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Republika ng Pilipinas

# Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

**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)	<a href="https://bit.ly/3nylRRJ">https://bit.ly/3nylRRJ</a>
2:00 p.m.-4:00 p.m.	Youth Formation Coordinators (YFCs)	<a href="https://bit.ly/3z6d9fu">https://bit.ly/3z6d9fu</a>



### 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)]

Department of Education, Central Office, Meralco Avenue, Pasig City  
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207  
Email: [usec.admin@deped.gov.ph](mailto:usec.admin@deped.gov.ph); Facebook/Twitter @depedtayo




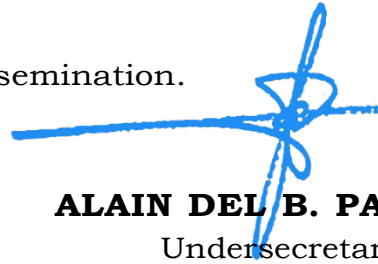
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Videos and Magazines  
of Major Programs



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](http://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](mailto:blss.yfd@deped.gov.ph).

For your information and widest dissemination.



**ALAIN DEL B. PASCUA**  
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"> <li>• Message from the OUA (10 mins)</li> <li>• Message from ICTS (5 mins)</li> </ul>	Usec. Alain Del B. Pascua, Undersecretary for Administration Dir. Abram Abanil, ICTS Director



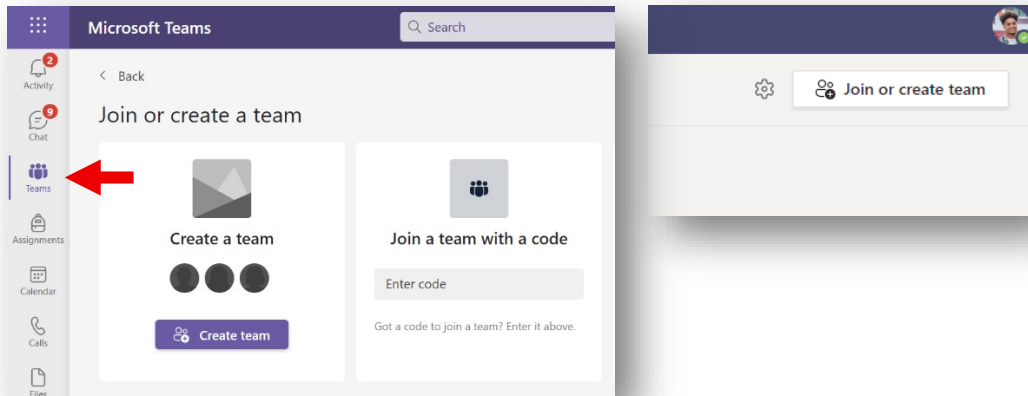
2:15 – 3:15	<ul style="list-style-type: none"> <li>• Overview of O365, its benefits and how to get it.</li> <li>• Microsoft Teams and how it can help them in their virtual classes</li> <li>• How to activate the learner account (and other important instructions)</li> </ul> <p><i>*Note: This is not a deep-dive 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"> <li>• Microsoft Youth Ambassadors Program</li> <li>• Digital Literacy Certification for Learners</li> </ul>	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



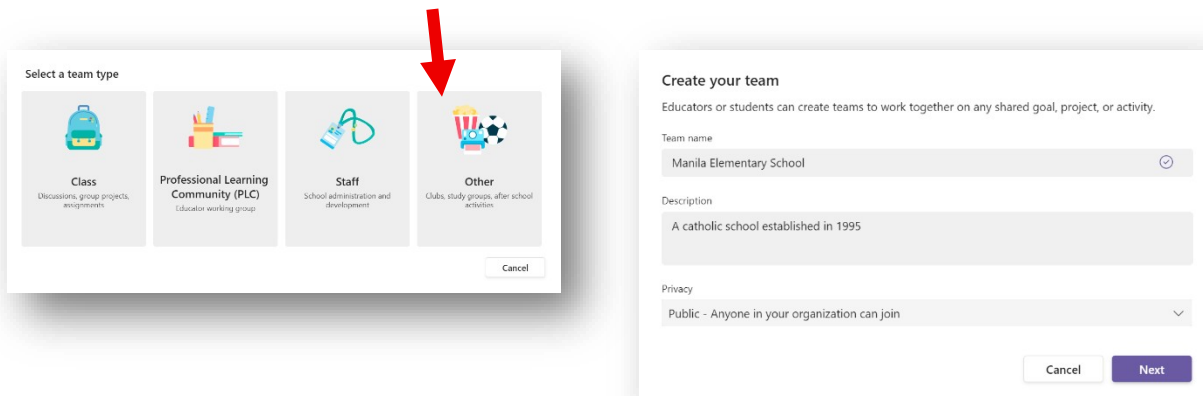
## Appendix A – Creation of Teams for the School and Its Learners (To be communicated to School ICT coordinators)

