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| 獎懲 | 薪資異動 | 受訓進修講習 |
| 獎懲別 | 日期 | 事由 | 異動日期 | 本薪 | 津貼 | 訓練機關 | 時數 | 受訓科目 | 費用 |
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| 考績 | 年度 |  | 異動 | 生效日期 | 調任原因 | 調任部門 | 職位 | 備註 |
| 等等 |  |  |  |  |  |  |
| 考勤記錄 | 年度名稱 |  |  |  |  |  |  |
| 事假 |  |  |  |  |  |  |
| 病假 |  |  |  |  |  |  |
| 遲到早退 |  |  |  |  |  |  |