



Republic of the Philippines  
**Department of Education**  
REGION I



JAN 08 2024

REGIONAL MEMORANDUM  
No. 0023, s. 2024

**MICROSOFT YOUTH AMBASSADORS (MYA) 2.0  
PROGRAM GRADUATION CEREMONY**

To: Schools Division Superintendents

1. Reference is made to Memorandum titled "Microsoft Youth Ambassadors (MYA) 2.0 Program Graduation Ceremony" dated December 22, 2023, from the Office of the Assistant Secretary for Operations (OASOPS), through the Bureau of Learner Support Services-Learner Formation Division (BLSS-LFD).
2. The purpose of this memorandum is to formally announce the hybrid conduct of the Microsoft Youth Ambassadors (MYA) 2.0 Program Graduation Ceremony on Saturday, January 27, 2024, scheduled from 8:00 a.m. to 5:00 p.m.
3. Objectives of the Activity:
  - a. Acknowledge learners who have successfully met the requirements for program completion.
  - b. Recognize outstanding learners who have excelled during the Train the Trainer sessions and the Capstone Program.
  - c. Provide an avenue for learners to celebrate success, friendship, and camaraderie.
4. In collaboration with Microsoft Philippines and the Schools Division Office of Pasig City, this year's graduation ceremony will be hosted at Tanghalang Rizal, Rizal High School, Pasig City. Microsoft Teams will serve as the virtual platform for participants joining online.
5. The OASOPS earnestly requests all Youth Formation Coordinators (YFCs) to extend technical assistance to all MYAs, ensuring maximum participation in the graduation ceremony.
6. Travel and other related expenses incurred by participants in this activity can be charged to local funds, Program Support Funds, or the School MOOE, subject to the usual accounting and auditing rules and regulations.
7. Attached are Annexes A-D containing the Graduation Ceremony General Guidelines, Program of Activities, Parental Consent and Waiver Form, and List of Microsoft Youth Ambassador (MYA) Fellows.
8. For inquiries and concerns, contact the BLSS-LFD at email [blss.lfd@deped.gov.ph](mailto:blss.lfd@deped.gov.ph).

9. Immediate dissemination of this Memorandum is desired.



**TOLENTINO G. AQUINO**  
Regional Director



Reference: As stated

Incls: As stated

To be indicated in the PERPETUAL INDEX  
under the following subjects:

GRADUATION  
LEARNERS  
RECOGNITION

ESSD/dcn/RM\_MYA 2.0 Program Graduation Ceremony  
January 8, 2024



## **Annex A.**

### **Graduation Ceremony General Guidelines**

1. All MYA 2.0 program graduates are requested to submit their most recent photograph [myaprogram@outlook.com](mailto:myaprogram@outlook.com) (cc: [matt.matibag@deped.gov.ph](mailto:matt.matibag@deped.gov.ph)) **on or before Friday, January 05, 2024**. The photo must have the following specifications:
  - a. Resolution: High definition
  - b. Orientation: Portrait
  - c. Aspect Ratio: 3:4
  - d. Background: White with proper lighting and angle
  - e. Regional Cultural attire, Formal/Semi-formal attire, school uniform or organization shirt/polo-shirt

2. All MYA 2.0 program graduates may attend either on a face-to-face or virtual setup. Kindly refer to the following guidelines:

#### **2.1. Limited face-to-face**

- 2.1.1. Attendance confirmation shall be done on or before **Friday, January 05, 2024** through this link: [https://bit.ly/MYAGRAD\\_Confirmation](https://bit.ly/MYAGRAD_Confirmation).
- 2.1.2. The accommodation and other travel expenses to be incurred by all participants before, during, and after the event will not be covered by BLSS-LFD and Microsoft Philippines. However, the participants can charge their expenses to their respective local funds, Program Support Funds, or to their school MOOE, subject to the usual accounting and auditing rules and regulations.
- 2.1.3. The BLSS-LFD highly reiterates that the participation in the limited face-to-face activity is **voluntary**.
- 2.1.4. All face-to-face attendees must adhere to and comply with the following requirements listed below:
  - a. Must be fully vaccinated before the actual graduation and submit an electronic copy of vaccination certificate or card and a valid ID to verify the truthfulness of the requirement;
  - b. Must submit a signed parental consent and waiver form (**Annex C**); and
  - c. Must be accompanied by a non-teaching personnel, preferably the Youth Formation Coordinator (YFC) of the MYAs, to serve as chaperone during the activity. However, if the YFC is unable to

attend, the MYA's School Head, Teacher-Adviser or Parent/Guardian may serve as the chaperone during the event.

