

# 臺北市大安區公所為民服務白皮書

## **Daan District Office, Taipei City Services White Paper**

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# **Daan District Office, Taipei City**

## **Services White Paper**

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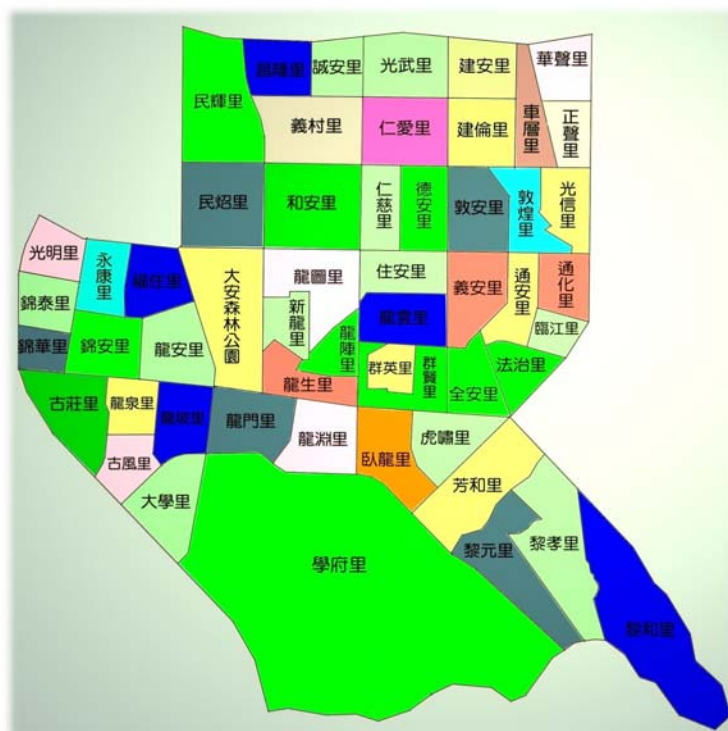


# 臺北市大安區公所 為民服務白皮書

## 壹、前言

本區位於臺北市西南隅，人口將近 32 萬，為 12 行政區之首，面積 11.3614 平方公里，劃分為 53 個里，是本市高所得、高地價的行政區，區內棋盤式的道路系統加上捷運木柵線、板南線及淡新線，交通四通八達，擁有敦南、忠孝等著名商圈，商業活動高度發展，各項現代化設施完備，為本市都市化最完整之行政區，且區內高級學府林立、人文薈萃、居民素質極高，堪稱為本市首善之區。

為進一步提升居民的高度生活品質，滿足居民細膩的日常需求，我們設定高標準的組織願景——「**親切、便民、環保、創新**」，用**親切的服務、便民的措施、環保的理念、創新的精神**，提供市民最親切、便利的高品質服務，讓大安區市民有美好的生活。



# Daan District Office, Taipei City

## Services White Paper

### I. Preface

Located at the southwest corner of Taipei City, our district is the largest one of the twelve districts and there are approximately 320,000 people in our district. It covers an area of 11.3614 square kilometers. There are 53 neighborhoods in this area. Our district has the highest average income and worth of the land. In addition, we have convenient transportation systems around our district, such as efficient MRT and city buses to all over Taipei City.

Our district business activities are highly developed, such as well-known shopping areas Dun-Nan and Chung-Hsiao, and advanced facilities, that make our district become the most remarkable one in Taipei City.

Furthermore, we have a lot of schools and well-educated residents. This makes our district identified as the most learned one in Taipei City.

In order to raise the residents' living quality and meet their daily needs, we have a vision which is “**consideration**, **convenience**, **environmental friendliness**, and **innovation**.” With the **considerate service**, **convenient service**, environmental mindedness, and **innovative spirit**, we provide the city residents the most considerate, convenient, and high-quality services to ensure the residents in Daan District a wonderful life.



## 貳、服務內容

區公所提供的服務舉凡民政、社政、經建、兵役、健保均與民眾日常生活息息相關，各項業務簡介如下：

### 民 政 課

電話：23511711 分機 8200—8270 傳真：23419395

掌理自治行政、選舉、禮俗宗教、里行政、環境衛生、義務教育、社會教育、文化、民防及其他有關民政事項。

- 1、寺廟登記、總登記、變動登記、建修申請、信徒異動。
- 2、宗教宗祠財團法人申請設立、董事變更、增加財產變更、處分財產、合建、自建、變更財產許可，寺廟及各宗教、法人財務報表。
- 3、祭祀公業、神明會申請。
- 4、市民聯合婚禮登記。
- 5、市民聯合奠祭。
- 6、改善民俗獎助學金之申請。
- 7、原住民綜合發展基金貸款、中低收入原住民家庭租屋補助、原住民子女學生獎助學金、原住民學生生活津貼、原住民學生交通補助費。
- 8、原住民服務處：原住民各項輔導補助、服務文化推廣等。
- 9、市容查報、環境清潔宣導。
- 10、區民活動中心場地之借用申請。
- 11、辦理各項藝文活動。
- 12、推行全民體育。
- 13、國小適齡兒童新生入學、中輟生強迫入學。
- 14、家戶訪問。
- 15、交通宣導。
- 16、天然災害防救業務。
- 17、民防組訓。



## II. Contents of services

The services provided by our district include: Civil Affairs, Social Affairs, Economic Affairs, Military Service, Health Insurance and Mediation associated with our residents' everyday living. There is a brief introduction as follows :

### Civil Affairs Section

Tel: 23511711 ext. 8200-8270 Fax: 23419395

The section is responsible for self-governing administration, election, ethics and religion, neighborhood administration, environmental hygiene, compulsory education, social education, culture, civil defense, and other civil affairs.

The affairs of the section are mentioned as follows:

1. Apply for temple registration; make census of registration, and change of registration; apply for temple repairing and building, and change of temple members
2. Apply for permission to establish, change directors, increase and dispose of properties, jointly-build and self-build properties, change properties, accept financial statements of temples and corporations
3. Apply for ancestral shrine or deity shrine
4. Apply for citizens' mass wedding ceremony
5. Apply for citizens' mass funeral ceremony
6. Apply for folklore improvement scholarships medium- and low-income
7. Conduct loans from aborigine citizens integrated development funds; subsidies of renting houses for medium- and low-income aborigine citizens, scholarships for aborigine students, livelihood subsidies for aborigine students, commuting subsidies for aborigine students
8. Service desk for aborigine citizens: provide various aids and subsidies for aborigine citizens, and develop culture services and so on
9. Give the city street inspection, keep the environment clean
10. Apply for the lease of the community center
11. Conduct various artistic and literary activities
12. Develop public sports
13. Conduct the enrollment for first graders of elementary school; compulsory attendance of those students who dropped out
14. Take home visit
15. Promote traffic safety
16. Deal with natural disaster prevention affairs
17. Keep civil defense

## 民政課申請案件項目、處理時限及辦理方式

編號	申請案件項目	處理時限	辦理方式
1	祭祀公業派下全員名冊	名冊人數 10 人以下：7 天 11~50 人：14 天 51 人以上：42 天	親自、委託辦理或郵寄
2	祭祀公業派下員繼承變動	10 天	親自、委託辦理或郵寄
3	祭祀公業補列派下員	名冊人數 10 人以下：7 天 11 人至 50 人：14 天 51 人以上：42 天	親自、委託辦理或郵寄
4	祭祀公業規約備查	8 天	親自、委託或郵寄申辦
5	管理人備查	8 天	親自、委託或郵寄申辦
6	神明會會員（信徒）名冊	名冊人數 10 人以下：7 天 11~50 人：14 天 51 人以上：42 天	親自、委託或郵寄申辦
7	神明會會員（信徒）變動	10 天	親自、委託或郵寄申辦
8	寺廟登記	18 天（區公所 7 天函轉民政局 簽報核定 11 天）	親自、委託或郵寄申辦
9	寺廟申請處分或變更不動產許可	22 天（區公所 6 天函轉民政局 簽報核定 16 天）	親自、委託或郵寄申辦
10	寺廟申請不動產抵押貸款許可	16 天（區公所 6 天函轉民政局 簽報核定 10 天）	親自、委託或郵寄申辦
11	寺廟印鑑或負責人印鑑證明核發	12 天（區公所 5 天函轉民政局 簽報核定 7 天）	親自、委託或郵寄申辦
12	宗教（祠）財團法人申請設立許可	18 天（區公所 7 天函轉民政局 簽報核定 11 天）	親自、委託或郵寄申辦
13	宗教（祠）財團法人申請董事變更許可	16 天（區公所 6 天函轉民政局 簽報核定 10 天）	親自、委託或郵寄申辦



### List of time limits for handling citizen applications

No	Item	Time Limits	How to apply
1	Ancestral Shrine's full Clan Member List	1.List of less than 10: within 7 days 2.List of 11-50: 14 days 3.List above 51: 42 days	personally, entrust an agent or mail
2	Change of Ancestral Shrine Clan Member Inheritance	10 days	personally, entrust an agent or mail
3	Ancestral Shrine's replenishment of Clan Members	1.List of less than 10: within 7 days 2.List of 11-50: 14 days 3.List above 51: 42 days	personally, entrust an agent or mail
4	Ancestral Shrine's regulation for reference	8 days	personally, entrust an agent or mail
5	controller for reference	8 days	personally, entrust an agent or mail
6	List of Members (Followers) of the Deity Shrine	1.List of less than 10: within 7 days 2.List of 11-50: 14 days 3.List above 51: 42 days	personally, entrust an agent or mail
7	Change of Deity Shrine Member(Followers)	10 days	personally, entrust an agent or mail
8	Temple registration	18 days (7 days for District Office, 11 days for submitting to Department of Civil Affairs for ratification)	personally, entrust an agent or mail
9	Apply for permit by temple for disposal of, or change of the realty permit	22 days (6 days for District Office, 16 days for submitting to Department of Civil Affairs for ratification)	personally, entrust an agent or mail
10	Apply for permit by temple for disposal of, or change of the realty permit	16 days (6 days for District Office, 10 days for submitting to Department of Civil Affairs for ratification)	personally, entrust an agent or mail
11	Issue of chop certificate of temples or of the person in charge	12 days (5 days for District Office, 7 days for submitting to Department of Civil Affairs for ratification)	personally, entrust an agent or mail
12	Apply for Permit to establish Religious (memorial) corporation	18 days (7 days for District Office, 11 days for submitting to Department of Civil Affairs for ratification)	personally, entrust an agent or mail
13	Apply for Permit to change directors of Religious (memorial) corporation	16 days (6 days for District Office, 10 days for submitting to Department of Civil Affairs for ratification)	personally, entrust an agent or mail

## 民政課申請案件項目、處理時限及辦理方式（續）

編號	申請案件項目	處理時限	辦理方式
14	宗教（祠）財團法人申請增加財產變更許可	15 天（區公所 6 天函轉民政局簽報核定 9 天）	親自、委託或郵寄申辦
15	宗教（祠）財團法人申請處分財產、合建、自建許可	22 天（區公所 6 天函轉民政局簽報核定 16 天）	親自、委託或郵寄申辦
16	宗教（祠）財團法人申請變更財產（處分財產、合建、自建完成後）許可	15 天（區公所 6 天函轉民政局簽報核定 9 天）	親自、委託或郵寄申辦
17	宗教（祠）財團法人申請財產減少（專指土地被徵收）	14 天（區公所 6 天函轉民政局簽報核定 8 天）	親自或委託申辦
18	宗教（祠）財團法人申請不動產抵押貸款許可	16 天（區公所 6 天函轉民政局簽報核定 10 天）	親自或委託申辦
19	宗教（祠）財團法人捐助暨組織章程修正	15 天（區公所 6 天函轉民政局簽報核定 9 天）	親自、委託或郵寄申辦
20	臺北市宗教團體以自然人或自然人以外名義登記之不動產辦理更名登記為寺廟教堂（會）所有	14 天（區公所 6 天函轉民政局簽報核定 8 天）	親自或委託申辦
21	區民活動中心場地使用申請	一、一般申請方式：1 小時 二、網路申請方式：3 天	親自、委託、郵寄、電話、傳真、電子郵件或網路預約申辦
22	原住民子女就學交通補助費	一、一般申請方式：1 小時 二、網路預約方式： 1. 由公所連絡申請人至臨櫃辦理時間 2. 由申請人選擇 3 天後至臨櫃辦理	親自、委託或網路預約申辦

