**中 山 醫 學 大 學**

**校外教育訓練時數資歷登錄表**

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| 單位： 受訓人員姓名：   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | 項次 | 訓練單位  (開課單位) | 課程名稱 | 研習  日期 | 核准  時數 | 實際  研習  時數 | 假別  (公假、公差、自假) | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |   單位主管核章： 受訓人員核章： |
| **注意事項：**   1. 本表需由受訓人員先以簽呈提出校外訓練需求，核准後，並完成訓練課程，再提出資歷登錄申請。 2. 需檢附核准文件、研習證明，經單位核章後送交人事室辦理系統登錄。   人事室主管核章： 人事承辦核章： |