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UNIVERSITI
TEKNOLOGI
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FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES

BACHELOR IN ADMINISTRATIVE SCIENCE (HONS)

ADS 668

INDUSTRIAL TRAINING REPORT

IN MIRI RESIDENT OFFICE

NAME OF STUDENT

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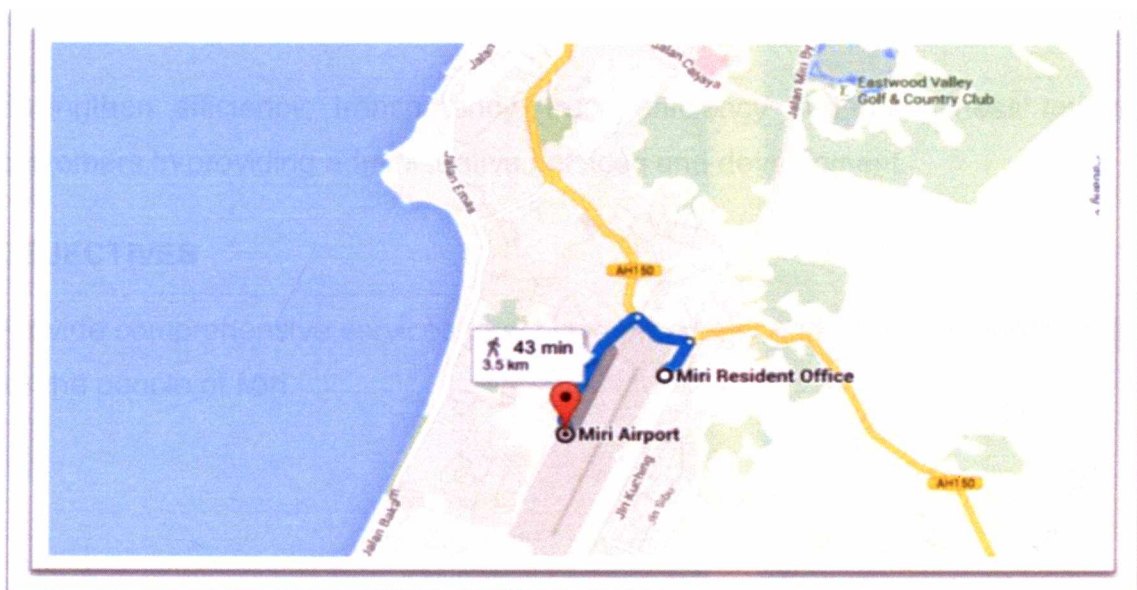
CHAPTER ONE : INTRODUCTION

1.1 BACKGROUND

Miri Resident Office is one of the main government office situated in the Northern Region of Sarawak. Miri Resident Office is responsible for the administration of Miri which is headed by the Resident. There are two district offices and a few subdistricts under the administration of Miri Resident Office. There are Miri District Office and Marudi District Office, which are headed by District Officer (D.O). The subdistricts are Long Lama Subdistrict, Niah Subdistrict, Sibuti Subdistrict. These offices are headed by an officer which is called Sarawak Administrative Officer or also known as SAO.

Miri covers an area of 26,777 km² and the population of Miri Division is around 396,000. Miri is neighbour to Brunei and Sabah on the north and has become one of the fast growing cities in Sarawak.

Picture 1.1 : Destination from Miri Airport to Miri Resident Office



Picture1.2: Miri Resident Office



1.2 VISION

To become a major organization as an enabler and catalyst for socio-economic development in Miri

1.3 MISSION

To achieve the vision that has been set forth, we hereby pledge:

Strengthen efficiency, transparency, trust, efficiency and friendliness towards customers in providing administrative services and development.

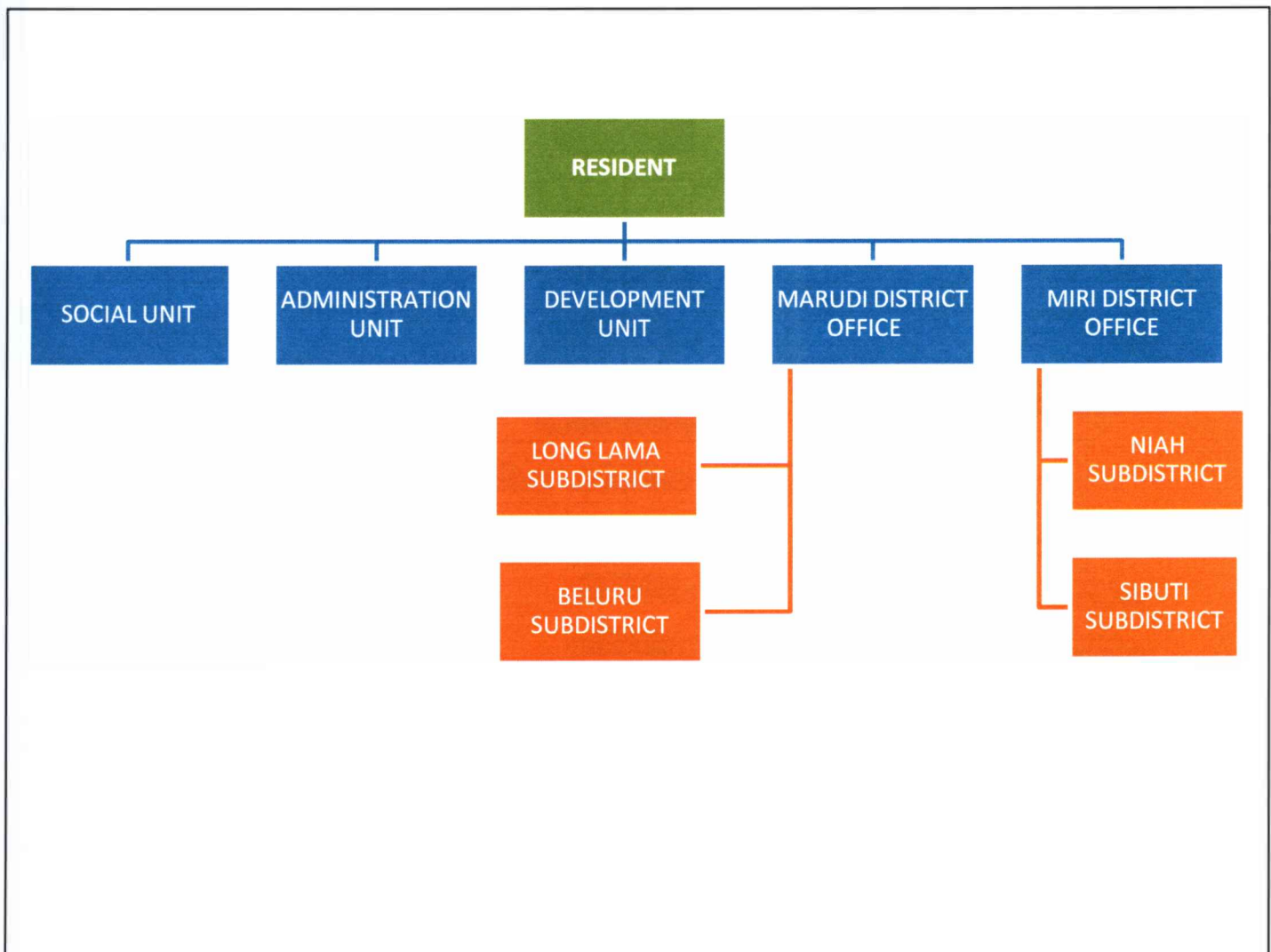
1.4 OBJECTIVES

Provide comprehensive services to achieve prosperity and improved quality of life for the people of Miri.

1.5 ORGANIZATION STRUCTURE

The organization structure are as per below:-

Picture 1.3 : Organization Structure



1.7 SOCIAL UNIT

Social unit is consists of 7 officers which are headed by Deputy Resident (Social), that is Mr Emang Oyo Emang, N48. Two (2) scale A officers and two (2) scale B officers from Support Group II and one (1) staff from Support Group 1 and one (1) driver.

Jobs description under Social Unit are as follow:-

- Coordination of social activity at Division Level
- Issues / Social Activities;
- (Study / report / paper)
- Gallery information / explanation
- Permit Public Fund Raising
- Sports Council Secretariat Division
- Secretariat Services KM / KK
- Secretariat's Day celebration (birthday of YAP. King / Birthday HE / National Day / Day of Public Service / Maulidur Rasul / Al-Quran Recitation Competition, etc.)
- Culture and the socio-economic
- NS Secretariat Division Level
- Secretary Miri MAKSAK
- Change of Shotgun Ownership

1.8 ADMINISTRATION AND ACCOUNT UNIT

The administration and account unit is the biggest unit in Miri Resident Office which has 25 staffs in it. The administration and account unit is responsible for jobs such as below:-

- Office layout affair and correspondence
- Career Development Officer
- Placement Affairs Officer
- Disciplinary Action Management
- Training arrangements (internal and external)
- As HR Focal Resident Office
- Manage Officer Service Record
- Manage Affairs & Welfare Officer
- Finance & Accounts Administration;
- Holders of Warrants (Warrant holder)
- Preparation of Budget Affairs Department
- Budget Allocation affairs to the District Office and District Office
- Managing Expenses and Payment Supervision of Financial Provision Department and outside agencies
- Controlling expenditure and Finance Office
- Public Affairs Finance & Certification
- Managing Director of the Moneylenders
- Vehicle care Affairs; The duties of the Secretariat for
- Committee / activities; Quality practice; ICT Regulatory Management;
- Monitor the use of vehicles and pivot the card
- Secretary of the Joint Council Department (MBJ) Joint PRM
- Secretary of the Management Integrity Committee
- Acquisition Board Secretariat (Federal / State) Miri Division
- Chairman of the opening of tenders / quotations Miri
- Secretariat in events, meetings and so on
- As the Steering Committee on Quality & Productivity
- 5S coordinator
- As Quality Officer MS ISO9001: 2000

- Webmaster Department
Native Court
- Production Permit (Bario / Brunei)
- Special Secretariat for Non-Muslim Marriage
- Magistrate Class 2

1.9 DEVELOPMENT UNIT

Development Unit in Miri Resident Office is headed by Deputy Resident (Development) , Mr Abdul Aziz bin Haji Yusuf. There are 8 staff under Deputy Resident (Development) which consists of one (1) Administration Officer (AO), two (2) Assistant Administration Officer (AAO), one (1) Assistant Administration Officer (Stenographer), two (2) support staff from group B and one (1) driver.

The job descriptions of development unit are such as below:-

1.9.1 Planning

- Plan Development Division
- Planning 9MP Projects
- Projects Planning MRP
- Secretariat of the JK Development Division
- JK Secretariat Project Sites
- Secretariat Acquisition Special Projects (Min. Of Finance)
- Secretariat of the Competition Committee Longhouse & Village
- Secretariat for Penan Affairs
- Secretariat for Miri Strategic Plan
- Secretariat for RGC & VIDP Project
- Secretariat on Tourism Task Force
- Secretariat for a Prosperous City
- Secretariat Resort
- River & Beach Secretariat
- Reserve Secretariat Village
- Secretariat Totally Protected Area (TPA)
- Secretariat of the Permanent Forest Reserve
- Secretariat of the CRAB (Champagne)
- Secretariat of Urban & Regional Studies
- Secretariat of the EIA / EMP
- Poor JK Secretariat / PKR
- Management JKKK

1.9.2 Monitoring

- Monitoring & Evaluation 9MP Projects
- MRP Project Monitoring & Evaluation
- Project Performance Report (9MP, MRP and Special Projects)
- Project Completion Report
- Project Implementation Status Report
- Secretariat DDC
- Secretariat PMS & DPMS
- Secretariat Security Division
- Secretariat Natural Disasters
- Land Disputes Secretariat (NCR)
- Security Secretariat Division
- Secretariat of the Committee for Road Safety
- Data & Information Development Secretariat Division
- Secretariat Squatter Settlements

CHAPTER 2

I have been working in Miri Resident Office since November 2012. I was put in the Development Unit under the supervision of Encik Abdul Aziz bin Haji Mohd Yusuf, Deputy Resident (Development). I have to report my work to Administration Officer (AO) that was Ms Norlila bt Haji Ulis as my supervisor.

2.0 My Job Description are;-

- To record list of MRP projects that have been approved and to ensure that the number of projects and provisions reported by the Miri and Marudi District Office project is in line with the MRP (Federal Provisions).
- Compiling a list of project proposals (Miri and Marudi District) for filtering and so on will be submitted to the State Development Office (SDO) and the Ministry of Rural and Regional Development for approval.
- Monitor and update the performance report of the Federal MRP project implementation (District Miri and Marudi) and submit a monthly report to the SDO and also State Implementation and Monitoring Unit (SIMU) and the Resident / Deputy Resident.
- Assist in the implementation and development of Penan projects.
- Secretariat of project meeting (Open tender).
- Assist in the implementation of the Kedaya Telang Usan agricultural project.
- Update / collect the data profile.
- Site visits to other projects if required.
- Help implement special projects if directed by Resident.nn
- Helped coordinated the event management if directed by Resident.
- Preparation of briefing notes for Residen/Deputy Resident.

- Verifies certificates received from public.
- Other duties as directed by superiors from time to time.

The Development Unit has done a big role in implementing and monitoring projects from Federal Funds and State Funds. As for 2015, we are implementing and monitoring a Rural Transformation Projects (RTP) which allocated about 119 projects to Miri Division. The total cost is about RM23,000,000.00. These projects are implemented by three agencies such as Public Work Department, Miri (PWD) Department of Irrigation and Drainage, Miri (DID) and Miri City Council (MCC). As for the month of April there are about 70 projects that have been awarded to Bumiputera contractors.

Minor Rural Projects grant or also known as MRP grants were given by ADUNs or local assemblymen. As for Miri Division there are a few assemblymen such as YB Datuk Sylvester Entri Anak Muran, ADUN N.66 Marudi, YB Puan Rosey Yunus, ADUN N.61 Sibuti, Encik Ripin Lamat, ADUN N.62 Lambir and Encik Dennis Ngau, ADUN N.67 Telang Usan,.

These ADUN will give their yearly grant to finance projects which are in their respective areas. These projects grants usually comes to a form of such as housing assistance program [Program Bantuan Rumah (PBR)], Projek Mesra Rakyat (PMR), Projek Infrastruktur Awam (PIA) and Projek Infrastruktur Awam Sosial (PIAS). The ICU or Implementation and Coordination Unit, which is under the Prime Minister Department will selects the requested projects by the ADUN of respective areas and give the projects list to Resident Offices to implement and monitor. Usually the project grants will be issued in the earlier part of the year and should be completed within the year.

Table 2.1 Total of MRP Projects in Miri and Marudi

District	Total Project MRP Projects
Miri	277
Marudi	61
Total	338

There are about 28 PIA projects and 27 PIAS projects under Miri Division and 34 PIAS project in Marudi District. There are 75 projects for Program Bantuan Rumah (PBR) in Miri Districts and 60 projects for Marudi District. As the projects are under the supervision and monitoring of Miri Resident Office, the development unit are responsible in monitoring the status of these projects as reports need to be send to ICU office in Kuching at every end of the month.

Table 2.2 : PIA & PIAS Project in Miri and Marudi

PRESTASI KEWANGAN (RM)			
DAERAH	PERUNTUKAN DITERIMA	PERBELANJAAN	%
MIRI	2,530,000.00 (PIA)	180,000.00	7.11
	1,980,000.00 (PIAS)	764,400.00	38.61
MARUDI	3,140,000.00 (PIAS)	1,270,000.00	40%

Table 2.3. Program Bantuan Rumah (PBR)

DAERAH	JENIS PROJEK	JUMLAH PROJEK	PERUNTUKAN (RM)
Miri	Bina Baru	20	1,000,000.00
	Baik Pulih	55	660,000.00
Marudi	Bina Baru	20	1,000,000.00
	Baik Pulih	40	480,000.00

As an assistant administrative officer in Development Unit of Miri Resident Office, I also have to monitor of the work progress of projects that are under Miri District Office and also under Marudi District Office. I have to collect the data from both districts offices as these report need to be compiled at every end of the month. The report then will be sent to the department that issued the grant for example the Kementerian Luar Bandar dan Wilayah Sarawak (KKLW) and also the Sarawak State Development Office (SDO) or also known as ICU. At the earlier part of year, I have to get projects lists from local assemblyman. These project lists then forwarded to KKLW and SDO for approval and at the same time requesting for the grants to do the projects.

2. 2 Reports that I have to do are such as below:-

2.2.1 Divisional Development Committee Meeting(DDC)

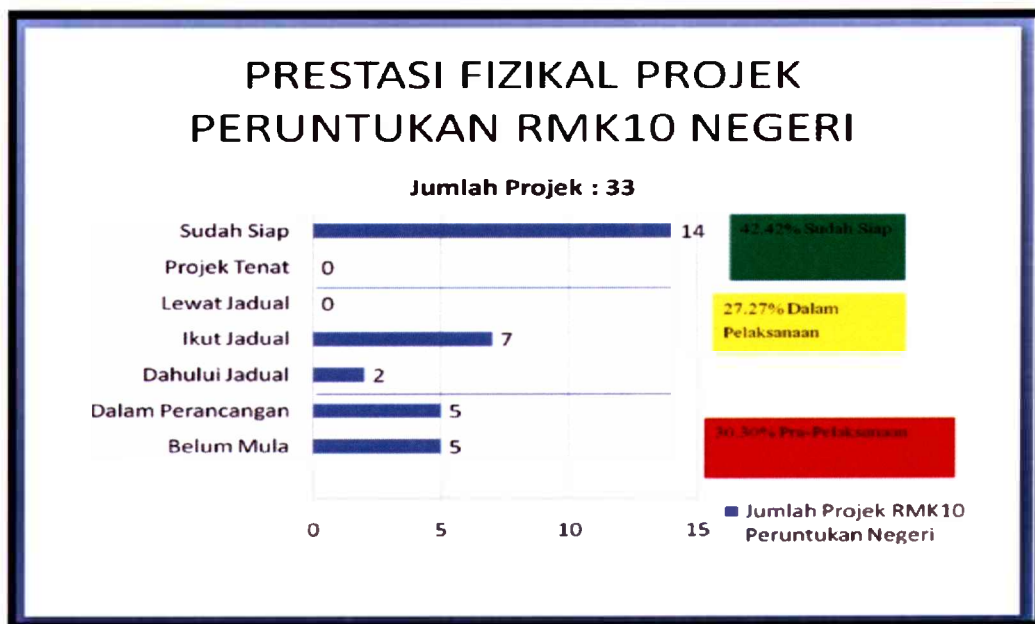
Divisional Development Committee is a committee that includes other department and agencies play important part for the development of Miri Division. The main committees are Resident as chairman, Public Works Department, Miri (JKR), Agriculture Department Miri , Police Department, Miri City Council, Land Of Survey, Miri. Health Department, Miri, Immigration Department, Miri, Irrigation and Drainage Department, Miri (DID), Miri District Office, Marudi District Office, Marudi District Council, Subis District Council and others.

