



اَوْبُو سَيِّدِي تَيْكُو لُو كِي مَارَا
UNIVERSITI
TEKNOLOGI
MARA

**FACULTY OF ADMINISTRATION SCIENCE AND POLICY STUDIES
BACHELOR IN ADMINISTRATIVE SCIENCE (HONS)**

PRACTICAL TRAINING REPORT (ADS 666)

PUSTAKA NEGERI SARAWAK

NURUL HIDAYAH BINTI ABDUL HAI

JULY – AUGUST 2014

ACKNOWLEDGEMENT

The process of the completion of this practical training report are challenging task. However, I was able to finish this report written the given time with the help of parties that involve in this report.

First of all, I would to lift up my gratitude to Allah S.W.T the spiritual blessing and wisdom that allow me to successfully complete this report.

A special thanks and appreciation also given to my practical training supervisor, Cik Noni Harianti Bt Junaidi for the guidance, intellectual support and advices during the practical training process. It also without his proper guidance, this report task maybe the difficult task in term of gaining proper information and direction to do the report.

My special thanks also to all the staffs at Pustaka Negeri Sarawak, especially to the host supervisor, Puan Ammie Syarina Bt Mohd Jelani for the knowledge sharing, direction and opportunity to work in the organization. The wonderful five weeks of experiences it something we cannot learn in book but only practically involve and experience it.

Nurul Hidayah Bt Abdul Hai

Bachelor of Administrative Science (Hons)

Faculty of Administrative Science & Policy Studies

Universiti Teknologi MARA, Samarahan

DECLARATION

We hereby declare that the work contained in this practical training report is original and our own except those duties identified and recognized. If we later found to have committed plagiarism or acts of academic dishonestly, action can be taken in according with Universiti Teknologi MARA's rules and academic regulations.

Signed,

A handwritten signature in blue ink, appearing to read 'Nurul Hidayah', is written over a horizontal dotted line.

(NURUL HIDAYAH BINTI ABDUL HAI)

**CLEARANCE FOR SUBMISSION OF THE PRACTICAL TRAINING REPORT BY
THE SUPERVISOR**

Name of Supervisor : Cik Noni Harianti Bt Junaidi
Organization : Pustaka Negeri Sarawak, Kuching
Name of Student : Nurul Hidayah Bt Abdul Hai

I have reviewed the final and complete practical training report and approve the submission of this report for evaluation.


..... 17/12/14
(NONI HARIANTI BT JUNAIDI)

TABLE OF CONTENTS

Contents	Page
Chapter 1 Introduction	
1.1 Introduction	1
1.2 Background of Pustaka Negeri Sarawak	1
1.3 Objectives of Pustaka Negeri Sarawak	2
1.4 Vision	3
1.5 Mission	4
1.6 Client Charter	4
1.7 Organizational Structure	5
1.8 Organizational Functions	
1.8.1 Board of Management	7
1.8.2 Library Services	7
1.8.3 Depository Services	8
1.8.4 Corporate Management	9
1.8.5 ICT	11
1.8.6 Pustaka Negeri Sarawak, Miri	11
1.9 Services Provided	12

Chapter 2 Schedule of Practical Training

2.1	Introduction	14
2.2	Report and Summarize of Weekly Training	
2.2.1	Week 1 (21/7/14 – 25/7/14)	15
2.2.2	Week 2 (4/8/14 – 8/8/14)	19
2.2.3	Week 3 (11/8/14 – 15/8/14)	22
2.2.4	Week 4 (18/8/14 – 22/8/14)	23
2.2.5	Week 5 (25/8/14 – 29/8/14)	24

Chapter 3 Analysis

3.1	Introduction	26
3.2	Office Management Theory	
3.2.1	Filing System	27
3.2.2	Filing Classification System	27
3.2.3	Filing Equipment	29
3.3	Filing System in Pustaka Negeri Sarawak	30

Chapter 4 Recommendations

4.1	Introduction	32
4.2	The Strength of Finance Unit	32
4.3	The Weaknesses of Finance Unit	33

4.4	Solution	
4.4.1	Extra Space Storage	35
4.4.2	Electronic Database	35
4.4.3	Properly Recruitment or Selection of Employees	36
4.4.4	Increase Volume of Security	36

Chapter 5 Conclusion

5.1	Introduction	37
5.2	Schedule of Practical Training	37
5.3	Analysis	38
5.4	Recommendations	38
5.5	Reflection	38

References		39
-------------------	--	----

Appendices

Appendix 1.0	Stamping	40
Appendix 1.1	Payment Voucher	41
Appendix 1.2	No. Payment Voucher Files	42
Appendix 1.3	Invoice No.	43
Appendix 1.4	Service Order/ Purchase Order	44
Appendix 1.5	<i>Borang Kuning</i>	46
Appendix 1.6	Medical Slip	47

Appendix 1.7	Letterhead of Pustaka Negeri Sarawak	48
Appendix 1.8	Statement of Account	49
Appendix 1.9	<i>Tuntutan Hitungan Kilometer</i>	50
Appendix 2.0	Towards A Blueprint For Sarawak Records	51
Appendix 2.1	Raya Merdeka Bersama Kami	52

CHAPTER 1

INTRODUCTION

1.1 Introduction

In this chapter, I will explain the background of Pustaka Negeri Sarawak, Objectives of Pustaka Negeri Sarawak, Vision, Mission, Client Charter, Organization Structure, Organizational Functions, and lastly Service Provided.

1.2 Background of Pustaka Negeri Sarawak

Sarawak State Library also known as Pustaka Negeri Sarawak was established and opens to the public on 2nd January 2000 (Pustaka Negeri Sarawak, 2014). The establishment of Pustaka Negeri Sarawak were based on Law of Sarawak, Chapter 29, Sarawak State Library Ordinance 1999. Pustaka Negeri Sarawak plays an important part in serving the information needs of 27 distinct indigenous ethnic groups that speak 45 different languages and dialects. In addition, this state library conceived as a major information resource centre and as the hub of information services for the public and private sectors. It links libraries, archives and information centres elsewhere in Sarawak and throughout Malaysia. It also provides a gateway into and from publicly accessible international information centres. Moreover, Pustaka Negeri Sarawak is a beautifully designed building in an extensive park with a collection of sophisticated specialized services. There are several facilities provided to the visitors easy for them do their own activities.

Pustaka Negeri Sarawak was located at Jalan Pustaka, Off Jalan Stadium Petrajaya which is within a vast park covers the State Mosque (Masjid Besar Jamek)

and the Minaret Gardens on the western side. Pustaka Negeri Sarawak expands their wings by opening new branches which are State Record Repository, Jalan Cahya Indah, Off Jalan Sultan Tengah and Pustaka Negeri Sarawak Miri, Jalan Kipas, Miri City Fan. The landscape of Pustaka Sarawak is beautiful and easy for the visitors to do their activity which includes a lake, areas for public performances and art exhibitions, a playground, picnic areas, a scenic drive, pedestrian walkways and bicycle lanes strewn with trees, shrubs and flower gardens. As usually in the evening the visitors come to Pustaka Sarawak on a purpose to do healthy activities such as jogging, cycling, aerobics, fishing and plays football.

Besides that, there are some facilities in the Pustaka Sarawak can be used by the public such as Exhibition Gallery as a wedding venue and other events, Children Infotheque is for the kids to learn something new in the comfortable place.

1.3 Objectives of Pustaka Negeri Sarawak

There are several objectives of established Pustaka Negeri Sarawak. One of the objectives is to be a centre for reference, education and information or dissemination of information relevant to the economic, historical, social, cultural, political and other background development and achievements of the State (Pustaka Negeri Sarawak, 2014). This means, people will come to this place as the centre and strategic place that complex facilities were provided.

Other than that, objectives of Pustaka Negeri Sarawak is to maintain and manage an efficient and effective information transmission and dissemination network, including the provision of electronic network system, and to establish an

information technology system with linkages to other libraries or information resources centres, within Malaysia or abroad (Sarawak State Library Ordinance, 2014). This means, the resources of Pustaka Negeri Sarawak is unlimited due to linkages with other libraries throughout Malaysia. For an example, under u-Pustaka there is a combination of several libraries throughout Malaysia to provide the information without any limits.

Furthermore, Pustaka Negeri Sarawak able to hold seminars, courses and other similar events to promote the use of its library resources, or the information and data collected. In this context, the public can used the facilities in the library with the purpose of conduct seminars or other similar events. Indirectly, it helps the public to find a comfortable place and at the same time their enjoyed the services.

Besides that, the objectives are to promote or stimulate interest in reading, library works and promote literary arts and the usage of modern technology in the transmission and dissemination of knowledge, information and data. Library is the places to do some reading and doing grouping activities where this is the best place to go with modern technology.

1.4 Vision

Pustaka Negeri Sarawak's vision is to be reservoir and fountain of information and knowledge to the State.

1.5 Mission

Pustaka Negeri Sarawak's mission is to provide access to information resources and to preserve Sarawak's intellectual heritage for the people of Sarawak.

1.6 Client's Charter

A Client's Charter is a written commitment made by Board of Management in the deliverance of service to the public. It is an assurance that service rendered will comply with the standards declared as quality standards. There are several clients' charter of Pustaka Negeri Sarawak.

Fast delivering the service is one of the client's charters. Any reference query will be answered within one working day. In addition, circulation transaction shall be completed within one minute (Pustaka Negeri Sarawak, 2014). This means, the Pustaka Negeri Sarawak will ensure their systems are updated and easy to use. Thus, the public are feeling happy with the services.

Other than that, Pustaka Negeri Sarawak Client's Charter is to give 24/7 access to online services. Today, people more prefer using online services because it more catchy with the colourful and animation. Moreover, by using online services there is no limited time to enjoy the service.

