



FACULTY OF ADMINISTRATIVE SCIENCE & POLICY STUDIES

UNIVERSITI TEKNOLOGI MARA

BACHELOR OF ADMINISTRATIVE SCIENCE (HONS.)

INDUSTRIAL TRAINING REPORT

RESIDENT OFFICE BINTULU

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DECLARATION

This practical report entitled "The Practical Report on Bintulu Resident Office", submitted by Imelda Imboi Anak Ungon in partial fulfillment of my studies in Bachelor of Administrative Science (Hons) in University Teknologi Mara Cawangan Sarawak (UiTM). I hereby declare that this practical report is my own original work. I confirm that I have not used other work previously produced by other student or any other student to hand in as my own.



Signature:

A handwritten signature in black ink, appearing to read 'Imelda', written over a horizontal line.

(IMELDA IMBOI ANAK UNGON)

Student Id: 2017534387

ACKNOWLEDGEMENT

First, I would like to thank the supervisor that in-charge of ADS667, this practical training would not be succeeding without guidance from the supervisor, Madam Noorfadhleen Binti Mahmud. Besides, thanks to Mr Fairuz Hidayat Bin Merican that had brief us more on practical training especially on how the application of the practical training, what should we do and should not do during the practical.

Next, special thanks to Administrative Officer (AO) Junaidah Binti Jemain and all the staffs in Bintulu Resident Office because given me an opportunity to undergo my practical training in this organization. I was added new knowledge and gained an experiences in this organization.

I am so grateful to have supporting officers and staffs especially Administrative Assistant (AA), Mohd. Yelsop Bin Lee in Finance Section, those Administrative Officer (AO) Mr. Jeffery Jalong from Psychology Section, Administrative Officer (AO), Mr. Harun Bin Hatta from Development Section, and Administrative Officer (AO), Madam Sharpini Binti Daud , Administrative Officer (AO), Madam Norina Empina and Madam Siti Zubaidah Binti Putra in Social Section for giving me lessons and willing to shares their ideas and experiences.

Besides that, I would like to take this opportunity to thank my parents for giving biggest supported to me from the first day of my practical training until the last day of my practical training because sending me off went to the practical training place, they have made my heart strong to overcome all those challenges and all the prayers for me.

Lastly, thank you my practical friends and those that has been assisted me in completing my practical journey.

CHAPTER 1

1.1 ORGANIZATION BACKGROUND

Bintulu Resident Office was created simultaneously with the upgrading of Bintulu District upgraded to become a Division in 1987. Bintulu Division is the Ninth Division of the State of Sarawak. The Bintulu Division has two Districts namely Bintulu Districts and Tatau District alongside a Small District of Sebauh Small District. Beginning in 2015, the Bintulu Division Administration has three (3) Districts after the Small District as a Full District. The administrative area of Bintulu is 12, 166 sq km and is inhabited by a multiracial, religious and racial population of approximately 231, 200 people (Year 2010). The Resident Office is headed by a Resident of the Division and assisted by the Deputy Resident. The Bintulu District Office, Tatau and Sebauh are headed by the District Officer who is responsible to the Resident.



Figure 1.1: Bintulu Resident Office

1.2 OBJECTIVES

In general, the Bintulu Administration Division is committed to developing a prosperous and prosperous Bintulu Society. In detail, they are committed to achieving the following objectives.

Firstly, providing efficient and effective administrative and statutory services through Professional and Outstanding Work Culture. Secondly, Nurture, enhance and maintain unity among races. Next, to develop and maintain the Bintulu Division as a major contributor to the growth of the state and state economy. Other than that, Bintulu Administration Division wants to ensure the achievement of a balanced between the economic, regional and socio-cultural sectors of the Bintulu Division. Lastly, they focuses on the facilitate disadvantage of disadvantaged groups into the mainstream of development and develop and maintain Bintulu as a residential area, working and doing good health-prosperous.

1.3 ORGANIZATION POLICY

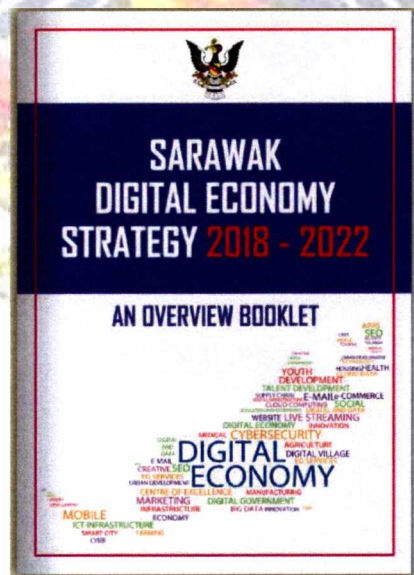


Figure 1.3: Sarawak Digital Economy Strategy 2018 - 2022 Booklet

In this booklet, have briefly explain all about the policy implemented by the State Government towards the Sarawak State. Two strategy that implemented in the government organization where I undergo my practical training Government is s-Sarawak.web.

The s-Sarawak.web is a tool and vital for the State government to access the web by using single sign on and Sarawak ID. Besides that, government also has been implementing one-stop front line service in their agencies. For example, government take an initiative to adopted KPI's from the private sectors and implementing it in the public sectors mainly on the front line agency as it will use to measure the organization performance and the study found that this KPI's able to achieve positive impact on the performance of that agency as well as on their employees.

1.4 MISSION AND VISION OF RESIDENT OFFICE BINTULU

Mission

“Advancing the Socio-Economic Development and Wellbeing of The People in Bintulu Division”.

Vision

“Bintulu to be Socio-Ecomically Developed Division by 2030”.

Sources: (<https://bintulu.sarawak.gov.my/page-0-221-149-Visi-Misi-Objektif-1.html>)

1.6 CORE BUSINESS

In Bintulu Resident office, there are three section, first Section is Strategic Planning Section and Project Implementation Section administered by Administrative Officer, Harun Bin Hatta N41. In planning, coordinating and revising Division Development Plan Plans. To plan, coordinate and review the preparation of the Proposed Division Development Program or Project Under the 5 Year Plan of Malaysia. Establish, maintain and update division development information systems. Monitoring, Monitoring the implementation of the Division Development Project. Manage various issues regarding implementation of development projects.

In Administration Section have these three section includes (Finance, Human Resources, Office Management and Quality) that administer by Administrative Officer name Saifulbahry Bin Awie, N44. The scope of tasks in Administration Management are such as security and office vehicles. Therefore, Administration Management also managing all about distribution or issues related to government quarters and buildings. Hence, in Human Resources section, it is necessary to dealings with the human resource development, records and community leaders. In order to maintain the high quality of the organization, there must have Quality Management in Administration whereby the tasks are as monitors Implementation of quality initiatives, monitor and improve the quality of ICT service delivery Manage ICT related matters (ICTSO). Administration section would not be completed without Finance Section as there need to records the stock, management account of inventory, preparation of Annual Budget, management of earnings, invoices, claims, quotations and tenders.

Third section is Social Planning and Development held by Madam Sharpini Binti Daud, Administrative Officer, N41. In Social, Planning, coordinating, implementing and monitoring social development based programs in Bintulu Division. Monitoring community-led programs or activities (NGOs, JKKK and else). Their responsibility are as follow; coordinates and monitors activities or programs on education and human capital development. Other than that, they also play vital roles in public relations and event management implement programs or activities to foster relationships between the corporate or private and government sectors. In Social Planning and Development is a must to implementing official social programs or activities or festivals at the state or national or national level.

1.7 INDUSTRIAL TRAINING OBJECTIVES_

The fundamental objective of practical training is to prepare students for future employment in organization. Practical training enhances the academic material studied at University by allowing students to practice what they have learned and to develop key professional attributes. Practical training should provide an opportunity for students to:

1. Experience the discipline of working in a professional organization
2. Apply theory learned in university to the workplace
3. Interact with other professional and non-professional groups.
4. Develop interpersonal and communication skills, both oral and written practical training
5. Boost confidence level of student in terms of soft skills.

A demonstrated commitment and ability to take responsibility, make sound decisions, and apply skills will be highly regarded. Practical training gives students an opportunity to evaluate future employers as well as enabling informed decisions about the discipline and career paths to follow.

1.8 SCOPE OF TASK

In order to ensure practical training achieved, student provided an outline of the areas in which University and Faculty expects practical training to be provided.

No	Task	Types of Job
1.	Counter Services	<ul style="list-style-type: none">● Ethics of counter services● Counter administration
2.	Services	<ul style="list-style-type: none">● Documentation
3.	Administration	<ul style="list-style-type: none">● File management
4.	Financial	<ul style="list-style-type: none">● Recording of financial flow● Preparation of financial report
5.	Meetings	<ul style="list-style-type: none">● Preparation before and during meeting● Correspondence to convene meetings
6.	Outdoor task	<ul style="list-style-type: none">● Visit to the project site● Organizational program management

CHAPTER 2

2.1 INTRODUCTION TRAINING ACTIVITIES

On 24th of June 2019 I was report duty in Resident Office Bintulu where it is the place that I had chosen to undergo my industrial training for three (3) months. I start my industrial training from 24th June 2019 till 13th of September 2019. The organization was provided schedule for me to referring the date I should rotated to the three (3) sections.

I was placed in these three (3) sections, there are:

- Strategic Planning & Project Implementation Section
- Planning & Social Development Section
- Management Service Section : Administration Management / Quality Management / Human Resource Management & Finance Section

2.2 : Activities

DATE	ACTIVITY
<p>(Week 1) 24th June 2019</p>	<p>Strategic Planning & Project Implementation Section</p> <p>First day of my internship, I had been placed in the Development Section also known as Strategic Planning & Project Implementation Section under Administrative Officer, Mr Jeffery Jalong. In this section, I asked by Madam Amila to obtain file from Madam Suria in the Administration Section. Therefore, in the afternoon we had discussed about our upcoming event which is "Ramah Tamah" ceremony that will involves many people such as Tatau and Sebauh District.</p>
	<p>Second day of my internship, I asked by Madam Sylvia from the same section to obtain Officer's signature from Mr. Jeffrey Jalong regarding the meeting with the Head of Department related to the service of officer's placement Master of Science</p>

<p>25th June 2019</p>	<p>(Counselling) UNIMAS in Kuching. Next, I and other practical students assists Mr. Imran from Development Section in preparing accessories that will used for “Ramah Tamah” or “Gawai Raya” event on this 28th of June 2019 (Friday).</p>
<p>26th June 2019</p>	<p>On 26th June 2019, I contributed my ideas and energy to them in preparing and decorate booth for “Gawai Raya”. Instead of decorate booth, I also had assisted Miss Angela to beautifying Banana Tree as the theme for an event is “Gawai Raya”.</p>
<p>27th June 2019</p>	<p>I assisted Madam Siti in preparing incentive that will distributed for “Gawai Raya” event and I also assists Miss Angela from the same section to handover one form to Mr. Jeffery Jalong. Besides that, I assists other practical students from the Administration Section to handover two letters that need to signed by Mr. Jeffrey Jalong. Therefore, I had attend Careers Counselling and gained new knowledge from Mr. Jeffrey Jalong on the RIASEC Careers Development such as Realistic, Investigative, Artistic, Social, Enterprising and Conventional together with Practical Students from UNIMAS.</p>
<p>28th June 2019</p>	<p>The next day, I assists Miss Angela to photocopy a few letter. On the same time, I learned on how to using printing machine that provided by the organization very well. After that, I assists Mr. Jeffery Jalong to sending his letter to Madam Siti to the Social Section. Then, I also assist him to photocopy three pages of the letter as requested by him. Next task given by Mr. Imran is to assists him create ‘M7’ wording for the purpose of booth booking on “Gawai Raya” event. Other than that, I was called to fill in the questionnaire as a respondent to Kementerian Kesejahteraan Sosial dan Pembangunan Wanita, Keluarga dan Masyarakat Negeri Sarawak in the</p>

	<p>meeting room whereby the distribution of the questionnaire has been conducted by Dr. Intan one of representative from Majlis Kesejahteraan Sosial dan Pembangunan Wanita, Keluarga dan Masyarakat and also assisted by Madam Amalina from the Social Section to find another respondent as it requires 40 respondents to fill in the survey. Besides that, I also assisted Dr. Intan to welcoming the guests that coming to the meeting room.</p>
<p>(Week 2) 1st July 2019</p>	<p>On 1st July of 2019, I had learned on how to faxes invitation letter of Bintulu Division Committee Meeting (DDC) include with distributed to the representative or member of the other agency. Therefore, the distribution also attached with the attendance feedback form, it is to know their feedback either they are able to attend the meeting or unable.</p>
<p>2nd July 2019</p>	<p>Another task that given by Madam Amila is filing documents. In filing, I had taught the ways to compile it. For example, letter that has been categorized as a Forest letter, will kept in forest file, if 11th Malaysia Plan Project (RMK-11) must kept in RMK File, electricity and water supply also must kept in it own file, PPRT and PIA/PIAS also have it own file.</p>
<p>3rd July 2019</p>	<p>I called by (AA) Mohd. Yelsop to the finance section. In Finance section, I taught by him about the voucher payment and service order to the customer. Besides that, he teach me a lot about law as he held Second Class Magistrate in the organization. Besides that, he also taught me about the management of service. Based on what I learned, the purpose of voucher payment is used as an evidence of money transaction by using cash receipt or Electronic Fund Transfer (EFT) that will approved for payment by the three parties. I informed that voucher payment will kept in seven years. It is important as treasury will spending</p>

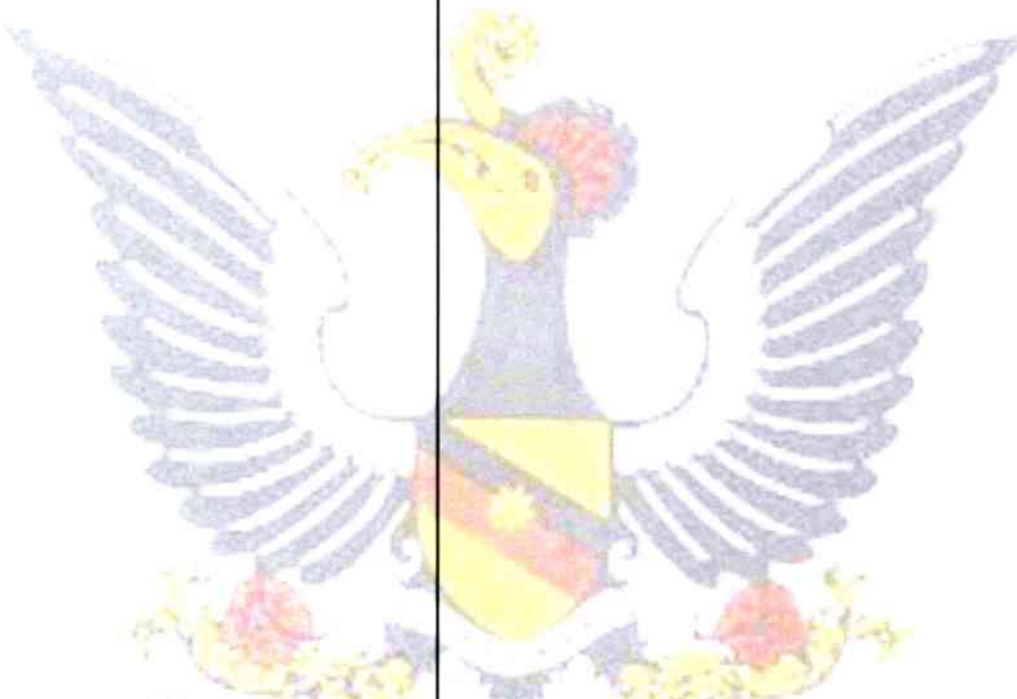
	<p>the money towards the organization or customer that requesting work order for some purpose. Next is, service order. It is a task or a job for a customer that can be scheduled or assigned to someone, such as an order from a customer that request internally within the organization terms of products or services.</p>
<p>4th July 2019</p>	<p>On 4th July, I assists Mr. Jerry from Finance Section arranging one box full with voucher payment follow the running number as instructed by him.</p>
<p>5th July 2019</p>	<p>Another task is to print out all the vote ledger as guided by Mr. Jerry. After that, he teach me on how to apply it to the big size of vote ledger paper.</p>
<p>(Week 3) 8th July 2019</p>	<p>I was learned and gained new knowledge about vote ledger from Mr. Jerry in Finance section. Based on what I had learned, vote ledger is a system where the monetary transaction of a business are recorded in the form of debits and credits. Through this process, I taught on how to write the vote ledger in form of manual. In the afternoon, I did attended Petanque Meeting whereby Petanque Competition will organized by RANDO Bintulu and Ketua Masyarakat dan Ketua Kampung (KMKK). This is organized because it is one of way to strengthen the bonding between District Office, Resident Office and KMKK. Besides that, this Competition benefits all staff and KMKK especially exposing us about the technique and theory of Petanque game. The most important thing is I involves in managing this game together with the organizer and gaining new experience in play Petanque and exposed on the rules of Petanque game.</p>
<p>9th July 2019</p>	<p>On 9th of July, I continued my task writing vote ledger to manual system and would not forget, I also sharing and teaching the other practical students on how to</p>

	apply vote ledger to the manual system one by one.
10th July 2019	I assisted Madam Amila to filing the document of utility. It is important to filing the document in order to record-keeping system for an organization. It helps to be organized, systematic, efficient and transparent. The most important thing is it helps all people who should be able to access information easily.
11th July 2019	On 11 th July, I assisted Mr. Nicholas to find few document that need to be raised again because few issues on the project still need to improved.
12th July 2019	On 2.00 p.m, I attended Petanque Meeting. In this meeting we had informed of who will participate in this game on 27 th July 2019 such as how many KMKK, Staffs of District Office and Resident Office will involve in this event soon. Besides that, we explained how the procedure of this game as Petanque game start from morning until afternoon. Next, we (practical students) given few tasks from this game such as handling five groups of players and appointed as emcee.
(Week 4) 15th July 2019 - 16th July 2019	On 3.00 p.m, once again I involve with "Ops Rababies" Meeting. Ops Rababies Metting needs many agency to involve such as Veteriner, Tatau District Police, Jabatan Kesihatan, Angkatan Pertahanan Malaysia (APM), IPD Bintulu due to Rababies disease increasingly widespread. Therefore, we asked by Head of Department which is Mr. Saiful to take notes of important thing regarding rabies issues. Other than that, Deputy of Resident (Sir Hussaini) ask us to prepares meeting minutes for this "Ops Rababies" Meeting.
	I was appointed by Madam Sharpini from Social Section as a secretariat of "Program Kesedaran Advokasi Pendidikan Seksual (KAPS)" located at SMK Bandar Bintulu about two days. Through this

<p>17th July 2019 - 18th July 2019</p>	<p>programme I learned on how to serve the people, how to socialize with other people especially interaction with the teachers and students of SMK Bandar Bintulu. Next, I also learned the awareness of prevention sexual issues among teenagers below age of 15 years old are important as they are victim of the situation and have to know the ways to preventing these issues.</p>
<p>19th July 2019</p>	<p>Today, I assisted Madam Sylvia deal with clients that want to collect their company's tender that had given to them.</p>
<p>(Week 5) 22nd July 2019</p>	<p>Public Holiday <i>(Sarawak's Independence Day)</i></p>
<p>23rd July 2019</p>	<p>On 23rd July 2019, I assisted Madam Sylvia follow up with the contractor by asking contractor when they want to come collect their invitation letter for draws vote of "Rural Transformation Project" or in short (RTP). Next, I taught by Mr. Imran on how to entertain contractor that will come ask about the tender such as to whom the bank statement that attached with the invitation letter returned. For example, if the invitation letter from (JKR), it necessary to returned to JKR, if an invitation letter from BDA and JKR know if the contractor interested with the project that has been stated inside the invitation letter or not interested.</p>
<p>24th July 2019</p>	<p>I assisted Madam Sylvia in preparing tagging of meeting minutes book for Divisional Development Committee (DDC) Meeting that will conduct on the next day which is on 25th of July.</p>
	<p>Planning & Social Development Section On 25th of July, I move to Social Section. In Social</p>

<p>25th July 2019</p>	<p>section, I given a task to follow up regarding with the attendance of Officer or representative that able to attend the "Program Kesedaran Advokasi Pendidikan Seksual Siri II (KAPS) programme by Madam Sharpini.</p>
<p>26th July 2019</p>	<p>On the next day, I had assisted Madam Siti Zubaidah to fax invitation letter of KAPS Programme to related persons which is the one will attending the programme as stated in the list of distribution that has been attached behind of the invitation letter.</p>
<p>27th July 2019</p>	<p>Today, on 27th of July, I and other practical students appointed as a secretariat to Arbiter. In this Petanque game I assisting him to write down the pointer of the player.</p>
<p>(Week 6) 29th July 2019</p>	<p>On 29th of July which is on Monday, all of the practical students in Resident Office are invited by Mr. Jeffrey Jalong to attend Youth Career Programme Session 1/2019. In this programme, I had learned on RIASEC Career more details.</p>
<p>31st July 2019</p>	<p>On 31st of July, Madam Norina given a task to assists her during 'Jawatankuasa Transformasi Ekonomi Luar Bandar' (JKTELB) Meeting whereby this meeting will start on 2.30 p.m. During the meeting, I had learned about the flow of the meeting, the important of the economy in rural area, and things that raised up by other agency.</p>
<p>1st August 2019</p>	<p>August 1st of 2019, I was asked by Madam Norina to photocopy meeting slides of (JKTEB) that done presented in 31st of July (Wednesday). Besides that, I assisted Madam Terry to photocopy paperwork as requested by her.</p>
	<p>On Friday and Saturday, I was appointed by Madam Sharpini together with other practical students as a</p>

<p>2nd August 2019 - 3rd August 2019</p>	<p>secretariat to assisting her in handling “Program Kesedaran Advokasi dan Pendidikan Seksual Siri II (KAPS)” that will organized in SMK Asyakirin, Bintulu. This programme gives a lot of benefits toward students, parents and teachers in the school. Therefore, it about awareness of students, parents in preventing pregnancy of teenager.</p>
<p>(Week 7) 5th August 2019</p>	<p>On 5th August, Madam Sharpini asked me to assists her to photocopy distribution list of ‘Notis Mesyuarat Penyelaras Program Randau Pembangunan Sosial (Randau Pemansang Raban Bansa) Bahagian Bintulu 2019 Bil 2/2019. After that, I assists her to distribute follows each of highlighted name as in the list. Next, I also assisting Madam Terry to photocopy of meeting sheet as asked by her. In the afternoon, Madam Norina gives me task to fax ‘Laporan Jawatankuasa Transformasi Ekonomi Luar Bandar (JKTELB)” follow the distribution list.</p>

