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FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES

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INDUSTRIAL TRAINING REPORT (ADS 667) - 20%

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DATE OF SUBMISSION: 8/6/2021

DECLARATION FORM

By signing this document, I certify that the content in this industrial training report is based on my own study, with the exception of those details that have been duly authorized and acknowledged by the Sibu District Education Office. If I am later found to have committed any plagiarism or academic dishonesty, I may face disciplinary action against UiTM's Academic Regulations.

Signed by,

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Last but not least, I want to say thanks to my supportive parents for their prayers, love, commitment, and sacrifices in all facets of my life. Also, I'd like to use this time to thank my friends for sharing their experiences with me and encouraging me to be more motivated.

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CHAPTER ONE

1.0 Introduction

1.1 The background of Sibu District Education Office

The Sibu District Education Office began construction in 1949 at the same location as the Sibu District Office. After four years in that facility, the Sibu District Education Office was shifted to the Lau King Howe Dispensary building, where they remained active until 1976. In mid-year, this office was relocated and operated at Mission Street Mission Home. Again in 1982, this office need to change their building to Wisma Persekutuan at Jalan Awang Ramli Amit until 30 June 1996. Ultimately, Sibu District Education Office was placed on the 6th floor at Wisma Persekutuan Block 3, Lot 462, Persiaran Brooke, Pekan Sibu at Teng Chin Hua Sibu road from 1 July 1996 until now.

As a result, the Sibu District Education Office was one of the Sarawak State Education Department's administrative hierarchies. Dr. Maszlee Malik, our former Minister of Education, has recommended that a new structure and scope of work being implemented in order to adapt to the new norm in 2020. The Sibu District Education Office has converted all of its units into sectors. There are currently eight sectors in operation, including Sector of Professional Service Support, Planning Sector, Learning Sector, School Management Sector, Student Development Sector, Psychology and Counseling Sector, Assessment and Examination Sector, Management Sector

As a result, the District Education Officer (DEO), Sibu District Deputy Education Officer, and the other ten units headed by their respective Unit Heads run the Sibu District Education Office. Additionally, these units included School Management Units, Academic Units, Human Development Management Units, Service Management Units, Development and Supply Units, Finance Units, Psychology and Counseling Units, Islamic and Moral Education Units, Information or ICT Units, and Assessment and Examination Units. As a result, the Sibu District Education Office has responsibility for 116 schools, comprising Vocational College (1), Primary School (46), Chinese Primary School (47), and Secondary School (22). The Divisional Technology Center and the Teacher Activity Center, with the assistance of their respective Heads or Coordinators, should assist the Sibu District Education Office in this regard.

1.2 The objectives

Increase school enrollment to 100percent on average of the age cohort and ensure that each student obtains a high-quality formal education with improving the efficacy of school leadership and management, improve employee professionalism, revamping the physical condition of school buildings and infrastructure indirectly improves workplace satisfaction and satisfied the diversity of potential, capabilities, and interests of pupils, diversify school curriculum and co-curriculum activities.

1.3 Mission

"Effective Education and Leadership Management towards the development of proactive human beings in dealing with change" is the purpose of the Sibu District Education Office, which means that efficient knowledge and leadership management can help people become more motivated to comply with the change.

1.4 Vision

In accordance with the National Education Philosophy, the Sibu District Education Office will aim to achieve academic success and character development.

1.5 Organization structure

Figure 1.5.1 : The Structure of Head of the Sibu District Education Office (PPD Sibu)

Figure 1.5.2: The Structure of Management Sector

Figure 1.5.3: The Structure of Human Resources Management Sector/ICT/Administration Unit
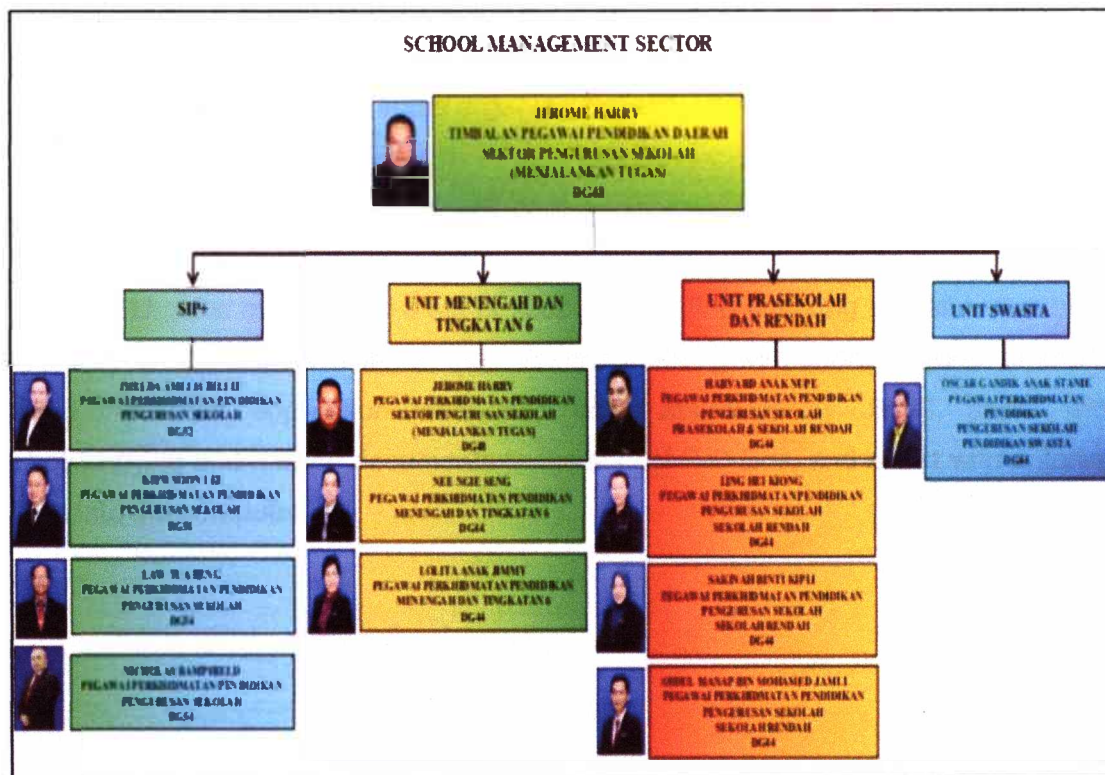

