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FACULTY OF ADMINISTRATIVE SCIENCE & POLICY STUDIES

BACHELOR OF ADMINISTRATIVE SCIENCE (HONS.)

**PRACTICAL TRAINING REPORT
(SUBIS DISTRICT EDUCATION OFFICE)**

**NAME OF STUDENTS
NOORAIDA BINTI ALIAS (2013803164)**

**NAME OF SUPERVISOR
MDM. SHARON PEARL**

[JUNE 2015]

CLEARANCE FOR SUBMISSION OF THE PRACTICAL TRAINING REPORT BY THE SUPERVISOR

Name of Supervisor : Mdm. Sharon Pearl
Place of Practical Training : Subis District Education Office
Name of Student : Nooraida Binti Alias

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

(Sharon Pearl)

Date:

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 am 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

(Nooraida Binti Alias)

Acknowledgement

Praise to Allah for six weeks I undergo my internship in Subis District Education Office starting from 20th January 2015 until 27th February 2015 and I finally successfully completed this industrial training report.

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Nooraida Binti Alias (2013803164)

Bachelor of Administrative Science (Honours)

Faculty of Administrative Science & Policy Studies

Universiti Teknologi MARA, Samarahan Campus II

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CHAPTER 1

INTRODUCTION OF THE ORGANIZATION

1.0 Introduction

This Chapter provides a review of the organization background. Section 1.1 explains on the organization background of Subis District Education Office. Section 1.1.1 explains the background of Subis District Education Office and Section 1.1.2 explains on the organization chart of Subis District Education Office. Section 1.1.3 explains on the objective of Subis District Education Office and Section 1.1.4 is the vision and mission Subis District Education Office. While, in Section 1.2 explain on the background of School Management Unit. Section 1.2.1 explains the background of School Management Unit and Section 1.2.2 explains the organization chart of School Management Unit.

1.1 Organization Background

1.1.1 Background of Subis District Education Office



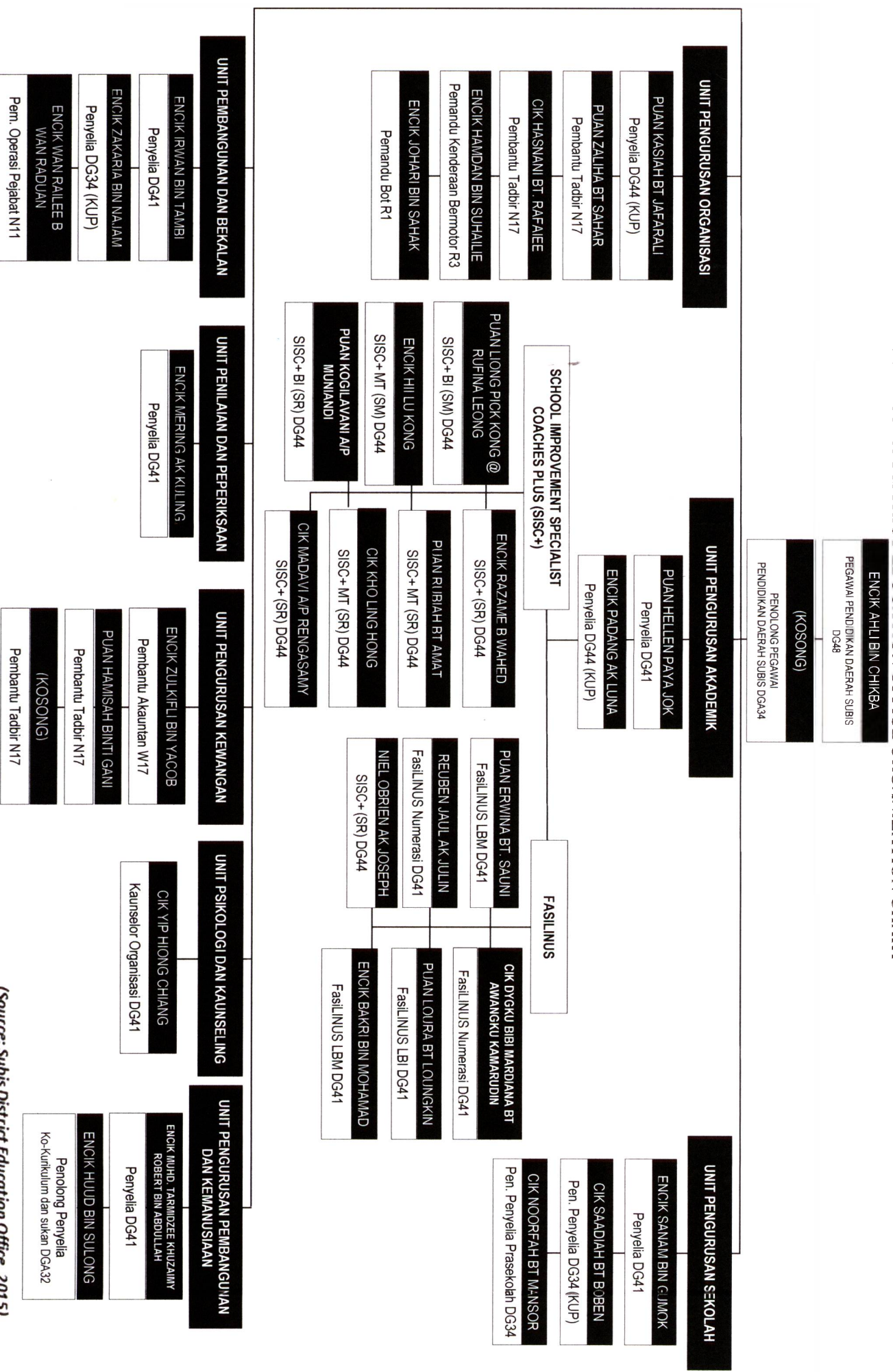
Figure 1.1: Subis District Education Office

Subis District Education Office is located next to the SK Bekenu. It has eight units which are Organizational Management Unit, School Management Unit, Academic Management Unit, Assessment and Examination Unit, Unit of Psychology and Counseling Unit, Human Development Management Unit, Development and Supply Management Unit, and Financial Unit. Based on the mission " Preserving Quality Education System for Developing Individual Potential to Meet National Aspirations" implemented in the most effective way to achieve the goals and vision of the organization competent and excel in all aspects of education services, which oversees the Subis District Education Office 44 primary schools and five secondary schools working with commitment and responsibly as well as high commitment to provide services and fair treatment and just to all customers.

The rationale for the establishment of the District Education Office is to improve the quality of teaching and learning as well as a referral center for parents. District Education Office also acts as agent to the State Education Department and the Ministry of Education in terms of

implementation of policies, programs and activities at the district level. The roles and responsibilities of the District Education Office is advising the principal or headmaster, help school-related curriculum development, provide information to the State Education Office related to teaching and learning, identify teachers who have attended the courses, help Examination Board in dealing examination matters, admission to secondary school students and exchange students.

1.1.2 SUBIS DISTRICT EDUCATION OFFICE ORGANIZATION CHART



(Source: Subis District Education Office, 2015)

1.1.2 Objective of Subis District Education Office

Expanding the admission of children to school up to 100% of the age cohort and ensure each student received quality formal and informal education by constantly:

- Improving the effectiveness of leadership and management of schools;
- Increasing the level of professionalism of the staff;
- Improve the physical condition of school buildings and facilities and fun environment; and
- Diversifying the curriculum and extra-curricular school programs to meet the diverse talents and interest of the students.
- Provide a network of international cooperation in the field of art, culture and heritage.

1.1.2 Vision & Mission of Subis District Education Office

Vision

Quality Education Educated Individuals Prosperous State

Mission

Preserving Quality Education System for Developing Individual Potential to Meet
National Aspirations

1.2.1 Background of School Management Unit

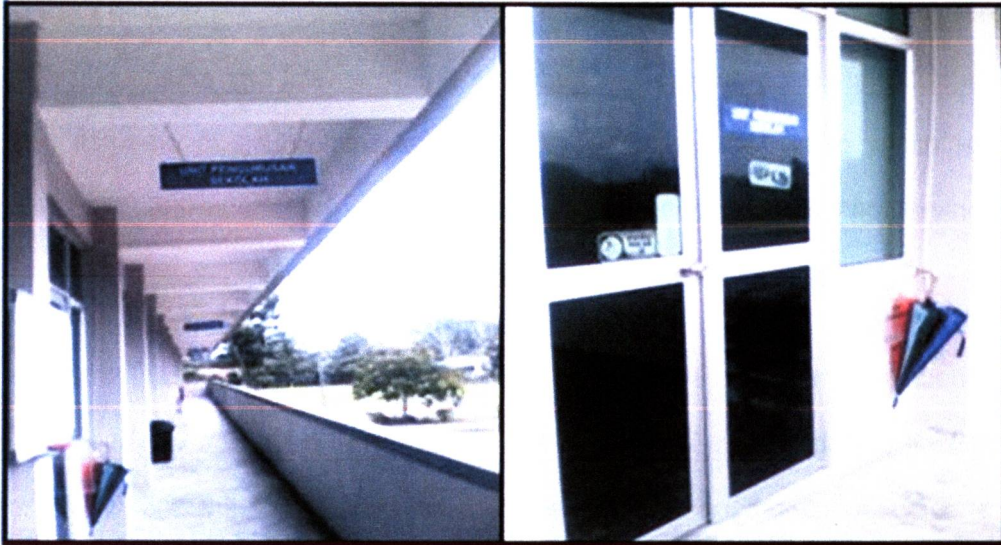


Figure 1.2: School Management Unit

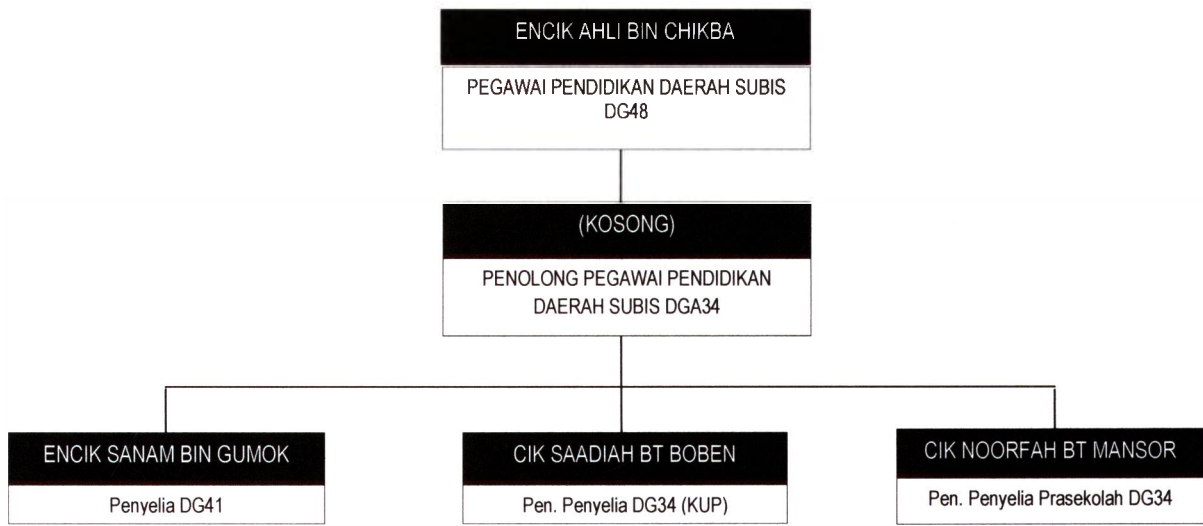
School Management Unit is a small unit under the School Management Sector of the State Education Department. Placed at the District Education Office, School Management Unit consists of four main units which are Secondary School Unit, Primary School Unit, Pre-School Unit, and Communication and Registration Unit. Secondary School Unit, Primary School Unit, and Pre-School Unit are responsible for the school management, school and classroom planning, and deployment of teachers under each unit. While, H&D Unit is responsible for public relations and registration of the Parent & Teachers Association, Board of Governors of Government Assisted Schools, government schools, and government assistance schools.

Lead by Mr. Sanam Bin Hj. Gumok, the School Management Unit have same objective as Subis District Education Office which expanding the admission of children to school up to 100% of the age cohort and ensure each student received quality formal and informal education by constantly improving the effectiveness of leadership and management of schools, increasing the level of professionalism of the staff; improve the physical condition of school buildings and

facilities and fun environment, diversifying the curriculum and extra-curricular school programs to meet the diverse talents and interest of the students, and provide a network of international cooperation in the field of art, culture and heritage. Likewise with vision which is "quality education educated individuals prosperous state", and the mission to "preserving quality education system for developing individual potential to meet national aspirations".

