



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CITY SCHOOLS – TAGBILARAN
City of Tagbilaran



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September 24, 2019

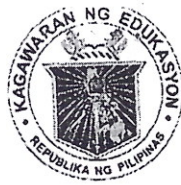
Division Memorandum
No. 499 s, 2019

“SALAMAT PO” LETTER WRITING ADVOCACY PROGRAM

To : All Public Elementary and Secondary School Heads
Education Program Supervisors/ Division Coordinators

1. The Department of Education shall commemorate this year’s **National Teachers’ Day and World Teachers’ Day** Celebrations on October 5, 2019 at the Atrium. Limketkai Center, Lapanan, Cagayan de Oro with the theme: **“Gurong Pilipino: Kasama sa Mapagpalayang Edukasyon.”**
2. With regard to the aforementioned celebration, the Philippine Postal Corporation (PHLPost), in partnership with DepEd, shall launch the 7th year of the Salamat Po! Letter Writing Advocacy Program for elementary to Grade 12 students.
3. Enclosed are the Memorandum from the Office of Usec. Tonisito M.C. Umali and the invitation of Philippine Corporation (PHIPost) with its Contest Guidelines and Mechanics.
4. Immediate dissemination of this memorandum is desired.

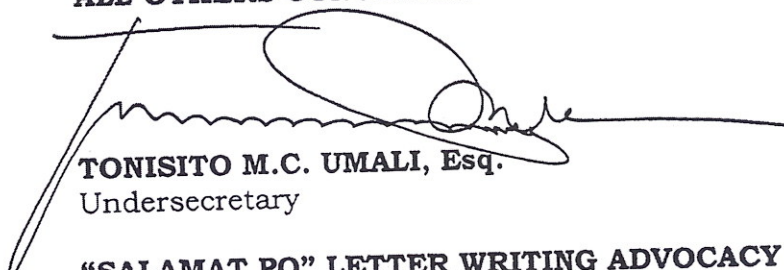
Neri C. Ojastro
NERI C. OJASTRO, Ed.D., CESE
Schools Division Superintendent
Office of the Schools Division Superintendent
oro
9/24/19



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY
Tanggapan ng Pangalawang Kalihim

MEMORANDUM
OU-LAPP No. 317, s.2019

TO : **REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
PUBLIC AND PRIVATE ELEMENTARY AND
SECONDARY SCHOOLS HEADS
ALL OTHERS CONCERNED**

FROM : 
TONISITO M.C. UMALI, Esq.
Undersecretary

SUBJECT : **"SALAMAT PO" LETTER WRITING ADVOCACY
PROGRAM**

DATE : August 19, 2019

The Department of Education (DepEd) shall commemorate this year's National Teachers' Day and World Teachers' Day Celebrations on **October 05, 2019** at the **Atrium, Limketkai Center, Lapan, Cagayan de Oro** with the theme: **"Gurong Pilipino: Kasama sa Mapagpalayang Edukasyon."** The abovementioned event will be participated by teacher-participants from all regions, and representatives from Commission on Higher Education (CHED) and Technical Education and Skills Development Authority (TESDA).

Relative to the above mentioned celebration, the Philippine Postal Corporation (PHLPost), in partnership with DepEd, shall launch the 7th year of the *Salamat Po! Letter Writing Advocacy Program* for Elementary to Grade 12 students. The program aims to recognize their invaluable contribution of the teachers who continue to inspire and dedicate their time and effort in guiding the Filipino youth. The following activities are included in the conduct of the 7th *Salamat Po! Nationwide Letter Writing Advocacy Program*:

1. "Salamat Po, Teacher!" Nationwide Letter Writing Raffle Promo
2. "Salamat Po, Teacher!" Special Teachers' Day Raffle Promo
3. "Salamat Po, Teacher!" Nationwide Letter Writing Competition
 - a. Regional On the Spot Letter Writing Competition
 - b. National On the Spot Letter Writing Competition
4. Salamat Po! Knowledge Building Program
5. Universal Postal Union (UPU) International Letter-Writing Competition for Young People

The Program is open to all elementary and high school students from private and public schools nationwide. The duration of the program will be from September 2019 to March 2020.

To encourage the participation of the students and advance PHLPost's advocacy, homeroom or subject area teachers may integrate letter writing during homeroom period or in applicable subject area/s and make said activity as a project for the students. The learners may then opt to drop their letters to the mailbox provided by PHLPost.

Enclosed in this Memorandum are the different projects and their respective guidelines and mechanics integrated in the said program for your reference.

For more information, you may contact Ms. Bea Gervacio of PHLPost at telephone numbers (02) 524-8771 or 527-9605.

Thank you very much.

