**سجل**

**العمل الرسمي**

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| **المسئولية الادارية عن السجل** | | | |
| **العمل** | **الاسم** | **العمل بالمدرسة** | **ملاحظات** |
| **المسئول المباشر** |  | **وكيل الشئون المدرسية** |  |
| **المشرف على السجل** |  | **المساعد الاداري/المعلم** |  |

**نموذج رقم (17) اسم النموذج: سجل دوام الموظفين رمز النموذج : ( و.م.ع.ن - 02 - 01)**

**يوم : ...................................................................................................................... الموافق : / /**

**الحاضرون قبل بداية الاصطفاف الصباحي**

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| **م** | **اسم الموظف** | **وقت الحضور** | | **التوقيع** | **وقت الخروج** | | **التوقيع** |
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**ملاحظة : يغلق الدوام مرتين في المرة الأولى بعد بداية البرنامج الصباحي مباشرة ، وفي المرة الثانية عند بداية الحصة الأولى مباشرة .**

**الحاضرون بعد بداية الاصطفاف الصباحي**

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| الموظفون الغائبون | | | |
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| المعلم المناوب بداية ونهاية الدوام | |
| **اسم المعلم:** |  |
| **توقيعه:** |  |
| **اسم المعلم:** |  |
| **توقيعه:** |  |

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| المشرف الزائر للمدرسة | | | |
| م | الاسم | التخصص | التوقيع |
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**مدير المدرسة : .............................................................................**

**التوقيع : ........................................................................................**

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