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

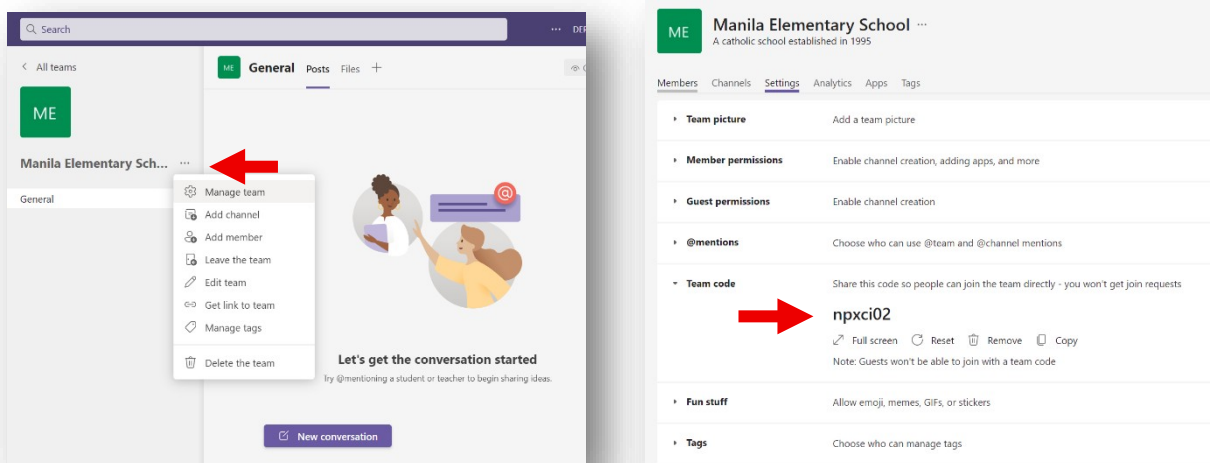
**STEP 2:** Pumunta sa “Teams.” I-click ang “join or create Team” at “Create Team.”



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

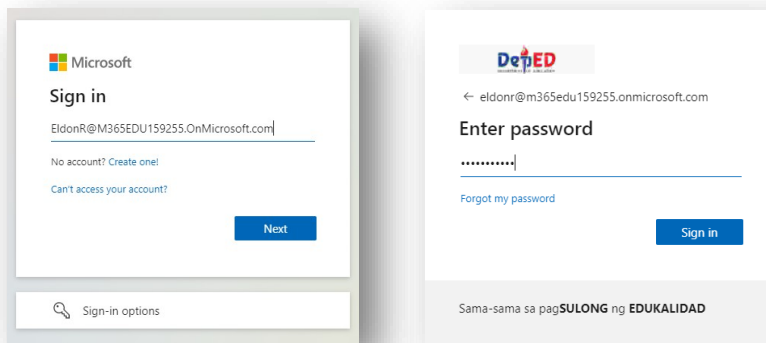


**STEP 4:** I-click ang “...” at ang “Manage team.” Pumunta sa settings at sa “Team code” upang makuha ang join code. Ibahagi ang Team code na ito sa ating mag-aaral upang makasali.



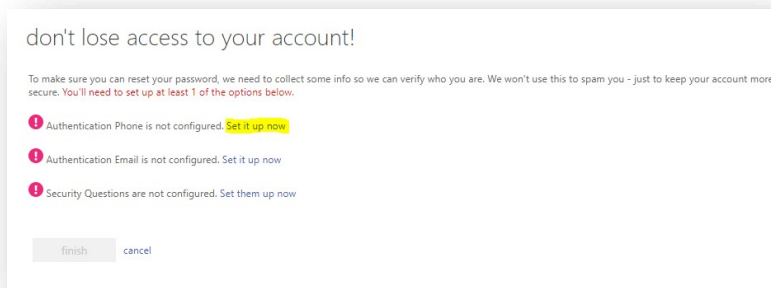
## Appendix B – O365 Activation Instructions (To be communicated to learners, parents / guardians)

