

Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
 Tanggapan ng Pangalawang Kalihim



OJAD00-0622-00 39  
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**OJA MEMO 00-0622-0039**  
**MEMORANDUM**  
 07 June 2022

For: **Regional Directors**  
**Schools Division Superintendents**  
**Regional and Division IT Officers**  
**Principals and School Heads**  
**Teachers and Learners**  
**All Others Concerned**

Subject: **NATIONWIDE CAREER ACCELERATOR PROGRAM**  
**FOR SENIOR HIGH SCHOOL STUDENTS**

The Office of the Undersecretary for Administration (OJA), in partnership with Microsoft Philippines, will be conducting a **Nationwide Career Accelerator Program for Senior High School Students**. The program aims to provide opportunities for SHS students to acquire work-ready skills that meet industry standards and requirements. More information on the program is attached as **Annex A**.

The virtual event will be launched per region on the following dates:

Date and Time	Regions / Tenants	
June 15, 2022 (Wednesday) 9AM-12NN	Region 1	Region 4A-1
	Region 2	Region 5-1
	Region 3-1	NCR - 1
June 15, 2022 (Wednesday) 1PM-4PM	Region 3-2	Region 4B
	Region 4A-2	Region 5-2
	Region 4A-3	NCR - 2
June 17, 2022 (Friday) 9AM-12NN	Region 6-1	Region 9
	Region 7-1	Region 10
	Region 8	Region 11
June 17, 2022 (Friday) 1PM-4PM	Region 6-2	CAR
	Region 7-2	CARAGA
	Region 12	BARMM



Scan this QR Code to view  
 Videos and Magazines  
 of Major Programs



**Office of the Undersecretary for Administration (OJA)**

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

Department of Education, Central Office, Meralco Avenue, Pasig City  
 Rm 519, Mabini Bldg.; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207  
 Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo

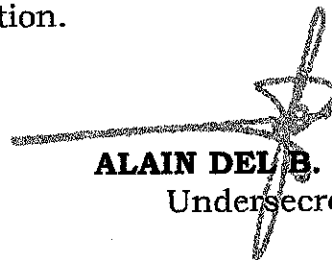

The links for each Region/Tenant are attached as **Annex B**. More information is included for learners to guide them so they can participate in the program.

All SHS learners are advised to register at **aka.ms/CAPRegister** to participate in the said program.

The roles and responsibilities of each focal person (and office) in the said event is detailed in **Annex C**.

For queries or concerns regarding the program, please contact Mr. Ronaldo Crescini, Executive Assistant III of the OUA, via email at [ronaldo.crescini@deped.gov.ph](mailto:ronaldo.crescini@deped.gov.ph), cc: Kristian Catahan of Microsoft Philippines at [kristian.catahan@manpower.com.ph](mailto:kristian.catahan@manpower.com.ph)

For immediate and widest dissemination.

  
  
**ALAIN DEL B. PASCUA**  
Undersecretary



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## Annex A



### Career Accelerator Program

*in partnership with the DepEd Office of the Undersecretary for Administration*

#### Activity

The Career Accelerator Program is a skilling initiative of the Dept. of Education and Microsoft Philippines that aims to create employment opportunities for SHS students. The program provides an opportunity for SHS students to acquire work-ready skills that meet industry requirements and standards.

#### Objectives

1. Provide SHS students relevant and in-demand skills needed by our industry partners (industry partners may come from varying segments)
2. Link graduating students to employment opportunities with industry partner
3. Empower DepEd and industry partners to make data-driven decisions using proper assessment tools, data analytics and AI machine learning predictions, delivering actionable insights to the right stakeholder at the right time.

