



اَوْنِيُوْزَسِيْتِيْ بَاتِيْكَوْلُوْ كِيْ مَبَارَا
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BACHELOR OF ADMINISTRATIVE SCIENCE (HONS)

PRACTICAL TRAINING REPORT (ADS 667)

TITLE:

JEMPOL DISTRICT COUNCIL (MDJL)

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

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Place of Practical Training : Jempol District Council, Negeri Sembilan

Name of Student : Nur Ain Binti Uyop (2013393493)

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

(Cik Noni Harianti Binti Junaidi)

Declaration Form

I am here to declare that this practical report has been completed by my own self without getting into any of plagiarism, and help from the people in Jempol District Council. I been managed this practical report through some a guidance and advices from my Supervisor as well. If I found a guilty, I will be punished according to the rules and regulation of UiTM Sarawak under act 1974.

My apology if I have make a mistake during or after my Internship session.

Thank You.

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CHAPTER 1: INTRODUCTION OF THE ORGANIZATION

1.1 INTRODUCTION

This chapter will explain on the background of the organization that I select for my internship. All the objectives, and company or organization policy, mission and vision of the organization and organization structure and division chart will reveal in this chapter. Besides that, I also will explain the core business of this organization and other relevant information pertaining to the organization.

1.2 ORGANIZATION BACKGROUND

Jempol District Council (*Majlis Daerah Jempol or MDJL*) is a local government that established for the purpose administering the Jempol District, Negeri Sembilan. Jempol District Council was established on 1st August 1980. The establishment of Jempol District Council as a result from further action of delimitation exercise of Kuala Pilah part. This delimitation exercise was succeed in creating a new district that known as Jempol District. Before this, Jempol District was known as Small Bahau and located under Kuala Pilah administration.

Since 14 June 2001, Jempol District Council office always move from one location to another location. Before this, Jempol District Council located at JKr Building, Bahau Town. On 1985, this district council move to Jempol District Council Hall which is located at *Jalan Murah, Bahau* and then, they moved again back to JKR House on 1986. After that, on 1987, Jempol District Council office moved to Jempol District Office at *Jalan Taman Tasik, Bahau* until 14 December 2001. Now, Jempol District Council has their own building at Seri Jempol Town or known as *Bandar Baru Serting*.

Generally, Jempol District bordered by Bera District which is Pahang in the north, Jelebu District in the the southwest, Kuala Pilah District in the west, Tampin District in the south and Segamat District, Johor in the south-east. Jempol was the largest district in Negeri Sembilan with the size of 148, 277.31 hectares. Jempol has five provinces (district) which are Serting Ilir, Serting Ulu, Kuala Jempol, Jelai and Rompin. However, operation area of Jempol District Council only

27,091 hectares that meant 18 percent of the size of the area most of it covers an area around New Town, Seri Jempol Town, Batu Kikir Town, Rompin Town and Mahsan Town.

Management of Jempol District Council was managed by a council. A council consisted of 24 councilors that comprising a President or known as Yang Di-Pertua and 24 councilors. All of them were appointed by Country Authority for certain period. While Board Members were technician from various government institutions and local people representatives. Jempol District Council was led by a President and a Council Secretary helped President doing full time administration works.

Jempol District Council operated in line with objectives and rules and regulations that stated in District Government UU 1876 171 laws. As stated, district council functions as to give a better service to the people that live in govern state. The service included public health and sanitation, waste management, town and country planning and control, environmental protection and building control, infrastructure, social and economic and town development.

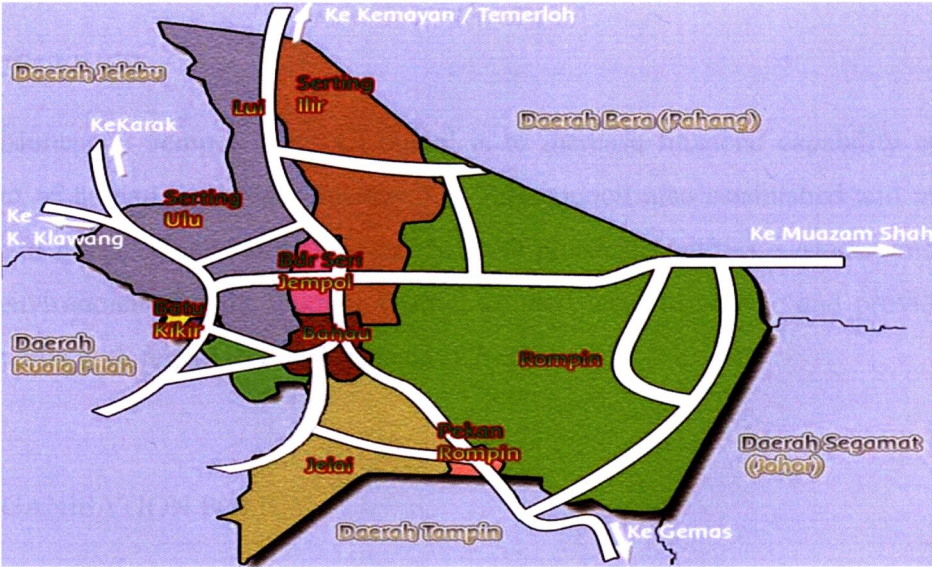


Figure 1.1 Jempol District Boundaries

Source: <http://www.mdjl.gov.my>



Figure 1.2 View of Jempol District Council

Source: <http://www.mdjl.gov.my>

1.3 OBJECTIVES

The establishment of Jempol District Council is to increase financial capability and efficient management of human resources. Besides that, this council also established and implemented many plans to intensify and strengthen the dynamic physical facilities, systems, and social and economic environment. Lastly, Jempol District council want to service and provide a quality service to public with regard to Local Agenda (LA 21).

1.4 ORGANISATION POLICY

Jempol District Council has their own policy which is they are very committed to generate a conducive work place and peaceful and prosperous. Therefore, Jempol District Council practicing 5S in their organization. This 5S practice came from culture of Japanese people where 5S is a simple tool for organizing your workplace in a clean, efficient and safe manner to enhance productivity, visual management and also to ensure the introduction of standardized working. 5S is a short-form for different Japanese term which is beginning with the letter “S”. It

is known as “*Seiri, Seiton, Seiso, Seiketsu, Shitsuke*”. In English description, 5S can be defined as following:

Table 1.1

5S Practice

S	Japanese Term	English Description
1	<i>Seiri</i>	Sort, Clearing, and Clasify
2	<i>Seiton</i>	Straighten, Simplify, Set in Order, Configure
3	<i>Seiso</i>	Sweep, Shine, Scrub, Clean and Check
4	<i>Seiketsu</i>	Standardize, Stabilize, Conformity
5	<i>Shitsuke</i>	Sustain, Self-Discipline, Custom and Practice

Source: <http://leanmanufacturingtools.org>

1.5 JEMPOL DISTRICT COUNCIL MISSION AND VISION

Jempol District Council holds the mission to ‘offer a peaceful living environment and dynamic society’. They also held the mission of ‘practice good governance in order to offer for speed integrity, prudent and well-mannered’. Their vision is ‘Developed Jempol, Beautiful and Beradat’

1.6 OFFICIAL SYMBOLS

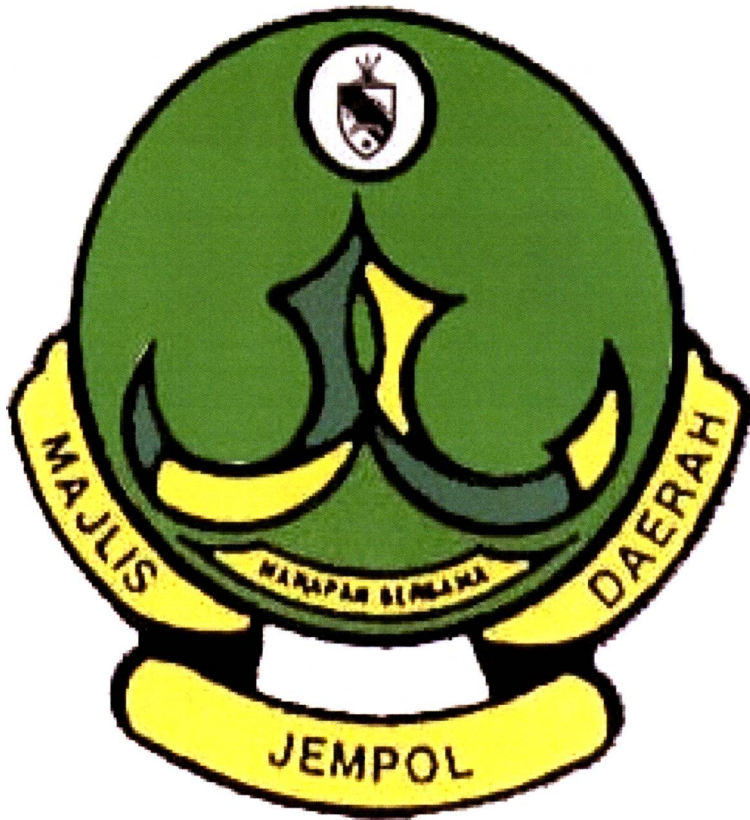


Figure 1.3 Logo of Jempol District Council

Source: <http://www.mdjl.gov.my>

1.7 ORGANIZATION CHART

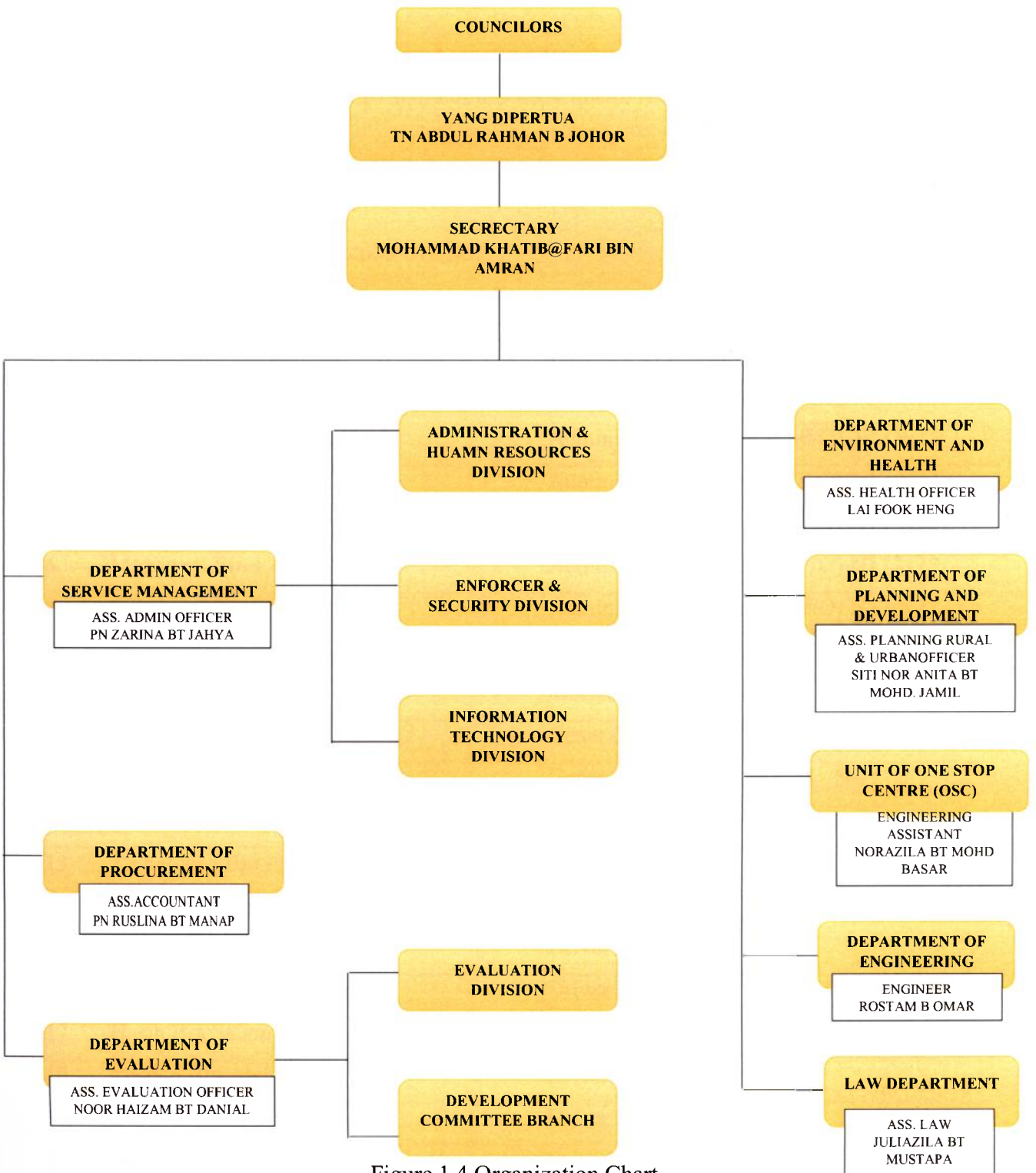


Figure 1.4 Organization Chart

Source: <http://www.mdjl.gov.my>

1.7.1 Administration Division Chart

During practical training, I was placed in the administration division under Department of Service Management. There are 20 staffs in this department. All this people has helped me a lot during practical training.

