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Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0322-0005

MEMORANDUM

01 March 2022

For: **Regional Directors and BARMM Education Minister
Schools Division Superintendents
Regional and Division Youth Formation Coordinators
School Heads, Public and Private Secondary Schools
Microsoft Youth Ambassadors (MYAs)
All Others Concerned**

Subject: **MICROSOFT YOUTH AMBASSADORS (MYA) PROGRAM
SCHEDULE OF ACTIVITIES**

The Office of the Undersecretary for Administration (OUA), through the Bureau of Learner Support Services – Youth Formation Division (BLSS-YFD) in partnership with Microsoft Philippines and Microsoft Global Training Partner, hereby announces the schedule of activities for the Microsoft Youth Ambassadors (MYA) Program which will run from **12 March – 17 June 2022** via Microsoft Teams.

This program aims to:

1. build empowered Filipino students who employ globally competitive skills;
2. embody the ideals of being value-driven, career-oriented, culturally rooted, and socially responsible; and
3. onboard qualified learners to serve as the Department of Education's (DepEd) ambassadors who will champion the innovative use of technology to their classmates and peers.

In this light, the OUA requests all Regional Directors and Schools Division Superintendents through their respective Youth Formation Coordinators (YFCs) to ensure that **all 568 successful MYAs will participate** in the said program. For more details, please refer to **Annex A**.

All MYAs shall send a request to join the official Facebook Group of the MYA Program via <https://www.facebook.com/groups/myaprogram> . Parents' Consent Form (**Annex B**) must be submitted **on or before 11 March 2022** via <https://bit.ly/MYAProgramConsentForm> .



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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Further, Regional Youth Formation Coordinators (RYFCs) shall serve as guardians of the MYAs during the said program. As guardians, they shall address the concerns of learners in coordination with the BLSS-YFD. The link to the event will be sent to the email addresses of all MYAs and RYFCs.

For clarifications, questions, or concerns, please contact Mr. Adolf P. Aguilar, Chief of BLSS-YFD, at 0919-093-4914 or email at myaprogram@outlook.com.

For immediate and appropriate action.


ALAIN DEL B. PASCUA
Undersecretary



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Annex A



Training Program and Schedule of Activities

All MYAs are required to attend the following sessions as part of their journey.

Date	Indicative Activity
12 March 2022	General Orientation on the Microsoft Youth Ambassadors (MYA) Training Program
19 & 26 March 2022	Microsoft 365 Fundamentals Learners are expected to demonstrate foundational-level knowledge on Microsoft 365 and student benefits by: a. activating Microsoft 365 Learner's Account; and b. identifying core Microsoft 365 capabilities - Productivity and teamwork (messaging and chat, online meetings, email and calendaring, Office productivity apps, file storage and sharing, intranet and team sites, enterprise social accessibility)
9 & 23 April 2022	LinkedIn Learning Digital Literacy Program This program shows how to use the tools to meet student learning needs and getting online learning materials, including videos, links, and PDFs by: a. empowering students with digital technology; b. creating content and custom playlists with LinkedIn Learning; c. reviewing use cases for LinkedIn Learning; and d. making digital content available and accessible.
30 April 2022	Professional Communication Skills Training Learners are expected to upskill their communication skills which will empower them as they enter the workforce through: a. describing basic communication principles and effective communication skills; b. applying best practices; and c. analyzing communication scenarios.
7 & 14 May 2022	Mentoring & Coaching Sessions This program aims to orient the MYAs on their specific roles as mentors to their respective teams. The MYAs are projected to showcase their digital literacy and communication abilities.



Date	Indicative Activity
21, 28 May & 4, 11 June 2022	<p style="text-align: center;">Capstone</p> <p>Learners are expected to conduct their own training in their respective groups. At the end of the trainings, the learners must be able to relay the following to their team members:</p> <ol style="list-style-type: none"> a. knowledge of basic Microsoft 365 Office apps (tools for learning and communication such as Microsoft PowerPoint, Microsoft Excel, Microsoft Word, Microsoft Forms, OneDrive, Outlook, and Calendar) b. communicate effectively to their team members to bring out the best possible outputs on using basic Microsoft 365 Office apps from the members
17 June 2022	<p style="text-align: center;">Program Graduation</p> <p>At the end of this project, the MYAs are expected to present either a PowerPoint or video presentation of their journey as ambassadors.</p> <p>The MYA who showcases the most innovative ideas will be given an award of "Growth Mindset", while the MYA who employed the most efficient and effective mentoring to their teams will be recognized with the title "MYA of the Year."</p>



Annex B

PARENT CONSENT FORM

This form confirms that I/WE agree to allow the participation of my/our son/daughter in the **Microsoft Youth Ambassadors Program**. This is to confirm that I/WE give full permission in any recording that may be done during the conduct of this campaign and to use some or all their images/contributions/performances in any publication (including electronic publications such as film or website) created by or for the Youth Formation Division and to release this material on DepEd Official platforms.

I/WE hereby confirm that I/WE agree and understand the commitment of my/our son/daughter as a Microsoft Youth Ambassador. I/WE also understand and will support my/our son/daughter's endeavor to meet the expectations, guidelines, and responsibilities to his/her fellow students and to the Youth Formation Division (YFD).

Name and Signature of the Learner

Name and Signature of the Parent/Guardian

