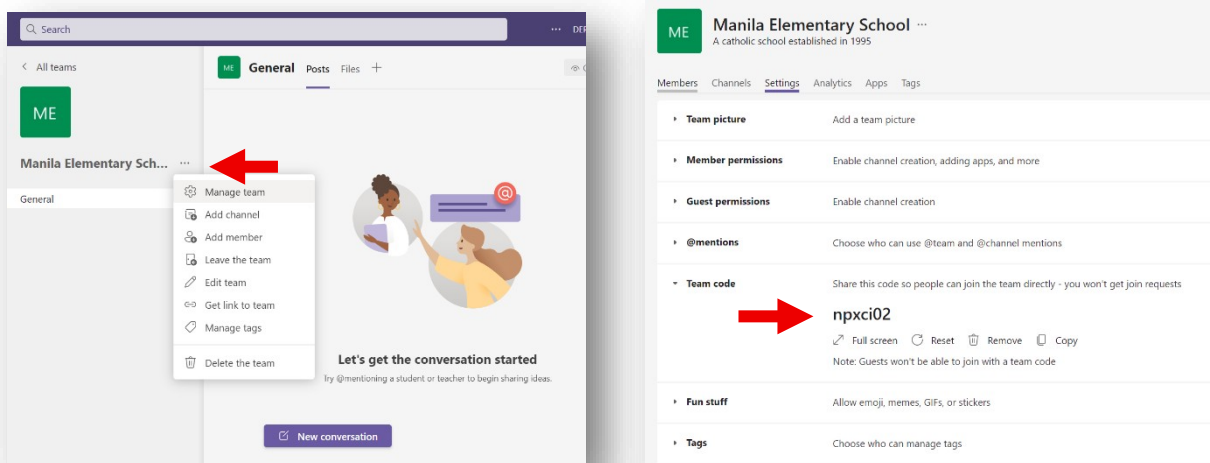
STEP 2: Pumunta sa “Teams.” I-click ang “join or create Team” at “Create Team.”



STEP 3: Piliin ang team type “Other” at lagyan ng wastong detalye ang iyong Team bago i-confirm.

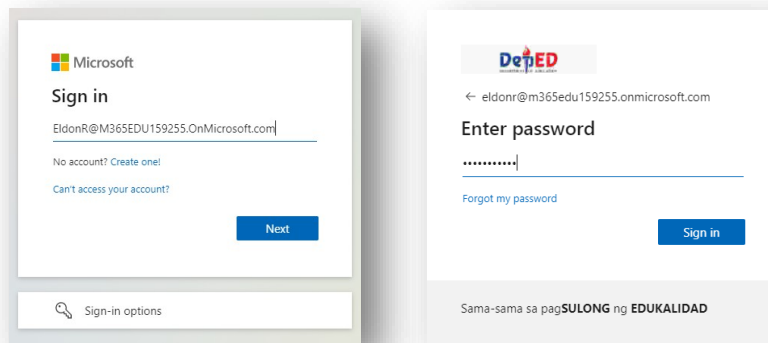


STEP 4: I-click ang “...” at ang “Manage team.” Pumunta sa settings at sa “Team code” upang makuha ang join code. Ibahagi ang Team code na ito sa ating mag-aaral upang makasali.



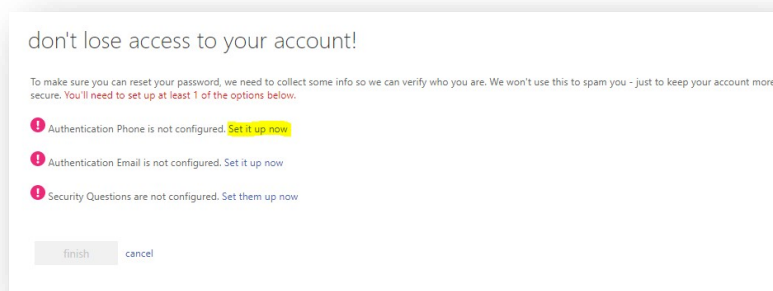
Appendix B – O365 Activation Instructions (To be communicated to learners, parents / guardians)

STEP 1: Hintayin na ibigay ng inyong paaralan ang inyong Microsoft 365 account. Sa inyong pagtanggap, pumunta sa office.com at mag log-in gamit ang inyong username at password.

