DIVISION MEMORANDUM
No. 342, s. 2018

1st DepEd Catanduanes
“Salamat Po, Teacher!” Letter Writing Competition

To: SGOD & CID Chiefs
    Education Program Supervisors
    Public Schools District Supervisors
    Elementary and Secondary School Heads

1. Pursuant to DepEd Memo No. 412, s. 2018 and Unnumbered Regional Memorandum dated September 6, 2018, the Schools Division of Catanduanes announces the conduct of its 1st DepEd Catanduanes “Salamat Po, Teacher!” a letter writing competition in partnership with the Philippine Postal Corporation highlighting this year’s Teachers’ Month celebration. This will be held on October 2, 2018 at a venue to be announced later.

2. The contest which will evolve on the theme: “Promoting the 4A’s of Gratitude: Appreciation, Admiration, Approval and Attention” aims to:
   a. Rekindle the passion for writing despite the existence of modern means of communication and information technology;
   b. Promote and increase awareness of the Postal Mail Services to the Youth;
   c. Instil the virtue of gratitude among the Filipino Youth;
   d. Extend appreciation to the teachers for the important role they play in the lives of students and in society; and,
   e. Improve the literacy and writing skills of pupils and students.

3. Participants to this activity are the first place winners in the municipal level competition. The municipal contest will be managed by the Public Schools District Supervisors.

4. The contest guidelines and mechanics, expected number of participants from each municipality and in-charge of contest are found in Enclosures 1 and 2. The Division Working Committee and the schedule of activities are found in Enclosures 3 and 4.

5. The Division Working Committee will have a meeting on September 19, 2018, 4:00 p.m. at the Curriculum Implementation Division (CID) and final orientation on October 1, 2018, 8:00 a.m. at the CID.

6. Travel expenses of the participants and a registration of P430 each to defray the cost of 1 lunch and 2 snacks, contest materials, and supplies shall be charged to schools’ Monthly Operating and Other Expense (MOOE) while the Division personnel/working committee’s expense for food at P400 each (1 lunch and 2 snacks) shall be charged to HRTD fund subject to the usual accounting and auditing rules and regulations.

7. For immediate dissemination and compliance.

SOCORRO V. DRILLA ROSA, CESO VI
Schools Division Superintendent
Contest Guidelines and Mechanics

"Salamat Po, Teacher! Letter Writing Competition"

Theme: “Promoting the 4 A’s of Gratitude: Appreciation, Admiration, Approval and Attention.”

1. The contest is to be participated in by pupils and students from Grades 1-12.
2. Only the first place winners from every municipality in each grade level is eligible to join the Division contest.
3. This is an on-the-spot contest to be done in two (2) hours.
4. Contestants should come in proper attire. They should wear their ID’s and school uniform.
5. Coaches are not allowed to go near the contestant while the contest is going on.
6. All contest materials shall be provided by contest administrators.
7. Only the top three (3) winners in each grade level will be announced and will be given prizes.
8. Each contestant shall submit to the contest administrator white, long envelope containing the following details:

   Sender and addressee clearly written and visible
   (Complete name, contact number, school address of student and address of the teacher)

   Example:

   [Envelope with name and address]

9. The envelope should contain P12.00 for postage fee to be collected by the contest administrator at the end of the contest including the letter written by the contestant.

10. The contestants shall use the following language:

   Grade 1 & 2 - Mother tongue  Grade 7 & 8 - Filipino  Grade 11 - Filipino
   Grade 3 & 4 - Filipino        Grade 9 & 10 - English      Grade 12 - English
   Grade 5 & 6 - English

11. The contest entries shall be judged according to the following criteria:

   Structure of the letter 25%
   Adherence to the theme 30%
   Creativity 25%
   Use of language 20%

   100%

12. Each of the first place winners is entitled for a raffle promo to be drawn 2nd week of January, 2018.
13. The top ten raffle promo to be drawn are eligible to join the regional on-the-spot competition.
Expected Number of Participants Per Municipality
(Division Level Competition)

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Contestants</th>
<th></th>
<th>Coach</th>
<th></th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Elementary</td>
<td>Secondary</td>
<td>Elementary</td>
<td>Secondary</td>
<td></td>
</tr>
<tr>
<td>Bato</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>24</td>
</tr>
<tr>
<td>Baras</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>24</td>
</tr>
<tr>
<td>Gigmoto</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>24</td>
</tr>
<tr>
<td>Virac</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>24</td>
</tr>
<tr>
<td>San Andres</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>24</td>
</tr>
<tr>
<td>Caramoran</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>24</td>
</tr>
<tr>
<td>Pandan</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>24</td>
</tr>
<tr>
<td>Viga</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>24</td>
</tr>
<tr>
<td>Bagamanoc</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>24</td>
</tr>
<tr>
<td>Panganiban</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>24</td>
</tr>
<tr>
<td>San Miguel</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>24</td>
</tr>
<tr>
<td>TOTAL</td>
<td>66</td>
<td>66</td>
<td>66</td>
<td>66</td>
<td>264</td>
</tr>
</tbody>
</table>

