

**UNIVERSITI TEKNOLOGI MARA
FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY
STUDIES**

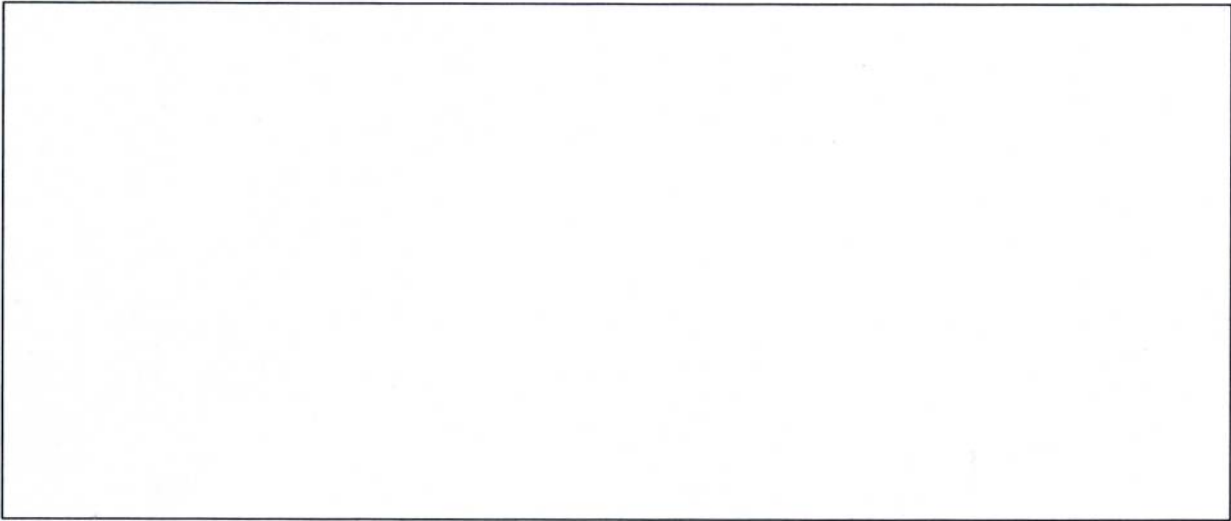


**PRACTICAL TRAINING REPORT
SARAWAK FOUNDATION**

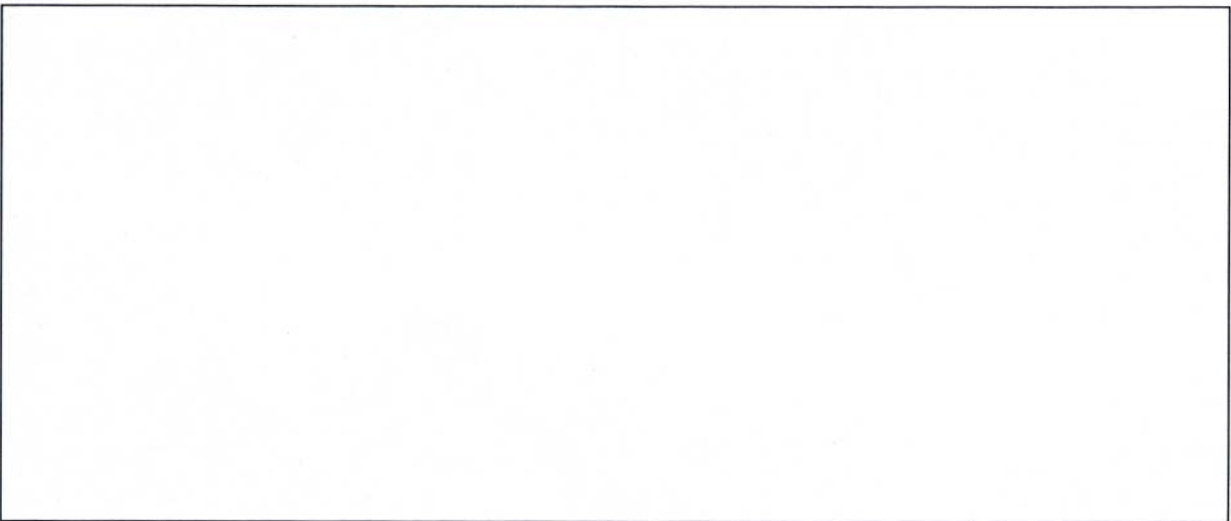
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JUNE 2015

Supervisor's Comment

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Moderator's Comment

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Declaration Form

I hereby declare that the work contained in the practical report is my own except those which have been duly identified and acknowledged. If I was later found to have committed plagiarism or other term of academic dishonestly, action can be taken against me under the academic regulation of UITM's

Signed



Mohamad Anuar Bin Sepe

(2012947285)

**CLEARANCE FOR SUBMISSION OF THE PRACTICAL REPORT BY THE
SUPERVISOR**

MADAM NADRAWINA BINTI ISNIN

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



.....
(Signature)

Date: 4/6/2015

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ACKNOWLEDGEMENT

These six weeks of Practical Training (ADS666) at Education Development Centre, Sarawak Foundation, had been a great success thanks to many parties involved directly and indirectly. Thus, I would like to take this opportunity to express my deepest gratitude towards these people.

First and foremost I would like to thank Allah S.W.T for guidance and give a good health throughout my practical training. Thanks to YBhg Dato' Tuan Haji Mohamad Abu Bakar Bin Marzuki, Director of Sarawak Foundation for accepting my application and giving me an opportunity to gain knowledge's and be part of Sarawak Foundation team. Deepest thanks also go to Madam Hajjah binti Morsidi, Assistant Director (HRA) as my supervisor during my practical training at Yayasan Sarawak.

Also thanks to Madam Hajjah Hazlina Bt Mohd Azmi, Madam Denner Ata, Mr. Ismail Bin Taha, Mr. Mohamad Haji Edan, Madam Nurjannah, Mr. Azahari, and all HRA staffs for all the guidance's. Working together with staffs at Sarawak Foundation are valuable experience and useful to me and became a starting point in dealing with the life of a work someday.

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Last but not least, thank you to my parents, friends and fellow trainees at the Sarawak Foundation for their continuous help and support before, during and after practical training.

Chapter 1: Organization Background

1.1 Profile of Sarawak Foundation (Yayasan Sarawak)



Education Development Centre, Sarawak Foundation Building at Jalan Sultan Tengah

The Sarawak Foundation was established under the Sarawak Foundation Ordinance as a Statutory Body on 27 May 1971.

Their objectives as in the Ordinance are:

1. To grant scholarships or to provide financial assistance of any form to any person born in Sarawak, in particular, and to any Malaysian citizen, in general, to pursue their education in schools, colleges, universities or institutions of higher learning within Malaysia or abroad on such terms and conditions as the Board deems fit or proper;
2. Actively to promote improvement of opportunities for education for the peoples of Sarawak in particular and Malaysia in general, both locally and in

any institution of higher learning throughout the world, but especially the Universities in Malaysia;

3. To grant, and arrange for the award by other bodies of, scholarships or other educational assistance for the peoples of Sarawak or any Malaysian citizen whenever it deems fit to do so;
4. To give assistance and provide relief, to any person whose circumstances are, in the opinion of the Board, considered to be deserving of such assistance or relief;
5. To provide assistance, by way of loans, grants or otherwise, to organizations or institutions which are organized and governed for scientific, medical, educational, welfare, social or charitable purposes;
6. To make contribution and provide assistance towards the relief of national emergencies or calamities.

(Sources:http://yayasansarawak.org.my/index_eng.php?do=background)




1.2 Logo, Colours and Motives

1.2.1 Logo






Yayasan Sarawak's logo integrates the image of a dynamic, progressive and innovative organization. The logo reflects Yayasan Sarawak's role in the field of education, providing services in the development of quality human capital. The design is given momentum with the use of integrated geometric form, representing the vision, mission and aspiration of the organization towards achieving a developed nation.

1.2.2 Colours

Colour	Description
	Flame, representing the ever burning desire to promote the growth of knowledge.
	Prosperity and progress of the State of Sarawak
	The clear vision, mission and aspiration of Sarawak Foundation.

1.2.3 Motives

Motive	Description
	Graduate Yayasan Sarawak's role in the field of education, providing services in the development of quality human capital.
	Open Book The volumes of knowledge as the foundation in the effort in human capital development.
	Y and S Alphabet Acronym for Yayasan Sarawak.

1.3 Vision & Mission

1.3.1 Vision

To be the best organisation in providing services in the development of quality human capital towards a developed nation.

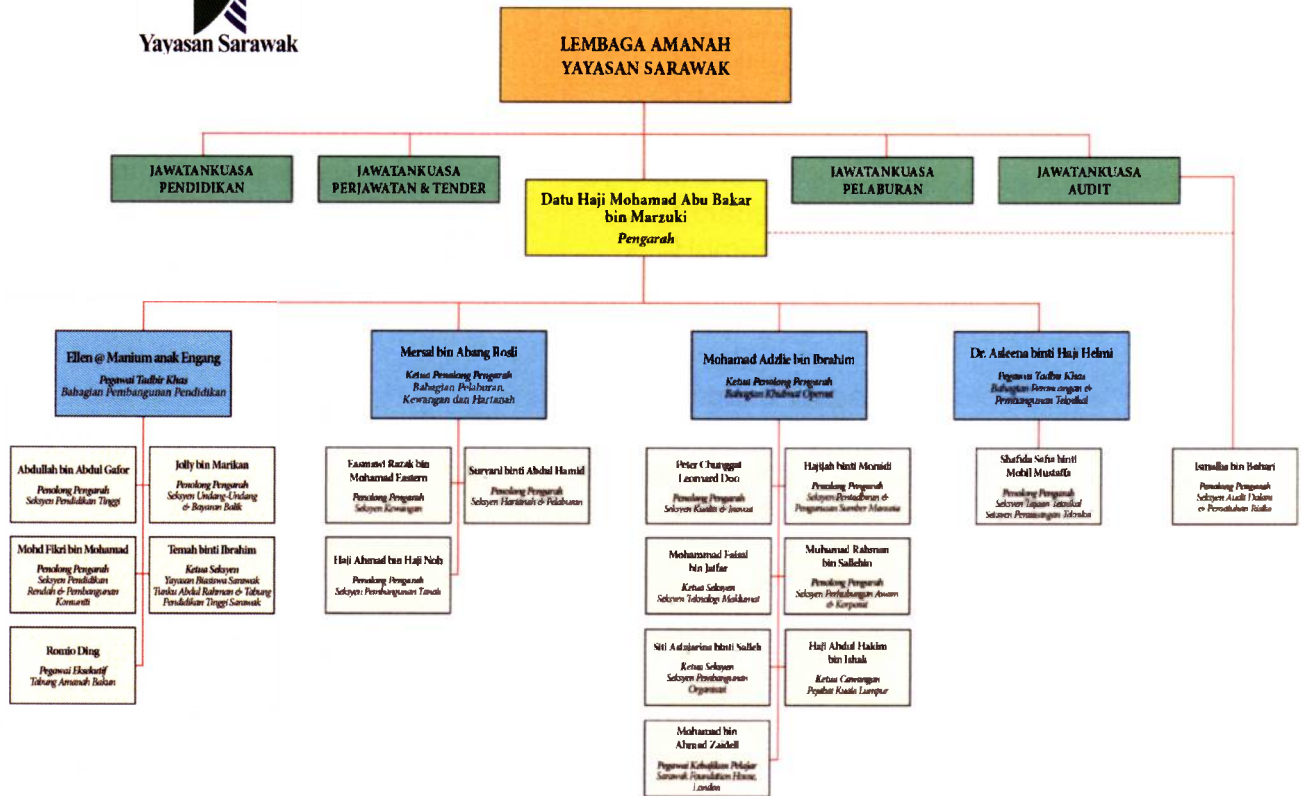
1.3.2 Mission

We are committed to be dynamic, progressive and innovative organization in providing services in the development of quality human capital towards achieving a developed nation. In doing so, we pledge to meet the stakeholders' expectations through excellent service quality, prudent and sustainable management of resources with emphasis on integrity.

