



Republic of the Philippines  
**Department of Education**  
 REGION IV-A CALABARZON  
 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

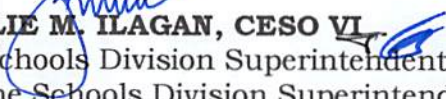
03 FEB 2022

DIVISION MEMORANDUM

No. 071 s. 2022**PROJECT B.T.S.: TECH EPISODES**

To: OIC-Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Heads, Public Elementary and Secondary Schools  
 All Others Concerned

1. Relative to **OUA Memo 00-0122-0160**, this Office informs the field on the conduct of series Project B.T.S.: Tech Episodes every Friday from **February 4 to April 8, 2022** at **3:00 to 3:30pm** via DepEd Tayo-Youth Formation official FB Page.
2. Target participants to this series of activity are all students from **Grade 5 to 12** with internet connectivity. Students are requested to pre-register at [www.blssyfd.weebly.com](http://www.blssyfd.weebly.com) and activate their Microsoft accounts.
3. SPG and SSG Advisers are encouraged to monitor the participation of students in their respective schools every Friday and provide updates to Division YFC on the number of participation of learners.
4. Attached is OUA Memo for more information.
5. Immediate dissemination of this Memorandum is desired.

  
**GERLIE M. ILAGAN, CESO VI**  
 Assistant Schools Division Superintendent  
 OIC-Office of the Schools Division Superintendent



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Republika ng Pilipinas

## Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-0122-0160**

**MEMORANDUM**

31 January 2022

For: **Regional Directors and BARMM Education Minister  
Schools Division Superintendents  
Regional and Division Youth Formation Coordinators  
School Heads, Public and Private Secondary Schools  
Academic-Related and Co-Curricular Clubs and  
Organizations  
All Others Concerned**

Subject: **PROJECT B.T.S: TECH EPISODES**

The Office of the Undersecretary for Administration (OUA), through the Bureau of Learners Support Services–Youth Formation Division (BLSS- YFD) in partnership with Microsoft Philippines, will conduct a series of **Project B.T.S: Tech Episodes every Friday from 04 February to 08 April 2022 at 3:00-3:30 p.m.** via the DepEd Tayo–Youth Formation official Facebook page.

This event aims to empower students by equipping them with the tools and the knowledge they need to adapt to every learning modality; provide the full benefits of their Microsoft account and how to get them; provide guidance on best practices in using Microsoft applications; and recognize the learners and their use of the tools for their growth.

In this light, the OUA requests all Regional Directors and Schools Division Superintendents—through their respective Youth Formation Coordinators (YFCs)—to ensure the maximum participation of **all students from Grades 5 to 12** with internet connectivity in the said series.

All regional and division Information Officers are hereby requested to share the live event on their regional and division Facebook pages. All students shall pre-register at [www.blssyfd.weebly.com](http://www.blssyfd.weebly.com) and activate their Microsoft accounts. Also, the NFSSG and all elected officers in the Student Government and other Academic-Related and Co- Curricular Clubs and Organizations must uphold specific program responsibilities. For more details, please refer to **Annexes A and B**.



### Office of the Undersecretary for Administration (OUA)

*[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]*

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There will be ten (10) episodes to be conducted with different topics which may change if deemed necessary. Kindly refer to the schedule below for your reference:

EP	Student Benefit	Target Date
1	Microsoft Teams	February 4, 2022
2	Microsoft OneNote	February 11, 2022
3	Microsoft PowerPoint and Sway	February 18, 2022
4	Microsoft OneDrive	February 25, 2022
5	Windows 11	March 4, 2022
6	Microsoft Word	March 11, 2022
7	Microsoft Whiteboard	March 18, 2022
8	Microsoft Excel	March 25, 2022
9	Minecraft: Education Edition	April 1, 2022
10	Mobile Versions of M365 apps	April 8, 2022

For clarifications, questions, or concerns on the event, please contact Mr. Adolf P. Aguilar, Chief of BLSS-YFD, at 0919 093 4914 or email at [blss.yfd@deped.gov.ph](mailto:blss.yfd@deped.gov.ph).

