

UNIVERSITI TEKNOLOGI MARA  
FACULTY OF ADMINISTRATIVE SCIENCE  
AND POLICY STUDIES  
BACHELOR OF ADMINISTRATIVE SCIENCE



PRACTICAL TRAINING REPORT (ADS667)

PADAWAN MUNICIPAL COUNCIL

GABRALINE ANAK ANDREW

2017290298

JULY 2019

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## DECLARATION

I declare that the work in this industry training report was carried out in accordance with the rules and regulations of University Technology MARA (UiTM). It is original and is the result of the student own work, with the help organizations, lecturer and other references. This industrial training report has not been submitted to any other academic or non-academic institutions for any other qualification. Any form of publishing, copying and so forth is prohibited and requires the consent of the student.

Student's Name : Gabraline anak Andrew

Matric Number : 2017290298

Program : Bachelor of Administrative Sciences (Hons)

Faculty : Faculty of Administrative Sciences and Policy Study

Title : Industrial Training Report

Signature : .....

Date : 4 July 2019

## **ACKNOWLEDGEMENT**

First of all, I would like to thank God, our creator. I am so blessed that I have managed to put an end to my internship session successfully with God blessings I would like to thank Him for giving me good health and ability to go through my internship peacefully and well.

Thank you to my supervisor from the department of human resources Madam Sharon Kueh and the rest of the staff for helping me during my internship session with abundance of information and helps to ease my journey during the internships. It will help me to adapt the experience that I have during my future work later.

Next, many thanks also to the internship training unit of University Teknologi MARA, Sarawak for helping me in the process of before and after my internship and as well as the guidance to help me to complete my practical report.

I would like to thank my parents who always support me and give encouragement to complete my internship session. I also gave my appreciation to my friends and classmates, who always help me with this practical report.



## CHAPTER 1

### INTRODUCTION OF ORGANIZATION

#### 1.0 Background of the Company

Padawan Municipal Council which is formerly known as Kuching Rural District was formed at the end of 1956 under the provisions of the Local Authority Ordinance 1948. The present location of Padawan Municipal Council (MPP) office is located at Kota Padawan, 10<sup>th</sup> Mile, Jalan Penrissen, Kuching.

Padawan Municipal Council, it consist of ten departments which are the Chairman Office, Secretary Office, Management Services Division, Community Development, Tourism, Corporate and Public Relation Division, Finance Division, Health and Municipal Services Division, Valuation and Rating Division, Engineering Division, Planning and Development Division and Legal and Enforcement Division. Besides that, there are several sections under each division. Such as, the secretary office has one section under it which is the Legal Unit. The Management Services Division consist of three sections under it, which is Human Resource Section, General Admin Section and Transformation and Innovation Section.

For the Finance Division it also consists three sections under it, which are Accounting, Expenditure Monitoring and Control Section, Financial Management Section and Revenue Collection Section. As for Health Municipal Services Division there are six sections under it, which are Market and Hawker Section, Food Quality Control and Health Licensing Section, Building Sanitation Section, Solid Waste Section, Liquid Waste Section and Maintenance Section.

Next is Valuation and Rating Division, it consists of three sections under it, which is Valuation Section, Rating Section and ICT Section. Under the Engineering Division it consists of one section which is Civil/Project Engineering Section. Lastly is for Planning and Development Division. It consists of two section which is, Landscape Section and Building Section.

The history of Padawan Municipal Council is on the 1957 to 1961, Chairman of the council was the District Officer. On 1962 to 31<sup>st</sup> October 1981, the Chairman was elected (Government Election Period). Then on the 1<sup>st</sup> November 1981 onwards, the Chairman was appointed. In 1<sup>st</sup> August 1996, 40 years later, KRDC was elevated to a municipality. Padawan Municipal Council by YAB Ketua Menteri Sarawak. The Chief Executive Officer and warrant holder of the council is the Municipal Secretary. Besides that, the Local Administration area of 984,338 sq. km, which covers mainly the out skirt areas of Kuching City. In the sub-urban areas, housing developments are springing up rapidly. Houses of modern architecture can be easily seen as we drive around. Further up in the rural areas, traditional houses of the various ethnic groups are still standing. The population is 330,000 according to the estimated figure which comprises of the Bidayuh, Chinese, Iban and Malay. The main source revenue is from the assessment rates.

The name padawan came about in some 900 years or so, a respected village elder name Kinyau of the area known as SIBANYAI discovered white beads in the area. These beads are known as BIRAWAN to the Bidayuh. These beads have mystical power to heal any sickness and to bring peace, prosperity, good health, and tranquillity to the inhabitants of the area. The village elder had an eldest son named PADJA.

In memory of his son and the mystical beads, he renamed the area as PADAWAN. The acronym for PADJA, his son and BIRAWAN, the mystical beads. Since then the area has been called PADAWAN.

Padawan Municipal Council Crest has six symbols. It has a yellow star sitting on the top of the shield with two black cats leaning on to both sides of the shield. Inside the shield is a blue mountain with a clear blue sky with a road leading to the mountain. Written above is the council motto “CEKAP, BERSIH, MAKMUR”. There is a thin red band going round the shield and the name of the new name of the council is written inside the Green Band at the bottom of the shield.



The meaning of the symbols and colours in the Council’s crest are as follows:

<b>SYMBOLS</b>	<b>MEANING</b>
Yellow Star	Signifies light, hope, and brilliant future
Black Cat	Signifies good management and housekeeping
Blue Sky & Mountain	Signifies tranquillity and in harmony with nature
Road	Symbolizes development and growth
Green Band	Signifies greenery, freshness, openness and purity
Red	Signifies courage and strength

## **1.1 Objective**

Padawan Municipal Council objective is to create clean, neat and secure environment in the organization. Besides that, the objective is also to build a cheerful and good teamwork spirit among the workers. Other than that, it is also to increase the organization image.

## **1.2 Company / Organization Policy**

The organization policy is “Padawan Municipal Council is committed to provide municipal services to the best of its abilities to enable its customers enjoy a clean, beautiful environment and excellent quality of life. It will ensure that its customers’ requirement are met through the implementation of MS ISO 9001 and strive towards continuous improvement”.

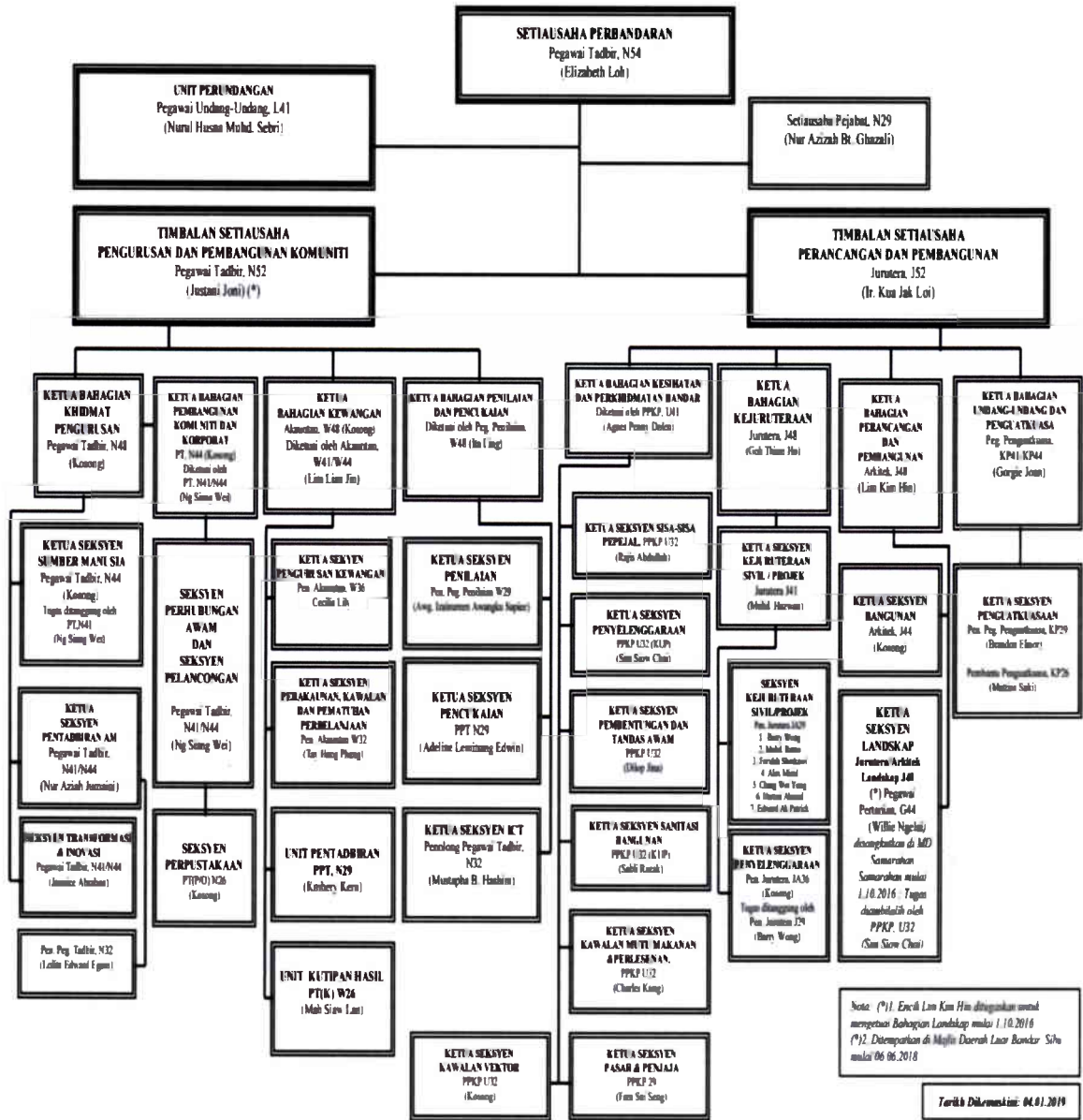
## **1.3 Company Mission**

The Padawan Municipal Council mission is “Padawan Municipal Council is committed to advance the quality of life of the people by providing efficient municipal services and leveraging on community participation”.

