

Guide for Activity Report

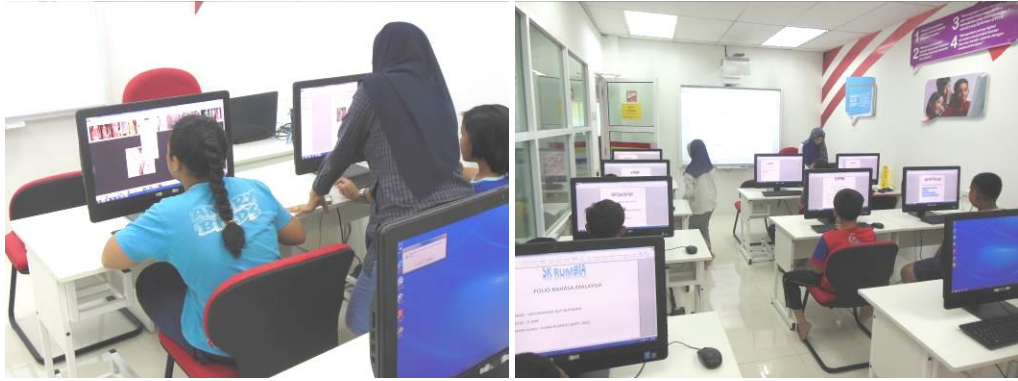
Panduan untuk Laporan Aktiviti

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 | 1. KLIK DENGAN BIJAK 2. MICROSOFT WORD 3. MAJLIS PENYAMPAIAN SUMBANGAN BANTUAN BANJIR DUN REMBIA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date & Time Tarikh & Masa | KELAS & AKTIVITI SEPANJANG JANUARI 2016 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Location Lokasi | PI1M PEKAN RUMBIA, MELAKA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Purpose Tujuan | <p style="text-align: center;"><u>KELAS</u></p> 1. ETIKA DAN KESELAMATAN DI ATAS TALIAN 2. KELAS MICROSOFT WORD UNTUK MEMBUAT FOLIO <p style="text-align: center;"><u>ACARA/MAJLIS</u></p> 3. PENYAMPAIAN SUMBANGAN BANTUAN BANJIR UNTUK PENDUDUK YANG TERLIBAT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Details of recipients Butiran Penerima | <p>MICROSOFT WORD</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Bil.</th> <th style="text-align: center;">Nama Peserta</th> <th style="text-align: center;">No. Kad Pengenalan</th> <th style="text-align: center;">Umur</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>NUR AIN NABILA BINTI MUHAMAD AZWAN</td> <td style="text-align: center;">BG43862</td> <td style="text-align: center;">12</td> </tr> <tr> <td style="text-align: center;">2</td> <td>NURUL AMIELIANATASYA BTE DAUD</td> <td style="text-align: center;">BJ76490</td> <td style="text-align: center;">12</td> </tr> <tr> <td style="text-align: center;">3</td> <td>NUR ALEEYA SAFIYAH BT HUSSEIN</td> <td style="text-align: center;">041004040378</td> <td style="text-align: center;">12</td> </tr> <tr> <td style="text-align: center;">4</td> <td>NUR NABILAH BINTI ZULKIFLI</td> <td style="text-align: center;">050911040288</td> <td style="text-align: center;">11</td> </tr> <tr> <td style="text-align: center;">5</td> <td>NURUL ELESSA NATASYA BINTI DAUD</td> <td style="text-align: center;">051221100452</td> <td style="text-align: center;">11</td> </tr> </tbody> </table> <p>MICROSOFT WORD</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Bil.</th> <th style="text-align: center;">Nama Peserta</th> <th style="text-align: center;">No. Kad Pengenalan</th> <th style="text-align: center;">Umur</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>ISMA HAZIQ BIN RUSLAN</td> <td style="text-align: center;">060113040231</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">2</td> <td>NURUL AMIELIANATASYA BTE DAUD</td> <td style="text-align: center;">BJ76490</td> <td style="text-align: center;">12</td> </tr> <tr> <td style="text-align: center;">3</td> <td>NUR ALEEYA SAFIYAH BT HUSSEIN</td> <td style="text-align: center;">041004040378</td> <td style="text-align: center;">12</td> </tr> <tr> <td style="text-align: center;">4</td> <td>AHMAD ZAKWAN BIN BAHARIM</td> <td style="text-align: center;">050710040169</td> <td style="text-align: center;">11</td> </tr> <tr> <td style="text-align: center;">5</td> <td>MUHAMMAD ALIF NURIMAN BIN MOHD ARIS</td> <td style="text-align: center;">040930040225</td> <td style="text-align: center;">12</td> </tr> <tr> <td style="text-align: center;">6</td> <td>NUR NABILAH BINTI ZULKIFLI</td> <td style="text-align: center;">050911040288</td> <td style="text-align: center;">11</td> </tr> <tr> <td style="text-align: center;">7</td> <td>ZAIDAN AMAR BIN ROZIMAN</td> <td style="text-align: center;">031022040153</td> <td style="text-align: center;">13</td> </tr> </tbody> </table> | Bil. | Nama Peserta | No. Kad Pengenalan | Umur | 1 | NUR AIN NABILA BINTI MUHAMAD AZWAN | BG43862 | 12 | 2 | NURUL AMIELIANATASYA BTE DAUD | BJ76490 | 12 | 3 | NUR ALEEYA SAFIYAH BT HUSSEIN | 041004040378 | 12 | 4 | NUR NABILAH BINTI ZULKIFLI | 050911040288 | 11 | 5 | NURUL ELESSA NATASYA BINTI DAUD | 051221100452 | 11 | Bil. | Nama Peserta | No. Kad Pengenalan | Umur | 1 | ISMA HAZIQ BIN RUSLAN | 060113040231 | 10 | 2 | NURUL AMIELIANATASYA BTE DAUD | BJ76490 | 12 | 3 | NUR ALEEYA SAFIYAH BT HUSSEIN | 041004040378 | 12 | 4 | AHMAD ZAKWAN BIN BAHARIM | 050710040169 | 11 | 5 | MUHAMMAD ALIF NURIMAN BIN MOHD ARIS | 040930040225 | 12 | 6 | NUR NABILAH BINTI ZULKIFLI | 050911040288 | 11 | 7 | ZAIDAN AMAR BIN ROZIMAN | 031022040153 | 13 | |