As general, School Management Unit is responsible for planning, coordinating, implementing and taking action on the matters such as management and coordination of the new teacher placement which involves the placement based on the school vacancy data, managing placement and exchange of teachers in the district, between the district and between the state and the management and coordination of the exchange and placement of students in the district, between the district and the state. Besides, managing Operations Data for Secondary Schools (OPMEN), Data Operations Primary School (DOSR), coordinate and investigate complaints, and monitor school. School Management Unit also manages and coordinates the Replacement Teacher application, manage and coordinate the affairs of untrained teachers/ *Guru Sandaran Tidak Terlatih (GSTT)* 'contract for services', managing all related matters with Special Education such as application for entering Special Education Schools, Special Education student transfer, Special Education student allowances, Special Education teacher allowances, helping management activities of Special Education at the State Level / National. This unit also assists in the management of Form 6 student placement, management of student applications for Boarding Schools (SBP), Class of Special Plans (KRK) and Government Secondary School of Religion (SMKA), and help the management of Private Education (Private Schools, Private Preschools, Tuition Centre) such as the establishment of institutions, application for teachers permit, application for management permit, application for changes the premises, application for changes the institution fee, and institutional renewal application.

1.2.2 School Management Unit Organization Chart



(Source: Subis District Education Office, 2015)

CHAPTER 2

SCHEDULE OF PRACTICAL TRAINING REPORT

2.0 Introduction

This chapter provides the schedule of practical training. Section 2.1 consists of report and summarizes the daily training extracted from the Log Book, description of jobs and task executed throughout training from week 1 until week 6 and reflection at the end of every week report.

2.1 Schedule of Practical Training Report (Weekly Basis)

2.1.1 Week 1: 20/01/2015 – 23/01/2015

I registered for my practical training at Subis District Education Office on 20th January 2015 and I was told to go to Organization Management Unit for registration matters. In Organization Management Unit, I met Puan Kasiah Binti Jafarali and she decided to put me under School Management Unit to undergo my practical training at Subis District Education Office within the given duration. Encik Abdullah Bin Morshidi as School Management Unit Supervisor also as my Host Supervisor for this practical training. He gave me a short briefing on the organization and the unit job descriptions, also introducing me to the staff in this unit. After that short briefing, I was told to join the first staff meeting for year 2015. That meeting was held at Subis District Education Office Main Meeting Room, started from 8.30 am until 5.00 pm. The meeting was lead by Puan Kasiah Binti Jafarali on behalf of Subis District Education Officer, Encik Ahli Bin Chikba where he cannot attend that meeting for certain reasons. First, she introduced the new

staff including practical students that undergo the practical training in Subis District Education Office. Then, each units of this office which consist of Organization Management Unit, School Management Unit, Academic Management Unit, Examination and Evaluation Unit, Psychology and Counseling Unit, Human Development Management Unit, Development and Supply Management Unit, Financial Unit, Information Technology Unit, Islamic Education Unit, School Improvement Specialist Coaches (SISC+), and Literacy and Numeracy Screening (LINUS) have to present their report. Other than that, the blue card or training report card was mentioned that needs to be fully utilized by every staff and they have to report any information on every courses that they have been attended and the courses letter need to be attached with it. Besides, dress code and Subis District Education Office logo also has been raised during the meeting. Due to the meeting finish earlier than schedule, I was taught on how to use photocopy machine which the office use to photocopy in big quantity of documents. In School Management Unit, they have a photocopy policy where this photocopy machine just can be use for the document that needs to be copy more than 50 copies. Less than that, they can use the common photocopy machine. Besides, I was also asked by my supervisor, Encik Abdullah Bin Morshidi to update Secondary School Student Exchanges float file. However, before I do the task, I was briefed by Encik Abdullah about their file management system. Encik Morshidi told me that the float files are used only for the School Management Unit officer's reference. I need to update the float file according to the type and date of the documents that need to be put in the file.

On the second day of my practical training, I was asked to make a photocopy and compiling the application form for non-resident students. Based on what I can see here that some of the application forms are distinguished by specific colors. For example, the application forms for non-resident students are in pink color. This is to ease the process and to prevent giving wrong form to the applicants. Next, I was asked to update the master file for *Borang Status Kedudukan Guru* (BSKG). The file are arranged similar as float files and any letters or

documents in this file need to be stamped by two different colors which are the red is for incoming letters or documents, and blue for the out letters or the documents. At the front pages, there are some parts that need to be filled as references for the file contents. All the letters or documents need to be numbered in sequences.

Next on 22 January 2015, I was assigned to make copies for a letter from Sarawak Education Department and distributed it to all schools in the Subis District to inform that the internet connections for all schools are still continuing.

One of the weekly routine for Muslim staff at the Subis District Education Office is reading Yassin every Friday. This activity was held in the Subis District Education Officer office, Encik Ahli Bin Chikba office on 8.00 am. A simple meal is prepared after that activity. After that, I was asked to update the master file for Penempatan Guru Kursus Perguruan Lepas Ijazah (KPLI).

WEEKLY REFLECTION

Although this was my first week in practical training, I have learnt a lot of new knowledge and experiences that are hardly to find in textbooks. As what I can learn from this whole first week, in one organization people need to work together in order to achieve organization objectives. Have a good communication and within the organization is important which allow that organization operating effectively. An individual also should have a multi-tasking ability in order to face any possible task given. Within this week I have roughly introduced on how this organization operating and their environment. The officers are very friendly and cooperative with each other. They create friendly office environment which they able to easily dealing with their internal and external customers.

Besides, as what I can see in this organization, majority of its officers are teachers. I do agree with MARS model which I have learn in Organizational Behavior subject that natural

aptitudes and learned capabilities are required to successfully completed a task. This is because skills, knowledge, aptitudes and other personal characteristics that leads to superior performance. An organization should redesign job to fit person's existing abilities. As the officers are already having their own knowledge in education system, this can enable them to effectively do their job in this field.

2.1.2 Week 2: 26/01/2015 – 30/01/2015

In the second week of practical training, I made a copy for the letter of flood of donations that have been received from schools in the Subis District and put it into the master file. At the same time, I updated some of the other master files. In addition, I was also asked to enter the information data of the class position and 2015 NKRA pre-school students' enrollment into computer software. After that, I was also asked to make photocopies for the materials that will use for the briefing on *Program Pembangunan Guru Baru* on the following day. However, there are sudden electrical interference occurs during the photocopy process that slows down the process. The disturbance ended only last 30 minutes before office operations ended. Although the printing process was completed before the operating time ended, I had to bring these documents home to be combined and placed in a file because these documents are required the next morning.

On 27 January 2015, the day begins with doing the photocopy of letter and distributes it to all schools in the Subis District through the letter boxes that are located in the General Unit. Through that letter box, the representatives of the schools will come to pick up their mail, while for the letter to be heading out of the area such as to other local officials or to the Ministry of Education and the State Education Department will be managed by the General Unit. Next, I

was asked to enter data into the Information System of the National Pre-school for pre-school enrollment.

On 28th January 2015, I was asked to enter the data for assessment instruments form of "Program Orientasi Penempatan Guru" into e-operational system. The data received from the form filled out by the teachers who attended the program. Besides, as usual I have to update the master file. In the afternoon, I was participated with the "Taklimat Pengemaskinian Data e-operasi Secara On-Line" in the Conference Room at the Subis Teacher Centre. The briefing was attended by the Headmaster or Senior Assistant Student Affairs for all primary schools in the Subis District Subis. The briefing was started from 2pm to 5pm. The briefings were delivered by Cik Saadiah Bt. Boben, School Management Unit Officer of Subis District Education Office. Before the briefing was started, the file that containing the required documents for the briefing was distributed to the teachers who attended the briefing. During the briefing, the officer in charge explained the flow chart to updating the school information in the e-operational system. If that flow chart was not done in sequence, the e-operational system for that school that will run into an error. The briefing on that day was gone well and each teacher involved with each other to discuss their problems with the system.

On 29th January 2015, as usual I was asked to update the master file. Besides, I was also asked to distribute the Student Transfers between District letters to the certain District Offices through the management of General Unit.

On the next day, I have to enter the name of the new teachers who attended the "Program Orientasi Penempatan Guru" into the e-operational system. Besides, I also helped to reset the e-operational password for the teachers who have forgotten their password. These things happen to many new teachers who do not care for their e-operational system password before they go for their posting.

WEEKLY REFLECTION

For this whole week reflection, what I have learnt most was to on how the filing system should be done and managed. Although I do not have specifically learned this filing system in class, at first I was blurring on how this system actually should be operates. However, based on the guiding given by my supervisors and officers in School Management Unit I started to understand a little bit on this system should be managed. The officers are really taken care of their filing system as it shows on their quality management. By having systematic and organized filing system, it is advantageous to the officer as they can easily getting all the record and information they need for their references in the future.

Besides, system one system should be introduced in order to have a systematic management and administration. Ministry of Education has many online services in order to transform Malaysia education system and one of those systems is e-operational system. Operational Data System (e-operational) also plays a role in storing data and teacher's information in detail, including academic information, professional information, service information, and training / courses information. As this online system is important for all teachers, they are advised to regularly update the information and data contained in those systems to facilitate any other business in the future.

2.1.3 Week 3: 02/02/2015 – 07/02/2015

Due to the duties handover process in Subis District Education Office organization, the supervisors who supervise me earlier has switched to a new supervisor, Encik Sanam Bin Hj. Gumok while, Mr. Abdullah Bin Morshidi was relocated into the school. As always, I was required to update the master file for the primary schools and pre-schools. Besides, I need to prepare a letter of assessment instruments for "Program Orentasi Penempatan Guru" that need

to be sent to the State Education Department. Before handing over the duties to Encik Sanam, Encik Abdullah asked me to prepare a gimmick that will be used for "Pelancaran Takwim Kejohanan Sukan Majlis Sukan Sekolah Sarawak Tahun 2015" during "Majlis Penutupan Rasmi Kejohanan Merentas Desa Majlis Sukan Sekolah Sarawak". I was informed that the event will be held on Saturday, 7th February 2015 at SMK Bekenu hall. These gimmicks are prepared by using the Microsoft Office PowerPoint application.

On February 3, 2015, I was only assigned to update the relevant master file and distribute the letters to the related schools. Similarly, for the next two days, I only have to update certain master files.

On the Friday morning, I was only updating the related master files. However, in the afternoon I had to go to SMK Bekenu to attend the rehearsal for the "Majlis Penutupan Rasmi Kejohanan Merentas Desa Majlis Sukan Sekolah Sarawak Tahun 2015". The rehearsal was important to ensure the smooth running of the event that to be held on the next day.

On 7th February 2015, I have to come at 7.30 am to SMK Bekenu in order to help for the final preparations before the ceremony begins. I was assigned under Recording / Photography & Public Address Committee. At the same time, "Kejohanan Merentas Desa Majlis Sukan Sekolah" was occurring where the finish line for this activity was at the SMK Bekenu. The tournament began on 8.30 am at Bungai Beach, Bekenu. The participants which involving the primary and secondary schools are divided into sections according to their age. The State Education Director, Puan Hajjah Serina Binti Sauni has arrived at the Hall of SMK Bekenu at 11.00 am. Besides, the ceremony was also attended by Officers of the State Department of Education, District Education Officers, Head of Communities, teachers, and students. However, when it come to the highlight of the event where the Calendar for Majlis Sukan Sekolah Sarawak by using the gimmicks prepared previously that have to be emitted through a television

screen placed above the stage was suddenly not working right before the time it need to be launched by Puan Hajjah Serina. After scrambling to find the cause of the problem, we finally found that one of the main wires that connect the television to the main power supply was disconnected. The quick action committee in charge, finally the gimmick was able to be emitted as planned. The donation collected from Program Explorasi Pasca Banjir (AKRAB) by Ministry of Malaysian Education also was handed over to the all representatives of District Education Office to be distributed to those schools who involved with the recent flood during that time. After that, the prizes are given for those winners and announcement of the athletes selected to represent the State to Kejohanan Merentas Desa Majlis Sukan Sekolah Malaysia for year 2015 which will be held in Pahang. The event was ended around 1.30 pm.

WEEKLY REFLECTION

As most of my task for the week three was focus on "Majlis Penutupan Rasmi Kejohanan Merentas Desa Majlis Sukan Sekolah Sarawak", what I can reflect that as an employee we should have multi-skills and ready to learned the new thing which out of our field or profession. For example, as I was assigned under School Management Unit which I think before that I just have to deal with any related school management and administration matters. However, suddenly I was asked to do a gimmick by only using Microsoft Office PowerPoint application and monitor Public Address System (PA system) during the event which I have never do before. This is far from my expectation.

