MANILA INTERNATIONAL AIRPORT AUTHORITY

POST LEARNING ACTIVITY REPORT

Name of Participant	
Office	
Title of Learning Activity	
Duration	
Venue of Learning Activity	

I. Learning Activity Summary (Please attach a separate sheet, if necessary)

II. Learning Activity and Resource Speaker/s Evaluation (Please attach a separate sheet, if necessary)

POST LEARNING ACTIVITY REPORT

III. Relevance of the Learning Activity to the participant's Duties and Functions (Please attach a separate sheet, if necessary)

IV. Relevance of the Learning Activity to MIAA (Please attach a separate sheet, if necessary)

V. Problems Encountered (Please attach a separate sheet, if necessary)

VI. Recommendations (Please attach a separate sheet, if necessary)

Form F-HRD-F-001 rev.1 Page 2 of 3 Note: Please do not alter the form. Please place on a separate sheet of paper the answers which will not fit on the lines provided in the form.

POST LEARNING ACTIVITY REPORT

VII. Undertaking

Re-entry Plan/Action Plan (Please attach a separate sheet, if necessary)

Title/Nature: _____

Objective/s:

Activities To be Undertaken	Timeframe	Expected Output

I have discussed and coordinated the abovementioned plan with my immediate supervisor. I shall monitor the implementation of the above activities on designated schedule. A status report on the implementation and outcome of the plan shall be submitted to the Manager, Human Resource Development Division. The initial report shall be submitted thirty (30) working days after the implementation of the plan and, thereafter, quarterly reports shall likewise be submitted to the same office.

Submitted By:

Date Submitted:

Name of Participant

Noted by:

Manager/Officer-In-Charge (End-user) Office/Department/Division

cc: Immediate superior of the concerned attendee