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BACHELOR OF ADMINISTRATIVE SCIENCE (HONOURS)

PRACTICAL REPORT

LABOUR DEPARTMENT SARIKEI

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It gives me a great pleasure to express my greatest appreciation to all those people who had helped me along the training for five weeks starts from 22 January 2014 until 28 February 2014 until writing this report.

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Next, I would like to thank Labour Department Sarikei for giving me an opportunity to undergo my industry training there. I also would like to thank our supervisor Tuan Haji Rahman Bin Haji Masa'at as a Head Department of Labour Department Sarikei on his guidance, patience and support during my practical training here even though it just takes only for a short period which is five weeks.

I consider myself very fortunate for being able to work with a very considerate and encouraging staff in Labour Department Sarikei. Apart from that, I also have great moments here and have learned many new things and also gain new knowledge here for the future and as a practice for being a government staff from Labour Department Sarikei. Lastly, a million thanks to all staffs once again for this wonderful practical training moment.

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CHAPTER 1

Introduction of Organization

This chapter focus on the introduction of the organization practical training at “Jabatan Tenaga Kerja Sarikei” or Labour Department Sarikei include among others the background of the organization, objectives, organization policy, mission and vision of the organization , organization structure, core business of the organization and other relevant information pertaining to the organization.

1.1 Background of the organization

The headquarters of Labour department is located in Kuching. The Department of Labour, Sarawak (JTKSWK) was established by the state Government of Sarawak on 26th July 1960 with staff strength of 6 persons. Labour Office, Kuching was set up 9 years later followed by the other 10 Labour Offices.

Under the Inter-Governmental Committee (IGC) Report 1962, the director of Labour Sarawak is directly responsible to the Minister of Human Resources through the Secretary General on the administration of labour matters in Sarawak. With the formation of Malaysia on 16th September 1963, Department of Labour Sarawak was placed under the jurisdiction of the Ministry of Human Resources, or Ministry of Labour as it was known at that time.

Table 1.1 The establishment of Labour Department in Sarawak

Labour offices in Sarawak were set up as follow:-

Kuching	1 st January 1969
Miri	1 st January 1972
Sarikei	5 th August 1974
Bintulu	1 st July 1979
Marudi	1 st April 1986
Serian	29 th December 1989
Bakun	16 th June 1997
Kota Samarahan	16 th September 2009
Saratok	16 th December 2009
Lawas	16 th December 2009
Mukah	4 th January 2010
JobsMalaysia Centre Kuching	25 th January 2010
Betong	14 th June 2010

Source from: <http://www.jtkswk.mohr.gov.my>

On the 1st July 2003, Employment Services Section of The Manpower Department was merged with Sarawak Labour Department. The name ‘Jabatan Buruh’ was changed to ‘Jabatan Tenaga Kerja Sarawak (JTKSWK).

1.2 Objectives

The objectives of Labour Department are:

- 1.2.1 To safeguard the interest and the welfare of the industrial community
- 1.2.2 To ensure that priority of employment opportunities is given to local citizens
- 1.23 To assist industries to improve their competitiveness in facing the challenges of globalization
- 1.24 To create an industrial community that is well-versed in labour laws and labour matters towards a labour environment that is conducive for investment and industrial development.

1.3 Vision and Mission

The Vision and mission of Labour Department are:

1.3.1 Vision

Main catalyst towards excellence in private sectors labour management.

1.3.2 Mission

To strengthen labour administrations in upgrading the welfare of employees, interest of employers and widen job opportunities in fulfilling the needs of labour market.

1.4 Quality policy

The Department of Labour Sarawak is committed to handling all kinds of labour complaints for the sake of creating a harmonious environment in ensuring customer satisfaction which is to be improved continuously.

1.5Motto and Philosophy

The motto and philosophy of Labour Department are:

1.5.1 Motto

To ensure that the service of the department is constantly excellent, officers and staff are at all times required to exercise their creative minds in order to carry out their duties and responsibility

1.5.2 Philosophy

Philosophy of Labour Department clarifies the role of the department as a mediator between employees and employers in maintaining industrial harmony. The labour Department is confident that employees' and employers responsibilities will be fulfilled whilst their rights preserved.

1.6Core business / Function

The core business of Labour Department are divided by three unit:

1.6.1 Legislation and Advisory

1.6.1.1 To determine the labour policy in state

1.6.1.2 To give advice on labour legislations and labour matters

1.6.2 Administration and Enforcement

1.6.2.1 To enforce the labour laws.

1.6.2.2 To consider and decide on applications for licences and permits

1.6.3 Employment Service

1.6.3.1 Registration and placement of job-seekers.

1.6.3.2 Career guidance

1.7 Location of Labour Department Sarikei



Figure 1.1 View of Labour Department Office at Sarikei

Source from: <http://www.jtkswk.mohr.gov.my>

The Sarawak Labour Department Sarikei is located at the ground floor of Wisma Persekutuan Sarikei, Blok 2, Jalan Bangunan Kerajaan, Sarikei, Sarawak. There have many department share with this building including Immigration department. This is to ensure the Labour Department Sarikei easy to deal with Immigration in the same building. Labour Department need to deal with Immigration department because they also have handle on the hiring labour workers to those employer that might need it such in farm and plantation.

1.8 CLIENT CHARTER

1.8.1 Complaints

Labour complaint will be investigated and resolved within one (1) month from the date the complaint is received.

1.8.2 Labour case

Worker's claim will be enquired into and decision made within three (3) months from the date of the claim is filed.

1.8.3 Workmen's compensation

To issue assessment:

1.8.3.1 Temporary disablement cases

Assessment shall be issued within two (2) weeks from the date of receipt of complete documents.

1.8.3.2 Partial disablement cases and permanent total

Assessment shall be issued within two (2) weeks from the date of receipt of complete documents.

1.8.3.3 Fatal cases

Assessment shall be issued within two (2) weeks from the date of receipt of complete documents.

1.8.4 Licence to employ non-resident employee under Section 119 of Labour

Ordinance:

1.8.4.2 Letter of approval in principle (AP)

To produce letter of approval in principle AP decision within two (2) months from the date of receipt of completed application.

1.8.4.3 New licence under AP and replacement licence

New Licence and replacement licence shall be issued within two (2) weeks from the date of receipt of completed application.

1.8.4.4 Renewal licence

Renewal licence shall be issued within two (2) weeks from the date of receipt of completed application.

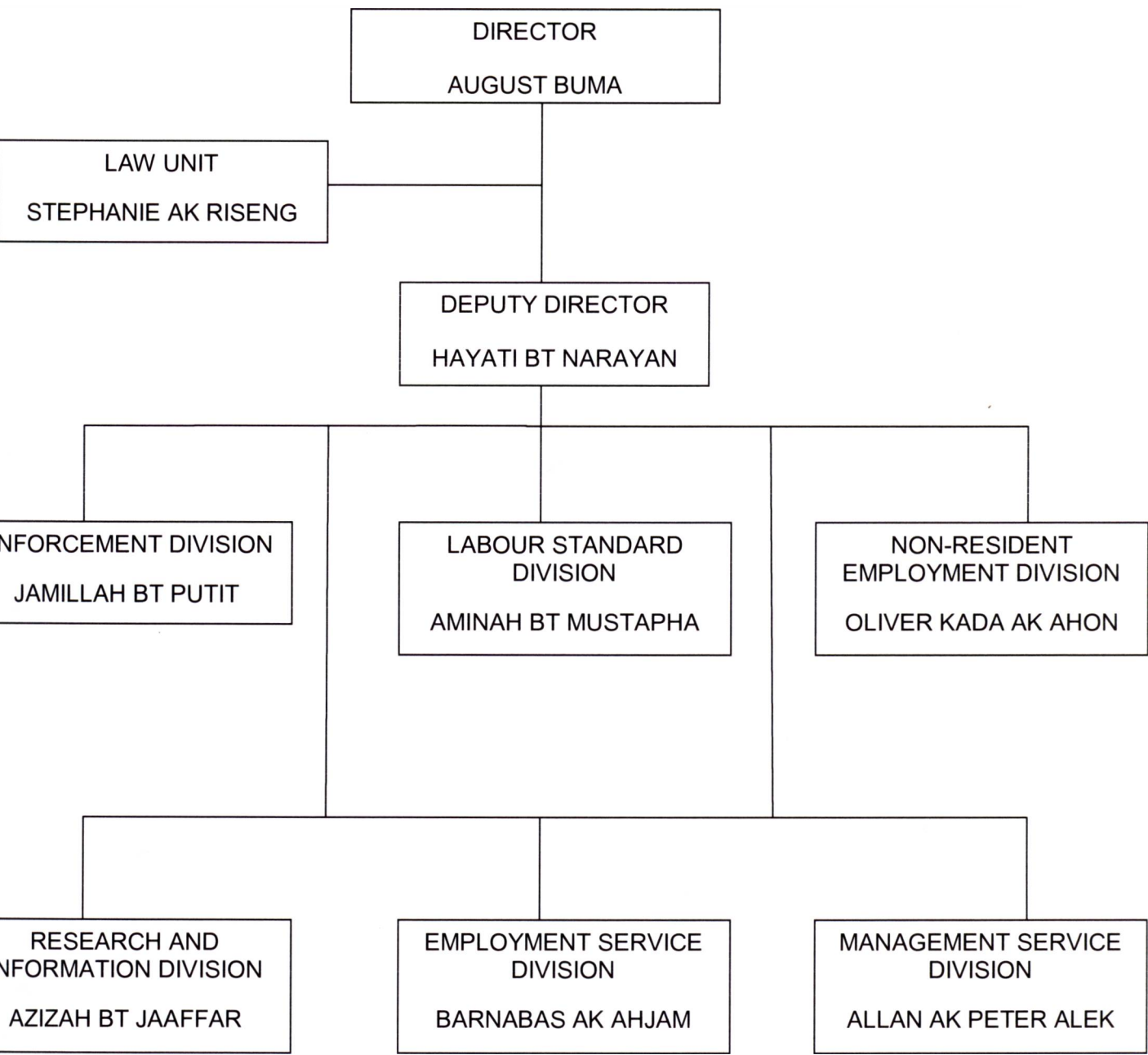
1.8.5 Labour permit

Decision for the labour permit application will be made within three (3) weeks from the date of receipt of completed application.

1.8.6 Public complaints

To give feedback within three (3) working days after the receipt of completed complaints.

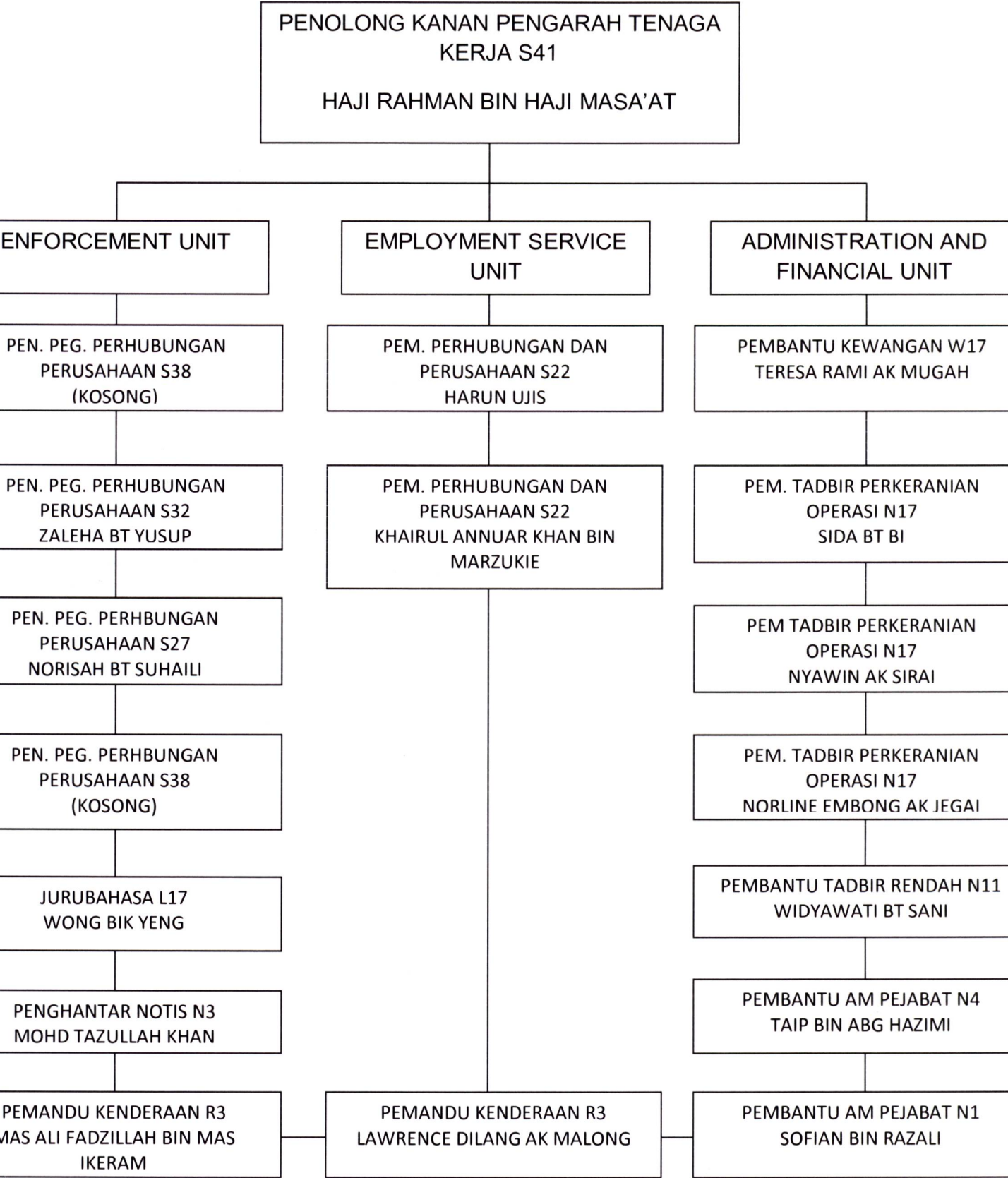
1.9 ORGANISATION CHART OF DEPARTMENT OF LABOUR SARAWAK HEADQUARTERS



Source from: <http://www.jtkswk.mohr.gov.my>

Chart 1.1 Organisation chart of Sarawak Labour Department Headquarter

10.0 ORGANIZATION CHART OF BRANCH LABOUR OFFICES IN SARIKEI



Source from: <http://www.jtkswk.mohr.gov.my>

Chart 1.2 Organisation Chart of Branch Labour Office in Sarikei

11.0 Department of Labour Sarawak Achievement Report

DEPARTMENT OF LABOUR SARAWAK ACHIEVEMENT REPORT UNTIL 31 st JANUARY 2014			
Labour Complaint Achievement Report			
Total Case Settled	Settled Within 1 Month	Achievement Percentage	Note
17	15	88.2%	-
Labour Case Achievement Report			
Total Case Settled	Settled Within 3 Months	Achievement Percentage	Note
82	81	98.8%	-
Labour Permits Approval Achievement Report			
Total Decision	Decision Within 3 Weeks	Achievement Percentage	Note
19	11	57.9%	-
Licence to Employ Non-Resident Employee Achievement Report			
a. New & Replacement License Issued			
Total Decision	Decision Within 2 Weeks	Achievement Percentage	Note
473	473	100%	-
b. Renewal Licence Issued			
Total Decision	Decision Within 2 Weeks	Achievement Percentage	Note
434	434	100%	-

Table 1.2: The achievement report in year 2014

Source from: <http://www.jtkswk.mohr.gov.my>

CHAPTER 2

SCHEDULE OF PRACTICAL TRAINING

These chapters cover the summarizing of the daily task given during my practical training at Labour Department Sarikei which I have recorded in my Logbook (Refers to the appendix B). My practical training only takes for 5 weeks, start from 22 January 2014 until 28 February 2014. As usual, like other permanent staff, I need to come to the office before 8 o'clock in the morning and will be end at 5pm. Apart from that, we also been giving punch card same with other staff to record the attendance during practical training.

