



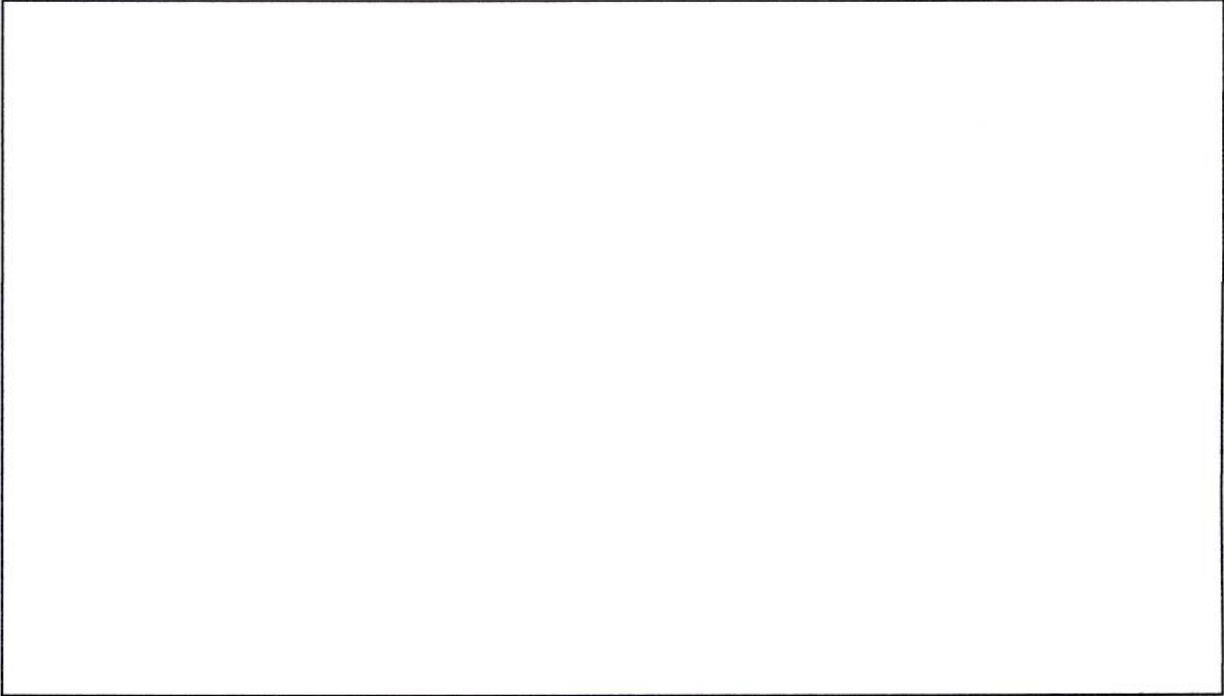
**UNIVERSITI TEKNOLOGI MARA SARAWAK  
FACULTY OF ADMINISTRATIVE SCIENCE  
AND POLICY STUDIES  
BACHELOR OF ADMINISTRATIVE SCIENCE (HONOURS)**

**PRACTICAL TRAINING REPORT (ADS667)  
PEJABAT DAERAH KOTA TINGGI (PDKT)**

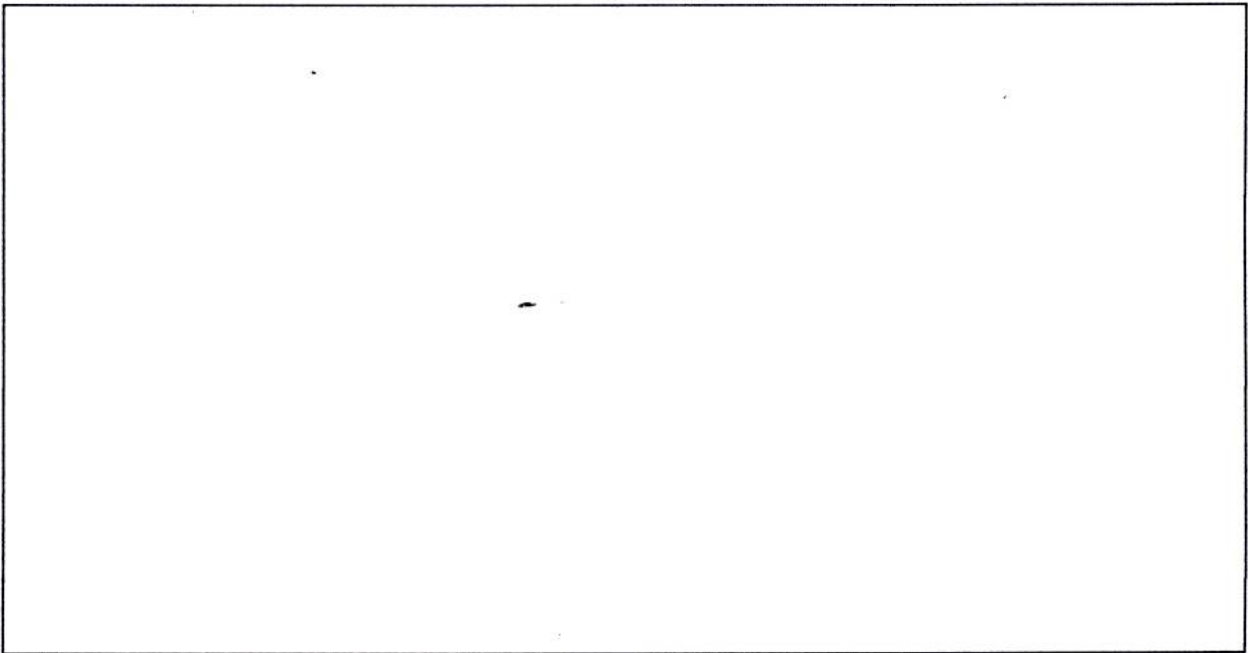
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**JUNE 2016**

**SUPERVISOR'S COMMENTS**

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**MODERATOR'S COMMENTS**

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

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Title of Practical Report : AN OVERVIEW OF ADMINISTRATION IN PEJABAT DAERAH KOTA TINGGI

Name of Student I : NABILAH BINTI ZAKARIA

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

  
-----  
(NONI HARIANTI JUNAIDI)

Date: 21/6/22

## THE DECLARATION

### Declaration

I hereby declare that the work contained in this practical report is my own except those which have been duly identified and acknowledged. If I were later found to have committed plagiarism or other forms of academic dishonesty, action can be taken against me under the Academic Regulations of UiTM's.

Signed.



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Name: Nabilah binti Zakaria

## ACKNOWLEDGEMENT

First and foremost, I would like to praise to Allah, the Almighty because bless me in completing my practical report. Without God blessing, I will not have successfully completed this practical report. May Allah gives the reward and bless to all people as I mentioned as below. It was a very tough and challenging task to be completed indeed, but with helps from my supervisor, Miss Noni Harianti binti Junaidi, the burden was become lighter than before. So, special thanks to her from the bottom of my little heart because become so helpful throughout completing this practical training report. I also would like to name my parents and my siblings as the ultimate supporters either in financial or moral supports. Without them, this practical report may reach the halfway only. Not to forget, I want to thanks to my host supervisor during my practical training, Encik Zairul Adilla bin Haji Zani for all the helps and guidance during my eight weeks in Pejabat Daerah Kota Tinggi. Special thanks to all colleagues and friends for giving a good cooperation and courage me to pursue our next level education.

Alhamdulillah,

Nabilah binti Zakaria

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## CHAPTER 1

### INTRODUCTION OF THE ORGANIZATION

#### 1.1 Introduction

This chapter will highlight on the background of the organization which include the introduction of Pejabat Daerah Kota Tinggi, the organizational objectives, the mission and also about the vision statement of the organization, the logo of the organization, the organization structure, the service provided and the summary of the entire chapter.

#### 1.2 Introduction to Pejabat Daerah Kota Tinggi

Pejabat Daerah Kota Tinggi was located in Aras 2, Bangunan Sultan Iskandar, in Kota Tinggi, Johor. Administrative area includes 10 districts with population estimates 200,000 people who are subscribers to the service provided in this office. Pejabat Daerah Kota Tinggi is a department responsible Kota Tinggi in regional development and at the same time introduce Kota Tinggi in the eyes of the world. The department is also a centre for change, challenge and influence in social and cultural forms. In addition, the Pejabat Daerah Kota Tinggi also serves as institutional development support in the grassroots level in every area in the district of Kota Tinggi. The higher administrator of this office and in the town called Pegawai Daerah (District Officer), which normally being changed every five to six years as being promoted by the city council. His official home can be seen nearby the field of the city called Padang Kerajaan Kota Tinggi, nearby the highest building

located the administration of Kota Tinggi government which is the Bangunan Sultan Iskandar.



Figure 1.1: Map of the Pejabat Daerah Kota Tinggi, Bangunan Sultan Iskandar.



Figure 1.2: View of Bangunan Sultan Iskandar



Figure 1.3: The main entrance of Pejabat Daerah Kota Tinggi



Figure 1.4: The information board at the entrance of the Pejabat Daerah Kota Tinggi



**Figure 1.5:** The waiting area for the customers of the Pejabat Daerah Kota Tinggi.



**Figure 1.6:** The environment in the office of the Pejabat Daerah Kota Tinggi.



Figure 1.7: The place for discussion in the Pejabat Daerah Kota Tinggi.



Figure 1.8: The payment counters of the Pejabat Daerah Kota Tinggi.



Figure 1.9: The entrance of the meeting rooms of the Pejabat Daerah Kota Tinggi.



Figure 2.0: The meeting room of the Pejabat Daerah Kota Tinggi.



**Figure 2.1** Photocopy & Operation room of the Pejabat Daerah Kota Tinggi.



**Figure 2.2** The store of the Pejabat Daerah Kota Tinggi.



### **1.3 Organizational Objective**

Just like another organizations, Pejabat Daerah Kota Tinggi was practised some objectives. One of the objectives is to improve the socio-economic extent of the community more effectively. Secondly, the objectives is forming positive public attitude change in the spiritual and physical aspects, while they are also have objective to create the progressive and innovative community. The next objective of Pejabat Daerah Kota Tinggi is foster social cohesion to ensure the safety, welfare, harmony and prosperity of the country and finally, the objective of Pejabat Daerah Kota Tinggi was providing the professional services and customer friendly.

### **1.4 Vision and Mission of Pejabat Daerah Kota Tinggi.**

Vision and mission of an organization is a very important element because it is the starting point for the success of an organization and their target. In order to achieve their target, they must first do to achieve their vision which is to achieve the short term target. So, for the Pejabat Daerah Kota Tinggi, their vision is aiming for the development of the state of Johor holistically and the mission of this organization was to design and implement effective regional development in line with government policies and the needs of society.

## 1.5 Logo of the Pejabat Daerah Kota Tinggi



**Figure 2.3:** Logo of Pejabat Daerah Kota Tinggi

*Source: Kota Tinggi District Office (2015)*

Logo of Pejabat Daerah Kota Tinggi comprises a central shield, a crown, two supports and a motto. The Crown symbolises the sovereignty of the Sultan. Four stars at the corners of the white shield represent the four original territories of the state which are Johor Bahru, Muar, Batu Pahat and Endau. The star and the crescent moon in the middle symbolises Islam as the official religion. The two supports are represented by tigers as they symbolise courage and strength. The graphic design at the bottom of the shield represents gambier and pepper, the two main agricultural products of the state. The motto for Johor, written in Jawi (Arabic script), means "Unto Allah, Resigned".

