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PRACTICAL TRAINING REPORT (ADS666)

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

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Date:

THE DECLARATION

I hereby declare the work contained in this practical training report is original and my own except those duly identified and recognised. If later, I found to have committed plagiarism or acts of academic dishonesty, action can be taken in accordance with UiTM's rules and academic regulations.

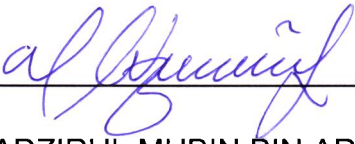

AL-NADZIRUL MUBIN BIN ARBI

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CHAPTER 1

INTRODUCTION OF THE ORGANIZATION

1.1 INTRODUCTION

Practical training is a must for students who are taking Bachelor of Administrative Science (Hons.). The period for my practical training was taken about 2 months. The place of my practical training was at the Member of Parliament's Office for the constituency of Sibuti. The MP for this constituency is YB Tuan Haji Ahmad Lai bin Bujang.



Figure 1.1: The organization's signboard

In this chapter, I will briefly describe the background of the organization in terms of its mission and vision of the organization, motto of the organization, core business of the organization and the structure of the organization.

1.2 THE VISION, MISSION AND MOTTO OF THE ORGANIZATION

The Member of Parliament's Office is directly administered by the MP for that particular constituency. This organization is being established in order for the

MP to perform and give services toward the public efficiently. The vision of this organization is to become the pioneer and benchmark to other local and international legislative institutions. The Mission of the organization is to give quality service to the clients and to apply the best and strategic practice for resources management and administration of the organization. Other than that, the organization also committed to efficiently fulfil the responsibilities towards the stakeholders.

The motto for this organization is *Berkorban, Bersatu* and *Memimpin Pendapat Rakyat*. These mottos are reflecting the initiative of the MP in delivering services and protecting the welfare of the public. The core business of the organization is more or less similar with the functions of a government agency. This organization concern on serving the people based on their needs and demands. There are about thirteen employees who work in the organization and each of the employees is having their own scope of job. This organization consists of 2 floors and located at Jalan Datuk Muip, Piasau Jaya Miri Sarawak.

1.3 THE SERVICES PROVIDED BY THE ORGANIZATION

There are several services that being provided by this organization towards the people. One of it is the service on the application of 1Malaysia People Friendly Home. People can get the application form from the organization and the application will be processed by the employee of the organization. The form will be submitted through online and it will be further refer to the Department of Land and Survey, Sarawak. The people who are applying for 1Malaysia People Friendly Home would need to provide sufficient evidence

on the current condition and defects on their house. It is also need to consider that the one who apply for this scheme fit to the requirements stated for the programme. It will take about one to two years for the approval of the application of 1Malaysia People Friendly Home.

Besides that, this organization also provides aids to a respective association and a person who are require a financial support from the MP. It is usually based on the discretionary and the MP's capability in giving aids in terms of financial to the people concern. Sometimes the MP would not give the exact amount and the MP would encourage the people to use any other resources available so that the people would not too much relying on the financial support that had been given to them. Other than that, this organization also gives a letter of support to anyone who is requiring the MP's support in certain matters, for instance, the matters that pertaining to NCR land and the letter of support for continuation of studies.

Apart from that, the organization also concern on arranging the MP's schedule for any events or meetings that should be attend by the MP. Usually the government agencies, the private sectors and the individual will need to consult with the Special Officer of the organization in order to make an invitation to the MP for certain event. The Special Officer will be responsible in arranging the event that has the highest priority for the MP to attend and informing the MP about the events that he should attend. The Special Officer of the organization also has the responsibility in dealing with the MP's schedule during the parliamentary assembly.

As the MP is from the National Front Party, this organization also provides registration services to the people who are interested to become a member of the political party. Usually the organization is being used for the meetings of the political party members in discussing about the current political issues and other issues that pertaining to the activities of the political party. Apart from that, this organization also involves in conducting events such as Sibuti Fruit Festival and the events are involving the public at large. This is because the organization is concern in implementing the policies of the government for the betterment of the public.

There is a small company that located at the same place whereas Member of Parliament's office is. The company is Yestake Sdn Bhd. Yestake Sdn Bhd is considered to be a company under the management of Member of Parliament's office. Yestake Sdn Bhd is a company that provide contractor services and catering services especially for the MP's projects and events. Yestake Sdn Bhd is being managed by the manager of the MP's office.

Below is the list of employees who are currently working at the organization:

Table 1.1

List of Positions in the Organization

NO.	NAME	POSITION
1.	YB Haji Ahmad Lai bin Bujang	Member of Parliament for P.218 Sibuti
2.	Asri bin Haji Ahmad Lai	Manager
3.	Siti Sarini binti Mohd Taufik	Secretary

4.	Nazri bin Haji Ahmad Lai	MP's Special Officer
5.	Johnson bin Drim	MP's Special Officer
6.	Mohd Azizan bin Yusuf	Clerk
7.	Dayang Rozana binti Abdul Rahman	Clerk
8.	Audrey Sahfini Ak Datu	Clerk
9.	Nurainaa Dayana Natasya binti Jamluddin Sham	Clerk
10.	Abg Bolhassan bin Abg Rabaie	Security Guard
11.	Fadil Fadilah bin Uteh	Office Boy
12.	Nur Anisa binti Abdullah	Cleaner
13.	Awang Zulfareez bin Awang Zaita	MP's Driver

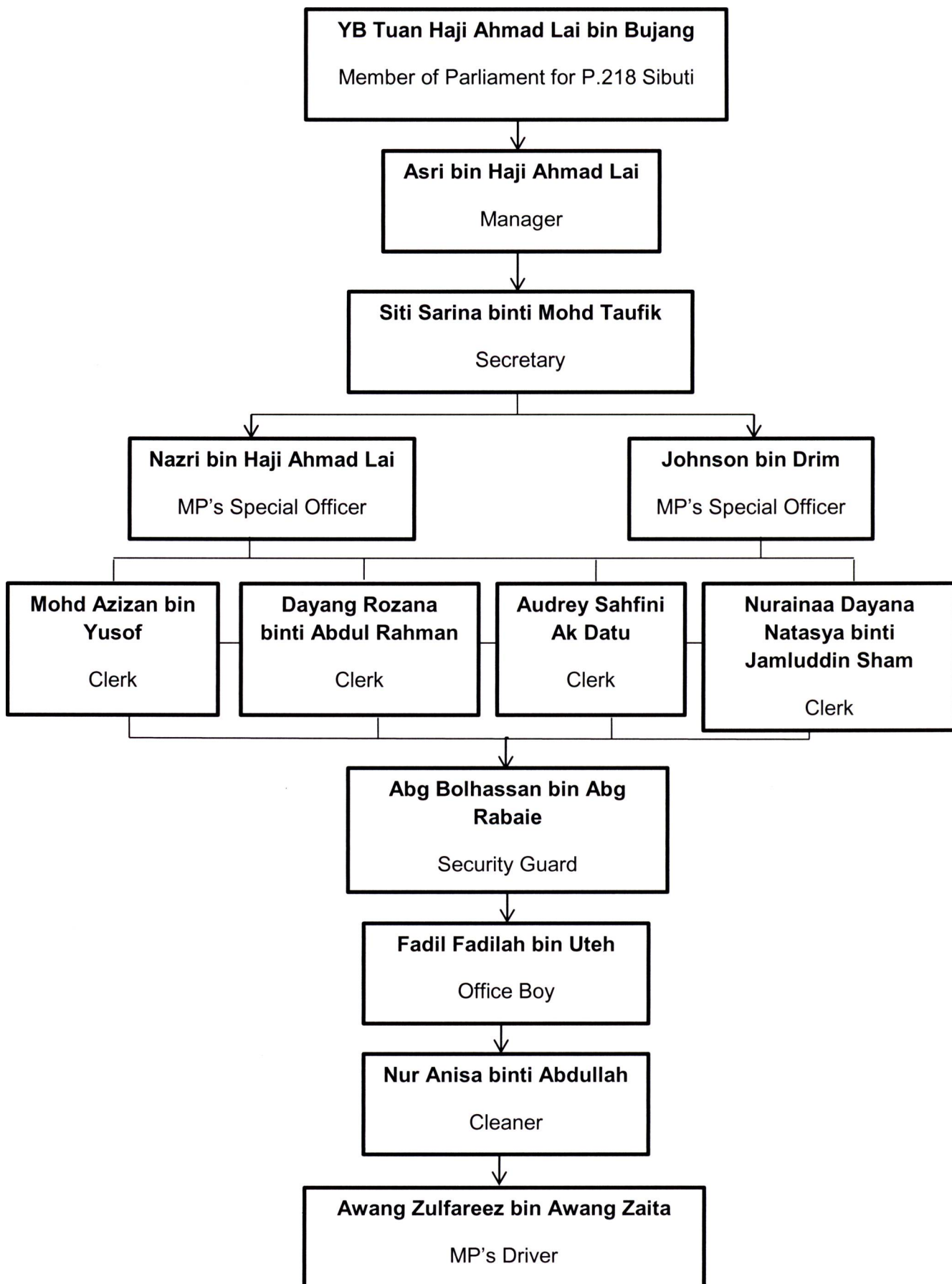


Figure 1.2: The organizational chart / structure

Source: The organization's profile File

1.4 CONCLUSION

Throughout my practical training at the Member of Parliament's office, I have been given so many tasks that come from different scope and perspective. I was having my practical training at the MP's office and also being attached at Yestake Sdn Bhd for several weeks. I was being supervised by one of the Special Officer at the MP's Office, Mr. Nazri Haji Ahmad Lai and I was directly received instruction from him in doing the tasks that had been given to me.

CHAPTER 2

SCHEDULE OF PRACTICAL TRAINING

2.1 INTRODUCTION

My practical training periods was taken about two months or eight weeks starting from 20th July 2015 until 15th September 2015. My place for practical training was at the Member of Parliament's Office for the constituency of Sibuti. During my practical training, I directly have my practical at the MP's office and also being attached at Yestake Sdn Bhd for several weeks.

2.2 REPORTS AND SUMMARIZATION OF WEEKLY TRAINING

2.2.1 WEEK 1 (20/7/2015 – 25/7/2015)

The expected date for my practical training to be started was at the 20th of July, 2015 which is on Monday. However, due to the celebration of Hari Raya Aidilfitri, I was officially started my practical training on the 22nd of July, 2015 which is on Wednesday. On the first day of my practical training, I report myself for duty to my supervisor, Mr Nazri bin Haji Ahmad Lai. He was one of the staff at the MP's office and his position was a Special Officer for the MP. I met him at the MP's house and he briefed me on the tasks that I will perform during my practical training period. I also was been given a briefing on the organization's culture and its employees. As for the first day of my practical training, I was been given several tasks which are to search for the name, address and other related details pertaining to the ministers in Sarawak. I was also involved in helping YB Haji Ahmad Lai for the preparation of *Ramah Tamah Aidilfitri* at his house and attending Hari Raya Open House at Parkcity

Everly Hotel which is being organized by Miri Malay's Association. This open house was being attended by the Governor of Sarawak, Tun Pehin Sri Haji Abdul Taib Mahmud and his wife, Toh Puan Raghad Kurdi Taib.

