



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

**DIVISION MEMORANDUM**

No. 509, s. 2021

OCT 22 2021

**PROJECT B.T.S. 2.0:  
A BALIK-ESWKELA DIGITAL LITERACY STARTER PACK**

To: OIC-Assistant Schools Division Superintendent  
Chiefs of Division  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Principals  
All Others Concerned

1. Pursuant to OUA Memo 00-1021-0120 and in cooperation with the Information and Communications Technology Service (ICTS) and Microsoft Philippines, this Office announces the relaunch of **Project BTS 2.0: A Balik-Eskwela Digital Literacy Starter Pack** on **October 22, 2021, 2:00 - 4:00 PM** via **Microsoft Teams** ([https://bit.ly/BTS\\_Bataan2](https://bit.ly/BTS_Bataan2)).
2. This activity aims to empower DepEd learners to know more about the access and use of Office 365 and train them on the latest productivity tools that will enhance their digital skills for learning.
3. In this regard, all students, teachers, and school heads with internet connectivity are requested to participate in this activity.
4. Further, kindly refer to **Annex A** for more details about the event.
5. For questions and concerns, you may contact **Mr. Hernando Almario** through **0951-919-6675**, Project Development Officer of SGOD-YFS, or message the Official Facebook page of SDO Bataan - Youth Formation Section at <https://www.facebook.com/yfpbataan/>.
6. Immediate dissemination of this Memorandum is desired.

**ROLAND M. FRONDA, EdD, CESO VI**  
Assistant Schools Division Superintendent

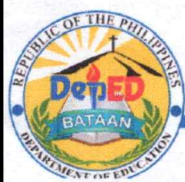
Officer-In-Charge  
Office of the Schools Division Superintendent

**WILLIAM RODERICK R. FALLORIN**

Officer-In-Charge  
Office of the Assistant Schools Division Superintendent

SO15/fpct  
October 21, 2021

*"We Mould Heroes"*







Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim



**OUA MEMO 00-1021-0120**  
**MEMORANDUM**  
15 October 2021

**RECEIVED**  
**OCT 18 2021**

BY: \_\_\_\_\_

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)  
**Class Advisers**  
**All Others Concerned**

Subject: **PROJECT B.T.S. 2.0: A BALIK ESKWELA**  
**DIGITAL LITERACY 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 relaunch the **Project B.T.S. 2.0: A Balik Eskwela Digital Literacy Starter Pack** on **Friday, 22 October 2021 at 2:00-4:00 p.m.** live via **DepEd Philippines, DepEd Tayo, and DepEd Tayo-Youth Formation** official Facebook pages.

This activity aims to empower DepEd Learners to know more about the access and use of Office 365 and train them on the latest productivity tools that will enhance their digital skills for learning.

In this connection, the OUA requests all Regional Directors and Schools Divisions 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 said broadcast.

All regional and division Information Officers are hereby requested to share the live event on their regional and division Facebook pages on the date of the broadcast. All School ICT coordinators and teachers concerned are requested to disseminate information about the live event to their respective classes and

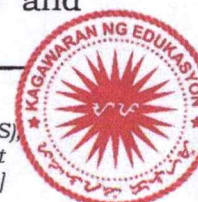
**Office of the Undersecretary for Administration (OUA)**

[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)]

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Email: usec.admin@deped.gov.ph; Facebook/Twitter @depeditayo



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students. Kindly refer to **Annex A** for more details about the event.

For more information, questions or concerns, please contact **Mr. Adolf P. Aguilar**, Chief of Bureau of Learner Support Services-Youth Formation Division (BLSS-YFD), through 0919 093 4914 or email at [blss.yfd@deped.gov.ph](mailto:blss.yfd@deped.gov.ph).

For your information and widest dissemination.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



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## Annex A

### **Project B.T.S. 2.0: A *Balik Eskwela* Digital Literacy Starter Pack** *DepEd Youth Formation Division in partnership with Microsoft Philippines*

#### **About the Activity:**

This activity aims to support K12 learners, teachers, and parents by helping them maximize the full benefits of Microsoft O365 for virtual classes. The 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.