# 1.6 The Organization Structure of Pejabat Daerah Kota Tinggi

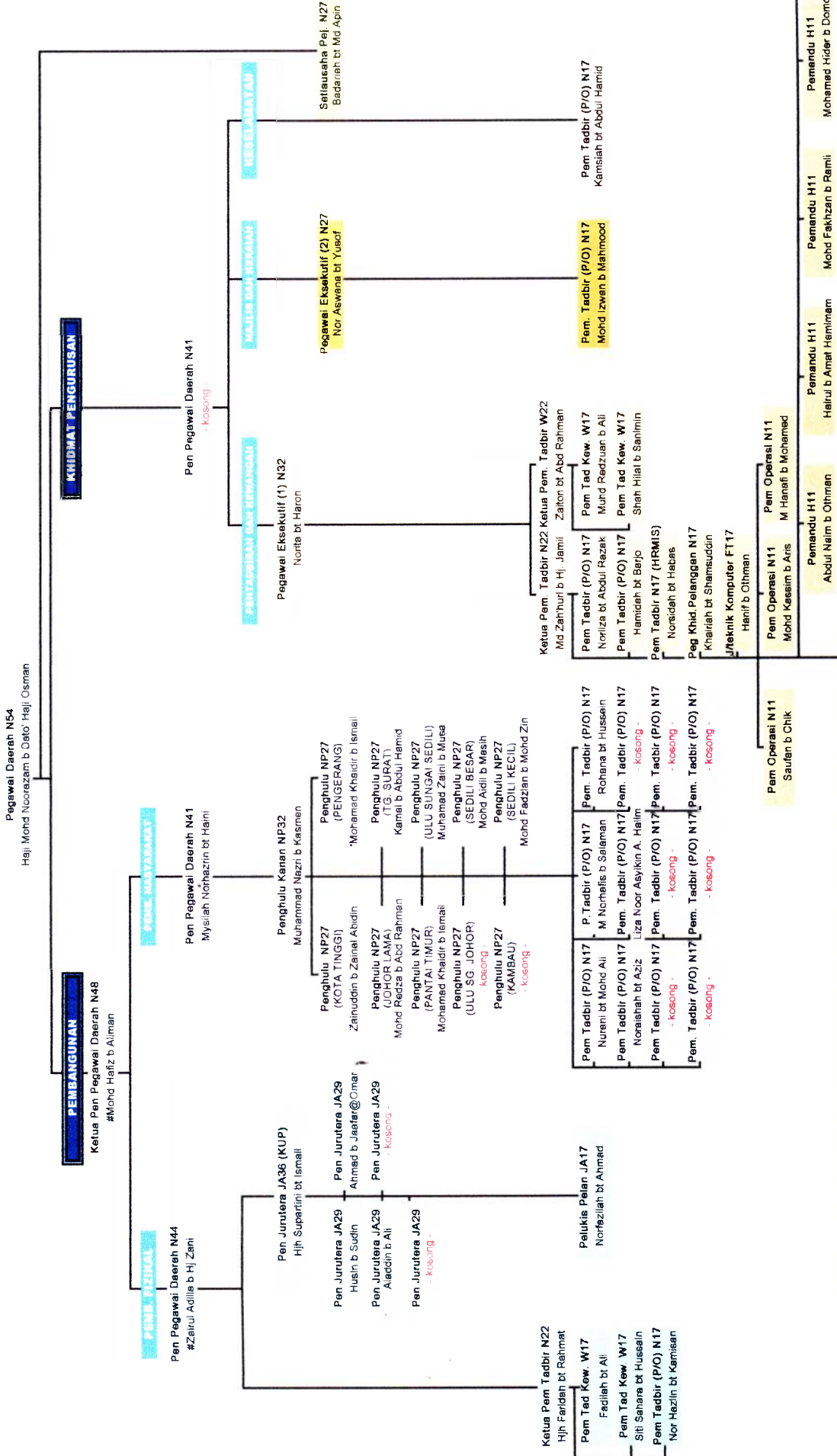


Figure 2.4: The Organizational Structure of Pejabat Daerah Kota Tinggi

Source: Pejabat Daerah Kota Tinggi (2015)

By referring to the organizational structure, there are about 1 District Officer, which is Haji Mohd Norazam bin Dato' Haji Osman, 3 numbers of Assistant District Officers and 49 number of the staffs and support staffs in Pejabat Daerah Kota Tinggi. Everyone is having a huge responsibility and they have to play their roles to ensure their operation and their services are well delivery to the customers which is publics. In every district, the District Officer is the highest position and he has appointed by the Sultan to be His Highness's representative towards the region. So, the district office is automatically as the authority for the Sultan, and the staffs in the organization has to play their roles in order to fulfil the command of Sultan.

It is clearly shown in the organizational structure; there are about two sections in the organization, which are Development Section and Management Service Section. Under the Development Section, there are divided into two units, which are Physical Development Unit and Social Development Unit. For the Physical Development Unit, they are operating for the physical development such as the tenders and the projects that were been given provision by the members of parliament and by the government. While for the Social Development Unit is conduct for the development of people and to help the certain group of people such as through such programs, for example like E-Kasih Programme and Focus Group Programme.

The other section is Service Management which is divided into three units which are Administrative and Financial Unit, Ceremony and Celebration Unit, and Safety Unit. Administrative and Financial Unit are operates in the administration of the staff and the whole office as well as to manage about the financial and the budget for the Pejabat Daerah Kota Tinggi. Besides, the

Ceremony and Celebration Unit are handling for the events and programs such as formal programme at the district level. Lastly, Safety Unit covers on the safety of the district of Kota Tinggi.

### **1.7 Services Provided in Pejabat Daerah Kota Tinggi**

Pejabat Daerah Kota Tinggi PDKT is representative of the Sultan in the district of Kota Tinggi and it is the executing agency of the State Government. They are also plan, organize and carry out the policies of economic and social development in line with the requirements of National Development. Other than that, the services provided in Pejabat Daerah Kota Tinggi was to serve judicial and planning as well as law enforcement against the people, while they are also coordinate the work and tasks in the area of government departments in planning and implementing development projects or services. Pejabat Daerah Kota Tinggi also accept and help to manage actions towards clear or settle for a complaint or grievance or reasonably appropriate customer problems quickly, efficiently and effectively. Moreover, Pejabat Daerah Kota Tinggi also manage production orders or work orders government within one week from the date of invoice and details work is received from the relevant customer and managing programs and projects in all aspects of development related to population and society with sincerity, efficient, friendly and efficient. In addition, they also provide the service in a complete application for a license such as for entertainment license and business license.

## **1.8 Chapter Summary**

In this chapter, I had explained about the organizational background of Pejabat Daerah Kota Tinggi. I also had identified their vision, mission and objective of the organization. I also know about the organizational structure such as the hierarchy from lower until upper level of management. I am well informed about the background of this organization and the function of Pejabat Daerah Kota Tinggi. Hence, I have been informed about their services provided by the organization. So, it can enhance my knowledge after having a practical training in Pejabat Daerah Kota Tinggi.

## CHAPTER 2

### SCHEDULE OF PRACTICAL TRAINING

#### **2.1 Introduction**

This chapter will focus on the training schedule of practical training. It begins with Introduction. Then, it will be continue with Schedule of Practical Training and the summary of the chapter.

#### **2.2 General summarize of practical training**

During the eight weeks of practical training period, I was assigned in Administration Unit, Community Development Unit, Financial Unit, Technical Development Unit and Secretary Unit. Since I have been given to assign in various units, my supervisor had asked me to rotate the task in weekly and according to the needs. I have spent 8 weeks period in this division under the instruction of my supervisor, Encik Zairul Adilla bin Haji Zani which will conduct and teach me as a trainee. I was given with various tasks which relevant to my degree and my course outline while others are for the purpose of exposure to other fields that are semi-related. Besides that, I am also learned to improve my soft skills as well as management techniques when dealing with superiors, subordinates and the public. Moreover, I am also was given the opportunity to work on the ground such as being a committee in the programs and the events so as to familiarize myself on how to handle the events or programs which will be the important and useful to me for my future as an administrator.

## 2.3 Schedule of Practical Training

For the period of within eight weeks, my supervisor and the other staffs had given several tasks and jobs to enhance my knowledge. I did several tasks for helping the staff in the organizational especially in each of the units that had been assigned to me to work on.

### 2.3.1 1<sup>st</sup> week (20<sup>th</sup> January 2016 to 28<sup>th</sup> January 2016)

On this week, I have arrange minutes of meeting according to its sequence which is older to latest and record into the file. Besides, I also have recorded and update the report of physical development project under the "*Laporan PBR*" (*Laporan Bantuan Rumah 2015*) under the provision of "*Program Mesra Rakyat*" by the Parliament. Then, I also have type the report of "*Jawatankuasa Pengurusan Kewangan Dan Akaun (JPKA)*" which consists in "*1 Pekeliling Perbendaharaan Malaysia (1PP)*". Other than that, my task on this week also prepared the slideshow about the "*Lampiran B*" which is "*Laporan Jawatankuasa Pengurusan Kewangan Dan Akaun Kementerian / Jabatan / PTJ*" and "*Lampiran C*" which is "*Laporan Suku Tahun Jawatankuasa Pengurusan Kewangan Dan Akaun di Peringkat PTJ / Badan Berkanun*". Moreover, I also fax the letter of "*Mesyuarat Jawatankuasa Wabak Denggi Peringkat Daerah Kota Tinggi, Bil 3/2016*" to the several government department which necessary to attend the meeting and key in the date for projects that have been offered to all the contractors such as for the project of "*Project Pembangunan Negeri Johor*", *MARRIS*, and *Program Bantuan Rumah (PBR)*". Finally, I have also being a registrar for meeting "*Mesyuarat*"



*Sukan Johor Muar 2016*” and help the Coordinator of “*Majlis Sukan Daerah Kota Tinggi*” along the meeting session.

### **2.3.2 2<sup>nd</sup> week (29<sup>th</sup> January 2016 to 4<sup>th</sup> February 2016)**

On this week, I have record for about 2000 names of the company into the book, titled “*Buku Daftar Fail Projek Di Bawah Peruntukan Federal Bagi Tahun 2015*”. Then, I also help to clean up the desk in Technical Unit and arrange for about 2000 files of projects which along the year of 2015, according to its sequence (number of the files), record and keep the files into the box will labelled and keep the entire box into the Store Room. Finally, I also have arrange minutes of meeting according to its sequence which is older to latest and record into the file.

### **2.3.3 3<sup>rd</sup> week (5<sup>th</sup> February 2016 to 11<sup>th</sup> February 2016)**

On this week, I am taking emergency leave on 7<sup>th</sup> February and 8<sup>th</sup> and 9<sup>th</sup> February were Public Holiday (Chinese New Year). Then, when the public holiday is over, I have arrange minutes of meeting according to its sequence which is older to latest and record into the file.

### **2.3.4 4<sup>th</sup> week (12<sup>th</sup> February 2016 to 18<sup>th</sup> February 2016)**

On this week, I have type the list of “*Bantuan Rakyat 1 Malaysia*” (BR1M) receiver according to its Parliament which are for Kota Tinggi Parliament, Tenggara Parliament and Pengerang Parliament. All this list of the BR1M receiver is under the title of “*Senarai Penerima Bantuan Rakyat 1Malaysia*”. Besides, I also have prepared for the files and minutes of meeting for the next

meeting which is "*Mesyuarat Tindakan Daerah*". There are about 10 files to be prepared. Moreover, I also Attend "*Mesyuarat Fokus Group Program Pembasmian Kemiskinan Peringkat Daerah Kota Tinggi Bil 1/2016*". After I attended to the meeting, I had learn to prepare for Minutes of Meeting. Then, I also type the letter, titled "*Mohon Penutupan Fun Fair Di Sungai Rengit, Bil1/2016*". Other than that, I also have edit "*Laporan Lawatan Kerja Pegawai Daerah Kota Tinggi, Bil 2/Tahun 2016*". Finally on this week, I have wrote the information regarding the services of Encik Husin bin Sudin, a Technician, into the book, titled "*Buku Rekod Perkhidmatan dan Cuti (P/3832)*" and also Encik Aladdin bin Ali, a Technician, into the book, titled "*Buku Rekod Perkhidmatan dan Cuti (P/2940)*".

#### **2.3.5 5<sup>th</sup> week (19<sup>th</sup> February 2016 to 25<sup>th</sup> February 2016)**

On this week, I had being a secretariat for the "*Kejohanan Badminton Terbuka Peringkat Daerah Kota Tinggi*" under the "*Majlis Sukan Negeri Johor*". Then, I also wrote the information regarding the services of Encik Zairul Adilla bin Haji Zani, Assistant District Officer into the book, titled "*Buku Rekod Perkhidmatan dan Cuti*". Other than that, I also type the letter, titled "*Kaji Selidik Persepsi Awam Mengenai Isu-Isu Berkaitan Penyediaan Rumah Mampu Milik (PDKT 30/1/26)*". After that, I also have attend "*Mesyuarat Laluan Ke Gunung Panti*". Besides, I also have fax the letter (PDKT 30/1/26) to the 18 numbers of related Government Agencies and also type "*Notis Sebut Harga (PDKT.9/2016)*".

### **2.3.6 6<sup>th</sup> week (26<sup>th</sup> February 2016 to 3<sup>rd</sup> March 2016)**

The first thing I did in this week was to replace Puan Khairiah binti Shamsudin's position which is Customer Service Officer since she was took leave. So, during the replacement, I had experienced on dealing with publics which were attending to PDKT due to their needs such as asking for "*Surat Akuan Bujang*" and "*Pembelian Sebut Harga*" while I am also received various calls from publics. Other than that, in this week, I was also separate the expired licenses of "*Pusat Khidmat Kontraktor*" (PKK) from each of the files under Technical Unit. Moreover, I was also attend "*Lawatan Rasmi Duli Yang Maha Mulia Raja Zarith Sofiah binti Almarhum Sultan Idris Shah*", *Permaisuri Johor* in Johor Lama and being a protocol committee which is to escort DYMM Raja Zarith Sofiah around the council. Besides, I also type Minutes of Meeting for "*Mesyuarat Jawatankuasa Kerja Keselamatan Daerah Kota Tinggi, Bil. 02/2016*" and the list name of athletes for "*Sukan Johor Muar 2016*". Last but not least, I also type the details and information of the beneficiaries and posted on the file and into the book, titled "*Buku Daftar Permohonan Skim Pembangunan Kesejahteraan Rakyat*" according to the "*Mukim*" which are Mukim Johor Lama and Mukim Sedili Besar.

