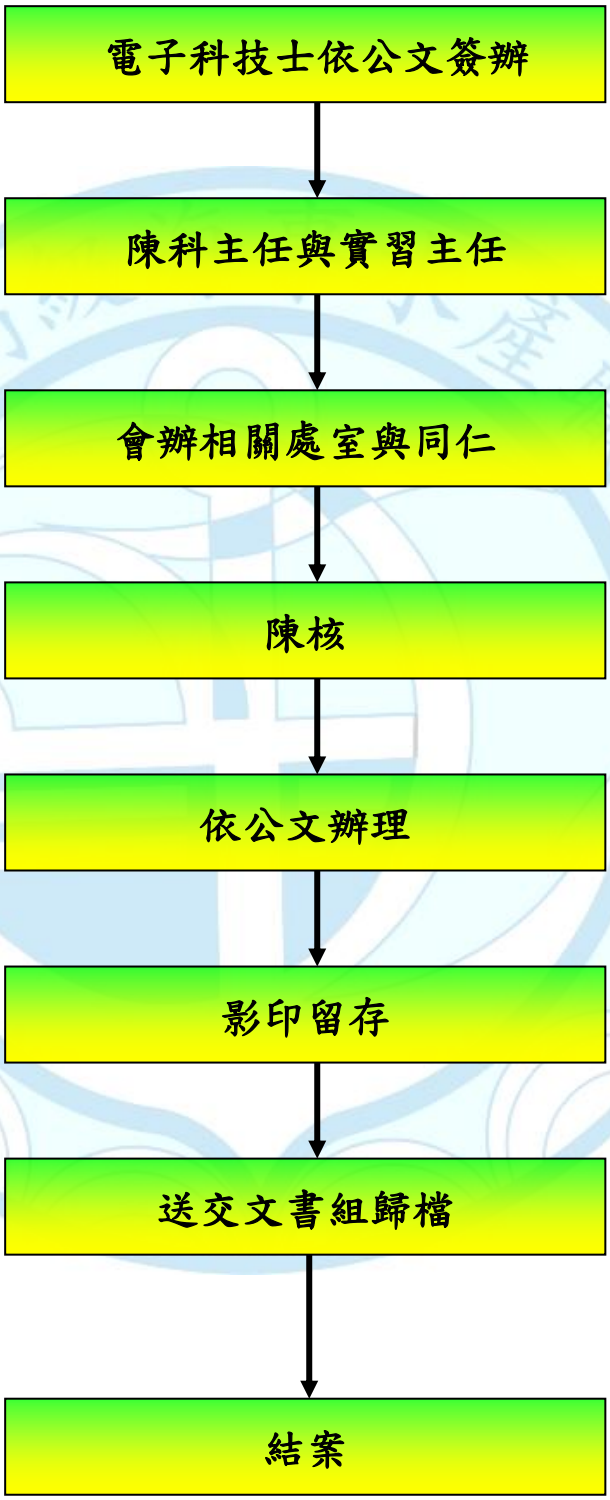電子科公文標準作業流程