1.7 Organizational Structure

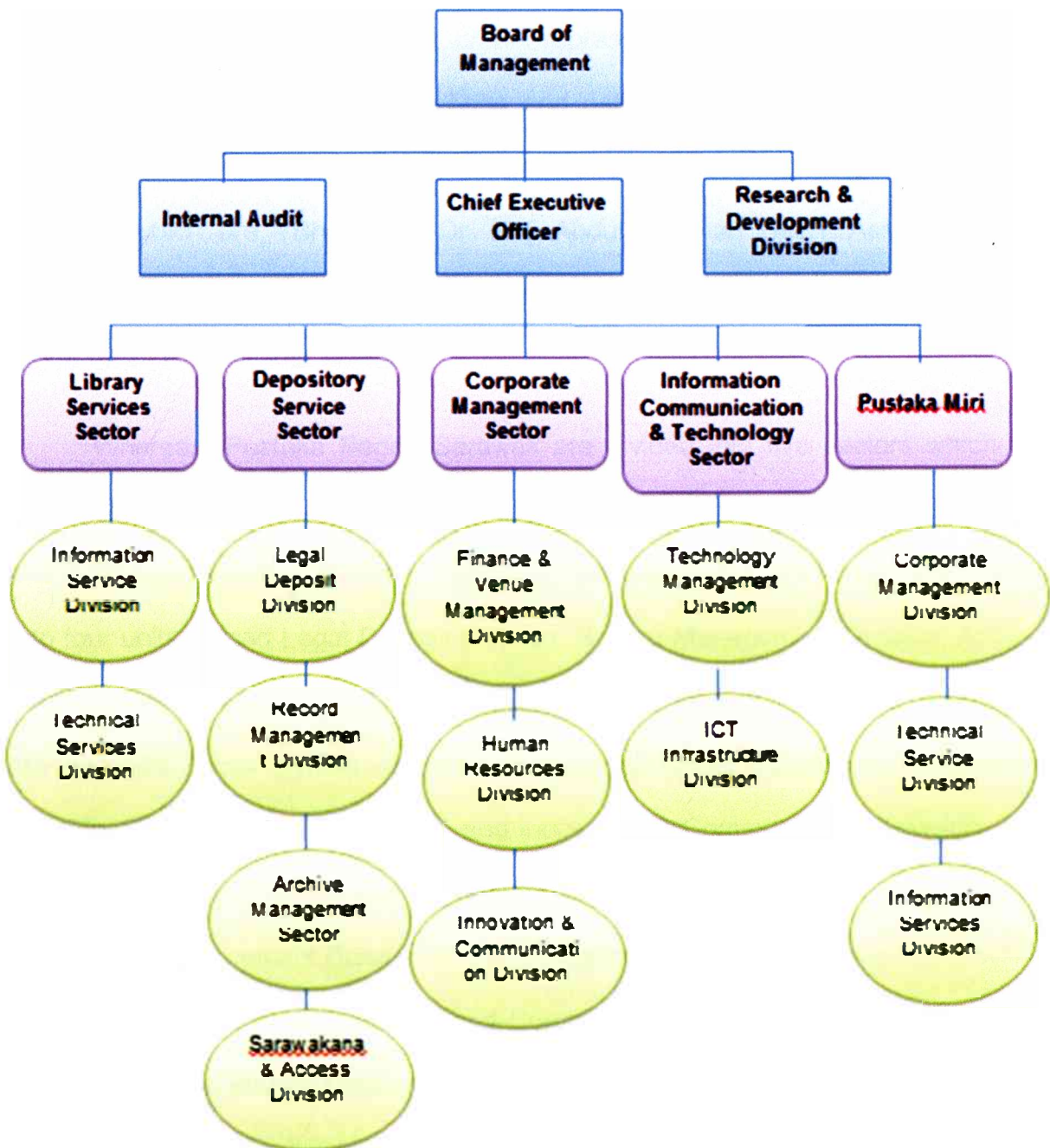


Figure 1.1 Pustaka Negeri Sarawak's Organizational Structure

(Pustaka Negeri Sarawak, 2013)

Figure 1.1 above shown the Board Managements were leads this organisation. Pustaka Negeri Sarawak shall be managed by a Board of Managements consisting of a Chairman named YBhg. Tan Sri Datuk Amar (Dr) Haji Hamid, a deputy chairman was YB Tan Sri Datuk Amar Haji Mohamad Morshidi bin Abdul Ghani, the State Secretary or his representative as an ex-officio member named YBhg. Datu Haji Misnu Haji Taha, and lastly not less than three and not more than five other members, including a nominee of an institution of higher learning in Sarawak which are YBhg. Prof. Dr. Haji Abdul Rahman Deen, Assoc. Prof Dr. Shahren Ahmad Zaidi Adruce, YBhg. Datuk Alfred Yap Chin Loi, Dato' Raslin Abu Bakar and YBhg. Dr Rita Manurung.

Whereas, Pustaka Negeri Sarawak are divided into five sectors which are Library Services Sector divided into two units named Information Services Division and Technical Services Division; Depository Service Sector also have sub-divided into four units named Legal Deposit Division, Record Management Division, Archive Management Division and Sarawakiana and Access Division; Corporate Management Sector divided into three units named Finance & Venue Management Division, Human Resource Division, and Innovation & Communication Division; next is Information Communication & Technology Sector divided into two divisions named Knowledge Management Division and ICT Infrastructure Division; lastly Pustaka Miri Sector divided to three division named Corporate Management Division, Technical Services Division and Information Services Division.

1.8 Organizational Functions

1.8.1 Board of Managements

The Board of Managements functions and duties under Sarawak State Library Ordinance 1999 which their need to manage the State Library: the library resources and public records, and the preservation, protection and utilisation thereof, and regulate or control access and dissemination of information, knowledge and data on the State including the removal of the same from the State and if the Board thinks fit to charge fees for such access and usage.

Other than that, the Board of Management's functions is to promote the carrying on of any such activities by other bodies or persons, or in association or collaboration or in joint venture with other bodies or persons including the Government or the Government of Malaysia (Sarawak State Library Ordinance, 1999).

Besides that, the Board of Managements need to advise the Council on all matters pertaining to libraries, resources centres and maintenance of materials and publications for the public records or benefits.

1.8.2 Library Services

- **Information Services Division**

Information services division is become as knowledge managers/executives to provide reference services in Pustaka, using both printed and online sources.

Moreover, this service must support and update Pustaka's information on Pustaka Negeri's website and Intranet and social networking channel.

- **Technical Services Division**

It is to acquire and facilitate access to all forms of information in all subject areas to meet the needs of present and future clients of Pustaka Negeri Sarawak, playing special attention to local and global electronic information sources and all kinds of documentary records relating to Sarawak.

1.8.3 Depository Services

- **Legal Deposit Division**

It is to preserve the nation's literary heritage and make them accessible for present and future generations. It also to create standard bibliographic records of materials published in Sarawak. Lastly, to maintain statistical records of materials published in Sarawak (Pustaka Negeri Sarawak, 2014).

- **Record Management Division**

It provide advice and guidance on all aspects of records management to government departments and other government bodies on the management of records before reaching 25 years old according to Section 14 (1)(d) Sarawak State Library Ordinance, 199.

It also review and approved records including drawing up schedules for transfer to Archive and disposing if inactive records

- **Archive Division**

Archive division function is to storage and preservation of archives and public records that are not active (public records that are over the age of 25 years) and other documents, tools and statutory acts, regulations or order, address directed by the State Secretary for maintained, preserved and stored in the repository of historic value because of State or public interest.

1.8.4 Corporate Management

- **Finance Unit**

Functions of Finance unit are to manage and undertake many tasks such as budget preparation, budget administration, cost allocation, accounts payable, payroll, fringe benefits, grants administration, contract administration, and accounts receivable.

- **Venue Management Unit**

The roles of venue management unit are to oversees, manages and monitors several tasks such as maintenance and repair of buildings, facilities, equipment's, parks and landscape at Pustaka, Pustaka's assets and facilities, usage of hired venues/facilities, housekeeping, logistics and security.

- **Human Resource Management Division**

The main functions of the Human Resource Management Division includes all matters relating to Human Resource of Pustaka Negeri Sarawak such as recruitment and selection, performance appraisal, promotion, leave administration, medical and benefits, emolument and retirement.

Besides that, it also identifies training need requirements, develops training plans and executes trainings for the organization and library employees under the Local Council Libraries.

- **Innovation & Communication Division**

Functions of innovation are to implement, manage, maintain and enhance the Quality Management System of Pustaka Negeri Sarawak. It is also as a secretariat to Innovation Steering Committee in initiating, developing, implementing and maintaining the existing Quality initiatives in library such as Innovative, Creative Circle (ICC), Innovation Day, Quality Environment (5S), and Occupational Safety & Health (OSH).

Functions of communication are to promote Pustaka Negeri Sarawak's services and activities through various media and platforms which include customer day; exhibitions; brochures, banner, fishtails, buntings and souvenirs; and corporate intranet, Pustaka website, plasma screen and customer news board.

1.8.5 ICT

- **ICT Infrastructure**

The main functions of ICT Infrastructure are provide management of Pustaka's ICT system, provide ICT operation, support and backup services to other departments/sections of Pustaka, develop, implement, enhance and maintain Pustaka's and other web sites. In addition, it also assess, evaluate and reengineer Pustaka's ICT system, maintain, enhance and upgrade Pustaka's ICT system and other libraries state-wide and coordinate all on-site and off-site ICT projects (Pustaka Negeri Sarawak, 2014).

- **Knowledge Management**

Whereas, the main functions of knowledge management are coordinate digitisation project (technical aspects and quality control); develop, implement, enhance and maintain Pustaka's official web sites, assisting other Sectors of Pustaka in implementing and conducting digitization projects and provide technical assistance and support for the development of digital contents.

1.8.6 Pustaka Negeri Sarawak, Miri

This new branches are a research and reference center, with collections at level that will be able to assist researchers as well as other knowledge and information seekers in the state's Northern Region (Pustaka Negeri Sarawak, 2014). It also a place that provides education and activities

to raise awareness on information literacy, knowledge-sharing and lifelong learning.

1.9 Services Provided

There are two types of services provided by Pustaka Negeri Sarawak namely online services and other services (Pustaka Negeri Sarawak, 2014). Online services such as:-

- Digital Initiatives
- Esther
- E-newspaper
- Online Catalogue (OPAC)
- Sarawak Business Directory
- Sarawak State Bibliography
- Sarawak Author
- Current Awareness Services
- RECARS
- E-Sarawak Gazette
- PayBills Malaysia

Whereas, the other services are as the following:-

- Business Information Service
- Charges and Rates
- Children Infotheque
- E-Pustaka

- Inter Library Loan
- Lending Services
- Outreach Programme
- Public Library Service
- Special Needs Group

CHAPTER 2

SCHEDULE OF PRACTICAL TRAINING

2.1 Introduction

I was attached in the Finance Unit under Corporate Management by Puan Suria Sonia Ahip Abdullah, Human Resource Manager in five weeks. For the five weeks, I have learned something new and enjoyed the new environment by meets new people. The tasks have been given to me with different scopes which are administration section and finance section

In the finance units, there are several tasks to undertake which are budget preparation, budget administration, cost allocation, accounts payable, payroll, fringe benefits, grants administration, contract administration, accounts receivable, keep and maintain financial records and reports and procurement approval of purchasing or services that is less than RM20, 000. These means there are a lot of paper works to be done and follow the steps to avoid duplication because finance units are closed to money and the information of it are confidential. In the line, advise from the Chief Executive Officer, YBhg. Datu Haji Misnu Haji Taha he stated that the management and all employees of Pustaka Negeri Sarawak on matters pertaining to financial management and to ensure that these are adequate funds available to acquire the resources needed to help Pustaka achieve its objectives.

2.2 Report and Summarize of weekly training

2.2.1 Week 1 (21/7/14 – 25/7/14)

In the first meeting, a brief introduction from Puan Ammie Syarina Bt Mohd Jelani, Accountant Assistant regarding the Finance Unit, Corporate Management Sector. She introduced the six members of Finance Unit including herself. Head of Finance & Venue Management Division / Accountant: Encik Paidi Amat Mokito, Accountant Assistant: Puan Ammie Syarina and Puan Haspidawati Bt Hj Bujang, Assistant Account: Encik Mohammad Aidq bin Aidi, Ismewatti Bt. Narawi and Encik Zaidi Mohamad Nor.

Besides that, at 8:30 am I was attended staff assembly in Meeting Room. Before started the meeting, all the staff must stand up to sing National song and Pustaka Sarawak song and also doa as to respect the event. Puan Rashidah, the CEO was discussed what their have done the end of month June. She wants to know the progress of the projects and make known to the staff the monthly financial report. The finance unit will prepare the report to the CEO as prove and be recorded. There are some short presentations from other Encik Maurice Brauh who just come back from Thailand and Indonesia due to attend the seminar. He shows to us what the activities has been conducted in three weeks. The meeting does not take a long time due to the discussions are run smoothly.

The first task has been giving to me is to update and filling payment voucher. Payment voucher is a document which can be used as proof that a monetary transaction has occurred between two parties. This payment

voucher can be used for a variety of purposes, sometimes taking the place of cash in a transaction, acting as a receipt, or indicating that an invoice has been approved for payment. In payment voucher, there need only one stamp which is stamp paid (Refer to Appendix 1.0). This stamp paid only can be used after the payment has been made and stamp it every single page. Reminder from the staff to stamp paid based on the date we receive it. For an example, the date receive the payment is 21 July 2014 and follow this date. Sometimes there needed us to fill in on the blank line at the receive form. The staff will fill the blank based on RHB EFT References No (Refer to Appendix 1.1). After doing this stamping, we need to place this payment voucher in the file accordingly (Refer to Appendix 1.2). This instruction I received from the Assistant Account, Puan Ismewatti due to this is her daily jobs.

