**工作監管表**

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| **事工** | **開始月份** | **結束月份** | **結束日期** | **負責人** | **進度** |
| *例: 撰寫招聘廣告* | *1/1/2019* | *1/2019* | *4/1/2019* | *小明* | *完成* |
| *例: 聯絡報章* | *1/2019* | *1/2019* | *5/1/2019* | *小明* | *進行中* |
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