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???????????????????? (Job Purpose)

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???????????????? (Key Responsibilities)

???? (Key Responsibilities)	???? (Key Activities)	???? ??
???? ???? ??	1.1 ???? ???? ???? 1.2 ????? / ???? ???? ???? ???? 1.3 ???? ???? ???? ?? 1.4 ????? ???? ???? ????	1.1 ???? ???? ???? ????

(IA) TQM	1.1 1.2 1.3	1.1
CAR/PAR	1.1 1.2 1.3	1.1 1.2
(Key Responsibilities and Activities)	(Key Objectives)	(Performance Indicators)

Document Control (Document Control)	1.1 1.2 1.3 1.4 1.5 1.6 (Work instruction)	1.1 1.2 1.3
(OKRs)	1.1. 1.2 1.3	

Key Performance Indicator (KPI)	1.1 1.2	1.2
	1.1 1.2	1.1

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(Major Challenges)

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(Subordinate's Responsibilities)

(Position)	(Job Scope)

(Financial Responsibilities/Authorization)

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

(Working Relationship)

	- - KPI - CAR./PAR. -	2

(Job Specifications)

(Education Background)

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(Certification/Licensing)

(Professional Experiences)

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(Competencies)

(Knowledge)	(Skills)	/ (Mental Abilities/Personalities)
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- - (KPI) -	- - -	- - - - - - - - - -
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(Others)

 (Prepare By)	 (Approved By)	 (Acknowledged By)
(.....) /...../.....	(.....) /...../.....	(.....) /...../.....

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