



**FACULTY OF ADMINISTRATIVE SCIENCE
& POLICY STUDIES
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**PRACTICAL TRAINING REPORT
MIRI RESIDENT OFFICE**

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TABLE OF CONTENT

BIL	CONTENT	PAGES
	CHAPTER 1 : INTRODUCTION TO MIRI RESIDEN OFFICE	
1.0	Chapter Review	1
1.1	Background of Miri Residen Office	1 – 2
1.2	Vision & Mission	2
1.3	Functions of Miri Residen Office	3 – 6
1.4	Client Charter	7 – 8
1.5	Organisational Charter	9
1.6	Location & Address of Miri Residen Office	10
	CHAPTER 2 : SCHEDULE OF PRACTICAL TRAINING	
2.0	Chapter Review	11
2.1	Abstract of Practical Training Log Book	11
2.2	The Schedule	12 – 27
	CHAPTER 3 : ANALYSIS	
3.0	Chapter Review	28
3.1	5S	28
3.2	Concepts of 5S	29 – 30
3.3	Phase of Implementing 5S	31 – 34
3.4	My 5S's Experience in Miri Residen Office	35 – 36

BIL	CONTENT	PAGE
	CHAPTER 4 : RECOMMENDATIONS	
4.0	Chapter Review	37
4.1	Strengths of 5S	37 – 38
4.2	Weaknesses of 5S	38 – 39
4.3	Solution for Improvement	39 – 40
	CHAPTER 5 : CONCLUSION	
5.0	Chapter Review	41
5.1	Chapter One	41
5.2	Chapter Two	41
5.3	Chapter Three	42
5.4	Chapter Four	42
5.5	Chapter Five	42
	APPENDIXES	43

DECLARATION

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

Signed



Name: Lovelyn Leni anak Edward

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CHAPTER 1 : INTRODUCTION TO MIRI RESIDEN OFFICE

1.0 Chapter Review

In this introductory chapter consist of several sections which is in section 1.1 on the Background of Miri Residen Office. Followed by section 1.2 on the Vision and Mission of Miri Residen Office, section 1.3 on the Functions of Miri Residen Office, while in section 1.4 is on the Client Charter, section 1.5 on the Organisation Chart and section 1.6 is the location of Miri Residen Office.

1.1 Background of Miri Residen Office

Miri division is located on the north Sarawak which abutted between Brunei Darulsalam and east Kalimantan Indonesia. Before the year 1941, Sarawak was under the rule of Brunei's Malay Sultanate. Due to the unsteady politics and the chaos, it leads to the intervene of James Brooke. During the rule of Charles Brooke, he had appointed one Resident in each division to help him to govern the region. In 1883, Brunei Sultanate had surrendered the division of Bintulu and Baram to Charles Brooke.

In 1945 up until 1963, state of Sarawak was under the rule of British colony and it was separated into five divisions. The fourth division of Sarawak at that time consist of Miri Division, Baram Division and Bintulu Division. During the year of 1979, Bintulu Division had been upgraded to one new administration.

Currently, Miri has the broadness of 26,777 km² with 307,782 of citizens. Division of Miri was divided into two division which is :

- a. Miri Division (included sub-division of Sibuti and Niah)
- b. Marudi Division (included sub-division of Bakong and Long Lama).

The administration of Miri covered the Residen Office Miri, District Office and Sub-District Office which :

- a. Miri Residen Office govern the entire region in Miri Division which headed by Residen.
- b. Miri District Office which govern the district of Miri and lead by District Officer. For sub-district which consists of Sibuti and Niad will be lead by District Officer and Sarawak Administrative Officer.
- c. Marudi District Office which governs the region of Marudi will be lead by District Officer. For sub-district in Marudi which is Bakong and Long Lama will be lead by Sarawak Administrative Officer.

1.2 **Vision**

To be a leading public sector through positive collaboration between the agency and a close relationship with the people of Miri.

Mission

To plan, coordinate and monitor the effective implementation of programs, projects and people-oriented services in order to improve the standard and quality of life.

1.3 Functions of Miri Residen Office

I. Social

- Coordination of social activity at Division Level.
- Issues/ Social Activity : Research, Report, Paper Work.
- Gallery information/ clarification.
- Permit of Public Fund Raising.
- Sports Council Secretariat Division.
- Secretariat of services KM/KK.
- Secretariat of Feast Day (Birthday of YAP. King/ Birthday of His Excellency/ National Day/ Day of Public Service/ Malidur Rasul/ Quran recitation, etc).
- Data of Culture and Socio- economic.
- National Service Secretariat Division Level.
- MAKSAK Miri Divisional Secretary.
- Transfer of Shotgun Ownership.

II. **Administration**

- Administration and Human Resource Management.
- Warrant holder.
- Budget Preparation Department.
- Managing the Budget Allocation to the District Office and Sub- District Office.
- Managing Expenses and Payment Supervision of Departmental Financial Allocation and other agencies.
- Control of office financial and expenses.
- Public Finance Affairs and Certification.
- Managing Director of the moneylenders.
- Managing the Affairs of vehicles; The duties of the Secretariat.
- Committee/ Activities; Quality Practices; ICT Legislation management.
- Monitoring the wage of vehicle and indent cards.
- Secretary of Joint Council (MBJ) with Miri Residen Office.
- Secretary Committee of the Management Integrity.
- Secretariat of Acquisition Board(Federal/State) of Miri.
- Chairman of the opening of tenders/ quotations Miri.
- Chairman of the secretariat in the opening events, meetings and so on.
- As the Steering Commiteeon Quality and Productivity.
- Coordination of “Amalan 5S” Miri Residen Office.
- As the Quality Officer MS ISO9110:2000.
- Department webmaster.
- Native Court.

- Release of Permit(Bario/ Brunei).
- Special Secretariat for non-Muslim Marriage.
- Magistrate Class 2.

III. Development

Planning Section

- Division Development Plan.
- Planning 9MP Projects.
- Secretariat of Division Development.
- Secretariat of the Sites Project.
- Secretariat of Special Projects Procurement
- Secretariat of Longhouse and Village Competition.
- Secretariat for Penan Affairs.
- Miri Secretariat of RGC and VIDP Project.
- Secretariat of Tourism Task Force.
- Secretariat of ICZM-MISPA.
- Secretariat of Prosperous City.
- Secretariat of Resort.
- Secretariat of Rivers and Beaches.
- Secretariat of Reserve Village.
- Secretariat of Reserve Village.
- Secretariat of Totally Protected Area (TPA).
- Secretariat of Permanent forest Reserve.
- Secretariat of CRAB (Border).
- Secretariat of Urban and Regional Studies.

- Secretariat of the EIA/EMP.
- Secretariat of PPRT/ PKR.
- Management of JKKK.

Monitoring Section

- Monitor and evaluate on the 9MP Projects.
- Monitor and evaluate on the MRP Projects.
- Project Performance Report (9MP, MRP and Special Projects).
- Project Completion Report.
- Project Implementation Status Report.
- Secretariat of DDC.
- Secretariat of PMS and DPMS.
- Secretariat Committee of Security Division.
- Secretariat Committee of Natural Disasters.
- Land Disputes Secretariat (NCR).
- Secretariat of Division Security.
- Committee Secretariat of Road Safety.
- Secretariat of Data and Information Development (Division).
- Squatter Settlement Secretariat.

1.4 Client Charter

Miri administration promise the customers transparent, effective and efficient as stated in the client charter as follows :

- 1) We promise to provide quality service, integrity, efficient, trustworthy, fair, professional and friendly at all times.
- 2) Willingness to help and provide an advice to our customers when service is required.
- 3) Application for Transfer of Title Shotgun through probate will be processed within twenty(20) working days.
- 4) Minor Rural Project(MRP) will be implemented according to the specifications set forth in the current financial year.
- 5) Preparation of payment vouchers will be done once the bills are received and completed within five(5) working days.
- 6) Event Management will be implemented according to planning, schedules, program and estimates of expenditure set by the committee.
- 7) Letter of Purchase Order(LPO) and Service Order Air Transport Warrant will be available in 10 minutes.
- 8) Public Charitable Collections License Application will be approved within five(5) working days.
- 9) Special Marriage for non-muslims will be approved within one(1) working day.
- 10) Release of Visit Permit to Bario/ Long San/ Long Lellang/ Long Akah is within 10 minutes.
- 11) Decision of Occupying Home Application/ Government Quarters Housing Authority will be approved within five(5) working days.

12) Registration Application, Extract, Amendment and Cancellation of Business

Names will be prepared in the following period :

- a) Registration – Five(5) working days
- b) Extract – Three(3) minutes
- c) Amendment – Five(5) working days
- d) Cancellation – Three(3) working days.

13) Application of Adoption Certificate will be approved within ten(10) working days.

14) Application for the Probate Registry will be approved within twenty(20) working days.

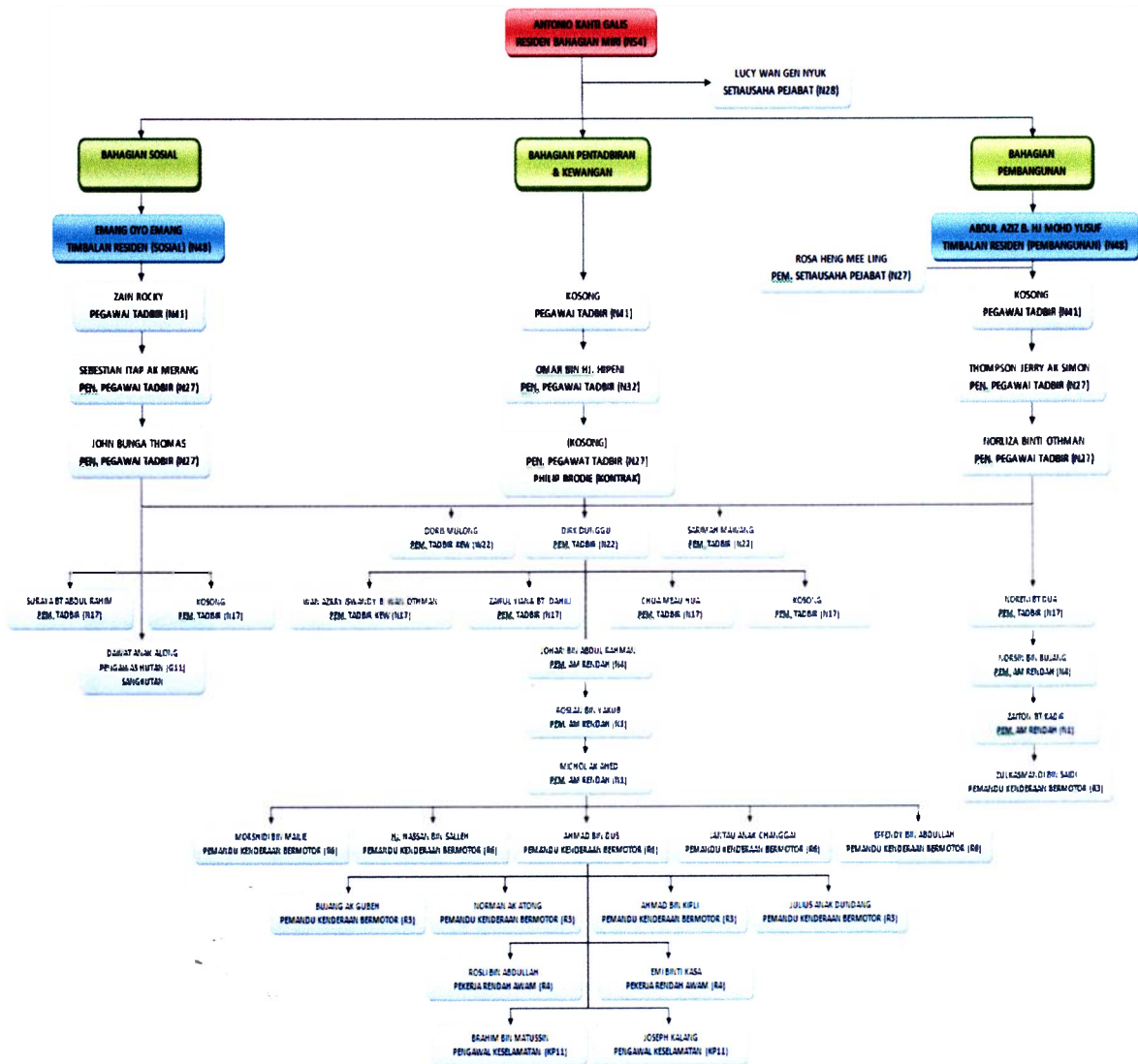
15) Release of Buying Shotgun Permit will be approved within five(5) minutes.

16) Expenditure in respect of revenue receipts of the public made within five(5) minutes.

17) Registration of Bumiputera court cases will be made within one(1) hour.

1.5 Organisation Chart

CARTA ORGANISASI PEJABAT RESIDEN MIRI



1.6 Location and Address of Miri Residen Office



Address: Resident Office Miri, Kingsway, 98000, Miri, Sarawak, 98000, Malaysia

Phone: +60 85-427 254

CHAPTER 2: SCHEDULE OF PRACTICAL TRAINING

2.0 Chapter Review

This second chapter will cover several aspects. In section 2.1, it will discuss the matter related to the abstract practical training log book. While in section 2.2, a complete report of all the duties and tasks assigned and has been completed during my practical training period in Miri Resident Office. In this chapter also i eill elaborate more specifically on my duties based on my Practical Training Log Book.

2.1 Abstract of Practical Training Log Book

Generally, my assigned scope of tasks and duties can be simply described as multiple-tasking. I was assigned to tasks that related to services, administration, meetings, counter service, data processing, outdoor tasks and public relations. My practical training was written based on daily activities and will be reviewed by my host supervisor in each section every Friday.

2.2 The Schedule

First Week : 20th July – 24th July 2015

20th July 2015

On the first day of my practical training, I registered and reported to Miri Residen Office. I was introduced to all staff members by Miss Sarimah (N27) who are in administration section. She brought me to meet the Residen, Anthonio Kahti Galis and Deputy Residen of Social, Emang Oyo Emang (N48). During my meeting with Deputy Residen of Social, he asked me what I learned in UiTM to let him know what scope of tasks is actually related to my course. After that, Miss Sarimah brought me to each department which is social, development and administration so that I know more what department is in Miri Residen Office. Then, I was told by Miss Sarimah for my first 3 weeks, I will assign to department of Development. On my first day at department, I have been asked by my host supervisor who is Mr. David Upe (N41) to read on the project's tender that are still ongoing. The project was "Agropolitan di Sarawak". Besides, I was given a meeting minute dated 3rd July 2015 so that I can make a preparation for meeting on the next day.

21st July 2015

On the second day of my practical training, I attended a meeting regarding the "*Persediaan Pelaksanaan Pembinaan Jambatan di Long Lama, Miri*". During the meeting, I was assigned by my host supervisor to take attendance. I have to make sure each of them signed the attendance list. After the meeting ended, I have to clean up the meeting room. On that day also, I followed my colleagues to Hari Raya Aildilfitri open house who was one of the staff at Miri Residen Office.

22nd July 2015

In the morning, I have assigned to make a photocopy on the certificates that needed by host supervisor. During lunch hour, we went to our colleague house for Hari Raya Aidilfitri open house.

23rd July 2015

In the morning, I was assigned by Madam Theresa to make a phone call to all agencies that involves in the “*Mesyuarat Jawatankuasa Kecil*” regarding on the launching of new “*Majlis Kecil, Bario*” to let them know about the launching and who will participate on their behalf. Then, I called the Immigration at Bario to make reservation on the meeting room for upcoming meeting. In the afternoon, Mr. David assigned me to make a powerpoint on the list of all projects in Bario. Besides, I also made a list of agencies in Bario along with the contact person using Microsoft Words.

24th July 2015

On this day, Miss Norliza asked me to learnt on how to make a memorandum. I make a memorandum to Marudi District Office and after drafting it pass it to Miss Norliza for checking.

Reflection : First Week

During my first week of practical training, I learnt on how to have a better communication with the senior staffs. By this, I have to include on the subject that I have

learnt before which is organizational behaviour. For the first week also I also learnt on how to catch up with all the staffs. I have to be brave to ask something that I do not know to avoid any mistakes occur.

Second Week : 27th July 2015 – 31st July 2015

27th July 2015

In the morning, I was assigned to facsimile the minute meeting related to “*Majlis Pelancaran Jambatan Long Lama Bil.30/2015*” to anyone who present during the last meeting.

28th July 2015

Unlike the others day, today I have nothing to do.

29th July 2015

Today, my duties more towards the filing system. After the incoming letters was put into database, I have the duty to placed the letters into a file regarding to the letters matter. After I do the filing system, I made a photocopy on the form C1-C9 for 10 copies each for “Sarawak Hornbill Tourism Awards 2015” by Ministry of Tourism Sarawak and Sarawak Tourism Federation. Besides, I also wrote a letter to YB Anyie Ngau and YB Denis Ngauti beseched for help regarding the “*Sumbangan untuk Jawatankuasa Tetap Aktiviti Islam Bahagian Miri(JATAIM)*”.

31st July 2015

My day started with the written of letter head. Miss Norliza assigned me to write the letter head to Secretary of Miri City Council on matter of "*Permohonan Untuk Menukar Projek Di Bawah RTP Bagi Kawasan N65 Senadin*". Then, I also wrote an invitation letter to the aagencies that involved in the "*Showcase Usahawan Bumiputera Sarawak*".

Reflection ; Second Week

For the second week, the most tasks I was doing are learnt on how to write an official letters. By this, I realized that the skill of writing is important as it is used in everyday at workplace. Every employee should have the skills to let the task run smoothly regarding on what is needed by the organization. Having said that my second week I was assigned to do office administration.

Third Week : 3rd July 2015 – 7th August 2015

3rd August 2015

My day begun with making phone calls to the hotels in Miri. The purpose of these calls is to inform them to come to Miri Residen Office and collect "*Borang Penyertaan Sarawak Hornbill Tourism Awards (SHTA) 2013/2014*". I have made a phone to eighteen hotels altogether in Miri. After that, Mr. David calls me and the other staffs to make an informal meeting. In that meeting I was assigned by Mr. David to make a slide presentation on matters related to "*Data Bahagian Miri*" which concists of Miri Division, Miri District,

Subis District, Marudi District, Beluru District and Telang Usan District. Above all the district mentioned, I have to find its sub-district, the acres, population and the administration centre. Besides, I also assigned to state all the “*Yang Behormat*” in Parliament and State Constituencies.

4th August 2015

Related to my previous task, I still continued on my yesterday’s task. As for today, I will state all the government agencies in the district and sub-district. These government agencies will separate into state agencies, federal government agencies, local authority and government regulatory agency. Apart from the total of government agencies, I also have to find the total of educational facilities.

5th August 2015

As for today, I still have to continue on my task that given by Mr. David. But during that day also, Mr. Dalhan from Audit Department came searching for a file for the year 2011 and 2013. Mr. David asked me to assist Mr. Dalhan because we have to find the file on that day. Then, I brought all the file out of shelf and arrange it accordingly to year.

6th August 2015

Finishing all the tasks given by Mr. David before giving it to him. I finalized all the tasks and combine all the data collected in the past two days.

7th August 2015

Mdm. Rosa asked me to help her to fax a letter to inform the involved agencies or individual regardless the “*Menaiktaraf Jalan Tudan*”.

Reflection: Third week

As for this week, from the tasks given by my host supervisor I have been put more into the administration task. I also have learnt how to communicate with outsider regarding the related work. In the same time, it also boost up my communication skills and also my confident level.

Fourth Week : 10th August 2015 – 14th August 2015

10th August 2015

Today, I have been transferred to Social Department for 3 consecutive weeks. My very first task at this section is being assigned to the counter service. I have to deal with the public as they are still do not know the function of Miri Residen Office and always misunderstood the functions between Residen Office and District Office. Besides, I have to make a phone call to listed secondary school regarding on the “*Jemputan Ke Program Wacana Bestari- Isu Kehamilan Remaja Bahagian Miri*”. I have to double check whether they receive or not the letter.

11th August 2015

As for today, i have been asked by Miss Sarimah to help the other staff to count on the remaining leave for each staff. After counted it, we key it in a system and after that I learnt on how to key in the incoming mails into ProActs system.

12th August 2015

I have been asked by Miss Sarimah to fax a “Thank You Letter” to company that had present on the event of “*Menaiktaraf Jalan Tudan*”. After I fax the letter, I have to call them to make sure they received the letter or not.

13th August 2015

Today, Mdm. Geraldine has asked me to help her on the typing of the old document to a new one regarding to “PBM”. Regarding to this new document, I have to make a new figure of it so it will looked more interesting.

14th August 2015

Miri Residen Office held a “*Ramah Tamah Aidilfitri*” together with Miri District Office. We invited agencies that are closed to Miri Residen Office like Land & Survey, Forestry, and so on. In the afternoon, Mdm, Masnona asked me to fax a letter “Surat Pengesahan Kehadiran Jawatankuasa Induk Pesta Sukan Air Subis 2015” to the in charged committee.

Reflection : Fourth Week

This week, I have learned more regarding to the systems of Miri Residen Office which related to administration. Besides, I also have learned how communication can be the key of success in a workplace. A good communication skills is important because it show how confident we are. In workplace, we have to greet everyone even if we do not close to them because it will build a good relationship in workplace.

Fifth Week : 17th August 2015 – 21st August 2015

17th August 2015

Today, I was assigned by Miss Sarimah to received and open the incoming mails from several agencies. After that I have record all the incoming mails into ProActs system. This ProActs is used to record all the incoming letters by scanning it. And then, Miss Sarimah also has asked me to fax a letter.

18th August 2015

As I arrived at the office in the mornig, I have to help Miss Sarimah to do filing. Although filing looks simple but it is tiring because we have to find the related files. After do filing, I do some fax and in the afternoon I continued on recording the mails.

19th August 2015

Madam Geraldine asked me to join on the meeting as I will be taking the minute meeting. This was my first experience join a meeting and I felt so nervous. I have to be particular in hearing on what are the content of the meeting. The meeting was related to *“Perbincangan Mengenai Lawatan Panel Anugerah Ketua Menteri Sarawak (AKMS) Kategori Pejabat Residen Miri”*.

20th August 2015

Today, I started my day by making the minute of meeting that is related to yesterday's meeting. In the afternoon we prepared ourselves for the visiting that will be made b the panel of audit. Me and all the staffs do the 5S in the workplace. Before this also we do 5S once a week. We have to label all the files, equipment and also the stationeries.

