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| **ÓRGANO** |  | **CONVOCADA POR** | Jefe de Área | | |
| **ACTA No.** |  | **FECHA** |  |  |  |
| **LUGAR** |  | **HORA DE INICIO** |  | | |

**ASISTENCIA**

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| **NOMBRE** | **CARGO** | **AUSENTE** |
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**ORDEN DEL DÍA / TEMA**

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**ACUERDOS Y TAREAS**

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| **ACTIVIDAD** | **RESPONSABLE** | **FECHA** | | | **REALIZADO** | |
| **D** | **M** | **A** | **SI** | **NO** |
|  |  |  |  |  |  |  |
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Siendo las, se da por terminada la reunión.

En constancia firman: