



Republic of the Philippines
Department of Education
Region VII, Central Visayas



DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City

October 02, 2013

DIVISION MEMORANDUM

No. 572, s. 2013

SUBMISSION OF ELEMENTARY PUPILS' OWN-MADE THANK YOU CARDS FOR THE UNION BANK

To: OIC, Assistant Superintendents
Division Supervisors/ Coordinators
District Supervisors/ OICs
Elementary School Heads

1. Attached is Regional Memorandum No. 622, s. 2013, dated October 1, 2013, entitled "**Submission of Elementary Pupils' Own-Made Thank You Cards for the Union Bank**", for the information and guidance of all concerned.
2. Immediate dissemination of this Memorandum is desired.

ARDEN D. MONISIT, Ed.D.
Schools Division Superintendent



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



OCT 0 1 2013

REGIONAL MEMORANDUM

No. 622, s. 2013

SUBMISSION OF ELEMENTARY PUPILS' OWN-MADE THANK YOU CARDS FOR THE UNION BANK

TO: Schools Division/City Superintendents
OIC's of Regular and Interim Divisions
School Heads of Public Elementary Schools
All Others Concerned

1. Per discussion made with the Union Bank Director on CSR programs and projects, Ms. Maria Goolsby, this Office directs all the Schools Division Superintendents through the English Supervisors to encourage their Grades 4-6 pupils who were the identified recipients of the Union Bank Big Books and Workbooks the other year/the previous school years to manifest their appreciation and gratefulness by giving the Union Bank their own-made "Thank You Card."
2. This Office expects to generate Three Thousand (3,000) "Thank You" cards for the whole Region VII, thus, each Division is required to make and submit 160-200 "Thank You" cards to the Regional Office, c/o CLMD (attention: Dr. Luz C. Jandayan/ Ms. Marcelita S. Dignos) on or before **October 18, 2013**.
3. It is imperative that English teachers should **check the grammar & spelling, edit and improve** the pupils' personalized message on the "Thank You" cards. The message must convey the following points:
 - Expressing appreciation and gratefulness for the big books/ workbooks received
 - Specifying the benefits one gets from reading the Union Bank big books and workbooks
 - Manifesting hope for more big books and workbooks to be given by donors
4. The card should follow all the parts of a letter such as the Date, Salutation, the Body of the Letter, the Complimentary Ending and the Name and Signature of the pupil with a picture of herself/himself, placed at any part of the card. The salutation must be written as "Dear Union Banker". It would also be better to add some clip arts or anything that would make the card attractive and unique.
5. For further inquiry, please contact the Regional Focal person, Ms. Marcelita S. Dignos, EPS II at CLMD, thru tel. nos.: (032)-4147323 or 09231690789.
6. Wide dissemination of and strict compliance with this Memorandum is desired.


CARMELITA T. DULANGON, Ed.D.
Director III
OIC, Regional Director 

CTD/CCL/LCJ/msd
CLMD

"Educating for a Strong Republic"