2.1 WEEK 1 (22ND JANUARY – 24TH JANUARY 2014)

On the first day of my practical training, I and other intern students have been given short briefing about background of Labour Department Sarikei by Head of department, Tuan Haji Rahman Bin Haji Masa'at. The head of department also as our supervisor briefly on the project that on process and have been handle in this year. During the briefing, he explained the rule and regulation that we should follows.

After that, he has introduced us with each of his staff at Labour Department Sarikei or "Jabatan Tenaga Kerja(JTK) Sarikei branch that has three divisions such as enforcement unit, employment service unit, administration and financial unit. On the first week of my practical training, there is not much work or task given. At the morning, after I've been introduce to other staff, I have asked by Head of Department, Tuan Haji Masa'at Bin Haji Rahman to went through, read and analyze and understand the standard of procedure (SOP) of JTK Sarikei, through document such as "Dokumen Kualiti : Manual Kualiti Pejabat Tenaga Kerja. A good introduction and kick start for us a practical student which a new student that been exposed to the document make us seeking new knowledge through real situation.

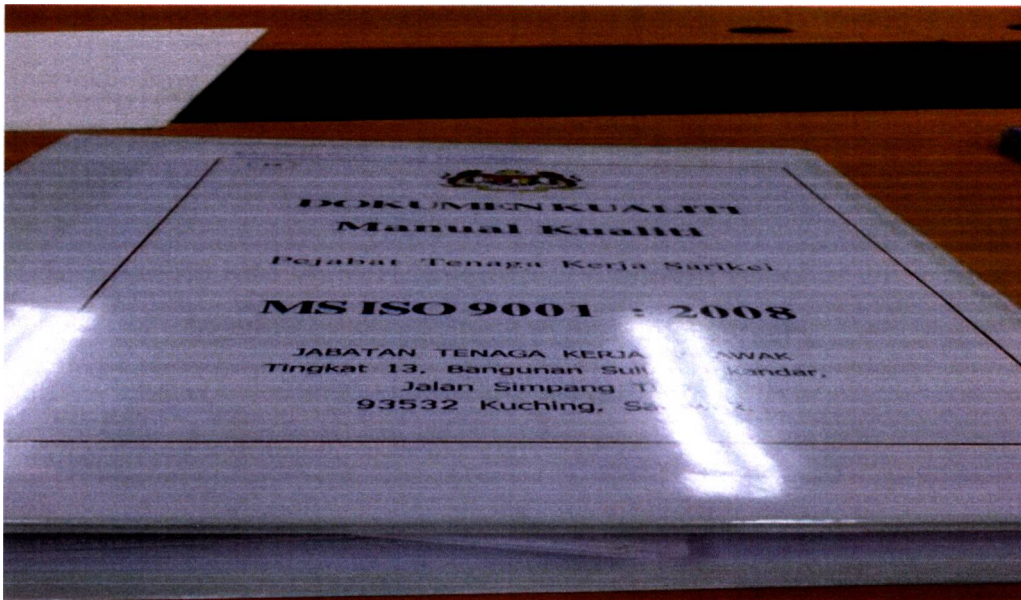


Figure 2.1 'Dokumen Kualiti: Manual Kualiti Pejabat Tenaga Kerja Sarikei'

Apart from that, in the next day, I and others student practical training have given task by Mr Nyawin anak Sirai which hold position in administration unit that give explanation on office inventory and stocks. This task was given to make a planning on how to reorganize inventories and things in the meeting room to ensure more spacious, yet systematic place to store things and lastly implement the plan. I and others practical training student had do discussion with Mr. Nyawin which came up with final sketched up plan on reorganization of office inventories and things with 5 s principle which include seiri, seiton, seiso, seiketsu, and shitsuke such as:

- Regroup inventories, things that were categorized under “stok untuk pelupusan” at one place.
- Remove unnecessary papers and boxes for recycling purposes.
- Regroup equipments such as electric cables, plugs, amplifiers (appliances of same nature at one place).
- Lastly, carried out the plan.

Then, the next day I have been exposed on task that related to account or financial administration by madam Teresa Rami Anak Mugah. According to our supervisor, Tuan Haji Rahman Bin Haji Masa'at state that, the task on payment

voucher was given to expose to me as a practical training student to the financial flow which is considered as confidential document that can show transparency in department. I was introduced to and familiarized with payment voucher or “baucar bayaran”. My task on financial administration such as:

1. Looking into various function of payment voucher which includes:

- Monthly salary payment to part time workers.
- OT claimation by Labour Department Sarikei
- Payment to SOCSO @ KWSP
- “Tuntutan perjalanan atas urusan rasmi”
- E- procurement document categories:
 - a) ‘Pembelian terus perkhidmatan – Luar talian (blue coloured paper)
 - b) ‘Pembelian terus produk –Luar talian (pink coloured paper)
- E- SPKR documents

2. Did the tagging of payment voucher.

Every payment voucher goes together with necessary attachment or documents. Every document that needs signature is tagged with the name of its respective signee.

3. Stamping of payment voucher.

Almost all documents in payment voucher need stamping. Stamp are categorized to their own specification include stamps for invoice, stamps for copy certification, verification from accounting unit, stamps for already paid voucher and etc.

4. Filling of payment voucher.

All payment vouchers were organized systematically according to numerical order, with the latest payment voucher number on top.

Each file containing organized payment voucher was grouped with 30 payment voucher in each file.



Figure 2.2 E-procurement documents-(Pembelian terus perkhidmatan – Luar talian) that need to be stamping.

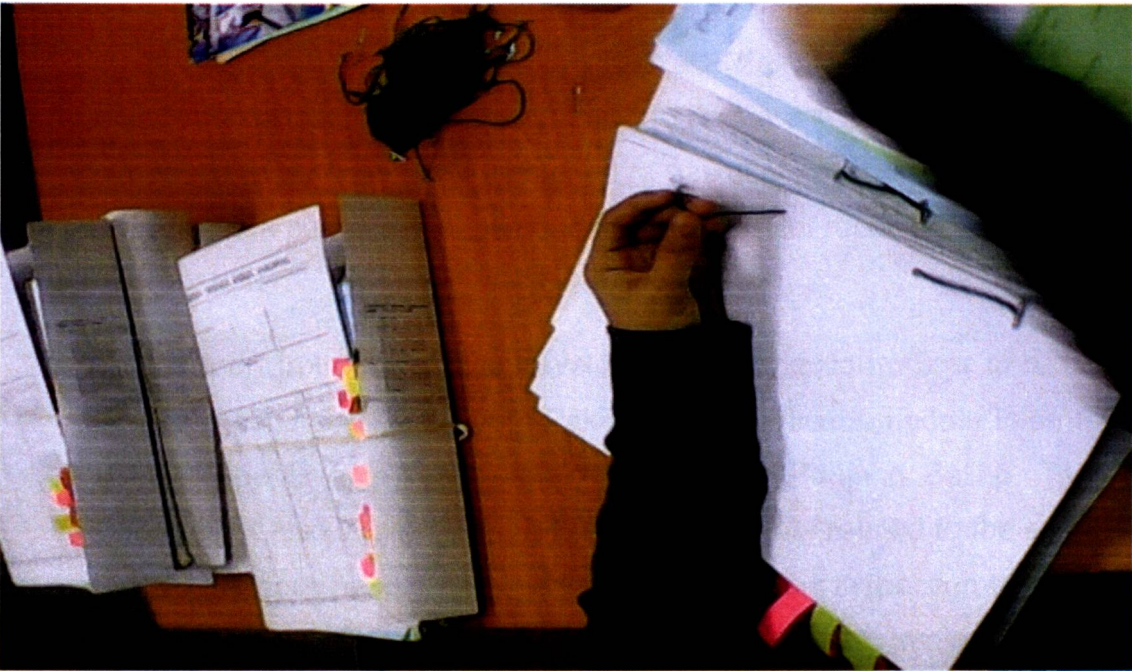


Figure 2.3 Filing the payment voucher

2.2 Week 2 (27th January – 31st January 2014)

On the week two of practical training, I and my friend that same practical training location still continuing the task on week first on stamping, tagging and filing of payment vouchers were printed out by Madam Teresa Rami. In financial administration there was so many task need to be done on time to make sure that financial flow smoothly and will be checked by Audit department. Besides that, another task was given by other staff in Labour Department Sarikei by Mr. Tazullah Khan asked to check the details on 'surat akuan penerimaan bayaran' for suit cases:

- KBR/PTK/ST/2013/0017
- KBR/PTK/ST/2013/0018

This details that we checked were on names of those whom compensation were to be paid, the important thing identity card and compensation amount that ensure the workers can claim the amount of compensation. After that the next day, I also still continuing the task on stamping tagging and filing of payment voucher. In addition, I also need to found the voucher that not include in the document. The main document that supposed to be compulsory attached to payment voucher were missed out by applicant are company license certification, copy of receiver account and copy of order letter.

Apart from that, I also travel with the Inspection officer to rural area in Pakan to escorting officer from Pakan District Office to update information on six participants of e-kasih program at Rumah Panjang Baling. The labour Department also in charge on e-kasih program that related to the employment to help the poor people that live in rural area. This inspection to rural area is to complete the information in the e-kasih system to make sure the poor people can get incentives such as palm seed, fertilizer and etc to improve their life. This travelling give me more experience and more challenging when must through abnormal route such as no road and accommodation because the area is in remote area that far away from town. We have managed 1 AZAM project through e-kasih system that needs to do inspection in rural area to get information.



Figure 2.4 Rumah Panjang Baling (1AZAM project)



Figure 2.5 Route of Hulu Pakan in rural area

Then, we still do the task on stamping, tagging and filing of payment voucher were continued as more payment voucher that were printed out by Madam Teresa Rami, which hold the position in financial administration. During the practical training as a trainee, I have learned something new related financial administration fields that task on vote book and invoice. As far as I concern, vote

book is document that maintain daily basis which record debit and credit flow of financial to allocate the procurement of department. While, invoice documents shows expenses or money flow out of department. Every department differs based expensed made. At that time, I need to stamp on vote book and invoice and went through vote book and invoice document, making note when there are missing monthly expenses or another document that to be compile in file follow serial number. According to Madam Teresa Rami, the department no longer use manual vote book to maintain daily flow of money, now they have computerized system but still all system need to be printed out and certified by controlling officer and Head of Department.

2.3 WEEK 3 (3RD FEBRUARY – 7TH FEBRUARY 2014)

During the thirds weeks of practical training, I also get instructed by enforcement officer, Madam Zaleha and officer in charge in administration field, Madam Sida to do task on Business Matching 2PK under 1 AZAM project. In this project, I and other practical student needs to compile the information from each profile job seekers and fill the information in form provided by Madam Sida. This information of data needs to be compiling to assess the effectiveness of '1AZAM KERJA' program. The data of participants that need to be extracted includes age, marital status, race and level of education. Participants were divided into few categories:

Male	Female
<ul style="list-style-type: none">• Self employed male• Unemployed male• Male working in private and public	<ul style="list-style-type: none">• Self employed female• Unemployed female• Female working in private and public

Table 2.1 Categories of participant on 1AZAM KERJA

The result or outcome that we can conclude is the participants is mostly Ibanese. The range of participant age is between 16 – 64 years old. Most of participants have no formal education. This is because most of participant business matching takes from rural area. The majority participant was male than female (49:45). Then, participant also most of them is married. As far I'm concern, 1AZAM program is for those job seekers whose unstable income that to assist them to improve their life.

The next day, at morning I was invited to join management meeting *Mesyuarat Pengurusan*. There are many issue have been discussed in meeting such as inventory stock and etc (Refers to the appendixes A). I was been involved in the meeting to observe the flow of meeting that conversation between head of department to their staff. In this meeting, I and other practical training student need to formally introduce myself to the other staff. The other issue also have been discussed is 'Projek Jerayawara' and Business matching that need to be organized around the corner. They have organized the committee members to be assigned the task to ensure this project can be organized successfully.

At the evening after lunch hour, when all the staff involved in meeting, I have been put at the counter service to dealing with the customer and answer the phone call. This will give me experience on how to dealing with customer that related on their welfare or claim compensation. This will make to be prepared to dealing with the customer needs and request.

During my practical training I and other student practical was invited to go enforcement to inspection with Madam Zaleha that in enforcement unit. We need to go the plantation to the client farm at Evertake Farm Bintangor that want to hired foreign worker. In Evertake farm there was planted palm tree. This inspection need to be enforced because to know the situation that makes the client qualified to hired foreign workers. Despite that, the officer also need to checked the acre of land, the owner and what has been plant in that farm. This is because there are limitations to hiring foreign workers (Refer to the appendixes A). In my view, the client need to hired foreign workers because, he have more acre of land that need to foreign workers to works in that plants. Before the employers need to hired foreign workers they need to fill the form to inform to the

vacancy of the jobs that must be put priority to the local workers (Refers to the appendixes A). Unless there no one of local workers applies this job so the employer can apply to hired foreign workers. Besides that, at the same day, I also escort Madam Zaleha to do enforcement at new shop. The objective of this enforcement is to ensure the employer put priority to hired local worker than foreign worker.



Figure 2.5 Inspection on Evertake Farm

2.4 WEEKS 4 (10TH FEBRUARY – 14TH FEBRUARY 2014)

In the week five of practical training, I am doing to continue stamping on the vote book and filing of vote book compile follow the sequence order. This vote book is recording on maintain daily basis which allocate the procurement of department. The financial administration unit need manage task with high integrity because it dealing with money. For the next day, there are task have

been waiting trainees to do that related to Business Matching on 20th February 2014. I have been asked by Madam Norisah to make a phone call to the participants that register from e-kasih system which include area in Sarikei and Bintangor. These participants were categorized under poverty and absolute poverty. The participant was been called because to invited them to join Business Matching program at 'Dewan Suarah Sarikei'. The objective of this program to improve their life that in poverty group of people. This Business Matching program gives them consultation on how to change their life become well.

Then, after make a calling in one day, the next day, the trainee has been asked to sorting out the list from e-kasih system. This task to ease the officer in charge to visit the participant house that don't have communication medium to invited them to join Business Matching in area Sarikei. Most of the participant reside long house in rural area that out of line service. So the officer incharge need to visit their house to make sure they know the program have been organized to help them to improve their life to be better. This task even though easy to me, but we must adapt with environment to make us familiar the participant area. I have advantage in doing this task because I have little bit know my hometown area.

On the other hands, I was invited once again to be involved in the meeting that related to the compiling data to be presented to the Resident office. During this meeting I was been exposed on how the staff compiling the data that related to the latest issue in Labour Department Sarikei. The committee has been assigned to ensure this compiling data can be complete to be presented. In my view, they have give cooperation with each other to make sure the task have been done.

2.5 WEEK 5 (17TH FEBRUARY – 21ST FEBRUARY 2014)

During this week, I have been instructed by Madam Norisah to make a phone call to participant in Julau area to be invited to join the business matching program. After the area in Sarikei, the Labour Department Sarikei also invited the participant outside Sarikei to make sure enough participants were involved. These participants also were categorized under poverty and absolute poverty. Apart from that, these participants were invited to join program of Business Matching at 'Dewan Suarah Sarikei' on 20th February 2014. The objective of this program is to enhance the participants which living in poverty to improve their life. In this program, they were give consultation on how to improve their life within giving their assistant on how to change their life to be better. Then, at the same day, I was instructed by Mr Khairul to make attendance list of participants form to them sign when they have attend the Business Matching program. I was make a sign attendance using Microsoft word in a table to easy them to jot down their name and take a sign.

Apart from that, I and my friend which is a practical student same place with me have been given instruction by Madam Zaleha to calling the employer from private company to confirm the attendance on briefing meeting on 'Program Azam Kerja' on 27th February 2014 at Labour Department meeting room. These employers on private company have been invited to give chance on employment opportunity to those job seekers. This briefing also give advantage to the employer, because even the employer have hired the workers from e-kasih system that in poverty group they will get the incentive from government. The private company was been selected to join this briefing is mostly from Sarikei, Sibul, Miri and Bintulu. The objective of this program is to help the poor people to improve their life by giving their chance to work.

