




No: FM.PS.HRD.08  
Rev. 01/ 08

## PERSONNEL REPORT

Departemen/Department : <b>Operation</b>		Tgl/Date : <b>15 Desember 2020</b>													
		No. Ref/Reff :													
Nama/ Name : <b>Ayu Wulandevi Hahijary</b>	<input type="checkbox"/> Laki-laki/Male <input checked="" type="checkbox"/> Menikah/ Married	Tempat/Tgl lahir Birthplace/date													
Reg. No. : <b>10207</b>	<input checked="" type="checkbox"/> Wanita/Female <input type="checkbox"/> Single	<b>Ambon 11/10/73</b>													
Klasifikasi/Clasification Tingkat/Grade : <b>Support</b> Jabatan/Corp. Title : <b>Operation</b>	Alamat/ Address : <b>Wisma Kusuma Indah Blok B No. 62 Jatirahayu Pondok Melati Bekasi</b> Telpon/Phone : <b>81213038173</b> Tanggal masuk kerja/ Date of Employment : <b>1 May 2019</b>														
<table><tr><td><input type="checkbox"/> Bekerja/Employment</td><td><input checked="" type="checkbox"/> Cuti/Annual Leave</td></tr><tr><td><input type="checkbox"/> Merit Increase</td><td><input type="checkbox"/> Sakit/Sick Leave</td></tr><tr><td><input type="checkbox"/> Kenaikan Jabatan/Promotional Increase</td><td><input type="checkbox"/> Ijin/Permission</td></tr><tr><td><input type="checkbox"/> Perubahan Posisi/Position Change</td><td><input type="checkbox"/> Pengunduran Diri/Resignation</td></tr><tr><td><input type="checkbox"/> Demosi/Demotion</td><td><input type="checkbox"/> Pemutusan/Termination</td></tr><tr><td><input type="checkbox"/> Pindah/Transfer</td><td><input type="checkbox"/> Lainnya/Other</td></tr></table>				<input type="checkbox"/> Bekerja/Employment	<input checked="" type="checkbox"/> Cuti/Annual Leave	<input type="checkbox"/> Merit Increase	<input type="checkbox"/> Sakit/Sick Leave	<input type="checkbox"/> Kenaikan Jabatan/Promotional Increase	<input type="checkbox"/> Ijin/Permission	<input type="checkbox"/> Perubahan Posisi/Position Change	<input type="checkbox"/> Pengunduran Diri/Resignation	<input type="checkbox"/> Demosi/Demotion	<input type="checkbox"/> Pemutusan/Termination	<input type="checkbox"/> Pindah/Transfer	<input type="checkbox"/> Lainnya/Other
<input type="checkbox"/> Bekerja/Employment	<input checked="" type="checkbox"/> Cuti/Annual Leave														
<input type="checkbox"/> Merit Increase	<input type="checkbox"/> Sakit/Sick Leave														
<input type="checkbox"/> Kenaikan Jabatan/Promotional Increase	<input type="checkbox"/> Ijin/Permission														
<input type="checkbox"/> Perubahan Posisi/Position Change	<input type="checkbox"/> Pengunduran Diri/Resignation														
<input type="checkbox"/> Demosi/Demotion	<input type="checkbox"/> Pemutusan/Termination														
<input type="checkbox"/> Pindah/Transfer	<input type="checkbox"/> Lainnya/Other														
Tanggal efektif /Effective Date From : <b>28 Desember 2020</b> Sampai/Thru : <b>30 Desember 2020 (3 hari)</b> Pindah/Change/Transfer From Ke/To															
Alasan/Pertimbangan/Reason/Justification :  <b>Pengajuan 3 hari cuti acara keluarga</b>															
Alamat ketika tidak bertugas/ Address while on leave  <b>Wisma Kusuma Indah Blok B No. 62 Jatirahayu Pondok Melati Bekasi</b>		Direkomendasikan Oleh : Recommended by  Tgl : <b>15/12/2020</b> Date  Disetujui Oleh : Approved by  Tgl : <b>15-12-20</b> Date  Disetujui Oleh : Approved by  Tgl : Date													
Tanda tangan karyawan : Employee's signature  		Tgl : Date <b>15.12.2020</b>													
Human Resources Department		Date :													
This conforms/Does not conform to Personnel Rules & Regulations															
Keterangan/Remarks :															