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

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:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you and looking forward to your consideration.

God Bless.

Very Truly Yours,

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

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

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