The meeting was conducted 4 times a year and chaired by Resident of Miri. The meeting will discussed regarding the projects for the current year. The implementing agencies or department have to report the status of the project to the chairman. Chairman then will report this meeting to State Secretary during Sarawak Development Monitoring Committee (SDMC) meeting in Kuching.

Picture 2.1 : Slide Of DDC Meeting



Picture 2.2 : Slide of DDC Meeting (Physical)



2.2.2 Focus Group Committee

Focus Group Committee was set up especially for the purpose of monitoring the level of hardcore poor in Miri Division. Focus Group which also monitoring the 1AZAM program which was under Kementerian Kebajikan Wanita dan Pembangunan Keluarga, Sarawak. The programs objective is to provide opportunities for low-income people to generate income and give economic empowerment of low-income people. This also will encourage low-income people to be independent. There a few identified opportunities that are suggested by the Kementerian Kebajikan Wanita dan Pembangunan Keluarga. The opportunities to generate income are placement of jobs, small business and agricultural. There are three (3) categories of poor people that are eligible to receive the assistance which are categorized as poor, hardcore poor and extreme poor.

Picture 2.3 Slide Meeting of Focus Group in Miri Division

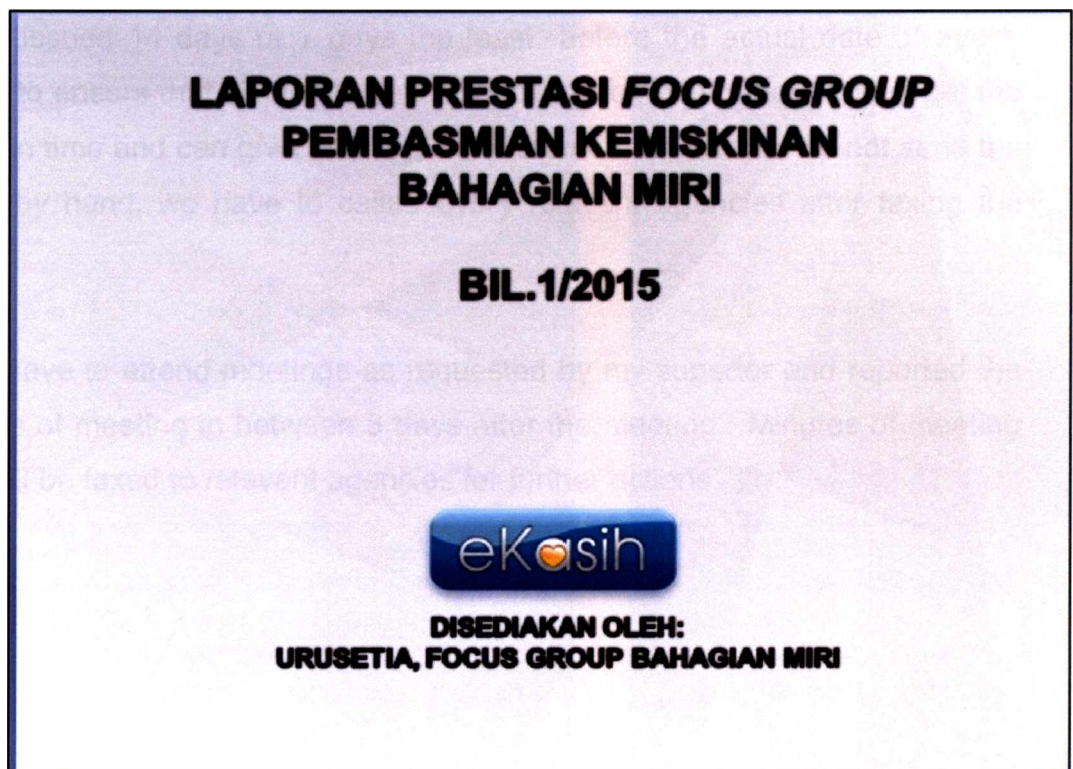


Table 2.4 : The Status of Hardcore Poor in Miri Divirision (Year 2014)

DAERAH	KIR MISKIN TEGAR	KIR MISKIN	KIR MUDAH MISKIN	TERKELUAR	JUMLAH KIR
MIRI	274	306	279	236	1,095
MARUDI	1,324	579	411	159	2,473
JUMLAH	1,598	885	690	359	3,568

2.2.3 Issuance of Notices and Minutes of Meetings

One of my routine works is to issue notices of meetings and issuance of minutes of meeting. Notice of meeting need to be issued at least 3 days before the actual meeting and we have to deliver the notice by faxing to other agencies. For any bigger event such as preparation for state event the notice will be issued 14 days or 7 days the least before the actual date of event. This is to ensure that all the relevant agencies and head of department get the notice in time and can give their replies of attendance. As we do not send the notice by hand, we have to called every relevant agencies after faxing the letter.

I also have to attend meetings as requested by my superior and reported the minutes of meeting in between 3 days after the meeting. Minutes of meeting then will be faxed to relevant agencies for further actions.

2.2.4 Rural Transformation Projects (RTP)

I am also responsible to become the secretariat for the meeting of tender process. The tender process is for any projects that are above RM20,000. These projects usually come from Implementation Coordination Unit (ICU), Prime Minister Department and also from Kementerian Pembangunan Luar Bandar dan Wilayah (KKLW). Projects are being advertised for local bumiputera contractors only. The advertisement will be advertised to the public for a minimum 7 days and maximum is 14 days. Any interested contractors need to buy the Bill of Quantities (BQ) from the account department. These bill of quantities has the work specifications for the projects which was designed by Public Work Department, Miri.

After the seven days, all BQ are returned and being counted for the nearest prices with the bill of quantities of the project. The contractor that offered a good price to the project will be awarded the contract. Usually project will take three (3) months or six (6) months to be completed. During the implementing of the project, monitoring need to be done such as site visit to check for the progress of the project. Monitoring also in term of the status report that were sent by the contractors.

2.2.3 Co-organizing Events

Miri Resident Office also play an important part in organizing and assisting state events in Miri.. The events are Chinese New Year Celebration, Hari Raya Celebration, Gawai Dayak Celebration, Maulidur Rasul, National Day Celebration and so on. These events are attended by Chief Minister of Sarawak and His Excellency the Governor of Sarawak. As a secretariat that are part of the organising committee, we are responsible to the invitation of the Cabinet Ministers, local ADUN and Member of Parliaments, head of department, Ketua Masyarakat, Ketua Kaum dan the public to come for the event. We are also part of protocol assistants to the events.

There are also smaller events that are organised by Ministry or other Departments that need our assistance to organise the event. Few events that I can report here are such as below:-

- a) **“Program Ziarah Kesejahteraan Bandar “** was held in 23 to 25 Mei 2012 which was collaborating with Kementerian Kesejahteraan Bandar, Perumahan dan Kerajaan Tempatan and also Miri City Council.
- On this event, the minister himself that is YB. Dato' Raja Nong Chik Bin Dato' Raja Zainal Abidin, Menteri Wilayah Persekutuan dan Kesejahteraan Bandar was visiting the selected people around Miri to be given assistance of wheelchairs, cash and food basket.
 - I was responsible to identify the selected people with the assistance of Miri City Council. On the day itself, I was involved in the handing over of wheelchairs, cash and food basket to the selected people. I was also responsible to organise a lunch for the Minister and the entourage.
- b) **“Seminar Fatwa Peringkat Negeri Sarawak 1434h / 2013M”** in 2014 , which collaborating with JAKIM, Pejabat Mufti Negeri Sarawak and JAIS, Miri. The event was held from 10 to 11 April 2013.
- I was responsible to invite local ADUN, head of department and public. The invitation letter was issued one week before the event. On the day, I was also ask to help as the usherettes with other staff of Miri Resident Office. The expected crowd was 1000 people. The event took place at M-Floor, Meritz Hotel Miri.
- c) **“Jawatankuasa Pengelola Bagi 1st Bimp-Eaga Transport Cluster Meeting 2013”** which was held from 22 to 26 September 2013, in Mega Hotel. This meeting was organized by the Ministry Of Industrial Development, Sarawak (MIDcom). The meeting was also attended by Transport Department from Brunei Darussalam and also the Indonesian Immigration Department.
- I was asked to attend a meeting on the 29 July 2013 and responsible to write the minute of meeting (*Refer Minute of Meeting dated 29 July 2013*).
 - There was also a dinner being organized to commorate the joint cluster meeting.

d) “Majlis Perasmian Projek Bekalan Elektrik Luar Bandar (BELB) bagi Pemohon-Pemohon di Kampung Pusil, Kampung Raan dan Kampung Bakam , Miri” which was held in 17 Januari 2015

- The organizer was Kementerian Kemudahan Awam, Sarawak and was joined by Miri Resident Office. I was responsible to invite local ADUN, head of department and community leaders, village head and public. The expected crowd was around 1500 people.

