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| 臺南市私立昭明國民中學公假請假單(3人以上團體用) | | | | | | | | | | |
| 差假事由 | |  | | | | | | | | |
| 差假別 | | □公假□公差□公出 | | | | | | | | |
| 預定日期 | | 年 月 日 時 分 至 年 月 日 時 分 ,共計 日 時 | | | | | | | | |
| 差假地點 | |  | | | | | | | | |
| 來文依據  (檢附相關函文或簽呈〉 | |  | | | | 擬 搭 乘  交通工具 |  | | | |
| 公假人員名單 | | | | | | | | | | |
| 職稱 | | | 姓名 | 本人簽章 | 代理人簽章 | | | | 備註 | |
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| 合計 | | | 人 | | | | | | | |
| 承辦人 |  | | 單位主管 |  | | | | 校長  批示 | |  |
| 人事室 |  | | 教學組 |  | | | |
| 教務處 |  | | | |
| 學務處 |  | | | |