Figure 1.5.4: The Structure of School Management Sector

1.6 Core business of the organization

Few of the organization's core competencies included portraying JPN at the district level in all administrative concerns, assisting in the administration of the school at the district level, responsible for laying out the district's administrative policies for schools, and responsible for transferring educators, which also included GSTT and substitute teacher transfers and dismissals.

1.7   Industrial Training

Industrial training lasted around two months and a half (12 weeks), beginning on February 3rd and ended on April 23rd, 2021. I was assigned to the School Management Sector on the 6th floor of the Sibu District Education Office.

1.7.1 Objectives

The following are some of the priorities of industrial training, including exposing employees about how to control the system and its features in order to accomplish their tasks, acquiring knowledge of the job requirements and duties of each sector in the Sibu District Education Office, and cultivating self-assurance, accountability, and ethical values while working in the organization.

1.7.2 Scope

My industrial training had a set of scopes, including ensuring that all letters were correctly sorted and classified to their Volume, helping with calling parents to inform them that their application letter has been approved by JPNS, assist with photocopying and mailing documents to the school P/O Box, and assist with entering data into the computer.

organizing the project. Thus, the leader should address workers' levels of engagement in their specific job, as it significantly impacts their performance or the pace at which they perform their assigned task.

b. Learning opportunity

Working together as a group to achieve their project objectives could allow new brooms in the organization to learn. They will get more experienced from their senior workers so they can practice it in future jobs. This is because each group member frequently possesses unique talents or set of abilities. Thus, collaborating with others is an excellent way for employees to understand new abilities and develop interpersonal skills. A group member could realize that each team member had a unique personality and faced challenges at certain phases. They were considerate, respected, and supported one another in a challenging moment. Despite the fact that projects were done individually, collaborating as a team can allow members to recognize and understand each other's views and lead them to actively share their alternative resolution, which can lead to the task's success. Therefore, working within a team can be a great strategy for ordinary members to achieve outstanding performance in their careers.

c. Achieved the goals

Group members were entirely committed to providing high-quality output and would not have been distracted by personal problems that could have detracted from their mission. This is because a good group member had promoted and cultivated strong, collaborative working relationships to produce a high-quality final result that would impress their corporate instructor, peers, and end users. The entire team was driven to compete in a healthy way with the other teams, and they all shared a common aim of developing a solution that would boost their prospects of securing a job at the end of the task. A healthy, interdependent team culture represents the best in everyone, encouraging each group member to accomplish significantly more remarkable success. Hereby, team members must work together to develop a culture in which they can communicate more effectively than they could do alone so that the organization's objective could be successfully achieved.

2.1.3 Theory related to teamwork

a) Bruce Tuckman's Model of Team Stages

The Bruce Tuckman theory was formulated in 1965 and has been applied in various organizations and circumstances. As a result, this theory is widely considered as the greatest basis for effective and efficient teamwork as it comprises five basic phases, including forming, storming, norming, performing, and adjourning. Each of the five phases of group development indicates a step forward in the process of forming a cohesive unit.

First and foremost, the formation stage would be a screening and alignment step where the peers need to understand one another in order to decide the benefits and implications of forming a group. As everyone begins to meet each other and attempts to create a positive impression and vibe, this may appear to be an ideal time to develop a set of basic objectives, principles, and standards. This is an orientation stage where initial boundaries and perceptions were made on both interpersonal and professional levels. Therefore, before they can participate in the team, the group members will have gone through a period of relationship building as they try to figure out what is expected of them.

Second, the storming phase was characterized by the most group disagreements. This is because, people's initial assumptions and boundaries are frequently tested as they discover more about each other's intentions. Team members start to figure out the precise characteristics of the attitude and expectations of each task within the team, allowing each member to be fully liable for each duty and responsibility on their initiative within the group project. This corresponds to the brainstorming process, whereby each team member shares their thoughts, which could become the project's central focus. Therefore, the teamwork must understand how to harness the positive potential of argument and collaboration in this phase before they shift to the next phase.

Thirdly, norming phase. During this stage, the team's performance improves as members start to work together as one and concentrate on the team's goals. If disagreements have been resolved and group members have demonstrated adaptability throughout the normal stage, and they understand their function and are focused on the feasibility of a project, then everything is running smoothly. This is

because each group member has developed a shared mental model or set of thoughts due to their shared expectations about the organization's goals, allowing them to participate more effectively.

Fourth, the performing stage can be seen as the best of all the phases of advancement. The team's performance was at an all-time peak at this stage. This is because the team was concentrating on the solution and achieving the team objectives. Members of the group have managed to learn to coordinate their actions and terms of sustainability better. This is due to the teammates' high-performance level, which allows them to be self-sufficient and competent in their problem-solving abilities, enabling them to function without the supervision of their leaders. The team members could work together like a well-oiled engine without hassles and everyone marching in lockstep toward the same main objective.

