**LAPORAN TUGAS HARIAN**

**BAHAGIAN:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NAMA** | **:** |  | **WAKTU MASUK** | **:** |  |
| **JAWATAN/ GRED** | **:** |  | **WAKTU KELUAR** | **:** |  |
| **UNIT** | **:** |  | **TARIKH** | **:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **MASA** | **TUGAS** | **BILANGAN OUTPUT** | **CATATAN** |
| 8.00 – 9.00 |  |  |  |
| 9.00 – 10.00 |  |  |  |
| 11.00 – 12.00 |  |  |  |
| 12.00 – 1.00 |  |  |  |
| 1.00 – 2.00 |  |  |  |
| 2.00 – 3.00 |  |  |  |
| 3.00 – 4.00 |  |  |  |
| 4.00 – 5.00 |  |  |  |
| 5.00 – 6.00 |  |  |  |