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

**OUA MEMO 00-1021-0152**  
**MEMORANDUM**  
20 October 2021

For: **Regional Directors**  
**Schools Division Superintendents**  
**School Heads**  
**Microsoft Education Ambassadors (Teachers)**

Subject: **TRAIN THE TRAINER PROGRAM**

The Office of the Undersecretary for Administration (OUA) through the Information and Communications Technology Service-Educational Technology Unit (ICTS-EdTech), in collaboration with Microsoft Philippines, supported by LINE Learning and Development Solutions, will conduct **Train the Trainer Program** for identified **Microsoft Education Ambassadors (MEA)**. This shall follow the schedule indicated in **Annex A**. The said activity aims to ensure that the content is aligned to the tools being rolled-out by the Department and to the multiple teaching and learning modalities.

Kindly refer to the following activity guidelines:

1. All training sessions for MEAs will be conducted via Microsoft Teams in the DepEd tenant.
2. Communication to join sessions will be cascaded through the Microsoft Teams site for MEAs.
3. The full list of identified MEAs who are eligible to join the training session is published in <https://tinyurl.com/MEATrainingParticipants>.
4. As part of the program's fulfillment, all MEAs will be required to redeliver the training they have acquired to at least 50 DepEd educators or to a school assigned to them through an online/webinar-style delivery.
5. Trainees of MEAs will use the DepEd PD-LMS (<https://training.deped.gov.ph/>) for skills validation upon completion of training.

For questions and concerns, kindly contact Line Learning and Development Solutions at [support@line-lnd.com](mailto:support@line-lnd.com) (copy furnish Ms. Grace Co at [v-gco@microsoft.com](mailto:v-gco@microsoft.com) and Mr. Mark Anthony Jamisal at [markanthony.jamisal@deped.gov.ph](mailto:markanthony.jamisal@deped.gov.ph)).

For immediate and appropriate action.

**ALAIN DEL B. PASCUA**  
Undersecretary



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**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)]

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## Annex A

### Program Schedule and Training Outline

Schedule	Activity/Topic
<b>October to December 2021</b> <ul style="list-style-type: none"><li>• 23 October 2021 (Session 1)</li><li>• 30 October 2021 (Session 2)</li><li>• 30 October to December 2021 (Adoption)</li></ul>	<b>Virtual/Hybrid Class Management with Microsoft Teams</b>  Preparing DepEd teachers and learners for the conduct of hybrid, blended, and remote learning approach for the conduct of classes
<b>January to March 2022</b> <ul style="list-style-type: none"><li>• January/February TBD (Session 1)</li><li>• January/February TBD (Session 2)</li><li>• January to March 2022 (Adoption)</li></ul>	<b>Game-based Learning with Minecraft Education Edition</b>  Equipping DepEd teachers with new ways to engage students, create exciting classroom experiences, and develop future-ready skills
<b>April to June 2022</b> <ul style="list-style-type: none"><li>• April/May TBD (Session 1)</li><li>• April/May TBD (Session 2)</li><li>• April to June 2022 (Adoption)</li></ul>	<b>Microsoft 365, Future-ready skills, and Employability</b>  Upskilling DepEd teachers to empower DepEd learners to develop the skills needed to be workforce-ready

**Note:** The MEAs will be recommended to identified schools by the DepEd Central Office, Regional Office, and/ or Division Offices who would need support in training the teachers and learners in delivering online classes and use of Microsoft tools.



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