

# 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

- \_\_\_\_\_
- \_\_\_\_\_

## 3. Challenges/Issues Faced

- \_\_\_\_\_
- \_\_\_\_\_

## 4. Action Plan for Next Month

- \_\_\_\_\_
- \_\_\_\_\_

## 5. Additional Notes/Requests

- \_\_\_\_\_
- \_\_\_\_\_

### 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.