

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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date & Time Tarikh & Masa | 1. 3/1/2015 9.00 PG – 1.00PTG 2. 23/1/2016 9.00 – 1.00PTG | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Location Lokasi | 1. <i>PERPUSTAKAAN DESA SUNGAI TAKA</i> 2. <i>MAAHAD TAHFIZ RAUDHATUL ULUM PONDOK RANTAU PANJANG</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Purpose Tujuan | 1. <i>KLIK DENGAN BIJAK BERSAMA KOMUNITI SUNGAI TAKA (KANAK-KANAK DAN USAHAWAN)</i> 2. <i>KLIK DENGAN BIJAK BERSAMA KOMUNITI MAAHAD TAHFIZ RHAUDATUL ULUM PONDOK RANTAU PANJANG</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Details of recipients Butiran Penerima | <p style="text-align: center;">KLIK DENGAN BIJAK BERSAMA USAHAWAN SUNGAI TAKA 11.00PG – 1.00PTG</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</th> <th style="text-align: center;">NO/KP</th> <th style="text-align: center;">UMUR</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">1</td><td>MOHAMAD ARIF BIN CHE DIN</td><td style="text-align: center;">621121-02-5709</td><td style="text-align: center;">53</td></tr> <tr><td style="text-align: center;">2</td><td>MIRANI BINTI MAT SAID</td><td style="text-align: center;">730206-02-5188</td><td style="text-align: center;">42</td></tr> <tr><td style="text-align: center;">3</td><td>SHARIPAH BINTI DIN</td><td style="text-align: center;">640106-08-5782</td><td style="text-align: center;">51</td></tr> <tr><td style="text-align: center;">4</td><td>SITI ASA BINTI YAHAYA</td><td style="text-align: center;">810608-02-5746</td><td style="text-align: center;">34</td></tr> <tr><td style="text-align: center;">5</td><td>SITI NOOR LEELA BT HUSAIN</td><td style="text-align: center;">821118-14-5538</td><td style="text-align: center;">33</td></tr> <tr><td style="text-align: center;">6</td><td>NOOR SHOFINA BINTI RAMLI</td><td style="text-align: center;">840309-07-5628</td><td style="text-align: center;">31</td></tr> <tr><td style="text-align: center;">7</td><td>NUR SHAFITRIE BT MOHD SOBRI</td><td style="text-align: center;">920423-02-5704</td><td style="text-align: center;">23</td></tr> <tr><td style="text-align: center;">8</td><td>NOOR BAZILAH BINTI BAHROM</td><td style="text-align: center;">880829-26-5296</td><td style="text-align: center;">27</td></tr> <tr><td style="text-align: center;">9</td><td>NOOR AZAH A. RAHIM</td><td style="text-align: center;">831107-02-5572</td><td style="text-align: center;">32</td></tr> <tr><td style="text-align: center;">10</td><td>ROSZUVITA BINTI MOHD RASDI</td><td style="text-align: center;">860119-02-5468</td><td style="text-align: center;">30</td></tr> </tbody> </table> | BIL | NAMA | NO/KP | UMUR | 1 | MOHAMAD ARIF BIN CHE DIN | 621121-02-5709 | 53 | 2 | MIRANI BINTI MAT SAID | 730206-02-5188 | 42 | 3 | SHARIPAH BINTI DIN | 640106-08-5782 | 51 | 4 | SITI ASA BINTI YAHAYA | 810608-02-5746 | 34 | 5 | SITI NOOR LEELA BT HUSAIN | 821118-14-5538 | 33 | 6 | NOOR SHOFINA BINTI RAMLI | 840309-07-5628 | 31 | 7 | NUR SHAFITRIE BT MOHD SOBRI | 920423-02-5704 | 23 | 8 | NOOR BAZILAH BINTI BAHROM | 880829-26-5296 | 27 | 9 | NOOR AZAH A. RAHIM | 831107-02-5572 | 32 | 10 | ROSZUVITA BINTI MOHD RASDI | 860119-02-5468 | 30 | |
| BIL | NAMA | NO/KP | UMUR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | MOHAMAD ARIF BIN CHE DIN | 621121-02-5709 | 53 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | MIRANI BINTI MAT SAID | 730206-02-5188 | 42 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | SHARIPAH BINTI DIN | 640106-08-5782 | 51 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | SITI ASA BINTI YAHAYA | 810608-02-5746 | 34 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | SITI NOOR LEELA BT HUSAIN | 821118-14-5538 | 33 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | NOOR SHOFINA BINTI RAMLI | 840309-07-5628 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | NUR SHAFITRIE BT MOHD SOBRI | 920423-02-5704 | 23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | NOOR BAZILAH BINTI BAHROM | 880829-26-5296 | 27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | NOOR AZAH A. RAHIM | 831107-02-5572 | 32 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | ROSZUVITA BINTI MOHD RASDI | 860119-02-5468 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| ITEM JENIS | INFORMATION MAKLUMAT | | | NOTES NOTA |
|---------------|--|----------------|--------------|---------------|
| | KLIK DENGAN BIJAK BERSAMA KANAK-KANAK SUNGAI TAKA 9.00 PG – 11.00 PG | | | |
| | BIL | NAMA | NO/KP | UMUR |
| 1 | NOR FARIZA MAZLIANA BT MAHABAR | BD01938 | 12 | |
| 2 | MUHAMMAD FAIZZULIZWAN | 21002080271 | 13 | |
| 3 | MUHAMAD AMIN BIN ISMAIL | 40302020581 | 11 | |
| 4 | MUHAMAD NAIM BIN ISMAIL | 20816020409 | 13 | |
| 5 | MUHAMMAD AZMAHADI BIN ABDULLAH | 40204081145 | 11 | |
| 6 | MUHD IQBAL SYAHMI B. MOHD SOBRI | 30709020197 | 12 | |
| 7 | NURUL AISYAH BT RAZALI | 40315021014 | 11 | |
| 8 | MUHAMMAD AIDIL HASRAF B. ANUAR | 40902101385 | 11 | |
| 9 | MUHAMAD SAIFUL HASNIZAM | 40129021029 | 11 | |
| 10 | SITI NORSHAHIRA | 40701020490 | 11 | |
| 12 | SYASYA SHAZANA | 50313020770 | 10 | |
| 13 | NUR ARINA NAZIHA BT MOHD ARIF | 40727020552 | 11 | |
| 14 | AMSYAR HAKIMI B. ASHARUDDIN | 60603080883 | 9 | |
| 15 | MUHAMAD FAZRUL ARMIN | 40129 | 11 | |
| 16 | SITI NABILA | 720801-08-6795 | 43 | |
| 17 | MASHITAH BT ZAIDI | 50207080294 | 10 | |
| 18 | AMZAR HAIKAL BIN ASHARUDDIN | 40412081131 | 11 | |
| 19 | MOHAMAD HASROL DANISH | 31208020791 | 12 | |
| 20 | AMMAR SOLIHIN BIN ASHARUDDIN | 20907081047 | 13 | |
| 21 | MUHAMMAD ATIF B. MUHAMMAD FAZIL | 60605020317 | 9 | |
| 22 | MASHITAH BINTI MOHD ASRI | 41231070294 | 11 | |
| | KLIK DENGAN BIJAK MAAHAD TAHFIZ RAUDHATUL ULUM PONDOK RANTAU PANJANG 9.00 PG-1.00 PTG | | | |
| | BIL | NAMA | NO/KP | UMUR |
| 1 | SYUAIB BIN AHMAD | 960403-08-6581 | 19 | |
| 2 | MUHAMMAD RIQMAL | 30905-10-0653 | 12 | |
| 3 | MUHAMMAD ALAUDDIN BIN MUKHTAR | 301220-80-457 | 12 | |
| 4 | NURUL NAJIHAH BINTI MOHAMMAD NORDIN | 980416-02-6172 | 17 | |
| 5 | NURUL ATHIRAH BT CHE ZAMRI | 20104-02-0160 | 13 | |

