February 2, 2022

DIVISION MEMORANDUM
No. _79_, s. 2022

DISSEMINATION OF OUA MEMO 00-0122-0160 RE: PROJECT B.T.S. TECH EPISODES

To: All Public Elementary and Secondary School Heads
        All Grade 5 to 12 Teacher-advisers
        All others concerned

1.   Pursuant to OUA Memo 00-0122-0160 dated January 31, 2022 entitled "Project B.T.S. Tech Episodes", the Schools Division Office through the Division Youth Formation Coordinator hereby announces the conduct of Project B.T.S. Tech Episodes **every Friday from February 4 to April 8, 2022.**
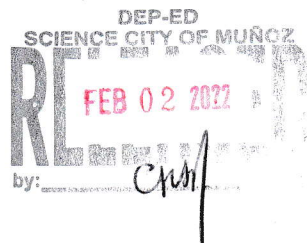
2.   In line with this, all Public Elementary and Secondary School Heads along with concerned Teacher-advisers are directed to ensure maximum participation of all Grades 5 to 12 learners with internet connectivity in the said series.

3.   Enclosed is OUA Memo 00-0122-0160 for the information and guidance of all concerned.

4.   Wide dissemination and compliance of this memorandum is highly desired.

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

JSP/SGOD2022

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OUA MEMO 00-0122-0160
MEMORANDUM
31 January 2022

For: **Regional Directors and BARMM Education Minister**
Schools Division Superintendents
Regional and Division Youth Formation Coordinators
School Heads, Public and Private Secondary Schools
Academic-Related and Co-Curricular Clubs and
Organizations
All Others Concerned

Subject: **PROJECT B.T.S: TECH EPISODES**

The Office of the Undersecretary for Administration (OUA), through the Bureau of Learners Support Services–Youth Formation Division (BLSS- YFD) in partnership with Microsoft Philippines, will conduct a series of **Project B.T.S: Tech Episodes every Friday from 04 February to 08 April 2022** at **3:00-3:30 p.m.** via the DepEd Tayo–Youth Formation official Facebook page.

This event aims to empower students by equipping them with the tools and the knowledge they need to adapt to every learning modality; provide the full benefits of their Microsoft account and how to get them; provide guidance on best practices in using Microsoft applications; and recognize the learners and their use of the tools for their growth.

In this light, the OUA requests all Regional Directors and Schools Division Superintendents—through their respective Youth Formation Coordinators (YFCs)—to ensure the maximum participation of **all students from Grades 5 to 12** with internet connectivity in the said series.

All regional and division Information Officers are hereby requested to share the live event on their regional and division Facebook pages. All students shall pre-register at www.blssyfd.weebly.com and activate their Microsoft accounts. Also, the NFSSG and all elected officers in the Student Government and other Academic-Related and Co- Curricular Clubs and Organizations must uphold specific program responsibilities. For more details, please refer to **Annexes A** and **B**.

Office of the Undersecretary for Administration (OUA)
[Administrative Service (AS), Information and Communications Technology Service (ICTS),
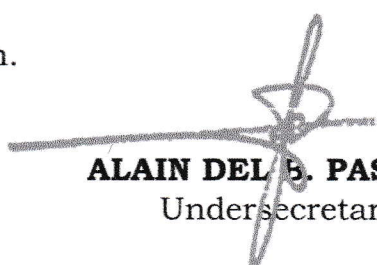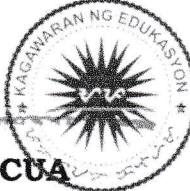*Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support*

There will be ten (10) episodes to be conducted with different topics which may change if deemed necessary. Kindly refer to the schedule below for your reference:

EP	Student Benefit	Target Date
1	Microsoft Teams	February 4, 2022
2	Microsoft OneNote	February 11, 2022
3	Microsoft PowerPoint and Sway	February 18, 2022
4	Microsoft OneDrive	February 25, 2022
5	Windows 11	March 4, 2022
6	Microsoft Word	March 11, 2022
7	Microsoft Whiteboard	March 18, 2022
8	Microsoft Excel	March 25, 2022
9	Minecraft: Education Edition	April 1, 2022
10	Mobile Versions of M365 apps	April 8, 2022

For clarifications, questions, or concerns on the event, please contact Mr. Adolf P. Aguilar, Chief of BLSS-YFD, at 0919 093 4914 or email at blss.yfd@deped.gov.ph.

