

**UNIVERSITI TEKNOLOGI MARA
FACULTY OF ADMINISTRATIVE SCIENCE AND
POLICY STUDY**



PRACTICAL TRAINING REPORT (ADS667)

**PRACTICAL TRAINING REPORT AT SARAWAK
ENERGY BERHAD**

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SEPTEMBER 2017- JANUARY 2018

**CLEARANCE FOR SUBMISSION OF THE PRACTICAL TRAINING
REPORT BY THE SUPERVISOR**

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Title of Practical Training Report : Practical Training at Sarawak Energy Berhad

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I have reviewed the final and complete practical training report and approve the submission of this report for evaluation.

(Signature)

Date:

DECLARATION

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

Signed.

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Acknowledgment

Thank you God, for providing me the divine strengthen to make the decision and to endure the difficult time when conducting this practical training for the past two months at Sarawak Energy Berhad.

To my responsible supervisor, Madam Sharon Pearl (Academic Supervisor) and Mr Ameer Hamzah (Practical Training Supervisor) who has help me during the duration of the practical training by giving advice and ideas that has enable to move the practical training forward. As well as a keen eye for detail in helping us spot the mistakes in the practical training.

I would like to thank my family and friends for the moral support as well as helping us generating ideas for my practical training. My parent for providing me assistance on how practical report is written by showing me their own work they have done back in college. I would like to express my gratitude towards my siblings for giving me strength to see this practical training through very the end. My friends for helping me with format and how to better structure this practical report.

I would like to thanks those involve in the practical training conducted, thanking them for contributing the time and knowledge to help this practical training become successful.

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CHAPTER 1

INTRODUCTION OF THE ORGANIZATION

1.1 Introduction

This chapter focuses on the introduction of the organization. The organization that I have been working with for my practical training is Sarawak Energy Berhad. This chapter includes the background, vision and mission statement, values, organization structures and other relevant information regarding Sarawak Energy Berhad.

1.2 Background of the organization

Sarawak Energy's history began in the year of 1932, with the formation of Sarawak Electricity Supply Company Limited under Brooke Administration. It is to operate public electricity supply for the state of Sarawak. Previously, 11 years ago in 1921 a Electrical Section within the Public Works Department was set up to look after the public electricity supply. In 1962, it was dissolved and known as Sarawak Electricity Supply Cooperation (SESCO) under the Sarawak Electricity Supply Corporation Ordinance 1962.

(Source: Official website of Sarawak Energy)

Sarawak Energy is an integrated energy utility which is wholly-owned by the Sarawak State Government. It involved in the generation, transmission and distribution of electricity in the state of Sarawak, and responsible for the provision of clean and sustainable energy to power the State's economic and social growth. Sarawak Energy Berhad have a proud history of more than 70 years of service to the Sarawak community, and it remain committed to provide a reliable supply of electricity hydro-power potential, to fuel the State's growth.

1.3 Objectives

- i. Delivering a reliable and affordable electricity supply to more than 600,000 customers both domestic and commercial.
- ii. Ensuring the success of the Sarawak Corridor of Renewable Energy (SCORE) by maximizing its scale, investment and employment opportunities.
- iii. Financing our investment program without State Government funding or guarantees.
- iv. Building our employees' capacity to transform Sarawak Energy into a modern, professional and agile corporation.

(Source: Official website of Sarawak Energy)

1.4 Mission

- i. Pursue opportunities for growth by fully developing the Sarawak Government's SCORE agenda.
- ii. Ensure our safety and the safety of others with a commitment to do 'no harm to anyone at any time'.
- iii. Provide a reliable supply of clean competitively priced energy to support the economic and social development of Sarawak and our partners in the region.
- iv. Operate as a business, based on principles that reward our owners and employees, and delight our customers.
- v. Honor the trust placed in us by the people of Sarawak, by acknowledging and respecting them and contributing to their well-being.
- vi. Set and achieve high ethical and corporate standards that are a source of pride for our employees.
- vii. Develop our people, leadership and teamwork to build an agile, open, corporate and customer focused culture that responds to challenges and the need for change with innovation and cooperation.
- viii. Harness and utilize natural resources in a sustainable and responsible way.
- ix. Achieve operational excellence through a commitment to continual improvement and best practices.

1.5 Vision

To achieve sustainable growth and prosperity for Sarawak by meeting the region's need for reliable, renewable energy.

(Source: Official website of Sarawak Energy)

1.6 Values

a) Integrity

We do what is right in every aspect of our business, and in every contact with our people, customers, contractors and the community.

b) Unity

We are one business, working together and sharing information and expertise to achieve our common vision for the future.

c) Respect

We value our diversity, listen well, involve others, use our best judgement in all situations and actively care for our relationship.

d) Accountability

We work hard, take responsibility for our performance and deliver our commitments.

e) Courage

We respect and support each other to do what is right, and in the best interests of our company and the community, even it is not easy to do so.

1.7 Core business of the organization

a) Hydro

Renewable energy through hydropower development.

b) Thermal

Generates thermal power mainly through our coal and gas plants.

(Source: Official website of Sarawak Energy)

c) Grid System Operator

Power generation scheduling despatch.

d) Transmission

Sarawak energy is responsible for the maintenance and operation of the network to ensure reliable electricity supply throughout Sarawak.

e) Distribution

Operates and maintains an efficient distribution network to ensure reliable supply to our customers. Data collection, providing policy, and technical specification and undertaking maintenance installation planning. Improve the system operation of the distribution of network and to reduce the duration of outages.

f) Retail

Handle inquiries on technical and customer services.

g) Coal Resources

Secure stable coal supplies for the operations and strengthen our ability to leverage on Sarawak's indigenous coal resources.

(Source: Official website of Sarawak Energy)

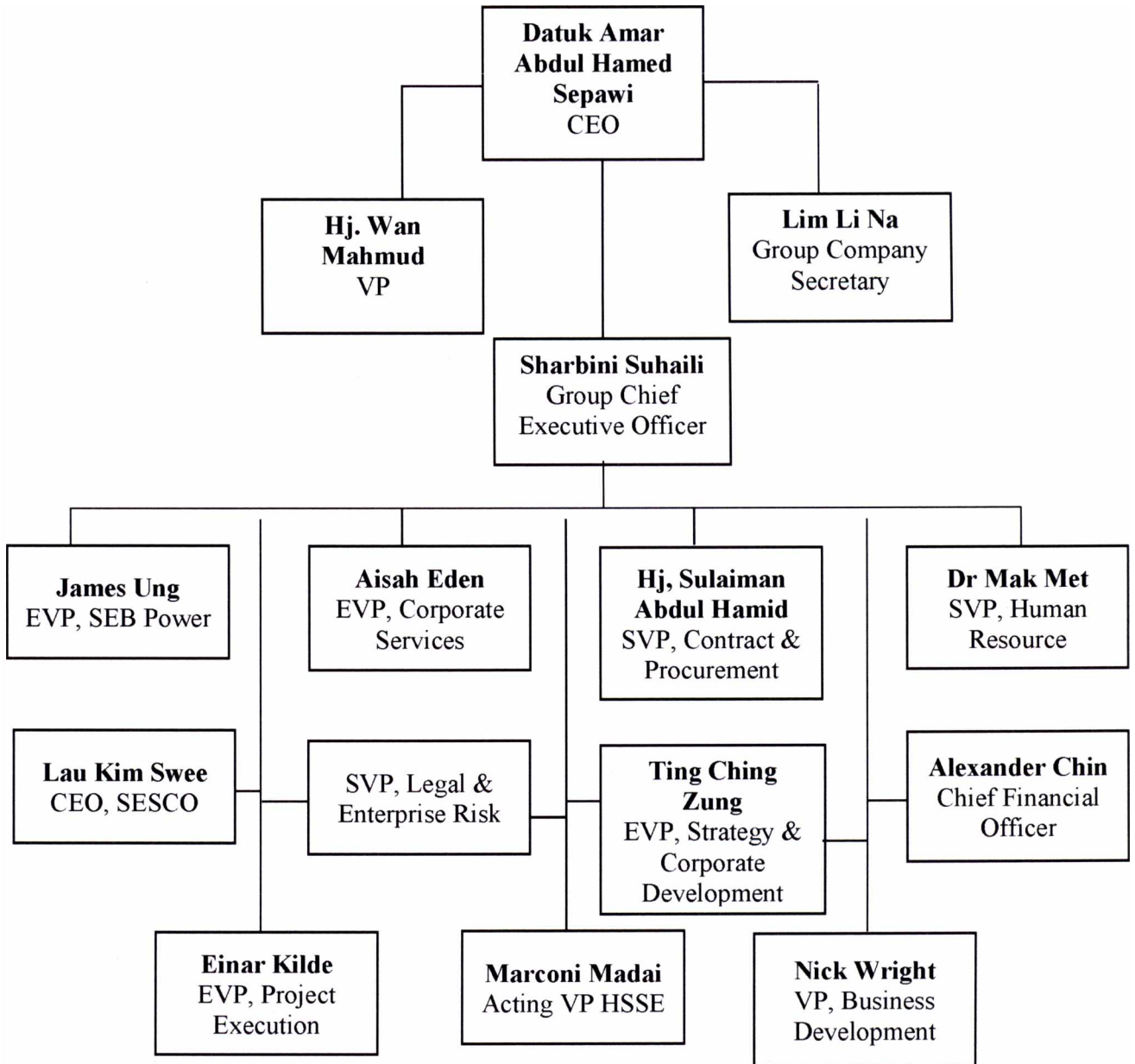
1.8 Organization Structure

1.8.1 Sarawak Energy Berhad Organization Chart

Sarawak Energy consists of one Chief Executive Officer, one Vice President, one Group Company Secretary and one Group Chief Executive. The Group Chief Executive is the one who leads the headquarter office of Sarawak Energy Berhad. Under the Group Chief Executive consists of four Executive Vice President, three Senior Vice President, two Vice President, one Chief Financial Officer each from different departments within Sarawak Energy Berhad and one CEO of the subsidiaries company under Sarawak Energy which is SESCO.

(Source: Official website of Sarawak Energy)

Figure 1.1 SEB Organization Chart



(Source: Official website of Sarawak Energy, www.sarawakenergy.com.my,

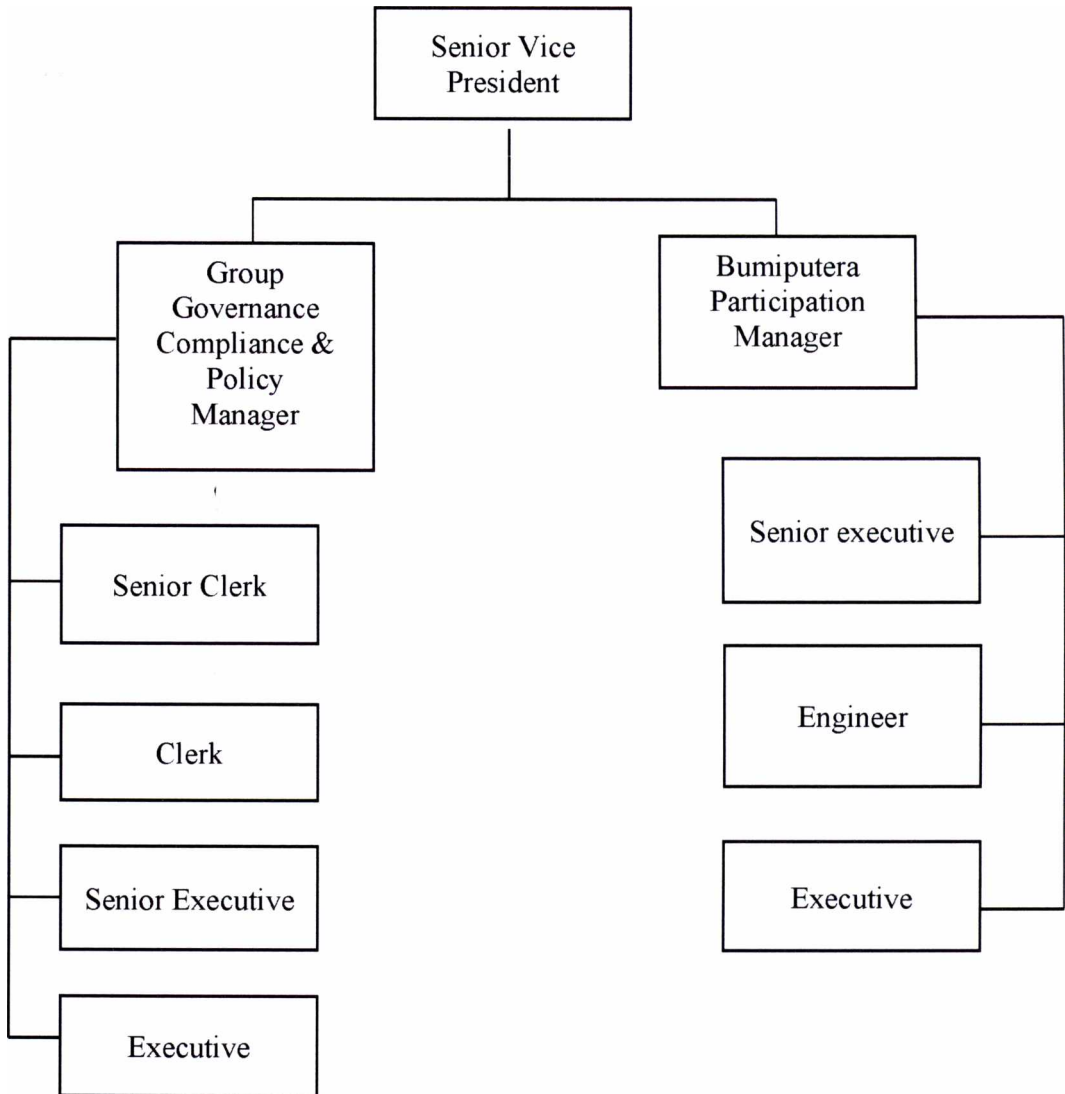
2017)

1.8.2 Contract and Procurement Department Organization Chart

Contract and Procurement Department is headed by Senior Vice President. This department has two sections which is Group Governance Compliance and policy and the second section is Bumiputera Participation. Under the Group Governance Compliance and Policy section consists of a manager, senior clerk, clerk, senior executive and executive. Under Bumiputera Participation section consists of a manager, senior executive, engineer and executive. The different sections indicates different kinds of work they are engage in.

(Source: Official website of Sarawak Energy)

Figure 1.2 C&P Organization Chart



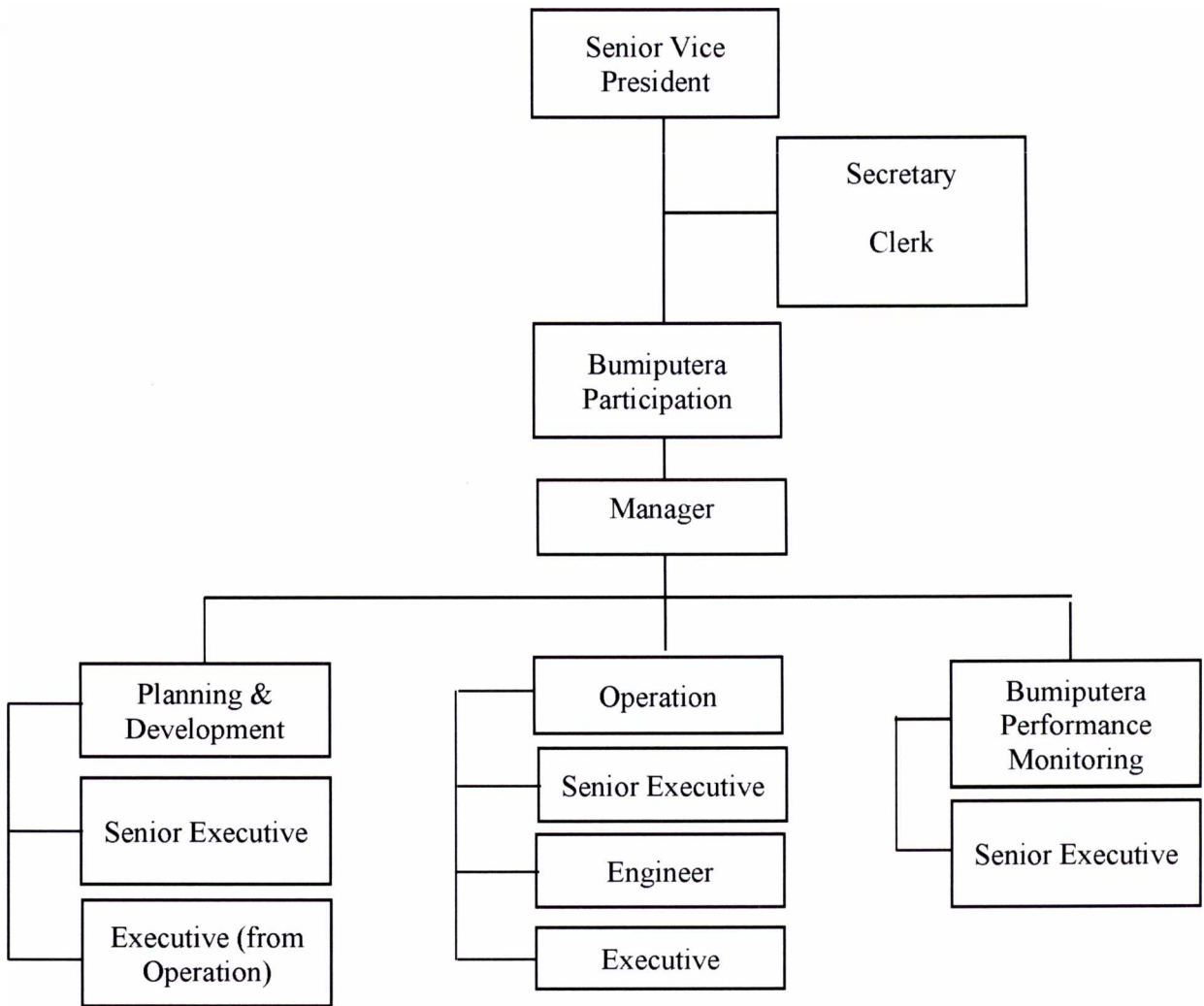
(Source: Official website of Sarawak Energy, www.sarawakenergy.com.my, 2017)