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| 3 | NUR ALEEYA SAFIYAH BT HUSSEIN | 041004040378 | 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 5 | NURUL ELESSA NATASYA BINTI DAUD | 051221100452 | 11 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 4 | AHMAD ZAKWAN BIN BAHARIM | 050710040169 | 11 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | MUHAMMAD ALIF NURIMAN BIN MOHD ARIS | 040930040225 | 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | NUR NABILAH BINTI ZULKIFLI | 050911040288 | 11 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | ZAIDAN AMAR BIN ROZIMAN | 031022040153 | 13 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | 8 | MUHAMMAD ZAKWAN BIN ANUAR | 030627040039 | 13 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 9 | NURUL ELESSA NATASYA BINTI DAUD | 051221100452 | 11 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 10 | MOHD AIMAN NAIM BIN SAIFULLIZAM | 051225040303 | 11 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Details of contribution Butir-butir berkaitan dengan aktiviti | KELAS <ul style="list-style-type: none"> PELAJAR SEK. RENDAH/MENENGAH | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Benefits of the contribution Kebaikan / kelebihan aktiviti | KELAS <ul style="list-style-type: none"> KELAS INTENSIF MICROSOFT WORD UNTUK MEMBUAT FOLIO/KERJA KHUSUS UNTUK PARA PELAJAR ETIKA KETIKA BERADA ATAS TALIAN ACARA <ul style="list-style-type: none"> MEMBERI BANTUAN KEPADA MANGSA BANJIR YANG TERLIBAT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| ITEM JENIS | INFORMATION MAKLUMAT | NOTES NOTA |
|--|--|---------------|
| Name of VIP Nama VIP | ACARA <ul style="list-style-type: none"> • YB DATUK KOH NAI KWONG - AHLI PARLIMEN ALOR GAJAH • YB DATUK HAJAH NORPIPAH BINTI ABDOL – YB DUN REMBIA • EN OMAR BIN ABDUL RAHMAN – PENERUSI JKPP PEKAN RUMBIA • JKPP PEKAN RUMBIA | |
| Name of guest VIP Nama tetamu daripada VIP | TIADA | |
| Main execution Pelaksanaan aktiviti utama | KELAS <ul style="list-style-type: none"> • PESERTA DIBERIKAN TAKLIMAT MENGENAI KLIK DENGAN BIJAK • BELAJAR MENGGUNAKAN MICROSOFT WORD UNTUK MEMBUAT KERJA KHUSUS ATAU FOLIO. MODUL YANG DI AJAR BERMULA DARI ASAS MENAIP, MEMASUKKAN GAMBAR DAN LAIN-LAIN LAGI BERSESUAIAN DENGAN KELAS INTENSIF FOLIO ACARA <ul style="list-style-type: none"> • KATA-KATA ALUAN DARIPADA VVIP DAN SETERUSNYA MENYAMPAIKAN SUMBANGAN BANTUAN BANJIR KEPADA MANGSA YANG TERLIBAT. | |
| Supporting activities Aktiviti Sokongan | -TIADA- | |
| Other participants Peserta Lain | -TIADA- | |
| Photo caption Keterangan gambar | KELAS SEPANJANG JANUARI  | |

ITEM
JENIS

INFORMATION
MAKLUMAT

NOTES
NOTA



MAJLIS PENYAMPAIAN SUMBANGAN BANTUAN BANJIR DUN REMBIA



| ITEM JENIS | INFORMATION MAKLUMAT | NOTES NOTA |
|--|---|---------------|
| Photo caption names Keterangan gambar berserta nama |  <p data-bbox="378 688 1338 758">YB DATUK KOH NAI KWONG (AHLI PARLIMEN ALOR GAJAH) & YB DATUK HAJJAH NORPIPAH BINTI ABDOL (YB DUN REMBIA)</p> | |
| Translation Terjemahan | English or BM version of special names/titles Versi Bahasa Melayu dan Inggeris bagi nama khas / gelaran | |
| Supporting documents Dokumen Sokongan | Include speeches, souvenir programme, agenda etc Termasuk ucapan, cenderamata, aturcara dan lain-lain. | |

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