Besides, everyone commitment and cooperation are important in order to successfully conduct a project. As I have experience in managing project related with Project Management and Public Relation subject which I have already take during previous semester, it help me a lot in this event. Although I was just involved only in some part of this event, it was give me more experience in conducting event in real working life. There will always be unexpected situation

when we conduct an event. For example, when there are problem occurs with our gimmick which is important part for this event suddenly not working. Everyone needs to act fast and work for the solution. Finally, with everyone effort the event was successful.

2.1.4 Week 4: 09/02/2015 – 13/02/2015

On the first day of this week, I was given a day excuses by the office to go to Samarahan to sit for the Malaysian University English Test (MUET) which was held at Universiti Teknologi MARA Campus 2.

The next day, 10 February 2015, I was asked to attend the Taklimat Penggunaan Dokumen Kualiti MS ISO 9001: 2008 (Keluaran 07) years 2015 on behalf School Management Unit Officer who was unable to attend that briefing because he had to attend a meeting in Kuching. The briefing was began at 8.30 am and 5.00 pm placed in Bilik Taklimat 1 Pejabat Pendidikan Daerah Subis and all officers who representing their unit must bring their Dokumen Kualiti MS ISO 9001: 2008 (Keluaran 06) to be returned to the Quality Manager for managing revocations and applications for documents disposal. The briefing was chaired by Puan Kasiah Binti Jafarali on behalf of the Subis District Education Officer, Encik Ahli Bin Chikba. Through this briefing, Puan Kasiah was presenting the content of the Quality MS ISO 9001: 2008 (Issue 07) Manual, which will be passed over to all Subis District Education Office. In the end of the briefing, the instrument forms for the effectiveness of the program which also known as PK06-5 form was given to all who involved with this briefing to be completed and the form must be returned to the Head of the Unit after a month of the date of this briefing.

On Wednesday and Thursday I was just instructed to update the master file and the float files as directed by my supervisor. On February 13, I have to calculate the total donation for

flood victims that have been collected since January. That donation will be handed over to the Sarawak Education Department for distribution to flood victims throughout the country.

WEEKLY REFLECTION

What I can reflect for this fourth week which related with I have learned in Quality Management subject that stressed on the quality of an organization service. Subis District Education Office is one of the organization that MS ISO 9001: 2008 as their quality standard guidance. It is a written standard which describes basic guidelines and requirements in the quality management system. This systematic approach was established by an organization to instill quality by ensuring that their products meet customer requirements. This does not mean that the product is conforming to product standards. It means that the products are being produced through processes which have consideration for quality in the aspects set out by the standard.

Besides, this quality standard will help the organization to better manage their business to meet customer requirements and this will result in better products, better customer service, satisfied customer and repeat orders. With proper implementation of the systems, the organization business will become more efficient and productive thus will reduce errors and rework, reduce operation cost, time and use of resources.

2.1.5 Week 5: 16/02/2015 – 20/02/2015

On 16 February 2015, I assisted the School Management Unit on any other matters, such as making photocopies for the approval of student transferring application as a copy for the parents who are dealing with this unit and answering any incoming phone calls in this unit.

On 17 February 2015, as usual I have to update some of the master file that needs to be updated. For any files that seem too thick have to be closed and opened a new file. The closed files should be specified in that file regarding the date it was closed. The newly opened files also

need to be specified the same title as the previous file, the same serial number and the current volume, and the date of the first content for the file. Next, I have to make copies for the letters that will be distributed to certain schools in Subis District.

On the next day, I continued updating some of the master files which were given by my supervisor and open the new file for any files that need to be closed. After that, I make the copies of the letter which will be next needs to be distributed to the certain schools and the original letter to be included in the file and the original letter will then put into the file.

The office was on holiday as Chinese New Year celebration from 19 February 2015 and starts to operate as usual on the next Monday.

WEEKLY REFLECTION

Although there many repetitive tasks that I have done in this week, when there was suddenly no work which specifically have to be done by me, I have to use this opportunity to help others in the office. Because of the School Management Unit does not have enough employees, what I can do is to deal with the parents who come to the School Management Unit due their children's school matters and teachers who come to this unit due their school affairs and answering any incoming calls to this unit. This can be related with counter service and ethics administration where we need to act according to the ethics that have been set.

2.1.6 Week 6: 23/02/2015 – 27/02/2015

In this whole week, there are not many tasks given to me. From Monday until Wednesday of this week, there actually does not have any specific task that I have to do. So, I just help anything in the office such as answering any incoming call and finding any document that asked by the parents that come to the office for their children school transferring matters.

On Thursday, I was asked to do photocopy and distribute letters to the related District Education Offices and schools. Then, I need to update any related float file and master file. At the same time, I have to open new file and close the previous master file.

On the last day of my practical training in Subis District Education Office, I just do my task as usual which is updating master file. Then, there was farewell party from School Management Unit for me.

WEEKLY REFLECTION

During this whole practical training, I have learnt a lot of new knowledge and gained some new experience that are hard to find in the textbooks. I have realized that some of what we have read in the textbooks or theory will differ from what we have to practice in the real working life. This indicates not everything that we learnt in class is applicable into real life. Therefore, we need to be always prepared on any possibility of unexpected problem and think outside the box for the success. Besides, we also need to prepare ourselves for the task which is not in our field because in working life they might give the tasks that are out of our specialties. We also need to have a good relationship with our organization, so that we can together successfully achieve the organization objectives in harmony. I had this opportunity to practice any related principle or theory that I have learnt in class in real working life. This experience may help me in order to prepare myself in the future working life.

CHAPTER 3

ANALYSIS

3.0 Introduction

Chapter 3 describes the analysis on one area of task as covered in the practical training handbook. In this chapter also definition of concept, demonstration of practical and theoretical aspects as how to relate with all concepts that have learned in classroom at the workplace and how to transform knowledge gained at workplace to reinforce understanding on the concept learned in classroom. Based on my schedule of practical working experience and task of job description given under chapter 2, it shows that my practical training was more focus on filing system in School Management Unit of Subis District Education Office.

3.1 Task Analysis

I have done several types of task during my six weeks of practical period which including recording data, filing system, data updating and many more. However, in this chapter I will just focus on the most frequent task that I have done during my practical period which is the filing system.

3.2 Filing System Concept



Figure 3.2: Filing System

According to Hussin Bin Hamidon (2010), word files was originated from the Latin word "fillum" where a thread is required to bind the document as to prevent it from being lost. The file is a folder where it contains letters and documents that have been prepared with care and proper, given the title, the number of registered and indexed for easy detection. Whereas, according to Abdul Rahim Bin Abdul Rahman, Head of Sector Quality Assurance Standards Unit State Education Ministry, the file system is the process of keeping all records and documents for reference safely, fast accessible when required and this includes the classification process, preparation, storage and disposal. The file must be dealt with in accordance with the standards and systematic records management procedures established by *Arkib Negara*. A good filing system will allow detection and output file immediately and such information can be obtained rapidly and action can be taken immediately. This situation may improve administrative efficiency and customer satisfaction. Filings are also important as a communication tool between departments or units within an organization, to manage the information of department

or organization, to assist the department or organization to make decisions and take action, as a reference, as evidence, and research materials.

By creating a systematic record management system can help the organizations to carry out administrative affairs office more efficiently, orderly and efficient. This system is able to provide the correct information to people in need on time with the lowest cost. A good filing system is very important to facilitate in making the reference. Among the characteristics of a good filing system are systematic, easy refer, accessible, and secure.

3.3 Filing Objectives

Filing was designed to ensure with certain objectives which are to assist public organizations carry out offices administrative more efficiently, orderly and efficient. Besides, filing has been designed to streamline the existing services orders to ensure it's always relevant and can be used as a guideline to public agencies. Filing will also be able to create a systematic, efficient and effective records management system in the department as well as helping the officers or staff who are involved with files and letters in their work. The filing objective is to get the government recognition in the MS ISO Award.

3.4 Filing System Principles

In order to ensure the better filing system, some principles has been created which include:

- The file is space saving
- Easily prepared and stored
- Cheap and accessible
- Easy to expand and can continuously used it
- Easy to find the records when needed
- Cross reference – related information are included in relevant files

3.5 Registry

The opening of the file should be notified to the File Registration Unit / Registry. The Administrative Assistant in the File Registration/ Registry is required to check and make sure the file has been open or not. The purpose of making review on the file is to prevent the existence of two files with the same title and number, the existence of two files with the same name and different numbers, the existence of two files with different titles with the same number, and opening the files with the wrong title if it was opened in the Section / Unit without referring to the File Registration Unit / Registry. Registry is a unit in the department or government organization who responsible for handling its records. Registry objectives is to ensure that all department information are controlled and well managed, to provide good services to internal and external customers of a department as well as providing the right information at the specified time. The functions of registry is to send and receive letters, to control the movement of files or records, to ensure action has been taken on the file that borrowed by the employees of the department, and to protect the records according to the series in the respective department. There are three types of registry which are Centralized Registry System, Decentralized Registry System, and the combination between the both system.

Centralized Registry System is a system that operates with control that comes from one direction. All the records are stored and handled in a specific place and centralized. The advantages of this system is it can reduce the costs, to protect the confidentiality of documents, information invasion can be avoided, to avoid the duplication of file, and easy to control. Decentralized Registry System is a small units which there is a big department and each unit has their own registration center. The advantages of this system is to facilitate the process of access for information, speed up the process of regaining information, saving manpower and facilities, and easy to manage. Subis District Education Office is using Decentralized Registry System where every unit in this organization have their own registry.

3.6 Filing Classification

Generally, the files are classified according to the organizational structure. All the records are divided into two types of groups which are Housekeeping and Functional. Housekeeping file includes such things as administration, employment and personnel list. Meanwhile, most of the functional files are created and used by Operations Department to carry out the daily tasks that are related with their activities. Functional file includes the files regarding the basic functions of an organization such as revenue records for the Inland Revenue Department and so on. For Subis District Education Office, Housekeeping files are the files that contain letters and attachment documents related to administration, buildings and property, equipment and supplies, finance, and personnel. Every details will be given a numeric coding as the file reference number. Housekeeping files are classified according to the specified codes as follows:

- 100 : General Administration
- 200 : Buildings and property (Fixed Assets)
- 300 : Equipment and Supplies (Transfer of Assets)
- 400 : Financial
- 500 : Personnel

Meanwhile, Functional files contain letters and attachment documents related to basic functions and activities of the department or organization. This file is determined according to the function of specific department or unit. For Subis District Education Office, these types of files are located in the Academic Unit. The main specific code number provided for this record series are as follows:

- 600 : Curriculum Management
- 700 : Co-curriculum Management

The file security standars are classified according to the security level in accordance with the safety instruction given by Arkib Negara. The file security standards includes:

Open (Terbuka) : No limit

Restricted (Terhad) : Only for on duty officers reference

Confidential (Sulit) : Only for individual reference

Secret (Rahsia) : The file contains the national honor

Big Secret (Rahsia Besar) : The file that contain national security

Small Envelope: Temporary files which created based on the main files.

Float File : Contain materials that has not been distributed to the officers
for the attention of the superior officers.

Most of the files in a department are open type, the files relating to the daily management of a department. The information contained in this document shall not be told directly or indirectly to the press or anyone who not authorized on it. This file is used for the master file in the office or school. Administrative files are included in this category and the colour of this file is white and the word "TERBUKA" is written in front of the file. For Confidential file, a department usually has a limited file circulation due to the information contained in the file. The information such as personal details of staff is considered as limited information and this type of files are also white in colour. In addition, confidential file is a file that contains the matters related with a government decision which is considered as confidential even it has been announced by the Minister and the code of conduct of public officers matters. The information's are stored in the green colour of file and the word "SULIT" is written in front of the file. Besides, a Secret file is a file that contains the matters relating to the government's development program which is regarded as confidential information. This file is pink in colour and huge red (X) are crossed in front of the file. Confidential files and Secret Files is a document that own by government / related stat and to informed those who need to know it contents when doing their official duties. The information contained in this document shall not be told directly or indirectly to the press or anyone who not authorized on it. The information contained in this file such as

problematic teacher information. These files can be found in the State Education Department, District Education Office and schools. For the files that are classified as a BIG SECRET contains the information about the government affairs which are still in the planning process and it is one of the government. This file is yellow in colour and huge red (X) are crossed in front of the file. Furthermore, a small envelope is a temporary file which created based on its main file. This small envelope is a temporary measure if the actual file could not be traced. After the actual file is found, the envelope will be included as a content and recorded in the minutes. This file is in yellow or brown in colour. Float files is a file which contained the materials or documents that have not been distributed to officers or for the attention of superior officers. This file is used to inform the Head of Department, supervisors or senior officers of an action that has been taken. If the distribution of information in the departments and agencies are using Information and Communication Technology (ICT), the float file is no need to be created.