## **1.4 Company Vision**

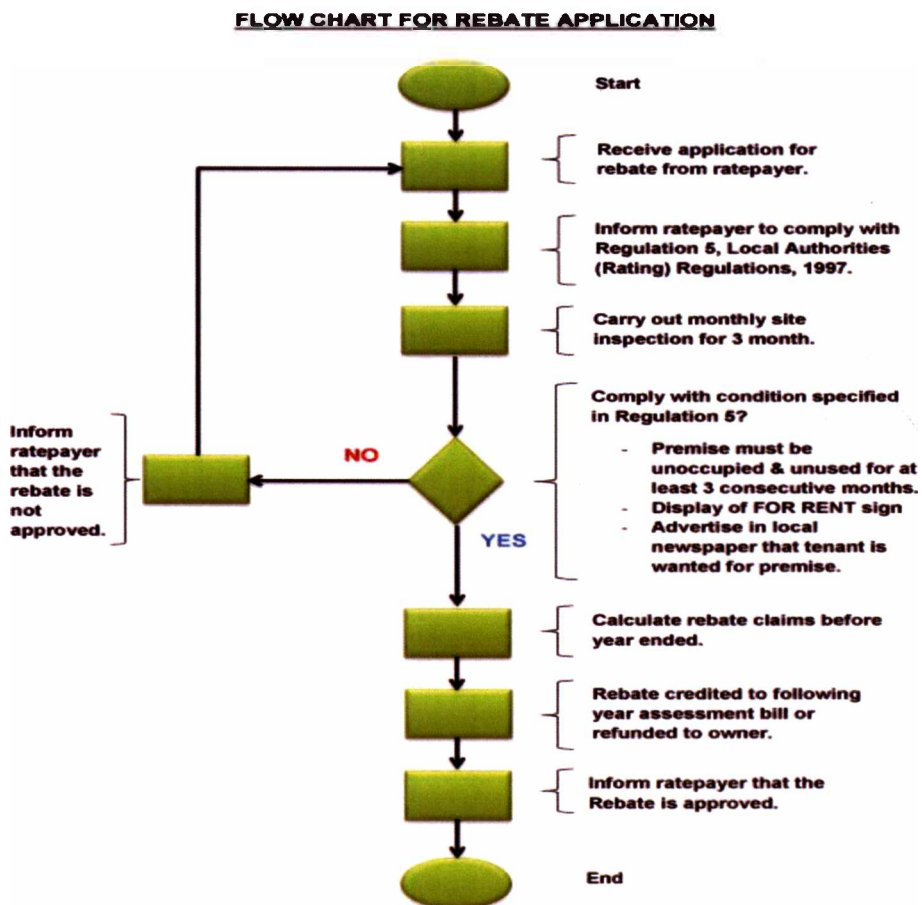
The Padawan Municipal Council Vision is “an efficient and sustainable Padawan Municipality”.

# 1.5 Organisation Structure

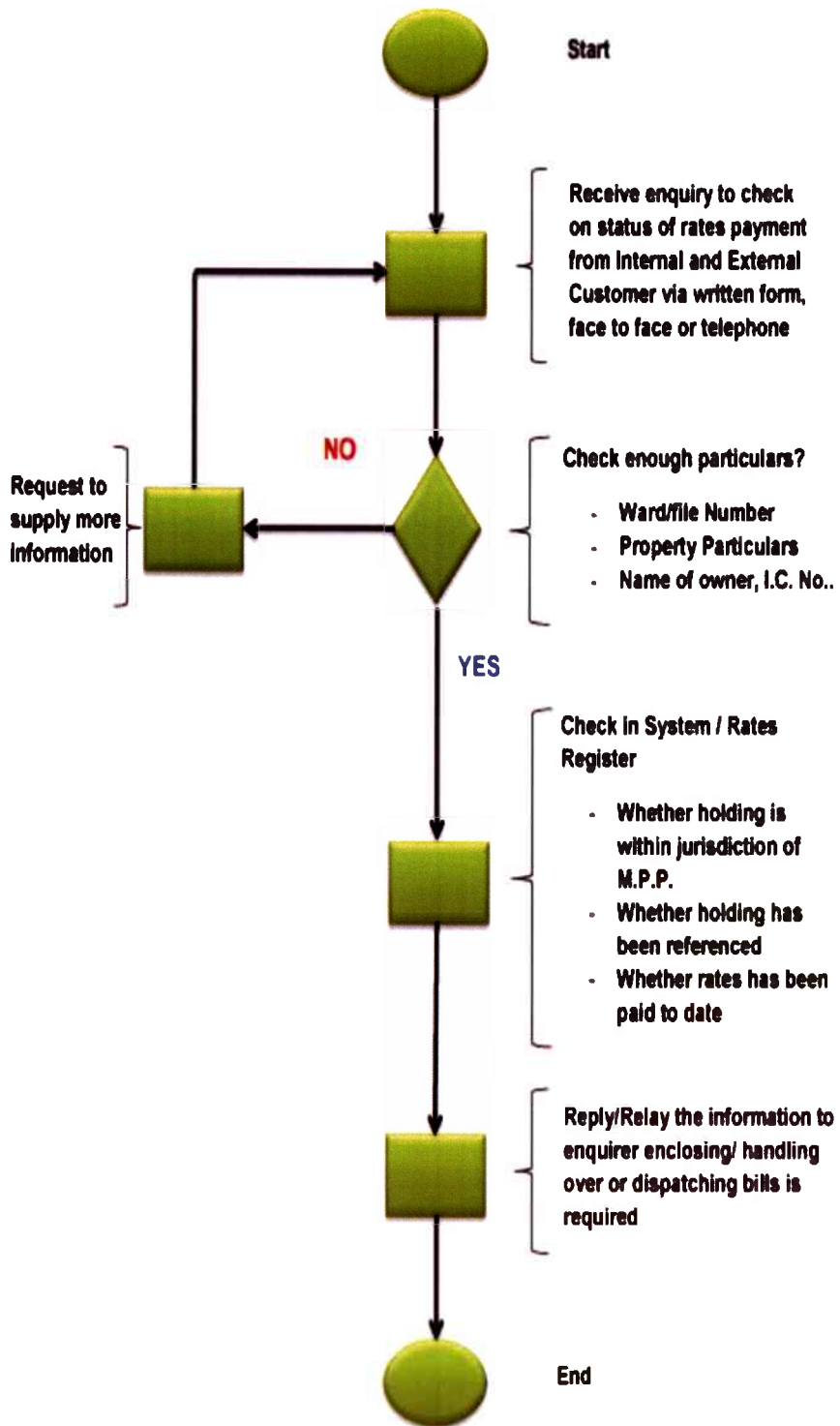


## 1.6 Core Business of The Organisation

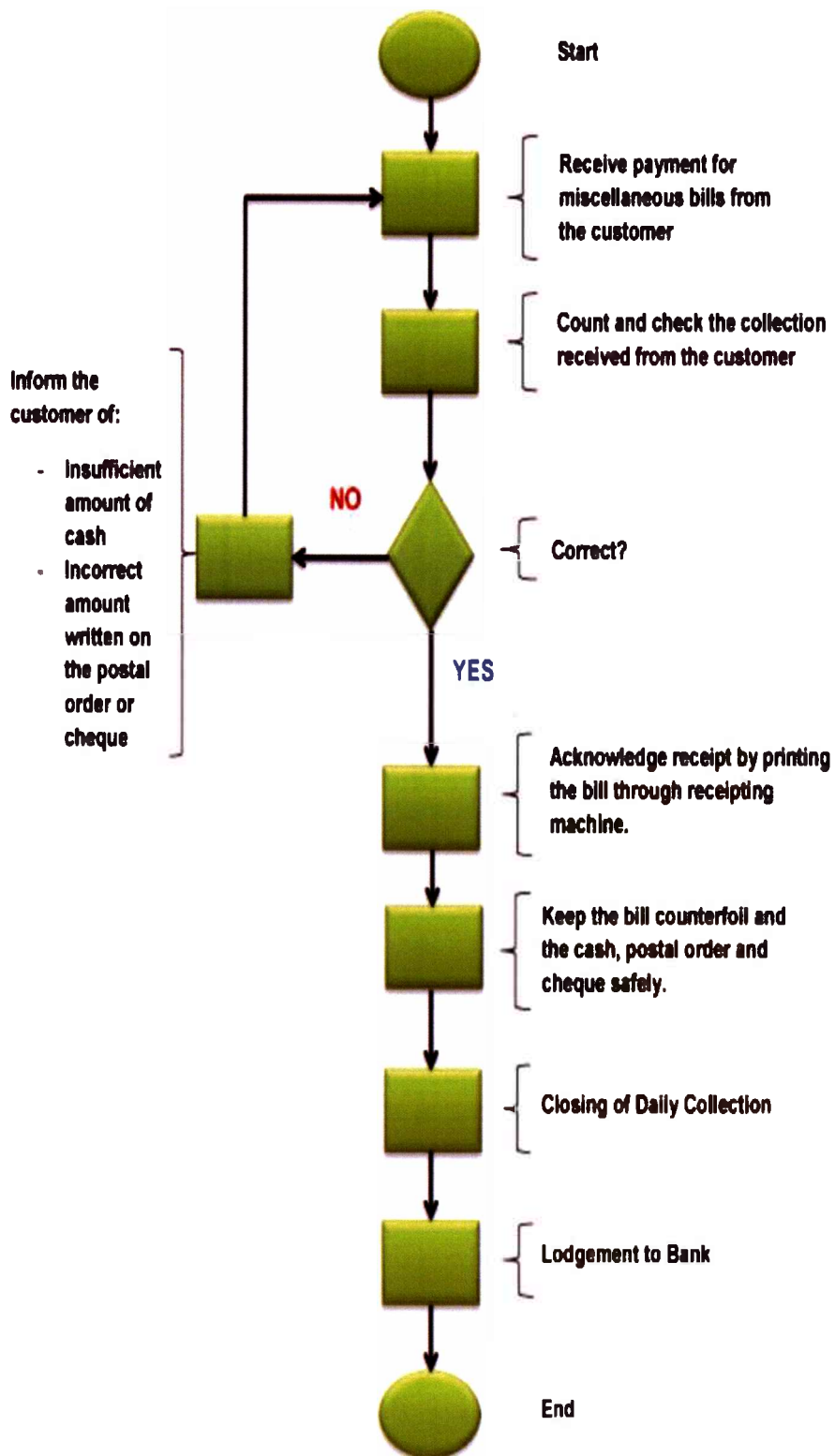
The Core business of the organization is enquiries on assessment rates, enquiries on SBBS counter and payment, application for village shop licences, application for food stall, tea and coffee, beer and liquor and other miscellaneous licences, scavenging/desludging services, application for permit to hang banner and an application of road permit to use restricted roads. There are several process work flow chart for the core business below.