- I was also responsible to prepare a luncheon for the VIPs and head of department and community leaders as well as village head.

2.3 Conclusion

On this chapter, I have mentioned the jobs that I have to settle in a day to day works. It consists of many topics such as focus group or report for the assistances that have been distributed or to hardcore recipients. I also have to attend meetings and be secretariat to any events that are organized by other department.

CHAPTER 3 : ANALYSIS

3.1 Task Introduction

On this chapter, I would like to explain more my task on handling of Penan affairs. In Sarawak Penan is one of the ingenious groups who live in the interior of Sarawak and their lives behind in terms of economy, education and human development compared with other ethnic groups in Sarawak. They live in scattered in Baram, Miri, Limbang, Belaga and Bintulu area. According to census record in State Planning Unit as at Mei 2012, Penan ethnic population is about 17,000 and estimated that 300 Penans still practice nomadic lifestyles in Baram and Limbang District and the others have settled. Of this total, 11,402 Penan lives in 87 settlements at Baram district and 7 settlements with the populations of 1028 at Miri District as shown in Table 3.1. However according to the officer in charge this number of Penan population may change after taking into account the amount of Penan living in nomadic that still move from one area to the other area.

Table 3.1 : The Population of Penan in Miri Division

District	No of Kampung	Household	Total Population
Marudi/Baram	87	2,243	11,403
Miri	7	237	1,028
Miri Division	94	2,480	12,430

Sources: District Office Marudi and District Office Miri as at 12.05.2012 (Penan Census 2012)

One of the projects that are being implemented now is RSC or Rural Service Centres. This projects was initiated by State Planning Unit which is guided by YB Datu Ose Murang, Deputy State Secretary (Operations). Rural Service Centre was first build in 2012 that is RSC Long Beruang. Long Beruang is about 14 hours journey from Miri. There are about six (6) RSC that had been set up since 2012. The RSCs are in Long Beruang, Long Lamai, Long Latei, Long Jekitan, Ba Muboi and Apau Nyaring. These projects were being awarded to Samling Resources. Each RSC will cost more than RM500,00.00.

One sample of RSC will consists of kindergarten, ICT learning Centre, handicraft centre and assembly room. They have their own custodian for the centre. For eg. kindergarten will be under KEMAS, ICT Centre will be under Suruhanjaya Komunikasi dan Multimedia Malaysia (SKMM) and handicraft centre will be under Perbadanan Pembangunan Kraftangan Malaysia. This picture below is taken from RSC of Ba Muboi.

Picture 3.1 RSC Project in Ba Muboi



Picture 3.2 RSC Project in Apau Nyaring



In November 2013, I was attending the handing over of RSC Apau Nyaring which was officially opened by Yang Berhormat Datuk Patinggi Tan Sri Alfred Jabu Ak Numpang, Deputy Chief Minister of Sarawak. The journey to Apau Nyaring took 7 hours through logging road. These are some of the pictures taken on opening of Apau Nyaring RSC.



Picture 3.3 :
View from RSC Apau Nyaring to
Penan Settlements in Apau
Nyaring



Picture 3.4:
Penan waiting for the arrivals of
YB Datuk Patinggi Tan Sri Alfred
Jabu, Deputy Chief Minister



Picture 3.5:
Entrance of RSC Apau Nyaring



Picture 3.6:
Staff of Miri Resident Office



Picture 3.7:
Penan children waiting in line for
gifts from Health Department.
Gift consists of toothbrush and
toothpaste.



Picture 3.8:
Dental checkup for Penan people during the programme



Picture 3.9:
Community leaders from around Apau Nyaring



Picture 4.0:
Village head of Apau Nyaring giving souvenir to YB Deputy Chief Minister



Picture 4.1:
Plaque signed by YB Deputy Chief Minister after officiating of RSC Apau Nyaring

On doing this task of monitoring of project development, there are some strengths and weaknesses that I can share here.

3.2 Strengths in Performing the Task

3.2.1 Work Under Pressure

This job has given me the opportunity to work under pressure as we need to keep updates of the current progress of these projects. For your information Penan ethnic is one of the ethnics that hold a special meaning to Sarawak Government. We are keep being asked by top officers and top management in Chief Minister Department to update the development of Penan Community.

3.2.2 Multitasking

As there are only a few officer in our Development Office, I need to do multitasking tasks at the same time. These multitaskings has enable me to work with a limited time and with a limited budget For eg. on the official ceremony of handing over RSC Apau Nyaring in November 2013, I was given the task to set up the secretariats for this programme. I need to attend all the preparation meetings, need to call for agencies to come for meeting, minutes taking, as a budget handler for this programme whereby I need to make sure that the budget was within it means and I have to convey the costs of programme to Chief Minister Department for budget approval. On the day itself, I have to attend the programme in Apau Nyaring and need to make sure that the preparations by the agencies are in order. I also have to work as protocol officer on the day of the programme. It was an experienced to me because I have to make sure the programmes was on its track.

3.3 Weaknesses in Performing the Task

3.3.1 Shortage of Staff

Many would thought that Resident Office has many staff working in it, but in fact there were only small number of permanent staff working in the office. Previously government department have working schemes for graduates to work temporarily in some of the government offices. Referring to my unit that is the development unit, we have 1 officer ,2 assistant officer, three (3) capacity building graduates (CBG). These CBG has helped me a lot in completing the job. As CBG scheme will not be continued up to December 2015, I will face difficulties in getting the report done on time.

3.3.2 Limitation of Budget

In setting up of secretariat for any events such as the handing over ceremony of RSC Apau Nyaring, we always faced the budget constraints. This is because budget was given by the Administration Department of Chief Minister Office in Kuching. In order to successfully do the programme we need to have a good support from administration and treasury department in ensuring the programme will work. For programme done in rural areas in Baram will cost a lot of money as the canopies, chairs, tables, settees , sound system, food caters and etc need to be transported using logging road to Apau Nyaring.

3.3.3 Transportation Unavailable

As we need to go to remote areas in Baram, we have the difficulty to get transportation as government vehicles are not appropriate and not suitable to be use by logging roads. In order to go for site visits or functions in rural areas in Baram, we need Samling to assist us in providing the transport. Samling was chosen because they have the

facilities and mode of transport that are suitable to be use through logging roads. Furthermore they have experienced drivers around the area. We also face transportation problem when we need to go for site visits.

3.3.4Communication

As we directly involved with programmes with Penan we also have difficulties in communicating with them. For your information Penan are not use to socialize with other people beside their group and still living in a nomadic way. Most of them do not speak other language other than their own. In order to communicate with them, we have to use a translator or middleman to deliver our messages.

3.4Task Analysis

3.4.1 In performing the project tasks, I have to apply some knowledge that I have learnt from the previous semester. One of the subject was **project management** where it taught us to oversee the project from the initial stage to finish stage. We were also shown how to use the gantt chart to monitor projects because it will show the dates of progress from start to finish. This has helped me a lot as we were not taught about this in another subjects.

Other subject that I can relate also is the **organizational behaviour** subject. As we work in a team therefore it is important for team members or technical agencies to have a good communication with each other. Good communication with other team member can increase our understanding towards delivering the task to achieve its goal.

I also come across a situation where I need to make a decisions of my own. This has been shown in the subject of **Principles of Management**. One of the decision making process is identifying the problem. By identifying the problem, we can see the cause of it whether it comes from people, resources, environment or processes. By knowing the problem then we can look for alternatives to solve them.

CHAPTER 4 : RECOMMENDATIONS

4.0 Introduction

As one of a government staff of an Assistant Administration Officers (A.A.O) in the Resident Office Miri there are many challenges that we have to face everyday. In this chapter, there are some recommendations that can be adopted to improve the work.

4.1 Retain Employee with Skills

As there are many capacity building graduates will be unemployed in the coming month, it is better for state government to re-employ this capacity building graduates (CBG) to work in offices and department that are really need their services. Some of these CBG has been working in the department for 4 to 5 years. They have acquired the knowledge and skills needed to be employ as government servant. It will be a loss to state government if these CBG are not re-employed. The human resource department should give these CBG a priority to come for a job opening (interview).

4.2 Budget

I have mentioned previously that the allocation of funds are limited for every Resident Offices throughout Sarawak. It would be better that the Treasury Department with collaboration with State Financial Office and Ministry of Finance to increase the allocations to Miri Resident Office and to other Resident offices too because the allocation is important to have the office have their activities and to provide better services to the public.