1.8.3 Bumiputera Participation Section Organization Chart

Bumiputera Participation is one of the sections included in Contract and Procurement Department. This department is led by Senior Vice President and is supervised by the Manager. This section has three functions which is Planning and Development, Operation and Bumiputera Performance Monitoring. Under the Planning and Development, a Senior Executive and an Executive is responsible whilst in the Operation, a Senior Executive, an Engineer and an Executive is responsible in this section. The Bumiputera Performance Monitoring is put under the Senior Executive responsibilities.

(Source: Official website of Sarawak Energy)

Figure 1.3 BP Organization Chart



(Source: Official website of Sarawak Energy, www.sarawakenergy.com.my, 2017)

1.9 Practical Training Working Hours

The time range for practical training is for two months starting from 24 July 2017 until 15 September 2017. Below is the time table that has been provided during the practical training in Sarawak Energy Berhad:

Table 1.1 Sarawak Energy working hours

DAY / TIME	8.00 AM – 1.00 PM	1.00 PM – 2.00 PM	2.00 PM – 5 PM
MONDAY - FRIDAY	WORK	REST	WORK
SATURDAY & SUNDAY	REST	REST	REST

In Sarawak Energy Berhad, working days starts from Monday to Friday. Working time is from 8 am until 5 pm whereas rest time is form 1 pm until 2 pm for one hour. Saturday and Sunday is a non-working day for Sarawak Energy Berhad.

1.10 Conclusion

As a conclusion, Sarawak Energy is mainly the organization that generates electrical power for the usage of the whole state. They are responsible to ensure that everyone in the state has electrical utility. Other than generating and supplying electrical utility, they also give chance to other companies to invest in Sarawak Energy in order to increase their revenue.

(Source: Official website of Sarawak Energy)

CHAPTER 2

SCHEDULE OF PRACTICAL TRAINING

2.1 Introduction

This chapter focuses on the schedule of practical training that has been recorded in my log book which has been provided for me to be used daily during my practical training. The task and activities that has been recorded in my log book is based on the department that I have been assigned to which is the Contract and Procurement department and I am supervise by an Engineer under the Bumiputera Participation Section, Puan Azleen binti Abu Talib. This chapter will further explain on the tasks and activities that I have carried out during my practical training.

2.2 Practical Training Schedule

A practical training log book is provided for me and the purpose is to record every activities I have carried out and done during my practical training in Sarawak Energy Berhad. The log book is checked and signed through initials by my supervisor, Puan Azleen binti Abu Talib as prove that I have carried all the tasks and activities that is assigned to me. My practical training time range is in within two months from 31 July 2017 until 22 September 2017. The following are my practical training schedule of the list of activities and tasks that I have carried during my internship in Sarawak Energy week by week.

2.2.1 Week 1 (24th July- 28th July 2017)

On the first day, I was reported for duty at Sarawak Energy Training Center, Jalan Biawak. Mr James Nazri Abdullah is the head of Training Industrial Department is responsible for my report duty attendance. In the afternoon, there was a meeting headed by Mr James and his assistant Miss Danielle together with fellow interns at Sarawak Energy Training Center Library's. During the meeting, ice breaking take place. Followed by signing of few documents that needed to be signed for the official purpose of Sarawak Energy and also short briefing was conducted. From the meeting, I was assigned and placed at Sarawak Energy Berhad Headquarter which is 10 minutes away from the Training Center. Since it was our first day of practical training for the next day, we were advised by Mr James to arrive at the Headquarter at 8.30 a.m. for our delegation of task and briefing.

On the second day of the week, I arrived at Sarawak Energy around 8.15 a.m as for the security purpose of entering the Headquarter I was advised to pass my identification card to the guard for my visitor card in return and waited for Mr James at the Sarawak Energy Gallery ushered by Miss Danielle. A short meeting was held with Mr James for assigning of tasks and introduced to which department that I will be posted. I was assigned to the Asset Management Department specifically under Contract Procurement sub-department at Level 8 of the Headquarter. Other than that, I was advised also by the security guard to hand in my visitor card at the counter as in return also for my second visitor card so it will allow me to access to the office. I was introduced to the Contract Procurement staffs and they briefly explain what is all about the department do and responsibilities.

My first task was key in data using Microsoft Excel 2016. It needed me to access to an official website of Contractors Registration Information System V2.2 (CORIS). An official ID is needed for accessing CORIS. Since I was new in the organization, there is no valid ID for my access. Therefore, with the assist of senior trainee I am able to access the website. The data entered is known as Unit Pendaftaran Kontraktor (UPK). The particular that I needed to key-in was the company name, address, contact number, fax number, and also email of the company. Besides, I was thought how to send email through Lotus Notes.

Day 3, tasks begun with key in the data for Company lists that is recognize as Bumiputera Company. The data entered using Microsoft Excel 2016. Later on, after I completed my task I seek for my supervisor to submit the task. The particular that I needed to key-in was the company name, address, contact number, fax number, and also email of the company.

On fourth day I discussed with my supervisor regard of the flow chart of the company visit. Besides that, I was discussed with the other trainee with regards on how to use Visio and design the flow chart, and editing my flow chart through Visio Drawing.

Last but not least, on Friday I assisted my supervisor to separate the cheque for the application of tender. For this task, I need to divide the cheque according to the bank such as RHB bank, Maybank, Bank Islam, Hong Leong Bank, Bank of China and also Standard Chartered Bank. Later on, I will compile the cheque together with the photocopy of the application of the tender. Then, I need to ask my supervisor to

sign the tender applications as a prove from our department that the customer had paid the tender. After that, the cheque will send to the Financial Department for issuance.

2.2.2 week 2 (31st July- 4th August 2017)

On my first day of the second week, my task begun with helping my supervisor to prepare the meeting materials. The meeting materials such as papers. Things that I did was basically sticking labels of the meeting's sub agenda onto the color papers and also arranging papers according to the label.

My task for the second day was began with arranging materials for meeting. It was compiling meeting materials such as document. My second task was key-in data using Microsoft Excel 2016. It needed me to access to an official website of Contractors Registration Information System V2.2 (CORIS). An official ID is needed for accessing CORIS. The particular that I needed to key-in was the company name, address, contact number, fax number, and also email of the company. The particular that I needed to key-in was the company name, address, contact number, fax number, and also email of the company.

On Wednesday, my task is to key-in data using Microsoft Excel 2016. It needed me to access to an official website of Contractors Registration Information System V2.2 (CORIS). An official ID is needed for accessing CORIS. The particular that I needed to key-in was the company name, address, contact number, fax number, and also email of the company. My next task was handling cheque. For this task, I need to separate the cheque for the application of tender. For this task, I need to divide the

cheque according to the bank such as RHB bank, Maybank, Bank Islam, Hong Leong Bank, Bank of China and also Standard Chartered Bank. Later on, I will compile the cheque together with the photocopy of the application of the tender. Then, I need to ask my supervisor to sign the tender applications as a prove from our department that the customer had paid the tender. After that, the cheque will send to the Financial Department for issuance.

