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

 (Date)

**RANDOLPH B. TORTOLA**

Schools Division Superintendent

Department of Education – Division of El Salvador City

El Salvador City, Misamis Oriental

Dear **Sir. Tortola**:

The undersigned would like to request for salary adjustment due to promotion, effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Details of the undersigned are as follows:

*(if submitted on or before 5th day of the current month, indicate current month; if submitted beyond the 5th day, indicate the following month; For example: if this request is written and submitted with its attachments on October 3, 2021, indicate “October” but if submitted by October 22, 2021, indicate “November”)*

|  |  |
| --- | --- |
| **Employee Name** |  |
| **Employee Number** |  |
| **Previous Position** |  |
| **Previous SG & Step** |  |
| **Date of Latest Promotion** |  |
| **Current Position** *(after promotion)* |  |
| **Current SG & Step** *(after promotion)* |  |

Hoping for your favorable action on this request.

Thank you very much.

Respectfully yours,

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

(Signature over printed name of employee)