



FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES

BACHELOR OF ADMINISTRATIVE SCIENCE (HONS)

PRACTICAL TRAINING REPORT (ADS666)

SARATOK DISTRICT OFFICE (PEJABAT DAERAH SARATOK,PDS)

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DECLARATION

I hereby declare that this practical training report is original and is my own work, except for extracts and summaries for which the original reference are stated herein. If I am found to have committed plagiarism or acts of academic dishonestly, action can be taken in accordance with rules and academic regulations of UiTM.

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CHAPTER 1

INTRODUCTION OF THE ORGANIZATION

1.1 Background of Saratok District Office (PDS)

In the beginning, Saratok District Office (*Pejabat Daerah Saratok*, PDS) or “Fort Charles” was built by a government employee named Brooke Maxwell around 1878 as a place of administration and located at the center of Saratok City on the hill of Sagatok. PDS was operated since before Independence Day around 1888 till 2008 at the same building.

After that, this office are transferred to the new building that was 200 meter from the old building formally on 30 August 2009 in the land of Lot 42 PDS.

Figure 1: The Buildings of Saratok District Office(*Pejabat Daerah Saratok*, PDS) from 1878 till Now



(1878–2008)



(2009–till now)

Source: Nanta, S. (2014, November 26). *Laman Web Rasmi Pejabat Daerah Saratok*.

Retrieved from Profil Daerah: <http://www.saratokdo.sarawak.gov.my>

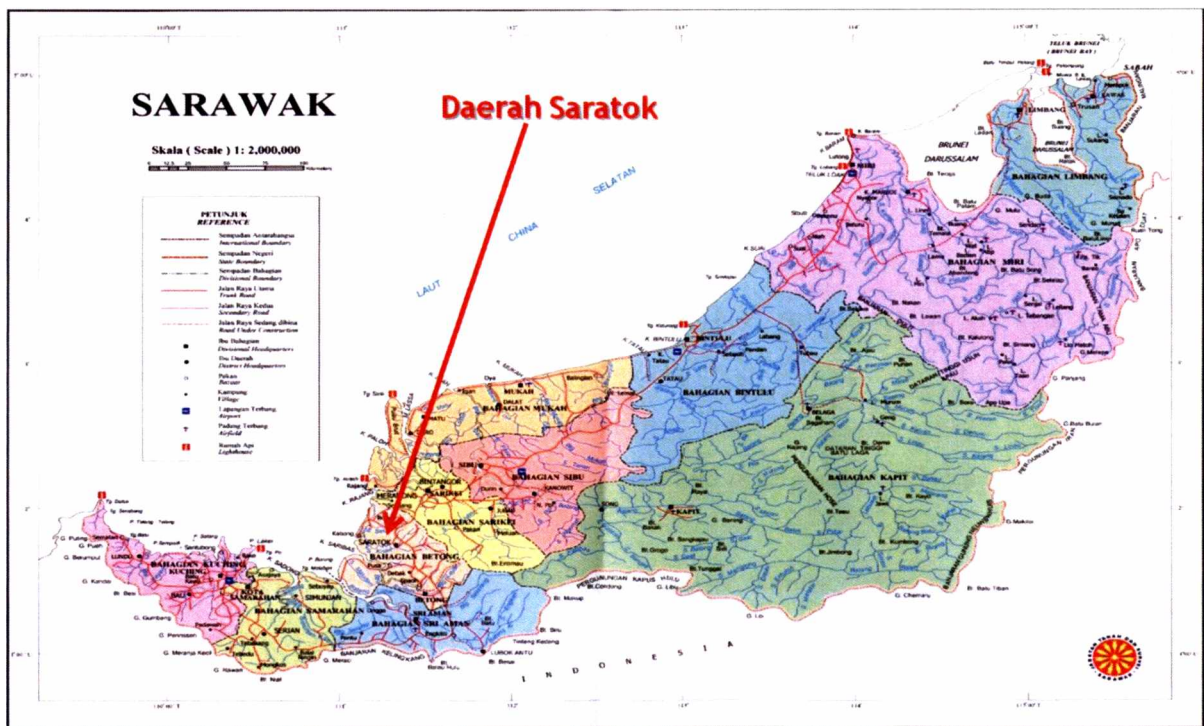
Saratok District also known as Kalaka that was part of Betong Departmental. Saratok District Administration also has sub district that include *Pejabat Daerah Kecil Roban* and *Pejabat Daerah Kecil Kabong*.