Table 1.2

List of Employees of Administration Division

Bil.	Name of Employees	Position
1	Puan Zarina Binti Jahya	Assistant of Administrative Officer N32
2	Norhafizal Bin Mohd Razali	Administrative Assistant (P/O) N22
3	Norasmawana Binti Musa	Administrative Assistant (P/O) N17/N22
4	Rahmat Bin Raduan	Administrative Assistant (P/O) N17/N22
5	Intan Hyura Binti Mohd Yunus	Administrative Assistant (P/O) N17/N22
6	Munawati Binti Zainudin	Administrative Assistant (P/O) N17/N22
7	Siti Nurul Jannah Binti Kadar	Administrative Assistant (P/O) N17/N22
8	Norliza Bte mohd Tumen	Administrative Assistant (P/O) N17/N22
9	Fadhley Bin Zam zam	Mechanical Technician J17
10	Kesvaran A/L Palanisamy	General Assistant Officer N1/N4
11	Salamah Binti Kasiran	General Assistant Officer N1/N4
12	Jaafar Sidek Bin Hj Abdullah	Notice Sender N3/N12
13	Zulkarnaen Bin Abd Rahman	Security R1/R4
14	Sulaiman Bin Karim	Security R1/R4
15	Azley Bin Abu Zahar	Driver H11
16	Haris Fadzilah Bin Harun	Driver H11
17	Hasih Bin Salam	Driver H11
18	Mazlan Bin Abd Aziz	Driver H11
19	Zulkipli Bin Yunus	Driver H11
20	Samohand Bin Md Tahir	Driver H11

Source: <http://www.mdjl.gov.my>

1.7.2 Departments and Division in Jempol District Council

There are several departments in Jempol District Council which are:

- i. Department of Service Management
- ii. Department of Procurement
- iii. Department of Evaluation
- iv. Department of Environment and Health
- v. Department of Planning and Development
- vi. Unit of Stop Centre
- vii. Department of Engineering
- viii. Law Department

Besides that, there are also have a few division in Jempol Council such as:

- i. Law Division
- ii. Administration Division
- iii. Engineering Division
- iv. One Stop Centre Division (OSC)
- v. Financial Division
- vi. E-PBT Division
- vii. Information Technology Division
- viii. Evaluation and interpretation Division
- ix. Urban Planning Division
- x. Complaint and Council Management
- xi. License
- xii. Asset Management
- xiii. Enforcers
- xiv. Cleanliness
- xv. Landscape

1.8 CORE BUSINESS

To ensure Jempol District Council carrying on the business in line with its duty as stated in Local Government Act 1976, Jempol District Council as Local Authority functions to perform many tasks such as the following:

1. Public Health and Sanitation

It is refers to the responsibility of MDJL to ensure factor of environmental hygiene is always controlled especially sanitation systems. This is to prevent any spread of infectious diseases or epidemics. Nowadays, Indah Water Konsortium (IWK) take this responsibility in order to improve the health of the population.

2. Management and Waste Disposal

This function is very important and should be given a priority in creating comfortable and beautiful environment. The council must ensure that all the rubbish and domestic wastes is collected on schedule, drains cleaned, cut grass and incinerators is well maintained. To achieve this purpose more effectively in line with the Malaysian Government, Jempol District Council had privatized this responsibilities of management and waste disposal to the Southern Waste Management (SWM) to implement it.

3. Town and Country Planning

Based on this function, Jempol District Council is obliged to follow every aspect of the planning as outlined in the Local Plan Area (RTD) for development area plan. Local Plan was prepared with the aim of translating the aspirations of planning at the national level of the National Physical Plan (NPP). It also smoothest the strategic policies at the state level which is State Structural Design, Negeri Sembilan (RSN).

4. Environmental Protection

The function of Jempol District Council is to protect the natural environment in order to control the ecosystem. Any development needs to be done to meet the conditions or standards set before approval is granted.

5. Building Control

To implement this function, the Jempol District Council requires each building to be erected to submit the building plans. It is also compulsory for building owners who want to make any modifications. These controls are necessary to ensure the safety factor is not particularly neglected. Under this function, the purpose of use of the building is also controlled.

6. Economic and Social Development

Under this function, Jempol District Council need to provide infrastructure in developing social and economic activities. Provision of multi-purpose halls, playgrounds, recreational areas and other public facilities are some of the responsibility for local community Jempol District Council performed their social activities. While the preparation of a business center equipped with basic amenities Jempol District Council is an important function to develop the local economy. The functions of council's economic development such as production of business licenses, provision stores and markets.

7. Municipal Infrastructure Maintenance

Jempol District Council are responsible to maintenance the roads, drainage, public lighting and other public facilities owned by Jempol District Council. This is to ensure the well-being of taxpayers maintained. However, in performing this function one hundred percent successful, the council facing some constraints, especially financial and human resource constraints.

1.8.1 Client Charter

Every organization or business that provides services for the public will have their own client charter, this is as organization guideline to improve their services become more efficient and also to gain people's trust. Same goes with Jempol District Council, they have their own client charter as below:

Table 1.3

Jempol District Client Charter

BIL.	AFFAIRS	DURATION
1	License Ad	1 Hour
2	Business License No Risk	1 Day
3	License Billboard Outdoor	1 Day
4	Hawker License	1 Week
5	Risky Business License	1 Month
6	Reviews Pre Consultation Plan	2 Weeks
7	Government Land Application Review	2 Weeks
8	Revision Application Zoning and RTD	1 Hour
9	Purchase Area Development Plan	1 Hour
10	Renovation and Extension Plan Terrace	2 Weeks
11	Connections and Building Renovation Plan Regular	1 Month
12	A Building Plan	1 Weeks
13	Request for Quotations from Date Posted	1 Month
14	Certificate Project Claim	1 Week
15	Public Lighting Plan	1 Week
16	Earthwork	1 Week
17	Street and Drainage Plan	1 Week
18	Feedback Customer Complaints	2 Days

19	Complaints Regarding Waste and Emergency	24 Hours
20	Notification of Action Complaint Resolution	7 Days
21	Application for Transfer of Ownership of Premise	2 Days
22	Results Assessment Tax Valuation Objection	1 Week
23	General Assessment Tax Bill Issued	January 15 7 15 July Every Year
24	Payment Counter will be open	Monday-Thursday 8.00 am - 4.30pm Friday 8.00 am - 12.15 afternoon
25	Printed Receipts Results	5 Minutes
26	Payment Claim	14 Days
27	Complaints Investigation Disturbance	24 Hours
28	Resolve Complaint WiFi	1 Day
29	Application Processing Development Plan	45 Day
30	Resolution Complaints Concerning Trash	1 Day
31	Resolution Complaints Concerning Drains	1 Week
32	Resolution of Complaints Concerning the Grass	1 Week

Source: <http://www.mdjl.gov.my>

1.9 CONCLUSION

This chapter will explain the background of the organization. The organization that I had chosen was Jempol District Council, Negeri Sembilan. There are also have Jempol District Council's mission and vision, official symbols such as logo and policies that all the staff has been practiced in the working place.

In this chapter also shows the organization structure where this structure tells who in the top management, middle management and the support management. From that, we can see the organization has many departments and division. Therefore, this chapter provided the list of departments and division in Jempol District Council.

Besides that, this chapter also provided the core business of the Jempol District Council. Last but not least, this chapter provided Client Charter that became a guideline in delivering their services.

CHAPTER 2: SCHEDULE OG PRACTICAL TRAINING

2.1 INTRODUCTION

This chapter will explains on the report and summarize the daily training that extracted from Log Book. The report will start from the beginning of the practical training (20th July 2015) until the end of the practical training (15th September 2015) period.

2.2 SUMMARY SCHEDULE OF PRACTICAL TRAINING

2.2.1 Week 1 (20th July 2015 until 24th July 2015)

In the first week of internship, I had learnt many basic tasks that I supposed to know. As the first day of the internship on 20th July 2015 (Monday), after registration, Mr. Hafizal (Chief Clerk) asked me to sign agreement form. This form is to ensure that any confidential information is protected. After that, Mr.Hafizal had explained on appropriate dress code, rules and regulations, working hour and punch card in and out for my attendance. Then, he had introduced me to Yang DiPertua, Secretary, supervisor in charge on the practical students and all of the staffs in each division of Jempol District Council such as License and Stall Division and Administration Division. I was assigned in Administration Division because this division related to Administrative Science Course.

In this week also, I had learnt how to use all the equipment that has in the office such as photocopy or scan machine properly that conducted by Mr.Kesvaran. Mr. Kesvaran also taught me the proper way to fold a letter and record reference number before his post the letter. I also learnt how to find files that needed by staffs and how to use cabinet file. The cabinet file contains confidential file such as Service Book, Employee File and Confidential Letter. Since, the new month will coming soon, I need to prepare new punch card for all the staff of Jempol District Council.

In every organization especially public organization, minute a letter into file is a basic task that every employee needs to know. Thus, Mrs. Nurul Jannah had taught me the right format to minute a letter into file. For example, for letter that in into files, I need to record it by using red pen and black pen for letter out from file. I also need to register the cheque received by Jempol District Council. The cheque usually received from the taxpayers. I also exposed to record the received letter by all the department of Jempol District Council. All the tasks are the administration tasks because the task related to the office administration, file management and process flow.

I also got a chance to know the leave application process that conducted by Mrs. Intan Hayura through Human Resource Management Information System (HRMIS). She had explained to me that she has authority to approve leave request from lower management. However, for leave request from upper management, she only has authority to support only and Yang DiPertua only has authority to approve. This task also can be categories as services because this task related to leave application process. On Friday, Jempol District Council staff practiced 5S practice. 5S is a Japanese Culture that focusing on generating a quality work environment. Therefore, all of the staff spent five minute to clean the office.

2.2.2 Week 2 (27th July 2015 until 31st July 2015)

In the second week of internship, I need to fax a letter and make some of photocopies of receipt and Distribution List. I also need to minute a letter into file. This task is a common task that need to do by each staff. In this week, I also need to prepare Full Meeting Minute that will be conducted on 31 July 2015 (Friday). Thus, I must make 25 photocopies of meeting minute and binding it. Besides that, Mrs. Nurul Jannah asked me to stamp Local Order Form. This Local Order Form must get a sign from Secretary for approval. Local Order Form is a form that related to any purchasing that made by Jempol District Council for example repairing air-conditioner, car service, food and drink for meeting and et cetera. Therefore, I need to stamp Secretary's name to that form to ease him to sign. This kind of task mostly related to financial task because this process is the one of the recording of financial flow in the Jempol Distrcit Council.

Jempol District Council staff are allowed to claim payment for overtime, miles or phone bill (not exceed RM80.00). However, all those claims must be recorded into Staff Claim Book. Therefore, I need to record all the claims that make by the staff. Firstly, I need to record the type of claim such as OT for overtime, TEL for telephone bills and ML for miles. Then, I must record how much they claimed. The claims will be paid according to how much time for overtime, how much they paid for phone bill and how far they go to perform their duties. Besides that, I need to fill all the information about payment voucher (*Baucer Pembayaran or BP*). I also need to write the date of Local Order Form, date of Local Order Form returned, Number of Voucher and its date. All this process very crucial as reference and an evidence of purchasing or payment made by Jempol District Council.

In this week also I had attended a meeting with supervisor in charge of practical student and some of staff in other department. This meeting involved all the practical students from each department or division of Jempol District Council. In this meeting, Mrs. Zarina as supervisor informed all practical students about "*Majlis Ramah Mesra Sempena Hari Raya*" that will be conducted on 31 July 2015 (Friday). The "*Majlis Ramah Mesra Sempena Hari Raya*" begins from 11.00 a.m until 1.00 p.m. Mrs. Zarina divided all practical students into a few group and delegated tasks for each group. In this event, I will in charge on cleanliness tasks. Lastly, Mrs. Zarina also explains the dos and the don'ts during that event because that event will be attended by the VIPs such as contractors and developers. This is to ensure the good image of Jempol

District Council. On 31st July 2015, I had attended that event and perform task very well. During this event, I also get a knowledge how entertain the VIPs and stakeholders of Jempol District Council. This section is more related with public relation task.

2.2.3 Week 3 (3rd August 2015 until 7th August 2015)

In the third week of internship, I had performed basic task same as week before such as make some photocopies, fax letters, stamps Local Order Form and find some file that required by the staff. I also minute the letters in and out of file. Mostly letters that I had minute into file were received from Government Secretary of Negeri Sembilan Office, Jempol District Office and other private organizations.