**Date event broadcast:** 22 October 2021 | 2:00 pm to 4:00 pm

#### **Program Objectives:**

- a. This program will support the DepEd Youth Formation Division office in the implementation of its initiatives across the country by equipping learners and teachers with the right digital tools and skilling program
- b. Further promote the activation of all DepEd O365 learner and teacher accounts
- c. Introduce Microsoft Teams as the primary tool for the delivery of virtual lectures
- d. Introduce DepEd YFD and Microsoft programs to empower more learners in the Philippines through the:
  - Microsoft Youth Ambassadors Program
  - Digital Literacy Certification for learners

#### **Set-up and Event broadcast:**

- a. **Prior to 22 October 2021**, the following cascade shall be made:
  - Regional and Division office to cross-share the poster about Project B.T.S. at least 2 days before the event in their respective social media pages and channels.
  - All school heads, ICT coordinators, and teachers to inform their classes and all students who have internet access to join the live broadcast on 22 October 2021 via their Division Facebook pages and channels.
- b. **On 22 October 2021**, from 2:00pm to 4:00pm, The live broadcast will be published at the DepEd Tayo–Youth Formation Division Facebook page:
  - All Regional and Division Facebook pages must cross-post / re-share the live broadcast to their respective Facebook pages.
  - All ICT coordinators and Teachers will remind all classes and students to tune in and watch the live event at their respective Division Facebook pages.



## PROGRAM FLOW

TIME STAMP	PROGRAM
1:30 - 2:00 PM	Pre-event is open
2:00 - 2:15 PM	<b>National Anthem &amp; Prayer</b>  <b>Welcome Message</b> <i>Dir. Abram Abanil</i> Director IV, ICTS DepEd  <b>Words of Inspiration</b> <i>USec. Alain Del B. Pascua</i> Undersecretary for Administration DepEd
2:15 - 3:15 PM	<b>Overview of O365, Microsoft Teams, Activation of Learners account</b>  <i>Kristian Catahan</i> Customer Success Manager, Microsoft Philippines
3:15 - 3:20 PM	<b>Announcement of Raffle Mechanics – Part 1</b>
3:20 - 3:25 PM	<b>Teaser of Microsoft YFD programs</b>
3:25 - 3:40 PM	<b>Launching of Microsoft-YFD Programs (MYA &amp; Digital Literacy Program)</b>  <i>Grace Co</i> Education Programs Manager, Microsoft Philippines  <i>Clarissa Segismundo</i> Education Programs Manager, Microsoft Philippines
3:40 - 3:45 PM	<b>Message from Microsoft</b>  <i>Joanna Rodriguez</i> Public Sector Lead, Microsoft Philippines
3:45 - 3:55 PM	<b>Closing Message from DepEd YFD</b>  <i>Adolf Aguilar</i> Chief, Youth Formation Division DepEd
3:55 - 4:00 PM	<b>Announcement of Raffle mechanics – Part 2</b>





## IMPORTANT DATES

Date	Activity	
18 October 2021	Memo release and cascade to Regions, Divisions and Schools	DepEd YFD Central
18 October 2021	Publishing of Project B.T.S. Event poster on DepEd Tayo-Youth Formation Division Facebook page	DepEd YFD Central
19-20 October 2021	All Regions, Divisions, and schools to re-share Project B.T.S. poster on their respective social media pages and to all students	DepEd Regional ITOs DepEd Division ITOs DepEd School Heads DepEd School ICT Coordinators
19-20 October 2021	School Heads, School ICT Coordinators, and teachers to cascade information about Project B.T.S to their classes and students	School Heads School ICT Coordinators Teachers
21 October 2021	Final reminder of School ICT Coordinators and Teachers to students	School ICT Coordinators Concerned Teachers
22 October 2021	Live event broadcast and cross share in Division Facebook pages of SDOs	DepEd YFD Central DepEd Division ITOs

## ROLES AND RESPONSIBILITIES

DepEd Youth Formation Division (Central Office)	<ul style="list-style-type: none"> <li>To release the memo and disseminate full information about Project B.T.S. to the Regions and Divisions</li> <li>To publish the Project B.T.S. poster in the DepEd Tayo-Youth Formation Division Facebook page</li> <li>To work alongside Microsoft agency in the test broadcast of the event on their test pages on October 21, 2021.</li> <li>To work alongside Microsoft agency in broadcasting the official Project B.T.S. event on their official DepEd pages on October 22, 2021</li> </ul>
Regional Youth Formation Coordinator	<ul style="list-style-type: none"> <li>To take charge of coordinating with Division YFC's in disseminating Project B.T.S. information, and overall management, monitoring, and reporting of live event attendees / views (on social media pages)</li> </ul>