Table 1: The region area of Saratok District Administrative

| Region | Area |
|--------------|-----------------|
| Saratok | 597.53 |
| Roban | 373.14 |
| Kabong | 426.18 |
| Ng. Budu | 290.01 |
| Total | 1,686.68 |

Source: Nanta, S. (2014)

Figure 2: The position of Saratok area at Sarawak's map



Source: Nanta, S. (2014)

Table 2: Total population of ethnic group in Saratok based on the population census in 2010

| Ethnic Group | | | | | | | Non-Bumiputera | Jumlah |
|--------------|---------|---------|---------|---------|------------------|--------|----------------|--------|
| Malay | Ibanese | Chinese | Melanau | Bidayuh | Other Bumiputera | Others | | |
| 18,373 | 24,023 | 2,834 | 131 | 220 | 150 | 61 | 276 | 46,094 |

Source: Nanta, S. (2014)

1.2 Objective of Saratok District Office (*Pejabat Daerah Saratok, PDS*)

There are 3 main objectives of PDS which clearly defined their target:

- 1.2.1 Gives guidance that strictly and specifically in conducting the task.
- 1.2.2 Improve in understanding about work vision and organization objectives.
- 1.2.3 Explaining individual work relationship with others employee's work.

1.3 Policy of Saratok District Office (*Pejabat Daerah Saratok, PDS*)

PDS is committed to give services that are efficient, effective and friendly among customer:

- 1.3.1 Application for the Letters of Administration (LA), probate of the will that will be done in fourteen working days if compile with all complete documents;
- 1.3.2 Application Adoption will be done in fourteen (14) working days if all parties involved present with complete documents and meet the procedures that have been established;
- 1.3.3 By managing of the registration of Business Names, Managing Director and Production License Renewal of Trade, Production extract, Amendments and Cancellations Details Business Names in seven (7) working days if the customer can completing all the document that are required;
- 1.3.4 Registration of Bumiputera Court and Civil Cases in one (1) working day;
- 1.3.5 Application for Permit Issuance purchase ammunition for shotgun (shotgun) in one (1) working day if follow the regulations;
- 1.3.6 Application for renewal the title of shotgun in ten (10) working days by meeting all the conditions and get approval from the resident;
- 1.3.7 Application for transferring the ownership of shotgun in seven (7) working days should abide by the regulations;
- 1.3.8 Receipt of payment in half (1/2) day.

1.4 Mission and vision of the organization

The missions of PDS were strengthening an efficiency, sincerity, believing, effectiveness and friendly to customer in delivering services and administration development. Meanwhile, the vision is Residence Office and Betong District is dedicated to transform the organization that excel and progressive to driving the changes into established and harmonize development.

1.5 Organization Structure of Saratok District Office (*Pejabat Daerah Saratok, PDS*)

PDS's Organization Chart has divided according to their rank position. From the top is the District Officer, Mr. Mohd. Ikhmal Abdullah followed by the admin officer Mr. Anuar and Mdm. Surayah Morshidi. They were stated at the highest level in the organization structure of PDS and automatically being the most important person at PDS. They helped by other employees that are no less formidable.

CHAPTER 2

SCHEDULE OF PRACTICAL TRAINING

2.1 Introduction

It is compulsory for UiTM, Part 5's student to complete their practical training as a requirement before their finish their study. So, they need to find any places that linked to their course as the place to do their practical training. For the course of Bachelor in Administrative Science and Policy Studies its take six (6) week to do the practical training. The students were given a period of time to choose their place and must completing the information that is provided by the university. Therefore, students must ensure that the place they had chosen must able or available places to do their practical training as well. So, to complete this requirement, I have chosen PDS as the place to do my practical training that starting from 20 January 2015 until 27 February 2015.

2.2 Week 1 (Date: 20th January – 23rd January 2015)

First week, I have met my supervisor, District Officer and other staff at there. For the first step I tried to adapt a new experienced. From what I had experienced, my supervisor gives me full of support and knowledge how to bring myself into the condition of work especially at the PDS itself and also the other staff were so friendly and easy to cooperate and not giving up to give me learn some new thing. My supervisor told me that I should get as much as I can from the senior staff since I had did my practical training at there. I was given the task to sit at the counter service together with the other staff. At there it has two counters which are Administrative and Development Unit Counter and Finance and Court Unit Counter. In my opinion, counter service is the place of each organization greeting and serve their customer as well as fulfill their needs and give services according to the organizational function. Same goes to the district office; they gave services to their customer like information of the ways to apply BRIM, e-Kasih, and etc. From there, I had learn so many things not only the core function like delivering information about BRIM but also learn how to handle the customer with stabilize our emotion in giving services to customer. We cannot muddle our personal problem and worked in handling with the customers. It is important to maintain the quality at the counter service as it showed the image of the company moreover it has win the Award for Outstanding Service Counter, 2014. At the same time, I can practice what I had learnt in the subject Introduction of Public

Quality Management into what quality is all about. So, it gives me more easily in conducting the task.