Lastly, the adjourning phase is the fifth step of Tuckman's development sequence. The majority of the team's objectives have been met at this point. This is because formal recognition of the team's commitment and success can be valuable as the team comes to a conclusion. As the mission is completed, group members may be moved to other teams, and the team may disband. Hence, if the team is a standing committee with ongoing duties, members could be changed, and the team can resume the formation or storming phase and begin the project development again.

2.1.4 Application of teamwork at Sibu District Education Office

Sibu District Education Office promotes teamwork within their workplace, such as gotong royong activities, program management, and organizing confidential documents.

a. Gotong royong

The gotong royong activity refers to the term of cooperation. It is a principle in which people can band together to help their peers without demanding anything in reward. Hereby, the cooperative spirit among the team members was quite important for accomplishing the task altogether. For instance, Sibu District Education Office has formed team members to do communal works during the Chinese New Year festive celebration in this organization. In a group, we have formed ten members from every

sector within the organization. We have identified certain places that we will use to celebrate this festive, such as the meeting room and lobby. After we have formulated an agreement among team members, we start to separate the task to each member. My team members and I have chosen a lobby station where we need to proceed with decoration and make a little bit arrangement of the furniture for a simple celebrating ceremony on Friday. This is because the lobby section will be used for a formal speech by our District Education Officer, Mr. Ahli Bin Chikba, and a gathering place for the staffs of the Sibu District Education Office but still followed the Standard Operating Procedure (SOP). After that simple formal speech was done, we moved to a meeting room to give food beverages before continuing our work task on that day. With the teamwork spirit, we have successfully run on the arrangement for this ceremony. Consequently, I have learned a lot about creativity decoration, strengthening my interpersonal skill, developing an effective collaboration among the team members, and strengthening our bonding through this teamwork event.

2.2 Decision Making

2.2.1 Definition of decision making

Decision making can be defined as the conceptual method of selecting from a set of possibilities. Any decision-making process generates an output, which could be a reaction, a suggestion, or a point of view. An organization is a social structure that brings people together to achieve a common goal. Hereby, employees throughout all levels of an organization interpret the information they distribute to create a bunch of decisions. These decisions will have the potential to impact other people 's lives and alter the fate of an institution. On the other hand, the problem statement and decision making were such as two separate tasks which were linked but not identical. A decision is defined as the effort of deciding, judging, or forming an opinion to manage the group's project. Therefore, the majority of decisions were decided in response to a particular situation or difficulty. This is because decision-makers must obtain and analyze information before making a decision. Thus, the problem analysis comprises identifying the issue's dimensions, formulating guidelines for selecting among possibilities, and summarizing them based on available facts. Even though findings are an important part of all strategic planning, investigating an issue may not result in a solution.

Regardless of the level at which issues happen, decisions can be categorized into three forms such as strategic decisions, tactical decisions, and operational decisions. Top management is frequently one of the first to develop a strategic plan. It is linked to the organization's basic development elements and its linkages to the outside environment. This kind of decision influences the organization's future by forming key orientations that bind it in the long run. Other than that, the tactical choice is made by the intermediate hierarchy. This is because the tactical choice strives to execute the plan, create initiatives, and rectify dysfunctions. Consequently, it is associated with resource planning and the effectiveness of their utilization to control long-term progress, such as product innovation. Operational managers typically form operational decisions, and they cover all unexpected circumstances and distinctive scenarios that occur during the execution of the tasks, and these decisions only have short-term consequences.

2.2.2 Importance of decision making

a.   More information is provided

A significant amount of people were engaged in decision-making. This is due to the fact that the group members will bring out and discuss many suggestions rather than a single person. Therefore, a wise decision process will obtain sufficient information before making any decisions. Each participant in the teamwork will be free to share their perspective on dealing with a specific situation actively. This is because every member who participates as a team will portray the evidence and the facts to their fullest potential regardless of the level at which issues exist in the organization. This delivers adequate knowledge to enable a clearer vision. Hence, the directors will be empowered to adopt appropriate decisions as a consequence of this.

b.   Enhances Decision-Making Quality

An organization will constantly face the risk of disagreement among its members. Each participant has an equal opportunity to embrace their opinions and ideas when cooperative decisions are taken. Therefore, a good decision can result in a high-quality solution. Attempting to make wise choices at the correct moment was aided by making strategic decisions. This is because the organizations were utilizing a diversity of skills in their decision-making strategy. The participants in a group will

examine every facet from every option open to them for tackling issues. Hereby, the best alternative is selected among the various options given. It will provide high-quality decision-making making, which aids in the achievement of the organization's goals.

c. Aids in the organization's development

Workers working in the organization could utilize decision-making to express their ideas on an equal basis. It leads to the organization's core strength. This is because everyone possesses an active role to perform in the success of the organization. Being involved in decision-making will foster a spirit of teamwork and solidarity among those who work within the organization. Hereby, they all gather together as teamwork in order to attain the organization's objectives. As a consequence, it helps to boost the institution's overall productivity and maintains its overall concept.

