



Republic of the Philippines
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

Tel. Nos: (035)225-2838 / 225-0667/422-7644 (Schs. Division Supt's Office); (035) 225-1623 (Asst. Schs Div. Supt's Office);
(035) 225-1622 (Promotional Section/EPSS); (035) 422-7643 (Cashier's Section); (035) 422-8511 (Planning Section);
(035) 225-6987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section);
(035) 225-2376 (Guard/Medical/Dental Sections); (035) 225-2378 (ALS Section); (035) 225-7012 (PFSED Section);
(035) 225-1640 & (035) 225-6180 (Accounting Section); (035) 422-3921 (Supply Section)

November 4, 2014

MEMORANDUM

TO : Education Program Supervisors/Coordinators
District Supervisors/In-Charge
School Heads, Elementary and Secondary

For the information and guidance of all concerned, attached is a letter from **FABIOLITO P. FERRARIS, CESO III**, Area Director, Philippine Postal Corporation dated September 29, 2014 relative to the conduct of the Nationwide Annual Letter Writing Project dubbed *Salamat Po*, from September 2014 to March 2015, which is self-explanatory.

Please refer to the attached communication for details.

Immediate dissemination of this Memorandum is desired.

GOD BLESS!

SALUSTIANO T. JIMENEZ, LI.B., CESO VI
Schools Division Superintendent

STJ/bing

"EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat"

04 NOV 2014

Republic of the Philippines
PHILIPPINE POSTAL CORPORATION
Area 6, Western Visayas
5000 Iloilo City
Tel. No./Fax 033 509-8360/ 033 335-1119
Email: philpost6@yahoo.com.ph



September 29, 2014

THE PRINCIPAL

Dear Sir/Madam:

Greetings from PHLPost Area 6!

We are pleased to inform you that we are again conducting the Nationwide Annual Letter Writing Project, dubbed Salamat Po, from September 2014 to March 2015. How timely, that this project commences during the month we celebrate Teacher's Month! Perhaps, you may want to encourage your students/pupils to compose "Thank You" letters to their teachers, enabling them to express their true appreciation of the people who act as their second parents.

For every Thank You letter sent, the student is entitled to a raffle ticket, qualifying him or her for a chance to win cash prizes during the Regional Draw on December 9, 2014, and on the Grand Draw in March 2015. A student can send in as many entries as he or she wants. Teachers and your school are likewise entitled to prizes and incentives.

Please help us promote this Letter Writing Activity not only during this Teacher's Month, but also during Family Day Celebrations, Foundation Day, Christmas, Valentine's Day, or any other event where letter writing activities are appropriate.

Letter-writing activities are such a worthy endeavor! Not only do we aim for the biggest number of participating students/pupils, but also hope that the values of gratitude and positivism will extend beyond the tip of the writing pen, transforming this generation into better equipped and more effective communicators.

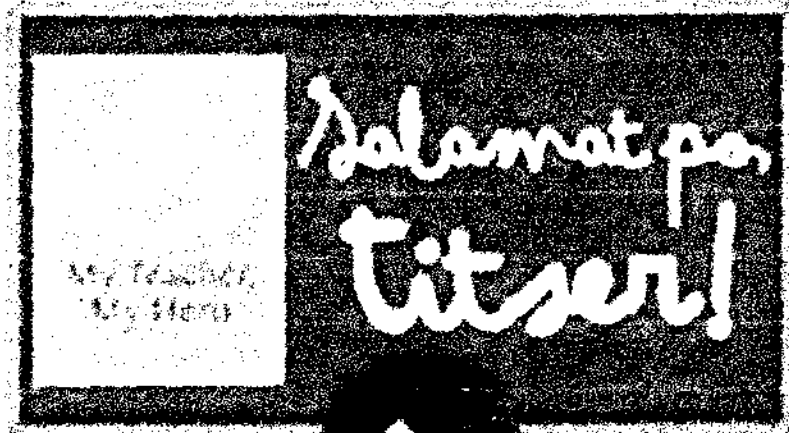
We hope you can give our Postmaster or our Marketing Team the opportunity to discuss with you the mechanics in detail.

Thank you very much.

