

**UNIVERSITI TEKNOLOGI MARA  
FACULTY OF ADMINISTRATIVE SCIENCE & POLICY  
STUDIES**



**PRACTICAL TRAINING REPORT (ADS667)**

**MINISTRY OF TOURISM, ARTS, CULTURES, YOUTH AND  
SPORT SARAWAK  
(MTACYSS)**

**MOHD SUKRI BIN COMRY  
2015141355**

**JANUARY 2018**

## DECLARATION FORM

I hereby declare that the work contained in this report is my own except those which have been duly identify and acknowledged. If I am later found to have plagiarized or to have committed other forms of academic dishonesty, action can be taken against me under the Academic Regulations of UiTM's.

Signed



---

Mohd Sukri Bin Comry

2015141355

# Contents

ACKNOWLEDGEMENT .....	1
CHAPTER ONE INTRODUCTION TO ORGANIZATION.....	2
1.0 CHAPTER REVIEW .....	2
1.1 INTRODUCTION .....	2
1.2 ORGANIZATIONAL PROFILE .....	3
1.3 ORGANIZATIONAL STRATEGIES, POLICY, MISSION AND VISION .....	4
1.3.1 Strategies.....	4
1.3.2 Client Charter.....	5
1.3.3 Mission .....	6
1.3.4 Vision.....	6
1.3.5 Objectives.....	6
1.4 ORGANIZATIONAL STRUCTURE.....	7
1.5 ORGANIZATIONAL CORE BUSINESS.....	8
1.6 CONCLUSION .....	9
CHAPTER TWO SCHEDULE OF PRACTICAL TRAINING.....	10
2.0 Introduction.....	10
2.1 Week One (24 <sup>th</sup> July - 28 <sup>th</sup> July) .....	15
2.2 Week Two (31 <sup>st</sup> July - 4 <sup>th</sup> August).....	17
2.3 Week Three (7 <sup>th</sup> August - 11 <sup>th</sup> August).....	19
2.4 Week Four (14 <sup>th</sup> August - 18 <sup>th</sup> August).....	20
2.5 Week Five (21 <sup>st</sup> August – 25 <sup>th</sup> August).....	22
2.6 Week Six (28 <sup>th</sup> August – 1 <sup>st</sup> September).....	22
2.7 Week Seven (4 <sup>th</sup> September – 8 <sup>th</sup> September).....	22
2.8 Week Eight (11 <sup>th</sup> September – 15 <sup>th</sup> September).....	22
CHAPTER THREE ANALYSIS .....	24
3.0 CHAPTER INTRODUCTION .....	24
3.1 STRENGTHS .....	24
3.2 WEAKNESS .....	25
3.3 OPPORTUNITIES .....	26
3.4 THREATS .....	26
3.5 CONCLUSION .....	26
CHAPTER FOUR RECOMMENDATIONS .....	27
4.0 INTRODUCTION .....	27

4.1 STATIONARIES.....	27
4.2 LIMITED BUDGET TO RUN A PROGRAM OR ACTIVITY .....	27
CHAPTER FIVE CONCLUSION.....	29
REFERENCES .....	30
APPENDIXES .....	31

# ACKNOWLEDGEMENT

I would like to express my gratitude to Ministry of Tourism, Culture, Arts, Youth and Sport that accepted me to attend practical training for eight (8) weeks starting on 24<sup>th</sup> of July until 15<sup>th</sup> of September 2017. Special thanks to my supervisors, Mr. Zul Bin Usup and Mdm Mardini Binti Haji Mohamad Tahir who taught me many things about workplace environment and also to Mdm Noor Fadleen bt Mahmud that guide me all the way of completing this report in campus. I thank you for the support, patience and ideas in teaching and assisting me with practical training and this report.

Also special thanks to the ministry staffs that helps to guide me in practical training for eight weeks and also to my friends for helping me with this report.

Mohd Sukri Bin Comry

2015141355

Bachelor of Administrative Science (Hons)

Faculty of Administrative Science and Policy Studies

# CHAPTER ONE

## INTRODUCTION TO ORGANIZATION

### 1.0 CHAPTER REVIEW

This chapter contains five parts that will be explaining about the organization that I attended to have practical training for eight weeks starting from 24<sup>th</sup> of July until 15<sup>th</sup> of September 2017. The first part will explain about background and profile of the organization from its establishment until now. Second part is the functions. This part will elaborate about organizational functions and responsibilities. Third part of this chapter will explain about the organizational strategies, policies, mission and vision. Fourth part will illustrate the organizational structure. It explained the hierarchical order of this organization. Last part will explain the organization core business. It will elaborate on the basic duties and other supplementary duties that the organization do.

### 1.1 INTRODUCTION

Since Ministry of Tourism, Arts, Culture, Youth and Sport are the combination of two ministries; Ministry of Tourism, Arts and Cultures and Ministry of Youth, Sport and Solidarity and this ministry is still new after cabinet reshuffling in July 2017, most of the information regarding the ministry is still under updating process. Thus, some of the information in this report is still using old but latest up to date data which was from the year 2016, before the cabinet reshuffling.

## 1.2 ORGANIZATIONAL PROFILE

Ministry of Tourism, Arts and Culture was first established in was first established in the year of 1985 as Ministry of Tourism and Environment of Sarawak. It then changed to Ministry of Tourism of Sarawak in 1995. It then modified to Ministry of Tourism and Urban Development of Sarawak in 2004 and five years after that it changed to Ministry of Tourism and Heritage of Sarawak. Later in 2011, the ministry again modified to Ministry of Tourism of Sarawak. Then in 2016, it once again changed to Ministry of Tourism, Arts and Culture of Sarawak.

Meanwhile Ministry of Youth, Sports and Solidarity was founded in 1985 after merging of two ministries; Ministry of General Welfare and Ministry of Culture, Youth and Sports. Later in 1992, Women Welfare had been included into the ministry to form Ministry of Social Development and Urbanization. However, Women Bureau and Social Welfare Department have been removed for the ministry in 2010 and 2011 respectively. Because of this, the word "Urbanization" officially removed from the ministry name and Museum Department has returned to the ministry once again. On 28 September 2011, this ministry had been rebranded to Ministry of Social Development Sarawak after cabinet reshuffle announced by Chief Minister of Sarawak.

In July 2017 with the alignment cabinet reshuffling, both of the ministries have been merged to form one new and rather large ministry and new minister had been chosen to lead the ministry. YB Datuk Abdul Karim Rahman Hamzah had been chosen to be new minister of Tourism, Arts, Culture, Youth and Sports with two assistant minister, YB Datuk Lee Kim Shin as Assistant Minister of Tourism, Arts and Culture and YB Mr Snowdan Lawan as the Assistant Minister of Youth and Sports.

## 1.3 ORGANIZATIONAL STRATEGIES, POLICY, MISSION AND VISION

### 1.3.1 Strategies

- Formulate states' social policies that focused on basic and socio-economic needs, individuals, families and communities.
- Collaborate with non-governmental organizations and related parties to achieve the vision and mission of the ministry.
- Develop, coordinate and implement projects, meet the social agenda of the government and meet the needs of the participants to create a healthy, caring and prosperous society.
- Act as a centre for information gathering and social referrals.
- Strengthening support systems and social services through training, dissemination of information and social networks.
- Building, managing and maintaining social infrastructure.

(Ministry Official Website: <http://www.mtacys.sarawak.gov.my/>)



## 1.3.2 Client Charter

Below is the Client Charter of the Ministry of Tourism, Arts, Culture, Youth and Sports as in 2016

### CLIENT CHARTER 2016

1. Respond to Customer Inquiry or Complaints Immediately.
2. Submit Tourism Development Project proposal to the relevant agencies within 5 working days from the date of receiving completed application.
3. Submit the Physical and Financial Tourism Development Projects Performance Report to the relevant Ministry/Agency at every 15th and 30th of the month.
4. Process and sub-warrant (Federal and State allocation) to relevant agencies within 5 working days upon receiving allocation and completed application.
5. Submission of the Sarawak/MM2H New Application to the Sarawak Immigration Department within 2 working days from the date of receiving completed application.
6. Process all payments voucher within 14 working days from the date of receiving completed documents.

### 1.3.3 Mission

*Provide Efficient and Strategic Facilitation toward Tourism Development*

### 1.3.4 Vision

*Spearheading the Advancement of Sarawak Tourism*

(Ministry Official Website: <http://www.mtacys.sarawak.gov.my/>)

### 1.3.5 Objectives

For the objectives, I had included both the ministry's objective and sport section's objective respectively.

