**ACTIVITY DOCUMENTATION REPORT**



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| **PART I – BACKGROUND INFORMATION** | |
|  | **Rationale of the Program/Activity** |
|  | *(1 or more paragraphs containing the brief description, background and basis or reason behind the conduct of the activity, including legal bases and Institutional Framework, if any).* |
|  | **Objectives of the Activity:** |
|  | *(Enumerate what the activity aims to do, what the participants will be acquiring, and the output to be delivered. Learning objectives must be using SMART approach: specific, measurable, attainable, relevant, and time-bound)* |
|  | **Expected Outcome and Results** |
|  | *(Define the expected end-result or impact of the activity (i.e. what should be achieved, what changes must be observed after the activity)* |
|  | **Summary Profile of Participants** |
|  | *(Provide description of the participants such as Offices of origin, positions or category of positions (administrative, technical, middle managers, management/executives), sex disaggregation, total no. of pax, batches, etc.)* |

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| **PART II – HIGHLIGHTS OF THE ACTIVITY** | |
|  | **Preliminary Activities** |
|  | *(Provide brief narration of preliminary activities prior session proper)* |
|  | **Key Learning (per module/session)** |
|  | *(Provide description and synthesized proceedings of each session/module with specific facilitators and key output)* |
|  | **Issues and Recommendations** |
|  | *(In a tabular form, list down all issues captured and the recommendations including the responsible person/office)*   |  |  |  | | --- | --- | --- | | **Issue/Concern** | **Recommendations/ Agreements** | **Responsible Person/Office** | |  |  |  | |  |  |  | |
|  | **Synthesis and Closing Activities** |
|  | *Provide brief narration of closing activities and synthesis of all sessions)* |

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| **PART III - ANNEXES** | |
|  | **Activity Evaluation Result** |
|  | *Refer to the below grading scale for the qualitative rating value:*  *3.50-4.00 = Excellent*  *2.50-3.45 = Very Good*  *1.50-2.45 = Fair*  *0-1.49 = Needs Improvement*   |  |  | | --- | --- | | **Indicator** | **Mean Result** | | 1. Meeting the learning objectives and participant expectations. |  | | 2. Relevance of the activity/program to your job. |  | | 3. Presentation Materials |  | | 4. Methodologies |  | | 5. Opportunities to Participate |  | | 6. Time Management |  | | 7. Facilitators/Moderator Performance |  | | 8. Resource Person/Speaker Performance |  | | **AVERAGE** |  | | **Qualitative Rating** |  | |
|  | **Photo Documentation** |
|  | (*select photos of the highlights of the activity, including outputs)* |
|  | **List of Participants** |
|  | (*Attendance form may be attached)* |