####

#### Administrative Systems Division

## Staff Position Maintenance Form

AMSD Form No. : F15 AMSD Ref. No:

 User Ref. No :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CMMS (Estates Management Office)**

###  Maintenance Type

**Create Change Delete**  **Organization Unit :**

 **所屬組織單位**

 **Position : 一級工人，Workman I / 二級工人，Workman I I / 技工，Artisan /**

 **職位 高級技工，Senior Artisan / 高級監工，Senior Work Supervisor /**

 **一級監工，Work Supervisor I / 二級監工，Work Supervisor II**

 **Effective Date : \_\_\_\_\_\_\_ / \_\_\_\_\_\_\_ / \_\_\_\_\_\_\_**

 **生效日期 (DD) (MM) (YYYY)**

**Create Change Delete**  **Organization Unit :**

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 **生效日期 (DD) (MM) (YYYY)**

**Remark:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Requested by | Endorsed by(User) | Endorsed by(ITSC) | Completed by | Accepted by |
|  Name |  |  |  |  |  |
|  Signature |  |  |  |  |  |
|  Date |  |  |  |  |  |