



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division  
Superintendent**

April 29, 2024

DIVISION MEMORANDUM

No. 330, s. 2024

**REQUEST FOR PARTICIPANTS FOR THE CONDUCT OF MICROSOFT ARTIFICIAL  
INTELLIGENCE BOOTCAMP: WORKSHOP ON M365 AI TOOLS AND LEARNING  
ACCELERATORS FOR DEPED LEARNERS**

To: ASDS  
Chief, CID and SGOD  
Education Program Supervisors  
All Public Secondary School Heads  
All Others Concerned

1. Pursuant to Regional Memorandum No. 368, s. 2024 dated April 25, 2024, this Office requests the Division YFC and the secondary learners in public schools who have graduated from the MYA Program to attend the conduct of Microsoft Artificial Intelligence Bootcamp: Workshop on M365 AI Tools and Learning Accelerators for DepEd Learners on April 30 to May 18, 2024, every **Tuesdays** (For YFCs and YFD staff) and every **Saturdays** (For MYAs) via Microsoft Teams.
2. All participants must fill out the Registration Form, which is accessible through this link: <https://bit.ly/DepEdMSAIBootcamp>. MYA fellows must complete and upload the Parental Consent and Waiver Form via registration form, kindly refer to Annex B. You may also download a soft copy of the said form via this link: <https://bit.ly/DepEdMSAIBootcampWaiver>
3. Everyone is also reminded of the provisions outlined in DepEd Order No. 2, s. 2023, which states that extracurricular activities can be conducted after school hours, shall be strictly observed in relation to the conduct of this activity.
4. All School Heads, though their respective Information and Communications Technology (ICT) Coordinators and Supreme Learner Government (SLG) Teacher-Advisers shall assist all interested learners in registering, as well as in their entire journey in the said program.
5. For information and widest dissemination.

**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent

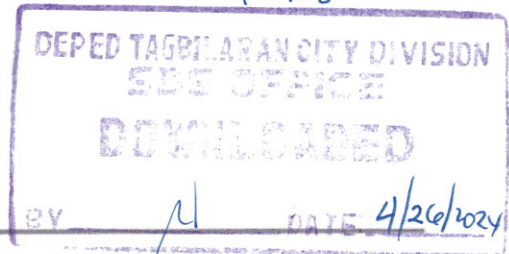
WDB/JAL/SGOD/MCC/jpp



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Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS



Office of the Regional Director

REGIONAL MEMORANDUM

No. **368**, s. 2024

25 APR 2024

**REQUEST FOR PARTICIPANTS FOR THE CONDUCT OF MICROSOFT ARTIFICIAL INTELLIGENCE BOOTCAMP: WORKSHOP ON M365 AI TOOLS AND LEARNING ACCELERATORS FOR DEPED LEARNERS**

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
All Others Concerned

1. This has reference to Memo No. DM-OUOPS-2024-11-03039 titled Request for Participants for the Conduct of Microsoft Artificial Intelligence Bootcamp: Workshop on M365 AI Tools and Learning Accelerators for DepEd Learners on April 30 to May 18, 2024.
2. The activity aims to enable and equip 300 Microsoft Youth Ambassadors (MYAs) and up to 300 Youth Formation Coordinators (YFCs) and BLSS-YFD Staff with the necessary skills and knowledge to effectively disseminate Microsoft 365 and its AI capabilities to their peers and provide an opportunity to earn competencies related to AI and the latest cloud technology tools through Microsoft Learn, thereby enhancing their professional development and credentials.
3. In view thereof, the BLSS-YFD requests the participation of the Regional and Division YFCs, as well as secondary learners in public schools who have graduated from the MYA Program. Additionally, MYA program graduates from private institutions and those who are currently pursuing tertiary education are highly encouraged to join.
4. Everyone is also reminded of the provisions outlined in DepEd Order No. 2, s. 2023, which states that extracurricular activities can be conducted after school hours, shall be strictly observed in relation to the conduct of this activity.
5. Furthermore, all School Heads, through their respective Information and Communications Technology (ICT) Coordinators and Supreme Learner Government (SLG) Teacher-Advisers, shall assist all interested learners in registering, as well as in their entire journey in the said program.
6. Immediate dissemination and compliance with this Memorandum is enjoined.

  
**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
Director IV  
Regional Director

SGS/INA/ESSD/CPD/jpr



Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
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 DepEd Tayo Region VII

 [region7.deped.gov.ph](http://region7.deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
BUREAU OF LEARNER SUPPORT SERVICES

Office of the Director

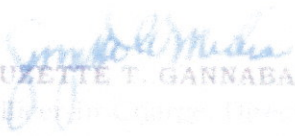
## ADVISORY

This is in relation to the renewal Office of the Director, Bureau of Learner Support Services (BLS3) memorandum titled "Request for Participants for the Conduct of Microsoft Artificial Intelligence Bootcamp: Workshop on M365 AI Tools and Learning Accelerators for DepEd Learners", dated April 5, 2024.

