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| --- | --- | --- | --- | --- | --- | --- |
| **Nombre:**    **Cargo :**  **Fecha:** | | | | | | |
|  | **Aspecto a Mejorar** | **Causas** | **Acciones** | **Meta** | **Fecha de Ejecución** | **Observaciones** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |

**Firma Funcionario: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Jefe inmediato: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**