2.2.3 Application of decision making at Sibu District Education Office

a. Group meeting

Sibu District Education Office conducts group meetings on a regular basis. Here, my industrial supervisor who is Mr. Jerome Harry, encouraged me to take part in the group meeting regardless of the strategy for an upcoming live presentation with the Ministry of Education (MoE) and other District Education Office (DEO). In the discussion, Mr.Jerome Harry already identifies the scope of presentation regarding the curriculum and instructional practices that were decided at the educational institutions while considering the school's particular mission and needs within the district or government goals. We as a participant were actively to listen and enable to freely share our thoughts on every aspect that has been discussed on the topic matter. Consequently, various points of view have minimized our time consumption, and wise opinions will obtain sufficient information before making any decisions. On the other hand, I have voluntarily given my technical acknowledgment to support in developing a slide presentation that will be used to present later.

2.3 Organization

2.3.1 Definition of organization

Organization can be defined as a tool for accomplishing organizational objectives where the process of determining and organizing tasks must be completed, defining and allocating duties and authorities, and building relationships in order to encourage teams to work effectively together to overcome obstacles. Therefore, the organizations must make sure employees obtain new information and skills as a result of a training program they have participated in, whether it is arranged by the organization or a private entity. Every group's tasks were specified together with their power and obligation in order to complete their tasks. On the other hand, the term organization can be used in the static concept, which refers to a structure, an entity, or a network with specified linkages such as a group of members that have formed a formal association to pursue mutual goals. However, it was focused on positions rather than people. In addition, the concept of organization in the dynamic idea was represented as a continual flow in which work, people, and systems are all structured through the organization's procedure. This is because it is focused on identifying tasks that may be required to obtain a goal and grouping them into appropriate categories so that they can be allocated to people. Hereby, the organization is viewed as an open integrating mechanism rather than a closed system.

2.3.2 Importance of organization

a. Work co-ordination

Coordination can be characterized as a crucial stage in both coordinating and categorizing different operations. This is because duplication and delays can be prevented through coordination. In fact, different roles in an organization are interdependent, and the performance of one will affect the performance of the other. Hereby, the organization could facilitate coordination by laying the groundwork for bringing diverse goals together in an orderly manner.

b. Division of labour

The organization addressed upon the overall work operation of the organization. An organization was made up of various divisions organized in a hierarchy with distinct authorities and responsibilities. In addition, a well-designed and integrated structure made the administration and operation of the organization much easier. This is because the organization's entire work was classified into actions and processes. Therefore, in order to meet the organization's objectives, each member of a group will be given a specific scope of their task for the successful delivery of multiple activities. It boosts management's flexibility and effectiveness, prevents delayed and administrative burdens, and encourages employees to perform well. As a result of the efficient division of labour, systematic delegation, and clear job descriptions, the organizational structure drips off basic chores and dispatches them to lower-level roles.

c. Co-operative Relationship

An organization can not be formed by a single person. This is due to the fact that, in order to do the tasks, an organization must have at least two or more employees. Hereby, an organization must cultivate a productive relationship among all of its members. An organization can be seen as a mechanism that assists in the formation of effective interpersonal relationships. The framework should be constructed so that it encourages people to carry out and complete their respective tasks. This is because a competent organization promotes consistency by assuring devolution of authority, two-way conversation, teamwork, strong leadership, employee satisfaction, and adaptability to adapt to changing scenarios. Therefore, the employees from various departments in the organization should have both vertical and horizontal relationships.

2.3.3 Theory related to the organization

a. Classical Organizational Theory

The classical approach placed a strong concentration on physiological and mechanical aspects, which were regarded as the most important aspects in establishing an organization's productivity. This traditional management theory was described based on the notion that employees primarily had physical and economic demands. During the Industrialization era, the classical management paradigm emerged. It disregards social demands and job satisfaction favoring division of labor, centralized leadership and decision-making, and revenue accumulation. This theory has the tendency to shroud the internal workings and objectives of an organization.

b. Neoclassical Organizational Theory

The Neoclassical Theory seems to incorporate behavioural sciences into management. According to this theory, an organization is a social structure whose operation is influenced by human behavior. Based on the perspective of Neoclassical theory, a human is influenced by a wide range of variables and desires to meet specific requirements. Communication is a critical metric for determining the efficiency with which information is delivered from and to various company levels. Therefore, it increases productivity, self development, and enthusiasm, boosting production and revenue. The managers who used the neoclassical approach exploit the workplace to get positive outcomes.

c. Contingency Theory

The contingency approach is a management theory that claims that the best management style depends on circumstances and that sticking to a single, rigid style was unproductive in the long run. Therefore, the contingency approach acknowledges no generally perfect leadership style because each business experiences distinct internal and external circumstances. On the other hand, the organizations benefit from contingency theory since it allows them to gain from particular scenarios and integrate what they have acquired to future management with the exact or similar situations. Managerial authority was extremely important in organizations that are very dynamic. This equips leaders with the flexibility to take actions based on existing

circumstances. The contingency theory reveals situations that require more intense focus and takes account of unique circumstances.

d. Systems Theory

Systems theory is an inclusive theory regarding the nature of complicated processes in nature, culture, and science. It creates a basis for investigating and describing any group of items that act to perform a task. As per systems theory, organizations are open systems in a dynamic equilibrium that are constantly evolving and responding to their surroundings and situations. Hereby, nonlinear connections between organizational components will cause a complicated view of organizations.

2.3.4 Application of organization in Sibu District Education Office

a. Organization structure

In general, the educational management organization at the districts and sub-district division encompasses construction at both the rural and urban levels. Every district has a council that standing committee consisting of local delegates from unit councils and village council members. The district village council committee is supervised by the district education officer (DEO), who is in turn monitored by the district project coordinator for district-level project management. Each district is split into smaller divisions. Each district has its distinct district council general assembly controlled by the district education officer, and the district resource centre manages education-related initiatives. The District Education Officer (DEO) was in charge of the entire district in terms of education. They are responsible for monitoring, supervising, listening, and solving issues from educators, other employees, and the public. Under the name of the District Education Officer, all of the educators' and other employees' duties were gathered. Hereby, Sibu District Education Officers seem to have a broad spectrum of applications and tend to be the district's most robust security authorities.