#### Target Audience

- All SHS learners

#### Target Dates

- The webinars will be launched per region, see **Annex B** for the schedules of each region

#### PROGRAM FLOW

Time	mins	Topic	Speaker
08:30-0900	30	Admission, video-loops National anthem, Ecumenical prayer	<b>Video recordings</b>
0900-0910	10	Opening message from DepEd	<b>Usec. Alain Pascua</b> Undersecretary for Administration, DepEd
0910-0930	20	Industry trends	<b>Industry practitioner</b>
0930-1020	50	Technology skills of the future M365 - Word, Excel, PowerPoint LI/LI learning/MS Learn	<b>Microsoft</b> <b>Audentes Technologies Inc.</b>
1020-1040	20	Opportunities in the BPO industry	<b>Aya Mortel</b> Alorica



1040-1120	40	Learning circle	Panelists from DepEd, Microsoft. Audentes, Alorica, industry practitioner
1120-1130	10	Closing message	<b>Peter Maquera</b> Country Manager, Microsoft Philippines
1130		End of session Calls to actions	

## CRITICAL ACTIONS and STEPS for STUDENTS

### Pre-event activity

1. Students must register at [aka.ms/CAPRegister](https://aka.ms/CAPRegister) on or before June 10 to participate in the program
2. Students with provided Microsoft accounts must activate and use their DepEd O365 accounts **(See Annex C)**
3. Students without DepEd O365 accounts must follow these steps:
  - a. Register at [aka.ms/CAPRegister](https://aka.ms/CAPRegister) to request for a temporary account. Wait 3-5 days to receive your account on the personal email user provided -
  - b. Access personal email to retrieve temporary account provided by DepEd
  - c. Activate their DepEd O365 account **(See Annex C)**
4. Students must download and access Microsoft Teams through [teams.microsoft.com](https://teams.microsoft.com) **(See Annex D)**
5. Students must access the "BTS STUDENT KIT" kits pinned on their Microsoft Teams app **(See Annex E)**

### During the event

1. Students must login to their Microsoft Teams app (desktop or web, or mobile app) using their DepEd O365 account **(see Annex F)**
2. For students who are unable to log in due to account concerns (password, email, etc), and other concerns please contact your local school ICT coordinator, or send an email to the helpdesk at [external.m365studenthelp@deped.gov.ph](mailto:external.m365studenthelp@deped.gov.ph)

### Post-event activity

1. Presentations, materials, and resources may be accessed through the BTS STUDENT KIT link **(See Annex E)**
  - Recording of the event
  - Speakers' presentations
  - Program resources and materials

*For program details, please contact:*

**Clarissa Segismundo**, Education Programs Lead - [clarissa.segismundo@microsoft.com](mailto:clarissa.segismundo@microsoft.com)  
**Kristian Catahan**, Customer Success Manager - [kristian.catahan@manpower.com.ph](mailto:kristian.catahan@manpower.com.ph)  
**Grace Co**, Education Programs Manager - [v-gco@microsoft.com](mailto:v-gco@microsoft.com)



**Annex B****Career Accelerator Program  
REGIONAL SCHEDULES AND JOIN LINKS**

The webinars will be launched per region, with the following schedules below:

