

**GOOD SHEPHERD ACADEMY**

**WEEKLY ACTIVITY REPORT FORM**

**Instruction:** *This form is meant to be filled by the officers, managers, class masters, teachers and staff as asked by your line supervisor. Highlight key activities conducted during the week. Please fill each column accordingly and submit it to your direct supervisor every Friday.*

**Week #** ..... **Month of** ..... **Year**.....

**Name**.....**Location**.....

**Prepared by (name)**..... **Position/title:**.....**Submitted to**.....

General overview/description of activities				
Date & Day	Activity planned	Accomplishments	Challenges/concerns	Action on challenges/recommendation
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

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Meetings and contacts

Next week plans	General Remarks

Signature.....

Date of submission.....

Comments by the supervisor

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