# 崇仁醫護管理專科學校

## 105　學年度內部稽核計畫

| No | 單位 | 作業程序 | 作業程序文件名稱 | 稽核員 | 1月 | 2月 | 3月 | 4月 | 5月 | 6月 | 7月 | 8月 | 9月 | 10月 | 11月 | 12月 | 備註 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 招生註冊組 | P-SRR-01 | 招生及報到作業程序 | 王惠華 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SRR-02 | 註冊作業程序 | 王惠華 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SRR-03 | 學籍作業程序 | 王惠華 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SRR-04 | 成績作業程序 | 王惠華 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SRR-05 | 學生畢業資格審查及離校手續作業程序 | 王惠華 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SRR-06 | 各項證件申請作業程序 | 王惠華 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | 課務組 | P-SCU-01 | 課程規劃及配排課作業程序 | 王惠華 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SCU-02 | 調代補課作業程序 | 王惠華 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SCU-03 | 教師鐘點費作業程序 | 王惠華 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SCU-04 | 巡堂及課堂管理作業程序 | 王惠華 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SCU-05 | 教科書薦購作業程序 | 王惠華 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SCU-06 | 考試事務工作作業程序 | 王惠華 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SCU-07 | 業界專家協同教學作業程序 | 王惠華 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SCU-08 | 校外教學作業程序 | 莊舒卉 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SCU-09 | 學生選課及加退選作業程序 | 莊舒卉 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SCU-10 | 學生重補修作業程序 | 莊舒卉 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SCU-11 | 扣考預警作業程序 | 莊舒卉 | ● | ● | ● | ● | | | | | | | ● | ● | |

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| | | P-SCU-12 | 學生考試及請假補考作業程序 | 莊舒卉 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SCU-13 | 學生考試違規處理作業程序 | 莊舒卉 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SCU-14 | 學生考試規則作業程序 | 莊舒卉 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SCU-15 | 教學設備器材借用及管理作業程序 | 莊舒卉 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SCU-16 | 學生校際選課作業程序 | 莊舒卉 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | 資訊組 | P-SIT-01 | 資訊安全風險鑑別、評估及管理作業程序 | 陳谷音 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SIT-02 | 資訊安全事件通報及處理作業程序 | 陳谷音 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SIT-03 | 機房安全管理作業程序 | 陳谷音 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SIT-04 | 網路及多媒體資料存取作業程序 | 陳谷音 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SIT-05 | 系統權限控管作業程序 | 陳谷音 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SIT-06 | 系統開發與維護作業程序 | 陳谷音 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SIT-07 | 資安緊急應變演練作業程序 | 陳谷音 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SIT-08 | 校園網路流量管理作業程序 | 陳谷音 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SIT-09 | 一般教室電源卡借用及管理作業程序 | 陳谷音 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SIT-10 | 資訊設備借用及管理作業程序 | 陳谷音 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SIT-11 | 電腦教室借用及管理作業程序 | 陳谷音 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SIT-12 | 網路事件處理作業程序 | 陳谷音 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SIT-13 | 學生宿舍網路申請及管理作業程序 | 陳谷音 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | 圖書出版組 | P-SLI-01 | 圖書館藏申購及管理作業程序 | 祝如瑩 | ● | ● | ● | ● | | | | | | | ● | ● | |

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| | | P-SLI-02 | 贈書處理作業程序 | 祝如瑩 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SLI-03 | 教科書專區建置作業程序 | 祝如瑩 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SLI-04 | 開、閉館作業程序 | 祝如瑩 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SLI-05 | 各項收費作業程序 | 祝如瑩 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SLI-06 | 圖書館設備管理作業程序 | 祝如瑩 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SLI-07 | 圖書借閱及歸還作業程序 | 祝如瑩 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SLI-08 | 多媒體借閱及歸還作業程序 | 祝如瑩 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SLI-09 | 討論室借用及管理作業程序 | 祝如瑩 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SLI-10 | 影印機使用作業程序 | 祝如瑩 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SLI-11 | 公用電腦使用作業程序 | 祝如瑩 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SLI-12 | 校區互借作業程序 | 祝如瑩 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SLI-13 | 館際合作作業程序 | 祝如瑩 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SLI-14 | 學報徵稿及出版作業程序 | 祝如瑩 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | 教發中心 | P-STL-01 | 教師在職教育作業程序 | 陳國治 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-STL-02 | 教師教學評量及輔導作業程序 | 陳國治 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-STL-03 | 教師評鑑作業程序 | 陳國治 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-STL-04 | 教學優良教師遴選及獎勵作業程序 | 陳國治 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-STL-05 | 優良教師遴選及獎勵作業程序 | 陳國治 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-STL-06 | 教師編纂教材暨教具製作獎助及審查作業程序 | 陳國治 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-STL-07 | 教師Office Hours作業程序 | 陳國治 | ● | ● | ● | ● | | | | | | | ● | ● | |

