



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUNOZ

September 20, 2021

DIVISION MEMORANDUM

No. 380, s. 2021

PROJECT B.T.S.: A BALIK-ESKWELA DIGITAL LITERACY STARTER PACK

To: All Public Elementary and Secondary School Heads
All Supreme Student/Pupil Government Teacher-advisers
All Learners
All Others Concerned

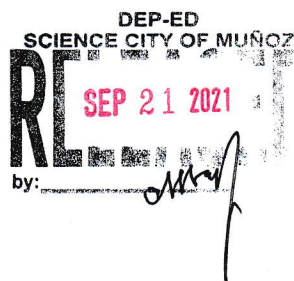
1. Pursuant to OUA Memo 00-0921-0171 dated September 15, 2021, the Schools Division Office through the Youth Formation Coordinator and the Information and Technology Officer hereby announces the conduct of Project B.T.S.: A Balik-Eskwela Digital Literacy Starter Pack on **Friday, 01 October 2021, 2:00-4:00 pm via Microsoft Teams and Dep-Ed Tayo-Youth Formation** official facebook page.


2. In line with this, all school heads, teachers and learners with connectivity are hereby requested to participate in the said training and shall pre-register at www.blssyfd.weebly.com on or before **30 September 2021**. The link will be sent to School heads a day before the event.

3. For more details about the event, please refer to the Execution Manual attached.

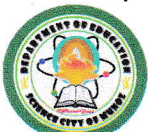
4. For clarifications, you may contact the Division Youth Formation Coordinator through cellphone number 0917 580 7468 or the Information and Technology Officer through cellphone number 0907 607 3006.

5. Immediate and wide dissemination of this memorandum is highly desired.




DANTE G. PARUNGAO, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent

JSP/SGOD2021



Loyal, Excellent, Accountable and Dedicated to Service

Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; Email Address: munozscience.city@deped.gov.ph

DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)



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"> • Message from the OUA (10 mins) • Message from ICTS (5 mins) 	Usec. Alain Del B. Pascua, Undersecretary for Administration Dir. Abram Abanil, ICTS Director



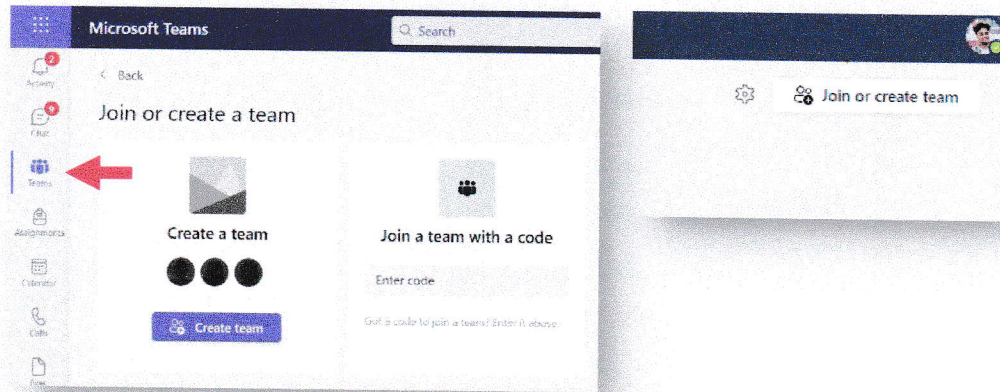
2:15 - 3:15	<ul style="list-style-type: none"> • Overview of O365, its benefits and how to get it. • Microsoft Teams and how it can help them in their virtual classes • How to activate the learner account (and other important instructions) <p><i>*Note: This is not a deep-dive technical discussion.</i></p>	Kristian Catahan Customer Success Manager, Microsoft Philippines
3:15 - 3:20	Raffle winners - Batch 1 of 2	Host
3:20 - 3:40	Introduction of Microsoft-YFD programs: <ul style="list-style-type: none"> • 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