<p>8th August 2019 - 9th August 2019</p> 	<p>(AO) Junaidah asked me to assist her scanning evaluation form of practical student. The next day, once again (AO) Junaidah asked me to scan evaluation form of practical student.</p>
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<p>(Week 8) 12th August 2019</p>	<p>On 12th August 2019, I had given a task to fax 'Notis Mesyuarat Penyelarasan Program Jelajah Belia Sarawak' by Madam Sharpini in the afternoon, I had started follow up agencies related with the meeting.</p>
<p>13th August 2019</p>	<p>On the next day, I continue follow up agencies as stated in the distribution list. Besides follow up, the attendance list of agencies has been recorded for meeting purpose. At 2.30 p.m, I also had attend meeting 'Program Jelajah Belia Sarawak'.</p>
<p>14th August 2019</p>	<p>Today, I follow and assists Madam Siti Zubaidah to photocopy 40 sets of 'Notis Mesyuarat Program Jelajah Belia Sarawak'. Therefore, I also involves in</p>

	one task which invitation letter necessary to kept in the envelope written 'Urusan Kerajaan'.
5th August 2019	August 15 th , I had assisted Madam Siti Zubaidah to fax invitation letter of participation in Similajau National Park, Integrity Walk, Be Clean, Be Green, Be Integrity. Other than that, I also had assisted Noreng which is other practical student in paper cutting task as asked by (AO) Harun in Development Section.
16th August 2019 - 17th August 2019	August 16 th and 17 th , as usual after fax, I asked to follow up. So that, we will know either agencies that involve in the Programme Integrity Walk able to attending the meeting or unable.
(Week 9) 19th August 2019	On August 19, Madam Siti Zubaidah gives task to photocopy, fax, create attendance list of who will attend to the meeting in the computer. Besides that, I assists her in compiling document in the right way and follow up agency by asking who will attend to the meeting.
20th August 2019	On the early morning, once again I assists Madam Jacqueline to record the document for incoming and outgoing file. Therefore, I had recorded the name of agencies and officer that will attend to the 'Tang lung and SUKSAR' Meeting. Besides that, I also record agencies name that will attending Programme '#Shell

	Selamat Sampai#.
21st August 2019	On August 21, I had received a task from Madam Siti Zubaidah to fax invitation letter of 'Ketua Kampung dan Ketua Kaum Sempena Majlis Perasmian dan Sesi Sembang Belia Program Jelajah Belia Sarawak 2019' once again as Jabatan Penerangan called asked for sending back invitation letter due to they did not receives the last page of the letter.
22nd August 2019	August 22 morning, I was asked by (AO) Junaidah to setting up the projector in the discussion room for meeting purpose. Next, I received task from Madam Siti Zubaidah to fax invitation letter of 'Program Jelajah Belia Sarawak 2019' to the Accountant General of Malaysia.
23rd August 2019	August 23 afternoon, I asked by Pn. Siti Mariam to submit file to Pn. Sudan in the Registry Section. Meanwhile, I also has gained new knowledge as I attended sharing session about Criminal Procedure Code (Sec.117) - Remand. Next task I asked by Madam Amila in the Development Section to sending a letter that need to signed by Mr. Jeffery Jalong. After that, almost 5 p.m, I received tasks from (AO) Mr. Jeffery Jalong to photocopy 20 sheets of RIASEC Test for his counselling purpose.
(Week 10) 26th August 2019	<p style="text-align: center;">Management Service Section : Administration Management / Quality Management / Human Resource Management & Finance Section</p> <p>August 26, I was assisted to Madam Sharpini in Social Section to photocopy minute sheet. Next, I also assisted Madam Siti Zubaidah to passing a letter to Madam Norzi in the Registry Section. Therefore, Madam Siti Zubaidah asked me to scanning an invitation letter to attending "Gotong-Royong" of Dengue Programme located at SJK Chung Hua,</p>

	Bintulu.
27th August 2019	On August 27 morning, based on what I was learned in Social Section, I did continue follow up the important agencies regarding with "Gotong-Royong" Programme of Dengue disease. Hence, in the afternoon, I moved to the Registry Section. In the Registry, I learned to filing and compiling document from Madam Sudan. As taught by Madam Sudan, any document before kept in the file, it is necessary to recorded in the computer's data which is namely 'incoming' and 'outgoing'.
28th August 2019	Today, I was assists (AO) Junaidah during the ISO 9001: 2015 Meeting. During this meeting, I also gained some input as I had listened to their meeting, For example, ISO 9001: 2015 consists of the organization management, and client's charter.
29th August 2019 - 30th August 2019	August 29 and 30, once again I asked to filing documents as I had learned the right way to filing from Madam Sudan in the Registry Section. Other than that, Madam Sudan teach me to find a document by using the number of reference on the file and the drawer.
(Week 11) 2nd September 2019	Replacement Leave <i>(Awal Muharram)</i>
3rd September 2019	On August 3, I was replacing Madam Sudan to doing her tasks to scan documents, records the incoming data, and filing sorts of document due she had attend training for one week.
	The next day, I did received incoming letter from other agencies and then record the incoming letter into the 'incoming' and 'outgoing' file in the computer. After

<p>4th September 2019</p>	<p>that, I also learned about any incoming letter that has been stamped 'action has been taken' by the Deputy of Resident need to scanned then kept in the specific incoming file.</p>
<p>5th September 2019</p>	<p>August 5, I was joined Miss Angela from the Strategic Planning & Project Implementation Section or known as Development Section went to site visit at Kolej Vokasional where there have many agencies involve in project of expanding the car park of Kolej Vokasional such as Director and Deputy 's director of Kolej Vokasional itself, Secretary of Yb Thomas, and Miss Angela and I as representative of Resident office, Mr. Gelau is one of engineer from Bintulu Development Authority (BDA) and Contractors from the Alzia's Company.</p>
<p>6th September 2019</p>	<p>Today, we (practical student) were invited by (AO) Mr. Jeffery Jalong to attending Career Counselling which is on RIASEC Career. Through this counselling session, I had taught the way to answering an interview questions. Next, we had briefly explain on the important document for job application.</p>
<p>(Week 12) 9th September 2019</p>	<p>Public Holidays <i>(Agong's Birthday)</i></p>
<p>10th September 2019</p>	<p>September 10, I was called by Madam Sharpini to assisted her in Social Section to distributing invitation letter of Programme "Majlis Pecah Tanah Methanol Plant" located at Similajau to the important agencies and I also assisted her to distributes letters of "Lawatan Ke Pembangunan Sekolah Daif at SK. Sg. Tisang, Bintulu".</p>
	<p>On 11th Sept 2019, I was assisted Kak Dayang which she is Secretary of Resident to entertain the customer</p>

11th September 2019	that want to register for special marriage before meet with Resident in his office.
12th September 2019	12 th September 2019, once again I assisted Kak Dayang in the Administration Section on how to converting speech of Resident from Microsoft to Pdf.
13th September 2019	Today, I received last task from Madam Sharpini whereby she asked me to assisted her to setup the meeting room especially in ensuring all the lamps, LCD have been switch on. Besides that, I need to take a pointer and remote projector from Madam Siti before the meeting start on 10.30 a.m. In the afternoon, once again we (practical students) were invited to came for Career Counselling on 'Langkah Ke Alam Pekerjaan'. Through this session, we did mock interview by (AO) Mr. Jeffery Jalong, Psychology Officer in Resident Office Bintulu. So that we taught to answering few questions that familiar asked during the interview. Moreover, we were exposed on how to preparing resume. Lastly, I gained a lot of knowledge and working experiences from the Officers and Staffs in Resident Office Bintulu.

2.3 TEAMWORK

In Resident Office Bintulu, it is necessary to do the job in group due we had handled many task so we need to divided ourselves into grouping and solved the tasks by assisted each other. By doing so, it makes our task become easy and faster to solved because we work in a team.

Throughout the training, all the administrative officer interacted with colleagues of various section. Besides working with permanent staffs, the administrative officer also sometimes, assisted support staff in coordinating the works that been given by them to fellow trainees in the section. The administrative officer, keep update with the work progress with the project beside completing his or her own

task. The administrative officer also kept the team members updated with every single update from the staffs.

As a trainee, the administrative officer was subjected to a team consists of highly experienced workers and frequently play as a part of a team. In any working places, the administrative officer believes that teamwork is a must in order to complete any tasks efficiently.



Figure 2.3: Teamwork

2.4 DECISION MAKING

In any organization must have this kind of method before choosing an alternative. So that, decision making process is important among the staff. Before making decisions all alternatives should be evaluated from which advantages and disadvantages are known.

On my first week practical, I was placed in the Strategic Planning & Project Implementation Section. A week after I undergo practical training, there was “Gawai Raya” event organized in Bintulu Resident Office during my internship. The staff have manage to build booth competition between departments/sections together with the District Office. So, the staffs in this section plan to create a decoration for booth of Strategic Planning & Project Implementation Section and I took this opportunity to contributes some sort of ideas to do decoration on our booth for “Gawai Raya” ceremony which is using “Pokok Pisang” to beautify our booth as it combination of “Gawai” and “Raya”.



Figure 2.4: Decision Making

Next is when I received many task from the Administrative Officer in Social Planning and Development Section, I decided to divide it into two which are urgent task and important. Besides that, I will prioritizing the task that urgent first then I did continue with another important task.

2.5 SOCIETY/ORGANIZATION

Society can be defined as a large of group of people who live together in an organized way, making decisions about how to do things and sharing the work that need to be done. In order to completing a job, we need a large group of people to cooperate in achieving an objective of the organization.

In Social section, I was appointed by (AO) Madam Sharpini binti Daud in Social Planning and Development Section to assists her during Kesedaran Advokasi Pendidikan Sosial (KAPS) Programme that conducted in SMK Bandar Bintulu and Session II of KAPS Programme conducted in Smk Asyakirin, Bintulu. This time I socialize myself with teacher and students in that school. Other than that, I also assists another agencies that involved in this Programme such as IPD Bintulu, Klinik Kesihatan Bintulu, LPPKN and so on especially takes their attendance, distributing them pack food, arranging their table.

As a conclusion, socialize gives us more benefits, because if we socialize with other people we can open up our mind to listens others' opinion by not only looking our own opinion and we also will gains various of ideas from other people. Other than that, through socialize we are able to do our task with much easier because we work in a team, so in team we cooperate and assists each other to completing and solves all the task that given.



CHAPTER 3

RECOMMENDATION / PROBLEM / PROBLEM SOLVING / CONCLUSION

3.1 RECOMMENDATION

I was completed my industrial training in period of three (3) months in the Resident Office Bintulu. As what I had observed throughout this three months, I would like to recommend is one or two staffs must be ready in the office during other staffs attend to their training they should make sure there are some staffs to handling the office to assisted in one section at least. So that public will easy to dealings with although at that time almost in one section all staffs that working in that section attends to their training.

3.2 PROBLEMS

Throughout the industrial training, I have faced some problems such as no introduction by the staffs in every sections. On the first day of my industrial training I did not introduced by the officers to the other staffs in the workplace.

Secondly, they did not briefing about the organization. As an example, they should bringing me or other practical students to explore the surrounding of the organization such as shows us where is the pantry, toilets that will be used, meeting room and so on.

Thirdly, during practical training we have seen something unprofessional attitudes between staffs has happened in front of us (practical students) and client that coincidentally has been there during that time. Actually, it was happened because of other Administrative Assistant angry towards her staff due he leave without a proper reason. I recognize it as an unprofessional attitudes because she mad at her staff during we entertained the client in the office.

Lastly, gossiping towards other staffs are also happened in workplace. During undergo my practical training I and other practical students influenced by the staff that always gossiping about the weaknesses of the other staff that under her. Hence, we as a practical students looking it as a negative because it lead other turn to the negative person because always judging and gossiping about the people that working under and above her.

3.3 PROBLEMS SOLVING

To overcome these kinds of problems, I have come out with the solutions towards the problems that I had faced throughout this three (3) months. There are:

First, in order to make people knows us we must know to wins their heart, socialize with them and being friendly with the staffs regardless their religion, race, position, and scale in the workplace.

