



**QLTC REPORTING TOOL**

|  |  |
| --- | --- |
| **PROVINCE** |  |
| **DISTRICT** |  |
| **CIRCUIT** |  |
| **OFFICIAL** |  |
| **DESIGNATION** |  |
| **OFFICIAL’S CONTACT DETAILS** |  |
| **EMAIL ADRESS** |  |
| **MONTH** |  |

| **ACTIVITY** | **PURPOSE** | **HIGHLIGHTS** | **CHALLENGES** | **INTERVENTION** | **FOLLOW UP** | **STAKEHOLDERS INVOLVED** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**CATEGORIES OF TERMS**

|  |  |  |
| --- | --- | --- |
| **SHORT TERM** | **MEDIUM TERM** | **LONG TERM** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **TERM** | **SUMMARY** |
|  |  |
|  |  |

* **RECOMMENDATIONS**

|  |
| --- |
|  |

**DATE :……………………………**

**SIGNATURE :…………………………………………………………..**