

MEMORANDUM

Date : ____/____/____

To : Rector

From : _____

Re. : Request for Teacher's Assistant

_____, a unit responsible for _____ in Assumption University, would like to request for Teacher's Assistants to assist the office work with the details as follows.

The objectives of the request and work load: _____

The job description: _____

Number of teacher's assistant needed _____ person(s).

Duration of employment: from (date/month/year) ____/____/____ to
(date/month/year) ____/____/____

Names of the teacher's assistants (Selected by department/office)

No.	Name – Surname (Ms./Mr.)	Faculty	Major	Year	G.P.A.	I.D. Number	Remarks

Contact Person _____

Tel: _____

Please consider this.

(Signature) _____

(_____)

(Position) _____

(Rev.Bro.Bancha Saenghiran)

Rector

Date ____/____/____