



REQUEST FOR INFORMATIONAL MATERIAL

Control No : _____
Date : _____
Name of Requestor : _____
Purpose of Request: _____
Material Requested : _____
No. of Copies : _____
Remarks : _____

Signature of Requestor: _____

Noted By:

Executive Director

Approved By:

Chairperson



DEVELOPMENTAL ACTIVITY INFORMATION SHEET

Control No : _____
 Date : _____
 Event : _____
 School/Institution : _____
 Address : _____
 Audience : _____
 Contact Person : _____

 Contact Number : _____
 Remarks : _____

Proposed Speakers:

1. _____	4. _____
2. _____	5. _____
3. _____	

Proposed Supporting Staff:

1. _____	4. _____
2. _____	5. _____
3. _____	

Recommending Approval:

Co-Chairperson, MP Committee

Co-Chairperson, MP Committee

Noted By:

Executive Director

Approved By:

Chairperson



Post Developmental Activity Report

Name of Activity

(What specific activity is this?)

Name of Institution/s and the Location

(What is the name/s of the institution or group of people who participated in the activity? Indicate the region or province.)

Date and Time

(Indicate the date and time of the activity.)

List of Board Members

(Names of Board Members who are part of the team.)

List of Support Staff, Drivers, etc.

(Names of staff.)

Activities Conducted by the Board and its Outcome

(What are the highlights of the whole activity? If it is a 3-day MP activity, please indicate the date and time of each activity.)

Total Number of Participants
(pls. specify how many MALE and FEMALE)

Result of the Submitted Evaluation Forms

(you may use another sheet)

Over-all Comments, Assessment, and/or Recommendations

(You may evaluate the activity by using SWOT Analysis)

Attachments

- Photos
- Programme
- Evaluation Sheets (final tally)
- Attendance Sheets
- Itinerary
- Special Order
- Videos (if applicable)

Prepared by:

Signature over Printed Name

Date