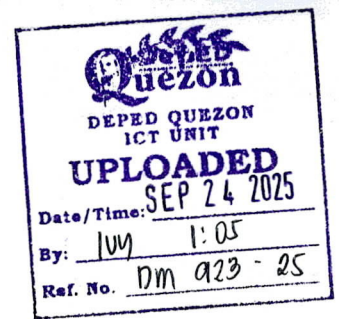




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



23 September 2025

DIVISION MEMORANDUM

DM No. 923, s. 2025

**VIRTUAL WORKSHOP SERIES FOR DISTRICT MICROSOFT YOUTH AMBASSADORS
(DMYAs) FOR SCHOOL YEAR 2025-2026**

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 to **DM No. 468, s. 2025** titled “**Call for Application to the Microsoft Youth Ambassadors Program 2025 for S.Y. 2025-2026**”, this Office, through the School Governance and Operations Division – Learner Formation Section (SGOD-LFS), shall conduct a series of online sessions for District Microsoft Youth Ambassadors on the following schedules:

Activity	Date and Time	Zoom Link
Session 1: Canva - Digital Design and Visual Communication	September 27, 2025, 1:00 pm – 5:00 pm	https://quezon.deped.gov.ph/link/DMYA-Canva2025
Session 2: Microsoft Word – Basic Tools and Table of Contents and Hyperlinking	October 25, 2025, 1:00 pm – 5:00 pm	https://quezon.deped.gov.ph/link/DMYA-MSWord2025
Session 3: Microsoft Excel - Formatted Data, Calculations, Data Management, and Conditions	November 22, 2025, 1:00 pm – 5:00 pm	https://quezon.deped.gov.ph/link/DMYA-MSExcel2025
Session 4: Microsoft PowerPoint - Design Themes, Multimedia Elements, Animations, and Interactivity	December 20, 2025, 1:00 pm – 5:00 pm	https://quezon.deped.gov.ph/link/DMYA-MSPowerpoint2025

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784 0301 (042) 784 0321



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

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.
3. Participants shall submit scanned copy of their parent consent form in PDF file through this link <https://quezon.deped.gov.ph/link/DMYA-2025-ParentalConsent> on or before September 26, 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 are earnestly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

yfs/rto/09/23/2025

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784 0301 (042) 784 0371



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

Enclosure 1 to DM No. 923, s. 2025

**List of District Microsoft Youth Ambassadors (DMYAs)
 for School Year 2025-2026**

District	School	Name	Grade Level
Alabat	Alabat Island National High School	Rica Jhel C. Resare	Grade 12
Buenavista II	Hagonghong Integrated High School	Rain Paula P. Rondero	Grade 12
Calauag West	Calauag National High School	Allysa Mae G. Martinez	Grade 11
Candelaria West	Bukal Sur National High School	Anne Rachel C. Landicho	Grade 11
Catanauan I	Catanauan National High School	Jerome V. Amido	Grade 12
Catanauan II	San Vicente Kanluran National High School	Mark Jake P. Revadenera	Grade 12
General Luna	San Isidro National High School	Rommel P. Quizana	Grade 12
General Nakar I	Batangan National High School	Karen B. Prohibido	Grade 12
Guinayangan North	Guinayangan Senior High School	Cholo L. Andes	Grade 12
Guinayangan South	Dungawan National High School	Ann Lorraine T. Catapang	Grade 12
Gumaca East	Lamon Bay School of Fisheries	Paul Austin S. Severa	Grade 11
Gumaca West	Gumaca National High School	Justine Carl R. Jarapa	Grade 12
Infanta	Infanta National High School	Aidan Quinn Z. Peñaojas	Grade 10
Jomalig	Jomalig National High School	Kenneth H. Orbe	Grade 12
Lopez East	Veronica National High School	Jewelle Ann V. Robel	Grade 12
Lopez West	Lopez National Comprehensive High School	Nikki Mae E. Pilarca	Grade 12
Macalelon	Calantas National High School	Lance Patrick D. Fidelino	Grade 12
Mauban North	Manuel S. Enverga Memorial School of Arts and Trades	Shia Jazmine L. Zamudio	Grade 11
Mauban South	Dr. Maria D. Pastrana National High School	David Dylan Q. Desembrana	Grade 12
Mulanay I	Ajos National High School	Colin Megleth R. Salvador	Grade 11

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164,
 (042) 784 0301 (042) 784 0371



