



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0921-0309
MEMORANDUM
28 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)
Class Advisers
All Others Concerned

Subject: **PROJECT B.T.S: AN ONLINE TRAINING FOR
ALL STUDENTS AND TEACHERS**

The Office of the Undersecretary for Administration (OUA) through the Bureau of Learner Support Services – Youth Formation Division (BLSS-YFD) and the Information and Communications Technology Service (ICTS), in partnership with Microsoft Philippines, will conduct an online training for all students and teachers on the use of Office 365 accounts. This will be part of *Project B.T.S: A Balik Eskwela Digital Literacy Starter Pack*. The activity will be held on **01 October 2021, Friday**, at **2:00 – 4:00 p.m.** via **Microsoft Teams**.

This activity aims to capacitate students and teachers on the maximum use of Microsoft tools to improve productivity in teaching and learning.

In this light, the OUA requests all class advisers to disseminate this information to as many learners as possible and encourage their participation to the said training. Participants may join through the link that will be provided by their respective Division Youth Formation Coordinators (YFCs). This link will also be available online at <https://blssyfd.weebly.com/virtual-events.html>. Further, the training may be streamed live via the following Facebook pages:

1. <https://www.facebook.com/DepartmentOfEducation.PH>
2. <https://www.facebook.com/depedtayo>
3. <https://www.facebook.com/DepEdTayoYouthFormation>



Office of the Undersecretary for Administration (OUA)

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

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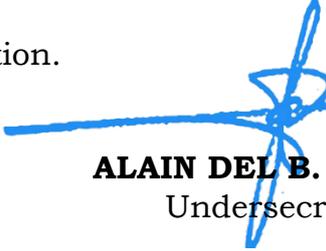
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School heads, teachers and students in elementary and high school may pre-register at www.blssyfd.weebly.com **not later than 30 September 2021.**

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 action and dissemination.



ALAIN DEL B. PASCUA
Undersecretary



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