## FLOW CHART FOR ENQUIRY ON RATES PAYMENT STATUS

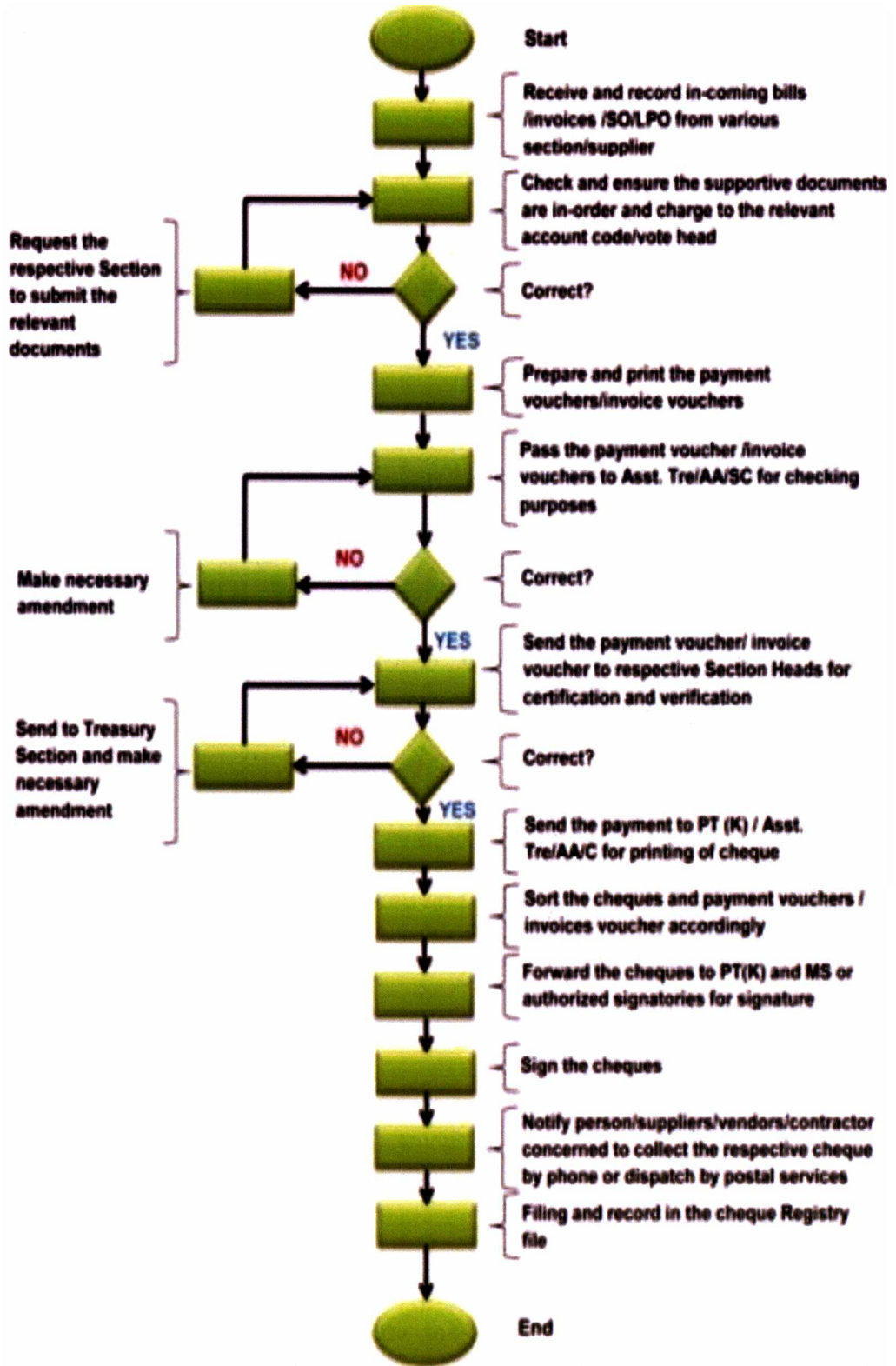


## FLOW CHART FOR RECEIVING OF BILLS PAYMENT AT SBBS COUNTER





## FLOW CHART FOR PROCESSING PAYMENT



## CHAPTER 2

### SCHEDULE OF PRACTICAL TRAINING

#### 2.0 File Management Task

The task that I learn in the organization is file management. File storage is one of the documents containing the official government information. Managing and storing the documents systematically and orderly manner in accordance with regulations are important in the organization. In my organization, I was instructed to do the filing in the filing room by fill in the employees detail from the form to their service book inside the file. This method is to ensure that the government information are protected and does not leak where it can easily access when required by the designated officer.

Besides that, I was also assigned to arrange the form according to the file number. I was assigned to punch and numbered the form and put it inside the employees service file according to their file drawer number. The employees in the organization also have a good teamwork where they teach me how to deal with the file in the filing room. I also have been given a task to write down all the staffs' personal detail such as their name, identification number, their position and their grade on the performance evaluation report book.

Filing of documents is to ensure all the detail can be obtained quickly when necessary needed. It also can be used as a reference by the officer in the future and secure the documents in a good condition. Filing documents for Padawan Municipal

Council includes the personal documents of the staffs and the place that they in charge. For example, I check all the form that has been file in and arrange the staff form according to their work timeframe on who has retired or currently working and those who has transfer to other department or places.

I have learnt about file management procedures by referring and filing guidelines. The procedures are important to follow as the staff has to manage and keep the outflow and inflow of the activities in Padawan Municipal Council. The procedures of storing the files is the documents have to be arranged accordingly to the date and the reference number at a specific place in which it could help the staff to find the files more easier when needed. Furthermore, the files that has been fully used need to be closed when it reach the 150 attachments. The file that has reached 150 attachments should open up a new file if the staff still remains working in the organization. This method is to ensure the organization can manage the records more efficiently and effectively.

## 2.1 Data Processing Task

According to Kumar (n.d), data processing is defined as any computers process that converts data into information. As stated by French, data processing also can be defined as a collection and combination of data to produce meaningful information. The process of data processing can be automated and can be run by any computer as well. Data need to be converted into information before it can be used. Data is basically manipulated to produce results that lead to resolution of a problem or improvement of existing situation.

Data processing task that I have learnt during my practical training at Padawan Municipal Council is I make an annual report of the organization where I produce the graph from the data given to me and I was instructed to explain each of the data in the graph about the staff satisfaction level towards the facilities provided for them. Besides that, I also have been given several files consist of the Padawan Municipal Council Staff questionnaires regarding the survey on their satisfaction towards the working environment. I also learn how to produce the data using SPSS software in the organization. In addition, I also learn to produce the min and table from the survey files.

Other than that, I was also instructed to do the report cover and the table of contents of the report regarding the workers satisfaction. In this report, I have to produce the report objective, the population of the workers in the organization, the sample size, report on the reliability, the instrument that is use for the survey, the data collection process and regarding the timeframe of the report.

By doing the task given, I can adapt my skill that I learn from my subject in university during my practical training. For example, I explain the data that I have produce from the survey and compile it altogether as a complete report for the organization. As for data processing, I also learn on how to use the Microsoft excel software in which I was instruct to key in all the employee names based on the questionnaires that has been collected in the Excel software and produced a full report based on the data that I have.

## **2.2 Printing, Photocopy and Shredding Task.**

According to the Merriam Webster dictionary, printing is the act, art, or practice of impressing letters, characters, or figures on paper, cloth, or other material such as the business of a printer, including typesetting and presswork. Printing is a process for reproducing text and images, typically with ink on paper using a printing press. It is often carried out as a large-scale industrial process, and is an essential part of publishing and transaction printing. As a photocopy, it is a photographic copy of printed or written material produced by a process involving the action of light on a specially prepared surface.

During my practical training, I have learned on how to use the photocopy machine and the printing machine. With the help of the staff in the organization, I am able to use the printing and photocopy machine during my practical training. Besides that I was instructed to print all the report that I have produced before by using the SPSS and Excel software. I was also been taught on how to use the shredding machine in which I has been given one box of the confidential documents that need to be shred.