- 2.1.5. To ensure health, safety, and well-being of all participants, it is required that all attendees must comply with the minimum public health standards throughout the event.
- 2.1.6. All MYAs, including their chaperones, are instructed to wear a decent **smart casual attire** during the event.
- 2.1.7. All non-teaching personnel, including management staff, who will provide technical assistance during the said activity, are hereby recommended by the OUOPS to avail a Compensatory Time Off (CTO) as per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Curricular No. 02 s, 2004 on Non-Monetary Remuneration for Overtime Service Rendered.

On the other hand, all teaching personnel who will render services as chaperone during the said activity are recommended to earn one-day service credit for accumulated eight-hour service but not to exceed three-day service credits.

Granting of service credits must adhere to the DepEd Order No. 53, s. 2003 titled, "*Updated Guidelines on the Grant of Vacation Service Credits to Teachers*", particularly on Item No. 1-d sub-items and k and Item No. 1-f, which contains relevant provisions on the grant of service credits.

However, the approval of the service credits and CTO is subject to existing rules and regulations of the Department of Education (DepEd) and shall be approved by their respective Schools Division Offices.

## 2.2. **Virtual platform**

- 2.2.1. All other MYAs, as well as their Parents/Guardians, Teacher-Advisers, School Heads, and Learner Formation Coordinators, who are unable to attend the limited face-to-face activity are highly encouraged to participate virtually.
- 2.2.2. The Microsoft Teams meeting link will be sent via email and posted on the official communication channels of the MYA program.
- 2.2.3. During the activity, all virtual attendees are expected to:
  - a. be in a noise-free and non-distracting environment;
  - b. enter the virtual platform fifteen (15) minutes before the actual program;
  - c. utilize the virtual background provided; and

d. wear decent and appropriate attire.

3. All **Microsoft Youth Ambassador (MYA) Fellows** listed on **Annex D** are also invited to attend the momentous event.
4. All other details pertaining to the graduation ceremony not stated on this memorandum shall be released on a separate advisory.
5. All other announcements relative to the conduct of this event will be posted on the official Facebook group and Microsoft Teams site for the MYA Program or released through an advisory, if necessary.

