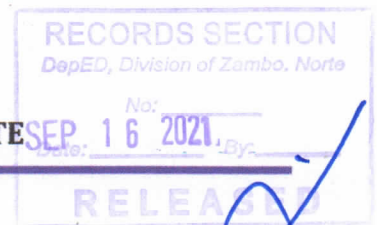




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Memorandum
No. 464 s. 2021

To: Public School District Supervisors/ Principals In-Charge of the District
School Heads of Elementary and Secondary Schools
Supreme Student/Pupil Government (SPG/SSG) Teacher-Advisers
All others concerned

From: **MA. LIZA R. TABILON EdD, CESO V**
Schools Division Superintendent

Subject: Participation to Project B.T.S: *A Balik Eswkela* Digital Literacy Starter Pack

Date: September 16, 2021

1. The Division Office enjoins all learners, teachers and school heads with internet connectivity to participate in online training on the use of Office 365 accounts of all students and teachers through Project B.T.S: *A Balik Eswkela* Digital Literacy Starter Pack organized by the Office of the Undersecretary for Administration (OUA) through the Bureau of Learner Support Services-Youth Formation Division (BLSS-YFD) in cooperation with Information and Communication Technology Service (ICTS) and Microsoft Philippines on **01 October 2021, 2:00-4:00 p.m.** via Microsoft Teams and DepEd Tayo-Youth Formation official Facebook page.
2. All participants shall register at www.blssyfd.weebly.com on or before 30 September 2021. Program details is presented in enclosed execution manual and procedure of creation of Teams for the school and its learners in Appendix A.
3. For queries and concerns, you may contact the Division Youth Formation Section through 0917142 2344 or email at yfs.zdn@deped.gov.ph.
4. Widest dissemination and compliance of this Memorandum is directed.

Enclosure: as stated.

Reference:

- OUA Memo 00-0921-0171, s. 2021

SGODYFS-jlp-ekbsl-Immo/Balik Eswkela Digital Literacy Starter Pack/DM027-2021/09162021

N-avigating
O-pportunities to
R-eengineer for
T-ransformation &
E-mpowerment



Capitol Drive, Estaka, Dipolog City, 7100
Tel No.: (065) 212-5843
e-mail address: zn.division@deped.gov.ph



"Be and Do Much Better Each Day
with a
Sense of Urgency"

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:

- Support YFD in the implementation of its initiatives across the region by equipping learners and teachers with the right digital tools and skilling program.
- Activate all DepEd 0365 learner and teacher accounts.
- Introduce teams as the primary tool for the delivery of virtual lectures.
- Introduce Microsoft-YFD programs to empower learners:
 - Microsoft Youth Ambassadors Program
 - Digital Literacy Certification for learners

SETUP

- Hosted in Teams as a Live Event by YFD and the DepEd field offices.
- Event to be mounted by YFD and co-facilitated with Microsoft Philippines.
- 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



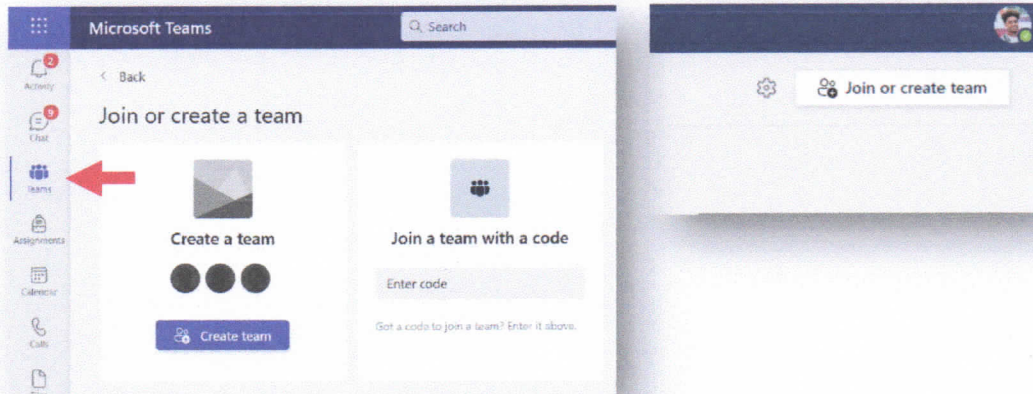
2:15 – 3:15	<ul style="list-style-type: none"> • Overview of O365, its benefits and how to get it. • Microsoft Teams and how it can help them in their virtual classes • How to activate the learner account (and other important instructions) <p><i>*Note: This is not a deep-dive technical discussion.</i>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