Other than that, I have been given a task where I need to tear all the unused paper into small pieces that need to be thrown. I also have been assigned to chop one ream of recycle paper using the recycle chop. As for photocopy, I often help the staffs to photocopy all the documents that they need and list down their name after they use the photocopy machine. I also have been instructed by my supervisor to photocopy 265 sets of pension form that need to be file in. I also has been given a

certificate that need to be photocopy and to be file in the staffs file. In addition, I also photocopy sets of performance evaluation form whenever my supervisor needs it.

### **2.3 Deliver Task**

Deliver mean is to carry and turn over a documents, letters or goods to the intended recipient or recipients. During my practical training, I was often assigned by my supervisor to deliver documents to other departments on behalf of my supervisor. For this task I learned on how to communicate politely when I need to deliver the documents to the person that I will meet. It also teaches me on how the systems works among each other between different departments as every departments has different task to handle and I get to know on how the departments works.

Other than that, I was once assigned to the engineering departments to deliver confidential documents from my supervisor to the staff from the engineering departments. I also deliver remote controller for the LCD that need to be used to the valuation and rating department. Besides that, I also send a document to the chairman office and I have been assigned by my supervisor to help other staffs to complete some task at the enforcement department.

## **2.4 Training Assistant Task**

Training constitutes a basic concept in human resource development. It is concerned with developing a particular skill to a desired standard by instruction and practice. Training is a highly useful tool that can bring an employee into a position where they can do their job correctly, effectively, and conscientiously. Training is the act of increasing the knowledge and skill of an employee for doing a particular job.

According to Dale S. Beach (2000), defines that training as the organized procedure by which people learn knowledge or skill for a definite purpose. Training also refers to the teaching and learning activities carried on for the primary purpose of helping members of an organization acquire and apply the knowledge, skills, abilities, and attitudes needed by a particular job and organization.

During my practical training at Padawan Municipal Council, I was assigned by my supervisor to help her during the SCS 6 shared value courses held in the organization. During the courses, I must make sure that all the stationaries that is needed by the speaker is well prepared. I also need to distribute the questionnaire on the feedback of the courses that the staffs attend. Besides that, I also distribute questionnaires on the culture rating. Other than that, I have to distribute all the A4 paper to each person in the group and prepared one marker for each group. I was also instructed by the staffs to help her in preparing bottle for a game session during the courses. By helping each other, it makes me learn more about the teamwork in an organization is important to have a harmony relationship.



## 2.5 EKSA Task

EKSA is known as Public Sector Conducive Ecosystem which is the rebranding of the existing Public Sector 5S Practice. It is in line with efforts to strengthen the organizational culture of high performance and innovation among public sector agencies by providing a conducive environment, work culture and positive values for public servants. The rebranding is aimed at empowering public sector agencies to expand the implementation of Conducive Ecosystem in public sector agencies, to enhance their corporate image, to inculcate a culture of creativity and innovation in line with stakeholder's expectations, to promote efforts supporting the campaign to Go Green and to ensure that auditing elements meet the needs of various public sector agencies.

In the organization I was instructed to cut the entire label that is use for EKSA. The staffs also taught me on how to use the laminating machine where I laminate the entire label and cut the label that has been laminate. I also put the double sided tape at the label for EKSA where the label will be put on each of the place based on the label that has been produced such as the label for 'surau' and toilet. It teaches me on how to produce a good label that will make the organization be more efficient.

## **CHAPTER 3**

### **RECOMMENDATIONS AND CONCLUSION**

#### **3.0 Recommendations**

First recommendations are to improve communication among the staffs. Communication is a very important part in any organization. It takes place among business entities within markets, various groups of employees, buyers and sellers, service providers and clients, and within the organization and the press. All the staffs in the Padawan Municipal Council should be friendly and communicate more with other to help the task among them can be produced and can be done smoothly. They also need to adapt a healthy relationship towards each other to remain a harmony relationship.

Besides that, Padawan Municipal Council should monitor canteen food price, the one who in charge for canteen need to make sure that the price for the food is reasonable and does not too expensive based on the portion that they give. The canteen food also need to be improve in term of their quality and quantity so that it is more reasonable with the price charged to the staffs in the organization. Besides that, the canteen workers also need to be more polite when dealing with the customers. It is to make sure that there is no miss communications occur between them and to avoid any hatred occur between the canteen workers and the staffs in the organization.

In addition, Padawan Municipal Council should provide efficient toilet paper at the toilet. Toilet paper is the most important essential to have in the toilet. It is part of the hygiene where people use it wipes their hands after finishing their business at the toilet. Lack of toilet paper can make the toilet become unclean because people will freely sprinkle their hand everywhere in the toilet. Padawan Municipal Council should provide toilet paper in each of the toilets so that it is easier for the staffs and the visitors.

### **3.1 Conclusion**

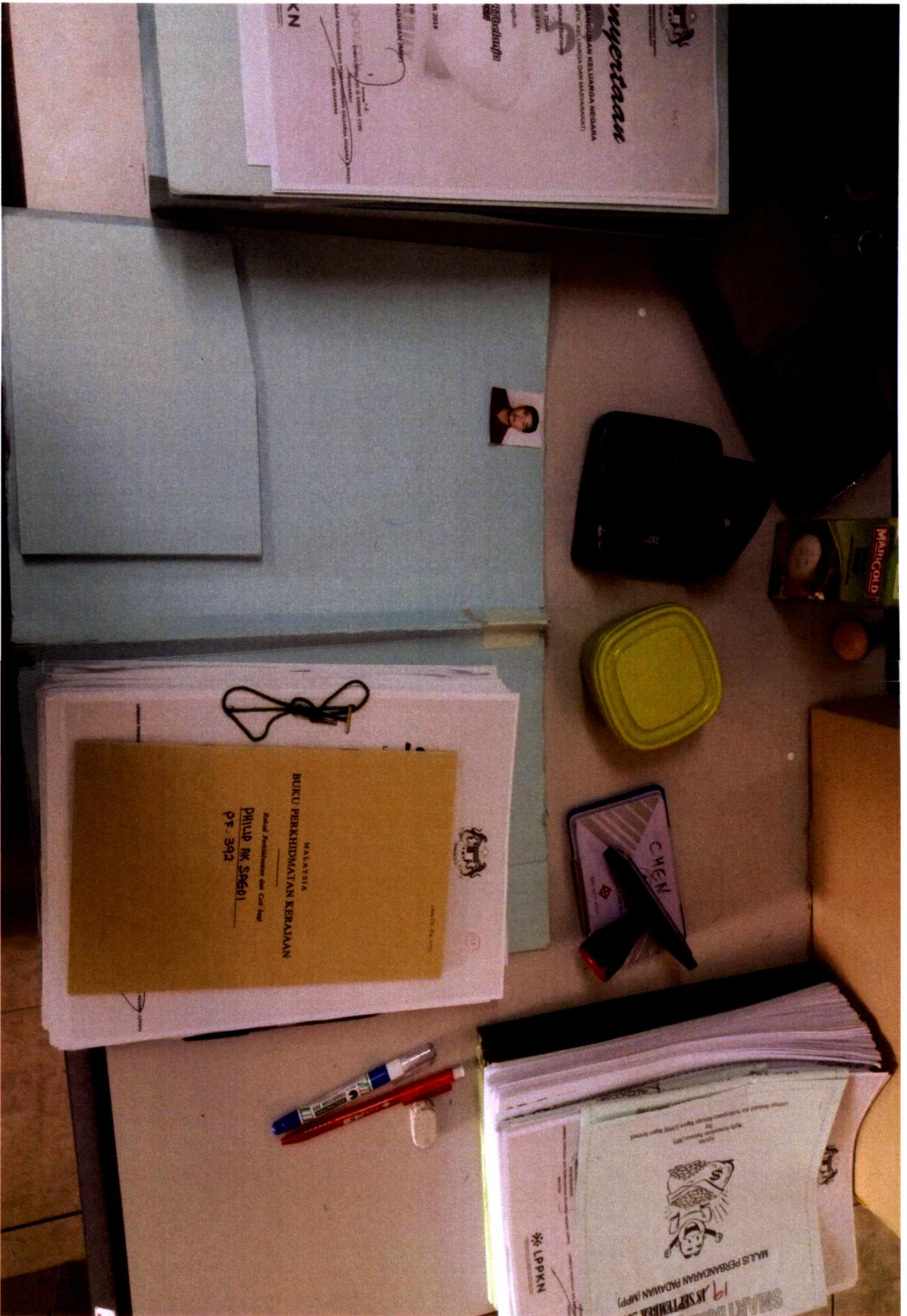
In conclusion, it is important to undergo a practical training before graduate. It is important to improve our soft skill and to increase confident level in doing every task given. It is also some of the knowledge that we gain during practical training is different from what we learn in the university. Practical training also teaches me to be better in delivering ideas and information. It teaches me to increase my confident level in communicate and get along with the people in the organization. From this practical training, I gained more extra knowledge on true life situation regarding working environment and with the knowledge that I gain I can adapt it in my daily life. Besides, it also gives me the best experience in working environment and it helps me in self-development.

