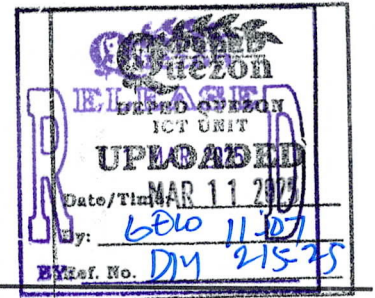




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



7 March 2025

DIVISION MEMORANDUM
DM No. 215, s. 2025

**VIRTUAL WORKSHOP SERIES FOR DISTRICT MICROSOFT
YOUTH AMBASSADORS (DMYAs)**

To: Assistant Schools Division Superintendents
Public Schools District Supervisors
School Heads In-Charge of Learner Formation
Secondary School Heads
All Others Concerned

1. In reference with **OUOPS Memorandum No. 2023-03-2798** titled **Call for Applications to the Microsoft Youth Ambassadors (MYA) Program**, this Office, through the School Governance and Operations Division – Learner Formation Section (SGOD-LFS), shall conduct online sessions for district microsoft youth ambassadors on **March 15, 2025** and **March 22, 2025**. Please see attached enclosures for the list of participants, program, and meeting link.
2. The online activity aims to shape empowered Quezonian learners who possess globally competitive skills and embody the values of being value-driven, career-oriented, culturally rooted, and socially responsible. Specifically, this activity aims to:
 - a. Onboard Quezonian learners who will represent the DepEd – Schools Division of Quezon Province by promoting the innovative and responsible use of technology within the school and community;
 - b. Provide learners with access to resources and a variety of opportunities to deepen their knowledge and hone their skills while supporting their curricular and co-curricular activities;
 - c. Promote the importance of fostering and maintaining a culture of digital citizenship that extends beyond the classroom and the school environment; and
 - d. Address any inquiries and concerns related to the conduct of the MYA applications for the upcoming cycle.

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

3. Participants shall submit scanned copy of their parent consent form in PDF file through email at **sdo.quezon.learner.formation@gmail.com** on or before March 14, 2025.
4. Conduct of all activities related to the Microsoft Youth Ambassadors (MYA) Program shall follow the provisions outlined in **DepEd Order No. 09, s. 2005** – Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith and community guidelines concerning safety and health protocols.
5. Immediate dissemination of and strict compliance with this memorandum is earnestly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

