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[illegible]

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[illegible]

The image shows two identical sets of 100 small squares arranged in a 10x10 grid pattern. Each set represents 100% of the total for that group. The first set is on the left, and the second set is on the right.

00000000 00000000 00000000 00000000 00000 00000000 0000
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 0000000000 00000000 0000000000 000000 0000000000 0000 0000 00000000 00
 00000000 0000 00 0000000000000000 000000 000 000 000

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[illegible]

[illegible]

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[illegible][illegible][illegible]

1. 總則

1.1 本辦法之目的，在於規範本市各級政府機關、學校、團體及其他組織，在辦理各項業務時，應如何遵守相關之法律、法規及政策，以確保行政程序之公正、透明及效率。

1.2 本辦法所稱之「行政程序」，係指各級政府機關、學校、團體及其他組織，在辦理各項業務時，所應遵循之程序及原則。

2. 行政程序之原則

2.1 行政程序應遵循下列原則：

2.1.1 公正原則：行政程序應以公正為前提，不得有偏私或歧視之行為。

2.1.2 透明原則：行政程序應以透明為原則，應公開相關之資訊，並允許公眾參與。

2.1.3 效率原則：行政程序應以效率為目標，應簡化程序，減少不必要的繁文縟節。

2.1.4 便民原則：行政程序應以便民為宗旨，應提供簡便之服務，並降低民眾之負擔。