#### 1.3.5.1 Ministry's Objective

- To foster orderly development of tourism related sectors and other business opportunities by encouraging active involvement of the industry stakeholders
- To increase growth of tourism business and provide employment opportunities through well-planned and sustainable development of tourism

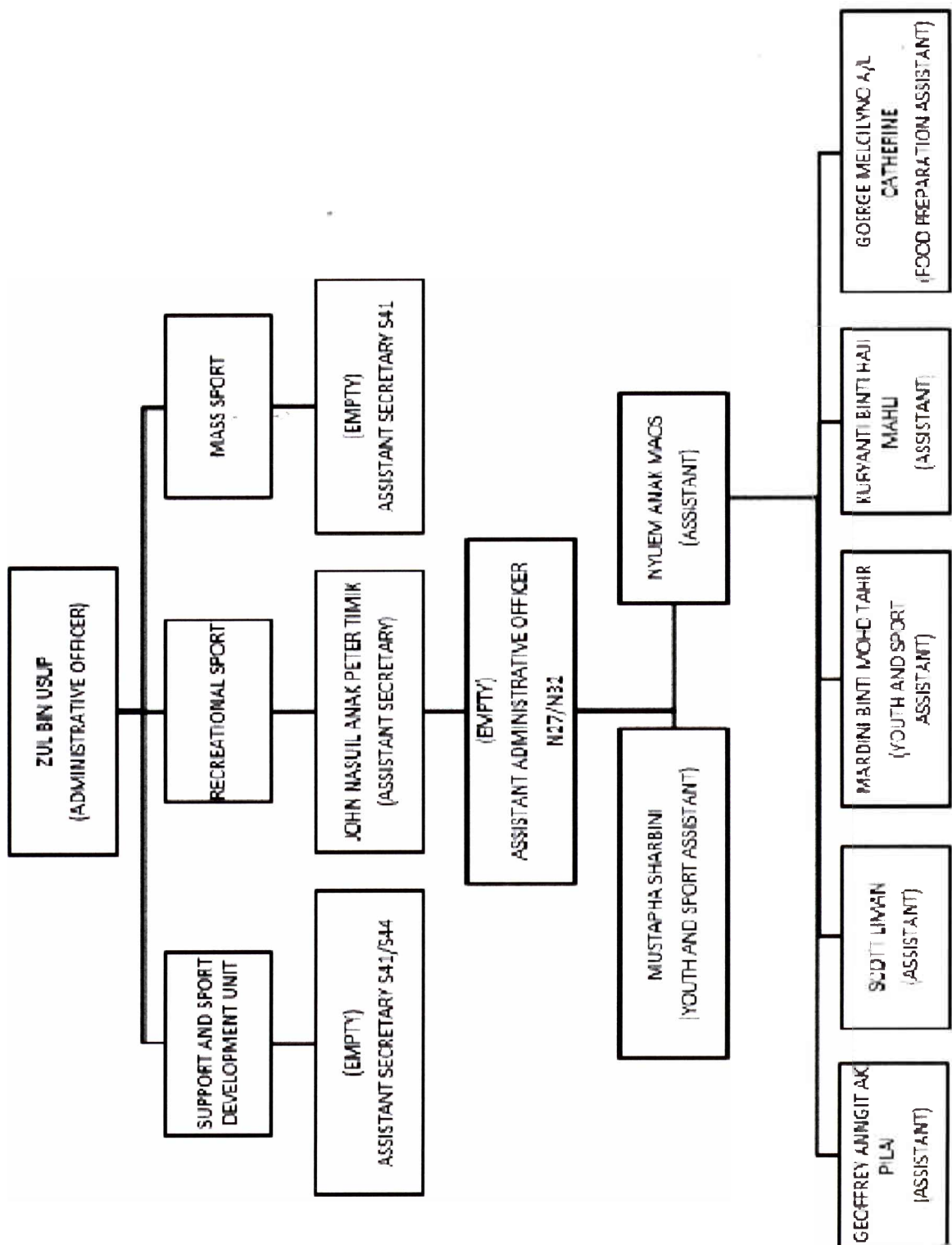
(Ministry Official Website: <http://www.mtacys.sarawak.gov.my/>)

#### 1.3.5.2 Sport Section's Objective

- Yearly programs development
- Program implementation
- Program monitoring
- Program report and evaluation
- Providing yearly grant to sport organizations

## 1.4 ORGANIZATIONAL STRUCTURE

Since I am undertaking my practical training at the Sport Section in this ministry, below is the section's organizational chart:



## 1.5 ORGANIZATIONAL CORE BUSINESS

In this ministry, they are divided into five major sections namely tourism section, arts section, cultures section, youth section and sports sections. All of the section is either work independently but if come on an activity they will work with two or more section depending with the program.

Table below shows the basic function of each section in the ministry.

Ministry of Tourism, Arts, Culture, Youth and Sports	
Tourism	Promotes Malaysia throughout the world
Arts	Preserve arts and heritages around Malaysia
Culture	Promote and preserve culture in Malaysia
Youth	Prioritise Youth involvement in any government programmes
Sports	Promote healthy lifestyle to citizens

## 1.6 CONCLUSION

To conclude this chapter, these are all the information that related to my organization which is Ministry of Tourism, Arts, Cultures, Youth and Sport. This chapter have explained all the details starting from its background, strategies, mission, vision, function, organizational structure and its core business.

# CHAPTER TWO

## SCHEDULE OF PRACTICAL TRAINING

### 2.0 Introduction

Practical training is one of the compulsory subjects that need to be taken in order to complete Bachelor in Administrative Science in UiTM. Durations of my practical training were for eight weeks starting from 24<sup>th</sup> July until 15<sup>th</sup> September 2017. I undergo my practical training at Sport Section in Ministry of Social Development.

Thus, anything that I have done during 8 weeks of practical training will be explained in this chapter week by week. Beside the explanations of activities on normal working days, this chapter will also explain on the activities that were done during weekends and the date of that activity will be included in the same week.

Table below shows the information on the activities that I have done during practical training. The log will be further explained in this chapter.

Table 2.0.1: Activity Log/Scope

Weeks	Date	Tasks/ Activities
Week One	24 <sup>th</sup> July	<ul style="list-style-type: none"><li>- Reporting to Ministry of Tourism, Culture, Arts, Youth and Sport (Level 3).</li><li>- Temporarily stationed at Ministry of International Trade and e-Commerce</li></ul>

		(MITeC) (Level 3).
	25 <sup>th</sup> July	- Making business cards for the MITeC officers.
	26 <sup>th</sup> July	- Relocated to Ministry of Tourism, Culture, Arts, Youth and Sport (Level 3, Sport Section).
	27 <sup>th</sup> July	- Altering the title for lucky draw number for CTC Bekenu 2017 program.
	28 <sup>th</sup> July	
Week Two	31 <sup>st</sup> July	
	1 <sup>st</sup> August	- Faxing document to other ministries and agencies.
	2 <sup>nd</sup> August	- Faxing document to other ministries and agencies. - Make a phone call whether they received the document. - Photocopying a proposal.
	3 <sup>rd</sup> August	- Printing the numbers for lucky draw for CTC program in Bekenu 2017. - Cutting the numbers. - Photocopying document.
	4 <sup>th</sup> August	- Participating morning activity at Stadium Negeri (MSN). - Make a phone call to confirm about the meeting.

Week Three	7 <sup>th</sup> August	<ul style="list-style-type: none"> <li>- Make phone calls to all “Asrama and Kem Belia” about the meeting of Kem Belia</li> <li>- Notify them to bring along/fax all information regarding their hostels/house/camp.</li> </ul>
	8 <sup>th</sup> August	
	9 <sup>th</sup> August	<ul style="list-style-type: none"> <li>- Faxing invitation letter to related agencies about “Kuching International Bike Week 2017 (KIBW2017)” meeting.</li> <li>- Make phone calls whether they already received the letter.</li> </ul>
	10 <sup>th</sup> August	<ul style="list-style-type: none"> <li>- Make phone calls to confirm the attendance about KIWB 2017</li> </ul>
	11 <sup>th</sup> August	<ul style="list-style-type: none"> <li>- Taking care of the attendance list</li> <li>- Attending the meeting of KIWB 2017 with the agencies and YB Datuk Haji Abdul Karim Rahman Hamzah.</li> <li>- Helping to type minute sheet.</li> </ul>
Week Four	14 <sup>th</sup> August	<ul style="list-style-type: none"> <li>- Going out <ul style="list-style-type: none"> <li>o make quotation/order for hampers/gift/tools for CTC Bekenu</li> </ul> </li> <li>- Print and cut evaluation form</li> <li>- Make a supply/service order</li> </ul>
	15 <sup>th</sup> August	<ul style="list-style-type: none"> <li>- Collecting officers’ information for official seal.</li> </ul>



		<ul style="list-style-type: none"> <li>- Preparing stuff for CTC Bekenu: <ul style="list-style-type: none"> <li>o Faxing letter and tentative to PBSS Miri to book official car.</li> </ul> </li> <li>- Typing invitation and booking letter.</li> </ul>
	16 <sup>th</sup> August	<ul style="list-style-type: none"> <li>- Going to Sibul</li> <li>- Stop/Night at Sibul</li> </ul>
	17 <sup>th</sup> August	<ul style="list-style-type: none"> <li>- Going to Miri</li> <li>- Nights at Miri</li> </ul>
	18 <sup>th</sup> August	<ul style="list-style-type: none"> <li>- Buying stuff for games (CTC Bekenu)</li> <li>- Visiting site for the program at Bekenu</li> <li>- Hanging banner</li> </ul>
	19 <sup>th</sup> August	<ul style="list-style-type: none"> <li>- Running the program (Ju Senam)</li> <li>-Lucky draw</li> <li>-Games</li> <li>-Exersice</li> </ul>
	20 <sup>th</sup> August	<ul style="list-style-type: none"> <li>- Running the program (Ju Senam)</li> <li>-morning exercise</li> <li>-lucky draw</li> <li>- Going back to Sibul</li> <li>- Night at Sibul</li> </ul>
Week Five	21 <sup>st</sup> August	<ul style="list-style-type: none"> <li>- Going back to Kuching</li> </ul>
	22 <sup>nd</sup> August	<ul style="list-style-type: none"> <li>- Drafting certificate for "Kursus Kejurulatihan Senamrobik Tahap 1".</li> </ul>
	23 <sup>rd</sup> August	<ul style="list-style-type: none"> <li>- Preparing stuff for FIT Sarawak Team to KL.</li> </ul>