On day four of the week, I assisted my supervisor in doing general packing. Basically what I did was, collecting files and documents to be packed into a box. This is because our department soon will moving to the ground floor, therefore, we need to make sure every documents and files are sealed and labeled according to different categories such as Bumiputera Annual Year report and Tender list. Next, I also assisted my supervisor in preparing meeting materials. It was compiling meeting materials such as documents.

On Friday, general packing was my main task of the day. Every documents and office materials needed to be stored into a box and send to the new office at the ground floor.

2.2.3 Week 3 (7th August- 11th August 2107)

As the first day of the week we are officially moved to the ground floor. I was assigned to help my supervisors to do general unpacked of all the boxes. It needed to be done by today, as the general unpacked will delayed the working performance later on. Next, I was assigned to shred a confidential documents. These documents needed

to be disposed because it was private and confidential. Thus, as for today it was my main task.

On the following day, my task was to key-in data using Microsoft Excel 2016. It needed me to access to an official website of Contractors Registration Information System V2.2 (CORIS). An official ID is needed for accessing CORIS. The particular that I needed to key-in was the company name, address, contact number, fax number, and also email of the company. Next, I was assigned to shred confidential documents. These documents needed to be disposed because it was private and confidential. My third task was decorating the office by wrapping the recycle boxes using recycle papers. By the end of the day, I managed to wrap six boxes for the office use.

On 9th August, I was assigned to do labeling of the files. The type of files label was printed using colored papers. Thus, it was the only task that I did for my third day.

The next day, I was assigned by my supervisor to make phone calls with the contractors to invite them for a Contractors Briefing which will be held at Sibuh. The phone calls objective was to ask whether they are interested to participate for the briefing. Besides, I also needed to call back those contractors who are not reachable to invite them for the Contractors Briefing. After they agreed to join then my supervisor will email an invitation form for them to accept.

The final day of the week, I was assigned to make phone calls again and informed all of the contractors whom had agreed to participate in the briefing to notify them regards the changing date of the Contractor Briefing postpone to September. Besides that, I was assigned to make a phone calls again to invite contractors company for tender for street lighting maintenance and ask for their email to send the information regarding the tender.

2.2.4 Week 4 (14th August - 18th August 2017)

My first task of the week was handling cheque. For this task, I need to separate the cheque for the application of tender. For this task, I need to divide the cheque according to the bank such as RHB bank, Maybank, Bank Islam, Hong Leong Bank, Bank of China and also Standard Chartered Bank. Later on, I will compile the cheque together with the photocopy of the application of the tender. Then, I need to ask my supervisor to sign the tender applications as a prove from our department that the customer had paid the tender. After that, the cheque will send to the Financial Department for issuance. My second task was, arranging tender letters to be dispatched to the respective organization. Letters are dispatched through SkyNet. Therefore, I need to fill in particular at the form such as name, address and telephone number of the organization.

The next day of the week, I attended a Contract Process Briefing held by Mr Iskandar, Senior Executive. On the briefing he was explaining how does the process of contract from planning to the contractor evaluation. Besides that, my task also creating a database for a company base on their strength such as G4 of CIDB license tender capacity not exceeding RM3 million. The particular that I needed to key-in was

company name, telephone number, fax, email and region. These company must be a Bumiputera company.

On 16th of August, my first task was key-in data for Contractor Briefing. The particular that I needed to key-in was company name, telephone number, fax, email and region. These company must be a Bumiputera company. My next task was wrapping boxes for the purpose of the office use.

My third day of the week task was arranging tender letters to be dispatched to the respective organization. Letters are dispatched through SkyNet. Therefore, I need to fill in particular at the form such as name, address and telephone number of the organization. My other task also included shredding a private and confidential documents for it to dispose. Other than that, I was having a short meeting with Mr James regard my offer letter of Industrial Training for the purpose of confirmation.

As for the final day of the week I was assigned to attend a Contractor Briefing which was held at the meeting room at Level 5. The briefing was attended by a company from Korea such as Hyundai Engineering and also a local company such as Jeffa Energy (S) SDN. BERHAD. Upon the meeting I was there to listen, adapt to the real situation of a meeting, and also helping my supervisor in preparing food and beverages to the representatives.

2.2.5 Week 5 (21st August- 25th August 2017)

On my first until the third day of the week, my task was to key-in data using Microsoft Excel 2016. It needed me to access to an official website of Contractors

Registration Information System V2.2 (CORIS). An official ID is needed for accessing CORIS. The particular that I needed to key-in was the company name, address, contact number, fax number, and also email of the company. However, on the third day, my task was handling cheque. For this task, I need to separate the cheque for the application of tender. For this task, I need to divide the cheque according to the bank such as RHB bank, Maybank, Bank Islam, Hong Leong Bank, Bank of China and also Standard Chartered Bank. Later on, I will compile the cheque together with the photocopy of the application of the tender. Then, I need to ask my supervisor to sign the tender applications as a proof from our department that the customer had paid the tender. After that, the cheque will send to the Financial Department for issuance.

Meanwhile, on my fourth and fifth days of the week I was assigned by my supervisor to make phone calls to the contractors to invite them for a Contractors Briefing which will be held at Miri. The phone calls objective was to ask whether they are interested to participate for the briefing. Besides, I also needed to call back those contractors who are not reachable to invite them for the Contractors Briefing. After they agreed to join then my supervisor will email an invitation form for them to accept.

2.2.6 Week 6 (28th August- 1st September 2017)

On my first day of the week, I was assigned by my supervisor to make phone calls to the contractors to invite them for a Contractors Briefing which will be held at Miri. The phone calls objective was to ask whether they are interested to participate for the briefing. Besides, I also needed to call back those contractors who are not reachable to

invite them for the Contractors Briefing. After they agreed to join then my supervisor will email an invitation form for them to accept. Other than that, my task was to key-in data using Microsoft Excel 2016. It needed me to access to an official website of Contractors Registration Information System V2.2 (CORIS). An official ID is needed for accessing CORIS. The particular that I needed to key-in was the company name, address, contact number, fax number, and also email of the company.

On the second day of the week, I attended a tender briefing among the committee for the Contractor Briefing which will be held at Miri. The briefing was to discuss on the progress of the phone calls of the invitation of the contractors at Miri. Besides that, my task was to key-in data using Microsoft Excel 2016. It needed me to access an official website of Contractors Registration Information System V2.2 (CORIS). An official ID is needed for accessing CORIS. The particular that I needed to key-in was the company name, address, contact number, fax number, and also email of the company.

The next day, I was assigned to arrange the list of company that was agreed to attend the Contractor Briefing at Miri. The list that I was created using Microsoft Excel. The particular that I needed to key-in was company name, representative name, contact person, and email.

On the 31st of August was claimed as Public Holiday (Independence Day) and also on 1st of September was claimed as Public Holiday.

2.2.7 Week 7 (4th September- 8th September 2017)

On the first day of the week was claimed as the Public Holiday by Prime Minister to celebrate the victory of our athletes in winning the SEA Games.

The second day I was assigned to attend a launching of 'Health Safety and Environment week 2107' at the Auditorium of the Menara Sarawak Energy, Level 2. Besides that, I was doing an administrative works such as dealing with customers that buy the tender and also make sure some particulars and certificate was sufficient. Next, my task was compiling documents into file for contractor briefing at Miri. For this task my supervisor and I have to stay back until midnight at the office since we have to do a file pack of 150 document to be deliver to Miri the next day.

For my third until fifth days of the weeks I was assigned to do an administrative works in front of the Tender Counter. The task needed me to deal with the customers whom are buying the tenders, receiving Quotation, submission of tenders, and also handling cheques for tenders such as separate and rearrange according to the groups of the banks. Besides that, I was make a phone calls to the company to collect their tender documents . In addition, I was there to assist my client to register their company at e-tender (www2.sesco.com.my). Other than that, my task was to key-in data using Microsoft Excel 2016. It needed me to access to an official website of Contractors Registration Information System V2.2 (CORIS). An official ID is needed for accessing CORIS. The particular that I needed to key-in was the company name, address, contact number, fax number, and also email of the company.

2.2.8 Week 8 (11th September- 15th September 2017)

For the final week of my internship, my tasks was the same for the last 5 days remaining at Sarawak Energy. Basically what I did was to do an administrative works in front of the Tender Counter. The task needed me to deal with the customers whom are buying the tenders, receiving Quotation, submission of tenders, and also handling cheques for tenders such as separate and rearrange according to the groups of the banks. Besides that, I was make a phone calls to the company to collect their tender documents. In addition, I was there to assist my client to register their company at e-tender (www2.sesco.com.my). Other than that, my task was to key-in data using Microsoft Excel 2016. It needed me to access to an official website of Contractors Registration Information System V2.2 (CORIS). An official ID is needed for accessing CORIS. The particular that I needed to key-in was the company name, address, contact number, fax number, and also email of the company. On the final day, I was delegated to attend a meeting at level 2 to assist my supervisor in preparing the foods and beverages for the participants, besides that, my task was to key-in data using Microsoft Excel 2016. It needed me to access to an official website of Contractors Registration Information System V2.2 (CORIS). An official ID is needed for accessing CORIS. The particular that I needed to key-in was the company name, address, contact number, fax number, and also email of the company.

