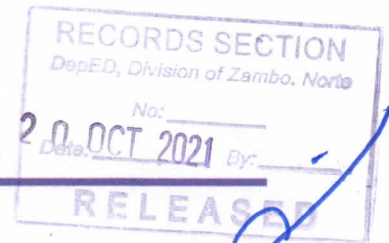




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Advisory
No. 210 s. 2021

To: Public School District Supervisors/ Principals In-Charge of the District
School Heads of Elementary and Secondary Schools
District Student Activity Coordinators
Supreme Student/Pupil Government (SPG/SSG) Teacher-Advisers
All others concerned

From:  **MA. LIZA R. TABILON EdD, CESO V**
Schools Division Superintendent

Subject: PARTICIPATION TO B.T.S. 2.0: A BALIK ESKWELA DIGITAL LITERACY
STARTER PACK

Date: October 19, 2021

1. In line with empowering DepEd learners to access and use Office 365 and be trained on the latest productivity tools and enhanced their digital skills for learning, the Office of the Undersecretary of Administration (OUA) through the Bureau of Learner Support Services-Youth Formation Division (BLSS-YFD) will relaunch the **Project "Be Techie in School" (BTS) 2.0: A Balik Eskwela Digital Literacy Starter Pack** on **Friday, 22 October 2021 at 2:00-4:00 p.m.** The event will be livestreamed via **DepEd Philippines, DepEd Tayo** and **DepEd Tayo-Youth Formation** official Facebook pages.
2. All teachers and learners with internet connectivity are hereby directed to participate the aforesaid activity. School heads shall ensure the information about the live event are disseminated to all its constituents. Activity details are presented in the enclosures.
3. For queries and concerns, you may contact the Division Youth Formation Section through 0917142 2344 or email at yfs.zdn@deped.gov.ph
4. Widest dissemination and compliance of this Advisory is directed.

Enclosure: Annex A. Project B.T.S. 2.0: A Balik Eskwela Digital Literacy Starter Pack Activity Briefer
Account Activation and Team Login (Instructions for all DepEd users with M365 accounts)

Reference:

- OUA Memo 00-1021-0120, s. 2021

SGODYFS-jlp-eksl-lmc/Project B.T.S. Digital Literacy/ADV030-2021/10192021

N-avigating
O-pportunities to
R-eengineer for
T-ransformation &
E-mpowerment



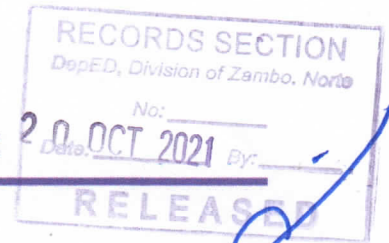
Capitol Drive, Estaka, Dipolog City, 7100
Tel No.: (065) 212-5843
e-mail address: zn.division@deped.gov.ph



"Be and Do Much Better Each Day
with a
Sense of Urgency"



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Advisory
No. 210 s. 2021

To: Public School District Supervisors/ Principals In-Charge of the District
School Heads of Elementary and Secondary Schools
District Student Activity Coordinators
Supreme Student/Pupil Government (SPG/SSG) Teacher-Advisers
All others concerned

From:  **MA. LIZA R. TABILON EdD, CESO V**
Schools Division Superintendent

Subject: PARTICIPATION TO B.T.S. 2.0: A BALIK ESKWELA DIGITAL LITERACY
STARTER PACK

Date: October 19, 2021

1. In line with empowering DepEd learners to access and use Office 365 and be trained on the latest productivity tools and enhanced their digital skills for learning, the Office of the Undersecretary of Administration (OUA) through the Bureau of Learner Support Services-Youth Formation Division (BLSS-YFD) will relaunch the **Project "Be Techie in School" (BTS) 2.0: A Balik Eskwela Digital Literacy Starter Pack** on **Friday, 22 October 2021 at 2:00-4:00 p.m.** The event will be livestreamed via **DepEd Philippines, DepEd Tayo** and **DepEd Tayo-Youth Formation** official Facebook pages.
2. All teachers and learners with internet connectivity are hereby directed to participate the aforesaid activity. School heads shall ensure the information about the live event are disseminated to all its constituents. Activity details are presented in the enclosures.
3. For queries and concerns, you may contact the Division Youth Formation Section through 0917142 2344 or email at yfs.zdn@deped.gov.ph
4. Widest dissemination and compliance of this Advisory is directed.