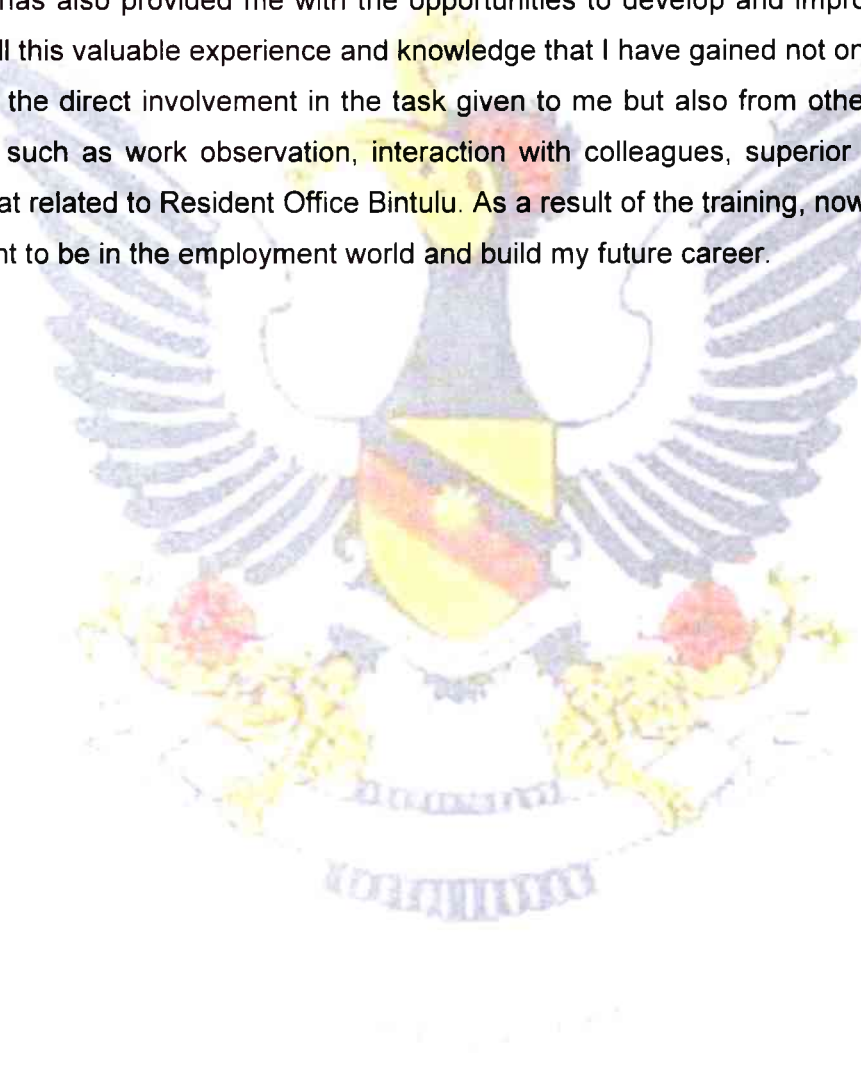
Next, they should bringing me or other practical students to explore the surrounding of the organization at least show us where is the pantry, toilets that will be used, meeting room and other section.

Therefore, to being a professional officer, she should mad him in her own office, but not in front of us and client because it will affects the image of the person itself.

Lastly, avoid from gossiping and judging people because it will bringing to negativity. From negative thoughts it will affect the organization too because negative person may lead to demotivated of the worker, when the worker become demotivated it leads to the unproductive worker and productivity of the organization turn to decrease.

3.4 CONCLUSION

As a conclusion, there were many things that I have experienced and learned during three (3) months of my industrial training at Resident Office Bintulu. Honestly, the whole training period was very interesting, instructive and challenging. Through this training I was able to gain new insight and more comprehensive understanding about the real working condition and practice. Be an internee in Resident Office Bintulu has also provided me with the opportunities to develop and improve my soft skills. All this valuable experience and knowledge that I have gained not only acquired through the direct involvement in the task given to me but also from other aspect of training such as work observation, interaction with colleagues, superior and others party that related to Resident Office Bintulu. As a result of the training, now I am more confident to be in the employment world and build my future career.



APPENDIXES

17th July till 18th July 2019 - Programme “Kesedaran Advokasi Pendidikan Seksual” (KAPS) Session I conducted in SMK Bandar, Bintulu



Figure 2.0: Programme “Kesedaran Advokasi Pendidikan Seksual” (KAPS) Session I

Assisting (Administrative Officer) Madam Sharpini Binti Daud during **Programme “Kesedaran Advokasi Pendidikan Seksual”** (KAPS) session I in SMK Bandar, Bintulu



Figure 2.1: Kementerian Pembangunan Wanita, Keluarga dan Masyarakat conduct a survey

I assisted respondents to fulfill the survey conducted by (Kementerian Pembangunan Wanita, Keluarga dan Masyarakat)

2nd Aug till 3rd Aug 2019 - Programme “Kesedaran Advokasi Pendidikan Seksual” (KAPS) Session II in Smk Asyakirin, Bintulu



Figure 2.3: Programme “Kesedaran Advokasi Pendidikan Seksual” (KAPS) Session II in Smk Asyakirin, Bintulu

I was appointed as a secretariat during Programme “Kesedaran Advokasi Pendidikan Seksual” (KAPS) Session II in Smk Asyakirin that conducted by Pejabat Residen Bahagian Bintulu collaborate with Majlis Pembangunan Sosial. (In picture from left: Officer from Majlis Pembangunan Sosial, me, Principle of Smk Asyakirin, Madam Norina (Administrative Officer) of Resident Office Bintulu, Beatrice which is practical student from UNIMAS)

5 Sept 2019 - Site visiting of car park in Kolej Vokasional, Bintulu



Figure 2.4: Site visiting of car park in Kolej Vokasional, Bintulu

Miss Angela (Administrative Assistant) from Strategic Planning and Development Section and I were representing Resident Office Bintulu where we visiting car park of Kolej Vokasional that in planning to be constructed soon together with Mr. Gelau which is engineer from Bintulu Development Authority (BDA), Contractors, Secretary of YB Thomas, Director and lecturers of Kolej Vokasional.

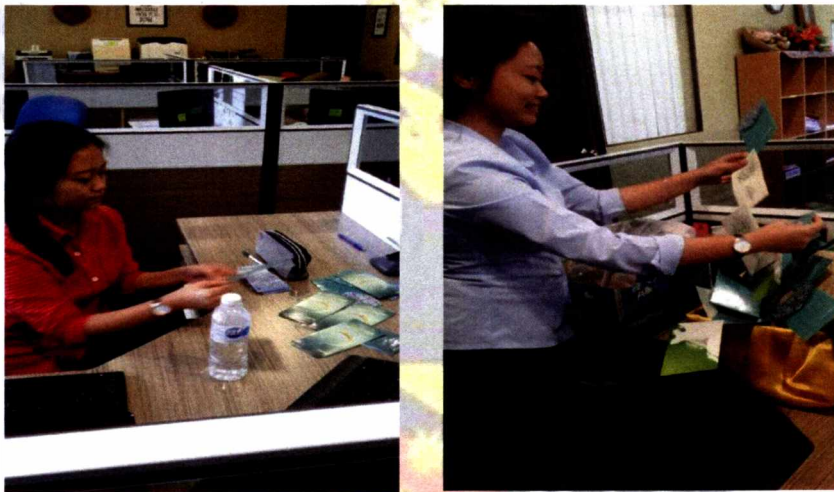


Figure 2.5: Prepares incentives for the orphanage that invited to “Gawai Raya” ceremony and decoration of booth

Assisted Madam Siti Mariam to prepares incentives for the orphanage that invited to “Gawai Raya” ceremony and decoration of booth.



Figure 2.6: “Gawai Raya” Ceremony together with Resident Office Bintulu Staffs

“Gawai Raya” Ceremony together with Resident Office Bintulu Staffs from Strategic Planning Section & Project Implementation Section.



Figure 2.7: Compiling documents

Compiled all the minutes sheets into the file that has been categorized as asked by Madam Amila from Strategic Planning Section & Project Implementation Section



Figure 2.8: Sharing session about Criminal Procedure Code (Sec.117) - Remand

I attended sharing session about Criminal Procedure Code (Sec.117) - Remand that conducted by (Administrative Assistant) Mohd Yelsop Bin Lee also known as Magistrate in his position.



Figure 2.9: Programme 'Sembang Santai Kerjaya Belia Siri 1/2019 & 2/2019

Attended Programme 'Sembang Santai Kerjaya Belia Siri 1/2019 & 2/2019

We (practical students) were attended to come for Career Counselling on 'Langkah Ke Alam Pekerjaan'. Through this session, we did mock interview by (AO) Mr. Jeffery Jalong, Psychology Officer in Resident Office Bintulu. So that we taught to answering few questions that familiar asked during the interview. Moreover, we were exposed on how to preparing a resume.

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KERTAS MINIT
MINUTE SHEET

Cik Cynthia Tida
Cik Noreng Bit
Cik Imelda Imboi

Cik Puan,

**LANTIKAN BERTUGAS SEBAGAI URUSETIA SEMPENA PROGRAM INTERVENSI
SOSIAL: KESEDARAN DAN ADVOKASI PENDIDIKAN SEKSUAL (KAPS)
BAHAGIAN BINTULU SIRI 1/2019 DI SMK BANDAR BINTULU**

Dengan segala hormatnya saya merujuk perkara di atas.

2. Sukacita dimaklumkan bahawa program tersebut di atas akan diadakan pada ketetapan seperti butiran berikut:

Tarikh : 17 & 18 Julai 2019 (Rabu & Khamis)
Masa : 7.00 pagi – 5.00 petang
Tempat : SMK Bandar, Bintulu

3. Sehubungan itu, Cik Puan dilantik sebagai urusetia program tersebut. Dilampirkan bersama ini Tentatif Aturcara Program untuk rujukan Cik Puan selanjutnya.

4. Perhatian dan kerjasama Cik Puan amatlah dihargai.

Sekian terima kasih.

" BERSATU BERUSAHA BERBAKTI "
" AN HONOUR TO SERVE "



(SHARPINI BINTI DAUD)

b,p Residen Bahagian Bintulu

Rujukan : PRB/A1800-1/2 JLD 6(54)
Tarikh : 16 Julai 2019

**ATURCARA MAJLIS PERASMIAN
SEMPENA
PROGRAM INTERVENSI SOSIAL:
KESEDARAN & ADVOKASI PENDIDIKAN SEKSUAL
BAHAGIAN BINTULU SIRI 1/ 2019**

*pada 17 JULAI 2019 (RABU), JAM 11.00 PAGI
bertempat di SMK BANDAR BINTULU*

ANJURAN

**Majlis Pembangunan Sosial Sarawak,
Kementerian Kebajikan, Kesejahteraan Komuniti, Wanita,
Keluarga dan Pembangunan Kanak-Kanak
&
Pejabat Residen Bahagian Bintulu**

DENGAN KERJASAMA

**Pejabat Kesihatan Bahagian Bintulu, Pejabat Pendidikan Daerah Bintulu, Pejabat
Kebajikan Masyarakat Bahagian Bintulu, Polis DiRaja Malaysia, Hospital Bintulu, Pusat
Koreksional Bahagian Bintulu, Pejabat Agama Islam Bahagian Bintulu, LPPKN, AADK,
SKMM, HIKMAH, Persatuan Gereja Bahagian Bintulu & SMK Bandar Bintulu**

MASA	ATURCARA
10.30 pagi	Ketibaan Jemputan
11.00 pagi	Ketibaan Yang Berhormat Encik Majang Renggi, Ahli Dewan Undangan Negeri (ADUN) N.70 Samalaju
	Lawatan ke pameran
	Nyanyian Lagu Negaraku dan Ibu Pertiwiku
	Nyanyian Lagu Tema Program Intervensi Sosial
	Bacaan Doa
	Ucapan alu-aluan oleh Pengetua SMK Bandar Bintulu
	Ucapan Perasmian oleh Yang Berhormat Encik Majang Renggi, Ahli Dewan Undangan Negeri (ADUN) N.70 Samalaju
	Penyampaian cenderamata dan sijil penghargaan
	Sesi tepuk penghargaan daripada para peserta Program Intervensi Sosial
	Sesi bergambar kenangan
	Jamuan Makan Tengahari
12.00 tengahari	Majlis Selesai

Pakaian: Kerja/Batik

KERTAS MINIT
MINUTE SHEET

Sila lihat senarai agihan;

Puan,

**LANTIKAN BERTUGAS SEBAGAI URUSETIA SEMPENA PROGRAM INTERVENSI
SOSIAL: KESEDARAN DAN ADVOKASI PENDIDIKAN SEKSUAL (KAPS)
BAHAGIAN BINTULU SIRI 2/2019 DI SMK ASYAKIRIN**

Dengan segala hormatnya saya merujuk perkara di atas.