Next task was update and organising data of Staff Reconciliation Summary Report Fund Collected from 4/6/2014 – 30/6/2014 given from Encik Mohamad Aidq, Assistant Account. Bank Reconciliation means analysis and adjustment of differences between the cash balance shown on a bank statement, and the amount shown in the Pustaka Negeri Sarawak records. This matching process involves making allowances for checks issued but not yet presented, and for checks deposited but not yet cleared or credited. This process is to ensure the accuracy and validity of financial information. Also, a proper reconciliation process ensures that unauthorized change have not occurred to transactions during processing. My task is to eliminate the error and due some correction. This is because it must be verify the recording transactions in timely manner and the errors and discrepancies should be detected. Usually at the end of the month, the staff will prepare the financial

report, thus this reconciliation will be done by monthly. This data is confidential; it prohibited showing to the public.

The other tasks given to me are organized and labelling files accordingly the payment vouchers. This means we need to take new files from the cabinet and label the files accordingly. At the same time, we need to update, compile and maintaining filling system in a correct manner. This task won't take a long time but it must be tidy and ensure it is correct and eliminate the errors as much as possible to avoid duplication. Payment voucher files must be update from time to time; this means it needed to be updated by monthly. Each file contains 30 payment voucher issues for an example BPV140/01471-01500.

The staff have given guidance on how updating invoice with the service order or purchase order. These tasks are must be follow step by step it is because we need to have clear payments without any error and it has been written in Sarawak State Library Ordinance, 1999. Firstly, when the finance's staff received the invoice on that day, we need to stamp invoice on the invoice paper (Appendix 1.3). Then, we need to match the invoice with the service order or purchase order that been placed on En Zaidi table accordingly. For an example, the invoice company names is Syarikat Media Prima, we just need to search file with the alphabet 'S'. En Zaidi were separate the service order or purchase order follows with the alphabet and it easier to search for them to find it.

The service order or purchase order have three parts with different colours (Appendix 1.4). The three different colour brings a different meaning

and function which is white, green and pink. White is the original service order or purchase order that must keep by the finance unit and it will be compile with the invoice paper. Whereas, the green paper is the copy to the Pustaka, stamp received and must be file in the *Salinan Hijau's* file. This is the proof of the invoice are been received by the finance's staff. Lastly, the pink paper is for the customer copy. Thus, the white paper and invoice paper will be compiling together. The green paper will be filling accordingly.

Another task is to update and eliminate error cash book. Cash book is which all cash receipts and payments (including bank deposits and withdrawals) are recorded first in chronological order for posting to general ledger. Cash book is regularly reconciled with the bank statements as an internal measure. It commonly divided into two parts which are cash disbursement in all cash payments (such as accounts payable, operating expenses, petty cash purchase) are recorded and cash receipts in all cash receipts (such as cash sales, sale of assets) are recorded. My task is to make sure debit and credit columns must be tidy.

Other than that, I need to update *Buku Log Penghantaran Borang Permintaan Pembelian/ Perkhidmatan untuk Kelulusan (Borang Kuning)*. Finance's staffs need to fill in in this log book as a proof. *Borang kuning* is the first step to get the approval from the Head of Accountant, En Paidi Amat Mokito with the full of descriptions. This means, before the payment to be made it need the signature from the Head of Accountant first (Appendix 1.5).

Moreover, I also have been given guidance on how to make photocopy by using Photostat machine. The Photostat machine are been monitor by

insert their own pin code number and password. This means, the other people except the finance's unit need to ask their permission to use the machine. In that case, I will use the username and password who ask me to do a photocopy.

En Mohamad Aidiq gives task to write a reminder letter to those company or organisation to pay the bills or the reminding bills. There are two parts to give the company a copy and send to them by using POSLAJU. The first part is the letterhead, (Appendix 1.6) and statement of account (Appendix 1.7).

In addition, after Puan Ammie Syarina posted the service order or purchase order in the Pustaka Negeri Sarawak Integrated System, it needed to stamp posted and file accordingly follows the alphabets (Appendix 1.0).

Lastly, my task is to update medical payment and stamp medical invoice on the bills (Appendix 1.8). After En. Zaid received the bills from Pustaka Negeri Sarawak's staff; it must be stamp medical invoice and the small pink paper that need to fill in based on the amount from the bills.

2.2.2 Week 2 (4/8/14 – 8/8/14)

New tasks for the second weeks are key-in data of Transfer Cash Book by using Pustaka Negeri Sarawak Integrated Information System (CIMB). There are some processed needs to be done before key-in the data to the system shown in Table 1.1.

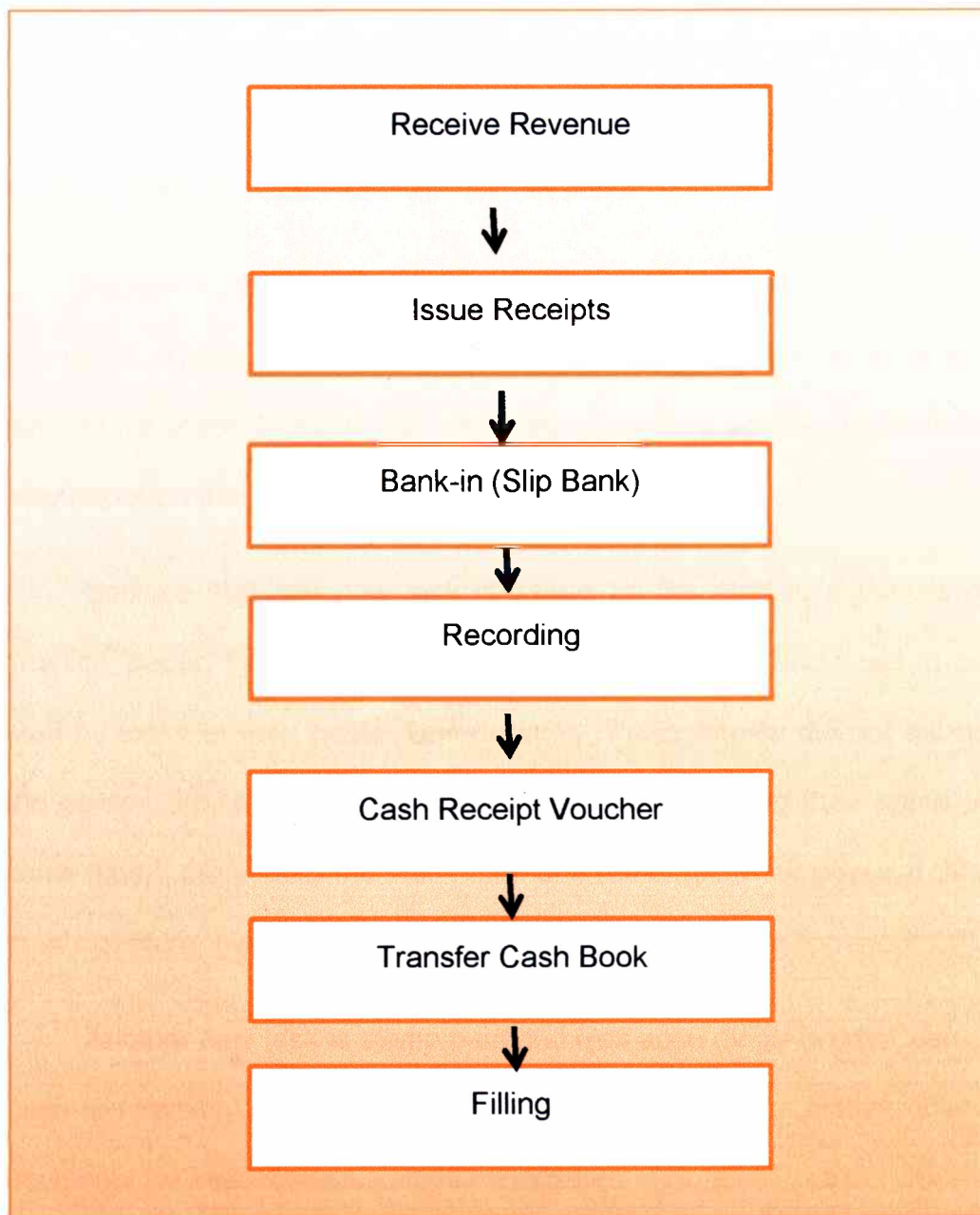


Table 1.1 Process of Transfer Cash Book
(Pustaka Negeri Sarawak, 2013)

Another new task is updating, eliminate error and key-in data in the system. Wang tahanan- Misc Deposits (GL Transaction Listing for the year ending 31/12/2014). If a person who want to use *Galleri Pameran*, he or she must be leave a deposit amounted RM100.00. However, if the *Galleri*

Pameran leaves with the untidy environment, deposit will not returnable. In this case, the finance's staffs needs to check balance of the '*Wang Tahanan*'. It is measure by looks for the debit and credit columns. If it is not tidy with the balance, Head of Accountant will take an action.

Next new task is to check and updates the stationery and accessories in the office. There are a lot of colours papers in the box in front of Puan Ismewatti's place. If one of the paper are decreases volume, my task is to fill new paper on the box given.

Besides that, my new task is asked for the staff to signature on the 'Invoice' paper. Puan Ammie Syarina gives the invoice and need to ask the staff by looks at their name. Unfortunately, Puan Ammie did not tell us who the person are, she want me to look the staff by asking their name. At the same time, I can record the staff name and remember their physical. After get their signature, I will stamp received on the Invoice paper (Appendix 1.0).

Another new task is stamp paid and files accordingly (Petty Cash). Petty cash is relatively small amount of cash kept at hand for making immediate payments for miscellaneous small expenses.

The last my new task for this week was update and recalculate to ensure the amount is correct. If there is no error it needed to key-in in Pustaka Negeri Sarawak Integrated System the utilities by following:-

1. Ugak Belian Elektrik 2014
2. Ugak Belian 2014
3. Taska Intan Elektrik 2014

4. Taska Intan Suria 2014

My usual tasks are make an photocopy, updating medical payment, stamping and filling and update Buku Log Penghantaran Borang Permintaan Pembelian/ Perkhidmatan untuk kelulusan (Borang Kuning).

2.2.3 Week 3 (11/8/14 – 15/8/14)

In this week, I have three new tasks. One of the tasks is eliminate the error and update '*Tuntutan Hitungan Kilometer*' (Appendix 1.9). It needs to recalculate to ensure the amount is accurately. This task is a little bit confusing because it needs to check between the salary and capacity of the car.

Another new tasks is to attend program as a participate 'Towards A Blueprint for Sarawak Records A Forum & Workshop' (Appendix 2.0). This program was held on 12- 14 August 2014 at Pustaka Negeri Sarawak. 'Our Records, Our Heritage' is the themes and 250 people were participating including heads of governments departments and agencies. The main objective of this forum is to provide and enhance awareness and practices of records management in the Sarawak Public Service as well as to share thoughts in the record management filed whereby the workshop is meant to develop a blueprint for state records.

My third new task for this week is update August payslip. My task is to check whether the amount of the salary is updated or not. If there is no error, it needed to upload in the systems.

My daily tasks are stamping and filling, updating medical payment, do some photocopies, matching the service order with invoice, *update Buku Log Penghantaran Borang Permintann Pembelian/ Perkhidmatan untuk Kelulusan*, check, update and eliminate error (cash book reconciliation CIMB) and asked the staff to signature the 'Invoice'.

2.2.4 Week 4 (18/8/14 – 22/8/14)

For this week, I have learnt and do four new tasks. One of the new task is organize finance room 5S with theme "Smart". I need to organize the room based on these five elements.

Labelling the four files another new task. There are four new files namely Cancelled PO/SO 1, Cancelled PO/SO 2, *Salinan Borang Hijau PO/SO 1* and *Salinan Borang Hijau PO/SO 2*.

In addition, sending a document using fax machine is also new task. The staff will give the fax number and I will click the buttons follows to the fax numbers. I will wait until the photocopy is out and give to administration assistant, En. Cyprian to fill in the form.

