**公文績效統計表**

**年 月**

**各處室逾期統計**

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|  | **教務處** | **學務處** | **總務處** | **輔導處** | **幼兒園** | **人事室** | **主計室** |
| 總逾期件數 |  |  |  |  |  |  |  |
| 總逾期日數 |  |  |  |  |  |  |  |

**承辦人逾期排名統計**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 姓名 | OOO | OOO | OOO | OOO | OOO | OOO | OOO |
| 總逾期件數 |  |  |  |  |  |  |  |
| 總逾期日數 |  |  |  |  |  |  |  |
| 姓名 | OOO | OOO | OOO | OOO | OOO | OOO | OOO |
| 總逾期件數 |  |  |  |  |  |  |  |
| 總逾期日數 |  |  |  |  |  |  |  |

**承辦人公文逾期表**

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|  | **教務主任** | **教學組** | **課研組** | **註冊組** | **資訊組** |
| 逾期公文號 |  |  |  |  |  |
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| **統 計** | | | | | |
| 逾期件數 |  |  |  |  |  |
| 逾期日數 |  |  |  |  |  |

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|  | **幹事(圖書室)** | **學務主任** | **生教組** | **訓育組** | **環教組** |
| 逾期公文號 |  |  |  |  |  |
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| **統 計** | | | | | |
| 逾期件數 |  |  |  |  |  |
| 逾期日數 |  |  |  |  |  |

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|  | **體育組** | **校護** | **總務主任** | **事務組** | **文書組** |
| 逾期公文號 |  |  |  |  |  |
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| **統 計** | | | | | |
| 逾期件數 |  |  |  |  |  |
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|  | **出納組** | **幹事(總)** | **輔導主任** | **輔導組** | **特教組** |
| 逾期公文號 |  |  |  |  |  |
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| **統 計** | | | | | |
| 逾期件數 |  |  |  |  |  |
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|  | **資料組** | **幼兒園主任** | **人事室** | **主計室** |  |
| 逾期公文號 |  |  |  |  |  |
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| **統 計** | | | | | |
| 逾期件數 |  |  |  |  |  |
| 逾期日數 |  |  |  |  |  |

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| **逾期公文承辦人** | **公文稽催承辦人** | **主任** | **校長** |
|  |  | 教務  學務  總務  輔導 |  |