2. Sukacita dimaklumkan bahawa program tersebut di atas akan diadakan pada ketetapan seperti butiran berikut:

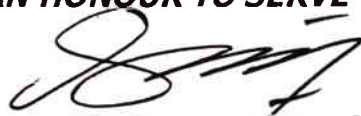
Tarikh : 2 & 3 Ogos 2019 (Jumaat & Sabtu)
Masa : 7.00 pagi – 5.30 petang
Tempat : SMK Asyakirin

3. Sehubungan itu, Puan dilantik sebagai urusetia program berdasarkan **Jadual Bertugas** seperti yang dilampirkan. Dilampirkan juga bersama ini **Tentatif Aturcara Program** untuk rujukan selanjutnya.

4. Perhatian dan kerjasama amatlah dihargai.

Sekian terima kasih.

" BERSATU BERUSAHA BERBAKTI "
" AN HONOUR TO SERVE "



(SHARPINI BINTI DAUD)

b.p Residen Bahagian Bintulu

Rujukan : PRB/A1800-1/2 JLD 7 (5)

Tarikh : 1 Ogos 2019

**JADUAL PROGRAM INTERVENSI SOSIAL: KESEDARAN DAN ADVOKASI
PENDIDIKAN SEKSUAL (KAPS) PERINGKAT BAHAGIAN BINTULU TAHUN 2019
(SIRI 2/2019) DI SMK ASSYAKIRIN
2 – 3 OGOS 2019 (JUMAAT - SABTU)**

HARI PERTAMA: 2 OGOS 2019 (JUMAAT)

MASA	PERKARA
7.00 am – 8.30 am	Minum pagi Pendaftaran Pelajar - Guru SMK Assyakirin Taklimat dari Ketua Fasilitator - Guru Kaunselor SMK Assyakirin Kajian <i>Pre-Test</i> untuk pelajar
8.30 am - 9.30 am	Sesi 1 : Abstinence To Sex : " <i>I am in control</i> " – LPPKN, Sarawak ✓
9.30 am - 10.00 am	Sesi 2: Penyakit Kelamin Berjangkit (STIs/HIV/AIDS) – Pejabat Kesihatan Bahagian Bintulu ✓
10.00 am – 10.30 am	Sesi 3: Implikasi Kesihatan dan Pencegahan Kehamilan Remaja – Hospital Bintulu ✓
10.30 am – 11.00 am	Sesi 4: Kesihatan Mental dan Remaja – Hospital Bintulu ✓
11.00 am - 11.30 am	Sesi 5: Ceramah Perundangan Dan Pengaruh Internet Dalam Pendidikan Seksual – PDRM Daerah Bintulu ✓
11.30 pm – 2.00 pm	Rehat / Makan Tengah Hari / Solat Jumaat
2.00 pm – 3.00 pm	Sesi 6: Kesan Penyalahgunaan Dadah & Substance terhadap Salah Laku Seksual – Agensi Antidadah Kebangsaan, Bintulu ✓
3.00 pm – 3.30 pm	Sesi 7: Perkongsiian daripada Pembimbing Rakan Sebaya (PRS) – AADK Bintulu ✓
3.30 pm – 4.00 pm	Sesi 8: Hukuman Dan Kehidupan Dalam Penjara Akibat Kesalahan Seksual Dan Jenayah – Jabatan Penjara Malaysia, Sarawak ✓
4.00 pm – 4.30 pm	Rehat/Minum Petang
4.30 pm – 5.00 pm	Sesi 9: Penerapan Nilai Murni/ Moral/ Keagamaan Dalam Pendidikan Seksual a) Pelajar Islam - Pejabat Agama Islam Bahagian Bintulu b) Pelajar Bukan Islam - Persatuan Gereja-Gereja Sarawak, Cawangan Bintulu ✓
5.00 pm – 5.30 pm	Sesi 10: Pengaruh Internet dalam Salah Laku Seksual Remaja – SKMM Cawangan Bintulu ✓
5.30 pm	Bersurai

MINIT MESYUARAT

PERBINCANGAN BERKENAAN PERTANGAN PETANQUE ANTARA KAKITANGAN PEJABAT RESIDEN & DAERAH (RANDO) DAN KETUA MASYARAKAT KETUA KAUM (KMKK) BAHAGIAN BINTULU

TARIKH : 8 JULAI 2019 (Isnin)
MASA : 2.30 PETANG
TEMPAT : BILIK PERBINCANGAN TINGKAT 1,
PEJABAT RESIDEN BAHAGIAN BINTULU

HADIR:-

1. Siti Zubaidah Binti Putra
2. Norinawati Binti Ibrahim
3. Awang Omar Bin Mohamad Chee
4. Norhasinah Binti Hassan
5. Abu Bakar Bin Mohd Noor
6. Zulkapli Bin Hipni

1.0 Saudara Awang Omar selaku AJK Sukan menerangkan bahawa Pertandingan Sukan Petanque antara kakitangan Pejabat Residen & Daerah dan KMKK Bahagian Bintulu akan diadakan pada 27 Julai 2019 (Sabtu) bertempat di Arena Petanque MAKSAK.

2.0 Beliau menerangkan objektif utama pertandingan ini diadakan adalah untuk mengeratkan silaturrahim dalam kalangan kakitangan RANDO dan KMKK sendiri. Selain itu, dapat membina, memupuk dan melahirkan masyarakat yang kuat fizikal dan jati diri serta dapat mewujudkan sikap daya saing.

3.0 Hal-hal Lain:-

3.1 Borang Penyertaan

Saudara Awang Omar memohon supaya borang penyertaan dikeluarkan selewat-lewatnya pada 9 Julai 2019 (Selasa).

Tindakan: Setiausaha

3.2 *Time-based planning*

NO.	PERKARA	TARIKH	CATATAN / TINDAKAN
1	Mesyuarat kedua bersama KMKK	12/07/2019	Setiausaha mengeluarkan surat jemputan
2	Gotong Royong	15/07/2019	
3	Tarikh Tutup Penyertaan	25/07/2019	
4	Cabut Undi	26/07/2019	
5	Pertandingan Petanque	27/07/2019	



**PEJABAT RESIDEN BAHAGIAN BINTULU
TINGKAT 1, WISMA RESIDEN,
JALAN PISANG KELING,
OFF JALAN TUN RAZAK,
97000 BINTULU, SARAWAK.**

Telefon Am: 086-331896 Faks: 086-337043/312398
Laman Web Rasmi: www.bintulu.sarawak.gov.my

Rujukan Tuan :
Rujukan Kami : PRB/E/500-4/5
Tarikh : 25/7/2019

Kepada: SILA LIHAT SENARAI AGIHAN

PROGRAM SEMBANG SANTAI KERJAYA BELIA SIRI 1/2019

Dengan segala hormatnya perkara di atas dirujuk.

2. Sukacita dimaklumkan, Unit Khidmat Bimbingan Kaunseling & Psikologi Pejabat Residen Bahagian Bintulu menjemput tuan/puan hadir ke sesi sembang santai kerjaya belia siri 1/2019 seperti berikut:

Tarikh : 29/7/2019 (Isnin)
Masa : 9.30 pagi
tempat : Bilik Khidmat Kaunseling & Psikologi (Aras 3, Sri Bintulu)
Pejabat Residen Bahagian Bintulu

4. Antara objektif program sembang santai ini adalah untuk mengenalpasti ciri personaliti dan jenis kerjaya yang sesuai atau diminati oleh belia dalam kehidupan berkerjaya mereka di masa hadapan.

5. Kehadiran tuan/puan, amat dialu-alukan dan didahului dengan ucapan berbanyak terima kasih.

Sekian, terima kasih.

“ BERSATU BERUSAHA BERBAKTI “
“ AN HONOUR TO SERVE “

(JEFFREY JALONG)
Pegawai Tadbir | Pegawai Psikologi
b.p. Residen Bahagian Bintulu



**PEJABAT RESIDEN BAHAGIAN BINTULU
TINGKAT 1, WISMA RESIDEN,
JALAN PISANG KELING,
OFF JALAN TUN RAZAK,
97000 BINTULU, SARAWAK.**

Telefon Am: 086-331896 Faks: 086-337043/312398
Laman Web Rasmi: www.bintulu.sarawak.gov.my

SENARAI AGIHAN:

1. Afifah Tohirah binti Jabri (980306-13-6426)
2. Beatrice Unie Ak. Robert (971113-13-5078)
3. Cynthia Tida Vang Layu (970620-13-6222)
4. Imelda Imboi Ak. Ungon (960714-13-5934)
5. Joyce Emily Ak. James (970206-13-5582)
6. Noreng Bit (960802-13-6494)
7. Nur El Huda binti Abdul Razak (980122-13-6472)

TENTATIF ATURCARA PROGRAM JELAJAH BELIA SARAWAK 2019

SABTU (24 OGOS 2019)
DEWAN SUARAH BINTULU

MASA	AKTIVITI
7.30 – 8.30 pagi	: Pendaftaran Peserta
8.30 – 9.00 pagi	: Penerangan Program
9.00 – 10.00 pagi	: Sesi <i>Ice Breaking</i> (Salam Silaturahim)
10.00 pagi – 12.30 t/hari	: Sesi Motivasi Bersama Ikon Belia Sarawak
12.30 t/hari – 2.00 ptg	: Makan tengah hari/Rehat/Solat

MAJLIS PERASMIAN PROGRAM JELAJAH BELIA SARAWAK 2019 (JEPAK, BINTULU)

MASA	ATURCARA
2.00 petang	: Ketibaan Tetamu Jemputan
2.30 petang	: Ketibaan YB Datuk Haji Talib Zulpilip, Menteri di Jabatan Ketua Menteri (Integriti dan Ombudsman) merangkap ADUN N.67 Jepak : Nyanyian Lagu Negaraku & Ibu Pertiwiku : Persembahan Selamat Datang : Bacaan Doa : Ucapan Aluan oleh Kementerian Pelancongan, Kesenian, Kebudayaan, Belia dan Sukan Sarawak : Amanat daripada YB Datuk Haji Talib Zulpilip, Menteri di Jabatan Ketua Menteri (Integriti dan Ombudsman) merangkap ADUN N.67 Jepak : Sesi Sembang Belia Bersama YB ADUN #Belia... Apa Kata Kitak : Q & A daripada Belia/ Rumusan : Cabutan Bertuah : Sesi bergambar/ Selfie
5.00 petang	: Jamuan Ringan dan Bersurai
8.00 malam	: Malam Persembahan Kebudayaan Jelajah Belia Sarawak

KERTAS MINIT
Minute Sheet

Sila lihat senarai agihan

Tuan/ Puan,

JEMPUTAN MENGHADIRI SESI PERKONGSIAN MENGENAI *CRIMINAL PROCEDURE CODE (SEC. 117)* – TAHANAN REMAN

Dengan hormatnya, perkara di atas dirujuk.

