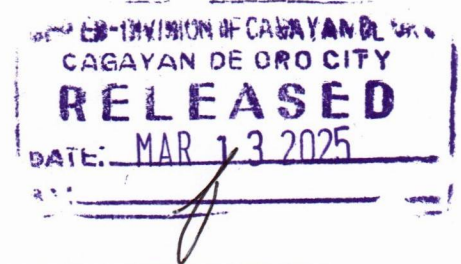




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

12 March 2025

DIVISION MEMORANDUM
No. 236 s.2025

INVITATION TO JOIN THE LETTER WRITING COMPETITION

TO: Assistant Schools Division Superintendent
Public Schools District Supervisors
All Secondary School Heads
All Others Concerned
This Division

1. In celebration of National Women's Month, the office of the City Vice Mayor is inviting all Senior High School students to participate the **Letter Writing Competition** anchored on the theme: "Babae sa Lahat ng Sektor, Aangat ang Bukas sa Bagong Pilipinas." This activity will highlight women's achievement, women's empowerment, and pursuit of gender equality.
2. This competition invites all Senior High School students to write a heartfelt letter who they consider the most influential woman in their life today and why.
3. The deadline for submission of entries is on or before March 17, 2025, no later than 5:00 PM, at the office of the City Vice Mayor, Legislative Building, City Hall, Cagayan de Oro City.
4. Attached is the invitation letter from the office of City Vice Mayor for information and guidance.
5. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment shall be accorded to all participants regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
6. Immediate dissemination and compliance to this memorandum is required.

ROY ANGELO E. GAZO
Schools Division Superintendent



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro
Mobile No: +63 975 6403 226 (Globe) | +63 951 1710 902 (Smart)
Email Address: cagayandeoro.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

DM-034-SGOD-SMN-RHL

Encl.: As stated

Reference: None

To be indicated in the Perpetual Index
under the following subjects:

COMMUNICATION

RHL / DM – invitation to join the letter writing competition
March 12, 2025



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city of golden friendship

REPUBLIC OF THE PHILIPPINES
CAGAYAN DE ORO CITY
OFFICE OF THE CITY VICE MAYOR

HON. JOCELYN "BEBOT" RODRIGUEZ



OVM-2025-01-L- 001098

March 10, 2025

DR. ROY ANGELO GAZO

Schools Division Superintendent

Department of Education- Division of Cagayan de Oro

Dear Dr. Gazo:

Katawhan una sa tanan!

In line with the celebration of National Women's Month, the Office of the City Vice Mayor (OVM) will be hosting a **letter-writing competition** anchored on the theme: "*Babae sa Lahat ng Sektor, Aangat ang Bukas sa Bagong Pilipinas.*"

This competition invites senior high school students to write a heartfelt letter addressed to the undersigned, sharing who they consider the **most influential woman** in their life and why.

In this regard, we respectfully seek your assistance in issuing a **memorandum** encouraging **one senior high school student per school** to participate in this meaningful event. The deadline for submission of entries is on or before **March 17, 2025**, no later than 5:00 PM, at the Office of the City Vice Mayor, Legislative Building, City Hall, Cagayan de Oro City.

For your reference, the contest guidelines are attached. Should you require any further information, please feel free to contact our office at ovmevents01@gmail.com or via call/text at 0917-709-9105.

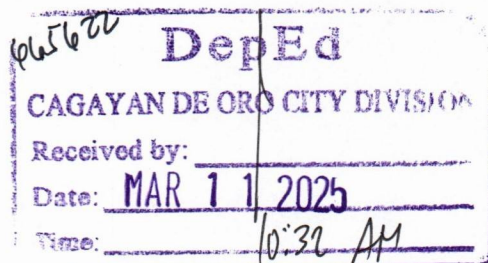
We greatly appreciate your assistance and look forward to your support in making this initiative a success. Thank you very much, Dr. Gazo.

Kaisog ug kasingkasing,

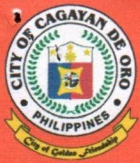
JOCELYN "BEBOT" RODRIGUEZ

City Vice Mayor

MSV
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Not Valid Without Official Seal



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CAGAYAN DE ORO CITY
OFFICE OF THE CITY VICE MAYOR
HON. JOCELYN "BEBOT" RODRIGUEZ



CONTEST MECHANICS

1. The contest is open to all Senior High School students from public and private schools in Cagayan de Oro City.
2. The competition theme is **"Babae sa Lahat ng Sektor, Aangat ang Bukas sa Bagong Pilipinas."** Participants are required to write a letter to Vice Mayor Bebot Rodriguez about the most influential woman in their life—someone who has inspired them, made a significant impact, or embodies strength and resilience.
3. The compositions must be **original, unpublished, and recently written letters.**
4. Entries must be written in **English and handwritten on A4 size bond paper**, strictly adhere to the theme, and not exceed **500 words** in length.
5. Compositions must follow the **letter format**, including all essential elements:
 - Heading
 - Salutation
 - Body
 - Complimentary close
 - Signature (Only the participant's name should be included—school names should not be mentioned.)
6. All entries must be the participant's original work. The contest committee reserves the right to verify the authenticity of the winning entry. Participants are required to submit a **Certificate of Originality** (provided format), duly signed by both the student and the teacher.
7. On a separate sheet of paper, participants must indicate the following information:
 - a. Total word count of the letter composition
 - b. Complete name and address
 - c. Gender, age, and date of birth
 - d. Colored digital photo of the participant
 - e. Name and address of the school
 - f. Contact numbers of both the school and the participant



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8. Judging Criteria (based on UNESCO standards):

- **Relevance to the theme** – 30%
- **Imagination and originality of content** – 20%
- **Writing style and communication skills** – 20%
- **Demonstration of an extensive vocabulary** – 20%
- **Youthfulness of tone** – 10%
- **TOTAL=100%**

9. Entries must be enclosed in a **brown envelope** and submitted to the **Office of the City Vice Mayor**, located on the **1st Floor of the Legislative Building, City Hall, Cagayan de Oro City**.

10. Entries must be submitted **on or before March 17, 2025, no later than 5:00 PM**.

11. The judges will evaluate all entries, and their decision shall be **final and irrevocable**.

12. Winners will be notified by the organizers regarding the awarding details.

PRIZES

FIRST PLACE	Php 10,000.00 + Medal & Certificate
SECOND PLACE	Php 7,000.00 + Medal & Certificate
THIRD PLACE	Php 5,000.00 + Medal & Certificate
CONSOLATION	10 winners of Php 2,000.00 each + Certificate



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VICE MAYOR
BEBOT
RODRIGUEZ

CERTIFICATE OF ORIGINALITY
Dear Vice: A Letter Writing Contest

This is to certify that the letter submitted by _____ [Participant's Name] is an original work composed solely by the undersigned.

I affirm that this submission has not been copied, plagiarized, or previously published in any form and does not infringe on any copyright or intellectual property rights. I also confirm that I have not used any AI-generated content in the composition of this letter.

I understand that any violation of these terms may result in the disqualification of my entry.

PARTICIPANT'S FULL NAME AND SIGNATURE

Date:

TEACHER'S FULL NAME AND SIGNATURE

Date:



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