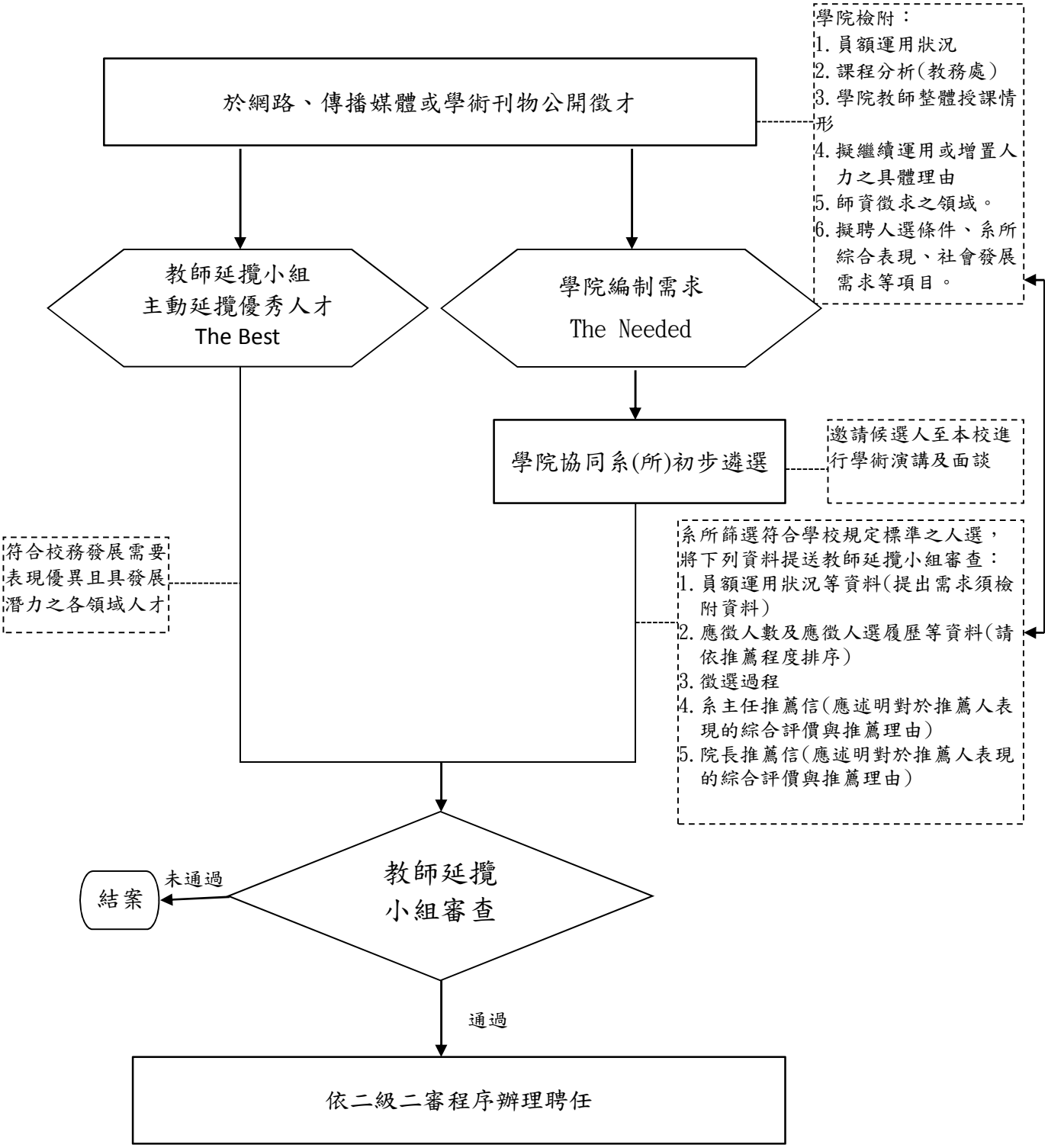教師延攬小組審查作業程序