### **2.3.7 7<sup>th</sup> week (4<sup>th</sup> March 2016 to 12<sup>th</sup> March 2016)**

The first thing I did in this week was attended "*Majlis Pelancaran Pelan Pembangunan Pertumbuhan Strategik Negeri Johor*" in Educity Stadium & Sports Complex, Nusajaya Johor. During this ceremony, I was involved in helping for giving the souvenir to the Prime Minister, Dato' Seri Mohd Najib bin Tun Haji Abdul Razak to represent the district of Kota Tinggi. The next day, I

had printed out the materials and documents for the preparation of the "*Kursus Terimaan Hasil Negeri Johor*" which will be attend by Puam Norliza binti Abdul Razak, an Administrative Assistant. Moreover, I also had typed the details and information of the beneficiaries and posted on the file and into the book, titled "*Buku Daftar Permohonan Skim Pembangunan Kesejahteraan Rakyat*" for the Mukim Sedili Besar, Mukim Tanjung Surat, Mukim Pantai Timur and Mukim Pengerang. Then, I also had posted the printed information about the beneficiaries into the book, named "*Buku Daftar Permohonan Skim Pembangunan Kesejahteraan Rakyat (SPKR)*". Then, I has arranged minutes of meeting according to its sequence which is older to latest and record into the file, titled "*Majlis Daerah Kota Tinggi (PDKT.3/1 Jld.9)*". Finally, during this week, I also had attended "*Majlis Penyerahan Bendera Kontingen*" for "*Sukan Negeri Johor Muar 2016*" and help the Coordinator of "*Majlis Sukan Daerah Kota Tinggi*" to represent the flag of the district of Kota Tinggi to the District Officer, which will be given to each of the contingents.

### **2.3.8 8<sup>th</sup> week (13<sup>th</sup> March 2016 to 16<sup>th</sup> March 2016)**

The first thing I did in this final week of my practical training was type a letter, titled "*Tuntutan Jamuan Mesyuarat Bersama JKKK Kampung Teluk Empang/JKKK Sungai Kapal/JKKK Kampung Jawad an JKKK Pengerang*". Besides, during this week, I also had checked for about 100 numbers of "*Resit Bayaran Jualan Borang Sebut Harga*" and help Encik Zah'huri bin Hj Jamil to open "*Surat Borang Sebut Harga*" and to count the quantity of the "*Borang Sebut Harga*" for each of the tenders. Then, I did key in and print out for about 26 numbers of information of the contractors for "*Borang Sebut Harga*" for the

set of PDKT.S.4/2016, PDKT.S.6/2016 and PDKT.S.12/2016. Then, during my last day of internship, I had replaced Puan Badariah binti Md Apin's position which is Secretariat and Personal Assistant of the District Officer since she was took leave for two days and finally, I had attended for the "*Majlis Perpisahan Pelajar Praktikal*" which is for my farewell in Bilik Gerakan Pejabat Daerah Kota Tinggi.

## **2.4 Chapter Summary**

In Chapter Two, the trainee has explained about the tasks and the job description that the trainee did during the eight weeks of the internship programmed. The tasks given to the trainee were consistent as the guidance provided by the faculty. The task mainly related to the scope of administration and management which is align with the course outline for the education of the trainee. The trainee was able to connect, apply and relate all the education and the theory in what she learnt for her degree studies into the practice during the practical training in Pejabat Daerah Kota Tinggi. Therefore, it is valuable experience that trainee can get through an internship programmed and it has enhanced the knowledge and experience of the trainee for her future and when she became an administrator or as an officer in the future.

## CHAPTER 3

### TASK ANALYSIS

#### 3.1 Introduction

This chapter will discuss on the analysis of the practical training. It begins with task analysis which focuses on one area of tasks that trainee did the most during practical training. Then, it will cover in term of definition of office administration and continues with definition on office administration function. Next is application of office administration function with student personal experience during training. After that, this chapter also discuss on SWOT analysis and the summary of the chapter.

#### 3.2 Task analysis

Throughout practical training, I have been exposed with multi-various task that needed me to cope with a lot of new situation. Since I am the trainee who has been asked to rotate in various departments in Pejabat Daerah Kota Tinggi (PDKT), I am having such a priceless experience which is involve in the various department I used to work with. Since PDKT is mainly providing services rather than product, there are a lot of task related to the Administration, Counter Service, and Public Relation. Moreover, PDKT also focuses on social fields, such as Services, Financial, Meetings, and some Data Processing.

Administration covered office administration, file management and process flow. In PDKT, they will manage about more than two thousands projects in yearly basis. This will be conducted under Physical Department Unit, which is

to accomplished several projects and tenders in order to help people who are qualified to receive any assistant from government such as housing. There is a lot of assistance such as by Members of Parliament, Menteri Besar, Pejabat Daerah and etc. This is the file management activity that will in charge by the Technical Unit and all the files regarding the documents of each of the projects will be arranged by its sequence, recorded, and keep in the store of the office which is basically will finalize them in the end of the year until the beginning of the next year. It is depends on the quantity of the total projects that have been done during the whole year.

So, since I am also asked for assist in Physical Development Unit, I have go through the process in file management and process flow which is to arrange the file which is consist of all the documents regarding the projects, record them into the book and keep those files into the box with label and sent them out into the store. Those files were about all the projects that PDKT has held during the year of 2015, which is the previous year. This process has taught me to make the clearer and better understanding in order to the office administration.

### **3.3 Definition of Concept**

#### **3.3.1 Office Administration**

Basically, according to Pearson Education (2005), office administration is a set of day-to-day activities that are related to financial planning, record keeping and billing, personnel, physical distribution and logistics. This is because administration function is the main roles in every organization. This is because every department in the organization will depends on administration since

administration will covered and hold the whole activities in the organization. In PDKT, I have found that an office administrator has the responsibility of ensuring that the administrative activities within an organization run efficiently, by providing structure to other employees throughout the organization. These activities can range from being responsible for the management of human resources, budgets and records, to undertaking the role of supervising other employees. These responsibilities can vary depending on the employer and level of education.

### **3.4 Office Administrative Function**

#### **3.4.1 File Management**

As I taught during my studies, theory said that one of the most important administrative systems to establish and maintain is an efficient filing management system. The good structured file management system in an office is really needed because if organisational documents are easy to find and are all systematically kept in one place, it will be much easier for staff to find the documents and information they need. In addition, when the time comes to report to the governing body, funders or members, the information needed to compile the report will be much more readily accessible. It is best to keep the records on projects separate from administrative documents. Also, it is a good idea to number files so that people can find and replace them quickly. Big offices may even want to develop an index system for their files. A filing system can be set up in filing cabinets, using different drawers for different categories of document, or in box files kept on shelves. The important point is that they are all kept in one or two designated areas and that the files



are updated regularly. Wherever possible each member of staff should be encouraged to do their own routine filing. Hence everyone needs to understand the system that is being used.

To be more concern, according to Pearson Education (2005), there are four main ways to set up a filing system, which are:

1. Filing by date
2. Filing by number
3. Filing by topic or subject
4. Filing by alphabetical order

#### **3.4.1.1 Filing by date**

Filing by date can be explain by documents are filed in date order. For example, October 1, 1998 would go before December 12, 1998. Documents from 1990 precede those from 1995. Some people prefer to put the oldest documents at the back and the newest in the front. This is called reverse chronological order.

#### **3.4.1.2 Filing by number**

Meanwhile, filing by number can be discuss on the documents or files are given a number and then filed in numerical order. Low numbers usually come before the high numbers. Numbers can be reference numbers on documents, or numbers of files.

### **3.4.1.3 Filing by topic or subject**

Filing by topic or subject can be defined as the documents are grouped by their content, category or heading and subheading. For example, all correspondence is grouped together in one file and the financial receipts are placed in another file.

### **3.4.1.4 Filing by alphabetical order**

Last but not least, filing by alphabetical order will construct as items are filed in order by the first letter of their title. The documents starting with A go first, followed by those starting with B, and so on until Z. If two documents start with the same letter, then put them in order by the second letter.

So as do in PDKT, they has one big store in the office to keep all those documents that were been used and to be referred to when they have to. When I am doing the task that supposed me to filing by number and filing by date which are according to the older to latest, and according to its sequence. So I kept all those materials into the store and I have been introduced about every section so that I can put it in the right section. Personally, for me, it really helps me in order to separate them and kept them with just referring to the label. The person in charge to this room is normally who is in the General Clerk position.

### **3.4.2 Recording**

Records are official documents that should be stored for later use, while it also might be classified by their activity or by their importance, or both. Non-records are temporary and destroyed after usefulness passes. So, basically

recording has several process which is called "Records Cycle" which consist creation of record, utilization of record, retention of record and finally transfer of record to storage. So after those process has been made, we might know either the record is in active storage or in inactive storage. So when we got the result, we have to decide wether to keep the materials or continue with the disposal process which are consist of two, purging and destruction (Pearson Education, 2005). In PDKT, when I am doing the file management task, I have been asked to record all the information first into the record book before the files finally been kept into the box with labelled.

### **3.4.3 Storage**

According to the Public Finance course when I was in part five, storage refers to how goods and materials being managed. Effective and efficient store management is important to ensure good and perfect maintenance, care and control of items. Musa Ahmad has introduced for about ten types of storage which are limited space storage, storage of heavy items, storage of items in standard box, storage of loose items, gas storage, storage of interesting and expensive goods, storage in cool and dry room, storage in open space, storage of chemical materials, storage of flammable materials and storage of easily evaporated items. While in PDKT, they only has the first type of storage which is limited space storage since it is an office organization.

In storage management, we have to ensure that files are located in the most logical place. For example, keep all files in the same shelf or cabinet, or keep all administrative records in the Administrator's office and project files with the project managers. Be sure to separate what records are not actually files, but

rather resources. For example, newspapers and training materials are resources, not files. Then, if the files are overcrowded, look at their contents and throw away irrelevant, duplicate, or unimportant papers. Or keep the old files separate from the current ones. Every January, new files can be moved into the old files, starting with empty files for the year.

Furthermore, if the names of the files do not really show what is inside them, then check their contents and either rename the file, move the papers that are not similar and start another file for them, or re-file the papers inside to the correct files. If the files are numbered, it is useful to prepare an index to hang on the wall or filing cabinet to make finding files faster. When redesigning a filing system, it may be a good time to look at the record keeping system and decide if the organisation should be keeping more records.

In PDKT, they are arrange the storage management system follows to its section which is in every unit of the department such as Physical Development Unit, Social Development Unit, Financial and Administrative Unit, Entertainment Unit and Safety Unit. Each of the section has its own cabinet and this design the employers and the employees of PDKT to easily refer to when needed. I as the trainee also got easily arrange and keep the files into the storage during my delivery task in Physical Development Unit.

### **3.5 Application on Office Administrative Function**

Based on my experiences as a trainee in Pejabat Daerah Kota Tinggi (PDKT), I have learnt so many things and make me practically understand what I have studied in campus during my degree semester one until semester five. Since I have been asked to rotate duty in every unit in PDKT, I have found that each

of the units have to give fully concerned by all the staffs since the function of PDKT is vital in each of the district. During the period of two months I have been there as a trainee, one of the task that let me gave fully responsibility and focus is during the file management which is under Physical Development and Technical Unit. This is because I have to clean up the table and the section which is full with projects files and they were from all the projects that have been managed during the previous year which is 2015. Puan Fadilah binti Ali, Financial Administrative Assistant, who is in charge for those files and projects asked me to arrange, record and stored all the files which are about 2000 files. The process was beginning with file management which is separate the files into the numbering order, continued by recording and finally, the process was continued by storing the files into the store room under the Physical Development and Technical Unit.

