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| 年度： |  | | | |  | | |  | | | | |  | |  |
| 目標項目 | | | | | | | 目標值 | | | | 量測方式 | | | | |
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| 季別 | | 第一季 (1-3月) | | 第二季 (4-6月) | | | | | 第三季 (7-9月) | | | 第四季 (10-12月) | | | |
| 達成 情形 | | 實績 | 累計 | 實績 | | 累計 | | | 實績 | 累計 | | 實績 | | 累計 | |
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| 差異  說明 | |  | |  | | | | |  | | |  | | | |
| 報告人 | |  | |  | | | | |  | | |  | | | |
| 審核  意見 | |  | |  | | | | |  | | |  | | | |
| 執行秘書 | |  | |  | | | | |  | | |  | | | |

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| 備註說明： | 每季開始前將上季目標達成情形及差異說明填妥後，陳「執行秘書」審核。 |