

# Monthly Departmental Activity Report

Department: \_\_\_\_\_

Report Period: \_\_\_\_\_

Date of Submission: \_\_\_\_\_

Prepared By: \_\_\_\_\_

Supervisor/Manager: \_\_\_\_\_

## 1. Summary of Departmental Activities

Activity	Date	Responsible Person	Status/Remarks
Example: Monthly Team Meeting	01-06-2024	John Doe	Completed

## 2. Key Achievements

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## 3. Challenges/Issues Faced

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## 4. Action Plan for Next Month

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## 5. Additional Notes/Requests

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### Important Notes:

- Ensure the report is submitted on or before the due date.
- Use clear, concise, and factual language when describing activities and issues.
- This report provides a record for departmental accountability and performance tracking.
- Highlight both achievements and areas needing improvement for better strategic planning.
- All sections should be completed to give a comprehensive monthly overview.