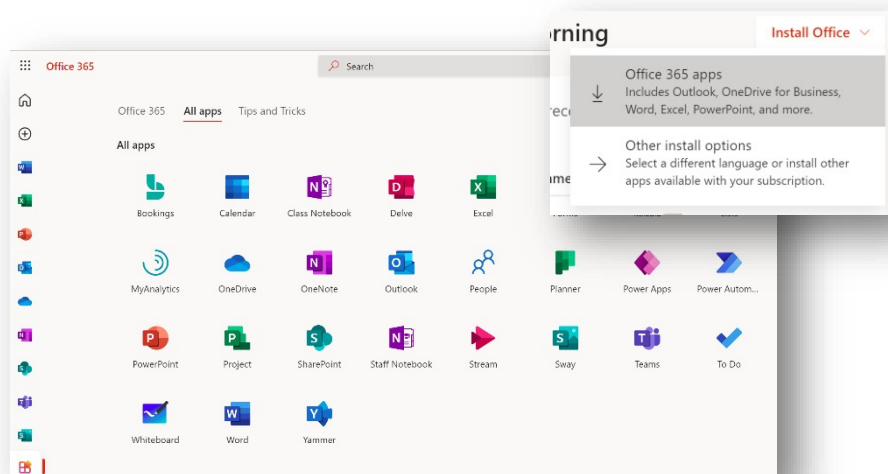


STEP 2: Palitan ang inyong temporary password at i-confirm ito.

STEP 3: I-rehistro ang inyong mobile number o personal na email address. Maari rin tayong maglagay ng Security Questions. I-confirm at maaari nang gamitin ang inyong account.



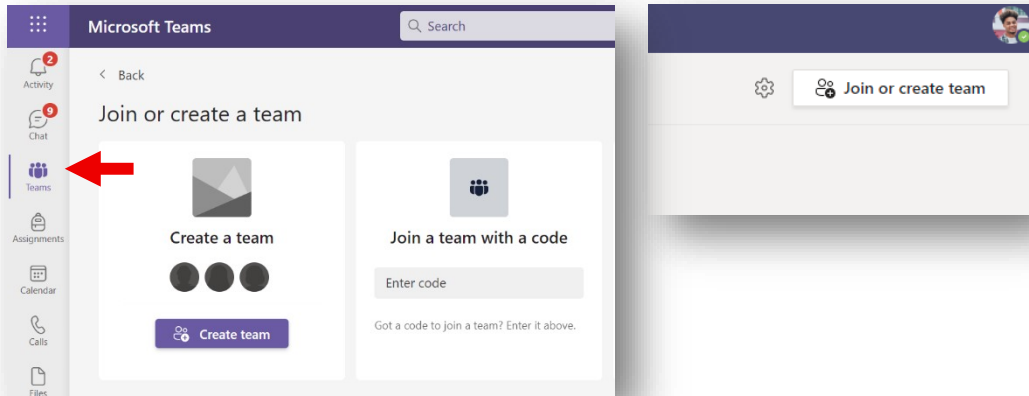
STEP 4: Maaari na natin makuha ang Microsoft 365 apps tulad ng Word, Excel, PowerPoint at Teams gamit ang inyong account! Pumunta sa office.com at i-click ang "Install Office" upang simulan ang pag-download.



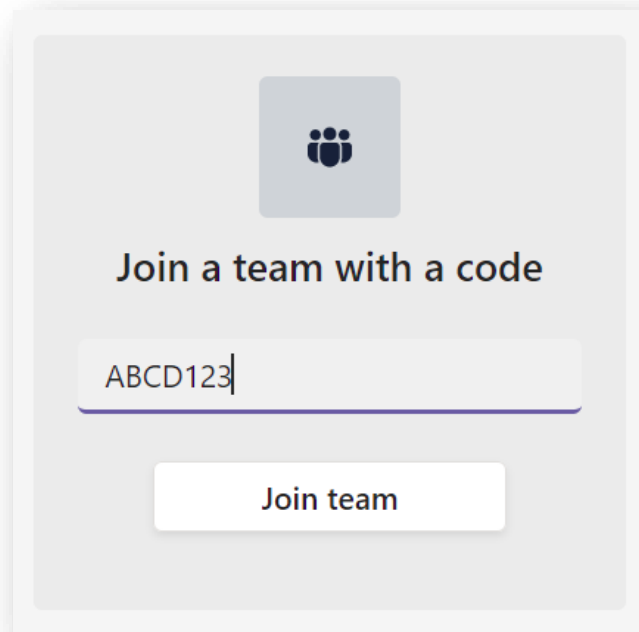
Appendix C – Joining Their School’s Team (To be communicated to learners, parents / guardians)

STEP 1: Mag log-in sa *teams.microsoft.com*.

STEP 2: Pumunta sa “Teams” at i-click ang “join or create Team.”



STEP 3: Ilagay ang join code na ibinigay ng paaralan upang makasali.



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