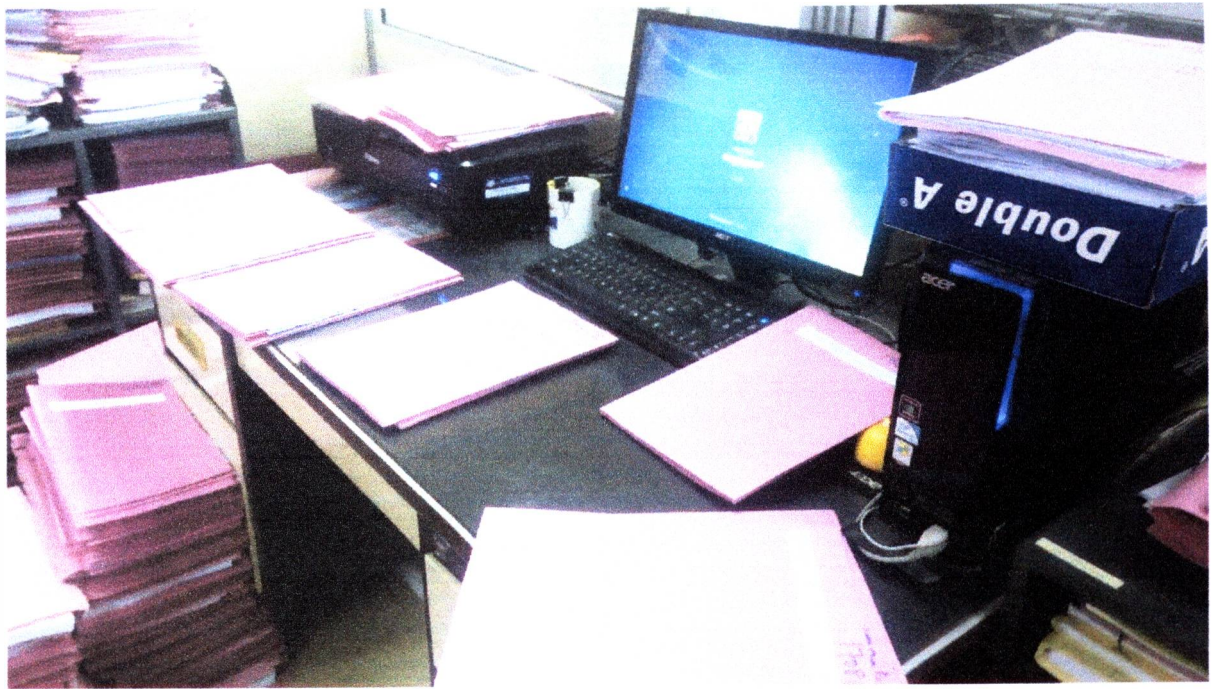
### **3.5.1 File Management**

For this task, I have begun with the file management process which is to separate the files project according to its numbering order. This is because the number of the files is referring to the date. This means the smaller the number of the file, the older the date of the project. So, I have to separate and arrange them from the file number 1000/15 to 2000/15. This activity might help to get easier in continue with the next stage of the process. Furthermore, this activity also helps me in order to know which files project was missing or misplace. So, when the file was missing, I have to ask for the staffs in the technical unit whether the file is with them or is in use.

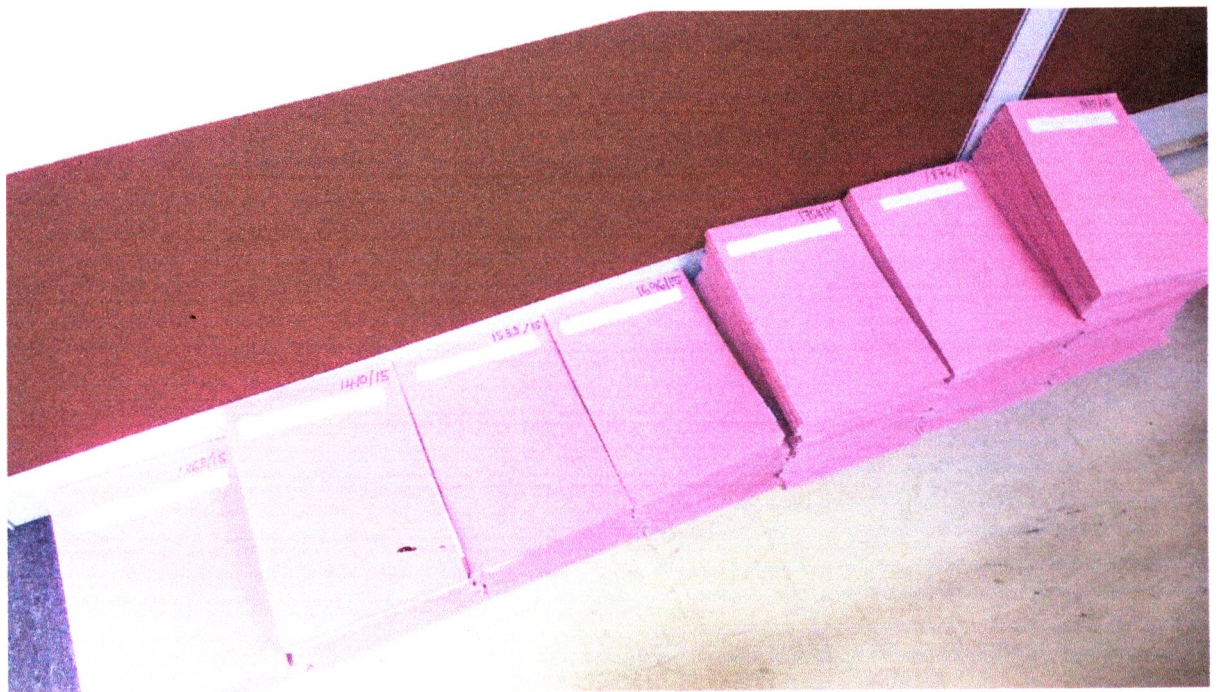
Hence, during this activity, I am also to check whether the documents in each project files are complete or incomplete. This is because in each of the project files have to include all the information about the company and the tenders, also about the information of the projects, while when the audit activity will hold, it may cause issues when the documents were incomplete. Moreover, during this activity, I have to ensure there were no unused materials or unrelated documents in each of the project files included.



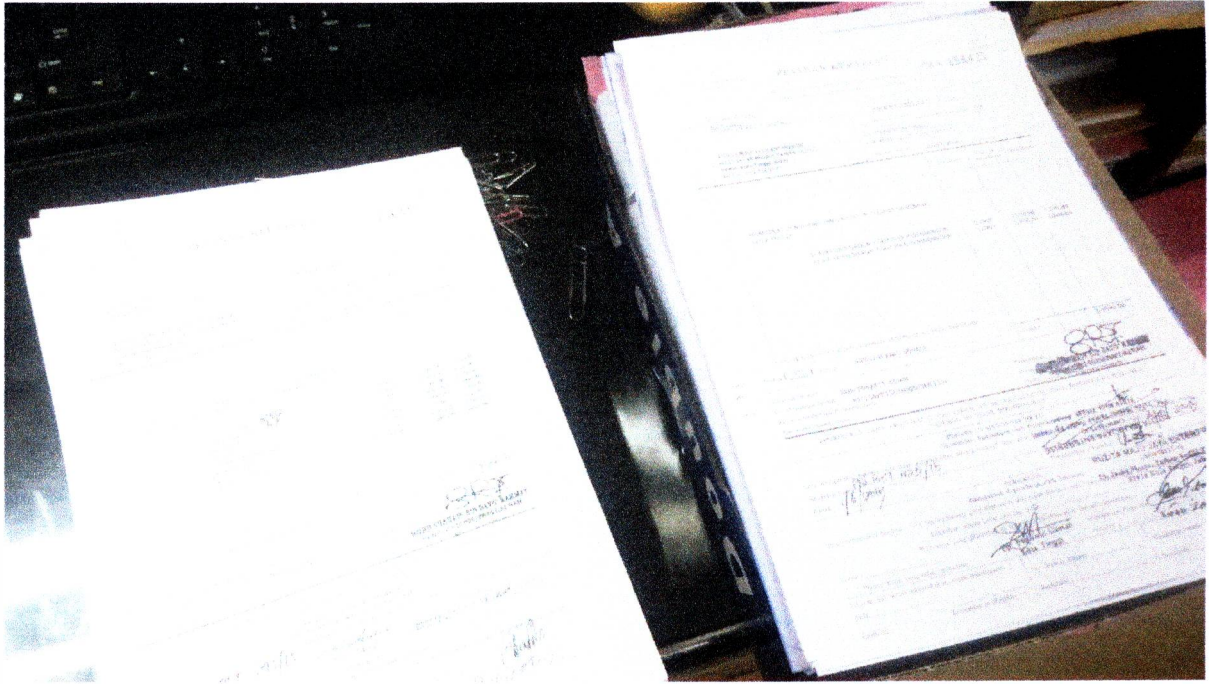
**Figure 3.1:** The project files that have to separate according to its sequences by number.



**Figure 3.2:** During the separation of the project files.



**Figure 3.3:** After the project files have been separated according to its sequences.



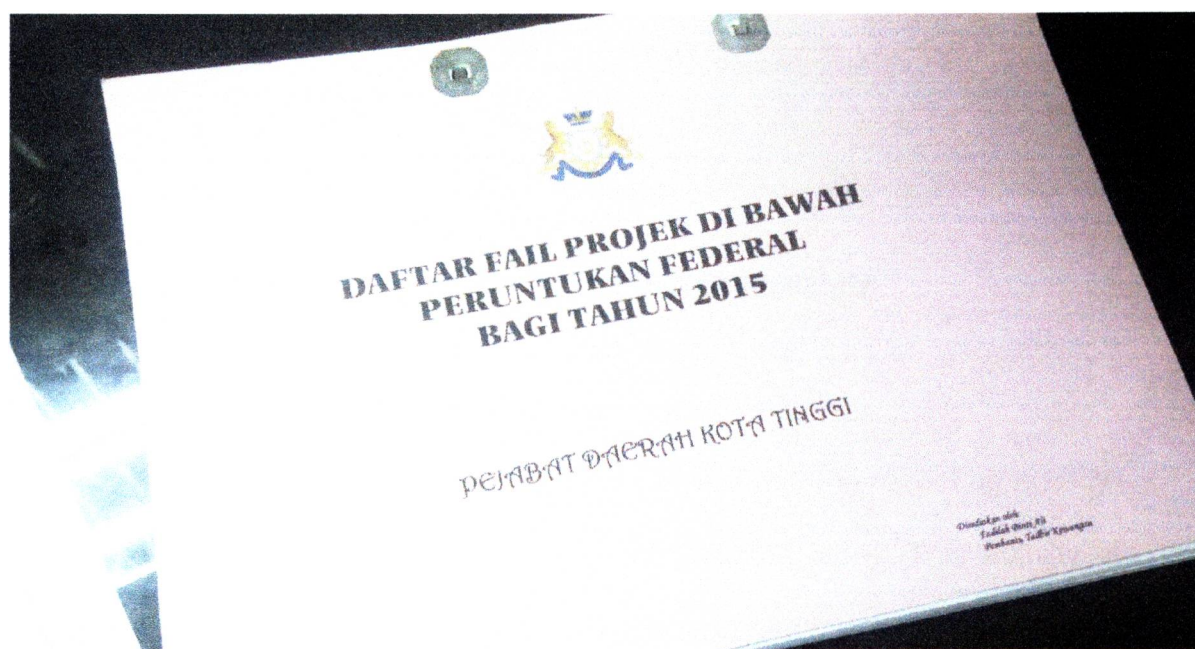
**Figure 3.4:** The example of the document that must include in the project files.

### 3.5.2 Recording

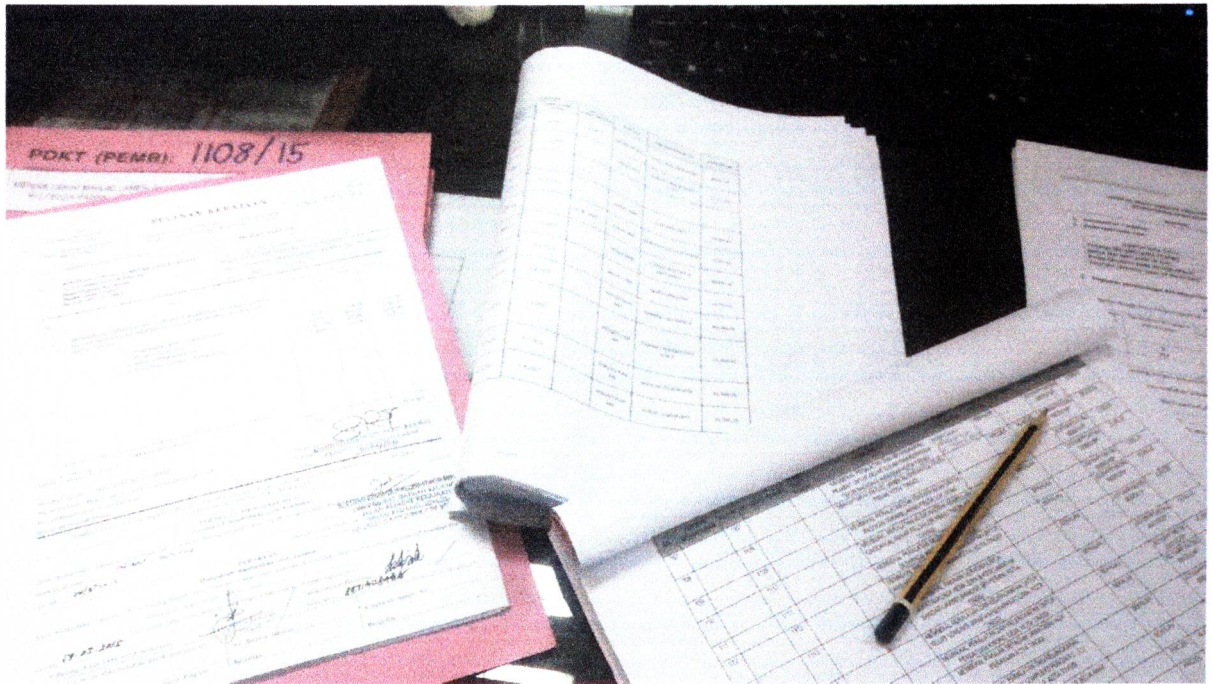
The second activity is recording the information of the project. This includes the name of the company, the date of the project, the address of the site, the title of the project and the price of the projects. All this information has to be recorded into the record book according to its provision given such as Federal, Menteri Besar and Members of The Parliament. The purpose of the activity is to make it easier for the staff to be referred to. This activity is important because we have to record the information without any error into the book. This is to avoid misconduct and to avoid wrong information when the staffs have to refer to the book later on. During this activity, Puan Fadilah binti Ali had assisted me since I am strictly reminded to not do any mistakes to fill and to record all that information.