Enclosure: Annex A. Project B.T.S. 2.0: A Balik Eskwela Digital Literacy Starter Pack Activity Briefer
Account Activation and Team Login (Instructions for all DepEd users with M365 accounts)

Reference:
- OUA Memo 00-1021-0120, s. 2021

SGODYFS-jlp-eksl-lmc/Project B.T.S. Digital Literacy/ADV030-2021/10192021

N-avigating
O-pportunities to
R-eengineer for
T-ransformation &
E-mpowerment



Capitol Drive, Estaka, Dipolog City, 7100
Tel No.: (065) 212-5843
e-mail address: zn.division@deped.gov.ph



"Be and Do Much Better Each Day
with a
Sense of Urgency"

PROGRAM FLOW

TIME STAMP	PROGRAM
1:30 - 2:00 PM	Pre-event is open
2:00 - 2:15 PM	National Anthem & Prayer Welcome Message <i>Dir. Abram Abanil</i> Director IV, ICTS DepEd Words of Inspiration <i>USec. Alain Del B. Pascua</i> Undersecretary for Administration DepEd
2:15 - 3:15 PM	Overview of O365, Microsoft Teams, Activation of Learners account <i>Kristian Catahan</i> Customer Success Manager, Microsoft Philippines
3:15 - 3:20 PM	Announcement of Raffle Mechanics – Part 1
3:20 - 3:25 PM	Teaser of Microsoft YFD programs
3:25 - 3:40 PM	Launching of Microsoft-YFD Programs (MYA & Digital Literacy Program) <i>Grace Co</i> Education Programs Manager, Microsoft Philippines <i>Clarissa Segismundo</i> Education Programs Manager, Microsoft Philippines
3:40 - 3:45 PM	Message from Microsoft <i>Joanna Rodriguez</i> Public Sector Lead, Microsoft Philippines
3:45 - 3:55 PM	Closing Message from DepEd YFD <i>Adolf Aguilar</i> Chief, Youth Formation Division DepEd
3:55 - 4:00 PM	Announcement of Raffle mechanics – Part 2



IMPORTANT DATES

Date	Activity	
18 October 2021	Memo release and cascade to Regions, Divisions and Schools	DepEd YFD Central
18 October 2021	Publishing of Project B.T.S. Event poster on DepEd Tayo-Youth Formation Division Facebook page	DepEd YFD Central
19-20 October 2021	All Regions, Divisions, and schools to re-share Project B.T.S. poster on their respective social media pages and to all students	DepEd Regional ITOs DepEd Division ITOs DepEd School Heads DepEd School ICT Coordinators
19-20 October 2021	School Heads, School ICT Coordinators, and teachers to cascade information about Project B.T.S to their classes and students	School Heads School ICT Coordinators Teachers
21 October 2021	Final reminder of School ICT Coordinators and Teachers to students	School ICT Coordinators Concerned Teachers
22 October 2021	Live event broadcast and cross share in Division Facebook pages of SDOs	DepEd YFD Central DepEd Division ITOs

ROLES AND RESPONSIBILITIES

DepEd Youth Formation Division (Central Office)	<ul style="list-style-type: none"> To release the memo and disseminate full information about Project B.T.S. to the Regions and Divisions To publish the Project B.T.S. poster in the DepEd Tayo-Youth Formation Division Facebook page To work alongside Microsoft agency in the test broadcast of the event on their test pages on October 21, 2021. To work alongside Microsoft agency in broadcasting the official Project B.T.S. event on their official DepEd pages on October 22, 2021
Regional Youth Formation Coordinator	<ul style="list-style-type: none"> To take charge of coordinating with Division YFC's in disseminating Project B.T.S. information, and overall management, monitoring, and reporting of live event attendees / views (on social media pages)