		- Amending meeting minute.
	24 <sup>th</sup> August	- Preparing stuff for FIT Sarawak Team to KL - Meeting the FIT Sarawak Team Athletes - Amending lucky draws' title - Printing lucky draws' number
	25 <sup>th</sup> August	- Cutting lucky draws' number - Typing leave letter
Week Six	28 <sup>th</sup> August	
	29 <sup>th</sup> August	- Helping officers to move their belongings into new office
	30 <sup>th</sup> August	
	31 <sup>st</sup> August	- Public Holiday (Independence Day)
	1 <sup>st</sup> September	- Public Holiday (Hari Raya Haji)
Week Seven	4 <sup>th</sup> September	- Public Holiday (as announced by Prime Minister)
	5 <sup>th</sup> September	- Open official vehicles' log book ○ Road fine ○ Drivers' name
	6 <sup>th</sup> September	
	7 <sup>th</sup> September	
	8 <sup>th</sup> September	

Week Eight	11 <sup>th</sup> September	
	12 <sup>th</sup> September	- Helping to type end-report for CTC Bekenu 2017
	13 <sup>th</sup> September	
	14 <sup>th</sup> September,	
	15 <sup>th</sup> September	- Helping to print and cut lucky draw's number for CTC Song 2017  - Printing certificate

## 2.1 Week One (24<sup>th</sup> July - 28<sup>th</sup> July)

On my first week of practical training, I was temporarily stationed at the Ministry of International Trade and E-Commerce (MITeC) from 24<sup>th</sup> July to 26<sup>th</sup> July. This is because Ministry of Youth, Sport and Solidarity was reshuffle in June 2017. During I was stationed at MITeC, my first task was to make business cards for the officers (25<sup>th</sup> July). The cards containing name, position and contact details (see figure 2.2.1). On 26<sup>th</sup> of July, I was relocated to Ministry of Social Development (KPS) and meet my supervisor, Mr. Zul bin Usup. Then, I was introduced to the ministry's staffs and I stationed at Sport Section. Then on 27<sup>th</sup> of July, I was asked to help to change the location of the lucky draw numbers for CTC program in Bekenu, Miri (see figure 2.2.2).

MOHD. AKBAR BIN MOHD. SAHMONI  
PENOLONG SETIAUSAHA

Kementerian Perdagangan Antarabangsa dan e-Perdagangan Tingkat 3, <u>Bangunan Baitul Makmur</u> 93050, Petra Jaya, Kuching	Tel: -6082-472 598 Fax: -6082-312 531 Tel Bimbit: -019-8377 890 E-mel: <a href="mailto:akbars@sarawk.gov.my">akbars@sarawk.gov.my</a>
Ministry of International Trade and e-Commerce 3 <sup>rd</sup> Floor, <u>Baitul Makmur Building</u> 93050, Petra Jaya, Kuching	Tel: -6082-472 698 Fax: -6082-312 531 Mobile: -019-8377 890 E-Mail: <a href="mailto:akbars@sarawk.gov.my">akbars@sarawk.gov.my</a>

Figure 2.2.1

"PROGRAM KECERGASAN "JU SENAM" CTC BEKENU 2017 <b>0001</b>	"PROGRAM KECERGASAN "JU SENAM" CTC BEKENU 2017 <b>0005</b>	"PROGRAM KECERGASAN "JU SENAM" CTC BEKENU 2017 <b>0009</b>	"PROGRAM KECERGASAN "JU SENAM" CTC BEKENU 2017 <b>0013</b>	"PROGRAM KECERGASAN "JU SENAM" CTC BEKENU 2017 <b>0017</b>
"PROGRAM KECERGASAN "JU SENAM" CTC BEKENU 2017 <b>0002</b>	"PROGRAM KECERGASAN "JU SENAM" CTC BEKENU 2017 <b>0006</b>	"PROGRAM KECERGASAN "JU SENAM" CTC BEKENU 2017 <b>0010</b>	"PROGRAM KECERGASAN "JU SENAM" CTC BEKENU 2017 <b>0014</b>	"PROGRAM KECERGASAN "JU SENAM" CTC BEKENU 2017 <b>0018</b>
"PROGRAM KECERGASAN "JU SENAM" CTC BEKENU 2017 <b>0003</b>	"PROGRAM KECERGASAN "JU SENAM" CTC BEKENU 2017 <b>0007</b>	"PROGRAM KECERGASAN "JU SENAM" CTC BEKENU 2017 <b>0011</b>	"PROGRAM KECERGASAN "JU SENAM" CTC BEKENU 2017 <b>0015</b>	"PROGRAM KECERGASAN "JU SENAM" CTC BEKENU 2017 <b>0019</b>

Figure 2.2.2

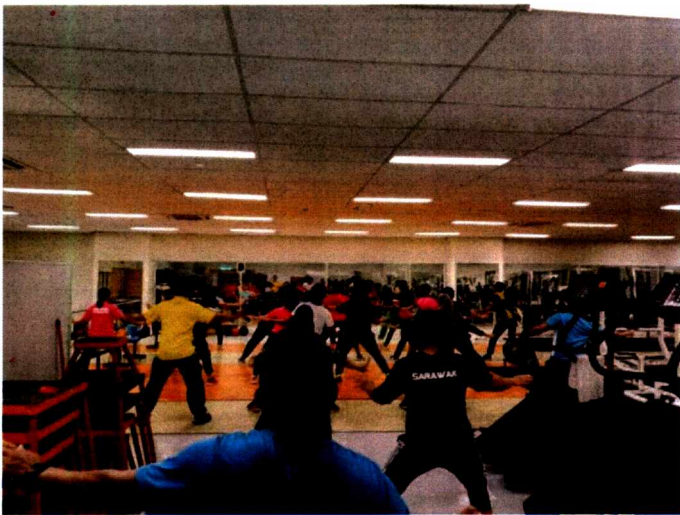
## 2.2 Week Two (31<sup>st</sup> July - 4<sup>th</sup> August)

In second week of my practical training, I was assigned task to fax a letter about the Tribal Warrior Challenge (TWC2017) 2017 Alignment Meeting to several ministries and agencies that are involved. After faxing the letter, I then make phone calls to each ministries and agencies whether they already received the letter or not. If they did not receive it, I need to refax the letter to them for second time.

Besides, I was assigned to print out and cut the lucky draw numbers for the CTC program in Bekenu. On 4<sup>th</sup> August, I participating activity at Stadium Negeri and also organized a lucky draw for the participants. Before the session started, I was introduced to the participants that joined us on that day. Later that evening, I made phone calls to the ministries and agencies about meeting confirmation on Tribal Warrior 2017 Alignment Meeting.

Figure 2.3.1: Pictures of the activity at State Stadium







## 2.3 Week Three (7<sup>th</sup> August - 11<sup>th</sup> August)

On my third week of practical training, I was asked to make phone calls to all the Asrama Belia and Kem Belia that will be attending a meeting on 10<sup>th</sup> of August. I need to notify all of the principal to bring along or faxing all the information regarding their housing such as prices, condition and usage frequencies. On the next day, I was also asked to help them to fax a meeting invitation letter to all listed agencies about “Kuching International Bike Week 2017 Alignment Meeting” that will take place on 11<sup>th</sup> of August. After that I make phone calls to ask them whether they received the letter or not.

Later in this week, I am again making phone calls to the related agencies to confirm of their attendance for Kuching International Bike Week 2017 Alignment Meeting. Most of them are confirm to attend. On 11<sup>th</sup> of August, I was brought along to attend the meeting by my supervisors. I was asked to take care the attendance list and after that I participate the meeting. The meeting was also joined by YB Datuk Haji Abdul Karim Rahman Hamzah the Minister of Tourism, Arts, Culture, Youth and Sports.

Figure 2.4.1: Kuching International Bike Week 2017 Alignment Meeting



## 2.4 Week Four (14<sup>th</sup> August - 18<sup>th</sup> August)

On the fourth week of practical training, my second supervisor brought me to make a quotation for hampers and gifts for our “Ju Senam” slot on Mobile CTC Bekenu. Then, I photocopied and cut 50 pages of evaluation form that I got from my main supervisor. Then, I filled in the supply/service order form. On the next day, I was asked to collect officers’ information to make official seal. Later that day, I helped to fax tentative to PBSS Miri to book official car and typing invitation letter.

