



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
GATE 2, KARANGALAN VILLAGE  
1900 CAINTA, RIZAL



27 September 2021

**Regional Memorandum**

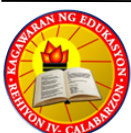
**REITERATION ON DEPED OUA MEMO 00-0921-0171 ENTITLED  
PROJECT B.T.S.: A BALIK ESKWELA DIGITAL LITERACY STARTER PACK**

To **Schools Division Superintendents**

1. In reference to DepEd OUA Memorandum 00-0921-0171 an activity entitled **PROJECT B.T.S.: A BALIK ESKWELA DIGITAL LITERACY STARTER PACK** will be conducted on October 1, 2021 via MS Teams Live.
2. In order to ensure the smooth flow of the abovementioned undertaking, attached herewith are the Terms of References for the Division Youth Formation Coordinators, Division Information Technology Coordinators and Division Information Officers respectively.
3. For further information, kindly contact Mr. Neil B. Evangelista, Nutritionist-Dietitian II and the Regional Youth Formation Coordinator through email at [neil.evangelista@deped.gov.ph](mailto:neil.evangelista@deped.gov.ph) or through mobile at +63947-299-8999.
4. Immediate dissemination of this Memorandum is earnestly desired.

  
**FRANCIS CESAR B. BRINGAS**  
Regional Director  


essd/nbe



**"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"**

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Enclosure A. **TERMS OF REFERENCE**

**A. DIVISION YOUTH FORMATION COORDINATORS**

- Disseminate information to the participants regarding the conduct of activity
- Select participants to the online activity preferably with access to internet
- Promote Microsoft YFD Programs

**B. DIVISION INFORMATION TECHNOLOGY OFFICERS**

- Provide assistance to learners and teachers in relation to creation of DepEd 0365 account.
- Assist teachers and learners in logging-in to MS Teams
- Facilitate the streaming of the actual live event on October 1 via MS Teams

**C. DIVISION INFORMATION OFFICERS**

- Share the actual live event on October 1 via Division DepEd Facebook pages.