### List of time limits for handling citizen applications ( Continue )

No	Item	Time Limits	How to apply
14	Apply for Permit to increase properties of Religious (memorial) corporation	15 days (6 days for District Office, 9 days for submitting to Department of Civil Affairs for ratification)	personally, entrust an agent or mail
15	Apply for Permit to dispose of, jointly -build or self-build with properties of Religious (memorial) corporation	22 days (6 days for District Office, 16 days for submitting to Department of Civil Affairs for ratification)	personally, entrust an agent or mail
16	Apply for Permit to change properties of Religious (memorial) corporation (after completion of disposal, jointly-build or self-build)	15 days (6 days for District Office, 9 days for submitting to Department of Civil Affairs for ratification)	personally, entrust an agent or mail
17	Apply for Permit to decrease properties of Religious (memorial) corporation (specifically for land being imposed.)	14 days (6 days for District Office, 6 days for submitting to Department of Civil Affairs for ratification)	personally or entrust an agent
18	Apply for Permit to conduct mortgage loan by Religious (memorial) corporation	16 days (6 days for District Office, 10 days for submitting to Department of Civil Affairs for ratification)	personally or entrust an agent
19	Revise donation and organization stipulations of Religious(memorial) corporation	15 days (6 days for District Office, 9 days for submitting to Department of Civil Affairs for ratification)	personally, entrust an agent or mail
20	Change of owner name for altering realty registration of religious groups from owned by natural person or other than natural person into by temple or church	14 days (6 days for District Office, 8 days for submitting to Department of Civil Affairs for ratification)	personally or entrust an agent
21	Apply for the use of Community Center	1.General applications: 1 hour 2.Make an appointment previously through the internet: 3 days	personally, entrust an agent, mail, fax, e-mail or make an appointment previously through the internet
22	Apply for commute subsidies of aborigine students	1.General applications: 1 hour 2.Make an appointment previously through the internet: ( 1 ) File an application at the desk by the applicant after receiving the notice of District Office ( 2 ) File an application at the desk by the applicant after 3 days from the appointment	personally, entrust an agent, or make an appointment previously through the internet

## 社 會 課

電話：23511711 分機 8400—8416 傳真：23419535

掌理社會福利、勞工行政相關業務宣導、社會救助、災害救助、社區發展、市民代賑工作輔導及其他有關社政事項。

- 1、低收入戶查定申請、子女就學交通補助、喪葬補助費、生活補助費。
- 2、中低收入老人生活津貼審查。
- 3、中低收入家庭兒童及少年全民健康保險自付保險費補助申請。
- 4、中低收入家庭幼童身分認定。
- 5、身心障礙鑑定申請、身心障礙手冊核發、身心障礙者生活補助、身心障礙者生活輔助器具補助。
- 6、育兒補助申請。
- 7、區級災害應變中心救濟組之相關事項。
- 8、天然災害善後救濟金之核發。
- 9、清寒證明核發。
- 10、申請急難救助金之核發。
- 11、市民代賑工作輔導。
- 12、敬老愛心悠遊卡申請、補發、換發。
- 13、重陽節重陽敬老禮金之致贈事項。
- 14、輔導社區發展協會。
- 15、國民年金被保險人所得未達一定標準資格認定申請。



## Social Affairs Section

Tel: 23511711 ext. 8400-8416 Fax: 23419535

The section is responsible for social welfare, the declaration of labor administration related issues, social relief, disaster rescue, community development, employment services for citizens, and other social affairs.

The affairs of the section are mentioned as follows:

1. Apply for verifications, commute subsidies for students, burial subsidies and livelihood subsidies for low-income families
2. Verify medium-income and low-income senior citizens subsidies
3. Application for National Health Insurance subsidy for children and adolescents from medium-income and low-income families
4. Verification of children from medium-income and low-income families
5. Apply for verification, livelihood subsidies, livelihood aiding device subsidies and disability subsidies for the disabled citizens. Ratify benefit booklet for the disabled citizens
6. Application for child-raising subsidy
7. Conduct affairs related to District rescue section by Disaster Emergency Operation Center
8. Issue Natural disaster benefits
9. Ratify the poverty certificates
10. Ratify disaster aid in an emergency
11. Assist temporary employment
12. Apply for issue, reissue and change of Easy Card
13. Offer cash gifts to the senior citizens on Legend of the Double Ninth Festival
14. Assist “Community Development Association”
15. Application for eligibility of the insured whose incomes fail to reach certain standards



## 社會課申請案件項目、處理時限及辦理方式

編號	申請案件項目	處理時限	辦理方式
1	公益彩券經銷商工作能力證明申請	1 小時	親自、委託或網路預約申辦
2	低收入戶查定申請	60 天（區公所 15 天，查稅 25 天；社會局核定 20 天）	親自、委託、郵寄或網路預約申辦
3	家境清寒證明	1 小時	親自、委託、郵寄或網路預約申辦
4	代賑工（臨時工）輔導	41 天（區公所 8 天、社會局由網路向稅捐機關取得財稅資料 25 天、函轉社會局備查 8 天）	親自申辦
5	急難救助申請	1 小時	親自、委託或網路預約申辦
6	天然災害救濟申請	8 天	親自、委託、郵寄或網路預約申辦
7	悠遊卡申請	初次申請：30 日曆天 補發件：24 日曆天	初次須親自申辦，其餘均可委託理
8	身心障礙手冊	第一階段：櫃台受理 1 小時 第二階段：鑑定後收到衛生局寄回之鑑定表之文書作業及通知：6 天	親自、委託申辦
9	中低收入老人生活津貼申請查定	50 天（區公所 17 天、社會局由網路向稅捐機關取得財稅資料 25 天、函轉社會局核定 8 天）	親自、委託、郵寄或網路預約申辦
10	身心障礙者生活補助器具補助申請	6 天	親自或委託申辦
11	身心障礙者生活補助查定申請	50 天（區公所 17 天；查稅 25 天；社會局核定 8 天）	親自、委託或網路預約申辦
12	低收入戶子女就學交通補助費	一、一般申請方式：1 小時 二、網路預約方式： 1. 由公所連絡申請人臨櫃辦理時間 2. 由申請人選擇 3 天後臨櫃辦理	親自、委託或網路預約申辦
13	低收入戶喪葬補助	一、般申請方式：5 天 二、網路預約方式： 1. 由公所連絡申請人臨櫃辦理時間 2. 由申請人選擇 3 天後臨櫃辦理	親自、委託或網路預約申辦



### List of time limits for handling citizen applications

No	Item	Time Limits	How to apply
1	Application for capability certificate of the Welfare Lottery agent	1 hour	personally, entrust an agent or make an appointment previously through the internet
2	Application for Verification of Low-Income Family	60 days (15 days for District Office, 25 days for tax check; 20 days for submitting to Department of Social Welfare for ratification)	personally, entrust an agent, mail or make an appointment previously through the internet
3	The Poverty Certificate	1 hour	personally, entrust an agent, mail or make an appointment previously through the internet
4	Temp relief aid (Temporary employment) assistance	41 days (8 days for District Office, 25 days for Department of Social Welfare to acquire tax data from taxation authorities through the Internet, 8 days for forwarding document to Department of Social Welfare for review)	personally
5	Application for disaster aid in an emergency	1 hour	personally, entrust an agent or make an appointment previously through the internet
6	Application for natural disaster aid	8 days	personally, entrust an agent, mail or make an appointment previously through the internet
7	Application for Easy Card	First application: 30 days Application for replacement: 24 days	Apply in person for the first time. Other than that, applications entrust an agent is acceptable.
8	Benefit Booklet for the Disabled	Stage 1: Counter acceptance: 1 hour Stage 2: After validation, receiving validation form returned from Health Department and a notice letter: 6 days	personally or entrust an agent
9	Verification of medium-income and low-income senior citizen subsidy	50 days (17 days for District Office, 25 days for Department of Social Welfare to acquire tax data from taxation authorities through the Internet; 8 days for submitting to Department of Social Welfare for ratification)	personally, entrust an agent, mail or make an appointment previously through the internet
10	Application for livelihood aiding device subsidy for the disabled citizen	6 days	personally or entrust an agent
11	Application for verification of livelihood subsidy for the disabled citizen	50 days (17 days for District Office, 25 days for tax check; 8 days for ratification by Department of Social Welfare)	personally, entrust an agent or make an appointment previously through the internet
12	Commute subsidies for students of low-income family	1.General applications : 1 hour 2.Make an appointment previously through the internet: (1) File an application at the desk by the applicant after receiving the notice of District Office. (2) File an application at the desk by the applicant after 3 days from the appointment	personally, entrust an agent or make an appointment previously through the internet
13	Burial subsidy for Low-income family	1.General applications: 5 days 2. Make an appointment previously through the internet: (1) File an application at the desk by the applicant after receiving the notice of District Office. (2) File an application at the desk by the applicant after 3 days from the appointment	personally, entrust an agent or make an appointment previously through the internet

## 社會課申請案件項目、處理時限及辦理方式（續）

編號	申請案件項目	處理時限	辦理方式
14	育兒補助申請查定	一、一般申請方式：53 天 二、網路預約方式： 1. 由公所連絡申請人臨櫃辦理時間 2. 由申請人選擇 3 天後臨櫃辦理	親自、委託、郵寄或網路預約申辦
15	中低收入家庭兒童及少年全民健康保險自付保險費補助申請	60 天（區公所初審 48 天【含送財稅單位查調財稅 25 天】，初審不合格案送社會局複審需 12 天）	親自、委託或網路預約申辦
16	中低收入家庭幼童身分認定申請查定	一、一般申請方式：53 天 二、網路預約方式： 1. 由公所連絡申請人臨櫃辦理時間 2. 由申請人選擇 3 天後臨櫃辦理	親自、委託或郵寄申辦或網路預約申辦
17	國民年金被保險人所得未達一定標準資格認定申請	一、一般申請方式：53 天 （區公所受理及審查 9 天，內政部統一查調財稅 44 天） 二、網路預約方式： 1. 由公所連絡申請人臨櫃辦理時間 2. 或由申請人選擇 3 天後臨櫃辦理	親自、委託或郵寄申辦或網路預約申辦
18	申請籌組社區發展協會	一般申請方式：16 天 （區公所 6 日、社會局 10 日）	親自、郵寄或網路預約申辦
19	申請成立社區發展協會	一般申請方式：16 天 （區公所 6 日、社會局 10 日）	親自、郵寄或網路預約申辦



**List of time limits for handling citizen applications ( Continue )**

No	Item	Time Limits	How to apply
14	Application for foster subsidy	1.General applications: 53 days. 2. Make an appointment previously through the internet: ( 1 ) File an application at the desk by the applicant after receiving the notice of District Office. ( 2 ) File an application at the desk by the applicant after 3 days from the appointment	personally, entrust an agent, mail or make an appointment previously through the internet
15	Application for National Health Insurance subsidy for children and adolescents from medium-income and low-income families	60 days (48 days for District Office , 25 days for tax check; 12 days for ratification by Department of Social Welfare)	personally, entrust an agent or make an appointment previously through the internet
16	Verification of children from medium-income and low-income families	1.General applications: 53 days 2. Make an appointment previously through the internet: ( 1 ) File an application at the desk by the applicant after receiving the notice of District Office. ( 2 ) File an application at the desk by the applicant after 3 days from the appointment	personally, entrust an agent, mail or make an appointment previously through the internet
17	Application for eligibility of the insured whose incomes fail to reach certain standards	1. General applications: 53 days (9 days for the inspection in the District Office; 44 days for the tax check in the Ministry of the Interior) 2. Make an appointment previously through the internet: ( 1 ) File an application at the desk by the applicant after receiving the notice of District Office. ( 2 ) File an application at the desk by the applicant after 3 days from the appointment	personally, entrust an agent, mail or make an appointment previously through the internet
18	Application for preparing for community development association	General applications: 16 days (6 days for District Office , 10 days for Department of Social Welfare)	personally, by mail or make an appointment previously through the internet
19	Application for setting up community development association	General applications: 16 days (6 days for District Office , 10 days for Department of Social Welfare)	personally, by mail or make an appointment previously through the internet