Puan Haspidawati asks me to update the prayer room with my own creativity to upgrade women prayer room and men prayer room.

My usually tasks are stamping and filling, make some photocopies, matching the invoice with service order, update medical payment and update *Buku Log Penghantaran Borang Permintaan Pembelian/ Perkhidmatan untuk Kelulusan*.

2.2.5 Week 5 (25/8/14 – 29/8/14)

For the last week in practical training, there is no new task but I attend two programs. Raya Merdeka Bersama kami was one of the programs I was attended. There a lot of activities that been conducted on that day. (Appendix 2.1)

Another one programs is I attend seminar on u-Pustaka Training. U-Pustaka is an innovation that manifests a collaborative synergy from the Minister of Information Communications and Culture (KPKK) through Malaysian Communications and Multimedia Commission (MCMC) with the support of the Nation Library of Malaysia (PNM) and the following u-Pustaka Consortium members:-

- Selangor State Library Corporation (PPAS)
- Negeri Sembilan State Library Corporation (PPANS)
- Pahang State Library Corporation (PPAP)
- Sarawak State Library (Pustaka)
- Kuala Lumpur Library (PKL)
- INTAN Library at Bukit Kiara
- Sabah State Library

u-Pustaka is realised through the innovative collaboration from the following agencies:-

- Malaysia Administrative Modernisation and Management Planning Unit (MAMPU)
- Economic Planning Unit (EPU)
- National Registration Department, Ministry of Home Affairs (JPN)
- Pos Malaysia Berhad (PMB)
- Bank Islam Malaysia Berhad
- Touch n Go Sdn Bhd

CHAPTER 3

ANALYSIS

3.1 Introduction

During five weeks of practical training in Pustaka Negeri Sarawak, I have been attached to Finance Unit. In Finance Unit, the main function is to keep and maintain financial records and reports. Therefore, in this chapter I will focus on filling system. This is because, filling system is important part of store their information and documents in a proper ways and systematic ways. Here, without proper care of this process filling system may lead to them ineffective and inefficient work of performance.

Hence, I will explain the filling system with several types of filling system; importance and benefits use the filling system and also pros and cons having this filling system.

3.2 Office Management Theory

The office management is defined as the managing the personnel with the appropriate usage if machinery and equipment available in the surroundings for achieve the purpose in the job (Yasin Olum, 2004). The office management seems to tackle the usage of office equipment and machinery to do the work. Moreover, the environment in the office also takes an appropriate role in making the job more efficient and effective to form a conducive working environment. Therefore, one of office management theory that will be highlight is records management.

3.2.1 Filing System

Filing system can be defined as the system of classifying, coding, arranging and placing records in storage and facilitating their quick and easy retrieval when requested by the officer (Hayati Abd Hamid, 2004). It is also can be defined as setting up in filing cabinets, using different drawers for different categories of document, or in box files kept on selves. An efficient filing system is when the documents are easy to find and all systematically kept in one place. In addition, the files must be updated regularly.

The purpose to have a filing system in an organization is to store the important documents in an appropriate place, to have an easy finding of document that a user need, to make an arrangement or divisions of documents according to title or type. In addition, it also avoids careless misplacement of documents and records and also to provide safety from lost or damage of documents especially the confidential ones.

3.2.2 Filing Classification System

There are three main ways by which files are classified. One of the ways is alphabetical. This is the most common one and very simple to understand. It is completely self-contained because it does not need index or cross referencing. Alphabetical classifications consist of four specialized categories and most organization use at least one of the categories as follows:

- Geographic Area: The files are classified based on geographical places such as countries, states, district, towns and etc.
- Subject: The files are classified based on subject matter of the file/document such as administration, meeting, treasurer and etc.
- Organization: The files are classified based on organization's name.
- Individual/ Personal: The files are classified based on individual's name.

Another ways of classified files is chronological. Records are filed by a significant date like years or months. In some cases, this system is used to follow up situations that require attention by a specific date or trigger off some action. In other cases, the system is used for filling such records as daily reports and sales summaries (Hayati Abd Hamid, 2004). The record being filed is placed in front of all others in the file folder; thus the file is arranged with the most recent record on top of the accumulation and the least recent record on the bottom.

Last but not least, numerical is also ways of classified files. It is extensively used for filling records that are numbered serially and for records on which the date is an important item. Numerical classification can be categorised into three which are decimal numeric which is the files are arranged in decimal numerical order. Files are divided into titles and sub-titles and then numbered in decimal. Followed by alpha numeric which is allocation of numbers to various topics are arranged alphabetically before numbers are given. Lastly, terminal digit which is files is numbered in group of 2 or 3

numbers. Each group indicates sometimes such as the departments, main title.

3.2.3 Filing Equipment

Filing equipment is the equipment used in arranging and storing records. The purposes of filing equipment are to protecting the records against lost through careless handling, damaged through fire or water or deterioration through dust or dampness (Hayati Abd Hamid, 2004). It also can prevent records from theft or unauthorised reference. Lastly, it able to reduce physical effort of the filing clerks in inserting, locating and extracting records. Example of filing equipment are filing cabinet, filing shelves, ring binders, post binders, level arch, thong binders, micro filling, drawer filing, shelving and desk filing.

On the other hand, filing equipment can be categorised into three ways as followed:

- **Horizontal Filing:** The records/files are piled one on top of the other on the shelves or in shallow drawers.
- **Vertical Filing:** The records/files are stacked on the edge one behind the other usually in the drawers or box type containers. It is arranged in such a way the name of the record or file can be noticed and read easily especially the most front.
- **Lateral Filing:** The records/ files are stacked on the edge and are arranged side by side or one file besides the other on the shelves. It is also considered as strictly vertical.

3.3 Filling System in Pustaka Negeri Sarawak

Pustaka Negeri Sarawak use three ways of classified files which are alphabetical, chronological and numerical. Hence, the most used in the Finance Unit is alphabetic. There are six officers in Finance unit with different jobs to handle. This means it will lead to various paper works to be done. Some of the officers use the alphabetical by classified based on subject matter of file document such as Salinan Borang Hijau PO/SO and Cancelled PO/SO. (Figure 3.1) Other than that, the finance's staff classified the files based on organization's name such as Rentokil, Pos Laju, Jimat Padu, Sinaran and many more. (Figure 3.2) To identify which files belong to them, their use different colour of papers when labelling the files. In this case, the trainee are able to identify the file belong to whom and easily to find the document in a short time.

The advantages to having this alphabetical ways are save time due to direct search by follows the alphabet which is start from A, B, C until Z. It absolutely proven by using this ways it easier for the trainee finds the files when the other officer asks to get the file. However, the disadvantages of alphabetical filling system are it bring problem when no more space to fit into alphabet category. In this case, the file will looks like more untidy due to a lot of paper are in one file. In Finance Unit, alphabet of A, B, C, P, Q, R and S are usually having this problem due to no more space to fit in one file. Moreover, it also brings bad situation when file is wrongly stored due to spelling error or misplaced and misunderstanding of the message or information. During my five weeks practical, this was happen twice when the previous trainees were misplaced the document to the other files. It brings difficulty to the finance's staff to do their work. We need to double check all the files and placed the document accordingly. This means, it need a lot of time to check each of the documents in

various files and also there is no backup plan to avoid this problem. Therefore, there no such other solution unless to check all the files with a lot of document.

On the other hand, horizontal filing is Pustaka Negeri Sarawak's ways of filing equipment. Files containing a papers kept in drawers one upon the other and the papers are inserted in the order of date on which received or dispatched. Guide cards may also be horizontally kept showing the movement of files. There are two type of files used by Pustaka Negeri Sarawak which are flat files and arch lever files. Flat files are covers made of cardboard or thick paper fitted with metal hinges for fastening the papers together. A file allotted to each subject. The papers are punched and then inserted in the metal hinges of the files. Arch lever files are made of thick cardboard and are fitted with strong metal arches operated by level. When a paper is to be filed, it is punched and inserted by mowing the lever upward and the pressing it down. The papers in the file lay one upon the other. Due to the lever arch system, there is no need to take out any other paper, than the one required. These files are simple, cheap and convenient for filing large numbers of invoice as in the finance unit do a lot of paper works.

The advantages of this horizontal filing are it is simple to understand and easy to operate. There no need skill to do this tasks, it only need to press down the thick cardboard. It is also cheaper method and the number of files can be increased or reduced depending on the volume of papers. In addition, papers can be inserted or taken out without disturbing the order of other paper and there is very little risk of loss or misplacement. However, the disadvantages of this filing are it is not suitable where the volume of papers is very large and it requires relatively more space. Moreover, when come to increase or expansion the volume of the papers, the drawers must be reorganised which is troublesome.

CHAPTER 4

RECOMMENDATIONS

4.1 Introduction

In this chapter, the trainee will highlight on the strength and weaknesses of the major task are assigned during practical training. The task assigned for the trainee particularly is based on the records management implementation in Finance Unit Pustaka Negeri Sarawak which focuses on filing system and record control. In this chapter, several suggestions and recommendations will be recommended for an improvement of work performance and quality management also as a corrective action for the organization or company itself. The recommendations given based on the weaknesses that arose and experienced by the trainee.

4.2 The strength of the Finance Unit, Pustaka Negeri Sarawak

One of the strength of filling system in Finance Unit is direct search (Alphabetical Classification). The files with alphabetical classification is easier than numerical classification because no need cross- referencing which leads to save time for searching the files. When the trainee or the staffs able to search for the files in a short time means that the filling system in the organization is effective.

Other than that, the strength of filling system in Finance Unit is useful when the secrecy and confidentiality of records must be maintained. All the transactions regarding the monetary are confidential. This means, it should be update the files that easy for the staff refer the files and should be keep in the safe place.

Last but not least, records are obtained more quickly because they are stored at one location. This is because the purpose of the filing system or records management system is to save time in all aspects of filing system and then can use the time to do other task (Hayati Abd Hamid, 2004). Therefore, in Finance Unit, Pustaka Negeri Sarawak to cut the cost and save time by stored the files in one location only which is in the Finance Unit office.

4.3 The weaknesses of the Finance Unit, Pustaka Negeri Sarawak

The weakness of the filling system in Finance Unit is consume time for numerical system because of cross referencing. This is because it will be double or multiple numbers in the system that lead to misunderstanding and hard to find the files. For an example shown below (Hayati Abd Hamid, 2004):

100 Personel
100 – 1 Cuti Kecemasan
100 – 2 Cuti Sakit
100 – 3 Cuti Tahunan

Figure 4.1 Numerical system of record management

Furthermore, space consuming to fit into alphabetical category. There is less space for the documents to fit in the files according alphabetical category. In Finance Unit, one file will combine with three or four alphabetical. For an example, one arch file consist of A, B, and C, next file D, E, and F and continuously until Z. This filling system is following the company names for Purchase Order files. What the trainee experience is the company begin with alphabet A, B and C is more than other

alphabet. Therefore, it leads the files overloaded and not easy to handle with the mess documents in file.

Besides that, file is wrongly stored due to spelling error such as spelling of name, places, misunderstanding of the message or information. This may happen in alphabetical classification when the trainee or staff stored the documents with the wrong placed that not follow the alphabet and need a time to reorganize the files. One of the reasons why the trainee and employees placed at the wrong files due to the papers are too thin that may have two or three more documents and not double check the files after attached the document in.

Last but not least, lack of security. All transactions regarding the monetary it is must for keep in the safe place and ensures the other staffs which not attached in Finance Unit did not knowing the files. For an example, the employees want the photocopy from the original documents need permission form the Head of Accountant but if it not necessary he will not approved for make a photocopy. In addition, it is less security box that needed to store the money in the safe place. There are only two small security box that shared by three staffs.

4.4 Solution

There are several recommendations or corrective action and preventive action to improve organizations processes which to eliminate causes of non-conformities or undesirable situations as discussed in Chapter 3.

