Activity Report

* Title of Activity
* Date
* Place
* Number of pax/participants
* Objective/s of the event
* Highlights of the event
* Output
* Quotes from guest speaker/s or resource person/s
* Key messages/learnings

If external:

* Name/s of attendee/s from CDRC
* Sponsoring organization

Attachments:

* Photos with description
* Links
* Materials for reference

Prepared by:

Name

Department/Designation

Date