REGIONAL MEMORANDUM
No. 110D s. 2021

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

To: All School Division Superintendents

1. The Bureau of Learner Support Services-Youth Formation Division (BLSS-YFD), in cooperation with the Information and Communications Technology Service (ICTS) and Microsoft Philippines, through the Project B.T.S.: A Balik Eskwela Digital Literacy Starter Pack, will conduct an online training on the use of Office 365 accounts of all students and teachers on October 1, 2021 at 2:00 – 4:00p.m. via Microsoft Teams and DepED Tayo-Youth Formation Official Facebook page.

2. Schools Division Superintendents through their respective Information Technology Officers (ITOs) and Youth Formation Coordinators shall ensure the complete distribution of ICTS-issued DepEd O365 accounts to all learners, teaching and non-teaching personnel before September 30, 2021. All teachers and learners shall log-in via https://teams.microsoft.com/ to access their Teams app and view the live event on their official Facebook Pages to ensure their participation. (Refer to Annex B)

3. All SDO ITOs, School Heads, ICT Coordinators, Youth Formation Coordinators shall join the official live event at https://bit.ly/3AXC3G11 on October 1, 2021 and share the link provided per division. (Refer to Annex A)

4. School Heads, teachers and students in elementary and high school shall pre-register at www.blssyfd.weebly.com on or before September 30, 2021.

5. Division ITO’s and YFCs are required to attend the technical rehearsal on September 27, 2021 at 2:00-4:00p.m. via Microsoft Teams at https://bit.ly3kieFa9.

6. For more details, refer to the attached Execution Manual.

7. Immediate dissemination of this Memorandum is desired.

TOLENTINO G. AQUINO
Director IV

DepEd Region 1: Built on character; empowered by competence.
To be indicated in the Perpetual Index
Under the following subjects:

TEACHERS
STUDENTS
DISTANCE LEARNING

ESSD/SQC/dcn/eps/RM-Project_BTS_b
September 23, 2021
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:
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.
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 O365 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 skillling program.

b. Activate all DepEd O365 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 O365 accounts yet.

EVENT FLOW

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Proponents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:30 – 2:00</td>
<td>Admission of participants in MS Teams</td>
<td>YFD and Microsoft</td>
</tr>
<tr>
<td>2:00 – 2:15</td>
<td>Opening ceremony</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Message from the OUA (10 mins)</td>
<td>Usec. Alain Del B. Pasqua, Undersecretary for Administration</td>
</tr>
<tr>
<td></td>
<td>• Message from ICTS (5 mins)</td>
<td>Dir. Abram Abanil, ICTS Director</td>
</tr>
</tbody>
</table>
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: Pilih ang team type “Other” at lalagyan ng wastong detaile ang iyong Team bago i-confirm.

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

**STEP 1:** Hintayin na ibigay ng iyong paaralan ang iyong Microsoft 365 account. Sa iyong pagtanggap, pumunta sa office.com at mag log-in gamit ang iyong 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 tayo ng maglagay ng Security Questions. I-confirm at maari nang gamitin ang iyong account.

**STEP 4:** Maari na natin makaiba 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 simulang 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.