In this week, I has a new task, I need to keep the index copy into Index Copy (Administration Division) File. I also helped Mrs. Asmawana to record Special Financial Aid year of 2015 into the Staff Service Book. Besides recording Special Financial Aid, I also minute leave application that made by the staff and minute copy of certificates that received by the staff. The certificate such as Appreciation Certificate for Attending Seminar. Besides that, I got chance to open new file. This new file related to empty land at Evaluation division. In order to open a new file, I need to record account of land, number of lot, and the owner or developer of the land. Then, after open the new file, I need to minute the location plan and BP73A form into each file according to account of the land.

I also had performed task of keeping payment voucher and record claim payment that made by the staffs for Month of June. I also had placed a memo on information board. The memo is about Sport Day that will be conducted by Jempol District Council Sport and Recreation Club. Lastly, every Friday this organization will practicing 5S practices and all the staffs and I was cheer up the office such as decorating organization chart and disposing all the thing that not necessary. During this week, mostly task that I had performed related with office administration and file management.

2.2.4 Week 4 (10th August 2015 until 14th August 2015)

In the fourth week of internship, I had performed task of open new file at Evaluation Division. I need to record account of the land, number of lot and the owner or developer of the land. Then, I need to minute location plan, BP73A Form and list of evaluation notice into that new file. Besides that, I also had performed basic tasks such as find and keep file that required by the staffs such as Seminar File, Practical Training File, Full Meeting Minute File and. Other than that, I also had performed task of minute several letters into file, keep index copy into Index Copy (Administration Division) File and record claims from the staffs. I had performed all the task without supervision from her supervisor.

In this week, I was assigned in financial department and I need to paste Good and Service Tax (GST) code sticker on parking coupon. The price of parking coupon has been increased to RM4.00 per book after the implementation of GST. This parking coupon is one of the revenue of Jempol District Council. During perform this task, I must be honest and can be reliable. If not, Jempol District Council might lost their revenue. During this time, I had perform the financial task. On 12th August 2015, Administration Division conducted their own “*Jamuan Hari Raya*” and all the staffs from all the department were invited. In this event, I got a chance to have a good communication with chiefs and staffs from other departments or divisions.

On Friday, I had practiced 5S practice which is sort by shredding papers. Any documents that not necessary must be shredded by the staffs. This is to ensure that the organization keep clean and organized. By practicing 5S, I was shredded job application forms of year of 2013. All the form is about personal details of applicants that selected for job interview.

2.2.5 Week 5 (17th August 2015 until 21st August 2015)

In the fifth week of internship, I had continued my work of opening new file for Evaluation Division. At this time, I need to minute Rejection Result into that new file according to its account number. I also continue her task to shred the application form because there are almost 300 of application forms that need to dispose. Besides that, I am still perform the same task as week before such as recorded Payment Voucher in Payment Voucher (BP) book, minute letter into file and registered cheque received by the organization in Cheque Registration Book.

In this week, Mrs. Salamah had brought me visiting their new office. The new office was opened for One-Stop Centre (OSC) Division and Town Planning Division. I also has been assigned to send files and documents that signed by Secretary. Besides that, I was assigned to make 100 photocopies of job application form. After make 100 photocopies of job applicants, I need to stamp "*Majlis Daerah Jempol*" on that form. This meant that the application form advertised by Jempol District Council. This form was submitted to front counter to sell it to the public. The public must pay RM1.02 to get that form. The sales of job application form also became one of the Jempol District Council revenue.

As 5s practice, I had transferred file from administration file room. I had arranged all the file according to number. This is to make all the file kept to be more systematic. This task also known as file management process. Since "*Raya AidilAdha*" coming soon, this week I had attended a talk about "*Penghayatan Ibadah Korban*". This talk was organized by Social Club. This talk also attended by other staffs from other departments.

2.2.6 Week 6 (24th August 2015 until 28th August 2015)

In the sixth week of internship, I need to prepare new punch card for all the Jempol District Council's staffs. This new punch card will be used for the next month and the old punch card will be collected by Chief Clerk. I also was assigned to submit Payment Voucher Book to the financial department. I need to submit this book because every payment that recorded must be checked and signed by authorized person.

Since the job vacant advertised for Jempol District Council, I need to make 300 copies of job application form to sell it to those who attracted to apply job offered by Jempol District Council. There are three positions that offered to the public which are Administration Assistant (N17), Enforcer Assistant (N17) and General Assistant (H11). The selected person will be hired contractually for certain period. I need to prepare this form until the close date of application. After preparation of application form, I need to stamp the application form that has been received by Jempol District Council. This is as evidence that council received their form on the date received. This is known as recruitment process.

Besides that, I also had performed basic task such as matching index copy with real index and kept it into Index Copy (Administration Division) File. I also need to make 22 photocopies of Floor Plan by Mrs.Jaslinda from Law Department. Furthermore, in this week I not only had to prepare minute of meeting for month of September but I also learnt how to prepare meeting room. I need to arrange label of name of the councilors, Yang DiPertua and Secretary according to the seat number. I also need to arrange minute of meeting properly before they start their meeting. This task related to meeting tasks task which are I need to prepare minutes of meeting and preparation of meeting room. On 26th August 2015, I unable to perform her duties since I took a sick leave.

2.2.7 Week 7 (31st August 2015 until 4th September 2015)

In the seventh week of internship, on 31st August 2015 was Independence Day and I was not perform her duties because of the public holiday. In this week, I need to manage all the application form that Jempol District Council received. Besides that, I need to arrange all the application form according to type of job. This is to ease the recording of applicant's information process. After that, I need to key in the data of applicant's information such as the name of applicants, applicant's address, number of identification card and the highest education level. Through this process, I able to know whether the form was complete or not complete. These processes also ease the selection process. This entire task are related to personnel task because I involved in personnel recruitment or appointed process.

As usually, I had performed basic task such as stamp Local Order Forms and minute letter into file. I need to record the date of letter in into file and title of the letter. This is because when the staff need that letter, it can be found easily. This task was done by me without supervision. I also matching the real index with the copy of index and keep them into Index Copy File for Administration Division. Lastly, on Friday, all the staff in Jempol District Council spent about 5 minutes before start to work and 5 minutes after work to make sure the office in clean condition. This rules applied after the implementation of EKSA. EKSA is a new practice that applied in government agencies for the betterment of 5S practices.

2.2.8 Week 8 (7th September 2015 until 11th September 2015)

In the eighth of internship, I need to finish her work to key in data of applicant's information for job vacant. This process happened for the whole week of eight. I was assigned to key in data for job of Enforcers Assistant (N17). This is to ease the selection of the right candidates. Every form will have their own number according to their number in the data that has been key in. I was successful to key in 325 of applicants for Enforcer Assistant (N17). This task that I perform for the whole week related to personal recruitment. I also perform task of minute letter into file and kept index copy. During this week, EKSA was practiced on Friday.

2.2.9 Week 9 (14th September 2015 and 15th September 2015)

In the last week, I had helped the other trainee to key in data of applicants for Administration Assistant (N17) and I also were successful key in data of all of the applicants for all the job offered by Jempol District Council. In this week also need to make photocopies, matching index copy and calculating number of VOT for “*Rekod Pembelian Terus Bagi Bekalan dan Perkhidmatan*”. On 15th September 2015, which is the last day of internship, all the staff from Administration Division had organized farewell celebration for me. Farewell celebration also attended by Yang DiPertua and Secretary. I had received appreciation certificate and gifts from Yang DiPertua. Yang DiPertua asked me to give a speech because he wanted me practices the public speaking.

2.3 CONCLUSION

In this chapter, I has been described the entire task that I had performed during their internship. I briefly explained what type of task that I have been done from the first week of internship until the last week of internship. All the task that I have been perform is all about office management, personnel, meetings, financial and services.

CHAPTER 3: ANALYSIS OF TRAINING

3.1 INTRODUCTION

Chapter 3 describes the analysis of the practical training. It specifically focuses on one of task as covered in the practical training handbook. It also should reflect definition of concept, demonstration of practical and theoretical aspects as how to relate all concepts learned in classroom at the workplace and how to transform knowledge gained at workplace to reinforce understanding on the concepts learned in classroom. Based on my scheduled of practical working experience and task of job description given under Chapter 2, it shows that, my practical experience was more focused on human resources and administration tasks at Jempol District Council.

3.2 TASK ANALYSIS

During an internship, I had done many types of work such as make photocopies, faxing, recording data, filing various form, minutes files and preparing book of minutes of meeting. During this time also Jempol District Council had several vacancies in their organization. Therefore, they offered that job vacancies to the public and I directly involved in preparing recruitment process. For this chapter, I will highlight on the area of preparing recruitment process as I found that preparing recruitment process tasks as one of the task that I do the most in Jempol District Council during practical training. I performed task on preparing job vacancy forms, collecting received forms, arranged all the forms according to the type of job and key in data of the applicants. I was attracted to this task and choose recruitment tasks as the area to be analyzed is because in my opinion, administration division of Jempol District Council needs more efficient and effective methods of recruitment. Recruitment process is one of the component in Human Resource Management. By performing the preparing of recruitment process, I able to relate this task with the subject that I had learnt in the classroom.

3.3 DEFINITION OF RECRUITMENT

Recruitment can be defined as the process of attracting individuals on a timely basis, in sufficient numbers and with appropriate qualifications, and encouraging them to apply for jobs with an organization (Stone, 2006). Recruitment also is any activity carried on by the organization with primary purpose of identifying and attracting potential employees. It meant that recruitment is a process of attracting a pool of qualified candidates and potentially to fill the job vacancy in an organization to survive and grow. Based on the definition was been given, the recruitment aims are to obtain a pool of qualified candidates for vacant posts, to use and be seen to use a fair process, to ensure that all recruitment activities contribute to organizational goals and desirable image of the organization and to conduct recruitment process in efficient and cost-effective manner (Margaret & Caroline, 1999).

3.4 TYPES OF RECRUITMENT

When a job vacancy exists, we need to decide the type of recruitment that can be used by the organization. There are two types of recruitment as following:

3.4.1 Internal Recruitment

Internal recruitment can be defined as searching qualified job candidates internally. In other words, the recruitment happens within the organization. This way will locating and encouraging internal potential applicants to apply for existing job opening. Internal recruitment also known as promotion of the existing employees with the organization. Some studies found that almost 80 per cent of organization used internal promotion that is one of the internal recruitment method for supervisory and managerial vacancies. Internal recruitment can improve the motivation and morale of the employees and increased the organization's return on investment in training and development. Unfortunately, internal recruitment also will make the employee fighting for promotion and affect their morale. In addition, internal recruitment will lead to inbreed of creativity and innovation (Stone, 2006).

3.4.2 External Recruitment

Nowadays, many organizations prefer to recruit from existing pool of employees. External recruitment can be described as searching qualified job candidates outside the organization to fill in job vacancies. The organization looks beyond their border to find the right person to the right job. There are many advantages from external recruitment such as the pool of talent is bigger. The best advantage for organization is the new employee can introduced new insights, skills and know-how into the organization. However, external recruitment more difficult in attracting and selecting new employees because it will incur more cost and time consuming. The new employee also takes longer adjustment and orientation, therefore, the organization need to provide training for them (Stone, 2006).

3.5 RECRUITMENT METHODS

Every organization has different methods to tell the qualified candidates about the job vacancies. The recruitment methods can be categories into internal and external methods as following:

3.5.1 Internal Recruitment Methods

In order to inform the existing employees about job vacancies, there are some ways that can be used by the HR manager such as Human Information System (HRIS), promotion and transfer.

3.5.1.1 Human Resource Information System (HRIS)

HRIS is a well develop and up-to-date data bank system of employees records. The databank contains of personal details, qualification and work history of each employees. These permit Human Resource Manager can check employees' work history and qualifications to identify the potential candidates through this data base and quickly locate potential candidates within the organization's workforce (Stone, 2006).

3.5.1.2 Promotion

Promotion is a process of movement of employee from lower management level position to higher level position. For example, Assistant of Chief of Accountant promote to become Chief of Accountant. Then, promotion will change in duties, responsibilities, status and salary of that employee. Internal promotion can improve the morale of the employee because employee will have a motivation to improve themselves from time to time. At the same time, promotion also can helps the career development of the employees.

3.5.1.3 Transfer

Transfer is a process of relocating the employees with similar job duties and responsibility. A transfer is a lateral movement within the same grade from one job to another job. Sometimes, transfer can lead to the changes of the duties and responsibilities, working conditions but not salary. For instance, Mr Fahmi has been transfer to another branch of his company due to insufficient worker. Transfer can avoid from boredom by the employee.

3.5.2 External Recruitment Methods

HR department can use various methods to locate and attract external candidates. They usually look to more than sources and methods as following:

3.5.2.1 Advertisement

Recruitment methods were using media such as radio, newspaper, TV and industry of publications. Although online recruiting is changing the way HR managers approach for recruiting, advertising in local, state and national newspapers still used by many organization. For instance, Jempol District Council used *Utusan Malaysia* to advertise their job vacancies. To be effective an employment advertisement must have attention-grabbing headlines and applicant-friendly copy, and must specify the personal qualities, formal qualifications, knowledge and skills necessary for success (Stone, 2006).

