

July 26, 2022

ARELLANO UNIVERSITY

2600 Legarda St., Sampaloc, Manila
1008 Metro Manila

Attention: **ALEX M. LAVIÑA, M.B.M**
*Cluster Dean, School of Business, Technology
Management – Manila
Department Chair, College of Business
Administration – Manila*

Re: Request for a Salary Increment

Dear Dean Laviña,

I write concerning a request for a salary increase as a special lecturer in Arellano University – Legarda Branch.

I started working as a special lecturer at Arellano University in 2019 at an hourly rate of **THREE HUNDRED SEVENTY-FIVE PESOS (PhP375.00)**. This has been my rate until now.

Additionally, as previously said, I have been affiliated with Arellano University – Legarda Branch for about three (3) years, during which time I have achieved the following:

1. I have performed my duties well by teaching my students what they need to know and *if necessary*, relating the assigned topics to other related topics. I have received good/positive feedback from my former students relative to my teaching skills and even compared my teaching skills with another lecturer in other schools.
2. I never turned down the offer of Arellano University to teach. I have accepted/agreed to teach several subjects in regular or tutorial classes that last 36 units/hours or six (6) to nine (9) units/hours, *respectively*, per week in a semester; *and*
3. In addition to the 30 hours of continuous training, I also have attended several training relative to Labor and Corporate Laws in order to broaden and deepen my knowledge and skills, *copies of some of my training are attached herewith*;

To continue my teaching with the same motivation and determination, I request an increase in my hourly rate from **THREE HUNDRED SEVENTY-FIVE PESOS (PhP375.00) per hour to FIVE HUNDRED FIFTY PESOS (PhP550.00) per hour starting**

the First Semester of Academic Year 2022-2023 of Arellano University - Legarda Branch.

I hope for your kind consideration on this matter.

Very truly yours,

A handwritten signature in cursive script, appearing to read 'jcpatulot', is written over the printed name. The signature is fluid and stylized, with a large loop at the beginning.

ATTY. JERRAEMIE NIKKA C. PATULOT
Employee No. 00-03833