



اُنْبُوْزِ سِيْتِيْ بِاْتِيْكَوْلُوْ كِيْ مَارَا  
UNIVERSITI  
TEKNOLOGI  
MARA

**UNIVERSITI TEKNOLOGI MARA KAMPUS KOTA SAMARAHAN**

**FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY  
STUDIES BACHELOR OF  
ADMINISTRATIVE SCIENCE (HONS)**

**ADS 666 PRACTICAL TRAINING  
DEPARTMENT OF SOCIAL WELFARE OF SARAWAK**

**PREPARED BY:**

**NUREZIYATI BINTI MORSHIDI**

**UNDER SUPERVISION OF:**

**MADAM NOORFADHLEEN MAHMUD**

## **THE DECLARATION**

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

Signed.



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**Nureziyati Binti Morshidi**

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# **CHAPTER ONE**

## **INTRODUCTION OF ORGANIZATION**

### **1.0 INTRODUCTION**

Students of Bachelor in Administrative Science (Hons) or AM228 of UiTM Samarahan, Sarawak are required to attend a practical training with any organization that chooses by the student themselves. In order to complete this subject, I decided to do my practical training at Department of Social Welfare of Sarawak within 6 weeks, starting from 22 January 2014 until 28 February 2014. All of student are provided with log book to be fill in with their tasks during practical training every day from Monday until Friday. This chapter will summarize about the background of the organization, mission, vision, motto, client charter, organization structure, and also list of their policy especially in Department of Social Welfare of Sarawak

### **1.1 HISTORY OF ORGANIZATION**

In March 1993, Social Welfare Department has been upgraded from the Welfare Division of the Ministry of Social Development Sarawak. The function of this department has been developed and placed as important agencies under the Ministry of Social Development and Urbanization Sarawak. In the beginning, the Welfare Division was established to address the welfare by taking over the function from Sarawak Welfare Council in General Assistance by assisting victims of disasters, as well as expand its charitable activities by providing the necessary services in accordance with the

changing times. Development of the Department of Social Welfare in detail as follows:

Year of establishment

- 1965** : Ministry of National Youth Culture
- 1966** : Welfare Division
- 1975** : Ministry of Welfare
- 1984** : Ministry of Social Development
- 1993** : Department of Social Welfare

The Welfare Department was enacted under the Constitution of Malaysia, in Table 9 List With or concurrent list and therefore in the state, the Department of Social Welfare has been declared as an agency responsible for such things as the following:-

1. Coordination of all Policies and Activities relating to Welfare Services
2. Charitable Trusts (excluding Muslim Charitable Trusts)
3. Care and Counselling Service for Juvenile Delinquents
4. Protection of Women and Young Girls
5. Protection of Welfare of Children and Young Persons in need, and prevention of Child Abuse
6. Adoption of Children
7. Rehabilitation and Welfare of Disable and Vagrants
8. Coordination and Supervision of Activities of Voluntary Organizations
9. Relief and Rehabilitation of Victims of Natural and Civil Disasters

10. Administration of Old Folk Homes

11. Supervision of Care Centre

(Sources: Department of Social Welfare of Sarawak.

<http://www.welfare.gov.my>)

### Social Welfare

Defined as "a system of social services and institutions organized and planned, designed to help individuals and groups to achieve the standard of living, health standards, social and personal relationships that allow them to build capacity and promote the well-being of harmony based on the needs of the family and society"

### Social Works

In performing their duties and responsibilities, the Department of Social Welfare use social work as an approach toward achieving social welfare. Social work is defined as "a professional activity that helps individuals, groups or communities to enhance or improve their capacity to meet social needs and create conducive conditions to achieve that goal"

## **1.2 MISSION, VISION AND MOTTO**

### **MISSION**

Providing Quality of Welfare Services for Those People Who Needs

### **VISION**

Agency as a Leader in Welfare Services for People's Welfare

### **MOTTO**

Humanity in Giving Welfare Services

### **1.3 CLIENT CHART**

Every organization have their own client charter in order to make sure that all the services are fulfil by the staff and same goes to Department of Social Welfare of Sarawak (JKMNS). We are committed to provide quality and friendly in service to our target groups regarding each of following departments:-

#### **1. The Socio-Economic Management and Assistance**

- Approval monthly payment within 30 days from the date the application is received
- Early Disaster Relief will be extended during the first visit made

#### **2. Care, Protection and Rehabilitation of Children**

- Initial investigation cases of children made immediately within 24 hours of receipt

#### **3. Development and Empowerment Group Targets Productive**

- Grant Approval launch within 2 months from the date the application is received

#### **4. The Care and Protection of Senior Citizens**

- Approval of Application for Admission to the Institution within 45 days from the date the application is received
- Preliminary investigations carried Domestic Violence cases within 24 hours after receiving complaints

5. Recovery and Empowerment of Persons with Disabilities (PWDs)

- OKU card processing within 14 days from the date the application is received

6. Development Community and Voluntary Welfare Association (NSA)

- State grants approval within 3 months from the date the application is received.

7. Recovery Young Offenders

- Social Report prepared within 30 days from the date of the charge received from the Police / Court



## **1.4 POLICY IN ORGANIZATION**

**1.4.1** Policy for Persons with Disabilities

**1.4.2** Social Policy

**1.4.3** Policy for the Elderly

### **1.4.1 PERSON WITH DISABILITIES POLICY**

#### **INTRODUCTION**

The persons with disabilities (PWDs) are part of the community. Therefore, they have equal rights and opportunities to lead a life like other members of society. Rights-based approach or rights-based and should be used to ensure the protection of the interests and welfare of disabled people.

#### **DEFINITION**

Handicapped is a person with a disability long-term physical, mental, intellectual or sensory when faced with obstacles may not be able to participate fully and effectively

#### **STATEMENT OF POLICY**

Disabled policy basis of equality of rights and opportunities for disabled people to participate fully in society. This also gave importance to human rights such as dignity, respect and independence to enable them to live independently.

## **POLICY OBJECTIVES**

Disabled Policy sets out four objectives:

1. Recognition and acceptance of the principle that disabled people have equal rights and opportunities for full participation in society
2. Eliminate discrimination against any person on account of his disability
3. Educate and raise public awareness about the rights of disabled people.

## **STRATEGY**

Disabled under the Policy Strategy is divided into 15 areas as follows

### **Advocacy**

- Raising awareness and positive attitudes towards disabled people in the community through an effective program.

### **Accessibility**

- Ensure the provision of barrier-free environment (barrier-free), including those in and out of buildings, workplaces, neighborhoods and public spaces.
- Improve the provision of public transport accessible and encourage the provision of and access to information and communication technology (ICT)

## **Health**

- Improving health services including prevention, detection and early intervention (primary care) and
- Improving the quality of medical services for the disabled (secondary and tertiary care)
- 

## **Recovery**

- Improve the effectiveness and expand existing programs for disabled rehabilitation.
- Creating a new rehabilitation program for the disabled in accordance with the current development.

## **Education**

- Improving disabled access to education at all levels, including lifelong learning.

## **Employment**

- Open up more job opportunities and encourage employment of disabled people in all sectors of employment.
- Promoting self-employed disabled persons (self-employed) and independent.

## **Personal Safety and Social Protection**

- Protecting the disabled from all forms of exploitation, violence and abuse.
- Enhance services and facilities for the disabled are eligible and needy.

## **Support Services**

- Strengthening mechanisms of support services tailored to the needs of disabled people.
- Encourage the production and sale of artificial devices and support affordable disabled.

## **Social**

- Improve facilities and encourage the participation of disabled people in social activities.

## **Human Resource Development**

- Develop the capacity and provide adequate trained human resources as well as providing services to the disabled.
- Develop capacity of non-governmental organizations (NGOs) representing the interest
- Increase the participation of disabled people in the planning process and decision making.

## **Community Involvement**

- To encourage the involvement of volunteers in program development disabilities.
- Establish and strengthen multi-sector and multi-disciplinary collaboration network.
- Encourage private sector participation in corporate social responsibility.

## **Research and Development**

- To promote research and development of disabled and disseminate research findings for the improvement actions.
- To strengthen coordination mechanisms of implementation, monitoring and evaluation of programs disabled

## **Housing**

- To promote universal design in the construction of the house and surrounding areas.
- Provide opportunities for the disabled to own a home.

## **Disabled children**

- Best interests in mind (best interest) for children with disabilities in all development programs, advancement and empowerment of people with disabilities

## **Disabled Woman**

- Best interests in mind (best interest) to women with disabilities in the program development, advancement and empowerment of people with disabilities.

## **1.4.2 NATIONAL SOCIAL POLICY**

**Umbrella Policy** that covers the philosophy and various national social development policies of the Constitution, National Principles, Vision 2020 and the country's international commitments. Social Policy (NSP) is a social development policy based on moral values and human capacity to achieve social cohesion and stability, national resilience and well-being of Malaysians who developed and established.

### **Policy Statement**

**Policy of Social State** is the basis of the social development values and increase human potential to achieve social cohesion and stability, national resilience and well-being of Malaysian society developed and established.

### **Statement Goal**

Creating a Malaysian society that developed and established by each member of the community the opportunity to develop their potential to the optimum in the environment based healthy social traits united, resilient, democratic, moral, tolerant, progressive, compassionate, fair and consistent with the goals of Vision 2020.

### **Background**

**1990** :The discussion of social issues and the need for National Social Policy

**1996** :The establishment of a Cabinet Committee to Combat Social Problem

**1998** :NDPC discussed the need for an NSP

:EPU requested MNUSS the NSP

**1999** :MNUSD workshops DSN

:Appointment of SAP consultants

**2002** :SAP consultants produced a draft of the NSP

:Special Task Force in MNUSD

:NSP, machinery performance and approach presented to CCESP

**2003** :NSP was approved by the Cabinet (February 19)

:NSP officially launched (August 19)

### Objectives

#### **General Objectives**

- To ensure that every individual, family and community, regardless of ethnicity, religion, culture, gender and political affiliation and regions can participate and contribute to national development and well-being continuously.

#### **Specific Objectives**

- Ensure that the basic needs of the individual, family and community are
- Develop and empower people throughout life
- Strengthening and developing social support systems and social services
- Generating multi-sector synergy



### **Objective 1**

Ensure the Basic Needs of the Individual, Family and Community.

They include: -

- The basic requirements are adequately
- Physical environment that is healthy, clean, safe and people friendly
- Social environment that emphasizes good values
- Opportunities to improve the quality of life
- Family life and society as well as the rights of citizens
- Other necessities of life appropriate to the current situation

### **Objective 2**

- Develop and Empower People for Life
- Without distinction of gender, ethnicity and physical ability to utilize and enhance the resources and the optimum at each stage of the life cycle

### **Objective 3**

- Consolidate and Social Support System Developing and Social Services

Strengthen and add:

- Social support systems such as family systems, ethnicity, religion, social organizations and others in the community
- Social service delivery in all sectors involved in social services

## **Objective 4**

### **Multi-Sector Synergy EARN**

- Cooperation between different fields within and between the public, private and voluntary sectors should be strengthened to create synergy and resources in the community to secure social services for all members of society, based on the concept that social development is a shared responsibility.

### **1.4.3 ERDERLY POLICY**

#### **Introduction**

Malaysia can be a united and tolerant, with a society that has self-confidence, moral values and ethical, progressive and prosperous, and be able to play the role of ensuring the well-being of all communities.

To achieve this goal, it should be created a society that is caring and thoughtful, with a system that emphasizes universal needs, the welfare of the people of terraced family system strong and established to enhance and strengthen ongoing basis.

Consequently, the elderly who are part of the society and the nation, admittedly has a lot of experience and skills. They have contributed over the years and still has the potential to contribute to family, community and country. Therefore it is appropriate that they get the attention, respect and care to ensure their well-being.

#### **Definition**

The elderly are defined as those aged 60 years and above. This definition is based on the definitions made in "World Assembly on Aging in 1982" in Vienna.

#### **Policy**

Nation to create the prosperous community seniors, dignified, possessed as well as to high, by optimizing the potential, as well them and they determine besides being given the opportunity to enjoy all the care and protection as a member of the family, and community

## **Objectives**

- Enhance the respect and dignity of the elderly in the family, community and country.
- Developing the potential of older people so that they remain active and productive in the country's development, and creating opportunities to help them continue to live independently.
- Encourage the creation and provide certain facilities to ensure the care and protection of the elderly towards their wellbeing.

## **Strategy**

### Self-respect and dignity

- Enable the elderly to live with respect and dignity, and safe and free from oppression and persecution
- Determining the elderly are treated fairly and equitably regardless of age, gender, ethnicity, religion, disability or other conditions, regardless of their ability to contribute
- Enabling the elderly to enjoy the opportunity to realize their optimum potential
- Help the elderly gain access to educational resources, cultural, spiritual and recreational facilities in the community.

## **Independence**

- Ensuring that the elderly can meet basic needs through source of income, family and community support and self-help
- Help the elderly get the opportunity to continue to serve and contribute to the nation

- Ensuring that the elderly can enjoy a safe and easy to adapt in line with the ability to change
- Enable older people to continue living with their families and communities as long as possible
- Provide early preparation to the elderly to plan contributions based on the expertise and capabilities steadily towards national development.

### **Disclosure**

- The elderly play in society and participate actively in the formulation and implementation of policies related to their well-being and pass on knowledge and skills to the younger generation
- Provide opportunities for older people to contribute to the community on a voluntary basis in accordance with their capabilities and interests
- Encourage the elderly to form societies or organizations to carry out activities for their well-being.

### **Care and Protection**

- To create facilities for the care and protection of the family and society in accordance with the system and the values of society
- Help the elderly to health care to help them to maintain or restore their physical, mental and emotional health to an optimum level and prevent the infection of the disease
- Enabling the elderly to benefit service institutions providing care, protection and social and mental stimulation in a safe and comfortable
- Help the elderly to social and legal services for the development of individual autonomy, protection and care

- Securing senior citizens enjoy the basic rights of individuals while in the care and treatment with respect to their dignity, beliefs and needs of their
- Establish a comprehensive social security system to guarantee a stable income and welfare of the elderly.

### **Research and Development**

- To promote research on the elderly for the purpose of gathering information for use in planning development programs of the elderly
- Creating an Advisory and Consultative Body Elderly to help coordinate and identify the needs to make, the activities for the elderly.

### **Policy Action Plan Of Old Posts**

- Implementation of programs and activities related to the elderly by individuals and groups, voluntary organizations, local communities, government agencies and the private sector based on the National Policy for the Elderly.
- To ensure the successful implementation of the National Policy for Older concerted efforts and comprehensive to be taken by the relevant agencies, including: -

### **Education**

- Education facilities and training should be provided to enable the elderly to attend courses and further education to enable them to develop their potential to the optimum. The school curriculum should include family life education to the younger generation to understand and appreciate the elderly.

### **Employment**

- Seniors are encouraged to continue to contribute to national development through employment based on their experience and their skills. In this way, they can live independently in terms of income and well-being.

### **Participation in Society**

- The elderly are encouraged to participate in family activities and community organizations, to enable them to play a role in family and society as well as to interact with them

### **Leisure**

- Appropriate facilities should be provided for the elderly carry out recreational activities in the areas of housing, recreation and sports centers.

### **Transport**

- The public transport system must provide suitable facilities to enable older people to move from one place to another with ease.

### **Housing**

- The houses are available and will be built should include suitable facilities for the elderly to enable them to live more comfortably.

### **Family Support Systems**

- To ensure that the elderly continue to live with the family, a support system for families to be established in residential areas to assist families in caring for the elderly. Certain incentives should be introduced to support the family members who care for elderly resume their roles.

### **Health**

- Medical facilities and appropriate health and specifically for the elderly should be provided to ensure that their health is perfect.

### **Social Security**

- A comprehensive social security scheme to guarantee the future of the elderly should be provided.

### **Media**

- To raise awareness of the elderly people, the print and electronic media should play a more active role.

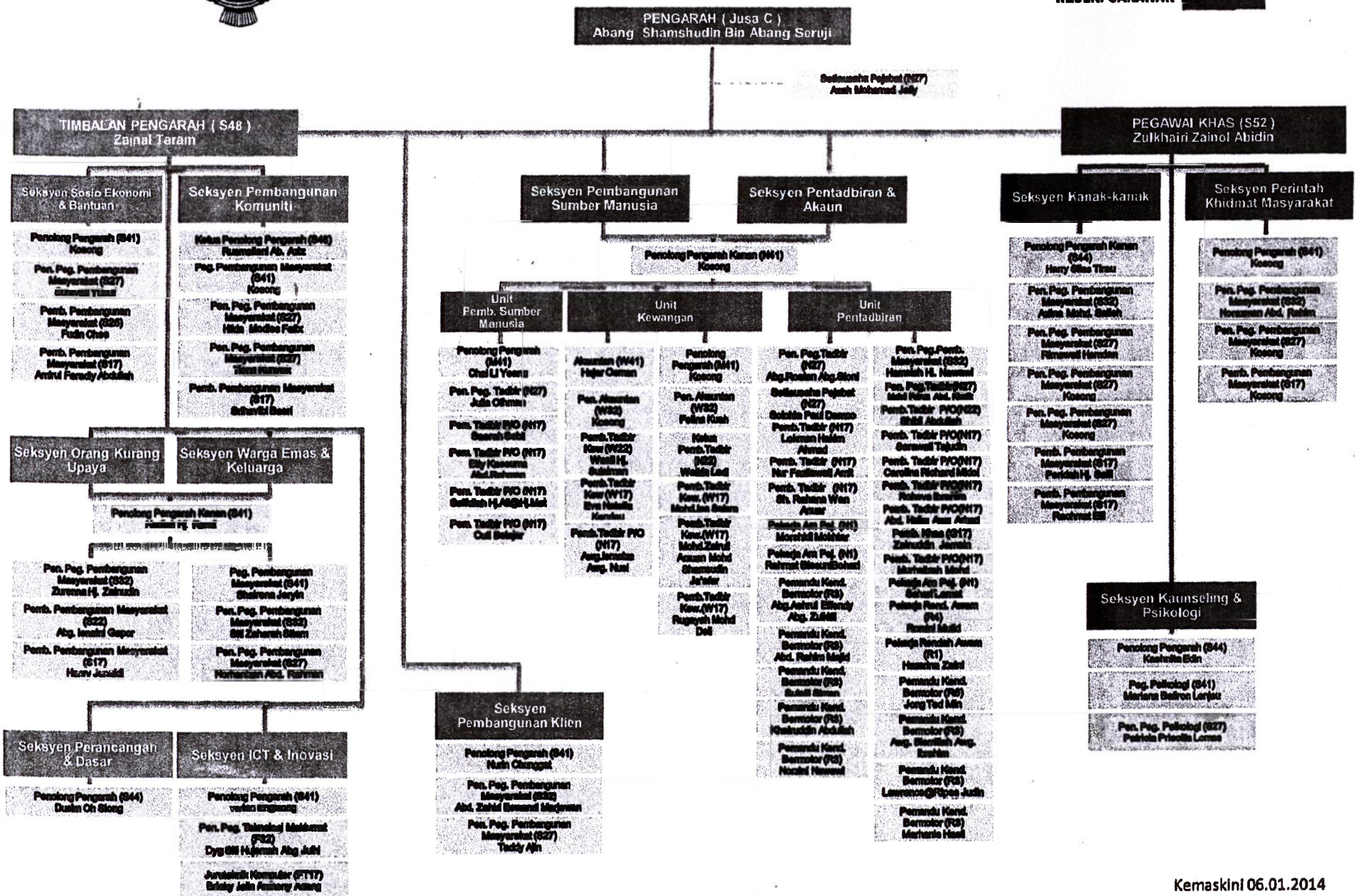
### **Research and Development**

- These studies should be undertaken to obtain information to enable better planning can be implemented for senior citizens.
- Social Welfare Department under the Ministry of Women, Family and Community identified as the agency responsible for the coordination of the implementation of the action plan.





# CARTA ORGANISASI JABATAN KEBAJIKAN MASYARAKAT Negeri Sarawak



## CHAPTER TWO

### SCHEDULE OF PRACTICAL TRAINING

#### 2.0 INTRODUCTION

In this chapter it will summarize the daily of activities and tasks done in Department of Social Welfare of Sarawak (JKMNS) , which was being recorded in the log book given. Thus, the description of job and task execute throughout training will be explained in this chapter.

#### 2.1 FIRST WEEK

<b>DATE/ DAY</b>	<b>EXACT NATURE OF WORK DONE</b>
<b>22.01.2014 Wednesday</b>	The first day, on 22 January 2014, I was attending my practical training at Department of Social Welfare of Sarawak (JKMNS). I arrived at 8.00 am and around 8.15 am I met the education officer of JKMNNS, Madam Julia Othman. She dividing us into 5 different section and I was instructed to join the Section Socio Economy and Help. I was introduced to my supervisor in charge which is Madam Surayati binti Yusuf the Operation Chief Officer in the section and to the other staff in SEB. Madam Surayati giving me a short briefs on the section and the core business that running in this section. She gave me some of reading material so that I can learn more on what is the section is all about.



	<p>Some of the reading material;</p> <ul style="list-style-type: none"> <li>• Dasar &amp; Mekanisma Pengurusan dan Bantuan Bencana Negara</li> <li>• Pusat Pemindahan &amp; Pangkalan Makanan</li> <li>• Bantuan Kewangan Persekutuan</li> </ul> <p>On the first day, Miss Dayang Razainiah instructed me to do filling on the official letter into the respective file that have been prepared. To do the filling Miss Dayang taught me on how to make the update in the General File and how to organize it according to the latest version of filling. After doing the filling work, Mr. Robert Jullong instructed me to key in the name of victim in the flood cases in Bintulu Phase I that happen recently. When doing the task I learn more on how to deal using the Microsoft Excel.</p>
<p><b>23.01.2014</b> <b>Thursday</b></p>	<p>On the second day, Madam Surayati introduced me to the Deputy of Director Operation, Mr. Zainal Bin Taram. On that day Madam Surayati showing me the flood case operation room. Currently at that time, the operation focus on the Flood cases in Bintulu Sarawak. In this operation process, Mr. Tambit taught me on the operating process on how to gather information. The “Flood Operation” process was done by receiving calls and update from the division center on the current flood area. Some of the update that been received is;</p> <ul style="list-style-type: none"> <li>• Nama Pusat Pemindahan</li> <li>• Kawasan Terlibat</li> <li>• Total Victim / Total Family.</li> </ul>

	<p>When the data have been collected and key in to the computer, Mr. Tambit instructed me to fax the latest printed update on the flood cases. These are some of the place that received the fax ;</p> <ul style="list-style-type: none"> <li>• MKN- majlis Keselamatan Negeri</li> <li>• UKN- Unit Keselamatan Negeri</li> <li>• KKWPK- Kementerian Kebajikan Wanita Pembangunan Wanita</li> <li>• JKMM- Jabatan Kebajikan Masyarakat Malaysia</li> <li>• PGO- Pusat Gerakan Operasi</li> </ul> <p>The update will be faxed to the respective place in every 9AM, 12PM, 4PM, 6PM. For the next update I was ordered by Miss Dayang to fax the update. Mr. Robert made a new schedule for the operation room and I was instructed by him to be in the operation room from 8am to 5pm.</p>
<p><b>24.01.2014</b> <b>Friday</b></p>	<p>On the third day, Madam Surayati instructed me to rearrange the ‘Laporan Masuk’ file for our section according to the case and the date of cases. When I finish rearrange the file I was ordered to collect the data for the number of victim that affected by the flood in Bintulu Sarawak. On that day, JKMNS is having problem for their telephone connection and we cannot fax the update. All of the update is been submitted using email. Some of us have to use our own personal phone to contact the officer in Bintulu. For the meanwhile, we only updating the “status Pusat Permindahan” board according to the report received from division.</p>

## 2.2 SECOND WEEK

DATE/ DAY	EXACT NATURE OF WORK DONE
<p><b>27.01.2014</b></p> <p><b>Monday</b></p>	<p>For the second week the flood cases in Bintulu was running low and some of the victim are going back to their respective home. Madam Surayati instructed me to check of family victim in the flood cases that happen recently in Phase I. the purpose of checking the list name is to check whether the list of the name is tally with the total number of victim. This is because some of the victim just put their name in the list so that they can claim aids from JKMNS. After that, Mr. Robert instructed me to check the list of family victim that do not have their IC number. It is important to make sure that the aid is been given to the right people that needed. The list name cover several area ;</p> <ul style="list-style-type: none"> <li>• Miri</li> <li>• Betong</li> <li>• Bintulu</li> <li>• Sri Aman</li> <li>• Samarahan</li> <li>• Kuching</li> <li>• Limbang</li> <li>• Sarikei</li> <li>• Sibul</li> <li>• Kapit</li> </ul>
<p><b>28.01.2014</b></p> <p><b>Tuesday</b></p>	<p>The next day, Mr. Robert instructed me to check the latest of Flood victim for phase II whether or not all of them do have the IC number. After checking on the list, I continue to do my filling work</p>

	<p>for the general file according to the latest version of filling system.</p> <p>On the afternoon, Mr. Robert instructed me to call the Bintulu Division to update the latest list name of the flood victim because some of the name does not have the IC number. I have to communicate using phone by telling each one of the name that do not have the IC number because by asking them to update the typing list name it takes time. So the fastest way I by asking each of the name.</p> <p>When I finish doing my filling work on the General File Miss Dayang instructed me to put the updated file to the General File room. The file is been organize in numbering order.</p>
<p><b>29.01.2014</b> <b>Wednesday</b></p>	<p>On the third day, Mr. Robert asked me to sort the list name of the flood victim after that I was instructed by Miss Dayang to update the file and make a new entry in the new white file using the new format. On the afternoon, Miss Dayang instructed me to calculate the total no of flood victim from all division in Sarawak. After that, I was order to check the latest list name of the flood victim for the final touch before it will be compile to be use in the monthly meeting.</p>
<p><b>30.01.2014</b> <b>Thursday</b></p>	<p>I have instructed by Miss Dayang to calculate the total number of flood victim in Mukah. After calculating the total victim, Mr. Robert instructed me to read on the newspaper and cut off any news that related to our section.</p> <p>On the evening, Miss Dayang instructed me to bind the latest “Senarai Nama Mangsa Banjir” for all of the division in Sarawak.</p>

## 2.3 THIRD WEEK

<b>DATE/ DAY</b>	<b>EXACT NATURE OF WORK DONE</b>
<b>03.02.2014</b> <b>Monday</b>	On the first day of the third week, Mr. Robert instructed me to compile the list name of 'Senarai nama mangsa banjir yang berpindah dan tidak berpindah ke pusat Pemindahan' for Phase I of the flood cases. After that, he instructed me to binding the compiled document. On the evening, Mr. Robert instructed me to recheck the list of flood victim in the Phase II that happens in Bintulu recently. The purpose of checking the list name is to make sure that all of the recipient is having the IC number and at the same time to make sure that the total name is tally with the total number of victim that have been reported.
<b>04.02.3014</b> <b>Tuesday</b>	On the next day, I was instructed by Mr. Robert to recheck the latest list name of victim that have been updated by all division for the flood cases for the Phase II. After I finished checking the list name and updating all of the name with the division, Madam Solphia instructed me to help her to abolished the old document and shredding all of the old document. On the evening I was instructed by Madam Surayati to rearrange the document in the room and at the same time to abolished the old document.
<b>05.02.2014</b> <b>Wednesday</b>	On the third day, Miss Dayang instructed me to update the General File using the latest format. On the evening Mr. Robert instructed me to fax the expenses warrant to the JKMNS Division in Sibul,

	<p>Kuching, and Mukah and wait for their call whether they received the fax document or not. After that I make a photocopy for the document and the original copy is given to Madam Sarawati and the other copy is to be compile in the General File.</p>
<p><b>06.02.2014</b> <b>Thursday</b></p>	<p>Continue to update the general file using the latest format. Some of the file is;</p> <ul style="list-style-type: none"> <li>• Skim Skim Bantuan Jabatan</li> <li>• Pengurusan Bantuan Bencana</li> <li>• Kes Tunggakan</li> <li>• Salinan Waran Waran</li> </ul>
<p><b>07.02.2014</b> <b>Friday</b></p>	<p>On this Friday me and all my friend attending the “Jemputan Menghadiri Ceramah Bersempena Maulidur Rasul” from 8 am to 11 am.</p> <p>Continue to update the general file until in the evening.</p>
<p><b>08.02.2014</b> <b>Saturday</b></p>	<p>Attending program “Ilek Ilek Bersama Kamek 2014” at Kampung Sungai Midin and all the Rukun Tetangga crew.</p>



## 2.4 FOURTH WEEK

<b>DATE/ DAY</b>	<b>EXACT NATURE OF WORK DONE</b>
<b>10.02.2014</b>  <b>Monday</b>	Received an order to update the General File.  On 9am, Madam Fadhleen our supervisor came to visit us and monitored our activity during the practical training.  After that, Miss dayang instructed me to sorting the letter into the General File. Some of the file is; <ul style="list-style-type: none"><li>• Bantuan Kebakaran Kuching</li><li>• Bantuan Kebakaran Sarikei</li><li>• Bantuan Kes Terkandas</li><li>• Hari Perayaan</li></ul>
<b>11.02.2014</b>  <b>Tuesday</b>	Continue to update the General file.  Mr. Robert instructed me to contact all of the division so that we can update the data on the “Task Force”.  Update the General File. Some of the file is; <ul style="list-style-type: none"><li>• Permohonan Bantuan Rumah</li><li>• Aktiviti Seksyem</li><li>• Taklimat, Ceramah &amp; Ucapan</li></ul>
<b>12.02.2014</b>  <b>Wednesday</b>	Continue to update the General File.  Received order from Mr. Robert to check the list name of the flood victim whether the name to the other list name.

	<p>Continue to update the General File. Some of the file is;</p> <ul style="list-style-type: none"> <li>• Newspaper cutting</li> <li>• Mesyuarat Ketua Seksyen</li> </ul>
<p><b>13.02.2014</b> <b>Thursday</b></p>	<p>Received order from Mr Tambit to Fax the latest update of the Flood cases phase III.</p> <p>Continue to update the General File. After that, Mr Robert instructed me to check the list name of the flood victim from all division.</p>
<p><b>14.02.2014</b> <b>Friday</b></p>	<p>Continue to update the General File.</p> <p>Received order from Mr. Tambit to fax the latest update on the flood case phase III</p> <p>Mr. Robert instructed me to check the list name of the victim for the flood cases recently.</p>

## 2.5 FIFTH WEEK

<b>DATE/ DAY</b>	<b>EXACT NATURE OF WORK DONE</b>
<b>Monday 17.02.2014</b>	Continue to update the General File. After that I was instructed by Mr. Tambit to fax the latest update on the flood cases in Limbang.
<b>Tuesday 18.02.2014</b>	Continue to update the General File. Some of the file is; <ul style="list-style-type: none"><li>• Pangkalan Hadapan</li><li>• BSKP</li><li>• Aduan Pelanggan</li></ul>
<b>Wednesday 19.02.2014</b>	Continue to update the General File. Some of the file is; <ul style="list-style-type: none"><li>• Bantuan Kebajikan Sri Aman</li><li>• Tabung Bantuan Segera</li><li>• Laporan Awal</li></ul>
<b>Thursday 20.02.2014</b>	Continue to update the General File. Some of the file is; <ul style="list-style-type: none"><li>• Satellite Office</li><li>• Perkeliling BAtuan Kebajikan</li><li>• Projek Pembangunan Social</li></ul>
<b>Friday 21.02.2014</b>	Continue to update the General File. Some of the file is; <ul style="list-style-type: none"><li>• Permohonan Bantuan Kanak kanak</li><li>• Kes Tertunggak</li><li>• Newspaper Cutting</li></ul> Mr Robert instructed me to type the “Aturcara Programme”

## 2.6 SIXTH WEEK

<b>DATE/ DAY</b>	<b>EXACT NATURE OF WORK DONE</b>
<b>Monday 24.02.2014</b>	MUET test in the morning from 8am to 12 noon. Continue to update the General File. Some of the file is; <ul style="list-style-type: none"><li>• Salinan Waran waran</li><li>• BSKP</li><li>• Bantuan Kebajikan Sarikei</li></ul>
<b>Tuesday 25.02.2014</b>	Continue to update the General File. After updating the General File, I went to the court to hear the proceeding process on the young offender. The proceeding takes place in Mahkamah Majistret Seksyen 3. We waiting for Madam Kursia, the PKM's officer in JKM Kuching before entering the proceeding hall.
<b>Wednesday 26.02.2014</b>	Continue to update the General File. Some of the file is; <ul style="list-style-type: none"><li>• Bantuan Kebakaran Sri Aman</li><li>• Hari Perayaan</li><li>• Aktiviti Seksyen</li></ul>
<b>Thursday 27.02.2014</b>	Continue to update the General File. Some of the file is; <ul style="list-style-type: none"><li>• Permohonan BAntuan Kanak kanak</li></ul>

	<ul style="list-style-type: none"><li>• BAntuan Kebajikan Limbang</li><li>• Bantuan Kes Terkandas</li></ul>
<b>Friday</b> <b>28.02.2014</b>	Continue to update the General File. Some of the file is; <ul style="list-style-type: none"><li>• Bantuan Kes Kes Terkandas</li><li>• Bantuan Banjir Sibul</li><li>• Bantuan banjir Kuching</li></ul>

## **2.7 SUMMARY OF PRACTICAL TRAINING**

As the practical training student, I have gained a lot of experience and knowledge during that time by working under Department of Social Welfare Sarawak. I also learnt how to do filing, using office equipment such as photocopy machine, fax machines and also binding machines. Then, I also learnt how to write a letterhead, minute meeting, paperwork and memo. All of the staff have taught me the scope of works. Besides, I also can manage my time by completing the task given on time, so that any pending tasks can be avoid.

In addition, during my practical training, all the staff never let me confuse in every tasks that given to me. They always guide me on how to do the tasks. I also realize that, some of the lesson that I learnt during class can be adopted during my practical training. Besides, I also have experience in dealing with other agencies and customers.

The most important, I can know what are my weaknesses and strength so that, in the future, I can adopt all the knowledge and experience that I got during my practical training. As the conclusion, I enjoyed working because I can see and dealing with many agencies and also community.

# CHAPTER 3

## ANALYSIS

### 3.0 Introduction

This chapter will analyze the report of practical training, in which concentrate on the several task done as covered in the practical training logbook. Thus, this chapter also discussing on the application of the theoretical aspect that been covered in the classroom into the workplace, within the period of practical training is being held. This aspect also will explain in detail by comparing the knowledge that had learned in various subjects during class with the real-life situation of the organization. During my 6 weeks practical training at Department of Social Welfare of Sarawak (JKMNS) I had been attach to Section Socio Economy and Help.

### 3.1 TASK ANALYSIS

During my practical training at Department of Social Welfare of Sarawak (JKMNS), I have given some of the task that gives me a new work experience and real perspective about the organization movement and it is because, the practical training was very important for me as part of the adaption process and also gives some experience to me about the condition in office and the workplace especially from the aspect of organization behavior, work task, office management and office equipment. Besides, this internship also give me a chance to applied what has be learned in classroom into practical during carried out the task that has been given. While I have assigned the task, I realize that the task given is related with what I have learned in classroom such as when some of the task given are required me to use office equipment such as computer, telephone and photocopy machine. However, all of the task that assigned are very useful for me as a part of learning process and gain some of experience that I never get when in the classroom and give clear view when working in the future.

Even though, during the practical training I was assigned into the Section Socio Economy Dan Help, but I still can relates all task given with administration field, such as key-in the data, examine the received data, filling data, attending into Satellite office booth and so on. Thus, the task that has been assigned, show me how importance of office management and administration process in an organization and it shows that how management plays their roles in handling and administrates all the matters in systematic ways to ensure the efficiency. So that, in this practical training, I have discovered some of the concept that related with the task that has assigned to



me where it related with I have learned in classroom in term of concept and theoretical.

### **3.2 OFFICE MANAGEMENT SYSTEM**

An office is a tool of the office management and it is intended to assist in managing a business most economically and efficiently. According to Mills and Standingford(1986), office management can be defined as the art of guiding the personnel of the office in the use of materials, methods, machines and equipment appropriate to their environment in order to achieve its specified purposes. There are five functions of office management, which is planning, organizing, directing, controlling and co-ordination. During my practical training at Department of Social Welfare of Sarawak, I had been exposing with filing system concept. The filing system is when the system of classifying, coding arranging and placing records in the convenient place and easy to retrieve when requested by user. According to George Terry defines filing, as "Filing is the placing of paper in acceptable containers according to some predetermined arrangement so that any paper can be located quickly and conveniently, when required."

During some task, that involving filing process in this organization, I was instruct to do filing on the general letter that regarded to the letter of the event and disaster that happen in some of the division in Sarawak. The letter containing the information of the permission to do the event and the budget on the event cost that must be arrange properly and according to its series number, name of the event and time. The filing system is important because it can be as a reference for organization when necessary in the future. From this learning process in this task, it was showing on how the administration field

can be applied according what have I learn especially in public sector where the filing process has playing an important roles to ensure that the efficiency of the administration process in this organization.

### **3.3 COMMUNICATION WITHIN THE ORGANIZATION**

Communication is one of the main factors that lead to successful in any organization. Communication refers to the process by which information is transmitted and understood between two or more people. Emphasizing the word “understood” because transmitting the sender’s intended meaning is the essence of good communications. (McShane, 2013). Communication is the vehicle through which people clarify their expectation and coordinate work, which allows them to achieve vehicle through which people clarify their expectation and coordinate work, which allows them to achieve organizational objective more efficiently and effectively (McShane, 2013) . The same goes to Department of Social Welfare Sarawak, communication is important to the employee and employee, employee and customer they need to communicate each other to make sure that all party is satisfied. In the Department of Social Welfare Sarawak, the party that involve in the communication is between the staff themselves, the staff, and the customer. The customer includes the clients, suppliers, and other staff from other division. Usually the headquarters will call the division to collect the weekly and monthly data that related to the organization in order to compile all of them to be present in the monthly meeting. Some of the document that they pass to the headquarters is not complete and we as the staff that wanted to compile the data need to make sure that the data is correct and precise. In order to have the data complete we have to push the division to give some of the data that is not complete. As

what I have experience in this department, I can see that they are good in the communication and at the same time they also teach me on how to deal and communicate with the staff in division so that they understand on what do we want. I also have experienced on dealing with the division staff, on that day I was instruct to call the division to collect that “Task Force” data and I learn how to speak with a slow voice and ask them on the information that I need.

During my practical training, I have experienced in dealing with community especially when involves program *Ilek-Ilek Bersama Kamek at Kampung Sg. Midin*. The programs need an active communication between both parties. From this program, I can learn on how to communicate with the community because some of them did not anything about the welfare department. At the programme, my friend and I try to explain one by one to the community on what they can get from the welfare department.

A critical path of the communication model is the channel or medium through which information is transmitted there are two types of channel that is verbal and nonverbal. Verbal communication uses word, and occurs through either spoken or written channels. Nonverbal communication is any part of the communication that does not use words (Stephen P. Robbin, 2007). Email has become the medium of choice in most workplaces because messages are quickly written, edited and transmitted. Employees increasingly rely on email to filter, store, sort and search messages and attachment far more quickly than is possible with paper-based memos. (McShane, 2013). This type of communication is been applied in Department of Social Welfare Sarawak when the headquarters is calling the Division Office to collect the weekly and

monthly data. The headquarter need to call the division office asking them on the data that we need and within 5 minute they can just email the needed data. This type of communication call Internet- Based Communication that is far most widely used is most of the government and non-government agencies because it is fast and precise compare to the verbal communication because people tend to misunderstood some of the information.

### **3.4 PUBLIC RELATIONS**

According to Dan Lattimore, public relations is a leadership and management function that helps achieve organizational objectives, define philosophy, and facilitate organizational change. In this subject, I was applied the theory which related to communication relations. Communication refers to the process by which information is transmitted and understood between two or more people (Mcshane, S. L., & Von, G. M., 2010 )

In any organization or department, the communication skill and process are very important same goes in Department of Social Welfare Sarawak. During my practical training I have experienced in dealing with the community in the Program Ilek Ilek Bersama Kamek at Kampung Sg. Midin. In this program an active communication is needed between both parties and at the same time we as the presentative from JKM have to make sure that the information that we is accurate and beneficial to the society.

### 3.5 OUTCOME EVALUATION

Overall of evaluation process during my 6 week of the practical training at Department of Social Welfare of Sarawak have gave me the real situation of working condition and environment. Although I have no working experience, all the staff under Section of Community Development have taught and guide me a lots. Madam Surayati, Mr Robert that had taught and exposed me with the real situation of working. For examples, during the flood operation I involved operation and stayed at the office until late evening and the programme *Ilek-Ilek Bersama Kamek at Kampung Sg. Midin*. All of this has exposed me with the real situation of working. I also given a trust in collecting rechecking missing data and compile it for the next monthly meeting.

## **CHAPTER FOUR**

### **STRENGTH AND WEAKNESSES**

#### **4.0 INTRODUCTION**

In this chapter, I will discuss on the strength and weaknesses of my task during practical training at Department of Social Welfare of Sarawak as being discuss in chapter three. Besides, I also will discuss about the solution and recommendation for this organization.

#### **4.1 STRENGTH**

##### **4.1.1 Active Communication among Staff**

During my attachment, I could see that, the communication between upper, middle, and lower level was very effective. The upper and middle level did not making their own gap while communication with the lower level and this make the communication between them is very effective. All parties cooperate among each other and although I was a practical student, but the way the communication with each other make me more comfortable. They also had taught and guide me a lot when I did not understand the tasks that given to me. The officers also have a good communication with the upper level. In dealing with customers, they have a good communication skill in order to avoid misleading the information. When I was instructed to call the other division, they also have a good communication skill. Every task that was assign to me can be accomplished as the staff have delegate to me with the right communication skills. As the results, I could get the right information and misleading of information could be avoid.

#### **4.1.2 Real Working Environment**

In order to experience the real working situation, this department has given me a lot of new experience. Especially when I was involved with their program, I feel that what I learnt during class can be used in real working situation. The staffs also gave me a task that the permanent staff did some of them. That is mean, although I was the practical student; they trust me and gave me the real tasks under this section.

#### **4.1.3 Handling Uncertainty**

During the Flood Operation, for Bintulu there was some issues arose. The meeting hall that placing all of the flood victim did not receive enough water supply and blanket because within 30 minute hundreds of them were checked in to the hall. Gratefully, without waiting for the warrant to withdraw the money to buy all of the supply, the Director instructed the person that in charge in Bintulu to just buy some of the supply in any shop with a credit and do not have to wait for the money. Moreover, the money can be drawn the next day and Department of Social Welfare just have to pay had been taken from the shop.

#### **4.1.4 Effective Filing System**

Filling the General file was one of the task that I did almost every day during my practical. From the filling system I could see that the management system in this section is very good and very systematic. This is because they are using the latest format where the letter is being arrange according to the number, type of letter, serial number, tittle of the letter and also the date. So, as a result, when they need to refer back the previous document, they just need to check



the date and the serial number of the file and as the result of the latest format of the filling system.

## **4.2 WEAKNESSES**

### **4.2.1 Weaknesses in Organization**

#### **4.2.1.1 Lack of Staff**

One of the weaknesses that I could see in this organization was lack of staff in every section. There are many works need to be done but the staff not enough to cover all the works. This problem has cause too many pending or previous work that not been settled before. The existence staff also cannot cover all the works because the section is too busy.

#### **4.2.1.2 Time Management**

Time management is very important in accomplishing the tasks. But this always been a problem that need to be face in every organization. As for example in collecting data from the division for the monthly report they know that end of the month they need to email the data but yet they did not do that and the headquarters need to call every month to remind them. More over the data that they send is not complete and we have to wait for the next day for them to collect. These cause many pending work that I could see. The time management of the staff seems not good. For examples, in manage “Task Force”, we need to undergo many process. So, if one of the process lately done, it was affect all the process because every process related to each other.



#### **4.2.1.3 Working Environment**

Working environment is very important in order to ensure that the working mood of every staff is good. It will lead to the quality of work done. However, in this department, I could see that, the open space sometimes lead to noisy and chaos. Therefore, the progress of work was affect.

### **4.3 RECOMMENDATIONS FOR IMPROVEMENT**

#### **4.3.1 Recommendation for the Organization**

##### **4.3.1.1 Space and Enough Equipment for Each Section**

My first recommendation, the organization should rearrange the space of the sections. This is because; the staff under each section seems far among each other. Then, every section should have one set of table. This is because, when I was attach under Section of Socio Economy and Help, the space make me become uncomfortable because the equipment such as previous files, other equipment did not have it owns space to be keep in.

##### **4.3.1.2 Improving the time management**

Time management is very important in order to make sure that the task given done according to the time given. In order to make sure that there is no pending task the staff in every division needs to make sure that they prepared with the data whenever needed. At the same time, the quality of the task that is been done is very important to make sure there is no redundant in work will be done.

## **4.3.2 Recommendation for Practical Training**

### **4.3.2.1 Extend the Time for Practical Training**

In order to gain more knowledge, UiTM should extend the period for the practical training. For me, the six weeks of practical training are not enough for the student to gain more of experience and knowledge from the aspect of the real working environment in organization and exposed with more tasks. Otherwise, the faculty also should implement the new policy to ensure that every student will follow practical training program in organization for at least one semester. By having long period of time, the student will be exposed with more knowledge and experience when they following practical training.

# **CHAPTER FIVE**

## **CONCLUSION**

### **5.0 INTRODUCTION**

In this chapter, I will summarize each of the chapter which are chapter one; Introduction to the Organization, chapter two; Schedule of Practical Training, chapter three; Analysis and chapter four; Strength and Weaknesses.

### **5.1 INTRODUCTION OF THE ORGANIZATION**

In chapter 1, it was discussing on the background of the organization and the background about the section that I have been attach. The chapter is about the background of Department of Social Welfare of Sarawak in general such as mission, vision, slogan, motto, client charter, and organization structure. This chapter help me to identify more about the background of the organization.

### **5.2 SCHEDULE OF PRACTICAL TRAINING**

In this chapter, I was covered all my daily routine in Department of Social Welfare especially under Section Socio Economy and Help. My daily tasks also being write on log book that provided by UiTM for every practical students. Every day, I will write down on what I have done during my practical training.

Therefore, this chapter is all about what I have done during 6 weeks practical at Department of Social Welfare of Sarawak.

### **5.3 ANALYSIS**

This chapter discussed about the analysis that what tasks related with my lesson in class. As I can see, industrial training is the best alternative that can help students to expose with real working environment. In chapter 3, I have discussed about what theory that I can applied during my practical training.

### **5.4 STRENGTH AND WEAKNESSES**

In chapter 4, I have discussed about the strength and weaknesses that I could see in Department of Social Welfare in Sarawak and Section of Community Development. These strength and weaknesses I have seen and observe in my 6 weeks of practical training. Besides, I also recommend on what be done in organization in order to improve their weaknesses.

## **5.5 OVERALL SUMMARY**

As the conclusion, during my attachment on 22<sup>nd</sup> January 2014 until 28<sup>th</sup> February 2014 at Department of Social Welfare in Sarawak, I have gain a lot of valuable knowledge and experience that I cannot get in class. The most important thing, now, I know the real working life that I will be face in future. In addition, I also can detect that there are many things that I need to improve in terms of communication skill, time management, and working skill. This practical training give I an opportunity to explore the Department of Social Welfare that can be consider as one of government agencies that help the community especially the people who need their help. In future, I hope that I can attach in this department as my permanent work. Lastly, I will recommend this place as a starting line to every students to have an experienced in working life.

## **REFERENCES**

### **Books**

McShane, S. L. (2013). *Organisational Behaviour : Emerging Knowledge : Global Insight / Steve McShane*. Australia: Kate Aylett -Graham.

Stephen P. Robbin, M. C. (2007). *Management*. India: Prentice hall of India Private Limited.

Dan lattimore, O.B. (n.d.). *Public Relations*. United States.

### **Online Resources**

Department of Social Welfare of Sarawak. <http://www.welfare.gov.my>

## LIST OF APPENDICES

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<b>No.</b>	<b>Program Attended/Activity</b>	<b>Date</b>	<b>Role</b>
1	Program Ilek-Ilek Bersama Kamek, Kpg Sg. Midin	8 Feb 2014	Secretariat
3	Program Maulidur Rasul	7 Feb 2014	Participant

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The guideline of the section



The general file that is arrange according to the serial number



STATUS PUSAT PENYANDARAN

LAMPIRAN 2

BIG	NAMA PUSAT PENYANDARAN	KAWASAN TERLIBAT	TANGGA BAKA / BAKA (HR)	SIL. PEWAKIL TERLIBAT TO SEMASA		TANGGA / MASA TUTUP	CATATAN (JRA PERLU)
				KEL	ORG		
BTU	1. Dewan Suarah Bintulu	- Jh. B.S	22.1.14 @ 0800 hrs	11	45		24.1.14 @ 0800 hrs
		- Kpg. Kemuning	22.1.14 @ 1445 hrs	12	52		118/493
		- Rh. Chm, Sg. Sitas	22.1.14 @ 1930 hrs	69	316		24.1.14 @ 1030 hrs
		- Kelumpang Sg. Saban	22.1.14 @ 2032 hrs	54	397		115/483
		- Saranggau St. C	23.1.14 @ 0815 hrs	147	631		
		- Saranggau Sg. Pinar	23.1.14 @ 0940 hrs	148	637		
		- Ulu Segam	23.01.14 13.30 hrs	146	634		
			23.01.14 2000 hrs	123	522		
	2. SURAU DONDAMEN	- Kpg. Kemuning	22.01.14 1800 hrs	21	152		24.1.14 @ 1030 hrs
			24.1.14 @ 0800 hrs	25	91		26/92
	3. STADIUM TERTUTUP BINTULU	- Rh. Lebong	22.1.14 @ 1430 hrs	61	166		
		- Rh. Limbang	24.1.14 @ 0830 hrs	62	169		
		- sa. Malan	24.1.14 @ 1030 hrs	23	92		
Total				246	959		
Semasa				163/667			

As at 24.1.2014 @ 1030 hrs


STATISTIK KESELURUHAN MANGSA & BANTUAN BANTIR (FASA II)

LAMPIRAN 1

BER TERLIBAT	SA. KEL. TERLIBAT	SIL. KESELURUHAN	JUMLAH ORANG	JUMLAH BANTUAN (RM)	CATATAN
BINTULU	14	246	959		BANTIR 23.1.2014
LEMBONG	7	175	1,165	4,640.00	Banjir 23.1.2014
Jumlah Keseluruhan	21	421	2,124	4,640.00	

As at 24.1.2014 @ 0830 hrs

The flood operation board


**JABATAN KEBAJIKAN MASYARAKAT NEGERI SARAWAK**  
 KEMENTERIAN KERAJAAN WANITA & PEMERANGAN  
 KUALA LARANG  
 WISMA KERAJAKAN  
 101 473 BLOK 14  
 OFF JALAN SRI KANAWAK  
 9300 KUCHING, SARAWAK

TEL: 082-449272-4411/044117-44124      FAKS: 082-449210-44741

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**PELEKAS**

MAKLUMAT DOKUMEN	
Nombor Rujukan	: JKMNNS/50030
Perkara/Tajuk Dokumen	: <b>Lampiran 1 - Statistik Keseluruhan Mangsa Gara Banjir Baram</b> <b>Lampiran 2 - Status Pusat Permindahan</b> <b>Lampiran 3 - Laporan Harian Operasi Banjir</b>
Bil. Muka Surat Dihantar	: 4 (Empat) muka surat m/s
Tarikh Dokumen Dihantar	: 23 Januari 2014
MAKLUMAT PENERIMA	
Nombor Faks	: NIKEN : 002-442511 @KEJAKK@jkm.gov.my sukhadajahmngpu@jkm.gov.my UKN : 082-443101 KKWPK : jkm@jkm.gov.my (444331) JKNM : bilkgerak@jkm.gov.my PGO Bomba : 082-360227
Nama Pegawai	:
Nama Organisasi/Alamat	:
MAKLUMAT PENGIRIM	
Nama Pegawai	: Cik Nur Eziyati
Pesanan	: Laporan Setakat Jam 1600 hrs.

2.041 DSKA  
 082-449272-4411/044117-44124

The statistic for flood operation

Lampiran 2

**SENARAI NAMA MANGSA BANJIR YANG TIDAK BERPINDAH**

BAGHAIAN : MIRI  
 DAERAH : MARUDI, BARAM  
 TARIKH KEJADIAN : 22.12.2013 - 02.01.2014

BIL	NAMA	NO. K/P	ALAMAT	BIL. AHLI KELUARGA
1	LIAM AK MARAI	720228-13-8265		
2	RICKY AK MARAI	760801-13-5741		
3	IMONG AK UGOL	321020-13-5285		
4	ENDU AK DAYONG	570505-13-5723		
5	MARAI AK ANCHOP	350326-13-5053		
6	GIMA AK ABUN	671231-13-6394		
7	TAMIN AK DATO	730603-13-6199		
8	DATO AK KAP	490503-13-5463		
9	ISAH AK KAP	460503-13-5466		
10	SUBANG AK KAP	540526-13-5556		
11	LUNGAN AK GANAI	460703-13-5432		
12	SELIDI AK DAYONG	720402-13-5537		
13	JATI AK SAREK	590320-13-5680		
14	UTEK AK GIA	720607-13-6488		
15	SUNDAM AK GENAM	631105-13-5667		
16	GENTANG AK SELAN	460605-13-5598		

BH RICKY, HANGA LAIT,  
 TINJAR

List name of the flood victim (phase one)





Programme ilek ilek dengan kamek 2014



One of the activity done in programme ilek ilek dengan kamek 2014



The other booth that join the programme

### ATURCARA CERAMAH BERSEMPENA MAULIDUR RASUL 1435H

MASA	ACARA
8.00 am	<ul style="list-style-type: none"><li>• Ketibaan semua kakitangan jemputan;</li><li>• Ketibaan Tuan Haji Abang Shamshudin Bin Abang Seruji, Pengarah Jabatan Kebajikan Masyarakat Negeri Sarawak ;</li><li>• Bacaan doa ;</li><li>• Ceramah bersempena Maulidur Rasul 1435H akan disampaikan oleh Al-Fadil Ustaz Sarbini Bin Dahlan ;</li><li>• Sesi Soal Jawab ;</li><li>• Penyampalan cenderahati kepada penceramah ;</li><li>• Jamuan ;</li><li>• Bersural .</li></ul>



**KERTAS MINIT  
MINUTE SHEET**

Ruj. No. : JKMN.Sar.100/02/2  
Tarikh : 3 Februari 2014

**Kepada :**  
**Seperti Di Senarai Edaran**

Tuan/ Puan,

**JEMPUTAN MENGHADIRI CERAMAH BERSEMPENA MAULIDUR RASUL  
1435H**

Dengan segala hormatnya saya merujuk kepada perkara tersebut diatas.

2. Sukacita dimaklumkan bahawa Ahli Jawatankuasa Surau Istiqomah dengan kerjasama Seksyen Pentadbiran & Akaun akan mengadakan Ceramah Bersempena Maulidur Rasul 1435H seperti ketetapan di bawah :

**Tarikh : 7 Februari 2014/ 7 Rabiulakhir 1435H (Jumaat)**

**Masa : 8.00 Pagi**

**Tempat : Surau Istiqomah, JKMN Sarawak**

3. Sehubungan itu, tuan/puan beserta kakitangan Islam adalah dijemput untuk hadir ke ceramah tersebut. Tuan/puan yang beragama Islam turut dicadangkan untuk menyumbangkan "pot-luck" bagi tujuan berkenaan. Bersama-sama ini disertakan aturcara program untuk makluman dan tindakan selanjutnya.



Kawasan Rukun Tetangga Kampung Sungai Midin  
d/a Kampung Sungai Midin (Surau Darul Nur-Dini)  
Semariang Baru, Petra Jaya,  
93050 Kuching, Sarawak



**JABATAN KEBAJIKAN MASYARAKAT NEGERI SARAWAK**

Kebajikan  
Jalan Siol Kanan  
93050 Kuching.

Ruj Kami krtsm/sosial/2013/28

Tarikh : 21.01.2014

u.p: Pengarah

**MEMOHON MEMBUKA BOOTH**

Dengan segala hormatnya, saya merujuk seperti perkara diatas.

2. Kawasan Rukun Tetangga Kampung Sungai Midin, akan mengadakan **PROGRAM ILEK-ILEK BERSAMA KAMEK 2014**. Program tersebut akan diadakan pada 08hb Februari 2014. Dari itu kami memohon pihak tuan untuk membuka booth (bermula 10.00pagi hingga 3.00petang sebagai salah satu aktiviti kami pada hari tersebut. Di samping itu dengan adanya kehadiran pihak tuan, sekurang-kurang ada segelintir penduduk-penduduk yang miskin tegar, kanak-kanak sekolah, ibu tunggal, anak-anak yatim, warga emas dapat jawapan dari seribu soalan yang bermain dikepala mereka.

3. Objektif KRT Kpg Sungai Midin mengadakan program tersebut adalah untuk memupuk nilai harmoni, selain daripada itu mengenalkan mereka kekuatan sebuah masyarakat adalah kerana wujudnya sikap toleransi. Jika sifat toleransi ini dapat disemayamkan dalam kalangan penduduk, insyaALLAH kita akan senantiasa berada dalam persekitaran yang aman sejahtera dan jauh daripada sebarang kemungkaran. Bersama ini kami sertakan aturcara majlis untuk perhatian tuan.

4. Sila hubungi **Puan Surinah(0145913397)** untuk sebarang pertanyaan atau urusan. Sokongan dan kerjasama daripada pihak tuan hanya Allah saja yang dapat membalasnya.

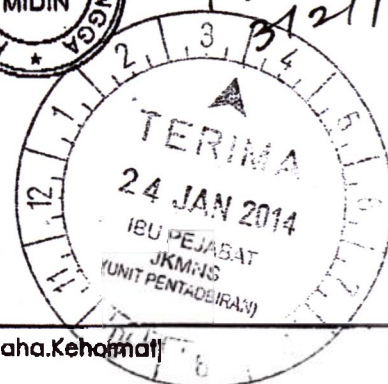
Sekian, terima kasih.

**"BERKHIDMAT UNTUK NEGARA"**  
**"RAKYAT DIDAHULUKAN PENCAPAIAN DIUTAMAKAN"**

*S. Hanafi*

**[SARARIAH HAJI HANAPI BBS]**  
Pengerusi  
Kawasan Rukun Tetangga Kampung Sungai Midin

*Haji Khamatullah +  
B. Hilda / B. Tiog  
Sila bekjasama dgn  
PPB Kuching.*





**Aturcara Program Ilek-Ilek Dengan Kamek 2014**  
**Anjuran : Kawasan Rukun Tetangga Kampung Sungai Midin**  
**Pada 08hb Februari 2014(Sabtu)**

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**08.02.2014****08.02.2014****08.02.2014**

- |                      |   |  |
|----------------------|---|--|
| 8.00 pag - 9.00 pagi | - | Pendaftaran Semua Acara  |
| 9.00 pagi - 3.00 pig | - | Aktiviti Sampingan Bermula Dengan:<br>1] Gerai Makanan Pelbagai Jualan Murah<br>2] Pertandingan Memasak Makanan Bebas<br>3] Booth dari Giatmara/ADDK/Kebajikan/Baitulmal |
| 10pagi -11pagi       | - | Pertandingan Mewarna 2 kategori 6-8 tahun & 9-12 tahun<br>(1jam sahaja)  |
| 1.00 petang          | - | Penyampaian Hadiah Saguhati Pertandingan Mewarna<br>(oleh : Pengerusi KRT Kpg Sungai Midin)  |
| 2.00 petang          | - | Pertandingan Makan Telor Terbuka Remaja<br>Pertandingan LRT Singah Sungai Midin Terbuka Umur.  |

**MALAM****MALAM****MALAM**

- |            |   |  |
|------------|---|--|
| 7.30 malam | - | Ketibaan Tetamu Jemputan   |
| 8.00 malam | - | Ketibaan YB Puan Hajjah Sharifah Hasidah Binte Sayeed<br>Aman Ghazali Adun N7 Samariang                                |
|            | - | Pertandingan Karaoke Kanak-Kanak/Remaja dan Dewasa   |
|            | - | Pertandingan Raja Segak & Ratu Cantik Sungai Midin<br>(kanak-kanak bawah 10 tahun bertema Pakaian P.Ramlee dan Saloma) |
|            | - | Ucapan Alu-aluan Pengerusi KRT Kpg Sungai Midin  |
|            | - | Ucapan Penutupan dan Pelancaran KRT Sungai Midin oleh<br>Yang Berhormat  |
|            | - | Penyampaian Hadiah Pertandingan<br>(mewarna/memasak/karaoke/raja & ratu)   |
|            | - | Penyampaian Cenderahati  |
|            | - | Jamuan   |
|            | - | Majlis Bersurai  |