**Annex B.**

**Program of Activities**

<b>Time</b>	<b>Activity</b>
8:00 a.m. – 10:00 a.m.	Arrival and Registration of Participants
10:01 a.m. – 11:45 a.m.	Preliminary Activities
11:46 a.m. – 1:00 p.m.	Lunch Break and Open House Videos   AVP
1:01 p.m. – 1:10 p.m.	Preliminaries   AVP
1:11 p.m. – 1:25 p.m.	<b>Grand Opening Number</b>   SDO Pasig City
1:26 p.m. – 1:35 p.m.	Attendance Check
1:36 p.m. – 1:45 p.m.	Welcome Remarks  <b>Ms. Clarissa Segismundo</b> Education Programs Lead Microsoft Philippines  <b>Jocelyn DR. Andaya</b> Regional Director DepEd Regional Office – National Capital Region
1:46 p.m. – 2:00 p.m.	Keynote Speech  <b>Dr. Dexter A. Galban</b> Assistant Secretary for Operations
2:01 p.m. – 2:10 p.m.	<b>MYA 2.0 Journey</b>   AVP
2:11 p.m. – 2:25 p.m.	Presentation of Candidates for Graduation   Luzon Graduates
2:26 p.m. – 2:35 p.m.	<b>MYA Testimony</b>   Microsoft Youth Ambassador 2.0 from Luzon
2:36 p.m. – 2:50 p.m.	Presentation of Candidates for Graduation   Visayas and Mindanao Graduates
2:51 p.m. – 3:00 p.m.	<b>MYA Testimony</b>   Microsoft Youth Ambassador 2.0 from Visayas
3:01 p.m. – 3:20 p.m.	Presentation of Special Awards: <ul style="list-style-type: none"> <li>• Top 3 Best Group Capstone Awardees</li> <li>• Top 5 Best Capstone Mentor Awardees</li> <li>• Top 5 MYA Fellows of the Year</li> </ul>
3:21 p.m. – 3:30 p.m.	<b>MYA Testimony</b>   Microsoft Youth Ambassador 2.0 from Mindanao
3:31 p.m. – 3:45 p.m.	Presentation of Special Awards: <ul style="list-style-type: none"> <li>• Top 5 Best in AI Challenge</li> <li>• Top 10 MYA 2.0 of the Year Awardees</li> </ul>
3:46 p.m. – 3:55 p.m.	Closing Message  <b>Ms. Sheryll T. Gayola</b> Schools Division Superintendent Schools Division Office of Pasig City
3:56 p.m. – 4:00 p.m.	Acknowledgement and Photo Opportunity
4:01 p.m. – 5:00 p.m.	Exit of Participants

## **Annex C.**

### **Parental Consent and Waiver Form**

I, \_\_\_\_\_, as the parent or legal guardian of \_\_\_\_\_, hereby acknowledges that I have been informed of the details of the conduct of the **Microsoft Youth Ambassadors (MYA) 2.0 Program Graduation Ceremony on January 27, 2024 at Tanghalang Rizal, Rizal High School, Pasig City.**

I understand that the Office of the Assistant Secretary for Operations (OASOPS), through the Bureau of Learner Support Services–Learner Formation Division (BLSS-LFD) of the Department of Education shall implement the minimum public health standards set by the government to minimize the risk of the spread of COVID-19, but it cannot guarantee that my child may not be infected with COVID-19 given that it is highly contagious.

I understand that my child's in-person attendance in the event will include associating with teachers, fellow learners and school personnel, and other persons inside and outside of the school that may put my child at risk of COVID-19 transmission, notwithstanding the precautions undertaken by the implementing team.

#### **Voluntary Participation**

I acknowledge that my child's participation in this activity is completely voluntary. My child may decline to participate or withdraw from participation at any time for any reason. Declining or withdrawal of participation will not result in any penalty or loss of benefits or reduction of any basic right to which my child is entitled. While there remains the risk of possible COVID19 transmission to my child/ren, and to the members of my household, I freely assume the said risk and I permit my child/ren to attend this activity.

#### **Exclusion (Limitations/Ineligibility)**

I am aware that symptoms of COVID-19 include, but are not limited to, fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, the new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, and diarrhea.

I confirm that my child currently has none of those symptoms, and is in good health. I will not allow my child to physically go to the event if my child or any member of my household develops any of the said symptoms or any other symptoms of illness that may or may not be related to COVID-19. I will also inform the school/division and not allow my child to attend the event if my child or any of my household members tests positive for COVID-19. My child/ren and I, with my household members, will follow the required health and safety protocols and procedures adopted by the school and our community.

**Documentation**

I confirm that I give full permission in any recording or picture taken of my child during the conduct of this event and to use some or all of my child’s images/ contribution/ performance in any publication (including electronic publications such as film or website) created by or for the BLSS-LFD and its program partners and to release this material to the official platforms of the Department and Microsoft Philippines.

**Confidentiality**

I am aware that any information that will be given during the activity will be kept strictly confidential, and personal information will be treated in accordance with the Data Privacy Act of 2012. I am assured that the information about my child will not be shared outside of the implementation team. My child’s name will not be used when data from this activity will be analyzed.

I hereby confirm that I agree and understand the commitment of my child as a participant. I also understand and will support my child’s endeavor to meet the expectations, guidelines, and responsibilities to his/her fellow participants and to DepEd.