## 經 建 課

電話：23511711 分機 9300—9310 傳真：23419203

**危險道路通報專線：1999**

掌理工商、農糧、公園維護及其他有關經濟建設事項。

- 1、一公頃以下鄰里公園維護及整建工程。
- 2、鄰里公園清潔管理、認養及借用事項。
- 3、辦理社區環境改造事務。
- 4、地區環境改造協辦事項。
- 5、都市計劃及都市更新案協辦事項。
- 6、農業用電申請。
- 7、農戶種稻及轉作休耕補助申請書。
- 8、耕地三七五租約變更、終止、註銷登記申請。
- 9、農作物禽畜調查工作。
- 10、商品標示抽查、複查事項。
- 11、消費者保護業務。

### 經建課申請案件項目、處理時限及辦理方式

編號	申請案件項目	處理時限	辦理方式
1	農業用電	7 天	親自、委託、郵寄或網路預約申辦
2	農戶種稻及輪作休耕申請補助	一、一般申請方式：1 小時 二、網路預約方式：3 天	親自、委託或網路預約申辦
3	耕地租約變更終止或註銷登記申請	17 天	親自、委託或網路預約申辦
4	鄰里公園場地借用申請	5 天	親自、委託、郵寄、傳真、電子郵件或網路申辦
5	農業用地作農業使用證明	30 天	親自或委託申辦
6	社區共同天線核轉	6 天	親自或委託申辦（區公所函轉申請書）

## Economic Affairs Section

Tel: 23511711 ext. 9300-9310 Fax: 23419203

**Damage road report hotline: 1999**

The section is responsible for industry and business, agriculture products, park ministrations and maintenances, and other economic affairs.

The affairs of the section are mentioned as follows:

1. Maintenance and rebuilding of neighborhood parks with the width less than 1 hectare
2. Take charge of keeping neighborhood parks clean, adopting and using of neighborhood parks
3. Conduct the affairs of Community environmental reformation
4. Conduct assistance affairs of district's environmental reformation
5. Assist the affairs of urban planning and renewing
6. Apply for agricultural electricity usage
7. Apply for farmer subsidies for crop paddy, fallow and rotation
8. Apply for change, termination or cancellation of the cultivated farmland 375 Lease
9. Survey of agriculture products, poultry and livestock
10. Spot-check, double-check of commodity' labels
11. Conduct affairs related to consumer protection

### List of time limits for handling citizen applications

No	Item	Time Limits	How to apply
1	Agricultural electricity usage	7 days	personally, entrust an agent, mail or make an appointment previously through the internet
2	Farmer subsidies for crop paddy, fallow and rotation	1.General applications: 1 hour 2.Internet applications: 3 days	personally, entrust an agent or make an appointment previously through the internet
3	Apply for change, termination or cancellation of Farm-land Lease Agreement	17 days	personally, entrust an agent or make an appointment previously through the internet
4	Apply for using neighborhood parks	5 days	personally, entrust an agent, mail ,fax, e-mail or make an appointment previously through the internet
5	Certificate of farmland for agriculture usage	30 days	personally or entrust an agent
6	Transfer application for use of community common antenna	6 days	Personally or entrust an agent

## 兵役課

電話：23511711 分機 8300—8320 傳真：23419518

MSN役政即時通諮詢服務：[bi-milimsn@mail.tcg.gov.tw](mailto:bi-milimsn@mail.tcg.gov.tw)

Skype 役政網路電話：daan-military

【上班時間受理】

掌理兵役行政、國民兵管理、徵兵處理、兵役勤務、後備軍人管理、替代役管理及其他有關役政事項。

- 1、國民兵證書遺失補發申請。
- 2、國民兵免役體檢申請。
- 3、停役兵轉服國民兵申請。
- 4、常備兵徵集入營。
- 5、役男禁役證明書申請。
- 6、役男兵籍調查。
- 7、役男徵兵檢查。
- 8、役男複檢。
- 9、役男體位變更申請。
- 10、役男抽籤。
- 11、役男離校及延修名冊處理。
- 12、役男短期出境申請。
- 13、預官徵集入營。
- 14、列管僑民生辦理徵處事宜。
- 15、僑民役男申請暫緩徵兵處理。
- 16、役男替代役申請。
- 17、替代役役男徵集入營。
- 18、替代役役男延期入營申請。
- 19、替代役役男複檢申請。
- 20、替代役役男抽籤。



## **Military Service Section**

**Tel: 23511711 ext. 8300-8320 Fax: 23419518**

**MSN Messenger : [bi-milimsn@mail.tcg.gov.tw](mailto:bi-milimsn@mail.tcg.gov.tw)**

**Skype Internet Phone : [daan-military](https://www.skype.com/en/contacts/voice/daan-military)**

**Take applications in office hour**

The section is responsible for military administration, national guard recruitment and training, conscription process, military services, the reserves management, and other military affairs.

The affairs of the section are mentioned as follows:

1. Apply for reissue of missing certificate of national guard
2. Apply for physical checkup for exemption of national guard
3. Apply for changing service suspension into national guard
4. Recruitment of standing soldiers in military camps
5. Apply for certificate of service prohibition of draftees
6. Conduct the register survey of draftees
7. Notify physical checkup to draftees
8. Conduct draftees' physical recheck
9. Apply for change of physical fitness status of draftees
10. Conduct the lot drawing of draftees
11. Register the list of draftees-to-be who are graduated, have suspended their studies, dropped out of the school or are deprived of their study registers and the students approved with deferred draft for extended year of studies
12. Apply for going abroad in a short- term period of draftees
13. Process the recruitment to boot camps of reserved ranking officers
14. Manage the conscription procedure which is subjected by the studying draftees possessing Oversea Chinese identification
15. Conduct application for deferred service of a duly aged draft with Oversea Chinese
16. Apply for replacement service of draftees
17. The recruitment to boot camps of replacement service draftees
18. Apply for deferred service of replacement service draftees
19. Apply for physical recheck for replacement service draftees
20. Conduct the lot drawing of replacement service

- 21、替代役備役證明補發申請。
- 22、服兵役役男家屬特別補助申請。
- 23、服兵役役男家屬各項補助申請。
- 24、服兵役役男家屬一般生活扶助申請。
- 25、國軍遺族三節慰問。
- 26、列級徵屬健保申請。
- 27、列級徵屬醫療補助。
- 28、傷病殘官兵榮家就養三節慰問。
- 29、義務役入營服役證明申請。
- 30、傷病殘退伍軍人購置輔助器具補助申請。
- 31、後備軍人組訓及召集。
- 32、年度後備軍人緩召申請。
- 33、離營證件遺失補發申請。
- 34、後備軍人轉免回除禁役。
- 35、後備軍人轉免回役體檢申請。
- 36、役男免役申請。
- 37、常備役體位因家庭因素服補充兵役申請。
- 38、現役軍人提前退伍申請。
- 39、後備軍人、替代役役男歸鄉報到。



21. Apply for reissue of missing discharge orders of replacement service draftees
22. Apply for special subsidies for relatives of compulsory military servicemen
23. Apply for various subsidies for relatives of compulsory military servicemen
24. Apply for relative livelihood subsidies of compulsory military servicemen
25. Annual consolation for the surviving dependents of the deceased military servicemen on Lunar New Year's Day, Lantern Festival and Mid-Autumn Festival
26. Apply for health insurance for the dependents in poverty of military servicemen who are listed as grade A to D
27. Apply for health insurance medical subsidies for the dependents in poverty of military servicemen listed as grade A to D
28. Give solatia to the injured or handicapped veterans on Lunar New Year's Day, Dragon Boat Festival and Mid-Autumn Festival
29. Apply for certificate of compulsory military service
30. Application for aiding device subsidy for the injured or handicapped off-duty servicemen
31. Conduct recruitment, training and mobilization of reserved military servicemen
32. Apply for deferring reserve service
33. Apply for reissue of missing discharge order
34. Transfer, exemption, restoration, separation, prohibition of reservists
35. Apply for physical checkup for transfer, exemption, restoration, separation, prohibition of reservists
36. Apply for service exemption of draftees
37. Apply for conversion from regular service into replacement service due to family causes
38. Applications for early discharge of active servicemen
39. Conduct the report formalities of return to home of reservists and replacement service draftees





## 兵役課申請案件項目、處理時限及辦理方式

編號	申請案件項目	處理時限	辦理方式
1	義務役入營服役證明書申請	一、一般申請方式：1 小時 二、網路預約申辦：3 日	親自、委託或網路預約申辦
2	乙種國民兵申請補(換)發證書	一、一般申請方式：1 小時 二、網路預約申辦：3 日	親自、委託或網路預約申辦
3	應徵役男申請延期徵集入營	7 天(區公所 3 天函轉兵役處核定 4 天)	親自或委託申辦
4	僑民申請暫緩徵兵處理	7 天(區公所 3 天函轉兵役處核定 4 天)	親自、委託或網路預約申辦
5	役男免役證明書申請補發	一、一般申請方式：1 天(包括跨區、縣市補發) 二、網路預約申辦：3 天	親自、委託或網路預約申辦
6	役男禁役證明書申請	7 天(區公所 3 天函轉兵役處核定 4 天)	親自、委託或網路預約申辦
7	服兵役役男列級家屬(遺屬)各項(慰)補助費申請	6 天(區公所 3 天函轉兵役處核定 3 天)	親自、委託或網路預約申辦
8	服兵役役男家屬(遺屬)特別補助費申請	6 天(區公所 3 天函轉兵役處核定 3 天)	親自、委託或網路預約申辦
9	役男申請改判體位	7 天(區公所 3 天函轉兵役處核定 4 天)	親自、委託或網路預約申辦
10	服兵役役男家屬生活扶助列級申請	9 天(區公所 3 天函轉兵役處核定 6 天)	親自、委託或網路預約申辦
11	後備軍人轉免回役體檢申請	採隨到隨辦受理 1 天內轉臺北市後備指揮部核定。	親自、委託或網路預約申辦



**List of time limits for handling citizen applications**

No	Item	Time Limits	How to apply
1	Apply for certificate of servicing the compulsory military service	1.General applications: 1 hour 2.Internet applications: 3 days	personally, entrust an agent or make an appointment previously through the internet
2	Apply for certificate of B-category national guard reissuing (replacing)	1.General applications: 1 hour 2.Internet applications: 3 days	personally, entrust an agent or make an appointment previously through the internet
3	Draftees apply for deferred service	7 days (3 days for District Office, 4 days for submitting to Department of Compulsory Military Service for ratification)	personally or entrust an agent
4	Overseas citizen applies for deferred service	7 days (3 days for District Office, 4 days for submitting to Department of Compulsory Military Service for ratification)	personally, entrust an agent or make an appointment previously through the internet
5	Apply for certificate of service exemption of the draftee	1. General applications: 1 day (including across-district/ county reissuing) 2.Internet applications: 3 days	personally, entrust an agent or make an appointment previously through the internet
6	Apply for certificate of service prohibition of the draftee	7 days (3 days for District Office, 4 days for submitting to Department of Compulsory Military Service for ratification)	personally, entrust an agent or make an appointment previously through the internet
7	Apply for subsidies for relatives (left-behind) of the servicing soldier	6 days (3 days for District Office, 3 days for submitting to Department of Compulsory Military Service for ratification)	personally, entrust an agent or make an appointment previously through the internet
8	Apply for special subsidies for relatives (left-behind) of the servicing soldier	6 days (3 days for District Office, 3 days for submitting to Department of Compulsory Military Service for ratification)	personally, entrust an agent or make an appointment previously through the internet
9	Apply for re-validation of draftees' physical grade	7 days (3 days for District Office, 4 days for submitting to Department of Compulsory Military Service for ratification)	personally, entrust an agent or make an appointment previously through the internet
10	Apply for draftees' relative livelihood subsidies	9 days (3 days for District Office, 6 days for submitting to Department of Compulsory Military Service for ratification)	personally, entrust an agent or make an appointment previously through the internet
11	Apply for physical examination for changing reserve service into non-recall	Immediate acceptance for applications filed outside of the announcement period, will be submitted to Taipei City Reserve Command General Headquarters in 1 day for ratification	personally, entrust an agent or make an appointment previously through the internet