On 16<sup>th</sup> of August, I’m going to Miri to attend CTC Bekenu for “Ju Senam” program with my second supervisor. We spent a night at Premier Hotel, Sibul. The next day, we continue our journey to Miri and spent 4 days in Imperial Hotel, Miri. On the 18<sup>th</sup> morning, I helped to bought stuff like sweets, burlap sack, straw, rubber band, paper plates and many more. On the afternoon, we go to visit the program site and hang the banner for “Ju Senam” program. On Saturday the 19<sup>th</sup> and Sunday the 20<sup>th</sup>, I helped to successfully run the program along with my supervisor, other officers and other practical student. Among the activities that were run on those days were luck draw, mini game, aerobics and many more. Later on Sunday afternoon, I’m going back to Sibul, spent my night in Sibul and continuing our journey back to Kuching on Monday 21<sup>st</sup>.



Pictures 2.4.1: Mobile CTC Bekenu Ju Senam



## 2.5 Week Five (21<sup>st</sup> August – 25<sup>th</sup> August)

Right after I went back from program in Miri, my task on 22<sup>nd</sup> August is to make a draft for Aerobics Instructors Training Course Level One certificate. This course will be done in September 2017 at IPGK Rajang, Bintangor, Sibu. On the next day, I'm helping my supervisor to prepare stuff for FIT Sarawak Team. They went to Kuala Lumpur to have an aerobic competition. Later on that day, I was asked to amend a meeting minute. On 24<sup>th</sup> September, I was brought by my supervisor to meet the FIT Sarawak Team and see their performance before they flew to KL on 25<sup>th</sup> September. On the same evening, I help to amend lucky draw number and print them for next program in Lundu.

## 2.6 Week Six (28<sup>th</sup> August – 1<sup>st</sup> September)

There is nothing much given on this week except for helping the office members to move their belonging to new office since a new office layout that was issued on this week.

## 2.7 Week Seven (4<sup>th</sup> September – 8<sup>th</sup> September)

As in previous week, nothing much given to me. I was given only few tasks such as opening official vehicles log book to find drivers' name since the vehicles obtained road fine. Besides, I also helping office member to move their belongings to new office.

## 2.8 Week Eight (11<sup>th</sup> September – 15<sup>th</sup> September)

On the eighth week, I last tasks given by my supervisor was to help her to make a claim report for CTC Bekenu, printing certificates for upcoming program that

will run on October and also helping to print out and cut lucky number for upcoming CTC Song 2017 that will also run on October.

# CHAPTER THREE

## ANALYSIS

### 3.0 CHAPTER INTRODUCTION

This chapter is the analysis of the tasks done during practical training. The tasks were analysed based on what I have learnt and understand in Bachelors' of Administrative Science (Hons.) course. To do an analysis, the specific task that I chose is Mobile CTC Bekenu: Ju Senam Programme because it was the longest task that I've done during my practical training. I analysed it with a S.W.O.T analysis which is stand for Strengths, Weakness, Opportunities and Threats by Albert Humphrey in 1960s.

### 3.1 STRENGTHS

Strengths here described as the positive characteristics and elements of the organization. They are within the organization's control. This includes knowledge, reputation, skills, capital, credits and customers.

The Sport Section have many successful program the executed by its staff. The "Ju Senam" program can be seen as a successful program because of the past experience. The staff skills and knowledge toward the program also help to successfully executing the two-day program even though there was only eight of us to deal with the villagers.

## 3.2 WEAKNESS

This are the aspects of the business that detract from the values that you offer at a competitive disadvantage. The organization need to enhance this area in order to compete.

With a deep skills base in many areas, Sport Section indeed have a small staff. There is only eight of them and when there is any program need to be done, the staff will be down to sometimes three and based on my practical training experience there, we will be swamped with tasks and phone calls. Besides, during executing the "Ju Seman" program during Mobile CTC in Bekenu, I also facing the same problems where only two staff of the section went and executed the program. With help of us the trainees, we still swamped with double roles and tasks to successfully execute the program.

### 3.3 OPPORTUNITIES

Opportunities are external factor that represent the reasons of the organization or individual is likely to gain benefit from it.

The government wanted to encourage a healthy lifestyle among the citizen. With this program, we can help to promote a healthy lifestyle in the rural area. Apart from that, the program that we have done there will also help the rural communities to get know to the government plans and policies that have been laid down to ensure the well-being of the citizen. Besides, I also got an opportunity to apply my knowledge on mass communication and public relation which I have learned in class.

### 3.4 THREATS

Threats is an external factor that unable to be control that can place the strategy or plan into risk. However, we still able to gain benefits by having a contingency plan to address if they should occur.

Human and economic factor are the only obstacles that we faced during implementation of the program. We got a limited fund from the ministry to execute the two-day program. Besides, most of the villagers of Bekenu, Miri does not want to participate with our activity. We noticed that happens not only for our activities but also to other ministry that carry out the Mobile CTC such as the Ministry of Finance. We got a small participation even though the emcee calling them out with a gift and such.

### 3.5 CONCLUSION

To conclude, this is my analysis on my task during my practical training at the ministry.

# CHAPTER FOUR

## RECOMMENDATIONS

### 4.0 INTRODUCTION

This chapter will include and discuss the weaknesses of the organization during the undertaking of the practical training. Here also will include recommendation or solution that may help to improve this organization in near future.

### 4.1 STATIONARIES

First thing I noticed in this ministry is short of stationaries. This problem I do encountered it myself when we ran out of papers. Sometimes we need to borrow papers from Youth section because we ran out of paper in stock.

I think that nothing much can I say to this problem because it's a government body. Since the federal government had cut their budget, thus it become problems to the state government to distribute the budget to all the ministry adequately.

### 4.2 LIMITED BUDGET TO RUN A PROGRAM OR

#### ACTIVITY

Problem that I also encounter personally is budgeting issue. This happened when I assigned to run 'Ju Senam' program during CTC in Bekenu, Miri. We need to top-up the given grant with our own pocket money to successfully run this 2-day program. Given grant was barely enough to be spent on needed items for the program.

Since this ministry made up of five subsections, I think the budget was distributed fairly. As told to me, the Sport section was granted with the amount of almost half a million a year and this was before the ministry was reshuffled. I think that if the section still granted with that amount of fund a year, I think that any program run should be given enough fund just for the activity to avoid the using of personal pocket money to cover up the cost.



# CHAPTER FIVE

## CONCLUSION

To conclude this report, I really appreciate that Ministry of Tourism, Arts, Cultures, Youth and Sport especially the Sport Section that willingly to accept me to undergo my practical training for (8) eight weeks. There were plenty of stuff that I learnt during eight weeks of my training. The office environment is not stressing me up and it is really friendly, feels like home. Not to forget to Ministry of International Trade and e-Commerce that willingly to stationed me temporarily in their department for three days on my first week of my practical training.

## REFERENCES

Berry, T. *What Is a SWOT Analysis? - Bplans Blog. Bplans Blog.* Retrieved 2 November 2017, from <https://articles.bplans.com/how-to-perform-swot-analysis/>

*SWOT Analysis: Discover New Opportunities, Manage and Eliminate Threats. Mindtools.com.* Retrieved 2 November 2017, from [https://www.mindtools.com/pages/article/newTMC\\_05.htm](https://www.mindtools.com/pages/article/newTMC_05.htm)

*Official Website of Ministry of Tourism, Arts, Culture, Youth and Sports Sarawak.* (2017). [mtacys.sarawak.gov.my](http://www.mtacys.sarawak.gov.my). Retrieved October 2017, from <http://www.mtacys.sarawak.gov.my/>

# APPENDIXES

# CTC BEKENU "JU SENAM" PROGRAM









KEMENTERIAN PELANCONGAN, KESENIAN, KEBUDAYAAN, BELIA  
DAN SUKAN SARAWAK  
TINGKAT 3, BANGUNAN BAITULMAKMUR  
PETRA JAYA  
93050 KUCHING

TELEFON AWAM : 082-440441

BORANG PERMOHONAN PERJALANAN RASMI DI SARAWAK / KE LUAR NEGERI / NEGARA

**A MAKLUMAT PERMOHON**

Nama : MOHD SUKRI BIN COMRY Tarikh : 14/08/2017  
Bahagian/Seksyen : Bahagian Sukan No. Telefon : 092 422553  
Jawatan : Pengerusi Prakkab No. Faks : 092 444155  
Gred : KelayakanPenginapan : PIA 139/30  
Tandatangan Pemohon :

**B MAKLUMAT PERJALANAN**

Tujuan Perjalanan : SEBAGAI URUS SEBIA PROGRAM KECERGASAN "JU SEHAM" C.T.C. DI BEKENU 2017

Bandar / Negeri / Negara : MIRI, Sarawak, Malaysia

Tarikh Mesyuarat /Program : 18-21 Ogos 2017

Kos Perjalanan [Penerbangan + Penginapan + Elaun] :

**C REKOD PERJALANAN TAHUN SEMASA**

Dalam Malaysia [Selain Sarawak] :

Luar Negara :

**D PERAKUAN KETUA BAHAGIAN / SEKSYEN**

Saya mengesahkan bahawa perjalanan tersebut adalah atas urusan rasmi kerajaan dan menyokong / tidak menyokong permohonan ini.

