



Republic of the Philippines  
Department of Education - National Capital Region  
**DIVISION OF CITY SCHOOLS**  
**QUEZON CITY**

*Nueva Ecija Street, Bago Bantay, Quezon City, Metro Manila*

24 August 2009

**MEMORANDUM TO:**

Assistant Schools Division Superintendents  
Division/District Supervisors  
Elementary/Secondary School Principals  
Head Teachers/Teachers-In-Charge

Please find the herein letter of Ms. Annie Domingo Torres, Chapter Administrator, Philippine National Red Cross - Quezon City Chapter, which is self-explanatory, for your appropriate action.

  
**VICTORIA Q. FUENTES**  
Schools Division Superintendent

Memo-ASDS  
VQF-SDM



THE PHILIPPINE NATIONAL RED CROSS  
QUEZON CITY CHAPTER  
Quezon City Hall Compound, Kalayaan Ave.  
Dillman, Quezon City 1100, Philippines  
Tel. No. : 920.36.72 / 433.21.52 / 426 96.27 / 433.65.68  
Fax No. : 434.37.51

August 17, 2009

**DR. VICTORIA Q. FUENTES**  
Schools Division Superintendent  
City Schools, Quezon City

Dear Dr. Fuentes:

Greetings from the Quezon City Red cross!

The Quezon City Red Cross, a Chapter of Philippine National Red Cross is a non-profit humanitarian organization which acts as an auxiliary arm to the government in delivering essential services to the most vulnerable. We provide relief assistance to thousands of families affected by typhoons, fires and other disasters, providing life sustaining blood to countless patients in need or dying, and conducting training on health and safety to the community.

However, its existence depends largely in the belief and trust of the public to the mission and trust of the organization. With the continuous support of our benefactors to our Annual Fund Drive, we are confident that we can carry out our gigantic task of bringing the Red Cross services closer and readily available and accessible to the people.

Knowing you well enough as an active supporter of the Red Cross worthy undertakings, may we in the name of humanity **solicit your kind approval to place Red Cross cans in all Quezon City Elementary and High School Canteens for voluntary contributions** so we could once again carry out our laudable activities for the most vulnerable.

On behalf of all Red Cross beneficiaries, thank you and God Bless!

Very sincerely yours,

**ANNIE DOMINGO TORRES, RN**  
Chapter Administrator