|  |  |  |
| --- | --- | --- |
| **Agenda/ Acara** |  | **: ${agenda}** |
| **Hari/Tanggal** |  | **: ${date}** |
| **Jam** |  | **: ${time}** |
| **Tempat** |  | **: ${place}** |

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|  |  |  |  |  | |
| **NO.** | **NAMA** | **JABATAN/BAGIAN** | ***Email*** | **TANDA TANGAN** | |
| **No.Telp/*HandPhone*** |
| ${no} | ${name} | ${position} | ${email} | ${signature} |
| ${phone} |
|  |  |  |  |  |

|  |  |
| --- | --- |
| Catatan: | Penanggung Jawab Kegiatan, |
|  | ……………… |
|  | ${signature\_admin} |
|  | (……………………………..) |