**桃園市政府○○局/處/會簽辦○○獎勵案績效說明表**

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| **案由：** | | | |
| 項目 | 機關名稱 | 工作項目 | |
| 主辦機關 |  |  | |
| 主要協辦機關 |  |  | |
| 次要協辦機關 |  |  | |
| 辦理人數 | 人 | 籌備期間 | 年 月~ 年 月 |
| 名(等)次 |  | 辦理期間 | 年 月~ 年 月 |
| 參與人數 | 人 | 媒體報導  正面則數 | 則 |
| 執行預算 | 元 | 預算執行率 |  |
| 創新程度 |  | | |
| 自評效益 |  | | |
| 其他重要效益 |  | | |

**※以上欄位案件性質如有不適用，請填「無」。**

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| **桃園市政府○○局/處/會簽辦○○獎勵案敘獎建議表**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **敘獎人數比率** | | | | | | | | | | 辦理人數 | |  | | | 敘獎人數 | | |  | | 機關別 | 獎度 | | 人數 | | 總獎度 | 備註 | | | |  | 記一大功 | |  | |  |  | | | | 記功二次 | |  | |  |  | | | | 記功一次 | |  | |  |  | | | | 嘉獎二次 | |  | |  |  | | | | 嘉獎一次 | |  | |  |  | | | |  | 記一大功 | |  | |  |  | | | | 記功二次 | |  | |  |  | | | | 記功一次 | |  | |  |  | | | | 嘉獎二次 | |  | |  |  | | | | 嘉獎一次 | |  | |  |  | | | |  | 記一大功 | |  | |  |  | | | | 記功二次 | |  | |  |  | | | | 記功一次 | |  | |  |  | | | | 嘉獎二次 | |  | |  |  | | | | 嘉獎一次 | |  | |  |  | | | | 總計 | | | |  |  | | 獎度換算：  一點相當於嘉獎一次；二點為嘉獎二次；三點為記功一次；六點為記功二次；九點為記一大功。 | | | 敘獎人數比率： | | | | | | | | | | 是否為第一次主辦 □是 □否；如否，前次敘獎總人數為： 人，總獎度為： 點。 | | | | | | | | | | 承辦人 單位主管 人事主管 機關首長 | | | | | | | | | |

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| **桃園市政府○○局/處/會簽辦○○獎勵案自行評估表** | | | | | |
| 敘獎原則 | 說明 | 自行評估情形 | | | 檢附文件 |
| 符合 | 不符合 | 不適用 |
| 敘獎衡平 | 1. 對於循往例辦理之獎勵案件，如與往年相較並無特殊具體績效，最高獎度及總獎度仍不以超過前二年度或前次敘獎情形為原則。 2. 如屬例行性業務及活動，非有特殊績效或貢獻者，最高獎度以不超過嘉獎二次為度。 |  |  |  | 同類案件前次敘獎核准簽呈(首次辦理者免附) |
| 敘獎人數比 率 | 以不超過辦理人數百分之四十為原則，如係首次辦理或規模確屬龐大及籌辦過程略顯複雜，得酌予增加建議敘獎人數，但仍不得超過辦理人數百分之五十。 |  |  |  | 敘獎建議表 |
| 獎當其功 | 1. 依參與人員出力情形及貢獻程度，據以區分獎度。 2. 功績為首，勞績次之，避免獎勵均分或以獎示酬。 3. 未獲敘獎者，得列入年終考績之參考。 |  |  |  | 績效說明表 |
| 具體明確 | 由主辦機關統籌，具體建議獎度及人數，並於簽文或附件中，敘明案內機關敘獎人數及額度之具體理由，不可僅以「主(協)辦○○業務有功」作為區分。 |  |  |  | 參與機關  業務分工表 |
| 獎由下起 | 以業務承辦人員為優先，其餘幕僚、核稿、督導及協辦等人員，應視情形審慎提列。 |  |  |  | ※ |
| 功不二獎 | 相關出力人員，如已領取津貼、獎金或其他形式獎勵等，已足反映其辛勞者，相關人員建議不再敘獎。 |  |  |  |
| 獎勵對象 | □ 政務人員：各機關辦理個人事蹟存記。  □ 府本部人員：移請人事處核布敘獎令  □ 人事、主計、政風：依渠等體系辦理敘獎  □ 各機關有功人員（記功以下）：於核可獎度內，提報有功人員，經各機關考績委員會初核，機關首長核定後，本權責辦理敘獎令核布事宜 |  |  |  |