2.6 WEEK 6 (24TH FEBRUARY – 28TH FEBRUARY 2014)

During the final weeks, after make a phone call in week before this, I and my friend once again instructed by Madam Zaleha which hold the position in enforcement unit to continued make a phone call to another employers to invite them to attend the briefing on 'Azam Kerja'. The aim of this program is to help job seekers that in poverty group to give their chance to get job to improve their life. Apart from that, we make a phone call to employers to make sure they had replied the confirmation of attendance to attend the briefing on 'Azam Kerja' on 27th February 2014. This task gives me experience on how to dealing with the other company to help those poor people to improve their life. It will give me as a challenging task because need to dealing with the other institution.

Then, in the next day, within the guidance from Mr Khairul, I have assist two of job seekers to fill in online form in website jobsmalaysia.gov.my on their biography, education background and their experience in working. The job seekers fill in the necessary data in online application form to make them ease to get the job. Apart from that, job seekers need to bring the certificate to ease them to be referring to fill in the application online form. As far as I know, labour department also can be used to fill application form to get the job with no charge have been imposed. This would ease the public people to fill their online job application. It would give me knowledge on how to fill the application form in [jobsmalaysia](http://jobsmalaysia.gov.my) websites.

After that, within the instruction was given by Madam Theresa Rami , I need to sorting out of 6 list document from voucher document to be prepared for auditing officer from National Audit Department. This is to make sure easier to the audit officer to do auditing. Besides that, Madam Zaleha also once again asked me to make a phone call to employers of private company to inform them to come early at 8.30 a.m to registration in briefing Azam Kerja program to make sure this program become smoothly. I need to inform the employers because in letter stated to attend at 9.00 am but the employers need to come early half hour before briefing of Azam Kerja has started. I also inform them on replying the confirmation attendance to easily the officer in charge record in system and take action on it.

In the next day, at Dewan Gunasama Bangunan persekutuan, I and other practical students have been invited to join the briefing Azam Kerja program with the private's employers. The Labour Department Sarikei has got more cooperation from various private companies to attend that briefing. In that briefing, the employers have been exposed the benefit or incentive they can get when they hired workers from poverty group that registered in e-kasih system. This benefit would attract more employers to help poor people outside there, doesn't have permanent job.

The government has give initiative to the employers such as:

RM 600.00 × 3 month	Workers allowance
RM 4000.00	Training cost
RM 500.00 × 3 month	On job training

Table 2.2 Initiative provide for employer by government

These programs 'Azam Kerja' have three activities:

- 1. Place & Train 2 PL
- 2. 'JANA PENDAPATAN' (JAPI)
- 3. Community Project

In this briefing they have discuss among them on how to help poor people. In this session also have question and answer between officer of Labour Department and the employer. I have been exposed on how to handling and answer the question with good answers that make the employers been interested to join this program.

At the same day, in labour department office, we have been asked by Madam Theresa Rami to photostat the document for being prepared to audit officer will come around the corner. Apart from that, I also have sorting out the document that need for audit to do auditing. There are 6 document need to be prepared to be checked by the audit officer. These document needs to be filing in proper way in filing system.

At the evening, I and other practical student have accompanied the enforcement officer Madam Norisah to do inspection at the farm at Julau, U-Farm and Kiong Chiong Farm at Bintangor. While in U-Farm have planted rubber tree and Kiong Chiong Farm have planted vegetables and fruit. We need to go two places to do inspection because the date to do inspection has the due date. Apart from that officer need to do inspection because the client to apply approval principles. They need to go site to know either the employer qualified to hired foreign workers. But it is priority to hired local worker than foreign workers. If the local workers absent on the interview, so the employer can hired foreign workers. But before that, the employer need to do advertisement on the radio and television for hired the local workers (Refer to appendixes A). The approval principle is to apply for foreign workers. This AP need to apply and must follow the procedure and the document need to be prepared (Refers to the appendix A). The enforcement officer must check on the acre of land, owner of farm and plants have planted in that farm. I have experienced towards the approval principle that needs to do the inspection on the farm of employers. This approval principle is one of field task of the enforcement unit. This task would give experience on me to face the real situation in the future.



Figure 2.6 Approval Principle in U –FARM Julau



Figure 2.7 Approval Principle in Kion Chiong Farm, Bintangor



Figure 2.8 View on the U-FARM. Julau

CHAPTER 3

ANALYSIS

In this chapter I will explain on the analysis of training specifically that focus on one area of my task as covered in the Practical Training. It is to ensure that practical training allows me to apply theories and concepts learnt at the University to the workplace. Through this experience I can expand and raise the level of my basic when learn in university and to meet the needs of the Industry. Moreover, it give me a lot of benefits and significant to my future career and also as my preparation for me to face the real working environment. During practical training, I have been specifically focused on the financial administration unit under Madam Theresa Rami ak Mugah. She has taught me more on the financial administration that deal with the file management of financial flow in the Labour Department Sarikei. The financial flow is confidential document and the most important unit in every department. I have meaningful experience in handling the financial administration by guide from Madam Theresa.

3.1 Definition of Financial Administration

Harold F. Alderfer (1973) was given concept of financial administration that one circle that started from tax charge until the final spending by government. It means that financial administration involving two element, which as a process to gained money and how to spending money. Apart from that, according (Felix and Llord, 1973), financial administration also defined as modern public administration activities and function is always interdependent to government system. Whole philosophy and concept about public financial

administration are has been the same goal to achieve the effectively and efficiency. Even government has diversity of agencies and division by using a different approach but the objective and goal still the same in action and implementation. In other definition, financial administration It also concerns with the techniques how the government manages the resources, with efficiency & effectiveness, and to finance the various development projects for the people.

Financial administration as an activities and function for government can see as below:

- 3.1.1** Decided of financial sources and taken action for money gathered or Allocation
- 3.1.2** Decided of distribution of money and spending
- 3.1.3** Controlling of money spending and allocate
- 3.1.4** Manage of payment aspect and account

Public Financial Administration involves the machinery & methods, by which funds for the support & public service are raised, spend & accounted for, and are therefore the core of modern government. Government agencies must manage well as they can to achieve their objective and must making deeply research about policy and government rules to maintaining their performance to provide a better goods and services to society.

As from the trainee experience on the practical training, trainees realize that financial administration is very important unit in the department in the department. I have a spent major part of the period of training in the financial administration that on recording, stamping and filing the document on financial flow in the department. According to Mr Haji Rahman, as the head of department the task on financial document is considered as confidential procedure which needs the high integrity and high commitment in dealing with the government money in handling the flow of financial in department. This financial administration is the most important unit in the department. In my perception, I also agreed with that statement, which the flow of financial will show the transparency in the organization itself. All the transaction of money in the department needs to be records and follow the standard procedure that has been set up in the regulation.

3.2 Importance of Financial Administration

3.2.1 To ensure efficiency and effective use of public resources.

3.2.2 To reduce wastage

3.2.3 To ensure the achievement of government development goals and objectives.

3.2.4 To ensure social equality & equity.

3.2.5 Avoiding of fraud and Misuse

3.3 The purpose of the Financial Administration

The Finance Administration Clerk is responsible for providing financial, administrative and clerical services in order to ensure the effective, efficient and accurate financial and administrative operations. The Finance and Administration Clerk must comply with the Financial Administration Act, Generally Accepted Accounting Principles and municipal financial by-laws, policies and procedures.

3.4 The Function core of Financial Administration

There are various of financial Administration function core that include, accounting, filing system, recording data and procurement in the public service department. These cores function of financial administration need to be managing with high integrity and put more commitment on the financial administration. Financial administration clerk have more task that related on the financial flow in the organization. This financial administration has a various task need to be handle on the financial department such as provide administration support in order to ensure effective and efficient office operation. Task on administration support including maintain inventory files, monitor and order office supplies, prepare purchase order, distribute accommodation warrants and travel advance for staff, pick up the tickets or issue travel warrant to appropriate agency or business and review and verify travels claims.

3.4.1 Accounting

Generally, accounting system is one way to records the all expenditure and revenues in special format that systematically compiling in financial report. In these records, it's including the format, records, rules, and procedures as a tool in using recording, shorting and reporting financial data that need by management party. The accounting system supposed to showing off what already pay off and already give and must follows by rules and standard by policies that already exists to ensure the efficiency of financial data and information records. Accounting is one aspect of art that record the all government transactions and to ensure all transaction is right recording and follows the rules that allocate and already setting. Accounting also state as activities or process to provide, analyze, comment, recording, keeping and interpretation of data and information transactions in public agencies to seeing the financial condition and financial performance in public agencies

Accounting has to do with the recording of the various financial transaction incurred by the government. For examples, an accountant is responsible to keep the account correctly recorded, update the debit & credit, and prepare the cash flows, balance sheet, and final financial report at the end of every year. All transactions and spending of money must be recording in budgeting all dealing must be clearly and exist 'check-balance'. Usually, accounting system must be standardized with management policies and it only effective through provided fully information about the costs and programs objective.

Accounting is a part of recording to ensuring the validity of all business transaction by government is good recording. This can be evidence to public that one statement can be explanation about what, when, how, whom, who, involved in all program and projects and how this development can given benefits to public. As a result, it makes public have a sense of loyalty, compliance and establishes country. In Labour Department Sarikei, as from the trainee experience during practical training, the main, longest term of period is responsible on financial administration that has been guide by Madam Theresa Rami. In financial administration I have been introduces to voucher payment. As far as I concern, the payment voucher have various function including monthly salary payment to part time workers, claiming on the travelling, payment to the Socso department. In other hands, complete casual payroll functions in order to ensure casual staffs are paid in accurate and timely manner including, establish and maintain confidential casual employee files, calculate salaries and benefit, verify pay amounts, hour of work and deduction, and verify coding and obtain signatures. I have needed to handle the claim on the traveling of the staff labour in Labour Departmnet Sarikei. As far from my viewing during practical training the financial administration clerk handle the money for department. At the end of month, the financial administration should submit the financial report to upper management to ensure that financial administration have been spending according to the budget.

3.4.2 Filing system

In simple terms, filing is the housing of documents or records in such a way that it can be located, referred to and put back in its correct place in the shortest possible time. The keys to a truly great filing system are not only one based on the time it takes to file, but tidiness, cleanliness and compactness of the file. A good filing system is comprised exclusively of records. This is because a proper filing system, when the department manage the recording data with appropriate procedure. All business decisions are based on facts readily available at the right time. Thus the importance of record-keeping and filing systems cannot be too highly stressed. A well planned system contributes significantly to efficiency of operations and ultimately the success of a business. The underlying purpose of this is to help you help others to plan and develop an efficient, smoothly functional filing system. A good filing system is developed through a basic file plan. Planning is important because it establishes direction and control, ensures that everyone involved has a common understanding of purpose and goals, provides guidelines, and identifies the elements of a project. Once the analysis is complete, a filing system can be developed. A filing system should be developed on paper before it is physically implemented. Folders should be sorted, on paper, into the appropriate primary classification. Within each primary classification folders are sorted, on paper, into record series. There is no easy way to implement a new filing system. It is a very labour intensive task. If at all possible, it is recommended that the filing system

be implemented in stages, by primary classification, one record series at a time. Steps in the implementation process include:

- 3.4.2.1** Sorting paper files into primary classification
- 3.4.2.2** Sorting electronic files into directories.
- 3.4.2.3** Sorting paper files into record series
- 3.4.2.4** Sorting electronic files into folders
- 3.4.2.5** Arranging files within each record series
- 3.4.2.6** Assigning a physical location within the filing system to each primary classification and its attendant record series
- 3.4.2.7** Re-labelling folders or creating folders to reflect the new file system
- 3.4.2.8** If necessary, the purchase of new filing supplies/equipment

Apart from that, I have been asked to do the filing system on the payment voucher. Before I put the payment voucher on the filing system, I have been asked to stamping and tagging to request the signature of the staff that handling on that payment voucher or document. I was introduced on payment voucher that includes monthly salary payment to part time workers, OT claimation by labour department Sarikei staff and others. Every payment voucher goes

together with necessary attachment or document. Then, every document need signature is tagged with the name of its respective signee. Apart from that, almost all document need to stamping. There are various on stamp categorizes such as stamp for certification, invoice, stamp for copy certification and stamps for already paid voucher. All payment voucher were organized systematically according to numerical order, with the latest pv number, and each of the contain organized payments voucher was grouped with 30 payment in each files.

3.4.3 Public Procurement

Public procurement can be defined as the acquisition, whether under formal contract or not, of works, supplies and services by public bodies. It ranges from the purchase of routine supplies or services to formal tendering and placing contracts for large infrastructural projects by a wide and diverse range of contracting authorities. In other hands, public procurement can be defined as the purchasing of goods and services for public purpose. It is a support function meant to make available supplies, equipment and other equipment when it require. The purpose of the procurement in the public sector is to enable the government agencies providing various services and necessary goods to people. Purchasing & Storing (or also known as Public Procurement) deals with the purchasing of goods and services by the public sectors from the private sectors or the general public at large – and storing the said goods in warehouses for future usage. For examples, office

equipments, computers, tables, chairs, OHP, and so on. Purchasing management are important caused maintenance and tools are two items to ensure programs can be implement with clearly.

The central objective of procurement is to obtain material and supplies of the right quality, in the right quantity, at the right time and from the right suppliers. It is very important that the public procurement function is discharged honestly, fairly, and in a manner that secures best value for public money. Contracting authorities must be cost effective and efficient in the use of resources while upholding the highest standards of probity and integrity.

In the Labour Department there is also handling on the e-procurement that divided two categorize are “pembelian terus perkhidmatan luar talian (blue coloured paper) and “pembelian terus produk –luar talian” (pink coloured paper). The financial administration clerk need distinguish that two document on procurement using different colour paper to ensure that easy to differentiate between them. I was dealt and was exposed to the vote book and invoice document. From explanation that I get from Madam Theresa, vote book is document that to maintain daily basis which record debit and credit of government money to allocate the procurement of department. While, invoice documents shows expenses of department which show the flow of money on the spending by department. This government money allocated were differ based on the expense was made by every department.

CHAPTER 4

RECOMMENDATION

This chapter will highlight and discuss the strength and weaknesses of tasks that been given by the department. Here we also suggest some of solution in order to making improvement and overcome the obstacle of task. There are several strengthen during practical training while handing in financial administration. In other words, here we are conducting the internal and external analysis whereby we analyze about strength and weakness of the department. Apart from that, there are several recommendations on the service in the labour department Sarikei.

4.1 The strength of Financial Administration

4.1.1 Accounting

In the labour department Sarikei, the officer are very particular with the accounting in the department that related on the financial flow of the department. For example, the officer will asks another co-workers to double check on the amount of the compensation that will be receive by the workers in farm that get from their employer. This has shown that officer in the labour department very particular with the amount that will receive by the workers that wants to get compensation from their employers. Apart from that, the strength of the accounting is can showed the transparency of the financial in the department. This because when any matter that related to the financial have been recorded in accounting, they will show financial flow in the department that cannot be cheated. It will show the integrity of the financial administration officer that handle on the government money.

4.1.2 Manual filling system

Manual filling system is important in the every department. This manual filling system even though its traditional system but it can make file management of document have been set up in proper ways. The good management of file will easily the staff of department retrieved the document from the cabinet. Thus manual filling system makes the arrangement of the document become neatly and tidy. Besides that, the establishment of the coherent filling system provides for faster and systematic filling, faster retrieval of information, greater protection of the information and increased the administrative stability, continuity and efficiency. Manual filling system is created to provide formal evidence of the business transaction of an organisation. This manual filling system make the document in the department keep in the safe and protect the document of the department.

