

# 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	Hari Sukan Negara																																																																																																																																																																																																																																																																																																																																																																				
Date & Time Tarikh & Masa	Tarikh : 9 Oktober 2016 Masa : 07.30AM – 12.00PM																																																																																																																																																																																																																																																																																																																																																																				
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Purpose Tujuan	<ol style="list-style-type: none"> <li>Untuk menerapkan budaya hidup cergas dan aktif dalam sukan dikalangan komuniti disamping memupuk semangat perpaduan.</li> <li>Mengeratkan silaturrahim diantara petugas Pi1m dan komuniti setempat.</li> </ol>																																																																																																																																																																																																																																																																																																																																																																				
Details of recipients Butiran Penerima	<table border="1"> <thead> <tr> <th>NO</th> <th>NAMA PENERIMA</th> <th>NO KAD PENGENALAN</th> <th>JANTINA</th> <th>DANGSA</th> </tr> </thead> <tbody> <tr><td>1</td><td>WATSON TAN TANG</td><td>800110-0-0001</td><td></td><td></td></tr> <tr><td>2</td><td>MOH AMARUDDIN MOH FADIL</td><td>800110-0-0002</td><td></td><td></td></tr> <tr><td>3</td><td>MOHAMMAD B MOHDIN</td><td>800110-0-0003</td><td></td><td></td></tr> <tr><td>4</td><td>SARUBI S ALI</td><td>800110-0-0004</td><td></td><td></td></tr> <tr><td>5</td><td>MANTOR W. TADA</td><td>800110-0-0005</td><td></td><td></td></tr> <tr><td>6</td><td>MULIAH S. FADIL</td><td>800110-0-0006</td><td></td><td></td></tr> <tr><td>7</td><td>MULIAH S. FADIL</td><td>800110-0-0007</td><td></td><td></td></tr> <tr><td>8</td><td>ACEI L. FADIL</td><td>800110-0-0008</td><td></td><td></td></tr> <tr><td>9</td><td>MURAH S. FADIL</td><td>800110-0-0009</td><td></td><td></td></tr> <tr><td>10</td><td>KERANI S. 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<b>Details of contribution</b> <b>Butir-butir berkaitan dengan aktiviti</b>	Dimulakan dengan taklimat ringkas mengenai program yang akan dijalankan. <ol style="list-style-type: none"> <li>1. Larian mengelilingi kampung jepak</li> <li>2. Berjalan kaki mengelilingi kampung</li> <li>3. Cabutan bertuah</li> </ol>																																																																																																																																																																																																																																																																																																																																																																															
<b>Benefits of the contribution</b> <b>Kebaikan / kelebihan aktiviti</b>	<ol style="list-style-type: none"> <li>1. Melibatkan semua golongan dan program ini dapat memupukkan semangat hidup cergas dan aktif dalam sukan.</li> <li>2. Meningkatkan penglibatan komuniti setempat dalam program yang dianjurkan.</li> </ol>																																																																																																																																																																																																																																																																																																																																																																															
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<b>Main execution</b> <b>Pelaksanaan aktiviti utama</b>	<i>Senamrobik</i> <i>Pertandingan Larian 4 kategori wanita, lelaki, kanak-kanak, belia.</i> <i>Pertandingan berjalan kaki kategori warga emas.</i>																																																																																																																																																																																																																																																																																																																																																																															
<b>Supporting activities</b> <b>Aktiviti Sokongan</b>	<i>Cabutan Bertuah</i>																																																																																																																																																																																																																																																																																																																																																																															
<b>Other participants</b> <b>Peserta Lain</b>	<ol style="list-style-type: none"> <li>1. Ketua Kaum Kampung Jepak             <ul style="list-style-type: none"> <li>- En Ahmad Bin Bakar</li> <li>- En Ali Abang</li> <li>- En Waini Osman</li> <li>- En Bolhasan bin Semod</li> </ul> </li> <li>2. Penghulu kampung Jepak             <ul style="list-style-type: none"> <li>- En Drahma Bin Kawi</li> </ul> </li> </ol>																																																																																																																																																																																																																																																																																																																																																																															

ITEM JENIS	INFORMATION MAKLUMAT	NOTES NOTA
<p>Photo caption Keterangan gambar</p>	<p>3. Penaja-penaja Hadiah - Pengiran Awangku tengah - En Rajeli Bin Johari</p>   	<p><i>Dimulakan dengan aktiviti Senamrobik yang diketuai oleh En Sobri.</i></p> <p><i>Kaunter Pendaftaran peserta.</i></p>

ITEM JENIS	INFORMATION MAKLUMAT	NOTES NOTA
		<p><i>Pertandingan Larian kategori Kanak-kanak perempuan dan lelaki berumur 12 tahun kebawah.</i></p>

ITEM JENIS	INFORMATION MAKLUMAT	NOTES NOTA
		<p><i>Pertandingan larian kategori Belia dan Kategori dewasa lelaki.</i></p> <p><i>Pertandingan Larian Kategori Dewasa wanita.</i></p> <p><i>Pertandingan berjalan kaki kategori warga emas.</i></p>
<p><b>Photo caption names</b> <b>Keterangan gambar berserta nama</b></p>	 	<p>Majlis kudapan pagi bersama Ketua kaum kampung jepak, Wakil dari Polis Marine dan kastam dan Encik Zaidi (Setiausaha Dato'seri Tiong King sing).</p>

ITEM JENIS	INFORMATION MAKLUMAT	NOTES NOTA
	  	<p>Majlis penyampaian Hadaiah kepada semua pemenang.</p>

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