Very truly yours,


FABIOLINO P. FERRARIS, CESO III
Area Director

PILIPINAS ₱ 10



National Teachers' Month
September 5-October 5

REVISED MECHANICS
NATIONWIDE "SALAMAT PO!" LETTER WRITING PROJECT
FOR ELEMENTARY AND HIGH SCHOOL STUDENTS YEAR 2

1. This letter writing project is open to all elementary and high school students both from private and public institutions nationwide.
2. Students shall be encouraged to write "thank you" letters to anyone they want using Filipino or English language following the proper format of writing a letter (date, addressee, opening, body, closing and signature).
3. The letter shall be handwritten and mailed to the addressee via the post office only using ordinary mail service with postage rate of P10.00 (1-2 pages only) for delivery anywhere in the Philippines. Students may also send letters/post cards/aerogramme abroad using Airmail Service, published rates applied.
4. The mailer shall be entitled to one (1) raffle ticket upon payment of the corresponding postage fee for every letter, greeting card, post card, aerogramme sent via the postal service or any of the accredited postal stations
5. The raffle stub shall be properly filled-up and duly-signed by the mailer and shall be dropped at the designated drop boxes located at all post offices, accredited postal stations, Post Offices located in Robinsons Malls, SM and other malls with postal counters.
6. The name of the teacher who encouraged the students to write letters and send entries shall be written on the raffle stub.
7. In celebration of the National Teachers' Month students are encouraged to send "thank you" letters to their teachers from September 4, 2014-October 5, 2014.
8. The schools are also encouraged to conduct letter writing activities during their Family Day Celebration, Foundation Day, Christmas, Valentine's Day and any other events where letter writing activities are appropriate.
9. Students can send as many entries as they want as more letters sent mean more chances of winning in the raffle draw.
10. Duration of the Project is from September 2014 to March 2015.
11. **REGIONAL DRAW: December 9, 2014** Deadline: November 30, 2014 venue: Area Office
GRAND DRAW: April 2015 Deadline: March 31, 2015 venue: Central Office
12. To recognize the efforts of the teachers in promoting the letter writing project among their students, the teacher will receive the same amount as the winners during the Regional and Grand Raffle Draws.
13. The school with the most number of entries shall likewise receive a certificate of recognition and cash award to be given during the Grand Draw.
14. **Prizes and Awards** – regional draw in Area 6 Adm. Center is on December 9, 2014 with 3 winners of P2,000.00 and one grand draw winner for Visayas Areas of P30,000.00 at the Central Office on March 2015.
15. This letter writing project will be on a year-round basis, hence, all entries received after the Grand Draw shall be included in the next year's Draw.
16. This Project is conducted in coordination with the Department of Education and Komisyon sa Wikang Filipino.

TARGET ENTRIES

NUMBER OF ENTRIES: 1.2 MILLION ENTRIES (50% of the Total No. of Employees)

TARGET REVENUE: P1012 MILLION

MONITORING AND EVALUATION:

The Project Coordinators shall conduct a monthly evaluation and monitoring program to ensure that the Project is being implemented successfully and that the Project is being implemented in a timely manner.

The Project Coordinators shall ensure that all Postal Stations shall be properly monitored and that all unused raffle tickets shall be returned to the assigned Project Coordinator in a timely manner. The Project Coordinators shall ensure that all unused raffle tickets shall be returned to the assigned Project Coordinator in a timely manner. The Project Coordinators shall ensure that all unused raffle tickets shall be returned to the assigned Project Coordinator in a timely manner.

Postal Station employees shall ensure that all unused raffle tickets shall be returned to the assigned Project Coordinator in a timely manner. The Project Coordinators shall ensure that all unused raffle tickets shall be returned to the assigned Project Coordinator in a timely manner.

Post Office Managers shall ensure that all unused raffle tickets shall be returned to the assigned Project Coordinator in a timely manner. The Project Coordinators shall ensure that all unused raffle tickets shall be returned to the assigned Project Coordinator in a timely manner.

The Project Coordinators shall ensure that all unused raffle tickets shall be returned to the assigned Project Coordinator in a timely manner. The Project Coordinators shall ensure that all unused raffle tickets shall be returned to the assigned Project Coordinator in a timely manner.

INCENTIVES

A recognition program shall be implemented for the Project Coordinators and Postal Station employees who are able to generate the highest number of entries for the Project. The Project Coordinators and Postal Station employees who are able to generate the highest number of entries for the Project shall receive an incentive of 5% of the total amount of entries generated.