4.3 Transportation for Resident Office

Over the years we have been asking Samling for their corporate social responsibility (CSR) in providing us transportation to rural Baram for government activities or programmes. As we have to reach the people in rural Baram to updates on government programmes, Resident Office should be provided with a compatible vehicles such as four wheel drive. This is to enable the officers to go to the places with ease as there are no time constraints because Samling put time constraint in using their vehicles.

4.4 Employ Translator

As we have difficulties is communicating with the Penan, Resident Office should be provided with permanent staff of Penan ethnic. The person will be responsible for any Penan social activities or any development to improve their livelihood. It is important to engage a person from the same ethnics because he or she is very familiar with Penan way of life.

4.5 Conclusion

On this chapter, I have shown some of the activities that I have done in doing the activities with Penan people. I also mentioned of the weaknesses and strengths that I faced in doing the tasks. Suggestions and recommendations also being mentioned in order to improve the organizations that I worked with. As these recommendations are beneficial to me as an individual it also beneficial to the organization.

CHAPTER 5 : SUMMARY

As for the conclusion, I have gained so much knowledge working on the ground which is Miri Resident Office. Previously I was attached to a Chief Minister Office in Kuching for 6 ½ years. The 3 ½ years working here has enabled me to gained so much as I have to meet face to face with the publics that came to the office for certain reasons. Publics would come to our office to get information regarding housing assistance (Program Bantuan Rumah), electricity (bantuan elektrik luar bandar), water (bekalan air luar bandar), e kasih programmes, projects for rural developments. Most of the time public come to our office to get the their certificates certified.

In chapter 1, I have introduced some information regarding Miri Resident Office and some information on Miri City. The office has client charter, vision statement and mission statement established as a foundation to satisfy the public needs. There are also the organization chart and organization structure that shows the sub-units which is known as District Offices and Sub-District Offices that placed the officer in charge and the structure below it. On this chapter I also show the sub unit duties.

In chapter 2, I have describe my work duties and description of jobs. The routine tasks that I have to do in the Development Unit. As we are given quite a number of many subjects, we have to have the initiatives to learn about the task /do. I have to report my work to my superior and my officer in charge.

In chapter 3, I have mentioned some of the tasks that I do for handling Penan affairs. Our office was given the authority to be the secretariat of Penan affairs. I have shown one of the activities to improve the livelihood of Penan community that is by providing them with a rural service centre which is useful as it has community hall for Penan to have dialogue or meeting with government official, it also has handicraft centre, kindergarten and ICT room. The state government is hoping that Penan people would embraced the development in term of infrastructures and social activities so as to improve their lives.

In chapter 4, as a government servant I have to give my views and recommendations that can improve myself in doing the tasks given. On top of that, the organization also need to have resources such as financial assistance in term of grants from HQ in order to administer the organization well. As for communities, Miri Resident Office have a bigger role to fulfil as people look at the organization as the service delivery of current government. Good service delivery then it shows the government is really into helping the people.

Overall, working in Miri Resident Office have given me the experiences that I have never faced before. I have to prepare myself mentally and physically to any new challenges as we have to face many subjects and are not confined to 1 or 2 subjects only. I have to learn to be patient and be helpful to others as public have many characters and attitude.

The Bachelor of Administration Science that I've learn now in UiTM is very much related to my works as we learned the public administration, behavioral organization, project management, research methodology, knowledge management, law and others subjects. These subject has helped me in many ways that I cannot get from others or other institutions.



UNIVERSITI TEKNOLOGI MARA

Distance Education Centre

Institute of Education Development (InED)

Project Paper Advising Record

Program : AM228 - BACHELOR OF ADMINISTRATIVE SCIENCE (HONS.)

Semester : - 11

Name of Student : NORLIZA BT OTHMAN

Matrix No. : 2009119207

Name of Advisor : MDM SHARON PEARL

Date	Time	Topic of Discussion	Signature	
			Student	Advisor
14 Mar 15	1 pm – 2 pm	Discussion on topic of Chapter 1		
19 Apr 15	1 pm – 2 pm	Discussion on topic of Chapter 2		
23 May 15	1 pm – 2 pm	Discussion on topic of Chapter 3		
24 May 15	1 pm – 2 pm	Discussion on topic of Chapter 4 & 5		
14 Jun 15	1 pm – 2 pm	Final Discussion		

APPENDIXES

**MINIT MESYUARAT PERSEDIAAN BAGI PROGRAM
PERASMIAN RSC APAU NYARING &
MAJLIS PEMIMPIN BERSAMA RAKYAT DI LONG ATON
BERSAMA TIMBALAN KETUA MENTERI SARAWAK, BIL 1/2013**

Tarikh : 2 Oktober 2013 (Rabu)
Masa : 2.30 petang
Tempat : Bilik Mesyuarat Pejabat Residen Miri

Kehadiran:-

- | Bil | Nama | |
|------------|--|------------|
| 1 | Encik Antonio Kahti Galis
Residen Bahagian Miri | -Pengerusi |
| 2 | Encik Abdul Aziz bin Haji Mohd. Yusof
Timbalan Residen (Pembangunan) | |
| 3 | Encik Baru Tai
Pejabat Timbalan Setiausaha Kerajaan Negeri (Operasi) | |
| 4 | Puan Rabizah Hasmi bt Muhamad
Pejabat Pembangunan Negeri | |
| 5 | Encik Mackos Sibong
Pegawai Daerah Marudi | |
| 6 | Encik Louis Michael Balau
Pejabat Daerah Kecil Long Lama | |
| 7 | Puan Genevieve Ann Tida Edward
Unit Perancang Negeri (SPU) | |
| 8 | Temenggong Pahang Deng
Ketua Masyarakat Kayan-Kenyah | |
| 9 | Inspektor Mohamad Ruslan
Pejabat Polis Daerah Marudi | |
| 10 | Encik Benedict Teo
Jabatan Pertanian | |
| 11 | Encik Denis Garit
Jabatan Pertanian Miri | |
| 12 | Puan Bendalina Morib
Jabatan Pertanian Miri | |

BIL	PERKARA	TINDAKAN/MAKLUMAN
1.0	<p><u>PERUTUSAN Pengerusi</u></p> <ul style="list-style-type: none"> • Pengerusi mengalu-alukan kedatangan ahli mesyuarat yang hadir. • Beliau memaklumkan kepada ahli mesyuarat bahawa tujuan mesyuarat diadakan adalah bagi membincangkan hal-hal lanjut berkenaan program sempena lawatan Timbalan Ketua Menteri Sarawak ke RSC Apau Nyaring dan Program Pemimpin Bersama Rakyat di Long Aton pada 2 Oktober 2013. 	Makluman: Semua Ahli
2.0	<p><u>TAKLIMAT PROGRAM</u></p> <ul style="list-style-type: none"> • Pengerusi memaklumkan bahawa program tersebut dijangka akan diadakan pada 2 November 2013. • Program akan bermula bagi Perasmian RSC Apau Nyaring pada jam 10.00 pagi dan diikuti dengan Program Pemimpin Bersama Rakyat di Long Aton pada jam 12.00 tengahari. • Bagi Majlis Perasmian RSC Apau Nyaring, seramai 300 orang penduduk dijemput untuk menghadiri majlis tersebut. • Manakala di Long Aton, seramai 700 orang dijemput hadir. 	Makluman: Semua Ahli
	<p>2.1 JAWATANKUASA JEMPUTAN DAN SAMBUTAN</p> <ul style="list-style-type: none"> • Menjemput dan mengesahkan kehadiran Tetamu Kehormat. • Menjemput Ahli Parlimen/ADUN • Menjemput Ketua-Ketua Masyarakat/Ketua Kaum/Tuai Rumah /JKKK bagi kampung-kampung berdekatan. • JK Sambutan oleh Pejabat Daerah Marudi 	Tindakan: Pejabat Residen Miri Pejabat Daerah Marudi
	<p>2.2 JAWATANKUASA KELENGKAPAN</p> <p><u>Apau Nyaring:</u></p> <ul style="list-style-type: none"> • Menyediakan keperluan dan kelengkapan majlis seperti rostrum, khemah, kerusi dan meja. • Membuat backdrop bagi program tersebut. • Menyediakan bajet yang diperlukan untuk kelulusan SPU/Pejabat Timbalan Setiausaha Kerajaan Negeri Sarawak. <p><u>Long Aton:</u></p> <ul style="list-style-type: none"> • Majlis Pemimpin Bersama Rakyat di Long Aton akan dikendalikan sepenuhnya oleh Jabatan Pertanian. • Membuat backdrop bagi program tersebut. • Menyediakan keperluan dan kelengkapan majlis seperti rostrum, kerusi dan meja oleh JKR Marudi. • Program di Long Aton adalah seperti program yang pernah diadakan di Pa' Dallih. • Menyediakan bajet yang diperlukan untuk kelulusan. 	Tindakan: JKR Miri /Marudi En. Baru Tai (Pejabat TSUK) JKR Miri / Marudi & Pejabat Pertanian Miri