4.4.1 Extra Space Storage

Providing more space and increase number of cabinets in order to fit records and documents is extremely important. This is because records and documents must be well keep and should be given fully protection. Data might be scattered in various files, and the files may be in different format. Writing new application program to retrieve data is very difficult. Quantity of cabinets must be added since records or documents of transaction processing must be placed in file only for example Payment Voucher files.

4.4.2 Electronic Database

One of the primary disadvantages of traditional file systems is the time it takes to access data especially in terms of numerical order filing. It can take minutes if not hours to locate a few files in a large paper filing system. Electronic databases allow for almost instantaneous access to information. Faster data access time can increase the productivity of managers, analysts, accountants and other workers who use data on a regular basis.

4.4.3 Properly Recruitment or Selection of Employees

The organization need to be more selective in recruiting a new employee in order to ensure the management system is efficient and effective. When organizations choose the right people for the job, train them well and treat them appropriately, employee not only produce good results but also tend to stay with the organization longer. Employee training is essential for an organization's success. Employee must be well train in order to avoid mistake or error to occur such as data redundancy, data inconsistency or fraudulent misrepresentation especially when deals with money.

4.4.4 Increase Volume of Security

Put more on security box in the office each of the members without sharing the security box with others. This is because it will ensure there is no duplication or misunderstanding exists. It is more safety if it placed not the open area and easy to find in a short time. It does not meant if to keep the safety place it must be placed that people have no idea where the files are placed but keep well the documents.

CHAPTER 5

CONCLUSION

5.1 Introduction

The establishment of Pustaka Negeri Sarawak were based on Law of Sarawak, Chapter 29, Sarawak State Library Ordinance 1999. It is important part in serving the information needs of 27 distinct and be major information resource centre. Other than aspect of education, there also focus on social healthy life style by providing facilities to the visitor to do their activities.

Pustaka Negeri Sarawak has 5 sectors namely Library Service, Depository Service, Corporate Management, ICT and Pustaka Miri lead by board of management. It also two types services provided by Pustaka Negeri Sarawak namely online services and other services. In addition, client charter as an assurance that service rendered will comply with the standard declared as quality standards.

5.2 Schedule of Practical Training

Five weeks in the Finance Unit, Pustaka Negeri Sarawak, trainee learns new task in every weeks and continue doing the same tasks for five weeks. The tasks were in financial aspects also administration aspect. The host supervisor was guiding the trainee how to do the task in effective and efficient way. All the tasks are only indoor tasks and there are no outdoor tasks for the trainee.

5.3 Analysis

In this chapter, trainee focuses on records management or filing system. It also included how the filing system works, importance of filing system and pros and cons having this filing system. Pustaka Negeri Sarawak using both alphabetical classification and numerical system in different purpose. Other than that, Pustaka Negeri Sarawak using horizontal filing as a filing equipment to arrange and stored records. This is because Pustaka Negeri Sarawak using arch files either it thin or thick.

5.4 Recommendations

In this chapter, trainee highlights the strength and weaknesses of filing system in Finance Unit, Pustaka Negeri Sarawak. It also gives some suggestion and recommendation as for improvement of work performance and quality performance. the suggestion were based on the trainee experience. There are four suggestions such as extra space storage, electronic database, properly recruitment or selection of employees and increase volume of security.

5.5 Reflection

The work tasks that were assigned to trainee during practical training are recommended to the other practical trainers as it touched a lot of accounting subject that has been learned in Diploma as well as Bachelor especially to understand how the transaction look like and implement in daily life. The trainees also not focus on financial aspects but also administration aspects such as key-in data in electronic

database which is Pustaka Negeri Sarawak Integrated System. Thus, it will expose the students in real working environment with various tasks to create multi-task employees in the future.

Unfortunately, when the degree holders finished their studies, they will become the Assistant Director of any public department say they want to serve in the State Government. The job description will be more specific such as doing observations and leading certain programs. The tasks that were assigned during practical training are more multi-tasks such as filling and photocopy. This chores usually being done by lower scale officers. Even though those tasks are not been assign to Assistant Director but the tasks is important for the new employee to learn from basic so they can master whatever the tasks given.

During practical training, it is easier as when the trainees do not know how to do certain tasks, they still able to ask from supervisors or lecturers but when in real working environment, they need to come out with their own ideas and formula to solve any problems and matters that may lead to inefficiency. It is up to them on how to deal with the problems by applying the theories and models with what they have studied and learned in university according to certain scholars.

Real working environment will be more challenging as the students will confront with a lot of adaptations on policies and bureaucracies in administration. As government servants, they need to be ready with any changes made by the top management and political governance. They should portray discipline civil servants by practicing ethical conduct of behaviors.

REFERENCES

Hayati Abd Hamid. (2004). Office Management. (Distance Learning Module), 1st Edition. Melaka: UiTM Melaka

Pustaka Negeri Sarawak (2014), Official Website of Sarawak State Library,
Retrieved from <http://www.pustaka-sarawak.com/> on 21st September 2014

APPENDICES

Appendix 1.0

Stamping

Saya mengesahkan bahawa barangan / perkhidmatan dalam tuntutan pembayaran ini telah dibuat dengan betul dan sempurna, kadar / harga yang dikenakan adalah munasabah dan berpatutan

.....
Tandatangan, Nama, Tarikh

Saya mengesahkan bahawa maklumat ini adalah betul, tepat dan munasabah. Nama seperti dalam resit ini adalah suami/isteri/anak/bapa/emak saya atau saya sendiri

.....
(Tandatangan, Nama dan Tarikh)

POSTED

RAI
28 AUG 2014

PUSTAKA NEGERI SARAWAK

CANCELLED



PUSTAKA NEGERI SARAWAK

Appendix 1.1

Payment Voucher

BAUCER BAYARAN

PAYMENT VOUCHER

Bayar: BUDDING READERS

No. Baucer: BPV14/00488

Tarikh Baucer: 18-02-2014

Perihal Bayaran

Koleksi am Pustaka Negeri Sarawak.
(Source: AP Payment Txn No. OINAP28429)

Kreditor: B11 * BUDDING READERS

	<u>Tarikh</u>	<u>Nombor P.O./S.O.</u>	<u>Nombor Invois</u>	<u>Amaun (RM)</u>
1	27/01/2014		4280	258.90
2	27/01/2014		4281	646.89
Jumlah:				905.79

<u>Kod Akaun</u>	<u>Seksyen</u>	<u>Penjelasan Akaun</u>		<u>Amaun (RM)</u>
cc-ap	01	Contra Account - Accounts Payable	Dr	905.79
23001	01	RHB BANK BERHAD	Cr	905.79

No. EFT : 8200000723 Bank: RHB BANK BERHAD RM 905.79

Saya perakukan bahawa bayaran diatas sebanyak Ringgit Malaysia SEMBILAN RATUS DAN LIMA DAN SEN TUJUH PULUH SEMBILAN SAHAJA adalah benar dan betul, dan telah diperuntukan dalam perbelanjaan tahun ini.

Disediakan oleh : *ISME*

Nama: ISMEWATTI HAJI NARAWI

Jawatan: Pembantu Akauntan

Tarikh: 18/02/2014

Diperiksa oleh : *Ammy*

Nama: AMMIESYARINA MOHDJELANI

Jawatan: Penolong Akauntan

Tarikh: 18 FEB 2014

Diluluskan oleh : *Paide*

Nama: PAIDI AMAT MOKITO

Jawatan: Akauntan

Tarikh: 18 FEB 2014

Penerimaan

Diterima pada hari ini jumlah yang tersebut diatas bagi pembayaran servis/barangan yang telah disempurnakan.

3421140219361445

Tandatangan Penerima /RHB EFT Reference No:

Nama :

Tarikh: 20/2/14

PAIDI
20 FEB 2014
PUSTAKA NEGERI SARAWAK

Appendix 1.2 No. Payment Voucher Files

PAYMENT VOUCHERS files

1. 00571 – 00600 20A	31. 01471 – 01500 50A
2. 00601 – 00630 21A	32. 01501 – 01530 51A
3. 00631 – 00660 22A	33. 01531 – 01560 52A
4. 00661 – 00690 23A	34. 01561 – 01590 53A
5. 00691 – 00720 24A	35. 01591 – 01620 54A
6. 00721 – 00750 25A	35. 01621 – 01650 55A
7. 00751 – 00780 26A	36. 01651 – 01680 56A
8. 00781 – 00810 27A	37. 01681 – 01710 57A
9. 00811 – 00840 28A	38. 01711 – 01740 58A
10. 00841 – 00870 29A	39. 01741 – 01770 59A
11. 00871 – 00900 30A	40. 01771 – 01800 60A
12. 00901 – 00930 31A	41. 01801 – 01830 61A
13. 00931 – 00960 32A	42. 01831 – 01860 62A
14. 00961 – 00990 33A	43. 01861 – 01890 63A
15. 00991 – 01020 34A	44. 01891 – 01920 64A
16. 01021 – 01050 35A	45. 01921 – 01950 65A
17. 01051 – 01080 36A	46. 01951 – 01980 66A
18. 01081 – 01110 37A	47. 01981 – 02010 68A
19. 01111 – 01140 38A	48. 02011 – 02040 69A
20. 01141 – 01170 39A	49. 02041 – 02070 70A
21. 01171 – 01200 40A	50. 02071 – 02100 71A
22. 01201 – 01230 41A	51. 02101 – 02130 72A
23. 01231 – 01260 42A	52. 02131 – 02160 73A
24. 01261 – 01290 43A	53. 02161 – 02190 74A
25. 01291 – 01320 44A	54. 02191 – 02220 75A
26. 01321 – 01350 45A	55. 02221 – 02250 76A
27. 01351 – 01380 46A	56. 02251 – 02280 77A
28. 01381 – 01410 47A	57. 02311 – 02340 78A
29. 01411 – 01440 48A	58. 02341 – 02370 80A
30. 01441 – 01470 49A	60. 02371 – 02400 81A

SYARIKAT ZALFAS (85579)

Tkt 2, Shoplot 19, Rpr Batu 13, Jalan Penrissen, 93250 Kuching.

Tel: 082-381785

Appendix 1.3

Invoice No.

