

Republic of the Philippines
Department of Education
Region VII, Central Visayas
CITY SCHOOLS DIVISIION- TAGBILARAN CITY
City of Tagbilaran

Division Memorandum

TO : Heads, Public and Private Elementary and Secondary Schools

FROM : The Schools Division Superintendent

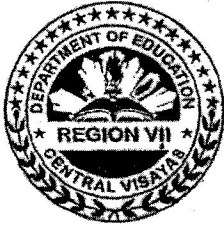
SUBJECT : "SALAMAT PO" LETTER WRITING PROJECT

DATE : November 18, 2015

1. Pursuant to Regional Memorandum No. 0686, s. 2015 , Information Caravan- "Salamat Po" Letter Writing Project, attached is a communication from the Philippine Postal Corporation Central and Eastern Visayas Area dated November 10, 2015 regarding its Information Caravan in selected schools within the region.
2. Attention is invited on the mechanics and guidelines of this year's "Salamat Po" Letter Writing project and the details for other scheduled activities.
3. Interested schools may inquire through telephone numbers 3464881/ 3448242.
4. Attached is the detail of the Letter Writing Project 2015.
5. Immediate dissemination of this memorandum is highly recommended.


VIRGINIA C. ZAPANTA, Ed.D, CESO V
Schools Division Superintendent





REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



November 16, 2015

REGIONAL MEMORANDUM

No. **0686**, s. 2015

INFORMATION CARAVAN- "SALAMAT PO" LETTER WRITING PROJECT

TO: All Schools Division Superintendents
Heads, Public and Private Elementary and Secondary Schools
All Others Concerned

1. For the information and guidance of all concerned, attached is a communication from the Philippine Postal Corporation Central and Eastern Visayas Area dated November 10, 2015 regarding its Information Caravan in selected schools within the region.
2. Attention is invited on the mechanics and guidelines of this year's "Salamat Po" Letter Writing project and the details for other scheduled activities.
3. Interested schools may inquire through telephone numbers 3464881/ 3448242.
4. Immediate dissemination of this Memorandum is highly recommended.

Juliet A. Jeruta
JULIET A. JERUTA
Director III
OIC-Regional Director

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11/16/ 2015

Office of the Director (ORDi), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

"ESD 2015: Karapatan ng Lahat, Pananagutan na Lahat"

OFFICE OF THE AREA DIRECTOR

November 10, 2015

DR. JULIET JERUTA
Regional Director
DEPARTMENT OF EDUCATION
Sudlon, Lahug, Cebu City

Dear Dr. Jeruta,

At the outset, we would like to extend our gratitude for your wholehearted support during the recently held National Letter Writing Day at SM City Consolacion on October 9, 2015.

To continue with our aim of developing the writing skills of the students and enhance their passion for letter writing despite the existence of modern means of communication, we will be having an information caravan in selected schools within the Region. We will have an audio visual presentation on letter writing and proper addressing of mails and tips on stamp collecting from November to February 2016. Attached is the Mechanics and Guidelines of this year's "Salamat Po" Letter Writing project.

Aside from that and to celebrate the month of November as the National Stamp Collecting Month as declared through Proclamation 494 of then Pres. Fidel V. Ramos, we will be conducting a workshop-lecture on Stamp Collecting. A stamp exhibit is also being organized for the students in our Area Office from November 16 – 27, 2015. Snacks and a freebie will be given to the students.

In light of all these, may we respectfully solicit your most valued support by endorsing our intentions to the schools in the Region so that we can successfully conduct the information caravan. Nearby schools can also attend our workshop-Lecture for the month of November.

My representative shall coordinate with your office; we can also be reached at tel. nos. 3464881 / 3448242.

Thank you very much for your most valued support.

Very truly yours,


ATTY. RAUL Q. BUENSALIDA, CESO III
Postal Area Director

LETTER WRITING PROJECT 2015
PHILPOST CIRCULAR NO. 15-52 DATED August 25, 2015

I. OBJECTIVES

1. To educate the youth about the essence of appreciation "SALAMAT PO" attitude through Letter Writing.
2. To promote positivism among the youth by appreciating the good deeds instead of criticizing each other.
3. To develop the writing skills of the students.
4. To uplift the morale of our public servants.
5. To foster love, friendship and strong family ties.
6. To bring back the passion for letter writing despite the existence of modern means of communications, like cellular phones and the social network.

