附件3：

XXXX学院2020年暑期值班安排

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| 日期 | 值班人员 | 办电 | 手机全号/短号 | | 值班领导 |
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备注：

1．值班地点：值班人员办公室

值班时间：上午:9:00—11:30，下午:14:00—16:30；

2．请值班人员履行职责，做好值班记录，若需临时调整，须经请示值班领导同意后自行替换。若遇突发事件，请立即报告值班领导。

3．保卫处值班电话：82232110