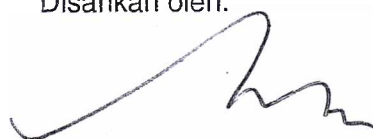
3.0	<p><u>PERBINCANGAN CADANGAN ATUR CARA MAJLIS</u></p> <ul style="list-style-type: none"> • Sila rujuk <u>Lampiran A & B</u> untuk cadangan atur cara majlis. 	Makluman: Semua Ahli
4.0	<u>HAL-HAL LAIN</u>	
	<p>4.1 PENGHANTARAN BAJET</p> <ul style="list-style-type: none"> • Setiap agensi dikehendaki menghantar bajet kepada Pejabat Residen Miri pada 4 Oktober 2013 (Jumaat). <p>4.2 PAMERAN</p> <ul style="list-style-type: none"> • Pameran akan disertai oleh 3 agensi iaitu:- <ol style="list-style-type: none"> Kraftangan Jabatan Pendaftaran Negara Pejabat Kesihatan (Pergigian) Jabatan Pertanian. <p>4.3 BAJET T-SHIRT</p> <ul style="list-style-type: none"> • Kos membuat T-Shirt sebanyak RM11,990.00 bagi program Pemimpin Bersama Rakyat di Long Latei pada 20.12.2012 akan dimasukkan dalam bajet program ini. 	Makluman: Semua Ahli Pejabat Timbalan Residen (Pembangunan)
5.0	<p><u>PENANGGUHAN MESYUARAT</u></p> <ul style="list-style-type: none"> • Mesyuarat telah dtangguhkan pada pukul 4.15 Petang dan di akhiri dengan ucapan ribuan terima kasih. • Mesyuarat seterusnya akan dimaklumkan pada semua ahli. 	Makluman: Semua Ahli

Minit Disediakan Oleh:



(NORLIZA BT OTHMAN)
Penolong Pegawai Tadbir

Disahkan oleh:



(ANTONIO KAHTI GALIS)
Residen Bahagian Miri

Dibantu Oleh:

NURHAFIZAH BT EYUSIS

**ATURCARA PROGRAM
PERASMIAN RSC APAU NYARING, BARAM
OLEH TIMBALAN KETUA MENTERI SARAWAK**

Appendix B

- 9.00 – 1.00 tgh - Pameran Dari Agensi (Kesihatan/Kraftangan/Jabatan Pendaftaran Negara)
- 9.00 pagi - Ketibaan Orang Awam
- 9.30 pagi - Ketibaan Tetamu Jemputan
- 10.00 pagi - Ketibaan YB Datuk Patinggi Tan Sri (Dr) Alfred Jabu Anak Numpang,
Timbalan Ketua Menteri Sarawak merangkap Menteri Pemodenan Pertanian dan Menteri Pembangunan Luar Bandar Sarawak
- Bacaan Doa
 - Ucapan Oleh Temenggong Datuk Hasan Sui Ketua Masyarakat Penan
 - Ucapan Oleh Yang Berhormat Encik Anyi Ngau Ahli Parlimen P.220 Baram
 - Ucapan Oleh Datuk Patinggi Tan Sri (Dr) Alfred Jabu Anak Numpang,
Timbalan Ketua Menteri Sarawak merangkap Menteri Pemodenan Pertanian dan Menteri Pembangunan Luar Bandar Sarawak
 - Perasmian Pusat Perkhidmatan Luar Bandar (RSC), Apau Nyaring
 - Simbolik Penyerahan Anak Getah & Penyerahan Biji Benih
 - Penyerahan Biji Benih kepada Ketua Kampong
 - Penyampaian Cenderahati
 - Jamuan Tengahari
- 11.30 pagi - Majlis Bersurai

Kepada:

Encik Dijan
Unit Perancang Negeri
Jabatan Ketua Menteri

**LAPORAN MAJLIS PERASMIAN PUSAT PERKHIDMATAN LUAR BANDAR APAU
NYARING PADA 2 NOVEMBER 2013 (SABTU)**

I. Jemputan VIP yang hadir adalah seperti berikut:-

- I. YB Datuk Patinggi Tan Sri Alfred Jabu
- II. Datu Ose Murang
- III. Datuk John Sikie
- IV. YB Encik Dennis Ngau
- V. YB Senator Lihan Jok
- VI. Encik Antonio Kahti Galis
- VII. Datu Dr Ngenang Jangu
- VIII. Encik Lai Kui Fong

II. Jemputan orang ramai yang hadir adalah seramai 300 orang iaitu dari Kpg Apau Nyaring, Kpg Long Buken, Kpg Long Kerong dan Kpg Long Liaw.

III. Program yang telah diadakan:

- Perasmian Tapak Semaian Sumber Mata Tunas Getah oleh Jabatan Pertanian Sarawak.
- Pelepasan Anak Ikan dilakukan oleh SAO Louis dan Ketua Kampung serta JKKK Kpg.
- Perasmian Pusat Perkhidmatan Luar Bandar (RSC) dengan menandatangani plak perasmian.
- Simbolik Penyerahan Anak Getah dan biji benih kepada Ketua kampung Apau Nyaring, Long Buken, Long Liaw dan Long Kerong.
- Penyampaian cenderahati oleh Ketua Kampung Kalang Nun kepada YB Datuk Patinggi Tan Sri Alfred Jabu.

IV. Perbelanjaan:

- Perbelanjaan telah dihantar ke SPU adalah sebanyak RM51,400.00 [telah difaks pada 11/11/13].
- Peralatan dan teknikal dari JKR dengan kos sebanyak RM31,800 oleh Sykt Budaya Enterprise.

- Kos untuk penyelenggaraan pembersihan dari Majlis Daerah Marudi adalah RM1500.
- Penyediaan makanan oleh Jabatan Pertanian dengan kos sebanyak RM9400 oleh Puan Juliana Dau.
- Pejabat Residen Miri setakat hari ini (Isnin, 11/11/13) belum lagi menerima waran peruntukan dari SDO.

V. Pameran:

- Pihak kraftangan telah hadir bagi membuat promosi barangan kraf serta mengambil pesanan barangan kraf dari penduduk kampung.
- Pejabat Kesihatan (Pergigian) telah membuat perkhidmatan pemeriksaan pergigian di pusat khimat tersebut serta mengadakan aktiviti seperti memberi peralatan berus gigi kepada kanak-kanak Penan yang hadir.

VI. Bacaan Doa:

- Bacaan doa telah dikendalikan oleh pastor yang dilantik.

VII. Cenderahati dan Sambutan:

- Cenderahati telah disediakan oleh Ketua Kampung, Encik Kalang Nun kepada YB Datuk Patinggi Tan Sri Alfred Jabu.
- Manakala bagi acara sambutan, Temenggong Datuk Hasan Sui telah menyediakan cenderahati kepada VIP yang hadir.

VIII. Lain-Lain Perkara:

- Majlis telah berlangsung dengan jayanya atas kerjasama semua pihak termasuk Pejabat Daerah Marudi, Pejabat Daerah Kecil Long Lama, Jabatan Pertanian Sarawak, Jabatan Kesihatan Sarawak, Majlis Daerah Marudi, Kraftangan Malaysia serta Samling Resources Sdn Bhd.

Laporan Oleh:



Norliza bt Othman
Penolong Pegawai Tadbir
Pejabat Residen Miri

Tarikh: 11/11/2013

**PERBELANJAAN SEMENA PERASMIAN RSC APAU NYARING OLEH TIMBALAN KETUA
MENTERI SARAWAK**

NO	PERKARA		JABATAN/ AGENSI	AMAUN
	JK KELENGKAPAN			
	Dewan Apau Nyaring (VVIP & Org Awam)			
	Pengangkutan VVIP Settee	5 pc x RM500 = RM2500		
	Heavy duty Stand Fan c/w wiring	4 units x RM500=RM2000		
	VVIP Stage 12ft width x 16ft length with 2.5ft high (steel structure) c/w 2 nos staircase and floor carpet (red).	1 set x RM5000=RM5000		
	Rostrums	1 unit x RM1000=RM1000		
	Backdrop (6ft x 12 ft)	1 unit x RM500=RM500		
	Kerusi plastik	300 nos x RM6=RM1800		
	Meja kopi utk VVIP	1 unit x RM500=RM500		
	Standby 3 KVA (Minimum) Generator set c/w wiring utk P.A sistem, lampu, kipas & etc.	1 unit x RM1000=RM1000	Jabatan Kerja Raya	14,300.00
	Tempat Jamuan			
	Arabian Tents 20ft x 20ft	4 units x RM500=RM2000		
	Meja Panjang 2ft x 6ft	6 nos x RM200 =RM1200		3,200.00
	Pameran			
	Arabian Tents 20ft x 20ft	2 units x RM500=RM1000		
	Meja Panjang 2ft x 6ft	4 units x RM200=RM800		1,800.00
	Pengangkutan			
	Lori (3 tan) dari Miri to Apau Nyaring	1 units x RM7500 =RM7500		
	Pengangkutan (4x4) utk pegawai JKR dari Miri ke Apau Nyaring	1 unit x RM5000 =RM5000		12,500.00
			Jumlah	31,800.00