Before I left the company I was requested to hand in my security pass and other assets that was belonged to Sarawak Energy. It was apart from the process as a trainee here to return everything that was owned by the company and every documents that I've seen remaining as private and confidential between me and the company itself.

This is because I shall not breach the contract that I has signed at the first day of my internship with Sarawak Energy Berhad.

2.3 Conclusion

As a conclusion to this chapter, the log book contains all the activities and tasks that I have performed in Sarawak Energy. It is as a proof that I am responsible when it comes to the tasks assigned to me. All the activities that I have done is monitored not only by my supervisor but also the whole department is there when there is tasks given to me and they monitored the way I do my job. This is to ensure that I am doing my tasks in the right way.

CHAPTER 3

ANALYSIS

3.1 Introduction

This chapter focuses on one particular task that I have done the most during my practical training which is handling data processing, Contractors Registration Information System (CORIS). It will explain both the theoretical and practical terms of the task that I have chosen. Hence, this chapter will explain on the definition, types of Database Management System (DMS), and application of Database Management System in Sarawak Energy Berhad.

3.2 Definition of Data Processing

Data processing is known as the carrying out of operations on data, especially by a computer, to transform, to retrieve, or classify information. Besides that, data processing also known as database.

Database is define as a set of large data that has been collected in a computer and able to be accessed through various ways (Oxford Dictionary, 2017). The data collected may be big or small in number of samples, it is depending on how much does the organization required from time to time basis. Besides that, according to The Editors of Encyclopedia Britannica, (2017) mentioned that a an electronic database is also known as database. It is involving the collection of information and organize for easy access by the user. Database also a structured form of data to facilitate the retrieval, amendment, deletion of data and storage with various data-processing operations.

A Database Management System (DMS) functions as extracting the information needed from the database in response of the queries of the users (The Editors of Encyclopedia Britannica, 2017). A database files and records must be organized to allow the user access it easily. Besides, using various sorting commands, filters, and also keywords the users are able to attain the search immediately. In addition, the users are able to rearrange, edit, transfer, group, and select any particular fields in many records to create reports on particular data. The Database Management System (DMS) has its special ability to define new relationships from the basic data ones given by the previous data records and use them to get responses to queries.

3.3 Types of Database Management System (DMS)

There are few types of Database Management System (DMS) such as Operational database, End User database, Centralized database, Distributed database, Personal database, and Commercial database (Samiksha, 2017). Each type of the database has its own functions that might vary from the other types of database.

The first type of database is **Operational database**. This type of database is about storing data of the enterprise or organization itself. In other words, the data that they obtain and keep are must be relating to the organization. As for an example, marketing and numbers of employees. These data are organized according to their functional lines. Therefore, this type of database is able to create a summary information from the information collected.

The second type of database is **End User database**. These type of database are meant to be shared among the colleagues as the summary of the information is the

crucial part needed by the top level management. In this context, the top level management is known as the end user. Besides that, the information sharing can be shared to the managers at different levels. Thus, these managers may not be interested about the individual transaction as found in the operational database.

Next, **Centralized database**. For this type of database, all of the information and application programs are stored at a central computing facility. This means that the other users from different locations of departments have to access the central database to ensure the processing. The application programs here act as the receiver of the transaction from the communication controller. Which means that, the programs will pick up the most suitable data from the database for processing of the transaction. Other than that, the data verification and validation are also carried out by the application programs at the central computing facility. Thus, for this type of data it must be done and obtain the information at the central computing facility.

The fourth type of database is **Distributed database**. All of the information are distributed at various sites in the organization. This is because the sites are linked to each other with the help of the communication links. Therefore, the entire of the data collection and information gathered have contributions from the common database as well as the data obtained from the local operations. In addition, the data can be distributed at the local facility.

The other type of database is **Personal database**. For this type of data, it does not require a huge number of information sharing within the organization. This is because the data and information kept by an individual are meant for the individual

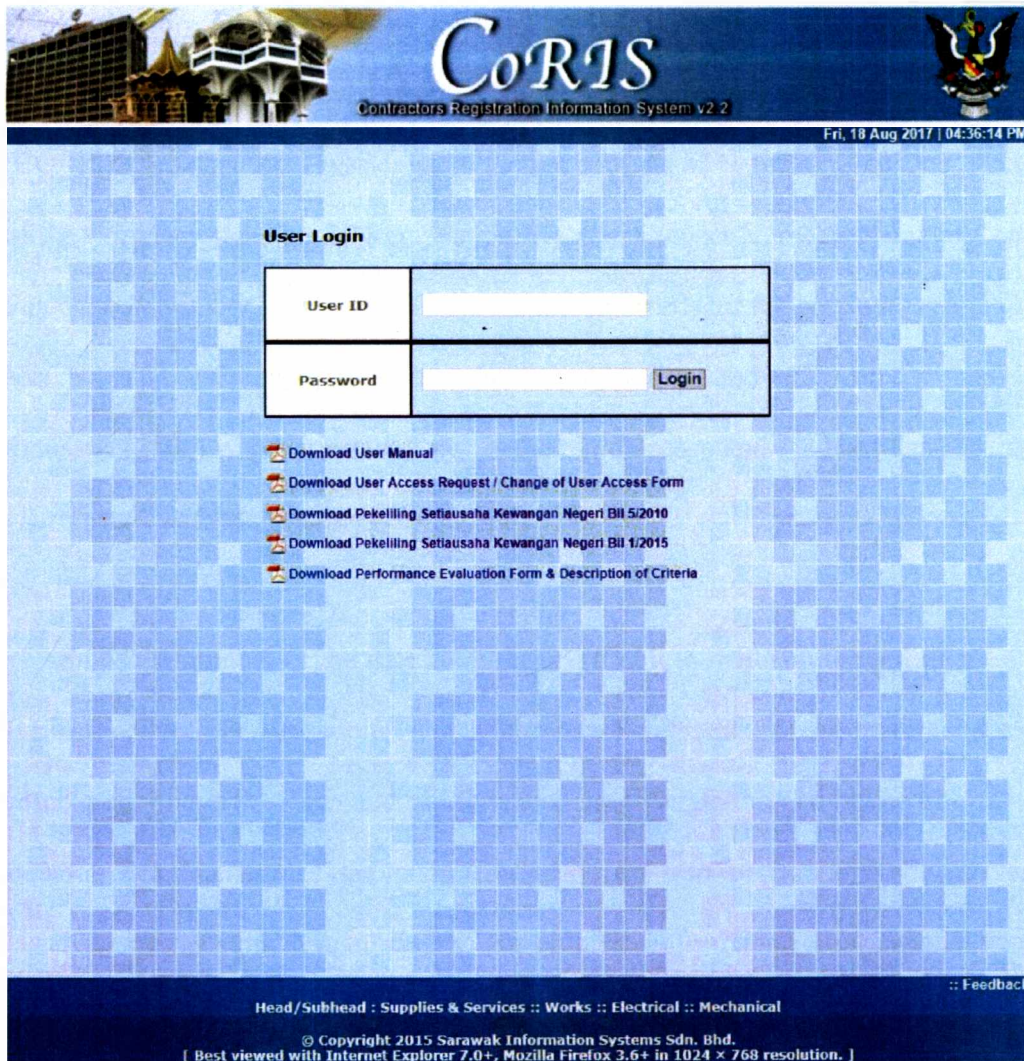
itself. It is restricted to the other individual in the same organization to share the data. Besides that, the database are designed and specific subject. Therefore, only the owner of the information able to decide whether he or she wanted to share the information among the staffs, especially in the same department.

Last but not least, the type of database is **Commercial database**. It also known as external database, this is because it provide a venture to the users. This type of database is something that the users need but they could not afford to maintain such huge database. This is because the data are huge and it has to be sold to the user as a paid service to the user. Therefore, this service are available in the area of technical information and financial. For example, foreign exchange and stock markets.