On the second day, I was being informed by my supervisor to go to the MP's house and help the MP's for the preparation of *Ramah Tamah Aidilfitri* at his house. The event was started at 12pm in the afternoon and end at 4.15pm in the evening. This event was being attended by the Governor of Sarawak, Tun Pehin Sri Haji Abdul Taib Mahmud and his wife, Toh Puan Raghad Kurdi Taib.

On the third day which is on Friday, I was officially started my practical training at the MP's office. My supervisor, Mr Nazri had instructed me to make a Video Slideshow for CM's Hari Raya Open House. I was also being instructed to attend a meeting at the organization whereas the meeting was to discuss on the issues pertaining to the employees' disciplinary problem, punctuality of the staff and other related issues. Apart from that, I was also being instructed to attend a meeting at 2pm in the afternoon at Mega Hotel Miri. The purpose of the meeting was to discuss on the preparation for CM's Hari Raya Open House. This meeting was being attended by Sibuti's MP, YB Tuan Haji Ahmad Lai bin Bujang, members of *Parti Pesaka Bumiputera Bersatu* (PBB) and several counsellors of Subis District Council.

On the fourth day, I was being instructed by Mr Nazri to come to the office in order to finish the video slideshow for CM's Hari Raya Open House.

2.2.2 WEEK 2 (27/7/2015 – 31/7/2015)

On the second week of my practical training, the tasks that had been given to me were more on the typing task. On the first day of my second week here, I was being instructed by the MP to make an appeal letter to political secretary of Prime Minister, Dato' Jailani bin Ngah for a participant who were eligible to join the Prime Minister's Hajj Program. I was also involved in the preparation of invitation card for CM's Hari Raya Open House and make a name list for the people who were attending the open house.

On the second day, I was preparing a speech for YB Tuan Haji Ahmad Lai as the speech was for the CM's Hari Raya Open House. I also involved in helping the staff to bought stationaries and files for the office. I was also updating the name list for the people who were attending the open house. On the third day of the second week, I was helping the staff in the preparation for the CM's Hari Raya Open House at Mega Hotel, Miri and attending the event at 7.45pm. During the event, I was being assigned as a cameraman for the event.

On the fourth day, I was being instructed by Mr Nazri to help one of the staff in the making of quotation and invoice template for three different organizations, which are Yustech Enterprise, Urban Oasis Enterprise and Chromium Cooper Enterprise. On the fifth day, I was helping one of the staff in making a support letter from the MP to the people who were requesting a land title for their land.

2.2.3 WEEK 3 (3/8/2015 – 7/8/2015)

On the first day of the third week of my practical training, I was helping one of the staff to get a land map from the Department of Land Survey as the map was needed for developing a project. I was also helping one of the staff in making a support letter from the MP to the people who were requesting a land title for their land, and make a draft for *Borang Bantuan Pendidikan Tinggi*. Other than that, I was also made a name list for the people who were receiving aids through *Program Bantuan Rumah (PBR)*.

On the second day, I was making a name list of PBR for the year 2011. On the third day, I was making a letter for the people who were requesting for PBR and faxed the letter to Miri District Office and updating the name list of PBR for the year 2011 and 2012. I also had been instructed by the MP to go to Miri Port Authority to see the Director's Secretary of Miri Port. It was to discuss on the issue of the unused Miri Port Terminal. On the fourth day, I was updating the name list of PBR for the year 2012 and 2013.

2.2.4 WEEK 4 (10/8/2015 – 14/8/2015)

On the fourth week of my practical training, the tasks given to me were more or less similar with the tasks that have being performed before. I was being instructed by the MP to followed him in attending *Majlis Ramah Tamah* at RTM Sarawak Miri Branch and be assigned as a cameraman for that event. Other than that, I was also updating the name list of PBR for the year 2013 and 2014, updating the list of projects under *Projek Mesra Rakyat (PMR)* programme for the year 2015, and attending Hari Raya Open House at Implementation Coordination Unit (ICU) Miri Branch.

I also had been instructed by MP to make a letter for the building of Sibuti's bridge. That letter was being faxed and posted to YB Dato Seri Michael Manyin. On the third day of the fourth week, I was being instructed by Mr Nazri to follow him in organizing a youth camp in collaboration with the Department of Youth and Sports. The camp was being held for four days and three nights at Bungai Beach, Sibuti.

2.2.5 WEEK 5 (17/8/2015 – 21/8/2015)

On the fifth week of my practical training, I was being given a task which is to update the name list of PMR for the year 2015. I was also being instructed by Mr Nazri to make a letter in order to help the people who were affected by the thunderstorm that hit the division of Sibuti. On the third day, I was being instructed by Mr Nazri to make invitation letters to several organizations to attend a meeting at the MP's office. On the fourth day, I was being assigned to write a minute for the meeting that being conducted at the MP's office. The meeting was about the early planning for conducting the Sibuti's Fruit Festival which was expected to be conducted on the 20th of September, 2015. I was also made an invitation letter to the Deputy Minister of Agriculture to attend the Sibuti's Fruit Festival.

On the fifth day, I was been given a task to make a letter to Deputy Prime Minister and Finance Minister II, asking for fund in order to run several projects in Sibuti and Miri area. I was also had been instructed by Mr Nazri to make a report on the damages of property due to the thunderstorm that hit Sibuti area.

2.2.6 WEEK 6 (24/8/2015 – 28/8/2015)

On the sixth week of my practical training, I was given a task to update on the PMR's voucher. I was also being attached to Yestake Sdn Bhd on this week due to the fact that one of the employees was being transferred to other workplace. I was being assigned to do the transferred employee's jobs for the time being. Although I had been attached to Yestake Sdn Bhd, the MP and Mr Nazri were still monitoring and give me several works that related to my past works. On the fourth day, I was being instructed by the manager to make a quotation for a programme of Youth Patriotism (Merdeka Convoy) organized by the Department of Youth and Sports. The quotation was to prepare a lunch, hamper and other related things for the event. The quotation was being prepared efficiently as it would need to compete with quotation from other two organizations which are Yustech Enterprise and Bumi Armada.

On the fifth day, I was being given a task to make a letter of donation of school uniform and stationaries to the students who are needed at Sibuti Area. The donation was given to the students by the MP and the letter was being faxed to Subis District Council for further process.

2.2.7 WEEK 7 (31/8/2015 – 4/9/2015)

On the seventh week of my practical training, I was still being attached at Yestake Sdn Bhd. I was given a task to make a letter of requesting a land title to the Department of Land Survey for the people concerned. I was also making a letter of cow distribution for Hari Raya Aidil Adha from YB Tuan Haji Ahmad Lai to several Mosques and Organization, making a quotation for SK Lutong Miri which was to prepare a breakfast and lunch set for the students

who were taking the UPSR exam and the invigilators. On the fifth day, I was updating the name list of the persons that can be contacted for the cow distribution.

2.2.8 WEEK 8 (7/9/2015 – 15/9/2015)

On the last week of my practical training, I was still being attached at Yestake Sdn Bhd. On the eight week, I was given a task to attend a blessing ceremony dedicated to one of the staff at the organization. The reason was the staff would have an eye and ear operation. Other than that, I was also being instructed by the manager to make an invoiced for Yestake Sdn Bhd to Miri General Hospital for the service of delivering eggs to the hospital. Apart from that, I was also being instructed by Mr Nazri to deal with the Association of Fire Fighters pertaining to their dinner, preparing an invoiced for Department of Youth and Sports, getting a list of PMR for 2016 and preparing an invoiced for SK Lutong, Miri.

On the last day of my practical training, I was been given a task to prepare an updated invoice for SK Lutong Miri pertaining to the preparation of breakfast and lunch for the students who were taking UPSR and the invigilators.

2.3 CONCLUSION

Throughout my practical training, I was enabled to look the relationship between the things that I learned theoretically and doing the tasks practically. It is needed to have the knowledge on how to perform the task before performing it. A different task might need a different in understanding,

knowledge and skills. The more we understand about the task given, the better of our performance would be.

CHAPTER 3

ANALYSIS

3.1 INTRODUCTION

This chapter is focusing on the analysis of the practical training. The purpose of the analysis is to look at one major or frequent task that I had performed during my practical training. I will relate the major task to the subject that I had studied in class. During my practical training, I was directly being instructed by my host supervisor, Mr Nazri Haji Ahmad Lai in performing the tasks given. As the tasks given were from different perspective and scope, I can conclude that the major task that I had performed during my practical training was associated with Public Relation (PRO458) subject.

3.2 MAJOR TASK DURING PRACTICAL TRAINING

During my practical training, I was being given several tasks that came from different scope and perspective. It requires different skills and knowledge in performing the tasks. However, I will only focus on one task that I had performed during my practical training for this analysis. The major task was preparing letters for the people who were applying for 1Malaysia People Friendly Home programme and MP's personal matters.

3.3 1MALAYSIA PEOPLE FRIENDLY HOME PROGRAMME

Nowadays, we can say that the price of the house is kept on increasing due to the value of the land. Because of this situation, the government has comes out with a new programme which is 1Malaysia People Friendly Home programme. 1Malaysia People Friendly Home is a programme that has been

introduced by the government in helping the poor to have their own house. This programme is eligible to be applied by family that have income below RM1500 a month and does not have a house to live but have a land that can be used for building without restrictions from other parties. Below are the pictures of the house:

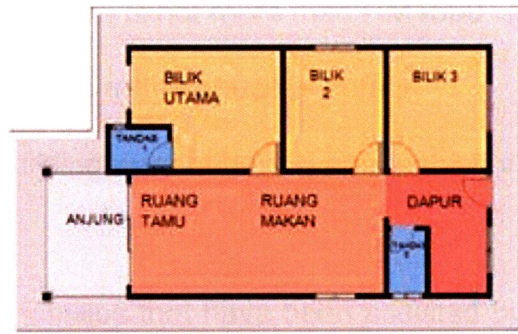


Figure 3.1: House with space of 866kps



Figure 3.2: House with space of 700kps

Source: [http:// pmr.penerangan.gov.my](http://pmr.penerangan.gov.my)

1Malaysia People Friendly Home is being implemented by the government through *Syarikat Perumahan Nasional Berhad* (SPNB). The cost of building a house by SPNB is being subsidized by the Federal government. Federal government subsidized about 1/3 from the cost of the house and another 2/3 is a free interest loan that will be given to the applicant based on the concept

of Qadrul-Hassan. The monthly instalment for the loan is RM150 per month. The requirements for the application of 1Malaysia People Friendly Home are as stated below:

- Malaysian Nationality
- The applicants must be age between 18 to 65 years old
- Gross income per house is not more than RM1500
- Does not have a house or the house is defect
- Have a land for building without having any restrictions for other parties

There are about 31,767 families that have been assisted by SPNB in building their own house on their own land through 1Malaysia People Friendly Home programme. This programme also enables the government to help the poor or the lower income earners in getting the loans from financial institutions for the purpose of building their own house. Apart from that, the price for 1Malaysia People Friendly Home is about RM 65,000 in which RM20,000 is being subsidized by the government.

3.4 PUBLIC RELATIONS

What are Public Relations? According to Lattimore (2007), public relations is a leadership and management function that helps to achieve the organizational objectives, define philosophy, and facilitate organizational change. Public relations practitioners are the one that concern on public relations issues. The practitioners will need to communicate with all relevant internal and external public. This is because to develop a positive relationships and to create

consistency between the goals of the organization and the expectations of the public.

