|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **KANTOR UPBU KELAS II MOZES KILANGIN – TIMIKA LEMBAR DISPOSISI** | | | | | | | | |
| **No : ${id}** | | **Dari** | | | **:** | **${departemen}** | | | |
| **Surat Diterima** | | **No Surat** | | | **:** | **${nomor}** | | | |
| **Diterima** | | | **:** | **${tanggal}** | | | |
| **Perihal** | | | **:** | **${deskripsi}** | | | |
| **Kode Penerima** | |  | **WIT/** | | | | **WIT** | | |
| **Sifat Disposisi** | | | | | | | | | |
| **⬜ Segera ⬜ Sangat Segera** | | | | | | | | | |
| ***Kepada Yth..*** | | | | | | | | | |
| * ***KSBU*** * *Pengelola Kepegawaian* * *Pengelola BMN* * *Penyusun Rencana dan Program* * *Pengevaluasi dan Penyusunan Laporan* * *Tata Usaha* | | | | * ***KTOKTP*** * *Koordinator Avsec* * *Koordinator PKP-PK* * *Koordinator Bangland* * *Koordinator Elban* * *Koordinator Listrik* * *Koordinator A2B* * *Tim Slot / Chronos* | | | | | * ***KASI JASA*** * *Koordinator AMC* * *Koordinator Informasi* * *Pas Bandara* * *Petugas LLAU* * *SPI* * *Sekretaris* |
| **Isi disposisi :** | | | | | | | | | |
| * *Selesaikan* * *Untuk Ditindak Lanjuti* * *Teliti dan Proses* * *Bahas / Evaluasi* | | | | * *Saran* * *Untuk Dipergunakan* * *Untuk Diketahui* * *Laporkan* | | | | | * *Monitor* * *Mewakili / Diwakili* * *Menghadiri / Mengikuti* * *File* |
| ***Catatan Disposisi :*** | | | | | | | | **${verified\_at}** | |
|  | | | | | | | | **Kepala Kantor** | |
|  | |
| **${name}** | |