During this activity, when I have found that there is incomplete information, I have to report the issue to Puan Fadilah binti Ali so then she will help in order to get the information about the project. Sometimes, I have to print out the new information such as the quotation to put it into the project file, and to record them in the book when all the information has been completed.



**Figure 3.5:** The example of the record book to be written regarding the information of the projects.



**Figure 3.6:** During the recording activity.

### **3.5.3 Storing**

Finally, when I have done with the file management and the recording activity, I have to continue to store the project files into the store. This activity is including the division of the box with label followed by its quantity that is able to keep into the box. For example, the numbers of the project file of 1581/15 to 1593/15 were enough in keeping them into the same box. This is depends on the quantity of the project files which having the enough space to put them together in the same box. Next, I have to print out the label of the box to easier the staffs to search for the project files. This is to ensure that every project files were kept in the box. For example, if a box consist the project file number from 1581/15 to 1593/15, so I have to print out the label for them (1581/15 – 1593/15).

During this process of deliver the boxes into the file store, I have asked to Encik M Hanafi bin M Mohamed, the Operation Assistant to assist me since I am not able to bring and sent them alone since there were many of the boxes need to keep into the store.



**Figure 3.7:** The project file that have been recorded and ready to be packed into the boxes.



**Figure 3.8:** The boxes with label that include the projects file to be kept in the store.



**Figure 3.9:** All the boxes were kept in the store.

### **3.6 Strength and Limitation Analysis**

This analysis is been conducted especially to examine the strength and weaknesses of the task practise under the SWOT analysis principals. From my personal experiences, direct and indirectly, involvement as the trainee in Pejabat Daerah Kota Tinggi (PDKT) have given me the opportunity to gain a lot of new information regarding Office Administration. From my observation, there are several strength and weaknesses that can be seen in the procedure of the department programme and activities especially which involved the staff.

#### **3.6.1 Strength of the activity**

Pejabat Daerah Kota Tinggi (PDKT) is basically providing the services towards the publics and to serve the people who come along to the PDKT. PDKT also covers the social development includes policies and programs from the Federal and State Government such as low-cost housing, agricultural extension, and assistance to the hard-core poor. So, every departments and units in PDKT are inter-related for example the Physical Development Units (PDU) and Social Development Unit (SDU). This is because for the SDU, they are focusing in giving the assistance for the poor group of people in order to get through the procedures and to apply for the beneficiaries and assistance such as the low-cost housing while PDU will operate and manage about the tenders and the projects of assistance which is the low-cost housing. This will clearly show that both departments are having the same purpose which is to serve the poor group of people. By this example in the Physical Development

Unit, I have addressed several strengths as the trainee who is doing the task under this department.

#### **3.6.1.1 Cooperation among the Staffs**

Firstly, between the organization staff, they do have a very good relation between each of the staff and department. It can be seen through the various programs that have been conducted by the PDKT during two months of my practical training there. During my task in order to clean up the desk in technical unit and for the file management activity, I have found that all the staffs under the unit are very good in helping me if I am not able to do alone. They are also willing to help and assist me if I get confuse or when I am having miss understanding about the task. When I am having question about the task, they are always having time to answer the question that I asked. Due to that reason, I am always having the spirit to done my task and it really helps me in term of self-confidence to communicate with them.

#### **3.6.1.2 Time Management**

As a trainee, I have to always be punctual because it shows the discipline in someone and to be a good representative for my faculty and my university which is UiTM Kota Samarahan, Sarawak. So, during the task given, I am able to complete the task within the time period that has been given to me. This is because there are many other tasks to be completed by the staffs and to avoid the delay of the task to be completed, I have to manage my time management and to keep focus in what I have to complete with. During the clearance of the desk and the file management process, I have completed the task for only four days. Even though the task given was quite heavy for me since I am a trainee

and still learning to manage my time as the staff there, but when all of them were giving me the knowledge and share with me about the experience, I have been inspired and to be more positive in order to complete my task.

### **3.6.2 Limitation of the activity**

Just like other organization, Pejabat Daerah Kota Tinggi also has their own limitation during performing their task. There are several limitations that a trainee had identified throughout practical training period.

#### **3.6.2.1 Resources**

The first limitation is that they faced is not enough resources. This is because during my second day on doing this task, I have found that the box that will put the project files were out of stock. So, the Financial Administrative Assistant, Encik Shah Hilal bin Sanimin has to order for another boxes that should be kept the project files and to keep them in the store. This barrier has caused the delayed on certain number of project file to be kept in the store. Other than that, they also were having the lack of resources in term of the store space. This is because the space in the store room in the PDKT was just having the small portion and there are many documents and materials that have been kept into the store. So, they have to rearrange the position and to change the design of the cabinet arrangement in the room to ensure all those boxes can be kept in the store.

### **3.6.2.2 Misplace of the Documents**

The other limitation is that some of the document that has been recorded and be kept were missing because during the process of the project file preparation, it involves more than three staff include the previous trainee. When this activity was prepared, it caused misplace and missing document in certain place and this issue has affected my time period in completing the task. This is because during the recording of the information and the tenders, I have to re-print the document regarding the projects. So, it had caused the delay for the other projects file to be recorded.

### **3.7 Chapter Summary**

In chapter three, the trainee had explained the most tasks done during practical training related to the concepts that trainee learned in classroom at the workplace and how to transform knowledge gained at workplace to reinforce understanding on the concepts learned in the classroom. It specifically focuses on one area of task as covered in the practical training handbook. It also should reflect definition of concept, demonstration of practical and theoretical aspects.



## **CHAPTER 4**

### **RECOMMENDATION**

#### **4.1 Introduction**

This chapter will focus on the recommendations of the problems occurred and the summary of the entire chapter.

#### **4.2 Recommendation**

In this chapter, I will come out with recommendations from this analysis as it had determined the strength and limitation of the division that already been described in Chapter 3. Once the organization is aware about the weaknesses and threats faced by them, they must come out with strategies in order to overcome. This is to ensure effectiveness and efficiency while doing their job.

##### **4.2.1 List and Preparation of the Resources**

One of the suggestions in order to handle the limitation is to make the list and preparation of the resources needed in the office. This is to ensure that the limitation of the resources cannot be the reason of the disturbing during delivering the task. Normally, the resources in the office like boxes to keep files, printers ink, A4 papers, and others will bought by the Financial Administrative Assistant. So, sometimes, the person in charge are having seminars or attending meeting and this will delay their works and can cause the limitation of the resources. So, my suggestion is to prepare the list of the resources needed earlier and before they attend to the meeting or going for the seminars. So it will not disturb the operations which involve the needed of the resources.

#### **4.2.2 Re-arrange and Re-located the Table**

The other recommendation in order to handle the limitation is to re-arrange and re-located the table of the staff according to the departments. This is because it will easier the operation and during delivering the tasks. So, the operation of the work will following the flow and to ensure that there is zero misplace of the files. It also might help the Top-Management to get easy in order to check and follow-up the operation. For example, the Technical Unit has to be under the Physical Development Department because the project and the tenders are in charge by the Department of Physical Development and it will operated by the Technical Unit.

#### **4.2.3 Give More Chances to the Practical Student to Involve in Outdoor Activity**

The next suggestions is for the whole Pejabat Daerah Kota Tinggi staff which to give more chances to the trainee which is the practical students to involve for the outdoor activity such as to handle the events. This is because to enhance the understanding for the students in order to have experience regarding the events. This is because; the practical students are mostly studying in Bachelor in Administrative Science which will have the future job as an administrator, which involve in handling the events. Moreover, the staffs in charge have to explain more about the task that they ask the practical students to complete. This is because sometimes the practical students cannot understand in what they actually do and just complete it without understanding and just do until the task done.

#### **4.2.4 Throw out the Unused and Disposable Materials**

The other suggestion for the problems occur is to throw out the unused and disposable materials in the office. This is because in Pejabat Daerah Kota Tinggi, there were a lot of unused materials such as plastics, old documents, papers and even old boards that actually have no function regarding the operation held in the office. But, all those unused materials have causes the crowded place and disturbing the space in the office. Moreover, it will cause dusk in several space such as on the table, stores and empty rooms. It is better to recycle all those unused materials than kept all of them in the office. It is way better to keep the empty room clean and to make the room as a reading room or a rest room. At least, it will give the clean and healthier environment in the Pejabat Daerah Kota Tinggi. So, all the staffs in Pejabat Daerah Kota Tinggi have to cooperate in order to keep the office clean. In order to achieve this goal, they have to set one day in a week to hold a clean day so then the workplace is not as muddled as some time recently.

#### **4.2.5 Hold Meeting for the Entire Staffs**

At long last, my recommendation with respect to the constraint and the issue happens in PDKT is to hold a meeting for the entire staffs and each of the division for talk about the workplace. This is because during the meeting they will conduct a mutual understanding and will discuss if there is any problems among them. The explanation behind this recommendation is on account of some of the time they are confronting with misconception among the staff and the division. Keeping in mind the end goal to accomplish the vision and mission of the association, this thing could be a main drivers for not

accomplishing what they need to accomplish. Along these lines, with directing a meeting among the whole staff including the top-administration, it will help them to search for the common comprehension and to abstain from misunderstanding.

By doing strength and limitation analysis, the trainee has come out with several solutions and suggestions to overcome the weaknesses and threats to improve the effectiveness of the organization activities. The solution that the trainee recommended is the updated methods and can give many benefits to the organization and also for the public. The trainee come out with all those solutions and recommends are according with her experience and observations during the two months of doing a practical training in Pejabat Daerah Kota Tinggi.

#### **4.3 Chapter summary**

In chapter four, the trainee had make recommendation and suggestions based on weaknesses and threat that list out in strength and limitation analysis done in Chapter 3. The recommendation helps the improvements in activities after the process of identification of mistakes and corrective action that can be taken in order to be better in the future. Hence, the trainee can enhance the knowledge on how to handle the task and management in the office as the most task did by a trainee during practical training.

## CHAPTER 5

### CONCLUSION

#### 5.1 Introduction

This chapter will conclude about each of the chapter that I have explained before this. Besides that, on the conclusion part, I will conclude about what are the benefits that I have gained from the internship training in Pejabat Daerah Kota Tinggi.

#### 5.2 Summary of Chapter 1

In this chapter 1, I had explained about the organizational background of Pejabat Daerah Kota Tinggi, I also had identified their vision, mission and objective of the organization. I also know about the organizational structure such as the hierarchy from lower until upper level of management. I am well informed about the background of this organization. So, it can enhance my knowledge after having a practical training in Pejabat Daerah Kota Tinggi.

#### 5.3 Summary of Chapter 2

In Chapter Two, the trainee had explained about the tasks and job that trainee did during the eight weeks of the internship programmed. The tasks given to the trainee were consistent as the guidance provided by the faculty. The task mainly related to the scope of administration. The trainee also able to apply what she has learned in the classroom and she also might relate the theory within the practice. Therefore, it is valuable experience that trainee can get through an internship programmed.

### **5.4 Summary of Chapter 3**

In chapter three, the trainee had explained the most tasks done during practical training related to the concepts that trainee learned in classroom at the workplace and how to transform knowledge gained at workplace to reinforce understanding on the concepts learned in the classroom. It specifically focuses on one area of task as covered in the practical training handbook. It also should reflect definition of concept, demonstration of practical and theoretical aspects.

### **5.5 Summary of Chapter 4**

In chapter four, the trainee had make recommendations and suggestions based on weakness and threat that list out in SWOT analysis done in Chapter 3. The recommendation helps the improvements in activities after the process of identification of mistakes and corrective action that can be taken in order to be better in the future. Hence, the trainee can enhance the knowledge on how to handle the task that she did the most during her two months of practical training.

### **5.6 Summary of the Report**

During the period of eight weeks in Pejabat Daerah Kota Tinggi, I get a lot of benefit during the practical training. There are four benefits that I can get through the practical training.

The first benefit is in term of my confident level. If before this, I do not have any opportunity to work in any department or agencies that consider have a large organization structure. This is because, when my first day of entering the

training, I felt so nervous in order to adapt with the surrounding and environment in my workplace. I felt so afraid to get to know the staff in my department. This is due to the different level of ages and academic qualification. This is supported by the culture in the organization that I cannot adapt at the first week of my internship. However, when the time passed by, I was able to cope with the working environment. This is because my supervisor and other staff had started to show their trust in me to handle certain jobs and tasks with my own effort. From here, I can see that they believe in my ability to do the tasks given although I am just only a trainee. But it is under the guidance of my supervisor which is Encik Zairul Adilla bin Hj Zani. The way they had treated me as an employee had make my confident level increase in order to complete the task given. For example when I was given a task in being a protocol committee during an event, named Lawatan Rasmi Permasuri Johor, DYMM Raja Zarith Sofiah binti Almarhum Sultan Idris Shah to Kota Tinggi.