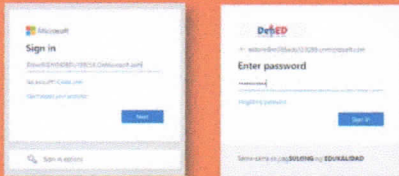
Regional Public Affairs Unit	<ul style="list-style-type: none"> • Shall cross-post the live event from the DepEd Tayo-Youth Formation Facebook Page to their respective DepEd Regional Office FB pages • Provide monitoring and reporting of live event attendees, views, and analytics to DepEd YFD team
Division Information Officers (DIO)	<ul style="list-style-type: none"> • Shall cross share the Project B.T.S. Poster in respective SDO FB pages once released from the central office • Shall share and promote the FB live event of Project B.T.S. in their respective DepEd Tayo <SDO> FB Pages
Division Information Technology Officers (DITO)	<ul style="list-style-type: none"> • Shall coordinate with School ICT Coordinators in expediting the release of available MS 0365 learner accounts. • Provide monitoring and reporting of live event attendees, views, and analytics to DepEd YFD team
Division Youth Formation Coordinators (DYFC)	<ul style="list-style-type: none"> • Shall ensure maximum participation of all teachers and learners in their division and assist in information dissemination. • Shall share and promote the FB live event of Project B.T.S. in their respective division Facebook pages.
School Heads	<ul style="list-style-type: none"> • Will ensure participation of all teachers and learners within their jurisdiction and assist in information dissemination. • Shall coordinate with the School ICT coordinator and Division ITO in the release of MS 0365 accounts of learners
School Information Coordinators	<ul style="list-style-type: none"> • Shall coordinate with the DIO, DYFC, and School Head in the dissemination of information, including publication / re-sharing main poster through their respective school media
School ICT Coordinators	<ul style="list-style-type: none"> • Shall coordinate with Division ITOs in the release of MS 0365 accounts of learners
Teachers	<ul style="list-style-type: none"> • Shall inform the learners in their respective grade level/class of this live event and coordinate with the School ICT Coordinator on the release and dissemination of MS 0365 learners' accounts. • Shall ensure learner participation by instructing them to tune in to their respective SDO Facebook pages live broadcast. • Shall encourage learners to activate their M365 accounts and download Teams to participate in activities to be announced during the event. Please refer to the step-by-step instructions below.



Account Activation and Teams Login (Instructions for all DepEd users with M365 accounts)

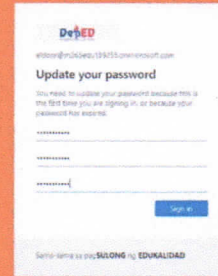
STEP 1

Hintayin na ibigay ng inyong paaralan ang inyong Microsoft 365 account. Sa inyong pagtanggap, pumunta sa office.com at mag log-in gamit ang inyong username at password.



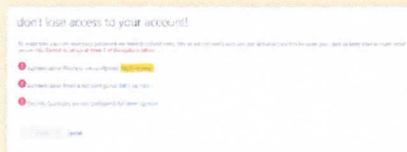
STEP 2

Palitan ang inyong temporary password at i-confirm ito.



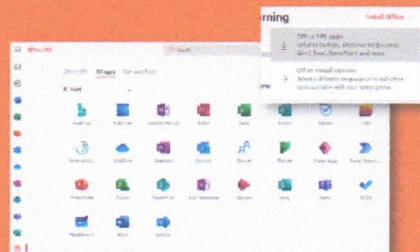
STEP 3

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!



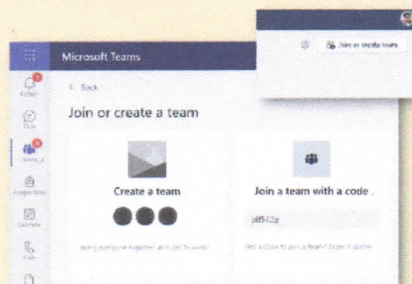
STEP 4

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.



STEP 5

Mag log-in sa teams.microsoft.com at ilagay ang join code ng inyong paaralan upang makasali sa group.



QUAD00-1021-0 120
To authenticate this document,
please scan the QR Code.