4.1.3 Public Procurement

In this labour department Sarikei, within the officer of financial administration handling on the public procurement, this would make the staff become motivated to do their work when they can get things easily with procurement of the department. Procurement of the department would fulfil the desire of the employee such as make the jobs of the staff become easy and smoothly. For example, the department buy the machine Photostat that have a good quality will make smoothly of the work in department. Apart from that, the procurement process that

follow the 5 R (Right price, right quality, right quantity, right time and right supplier) will make sure the good procurement of department.

4.1.4 Other strength of organization

4.1.4.1 Punctuality

In the labour department Sarikei, the staff have provide us punch card to make sure as a trainee become a real workers needs to come early at office hour until finish hour. This would ensure as a trainee to experience real working environment and become discipline and obey the rule and regulation has been set up in the organization. On the other hands, this punch card will make sure the trainee also punctual when come to the office.

4.1.4.2 Small team

A small staff in labour department Sarikei that only have 15 staff include the head of department will make the head of department easy to control the department and manage their staff. This is because within the small team in the department it would make sure they have good interaction of relationship in term of communication with each other. This small team will make easy to give and take between them because they need each other to easily them complete their works on time and successfully.

4.2 The Weakness and Recommendation

4.2.1 Accounting

The weaknesses of the accounting is in the labour department when they purchasing with the name of the company, they not records on the accounting document will be problem of the end of the year when they have over budget on department purchasing. This would lead the staff misuse the money of department for the personal life. It would make them become cheating and not trustworthy in their department. For example, in my evaluation, the staff misuses transport of department to fetch their children. This would lead to against the ethic in working. On the other hand, when they claim on the cost transportation while travelling they have cheated the amount of the payment on the oil for the transportation. This would make the weakness of the accounting when they not record when purchasing the equipment of the office.

As a recommendation, I suggest that, every claim and use the equipment of the department need to be confirmed by Head of Department with the proof document. Besides that, the department should strict and warned the staffs that have bad ethical on cheating the amount of the claim. The head department should send the certain staff that create problem to training centre to change their bad behaviour.

4.2.2 Manual filling system

From my evaluation during practical training, Labour Department Sarikei has improper filing management and that is the weakness of the manual filling system. As I been attached to this task, I had realised that Labour Department Sarikei always having difficulties to find the previous documents as the file was been placed on the table because the cabinet store was overcrowded. The cabinet was obsolete, and need to put the document in the meeting room because not enough to keep the number of file. Moreover, as far as I'm dealing with this task only one officer of the labour department know the arrangement of the document and having assigned to handle this document. This would make delay if this person in charge absent. This would make difficult to others staff to continue their works and make delays in works.

As the solution for the improvement of the manual filling system, the Labour department should provide one big room just to keep the document that and rearrange the record keeping of documents. This document will be keep in proper way and can be retrieved easily when needed especially as a reference to the future problem or issue. Apart from that, in the labour department they need assign one or more staff to handle on the arrangement of the document. It would make easily them to find the document if one of the staff absent from work and avoid delay in work.

4.2.3 Public Procurement

During practical training, in my observation, I have seen that, the staff in charge in the inventories and stock in the department that handle on the public procurement have purchase unimportant things. This would make waste of the department money that spending on unrelated things. For example, when I have assign task on planning how to reorganize inventories and things in meeting room, I have found that the unnecessary things that not been used such as diskette which used to records data readable by computer, that now can be using pen drive. This unnecessary things will make waste the finance of the department that can be used to others important things. Besides that, the weaknesses of the public procurement in the labour department Sarikei, there not purchase follow the 5R principle which includes procurement with the right price, right quantity, right place, right quality and right supplier. This is because, i found that many appliance such as cable, speaker, chair damaged cannot been used while only used in short time. These things not have a good quality to be use in long time. It will make waste the money of the government.

As the solution for this weakness on the public procurement, the officer in charge needs to do research on the procurement of the equipment in the department. This would make the officer have choice with the low price and good quality that would make save the budget of the department.

4.2.4 Other weakness of organization

4.2.4.1 The staff spends long time in pantry

The staff spends long time in pantry have become trends nowadays. This habit will become make the organization become loss and waste their time. This is because even the breaks hour have finish, some of the staff still in the pantry and make their task become delay and will affect others staff that give good commitment in work. It will make bad reputation of the department itself because I as a trainee consider as outsider, in which will give bad perception towards the public service.

The recommendation on the behaviour of the staff that spend more time than do their work is the government should enforces rules and regulation especially towards the staff to make them obey with the rule and regulation. Besides that, the organization should sent employee to go training at least once in year to make sure them know the ethic in working.

CHAPTER 5

CONCLUSION

Here are summarizations for each chapter in this report by highlighting the main points.

5.1 Chapter One: Introduction of Organization

In chapter one, I was required to introduce the organization that I have chosen as my practical training organization. In this chapter I will explain the background of my organization which is Labour Department Sarikei. There are 13 divisional offices including headquarters around the Sarawak. The detail of organization also provided and anything that related to it. There also include, objective, vision and mission, quality policy, motto and philosophy, core business and function, organisation Chart of Department of Labour Sarawak Headquarter and Branch of Labour Offices in Sarikei and their achievement report. Therefore, from those backgrounds I have learned about Labour Department, I can conclude that Labour Department was a local government agency that conveys the government action towards decrease the amount of the employment in our country. This department help the job seeker to mismatch the job suit to them and to improve their living. The labour have cooperate with many agency such as SESCO, Imigresant department and others private sectors that provide opportunity job to people.

5.2 Chapter Two: Schedule of practical training

In this chapter, I have discussed on my schedule of practical training. These chapters cover the summarizing of the daily task given during my practical training at Labour Department Sarikei which I have recorded in my Logbook. I have mentioned the daily task day to day of my practical training program. As can be seen, the most tasks that I have handle during practical training is relating in the financial administration. Under the guidance of Madam Theresa Rami, ensure us become familiar with the task have been assign. Apart from that, during practical training, we also have travelling to the farm of the client to do inspection that the employer wants to hire foreign workers to do job in their farm. But before that, I am escorting the officer to do inspection to check the acre of land of the owner and the permit. This inspection need to be enforced because to know the situation that makes the client qualified to hired foreign workers. Despite that, the officer also need to checked the acre of land, the owner and what has been plant in that farm. On the other hand, we also have involved on the activities that have been organize by Labour Department such as "Jerayawara", Business Matching and briefing on 1AZAM for employer. As a trainee, this experience will make us feel become real officer in the office and it would be extra gain for the student to be well prepared in their future working environment.

5.3 Chapter Three: Analysis

In this chapter, I have analyzed my training specifically focuses on one area unit in which financial administration task. In the financial administration function core that divided accounting, manual filling system, and procurement in the public service department. In accounting I have been introduces to voucher payment. As far as I concern, the payment voucher have various function including monthly salary payment to part time workers, claiming on the travelling, payment to the Socso department. At the end of the year, this acoounting will be submitting to the head of department and be checked by the audit department. While in manually filling systems have been asked to do the filing system on the payment voucher. All payment voucher were organized systematically according to numerical order, with the latest pv number, and each of the contain organized payments voucher was grouped with 30 payment in each files. Lastly task I have been cover is public procurement. In the Labour Department there is also handling on the e- procurement that divided two categorize are "*pembelian terus perkhidmatan luar talian* (blue coloured paper) and "*pembelian terus produk –luar talian*" (pink coloured paper). The financial administration clerk need distinguish that two document on procurement using different colour paper to ensure that easy to differentiate between them. I was dealt and was exposed to the vote book and invoice document.

5.4 Chapter four: Recommendation

Lastly, in chapter four I have discussed on the strengths and weakness and include the recommendation, which I have divided into task or jobs organization perspectives.

5.4.1 Strength of financial administration

5.4.1.1 Accounting

Accounting is can showed the transparency of the financial in the department. This will show financial flow in the department that cannot be cheated.

5.4.1.2 Manual Filling System

Within manual filling system makes the arrangement of the document become neatly and tidy and greater protection of the information and increased the administrative stability, continuity and efficiency.

5.4.1.3 Public Procurement

Procurement of the department would fulfil the desire of the employee and make them become motivated to do their works and with principle of 5 R will make sure the good procurement of department and ensure smoothly of the task.

5.4.1.4 Other strength of organization

5.4.1.4.1 Punctuality

5.4.1.4.2 Small team

5.4.2 The Weakness and Recommendation

5.4.2.1 Accounting

The weakness of the accounting is not record the data and misuse and the solution for this problem any record need to get approval and been confirmed by Head of Department.

5.4.2.2 Manually Filling system

Labour Department Sarikei always having difficulties to find the previous documents as the file was been placed on the table because the cabinet store was overcrowded. The recommendations of this problem provide one big room just to keep the document.

5.4.2.3 Public Procurement

The labour department of public procurement have purchase unimportant things that not been necessary in the department. The recommendation on this problem, the labour department need to the research on the purchasing the equipment of the department.

5.4.2.4 Other weakness of organization

5.4.2.4.1 The staff spends long time in pantry

The recommendation on this problem department should enforce rules and regulation and sent them to go training centre at least once a year.

5.5 Overall Conclusion

In short practical training program give benefit me a lots especially towards my career and my studies. The reason I am saying that because through training program I had build myself to face the real challenging world and be prepared myself with useful knowledge and also my skills such as communication and social skill. Moreover, having practical training program at Labour Department Sarikei have helped me to picture out the real of working environment and the way we interact with the people and strengthen the relationship with the co-workers. We must prepared and need to be adapted ourselves in working environment and make us be confident in the future. In addition we also get a new experience with the practical training program. This is because, within the practical training, we have interacted with more people with higher position and will make us have experience in the future. Lastly, through the training program also, it has developed my social skill and my soft skill. It will be the good experience in my life when I prepared to enter the working environment in the future.

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APPENDIX A

PENOLONG PENGARAH TENAGA KERJA									
LAPORAN BIL/INVOIS (AP103(b)) YANG DITERIMA DARI 01/05/2013 HINGGA 31/05/2013 SEPERTI PADA 03/02/2014 BAGI TAHUN 2013									
Membayar		Kod	Perihal						
Pej. Perakaunan		095	JANM CAWANGAN SARIKEI						
Jab Bayar		291	KEMENTERIAN SUMBER MANUSIA						
PTJ.Bayar		101071	PEJABAT TENAGA KERJA SARIKEI						
BIL	T. TERIMA	BUTIRAN BIL/INVOIS		PESANAN	BAJUCAR	CEK/EFT	STATUS		
		RUJUKAN	NAMA PEMBEKAL/PENERIMA	RUJUKAN	RUJUKAN				
		TARIKH	PERIHAL BAYARAN	TARIKH	T SEDIA	TARIKH CEK/EFT DIJANA			
		AMAUN(RM)		VOT/AMANAHAH	T PERAKUAN IUT KEMUKA UTK BAYAR	TARIKH CEK TELAH DICETAKI			
		AP58		OBJEK	T BATAL	EFT TELAH DIHANTAR KE BANK			
1	03/05/2013 03/05/2013 03/05/2013	0098, 0087 03/05/2013 156.00	ANNA COMPANY 0098, 0087/03052013 - PEMBAYARAN PEMBELIAN COP UNTUK PEJABAT	L0291101071130009 25/04/2013 B46 27299	B0046 03/05/2013	10955950014449 03/05/2013 03/05/2013	8		
2	03/05/2013 03/05/2013 03/05/2013	1771 03/05/2013 1,335.70	TIONG SOON GENERAL STORE 1771/03052013 - Pembayaran pembelian bekalan pejabat	L0291101071130007 25/04/2013 B46 27103 B46 27299 B46 27199 B46 27101	B0047 03/05/2013	10955950014451 03/05/2013 03/05/2013	8		
3	03/05/2013 03/05/2013 03/05/2013	4528 25/04/2013 480.00	PERFECT - FIT ENGINEERING WORKS 4528/25042013 - PENAMBAHBAIKAN KENDERAAN PEJABAT QSG 4080	L0291101071130008 25/04/2013 B46 28301	B0045 03/05/2013	10955950014450 03/05/2013 03/05/2013	8		
4	07/05/2013 07/05/2013 07/05/2013	5231/04/2013 02/05/2013 258.60	HJ. RAHMAN BIN HULMASA AT T&T04: TUNTUTAN PERJALANAN RASMI BULAN APRIL 2013	B46 21101 B46 21104 B46 21102	B0048 07/05/2013 07/05/2013	10955950014851 07/05/2013 07/05/2013	8		
5	07/05/2013 07/05/2013 07/05/2013	5392/04/2013 02/05/2013 173.00	ZALEHA BTE YUSUP T&T04: TUNTUTAN PERJALANAN RASMI BULAN APRIL 2013	B46 21102 B46 21102 21101	B0049 07/05/2013 07/05/2013	10955950014855 07/05/2013 07/05/2013	8		
6	07/05/2013 07/05/2013 07/05/2013	5833/04/2013 06/05/2013 425.00	Mas Ali Fadzillah Bin Mas Ikeram T&T04: TUNTUTAN PERJALANAN RASMI BULAN APRIL 2013	B46 21102 B46 21102 21101	B0051 07/05/2013 07/05/2013	10955950014852 07/05/2013 07/05/2013	8		
7	07/05/2013 07/05/2013 07/05/2013	5905/04/2013 06/05/2013 120.00	Sofian Bin Razali T&T04: TUNTUTAN PERJALANAN RASMI BULAN APRIL 2013	B46 21104	B0052 07/05/2013 07/05/2013	10955950014853 07/05/2013 07/05/2013	8		

Membayar

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JANM CAWANGAN SARIKEI

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PEJABAT TENAGA KERJA SARIKEI

Pej. Perakaunan

Jab Bayar

PTJ Bayar

BUTIRAN BIL/INVOIS				PESANAN		BAUCAR		CEK/EFT		STATUS
BIL	T TERIMA T PERAKUI T TERIMA OLEH KEW. AP58	RUJUKAN TARIKH AMAUN(RM);	NAMA PEMBEKAL/PENERIMA PERIHAL BAYARAN	RUJUKAN TARIKH VOT/AMANAHAH OBJEK	RUJUKAN T SEDIA T PERAKUAN IJ/T KEMUKA UTK BAYAR T BATAL	RUJUKAN TARIKH TARIKH CEK/EFT DILANA TARIKH CEK TELAH DICETAK/ EFT TELAH DIHANTAR KE BANK				
8	07/05/2013 07/05/2013 07/05/2013	5986/04/2013 06/05/2013 228 50	TERESA RAMI ANAK MUGAH T&T04-TUNTUTAN PERJALANAN RASMI BULAN APRIL 2013	B46 21101 B46 21102	B0050 07/05/2013 07/05/2013	10955950014854 07/05/2013 07/05/2013	8			
9	08/05/2013 08/05/2013 08/05/2013	485602595 24/04/2013 96 50	CELCOM(M) BERHAD 0198595293 78339106 485602595 bayaran bil telefon ketua pejabat bulan April 2013	B46 23102	B0054 08/05/2013 08/05/2013	10955950015126 08/05/2013 08/05/2013	8			
10	08/05/2013 08/05/2013 08/05/2013	9001100022 07/04/2013 73 80	POS MALAYSIA BERHAD 8800011419 9001100022 bayaran bil pos laju pejabat 01-31.03.2013	B46 23101	B0053 08/05/2013 08/05/2013	10955950015127 08/05/2013 08/05/2013	8			
11	14/05/2013 08/05/2013 14/05/2013	9001126313 14/05/2013 87 85	POS MALAYSIA BERHAD 8800011419 9001126313 BAYARAN BIL POS LAJU PEJABAT 01 HINGGA 30.04.2013	B46 23101	B0056 14/05/2013 14/05/2013	10955950016638 15/05/2013 15/05/2013	8			
12	14/05/2013 14/05/2013 14/05/2013	RPWR/04/2013 13/05/2013 397 00	PENOLONG KANAN PENGARAH TENAGA KERJA SARIKEI REKUPAN PANJAR WANG RUNCIT BULAN APRIL 2013	B46 21199 B46 15102 B46 27101 B46 29126 B46 28301 B46 27299	B0055 14/05/2013 14/05/2013	10955950016661 15/05/2013 15/05/2013	8			
13	23/05/2013 23/05/2013 23/05/2013	4766 22/05/2013 300 00	PERFECT - FIT ENGINEERING WORKS 4766/22052013 - BEKAL TAYAR KENDERAAN	L0291101071130012 22/05/2013 B46 26302	B0059 23/05/2013	10955950018685 27/05/2013 27/05/2013	8			
14	23/05/2013 23/05/2013 23/05/2013	4779 21/05/2013 137 00	PERFECT - FIT ENGINEERING WORKS 4779/21052013 - PENYELENGGARAAN KENDERAAN PEJABAT QSG 1086	L0291101071130011 21/05/2013 B46 28301	B0057 23/05/2013	10955950018684 27/05/2013 27/05/2013	8			

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KEMENTERIAN SUMBER MANUSIA

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PEJABAT TENAGA KERJA SARIKEI

BIL		BUTIRAN BIL/INVOIS		PESANAN		BAUCAR		CEK/EFT		STATUS	
		T. TERIMA	T. PERAKUI	RUJUKAN		RUJUKAN		RUJUKAN			
		T. TERIMA OLEH KEW. AP58	T. PERAKUI	TARIKH		TARIKH		T. SEDIA		TARIKH CEK/EFT DIJANA	
				AMAUN(RM)		VOT/AMANAH		T PERAKUAN //T KEMUKA UTK BAYAR		TARIKH CEK TELAH DICETAK/	
						OBJEK		T BATAL		EFT TELAH DIHANTAR KE BANK	
15	23/05/2013	651V149500	UMW TOYOTA SDN. BHD	L0291101071130010		80058		10955950018686		8	
	23/05/2013	22/05/2013	651V149500/22052013 - SERVICE BERKALA	21/05/2013		21/05/2013		27/05/2013			
	23/05/2013	415.62	KENDERAAN PEJABAT QSG4080	B46		23/05/2013					
				28301							
				B46							
				26206							

RINGKASAN STATUS DOKUMEN		
STATUS	BILANGAN	JUMLAH
8	15	4,684.57
JUMLAH	15	4,684.57

Nota: Status merujuk kepada status pemprosesan dokumen terkini.

