

**BORANG PERMOHONAN HEBAHAN (LAMAM WEB)
ANNOUNCEMENT (WEBSITE) APPLICATION FORM**

JSM/ IT - 2

Bahagian Sumber Manusia / Human Resource Division
Pejabat Pendaftar / Registrar's Office , Universiti Pendidikan
Sultan Idris

Telephone No / No Telefon: 05- 450 6000, 05-450 6859, 6934, 6365
No. Fax / Fax No : 05- 459 5488

- Borang ini hendaklah dikemukakan ke Unit Teknologi Maklumat selewat-lewatnya tiga (3) hari sebelum tarikh hebahan perlu dimuat turun/ This form have to submitted to IT Unit at least three (3) days before the date of announcement is being downloaded.
- Sila buat semakan terakhir setelah hebahan disediakan untuk dimuat turun / Please do final checking after the announcement is prepared to be downloaded.

A. MAKLUMAT PEMOHON / APPLICANT'S PARTICULARS

Nama / Name : _____ No Staf / Staff No: _____
Unit : _____ No. Bilik / Room No : _____
Jawatan / Designation : _____ No. Tel / Tel No : _____
E-mel / Email : _____ Tarikh / Date : _____

B. PERNYATAAN PERMOHONAN HEBAHAN / DESCRIPTION OF ANNOUNCEMENT APPLICATION

Tajuk Hebahan / Title of Announcement : _____

Maklumat Hebahan / Information about Announcement : _____

(Tarikh / Date / Tempat / Place /

Masa / Time / Aktiviti / Activities) : _____

Jenis Lampiran (Jika ada) / Type of Attachment (if any) :

- Disket / Diskette Sisipan emel / Email insertion
 CD Dokumen bercetak (Brosur / Risalah / Lain-lain)
Printed document (Brochure / Pamphlet / Others)

C. UNTUK KEGUNAAN UNIT TEKNOLOGI MAKLUMAT SAHAJA / FOR USE OF INFORMATION TECHNOLOGY UNIT ONLY

I – Status Tindakan / Action Status

- Selesai / Completed
 Dalam Tindakan / In Progress
 Ditolak / Rejected Alasan / Reason : _____

II – Pelaksana / Implementer

Nama Pegawai / Name of Officer :	Tandatangan / Signature :

Tarikh Tugasan diberi / Date of Assignment of Task : ____/____/20____

Tarikh Tugasan Selesai / Date of Completion of Task : ____/____/20____

D. PENGESAHAN PERKHIDMATAN / CONFIRMATION OF SERVICE

I – Pemohon /Applicant

Nama / Name : _____

Tarikh / Date : _____

Tandatangan / Signature : _____

II – Pengesahan Pegawai Unit IT / Confirmation by Unit IT Officer

Nama / Name : _____

Tarikh / Date : _____

Tandatangan / Signature : _____