<b>Date and Time</b>	<b>Regions / Tenants</b>	<b>Link to event</b>
June 15, 2022 9AM-12NN	Region 1	<a href="https://aka.ms/CAPDepedR1">aka.ms/CAPDepedR1</a>
	Region 2	<a href="https://aka.ms/CAPDepedR2">aka.ms/CAPDepedR2</a>
	Region 3-1	<a href="https://aka.ms/CAPDepedR3-1">aka.ms/CAPDepedR3-1</a>
	Region 4A-1	<a href="https://aka.ms/CAPDepedR4A-1">aka.ms/CAPDepedR4A-1</a>
	Region 5-1	<a href="https://aka.ms/CAPDepedR5-1">aka.ms/CAPDepedR5-1</a>
	NCR - 1	<a href="https://aka.ms/CAPDepedNCR-1">aka.ms/CAPDepedNCR-1</a>
June 15, 2022 1PM-4PM	Region 3-2	<a href="https://aka.ms/CAPDepedR3-2">aka.ms/CAPDepedR3-2</a>
	Region 4A-2	<a href="https://aka.ms/CAPDepedR4A-2">aka.ms/CAPDepedR4A-2</a>
	Region 4A-3	<a href="https://aka.ms/CAPDepedR4A-3">aka.ms/CAPDepedR4A-3</a>
	Region 4B	<a href="https://aka.ms/CAPDepedR4B">aka.ms/CAPDepedR4B</a>
	Region 5-2	<a href="https://aka.ms/CAPDepedR5-2">aka.ms/CAPDepedR5-2</a>
	NCR - 2	<a href="https://aka.ms/CAPDepedNCR-2">aka.ms/CAPDepedNCR-2</a>
June 17, 2022 9AM-12NN	Region 6-1	<a href="https://aka.ms/CAPDepedR6-1">aka.ms/CAPDepedR6-1</a>
	Region 7-1	<a href="https://aka.ms/CAPDepedR7-1">aka.ms/CAPDepedR7-1</a>
	Region 8	<a href="https://aka.ms/CAPDepedR8">aka.ms/CAPDepedR8</a>
	Region 9	<a href="https://aka.ms/CAPDepedR9">aka.ms/CAPDepedR9</a>
	Region 10	<a href="https://aka.ms/CAPDepedR10">aka.ms/CAPDepedR10</a>
	Region 11	<a href="https://aka.ms/CAPDepedR11">aka.ms/CAPDepedR11</a>
June 17, 2022 1PM-4PM	Region 6-2	<a href="https://aka.ms/CAPDepedR6-2">aka.ms/CAPDepedR6-2</a>
	Region 7-2	<a href="https://aka.ms/CAPDepedR7-2">aka.ms/CAPDepedR7-2</a>
	Region 12	<a href="https://aka.ms/CAPDepedR12">aka.ms/CAPDepedR12</a>
	CARAGA	<a href="https://aka.ms/CAPDepedCaraga">aka.ms/CAPDepedCaraga</a>
	BARMM	<a href="https://aka.ms/CAPDepedBARMM">aka.ms/CAPDepedBARMM</a>
	Cordillera	<a href="https://aka.ms/CAPDepedCAR">aka.ms/CAPDepedCAR</a>



## Annex C

### ROLES AND RESPONSIBILITIES OF THE FIELD OFFICE

All identified groups below will be given access to the promotion materials needed to communicate the event. All shall access this link for the said material. (**Note:** Only access the material in the "01 - Main Poster" folder and the folder named after your region: [aka.ms/CAPPosters](https://aka.ms/CAPPosters) )

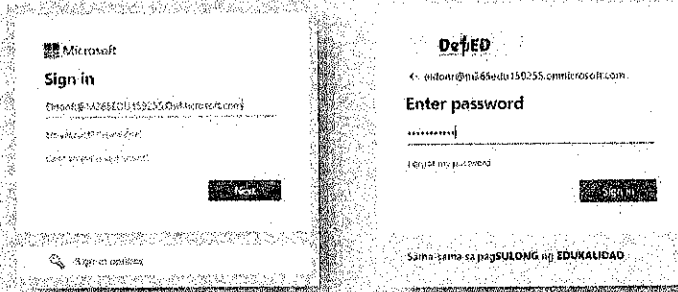
1. **Regional Youth Formation Coordinator (RYFC)** - shall take charge of coordinating with Division YFC's in disseminating information on Career Accelerator Program, event registration, and live event schedules and links
2. **Regional Public Affairs Unit** – shall post the social media promotion materials, including registration links to their designated DepEd Regional Office FB Page.
3. **Regional ICT Unit** – shall coordinate with Division ITOs and Division IOs as regards to the links to the live events for their region
4. **Division Youth Formation Coordinators (DYFC)**– shall ensure participation of students and schools by sharing the registration links and links to the live event assigned to their region.
5. **Division Information Officers (DIO)** – shall share and promote the live event link for their respective Division Offices in their DepEd Tayo <SDO> FB Pages.
6. **Division Information Technology Officers** – Shall coordinate with School ICT Coordinators in expediting the release of available MS O365 learner accounts.
7. **School Heads** – shall ensure participation of teachers and learners within their jurisdiction and assist in information dissemination.
8. **School Information Coordinators** – shall coordinate with the DIO, DYFC, and School Head in the dissemination of information, including publication through their respective school media.
9. **School ICT Coordinators** – shall coordinate with Division ITOs in the release of MS O365 accounts of learners.
10. **Teachers** – shall inform the learners in their respective grade level/class of this live event and coordinate with the School ICT Coordinator on the release and dissemination of MS O365 learners' accounts. Teachers shall ensure learner participation by instructing them to log-in to [teams.microsoft.com](https://teams.microsoft.com) to join the event.