2. Sukacita dimaklumkan bahawa tuan/ puan seperti nama di senarai agihan dijemput untuk hadir ke Sesi Perkongsian mengenai *Criminal Procedure Code (Sec. 117)* yang akan diadakan pada ketetapan berikut :

Tarikh : 23 Ogos 2019 (Jumaat)
Masa : 2.15 petang
Tempat : Bilik Mesyuarat BSC

3. Sesi perkongsian ini dijalankan bertujuan untuk memberi pendedahan kepada pegawai baru dan pegawai sedia ada serta yang mempunyai kuasa Majistret tentang bagaimana proses berkaitan tahanan reman dijalankan. Mohon kerjasama Ketua Jabatan/ Penyelia untuk memberi pelepasan kepada pegawai-pegawai berkenaan untuk hadir ke sesi perkongsian berkenaan.

4. Kehadiran dan kerjasama pihak tuan/ puan amatlah dihargai.

Sekian, terima kasih.

"BERSATU BERUSAHA BERBAKTI"
"AN HONOUR TO SERVE"



(JACK AMAN LUAT)
Residen Bahagian Bintulu

Rujukan : PRB/E/500-4/2 Jld. 13 (38)
Tarikh : 21 Ogos 2019

KERAJAAN NEGERI SARAWAK
BAUCAR BAYARAN
TAHUN KEWANGAN 2018

DATA PERAKAUNAN

Ministerian/Jabatan: Administration (Bintulu Division), Bintulu

Stesen	No. Baucar Jabatan	Tarikh Baucar	Jenis*	Tarikh dikemuka kepada pejabat pembayar
Bintulu	2400069 / 18 / 04 / 00685	01/11/2018	<input type="checkbox"/> AP96(a) <input type="checkbox"/> AP58(a)	
Kod Akaun				Amaun
Pusat Tanggungjawab	Program	Objek	RM	Sen
2400000	01050000	21302	424	00
Jumlah Bersih				424 00

(Dalam Perkataan): Ringgit Malaysia Empat Ratus Dua Puluh Empat Sahaja

KLUMAT PENERIMA

Kenbest Sdn Bhd	No. K.P.: 663797X <small>(No. Pendaftaran Perniagaan/No. Pendaftaran)</small>
CITADINES UPLANDS KUCHING - 55, Jalan Simpang Tiga, Kenyalang Park, 93300 Kuching, Sarawak	No Faks: 082-281889
Emel: enquiry.kuching@the-ascott.com	No. Akaun Bank: 8008325249
Alamat Bank: CIMB Bank Berhad, 2691, Blok 10, KCLD, 3rd Mile, Rock Road, 93250 Kuching.	


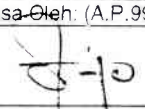
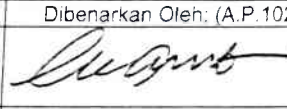
PERBUATAN DAN PENGESAHAN PEMBAYARAN

Tempahan penginapan hotel utk TR/N52 En-Hussaini Hakim, pd malam 23-24/10/2018 Semasa menghadiri mesyuarat di Kuching.

Pesanan/Kebenaran		Invois Pembekal		
Tarikh	No. Rujukan	Tarikh	No. Rujukan	Amaun
				RM Sen
01/10/2018	2400069/18/00711	25/10/2018	139467	424 00

Pengesahan Pemegang Waran:

Saya mengesahkan bahawa pembayaran ini adalah mengikut prosedur kontrak dan tidak akan melebihi jumlah yang telah diperuntukan kepada saya.

Disedia Oleh:	Diperiksa Oleh: (A.P.99 dipatuhi)	Dibenarkan Oleh: (A.P.102 dipatuhi)
		
Jerry Ris ak Kiai	Morris ak Utom	Mohammad Yelsop Bin Lee
Pembantu Tadbir (Kewangan), W19	Pembantu Tadbir(W22)	Penolong Pegawai Tadbir / N32

DISYOROKAN PEMBAYARAN (UNTUK KEGUNAAN PERBENDAHARAAN SAHAJA)

Disemak Oleh:	Dilulus Oleh:	Diterima Oleh: <small>(Tandatangan Dan Tarikh)</small>
		No. Cek/EFT:

Dokumen Sokongan Yang Dikepikan Bersama (Sila tandakan [/] pada yang berkenaan)

01/1/2013	Tuntutan Elaun Perjalanan	Lain-lain Dokumen Sokongan (sila nyatakan):
01/1/2013	Tuntutan Kilometeran	
01/1/2013	Permohonan Panduan	
01/1/2013	Borang Tuntutan Bayaran Baik	
01/1/2013	Borang Pengesahan Butiran Kontrak Bagi Pembayaran Sedutharga/ Tender	
01/1/2013	Borang Pengesahan Untuk Pembayaran Butiran Pembinaan Tanah/Tanaman	

Stesen: Administration (Bintulu Division), Bintulu
 No. Baucar: 2400069 / 18 / 04 / 00685
 Tarikh: 01/11/2018
 Jenis: AP96(a) AP58(a)
 Jumlah Bersih: 424 | 00
 (Dalam Perkataan): Ringgit Malaysia Empat Ratus Dua Puluh Empat Sahaja
 Penerima: Kenbest Sdn Bhd
 Alamat: CITADINES UPLANDS KUCHING - 55, Jalan Simpang Tiga, Kenyalang Park, 93300 Kuching, Sarawak
 Emel: enquiry.kuching@the-ascott.com
 No. Akaun Bank: 8008325249
 Alamat Bank: CIMB Bank Berhad, 2691, Blok 10, KCLD, 3rd Mile, Rock Road, 93250 Kuching.



KERAJAAN NEGERI SARAWAK
PESANAN BARANGAN/PERKHIDMATAN

No. Rujukan:

2400069/18/00711

da : Kenbest Sdn Bhd CITADINES UPLANDS KUCHING - 55, Jalan Simpang Tiga, Kenyalang Park, 93300 Kuching, Sarawak	Pentadbiran (Bahagian Bintulu) Alamat : Ibu Pejabat Bintulu
--	---

ekalkan Barangan / Perkhidmatan Berikut:

Butiran	Kuantiti	Unit	Harga Seunit (RM)	Amaun (RM)
Penginapan hotel untuk Tim. Residen/ N52 Tuan Hussaini Hakim pada 23-26/10/18 semasa menghadiri mesyuarat di Kuching.	3.00	malam	212.00	636.00

COPY TO H



Jumlah	636.00
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h (Pemegang Waran)



Mohammad Yaloo Bin Lee

Mohammad Yaloo Bin Lee

Pendolong Pegawai Tadbir N32

22/10/2018

Akuan Terimaan

Saya mengesahkan bahawa barangan/perkhidmatan seperti di atas yang telah diterima adalah tepat dan memuaskan

Tandatangan :

Hussaini Hakim

Nama

HUSSAINI HAKIM

Jawatan

TIMBALAN RESIDEN

Tarikh

31. 10. 2018

MINIT MESYUARAT

PERBINCANGAN BERKENAAN PERTANGAN PETANQUE ANTARA KAKITANGAN PEJABAT RESIDEN & DAERAH (RANDO) DAN KETUA MASYARAKAT KETUA KAUM (KMKK) BAHAGIAN BINTULU

TARIKH : 8 JULAI 2019 (Isnin)
MASA : 2.30 PETANG
TEMPAT : BILIK PERBINCANGAN TINGKAT 1,
PEJABAT RESIDEN BAHAGIAN BINTULU

HADIR:-

1. Siti Zubaidah Binti Putra
2. Norinawati Binti Ibrahim
3. Awang Omar Bin Mohamad Chee
4. Norhasinah Binti Hassan
5. Abu Bakar Bin Mohd Noor
6. Zulkapli Bin Hipni

1.0 Saudara Awang Omar selaku AJK Sukan menerangkan bahawa Pertandingan Sukan Petanque antara kakitangan Pejabat Residen & Daerah dan KMKK Bahagian Bintulu akan diadakan pada 27 Julai 2019 (Sabtu) bertempat di Arena Petanque MAKSAK.

2.0 Beliau menerangkan objektif utama pertandingan ini diadakan adalah untuk mengeratkan silaturrahim dalam kalangan kakitangan RANDO dan KMKK sendiri. Selain itu, dapat membina, memupuk dan melahirkan masyarakat yang kuat fizikal dan jati diri serta dapat mewujudkan sikap daya saing.

3.0 Hal-hal Lain:-

3.1 Borang Penyertaan

Saudara Awang Omar memohon supaya borang penyertaan dikeluarkan selewat-lewatnya pada 9 Julai 2019 (Selasa).

Tindakan: Setiausaha

3.2 Time-based planning


NO.	PERKARA	TARIKH	CATATAN / TINDAKAN
1	Mesyuarat kedua bersama KMKK	12/07/2019	Setiausaha mengeluarkan surat jemputan
2	Gotong Royong	15/07/2019	
3	Tarikh Tutup Penyertaan	25/07/2019	
4	Cabut Undi	26/07/2019	
5	Pertandingan Petanque	27/07/2019	

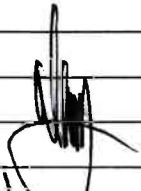

1. **Student's Name** : IMELDA IMBOI ANAK UNGON
2. **Date & Place of Birth** : 14 JULY 1996 / HOSPITAL BAHAGIAN MIRI
3. **UiTM I/C No.** : 2017534387
4. **Course** : BACHELOR OF ADMINISTRATIVE SCIENCE (HONS)
5. **Year** : 2019 **Part** 5
6. **Home Address** : SUBLOT NO-314, LOT 583, R.P.R SUNGAI PLAN,
JALAN TANJUNG KIDURONG, 91000 BINTULU, SARAWAK
7. **Address During Practical Training** : TINGKAT 1, WISMA RESIDEN, JALAN PISANG
KELING, OFF JALAN TUN RAZAK, 91000 BINTULU,
SARAWAK
8. **Place of Training** : BINTULU RESIDENT OFFICE
9. **Name of Supervisor In-Charge** : JUNDAH BINTI JEMAIN, JEFFRY JALONG,
SHARPINI BINTI DAUD, SAIFULBAHRY
10. **Duration of Training**
From : 24 JUNE 2019 To : 13 SEPTEMBER 2019





FOR OFFICE USE ONLY :


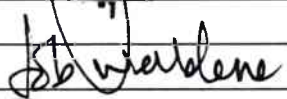

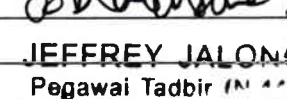

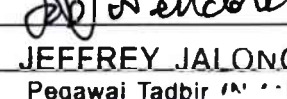

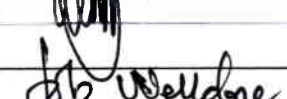
11. Remarks : [Dean / Course Tutor]


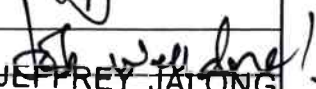

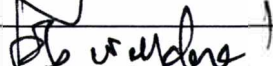

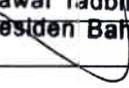
_____ *Renah.* _____




Date	Exact Nature Of Work Done	Supervisors Remarks
24/06/19	First day of my Internship,	
(Week 1)	I had been placed in the section of development	
	under Mr. Jeffrey Jalong. In this section, I	 JEFFREY JALONG Pegawai Tadbir (N.44) Pejabat Residen Bahagian Bintulu
	asked by Miss Amila to obtain file from	
	Madam Sudan in the administration section.	
	Therefore, in the afternoon we had	
	discussed about our upcoming event that	24/6/2019
	will organised by our development section	Job was done!
	on this Friday. I also contributed and	
	shared my idea to them as a team on	
	how to arrange the accessories for an	
	upcoming event which is "Ramah Tamah"	
	ceremony that will involves many people	
	such as Tatau and Sebauh district and	
	etc.	




