

Republic of the Philippines  
**Department of Education**  
**REGION IV-A CALABARZON**



ESSD-URM-2024-10

15 January 2024

**Unnumbered Memorandum**

**ADDENDUM TO UNNUMBERED MEMORANDUM RE:  
MICROSOFT YOUTH AMBASSADOR (MYA) 2.0  
PROGRAM GRADUATION CEREMONY**

To: **Schools Division Superintendents and Division Youth Formation Coordinators of Antipolo City City, Bacoar City, Batangas Province, Calamba City, Cavite, Lipa City, Lucena City, Rizal and Sta. Rosa City**

1. Relative to the Unnumbered Memorandum re: *Microsoft Youth Ambassador (MYA) 2.0 Program Graduation Ceremony* dated January 2, 2024<sup>1</sup>, this office hereby issued the following additional list of Region IV-A Microsoft Youth Ambassador (MYA) 2.0 Fellows.

No	Region	Division	Name	Position/ Designation
10.	IV A	Batangas	De Torres, Kristine P.	Creative Development Team Member, Capstone Member
11.	IV-A	Lucena City	Dineros Don Aelar R.	Technical Committee Member Capstone Member
12.	IV-A	Batangas	Domanico Dorothy Anne R.	Secretariat Committee Member
13	IV-A	Batangas	Eronico, Angelo Mae A.	Creative Development Team Member,
14	IV-A	Cavite	Hular, Kenneth C.	Secretariat Committee Member, Capstone Member
15	IV-A	Batangas	Lagus, Sheena Faith C.	Technical Committee Member
16	IV-A	Batangas	Landicho, James Mikhail	Program Committee Member
17	IV-A	Batangas	Malaluan, Margaret Loraine T	Secretariat Committee Member Capstone Member
18	IV-A	Rizal	Mercado Rychele Ann	Technical Committee Member

<sup>1</sup> Microsoft Youth Ambassador (MYA) 2.0 Program Graduation Ceremony  
03/ROE3

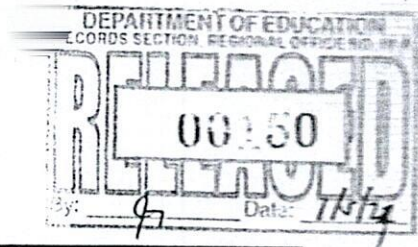
19	IV-A	Cavite	Palaruan , Jaime Jr. J	Program Committee Member
20	IV-A	San Pablo	Panting, Dylan Alexis G.	Creative Development Member
21	IV-A	Biñan City	Perilla, Prince RJ. A.	Creative Development Member
22	IV-A	Lipa City	Reyes Angel, Tricia Mae	Secretariat Committee Member
23	IV-A	Batangas	Reynon, John Luke	Program Member, Capstone Member
24	IV-A	Rizal	Robles, John Christian	Program Member, Capstone Member
25	IV-A	Rizal	Sarmiento, Jordan N.	Program Committee Member
26	IV-A	Batangas	Seminlano Mark	Technical Committe Member

2. Other provisions in the previous memorandum are still in effect.
3. For further details, you may contact Ramil G. Ginete, Project Development Officer IV of the Education Support and Services Division via email at [essd.calabarzon@deped.gov.ph](mailto:essd.calabarzon@deped.gov.ph) or the telephone number (02) 8682-2114 local 430.
4. Immediate dissemination of this Memorandum is desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
 Regional Director



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



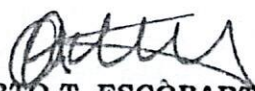


Unnumbered Memorandum

January 2, 2024

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

To: **Schools Division Superintendents and Youth Formation Coordinators of Antipolo City, Bacoar City, Batangas Province, Calamba City, Lucena City, Rizal and Sta. Rosa City**

1. Relative to the DepEd Unnumbered Memorandum dated December 22, 2023<sup>1</sup>, this Office, through the Education Support Services Division (ESSD), reiterates the hybrid conduct of the *Microsoft Youth Ambassadors (MYA) 2.0 Program Graduation Ceremony* on January 27, 2024, Saturday, From 8:00 AM to 5:00 PM.
2. Anent to this, the ESSD hereby requests all Youth Formation Coordinators (YFCs) to provide technical assistance to all MYAs to ensure maximum participation in the aforementioned activity.
3. 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 Region IV-A Calabarzon Microsoft Youth Ambassador (MYA) Fellows and Successful Graduates.
4. 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 usual accounting and auditing rules and regulations.
5. For more information or queries, please contact Ramil G. Ginete, Project Development Officer IV of the Education Support Services Division at (02) 8682 - 2114 local 430.
6. Immediate dissemination of this Memorandum is desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director  

<sup>1</sup> Microsoft Youth Ambassadors (MYA) 2.0 Program Graduation Ceremony

03/ROE3



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
Email Address: region4a@deped.gov.ph  
Website: depedcalabarzon.ph



## Annex D.

## Microsoft Youth Ambassador (MYA) Fellows

NO.	REGION	DIVISION	NAME	POSITION/DESIGNATION
1	IV-A	Lucena City	Albano Joey S.	Creative Development Team Member
2	IV-A	Batangas	Alvarez, Vea Angelie A.	Secretariat Committee Member
3	IV-A	Sta. Rosa City	Ariola Revirae Camil	Program Committee Member
4	IV-A	Batangas	Batronel, Sunshine Jade B.	Creative Development Team Member, Capstone Mentor
5	IV-A	Batangas	Caraig, Shaine Dela Cruz	Secretariat Committee Member
6	IV-A	Calamba City	Castillo, Jomari	Creative Development Team Member
7	IV-A	Batangas	Cerillo, Scyrill Marie	Technical Committee Member
8	IV-A	Batangas	Cruz, Jenean Alexa	Secretariat Committee Member
9	IV-A	Calamba City	Villarias, Jenny Rose	Technical Committee Member

## List of Region IV-A Successful Graduates

NO.	REGION	DIVISION	SCHOOL	NAME
1	IV-A	Antipolo City	Antipolo City National Science and Technology HS	Cervantes, Sydney Vancouver
2	IV-A	Antipolo City	Antipolo City National Science and Technology HS	Quitoriano, Patrick DC
3	IV-A	Antipolo City	Antipolo City National Science and Technology HS	Olivo, Jan Xerohj
4	IV-A	Bacoor City	SHS within Bacoor Elementary School	Sadicon, Jhane Rose U.
5	IV-A	Batangas	Batangas State University - JPLPC Malvar Campus	Basco, Asher M.
6	IV-A	Batangas	Taysan San Jose Integrated National HS	Abenido, Geneva O.
7	IV-A	Batangas	Taysan San Jose Integrated National HS	Mendoza, Raqui Ren
8	IV-A	Batangas	Balayan Senior High School	Dacullo, Rhayzel Anne
9	IV-A	Rizal	Cainta Senior High School	Lemente, Ken Mark

### 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).

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

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