

Guide for Activity Report Panduan untuk Laporan Aktiviti

The purpose of this document is to provide a guide on the type of information required in the reports for RDD's newsletter, annual report, and other publications.

Tujuan dokumen ini adalah untuk menyediakan panduan bagi jenis maklumat yang diperlukan dalam laporan untuk bahan berita RDD, laporan tahunan, dan penerbitan lain.

ITEM JENIS	INFORMATION MAKLUMAT	NOTES NOTA																																																												
Name of event Nama acara / program	LAWATAN PELAJAR SJK HWA KWONG																																																													
Date & Time Tarikh & Masa	7 APRIL 2017 9.00A.M.-11.30 A.M.																																																													
Location Lokasi	PI1M Beluru																																																													
Purpose Tujuan	Mendedahkan kemahiran dan kepentingan ICT diperingkat awal kepada pelajar tadika.																																																													
Details of recipients Butiran Penerima	<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr><td style="text-align: center;">1</td><td>ALBERT GOH SHING LUNG</td><td style="text-align: center;">120112-13-1205</td></tr> <tr><td style="text-align: center;">2</td><td>ANA JAUKA ROSE</td><td style="text-align: center;">111226-13-1014</td></tr> <tr><td style="text-align: center;">3</td><td>BENNY GOH TZE YANG</td><td style="text-align: center;">110416-13-0499</td></tr> <tr><td style="text-align: center;">4</td><td>DAVY EDALENE GALINGIE</td><td style="text-align: center;">110127-13-0572</td></tr> <tr><td style="text-align: center;">5</td><td>EALLYNEL</td><td style="text-align: center;">111207-13-1385</td></tr> <tr><td style="text-align: center;">6</td><td>ELLESY RUNAI</td><td style="text-align: center;">110421-13-0258</td></tr> <tr><td style="text-align: center;">7</td><td>ERIC CHIA FONG CHENG</td><td style="text-align: center;">111116-13-0467</td></tr> <tr><td style="text-align: center;">8</td><td>ERIC STEPHEN</td><td style="text-align: center;">110101-13-0021</td></tr> <tr><td style="text-align: center;">9</td><td>GODFREY NGALANG</td><td style="text-align: center;">110503-13-0139</td></tr> <tr><td style="text-align: center;">10</td><td>HAKIMI JIMMY</td><td style="text-align: center;">110113-13-0731</td></tr> <tr><td style="text-align: center;">11</td><td>LIABELLA ALENA</td><td style="text-align: center;">110507-13-1008</td></tr> <tr><td style="text-align: center;">12</td><td>MOHAMMAD FAHRIN</td><td style="text-align: center;">110103-13-0711</td></tr> <tr><td style="text-align: center;">13</td><td>NUR ADRIANA QISTINA</td><td style="text-align: center;">110216-13-0646</td></tr> <tr><td style="text-align: center;">14</td><td>NURSYAZWANY</td><td style="text-align: center;">110108-13-0614</td></tr> <tr><td style="text-align: center;">15</td><td>PATRICKY LAURO LINGGI</td><td style="text-align: center;">111226-13-0759</td></tr> <tr><td style="text-align: center;">16</td><td>RIVIN OLIVIA</td><td style="text-align: center;">110412-13-0838</td></tr> <tr><td style="text-align: center;">17</td><td>SEVASTIAN RANGGIE</td><td style="text-align: center;">110404-13-1275</td></tr> <tr><td style="text-align: center;">18</td><td>SHYRIEY WILLIE</td><td style="text-align: center;">110606-13-0690</td></tr> <tr><td style="text-align: center;">19</td><td>SITI NUR SAHARA</td><td style="text-align: center;">110304-13-0208</td></tr> <tr><td style="text-align: center;">20</td><td>SITI NURBARIAH</td><td style="text-align: center;">111126-13-0938</td></tr> </tbody> </table>	1	ALBERT GOH SHING LUNG	120112-13-1205	2	ANA JAUKA ROSE	111226-13-1014	3	BENNY GOH TZE YANG	110416-13-0499	4	DAVY EDALENE GALINGIE	110127-13-0572	5	EALLYNEL	111207-13-1385	6	ELLESY RUNAI	110421-13-0258	7	ERIC CHIA FONG CHENG	111116-13-0467	8	ERIC STEPHEN	110101-13-0021	9	GODFREY NGALANG	110503-13-0139	10	HAKIMI JIMMY	110113-13-0731	11	LIABELLA ALENA	110507-13-1008	12	MOHAMMAD FAHRIN	110103-13-0711	13	NUR ADRIANA QISTINA	110216-13-0646	14	NURSYAZWANY	110108-13-0614	15	PATRICKY LAURO LINGGI	111226-13-0759	16	RIVIN OLIVIA	110412-13-0838	17	SEVASTIAN RANGGIE	110404-13-1275	18	SHYRIEY WILLIE	110606-13-0690	19	SITI NUR SAHARA	110304-13-0208	20	SITI NURBARIAH	111126-13-0938	
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	21	THEODOSIUS BRANDAN	120111-13-0753	
	22	VANNESSA CHOO MEI FEN	110603-13-1016	
	23	VIVIEN LIMAH	110810-13-0200	
Details of contribution Butir-butir berkaitan dengan aktiviti				
Benefits of the contribution Kebaikan / kelebihan aktiviti	<ol style="list-style-type: none"> 1. Memberi kesedaran kepada komuniti kepentingan pengetahuan ICT 2. Mendedahkan pelajar kepada kemahiran dan kepentingan ICT 3. Memperkenalkan perkhidmatan Pusat Internet 1malaysia Beluru 			
Name of VIP Nama VIP				
Name of guest VIP Nama tetamu daripada VIP				
Main execution Pelaksanaan aktiviti utama	<ol style="list-style-type: none"> 1. Mewarna KDB 2. Wordsearh KDB 			
Supporting activities Aktiviti Sokongan				
Other participants Peserta Lain				
Photo caption Keterangan gambar				<p><i>Peserta yang telah menyiapkan modul 1-10 dan membuat pembentangan portfolio.</i></p>

**ITEM
JENIS**

**INFORMATION
MAKLUMAT**

**NOTES
NOTA**



**Photo
caption
names
Keterangan**

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gambar berserta nama		
Translation Terjemahan		
Supporting documents Dokumen Sokongan		

**PLEASE SUBMIT YOUR WRITTEN REPORT & PHOTOS BASED ON THIS GUIDE TO THE
CONTENT APPLICATION DEVELOPMENT DEPARTMENT WITHIN ONE WEEK OF THE
EVENT**

**SILA KEMUKAKAN LAPORAN BERTULIS & GAMBAR-GAMBAR BERLANDASKAN
PANDUAN YANG DIBERIKAN DAN HANTAR KE JABATAN PEMBANGUNAN APLIKASI
KANDUNGAN DALAM TEMPOH SEMINGGU SELEPAS ACARA / PROGRAM
BERLANGSUNG**