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<p>1.</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXX /</p> <p>XXXXXXX /</p> <p>XXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p>	<p>1.1</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XX ,XXXXXXXXXXXXXXXXXXXX</p> <p>1.2</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXX PO,</p> <p>XXXXXXXXXX ,</p> <p>XXXXXXXXXX PassXXXX ,</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXX ,XXXXXX ,XXXX /</p> <p>XXXXXXXXXXXX</p> <p>1.3</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXX</p> <p>XXXX XXXXXXXXXXXX PO</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XX</p> <p>1.4</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXX</p>	<p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXX XXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p>
<p>2.</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXX</p>	<p>1.1</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXX /</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXX . XXXXXXX</p> <p>1.2</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXX</p> <p>XXXXXXXXXXXX</p> <p>1.3</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXX</p>	<p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXX XXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p>
<p>XXXXXXXXXXXX /</p> <p>XXXXXXXXXXXX</p> <p>(Key Responsibilities and Activities)</p>	<p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXX</p> <p>(Key Objectives)</p>	<p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXX</p> <p>(Performance Indicators)</p>

3.

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1.2





1.3

1.4

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1.1



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1.2

1.3

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[illegible]

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1.4

[illegible][illegible][illegible][illegible]

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	<p>1.2</p> <p>□□□□□□□□□□□□□□□□</p> <p>□□□□□□□□□□□□□□□□</p> <p>□□□□□□□□□□□□□□□□</p> <p>□□□□□□□□□□□□□□□□</p> <p>□□□□□□□□□□</p>	

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1. 
2. 
3. 
4. 
5. 

(Subordinate's Responsibilities)

<div>职位名称</div> (Position)	<div>工作范围</div> (Job Scope)

 (Financial Responsibilities/Authorization)

[illegible]

<div>Decision Authority</div> <div>(Own Decision)</div>	<div>Decision Authority</div> <div>(Consulted by Superior)</div>	<div>Decision Authority</div> <div>(Superior Approval)</div>	

Working Relationship

<div>Relationship</div> <div>/</div>	<div>Relationship</div>	<div>Relationship</div>
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Job Specifications

Education Background

Education

Background

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Education

-

Education

Certification/Licensing

Professional Experiences

(Competencies)

<div></div> <div>(Knowledge)</div>	<div></div> <div>(Skills)</div>	<div></div> <div>/</div> <div>(Mental Abilities/Personalities)</div>
<div></div> <div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div>MS Office</div>	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>

(Others)

<div></div> <div>(Prepare By)</div>	<div></div> <div>(Approved By)</div>	<div></div> <div>(Acknowledged By)</div>
<div>(.....)</div> <div></div>	<div>(.....)</div> <div></div>	<div>(.....)</div> <div></div>