3.0 Introduction

This chapter focused on the several difficulties that I had encountered while doing my industrial training at the Sibu District Education Office (PPD Sibu), such as technical problems, lack of accountability, and gossiping. As a consequence, there were a few recommendations in order to combat these issues.

3.1 Issues occurred in Sibu District Education Office.

3.1.1 Technical problems lead to absenteeism

With the advent of technology, Sibu District Education Office has implemented a smart attendance management system called the Biometric Attendance System. This trendy model has both benefits and drawbacks. Typically, these systems are limited to monitoring attendance records and enabling employees access to particular workplace areas. However, this system helps to manage the employees and records of employee time and attendance. The biometric technology does not collect any personal data from employees other than their fingerprints and employee ID numbers. On the negative side, this system may make life difficult for the employees at the Sibu District Education Office. This is due to the fact that this system is experiencing a technical issue where the staff attendance, for example, can not be recorded in the database. Furthermore, this Biometric Attendance System has the potential to cause employee absenteeism in their organization. This is because the system does not work properly, and it would not be able to track their in and out of the workplace during working hours, but they will use this as an excuse to avoid any disciplinary action from their top management.

3.1.2 Burden of workload

In general, Sibu District Education Office was known as a busy institution. This is because they need to represent the National Registration Department (NRD) in all departmental administrative matters at the district level. On the other hand, they were in charge of all matters, including school institutions, teachers, school curricular and academic, and so forth. Plus, poor time management skills, unmotivated, and absenteeism among a few employees also could be related to the workload in the organization. As a result, many tasks have failed to be completed, and the employees have failed to inform their employers in order to set up a time-frame or a new deadline in order to complete their task. In addition, many confidential forms were missing, and various personal information was not put in accurate filed, and the work redundancy in the organization. In the end, they will delegate their incomplete responsibilities to other staff in order to reduce their workload.

3.1.3 Workplace gossip

Gossip is a term used to describe the behavior of someone who frequently shares and exposes personal or controversial information about someone to other colleagues, whether it is accurate or not. In Sibu District Education Office, a few groups were likely to gossip about other people. This is because gossiping will expose an individual's weakness and show the malicious attitude, so this behavior can cause everyone in the organization to feel uncomfortable. Thus, this problem might be serious because this behavior could lead to trust erosion among employees, unmotivated, destroy other careers, and so forth.

3.2 Recommendation

3.2.1 Encourage Employee Engagement

Employee absenteeism can be a concept that represents where workers were absent from their work, which is linked to a variety of factors, either intentional or spontaneous. This is in accordance with those disengaged employees who will search for ways to escape coming to work. This is because the employees who are bored at the workplace were more likely to take sick leave, quit, or even be a

'chipsmore". Thus, employee engagement was important in the organization. Employee engagement could be the degree to which workers were enthusiastic about their occupations, devoted towards the organization's vision and mission, and willing to put in their best efforts. This is because the employee's performance was determined by employee engagement. Therefore, Sibu District Education Office can conduct short surveys to the employees in their organization. The short surveys with only a few questions could be used to evaluate employee engagement in Sibu District Education Office reliably, yet it can simply convey an assurance of whether or not their workers were involved. This is because Sibu District Education Office might not design productive events, training programmes, approaches, or opportunities to improve levels of involvement without adequate evidence from their employee's feedback. Therefore, once they have analyzed and digest the output from the survey, they could develop effective programs, activities, training, and so forth to boost their employees' satisfaction. Thus, absenteeism becomes less appealing than checking in on time and contributing efficiently when workers recognize their task is valuable, their time is appreciated, and performance appraisal is for them.

3.2.2 Time management

To determine effectiveness, instead of working harder among employees in the Sibu District Education Office, time management was the technique of organizing and applying cognitive management over the time needed to allocate on particular tasks. A balancing performance of many other elements influenced us to boost productivity and deliver a higher work-life balance. This is because tasks assigned a specific amount of time to complete were more likely to be completed on time. As a result, the staff in this organization will be able to finish their jobs within their time-based constraints once they have effectively controlled their time. On the other hand, prioritization aids the employees in order to concentrate on important things by setting them at the top of the list, allowing us to devote their full concentration and awareness on it. As a response, the work's performance has improved. Plus, time management was not just about obtaining more things done quickly; it was about minimizing the willingness to postpone vital chores. This is in accordance with preventing the organization's employees from being lazy by ensuring that people were aware of the things listed in the to-do checklist, as they must be accomplished to overcome the workload burdened.

3.2.3 Action from top management

In general, workplace gossip is one of the most common ways for an organization's morale to deteriorate and performance to decline. This is not just a waste of time, but it also affects people's feelings, the organization's image, and their reputation. Hereby, the top management of Sibu District Education Office must find a solution to combat this issue. First, the employers should take immediate action against the targeted perpetrators, communicate with the person, and try to figure out what causes them to tell lies about other coworkers in the organization. Hereby, this way could assist that person in realizing the consequences and the implications of continuing to do so. Furthermore, the employer should take actions when it is necessary. This is because it is the role of every employer to ensure that their employees feel protected and happy in the organization. When a conversation with the wrongdoer has not succeeded in a change in habit, the manager must take an action. Thus, the employers should first deliver a verbal warning, followed by a formal written warning filed with the main report.

