**ACTIVITY REPORT**

1. **ACTUAL ACTIVITY DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title of Activity** |  | | |
| **Nature of Activity** |  | **Time** |  |
| **Date** |  | **Venue** |  |
| **Project Head/s** |  | **Contact Number** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Actual Time Started:** | |  | |
| **ENP:** |  | **ANP:** |  |
| **ENMP:** |  | **ANMP:** |  |

1. **OBJECTIVES**

*<Briefly describe how EACH objective was met and how it has contributed in the observation/situation you intend to address.>*

|  |  |
| --- | --- |
| **OBJECTIVE** | **HOW THE OBJECTIVE WAS MET** |
| **1.** |  |
| **2.** |  |
| **3.** |  |

1. **ACTIVITY EVALUATION**

*<There must be at least three (3) answers in each category; each entry under what went wrong must have a corresponding recommendation.>*

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| **WHAT WENT WELL** |
| **1.** |
| **2.** |
| **3.** |

|  |  |
| --- | --- |
| **WHAT WENT WRONG** | **RECOMMENDATION** |
| **1.** |  |
| **2.** |  |
| **3.** |  |

1. **LEARNINGS AND REALIZATIONS OF PROJECT HEADS**

*<Kindly answer the questions briefly>*

1. *<What could have been done to make the activity more successful?>*
2. *<What was your greatest learning in executing the activity?>*
3. *<How did this activity, through your leadership, contribute to the development of the participants?>*

**Prepared by:**

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| **<NAME>**  **Position** |

**Noted by:**

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| **<NAME>**  **President** |

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| **<NAME>**  **Faculty Adviser** |