| ITEM JENIS | INFORMATION MAKLUMAT | | | | NOTES NOTA |
|--|---|-----------------------------------|----------------|----|---------------|
| | 6 | MUHAMAD ISLAH BIN YAHAYA | 20602-10-1473 | 13 | |
| | 7 | MUHAMMAD ZAHIRUL HAQ BIN YAHAYA | 822102365 | 15 | |
| | 8 | YAHAYA MOHAMAD | 730310-02-5129 | 42 | |
| | 9 | MARIANA BINTI MAD AROP | 790403-02-5456 | 36 | |
| | 10 | MOHD KHAIRIL AZHAR BIN KHALID | 831211-02-5265 | 33 | |
| | 11 | MUHAMMAD FITRI BIN ZAMAN | 20219-02-0953 | 13 | |
| | 12 | NURHAYATI BINTI MOHD YUSOF | 801031-02-5498 | 35 | |
| | 13 | RISHAM BIN RAMLI | 751024-02-5729 | 40 | |
| | 14 | NORHASLINDA SUAAT | 730305-01-6076 | 42 | |
| | 15 | SYANADNADIA OTHMAN | 830724-08-5218 | 32 | |
| | 16 | HASIAH BINTI NAYAN | 630413-08-6372 | 52 | |
| | 17 | NOR AISAH BINTI A. HAMID | 700721-08-5372 | 45 | |
| | 18 | SITI ZALEHA SAMAT | 731001-10-5920 | 42 | |
| | 19 | ISYATUL HANA BINTI HISHAMUDDIN | 990617-02-5722 | 16 | |
| | 20 | ANIZA BT MAHMOOD @ HAMID | 730119-02-5112 | 42 | |
| | 21 | ABDUL RASHID AHMAD | 721117-02-5827 | 43 | |
| | 22 | MOHD ASRI BIN ISHAK | 710103-06-5103 | 44 | |
| | 23 | NOR HAZIMAH BT RAZALI | 730821-08-5414 | 42 | |
| | 24 | MOHD KHIR BIN JOHARI | 770726-02-5663 | 38 | |
| | 25 | NURATIQA AH YUNI BINTI ZURAINI | 20227-08-0104 | 13 | |
| | 26 | NUR FATIN HANANI BINTI MOHD ROMZI | 21029-08-0140 | 14 | |
| | 27 | NUR SYAFIQA BT ROSLAN | 980422-02-6136 | 18 | |
| | 28 | NURUL NAZIRA BT MOHD NAZRI | 990531-08-8052 | 17 | |
| | 29 | NURUL NABILA BT HAMZAH | 980808-08-5534 | 18 | |
| | 30 | NURUL IZZAH BT MOHD YUSOF | 10202-08-1320 | 15 | |
| Details of contribution Butir-butir berkaitan dengan aktiviti | <p><i>-AKTIVITI INI MEMBERI MAKLUMAT TENTANG KESELAMATAN INTERNET KEPADA PENGGUNA</i></p> <p><i>- SEBAGAI SALAH SATU AKTIVITI PROMOSI DALAM MEMPERKENALKAN PI1M KEPADA KOMUNITI</i></p> | | | | |
| Benefits of the contribution Kebaikan / kelebihan aktiviti | <p>PENGGUNA INTERNET TAHU AKAN KESELAMATAN PENGGUNAAN INTERNET DAN CARA UNTUK MENGELAKKAN BERLAKUNYA PELBAGAI SALAH GUNA INTERNET</p> | | | | |
| Name of VIP Nama VIP | - | | | | |
| Name of guest VIP | - | | | | |