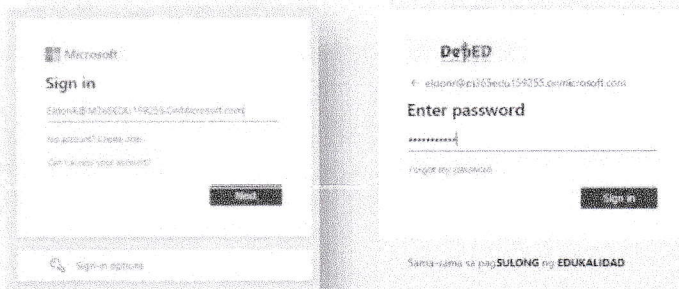For immediate and appropriate action.

ALAIN DEL B. PASCUA
Undersecretary

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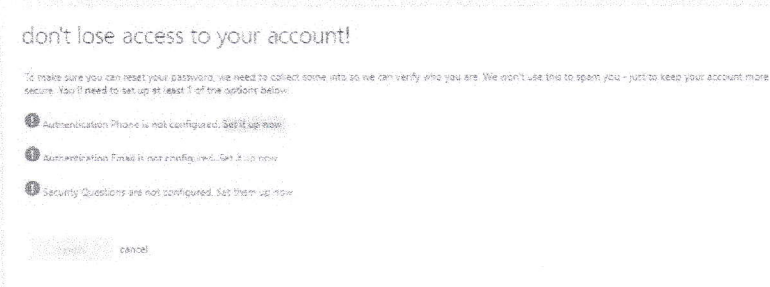To authenticate this document,
please scan the QR Code

How to Activate Your Microsoft Account

STEP 1: *Makipag-ugnayan sa inyong paaralan upang ibigay ang iyong Microsoft 365 account. Sa iyong pagtanggap, pumunta sa **office.com** at mag log-in gamit ang inyong username at password.*
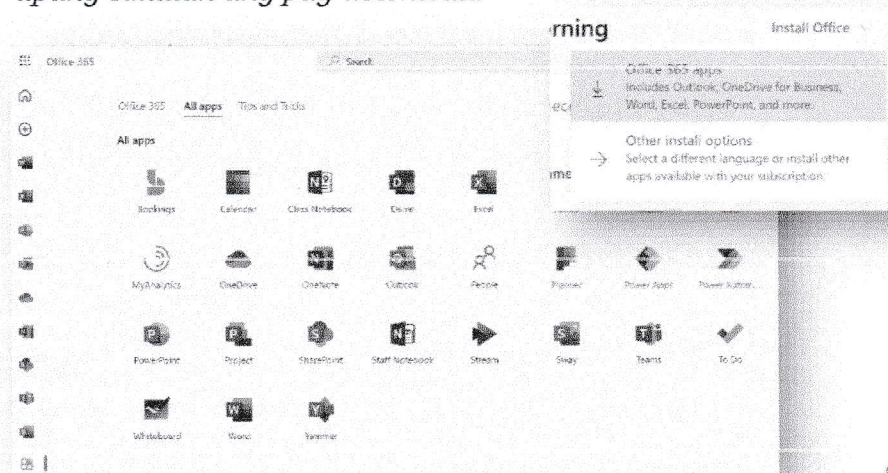

STEP 2: *Palitan ang iyong temporary password at i-confirm ito.*

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

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.*

Annex B

Action from Participants

1. **Before the event**
   a. Learners to activate their Microsoft account.
   b. Register thru https://blssyfd.weebly.com/registration.html
   c. The NFSSG and all elected officers in the Student Government and other Academic-Related and Co-Curricular Clubs and Organizations must join the Facebook group in this link:
   www.facebook.com/groups/depedtechstudentleaders/ where they may provide feedback, ask questions, get announcements, and share their stories of student growth and tech development in their respective divisions.

2. **During the event**
   a. All learners to join the Facebook live event.
   b. All learners to share the Facebook live event on their profiles.

3. **After the event**
   a. Modules and other learning materials will be provided at the end of each webinar for the benefit of the learners.
   b. Learners will apply their learnings by following the provided instructions given at the end of each webinar.
   c. The NFSSG and all elected officers in the Student Government and other Academic-Related and Co-Curricular Clubs and Organizations will apply their learnings by following provided instructions and incorporating it in their planned activities and programs in areas applicable (instructions to be discussed internally at the end of each webinar.)
   d. The NFSSG and all elected officers in the Student Government and other Academic-Related and Co-Curricular Clubs and Organizations will provide feedback, recommendations, and share their own stories of the advancement of technology in their schools and division (as deemed necessary) to ensure growth. They may share these in the internal group.

For questions, please reach out to:

Kristian Catahan
Customer Success Manager, Education, Microsoft Philippines
v-kricatahan@microsoft.com

Jelly Matchubar
Customer Success Manager, Education, Microsoft Philippines
v-jmatchubar@microsoft.com

Tim Vergel de Dios
timve@microsoft.com