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

Mulanay I	Bagupaye Integrated High School	Nohan D. Peñaflor	Grade 11
Mulanay II	Ilayang Yuni Junior and Senior Integrated National High School	Jazmine R. Rizo	Grade 12
Mulanay II	Ilayang Yuni Junior and Senior Integrated National High School	Kyla Mae R. Recto	Grade 12
Padre Burgos	San Isidro National High School	Aubrey Ceanna A. Esguerra	Grade 11
Pagbilao I	Talipan National High School	Crizialyn O. Piñol	Grade 12
Patnanungan	Patnanungan National High School	Vince Emmanuel V. Demin	Grade 12
Perez	Perez National High School	Ma. Kristhel Ann B. Custodio	Grade 12
Pitogo	Amontay National High School	Allysa Jane F. Cortez	Grade 11
Plaridel	Concepcion National High School	Leonica Fate G. Campomanes	Grade 12
Polillo	Polillo National High School	Mary Joeliana Joebel F. Abal	Grade 12
Quezon	Cesar C. Tan Memorial National High School	Mary Joyce M. Tacorda	Grade 11
Real	Ungos Integrated National High School	Jenica Rose G. Prudente	Grade 12
Sampaloc	Sampaloc National High School	Loren B. Villeno	Grade 12
San Antonio	Callejon National High School	Syron R. Hernandez	Grade 12
San Francisco II	Dr. Vivencio V. Marquez National High School	Shyraa Mae M. Canino	Grade 11
San Francisco II	Renato Edano Vicencio National High School	Giam O. Candelaria	Grade 12
San Narciso II	Abuyon National High School	Shiela Mae B. Lingahan	Grade 12
Sariaya East	Quezon National High School	John Louise L. Espiritu	Grade 11
Sariaya West	Lutucan Integrated National High School	Daniela Marie C. Cereno	Grade 12
Sariaya West	Bignay National Highschool	Ronald Allan O. Bermudo	Grade 12
Tagkawayan I	Kinatakutan National High School	Carla Grace B. Manas	Grade 12
Tagkawayan II	Tagkawayan National High School	Gabriel Angello M. Layosa	Grade 12
Tiaong I	Recto Memorial National High School	Khyle Andrew D. Tamayo	Grade 12

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164,
 (042) 784 0301 (042) 784 0371



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

Tiaong II	Cabay National High School	Kent Keicell D. Velasco	Grade 12
Unisan	Leonarda D. Vera Cruz National High School	Justine Jade M. Volpane	Grade 10
Unisan	Leonarda D. Vera Cruz National High School	Rhonalyn E. Lapno	Grade 12

— || *nothing follows* —



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

Enclosure 2 to DM No. 923, s. 2025

Program Flow of the Virtual Workshop Series for District Microsoft Youth Ambassadors (DMYAs) S.Y. 2025-2026 for Session 1

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 DepEd Quality Policy Statement CALABARZON March Quezon Hymn	Audio-Visual Presentation
1:30 p.m. - 1:50 p.m.	Welcome Remarks	Juanito A. Merle SGOD Chief
1:50 p.m. - 2:00 p.m.	Attendance Check and Pre-test	Participants
2:00 p.m. - 2:10 p.m.	Statement of Activity Objectives	Rommel T. Oczon PDO I MYA Program Focal Person
2:10 p.m. - 3:15 p.m.	Session 1: Canva - Digital Design and Visual Communication	Mark Nicko F. Quindoza Administrative Aide VI
3:15 p.m. - 3:30 p.m.	Health Break	
3:30 p.m. - 4:30 p.m.	Continuation of Session 1: Canva - Digital Design and Visual Communication	Sarah Mae S. Quindoza Administrative Assistant II
4:30 p.m. - 4:45 p.m.	Open Forum	Participants
4:45 p.m. - 4:55 p.m.	Post-test and Evaluation	
4:55 p.m. - 5:00 p.m.	Closing Remarks	Rommel T. Oczon PDO I MYA Program Focal Person
Master of Ceremony : Sarah Lynn D. Oczon		

Zoom Meeting Details:

Meeting Link	https://quezon.deped.gov.ph/link/DMYA-Canva2025
---------------------	---

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164,
 (042) 784 0301 (042) 784 0321