Lattimore (2007) also stated that public relations are a management function that influences the objectives of the organization, the philosophy and also facilitates organizational change. According to Public Relations Society of America (1988), the definition of public relations is to help an organization and its publics adapt mutually to each other. It is clear that public relations are something to do between the matters of the organization and the public.

As I undergo my practical training, I was being instructed directly by my host supervisor, Mr Nazri Ahmad Lai in preparing the letters for the application of 1Malaysia People Friendly Home, *Projek Mesra Rakyat* and MP's Personal Matters. It is needed for me to follow the instructions and guidelines from Mr Nazri in preparing the letters as it is needed to follow the specific requirements and protocols. Throughout my practical training, I was able to relate my tasks with different concepts and theories in public relations. The several concepts of public relations that related to my tasks are the concept of public affairs and strategic planning.

3.4.1 PUBLIC AFFAIRS

Public affairs are one of the concepts in public relations. What is mean by public affairs? Public affairs can be defined as the area of public relations that works within the political arena that affects an organization (Lattimore, 2007). It is considered to be the practice that addresses public policy and the publics that affect it. As a public relations practitioner, public affairs should also be the main concern for them in having a good or positive relationship with the

public. According to Maiorino (2012), organizations must acknowledge the differences between public relations firms and public affairs firms to effectively have their message delivered.

Public affairs are area majorly concern by the government. This is because the government has the responsibility in providing effective public service delivery and protecting the welfare of the people. Public affairs also can be seen in non-profit organizations and businesses (Lattimore, 2007). Organization such as schools, hospitals, libraries, foundations and other non-profits organizations must deal with government to affect legislation, regulatory action, and other public affairs activities.

The globalization has increased the need of business to have corporations in order to be proactive in public affairs. The business need to aware with ever changing environment and respond quickly to public opinion and respond. Maiorino (2012) also stated that the main focus of public affairs is to obtain support from the public through grassroots communication. This can be done by building a positive relationship with the communities.

3.4.2 THE ASSOCIATION OF MY TASK WITH PUBLIC AFFAIRS

I was having my practical training at the Member of Parliament's office. This organization is considered to be the organization that directly managed by the MP and established under the supervision of the parliament. During my practical training, I was constantly asked by my supervisor to make letters pertaining to public affairs. One of it was the letter for the applicants of 1Malaysia People Friendly Home.

The preparation of the letter was needed before the project can be implemented. It would need me to have the list of applicants and it will be attached together with the letter. As 1Malaysia People Friendly Home programme is one of the government policies in helping the poor, it would need the employees who work in the MP's office to implement the policy to the public. After the letter had being prepared, I would need to fax the letter to Miri District Office and Implementation Coordination Unit (ICU) for issuing an award letter for the project.

Other than that, I was also preparing letters pertaining to specific needs of the public. This can be seen through the preparation of letter and report for the victims of thunderstorms that hit Sibuti area in the month of July 2015. The victims were come to the office and asking for aids from the MP. The MP instructed me to make a report based on the statement made by the victims and get the pictures of their houses. After getting all the information and the pictures, I have to prepare a letter and post it to the Prime Minister's Office.

3.4.7 STRATEGIC PLANNING

Strategic planning is one of the concepts in public relations. Most of the public relations practitioners deal with day to day tactics and strategies of the organization. According to Jones (n.d.), strategy is a set of actions that managers take to increase their company's performance relative to rivals. Robinson (n.d.) also stated that strategy involves large-scale, future oriented plans for interacting with competitive environment to achieve company objectives.

Strategic planning will determine the long term and future directions of the company. In public relations, the practitioners are the one that concern on the strategic planning which specifically focusing on the relationship between the organization and the communities. As the public relations practitioners gain information about the public through their research, it is important for them to develop a plan or strategies in dealing with the public's needs and demands. According to Lattimore (2007), those who develop the objectives and strategies are the ones give the meaning and direction to the effort.

In order for public relations practitioners to gain success in their planning, the practitioners should understand on the steps or following the best guideline in developing a public relations plan. The caliber and thoroughness of the analysis and thinking that precede the execution of techniques will determine the value of the public relations operation (Lattimore, 2007).

3.4.8 THE ASSOCIATION OF MY TASKS WITH STRATEGIC PLANNING

During my practical training, I was being instructed by my supervisor, Mr Nazri Ahmad Lai in doing the tasks that had been assigned to me. As my tasks were associated with public relations subject, I was constantly asked to attend a meeting. A meeting is act as a basis of assessing the current trends or problems of the public, comes out with a proper plan and strategies, and search for methods or initiatives in solving the public's problems.

During my practical training, I was attending several meetings that had been conducted in several places such as a hotel and at the office. The first meeting was about the preparation for CM's Hari Raya Open House. The discussion during the meeting was on the issues that might occurred during

the event and make a checklist to ensure each of the members have completed their tasks according to plan.

The second meeting was about the early preparation for Sibuti Fruit Festival. During this meeting, I was being assigned to write the minute of the meeting. The meeting was discussing on the early preparation for Sibuti Fruit Festival whereas the members of the meeting were from Sarawak Oil Palm Berhad, Department of Veterinary, Department of Agriculture and Subis District Council. The needs for organizing the event were being discussed during the meeting and all the members come out with the objectives of the event, the tentative, the date and the project members.

After all things have been confirmed in the meeting particularly on the management of the event, I was needed to contact several government agencies in order to prepare official letters for the event. For example, I was preparing a letter for borrowing P.A system from the Department of Information. I was also need to help the MP to advertise the event through social media. I was doing my tasks according to the plan that has been developed during the meeting.

3.5 CONCLUSION

This chapter is focusing on the analysis of the practical training. The analysis is being conducted because it is to see the association between the tasks given during practical training with the subject learned in class. Through the analysis, the tasks given were associated with public relations' subjects. The public relations areas or concepts that had been covered during practical training were public affairs and strategic planning. The analysis also enables

me to give suggestion and recommendation for the organization and practical training which is in the next chapter.

CHAPTER 4

RECOMMENDATIONS

4.1 INTRODUCTION

This chapter highlights the strength and weaknesses of the major task that I performed during my practical training as discussed in chapter three. In addition, this chapter also will provide solutions for improvement in the future. Based on my experienced in having a practical training at the MP's office, there are numbers of improvements that can be done. This is to ensure that the MP's office capable in performing its responsibilities to serve the public in better ways. It is also to ensure that the organization capable to have an effective and efficient public service delivery.

4.2 SWOT ANALYSIS

The analysis of strengths, weaknesses, opportunities and threats or also known as SWOT analysis is important for an organization to know its current state of condition. It is whereby a structured planning method to evaluate those mentioned earlier. It is conducted based on direct and indirect experienced that I had gained during the course of my practical training at Member of Parliament's Office. There are several improvements that can be done for them in order to maintain its desirable reputation as one of the organization that close to the people.

4.2.1 STRENGTHS

The Member of Parliament's Office for the constituency of Sibuti was being established under the supervision of parliament in order for the MP to deliver

government services toward the people. From my observation during my practical training period in that organization, I was able to found out several strengths of the organization. Firstly, the organization has a very good relation with the communities. This can be seen through the various programs that had been conducted by the organization in order to maintain a positive relationship with the communities. Apart from that, the organization also performs its responsibility by following the “walks the talk” concept. The organization delivers its services towards the people based on what had being promised to them. As I was being assigned as the one that have the responsibility in preparing the letters for 1Malaysia People Friendly Home applicants, it was needed for me to communicate with the communities who were applying for the programme. This was to ensure that the people can enjoy the government services and also to get what they deserve. The preparation of letters for MP's personal matters also requires me to communicate with certain stakeholders. It can be seen through the preparation of report letter for the victims of thunderstorm in Sibuti area during the month of July, 2015. It was needed for me to contact the victims in asking certain particulars pertaining to the defects of their houses due to the thunderstorm.

4.2.2 WEAKNESSES

Member of Parliament's Office as like other organization has its own weaknesses. There are several weaknesses that I had identified during my practical training period. The first weakness is that the organization has an oversupply of staff. It means that there are too many staffs in the organization and not all of them are required to perform the task at the office. The second

weakness would be in terms of the salary. The organization cannot pay more to the staff as the financial of the organization is limited. An oversupply of staff reflects the lower salary given to the employees. A lower salary would definitely lead to the unproductive outcomes of the tasks and lower motivation in performing the tasks. The third weakness is that the place for the organization is not strategic. The place where the organization is can be considered to be far from the people who are living in Sibuti. The organization is located at Piasau, Miri whereas Sibuti is more than 10 kilometres away. It would be a resistance for the people who are living far away to come to the office in meeting the MP. As the popular means of communication for the people who live in the Sibuti area is through the telephone, it sometimes would hindered the process of preparing the letters for certain matters pertaining to the people.

4.2.3 OPPORTUNITIES

Along with their strengths, the organization would have the opportunities in delivering the government services to the people effectively. This is due to the positive relationship between the organization and the communities. Having a good relationship with the communities will help to build trust and therefore, lead to the satisfaction and support of the communities toward the MP. The support of the communities will reflect to the support of the people towards the government. Gaining support from the people will help the government to ensure the smooth process of implementation of the government policies.

4.2.4 THREATS

The threat that may be faced by the organization is through the oversupply of the staff. The oversupply of the staff will lead to the lower motivation of the staff as the organization cannot pay more to the staff. Without having sufficient or acceptable amount of salary by reflecting the volume of tasks that has been performed by the employees, it would reduce the competitiveness of the employees and therefore, blocking the employees' imagination in becoming creative and innovative.

4.3 RECOMMENDATIONS

An oversupply of manpower is one of the most serious problems affecting the entire output delivery process. This is particularly a threat to the organization due to their inability to meet rapidly with the demand of the employees and the people. Thus, I would like to give several recommendations to the organization.

One of it is to layoff the staff. According to Turner (2015), layoff is temporary suspension or permanent cessation of employment of an employee or group of employees due to certain positions being cut, dwindling finances, or work not being available. Reducing the number of staff will help the organization to reduce uncertainty and unproductive outcomes of the employees. It also helps the organization to tighten its budget and prevent any wastage to occur. The top management of the organization will need to understand the difference between the term termination and layoff. Sometimes the employers are likely to use the term layoff when in fact the employees are being fired (Turner, 2015). It is the best practice for the employers to be honest to the employees

and choose the right time in informing the employees about the layoff. The employers are responsible to inform the employees about the reasons of layoff, treat the employees with respect and compassion, and try to listen to the employees (Quast, 2014). Taking a strategic approach in managing the risks pertaining to layoff will greatly to reduce the possibility of the employees to take legal actions toward the employers.

Besides that, I would also like to recommend to the organization in reviewing the job description of each of the employees and enhance it so that one employee can perform several tasks with different areas and scopes. The organization is lacking in having a clear job description of its employees and it leads to the problem of employees who are not having the understanding and knowledge on their tasks. It is needed for the employers to have a clear understanding on the job's duties and responsibilities so that the employers can make the job description more comprehensive and up to date. Before having a job description, the employers should conduct a job analysis. Job analysis is a process systematically collecting information to help the managers fully understand and describe the duties and responsibilities of a position as well as the knowledge, skills and abilities required to do the job. As the organization is facing an oversupply of staff, the organization will need to enhance the employees' job description so that one staff will perform several tasks. This can be done after the layoff has been conducted. The remaining employees will need to have a new and clear job description so that they can perform their jobs in efficient and effective manner. .