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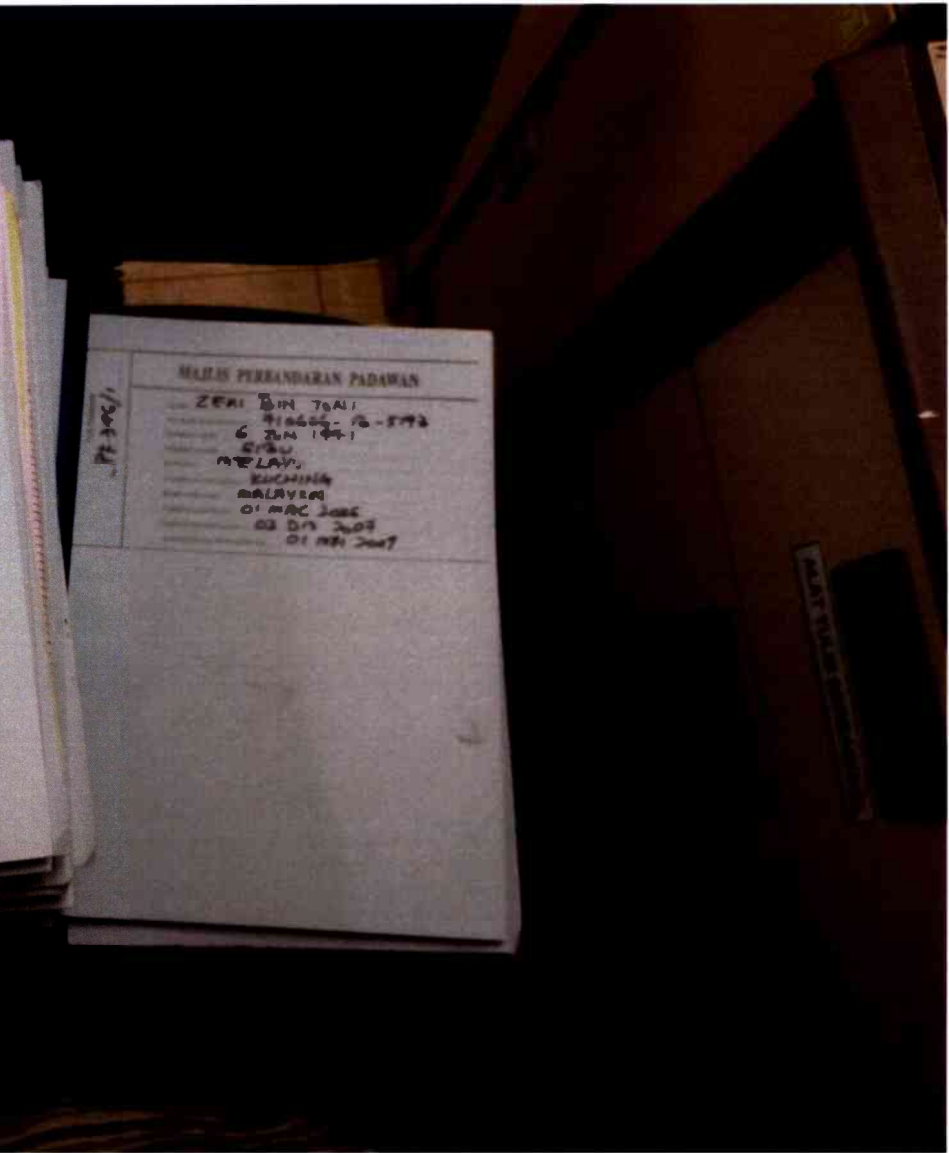




FAH PERIBH  
PF-393/3

MAJLIS PERBANDARAN PADAWAN

NAMA ZULIABAN B. SALLEH  
NO. KAD PENGENALAN 661004-13-5139  
TARIKH LAHIR 04 OKTOBER 1966  
TEMPAT LAHIR MIRI  
BANGSA MELAYU  
KAMPUNG HALAMAN BUCHING  
NEGERI MALAYSIA  
TARIKH LANTIKAN 1 MAC 2006  
TARIKH PENGESAHAN 03 DISEMBER 2007  
TARIKH PEMETAHAN PENCEN 01 SEPTEMBER 2009



1/306/1

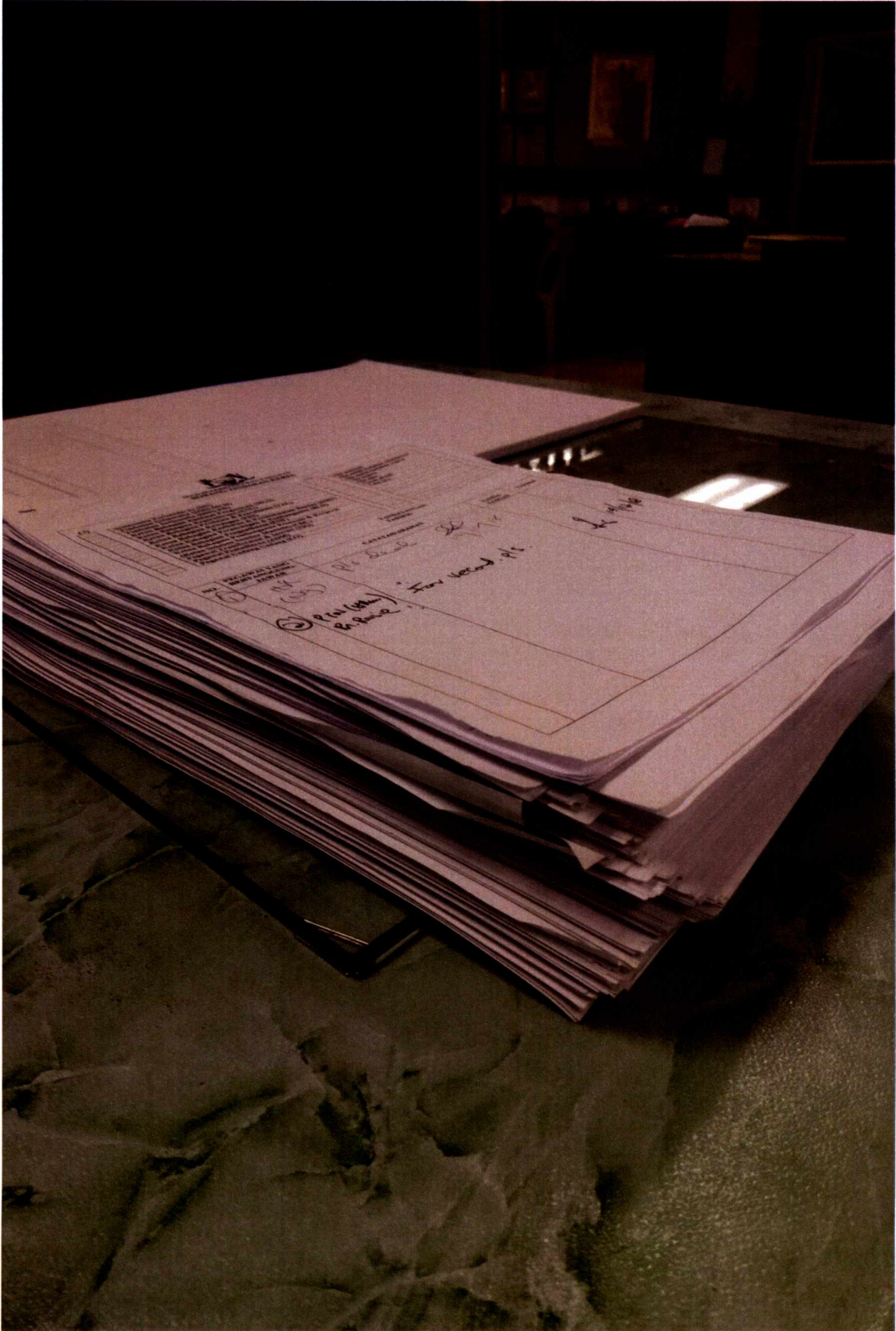
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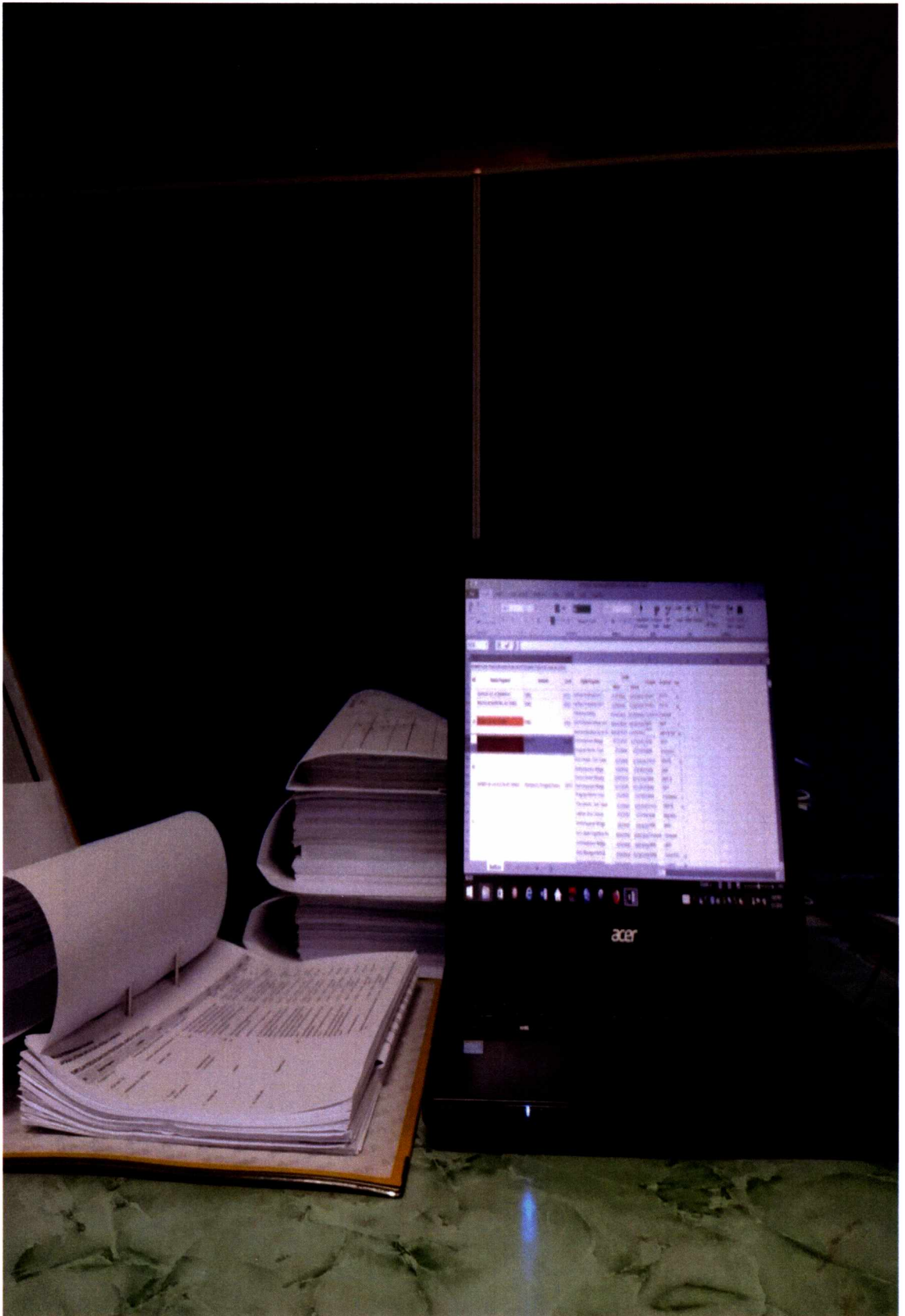
ZENI BIN TOAI  
81666-16-572  
6 JUN 1991  
KUCHING  
MALAYA  
01 MAR 2007  
01 MAR 2007