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

Enclosure 3 to DM No. 923, s. 2025

Program Flow of the Virtual Workshop Series for District Microsoft Youth Ambassadors (DMYAs) S.Y. 2025-2026 for Session 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 DepEd Quality Policy Statement CALABARZON March Quezon Hymn Energizer	Audio-Visual Presentation
1:30 p.m. - 1:50 p.m.	Welcome Remarks	Juanito A. Merle SGOD Chief
1:50 p.m. - 2:00 p.m.	Attendance Check and Pre-test	Participants
2:00 p.m. - 2:10 p.m.	Statement of Activity Objectives	Rommel T. Oczon PDO I MYA Program Focal Person
2:10 p.m. - 3:15 p.m.	Session 2: Microsoft Word Basic Tools and Creation of Table of Content and Hyperlinking	Cristopher G. Duro Teacher II
3:15 p.m. - 3:30 p.m.	Health Break	
3:30 p.m. - 4:30 p.m.	Continuation of Session 2: Microsoft Word Basic Tools and Creation of Table of Content and Hyperlinking	Cristopher G. Duro Teacher II
4:30 p.m. - 4:45 p.m.	Open Forum	Participants
4:45 p.m. - 4:55 p.m.	Post-test and Evaluation	
4:55 p.m. - 5:00 p.m.	Closing Remarks	Rommel T. Oczon PDO I MYA Program Focal Person
Master of Ceremony : Sarah Lynn D. Oczon		

Zoom Meeting Details:

Meeting Link	https://quezon.deped.gov.ph/link/DMYA-MSWord2025
---------------------	---

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164,
 (042) 784 0301 (042) 784 0321



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

Enclosure 4 to DM No. 923, s. 2025

Program Flow of the Virtual Workshop Series For District Microsoft Youth Ambassadors (DMYAs) S.Y. 2025-2026 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 DepEd Quality Policy Statement CALABARZON March Quezon Hymn Energizer	Audio-Visual Presentation
1:30 p.m. - 1:50 p.m.	Welcome Remarks	Juanito A. Merle SGOD Chief
1:50 p.m. - 2:00 p.m.	Attendance Check and Pre-test	Participants
2:00 p.m. - 2:10 p.m.	Statement of Activity Objectives	Rommel T. Oczon PDO I
2:10 p.m. - 3:15 p.m.	Session 3: Microsoft Excel - Formatted Data, Calculations, Data Management, and Conditions	Cristopher G. Duro Teacher II
3:15 p.m. - 3:30 p.m.	Health Break	
3:30 p.m. - 4:30 p.m.	Continuation of Session 3: Microsoft Excel - Formatted Data, Calculations, Data Management, and Conditions	Cristopher G. Duro Teacher II
4:30 p.m. - 4:45 p.m.	Open Forum	Participants
4:45 p.m. - 4:55 p.m.	Post-test and Evaluation	
4:55 p.m. - 5:00 p.m.	Closing Remarks	Rommel T. Oczon PDO I MYA Program Focal Person
Master of Ceremony : Sarah Lynn D. Oczon		

Zoom Meeting Details:

Meeting Link	https://quezon.deped.gov.ph/link/DMYA-MSEExcel2025
---------------------	---

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164,
 (042) 784 0301 (042) 784 0371



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

Enclosure 5 to DM No. 923, s. 2025

Program Flow of the Virtual Workshop Series For District Microsoft Youth Ambassadors (DMYAs) S.Y. 2025-2026 for Session 4

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 DepEd Quality Policy Statement CALABARZON March Quezon Hymn Energizer	Audio-Visual Presentation
1:30 p.m. - 1:50 p.m.	Welcome Remarks	Juanito A. Merle SGOD Chief
1:50 p.m. - 2:00 p.m.	Attendance Check and Pre-test	Participants
2:00 p.m. - 2:10 p.m.	Statement of Activity Objectives	Rommel T. Oczon PDO I
2:10 p.m. - 3:15 p.m.	Session 4: Microsoft Excel - Formatted Data, Calculations, Data Management, and Conditions	Cristopher G. Duro Teacher II
3:15 p.m. - 3:30 p.m.	Health Break	
3:30 p.m. - 4:30 p.m.	Continuation of Session 4: Microsoft Excel - Formatted Data, Calculations, Data Management, and Conditions	Cristopher G. Duro Teacher II
4:30 p.m. - 4:45 p.m.	Open Forum	Participants
4:45 p.m. - 4:55 p.m.	Post-test and Evaluation	
4:55 p.m. - 5:00 p.m.	Closing Remarks	Rommel T. Oczon PDO I MYA Program Focal Person
Master of Ceremony : Sarah Lynn D. Oczon		

Zoom Meeting Details:

Meeting Link	https://quezon.deped.gov.ph/link/DMYA-MSPowerpoint2025
---------------------	---

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164,
 (042) 784 0301 (042) 784 0321



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

Enclosure 6 to DM No. 923, 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) S.Y. 2025-2026 on the following dates via online platform: Session 1 on September 27, 2025; Session 2 on October 25, 2025; Session 3 on November 22, 2025; and Session 4 on December 20, 2025. 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,
10421 784 0301 10421 784 0371