3.5.2.2 Online Recruitment

This method known as e-recruitment because it is conducted through internet. Recruiting on the Internet present a major change to the way in which companies traditionally recruit personnel. Now, companies can post their vacancies by location and occupation via their own web-site or online job centers. Through e-recruitment also enable the job seekers can post their resume and job interest (Stone, 2006). This method also very effective as well as less expensive.

3.5.2.3 University Recruiting

Many public and private organization recruit young professionals and management trainees directly from their universities and colleges. This is usually done via university appointments boards and careers advisory services. The vacancies are advertised through email or on notice boards and campus interviews are arranged (Stone, 2006). For example, in UiTM have one program that called “Career Attacks” program will help the final semester student to get a job after them finishing their studies. The public and private organization will offer their vacancies to the students and conduct interview session.

3.6 RECRUITMENT PROCESS

There are several process of recruitment that needs to be followed. The first process is identify the needs or requirement of Human Resource. This is to identify the sufficient number of the employee. If there is a shortage, the company or organization has to look for manpower. The second process is identify alternative to recruitment options. The organization need to identify the other alternatives that available for them to overcome the shortage problem. They find the other alternatives because recruitment process very costly and consuming more time. The organization can overcome the shortage of employee with the alternative of overtime, reschedule the work, employee leasing and student attachment. The third process is if the alternative to recruitment cannot fulfill the shortage of manpower, they have no options and they need to conduct the recruitment process. The fourth process is identify sources of recruitment. In this process, the human resource manager must identify the recruitment source that they will conduct whether internally, externally or both sources. Each recruitment source have their own advantages and disadvantages that need to recognize by the human resource manager. The last process is identify the method of recruitment. This is very crucial in order to reach the qualified candidates (Stone, 2006).

3.7 PREPARATION TO RECRUITMENT

Before recruitment process will be conducted, the human resource manager need to prepare the job analysis. It meant that job description and job specification of the vacant position are prepared. Job description will briefly explains about the job title, the duty and responsibilities, accountability and authority. While the job specification is about the experience, qualifications, knowledge, skills and abilities and personal qualities that must have by the applicants to apply that position. This would give an idea of the ideal candidate that should be recruited to fill the position.

3.8 APPLICATION

Based on my observation, Jempol District Council practiced well the recruitment process. During practical training, Jempol District Council had a shortage number of the employee. The vacant positions were assistant of administration officer (N17), assistant of enforcer (N17) and general assistant (H11). Then, the human resource officer prepared job specification for each vacant position before the recruitment process. After the preparation of job specification, they publicize those vacant positions through the advertisement. They advertised the vacancies to the public through Jempol District Council official website, Jempol District Council notice board and *Utusan* newspaper. Therefore, the applicant can get that form from Jempol District Council counter by their self or download it from their official website. On 2nd September 2015, the application of job vacancies was closed. I responsible to collect all the form and arranged it according to the type of job offer. Lastly, I need to key in all the data of the applicants. This process of recording to ease the selection process because from this process of recording, we recognized the qualified candidates. The process of recruitment that has been done by Jempol District Council similar with the recruitment process in Human Resource Management subject.

3.9 CONCLUSION

In this chapter, I had analyzed the most task that I had performed. I had analyzed the preparation of recruitment process task. I also can relate the task with the subject that I had learnt in the classroom. I also briefly explain about the subject that I learnt in the class in this chapter such as the definition of the recruitment, the methods of the recruitment, type of recruitment and the process of recruitment.

CHAPTER 4: RECOMMENDATIONS

4.1 INTRODUCTION

This chapter highlights the strength and weaknesses of job or tasks assigned during practical training as discussed in Chapter Three, which is the preparation of recruitment process. The chapter also will recommend available solution for improvement in the future. Based on my experience working at Jempol District Council, there some strength and weaknesses of the preparation of recruitment process that they need to improve.

4.2 SWOT ANALYSIS

The SWOT analysis refers to the strength, weakness, opportunity and threat. I will use SWOT analysis on the task of preparation of recruitment process at Jempol District Council based on my experience. There are several improvements that can be done for them in order to create the efficient preparation of recruitment process at Jempol District Council.

4.2.1 Strengths

Nowadays, information technology is very crucial to gather any information and many organization or business used to promote their organization. Jempol District Council has their own official website (<http://www.mdjl.gov.my>) likes the other organization and business. This official website as a mean to inform the public about their organization, activities or products and services. During practical training, I had found that Jempol District Council used their Jempol District Council official website to advertise their job vacancies. This is strength of the preparation of recruitment process that I had found during practical training. In my opinion, online advertisement is a faster mean to inform the public due to the globalization. Besides that, online advertising is cheaper than newspaper advertisement. This is because Jempol District Council had to pay fee of advertisement according to length of time. The more time, the more fees that will be charged. Besides that, Jempol District Council also has their own database to record the applicants' information. They created that database to ease the selection process because from that database the authorize officer can recognize the qualified candidates.

4.2.2 Weaknesses

Jempol District Council also has weaknesses in their preparation of recruitment process. Recruitment need a systematic time management. This is to ensure that recruitment process can be done smoothly. This is also to ensure that the recruitment process did not take a long time because it may incur more cost. Same goes at Jempol District Council, they need a systematic time management for recruitment process. Based on my experience, Jempol District Council has weakness in their time management. During practical training, I found that time that offered to candidates to apply the job vacancies was too long. Due to this problem, there were many forms that sent by the candidates and it was not equivalent with job offered. When this problem happened, the waste of time will be occur and selection of right candidates will be slow. When the recruitment process is slow, the burden of work will be increased.

4.2.3 Opportunities

Preparation of recruitment process can help Jempol District Council get the right people to the right job at the right time. The right people meaning that the candidate has qualification needed to fill the job position. This is to ensure that all the staff in Jempol District Council able to increase the productivity and deliver a good service for the public. Besides that, the preparation of recruitment process also gave an opportunity to new staff or practical student to see or involve directly or indirectly in this process that practiced by Jempol District Council. This is because every organization or business has their own culture and methods of recruitment. Apart from that, the new staff and practical student also can gain knowledge and experience about recruitment.

4.2.4 Threats

Online advertisement has many benefits. However, online advertisement that has been used by the Jempol District Council also can be a threat. It is become a threat when there are some people cannot access for internet due to the geographical or locality. Then, the probability to reach qualified candidates at rural area become less. This is because they may not able to see the job vacancies offered by Jempol District Council. Shortage of budget also may become a threat. Recruitment process is very costly and it consumed time due to several procedures. Therefore, shortage of budget may interrupt the process of recruitment in an organization. For example, the recruitment process only occurs internally due to insufficient budget to recruit new people for organization.

4.3 RECOMMENDATIONS

In order to create the effectiveness of preparation of recruitment process, I want to suggest Jempol District Council used e-recruitment. e-recruitment also known as online recruitment, is the practice of using technology and in particular web-based resources for tasks involved with finding, attracting, assessing, interviewing and hiring new personnel (Rouse, 2012-2015). The purpose of e-recruitment to make the process involved more efficient and effectiveness as well as reduce the administrative and financial burden of recruitment.

e-recruitment very helpful for Jempol District Council because e-recruitment enable an organization shorten their recruitment process because traditional way take more time. The hiring process is still in the same procedures but it can be shorten because through e-recruitment, human resource manager can advertise the vacancy in specific job position to organization's official website. Thus, the publics can see that advertisement and can attract the candidates to apply that job offered by them and candidates can directly submit their resume to database.

Besides that, e-recruitment helps an organization save cost. That mean organization does not have to pay cost of advertisement. This is because by doing advertisement through newspapers or electronic media such as television or radio, organization need to pay that advertisement for some period until they found a qualified candidate. But e-recruitment enables HR manager to advertise the vacancies freely without any charges and at any time without time frame.

In addition, e-recruitment gave opportunities to all applicants who are attracted to apply the job offer by an organization. Online recruitment also can reach a larger pool of potential employees. Social media is increasingly being use in e-recruitment as a way to quickly reach out to potential candidates. Besides that, the organization also no confined to the local talent pool. With internet connecting people from all over the world, using online recruitment can lead organization to international talent.

4.4 CONCLUSION

This chapter explains about the SWOT analysis which is refer to strength, weakness, opportunity and threat at Jempol District Council. Jempol District Council has strength on their advertisement strategy for recruitment process and they have their own database to ease them to select qualified candidates but they have a weakness on time management. However, Jempol District Council also has opportunity to get qualified candidates from that preparation of recruitment process and gave a chance to practical student and new staff in enhancing their knowledge and experience. There are also have threat of recruitment process such as shortage of budget. Lastly, I recommended a solution to improve the preparation of recruitment process for Jempol Distrcict Council.

CHAPTER 5: CONCLUSION

5.1 INTRODUCTION

This chapter will conclude all the chapters in the report. Apart from that, this chapter will also discuss about the experiences in performing duties that I had never done in classroom before.

5.2 CHAPTER ONE

Chapter one represents on the background of the Jempol District Council. It is also introduced the administration division where I had attached to during practical training. Jempol District Council has their own way to administering their organization and servicing the public.

There are six core business of Jempol District Council in administering and servicing which are as follows:

- i. Public Health and Sanitation
- ii. Management and Waste Disposal
- iii. Town and Country Planning
- iv. Environmental Protection
- v. Economic and Social Development
- vi. Municipal Infrastructure Maintenance

5.3 CHAPTER TWO

In this chapter, it shows on the flow of tasks that I had been done within nine weeks of internship. Chapter two also consists of description of tasks done by day and summary of the tasks by week. By viewing this chapter, we can see whether the tasks that had been given related to the subject learnt in classroom. During internship, most of the tasks that that has been given to me as related to the subjects learnt in classroom. This is because division that I had attached was administration division and mostly the tasks that assigned to me related to administer the organization.

According to the schedule, we can also detect whether the division misuse the practical student or not by giving them unnecessary tasks to be done such as making coffee for the staff in that organization. These types of tasks are called clerical works where the tasks are not suitable for the practical student. Practical training is provided for the students as their preparation to enter the actual working environment and gain experiences from it. The practical student also will apply the subject that they had learnt in classroom in the real working environment. By analyzing to the schedule in this chapter, we can see that the division fully utilizes me by giving tasks which are suitable with my abilities. The division does not take advantage on me by asking me for unnecessary tasks. Moreover, the division showed me the real management environment for my experience.

5.4 CHAPTER THREE

Chapter three represents the relationship between the theories learnt in various subjects within my course and all tasks that were given to me during the internship. In this chapter, we identified which area of tasks that had been done and relate it with the subject that had been learnt.

According to the schedule of internship, the most of tasks given to me during internship more related to human resource management subject that is recruitment. The process used is more on preparation of recruitment process. This is because I need to make photocopies of job vacancy forms to sell it to the publics. Then, I will accept all the forms that sent by the candidates. Then, all the forms will be arranged according to type of job. Last, I must key in all the data of candidates to the database.

At Jempol District Council, they follow the accurate procedures of preparation of recruitment process. This is because, before the recruitment process, they prepare the job description and the job specification. After that, they advertised the job vacancies via various methods with specific time. When the duration of application finish, they start to select the right candidates. Thus, I able to relate all the process of recruitment happened in Jempol District Council with the subject that I learnt in classroom.

The relationships between the process, theories and the task had strengthen my knowledge about recruitment in an organization. This is because I had saw and experience the actual flow of the

preparation of recruitment process. It is also made I understand on the theories work and how to use it. In addition, this has given me deeper knowledge on this field.

5.5 CHAPTER FOUR

The chapter deals with the SWOT analysis of the organization that I had attached to during internship. In this chapter, I come up with a suggestion or recommendation from this analysis as it had determined the strength, weaknesses, opportunities and threats of the division as a whole. Once the organization is aware about the weaknesses and threats faced by them, they must come up with strategies to overcome. This is to ensure effectiveness and efficiency while doing their job,

From this analysis, Jempol District Council can make their strengths better for the future so it can become more effective. This organization also must use their strengths and opportunities as their competitive advantage. The organization also must find ways to overcome the weaknesses and threats which can be the challenges for organization to achieve organizational mission, vision and objectives.

By doing SWOT analysis, I have come up with a solution to overcome the weaknesses and threats to improve the effectiveness of the organization activities. The solution that I recommended is the updated methods and can give many benefits to the organization and also for the public.

In the nutshell, the practical training at Jempol District Council had given me a chance to experience about the real working environment. At the same time, practical training also had given a chance to me to apply what I learnt in class into his daily works. The experience also had taught I that related knowledge was very crucial for each employee in order to perform their duties.

5.6 CONCLUSION

During practical training in Jempol District Council, I gain a lot of benefits during that time. There are many benefits that I get from the practical training.

The first benefit is I can increase my confident level. Before this, I do not have any experience to work in any organization. Therefore, when my first day of training, I felt nervous in order to adapt with the new environment in my workplace since I have no working experiences. I also felt so afraid to get know the staff in my department because they are has different age level and academic qualification. However, the supervisor and all the staff in that division were very supportive. They helped me to work in proper way in order to accomplish all tasks given. When time passed by, I was able to cope with working environment and can accomplish all the task given with little supervision of supervisor in-charge or the staff. This way helps me to increase my confident level to enter the actual working environment.

