



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. 375, s. 2022

June 13, 2022

**Nationwide Career Accelerator Program for
Senior High School Students**

To: Curriculum Implementation Division Chief
Schools Governance and Operations Division Chief
Division Information Technology Officers
Public Schools District Supervisor (Secondary)
School Principals/Officers-in-Charge
Public Senior High Schools

1. In reference to OUA Memo 00-0622-0039 dated June 7, 2022, the field is informed of the conduct of a Nationwide Career Accelerator Program for Senior High School Students through the partnership of the Office of the Undersecretary for Administration and Microsoft Philippines. The program aims to provide opportunities for SHS students to acquire work-ready skills that meet industry standards and requirements.
2. The virtual event will be launched per region with Region XI scheduled on June 17, 2022 (Friday) at 9:00 a.m. to 12:00 noon.
3. All SHS learners are advised to register at aka.ms/CAPRegister to participate in the said program.
4. Attention is directed to Annex B, and Annex C of the attached OUA Memo 00-0622-0039.
5. For information, guidance, and compliance.

CRISTY C. EPE
Schools Division Superintendent

For and in the absence of the Schools Division Superintendent:

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
DATE: JUN 14 2022 TIME: 3:41 PM
BY: 


BEVERLY S. DAUGDAUG, EdD
Chief Supervisor, CID
Officer-in-Charge

Encls: OUA Memo 00-0622-0039, s. 2022
References: OUA Memo 00-0622-0039, s. 2022
To be indicated in the Perpetual Index under the following subjects
CURRICULUM SENIOR HIGH SCHOOL
Ibj: Nationwide Career Accelerator Program for Senior High School Students
13 June, 2022

TRAININGS



Ready



Republic of the Philippines
Department of Education
DAVAO REGION

Schools Division of Digos City
RECORDS SECTION



RECEIVED

86434

DATE: JUN 13 2022 TIME: 3:57 PM

BY:

Office of the Regional Director

REGIONAL MEMORANDUM
ESSD-2022-041

To : Schools Division Superintendents

Subject: NATIONWIDE CAREER ACCELERATOR PROGRAM
FOR SENIOR HIGH SCHOOL STUDENTS

Date : June 10, 2022

Attached is the OUA Memorandum No. 00-0622-0039 from the Office of the Undersecretary for Administration dated **June 7, 2022**, entitled "**Nationwide Career Accelerator Program for Senior High School Students**".

The Department of Education, through the Office of the Undersecretary for Administration (OUA), in partnership with Microsoft Philippines, will be conducting a **Nationwide Career Accelerator Program for Senior High School (SHS) 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. The schedule for Region XI will be on **June 17, 2022 (Friday), 9:00am – 12:00noon**. The links for each Region are attached as **Annex B**. More information is included for learners to guide them so they can participate in the program.

All SHS learners of this Region 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**.

Immediate and wide dissemination of this Memorandum is desired.

Enclosed: As stated

ROE/smtc

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED

BY:

DATE: OCT 17 2022

TIME: 4:02

ALLAN G. FARNAZO
Director IV



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147

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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim



OUAD00-0622-00 39
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OUA 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

DepEd Schools Division Office - Digos City
RECORDS SECTION
RECEIVED 86179
DATE: 08 JUN 2022 TIME: 4:02 PM
BY:

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

The Office of the Undersecretary for Administration (OUA), 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



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of Major Programs



Office of the Undersecretary for Administration (OUA)

[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

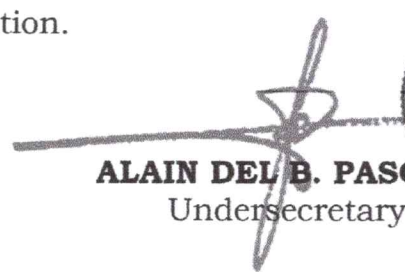
The links for each Region/Tenant are attached as **Annex B**. More information is included for learners to guide them so they can participate in the program.

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, cc: Kristian Catahan of Microsoft Philippines at kristian.catahan@manpower.com.ph

For immediate and widest dissemination.


