



Republic of the Philippines
Department of Education
REGION I



Office of the Regional Director

SEP 27 2021

REGIONAL MEMORANDUM
No. 1100 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/3AXC3G1f> 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.ly/3kieFa9>.
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.



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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.

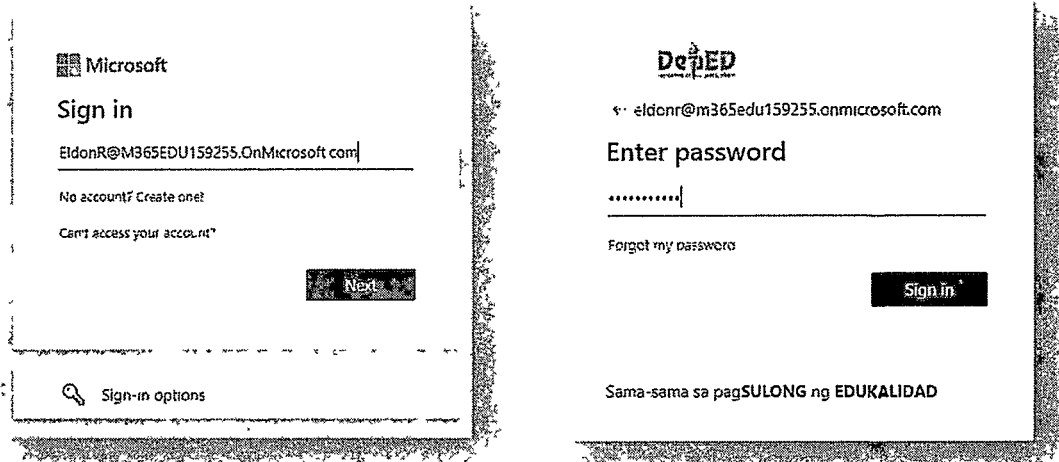
Example:
https://bit.ly/BTS_LasPinas
https://bit.ly/BTS_Leyte



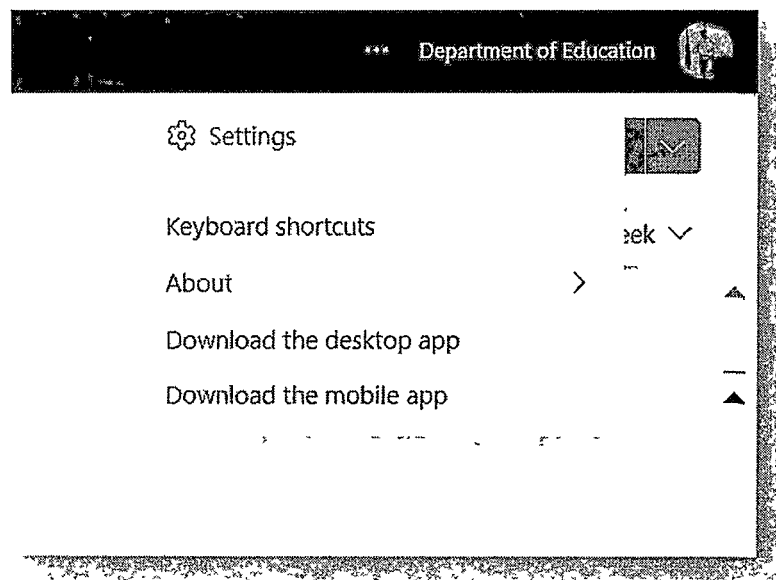
Annex B

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.



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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 skilling 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

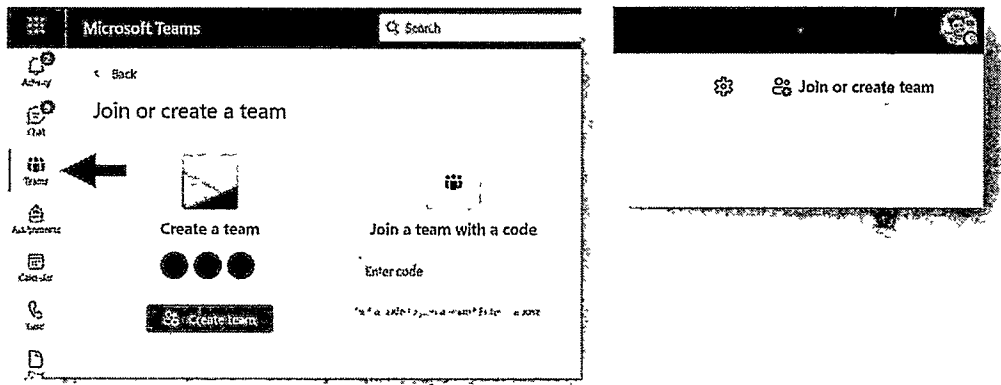
Time	Activity	Proponents
1:30 – 2:00	Admission of participants in MS Teams	YFD and Microsoft
2:00 – 2:15	Opening ceremony <ul style="list-style-type: none"> • Message from the OUA (10 mins) • Message from ICTS (5 mins) 	Usec. Alain Del B. Pascua, Undersecretary for Administration Dir. Abram Abanil, ICTS Director