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APPENDIXES

**BORANG PENGESAHAN
KEHADIRAN PELAJAR LATIHAN PRAKTIKAL**

Fairuz Hidayat Merican bin Wan Merican
Penyelaras Latihan Praktikal AM228
Fakulti Sains Pentadbiran dan Pengajian Polisi
Universiti Teknologi MARA Sarawak
Kampus Samarahan 2
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SARAWAK

Tuan

**PENGESAHAN KEHADIRAN PELAJAR PRAKTIKAL
FAKULTI SAINS PENTADBIRAN DAN PENGAJIAN POLISI
UNIVERSITI TEKNOLOGI MARA, SARAWAK- SESI MAC – JULAI 2015**

Dengan hormatnya perkara tersebut di atas adalah berkaitan dan dirujuk.

2. Sukacita dimaklumkan bahawa organisasi kami dengan ini mengesahkan bahawa pelajar-pelajar berikut dari program Ijazah Sarjana Muda Sains Pentadbiran (AM228)/Ijazah Sarjana muda Pentadbiran Korporat (AM225)* telah hadir dan melaporkan diri bagi maksud menjalani Latihan Praktikal di organisasi kami. Ini adalah selaras dengan ketetapan yang dinyatakan di dalam surat kami bil...100-UITMKS (FSPPP/14/1)....., bertarikh 15.07.2015 tempohari.

3. Sayugia pelajar ini bakal menjalani latihan praktikal yang disyaratkan untuk tempoh mulai dari 20 Julai 2015 sehingga 15 September 2015. Maklumat pelajar yang melapor diri untuk menjalani latihan praktikal adalah seperti berikut:-

Bil	Nama Pelajar	No Matrik	Tarikh Lapor Diri
1	NUR AIN BINTI UYOP	2013393493	20 JULAI 2015
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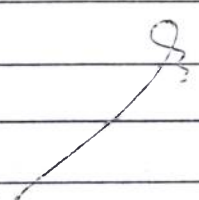



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UNIVERSITI TEKNOLOGI MARA
SURAT AKU JANJI PELAJAR LATIHAN PRAKTIKAL

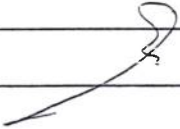
NAMA:	NUR AIN BINTI UYOP
NOMBOR PELAJAR:	2013393493
PROGRAM:	Am 228
SEMESTER:	5

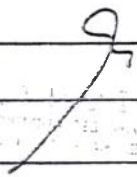
Adalah saya sebagaimana keterangan seperti di atas dengan ini berikrar dan berakujanji kepada Universiti Teknologi MARA (selepas ini disebut sebagai "Universiti") dan juga Fakulti Sains Pentadbiran dan Pengajian Polisi (selepas ini disebut sebagai "Fakulti") akan mematuhi segala perkara-perkara yang dinyatakan kemudian dari ini semasa atau sepanjang saya menjalani latihan praktikal yang berkenaan iaitu seperti berikut:-

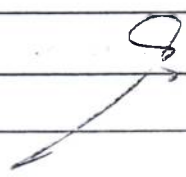
- a) Memastikan pematuhan dari aspek disiplin terutama dari segi pakaian, masa, tingkah laku dan kelakuan dengan mengikut peraturan serta sahsiah ditetapkan oleh Universiti dan juga tempat di mana saya menjalani latihan praktikal;
- b) Menghormati ketepatan masa dengan hadir ke setiap kelas/perjumpaan dengan pensyarah atau kakitangan Universiti atau pun dengan penyelia atau staf tempat saya menjalani latihan praktikal;
- c) Menghormati segala latihan yang diberikan oleh pensyarah atau staf Universiti serta staf tempat di mana saya menjalani latihan praktikal dengan melakukan segala latihan akademik dan praktikal yang diberikan oleh pensyarah atau staf universiti dan staf tempat latihan praktikal;
- d) Menghormati ilmu;
- e) Menghormati pemindahan ilmu dari pensyarah atau staf Universiti dan juga staf di tempat saya menjalani latihan praktikal;
- f) Menyedari bahawa saya masih tertakluk kepada segala peraturan dan undang-undang yang dikuatkuasakan ke atas saya seperti termaktub di dalam Akta UiTM 1976 dan lain-lain peraturan yang dikuatkuasakan ke atas saya sebagai pelajar dari masa ke semasa;

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
22/7/2015 11/12/2015	1) Pn Nurul ask to check file from file cabinet	
12/12/14	<p>because there are some file was missing => check if there are file at wrong place</p>	
	<p>2) Need to find personal file (copy file) in Administration file room => the file containing the evaluation of Staff performances</p>	
	<p>3) Pn. Nurul teach me how to "Memintakan Surat Dalam Fail". => she show me the right format for "Memintakan Surat Dalam Fail". => she ask me to use red pen write word- ding letter in and black pen for letter out.</p>	
	<p>4) helping Pn Munsawati to replace new punch card for all the staff. => finish it by new incoming month.</p>	


DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
23/7/2015 July 2015 solan	<p>1) helping Pa Intan to approve leave request from the staff</p> <p>→ also support leave request from the staff</p> <p>→ Pa Intan approve leave request for lower management staffs.</p> <p>→ she also support the leave request from chief klatas in other units such as Unit Perumahan but Yang Di-Putra have authority to approve their leave or not.</p>	
	<p>2) learn how to fold letter properly</p> <p>→ fold "Surat edaran" (Majlis Rambah Merau Semipena Hari Raya)</p> <p>→ received by Enck Kesharan and Pa Selamiah</p>	
	<p>3) keeping receipt payment voucher (Bawak Bujang)</p> <p>→ and equipment that made for operations</p>	
	<p>4) keeping staff file (file that cut from administrator file room on yesterday)</p> <p>→ find new staff file from administration file room.</p>	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
24/5/2015 4/2015	1) learn how to place and find key room	
24.	or key cabinet	
	2) Go to financial department and submit registration book to Pn. Suszumi	
	3) Hand stamp "surat Edaran" and fold it	
	3) "Memintikan surat dalam fail" and keep the file into file cabinet.	
	4) Open new file to keep staff information → Staff performances.	
	5) Go to Skill and licenses department and submit "penyerahan gerai" letter to Pn. Susu	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
27/ July 2015	1) Open file cabinet	
Monday	2) find file and keep file	
	3) cut organization chart.	
	→ helping Pn Nurul prepare new organization chart.	
	3) need to "memintakan surat dalam feul"	
	4) I need to fax letter	
	5) stamp "surat pesanan Kerjasama"	
	→ this is to ease secretary to sign that form for confirmation	
	6) I need to photostat a receipt	
	→ I am helping Pn Nurul	

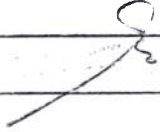
DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
28/7/2015	1) As usual, I need to open file cabinet and	
lay	I need to find several file	
	2) helping Enck Kesvaran to bind "Minit Mesyuarat Penuh"	
	→ this "Mesyuarat Penuh" will be conducted on Friday 31/7/2015.	
	→ there are have 25 sets of "Minit Mesyuarat Penuh".	
	3) registered and filled all the information needed in the "puku tuntutan".	
	→ this book, I need to write what type of "tuntutan" made by the staff.	
	→ For examples, for overtime work (OT) and "tuntutan Pengalihan Dalam Negara (ML)".	
	→ the staff will claim payment for this OT and ML and payment will be made according how much time they work and how far miles they go to the job required.	
	4) I need to photostat "senarai edaran"	
	5) "Meminitkan surat dalam fail".	

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
	→ received letter that received from Sunthanjaya, ^{Alihaji Raja} and ^{Menara} Tebuk.	
29/July/2015 Wednesday	1) Open file cabinet and find file required by the staff.	
	2) fill all the information in the book of "Bijang diantar untuk remanprasan". → need to write the date of LU, date of LU return, recorded no of voucher and its date.	
	3) "menaikkan surat dalam file".	
	4) Meeting with supervision Pn Larina and other staff from other department.	
	→ all the electrical students in all departments also attended the meeting.	
	→ Pn Larina inform about "Jamuah Hari Raya" that will be conducted on Friday 31 July 2015.	
	→ The "Jamuah Hari Raya" will be conducted from 11.00 a.m until 1.00 p.m.	
	→ She also inform what we need to wear for this event and she also inform	

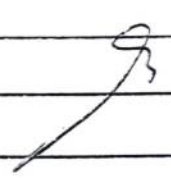
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	<p>what tasks - that we need to do</p> <p>→ all the practical student will be divided into several group such as a group that will serve VIP table, a group that handle all the food, a group that will ensure the cleanliness, and who will be a person to "sambut ketibaan jemputan" on that day.</p> <p>→ she also inform what the do's and don't's, this is to ensure the good image of the organisation.</p>	
	<p>5) Attend "Jamuan Hari Raya" at the Engineering Department</p>	
	<p>6) Proposal and staple</p> <p>→ 17 sets of "Minit Mesyuarat" from Jawatan Peng. Kelab Sukma & Kejuruteraan M.O.T.I.</p>	

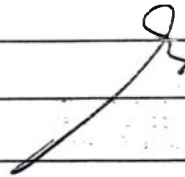
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARK
30/July/2015	① open file cabinet and find file	
Thursday		
	② helping Pn. Jaslienda photostat law letter and other related letter. → 6 sets.	
	③ helping Pn Asmawana to fill all the information into the service book "Buku Servis" → need to record the "Bantuan khas kewangan tahun 2015" into that book → they (staffs) get RM500.00 each person	
	④ Open new file for "Penilaian" department. → need to minute all the location plan and ... LD 72A form.	
31/July/2015	① Han Raya Event that conducted by	
Friday	Majlis Berekah Jempol	
	② In-charge for hygiene tasks.	
	→ need to make sure that all rubbish collected and place is clean	
	③ helping Puan Nihil staff purchasing	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	<p>→ application form (Borang Permohonan Pembelian)</p> <p>→ sent to financial department to acquired signature from authorize person.</p>	
31/8/2015		
Agust/2015	① Insert Inden copy into "salinan Inden Bahagian Pentadbiran" file	
Monday		
	② Stamp Local Order before send LO to Secretary	
	③ helping Puan Asmawana record "Bantuan Khas Kewangan" year of 2015 into service book	
	④ Like Pengambilan cheque back from front counter	
	⑤ "Memintikan Surat dalam fail"	
	⑥ open new file at "Penilaian" department -	
	→ Record land account, no lot and owner of the land	

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARK
	<p>→ need to minute location plan and EP 73A form into that file</p>	
<p>4/18/2015 Tuesday</p>	<p>① Photostat</p> <p>② Submit file to Puan Rustina at financial unit</p> <p>③ Register local Order</p> <p>④ keep payment voucher</p> <p>⑤ Open new file at "Penilaian" Department from 2:00 pm until 4:30 pm</p>	
<p>5/18/2015 Wednesday</p>	<p>① Open Cabinet file</p> <p>② Find file and keep file</p> <p>③ helping Puan Asmawana → minute certificate that received by the staff into their service book and also minute leave application that make by the staff → record "tuntutan khas kewangan"</p>	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	into service book	
	④ Photostat & Fax	
	⑤ Record claim payment made ^{by} staff that do overtime, claim of miles (Perjalanan) and telephone bills.	
	⑥ Put a memo on information board.	
6/5/2015 Thursday	① Photostat receipt (tax invoice)	
	② "minuted strip of Instruction of Public Service Examination	
	③ Fill in the information into BP book	
	④ Fill in and record OT, Tel bill and miles that claimed from staff staff.	
	⑤ Minute letter into file.	
7/8/2015 Friday	① Insert Inden copy into file and record it	
	② Record information of ML, Tel, & OT into BP book	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMA
10/August/2015 Monday	① Open new file and minute location plan, BP 73A form and notice of "pembaca" list at "penilaian" department	
11/August/2015 Tuesday	① Open new file and minute location plan, BP 73A form, notice of "penilaian" list at "Penilaian" department. ② Keep inden copy to Findex Copy (administration) file ③ Record claim that staff made for ML, or telephone bills.	
12/August/2015 Wednesday	① Administration department conducted Unmanned Search for all stage of ANTL ② Paste tax invoice (GST code) for parking coupon at Financial department	

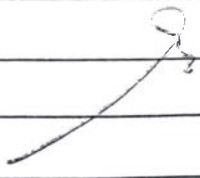
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
13/8/2015 Thursday	① Park tax invoice (GST code) on parking coupon at financial department ② minute letter into file	
14/8/2015 Friday	① 5s practice → shred paper - position application on JOB ② minute letter into file	
17/8/2015 Monday	① Photostat tax invoices, punch card ② print info Kelab Sukan & Rekreasi ③ Shred paper ④ Find file and keep it.	
18/8/2015 Tuesday	① open new file at "pencil department) → Insert BPTA form, location file and "notis pinduan"	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
19/8/2015	① Shred paper	
Wednesday	② Register cheque received	
	③ Minute file	
	④ Visit new office (OSC office) @	
	"Unit perancang bandar"	
	→ send file and letters that has	
	been signed by Secretary	
	⑤ Photostat and stamp "borang	
	permohonan jawatan kosong"	
20/8/2015	① Photostat and stamp "borang	
Thursday	permohonan jawatan kosong"	
	② Open new file at "Penilaian	
	Department"	
	→ Insert Rejection Result into	
	file according to the request	
	③ Fill the information into	
	BF book	