3.7 Opening New File Procedure

The file that want to be open should have several characteristics which are minutes paper, green tags, file title, file number, and distributor card. Before a file is opened, it is important to check and make sure the file has already opened or not. The tools that are needed when open the file is a red/blue marker pen , red and black/blue pen, rulers, pencils, hole punch, minutes papers, green tags, and eraser (liquid paper is not permitted). Some guidance can be referred in determining the file title and number that need to be open. First and foremost, the letters should be placed on the right side in the file. While, minutes papers should be placed on the left side in the file. In determining the file title, the contents of the letters in the can specify the title of that file. The title should be clear and concise. The use of abbreviations in the title of the file is not allowed. Using the same word or spelling that have different meaning should be avoided. This is to avoid confusion for referer of the file. In addition, the file number must follow the existing filing

system code. The title, reference number and the date when the file was opened also should be noted on the file cover. When receiving the letter, the date of when the letter is received should be recorded on that letter by using blue or black rubber stamp. The letter also should be include into the file by noted the enclosure on the right top of that latter. The enclosure should be placed in circles. For the received letters, the enclosure and circle are marked with red colour. While, the enclosure and circle for letters that has been send are marked with blue colour.

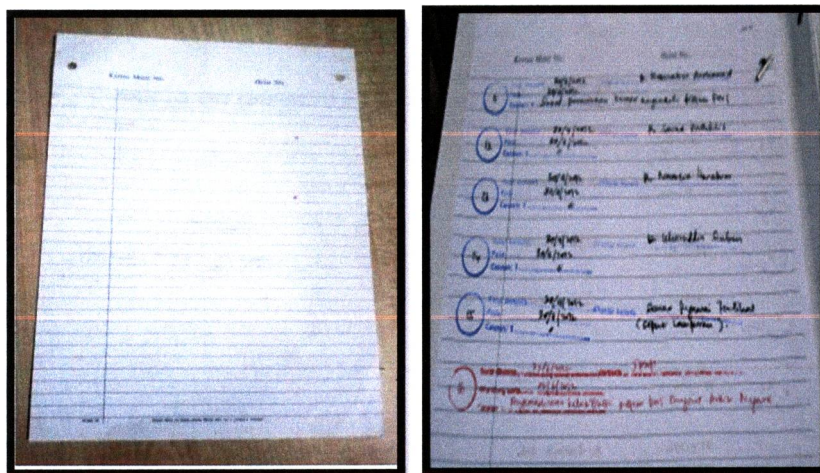


Figure 3.7: Minutes Paper

Each file should be have the minute papers. The minutes papers are used to record all the in and out letters as well as actions or records that related to the content of those letters. Information for incoming letters need to be recorded on the date of receipt, the sender's name and the date of the letter was conceived on the minutes paper by using red rubber stamp for received letters and blue rubber stamp for outgoing letters. The minute numbers or enclosure will continue either for incoming or outgoing letters.

3.8 Closing File Procedure

When a file contains 100 or less documents, or the file is considered as too thick where the thickness is 4 centimeters, the file should be closed. On that closed file cover must be crossed and noted as "CLOSED - REFER ON NEXT VOLUME" by using black or blue ink. On the new file cover must be stated the same reference number with the next file volume after the old file was closed. While, the enclosure of the new files will be started with the number "1". The old files will be saved along with the new file in case that the file are still required for action. If the file is no longer needed, it has to be isolated and stored in a file room.

CHAPTER 4

RECOMMENDATIONS

4.0 Introduction

This chapter highlights the strength and the weaknesses of job or task that has been assigned during training. This section will focus on the SWOT analysis. The SWOT analysis will look at the strengths and weaknesses that are relevant with the filing system that this organization has practice as I discuss on Chapter 3. This tool allows the user to look at the direction of the organization may wish to move towards in the future. Through this chapter also, I will come out with some recommendations in order to making improvement and overcome the obstacles of task.

4.1 Strengths

The basic objective of a good filing system is to be able to find the record you need quickly and economically, regardless of its format. The goal of a good filing system is to provide quick access to information. Registry play the main roles in order to achieve their objectives which are ensure that all department information are controlled and well managed, to provide good services to internal and external customers of a department as well as providing the right information at the specified time. As the Subis District Education Office is using Decentralized Registry System, this will gives some benefits for them in controlling and handling their filing system. The benefit of using this type of registry is where the records are located near staff who creating and using them. This will easy for them to handle their record and enable them to facilitate the process of access for information, speed up the process of regaining information, saving manpower and facilities, and easy to manage. The staff will also feel more comfortable knowing they are in control of their own filing and retrieving. As this type does not need much

manpower and does not require full time staffing to handle all the records it will reduce the cost of the organization to recruit more manpower to handle their records.

However, if the unit have too many record to handle, the can recruit part time worker to handle their filing system. This is what the Subis District Education doing when they have suddenly too many records to handle. The part timer will just doing the filing only few days a week. Decentralized Registry System will contribute to a smoother and faster service delivery to the organization. The number of files that required to handle are also small and easier to detect when a file is needed. Compare to the Centralized Registry System practice, this type of registry have more users or customer than Decentralized Registry System. This is due to all the records are stored and handled in a specific place and centralized. The files may be difficult to find quickly and it can cause delay to occur as the number of files are too many to handle at one time.

4.2 Weaknesses

However, there are also some weaknesses of Decentralized Registry System that has practice by Subis District Education Office as well as School Management Unit. Confusion may occur as to where information can be found, especially if staff member is absent. This is usually happen in this unit when the person who specially handles related filing or document is absent or outstation. School Management Unit is divided into two sections which are Primary School Section and Secondary School Section. The files related with secondary school matters will be handled by Head of Unit and the files related with primary school matters will be handled by others officers. As the file related by secondary school is handling by only one person, it may cause confusion and difficulties to other officers when the files are needed especially when the parents are coming to the office to deal with their children school matters. This also can result in "fragmented" documentation where information related to the same topic or subject filed in

multiple places. This is happen when there are changes of Head of School Management Unit during my practical training. It was seems to difficult and confusion in finding records or letters that has already taken action or not because some of the letters does not inserted into the file and the information related to the same topic or subject filed in multiple places. Besides, as the Decentralized Registry System does not use unskilled manpower in handling their files and records, individual staff members may not know how to properly maintain their files. This is because they are not specialized to handle and control the filing system. This may lead to improper filing and record management.

The School Management Unit also does not have labeling on their files shelves. This is cause the officer difficult to find the file at the specified time. The file also always misplaced by the officers at the wrong shelves. Sometimes, there are confusion among them to differentiate the type of the file they need as they file content was already mixed up because of this problem.

4.3 Opportunity

Throughout the training period, I have seen that the staff and officers in Subis District Education Office as well as School Management Unit really have a strong bonding among staff. In other words, they have a good relationship among themselves. They conducted and carry out the task given to them really well and professional way. This becomes the opportunity for them as they can ask among themselves easily if they have any problem related with their record and filing system.

4.4 Threat

Changing the staff or officers mind set and attitudes are one of the biggest threats in order to maintain and to improve their filing system. This is because not all the staff and officer have same attitude towards their works and responsibility. During my practical training at Subis District Education Office, I can see that some of the officers do not really take care of records and file handle by them. They seem more prefer for other to do it for them. However, at the end the file just left without proper management. This will give problem to them especially during auditing.

Besides, limited budget also a threat for the better filing system management and quality. This is because without enough budgets, it is hard to improve the filing system. As the filing and records are one of the important resources for the organization they need to provide proper budget on it.

Other than that, the Change of Officers can also be a threat. There is no way of ensuring that officers with the know-how of the current filing system would remain in the department. Personnel will change due to promotion, change of department, on study leave or retire. The change of personnel in the organization, whether from government or supplier, disrupts the development and implementation of the project as new staff members take time to learn the current filing system. This is because knowledge and expertise is not easily mastered within a short period of time.

4.5 Recommendation

Due to the staff and officer have difficulty in finding the related file in specified time, the file should be stored by using a suitable rack. It shall be arranged in accordance with file reference number. Each shelf must be labeled in order to facilitate detection of the file. By labelling each shelf will easy the user to find the file that they need in specified time. Thus, by having faster

access to the records and information will contribute to the better management and the organization performance.

Furthermore, as the change of Officers may affect the filing system management the organization can appoint at least one officer that handles the filing per unit. This is to ensure the filing of the unit can be managed properly. As what had happen when the one of the officer in School Management Unit being transferred to serve at school during my practical training, the current officer face the problem with all the records and letter he had handle before where he could differentiate which letter have already take action by previous officer. Besides, the current officer also has difficulty to find the file that he need. By labeling each file shelf may help the officer to easily find the file that they need. However, the organization needs to have their willingness and providing budget to hire additional officer to handle their filing quality.

The problem such as limited budget can be solved by providing proper budget especially for organization filing management. Without enough budgets, other effort to improve their filing system such as hiring the officers who specialized to handle the filing could not be implemented.

CHAPTER 5

CONCLUSION

5.0 Introduction

This chapter will summarize the entire chapters in this report. It will include the background of the organization, schedule of practical training, analysis on the task, and the strength and the weaknesses of their filing system which was the most frequent task I have done during my practical training and the recommendation to improve the weaknesses in order for their better quality of management in the future.

5.1 CHAPTER 1

Chapter 1 is about the background of the Subis District Education Office and School Management Unit. As what I mentioned before, the establishment of District Education Office is to improve the quality of teaching and learning as well as a referral center for parents. It also acts as agent to the State Education Department and the Ministry of Education in terms of implementation of policies, programs and activities at the district level. There is also having eight units which are divided under District Education Office as the organization able to run effectively. Those eight units are including the Organizational Management Unit, School Management Unit, Academic Management Unit, Assessment and Examination Unit, Unit of Psychology and Counseling Unit, Human Development Management Unit, Development and Supply Management Unit, and Financial Unit. Every unit has their own roles and responsibilities.

As I was assigned under the School Management Units to complete my practical training, I have learned that School Management Unit is a small unit under the School Management

Sector of the State Education Department which placed at the District Education Office. The School Management Units have supervises four main units which are Secondary School Unit, Primary School Unit, Pre-School Unit, and Communication and Registration Unit. This unit is responsible for planning, coordinating, implementing and taking action on all matters relating with school management.

As a whole, in this chapter I have discussed on the vision and mission of the organization. The mission and vision is crucial as a guidance for the organization to achieve their goal.

5.2 CHAPTER 2

Chapter 2 has described on the flow of tasks that had been done by me during the six weeks of practical training period. In this chapter also shows my reflection on every week task that had given to me. This chapter consists of description of tasks done by day and summary of the task by week. In this chapter I also can see whether the task that had been given relates to the subject that I have learned in class. I realized that not all the tasks that I have done during my practical are related with what I have learned in class and not necessary as same as what I have read on book. It all depends on the situation and how the organization practices in the real work situation. This is an opportunity for a student to know how the working life in the reality is as they can prepare themselves for it in the future.

Through the daily task, I can also see whether the organization had misuse the practical students by giving them unnecessary tasks to be done such as doing photocopy too frequently. These tasks are called clerical works which are not suitable especially for practical degree students. This is because the task is not challenging as it is not in our scope of study. Practical

training is provided for the final year students so that they can apply the subject they learned in class in the real working environment.

5.3 CHAPTER 3

In chapter 3 describe the analysis of the most frequent task I had done during the practical training period which is filing. Subis District Education Office has practice Decentralized of Registry System. In this chapter also has describe on filing system concept, filing objectives, filing system principles, filing classification, opening new file procedure, and closing file procedure.

5.4 CHAPTER 4

Chapter 4 is discuss about the analysis of strength and weaknesses for the filing system that has been practice by Subis District Education Office as what have mention on Chapter 3 before. Through that SWOT analysis, I have come out with some recommendations in order to help to improve their filing system quality in the future.

5.5 CHAPTER 5

Chapter 5 is about the summarization of all four chapters previously which are from Chapter 1 until Chapter 4. In other words, I have concluded all the report by each chapter of analysis and experience during my practical training. Thus, it can help me to more understand the scenario in the real situation and environment of workplace in the future.

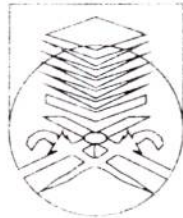
5.6 Conclusion

I have learnt a lot of valuable things while working here. I realize that learning theoretical is never the same when it comes to practice. There are a lot more to master than just learning from book. For example it is impossible to master the etiquette of communicating with others from the book unless we put it in action. I also learned it is very important to know how to work as part of the team especially when you are working in a big organization. In order to complete the task given timing is also another crucial thing to take care of. As is it known, the world of working is a completely different phase compared to the time when we are studying; therefore by going for an industrial training it is in hope that the students are well prepared and have high confidence to serve the community. Students have to carry a big responsibility when working at industry and carry it with honesty and sincerity.