2.3 Week 2 (Date: 26th January – 1st February 2015)

Second week, I had attended meeting with other staff about the 5S Quality that was conducted by Madam Surayah binti Morshidi. It has been done on 27th January 2015, Tuesday in 1 hour 30 minutes from 2.30p.m till 4.00p.m. The title of the meeting was *Audit Persijilan Amalan Persekitaran Berkualiti (QE) Bil 2*. Then, its contents were the date of the audit, role of employees and committee that has been appointed, 5S (Seiri, Seiton, Seiso, Seiket Su, and Shitsuke) corner, distribution of task and the activities of 5S, planning 2015. All the staff had decided that, Thursday is the day they will implement the practices of 5S. From this side, I was more understanding about the Managing Changes that I had taken last semester. Besides that, we also discuss about the family trip in Kuching that was under PDS and implemented on the Chinese New Year holiday. On the other day, I had started recording the letter's data that includes date, letters date, title of date and the receiver of letter in the book recording and I did the slide of *Jawatankuasa Kerja Domain Penduduk dan Keluarga Bagi Daerah Saratok*. From that, I knew that the real statistic of total villagers in Saratok including their race. After that I was helping Mr. Hafiz who was the admin assistant officer N.27 key in the data of activity JKKK in website. I was key in the various activities implemented that was differentiated by their leader has implemented and what the supported that the PDS had give to them. On Sunday evening at 3 p.m., I had called from the office that wanted me to go the office as soon as possible to handle the operation of flood at Operation Room in PDS. It was one of the tough task as long as I did my practical training because I must alert with the phone called about the current status of the victim and must immediately updated to Residence Office and National Security Council (MKN) by fax. Information was getting from the Director Officer, Mr. Ikhmal Abdullah, police and fireman who were at the location. From that experience I had learnt, as a good employee we must prepare ourselves with unforeseen occurrence-term. In this week, totally I was given more to administrative task.

2.4 Week 3 (Date: 2ndFebruary – 6th January 2015)

Third week, I have called from the Admin Assistant N.17 @ the secretary of District Officer to sit her place in temporary since she went to Betong for *Majlis Bersama Jabatan*. On that time I had required to scan and saved the incoming mail in computer into specific folder by the stated date. When I did this task, I had applied what I had learnt in Management Information System.

I should pick up the phone if it was ringed. On Thursday, I have called from *Jabatan Ketua Menteri* that wanted the current status about the flood in Saratok and request for the report as soon as possible. So, I did a report of flood with helped of other staff and fax immediately to *Jabatan Ketua Menteri* after I had done it. From this point I had learnt how to create a professional relationship between the staff and the customer.

2.5 Week 4 (Date: 9thFebruary – 13thJanuary 2015)

Fourth week, I was required to type a list of registered companies in Saratok for Goods and Services Tax (GST). GST is the value added tax in many countries is a multi stage consumption tax on goods and services. Actually I must done that task in 4 days but I was completed the task in only 2 days. I was tried to learn how to be an efficient while doing a job. Other than that, I was also helped other staff in completing the letters of "*Bantuan 1 Azam Pelaburan*" and typing a list of staff that will be involve in retreat (Family Day) at Santubong on 19th till 21st February 2015. On the others day I had meeting with all staff about the activity of Family Day. Since meeting, I can saw and learnt how they manage their program and the role of each committee.

2.6 Week 5 (Date: 16th February – 18thJanuary 2015)

Fifth week, my supervisor wanted me to do recorded the employee's activities in annually in year 2014. It was about all activities that each staff had done for that year and put it in a file of Staff Activity Record Book. It was one of the other ways to apply the practices of 5S. This week only had three days of week days because for Thursday and Friday was Chinese New Year Holiday. So, there was nothing much I can do for this week. I only did record of the employee's activities and at the same time helped staff in prepared their retreat Family Day.

2.7 Week 6 (Date: 23rd February – 27th January 2015)

Sixth week, I was appointed being one of the committee to do the preparation for Official Visit by Datuk Seri Mohd. Najib Tun Haji Abdul Razak, Prime Minister of Malaysia in Masjid Rahmaniah, Pusa on 27th February 2015, Friday. It was a long journey done by Prime Minister where the journey was from Kuching to Beladin, Pusa, Sri Aman and go back to Kuching in just only on one day of that Friday. So, PDS was one of the organizations that handled this official visit in Pusa which was placed at Masjid Rahmaniah, Pusa. In order to go to there, we should use sampan or boat. It was a new experience where it was my first time in using boat. At there, I can see that all organization was cooperated with each other while doing the preparation.

