

Attachment 7-Sample communication letters



College of the Immaculate Conception
Cabanatuan City – 3100
Philippines

Grade School Office of Students Affairs - Activity

June 13, 2006

The Director
Bureau of Fire Protection
Cabanatuan City

Dear Sir,

Greetings in His name!

As per issuance of the DEPED memo no.205 series 2006, the Grade School Department of the College of the Immaculate Conception will have the orientation seminar on Earthquake Preparedness on June 16, 2006 1:00 PM at the Audio-Visual Room CIC Main Campus and the Earthquake Drill on June 20, 2006. The objectives of the said activity are as follows:

1. To train teachers, school staff and learners to practice proper action and response during and after the earthquakes
2. To help school administrators and the disaster action group to design a specific response plan for the school.

In this regard may I humbly request three police officers to attend on the said activity and assist us during the Earthquake Drill.

Your full cooperation and support regarding this matter is highly appreciated.

Very respectfully yours,

Mr. Erwin T. Donelo
Coordinator, GS-OSA-Activities

Mr. Juanito Musni
Coordinator, GS-OSA-Discipline

Noted by

Mrs. Emilia C. Joson
Principal, Grade School Department



College of the Immaculate Conception
Cabanatuan City – 3100
Philippines

June 13, 2006

Rev. Fr. Richmond V. Nilo
Vice President for Finance
College of the Immaculate Conception
Cabanatuan City

Dear Father,

Greetings in His name!

As per issuance of the DEPED memo no.205 series 2006, the undersigned plan to have the Earthquake Drill in the Grade School Department on June 20, 2006. The objectives of the said activity are as follows:


1. To ensure the safety of the learners, teachers and staff during and after an earthquake.
2. To train teachers, school staff and learners to practice proper action and response during earthquake and
3. To help school administrators and the disaster action group to design a specific response plan for the school.

In this regard may I humbly request for a financial support to defray all the expenses to be incurred in the said activity on June 16, 19 and 20, 2006.

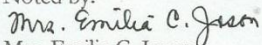
Attached herewith is the proposed orientation seminar on earthquake preparedness.

Your suggestion and positive response regarding this matter would be highly appreciated.

Respectfully yours,


Mr. Erwin T. Donelo
Coordinator, GS OSA-Activities

Noted by:


Mrs. Emilia C. Joson
Principal, Grade School Department



College of the Immaculate Conception
GRADE SCHOOL DEPARTMENT
Cabanatuan City

June 13, 2006

Rev. Fr. Elmer S. Villamayor
Vice President for Academic Affairs
College of the Immaculate Conception
Cabanatuan City

Dear Father,

Greetings in His name!

As per issuance of the DEPED memo no.205 series 2006, the undersigned plan to have the Earthquake Drill in the Grade School Department on June 20, 2006. The objectives of the said activity are as follows:

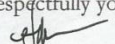
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2. To train teachers, school staff and learners to practice proper action and response during earthquake and
3. To help school administrators and the disaster action group to design a specific response plan for the school.

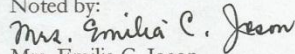
In this regard I plan to invite some personnel from the National Disaster Coordinating Council (NDCC Region III) to conduct the training for teachers on June 16, 2006 in preparation for the drill on June 20.

Attached herewith is the DEPED memorandum.

Your suggestion and positive response regarding this matter would be highly appreciated.

Respectfully yours,


Mr. Erwin T. Donelo
Coordinator, GS OSA-Activities

Noted by:

Mrs. Emilia C. Joson
Principal, Grade School Department



College of the Immaculate Conception
Cabanatuan City – 3100
Philippines
Grade School Office of Students Affairs - Activity

June 13, 2006

Dr. Aura Lynn Austria
Head, Health Services
College of the Immaculate Conception
Cabanatuan City

Dear Madam,

Greetings in His name!