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APPENDICES



UNIVERSITI TEKNOLOGI MARA SARAWAK

PRACTICAL TRAINING

LOG BOOK

Instructions

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

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

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

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

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

Recording

The log book should contain the following information:

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

1. Student's name: NOORAI DA BIN TI ALIAS
2. Date & Place of Birth: 25 OCTOBER 1992
3. UiTM No.: 2013803164
4. Program: BACHELOR OF ADMINISTRATIVE SCIENCE (HONOURS)
5. Year: 2015 Part: 5
6. Home address: KAMPUNG SATAP, BEKENU, 98150 SIBUTI,
SARAWAK
7. Address during practical training: KAMPUNG SATAP, BEKENU, 98150
SIBUTI, SARAWAK
8. Place of training: PEJABAT PENDIDIKAN DAERAH SUBIS
9. Name of Supervisor in-charge: ENCIK ABDULLAH NIKSHIDI /
ENCIK SANJAI BIN HI ANJAK
10. Duration of training: From: 20 / 1 / 2015 to 27 / 2 / 2015

FOR OFFICE USE ONLY

11. Remarks: (Dean/Course Tutor)

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DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
20/01/2015 (SELASA)	<ul style="list-style-type: none"> • Setelah bertanya dengan salah seorang pekerja di organisasi ini, saya diminta untuk merujuk kepada unit pengurusan organisasi mengenai pendaftaran bagi pelajar latihan industri. Saya telah berjumpa dengan Penyelia Unit Pengurusan Organisasi (UPO), Puan Kasiah Binti Jafarali dan diletakkan di bawah Unit Pengurusan Sekolah (UPS). • Di Unit Pengurusan Sekolah, saya telah bertemu dengan Encik Abdullah Morshidi yang merupakan Penyelia Unit Pengurusan Sekolah (UPS) sekaligus merupakan penyelia latihan industri saya. • Encik Abdullah telah memberikan pengenalan dan penerangan ringkas mengenai skop kerja serta staf-staf di UPS. - UPS merupakan unit di bawah Sektor Pengurusan Sekolah yang terdiri daripada Unit Sekolah Menengah, Unit Sekolah Rendah, Unit Perhubungan dan Pendaftaran, 	<p>Pelantik.</p> <p>Laporan yang sangat lengkap dan terperinci</p> <p>20/1/2015.</p>

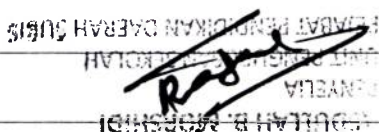
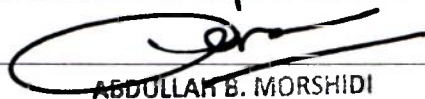
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	dan unit Prasekolah.	
	- Sektor ini bertanggungjawab terhadap hal-hal yang berkaitan dengan pengurusan sekolah, kelas, penempatan dan	Lengkap dan Terperinci
	pertukaran guru dan murid, pembangunan institusi sekolah, perhubungan awam serta pendaftaran institusi-institusi pendidikan.	ok/hrs
	<ul style="list-style-type: none"> Setelah sesi penerangan ringkas tersebut, saya telah di bawa untuk menyertai Mesyuarat staff kali pertama bagi tahun 2015 - mesyuarat tersebut bertempat di Bilik Mesyuarat utama PPD Subis bermula pada jam 8.30 pagi hingga 5.00 petang. - mesyuarat tersebut dipengerusi dipengerusikan oleh Puan Kasiyah Hj Jafarali. - Beliau telah memperkenalkan staf-staf baru bagi PPD Subis melalui kata-kata alu-aluannya. 	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	<p>- Laporan dari setiap unit di PPD subis ini yang terdiri daripada Unit Pengurusan Organisasi, Unit Pengurusan Sekolah, Unit Pengurusan Akademik, Unit Penilaian dan Peperiksaan, Unit Psikologi dan Kaunseling, Unit Pengurusan Pembangunan Kemanusiaan, Unit Pengurusan Pembangunan dan Bekalan, Unit Kewangan, Unit Teknologi Maklumat, Unit Pendidikan Islam, SISC +, dan LINUS perlu dibentangkan dalam mesyuarat ini.</p> <p>- Bagi hal-hal lain, antara perkara yang dibangkitkan ialah penggunaan kad biru / kad pelaporan latihan perlu diguncikan oleh sta sepenuhnya oleh staf. Kad biru digunakan bagi mencatatkan segala butiran kursus / bengkel yang telah dihadiri oleh mereka dan surat kursus perlu ditepikan bersama. Sekiranya, etika berpakaian dan</p>	<p>lengkap dan terperinci.</p> <p>20/1/2015</p>

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	<p>Logo PPD Subis juga disebut dalam mesyarakat ini.</p> <ul style="list-style-type: none"> Berikutan mesyarakat staff tamat lebih awal dari yang dijadualkan, saya sempat diajar menggunakan mesin pencetak (RISO) yang mana dapat mencetak dokumen dalam bilangan salinan yang lebih banyak. Selain itu, saya juga diminta untuk mengemaskini fail timbul bagi perpindahan murid sekolah menengah. Saya difahamkan bahawa fail timbul digunakan untuk rujukan staff Unit Pengurusan sekolah sendiri. Saya perlu mengemaskini fail timbul tersebut mengikut jenis dokumen dan tarikh dokumen-dokumen yang perlu dimasukkan ke dalam fail tersebut. 	<p>layman de terperinci 22/4/2015</p>

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
21/01/2015 (RABU)	<ul style="list-style-type: none"> Saya perlu mencetak dan menyusun borang permohonan bagi murid bukan warganegara. Apa yang saya perhatikan di sini ialah borang-borang permohonan sebahagian daripada borang-borang permohonan de dibezakan mengikut warna-warna tertentu. Sebagai contoh, warna borang bagi murid permohonan bagi murid bukan warganegara ialah berwarna merah jambu. Ini adalah untuk memudahkan dan mengelakkan daripada kekeliruan memberi borang kepada pemohon. Setemunya, saya ditugaskan untuk mengemaskini fail induk bagi Borang Status kedudukan Guru (BSKG). <ul style="list-style-type: none"> Fail tersebut disusun sama seperti Fail Tambul dan di setiap surat / dokumen di dalam fail ini perlu di cop mengikut dua warna 	<p>lekap de tempoh ini. 22/1/2015</p>

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	<p>yang berlainan iaitu merah bagi dokumen / surat masuk, dan biru bagi dokumen / surat keluar.</p>	
	<p>- Di bahagian de hadapan fail tersebut disediakan bahagian yang perlu diisi sebagai rujukan kandungan fail tersebut.</p>	
	<p>- Dokumen / surat juga dinomborkan mengikut urutan</p>	

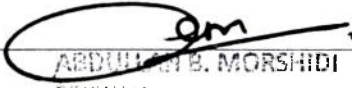
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARK
23/01/2015 (JUMAAT)	<ul style="list-style-type: none"> • Antara rutin magguan bagi staff praktis yang beragama islam di PPD Subis ialah Bacaan tassin secara beramai-ramai • aktiviti ini diadakan di bilik Pegawai Pendidikan Daerah pada setiap hari Jumaat seawal jam 8 pagi - Jamuan kecil disediakan selepas bacaan tassin tersebut • Mengemaskini fail penerapatan Guru KPI 	Pahmar. 23/1/2015
	<div style="text-align: center;">  <p>Telah Diperiksa:</p>  <p>ABDULLAH B. MORSHIDI PENYELIA UNIT PENGURUSAN SEKOLAH PEJABAT PENDIDIKAN DAERAH SUBIS</p> <p>23/1/2015</p> </div>	

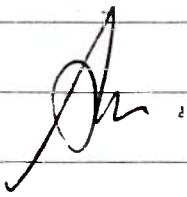
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
26/01/2015 (ISNIN)	<ul style="list-style-type: none"> Mencetak surat yang diterima, antaranya ialah surat bagi sumbangan derma bagi baji yang diterima dari sekolah-sekolah di daerah subis dan memasukkan surat yang asal ke dalam fail induk sekaligus mengemaskini beberapa ^{beberapa} fail induk yang lain Memasukkan data maklumat kedudukan kelas dan enyamen murid prasekolah, NKRA 2015 ke dalam perisian komputer Mencetak bahan-bahan untuk kegunaan taklimat program mengenai program pembangunan guru baru pada 27/01/2015 - walaupun manapun pada ketika mencetak dokumen-dokumen tersebut, berlaku gangguan elektrik yang melambatkan proses pencetakan 	<p>Sangat baik. 20/1/2015</p>

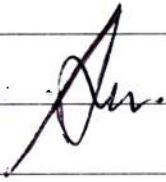
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
27/01/2015 (SELASA)	<ul style="list-style-type: none"> mencretak dan mengedarkan surat yang dicetak tersebut ke 	
	<ul style="list-style-type: none"> sekolah - sekolah di daerah subis. 	
	<ul style="list-style-type: none"> - surat asal dimasukkan ke dalam fail induk 	
	<ul style="list-style-type: none"> Memasukkan data ke dalam sistem Maklumat Prasekolah kebangsaan bagi memasukkan pejabat pejabat pra-sekolah. 	<p>Sangat baik 30/1/2015</p>

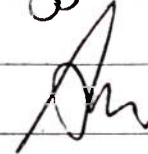
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
28/01/2015 (RABU)	<ul style="list-style-type: none"> • Memasukkan data bagi barang instrument penilaian program orientasi penempatan guru ke dalam sistem e-operasi. - data tersebut diterima daripada barang yang diisi oleh guru-guru yang menghadiri program yang berkenaan 	<p>Pelatih iW- telah meluluskan kerja dengan cemerlang. 30/1/2015</p>
	<ul style="list-style-type: none"> • mengorganiskan fail induk • mengiktiraf taklimat pengenaskinian data e-operasi secara on-line di Bpk Mesyuarat, Pascat Kegiatan Guru, Sabis. - dibentangkan oleh semua guru-guru bagi sekolah vendali di daerah Sabis - taklimat ini bermula pada jam 2 petang hingga 5 petang - taklimat dibentangkan oleh pegawai dan Unit Pengurusan Sekolah, Pejabat Pendidikan Daerah Sabis. - fail yang mengandungi 	

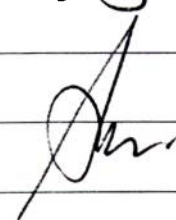
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	dokumen-dokumen yang	
	diperlukan ketika pelaksanaan	
	disediakan kepada guru-guru	
	yang hadir.	

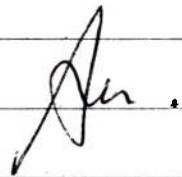
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
30/01/2015 (JUMAAH)	<ul style="list-style-type: none"> • memasukkan nama guru-guru baru yang menghadiri Program Orientasi • Penempatan Guru ke dalam sistem e-operasi • mereset kata kunci e-operasi guru-guru yang lupa kata kunci mereka. 	<p>Pelajar ini sangat tekun dan cepat mempelajari senarai yang baru.</p>
	<p>Telah di semak.</p>	
	<p>30/1/2015</p>  <p>ABDUL B. MORSHIDI PENYELIA UNIT PERSEDIAAN SEKOLAH PEJABAT PENDIDIKAN DAERAH SUBIS</p>	

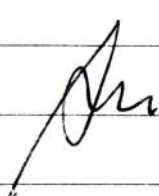
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
03/02/2015 (SELASA)	<ul style="list-style-type: none"> • mengemaskini fail induk yang berkenaan 	- Sentiasa
	<ul style="list-style-type: none"> • Mengagihkan surat-surat ke sekolah-sekolah yang berkenaan 	Memunjukkan komitmen yang tinggi terhadap tugas yg. diben.
		
04/02/2015 (RABU)	<ul style="list-style-type: none"> • mengemaskini fail induk yang berkenaan. 	
		SANAM BIN HJ. GUMOH Penyelia Pejabat Pendidikan Daerah Sub
05/02/2015 (KHAMIS)	<ul style="list-style-type: none"> • mengemaskini fail induk yang berkenaan. 	

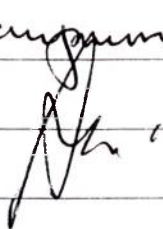
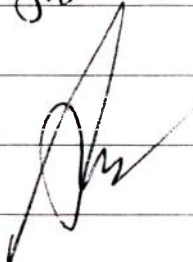
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
06/02/2015 (JUMAAT)	<ul style="list-style-type: none"> • Pada sebelah pagi hanya mengemaskini fail-fail induk yang berkenaan • Pada sebelah petang, pergi ke SMK BERAH untuk menyertai raptai bagi Majlis Penutupan Rasmi Kejohanan Merentas Desa Majlis Sukan Sekolah Sarawak dan Pelancaran takwim kejohanan Sukan Majlis Sukan Sekolah Sarawak Tahun 2015. 	<p>- Mampu melakukan kerja-kerja yang diarah dengan baik dan sempurna</p>  <p>SANAM BIN HJ. GUNOK Penyelia Pejabat Pendidikan Daerah Subis</p>
	<ul style="list-style-type: none"> - Raptai tersebut penting bagi memastikan kelancaran majlis yang akan diadakan pada hari esok. 	