Date	Exact Nature Of Work Done	Supervisors Remarks
27/06/19	<p>I assisted Madam Siti in preparing incentive that will distributed for "Gawai Raya" event and I also helps Miss Mila to hand over form to Mr. Jeffrey Jalong. Besides that, I assist other practical student from the Administration Section to hand over two letters that need to signed by Mr. Jeffrey. Therefore, I had gained new knowledge from Mr. Jeffrey on the RIASEC Careers Development such as realistic, investigative, artistic, social, enterprising and conventional with practical students from UNIMAS.</p>	 JEFFREY JALONG Pegawai Tadbir Pejabat Residen Bah... Bintul
28/06/19	<p>The next day, I assist Miss Angela to photocopy a few letter. On the same time, I learnt on how to using printing machine that provided by the organisation very well. After that, I helps Mr. Jeffrey to sending his letter to Madam Siti RANDO in the Social Transformation section. Then, I help him to photocopy three pages of letter as he requested. Next task is I helped Mr. Ivan, in wrote 'MT' wording for booth booking of "Gawai Raya" event. Today we had called to answering the questionnaires as a respondent to Kesejahteraan Sosial Negen Sarawak in the meeting room that conducted by them about a study on well-being of the citizens. Besides that, I also assists Dr. Intan which one of representative from majlis Pembangunan Sosial and Madam Amalina one of Bintulu Resident office staff to find another respondent as it requires 40 respondents</p>	 JEFFREY JALONG Pegawai Tadbir Pejabat Residen Ba... . Bin

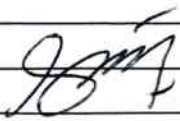

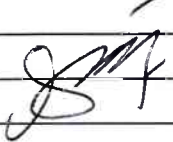

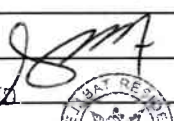

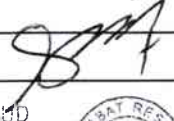



Date	Exact Nature Of Work Done	Supervisors Remarks
	to answering the questionnaire that distributed by them. Hence, I helped her in taking pictures using her own hand phones asked by Dr. Intan. Next, I helped them in welcoming and serve guest that coming to the meeting room.	 <i>Job well done!</i> JEFFREY JALONG Pegawai Tadbir (N.44) Pejabat Residen Bahagian Bintu
1/7/19 (week 2)	On 1st July of 2019, I had learnt on how to fax invitation letter of Bintulu Division Development Committee meeting (DDC) include with distribution list that will distributed to the representative or member of other agency. Therefore, the distribution also attached with attendance feedback form, it is to know their feedback either they are able to attend the meeting or unable.	 <i>Job well done!</i> JEFFREY JALONG Pegawai Tadbir (N.44) Pejabat Residen Bahagian Bir
2/7/19	Another task that given by Miss Amila is filing documents. In filing, I taught the ways to complete it. For example, letter that has been categorized as a forest letter, will kept in forest file, if 11th Malaysia Plan Project (RMK-11) must be kept in RMK file, electricity and water supply also must kept in it own file, PPRT and PIA/PIAS also have it own file.	 <i>Job well done!</i> JEFFREY JALONG Pegawai Tadbir (N.44) Pejabat Residen Bahagian Bintu
3/7/19	I called by AA Mond Yelsop to the Finance Section. In Finance section, I taught by him about the voucher payment, what the function of voucher payment and service order to the customer. Besides that, he teach me a lot about law, management, service and etc. The purpose of voucher payment is used as	 <i>Job well done!</i> JEFFREY JALONG Pegawai Tadbir (N.44) Pejabat Residen Bahagian Bintu





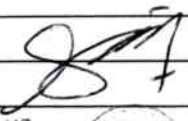

Date	Exact Nature Of Work Done	Supervisors Remarks
	<p>an evidence of money transaction by using cash receipt or Electronic Fund Transfer (EFT) that will approved for payment by three parties. I informed that voucher payment will kept in seven years. It is important as treasury will spending the money towards the organization or customer that requesting work order for some purpose.</p>	  JEFFREY JALONG Pegawai Tadbir Pejabat Residen Bantulu
	<p>Next is, service order. It is a task or a job for a customer that can be scheduled or assigned to someone, such as an order from a customer that request internally within the organization in terms of products or services.</p>	
4/7/19	<p>On 4th July, I assist Mr. Jerry from finance section arranging one box of voucher payment based on its running number as instructed by him.</p>	  JEFFREY JALONG Pegawai Tadbir Pejabat Residen Bantulu
5/7/19	<p>Another task is to print out all the vote ledger as guided by Mr. Jerry. After that, he teach me on how to apply it to the big size of vote ledger paper.</p>	  JEFFREY JALONG Pegawai Tadbir Pejabat Residen Bantulu
8/7/19 (week 3)	<p>I had learnt something new and gained new knowledge about vote ledger from Mr. Jerry in Finance section. Based on what I had learnt, vote ledger is a system where the monetary transactions of a business are recorded in the form of debits and credits. Through this process, I taught on how to write the vote ledger in form of manual. In the afternoon, I attended PETANQUE meeting whereby PETANQUE Competition will</p>	  JEFFREY JALONG Pegawai Tadbir Pejabat Residen Bantulu










Date	Exact Nature Of Work Done	Supervisors Remarks
	<p>organized by RANDO BINTULU and ketua Masyarakat dan ketua kampung (KMKK). This is organized because it is one of way to strengthen the bonding between District Office, Resident office and KMKK. Besides that, this competition benefits all staff and KMKK especially exposing us about the technique and teory of PETANQUE game.</p> <p>The most important thing is I involves in managing this game together with the organizer and gaining new experience in play PETANQUE and exposed on the rules of PETANQUE game.</p>	  JEFFREY JALONG Pegawai Tadbir (N.44) Pejabat Residen Bahagian Bintulu
9/7/19	<p>Today on 9th of July I continue my task writing vote ledger to manual system and wouldn't forget, I also sharing and teaching the other practical students on how to apply vote ledger to manual system one by one.</p>	  JEFFREY JALONG Pegawai Tadbir (N.44) Pejabat Residen Bahagian Bintulu
10/7/19	<p>I assist Miss Amira to filing the document of utility. It is important to filing the document in order to record-keeping system for an organisation. It helps to be organised, systematic, efficient and transparent. The most important thing is it helps all people who should be able to access information to do so easily.</p>	 JEFFREY JALONG Pegawai Tadbir (N.44) Pejabat Residen Bahagian Bintulu
11/7/19	<p>On 11th July, I assist Mr. Nicholas to find few document that need to be raised again because few issues on the project still need to improved.</p>	 JEFFREY JALONG Pegawai Tadbir (N.44) Pejabat Residen Bahagian Bintulu

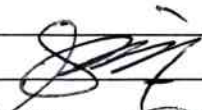

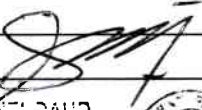



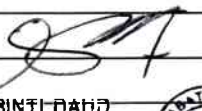

Date	Exact Nature Of Work Done	Supervisors Remarks
12/7/19	<p>On 2:00 p.m., I attend petanque meeting. In this meeting we informed who will participate in this game on 27th July 2019 such as how many KMKK, staff of District and Resident will involve in this event soon. Besides that, we explained how this game will be runned start from morning until afternoon. Next, we (practical students) given few tasks from this game such as handling five groups of players and appointed as emcee.</p>	 JEFFREY JALONG Pegawai Tadbir (N.44) Pejabat Residen Bahagian Bintulu
15/7/19 - 16/7/19	<p>On 3:00 p.m., once again I involve with "Ops Rababies" meeting. Ops Rababies meeting need many agency to involve such as veteriner, Tatau District police, Jabatan kesihatan, Angkatan Pertahanan Malaysia (APM), IPD Bintulu due to Rababies disease increasingly widespread. Therefore we asked by head of Department which is Mr. Saiful to take notes of important thing regarding rababies issues. Other than that, Deputy of Resident (Sir Hussaini) ask us to prepares meeting minutes for this "Ops Rababies" meeting.</p>	 JEFFREY JALONG Pegawai Tadbir (N.44) Pejabat Residen Bahagian Bintulu
17/7/19 - 18/7/19	<p>I appointed by madam shawpni from social section as a secretariat of Program Kesedaran Advokasi Pendidikan Seksual (KAPS) at SMK Bandar Bintulu about two days. Through this programme I learned on how to serve the people, how to socialize with other people especially interaction with the teachers and students of SMK Bandar Bintulu. Next I also</p>	 JEFFREY JALONG Pegawai Tadbir (N.44) Pejabat Residen Bahagian Bintulu

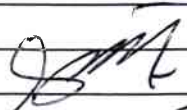





Date	Exact Nature Of Work Done	Supervisors Remarks
	<p>learned the awareness of prevention sexual issues among teenagers below age of 15 years old is important as they are victim of the situation and have to know the ways to prevent these issues</p>	 JEFFREY JALONG Pegawai Tadbir (N.44) Jabatan Residen Bahagian Bintulu
19/7/19	<p>I assisted Madam Sylvia deal with clients that wants to collect their company's tender that had given to them.</p>	
23/7/19 (week 5)	<p>I assisted Madam Sylvia follow up with Contractor by asking contractor when they want to come collect their invitation letter for draws vote of "Rural Transformation Project" or in short known as (RTP). Next, I taught by Mr. Imran on how to entertain contractor that will come ask about the tender such as to whom the bank statement attached with the invitation letter returned. For example, if the invitation letter from (JKR), it necessarily to returned to JKR, if an invitation letter from BDA, it must returned with the bank statement's attachment to BDA. So that, BDA and JKR know if the contractor interested with the project that has been stated inside the invitation letter or not interested.</p>	 JEFFREY JALONG Pegawai Tadbir (N.44) Jabatan Residen Bahagian Bintulu
24/7/19	<p>I assisted Madam Sylvia in preparing tagging of meeting minutes book for Divisional Development Committee (DDC) meeting that will run on the next day which is on 25th of July. This is important so that people that</p>	 JEFFREY JALONG Pegawai Tadbir (N.44) Jabatan Residen Bahagian Bintulu




Date	Exact Nature Of Work Done	Supervisors Remarks
25/7/19	On 25 th of July, I move to social section, in social section, I given a task to follow up regarding with the attendance of officer or representative that able to attend the program "kesedaran Advokasi dan Pendidikan Seksual" (KAPS) programme by Madam Sharpini.	 
26/7/19	On the next day, I had assisted Madam Siti Zubaidah to fax invitation letter of KAPS Programme to related persons which is the one will attending the programme as stated in the list of distribution that has been attached behind of the invitation letter.	 
27/7/19	Today, on 27 th of July, I and other practical students appointed as a secretariat of to Arbiter. In this Petanque game #1 assisting him to write down the points of the player.	 
29/7/19	On 29 th of July which is on Monday, we are invited of practical students in Resident office invited by Mr. Jeffrey Jalong to attend Youth career Programme session 1/2019. In this programme, I had learned on RIASEC career more details.	 
31/7/19	On 31 st of July, madam Nonna asked given a task to assists her during 'Jawatankuasa Transformasi Ekonomi Luau Bandar' (JTEB) whereby this meeting will start on the 2:30 p.m.	 