Other than that, I would also recommend to the organization to increase the salary of its employees once the problem of oversupply of staff has been

settled. The salary given below the minimum wage is not sufficient and not fit to the tasks given to the employees. The salary given to the employees are considered to be the motivation factor of the employees. Giving higher salary to the employees will increase the employees' motivation and mesh employees' future performance with organizational goals. If the organization is suffering from financial constraint, the organization may give non-financial benefits to the employees. The non-financial benefits can be in terms of fringe benefit, job contents and job environment. Providing a competitive job environment will influence the employees' performance and it will act as a driver for the employees in realizing the organizational goals. Therefore, I will hope that the recommendations may reduce the risk of inefficiency and ineffectiveness of the employees in performing their responsibilities.

4.4 CONCLUSION

The SWOT analysis is important for an organization as it provides a clear picture on the environment that may affect the organizational activities. The environment is kept on changing and the organization should develop strategies based on the current trends and needs of the stakeholders. The organization must put the people as the first priority in achieving its goals and objectives. I also provide several recommendations to the organization based on the SWOT analysis that has being done. I hope that my recommendations can help the organization in increasing their levels of efficiency and effectiveness in delivering services to the people.

CHAPTER 5

CONCLUSION

5.1 INTRODUCTION

Within this chapter, it concludes all the chapters in the report. Apart from that, this chapter also provides certain recommendations and comments on the practical training. It is hoping that the recommendations and comments can help to improve the practical training course and maintain the quality standard of the faculty in ensuring its students as a world class thinker.

5.2 CHAPTER ONE

Chapter one is representing the background of the organization. The Member of Parliament's Office is directly administered by the MP for that particular constituency. In the case of me, the MP is YB Tuan Haji Ahmad Lai bin Bujang and he is the MP for the Sibuti constituency. This organization is being established in order for the MP to perform and give services toward the public efficiently. Apart from that, chapter one also discuss on the services provided by the organization towards the people.

In the case of my place for practical training, the MP's office is providing services in terms of application for 1Malaysia People Friendly Home, provides aids to a respective association and a person who are require a financial support from the MP, and gives a letter of support to anyone who is requiring the MP's support in certain matters. Besides that, the organization also concern in arranging the MP's schedule for any events or meetings that should be attend by the MP, provides registration services to the people who

are interested to become a member of the political party and involves in conducting events such as Sibuti Fruit Festival for the public at large.

5.3 CHAPTER TWO

In this chapter, it shows on the flow of tasks that I had performed during my practical training period. I had undergone my practical training for eight weeks started from the 20th of July, 2015 until 15th of September, 2015. Chapter two also includes the description of the tasks attached to me on daily basis and also other supplementary activities that I had attend during my practical training. I can consider that all the tasks that had been given to me were related or associated with the subjects that I had learned in class. This is because I had actively involved in the organization's meetings, conducting events, public relations practitioner and customer service.

Each of the tasks that I had performed was being listed out in chapter two. I was being supervised by my host supervisor, Mr. Nazri Haji Ahmad Lai in doing the tasks so that it would follow the guidelines and protocols especially on the task of preparing letters for MP's personal matters. Throughout my practical training, I was enabled to look the relationship between the things that I learned theoretically and doing the tasks practically. It is needed to have the knowledge on how to perform the task before performing it. A different task might need a different in understanding, knowledge and skills. The more we understand about the task given, the better of our performance would be.

5.4 CHAPTER THREE

In chapter three, it represents the description of the major task that I had performed during my practical training. I have chosen one task that I majorly ask to do by my host supervisor and relate the task with the subject that I had learned in class. Throughout my practical training, I had been assigned to do various tasks with different scopes, knowledge and skills. As for the purpose of analysis, I was choosing the task of preparing letters for the applicants of 1Malaysia People Friendly Home and for MP's personal matters. After reviewing the task, I can conclude that the task that I had performed was associated with Public Relations (PRO458) subject.

Two concepts of Public Relations that associated with the task that I had performed were the concept of public affairs and strategic planning. Public affairs concept is to ensure that the organization do not take things for granted in relation with the public. It is to maintain a good and positive relationship between the organization and the public. Strategic planning involves a short-term and long-term planning of the organization. In public relations, the practitioners are the one that concern on the strategic planning which specifically focusing on the relationship between the organization and the communities Strategic planning ensure that the organization can achieve its goals and objectives without affecting the stakeholders.

The association of my task with public affairs can be seen through the preparation of letters for the applicants of 1Malaysia People Friendly Home programed and the letter of report for the victims of thunderstorms that hit Sibuti area in the month of July, 2015. From the concept of strategic planning,

it can be seen through my task of attending a meeting in the organization. I was attending the meeting for the early preparation of Sibuti Fruit Festival. The purpose of the meeting was to set the date for the festival, determine the objectives and goals of the event, the tentative of the event and also the members of the project.

All the tasks that I had performed during my practical training have broadened my knowledge and understanding on the working environment. I was also had experienced the real challenges of working environment especially when my tasks were needed me to deal with customers. I need to understand on the customers' preferences and wants, and at the same time to follow the organization's interest. All these knowledge and experiences will be the platform for me to be prepared in the future.

5.5 CHAPTER FOUR

This chapter deals with the SWOT analysis, in which looking at the strengths, weaknesses, opportunities and threats of the organization. Different organization will have different strengths and weaknesses. Identifying the strengths and weaknesses can help the organization to come out with the strategies and solutions in becoming more competitive and productive. Opportunities can help the organization to find something new for the achievement of organizational goals and objectives. The organization also should not take the threats for granted as the threats can lead to the organizational challenges in realizing its goals and objectives.

As being describe in chapter four, the organization that I had undergo my practical training has its own strengths, weaknesses, opportunities and

threats. I also come out with my recommendations for the organization in order for the organization to become more competitive and productive in delivering government services to the people. The recommendations or suggestions that I had come out with are also to ensure the organization can satisfy its customers and stakeholders.

In a nutshell, the practical training at the Member of Parliament's Office had given me a chance to experience the working environment and relate the theories that I learned in class with the tasks that I had being instructed to performed. I was also able to see the importance of an organization's top management in ensuring the employees to perform their task in a proper manner. Other than that, I was also able to see the importance of having a positive relationship between the organization and the customers as it would affect the effectiveness and efficiency of the organization. All these experiences and knowledge would be use by me in making a preparation to become an employee in the future.

5.6 CONCLUSION

As a conclusion, I would like to recommend to the faculty that the practical training course should be extended from two months to six months. This is because it is a request by the organization to have a student that have an internship at least six months long. A period of two months is not sufficient. However, the longer the period, the more experience and knowledge that can be gain by the trainee. Besides that, the organization also should have a good system in handling the practical trainee's schedule. As far as I concerned, the practical trainee is always being ask to do the other employees' tasks. The

practical trainees should do their tasks based on what they had learned in their studies. They should be exposed to all types of works or scope of jobs so that it would help the trainees to broaden their thinking.

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APPENDIX

1. Student's name: AL-NADZIRUH MUJIB BIN PASI
2. Date & Place of Birth: 22 FEBRUARY 1993 / HOSPITAL DAZERAH MARJO
3. UITM No.: 20 2102513
4. Program: BACHELOR OF ADMINISTRATIVE SCIENCE (FINANCIAL)
5. Year: 2015 Part: 5
6. Home address: LOT 4040 TAMAN LINDA, JALAN PERIWINKLE OFF
JALAN ALLAMANDA, RIAM 93000 MIRI SARAWAK
7. Address during practical training: LOT 4040 TAMAN LINDA, JALAN
PERIWINKLE OFF JALAN ALLAMANDA, RIAM, 93000 MIRI SARAWAK
8. Place of training: SEJAKAT AHLI PARLIMEN P-213 SIBUTI, LOT 235,
TINGKAT 1, BULATAN COMMERCIAL CENTRE, JALAN DARIK MUIF PAMP
JAYA, FASA 2, 11000, MIRI, SARAWAK
9. Name of Supervisor in-charge: NAZRI HJ AHMAD LAL

10. Duration of training : From : 20 JULY 2015 to 15 SEPTEMBER 2015

FOR OFFICE USE ONLY

11. Remarks: (Dean/Course Tutor)

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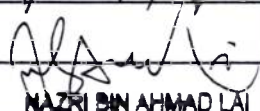
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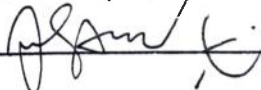
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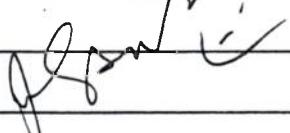
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DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
20 Julai 2015 (Isnin)	Latihan industri tidak dapat dijalankan kerana pejabat masih tutup bertepatan dengan sambutan hari Raya Aidilfitri	
21 Julai 2015 (Selasa)	Latihan industri tidak dapat dijalankan kerana pejabat masih tutup bertepatan dengan sambutan Hari Raya Aidilfitri	
22 Julai 2015 (Rabu)	<p>Latihan industri telah bermula secara rasminya pada hari ini walaupun demikian, permulaan latihan industri adalah lebih kepada kerja di lapangan kerana pejabat hanya akan dibuka pada hari Jumaat (24 Julai 2015).</p> <p>Pertemuan dengan pegawai pejabat pada pukul 9.30 pagi di kediaman Yang Berhormat Tuan Haji Ahmad Laili bin Bujang. Pegawai tersebut yang bernama Encik Nazri Haji Ahmad Laili telah menerangkan sedikit sebanyak mengenai organisasi dan skop tugasan yang bakal dilakukan oleh saya sepanjang tempoh latihan industri. Tugasan yang telah dibenarkan pada hari ini adalah seperti yang berikut:</p>	

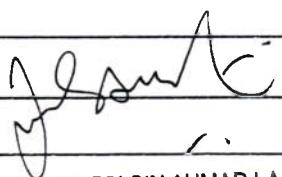
DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARK
	(1) Pencarian maklumat seperti nama penuh, jawatan, alamat, nombor telefon dan nombor fax beberapa orang menteri dan Yang Berhormat di Sarawak.	
	(2) Berjumpa dengan encek Johnson Dan Pegawai khas yang bertugas di Pusat Khidmat Wakil Rakyat (PKWR) P-218 Sibuti untuk berbincang mengenai penyediaan surat jemputan untuk program bersama dengan ketua Menteri Sarawak.	- Beliau menjalankan dengan tekun, dan seoptimum yang mungkin. Beliau mempunyai sifat yang
	(3) Membantu di dalam persiapan rumah terbuka Hari Raya Aidilfitri bersama dengan kedatangan kedatangan TYT negeri Sarawak ke rumah YB Tuan Haji Ahmad Lai.	 MAZRI BIN AHMAD LAI PUSAT KHIDMAT WAKIL RAKYAT P.218 SIBUTI
23 Julai 2015 (Khamis)	(4) Menghadiri Majlis Rumah Tamah Aidilfitri anjuran Persatuan Melayu Miri di Parkroy Every Hotel Miri dengan jemputan kepada TYT negeri Sarawak.	
	Tugas pada hari ini adalah lebih kepada kerja di lapangan iaitu membantu di dalam persiapan untuk Rumah Terbuka Aidilfitri yang bertempat di kediaman YB Tuan Haji	