To the extent allowed by law and rules, I hereby agree to waive, release, and discharge any and all claims, causes of action, damages, and rights against the school/division and its personnel as well as officials and personnel of the Department of Education relative to the conduct of the activity.

With full understanding, I – on behalf of myself, my household members, and my child/ren – hereby freely and voluntarily give my consent to my child’s participation in the activity on January 27, 2024. I also attest that I had sought the views of my child and he/she has expressed willingness to participate in the activity.

**CONTACT DETAILS FOR QUESTIONS OR PROBLEMS**

For any concerns or clarification, you may contact the Bureau of Learner Support Services–Learner Formation Division (BLSS–LFD) through the email address at [blss.lfd@deped.gov.ph](mailto:blss.lfd@deped.gov.ph).

<p>_____</p> <p>Signature of Parent/Guardian over Printed Name</p>	<p>_____</p> <p>Contact Details (Mobile Number)</p>
<p>_____</p> <p>Name of Child</p>	<p>_____</p> <p>Date</p>

*\* Please submit this form to your Division Youth Formation Coordinator (YFC) prior to the participation on the event.*

36	IV-A	Batangas	Cerrillo, Scyrill Marie	Technical Committee Member
37	IV-A	Batangas	Cruz, Jenean Alexa	Secretariat Committee Member






Republic of the Philippines  
**Department of Education**  
**OFFICE OF THE ASSISTANT SECRETARY FOR OPERATIONS**  
**BUREAU OF LEARNER SUPPORT SERVICES**  
School Health Division | School Sports Division | Youth Formation Division

OM-OASOPS-2023-01\_\_

**MEMORANDUM**

**FOR :** Regional Directors  
Minister, Basic, Higher, and Technical Education, BARMM  
Regional and Division Youth Formation Coordinators  
Schools Division Superintendents  
All Others Concerned

**FROM :**   
ROVIN JAMES F. CANJA  
Project Development Officer IV  
Officer-in-Charge  
Office of the Assistant Secretary for Operations

**SUBJECT :** MICROSOFT YOUTH AMBASSADORS (MYA) 2.0  
PROGRAM GRADUATION CEREMONY

**DATE :** December 22, 2023

The Office of the Assistant Secretary for Operations (OASOPS), through the Bureau of Learner Support Services-Learner Formation Division (BLSS-LFD), *transitioning from Youth Formation Division*, hereby announces the **hybrid** conduct of the **Microsoft Youth Ambassadors (MYA) 2.0 Program Graduation Ceremony** on **Saturday, January 27, 2024** from 8:00 a.m. to 5:00 p.m.

In partnership with Microsoft Philippines and the Schools Division Office of Pasig City, this year's graduation ceremony will be held at **Tanghalang Rizal, Rizal High School, Pasig City**, while **Microsoft Teams** will be used as the virtual platform for those who will participate online.

This activity aims to:

- a. acknowledge learners who have successfully met the requirements for program completion;
- b. recognize outstanding learners who have excelled during the conduct of Train the Trainer sessions and the Capstone Program; and

