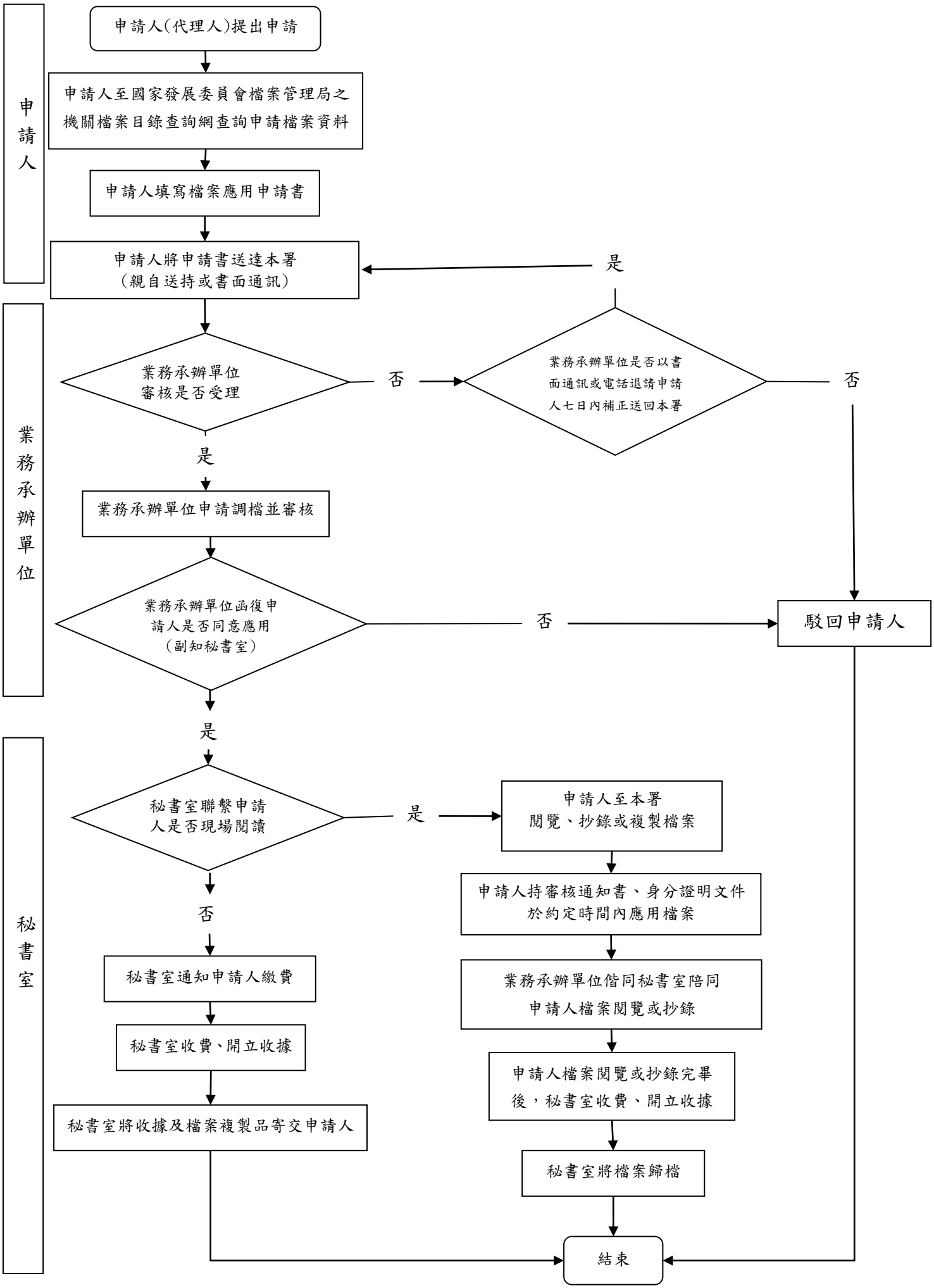教育部國民及學前教育署檔案應用作業流程