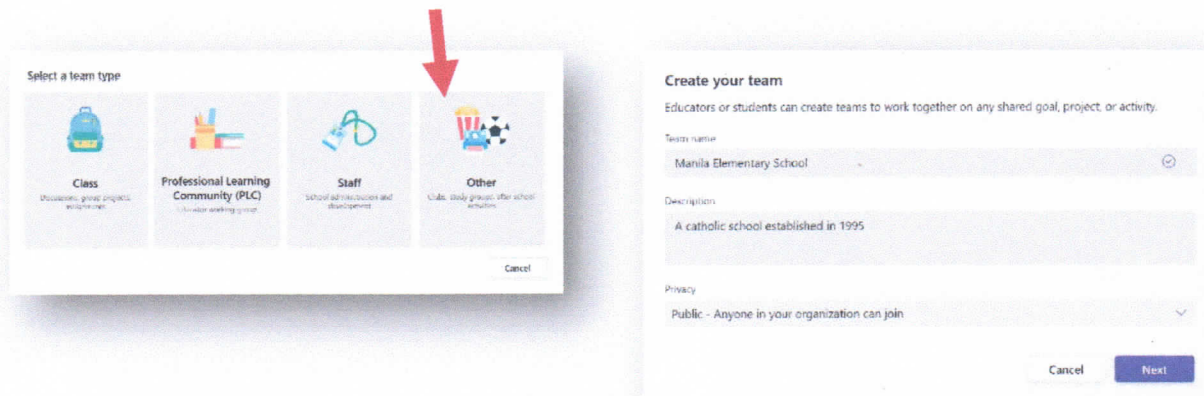
Appendix A – Creation of Teams for the School and Its Learners (To be communicated to School ICT coordinators)

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

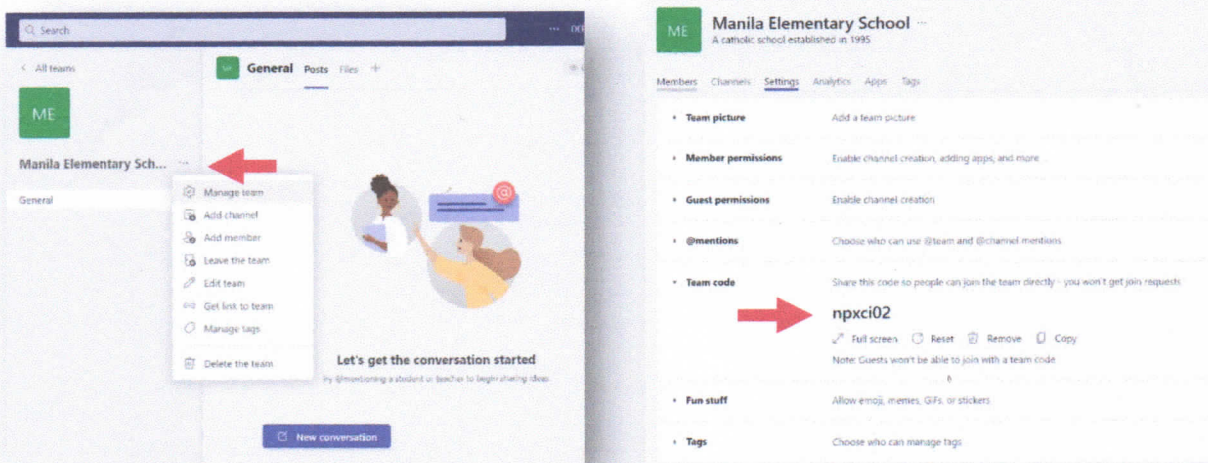
STEP 2: Pumunta sa “Teams.” I-click ang “join or create Team” at “Create Team.”



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

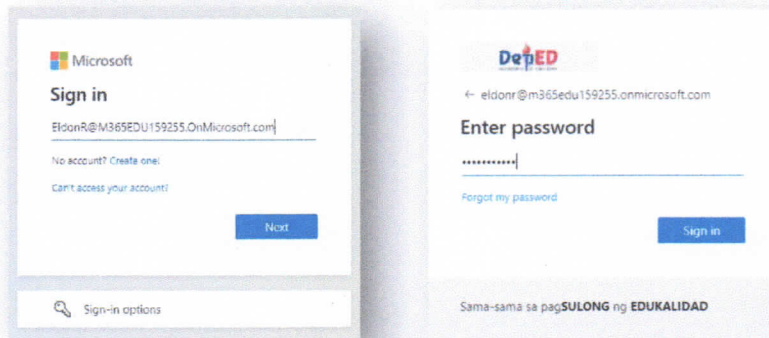


STEP 4: I-click ang “...” at ang “Manage team.” Pumunta sa settings at sa “Team code” upang makuha ang join code. Ibahagi ang Team code na ito sa ating mag-aaral upang makasali.



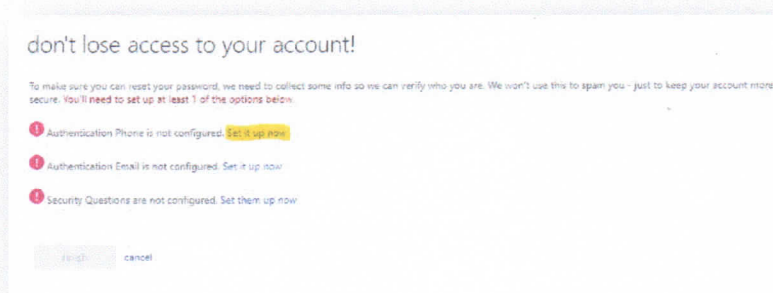
Appendix B – 0365 Activation Instructions (To be communicated to learners, parents / guardians)

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.