**Annex D.**

**Microsoft Youth Ambassador (MYA) Fellows**

No.	Region	Division	Name	Classification
1	I	San Carlos City	Arguel, Rolly B. Jr.	Technical Committee Member
2	I	Dagupan City	Cabalde, Mile Ruth Kobe	Technical Committee Member; <b>Capstone Mentor</b>
3	I	San Carlos City	Cayabyab, Jason T.	Creative Development Team Member; <b>Capstone Mentor</b>
4	I	La Union	Inggo, Arbel Russ L.	Technical Committee Member
5	II	Santiago City	Casil, Ralph B.	Creative Development Team Member
6	II	Cauayan City	Flores, Cyrill Abegail	Program Committee Member
7	II	Nueva Vizcaya	Hernaez, Shevana Jairah	Creative Development Team Member
8	II	Cauayan City	Martin, Angel A.	Creative Development Team Member; <b>Capstone Mentor</b>
9	II	Santiago City	Ongcuangco, Ronel Isaac	Technical Committee Member
10	II	Nueva Vizcaya	Pidut, Eiven Rea Shamyl	Technical Committee Member
11	III	Malolos City	Acebedo, Jezer James M.	Secretariat Committee Member
12	III	Science City of Muñoz	Acosta, Rica Joy Denisse S.	Program Committee Member
13	III	Nueva Ecija	Avenido, Raven Joy	Program Committee Member; <b>Capstone Mentor</b>
14	III	Bulacan	Batis, Glen Justine P.	Creative Development Team Member; <b>Capstone Mentor</b>
15	III	Tarlac City	Cabenta, Mercy T.	Program Committee Member
16	III	Malolos City	Cruz, Christina C.	Program Committee Member
17	III	Angeles City	Dayrit, Eurish Audrey Q.	Program Committee Member; <b>Capstone Mentor</b>
18	III	Bulacan	De Castro, Raphael M.	Technical Committee Member; <b>Capstone Mentor</b>
19	III	San Jose City	Dela Cruz, Ma. Kristine Joy D.G.	Program Committee Member
20	III	Olongapo	Fermantez, Rod Isaiah Callo	Creative Development Team Member; <b>Capstone Mentor</b>
21	III	Aurora	Gata, Ma Eugenie Yvette M.	Technical Committee Member
22	III	Olongapo City	Jallorina, Lady Charlynnne	Program Committee Member; <b>Capstone Mentor</b>
23	III	Olongapo City	Jallorina, Lady Mella	Secretariat Committee Member; <b>Capstone Mentor</b>
24	III	Bulacan	Jimenez, Jhanna Bea Y.	Secretariat Committee Member; <b>Capstone Mentor</b>
25	III	Gapan City	Mallare, Jhanver	Program Committee Member
26	III	Zambales	Mercado, Daniel Ace B.	Secretariat Committee Member; <b>Capstone Mentor</b>
27	III	Angeles City	Nucum, Kyran Churchille S.	Secretariat Committee Member; <b>Capstone Mentor</b>
28	III	San Jose del Monte	Omac, France Ann C.	Secretariat Committee Member
29	III	San Jose del Monte	Paca, Alexander Shawn R.	Creative Development Team Member; <b>Capstone Mentor</b>
30	IV-A	Lucena City	Albano, Joey S.	Creative Development Team Member
31	IV-A	Batangas	Alvarez, Vea Angelle A.	Secretariat Committee Member
32	IV-A	Sta. Rosa City	Ariola, Revirae Camil	Program Committee Member
33	IV-A	Batangas	Batronel, Sunshine Jade B.	Creative Development Team Member; <b>Capstone Mentor</b>
34	IV-A	Batangas	Caraig, Shaine Dela Cruz	Secretariat Committee Member
35	IV-A	Calamba City	Castillo, Jomari	Creative Development Team Member
36	IV-A	Batangas	Cerillo, Scyrill Marie	Technical Committee Member
37	IV-A	Batangas	Cruz, Jenean Alexa	Secretariat Committee Member



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## Department of Education

OFFICE OF THE ASSISTANT SECRETARY FOR OPERATIONS  
BUREAU OF LEARNER SUPPORT SERVICES  
School Health Division | School Sports Division | Youth Formation Division

OM-OASOPS-2023-01\_\_

### MEMORANDUM

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ROVIN JAMES F. CANJA  
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In this regard, the OASOPS hereby requests all Youth Formation Coordinators (YFCs) to provide technical assistance to all MYAs to ensure maximum participation in the aforementioned activity.

Moreover, all travel and other related expenses incurred by all participants in this activity can be charged to local funds, Program Support Funds, or to the School MOOE, subject to the usual accounting and auditing rules and regulations. For your reference, kindly see **Annexes A-D** for the **Graduation Ceremony General Guidelines, Program of Activities, Parental Consent and Waiver Form, and List of Microsoft Youth Ambassador (MYA) Fellows.**

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