3.4 Application of Database Management System (DMS) in Sarawak Energy Berhad.

However, in Sarawak Energy Berhad (SEB) the database system is special from the other database system as mentioned above. In the department of Contract and Procurement under Bumiputera Participation, the database system known as Contractors Registration Information System (CORIS). This system is used by the staff to select the contractor from Contractors Registration Information System (CORIS).

Figure 3.1 Contractors Registration Information System (CORIS).



(Source: Official website of Sarawak Energy, www.sarawakenergy.com.my, 2017)

Before selecting the contractor, the owner of the project will shortlisted the registration class according to the value of the contract. The registration class start from A class until F class. The A class value project worth more than Ringgit Malaysia (RM) 2 billion and above, meanwhile the F class value worth Ringgit

Malaysia (RM) 20, 000 and below. Next, after the class has been decided, the staff will provided the list or data base on the class required.

During my internship I was assigned by my supervisor to search and create a database that was retrieved from Contractors Registration Information System (CORIS). The data that I was created, the list consists of Name of Company, Address of the Company, Number of Registration, Region, Contact Number, Name of Contact Person, Fax number, and Email. These are the keywords for the easy access and filters search by the users. Sometimes the data that I was created exceed more than three thousand (3000) which mean that this is the big database and the least database that I was created was less than ten (10).

Since the number of the data is big, it is difficult to maintain the information that I must collect. For example, if the contractor registration information was not completed, I have to search and call the company to attain their complete information. Besides that, sometimes the contractor also insist to cooperate well. It created disadvantage of the system due to incomplete information has caused various problems such as time consuming and doubled the workload of the users. Meanwhile, although the number of data is big but by using the database system it allow the rapid search since they are using the filters and keywords command method. Thus, the time required to search has been cut off through keywords command.

Other than that, what makes this system special is the Contractors Registration Information System (CORIS) was bought by the Sarawak Energy Berhad from the State of Sarawak. Therefore, in this organization it only allow two person to access the system. An identification user and password is needed before accessing the system.

However since it only allow two individual to access, it leads to difficulties to access sometimes due to the internet connection or server error. This is because the user needed to retype their user identification and password for several times, it may be worst if it is could not be accessed for few days and this will lead to delay in time management.

3.5 Conclusion

In conclusion, database system allow an easy access and rapid search by the user. Other than that, the time required to search has been cut off through keywords command. Besides that, there are few types of Database Management System (DMS) such as Operational database, End User database, Centralized database, Distributed database, Personal database, and Commercial database (Samiksha, 2017). Each types of the database has its own functions that might be vary from the other types of database. Thus, every types of database has its own specialty and functions.

CHAPTER 4

RECOMMENDATIONS

4.1 Introduction

This chapter focuses on pointing out the strength and weaknesses of the task I have elaborate in the previous chapter which is data processing. Therefore, I will point out in detail the strength and weakness of the particular task based on the organization. I will provide as well, a few recommendations in my own opinion for this chapter.

4.2 Strength and weakness of Data processing/ Database Management System (DMS)

Data processing is known as the carrying out of operations on data, especially by a computer, to transform, to retrieve, or classify information. Besides that, data processing also known as database. Database is define as a set of large data that has been collected in a computer and able to be accessed through various ways (Oxford Dictionary, 2017).

A Database Management System (DMS) functions as extracting the information needed from the database in response of the quires of the users (The Editors of Encyclopedia Britannica, 2017). A database files and records must be organize to allow the user access it easily. Besides, using various sorting commands, filters, and also keywords the users able to attain the search immediately. In addition, the users able to rearrange, edit, transfer, groups, and select any particular fields in many records to create reports on particular of data. The Database Management System

(DMS) has its special ability to define new relationship from the basic data ones given by the previous data records and use them to get responses to queries.

The first strength of Database Management System (DMS) as such as **time saving**. This is because Database Management System (DMS) help its user in rapid search of data through sorting and filters of command needed (The Editors of Encyclopedia Britannica, 2017). Besides that, the users able to create a new data that was retrieved from the previous data by copying and paste the data into a new database.

Next, since the data are kept in a computer, **it can be shared among colleagues** through email or pen-drive. This activities allow the information sharing among the workers and also their top management. Apart from that, since the information or data are shared among themselves, they are able to secure the data. This is because the data is not only kept by one person. Therefore, in case of emergency they are able to backup their data storage. Thus, one of the most safer ways of restoring data is through email.

In contrast to the strength that has been mentioned regarding data processing/ Database Management System (DMS), it also has their own weaknesses. In general, there are several weaknesses that can be identified in data processing.

The first weakness of data processing is **accuracy control**. Computers does not make mistakes, but human does. Any errors that creep in when data is input to the system will remain undetected. The constant monitoring of the data by humans which

occurs at all stages of manual processing is absent. Therefore, in an electronic data processing system the whole emphasis of accuracy control is the data entry stage. Thus, data may be valid, but still wrong.

The second weaknesses of data processing is **time consuming**. Although we know that by using electronic devices and computers can save our time, but sometimes it can cause time consuming, this is because the data entered are in big number. Besides, it also needs human effort to key-in the data. The bigger the data entered, the more time is taken to complete the data processing.

Last but not least, **difficult to access**. In Sarawak Energy Berhad the database application of Contractors Registration Information System (CORIS) only allow certain staff to access. Therefore, I have to entered my User ID and Password in order to allow me to access the database. This is because the database system in Sarawak Energy Berhad is private and confidential.

4.3 Recommendation

Based on trainee observation, there are several recommendations that can be recommended towards improving the organization in running database system in the future. From the analysis explained in Chapter 3, the weaknesses that had been facing by the organization need to be cover up with a well prepare strategy for a better future of the organization. Meanwhile, the strengths could be increasing its effectiveness and efficiency.

4.3.1 Fully guidance on CORIS

I would like to recommend Sarawak Energy Berhad to establish more guidance and support for practical students especially on the use of CORIS. This department had been accepting practical students for years, therefore it is essential for them to establish a fully guidance so that the period of the internship of students can be fully organized and utilized, instead of just assigned the trainee to complete the task without fully guidance. I understand that the responsible person to supervise the practical students is already busy with their own role in the department, but I believe that they can spend some of their time to come out with a better guidance because student may not depend on herself ability, it needed to be guided to use the database system . It is recommended that the responsible supervisor in charge should briefs and explain in detail the training task to organize a database system, which then will be done by the trainee. This, will provide a better utilization of practical training period and valuable knowledge, experience and skills to the trainee.

4.3.2 Limit the data collection

I would like to make a recommendation to Sarawak Energy Berhad to limit the data collection. This will enable the student to pick and choose the qualified company to be key- in in the database, instead of selecting thousand of companies to be key-in. This will cause time consuming and information overloaded for the students to complete the data within a short time period. Therefore, this department must be specific in term of selecting company to be key-in the system of CORIS. Thus, they will know that the organization is concerns towards their performance and achievements.

4.5 Conclusion

As a conclusion, strength and weaknesses can be found in any organizations or in any types of tasks or activities. The strength and weaknesses that I have found is based on what I have experience during my practical training. The recommendations that I have suggested is based on my opinion that would make a change and improve the database system of Contractor Registration Information System V2.2 (CORIS) in Sarawak Energy.

CHAPTER 5

CONCLUSION

I have chosen Sarawak Energy Berhad as my practical training organization. It took me two months to complete my training and I have completed my training successfully. Everything that I have done and received will be concluded according to each chapters.

Based on chapter 1, I have introduced the organization that I have chosen to conduct my practical training. Introduction of the organization includes background, vision and mission statement, values, organization structures and other relevant information regarding Sarawak Energy Berhad. All information are facts and taken from reliable sources, **(Source: Official website of Sarawak Energy, www.sarawakenergy.com.my).**

Based on chapter 2, I have explain on my schedule during my practical training. The schedule are explained according to each week for the whole two months. I have conducted my training for 14 weeks and therefore, I explained the activities that I have carried out in those 14 weeks in Sarawak Energy Berhad.

Based on chapter 3, I have explain on one particular task that I am assigned to do most, which is handling data processing. Therefore, I explain on the definition of data processing, types of Database Management System (DMS), and application of

Database Management System in Sarawak Energy Berhad. Furthermore, I also include the explanation regarding the real situation happen in Sarawak Energy Berhad.

Lastly in chapter 4, I point out the strength and weaknesses that I have found is based on what I have experience during my practical training. The recommendations that I have suggested is based on my opinion that would make a change and improve the database system of Contractor Registration Information System V2.2 (CORIS) in Sarawak Energy.

In conclusion, I have learned and received a lot of information as well as knowledge from my practical training. From knowing the organization, to learn and experience based on actual working experience is very challenging. However, I cherish it as a good experience as I am exposed to real working situation. Practical training has really give me a positive impact on how to deal with the real working world.