Ulasan :

14.08.2017

ZUL BIN USUP

Tandatangan

**E MAKLUMAT TEMPAHAN PENERBANGAN**

Destinasi	Tarikh Pergi	Tarikh Balik	No Pesawat	Masa	Ejen	Tel	Nama	Harga & Catatan

**F MAKLUMAT PENGINAPAN**

Hotel / Tempal	Tarikh Masuk	Tarikh Keluar	Harga	Catatan
Premier Hotel (Sibu)	16/8	17/8		
Imperial Hotel (Miri)	17/8	20/8		
Premier Hotel (Sibu)	20/8	2/8		

**G BAHAGIAN KEWANGAN**

Komen :

Nama :

Jawatan :

Tandatangan

Tarikh

- \* Sila kepilkan surat jemputan / Aturcara Program / Dokumen lain berkaitan atau surat arahan pihak pengurusan.
- \* Dokumen ini hendaklah dicetak secara depan & belakang/ "double sided" dengan menggunakan satu kertas.
- \* Sila guna Lampiran jika ruangan tidak mencukupi.
- \* Pegawai Gred 27 keatas perlu mengisi Borang Perjalanan Rasmi di Sarawak, Ke Luar Negeri / Negara.
- \* Pegawai Gred 26 ke bawah perlu mengisi Borang Perjalanan Rasmi Ke Luar Negeri / Negara.



# PAKAN RAFT SAFARI 2017

**Sungai Julau, Pakan, Sarikei  
(Nanga Wak - Pakan Town)**

**2 September 2017**



## PAKAN RAFT SAFARI 2017

### **Main Organizers**

**Ministry of Tourism, Arts, Culture, Youth and Sports Sarawak  
Jabatan Hal Ehwal Khas (JASA) Parlimen Julau and  
District Office Pakan**

### **In Collaborations with**

**(Various Government Departments and Agencies/NGOs and  
related private sector agencies in Pakan District & Sarikei Division)**

# PAKAN RAFT SAFARI 2017

1. **Subject :** Pakan Raft Safari 2017.
2. **Event Objectives :**
  - A. To encourage social interaction among participants and locals thus enhancing racial integration and harmony.
  - B. To encourage locals to adopt sport of this nature as a healthy lifestyle which is synonymous with the concept of 'Sarawak Cergas'. Besides, it also aims to strengthen the spirit of unity among the population from all walks of life in Pakan District specifically.
  - C. Promotion of Pakan District as one of the potential Eco-Adventure Sports Destination for sports tourism venue in Sarawak especially in nature and adventure.
3. **Main Organisers :** Ministry of Tourism, Arts, Culture, Youth and Sports Sarawak, Jabatan Hal Ehwal Khas (JASA) Parlimen Julau and District Office Pakan.
4. **Date of Event :** 2 September 2017.
5. **Closing Date of Entry :** 21 August 2017.
6. **Venue :** Sg. Julau, Pakan, Sarikei.
7. **Route :** From Nanga Wak to Pakan Town.
8. **Event Disciplines :** Rafts made from bamboo or wood or combination of both materials is only allowed for this race.
9. **Total Distance :** Maximum hours - 6 hours.
10. **Race Time :** 0730 hours up to 1400 hours on 2 September 2017.



## 11. Race Category :

### 11.1 THE MIXED TEAM OPEN CATEGORY

- Four (4) participants in a team consist of at least one (1) woman participant age 18 years and above.

*Note: If there are less than five (5) teams participating in this competition, the Mixed Team Open Category would not be held as a race and prize money would not be awarded.*

## 12. Timeline :

### 5.1 Raft Inspection

- 1 September 2017
- Sungai Julau, Nanga Wak, Pakan
- 10.00 am - 4.00 pm

### 5.2 Race Registration

- 1 September 2017
- SK. Nanga Wak, Pakan
- 10.00 am - 4.00 pm

### 5.3 Race Briefing

- 1 September 2017
- SK. Nanga Wak, Pakan
- 5.00 pm

### 5.4 Starting Time

- 2 September 2017
- Sungai Julau, Nanga Wak, Pakan
- 7.30 am

### 5.5 Race Cut-Off Time

- 2 September 2017
- Pakan Town
- Exactly 2.00 pm

13. Prizes :

CATEGORY	POSITION			
	1	2	3	4 - 15
Mixed Team Open	RM1,500.00 + Medals	RM1,200.00 + Medals	RM900.00 + Medals	RM200.00
• <i>Total Cash Prizes - RM5,000.00</i>				
• <i>All participants of Pakan Raft Safari 2017 will be given Certificate of Participation by Ministry of Tourism, Arts, Culture, Youth and Sports Sarawak.</i>				

14. Total Cash Prizes : RM5,000.00

15. Entrance Fee :

Entrance fee will be charged as at RM40.00 per team and to be submitted with the Entry Form. The fee is Non-Returnable.

16. Raft Design & Specifications :

16.1 Rafts made from bamboo or wood or combination of both materials is only allowed for this race.

16.2 The design and construction of rafts should conform as close as possible to their intended use. Specifications must be well drawn up as these rafts may be subjected to withstand the demands of going through rapids of up to at least Grade 4. Raft failures can become a source of disaster.

Note :

- I. Rafts are available for sale.
- II. Interested participants can contact Mr. Sylvester Embuas (HP No: 019-4383455), Pegawai Penyelaras, JASA Parlimen Julau to purchase the raft.

17. Enquiries & Detail Information :

- A. **Urusetia,  
Pakan Raft Safari 2017,  
Bahagian Sukan,  
Kementerian Pelancongan, Kesenian, Kebudayaan, Belia dan  
Sukan Sarawak.**

**Telephone : 082-440441/472573  
Fax : 082-446360**

- B. **Pegawai Penyelaras,  
JASA Parlimen Julau.  
(UP: Encik Sylvester Embuas)**

**HP No : 019-4383455  
Fax : 084-654329**

- C. **Pegawai Daerah,  
Pejabat Daerah Pakan,  
Bahagian Sarikei.**

**Telephone : 01118444344  
Fax : 01118444211**

- D. **Pegawai Penguasa,  
Pejabat Pelancongan, Kesenian, Kebudayaan, Belia dan  
Sukan Bahagian Sarikei.**

**Telephone : 084-652264  
Fax : 084-653746**

# RULES AND REGULATIONS

## PAKAN RAFT SAFARI 2017 (NANGA WAK - PAKAN TOWN)

1. PAKAN RAFT SAFARI 2017 is jointly organized by the Ministry of Tourism, Arts, Culture, Youth and Sports Sarawak, Jabatan Hal Ehwal Khas (JASA) Parlimen Julau and District Office Pakan. They will be supported by the various government departments/agencies, related private sectors and Non Government Organizations (NGOs) in Pakan District and Sarikei Division.
2. The Pakan Raft Safari 2017 rafting competition category is as follow:-

### 2.1 The Mixed Team Open Category

- 4 participants in a team consist of at least 1 woman participant age 18 years and above.
- Rafts made from bamboo or wood or combination of both materials is only allowed for this race.

*Note: If there are less than five (5) teams participating in this competition, the Mixed Team Open Category would not be held as a race and prize money would not be awarded.*

### 3. PRIZES

CATEGORY	POSITION			
	1	2	3	4 - 10
Mixed Team Open	RM1,500.00 + Medals	RM1,200.00 + Medals	RM900.00 + Medals	RM200.00
• <i>Total Cash Prizes -RM5,000.00</i>				
• <i>All participants of Pakan Raft Safari 2017 will be given Certificate of Participation by Ministry of Tourism, Arts, Culture, Youth and Sports Sarawak.</i>				

#### **4. ROUTE AND DATE OF RACE**

The **starting point** for the competition is at **Nanga Wak** and the **finishing point** is at **Pakan Town** on **2 September 2017 (Saturday)**. All participating teams must arrange for their own transportation to get to the starting point.

#### **5. TIMELINE**

Race Secretariat will keep the official clock use for the race. It shall be referred to as the official time for the race.

##### **5.1 Raft Inspection**

- 1 September 2017
- Sungai Julau, Nanga Wak, Pakan
- 10.00 am - 4.00 pm

##### **5.2 Race Registration**

- 1 September 2017
- SK. Nanga Wak, Pakan
- 10.00 am - 4.00 pm

##### **5.3 Race Briefing**

- 1 September 2017
- SK. Nanga Wak, Pakan
- 5.00 pm

##### **5.4 Starting Time**

- 2 September 2017
- Sungai Julau, Nanga Wak, Pakan
- 7.30 am

## 5.5 Race Cut-Off Time

- 2 September 2017
- Pakan Town
- Exactly 2.00 pm

6. Pakan Raft Safari 2017 is opened to those who are:-

- 18 years old and above in 2017 especially for the women participants.
- Physically fit and healthy.
- Able to swim.

7. Each team must be represented by four (4) persons consist of at least one (1) woman participant. The four (4) registered participants must be on the raft upon reaching the finishing point (to be checked by the Race Marshalls).

8. All participating teams are allowed to have an accompanying boat at their own costs.

## 9. REGISTRATION AND CLOSING DATE OF SUBMISSION OF ENTRY FORM

9.1 All members of the team must be registered with the Organizing Committee by submitting the completed and signed Entry Form. Any changes must be made during the briefing for team managers and participants on **1 September 2017**.

9.2 The closing date for submitting of Entry Forms is on **21 August 2017**.

## 10. ENTRANCE FEE

Entrance fee will be charged as at RM40.00 per team and to be submitted with the entry form. This fee is Non-Returnable.

