



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Division of City Schools – Tagbilaran City

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM

No. 101, s. 2021

March 12, 2021

**PHILIPPINE POSTAL CORPORATION (PHLPOST) AND UNIVERSAL POSTAL UNION'S  
(UPU) 50<sup>th</sup> INTERNATIONAL LETTER-WRITING COMPETITION FOR YOUNG PEOPLE  
2021**

To: Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Heads of Public & Private Elementary and Secondary Schools  
All Others Concerned

1. The PHLPOST and the Universal Postal Union (UPU) will be holding the 50<sup>th</sup> International Letter-Writing Competition for Young People 2021. This contest aims to intensify the promotion of literacy and develop and improve the capacity of the learners to convey their thoughts confidently thru letter-writing. Said activity bears the theme, **“Write a Letter to a Family Member about Your Experience of Covid-19”**.
2. The contest is open to all school learners, 15 years old or younger from both public and private schools.
3. For the mechanics of the contest, please see attached file.
4. Immediate dissemination of this memorandum is desired.

**JOSEPH IRWIN A. LAGURA PhD**  
Schools Division Superintendent  
Office of the Schools Division Superintendent

2 February 2021

PHLPOST CIRCULAR NO. 21-14

**SUBJECT: 50<sup>TH</sup> INTERNATIONAL LETTER-WRITING COMPETITION FOR YOUNG PEOPLE (2021)**

The Universal Postal Union, through the International Bureau, has recently called on all postal administrations to participate in this year's letter writing competition. It aims to intensify the promotion of literacy thru letter-writing. The contest is designed to develop the young people's skills in composition and the ability to express their thoughts clearly, to foster their enjoyment of letter-writing and to help strengthen the bonds of international friendship – one of the basic missions of the UPU.

**CONTEST MECHANICS**

1. The contest is open to all high school students from the public and private schools nationwide with 15 years of age and below.
2. The contest theme is: **“WRITE A LETTER TO A FAMILY MEMBER ABOUT YOUR EXPERIENCE OF COVID-19”**.
3. The compositions must be recent, unpublished and original letters.
4. Entries must be written in English, handwritten, adhere **STRICTLY** to the theme and must not exceed the limit of 1,000 words in length.
5. Compositions must be in the form of a letter containing its basic elements (heading, salutation, body of the letter, complimentary close and signature).
6. All entries must be originally done by the participant. The contest committee has to right to test the winning participant on the originality of his/her entry.
7. On a separate sheet of paper, the participant must indicate the following information:
  1. Number of Words of the Letter Composition
  2. Complete Name and Home Address
  3. Gender of Candidate
  4. Age and Date of Birth
  5. Colored Digital Photo of Candidate in Jpeg format (300 dpi minimum). (Xerox or Photocopy is not allowed)
  6. Name and Address of School/Grade or Year Level
  7. Contact Numbers of School and the Candidate (Telephone and Mobile Number)
8. Judging shall be based on the following criteria: (UNESCO judging criteria)
 

1. Relevance to the Theme of the Composition	-	30%
2. Imagination and Originality of the Contents	-	20%
3. Demonstrates a Good Style of Writing and Communication	-	20%
4. Demonstrates an Extensive Vocabulary	-	20%
5. Youthfulness of Tone	-	10%
		<b>100%</b>

9. Entries must be placed in a brown envelope and may ONLY be submitted via Domestic Express Mail Service (DEMS) to:

**UPU 50<sup>th</sup> International Letter Writing Competition for Young People (2021)**  
**Post Shop, Philately and Museum Division**  
**Philippine Postal Corporation**  
**3/F Manila Central Post Office Building**  
**Magallanes Drive Liwasang Bonifacio**  
**Barangay 659-A, Ermita 1000 Manila**

10. Entries sent thru private couriers like LBC, DHL, 2GO, JRS EXPRESS, et al. shall be automatically DISQUALIFIED.
11. The contest period is from 8 FEBRUARY 2021 to 2 APRIL 2021. Selection of semi-finalists must be done on or before 12 April 2021. Final winner must be determined not later than 19 April 2021. The winning entry (First Prize) from the Philippines must reach the UPU 50th International Letter-Writing Competition Committee by 5 MAY 2021.
12. PRIZES
- First Prize - Php15, 000.00 + Medal and Presentation Frame  
Second Prize - Php10, 000.00 + Medal and Presentation Frame  
Third Prize - Php 5, 000.00 + Medal and Presentation Frame
13. The FIRST PRIZE winning entry shall be sent by PHLPost to the International Bureau as the Philippines Official Entry to the UPU 50th International Letter-Writing Competition for Young People (2021).
14. A committee shall preside and convene a group of judges who shall select the winning entries. The group shall be guided by the rules of the UPU International Letter-Writing Competition for Young People set for this year's event.
15. From among all the entries, ten (10) shall be shortlisted by the screening committee for consideration of the panel of the judges. The decision of the panel of judges shall be final and NOT subject to appeal.
16. For more information and inquiries, please call Ms. Joy Edralin-Cacho, Special Project Officer/Marketing Specialist – Post Shop, Philately and Museum Division at Tel. No. 8 527-01-32.
17. Please visit our official website at <http://www.phlpost.gov.ph>, Facebook: PHLPost twitter: @Ppostofficial instagram: @phlpostofficial you tube: youtube.com/PHLPost

All Area Directors, Area Marketing Specialists, Postmasters and other supervisory officials of this Corporation are hereby instructed to disseminate information on the contest to all public and private elementary and high school in their respective areas.

This Circular shall take effect immediately.

  
**ENGR. JOEL L. ZAMUDIO**  
Corporate Officer in Charge