September 5, 2019

SALUSTIANO T. JIMENEZ, LL.B., CESO V
Officer-in-Charge Regional Director
DEPARTMENT OF EDUCATION
Region VII
Sudlon, Lahug, Cebu City

SIR:

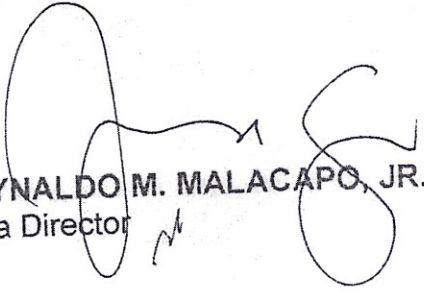
Now on its 7th year and conducted in collaboration with the Department of Education through DepEd Memorandum No: OU-LAPP No. 517, s 2019 dated August 19, 2019, Subject: "SALAMAT PO" LETTER WRITING ADVOCACY PROGRAM, PHLPost is gearing up to start its implementation. Once again we would like to respectfully solicit the most valued support of DepEd R7 through a Memorandum to your teachers endorsing this worthwhile project which is highlighted by an information caravan to commence this month. The information caravan aims to contribute to the learning of the students in terms of letter writing, proper addressing of mails and shall be conducted to any interested school. There will be audio visual presentations, a letter writing workshop and actual dropping of letters in mailboxes provided at the school. The postage rate for each piece of mail for delivery anywhere in the Philippines is only P12.00. Regular rate applies for letters or greeting cards addressed to international destinations.

Attached are the Guidelines and Mechanics of the "Salamat Po" Letter Writing Advocacy Program Year 7.

We would like to call you. We can also be reached through tel, nos. 3448242 / 3464881 or through email at ppc7market_ofc@yahoo.com.

Thank you very much for the continued support in this undertaking.

Very truly yours,


REYNALDO M. MALACAÑO, JR.
Area Director

DepEd RS2019-15483
9/6/19

ACTIVITY : "SALAMAT PO, TEACHER!" LETTER WRITING RAFFLE PROMO
(SPT Raffle Promo and SPT Grand Draw)

Date : September 2019 – April 2020

MECHANICS

1. Students from Kindergarten to Grade 12 are encouraged to write "thank you" letters to their teachers and send it via the post office.
2. The letters must be in proper letter writing format (place, date, address, opening and closing salutation and signature) using any language or dialect preferred by the sender.
3. The letter must be sealed in an envelope with the complete details of the sender and addressee clearly written and visible (complete names and addresses of the sender and recipient).
4. The letter envelope must be properly labeled with "Salamat Po, Teacher! Year 7" for proper identification.
5. For every "Salamat Po, Teacher" entry sent via the postal service, the student shall be entitled to one (1) Raffle Ticket, upon payment of the corresponding special postage rate of P12.00 for delivery anywhere in the Philippines.
6. Thank you letters and cards to be sent outside the Philippines shall be charged with published rates but entitled to 2 raffle tickets.
7. Raffle stub shall be properly filled out, duly signed by the mailer/ student and his/her contact number and name of the school shall be clearly written on the Raffle stub.
8. The Postmaster shall check if all information is filled out.
9. The Raffle Stub shall be dropped at the designated drop boxes located at all Post Offices, Post Offices located in Robinsons, SM and other malls with Postal Counters.
10. In areas where post offices are not accessible to students, PHLPPost shall schedule the pick-up of all mails upon request of the school heads and shall see to it that postage fees are paid and raffle tickets are duly issued.
11. Other individuals are also encouraged to send "Thank You" Letters to their teachers via the post office, the special postage fee of P12.00 shall apply for delivery anywhere in the Philippines. Individuals who will send letters not included in the specified participants (Kindergarten to Grade 12) are not entitled to raffle tickets.
12. During the Grand Raffle Draw on March 2019 one (1) winner will be drawn for Luzon, one (1) winner for Visayas and one (1) winner for Mindanao. A total of three (3) students, three (3) teachers, and three (3) schools will have a chance to win P10,000.00 each.

National Teachers' Day (NTD)

ACTIVITY : PHLPOST SPECIAL TEACHER'S DAY RAFFLE PROMO IN CELEBRATION OF THE NATIONAL TEACHER'S DAY AND WORLD TEACHER'S DAY

RAFFLE DRAW : 05 OCTOBER 2019

VENUE : TBA

MECHANICS

1. In support to the National Teachers' Day (NTD) and World Teachers' Day (WTD) on October 5, 2018, PHLPost will conduct a **SPECIAL TEACHER'S DAY RAFFLE PROMO** to acknowledge and express gratitude for their dedication and hardwork.
2. Teachers attending the National Teacher's Day Celebration shall have a chance to win in the raffle promo.
3. On the day of the event, collection of basic information (name and school) of the teacher shall be done in the PHLPost NTD Booth. Teachers shall receive PHLPost freebies once they sign up.
4. Ten (10) teachers will each win a presentation frame of the PHLPost 2019 NTM Stamp during the Teacher's Day program.
5. Announcement will be done during the program and on the official SPT Y7 social media site.

