



**Faculty of Administrative Science
& Policy Studies
Universiti Teknologi MARA**

**Practical Training Report
Pejabat Residen Bahagian Betong**

**Samantha Claire Anak Daniel
2010780553**

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To have the opportunity for internship in Betong Resident's Office is truly an unforgettable experience. Indeed, my internship was both valuable and very educational as it is in line with the Bachelor in Administrative Science coursework.

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CHAPTER 1

INTRODUCTION

1.0 INTRODUCTION

Chapter 1 is an introductory of the functions of Resident's Office, the units of Resident's office and their responsibilities, the vision, mission and objectives of the organization, organization's customer charter and the structure of the organization.

1.1 FUNCTIONS OF RESIDENT'S OFFICE

In general the Resident's office is the head of administration for division and is directly responsible to the Secretary of State in all matters of the division public administration. It is also responsible for the planning and implementation of development with the cooperation of other departments and agencies.

Moreover, the Resident's office is also responsible for the division's security affairs and all matters regarding the division's welfare and various leaders of religions and ethnics. Other than that, the organization also helps to supervise the Native Court or also known as Mahkamah Bumiputera.

Other functions of the Resident's office also include to become an advisor to the Division District Councils, coordinating various programs or festive activities and entertainment, assist management of State and Parliamentary Elections,

CHAPTER 2

SCHEDULE OF PRACTICAL TRAINING

2.0 INTRODUCTION

In this chapter, the work schedule during the practical training is reported and summarize. Information such as the tasks being assigned during the training is also included. The tasks assigned are related to administration practice such as developing and managing human resources, quality, assets and ICTs.

2.1 SUMMARY OF SCHEDULE OF PRACTICAL TRAINING.

WEEK	DATE/DAY	DESCRIPTION	SUMMARY
1	22 July 2013 (Monday)	<ul style="list-style-type: none">• Reporting for practical attachment at Betong Resident's Office.• Assigned to the administration section of the organization.• Learned the purpose of 'Buku Perkhidmatan'• Distributed internally and faxed minute sheets to other agencies for the '50 Tahun Kemerdekaan Sarawak' event	<p>The first week of practical training I was introduced to the different units of Resident's office, which are Social, Administration and Development unit. Each unit has its different functions:</p> <ul style="list-style-type: none">➤ Social unit: Eradicating poverty, strengthening leadership, enhance social development coordination and collaboration, improve the management of disaster relief efforts, managing official events and increase public awareness on road safety.➤ Administration unit: Management and development of human resource, handling
	23 July 2013 (Tuesday)	<ul style="list-style-type: none">• Learned how to prepare and update 'Buku Perkhidmatan'• Collected personal information from the staff for updating 'Buku Perkhidmatan' purposes.	