



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the Schools Division Superintendent

21 September 2021

DIVISION MEMORANDUM
NO. 370, s. 2021

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

To: **Information Technology Officer I**
Project Development Office I
All Public Elementary and Secondary School Heads
All School ICT Coordinators
All Supreme Pupil Government Teacher-Advisers
All Supreme Student Government Teacher-Advisers
All Elementary and Secondary School Teachers
All Students
All Others Concerned
This Division

1. Pursuant to OUA Memorandum 00-0921-0171 *Re: Project BTS: A Balik Eskwela Digital Literacy Starter Pack*, this Office hereby informs the field on the conduct of online training on the use of Office 365 accounts of all the teachers and students on October 1, 2021, 2:00 – 4:00 P.M. via a virtual platform.
2. The activity aims to support K12 learners, teachers and parents during the opening of the classes by helping them maximize the full benefits of Microsoft 365 for virtual classes. This event will also serve as a venue to launch the joint programs of Microsoft and Youth Formation Division that aims 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.
3. Further, School Heads, Teachers and Students in Elementary and High School shall register at www.blssyfd.weebly.com/registration on or before September 30, 2021. For more details about the event, please refer to the Execution Manual attached.





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4. Moreover, this event will be streamed via the DepEd Tayo-Youth Formation and DepEd Tayo-Youth Formation-Division of El Salvador City official Facebook page.
5. This Office shall adhere to the Equal Opportunity Principle (EOP) in observing all policies and guidelines. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
6. Immediate and wide dissemination of this Memorandum is enjoined.

OLGA C. ALONSABE, Ph.D., CESE
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

Encls:
As stated

Reference:
OUA Memo 00-0921-0171

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

SGOD/SHS/jee TEACHERS/STUDENTS
BALIK ESKWELA
DIGITAL LITERACY



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 0365 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 0365 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 0365 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	<p>Introduction of Microsoft-YFD programs:</p> <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*.

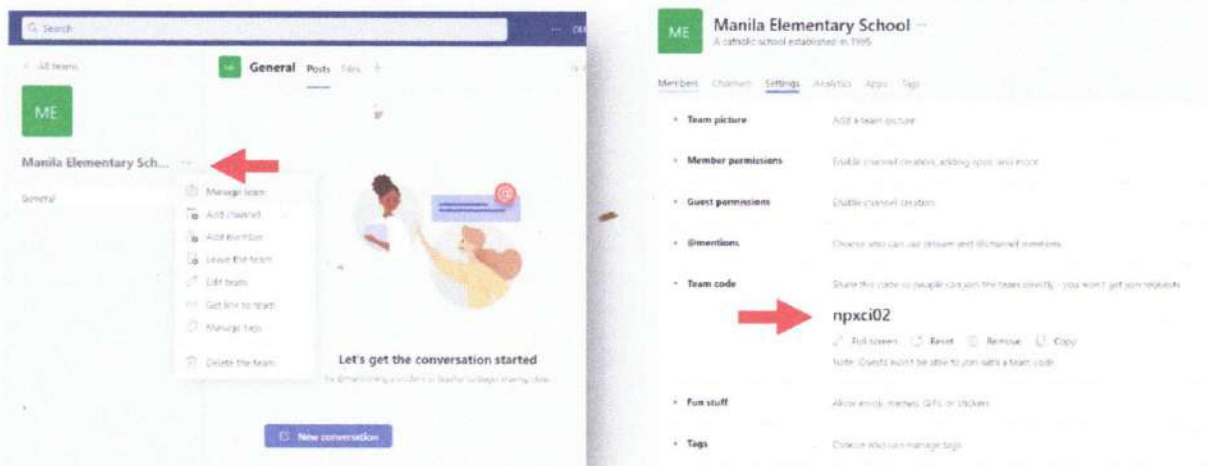
STEP 2: Pumunta sa "Teams." I-click ang "join or create Team" at "Create Team."



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

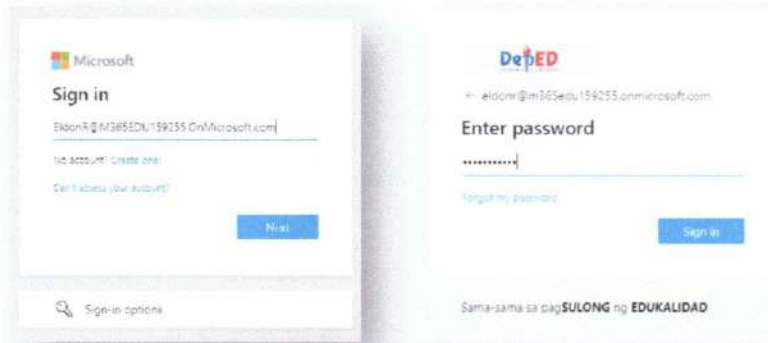


STEP 4: I-click ang "..." at ang "Manage team." Pumunta sa settings at sa "Team code" upang makuha ang join code. Ibahagi ang Team code na ito sa ating mag-aaral upang makasali.



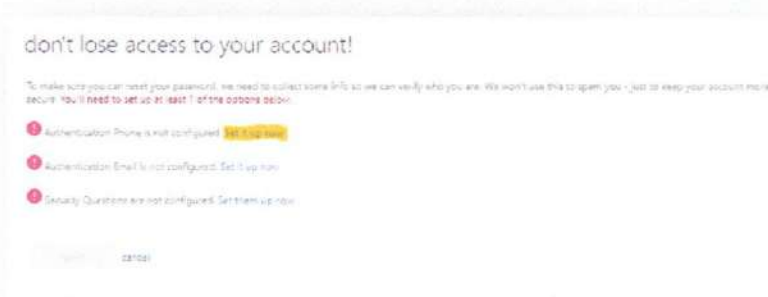
Appendix B – O365 Activation Instructions (To be communicated to learners, parents / guardians)

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 maglagay 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.



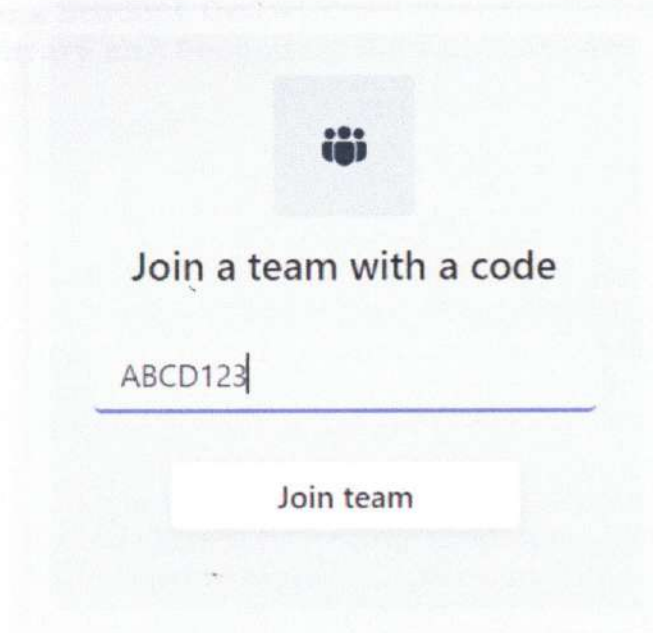
Appendix C – Joining Their School’s Team (To be communicated to learners, parents / guardians)

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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