

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.

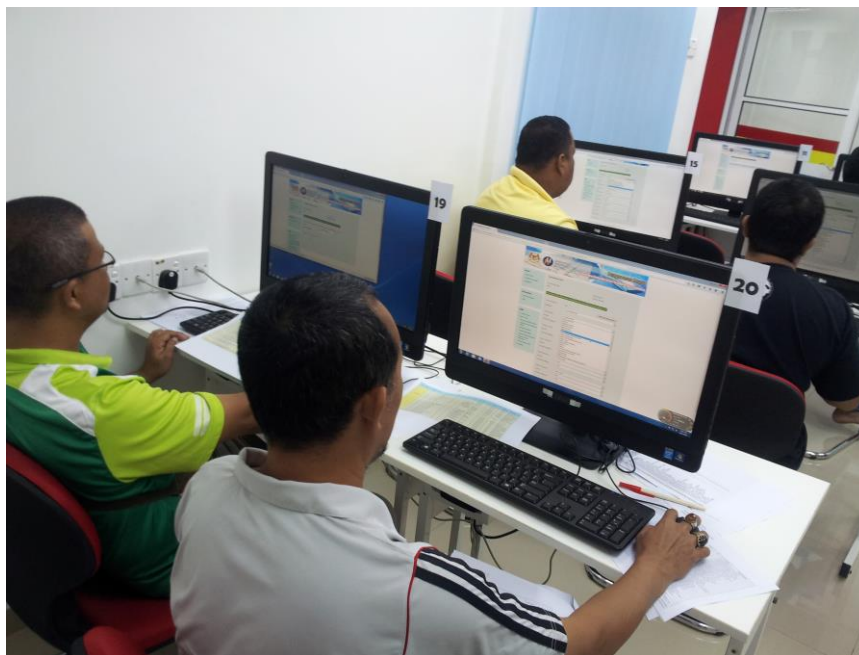
| ITEM JENIS | INFORMATION MAKLUMAT | NOTES NOTA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|---------------|--------------|--------|---|-----------------------------|--------------|---|-------------------------|--------------|---|----------------------|--------------|---|------------------------|--------------|---|-------------------|--------------|---|-------------------------|--------------|---|--------------------------|--------------|---|--------------------------|--------------|---|----------------------|--------------|----|--------------------|--------------|----|-------------------|--------------|----|-------------------------|--------------|----|-----------------|--------------|----|-------------------|--------------|----|--------------------------|--------------|----|---------------------|--------------|----|-------------------|--------------|----|-----------------------------------|--------------|--|
| Name of event Nama acara / program | Program Pengurusan Data dan Maklumat Online | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date & Time Tarikh & Masa | 30/1/2016 9am-1pm | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Location Lokasi | Pi1m Taman Mutiara 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Purpose Tujuan | Membantu guru daripada SK Satak untuk mengisi data dan maklumat secara online | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Details of recipients Butiran Penerima | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">No</th> <th style="text-align: center;">Nama Peserta</th> <th style="text-align: center;">No K/P</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">1</td><td>AHMAD SAIFULDIN B ABU BAKAR</td><td style="text-align: center;">900422066055</td></tr> <tr><td style="text-align: center;">2</td><td>MOHD ZI IZANI B MOHAMED</td><td style="text-align: center;">640829035607</td></tr> <tr><td style="text-align: center;">3</td><td>MOHD SHAFEI B ISMAIL</td><td style="text-align: center;">790226035935</td></tr> <tr><td style="text-align: center;">4</td><td>SHAH IRYANI BT MD SHAH</td><td style="text-align: center;">800623016128</td></tr> <tr><td style="text-align: center;">5</td><td>MAT RADI B YAACOB</td><td style="text-align: center;">730525035391</td></tr> <tr><td style="text-align: center;">6</td><td>NOOR SYUHADA BT A.BAKAR</td><td style="text-align: center;">800426065414</td></tr> <tr><td style="text-align: center;">7</td><td>MAISYARIHAFIZA BT ISMAIL</td><td style="text-align: center;">870728065886</td></tr> <tr><td style="text-align: center;">8</td><td>W.MOHD KHAIRI B W.HASSAN</td><td style="text-align: center;">870225115087</td></tr> <tr><td style="text-align: center;">9</td><td>SRI SUBANA A/P BASIR</td><td style="text-align: center;">870402065122</td></tr> <tr><td style="text-align: center;">10</td><td>NOR SHUADA BT SAID</td><td style="text-align: center;">830726085502</td></tr> <tr><td style="text-align: center;">11</td><td>SALMIAH BT DOLLAH</td><td style="text-align: center;">630212065372</td></tr> <tr><td style="text-align: center;">12</td><td>SITI NURBAIYAH BT HUSIN</td><td style="text-align: center;">850926065256</td></tr> <tr><td style="text-align: center;">13</td><td>MOHD AZMI B ALI</td><td style="text-align: center;">770427115239</td></tr> <tr><td style="text-align: center;">14</td><td>ROSLIZA BT MAHABU</td><td style="text-align: center;">760604065174</td></tr> <tr><td style="text-align: center;">15</td><td>ROZALITA BT MOHD SUFFIAN</td><td style="text-align: center;">780909065376</td></tr> <tr><td style="text-align: center;">16</td><td>MOHD ZAWAWI B AHMAD</td><td style="text-align: center;">770820036203</td></tr> <tr><td style="text-align: center;">17</td><td>RAZAMAN BIN ISHAK</td><td style="text-align: center;">640926065015</td></tr> <tr><td style="text-align: center;">18</td><td>NUR FARAHIM ELRIANI BT RAHIMPUDIN</td><td style="text-align: center;">910113065568</td></tr> </tbody> </table> | No | Nama Peserta | No K/P | 1 | AHMAD SAIFULDIN B ABU BAKAR | 900422066055 | 2 | MOHD ZI IZANI B MOHAMED | 640829035607 | 3 | MOHD SHAFEI B ISMAIL | 790226035935 | 4 | SHAH IRYANI BT MD SHAH | 800623016128 | 5 | MAT RADI B YAACOB | 730525035391 | 6 | NOOR SYUHADA BT A.BAKAR | 800426065414 | 7 | MAISYARIHAFIZA BT ISMAIL | 870728065886 | 8 | W.MOHD KHAIRI B W.HASSAN | 870225115087 | 9 | SRI SUBANA A/P BASIR | 870402065122 | 10 | NOR SHUADA BT SAID | 830726085502 | 11 | SALMIAH BT DOLLAH | 630212065372 | 12 | SITI NURBAIYAH BT HUSIN | 850926065256 | 13 | MOHD AZMI B ALI | 770427115239 | 14 | ROSLIZA BT MAHABU | 760604065174 | 15 | ROZALITA BT MOHD SUFFIAN | 780909065376 | 16 | MOHD ZAWAWI B AHMAD | 770820036203 | 17 | RAZAMAN BIN ISHAK | 640926065015 | 18 | NUR FARAHIM ELRIANI BT RAHIMPUDIN | 910113065568 | |