Reference

1. Sarawak Energy Berhad official website, www.sarawakenergy.com, 2017.

APPENDIX



UNIVERSITI TEKNOLOGI MARA
CAWANGAN SARAWAK


**PRACTICAL TRAINING
LOG BOOK**

1. Student's Name : CLARA DAKAU AUGUSTINE MERIKAN
2. Date & Place of Birth : 11 DECEMBER 1995 - SIBU, SARAWAK -
3. UITM I/C No. : 2015136807 / 951211-13-5938
4. Course : BACHELOR IN ADMINISTRATIVE SCIENCE
5. Year : 2015 Part 5
6. Home Address : SL50 LORONG SAMARINDAH 21K
KUCHING
7. Address During Practical Training : SL50 LORONG SAMARINDAH
21K KUCHING
8. Place of Training : SARAWAK ENERGY BERHAD
9. Name of Supervisor In-Charge : AMIR HANZAH B. SAADI
10. Duration of Training
From : 24 JULY 2017 To : 15 SEPTEMBER

FOR OFFICE USE ONLY :

11. Remarks : [Dean / Course Tutor]

week 1



Date	Exact Nature Of Work Done	Supervisors Remarks
24/7/2017	<ul style="list-style-type: none"> - Report Duty at SEB Training centre - Briefing by Mr. James witnessed by Mr. Danielle - Signing of paper work 	
25/7/2017	<ul style="list-style-type: none"> - Assigning of task - Divided into Responsible Department (Contract and Procurement Department) - Helping my supervisor with compilation of the list of company using COPIS (Contractors Registration Information System v2.0) using microsoft excel. known as UPK - learn how to send email through lotus notes. 	
26/7/17	<ul style="list-style-type: none"> - Entering data using excel 2016 (COPIS) - gain new knowledge how to create flow chart using visio - learn how to use email (SEB official email) 	<p>The did OK.</p> <p><i>[Signature]</i></p> 
27/7/2017	<ul style="list-style-type: none"> - Discussion with my SV regards flow chart briefing of company visit (draft) - Discussion with other trainee regards how to use visio and design flow chart - create flow chart with visio (draft) 	
28/7/2017	<ul style="list-style-type: none"> - helping my supervisor to cut off the label for filing - editing my flow chart through visio drawing. 	

week 2

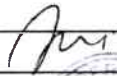

Date	Exact Nature Of Work Done	Supervisors Remarks
31 July 2017	- Meeting material (labelling, cutting label)	
	-	
1 August 2017	- meeting material (labelling, cutting label)	
	- meeting material (compiling materials)	
	- packing files into box at store room	
	- teaching my other trainee how to key data using COPLS	
		Excellent in her work
2nd/8/2017	- Arranging tender cheque for tender	Ami
	- packing files into box	
	- meeting materials (compiling materials)	
3/8/2017	- packing files into box	
	- shared papers	
4/8/2017	- general packing	
	- moving chairs, computers, sealing boxes from level 8 to level 1	




week 2

Date	Exact Nature Of Work Done	Supervisors Remarks
7/8/2017	- general unpack - arranging books and paper works	
8/8/2017	- shredding paper - general unpack - arranging books. - call company for 'contractor briefing' - recycle papers into box	
9/8/2017	- shredding paper - crafting recycle box into for office decoration - call company for contractor briefing - CORIS	Excellent in her works 
10/8/2017	- office decoration (recycle box) - call company for contractor briefing - file labelling - file labelling (tagging and rearrange files)	
11/8/2017	- help my supervisor to call company for company participation tender street lighting maintenance at Limbang	

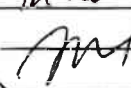

week 4

Date	Exact Nature Of Work Done	Supervisors Remarks
14/8/2017	<p>① Handling cheque for tender</p> <ul style="list-style-type: none"> → divided and rearrange according into groups of bank cheque (CIMB, RHB, Hong Leong Bank, PBB, MBB, UIO, SCB) → choose the same bank cheque number with the same bill <p>② Arranging tender letter to be despatched to the respective organization (letters are despatched through sky-net-Name, address & telephone number of the organisation)</p>	
15/8/2017	<p>① Contract process briefing by Mr. Iskandar (explaining on what the Bumputera participation do under contract & procurement)</p> <p>② Data Base briefing by Mr. Suffian</p> <p>③ key in data (micro excel) for company briefing</p>	<p>excellent in her works</p>  
16/8/2017	<p>① key in data for company briefing</p> <p>② Helping my supervisor to wrap box for decoration</p>	
17/8/2017	<p>① Meet supervisor Mr. James for offer letter industrial training</p> <p>② shredding paper</p> <p>③ Administrative work (despatched letter)</p> <p>④ despatched letter for tender selling.</p>	
18/8/2017	<p>① Attending contractor briefing with Hyundai Engineering</p>	


week 5

Date	Exact Nature Of Work Done	Supervisors Remarks
21/8/2017	- CORIS (microsoft excel)	
22/8/2017	- CORIS (microsoft excel)	
23/8/2017	- handling cheque (PHB, INB, MBB etc) divided and rearrange according into groups of bank cheque. - CORIS	Excellent in her works JMK
24/8/2017	- call company for company's participation tender	
25/8/2017	Administrative works (phone calls to contractors to invite them for a contractor briefing held in mini)	


Week 6

Date	Exact Nature Of Work Done	Supervisors Remarks
28/8/2017	<p>Administrative works (phone calls to contractors to invite them for a contractor briefing held in Mini) → COPI</p>	
29/8/2017	<p>Attend tender briefing (on transmission line project which is conducted by Sarawak Energy and contractors are invited) (Briefing by Mr. Awang Suffan and Mr. F-zhan regarding Contractor briefing held in Mini.) → COPIs</p>	<p>Excellent in her work </p>
30/8/2017	<p>Administrative works (arranging list of company names that attends the contractor briefing) → excel microsoft work * meeting regarding contractor briefing in Mini</p>	
31/8/2017	Public Holiday	
1/9/2017	Public Holiday	

Week 7

Date	Exact Nature Of Work Done	Supervisors Remarks
4/9/2017	Public Holiday	
5/9/2017	<p>Attending the launching of Health safety and environment week 2017</p> <ul style="list-style-type: none"> → Administrative work (dealing with customer how that buy the tender [check requirement]) → Filepack (compiling documents into file for tender contractor briefing at Min) 	
6/9/2017	<ul style="list-style-type: none"> → Admin work (tender) → Receiving Quotation / submission of tender ↳ Selling tender ↳ CORIS ↳ Handling cheque for tender (divided to reamerge according to groups of bank cheque) 	<p>Excellent in her works.</p> 
7/9/2017	<ul style="list-style-type: none"> → Admin work (tender) → selling and Receiving tender / submission of tender → CORIS → call company to collect their tender document → Guiding client to register e-tender at www2.sesco.com.my 	
8/9/2017	<ul style="list-style-type: none"> → Admin work (tender) ↳ Receiving Quotation ↳ Handling cheque for tender → CORIS 	

week 8

Date	Exact Nature Of Work Done	Supervisors Remarks
11/9/2017	<ul style="list-style-type: none"> → Admin work (tender) Receiving Quotation / submission of tender ↳ selling tender ↳ COPIS 	
12/9/17	<ul style="list-style-type: none"> → Admin work (tender) → Receiving quotation / submission of tender → selling tender → call contractor to collect their cheque. → pay in contractor list who attend contractor briefing at mini on 7 & 8 September 	<p>Excellent in her works. My</p>
13/9/17	<ul style="list-style-type: none"> → Administrative works → Receiving Quotations & submission of tender → Tender selling (Handling tender doc cheque) → COPIS → call contractor to ask for their IC no for certificate issuance. → pay-in na contractor list who attended contractor briefing at mini on 7 & 8 September. 	
14/9/17	<ul style="list-style-type: none"> Administrative works. → COPIS → pay-in contractor name list 	
15/9/17	<ul style="list-style-type: none"> Administrative works (tender) → Attending meeting 	

Syarikat SESCO Berhad (672931-A)

A Subsidiary of Sarawak Energy Berhad



Ref : PLS4/13/Jlp (202471)
Date : 27/7/2017

Universiti Teknologi MARA (UiTM) Sarawak
Jalan Meranek, 94300 Kota Samarahan

Fax No: 082-677300
U/P: Mohamad Hasimi Abdullah

Dear Mr./Mrs./Miss,

Student Emplacement For Industrial Training (from: 24/07/2017 to 15/09/2017)

Name: Clara Dakau Ak Augustine I.C No. / Matrik No. : 201536807
Program: Bachelor of Administrative Science
Station: Menara SEB - Corporate Administration

We are pleased to accept the above student to undergo Industrial training with our Company at the above location.