Date	Exact Nature Of Work Done	Supervisors Remarks
	<p>evening During the meeting, I had learned about the flow of the meeting, the important of the economy in rural area, things and things that raised up by other agency.</p>	
1/8/19	<p>1st of August 2019, I was asked by Madam Nonna to photocopy meeting slide of JKTELB that done presented in 31st of July (Wednesday). Besides that, I assisted Madam Tenny to photocopy sheets as requested by her.</p>	<p> <small>SHARPINI DAUD Pegawai Tadbir, N41 Pejabat Residen Bintulu</small> </p>
2/8-3/8/19	<p>On Friday and Saturday, I was appointed by Madam Sharpini together with other practical students as a secretariat to assisting her in handling "Program Kesedaran Advokasi dan Pendidikan Seksual (KAPS)" that will run in SMK Asyakirin, Bintulu. This programme gives a lot of benefits toward students, parents and teacher in the school. Therefore, it about awareness of students, it ^{parents} prevent in preventing pregnancy of teenager.</p>	<p> <small>SHARPINI DAUD Pegawai Tadbir, N41 Pejabat Residen Bintulu</small> </p>
5/8/19	<p>5th August morning, Madam Sharpini asked (week T) me to assists her to photocopy distribution list of 'Notis mesyuarat Penyelidikan Program Rantau Pembangunan Sosial (Rantau Pemasangan Rakan Bansa) Bahagian Bintulu 2019 Bil 2/2019'. After that, I assists her to distribute to fellows each of highlighted name as in the list. Next, I also assisting madam Tenny to</p>	<p> <small>SHARPINI DAUD Pegawai Tadbir, N41 Pejabat Residen Bintulu</small> </p>

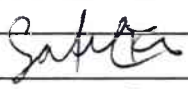

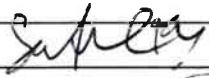

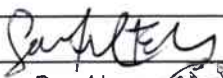

Date	Exact Nature Of Work Done	Supervisors Remarks
	photocopy of meeting sheet as asked by her.	
	In the afternoon, madam Nonna gives me task to fax 'Laporan Jawatankuasa Transformasi Ekonomi Luar Bandar CJKTE' follow the distribution list.	JEFFREY JALONG Pegawai Tadbir (N.44) Pejabat Residen Bahagian Bintulu
8/08/19-9/08/19	Miss Junaidah asked me to assist her scanning evaluation form of practical student. The next day, once again Miss Junaidah asked me to scan evaluation form of practical student.	 SHARPINI BINTI DAUD Pegawai Tadbir, N41 Pejabat Residen Bintulu 
12/08/19	On 12 th August, I had given a task to fax 'Notis Mesyuarat Penyelidikan Program Jelajah Belia Sarawak' by Madam Sharpini. In the afternoon, I had started follow up agencies related with the meeting.	 SHARPINI BINTI DAUD Pegawai Tadbir, N41 Pejabat Residen Bintulu 
13/08/19	On the next day, I continue follow up agencies as stated in the distribution list. Besides follow up, the attendance list of agencies has been recorded for meeting purpose. At 2.30 p.m, I also had attend meeting 'Program Jelajah Belia Sarawak'.	 SHARPINI BINTI DAUD Pegawai Tadbir, N41 Pejabat Residen Bintulu 
14/08/19	Today, I follow and assists Madam Siti Zubaidah to photocopy 40 sets of 'Notis Mesyuarat Program Jelajah Belia Sarawak'. Therefore, I also involves in one task which invitation letter necessary to kept in the envelope written 'Unsuran Kevajaan'.	 SHARPINI BINTI DAUD Pegawai Tadbir, N41 Pejabat Residen Bintulu 



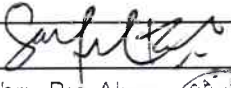
Date	Exact Nature Of Work Done	Supervisors Remarks
15/08/19	<p>August 15, I had assisted Madam Siti Zubaidah to fax invitation letter of participation in Similajau National Park, Integrity walk, Be Clean, Be Green, Be Integrity.</p> <p>Other than that, I also had assisted Noreng which is other practical student in paper cutting task as asked by Mr. Hawn in Development Section.</p>	 SHARFINI BINTI DAUD Pegawai Tadbir, N41 Pejabat Residen Bintulu 
16/08/19	<p>August 16, as usual after fax, I asked to follow up. So that, we will know either agencies that involve in the programme Integrity walk to attending the meeting or unable.</p>	 SHARFINI BINTI DAUD Pegawai Tadbir, N41 Pejabat Residen Bintulu 
19/08/19	<p>on August 19, Madam Siti Zubaidah (week 9) gives task to photocopy, fax, create attendance list of who will attend to the meeting in the computer. Besides that, I assists her in filing document in the right way and follow up agency by asking who will attend to the meeting.</p>	 SHARFINI BINTI DAUD Pegawai Tadbir, N41 Pejabat Residen Bintulu 
20/08/19	<p>on the early morning, once again I assists Madam Jacqueline to record document that in going and out going in the file. Therefore, I had recorded the name of agencies and officer that will attend to the 'Tanglung and SUKSAR' meeting. Besides that, I also record agencies name that will attending programme '#Shell Selamat Sampai#'.</p>	 SHARFINI BINTI DAUD Pegawai Tadbir, N41 Pejabat Residen Bintulu 

Date	Exact Nature Of Work Done	Supervisors Remarks
21/08/19	<p>on August 21st; I had received a task from Madam Siti Zubaidah to fax invitation letter of 'Ketua Masyarakat dan Ketua Kaum sempena Majlis Pevasmian dan Sesi Sembang Belia Program Jelajah Belia Sarawak 2019 once again as Jabatan Penevangan called asked for sending back invitation letter due to they did not receives the last page of the letter.</p>	<p>SHARPINI BINTI DAUD Pegawai Tadbir, N41 Pejabat Residen Bintulu</p>  
22/08/19	<p>August 22nd morning, I had asked by Ad Junaidah to setting up the projector in the discussion room for meeting purpose. Next, I received task from madam Siti Zubaidah to fax invitation letter of 'Program Jelajah Belia Sarawak 2019' to the Accountant General of Malaysia.</p>	<p>SHARPINI BINTI DAUD Pegawai Tadbir, N41 Pejabat Residen Bintulu</p>  
23/08/19	<p>August 23rd evening, I asked by Pn. Siti Manam to submit file to Pn sudan in the Registry Department. Meanwhile, In the afternoon, I had gained new knowledge as I attended sharing session about Criminal procedure code (Sec. 117) - Remand. meanwhile, in the evening, I had asked by Madam Amila in the Development Section to sending a letter that need ' to signed by Mr. Jeffrey Jalong. Hence, I also had asked by Mr. Jeffrey Jalong to photocopy 20 sheets of RIASEC Test for his Counseling purpose.</p>	<p>SHARPINI BINTI DAUD Pegawai Tadbir, N41 Pejabat Residen Bintulu</p>  

Date	Exact Nature Of Work Done	Supervisors Remarks
26/08/19 (week 10)	August 26, I was assisted Madam Shavpini in social section to photocopy minute sheet.	
	Next, I also assisted Madam Siti Zubaidah to passing a letter to Madam Novzi in the Registry Section. Meanwhile, Madam Siti Zubaidah asked me to scanning an invitation letter to attending 'Gotong-Royong' of Dengue Programme located at SJK Chung Hua, Bintulu.	<p>Safulbahry Bin Alwie Pegawai Tadbir N.44 721215-13-5149</p> 
27/08/19	On August 27 morning, based on what I had learned in social section, I continue to follow up the important agencies regarding with 'Gotong-Royong' Programme of Dengue disease. Hence, in the afternoon, I moved to the Registry section. In the Registry, I had learned to filing document from Madam sudan. During AS taught by Madam sudan, any document before filed kept in file, it is necessary to recorded in the computer's data which is namely 'Ingoing' and 'Outgoing'.	<p>Safulbahry Bin Alwie Pegawai Tadbir N.44 721215-13-5149</p> 
28/08/19	Today, I had assisted (AO) Junaidah to press the slide during the ISO 9001: 2015 meeting. During this meeting, I also gained some input as I had listened to their meeting. For example, ISO 2015 consists of the organisation management, client's charter.	<p>Safulbahry Bin Alwie Pegawai Tadbir N.44 721215-13-5149</p> 

Date	Exact Nature Of Work Done	Supervisors Remarks
29/08-30/08	August 29 and 30, once again I asked to filing documents as I had learned as the right way to filing from Madam Sudan in the Registry Section. Other than that, Madam Sudan teach me to find a document by using the number of reference on the file and the drawer.	<p>Safulbahry Bin Alwie Pegawai Tadbir N.44 721215-13-5149</p> 
03/09/19 (week 11)	On August 3rd, I was replacing Madam Sudan to doing her tasks to scan documents, records the incoming data, and filing sorts of document due she had attend training for one week.	<p>Safulbahry Bin Alwie Pegawai Tadbir N.44 721215-13-5149</p> 
04/09/19	The next day, I did received incoming letter from other agencies and then record the incoming letter into the 'incoming and outgoing' file in the computer. After that, I also learned about any incoming letter that has been stamped 'action has been taken' by the Deputy of Resident need to scanned then kept in the specific incoming file.	<p>Safulbahry Bin Alwie Pegawai Tadbir N.44 721215-13-5149</p> 
05/09/19	August 5 th , I joined Miss Angela from Development section went to site visit at kolej vokasional where there have many agencies involve in project of expanding car park of kolej vokasional such as Director and Deputy's director of kolej vokasional itself, Secretary of Yb Thomas, and Miss Angela and i as representative of Resident office, Mr. Gelau which is an engineer from BDA and Contractor from Alzia's company.	<p>Safulbahry Bin Alwie Pegawai Tadbir N.44 721215-13-5149</p> 

Date	Exact Nature Of Work Done	Supervisors Remarks
6/09/19	Today, we (practical students) were invited by Mr Jeffrey Jalong to attending career counseling which is on RIASEC career. Through this counseling, I had taught the way to answering an interview questions. Next, we had briefly explain on the important document for job application.	 Saifulbahry Bin Alwie Pegawai Tadbir N.44 721215-13-5149 
10/09/19 (week 12)	September 10, I was called by Madam Sharpini to assisted her in Social Section to distributing invitation letter of Programme "Majlis Pecah Tanah Methanol Plant" located at Simitajau to the important agencies and I also assisted her to distribute letters of "Lawatan ke Pembangunan sekolah Daif at SK Sg Tisang, Bintulu".	 Saifulbahry Bin Alwie Pegawai Tadbir N.44 721215-13-5149 
11/09/19	On September 11, I was assisted kak Dayang which she is secretary of resident to entertain the customer or client that want to register for special marriage also known as "Kahwin express" before meet with resident in his office.	 Saifulbahry Bin Alwie Pegawai Tadbir N.44 721215-13-5149 

Date	Exact Nature Of Work Done	Supervisors Remarks
12/09/19	12 th september 2019, once again I assisted kak Dayang in the Administration Section on how to converting speech for Resident for 'Tonglung Fiesta' event from the Microsoft to Pdf form.	 Saifulbahry Bin Alwie Pegawai Tadbir N.44 721215-13-5149 
13/09/19	<p>Today I was received last task from Madam Sharpini where by she asked me to assisted her to setup the meeting room especially in ensuring all the lamps, LCD have been switch on. Besides that, I need to take a printer and remote projector from Madam Siti before the meeting start on 10.30 a.m</p> <p>In the afternoon, we (practical students) were invited to come for career counselling on 'Langkah Ke Alam Pekerjaan'. Through this session, we did mock interview by Mr. Jeffrey Salong, Psychology officer in Resident Office Bintulu. So that we taught to answering few questions that familiar asked during the interview. Moreover, we were exposed on how to preparing resume. Lastly, I gained a lot of knowledge and working experiences from the officers and staffs in Resident Office Bintulu.</p>	 Saifulbahry Bin Alwie Pegawai Tadbir N.44 721215-13-5149 