sgod/rto/03/07/2025

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE

Enclosure 1 to DM No. 215, s. 2025

**List of District Microsoft Youth Ambassadors (DMYAs)
 for School Year 2024-2025**

District	School	Name	Grade Level
Burdeos	Burdeos NHS	Zeus Owen H. Serafines	Grade 10
General Nakar 1	Batangan NHS	Ram B. Broncano	Grade 12
General Nakar 2	PSHN	Tracy Nadine A. Coronacion	Grade 10
Infanta	Infanta NHS	David Jeshaiiah O. de Gracia	Grade 12
Jomalig	Jomalig NHS	Alaiza Euxine A. Sarmiento	Grade 12
Lucban	PSLIS	Aldrin R. Ibarrola	Grade 12
Mauban South	Dr. Maria D. Pastrana NHS	David Dylan Q. Desembrana	Grade 11
Pagbilao 1	Pagbilao NHS	Ahyessa Lor D. Besilla	Grade 12
Pagbilao 2	Silangang Malicboy NHS	Julie Ann A. Farcon	Grade 12
Polillo	Sabang NHS	Cristine Kate J. Baira	Grade 12
Sampaloc	Sampaloc NHS	Jhon Khris A. Revellame	Grade 11
Candelaria West	Atty. Celso M. Reyes INHS	Kzel Azyrie L. Regondola	Grade 11
San Antonio	San Antonio NHS	Jeffrey M. Abante	Grade 12
Sariaya East	Canda NHS	Celine Joy P. Hain	Grade 10
Sariaya West	Lutucan INHS	Jamaica Airish J. Garcia	Grade 12
Tiaong 1	Recto MNHS	Chealsey Mhay B. De Villa	Grade 12
Tiaong 2	Lusacan NHS	Hannah Shaine D. Silang	Grade 12
Agdangan	Elias A. Salvador NHS	Randel Mico P. Dela Cruz	Grade 11
Buenavista 1	Buenavista NHS	Nathalie Quency V. Andrino	Grade 11
Buenavista 2	Hagonghong IHS	Nicole Andrea T. Ocampo	Grade 12
Catanauan 1	Catanauan NHS	Ralph Zajie L. Paclibar	Grade 10
Catanauan 2	Matandang Sabang NHS	Prince Edward B. Paras	Grade 10
General Luna	San Nicolas IS	Denielle Faye P. Serrano	Grade 9
Mulanay 2	Doña Francisca Alvarez Rejano IS	Gian Carlo I. Negrete	Grade 11
Padre Burgos	Hinguiwin NHS	John Robert R. Flores	Grade 12
Pitogo	Amontay NHS	Ezekiel M. Clementes	Grade 8
San Andres	San Andres NHS	Marie Joyce E. Mibato	Grade 11
San Francisco 1	Marcial B. Villanueva NHS	Franzine A. Diinla	Grade 12
San Narciso 1	GMTISAT	Gian Paul Gabriel C. Raga	Grade 10
San Narciso 2	Abuyon NHS	Reylyn A. Zamora	Grade 11

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164,
 (042) 784-0391, (042) 784-0321



Republic of the Philippines
Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

<i>Alabat</i>	Alabat Island NHS	Lady Grabelle N. Botor	Grade 12
<i>Atimonan 1</i>	Atimonan NCHS	Princess Meneia A. Catapang	Grade 12
<i>Atimonan 2</i>	Malinao Ilaya INHS	Riona A. Tandas	Grade 12
<i>Calauag East</i>	San Roque Ilaya NHS	Ashley Nicole P. Satira	Grade 12
<i>Calauag West</i>	Calauag NHS	Rica Mae A. Cadiz	Grade 12
<i>Guinayangan North</i>	Guinayangan SHS	Christian Gerwin V. Eduardo	Grade 12
<i>Guinayangan South</i>	Nabangka NHS	Brigitte Algine B. Sagaral	Grade 12
<i>Gumaca East</i>	Panikihan NHS	John Adrian D. Zamora	Grade 11
<i>Gumaca West</i>	Gumaca NHS	Justine Carl R. Jarapa	Grade 11
<i>Lopez East</i>	Veronica NHS	Jereziel D. Caponpon	Grade 12
<i>Lopez West</i>	Lopez NCHS	Kim Tristan A. Zurbano	Grade 12
<i>Plaridel</i>	Concepcion NHS	Tricia Isabel C. Japson	Grade 10
<i>Quezon</i>	Cesar C. Tan MNHS	Laycel Charice Ann M. Ogayon	Grade 9
<i>Tagkawayan 1</i>	Kinatakutan NHS	John Benedick N. Geronda	Grade 12
<i>Tagkawayan 2</i>	Tagkawayan NHS	Nexxus Eduard A. Escote	Grade 12

-nothing follows-

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE

Enclosure 2 to DM No. 215, s. 2025

Program Flow of the Virtual Workshop Series For District Microsoft Youth Ambassadors (DMYAs) for Sessions 1 & 2