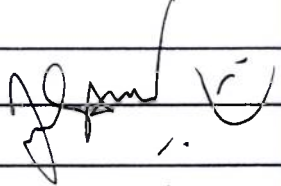
DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
	Ahmad Lai. Tugasannya dimulakan pada pukul 10.30 pagi dan berakhir pada pukul 4.15 petang. Tugasannya yang dipertingkatkan adalah dengan segi teknikal dan tugas tugas khusus.	
24 Julai 2016 (Jumaat)	Latihan industri pada hari ini bermula secara rasminya di pejabat. Tugasannya pada hari ini adalah seperti yang berikut:	
	① Membuat satu video slideshows untuk Majlis Rumah Tamah Hadifitri bersama ketua Menteri Sarawak pada 29 Julai 2016	
	② Menghadiri mesyuarat yang dihadiri oleh semua staf-staf di pejabat pada pukul 9 pagi	
	③ Menghadiri mesyuarat pada pukul 2.30 petang bertempat di Mega Hotel Miri. Mesyuarat ini adalah bertujuan untuk membincangkan beberapa perkara yang berkaitan di dalam perancangan untuk Majlis Rumah Tamah Hadifitri bersama dengan ketua Menteri Sarawak. Mesyuarat tersebut dihadiri oleh beberapa kaunselor dan kerajaan tempatan. Ahli Majlis	Beliau telah menghadiri mesyuarat yang telah diadakan di kedua-dua tempat seperti yang ditunjukkan.
		 AHMAD BIN AHMAD LAI PUSAT KHIDMAT WAKIL RAKYAT #218 SHULTI

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARK
	<p>terhadap PBB di setiap rawangan dan YB Tuan Haji Ahmad Kuli bin Engang.</p>	
<p>15 Julai 2015 (Sabtu)</p>	<p>Tugasan pada hari ini ialah</p> <ol style="list-style-type: none"> ① Menyiapkan video suksesor yang akan digunakan pada majlis Rasmiah Tamah Aidilfitri bersama dengan ketua Menteri Sarawak 	
<p>27 Julai 2015 (Isnin)</p>	<p>Tugasan pada hari ini adalah seperti yang berikut:</p> <ol style="list-style-type: none"> ① Membantu di dalam perediaan kead jempuran untuk Majlis Rasmiah Tamah Aidilfitri ② Membuat surat rasmi yang akan difakskan kepada Setiausaha Politik YAB Perdana Menteri, Dato' Jaisari bin Ngah berkaitan dengan rayuan permohonan daripada pemohon untuk mengijazahkan program haji YAB PIM 2015 ③ Membuat senarai nama mengijazahkan training untuk para jempuran ke Majlis Rasmiah Tamah Aidilfitri 	

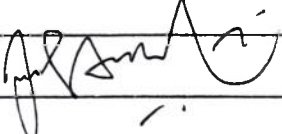
DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
23 Julai 2018 (Selasa)	<p>Tugasan pada hari ini adalah seperti yang berikut:</p> <ol style="list-style-type: none"> ① Membuat senarai nama mengikut ranking untuk para jemaah ke Majlis Ramah Tamah Aidulfitri bersama Ketua Menteri Sarawak. ② Menyediakan draf ucapan untuk YB Tuan Haji Ahmad Lai ③ Membantu di dalam membeli keperluan pejabat seperti fail-fail, alat tulis dan sebagainya 	
24 Julai 2018 (Rabu)	<p>Tugasan pada hari ini adalah seperti yang berikut:</p> <ol style="list-style-type: none"> ① Membuat senarai nama mengikut ranking untuk para jemaah ke Majlis Ramah Tamah Aidulfitri ② Membantu di dalam persembahan Majlis Ramah Tamah Aidulfitri di Mega Hotel pada pukul 9 petang. ③ Menghadiri Majlis pada malam harinya dan ditugaskan untuk menjadi jurugambar majlis. 	<p>- Beliau mampu menerima arahan dari pihak atasan tanpa memberi banyak alasan.</p>  <p>HAZRI BIN AHMAD LAI PUSAT KHIDMAT WARGA RAKYAT P.216 SIBUTI</p>

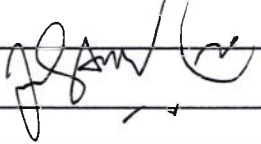
DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARK
30 Julai 2015 (Khamis)	<p>Tugasan pada hari ini adalah seperti yang berikut:</p> <ol style="list-style-type: none"> ① Membuat "Quotation template" untuk Yustech Services Enterprise, Urban Oasis Enterprise dan Chromium Cooper Ent. ② Membuat "invoice template" untuk Yustech Services Enterprise, Urban Oasis Enterprise dan Chromium Cooper Ent. 	
31 Julai 2015 (Jumaat)	<p>Tugasan pada hari ini ialah:</p> <ol style="list-style-type: none"> ① Membuat surat sekepingan untuk pemohon yang memohon lot tanah di beberapa kawasan di Miri. 	
3 Ogos 2015 (Isnin)	<p>Tugasan pada hari ini adalah seperti yang berikut:</p> <ol style="list-style-type: none"> ① Dihuguskan untuk pergi ke Pejabat Tanah dan Survei untuk mengambil peta tanah di kawasan sibuti. ② Membuat surat rasmi untuk pemohon yang memohon tanah kediaman di kawasan Miri. ③ membuat draf untuk barang bantuan pendidikan untuk Pejabat Khidmat Wakil Rakyat P 218 Sibuti ④ membuat senarai nama untuk PBR 	

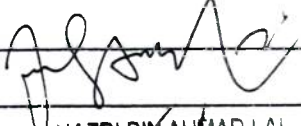
DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
	(Program Bantuan Rumah).	
4 Ogos 2015 (Selasa)	Tugas pada hari ini adalah seperti yang berikut: ① Membuat senarai PBR untuk tahun 2011	
5 Ogos 2015 (Rabu)	Tugas pada hari ini adalah seperti yang berikut: ① Membuat surat untuk pemohon PBR dan difakskan kepada Pejabat Daerah Miri ② membuat senarai PBR untuk tahun 2011 dan 2012. ③ Menghantar surat ke Lembaga Pelabuhan Miri dan surat tersebut dibentangkan kepada Setiausaha Pengarah Lembaga Pelabuhan Miri	Beliau mampu melakukan tugas dari pelbagai aspek dan seorang individu yang Bijak dan Berpengetahuan Luas Beliau membantu menyelesaikan kerja-kerja yang telah terfagguh.
6 Ogos 2015 (Khamis)	Tugas pada hari ini ialah: ① membuat senarai PBR untuk tahun 2012 & 2013	 NAZRI BIN AHMAD LAI PUSAT KHIDMAT WAKIL RAKYAT P.218 SIBUTI

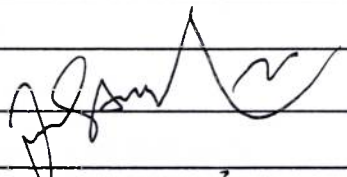
DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARK
10 Ogos 2015 (15min)	Tugasan pada hari ini adalah seperti yang berikut:	
	① Menghadiri Majlis Rumah Tamabah Adifitn di RTM dan ditugaskan untuk menjadi jurugambar majlis	- Beliau terlibat aktif dalam program-program
	② Membuat senarai PBR untuk tahun 2013 dan 2014	yang telah dijalankan.
		Beliau mempunyai sikap yang ramah.
11 Ogos 2015 (relasa)	Tugasan pada hari ini adalah seperti yang berikut:	
	① Membuat senarai dan mengemaskini PMR (Projek Mesta Rakyat) 2015.	
	② Menghadiri majlis ramah tamah adifitn yang bertempat di ICU Miri	
	③ Membuat surat permohonan untuk pembinaan jambatan sibuti	
		HAZRI BIN AHMAD LAI PUSAT KHIDMAT WAHIL RAKYAT P.218 SIBUTI
12 Ogos 2015 (CRABA)	Tugasan pada hari ini ialah	
	① Menghadiri Kem Belia anjuran kementerian Belia dan Sukan di Pantai Bangau dengan ditemani oleh pea Pegawai khas PKLR.	

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
13 Ogos 2015 (Selasa)	Tugasan pada hari ini ialah : ① mengemaskini Senarai PMR 2015 ② Membuat surat bantuan untuk mangsa- mangsa angin kencang di kawasan Sibuti	
19 Ogos 2015 (Rabu)	Tugasan pada hari ini ialah : ① membuat surat jemputan untuk mesyuarat perancangan ^{awal} pesta buah- buahan kawasan Parlimen P-218 Sibuti ② Menyediakan agenda mesyuarat	^{B'Komuniti} = Beliau mampi untuk B'Komuniti dengan orang luar didatangkan melaksanakan tugas-tugas yang telah di Berikan kepada Beliau
20 Ogos 2015 (Khamis)	Tugasan pada hari ini adalah seperti yang berikut : ① Menghadiri mesyuarat perancangan awal pesta buah-buahan di Pusat Khidmat Wakil Rakyat P-218 Sibuti ② Membuat surat permohonan kepada Jabatan Penerangan Bahagian Miri ③ membuat surat jemputan kepada timbalan menteri pertanian untuk hadir ke pesta buah-buahan 2015	. Beliau juga telah menghadiri Mesyuarat yang telah diadakan Bersama Jabatan Pertanian, Jabatan Veterina, Majlis Daerah Subis, Jabatan Penerangan dan agensi-agensi kerajaan yang lain.


 NAZRI BIN AHMAD LAI
 PUSAT KHIDMAT WAKIL RAKYAT
 P.218 SIBUTI

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
21 Ogos 2015 (Jumaat)	Tugasan pada hari ini adalah seperti yang berikut:	
	① membuat surat peruntukan ehas projek kepada timbalan perdana menteri dan menteri kewangan 2	- Beliau difugaskan untuk membuat surat peruntukan ehas projek kepada timbalan perdana menteri dan menteri kewangan.
	② membuat surat laporan keterakan harta benda akibat angin kencang di kawasan Sibuti	
25 Ogos 2015 (Selasa)	Tugasan pada hari ini ialah: ① membuat senarai semak bawcer projek mesra rakyat	 NAZRI BIN AHMAD LAI PUSAT KHIDMAT WAKIL RAKYAT P.216 SIBUTI
26 Ogos 2015 (Rabu)	Tugasan pada hari ini ialah: ① membuat senarai semak bawcer projek mesra rakyat	
27 Ogos 2015 (Khamis)	Tugasan pada hari ini ialah: ① membuat quotation untuk Program Patriotisme Belia Sempena Sambutan Bulan kemerdekaan (konvoi kemerdekaan) → Pejabat Belia dan Sukan Bahagian Miri * Quotation untuk Yestake sdn Bhd, Yustech Enterprise dan Bumi Armada.	- Beliau juga telah ditugaskan untuk membuat Quotation Sempena Sambutan Bulan kemerdekaan kepada Pejabat Belia dan Sukan Bahagian Miri.

