OUA MEMO 00-0921-0209
MEMORANDUM
20 September 2021

For: Regional Directors and BARMM Education Minister
Schools Division Superintendents
Regional and Division Youth Formation Coordinators
Regional and Division Information Technology Officers
School Heads and School ICT Coordinators
Teacher-Advisers
(Supreme Student Government and
Supreme Pupil Government)
All Others Concerned

Subject: ADDENDUM TO OUA MEMORANDUM NO. 00-0921-0171
REGARDING PROJECT B.T.S: A BALIK ESKWELA
DIGITAL LITERACY STARTER PACK

In line with the Office of the Undersecretary for Administration (OUA)
Memorandum No. 00-0921-0171 titled Project B.T.S: A Balik Eskwela Digital
Literacy Starter Pack, the OUA through the Bureau of Learner Support Services–
Youth Formation Division (BLSS-YFD) and Information and Communications
Technology Service (ICTS), in partnership with Microsoft Philippines, provides the
following additional details on the said activity/campaign:

1. On 21 September 2021, Youth Formation Coordinators (YFCs) are
   expected to attend a special session on Operating MS Teams Live
   Events. This activity, which will be conducted by Mr. Kristian Catahan
   of Microsoft Philippines, will run from 3:00 to 5:00 p.m. via Microsoft

2. All Division Information Technology Officers (ITOs) must create their live
   event link to enable the participation of teachers and learners. The link
   must be sent via blss.yfd@deped.gov.ph not later than 22 September
   2021. Please refer to Annex A for more details.

3. YFCs will facilitate the event alongside Division ITOs and other division
   officers. The Schools Division Office (SDO) will provide the necessary
   technical support to ensure the success of the event.
4. All Regional and Division ITOs, School Heads, and School ICT Coordinators are directed to ensure the complete distribution of ICTS-issued DepEd O365 accounts to all learners, teaching and non-teaching personnel before 30 September 2021.

5. All Division ITOs, Information Officers, School Heads, and School ICT Coordinators shall ensure participation of all learners and teachers in the event by sharing the Teams attendee link provided per division. All learners and teachers must log-in via https://teams.microsoft.com/ to access their Teams app and view the event. Please refer to Annex B for details.

6. To help promote the event, the BLSS-YFD has released promotional materials at (DepEd Tayo - Youth Formation - Posts | Facebook) . In this regard, all concerned are directed to provide the necessary support in the promotion of the event.

7. There will be a Technical Rehearsal on 27 September 2021 at 2:00 p.m. – 4:00 p.m. via Microsoft Teams (https://bit.ly/3kieFa9). All involved ITOs and YFCs are required to attend the dry run of the virtual event. All necessary technical requirements will be run and tested on the said date.

8. Further, all Division ITOs and YFCs shall join the official live event on 01 October 2021 at 2:00 – 4:00 p.m. via Microsoft Teams (https://bit.ly/3AC3G1f).

For more information, questions or concerns on this subject, please contact Mr. Adolf P. Aguilar, Chief of the BLSS-YFD, through 0915 566 9717 or email at blss.yfd@deped.gov.ph.

For immediate dissemination and compliance.

ALAIN DEL B. PASCUA
Undersecretary
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.