1.4 Organization Structure



CARTA STRUKTUR PENGURUSAN YAYASAN SARAWAK



Sarawak Foundation Organization Structure

(Source: <http://yayasansarawak.org.my/images/2014-org-chart.jpg>)

1.5 Service Structures

Core Service	Support Services
<p>Education Development</p> <ul style="list-style-type: none">• Lower Education• Higher Education• Community Education• Skills & Technical Education• Secretariat to Tunku Abdul Rahman Sarawak Scholarship Foundation• Secretariat to Sarawak Higher Education Fund (HiED)• Secretariat to Bakun Trust Fund	<p>Investment</p> <ul style="list-style-type: none">• General Investment• Corporate Investment• Building Management• Plantation Development <p>Operations</p> <ul style="list-style-type: none">• Finance and Systems• Human Resource Management & Administration• Corporate Affairs, Training and Quality• Legal & Repayment <p>Compliant and Control</p> <ul style="list-style-type: none">• Internal Audit

1.6 Client Charter

In line with The Sarawak Foundation's objectives and the responsibilities entrusted, we pledge to our clients that we will:

- i. Expedite efficiently process all application for our educational assistance schemes so that they may proceed with their studies unhampered by financial worry.
- ii. Instil awareness of their joint role and responsibilities in promoting better education for all, and that education is an essential investment for the future.
- iii. Provide update and detailed educational information to assist them in making the right choices with regard to their educational plans.

- iv. Help the state government to create and expand activities, which contribute to the progress of education in the state of Sarawak.
- v. Assist the state government and relevant authorities in easing the burden faced by those affected by natural disaster and calamities.

To carry out the pledge made, we aspire to provide the best by practicing an efficient work culture, trustworthiness, friendliness, tolerance and dedication, hence, we ensure that:

i. **Education**

- a. All application for Education Assistance Schemes (Education Loan, Full Loan, Matriculation Loan, Revolving Fund, Air Travel, Local Scholarships, Examination Fees Loan and Student Exchange Programme Scholarship) will be processed immediately and a feedback on progress made within two weeks from approval of the application.
- b. Payment for Local Scholarships shall be made the schools within two weeks upon receiving the complete students' performance report.
- c. Payment for Education Loans shall be made within two weeks upon receiving the complete students' results;
- d. Issue of receipt for payment of Education Loan shall be made within three days if received by post and immediately for counter payment. Educational Loan Repayment Statement shall be issued within three days upon request.

ii. Human Resource, Finance and System

- a. To provide a user-friendly environment with good facilities and customer service;
- b. To deal with all complaints immediately and to response within two weeks;
- c. To improve Service Quality from time to time;
- d. Supplier will be remunerated within one month of receipt of invoice.

iii. Investment and Property Unit

To issue receipts pertaining to investment and property management within three days for payment made by post and immediately for counter payment. In serving our clients, we aim to uphold our **UTAMA** slogan, which mean

U - Unggul / Excellence

T - Tepat dan Telus / Accurately and Transparency

A - Amanah dan Akauntabiliti / Trustworthiness and Accountability

M - Mesra / Friendliness

A - Aktif / Active

(Source: http://yayasansarawak.org.my/index_eng.php?do=client_charter)

Chapter 2: Schedule of Practical Training

2.0 Introduction

After spending five semesters learning the entire theoretical components, in the semester break of the fifth semester, student will test their knowledge's and skill by practicing into practical training. My application to do practical training at Education Development Centre, Sarawak Foundation approved by the organization and I was attached to Human Resources and Administration (HRA).

2.1 Summary Schedule of Practical Training

Week 1: 20th January 2015 – 23rd January 2015

On the first day of my practical training, I along with other practical students and new staffs were briefed about the organization work procedures, rules and regulation, mission and vision by Mr Mohamad Adzlie Bin Ibrahim, Chief Assistant Director (Service Operation) at meeting room on the third floors. During the briefing, there was self-introduction session, where I and others practical student and new staffs tell a little bit about our background such as education level, age, and origin. After that, I and others practical students, have been ask to complete one project during the practical period. I was allocated at Human Resources and Administration Department and supervised by Madam Hajjiah Bin Morsidi.

Due to others commitment, Mr. Mohamad Azdlie pass the duty to Madam Hajjiah Madam Hajjiah then explain a little bit about our project. As far as I know,

there are two partial of the projects. We are asking to create an Asset Management and Procedures, and Employees Handbook. Both of these tasks need to be complete before we end the practical training. For the task, we then divided into two groups. I and Mohd Adib had been given the task regarding Aset Management and Procedures while the girls, Dina Hazebela, Dayang Nurfauziah and Siti Zulaiha are responsible for Employees Handbook.

The discussion regarding the task then continues at Madam Hajjiah Room. After the discussion ended, we are free to do others office related tasks. After given the work station, I was assist others employees to complete a simple task such as Photostat and fax.

On the second day, I received further information regarding the task by Madam Hajjiah. After that, I start working with the draft for the handbook. In the afternoon, I was asking by Madam Hajjiah to help Mr. Zakaria (Driver) to collect corporate attire at Wisma Sebarkas. I arrived back at the office around 4.30 p.m. Before went back, I continue the drafting and collect information regarding the handbook. The staff current staffs that responsible for Aset Management are Madam Dener Ata and Mr. Hardiyandi. I received a lot of information and guide from them.

On the next day, I and Mohd Adib was given Mobile Asset Management Procedure of the Government, Treasury Circular , No. 5 of 2007 (Tatacara Pengurusan Aset Alih Kerajaan, Pekeliling Perbendaharaan, Bil 5. 2007) book by Madam Hajjiah. According her, Sarawak Foundation have their own way to manage the asset but still follow the guidelines given by the government. Some procedures that stated in the book might not practice Sarawak Foundation.

There are six chapters in Asset Management. The chapters are acquisition; registration; Use, storage and inspection; maintenance; disposal; and loss and write-

off. The chapters then divided between me and Mohd Adib. I was responsible to complete registration; disposal and loss and write-off while the rest are done Mohd Adib.

On the last day of the week, Surau Committee was organizing Yassin and Tahlil recital ceremony involving all muslim employees and practical students. The ceremony starts around 8.30 a.m and ended around 11.00 a.m. In the afternoon, I start typing second chapter of the Asset Management and Procedures handbook by referring to Treasury Circular and subject files that related.

Week 2: 26th January 2015 – 30th January 2015

In the morning, I continue working on chapter 2, registration of asset and others related task such as checking forms used in the process. In registration process also, asset need to be label with its serial number before place into the location. Examples of asset serial number are:

(i)	Organization code: Yayasan Sarawak	=	YS
(ii)	Asset Group Code: which: Asset Inventory	= =	(A) (I)
(iii)	Type of Asset Example -Work Station, -Cabinet Etc.	= =	WS KB
(iv)	Acquisition Year		
(v)	Serial Number	=	Created sequentially (01,02,03....)

Complete serial number for an asset should consist all of this aspect. For example, my workstation during my practical training is labelling with

YS/A/WS/08/11. The assets also need to be label with **HAK MILIK YAYASAN SARAWAK** (Property of Sarawak Foundation)

On tuesday, I with Mohd Adib, presenting the on-going progress of the handbook to Madam Hajjah. This is to know, whether we do the right thing regarding the first 2 chapters. After the presentation, more explanations are given to us in order to enhance the contents of the handbook. Revision and corrective work are done regarding registration chapter were made. Before start a draft for new chapters, I was preparing a flowchart and work procedures for registration. After that, I start collecting information for a next chapters, disposal. In the afternoon, start drafting disposal chapter by refer to Treasury Circular and subject files Inspection and Disposal Committee (Jawatankuasa Pemeriksa dan Pelupusan). Besides these two documents, a lot of guidance given by Madam Hajjah, Madam Dener and Mr. Hardiyandi in order to make sure I do the right thing.

On Wednesday Afternoon, we practical students and new staffs are required to go to Sarawak Foundation Auditorium to perform a rehearsal for monthly assembly (Morning Prayer). On the next day, monthly assembly starts around 8.15 a.m and attended by all employees of Yayasan Sarawak. Due to others commitment (Umrah), Director of Sarawak Foundation, Dato Haji Abu Bakar bin Marzuki, cannot comes and the speeches done by Acting Director, Mr. Mersal bin Abang Rosli. During the monthly assembly, we are required to self-introduction. Others activities during that event are morning exercise, video presentation and some of the organization awards such as announcement of employees of the month and also awards wins by Sarawak Foundation outside the organization.

After the event, I continue working for disposal chapters. Besides our main task (Asset Management and Procedures Handbook), others related task which I

done within the second week are helping Mr. Azahari, office assistant, key in the students files, assist Madam Hajjiah and others employees in human resources and administration doing the office related tasks such as filing, Photostat, answering phone and fax.

Week 3: 2nd February 2015 – 6th February 2015

Start new chapters of the handbook, Loss and write-off while at the same time continues unfinished task regarding disposal chapter. By referring to Treasury Circular, I need to prepare complete procedures if loss of asset happens in Sarawak Foundation. There are no cases of loss of assets happen in Sarawak Foundation before so there is no real action or procedures ever made. However, Sarawak Foundation already appointed related committee if the loss happen in the future. With referring to Asset Management Structure, given by Madam Danner, a little bit help to complete this task.