**Annex D**

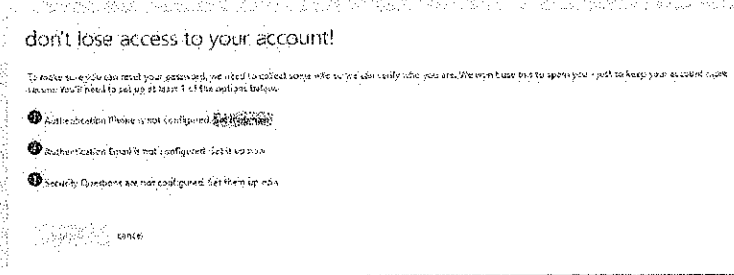
**How to activate your Microsoft account  
(Paano i-activate ang iyong DepEd Microsoft account)**

**STEP 1:** Makipag-ugnayan sa inyong paaralan upang ibigay ang iyong Microsoft 365 account. Sa inyong pagtanggap, pumunta sa **office.com** at mag log-in gamit ang inyong username at password.

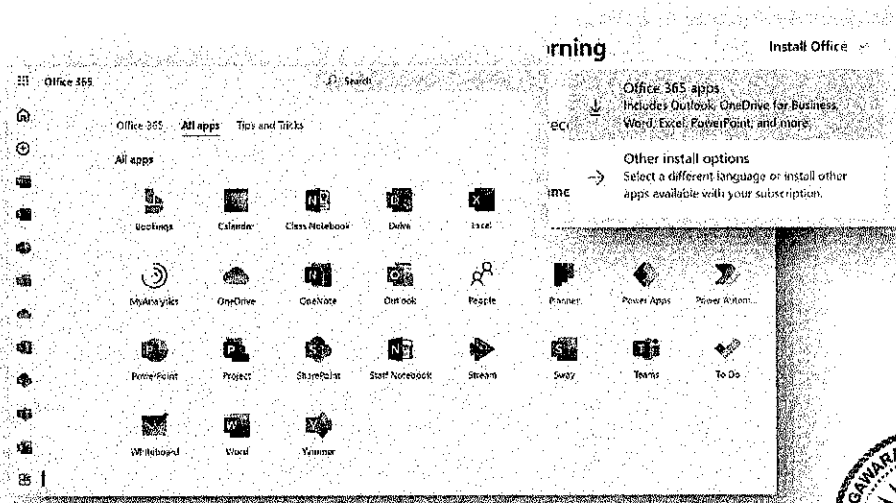


**STEP 2:** Palitan ang iyong temporary password at i-confirm ito.

**STEP 3:** I-rehistro ang iyong mobile number o personal na email address. Maari rin tayong mag-lagayng Security Questions. I-confirm at maaari nang gamitin ang iyong account.



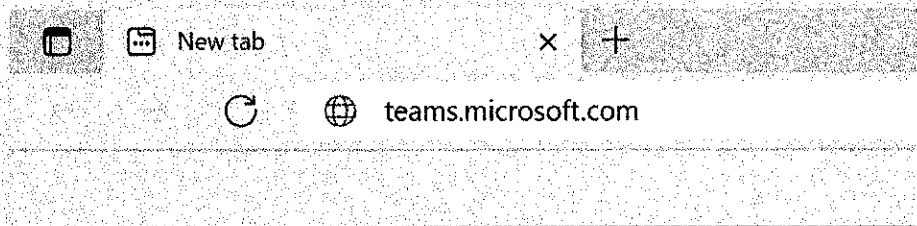
**STEP 4:** Maaari na natin makuha ang Microsoft 365 apps tulad ng Word, Excel, PowerPoint, at Teams gamit ang iyong account! Pumunta sa office.com at i-click ang "Install Office" upang simulan ang pag-download.