2.8 Conclusion

As a conclusion, there are so many things which I had learnt during my practical training at PDS. It is not only to complete my compulsory to do the practical training but it is about to let me know how the real condition while work. It is totally different the condition in class and the place of work. In class, I am just study the theories but then since practical training I must practice the theories in class into a real life. Other important elements is how our attitude or action with all the staff and towards the given task. At the same time, the ways to maintain the quality of organization and stabilize the emotion while handling the customer. So, from that I had known a little bit about the situation of work.

CHAPTER 3

ANALYSIS

3.1 Introduction

For the first day I was giving the task to sit at the counter service. Counter service is the place of each organization greeting and serve their customer as well as fulfill their needs and give services according to the organizational function. I was also contributing in the outdoor task which handled the flood operation at Operation Room in PDS. My role is to update the flood current status about the victim condition and must immediately updated to Residence Office and National Security Council (MKN) by fax. During my practical training, my task was more focus on administrative task.

3.2 Scope of task

Administrative task involves organizing and supervising an organization. Administrative task contributes the task like sort and distribute incoming mail to areas and staff within the organization and dispatch outgoing mail, write business letters, reports or office memos using word processing programmes, answer telephone enquiries from customers, attend to visitors and assist other staff in the organization with their enquiries, operate a range of office machines such as photocopiers, computers and faxes file papers and documents and undertake other duties such as banking, credit control or payroll functions.

3.3 Task Analysis

One of the administrative tasks that I had done in PDS is 5S Quality. One of the methods of determining an organizations approach to its business is to evaluate its workplace organization capability and visual management standards. 5S engages people through the use of Standards and Discipline. It is not just about housekeeping, but concentrating on maintaining the standards discipline to manage the organization because all achieved by upholding and showing respect for the workplace every day.

5S Quality has been described during meeting on 27th January 2015 at the PDS meeting room. In the meeting the 5S qualities were described through 5 steps as follows:

3.3.1 Sort (*Seiri*): Sort out and separate that which is needed and not needed in the area.

3.3.2 Straighten (*Seiton*): Arrange items that are needed so that they are ready and easy to use. Clearly identify locations for all items so that anyone can find them and return them once the task is completed.

3.3.3 Shine (*Seiso*): Clean the workplace and equipment on a regular basis in order to maintain standards and identify defects.

3.3.4 Standardize (*Seiketsu*): Revisit the first three of the 5S on a frequent basis and confirm the condition of the workplace using standard procedures.

3.3.5 Sustain (*Shitsuke*): Keep to the rules to maintain the standard and continue to improve every day.

3.4 Benefits of 5S workplace organization

The purpose of 5S is to make problems and opportunities for improvement visible, such as excessive time looking for files, tools, papers, safety issues, excessive office supplies, etc. 5S relates to workplace organization and forms a solid foundation upon which many organizations base their drive for continuous improvement. It is equally applicable and successful in all sectors helping to achieve high impact results.

It is a systematic and methodical approach allowing teams to organize their workplace in the safest and most efficient manner. The discipline to check and repair equipment is included and adopted. The entire process is managed through the use of team generated audit documents, completed on an agreed frequency by responsible owners within the organization.

During the first stage of 5S, sorting, was removed many instances of the waste of waiting and motion as items are easier to find and do not have to get around unnecessary clutter. The second stage of 5S, straighten, results in ensuring that items (components, equipment, tools, machines, people) are located in the most ergonomic and thus efficient (and safer) positions. This eliminates many of the seven wastes of manufacturing. The operators do not have to search for things as the use of shadow boards and clear visual identification ensure that things are immediately to hand and obvious. These items are located as close to where they are needed and at the correct most ergonomic height and orientation to minimize handling. The third stage

of 5S, shine, ensures that the work place remains clear of clutter and that any signs of malfunction become more obvious leading to actions being taken to prevent more serious breakdowns and other delays.

The forth and most important step is that of standardization, wherein to ensure that there are standard ways of working. This ensures that everyone uses the most efficient work method and that there are clear standards. This prevents delays, defects and other wasteful occurrences. The right tools in the right place, the correct methods and standards, and a motivated workforce means that the office will have a far more efficient and less wasteful working environment. The visual management aspects ensure that anyone can see if there are problems such as things missing, in the wrong location and so on. The fifth stage, sustain, ensures that this continues on an ongoing basis and that it remains everyone's responsibility; this ensures that there is no slippage and that manager continue to challenge what employee do and make improvements through the constant involvement of their staff. In addition, employer and employee will have a visually more pleasing environment that will serve as a significant marketing tool from which to be able to sell their company.

