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Republic of the Philippines  
**Department of Education**  
Division of Malaybalay City

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**DIVISION MEMORANDUM**

No. 334, s. 2019

TO : Chief Education Supervisors – SGOD and CID  
Public Elementary and Secondary School Heads  
All Others Concerned

FROM : For the Schools Division Superintendent:

  
**SUNNY RAY F. AMIT**  
Assistant Schools Division Superintendent

DATE : Sept 24, 2019

SUBJECT: **DISSEMINATION OF OU-LAPP No. 517, s. 2019 re: “SALAMAT PO”  
LETTER WRITING ADVOCACY PROGRAM**

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Enclosed is OU-LAPP No. 517, series of 2019 re: **“Salamat Po” Letter Writing Advocacy Program** which is self-explanatory.

Queries relative to this can be relayed to Rio G. Arbutante, *Education Program Specialist – II for Social Mobilization and Networking* at 09178456602.

Encl: As Stated



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

**MEMORANDUM**

OU-LAPP No. 517, 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, Lapasan, 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 (PHLPst), in partnership with DepEd, shall launch the 7<sup>th</sup> 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 7<sup>th</sup> *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

**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 addressee 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 Raffle Stub shall be dropped at the designated drop boxes located at all Post Offices, Post Offices located in Robinsons, SM and other mails with Postal Counters.
9. In areas where post offices are not accessible to students, PHLPost 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.
10. 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.
11. 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.

18 July 2019

**HON. LEONOR M. BRIONES**  
**SECRETARY**  
 Department of Education  
 DepEd Complex, Meralco Avenue  
 Pasig City

**ATTENTION: ATTY. TONISITO M.C. UMALL, ESQ.**  
 Undersecretary for Legislative Liaison Office  
 External Partnerships Service and School Sports Division

Dear Secretary Briones:

We would like to thank the Department of Education for its unwavering support given to PHLPost in the implementation of the *Salamat Po! Nationwide Letter Writing Advocacy Program, (SPT)* for Kindergarten to Grade 12 students nationwide.

For its 7<sup>th</sup> year implementation, we have made the program bigger and better not just for the teachers, but for the students as well. The following activities shall be implemented under the *Salamat Po! Nationwide Letter Writing Advocacy Program (SPT Y7)*:

1. "Salamat Po, Teacher!" Nationwide Letter Writing Raffle Promo (SPT Raffle Promo / SPT Grand Draw)
2. "Salamat Po, Teacher!" Special Teachers' Day Raffle Promo (SPT Teachers' Day Raffle)
3. "Salamat Po, Teacher" Nationwide Letter Writing Competition (SPT Y7)
  - 3.1 Regional On the Spot Letter Writing Competition (ROTS Y7)
  - 3.2 National On the Spot Letter Writing Competition (NOTS Y7)
4. Salamat Po! Knowledge Building Program (SPT KBP)
5. Universal Postal Union (UPU) International Letter-Writing Competition for Young People (UPU Competition)

We believe that our educators inspire us every day to be motivated to achieve excellence in our daily endeavours. Our teachers have dedicated their time and effort in providing guidance for the development of the Filipino youth. Through this program, we recognize the invaluable contribution of our beloved teachers.

In view thereof, may we seek your support through the issuance of a Letter of Information to all Regional Directors, Regional Chief Education Supervisor, School Superintendents/Head of Public and Private Schools nationwide of the said Advocacy Program and to allow PHLPost representatives to visit schools and conduct a short information drive relative to the above stated activities. The Advocacy Program shall run from September 2019 to March 2020 to include the celebration of the National Teachers Month / Day.

Attached is a copy of the Mechanics for reference.

For any clarifications, you may call us at Tel. No. 524-8771 or 527-9805 and look for Ms. Bea Gervacio.

Thank you very much and we look forward to your favourable response.

Very truly yours,

  
**JOEL L. OTARRA**  
 Postmaster General and CEO

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.

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. 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.
  11. 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 – 1<sup>st</sup> place
    - Php 7,000 – 2<sup>nd</sup> place
    - Php 5,000 – 3<sup>rd</sup> place
- The school of the 1<sup>st</sup> place winner shall also receive Php 10,000.00.
12. The announcement of winners shall be done through the programs official Facebook page.
  13. Only the overall First Placer's entry shall represent the Philippines in the UPU Letter Writing Competition for Young People