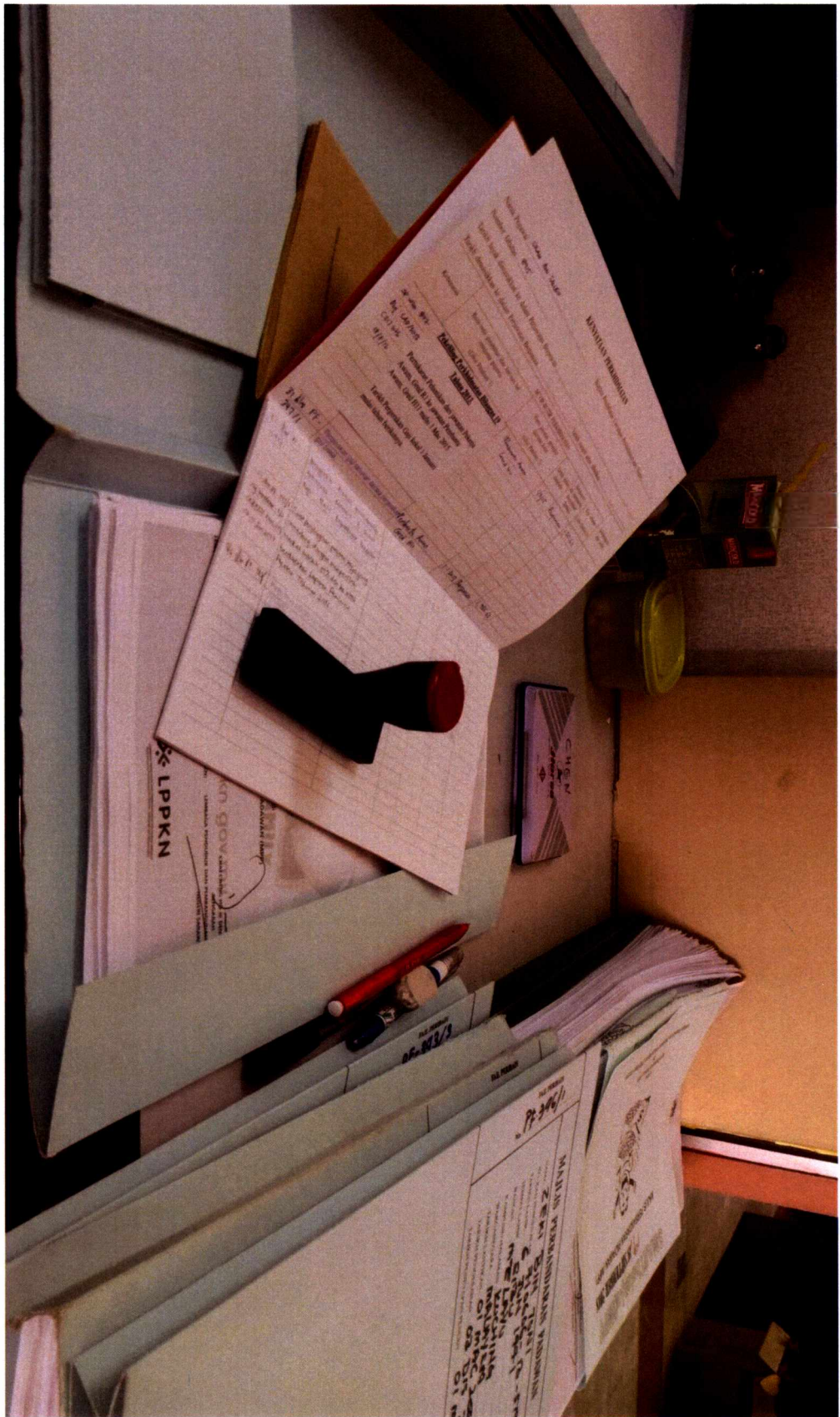




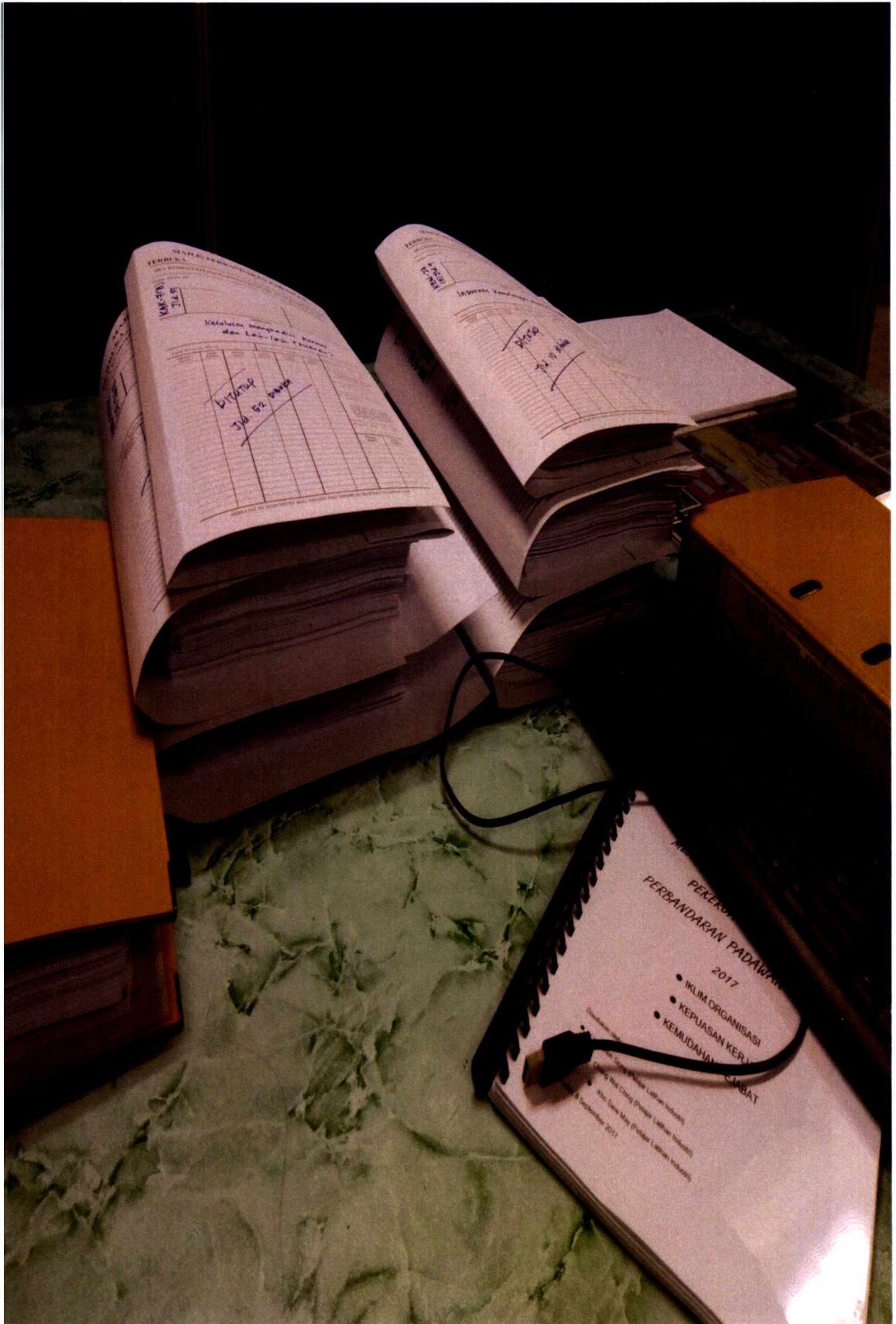


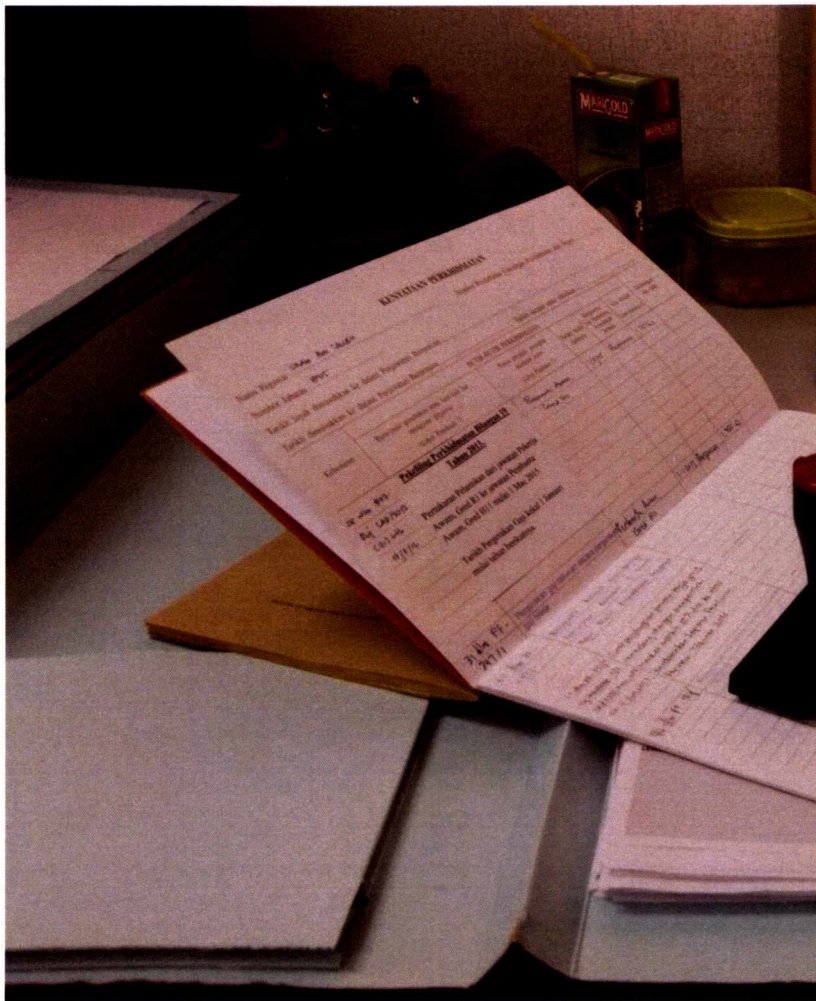












KEMAHIRAN PERKAWINAN

No. dan Nama  
Jenis  
Jumlah  
Keterangan  
Tgl. Pengambilan

Pembelian Perawatan dan obat-obatan

No. dan Nama  
Jenis  
Jumlah  
Keterangan  
Tgl. Pengambilan

Pembelian Perawatan dan obat-obatan  
No. dan Nama  
Jenis  
Jumlah  
Keterangan  
Tgl. Pengambilan

Pembelian Perawatan dan obat-obatan  
No. dan Nama  
Jenis  
Jumlah  
Keterangan  
Tgl. Pengambilan







UNIVERSITI TEKNOLOGI MARA  
CAWANGAN SARAWAK

**PRACTICAL TRAINING  
LOG BOOK**



# Instructions

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This book is issued to you to provide a history of your training and to act as a weekly record by the work on which you are engaged.

## **Student's responsibilities for keeping log book up-to-date**

Immediately this book is issued to you, you should, in consultation with your Training Officer, complete the detail required on the previous page.

It is your responsibility to make the main entries of the log book and keep it up to date. Entries must be regularly initialled by your Supervisor. You must ensure that:

1. It is available at your place of work during your training.
2. All entries, except sketches, are made in ink.
3. Entries are made within a week of the work to which they refer.
4. The book is handed to your training officer for retention on your return to UiTM and this will later be handed to the head of school for grading.

## **Recording**

The log book should contain the following information:

1. A neat concise description of each of your training locations and the work on which you are engaged.
2. Relevant sketches, data and circuit diagrams.
3. References to textbooks, standards and other technical information related to the work being undertaken.
4. Constructive comment on the work being undertaken and your considered opinion as to its value as training.

1. **Student's Name** : GABRALINE ANAK ANDREW
2. **Date & Place of Birth** : 25 September 1996 Hospital Umum Sarawak
3. **UiTM I/C No.** : 2017290298
4. **Course** : Bachelor of Administrative science (HONS)
5. **Year** : 2018 **Part** 5
6. **Home Address** : N0608 Kampung Kuap Batu 10, Jalan  
Penrissen 93250 Kuching Sarawak.
7. **Address During Practical Training** : Batu 10, Jalan Penrissen, Kota  
Padawan, 93250 Kuching, Sarawak
8. **Place of Training** : Padawan Municipal Council
9. **Name of Supervisor In-Charge** : Pn. Sharon
10. **Duration of Training**  
**From** : 24 December 2018 **To** : 15 March 2019

**FOR OFFICE USE ONLY :**

11. **Remarks : [Dean / Course Tutor]**

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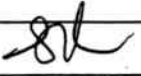
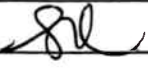
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Date	Exact Nature Of Work Done	Supervisors Remarks
24-12-18	Punch and numbered the form and put it inside the file.	
24-12-18	fill in the detail from the form to every staff book inside the file	
26-12-18	fill in the holiday detail into the file from the drawer	
26-12-18	Punch and fill in the detail of the staff info their service book in the file.	 <b>SHARON KUEH</b> Pembantu Tadbir, N2 Seksyen Sumber Manu
27-12-18	Arrange the log book according to the total number of staff in each department.	
27-12-18	fill in the detail from the form to every staff book inside the file.	
28-12-18	Arrange the form according to the file number.	
28-12-18	fill in the detail of the form inside the <del>log</del> service book in the file.	