3.5 5S Activity in PDS

PDS has set Thursday is the day to practice 5S in the office. During my practical training I help other staff did 5S Corner and filing.

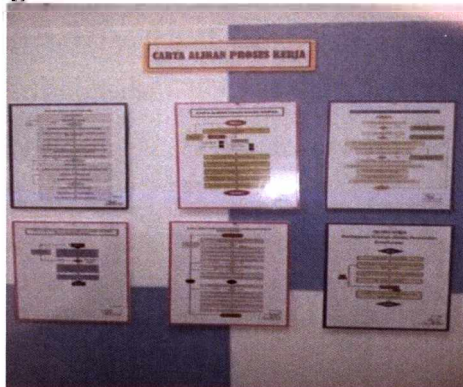


Figure 4: Work Process Flow Chart of Saratok District Office (*Pejabat Daerah Saratok, PDS*)

Filing was done according to its grade or its specific number. For example, PDS/31 for Majlis Daerah Saratok's File. Files will arrange to the rack followed by their stated early reference number. When running the business, no matter the size or how many clients the manager have, it is essential to have a good filing system on hand. This makes the entire business life easier, and allows manager to be more productive throughout the day.

There are many advantages of using a solid filing system. A good filing system is going to allow managers to bring up previous customers and orders in the blink of an eye. The faster they are able to bring this information up, the less time they spend digging through a drawer or file on their computer. This is especially important if the individual is on the phone. Neither one of the most of them likely wants to be on hold for this long, so the faster they are able to bring up this information the better.

It is also an easy access. If manager have a large listing of clients, it is often difficult to locate one individual in particular. Even if they have the names alphabetized, it is going to take them some time to flip through all the files they have, just to find the information they desire and this only brings out their folder. They still have to look through the folder in order to find the correct order number, or date, or any other bit of information. With a good filing system, such as one that is installed on manager's computer, they are able to simply type in the individual's name, and all their information appears on the screen. From here, it is just need to type in the desired information and this is shown on the clients account. The entire process goes from several minutes (if not longer), to just a few seconds. If they have someone performing this task all day, they are going to significantly improve on the amount of work they can produce.

Having a good filing system is important in every business, as it is going to make every task you perform faster, so you no longer need to thumb through drawer after drawer of folders, just to find one individual. Once you implement the new filing system, you are going to be extremely happy you do, especially when you see the amount of time you are saving.



Figure 5: Filing's Activity

3.6 Conclusion

As a conclusion, 5S quality can improved safety, forms a solid foundation upon which to build continuous improvement, employees gain a sense of ownership, involvement and responsibility, reduction in waste and improved performance in productivity, quality and morale leads to increased profitability. In order to encourage employee to practice 5S in the workplace, some tools that can be implemented are educational materials for the 5S team and employees. Posters were placed around the workplace will remind employees of the 5S System. A bulletin board dedicated to the 5S System. Manager can post educational material, event notices and location charts of designated areas like before and after pictures are very useful to show how bad things were and how much better they are now. In addition, some rewards such as recognition of areas, groups or teams for their efforts in support of the 5S System. 5S is a team oriented system that allows anyone to offer suggestions on improvements.

CHAPTER 4

RECOMMENDATION

4.1 Introduction

This chapter, recommendation comprise the strength and weaknesses of the analyzed task as in the previous chapter in which involving the comments of improvement and critics on the overall working environment of the office. The recommendations which were made purely on the basis of what had been studied in the fields of administrative science program and was regarding the weaknesses of the task are purposely to improve the quality and the performance of the task in the future.

4.2 Strength of 5S Quality at Saratok District Office, PDS

The successful implementation of 5S Quality is typically very much depended on the complete developmental of 5S program. All the staff at PDS re-explained about 5S practice during meeting that was on 27th January 2015. It was one of the ways to encourage all staff at PDS to practice 5S at the workplace. Effective organizations have employees who are committed and make contributions to the organizational success. Same goes to PDS, the successful implementation and adoption of 5S practices at PDS was influenced by the employee awareness and their active involvement within the organization. The implementation of 5S program requires awareness and commitment from all staff across all departments at PDS and all management levels.