In the afternoon, I and Mohd Adib are given a new task related to asset management. We are given a list of asset and inventory of Sarawak Foundation. Our task is to check the condition of the actual asset and update its record. We are also required to check whether the serial numbers still can be read. If not, it should be rewrite using permanent marker. The locations that have been checks within the fourth week are library, gym, kindergarten and few meeting rooms at level 3.

On the next day, I continue with the con-current task (Handbook). Revision and corrective work are done for registration, disposal and loss and write-off chapters. I am also start working with the introduction of the handbook. In the afternoon, Madam Hajjiah was asking me and Mohd. Adib assist Madam Denner Ata to update the asset and Inventory records. The task involves check and reorganizes

the records. With instruction and explanations given, we need to organize the asset based on:

a. Building

- i. Wisma Satok (Previous Office)
- ii. Sarawak Foundation, Education Development Centre (Current Office)

b. Type of Assets/Inventory

- i. Furniture
- ii. Electric Appliances
- iii. IT's and etc

c. Year received

On Wednesday, I had been instructed by Madam Hajjiah to do some calculating task. The lists of companies that had received payment from Sarawak Foundation from year 2012 until 2014 are given to us. My task is to counting the total payments that had been paid to them. We required 2 days to complete counting all the transactions. After it's done, we need to prepare the summary of the transaction. Here is examples of summary that have we done.

**YAYASAN SARAWAK
TRANSACTION INQUIRY REPORT
Payable Management**

COMPANY	Year			TOTAL
	2012	2013	2014	
Stationery				
I.Stationery Sdn Bhd	RM 3,033.50	RM 11,519.84	RM 18,869.31	RM 33,422.65
Target Stationery Sdn. Bhd	RM 10,806.00	RM 6,573.80	RM 18,763.10	RM 36,142.90
Percetakan Nasional Malaysia Berhad	RM 20,762.00	RM 4,131.00	RM 7,870.00	RM 32,732.00
Carezone Sdn Bhd	-	RM 1,305.45	RM 678.00	RM 1,983.45
Officequip Supplies Sdn Bhd	RM 18,188.90	RM 9,537.70	RM 4,687.40	RM 32,414.00
Syarikat Prima Jaya	RM 1,679.20	RM 880.00	RM 1,488.60	RM 4,047.80
GBS Synergy Sdn Bhd	-	-	RM 220.00	RM 220.00
Mexajati Sdn Bhd	-	-	RM 240.00	RM 240.00
Information Technology (IT)				
PC Connect Sales & Services Sdn Bhd	RM 3,494.00	RM 11,719.00	RM 8,964.00	RM 24,177.00
PCIMAGE	-	-	RM 5,500.00	RM 5,500.00
P.C Image Sdn Bhd	-	-	RM 9,284.00	RM 9,284.00
Mesra Technology Trading	-	-	RM 9,400.00	RM 9,400.00
Taranak Sdn Bhd	RM 3,189.00	-	RM 49,240.00	RM 52,429.00
Multimedia Cybergates Sdn Bhd	RM 8,809.18	RM 4,407.80	RM 3,653.60	RM 16,870.58
HMN Nadhir Sdn Bhd	RM 46,907.28	RM 32,337.28	RM 7,625.00	RM 86,869.56
Sarawak Information Systems Sdn Bhd (SAINS)	RM 43,221.00	RM 43,459.50	RM 87,783.50	RM 174,553.50
Catering				
ABG A.A Sdn Bhd	-	RM 40,330.17	RM 37,023.35	RM 77,353.17

Summary of Transaction Inquiry Report

On Friday, I continue working for our main task which is to come with the handbook. On that day, the works that I had done includes revise and do some corrective work for chapter registration; disposal; and loss and write-off. I also identified some error that I made such as typing error, spelling and format. After it done, I try to get some advice from Madam Hajjiah on what should be adds in order to enhance the contents of the handbook. She also checks the work to ensure we do not added unnecessary procedures so it can still relevant and suitable for Sarawak Foundation use.

Week 4: 9th February 2015 – 13th February 2015

On the first day, I am focusing to revision and corrective work for the handbook. On that day, I am also been ask to assist Madam Hajah Hazlina, to move the box from stationary room to the pantry. This is because, their need some spaces inside the stationary store for a new purchasing items. After it done, the record needs to be updates.

On the next day, some revision and corrective work been done for the handbook. These include adding and construct a flow chart and work process for disposal; and loss and write-off chapters. After done doing that, I once again helping Madam Hajjah Hazlina to tidy the stationary room. On evening, I and Mohd Adib submit our Asset Management and Procedures handbook to Madam Hajjiah for checking. Others task that I had done for that day includes helping Mr. Azahari to key in the student files and do some filling in files room.

On Wednesday, I and Mohd Adib had another discussion with Madam Hajjah regarding our handbook. She gave more explanations and ideas how to enhance the handbook. On the afternoon, I was helping Mr. Muhammad Rahman, Assistant Director (Public Relation and Corporate) and Mr. Andy preparing banner for football friendly match between Vateren Sarawak Foundation and Armadilo FC.

On the next day, I was asking to help Madam Hajah Hazlina to tidy the stationery room. Then, I was updating the changes for introduction of the handbook after receiving a new committee structure of Asset Management Committee of Sarawak Foundation. Few change also being done to the handbook such as format and numbering. On the evening I am assisting Mohd. Adib revising service reports for air condition, elevator and firefighting equipment's.

On, Friday, another revision work and corrective work had been done for the handbook. On the afternoon, once again I am helping Mr. Muhammad Rahman to do some preparation for friendly football match at Sarawak Foundation Mini Stadium. My works includes helping distribute the jersey to the players, arrange the chairs and set up the banner.

Week 5: 16th February 2015 – 18th February 2015

On Monday morning, some revision and corrective work done for the handbook with referring to the subject files. Other changes had been made that helping improve content of the handbook. On the afternoon, I and Mohd Adib had been ask by Madam Hajjah and Mr. Muhammad Rahman to do some preparation of Chief Minister Birthdays and his wedding anniversary at Hilton Hotel and Chief Minister house near Santubong.

Next day, around 9.00 am, I, Mohd, Adib, Mr. Azahari and one more employees of Sanjung Etika Sdn. Bhd. (Subsidiary of Sarawak Foundation) went to Hilton Hotel to collect the cakes, pictures and some fruits. All of the items then need to be sending to Chief Minister House. On the afternoon, we had meeting with supervising lecturer, Madam Nadrawina regarding the practical training.

On the next day, I continue working for the handbook. The work that had been done that includes simplifying complicated paragraph/sentences so it more easy to understand by the employees. After it was done, the handbook was printed using recycle paper for submitting to Madam Hajjah.

Week 6: 23rd February 2015 – 27th February 2015

On this final week, I try to focus to complete our main task which is to come with Asset Management and Procedures Handbook. After discussion with Madam Hajjah, a few correction work need to be done. On that day, revision and corrective work had been done in order to improve the handbook content. After it was completed, I try to find the necessary document (certificate, letters, form and etc.) required in asset management and procedures. This document then needs to be combining together as the attachments for the handbook. At the end of that day, we submit the final work of the Asset Management and Procedures handbook to Madam Hajjah. I feel grateful because successful completing this task before we end the practical training. My responsible is not ended here, I still assist Sarawak Madam Hajjah and others employees of Sarawak Foundation doing office task such as filling, key in and updating student files, fax, and etc.

On Thursday, I attending Memorandums of Understanding with Shell and Sarawak Foundation held in Sarawak Foundation Auditorium. Besides Sarawak Foundation Employees, the memorandum also accompanied by others institution such as UNIMAS, MRSM, Politeknik, Sanjung Etika Sdn Bhd and Centre of Technical Excellence, CENTEXS (formerly known Pusat Pembangunan Belia Sarawak)

On the last day of my practical training, I have submitted the soft copy of the handbook to Madam Hajjah. I also returned all the files, documents and book that used to completing my task to responsible personnel. On the afternoon, Sarawak Foundation organizing farewell party to shows their thanks for us.

Chapter 3: Task Analysis

3.0 Introduction

This chapter will describes the task analysis of the specific covered task during the practical training period. This includes analysis of how a task is accomplished and its related theoretical aspects learned in the classroom. During my six weeks of practical training, I have completed several tasks which required me to understand what need to be done before working with actual work.

During my practical training, I have ordered to complete and comes out with a handbook regarding Asset Management and Procedures. Complete this task becomes my main priority and I was given 6 week to do it. Besides the handbook, I also given an opportunities to helps others staffs and learned how to handles others offices task such as filling, record and updating data, handling an event and several clerical task.

In this chapter, I will focus several subjects which most frequently related or using to complete the given task.

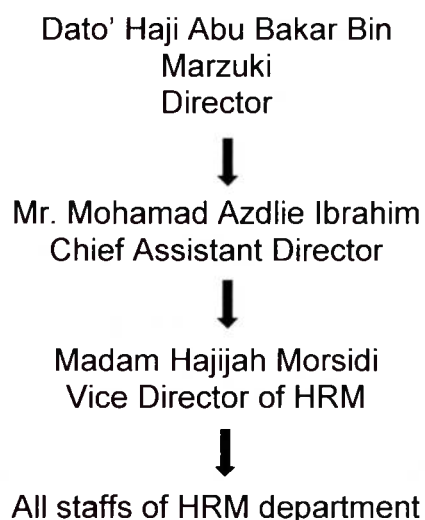
3.1 Organizational Behaviour (ADM501)

There are few management theory that I had learn in Organization Behaviour class are applied during my practical training in order to complete the task.

The first theory is team work. Team work defines as cooperative and coordinated effort on the part of group or persons acting together as a team or in the interest of a common cause. During my practical training, I was team up with several

individual in order to complete a task. Here are several tasks that I had done with my team. This includes post event of Chief Minister Birthday and wedding anniversary and friendly football matches between Sarawak Foundation Veteran and Armadino FC. Sarawak Foundation very focused on their employee's teamwork. Their value's every effort and done by all their employees at all level equally.

The second theory is the flow of power. Positions provide power of decision making. In Sarawak Foundation, Director has the highest authorities and he can authorize his subordinates to act on behaves of his action. This includes all staffs in all management levels. Most of my and all staff within HRM department task is directed and reported to Madam Hajjiah. She also does the same thing, which is reported to her leaders about the current progress of the task form time to time.



The third theory is motivation. Motivation stimulates stimulate desire and energy in people to be continually interested and committed to a job role or subject or to make an effort to attain a goal. This clearly can be seen and applied in Sarawak Foundation. On the monthly assembly, and appreciation are reward are given to the employees who are committed or show excellent in their work. All employees have

equal chances to be reward. As the practical training, I also gave consolation every month.