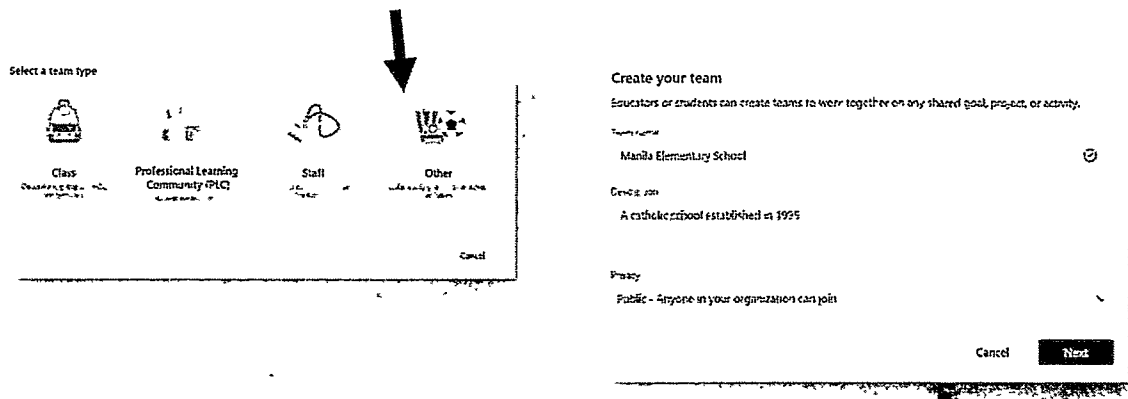
Appendix A – Creation of Teams for the School and Its Learners (To be communicated to School ICT coordinators)

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

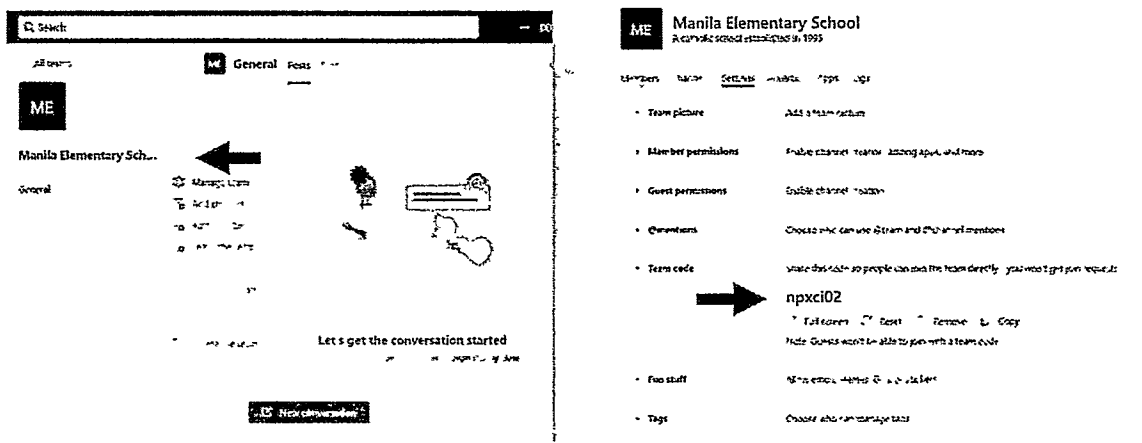
STEP 2: Pumunta sa "Teams." I-click ang "join or create Team" at "Create Team."



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

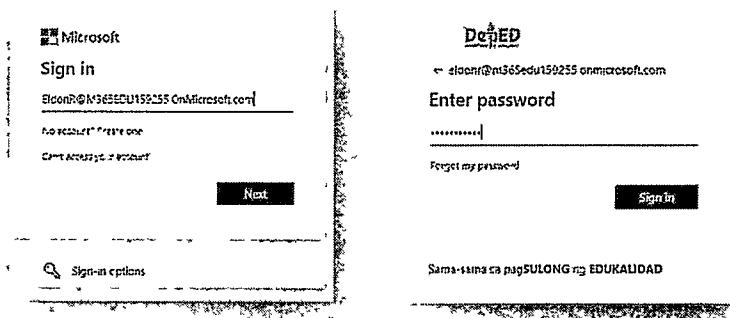


STEP 4: I-click ang "..." at ang "Manage team." Pumunta sa settings at sa "Team code" upang makuha ang join code. Ibahagi ang Team code na ito sa ating mag-aaral upang makasali.