Tarikh Program AZAM KERJA & 3P dan Jerayawara PTK Bahagian

NO.	PTK	BUSINESS MATCHING	PROGRAM 3P	PROMOSI AZAM KERJA KEPADA MAJIKAN		TAKWIM MESYUARAT BULANAN AZAM KERJA		
				JERAYAWARA	NAMA PEGAWAI	BULAN	TARIKH	HARI
1	JMC	18.02.2014	09.08.2014	20.02.2014	Pn Rahman Bee & Pn Emma	Februari	04.03.2014	Selasa
2	Kuching	18.02.2014				Mac	02.04.2014	Rabu
3	Samarahan	19.02.2014				April	30.04.2014	Rabu
4	Serian	19.02.2014	05.04.2014	10.02.2014	Pn Rahman Bee & Pn Emma	Mei	27.05.2014	Selasa
5	Sri Aman	19.02.2014	12.04.2014	10.02.2014		Jun	02.07.2014	Rabu
6	Betong	19.02.2014	24.05.2014	11.02.2014		Julai	05.08.2014	Selasa
7	Saratok	20.02.2014	16.08.2014	12.02.2014	Pn Rahman Bee & Pn Emma	Ogos	03.09.2014	Rabu
8	Sarikei	20.02.2014	17.05.2014	13.02.2014		September	02.10.2014	Khamis
9	Sibu	20.02.2014	26.04.2014	05.03.2014	En. Bruno & En. Andon	Oktober	03.11.2014	Isnin
10	Kapit	18.02.2014	10.05.2014	04.03.2014		November	02.12.2014	Selasa
11	Mukah	18.02.2014	16.08.2014	26.02.2014	Pn Rahman Bee & Pn Emma	Disember	05.01.2015	Isnin
12	Bakun	18.02.2014	23.08.2014	24.02.2014				
13	Bintulu	18.02.2014	23.08.2014	25.02.2014				
14	Miri	26.02.2014	28.06.2014	21.02.2014	En. Bruno & En. Andon			
15	Lawas	26.02.2014	10.05.2014	17.02.2014				
16	Limbang	26.02.2014		18.02.2014				
17	Marudi	26.02.2014	17.05.2014	20.02.2014				

PERMOHONAN UNTUK *SURAT KELULUSAN SECARA DASAR UNTUK MENGAJI
PEKERJA BUKAN PEMASTAUTIN DI BAWAH SEKSYEN 119, ORDINAN BURUH SARAWAK
APPLICATION FOR *LETTER OF APPROVAL IN PRINCIPLE (AP) TO EMPLOY NON-RESIDENT
EMPLOYEES UNDER
SECTION 119, LABOUR ORDINANCE SARAWAK
(Dalam dua salinan)
(To be submitted in duplicate)

BAHAGIAN I - BUTIR-BUTIR MAJIKAN
PART I - PARTICULARS OF EMPLOYER

1. Nama dan Alamat Berdaftar Syarikat :
Registered Name and Address of Company: _____

No.Tel./Faks _____ Emel _____
2. Alamat Pos/Postal Address: _____
3. Alamat Penuh Tempat Pekerjaan:
Full Address of Place of Employment: _____

No.Tel./Faks: _____ Emel: _____
4. Jenis Perdagangan/Perniagaan/Industri:
Type of Trade/Business/Industry: _____
5. Bilangan pekerja digaji ditempat pekerjaan pada tarikh permohonan dibuat:
No. of employees employed at place of employment on the date of application:

Klasifikasi Jawatan (Occupational Classification)	S'wak		Sabah		Sem. M'sia		Negara Asing (Nyatakan) Foreign Countries (Specify)		Jumlah Total	
	L	P	L	P	L	P	L	P	L	P
Eksekutif dan Pengurusan/Executive and Managerial										
Profesional/Professional										
Juruteknik dan Profesional Bersekutu/Technicians and Associate Professionals										
Pekerja Perkeranian/Clerical Workers										
Pekerja Perkhidmatan, Pekerja Kedai & Jurujual/Service Workers, Shop and Market Sales Workers										
Pekerja Mahir Pertanian dan Perikanan/Skilled Agricultural and Fishery Workers										
Pekerja Pertukangan dan Yang Berkaitan/Craft and Related Trades Workers										
Operator Loji & Mesin & Pemasang/Plant and Machine-Operators and Assemblers										
Pekerjaan Asas/Elementary Occupations										
Jumlah/Total										

6. Bilangan Pekerja Bukan Pemastautin dipohon:
No. of non-resident employees applied for:

Pekerjaan Occupation	Bilangan No.			Negeri/negara asal Country /State Of Origin
	L	P	Jumlah	

BAHAGIAN II - BUTIR-BUTIR TEMPAT PEKERJAAN
PART II - PARTICULARS OF PLACE OF EMPLOYMENT

7. Butiran terperinci aktiviti perusahaan yang dijalankan (Sila lengkapkan bahagian yang berkenaan di Lampiran A) :

Detailed particulars of business activities. (Please complete the relevant section in Appendix A):

8. a. **Modal:**
Capital:
(i) **Dibenarkan:** RM _____
Approved capital:
(ii) **Berbayar:** RM _____
Paid-up capital:
- b. **Pemilik/Lembaga Pengarah.**
Owner/Board Of Director.

Bil. No.	Nama Pemilik/Lembaga Pengarah Name Of Owner/Board Of Director					Pemilikan (%) Ownership (%)
	Nama Name	Sila tanda (√) Please tick (√)				
		Swk	Sabah	S. M'sia	Asing	

Gunakan kertas berasingan jika ruangan tidak mencukupi.
Use separate paper if the space is insufficient

9. **Jenis Keluaran Utama :** _____
Main Product

Pasaran
Market

☐

[1] 100% Eksport / 100% Export

[2] Separa Eksport / Partial Export

[3] 100% Tempatan / 100% Local

Sila isi maklumat yang berkenaan dalam kotak yang disediakan.
Please fill the relevant information in the box given.

BAHAGIAN III - KEMUDAHAN-KEMUDAHAN ASAS YANG DISEDIAKAN UNTUK PARA PEKERJA.

PART III - BASIC FACILITIES PROVIDED TO THE EMPLOYEES.

Sila rujuk Lampiran B.
 Please refer to Appendix B

BAHAGIAN IV - BUTIR-BUTIR PEKERJAAN UNTUK DIISI
 (Satu set Bahagian V hendaklah diisi untuk setiap jenis pekerjaan)
 PART IV- PARTICULARS OF OCCUPATION TO BE FILLED

(One separate set of Part V is to be filled in respect of each occupation)

10.

Pekerjaan :

Occupation:
11.

Kelayakan minimum yang diperlukan untuk mengisi jawatan:

Minimum qualification required for the post:

(a)

Kelayakan akademik:

Academic qualification:

(b)

Latihan:

Training:

(c)

Pengalaman bekerja:

Working Experience:
12.

Keterangan terperinci mengenai tugas-tugas pekerjaan :

Detailed description of duties for the occupation:

a)

b)

c)

d)

e)
13.

Gaji pokok sebulan/sehari/sejam:

Basic wages per month/per day/per hour:
- 14

(a)

Bilangan Pekerja Bukan Pemastautin Yang Dipohon :

Number of Non-Resident Employees Applied For :

(b)

Negeri/Negara Asal Pekerja Bukan Pemastautin Yang Dipohon :

State/Country of Origin of Non-Resident Employees Applied For :

15. Tarikh temuduga diadakan di Pejabat Tenaga Kerja : _____
Date of interview conducted at the Labour Office :
16. Bilangan pencari kerja tempatan yang diambil bekerja selepas temuduga : _____
Number of local job seekers employed after the interview :

BAHAGIAN V – BUTIR-BUTIR PEKERJA-PEKERJA SARAWAK YANG DIGAJI UNTUK MENGAMBILALIH TUGAS JIKA PERMOHONAN UNTUK PEKERJA MAHIR

(Untuk diisi bagi pekerjaan yang bertaraf tetap atau pekerjaan yang melebihi tempoh satu tahun)
PART V : Particulars of Sarawak workers employed as understudies for application in respect of skilled worker.
(To be completed in respect of permanent occupations or occupations for which the period is more than one year)

17. Maklumat Pekerja Sarawak Yang Akan Mengambilalih Tugas :
Particulars of Sarawak Employees Employed As Understudies :

Nama Name	No. Kad Pengenalan Identity Card Number	Umur Age	Pekerjaan Occupation	Tarikh mula bekerja Date commenced work	Tarikh mula diberi latihan Date commenced training	Tarikh akan mengambil alih tugas tersebut Date to take over the said duty	Laporan Kemajuan Prestasi Progress Report

Gunakan kertas berasingan jika perlu.
Use separate sheet if necessary

18. Sebab-sebab perkhidmatan pekerja mahir bukan pemastautin masih diperlukan meskipun ada pekerja Sarawak telah digaji untuk mengambilalih tugas :
Reasons why the services of skilled non-resident employee are still required although Sarawak understudies have been employed :
-

BAHAGIAN VI - PERAKUAN
PART VI - DECLARATION

19.

Saya berjanji mematuhi semua peruntukan di bawah Ordinan Buruh (Sarawak Bab 76), dan Kaedah-Kaedah yang dibuat di bawahnya dan tanggungjawab dan syarat-syarat yang ditetapkan dalam Garis Panduan yang dikeluarkan oleh Jabatan Tenaga Kerja Sarawak dari masa ke semasa.

I undertake to abide by the provision of the Labour Ordinance (Sarawak Cap.76) and the Rule made there under as well as the responsibilities and conditions specified in the Guidelines issued by the Department of Labour, Sarawak from time to time.
20.

Saya juga berjanji menghantar pulang semua pekerja bukan pemastautin yang digaji di bawah Lesen-Lesen yang dikeluarkan kepada saya jika mereka melarikan diri.

I also undertake to repatriate the non-resident employees issued under Licences to me if they abscond.
21.

Saya mengaku bahawa butir-butir yang diberi di atas sepanjang pengetahuan dan kepercayaan saya adalah betul dan benar.

I declare that the particulars given above are to the best of my knowledge and belief to be correct and true.

Tarikh: _____
Date: _____

Tandatangan/Signature

Nama dalam HURUF BESAR
Name in BLOCK LETTERS

Gelaran/Designation

Cop Majikan/ Company's Stamp

KEMUDAHAN-KEMUDAHAN ASAS YANG DISEDIAKAN OLEH MAJIKAN UNTUK PEKERJA

Kemudahan	Sila tanda ✓		Bil./Unit	Percuma (Sila tanda ✓)	Dikenakan Bayaran (RM)	Bil.Pekerja Diberi Kemudahan		
	Ya	Tidak				Tempatan	L	P
1. Tempat Tinggal								
a. Rumah.Pangsa								
b. Rumah Banglo								
c. Rumah Teres								
d. Rumah Berkembar								
e. Berek								
f. Rumah Kedai								
g. Lain-lain (nyatakan)								
2. Bekalan air								
3. Bekalan elektrik								
4. Bekalan makanan								
5. Bilik rehat								
6. Pengangkutan								
7. Bilik riadah								
8. Tempat beribadah								
a. Kebenaran waktu sembahyang								
b. Kebenaran sembayang								
Jumlah								
9. Kemudahan telekomunikasi								
10. Kantin								
11. Tempat asuhan kanak-kanak								
12. Bilik untuk menyusu bayi								
13. Klinik kesihatan								
14. Lain-lain (nyatakan)								

DERAF IKLAN
Draft Advertisement

(Nama, Alamat & No.Tel. Majikan) mempelawa penduduk tempatan untuk memohon
(*Name, address & Tel. No. of Employer*) invites application from local residents

jawatan sebagai.....dalam sektor.....
for the post of in the (sector)

Bil. Kekosongan :.....
No. of Vacancies :

Tugas :.....
Duties :

Kelayakan :.....
Qualifications :

Pengalaman :.....
Experience :

Gaji pokok sebulan / sehari / sejam :.....
Wages per month / day / hour

Elaun (jika ada) :.....
Allowances (if any)

Umur :18 tahun dan ke atas.
Age :18 years and above.

Tempat tinggal disediakan: (Nyatakan percuma atau beberapa bayaran dikenakan)
Accommodation provided: (State whether provided free of charge or amount charged)

Faedah-faedah:
Sampingan (Jika ada) :
Fringe benefits (If any):

Tempat pekerjaan:
Place of Employment:

Sesiapa saja yang berminat perlu mendaftar di Pejabat Tenaga Kerjauntuk temuduga terbuka yang akan diadakan padamulai jam 9.00 pagi. (*tetapkan tarikh temuduga tujuh (7) hari selepas tarikh iklan*).

Those interested have to register with Labour Office for a walk-in interview to be held on starting at 9.00 a.m. (Fix date of interview seven (7) days after date of advertisement).

Perhatian kepada majikan:
For employer's attention:

- (i) **Iklan yang tidak mengandungi semua butir di atas atau terlalu kecil sehingga tidak dapat dibaca tidak akan diterima**
Advertisements which do not contain all the above particulars or are too small so as to be not legible will not be accepted
- (ii) **Kadar gaji yang ditawarkan kepada pekerja akan berubah tertakluk kepada Pelaksanaan Perintah Gaji Minimum 2012.**
Rate of pay offered to the worker may change in accordance to the Implementation of Minimum Wages Order 2012

**MINIT MESYUARAT PENGURUSAN
PEJABAT TENAGA KERJA SARIKEI BIL 2/2013**

Tarikh : 15 Mei 2013

Masa : 9.00 pagi

Tempat : Bilik Mesyuarat,
Pejabat Tenga Kerja Sarikei
Aras Bawah, Wisma Persekutuan Blok 2,
Jalan Bangunan Kerjaan, Peti Surat 509,
96100 Sarikei, Sarawak.