## 11. CONTACT

All completed Entry Forms and Letter of Indemnity Forms together with entrance fee must be submitted on or before the closing date stated above to:-

- A. **Urusetia,  
Pakan Raft Safari 2017,  
Bahagian Sukan,  
Kementerian Pelancongan, Kesenian, Kebudayaan, Belia dan  
Sukan Sarawak.**

**Telephone : 082-440441/472573  
Fax : 082-446360**

- B. **Pegawai Penyelaras,  
JASA Parlimen Julau.  
(UP: Encik Sylvester Embuas)**

**HP No : 019-4383455  
Fax : 084-654329**

- C. **Pegawai Daerah,  
Pejabat Daerah Pakan,  
Bahagian Sarikei.**

**Telephone : 01118444344  
Fax : 01118444211**

- D. **Pegawai Penguasa,  
Pejabat Pelancongan, Kesenian, Kebudayaan, Belia dan  
Sukan Bahagian Sarikei.**

**Telephone : 084-652264  
Fax : 084-653746**

## 12. BRIEFING FOR TEAM MANAGERS

All team managers for all race categories must attend the briefing to be held one day before the race on 1 September 2017 (Friday) at 5.00 pm at SK. Nanga Wak, Pakan. Attendance is compulsory.

### 13. DECISION ON THE WINNERS

The winners will be judged according to the shortest time taken from starting point to the finishing point decided by the Judges. All winning rafts must reach the finishing point at Pakan Town to be eligible for the prizes.

### 14. SPECIFICATIONS OF RAFT

- Width - Not less than four (4) feet.
- Length - Not less than twenty (20) feet.
- Design - Please see diagram attached.
- Materials
  - Raft made from bamboo or wood or combination of both materials is allowed for this race.
  - The raft must be tied up with rattan or ropes only. The use of nails, screws, metal and iron rods, and wires of any types are not allowed.

### 15. OARS

The types and shapes of the oars are not fixed and are made of any type of materials.

### 16. RAFT INSPECTION

The Race Marshalls will inspect the rafts at the starting point and finishing point. Any rafts found contravening the rules and regulations of Pakan Raft Safari 2017 shall be disqualified from the race.

### 17. TEAM NUMBER

- The Mixed Team Open Category - Black

### 18. SAFETY

For safety purpose, all participants **MUST** wear **safety equipments** (life jackets, head gear, etc) at all times. Life Jackets will be provided by the Organizers. However, participants are encouraged to bring their own.



**19. PULLING OR PUSHING OF THE RAFT**

Any teams found pulling or pushing their rafts by any mechanical means shall be disqualified.

**20. WEATHER & RIVER CONDITIONS**

The Organizing Committee reserves the right to change or cancel the course of the race for safety reasons due to weather and river conditions. The decision whether to continue the race or otherwise shall be announce by the Race Director.

**21. AUTHORITY TO TRANSLATE AND AMEND THE RULES**

- The Organizers have the authority to amend and to add any rules in order to ensure the safety of the race at time deemed necessary.
- The Organizers have the authority to translate the rules of the race in the event of contradiction of opinions.

**22. DECISION OF JUDGES**

The decision of the Judges shall be final. No appeal or complaint will be entertained.

**23. GROUP INSURANCE**

The Organizers shall purchased Group Insurance Coverage for all the officials and participants that have submitted their Entry Forms on the closing date (21 August 2017) of Pakan Raft Safari 2017.

**24. INDEMNITY**

The Organizers of Pakan Raft Safari 2017 will NOT BE RESPONSIBLE for any losses of lives, injuries and damages incurred before, during or after the race. Therefore, all participants must agree to absolve the Organizers and Officials from all responsibilities and liabilities to any deaths, injuries or damages incurred before, during or after the race. The indemnity includes any claims on negligence, action or inaction of the Organizers and Officials.

## 25. NAME OF TEAM

Participants are refrained from using symbols or names that are not suitable for the race. The Organizers have the exclusive rights to reject or recommend the appropriate names for the teams to be eligible to participate for the race.

## 26. RESPONSIBILITY FOR ENVIRONMENTAL CLEANLINESS

- All participants are not allowed to throw any rubbish, empty bottles, papers, or plastic materials into the river before, during, after or any time during the race.
- Upon reaching the finishing point, all rafts must be kept at a place allocated by the Organizers.



KEMENTERIAN BELIA , SUKAN DAN SOLIDARITI  
SARAWAK  
Tingkat 3, Bangunan Balltulumakmur,  
93050 Petra Jaya,  
Kuching  
Sarawak

Tel: 082-440441/444817  
Fax: 446360

Pengurus  
Dewan Suarah Kuching

Ruj. Kami:  
Tarikh : 3 Ogos 2017

Tuan,

**PERMOHONAN MEMINJAM KENDERAAN RASMI DAN PEMANDU**

Dengan hormatnya perkara tersebut di adalah dirujuk.

2. Sehubungan itu, kami ingin memohon meminjam Kenderaan Rasmi berserta Pemandu Pejabat tuan(ENCIK MOHD NIZAM BIN MUSTAPHA) untuk membawa kakitangan Bahagian Sukan (KPKKBSS) ke **PROGRAM KECERGASAN "JU SENAM" semperna Program CTC Mobile Daerah Bekenu, Miri pada 16 - 21 OGOS 2017.**

6. Perhatian dan tindakan dari pihak Tuan diatas perkara tersebut amat dihargai dan dan didahului ucapan ribuan terima kasih.

Sekian.

**"BERSATU BERUSAHA BERBAKTI"**  
**" AN HONOUR TO SERVE "**

**(MARDINI BT HAJI MOHAMAD TAHIR)**  
b/p Setiausaha Tetap  
Kementerian Perlancongan,Kesenian,Kebudayaan,Belia dan Sukan Sarawak

**SUSUN ATUR PERJALANAN KE BEKENU SEMPENA  
PROGRAM "JU SENAM" PROGRAM CTC DAERAH BEKENU,  
MIRI 16 – 21 OGOS 2017**

---

- 16/8/2017 - Semua Pegawai Petugas menunggu di  
Bangunan Masja  
Bertolak Kuching/Sibu –Bermalam di  
Sibu**
- 17/8/2017 - Bertolak Sibu/Miri Bermalam di  
Hotel Miri**
- 18/8/2017 - Menyedia Keperluan dan Logistik di Miri  
- Berangkat ke Homestay di Bekenu**
- 19/8/2017 - Program Berlangsung di Dewan  
Masyarakat Bekenu (Hari Pertama)**
- 20/8/2017 - Program Berlangsung di Dewan  
Masyarakat Bekenu (Hari Kedua)**
- 20/8/2017 - Berangkat ke Sibu (Tengahari)**
- 21/8/2017 - Berangkat ke Kuching(Sibu /Kuching)**

## KERTAS MINIT

MINUTES SHEET

Ketua Penolong Setiausaha (Sukan)

Kementerian Perlancongan Kebudayaan, Kesenian Belia dan Sukan Sarawak

*Handwritten signature and date: 14/8/17*

Tuan

### **LATIHAN AMALI UNTUK PELAJAR (LATIHAN INDUSTRI) KE PROGRAM CTC MOBILE DAERAH BEKENU 17-19 OGOS 2017**

Dengan segala hormatnya perkara tersebut diatas adalah dirujuk.

2. Sehubungan itu, kami ingin menjemput 2 Pelajar iaitu **MOHD SUKRI BIN COMRY (950601-13-5293)** dan **RAZIATUL SYAHIRA BINTI RAZALI (940212-13-5098)** yang sedang menjalani latihan Industri di Bahagian Sukan untuk turut ke padang untuk membuat latihan "First Hand" dalam melaksanakan program Komuniti CTC Mobile Daerah Bekenu pada 17 - 19 Ogos 2017. Apa yang kita harapkan pendedahan bagaimana melaksanakan Program Sukan Massa untuk masyarakat setempat akan memberi inspirasi kepada mereka apabila melangkah ke alam kerja nanti.

Sokongan dan persetujuan pihak tuan amatlah diharagai.

Sekian. Terima Kasih.

**"BERSATU BERUSAHA BERBAKTI"**  
**"AN HONOUR TO SERVE".**



**(MARDINI BT MOHAMAD TAHIR)**  
Koodinator Sukan Massa

14 Ogos 2017

# KERTAS MINIT

## MINUTES SHEET

Pegawai Penguasa  
Bahagian Miri

Tuan,

### **PERMOHONAN UNTUK MEMINJAM KENDERAAN RASMI DAN PEMANDU**

Dengan segala hormatnya perkara diatas adalah dirujuk.

2. Sehubungan dengan itu, kami ingin meminjam kenderaan rasmi berserta pemandu pejabat pihak tuan untuk membawa kakitangan Bahagian Sukan (KPKKBSS) ke **PROGRAM KECERGASAN "JU SENAM" sempena Program CTC Mobile Daerah Bekenu, Miri pada 16-21 Ogos 2017.**

3. Perhatian dan tindakan daripada pihak tuan atas perkara tersebut amatlah kami hargai dan didahului dengan ucapan terima kasih.

Sekian, Terima Kasih.

