



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

September 24, 2021

**DIVISION MEMORANDUM**

No. 389, s. 2021

**DISSEMINATION OF REGIONAL MEMORANDUM NO. 439, S. 2021, RE:  
SIMULTANEOUS LIVE STREAMING OF THE B.T.S: A BALIK-ESKWELA DIGITAL  
LITERACY STARTER PACK USING MS TEAMS LIVE**

To: Public School Heads  
Division Youth Formation Coordinator  
Division Information Officer  
Division Information Technology Officer  
School Information Officers  
School ICT Coordinators  
All Others Concerned

1. For the information, guidance and compliance of all concerned, enclosed is the Regional Memorandum No. 439, s. 2021, RE: Simultaneous Live Streaming of the B.T.S: A Balik-Eskwela Digital Literacy Starter Pack Using MS Teams Live
2. Widest dissemination of this Memorandum is hereby enjoined

**DANTE G. PARUNGAO, CESO VI**

Officer-in-Charge

Office of the Schools Division Superintendent



*Loyal, Excellent, Accountable and Dedicated to Service*

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

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DSCM-QMS-QMR-QSF-008Rev.03(01.31.20)





Republic of the Philippines  
**Department of Education**  
 REGION III-CENTRAL LUZON

439

REGIONAL MEMORANDUM

No. 439, s. 2021

**SIMULTANEOUS LIVE STREAMING OF THE B.T.S.: A BALIK – ESKWELA DIGITAL LITERACY STARTER PACK USING MS TEAMS LIVE**

DEPARTMENT OF EDUCATION  
 RECORDS SECTION, REGIONAL OFFICE NO. 1

**RECEIVED**

By: [Signature] Date: 09-23-21

To: Schools Division Superintendents  
 Project Development Officer IV, Regional Office  
 Public Affairs Unit  
 Division Youth Formation Coordinators  
 Division Information Officers  
 Division Information Technology Officers  
 School Heads  
 School Information Coordinators  
 School ICT Coordinators  
 All Others Concerned

1. In line with OUA Memo 00-0921-0171 entitled Project B.T.S: A Balik - Eskwela Digital Literacy Starter Pack, this Region shall conduct a simultaneous live streaming in support of the said activity using MS Teams.
2. The live event shall run on October 1, 2021 at 2:00 to 4:00 p.m.
3. Annex A provides the live event links for all SDOs.
4. Annex B details the roles and responsibilities of each focal person in the said live streaming activity.
5. Your cooperation is highly enjoined for the success of this regional support initiative.
6. For information, guidance, and strict compliance.

**MAY B. ECLAR, PhD, CESO III**  
 Regional Director

Encl./Reference: OUA Memo 00-0921-0171  
 OUA Memo 00-0921-0209

To be indicated in the Perpetual Index  
 under the following subjects:

INFORMATION TECHNOLOGY      MEDIA  
 PARTNERSHIPS                      PROGRAMS

ORD/ictu1  
 September 22, 2021

**Address:** Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)  
**Telephone Number:** (045) 598-8580 to 89; **Email Address:** region3@deped.gov.ph



3239





Republic of the Philippines  
**Department of Education**  
 REGION III-CENTRAL LUZON