21st August 2015

Today, we still have to do the labelling of files. The old labels were removed and make a new label. Beside from the confidential files, we also make the same thing to personal file of the staff according to their position.

23rd August 2015 (Sunday)

Although today is Sunday and we are supposedly be at home relaxing our mind, but we have a task to be conducted. Mdm. Lucy who is the secretary of the Resident had assigned me and the other staff to help her at the protocol section during *“Women's Day Celebration 2015”* held at Gymcana Club Miri.

Reflection : Fifth Week

This week I have learned many things. I have learned on how the ethics of attending meeting. I have to follow the ways on how the senior staff done in the meeting. Although I am just a practical training student, but I managed to adapt their behaviour in meeting. Besides, I also learned to how to handle an event when I assisted Mdm. Lucy and I put some element of subject Project Management and also Public relation in communicate with the other committee members.

Sixth Week : 24th August 2015 – 28th August 2015

24th August 2015

Miss Dayang asked me to help her to do the organisation chart of Miri Residen Office. I have to come up using my creativity to make the organisation's chart more interactive. Then, after finishing the chart, Mr. Emang asked me to go to Miri District Office to collect a document regarding on the adoption certificate.

25th August 2015

Together with other practical training students, we have been assigned by Mdm. Geraldine to help her on the Key Performance Indicator(KPI). We have to do a new cover of KPI and put it at the provided gallery. In the afternoon, I have to help Mr. Dirk to search for log sheet and make a photocopy of it.

26th August 2015

Unlike before, this time is really nerve wrecking for me because today is the day where the panel of audit will evaluate on Miri Residen Office. I have to stay at the counter service to assist the customers. After the evaluation finished, we have to put back the old files to the place where it was store before.

27th August 2015

Today we have to practice on our marching skills because we have a march competition during the Independence Day held in Limbang on 31st August.

28th August 2015

Recorded all the incoming mails into ProActs system. In the afternoon, we have to practice marching so that during the competition we will be ready.

30th August 2015 (Sunday)

By using bus, we in Miri Residen Office together with Miri District Office went to Limbang for Independence Day Celebration 2015. As we arrive at Limbang, we have to do our final training before the competition on the next day.

31st August 2015

We have to wake up early in the morning as the event will start at 8.00 a.m. we waited two hours at the field. We also even training together with other contingents from

various agencies and organization. Right after the event ended, we have to go back to Miri and arrived at 9.00 p.m.

Reflection : Sixth Week

During this week, I have learned more about the environment of workplace. I have to focus more when it comes to work because one little mistake can reduce my productivity during my practical training. Besides, I have learned oh how to work as team especially when it related to big event. I also have realized that an organisation should always be alert in their workplace on what is going on.

Seventh Week : 1st August 2015 – 4th August 2015

1st August 2015

Today my task at Social Department is finished and I was assigned to the Administration Department. At the administration department, all I have to do is to assist Miss Sarimah on the incoming mails and files. I have to help her to key in all the letters into the system. After key in all the mails, I have to divide the letters according to agencies and the dividing was called dispatch.

2nd August 2015

As usual, in the morning my day started by opened a new mails and keep the envelopes so it will be the evidence. All the envelopes will be kept by Miss Chua and after that I have to dispatch the mails to each departments for further action.

3rd August 2015

Key in all the incoming mails into system. I also divided the mails according to departments and then I will dispatch them if the mails were urgent.

4th August 2015

In the morning, I have to key-in the mails into system and dividing it. In the afternoon, we have to practice marching once again for the upcoming event “Birthday of TYT Pehin Sri Taib Mahmood” in Sibul.

Reflection : Seventh Week

This week, I have been assigned more to the administration where I have to key in all the incoming mails. Besides, I also have to divide all the mails according to the departments and also do some filing. From this, I have learned that filing system is important as it will help us to find the files easier and also not wasting too much time in order to find one document.

Eight Week : 7th September 2015 – 11th September 2015

7th September 2015

I failed to go to work today because I was sick. I went to clinic and I mentioned my host supervisor about it.

8th September 2015

Although I was still sick, but I managed to go to work. I have to open the new mails and key it in the system. Besides, because Miss Sarimah is quite busy that time, I have to answer the incoming calls.

9th September 2015

Make a photocopy for Mr. Omar and then I have to fax a letter to agencies. In the afternoon, I have to key in all the mails and then I help the other practical training students to decorate the cap for next event.

10th September 2015

Key in the incoming mails in system and make a photocopy. Besides, I have to do filing systems, fax and dispatch the mails to the other departments.

11TH September 2015

Today, we went to Sibuluan by bus. We started our journey and arrived Sibuluan at 5.00 p.m.

12th September 2015 (Saturday)

We attend the 79th Birthday Celebration of TYT Pehin Sri Taib Mahmood. We marched as a show for him and right after the event ended we went back home and arrived Miri at night.

Reflection : Eight Week

The thing that I learned this week is how to manage one thing at one time. This means that an individual should be able to do multi-tasking because if the person incharge is not available that time, at least the other person can do even it is not the scope of task.

Ninth Week : 14th September 2015 – 15th September 2015

14th September 2015

Today was my second day last of my practical training in Miri Residen Office. My task today is to key in the incoming mails into the system. Besides, I also put the files accordingly into shelf and I also fax a letter.

15th September 2015

Today was my last day in Miri Residen Office as a practical training student. In the morning, I have been asked to put all the files into the shelf. After that I have to key in the incoming mails and also answered phone calls. In the afternoon, the senior staffs held a farewell for me and the other two practical students from UNIMAS. During the farewell, I made a speech regarding to my experiences during my practical training.

CHAPTER 3 : ANALYSIS

3.0 Chapter Review

In this chapter, I will explain on the analysis of the training. It focus on area of task as covered in the Practical Training Handbook (refer to Appendix). It also reflect the definition of the concept, the demonstration of practical and theoretical aspects as how to relate all concepts learned in classroom at work place and how to transform knowledge gained at workplace to reinforce understanding on the concepts learned in the classroom. This chapter also reflects on my personal experience during the training. During my practical training at Miri Residen Office, I was attached to the development, social and administration section.

3.1 5S

Definition

Concept of 5S is not a new thing when it comes to how and when to make an organization cleaner and tidy. To ensure this concept is being achieve, the workers including the manager also have to follow in the step of how implementing the 5S concept. Everyone have to work together so the workplace becomes friendlier environment. According to Business Dictionary, 5S define as an organizational methodology originating in Japan that, when implemented, reduces the waste of resources and space while increasing operational efficiency. The 5S elements, translated into English, are Sort, Set in Order, Shine, Standardize and Sustain and are applied in some companies' efforts to achieve "lean manufacturing."

3.2 Concept of 5S

Many organizations have opted to follow the concept of 5S as part of continuous improvement or lean manufacturing processes. 5S is a process where an organization will do their best to reduce waste and optimize productivity through maintaining an orderly workplace and using visual cues to achieve more consistent operational results. The terms of 5S refers to sort, set in order, shine, standardize, and sustain. Besides from 5S, it also known as the 5 pillars of a visual workplace that is originated from Japan which named Seiri, Seiton, Seiso, Seiketsu and Shitsuke.

According to Kaizen University (2015), 5S is one of the methods of determining an organisations approach to its business is to evaluate its workplace organisation capability & visual management standards. 5S engages people through the use of 'Standards' and 'Discipline'. It is not just about housekeeping, but concentrating on maintaining the standards & discipline to manage the organisation - all achieved by upholding & showing respect for the Gemba [workplace] every day. To produce a good quality of work, the workers should have discipline so they can perform well.

As organization has followed the concept of 5S, it brings the benefits especially in reducing the time consuming in delivering one task. When everything is in order, it is easy for the employees to look for it because it has its own tag and zone. Proper labeling and use of 5S posters and signs is an important part of 5S. Besides, an organization also will be more effective in doing their tasks and also guarantee a better service. This is because when they practice 5S concept, a foundation of producing a good visual of workplace will enhance their creativity and productivity.

Even a private companies also opted to follow this concept because for them it can lease the used of budget because the equipments or maintenance can be reduce. By applyin g this concept also allows the private company to make a full use of the items that are still in good condition before throwing them and can recycle it to be new thing in that company.

3.3 Phase of Implementing 5S

To implement the concept of 5S in an organization, it has to go through certain phases so it will be more effective. Although the sound of following the 5S phases seems to be harder than do cleaning on your own way, it actually the best alternative way to make it faster because one by one the phase of the concept will help to get rid or keep the necessary and unnecessary items.

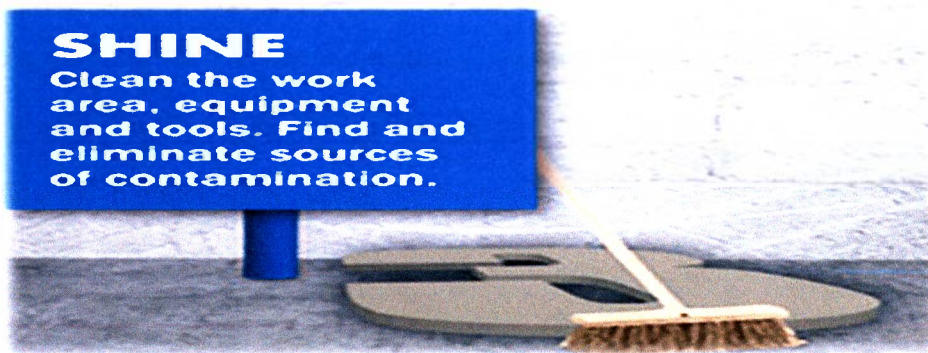
For the first phase of implementing 5S is called Sort. Sort means the practice of going through all the tools, materials and so on in the work area and keeping only essential items. Everything else is either stored offsite or discarded. This leads to fewer hazards and less clutter. The aim of this first phase is to get rid all those unnecessary items from the work place. After separated all the unnecessary items, the workers should put it in the empty space before next action taken to prevent confusion among workers and reduces wasted effort. Usually the get rid items will be there for one week to be collected by responsible body. But if after five days it still there, then the organization will take their initiative to get rid of the items either to resale, donation, recycling or trash. An effective 5S program will therefore improve efficiency, quality and employee safety.



Next phase is set in order which means that you arrange the items that are needed in the area and identify them or label them so that anyone can find them or put them away. In this phase, items that will be put accordingly to its sequence of use so person sent to find something and will find it easily, time spent looking for things is reduced, wrong parts are not retrieved in error and adequate space is allocated for storage of items. The organization can set things in order by using marking tape, labelling systems, bins, magnets, pouches, trash barrels, brooms, peg boards, clips, hangers and signs. The result of this process makes for a much more organized workplace where folks know exactly where to find what they need thus saving time and being more productive. Even for new employees, they can find it easier without referring to the senior staffs.



The third phase is shine where the workers have to removing the dirt, grime, and dust from the work area. The employees have to make sure their work place is free from dust and trash because dirty work place can resulting to health problems like flu and fever. Besides, all the machinery or the equipment also must be wipe so the condition of the equipment will be cleaner and to maintain on its value. A clean work area promotes improved morale and instils pride in the team members. Clean workplace also helps to lessen the defects or hazards in the workplace. When the workplace is clean, it will brings happiness to the workers to deliver their tasks.