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| | | P-STL-08 | 課輔助教設置及課業輔導作業程序 | 陳國治 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-STL-09 | 課業輔助進步獎勵作業程序 | 陳國治 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-STL-10 | 遠距教學作業程序 | 陳國治 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-STL-11 | 器材借用及管理作業程序 | 陳國治 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-STL-12 | 討論室借用及管理作業程序 | 陳國治 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | 生輔組 | P-SGU-01 | 住退宿申請作業程序 | 陳姮蓉 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SGU-02 | 學生獎懲作業程序 | 陳姮蓉 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SGU-03 | 學生操行成績作業程序 | 陳姮蓉 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SGU-04 | 校外賃居學生訪視作業程序 | 陳姮蓉 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SGU-05 | 校園安全及學生緊急狀況作業程序 | 陳姮蓉 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SGU-06 | 學生請假規則作業程序 | 陳姮蓉 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SGU-07 | 學生外出管理作業程序 | 陳姮蓉 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SGU-08 | 改過遷善作業程序 | 陳姮蓉 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SGU-09 | 學生持用手機管理作業程序 | 陳姮蓉 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SGU-10 | 學生騎乘機踏車申請及管理作業程序 | 陳姮蓉 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SGU-11 | 學生訪視及協助學生傷病就醫車資申請作業程序 | 陳姮蓉 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SGU-12 | 防制校園霸凌事件處理作業程序 | 陳姮蓉 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SGU-13 | 學生交通意外事故處理作業程序 | 陳姮蓉 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SGU-14 | 學生搭乘專車作業程序 | 陳姮蓉 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | 衛保組 | P-SHC-01 | 受理申請學生平安保險作業程序 | 黃久華 | ● | ● | ● | ● | | | | | | | ● | ● | |

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| | | P-SHC-02 | 班級清潔競賽作業程序 | 黃久華 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SHC-03 | 辦理新生體檢作業程序 | 黃久華 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SHC-04 | 健康中心用物借用作業程序 | 黃久華 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SHC-05 | 傳染病防治與管理作業程序 | 黃久華 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SHC-06 | 疑似食物中毒通報標準作業程序 | 黃久華 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SHC-07 | 學校外包餐廳衛生管理作業程序 | 黃久華 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SHC-08 | 學生校內傷病處理作業程序 | 黃久華 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | 課指組 | P-SSA-01 | 崇仁醫護管理專科學校弱勢助學金申請作業程序 | 黃久華 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SSA-02 | 崇仁醫護管理專科學校免學費申請作業程序 | 黃久華 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SSA-03 | 崇仁醫護管理專科學校各類就學優待申請作業程序 | 黃久華 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SSA-04 | 崇仁醫護管理專科學校就學貸款申請作業程序 | 黃久華 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SSA-05 | 崇仁醫護管理專科學校新生入學獎學金作業程序 | 黃久華 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SSA-06 | 崇仁醫護管理專科學校兄弟姐妹同時就讀本校學雜費優待申請作業程序 | 陳瓊瑤 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SSA-07 | 崇仁醫護管理專科學校書卷獎作業程序 | 陳瓊瑤 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SSA-08 | 崇仁醫護管理專科學校低收入戶免費住宿作業程序 | 陳瓊瑤 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SSA-09 | 崇仁醫護管理專科學校生活助學金申請作業程序 | 陳瓊瑤 | ● | ● | ● | ● | | | | | | | ● | ● | |

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| | | P-SSA-10 | 崇仁醫護管理專科學校清寒助學金申請作業程序 | 陳瓊瑤 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SSA-11 | 崇仁醫護管理專科學校身心障礙學生助學金申請作業程序 | 陳瓊瑤 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SSA-12 | 崇仁醫護管理專科學校偏遠地區清寒學生助學金申請作業程序 | 陳瓊瑤 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SSA-13 | 崇仁醫護管理專科學校低收入戶學生助學金申請作業程序 | 陳瓊瑤 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SSA-14 | 崇仁醫護管理專科學校原住民學生清寒助學金申請作業程序 | 陳瓊瑤 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SSA-15 | 崇仁醫護管理專科學校急難救助金申請作業程序 | 陳瓊瑤 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SSA-16 | 崇仁醫護管理專科學校清寒失業家庭學生助學金申請作業程序 | 陳瓊瑤 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SSA-17 | 崇仁醫護管理專科學校學生會會長選舉(罷免)作業程序 | 陳瓊瑤 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SSA-18 | 崇仁醫護管理專科學校學生社團成立作業程序 | 陳瓊瑤 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SSA-19 | 崇仁醫護管理專科學校學生社團活動經費請購及補助作業程序 | 黃一婷 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SSA-20 | 崇仁醫護管理專科學校學生社團海報張貼及管理作業程序 | 黃一婷 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SSA-21 | 崇仁醫護管理專科學校學生社團出版刊物輔導作業程序 | 黃一婷 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SSA-22 | 崇仁醫護管理專科學校學生社團辦公室申請作業程序 | 黃一婷 | ● | ● | ● | ● | | | | | | | ● | ● | |