**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.

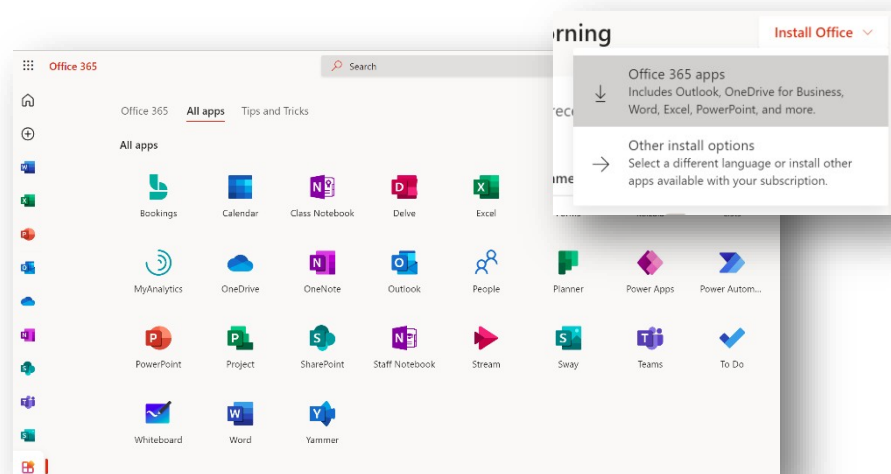


**STEP 2:** Palitan ang inyong temporary password at i-confirm ito.

**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.



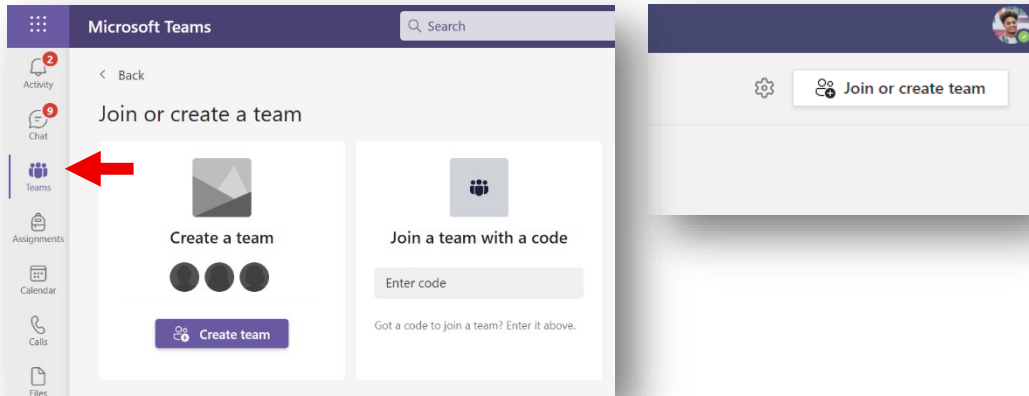
**STEP 4:** Maaari na natin makuha ang Microsoft 365 apps tulad ng Word, Excel, PowerPoint at Teams gamit ang inyong account! Pumunta sa office.com at i-click ang "Install Office" upang simulan ang pag-download.



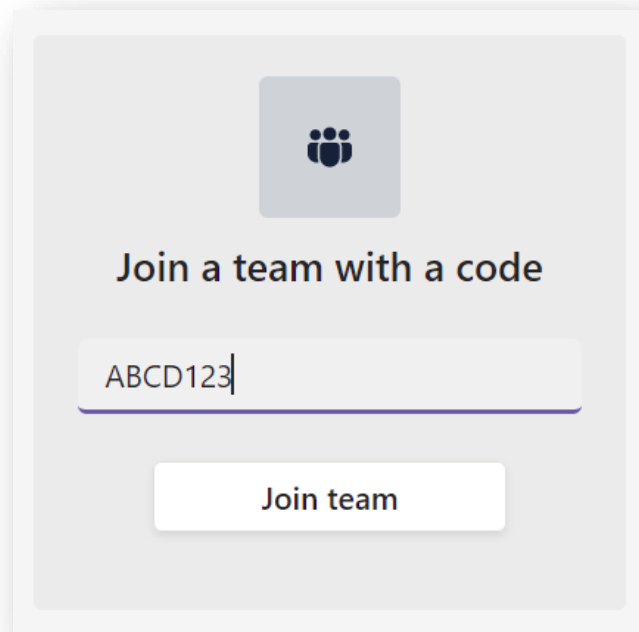
## Appendix C – Joining Their School’s Team (To be communicated to learners, parents / guardians)

**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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