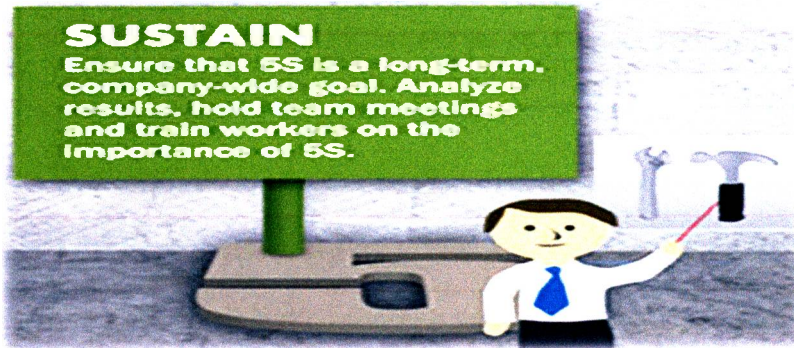


For the fourth phase which is standardize. Standardize means Creating a consistent way of implementing the tasks that are performed on a daily basis including “Sort,” “Set in Order,” and “Shine”. In this phase, we have to do right things in the right way every time. All the workers have to work together to develop procedures, checklists, and other mechanisms established to maintain a work environment that is visually instructive, has minimal waste and human error, and is clean, uncluttered, and organized. When all the employees has a sense of alert even on small things, the concept of 5S will be easier to be implement even in daily life.



For the fifth phase which is sustain. Sustain is to maintain the momentum generated during the initial event or project. A management auditing process should be put into practice to ensure that employees understand that maintaining the level of workplace organization is a

top priority. To make sure the fourth phase is properly maintained, management audits should focus on ensuring that the routines and schedules and then the fifth phase can be implement. Besides, the audit also should ask questions to the workers of how to maintain the concept in their workplace to further improvements.



3.4 My 5s's Experience in Miri Residen Office

During my practical training in Miri Residen Office, the concept of 5S has been applied to all of three section which is Development, Social and Administration. Because I was assigned to all the section during my practical training, so my experienced of doing 5S will be different. As I was asked to do 5S in section of development, Miss Norliza has supervised me. What I has been asked to do was to make sure after they do filling system, the cabinets and all the files in a right order so next time when the same files is needed by them will be easy to find. Miss Norliza also asked me to help Mr. Nordin to put all the files and get rid of the files that have been stored in accordance to year.

In section of social, Miss Dayang has asked me to do on the new organization's chart. I was assigned to do this is because to make the chart looks more liveable and attractive. The chart is important because with that chart it enable the public to know on the officer so easy for them to recognize. Besides, the other staffs also doing their own 5S after they finished their work so everything will look clean and tidy for tomorrow. We do this 5S also is to make our client more comfortable when they need our service.

When I was assigned to administration, I was asked by Miss Sarimah to clear on the cabinets so it will be cleaner. Me and other practical students also being asked to make proper label of each cabinets and also all the equipment is labelled with a ribbon so it will stick at its place. This is good because when the equipments are well labelled, it shows that the staffs appreciated each of the equipments.

In a conclusion, I had learned and exposed a lot about 5S during the period of my practical training in Miri Residen Office. I realized that the application of 5S had improved the service where all the staffs can do their work smoothly, effectively and efficiently. Since I had been assigned a lot of work related to 5S, I try to perform the best and give my full

commitment to ensure that the standards being set are achieved and for further improvements of organization.

CHAPTER 4 : RECOMENDATIONS

4.0 Chapter Review

This chapter will highlight and discuss the strengths and weaknesses of administration section, development section and social section based on my analysis and observation. Through this chapter also, I have been suggest some of recommendations for improvement and to overcome the obstacles of the tasks. Thus, Miri Residen Office should consider applying the recommendation for the benefits of the council itself. In addition, the benefit also will be gained by many stakeholders of Miri Residen Office and future trainees too.

4.1 Strengths of 5S

4.1.1 Good Communication in Implementing 5S

The first strength that I found in this organization is they have a good communication among them. They can work together peacefully and if there is a problem, they will together find the solution by asking the opinion from the other members. The good things is they always put their good relationship with the other staffs first. Even I was only a practical student in that organization, I felt very welcome by them from the first day of my practical training. They taught me every single little thing and make me feels like the permanent staff. For example, during the panel audit came to evaluate on the organization, they pull themselves together to avøid any mistake from appearing and they do not do finger point when mistake happens.

4.1.2 Work as Team

This work culture has been practice by each of the staffs in the organization. They try their best in making the workplace more liveable and interactive. They will make sure that environment is comfortable in ensuring the good quality of work. As we know, a good and friendly environment in workplace will make a person be more energise and more productive in delivering services. Besides, clean and tidy environment will makes the customers satisfied with the quality of workplace. Because of the 5S culture, Miri Residen Office has won the second place in aspect of environment when the audit do the inspection in year 2014.

4.2 Weaknesses of 5S

4.2.1 Lack of Information on 5S

Lack of information regarding on the concept of 5S has bring weakness on how to implement it. All the staffs should have a better understanding on how the 5S concept being implement in their organization. Knowing more detail on the concept will help the staffs implement it in the right way because it has involves step of imolementing it. Most of the staffs know on the concept 5S but they do not know what the first S is until the fifth S. This leads to ineffective of 5S in an organisation. For example, during the 5S they still not sure which S to be used first.

4.2.2 Doubt of Implementing 5S

As what I have seen in Miri Residen Office, not all the staffs giving their best in the concept of 5S. They doubt on how to do it because they think that by doing that 5S everyday will consume more time on cleaning and tidying. When staffs do not have the sense of belonging, this makes them to not participate when the other staffs doing 5S in work place. For example, the male in organisation will be less in contributing on the implementation of

5S. When the female starts to do 5S they will go to the other section until that one section finish their 5S.

4.3 Solution For Improvement

4.3.1 Provide A Graphic Or Visualise Of 5S

The organisation should come with creative idea of how can the 5S concept being understood by the workers. As we alert, most people will have their attention on something that is graphic and visual than something that is written on white paper with only one colour marker. This will not attract their attention. With the example of private company, they will have their own “5S Corner” with a colourful graphics and visuals. We know that human minds is likely attract to something colourful. So in organization also, they should have this one colourful “5S Corner”.

4.3.2 Make a Small Printed Notes Regarding 5S

The organization also can come up with idea of make small printed notes regarding 5S and attach it to one of each table in the organization. This will help them to be more alert of how important of implementing 5S in workplace. Every time they reach the office, they will see the thingy little thing and it will remind them to do 5S before and after they do their task. Besides, if they sense of alert on the concept they can works on it without waiting for others. It also will be the 5S alarm each time they look at it.

4.3.3 Appoint One Leader On The 5S Concept

By appointed one leader to works on the 5S is good because the leader will lead the other staffs to do and how to do the 5S. When there is one to handle on this concept, the other does not have a choice and have to work for it. It also will make the concept be more easy to implement in workplace.

CHAPTER 5 : CONCLUSION

5.0 Chapter Review

In this chapter, I will make a discussion of each chapter in the report by highlighting the main point of my practical training.

5.1 Chapter One

In chapter one, I had explained on the Background of Miri Residen Office. Unlike the other Residen Office in Sarawak, Miri Residen Office have their own vision and mission that helps them to achieve their desired goals in short and long term. Because Miri Residen Office has three departments altogether, I have explained on each functions of the departments so it will have a better information on the departments, then I also have stated the client charter and also the organisation chart together with location of Miri Residen Office.

5.2 Chapter Two

In chapter two, I have elaborated more on my tasks done by me in each department in Miri Residen Office which is development, social and administration. I elaborated the task done by me everyday and at the end of each week, I made a reflection regarding on the task done by me from first week until the ninth week of my practical training.

5.3 Chapter Three

For chapter three, I focus on one task which is 5S that have been done the most during my practical training. In this chapter, I explained more on the definition, concepts of 5S, phases of implementing 5S and also my experience that related to 5S during my practical training.

5.4 Chapter Four

For this chapter, I explained on the strengths and weaknesses of implementing 5S in Miri Residen Office. We know that every organization will have their strengths and weaknesses in their workplace. As strengths will lead the organisation to be a better organisation and weaknesses can be prevented, I have come with few recommendations on how to have a further improvement in workplace.

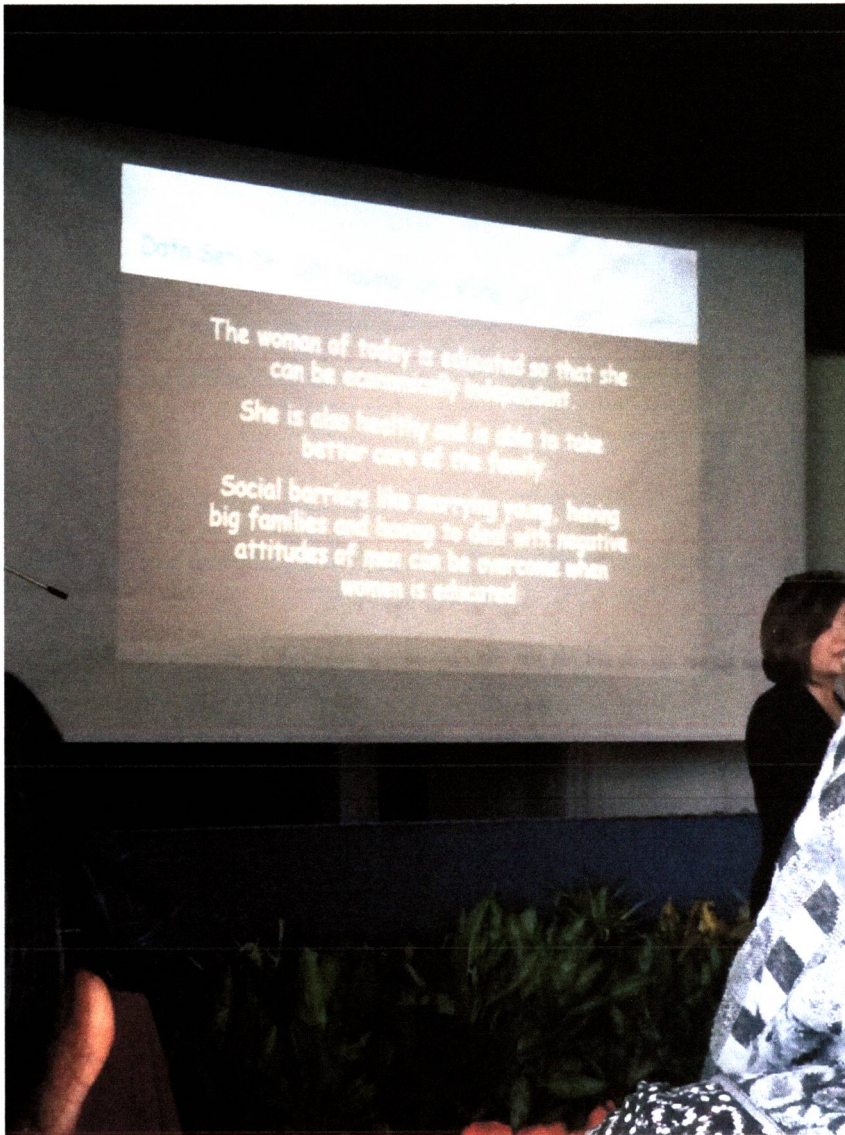
5.5 Chapter Five

In this chapter, I have explained on each of the chapter based on my experience in Miri Residen Office. From this practical training, I have gained experiences that will help me in my future job. Besides, I am also able to experience the real working environment which are very challenging because I have to mix with the elder. Therefore, to conclude, this internship helps me to prepare myself on facing the challenging working environment in my future.