Terms and conditons:-

1. All training expenditure will be borne by student.
2. Our company will provide RM600.00 monthly allowance.
3. Students are required to sign a certify for Release of Responsibility.
4. Student need to be covered by Insurance (provided by their Institution).
5. Transportation and accommodation services are not provided.
6. Student is required to provide us 1 copy each of their IC (both size) and recent photo (IC size).
7. Student is required to comply with the need to wear safety shoes and other PPE whenever require.

Please advise your student to report to our Officers (copied below) at the location stated above.

Should you have any enquiries, please do not hesitate to contact our officer, Mr. James Nazri Abdullah at 082-388388 or email: jamnaz@sarawakenergy.com.my

Thank You.

Yours Sincerely,

A handwritten signature in black ink, appearing to read "Ghuruss Bin Christopher".

(Ghuruss Bin Christopher)

Senior Manager I
Workforce Planning and Resources Division

15th September 2017



To Whom It May Concern,

Pleased to inform that **Clara Dakau Anak Augustine Merikan** (951211-13-5938) has completed her industrial internship program at Contracts and Procurement (C&P) Department, Sarawak Energy Berhad. In C&P, she was attached to the Bumiputera Participation Division from 24th July 2017 until 15th September 2017 (eight weeks).

As a trainee in C&P, she has performed successfully in the various tasks assigned to her, with guidance from her supervisor and other staffs in the department. Among the areas where her technical knowledge was enhanced are her customer service relationship skills, IT knowledge (Microsoft Words, PowerPoint, Excel and the Contractor Registration Information System (CORIS)) and of course, her administrative working skills.

Additionally, Clara's excellent interpersonal skills and high adaptability makes working with her easy, she was able to work under pressure and she shows willingness to gain new knowledge and experiences. Sound work ethics and good time management skills are also her strengths.

Hence, I would recommend Clara Dakau Anak Augustine Merikan to any organization for a chance to put her excellent skills to work. With the right opportunity and continuous improvement for her future endeavor, she has the potential to be an asset to any organization.

On behalf of Sarawak Energy, we would like to appreciate her contributions during this short stint, and we wish her all the best for her future undertakings.

Your sincerely,

A handwritten signature in red ink, appearing to read "Amir", is written over a horizontal line.

Amir Hamzah Saadi,

Executive
Bumiputera Participation Division
Contract and Procurement Department
Sarawak Energy Berhad

Syarikat SESCO Berhad (672931-A)
A Subsidiary of Sarawak Energy Berhad

Ref: PLS 4/13/Jlp

13/09/2017

Head of Department,
Universiti Teknologi MARA (UiTM) Sarawak
Jalan Meranek, 94300 Kota Samarahan

Fax No: 082-677300

Dear Sir,

Completion of Industrial Training

This is to inform that **Clara Dakau Ak Augustine** (I.C No **951211-13-593**) has successfully completed her industrial training in our organisation the **Sarawak Energy Berhad** from **24/07/2017** to **15/09/2017** .

During the training she has shown her highest regard of the organisation and respect of the workplace. She also proven herself to be a courteous person and is willing to undertake assignment diligently and promptly.

Thank you.

Yours Sincerely,



(Ghummiss Bin Christopher)
Senior Manager I,
Workforce Planning Resources Division

**BORANG PENGESAHAN
KEHADIRAN PELAJAR LATIHAN PRAKTIKAL**

Encik Fairuz Hidayat Merican bin Wan Merican
Wakil Fakulti (Latihan Industri AM228)
Fakulti Sains Pentadbiran dan Pengajian Polisi
Universiti Teknologi MARA Sarawak
Kampus Samarahan 2
94300 Kota Samarahan
Sarawak

Tuan

**PENGESAHAN KEHADIRAN PELAJAR PRAKTIKAL FAKULTI SAINS
PENTADBIRAN DAN PENGAJIAN POLISI, UNIVERSITI TEKNOLOGI MARA
SARAWAK (SESI MAC – JULAI 2017)**

Dengan hormatnya perkara tersebut di atas adalah berkaitan dan dirujuk.

2. Sukacita dimaklumkan bahawa organisasi kami dengan ini mengesahkan bahawa pelajar-pelajar berikut dari program Ijazah Sarjana Muda Sains Pentadbiran (AM228) telah hadir dan melaporkan diri bagi maksud menjalani Latihan Praktikal di organisasi kami. Ini adalah selaras dengan ketetapan yang dinyatakan di dalam surat kami bil....., bertarikh.....tempohari.

3. Sayugia pelajar ini bakal menjalani latihan praktikal yang disyaratkan untuk tempoh mulai dari **24 Julai 2017** sehingga **15 September 2017**. Maklumat pelajar yang melapor diri untuk menjalani latihan praktikal adalah seperti berikut:-

Bil	Nama Pelajar	No Pelajar	Tarikh Lapor Diri
1	Eurika anak Jeffery	2015154541	31/7/2017
2	CLARA DAFAN ANAK AUGUSTINE MERIKAN	2015136807	24 JULAI 2017
3	SITI NAEEMAH BINTI ZAMHARI	2015139973	24 JULAI 2017
4	NIDZAM ADZHAR BIN HAKIM	2015798677	24 JULAI 2017
5	ALPHONSE OBBERMANN ANCHANG	2015126155	24 JULAI 2017

6			
7			
8			

4. Sehubungan itu sebagaimana dikehendaki, maka berikut dikemukakan maklumat ini untuk simpanan pihak Fakulti.

Sekian, terima kasih.

Yang benar



Tandatangan dan Cop Organisasi

Nama:

Tarikh:

Sila fakskan surat ini ke nombor 082-678091

Sebarang kemuskilan sila berhubung dengan:

Encik Fairuz Hidayat Merican Wan Merican
Penyelaras Latihan Praktikal AM228
No Telefon: 013-8231312

Encik Fairuz Hidayat Merican Wan Merican
Wakil Fakulti (Latihan Industri AM228)
Fakulti Sains Pentadbiran dan Pengajian Polisi
Universiti Teknologi MARA Sarawak
Kampus Samarahan 2
94300 Kota Samarahan
Sarawak

Tel: 082-678485 / 013-8231312
Faks: 082-678091 / 678064

Tuan

KEPUTUSAN PERMOHONAN PENEMPATAN MENJALANI LATIHAN PRAKTIKAL BAGI PELAJAR UITM DARI FAKULTI SAINS PENTADBIRAN DAN PENGAJIAN POLISI (FSPPP)

NAMA PELAJAR : CLARA DAKU AK AUGUSTINE
NO KAD MATRIK : 201536807
KOD PROGRAM :

Dengan hormatunya permohonan tuan menerusi surat bil bertarikh mengenai perkara tersebut di atas adalah dirujuk.

2. Adalah dimaklumkan bahawa setelah pertimbangan teliti diberikan terhadap permohonan tersebut maka pihak kami **BERSETUJU / TIDAK BERSETUJU*** untuk menerima pelajar berkenaan dari Fakulti tuan bagi menjalani latihan praktikal di organisasi kami mulai **24 JULAI 2017** hingga **15 SEPTEMBER 2017** berdasarkan syarat-syarat yang akan ditentukan oleh kami.

Sekian, terima kasih.

Yang benar

James Nazri Abdullah
James Lipin Paul

Tandatangan  Pegawai Latihan
.....
Tandatangan  Gop Organisasi
.....
/007 / 99-C



* Potong mana yang tidak berkenaan

**PRACTICAL STUDENT / TRAINEES
REGULATION & RULES**

Company working hours :-

Office hours Monday to Thursday - 8:00am – 1:00 pm, 2:00pm – 5:00 pm
Friday - 8:00 am – 11:45 am, 2:15 pm – 5:00 pm

1. To be punctual and follow the above working hours strictly
2. You are not allowed to leave the office early or before office hours unless permission has been granted from your Supervisor (penyelia)
3. No long break
4. To observe proper office attire; sexy dress are prohibited
5. No long hair or dyed hair
6. Slipper are not allowed in the office
7. To observe our Safety practices, rules and regulations
8. Smoking are prohibited in the office or compound
9. Always let your mentor / supervisor / penyelia know your whereabouts
10. To refrain from using SESCO facilities such as computer, printer, photostat machine, FAX and telephone unless permission are granted from your penyelia / supervisor is granted.