**POST-TRAVEL/EVENT REPORT (PTER)**

|  |  |
| --- | --- |
| Name of Attendee |  |
| Division/Office/Section/Unit |  |
| Activity Title |  |
| References |  |
| Role/s of the Attendee (Organizer, Speaker, Officer, etc.) |  |
| Venue |  |
| Date/s |  |
| Sponsoring Agency/ Organization/Company |  |
| Key Resource Persons |  |
| **I. Objectives of the Activity**  A. | |
| **II. Competencies Acquired or Awards/Recognition Received**  A. | |
| **III. Important Updates/Information** | |

|  |  |  |
| --- | --- | --- |
| 1. **Follow-up Action Plan (to help enhance professional competencies, improve organizational operations, or achieve organizational goals)** | | |
| **Activities** | **Time Frame** | **Expected Outputs** |
|  |  |  |
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|  |  |  |
|  |  |  |

Prepared by:

**XXXXXXXX Y. ZZZZZZZZ**

Position, Division/Office

Noted by:

**XXXXXXXX Y. ZZZZZZZZZ**

Chief, \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by:

**DR. ARTURO B. BAYOCOT, CESO III**

Regional Director