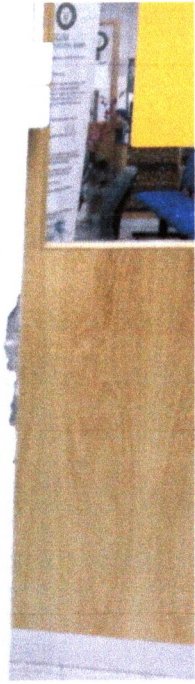
APPENDIXES



Ramah Tamah Aidilfitri in Miri Residen Office



Woman's Day Celebration 2015



5S – Labelling the cabinets



Make a decoration on the cap.



Independence Day 2015 in Limbang.





Staffs of Miri Residen Office and Miri District Office

1. Student's name: LOVELYN LENI AK EDWARD
2. Date & Place of Birth: 31.05.1992 / HOSPITAL UMUM MIRI
3. UiTM No.: 2013564787
4. Program: SARJANA MUDA SAINS PENADBIRAN (KEPOJIAN)
5. Year: 2015 Part: 5
6. Home address: NO 369B, BLOK DAHLIA KOMPLEKS KASTAM, JALAN
PUJUT 2C, MIRI, SARAWAK.
7. Address during practical training: NO 369B, BLOK DAHLIA, KOMPLEKS
KASTAM, JALAN PUJUT 2C, MIRI, SARAWAK.
8. Place of training: PEJABAT RESIDEN MIRI
9. Name of Supervisor in-charge: PUAN GERALDINE JANELY DORIS
ANAK PETER KULAI.
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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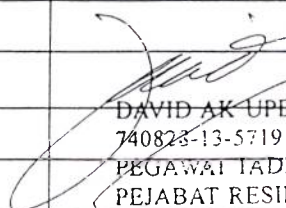

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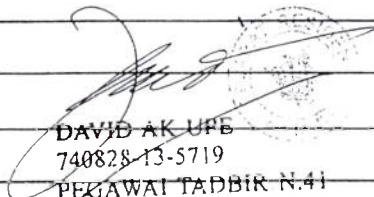
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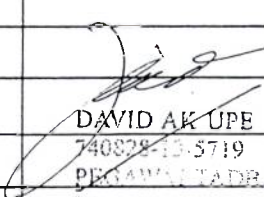

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
20/07/15	<p>Introduce to all staff members in admin and also development.</p> <p>A simple introduction regarding the scope of residents by</p> <p>* Assign to department of development for a week.</p>	
	<p>* Read the project's ^{tender} that that are still ongoing. To understand more about the project (Agropolitan di Sarawak) and to prepare for tomorrow's meeting (21st July 2015).</p>	
	<p>* Read on the previous "Mint Mesyuarat" [3rd July 2015] for preparation for tomorrow's meeting.</p>	

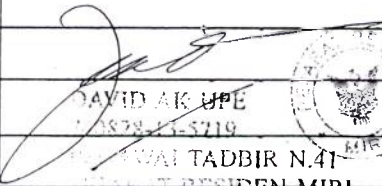



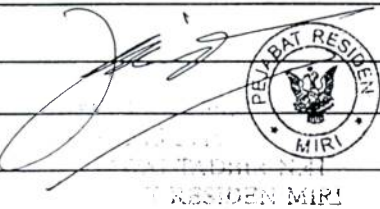
 DAVID AK UPE
 740823-13-5719
 PEGAWAI TADBIR N.41
 PEJABAT RESIDEN MIRI

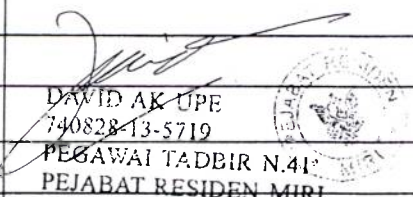
DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
7/15	<p>1) Menghadiri mesyuarat berkenaan dengan "Perseidiaan Rekodan Pembaikan Jambatan di Long Lang, Miri".</p> <p>→ Mengambil kehadiran setiap individu yang hadir.</p> <p>→ Make sure everyone has signed the attendance.</p> <p>→ Clean up the meeting room after the meeting was over.</p>	
	<p>2) Berkunjung ke rumah terbuka rakan sekerja sempena Hari Raya Aidilfitri</p>	
7/15	<p>1) Membuat ^(Protostat) salinan surat persetujuan kontraktor yang diperlukan oleh majikan.</p>	
	<p>2) Berkunjung ke rumah terbuka rakan sekerja sempena Hari Raya Aidilfitri.</p>	
		<p> DAVID AK UPE 740828-13-5719 PEJAWAI TADBIR N.41 PEJABAT RESIDEN MIRI</p>



DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
23 rd /7/15	<ul style="list-style-type: none"> * Make a phone call to all agencies that involves in the "Meryuarat Jawatankuasa Kecil" regarding on the launching of new "Majlis kecil, Bario." 	
	<ul style="list-style-type: none"> * Make a ^{regarding on meeting room} reservation for upcoming meeting at Bario. (called Immigration regarding the meeting room). 	
	<ul style="list-style-type: none"> * Make a powerpoint ^{all} - List out the project in Bario. * Microsoft words. - Make a list of agencies in Bario also the contact person. 	<p>Pelatih telah melapor diri sebagai Pelatih Industri. Beliau disediakan dengan lesen pengurusan pejabat. Pelatih mempunyai minat, Komitmen dan Kesungguhan untuk mempelajari proses pengurusan pentadbiran Keseluruhan.</p>
24 th . /7 /15	<p>Learn how to do memorandum.</p> <p>→ a memorandum to Marudai District Office.</p>	
		<p>DAVID AK UPE 740828-13-5719 PEGAWAI TADBIR N.41 PEJABAT RESIDEN MIRI</p> 

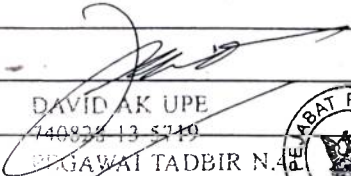

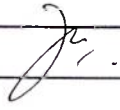
DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
10/07/2015	Fakar "Minute Meeting" Majlis: Pelancaran Jambatan Long Lama Bil. 3 /2015. (kepada siapa yang hadir).	
10/07/2015	-	
10/07/2015	<p>① Filing "Official letters of Development": 10 copies of each</p> <p>② Photostat A4 form (c1 → c9)</p> <p>Form:</p> <p>c1: Outstanding Hotel & Accomodations Provider to the Sarawak Tourism Industry.</p> <p>c2: outstanding Destination Management Company to the Sarawak Tourism Industry.</p> <p>c3: outstanding Tourist Guides to the Sarawak Tourism Industry.</p> <p>c4: outstanding Food outlets to the Sarawak Tourism Industry.</p> <p>c5: outstanding Cottage Industry Contribution to the Sarawak Tourism Industry.</p> <p>c6: Outstanding Transport Contribution to the Sarawak Tourism Industry.</p> <p>c7: Outstanding Media Contribution to</p>	<p></p> <p>DAVID AK UPE 740028-10-5719 PEJABAT TADBIR N.41 PEJABAT DES. TEN MIRI</p> <p></p>



DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	the Sarawak Tourism Industry C8: Outstanding Tourism Attractions and Events.	
	C9: Hornbill Special Awards. "Sarawak Hornbill Tourism Awards 2015" by Ministry of Tourism Sarawak & Sarawak Tourism Federation.	
	⑧ → Write a letter "Memohon Sumbangan Untuk Jawatankuasa Tetap Aktiviti Islam Bahagian Miri (JATIM) to YB Dennis Ngau and YB Anje Ngau.	
30 th / 07 / 2015	-	
Friday		Pelatih pelaksanaan Simula arahan dengan Isma dan Sempurna. Jc.
31 st / 07 / 2015	1) Write a "letter ^{head} " to Setiausaha Majlis Bandaraya Miri regarding "Permohonan Untuk Menutup Projek di Bawah RTP Bagi Kawasan N65 Seratin."	
	2) Write a invitation letter to related agency that involve in the "Showcase Usahawan Bumiputera Sarawak".	
		 DAVID AK UPE 0878-43-5719 PUSAT TADBIR N.41 RESIDEN MIRI

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
08/2015	<p data-bbox="181 587 819 906">1) Make a phone call to the related hotels -> inform them to come to "Pejabat Residen Bahagian miri" to collect "Borang Penghargaan Sarawak Hornbill Tourism Awards (SHTA) 2013/2014).</p> <ol data-bbox="181 917 819 1924" style="list-style-type: none"> 1) Pengurus wilayah, Sarawak Forestry corporation miri. 2) Setiausaha, Majlis Bandaraya Miri. 3) Miri Marriott Resort and Spa 4) Meritz Hotel miri 5) Grand Palace Hotel miri 6) mega Hotel miri 7) Park city Every Hotel miri 8) Eastwood country and Golf Club miri 9) Imperial Palace Hotel miri 10) Imperial Hotel miri 11) Kingstay Hotel miri 12) Merdeka Suites Hotel Miri 13) Paragon Hotel miri 14) Hotel Nur, miri 15) Borneo Tropical Rainforest Resort 16) Pacific Orient Hotel, miri 17) Park Hotel, miri 18) Gloria Hotel, miri. 	


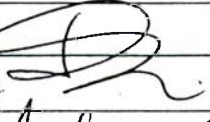

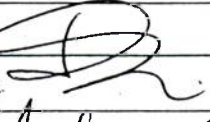
DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
	2) Make a slide presentation on matters related to "Data Bahagian Miri"	
	(a) map → Sarawak → Miri Division → Miri District → Subis District → Mandi District → Beluru District → Telang Usan District	
	Find info on : all mentioned above i) Sub-District ii) km ² iii) Population iv) Pusat Pentadbiran	
	(b) - Y.B. Kawasan Parliment (P?) - Y.B. Kawasan Dewan Undangan Negeri (N?) → Bilangan Pengundi → Jawatan → Kawasan → Bilangan Daerah Mengundi	 DAVID AK UPE 740828-13-5719 PEGAWAI TADBIR N.41 PEJABAT RESIDEN MIRI



DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
1/08/15	<p><u>continue</u></p> <p>⊙ Government Agencies in the District and Sub-District.</p> <p>i) Agensi Kerajaan Negeri</p> <p>ii) Agensi Kerajaan Persekutuan</p> <p>iii) Pihak Berkuasa Tempatan</p> <p>iv) Agensi Berkuasa Kerajaan</p> <p>⊙ Bilangan Kemudahan Penyelidikan di Miri.</p>	
08/15.	<p>→ continue on the yesterday's ^{tasks} work</p> <p>→ Assisting Encik Dalhan (Audit) ^{searching} find for a file that needed by him.</p>	
	<p>→ Help to bring all file out of shelf and arrange the file according to year (Filing).</p>	
1/08/2015	<p>Finishing up all tasks that has been done in the ^{last} two days.</p>	<p></p> <p>DAVID AK UPE 740828-13-5719 PEGAWAI TADBIR N.4 PEJABAT RESIDEN MIRI</p> <p></p>

