紀錄編號： 填表日期：　　年　　月　　日

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| 組別/職稱 | 姓名 | 職 掌 說 明 | 職務代理人 |
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承辦人員：\_\_\_\_\_\_\_\_\_\_\_\_\_ 組長：\_\_\_\_\_\_\_\_\_\_\_\_ 執行秘書(電算中心主任)：\_\_\_\_\_\_\_\_\_\_\_\_\_