The Bureau of Learner Support Services – Youth Learners Division (BLS3-YLD) with reference to memorandum dated for conduct of the said activity program, scheduled on April 23, to May 11, 2024, will be rescheduled to April 30, to May 18, 2024 due to unforeseen administrative concerns.

For your kind and necessary response, please contact the BLS3-YLD, Bureau of Learner Support Services at [blls3yld@deped.gov.ph](mailto:blls3yld@deped.gov.ph).

Please be guided accordingly. Thank you.

  
Atty. SUZETTE T. GANNABAN-MEDINA  
– On Leave Charge, Director IV  
Bureau of Learner Support Services (BLS3)  
Learner Skills and Proficiency Division



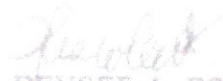



Republika ng Pilipinas  
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM  
DM-OUOPS-2024-04-032

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

FROM:   
ATTY. REVSEE A. ESCOBEDO  
Undersecretary for Operations

  
DR. DEXTER A. GALBAN  
Assistant Secretary for Operations

SUBJECT: REQUEST FOR PARTICIPANTS FOR THE CONDUCT OF  
MICROSOFT ARTIFICIAL INTELLIGENCE BOOTCAMP-  
WORKSHOP ON M365 AI TOOLS AND LEARNING  
ACCELERATORS FOR DEPED LEARNERS

DATE: April 04, 2024

The Office of the Undersecretary for Operations, through the Bureau of Learning Support Services, Youth Formation Division (BLSS-YFD), in collaboration with Microsoft Philippines, will conduct **Microsoft Artificial Intelligence (AI) Bootcamp, Workshop on M365 AI Tools and Learning Accelerators for DepEd Learners** from Tuesdays and Saturdays from April 23 to May 11, 2024 in Microsoft Teams.

This activity aims to:

1. enable the Microsoft Youth Ambassadors (MYAs) and up to 300 Youth Formation Coordinators (YFCs) and staff of the Target Schools (TSs) on the selection and adoption of AI tools within Microsoft 365 in different projects and collaboration;
2. equip MYAs, YFCs and staff of the BLSS-YFD with the necessary skills and knowledge to effectively disseminate Microsoft 365 and its AI capabilities to the TSs; and
3. provide opportunities to gain competencies related to AI and the latest digital technology tools through Microsoft Learn, thereby enhancing their professional development and credentials.

BLSS-YFD-2024-04-032



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In this regard, the DSS/YFC requests the participation of the **Regional and Division YFCs**, as well as **secondary learners in public schools who have graduated from the MYA Program**. Additionally, MYA program graduates from private institutions and those who are currently pursuing tertiary education are highly encouraged to join.

It is important to note that the provisions outlined in DepEd Order No. 74-2011, which states that extracurricular activities can be conducted after school hours, shall be strictly observed in relation to the conduct of this activity.

Furthermore, all school heads, through their respective Information Communication Technology (ICT) Coordinators and Supreme Secondary Teacher Education (SSTE) Teacher Advisers, shall assist all interested partners in registering, as well as in their active journey in the said program. For more details about the program, kindly refer to Annex A.

For more information, questions, and/or concerns, kindly contact **Mr. Rovin James F. Canja**, Project Development Officer IV, Office in Charge of MyBridges (02-817-0000).

For immediate dissemination and compliance.

Very truly yours,

## Program Overview

### MICROSOFT ARTIFICIAL INTELLIGENCE BOOTCAMP: WORKSHOP ON M365 AI TOOLS AND LEARNING ACCELERATORS FOR DEPED LEARNERS

In line with the legal frameworks provided by the Philippine Constitution and the K-12 Basic Education Act of 2013, and other relevant frameworks like the BEEd AP30 and the MATATAG Curriculum General Shaping Paper, which emphasize holistic development, 21st-century skills, and adaptability to tackle modern challenges, the Microsoft Youth Ambassadors (MYA) program was launched to empower Filipino learners and youth leaders in a technology-driven world. It has provided 572 individuals across its first and second implementations valuable or existing proficiencies in 21st Century Skills, especially in Digital Literacy, with its substantial learner base. It provides an opportunity to further harness their talent to bring positive changes to their community and only then to aid in empowering their peers. As a result, the Artificial Intelligence Bootcamp has been designed. This pioneering initiative aims to equip the MYA graduates, Youth Education Coordinator, and Youth Formation Division staff, with knowledge about Artificial Intelligence and Cloud Technologies. Microsoft Learn will be used to give participants the necessary credentials and skills for educational growth.