INVOICE

No.: 1633

Pustaka Negeri Sarawak

Date: 21/8/2014

D/O No: 1934

P/O No: 026651

Terms: 30 days

NO.	DESCRIPTION	QUANTITY	UNIT PRICE (RM)	AMOUNT (RM)
1	Rubber hand glove (100's)	8 ktk	60.00	480.00
2	A4 Label sticker putih (100's)	1 ktk	58.00	58.00
3	Tali cotton putih	40 pcs	3.50	140.00
4	Face mask blue	5 ktk	50.00	250.00
			TOTAL RM :	928.00

Saya mengesahkan bahawa barangan / perkhidmatan dalam tuntutan pembayaran ini telah dibuat dengan betul dan sempurna, kadar / harga yang dikenakan adalah munasabah dan berpatutan

.....
Tandatangan, Nama, Tarikh

Please Note:

E. & O. E.

TOTAL RM :

928.00

- 1. Goods & merchandise sold and/or service rendered are not refundable, returnable or exchangeable.
- 2. The goods under this invoice and / or delivery order remain the property of SYARIKAT ZALFAS until the full payment has been received & credited to our account.
- 3. We reserve the right to enter your premises & will take whatever steps necessary to re-possess goods under this Invoice if full payment is not received by the due date.
- 4. A flat rate of 1.5% per month will be imposed as late penalty charges on the full Invoice amount for any Invoice not paid and settled on or before the payment due date.
- 5. All cheques should be crossed and made payable to SYARIKAT ZALFAS.
- 6. Banker: **PUBLIC BANK BHD. A/C NO: 3161586026**

Received By (Chop & Sign)

NAME:

A.C. NO:



PUSTAKA NEGERI SARAWAK
BORANG PERMINTAAN PEMBELIAN/PERKHIDMATAN

Appendix 1.5

Borang Kuning

28 AUG 2014

Tarikh: 27-Aug-14

DI ISI OLEH PEMOHON

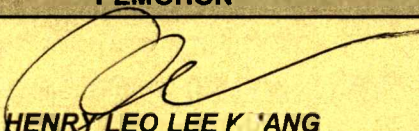
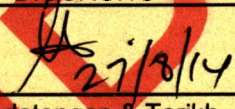
NO	PERKARA	BILANGAN	HARGA SEUNIT	AMAUN (RM)	CATATAN (JIKA ADA)
1	Epson T6641(BK) ink	4	20.00	80.00	
2	Epson T6642(C) ink	4	20.00	80.00	
3	Epson T6643(M) ink	4	20.00	80.00	
4	Epson T6641(Y) ink	4	20.00	80.00	
JUMLAH				320.00	

Cadangan Pembekal/Kontraktor Compumart Sales & Services

No. Telefon Pembekal/Kontraktor 082-247737 /Fax 082-252853

Tujuan dan sebab-sebab pembelian/perkhidmatan di atas:

Untuk penggunaan pejabat bagi PD RPR Taman Sri Cahaya Tondong

PEMOHON	PERAKUAN KETUA BAHAGIAN/KETUA SEKTOR	
	DISOKONG	TIDAK DI SOKONG
 HENRY LEO LEE Y'ANG Nama & Tandatangan	 27/8/14 Tandatangan & Tarikh	Alasan: Tandatangan & Tarikh

PENGESAHAN BAKI OLEH AKAUNTAN		
60056(PNM)	RM 34,934.97	
Caj Akaun	Baki Terkini	Tandatangan & Tarikh

KEPUTUSAN KETUA PEGAWAI EKSEKUTIF/KETUA SEKTOR/PENGURUS WILAYAH	
DILULUSKAN	TIDAK DILULUSKAN (Catatan jika ada)
Tandatangan & Tarikh	Tandatangan & Tarikh

TINDAKAN UNIT KEWANGAN		
Tarikh di terima	No. Pesanan	Catatan (Jika ada)

No. Dokumen: A/QP/CM/012/02
Semakan : 2
Tarikh Kkuatkuasa : 1 JULAI 2014
No. Pekeliling : (013)PUSTAKA/100-10/1/2/JLD.1

劉克立西医药房

KLINIK KELLY LAU

Appendix 1.6

Medical Slip

Ground Floor Unit 3G, 7th Mile, Jalan Tapang,
Kota Sentosa Commercial Centre, 93250 Kuching, Sarawak.
Tel: 012-8890655

04403

OFFICIAL RECEIPT

Date: 26/8/14

Received from Ong Soon Foong 810539 - 13 - 5162

the sum of Ringgit Twenty five only.

in payment of medical treatment

RM 25/-
Cash/Cheque No.

KLINIK KELLY LAU
R/N 21301-07146-H
Block 4, Ground Floor Unit 3G,
7th Mile, Jalan Tapang,
Kota Sentosa Commercial Centre/K
93250 Kuching, Sarawak, Malaysia.

SAMPLE

Saya mengesahkan bahawa... dan ini
adalah betul, tepat dan... Nama
seperti dalam resit ini adalah
suami/isteri/anak/bapa/emak saya atau saya
sendiri
Tandatangan, Nama dan Tarikh

Ong Soon Foong
26/08/2014



Appendix 1.5

Borang

Appendix 1.7

Letterhead of Pustaka Negeri Sarawak

Ruj. Kami : (028)PUSTAKA/400-13/1/1/JLD.2
Our Ref :

Ruj. Tuan :
Your Ref :

Tarikh : 25hb Ogos 2014
Date :

Wawasan Open University
SL.No.14, Ground Floor, Westin Avenue,
Jalan Tun Jugah,
93350 Kuching, Sarawak.
(u/p: Justin Martin)

Tuan/Puan

PENYATA AKAUN SEHINGGA 31hb JULAI 2014

Saya merujuk perkara di atas dengan hormatnya.

2. Sukacita dilampirkan bersama-sama ini adalah Penyata Akaun sehingga 31hb Julai 2014.

3. Besarlah harapan kami sekiranya pihak tuan dapat menjelaskan baki tertunggak tersebut. Sila maklumkan pembayaran sekiranya dibuat secara "bank-in". Jika ada sebarang pertanyaan, sila hubungi Encik Mohammad Aidiq sambungan 272.

Sekian, salam hormat.

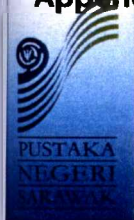
Bersatu Berusaha Berbakti, An Honour To Serve, Pustaka, Rakan Ilmu Anda.

PAIDI AMAT MOKITO

Akauntan

b/p: Ketua Pegawai Eksekutif

Pegawai : Mohammad Aidiq Aidi ☎ 082-442000 (272) ✉ aidiq@sarawaknet.gov.my
Seranta :



STATEMENT OF ACCOUNT

As at 31st July 2014

Jabatan/Organisation : Wawasan open University
 SL.No.14,Ground Floor,Westin Avenue,
 Jalan Tun Jugah,
 93350 Kuching,Sarawak.
 (u/p:Justin Martin)

No	Invoice Date	Invoice No	Particular	Amount
1	14/1/2014	1527	Caj penggunaan Bilik Seminar dan Auditorium pada 12/01/2014 bagi mengadakan "Student Orientation".	850.00
Total Amount Due				850.00
> 180 DAYS RM850.00				

*NOTE: This is a computer generated statement. No signature required.
 Kindly report any discrepancy appeared in the statement to our Finance Unit*

PUSTAKA NEGERI SARAWAK

Tuntutan Hitungan Kilometeran
(Untuk di isi dalam satu salinan)

Tuntutan Hitungan KM bagi Bulan : 0902 2014
 Nama : MASRIAWATI MUKAILI No. K/P : 841019-13-5226
 Jawatan : PEMB: PERPUSTAKAAN SIT Bahagian : PERKHIDMATAN
Appendix 1.9 Tuntutan Hitungan Kilometer Model Kenderaan : PROTON
 No. Pendaftaran Kenderaan : QAY 6450 Kapasiti : 1300 CC
 Alamat Rumah : NO 74, BLOK B, KAMPUNG HAJI BAKI
JLN BATU KITANG, 93250 KUCHING.

GAJI PEGAWAI

Tidak kurang daripada RM2,625.45 sebulan
 Tidak kurang daripada RM2,333.00 sebulan
 Tidak kurang daripada RM1,820.75 sebulan
 Kurang daripada RM1,820.75 sebulan.
 Kurang daripada RM1,820.75 sebulan.

KELAS KAPASITI KENDERAAN

A 1400 ss dan ke atas
 B 1000 ss dan ke atas
 C Di bawah 1000 ss
 D Tidak kurang daripada 175 ss.
 E Dibawah 175 ss

Jarak Perjalanan	Kadar (Sen Per KM)*					Tuntutan (KM)	Jumlah Tuntutan		
	Kelas A	Kelas B	Kelas C	Kelas D	Kelas E		RM	Sen	
500 km pertama	70	60	50	45	40	101.30	4,558.8	50	
501 km hingga 1,000 km	65	55	45	40	35				
1,001 km hingga 1,700 km	55	50	40	35	30				
1,701 km dan seterusnya	50	45	35	30	25				
JUMLAH KM DAN AMAUN YANG DITUNTUT						JUMLAH			

Saya mengaku bahawa perjalanan yang tertera di mukasurat sebelah (dan lembaran berkembar, jika berkenaan) adalah dibuat dengan kenderaan saya sendiri atas urusan rasmi Pustaka Negeri Sarawak dan tuntutan ini adalah benar dan betul menurut Pekeliling Perkh Tahun 2012 dan pekeliling-pekelling pejabat yang berkuatkuasa sekarang ini

Tarikh : 26.8. 2014

Tandatangan : _____

Pegawai Yang Menandatangani

Saya mengesahkan bahawa perjalanan yang dilakukan oleh pegawai ini adalah atas urusan rasmi Pustaka Negeri Sarawak dan tuntutan telah disemak dan didapati benar dan betul.

Tandatangan : _____

Muhammad Ali B. Abdul Wahab
 Penolong Pegawai Perpustakaan S32
 Bahagian Perkhidmatan Maklumat
 Ketua Unit Penyelia
 Pustaka Negeri Sarawak

Tuntutan diluluskan/ditolak:-

Ketua Pegawai Eksekutif

Disemak oleh : _____



THE STORY OF PEDRA BRANCA

Various reactions shown by many parties after the International Court of Justice (ICJ) in The Hague, Netherlands, decided that Singapore has the sovereignty over Pulau Batu Puteh (Pedra Branca), whilst Malaysia has the right towards Middle Rocks (Middle Rocks).

The position of The South Escarpment (South Ledge) depends on the maritime boundary of its ruling country. Some parties believed that ICJ decisions were more favorable towards Singapore and disbenefit Malaysia.

5 However, some felt that the country was not completely at a lost. Sunday News reporter, Ziauddin Sharuddin and Rohaniza Idris, sought clarification on ICJ's decision from historians Prof Dr Nik Anuar Nik Mahmud who was also among the Malaysian team in The Hague and a political analyst, Dr Ahmad Nidzammuddin Solomon, both from Universiti Kebangsaan Malaysia (UKM).

Is ICJ's decision on the sovereign rights towards Pulau Batu Puteh favoring Singapore expected to be based on evidence or court cross-examination?

He said in the case of Pulau Batu Puteh, "It was expected that we would have had a problem to defend it from the start. Firstly, it was due to our weaknesses in terms of administration and letter of the Secretary of State in 1953. Historically, the island and others were actually belonging to Johor. The Court certified these rights based on the 1819 Agreement, March 1824, August 1824 Agreement, 1927 Agreement and etc".

However in 1953, the Government of Johor, when asked by the Singaporean authorities on the status of the island, they said that the island does not belong to the state. This caused the Court to consider the letter as a court argument as a basis to endorse that Johor has given the island's sovereignty to Singapore.

*Prof. Dr. Wahabudin Ra'ees
Head of Political Science Department
International Islamic University Malaysia
(IIUM)*

Source:
<http://pmr.penerangan.gov.my/index.php/component/content/article/16-isu-nasional/1398-isu-pulau-batu-puteh.html>

TOWARDS A BLUEPRINT FOR

SARAWAK'S RECORDS

A FORUM & WORKSHOP
12-14 AUGUST 2014 | PUSTAKA NEGERI SARAWAK

Appendix 2.0

Towards A Blueprint for Sarawak Records



INTRODUCTION

Towards a blueprint for Sarawak's Records: a forum and workshop

The findings of a study on records management practices in 137 organisations in the Sarawak state public services carried out in 2011 revealed that practices on the creation, use, maintenance, appraisal, disposition and preservation of records were not in total compliance to **79.9% of the respondents admitted that they and their records staff never attended any training on records management especially those from the regional offices.**

For those who received some forms of training indicated that trainings attended were not sufficient to support their roles and responsibilities to manage their organizational records. The study also indicated that records management responsibilities were often time delegated to the support group with minimal supervision. Thus in order to improve records management practices and to save Sarawak's records, a one day forum and a two days workshop will be held on 12th -14th August 2014.