3.3 Conclusion

In conclusion, several issues occurred at Sibu District Education Office. In most cases, the workplace was where people of diverse characters, cultural differences, ideas, and beliefs were met. This is because it might be impossible for every organization to have a zero problem where everyone's career, expectations, and personalities complement one other perfectly, and there is no friction. The occurrence of issues and obstacles in the organization was due to a variety of factors. Hereby, the top management of the Sibu District Education Office should be alert to all the circumstances in their organization. The employer should build a strong relationship with their employees so that they will be easy to identify and resolve the problem.

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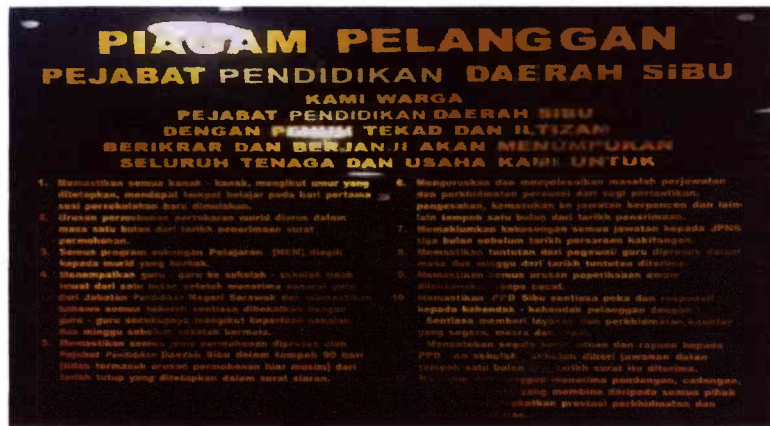
APPENDIXES