Thus, the Operations Section through Bureau of Learner Support Services (BLS3), Youth Education Division (YED), in collaboration with Microsoft Philippines, will conduct the **Microsoft Artificial Intelligence (AI) Bootcamp: Workshop on M365 AI Tools and Learning Accelerators for DepEd Learners** virtually via Microsoft Teams from **April 23 to May 11, 2024, every Tuesdays (For YFCs and YED Staff) and Saturdays (For MYAs)** up to 300 MYA fellows, 300 Youth Education Coordinators from the 47 regions, and the BLS3 – YED Staff are requested to participate in the program.

#### A. Benefits of Microsoft AI Bootcamp

1. **Empowered Staff and Learners:** Through comprehensive training sessions, participants will gain the skills and knowledge necessary to professionally utilize AI tools within Microsoft 365. This empowerment fosters a culture of innovation and proficiency, enabling participants to enhance productivity and collaboration within their respective roles.
2. **Enhanced Learning Experiences:** Participants will be empowered to create engaging and effective educational content, thereby contributing to enhanced educational outcomes and skill development among their colleagues.
3. **Improved Productivity:** Participants can anticipate noticeable improvements in day-to-day productivity as they become adept at utilizing AI tools within Microsoft 365. These tools streamline workflows, automate tasks, and prevent valuable mistakes, leading to increased efficiency for various projects and responsibilities.
4. **Engagement and Collaboration:** Dynamic, interactive sessions hosted on platforms like Microsoft Teams will engage participants in rich learning experiences. Through active participation and collaboration, participants will have the chance to exchange ideas, share knowledge, and learn from one another, maximizing the educational initiatives' impact.

- Knowledge Dissemination and Awareness:** Participants will play a vital role in the widespread dissemination of knowledge about Microsoft 365's functionalities and cloud technologies. The leading informative sessions participants will contribute to raising awareness and promoting the adoption of these technologies within their organizations and beyond.

DepEd is committed to nurturing 21st-century skills to facilitate the holistic development of learners. This commitment is strengthened by the introduction of an initiative that focuses on digital literacy, providing learners with essential knowledge in AI and cloud technology, both widely relevant today.

## B. Qualifications

The AI Bootcamp shall be attended by MYA fellows, YFCs, and Id SS YFD Staff. Their qualifications are as follows:

### 1. MYA Fellows

- Must be a bona fide MYA 1.0 or 2.0 Fellow;
- Must have an active Office 365 account. Learners with an Office 365 account yet may contact their school ICT Coordinator;
- Must be proficient in using Windows 10/11 devices (desktop or laptop);
- Must be knowledgeable about Microsoft Office 365 applications, including Teams, Word, Excel, and PowerPoint; and
- MYA program graduates from private institutions and those who are not in tertiary education are highly encouraged to join.

### 2. Youth Formation Coordinators

- Must be a designated Regional Youth Formation Coordinator or a Designated Division Youth Formation Coordinator;
- Must be willing to assist the MYA learners post-grad of their division during the workshop and final project;
- Must be open to leading and assisting digital literacy-related projects, programs, and activities for learners; and
- Please note that there is only 1 slot to be provided per division.

### 3. YFD Staff

- Must be a staff of the Id SS YFD

## C. Bootcamp Mechanics

- All individuals eligible to participate in the said program must fill up the **Registration Form**, which is accessible through this link: <https://form.office365mya.com>
- MYA fellows must complete and upload the **Parental Consent and Waiver Form** via the registration form, kindly refer to **Annex B**. You may also download a soft copy of the said form via this link: <https://form.office365mya.com/parent-consent>

- 4. Please be advised that the sessions identified in the YOS, and learners are conducted every Tuesday and Saturday, respectively. The organizing team will provide the schedule of activities and the content of the topics for discussion.
- 5. Please note that there are only 300 slots available for learner participants and 100 slots for Trainers and Facilitators, YOS.



Annex B.

**PARENTAL CONSENT AND WAIVER FORM**

This form certifies that I agree to allow the participation of my son/daughter in the **Microsoft AI Bootcamp**. This is to ensure that I give full permission for any recording that may be done during the conduct of this program and its use same or all or part in any contribution, performance in any publication including e-publications, publications such as film or website created by or for the Department of Education - Services, Youth Education Division (BLES YED) and to release this material to Microsoft Philippines, the Learning and Development Solutions and Digital Talent platforms.

I hereby confirm that I agree and understand the commitment of my son/daughter as a participant in the program. I also understand and will support my son/daughter's endeavor to meet the expectations, guidelines, and responsibilities of his/her fellow learners and the BLES YED.

**CONTACT DETAILS FOR QUESTIONS OR PROBLEMS**

For any concern or clarification, you may contact the BLES YED through the email address at [help@blessyed.gov.ph](mailto:help@blessyed.gov.ph).

Signature of Parent/Guardian over Printed Name	Contact Details (Mobile Number)
Name of Learner	Date

This form is to be filled out by the parent/guardian of the learner and submitted to the BLES YED. It is not to be used for any other purpose.