**ANNEX A**

*MS TEAMS LIVE EVENT LINKS PER SCHOOLS DIVISION OFFICE*

<b>SDO</b>	<b>LIVE EVENT LINK</b>
1. Aurora	<a href="https://bit.ly/BTS_Aurora1">https://bit.ly/BTS_Aurora1</a>
2. Bataan	<a href="https://bit.ly/BTS_Bataan">https://bit.ly/BTS_Bataan</a>
3. Balanga City	<a href="https://bit.ly/BTS_BalangaCity">https://bit.ly/BTS_BalangaCity</a>
4. Bulacan	<a href="https://bit.ly/BTS_Bulacan">https://bit.ly/BTS_Bulacan</a>
5. Malolos City	<a href="https://bit.ly/BTS_MalolosCity">https://bit.ly/BTS_MalolosCity</a>
6. Meycauayan City	<a href="https://bit.ly/BTS_MeycauayanCity">https://bit.ly/BTS_MeycauayanCity</a>
7. City of San Jose Del Monte	<a href="https://bit.ly/ProjectBTS_CSJDM">https://bit.ly/ProjectBTS_CSJDM</a>
8. Nueva Ecija	<a href="https://bit.ly/BTS_DepEdNE">https://bit.ly/BTS_DepEdNE</a>
9. Cabanatuan City	<a href="https://bit.ly/BTS_Cabanatuan">https://bit.ly/BTS_Cabanatuan</a>
10. Gapan City	<a href="https://bit.ly/btsgapan">https://bit.ly/btsgapan</a>
11. Munoz, Science City	<a href="https://bit.ly/BTS_MunozCity">https://bit.ly/BTS_MunozCity</a>
12. San Jose City	<a href="https://bit.ly/BTS_SanJoseCity">https://bit.ly/BTS_SanJoseCity</a>
13. Pampanga	<a href="https://bit.ly/BTS_Pampanga">https://bit.ly/BTS_Pampanga</a>
14. Angeles City	<a href="https://bit.ly/BTS_AngelesCity">https://bit.ly/BTS_AngelesCity</a>
15. Mabalacat City	<a href="https://bit.ly/BTS_DMC">https://bit.ly/BTS_DMC</a>
16. City of San Fernando	<a href="https://bit.ly/sdocsfpBTS">https://bit.ly/sdocsfpBTS</a>
17. Tarlac Province	<a href="https://bit.ly/BTS_TARLAC">https://bit.ly/BTS_TARLAC</a>
18. Tarlac City	<a href="https://bit.ly/BTS_TarlacCity">https://bit.ly/BTS_TarlacCity</a>
19. Zambales	<a href="https://bit.ly/BTS_Zambales">https://bit.ly/BTS_Zambales</a>
20. Olongapo City	<a href="https://bit.ly/BTS_OlongapoCity">https://bit.ly/BTS_OlongapoCity</a>

**ANNEX B**



**Address:** Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)  
**Telephone Number:** (045) 598-8580 to 89; **Email Address:** region3@deped.gov.ph







Republic of the Philippines  
**Department of Education**  
REGION III-CENTRAL LUZON

*ROLES AND RESPONSIBILITIES*

1. **Regional Youth Formation Coordinator (RYFC)** - shall take charge of coordinating with Division YFC's in disseminating B.T.S. information, live event tech runs, and overall management, monitoring, and reporting of live event attendees, views, and analytics.
2. **Regional Public Affairs Unit** - shall cross-post the live event from the DepEd Tayo - Youth Formation Facebook Page, and share the live event links in the DepEd Regional Office III FB Page.
3. **Regional ICT Unit** - shall coordinate with Division ITOs as regards B.T.S. live event links per Division Office and/or per District (For SDOs with more than 20,000 expected attendees)
4. **Division Youth Formation Coordinators (DYFC)**- shall manage the MS Teams live event per SDO and/or per District (For SDOs with more than 20,000 expected attendees). Report to the RYFC the status of the live event and submit reports mandated by the Central Office YFD. They are also required to attend the tech run on September 27, 2021 per OUA Memo 00-0921-0209.
5. **Division Information Officers (DIO)** - shall share and promote the live event link for their respective Division Offices in their DepEd Tayo <SDO> FB Pages.
6. **Division Information Technology Officers**- shall provide ICT technical assistance to the Division DYFCs by providing a stable internet connection during tech runs and in the live event itself. Shall coordinate with School ICT Coordinators in expediting the release of available MS O365 learner accounts.
7. **School Heads** - shall ensure participation of teachers and learners within their jurisdiction and assist in information dissemination.
8. **School Information Coordinators** - shall coordinate with the DIO, DYFC, and School Head in the dissemination of information, including publication through their respective school media.
9. **School ICT Coordinators** - shall coordinate with Division ITOs in the release of MS O365 accounts of learners; create separate live event links (For SDOs with more than 20,000 expected attendees); and provide the necessary ICT technical assistance during this activity.
10. **Teachers** - shall inform the learners in their respective grade level/class of this live event and coordinate with the School ICT Coordinator on the release and dissemination of MS O365 learners' accounts. Shall ensure learner participation by instructing them to log-in to **teams.microsoft.com** to join the event.

