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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](mailto: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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of Major Programs



### 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)]

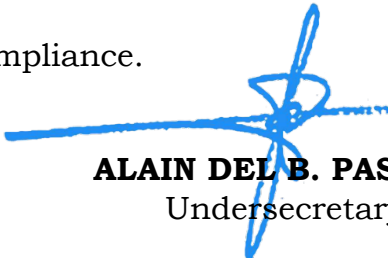
Department of Education, Central Office, Meralco Avenue, Pasig City  
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207  
Email: [usec.admin@deped.gov.ph](mailto:usec.admin@deped.gov.ph); Facebook/Twitter @depedayo



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

For immediate dissemination and compliance.

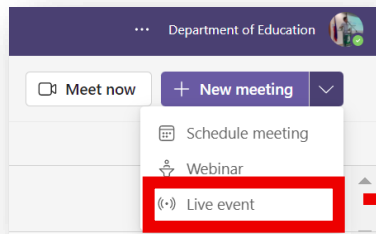
  
**ALAIN DEL B. PASCUA**  
Undersecretary



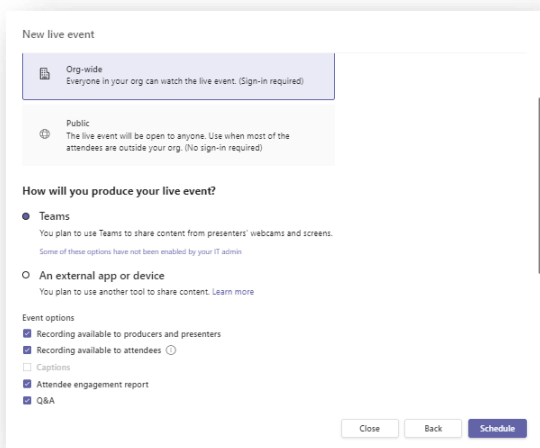
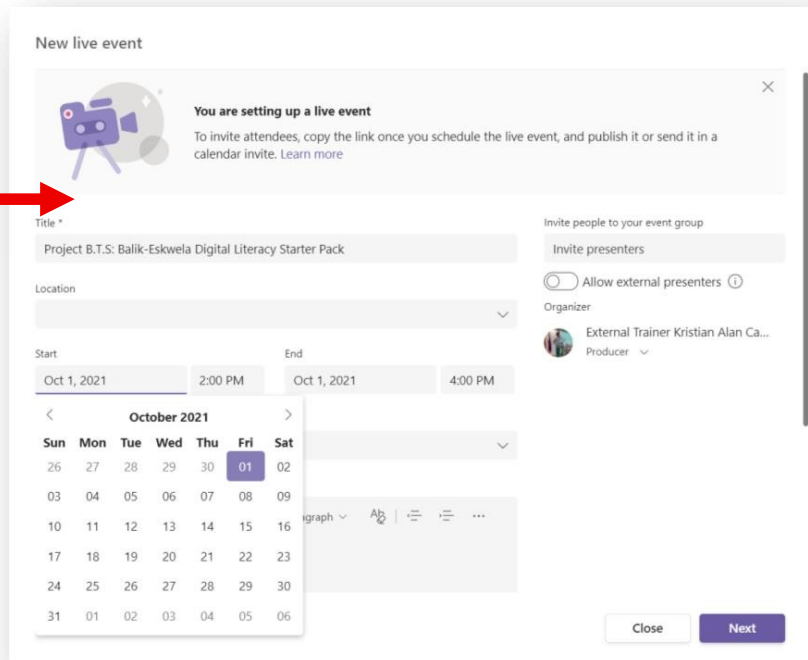
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## Annex A