**Figure 5.1:** During delivery my task as a protocol committee.

Second benefit that I can get is in term of the interpersonal skill. This is because, during my internship, I was assisted to be more competent in order to develop my skills. This is the main focus of my supervisor to enhance my knowledge and skills. As I can see during the practical training, my supervisor had taught me to on how to deal and also interact with people and especially customer which are publics. From that, I can increase my interpersonal skills in term of communication and soft skills. Besides that, I also was given an opportunity to meet many people from different background. It was very interesting where I can polish my communication skill with the upper level of management such as throughout meeting which consist of several



government agencies. This can reduce my nervousness when dealing with people when enter in the workplace.

Furthermore, I had learned a lot about the culture in the workplace. What I learn is that the organizational cultures in Pejabat Daerah Kota Tinggi is very friendly and have teamwork. This is because during eight weeks I had the training; I can see the sense of belonging among the workers is very strong. They are care about each other and make them as a family. My supervisor had played a role as a leader to motivate their staff. Indirectly the staffs are encouraged to improve their performance. Through the short gathering it will make them closer in term of teamwork and relationship. For me, I as a trainee also feel the situation where others staff including the District Officer and supervisor always guide me on how to be a good employee and perform well in job. I feel so motivated even though it is only a practical training. If I do not understand on certain tasks, they will give a good direction for me to improve better.

Last but not least, the most valuable benefit that I can get is my new experiences. Experiences cannot be gained without an opportunity. During the internship, I did not miss any opportunity that comes to me. This is because I know I can make it as a process of learning. I get a lot of experiences from the task given. This is because before this I've did not have the chance to gain these experiences. This started from my beginning until the end of my training where I had learned new things and experienced it by myself. There are many tasks and job that given by my supervisor in the eight weeks of my practical training. For example, I had new experiences to handle an event. Even though in UiTM I already had handled several events, but, it is totally different with the

real working experience. From that, I had observed the real situation on how they managed an event. In addition, I also had an opportunity to work with them as a team and from that I am able to gain some knowledge. As a conclusion, I get the experiences on the environment in workplace; I hope I can apply what I learn in my future career.

# APPENDIX



FAKULTI SAINS PENTADBIRAN DAN PENGAJIAN POLISI  
UNIVERSITI TEKNOLOGI MARA

BORANG PERJUMPAAN DENGAN PENYELIA  
LAPORAN AKHIR PRAKTIKAL (ADS 666)

NAMA PELAJAR : NABILAH BINTI ZAKARIA .....

NO MATRIK UiTM : 2013410324 .....



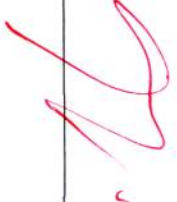

NO KAD PENGENALAN : 931018 -01-6162 .....


PROGRAM : AM228/AM225\* .....

NAMA PENSYARAH PENYELIA : MISS NONI HARIANTI BINTI JUNAIDI .....

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\* Pelajar dikehendaki mendapatkan tandatangan dari Pensyarah Penyelia Penyediaan Laporan Akhir Latihan Praktikal pada setiap kali pertemuan diadakan

Bil	TARIKH	MASA	TANDATANGAN	CATATAN
1	29 <sup>th</sup> March 2016	10.30 a.m		
2	1 <sup>st</sup> April 2016	9.00 a.m		
3	7 <sup>th</sup> April 2016	10.00 a.m		
4	27 <sup>th</sup> April 2016	2.00 p.m		
5	10 <sup>th</sup> May 2016	11.00 a.m		
6	20 <sup>th</sup> June 2016	12.00 p.m		
7	21 <sup>st</sup> June 2016	12.00 p.m		

8	22 <sup>nd</sup> June 2016	12:45 pm	
9			
10			

\* potong yang tidak berkenaan  
 Sila gunakan lampiran jika ruang sediada tidak mencukupi



**UNIVERSITI TEKNOLOGI MARA SARAWAK**

**PRACTICAL TRAINING**

**LOG BOOK**

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2. Date & Place of Birth: 18<sup>th</sup> OCTOBER 1993 / HOSPITAL SULTANAH AMINAH
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8. Place of training: PEJABAT DAERAH KOTA TINGGI
9. Name of Supervisor in-charge: ENCIK ZAIRUL ADILLA BIN HAJI ZANI
10. Duration of training : From : 20<sup>th</sup> JANUARY 2016 to 16<sup>th</sup> MARCH 2016

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11. Remarks: (Dean/Course Tutor)

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DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
20/03/2017 (Wednesday)	<p>- I have been introduced about the background of the organization which is Pejabat Daerah Kota Tinggi (PDKT).</p> <p>- My host supervisor, Encik Zairul Adilla Bin Haji Zani had informed me to assist the department of administrative, social, financial and secretary during my practical training so that I can learn on how the department could be run and how the staff in the organization manage their work.</p>	
	<p>- Puan Kamsiah binti Abdul Hamid, administrative assistant has led me to introduce myself to each of the staff in the organization.</p>	
	<p>- Arrange minutes of meeting from Seluasana Kerajaan Johor (SUKJ) followed by its sequence which are number of the minutes of meeting, reference number, and date into the file, named "Kursus Latihan Dalam Perkhidmatan Anjuran SUKJ" (PDKT 20/17-1 Jld 8). There are 16 sets of minutes of meeting that had been recorded and arranged into the file.</p>	
	<p>- Arrange minutes of meeting into the file, named "Kursus Anjuran INTAN" (PDKT 20/17 Jld 7). There are 2 sets of</p>	


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	minutes of meeting that have been recorded and arranged followed by it sequence which is older to latest according to the date.	
21 <sup>st</sup> January 2016 (Thursday)	<p>- Record and update the report of physical development projects that have been carried out to eligible recipients for the upgrading of some <del>among</del><sup>of</sup> the residents of the house in the district of Kota Tinggi which are experiencing financial difficulties.</p> <p>The report cited "LAPORAN PBR" (Laporan Bertuan Rumah 2015) under the provisions of "Program Inisiatif Rakyat" by Parliament of the district of Kota Tinggi.</p> <p>All the project were conducted in the year of 2015.</p> <p>The report that have been update are the profile of the receiver, the picture of the house (before, during, and after the development of the house and the upgrading status</p> <p>This task is under the Technical Development unit.</p>	

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	<p>- Arrange and record minutes of meeting into the file, named "Unit Perancangan Ekonomi Negeri Johor" (POKT 7/30 Jld. 6)</p> <p>There are 44 sets of minutes of meeting were been recorded in the file.</p>	
<p>24<sup>th</sup> January 2016 (Sunday)</p>	<p>Public Holiday (Thaipusm)</p>	
<p>25<sup>th</sup> January 2016 (Monday)</p>	<p>- Type the report of "Jawatankuasa Pengurusan Kewangan Dan Akaun" (JKKA) which consist in 1 Pekeliling Perbendaharaan Malaysia (PPF) whereby this report is a measure for the level of performance of each department spending at the state or federal. This report will be provided by quarterly, which are in the first quarter, second, third and fourth. This report should be sent to Pejabat Perbendaharaan Negeri Johor (PNJ) according to the date given.</p> <p>This report has two parts which are Lampiran B and Lampiran C. Lampiran B is about "Laporan Jawatankuasa Pengurusan Kewangan Dan Akaun Kementerian / Jabatan / PTJ" and</p>	

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	<p>Laporan C is about "Laporan Suku Tahun Jawatankuasa Pengurusan Kewangan dan Akaun di Peringkat PTJ/Badan Berkanun".</p> <p>Laporan B and Laporan C respectively contain 14 and 10 pages.</p>	
<p>26<sup>th</sup> January 2016 (Tuesday)</p>	<p>- Prepared for the Slideshow about the Lampiran B which is "Laporan Jawatankuasa Pengurusan Kewangan dan Akaun Kementerian / Jabatan / PTJ" and Lampiran C which is "Laporan Suku Tahun Jawatankuasa Pengurusan Kewangan dan Akaun di Peringkat PTJ/Badan Berkanun".</p> <p>This task is the continuation from the previous task on 25<sup>th</sup> January 2016 (Monday). This slideshow have to bring for the next meeting of Financial Unit since those task were under it's unit.</p> <p>The total of slides are 32 slides.</p> <p>- I have been taught on how to use the fax machine. Puan Badariah Binti Md Apin, the secretariat of District Officer has asked me to fax the letter of Mesyuarat Jawatankuasa Wabak Denggi.</p>	

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	<p>Peringkat Daerah Kota Tinggi Bil 3/2016" which will be held on 27th January 2016 (Wednesday) to several government department who will attend the meeting, such as KEJORA, RELA, Hospital Daerah Kota Tinggi and Majlis Daerah Kota Tinggi.</p>	
<p>27th January 2016 (Wednesday)</p>	<p>- I have been asked to search the offer date for projects that have been offered to all the contractors. All those date were been taken from the offer letter in the files This task is about to count how long the process of preparation for the offer letter to the contractors were bid to them. When I counted the period from the date acceptance to the offer date, I have identified there are a few projects that have been took more than 4 months to the offer date. When this situation occur, it has been declared as the violation of the requirement as determined by ISO. So, the person in charge regarding this issue, which is Puan Hj Faridah bt Rahmat, Chief</p>	

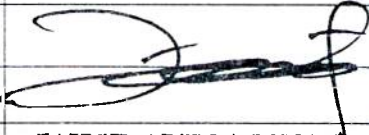
DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
	<p>Administrative Assistant, under the physical development unit have to give those reasons due to the delayed. Normally, it will took a long time to process the <del>acceptance</del> offer letter. This is because the process of preparing the offer letter will involve a few stages, which are firstly, acceptance warrant, secondly the warrant will go through <sup>to</sup> the technical process, open tender for "sebut Hargo" to the contractors, and lastly, meeting to make decision which contractors will win the project and get the tender. So, when the decision has been made, offer letter will be prepared and sent to the contractor who win the project.</p>	
	<p>There are many provision given by the federal which are "Projek Pembangunan Negeri Johor" and provision by Pegawai Kewangan Negeri which is MARRIS Project which involve road maintenance and "Program Bantuan Rumah (PBR)".</p>	

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28 <sup>th</sup> January 2016 (Thursday)	<p>- I have been asked to assist in registration for meeting of "Mesyuarat Sukan Johor Muar 2016". Puan Nurhafizah binti Mohamedon, coordinator Majlis Sukan Daerah Kota Tinggi, asked me to distribute the files to the participants, being a registrar, being a photographer and assist her to handle the meeting. The meeting starts at 9:30 a.m and ends at 11:00 a.m</p>	 <b>ZAIRUL ADILLA BIN HJ. ZANI</b> <b>PENOLONG PEGAWAI DAERAH</b> <b>KOTA TINGGI</b>
31 <sup>st</sup> January 2016 (Sunday)	<p>- Record the name of the companies according to their project into the book, titled "Buku Daftar Fail Projek Di Bawah Peruntukan Federal Bagi Tahun 2015". There are 2000 names written into the books and all those projects were carried out during the year of 2015. The projects are such as Program Baikputih Rumah (PBR), B.47 and MARRIS.</p>	

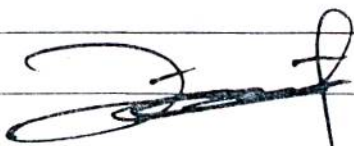
DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
1 <sup>st</sup> February 2016 (Monday)	<p>- Continue record the name of the companies according to their project into the book, titled "Buku Daftar Fail Projek Di Bawah Peruntukan Federal Bagi Tahun 2015".</p>	
	<p>- I have started to clean up the desk in technical unit which are removes all the unuse files and reports, arrange the files project followed by the sequence which is the <sup>file</sup> number of the project from old to the latest. For this first day, I have arranged files numbered 1000/15 to file number of 19/15. All those file were packed into the <sup>boxes</sup> labeled and kept in the store files. This task is under technical unit and I have been guided by <u>Ms. Fadilah Binti Ali</u>, Financial Administrative Assistant. She told me that the function of this task is to ensure the evidence of the project and its details has been safely kept in the files store and it will be in audit by auditor.</p>	



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2 <sup>nd</sup> February 2016 (Tuesday)	<p>- Continue arranged files from numbered 1400/15 to the number of 1869/15.</p> <p>During the arrangement process, I have also check the details of the company to ensure they were have the full set of documents such as the "Notis Sebut Harga, Sijil SSM" and many more. If there are any mistakes, I have to inform to Puan Fudilah since she was the person in charge for correction</p>	
3 <sup>rd</sup> February 2016 (Wednesday)	<p>- Continue arranged files from number 1700/15 to the number of 2000/15.</p> <p>They were the finishing process since the number of the files are 2000 files. After arrange the files followed by its sequence from older to latest, all these files have been packed into the boxes with label and to kept into the files store.</p>	

