



Off-Campus/External Work Form

(If no invitation letter or acceptance letter)

This form is required for all institute personnel who are assigned to perform duties outside the institute (e.g., speaker, training, academic services, perform laboratory, attending meetings/conference, participating in academic lectures, data collection for research project, etc.)

Dear Director of ASEAN Institute for Health Development

I'm would like to request working outside campus for (describe the activities you will do)..... Date This work assignment supports the strategic goals of Mahidol University and ASEAN Institute for Health Development, as follows:

<p>Relevant with 4 strategies of Mahidol University</p> <p><input type="checkbox"/> ① Creation of research works to support sustainable health system.</p> <p><input type="checkbox"/> ② Learning management and program development to build leaders in health system policy.</p> <p><input type="checkbox"/> ③ Excellent academic services and social policy direction to enhance and expand quality health system development.</p> <p><input type="checkbox"/> ④ Development of an organizational management system for sustainable excellence.</p> <p>Description</p> <p>.....</p> <p>.....</p>	<p>Relevant with 4 strategies of ASEAN Institute for Health Development</p> <p><input type="checkbox"/> ① Creation of research works to support sustainable health system.</p> <p><input type="checkbox"/> ② Learning management and program development to build leaders in health system policy.</p> <p><input type="checkbox"/> ③ Excellent academic services and social policy direction to enhance and expand quality health system.</p> <p><input type="checkbox"/> ④ Development of an organizational management system for sustainable excellence.</p> <p>Description</p> <p>.....</p> <p>.....</p>
<p>Please submit 3 days before the date of off-campus work.</p> <p>I respectfully submit this for your approval. Your approval would be highly appreciated.</p>	
<p>Applicant for Off-Campus Work</p> <p>.....</p> <p>(.....)</p> <p>Date...../...../.....</p>	<p>Human Resource Unit</p> <p>Comment.....</p> <p>.....</p> <p>(.....)</p> <p>Date...../...../.....</p>
<p>Comment.....</p> <p>.....</p> <p>(.....)</p> <p>Deputy Director for.....</p> <p>Date...../...../.....</p>	<p>.....</p> <p>(Assoc. Prof. Dr. Thunwadee Suksaroj)</p> <p>Director of ASEAN Institute for Health Development</p> <p>Date...../...../.....</p>