



**OPTION REGISTRATION FOR STAGGERED WORKING HOUR
(ADMINISTRATIVE & TECHNICAL STAFF)
FOR RAMADHAN**

KCDIO..... Dept./Unit.....

Please choose one the following working hour options for each staff:-

- RMDN 5 7.30 am – 3.30 pm
 RMDN 8.00 am – 4.00 pm
 RMDN 3 8.30 am – 4.30 pm
 RMDN 2 9.00 am – 5.00 pm

No	Staff No	Name	Position	Grade	Work Hour (eg. RMDN 5)	Effective Date	Signature

.....(Decision by Dean/Director).....

I approve the option selected by the above staff:

.....
Name:
Designation: Date:

Note :

- Please use the Form A2 – “Application To Change The Staggered Working Hour For Administrative & Technical Staff” for staff who wish to change their current option of staggered working hour.
- Each KCDIO needs to file a copy of this option registration form for future reference and evidence