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
28 Ogos 2015 (Jumaat)	Tugas pada hari ini ialah: ① Membuat surat sumbangan perkhidmatan dan peralutan persekolahan untuk pelajar sekolah rendah dan menengah di kawasan Parlimen P. 213 Sibuti.	
1 September 2015 (Selasa)	Tugas pada hari ini adalah seperti yang berikut: ① Membuat surat permohonan tanah untuk pembeha ② membuat surat pemberitahuan untuk pengagihan sapi ibadah @urban	= Beliau melakukan tugas dengan baik dan mampu melakukan kerja tanpa pengawasan yang kerap.
2 September 2015 (Rabu)	Tugas pada hari ini ialah: ① Membuat quotation untuk SK Lintang, Muri. (Penyediaan Sarapan Pagi dan makan tengahari untuk calon dan Pengawal Peperiksaan UPSR 2015)	
4 September 2015 (Jumaat)	Tugas pada hari ini ialah: ① Mengemaskini senarai nama mereka yang boleh dihubungi untuk pengagihan sapi ibadah di Parlimen P. 213 Sibuti.	 NAZRI BIN AHMAD LAI BUKAT KHIDMAT WAKIL RAKYAT P.213 SIBUTI

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
	② Mengemaskini senarai PMR 2015	
8 September 2015 (Selasa)	<p>Tugasan pada hari ini ialah:</p> <p>① menghadiri majlis doa selamat bertempat di pusat khidmat untuk salah seorang daripada pekerja yang akan menjalani pembedahan</p>	<p>=> Beliau telah menjadi pembaca doa untuk majlis doa selamat yang telah diadakan di pusat khidmat</p>
9 September 2015 (Rabu)	<p>Tugasan pada hari ini ialah:</p> <p>① membuat invoice untuk Yehoke kepada Hospital Umum Min (Perkhidmatan membekal telur ayam)</p> <p>② Berurusan dengan Persatuan Bekas Anggota Bomba Min untuk sumbangan majlis makan malam</p>	 <p>NAZRI BIN AHMAD LAI PUSAT KHIDMAT WAKIL RAKYAT P.210 SIBUTI</p>
10 September 2015 (Khamis)	<p>Tugasan pada hari ini ialah:</p> <p>① menyediakan invoice untuk Jabatan Beira dan Sukan (Aktiviti konvoi kemerdekaan)</p> <p>② membuat senarai gotong-royong untuk PMR 2015</p>	

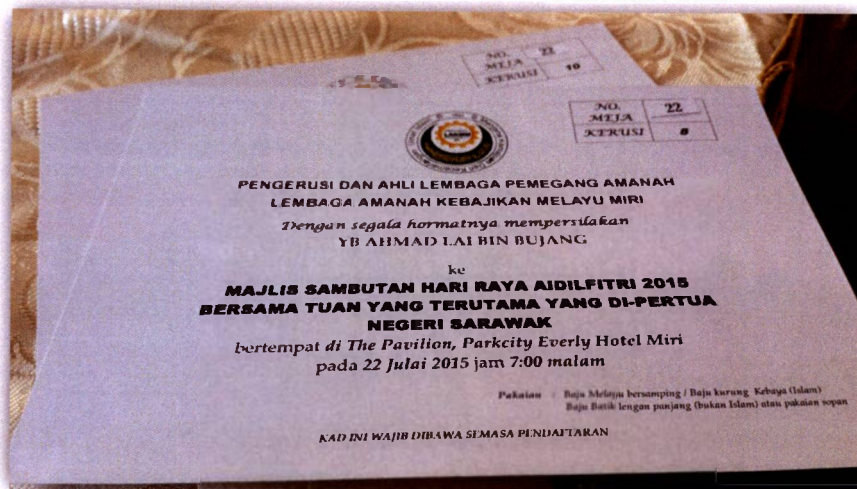
DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
11 September 2015 (Jumaat)	Tugas pada hari ini ialah ① membucet invois untuk SK Lutong Miri ② membucet senarai PMR P-218 Sibuti tahun 2016	
14 September 2015 (Isnin)	Tugas pada hari ini ialah ① membucet senarai PMR P-218 Sibuti untuk tahun 2016	
15 September 2015 (Selasa)	Tugas pada hari ini ialah ① membuat quotation untuk SK Lutong Miri (Yestake Sdn Bhd) untuk sarapan pagi dan makan tengahari pelajar UPSR dan Pengawas peperiksaan (kemaskini)	

COMMENTS

=> Selepas kerelupukanya, Beliau adalah seorang individu yang rajin, amanah dan Berdedikasi. Beliau juga seorang yang Bertanggung jawab dalam semua kerja yang telah diperikan tanpa memerlukan pengawasan yang kerap. Sepanjang Latihan industri dijalankan, Beliau menunjukkan sikap yang positif dan Berdaya saing dalam kerja yang diperikan. Sepanjang tempoh itu juga Beliau banyak memberi idea kepada syarikat kami. Dengan ini saya menandatangani agar latihan industri di panjangkan dari 3 Bulan kepada 6 Bulan supaya latihan lebih efektif. Walaupun masa tidak mengizinkan Beliau untuk Bertemu kami untuk lebih lama lagi, kami amat gembira dan Berferima kasih kerana sudi menyumbangkan tenaga dan idea. Akhir kata, semoga Beliau mencapai apa yang diingini.



Picture 1: The MP's Official Car



Picture 2: The Invitation Cards for TYT Hari Raya Open House



Picture 3: Photo during the MP's Hari Raya Open House



Picture 4: Photo during the MP's Hari Raya Open House



Picture 5: Meeting with the Committes of CM's Hari Raya Open House



Picture 6: Photo during CM's Hari Raya Open House



Picture 7: Hari Raya Open House at Kampung Kuala Sibuti, Sibuti



Picture 8: Photo during Sibuti's Youth Camp at Bungai Beach, Sibuti



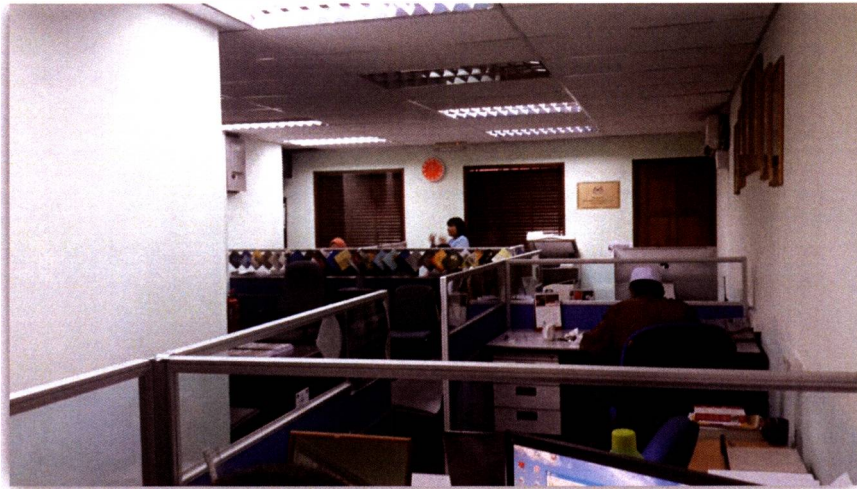
Picture 9: Photo during Sibuti's Youth Camp at Bungai Beach, Sibut



Picture 10: Photo during Sibuti's Youth Camp at Bungai Beach, Sibuti



Picture 11: Photo of the MP's Office



Picture 12: Photo of the MP's Office



Picture 13: Photo of the MP's Office



Picture 14: Photo of the MP's Office

**BORANG BANTUAN PENDIDIKAN
PUSAT KHIDMAT WAKIL RAKYAT
P.218 SIBUTI**

TARIKH:

Arahan: Sila isi di bahagian-bahagian yang berkaitan. Borang yang tidak lengkap tidak akan diterima,

1	MAKLUMAT PERIBADI PEMOHON		
Nama:			
No. Kad Pengenalan:			
Jantina:	<input type="checkbox"/> Lelaki <input type="checkbox"/> Perempuan	Bangsa:	<input type="checkbox"/> Melayu <input type="checkbox"/> Bumiputera <input type="checkbox"/> Cina <input type="checkbox"/> India
No Telefon:			
2	MAKLUMAT INSTITUSI PENGAJIAN		
Nama Institusi Pengajian:			
Bidang Pengajian:			
Tempoh Pengajian:	<ul style="list-style-type: none">• Mula (Bulan/Tahun): _____• Tamat (Bulan/Tahun): _____		
3	MAKLUMAT IBU BAPA / PENJAGA		
Bapa / Penjaga:	<ul style="list-style-type: none">• Nama: _____• Pekerjaan: _____• Tempat Mengundi: _____		
Ibu:	<ul style="list-style-type: none">• Nama: _____• Pekerjaan: _____• Tempat Mengundi: _____		
Anggaran Pendapatan Keluarga Sebulan:			

TANDATANGAN PEMOHON:

Nama:

Untuk Kegunaan Pejabat Sahaja:

- Diluluskan
 Tidak Diluluskan

Ruj. Tuan :

Ruj. Kami : SS/P218/0039

Tarikh : 31 Julai 2015

Tuan Hj Unus B. Tambi,
Penguasa Tanah Dan Survei,
Jabatan Tanah Dan Survei Bahagian Miri,
Wisma Pelita Tunku,
Jalan Puchong,
98000 Miri.

Tuan,

PER: PERMOHONAN TANAH LOT KEDIAMAN DI TUDAN KB

Dengan segala hormatnya perkara diatas adalah dirujuk.

Sukacitanya dimaklumkan bahawa **Voon Wen Haur**, kad pengenalan bernombor **901030-13-7269**, beralamat di Lot 387, Tudan Phase 2a, Lorong Mulia 10a, Jalan Lutong Kuala Baram, 98000 Miri, Sarawak ingin membuat permohonan tanah untuk Lot 387, Tudan Phase 2a, Lorong Mulia 10a, Jalan Lutong Kuala Baram, 98000 Miri, Sarawak sebagai kediaman mereka sekeluarga.

Sehubungan dengan itu, dipanjangkan pekara tersebut untuk tindakan pihak tuan yang lebih arif mengenai prosedur dan kriterianya. Bersama-sama ini disertakan dengan surat permohonan daripada pihak pemohon dan dokumen-dokumen yang berkenaan untuk rujukan dan tindakan pihak tuan selanjutnya.

Adalah menjadi harapan saya agar permohonan ini mendapat perhatian dan tindakan yang sewajarnya.

Sekian, terima kasih.

“BERKHIDMAT UNTUK NEGARA – 1MALAYSIA”

Yang benar,

(YB TUAN HJ AHMAD LAI BIN BUJANG)
Ahli Parlimen Malaysia P.218 Sibuti

Ruj. Tuan :

Ruj. Kami : SS/P218/0040

Tarikh : 31 Julai 2015

Tuan Hj Unus B. Tambi,
Penguasa Tanah Dan Survei,
Jabatan Tanah Dan Survei Bahagian Miri,
Wisma Pelita Tunku,
Jalan Puchong,
98000 Miri.

Tuan,

PER: PERMOHONAN TANAH LOT KEDIAMAN

Dengan segala hormatnya perkara diatas adalah dirujuk.

Sukacitanya dimaklumkan bahawa **Norsilawati Binti Abdullah**, kad pengenalan bernombor **880324-52-5902**, beralamat di D/A L/S 1175 Pujut Adong, Miri Sarawak ingin membuat permohonan tanah untuk dijadikan sebagai tempat kediaman mereka sekeluarga.

Sehubungan dengan itu, dipanjangkan perkara tersebut untuk tindakan pihak tuan yang lebih arif mengenai prosedur dan kriterianya. Bersama-sama ini disertakan dengan surat permohonan daripada pihak pemohon dan dokumen-dokumen yang berkenaan untuk rujukan dan tindakan pihak tuan selanjutnya.

