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(Subordinate's Responsibilities)

XXXXXX (Position)	XXXXXXXXXXXX (Job Scope)

XXXXXXXXXXXX

(Financial Responsibilities/Authorization)

XXXXXX (Item)	XXXXXXXXXXXX (Amount/Authorized level)		
	XXXXXXXXXXXX (Own Decision)	XXXXXXXXXXXX (Consulted by Superior)	XXXXXXXXXXXX (Superior Approval)
XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX □			/
XXXXXXXXXXXX XXXXXXXXXXXX XXXXXX			/

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

(Working Relationship)

XXXXXX / XXXXXXXXXXXX □	XXXXXXXXXXXX □	XXXXXX
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XXXXXXXXXXXX XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXX

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(Job Specifications)

XXXXXXXXXXXX

(Education Background)

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(Certification/Licensing)

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(Professional Experiences)