ALAIN DEL B. PASCUA
Undersecretary



OUAD00-0622-00 39
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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	Video recordings
0900-0910	10	Opening message from DepEd	Usec. Alain Pascua Undersecretary for Administration, DepEd
0910-0930	20	Industry trends	Industry practitioner
0930-1020	50	Technology skills of the future M365 - Word, Excel, PowerPoint LI/LI learning/MS Learn	Microsoft Audentes Technologies Inc.
1020-1040	20	Opportunities in the BPO industry	Aya Mortel Alorica



1040-1120	40	Learning circle	Panelists from DepEd, Microsoft. Audentes, Alorica, industry practitioner
1120-1130	10	Closing message	Peter Maquera 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** 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** 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 (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

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
Kristian Catahan, Customer Success Manager - kristian.catahan@manpower.com.ph
Grace Co, Education Programs Manager - 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:

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



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)**

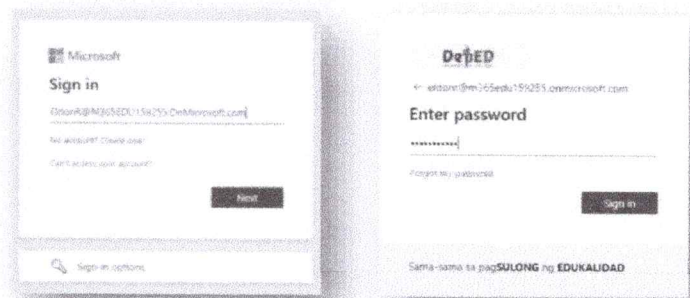
1. **Regional Youth Formation Coordinator (RYFC)** - shall take charge of coordinating with Division YFC's in disseminating information on Career Accelerator Program, event registration, and live event schedules and links
2. **Regional Public Affairs Unit** - shall post the social media promotion materials, 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** to join the event.



Annex D

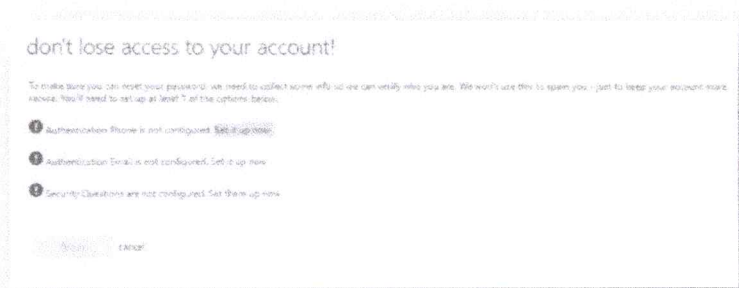
How to activate your Microsoft account
(Paano i-activate ang iyong DepEd Microsoft account)

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.

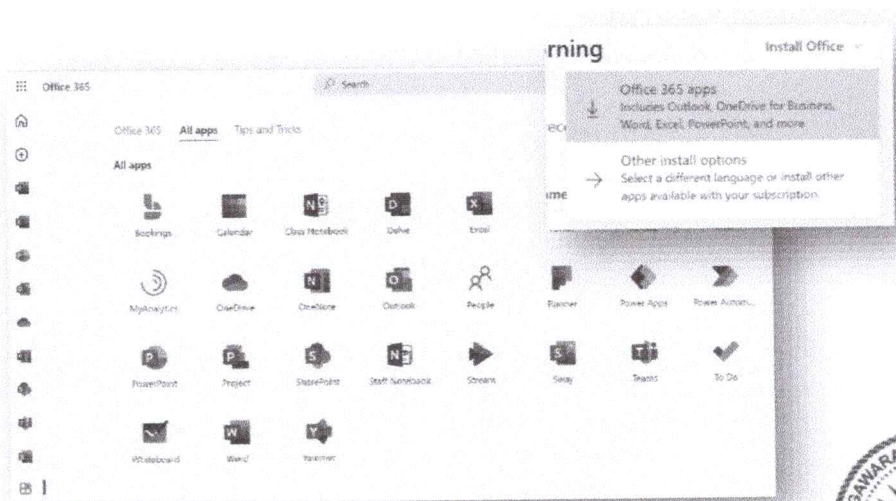


STEP 2: Palitan ang iyong temporary password at i-confirm ito.