Hadir :

- | | | | |
|------|--|---|--|
| 1. | Tuan Haji Rahman bin Haji Masa'at | - | Penolong Kanan Pengarah Tenaga Kerja Sarikei S41 (Pengerusi) |
| 2. | Puan Zaleha binti Yusup | - | Penolong Pegawai Perhubungan Perusahaan S32 |
| 3. | Puan Norisah binti Suhaili | - | Penolong Pegawai Perhubungan Perusahaan S27 |
| 4. | Puan Teresa Rami ak Mugah | - | Pembantu Tadbir Kewangan W17 |
| 5. | Encik Nyawin ak Sirai | - | Pembantu Tadbir (P/O) N17 |
| 6. | Encik Mohd Tazullah Khan bin Mohd Noor Amir Khan | - | Penghantar Notis N4 H 11 |
| 7. | Encik Taip bin Abang Hazimie | - | Pembantu Am Pejabat N3 H 11 |
| 8. | Encik Sofian bin Razali | - | Pembantu Am Pejabat N1 H 11 |
| 9. | Encik Lawrence Dilang ak Malong | - | Pemandu Kenderaan Pejabat R3 H 11 |
| 10.6 | Puan Sida binti Bi | - | Pembantu Tadbir (P/O) N17 (Pencatat Minit) |

3.3 Latihan dan Kursus

- 3.2.1 Tuan Pengerusi mengingatkan kepada pegawai atau staf yang ingin memohon kursus perlu memaklumkan kepada beliau terlebih dahulu. Namun begitu, beliau juga mengingatkan bahawa permohonan akan dipertimbangkan jika tidak melibatkan kos yang tinggi.

(Makluman : Semua)

- 3.2.2 Tuan Pengerusi menyatakan bahawa latihan dalaman pejabat tidak dapat dijalankan dan ditangguh dalam masa terdekat kerana pelaksanaan Program 2PK dan 3P. Tuan Pengerusi memaklumkan juga bahawa beliau telah mencadangkan tarikh 1 dan 2 Julai 2013 untuk Program 2PK yang pertama yang melibatkan 50 orang peserta. Pada 22 dan 23 Ogos 2013 pula untuk Program 2PK yang kedua juga melibatkan 50 orang peserta. Manakala program 3P pula akan diadakan pada 24 Ogos 2013. Pn. Rami bersetuju dengan cadangan Tuan Pengerusi kerana latihan tersebut perlu dihadiri oleh semua staf dan pegawai. Tuan Pengerusi juga meminta semua pegawai dan staf agar bersedia dengan segala permasalahan berkenaan dengan tuntutan untuk dikemukakan sewaktu latihan itu nanti.

(Makluman : Semua /
Tindakan : Pn. Ram)

3.4 Sistem e-Maklum Balas Kaunter

- 3.4.1 Tuan Pengerusi mengingatkan petugas kaunter agar memastikan setiap pelanggan yang datang mengisi e-maklumbalas. Petugas kaunter juga perlu membuka email setiap hari bertugas dan jika ada email aduan, petugas kaunter perlu mencetak aduan tersebut dan menyerahkan kepada penyelia kaunter.

(Makluman / Tindakan:
Petugas Kaunter)

- 3.4.2 Seperti yang semua telah maklum, Pn. Widyawati akan cuti bersalin dalam waktu yang terdekat. Oleh yang demikian, Tuan Pengerusi menyatakan bahawa Pn. Teresa Rami dan En. Lawrence dapat menjalankan tugas sebagai penyelia kaunter menggantikan Pn. Widyawati sementara waktu beliau cuti bersalin.

(Makluman / Tindakan :
Pn. Teresa Rami,
En. Lawrence,
Petugas Kaunter)

3.5 Sasaran Kerja Tahunan (SKT) / Bussiness Plan 2013

- 3.5.1 Tuan Pengerusi mengingatkan bahawa Sasaran Kerja Tahunan (SKT) perlulah diisi dan sebarang perubahan boleh dibuat dan perlu memaklumkan kepada Pegawai Penilai Pertama berkenaan perubahan yang telah dibuat.

(Makluman : Semua)

3.10 Ruang Pejabat

3.10.1 - Minit ditutup -

(Makluman : Semua)

4. HAL-HAL LAIN

4.1.1 Penemuan Naziran - Kawalan Pengurusan

4.1.1 (a) Carta Organisasi

Tuan Pengerusi memaklumkan bahawa pihak ibu pejabat telah memberikan senarai perjawatan di PTK Sarikei dan meminta Pn. Sida untuk mengemaskini carta organisasi mengikut perjawatan yang telah diberikan tersebut.

(Makluman : Semua /
Tindakan : Pn. Sida)

4.1.1 (b) Fail Meja

Mesyuarat diingatkan untuk menyiapkan fail meja masing-masing kerana pihak audit akan datang bila-bila masa. Fail meja juga perlu dikemaskini mengikut senarai tugas yang telah diberikan.

(Makluman / Tindakan :
Semua)

4.1.1 (c) Kad Perakam Waktu - Minit ditutup -

(Makluman : Semua)

4.1.2 Kawalan Pengurusan Kewangan, Aset dan Stor.

4.1.2 (a) Aset & Stor

- Mesyuarat dimaklumkan bahawa Pn. Kavitha dan En. Chrysostom dari Ibu Pejabat telah datang ke pejabat untuk membuat pelupusan aset. Berkenaan permohonan pelupusan yang telah dibuat, terdapat 6 item masih belum mendapat kelulusan iaitu 3 item aset yang mana dilupuskan sebagai hadiah dan 3 item ICT. Tuan Pengerusi mengingatkan mesyuarat bahawa pelupusan perlu dilakukan ditempat pelupusan sampah yang telah digazetkan dan pelupusan dilakukan dalam tempoh 3 bulan dari tarikh kelulusan.

(Makluman : Semua /
Tindakan : En. Nyawin)

3.6 HRMIS

- 3.6.1 Mesyuarat telah mengambil maklum. Tuan Pengerusi memaklumkan kepada ahli mesyuarat bahawa Pn. Sida akan menggantikan Pn. Nur Adlina sebagai pentadbir cuti.

(Makluman : Semua /
Tindakan : Pn. Sida)

- 3.6.2 Mesyuarat juga telah ambil maklum. Tuan Pengerusi mengingatkan pegawai dan staf yang mendapat teguran berkenaan pengisytiharan harta agar membuat tindakan segera.

(Makluman : Semua)

3.7 Program Penempatan Pekerjaan 2013

- 3.7.1 Mesyuarat telah mengambil maklum bahawa Program 3P akan di adakan pada 24 Ogos 2013. Tuan Pengerusi juga memaklumkan bahawa program 2PK juga akan di adakan selari dengan Program 3P dan tarikh yang dicadangkan oleh Tuan Pengerusi adalah 1 dan 2 Julai 2013 untuk Program 2PK yang pertama. Program 2PK yang kedua menyusul pada tarikh 22 dan 23 Ogos 2013. Tuan Pengerusi menyatakan bahawa kertas kerja untuk kedua program tersebut perlu disiapkan penghujung bulan Jun.

(Makluman / Tindakan: Unit
Pengurusan, Unit
Kewangan, Unit UPP)

3.8 Piagam Pelanggan

- 3.8.1 Mesyuarat telah mengambil maklum.

(Makluman : Semua)

3.9 Jadual Bertugas Kaunter

- 3.9.1 Mesyuarat telah mengambil maklum. Tuan Pengerusi menekankan bahawa setiap petugas kaunter haruslah memberi komitmen yang tinggi terhadap tugas serta mematuhi jadual giliran bertugas yang telah disediakan. Jika terdapat sebarang permasalahan dalam menjalankan tugas pada masa yang telah ditetapkan, perlulah memaklumkan kepada yang lain dan jangan sekali membiarkan kaunter kosong. Ini adalah untuk menjaga kepentingan imej pejabat agar tidak mendapat teguran dari Tuan Pengarah serta pelanggan yang datang berurusan ke pejabat. Tuan Pengerusi juga menyatakan untuk membuat pindaan pada jadual bertugas kaunter untuk bulan Mei memandangkan Pn. Widyawati akan cuti bersalin pada bila-bila masa. Pn. Sida mencadangkan untuk mewujudkan buku rekod panggilan keluar / masuk di kuanter bagi memudahkan pemantauan penggunaan telefon pejabat.

(Makluman : Petugas
Kaunter, Semua /
Tindakan : Pn Teresa Rami ,

Jenis tanaman/ ternakan	Luas kawasan dalam hektar	Luas kawasan yang telah diusahakan dalam hektar	Bilangan ternakan (ekor)	Matriks untuk pekerja am	Bil. pekerja sedia ada				Bil.kekosongan jawatan	
					Mahir/ Bukan Manual		Pekerja am		Mahir/ Bukan Manual	Pekerja am
					*T	*PBP	*T	*PBP		
Kelapa sawit				7 ha =1						
Getah				4 ha =1						
Kopi				3 ha = 1						
Teh				0.5 ha = 1						
Lada				1.25 ha = 1						
Koko				2 ha = 1						
Kebun sayur/ buah-buahan				1 ha = 3						
Ayam pedaging				3000 ekor = 1						
Ayam penelur/ Itik				2000 ekor = 1						
Khinzir/ lembu				200 ekor =1						
Kambing				400 ekor = 1						
Kolam ikan/ udang/ ketam				0.1 ha = 1 0.4 ha = 1 pekerja mahir						
Lain-lain (Nyatakan)										

APPENDIX B


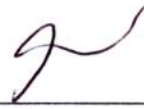




FAKULTI SAINS PENTADBIRAN DAN PENGAJIAN POLISI
UNIVERSITI TEKNOLOGI MARA

BORANG PERJUMPAAN DENGAN PENYELIA
LAPORAN AKHIR PRAKTIKAL (ADS 666)

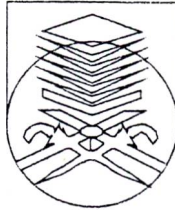
NAMA PELAJAR : NUR AMALINA FATIN BT OSMAN
NO MATRIK UiTM : 2012492882
NO KAD PENGENALAN : 910220-13-5576
PROGRAM : AM228/AM225*
NAMA PENSYARAH PENYELIA : MISS NONI HARIANTI JUNAIDI

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

Bil	TARIKH	MASA	TANDATANGAN	CATATAN
1	13/3/2014 Thursday	1.30 pm		submit chapter 1
2	24/3/2014 (Isnin)	9.50 a.m		Discuss draft chp 2
3	28/3/2014 (Thursday)	9.45 a.m		submit Draft chap 2
4	2/4/2014 (Wednesday)	9.30 a.m		① Discuss draft chap 3 chap 1 (amendment) ② returned to student
5	8/4/2014	8.00 a.m		③ Chapter 3
6	17/4/2014	10.00 a.m		Chapter 4 & 5
7	18/4/2014	8.00 a.m		Chapter 5
8	16/5/2014	10.00 a.m		whole report practical
9	20/5/2014	8.00 a.m		Amendment whole report
10				

* potong yang tidak berkenaan

Sila gunakan lampiran jika ruang sediada tidak mencukupi



UNIVERSITI TEKNOLOGI MARA SARAWAK

PRACTICAL TRAINING

LOG BOOK

Instructions

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

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

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

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

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

Recording

The log book should contain the following information:

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

1. Student's name: NUR AMALINA FATIMAH BT OSMAN
2. Date & Place of Birth: 20/FEBRUARY 1991 CLINIC DESA BELAWAI
3. UiTM No.: 2012492882
4. Program: SARJANA MUDA SAINS PENTADBIRAN (KEPUJIAN)
5. Year: Part: 5
6. Home address: NO 1423, JALAN IXORA KAMPUNG SEBERANG
96100 SARIKEI SARAWAK
7. Address during practical training: NO 1423, JALAN IXORA KAMPUNG
SEBERANG 96100 SARIKEI, SARAWAK.
8. Place of training: JABATAN TENAGA KERJA SARIKEI
9. Name of Supervisor in-charge: Haji Rahman bin Haji Mas'ud
10. Duration of training: From: 22 JANUARY 2014 to 28 FEBRUARY 2014

FOR OFFICE USE ONLY

11. Remarks: (Dean/Course Tutor)

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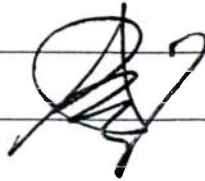

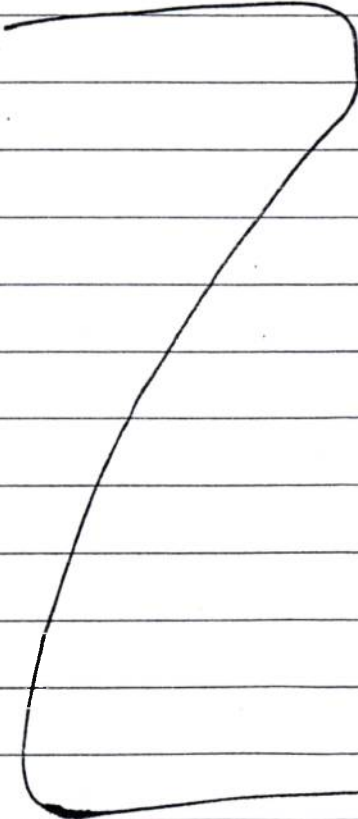

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DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
2014	① met and introduced myself to all staff at Jabatan Tenaga Kerja (JTK) Sarikei branch.	Boys of them showing good interest and commitments
	② Training location : Labour Department, Sarikei	towards the given tasks.
	Task given by Haji' Rahman Bin Haji Masa'at .	
	Went through read and analyze and understand the standard of procedure (SOP) of JTK Sarikei, through documents such as :	 30/1/2014
	" Dokumen Kualiti : Manual Kualiti Pejabat Tenaga Kerja ".	HJ RAHMAN BIN HJ MASA'AT PENOLONG KANAN PENGARAH TENAGA KERJA SARIKEI S41
	Comment / opinion	
	While going through this document, I found that it is important to ^{know first} the field work in Jabatan Tenaga Kerja, before I have been given task. I will know a little bit work to do. Apart from that, I was exposed with the document that show quality of work in the office. It was teach me to be good quality worker in the future in term of be integrity, transparency, and teamwork in working.	 

