



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
SYSTEM PROCEDURE

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12 PREPARATION OF POST-ACTIVITY REPORT

Scope:

This procedure starts from attendance/participation/conduct of an activity of concerned personnel/office up to the submission and communication of the Post-Activity Report.

Note: Activity covered by this procedure refers to the following:

- Training/Workshop/Seminar
- Short Courses (local/international)
- Fora/Conventions/Conferences

Description of Service:

The concerned personnel attends/participates in the activity in accordance with the Department Order/Activity Design/program/invitation, as appropriate, or conducts the training/workshop/seminar and gathers data in the course of the activity which will then be incorporated into the Post-Activity Report. Supporting documents are provided as available. The Post Activity Report is submitted to the Head of Office within five working days after the activity and for learning and development related activities, communicates to HRMD (CO)/ITO (RO) for posting on the website for organizational knowledge sharing.

No.	Process/Steps	Activity Details	Person-In-Charge/ Position/ Unit/ Division	References/ Interfaces
1	Attend/Participate/Conduct the Activity	<ul style="list-style-type: none">• Perform or carry out the activity based on the following, as appropriate:<ul style="list-style-type: none">- Department Order [DO]- Activity Design- Program- Invitation	Concerned personnel/office	<ul style="list-style-type: none">• Activity Design/Department Order (DO)/Program/ Invitation
2	Gather data/information	<ul style="list-style-type: none">• While the activity or program is on-going, gather data relevant to post-activity report preparation. Data and information may include:	Concerned personnel/office	



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No.	Process/Steps	Activity Details	Person-In-Charge/ Position/ Unit/ Division	References/ Interfaces
		<ul style="list-style-type: none"> - activity kit/e-kit thru google drive that includes hand-outs, program of activities, copy of the presentation/lecture materials - activity brochure - photos/video recording of the event or activity - certificate of attendance/participation/completion - others (e.g. attendance sheet) 		
3	Prepare Post-Activity Report	<ul style="list-style-type: none"> • Prepare a Post Activity Report and provide details for the following: <ul style="list-style-type: none"> - Background of the activity - Attendees - Objectives - Highlights of topics/subject matter discussed/activities conducted per day - Observations/issues encountered - Recommendations and agreements - Supporting documentation (e.g. photos, invite, handouts, program of activities, etc.) - <i>Pre and Post Test Analysis for Provision of Technical Assistance – Category A (if applicable)</i> <p>Note: For activities conducted by external parties and other government agencies and attended by two (2) or more DILG participants, only one (1) Post-Activity Report shall be submitted and signed by all personnel who participated in the activity</p>	Concerned personnel/office	<ul style="list-style-type: none"> • Post-Activity Report with supporting documents



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		<p>in the "Prepared by" portion. However, if the activity was attended by only one (1) personnel, he/she is obliged to prepare the report.</p> <p>If the activity was conducted by DILG and participated by personnel from various offices, the Office Primarily Responsible (OPR) for the conduct of the activity should prepare the PAR.</p> <p>Participants in activities such as coaching, consultations, anniversary celebrations, audit/inspection/validation, FGDs and meetings, and those involving confidential discussions should submit a Post-Activity Report to the concerned Head of Office but the said report is not required to be posted in the DILG intranet/website.</p>		
4	Submit Post-Activity Report	<ul style="list-style-type: none">Submit the Post-Activity Report with a Memo Transmittal within 5 working days to the Bureau/Service Director/Head of Office.	Concerned personnel/office	<ul style="list-style-type: none">Memo TransmittalPost-Activity Report
5	Communicate Post-Activity Report	<ul style="list-style-type: none">For learning and development-related activities, submit the approved Post-Activity Report to HRMD (CO)/ITO (RO) for posting on the website for organizational knowledge sharing. <p>Note: As part of knowledge-sharing, the Bureau/Service/Region/Office, concerned may schedule the conduct of echo seminar</p>	Concerned personnel/office	<ul style="list-style-type: none">Post-Activity Report



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		or other means to share the knowledge or information gained by the participant.		
6	Retain Records	<ul style="list-style-type: none">Retain a copy of the approved Post-Activity Report.Retain records in accordance with the Control of Retained Documented Information Procedure and Master List of Retained Documented Information.	Concerned personnel/office	<ul style="list-style-type: none">Control of Retained Documented Information ProcedureMaster List of Retained Documented Information.
End of Transaction				

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Prepared By:	Reviewed By:	Approved By:
(sgd.) ROMAR B. PANGANIBAN	(sgd.) ASEC. ESTER A. ALDANA, CESO II	(sgd.) ATTY. LORD A. VILLANUEVA
QMS Secretariat Head	Overall Deputy Quality Management Representative	Quality Management Representative

**POST-ACTIVITY REPORT**

ACTIVITY:	<i>(Indicate the Title of the Activity)</i>
DATE:	<i>(Indicate the inclusive dates of the activity)</i>
VENUE:	<i>(Indicate the place and address where the activity was conducted)</i>
NO. OF PARTICIPANTS:	<i>(Indicate the total number of participants in the activity. If activity is attended by other agencies/organizations, specify the number of participants from DILG.)</i>

REPORT SUMMARY**I. OBJECTIVES OF THE ACTIVITY:***(Briefly describe the purpose/objectives of the activity)***II. HIGHLIGHTS OF THE ACTIVITY:***(Briefly describe the significant topics/discussion points/concepts/workshops/updates taken up in the activity)***III. OUTPUT/S OF THE ACTIVITY:***(Briefly describe the outputs produced from the activity (e.g. workshop outputs, agreements, knowledge and skills gained, summary of Pre and Post- Test analysis, summary of Post Training Evaluation, etc.)***IV. RECOMMENDATIONS/RELEVANT APPLICATION IN DILG (if any):***(As a result of attendance to the activity and the learnings received, briefly discuss your recommendations to address relevant issues and concerns in the organization, propose improvement/s in policies, processes and/or systems or adopt/apply best practices for implementation in the organization)**Always refer to the Documented Information Management System for the Controlled Copy***V. REQUESTED ACTIONS (if any):***(Indicate the proposed actions for the recommendations)***VI. Attachments (check as applicable):**

- | | |
|--|---|
| <input type="checkbox"/> Photos | <input type="checkbox"/> Program of activities |
| <input type="checkbox"/> Powerpoint/lecture materials | <input type="checkbox"/> Certificate of attendance/participation/completion |
| <input type="checkbox"/> Brochures | <input type="checkbox"/> Others (specify) _____ |
| <input type="checkbox"/> Workshop/Activity Materials | _____ |
| <input type="checkbox"/> Pre and Post Test Analysis for Provision of Technical Assistance Procedure- Category A, if applicable | |

Prepared by:

Noted by:

(Name and Position)

Bureau/Service Director/Head of Office

Prepared By:	Reviewed By:	Approved By:
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MASTER LIST OF MAINTAINED INTERNAL DOCUMENTED INFORMATION

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Name of Bureau/Service/Office/Procedure: DILG OFFICES

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
SYSTEM PROCEDURE							
SP-DILG-12	Preparation of Post-Activity Report	06.15.21	07.16.24				
FM-SP-DILG-12-01	Post Activity Report	06.15.21	07.16.24				

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