



Republic of the Philippines
Department of Education
 MIMAROPA REGION
 SCHOOLS DIVISION OF MARINDUQUE

Department of Education
 Schools Division Office - Marinduque
RECORDS SECTION
RELEASED
 No. 002846
 Signature: [Signature]
 Date: OCT 12 2023

DIVISION MEMORANDUM

TO: Asst. Schools Division Superintendent
 Chief Education Supervisors
 Public Schools District Supervisors
 Public Secondary School Heads
 All Others Concerned

FROM: 
LYNN G. MENDOZA, EdD
 OIC, Schools Division Superintendent

SUBJECT: MICROSOFT YOUTH AMBASSADORS (MYA) 2.0 CAPSTONE PROJECT IMPLEMENTATION

DATE: October 11, 2023

- Attached is Regional Memorandum No. ESSD-SPP-2023-096 from Dr. Nicolas T. Capulong, CESO III, Regional Director dated September 18, 2023 and OASOPS Memorandum from Dr. Dexter A. Galban, Assistant Secretary for Operations dated September 11, 2023 regarding the Request for Support and Technical Assistance to the Microsoft Youth Ambassadors (MYA) 2.0 Capstone Project Implementation.
- The Schools Division of Marinduque has two successful MYA 2.0 applicants namely, Victor Miguel D. Rodriguez from Landy National High School and Jahnaya Ryza B. Leal from Makapuyat National High School. As part of their requirements in MYA 2.0, they will be conducting Microsoft Youth Ambassadors (MYA) 2.0 Capstone Project to five selected secondary schools in the Schools Division of Marinduque
- In line with this, the following schools are requested to accommodate and provide necessary technical assistance to the Microsoft Youth Ambassadors during their conduct of MYA 2.0 Capstone Project:

Date/Time	School	Target Participants	No. of Participants
October 16, 2023 1:00pm to 3:00pm	Landy National High School	Grades 8-10	80 participants
October 17, 2023 1:00pm to 3:00pm	Makapuyat National High School		
October 18, 2023 1:00pm to 3:00pm	Hupi National High School		
October 19, 2023 1:00pm to 3:00pm	Masaguisi National High School		
October 20, 2023 1:00pm to 3:00pm	Ipil National High School		

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4. Additionally, the said schools are requested to provide the following;
 - Computer Room/Laboratory or any room that can accommodate the target participants;
 - projector and wide screen/monitor; and
 - sound system.
5. Further, all participating learners in the identified schools are reminded to secure Parents' Consent during the conduct of the said activity.
6. Attached are the proposed Program Outline and Parents' Consent form.
7. Immediate dissemination of the contents of this Memorandum is desired.

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Program Outline
MYA Training Schedule (Capstone)

Microsoft Youth Ambassadors: Jahnaya Ryza B. Real, Victor Miguel Rodriguez, SDO Marinduque

Region: IV-B

Date: October 16, 2023

Target Participants: Grades 8-10

Expected Number of Participants: 80

TIME DURATION	TOPIC REFERENCE	DISCUSSANT	VENUE	NOTES
1:00-1:15 PM	Introduction to Microsoft 365 Activation, Ice Breaker	MYA Trainers: Jahnaya Ryza B. Real Victor Miguel D. Rodriguez	Landy National Highschool	Activation of MS 365 for MYA students (a standard part of the DECK)
1:15-2:45 PM	Microsoft Applications: Word, Powerpoint, Teams, Excel	MYA Trainers: Jahnaya Ryza B. Real Victor Miguel D. Rodriguez	Landy National Highschool	Aims to educate and train students about the function, uses, relevance, and of the following MS applications (Word, PPT, Excel, and Teams) for educational purposes
2:45-3:00 PM	Q&A and appreciation	MYA Trainers: Jahnaya Ryza B. Real Victor Miguel D. Rodriguez	Landy National Highschool	To show appreciation to those who participated in the program

Moderator: Jahnaya Ryza B. Real, Victor Miguel D. Rodriguez

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MYA Training Schedule (Capstone)

Microsoft Youth Ambassadors: Jahnaya Ryza B. Real, Victor Miguel Rodriguez, SDO Marinduque