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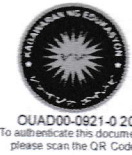


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Certificate No. AIA17-0077





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.



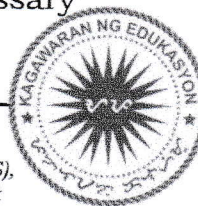
Scan this QR Code to view  
Videos and Magazines  
of Major Programs



## **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)]*

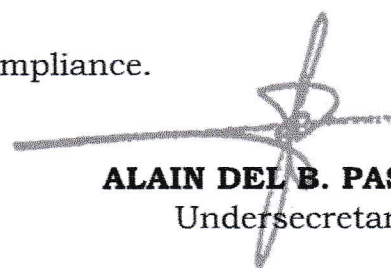
Department of Education, Central Office, Meralco Avenue, Pasig City  
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207  
Email: [usec.admin@deped.gov.ph](mailto:usec.admin@deped.gov.ph); Facebook/Twitter @depedtayo



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



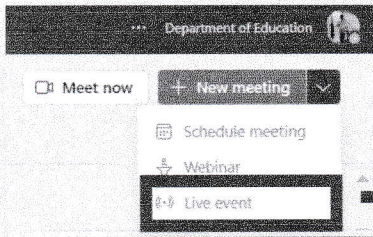
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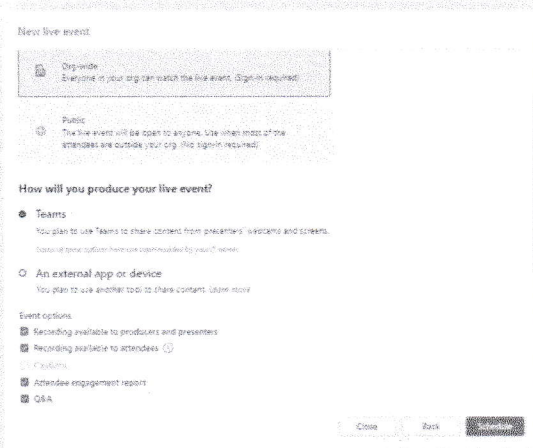
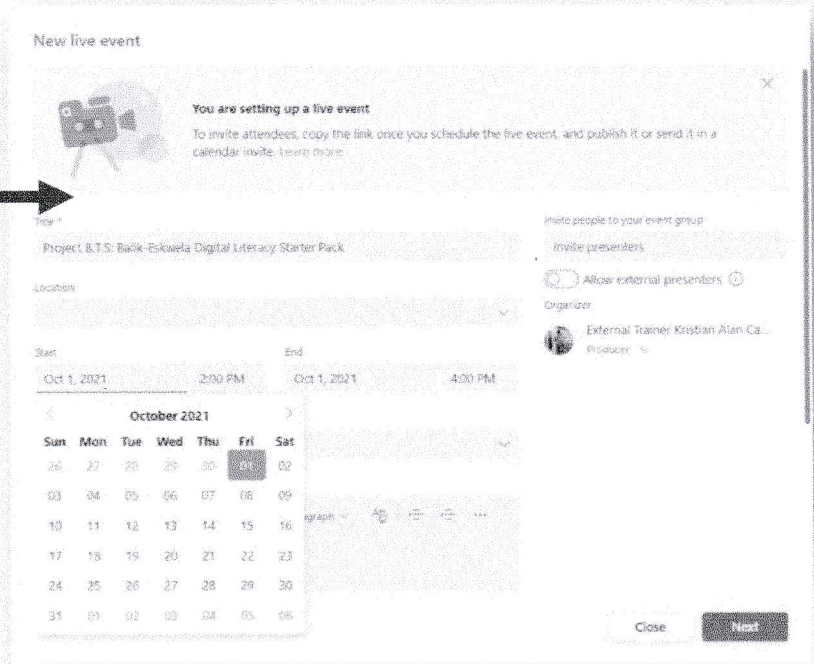


