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KAMPUS KOTA SAMARAHAN**

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**PRACTICAL TRAINING
ADS 666**

DEWAN UNDANGAN NEGERI SARAWAK

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THE DECLARATION

I hereby declare that the work contained in this practical training report is original and my own expect those duty identified and recognized. If I were later found to have committed plagiarism or acts of academic dishonestly, action can be taken in accordance with UITM's rules and academic regulations.

Signed.



Mohd. Erna Syuqma Bin Marzuki

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Chapter 1

Introduction of the Organization

1.0 History and Background of the Sarawak State Legislative Assembly



Figure 1.0: Sarawak State Legislative Assembly Building

The first state legislative assembly of Sarawak, Dewan Undangan Negeri (DUN) Sarawak was formed on the 8th of September 1867 in Bintulu by Raja Muda Charles Brooke which made the state legislative assembly of Sarawak the oldest state legislative assembly in Malaysia. This can be noted in the statement below asserting that:-

Established by Raja Muda Charles Brooke, through a meeting held in small fishing village of Bintulu on September 8, 1867.

(Council Negeri, Dewan Undangan Negeri Sarawak, 1995).

The members of the first state legislative assembly comprises of a total of only 21 members which was then later increases to a total of 71 elected members as per today, 2013. The Sarawak state legislative assembly underwent a series of historical event from the administration of Brooke, then to the Japanese Invasion in the beginning of World War II, the British colonial administration and also the joining of Sarawak into Malaysia in which all such occurrence denotes a change in its constitutions, its administrative ways and the total members of the state assembly itself. This will all be described in detail in the next section of this report.

The Sarawak state legislative assembly, Dewan Undangan Negeri (DUN) Sarawak comprises of a total of 30 administrative staff or officials under the administration of the Secretary of the state legislative assembly and that of the Speaker of the state legislative assembly itself where its organization is to be divided into two separate departments of the (1) administrative department, (2) legislative and documentation department, and (3) speaker office. The administrative department is then divided into the (1) administration unit, (2) account/finance unit, and (3) public relation unit. The legislative and documentation department is then divided into (1) publishing unit and (2) library unit.

The state legislative assembly sitting is to be made once in every 6 months which sum up a total of 10 state assemblies sitting by the state assemblyman (Ahli Dewan Undangan Negeri) for each term of election (5 years per term).

1.1 Historical Series of Sarawak State Assembly

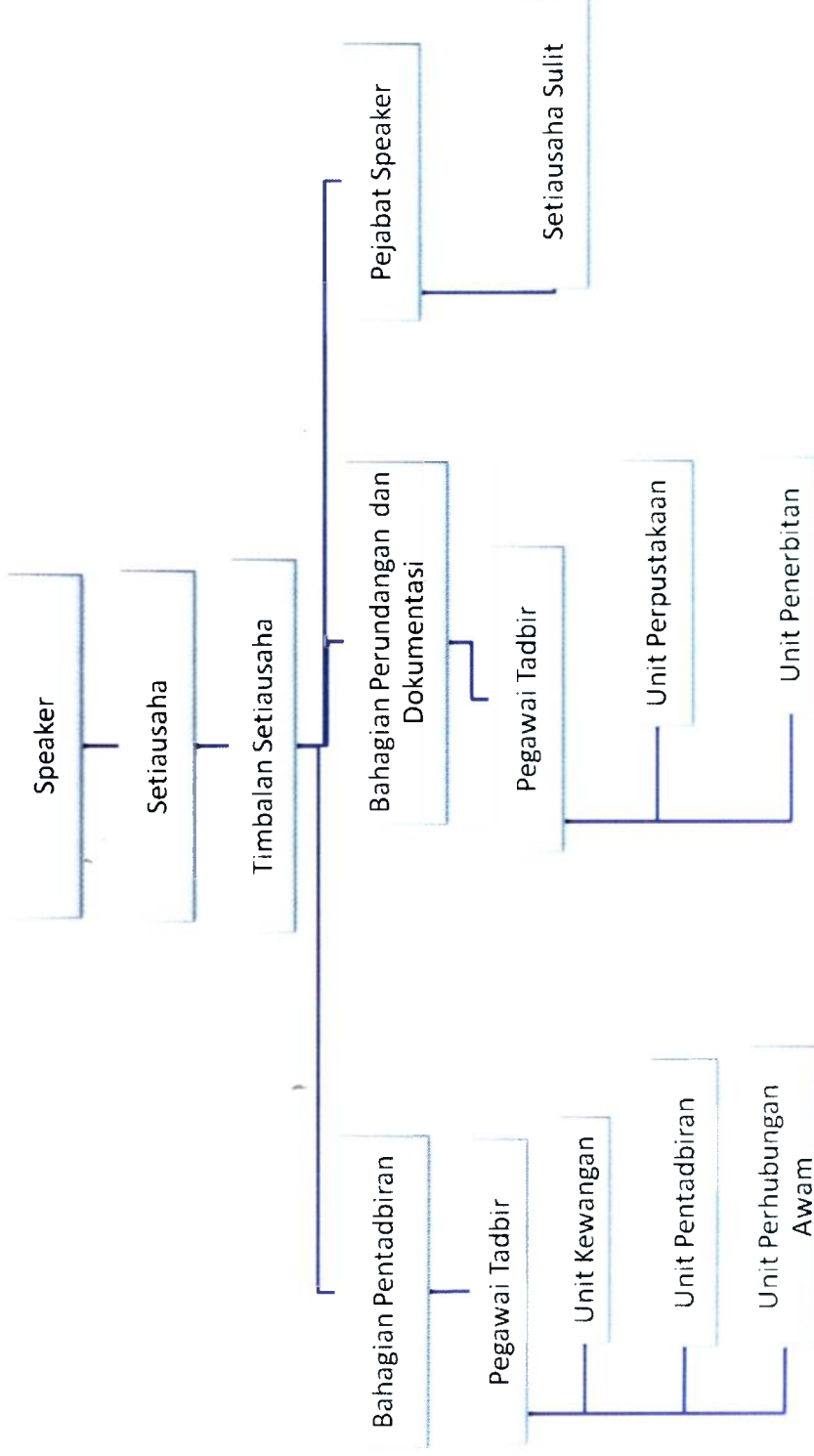
08 th September 1867	<ul style="list-style-type: none">- Establishment of the State Assembly of Sarawak in Bintulu by Raja Muda Charles Brooke
Year 1868	<ul style="list-style-type: none">- General Council meeting held in Sibul and subsequent meeting in Astana Kuching
Year 1903	<ul style="list-style-type: none">- Renamed of General Council to Council Negeri
24 th September 1941	<ul style="list-style-type: none">- Written constitution known as the 1941 constitutional order was enacted- Council Negeri then presided by Chief Secretary & meeting was held in Court House
16 th December 1941	<ul style="list-style-type: none">- Japanese Invasion brought World War II to Sarawak- Council Negeri became the arena of contestation and debate regarding the issue of the cession of state as part of the British colony

<p>Year 1956, after cession of Sarawak to Britain</p>	<ul style="list-style-type: none"> - New constitution is enacted - Increase in the number of membership to 24 elected unofficial, 14 ex-officio, 4 nominated and 3 standing members
<p>March 1963</p>	<ul style="list-style-type: none"> - New constitution amended to increase the elected membership from 24 to 36 and reduces the ex-officio and nominated members to 3 each
<p>31st August 1963</p>	<ul style="list-style-type: none"> - Sarawak become internally self-governing with an elected cabinet - 16th day later on 16th September 1963, Sarawak together with Federation of Malaya and Sabah formed Malaysia
<p>Year 1965</p>	<ul style="list-style-type: none"> - Cabinet enlarged to consist of Chief Minister and 8 ministers
<p>Year 1968</p>	<ul style="list-style-type: none"> - Membership increases to 48 and abolished 6 ex-officio and nominated members
<p>Year 1985</p>	<ul style="list-style-type: none"> - Membership increases to 56 members elected directly by single member constituency

Year 1995	- Membership increases to 62 members (elected members)
Year 2005 till now	- Membership increases to 71 members (elected members)

(source: <http://www.dun.sarawak.gov.my/>)

1.2 Structural Agencies of Sarawak State Legislative Assembly



(source: <http://www.dun.sarawak.gov.my/>)

1.3 State Assembly Mission, Vision, and Functions

- **Mission**

To be the custodian and uphold the principles of parliamentary democracy system of government

- **Vision**

To be the finest State Legislative Assembly in Malaysia

- **Primary Functions of the Sarawak State Assembly**

1. Maintaining constitutional sovereignty and Sarawak people's rights of constitution as noted in the constitution
2. Providing services to executive body of the government and become a focus arena for check and balance of policies and implementation of government program
3. Approving of expenses and material supply and that no taxes or expenses should be levied on consolidated fund unless being authorized by the law that is approved by the state assembly
4. Represent the people and providing forum to people's representatives to voice their concern and to have open debates through exclusive privileges via ordinance of the state assemblyman
5. Balance the type and benefits of legislature and bills that is brought to the state assembly and provide suggestion for any amendment that is suitable and necessary
6. Become an arena of critical discussion about the government and the implementation of government policies
7. Supervise the operation of government as noted in general debates

8. Examining public account to ensure that public revenue is being spend according to the approval of the parliament and the benefits of taxpayers
9. Appointing selective committee for the purpose of investigation via public discussion and reports
10. Enlarging and utilizing the specialties and its parliamentary procedure to enable the state assembly to conduct its functions of constitution and legislature more effectively.

