

THE DECLARATION

**UNIVERSITI TEKNOLOGI MARA SARAWAK
FACULTY OF ADMINISTRATIVE SCIENCE & POLICYSTUDIES
BACHELOR OF ADMINISTRATIVE SCIENCE (HONS.)**



PRACTICAL TRAINING REPORT (ADS667)

HULU SELANGOR DISTRICT EDUCATION OFFICE (PPDHS)

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THE DECLARATION

Supervisor's Comments

Declaration

I hereby declare that the work contained in this report is original and my own except those which have been duly identified and acknowledged. If I am later found to have committed plagiarism or acts of academic dishonesty, action can be taken in accordance with UiTM's rules and academic regulations.

Moderator's Comments

Signed.

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CHAPTER 1

INTRODUCTION

1.0 Introduction

This chapter will briefly explained about the organization that the I went to for practical training which is Hulu Selangor District Education Office (PPDHS). In this chapter, I will explained on the background of the organization, objectives and functions of the organization, the organization policy, the vision and mission of the organization, organization chart as well as clients charter. In addition, this chapter also will explained about the unit in which the trainee was placed which is the Special Education and Private Unit.

1.1 Background of the Organization

Hulu Selangor is the largest district in Selangor and is located in the North of the State of Selangor Darul Ehsan. Kuala Kubu Bharu is one of the districts that have various government agencies and one of them is Hulu Selangor District Education Office (PPDHS). PPDHS history beginning with its founding in Sekolah Menengah Kebangsaan Dato' Haji Kamaruddin Kuala Kubu Bharu on 1st June 1982. On 1st July 1982, PPDHS moved its office to Sekolah Kebangsaan Kuala Kubu Bharu. After two years operated in school, PPDHS moved and began operations in a new building which is in Hulu Selangor district office until 31st December 2009. On 1st January 2010 PPDHS finally moved to its current location at Wisma Tenaga Nasional Berhad (TNB) in Jalan Kuala Kubu Rasathurai Bharu.