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| **FORMULARIO ANOTACIÓN DE MÉRITO Y DEMÉRITO** |

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| Fecha: |  |  |  |

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| **A** | : | JEFE (A) DEPARTAMENTO DE GESTIÓN Y DESARROLLO DE PERSONAS |
| **DE** | : |  |

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| --- | --- | --- | --- | --- | --- | --- |
| Nombre: | | | RUT: | | | |
| Función: | | | Grado: | | | |
| Escalafón: | Nombramiento: | Planta | |  | Contrata |  |
| Unidad de Desempeño: | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| MARQUE CON X EL TIPO DE ANOTACIÓN | **MÉRITO** | | | |  | | **DEMÉRITO** | | |  |
| **MOTIVO DE LA ANOTACIÓN** | | | | | | | | | | |
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| **FECHA DE NOTIFICACIÓN FUNCIONARIO** | | | : |  | |  | |  |  | |
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| **FIRMA JEFE DIRECTO** | | **FIRMA FUNCIONARIO** | | | | | | | | |