12:00 n. n. - 1:00 p.m.	Setting-up/Connecting with the Meeting Link	Participants
1:01 p.m. - 1:30 p.m.	Preliminaries National Anthem Opening Prayer CALABARZON March Quezon Hymn Energizer	Audio-Visual Presentation
1:31 p.m. - 1:35 p.m.	Welcome Remarks	Juanito A. Merle SGOD Chief
1:36 p.m. - 1:55 p.m.	Attendance Check and Pre-test	Participants
1:56 p.m. - 2:00 p.m.	Statement of Activity Objectives	Hazel Ann S. Camo PDO I
2:01 p.m. - 3:00 p.m.	Session 1: Microsoft Word Basic Tools and Creation of Table of Content and Hyperlinking	Rommel T. Oczon PDO I Division MYA Program Focal Person
3:01 p.m. - 3:15 p.m.	Health Break	
3:16 p.m. - 4:45 p.m.	Session 2: Microsoft Excel Formatted Data, Calculated Values, Organized Information and Data Validation and Protection Techniques	Rommel T. Oczon PDO I Division MYA Program Focal Person
4:46 p.m. - 4:55 p.m.	Open Forum	Participants
4:56 p.m. - 5:00 p.m.	Post-test and Evaluation	
5:01 p.m. - 5:05 p.m.	Closing Remarks	Mark Angelo M. Tiusan PDO I Division Learner Formation Focal Person

Zoom Meeting Details:

Meeting Link	https://depedquezon.com.ph/link/S1-DMYAs
---------------------	---

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164,
 (042) 784-0391, (042) 784-0321



DepEdTayoQuezon



www.depedquezon.com.ph



quezon@deped.gov.ph



Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE

Enclosure 3 to DM No. 215, s. 2025

Program Flow of the Virtual Workshop Series For District Microsoft Youth Ambassadors (DMYAs) for Session 3

12:00 n. n. - 1:00 p.m.	Setting-up/Connecting with the Meeting Link	Participants
1:01 p.m. - 1:30 p.m.	Preliminaries National Anthem Opening Prayer CALABARZON March Quezon Hymn Energizer	Audio-Visual Presentation
1:31 p.m. - 1:35 p.m.	Welcome Remarks	Juanito A. Merle SGOD Chief
1:36 p.m. - 1:55 p.m.	Attendance Check and Pre-test	Participants
1:56 p.m. - 2:00 p.m.	Statement of Activity Objectives	Hazel Ann S. Camo PDO I
2:01 p.m. - 3:00 p.m.	Session 3 Part 1 Microsoft Powerpoint - Design Themes and Multimedia Elements	Rommel T. Oczon PDO I Division MYA Program Focal Person
3:01 p.m. - 3:15 p.m.	Health Break	
3:16 p.m. - 4:45 p.m.	Session 3 Part 2 Microsoft Powerpoint - Animations, and Interactive Features	Rommel T. Oczon PDO I Division MYA Program Focal Person
4:46 p.m. - 4:55 p.m.	Open Forum	Participants
4:56 p.m. - 5:00 p.m.	Post-test and Evaluation	
5:01 p.m. - 5:05 p.m.	Closing Remarks	Mark Angelo M. Tiusan PDO I Division Learner Formation Focal Person

Zoom Meeting Details:

Meeting Link	https://depedquezon.com.ph/link/S2-DMYAs
---------------------	---

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164,
 (042) 784-0391, (042) 784-0321

DepEdTayoQuezon

www.depedquezon.com.ph

quezon@deped.gov.ph



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

Enclosure 4 to DM No. 215, s. 2025

Parent Consent Form

This form confirms that as parent/guardian, I agree to allow the participation of my son/daughter in the conduct of the Virtual Workshop Series for District Microsoft Youth Ambassadors (DMYAs) on March 15, 2025 and March 22, 2025 via online platform. This is to confirm that I give full permission for any activity that may be done during this event and the use of some or all their images/contributions/performances in any publication (including electronic publications such as film or website) created by or for the DepEd - Quezon Learner Formation and to release this material on DepEd official platforms.

I hereby confirm that I agree and understand the commitment of my son/daughter to the Microsoft Youth Ambassadors Program. I also understand and will support my son's/daughter's endeavor to comply with existing rules and regulations for the said program, meet the expectations as participant, and fulfill the responsibilities as an MYA of DepEd - Schools Division of Quezon Province.

Name and Signature of the Learner

Name and Signature of the Parent/ Guardian

Date

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321