Region: IV-B

Date: October 17, 2023

Target Participants: Grades 8-10

Expected Number of Participants: 80

TIME DURATION	TOPIC REFERENCE	DISCUSSANT	VENUE	NOTES
1:00-1:15 PM	Introduction to Microsoft 365 Activation, Ice Breaker	MYA Trainers: Jahnaya Ryza B. Real Victor Miguel D. Rodriguez	Makapuyat National Highschool	Activation of MS 365 for MYA students (a standard part of the DECK)
1:15-2:45 PM	Microsoft Applications: Word, Powerpoint, Teams, Excel	MYA Trainers: Jahnaya Ryza B. Real Victor Miguel D. Rodriguez	Makapuyat National Highschool	Aims to educate and train students about the function, uses, relevance, and of the following MS applications (Word, PPT, Excel, and Teams) for educational purposes
2:45-3:00 PM	Q&A and appreciation	MYA Trainers: Jahnaya Ryza B. Real Victor Miguel D. Rodriguez	Makapuyat National Highschool	To show appreciation to those who participated in the program

Moderator: Jahnaya Ryza B. Real, Victor Miguel D. Rodriguez

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Program Outline
MYA Training Schedule (Capstone)

Microsoft Youth Ambassadors: Jahnaya Ryza B. Real, Victor Miguel Rodriguez, SDO Marinduque

Region: IV-B

Date: October 18, 2023

Target Participants: Grades 8-10

Expected Number of Participants: 80

TIME DURATION	TOPIC REFERENCE	DISCUSSANT	VENUE	NOTES
1:00-1:15 PM	Introduction to Microsoft 365 Activation, Ice Breaker	MYA Trainers: Jahnaya Ryza B. Real Victor Miguel D. Rodriguez	Hupi National Highschool	Activation of MS 365 for MYA students (a standard part of the DECK)
1:15-2:45 PM	Microsoft Applications: Word, Powerpoint, Teams, Excel	MYA Trainers: Jahnaya Ryza B. Real Victor Miguel D. Rodriguez	Hupi National Highschool	Aims to educate and train students about the function, uses, relevance, and of the following MS applications (Word, PPT, Excel, and Teams) for educational purposes
2:45-3:00 PM	Q&A and appreciation	MYA Trainers: Jahnaya Ryza B. Real Victor Miguel D. Rodriguez	Hupi National Highschool	To show appreciation to those who participated in the program

Moderator: Jahnaya Ryza B. Real, Victor Miguel D. Rodriguez

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Program Outline
MYA Training Schedule (Capstone)

Microsoft Youth Ambassadors: Jahnaya Ryza B. Real, Victor Miguel Rodriguez, SDO Marinduque

Region: IV-B

Date: October 19, 2023

Target Participants: Grades 8-10

Expected Number of Participants: 80

TIME DURATION	TOPIC REFERENCE	DISCUSSANT	VENUE	NOTES
1:00-1:15 PM	Introduction to Microsoft 365 Activation, Ice Breaker	MYA Trainers: Jahnaya Ryza B. Real Victor Miguel D. Rodriguez	Masaguisi National Highschool	Activation of MS 365 for MYA students (a standard part of the DECK)
1:15-2:45 PM	Microsoft Applications: Word, Powerpoint, Teams, Excel	MYA Trainers: Jahnaya Ryza B. Real Victor Miguel D. Rodriguez	Masaguisi National Highschool	Aims to educate and train students about the function, uses, relevance, and of the following MS applications (Word, PPT, Excel, and Teams) for educational purposes
2:45-3:00 PM	Q&A and appreciation	MYA Trainers: Jahnaya Ryza B. Real Victor Miguel D. Rodriguez	Masaguisi National Highschool	To show appreciation to those who participated in the program

Moderator: Jahnaya Ryza B. Real, Victor Miguel D. Rodriguez

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Program Outline
MYA Training Schedule (Capstone)

Microsoft Youth Ambassadors: Jahnaya Ryza B. Real, Victor Miguel Rodriguez, SDO Marinduque

