啟英高中外賓進出登記表

申請日期： 年 月 日

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| 序  號 | 日期 | 星  期 | 處室(科) | 外賓 | | | 到訪  時間 | 離開  時間 | 備註  (車位需求) |
| 單位 | 職稱 | 姓名 |
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※請各處室於前一日15:00前mail至總務處庶務組(04301)彙整，若遇假日請提前申請。

※各群科部份請先寄實習處彙整後，統一由實習處mail至總務處。