| No | Nama Peserta | No K/P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | AHMAD SAIFULDIN B ABU BAKAR | 900422066055 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | MOHD ZI IZANI B MOHAMED | 640829035607 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | MOHD SHAFEI B ISMAIL | 790226035935 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | SHAH IRYANI BT MD SHAH | 800623016128 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | MAT RADI B YAACOB | 730525035391 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | NOOR SYUHADA BT A.BAKAR | 800426065414 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | MAISYARIHAFIZA BT ISMAIL | 870728065886 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | W.MOHD KHAIRI B W.HASSAN | 870225115087 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | SRI SUBANA A/P BASIR | 870402065122 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | NOR SHUADA BT SAID | 830726085502 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | SALMIAH BT DOLLAH | 630212065372 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | SITI NURBAIYAH BT HUSIN | 850926065256 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | MOHD AZMI B ALI | 770427115239 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | ROSLIZA BT MAHABU | 760604065174 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | ROZALITA BT MOHD SUFFIAN | 780909065376 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | MOHD ZAWAWI B AHMAD | 770820036203 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | RAZAMAN BIN ISHAK | 640926065015 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | NUR FARAHIM ELRIANI BT RAHIMPUDIN | 910113065568 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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|---|---|-----------------------------------|---------------|--|
| | 19 | MOHD ROFIZI B MAT KASIH | 710105065449 | |
| | 20 | HAMDAN B ISMAIL | 700301035889 | |
| | 21 | NURUL IDAYU BT ABD AZIZ | 861022295044 | |
| | 22 | MOHD RAMLEE B MAT NASIR | 741209036089 | |
| | 23 | NUR FIZLIN AFIZA BT AHMAD RAFI | 920901066034 | |
| | 24 | SHARIFAH BT ABAS | 760428115178 | |
| Details of contribution Butir-butir berkaitan dengan aktiviti | Tiada | | | |
| Benefits of the contribution Kebaikan / kelebihan aktiviti | <ol style="list-style-type: none"> 1. Promosi untuk Pi1m Taman Mutiara 1 2. Merapatkan hubungan antara staf Pi1m dan pihak pengurusan sekolah 3. Membantu guru-guru mengisi maklumat secara online | | | |
| Name of VIP Nama VIP | Jaafar bin Omar (Guru Besar Sk Satak) | | | |
| Name of guest VIP Nama tetamu daripada VIP | Tiada | | | |
| Main execution Pelaksanaan aktiviti utama | Pengurusan data dan maklumat secara online | | | |
| Supporting activities Aktiviti Sokongan | Klik Dengan Bijak | | | |
| Other participants Peserta Lain | Tiada | | | |

| ITEM JENIS | INFORMATION MAKLUMAT | NOTES NOTA |
|---|---|---------------|
| <p data-bbox="77 300 358 363">Photo caption Keterangan gambar</p> |  <p data-bbox="402 1014 792 1052">Guru-guru daripada SK Satak</p>  <p data-bbox="402 1717 792 1755">Guru-guru daripada SK Satak</p> | |

**ITEM
JENIS****INFORMATION
MAKLUMAT****NOTES
NOTA**

Guru-guru daripada SK Satak




Guru SK Satak mengisi data secara online selepas taklimat

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| ITEM JENIS | INFORMATION MAKLUMAT | NOTES NOTA |
|--|--|---------------|
| |  <p data-bbox="402 821 1187 852">Guru SK Satak mengisi data secara online selepas taklimat</p> | |
| Photo caption names Keterangan gambar berserta nama | Tiada | |
| Translation Terjemahan | Tiada | |
| Supporting documents Dokumen Sokongan | Tiada | |

**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**