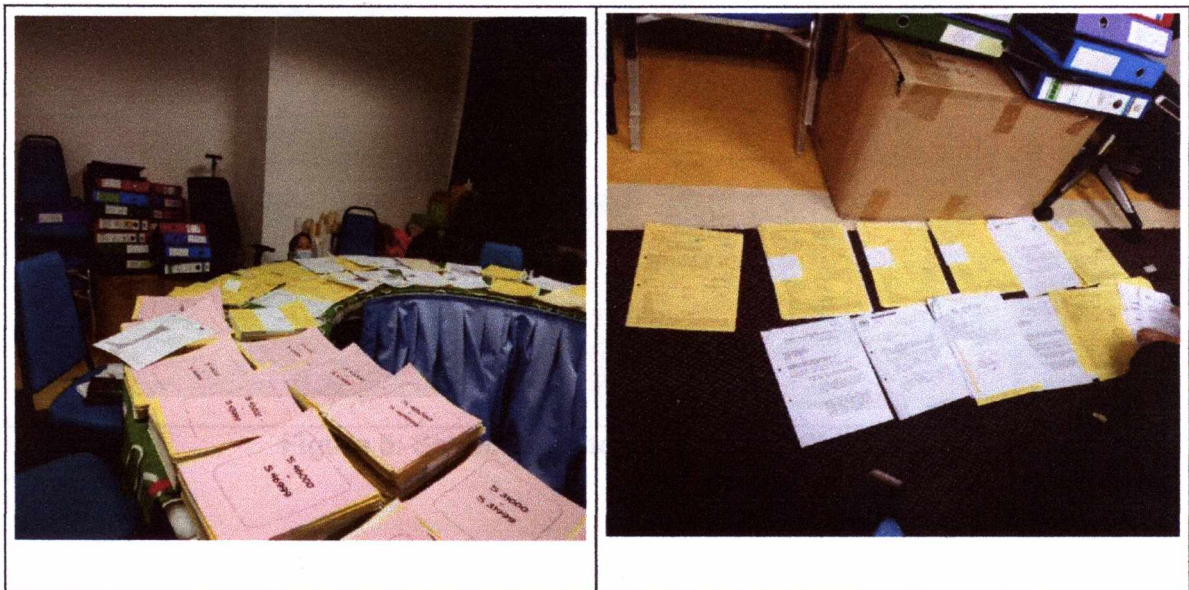**Figure 1: Client Charter**

Figure 2: Confidential Files

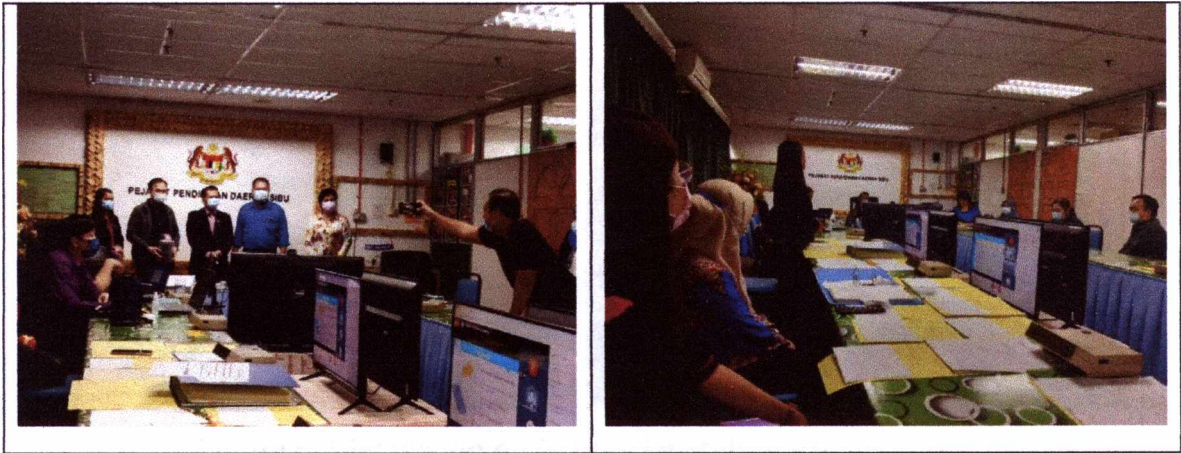

Figure 3: Arranging Document at Meeting Room

Figure 4: Attending Farewell Events
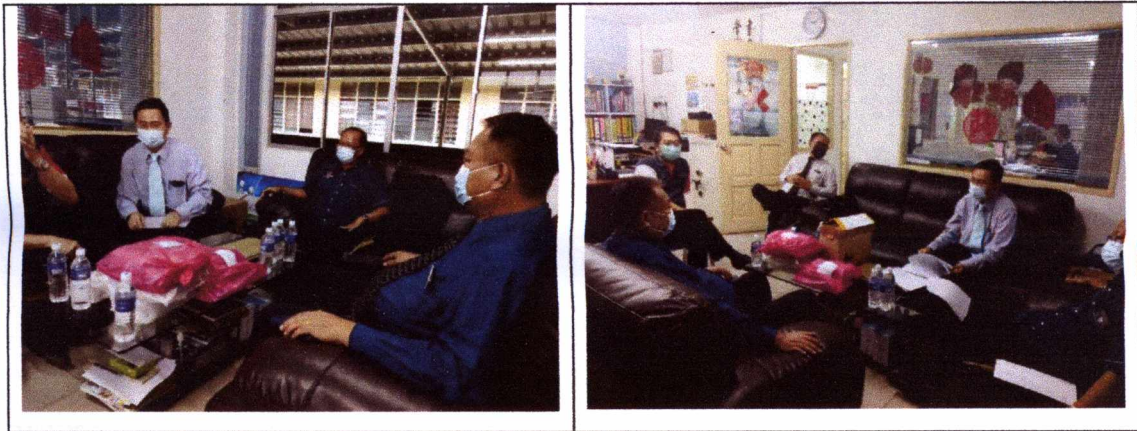

Figure 5: School Visit to SJKC Thian Chin

Figure 6: Discussion on School Operating Procedures

Figure 7: Interview MyStep

Figure 8: School Reopening Evaluation Meeting between PPD Sibu and the Divisional Health Office.

Figure 9: Participating in Birthday Celebration of Mr. Ahli Bin Chikba, the District Education Officer
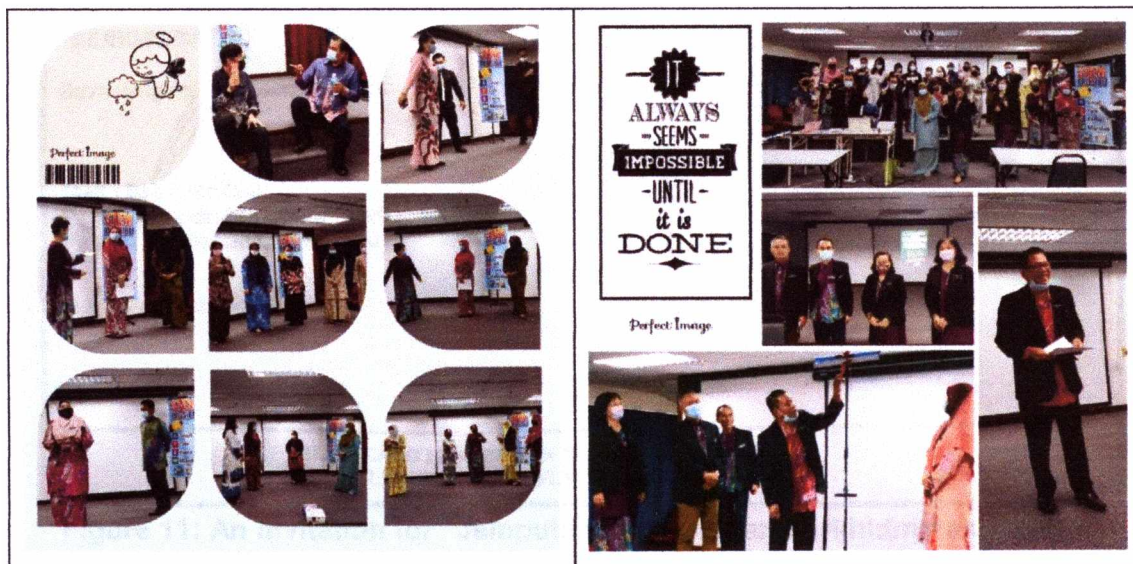

Figure 10: The GST Workshops Conducted by SISC+

KEMENTERIAN PENDIDIKAN MALAYSIA
Pejabat Pendidikan Daerah Sibu
Tingkat 6, Wisma Persekutuan
Blok 3, Lot 462, Brooke Drive
96000 Sibu, Sarawak

Tel :084 - 330544
Faks :084 - 320964
LamanWeb : www.edusibu.gov.my

Ruj. Kami : JPS(W)PPDS(PERK)/153/07/04/13 (5)
Tarikh : 6 April 2021

Cik Natasha Minda AK Palla
Pejabat Pendidikan Daerah Sibu,
96000 Sibu.

Tuan/Puan,

JEMPUTAN SEBAGAI PENCERAMAH
TAKLIMAT PEMANTAPAN PERKHIDMATAN AWAM

Dengan segala hormatnya perkara di atas adalah dirujuk.

