



**UNIVERSITI TEKNOLOGI MARA**

**FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES**

**BACHELOR OF ADMINISTRATIVE SCIENCE (HONOURS)**

**PRACTICAL TRAINING REPORT (ADS667)**

**(Sri Aman District Office)**

**PREPARED BY:**

**AHMAD FITRI B ZAIDI**

**2016571959**

**NAME OF SUPERVISOR:**

**MDM CHAI SHIN YI**

## AKNOWLEDGMENT

For the first of all, all praise to Allah S.W.T for giving us strength and commitment to complete my industrial training. I would want like to thank our lecturer Madam Chai Shin Yi for giving us in completing this report, share some of hers brilliant ideas and support us from the beginning without any hesitation. She also gives some advice and motivation for this report.

I am very grateful for arranging this internship for me to Pejabat Daerah Sri Aman (Sri Aman District Office) Sarawak. I also want to thank to all staff for taken me as intern and create such good environment and give me a great experience in learning both of soft and hard skills. The guidance, constant monitoring and encouragement from the staff throughout the internship terms are so helpful even my profound gratitude is not good enough.

Lastly, I would like to thank to my friends who have worked hard and helping me directly and indirectly during this internship. We share a lot of ideas and solve the problem together that we faced during completion of this report. Thus, they keep supporting and motivating me in all matter problems. Without this support, this report may not be completed

## **CHAPTER 1**

### **INTRODUCTION**

#### **1.1 Chapter Review**

This chapter focuses on the background of Sri Aman District Office. Section 1.2 focuses the organizations background. Section 1.3 highlights the vision and mission of the organization. Sections 1.4 highlight the organizational structure, followed by Section 1.5 states the core business and activities that run by the organization.

#### **1.2 Organizational Background**

Resident Office and District Office is placed at Fort Alice which is Resident Office is at the second floor and District Office at the first floor. After finish the construction of the new building which is located at Jalan Abang Aing on 1970, Resident Office move to the new building which is at the second floor, while District Office still at Fort Alice. District Office move to the new building on 1973. On 1995, the Resident Office move to they own office at Astana Road while the District Office move to the second and third floor of the building until now. Under Sri Aman District Office there is two small district office which is Small District Office Lingga and Small District Office Pantu.

(Resources: Official Website of Sri Aman District Office)

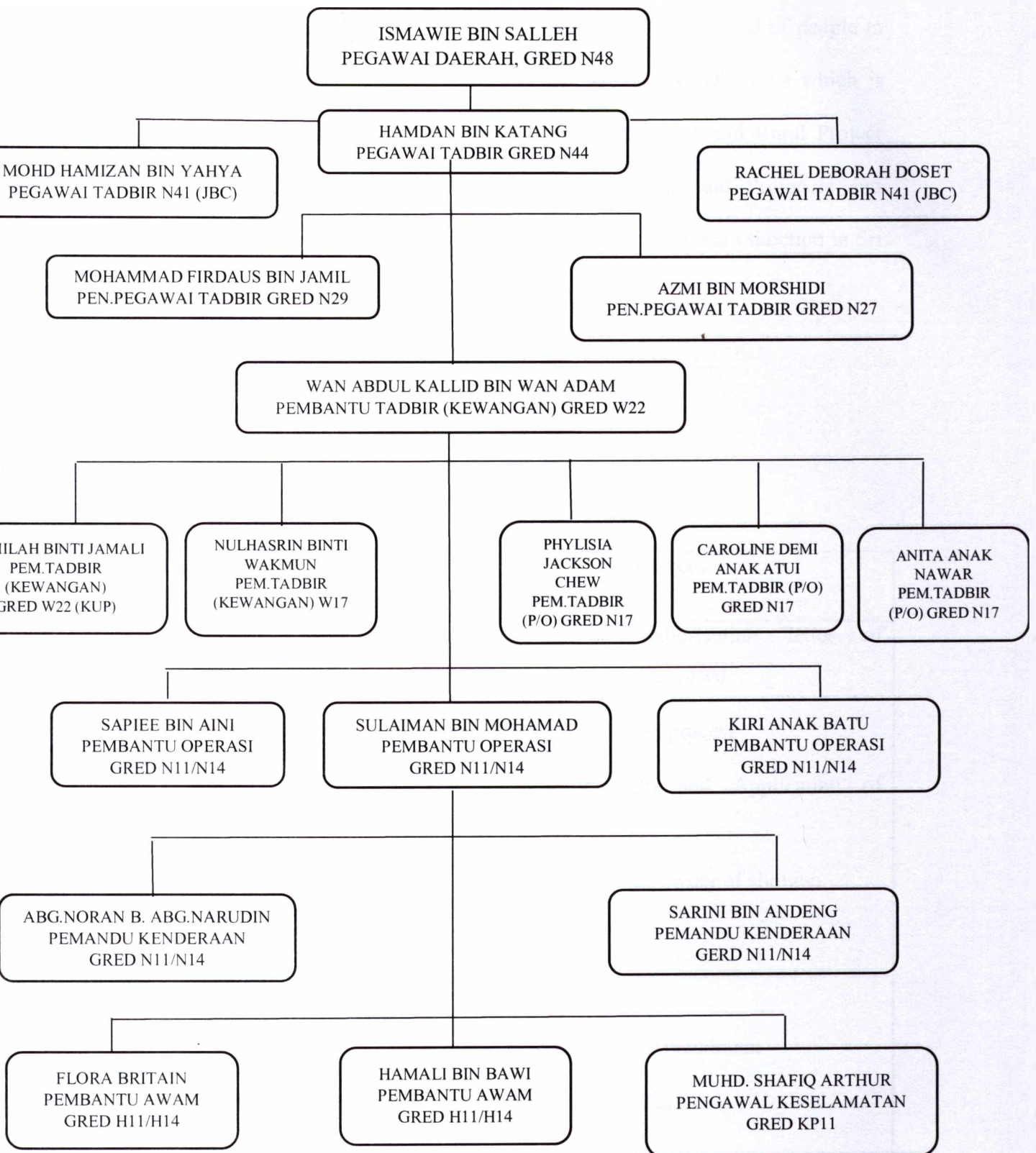
### 1.3 Vision and Mission

The vision of Sri Aman District Office is to be a successful organization in providing a good service to the people. The mission of Sri Aman District Office is they are committed in providing a statutory service, social development and economy in efficient way as a benefit to the people in Sri Aman.

(Resources: Official Website of Sri Aman District Office)

## 1.4 Organization structure

**Figure 1.1 Organizational Structure**



(Resources: Official Website of Sri Aman District Office)