1.4 Functions of Administration Department

This department involves in all the day to day operation of the administration of the state assembly where such department is divided into three (3) units respectively comprising of (1) administration unit, (2) account/finance unit, and (3) public relation unit.

1.4.1 Overall Objectives of Administrative Department

1. To provide efficient secretarial services for the meetings of state assembly and also the Commonwealth Parliamentary Association (CPA), preparing, maintaining and distributing the records of state assembly proceedings and its committee with quality and efficiency
2. To establish a comprehensive and up to date personnel information of the members and pensioners of the state legislative assembly and members of the administration
3. To arrange payment of the monthly allowances to members and pension to former members and former members of administration
4. To provide a good and adequate documentation and reference service for members of the state assembly and/or members of the administration
5. To maintain a fast and efficient text retrieval system for data management in-order to exploit fully a collection of documents and resources
6. Creating awareness and providing education about the system of governance and parliamentary procedure to the public
7. Maintaining and inspiring good and friendly relationship with the parliament and other state assembly throughout Malaysia.

1.4.2 Functions of Administration Unit

1. Involves in overall Administering and Management work
2. Managing the sitting of state assembly
3. Buildings and tools management
4. Safety control
5. Manage the information of state assemblyman and its administrative staff
6. Managing the filling of state assemblyman, administration staff and other staff
7. Managing department website and e-DUN system
8. Governance and management of department

1.4.3 Functions of Account/Finance Unit

1. Preparing budget suggestion and estimation
2. Preparing payment of allowances, state assemblyman claims, pension and gratuity to ex-state assemblyman and administration staff
3. Preparing payment of salary, allowances and all other claims of the staff
4. Budget and expenses control

1.4.4 Functions of Public Relation Unit

1. Management of visits to state assembly
2. Handling of public relations and parliamentary protocol of the media
3. Managing the relationship between state assembly, parliament and Commonwealth Parliamentary Association (CPA)

4. Managing the relationship of parliament in regional and international level of which is related to the state assembly
5. Preparing all the necessary information for parliamentary meeting in regional and international level
6. Handling the presentation of speeches and information for state assembly visits
7. Handling formal visits and receptions

1.5 Functions of Legislative and Publishing Department

The function of this legislative and publishing department primary revolves around that of preparing all the necessary documents for the state assembly sitting. This department also involves in managing and handling meeting preparations of the public committee. Hence, to enable this department to function effectively and efficiently, such department is thus divided into two (2) important units which is that of (1) Publishing Unit and (2) Library Unit

1.5.1 Functions of Publishing Unit

1. Documentation of state assembly proceedings and state assembly committee members meetings
2. Publishing official statement, committee report and internal publishing of the state assembly
3. Publishing for formal documents of state assembly
4. Archive management
5. LAN system and text retrieval system management
6. Management of proceedings papers
7. Handling of state assembly educational program presentation

8. Distributing official statement and committee report.

1.5.2 Functions of Library Unit

1. Management of state assembly library
2. Acquisition of books, magazines and official news report
3. Books, journals and government news report storing
4. Souvenirs storage
5. Book borrowing and lending services
6. Text retrieval system services
7. Internet, audio and visual services
8. Resource referencing services for state assemblyman and members of the parliament
9. Management of the record of award, state honored titles, and federal honored titles
10. Electronic library system management
11. Official pass control during state assembly sitting

CHAPTER 2

SCHEDULE OF PRACTICAL TRAINING

2.0 INTRODUCTION

The second chapter will summarize all the daily task assigned and have been done at Sarawak State Legislative Assembly in which has been recorded in the log book. It will explain the description of the job and the task execute throughout training.

2.1 LOG BOOK SUMMARIZATION

2.1.1 First Week: 22-26 July 2013

During the week is my first week of practical training at Sarawak State Legislative Assembly. Where on the first day of practical training, I need to report my duties along with three other members from Bachelor in Administrative Science, Universiti Teknologi Mara Kota Samarahan as practical trainee at Administration Department Unit. Besides, the Assistant Administrative Officer of the Administration Department Unit, Cik Dayang Nur Hafeezah bt Termizi give brief introduction about the Sarawak State Legislative Assembly and they bring us to each of department units and introduce our self with officers in charge at Sarawak State Legislative Assembly. Then we are allocated at Administration Department Unit based on our course study.

Besides, our first task given is to manage the data on 'Jumlah Hari Berkusus Bagi Kakitangan Dewan Undangan Negeri Sarawak'. In doing the task, we are asked to manage and record the data into more systematic and manageable data by using Microsoft excel. In order to ensure the task given are recorded into systematic and manageable form of data, we need to calculate each of data (days) of each staff

attending the training. After that, we record all the data into more systematic form of table using Microsoft excel (Figure 2.0).

BIL	NAMA KAKITANGAN	TAHUN 2009	JUM HARI BERKURUS	TAHUN 2010	JUM HARI BERKURUS	TAHUN 2011	JUM HARI BERKURSUS	TAHUN 2012	JUM HARI BERKURSUS	TAHUN 2013	JUM HARI BERKURSUS
1	SUPIAN TARMIZI BIN HAJI MOHD. TAZUDDIN			14-15 Oct	2	18-20 Feb 19-May 22-Jul 26-Nov	6	7-8 Feb	2		
2	PELE PETER TINGGOM			14-15 Oct	2	28-Mar 19-May 25-26 May 22-Jul	5	4-Jul 19-Sep 28-Sep	3	9-Apr	1
3	MAGDELEN NANGKAI			23-25 Feb 11-Mar 23-24 March 8-9 April 5-May 2-3 Aug 5-9 Aug 14-15 Oct 15-17 Dec	21	15-16 March 28-Mar 9-May 22-Jul 26-Nov	6	2-Apr 17-18 July 21-Sep	4	18-Jan 5-Feb 10-Mar 31-Mar	5
4	ZAINAB BINTI HAJI AINI			23-25 Feb 11-Mar 7-Jul 3-Aug 13-Oct 14-15 Oct 27-May	10	28-Mar 27-Apr 28-29 Apr 19-May 27-29 July 22-Jul	9	18-Jan 17-18 July 21-Sep	4	10-Mar 31-Mar	2
5	SITI NORHIZA MOHD YUSRI			27-May		28-Mar		2-Apr		10-Mar	

Figure 2.0: The data recorded into more systematic form of table using Microsoft excel.

Moreover, during the week, we are very lucky as on our first day, there was state government meeting held at Sarawak State Legislative Assembly. During that day also, we are given task to usher and welcoming all the VVIPs and Sarawak State Ministers. Besides that, we also required to greeting the VVIPs and Ministers. Moreover, during the day of the meeting we also assist the VVIPs and Ministers to the meeting room where the meeting was conduct.



Figure 2.1: Ushering and welcoming Chief Ministers and state ministers during state government meeting.

Moreover, during the week, I was given a task to bind the report for the internal auditors who came to visit Sarawak State Legislative Assembly for the internal audit. It was my first experience using the binding machine as all the reports must be properly aligned when binding the reports. After I finished binding all the reports, we are told to meet Madam Magdalen AK. Nangkai, administrative officer of the administration department unit for a briefing. During the briefing, she explained to us about the nature of work in the organization, function of each department, rules and regulation and dress code when working in Sarawak State Legislative Assembly. From the explanation given, we understand about the nature of work, functions, and rules and regulation in the Sarawak State Legislative Assembly. Moreover, we also had been given a briefing on the standard of procedure of work where from the briefing we understand about the flow of process

of work of the organization. Besides that, we are asked to give an idea to make Hari Raya Aidilfitri decoration for administration department unit. In order to come with the idea, we form a group discussion to ensure that we can generate idea and design of the decorations effectively. Furthermore, on the day we also given responsibility to fax the invitation card to VVIP, VIP, state government ministers, and state resident offices for 'Majlis Berbuka Puasa dan Solat Terawih Bersama Ketua Menteri' event where over 100 invitation card has been sent.

Besides that, our task given during the week is to sort all the documents that has been used by the auditors into its file. From this task, I able to understand that it is important to place back the file to its appropriate place after being use as it is important to ensure for the easy retrieval of information of the document of file after it is being used. After completing the task, then I was asked to make a phone call to all of the state departments and residence offices to ask confirmation whether they have receiving the invitation that has been fax. Besides that, during the call, I have to ask for the confirmation whether their head of department and residence office can attend the dinner. This is to ensure that the guest can be manage effectively during the day of the event as all the information has been received.

Moreover, in the week, Madam Sophia asked us along with Universiti Malaysia Sarawak (UNIMAS) practical student to give an idea and opinion regarding to visitor perspective regarding Sarawak State Legislative Assembly. This is because, the Sarawak State Legislative Assembly is always been visited by outside and local visitor from all different types of people and organizations. In order to ensure that the information given to the visitor become more attractive and sufficient to the visitors, we generate the new idea to ensure any point of information given to visitors are more attract full and useful for the future visitors.