I. MECHANICS

1. This Letter Writing Project is open to all elementary, high school and college students from both public and private institutions nationwide.
2. Students shall be encouraged to write "thank you" letters to anyone they want using Filipino, English or their native language following the proper format of writing a letter (place and date, addressee's address, opening and closing salutation and signature).
3. The letter shall be handwritten and mailed to the addressee via **the post office only** and should specify the name of the school and teacher and send it via ordinary mail service with postage rate of P10.00 (1-2 pages only) for delivery anywhere in the Philippines. Students may also send letters/postcards/aerogramme abroad using airmail service, published rates applied.
4. For every letter, greeting card, post card or aerogramme sent via post office, or any of the accredited postal station in participation of *Salamat Po! Letter-writing project*, the mailer shall be entitled to one (1) raffle ticket upon payment of the corresponding postage fee.
5. If the letter to be sent is for outside the country, published rates will be applied. The mailer will be entitled to two (2) raffle tickets.
6. Raffle stubs shall be properly filled up and duly signed by the mailer and the teacher who encouraged the mailer to write. Raffle stubs shall be dropped at the designated drop boxes located at all post offices, accredited postal stations, post offices located in Robinsons, SM and other malls with postal counters.
7. The name of teacher, school and its contact number and address should be clearly written in the raffle stub. The Postmaster shall check if all information is filled out.

MEMORANDUM OF AGREEMENT
AMONG
THE PHILIPPINE POSTAL CORPORATION,
THE DEPARTMENT OF EDUCATION,
AND THE
KOMISYON SA WIKANG FILIPINO
CONCERNING
PROMOTING LETTER WRITING AND STAMP COLLECTING IN SCHOOLS

KNOW ALL MEN BY THESE PRESENTS:

This MEMORANDUM OF AGREEMENT made and entered into this _____ day of _____, 2014, by and among:

The **PHILIPPINE POSTAL CORPORATION**, a government owned and controlled corporation duly organized and existing under Republic Act No. 7354 and currently under the Office of the President of the Philippines per Executive Order No. 47 dated July 2011, with principal office at the Post Office Building, Liwasang Bonifacio, Manila, and represented herein by its Postmaster General and Chief Executive Officer, **MA. JOSEFINA M. DELA CRUZ**, hereinafter referred to as "PHLPost";

-and-

The **DEPARTMENT OF EDUCATION** a government entity, established according to Philippine laws, with principal office at DepEd Complex, Meralco Avenue, Pasig City and represented herein by its Secretary, **BR. ARMIN A. LUISTRO FSC**, hereinafter referred to as "DEPEd";

-and-

The **KOMISYON SA WIKANG FILIPINO** established by virtue of Republic Act 7104, with principal office at Watson Bldg., 1610 J.P. Laurel Street, Malacanang Complex, San Miguel, Manila, and represented herein by its Administrator, **VIRGILIO S. ALMARIO**, hereinafter referred to as "KWF".

WITNESSETH: THAT

WHEREAS, PHLPost is a government-owned and controlled corporation engaged in the business of carrying and delivering mail and other postal matters with the function to provide for the collection, handling, transportation, delivery, forwarding, returning and holding of mails, parcels and like materials throughout the Philippines and, pursuant to agreements entered into, to and from foreign countries;

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4. Include letter writing and stamp collecting as part of the K-12 Curriculum and recommend the conduct of the yearly Letter Writing Activities "Salamat Po" during the celebration of events like: Mother's Day, Father's Day, Teacher's Day, Grandparents' Day, Family Day, Foundation Day, Thank You Day, Valentine's Day, and any other events in schools where letter writing is appropriate;
5. Provide support in the holding of a National Letter Writing Day in schools in every October 9 of each year;
6. Provide support in holding of the First Grand Assembly of the members of the newly created Stamp Clubs to be held every March of each year;
7. Allow PHLPPost to post posters and tarpaulin in selected places prescribed by the school principals in relation to the said activities;
8. Allow schools to maintain close coordination with PHLPPost representatives pertaining to the implementation of the above activities;
9. Participate actively in attending any meetings and other concerns related to the implementation of the above-mentioned activities; and
10. Provide PHLPPost, through the BEIS, an updated list of elementary and secondary schools, both from public and private institutions nationwide indicated therein the total number of enrollees per level.

