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Revision No. 01

Republic of the Philippines  
Department of Education  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF BIÑAN CITY

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DIVISION MEMORANDUM  
No. 392, s. 2021

**ADDENDUM TO DIVISION MEMORANDUM NO. 374, S. 2021**  
**RE: PROJECT B.T.S: A BALIK ESKWELA DIGITAL LITERACY STARTER PACK**

To : Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
All School Heads  
All Others Concerned

1. Relative to Division Memorandum No. 374, s. 2021, this Office through the Youth Formation Section of the School Governance and Operations Division and Information and Communications Technology Section of the Office of the Schools Division Superintendent informs the field on the **additional details on the conduct of Project B.T.S: A Balik Eskwela Digital Literacy Starter Pack on October 1, 2021 at 2:00 p.m. – 4:00 p.m.**
2. All school heads and School ICT Coordinators are directed to ensure the complete distribution of ICTS-issued DepEd O365 accounts to all learners, teaching, and non-teaching personnel **before September 30, 2021**.
3. All learners and teachers must **log-in via <https://teams.microsoft.com/>** to access their Teams app and join the event link thru: **<https://bit.ly/3kvv0zj>**.
4. Attached is the guide on how to access teams and join the event.
5. For queries, please contact Ms. Maureen Jane Q. Alangco, Project Development Officer I/ Division Youth Formation Coordinator thru tel. no.: (049) 511-4191 or email at [depedbinan.sgodyouthformation@gmail.com](mailto:depedbinan.sgodyouthformation@gmail.com).
6. Immediate and widest dissemination of this Memorandum is desired.

**EDNA FAURA AGUSTIN**  
Schools Division Superintendent

Encl: As stated  
Reference: OUA MEMO 00-0921-0209

SGOD/YF / DM-Addendum to Division Memorandum No. 374, s. 2021 Re: Project B.T.S: A Balik Eskwela Digital Literacy Starter Pack  
2924 / 09/24/2021

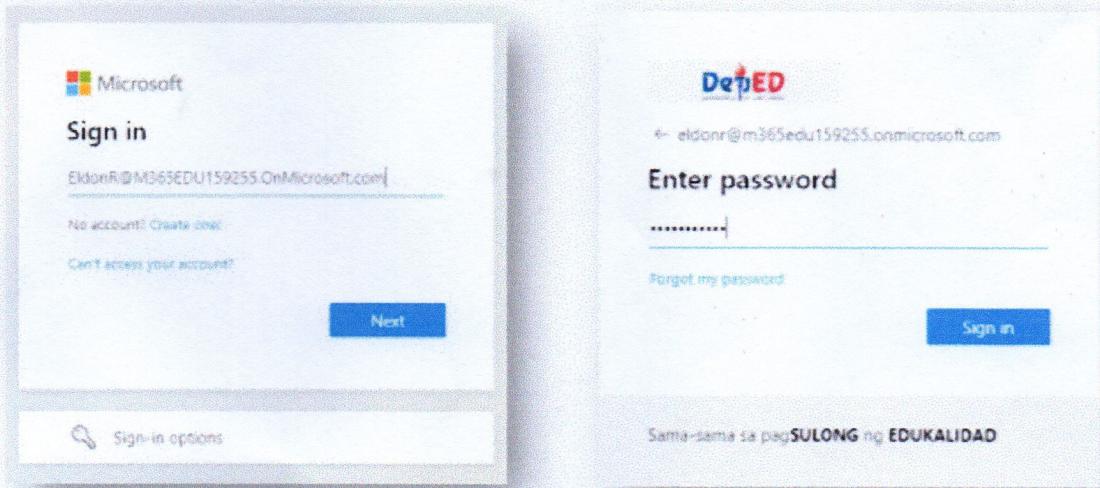


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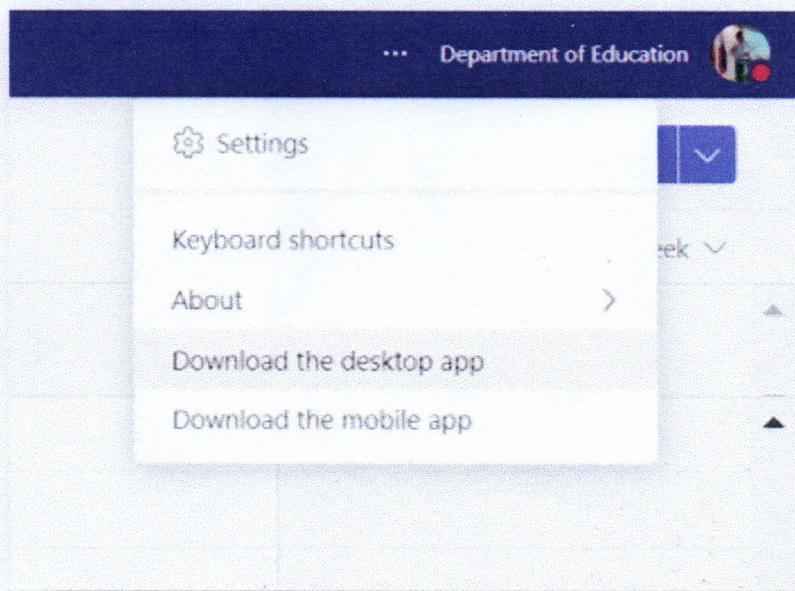
## Annex B

### How to Access Teams and Join the Event (For learners and teachers)

**Step 1:** Go to **teams.microsoft.com** and log-in using your DepEd-provided **Microsoft account** only. For first-time users, you may be asked to change your temporary password.



**Step 2:** On the upper-right hand of the app, click on the '...' and you may choose to download the desktop app or mobile app. Don't forget to join the event using the link provided by your school or Division ITOs.



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