

# Task Delegation Job Order

Job Order No.: \_\_\_\_\_

Date: \_\_\_\_\_

Department/Unit: \_\_\_\_\_

## Task Information

Task Title: \_\_\_\_\_

Description: \_\_\_\_\_

Priority: \_\_\_\_\_

Deadline: \_\_\_\_\_

## Delegation Details

Assignee Name	Role	Responsibility	Remarks

## Additional Notes

\_\_\_\_\_  
Delegated By \_\_\_\_\_

\_\_\_\_\_  
Approved By \_\_\_\_\_

\_\_\_\_\_  
Received By \_\_\_\_\_