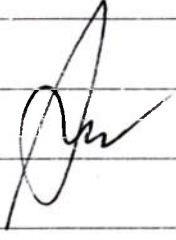
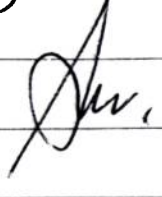
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARK
07/02/2015 (SABTU)	<ul style="list-style-type: none"> • Pada jam 7.30 pagi, tiba di SMK Bekenu bagi membantu persiapan terakhir sebelum majlis bermula. - saya ditugaskan dibawah AJK Rakaman / Gambar & Siaraya. • Pada masa yang sama, kejohanan merentas desa MSS Sarawak 2015 yang mana garis penamatnya adalah di SMK Bekenu sedang berlangsung. - Kejohanan tersebut bermula pada pukul 8.30 pagi di Pantai Bungai, Bekenu. - para peserta yang melibatkan pelajar sekolah rendah dan sekolah menengah dibahagikan mengikut umur kepada beberapa bahagian mengikut umur • Puan Hajah Sevina Binti Sauni, Pengarah Pendidikan Sarawak telah tiba di perkarangan Dewan SMK Bekenu pada pukul 11.00 pagi - majlis ini juga dihadiri oleh pegawai-pegawai Jabatan Pendidikan Hegei Sarawak, pegawai-pegawai Pendidikan Daerah, Guru-guru, 	<p>- Sentiasa berhubung dgn penyelia dan pegawai-pegawai lain yang berada dalam unit pengurusan Sekolah. Hubungan sungguh baik.</p>  <p>SANAM BIN ILI GUMOK Penyelia Pejabat Pendidikan Daerah Sarawak</p>

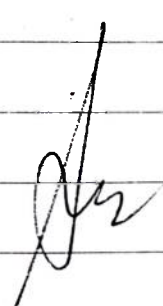
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	<p>dan murid-murid.</p> <p>→ selain daripada penutupan rasmi kejohanan merentas desa 2015 & pelancaran takwim Majlis Sukan sekolah Sarawak tahun 2015, penyerahan bahan sumbangan Program Explorasi Pasca Banjir (AKRAB), kpm juga diserahkan kepada wakil-wakil pejabat pendidikan daerah untuk diagihkan kepada sekolah-sekolah di daerah mereka yang terlibat dengan banjir baru-baru ini.</p> <p>- setelah penyerahan tersebut, barulah penyampaian hadiah dan cenderamata dan pengumuman atlet-atlet yang terpilih bagi mewakili Negeri Sarawak ke kejohanan Merentas Desa Majlis Sukan Sekolah Malaysia 2015 di Pahang.</p> <p>• Majlis berakhir kira-kira jam 1.30 petang.</p>	<p>- Meleksanakan tugas dgn penuh tanggungjawab.</p>  <p>SANAM BIN HJ. GUNOK Penyelia Pejabat Pendidikan Daerah Subis</p>

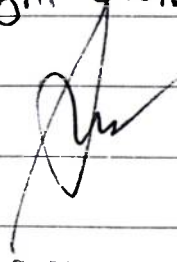
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARK
09/02/2015 (ISNIN)	<ul style="list-style-type: none"> - Tidak tugas ^{Samarata} 7 diberikan. - Pergi ke Kuching untuk menduduki 8 MUET 	<ul style="list-style-type: none"> - Membuat tugas dgn. baik. Apabila tidak hadir dia akan melitumkan awal. Contohnya Semasa dia menghadiri Ujian MUET.
10/02/2015 (SELASA)	<ul style="list-style-type: none"> • mengikuti Taklimat Penggunaan Dokumen Kualiti MS ISO 9001: 2008 (keluaran 07) Tahun 2015 - taklimat ini bermula pada pukul 8.30 pagi hingga 5.00 petang, bertempat di bilik taklimat 1 PPD Subis. - taklimat dipengerusikan oleh Puan Kasiah Bt. Jafarali bagi pihak Pegawai Pendidikan Daerah Subis, PPD Subis. - melalui taklimat ini, Puan Kasiah membentangkan kandungan Manual kualiti kepada semua pegawai dan anggota kumpulan Pelaksana Pejabat Pendidikan Daerah Subis. 	 <p data-bbox="1141 1244 1504 1365"> SANAM BIN H. GUMOI Penyelia Pejabat Pendidikan Daerah Subis </p>

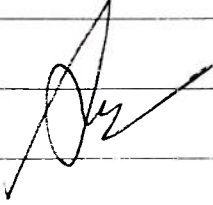
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
11/02/2015 (RABU)	<ul style="list-style-type: none"> Mengemaskini fail induk dan fail timbul yang diavakkan oleh penyelia untuk dikemaskini. 	<p>- Melaksanakan tugas dgn: penuh dedikasi dan melaksanakannya tanpa berkira.</p>
12/02/2015 (KHAMIS)	<ul style="list-style-type: none"> Mengemaskini fail-fail yang perlu. 	
		<p>SANAM BIN M. GUMOK Penyelia Pejabat Pendidikan Daerah Subis</p>
13/02/2015 (JUMAAT)	<ul style="list-style-type: none"> Mengira jumlah keseluruhan kutipan sumbangan derma banjir yang diterima dari sekolah-sekolah di daerah subis 	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
16/02/2015 (ISNIN)	<ul style="list-style-type: none"> • membantu pihak unit pengurusan sekolah atas mana-mana urusan lain seperti mencetak salinan kelulusan permohonan perpindahan murid untuk diberikan kepada pihak ibu bapa yang berurusan. 	<p>- Melaksanakan tugas dgn. baik dan sempurna.</p>  <p>SANAM BIN HJ. GUM Penyelia Pejabat Pendidikan Daerah</p>
17/02/2015 (SELASA)	<ul style="list-style-type: none"> • mengemaskini fail induk - menutup dan membuka fail induk yang baru. → fail yang ditutup perlu dimaklumkan tarikh fail ditutup pada muka hadapan fail dan seterusnya diikat dan rujuk jilid ke berapa pada fail induk yang baru dibuka, pada muka hadapan fail dan seterusnya diikat dan rujuk jilid ke berapa pa → fail induk yang baru dibuka perlu diletakkan tajuk fail yang sama, nombor siri yang sama dan jilid ke berapa, serta tarikh kandungan pertama fail. 	<p>- Tugas dibuat dgn. sempurna</p>  <p>SANAM BIN HJ. GUM Penyelia Pejabat Pendidikan Daerah</p>

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	<ul style="list-style-type: none"> • mencetak salinan • me "RISO" surat yang perlu diagihkan kepada sekolah-sekolah yang berkenaan. * RISO adalah mesin pencetak yang digunakan oleh Unit Pengurusan Sekolah hanya untuk mencetak dokumen dalam jumlah yang banyak. • sekitar jam 3 petang penyarah pelawat semantan melalui panggilan. 	<p>- Melaksanakan tugas dengan sempurna.</p>  <p>SANAM BIN HJ. GUMOK Penyelia Pejabat Pendidikan Daerah Subis</p>
<p>18/02/2015 (RABU)</p>	<ul style="list-style-type: none"> • mengemaskini fail induk <ul style="list-style-type: none"> - menutup dan buka membuka fail induk baru • mencetak salinan surat untuk dimasukkan ke dalam fail induk dan surat asal diasingkan kepada sekolah-sekolah yang berkenaan. 	<p>- Melaksanakan tugas dgn baik dan mengikut arahan.</p>  <p>SANAM BIN HJ. GUMOK Penyelia Pejabat Pendidikan Daerah Subis</p>

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
19 / 02 / 2015 (KHAMIS)	<ul style="list-style-type: none"> • Cuti Tahun Baru Cina. 	
		
20 / 02 / 2015 (KHAMIS)	<ul style="list-style-type: none"> • Cuti Tahun Baru Cina 	<p>SANAM BIN H.J. GUMILANG Penyelia</p>
(JUMAAT)		<p>Pejabat Pendidikan Daerah S...</p>

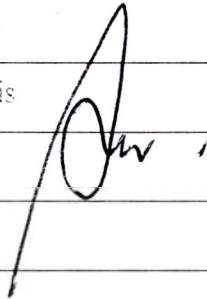
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
23/02/2015 (ISNIN)	<ul style="list-style-type: none"> mencetak dan mengagihkan surat-surat kepada pejabat pendidikan daerah dan sekolah-sekolah yang be 	
24/02/2015 (SELASA)		
25/02/2015 (RABU)		
26/02/2015 (KHAMIS)	<ul style="list-style-type: none"> mencetak dan mengagihkan surat-surat kepada pejabat pendidikan daerah dan sekolah-sekolah yang berkenaan. mengemaskini fail induk dan fail timbul menyuka dan menutup fail induk 	<p>- Melaksanakan tugas dgn baik.</p>  <p>SANAM BIN HJ. GUMOK Penyelia Pejabat Pendidikan Daerah Subis</p>

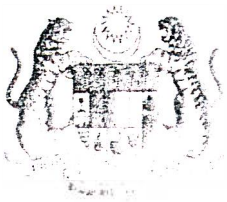
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
27 102 /2015	- mengemaskini fail induk.	
(JUMAAT)	- Majlis perpisahan.	
		SANAM BIN HJ. GUMOK Penyelia Pejabat Pendidikan Daerah Sulu

COMMENTS

- Seorang pelajar yang baik dan berdisiplin.
- Sentiasa ada kemahuan untuk mempelajari sesuatu yang baru dan apabila diberi arahan untuk melakukan sesuatu tugas, dia mudah faham dan dapat melaksanakannya dengan sempurna.
- Jika diberi bimbingan yang sewajarnya, saya yakin dia boleh menjadi seorang pelajar yang cemerlang.

SANAM BIN HIL. GUMOK
Penyelia
Pejabat Pendidikan Daerah Subis





PEJABAT PENDIDIKAN DAERAH SUBIS
98150 BEKENU,
SARAWAK.

Telefon: 085-7490271 Email: jps@ppds.majlis.govt.myn / ppds.subis@janong.govt.myn Faks: 085-749501

Ruj. Kami : JPS(W)/PPDS(UPS)/153/07/04/01/Jld.1(13)
Tarikh : 19 JANUARI 2015

Semua Staf (*Lihat Senarai Edaran*)
Pejabat Pendidikan Daerah Subis

Tuan,

MESYUARAT STAF BIL.1/2015

Dengan segala hormatnya perkara di atas adalah dirujuk.

2. Sehubungan itu, tuan / puan adalah dijemput hadir ke mesyuarat tersebut yang akan diadakan seperti berikut :

Tarikh	:	20 Januari 2015 (Selasa)
Tempat	:	Bilik Mesyuarat Utama PPD Subis
Masa	:	8.30 pagi – 5.00 petang
Agenda Mesyuarat	:	<i>Rujuk Lampiran</i>
Pengerusi	:	Puan Kasiah Hj Jafarali
Jenis Pakaian	:	Pakaian Kerja

3. Kehadiran pihak tuan / puan dalam mesyuarat itu nanti didahului dengan ucapan terima kasih.

Selain, harap maklum.

