



Republic of the Philippines
Department of Education

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22 JUL 2016

DepEd MEMORANDUM
No. **113**, s. 2016

SALAMAT PO LETTER WRITING PROJECT YEAR 4

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary Schools Heads
All Others Concerned

1. The Philippine Postal Corporation (PHLPost), in partnership with the Department of Education (DepEd), will launch the **Salamat Po Letter Writing Project Year 4**. This activity will be conducted from September to October 2016.
2. The Project aims to:
 - a. educate the youth about the essence of appreciation *Salamat Po* attitude through letter writing;
 - b. promote positivism among the youth by appreciating the good deeds instead of criticizing each other;
 - c. develop the writing skills of the learners;
 - d. uplift the morale of the public servants;
 - e. foster love, friendship and strong family ties; and
 - f. bring back the passion for letter writing despite the existence of modern means of communications, like cellular phones and the social network.
3. The Project is open to all elementary, high school and college students from both public and private schools and institutions nationwide.
4. Enclosed is the Mechanics of the activity.
5. For more information, all concerned may contact **Mr. Joel L. Otarra**, Corporate Officer-in-Charge, Philippine Postal Corporation (PHLPost), 3rd Floor Central Post Office Building, Liwasang Bonifacio, Manila at telephone nos. (02) 527-8327 and (02) 527-8328; telefax no. (02) 527-0034 or visit the official Website: www.phlpost.gov.ph.
6. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

**PHLPOST "SALAMAT PO" LETTER WRITING PROJECT YEAR 4
MECHANICS**

1. This Letter Writing Project is open to all Elementary and High School (Junior and Senior) students from both public and private institutions nationwide.
2. Students shall be encouraged to write "thank you" letters to anyone they want using Filipino/mother tongue or English Language following the proper format of writing a letter (place and date, addressee's address, opening and closing salutation and signature.)
3. PHLPost employees' children and relatives who are still in elementary and high school levels are qualified to join the "Salamat Po" Project.
4. The letter shall be handwritten and mailed to addressee via **the post office and accredited postal stations only** and should specify the Name of the School and Teacher and send it via Ordinary mail service with postage rate of P10.00 (1-2 pages only) for delivery anywhere in the Philippines. Students may also send letters/postcards/aerogramme abroad using Airmail service, published rates applied.
5. For every "Salamat Po" entry sent via postal service, or any of the accredited postal station, the mailer shall be entitled to one (1) Raffle Ticket, upon payment of the corresponding postage fee.
6. If the "Salamat Po" Entry letter to be sent is for outside the country, Published Rates shall apply, and entitled to 2 Raffle Tickets.
7. Raffle stub shall be properly filled up and **duly signed by the mailer and the teacher** who encourages the mailer to write. Raffle stub shall be dropped at the designated drop boxes located at all Post Offices, accredited Postal Stations, Post Offices Located in Robinsons, SM and other malls with Postal Counters.
8. The name of teacher, School and its contact number and address should be **clearly** written in the raffle stub. The Postmaster shall check if all information is filled out.
9. In areas where post offices/postal stations are not accessible to students, PHLPost and Postal Station Operators 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. Entries shall be properly dropped at designated drop boxes.
10. In celebration of the "Buwan ng Wika", during the month of August, Students are encouraged to write "**THANK YOU**" letters for their parents, relatives, friends, and teachers or to anyone, using **Filipino Language**, following the proper format of writing a letter.
11. In celebration of the "National Teachers Month" students are encouraged to send "**THANK YOU**" letters to their teachers from September 2016 to October 2016. College and Pre-school Students are also qualified to join within this period.

12. The schools are also encouraged to conduct letter writing activities during Family Day and any other events where letter writing activities are appropriate. E.g. Letter to 'Ninong and Ninang' on December and Love Letter on Valentine's Day.
13. In areas where post offices are not accessible to students, PHLPost shall schedule a pick-up of all entries, upon request of the school heads.
14. One (1) Semi-Grand Draw winner will be drawn from each Area on March 15, 2017. **The teacher of the winning student as well as the school will also receive the cash prize of P10, 000.00 as the student.**
15. One (1) Grand Draw winner shall be drawn. **The School and the teacher of the Grand Draw winner will receive the same amount of P50, 000.00 as the student.**
16. The **Grand Raffle Draw** shall be held at the Phlpost Central on April 2017 during the celebration of **PHLPOST ANNIVERSARY**. The awarding of prizes for the grand draw shall be held at the school of the winning entry preferably during the flag ceremony within the month of June of the next school year 2017.