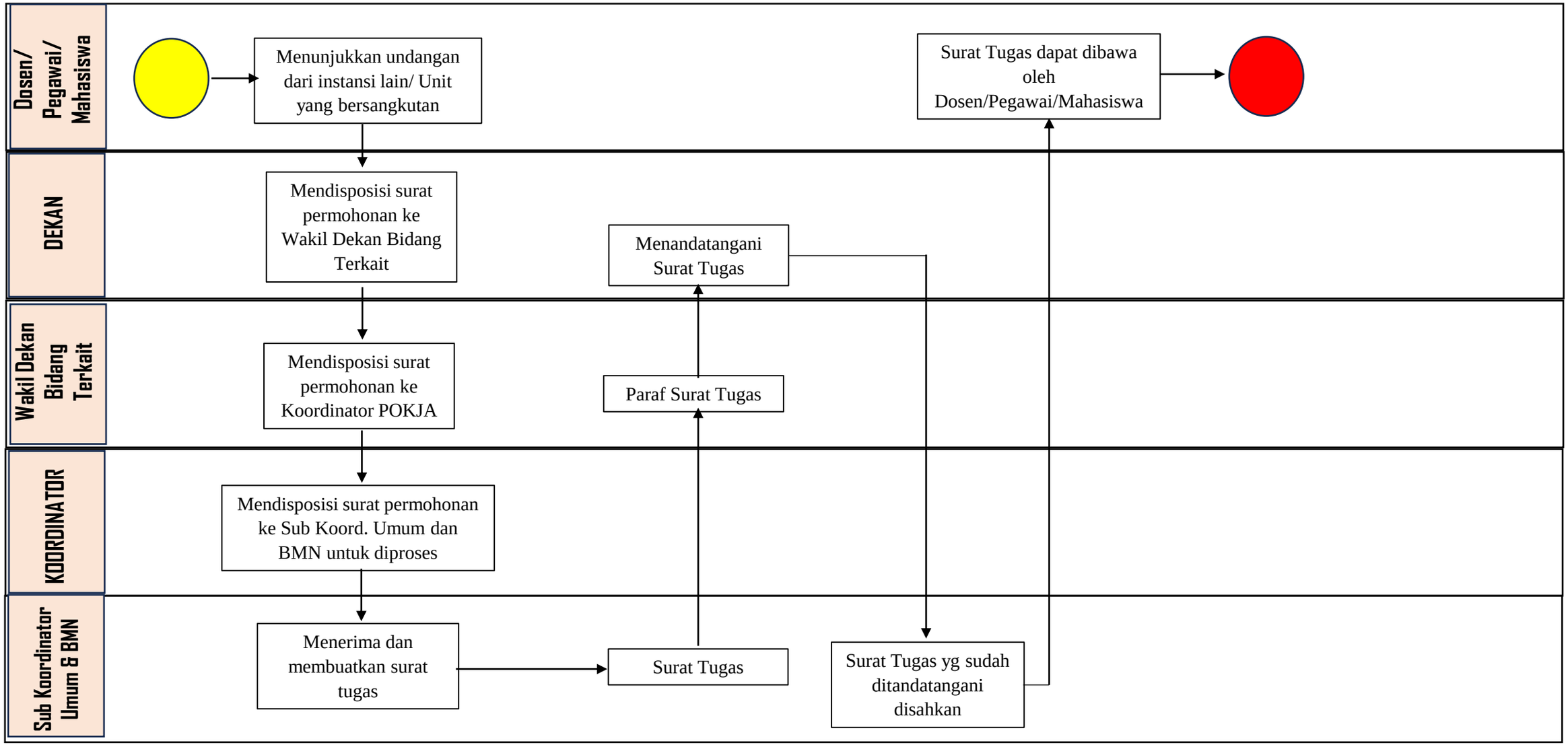SOP PENGAJUAN SURAT TUGAS