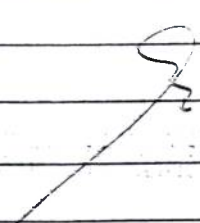
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
21/8/2015	① transfer file from administration file room	
	② minute letter into file	
	③ Attend a talk about "Penghayatan Ibadah Korban" that conducted by Biro Social	
	④ Photostat and stamp job application form	
24/8/2015	① Stamp job application form and send it to counter to sell it	
	② Preparing new punch card for upcoming months	
	③ Submit EP book at ^{financial} department to get sign from authorized person	
	④ Fax & shred papers	
	⑤ Fill the information into claim book @ "Buku Tuntutan Pegawai"	
	→ staff make claim for miles, overtime and others	

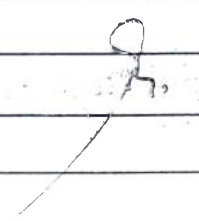
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
25/August/2015 Tuesday	① Photostat job application form → 300 sets.	
	② Preparing Minute of Meeting	
	③ Minute letter into file.	
26/August/2015 Wednesday		

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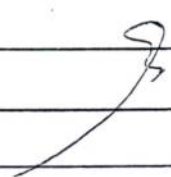
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
27/11/2015 24/11/2015	① Stamp job application form	
done	→ proved that MDJL has been received job application form that submitted by applicants.	
	② Matching copy of inden and insert it into its file (Inden copy (Administration) file)	
	③ Photostat floor plan (A3 size) → 20 sets	
	④ Preparing meeting room → prepare minute of meeting	
28/11/2015 30/11/2015	① Managing ^{work} application forms that received by MDJL	
	→ need to stamp the date application form that was received	

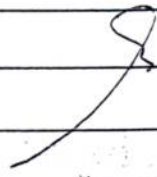
DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
31/8/2015 August 21	Independence Day	
Monday	→ Public Holiday.	
1/September/15 September 1	① Shred paper	
Tuesday	② Stamp Local Order letter	
	③ Managing the ^{work} application form that was received by UMDJL.	
2/September/2015	① Received work application	
Wednesday	form that sent by applicants	
	② Minute letter into file	
3/September/2015	① Minute letter into file	
Thursday	② Matching inden copy and keep it into file	
	③ Managing accepted job applications form	
	→ Arrange application form into position that offered.	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	⑤ Key in data of applicants as record → to ease the selection process	
4/9/2015 4/9/2015	① Key in data of applicants as record → to ease the selection process	
	② 5s practice @ EkSA	
7/9/2015 7/9/2015	① Key in data of applicants as record → to ease the selection process	
8/9/2015 8/9/2015	① Key in data of applicants as record to ease the selection process	
7/9/2015 7/9/2015 Monday	① Key in data of applicants as record to ease the selection process	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
10/9/2015 10/9/2015 Friday	① Key in data of applicants as record → to ease the selection process	
11/9/2015 11/9/2015 Friday	① 5.5 practice @ EKSA ② Key in data of applicants as record → to ease the selection process	
	③ Minute <u>letter</u> into file ④ Keep inden copy	
14/9/2015 14/9/2015 Monday	① Key in data of applicants as record → to ease the selection process	
	② Photo start	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
15/9/2015	① Key in data of applicants as record to ease the selection process	
	② Photostat	
	③ Matching index copy and kept it	
	④ Calculate number of vof for "Rekod Pembelian terus" Bagi Bekalan & Perkhidmatan	
	⑤ Farewell party for me	

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
	<p>3) Ask to key in data of received letter → I need to key in no. reference date of letter received the re letter, received from who and which department → this task also about office management</p>	
<p>21/7/2015 1 July 2015 Tuesday</p>	<p>4) help Pr. Jasilinda out the label for '5s' practices → less job since many staffs on leave</p>	

ATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
<p>20/7/2015 21/7/2015</p> <p>day</p>	<p>1) Briefing on working hour and dress code was handled by Chief Clerk, Enik Hafid → he also explain how to punch card (in and out). → Ce introduce me with the other staffs → ask for "Borang Pengesahan Kehadiran" and other related form → Sign Rules and Regulation Form → Ce ask Enik Kesवान to help me to fax "Borang Pengesahan Kehadiran" to UiTM. 2) Ce ask me get the registration book (cheque received) from the staff at front counter → he ask me to register cheque received in the registration book. → Every cheque received by the department must be numbered → the cheque named as "Bayaran Bil Cukai Taksi An" and received from Lee Siow Gee. → this task related to office management process 3) Need to keep file according to file number → file kept in "Kabinet Peketling".</p>	



**MAJLIS DAERAH JEMPOL
NEGERI SEMBILAN DARUL KHUSUS**

IKLAN JAWATAN KOSONG

Permohonan adalah dipelawa daripada Warganegara Malaysia dan keutamaan adalah kepada **warga Daerah Jempol** yang berkelayakan dan berumur tidak kurang daripada 18 tahun pada tarikh tutup iklan untuk mengisi kekosongan jawatan-jawatan seperti berikut:-

BIL	JAWATAN & GRED	KUMPULAN PERKHIDMATAN	JADUAL GAJI		JUMLAH KEKOSONGAN & TARAF JAWATAN
			MINIMUM	MAKSIMUM	
1.	Pembantu Tadbir Gred N17	Pelaksana	RM928.00	RM3,375.00	5 (Kontrak)
2.	Pembantu Penguatkuasa Gred N17	Pelaksana	RM928.00	RM3,375.00	2 (Kontrak)
3.	Pembantu Awam Gred H11	Pelaksana	RM837.00	RM2,619.00	3 (Kontrak)

1. SYARAT LANTIKAN, GAJI, ELAUN DAN CARA MEMOHON:-

- Sila layari laman web Majlis Daerah Jempol di alamat www.mdjl.gov.my
- Jadual gaji di atas tidak termasuk Imbuhan Tetap Khidmat Awam, Imbuhan Tetap Perumahan, Bantuan Sara Hidup dan elaun-elaun lain.

SYARAT-SYARAT LANTIKAN

1. PEMBANTU TADBIR (PERKERANIAN / OPERASI) GRED N17

1. Calon bagi lantikan hendaklah memiliki kelayakan seperti berikut:-
 - (a) Warganegara Malaysia;
 - (b) Berumur tidak kurang dari 18 tahun pada tarikh tutup iklan jawatan;
 - (c) (i) Sijil Pelajaran Malaysia atau kelayakan yang diiktiraf setaraf dengannya oleh kerajaan; atau
(Gaji permulaan ialah pada Gred N17: RM928.00)

- dan (d) Kepujian Bahasa Malaysia/Bahasa Melayu (termasuk lulus Ujian Lisan) pada peringkat Sijil Pelajaran Malaysia atau kelulusan yang diiktiraf setaraf dengannya oleh kerajaan.
(Keutamaan diberi kepada calon yang berkebolehan mengendalikan komputer dan/atau mengambil trengkas)

2. PEMBANTU PENGUATKUASA GRED N17

1. Calon bagi lantikan hendaklah memiliki kelayakan seperti berikut:-
 - (a) Warganegara Malaysia;
 - (b) Berumur tidak kurang dari 18 tahun pada tarikh tutup iklan jawatan;
 - (c)
 - (i) Sijil Pelajaran Malaysia atau kelayakan yang diiktiraf setaraf dengannya oleh kerajaan.
[Gaji permulaan : RM928.00]
 - (ii) Bekas anggota Polis Diraja Malaysia atau Angkatan Tentera Malaysia yang berpangkat Koperal ke atas dan telah disahkan dalam jawatan tersebut serta mempunyai rekod perkhidmatan yang baik dan berkebolehan bertutur, membaca dan menulis dalam Bahasa Malaysia dengan memuaskan.
[Gaji Permulaan : RM928.00] ;
 - (d) mempunyai syarat-syarat ukuran fizikal dan pancaindera seperti yang berikut:
 - (i) tinggi sekurang-kurangnya 1.57m bagi lelaki dan 1.53m bagi wanita tanpa bersepatu;
 - (ii) berat badan sekurang-kurangnya 48kg bagi lelaki dan 46kg bagi wanita;
 - (iii) mempunyai ukuran Indeks Jisim Badan (BMI) di antara julat 19 hingga 26;
 - (iv) mempunyai ukuran dada yang biasa sekurang-kurangnya 79sm dan semasa menarik nafas 84sm (lelaki sahaja);
 - (v) lulus dalam ujian penglihatan bagi mata kiri dan kanan yang diuji berasingan dengan ketetapan V/6/9 tanpa menggunakan cermin mata;
 - (vi) pengecaman warna dan pendengaran yang tidak cacat; dan
 - (vi) diperiksa dan diperakui sihat untuk berkhidmat oleh pangamal perubatan berdaftar.

Syarat Kelayakan Bahasa Melayu

Calon bagi lantikan dengan kelayakan di perenggan 1 (c)(i) hendaklah memiliki kepujian dalam subjek Bahasa Melayu pada peringkat Sijil Pelajaran Malaysia atau kelulusan yang diiktiraf setaraf dengannya oleh kerajaan.

PERINGATAN

Bagi tujuan pelantikan ke perkhidmatan awam, calon yang memohon jawatan yang **mensyaratkan kelayakan Sijil Pelajaran Malaysia** perlu memiliki sekurang-kurangnya keputusan berikut:-

- i) Lulus enam mata pelajaran termasuk Bahasa Melayu, dengan dua daripada mata pelajaran adalah di peringkat Kepujian dan selebihnya peringkat Lulus dalam satu peperiksaan; atau
- ii) Lulus enam mata pelajaran termasuk Bahasa Melayu, dengan dua mata pelajaran adalah di peringkat Kepujian dan selebihnya peringkat lulus yang dikumpulkan dalam dua peperiksaan dalam tempoh tiga tahun berturut-turut; dan
- iii) Memenuhi syarat kelayakan Bahasa Melayu iaitu Kepujian dan subjek-subjek tertentu seperti mana yang disyaratkan dalam skim perkhidmatan.

Nota: Syarat-syarat di atas dikecualikan kepada bekas anggota polis atau tentera yang sekurang-kurangnya berpangkat Koperal bagi jawatan Pembantu Penguatkuasa Gred N17.

3. PEMBANTU AWAM GRED H11

1. Calon bagi lantikan hendaklah memiliki kelayakan seperti berikut:-
 - (a) Warganegara Malaysia;
 - (b) Berumur tidak kurang dari 18 tahun pada tarikh tutup iklan jawatan;
 - (c) (i) Penilaian Menengah Rendah atau kelayakan yang diiktiraf setaraf dengannya oleh kerajaan;
(Gaji permulaan ialah pada Gred H11: RM850.00).

Syarat Kelayakan Bahasa Melayu

Calon bagi lantikan hendaklah memiliki kepujian dalam subjek Bahasa Melayu pada peringkat Penilaian Menengah Rendah atau kelulusan yang diiktiraf setaraf dengannya oleh kerajaan.

CARA MEMOHON:

- Permohonan hendaklah menggunakan Borang Khas dengan harga RM 1.00 yang boleh didapati dari Pejabat Majlis Daerah Jempol (Bahagian Kaunter). Pemohon juga boleh muat turun borang permohonan daripada laman web Majlis Daerah Jempol di alamat www.mdjl.gov.my.
- Permohonan hendaklah disertakan dengan sekeping gambar berukuran passport, salinan Kad Pengenalan, Surat Beranak, Sijil-sijil, Surat Akuan Majikan dan lain-lain dokumen yang telah diakui sah oleh Wakil Rakyat, mana-mana Pegawai Kerajaan dalam Kumpulan Pengurusan & Profesional atau Kumpulan Sokongan 1 yang diberi kuasa atau Penghulu atau Pengerusi JKKK yang mempunyai cap rasmi jawatan.
- Permohonan daripada Pegawai-pegawai yang sedang berkhidmat dengan Kerajaan/Badan Berkanun/Pihak Berkuasa Tempatan hendaklah dibuat melalui Ketua Jabatan masing-masing dan pastikan Kenyataan Perkhidmatan yang di kemas kini dan Laporan Penilaian Prestasi Tahunan disertakan bersama.
- Nama jawatan hendaklah ditulis di bahagian atas sebelah kiri sampul surat dan borang permohonan yang telah lengkap diisi hendaklah dialamatkan kepada:-

**YANG DIPERTUA,
MAJLIS DAERAH JEMPOL,
72120 BANDAR SERI JEMPOL,
NEGERI SEMBILAN DARUL KHUSUS.**

- **TARIKH TUTUP PERMOHONAN - 28 OGOS 2015**
- Permohonan yang berikut **AKAN DITOLAK** sekiranya:
 - a) Borang permohonan tidak lengkap
 - b) Tidak memenuhi syarat iklan
 - c) Tidak disertakan dokumen sokongan yang diakui sah dan tidak ditandatangani.

