



NAME OF GU

POST-ACTIVITY REPORT

ACTIVITY:	
DATE:	
VENUE:	
NO. OF PARTICIPANTS:	

REPORT SUMMARY

I. OBJECTIVES OF THE ACTIVITY:

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II. HIGHLIGHTS OF THE ACTIVITY:

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III. OUTPUT/S OF THE ACTIVITY:

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IV. RECOMMENDATIONS/RELEVANT APPLICATION IN DILG (if any):

1.

V. REQUESTED ACTIONS (if any):

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VI. Attachments (check as applicable):

☐ Photos	☐ Program of activities
☐ Powerpoint/lecture materials	Certificate of attendance/participation/completion
☐ Brochures	Others (specify) _____
☐ Workshop/activity materials	_____

Prepared by:

Noted by:

Name and Position

LCE