8. Untuk makluman tuan/puan Pengurusan Latihan Sumber Manusia Pejabat Pendidikan Daerah Sibu akan mengadakan bengkel/taklimat untuk meningkatkan Pembangunan Profesional di kalangan staf pada masa dan tarikh seperti berikut-

        Tarikh : **09 April 2021 (Jumaat)**
        Masa : **8.30 pagi – 4.30 petang**
        Tempat : **Bilik Mesyuarat,Tingkat 6, PPD Sibu**

9. Sehubungan dengan itu, pihak kami berbesar hati menjemput tuan/puan sebagai *Urusetia* semasa bengkel di atas. Dilampirkan juga salinan jadual aturcara berkenaan untuk rujukan pihak tuan.

4. Kerjasama dan perhatian tuan/puan dalam perkara ini amatlah dihargai dan didahului dengan ucapan ribuan terima kasih.

Sekian, terima kasih.

"BERKHIDMAT UNTUK NEGARA"

Saya yang menjalankan amanah,

(AHLI BIN CHIKBA)
Pegawai Pendidikan Daerah Sibu
Pejabat Pendidikan Daerah Sibu

Nurul bengkel 2021.doc

MENJULANG PENDIDIKAN NEGERI SARAWAK
"FLY KENYALANG FLY, FLY HIGH"

Figure 11: An invitation for "Jemputan Pemantapan Perkhidmatan Awam"

JADUAL BERTUGAS SEMASA TEMUDUGA PEMBANTU PENGURUSAN MURID (MYSTEP)
PADA 22 MAC 2021 HINGGA 23 MAC 2021
BILIK TEMUDUGA, TINGKAT 9, WISMA PERSEKUTUAN

BIL	NAMA PEGAWAI	TUGASAN
1	MEMBUAT PANGGILAN KEPADA CALON YANG LAYAK UNTUK DITEMUDUGA (TELAH SELESAI DILAKSANAKAN PADA 18 MAC 2021)	CIK HAMISZALAWATI HAN (K) CIK JESSICA BIA AMBROSE ABBOL CIK NATASHA MINDA PALIS CIK SYAFIKA EMPUL
2	PENYEDIAAN BILIK TEMUDUGA / SUSUN ATUR KERUSI/MEJA PENEMUDUGA/KERUSI CALON	EN. MOHAMAD PELAWAN (K) EN. EDINBURGH EN. SAMUEL
3	3.1. SUSUN ATUR KERUSI UNTUK CALON MENUNGGU GILIRAN DI LOBI PEJABAT PPD SIBU (JARAK SATU METER- IKUT SOP)/ PETUNJUK ARAH KE TEMPAT TEMUDUGA 3.2. MENYEDIAKAN "HAND SANITIZER" DAN ALAT PENGIMBAS SUHU 3.3. PENJAGA PESERTA (IKUT SOP)	EN. MOHAMAD PELAWAN (K) EN. EDINBURGH EDWARD EMPRANG EN. SAMUEL MORRISON CIK JESSICA BIA AMBROSE ABBOL CIK NURFATIHAH MOHAMAD SA'DEE CIK NUR FARZANA AFIQAH JINODIN CIK KONG SING YEE CIK EVONNIESA USUN EDWIN CIK NAZATUL NASUHA AINIE
4	PENDAFTARAN CALON	EN. EDINBURGH EDWARD EMPRANG EN. SAMUEL MORRISON CIK JESSICA BIA AMBROSE ABBOL CIK NURFATIHAH MOHAMAD SA'DEE CIK NUR FARZANA AFIQAH JINODIN CIK KONG SING YEE CIK EVONNIESA USUN EDWIN CIK NAZATUL NASUHA AINIE CIK NATASHA MINDA PALIS
5	PENJAGA MASA	CIK HAMISZALAWATI HAN (K) CIK NATASHA MINDA PALIS
6	DOKUMENTASI SELEPAS TEMUDUGA	PUAN GLORIA RICHARD RANGGIE (K) CIK HAMISZALAWATI HAN
7	PENYEMAK DOKUMEN CALON	PUAN JOANA SABKI (K) PUAN NURUL HUSNA ARIANNY ABDULLAH PUAN ERUANA BRAHIM PUAN MASNORA SUHAILI PUAN LINDA KRI PUAN REBACCA SALIMAN
8	PENYEDIAAN PERALATAN (LOCENG/KERTAS/PEN/PENCIL)	PUAN LINDA KRI
9	MINUMAN/MAKANAN (TERMASUK AIR MINERAL) UNTUK PENEMUDUGA	PUAN MASNORA SUHAILI (K) CIK NOR AINI IBRAHIM
10	DOKUMENTASI	PUAN GLORIA RICHARD RANGGIE (K) CIK HAMISZALAWATI HAN

CATATAN :

1. MOHON SEDIAKAN PETUNJUKA ARAH KE TEMPAT / BILIK TEMUDUGA
2. SELEPAS TAMAT SESI TEMUDUGA SILA PASTIKAN SEGALA PERALATAN/KERUSI DISUSUN/DIKEMAS SEMULA KE TEMPAT ASAL
3. SENTIASA MENJAGA KEBERSIHAN LOBI/BILIK TEMUDUGA SEPANJANG MASA

AHLMIN CHIKBA
PEGAWAI PENDIDIKAN DAERAH SIBU
PEJABAT PENDIDIKAN DAERAH SIBU

Figure 12: The list of tasks for incharge the Student Management Assistant of MyStep

Figure 13: Plagiarism Rate