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

Date

**LOIDA PALAY ADORNADO, PhD, CESO VI**

Assistant Schools Division Superintedent

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 \_\_\_.

However, I would not want to avail of the step increment due to length of service because of the following reasons:

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 Thank you and looking forward to your consideration.

 God Bless.

Very Truly Yours,

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