



Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY



Zone 3, Poblacion, El Salvador City
Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

DIVISION MEMORANDUM

No. 231, s. 2019

To: All Public and Private Elementary School Heads
All Public and Private Secondary School Heads
All Teachers
All Others Concerned

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**
Asst. Schools Division Superintendent
Office of the Schools Division Superintendent

Subject: "SALAMAT PO" Letter Writing Advocacy Program

Date: September 10, 2019

1. Relative to the 2019 World Teachers' Day Celebration this coming October 5, 2019, the Philippine Postal Corporation (PHLPost), in partnership with the Department of Education, shall launch the 7th year of Salamat Po: Letter Writing Advocacy Program for Elementary to Grade 12 students to recognize the invaluable contribution of teachers in guiding the Filipino youth.
2. Thus, this Office informs the field of the "Salamat Po" Letter Writing Raffle Promo open to all elementary and high school students and Salamat Po" Letter Writing Contest for students aged 10 to 15 from private and public schools nationwide. 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.
3. Further, please be guided on the following mechanics stipulated in OU-LAPP No. 517, s.2019 for the Raffle Promo:
 - a. Students from Kindergarten to Grade 12 are encouraged to write "thank you" letters to their teachers and send it via the post office;
 - b. The letter 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;
 - c. The letter must be sealed in an envelope with the complete details of the sender and addressee clearly and visibly written



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- d. The letter envelope must be properly labelled with “Salamat Po, Teacher! Year 7” for proper identification;
 - e. 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;
 - f. Thank you letters and cards to be sent outside the Philippines shall be charged with published rates but entitled to 2 raffle tickets;
 - g. 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 in the raffle stub;
 - h. Raffle stub shall be dropped at the designated drop boxes located at all Post Offices, Satellite post offices located in Robinsons, SM and other malls with Postal Counters.
4. The following are the guidelines for the letter writing contest:
- a. Participants aged **10 to 15** (as of May 2020) of the “Salamat Po, Teacher! Raffle Promo are eligible to participate in the letter writing competition;
 - b. 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 if they qualified for the regional level.
 - c. 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.
 - d. 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.
5. For more information, you may contact Ms. Bea Gervacio of PHLPost at telephone numbers (02) 524-8771 or 527-9605.
6. Immediate and wide dissemination of this memorandum is enjoined.