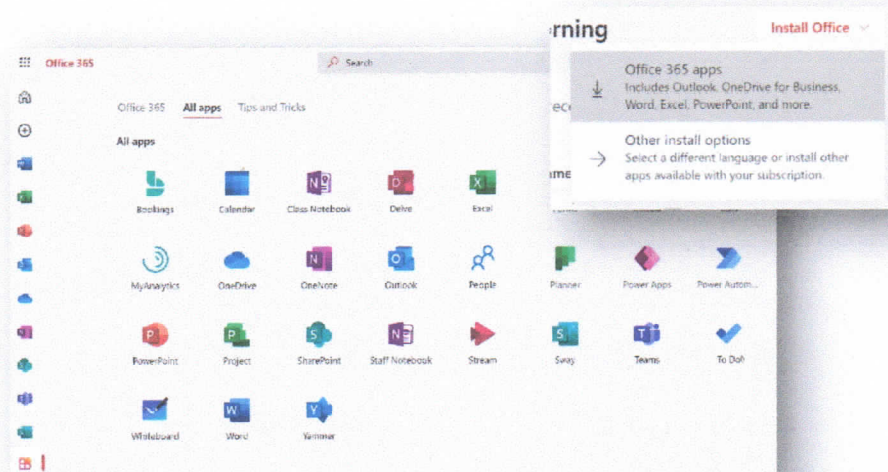


STEP 2: Palitan ang inyong temporary password at i-confirm ito.

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.



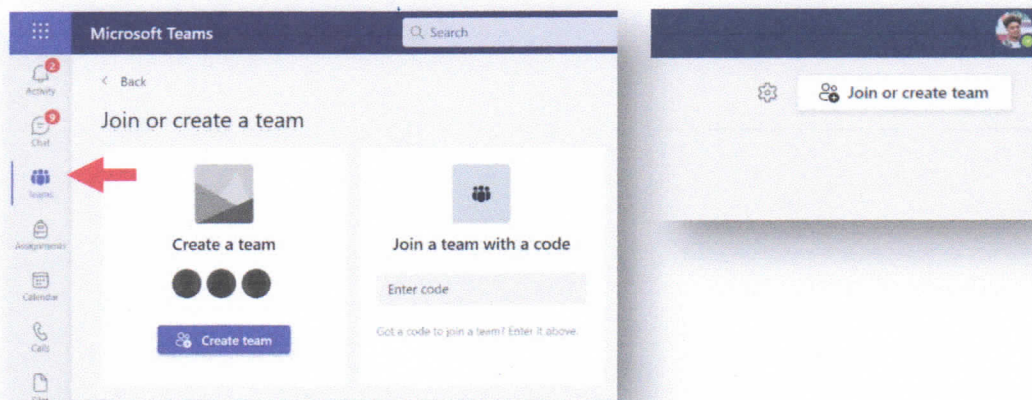
STEP 4: Maaari na natin makuha ang Microsoft 365 apps tulad ng Word, Excel, PowerPoint at Teams gamit ang inyong account! Pumunta sa *office.com* at i-click ang "Install Office" upang simulan ang pag-download.



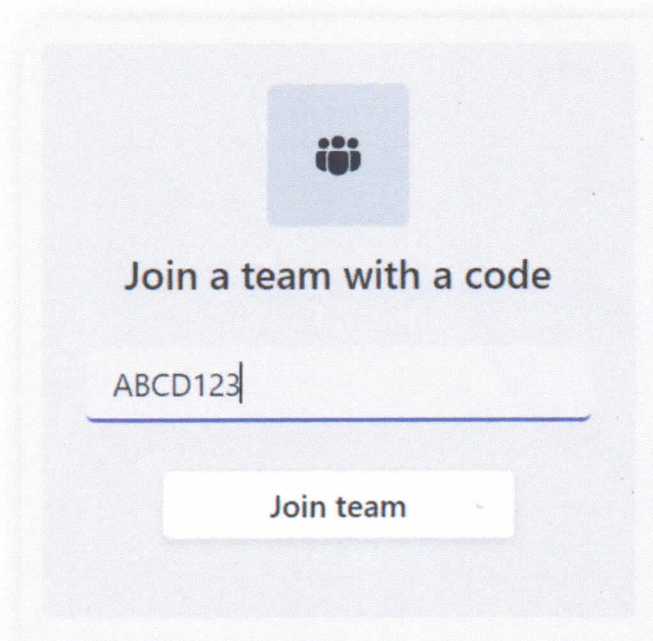
Appendix C – Joining Their School’s Team (To be communicated to learners, parents / guardians)

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.



QUAD00-0921-0 171
To authenticate this document,
please scan the QR Code.