PERHATIAN:

- a) Hanya calon yang berkelayakan selepas tapisan sahaja akan dipanggil untuk temu duga;
- b) Pemohon-pemohon yang tidak menerima sebarang jawapan selepas 6 bulan dari tarikh tutup permohonan adalah dianggap tidak berjaya;
- c) Pentadbiran Majlis tidak akan bertanggungjawab atau menanggung segala perbelanjaan berkaitan dengan temu duga dan segala keputusan yang dibuat berkaitan dengan urusan ini adalah muktamad.



The entrance of Jempol District Council



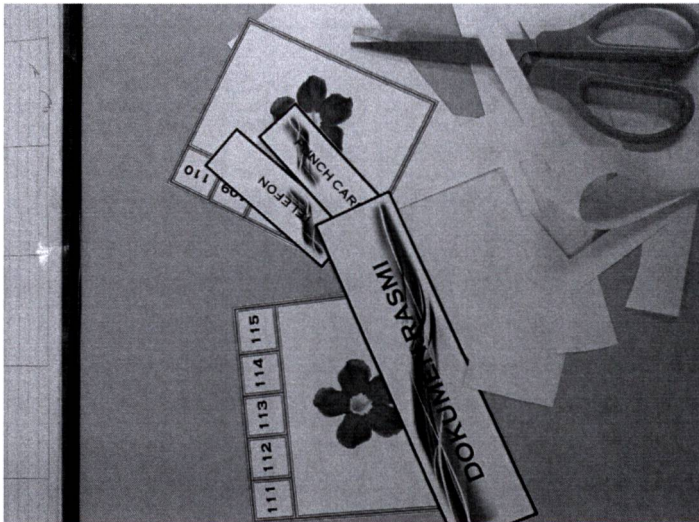
All the practical students meeting with supervisor



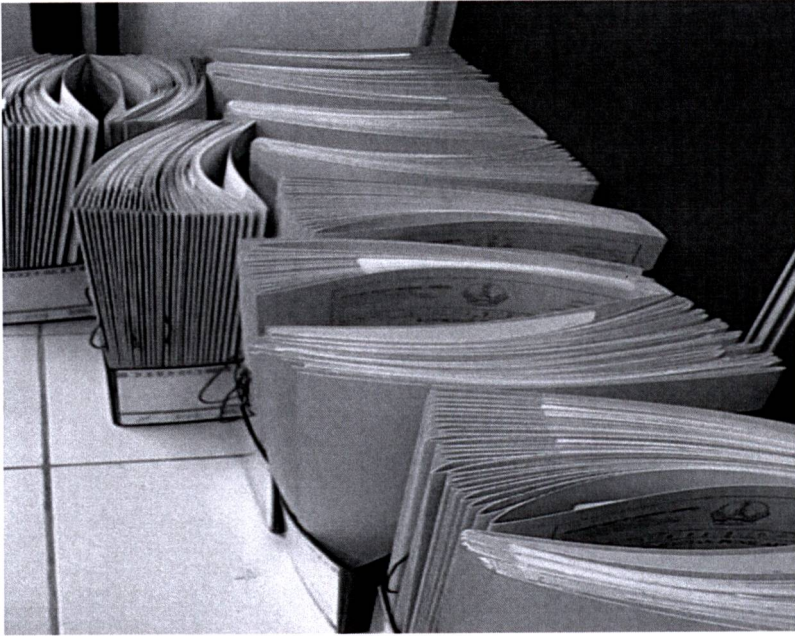
“Majlis Ramah Mesra Sempena Hari Raya”