31-12-18	Arrange the paper according to the file number that stated in the staff name list.	
31-12-18	fill in the form detail inside the service book in the file.	
02.01.19	Arrange the form in the file to the latest number	
02.01.19	fill in the form detail into the service book.	 <b>SHARON KUEH</b> Pembantu Tadbir, N22 Seksyen Sumber Manu
03.01.19	Check all the form that has been file in.	
03-01-19	Arrange the form of the staff according to their work, who has retired or currently working and who has transfer.	
03.01.19	Extracts the information of the practical training using <del>micro</del> excel.	

Date	Exact Nature Of Work Done	Supervisors Remarks
04-01-19	Arrange questionnaire of mpp staff regarding their satisfaction on their working environment according to number from one until two hundred fifty six.	 <b>SHARON KUEH</b> Pembantu Tadbir, N24 Seksyen Sumber Manusia
04-01-19	Read <del>to the</del> <del>ppp</del> and understand the previous report on the satisfaction of working environment.	
07-01-19	Key in the questionnaire data into the spss software.	
07-01-19	Produce data table of min using analyze descriptive in the spss software	
07-01-19	key in the questionnaire data in the SPSS and produce the graph using SPSS.	
08-01-19	key in questionnaire data into the spss software according to the number	
08-01-19	Produce min table from the questionnaire data	
08-01-19	Produce graph based on the questionnaire data.	
09-01-19	Make report regarding the workers satisfaction using microsoft words.	
09-01-19	Make report cover and table of contents on the workers satisfaction.	 <b>SHARON KUEH</b> Pembantu Tadbir, N24 Seksyen Sumber Manusia
10-01-19	Make the report objective, population and sample size, report on the questionnaire reliability, the instrument use, report on the process of data collection and the report on the time frame.	
10-01-19	Make the description based on the table and graph of the questionnaire data.	
11-01-19	Make the description on the questionnaire data and arrange it according the table of contents	
11-01-19	Fill the training effectiveness data in the excel.	




Date	Exact Nature Of Work Done	Supervisors Remarks
14.01.19	Arrange the training effectiveness data according the number that have been written on the form.	
14.01.19	Key in all the name from the questionnaire into the excel software.	
14.01.19	Key in the data into the SPSS software.	
14.01.19	Using the data that has been <del>key</del> key in in the SPSS to formulate the percentage table.	
14.01.19	Formulate graph from the data that has been insert in the SPSS.	
14.01.19	Produce a box to show the percentage of each graph.	
15.01.19	Key in data in <del>the</del> the SPSS software	
15.01.19	Formulate a percentage <del>table</del> table for each data.	
15.01.19	Produce a graph from the data in the SPSS.	
15.01.19	Insert a box and write the <del>percentage</del> percentage number of each graph	
15.01.19	Write the detail of the worker such as Identification number, Name, Position and their grade on their performance evaluation report.	
16.01.19	Write down the workers detail on the performance evaluation report	 <b>SHARON KUEH</b> Pembantu Tadbir, N22 Seksyen Sumber Manusia
16.01.19	file in the log book in the file.	
17.01.19	Write down the workers detail on the performance evaluation report.	
17.01.19	Photocopy one copy of document.	
17.01.19	Insert training effectiveness data in excel and produce graph in SPSS.	
18.01.19	Insert training effectiveness data in excel and produce min table and graph in the SPSS.	

