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FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES
PRACTICAL TRAINING (ADS 666)

PRACTICAL TRAINING AT SIMUNJAN DISTRICT OFFICE

Moderator's Comments

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CHAPTER 1

INTRODUCTION

1.0 INTRODUCTION

At the end of this semester five of us are required to do one month of practical training in the organization that we choose. We are giving 3 my first choice and choose is Simunjan District Office (PDS), the second is the Sibuan District Office and last choice is Rajang Port. After the application chooses is my first been approved by the PDS. In the district office there more focus on the public service which they often deal with public. Any complain made the first need to deal with it through district office, then the officer will bring the complaint up to the state government. Therefore along with in one month in the PDS, there lots of things we had that's learn. Above is some information about the introduction of PDS that we found:

1.1 BACKGROUND OF THE ORGANIZATION

Simunjan District Office is one of the organizations that play a role on the behalf of the Sarawak's government. This office was led by Pegawai Daerah (N48) which that knows as Tuan Haji Zainul Abidin bin Haji Hussain. There are almost 23 person was work under Simunjan District Office.

Under Simunjan District Office there are divided 3 departments which are Development division, financial division, and Administration and Social division. In every department there are had own Administration Official and assistant. They are playing their own role in implementing their own task.

The year establishment of Simunjan District Office around the year 1980-an ago. This office is necessary for the public under Samarahan Division to voice up the problem occur under this division. Simunjan District Office responsible to take care on the society in their division, this organization need to deal with public since that the people very close to public is the staff from this office, any

CHAPTER 2

SCHEDULE OF PRACTICAL TRAINING

2.0 SCHEDULE OF PRACTICAL TRAINING

The practical training was beginning on 22 July 2013 until 30 August 2013. During the one month there lot of task had been done. Here the report and summarize of daily training extracted from the Log Book:

2.1 First Week

Day 1:

22 July 2013 (Monday)

For the first day we need to report our attendant to our host supervisor. Our host supervisor is SAO Patricia Ngali. She firstly gives us a short briefing about the rule and regulation in the office. Besides that she also gives some description on the task that we going to do within the one month, then her also tell us that our task multiple which we can help any department when needed. Then, we required introducing our self to the permanents staff from PDS. Then there show us our table we can sit in doing task. The first task we do is distributing bouncer BR1M to the public. Besides that, one of the officials which Encik Rashdan bin Hazemi (Pegawai Tadbir N41) ask we to meet he at his office, our conversation is to introduce our self to him, we had a long conversation and I enjoy chatting with him. He also give us some short briefing on what district office doing.