Regional Public Affairs Unit	<ul style="list-style-type: none"> <li>• Shall cross-post the live event from the DepEd Tayo-Youth Formation Facebook Page to their respective DepEd Regional Office FB pages</li> <li>• Provide monitoring and reporting of live event attendees, views, and analytics to DepEd YFD team</li> </ul>
Division Information Officers (DIO)	<ul style="list-style-type: none"> <li>• Shall cross share the Project B.T.S. Poster in respective SDO FB pages once released from the central office</li> <li>• Shall share and promote the FB live event of Project B.T.S. in their respective DepEd Tayo &lt;SDO&gt; FB Pages</li> </ul>
Division Information Technology Officers (DITO)	<ul style="list-style-type: none"> <li>• Shall coordinate with School ICT Coordinators in expediting the release of available MS O365 learner accounts.</li> <li>• Provide monitoring and reporting of live event attendees, views, and analytics to DepEd YFD team</li> </ul>
Division Youth Formation Coordinators (DYFC)	<ul style="list-style-type: none"> <li>• Shall ensure maximum participation of all teachers and learners in their division and assist in information dissemination.</li> <li>• Shall share and promote the FB live event of Project B.T.S. in their respective division Facebook pages.</li> </ul>
School Heads	<ul style="list-style-type: none"> <li>• Will ensure participation of all teachers and learners within their jurisdiction and assist in information dissemination.</li> <li>• Shall coordinate with the School ICT coordinator and Division ITO in the release of MS O365 accounts of learners</li> </ul>
School Information Coordinators	<ul style="list-style-type: none"> <li>• Shall coordinate with the DIO, DYFC, and School Head in the dissemination of information, including publication / re-sharing main poster through their respective school media</li> </ul>
School ICT Coordinators	<ul style="list-style-type: none"> <li>• Shall coordinate with Division ITOs in the release of MS O365 accounts of learners</li> </ul>
Teachers	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Shall ensure learner participation by instructing them to tune in to their respective SDO Facebook pages live broadcast.</li> <li>• Shall encourage learners to activate their M365 accounts and download Teams to participate in activities to be announced during the event. Please refer to the step-by-step instructions below.</li> </ul>

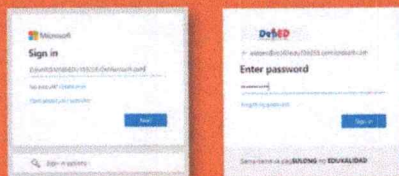




## Account Activation and Teams Login (Instructions for all DepEd users with M365 accounts)

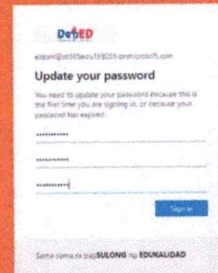
### STEP 1

Hintayin na ibigay ng inyong paaralan ang inyong Microsoft 365 account. Sa inyong pagtanggap, pumunta sa [office.com](https://office.com) at mag log-in gamit ang inyong username at password.



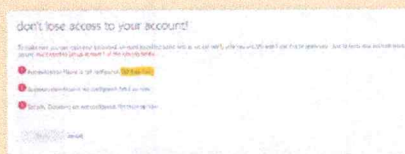
### STEP 2

Palitan ang inyong temporary password at i-confirm ito.



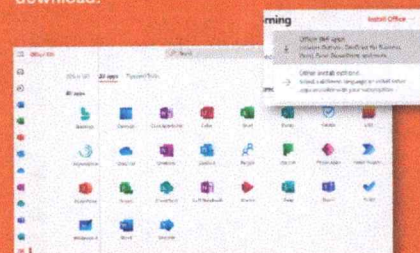
### STEP 3

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](https://office.com) at i-click ang "Install Office" upang simulan ang pag-download.



### STEP 5

Mag log-in sa [teams.microsoft.com](https://teams.microsoft.com) at ilagay ang join code ng inyong paaralan upang makasali sa group.



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