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| **ลำดับ** | **หัวข้อ/ประเด็น** | **ปัญหาที่เกิด** | **ความต้องการ / เป้าหมายเพื่อการแก้ไขในปัญหาที่เกิด** | **การปฏิบัติ** | **โดย** | **หมายเหตุ** |
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