	JK KELENGKAPAN			
	Plak Perasmian	1 unit x RM2000=RM2000	JKR	2,000.00
			Jumlah	2,000.00

	JK KEBERSIHAN		Majlis Daerah Marudi	1,500.00
1	Membina 2 unit berkembar tandas			
			Jumlah	1,500.00

JK JAMUAN				
Jamuan Ringan (Petugas & Penduduk Kpg)		400 x RM2.00 = RM800.00	Jabatan Pertanian	800.00
1	Air Kotak /Botol			
2	Ban Berinti			
Jamuan Ringan (VIP & Jemputan Khas)		40 x RM20.00 = RM600.00	Jabatan Pertanian	600.00
1	Kopi & Tea			
2	Kuih Muih			
3	Buah-buahan	400 x RM20.00 = RM8000.00	Jabatan Pertanian	8,000.00
Makan Tengahari (Petugas & Penduduk)				
1	Nasi Putih			
2	Ayam Masak Kicap			
3	Sayur Campur	400 x RM20.00 = RM8000.00	Jabatan Pertanian	8,000.00
4	Air Botol			
			Jumlah	9,400.00

JK SIARAYA			Jabatan Penerangan	300.00
1	Pengacaraan			
			Jumlah	300.00

URUSETIA/SEKRETARIAT			Pejabat Residen Miri	
1	Menyediakan 3 buah kenderaan (4x4) pergi dan balik dari Apau Nyaring	2500 + 2100 + 1800 = 6400		6,400.00
			Jumlah	6,400.00

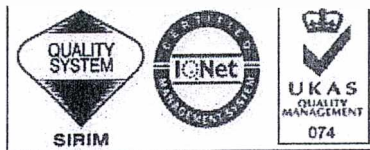
JK SAMBUTAN & CENDERAHATI DLL				
1	Sambutan Kebudayaan & Cenderahati			-
			Jumlah	-

JUMLAH BESAR 51,400.00



PEJABAT RESIDEN BAHAGIAN
MIRI
JALAN KINGSWAY,
98000 MIRI, SARAWAK

Telefon Am : 085-433203
Faks : 085-432876 / 434767



Certified to MS ISO
9001:2008 Cert. No. : AR:



Appendix D

Ruj. tuan : Tarikh:
Ruj. kami : PRM/SOC/S/14/3 Tarikh: 31.10.2013

**Yang Berhormat Encik Dennis Ngau
ADUN N.67 Telang Usan, Baram**

Yang Berhormat,

**LAWATAN YB DATUK PATINGGI TAN SRI (DR) ALFRED JABU ANAK NUMPANG,
TIMBALAN KETUA MENTERI SARAWAK MERANGKAP MENTERI PEMODENAN
PERTANIAN DAN MENTERI PEMBANGUNAN LUAR BANDAR SARAWAK KE
PERASMIAN RSC APAU NYARING DAN MAJLIS PEMIMPIN BERSAMA RAKYAT DI
LONG ATON, BARAM**

Dengan segala hormatnya saya merujuk kepada perkara di atas.

2. Sukacita bahawa pejabat ini telah mengambil maklum dengan kehadiran Yang Berhormat sempena Majlis Perasmian Bangunan Pusat Perkhidmatan Luar Bandar Apau Nyaring pada 2 November 2013.
3. Sehubungan itu, pihak kami juga berbesar hati menjemput Yang Berhormat untuk memberi ucapan untuk Majlis Perasmian tersebut.
4. Kesudian Yang Berhormat untuk menjayakan program tersebut amatlah dihargai. Bersama ini disertakan aturcara untuk makluman Yang Berhormat.

Sekian, terima kasih.

**BERSATU BERUSAHA BERBAKTI
"AN HONOUR TO SERVE"**


(EMANG OYO EMANG)
Pemangku Residen Bahagian Miri

Kepada:

1. Residen Bahagian Miri
2. Timbalan Residen (Sosial)
3. Timbalan Residen (Pembangunan)

LAPORAN PERSEDIAAN MAJLIS PERASMIAN PUSAT PERKHIDMATAN LUAR BANDAR APAU NYARING PADA 2 NOVEMBER 2013 (SABTU)

- I. Surat jemputan kepada VIP telah dikeluarkan, berikut adalah maklumbalas setakat 31/10/13 (Khamis).
 - I. Datu Ose Murang – Hadir
 - II. Datuk John Sikie – Hadir
 - III. Datuk Dr Stephen Rundi - Tidak dapat hadir
 - IV. YB Encik Anyie Ngau – Hadir di Long Aton sahaja (Berucap di Long Aton)
 - V. YB Encik Dennis Ngau – Hadir
 - VI. YB Senator Lihan Jok – Belum memberi respon
 - VII. Datu Dr Ngenang Jangu – Hadir

- II. Program:
 - Perasmian Tapak Semaian Sumber Mata Tunas Getah
 - Pelepasan Anak Ikan (sekiranya ada masa)
 - Perasmian Pusat Perkhidmatan Luar Bandar (RSC) [dgn menandatangani plak perasmian]
 - Simbolik Penyerahan Anak Getah & Penyerahan Biji Benih
 - Penyerahan Biji Benih kepada Ketua Kampung
 - Penyampaian cenderahati

- III. Budget:
 - Latest budget dihantar ke SPU adalah RM61,912.00 [rujuk lampiran].
 - JKR telah menawarkan kontrak kpd Sykt Budaya Enterprise secara tender. Kos adalah sebanyak RM49,800 iaitu [RM31800 untuk Apau Nyaring, RM18000 untuk Long Aton]
 - Memandangkan estimated budget yang dihantar oleh agensi-agensinya yang dilantik kurang dari RM10,000, maka pihak kita tidak membuat permohonan pengecualian tender kepada SFS.
 - Kos untuk penyelenggaraan pembersihan dr M. Daerah Marudi adalah RM1500.
 - Pejabat kita setakat hari ini (Khamis, 31/10/13) belum lagi menerima waran peruntukan sebanyak RM116,300 dari SDO.
 - Saya juga telah memohon kpd pejabat akaun untuk mengeluarkan service order bagi kos-kos yang terlibat kecuali kos untuk Sambutan dan Cenderahati sebanyak RM3000.

IV. Pameran:

- Pihak kraftangan akan hadir.
- Pejabat Kesihatan (Pergigian) akan membuat pemeriksaan pergigian di Apau Nyaring.
- Tiada respons dari Pejabat Kesihatan untuk membuat saringan kesihatan.
- Pejabat kesihatan hanya menghantar 2 (dua) pegawai untuk membuat pemeriksaan kualiti makanan.

V. Pengangkutan:

- Pihak Samling akan menghantar 4 buah kenderaan untuk urusetia;
 - 1 - Pejabat Residen Miri
 - 1 - Pejabat Daerah Kecil Long Lama
 - 1 - Pejabat Penerangan Miri
 - 1 - Pejabat Penerangan Long Lama
- Kenderaan Sewa (4x4) adalah sebanyak 2 buah.

VI. Penginapan:

- Pejabat ini telah menghantar senarai nama pegawai2 yang akan tinggal di KM10. Encik Sim Kit Choi juga telah mengambil maklum perkara ini.
- Telah memaklumkan pihak Samling untuk menyediakan makan malam serta minum pagi.

VII. Pengacaraan:

- Encik Jua Ak Daud dari Penerangan Long Lama akan mengacara majlis.

VIII. Kebersihan:

- Majlis Daerah Marudi telah melantik kontraktor bagi kerja-kerja penyelenggaraan kebersihan dengan kos RM1500.

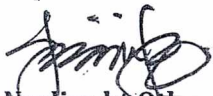
IX. Bacaan Doa:

- Semasa mesyuarat ke-2, bacaan doa akan dikendalikan oleh katekis yang dilantik.

X. Lain-Lain Perkara:

- Pegawai kita Encik Dawat, akan berada di Apau Nyaring pada 1/11/13 bagi membuat pemeriksaan terakhir bagi acara sambutan, penyediaan cenderahati, bacaan doa, kebersihan di RSC Apau Nyaring dan perkara-perkara lain yang perlu.