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
07 th /08/2015	<p>Fax the ^{the} letter to the related agencies/ individual regarding on the "Menahirkan Jalan Tuaran".</p>	<p> DAVID AK UPE 740825 13 5719 BERJAWAT TADBIR N.4 LABAT RESIDEN MIRI</p> 
10 th /08/2015	<p>* Being transferred to social Department for 3 weeks.</p> <p>* Kaunter Pertanyaan.</p> <p>* Make a phone call to related Secondary School related on the "Jemputan ke Program Wacana Bestari "Isu Kehamilan Remaja" Bahagian Miri". Checked then whether they ^{receive} have or not the letter that have been. (fax)</p>	<p>Sepanjang menjalankan latihan di Unit Pembangunan, belian sangat komited dan berdisiplin. Tugasan diuruskan dengan baik. Meneguh ketetapan masa yang diutamakan.</p> <p></p>
11/08/15	<p>→ kira cuti staff.</p> <p>→ learn how to key in incoming mail (ProActs)</p>	

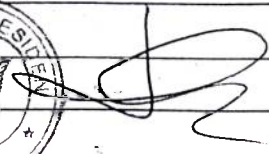

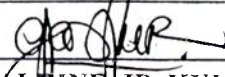

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
08/15	→ Fax (thank you letter) to associate company.	
08/15	Typing Diarahan oleh MO Geraldine Joney untuk menaip semula surat / dokumen "PB4"	
08/15 day	→ Ramah Tamah Pejabat Residen Miri. → Fax surat Pengesahan kehadiran Jawatan Kuasa Induk Pesta Air Subis 2015.	  MASNONA BINTI ABDUL KADIR Pegawai Tadbir (Sosial), N.41 Pejabat Residen Bahagian, Miri <i>Seorang pejabat yang komited menjalankan tugas dan dspt melaksanakan tugas dengan pengawasan yang minimum.</i>
08/15	→ Menerima dan membuka surat yang diterima dari pelbagai agensi. → Merekod surat yang diterima ke dalam data komputer. → Faks surat.	


DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
18/08/15	<ul style="list-style-type: none"> → Filing surat. → Fax surat → Meretak surat ke dalam sistem ProActis dan menyerahkan surat-surat kepada staff yang berkaitan. 	
19/08/15	<ul style="list-style-type: none"> → Filing surat. → Menemani AO Geraldine untuk menghadiri mesyuarat "Perbincangan mengenai Kawatan Panel Anugerah Ketua Menteri Sarawak (AKMS) Kategori Pejabat Residen Bahagian Miri". → Mencatat minit mesyuarat. 	
20/08/15	<ul style="list-style-type: none"> → membuat minit mesyuarat "Perbincangan mengenai Kawatan Panel Anugerah Ketua Menteri Sarawak (AKMS) Kategori Pejabat Residen Bahagian miri". → Mejalankan aktiviti 5S. → melabel fail. 	

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
08/15 iday	→ Melabel fail dan menyusun-atur semula fail.	<p>MASNONA BINTI ABDUL KADIR Pegawai Tadbir (Sosial), N.41 Pejabat Residen Bahagian, Miri</p>  
day 08/15	→ Membantu Mam Lucy di bahagian protokol sempena "Women's Day" celebration 2015" yang bertempat di Gymnasia Club miri.	  <p>Melaksanakan tugas dengan baik.</p>
08/15	<p>→ Membantu cik Daryng (PARBM) dalam membuat organisasi Pejabat Residen Miri.</p> <p>→ Membantu Timbalan Residen Enang mendapatkan sijil asal snak angkat di Pejabat Daerah Miri.</p>	
08/15	<p>→ Tolong pegawai membuat KPIC - eliminate plan (lekat) untuk persediaan penilaian Audit kecekapan harian.</p> <p>→ membantu Enric Dirk mencari log sheet dan tuntutan balik dan photostat dan serahkan kepada beliau.</p>	

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
26/08/2015	<ul style="list-style-type: none"> - Jabatan Audit datang. - Selepas Jabatan Audit selesai, membuat penilaian, saya membantu pegawai meletakkan balik fail ke tempat asal. 	
27/08/2015	<ul style="list-style-type: none"> - Kawad (kawasan untuk perediaan kawad hari kebangsaan di Limbang. 	
28/08/2015 Friday	<ul style="list-style-type: none"> - Merekod In-Coming mail ke dalam system - Istihon kawad. 	<p>MASNONA BINTI ABDUL KADIR Pegawai Tadbir (Sosial), N.41 Pejabat Residen Bahagian, Miri</p>  <p><i>Amal</i> membantu</p>
30/08/2015	<ul style="list-style-type: none"> - Berangkat ke Limbang untuk meraikan Hari Kebangsaan 2015. 	
31/08/2015	<ul style="list-style-type: none"> - mengikuti perbarisan di Stadium Limbang sempena Hari Kebangsaan 2015. - Waktu petang berangkat balik ke miri. 	<p>MASNONA BINTI ABDUL KADIR Pegawai Tadbir (Sosial), N.41 Pejabat Residen Bahagian, Miri</p> 

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
10/09/2015	<ul style="list-style-type: none"> → Being transferred to Administration Section for 2 weeks. → menerima dan membuka surat yang diterima dari berbagai jabatan dan agensi. → mengabad surat dalam sistem ProActs dan menyerahkan surat² kepada rekamata Residan untuk ditelaah dan arahan Residan. 	
21/09/2015	<ul style="list-style-type: none"> → Key-in incoming letters into ProActs System. → Dividing letters according to the department. → 	
1/09/2015	<ul style="list-style-type: none"> → Key-in incoming letters into ProActs system. → Dividing letters according to the department. → Dispatch letters. 	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
04/09/15 Friday	<ul style="list-style-type: none"> → Key-in incoming mail into the ProActs System. → Dispatch letter → Dividing the letters according to the departments. → Latihan kawad untuk persediaan Hari Jadi TYT. 	Tauf Karner  
07/09/15	→ sick leave.	
08/09/15	<ul style="list-style-type: none"> → Membantu mencatat / key-in surat masuk ke dalam sistem (ProActs) → Scan surat masuk ke dalam format adobe. → menjawab panggilan masuk 	Mempunyai ritap ingin belajar; pelajar ini dapat memahami dan melaksanakan arahan / tanggungjawab dengan memuaskan.
29/09/15	<ul style="list-style-type: none"> → Fotostat → Faks → membantu menghiar topi untuk perbarisan sempena Hari Jadi TYT. pada 12/09/2015 di situ. → Key-in incoming mail into the ProActs System 	 GERALDINE JD KULAI Pegawai Tadbir Gred N41 Pejabat Residen Bahagian Miri 

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
09/15	<ul style="list-style-type: none"> → Key-in incoming mail ke dalam ProActis System. → Fotostat → Filing → Faks → Dispatch surat mengikut arahan 	
09/2015 Friday	<ul style="list-style-type: none"> → Bertolak ke sibu bagi mengikuti perbarisan sempena sambutan Hari Ulang Tahun THT ke-79. 	<p>sifat ramah membuatkan pelajar ini dapat bergaul dgn. orang disekeliling beliau dengan tanpa mengira umur, bangsa & juga pekerjaan seseorang tersebut.</p>
09/2015	<ul style="list-style-type: none"> → menyertai perbarisan sambutan Hari Ulang Tahun THT ke-79. → Bertolak balik ke Miri. 	<p>GERALDINE JD KULAI Pegawai Tadbir Gred N41 Pejabat Residen Bahagian Miri</p> 
09/2015	<ul style="list-style-type: none"> → Key-in incoming mail / surat yang baru diterima ke dalam ProActis System. → menyusun fail. → Faks → Jawab telefon. 	



KERAJAAN NEGERI SARAWAK

SJIL PENGHARGAAN

Bahawa Sijil Penghargaan Ini Dianugerahkan Kepada

LOVELYN LENI ANAK EDWARD
(920531-13-6022)

kerana telah menjalankan Latihan Praktikal
di Pejabat Residen Bahagian Miri

mulai ***20/07/2015*** sehingga ***15/09/2015***

Pihak Pejabat Residen Bahagian Miri mengucapkan jutaan terima kasih kerana telah menjalankan
Latihan Praktikal di pejabat ini.

“BERSATU BERUSAHA BERBAKTI”
“AN HONOUR TO SERVE”


.....
(ANTONIO KAHTI GALIS)
Residen Bahagian Miri



Encik Fairuz Hidayat Merican Wan Merican
Penyelaras Latihan Praktikal Program AM228
Fakulti Sains Pentadbiran dan Pengajian Polisi
Universiti Teknologi MARA Sarawak
Kampus Samarahan 2
94300 Kota Samarahan
Sarawak

Tel: 082-678485/013-8231312
Faks: 082-678091/678064/677320

Tuan

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

NAMA PELAJAR: LOVELYN LENI AK EDWARD

NO KAD MATRIK: 2013564787

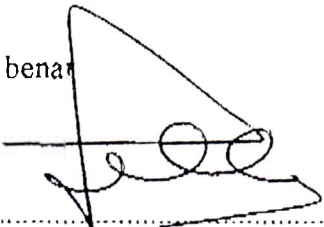
KOD PROGRAM: AM 228

Dengan hormatnya permohonan tuan menerusi surat bil 100-UITMKS (FSPP/14/1) bertarikh 22.06.2015 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 **20 Julai 2015** hingga **15 September 2015** berdasarkan syarat-syarat yang akan ditentukan oleh kami.

Sekian, terima kasih.

Yang benar



Tandatangan Pegawai dan Cop Organisasi

OMAR BIN HAJI HEFENI
PENOLONG PEGAWAI TADBIR (N32)
PEJABAT RESIDEN MIRI

*Potong mana yang tidak berkenaan

*Co As (As/P) / ka om
hormat penempatan
cik lovelyn
D
m/3/15*



UNIVERSITI
TEKNOLOGI
MARA

**FAKULTI SAINS PENTADBIRAN DAN PENGAJIAN POLISI
UNIVERSITI TEKNOLOGI MARA
SURAT AKU JANJI PELAJAR LATIHAN PRAKTIKAL**

NAMA:	LOVELYN LENI AK EDWARD
NOMBOR PELAJAR:	2013564787
PROGRAM:	SARJANA MUDA SAINS PENTADBIRAN (KEPUJIAN)
SEMESTER:	5

Adalah saya sebagaimana keterangan seperti di atas dengan ini berikrar dan berakujanji kepada Universiti Teknologi MARA (selepas ini disebut sebagai "Universiti") dan juga Fakulti Sains Pentadbiran dan Pengajian Polisi (selepas ini disebut sebagai "Fakulti") akan mematuhi segala perkara-perkara yang dinyatakan kemudian dari ini semasa atau sepanjang saya menjalani latihan praktikal yang berkenaan iaitu seperti berikut:-

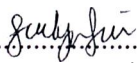
- a) Memastikan pematuhan dari aspek disiplin terutama dari segi pakaian, masa, tingkah laku dan kelakuan dengan mengikut peraturan serta sahsiah ditetapkan oleh Universiti dan juga tempat di mana saya menjalani latihan praktikal;
- b) Menghormati ketepatan masa dengan hadir ke setiap kelas/perjumpaan dengan pensyarah atau kakitangan Universiti atau pun dengan penyelia atau staf tempat saya menjalani latihan praktikal;
- c) Menghormati segala latihan yang diberikan oleh pensyarah atau staf Universiti serta staf tempat di mana saya menjalani latihan praktikal dengan melakukan segala latihan akademik dan praktikal yang diberikan oleh pensyarah atau staf universiti dan staf tempat latihan praktikal;
- d) Menghormati ilmu;
- e) Menghormati pemindahan ilmu dari pensyarah atau staf Universiti dan juga staf di tempat saya menjalani latihan praktikal;
- f) Menyedari bahawa saya masih tertakluk kepada segala peraturan dan undang-undang yang dikuatkuasakan ke atas saya seperti termaktub di dalam Akta UiTM 1976 dan lain-lain peraturan yang dikuatkuasakan ke atas saya sebagai pelajar dari masa ke semasa;


- g) Menjaga nama baik sendiri, keluarga, Fakulti dan Universiti serta organisasi tempat saya menjalani latihan praktikal pada setiap masa; dan
- h) Menyedari bahawa saya sebagai pelajar boleh dikenakan tatatertib sebagaimana ditetapkan sekiranya saya melanggar peraturan-peraturan yang telah ditetapkan oleh pihak UiTM.