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| | | P-SSA-23 | 崇仁醫護管理專科學校學生社團活動場地借用作業程序 | 黃一婷 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SSA-24 | 崇仁醫護管理專科學校學生社團活動器材借用作業程序 | 黃一婷 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SSA-25 | 崇仁醫護管理專科學校學生社團財產管理作業程序 | 黃一婷 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SSA-26 | 崇仁醫護管理專科學校學生社團幹部改選作業程序 | 黃一婷 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SSA-27 | 崇仁醫護管理專科學校學生社團幹部參加校外研習補助作業程序 | 黃一婷 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SSA-28 | 崇仁醫護管理專科學校學生班級、團體旅遊或活動申請作業程序 | 黃一婷 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | 體育組 | P-SPE-01 | 校內體育活動作業程序 | 黃一婷 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SPE-02 | 校外體育活動作業程序 | 黃一婷 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SPE-03 | 運動器材設施管理作業程序 | 黃一婷 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SPE-04 | 體育專業教室借用作業程序 | 黃一婷 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SPE-05 | 體育器材借用作業程序 | 黃一婷 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | 學輔中心 | P-SSC-01 | 崇仁醫護管理專科學校學生休、退、轉學及延畢生輔導作業程序 | 黃姿桂 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SSC-02 | 學生懷孕事件輔導與處理作業程序 | 黃姿桂 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SSC-03 | 個別晤談與輔導作業程序 | 黃姿桂 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SSC-04 | 身心障礙學生交通費申請作業程序 | 黃姿桂 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SSC-05 | 身心障礙學生協助同學、課業輔導及工作費之申請作業程序 | 黃姿桂 | ● | ● | ● | ● | | | | | | | ● | ● | |

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| | | P-SSC-06 | 特殊教育學生獎補助學金申請作業程序 | 黃姿桂 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SSC-07 | 身心障礙學生提報鑑定作業程序 | 黃姿桂 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SSC-08 | 學生申訴作業程序 | 黃姿桂 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | 文書組 | P-SDF-01 | 公文收文、簽辦及歸檔作業程序 | 黃姿桂 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SDF-02 | 公文發文作業程序 | 黃姿桂 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SDF-03 | 公文調閱作業程序 | 黃姿桂 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SDF-04 | 文件用印申請作業程序 | 黃姿桂 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SDF-05 | 文件傳送作業程序 | 黃姿桂 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SDF-06 | 郵件收發及交寄作業程序 | 黃姿桂 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SDF-07 | 傳真文件收發作業程序 | 黃姿桂 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | 事務組 | P-SBU-01 | 採購作業程序 | 陳慧如 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SBU-02 | 校園門禁安全作業程序 | 陳慧如 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SBU-03 | 文具請領及管理作業程序 | 陳慧如 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SBU-04 | 公務車保養及維修作業程序 | 陳慧如 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SBU-05 | 員工汽機車停車證申請作業程序 | 陳慧如 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | 設備保管組 | P-SPM-01 | 財產驗收、增加及撥用作業程序 | 陳慧如 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SPM-02 | 財產移轉作業程序 | 陳慧如 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SPM-03 | 財產報廢作業程序 | 陳慧如 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SPM-04 | 財產盤點作業程序 | 陳慧如 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SPM-05 | 場地租借作業程序 | 陳慧如 | ● | ● | ● | ● | | | | | | | ● | ● | |

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| | 營繕組 | P-SCM-01 | 承攬商監督及管理作業程序 | 湯佩津 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | 環安組 | P-SES-01 | 校園環境管理作業程序 | 湯佩津 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SES-02 | 校園環境事故通報及緊急處理作業程序 | 湯佩津 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | 出納組 | P-SCA-01 | 薪資支付作業程序 | 湯佩津 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SCA-02 | 學生註冊繳費作業程序 | 湯佩津 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SCA-03 | 所得稅扣繳作業程序 | 湯佩津 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SCA-04 | 收款作業程序 | 湯佩津 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SCA-05 | 付款作業程序 | 湯佩津 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-SCA-06 | 零用金作業程序 | 湯佩津 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | 董事會 | P-BOD-01 | 董事長、董事選任作業程序 | 莊舒卉 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | | P-BOD-08 | 董事監察人交通費支給作業程序 | 莊舒卉 | ● | ● | ● | ● | | | | | | | ● | ● | |
| | 特殊，查核2次 | | 現金帳查核 | 祝如瑩 | ● | ● | ● | ● | | | | | | | ● | ● | |
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