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回議用紙

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| 申請　報告　伺　案　回答 | | | | | | | | | | | | 文書の日付 | | | | 令和　　年　　月　　日 | | |
| 起案 | | 令和　　年　　月　　日 | | | | | | |  | | | | | | | 公印 | | 承認 |
| 職 | |  | | | | | 氏名 | |  | | | | ㊞ | | |  | |  |
| 決裁年月日 | | | | | 令和　　年　　月　　日 | | | | | | 発送年月日 | | | | 令和　　年　　月　　日 | | | |
| 摘 要 | | | |  | | | | | | | | | | | | | | |
| 校長 | | | 副校長 | | | | | 文書主任 | | 教務等主任 | | | | | | | 係 | |
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| 宛先 | | |  | | | | | | | | | | | 発信者 | | |  | |
| 件名 |  | | | | | | | | | | | | | | | | | |
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