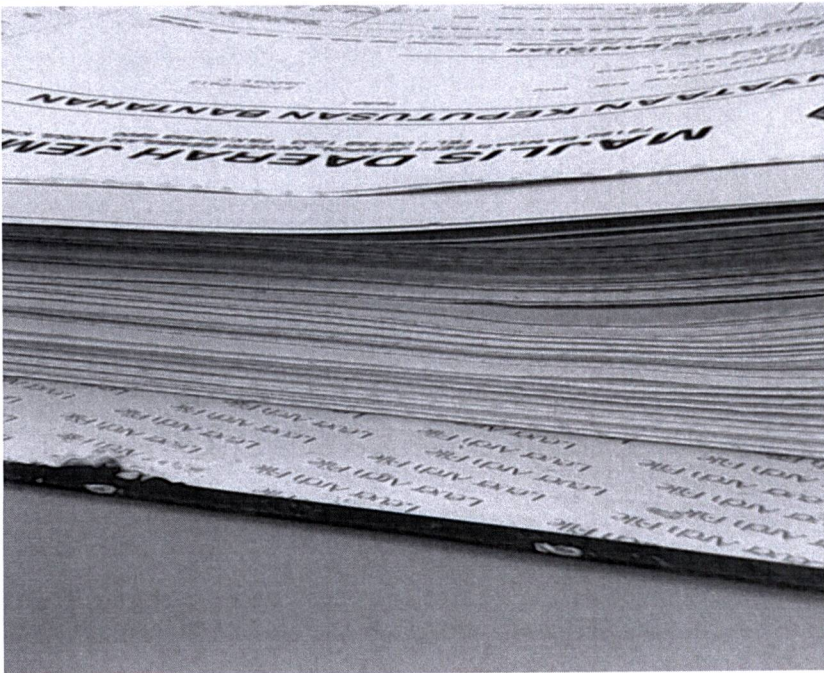
5s' Practice on Friday



Tagging and labeling for 5s' Practice



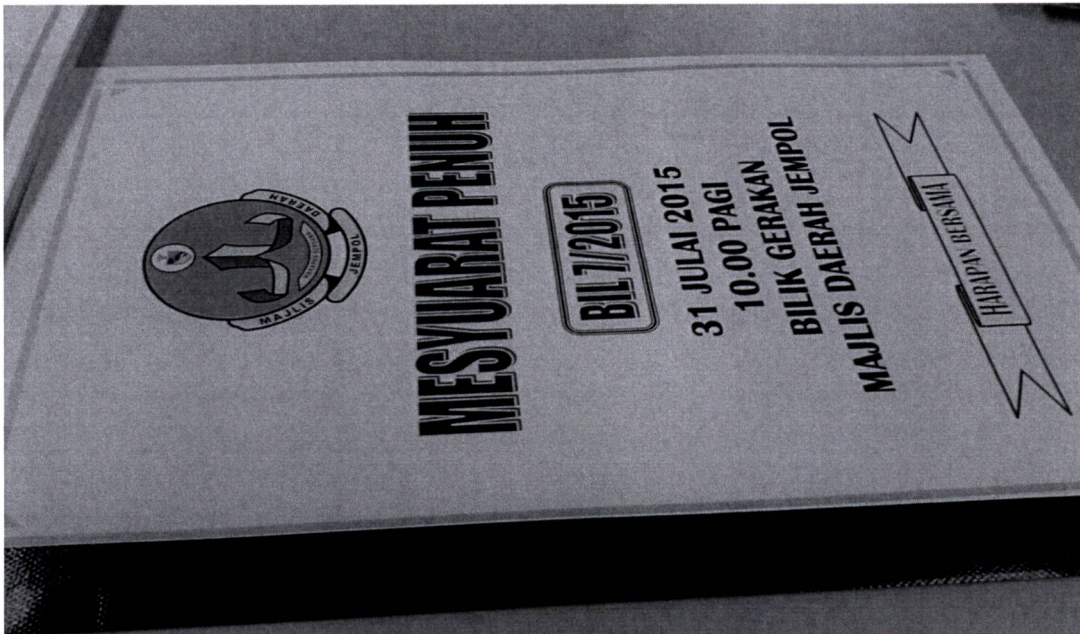
Open new files



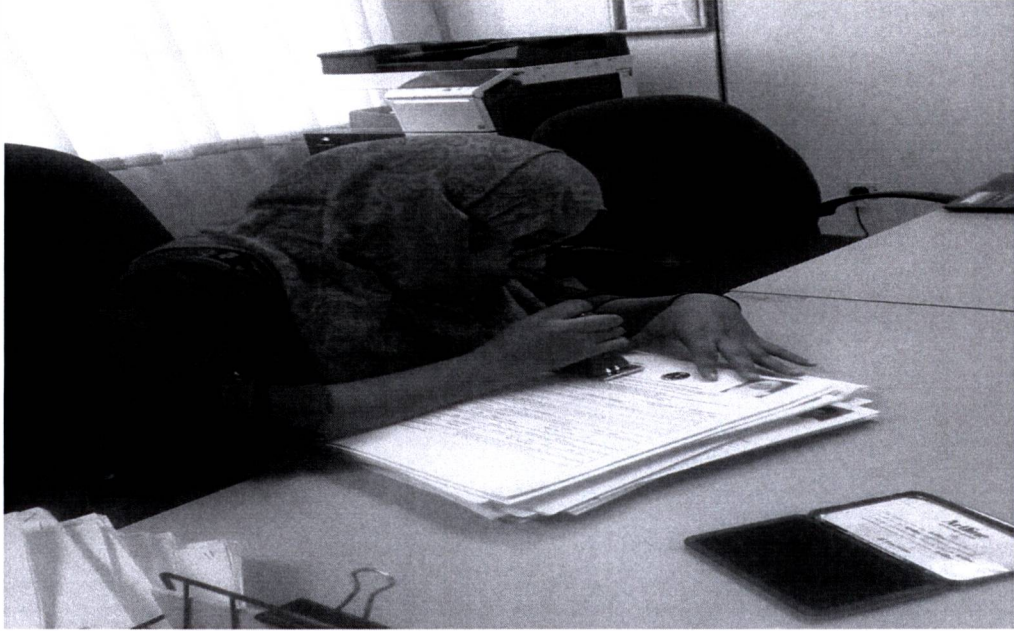
Statement of Rejection Result



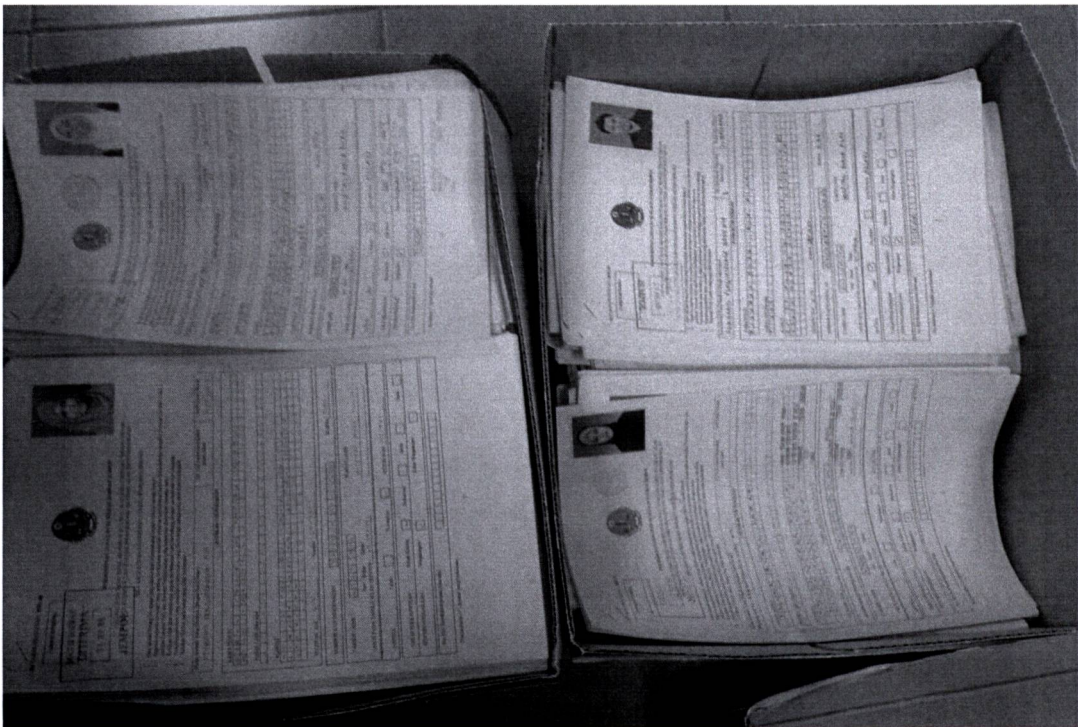
Preparing meeting room



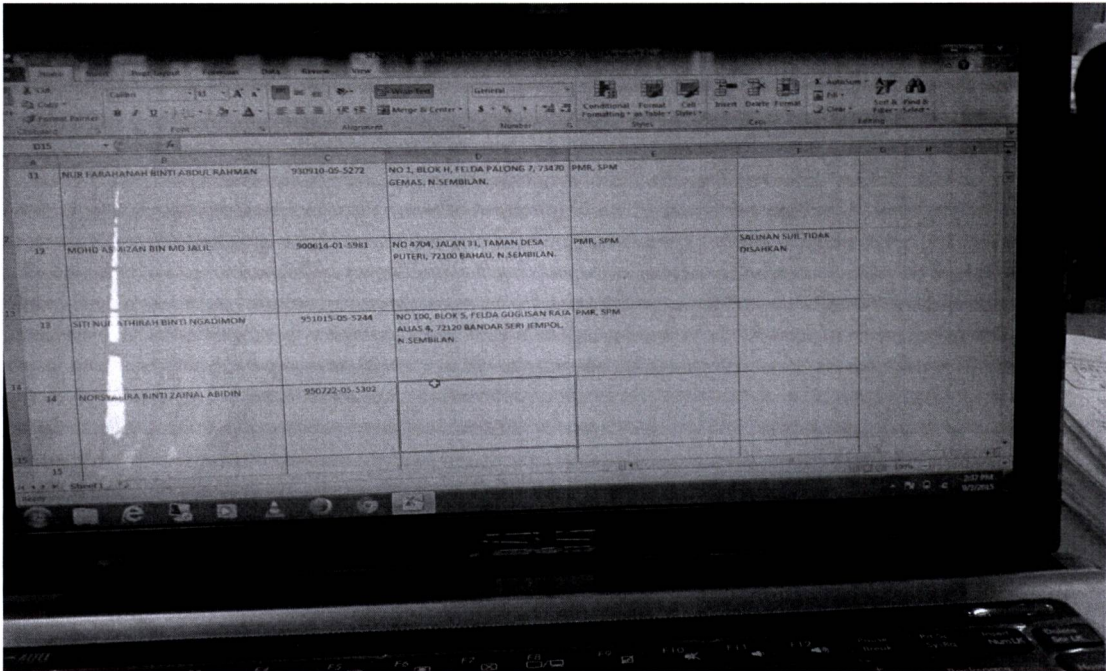
Preparing Minutes of Full Meeting



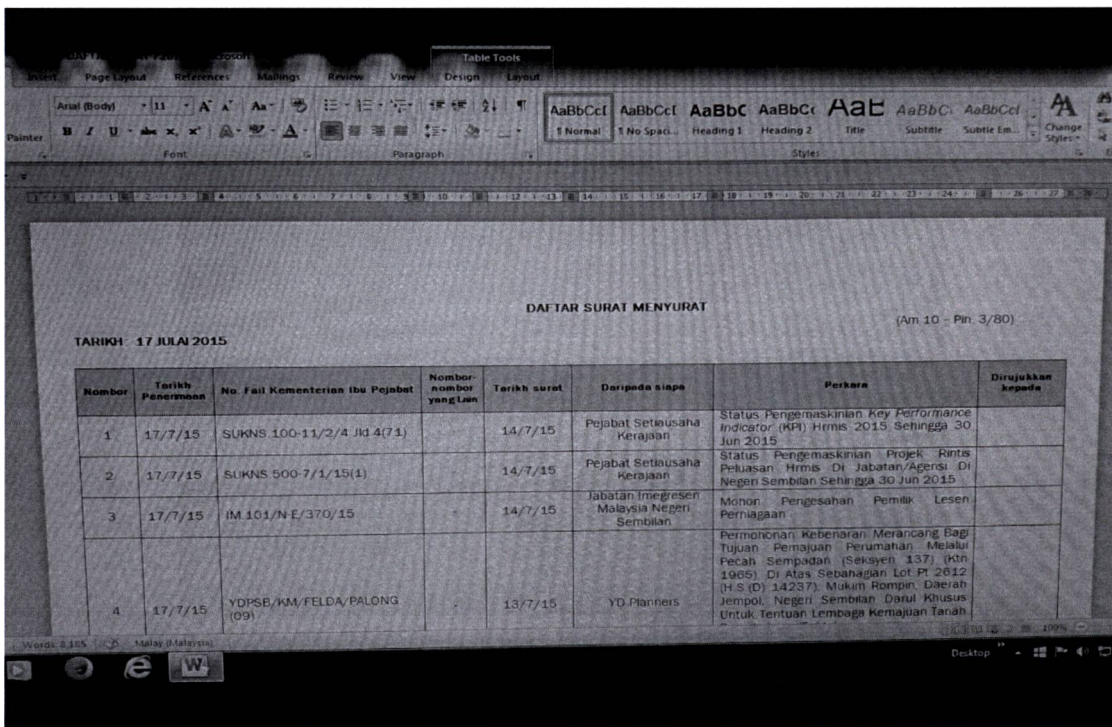
Received the job application form



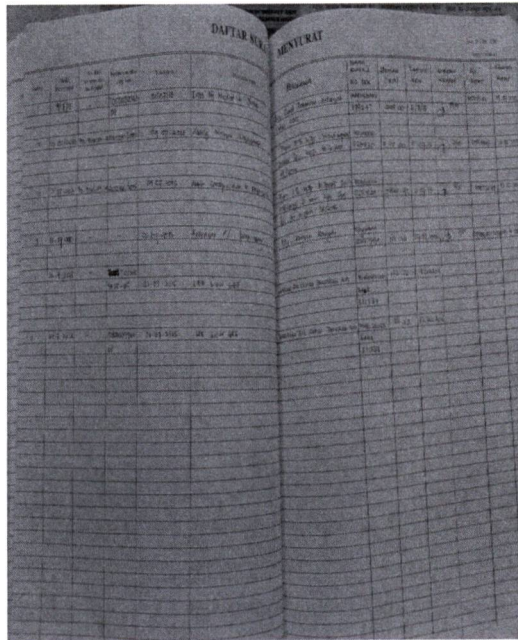
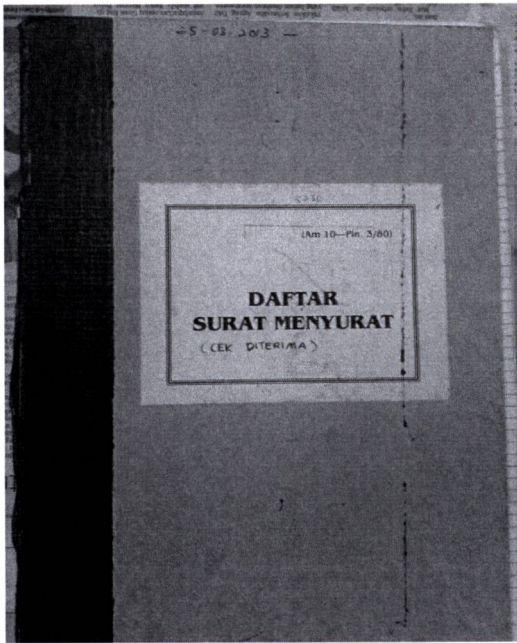
Arrange the job application form according to the type of job



Key in or record the applicants' information into the database



Record all the letter received by all the departments or divisions



PEJABAT MAJLIS DAERAH JEMPOL
72120 Bandar Seri Jempol
Negeri Sembilan Darul Khusus.
Faks : 06-4585800
Telefon : 06-4581233
06-4584852
06-4584858
06-4584859

BIL CUKAI TAKSIRAN AM
SETENGAH TAHUN KEDUA 2015

HONG LEONG BANK
24-05010
13 JUL 2015

Yap Seng Guan, Majlis Daerah Jempol
RM 54.00

ACC. NO. 2880009706
LEE SIOW GEE

RM 54.00
0.00
0.00
0.00
0.00

NO. 2 531538# 24-05010# 1080019708# 11

7050009901-01
54.00

JUMLAH DI BIL : 54.00
JUMLAH PERLU DIBAYAR 54.00

TARIKH AKHIR KEMASKINI PEMBAYARAN ADALAH PADA 05 JUN 2015
SILA ABAIKAN BIL INI SEKiranya BAYARAN TELAH DIBUAT
PENTING : SILA KEMASKINI NO. RAD PENGENALAN PEMILIK HARTA DIKAUNTER BAYARAN MOJL.

YANG DIPERTUA,
MAJLIS DAERAH JEMPOL

BIL CUKAI TAKSIRAN AM MAJLIS DAERAH JEMPOL

NAMA : LEE SIOW GEE
ALAMAT : NO. 11, JLN SEJAHTERA 1, TAMAN ACBE, 72100 BAHAU, NEGERI SEMBILAN DARUL KHUSUS

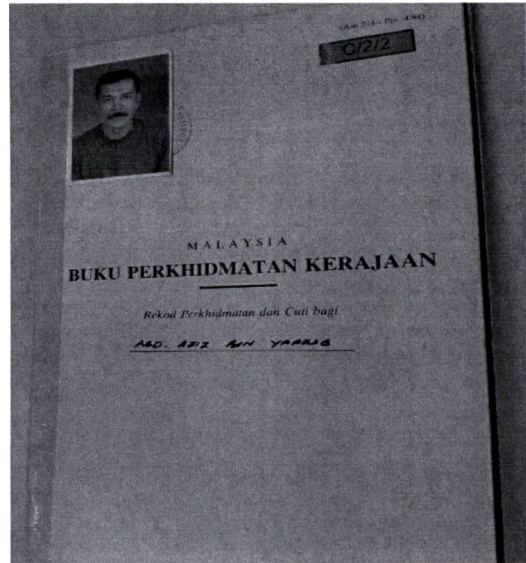
NO. BIL.	NO. AKAUN	TARIKH	NO LOT	NO PT	NO HAKMILIK	BUTIR-BUTIR BAYARAN	RM
2007725	7050009901-01	01/07/2015	831			BIL CUKAI TAKSIRAN	54.00
						BIL TOK CUKAI TAKSIRAN	0.00
						NOTIS E	0.00
						DENDA	0.00
						WARAF	0.00
						LEBIHAN	0.00

7050009901-01
54.00

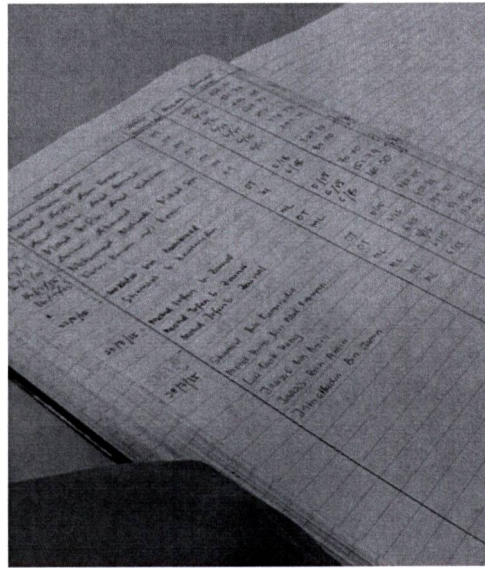
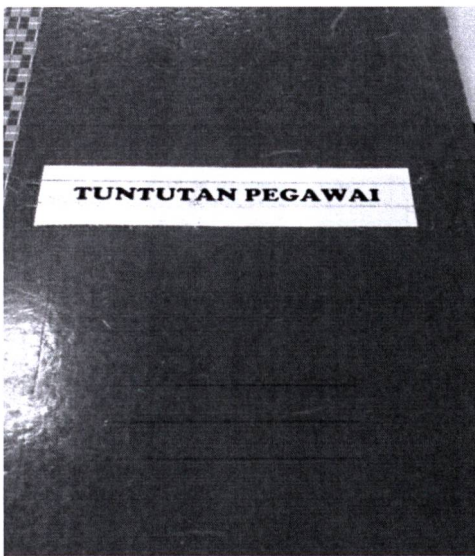
JUMLAH DI BIL : 54.00
JUMLAH PERLU DIBAYAR 54.00

Cheque Registration

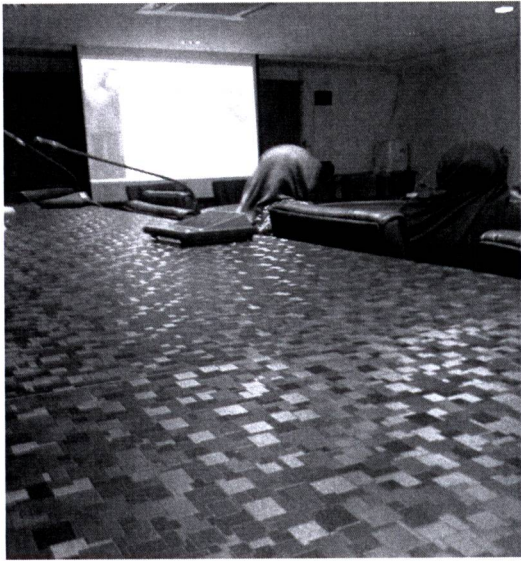
Kategori	Perkhidmatan	Tempat	Tarikh	Keputusan
M-16/17	MURUTER & PANGKALAN	PERKAMPUNAN BANGSA	12/12/2017	...
M-19/20
M-21/22	MEXKUMARAT / NURSUS / SEMENAN - PENGAL
M-23/24
M-25/26



Service Book



Book of Claim



Talk of "*Penghayatan Ibadah Korban*"



Farewell Party



"Penyampaian Sijil" by Yang Di-Pertua MDJL



Administration Division Staffs