12 AUG DAY 1 FORUM

- 8.00 - 8.30 Registration and arrival of participants
- 8.40 Arrival of Chairman of the Board, Pustaka Negeri Sarawak, YBhg. Tan Sri Datuk Amar (Dr.) Haji Hamid Bugo & members of the Board
- 8.45 Arrival of the Deputy State Secretary, YBhg. Datu Haji Misnu Haji Taha
 - Doa
 - Speech by Chairman, Board of Management Pustaka Negeri Sarawak
 - Keynote address by the Deputy State Secretary
 - Gift Presentation

10.30 - 12.30

Tea Break

Session 1

Speakers:

Dr. Rusnah Johare (Records Management Working Group)
Mr. Ross Latham (State Archivist, Tasmanian Archive & Heritage Office, Australia)
Encik Anthony Aboi (Superintendent Officer, Land and Survey, Betong Division)
Moderator: Puan Rashidah Hj Bolhassan. (Chief Executive Officer, Pustaka Negeri Sarawak)

12.30 - 1.30

1.30 - 3.30

Lunch

Session 2

Speakers:

Mr. Alan Ventress (former Director of State Records, New South Wales, Australia)
Cik Majella Tan Marquez (Deputy Director 2, Sabah State Archive)
Puan Norsuriaty Bt Awang Hassim (Director, National Archives of Malaysia, Sarawak Branch)
Moderator: YBhg. Dr. Rita Manurung (Board Member, Pustaka Negeri Sarawak)

3.30 - 5.00

Session 3

Speakers:

Mr. Chin Koon Siang (General Manager, STRATFOS Consulting Sdn. Bhd.)
Dr. David Jones (Library Building Consultant, Australia)
Moderator: Puan Arpah Adenan (Head, Depository Services Sector, Pustaka Negeri Sarawak)
Afternoon Tea

5.00

13 AUG DAY 2 WORKSHOP

8.00 - 8.30

8.30 - 9.00

9.00 - 1.00

Registration of participants

Briefing (Auditorium)

Breakup session

Group 1 (Bilik Mesyuarat Utama)

Group 2 (Conference Room 1)

Group 3 (Discussion Room 3)

Group 4 (Conference Room 4)

Lunch

Breakup session

1.00 - 2.00

2.00 - 5.00

14 AUG DAY 3 WORKSHOP

8.30 - 1.00

1.00 - 2.00

2.00 - 5.00

Breakup session

Lunch

Presentation by groups & wrap up by Dr. David Jones (Auditorium)



Forum papers are available on our website
www.pustaka-sarawak.com/sarawakrecords

Appendix 2.1

Raya Merdeka Bersama Kami

MALIS 'RAYA MERDEKA BERSAMA KAMI' 2014 @ PUSTAKA NEGERI SARAWAK

You are cordially invited to attend our Majlis 'Raya Merdeka Bersama Kami' 2014, Monday, 25th August 2014 at Lobby, Pustaka Negeri Sarawak

Raya Merdeka Bersama Kami 2014
25 Ogos 2014, Pustaka Negeri Sarawak

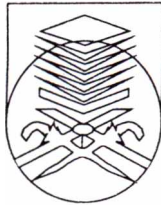
Ceramah Komuniti : Pengurusan Stress
1030 pagi - 12 tengahari - Auditorium

Bengkel Gubahan Bunga dan Bengkel Solekan
11pagi - 12 tengahari - Bilik Surai Khabar & Terbitan Bersiti

Majlis Ramah Tamah 'Raya Merdeka Bersama Kami' 2014
12 tengahari - 2 petang - Lobi Pustaka

Pertandingan Congkak & Menganyam Ketupat
12 tengahari - 2 petang - Lobi Pustaka

Pameran Memori Kemerdekaan
22 Julai 2014 - 30 September 2014
11pagi - 7 petang - Lobi Pustaka



UNIVERSITI TEKNOLOGI MARA SARAWAK

PRACTICAL TRAINING

LOG BOOK

Instructions

This book is issued to you to provide a history of your training and to act as a weekly record by the work on which you are engaged.

Student's responsibilities for keeping log book up-to-date

Immediately this book is issued to you, you should, in consultation with your Training Officer, complete the details required on the previous page.

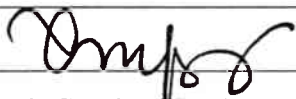
It is your responsibility to make the main entries of the log book and keep it up to date. Entries must be regularly initialled by your Supervisor. You must ensure that;

1. It is available at your place of work during your training.
2. All entries, except sketches, are made in ink.
3. Entries are made within a week of the work to which they refer.
4. The book is handed to your Training Officer for retention on your return to UiTM and this will later be handed to the Faculty for grading.

Recording

The log book should contain the following information:

1. A neat concise description of each of your training locations and the work on which you are engaged.
2. Relevant sketches, data and circuit diagrams.
3. References to textbooks, standards and other technical information related to the work being under taken.
4. Constructive comments on the work being undertaken and your considered opinion as to its value as training.

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
21/07/2014 (Monday)	A brief introduction from Puan Ammie Syarina, Penolong Akauntan regarding the finance unit, corporate management sector.	
	updating and Filing Payment Voucher	
	organising data of staff reconciliation Summary Report Fund collected from 4/6/2014 - 30/6/2014	
	compiling and maintaining filing system of payment vouchers	
	organize and labeling files accordingly.	
		 Ammie Syarina Mohd. Jelani Penolong Akauntan W32

DATE

EXACT NATURE OF WORK DONE

SUPERVISORS REMARKS

22/7/2014
(Tuesday)

was given guidance on updating invoice
No. and service order

update and eliminate error cash book

and
update & filing payment voucher

photostate

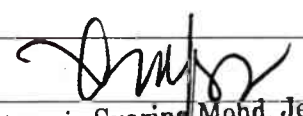
update book log "Buku daftar penghantaran
permintaan pembelian"

Anmie Syarina Mohd Jelani
Penolong Akauntan W32

[Faint handwritten text]

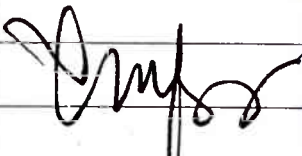
[Faint printed text]

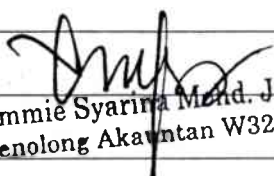
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
23/7/2014 Wednesday	update, stamp and filling payment voucher	
	update Buku Log Penghantaran Borang Permintaan Pembelian / Perkhidmatan untuk kelulusan (Borang kuning)	
	write ^a reminder letter to those company / organisation to pay the bills.	
	update invoice No & serial Order	




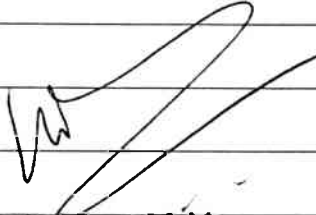
Ammie Syarina Mohd. Jelani
Penolong Akauktan W32

Handwritten text at the bottom left, possibly a date or reference number, partially obscured by a stamp.

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
24/7/2014 Thursday	stamp posted service order	
	Fill in NO. PO and organize the service order accordingly	
	stamp paid, update and filling payment voucher	
	update book log Penghantaran borang Permintaan Pembelian / perkhidmatan untuk kelulusan (borang kuning) - ZML, PAM, ARPAH	
	Eliminate error and count. PuStaka Negeri Sarawak (Reconciliation Report)	
	photostate	
	update medical payment	Aminie Syarina Mohd. Jelani Penolong Akauantani W32

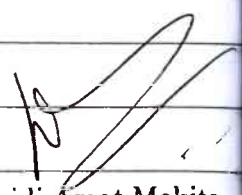
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
25/7/2014 Friday	stamp 'posted' and file accordingly (payment voucher)	
	stamp 'received' and stamp 'invois' (service order)	
	Filling Bank Receiving order BRV 14/00076, / cash Receiving order CRV 18369, CRV18446	
		 Ammie Syarina Mhd. Jelani Penolong Akawntan W32
ondate to: A ibias! **W distus da.		

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
04/08/2014 Monday	Stamping and filling (invoice)	
	Service order (filling)	
	key in data of Transfer Cash Book by using Pustaka Negeri Sarawak integrated information system. (Cimb)	
	updating medical payment slip (stamping by using Invoice Stamp)	
	updating, eliminate error and key in data in system. (GL Transaction Listing for the Year ending 31/12/2013) wang Tahanan - misc deposits	
		 Paid Amat Mokito Akauntan W44

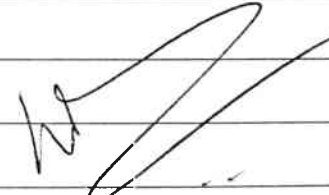
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
5/8/2014 Tuesday	updating, eliminate error and key in data in the system. wang Tahanan - misc Deposits (GL Transaction Listing for the year Ending 31/12/2014).	
	Stamp invoice and organize accordingly. (bills)	
	Service order (filling)	
	Stamping, and update. Payment Voucher 02191 - 02220, 02221 - 02250	 Paidri Amat Mokito Akauntan W44


02191 - 02220, 02221 - 02250


DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
6/8/14 (Wednesday)	stamping receive, record and filling (invoice)	
	Update 'Buku log Penghantaran Borang Permintaan Pembelian/Perkhidmatan untuk kelulusan (Borang Kuning) - ZML, PAM	
	key in data of Transfer Cash Book by using Pustaka Negeri Sarawak Integrated Information System (CIMB).	
	update, stamp paid (payment voucher)	
	make an photocopies	
	check and update the accesories in the office - finance (colour papers in the front box)	
	Ask for the staff to sign 'invoice'	
	stamp and filling accordingly (petty cash)	
	stamp 'receive', check and eliminate error, update (service order)	

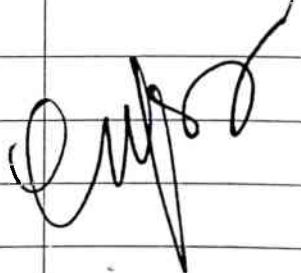


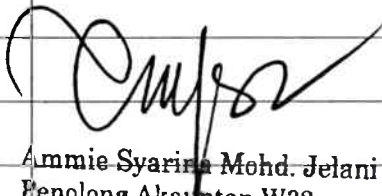
Paidi Amat Mokito
Akauntan W44

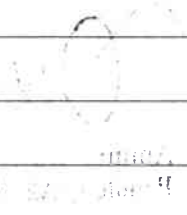
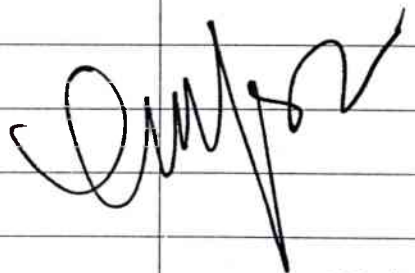
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
7/8/2014 Thursday	stamp 'paid', and filling (payment voucher)	
	key in PNS Integrated system the utilities 1) Uagak Belian Elektrik 2014 2) Uagak Belian 2014 3) Tasek Intan Elektrik 2014 4) Tasek Intan Sunia 2014 - update and recalculate to ensure the amount is correct.	
01/01/2014 01/01/2014 01/01/2014	key in data of Transfer Cash Book by using Pustaka Negeri Sarawak Integrated Information System. (AMB)	
	key in data of Cash Receipt Voucher by using Pustaka Negeri Sarawak Integrated Information System.	
	Reorganize file accordingly : CRV, BRV/PCV, BRV, Pelbagai, Creditor	 Paidi Amat Mokito Akauntan W44

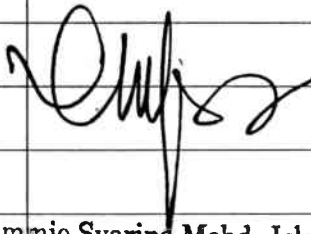
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
8/8/2014 Friday	Stamping invoice, record and filing (invoice)	
	update 'Buku log Penghantaran Borang Permintaan Pembelian / Perkhidmatan untuk kelulusan (Borang kuning) - ZML, PAM	
	Stamp 'receipt', check and eliminate error, update (service order)	
	update medical payment	
	Ask for the staff to sign (invoice)	 Paldi Amat Mokito Akauntan W44
update rem. in		