| ITEM JENIS | INFORMATION MAKLUMAT | NOTES NOTA |
|---|---|---------------|
| Nama tetamu daripada VIP | | |
| Main execution Pelaksanaan aktiviti utama | AKTIVITI UTAMA ADALAH LEBIH KEPADA MEMBERI PENGETAHUAN TENTANG KESELAMATAN INTERNET | |
| Supporting activities Aktiviti Sokongan | <i>-AKTIVITI SOKONGAN IALAH MENYERTAI KUIZ DAN TEKA SILANG KATA YANG DIADAKAN UNTUK MEMERIAHKAN LAGI AKTIVITI UTAMA</i> | |
| Other participants Peserta Lain | - | |

| ITEM JENIS | INFORMATION MAKLUMAT | NOTES NOTA |
|------------|----------------------|------------|
|------------|----------------------|------------|

Photo caption
Keterangan
gambar

AKTIVITI KLIK DENGAN BIJAK BERSAMA KOMUNITI SUNGAI TAKA(KANAK-KANAK DAN USAHAWAN)



AKTIVITI KLIK DENGAN BIJAK DI MAHAD TAHFIZ RAUDHATUL ULUM PONDOK RANTAU PANJANG



| ITEM JENIS | INFORMATION MAKLUMAT | NOTES NOTA |
|---|-------------------------|---------------|
| Photo caption names Keterangan gambar berserta nama | - | |
| Translation Terjemahan | - | |
| Supporting documents Dokumen Sokongan | - | |

**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**