Laporan Oleh:



Norliza bt عثمان

Penolong Pegawai Tadbir

**MESYUARAT KE-2 SEMPENA LAWATAN
KERJA TIMBALAN KETUA MENTERI
SARAWAK KE PERASMIAN RSC APAU
NYARING DAN MAJLIS BERSAMA
PEMIMPIN DI LONG ATON, BARAM
PADA 2 NOVEMBER 2013**

AGENDA MESYUARAT

- Ucapan Aluan Pengerusi
- Pengesahan Minit Mesyuarat Bil 1/2013
- Laporan dari Jawatankuasa Kerja
 - Perasmian RSC Apau Nyaring
 - Majlis Pemimpin Bersama Rakyat di Long Aton
- Pengesahan Deraf Aturcara Program
- Laporan Kewangan
- Hal-Hal Berbangkit

Laporan Jawatankuasa Kerja

BIL	NAMA JAWATANKUASA	RSC Apau Nyaring	Pemimpin Bersama Rakyat Long Aton
1.	JK Jemputan -VIP/K.Jabatan/ Pameran -KM/KK/Orang ramai	P. Residen PD Marudi	P. Residen PD Marudi
2.	JK Kelengkapan -Rostrum/Backdrop/Kerusi/ Meja kopi/stand fan/ generator	JKR Marudi JKR Miri	JKR Marudi J.Pertanian
3.	JK Jamuan	J. Pertanian	J. Pertanian

Laporan Jawatankuasa Kerja

BIL	NAMA JAWATANKUASA	RSC Apau Nyaring	Pemimpin Bersama Rakyat Long Aton
4.	JK Penginapan	Samling	Samling
5.	JK Pengangkutan	Samling	Samling
6.	JK Sambutan	PD Marudi En. Dawat	PD Marudi
7.	JK Keselamatan -Keselamatan/Landing Pad	IPD Marudi	IPD Marudi

Laporan Jawatankuasa Kerja

BIL	NAMA JAWATANKUASA	RSC Apau Nyaring	Pemimpin Bersama Rakyat Long Aton
9.	JK Siaraya/PA Sistem/MC	Penerangan	J.Pertanian
10.	JK Kebersihan	Majlis Daerah Marudi	Majlis Daerah Marudi
11.	Bacaan Doa	Pastor - utk dimaklumkan oleh KK	Pastor - utk dimaklumkan oleh KK
12.	Lain-Lain Perkara - Buku Program	Pejabat Residen	J.Pertanian

**Laporan Jawatankuasa Jamuan
-Pertanian**

Bil	APAU NYARING	Jumlah	Harga	Amaun
1.	Jamuan Ringan (Orang Ramai) -Air Kotak/botol & Ban Berinti	300 org	RM2.00	RM600.00
2.	Jamuan Ringan (VIP)	40 org	RM15.00	RM300.00
3.	Makan Tengahari (Petugas & Jemputan)	400 org	RM20.00	RM8000.00
				RM9,400.00
	LONG ATON			
1.	Makan Tengahari (VIP & Jemputan Khas)	40 org	RM55.00	RM2200.00
2.	Makan Tengahari (Orang Ramai)	700 org	RM15.00	RM10,500.00
3.				RM12,700.00

Appendix F

Laporan Jawatankuasa – Kelengkapan - (JKR)

Bil	APAU NYARING	Amaun
1.	Kelengkapan Dewan – settee, coffee table, stand fan, stage (12ft x 16ft), rostrum, backdrop, plastic chairs, generator	RM10800.00
2.	Tempat Jamuan – arabian tents (20 x 20), long table	RM6300.00
3.	Pameran - arabian tents (20 x 20), long table	RM3200.00
4.	Pelbagai – Pengangkutan	RM10,000.00
	JUMLAH	RM30,300.00
LONG ATON		
1.	Kelengkapan – settee, coffee table, rostrum, stand fan, generator	RM4200.00
2.	Pelbagai – Pengangkutan	RM10,000
	JUMLAH	RM14,200.00

Laporan Jawatankuasa - Kebersihan

Bil	APAU NYARING	Amaun
1.	2 Unit berkembar Tandas Kayu	RM6,212.00

Laporan Kewangan

Bil	Program	Amaun
1	Majlis Perasmian RSC Apau Nyaring	RM70,402.00
	J. Pertanian -RM9,400.00 JKR -RM30,300.00 MDMarudi -RM6,212.00 Penerangan - RM500.00 Pengangkutan -RM9000.00 Kos T-Shirt -RM11,990.00 Kebudayaan -RM3,000.00	
2	Majlis Pemimpin Bersama Rakyat di Long Aton	RM26,900.00
	J.Pertanian -RM12,700.00 JKR -RM14,200.00	

Sekian, Terima Kasih



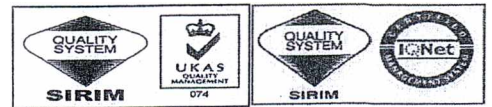
PEJABAT RESIDEN
BAHAGIAN MIRI
Jalan Kingsway
98000 Miri.

No. Tel : 085-433203
No. Fax : 085-432876

Bil. Kita : PRM/SOC/S/14/3

(
Tarikh : 28.10.2013

Bil. Tuan:
Tarikh :



Certificate to ISO 9001:2008
Cert. No. : AR-4860

Certificate to ISO 9001:2008
Cert. No. : AR-4860

**Samling Resources Sdn Bhd
(u.p Encik Sim Kit Choi)**

Tuan,

LAWATAN YB DATUK PATINGGI TAN SRI (DR) ALFRED JABU ANAK NUMPANG, TIMBALAN KETUA MENTERI SARAWAK MERANGKAP MENTERI PEMODENAN PERTANIAN DAN MENTERI PEMBANGUNAN LUAR BANDAR SARAWAK KE PERASMIAN RSC APAU NYARING DAN MAJLIS PEMIMPIN BERSAMA RAKYAT DI LONG ATON, BARAM

Dengan hormatnya perbualan telefon antara Encik Sim dan Cik Norliza adalah dirujuk.

Appendix G

... 2. Dikepulkan bersama-sama ini senarai jabatan/agensi yang memerlukan penginapan dan juga pengangkutan sempena lawatan Timbalan Ketua Menteri Sarawak ke perasmian RSC Apau Nyaring dan Majlis Pemimpin Bersama Rakyat di Long Aton pada 2 November 2013.

3. Kerjasama dan perhatian pihak tuan dalam perkara ini amatlah dihargai dan disusuli dengan ucapan terima kasih.

Sekian.

**"BERSATU BERUSAHA BERBAKTI"
"AN HONOUR TO SERVE"**

**(NORLIZA BT OTHMAN)
Penolong Pegawai Tadbir (Pembangunan)
b.p Pemangku Residen Bahagian Miri**

Tel: 426480 Faks: 411840

KEMUDAHAN PENGANGKUTAN KE APAU NYARING

BIL	JABATAN/AGENSI	BIL PEGAWAI	PEGAWAI UNTUK DIHUBUNGI	TARIKH /CATATAN
1.	Pejabat Residen Miri	3 orang	Cik Norliza bt Othman / 012-8704399	1/10/13 – Miri to KM 10 (Bertolak jam 10 pagi)
2.	Jabatan Penerangan (Long Lama)	2 orang	Encik Jua Daud 771286	1/10/13 – Long Lama to KM10 2/10/13- KM 10 to Apau Nyaring } Untuk membawa PA Sistem

**LAWATAN YB DATUK PATINGGI TAN SRI (DR) ALFRED JABU ANAK NUMPANG, TIMBALAN KETUA
MENTERI SARAWAK MERANGKAP MENTERI PEMODENAN PERTANIAN DAN MENTERI PEMBANGUNAN
LUAR BANDAR SARAWAK KE PERASMIAN RSC APAU NYARING DAN MAJLIS PEMIMPIN BERSAMA RAKYAT
DI LONG ATON, BARAM**

SENARAI URUSETIA YANG MEMERLUKAN KEMUDAHAN PENGINAPAN DI KM10

BIL	JABATAN/AGENSI	BIL PEGAWAI	PEGAWAI UNTUK DIHUBUNGI	CATATAN
1.	Pejabat Residen Miri	3 orang (1 Lelaki 2 Perempuan)	Cik Norliza bt Othman	1/10/13 – Miri to Apau Nyaring (bermalam di KM10) 2/10/13 – KM10 to Apau Nyaring (jam 7.30 pagi) 2/10/13 –Apau Nyaring to KM10 (Bermalam di KM10) 3/10 /13 – Berangkat ke Miri (8pagi)
2.	Pejabat Daerah Kecil Long Lama	6 orang (lelaki)	Encik Louis Michael	1/10/13 – L Lama to Apau Nyaring (bermalam di KM10) 2/10/13 – KM10 to Apau Nyaring (jam 7.30 pagi) 2/10/13 –Apau Nyaring to KM10 (Bermalam di KM10) 3/10 /13 – Berangkat ke L Loma (8pagi)
3.	Kraftangan Malaysia	5 orang (lelaki)	Encik Ismail Ibrahim	1/10/13 – Miri to Apau Nyaring (bermalam di KM10) 2/10/13 – KM10 to Apau Nyaring (jam 7.30 pagi) 2/10/13 –Apau Nyaring to KM10 (Bermalam di KM10) 3/10 /13 – Berangkat ke Miri (8pagi)
4.	Jabatan Penerangan, Long Lama	2 orang (lelaki)	Encik Jua Daud	1/10/13 – Long Lama to Apau Nyaring (bermalam di KM10) 2/10/13 – KM10 to Apau Nyaring (jam 7.30 pagi) 2/10/13 –Apau Nyaring to KM10 (Bermalam di KM10) 3/10 /13 – Berangkat ke Long Lama (8pagi)
5.	Pejabat Kesihatan Marudi	2 orang (lelaki)	Encik Leonard Lujang	1/10/13 – Marudi to Apau Nyaring (bermalam di KM10) 2/10/13 – KM10 to Apau Nyaring (jam 7.30 pagi) 2/10/13 –Apau Nyaring to KM10 (Bermalam di KM10) 3/10 /13 – Berangkat ke Marudi (8pagi)