Region: IV-B

Date: October 20, 2023

Target Participants: Grades 8-10

Expected Number of Participants: 80

TIME DURATION	TOPIC REFERENCE	DISCUSSANT	VENUE	NOTES
1:00-1:15 PM	Introduction to Microsoft 365 Activation, Ice Breaker	MYA Trainers: Jahnaya Ryza B. Real Victor Miguel D. Rodriguez	Ipil National Highschool	Activation of MS 365 for MYA students (a standard part of the DECK)
1:15-2:45 PM	Microsoft Applications: Word, Powerpoint, Teams, Excel	MYA Trainers: Jahnaya Ryza B. Real Victor Miguel D. Rodriguez	Ipil National Highschool	Aims to educate and train students about the function, uses, relevance, and of the following MS applications (Word, PPT, Excel, and Teams) for educational purposes
2:45-3:00 PM	Q&A and appreciation	MYA Trainers: Jahnaya Ryza B. Real Victor Miguel D. Rodriguez	Ipil National Highschool	To show appreciation to those who participated in the program

Moderator: Jahnaya Ryza B. Real, Victor Miguel D. Rodriguez

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PAHINTULOT

Ako si _____, _____ taong gulang ng
_____, magulang/legal na tagapatnubay ni
_____ na isang mag-aaral sa
_____ ay malugod at kusang pinahihintulutan ang aking
anak/inaalagaan upang makilahok sa
_____ na gaganapin sa (petsa) _____ sa (paaralan)
_____.

Kaugnay nito, pinahihintulutan ko rin ang Kagawaran ng Edukasyon na mangolekta, magproseso at magpost ng mga larawan at personal na impormasyon ng aking anak na naaayon sa *Data Privacy Act of 2012*.

Nilagdaan ngayong ika-_____ ng buwan ng _____ taong _____.

Nagbibigay ng pahintulot,

(Pangalan at Lagda)

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11 October 2023

DR. LYNN G. MENDOZA

Schools Division Superintendent
Schools Division of Marinduque

Thru: MA. CECILIA S. MANAY
Chief Education Supervisor, SGOD

Ma'am:

Warmest greetings!

The Microsoft Youth Ambassadors 2.0 Program of the Department of Education, in partnership with Microsoft Philippines, aims to onboard empowered Filipino learners by promoting the innovative and responsible use of technology in the school and the community, providing learners with access to resources and a variety of opportunities to deepen their knowledge and practice their skills while supporting their curricular and co-curricular activities, and promoting the importance of creating and maintaining a culture of digital citizenship that extends beyond the classroom and the school.

In connection with this, we, the MYA 2.0 Successful Applicants, are required to conduct our own training to impart basic knowledge on topics like Microsoft 365, cybersecurity, digital citizenship, servant leadership, and professional communication skills.

The following are the identified schools in our division to be part of our face-to-face learning sessions:

- Landy National High School: October 16, 2023 – 1:00pm to 3:00pm
- Makapuyat National High School: October 17, 2023 – 1:00pm to 3:00pm
- Hupi National High School: October 18, 2023 - 1:00pm to 3:00pm
- Masaguisi National High School: October 19, 2023 - 1:00pm to 3:00pm
- Ipil National High School: October 20, 2023 - 1:00pm to 3:00pm

Moreover, we would like to respectfully request the issuance of a memorandum for the dissemination of the training schedule. Additionally, we humbly ask the above-mentioned schools to provide room for the said session, preferably a computer room/laboratory with enough chairs for the participants, a projector, wide screen/monitor and a sound system.

Attached herewith are the MYA Training Schedule for more details of the activity and the Office of the Assistant Secretary for Operations Memorandum No. OM-OASOPS 2023-0 for your perusal.

For questions and concerns, please do not hesitate to contact us through (09319462679) or (jahnayaryza051108@gmail.com).

We look forward to your approval and favorable consideration. Your support in this matter would greatly contribute to the success of our initiatives and the overall development of student digital literacy.

Thank you and God bless!

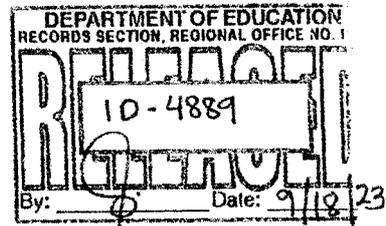
Truly yours,

VICTOR MIGUEL D. RODRIGUEZ
Microsoft Youth Ambassador
SDO MARINDUQUE

JAHNAYA RYZA B. REAL
Microsoft Youth Ambassador
SDO MARINDUQUE



Republic of the Philippines
Department of Education
MIMAROPA REGION



Office of the Regional Director

MEMORANDUM
ESSD-SPP-2023-096

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS

FROM : **NICOLAS T. CAPULONG, PhD, CESO III**
Director IV
Regional Director *[Signature]*

SUBJECT : **REQUEST FOR SUPPORT AND TECHNICAL ASSISTANCE TO THE MICROSOFT YOUTH AMBASSADORS (MYA) 2.0 CAPSTONE PROJECT IMPLEMENTATION**

DATE : **September 18, 2023**

Attached is OASOPS Memorandum from the Office of DR. DEXTER A. GALABAN, Assistant Secretary for Operations dated September 11, 2023 regarding the Request for Support and Technical Assistance to the Microsoft Youth Ambassadors (MYA) 2.0 Capstone Project Implementation, which is self-explanatory.