In order to have dedicated and committed employee towards the implementation of 5S programs, the top management levels at PDS are proactive in introducing and promoting the importance of exercising 5S practices among them. This is because the implementation of 5S practice is seen to become the agenda for a limited numbers of employees because of their low awareness towards the importance of having 5S system. Thus, in this scenario, it is believed that the level of awareness and the active participation among the employees would bring positive effect towards developing and implementation of 5S practices.

Through 5S, process in PDS become standardized, leading to the surfacing of abnormal conditions, which in turn can lead to problem solving, learning, and developing corrective and preventive actions. 5S begins to stimulate the contributions of staff in PDS and ideas for improvement. It is important for firms that begin their improvement journey with 5S to nurture the employee contributions which can flow out from 5S activity. The examples of activities that

regard 5S Quality in PDS were always maintaining the cleanliness of the workplace, rebuilt workflow, labeling and filing systems. Well-implemented 5S in PDS opened up entry points into flow and pull, equipment reliability, standardized work, and value analysis.

4.3 Weaknesses of 5S Practice at Saratok District Office, PDS

Even PDS has implemented 5S in the workplace but still there some of weaknesses regarding 5S practice. Some staff were implemented the requirements of 5S Quality but the remaining staff were did not care about the implementation of 5S Quality. 5S may not be an appropriate starting point for improvement if there are serious constraints to performance.

Other than that, 5S Quality is a tool. The implementation of 5S in PDS was not completely implemented because there is other staff who did not understand totally about proper role in a lean system and then the tool loses its effectiveness. This scenario resists them to follow the rule of 5S Quality and causing the implementation of 5S Quality cannot completely implement.

Then, 5S also failed implemented because of obsess about their scores on 5S process audits, trying to get their processes to top level as quickly as possible. That is just end-gaining to a target without paying attention to the means for getting there.

4.4 Recommendations

Based on the weaknesses of the 5S Quality practice at the PDS these are the some recommendations to improve 5S Quality at PDS.

First, the ways to encourage the resist staff in implemented 5S Quality is through the role of manager inbuilt in exciting feeling to follow the 5S Quality. It is important to maintain the practices of 5S Quality among the employee at PDS in the workplace. The example ways is the manager can give rewards for those who are the most cleanliness workplace so the other staff will motivate to follow that kind of practices. Besides that the staff that are strict to practice 5S Quality also can remember other staff to follow the 5S Quality practices.

Second, if the other staff is not totally understand about the 5S Quality, it can be improved through the explanation from the top level management also the lower management level. It also can be improved by giving the training or some course that related to 5S Quality so they will not confused about what is 5S Quality.

The manager or top management level at PDS should followed the 5S process arrangement and not obsess to try direct into top level, at the same time encourage their employee. The most

important than the 5S audit score is whether contribution for improvement is forthcoming from a process team, and whether the team is actively engaged and involved in thinking about improving their processes and work.

4.5 Conclusion

Many firms fail to integrate the basic practices and routines of 5S into their daily work. If 5S is seen as something else that has to be done besides the regular work, then it has not been well-implemented. 5S practices must become routine and part of work; that is the purpose of concepts like standardized cleanup and visual control. Great 5S is transparent 5S.

CHAPTER 5

CONCLUSION

5.1 Introduction

In this chapter, it was about summary of each chapter in the report by highlighting the main points.

5.2 Summary by Chapter

5.2.1 Chapter 1

Chapter 1 was about the introduction of Saratok District Office (PDS), objective, policy, mission and vision, and organization chart were included. The information about the attachment working place was briefly explained in which it comprise the function and activities of all unit.

5.2.2 Chapter 2

In this chapter, it was explained on the weekly schedule of task done by trainee throughout the practical training period in the organization. It was about summary from daily task and activities done in the organization. The task was done for the first day in my practical training, second until fifth week most of my task was administrative task. Then, sixth week, I was contributed in Official Visit by Prime Minister. Through this entire task, I had experienced and able to learn a lot of things which gave me some imagination of the situation of how the real condition of work.

5.2.3 Chapter 3

Chapter 3 was focused on the analysis of task done given by the supervisor, Mdm. Surayah Morshidi about 5S Quality. 5S Quality has been described during meeting on 27th January 2015 at the PDS meeting room. One of the methods of determining an organizations approach to its business is to evaluate its workplace organization capability and visual management standards. 5S engages people through the use of Standards and Discipline. PDS has set Thursday is the day to practice 5S in the office. During my practical training I help other staff did 5S Corner and filing.

5.2.4 Chapter 4

Chapter 4 was focused on the strength and weaknesses of the organization. It is about the strength and weaknesses of 5S Quality that was practiced at PDS. To overcome the weaknesses, there

is some recommendation that can be implemented in order to improve the practices of 5S Quality at PDS.

