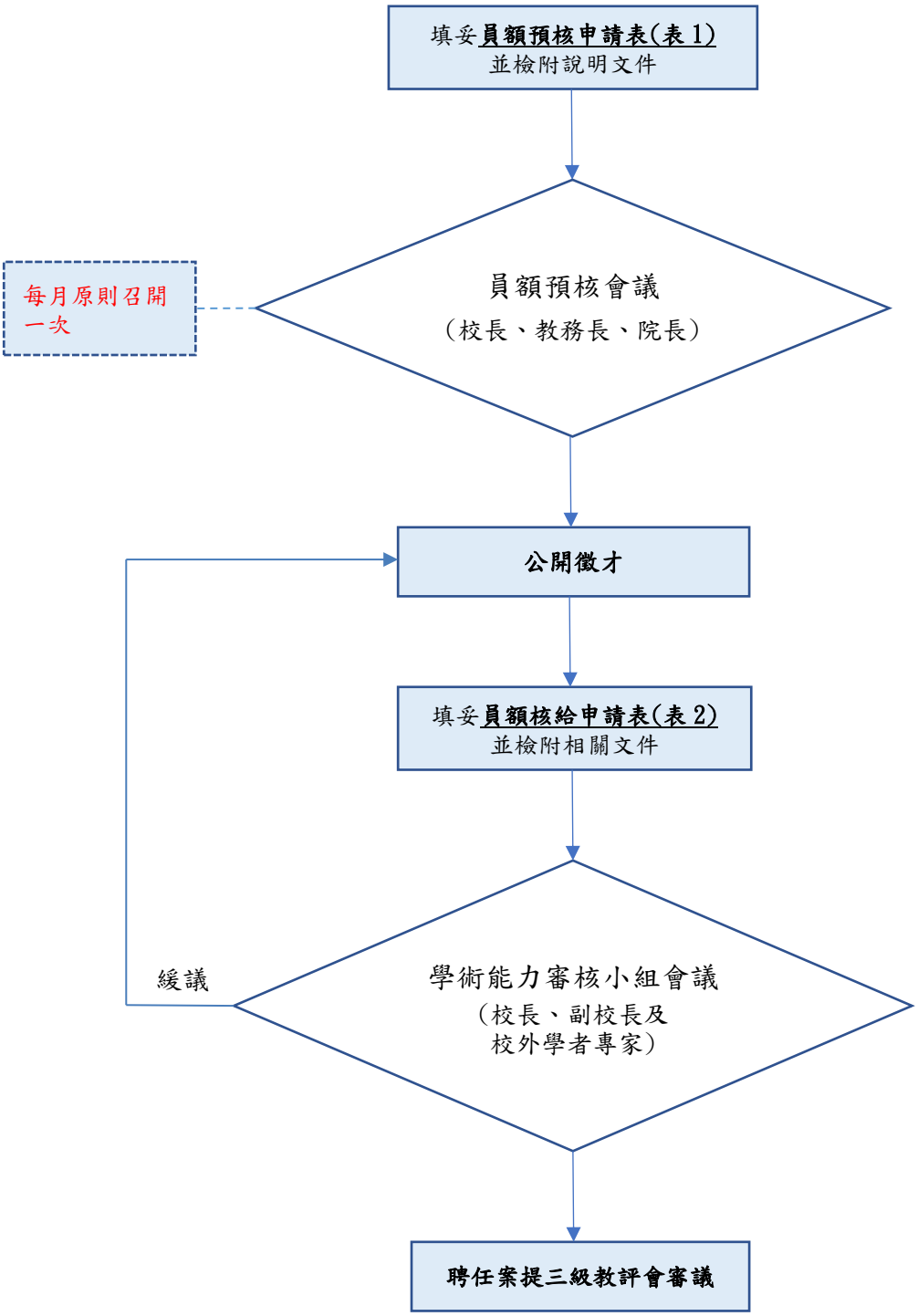本校專任教研員額申請作業流程