" BERKHIDMAT UNTUK NEGARA "

Saya yang menurut perintah,

(KASIAH HJ JAFARALI)

b.p Pegawai Pendidikan Daerah Subis
Pejabat Pendidikan Daerah Subis

../am

MESYUARAT STAF BIL.1/2015

Tarikh : 20 Januari 2015 (Selasa)
Tempat : Bilik Mesyuarat Utama, PPD Subis
Masa : 8.30 pagi – 5.00 petang

AGENDA MESYUARAT :

1. Kata Alu-Aluan Pengerusi

2. Laporan dari setiap Unit :

- Unit Pengurusan Organisasi ✓ - Puan Kasrah
- Unit Pengurusan Sekolah ✓
- Unit Pengurusan Akademik ✓
- Unit Penilaian dan Peperiksaan ✓
- Unit Psikologi dan Kaunseling ✓

* Unit Pengurusan Pembangunan Kemanusiaan - → Jhada ✓

- Unit Pengurusan Pembangunan dan Bekalan - → Irwan ✓

- Unit Kewangan ✓

- Unit Teknologi Maklumat - Binais sedia dan penyelesaian
- Unit Pendidikan Islam - Bhs. Teknikal dan penyelesaian (2015)
- SISC+ - MIAE peringkat Daerah - April 2015 (Puan Moch)
- LINUS - Erwin - Program j-GAF ditenskan
- Pkt - Esman/Muhammad

3. Hal-Hal Lain →

4. Penutup →

Senarai Dozent :

1. Encik Anli Bin Crikba : Pegawai Pelajaran Daerah Subis
3. Puan Kasiah Binti Jafarali : Penyelia UPO
4. Puan Hellen Paya Jok : Penyelia UPA
5. Encik Abdullah Morshidi : Penyelia UPS
6. Encik Muhd. Tarmidzee Khuzaimy Abdullah : Penyelia UPPK
7. Encik Irwan Bin Tambi : Penyelia UPB
8. Encik Mering Kuling : Penyelia UPP
9. : Ketua Unit Kewangan
10. Encik Osman Kahar : Jurutera J22
11. Cik Yip Hiong Chang : Kaunselor Organisasi
12. Puan Erwina Binti Awang Sauni : Ketua FasiLINUS
13. Cik Noorfah Binti Hj. Mansor : Penolong Penyelia UPA
14. Cik Saadiyah Binti Hj. Boben : Penolong Penyelia UPS
15. Encik Sanam Hj Gumok : Penolong Penyelia UPS
16. Encik Huud Sulong : Penolong Penyelia UPPK
17. Encik Zakaria Bin Najam : Penolong Penyelia UPB
18. Cik Dayangku Bibi Mardiana Binti Awang Kamaruddin : FasiLINUS
19. Encik Reuben Joul anak Julin : FasiLINUS
20. Encik Bakri Bin Mohamad : FasiLINUS
21. Encik Neil Obrien ak Joseph : FasiLINUS
22. Puan Loura binti Loungkin : FasiLINUS
23. Encik Razame Wahed : SISC+
24. Encik Hii Lu Kong : SISC+
25. Puan Rufina Leong : SISC+
265. Puan Kogilavani a/p Muniandy : SISC+
27. Puan Rubiah Bt. Amat : SISC+

26.	Cik Siti Norawati a/p Mubandiy	:	SISC+
27.	Puan Rubiah Bt. Amat	:	SISC+
28.	Cik Madam a/p Rengasani	:	SISC+
29.	Cik Neo Ling Hong	:	SISC+
30.	Encik Wan Railee Bin Wan Raduan	:	Pembantu Am Pejabat
31.	Encik Yusrizan Bin Zainal Abidin	:	Pembantu Tadbir, PKG
32.	Puan Irene ak Francis	:	Pembantu Operasi
33.	Encik Hamdan Bin Suhailie	:	Pemandu Kenderaan
34.	Encik Johari Bin Sahak	:	Pemandu Bot
35.	Puan Zaliha Binti Sahar	:	Pembantu Tadbir
36.	Encik Zulkifli Bin Yacob	:	Pembantu Akauntan
37.	Puan Maimunah Abdullah	:	Pembantu Tadbir
38.	Cik Hasnani Binti Raffaiee	:	Pembantu Tadbir
39.	Encik Ismawi Bin Sahar	:	Pembantu Tadbir
40.	Puan Nur Khalidah Binti Yusuf	:	Juruteknik Komputer
41.	Puan Hamisah Binti Gani	:	Pembantu Tadbir
42.	Cik Siti Norfadzillah bt Kanchil	:	Pembantu Operasi
43.	Encik Sirat Bin Adi	:	Pembantu Operasi



Ruj. Kami : JPS(W)/PPDS(Pent)153/07/02/08/10(27)
Tarikh : 06 Februari 2015

Pegawai Pendidikan Daerah
Pegawai Ikhtisas/FasiLINUS/SISC+
Anggota Kumpulan Pelaksana
Pejabat Pendidikan Daerah Subis

Tuan,

TAKLIMAT PENGGUNAAN DOKUMEN KUALITI MS ISO 9001:2008 (KELUARAN 07) TAHUN 2015

Dengan hormatnya perkara di atas adalah dirujuk.

2. Tuan-puan adalah dijemput untuk menghadiri taklimat Penggunaan Dokumen Kualiti MS ISO 9001:2008 (Keluaran 07) Tahun 2015 seperti berikut:-

Tarikh : 10 hb Februari 2015
Masa : 8.30 Pagi – 5.00 Petang
Tempat : Bilik Taklimat 1 PPD Subis

3. Tuan-puan dipohon membawa bersama Dokumen Kualiti MS ISO 9001:2008 (Keluaran 06) untuk dikembalikan kepada Pengurus Kualiti bagi urusan pembatalan dan permohonan pelupusan dokumen.

Sekian. Terima kasih.

“BERKHIDMAT UNTUK NEGARA”

Saya yang menurut perintah,

(KASIAH BT JAFARALI)

b.p Pegawai Pendidikan Daerah Subis
Pejabat Pendidikan Daerah Subis

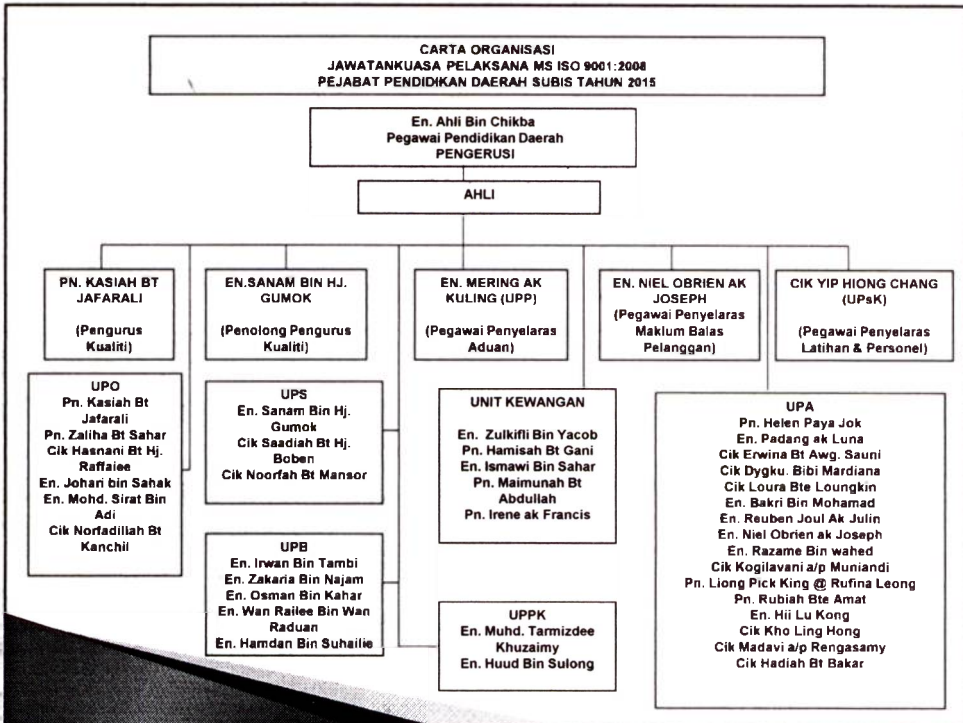
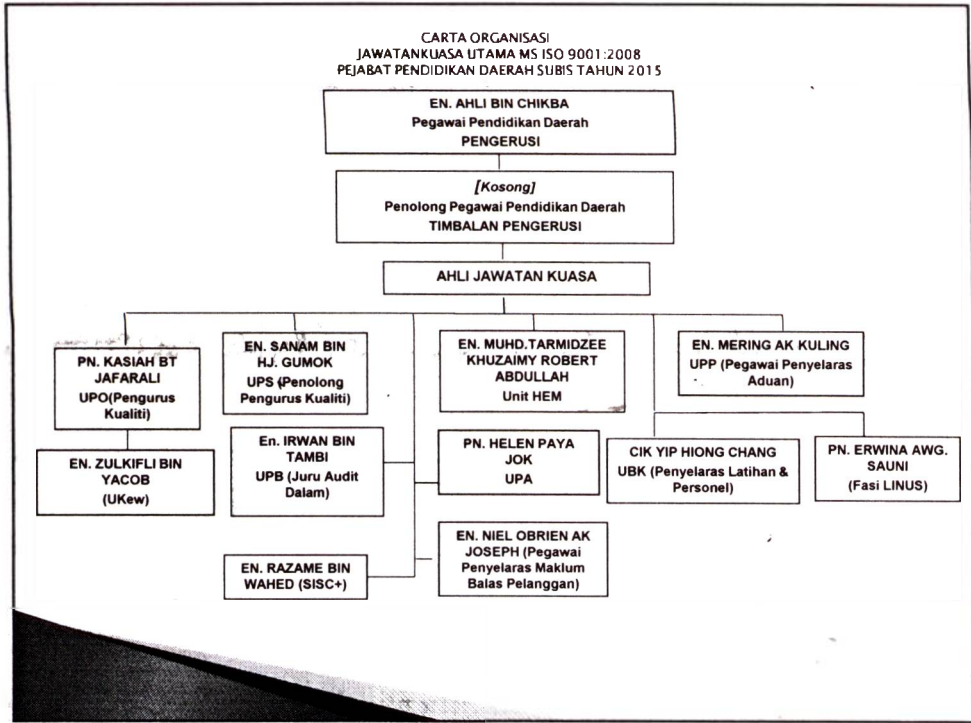
14/2015

TAKLIMAT PENGGUNAAN DOKUMEN KUALITI MS ISO 9001:2008[KELUARAN 07]

10 HB FEBRUARI 2015
8.30 PAGI - 5.00 PETANG
BILIK TAKLIMAT 1 PPD SUBIS

SLOT TAKLIMAT (10 HB FEBRUARI 2015)

MASA	PERKARA
8.30 -9.00 PAGI	PERUTUSAN PENERUSI PEMBENTANGAN JK PENGURUSAN MS ISO 9001:2008
9.00-10.00 PAGI	PEMBENTANGAN KANDUNGAN MANUAL KUALITI PEMBENTANGAN PK01,PK02,PK03,PK04
10.00-10.30 PAGI	MINUM PAGI
10.30 - 12.30 T/HARI	PEMBENTANGAN PK05,PK06,PK07,PK08,PK09,PK10
12.30 T/HARI	MAKAN TENGAHARI
2.30-5.00 PETANG	PEMBENTANGAN PK11,PK12,PK13,PK14,PK15,PK16,PK17,PK18
5.00 PETANG	MINUM PETANG BERSURAI



AUDITEE

PK 01 – Pengurusan Penempatan Guru Menengah dan PK 02 – Pengurusan Pertukaran Guru Menengah	EN. SANAM BIN HJ. GUMOK
PK 01 – Pengurusan Penempatan Guru Rendah dan PK 02 – Pengurusan Pertukaran Guru Rendah	CIK SAADIAH BT HJ. BOBEN CIK NOORFAH BT MANSOR
PK 03 – Pengurusan Pemantauan ✓	Semua Ketua Unit dan auditee yang berkaitan dengan PK yang diurus

mimbina

PK 04 – Pengurusan Aduan	EN. MERING AK KULING
PK 05 – Pengurusan Maklum Balas Pelanggan	EN. NIEL OBRIEN AK JOSEPH
PK 06 – Pengurusan Latihan Personel	CIK YIP HIONG CHANG
PK 07 – Pengurusan Perolehan PK 08 – Pengurusan Penyelenggaraan	EN. IRWAN BIN TAMBI EN. MUHD. TARMIDZEE KHUZAIMY ABDULLAH EN. ZAKARIA BIN NAJAM EN. WAN RAILLEE BIN WAN RADUAN EN. ZULKIFLI BIN YACOB EN. OSMAN BIN KAHAR EN. HAMDAN BIN SUHAILI EN. JOHARI BIN SAHAK

PK 09 – Pengurusan Audit Dalam	PN. KASIAH BT JAFARALI
PK 10 – Pengurusan Kawalan Dokumen	PN. KASIAH BT JAFARALI
PK 11 – Tindakan Pembedulan dan Pencegahan PK 12 – Kawalan Ke Atas Ketidakkakuran Produk/Perkhidmatan	WAKIL PENGURUSAN PN. KASIAH BT JAFARALI
PK 13 – Pengurusan Rekod	CIK HASNANI BT HJ. RAFFAIEE PN. ZALIHA BT SAHAR

PK 14 – Pengurusan Aset Alih Kerajaan	EN. IRWAN BIN TAMBI EN. OSMAN BIN KAHAR
PK 15 – Pengurusan Mesyuarat	SEMUA KETUA UNIT /PT YANG TERLIBAT DENGAN SEMUA PK 01 – PK 18 MS ISO 9001:2008 YANG DIGUNAPAKAI OLEH KPM, JPN DAN PPD
PK 16 – Pengurusan Data	SEMUA KETUA UNIT YANG TERLIBAT DENGAN SEMUA PK MS ISO 9001:2008 YANG DIGUNAPAKAI OLEH KPM, JPN DAN PPD.
PK 17 – Mesyuarat Kajian Semula Pengurusan (MKSP) <i>= LPS Audit</i>	PN. KASIAH BT JAFARALI
PK 18 – Pengurusan Program	SEMUA KETUA UNIT YANG TERLIBAT DENGAN SEMUA PK MS ISO 9001:2008 YANG DIGUNAPAKAI OLEH KPM, JPN DAN PPD.