Justeru, jika saya melanggar atau tidak mematuhi perkara-perkara yang dinyatakan diatas, maka saya mengaku bahawa saya berhak dikenakan tindakan yang sewajarnya sebagaimana peruntukan dan interpretasi oleh pihak Universiti, Fakulti dan juga organisasi di mana saya menjalani latihan praktikal.

Sekian, terima kasih

Yang benar


.....
Tandatangan Pelajar
Tarikh:


.....
Tandatangan Penyelaras Latihan Praktikal AM228/AM225
Tarikh: DAVID AK UPE
740828-13-5719
PEGAWAI TADBIR N.41
PEJABAT RESIDEN MIRI



**BORANG PENGESAHAN
KEHADIRAN PELAJAR LATIHAN PRAKTIKAL**

Fairuz Hidayat Merican bin Wan Merican
 Penyelaras Latihan Praktikal 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 2015**

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)/Ijazah Sarjana muda Pentadbiran Korporat (AM225)* 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. 100 - UTM KS (FSPP/14/11) bertarikh 22.06.2015 tempohari.

3. Sayugia pelajar ini bakal menjalani latihan praktikal yang disyaratkan untuk tempoh mulai dari 20 Julai 2015 sehingga 15 September 2015. Maklumat pelajar yang melapor diri untuk menjalani latihan praktikal adalah seperti berikut:-

Bil	Nama Pelajar	No Matrik	Tarikh Lapor Diri
1	LONELYN LENI AK EDWARD	2013564787	20 th JULY 2015
2			
3			
4			
5			



JAWATANKUASA INDUK PESTA SUKAN AIR SUBIS 2015

Dengan sukacitanya menjemput

SILA LIHAT SENARAI AGIHAN

hadir ke

SUKAN AIR SUBIS 2015

Pada

(SILA LIHAT ATURCARA DI BAWAH)

Pengesahan Kehadiran:

Urusestia, Majlis Daerah Subis
Tel: 085 719018 / 719019
Faks: 085 719527

HADIR TIDAK HADIR

ATUR CARA MAJLIS PERASMIAN SUKAN AIR SUBIS 2015

Pada 15 Ogos 2015 (Sabtu)
Bertempat di Esplanade Bekenu (Subis)

Masa	Atur Cara
1.45 petang	: Ketibaan Tetamu Jemputan
2.00 petang	: Ketibaan YB Dato' Sri Haji Fadillah Bin Yusof, Menteri Kerja Raya, Malaysia
	: Lagu Negaraku
	: Bacaan Doa
	: Ucapan Apresiasi Oleh YB Puan Rosey Binti Hajj Yunus, Menteri Muda Pendidikan Awal Kanak-Kanak & Pembangunan Keluarga Sarawak Merangkap Penangguh Jawatankuasa Induk Sukan Air Subis 2015
	: Ucapan Perasmian oleh YB Dato' Sri Haji Fadillah Bin Yusof, Menteri Kerja Raya, Malaysia
	: Penyampaian Cenderamata
	: <i>Flag Off</i> Perasmian Sukan Air Subis 2015
3.30 petang	: Majlis Tamat

ATUR CARA MAJLIS PENUTUPAN SUKAN AIR SUBIS 2015

Pada 16 Ogos 2015 (Ahad)
Bertempat di Esplanade Bekenu (Subis)

Masa	Atur Cara
9.45 pagi	: Ketibaan Tetamu Jemputan
10.00 pagi	: Ketibaan YBhg. Encik Antonio Kahri Galis, Residen Bahagian Miri
	: Ucapan Apresiasi Oleh Encik Shakkawi Bin Syahid, Pengerusi Pengelola Sukan Air Subis 2015
	: Ucapan Penutupan oleh YBhg. Encik Antonio Kahri Galis, Residen Bahagian Miri
	: Simbolik Penangguhan Sukan Air Subis 2015
	: Penyampaian Hadiah Kepada Pemenang
1.00 petang	: Majlis Tamat

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**KEMENTERIAN PEMBANGUNAN SOSIAL
SARAWAK**

Sijil Penyertaan

Dengan ini disahkan bahawa

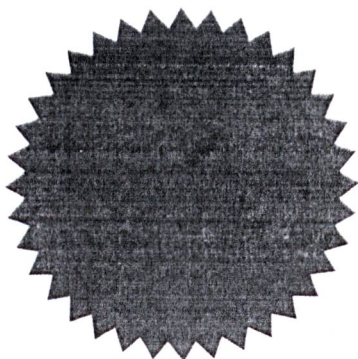
Lovelyn Leni Ak Edward

telah menyertai
**WACANA BESTARI:
"ISU KEHAMILAN REMAJA"**

dengan kerjasama
PEJABAT RESIDEN BAHAGIAN MIRI

pada
13 OGOS 2015

bertempat di
MERITZ HOTEL, MIRI



(KAMERI HAJI AFFANDI)
Setiausaha Tetap
Kementerian Pembangunan Sosial
SARAWAK

KERTAS MINIT
Minute Sheet

Sila Lihat Senarai Agihan

Tuan/Puan,

LATIHAN PERBARISAN SEMPENA PERHIMPUNAN KEMERDEKAAN 2015 DI BAHAGIAN LIMBANG

Dengan segala hormatnya perkara di atas adalah dirujuk.

2. Dimaklumkan tuan/puan diminta untuk menyertai latihan perbarisan sebagai persiapan penyertaan Perhimpunan Kemerdekaan 2015 di Bahagian Limbang seperti butiran berikut:

Tarikh	:	24 Ogos 2015 – 28 Ogos 2015
Masa	:	4.30 Petang
Tempat	:	Perkarangan Pejabat Residen Miri
Pakaian	:	Pakaian yang bersesuaian

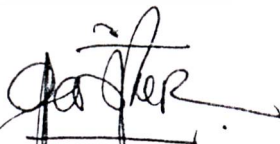
3. Latihan perbarisan akan diketuai oleh Encik Rosli Bin Abdullah dan dibantu oleh Encik Roslan Bin Yakub.

4. Taklimat mengenai Perhimpunan Kemerdekaan 2015 akan diadakan pada 24 Ogos 2015 jam 4.00 petang di Bilik Mesyuarat Pejabat Residen Miri.

Sekian terima kasih.

“BERSATU BERUSAHA BERBAKTI”

“AN HONOUR TO SERVE”



(GERALDINE JD KULAI)
b.p Residen Bahagian Miri

Rujukan : PRM/SOC/S/15/3(7)

Tarikh : 18 Ogos 2015

KERTAS MINIT
Minute Sheet

Senarai Agihan :

1. Puan Geraldine JD Kulai
2. Encik Omar Bin Hepeni
3. Encik Wan Azzry Iswandy Bin Wan Othman
4. Cik Dayang Saniahwati Binti Nayan
5. Encik Johari Bin Abdul Rahman
6. Encik Roslan Bin Yakub
7. Encik Rosli Bin Abdullah
8. Cik Maychelinda Anak Igun

Pejabat Timbalan Residen Sosial

- | | | |
|---|---|-----------------------------------|
| <ol style="list-style-type: none">9. Puan Masnona Binti Abdul Kadir10. Puan Suraya Binti Abdul Rahim11. Puan Cynthia Anak Jantau12. Cik Lovelyn Leni Anak Edward13. Encik Antonio Leonard14. Cik Misiah Binti Amiri15. Cik Raine Chua Tze Hui | } | Melalui : Timbalan Residen Sosial |
|---|---|-----------------------------------|

KERTAS MINIT
Minute Sheet

Pejabat Daerah Miri

16. Puan Leonora Anak Changgan
17. Encik Adzwandy Bin Sirat
18. Encik Norjen Bin Poye
19. Puan Easter Anak Tiut
20. Encik Kassim Bin Abang
21. Puan Ping Anyi Ngau
22. Cik Siti Hafizah Binti Mohamad Daud
23. Cik Juliana Alah
24. Encik Gerald Anggit
25. Cik Alicia Christie Anak Ali
26. Encik Bryan Anak Hogres
27. Encik Jeremia Emang
28. Cik Rena Umar
29. Cik Andrea Tera Bili
30. Encik Mohd. Fardhirul Adellah Bin Rosli
31. Encik Ling Song Jing

Melalui : Pemangku Pegawai Daerah Miri

Pejabat Daerah Marudi

32. Puan Rose Edward Tarang

Melalui : Pegawai Daerah Marudi

Pejabat Daerah Kecil Beluru

33. Puan Roslina Jantau
34. Cik Yanti Binti Harry

Melalui : Penolong Pegawai Tadbir,
Pejabat Daerah Kecil Beluru



Women Entrepreneurs &
Professional Association
Sarawak. Miri



Pejabat Residen & Daerah Miri.



Kementerian Pembangunan
Wanita, Keluarga dan Masyarakat.

In collaboration with the following NGOs



FCA

Malaysia Women's Day Celebration 2015

Date : 23rd August 2015

Time : 0830-1300

Venue : Gymkhana Club Miri (GCM)



PPWS

PROGRAMME

TIME

ACTIVITIES



DAM

0830-0900 -Arrival of Participants and Registration

0900-0915 -National Anthem

-Safety Briefing

-Welcome Speech by Organising Chairperson

PS Suzanne Lee

0915-1000 -Talk on "Aging Gracefully into the 21st Century"
by Doctor Loh Yunn Hua

1000-1015 Tea Break

1000 -Cooking Presentation & Flower Competition

1015-1100 -Talk on "Women of the 21st Century"

by Dr Adeline Wong



MAKSAK



PMM

OFFICIAL CEREMONY

1045 -Arrival of VIPs & Invited Guests

1100 -Arrival of Guest of Honour

Yang Berhormat Datuk Hajah Fatimah Abdullah

Minister of Welfare, Women & Family Development Sarawak.

-Tour to the Cooking Presentation & Flower Competition

1130 - Zumba Icebreaking Session

1200 -Closing Ceremony

-Doa

-Closing Speech by Organising Chairman PS Suzanne Lee

-Closing Speech by Guest of Honour

Yang Berhormat Datuk Hajah Fatimah Abdullah

Minister of Welfare, Women & Family Development Sarawak.

-Prizes & Awards Presentation Ceremony

-Presentation of Souvenir to GOH

-Group Photo session

1230

LUNCH



PITSACM



PCAM



Persatuan
Sikh Miri



Women Entrepreneurs & Professional
Association Sarawak. Miri



Pejabat Residen & Daerah
Miri.



Kementerian Pembangunan
Wanita, Keluarga dan Masyarakat.

