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|  | **REGISTRO DE ACTIVIDADES Y TAREAS DEL PERSONAL** |

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| **IDENTIFICACIÓN GENERAL:** | | | | | | | | | | | | |
| **DIRECCIÓN, UNIDAD O PROCESO:** | | | |  | | | | | | | | |
| **DENOMINACIÓN DEL PUESTO O CARGO** | | | |  | | | | | | | | |
| **APELLIDOS Y NOMBRE:** | | | |  | | | | | | | | |
| **CIUDAD EN LA QUE LABORA:** | | | |  | | | | | | | | |
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| **ACTIVIDADES** | | | **TAREAS** | | | **RUTINARIA** | | **FRECUENCIA** | | **VOLÚMEN** | **UTILITARIOS** | |
| **SI** | **NO** |  | |  |  | |
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| Declaramos que la información contenida en el presente formulario es correcta, nos responsabilizamos por lo detallado, en virtud de lo cual lo suscribimos. | | | | | | | | | | | | |
| FECHA: | | | | | | | | | | | | |
| …………………………………………………….. | | | | |  | | | | …………………………………………………….. | | |
| Firma Servidor/a | | | | |  | | | | Firma Jefe Inmediato | | |
|  | | | | **NOMBRE:** | | |

**Nota:** la frecuencia puede ser diaria, semanal, quincenal, trimestral, semestral, anual y en utilitarios ubicar el uso de equipos y materiales que utiliza para realizar la tarea.