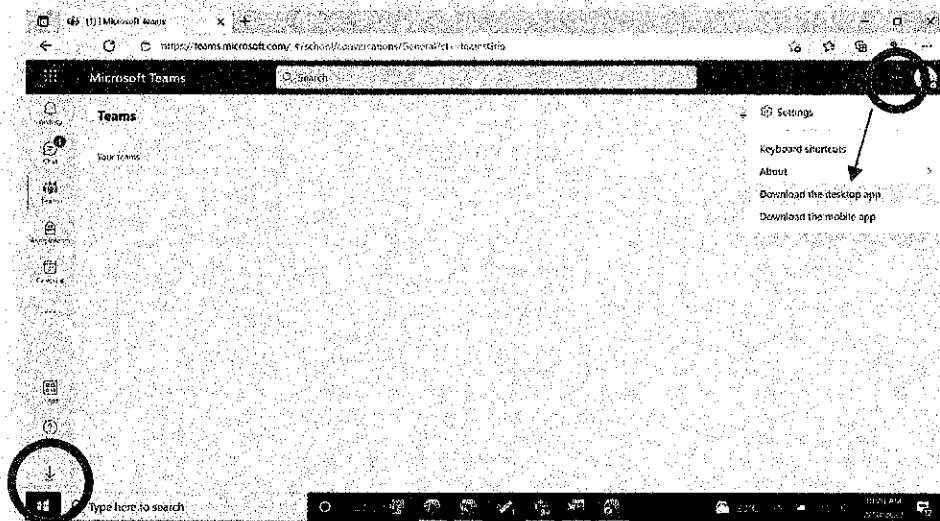
## Annex E

### How to Login To and Download Microsoft Teams

**PC / laptop:** Mag-login sa **teams.microsoft.com** gamit ang iyong DepEd Microsoft account



Pagkatapos mag-login, maaari niyong i-download ang desktop app. I-click ang “...” sa kanang bahagi ng app at piliin ang “**Download the desktop app**”. Maaari niyo din i-click ang arrow down key sa kaliwang bahagi ng app.



**Mobile:** Pumunta lamang sa Google play store o kaya sa App store at hanapin ang “**Microsoft Teams**”. Mag-login gamit ang iyong **DepEd Microsoft account**.

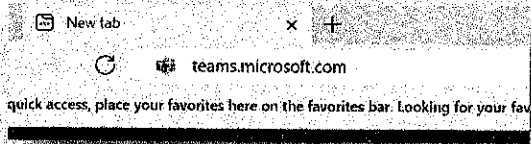




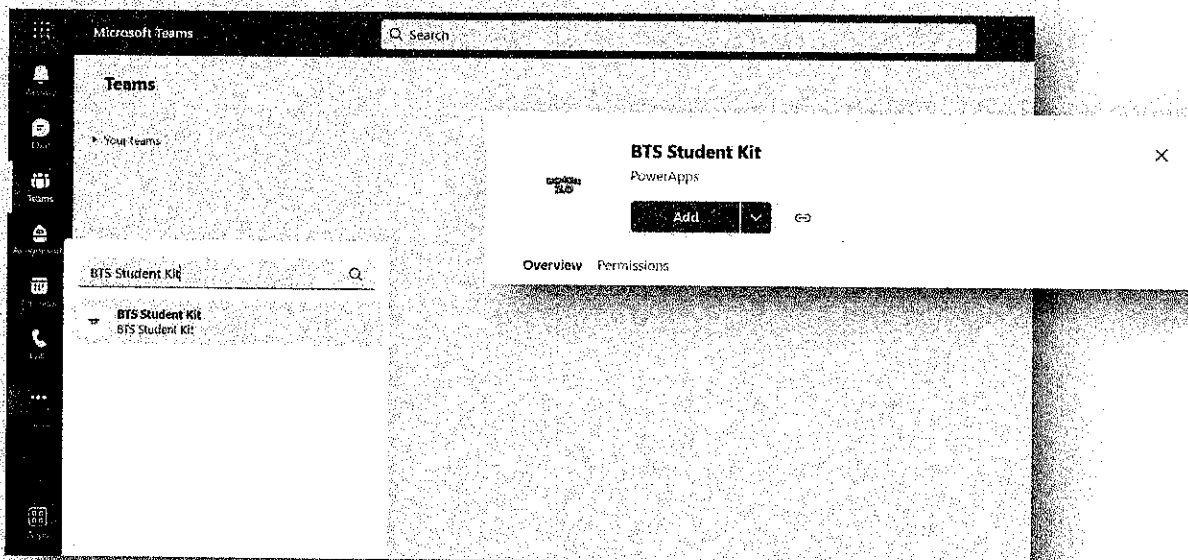
## Annex F

### How to access the “BTS Student Kit”

Mag-login sa **teams.microsoft.com** sa inyong laptop, tablet, o phone.