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<p>4<sup>th</sup> February 2016 (Thursday)</p>	<p>- Puan Hamidah binti Barjo have asked me to arrange minutes of meeting into the file, named " Pelbagai Surat " (PKLT 23/1 Jld 19). There are 57 sets of minutes of meeting that have been recorded and arranged followed by it's sequence which is older to latest according to the date. This task is to ensure that the letter that has been given to another agency and the letter that have been received were been recorded as to make references and will be in audit.</p>	 <b>ZAIRUL ADILLA BIN HAJI ZAINI</b> PENOLONG PEGAWAI DAERAH KOTA TINGGI
<p>7<sup>th</sup> February 2016 (Sunday)</p>	<p>- I have applied emergency leave from my Host Supervisor, Enak Zairul Adilla Bin Haji Zaini, due to family matter which unavoidable. I have go through the procedure to apply the leave which is full the form given by Puan Hamidah binti Barjo, and it was approved by En. Md Zah'uri bin Hj. Jamil, Chief Administrative Assistant.</p>	

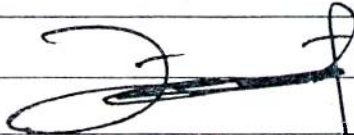
DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
8 <sup>th</sup> February 2016 (Monday)	Public Holiday (Chinese New Year)	
9 <sup>th</sup> February 2016 (Tuesday)	Public Holiday (Chinese New Year)	
10 <sup>th</sup> February 2016 (Wednesday)	<p>Ruan Hamidah binti Barjo has asked me to arrange minutes of meeting into the file, named "Denggi". (PDKT 4/16 and "Lain-Lain Jabatan", (PDKT 7/37 Jld3).</p> <p><del>The files</del> Both files are about the incoming and outgoing letter, and the minutes of meeting. "Denggi" and "Lain-Lain Jabatan" file are respectively contain 34 and 53 number of minutes of meeting to be written.</p>	
11 <sup>th</sup> February 2016 (Thursday)	<p>Ruan Hamidah Binti Barjo has asked me to arrange and record minutes of meeting into the file, named "Jabatan CUPEN", (PDKT 7/30 Jld 6), "Pelbagai Surat", (PDKT 23/1 Jld 20), and "Persajuan Pegawai Tadbir Negeri Johor", (PDKT. 2/12 Jld 12). There are respectively contain 12, 34 and 53 sets of minutes of meeting that have been</p>	

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	<p>written followed by it's sequence which is from older to latest according to the date. This task is to ensure that the outcoming letter and incoming letter were been recorded as to make references and will be in audit.</p>	 <b>ZAIRUL ADILLA BIN H. ZANI</b> <b>PENOLONG PEGAWAI DAERAH</b> <b>KOTA TINGGI</b>
<p>14<sup>th</sup> February 2016 (Sunday)</p>	<p>- I have asked to type list of BR2M Receiver for Parlimen Kota Tinggi (P156). All those name are about 744 names of the BR2M receiver. The person in charge on this task is Puan Kamsiah binti Abdul Hamid and she asked me to print out the list name of the BR2M receiver by the title "Senarai Penerima Bantuan Rakyat Malaysia 2016 Fasa 1 Kelompok 1, Parlimen 156: Kota Tinggi."</p>	
<p>15<sup>th</sup> February 2016 (Monday)</p>	<p>- Puan Kamsiah binti Abdul Hamid has asked me to continue typ "Senarai Penerima Bantuan Rakyat 1 Malaysia 2016 Fasa 1 Kelompok 1" for parlimen Tenggara. There are about 109 names of the BR2M receiver has been type and I have print out the</p>	

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	<p>list. The title of the list is "Senarai Penerima Bantuan Rakyat Malaysia, Parlimen 15 : Pengerang".</p>	
<p>16<sup>th</sup> February 2016 (Tuesday)</p>	<p>- I have continue the task given by Puan Kamsiah binti Abdul Hamid which is to type "Senarai Penerima Bantuan Rakyat Malaysia" for Parlimen Pengerang. There are about 70 names of the BR1M receiver to be type and print out the list. The title of the list is "Senarai Penerima Bantuan Rakyat Malaysia, Parlimen 157 : Pengerang".</p> <p>- I have assist Cik Norashah binti Aziz to cut the paper which have the title of the files. This task is for the preparation for the next day meeting named "Mesyuarat Indukan Bawah". There are about 10 files that have been prepared which will given to all "Majlis Parlimen" and the files contain with "Mimi Mesyuarat" and other documents that related to the meeting. The title of the file is "Mesyuarat Jawatankuasa Kerja Tindakan Daerah B.1 2/2016", and followed</p>	

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	by the name of Ahli Parlimen who will receive the file during the meeting.	
17 <sup>th</sup> February 2016 (Wednesday)	<p>- I have attend "mesyuarat Fokus Group Program Pembasmian Kemiskinan Peringkat Daerah Kota Tinggi, Bil 1/2016".</p> <p>This meeting was started at 9.30 a.m and end at 1.00 p.m. During the meeting, Enik Zairul Adilla bin Haji Zani, Assistant District Officer as the Chairman of the meeting. The meeting is about to reduce the number of the poverty and the poor group in Daerah Kota Tinggi. The purpose of the meeting is to increase the income of the poor group and in the meeting, the member of the meeting have made the decision for selection of the recipient "Bantuan E-Kasih". There are certain number of the applicants who apply <sup>for</sup> the beneficiaries and the members of the meeting have choose the person deserved for the beneficiaries.</p> <p>- I have asked to type letter, titled</p>	

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<p>"M'hari Peringatan Suni Fast Di Sungai Tinggi", (Bil. 1/2016). This task is given by Enik Mohamed Iskandar bin Ismail, Penghulu Muzium Pantar Timur, Pangarong.</p>		
<p>18<sup>th</sup> February 2016 (Thursday)</p>	<p>- I have asked to edit "Laporan Laporan Kerja Pegawai Daerah Kota Tinggi" Bil 2/Tahun 2016. This task was given by Puan Izzah Hair Isahudin, A-Helin, Administrative Assistant. There are certain information that have been updated from the previous report, (Bil 1/Tahun 2016).</p>	
<p>- I have asked to write information regarding the services of Enik Husin bin Sydin, Technician of the Pejabat Daerah Kota Tinggi, in the "Buku Rekod Perkhidmatan dan Cuti" (P/3832). The other one is to write information regarding the services of Enik Aladdin bin Ali, Technician of Pejabat <sup>Daerah</sup> Kota Tinggi in the book, titled "Buku Rekod Perkhidmatan dan Cuti, (P/2940). Both task was</p>		

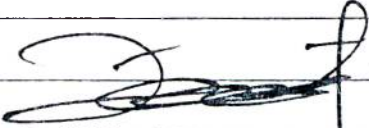
DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARK
	<p>given by Puan Norliza binti Abdul Razak, Administrative Assistant, since she is the person in charge to the books and to write any update information regarding the services of income and leave of the staff.</p>	 ANWARUL ADILLA BIN HJ. ZAN PENOLONG PEGAWAI DAERAH KOTA TINGGI
20 <sup>th</sup> February 2016 (Saturday)	<p>-I have been a secretariat of the "Kejohanan Badminton Terbuka Peringkat Daerah Kota Tinggi", which was held in Dewan Nusantara Badminton Nusantara. This task was under Majlis Sukan Negeri Johor, and Puan Nurhafizah binti Mohamedan, the Coordinator Majlis Sukan Daerah Kota Tinggi has asked me to assist her during the tournament. I am also being an emcee during for the presentation of the prizes to the winners. The tournament was started at 9.00 a.m and end at 4.30 p.m</p>	



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21 <sup>st</sup> February 2016 (Sunday)	<p>- Continue write the updated information about the services of Encik Aladdin bin Ali, technician under Technical Unit, Pejabat Daerah Kota Tinggi to the book, titled "Buku Rekod Perkhidmatan dan Cuti bagi Aladdin bin Ali" (P/2940). This task was given by Puan Norliza binti Abdul Razak, Administrative Assistant, as the person in charge to the book.</p>	
22 <sup>nd</sup> February 2016 (Monday)	<p>- I have asked to write the information about the services of Encik Zairul Adilla bin Hj Zani, Assistant District Officer, to the book titled, "Buku Rekod perkhidmatan dan Cuti bagi Zairul Adilla bin Hj Zani". This task was given by Puan Norliza binti Abdul Razak, Administrative Assistant, as the person in charge to the book.</p>	

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<p>23<sup>rd</sup> February 2016 (Tuesday)</p>	<p>- I have asked to type the letter, titled "Kaji Selidik Persepsi Awam Mengenai Isu - Isu Berkaitan Penyediaan Rumah Mampu Milik" (FDKT 30/1/26). Puan Badariah binti Md Apin, Secretary of district officer asked me to type the letter, print out the letter and to fax the letter to the related government agencies. There are about 18 agencies who are received the letter by fax machine.</p>	
<p>24<sup>th</sup> February (Wednesday)</p>	<p>- Attend meeting "Mesyuarat Laluan Ke Gunung Pantii". The meeting was discuss about the path allowed to enter to the Gunung Pantii since Kerajaan Negeri Johor declared Kota Tinggi as the tourism place and Gunung Pantii as one of the places to visit. The meeting was consist of another government agencies such as Jabatan Hutan, KEJORA, Ahli Parlimen and others as related to the purpose of the meeting. During the meeting, Encik</p>	

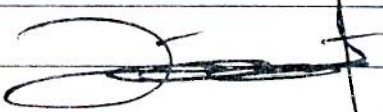
DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
	Mohd Hafiz bin Aliman, Chief	
	Assistant District Officer as	
	the Chairman of the meeting.	
	The meeting was started at 10:00	
	a.m and end at 1:00 p.m.	
	- I have asked to separate	
	the expired licence for "Pusat	
	Khidmat Kontraktor" from the	
	files of licence keeper. This	
	task is to ensure that there	
	is less paper and unuse thing	
	to be kept. All the overdue	
	and expired licence have been	
	remove from each of the files	
	and to be kept in the store.	
	This task was under technical	
	and financial unit, and it was	
	given by Puan Fadilah binti Ali,	
	Financial Administrative Assistant.	
	There are 54 files during	
	the operation.	

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<p>25<sup>th</sup> February 2016 (Thursday)</p>	<p>- I have asked to prepare type "Notis Sebutharga (Bil. PDKT.S. 9/2016)" and to print out the sets. There are 5 sets of "Notis Sebutharga" to be done which are from (Bil: PDKT.S. 9/2016) to (Bil: PDKT.S. 13/2016). This task was under Technical Unit, and it was given by Puan Hj Supar-tini binti Ismail, Assistant Engineer of Pejabat Daerah Kota Tinggi.</p>	 ZAIRUL ADILLA BIN HJ. ZAIR PENOLONG PEGAWAI DAERAH KOTA TINGGI
<p>28<sup>th</sup> February 2016 (Sunday)</p>	<p>- I have replace Puan Khairiah binti Shamsudin's position which is as Customer Service Officer, since she has another matter which could not be avoided. During the replacement, I have to deal with many customers such as, Cik Siti Laila binti Baharudin, who are the public servant and she asked for "Surat Akuan Bujang". Other than that, I have received two calls from Enak Ahmad bin Kassim, who was ask about the</p>	

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	<p>"Pembelian Sebut Harga" and another one call from Enik Tan Hen Chuat who was asked to connect to Puan Kamariah binti Abdul Hamid, who was in charge in "Lesen Pusat Hiburan".</p> <p>During the replacement, I have sit seat in the front desk which as the counter service Department.</p> <p>- I have continue to seperate the expired lisenca of "Pusat Khidmat Kontraktor" from the files and remove it into the store. This task is the continuation from the date of 24<sup>th</sup> February 2016 (Wednesday) task</p>	
29 <sup>th</sup> February 2016 (Monday)	<p>- I have attend "Lawatan Rasmi Duli Yang Maha Mulia Raja Zarith Sofiah Binti Almarhum Sultan Idris Shah, Farmasial Johor" in Johor Bahru and Teluk Sengat. The event was held started at from 10:30 a.m to 2:30 p.m. During the event, I have been the protocol committee, which is to escort</p>	

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	Dymm Raja Zarith Sofiah around the council. I am also help during the presentation of the prizes and the beneficiaries to the community.	
1 <sup>st</sup> March 2016 (Tuesday)	- I have asked to prepare and type minute of meeting for Mesyuarat Jawatankuasa Kerajaan Keselamatan Daerah Kota Tinggi Bil. 02/2016. This task was given by Puan Kamariah binti Abdul Hamid, Administrative Assistant, and she teach me about the format use for the preparation of the minutes of meeting. She also guide me how to explain and to write the proper sentence for the minutes of meeting. There are 25 pages of <del>the</del> <sup>the</sup> minutes of meeting that have been done.	