**"BERSATU BERUSAHA BERBAKTI"**  
**"AN HONOUR TO SERVE"**

**(MARDINI BT MOHAMAD TAHIR)**  
Koodinator Sukan Massa

14 Ogos 2017

## ATURCARA PROGRAM CTC MOBILE DAERAH BEKENU

18 – 20 ogos 2017

### JADUAL PERJALANAN

<b>TARIKH</b>	<b>MASA</b>	<b>TEMPAT</b>
18/8/2017	9.45AM	Mengambil Pegawai Di Airport Miri/Hotel
18/8/2017	2.00ptg	Site Visit ke Bekenu
19/8/2017	12.00ptg	Program Berjalan
20/8/2017	6.00pagi	Program /ke Bekenu

\*Sebarang Perubahan akan dimaklumkan kemudian

Mardini Bt Haji Mohd Tahir

Koodinator Sukan Massa

15/8/2017

KERTAS MINIT  
Mimute Sheet

**Kepada:**

**Semua staf**

Kementerian Pelancongan, Kesenian, Kebudayaan, Belia dan Sukan  
Sarawak

Tuan/Puan,

**PER : MID-TERM REVIEW 2017 – SCS 6 SHARED VALUE-RESULTS ORIENTED  
DAN MAJLIS MAKAN MALAM KEMENTERIAN PELANCONGAN,  
KESENIAN, KEBUDAYAAN, BELIA DAN SUKAN SARAWAK.**

Perkara di atas adalah dirujuk.

2. Sukacita dimaklumkan bahawa Kementerian akan mengadakan Mid-Term Review pada 03 hingga 04 Ogos 2017. Sehubungan itu, tuan/puan **diwajibkan** hadir ke program pada, tempat dan masa seperti berikut:

a) Tarikh : 03 Ogos 2017

Program : Motivational Talk - SCS 6 SHARED VALUE-RESULTS ORIENTED

Tempat : Grand Ballroom Level 5, Imperial Hotel, Kuching

Makan malam : 6.30 petang di Garden Restaurant, Imperial Hotel, Kuching

Program bermula: 7.45 malam

Pakaian : *Smart Casual*

b) Tarikh : 04 Ogos 2017

Program : Majlis Makan Malam Penutupan Mid-Term Review Bersama  
Menteri Pelancongan, Kesenian, Kebudayaan, Belia dan Sukan  
Sarawak

Tempat : Grand Ballroom Level 5, Imperial Hotel, Kuching

Jam : 7.00 malam

Pakaian : *Smart Casual*

Sekian harap maklum.

**"BERSATU BERUSAHA BERBAKTI"**  
**"AN HONOUR TO SERVE"**



**[DATU IK PAHON ANAK JOYIK]**

Setiausaha Tetap

Kementerian Pelancongan, Kesenian, Kebudayaan, Belia dan Sukan  
**SARAWAK**

Ruj. Fail : MTAC/100-12/1 (12)

Tarikh : 01.08.2017



4000001/17/01175


Kepada THE WORLD SPORTS EQUIPMENT (KUCHING) SDN BHD No. 305 Lot 2748 Central Park Commercial Centre 3rd Floor Jalan Tun Ahmad Zaidi Adruce 03200 Kuching	Kementerian Belia, Sukan dan Solidari Alamat Tingkat 3, Bangunan Baduhmakanur Jalan Astana 93050 Petra Jaya Kuching SARAWAK Tel: 092-440441 Faks: 082-440401
--	---

Sila Bekalkan Barangan / Perkhidmatan Berikut:

Bil	Butiran	Kuantiti	Unit	Harga Semula (RM)	Amalan (RM)
1	Menyedakan tampers untuk Games sempena Program Ju Senam Bekenu pada 18 - 19 Ogos 2017	24.00	unit	25.00	600.00

Jumlah

600.00

<b>Dibenar Oleh (Pemegang Waran)</b> Catatan :  Tandatangan : Nama : Nurul Husna Binti Laden Jawatan : Penolong Akauntan - W32 Tarikh : 14/08/2017		<b>Akuan Terimaan</b> Saya mengesahkan bahawa barangan/perkhidmatan seperti di atas yang telah diterima adalah tepat dan memuaskan Tandatangan : Nama : Jawatan : Tarikh :
<b>Salinan Asai Ditandatangani Oleh</b>		



KEMENTERIAN PELANCONGAN, KESENIAN, KEBUDAYAAN,  
BELIA DAN SUKAN  
TINGKAT 2 & 3, BANGUNAN BAITUL MAKMUR  
MEDAN RAYA, PETRA JAYA  
93050 Kuching  
SARAWAK  
Tel: 082-319313 Faks: 082-445311

Ruj. Kami : KBSS/1013/2 (28)  
Ruj. Tuan :

Tarikh: 02.08.2017

Kepada:

Sila lihat agihan

YBhg. Datuk/YBhg. Datu/Tuan/Puan,

**MESYUARAT PENYELARASAN TRIBAL WARRIOR CHALLENGE 2017  
("TWC2017")**

Saya dengan hormatnya merujuk kepada perkara di atas.

2. Sukacita YBhg. Datuk/YBhg. Datu/Tuan/Puan dijemput untuk menghadiri mesyuarat tersebut di atas pada tarikh, masa dan tempat seperti berikut:

Tarikh : 4 Ogos 2017 (Jumaat)  
Masa : 3.30 petang  
Tempat : Bilik Mesyuarat, Pejabat Menteri Pelancongan,  
Kesenian, Kebudayaan, Belia dan Sukan,  
Tingkat 7, Bangunan Baitulmakmur, Petra Jaya

3. Untuk makluman, mesyuarat tersebut akan dipengerusikan oleh Yang Berhormat Datuk Haji Abdul Karim Rahman Hamzah, Menteri Pelancongan, Kesenian, Kebudayaan, Belia dan Sukan. Di antara agenda yang akan dibincangkan adalah:

- 3.1 Ucapan Alu-aluan Pengerusi
- 3.2 Taklimat daripada True Events
- 3.3 Perkara-Perkara Berbangkit
- 3.4 Hal-Hal Lain
- 3.5 Penutup

... 2/-

4 Di atas kehadiran YBhg. Datuk/YBhg. Datu/Tuan/Puan, saya dahului dengan ucapan ribuan terima kasih

Sekian

**"BERSATU BERUSAHA BERBAKTI  
"AN HONOUR TO SERVE"**



**ZUL BIN HAJI USUP**

**Setiausaha Tetap**

**Kementerian Pelancongan, Kebudayaan, Kesenian, Belia dan Sukan**

s.k. Setiausaha Sulit Kepada Menteri Pelancongan, Kesenian, Kebudayaan, Belia dan Sukan  
Setiausaha Tetap, Kementerian Pelancongan, Kesenian, Kebudayaan, Belia dan Sukan

**Pegawai Seranta: Encik Zul bin Haji Usup (082-472551)**



**KEMENTERIAN PELANCONGAN, KESENIAN, KEBUDAYAAN,  
BELIA DAN SUKAN**  
TINGKAT 2 & 3, BANGUNAN BAITUL MAKMUR  
MEDAN RAYA, PETRA JAYA  
93050 Kuching  
SARAWAK  
Tel: 082-319313 Faks: 082-445311

Ruj. Kami: **KBS/1013/3 (2K)**  
Ruj. Tuan

Tarikh: 9 Ogos 2017

Kepada:

**Sila lihat agihan**

YBhg. Datuk/YBhg. Datu/Tuan/Puan,

**MESYUARAT PENYELARASAN KUCHING INTERNATIONAL BIKE WEEK 2017  
("KIBW2017")**

Saya dengan hormatnya merujuk kepada perkara di atas.

2. Sukacita YBhg. Datuk/YBhg. Datu/Tuan/Puan dijemput untuk menghadiri mesyuarat tersebut di atas pada tarikh, masa dan tempat seperti berikut:

Tarikh : **11 Ogos 2017 (Jumaat)**  
Masa : **10 pagi**  
Tempat : **Bilik Mesyuarat, Pejabat Menteri Pelancongan,  
Kesenian, Kebudayaan, Belia dan Sukan,  
Tingkat 7, Bangunan Baitulmakmur, Petra Jaya**

3. Untuk makluman, mesyuarat tersebut akan dipengerusikan oleh Yang Berhormat Datuk Haji Abdul Karim Rahman Hamzah, Menteri Pelancongan, Kesenian, Kebudayaan, Belia dan Sukan. Di antara agenda yang akan dibincangkan adalah:

- 3.1 Ucapan Alu-aluan Pengerusi
- 3.2 Taklimat daripada Pengerusi *Kuching International Bike Week 2017*
- 3.3 Perkara-Perkara Berbangkit
- 3.4 Hal-Hal Lain
- 3.5 Penutup

... 2/-

4. Di atas kehadiran YBhg. Datuk/YBhg. Datu/Tuan/Puan, saya dahului dengan ucapan ribuan terima kasih.

Sekian.