The Project Coordinators and Postal Station employees who are able to generate the highest number of entries for the Project shall receive an incentive of 5% of the total amount of entries generated. The Project Coordinators and Postal Station employees who are able to generate the highest number of entries for the Project shall receive an incentive of 5% of the total amount of entries generated.

The Project Coordinators and Postal Station employees who are able to generate the highest number of entries for the Project shall receive an incentive of 5% of the total amount of entries generated. The Project Coordinators and Postal Station employees who are able to generate the highest number of entries for the Project shall receive an incentive of 5% of the total amount of entries generated.

The Project Coordinators and Postal Station employees who are able to generate the highest number of entries for the Project shall receive an incentive of 5% of the total amount of entries generated. The Project Coordinators and Postal Station employees who are able to generate the highest number of entries for the Project shall receive an incentive of 5% of the total amount of entries generated.

RESPONSIBILITY ASSIGNMENT

The Project Coordinators and Postal Station employees shall ensure that all unused raffle tickets shall be returned to the assigned Project Coordinator in a timely manner. The Project Coordinators shall ensure that all unused raffle tickets shall be returned to the assigned Project Coordinator in a timely manner.

The Project Coordinators and Postal Station employees shall ensure that all unused raffle tickets shall be returned to the assigned Project Coordinator in a timely manner. The Project Coordinators shall ensure that all unused raffle tickets shall be returned to the assigned Project Coordinator in a timely manner.

The Project Coordinators and Postal Station employees shall ensure that all unused raffle tickets shall be returned to the assigned Project Coordinator in a timely manner. The Project Coordinators shall ensure that all unused raffle tickets shall be returned to the assigned Project Coordinator in a timely manner.

The Project Coordinators and Postal Station employees shall ensure that all unused raffle tickets shall be returned to the assigned Project Coordinator in a timely manner. The Project Coordinators shall ensure that all unused raffle tickets shall be returned to the assigned Project Coordinator in a timely manner.

The Project Coordinators and Postal Station employees shall ensure that all unused raffle tickets shall be returned to the assigned Project Coordinator in a timely manner. The Project Coordinators shall ensure that all unused raffle tickets shall be returned to the assigned Project Coordinator in a timely manner.

Name:
School/Address:
Contact Number:
E-mail Address:

DECLARATION OF PARTICIPANTS

The Project Coordinators and Postal Station employees who are able to generate the highest number of entries for the Project shall receive an incentive of 5% of the total amount of entries generated. The Project Coordinators and Postal Station employees who are able to generate the highest number of entries for the Project shall receive an incentive of 5% of the total amount of entries generated.

The Project Coordinators and Postal Station employees who are able to generate the highest number of entries for the Project shall receive an incentive of 5% of the total amount of entries generated. The Project Coordinators and Postal Station employees who are able to generate the highest number of entries for the Project shall receive an incentive of 5% of the total amount of entries generated.

Please be guided accordingly.

MA. JOSEFINA M. DELA CRUZ

Project Coordinator

Project Coordinator

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;

WHEREAS, DEPED is an executive department of the Philippine Government responsible for ensuring access to, promoting equity in, and improving the quality of basic education;

[Handwritten initials]

[Handwritten signature]

[Handwritten mark]

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 curriculum of K-12, subject to review and approval of DepEd;

SIGNED IN THE PRESENCE OF:

(DEPED)

(KWF)

CESAR N. SARINO
(PHILPOST)

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>EB 4841220</u> | <u>01/march/12/DFA</u> |
| 2. Br. Armin A. Luistro FSC
representing Department of
Education as Secretary | <u>OP 000 7134</u> | <u>SEPT 3, 2010. DFA, Manila</u> |
| 3. Virgilio S. Almario,
representing the Komisyon sa
Wikang Filipino as Administrator | <u>KWF-C13-01</u> | <u>01/JAN/2013 - MANILA</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.

MA. MARGARITA C. RODRIGUEZ-BASCO
Notary Public for the Philippines

Doc. No.: 102
Page No.: 21
Book No.: 1
Series of 2014

NOTARY PUBLIC
MCE Compliance No. 17-0019550