**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date

**LAIDA M. LAGAR-MASCAREÑAS**

Education Program Supervisor

Officer-in-Charge

Office of the Schools Division Superintendent

Attention: **CONCEPCION M. VENTURILLO**

 Administrative Officer IV

 Personnel Unit

 Schools Division Office

 DepEd Puerto Prinesa City

MADAM:

 Good day!

 I have been in service for \_\_\_ years and should be enjoying salary grade \_\_\_ step \_\_\_. I request to avail of step increment due to me.

 Attached is my latest appointment for your ready reference.

 Thank you and looking forward to your consideration.

 God Bless.

Very Truly Yours,

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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