### 兵役課申請案件項目、處理時限及辦理方式（續）

編號	申請案件項目	處理時限	辦理方式
12	年度後備軍人及補充兵緩召申請	一、每年4月1日至4月30日受理申請，於5月31日前轉臺北市政府兵役處、臺北市後備指揮部核定。 二、財稅資料統一於5月10日前送財稅中心查證	親自、委託或網路預約申辦
13	已（待）訓國民兵申請免役複檢	7天（區公所3天函轉兵役處核定4天）	親自或委託申辦
14	常備役體位因家庭因素服補充兵役申請	60天（區公所30天函轉兵役處核定30天）	親自、委託或網路預約申辦
15	替代役備役證明補發申請	7天（區公所3天函轉兵役處核定4天）	親自或委託申辦
16	離營證件補發申請	6天（區公所3天，核轉台北市後備指揮部3天）	親自或委託申辦
17	後備軍人離營證件年齡、姓名、身分證統一編號更正申請	6天（區公所3天，核轉台北市後備指揮部3天）	親自或委託申辦
18	役男申請短期出國	1小時	親自或委託申辦
19	役男申請服（一般、專長、志工、家庭、宗教）替代役	專長、志工資格：經本所查驗後於，於年度受理期間內由役男自行郵寄役政署申請。 家庭因素40日（區公所20天，函轉兵役處核定20天） 宗教因素15日（區公所5天函轉兵役處核定10天）	親自或委託申辦

**List of time limits for handling citizen applications ( Continue )**

No	Item	Time Limits	How to apply
12	Apply for deferring reserve service and replacement service	1. Application acceptance from April 1st to April 30th every year, transfer to Department of Compulsory Military Service and Taipei City Reserve Command General Headquarters for ratification before May 31 <sup>st</sup> 2. Taxation information is submitted to tax authority for ratification before May 10 <sup>th</sup>	personally, entrust an agent or make an appointment previously through the internet
13	Apply for re-exam for exemption of the national guard in-service or on-wait	7 days (3 days for District Office, 4 days for submitting to Department of Compulsory Military Service for ratification)	personally or entrust an agent
14	Apply for conversion from regular service into replacement service due to family causes	60 days (30 days for District Office, 30 days for submitting to Department of Compulsory Military Service for ratification)	personally, entrust an agent or make an appointment previously through the internet
15	Apply for reissue of replacement service on-wait certificate	7 days (3 days for District Office, 4 days for submitting to Department of Compulsory Military Service for ratification)	personally or entrust an agent
16	Apply for reissue of missing discharge order	6 days (3 days for District Office, 3 days for submitting to Taipei City Reserve Command General Headquarters for ratification)	personally or entrust an agent
17	Apply for correction of item of the discharge order including name, age, ID No	6 days (3 days for District Office, 3 days for submitting to Taipei City Reserve Command General Headquarters for ratification)	personally or entrust an agent
18	Draftees' application for short term overseas travel	1 hour	personally or entrust an agent
19	Draftee's application for substitute service, such as specialty service, voluntary service, family service, and religious service	<p>Application for specialty and voluntary services After the application is inspected in our office, the draftee should mail it to the Department of Compulsory Military Service during the annual application period.</p> <p>Application for substitute service for family reasons: 40 days (20 days for the inspection in the District Office; 20 days for the ratification in the Department of Compulsory Military Service)</p> <p>Application for substitute service for religious reasons: 15 days (5 days for the inspection in the District Office; 10 days for the ratification in the Department of Compulsory Military Service)</p>	personally or entrust an agent

## 健保課

電話：23511711 分機 8600-8605 傳真：23419715

辦理全民健康保險第一類保險對象（里鄰長）、第五類保險對象（低收入戶）、第六類保險對象（無業榮民、榮眷、無業地區人口）之投保（轉入）、復保、退保、轉出、停保及基本資料變更、健保卡 I C 之資料查詢變更、緊急傷病及特殊情形自墊醫療費核退申請證明事宜、補列印保險費繳款單及相關事項之申請。

### 健保課申請案件項目、處理時限及辦理方式

編號	申請案件項目	處理時限	辦理方式
1	投保（轉入）全民健康保險第一類（里鄰長保險）、第五類（低收入戶福保）、第六類（地區人口）保險	1 小時	親自或委託申辦
2	退保、轉出全民健康保險第一類（里鄰長保險）、第五類（福保）、第六類（地區人口）保險	一、親自、委託申請方式：1 小時 二、其他申請方式：5 天（限第六類（地區人口）	親自、委託、郵寄、傳真或網路申辦
3	停保全民健康保險第一類（里鄰長保險）、第六類（地區人口）保險	一、親自、委託申請方式：1 小時 二、其他申請方式：5 天	親自、委託或郵寄申辦
4	恢復全民健康保險第一類（里鄰長保險）、第六類（地區人口）保險	1 小時	親自或委託申辦
5	變更全民健康保險第一類（里鄰長保險）、第五類（福保）、第六類（地區人口）保險對象基本資料	一、親自、委託申請方式：1 小時 二、其他申請方式：5 天（限第六類（地區人口）辦理通訊地址變更）	親自、委託、郵寄、傳真或網路申辦
6	申請全民健康保險經濟困難及經濟特殊困難認定	1 小時	親自或委託申辦

## Health Insurance Section

Tel: 23511711 ext. 8600-8605 Fax: 23419715

The section is responsible for related National Health Insurance affairs, including applications of register, reinstatement, waiving, transfer, stop and change of data.

Particulars such as the insured, and issuing of insurance card for categories I (Li and Lin chiefs), V (low income), and VI (Veterans, veteran dependents and family of the deceased veteran not included in the categories I to V).

### List of time limits for handling citizen applications

No	Item	Time Limits	How to apply
1	Joining (adding in) of Category I National Health Insurance (Li, Lin chiefs), Category V (low-income welfare insurance) and Category VI (local citizen) insurance	1 hour	personally or entrust an agent
2	Reject, transfer out of Category I National Health Insurance (Li, Lin chiefs), Category V (low-income welfare insurance) and Category VI (local citizen) insurance	1. Personally or entrust an agent applications: 1 hour 2. Besides applications: 5 days (for address change of Category VI (local citizen))	personally, entrust an agent, fax, mail or through the internet
3	Terminate Category I National Health Insurance (Li, Lin chiefs) and Category VI (local citizen) insurance	1. Personally or entrust an agent applications: 1 hour 2. Besides applications: 5 days	personally, entrust an agent or mail
4	Resume Category I National Health Insurance (Li, Lin chiefs) and Category VI (local citizen) insurance	1 hour	personally or entrust an agent
5	Alter insurer basic data of Category I National Health Insurance (Li, Lin chiefs), Category V (low-income welfare insurance) and Category VI (local citizen) insurance	1. Personally or entrust an agent applications: 1 hour 2. Besides applications: 5 days (for address change of Category VI (local citizen))	personally, entrust an agent, fax, mail or through the internet
6	Validation of National Health Insurance economically difficult and specially economically difficult cases	1 hour	personally or entrust an agent

## 調解會

電話：23511711 分機 8500 傳真：23419518

**免費法律諮詢服務：每週一至週五上午 9:30~11:30**

**【現場面談】**

調解區內里鄰糾紛、衝突，勸解當事人互相讓步，以疏減法院訟源，促進社會祥和。

一般民事事件均可調解，但以下民事事件不能要求調解：

- 1、婚姻的無效或撤銷、請求認領、收養、協議離婚等。
- 2、違背強制或禁止的規定、公共秩序或善良風俗的事項，如逼良為娼，設立賭場等。
- 3、假扣押、假處分、公示催告、死亡宣告及禁治產宣告等事項。
- 4、民事事件已在第一審法院言詞辯論終結者。
- 5、關於租佃、畸零地爭議事件。

**刑事事件：**以告訴乃論之刑事事件為限。



### 調解會申請案件項目、處理時限及辦理方式

申請案件項目	處理時限	辦理方式
民事及告訴乃論刑事事件之調解聲請	刑事：15 天 民事：15 天	親自、委託（受託人需攜帶身分證、印章）、郵寄或網路申辦
調解不成立證明書	7 天	親自、委託（受託人需攜帶身分證、印章）、郵寄或網路申辦

## Mediation Committee

Tel: 23511711 ext. 8500 Fax: 23419518

**Free legal consultation: Monday to Friday 9:30 A.M.-11:30 A.M.**

**Consult with the lawyer face to face**

The aim of the committee is to mediate quarrels and conflicts between the District Citizens, to make a concession and diminish civil cases or criminal ones and then to promote social peace.

### **General civil cases can be mediated, but mediation excludes the follows:**

1. Nullity or revocation of marriage, application for adoption, and agreement of divorce etc.
2. Violation against enforcement or prohibition of laws and regulations as well as violation against public order and righteous social customs, such as prostituting women or setting up gamble places etc.
3. Provisional disposition, provisional seizure, announcement and interpellation, death declaration, and declaration of interdiction etc.
4. Civil cases that have been completed pleading in the first trial court
5. About arguments on farmland leasing, odd lots of land

**Criminal Cases:** Only including criminal cases” indictable on complaint”.

### **List of time limits for handling citizen applications**

Item	Time Limits	How to apply
Apply for Mediation on civil and criminal cases “indictable on complaint”	criminal case: 15 days civil case: 15 days	personally, entrust an agent, mail or through the internet
Certificate of failure of mediation	7 days	personally, entrust an agent, mail or through the internet



## 參、便民措施

### ■ 硬體服務部分

#### 一、便民人性的動線規劃

規劃身心障礙者專用停車位、斜坡道、導盲磚，於行政中心大樓地下室提供洽公民眾 30 分鐘免費停車服務，1 樓電梯口安裝愛心服務鈴，提供輪椅、傳真機等，給身心障礙朋友貼心的服務，並重新整修服務空間，全面美化、綠化辦公場所，設置取號機，減少排隊等候之苦，加上人性化櫃檯設計，讓您體會我們貼心的服務。

#### 二、親切溫馨的服務空間

設置民眾休息等待區，備有排椅、各種雜誌書報、各式宣導品及電視機，提供您洽公時稍作小憩。另備有嬰兒車、嬰兒床、尿布更換區、幼兒安全椅、老花眼鏡、愛心傘、血壓機，方便需要的民眾使用。

#### 三、專業便捷的服務專區

設置電腦上網專區，提供免費上網及查詢資訊，其旁置有便民書寫桌，提供申請案件空白書表及範例，便利您填寫書表。另廣設施政海報看板、文宣櫃、電子字幕，讓市民立即知道政府的相關施政措施或活動。

#### 四、國際視野的雙語標示

製作各項中英對照標示牌，建置雙語化辦公環境，便利外籍人士洽公，營造親切的友善之區。

#### 五、美輪美奐的創作藝廊

於 8、9 樓及地下室 1 樓設置文化創作藝廊，不定期更新展示主題，讓您洽公之餘感受文化饗宴的洗禮。





### III. Measures for Citizen Conveniences

#### Equipment Services

##### 1. Convenient road plans

We provide parking spaces, wheelchairs, fax machines, elevators, wheelchair ramp and patterned bricks for people with disability and 30 minutes free parking in the basement. We also reconstruct, embellish the District Office and make surroundings green by planting trees. We provide the Take-A-Number system to reduce the waiting time for the residents. You will be able to experience our considerate service through the humanized counter design.

##### 2. Considerate service facilities

Provide lounges with chairs, newspapers, magazines, promotional brochures and television for relaxation at the comfortable waiting area during processing time. We also provide baby carriage, diapers change zone, child seats, courtesy glasses, courtesy umbrellas and a blood pressure gauge for considerate services.



##### 3. Professional service areas

We provide the internet area where you can have free access to the internet and search for information. Alongside the area are the writing desks with the blank application forms and samples. There are also bulletin boards, flyer shelves, and electronic screens which give the city residents the firsthand information about the government.

