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| **MEDIA, TECHNICAL AND INFORMATION**  **REPORT**  (JUNE) |

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# GENERAL OVERVIEW

Summary of projects/activities/achievements/etc. both completed and ongoing in the month

Core focus of the department in the month (summary)

Summary of upcoming projects/activities/etc.

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# PROJECT(S)

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# ASSIGNMENTS

Provide a detailed description of all projects (completed and ongoing) if applicable and/or assignments that the department was to execute in the Commission in the given month

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# TIMELINES FOR PROJECTS

Indicate the timelines observed for both completed and ongoing projects and/or assignments in the given month

# STRATEGIES FOR EXECUTION OF PROJECTS

Outline the strategies employed for the execution of projects and/or assignments within the month and their current status (i.e completed, ongoing, yet to begin)

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# PROGRESS REPORT

A summary of the status of the department in the month. This should also reflect the progress being made in the long- and short-term plans of the department.

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# FINANCIAL STATEMENT OF THE DEPARTMENT

Indicate budget for the month, income (source and amounts) and expenditure (purchases and amounts). Provide a summary and provide tables, figures, charts, etc. if available in appendices

\*For finance department, provide financial statements of the Commission for the month in addition

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# WELFARE OF THE DEPARTMENT

Indicate the welfare of the department and the members of the department (include any training/capacity building endeavors, visitations, support etc.)

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# APPENDICES

All tables, figures, charts, graphs, etc. should be place here separately (e.g., Appendix A, B etc.)