Adalah menjadi harapan saya agar permohonan ini mendapat perhatian dan tindakan yang sewajarnya.

Sekian, terima kasih.

“BERKHIDMAT UNTUK NEGARA – 1MALAYSIA”

Yang benar,

(YB TUAN HJ AHMAD LAI BIN BUJANG)
Ahli Parlimen Malaysia P.218 Sibuti

Ruj. Tuan :

Ruj. Kami : SS/P218/0041

Tarikh : 31 Julai 2015

Tuan Hj Unus B. Tambi,
Penguasa Tanah Dan Survei,
Jabatan Tanah Dan Survei Bahagian Miri,
Wisma Pelita Tunku,
Jalan Puchong,
98000 Miri.

Tuan,

**PER: PERMOHONAN TANAH KERAJAAN UNTUK TUJUAN
PERTANIAN**

Dengan segala hormatnya perkara diatas adalah dirujuk.

Sukacitanya dimaklumkan bahawa **Lai Chong Hien**, kad pengenalan bernombor **700503-13-5087** beralamat di Lot 2419, Taman BayShore Phase 6, Jalan Pantai, Piasau, 98000 Miri, Sarawak ingin membuat permohonan tanah untuk Lot 1557 Blok 9, Lambir Land District bagi kegunaan atau tujuan pertanian.

Sehubungan dengan itu, dipanjangkan pekara tersebut untuk tindakan pihak tuan yang lebih arif mengenai prosedur dan kriterianya. Bersama-sama ini disertakan dengan surat permohonan daripada pihak pemohon dan dokumen-dokumen yang berkenaan untuk rujukan dan tindakan pihak tuan selanjutnya.

Adalah menjadi harapan saya agar permohonan ini mendapat perhatian dan tindakan yang sewajarnya.

Sekian, terima kasih.

“BERKHIDMAT UNTUK NEGARA – 1MALAYSIA”

Yang benar,

(YB TUAN HJ AHMAD LAI BIN BUJANG)
Ahli Parlimen Malaysia P.218 Sibuti

Ruj. Tuan :

Ruj. Kami : SS/P218/0042

Tarikh : 31 Julai 2015

Tuan Hj Unus B. Tambi,
Penguasa Tanah Dan Survei,
Jabatan Tanah Dan Survei Bahagian Miri,
Wisma Pelita Tunku,
Jalan Puchong,
98000 Miri.

Tuan,

PER: PERMOHONAN TANAH KEDIAMAN DI LOT TUDAN

Dengan segala hormatnya perkara diatas adalah dirujuk.

Sukacitanya dimaklumkan bahawa **Chang Kong Tat**, kad pengenalan bernombor **870124-14-5623** beralamat di Lot 387, Tudan Phase 2A, Lorong Mulia 10A, Jalan Lutong Kuala Baram, 98100 Miri, Sarawak ingin membuat permohonan tanah di lot Tudan.

Sehubungan dengan itu, dipanjangkan perkara tersebut untuk tindakan pihak tuan yang lebih arif mengenai prosedur dan kriterianya. Bersama-sama ini disertakan dengan surat permohonan daripada pihak pemohon dan dokumen-dokumen yang berkenaan untuk rujukan dan tindakan pihak tuan selanjutnya.

Adalah menjadi harapan saya agar permohonan ini mendapat perhatian dan tindakan yang sewajarnya.

Sekian, terima kasih.

“BERKHIDMAT UNTUK NEGARA – 1MALAYSIA”

Yang benar,

(YB TUAN HJ AHMAD LAI BIN BUJANG)
Ahli Parlimen Malaysia P.218 Sibuti

Ruj. Tuan :

Ruj. Kami : SS/P218/0038

Tarikh : 27hb Julai 2015

Yang Berbahagia Dato' Jailani Ngah,
Setiausaha Politik kepada YAB PM
Aras 2, Blok Barat, Bangunan Perdana Putra,
Pusat Pentadbiran Kerajaan Persekutuan,
62502 PUTRAJAYA.

**RAYUAN MENUNAIKAN HAJI UNTUK ENCIK ARBI BIN LAI, NO. KAD
PENGENALAN: 631216-13-5029 PROGRAM KHAS HAJI YAB PM 2015**

Perkara di atas dengan segala hormatnya adalah dirujuk.

2. Adalah dimaklumkan bahawa Yang Amat Berhormat Perdana Menteri telah mengadakan Program Khas Haji YAB PM untuk tahun 2015. Sehubungan dengan itu, pihak saya telah menghantar senarai nama untuk program tersebut kepada pihak tuan. Walaubagaimanapun, di antara senarai nama yang telah dihantar tersebut, **Encik Arbi bin Lai, No. Kad Pengenalan: 631216-13-5029** sahaja yang belum lagi mendapat apa-apa maklum balas daripada pihak tuan

3. Justeru itu, saya ingin membuat rayuan kepada pihak tuan agar permohonan saya dapat diterima untuk membolehkan Encik Arbi bin Lai mengikuti program tersebut. Ini adalah kerana beliau merupakan seorang yang banyak menyumbang di dalam aktiviti pembangunan masjid, menjadi imam dan bilal di Masjid Al-Firdaus, Taman Tunku Miri, dan belum lagi pernah menunaikan haji sebelum ini.

4. Oleh yang demikian, saya amat bebesar hati jika pihak tuan dapat meluluskan rayuan saya ini bagi membolehkan beliau mengikuti program tersebut.. Segala jasa baik dari pihak tuan amatlah saya hargai dan diharapkan untuk mendapatkan perhatian daripada pihak tuan selanjutnya.

Sekian, terima kasih.

“BERKHIDMAT UNTUK NEGARA”

Saya yang menurut perintah,

(YB HAJI AHMAD LAI BIN BUJANG)
Ahli Parlimen Malaysia P.218 Sibuti

Ruj.Tuan :
Ruj.Kami : PKTPM/P218-150020
Tarikh : Ogos 2015

YAB Dato' Seri Dr. Ahmad Zahid bin Hamidi,
Timbalan Perdana Menteri merangkap Menteri Dalam Negeri,
Pejabat Timbalan Perdana Menteri,
Aras 4, Blok Barat,
Bangunan Perdana Putra,
Pusat Pentadbiran Kerajaan Persekutuan,
62505 Putrajaya.

السلام عليكم ورحمة الله وبركاته

MEMOHON PERUNTUKAN KHAS PROJEK KAWASAN
PARLIMEN P.218 SIBUTI

Dengan segala hormatnya perkara di atas adalah dirujuk.

2. Terlebih dahulu saya mendoakan agar YAB Dato' Seri Timbalan Perdana Menteri sentiasa dikurniakan kesihatan dan kesejahteraan untuk terus dapat berkhidmat kepada rakyat dan Negara.

3. Sukacitanya saya dengan rasa rendah diri memohon peruntukan khas berjumlah RM570 ribu bagi beberapa projek khas di kawasan saya, Parlimen P.218 Sibuti yang mana telah dikenal pasti akan keperluannya. Saya yakin dan percaya dengan adanya bantuan projek seperti ini, penduduk kawasan Sibuti akan dapat menikmati kemudahan yang merupakan keperluan penting bagi setiap penduduk. Ini merupakan salah satu usaha bagi memastikan penduduk kawasan Parlimen P.218 Sibuti tidak ketinggalan dalam menikmati kemudahan yang disediakan oleh Kerajaan Malaysia.

Saya berbesar hati sekiranya permohonan ini mendapat pertimbangan dan kelulusan daripada YAB Dato' Seri Timbalan Perdana Menteri.

Sekian, terima kasih.

“BERKHIDMAT UNTUK NEGARA”

Yang benar,

(YB Tuan Haji Ahmad Lai Bin Bujang)
Ahli Parlimen Malaysia P.218 Sibuti

Ruj. Tuan :
Ruj. Kami : PKMK/P218-150021
Tarikh : Ogos 2015

Y.B Dato' Seri Haji Ahmad Musni bin Mohamad Hanadzlah,
Menteri Kewangan II,
Kompleks Kementerian Kewangan,
Persiaran Perdana Presint 2,
62592 Putrajaya,
Malaysia.

السلام عليكم ورحمة الله وبركاته

MEMOHON PERUNTUKAN KHAS PROJEK KAWASAN PARLIMEN P.218
SIBUTI DAN P.219 MIRI

Dengan segala hormatnya perkara di atas adalah dirujuk.

2. Terlebih dahulu saya mendoakan agar Y.B Dato' Seri sentiasa dikurniakan kesihatan dan kesejahteraan untuk terus dapat berkhidmat kepada rakyat dan Negara.

3. Sukacitanya saya dengan rasa rendah diri memohon peruntukan khas berjumlah RM400 ribu bagi beberapa projek khas di kawasan saya, Parlimen P.218 Sibuti dan juga di kawasan Parlimen P.219 Miri yang mana telah dikenal pasti akan keperluannya. Saya yakin dan percaya dengan adanya bantuan projek seperti ini, penduduk kawasan Sibuti dan Miri akan dapat menikmati kemudahan yang merupakan keperluan penting bagi setiap penduduk. Ini merupakan salah satu usaha bagi memastikan penduduk kawasan Parlimen P.218 Sibuti dan P.219 Miri tidak ketinggalan dalam menikmati kemudahan yang disediakan oleh Kerajaan Malaysia.

4. Untuk pengetahuan YAB Dato' Seri, kawasan Parlimen P.219 Miri merupakan kawasan yang ditadbir oleh pembangkang dan ianya menjadi tanggungjawab saya untuk membantu mereka dari segi pembangunan di kawasan tersebut. Disertakan bersama adalah senarai cadangan projek seperti yang dimaksudkan di atas.

Saya berbesar hati sekiranya permohonan ini mendapat pertimbangan dan kelulusan daripada Y.B Dato' Seri.

Sekian, terima kasih.

“BERKHIDMAT UNTUK NEGARA”

YB Tuan Haji Ahmad Lai Bin Bujang
Ahli Parlimen Malaysia P.218 Sibuti

Ruj. Tuan :

Ruj. Kami : SS/P218/0045

Tarikh : 3hb Ogos 2015

Yang Berusaha Tuan Shebli Haji Hairani,
Pengurus Besar Lembaga Pelabuhan Miri,
Jalan Miri Port, Kuala Baram Industrial Estate,
Kuala Baram, 98000 Miri,
P.O Box 1179, 98008, Miri, Sarawak.

Assalamualaikum

Tuan,

**PERMOHONAN UNTUK KEBENARAN MENGGUNAKAN TERMINAL DI
SUNGAI MIRI**

Perkara di atas dengan segala hormatnya adalah dirujuk.

2. Adalah dimaklumkan bahawa syarikat kami, Misarma Enterprise Sdn Bhd merupakan sebuah syarikat yang menjalankan aktiviti menyelia terminal untuk kapal-kapal beroperasi di Sungai Miri. Kami difahamkan bahawa pihak tuan akan membina sebuah terminal tetap untuk kapal-kapal daripada syarikat Petronas Sdn Bhd cawangan Miri dalam tempoh dua tahun akan datang.