##### 4. Multicultural bilingual signs

Build various Chinese-to-English signs and bilingual working environment to accommodate foreigners with the best friendly district.

##### 5. Creative art galleries

Set up art galleries and change themes occasionally to provide a relaxing and artistic environment on the 8<sup>th</sup>, 9<sup>th</sup> floor and basement one.

## 軟體服務部分

### 一、推動為民服務禮貌運動

- 推行櫃檯服務及電話禮貌運動，實施奉茶服務，給您賓至如歸的感受。
- 利用員工集會等各式管道講授為民服務理念，定期及不定期針對員工電話禮貌、櫃檯服務態度進行考核與檢討，督促每位同仁都能提供您最滿意的服務，並不定期舉辦各項民意調查，瞭解民眾的需求，作為服務革新的重要參考。

### 二、成立聯合服務小組

為提供更貼心的加值服務，於本區行政中心 1 樓設立聯合服務櫃台，主動迎賓、提供諮詢、引導等服務，持續提升主動、親民的服務形象。

### 三、提供專業貼心的尊榮服務

- 手機簡訊通知、MSN 役政即時通及 Skype 役政網路電話，讓您不用出門也可以感受到貼心的服務。
- 辦理「服務到宅」的貼心做法，針對重病、身心障礙者、65 歲以上老人及在營軍人家屬急難慰助實施到宅服務。
- 更新加強服務台功能，除業務諮詢與引導，並提供代填書表、兌換零錢、免費影印、傳真等服務。
- 設有客語、手語、外語服務專員。



## Software Services

### 1. Treat citizens with courteous manners

Activate polite service campaigns such as counter services and telephone courtesies; actively offer tea for facilitating visiting citizens.

Assess and criticize our efficiency and abilities regularly, and survey for citizens' opinions for further improvements.

### 2. Establish the information

Set up the information desk on the first floor of the Administration Building to greet guests, offer information, give guidance, etc. in order to provide value-added service and continue promoting the positive and amiable service image.

### 3. Professional and friendly services

Service through text messages, MSN Messenger and Skype Internet Phone for military administration.

Console and help people with sickness, with disability, senior citizens, and families with relatives in the military.

We upgrade and improve our services. We not only provide information and guidance but also help people fill out the forms, change money, make photocopies, and send faxes.

Besides, the Hakka dialect, sign language, and foreign language assistants are at your service.



#### 四、執行「單一櫃台」便民措施

凡至區公所洽辦民政、社會、經建、健保及秘書室等 31 項業務，均可由同一櫃台受理申請免除重複抽取號碼牌及等候的時間，提供「一處收件，全程服務」之便民措施。

#### 五、實施積極的走動式巡迴管理

推行值日主管走動式管理，以巡迴服務方式，主動關切現場洽公民眾之需求並迅速予以適當處理。

#### 六、展現蓬勃的服務熱誠

- 櫃檯人員統一穿著服務背心，早晚實施迎賓開工與送客晚安儀式，展現本所服務精神。
- 實施彈性上班，午休時間照常受理，讓上班族不必請假也可以到所辦事。



#### **4. Provide full service counter convenient service**

According to our service policy, we provide the full service counters. Anyone who has something to do with the civil affairs, social affairs, economical affairs, health insurance and Administration Office can get their business done at the same counter without taking a number and waiting again. This is our service notion, “One Application and Full Service.”

#### **5. Manage by patrolling actively**

Duty Officers will always be actively walking around to answer questions and guide citizens at any time.

#### **6. Demonstrate enthusiastic behaviors**

All staff will wear uniforms and perform welcome and good-bye ceremonies to show our spirit of service.

We have the flexible working schedule. We provide service during the lunch hour. Therefore, the office workers do not have to take a leave from work to get their business done in the District Office.





## 七、重視民情輿情、加強施政宣導

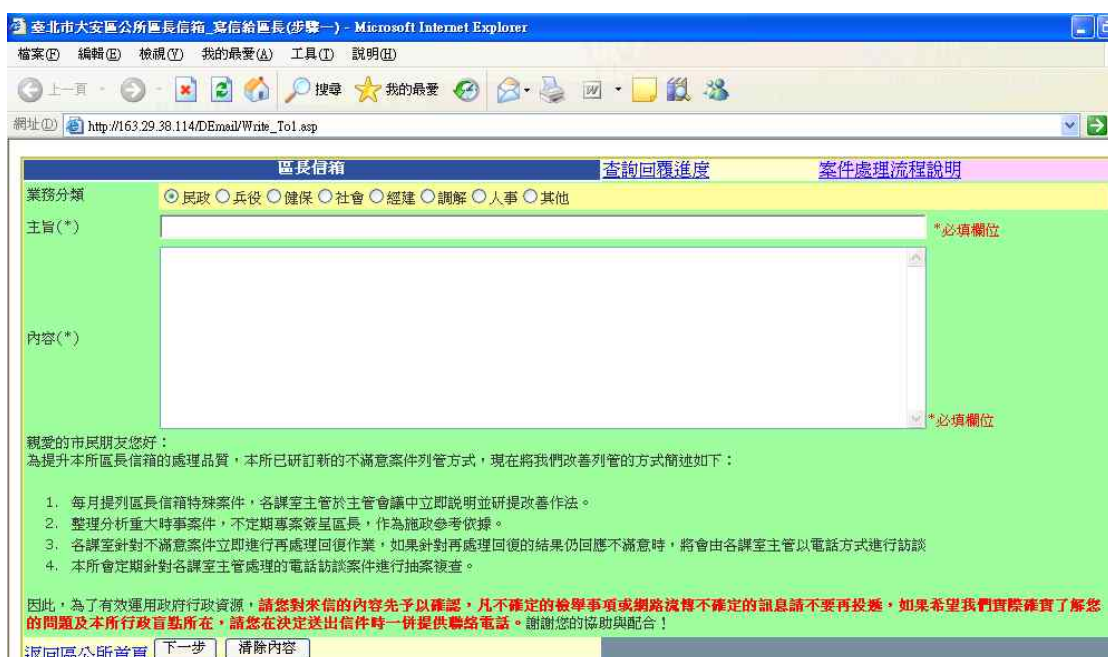
- 提供多元陳情、建議管道，如市民熱線、區長信箱、留言板、行政革新暨意見信箱等，便利市民對我們的服務表現隨時提供寶貴意見。
- 利用各種管道宣導市政資訊，如發布新聞稿、電子看板、里公告欄與網際網路或委請有線電視、電台代為宣導，並於本行政大樓1樓大廳播放各式施政宣導資訊。

## 八、結合公私部門資源、強化服務功能

- 如召募愛心志工、環保育工及鄰里公園認養人，擴大民眾參與，強化為民服務成效。
- 強化里辦公處的服務功能，如代為發放重陽敬老禮金、滅鼠週發送藥餌、核發集中焚發金紙證通行證等。

## 九、提供多元申請管道、e化服務程序

- 使用電子郵件、傳真、郵寄、電話先申辦後補件等便民服務，並提供申請案件一次告知單，減少奔波往返之辛勞。
- 建置各項資訊系統，加強e化服務功能，使民眾洽公更便利，並透過電腦化作業建構區公所內部網路，以提昇服務的效率。



The screenshot shows a web browser window titled "臺北市大安區公所區長信箱\_寫信給區長(步驟一) - Microsoft Internet Explorer". The address bar shows "http://163.29.38.114/D/Email/Write\_To1.asp". The page has a blue header with "區長信箱" and navigation links "查詢回覆進度" and "案件處理流程說明". Below the header is a form with a "業務分類" (Business Classification) section containing radio buttons for "民政", "兵役", "健保", "社會", "經建", "調解", "人事", and "其他". The "主旨(\*)" (Subject) and "內容(\*)" (Content) fields are large text areas with red asterisks indicating they are required. Below the form, there is a notice to residents about improving mailbox handling quality and a list of four points regarding special cases, major events, and case reviews. At the bottom, there is a red notice about providing accurate information and a footer with "返回區公所首頁", "下一步", and "清除內容" buttons.

## 7. Respect public opinions and strengthen governance publicities

Provide several suggestion methods such as citizen hot lines, district mailboxes, and message boards.

Propagate the civic information through press releases, bulletin boards, the internet, radio stations, and television. Also, broadcast civic news in the hall on the first floor of the Administration Building.

## 8. Combine departments and strengthen service capability

Enroll environmental volunteers courtesy and accept participation of citizens.

We improve the services of the neighborhood offices, such as sending the senior citizens the cash gifts, sending the residents the baits during the mice elimination week, and sending the residents the pass for burning worshipping paper money together.

## 9. Provide various application methods

Applicants are able to apply by using e-mail, fax, mail and telephone. Sheets with full application information will be sent to gain convenience.

Build diverse online information systems and local internet to improve efficiency.



## 肆、未來革新方向

在臺北市各區之中，大安區的都市化較為完備。無論是交通、教育、文化、工商服務各方面，都呈現均衡發展。在高度都市化及一定生活水平之下，市民積極參與市政，各種民間組織亦蓬勃發展，對區政之經營亦形成極大之挑戰，然而可喜的是，也惟有如此才能邁向公民社會的理想目標。隨電腦日新月異各種相關產品不斷推陳出新，惟有以民眾福祉為先，隨時注意可資便民的相關資訊，取之於民用之於民，才不負民眾所託。

為不落於民眾的期望之後，甚至比民眾早一步發掘他的需求，我們秉持主動積極的態度，朝以下方向不斷革新：

### 一、營造健康、安全、永續的大安區

在邁向 WHO 健康城市的主軸推動下，以增進區民健康為目標，舉辦「愛戀大安」系列活動，如登山健行、路跑、區民休閒運動會、基層藝文活動等，結合民間及政府跨部門的資源與力量的方式，激勵社區與民眾主動參與，型塑多元關懷的社會文化、充滿活力的健康生活。

### 二、提供優質、舒適、人性的休憩環境

採用都市更新之全方位角度，不僅持續鄰里公園綠化、美化、安全維護工程，更努力朝向活動空間的便利性、舒適性、及人性化等進行整體規劃，期望能讓鄰里公園成為賞心悅目之休憩場地，達到提供民眾遊樂及洗滌心靈之雙重功效。





## IV. Direction of Innovation in the Future

Out of all the districts in Taipei City, the facilities of Daan is more complete than the others'. Aspects such as transportation, education, culture, and business are developed equally. Under the high development and quality lifestyle, citizens participate in the politics actively, several organizations have also been developed, which create great challenges to the management of the district. However, on the other hand, this also leads us to be closer to the ideal society. As computers and related products change rapidly over time, we examine any information that benefits the district closely in order to satisfy the people.

To discover the citizens' desires and fulfill their needs, with active attitudes, we innovate in the following directions:

### 1. Create a healthy, safe, and everlasting Daan District

While fulfilling the idea of "Healthy City" advocated by WHO, we have a goal that is to improve the residents' health. We hold a series of "Love for Daan" activities, such as mountain hiking, jogging, athletic meet, and artistic and literary activities. We combine the resources of the government and the people in order to encourage the communities and the residents to participate, create a diverse and caring society, and provide the residents a vibrant and healthy life.

### 2. Provide a high quality, comfortable, and friendly environment

We not only continue to beautify, maintain, and plant greenery around the community, but also plan to build a more convenient, comfortable and friendly environment. We expect the parks to be attractive sites for citizens to relax in their leisure time.



