


## 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<br>JENIS                                     | INFORMATION<br>MAKLUMAT  | NOTES<br>NOTA |              |        |   |               |              |   |                 |              |   |                 |              |   |                  |              |   |                    |              |   |                          |              |   |                 |         |   |                      |              |  |
|---|--|---------------|--------------|--------|---|---------------|--------------|---|-----------------|--------------|---|-----------------|--------------|---|------------------|--------------|---|--------------------|--------------|---|--------------------------|--------------|---|-----------------|---------|---|----------------------|--------------|--|
| <b>Name of event<br/>Nama acara /<br/>program</b> | <b>BACAAN YASSIN DAN PEMERIKSAAN KESIHATAN(MY HEALTH)<br/>BERSAMA WANITA TAMAN MUTIARA 1</b>   |               |              |        |   |               |              |   |                 |              |   |                 |              |   |                  |              |   |                    |              |   |                          |              |   |                 |         |   |                      |              |  |
| <b>Date &amp; Time<br/>Tarikh &amp; Masa</b>      | 9 JUN 2017 (9.00 pagi – 11.00 pagi)  |               |              |        |   |               |              |   |                 |              |   |                 |              |   |                  |              |   |                    |              |   |                          |              |   |                 |         |   |                      |              |  |
| <b>Location<br/>Lokasi</b>                        | P11M Taman Mutiara 1   |               |              |        |   |               |              |   |                 |              |   |                 |              |   |                  |              |   |                    |              |   |                          |              |   |                 |         |   |                      |              |  |
| <b>Purpose<br/>Tujuan</b>                         | Merapatkan Hubungan Silaturahim antara kaum ibu dan staf Pusat Internet 1Malaysia Taman Mutiara 1  |               |              |        |   |               |              |   |                 |              |   |                 |              |   |                  |              |   |                    |              |   |                          |              |   |                 |         |   |                      |              |  |
| <b>Details of recipients<br/>Butiran Penerima</b> | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 70%;">Nama Peserta</th> <th style="width: 25%;">No K/P</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">ZAITUN BT DOL</td> <td style="text-align: center;">580722065388</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">HASINA BT TAHIR</td> <td style="text-align: center;">420715065248</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">ROSIDAH BT NGAH</td> <td style="text-align: center;">600206065408</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">NORIDAH BT IDRUS</td> <td style="text-align: center;">600105065484</td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">HANISAH BT GHAZALI</td> <td style="text-align: center;">590808065126</td> </tr> <tr> <td style="text-align: center;">6</td> <td style="text-align: center;">SITI AMINAH BT MOHD ZAIN</td> <td style="text-align: center;">641228065098</td> </tr> <tr> <td style="text-align: center;">7</td> <td style="text-align: center;">HAMISAH BT MOHD</td> <td style="text-align: center;">0251261</td> </tr> <tr> <td style="text-align: center;">8</td> <td style="text-align: center;">SAMSIAH BINTI HASHIM</td> <td style="text-align: center;">591116065170</td> </tr> </tbody> </table> |               | Nama Peserta | No K/P | 1 | ZAITUN BT DOL | 580722065388 | 2 | HASINA BT TAHIR | 420715065248 | 3 | ROSIDAH BT NGAH | 600206065408 | 4 | NORIDAH BT IDRUS | 600105065484 | 5 | HANISAH BT GHAZALI | 590808065126 | 6 | SITI AMINAH BT MOHD ZAIN | 641228065098 | 7 | HAMISAH BT MOHD | 0251261 | 8 | SAMSIAH BINTI HASHIM | 591116065170 |  |
|   | Nama Peserta   | No K/P        |              |        |   |               |              |   |                 |              |   |                 |              |   |                  |              |   |                    |              |   |                          |              |   |                 |         |   |                      |              |  |
| 1   | ZAITUN BT DOL  | 580722065388  |              |        |   |               |              |   |                 |              |   |                 |              |   |                  |              |   |                    |              |   |                          |              |   |                 |         |   |                      |              |  |
| 2   | HASINA BT TAHIR  | 420715065248  |              |        |   |               |              |   |                 |              |   |                 |              |   |                  |              |   |                    |              |   |                          |              |   |                 |         |   |                      |              |  |
| 3   | ROSIDAH BT NGAH  | 600206065408  |              |        |   |               |              |   |                 |              |   |                 |              |   |                  |              |   |                    |              |   |                          |              |   |                 |         |   |                      |              |  |
| 4   | NORIDAH BT IDRUS   | 600105065484  |              |        |   |               |              |   |                 |              |   |                 |              |   |                  |              |   |                    |              |   |                          |              |   |                 |         |   |                      |              |  |
| 5   | HANISAH BT GHAZALI   | 590808065126  |              |        |   |               |              |   |                 |              |   |                 |              |   |                  |              |   |                    |              |   |                          |              |   |                 |         |   |                      |              |  |
| 6   | SITI AMINAH BT MOHD ZAIN   | 641228065098  |              |        |   |               |              |   |                 |              |   |                 |              |   |                  |              |   |                    |              |   |                          |              |   |                 |         |   |                      |              |  |
| 7   | HAMISAH BT MOHD  | 0251261       |              |        |   |               |              |   |                 |              |   |                 |              |   |                  |              |   |                    |              |   |                          |              |   |                 |         |   |                      |              |  |
| 8   | SAMSIAH BINTI HASHIM   | 591116065170  |              |        |   |               |              |   |                 |              |   |                 |              |   |                  |              |   |                    |              |   |                          |              |   |                 |         |   |                      |              |  |