For information and appropriate action.

ESSD-SPP/LMD



Meralco Avenue corner St. Paul Road, Pasig City
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Republic of the Philippines

Department of Education

OFFICE OF THE ASSISTANT SECRETARY FOR OPERATIONS

BUREAU OF LEARNER SUPPORT SERVICES

School Health Division | School Sports Division | Youth Formation Division

OM-OASOPS-2023-0

MEMORANDUM

FOR : **Minister, Basic, Higher, and Technical Education, BARMM
Regional Directors
Regional and Division Youth Formation Coordinators
Schools Division Superintendents
All Others Concerned**

FROM : 
Dr. DEXTER A. GALBAN
Assistant Secretary for Operations

SUBJECT : **REQUEST FOR SUPPORT AND TECHNICAL ASSISTANCE TO
THE MICROSOFT YOUTH AMBASSADORS (MYA) 2.0
CAPSTONE PROJECT IMPLEMENTATION**

DATE : **September 11, 2023**

The Office of the Undersecretary for Operations (OUOPS), through the Office of the Assistant Secretary for Operations (OASOPS) and the Bureau of Learner Support Services–Youth Formation Division (BLSS-YFD), *transitioning to Learner Formation Division*, will conduct a series of **Microsoft Youth Ambassadors (MYA) Capstone Projects** on **September 18 to November 10, 2023** which will be done on a hybrid setting and will be led by the successful MYA 2.0 participants nationwide.

In partnership with Microsoft Philippines, this program aims to onboard empowered Filipino learners who will represent the Department of Education (DepEd) by promoting the innovative and responsible use of technology in the school and the community, provide learners with access to resources and a variety of opportunities to deepen their knowledge and practice their skills while supporting their curricular and co-curricular activities, and promote the importance of creating and maintaining a culture of digital citizenship that extends beyond the classroom and the school.

As part of the program completion, all MYA 2.0 successful applicants are required to conduct their own training to impart basic knowledge on topics like: *Microsoft 365 applications, Cybersecurity, Digital Citizenship, Servant Leadership and Professional Communication Skills*. Through this, all MYAs shall be able to communicate effectively with their team members and fellow learners to bring out the best possible outputs in technology.

blss-yfd/MGM/09112023



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In this regard, OASOPS would like to respectfully request all levels of governance to provide support and technical assistance to the Microsoft Youth Ambassadors to ensure successful implementation of the activities. All DepEd offices from the Regional Office (RO), Schools Division Office (SDO) and schools, through their respective Regional Youth Formation Coordinators (RYFCs), Division Youth Formation Coordinators (DYFCs), Supreme Secondary Learner Government (SSLG) Teacher-Advisers, and Information and Communications Technology (ICT) Coordinators, are hereby requested to extend their support and assistance by undertaking the following activities, such as but not limited to:

- a. issuing a memorandum to help disseminate this OASOPS memorandum to the different Schools Division Offices (SDOs) and schools;
- b. promoting and sharing of the MYA-related publication materials to existing social media platforms of the office;
- c. providing access to necessary technology platforms and tools for smooth project execution and to reach a wider audience;
- d. assisting MYAs in setting realistic timelines, identifying target schools, and coordinating with various school leaders; and
- e. creating a safe and inclusive environment where MYAs and the learner-participants feel comfortable expressing themselves and their ideas during the capstone projects.

Moreover, the participation of learners in the MYA Capstone Projects is **voluntary**. The activities shall be allowed, provided they are conducted after class hours, when classes are not hampered or disrupted.

For inquiries and concerns, please contact Mr. Rovin James F. Canja, Project Development Officer IV, Officer-in-Charge of the BLSS-LFD at email blss.lfd@deped.gov.ph or on telephone number 8637-9814.

Immediate dissemination and action is advised.