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARK
Jan 2014	Training location : Labour Department, Sarikei	<i>BBB Student</i> <i>given task</i>
		<i>to arrange</i>
	Explanation on office inventory and stocks by Mr. Nyawin a.k.sirai	<i>the officer</i>
	(Pembantu Tadbir)	<i>concerns</i>
		<i>and the</i>
	① Task given was to make a planning on how to reorganize inventories and things in the meeting room, to ensure a more spacious yet systematic place to store things and lastly implement the plan	<i>process</i> <i>running well</i>
		
		HJ RAHMAN BIN HJ MASA'AT PENOLONG KANAN PENGARAH TENAGA SARIKEI S41
	what I did :	
	- Had discussion with Malisa and Mr Nyawin	
	- came up with final sketched up plan on reorganization of office inventories and things :	
	→ Regroup inventories, things that were categorized under "stok untuk pelupusan" at one place	
	→ Remove unnecessary papers and boxes for recycling purpose	
		

TE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	<p>→ Regroup equipments such as electric cables, plugs, amplifiers (appliances of same nature at one place)</p> <p>→ carried out the plan</p> <p>My comment / opinion :</p> <p>within instruction had been given by En Nyawin, it will teach me or recall ^{subject} back the human resource management I had been studied in my course programme. I had been reorganise the ^{a few} inventories and stock with using principle 5S which include seiri, seiton, seiso, seiketsu and shitsuke.</p> <p>I was using the first step seiri refer to the act of throwing away, all unwanted, unnecessary and unrelated material. This would ensure that everything left is relate to work. It would make effective space in meeting room. Besides that seiton which set everything in proper place for quick retrieval and storage which we regroup the equipment in work office.</p>	




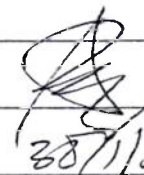
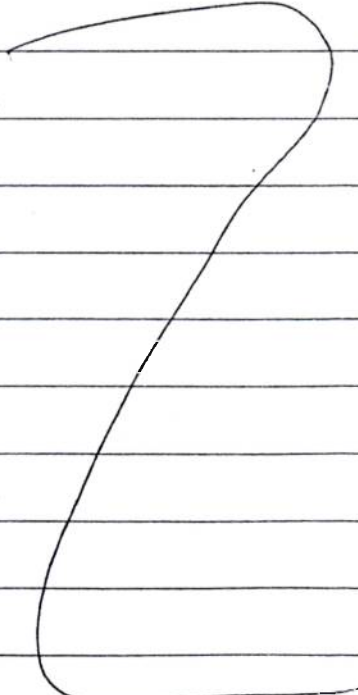

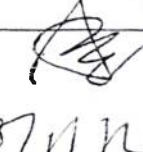
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
Jan 2014	Training location : Labour Department, Sarikei	Practical Training Progressing Well and good commitment shown by them.
	Task on account (financial) administration by madam Teresa Ramir ak. Mugar	
	I was introduced to and familiarised with payment voucher or "baucer bayaran"	
	My task :	
	① Looking into various function of payment voucher (baucer bayaran) which includes :	38/1114 HJ RAHMAN BIN HJ MASAAT PENOLONG KANAN PENGARAH TENAGA SARIKEI S41
	- monthly salary payment to part- time workers.	
	- OT claimation by JTK staff	
	- payment to KWSP	
	- Tuntutan perjalanan atas urusan rasmi	
	- E - procurement document (categories)	
	i) Pembelian terus perkhidmatan - luar talian (blue coloured paper)	
	ii) Pembelian terus produk -luar talian (pink coloured paper)	
	- E - S P K R documents	


TE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	<p>② did the tagging of "baucer bayar"</p> <ul style="list-style-type: none"> - Every baucer bayar goes together with necessary attachment / documents. <p>Every document that needs signature is tagged with the name of its respective signee.</p>	
	<p>③ stamping of payment vouchers or "baucer bayar".</p> <ul style="list-style-type: none"> - Almost all documents in payment vouchers need stamping. stamps are categorized to their own specification. <p>(stamps for invoice, stamp for copy certification, verification from accounting unit, stamp for already paid vouchers, etc.)</p>	
	<p>④ Filing of payment vouchers</p> <ul style="list-style-type: none"> - All payment voucher were organized systematically according to numerical order, with the latest Payment voucher number on top. - Each file containing organized payment voucher was grouped with 30 payment voucher in each file. 	



DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REM
	<p>Comment / opinion</p> <p>Within this task, it would expose us to know more about the financial administration which introduced and familiarised me to payment voucher that confidential and the most important part in this department. According to our supervisor Hji Rahman bin Haji Marfat state that, this payment voucher is too crucial and confidential in this department to make sure financial in this department is transparency and the ^{payment} voucher in this office had been show transparency in financial flow. We have been teach how to know the document must be put to filing and need to be include in the financial document.</p> <p>This document also show us that have been us studied in our subject public finance that use the public money ^{wisely} and the department have been make public procurement with right quantity, right price, right place, right quality and right</p>	


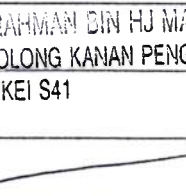
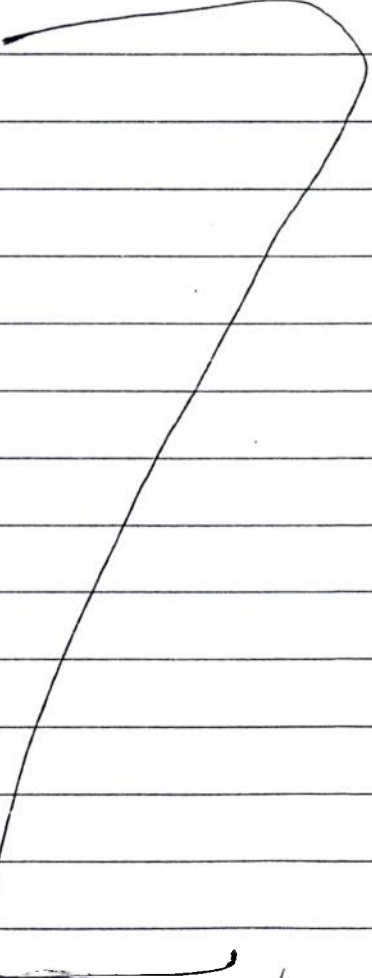




DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
10/01/2014	Training location : Labour Department, Sarikei.	Student shows good interpersonal skills while others members of bus office and well converse with the task given by the staffs
	① The tasks on stamping, tagging and filing of payment vouchers were continued as more payment voucher were printed out by Madam Teresa Ramj.	
	② Another task given by Mr. Tazullah Khan was asked to check the details on "surat akuan penerimaan bayaran" for suit cases : - KBR / PTK / ST / 2013 / 0017 - KBR / PTK / ST / 2013 / 0018	  <p>HJ RAHMAN BIN HJ MAS'AT PENOLONG KANAN PENGARAH TENAGA K SARIKEI S41</p>
	<p>Details that we checked were on :</p> <ul style="list-style-type: none"> - Names of those whom compensation were to be paid - IC number - Compensation amount 	
	<p>Comment / opinion</p> <p>This task need to be put in important thing that we handle the welfare of worker that need compensation.</p>	  <p>3871111</p>

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1 Jan / 2014	Training location : Labour Department Sarikei	Good Discipline and Commitments
	<p>① The tasks on stamping, tagging, and filing of payment vouchers were continued as more payment voucher were printed out by madam Teresa Rami.</p>	 <p>387/1/14</p>
	comment / opinion	<p>HJ RAHMAN BIN HJ MASARAT PENOLONG KANAN PENGARAH TENAGA SARIKEI S41</p>
	<p>I have learned that all the document must be verified by head of officer in this Labour Department Sarikei. This task have been teaches me to manage the document in payment voucher.</p>	

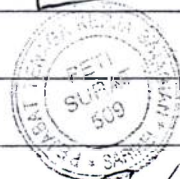


387/1/14

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1/2014	Training location : Labour Department Sarikei	Good cooperation and
	Travelling to rural area in Pakon to accompany the officer in District office in Pakon .	Understanding with training mate . 
	- manage 1. Azam in rural area that need do inspection .	 HU RAHMAN BIN HU MASAAT PENOLONG KANAN PENGARAH TENAGA K SARIKEI S41
	- we also escorting officer from Pakon District office to update information on six participant of e-kasih program at Rumah tanjong Baling .	
		 3871111

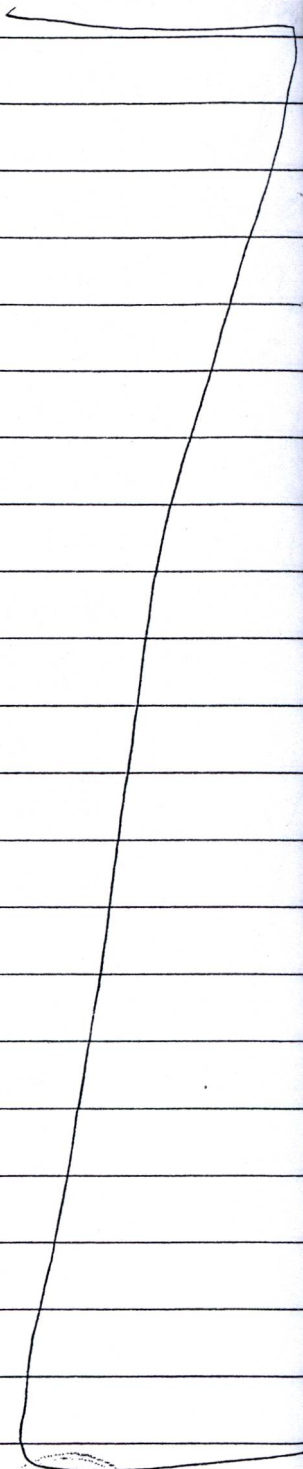
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
0 / 1 / 2014	Training location : Labour Department Sarikei	Exposure on accounting financial management process in the office done.
	① Continued the task on stamping, tagging and filing of payment voucher were continued as more payment voucher were printed out by Madam Teresa Rami.	 7/1/14
	Comment & opinion	HJ RAHMAN BIN HJ MANSUR PENOLONG KANAN PENGARAH SARIKEI S41
	I have been exposed to the payment voucher that make me understand this document is very important to the department and must handled with confidentiality and must have verified by upper department.	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
July 2014	Training location : Labour Department	
	Sarikei	
	Task on votebook and invoice	
	by Madam Teresa Rami a.k Mugah.	
	I was dealt & was expose to the	
	votebook and invoice document.	
	Votebook is document that to maintain	
	daily basis which record debit	
	and credit of government money	
	to allocate the procurement of	
	department. while, invoice document	
	show expenses of department.	
	This government money allocated	
	each department differ based	
	expense made.	
	My task :	
	1) stamping on VB and invoice	
	2) Analyse vote book + invoice	
	to look through, making note	
	when there are missing monthly	
	expenses / record or document	





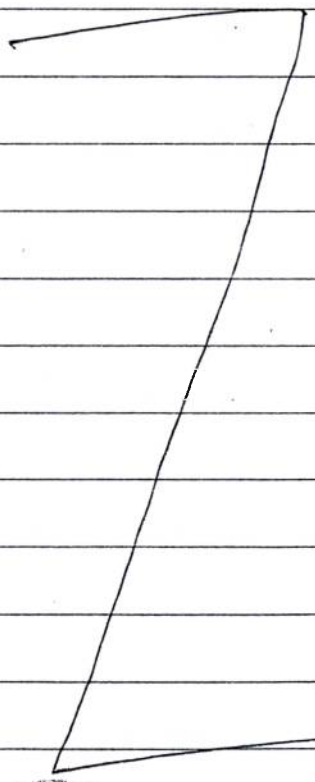


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7/2/14
HJ RAHMAN BIN HJ MASA'AT
PENOLONG KANAN PENGARAH TENAGA KERJA


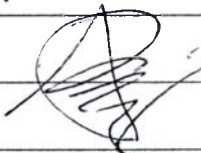



DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	<p>I have noted that the dept no longer use manual vote book to maintain daily flow of money, now they have computerised system but still all system need to be printed out and certified by controlling officer and Head of Department.</p>	
	<p>Comment & opinion</p>	
	<p>I have been exposed to the vote book and invoice document. It will give me knowledge on how to handling votebook and invoice document. Puan Teresa have explain us with detail on votebook and invoice document, that make us clear with the vote book and invoice document.</p>	



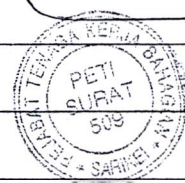
7/2/14

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
July 2014	Training location : Labour Department Sarikei	Exposure on the work.
	Task on 1 Azam and 2 PK	process of
	- compile information on participants from each profile of job seekers and fill them in form provided by Puan Sida.	Job Malaysia/ Employment Svc. Unit PTK Sarikei done
	Datan are used to be filled in to assess the effectiveness of azam kerja program.	  7/12/14
	→ age, marital status, race and level of education.	
	→ participant were divided into few category	
	a) male → self employed male	
	→ unemployed male	
	→ male working in private and public sector	
	b) Female → self employed female	  7/12/14
	→ unemployed female	
	→ female working in private and public sector.	


DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	<ul style="list-style-type: none"> → Participants is mostly Ibanese → range of age between 16 - 64 → level of education - mostly want formal education → male > female 49 : 45 → marital status (mostly married) 	<p>Assessing off on compilation of data's on Ayam Keaja - ek project</p>  <p>7/2/11</p>
	<p>Comment & opinion</p> <p>Within this task, I have been exposed to the 1 Ayam program. In my concern, I have know this 1 Ayam program to the job seeker that want to get or find job to their improve their life. Mostly, the job seeker not have education background. This education background too important to make sure we get job, but apart from that, experience is also important part to ^{easier} get job.</p>	 <p>7/12/14</p>


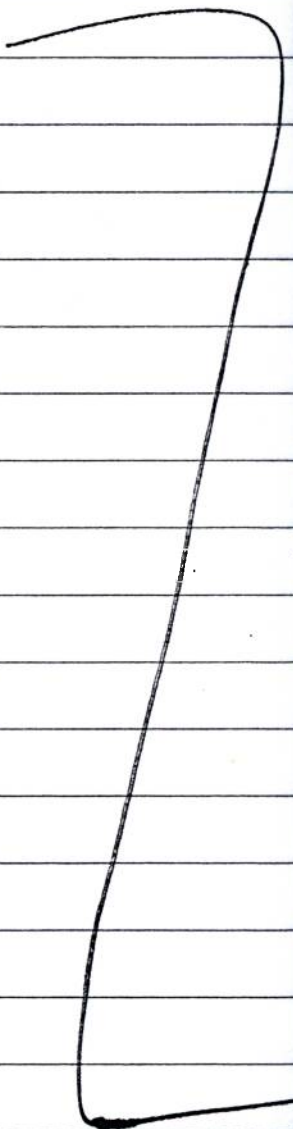
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
July 2014	Training location : Labour department Sariter	Students given chances to observe
	Join management meeting (mesyuarat pergerusan) + be at the front of the counter	the process of the management meeting is that they can be expose to the real situation
	my task : 1) involve in the meeting to observe hear the conversation between head of department with their staff.	of what the theory and practicality of Management soundly.
	2) I have be at the front of the counter and dealing with the customer and answering phone call.	  7/12/14
	Comment & opinion	HJ RAHMAN BIN HJ MASAAT PENOLONG KANAN PENGARAH TENAGA KELOMPOK SARIKEI 641
	In meeting, the head of department have discussed with their staff about project business matching Jerayawara and 3P. The head of department have assign the task to their staff and form a committee. He also have delegate his power to their staff to make sure	7/12/14    7/12/14

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
Reporting Date:	all the task have complete on time.	
	<p>Apart from that, among them also have discussed what the initiative must be done to handle the project.</p>	
	<p>When be at counter, I was see that many client have ^{go to} labour department to deal with their compensation or related to their welfare of job. It is very important to know the problem facing by client or the workers that their voice can be hear to be solve. I was expose to the job</p>	



7/2/11

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
July 2014	Training location : Evertake Farm, Bintanor	Student allowed
	Enforcement do inspection with Puan Zaleha	to join the enforcement officer in field work of enforcement
	When do inspection with Labour department officer, I have go through the field that go to farm at Bintanor that need to do inspection what have been plant in the farm. Apart from that, the officer need face to face with the owner of the farm to dealt with the license and others than that that related to the company itself.	so they can grab the real life process of dealing with people's of different walk of life.
	Besides that, I also escorting Puan Zaleha to do enforcement at new Shop. This enforcement to make sure that new shop has hired a worker and priority to put to local worker not migrant worker.	 <p>HJ RAHMAN BIN HJ MASA'AT PENOLONG KANAN PENGARAH TENAGA KER. SARIKEI S41</p> <p>7/2/14</p>

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
February 2014	Training location : Labour Department Sarikel	Practical Training Progressing Well.
	Stamping on the vote book. Continued the task on stamping and filing of vote book were printed ^{out} by madam Teresa Rami.	 23/2/2014
	Vote book is maintain daily basis which record debit and credit of government money to allocate the procurement of department.	
	My task : Stamping on the vote book that easily the officer incharge to sign and stamp.	



DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
January 2014	Training location : Labour Department Sarikei	Good Response.
	My task :	
	Calling the participant that	
	register from e-kasih system	
	which include area in Sarikei	
	and Bintangor. This participant	
	were categorised under poverty	
	and absolute poverty.	
	Apart from that, these participant	
	were invited to join program	
	Business Matching at Dewan Muzrah	
	Sarikei on 20 February 2014.	
	The objective of this program is	
	to enhance the participant	
	which living in poverty to improve	
	their life. They were ^{had} give	
	talks and giving aid to them	
	aware on how they can survive	
	in their life.	



