



## Requisition form for Manpower Supply

No. ....

Department/Project R-RM would like to request for the placement of  
Position Process Engineer Required staff 2 person(s) as  
☐ Additional ☒ Replaced for Natthachock - Satharnant ☐ Extended .....

Employment Condition

- Duration 1 (Year/Month)
- Employment Contract Start Date 1 Jan 2020 Employment Contract End Date 31 Dec 2020
- Working Day 5 days per week
- OT Percentage Expect ☐ 10% ☐ 15% ☐ 20% ☐ 25% Other (please specify) .....
- Outside Rayong ..... day(s)
- Outside Thailand ..... day(s)

### Qualifications

- Gender ☐ Male ☐ Female
- Education .....
- Work Experience .....

Proposed by Orithaya Arthithang  
Department/Division ( R-RM - TE )  
PTTGC Receptor  
Date 8 / Jan / 2020

Dear R-RM ..... (PTTGC VP) ①

☒ Approve  
☐ Other .....

Signature Orithaya Arthithang 8 / 1 / 2020  
( Orithaya Arthithang ) R-RM-TE

PTTGC Division Manager

Dear C-HR (GC ME) ②

☒ Approve  
☐ Other .....

Signature Supat A 9 / Jan 20  
( Supat A ) R-RM

PTTGC VP

Dear ..... (GC ME VP) ③

CC. ....

For your information and consider your staff to supply the project detailed above

Signature ..... / .. / ..  
(Mr. Tawatchai Singkiao)

Dear C-HR (GC ME) ④

☐ Nominates Staff's Name .....

☐ Sourcing by External Candidates

Signature ..... / .. / ..  
( ..... )

GC ME VP