



# Requisition form for Manpower Supply

No. ....

Department/Project ..... would like to request for the placement of

Position Piping Engineer ..... Required staff ..... 1 ..... person(s) as

☒ Additional ☐ Replaced for ..... ☐ Extended .....

## Employment Condition

- Duration 01/02/2021 to 31/01/2022 (12 Months) ..... (Year/Month)
- Employment Contract Start Date ..... Employment Contract End Date .....
- Working Day ..... 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 (Please refer attachment for Job Responsibility and Qualification) .....

Proposed by ..... Sakda Thananupong

Department/Division (..... TP-PQ-DM .....) .....

PTTGC Requestor

Date ..... 30 ..... / ..... Apr ..... / ..... 2020 .....

Dear ..... TP-PQ ..... (PTTGC VP) ①

☒ Approve  
☐ Other .....

Signature ..... 30/APR/2020 .....

(..... Sakda Thananupong .....) .....

PTTGC Division Manager

Dear C-HR (GC ME) ②

☐ Approve  
☐ Other .....

Signature ..... / ..... / .....

(..... Chayan Srisawat .....) .....

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)

C-HR

Dear C-HR (GC ME) ④

☐ Nominates Staff's Name.....  
☐ Sourcing by External Candidates

Signature ..... / ..... / .....

(.....) .....

GC ME VP



**Job responsibility**

**(Please refer attachment for Job Responsibility and Qualification)**

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