

## LETTER OF ASSIGNMENT

**Number** : 002/ITC/ST/II/2026  
**Subject** : Instructional Assignment for CCNA Training – Cisco Netacad Indonesia

To:

**Luhur Bayuaji, S.T., M.Eng., Ph.D.**  
Cisco NetAcad Instructor Trainer

Dear Sir,

With reference to the implementation of the Cisco Networking Academy training program organized by ITC NetAcad Indonesia, we are pleased to officially assign:

**Name** : Luhur Bayuaji, S.T., M.Eng., Ph.D.  
**Position** : Cisco NetAcad Instructor Trainer

to serve as an **Instructor Trainer** for the **CCNA Training series for Universitas Pamulang**, with the following schedule and details:

**Date** : February 23rd to March 13th, 2026  
**Time** : 08:00 – 16:00 WIB (UTC+7)  
**Platform** : Online via Webex Meetings  
**Curriculum** :

- Introduction to Networks (ITN)
- Switching, Routing, and Wireless Essentials (SRWE)
- Enterprise Networking, Security, and Automation (ENSA)

### Duties and Responsibilities:

1. Deliver training materials in accordance with the official Cisco Networking Academy curriculum.
2. Facilitate instructor-level training activities, discussions, practices, and guidance in accordance with the training objectives.
3. Monitor and evaluate participants' technical progress throughout the training period.
4. Coordinate with the organizing committee regarding technical preparation, administrative matters, and reporting of program outcomes.
5. Ensure that the training activities are conducted professionally, effectively, and in accordance with the objectives of the program.

This letter of assignment is issued for the purpose of formalizing the above appointment and shall be carried out with professionalism and full responsibility.

# ITC

## INSTRUCTOR TRAINING CENTER



We sincerely appreciate your commitment, dedication, and cooperation in supporting the successful implementation of this training program.

Yogyakarta, February 19th, 2026

Sincerely,



**Muhammad Luthfi Azka, S.Ars**  
Academy Relationship Manager  
ITC NetAcad Indonesia