EXACT NATURE OF WORK DONE

SUPERVISORS REMARKS

May 2014 Training location: Labour
Department Sarikei

Good Response.

My task: Sorting out list of Sarikei
and Bintarong.

Sorting out the list from e-kasih
system. This list will be sorting
out divided according to their
respective zone. This sorting out
list to ease the officer incharge
to visit participant area.

This visit to the participant house
to invited them to join the
program Business Matching.


Apart from that, this sorting list
to ease the job of officer incharge
to visit participant house, where
mostly reside and live in long
house. The officer incharge
need to visit the participant
house, this is because most
of the participant don't have
communication medium especially
telephone.



DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REM
	Comment / opinion	Good <i>flg</i>
	<p>This task eventhough seem easy, but I also have ask my workaholic regarding the area. I have advantage in this task, because, I had familiar with the area in Sarikei. We must need to adapt the surrounding area not only in working environment but also need adapt the surrounding that related to the customer or participant. We must need to adapt the surrounding area to make sure we can adapt in the future in real work.</p>	



Signature

EXACT NATURE OF WORK DONE	SUPERVISORS' REMARKS
<p>May 2014 - Training location : Labour Department Santek</p>	<p>Good Response.</p>
<p>meeting that related compiling data to be presented to the resident office.</p>	
<p>I was invited to join the meeting that between Head of department and staff. My role is do the observation on the meeting that give me real experience on the meeting department. The committee has been establish to make sure task can be assign to ensure complete on time.</p>	
<p>This compiling data were be presented by the officer incharge to the resident office that related to the issue on field of work in Labour Department Santek.</p>	

23/2/2014.

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS
	Comment / opinion	Good Reg
	<p>In this observation, I can feel the real experience on the meeting with the head of department. The staff with head of department have give good commitment to do compiling data with a good team members.</p> <p>In my observation, they have good cooperation with each other. It would give me the experience on how to dealing with coworkers.</p>	



EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
<p>any 2004 Training location : Labour Department sarikei</p>	<p>Good Respond</p>
<p>My task : Sorting out list at Julau and Pakan</p>	
<p>Sorting out the list from e-kasih system.</p>	
<p>This participant were from Julau and Pakan area. This</p>	
<p>list will be sorting out divided according to their respective zone.</p>	
<p>This sorting out list to ease the officer incharge to visit participant area.</p>	
<p>This visiting was to invited participant join program Business Matching.</p>	
<p>Apart from that, this sorting list to ease the job of officer incharge to visit participant house where</p>	
<p>mostly reside and live in long house. Most of the participant don't have communication medium especially telephone.</p>	
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DATE	EXACT NATURE OF WORK DONE	SUPERVISORS R
	Comment / opinion	<u>Good Pay</u>
	This task will make me ^{familiar}	
	the area in Julau. In	
	my perspective, most of	
	the participant from Julau	
	is in long house area. The	
	sorting list would make the officer	
	enforcement ease to visit	
	the participant house.	
	We need to adapt the surrounding	
	area on the participant house	
	because it would give me real	
	experience in the future.	
	Even though, I not really familiar	
	with the area, but I have	
	^{out} try to give the best to help	
	the officer to do visiting.	

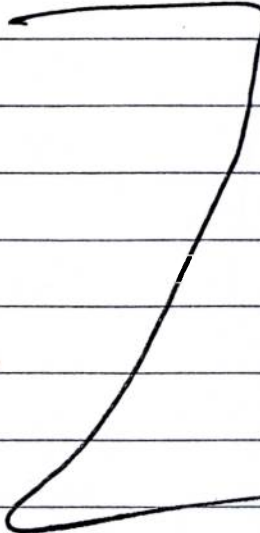



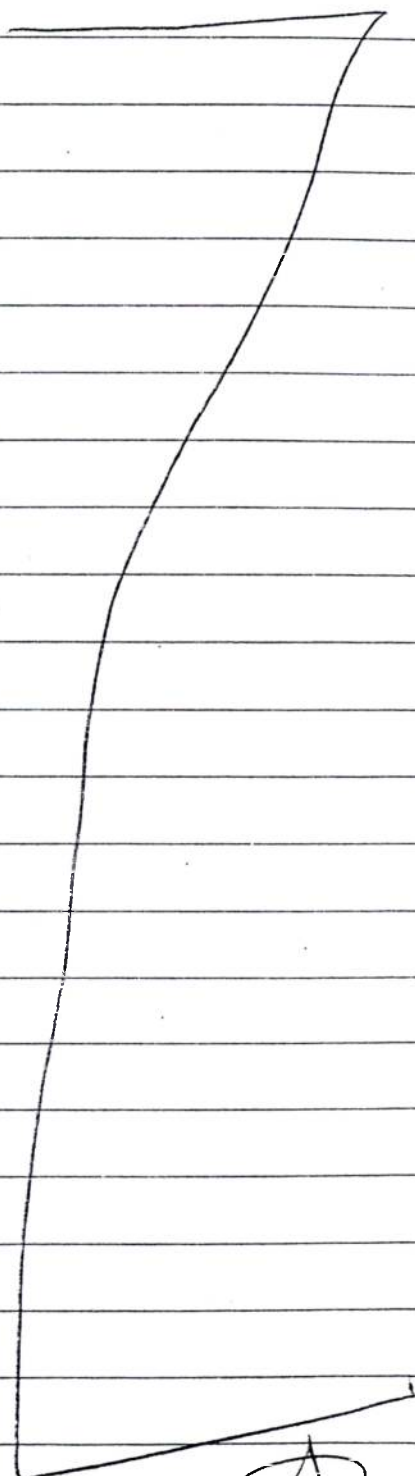
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS R
	by Encl Khaiml. The task on	Good Pen
	microsoft word on attendance	
	of participant table.	



E	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
May 2014	Training location : Labour Department Sarikei	Groot Respond
	My task :	
	<p>I and my team member had been given instruction by Puan Zaleha to calling the employer from private company to confirm the attendance on briefing meeting on program Azam Kerja on 27 February 2012 at Labour Department Sarikei. These employer on private company had been invited to to give cooperation with labour department Sarikei to give chance of employment opportunity to the job seekers.</p> <p>The company selected on this program were mostly from Sarikei, two from Sibu, one from Miri and others from Bintulu.</p> <p>This program Azam Kerja is to give employment opportunity to</p>	



DATE	EXACT NATURE OF WORK DONE	SUPERVISORS RE
	the job seekers outside that want to find the job.	Good Design
	The employers need to attend the briefing on program Asam Keng to ensure them would give employment opportunity to the job seekers and the youth that don't have work.	
		
		23/2/2014

	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
May 2014	Training location : Labour Department sarikei	proactive & good Teamwork.
	my task :	
①	I and my partner practical student Malisa, had been given instruction by puan zaleha, enforcement officer to make a phone call to employer to invited them to attend the briefing of Azam kerja. This aim of briefing Azam kerja is to help job seekers those in poor group of people. within this project Azam kerja the employer will help those poor people to improve their life.	
②	we make a phone call to make sure that they had replied the confirmation of attendance to attend this meeting of briefing Azam kerja. Apart from that, we have expose this experience to dealing with the employer that	

28/2/2014

	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
may 2014	Training location : Labour Department sarik.	Good Respond
	<p>Within the guidance from Encik khaiml, I have assist the two of job seekers to fill in the online form in website jobsmalaysia.gov.my. I have assist the two job seeker on how to fill in the online form.</p> <p>This task would give advantage to me, because i also can expert on to fill in the application form to teach the people in the future.</p> <p>The job seekers fill in the necessary data in the online application form such as the academic qualification to make ease the employer who want to find the workers.</p> <p>Apart from that, job seekers needs to bring the certificate to ease them to be refer to fill in the application online form.</p>	

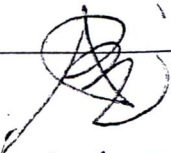
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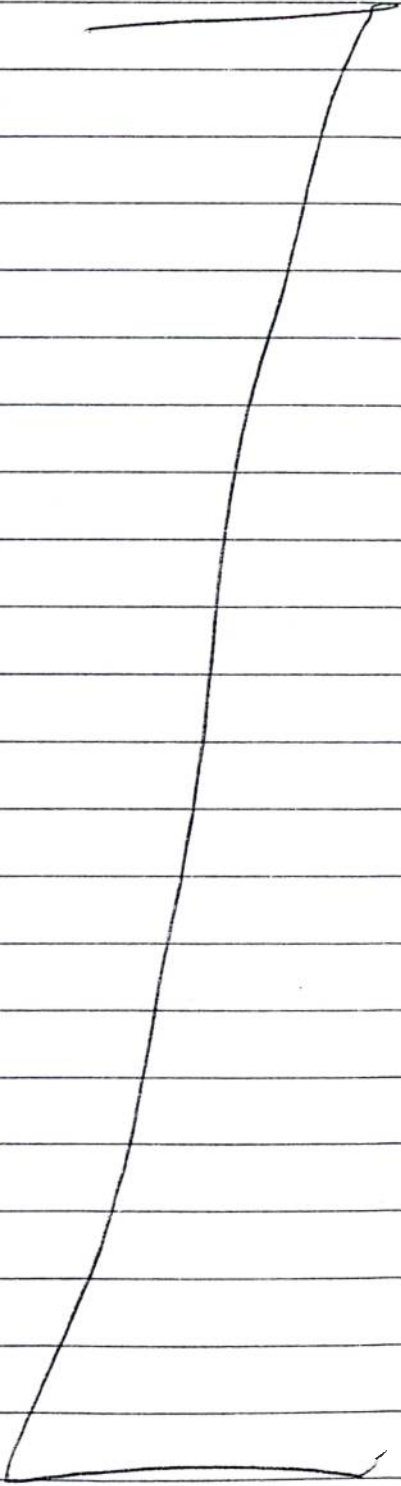
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REM
	I would have knowledge on	Good
	how to fill in the application	Respond
	online form.	

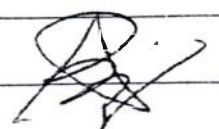
Good

Respond

7



TE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
bmany 2014	Training Location : Labour Department sariker	Good Response
	Task :	
	<p>① Within instruction was given by Puan Theresa , I have sorting out of 6 list form from voucher document to prepare for auditing from the National Audit Department officer . This National Audit Department officer were coming next week to do auditing on the voucher payment in labour Department sariker. This 6 list document need to be prepared to the officer from National Audit Department .</p>	
	<p>② Apart from that , I have also given instruction by Puan Zaheda to make a phone call to employer to invite them to come to the labour office department on briefing Azam keja on Thursday . This is to ensure the briefing on Azam keja</p>	



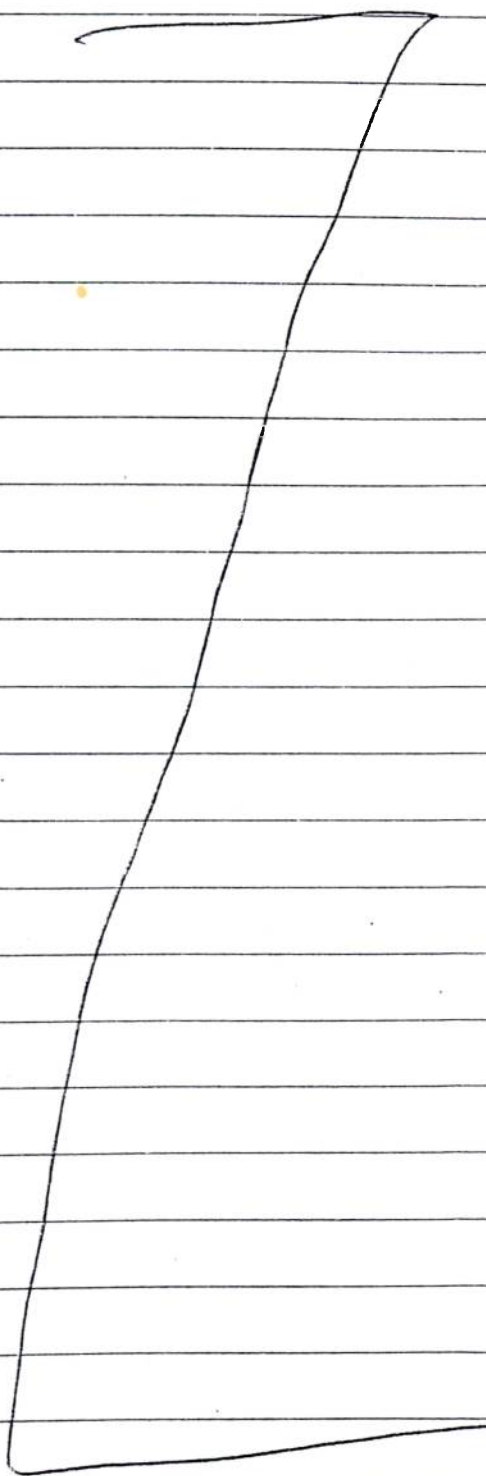
20/04/2014

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS RE
	start at 8:30 a.m to registration	Good Ray
	the employer attendance to make	
	sure briefing start on 9.00 a.m	
	smoothly and finish early at time.	
	Apart from that, the phone call	
	was make to ensure that they	
	have confirm the attendance	
	on briefing Azam keha through	
	paxes. This would easily to the	
	officer labour department to record	
	and take action on it.	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
February 4	Training location : ① at Dewan Gunasoma Bangunan Persekutuan	Good Response
	② Labour department Sarikaj	
	③ U - form , JULAH	
	④ Kion Chiong farm , Bintongor	
	<p>① At Dewan Gunasoma Bangunan Persekutuan, I and my partner practical student have invited to join the briefing Azam kerja with employer. The employer have been exposed the benefit when they hired poorest people registered in e-kasih system. It would make attract more employer to help poor people outside there that don't have jobs. The government have give initiative to the employer such as</p> <p>Rm500 x 3 month for the on the job training incentives, ...</p> <p>Rm 600.00 x 3 month → workers allowance</p> <p>Rm4000.00 → training cost.</p> <p>This program "Azam kerja" have four</p>	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REM	
	activities : 1) Place & train 2 PL	Good Respond	
	2) " Jana Pendapatn (JAPI)		
	3) Community Project		
	This program Azam juga give opportunity to poorer people to get better job to improve their life.		
	In this briefing, they have discuss on how to help poorer people.		
	In this session also have question and answer between officer of labour department and employer of company in area sariker. I have been exposed on how the labour department officer handle the situation on how to answer the question been asked by employers.		
	(2) While in labour department sariker, we had been given instruction by Puan Teresa that she was ask me to protostat the document for being prepared to audit officer ^{will} come next week. Apart from that, I also have sorting out the document that need for audit.		

28/2/18

EXACT NATURE OF WORK DONE	SUPERVISOR'S REMARKS
<p>There are 6 document need to be prepared to checked by the audit officer. Doing the filling document .</p>	<p>Good Respond .</p>
<p>③ I and my partner practical student Malisa accompany the enforcement officer Puan Norisah to do inspection at the farm at Julay , u-farm and Kion Chiong Farm at Bintanor .</p> <p>We need to go 2 places to do inspection because the date to do inspection is been set up .</p> <p>Apart from that officer need to to inspection because to apply approval principles . They need to go to site to know either its true the employer at farm need to employ foreign worker to do job at farm . But , its is priority to hired local people before can hired foreign worker . If the employer cannot get or hired local people then they can hired foreign worker .</p>	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS RE
	The approval principle is to apply for foreign workers. This ap need to do before the employer hired foreign workers to. knows that the employer need or not hired preign workers	Good job Personal
	Besides that, the officer need to do inspection to make sure that the employee quality to hired foreign workers.	28/11
	I and my other practical student visit two farm which is Kong Ching Farm and u-farm. In u-farm the most that they have plant is palm oil and the others farm plant vegetables and fruit.	