5.3 Conclusion

As a conclusion, the practical training course attended in PDS starting from 20 January 2015 until 27 February 2015 as considered as the valuable experience for me. The practical training had provided valuable experiences for the trainee especially in term of preparation towards actual working environment in the future. It is not only to complete my compulsory to do the practical training but it gives me know how the real condition while work. Other important element is how trainee can interpret about what they had learned the theoretical based in class and practice it while doing practical training.

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APPENDIXES

Filing's Activity



Figure 6 : Sorting Files



Figure 7 : File's Divider

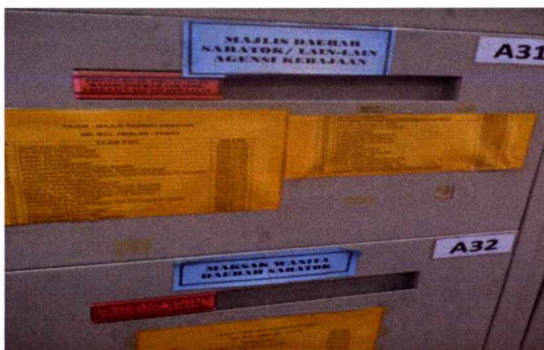


Figure 8 : File's Rack

Description

Filing's Activity was done during my first day of my practical training. Figure 6 shows that the process of sorting files. The process was done according to its grade or its specific number. For example, PDS/31 for Majlis Daerah Saratok's File as shown as Figure 8. Files will arrange to the rack followed by their stated early reference number.



Figure 9 : Doing the slide

I did the slide of *Jawatankuasa Kerja Domain Penduduk dan Keluarga Bagi Daerah Saratok* about the real statistic of total villagers in Saratok including their race.



Figure 10: Key-in data

Key in the data of activity JKKK in website that was key in the various activities implemented that was differentiated by their leader has implemented and what the supported that the PDS had give to them



Figure 11: Destination to Pusa Mosque



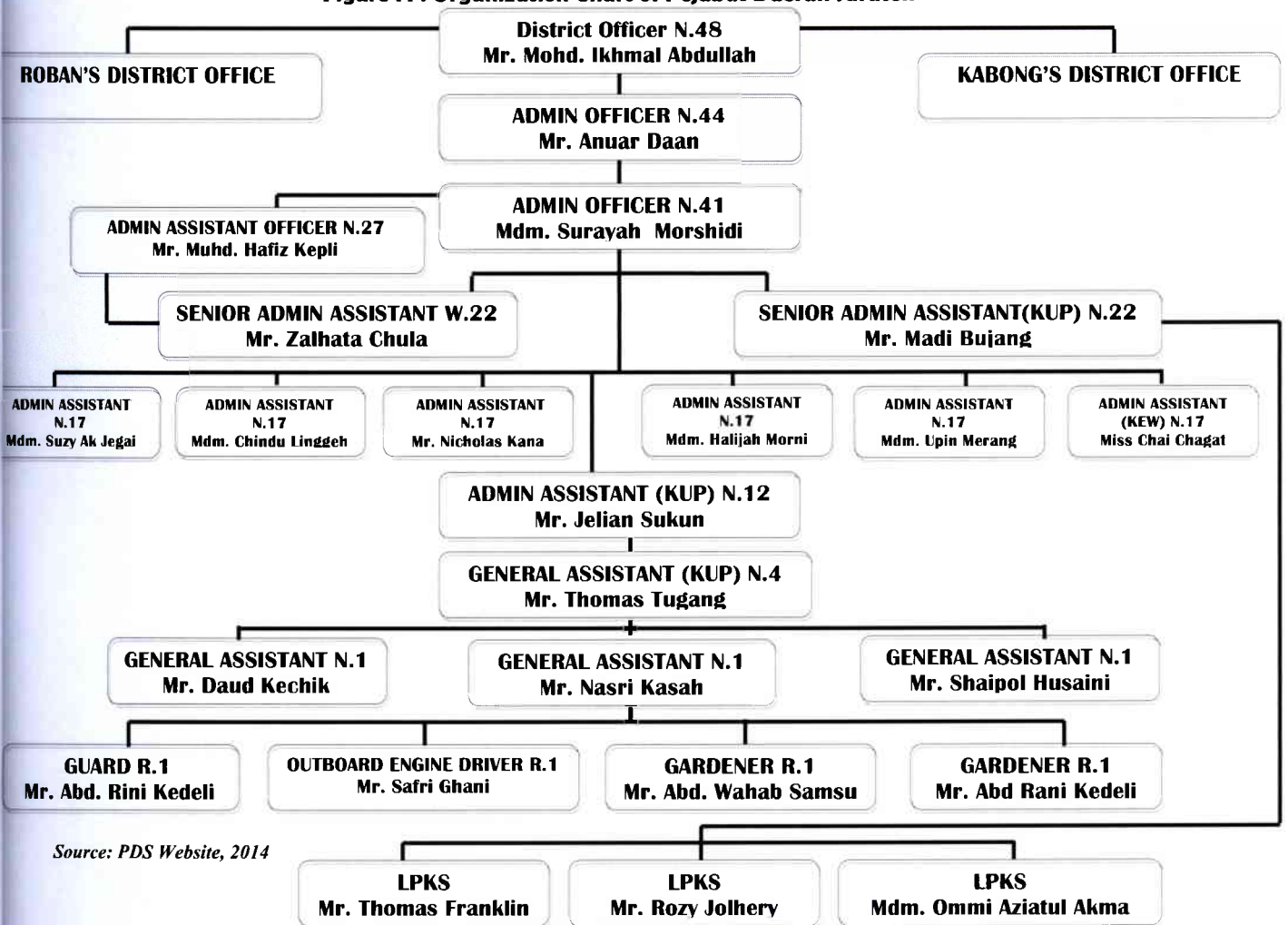
Figure 12: Preparation for Official Visit