3. Oleh yang demikian, saya ingin memohon kepada pihak tuan untuk memberi kebenaran kepada syarikat Misarma Enterprise Sdn Bhd dalam menggunakan terminal untuk tempoh sehingga terminal tetap yang baru siap dibina bagi operasi-operasi yang berikut:

- a) Kegunaan kapal-kapal dari mana-mana syarikat yang berdaftar untuk berlabuh
- b) Pengambilan penumpang / pemunggahan barang-barang
- c) Persinggahan / pelepasan kapal-kapal
- d) Lain-lain aktiviti yang berkaitan dengan perkapalan

Bersama ini saya sertakan surat sokongan untuk rujukan pihak tuan. Atas pertimbangan pihak tuan saya dahului dengan jutaan terima kasih.

Yang benar,

YB HAJI AHMAD LAI BIN BUJANG

Ahli Parlimen Malaysia P.218 Sibuti

Merangkap Pengerusi Syarikat Misarma Enterprise Sdn Bhd

Ruj. Tuan :
Ruj. Kami : SS/P218/0050
Tarikh : 12 Ogos 2015

YB Dato Sri Michael Manyin Jawong
Menteri Pembangunan Infrastruktur dan Komunikasi Sarawak
Kementerian Pembangunan Infrastruktur dan Perhubungan
Tingkat 7, Bangunan Baitul Makmur
Petrajaya,
93050 Kuching.

PEMBANGUNAN JAMBATAN SIBUTI

Perkara di atas dengan segala hormatnya adalah dirujuk.

2. Saya mendoakan agar YB Dato Sri berada di dalam keadaan yang sihat dan sejahtera.

3. Dengan sukacitanya saya ingin memaklumkan kepada YB Dato Sri bahawa Jambatan Sibuti telah diluluskan pembangunannya dan setakat ini ianya belum lagi dilaksanakan. Untuk pengetahuan pihak YB Dato Sri, YAB Ketua Menteri Sarawak telah bersetuju untuk menambah peruntukan sebanyak RM14 juta daripada jumlah RM10 juta yang ada sekarang.

4. Oleh yang demikian, saya memohon agar pembinaan untuk jambatan tersebut yang menghubungkan pekan bekenu dan Kampung Rambai di seberang sungai dapat dimulakan dengan kadar segera melalui peruntukan tambahan yang dipersetujui oleh YAB Ketua Menteri seperti yang berikut:

- a) RM4 juta akan diagihkan pada tahun ini dan,
- b) RM10 juta akan diagihkan pada tahun hadapan, iaitu tahun 2016.

Saya juga amat berbesar hati jika pihak kementerian YB Dato Sri dapat memaklumkan kepada saya mengenai tarikh sebut harga dan permulaan kerja-kerja pembinaan untuk jambatan tersebut.

Sekian, terima kasih.

“BERKHIDMAT UNTUK NEGARA”

Yang Benar,

(YB HAJI AHMAD LAI BIN BUJANG)
Ahli Parlimen Malaysia P.218 Sibuti

Ruj. Tuan :
Ruj. Kami : SS/P218/0050
Tarikh : 13 Ogos 2015

YB Dato Sri Michael Manyin Jawong
Menteri Pembangunan Infrastruktur dan Komunikasi Sarawak
Kementerian Pembangunan Infrastruktur dan Perhubungan
Tingkat 7, Bangunan Baitul Makmur
Petrajaya,
93050 Kuching.

PROJEK PEMBINAAN JAMBATAN SIBUTI

Perkara di atas dengan segala hormatnya adalah dirujuk.

2. Saya mendoakan agar YB Dato Sri berada di dalam keadaan yang sihat sejahtera dalam melaksanakan tugas seharian.

3. Sukacitanya saya ingin memaklumkan kepada YB Dato Sri bahawa Jambatan Sibuti telah diluluskan pembangunannya dan setakat ini ianya belum lagi dilaksanakan. Untuk pengetahuan pihak YB Dato Sri, YAB Ketua Menteri Sarawak telah bersetuju untuk menambah peruntukan sebanyak RM14 juta daripada jumlah RM10 juta yang ada sekarang.

4. Oleh yang demikian, saya memohon agar pembinaan untuk jambatan tersebut yang menghubungkan pasar bekenu dan Kampung Rambai di seberang sungai dapat dimulakan dengan kadar segera melalui peruntukan tambahan yang dipersetujui dan diumumkan oleh YAB Ketua Menteri pada 5 Ogos 2015 seperti yang berikut:

- a) RM4 juta akan diagihkan pada tahun ini dan,
- b) RM10 juta akan diagihkan pada tahun hadapan, iaitu tahun 2016.

Oleh yang demikian, sukacitanya pihak kementerian YB Dato Sri dapat memaklumkan perkembangan mengenai projek ini kepada saya dari semasa ke semasa.

Sekian, terima kasih.

“BERKHIDMAT UNTUK NEGARA”

Yang Benar,

(YB HAJI AHMAD LAI BIN BUJANG)
Ahli Parlimen Malaysia P.218 Sibuti

Ruj. Tuan :
Ruj. Kami : PKWR/P218/0110
Tarikh : 20 Ogos 2015

Encik Wahid bin Muhamad,
Pegawai Penerangan Daerah,
Jabatan Penerangan Malaysia Sarawak,
Bangunan Persekutuan,
Jalan Gartak,
98007 Miri.

Tuan,

**PER: MEMOHON PEMINJAMAN SISTEM P.A UNTUK PESTA BUAH-BUAHAN 2015
BAGI PARLIMEN P.218 SIBUTI**

Dengan segala hormatnya perkara di atas adalah dirujuk.

2. Sukacita dimaklumkan bahawa pihak YB Tuan Haji Ahmad Lai bin Bujang dengan kerjasama beberapa agensi kerajaan yang lain telah merancang untuk mengadakan Pesta Buah-Buahan 2015 bagi kawasan Parlimen P.218 Sibuti seperti ketetapan yang berikut:

Tarikh : 19 September 2015 (Sabtu)
Masa : 10 pagi
Tempat : Dewan Masyarakat Bekenu, Sibuti

3. Sehubungan itu, saya mewakili YB Tuan Haji Ahmad Lai ingin membuat permohonan untuk meminjam peralatan sistem P.A daripada pihak tuan bagi membolehkan program tersebut berjalan dengan lancar,

Oleh yang demikian, besarlah harapan saya supaya permohonan saya ini diluluskan dan segala jasa baik daripada pihak tuan saya dahului dengan ucapan ribuan terima kasih.

Sekian, terima kasih.

“BERKHIDMAT UNTUK NEGARA”

Yang benar,

(ASRI BIN AHMAD LAI)
Pegawai Khas kepada
Ahli Parlimen Malaysia P.218 Sibuti

Ruj. Tuan :
Ruj. Kami : SP/P218/0062
Tarikh : 7 September 2015

Dr. Sajem ak Jinim,
Pegawai Veterinar Bahagian Miri,
Pejabat Pertanian Bahagian Miri,
Jalan Angsana,
98000 Miri, Sarawak.

Tuan,

PER: PEMBERITAHUAN MENGENAI PENGAGIHAN SAPI UNTUK IBADAH
QURBAN DI KAWASAN PARLIMEN P.218 SIBUTI

Dengan ini saya telah diarahkan oleh Yang Berhormat Tuan Haji Ahmad Lai bin Bujang, Ahli Parlimen P.218 Sibuti untuk merujuk perkara di atas.

2. Sukacita dimaklumkan bahawa Yang Berhormat ingin memohon kerjasama daripada pihak tuan untuk membantu di dalam pengagihan sapi untuk ibadah qurban di kawasan Parlimen P.218 Sibuti. Cadangan tarikh pengagihan sapi adalah pada **17 September 2015 (Khamis)** sehingga **20 September 2015 (Ahad)** di tempat-tempat yang berikut:

Bil.	Nama Masjid/Surau	Bilangan Sapi
1.	Masjid Al-Muttaqin, Bekenu	3 Ekor
2.	Masjid Al-Jabbar Sepupok, Niah	3 Ekor
3.	Masjid Darul Hana Kampung Tunku Abdul Rahman, Lambir	1 Ekor
4.	Surau Darul Islam Kampung Batu 8, Lambir	1 Ekor
5.	Masjid Ladang 3, Sibuti	2 Ekor
6.	Masjid Darul Khairat Kampung Bakam, Miri	1 Ekor
7.	Surau Darul Salam Taman Bumiko, Miri	1 Ekor
8.	Masjid Darul Ridzuan/Masjid Tentera, Miri	1 Ekor
9.	Surau Darul Ibadah, Penjara Miri	1 Ekor
10.	Masjid Al-Firdaus Taman Tunku, Miri	1 Ekor
11.	Kampung Dagang Bekenu	2 Ekor
12.	Masjid At-Taqwa Miri	1 Ekor
13.	Kampung Haji Wahed Miri	1 Ekor
14.	Surau Darul Taqwa IPD Miri	1 Ekor
	JUMLAH	20 Ekor

3. Oleh yang demikian, besarlah harapan Yang Berhormat agar pihak tuan dapat membantu di dalam mengagihkan sapi-sapi tersebut ke tempat-tempat yang disenaraikan di atas. Dengan ini dilampirkan sekali nama dan nombor telefon mereka yang berkenaan untuk tindakan pihak tuan selanjutnya.

Segala jasa baik dan perhatian daripada pihak tuan amat saya dahului dengan ucapan terima kasih.

Sekian, terima kasih.

“BERKHIDMAT UNTUK NEGARA”

Yang benar,

(ASRI BIN AHMAD LAI)

Pegawai Khas kepada

Ahli Parlimen Malaysia P.218 Sibuti

s.k. Puan Rabizah Hasni binti Muhamad,
Penolong Pengarah,
Pejabat Pembangunan Persekutuan Bahagian Miri.

Ruj. Tuan :
Ruj. Kami : SJ/P218/0001
Tarikh :

YB Dato' Sri Tajuddin bin Abdul Rahman,
Timbalan Menteri Pertanian dan Industri Asas Tani,
Blok 4G1 Wisma Tani,
No.28 Persiaran Perdana Presint 4,
Pusat Pentadbiran Kerajaan Persekutuan,
62624 Putrajaya,
Malaysia.

السلام عليكم ورحمة الله وبركاته

**PER: JEMPUTAN UNTUK MERASMIKAN PESTA BUAH-BUAHAN 2015 BAGI
PARLIMEN P.218 SIBUTI**

Dengan segala hormatnya perkara di atas adalah dirujuk.

2. Terlebih dahulu saya mendoakan agar YB Dato' Sri sentiasa dikurniakan kesihatan dan kesejahteraan untuk terus dapat berkhidmat kepada rakyat dan Negara.

3. Sukacitanya saya ingin menjemput YB Dato' Sri untuk menyempurnakan perasmian Pesta Buah-Buahan 2015 bagi kawasan Parlimen P.218 Sibuti seperti ketetapan yang berikut:

Tarikh : 19 September 2015 (Sabtu)
Masa : 10 pagi
Tempat : Dewan Masyarakat Bekenu, Sibuti

Oleh yang demikian, besarlah harapan saya agar YB Dato' Sri dapat meluangkan masa untuk menyempurnakan majlis perasmian seperti yang tercatat di atas. Jasa baik daripada YB Dato' Sri saya dahului dengan ucapan ribuan terima kasih.

Sekian, terima kasih.

“BERKHIDMAT UNTUK NEGARA”

Yang Benar,

(YB HAJI AHMAD LAI BIN BUJANG)
Ahli Parlimen Malaysia P.218 Sibuti