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2 <sup>nd</sup> March 2016 (Wednesday)	<p>- I have asked to type the list name of the athletes for "Sukan Negeri Johor Muar 2016" followed by the tournament. It also contain <sup>name of</sup> the manager of the team. There are 8 tournaments which are Bicyde, <del>Sana</del>, Pencak Silat, Badminton, Olahraga, Petanque, Memanah and Sepak Takraw. Puan Nurhafzah binti Mohamedon, coordinator Majlis Sukan Daerah Kota Tinggi, who <del>asked</del> <sup>gave</sup> me this task, also asked me to print out the list of the athlete's name, and the escorts</p>	
3 <sup>rd</sup> March 2016 (Thursday)	<p>- I have asked to type the details and information of the recipient beneficiaries such as name, identity card number, address and the number of the file. Those information will be posted on the file and into the book, <del>nam</del>-titled "Buku Daftar Permohonan skim Pembangunan Kesejahteraan Rakyat". Cik Norqishah Binti Aziz,</p>	


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	<p>Administrative Assistant asked me to type those details and information for the recipient who lives in Mukim Johor Lama. There are 4 sets of details for each beneficiaries recipient that have been posted into the book and on the file. The number of the files are from (PDKT 30/4/3/1/2016) to (PDKT 30/4/3/4/2016).</p> <p>- For Mukim Sedili Besar, there were 33 sets of details of the beneficiaries recipients, and the number of the file are from (PDKT 30/4/8/1/2016) to (PDKT 30/4/8/3/2016). All those information were posted into the Book, named "Buku Daftar Permohonan Skim Pembangunan Kesejahteraan Rakyat (SPKR) (Mukim Sedili Besar), and on the file. For today, I have done for 13 sets for Mukim Sedili Besar which are from (PDKT 30/4/8/1/2016) to (PDKT 30/4/8/13).</p>	 <b>ZAIRUL ADILLA BIN HJ. ZAIN</b> <b>PENOLONG PEGAWAI DAERAH</b> <b>KOTA TINGGI</b>



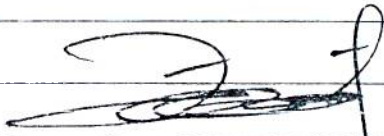
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6 <sup>th</sup> March 2016 (Sunday)	<p>- Attend 'Majlis Pelancaran Pelan Pertumbuhan Strategik Negeri Johor' in Educity Stadium &amp; Sports Complex, Nusajaya Johor. The program has launched by our Prime Minister, Dato' Seri Haji Mohammad Najib bin Tun Haji Abdul Razak. During the event, I have to stay in Daerah Kota Tinggi booth which is to be ready if there are any visitors coming to the booth. Then, when Prime Minister came to our booth, I have to give help District Officer, Tuan Hj Norazam bin Dato' Haji Osman to give him souvenir.</p>	
7 <sup>th</sup> March 2016 (Monday)	<p>I have asked to print out all the documents for the preparation of the "Kursus Termauan Hasil Negeri Johor" which will be attend by Puan Norliza binti Abdul Razak, an Administrative Assisland. There are about 25 sets of materials that have been printed out.</p>	

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
8 <sup>th</sup> March 2016 (Tuesday)	<p>- Continue type the details and information for the beneficiaries recipients for Mukim Sedili Besar.</p> <p>All those informations includes name of the recipients, identity card number, address and the number of the file. For today, I have done for all the recipients in Mukim Sedili Besar which are from (PDKT 30/4/8/14/2016) to (PDKT 30/4/8/33/2016). All those information were posted in the book, name "Buku Daftar Permohonan Skim Pembangunan Kesejahteraan Rakyat (SPKR) (Mukim Sedili Besar)" and on the file each of the files.</p>	
9 <sup>th</sup> March 2016 (Wednesday)	<p>Enik. Mohamad Norhafis bin Salaman, Administrative Assistant, asked me to type the details and informations for the beneficiaries recipients for Mukim Tanjung Surat, (PPDKT 30/4/10/1/2016) to (PPDKT 30/4/10/5/2016), Mukim Pantai Timur, (PPDKT 30/4/16/1/2016) and for Mukim Pengerang,</p>	

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
<p>CPDKT 30/4/7/1/2016). All those details and informations <del>are</del> were been posted into the Book, named "Buku Daftar Permohonan Skim Pembangunan Kesejahteraan Rakyat (SPUR)" according to the Mukim which are Mukim Pantai Timur, Mukim Tanjung Surat and Mukim Pengerang. While the number of the files were been posted on each of the files.</p>		
<p>10<sup>th</sup> March 2016 (Thursday)</p>	<p>- I have asked to arrange and record minutes of meeting followed by it's sequence from older to latest, according to the date. The title of the file is Majlis Daerah Kota Tinggi (PDKT-3/1 Jld. 9). There are 45 sets of minutes of meeting that has been recorded into the file.</p> <p>- I have attend "Majlis Penyerahan Bendera Kontingen" for Sukan Negeri Johor Muar 2016 that will be held on 12<sup>th</sup> March 2016 to 16<sup>th</sup> March 2016 I have accompanied Puan Nurhafizah binti Mohamedon to present the flag to</p>	

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARK
	<p>District officer, Tuan Haji Norazam bin Dato' Haji Osman to give the flag to each of the contingents.</p> <p>There are about 8 contingents that received the flag <del>due</del> according to the 8 tournament. This event was start at 2:30 p.m and end at 4:30 p.m.</p>	 <b>ZAIRUL ADILLA BIN HJ. ZAN</b> <b>PENOLONG PEGAWAI DAERAH</b> <b>KOTA TINGGI</b>
<p>13<sup>th</sup> March 2016 (Sunday)</p>	<p>- I have <sup>been</sup> asked to type a letter, titled "Tuntutan Jamuan Mesyuarat Bersama JKKK kampung Teluk Empang, JKKK Sungai Kapal/JKKK kampung Jawa dan JKKK Pengerang" This task was given by Encik Mohamad Ikhaider bin Ismail, Penghulu Mukim Pantai Timur/Pengerang.</p> <p>- I have been asked to check "Resit Bayaran Jualan Borang Sebut Harga, wether the <sup>total</sup> amount of the price is the same with the quantity of "Borang Sebut Harga" or not.</p> <p>There were 100 receipts that have been checked, and 3 of the receipts were have problem and the person in charge, Puan Norliza binti Abdul</p>	

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
	Razak have to make the correction to the receipts	
14 <sup>th</sup> March 2016 (Monday)	<p>- I have assist En. Md Zah'huri bin Hj Jamil to open Surat Borang Sebut Harga and to count the quantity of the Borang Sebut Harga for each of the project. This task is the process for brings the Borang Sebut Harga " to the meeting for selection fa of the contractor for the project.</p> <p>- I have key in Borang Sebut Harga for the set of PDUT S. 4/2016. For this project, it has 26 contractors that have submitted for Borang Sebut Harga. After I have key in all the information of the contractors, I have print out the information.</p>	
15 <sup>th</sup> March 2016 (Tuesday)	<p>- I have key in Borang Sebut Harga for the set of PDUT S/6/2016. For this project, it has 54 contractors that have submitted for Borang Sebut Harga and it has to be key in the information.</p> <p>- I have print out the information that has been successfully key in</p>	

DATE	EXACT NATURE OF WORK DONE	SUPERVISOR'S REMARKS
16 <sup>th</sup> March 2016 (Wednesday)	<p>- I have replaced the task of the Office Secretary, Wan Badariah binti Md Amin which is as a Personal Assistant to District Officer. During the replacement, I have received 3 incoming calls which are from Encik Yusof, Encik Ismail and Encik Amir from Majlis Daerah Muar.</p> <p>- I have key in 60 sets of Borang Sebutharga (PKWT-S-12/2016) and print out the information.</p>	                           <b>ZAIRUL ADILLA BIN HJ. ZAINI</b> <b>PENDONG PEGAWAI DAERAH</b> <b>KOTA TINGGI</b>



**KPJ JOHOR**  
**SPECIALIST HOSPITAL**  
 IN-PATIENT SERVICES  
 Discharge Summary

Name: ZAKARIA HASSAN  
 MRN : 527069 IC: 590406015767  
 DOB : 06/04/1959 Sex/Age: M/ 56Y  
 DR : Bed : 615-A

Date of Admission 6/2/2016	Date of Discharge 7/2/16	Attending Doctor DR MI	Discharging Doctor M. Mural
-------------------------------	-----------------------------	---------------------------	--------------------------------

Provisional Diagnosis:

Final Diagnosis:  
 (Specific disease/injury) *Choleliths*

Operation (s) if any: *lap cholecystectomy*

Brief summary & treatment (Investigations and Procedures if any)

Status on Discharge:  Home  Nursing Home  AOR  Expired  Absconded  Transfer

Medication(s) on Discharge:  
 List of medication given to patient  Yes  No

*Celebrix*

Discharge plan/Follow up plan if any (clinic visit):

Date of Review (if any): *7/2/16*

Medical Certificate given : *6/22 - 6/21/2016*  
 (indicate dates)

I Zakaria Hassan (name of Patient/Next of Kin) IC./Passport No. (719577)  
 (\*agree/disagree) to accept the discharge summary. The hospital is not liable towards the disclosure of the discharge summary or any untoward consequences arising from such disclosure. *This is not Medical Report*

Signature : *[Signature]*  
 Name of Consultant/Dr: *[Name]*

Signature : *[Signature]*  
 Patient/Next of Kin

**PERMOHONAN CUTI REHAT**

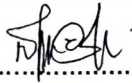
Surat Pekeliling Am Bil. 3 Tahun 1990

Kepada : .....

**Ketua Bahagian / Unit**

Saya memohon kebenaran cuti rehat selama ..... hari mulai\* daripada/pada 7/2/2016 hingga .....

Catatan :


Tandatangan Pemohon :   
Nama Pemohon : NABILAH BINTI ZAKARIA  
Jawatan : .....  
Tarikh : 4/2/2016

Kepada : .....

**Pegawai Yang Meluluskan Cuti**

Permohonan cuti di atas\* disokong/~~tidak disokong~~

Tarikh : 6/2/16

  
Tandatangan Ketua Bahagian / Unit  
**MD ZAHURI BIN HJ. JAMIL**  
**KETUA PEMBANTU TAPSIR**  
**(BAHAGIAN PENTADBIRAN)**  
**PEJABAT DAERAH KOTA TINGGI**  
**JOHOR**

Permohonan di atas\* diluluskan/~~tidak diluluskan~~.

Tarikh : 6/2/16

Tandatangan Pegawai Yang Meluluskan Cuti

**UNTUK KEGUNAAN PEJABAT**

Baki cuti pemohon ..... hari. (diisi dan ditandatangani ringkas sebelum borang diserahkan kepada pemohon.

Pemohon diberitahu dan cuti direkod. (Tindakan ini hendaklah diambil setelah cuti diluluskan).

Tarikh : .....  
b.p. Pegawai Pentadbiran

Nota : \*Potong yang mana tidak berkenaan.

\*\* Keterangan mengenai cuti yang diambil.

Kepada : .....

**Pegawai Yang Memohon Cuti**

Permohonan cuti rehat tuan/puan telah diluluskan selama ..... hari dari ..... hingga .....

Baki cuti rehat : .....

b.p. Pegawai Pentadbiran



Originality

GradeMark

PeerMark

**PRACTICAL**

BY NABILAH ZAKARIA



**14%**  
SIMILAR

CHAPTER 1

INTRODUCTION OF THE ORGANIZATION

1.1 Chapter Review

This chapter will highlight on the background of the organization whi introduction of Pejabat Daerah Kota Tinggi, the organizational objectives, t also about the vision statement of the organization, the logo of the or organization structure, the service provided and the summary of the entire ch

1.2 Introduction to Pejabat Daerah Kota Tinggi

Pejabat Daerah Kota Tinggi was located in Aras 2, Bangunan Si in Kota Tinggi, Johor. Administrative area includes 10 districts with popul 200,000 people who are subscribers to the service provided in this office. Kota Tinggi is a department responsible Kota Tinggi in regional developr same time introduce Kota Tinggi in the eyes of the world. The department is a change, challenge and influence in social and cultural forms. In addition, the Kota Tinggi also serves as institutional development support in the grassroot area in the district of Kota Tinggi. The higher administrator of this office a called Pegawai Daerah (District Officer), which normally being changed e years as being promoted by the city council. His official home can be seen e the city called Padang kerajaan Kota Tinggi, nearby the highest buildi administration of Kota Tinggi government which is the Bangunan Sultan Iskar

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# *Sijil Penghargaan*

*Dengan sukacitanya*

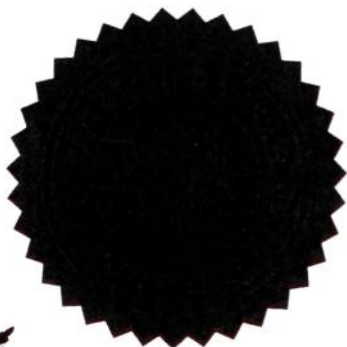
**PEGAWAI DAERAH KOTA TINGGI**

*Merakamkan setinggi-tinggi penghargaan dan tahniah  
kepada*

**NABILAH BINTI ZAKARIA  
(931018-01-6162)**

*Kerana telah berjaya menamatkan tempoh latihan industri di Pejabat  
Daerah Kota Tinggi mulai 20 Januari 2016 hingga 16 Mac 2016*

**( HAJI MOHD NOORAZAM BIN DATO' HAJI OSMAN )  
Pegawai Daerah Kota Tinggi**



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