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| **NAME OF AGENCY /** **ORGANIZATION****PROPOSED UNIT** | **SOCIALIST REPUBLIC OF VIETNAM****Independence - Freedom - Happiness-----------------** |
| Number:…/TB-… | …..,  … |

**REPORT
About raising teachers' salaries**

**Dear: – School administrators …………….**

 **– Principal ……………..**

Based on the Decision ...

Based on evaluation records and grading; Minutes of achievement confirmation

Proposing to the school management board and the school principal ... the list of teachers who qualify for salary increases is as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO** | **NAME** | **INFORMATION** | **POSITION** | **ACHIEVEMENTS** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **…** |  |  |  |  |

We would like to request the Board of Directors, the Principal of the school and the leaders in the unit to consider and approve.

|  |  |
| --- | --- |
| Recipients:– As above;– Save VT; VP | **ON BEHALF OF THE PROPOSAL UNIT**(Sign) |