| ITEM<br>JENIS   | INFORMATION<br>MAKLUMAT   |                       |              | NOTES<br>NOTA |
|---|---|-----------------------|--------------|---------------|
|   | 9   | HAFSAH BT BUDIN       | 560729065112 |               |
|   | 10  | ZALIHA BT JAAFAR      | 570810065418 |               |
|   | 11  | SURIATI BTE LONG      | 701226065256 |               |
|   | 12  | RABIAH BTE MAT ADAN   | 551106065154 |               |
|   | 13  | ZAKIAH BT AHMAD       | 541002065046 |               |
|   | 14  | CHE ROHANI BT MOHAMAD | 520815055504 |               |
|   | 15  | ZAHARAH BT MOMHAMED   | 591112065288 |               |
|   | 16  | NAJMIAH BT TALIB      | 590703065154 |               |
|   | 17  | SUHAILY BT HASSAN     | 730731065444 |               |
|   | 18  | ISTI HARAH BT MUDA    | 550429065162 |               |
| <b>Details of contribution</b><br>Butir-butir berkaitan dengan aktiviti | TIADA   |                       |              |               |
| <b>Benefits of the contribution</b><br>Kebaikan / kelebihan aktiviti    | <ol style="list-style-type: none"> <li>1. Merapatkan hubungan silaturahim</li> <li>2. Mengisi bulan Ramadhan dengan aktiviti yang berfaedah</li> <li>3. Mengukuhkan hubungan Allah dengan hambaNya</li> </ol> |                       |              |               |
| <b>Name of VIP</b><br>Nama VIP  | TIADA   |                       |              |               |
| <b>Name of guest VIP</b><br>Nama tetamu daripada VIP                    | TIADA   |                       |              |               |

| ITEM JENIS   | INFORMATION MAKLUMAT  | NOTES NOTA |
|--|---|------------|
| <b>Main execution</b><br><b>Pelaksanaan</b><br><b>aktiviti utama</b> | Bacaan Yassin   |            |
| <b>Supporting activities</b><br><b>Aktiviti Sokongan</b>             | <ol style="list-style-type: none"> <li>1. Mobile E-Waste</li> <li>2. My Health (guest)</li> </ol>   |            |
| <b>Other participants</b><br><b>Peserta Lain</b>                     | TIADA   |            |
| <b>Photo caption</b><br><b>Keterangan gambar</b>                     |  <p data-bbox="586 1570 1143 1598">Bacaan Yassin oleh wanita Taman Mutiara 1</p> |            |

**ITEM  
JENIS**

**INFORMATION  
MAKLUMAT**

**NOTES  
NOTA**



**Bacaan Yassin oleh wanita Taman Mutiara 1**



**Pn Nadiah sedang mengedarkan cenderahati kepada Wanita Taman Mutiara 1**

ITEM  
JENIS

INFORMATION  
MAKLUMAT

NOTES  
NOTA



Pemeriksaan kesihatan menggunakan My Health



Menimbang berat badan

| ITEM<br>JENIS  | INFORMATION<br>MAKLUMAT  | NOTES<br>NOTA |
|--|--|---------------|
| Photo caption<br>names<br>Keterangan<br>gambar beserta<br>nama |  <p data-bbox="428 953 1300 989">Pn nadiah (kiri) dan pn miza (kanan) bersama wanita taman mutiara 1</p> |               |
| Translation<br>Terjemahan                                      | Tiada  |               |
| Supporting<br>documents<br>Dokumen<br>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**