Date	Exact Nature Of Work Done	Supervisors Remarks
21.01.19	key in detail from the training effectiveness data form into the excel and spss software	
21.01.19	produce min table and graph using the data from the software.	
21.01.19	Produce a report using the data from the excel and spss	
22.01.19	key in detail of the questionnaire into the excel and spss software	
22.01.19	produce min table and graph using the data	
22.01.19	Make a report using the data that has been produce	
23.01.19	Photostat two set of the staff evaluation document.	
23.01.19	produce graph using the spss software	
23.01.19	key in staff name into the excel software.	
23.01.19	Produce report using the data.	<b>SHARON KUEH</b>
24.01.19	Tearing unuse paper into small pieces to be throw.	Pembantu Tadbir, N22 Seksyen Sumber Manusia
24.01.19	produce graph using the spss detail.	
24.01.19	key in the data from the questionnaire into the <del>spss</del> <sup>excel</sup> software	
24.01.19	Produce graph using the data in the SPSS.	
24.01.19	Produce report using the data obtain.	
25.01.19	File in the staff file inside the file room	
25.01.19	Print out all the report that has been produce using the excel and spss.	
25.01.19	Sending file to the clerk from other department	

Date	Exact Nature Of Work Done	Supervisors Remarks
28.01.19	Searching for staff file and get their	
	information detail from the file room.	
28.01.19	Shred all the confidential document	
	using shredding machine.	
28.01.19	Tearing unuse paper into small	
	pieces to be throw.	
28.01.19	Chop one ream of white paper	
	using a recycle chop.	
29.01.19	Take all the file from the file	
	room.	
29.01.19	Photostat 126 sets of pension	
	form to be file in	
29.01.19	file in the pension form according	
	to the staff file name.	
29.01.19	keep back the staff file inside	
	the file room.	
30.01.19	Photostat 139 sets of pension	
	form that need to be file in	
30.01.19	file in the pension form into the	
	staff file according to their file	 <b>SHARON KUEH</b> Pembantu Tadbir, N22 Seksyen Sumber Manusia
	name.	
30.01.19	Take the file from the file room	
	according to the number in the	
	pension form.	
30.01.19	Keep back the file into the file	
	room.	
31.01.19	file in the staff document in the	
	file room.	
31.01.19	Get staff document from the file room.	
31.01.19	Sending form to other department to	
	be sign.	
31.01.19	Send <del>the</del> <del>the</del> document to the	
	chairman room.	
01.02.19	EMERGENCY LEAVE	



Date	Exact Nature Of Work Done	Supervisors Remarks
04.02.19	file in hospital bill application into the	
	file according to their file name in	
	the file room.	
04.02.19	Search for pension file according to	
	their box no.	
04.02.19	file in the pension form into the file	
	according to the staff name.	
04.02.19	Take out file of those who already	
	pension from the drawer in the	
	file room.	
04.02.19	Put the file from the drawer inside	
	the box.	
04.02.19	label each box according to their	
	file number.	
5 <sup>1</sup> / <sub>2</sub> 02.19	CNY HOLIDAY	
7.02.19	file in the pension form into the	
	file according to the staff name.	
7.02.19	Put the file in each box and	
	label the box according to the	Rosaline T. Dusul
	file number.	PTN (HRM) N19
7.02.19	List down all the box number to be	
	printed and put on the box.	
7.02.19	Arrange the pension box to another	
	corner inside the filing room	
7.02.19	file in the leave application into	
	the file according to the name	
	and the file number.	
7.02.19	Divide the leave application form	
	according to the file drawer	
8.02.19	Take out file from the drawer	
	in the filing room.	
8.02.19	file in the leave application form	
	into the file according to the name.	
8.02.19	Arrange and put the file into the drawer	





Date	Exact Nature Of Work Done	Supervisors Remarks
11.02.19	Search for the file in the file room according to their file number	
11.02.19	file in the leave application form into the drawer inside the filing room	
11.02.19	file in the training form according to their file name.	
11.02.19	Keep the performance evaluation report inside their file in the filing room	
12.02.19	Photocopy three copy of performance evaluation form.	
12.02.19	file in the performance evaluation report into the drawer in the file room.	
12.02.19	file in the leave application form into the file according to their file name.	
13.02.19	Take out the staff file from the filing room	
13.02.19	Search all the certificate according to the date listed.	
13.02.19	Take out the certificate from August 2015 until december 2018	
13.02.19	Photocopy one copy of each certificate.	
13.02.19	file in back the original copy inside the file.	
14.02.19	Attend scs 6 shared value courses.	
14.02.19	Distribute feedback of courses questionnaire	
14.02.19	Distribute culture rating questionnaire.	
14.02.19	Distribute 94 paper to each person in the group.	
14.02.19	Distribute one marker to each group	
14.02.19	Prepare bottle for the game session	
14.02.19	Organize the certificate form according to the date from 2015 to 2018.	
14.02.19	Photo copy one form and two copy of certificate	
15.02.19	Photocopy two copy of the training form	
15.02.19	file in the leave application form according to file number	




**SHARON KUEH**

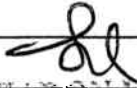
Pembantu Tadbir, N22  
Seksyen Sumber Manusia

Date	Exact Nature Of Work Done	Supervisors Remarks
18-2-19	file in the leave application form according to the file number in the filing room.	
18-2-19	Take out the 2016 spr name tag from the tag.	
18-2-19	Search the file of those who already pension and put the file inside the box.	
18-2-19	Label the pension box according to their file number	
18-2-19	Shred unuse paper using shredding machine.	
19-2-19	Laminate the file drawer number for the drawer in the filing room	
19-2-19	Cut the name that has been laminate.	
19-2-19	Put the number in the drawer according to the name given.	
19-2-19	Put the label on the pension box according to their name.	
20-2-19	File in the pension number form according to their name.	 <b>SHARON KUEH</b> Pembantu Tadbir, N22 Seksyen Sumber Manusia
20-2-19	Shred the unuse confidential form using shredding machine.	
20-2-19	file in leave application form according to file number.	
21-2-19	Organise the file in the drawer in the filing room	
21-2-19	Put the pension file inside the box	
21-2-19	label the pension box according to file number.	
21-2-19	List down the name that don't have label in the drawer.	
22-2-19	List down the drawer number according to the file number inside the drawer.	
22-2-19	Put new drawer label according to old number.	

Date	Exact Nature Of Work Done	Supervisors Remarks
25.2.19	file in leave balance form according to the file number inside the filing room	
25.2.19	Photocopy twenty sets of certificate.	
25.2.19	file in the certificate according to their name inside the drawer.	
25.2.19	file in leave application form according to their name.	
25.2.19	Search for a name that has attend the 6 shared values training.	
26.2.19	Photocopy one set of evaluation form.	
26.2.19	file in leave application according to the file number.	
28.2.19	file in form according to the file number.	
27.2.19	Take out the staff evaluation form from file.	
27.2.19	File in form inside the file in the filing room	
27.2.19	file in leave application into the file according to the file number	 <b>SHARON KUEH</b> Pembantu Tadbir, N22 Seksyen Sumber Manusia
27.2.19	Send document to engineering department.	
28.2.19	Photocopy six sets copy pension form	
28.2.19	file in the pension form according to the file number.	
28.2.19	Photocopy two copies of training detail.	
28.2.19	Search for leave form in the file.	
28.2.19	Insert detail and produce graph using excel at enforcement department.	
1.3.19	file in leave application form according to file number.	
1.3.19	Edit detail in the spss software.	



Date	Exact Nature Of Work Done	Supervisors Remarks
4.3.19	File in leave application according to file number	
4.3.19	Photocopy 400 sets of certificate	
4.3.19	Keep 9 photocopy sets certificate inside the file.	
4.3.19	Keep the file that has been close inside the box.	
4.3.19	List down the file box number and detail	
4.3.19	Punch all the photocopy certificate	
4.3.19	Keep each certificate inside the staff file according to their file name.	
5.3.19	File in the certificate according to the file number.	
5.3.19	File in the staff evaluation book according to their file number inside the drawer.	
6.3.19	File in the certificate according to the file number	
6.3.19	Photocopy one set of form	
6.3.19	Arrange name on form according to the namelist given.	
6.3.19	Photocopy 8 sets of the staff evaluation books.	<b>SHARON KUEH</b> Pembantu Tadbir, N22 Seksyen Sumber Manusia
6.3.19	File in the staff evaluation books inside the file according to their drawer number.	
6.3.19	Go to the other department to take remote from the other staff.	
7.3.19	File in the certificate according to the file number.	
7.3.19	File in leave form according to the file name	
8.3.19	File in leave application according to file number	
8.3.19	File in 6 copies of form into the file	
8.3.19	Photocopy 2 sets of staff evaluation book.	

Date	Exact Nature Of Work Done	Supervisors Remarks
11.3.19	Photocopy 101 sets of new staff document	
11.3.19	Print out 16 copy of practical training evaluation form.	
11.3.19	Chop the unuse paper using the recycle chop.	
11.3.19	Re-do the time that has been print out wrongly.	
11.3.19	Print out one set of spss report.	
12.3.19	Chop the unuse paper using the recycle chop.	
12.3.19	file in leave application form into the file according to the file number	
12.3.19	Chop the unuse paper using the recycle chop	
13.3.19	file in 3 form according to the file number in the drawer inside filing room	
13.3.19	Photocopy 1 certificate	
13.3.19	File in 4 certificate inside the file in the filing room.	 SHARON NUEH Pembantu Tadbir, N22 Seksyen Sumber Manusia
13.3.19	File in staff evaluation book inside the file in the drawer	
13.3.19	Cut all the label for EKSA	
13.3.19	Laminate all the label using laminate machine.	
14.3.19	Cut the label that already being laminate	
14.3.19	File in staff evaluation book inside the drawer in filing room.	
14.3.19	File in staff training detail inside the file according to their name.	
14.3.19	Put the double sided salotape at the label for EKSA	
15.3.19	Put double sided salotape at the label for EKSA	



**MAJLIS PERBANDARAN PADAWAN**

*This is to certify that*

**GABRALINE ANAK ANDREW**

**(960925-13-5176)**

*Student of*

**UNIVERSITI TEKNOLOGI MARA SARAWAK**

**PROGRAM: BACHELOR OF ADMINISTRATIVE SCIENCE**

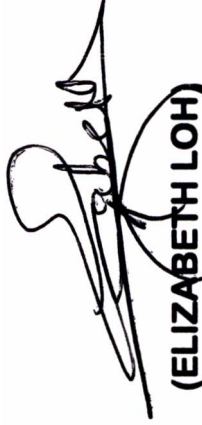
*Has successfully completed  
Industrial Training*

*At*

**PADAWAN MUNICIPAL COUNCIL**

*On*

**24 DECEMBER 2018 – 15 MARCH 2019**



**(ELIZABETH LOH)**

*Setiausaha Perbandaran*

*Majlis Perbandaran Padawan*