### 三、推行區政業務電腦化

區政業務電腦化可大量取代人工作業的繁瑣，簡化工作流程，減少人員作業負荷，加速案件之處理，提昇行政效率及便民服務品質，成就「智慧城市 優質生活」的願景，運用網際網路無遠弗屆的特性，我們將持續加強電子化政府之服務及提升受理案件資訊化的方向著手，在兼顧安全、便民、效率的原則下，透過現代科技讓市民隨時隨地享受便利的服務。

### 四、主動關懷弱勢民眾、發掘民眾需求

為塑造優質的大安生活，我們關切的對象不分男女老幼、貧富、國籍，致力於提升每位區民的生活品質，如追蹤輔導中輟生，協助重回學校接受正常教育；辦理新移民生活成長營，協助文化及生活適應；主動關懷慰問百歲人瑞，展現敬老服務的熱忱；以適當的資源，認養國內、外貧童，讓萬念俱灰的貧童找到生命的價值。

### 五、提供便民資訊、重視民情輿情、擴大市政參與

除利用各種管道協助宣導市政資訊，也主動透過文宣架、電子看板、網際網路、里公告欄宣導或發布區政訊息，由里鄰直接發送便民資訊，或委請有線電視、電台代為宣導。未來我們將持續積極主動蒐集相關資料，整理成實用的便民資訊，方便民眾直接吸收。另一方面，我們也相當重視民眾的意見及看法，透過各式管道廣納民眾的寶貴意見，根據民眾需求及建議進行分類與評估，朝向如何達到百分之百的服務而努力。



### 3. Computerize district affairs

Computerization of the district affairs replaces the complexity of manpower, simplifies the working process, and upgrades the service quality and efficiency. By doing so, we are able to fulfill the vision of “Intelligent City and Premium Life.” With the help of the Internet, we will continue to work on improving the services of the e-government and the computerization of the case processing. Under the principles of safety, convenience, and efficiency, the city residents are provided with the convenient services anytime and anywhere through modern technology.

### 4. Take care of the disadvantaged and uncover people’s needs

To create a high-quality life in Da’an District, we care about all of the residents regardless of their gender, age, wealth, and nationality. We contribute to the improvement of the living quality for each one of the residents. We assist the dropouts to go back to school and receive proper education. We hold the personal growth camps for the foreign spouses to help them adapt to the new culture and life. We visit and care about the 100-year-old senior citizens to display our respect and willingness to serve. We offer resources for domestic or foreign adoptions of children in poverty in order to help them find the value of life.

### 5. provide information, respect public opinions and Enlarge municipal participation

Other than using various methods to announce municipal messages, the district also broadcasts district news through bulletin boards, newsletters, the Internet, radio stations, and television. We will continue to search for related data in the future and organize into useful information for citizens to digest easily. On the other hand, we also value public opinions that we receive through different methods, striving to serve to the best of our ability.



## 伍、資訊及建言管道

本所網站提供各項資訊、申請案件與書表之查詢與表格下載、多元化反映管道及相關網站的連結服務，方便您在浩瀚網路世界中找到實用的網站資訊，也有 24 小時不打烊的陳情建言管道，讓我們可以隨時廣納的寶貴意見。

本所網址（網站留言板）：<http://www.dado.taipei.gov.tw>

臺北市民 e 點通：<http://www.e-services.taipei.gov.tw>

臺北市市容查報：<http://www.czone2.tcg.gov.tw/tp88-1>

臺北市民生活網：<http://www.mytaipei.tw>

區長信箱：[bi-director@mail.taipei.gov.tw](mailto:bi-director@mail.taipei.gov.tw)

廉政電子信箱：[bi\\_ethics@mail.taipei.gov.tw](mailto:bi_ethics@mail.taipei.gov.tw)

除透過資訊管道提出陳情或建議，您亦可以電話、傳真或一般書函表達寶貴意見。此外，本所尚透過以下管道傾聽多方聲音：

- 一、不定期辦理民眾民意調查，分析調查結果，檢測服務缺失，修正施政措施。
- 二、建立公聽會制度：重要措施，事前邀請利害人士、團體、學者及專家共同參與，博採周諮，並對外公開。
- 三、主動蒐集各種傳播媒體及民眾反映意見，並確實依相關規定儘速處理，回應民眾。
- 四、加強陳情及革新案件處理品質，公開非機密案件處理程序，嚴格管制處理流程。
- 五、主管人員深入基層，走入民間，瞭解民眾困難問題，儘速協助解決。
- 六、提供多樣化的陳情管道，您可以透過「里民大會或基層建設座談會」、「市民熱線」、「市長與民有約」、「行政革新暨意見箱」等方式瞭解決問題。



## V. Information and Suggestion Channels

Our website provides various kinds of information, application forms and related links to help citizens find useful information in the vast Internet. We also have a 24-hour suggestion method that let us hear the people's advices and comments at any time.



Other than communicating through the Internet, citizens can also express their precious opinions by phone, fax or mail their precious opinions. Furthermore, we also receive opinions by the following methods:

1. Survey citizens irregularly, analyze the results and examine failures for improvements.
2. Establish public hearing system; invite concerned people, groups, scholars and professionals to have an open discuss or consultation.
3. Collect media and public opinions actively, and respond immediately according to related regulations.
4. Improve the quality of handling public opinions, publicize the processing of unclassified documents and manage the procedure strictly.
5. Supervisors interview the community in person, understand citizens' concerns and help to solve as soon as possible.
6. Provide various suggestion methods such as village meetings, citizen hotlines, district fairs, meeting the mayor, and suggestion boxes to solve citizens' problems.

## 陸、歡迎蒞臨指教

如果您對本所服務有任何不滿意，歡迎告訴我們，我們會虛心接受並儘速處理；如果您有任何革新建言，希望您能不吝指教。

☆ 地址：臺北市大安區新生南路 2 段 86 號 8、9 樓

☆ 服務時間：星期一至星期五

上午 08：30-12：30

下午 13：30-17：30

兵役課、社會課與健保課中午實施彈性上班，照常受理

☎總機：2351-1711

行政革新傳真：2341-8193

☆ 區長信箱：bi-director@mail.taipei.gov.tw

☆ 廉政專線：2341-9883

廉政信箱：bi\_ethics@mail.taipei.gov.tw

市民熱線，24 小時申訴（諮詢）專線：1999



## VI. Thank You for Your Advice

When you feel unsatisfied with the services of our District Office, please do let us know; we will do our best to improve them. If you have any innovative thought or suggestion, please inform us.


Address: 8/9F, No.86, Sec.2, Xincheng S. Rd., Daan District, Taipei City, Taiwan (R.O.C.)

Office Hours: Monday – Friday

08:30-12:30 A.M.

1:30-5:30 P.M.

Military Service Section, Social Affairs Section and Health Insurance Section  
are on duty at lunchtime, accept citizen applications as usual

 Operator : 23511711

Administrative innovation Fax: 23418193

E-mail: [bi-director@mail.taipei.gov.tw](mailto:bi-director@mail.taipei.gov.tw)

Integrity Hot Line: 2341-9883

Integrity E-mail: [bi\\_ethics@mail.taipei.gov.tw](mailto:bi_ethics@mail.taipei.gov.tw)

**24-Hr Citizen Hotline : 1999**





## 臺北市大安區公所『公車路線圖』



### 搭乘公車至大安區公所方式

15、18、211、235、237、278、295、662、663、72、74、207、211、284、284(直行)、52、和平幹線、敦化幹線等路線至**大安森林公園(和平東路)站**

0 南、109、280、280(直達車)、311(永福)、505、642、643、668、671、675、松江幹線等路線至**和平新生路口**

15、18、235、237、278、295、662、663、672、74、907、和平幹線等路線至**溫州街口**

0 南、280、280(直達車)、284、284(直行)、311(永福)、505、52、642、643、668、671、675、907、松江幹線、敦化幹線等路線至**龍安國小**

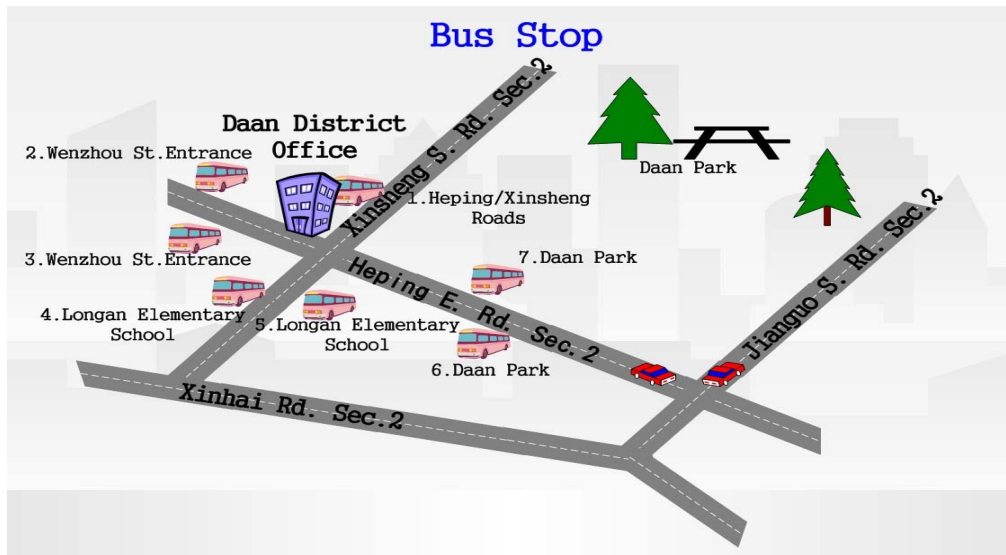
### 搭乘捷運至大安區公所方式

從新店線**捷運古亭站**下車至電力公司公車站牌搭乘 235, 662, 663, 672 等路線公車至溫州街口

從新店線**捷運公館站**下車搭乘 52, 207, 505, 642, 643 等路線公車至龍安國小下車

從板南線**捷運忠孝新生站**下車至濟南新生路口公車站牌搭乘 72, 109, 505, 642, 643 等路線公車至和平新生路口下車

從木柵線**捷運科技大樓站**下車至科技大樓公車站牌搭乘 18, 235, 237, 235, 278 等路線公車至溫州街口下車



### Take Bus to Daan District Office

Bus Station: Wunzhou St.-Heping E.Rd. Crossroad

Route Number: 15, 18, 235, 237, 278, 295, 662, 663, 672, 74, 907, Hepin-Line

Bus Station: Heping-Xinsheng Crossroad

Route Number: 109, 280, 311, 505, 642, 643, 668, 671, 675, Songjiang-line, 280

Bus Station: Long-An Elementary School

Route Number : 0 south, 280, 280Non-stop, 284, 284 Direct , 311, 505, 52, 642, 643, 668, 671, 675, 907, Dunhua-line, Song Jiang-line

Bus Station: Daan Forest Park

Route Number: 15, 18, 211, 235, 237, 278, 295, 662, 663, 72, 74, 207, 211, 284, Direct, 52, Hepin-Line, Dunhua-line

### Take MRT to Daan District Office

#### Danshui-Xindian Line:

a. Get off MRT station: Guting Station; out from Exit 4, then transfer bus at Taiwan power company's bus station; Route Number: 235, 662, 663, 667

Get off bus station: Wunzhou St.-Heping E. Rd. Crossroad

b. Get off MRT station: Gongguan Station; out from Exit 2, then transfer bus at MRT Gongguan bus station; Route Number: 52, 207, 505, 642, 643