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
11/8/2014 Monday	stamp posted and file accordingly (service order)	
	matching the service order and purchase order correctly (service order)	
	stamp 'received' and eliminate error (borang kuning)	
	update 'Buku log Penghantaran Borang Permintaan Pembelian/Perkhidmatan untuk kelulusan -PAM	
	stamp paid every page and filing (payment voucher)	
	Eliminate the error and update over time 'Tuntutan hitungan kilometrian'.	 Ammie Syarina Mohd. Jelani Penolong Akauntan W32

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
12/8/2014 Tuesday	attend program Towards A Blueprint for Sarawak Records A Forum & Workshop.	
	matching the invoice and service order / purchase order (Invoice)	
	stamp posted amt, write down PO Number and file accordingly (service order)	
	update and stamp paid, eliminate error and file accordingly (payment voucher)	
	Stamp 'received' after get the signature.	
	update Buku log Penghantaran Borang Permintaan Pembelian / Perkhidmatan untuk kelulusan - ZML, PAM	
		
		<p data-bbox="1006 1420 1378 1516">Ammie Syarina Mohd. Jelani Penolong Akauntan: W32</p>

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
13/8/2014 Wednesday	update and file accordingly (JVB)	
	check cash book and eliminate error	
	filling Cash Book Reconciliation CIMB	
	filling payment voucher	
	stamp invoice (bills)	
	update medical payment	
	update 'Buku log Penghantaran Barang Permintaan Pembelian / Perkhidmatan untuk kelulusan - ZML, PAM, Nelly	
		 Ammie Syarina Mohd. Jelani Penolong Akauntan W32

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
14/8/2014 Thursday	Stamp posted and file accordingly (Service order)	
	Making a copy copies using photostate machine	
	Stamp received (Borang Kuning)	
	matching the invoice with the purchase order and stamp invoice on the invoice paper.	
	update 'Buku log Penghantaran Borang Permintaan Pembelian/Perkhidmatan untuk kelulusan - PAM, ZML	
		 Ammie Syarina Mohd. Jelani Penolong Akauntan W32

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
15/ 8/2014 Friday	update pay slip (August)	
	stamp posted receive (Borang kuning)	
	matching the invoice with the service order and stamp invoice on the invoice paper	
	ASK the staff to sign in the service order paper and invoice paper.	
	stamp paid, update and filling (payment voucher)	
		
		Ammie Syarina Mohd. Jelani Pegawai Akauntan W32
Ammie Syarina Mohd. Jelani Pegawai Akauntan W32		

DATE

EXACT NATURE OF WORK DONE

SUPERVISORS REMARKS

18/8/2014
Monday

organize room 55 "Theme: Smart"

- seiri - sisih
- seiton - susun
- seiso - sapu
- seit seiketsu - seragam
- shitsuke - sentiasa amai

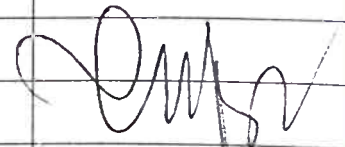
Label filling

- Cancelled Po/so 1
- Cancelled Po/so 2
- Salinan Borang Hijau Po/so 1
- Salinan Borang Hijau Po/so 2

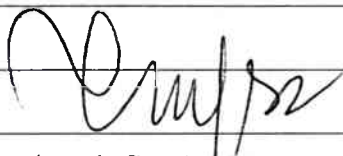
sending a document using fax machine

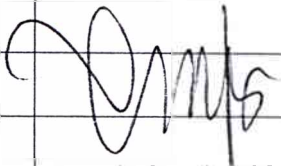
matching the invoice with the service order or purchase order and stamp invoice on the invoice paper.

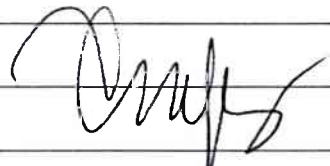
Stamp received (Borang kuning)

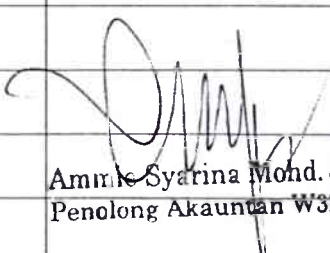


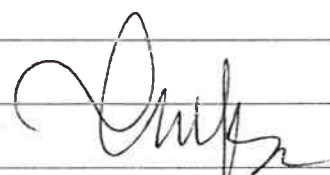
Ammie Syarina Mohd. Jelani
Penolong Akauntan W32

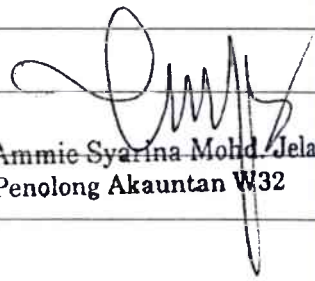
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
19/8/2014 Tuesday	organize prayer room FSS • update the prayer timetable • update the dua quotes and dua doors	
	sending a document using fax machine	
	stamp paid, update and filling (payment voucher)	
	matching the invoice with the service order or purchase order and stamp invoice on the invoice paper.	
	stamp received (Borang kuning)	
		Ammie Syarina Mohd. Jelani Penolong Akauitan W32
<small>Amnie Syarina Mohd. Jelani Penolong Akauitan W32</small>		

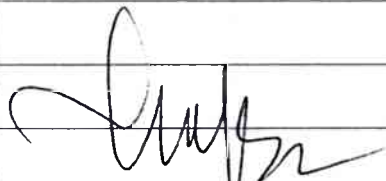
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
20/8/2014 Wednesday	Get the stationery from the box followed the instruction and ask by the staff.	
	organize prayer room 53	
	stamp paid, update and filing (payment voucher)	
	stamp paid and filing (petty cash)	
	stamp received (Barang kuning)	
and to be reviewed	matching the invoice with service order or purchase order and stamp invoice on the invoice paper.	
		Ammie Syarina Mohd. J. Penolong Akauntan W32

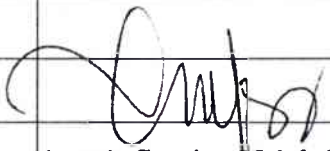
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
21/8/2014 Thursday	stamp received (Borang kuning) Matching the invoice with service order or purchase order and stamp invoice on the invoice paper.	
	stamp paid, update and filling (payment voucher)	
	organize prayer room ES	
	stamp posted and file accordingly (service order)	
		Ammie Syarina Mohd. Jelani Penolong Akauntan W32

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
22/8/2014 Friday	Matching the invoice with the service order or purchase and stamp invoice on the invoice paper.	
	Stamp received (Barang Kuning)	
	Stamp posted and file accordingly (service order).	
	Stamp paid, update and filling (payment voucher)	
	update and check monthly transaction payment voucher, (January - July) by using upustaka system.	
	update 'Buku Log Penghantaran Barang Permintaan Pembelian / Perkhidmatan untuk kelulusan - PAM, ZML	 Amnie Syarina Mond. Jel Penolong Akauntan W32

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
25/8/2014 Monday	stamp received 'Borang kuning'	
	stamp paid and update and file accordingly (payment voucher)	
	Attend Raya merdeka Bersama Kami 2014 and organize the event.	
	Staff Assembly (8:30 am)	
	matching the invoice with the service order or purchase order and stamp invoice on the invoice paper.	
<small>maslah. kluang or SCW 6/2014</small>	update 'Buku Log Penghantaran Borang Permintaan Pembelian /perkhidmatan untuk kelebihan siti munirah, PAM	
	Update, stamp paid and filling payment voucher)	 Ammie Syarina Mohd. Jelani Penolong Akauntan W32

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARK
<p>26/8/2014 Tuesday</p>	<p>write a remind letter and send the letter to the registry for delivery. A remind letter to those organization to pay the reminding bills (wawasan open University, Pusat Asuhan Intan)</p>	
	<p>send a document via fax machine and get the photocopy to give to the registry.</p>	
	<p>update and organize prayer room (women and men)</p>	
	<p>matching the invoice with the service order or purchase order and stamp invoice on the invoice paper</p>	 <p>Ammie Syarina Mohd Jelani Penolong Akauntan W32</p>
<p>ammi ammi</p>		

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
27/8/2014 Wednesday	make a photocopy, and laminate a document (SS purpose)	
	matching the invoice with the service order and or purchase order and stamp invoice on the invoice paper.	
	Stamp medical invoice and update medical claim	
update, stamp paid and filing accordingly	the statement account with the payment voucher followed by No-EFT (Payment Voucher)	
	Attend kursus u-pustaka Training from 8:am - 12:00 pm	<p data-bbox="999 1083 1370 1162">Ammie Syarina Mohd. Jelani Penolong Akuntan W32</p>

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
28/8/2014 Thursday	matching invoices with bank payment voucher (BRV) and file them accordingly to its designated files	
	updating medical slip payment of staffs.	
	matching invoices with the service order or purchase order and stamp invoice on the invoice paper	
		 Ammie Syarina Mohd. Jela Penolong Akauntan W32
<small>Amie Syarina Mohd. Jela</small> <small>Penolong Akauntan W32</small>		

DATE

EXACT NATURE OF WORK DONE

SUPERVISORS REMARKS

29/8/2014
Friday

Labelling new files for bank payment

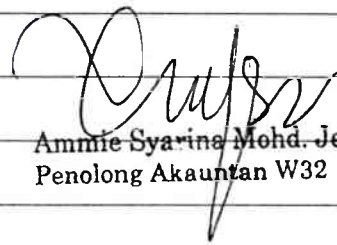
vouchers for example

BRV14/02491 - BRV/14/02520

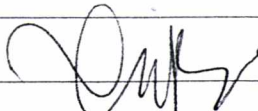
BRV 14/02521 - BRV/14/02550

BRV 14 02551 - BRV14/02580

matching invoices with service order or
purchase order and stamp invoice on the
invoice paper



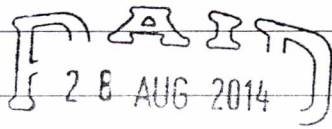
Ammie Syarina Mohd. Jelani
Penolong Akauntan W32

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	<div data-bbox="281 280 834 568" style="border: 1px solid black; padding: 5px;"> <p>Saya mengesahkan bahawa barangan / perkhidmatan dalam tuntutan pembayaran ini telah dibuat dengan betul dan sempurna, kadar / harga yang dikenakan adalah munasabah dan berpatutan</p> <p>..... Tandatangan, Nama, Tarikh</p> </div>	
	<div data-bbox="273 697 806 990" style="border: 1px solid black; padding: 5px;"> <p>Saya mengesahkan bahawa barangan / perkhidmatan ini adalah betul, tepat dan munasabah. Nama seperti dalam resit ini adalah suami/isteri/anak/bapa/emak saya atau saya sendiri</p> <p>(_____) Tandatangan, Nama dan Tarikh</p> </div>	
	<div data-bbox="313 1135 786 1208" style="font-size: 2em; font-weight: bold;">CANCELLED</div>	
	<div data-bbox="421 1437 715 1506" style="font-size: 2em; font-weight: bold;">POSTED</div>	<div data-bbox="960 1383 1331 1582">  Ammie Syarina Mohd. Jelani Penolong Akauntan W32 </div>

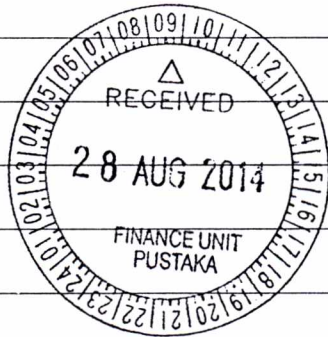
DATE

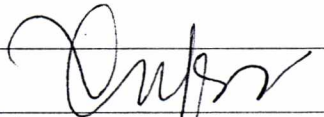
EXACT NATURE OF WORK DONE

SUPERVISORS REMARKS



PUSTAKA NEGERI SARAWAK




Ammie Syarina Mohd. Jelani
Penolong Akademi W32