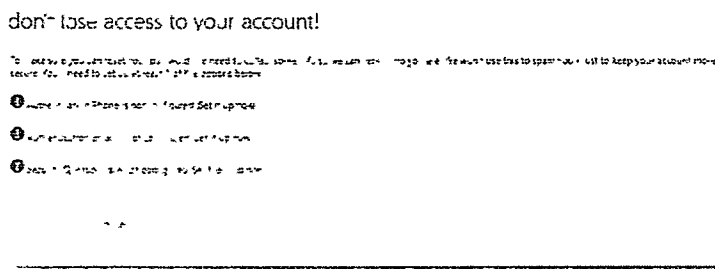
Appendix B – O365 Activation Instructions (To be communicated to learners, parents / guardians)

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.

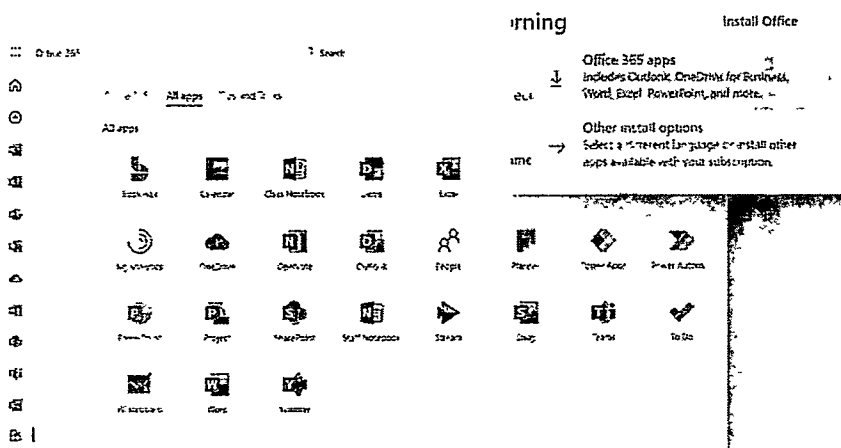


STEP 2: Palitan ang inyong temporary password at i-confirm ito.

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.



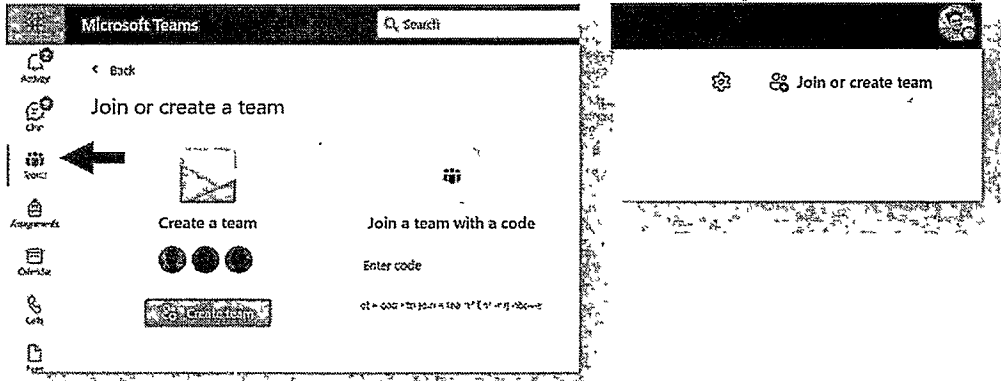
STEP 4: Maaari na natin makuha ang Microsoft 365 apps tulad ng Word, Excel, PowerPoint at Teams gamit ang inyong account! Pumunta sa office.com at i-click ang "Install Office" upang simulan ang pag-download.



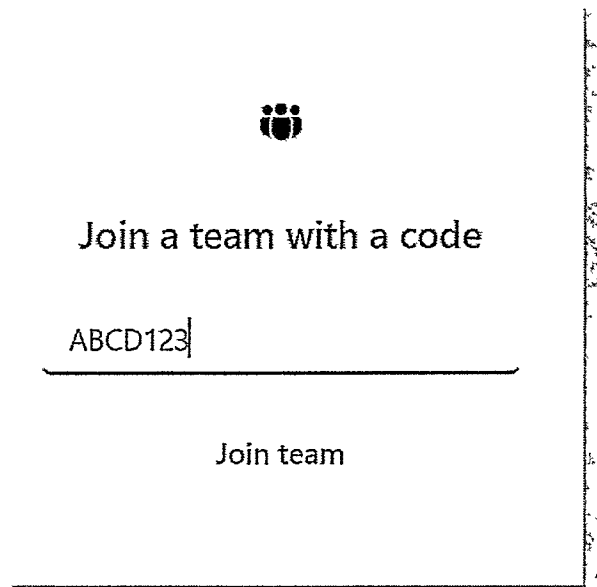
Appendix C – Joining Their School’s Team
(To be communicated to learners, parents / guardians)

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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