B. KWF's OBLIGATIONS:

1. Promote the Yearly Nationwide Letter Writing Project "SALAMAT PO" as part of their campaign for Wikang Filipino;
2. Disseminate information either through print, electronic and other means of media, about the "SALAMAT PO" Letter Writing Project of PHLPPost in order to promote positivism and the preservation of Filipino language; and
3. Initiate action to seek approval from the Office of the President for the issuance of an Executive Order declaring a "National Letter Writing Day" with the theme "Salamat Po" using Filipino Language only.

C. PHLPPOST's OBLIGATIONS:

1. Conduct widest information campaign of the Nationwide Letter Writing Project and the UPU International Letter Writing Competition;
2. Conduct a yearly POSTAL AWARENESS PROGRAM "SULAT MULAT" for elementary and secondary students of public and private schools nationwide;
3. Hold a yearly Nationwide Letter Writing Project "SALAMAT PO", National Letter Writing Day, UPU International Letter Writing Competition, Organization of Stamp Clubs and General Assembly Meeting of stamp club members;
4. Shoulder the expenses to be incurred in the implementation of the abovementioned activities;
5. Coordinate with DepEd on any and all activities to be conducted in schools and with corresponding approval from School Principal/Heads/Administrators;
6. Coordinate closely with designated DepEd and KWF Coordinators any matters/issues concerning the effective implementation of the;
7. Distribute letters to school heads requesting support by encouraging students to join the activities;
8. Print and distribute flyers and promotional materials related to this Program, post tarpaulins in selected schools, and conduct school visit /caravan, with prior approval from school Heads/Administrators;
9. Ensure safety of the students and teachers who will be invited to attend events related to the activities held outside school premises;
10. Secure prior approval from DepEd and KWF for the use of logo for promotional and advertisement purposes;
11. Design a module for Letter Writing and Stamp Collecting for inclusion in the

SIGNED IN THE PRESENCE OF:

Chy

Margarita C. Rodriguez-Basco

(DEPED)

(KWF)

[Signature]

CESAR N. SARINO
(PHLPOST)

ACKNOWLEDGMENT

Republic of the Philippines)
MANILA CITY) S.S.

BEFORE ME, this 01 day of APR 2014 2014 in the City of
MANILA CITY, personally appeared:

- | | ID # | DATE/PLACE ISSUED |
|---|-------------------|----------------------------------|
| 1. Ma. Josefina M. Dela Cruz,
representing Philippine Postal
Corporation as Postmaster
General & CEO | <u>EB4891220</u> | <u>01 / MARCH / 12 / OPA</u> |
| 2. Br. Armin A. Luistro FSC
representing Department of
Education as Secretary | <u>DP-0007134</u> | <u>SEPT - 2, 2010 - DTA MIA.</u> |
| 3. Virgilio S. Almario,
representing the Komisyon sa
Wikang Filipino as Administrator | <u>KWF-013-01</u> | <u>01 / JAN / 3 / 2014</u> |

All known to me to be the same persons who executed the foregoing instrument for and in behalf of the aforementioned entities, and that they respectively acknowledged to be that the same is the act and deed of the Philippine Postal Corporation, the Department of Education and the Komisyon Sa Wikang Filipino, respectively, and that the above-named persons are duly authorized to sign the same.

IN WITNESS WHEREOF, I hereunto affix my signature and seal on the date and place first above mentioned.

[Handwritten signature]

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Book No.: 1
Series of 2014

[Signature]
MA. MARGARITA C. RODRIGUEZ-BASCO
Notary Public until December 31, 2015
PTR No. 91059351-01-14