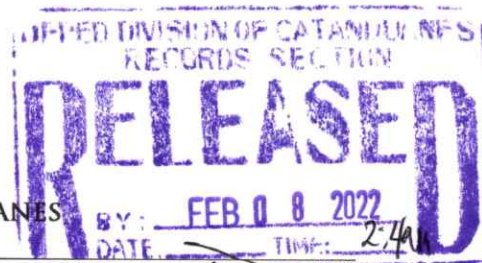




Republic of the Philippines  
**Department of Education**  
 REGION V – BICOL  
 SCHOOLS DIVISION OFFICE OF CATANDUANES



February 8, 2022

DIVISION MEMORANDUM  
 OSDS- SGOD-YFD 70 s. 2022

**PROJECT B.T.S. EPISODES**

TO : Assistant Schools Division Superintendent  
 Chief, Curriculum Implementation Division  
 Chief, Schools Governance and Operations Division  
 Public Schools District Supervisor  
 Elementary & Secondary School Heads  
 All Others Concerned

1. This is to inform the field of OUA MEMO 00-0122-0160 Project B.T.S. Tech Episodes through the Bureau of Learners Support Services-Youth Formation Division (BLSS\_YFD) in partnership with Microsoft Philippines, will conduct a series of **Project B.T.S: Tech Episodes every Friday from February 4 to April 8, 2022 at 3:00-3:30 pm** via the DepEd Tayo-Youth Formation official Facebook page.

2. This event aims to empower students by equipping them with the tools and the knowledge they need to adapt to every learning modality; provide the full benefits of their Microsoft account and how to get the; provide guidance on best practices in using Microsoft applications; and recognize the learners and their use of the tools for their growth.

3. There will be ten (10) episodes to be conducted with different topics which may change if deemed necessary. Kindly to the schedule below for your reference:

EP	Student Benefit	Target Date
1	Microsoft Teams	February 4, 2022
2	Microsoft OneNote	February 11, 2022
3	Microsoft PowerPoint and Sway	February 18, 2022
4	Microsoft OneDrive	February 25, 2022
5	Windows 11	March 4, 2022
6	Microsoft Word	March 11, 2022
7	Microsoft Whiteboard	March 18, 2022
8	Microsoft Excel	March 25, 2022
9	Minecraft: Education Edition	April 1, 2022
10	Mobile Versions of M365 apps	April 8, 2022

4. For clarification, questions or concerns on the event, please contact SGOD-YFD at 09318833925 or email at [yfdunit.ctd@deped.gov.ph](mailto:yfdunit.ctd@deped.gov.ph)

1. For dissemination and information.

**SUSAN S. COLLANO**  
 Assistant Schools Division Superintendent  
 Officer-in-Charge  
 Office of the Schools Division Superintendent

