



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OFFICE - CAPIZ**

May 8, 2024

DIVISION MEMORANDUM  
No. **267**, 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: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Curriculum Implementation Division  
School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
All Others Concerned

1. Attached is Regional Memorandum No. 356, s. 2024, dated April 25, 2024 titled “**Request for Participants for the Conduct of Microsoft Artificial Intelligence BootCamp: Workshop on M365 AI Tools and Learning Accelerators for DepEd Learners**”, which is self-explanatory.
2. Immediate dissemination of this Memorandum is desired.

**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

Encl.: As stated

References: Regional Memorandum No. 356, s. 2024

To be indicated in the Perpetual Index under the following subjects:

LEARNERS

PROGRAM

TECHNOLOGY

WORKSHOPS



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Republic of the Philippines  
**Department of Education**  
REGION VI-WESTERN VISAYAS

REGIONAL MEMORANDUM  
No. 356 s. 2024

APR 25 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  
Others Concerned

1. Attached is Memorandum OUOPS-2024-11-03039 from **Atty. Revsee A. Escobedo**, Undersecretary for Operations, dated April 5, 2024, regarding the **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**, which is self-explanatory.
2. Immediate dissemination of this Memorandum is desired.

**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

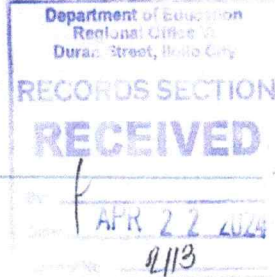
Encl.: As stated  
Reference: DM OUOPS-2024-11-03039 and Advisory  
To be indicated in the Perpetual Index  
under the following subjects:

LEARNERS  
PROGRAM  
TECHNOLOGY  
WORKSHOPS



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

Office of the Director




**ADVISORY**

This is in relation to the released Office of the Undersecretary for Operations (OUOPS) 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 Formation Division (BLSS-YFD), hereby informs all concerned that the conduct of the said activity originally planned for **April 23, to May 11, 2024**, **will be rescheduled to April 30, to May 18, 2024**, due to unforeseen administrative concerns.

For questions and concerns, please contact the BLSS-YFD, through email at [blss.yfd@deped.gov.ph](mailto:blss.yfd@deped.gov.ph).

Please be guided accordingly. Thank you.

  
Atty. **SUZETTE T. GANNABAN-MEDINA**  
Office-in-Charge, Director IV  
Bureau of Learner Support Services and  
Learner Rights and Protection Office





Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

Department of Education  
 Regional Office VI  
 Duran Street, Iloilo City

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By: *[Signature]*  
 Date: **APR 22 2024**  
 Remarks: *2080*

**MEMORANDUM**  
 DM-CUOPS-2024-03039

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

**FROM :** *[Signature]*  
**ATTY. REVSEE A. ESCOBEDO**  
 Undersecretary for Operations

*[Signature]*  
**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 05, 2024

The Operations Strand, through the Bureau of Learner 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** every Tuesdays and Saturdays from April 23 to May 11, 2024 via **Microsoft Teams**.

This activity aims to:

1. enable 300 Microsoft Youth Ambassadors (MYAs) and up to 300 Youth Formation Coordinators (YFCs), and staff of the DepEd BLSS-YFD for the adoption and consumption of AI tools within Microsoft 365 for enhanced productivity 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 their peers; and
3. 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.

BLSS-YFD-2024-04-032



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In this regard, 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.

It is important to note that the provisions outlined in DepEd Order No. 3, 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.

Furthermore, all School Heads, through their respective Information Communication Technology (ICT) Coordinators and Supreme Secondary Learner Government (SSLG) Teacher Advisers, shall assist all interested learners in registering, as well as in their entire 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, Officer-in-Charge at [blss.lfd@deped.gov.ph](mailto:blss.lfd@deped.gov.ph).

For immediate dissemination and compliance.

blss-IPV/1917/HRM-2023

## 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 Enhanced Basic Education Act of 2013, and other relevant initiatives like the BEDP 2030 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 produced 572 individuals across its first and second implementations capable of exhibiting proficiency in 21<sup>st</sup> Century Skills, especially in Digital Literacy. With its substantial learner base, it provides an opportunity to further harness their ability to bring positive changes in their community and rally them 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 Formation Coordinators, 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 Strand through Bureau of Learner Support Services (BLSS) - Youth Formation Division (YFD), 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 YFD Staff)** and **Saturdays (For MYAs)**. Up to 300 MYA fellows, 300 Youth Formation Coordinators from the 17 regions, and the BLSS - YFD 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 proficiently 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 deliver engaging and effective educational content, thereby contributing to improved 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 provide valuable insights, leading to increased efficiency in 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.

5. **Knowledge Dissemination and Awareness:** Participants will play a vital role in the widespread dissemination of knowledge about Microsoft 365's AI functionalities and cloud technologies. By 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 BLSS-YFD Staff. Their qualifications are as follows:

### 1. MYA Fellows

- a. Must be a bona fide MYA 1.0 or 2.0 Fellow;
- b. Must have an active Office 365 account. Learners with no Office 365 account yet may contact their school ICT coordinator;
- c. Must be proficient in using Windows 10/11 devices (desktop or laptop);
- d. Must be knowledgeable about Microsoft Office 365 applications, including Teams, Word, Excel, and PowerPoint; and
- e. MYA program graduates from private institutions and those who are now in tertiary education are highly encouraged to join.

### 2. Youth Formation Coordinators

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

### 3. YFD Staff

- a. Must be a staff of the BLSS-YFD

## C. Bootcamp Mechanics

1. All individuals eligible to participate in the said program must fill out the **Registration Form**, which is accessible through this link:  
<https://bit.ly/DepEdMSAIBootcamp>
2. 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://bit.ly/DepEdMSAIBootcampWaiver>

3. Please be advised that the sessions dedicated to the YFCs, and learners are conducted every Tuesday and Saturday, respectively. The organizing team will finalize the schedule of activities and the content of the topics to be discussed.
4. Please note that there are only 300 slots available for learner participants and 300 slots for Regional and Division YFCs.