As per issuance of the DEPED memo no.205 series 2006, the Grade School Department of the College of the Immaculate Conception will have the orientation seminar on Earthquake Preparedness on June 16, 2006 1:00 PM at the Audio-Visual Room CIC Main Campus. The objectives of the said activity are as follows:

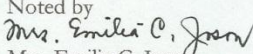
1. To train teachers, school staff and learners to practice proper action and response during and after the earthquakes
2. To help school administrators and the disaster action group to design a specific response plan for the school.

In this regard may I humbly request your presence during the said date and for first aid services and assistance during the earthquake drill.

Your full cooperation and support regarding this matter is highly appreciated.

Very respectfully yours,


Mr. Erwin T. Donelo
Coordinator, GS-OSA-Activities

Noted by

Mrs. Emilia C. Joson
Principal, Grade School Department



College of the Immaculate Conception
Cabanatuan City – 3100
Philippines

Grade School Office of Students Affairs - Activity

June 13, 2006

The Director
Philippine National Police
Traffic Management Office
Cabanatuan City

Dear Sir,

Greetings in His name!

As per issuance of the DEPED memo no.205 series 2006, the Grade School Department of the College of the Immaculate Conception will have the orientation seminar on Earthquake Preparedness on June 16, 2006 1:00 PM at the Audio-Visual Room CIC Main Campus. The objectives of the said activity are as follows:

1. To train teachers, school staff and learners to practice proper action and response during and after the earthquakes
2. To help school administrators and the disaster action group to design a specific response plan for the school.

In this regard may we humbly request three police officers to attend on the said activity and assist us during the Earthquake Drill.

Your full cooperation and support regarding this matter is highly appreciated.

Very respectfully yours,

Mr. Erwin T. Donelo
Coordinator, GS-OSA-Activities

Mr. Juanito Musni
Coordinator, GS-OSA-Discipline

Noted by

Mrs. Emilia C. Joson
Principal, Grade School Department



College of the Immaculate Conception
GRADE SCHOOL DEPARTMENT
Cabanatuan City

June 13, 2006

Rev. Fr. Michael Feliciano I. Veneracion
President
College of the Immaculate Conception
Cabanatuan City

Dear Father,

Greetings in His name!

As per issuance of the DEPED memo no.205 series 2006, the undersigned plan to have the Earthquake Drill in the Grade School Department on June 20, 2006. The objectives of the said activity are as follows:

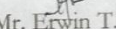
1. To ensure the safety of the learners, teachers and staff during and after an earthquake.
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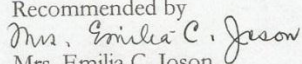
In this regard I plan to invite some personnel from the National Disaster Coordinating Council (NDCC Region III) to conduct the training for teachers on June 16, 2006 in preparation for the drill on June 20.

Attached herewith is the DEPED memorandum.

Your suggestion and positive response regarding this matter would be highly appreciated.

Very respectfully yours,


Mr. Erwin T. Donelo
Coordinator, GS OSA-Activities

Recommended by

Mrs. Emilia C. Joson
Principal, Grade School Department

Noted by

Fr. Elmer S. Villamayor
Vice President for Academic Affairs

Approved by



College of the Immaculate Conception
GRADE SCHOOL DEPARTMENT
Cabanatuan City

June 13, 2006

To whom it may concern:

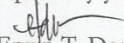
Greetings in His name!

The Grade School Department of the College of the Immaculate Conception will conduct an Earthquake Drill on June 20, 2006 as per issuance of the DEPED memorandum no. 205 s. 2006.

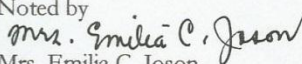
During the said activity, do not be alarmed with the commotion that will take place inside the main campus for this is just a drill.

Your unwavering support for the safety of our learners is very much appreciated.

Very respectfully yours,


Mr. Erwin T. Donelo
Coordinator, GS OSA-Activities

Mr. Juanito Musni
Coordinator, GS OSPS Discipline

Noted by

Mrs. Emilia C. Joson
Principal, Grade School Department

Mr. Estelito Santiago
Head, Security Services