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**PRACTICAL TRAINING REPORT
(ADS566)**

SARATOK DISTRICT OFFICE

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March 2014

Acknowledgement

From the depth of my heart, I express my deep sincere gratitude to the Almighty for the Blessings He had given upon me to do this work. Without Him blessing me will not have successfully and strength to do practical for five weeks starts from 22 January 2014 until 28 February 2014.

I am also deeply grateful to District Officer (DO) of Saratok District Office, Tn. Mohd. Ikhmal Abdullah for his commission and pleased to accept my application to be one of a student practical here. Without his pleasure I will not have opportunity to gain experiences and knowledge for in charged the public sakes, needs and demands of them.

I am in deeply thankful to Pn. Surayah Binti Morshidi as my host supervisor in Saratok District Office for her guidance, patience and support during my practical training here even thou it just take only for a short periods which is a six weeks.

I consider myself very fortune for being able to work with a very considerate and encouraging staffs as all the staffs at Saratok District Office. A millions thanks to all staffs once again for this wonderful practical training moment.

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CHAPTER 1

INTRODUCTION OF THE ORGANIZATION

1.1 Introduction

This chapter focuses the background of the organization which is about Saratok District Office. Sections 1.2 discuss the background of the organization, Section 1.3 explains on the objectives and Section 1.4 states on organizational functional. Section 1.5 is discussed on the vision and mission. On the other hand, Section 1.6 is on the organization structure. In addition, Section 1.7 explains the core business/ core administration and Section 1.8 is about another services provided by Saratok District Office.

1.2 Organization Background

Initially, the Saratok District Office otherwise known as "Fort Charles" was built by a government employee named Brooke Maxwell around 1878 as administrative and located in the heart of the city on the hill Saratok; 'SAGATOK', the Saratok District Office is a historic building (See Figure 1.1).