3.2 Reading and Critical thinking (BEL 462)

To complete Asset Management its Procedures handbook required a lot of reading in order to really understand the nature of Asset Management process and how it should be done. Besides guidance by Madam Hajjah, most of the items for the handbook need decided by myself. I had given flexibility to come with my own ideas on how to complete this task. Reading and critical thinking help me to develop ability to read analytically and think critically. In this subject, I also learned how to interpret the contents of the text with structured methods.

I had responsible to cover 3 chapters of the handbook which are registration; disposal; and loss and write-off. All of this chapters, I need to know its objectives and how it's need implantation in the real working environment. In this task, there are lot aspects in reading and critical thinking can be practices in order to help me to come with ideas on how to start and complete the task.

In registration chapter, there are three important information's of asset needs to be known before staring the work process. The information's are types, sources and registration period of the asset. All the related information need to well identified before we can determine the suitable procedures of registration process. All the information regarding the asset can be found in several documents such:

- i. Government Official order ;
- ii. Delivery Note ;
- iii. invoices ;
- iv. Contract documents ;

- v. Security card ;
- vi. User's Manual ; and
- vii. Other documents related.

After all the information had been identified, then flow chart of the actual process can be draft.

3.3 Business Professional Correspondence (BEL432)

Business Professional Correspondence (BEL432) teaches students on how to exchange information especially in writing format. Business correspondence can take place between organizations, within organizations or between the customers and the organization. This includes the proper way to write a letter, memo and others business correspondents with the correct format. This subject also teach student to select proper and suitable words for used in a paragraph.

During my practical training, I had given an opportunity to practices what had been learn during BEL432 class to real working environment. In chapter loss and write-off, I had given responsibility to draft an appointment letter for Investigation; loss and write-off committee. This is an example of Appointment letter to the Subcommittee Officer Sarawak Foundation Assets.

3.4 Total Quality Management (ADM510)

This subject is much related to my main task during practical training and that was to come with Asset Management and procedures handbook. Total Quality Management a system of management based on the principle that every staff

member must be committed to maintaining high standards of work in every aspect of a company's operations. Throughout to complete the handbook, I was given *Mobile Asset Management Procedure of the Government, Treasury Circular , No. 5 of 2007* (Tatacara Pengurusan Aset Alih Kerajaan, Pekeliling Perbendaharaan, Bil 5. 2007) book as guidance to complete the task. This circular is intended to streamline and strengthen regulatory Asset Management in Government agencies

Sarawak Foundation status as government agency, there are certain rules and regulation set by Minister of Finance need to be comply in Asset Management Procedures. Some of the guides given by the central a state government need to follow so Asset Management Procedures can be structured and effective. As the same time, Sarawak Foundation also a corporate body which enable them to make their own decision. Some of the guides given by Minister of Finance are not applicable in Sarawak Foundation such as authority and several procedures. In Sarawak Foundation, Director has full authority to decide which asset needs to be disposal as long as it not exceeds RM 50,000 for one item or RM500, 000 for total items.

Another element of Total Quality Management theory that had been practice in Sarawak Foundation is how their record the movement of Asset. During my practical training, I was directed by Madam Hajjah to update an assets condition in certain location within Sarawak Foundation building. I usually have no problem to identify which asset need to check because of the updated information stated in record files. This show how Sarawak Foundation really focuses on Asset Management. Besides, most of them are well maintain and record properly.

3.5 Project Management (ADS 512)

According to Association of Project Management (APM), Project Management Project management is the application of processes, methods, knowledge, skills and experience to achieve the project objectives while project is a unique, transient endeavour, undertaken to achieve planned objectives, which could be defined in terms of outputs, outcomes or benefits.

Applying to my practical training, the task given to me is also considering a project. I was directed by Madam Hajjah to come with Asset Management and Procedures handbook. This project start on the first day of our practical training and need to be submit before we leave Sarawak Foundation. The handbook later can be use as guide how to manage asset by Sarawak Foundation employees.

Besides the handbook, I also participate of few others of Sarawak Foundation Event. There are includes, monthly assembly, friendly football match and memorandum of understanding. Even though I am not involved in the planning of the project but I have helped during the implementation stage. On the fourth week of my practical training, I was helped in the preparation of the friendly football match between Armadillo F.C and Sarawak Foundation Veteran. The task that I had done for the project includes preparing a banner, jersey and few assisting roles.

3.6 Management Accounting (ACC280)

During my practical training I also had to do simple management accounting task. For this task I was required to count total payment and purchased had been made by Sarawak Foundation for the past few years. I do not require redo or prepare

a new accounting process. My task only to check either it is balance or not. After it is done, I need to prepare the summary of the payment and reported to Madam Hajjah.

Chapter 4

Recommendations

4.0 Introduction

This chapter discuss about the task that has been assign to me or something related which I think had strength and weakness which need further improvements. Based on SWOT analysis, I will highlight the strength and the weakness of the main task assign to me during my practical period which is regarding Asset Management and Procedures Handbook. Furthermore, this chapter will discuss a few others related tasks and recommendations for further improvement of the tasks.

4.1 SWOT Analysis

The SWOT analysis is conducted based on the direct and indirect experience that I have gain during the practical training session.

4.1.1 Strengths

Asset Management and Procedures Handbook can provide benefits for Sarawak Foundation and its employees.

Asset Management and Procedures handbook benefit Sarawak Foundation by providing standard guidelines in most aspect of asset management and procedures that need to be follow. This handbook can be one of the solutions for unsystematic way on how employees manage organization assets especially on

records. Asset Management Procedures handbook aim to assists employees to be more systematic by provides clears procedures on how it should be done. At this moment, Sarawak Foundation relies on both circular given by Ministry of Finance and Treasury of State Government on manage their asset management. However, due to Sarawak Foundation status as government and corporate organization at the same time unable them to follow this guidelines. Sarawak Foundation management also need to comply with rules and regulation provides and approved by their Board Members.

In employees perspective, some of the procedures in circular and guidelines provides by Ministry of Finance and Treasury of State Government also complicated and hard to understand. This Asset and Management handbook is easier to understand by the employees. It reduces unnecessary procedures, words and sentences are easier to understand and the same times it stays concise.

4.1.2 Weaknesses

This Asset Management and Procedures handbook is exclusive for Sarawak Foundation used. It cannot be used by others organizations either private or governmental agencies. This handbook relevant also depends on the Sarawak Foundation Organization Policies, State and Federal Government Policies. Changes in policies required changes in some part of the handbook. The handbook will be outdated if the content is not updating from time to time. Since it is their handbook, their only can rely on their manpower to do the updating from times to times.

4.1.3 Opportunities

Asset Management and Procedures handbook is valuable knowledge of the Sarawak Foundation. This handbook contains concise information regarding asset management for the organization. Implementation of this new guidelines will differentiate Sarawak Foundation with others governmental agencies. It also provides more effective and efficient ways on how to do asset management that lead to better job performance and become more competitive.

4.1.4 Threats

Asset Management and Procedures handbook is modified of both circular and guidelines given by Ministry of Finance and Treasury of State Government. As new guidelines, it may face difficulties in its early period of implementation. Implementation of this handbook change the way employees work. Some of the employees have more than 10 years' experience on managing Sarawak Foundation Asset. This group of employees may have difficulties to adapt this new changes since they already get used on how they work. This can be a resistance factor when they are dealing with the same task at a different way.

There are also too much work to do especially in the early stage of implementation. In order to start with these new guidelines, the previous record of current asset needs to be re-recorded by using new forms. Failure to do so may hinder the project success.

4.2 Task Assign and Recommendations or Solution

Here are some of the others assigned task that I have done and my recommendations for further improvement of the task.

4.2.1 Asset Management Records

In order to complete the Asset Management and Procedures Handbook, I require both written information and Sarawak Foundation Asset Officer opinions regarding the true nature of the task. I had been notified by Madam Hajijah there are several individual that had been assign as Asset Officer in HRM department however some of them already switch to other department or branches. A new person in charge will continue the work done by their predecessor and might have the different way of handling the task. In my situation, I had difficulty to find the information record is the continuity of the previous record due to different method of recording.

In Sarawak Foundation, Asset Management task is not daily task. It only happens when their decided to purchase an Asset which must have a market value above RM 1000. Asset monitoring and recording of the current only happen several times a year depends on the need and situation. Asset that required a monthly or fixed maintenance, (lift, computers, air condition) usually done by internal or external individual or companies which specialize on the task. Only the maintenance records are kept by Asset officer.

From this situation, I found out that some of these records are not well organized and missing information. It is hard to find the suitable information to complete the handbook due to this problem. It not happens to me but also to their

new staff which are currently handling the task. There are guide given by predecessor before their leaving the post, however this guide this are not well implemented by the current officer due flexibility of the task and Sarawak foundation do not have specific system or standard in dealing the task as long as it follow circular given by Ministry of Finance.

My recommendation for this situation is Sarawak Foundation need to come with their specific way in handling the asset management. Draft a standard forms and re-thinks procedures so there is only one way recording method. It can save a lot of times to organize the records in the future. I think, Madam Hajjah and Mr. Mohd. Adzlie decision to come to Asset Management handbook is a great start to overcome this situation.

4.2.2 Office Software

During my practical training, most of my task required me to used computer in order to complete the task. At Sarawak Foundation, most of the computer still running with outdated operation software (window X). Only the computer used for printing and editing are running window 7 and above. Not only is that, the computers also installed with Microsoft word 2000. I my opinion, Sarawak Foundation management should focus on upgrade their office equipment such as computer and its hardware.

Fast computer pretty much provide more benefit when it have more power to process information. It safe employees times booting up the computer and reduce computer error. When I used the office computer to perform the task, it wastes a lot

of time just to open a Microsoft word. Not only that, my computer screen freeze due to demanding input I try to perform. This problem pretty much limits what task we can to. It also lags when I try to perform a multi task.

My recommendation is to upgrade the employee's computer especially the place that usually used. Outdated operation software and office software may hinder the organization employees to become effective this efficient. This outdated software no longer relevant for the organization that aim to be competitive and world class.

4.2.3 Files room

Active filing room located at HRM department stored a thousand of student's files which are frequently used on daily office task. Besides the student files, the files room also store employees files, subject files, investment files, and accounting files. Some unrelated to filling such as old television, ladder and others equipment that no longer been used also been store inside the filling room.

I would like to suggest files a files room for different section is to be separated. I heard a lot of complaint about the space inside the filling room. Since Sarawak Foundation are using the removable filling cabinet for storing the active files, only 2 sections can be open in one time. So when a person is searching files, another person needs to wait before he/she can use it. Another problem of this type of filling cabinet is files are not available to access when chain is jammed. This problem occurs once during my practical training period. We need to wait for waiting for an engineer who is responsible for repair it before it can be used again. Other problems that happen inside these sections, staff tend to put unnecessary thing such as equipment such as television that not been used anymore, ladder, empty box and

etc. inside the filling room. This kind of items should be put in differences place so the space inside the filling room can be utilized for filling purpose.

4.2.3 Organization Initiative for their future practical training.

Sarawak Foundation is an organization that received practical student application all over the time. The students than undergo practical training should be well informed about the job or task their going to handle. Most of the students are not having any experience on how the actual work environment is. I am suggesting that, any organization should provide more information or induct one of the employees or team to cover this matter. What I am see during the early period of the practical training, students seem a bit more confused and somehow don't know what their need to do. I believe with enough explanation and information regarding the work or task can help the student to become more productive. After that it is all depend on the student ability on how they're going to relate the work given and theory aspect that have been learned in classes.

Chapter 5: Conclusions

5.0 Introduction

This chapter will summarize the entire chapter in this report. Furthermore, this chapter will also discuss on my experience in doing tasks that has never been taught in class.

5.1 Chapter 1: Organization Background

Chapter 1 is discussed about the background of the Sarawak Foundation. This includes the company profiles; logo, colours and motives; Mission and vision; organization structures; services structures and the company client charter.

In summary Sarawak Foundation is one of the governmental agencies. Their also hold the status as corporate bodies at the same times differ them from others government agencies. Sarawak Foundation's was established under the Sarawak Foundation Ordinance as the statutory body in 27th March 1971. Their actives roles are within field of education, developing services in the development of quality human capital. Their aim to be the best organization that providing mentioned services and ensure their mission and vision can be achieved.

5.2 Chapter 2: Schedule of Practical Training

Chapter 2 is discussed about the schedule of the practical training. In this chapters cover on what have been done during the practical training session.

Summary of the practical training schedule are presented based on the weekly basis and each paragraph represent a day.

In summary, during my practical training, I have been responsible to complete a handbook of Asset Management and Procedures. Besides of that, I also have done others task such as filling, updating records, simple accounting and others office task. In the summary of practical training, I also mention on how I involve Sarawak Foundation programme/project such as monthly assembly, post event of Chief Minister Birthday and weeding Anniversary, friendly football Match and memorandum of understanding held by the Sarawak Foundation.

5.3 Chapter 3: Task Analysis

Chapter 3 was discussed about the task analysis of the specific work covered task during my practical training period. This includes analysis of how a task is accomplished and its related theoretical aspects learned in the classroom.

In summary, this chapter focus on the several subjects which I think are most frequently related in order to complete the given task. I have chosen Organization Behaviour, Reading and Critical Thinking, Business Professional Correspondence, Total Quality Management, Project Management and Management Accounting as the subjects that help me to complete the task. I also discussed about the important of teamwork, communications, quality of work and critical thinking. This practical training also tests me on how to involve in programme/projects, preparing correspondence and simple accounting. The subject mentions really help me to complete the task and at the same time meets my supervisor expectation.

5.4 Chapter 4: Recommendations

Chapter 4 was discussed about SWOT analysis based on the main task during my practical training period. This chapter also mentions several recommendation that I think can contribute to further improvement of the task and the organization overall.

In summary based on the SWOT analysis, I have identified the strengths, weaknesses, threats and opportunities of the Asset Management and Procedures Handbook. The strengths includes the benefits of handbook such as providing concise, standard and systematic guidelines at the same time easy to understand by the employees. The weakness of the handbook is the handbook is exclusive for Sarawak Foundation and cannot be used even by their subsidiaries and others Governmental agencies. The opportunities of the handbook are it provides valuable knowledge regarding asset management to the companies and the threats includes challenges faces by both organization and employees in order to implement these changes. Furthermore, this chapter also includes recommendations and solutions regarding others related task during my practical training period.

5.5 Conclusion

This practical training programme has tremendous impact on us as the student involved. We were being exposed to a real working environment and that is the great experience that we've gained. The atmosphere in the office is totally different from the one while we are in the university. As for me, I found this programme is beneficial in many ways. We have the opportunity to apply theoretical knowledge

that we have learnt for the past five semesters. On top of that, students are also able to brush up their management skills regardless towards people, work, time and etc. Teamwork is also an important element that could be gained through this programme. Other positive element that I've realized while doing my industrial training is the importance of practicing ethical and professional work culture and the importance of safety at the workplace.

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Padhi, N. *Element of TQM* Retrieved on April 15, 2015 from <http://www.isixsigma.com/methodology/total-quality-management-tqm/eight-elements-tqm/>

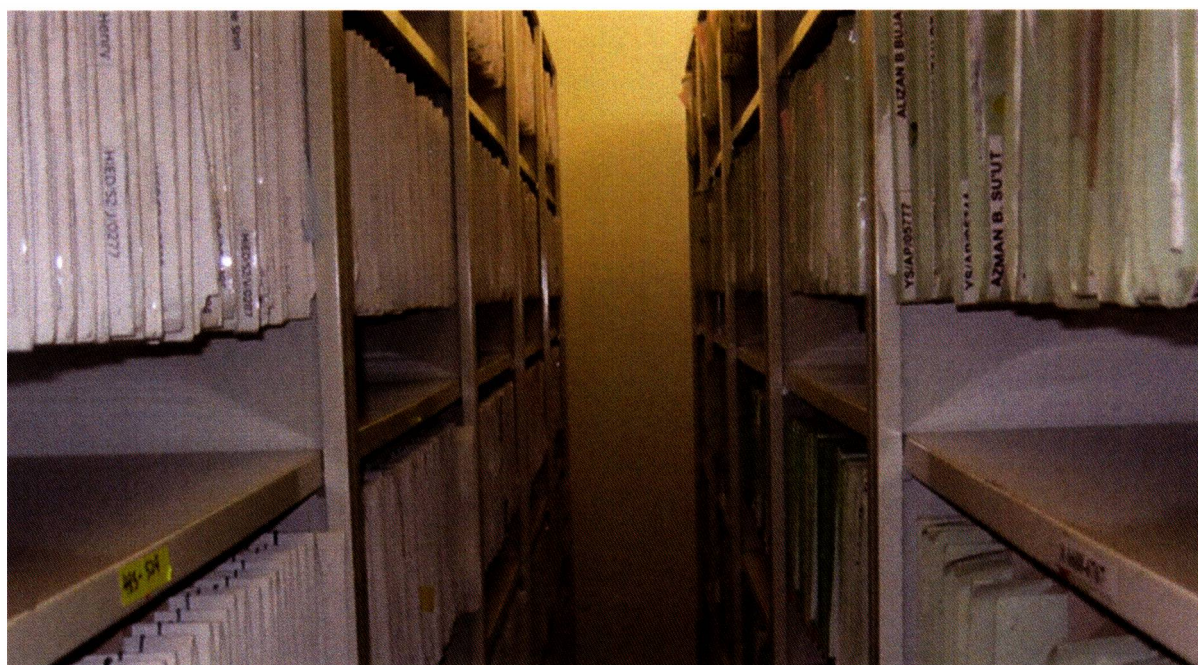
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Appendixes

Files Room



Students files



List of forms/files that frequently used to complete task

System: 05/02/2015 12:19:00 AM
 User Date: 05/02/2015
 YAYASAN SARAWAK
 TRANSACTION TRIAL REPORT
 Payables Management
 Page: 3
 User ID: salsalawak

Vendor ID: CR/1501 Target Stationery Sdn Bhd

Sorted By: Document Date/Type Include: Work, Open, History

* Voided

Origin	Document Number	Type	Doc Date	Transaction Description	Original Amount	Unapplied Amount	Vendor Ref
History	INV00075782	INV	18/01/2013		RM24.00	RM0.00	AP/2013/028
History	090083	INV	20/01/2013		RM25.00	RM0.00	YS/2013/112
History	INV00075553	INV	22/01/2013		RM2,187.30	RM0.00	AP/2013/041
History	090158	INV	25/01/2013		RM2,747.00	RM0.00	YS/2013/02
History	INV00076254	INV	11/01/2013		RM580.68	RM0.00	AP/2013/09
History	090455	INV	13/01/2013	PO000739	RM100.00	RM0.00	YS/2013/01
History	INV00076038	INV	26/01/2013		RM68.00	RM0.00	AP/2013/11
History	191290	INV	28/04/2013		RM24.00	RM0.00	YS/2013/04
History	19-00079257	INV	18/06/2013		RM178.50	RM0.00	AP/2013/03
History	090066	INV	19/06/2013		RM113.00	RM0.00	YS/2013/01
History	19000000514	INV	25/07/2013		RM524.40	RM0.00	AP/2013/04
History	090738	INV	25/07/2013		RM25.00	RM0.00	YS/2013/07
History	19000000725	INV	01/08/2013		RM190.00	RM0.00	YS/2013/08
History	392060	INV	02/08/2013		RM181.60	RM0.00	AP/2013/08
History	19000001725	INV	04/09/2013		RM187.60	RM0.00	YS/2013/09
History	093340	INV	05/09/2013		RM440.00	RM0.00	AP/2013/09
History	19000002163	INV	25/09/2013		RM600.00	RM0.00	YS/2013/09
History	093629	INV	02/10/2013	Bekal kintan data traveller	RM123.00	RM0.00	AP/2013/10
History	19000002404	INV	03/10/2013	Magnetic White Board	RM123.00	RM0.00	YS/2013/10
History	093790	INV	01/11/2013		RM814.00	RM0.00	AP/2013/11
History	19000003290	INV	04/11/2013	Pelbagai Bilik Tulis	RM254.00	RM0.00	YS/2013/11
History	094428	INV	04/11/2013		RM75.00	RM0.00	AP/2013/11

DAFTAR PERGERAKAN HARTA MODAL DAN INVENTORI

Bil	Nama	Jenis Peralatan	Tarikh		Tandatangan Pemjam	Pegawai Pengeluar		Catatan		
			Dikeluarkan	Jangka Dipulangkan		Ketika Dikeluarkan				
						Tandatangan	Tarikh		Tandatangan	Tarikh
1	Siti Achiyanti Binti Selihi Penolong Pegawai Selisyan Kualiti & Inovasi	walkie talkie	21/2/14	26/2/14	[Signature]	[Signature]	21/2/14	[Signature]	26/2/14	Family Day
2	Abdul Razak bin Haji Mohamed Easton Accountant/Company Secretary (MIA 26009)	walkie talkie	21/2/14	24/2/14	[Signature]	[Signature]	21/2/14	[Signature]		Family Day
		walkie talkie	21/2/14	24/2/14	[Signature]	[Signature]	21/2/14	[Signature]	24/2/14	
	ABDUL RAZAK BIN ZAINOREN Pembantu Tadbir N17	walkie talkie	21/2/14	24/2/14	[Signature]	[Signature]	21/2/14	[Signature]	24/2/14	
3	Azraee Sapian	YS/Mdn/3/14	3/4/14	7/4/14	[Signature]	[Signature]	3/4/14	[Signature]	7/4/14	Remaining use Leave Area
4	Azraee Sapian	YS/A/ECO/4/14	11/4/14	24/4/14	[Signature]	[Signature]	11/4/14	[Signature]	24/4/14	use Decm
5	Mahilda Jayco	YS/MT/AV/05/05	19/5/14		[Signature]	[Signature]	19/5/14	[Signature]		use Dec
6	Muhammad Ramzan Bonari		24/6/14	24/6/14	[Signature]	[Signature]	24/6/14	[Signature]	24/6/14	Peta Pengukuran
7	Kathy Omar	Labeling machine	23/6/14	24/6/14	[Signature]	[Signature]	23/6/14	[Signature]	23/6/14	
8	Dyana Sun	walkie talkie	30/9/14		[Signature]					
			26/1/04/10/12/14							
			26/1/04/10/12/14							
			26/1/04/10/12/14							
			26/1/04/10/12/14							



ZUSIA ENGINEERING & MARKETING SDN BHD (826959-M)
 107 Lot 4774 Jalan Dogan Off Jalan Batu Kawa 91250 Kuching Sarawak
 P O BOX 448 93708 Kuching Sarawak Malaysia
 Mobile: 013-8350023 013-8370023 Fax 082-686933
 Email: zusia90@hotmail.com Website: zusia90.blogspot.com

MAINTENANCE SERVICE REPORT F1

Client	Pppys		
Address	Jln Gunung		
Contract No			
Date	10/11/20		

CO2 SYSTEMR
 WET CHEMICAL SYSTEM
 FM200 SYSTEM
 OTHERS

Location	No. of zone	Location	No. of zone
Server Room	3 zone	Kitchen Hood	1
WAGEs Room	2 zone		
Relax Kiosk	2 zone		

No	Service Package List	Reading	N	I	F	R	Remarks
	AC Supply Power	240/240					
	DC Rectification Unit condition		✓				
	Charger unit condition		✓				
	AC auto Charge over to DC operation	240/240	✓				
	Transformer unit condition		✓				
	Meter (Ammeter / Voltmeter)		✓				
	Relay / Miniature Relay		✓				
	Buzzer		✓				
	Toggle switch		✓				
	Push Button switch		✓				





威福電子電器公司
Wee Hock Electronic & Electrical Company
 Lot 1999, Jalan Semangat, Bintawa, 93450 Kuching, Sarawak
 P.O Box 965, 93720 Kuching, Sarawak.
 Tel: 082-333661 & 339961
 H/P: 019-8860396 Fax: 082-333668
 Email: weehock@streamyx.com / lohshoon@streamyx.com

Doc No: WHF/SMAC/0047



ISO 9001:2000 Certified
 Certificate No: 003568

SERVICE REPORT FOR AIRCONDITION

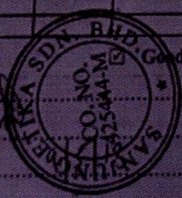
Client Name : Yayasan Sarawak
LI

Report No: AC/ 1652

Date : 06/05/2013

Description	Service	Checked	Repair	Replace	Qty	Remark
Servicing / Cleaning						Ground floor
General Overhaul						
Recharging in freon gas						Lobby
Air Filter						ACK 15 C - AFBA
Aircon Gaskets						2050 3101 - 00605
Fan Bearing						
Compressor						ACK 30 AC - AFAB
Coiling Coil						2052 07 - 06250
Condensing Coil						06253
Fan Motor						06263
Running Capacitor						06217
Starting Capacitor						0
Removal of Aircond						06255
Relay Overload Relay						
Silver Fan Propeller						Office Cassette type
Fan Coil Motor						ACK 25 01 - AFAB
Filter Drier						2052 3007 - 09696
Remote control						ACK 20 AC - AFAB
PC Board						= 2052.3000 - 07134
sensor						09708
Water Leaking						09710
Aircon Bracket						09711
thermostat						0971
Remote down						097
Warranty						

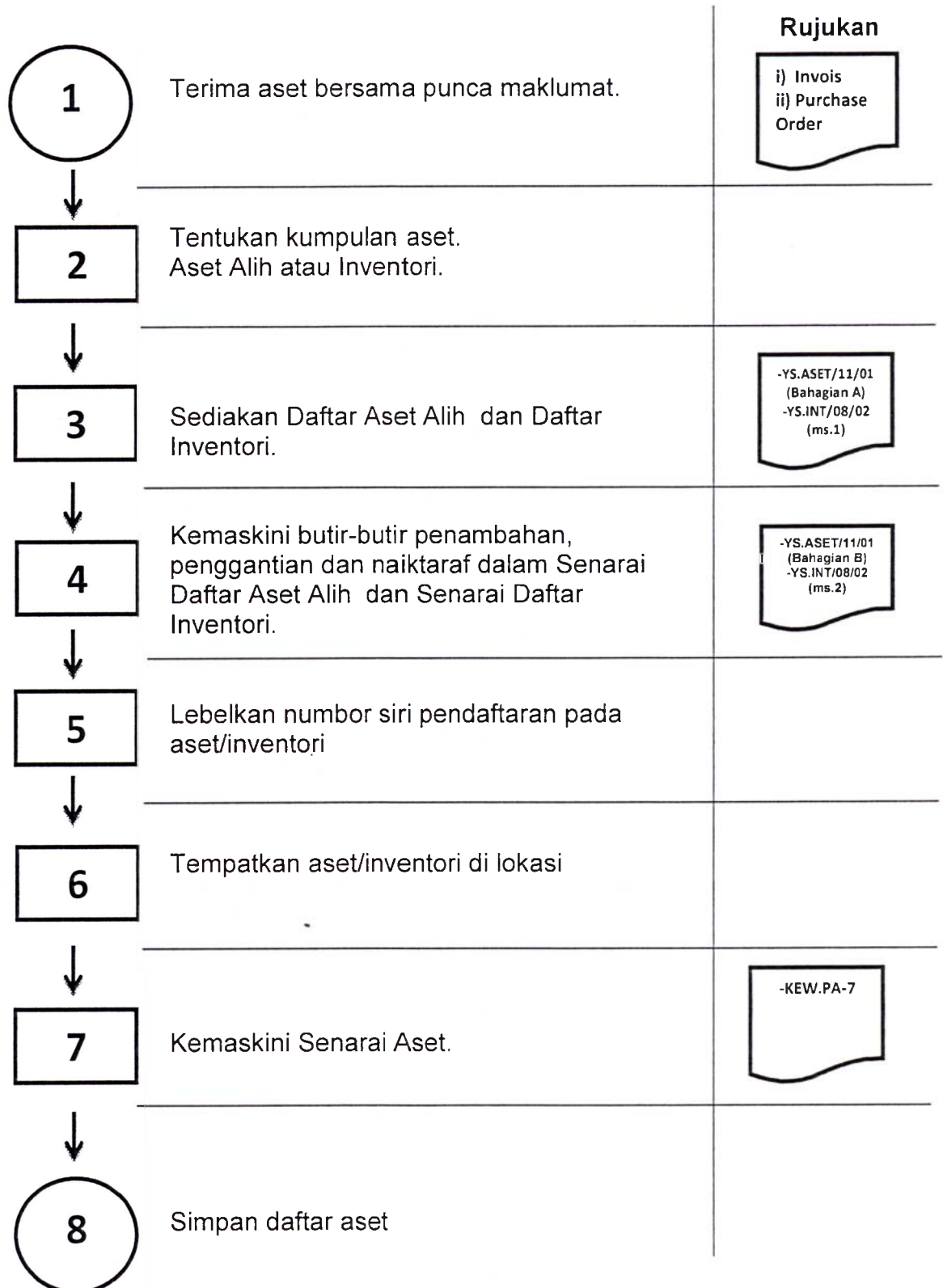
Technician Name : Yayasan Sarawak
 & Co. Chop : [Signature]



Not Good
 Technician Name : Hugo Chan / Frank
 Signature : [Signature]
 Date : 06/05/2013

JADUAL 1

CARTA ALIRAN PENDAFTARAN ASET ALIH DI YAYASAN SARAWAK



JADUAL 2

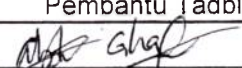
Langkah	Proses Kerja
1	<p>Terima aset bersama-sama punca maklumat;</p> <ul style="list-style-type: none"> a) Aset yang dibeli: <ul style="list-style-type: none"> i) Invois ii) Pesanan Belian (Purchase Order) iii) Dokumen lain yang berkaitan b) Aset Sewa Beli: <ul style="list-style-type: none"> i) Surat Ikatan Perjanjian ii) Dokumen lain yang berkaitan c) Aset diterima daripada sumber lain: <ul style="list-style-type: none"> i) Salinan daftar jika diterima secara pindahan ii) Salinan kelulusan menerima hadiah iii) Salinan Sijil Lucuthak d) Aset yang belum pernah berdaftar: <ul style="list-style-type: none"> i) Maklumat di fizikal aset ii) Sumber lain yang berkaitan.
2	<p>Tentukan kumpul aset mengikut:</p> <ul style="list-style-type: none"> a) Harta Modal (Aset) b) Inventori
3	<p>Sediakan Daftar Aset Alih (YS.ASET/11/01 Bahagian A) dan Daftar Inventori (YS.INT/08/02 ms.1) oleh Pegawai Aset.</p>
4	<p>Kemaskini Senarai Daftar Modal (YS.ASET/11/01 Bahagian B) dan Daftar Inventori (YS.INT/08/02 ms.2).</p>
5	<p>Labelkan nombor siri pendaftaran berserta perkataan HAK MILIK YAYASAN SARAWAK pada aset.</p>
6	<p>Tempatkan aset di lokasi yang telah ditentukan.</p>
7	<p>Kemaskini Senarai Aset (KEW.PA-7).</p>
8	<p>Simpan daftar aset.</p>

DAFTAR ASET ALIH

Jabatan : Yayasan Sarawak
 Bahagian : Lot 4784 Blok 14
 Salak Land District
 Jalan Sultan Tengah
 93050 Kuching

BAHAGIAN A			
Kod Sistem FIS		Kod Pejabat	YS/A/EPPRO/15/01/3
Kategori	Peralatan dan Kelengkapan Pejabat		
Sub Kategori	Epson Projector (G6150)		
Jenis/Jenama/Model	Epson EB-G6150	Harga Perolehan Asal(RM)	RM15,290.00
Buatan		Tarikh Diterima	21-Jan-15
Jenis Dan No. Enjin	T6EF420011L	No.Pesanan Rasmi Kerajaan	PO 003206 dd 26/12/2014
No. Casis /Siri Pembuat		Tempoh Jaminan	4 yr - 21/01/15 - 20/01/19
No. Pendaftaran (Bagi Kenderaan)	-	Nama Pembekal Dan Alamat: PC Image Sdn Bhd Lot 2.31 & 2.15, 2nd Floor Wisma Saberkas, Jalan Green 93000 Kuching (082 - 422939 / 236830 (F)	
KOMPONEN/AKSESORI :			
Projector + Bracket installation		<p>..... Tandatangan Ketua Jabatan Nama : Hajjan bt Morsidi Jawatan : Pen. Pengarah (PSM) Tarikh : 23 Januari 2015</p>	

PELUPUSAN/HAPUS KIRA			
Rujukan Kelulusan	Tarikh	Kaedah Pelupusan	Tandatangan

PENEMPATAN			
Kuantiti	1		
Lokasi	A67 - Auditorium		
Kod Item	YS/A/EPPRO/15/01/3		
Tarikh	21-Jan-2015		
Nama Pegawai	Abdul Ghafar		
Jawatan	Pembantu Tadbir		
Tandatangan			

PEMERIKSAAN			
Tarikh	21/01/2015		
Status Aset	Baik		
Nama Pemeriksa	Denner Ata		
Tandatangan			

PENEMPATAN

Kuantiti				
Lokasi				
Kod Item				
Tarikh				
Nama Pegawai				
Jawatan				
Tandatangan				

PEMERIKSAAN

Tarikh				
Status Aset				
Nama Pemeriksa				
Tandatangan				

PENEMPATAN

Kuantiti				
Lokasi				
Kod Item				
Tarikh				
Nama Pegawai				
Jawatan				
Tandatangan				

PEMERIKSAAN

Tarikh				
Status Aset				
Nama Pemeriksa				
Tandatangan				

BORANG PENILAIAN KONTRAKTOR / PEMBEKAL / PERKHIDMATAN

MAKLUMAT PEMBEKAL

Nama Kontraktor : Kelab Yayasan Sarawak

Perkhidmatan / Bekalan : No. Inbois:IV-00404 (Jamuan makan untuk taklimat indeks akauntabiliti)

No. LPO : PO003264 Jumlah Bayaran Bil / Inbois : RM480

Tarikh Perkhidmatan Dilakukan : 42034 Lokasi : PPPYS,Jalan Sultan Tengah Petra Jaya

PERAKUAN PENILAIAN OLEH PENERIMA / PENILAI:

Saya **berpuashati** / **tidak berpuashati** dengan perkhidmatan yang telah diberikan dan mengesahkan mereka telah / **tidak** melaksanakan/membekal kerja-kerja/barang-barang tersebut dengan jayanya.

Tandatangan : _____ Tarikh : _____

Nama/Jawatan : _____

Bil.	Penilaian	Memuaskan	Tidak Memuaskan	Catatan
1.	Perkhidmatan diberikan			
2.	Produk dibekalkan			
3.	Tempoh perkhidmatan			
4.	Perkhidmatan susulan (jika ada)			

PERAKUAN PEMBAYARAN

Layak dibayar Tidak layak dibayar

Catatan (Jika ada) : _____

Tandatangan : _____ Tarikh : _____

KELULUSAN PEMBAYARAN BIL / INBOIS (RM5,000.00 KE ATAS)

Disemak oleh : _____
Khairunnisa Abdul Latep
Pen. Peg. Pentadbiran

Disahkan oleh : _____
Hajjah binti Morsidi
Pegawai Tadbir N41

Lulus Tidak Lulus

Pengarah / Ketua Penolong Pengarah
Yayasan Sarawak

Tarikh : _____

Nota: Sila potong dan tandankan () pada petak yang berkenaan sahaja.

YAYASAN SARAWAK

Lot 4784, Blok 14, Salak Land Districk,
Jalan Sultan Tengah,
Semariang, 93050 Petra Jaya,
Kuching, Sarawak, Malaysia
Tel: 082-441686 Faks: 082-440023

PURCHASE ORDER

PO003264

CR/0571

Kelab Yayasan Sarawak

Pusat Pembangunan Pendidikan & Ibu Pejabat Yayasan Sarawak
Lot 4784, Jalan Sultan Tengah, Petra Jaya,
P.O.Box 3281, 93050 Kuching, Sarawak

DATE: 14/01/2015

Page 1 of 1

TEL: 082441686 0000

FAX: 082440023 0000

No	DESCRIPTION	QUANTITY	UNIT PRICE	RM TOTAL
1	JAMUAN MAKAN UNTUK 50 PAX @ 15/01/2015	50.00	UNIT 6.00	300.00
2	JAMUAN MAKAN UNTUK 30 PAX @ 16/01/2015	30.00	UNIT 6.00	180.00

PERKHIDMATAN JAMUAN MAKAN UNTUK TAKLIMAT INDEKS AKAUNTABILITI PADA 15-16 JANUARI 2015 BERTEMPAT DI AUDITORIUM PPPYS.

SEKSYEN PEMBANGUNAN ORGANISASI.

RM : FOUR HUNDRED EIGHTY ONLY ***

RM 480.00

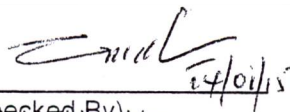
Perkhidmatan di atas telah saya terima.



Diyana binti Suni
Pembantu Tadbir N17

(Issued By)

Date: 14.01.2015



(Checked By)
Azizan binti Ibrahim

Date: 14.01.2015
Pembantu Tadbir Kanan N26

Hajjah bt. Morsil

Penolong Pengarah

Seksyen Pengurusan Sumber Manusia
b.p: Pengarah Yayasan Sarawak

Pengarah
Yayasan Sarawak

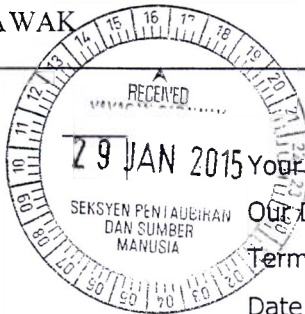
Penerima)

Date:



KELAB YAYASAN SARAWAK
 PUSAT PEMBANGUNAN PENDIDIKAN &
 IBU PEJABAT YAYASAN SARAWAK, LOT4784
 JALAN SULTAN TENGAH, PETRA JAYA
 P.O BOX 3281, 93050, KUCHING, SARAWAK

INVOICE



No. : IV-00404

YAYASAN SARAWAK
 PUSAT PEMBANGUNAN PENDIDIKAN &
 IBUPEJABAT YAYASAN SARAWAK
 JALAN SULTAN TENGAH, SEMARIANG
 93050, KUCHING
 Attn : PN HAJIJAH BT MORSHIDI
 TEL : 082-441686 FAX : 082-440023

Your Ref. :
 Out D/O No :
 Terms : 30 Days
 Date : 30/01/2015
 Page : 1 of 1

No	Item Code	Description	Qty	Price/Unit	Discount	Amount
1		CAJ JAMUAN MAKAN UNTUK TAKLIMAT INDEKS AKAUNTABILITI PADA 15 & 16 JANUARI 2015 DI AUDITORIUM YS				
2		15/1/2015	50.00	6.00		300.00
3		16/1/2015	30.00	6.00		180.00

RINGGIT MALAYSIA : FOUR HUNDRED AND EIGHTY ONLY

Total (RM) 480.00

Notes :

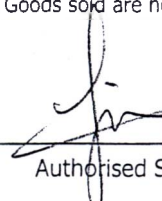

1. All cheques should be crossed and made payable to

KELAB YAYASAN SARAWAK

CIMB Bank Cawangan Satok A/C No.11050016493051

2. Goods sold are neither returnable nor refundable.

I/We hereby confirmed and received to the above mentioned goods in a good order & condition.

Authorised Signature  

Customer Company Stamp & Signature

1. Student's name: MOHAMAD ANUAR BIN JEPE
2. Date & Place of Birth: 2/1/1988 HOSPITAL UMMAH SARAWAK
3. UiTM No.: 2012947285
4. Program: AM229
5. Year: 2014 Part: 5
6. Home address: NO. 178, LORONG TILAPIA 1A, KAMPUNG BUNTAL
93050, KUCHING
7. Address during practical training: NO. 178, LORONG TILAPIA 1A, KAMPUNG
BUNTAL, 93050 KUCHING
8. Place of training: RUSAT PEMBANGUNAN PENDIDIKAN YAYASAN SARAWAK
9. Name of Supervisor in-charge: MADAM HAFSAH BINTI MORIHAD
10. Duration of training: From: 20 JANUARY 2015 to 27 FEBRUARY 2015

FOR OFFICE USE ONLY

11. Remarks: (Dean/Course Tutor)
-
-
-
-
-
-
-

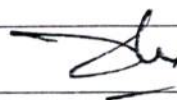
EXACT NATURE OF WORK DONE

SUPERVISORS REMARKS

2015 8:35 a.m - Briefing with Mr. Azlie and
 (day) Madam Hajjah at meeting room.
 - Introduction by Mr. Azlie, then
 new staffs and practical students

9:00 am - I've been allocated at Human
 Resources and Administration department
 and supervise by Mdm Hajjah.

- Been given a task. To complete
 a handbook (PANDUAN PENGURUSAN
 ASET)
- Discussion regarding the task.

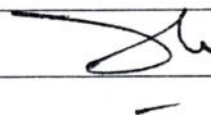


Hajjah bt. Morsidi
 Penolong Pengarah
 Seksyen Pengurusan Sumber

others task :



- Photostat
- Fax


2015 Morning - Typing
 (day) - Further information regarding the task
 given by Pn. Hajjah
 - Continue with the handbook.





Hajjah
 Penolong
 Seksyen Pengurusan Sumber Manusia


Afternoon - To gather with Mr. Zakaria (Driver)
 to collect corporate attire at

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	Wisma Kebertas.	
015)	<p>More explanation regarding the handbook. Refer to "TATACARA PENGUKULAN ASSET BUKU KERAJAAN, PEKELILING PERBENDAHARAAN Bil 5. Tahun 2007"</p>	
	<ul style="list-style-type: none"> - Planning a draft for the handbook - Typing 	<p>Hajjah bt. Morsidi Penolong Pengarah Seksyen Pengurusan Sumber Manu</p>
15	<p>8:30 am - Bacaan Yassin dan Tahil di Surau Yayasan Sarawak.</p>	
	<p>10: am - Jamuan kecil.</p>	
	<p>11: 00 am - Pending a task. (Handbook) - Start typing "BAB B - Pendaftaran" - Start typing with guide by 'Pekeliling Perbendaharaan' and, subject file "Asset Find and Mdm Dennyor Ata (Pengurus Aset)</p>	 <p>Hajjah bt. Morsidi Penolong Pengarah Seksyen Pengurusan Sumber Manu</p>
	<p>Others task - - Helping Mr. Azhari to key in the student's files - photostate</p>	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
2015 4)	Morning - Continue unfinished task (BAB B - Pendaftaran)	
	- Checking the forms ^{used} by Yayasan Sarawak to register the new assets.	
	- Check the assets to know the serial number / label	
	eg: workstation S/A/WS/08 / III	
	HAK MILIK YAYASAN SARAWAK - continue typing the handbook	
	<u>others task:</u>	
	- photostate - others office task.	
	- Pengenalan	
	BAB A - Penerimaan	
	BAB B - pendaftaran	
	BAB C - Pengagungan, penyimpanan & pemeliharaan	 Hajjah bt. Morsidi Penolong Pengarah Seksyen Pengurusan Sumber Manusia
	BAB D - Penyelenggaraan	
	BAB E - pelupuan BAB F - kehilangan & hapus kira.	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
5	<ul style="list-style-type: none"> - Presentation of on going progress of the handbook to Mdm Hajjah. (draft) - More explanation given by Mdm. Hajjah about the project. 	
	<p><u>evening</u></p> <ul style="list-style-type: none"> - Continue with the handbook. - Corrective work regarding the handbook (BAB B - Pendaftaran) 	
	<ul style="list-style-type: none"> - Start a new chapter of the "TATACARA PENGURUSAN ASET ALIH YAYASAN SARAWAK) - BAB E Pelupusan. 	
	<p>Refer to the "Perkeliling perbandharaan Bil 5 (2007) and subject file " Jawatankuasa Pemeriksa dan Pelupusan)</p>	
	<ul style="list-style-type: none"> - Prepare the ^{asset} flowchart for registration procedures BAB - B 	<p>Hajjah bt. Morsidi Penolong Pengarah Seksyen Pengurusan Sumber Manusia</p>

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
/2015 (today)	<ul style="list-style-type: none"> - Checking the file subject "Iskua Pemeriksa/ pelupusan. 	
	<ul style="list-style-type: none"> - Typing (BAB E) - Pelupusan - More explanation regarding "BAB F (Pelupusan) from Mdm Hajjah, Mdm Denner and Mr. Ardi (Penguas aset) 	
	<p><u>evening</u></p> <ul style="list-style-type: none"> - Continue to con-current task - Typing by referring to explanation given and the subject files / form given. 	
	<ul style="list-style-type: none"> - Rehearsal for tomorrow at event at auditorium Yayasan Sarawak 	<p>Hajjah bt. Morsidi Penolong Pengarah Seksyen Pengurusan Sumber Manusia</p>

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
2015)	8:15 : Morning Prayer (monthly Assembly)	
4)	at Auditorium Yayasan Sarawak.	
	- Morning exercise	
	- National / Yayasan Sarawak anthem	
	- Self introduction by New staffs and practical	
	Students to the whole of YS worker.	
	- Speeches by YBhg En Marsal b. Abang Rosli	
	(Acting Director / ketua Penolong Pengarah)	
		
	- Jamuan makan.	
	10:30 - Continue with con-current task / project	
	Handbook (TATACARA PENGEURUSAN ASFT YS)	
	BAB E and BAB F (Kehilangan P Hapus Kira)	Hajjeh bt. Morsidi Penolong Pengarah Seksyen Pengurusan Sumber Manusi

DATE

EXACT NATURE OF WORK DONE

SUPERVISORS REMARKS

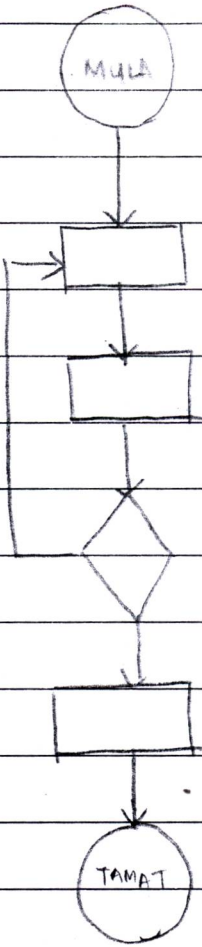
2015
4)

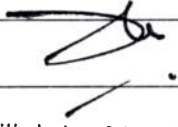
- Continue typing of con-current task /project.
- Helping key in student files.

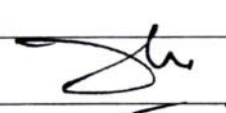


Hajjah bt. Morsidi
Penolong Pengarah
Seksyen Pengurusan Sumber Manusia

Flowchart guide:



DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
2015	<p>Continue with on-current task/project</p> <ul style="list-style-type: none"> - Typing BAB F - kehilangan dan Hapus Kira - how much to prepare or how, Sur 	
	<ul style="list-style-type: none"> - Prepare a complete procedures if loss happen in YS. - By referring to "Perbendaharaan Pekteling bil 5. Thn 2007" to see how the government agency handle the cases and adapt it for use in YS. since it never happen. 	
	<ul style="list-style-type: none"> - T/masa Penyasaat Clay refer to Asset Mgt Structure of YS) 	
	<p>Afternoon</p> <ul style="list-style-type: none"> - I and Mohd Adib was given a new task relating to asset Management. - I was given a list of Asset (Serial number, type of Asset & location) - I have been asked to check the condition of the asset. <ul style="list-style-type: none"> - Library - Gym - Meeting Room Alamanda lv. 3 	 <p>Hajjah bt. Morsidi Penolong Pengarah Seksyen Pengurusan Sumber Man</p>

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	<p>Checked - Asset recorded.</p>	
2/2015 May)	<p><u>Morning</u></p>	
	<p>- Continue the on-current task / project (Introduction, BAB B, BAB E and BAB F)</p>	
	<p>- Reorganize the asset record into</p> <ul style="list-style-type: none"> 1. Building ↙ Usma Satok 2. Type of asset ↘ PPPYS, Jln Sultan Tengah <ul style="list-style-type: none"> i) furniture ii) Electric appliances iii) IT 3) Kar receipt 	
	<p>- Instruction are given by Mdm Hajjah and Mdm Deener Atq.</p>	<p>Hajjah bt. Morsidi Penolong Pengarah Seksyen Pengurusan Sumber Manusia</p>

DATE

EXACT NATURE OF WORK DONE

SUPERVISORS REMARKS

eg of format of the summary

Syarikat	TAHUN			JUMLAH
	2012	2013	2014	
Alat tulis - Sya. Prima				
-				
-				
IT - PC Image				
-				
-				
Katering - ABG AA				
-				
-				

Other task

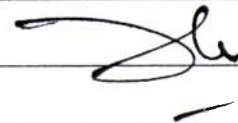
- Photostate
- ~~other office work such as filling~~
- revise service report (Aircond, lift, fire fighter)

company


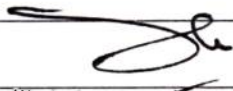
	<u>Stationery</u>	<u>IT</u>
i	- I Stationery Sdn Bhd	PC connect GDS
ii	- Targa Stationery Sdn Bhd	PC Image
iii	- Percetakan Nasional ^{my} Bhd	Mosvi Technology
iv	- Corezone	Turanak
v	- Offequip Sdn Bhd	Multimedia Cyberstates
vi	Sya. Prima Jaya	HAN Nadhir
vii	GBS Synergy	SAINS
viii	Mexajati Sdn Bhd	(

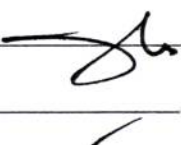
Catering


- ABG AA sdn Bhd



Hajjiah bt. Morsidi
Penolong Pengarah
Seksyen Pengurusan Sumber Manusia

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
2015	Revise the con-current work	
1)	- Adds flowchart and work process of BAB E and F.	
	- Helping Mdm Hajjah Hasling tidy the stationery room.	 Hajjah bt. Morsidi Penolong Pengarah Seksyen Pengurusan Sumber Manusia
	Submitted the task "TATACARA PENYURUSAN ASET ALIH YAYASAN SARAWAK" to Pn. Hajjah.	
	<u>Other task</u> - Helping Mr Azahari to key in the students files. - Filling (students files) in the file rooms.	
/2015 Monday	<u>Morning</u> - Discussion with Mdm Hajjah regarding the Handbook. - More explanation given in order to enhance the handbook. <u>Afternoon</u> - Helping En Muhamad Rahman (PP SPAK) and Mr Andy preparing banner for friendly football match between Veteran Yayasan Sarawak vs Armadillo	 Hajjah bt. Morsidi Penolong Pengarah Seksyen Pengurusan Sumber Manusia

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
015	<ul style="list-style-type: none"> - Helping Mdm Hajah Haslina tidy the store room. 	
	<ul style="list-style-type: none"> - Updating Changes for introduction of handbook "TATACARA PENGURUSAN ASET ALIH (YAYASAN SARAWAK) since there are a new changes in committee (J/kuasa Pengurusan Aset Alih kerajaan vs) 	
	<ul style="list-style-type: none"> - Enhance and improving the hand book. <ul style="list-style-type: none"> * numbering * Formatting. 	
	<p>Other task:</p> <ol style="list-style-type: none"> 1. Filing 2. Key in (students files) 3. Photostat 4. Rense service report - Aircand 	
	<p>1.0 Pengematan - lift Lelawat</p>	<p>Hajjah bt. Morsidi Penolong Pengarah Seksyen Pengurusan Sumber Manu</p>
	<p>2.0 BAB A - Fire fighting</p>	
	<p>3.0 " B</p>	
	<p>4.0 " C</p>	
	<p>5.0 " D</p>	
	<p>6.0 " E</p>	
	<p>7.0 " F</p>	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
2015 (day)	<p>At 9.00 am, Mr. Mond Adib, Mr. Azahar and one more employee had been ask by Mdm Hajrihan and Mr. Muhamad Rahman to do some preparation of Chief Minister birthday and his wedding anniversary at Hilton Hotel and Chief Minister house at Damai.</p>	
	<p>Some of the task in the preparation are transfer the cake (present by Yayasan Sarawak), his portrait, fruits from the hotel to Damai. We also have to deal with the hotel management inder to get their permission to enter the room where the items are kept.</p>	<p>Hajjah bt. Morsidi Penolong Pengarah Seksyen Pengurusan Sumber Manusia</p>
	<p><u>Afternoon</u> Meeting with supervising lecturer, Madam Abdrawing</p>	

EXACT NATURE OF WORK DONE

SUPERVISORS REMARKS

2015
y) Me and Mond Adib have discussed with
Madam Hajjah about the task.

Some correction need to be redo (contents
and formats of the handbook.)

After the meeting, I was continue corrects/
revise the correction that have been
identified.

that have been revise/redo
Three chapters / ... are ch 2 (Registration),
ch 5 (disposal) and ch 6 (loss and write-
offs)



Hajjah bt. Morsidi
Penolong Pengarah
Seksyen Pengurusan Sumber Manusia