Municipal Contest Managers/Facilitators

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Facilitator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bato</td>
<td>Merly Gonzales</td>
</tr>
<tr>
<td>Baras</td>
<td>Herman Bodota</td>
</tr>
<tr>
<td>Gigmoto</td>
<td>Henry Marin</td>
</tr>
<tr>
<td>Virac</td>
<td>Edgar Rima</td>
</tr>
<tr>
<td>San Andres</td>
<td>Elias Abundo</td>
</tr>
<tr>
<td>Caramoran</td>
<td>Edgardo Valencia</td>
</tr>
<tr>
<td>Pandan</td>
<td>Nelson Isorena</td>
</tr>
<tr>
<td>Viga</td>
<td>Miguelito Rodriguez</td>
</tr>
<tr>
<td>Bagamanoc</td>
<td>Brenda Villarey</td>
</tr>
<tr>
<td>Panganiban</td>
<td>Erlinda Borbe</td>
</tr>
<tr>
<td>San Miguel</td>
<td>Belen Tapas</td>
</tr>
</tbody>
</table>
MANAGEMENT TEAM

Socorro V. Dela Rosa, CESO VI
Schools Division Superintendent

Ma. Luisa T. Tumala
Assistant Schools Division Superintendent

Josefa V. Zape
Chief, Curriculum Implementation Division

Miguel C. Ogalinola
Chief, School Governance and Operation Division

WORKING COMMITTEE

Contest Administrators

Grade 1-3
Chair: Gina Custodio, EPS
Members: Belen Tapas, PSDS
Edgar Valencia, PSDS
Edgar Rima, PSDS

Dennis Gianan, PII- San Andres CES
Remy Tabilin, MT II - Virac Pilot ES
Cecile Alvea, PI - Bislig ES

Grade 4-6
Chair: Jesslyn Taway,EPS
Members: Erlinda Borbe, PSDS
Elias Abundo, PSDS
Miguelito Rodriguez, PSDS

Sonia Prensader, PII- San Miguel RDHS
Luz Licup, HTII, CNHS
Josalie Tiono, Antipolo NHS

Grade 7-10
Chair: Gina Pantino, EPS
Members: Merly Gonzalez, PSDS
Henry Marin, PSDS
Nelson Isorena, PSDS

Janet T. Tiono, PI - Tambongon NHS
Juan Geromo, PII - Cigmoto CES
Eligio Sales, PII- Palumbanes IS

Grade 11-12
Chair: Ma. Gina Templonuevo, EPS
Members: Brenda Villarey, PSDS
Herman Bodota, PSDS

Rosemarie Bernal, TIII - San Miguel RDHS
Pio Teleg, MT II - Bato RDHS
Soledad Gianan, PI, Codon ES

Ma. Gina M. Templonuevo - Overall Chairperson

Awards & Prizes
Chair: Imelda Abejo, SEPS
Members: Ma. Siony Mae Crispino, EPS II
Marife Brequirillo, SEPS

Program & Invitation
Chair: Ar-Jay Callos, TIII- Virac Pilot
Members: Edgar Maca, TIII- CNHS
Ma. Theresa Satairapan, MTII- JMAMES

Documentation
Chair: Edgar Maca, TIII - CNHS
Members: Alberto Achilles, SEPS

Registration
Chair: Helen Garcia, TIII- Calatagan HS
Jesselou Balmadrid, TIII - Taytay ES
Members: Dolores Todoc - CID
Roderick Balane - CID
Shelita Valez - CID

Mailing Activity
Chairman: Eligio Sales
Members: Jasselou Balmadrid
Helen Garcia

Transportation/Decoration
Chair: Salve Templo
Members: Christopher Tud
Gary Posada
### SCHEDULE OF ACTIVITIES

**October 1, 2018**

"Salamat Po, Teacher!" Letter Writing Competition

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Grade Level</th>
<th>Venue</th>
<th>No. of Contestants</th>
<th>Contest Administrators</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 – 8:30</td>
<td>Registration of Participants</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:30 - 9:30</td>
<td>Opening Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:30 - 10:00</td>
<td>Snacks</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00 – 12:00</td>
<td>Competition Proper</td>
<td>Grades 1-3</td>
<td></td>
<td>33</td>
<td>Gina L. Custodio</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grades 4-6</td>
<td></td>
<td></td>
<td>Jesslyn T. Taway</td>
</tr>
<tr>
<td>12:00 - 1:00</td>
<td>Lunch Break</td>
<td></td>
<td></td>
<td>33</td>
<td></td>
</tr>
<tr>
<td>1:00 - 3:00</td>
<td>Continuation of Contest</td>
<td>Grades 7-10</td>
<td></td>
<td>44</td>
<td>Gina B. Pantino</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grades 11-12</td>
<td></td>
<td></td>
<td>Ma. Gina M. Templonuevo</td>
</tr>
<tr>
<td>3:00 - 5:00</td>
<td>Judging of Letters</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:00 - 6:00</td>
<td>Closing Program (Announcement of Winners)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** There will be a lecture on letter writing to be done at the designated contest rooms/venue before the actual contest.