Get off bus station: Long-An Elementary School

#### Nangang-Banqiao Line:

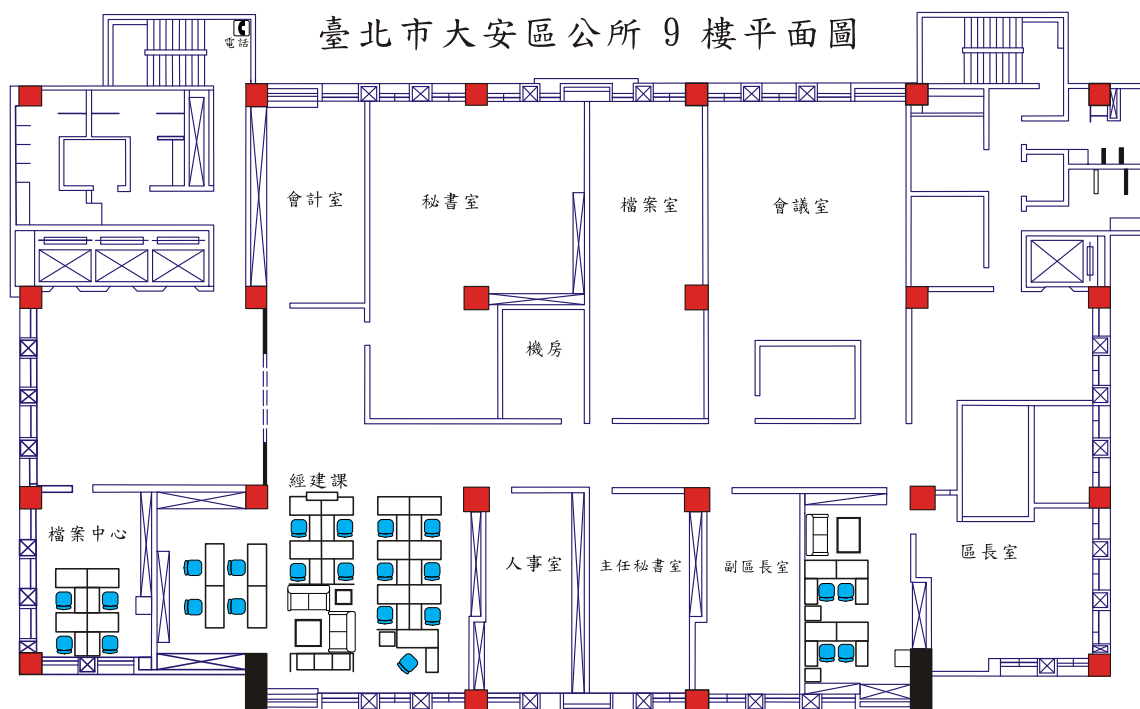
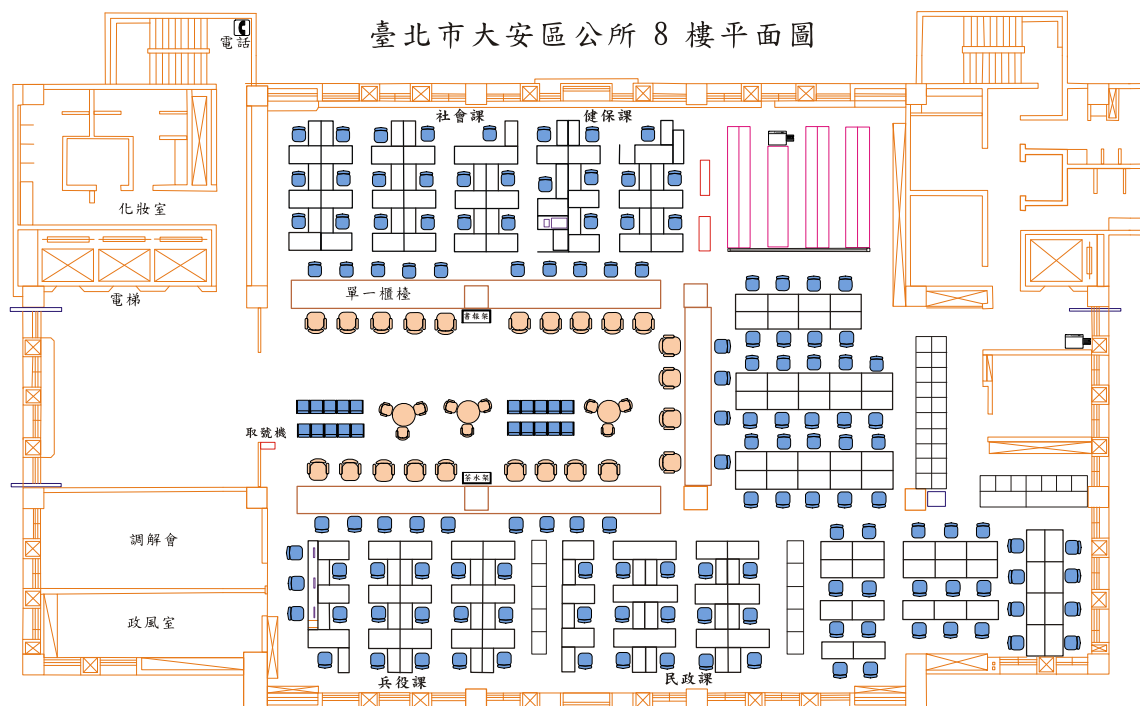
Get off MRT station: Zhongxiao-Xinsheng Station; out from Exit 3, then transfer bus at Jinan-Zinsheng bus station;

Route Number: 72,109, 505, 642, 643; get off bus station: Heping-Xinsheng Crossroad

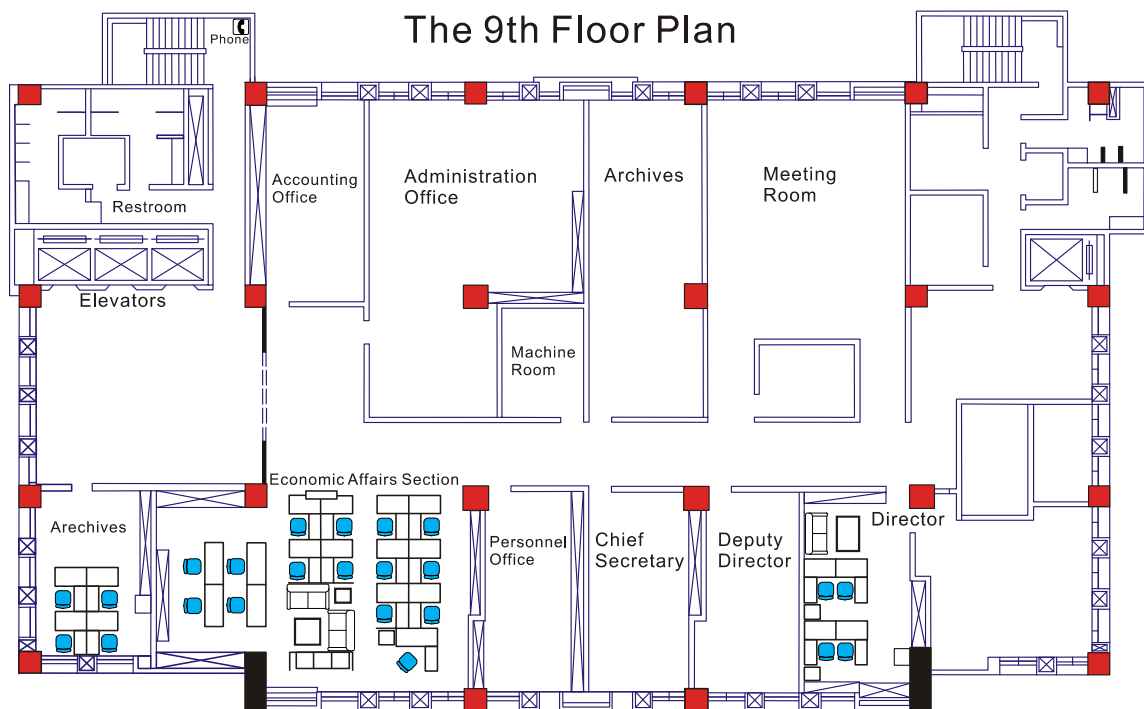
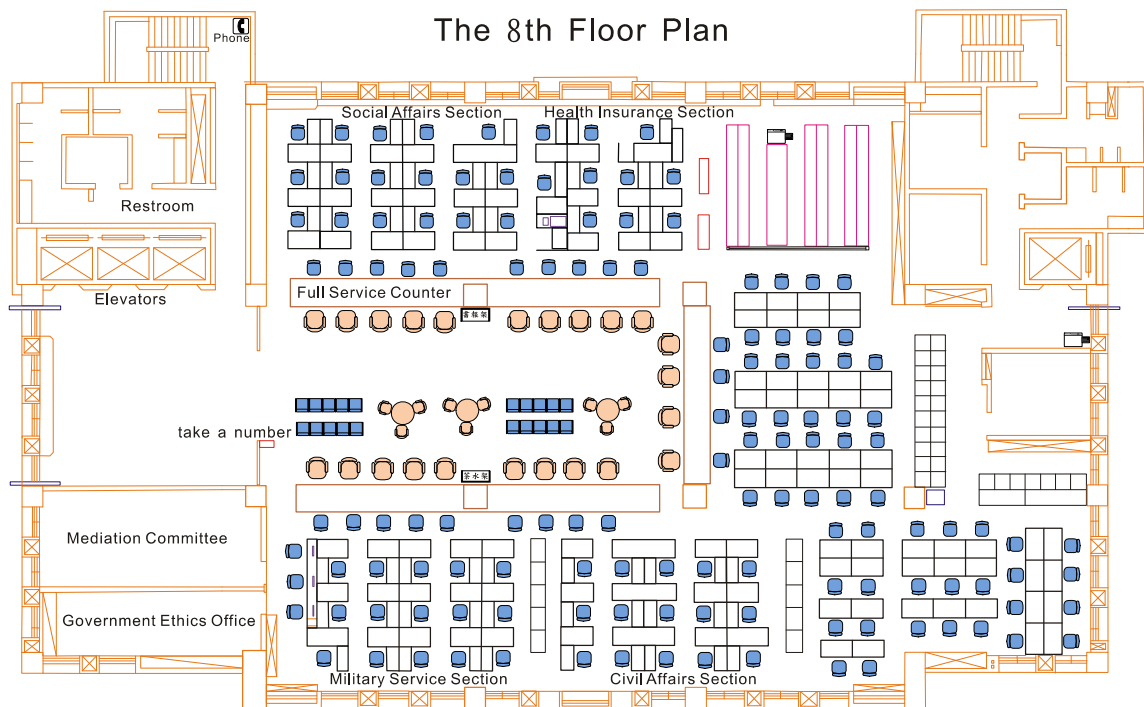
#### Muzha Line:

Get off MRT station: Technology Building Station; transfer bus at Technology Building Bus Station; Route Number: 18, 235, 237, 278; get off bus station: Wunzhou St.-Heping E. Rd. Crossroad

## 附錄一：本所樓層平面圖



## I. Appendix : Plan of Daan District Office, Taipei City



附錄二：本所總機暨課室電話與傳真  
(總機：2351-1711)

課室名稱	分機號起迄	傳真機
區長室	9101、9102	2341-8193
副區長室	9700	2341-9316
主任秘書室	9400	2341-8408
民政課	8200-8270	2341-9395
社會課	8400-8416	2341-9535
經建課	9300-9310	2341-9203
兵役課	8300-8320	2341-9518
健保課	8600-8605	2341-9715
秘書室	9200-9221	2341-8744
人事室	9600-9604	2341-9207
政風室	8700	2341-9395
會計室	9800-9804	2341-9241
調解委員會	8500	2341-9518



親切、便民、環保、創新

**II. Appendix : List of telephone, extension and fax Numbers**  
**of Daan District Office, Taipei City**  
**(Operator : : 2351-1711)**

Section	Extension	Fax
Director	9101 、 9102	2341-8193
Deputy Director	9700	2341-9316
Chief Secretary	9400	2341-8408
Civil Affairs Section	8200-8270	2341-9395
Social Affairs Section	8400-8416	2341-9535
Economic Affairs Section	9300-9310	2341-9203
Military Service Section	8300-8320	2341-9518
Health Insurance Section	8600-8605	2341-9715
Administration Office	9200-9221	2341-8744
Personnel Office	9600-9604	2341-9207
Government Ethics Office	8700	2341-9395
Accounting Office	9800-9804	2341-9241
Mediation Committee	8500	2341-9518



