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BACHELOR OF ADMINISTRATIVE SCIENCE (HONS.)

PRACTICAL TRAINING REPORT (ADS666)

KUCHING DISTRICT OFFICE

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THE DECLARATION

Declaration

I hereby declare that the work contained in this practical report proposal is original and my own except those duly identified and recognized. 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.

Signed,



Masirah binti Jamlin

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CHAPTER 1

INTRODUCTION OF THE ORGANIZATION

1.0 Introduction

In introducing an organization that has been experienced in practical training, some detail and information will be discussed in this chapter. For instance, the background of the organization, objectives, and company policy or organization policy, mission and vision of the organization, organization structure, the core business of the organization and other relevant information pertaining to the organization.

1.1 The Background of the Kuching District Office

Early history of the Kuching District Office could not be identified well since there is no truthful and reliable information recorded in detail being saved. There is existing records obtained which explain a little bit regarding the history of the Resident office formation which well-known as the backbone of the District Office.

According to Ho Ah Chon, a researcher, the existing of a government office in Kuching has been since year 1874 which rule by Charles Brooke, the second king Brooke (Office, 2013). On year 1874, the Court House build and known as Resident office before introduce as Kuching District Office nowadays.

Kuching District Office dissimilar with the other district office which everybody knowing at Peninsular. In Sarawak, each branch administered by a resident and the each of it is divided by district and