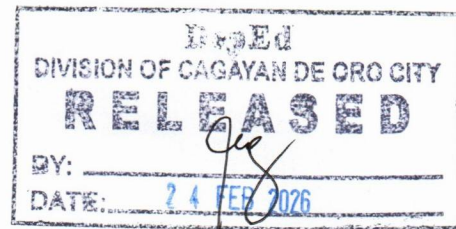




Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



23 FEB 2026

DIVISION MEMORANDUM

No. 204 s. 2026

INVITATION FOR THE "DEAR VICE LETTER WRITING CONTEST"

To: Asst. Schools Division Superintendent
Public and Private Schools District Supervisors
Public Secondary School Heads
This Division

1. The Office of the Vice Mayor of the City of Cagayan de Oro formally invites the Department of Education – Division of Cagayan de Oro to participate in the **"Babae Mi Bai Year 3"** Annual Celebration, with the theme *"Health HERoes: Women in the Frontline of Healthcare."*
2. In line with this invitation, all public and private Senior High Schools in the City are hereby encouraged to designate and send one (1) Senior High School student representative to join the **Dear Vice Letter Writing Contest**.
3. Each participant shall compose a letter addressed to Vice Mayor Bebot Rodriguez on a specific topic to be announced on **February 26, 2026**, at **Brgy. Nazareth Gymnasium**. The complete contest mechanics and guidelines are attached to this Memorandum for reference and guidance.
4. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
5. For information and wide dissemination.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl: None
Reference: None
To be indicated in the Perpetual Index
under the following subjects:
INVITATIONS

DM010-SGOD-YF-LLT / invitation for the "dear vice letter writing contest"
February 23, 2026



Republic of the Philippines
City of Cagayan de Oro
OFFICE OF THE CITY VICE MAYOR

cagayan
de Oro
city of golden friendship

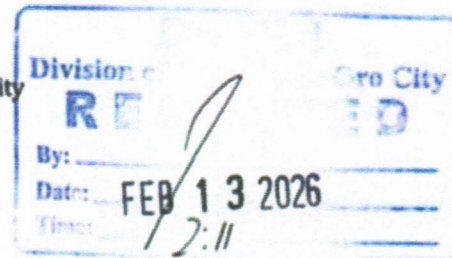
001749

February 12, 2026

DR. ROY ANGELO GAZO

Schools Division Superintendent

Department of Education- Division of Cagayan de Oro City



Dear Dr. Gazo:

Greetings of peace and partnership!

To promote youth engagement and deeper appreciation of public service, this Office invites the Department of Education - Division of Cagayan de Oro in the **Babae MI Bal - Year 3**, an annual celebration that recognizes women and their contribution in the community.

This year's theme is: **Health HEROes: Women in the Frontline of Healthcare.**

One of the activities lined up is the **Dear Vice Letter Writing Contest**, which aims to provide Senior High School students an avenue to honor exemplary women who are in the frontline of healthcare service and have demonstrated outstanding dedication in the pursuit of promoting the general welfare and well-being of all.

In this regard, this Office respectfully requests your good office to endorse this activity and invite all public and private Senior High Schools in Cagayan de Oro City to participate.

Each school is entitled to send one (1) official student representative to the contest.

For your reference and guidance, the detailed contest mechanics are attached herewith.

Your continued support in making this initiative a meaningful platform for our learners to showcase their creativity, critical thinking, and civic appreciation is very much appreciated.

Thank you very much.

Very truly yours,

JOCELYN 'DEBOT' RODRIGUEZ
City Vice Mayor



1st Floor, Legislative Building
City Hall Compound, Capistrano-Hayes Street
Cagayan de Oro City, Philippines
www.cdeocagayan.com
Telephone Number: (088) 565-6565
Email: cdeocagayan@gmail.com



BABAE MI BAI! YEAR 3

**DEAR VICE: AN ON-THE-SPOT LETTER WRITING TRIBUTE
HONORING WOMEN IN THE HEALTH CARE SECTOR**

CONTEST MECHANICS

1. The contest is open to all Senior High School students from public and private schools in Cagayan de Oro City. Each school is entitled to send only one (1) official representative.
2. The competition theme is **"Health HERoes: Women in the Frontline of Healthcare."**
3. Participants are required to write a letter addressed to Vice Mayor Bebot Rodriguez. The subject matter of the letter will be given on the day of the competition on February 26, 2026 at the Barangay Nazareth Gymnasium.
4. Compositions must follow the **letter format**, including all essential elements:
 - o Heading
 - o Salutation
 - o Body
 - o Complimentary close
 - o Signature (Only the participant's name should be included—school names should not be mentioned.)
5. Entries must be written in **English and handwritten on a letter size bond paper to be provided by the organizer**, strictly adhere to the theme, and not exceed **500 words** in length.
6. Each participant is given 60 minutes or 1 hour to write the letter.
7. The compositions must be **original, unpublished, and recently written letters**. The contest committee reserves the right to verify the authenticity of the winning entry.
8. The entry form, together with the school's endorsement, shall be downloaded through the given link: <https://forms.gle/i46MeyvfUAiuHmrc9> or visit the City Vice Mayor's FB Page: **Bebot Rodriguez**. In the entry form, participants must provide the following information:
 - a. Complete name and address
 - b. Gender, age, and date of birth





- c. One (1) 2x2 picture of the participant
d. Name and address of the school
e. Contact numbers of both the school and the participant
9. The hard copy of the entry form shall be submitted to the Office of the City Vice Mayor, 2nd Floor, Legislative Building, City Hall Compound, Hayes Street, Barangay 1, Cagayan de Oro City.
10. The top three (3) winners of the previous letter writing contest are not anymore eligible to join.
11. Judging Criteria (based on UNESCO standards):
- o Relevance – 30%
 - o Imagination and originality of content – 20%
 - o Writing style and communication skills – 20%
 - o Demonstration of an extensive vocabulary – 20%
 - o Youthfulness of tone – 10%
- TOTAL = 100%**
12. The judges will evaluate all entries, and their decision shall be final and irrevocable
13. Winners shall be announced during the Babae Mi Bai Year 3 Culminating Celebration during the Bebot Awards Program on March 10, 2026 at 2:00 PM at the Centrio Mall, Ayala.

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

