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PRACTICAL TRAINING REPORT
KUCHING DISTRICT OFFICE

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CHAPTER 1

INTRODUCTION OF THE ORGANIZATION

1.0 Introduction

This chapter explain about the background of the organization, vision and mission of the organization, objectives, organization structure, core business and services of the organization, client charter and functions of the organization.

1.1 Background of organisation



The history of the beginning of the Kuching District Office cannot be identified and no records are listed in detail. Only the most records obtained only explain a bit about the history of the early establishment of the Office of the Resident who is the backbone of the district office. According to Ho Ah Chon, all government offices in Kuching since 1874 when the state in the reign of Charles Brooke. In 1874, The Court House was built and is the site of the original Resident Office before the Regional office of Kuching known by the population until now.

CHAPTER 2

SCHEDULE OF PRATICAL TRAINING

2.1 Introduction

This chapter explains on the report and summarizing the daily training extracted from the log book. It will explains under first week of training based on the date until the end of the training.

2.1.1 WEEK 1 (20th July 2015- 24th July 2015)

20th July 2015

On the first day of practical training, the supervisor in charge gave some briefing about the background of the District Office and introduced all of the staff in the office. Delegation of task given by the supervisor for every week throughout the practical training. For instance, on the first day of practical, I have been exposed and put in the counter service such as ‘e-kasih’ counter. The officer showed the ways to perform the task efficiently in order to serve publics ethically. Besides that, I have been given the task for call the ‘Penghulu’ and ‘Ketua Masyarakat’ for the invitation for ‘Majlis Pecah Tanah Mesyuarat KMKK’ and Kajian Banjir.

21st July 2015