For immediate and appropriate action.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



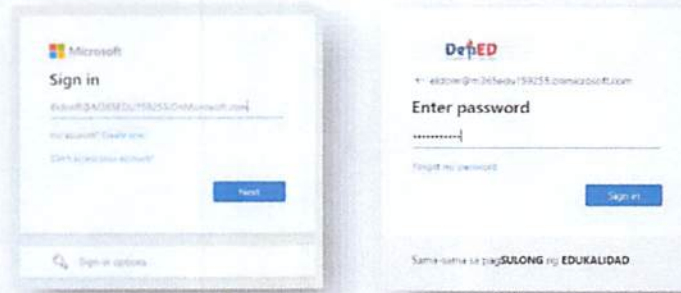
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## Annex A

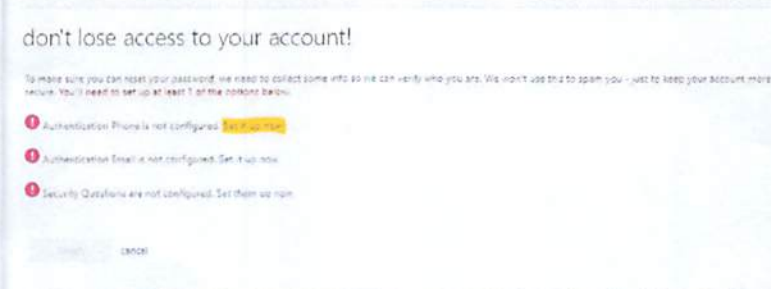
### How to Activate Your Microsoft Account

**STEP 1:** Makipag-ugnayan sa inyong paaralan upang ibigay ang inyong Microsoft 365 account. Sa inyong pagtanggap, pumunta sa **office.com** at mag log-in gamit ang inyong username at password.

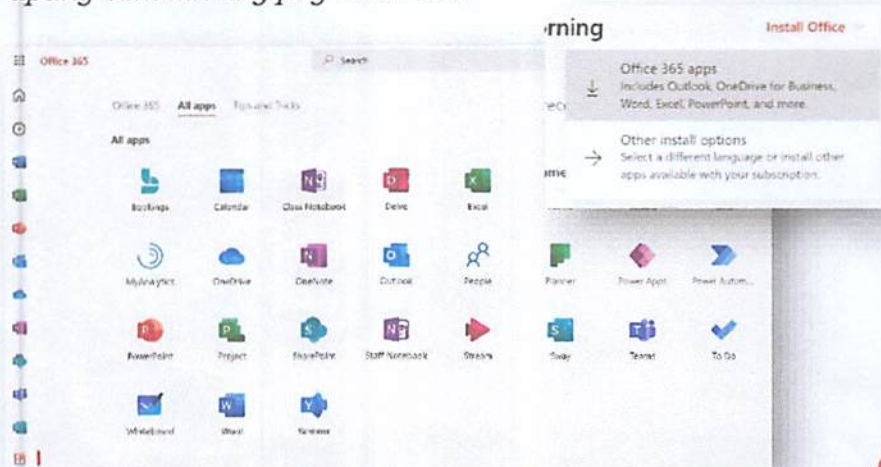


**STEP 2:** Palitan ang inyong temporary password at i-confirm ito.

**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.





## Annex B

### Action from Participants

#### 1. Before the event

- a. Learners to activate their Microsoft account.
- b. Register thru <https://blssyfd.weebly.com/registration.html>
- c. The NFSSG and all elected officers in the Student Government and other Academic-Related and Co-Curricular Clubs and Organizations must join the Facebook group in this link: [www.facebook.com/groups/depedtechstudentleaders/](http://www.facebook.com/groups/depedtechstudentleaders/) where they may provide feedback, ask questions, get announcements, and share their stories of student growth and tech development in their respective divisions.

#### 2. During the event

- a. All learners to join the Facebook live event.
- b. All learners to share the Facebook live event on their profiles.

#### 3. After the event

- a. Modules and other learning materials will be provided at the end of each webinar for the benefit of the learners.
- b. Learners will apply their learnings by following the provided instructions given at the end of each webinar.
- c. The NFSSG and all elected officers in the Student Government and other Academic-Related and Co-Curricular Clubs and Organizations will apply their learnings by following provided instructions and incorporating it in their planned activities and programs in areas applicable (Instructions to be discussed internally at the end of each webinar.)
- d. The NFSSG and all elected officers in the Student Government and other Academic-Related and Co-Curricular Clubs and Organizations will provide feedback, recommendations, and share their own stories of the advancement of technology in their schools and division (as deemed necessary) to ensure growth. They may share these in the internal group.

**For questions, please reach out to:**

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