**"BERSATU BERUSAHA BERBAKTI"**  
**"AN HONOUR TO SERVE"**



**ZUL BIN HAJI USUP**

*s.p.* Setiausaha Tetap

Kementerian Pelancongan, Kebudayaan, Kesenian, Belia dan Sukan

s.k. Setiausaha Sulit Kepada Menteri Pelancongan, Kesenian, Kebudayaan, Belia dan Sukan

Pengerusi Pengelola KIBW 2017

**Pegawai Seranta**: Encik Zul bin Haji Usup (082-472551)



Ruj. Kami: PKP(800)/577/9Jld 12(63)  
Tarikh: 01 Mac 2017

**SETIAUSAHA TETAP**

Kementerian Belia, Sukan dan Solidariti Sarawak  
Tingkat 3, Bangunan Baltul Makmur  
93050 KUCHING

Tel: 082-440441  
Faks: 082-446360

Tuan,

**MEMOHON MENYUMBANG DAN MENYELARASKAN AKTIVITI  
SENAMROBIK / ZUMBA DAN SUKANEKA SEMPENA  
PROGRAM MOBILE COMMUNITY TRANSFORMATION CENTRE  
(MOBILE CTC) DI SARAWAK BAGI TAHUN 2017**

Dengan segala hormatnya saya dilarah merujuk perkara tersebut di atas.

2. Sukacita dimaklumkan, Perbendaharaan Malaysia Sarawak (PMS) telah dipertanggungjawabkan untuk melaksanakan *Mobile Community Transformation Centre (Mobile CTC)* di Sarawak oleh pihak Unit Strategik Nasional @ *National Strategic Unit (NSU)*, Kementerian Kewangan Malaysia. Program Mobile CTC merupakan salah satu inisiatif di bawah Strategi Lautan Biru Kebangsaan: 8 (NBOS:8) yang bertujuan untuk membawa perkhidmatan-perkhidmatan utama Kerajaan kepada rakyat luar bandar dan pedalaman. Di samping membawa perkhidmatan, program ini juga merupakan siri *engagement* kerajaan dengan rakyat melalui program bersukan, pertandingan kemahiran, ceramah dan lain-lain lagi.

3. Sehubungan dengan itu, pejabat ini ingin memohon bantuan Puan Mardini bt Haji Mohd Tahir dalam penyelarasan aktiviti senamrobik / zumba dan sukaneka bagi menjayakan Program Mobile CTC yang dirancang oleh PMS pada tahun ini. Bersama-sama ini sukacita disertakan Jadual Perancangan Program Mobile CTC di Sarawak sepanjang Tahun 2017 seperti dalam Lampiran A untuk makluman tuan.

Kerjasama pihak tuan dalam perkara ini amatlah dihargai dan didahului dengan ucapan jutaan terima kasih.

Sekian dimaklumkan.

**"BERKHIDMAT UNTUK NEGARA"**

Saya yang menurut perintah,

(MOHAMAD ANUARDI BIN HAJANI)  
b.p. Pegawai Kewangan Persekutuan Sarawak  
Perbendaharaan Malaysia Sarawak

*Sila nyatakan nombor rujuk fail pejabat ini apabila  
Tuan/Puan berhubung dengan pejabat ini*

LAMPIRAN A

PERANCANGAN PROGRAM *COMMUNITY TRANSFORMATION CENTRE*  
(MOBILE CTC) PERINGKAT NEGERI SARAWAK PADA TAHUN 2017  
ANJURAN PERBENDAHARAAN MALAYSIA SARAWAK

No.	NAMA	TARIKH
1.	Mobile CTC Bus Sebuyau	04 - 05.03.2017
2.	Mobile CTC Boat Penasu	10 - 12.03.2017
3.	Mobile CTC Bus Telaga Air	22 - 23.04.2017
4.	Mobile CTC Boat Paloh	12 - 14.05.2017 (TBC)
5.	Mobile CTC Boat Kapit	14 - 16.07.2017 (TBC)
6.	Mobile CTC Bus Bekenu	05 - 06.08.2017 (TBC)
7.	Mobile CTC Bus Sebauh	21 - 22.10.2017 (TBC)
8.	Mobile CTC Bus Serian	25 - 26.11.2017 (TBC)

**Nota:**  
(TBC): to be confirmed

1. Student's Name : MOHD SUKRI B COMRY
2. Date & Place of Birth : 01-06-1998 Sarawak
3. UITM I/C No. : 2015141355
4. Course : ADS667 - PRACTICAL TRAINING
5. Year : 3 Part 5/6
6. Home Address : 86 LORONG BENTARA 8 KAMPUNG  
WAWASAN JAYA
7. Address During Practical Training : \_\_\_\_\_
8. Place of Training : KEMENTERIAN BELIA,  
SUKAN DAN SOLIDARITI
9. Name of Supervisor In-Charge : ZUL BIN USUP
10. Duration of Training  
From : 24 JULAI 2017 To : 15 SEPTEMBER 2017

**FOR OFFICE USE ONLY :**

11. Remarks : [Dean / Course Tutor]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PRACTICAL TRAINING  
LOG BOOK



Date	Exact Nature Of Work Done	Supervisors Remarks
25/7	Under Ministry of International Trade and e-Commerce; - making a business cards	
26/7	Relocated to Ministry of Social Development: Sport Division.	
27/7	Altering lucky draw's title for CTC prog. - Simunjan 2017 → Beteny 2017	
1/8	- Faxing document to other agencies.	
2/8	- Faxing demand to other agencies - Make phone call asking whether the agencies receiving the <del>data</del> document. - Photocopying the document	
3/8	- Printing the numbers for lucky draw in Beteny - Cutting the numbers - Photocopying document.	
4/8	- Participating morning calisthenic activity at Stadium negeri MSN - make a phone call for the meeting confirmation	

Date	Exact Nature Of Work Done	Supervisors Remarks
7/8	Make a phone calls to all "Astrama and Kem Belia" about the meeting of Kem Belia. - asking them to bring along / for the information regarding their hostels / house / camp.	
9/8	- Faxing document to related agencies about "BIKE WEEK 2017" meeting - Make a phone calls to related agencies whether they receiving the document.	
10/8	- Make a phone calls to related agencies to confirm their attendance.	
11/8	- Attending meeting for Kuching International Bike Week 2017 - Helping to type minute sheet - Taking care of attendent list.	

Date	Exact Nature Of Work Done	Supervisors Remarks
4/8	<ul style="list-style-type: none"> <li>- Going out</li> <li>- Make an quotation / order for hompers / gip / tools for CTC</li> <li>- Printing and cutting evaluation form</li> <li>- Fill in Supply / Service form.</li> <li>-</li> </ul>	
5/8	<ul style="list-style-type: none"> <li>Collecting officers information for official seal making</li> <li>Preparing stuff for CTC Bekem:</li> <li>- Fixing tentatif to PBSS Mini to book official car.</li> <li>- Typing letter (invitation letter, booking letter), <del>service</del>.</li> </ul>	
6/8	<ul style="list-style-type: none"> <li>- Going to <del>take</del> Sibu</li> <li>- Night at Primier Hotel, Sibu.</li> </ul>	
7/8	<ul style="list-style-type: none"> <li>- Going to Mini</li> <li>- Nights at Imperial Hotel, Mini. (4-days)</li> </ul>	
8/8	<ul style="list-style-type: none"> <li>- Buying stuff for games</li> <li>- Sweets</li> <li>- Sock</li> <li>- Straw</li> <li>- Rubber bands.</li> <li>- Visiting site for <del>EE</del> CTC Bekem.</li> <li>- Hanging <del>to</del> Program banner.</li> </ul>	
9/8	<ul style="list-style-type: none"> <li>- Runing the CTC Program (Ju Senam)</li> <li>- lucky draw</li> <li>- games</li> <li>- " Snomrobik .</li> </ul>	



Date	Exact Nature Of Work Done	Supervisors Remarks
2018 D <sub>2</sub>	<ul style="list-style-type: none"> <li>- Running the CTC Program</li> <li>- morning exercise</li> <li>- lucky draw</li> <li>- Going back to Sibu</li> <li>- Night at Sibu</li> </ul>	
21/8	<ul style="list-style-type: none"> <li>- Going back to Kuching</li> </ul>	
22/8	<ul style="list-style-type: none"> <li>- Make certificate for "Kursus Kejurulatihan Senamrobik tahap 1"</li> </ul>	
23/8	<ul style="list-style-type: none"> <li>- Preparing stuff for FIT Sarawak team to KL.</li> <li>- amending meeting min minute.</li> </ul>	
24/8	<ul style="list-style-type: none"> <li>- Preparing stuff</li> </ul>	
24/8	<ul style="list-style-type: none"> <li>- Preparing stuff for FIT Sarawak team to KL</li> <li>- Amending lucky draw number</li> <li>- Printing lucky draw number</li> <li>- Meet the athletes for FIT Sarawak to KL</li> </ul>	
25/8	<ul style="list-style-type: none"> <li>- Cutting number for lucky draw</li> </ul>	

Date	Exact Nature Of Work Done	Supervisors Remarks
29/8	Help officer to move their stuff to new office	
31/8	Merdeka leave	
1/9	Raya Haji leave	
4/9	Special leave (SEA victory)	
5/9	- Opening vehicle log book	
-	- Road fine	
8/9	- Drivers name.	
	- Helping on Futsal Piala Mentari	
	- Helping to move the officers belongings to new office.	
12/9	<del>Help</del> Helping to make report for CTC Bekenu	
15/9	- Print and cut lucky draws' number for CTC Song	
	- Print Printing and hand over certificates for <del>CTC Song 2017</del>	
	to Permanent Secretary Assistant	