ACTIVITY : **SALAMAT PO! NATIONWIDE LETTER WRITING COMPETITION
REGIONAL ON THE SPOT LETTER WRITING COMPETITION (ROTS Y7)
NATIONAL ON THE SPOT LETTER WRITING COMPETITION (NOTS Y7)
KNOWLEDGE BUILDING PROGRAM (SPT KBP)**

Date : **January 2020 – March 2020**

MECHANICS

1. Participants aged 10 to 15 (as of May 2020) of the SPT Raffle Promo are eligible to participate in the letter writing competition.
2. The letter writing competition shall have two (2) stages: ROTS Y7 and NOTS Y7
3. ROTS shall be implemented on a per Area basis. Area Offices shall conduct the collection and selection of the top three (3) Area winners in partnership with Department of Education Regional Office for the judging of compositions
4. ROTS participants shall compose their letter bearing NTM's four (4) A's of Gratitude (Appreciation, Admiration, Approval, and Attention) as theme.
5. Participants shall send their compositions to the Office of the Area Director of their assigned Areas. The Area Marketing Specialist shall coordinate with the participants from their respective Areas
2. The regional on the spot letter writing competition shall be conducted January 2020. Postal Area Offices shall notify the winners on the schedule, mechanics, and criteria of the activity.
3. Two (2) winners per Postal Area Office from the regional competition shall qualify for the national on-the-spot letter writing competition in preparation for the UPU International Letter Writing Competition for Young People.
4. The Area Marketing Specialists shall notify and coordinate with the top 2 winners of their respective Area Offices on the schedule and activities of the national on the spot letter writing competition. Additional information shall be sent to the Areas.
5. The National On the Spot Letter Writing Competition is scheduled on March 2020 in Metro Manila.
6. Participants shall be flown in Manila for a three (3) day immersive tour, including the NOTS Competition.
7. A Knowledge Building Activity (SPT KBP) shall be conducted a day prior to the competition where participants shall be toured in various historical venues in Manila, including the Manila Central Post Office.
8. Participants are required to be dressed in their school uniforms on the day of competition.
9. Travel expenses, meals, and accommodation during the three (3) day activity shall be shouldered by the corporation.
10. Travel expenses shall be forwarded in advance to the Area Offices for their processing and use, solely for the transportation of the participants and shall be subjected to the usual accounting and auditing rules.

11. A selection committee shall be formed, in coordination with DepEd and literary organizations and artists, to select the top three (3) best compositions. Selection of the best compositions shall be based on the UPU Letter writing criteria, structure as a letter, adherence to theme, creativity, and use of language.
12. Selection of winners will be done in PHLPost Central Office wherein three (3) winners will receive certificates, medals and cash prizes as follows:
 - Php 10,000 – 1st place
 - Php 7,000 – 2nd place
 - Php 5,000 – 3rd place

The school of the 1st place winner shall also receive Php 10,000.00.

13. The announcement of winners shall be done through the programs official Facebook page.
14. Only the overall First Placer's entry shall represent the Philippines in the UPU Letter Writing Competition.

ACTIVITY : 49th UNIVERSAL POSTAL UNION (UPU) International Letter Writing Competition for Young People

Date : May 2020

MECHANICS

1. The UPU International Letter Writing Competition for Young People is an annual project being held in Berne, Switzerland with the objective to improve literacy through the art of letter-writing targeted at children and young people.
2. Each member postal administration is encouraged to send the best letter composition that will represent its country with the supporting documents as stated in the "Rules of the International Letter-Writing Competition for Young People", to wit;
 - A. Completed Entry Form
 - B. Original Letter in the following formats:
 - the handwritten original;
 - a good quality scan (if available), in colour, of the handwritten original in PDF format;
 - as a Word document
 - C. A translation of the composition in English and/or French, as a Word document; and
 - D. A good quality photograph of the candidate
 - in JPEG format (300 dpi minimum); or
 - as a print copy (do not staple or glue the photo to any of the documents if sending by post)
3. The competition is open to participants up to the age of 15 years (as of May 2020).
4. Official entry for the UPU competition shall be from the best composition as determined during the implementation of NOTS.
5. As stated in the rules of the program, compositions must be in the form of a letter and contain the basic elements thereof, such as date, opening and closing salutation, and signature. The original composition may include illustrations from the candidate. Entries must adhere strictly to the theme and not exceed the limit of 1,000 words in the original language.
6. To ensure the impartiality of the jury, no reference of the country of origin shall be present in the composition submitted.
7. Specific details such as theme and deadline of submission will be provided by UPU once the theme for the 2020 Letter Writing Competition has been announced.
8. The following criteria will be used to judge the quality of the letters; structure as letter. adherence to the theme, creativity, and use of language
9. Judges will select the three (3) best winners and may also award special mentions to other compositions.
10. Top winners shall receive a medal, certificates, and other prizes to commemorate their win (to be decided at the sole discretion of the UPU). Special mentions shall also receive certificates and prizes to be determined by the UPU.