**\* *Mohon diisi dengan lengkap***

Tanggal : ……………........

Unit Yang dituju : ........................................... Waktu : ……...s/d............

Nama Lengkap : ..................................................................................................................

NUPTK & NRG : NUPTK (...................................................................................................)

(apabila ada) NRG (.......................................................................................................)

Alamat Rumah : ..................................................................................................................

Kota : .................... Provinsi :................................ No Telp:.....................

No HP : ..................................................................................................................

Email : .................................................................................................................

Nama Instansi : .................................................................................................................

Alamat Instansi : .................................................................................................................

Kota : .................... Provinsi :................................ No Telp:.....................

Pekerjaan : Guru PAUD Guru SD Guru SMP

Guru SMA Guru SMK Guru SLB

Operator Sekolah

Kepala Sekolah

Pengawas

Lain-lain PNS/Wiraswasta/Karyawan swasta/(Ditulis)........................

Keperluan : ..................................................................................................................

(Permintaan informasi/ ..................................................................................................................

Perizinan/pengurusan/ .................................................................................................................

Pengaduan) ..................................................................................................................

..................................................................................................................

Tanggapan : .................................................................................................................

(diisi oleh petugas) ..................................................................................................................

………………………………………………………………………………….

Status : Selesai Proses

Target Waktu : …………………………………………...

Front Office Tamu

(…………………………………..) (....................................................)

MONITORING

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| --- | --- | --- | --- |
| **Tanggal** | **Item Yang Dimonitor** | **Hasil Monitoring** | **Tanda Tangan** |
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|  |  |  |  |
|  |  |  |  |
| |  |  | | --- | --- | | **Keputusan :** | * Tindakan yang dilakukan berjalan efektif | |  | * Tindakan yang dilakukan belum efektif | | | | |
| **Back Office : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Kasubag : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |