



Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0921-0171 **MEMORANDUM** 15 September 2021

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For:	Regional Directors and Minister BARMM 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

PROJECT B.T.S: A BALIK ESKWELA DIGITAL LITERACY Subject: 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.m11:00 a.m.	Information Technology Officers (ITOs)	https://bit.ly/3nylRRJ
2:00 p.m4:00 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)]

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

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 preregister at <u>www.blssyfd.weebly.com</u> 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 <u>blss.yfd@deped.gov.ph</u>.

For your information and widest dissemination.

ALAIN DEL B. PASCUA Undersecretary

> OUAD00-0921-0 171 authenticate this document, please scan the QB Code





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 0365 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	
	• Message from the OUA (10 mins)	Usec. Alain Del B. Pascua, Undersecretary forAdministration
	Message from ICTS (5 mins)	Dir. Abram Abanil, ICTS Director
		SAN NG

2:15 - 3:15	 Overview of 0365, 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) *Note: This is not a deep-dive technical discussion. 	Kristian Catahan Customer Success Manager, Microsoft Philippines
3:15 - 3:20	Raffle winners - Batch 1 of 2	Host
3:20 - 3:40	 Introduction of Microsoft-YFD programs: 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	Final message from YFD Calls-to-action for participants	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."

v	licrosoft Teams	Q Search
Activity	< Back	
E ⁹ Chat	Join or create a team	
tion Teams		
Assignments	Create a team	Join a team with a code
Calendar	•••	Enter code
Galls	Create team	Got a code to join a team? Enter it above.
Elles		

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

	<u>.</u>	A	ŵ.c.	Educators or students can create teams to work together on any shared goa	l, project, or activity.
		29 U	<u>19</u>	Team name	
Class	Professional Learning	Staff	Other	Manila Elementary School	\odot
ussions, group projects, assignments	Community (PLC)	School administration and development	Clubs, study groups, after school activities	Description	
	Cascalor Working group			A catholic school established in 1995	
			Cancel		
				Privacy	
				Public - Anyone in your organization can join	\sim

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.

teams	General	Posts Files + 💿 🤇	Members Channels Settings	Analytics Apps Tags
E			Team picture	Add a team picture
la Elementa	ry Sch ···		Member permissions	Enable channel creation, adding apps, and more
I	গ্রে Manage team		 Guest permissions 	Enable channel creation
	Add member		@mentions	Choose who can use @team and @channel mentions
	Leave the team		* Team code	Share this code so people can join the team directly - you won't get join requests
	GD Get link to team			npxci02
	Ø Manage tags			🖉 Full screen 🔿 Reset 🗑 Remove 🔲 Copy
	Delete the team	Let's get the conversation started Try @mentioning a student or teacher to begin sharing ideas.		Note: Guests won't be able to join with a team code
			 Fun stuff 	Allow emoji, memes, GIFs, or stickers
	(C) N	ew conversation	• Tags	Choose who can manage tags



Appendix B – 0365 Activation Instructions (To be communicated to learners, parents / guardians)

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

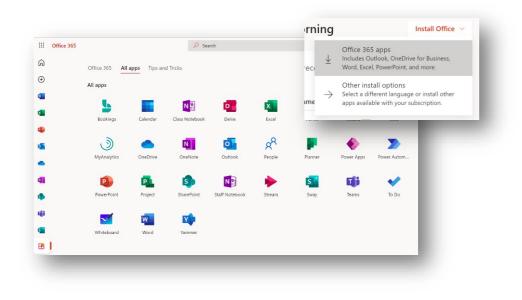
Microsoft	DepED
Sign in	← eldonr@m365edu159255.onmicrosoft.com
EldonR@M365EDU159255.OnMicrosoft.com	Enter password
No account? Create one!	
Can't access your account?	Forgot my password
Next	Sign in
Sign-in options	Sama-sama sa pag SULONG ng EDUKALIDAD

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

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

on't lose	access to your account!
	n reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more o set up at least 1 of the options below.
Authentication F	Phone is not configured. <mark>Set it up now</mark>
Authentication E	mail is not configured. Set it up now
Security Questio	ns are not configured. Set them up now
	cancel

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

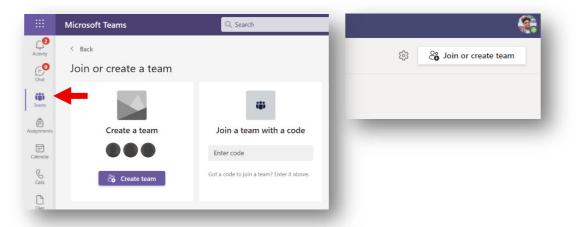




Appendix C – Joining Their School's Team (To be communicated to learners, parents / guardians)

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.

Jo	in a team with a code	
ABC	CD123	
	Join team	
-		



