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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-0521-0228**  
**MEMORANDUM**  
31 May 2021

**For: Regional Directors and BARMM Education Minister  
Schools Division Superintendents  
School Governance & Operations Division Chiefs  
Regional and Division Youth Formation Coordinators and  
Project Development Officers**

**Subject: CAPACITY BUILDING ON THE USE OF ADVANCED  
TECHNOLOGY FOR YOUTH FORMATION COORDINATORS**

The Office of the Undersecretary for Administration (OUA), through the Bureau of Learner Support Services - Youth Formation Division (BLSS-YFD), invites the Regional and Division Youth Formation Coordinators and Project Development Officers to attend the **Capacity Building on the Use of Advance Technology on 02-05 June 2021** via Zoom Virtual Platforms.

The event aims to enhance the knowledge of the Youth Formation Division (YFD) field counterparts to various applications and technologies that will boost the engagement of the participants and productivity of their initiated programs and projects. It also intends to streamline the practice of YFD in terms of conducting events, generating e-certificates and establishing website, among others.

Interested participants may register via BLSS-YFD official registration tab at [www.blssyfd.weebly.com](http://www.blssyfd.weebly.com). Each participant is required to register daily depending on the topic he/she wants to attend. Kindly refer to the event schedules and details presented below:

DATE	PARTICIPANTS
Wed 02 June 2021 (1:30 -5:00 p.m.)	Creating website via Weebly
Thur 03 June 2021 (1:30 -5:00 p.m.)	Generating e-certificates using Auto-crat
Fri 04 June 2021 (1:30 -5:00 p.m.)	Different Interactive Application for Webinars
Sat 05 June 2021 (1:30 -5:00 p.m.)	Graphics Layout and Design using Canva



**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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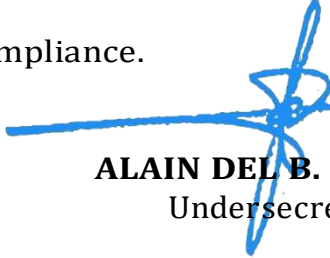
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Further, the participants are required to have their own technical equipment and submit output during the duration of the event.

For more information, questions or concerns on the above-mentioned subject, please contact Mr. Adolf P. Aguilar, Chief of BLSS-YFD, through (02) 8637 9814 or email at [blss.yfd@deped.gov.ph](mailto:blss.yfd@deped.gov.ph).

For immediate dissemination and compliance.



**ALAIN DEL B. PASCUA**  
Undersecretary



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