In collaboration with the following NGOs

Bil: PRM/ADM/J/12

Tarikh: 10/8/2015



FCA

KEPADA:

1. Residen, Bahagian Miri
2. Timbalan Residen (Sosial)
3. Timbalan Residen (Pembangunan)
4. Pemangku Pegawai Daerah, Miri

APCA/F)

— pi-deal-ti

13/8



PPWS

Tuan/Puan,

PROGRAM 'MALAYSIA WOMEN DAY CELEBRATION 2015'

Dengan segala hormatnya dimaklumkan bahawa Program "Malaysia Women Day Celebration 2015" anjuran Women Entrepreneurs & Professionals Sarawak (WEPS) dengan kerjasama Pejabat Residen dan Daerah, Miri dan beberapa NGOs akan diadakan di Miri pada 23 Ogos 2015. Program ini akan dirasmikan oleh Yang Berhormat Datuk Hajah Fatimah Abdullah, Menteri Kebajikan, Wanita dan Pembangunan Keluarga Sarawak.



DAM

2. Sehubungan itu, pihak kami menjemput tuan/puan untuk menghantar seorang peserta bagi mewakili Jabatan ke Program tersebut pada tarikh, masa dan tempat seperti berikut:-

Tarikh	:	23 Ogos 2015 (Ahad)
Masa	:	0830 pagi
Tempat	:	Kelab Gymkhana Miri (GCM)
Pakaian	:	'Smart & Casual'

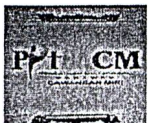


MAKSAK



PMM

3. Sehubungan itu, mohon maklumbalas daripada tuan/puan dengan mengembalikan Borang Pengesahan Kehadiran ke pihak kami di talian 085-432876 sebelum atau pada 17/8/2015 ((Isnin).



PITSACM

4. Dikepilkkan bersama ini adalah aturcara bagi Program tersebut untuk makluman tuan/puan selanjutnya. Kehadiran tuan/puan ke Program tersebut nanti amat kami hargai dan didahului dengan ucapan ribuan terima kasih.



PCAM

Sekian.

"BERSATU BERUSAHA BERBAKTI"
"AN HONOUR TO SERVE"

*Mdm Boeg,
s/c Ladang*

*2.
13/8*



PERSATUAN
SIKHI MIRI

(HJH.SHARIFAH RAFIDAH BINTI WAN RAZALI)
Pemangku Pegawai Daerah, MIRI

Tel:433202/Fax:432876



CACTUS 20150813/007

Pejabat Residen Bahagian Miri
Tel: 085-433202 (Mdm.Lucy)
Faks: 085-432876

BORANG PENGESAHAN

PROGRAM 'MALAYSIA WOMEN DAY CELEBRATION 2015'
PADA 23 Ogos 2015 (AHAD) JAM 8.30 PAGI
DI KELAB GYMKHANA MIRI (GCM)

Tuan/Puan

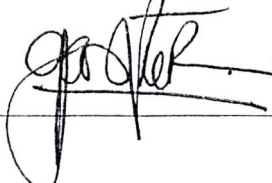
Dengan sukacita/dukacita pihak kami mengesahkan
(Potong yang tidak berkaitan)

Bil.	Nama/Jabatan	Kehadiran	
		Hadir	Tidak Hadir
1.	JOVELYN LENI AK EDWARD	✓	
2.	MATHELINDA AK IQUN	✓	

Nama : GERALDINE JD KULAI
Pegawai Tadbir Gred N41

Jabatan : Pejabat Residen Bahagian Miri

Tel/Fax No. : _____

Tandatangan : 

Sila kembalikan borang ini melalui faks 085-432876 selewat-lewatnya sebelum atau pada 17/8/2015 (Isnin)

KERTAS MINIT
MINUTE SHEET

Kepada :

1. Timbalan Residen Sosial
2. Pemangku Pegawai Daerah Miri
Pejabat Daerah Miri
3. Pegawai Daerah Marudi
Pejabat Daerah Marudi
4. Pegawai Tadbir,
Pejabat Residen Bahagian Miri
5. Pen. Pegawai Tadbir, pejabat Daerah Batang.

Tuan / Puan,

PELEPASAN PEGAWAI MENYERTAI KONTIJEN UNTUK ISTIADAT PERBARISAN
DAN RAPAT RAKSASA BERSEMPENA DENGAN SAMBUTAN HARI JADI KE-79
TUAN YANG TERUTAMA YANG DI-PERTUA NEGERI SARAWAK TAHUN 2015 DI
SIBU

Dengan segala hormatnya perkara di atas adalah dirujuk.

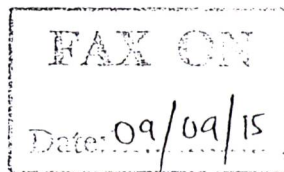
2. Dimaklumkan bahawa pegawai tuan / puan seperti di **Lampiran A** akan menyertai Kontijen Pentadbiran Bahagian Miri Untuk Istiadat Perbarisan Dan Rapat Raksasa Bersempena Dengan Sambutan Hari Jadi Ke-79 Tuan Yang Terutama Yang Di-Pertua Negeri Sarawak Tahun 2015 di Sibu pada **11 – 12 September 2015**.

3. Sehubungan itu, pelepasan adalah diberikan kepada mereka untuk menyertai perbarisan tersebut di atas. Bagi memastikan kelancaran urusan pejabat, pihak tuan / puan hendaklah memastikan terdapat pegawai yang tidak terlibat dalam perbarisan ini untuk mengambil alih tugas pada tarikh-tarikh yang berkenaan.

4. Kerjasama tuan / puan dalam hal ini amatlah dihargai.

Sekian, terima kasih.

"BERSATU BERUSAHA BERBAKTI"
"AN HONOUR TO SERVE"



A handwritten signature in black ink, appearing to be "Antonio Kahti Galis".

(ANTONIO KAHTI GALIS)
Residen, Bahagian Miri

Tarikh : 08 September 2015

Ruj. : PRM/SOC/S/12/3

A handwritten signature in black ink, appearing to be "Antonio Kahti Galis".

A handwritten signature in black ink, appearing to be "Antonio Kahti Galis".

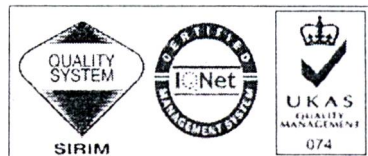
LAMPIRAN A

BIL	NAMA	
1.	PUAN LUCY WAN GEN NYUK	} Melalui : Residen,
2.	ENCIK WAN AZZRY ISWANDY BIN WAN OTHMAN	} Bahagian Miri
3.	PUAN DORIS MULONG	}
4.	CIK CHUA MEAU HUA	}
5.	ENCIK JOHARI BIN ABDUL RAHMAN	}
6.	ENCIK ROSLAN BIN YAKUB	}
7.	ENCIK ROSLI BIN ABDULLAH	}
8.	CIK DAYANG SANIAHWATI BINTI NAYAN	}
9.	CIK MISIAH BINTI AMIRI	}
10.	CIK RAINE CHUA TZE HUI	}
11.	CIK MAYCHELINDA ANAK IGUN	}
12.	CIK LOVELYN LENI ANAK EDWARD	}
13.	ENCIK ANTONIO LEONARD	}
14.	CIK VIVI ROSA VELLA	}
15.	PUAN MASNONA BINTI ABDUL KADIR	} Melalui : Timbalan Residen
16.	PUAN SURAYA BINTI ABDUL RAHIM	} Sosial
17.	PUAN CYNTHIA ANAK JANTAU	}
18.	PUAN SHARIFAH RAFIDAH BINTI WAN RAZALI	} Melalui : Pegawai Daerah Miri
19.	PUAN SARAPIAH BINTI WAN KADIR	}
20.	PUAN LEONORA CHANGGAN	}
21.	PUAN PING ANYI NGAU	}
22.	PUAN EASTER ANAK TIUT	}
23.	CIK SITI HAFIZAH BINTI MOHD. DAUD	}
24.	CIK JULIANA ALAH	}
25.	CIK RENA UMAR	}
26.	CIK ALICIA CHRISTIE ANAK ALI	}
27.	ENCIK ADZWANDY BIN SIRAT	}
28.	ENCIK NORJEN BIN POYE	}
29.	ENCIK KASSIM BIN ABANG	}
30.	ENCIK LING SONG JING	}
31.	ENCIK GERALD ANGGIT	}
32.	ENCIK BRYAN ANAK HOGRES	}
33.	ENCIK JEREMIA EMANG	}
34.	ENCIK MOHD. FARDHIRUL ADELLAH BIN ROSLI	}
35.	PUAN ROSLINA JANTAU	} Pen. Pegawai Tadbir,
36.	CIK YANTI BINTI HARRY	} Pejabat Daerah Kecil Bakong
37.	PUAN ROSE EDWARD TARANG	} Melalui : Pegawai Daerah Marudi



PEJABAT RESIDEN BAHAGIAN MIRI
JALAN KINGSWAY,
98000 MIRI, SARAWAK

Telefon Am : 085-433203
Faks : 085-432876 / 434767



Certified to MS ISO 9001:2008
Cert. No. : AR4860 4860

Ruj. tuan : Tarikh:
Ruj. kami : PRM/ADM/H/16/2(58) Tarikh: 20.07.2015

Kepada :

Cik Lovelyn Leni anak Edward
No. 369B Kompleks Kastam,
Jalan Pujut 2C,
98000 Miri.

Cik,

JADUAL LATIHAN PRAKTIKAL PELAJAR

Dengan hormatnya saya merujuk kepada perkara di atas.

2. Bersama-sama ini disertakan Jadual Latihan Praktikal Pelajar bagi tempoh **20 Julai 2015** sehingga **15 September 2015** untuk maklumat dan tindakan tuan selanjutnya.

Sekian, terima kasih.

"BERSATU BERUSAHA BERBAKTI!"
"AN HONOUR TO SERVE"


(GERALDINE JD KULAI)
b.p. Residen, Bahagian Miri

s.k.

1. Timbalan Residen Pembangunan
2. Timbalan Residen Sosial
3. Seksyen Pentadbiran dan Kewangan
4. Penyelaras Latihan Praktikal Program AM228
Fakulti Sains Pentadbiran dan Pengajian Polisi
Universiti Teknologi MARA Sarawak
Kampus Samarahan 2,
94300 Kota Samarahan, Sarawak, Malaysia
(No. Faks : 082-678091/678064/677320)

JADUAL LATIHAN INDUSTRI PELAJAR

Nama : Cik Lovelyn Leni Ak Edward
Institusi : Universiti Teknologi MARA Sarawak
Tarikh : 20.07.2015 hingga 15.09.2015

Bil	Tarikh	Seksyen	Pegawai Bertanggungjawab
1.	20.07.2015 – 09.08.2015	Pembangunan	Encik Abdul Aziz Bin Hj. Mohd. Yusuf (Timbalan Residen Pembangunan)
1.	10.08.2015 – 30.08.2015	Sosial	Puan Masnona Binti Abdul Kadir (Pegawai Tadbir, Sosial)
2.	31.08.2015 – 15.09.2015	Pentadbiran dan Kewangan	AO – Puan Geraldine JD Kulai (Pegawai Tadbir), AA – Encik Omar Bin Hj. Hepeni (Penolong Pegawai Tadbir)

Nota : Jadual Latihan akan berubah mengikut keperluan