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|  | （安老院名稱） |
| **員工外出工作紀錄** |

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| **日期** | **姓名及職位** | **工作詳情****（如護送／陪診或代住客購物，應註明住客姓名）** | **外出工作地點** | **離開院舍時間** | **預計返回院舍時間** | **實際返回院舍時間** | **員工簽名** |
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