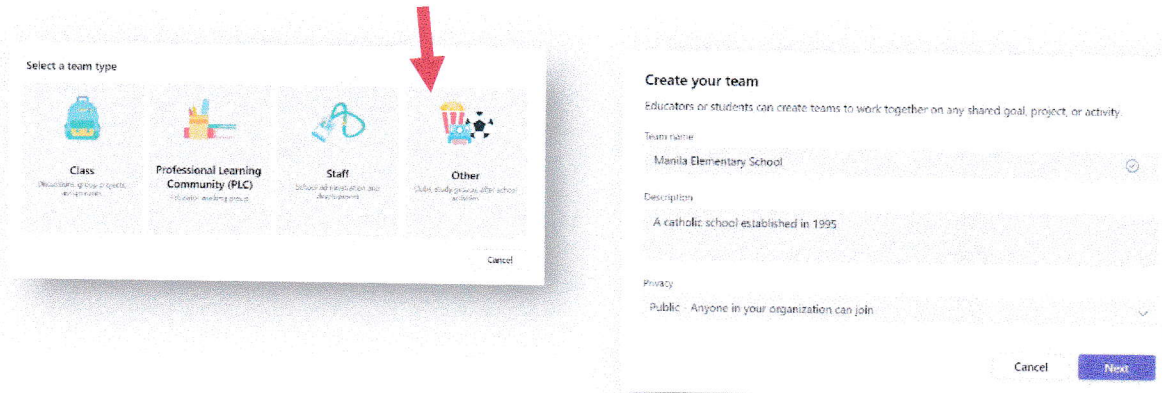
Appendix A – Creation of Teams for the School and Its Learners (To be communicated to School ICT coordinators)

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

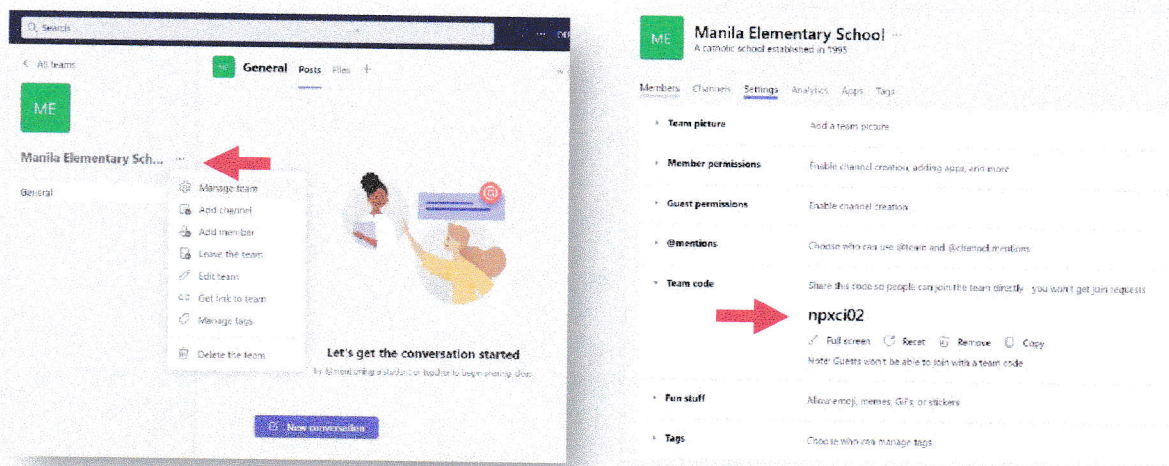
STEP 2: Pumunta sa “Teams.” I-click ang “join or create Team” at “Create Team.”



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

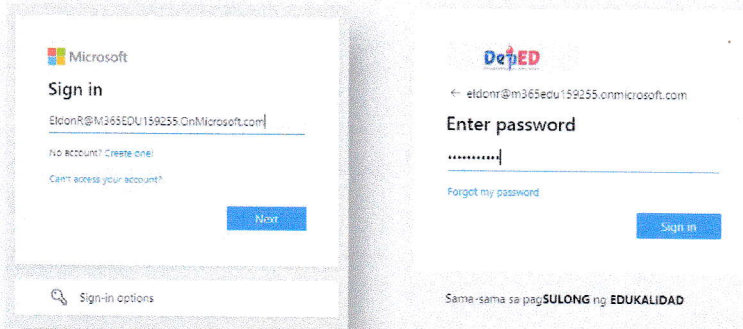


STEP 4: I-click ang “...” at ang “Manage team.” Pumunta sa settings at sa “Team code” upang makuha ang join code. Ibahagi ang Team code na ito sa ating mag-aaral upang makasali.



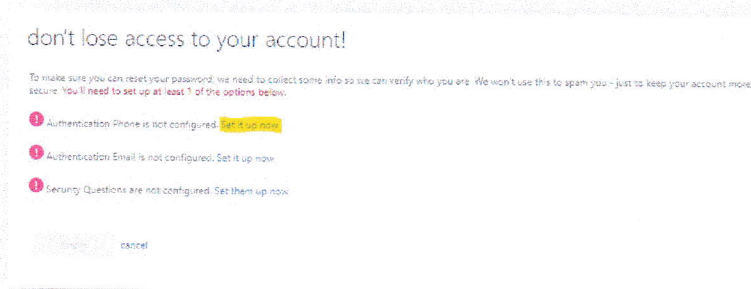
Appendix B – O365 Activation Instructions (To be communicated to learners, parents / guardians)

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.

