**BAHAGIAN A: MAKLUMAT PEMOHON (Diisi oleh fasilitator)**

|  |  |  |  |
| --- | --- | --- | --- |
| Nama |  | | |
| Nama Kursus |  | | |
| Kod Kursus |  | Kampus |  |

|  |  |
| --- | --- |
| Tandatangan: …………………………………….. | Tarikh: |

**BAHAGIAN B: PINDAAN KELAS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Jadual Asal | Cadangan Baharu | Justifikasi |
| Tarikh |  |  |  |
| Waktu |  |  |  |
| Lokasi |  |  |  |

**BAHAGIAN C: PINDAAN PENGANJURAN AKTIVITI**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Jadual Asal | Cadangan Baharu | Justifikasi |
| Tarikh |  |  |  |
| Waktu |  |  |  |
| Lokasi |  |  |  |

**BAHAGIAN D: SOKONGAN DAN KELULUSAN PPHP**

|  |  |
| --- | --- |
| Sokongan | Kelulusan |
| ……………………………… | ……………………………… |
| Cop & Jawatan | Cop & Jawatan |
| Tarikh: | Tarikh: |
|  |  |

**Nota:**

1. Borang hendaklah diserahkan selewat-lewatnya 5 hari berkerja sebelum pindaan berlangsung.
2. Surat tugasan rasmi perlu dilampirkan jika melibatkan tugas rasmi.