**INSTRUMEN KEBERKESANAN PROGRAM
BPSH/ JPN/ PPW/ PPD**

BAHAGIAN A : Perlu diisi oleh peserta yang menghadiri latihan

1. Nama :
2. Jawatan disandang sekarang :
3. Unit / Sektor :
4. Kursus yang dihadiri :
5. Tarikh kursus dihadiri :
6. Tempat kursus dijalankan :
7. Agensi yang menganjurkan kursus :
8. Ulasan peserta tentang komitmen mengaplikasikan pengetahuan dan kemahiran yang diperoleh daripada latihan dalam tugas harian.

BAHAGIAN B : Perlu diisi selepas satu (1) bulan daripada tarikh mengikuti program

Arahan : Sila masukkan skala di ruangan yang sesuai

Skala :

1	Tidak Berjaya
2	Kurang Berjaya
3	Berjaya
4	Amat Berjaya

BIL	AKTIVITI	*PENILAIAN KENDIRI	PENILAIAN KETUA
1.	Perkongsian ilmu yang diperolehi		
2.	Perkongsian kemahiran yang dikuasai		
3.	Pemupukan sikap relevan dengan kursus yang diikuti		

*Penilaian sendiri dilakukan oleh peserta yang telah menghadiri kursus

Ulasan Ketua Jabatan (jika ada):

Tandatangan Peserta

Tandatangan Ketua Jabatan

TENTATIF TAKWIM KEJOHANAN MSS SARAWAK DAN MSS MALAYSIA TAHUN 2015

No	Tarikh		Sukan	Jumlah Murid	BILANGAN PESERTA IKUT KATEGORI						JUMLAH MURID	PENGELOLA 2015	
	MSSS	MSSM			2 Tahun		15 Tahun		18 Tahun			MSSS	MSSM
					L	P	L	P	L	P			
1	07-Feb-14	07 Mac 2015	Merentas Desa	11	3	6	8	8	8	8	48	Subis	Pahang
2		15-19 Mac 2015	Akuatik	14	3	6	6	6	6	6	36	Persatuan	Perlis
3	10-14 Feb	15-20 Mac 2015	Badminton	13	3	6	6	6	6	6	36	Sarikei	Sabah
4	10-13 Feb	15-19 Mac 2015	Bola Baling	14	12	12			12	12	48	Bintulu	Pulau Pinang
5	10-14 Feb	15-20 Mac 2015	Bola Keranjang	14	12	12			12	12	48	Serian	Pulau Pinang
6	10-13 Feb	15-19 Mac 2015	Boling Tenpin	12	4	4	4	4	4	4	24	Miri	Selangor
7	10-13 Feb	15-19 Mac 2015	Sepak Takraw	14	12		12		12		36	Kapit	Selangor
8	10-13 Feb	15-19 Mac 2015	Ping Pong	12	3	5			5	5	20	Padawan	Sarawak
9		15-20 Mac 2015	Ginasti - Serana	7		9		9		9	27	Persatuan	Johor
10	10-13 Feb	15-19 Mac 2015	Ragat	12	12				25		37	Mukah	Johor
11	10-13 Feb	15-16 Mac 2015	Skuasy	12	4	4	4	4	4	4	24	Sibu	WP Putrajaya
12	8-11 April	11-15 Mei 2015	Badminton & Padang	20	15	15	15	15	15	15	90	Sibu	Melaka
13	20-25 April	7-12 Jun 2015	Bola Sepak (15x18)	10			18		18		36	Betong	Kedah
	20-25 April	7-12 Jun 2015	Bola Sepak (10x7.5)	5	15						18	Sri Aman	
14	20-24 April	7-11 Jun 2015	Kriket	8	15				15		30	Kuching	Kedah
15		7-12 Jun 2015	Ginastik	8	3	6	6	6	6	6	36	Persatuan	Kelantan
16	20-24 April	7-11 Jun 2015	Tenis	14	5	5	5	5	5	5	30	Samarahan	Kelantan
17		7-10 Jun 2015	Golf	5	3	3	3	3	3	3	18	Persatuan	WP K. Lumpur
18	20-25 April	7-12 Jun 2015	Hoki	18	18	18			18	18	72	Kuching	WP K. Lumpur
19	20-24 April	7-11 Jun 2015	Bola Jaring	11		12		12		12	36	Limbang	Terengganu
20	20-25 April	7-12 Jun 2015	Bola Tampar	18	12	12			12	12	48	Samarahan	N. Sembilan
21		7-12 Jun 2015	Perahu Layar	8		5	5		5		15	Persatuan	N. Sembilan
22	20-24 April	7-11 Jun 2015	Carut	9	3	6	6	6	6	6	36	Bau	WP Labuan
23	20-25 April	7-12 Jun 2015	Memarah	13	4	4	4	4	4	4	24	Bintulu	Perak
24	20-24 April	7-11 Jun 2015	Sofbol	15	15	15			15	15	60	Miri	Pahang
Jumlah:				298	138	167	102	88	216	162	933		
Jumlah Penyertaan Pegawai dan Murid:				298	365		190		378		1231		

Tarikh: 1 Disember 2014

Hari Peristiwa Penting / Cuti Umum dan Cuti Persekolahan di Sarawak:

Christmas Birthday : 3.01.2015 (Sabtu)	Hari Gawai: 1-2.6.2015 (Isnin & Selasa)
Chinese New Year : 19-20.2.2015 (Khamis & Jumaat)	Yang di-Pertuan Agong Birthday: 6.6.2015 (Sabtu)
Cuti Pertengahan Penggal 1 : 14 - 22.03.2015	Hari Raya Puasa: 17 & 18.7.2015 (Jumaat & Sabtu)*
Good Friday : 3.4.2015	Hari Kebangsaan: 31.8.2015 (Isnin)
King's Birthday : 5.4.2015 (Ahad)	Cuti Pertengahan Penggal 2 : 19-27.9.2015
Labour Day : 1.5.2015 (Jumaat)	Hari Jadi TYT: 13.9.2015 (Sabtu)
Measak Day : 3.5.2015 (Ahad)	Malaysia Day: 16.9.2015 (Rabu)
Cuti Pertengahan Tahun : 30-14.6.2015	Hari Raya Haji: 24.9.2015 (Khamis)
	Deepavali: 11.11.2015 (Rabu)
	Awal Muharram: 14.10.2015 (Rabu)
	Cuti Akhir Tahun : 21.11.2015 - 03.1.2016
	Christmas Day: 25.12.2015 (Jumaat)

(28/01/2015)

TAKLIMAT E-OPERASI



**MAJLIS PENUTUPAN RASMI KEJOHANAN MERENTAS DESA MAJLIS SUKAN
SEKOLAH SARAWAK TAHUN 2015**

(06/02/2015)

PREPARATION AND REHEARSAL DAY BEFORE CEREMONY





(07/02/2015)

KEJOHANAN MERENTAS DESA MAJLIS SUKAN SEKOLAH



HANDING OVER THE DONATION COLLECTED FROM PROGRAM EXPLORASI PASCA BANJIR (AKRAB) TO THE ALL REPRESENTATIVES OF DISTRICT EDUCATION OFFICE

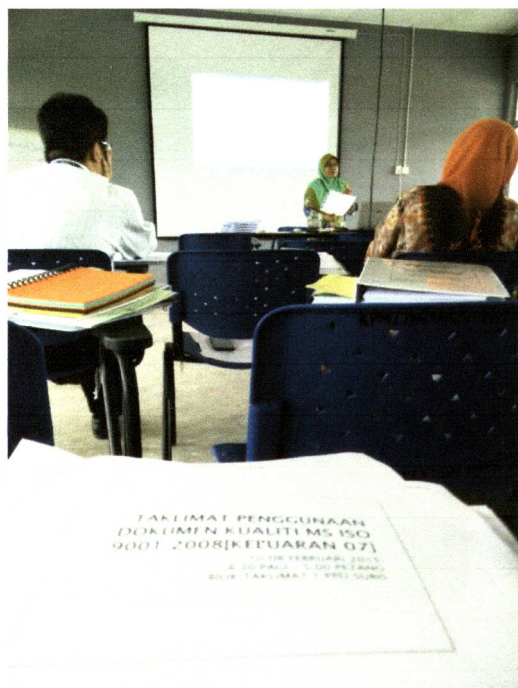


**ANNOUNCEMENT OF THE ATHLETES SELECTED TO REPRESENT SARAWAK TO
KEJOHANAN MERENTAS DESA MAJLIS SUKAN SEKOLAH MALAYSIA FOR
YEAR 2015 IN PAHANG**



10/02/2015

TAKLIMAT PENGGUNAAN DOKUMEN KUALITI MS ISO 9001: 2008 (KELUARAN 07) YEARS 2015



27/02/2015

FAREWELL PARTY WITH UNIT PENGURUSAN SEKOLAH





KEJOHANAN
MERENTAS DESA
MAJLIS SUKAN SEKOLAH SARAWAK
2015

**AJK RAKAMAN/
GAMBAR & SIARAYA**

TARIKH : 7 FEBRUARI 2015

TEMPAT : DEWAN SMK BEKENU, SUBIS
PANTAI BUNGAI, BEKENU

"Fly Kenyalang Fly, Fly High"

Employee Time Card

Nooraida Binti Alias

Date	Weekday	Day Type	Attendance	In	Resume	Out	OT	Rate	OverTime	Leave Taken	Remark
22/01/2015	Thursday	WORKDAY	0	08:47		17:04		8.13			
23/01/2015	Friday	WORKDAY	0	07:38		17:03		9.00			
25/01/2015	Monday	WORKDAY	0	07:34		17:10		9.00			
27/01/2015	Tuesday	WORKDAY	0	07:16		17:03		9.00			
28/01/2015	Wednesday	WORKDAY	0	07:34		17:02		9.00			
29/01/2015	Thursday	WORKDAY	0	07:27		17:04		9.00			
30/01/2015	Friday	WORKDAY	0	07:33		17:08		9.00			
02/02/2015	Monday	WORKDAY	0	07:39		17:00		9.00			
03/02/2015	Tuesday	WORKDAY	0	07:47		17:02		9.00			
04/02/2015	Wednesday	WORKDAY	0	07:49		17:03		9.00			
05/02/2015	Thursday	WORKDAY	0	07:36		17:04		9.00			
06/02/2015	Friday	WORKDAY	0	07:36		17:00		9.00			
10/02/2015	Tuesday	WORKDAY	0	07:38		17:00		9.00			
11/02/2015	Wednesday	WORKDAY	0	07:43		17:01		9.00			
12/02/2015	Thursday	WORKDAY	0	07:46		17:03		9.00			
13/02/2015	Friday	WORKDAY	0	07:43		17:03		9.00			
16/02/2015	Monday	WORKDAY	0	07:42		17:02		9.00			
17/02/2015	Tuesday	WORKDAY	0	07:44		17:01		9.00			
18/02/2015	Wednesday	WORKDAY	0	07:26		17:00		9.00			
23/02/2015	Monday	WORKDAY	0	07:37		17:03		9.00			
24/02/2015	Tuesday	WORKDAY	0	07:33		17:01		9.00			
25/02/2015	Wednesday	WORKDAY	0	07:37		17:00		9.00			
26/02/2015	Thursday	WORKDAY	0	07:47		17:04		9.00			
27/02/2015	Friday	WORKDAY	0	07:43		17:03		9.00			

Total Days Present 24 Absent 0 Work OverTime 215.13

ARGENT ANNUAL
SICK
HOLIDAY
VACATION
UNPAID LEAVE
PTO (PAID TIME)

24 24 0 215.13

Supervisor /Date: *[Signature]*

Nooraida Binti Alias /Date: 2/3/2015



KEMENTERIAN
PENDIDIKAN
MALAYSIA



SIJIL PENGHARGAAN

NOORAIDA BINTI ALIAS

Pelajar daripada

Universiti Teknologi MARA (UiTM) Sarawak

Telah menjalani latihan industri di

Pejabat Pendidikan Daerah Subis dan diletakkan di Unit
Pengurusan Sekolah dari

20 Januari 2015 hingga 27 Februari 2015.

SANAM BIN HJ GUMOK

Ketua Unit

Unit Pengurusan Sekolah

Pejabat Pendidikan Daerah Subis