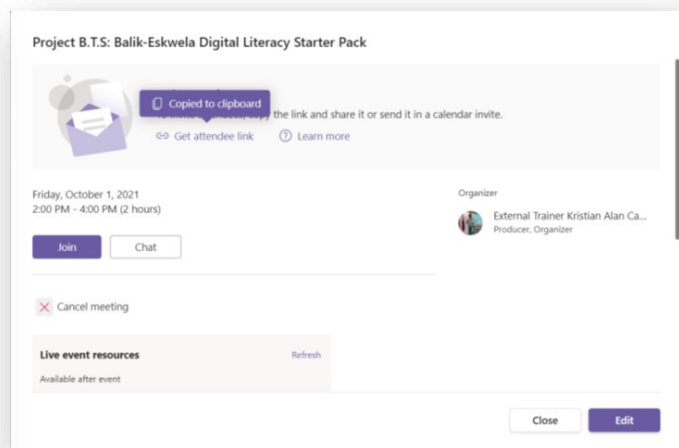
### Creating the Teams Live Event Link for Your Division (For Division ITOs only)



**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.

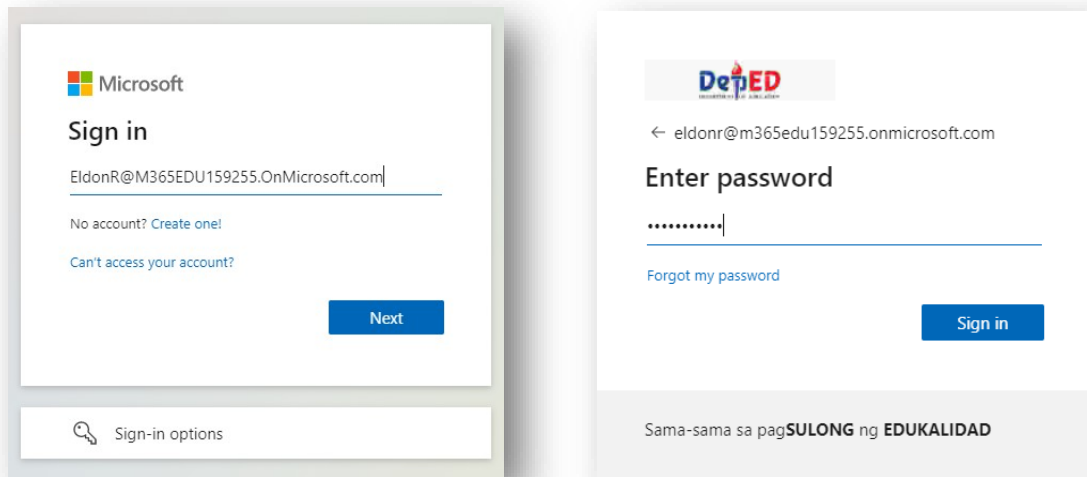
Example:  
[https://bit.ly/BTS\\_LasPinas](https://bit.ly/BTS_LasPinas)  
[https://bit.ly/BTS\\_Leyte](https://bit.ly/BTS_Leyte)



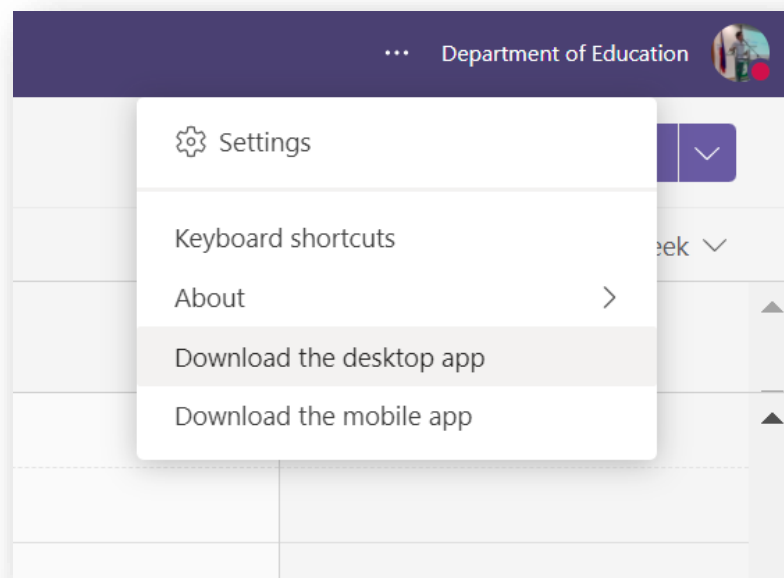
## Annex B

### 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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