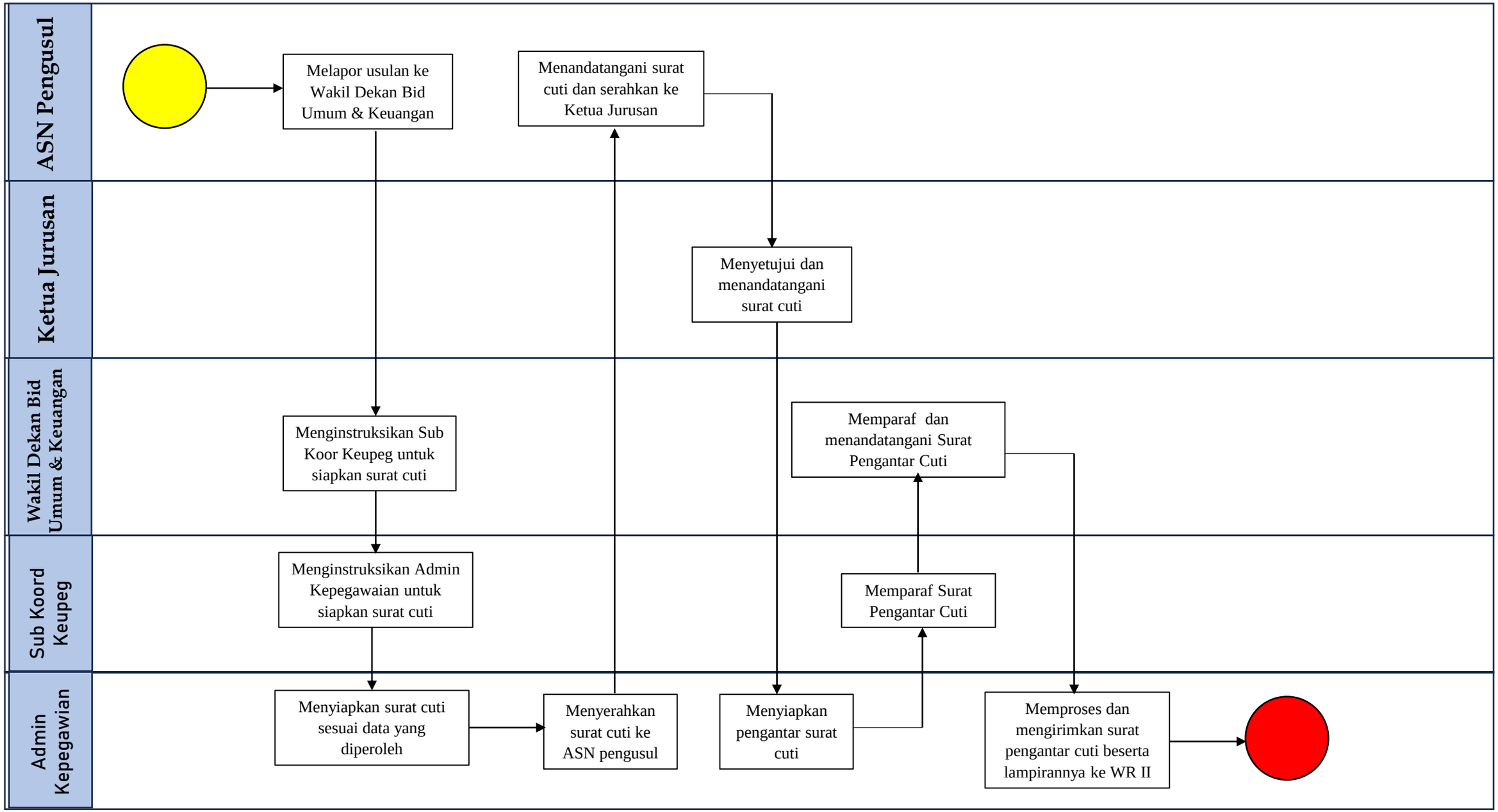SOP PENGUSULAN CUTI