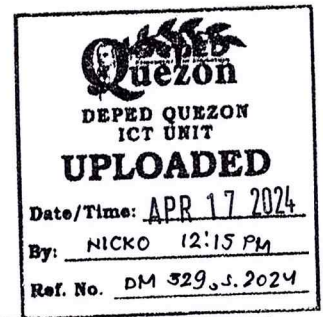




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



15 April 2024

DIVISION MEMORANDUM
DM No. 329, s. 2024

ONLINE ORIENTATION FOR ASPIRING MICROSOFT YOUTH AMBASSADORS (MYAs)

To: Assistant Schools Division Superintendents
Division Chiefs
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 an online orientation for aspiring learner-ambassadors on **April 20, 2024**. Please see Enclosure 1 for the program and meeting link.
2. The online activity shall shape empowered Quezonian learners who employ globally competitive skills and embody the ideals 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 innovative and responsible use of technology in the school and the community;
 - b. 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;
 - c. Promote the importance of creating and maintaining a culture of digital citizenship that extends beyond the classroom and the school; and
 - d. Address other inquiries and concerns related to the conduct of the MYA applications for the next cycle.
3. Participants to this activity shall be one learner-representative for student clubs and organizations for each district. Qualifications for the selection of district learner-representative shall be as follows:

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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
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- a. Currently enrolled in Grades 7-11 from any public secondary school in the Division of Quezon Province;
- b. Currently holding a position as officer of either SSLG, YES-O, BKD, or SRCYC;
- c. Has a strong internet connectivity at home and with availability of gadgets (e.g. desktop, laptop, tablet, etc.); and
- d. Has technical skills on computer softwares and knowledge on navigating the Internet.

The selected district learner-representative shall register through the link **<https://tinyurl.com/QuezonMYAOrient24>** on or before **April 17, 2024**.

4. Conduct of all activities related to the Microsoft Youth Ambassadors (MYA) Program shall follow the provisions in **DepEd Order No. 09, s. 2005 – Instituting Measures to Increase Engaged Time-on-task and Ensuring Compliance Therewith; DepEd Order No. 03, s. 2023 – An Order Allowing the Conduct of In-person Activities in Schools;** and community guidelines on 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/mamt/04/15/2024

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Enclosure 1 to DM No. 329, s. 2024

**Program Flow of the Online Orientation for Aspiring
 Microsoft Youth Ambassadors (MYAs)**

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	Elizabeth M. De Villa SGOD Chief
1:36 p.m. – 1:40 p.m.	Message	Venus T. Balmedina, EdD OIC-ASDS
1:41 p.m. – 1:45 p.m.	Message	Rommel C. Bautista, CESO V SDS
1:46 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.	The Microsoft Youth Ambassadors Program	Matt Gaven Matibag PDO II National MYA Program Focal Person
3:01 p.m. – 3:15 p.m.	Health Break	
3:16 p.m. – 4:45 p.m.	Account Creation and Exploring the Basics of Microsoft Word, Excel, Powerpoint, and MS Teams	Czariza Mariel M. Ayala Teacher I Padre Burgos Central School
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 ID	872 3444 6610
Passcode	123456

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Enclosure 2 to DM No. 329, s. 2024

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 Online Orientation for Aspiring Microsoft Youth Ambassadors (MYAs) on April 16, 2024 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 of 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

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