附件2

**清明节期间值班安排表**

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| **值班时间** | **地点** | **值班领导** | **值班人员** | **备注** |  |
| **姓名** | **手机** | **姓名** | **手机** |  |  |
| \*月\*日\*时\*分至\*月\*日\*时\*分 |  |  |  |  |  |  |  |
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