**แบบรายงานการปฏิบัติงานที่บ้าน (Work from home)**

**มหาวิทยาลัยมหาจุฬาลงกรณราชวิทยาลัย**

**ในระหว่างวันที่ ๑๖ - ๓๑ พฤษภาคม พ.ศ. ๒๕๖๔**

**ส่วนที่ ๑ ข้อมูลส่วนบุคคล**

ชื่อ........................................ฉายา...........................................นามสกุล..................................................................

ตำแหน่ง..................................................................สังกัดงาน................................................................................

**ส่วนที่ ๒ แบบรายงานและติดตามผลการปฏิบัติงาน**

| **รายงานผลการปฏิบัติงาน** | **การติดตามและประเมินผลการปฏิบัติงาน** |
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| วัน/เดือน/ปี.................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................... .............................................................................................................. .............................................................................................................. |  สำเร็จ .............. ชิ้น ไม่สำเร็จ...........ชิ้นเนื่องจาก..................................................................................................................................................................................... ............................................................... ................................................................  หัวหน้างาน......................................... วันที่.......................................... |
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| วัน/เดือน/ปี....................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................  |  สำเร็จ .............. ชิ้น ไม่สำเร็จ...........ชิ้นเนื่องจาก.....................................................................................................................................................................................  หัวหน้างาน......................................... วันที่.......................................... |
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**ส่วนที่ 3 รับรองแบบรายงานและติดตามผลการปฏิบัติงาน**

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| **หัวหน้างาน** |
| (ชื่อ................................................)ตำแหน่ง.........................................วันที่รับรองรายงาน........................ |
| หมายเหตุ : ๑. สำหรับผู้บริหาร ให้รองอธิการบดีในกำกับรับรองผลการปฏิบัติงาน ๒. สำหรับบุคลากรและลูกจ้าง ให้ผู้อำนวยการส่วนงาน/สำนัก รับรองผลการปฏิบัติงาน |

หมายเหตุ : รวบรวมฟอร์มรายงานผลการปฏิบัติงานต่อผู้บังคับบัญชาตามลำดับชั้น ทุก 7 วันทำการ(ทุกวันที่ ๒๕ และ ๓๑ พฤษภาคม พ.ศ. ๒๕๖๔