Figure 13: Ceremony of Official Visit

PDS was one of the organizations that handled official visit in Pusa which was placed at Masjid Rahmaniah, Pusa. In order to go to there, we should used sampan or boat as Figure 11 and all organization was cooperated with each other while doing the preparation as shown as Figure 12. Prime Minister was arrived to Masjid Rahmaniah, Pusa on 12.30 p.m. as Figure 13.

Figure 14 : Organization Chart of Pejabat Daerah Saratok



Source: PDS Website, 2014



Lawatan Rasmi Yang Amat Berhormat Datuk Seri Mohd. Najib bin Tun Abdul Razak,

Perdana Menteri Malaysia

Pada 27 Februari 2015 (Jumaat)

Masjid Rahmaniah, Pusa

Aturcara Program

12.15 – Ketibaan tetamu jemputan

12.20 – Ketibaan YB Menteri-Menteri Dif-Dif Kehormat

12.30 – Ketibaan Tan Sri [Dr.] Haji Adenan bin Haji Satem, Ketua Menteri Sarawak di Padang Sukan SK Pusa

12.40 – Ketibaan Perdana Menteri, Datuk Seri Mohd. Najib bin Tun Haji Abdul Razak di Padang Sukan SK Pusa

-Ketibaan Ketibaan Perdana Menteri, Datuk Seri Mohd. Najib bin Tun Haji Abdul Razak di Masjid Rahmaniah, Pusa diiringi oleh Tan Sri [Dr.] Haji Adenan bin Haji Satem, Ketua Menteri Sarawak

-Azan dan Solat Jumaat

- Penyampaian cenderamata

- Sesi bergambar dengan AJK Masjid Rahmaniah, Pusa

1330 – Ketibaan YB Menteri-Menteri dan Dif-Dif Kehormat bukan beragama Islam

-Majlis makan tengah hari

-Perdana Menteri, Datuk Seri Mohd. Najib bin Tun Haji Abdul Razak bertolak ke Padang SK Pusa

-Perdana Menteri, Datuk Seri Mohd. Najib bin Tun Haji Abdul Razak bertolak ke Serian

KERTAS MINIT
(Minute Sheet)

Ruj : PDS / / ()

Tarikh: 23.01.2015

Sila lihat senarai agihan

Tuan/Puan/Cik :

AUDIT PERSIJILAN AMALAN PERSEKITARAN BERKUALITI (QE) BIL.2

Dengan segala hormatnya perkara di atas adalah dirujuk.

2. Adalah dimaklumkan bahawa tuan/puan dijemput ke perjumpaan/perbincangan 55 akan diadakan pada tarikh, masa dan tempat seperti berikut:


Tarikh : **27.01.2015 (Selasa)**
Masa : **02.30 petang**
Tempat : **Bilik Mesyuarat Pejabat Daerah Saratok**

3. Kehadiran tuan/puan amatlah dihargai.

Sekian, terima kasih.

"BERSATU BERUSAHA BERBAKTI"

"AN HONOUR TO SERVE"


(MUHAMMAD HAFIZ BIN KEPLI)
b/p: Pegawai Daerah Saratok