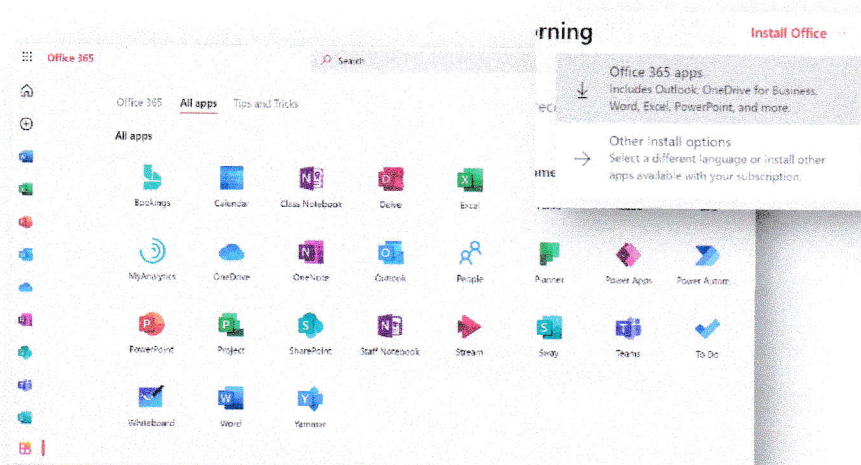


STEP 2: Palitan ang inyong temporary password at i-confirm ito.

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



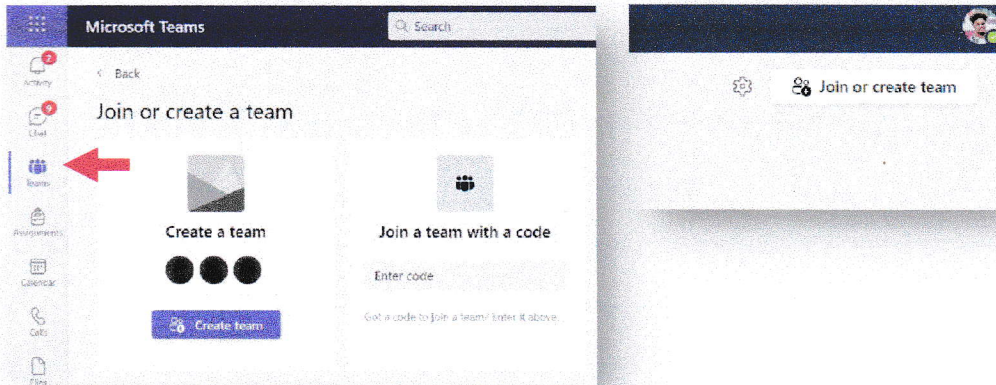
STEP 4: Maaari na natin makuha ang Microsoft 365 apps tulad ng Word, Excel, PowerPoint at Teams gamit ang inyong account! Pumunta sa office.com at i-click ang "Install Office" upang simulan ang pag-download.



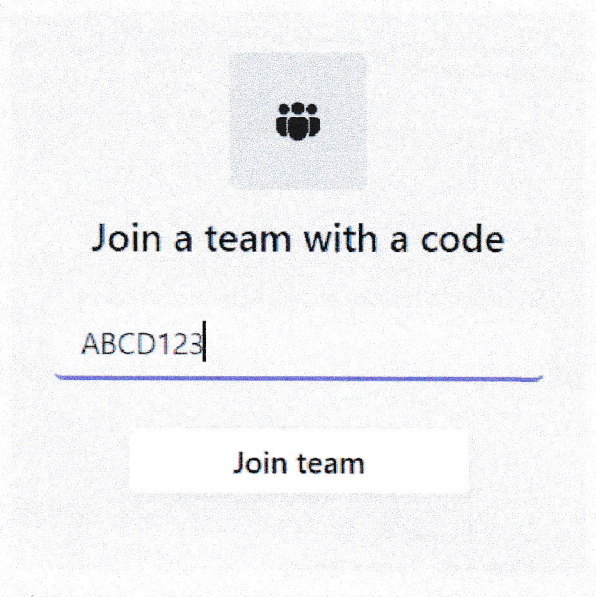
Appendix C – Joining Their School’s Team (To be communicated to learners, parents / guardians)

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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