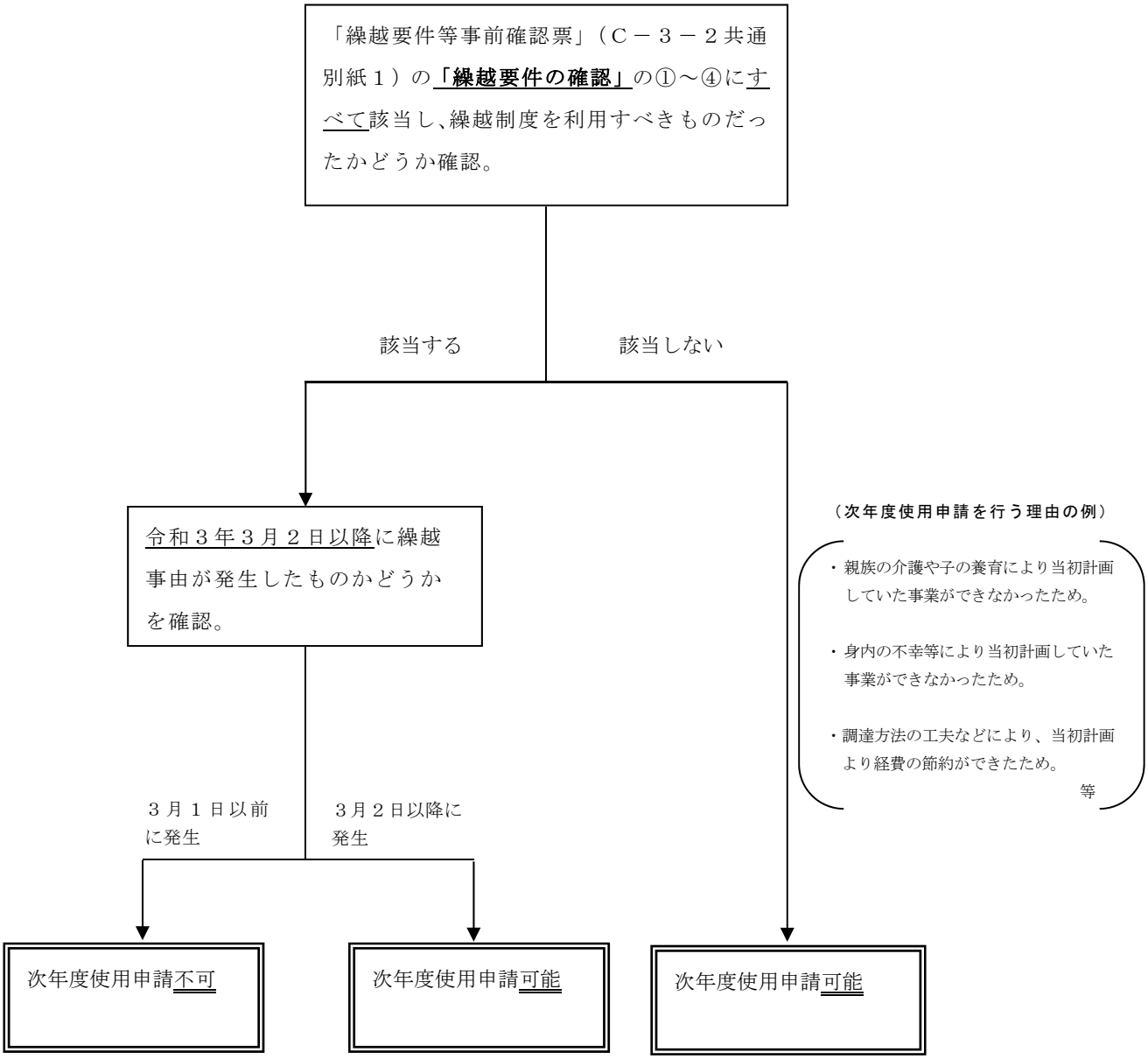【事務担当者の確認作業の流れ図】　　別紙１