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.



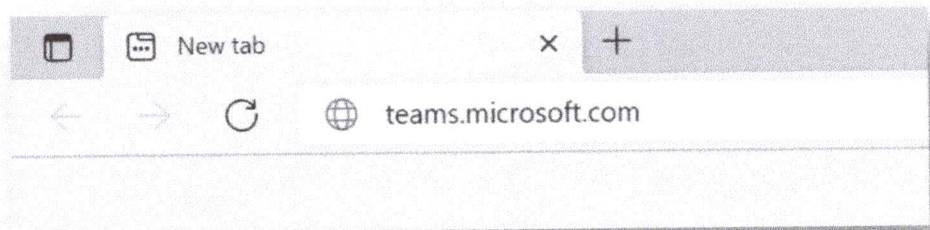
STEP 4: Maaari na natin makuha ang Microsoft 365 apps tulad ng Word, Excel, PowerPoint, at Teams gamit ang iyong account! Pumunta sa office.com at i-click ang “Install Office” upang simulan ang pag-download.



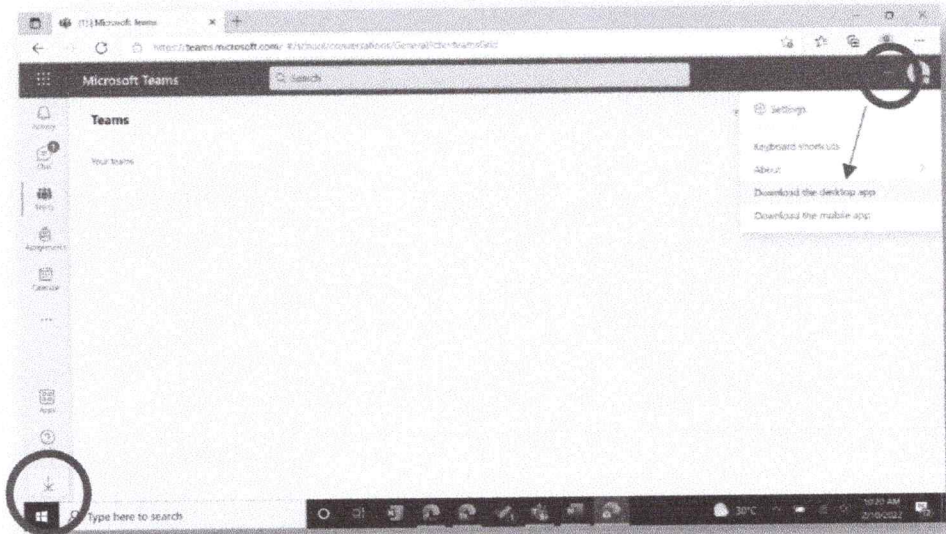
Annex E

How to Login To and Download Microsoft Teams

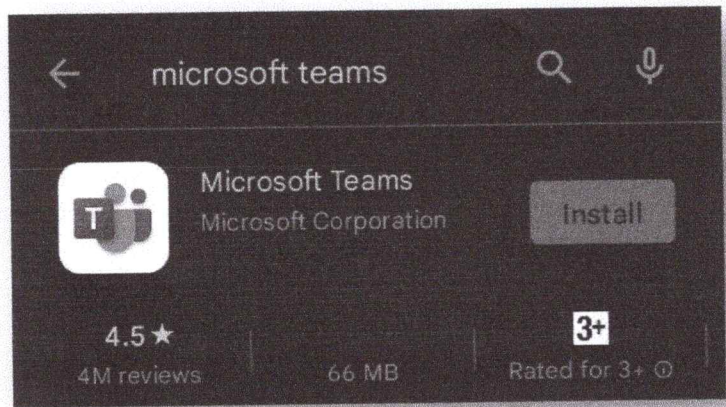
PC / laptop: Mag-login sa **teams.microsoft.com** gamit ang iyong DepEd Microsoft account



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.



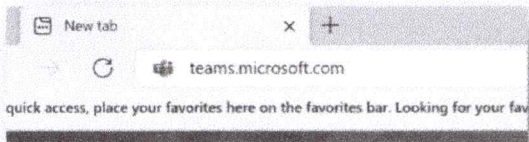
Mobile: Pumunta lamang sa Google play store o kaya sa App store at hanapin ang “**Microsoft Teams**”. Mag-login gamit ang iyong **DepEd Microsoft account**.



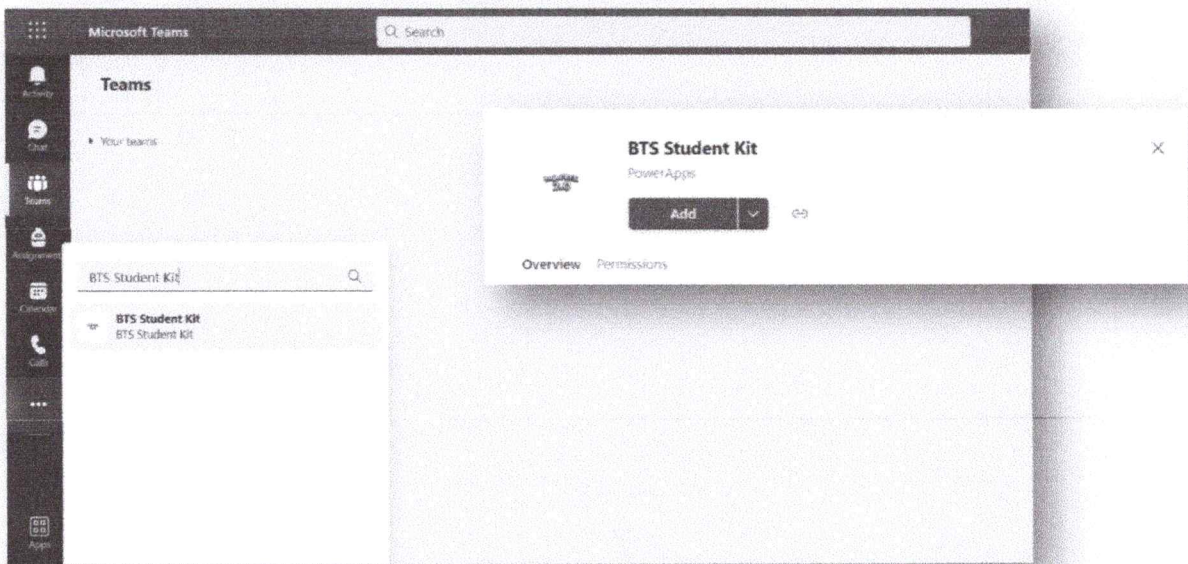
Annex F

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.



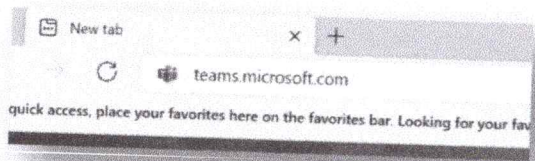
Tandaan: Maaaring naka-pin na ang app sa iyong desktop app o mobile app. Sa ganitong sitwasyon, hindi na kailangan hanapin pa ang app.



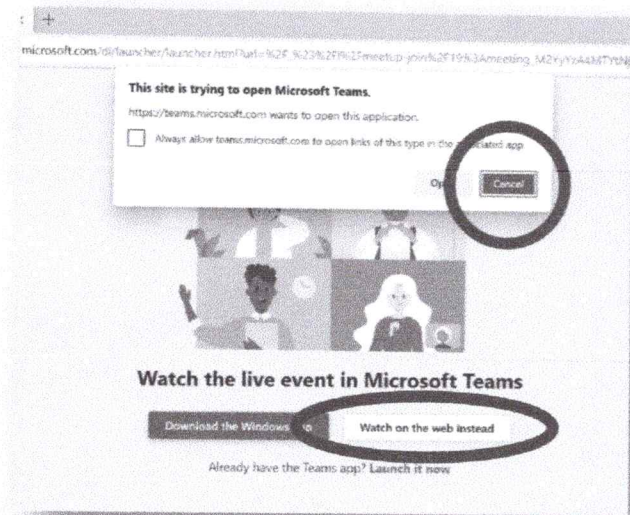
Annex G

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.