## Annex A

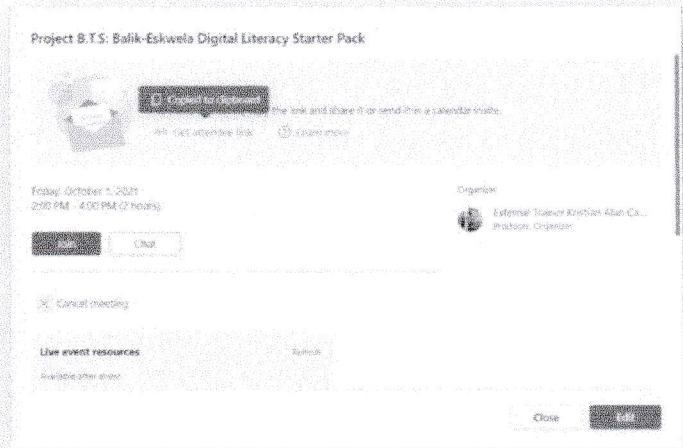
### Creating the Teams Live Event Link for Your Division (For Division ITOs only)



**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)

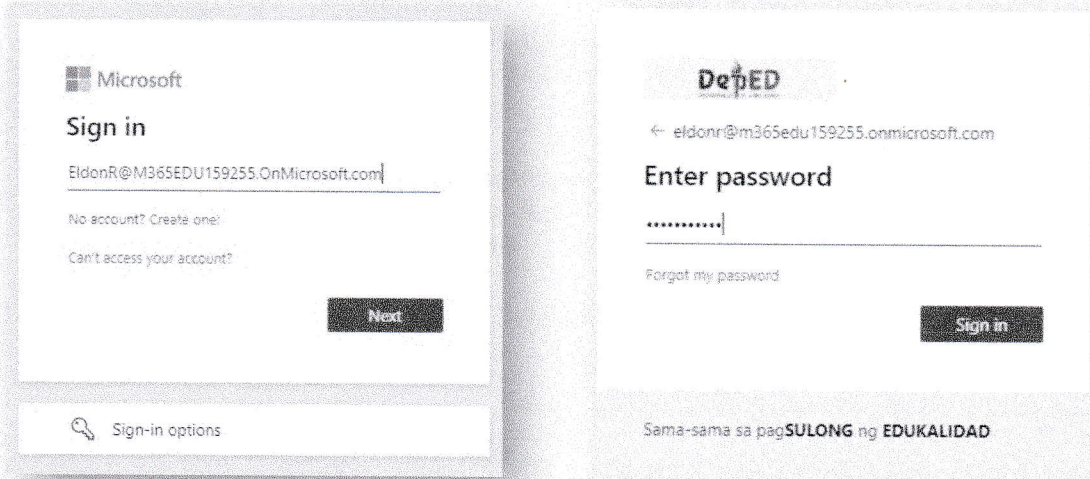




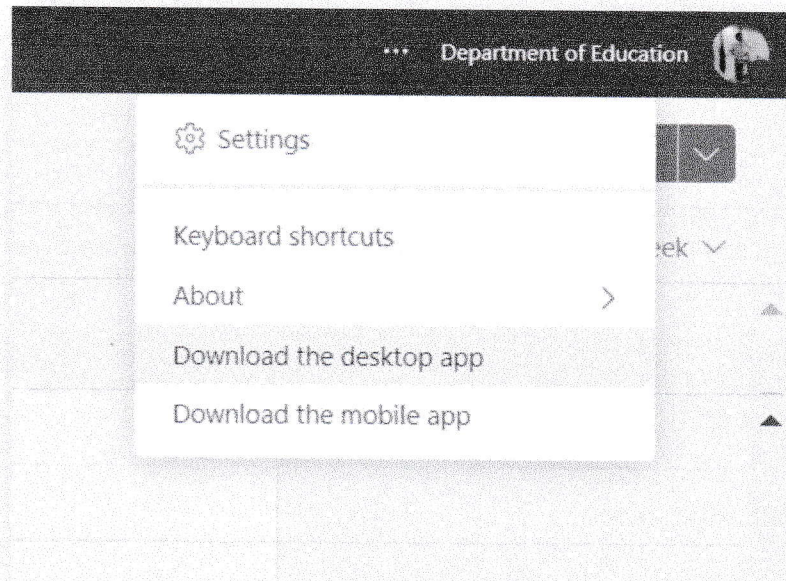
## Annex B

### 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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