On the final day of the first week, I was ask to update the service history for each of the staff of Sarawak State Legislative Assembly into more manageable and understandable form of data. In order to record the data into more manageable and systematic form of data, I have to find the past record of the each of the staff in their personal file and record all the data from the first they start they service at Sarawak State Legislative Assembly until their current service at the organization. Moreover, all of the data regarding to their position, salary, awards receive, examination results, training attended during their service are recorded. From this task, I learnt that, every staff need to attend training and examination which require them to attend as this will increase their level of experience, knowledge, and skill in performing their daily tasks.

2.1.2 Second Week: 29 July- 2 August 2013

On the second week, I continue my task in updating the history of service of staff of Sarawak State Legislative Assembly. Besides that, during the day I was asked to usher the officer attending the meeting at Sarawak State Legislative Assembly. Moreover, during the week, the Sarawak State Legislative Assembly held an event which is "Majlis Berbuka Puasa, Solat Berjemaah Maghrib, Isyak, Dan Terawih Bersama YAB Pehin Sri Haji Abdul Taib Mahmud". During the day of the week, I and two other officer, Miss Dayang Nurhafeezah and Madam Norziana visit banquet hall in order to prepare for the day of event which is. During the visit we need to check and ensure that all the equipment and facilities are ready for the event to ensure that the event runs smoothly without any technical problem occur.

During the day of the event of "Majlis Berbuka Puasa, Solat Berjemaah Maghrib, Isyak, Dan Terawih Bersama YAB Pehin Sri Haji Abdul Taib Mahmud", we continue checking the facilities to ensure everything are in good condition and sufficient for the event. Besides that, I also took part in the rehearsal as im also ask to be one of the officers in charge to ensure the event runs smoothly. On the day, I also help En. Alwie Bin Haji Ali to check all the systems and equipment at the banquet hall before the event to ensure the equipment can be use during the event. During the night of the event, I'm ushering the VVIP, VIP, state ministers, head of state departments, and residence officers to the Banquet Hall for the event.



Figure 2.3: The event, "Majlis Berbuka Puasa, Solat Berjemaah Maghrib Isyak Bersama YAB Pehin Sri Haji Abdul Taib Mahmud

Moreover, on the day of the week, I'm attending meeting for all department unit in Sarawak State Legislative Assembly. During the meeting I and three other member from Bachelor in Administrative Science, Universiti Teknologi Mara Kota Samarahan who also doing practical training at Sarawak State Legislative Assembly officially introduce our self as practical trainee.

Besides that, during the week I'm doing filing task where I have to place the document called "Ikarar Janji" in all the personal file of ADUN. It is important to ensure that the documents are place properly in the personal file of ADUN to ensure that the document and information can be utilized systematically when the information are needed from the files.

Besides that, I also need to sort the document and files to its coding number. This is to ensure that the files are properly arranged for example:

- i. DUN/PF/ADUN/001
- ii. DUN/PF/ADUN/002
- iii. DUN/PF/ADUN/003 etc.

From the task given, I learnt that, it is important to ensure that the files and document are properly placed and arrange. This is to ensure that the file and document can be easy for the retrieval of information from the files and documents.

2.1.3 Third Week: 5- 9 August 2013

During the third week of the practical training, I continue doing filing and sorting the files and documents. During the week my task on filing is to sort and filing the documents of each ADUN members. Besides that, in doing the task, I also require to labeling and tagging the ADUN members file. This is important to ensure that all of personal file of ADUN can be easy to retrieve especially when the staff wants to retrieve each of information regarding with ADUN members.

Besides that, I and other members also contribute to ensure that the filing system at Sarawak State Legislative Assembly become efficient and systematic by tagging and labeling each of file cabinet of ADUN personal file with list of name of the ADUN Sarawak members to ensure that each of file can be easily retrieve from the cabinet as they can refer from the labels and list that has been provide on outside of the file cabinet.

Moreover, during the week, I and other practical training members have a meeting with Madam Magdalen Ak. Nangkai to give briefing to us regarding works task progress that has been done by us. Besides that, she also delegates us by transferring three practical students from UNIMAS to the library unit and informs us that we also will be position at the library unit after the practical students from UNIMAS finish their internship. Moreover during the week, we also had a briefing with Madam Magdalene, Madam Mary, and practical students from UNIMAS regarding state legislative assembly. During the meeting, she share the experience during the state legislative assembly that held every at the Sarawak State Legislative Assembly. Besides that, she also brief us on all process and procedure that involve during the state legislative assembly and function of each personnel and department unit of Sarawak State Legislative assembly during the state legislative assembly was held. Moreover, we also learn on how the amendment is

selected and becomes the rules and regulations for the Sarawak State Government. From all of these, I learnt that communication is very important in every organization. This is because, when communication between top to middle lower management can be establish effectively, thus all the information regarding with task can be understand and ensures that the task can be completed efficiently.

Besides that, during the week, I also help Mr. Phillip Soong Tiaw Boon from financial department unit to recheck and recalculate the state legislative assembly pension and claims. This is to ensure that, there is no any miscalculations occur in recording the pension and claims of the pensioned state legislative assembly members. Besides that, this procedure is important in order to ensure that the work can be carry out rapidly as the error can be determine early. From these, I able to learn the important of determine the error. This is because, when the error and problem can be determine early, thus any problem that might be happen in the future can be avoid at the same time ensure that the task can be completed successfully without any problem occur.

On the 8-9th August 2013 of the week we are on leave for Hari Raya Aidilfitri public holiday.

2.1.4 Fourth Week: 12- 16 August 2013

During this week, my task is continuing with our work on rearranging the state legislative assembly members (ADUN) personal file. Besides that, I also continue with my work on labeling the personal file. Moreover, the list of name of each of state legislative assembly members are put in front of the file cabinet to ensure that all file coding can be seen easily at the same time ensures systematic retrieval of those files. Besides that, this is also important to ensure that the file can be easily retrieved by the staff when they needed the information from the documents of the personal file.

Moreover, during the week, I'm also responsible to answer all the phone calls and receiving the letters as some of the staff in administration department unit still on Hari Raya leave. During the week I need to answer phone call from other state government department and other and organization. Besides that, there is also visitors who want to make an appointment for the visits to the Sarawak State Legislative Assembly.

Besides that, during the week, I'm also responsible in receiving letters from other state departments and organization at the same time signing all the receive letters to confirm that the letters has been receive. Besides that, the letters received then will be sort according to where the letters directed at. For example, I will sort the letters according to which department unit receive the letters according to its department to make sure that the letters receive does not mix up with other department at the same time ensures that only related department receive the letters. From this, I learnt that, it is important to organize as it will ensure the any documents, letters, and etc. are properly manage at same time avoid problem such as missing of documents and letters happen.

Besides that, during the week, I also participate in presentation by the Universiti Malaysia Sarawak regarding its "Minggu Aluan Pelajar" and "Liason Officers" as they ask budget from the Sarawak State Legislative Assembly to become sponsor for their program, "Minggu Aluan Pelajar". In order to get the sponsor, they must present regarding to the program and what are the content of the program. During the presentation, one of the exco of UNIMAS student council, Abdul Rahman Bin Abdul Rahim gives a presentation about the "Minggu Aluan Pelajar (MAP)" and the roles of liason officer. From the presentation, we also involve with answer and question answer with panel which is also the Secretary of the Sarawak State Legislative Assembly, Mr. Supian Tarmizi bin Haji Mohd Tazuddin. From this, I learnt the importance of the communication and soft skill such as presentation skill in dealing with an organization; this is because, when we have good communication skill, especially in presenting the work proposal, any task will become effective as others can understand what we want to do especially for an organization.

2.1.5 Fifth Week: 19- 23 August 2013

During this week, I'm doing file task where I have to rearrange the personal file of State Legislative Assembly staff as I have finished recording the data for the service history for the staffs. It is important to place back the file to its respective place in order to ensure that the file easy to retrieve when staff needed the file in finding any info related. Besides that, during the week, I also required to file and sort the documents that has been used by the staff to its respective file according to the subject of the documents or example, when the documents is regarding with the facilities, it must be place back to facilities and maintenance file. Besides that, I'm also given task to sort all the receive letters. The letters are sorted according to department to ensure that the letters does not mix up with each other.

Moreover, during the week, I also involve in Golden Bridge Project Launching ceremony at Sarawak State Legislative assembly. During the day, I'm with other officers required to usher and welcoming all the VIP and guests who attend the ceremony. This is important in order to ensure that the ceremony runs smoothly without any problem occur. Moreover, from the project launching, the bridge project with an estimated funding of RM35 million will be stunning new addition to Kuching City and Sarawak River. Moreover, construction on the bridge will commence in fourth quarter of 2013 and schedule to be completed by the end of 2015.

During this week also, I'm with other members involved in welcoming the visitors from the SMK Serian and Jawatankuasa Rukun Tetangga Sarikei. There is about 109 Students and 10 Teachers from SMK Serian visited Sarawak State Legislative assembly. During the day, we are given responsibility to help Puan Eliana Abdullah from the public relation unit of Sarawak State Legislative Assembly to assist and give brief information to the visitors about the history, roles, and functions of the

Sarawak State Legislative Assembly. Besides that, From the Jawatankuasa Rukun Tetangga Sarikei, there is about 53 members of the Jawatan Kuasa Rukun Tetangga come and visits Sarawak State Legislative Assembly and we also responsible to give brief information about the Sarawak State Legislative Assembly building on its history, roles and functions. From all of these, I learnt the importance of communication, as effective communication can be establish by providing enough and clear information to another person.

2.1.6 Sixth Week: 26- 30 August 2013

During this week is my final week of practical training. During my final week, my task is to sort incoming letters or mail. The letters are sorted according to the department where the letters directed to. This is to ensure that, the letters can be receive by the right department at the same ensure there is no confusion occur when receiving the letters as the letters has been sorted.

Moreover, during the week I'm with other practical training members welcoming visitors from Kolej Kesihatan Bersekutu and Institution of Engineers Malaysia. During the visits of students from Kolej Kesihatan Bersekutu, there is about 20 students and 2 lecturer visits the Sarawak State Legislative Assembly. During the week, we are responsible to Help Madam Sophia Micheal Jenang to assist the visitors. During the visits, we also helps in providing the visitors with information regarding the Sarawak State Legislative Assembly and its building. We provide the visitors with information regarding with history, functions, and what happen during the state legislative assembly to ensure the understand more on the Sarawak State Legislative Assembly. Besides that, during the visits of Institution of Engineers Malaysia, there is about 20 people come visits Sarawak State Legislative Assembly where we also responsible to brief the visitors on information regarding with history, functions, and what happen during the state legislative assembly to ensure the understand more on the Sarawak State Legislative Assembly. From this task, I learnt that the communication is very important especially in dealing with people. This is to ensure that they can understand what the information that provided to them.

Moreover, during the week I'm with other practical training was transferred to the library department unit to Help Madam Mary to help her in recording and labeling the books information and its details. In performing the task each of books details on the author, publisher, year of published, and the numbers of books page are recorded. This is important to ensure the quality in organizing the book keeping at the same ensures that the information on each of the books can be easily retrieves or find by the user. Besides that, the books also are recorded according to its running numbers in order to ensure that the books are arranged properly according to the sequence that has been tagged. For example:

No.	Title Of Books	Author	Publisher	Year Published	Number of Pages
002901	Book 1	Author 1	Publisher 1	2010	10
002902	Book 2	Author 2	Publisher 2	2011	15
002903	Book 3	Author 3	Publisher 3	2012	20
002904	Book 4	Author 4	Publisher 4	2013	25

Hence, from this task, I able to learnt the importance of managing the data and record keeping of each data and detail to ensure that information can be easily retrieve. Besides that, from the task, importance in standardize all the detail and segmentation of the books is also importance as standardization is importance in ensures the quality of managing the task.

Hence, I'm ending my practical during the week, there are many experience and knowledge that I can learnt during my practical training at Sarawak State Legislative Assembly. Besides that, during the practical training it has help me in improving my confidence especially in dealing work with other people at the same

time improve my communication skill. Besides that, I'm also able to understand the standard and procedure of work in an organization. Thus, this experience and knowledge that I get from this practical training will be use in adapting with office and working environment in the future.

CHAPTER 3

Analysis

3.0 INTRODUCTION

In this chapter, it will focus on the every area of tasks being done as mentioned in the practical training log book. This chapter also will discuss further on the application of the theoretical aspects that had been covered in the classroom into the workplace. Moreover, these aspects will be explained in detail by comparing the knowledge that had been learnt in various subjects during class with the real working environment.

3.1 TASK ANALYSIS

Throughout the training, I had been assigned to do more on administrative work tasks such as managing records and office equipment as well as dealing with public particularly. From this experience, a good management in terms of time and decision making is one of a crucial element in getting the tasks done smoothly and systematic in order to reduce delaying in execution. Furthermore, it is very important for the organization to keep a good image by providing efficient system where the public will have better perspective towards public sector. Based on my practical training at Sarawak State Legislative Assembly, there are few subject that was thought to me are actually related. There will be discussed in the following paragraphs (3.6 Reflections)

Plus

3.2 PUBLIC RELATIONS THEORY

The Public Relations theory can be explained in Public Relations: The Profession and the Practice book by Lattimore, Baskin, Heiman and Toth, they defined public relation as:

“A leadership and management function that helps achieve organizational objectives define philosophy and facilitate organization change. Public relations practitioners communicate with all relevant internal and external public to develop positive relationships and to create consistency between organizational goals and societal expectations. Public relations practitioners develop, execute and evaluate organizational programs that promote the exchange of influence and understanding among an organization’s constituent parts and publics.” (Lattimore, Baskin, Heiman and Toth, 2009).

As mentioned by Lattimore, Baskin, Heiman and Toth in their book, there are several duties of public relations practitioners in order to guide them and understand more on their work specification and responsibilities toward an organization.

Duties of Public Relations Practitioners:

1. Programming: Analyzing problems and opportunities, defining goals and the public targeted, and recommending and planning activities.

2. Relationships: Gathering information from management, from colleagues in their organizations and from external sources.

3. Writing and editing: reach a large group of people, through printed materials such as reports, news releases, booklets, speeches, film scripts, trade magazine articles, product information and technical material, employee publications, newsletters, shareholder reports, and other management communications directed to both organizational personnel and external groups.

4. Information: sharing information with appropriate newspaper, broadcast and general and trade publication editors to enlist their interest in publishing an organization's news and features.

5. Production: communicating the public using publications, special reports, films and multimedia programs.

6. Special events: an event that organized to gain attention and acceptance, which require careful planning and coordination, attention to detail and the preparation to special booklets, publicity and reports.

7. Speaking: face-to-face communication is the key for interaction.

8. Research and evaluation: the study on the issues, organizations, public, competition, opportunities, threats and so on for finding the level of effectiveness of public relations programs and try to evaluate the current performance of the programs that should align with the organizational objectives.

3.2.1 Systems theory in public relations

Systems theory can define on how an organization interacts with the others and the relationships towards the organization itself. This theory gives the proper guidance for the organization in recognizing the interdependence of organization with the internal and external environment that surrounds the organization.

The relationship between this organization and other entities can be explains as follows:

From this model, the interaction between the government and this organization is more towards planning; provide the implementation of government policy to the Sarawak State Legislative Assembly and funding the activities carried out by the organization in purpose of public attention. On the other hand, media also plays an important element in Sarawak State Legislative Assembly administration. This is because media will deliver any important message or information to the public

regarding the DUN Sitting as well as government policies that will be implemented. Apart from that, another important element in this relationship is the public as a whole. Last but not least, the member of State Legislative plays important role as they are the middle entities between the organization and the public.

3.2.2 Two-way symmetrical model in public relations

Two-way symmetrical model can be seen as how the organization adjusts themselves with the public. It concentrates on the use of social science research methods to achieve mutual understanding and two-way communication rather than one-way persuasion (Lattimore, Baskin, Heiman and Toth, 2009). In this model, balancing the self-interests with the interest of others in give-and-take process can waver between advocacy and collaboration, and the involvement from every parties are needed in dealing with various problems as mentioned by James E. Grunig (Lattimore, Baskin, Heiman and Toth, 2009).

In applying this model to the routine interaction in Sarawak State Legislative Assembly and the member's of State Legislative are likely to be in two-way communication. Therefore, it shows that the daily task of the staffs in this organization is more on creating a mutual sense of interaction to deliver the required information to the public as response by the public.

3.3 PRINCIPLES OF MANAGEMENT THEORY

In Principles of Management subject (ADS460), we learnt that management can be defined as the managing through people in terms of planning, organizing, leading and controlling. In other words, the management is one of method to manage the subordinates under superior in achieving organizational goals and objectives.

3.3.1 Bureaucracy

Bureaucracy, as mentioned by Max Weber is defined as the process which full of rules and procedure, in a hierarchical manner. Bureaucratic organization has to be fully dependent on the rules and procedures in carrying out tasks and being monitored by the higher level management.

Max Weber listed down six (6) elements of a bureaucratic organization (Visionary Publications Inc, n.d):

1. A formal hierarchical structure

Each level controls the level below and is controlled by the level above. This means that the lower level of organization is controlled by a higher level of management and so forth. A formal hierarchy is the fundamental element of central planning and centralized decision making.

2. Management by rules

Everything is controlled by rules and decisions are made at high levels of management to be executed by all lower levels management.

3. Organization by functional specialty

Work is to be done by specialists, and people are organized into units based on the type of work they do or skills they have. This means that the people who assigned to certain job are based on their capabilities or knowledge that they have in performing the job.

4. An "up-focused" or "in-focused" mission

Both missions depend on the organization's purposes. If the mission is described as "up-focused," then the organization's purpose is to serve the stockholders, the board, or whatever agency empowered it. If the mission is to serve the organization itself, and those within it, for examples, to produce high profits or to gain market share, then the mission is described as "in-focused."

5. Purposely impersonal

Treating everyone equally without any influenced by other parties is the main concern. So, equal treatment to all employees and customers is a must for an organization.

6. Employment based on technical qualifications

The employment is done through qualification of a person. Based on qualification, a person will be employed to the job that matches with his or her skills.

3.4 Public Sector Quality Management Theory

From the subject that we have learnt which is on the Introduction to Public Sector Quality Management, (ADS410). From this subject, Quality is defined as a dynamic state associated with products, services, people, and environments that meets standardization and customer expectations (Goetsch & Davis, 2006).

3.4.1 Principles of TQM in the public sector.

Quality of public service is important as it will be capable of carrying out its responsibilities efficiently, besides providing excellent services to the public. To create such an environment, government department need to emphasize seven management principles below:

1. Top Management Support

Direct involvement of top management enables quick decision making and thus ensures smooth operation of the TQM process.

2. Strategic Planning

Is the basis in order to come out with quality improvement and effective strategic planning is imperative for producing the effective service output.

3. Customer-Focus

Quality is determined by the customer as quality output is one that can satisfy the target customer group. Hence, an organization needs to know what the requirements needs by the customers.

4. Teamwork

Teamwork among employees is a unifying force in ensuring the success of the organization's quality improvement efforts. Teamwork is present when there is total cooperation, total commitment and total involvement by the employees.

5. Training

TQM requires the support and participation of skilled and knowledgeable employees. Knowledgeable employees are capable of producing defect-free output. Training must be an on-going process to ensure that the employees are well equipped to meet the challenges brought about by the changes.

6. Performance Measurement

Quality improvements process in public organizations must be supported by a good performance measurement system. Besides that, the system also provides important data and information as feedback to the management on the progress and achievement of its improvement efforts.

7. Quality Assurance

Quality assurance is the prevention of quality problems arising in the production process of an output through planned and systematic actions. Thus, all of these will assured that the output produced will be defect-free or error-free. This also will ensure that the customers are satisfied with the output which will then increase their confidence towards the organizations concerned.

3.5 Human Resource Management Theory

Analysis also can be from the subject that I have learnt which is on the subject of Human Resource Management. According to Maimunah (2008), human resource management is the development and implementations of systems in an organization design to attract, develops, and retain a high performing workforce. From the definition several functions of human resource management can be relate to the analysis such as:

3.5.1 Induction of new employees

From this function, all new employees need to be given an induction or orientation programme as soon as they join the organization. Induction is the process by which the new recruit is familiarized with the working environment.

3.5.2 Training

Training according to Nadler (1984) is defined as the organizational activity which aims to improve an employee's current performance. Besides that, training also is the education consists of activities designed to prepare employee for future jobs. In the training, development is those learning activities designed to help the individual employee grow which can affect the employee change of attitude, development of skill, and gain new knowledge.

3.6 REFLECTIONS

There are several theories that I can relate to the subject that I have learnt in classroom which are applicable to practice it during five weeks of practical training in Sarawak State Legislative Assembly. It is a very valuable experience for me as I am able to handle real working environment that need to apply theories in order to solve difficulties in daily routine.

3.6.1 Public Relations in Sarawak State Legislative Assembly

The public relations play an important role throughout my practical training in this organization. This is because; the front-line staffs are the one who cater the needs and wants both to the public as well as members of Sarawak State Legislative. Therefore, in order to accommodate such needs, I need to play the role as the representative in delivering information for the target groups.

Besides from this, communication is also very important as in the Sarawak State Legislative Assembly, most of the tasks are dealing with the people and communication is really important as people that we are dealing are come from different types of categories and group. Thus in order to ensure the effectiveness in communication, a good and clear communication need to be establish to ensure that their can receive sufficient and understandable information.

3.6.2 Bureaucratic System in Sarawak State Legislative Assembly

As mentioned in Chapter 1, the organization chart plays important role in delegating work tasks according to the chain of command. The organization chart shows the line of authority in order to make it easier for the subordinates to refer to as well as to get instruction from who it is supposed to be. Furthermore, the organization is hierarchical in manner as it is clearly shows the chain of command in Sarawak State Legislative Assembly and it gives descriptive views on to which the job is hold according to the position and units attached to.

In Sarawak State Legislative Assembly, most decision is made by the high-ranked officers that is the Speaker of Sarawak State Legislative Assembly that shows the hierarchical chain of command and strictly bounded by organization rules and procedures.

3.6.3 Principles of TQM in Sarawak State Legislative Assembly

In Sarawak State Legislative assembly, the principles of Public Sector Quality Management is important as all the work carry out must be according with the standard procedure of work. This is to ensure that the work that is carry out by the staff are meet with the standards are requirement which ensure that the work done meet the quality standards of works. For example, in carry out filing task, each of the documents related must be place in its related file with a standardized filing coding number.

Besides that, any feedback especially from the customer also evaluated in order to ensure that the standard and quality require can be improve. This is for example, by distributing the questionnaire to the visitors when they come to visit the Sarawak State Legislative Assembly. This is to ensure that any feedback from the visitors can be collected in order to improve the service.

Besides that, the task that has been done during my task at the library department unit also ensures that there is standardization of work needed as each of information of the books are recorded in detail in order to ensure that the books information can be easily retrieve from the user at the same time ensures the quality of the work done by the employee.

3.6.4 Principles of Human Resource Management in Sarawak State Legislative Assembly

From the task of recording the data of service history of Sarawak State Legislative Assembly, I have learnt that the importance of Human Resource Management in the organization as it benefited both organization and its employees. This is because from the task that I have done, I manage to understand that in the early of the service of the staff the need to attend numbers of training such as induction training. The training is important to the employee as to gain the employee confident level, attitude, knowledge, and skill in carrying out their task to be more effective and efficiently.

Besides that, from the task also, I have learnt that there is examination and interviews that the staff need to follow through before they are promoted to another position. Thus, from these, human resource management is very important in developing the employees at the same time ensures that the employee to become competitive in performing their work and task for the successful of the organization.

CHAPTER 4

RECOMMENDATION

4.1 INTRODUCTION

This chapter will highlights the strength and weakness of job assigned during the practical training and its solution.

4.2 SWOT ANALYSIS

The SWOT analysis is conducted based on the direct and indirect experience that I have undergone during the 6 weeks of my practical training at Sarawak State Legislative Assembly. Among the criteria studied is the ability of the training to meet the program objective, the training atmosphere and environment, training task its process and interaction involved throughout the whole training period

4.2.1 Strengths

1. Importance of Public Relation and Communications Skill

In Sarawak State Legislative Assembly, communication and relation with the people is very important and this ensure that I able to gain my communication skill at the same time increase my level of confidence in interacting with other people as the task that has been done require me to interact more with the people.

2. Gain Knowledge and Experience

Throughout the training period, I have able to gain a lot of new knowledge and valuable experience which related to management, administration and standard of procedure in performing work. From all of these, the experience that I have learn from this practical training is very valuable as it cannot be get as what we experience in class. As in the organization I can experience real task and real working environment in organization.

4.2.2 Weaknesses

1. Unconventional file management systems

There still using the old practice of the filing and data management system. For example using files to place the entire important document. When there are too many files and document it will prone to the problem such as missing of the file and misplace of the file and its related document.

2. Unmanageable file system

This is because; some of the files are difficult to retrieve as there are many files in the file cabinet. In order to solve this problem we make a list of name of related files outside of the cabinet with its coding number in order to ensure easy retrieval of the files.

4.3 Recommendation

This practical training was a very valuable experience as this practical has exposed the students to the working life environment and further enhances the ability in understanding the practical aspect of administration. This is very important as the student can get opportunity in gaining knowledge and new experience during the practical training.

Indeed, this program turns out to be an excellence and remarkable advantage to gain valuable knowledge, experience, and technical expertise. In reality, it has nurture and supplements and handy knowledge and skills to the students. Even though, not all the work assigned is strictly related to the student field of studies, the theoretical knowledge and non-academic setting with an application in organization has been successfully relate to one another.

The attachment with the Sarawak State has definitely exposed the student to the skill in work ethic in organization. Thereby, it also helps me to make necessary preparation for future career.

4.3.1 Recommendation to Sarawak State Legislative Assembly

1. Improve proper filing management system

In order to improve the file management system, the Sarawak State Legislative assembly can take action by using technology such as computer system in order to manage and store their important files and document. This will ensure that the related document and file can be retrieved easily at the same time ensures shorter time taken in retrieving those files and documents

2. Maintenance of the file system

File and the file cabinet need to be having maintenance and the coding lists of the files need to be updated from time to time. This is to ensure that the problem in retrieving the files can be avoid at the same time ensure the files and document are always in easily retrieve condition.

4.3.2 Recommendations to Universiti Teknologi Mara

1. Extend the period of Practical Training

In order to ensure that the student gain more experience from the practical training, the period of the practical training should be extend from period of one to two month. This is because the longer the practical training experience by the student the more knowledge and experience that the student can get from the practical training.

2. Provides plan of training to the organization

In order to ensure that the practical training is effective towards the students, the training plan for the practical student need to be provided for the organization. This is to ensure that when the organization provide the students with the work and training, any task and work carried by the students are fulfilling and related with the field of their studies.

CHAPTER 5

CONCLUSION

5.1 Introduction

Chapter 5 will summarize all the discussion of each chapter in the report by highlighting the main points.

5.2 Conclusion

Chapter 1 discuss mainly about the background of the organization. This can be explain in chapter 1 where in the chapter it discussed the history and background, organizational structure, Vision, Mission and function of each departments unit of the Sarawak State Legislative Assembly.

Chapter 2 then discusses all about my practical training at Sarawak State Legislative Assembly. Besides that, the chapter also explains all sorts of tasks that had been given to me that I need to complete on the day of the practical training. The practical log book keeps all the data of the training. In this chapter also, there will be routines about what I have done during the office hours.

Chapter 3 discussed about the main task of my practical training. During my practical training, I have learnt on all the functions and procedure of work in Sarawak State Legislative Assembly. Besides that, I have learnt many things inside the organization as I'm gaining a lot of the experience from the task given. Besides that, in this chapter there are list of sort of task that I relate with the subject that I have studied during the class as the knowledge from the class help me to understand the organization more.

Chapter 4 discusses about the strength and weaknesses of the organization and to organization. Besides that, it also explains on how the whole experience during the practical training can help to improve the students, the organization, and the practical programs itself as this can make the student realize that the theory and real experience are different things that need to be taken seriously if they graduated from the university. Besides there also recommendations that have been suggested are very useful to improve the programs to be more comprehensive.

Through my practical training at Sarawak State Legislative Assembly, I am able to learn on internal office environment such as teamwork and cooperation among staff. Not only that, relationship between the staff also important as two way communication is very important in every organization. Besides, building a healthy work community is also very important in ensuring performance of organization not suffer. Moreover, employers should recognize that the need to help employees build quality relationships and strive for greater cooperation. Thus, good communication is an essential key to management effectiveness.

As conclusion, as a student of Bachelor of Administrative Science of UiTM Kota Samarahan, Sarawak, this practical training subject had given me a lot of advantages. The practical training give a lot of benefits to the students to increase or gain more knowledge at the real world of work field and it can increase the students awareness on how to deal with the work field and environment after graduate from the university. Not all courses at Universiti Teknologi Mara Kota Samarahan give opportunities to their students to do their practical training outside of the campus.

I feel glad and happy because I can have my practical training at the Sarawak State Legislative Assembly. I had gained a lot of experience, knowledge and much information which sometimes it is so hard to see how the flow of works at the

department runs well to satisfy the customer requirement and satisfaction. The practical training also helps me to increase my confidence level on meeting outside people who I do not know them well.

Besides that, the training also helped me to increase my communication skills, my performance on doing my tasks and also helped to build good understanding and build good cooperation among the staffs at the section. I am hoping that the Sarawak state Legislative Assembly will accept other students to do their practical training there especially the students from Universiti Teknologi Mara Kota Samarahan.

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APPENDIX

EVENT ATTENDED



The event, "Majlis Berbuka Pusa, Solat Berjemaah Maghrib, Isya dan Terwih bersama YAB Pehin Sri Haji Abdul Taib Mahmud dan YaBhg. Puan Sri Raghad Kurdi Taib"



Golden Bridge Project Launching Ceremony



Ushering and Welcoming Chief Minister and State Ministers During State Government Meeting

WORKS AND TASKS



Tagging and Labeling File Cabinet for Easy and Systematic Retrieval



Meeting With Madam Magdalen Ak. Nangkai Regarding Works and Tasks Progress



Recording and Labeling the Books Information and Details



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: MOHD ERNA SYUQMA BIN MARZUKI
2. Date & Place of Birth: 21 JULY 1990, KUCHING
3. UiTM No.: 2011576447
4. Program : BACHELOR IN ADMINISTRATIVE SCIENCE
5. Year: 2013 Part: 5
6. Home address : NO 20, KAMPUNG TUPONG BATU, LORONG MERDEKA II,
93050, PETRA JAYA, KUCHING.
7. Address during practical training: DEWAN UNDANGAN NEGERI SARAWAK
8. Place of training: 
9. Name of Supervisor in-charge : MAGDALEN NANGKAI
Pegawai Tadbir, N41
10. Duration of training : From : 22 JULY 2013 to 30 AUGUST 2013

FOR OFFICE USE ONLY

11. Remarks: (Dean/Course Tutor)

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DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
July 2013	1. First day of practical training at DUN Sarawak	
	- Report our duties for practical training	
	- Introduce myself with officers in charge at DUN Sarawak.	
	2. Manage the data on 'Jumlah Hari Berkursus Bagi Kakitangan DUNS' into more systematic and manageable data using Microsoft Excel	
	- Calculating each of data (days) of each staff attending the training.	
	- Recording all the data into more systematic form of table using Microsoft Excel	
	3. Ushering/welcome Chief Ministers and other Cabinet Minister for a cabinet meeting.	
	- greeting the VVIP/VIP - Assist the VVIP/VIP to meeting room which located at Majlis Raja	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
3 July 2013	1. Binding the report for the internal auditing for the auditors references.	
	2. Madam Magdalen gave us briefing regarding the nature of work in the organization, work task, function of each department in DUNS, and give brief explanation on auditing process where the auditors come to audit the organization along the weeks.	
	3. Discussion and planning for the Hari Raya Decoration at Administration Unit.	
	4. Fax the invitation card to WIP and VIP for 'Majlis Berbuka Pusa' where 100 of invitation card has been sent.	
	- Invitation was sent to all of states department and residences offices	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
24 July 2013	<p>1. Sorting all the documents that has been used by the auditors into proper filing system.</p>	
	<p>- All the documents that have been used by the auditors during the audit visits need to be sorted and placed back to ensure the files and documents are in appropriate place and easy for retrieval of the documents.</p>	
	<p>2. Make phone calls for all of the head of departments in government organization for the event invitation at the same time make sure that they have received the invitation.</p>	
	<p>- Phone calls are made to ensure all the departments of state government and residence office received the invitation.</p>	
	<p>- Important to ensure that all the head of departments come to the event.</p>	

DATE

EXACT NATURE OF WORK DONE

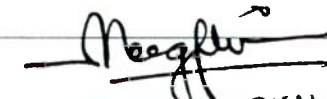

SUPERVISORS REMARKS

5 July 2013

i. Brainstorming ideas and opinion
on view from visitors perspective
regarding DUN

ii. - Brainstorming ideas for visitors
with UNIMAS practical trainee

- This is important in order to
add up more information for
the DUN visitors at the
same time will ensure that
the visitors who come and
visit DUN receive more
information besides experiencing
DUN environment.

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
July 2013	<p>1. Updating 'Sejarah Perkhidmatan' for each of the staff in DUN into more manageable and understandable form of data.</p> <ul style="list-style-type: none"> - Finding the past record of the staff in personal file from the day they to start their work until the current year. - Record all the data (Position, Salary, Awards, Training attend) into a table. - From the 'Sejarah Perkhidmatan' of DUN staff, I learnt that every staff need to attend such training and examinations in order to increase their level of working experience, knowledge, and skills. 	<p>End of 1st week demonstrate awareness on organisation's formal structure, rules, regulation procedures, culture and climate.</p> <p>Understanding various channels of communication in organisation.</p> <p>Informed of the do's and don't's of office etiquette, and official relationship/networking.</p> <div style="text-align: right;">  MAGDALEN NANGKAI Pegawai Tadbir, N41  </div>

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
9 July 2013	1. Continue updating Sejarah Perkhidmatan of the DUNS staff	
	2. Ushering officers attending the meeting to Bilik Jawatankuasa at level 3.	
	3. Visit Banquet Hall and prepare for tomorrow event (Majlis Berbuka Puasa, Saati Berjemaah Maghrib, Isyakh, dan Terawih bersama YAB Pehin Sri Haji Abdul Taib Mahmud.	
	- The visits are important in order to check all the things are ready to ensure the preparation for the event are done accordingly.	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
10 July 2013	1. Documentation of Anggaran Kualiti	
	2. Arranging Carpet in Surau for the event.	
	3. Visit banquet hall and took part in rehearsal to ensure the event runs smoothly.	
	- Help En. Aiwan Bin Hj. Ali checking all systems in banquet hall and involve in rehearsal to ensure that all programs for the 'Majlis Berbuka Puasa' event runs smoothly.	
	4. Ushering the personal, VIP, and VVIP to the Banquet Hall for 'Majlis Berbuka Puasa' event.	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
July 2013	<ol style="list-style-type: none"> <li data-bbox="289 294 1031 491">1. Arrange the carpet back and sajadah as it need to be sent back to Masjid Jamek. <li data-bbox="289 546 1031 742">2. Ushering the guest for the Baithulmal meeting to Bilik Justitikuasa. <li data-bbox="289 797 1031 1113">3. Attending special meeting for majlis penyerahan tugas of Pn. Zainah Bt. Hji. Ani, penolong pegawai penerbitan due to her transfer to JKM. - Officially introduce myself as practical trainee at DUN during the meeting. <li data-bbox="289 1441 1031 1627">4. Attending Salat Jumaah Isyok dan Terawikh at Chief Minister Official Residence. 	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
August 2013	<p>1. Filing ADUN Ikrar Taqij Documents into the respective ADUN's personal files to ensure it is manageable and can be utilize systematically.</p>	
	<p>2. Attending Majlis Perasmian Hari Benderaya Ke-25 with Pn. Eliana Abdurrah at Stadium Perpaduan.</p>	
	<p>3. Sorting out and filing documents of the office according to its coding number.</p>	
	<p>- For an example the ADUN's numbers file are sorted like this :</p>	
	<p>(i) DUN/PF/ADUN/001</p>	
	<p>(ii) DUN/PF/ADUN/002</p>	
	<p>(iii) DUN/PF/ADUN/003</p>	
	<p>etc.</p>	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
August 2013	1. Sorting out and filing documents of the office according to its coding numbers.	End of 2 nd week.
	2. Meeting with Ann Magdalene about work task	Awareness and understanding of appropriate etiquette and protocols during official functions.
	<ul style="list-style-type: none"> - Administration department function - Learn about the process of work of the department. 	Demonstrate keenness and interest to learn on work and office duties.
	3. Filing AD and Arrange ADUN File	
	<ul style="list-style-type: none"> - Rearrange ADUN members name according file numbers - Ensure that the file are easy to retrieve by the DUN staff when they want to refer back the file. 	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
5 August 2013	1. Filing and Sorting ADUN'S file	
	- Sorting the ADUN'S file for identification and labelling	
	2. Meeting with Pn. Magdalena Nangkai and other practicum trainee regarding work tasks and posting of interns from UNIMAS to library.	
	4. Briefing with Pn. Magdalena Nangkai, Pn. Mary, and other interns regarding DUN Sitting.	
	- Learn about all process that involve during the state legislative assembly and functions of each people during the sitting.	
	- Learn about the function of publication unit during the DUN Sitting.	

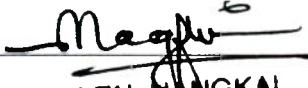

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
August 2013	1. Filing and labelling ADUN file.	
	- Continue tagging and labelling ADUN members file	
	- Important to ensure that personal file of ADUN members can be easy to retrieve.	
	- The tagging and labelling that has been put on the ADUN members file is use to ensure the staff of DUN Sarawak can systematically and easily find for the file as they can refer to the labels that has been provide.	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
7 August 2013	1. Proofread and recheck and also recalculate ADUNI members pension and claim.	
	<ul style="list-style-type: none">- Help Mr. Philip Soong Tian Boon from finance unit to recheck and recalculate ADUNI members pension and claim to ensure the calculations of pension and claim are recorded correctly.- Important to ensure that there is no miscalculations of pension and claims recorded	
	<p>Note: ADUNI pension</p>	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
- 13 August 2013		
	Hari Raya Aidilfitri Holiday	
	(8-13 August 2013)	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
14 August 13	1. Rearrange all ADUN's personal file.	
	2. Labelling the personal file so that the file can be easily retrieve and ensure it is manageable.	
	- The list of personal file of ADUN are listed and put in front of the file cabinet to ensure that all files coding can be see easily and ensure the systematic in retrieving those files.	
	3. Receiving phone calls and letters during leaves of staff for Hari Raga.	
	- Responsible to answers all the phone calls from others department	
	- Receiving all the letters and signing all the receive letters.	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
August 2013	1. Answering the phone call	
	2. Sorting letters according to the department.	
	- Letter also sorted according to	
	department or DUN to ensure that	
	the letter does not mix up	
	- To ensure that only related	
	department can handle with	
	the issues of related letters	
	received.	
	- Important to sort all the letters	
	the to ensure the system in	
	managing all the letters received	
	become effective.	



DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
August 2013	<p>1. Participate in the presentation by the UNIMAS students regarding 'Liason Officers'</p> <p>- Involve in answer and question session.</p> <p>- The students give the presentation to give understanding on the roles and activity conducted by the 'Liason Officers'.</p> <p>- From the presentation, I learned the importance of communication in an organization. This is because, when we have good communication skills, thus, any task that we have to do can be done effectively as others can understand what we want to perform.</p>	<p>End of 4th week Awareness and understanding the process/preparation of budget applications and procurements for the office. Demonstrated positive and good attitude towards work and coworkers</p> <p> MAGDALEN MANGKAI Pegawai Tadbir, N41</p> <p></p>

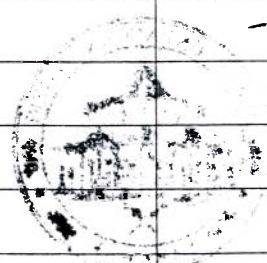
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
August 2013	<p>1. Involved in 'Golden Bridge' event on at DUN where all Cabinet Ministers and Head of Department attended the ceremony.</p> <p>- Ushering and welcoming the guest.</p> <p>- Important in order to ensure that the launching ceremony of 'Golden Bridge' are runs smoothly during the day.</p> <p>- The bridge project, with an approved funding of RM 35 Million, will be stunning new addition to Kuching City and Sarawak River. Construction on the bridge will commence in fourth quarter 2013 and scheduled to be completed by the end of 2015.</p>	•

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1 August 2013	1. Welcoming visitors from SMK Serian that came to have a visit in DUN	
	- There is about 101 students and 10 teachers from SMK Serian visiting DUN today and we are given responsibility to help Mr. Elvina Abdillah together to conduct the visits.	
	- During the visits we also tell the info and history about the DUN to the students to ensure that they understand and get information about the DUN building.	
	- Also responsible to become photographer during the visits and take photograph during the group photo session.	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
22 August 2013	1. Filing and sorting outgoing documents	
	<p>- Filing all the documents into respective file to ensure that documents are put in related file to ensure that the documents can be easily retrieved when the staff and officers or AIN want to use and refer the documents.</p>	
	2. Sorting receive letters	
	<p>- Sort all the receive letters according to department to ensure letters can be received systematically by each departments of organization</p>	


DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
August 2013	1. Welcoming visitors from Jawatan Kuasa Rukun Tetangga	
	2. Ask to take photograph for the group photo session.	
	3. Give briefing about DUN to the visitors.	
	<p>- There's about 53 members from Jawatan Kuasa Rukun Tetangga come visits DUN Sarawak. and we are given responsibility to help Pn. Sophia together in conducting the visits</p>	

DATE	EXACT NATURE OF WORK DONE	SUPERVISOR'S REMARKS
6 August 2013	<p>1. Sorting the incoming and outgoing mail</p> <p>2. Welcoming guest from Kolej Kesihatan Berserkuta</p> <p>- There's about 20 student and 2 lecturer from Kolej Kesihatan Berserkuta visits DUN Sarawak today and we are given responsibility to help Mdm. Sophia together to conduct the visits.</p> <p>- During the visits we also brief and tell info about the DUN Sarawak to ensure they understand and get sufficient info about DUN Sarawak.</p>	<p>Ability to manage accounts and reliable records and data.</p> <p>The activities includes recording, compiling and updating records.</p> <p>Demonstrate basic knowledge, skills and behaviour to meet required standard in handling of visitors. Have pleasant personality and good nature.</p>
		<p> MAGDALEN NANGKAI Pegawai Tadbir, N41</p>
		<p></p>

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
7. August 2013		
	<p>1. Help in recording and labelling the books information at library with Pm. Mary</p>	
	<p>- Ensure that the information on each of the books can be easily retrieve and recorded.</p>	
	<p>- Each of books detail on the author, publisher, year published, and numbers of pages are recorded.</p>	
	<p>2. Updating medical leaves for DIN Scrubs Staffs</p>	
	<p>- All recorded data on medical leaves of all staff are recorded using Microsoft Excel to ensure all the data can be systematically manage, and easy when retrieving those data.</p>	

DATE	EXACT NATURE OF WORK DONE	SUPERVISOR'S REMARKS																				
8 August 2013	<p>1. Continue with recording and labelling new books at the library with Madam Mary</p>																					
	<p>- This is to ensure that information w/o all recorded and ensure that all info. about each books can be retrieved in the future.</p>																					
	<p>- Besides, the books also are recorded according to its running numbers given to ensure that the books are arranged properly according with the sequence that has been tagged.</p>																					
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	<table border="1"> <thead> <tr> <th data-bbox="213 1552 397 1618">No.</th> <th data-bbox="397 1552 777 1618">Title of Book</th> <th data-bbox="777 1552 877 1618">Author</th> <th data-bbox="877 1552 982 1618">Publisher</th> </tr> </thead> <tbody> <tr> <td data-bbox="213 1618 397 1683">002901</td> <td data-bbox="397 1618 777 1683">BOOK 1</td> <td data-bbox="777 1618 877 1683">"</td> <td data-bbox="877 1618 982 1683">"</td> </tr> <tr> <td data-bbox="213 1683 397 1749">002902</td> <td data-bbox="397 1683 777 1749">BOOK 2</td> <td data-bbox="777 1683 877 1749">"</td> <td data-bbox="877 1683 982 1749">"</td> </tr> <tr> <td data-bbox="213 1749 397 1814">"</td> <td data-bbox="397 1749 777 1814">"</td> <td data-bbox="777 1749 877 1814">"</td> <td data-bbox="877 1749 982 1814">"</td> </tr> <tr> <td data-bbox="213 1814 397 1880">"</td> <td data-bbox="397 1814 777 1880">"</td> <td data-bbox="777 1814 877 1880">"</td> <td data-bbox="877 1814 982 1880">"</td> </tr> </tbody> </table>	No.	Title of Book	Author	Publisher	002901	BOOK 1	"	"	002902	BOOK 2	"	"	"	"	"	"	"	"	"	"	
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002901	BOOK 1	"	"																			
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DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
7 August 2013	1. Welcoming visitors from Institution of Engineers Malaysia come to visit DUN Sarawak	
	- There's about 20 people from the Institution of Engineers Malaysia come visits DUN Sarawak and we are responsible to help Mdm. Eilana Abdulrah together to guide the visitors.	
	- During the visits we also tell the info and history about the DUN Sarawak to the visitors to ensure they understand and get enough information about DUN Sarawak.	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
30 August 2013	<p>1. Continue and completing the task with Pn. Mary</p> <ul style="list-style-type: none"> - Completing all the task given by Pn. Mary which we are suppose to records and labels all the new books that has been purchased. - All the informations on each of the book are recorded regarding on its details such as author, title, publisher, years of publish, price, and measurement of books. - All the informations are important for easy retrieval of data of each of the books in the future. 	<p>Last day / week of practical training student here should much interest and gained invaluable experience of office environment and knowledge.</p> <p>Good working attitude and always willing to learn to achieve and learned on office automation system.</p> <p>Ability to adapt to office environment and create good working relationship well done.</p> <p><i>Maggie</i> MAGDALEN WANGKAI Pegawai Tadbir, N41</p> <p>30/8/2013</p> 

Kepada

Puan Nur Eliana Abdullah
Cik Angela Delquin anak Edward Jimen
Encik Chua Wey Lin
Encik Mohd Othman Jad bin Mohd Rasidi
Cik Suzy Anggo
Mohd Erna Syuqma bin Marzuki
Cik Aimi Liyana binti Haji Ariffin
Cik Afiqah binti Bojeng
Cik Zarith Aimi binti Sarkawi

Tuan/Puan.

MAJLIS PERASMIAN SAMBUTAN ULANGTAHUN HARI BANDARAYA KE-25

Perkara di atas adalah dirujuk.

2. Sukacita dimaklumkan bahawa tuan/puan telah dicalonkan untuk mengadiri **Majlis Perasmian Sambutan Ulangtahun Hari Bandaraya Ke-25** seperti ketetapan berikut:


Tarikh : 01 Ogos 2013 (Khamis)
Masa : 09.30 pagi
Tempat : Stadium Perpaduan, Jalan Stadium, Kuching

3. Kehadiran tuan/puan ke majlis tersebut amatlah dihargai.

Sekian, terima kasih.

“KUALITI DAYA KETRAMPILAN”

“BERSATU BERUSAHA BERBAKTI”


(SUPIAN TARMIZI BIN HAJI MOHD. TAZUDDIN)
Setiausaha
Dewan Undangan Negeri Sarawak

Ruj. : DUN/K/008/JLD 10 (57)
Tarikh : 31 Julai 2013

s.k. Fail Peribadi

KERTAS MINIT
MINUTE SHEET

Ketua Pengawal Keselamatan
Unit Keselamatan
Dewan Undangan Negeri Sarawak

LAWATAN KE DEWAN UNDANGAN NEGERI SARAWAK

Dengan ini saya merujuk perkara di atas. Berikut adalah senarai lawatan rasmi yang telah dijadualkan untuk bulan Ogos 2013 adalah seperti berikut:-

No.	Sekolah/Pertubuhan/Agensi Kerajaan	Tarikh/Hari	Masa	Bilangan
1	Rombongan dari SMK Serian (Pn. Teresa)	Rabu 21/08/13	10:00 pagi	109 pelajar & 10 guru (Kovota Unser @k@60 Bas sekolah NAI 7555 WPA 5147 OK F 9126)
2	Rombongan dari Jawatankuasa Rukun Tetangga Sariket (Jab. Perpaduan Negara)	Jumaat 23/08/13	3:00 petang	55 ahli (Bas @naten)
3	Rombongan dari Kolej Kesihatan Awam (En. Zanaren - 013-8230971)	Isnin 26/08/13	2:00 petang	(20 pelajar & 2 pengarah) (Bas atau van kolej)
4	Rombongan dari Institution of Engineers Malaysia	Khamis 29/08/13	9:00 pagi	20 orang (kendaraan persendirian)

2. Untuk perhatian segera dan tindakan sewajarnya.

Terima kasih.

"BERSATU BERUSAHA BERBAKTI"
"AN HONOUR TO SERVE"

Supian Tarmizi Bin Haji Mohd Tazuddin
Setiausaha
Dewan Undangan Negeri Sarawak

- s.k. Puan Shaifika bt. Suhaili (Taklimat & lawatan)
- Puan Nur Elliana Abdullah (Taklimat & lawatan)
- Cik Suzy Anggo (Sambutan & Borang Soal Selidik)
- Encik Mond. Erna Syuqma (Jurugambar)

Rujukan : DUN/L/004/JLD.13 (33)
Tarikh : 19 Ogos 2013

327
Rev. 3.0

KERTAS MINIT
Minute Sheet

Kepada

Puan Hanisah Abdullah
Puan Shaflka binti Suhaili
Cik Dayang Nur Hafeezah bitni Termizi
Puan Sophia anak Michael Jenang
Puan Norziana binti Haji Ahmad
Puan Nur Eliana Abdullah
Encik Alwie bin Haji Ali
Cik Angela Delquin anak Edward Jimen
Cik Suzy anak Anggo
Cik Aimi Liyana binti Haji Ariffin
Cik Afiqah binti Bojeng
Cik Zarith Aimi binti Sarkawi
Encik Mohd Erna Syuqma bin Marzuki

Tuan/Puan

MAJLIS MAKAN MALAM SEMPENA DENGAN PERSIDANGAN ANTARABANGSA "CITY WITH A SOUL"

Perkara di atas dirujuk.

2. Adalah dimaklumkan bahawa satu Majlis Makan Malam Sempena Dengan Persidangan Antarabangsa "City With A Soul" akan diadakan pada 26 Ogos 2013 (Isnin), jam 7.30 malam hingga 11.30 malam.
3. Senubungan itu, tuan/puan diminta untuk hadir bagi membantu memantau perjalanan majlis tersebut.
4. Kerjasama tuan/puan amatlah dihargai.

Sekian, terima kasih.

"KUALITI DAYA KETRAMPILAN"

"BERSATU BERUSAHA BERBAKTI"



(PELE PETER TINGGOM)

Timbaian Setiausaha
Dewan Undangan Negeri Sarawak

Ruj. : DUN/D/001/JLD.1(47)
Tarikh : 23 Ogos, 2013

Ketua Pusat Pengajian Sains Sosial
Fakulti Sains Pentadbiran dan Pengajian Polisi
Universiti Teknologi MARA Sarawak
Kampus Kota Samarahan
Jalan Meranek
94300 Kota Samarahan
Sarawak

(u.p. Encik Fairuz Hidayat Merican Wan Merican
Penyelaras Latihan Praktikal Program AM228)

Tele: 082-677300
Faks: 082-677300 / 677300

Tuan

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


NAMA PELAJAR: Mohd Emq Syuqma bin Marzuki
NO KAD MATRIK: 2011 S76447
KOD PROGRAM: Am228

Dengan hormatnya permohonan tuan menerusi surat bil 100-SUITMKS (FSPPP/A/2) bertarikh 10 April 2013 mengenai perkara tersebut di atas adalah dirujuk

2. Adalah dimaklumkan bahawa setelah pertimbangan teliti diberikan terhadap permohonan tersebut maka pihak kami **BERSETUJU / ~~TIDAK BERSETUJU~~** untuk menerima pelajar berkenaan dari Fakulti tuan bagi menjalani latihan praktikal di organisasi kami mulai 22 Julai 2013 hingga 30 Ogos 2013 berdasarkan syarat-syarat yang akan ditentukan oleh kami.

Sekian, terima kasih

Yang benar


Tandatangan Pegawai dan Cop Organisasi



* Potong mana yang tidak berkenaan



FAKULTI SAINS PENTADBIRAN DAN PENGAJIAN POLISI
UNIVERSITI TEKNOLOGI MARA

BORANG PERJUMPAAN DENGAN PENYELIA
LAPORAN AKHIR PRAKTIKAL (ADS 666)

NAMA PELAJAR : MOHD. FARHA SYUAMA B. MARZUKI
NO MATRIK UiTM : 2011576447
NO KAD PENGENALAN : 900721-13-5161
PROGRAM : AM228/AM225*
NAMA PENSYARAH PENYELIA : Pn. Nadrawina Bt. Isnin

* Pelajar dikehendaki mendapatkan tandatangan dari Pensyarah Penyelia Penyediaan Laporan Akhir Latihan Praktikal pada setiap kali pertemuan diadakan

Bil	TARIKH	MASA
1	21/8/2013	9am
2	11/11/2013	9am
3	13/12/2013	11am
4	16/12/2013	3pm
5	26/12/2013	10am
6		
7		

TANDATANGAN	CATATAN
Yes	① binary cara membuat report ② semale log book
Yes	① binary chapter 3, 4, 5 ② semale " 1.
Yes	① checking drafts to bring 16/12/2013
Yes	① Draft checked.
Yes	checked all drafts + to amend few pages.

8					
9					
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* potong yang tidak berkenaan
Sila gunakan lampiran jika ruang sediada tidak mencukupi