Consideration 、 Convenience 、 Environmental friendliness 、 Innovation

### 附錄三：本區里辦公處設置地點一覽表

臺北市大安區里辦公處設置地點一覽表						
編號	里別	里長姓名	辦公處電話	大哥大號碼	傳真機號碼	地 址
1	德安	何西就	27026566	0928218989	27030405	四維路22巷5號2樓
2	仁慈	林士貴	23250686	0922302326	27045863	大安路1段224巷7號
3	和安	張正雄	27073969	0932203373	27089212	信義路3段99巷5號（B1）
4	民炤	張隆彥	27085133	0936041527	27096175	新生南路1段139之3號1樓
5	仁愛	鄭秀郎	27418659	0935268582	27731289	大安路1段96巷3號1樓
6	義村	廖偉生	27787540	0931203639	27787540	忠孝東路3段248巷7弄4號
7	民輝	陳桓浩	27527490	0988332246	27520219	仁愛路3段5巷10號
8	昌隆	黃易修	27413106	0911936107	27413106	忠孝東路3段217巷2弄10號
9	誠安	許文進	27762225	0911281577	27812489	忠孝東路3段251巷1弄23號
10	光武	宋忠誠	27736533	0923263931	27736533	敦化南路1段160巷20號
11	龍坡	黃世詮	23623674	0933155369	23636118	泰順街13號2樓
12	龍泉	龐維良	23661135	0939529273		泰順街16巷24號2樓
13	古風	林文龍	23622929	0932014924	23651134	師大路143號
14	古莊	劉克男	23633705	0918728088		師大路126巷26號
15	龍安	洪秋甲	23510479	0933122328	23510479	和平東路1段197號4樓之1
16	錦安	黃志焜	23951890	0952116831	23951890	潮州街168之3號
17	福住	李欣芝	23211482	0936173519	23927666	信義路2段212號7樓
18	永康	黃學貴	23949371	0933155767	23955131	永康街2巷7號
19	光明	張惠銓	23413350	0919933237	23943161	信義路2段86巷26號
20	錦泰	陳綱維	23947752	0933712586	23968347	愛國東路170巷3弄6號
21	錦華	溫美珠	23923999	0937066733	23512999	杭州南路2段93巷25號
22	龍圖	黃智宏	27061269	0917549003	27061270	瑞安街208巷59之1號
23	新龍	翁世杰	27067771	0939887371	27084515	信義路3段134巷82號2樓
26	龍陣	劉長青	27090308	0935299389	23255952	瑞安街49之1號
27	龍雲	黃廣明	27547302	0986680765	27045014	復興南路2段151巷43號
28	龍生	林健治	27030573	0937082626	27082074	和平東路2段163號7樓



**III. Appendix : List of Neighborhood Offices of Daan District, Taipei City**

List of Neighborhood Offices of Daan District, Taipei City						
No	Neighborhood	Name	Telephone Number	Cell-phone Number	Fax Number	Address
1	Dean	Ho,Shi-Chiou	27026566	0928218989	27030405	2F, No.5, Lane 22, Siwei Rd.
2	Renci	Lin,Shih-Kuei	23250686	0922302326	27045863	No.7, Lane 224, Sec.1, Daan Rd.
3	Hean	Chang, Cheng-Hsiung	27073969	0932203373	27089212	B1, No.5, Lane 99, Sec.3, Xinyi Rd.
4	Minzhao	Chang, Lung-Yen	27085133	0936041527	27096175	1F, No.139-3, Sec.1, Xinsheng S. Rd.
5	Renai	Cheng, Hsiu-Lang	27418659	0935268582	27731289	1F, No.3, Lane 96, Sec.1, Daan Rd.
6	Yicun	Liao, Wei-Sheng	27787540	0931203639	27787540	No.4, Alley 7, Lane 248, Sec.3, Zhongxiao E. Rd.
7	Minhui	Chen, Hoan-Hao	27527490	0988332246	27520219	No.10, Lane 5, Sec.3, Renai Rd.
8	Changlong	Huang, Yi-Hsiu	27413106	0911936107	27413106	No.10, Alley 2, Lane 217, Sec.3, Zhongxiao E. Rd.
9	Chengan	Hsu, Wen-Chin	27762225	0911281577	27812489	No.23, Alley 1, Lane 251, Sec. 3, Zhongxiao E. Rd.
10	Guangwu	Sung, Chung-Cheng	27736533	0923263931	27736533	No.20, Lane 160, Sec. 1, Dunhua S. Rd.
11	Longpo	Huang, Shih-Chuan	23623674	0933155369	23636118	2F, No.13, Taishun St.
12	Longquan	Parng, Wei-Liang	23661135	0939529273		2F, No.24, Lane 16, Taishun St.
13	Gufeng	Lin, Wen-Lung	23622929	0932014924	23651134	No.143, Shida Rd.
14	Guzhuang	Liu, Ko-Nan	23633705	0918728088		No.26, Lane 126, Shida Rd.
15	Longan	Hung, Chiu-Chia	23510479	0933122328	23510479	4F-1, No.197, Sec.1, Heping E. Rd.
16	Jinan	Huang, Chih-Kun	23951890	0952116831	23951890	No.168-3, Chaozhou St.
17	Fuzhu	Lee, Hsin-Wen	23211482	0936173519	23927666	7F, No.212, Sec.2, Xinyi Rd.
18	Yongkang	Huang, Hsueh-Kuei	23949371	0933155767	23955131	No.7, Lane 2, Yongkang St.
19	Guangming	Chang, Hui-Chuan	23413350	0919933237	23943161	No.26, Lane 86, Sec.2, Xinyi Rd.
20	Jintai	Chen, Kang-Wei	23947752	0933712586	23968347	No.6, Alley 3, Lane 170, Aiguo E.Rd.
21	Jinhua	Wen, Mei-Chu	23923999	0937066733	23512999	No.25, Lane 93, Sec.2, Hangzhou S. Rd.
22	Longtu	Huang, Chih-Hung	27061269	0917549003	27061270	No.59-1, Lane 208, Ruian St.
23	Xinlong	Wong,- Shih-Chieh	27067771	0939887371	27084515	2F, No.82, Lane 134, Sec. 3, Xinyi Rd.
26	Longzhen	Liu, Chang-Ching	27090308	0935299389	23255952	No.49-1, Ruian St.
27	Longyun	Huang, Kuang-Ming	27547302	0986680765	27045014	No.43, Lane 151, Sec. 2, Fuxing S. Rd.
28	Longsheng	Lin, Jian-Jhih	27030573	0937082626	27082074	7F, No.163, Sec. 2, Heping E. Rd.

## 臺北市大安區里辦公處設置地點一覽表（續）

編號	里別	里長姓名	辦公處電話	大哥大號碼	傳真機號碼	地 址
29	住安	陳家驊	27035533	0937059866	27038866	信義路4段30巷22弄9號
30	義安	盧盈秀	27005611	0933922981	27079289	敦化南路2段11巷27號
31	通化	周進財	27019336	0932210203	23254476	通化街19巷28號
32	通安	林錦煌	27026063	0933894199	27047157	臨江街119號
33	臨江	黃金財	87327532	0919315626		臨江街104之19號
34	法治	林次郎	27386436	0910063116	27360106	通化街201號
35	全安	林麗珠	27368446	0933027820	27362860	和平東路3段89巷19弄3號
36	群賢	翁鴻源	27003623	0930069850	27022183	和平東路2段311巷43弄36號
37	群英	石忠勝	27547207	0933894266	27547356	四維路198巷30弄9號(成功國宅活動中心)
38	虎嘯	楊吳港	27330766	0933061299	27323994	敦化南路2段172巷15號3樓
39	臥龍	張枝鈺	27334270	0935179833	27369829	敦南街99號
40	龍淵	汪吉秋	23773535	0932031417	27332523	和平東路2段118巷2弄6號
41	龍門	黃大經	27324969	0939123192	27357040	和平東路2段54號2樓
43	大學	高羅美惠	23622674	0933155971	23660961	新生南路3段68之4號
44	芳和	黃種榮	87321187	0928119115	27337655	嘉興街372號
46	黎元	曾煥發	27325795	0937067599	27365649	安居街105號
47	黎孝	方丁輝	23772022	0919323201	27320995	臥龍街267之10號
48	黎和	李冬發	23772353	0932391375	27338106	臥龍街286號
49	建安	溫進亮	27772971	0912565906	27772971	敦化南路1段161巷69弄4號2樓
50	建倫	張文銓	27117570	0937457459	27737515	敦化南路1段233巷45號
51	敦安	高榮宗	27003735	27003735	27846337	安和路1段102巷26號7樓
52	正聲	陳尔愛	27110564	0933003378	27755665	光復南路308巷36號
53	敦煌	傅吉田	27047360	0932396218	27035680	安和路1段135巷8號
54	華聲	陳金花	27715309	0933720223	27212115	市民大道4段240號
55	車層	施桂英	27811400	0932316110	27791315	延吉街156號4樓
56	光信	陳曾悅子	27051976	0937922899	27028870	延吉街239之4號
57	學府	李淳琳	87321732	0922989922	87327585	羅斯福路4段119巷66弄6號

**List of Neighborhood Offices of Daan District, Taipei City ( Continue )**

No	Neighborhood	Name	Telephone Number	Cell-phone Number	Fax Number	Address
29	Zhuan	Chen, Chia-Hua	27035533	0937059866	27038866	No.9, Alley 22, Lane 30, Sec.4, Xinyi Rd.
30	Yian	Lu, Ying-Hsiu	27005611	0933922981	27079289	No.27, Lane 11, Sec. 2, Dunhua S. Rd.
31	Tonghua	Chou, Chin-Chai	27019336	0932210203	23254476	No.28, Lane 19, Tonghua St.
32	Tongan	Lin, Chin-Huang	27026063	0933894199	27047157	No.119, Linjiang St.
33	Linjiang	Huang, Chin-Tsai	87327532	0919315626		No.104-19, Linjiang St.
34	Fazhi	Lin, Tse-Lang	27386436	0910063116	27360106	No.201, Tonghua St.
35	Quanan	Lin, Li-Chu	27368446	0933027820	27362860	No.3, Alley 19, Lane 89, Sec. 3, Heping E. Rd.
36	Qunxian	Wong, Hong-Yuan	27003623	0930069850	27022183	No.36, Alley 43, Lane 311, Sec. 2, Heping E. Rd.
37	Qunying	Shih, Chung-Sheng	27547207	0933894266	27547356	No.9, Alley 30, Lane 198, Siwei Rd.
38	Huxiao	Yang, Wu-Kang	27330766	0933061299	27323994	3F, No.15 ,Lane 172 , Sec.2, Dunhua S. Rd.
39	Wolong	Chang, Chih-Chen	27334270	0935179833	27369829	No.99, Dunnan St.
40	Longyuan	Wong, Jyi-Chiow	23773535	0932031417	27332523	No.6, Alley 2, Lane 118, Sec.2, Heping E. Rd.
41	Longmen	Huang, Ta-Ching	27324969	0939123192	27357040	2F, No.54, Sec. 2, Heping E. Rd.
43	Daxue	Kao Lo, Mei-Hui	23622674	0933155971	23660961	No.68-4, Sec. 3, Xinsheng S. Rd.
44	Fanghe	Huang, Chung-Jung	87321187	0928119115	27337655	No.372, Jiaxing St
46	Liyuan	Tseng, Huan-Fa	27325795	0937067599	27365649	No.105, Anju St.
47	Lixiao	Fang,Ting-Hui	23772022	0919323201	27320995	No.267-10, Wolong St.
48	Lihe	Li, Tung-Fa	23772353	0932391375	27338106	No.286, Wolong St.
49	Jianan	Wen, Chin-Liang	27772971	0912565906	27772971	2F, No.4, Alley 69, Lane 161, Sec. 1, Dunhua S. Rd.
50	Jianlun	Chang, Wen-Chyuan	27117570	0937457459	27737515	No.45, Lane 233, Sec. 1, Dunhua S. Rd.
51	Dunan	Kao, Jung-Chung	27003735	27003735	27846337	7F, No.26, Lane 102, Sec.1, Anhe Rd.
52	Zhengsheng	Chen, Era-Ai	27110564	0933003378	27755665	No.36, Lane 308, Guangfu S. Rd.
53	Dunhuang	Fu, Chi-Tien	27047360	0932396218	27035680	No.8, Lane 135, Sec. 1, Anhe Rd.
54	Huasheng	Chen, King-Hua	27715309	0933720223	27212115	No.240, Sec.4, Civic Blvd.
55	Checeng	Shih, Kuei-Ying	27811400	0932316110	27791315	4F, No.156 , Yanji St.
56	Guangxin	Chen, Tseng,Yueh-Tzu	27051976	0937922899	27028870	No.239-4, Yanji St.
57	Xuefu	Lee, Chun-Ling	87321732	0922989922	87327585	No.6, Alley 66, Lane 119, Sec. 4, Roosevelt Rd.