I-click ang “...” sa kaliwang bahagi ng app at i-type ang “BTS Student Kit”. I-click ang “Add” at makikita na ang app.



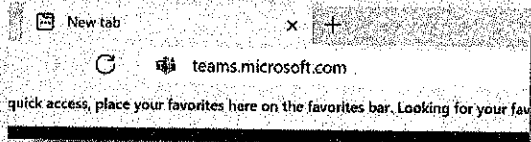
**Tandaan:** Maaaring naka-pin na ang app sa iyong desktop app o mobile app. Sa ganitong sitwasyon, hindi na kailangan hanapin pa ang app.



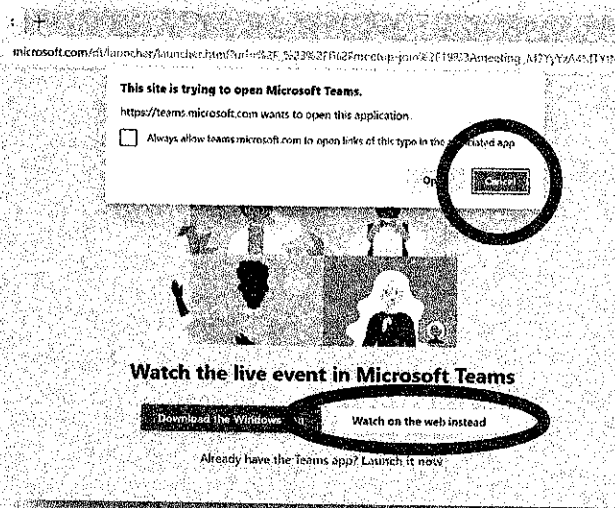
## Annex G

### How to Join a Live Event

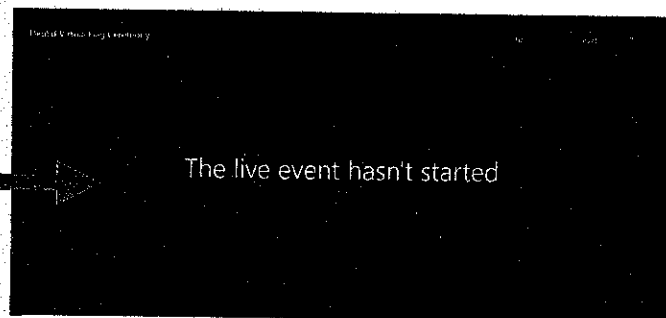
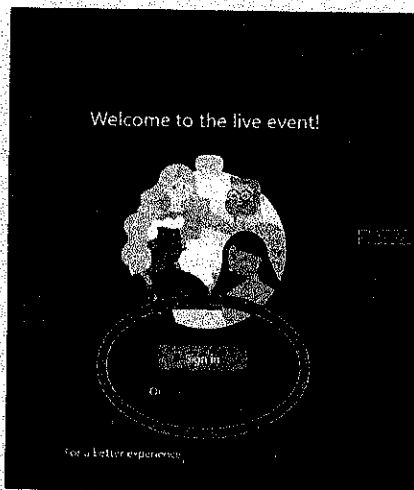
Mag-login sa **teams.microsoft.com** sa inyong laptop, tablet, o phone. (I-click ang event link na binigay sa inyo.)



I-click ang **"Cancel"**, at piliin ang **"Watch on the web instead"** upang mapanood ito sa web browser. (Note: kapag ikaw ay may Teams app na sa iyong device, maaari mo naman piliin ang **"Launch it now"**)



Mag sign-in gamit ang iyong DepEd Microsoft account kung ikaw ay mayroon na nito. Kung wala, piliin ang **"Join anonymously"** panoorin ang programa! Ganito rin ang iyong gagawin sa mobile phone.



Hintayin magsimula ang programa!

