

UNIVERSITI TEKNOLOGI MARA
FACULTY IN ADMINISTRATIVE SCIENCE AND POLICY STUDIES



PRACTICAL TRAINING REPORT IN PEJABAT DAERAH KECIL SEBUYAU

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SEPTEMBER 2016

UNIVERSITI TEKNOLOGI MARA SARAWAK

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BACHELOR OF ADMINISTRATIVE SCIENCE (HONS)**



PRACTICAL TRAINING REPORT

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PLACE OF TRAINING: PEJABAT DAERAH KECIL SEBUYAU

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SEPTEMBER 2016

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

Mdm Nur Aida Bt Kipli,

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



(Signature)

Date: 19 JANUARY 2017

DECLARATION

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

Signed:



.....

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ACKNOWLEDGEMENT

I am expressing my high gratitude to God for his blessing, love, opportunity, health, and mercy to complete this report.

I am so lucky because lots of people have helped me when I am preparing this report. Firstly, deepest appreciation goes to my supervisor Mdm Nur Aida binti Kipli that helped me patiently by giving suggestion, guidance and correction since the beginning until the completion of this training report.

Thanks to my supervisor, Ajis Bin Ahmad which also Sarawak Administrative Officer in Pejabat Daerah Kecil Sebuyau for accepting my practical application and giving me chances to do practical training in the district office. A lot of gratitude also to the staff in the Pejabat Daerah Kecil Sebuyau for giving full cooperation and knowledge to me as I am doing my 8 weeks practical training.

Finally, I would like to show my special thanks to my beloved families and close friend who are very kind in helping and giving moral support to me to complete this report.

Thank you.

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CHAPTER 1

INTRODUCTION OF THE ORGANIZATION

1.0 INTRODUCTION

Practical training is a compulsory course that for all final year degree students of Bachelor in Administrative Science (Hons.). It is one of the requirements to fulfill the course in order to graduate from the university and also expose them with new experience in actual working environment. This practical training must be completed in a period of eight weeks starting from July 25th 2016 and finished it on September 16th 2016. For this purpose, I have applied three government organizations for my practical training and Pejabat Daerah Kecil Sebuyau has accepted my practical training application. Apart from that, I have been assigned under Mdm Nur Aida binti Kipli as my practical training supervisor to evaluate and assess on my report writing at the end of the final semester. There was also a practical training logbook has been provided for each student to be fill with their daily tasks or activities during their practical training.

1.1 BACKGROUND OF PEJABAT DAERAH KECIL SEBUYAU

Sebuyau sub-district is located in the coastal areas, riparian Sungai Batang Sadong and Sungai Batang Lupar. There are two small towns under the administration Sebuyau which is "Pekan Sebangon" and "Pekan Sebuyau". Sebuyau sub-district is a small area under the administration of Simunjan. Sebuyau sub-district area is more progressive 625.07 square km. It is located about 140 km from Kuching City by road

and 85 km through the river. According to the elders, the original name comes from the word **SEBUYAU** Melanau "**buyo**" which means '**crab**'. At that time, there are many crabs in this area. Sebuyau sub-district has a range of public facilities and have a high school, 16 national schools, and two schools Chung Hua.

1.1.0 Area of Election

Parliament

P.201 Batang Lupar

Parliament Member

Yang Berhormat Datuk Hajah Rohani binti Haji Abdul Karim

Menteri Pembangunan Wanita, Keluarga dan Masyarakat (KPWKM)

Members Of The Legislative Assembly (Adun)

N.27 Sebuyau

Name Of The State Assembly (Adun)

Yang Berhormat Datuk Haji Julaihi bin Haji Narawi

Menteri Muda Pembangunan Ekonomi Luar Bandar (Kawasan Pesisir)& Perikanan

Menteri Muda Pembangunan Perindustrian (Pelaburan dan Promosi) Sarawak

1.1.1 Number of Villages / Longhouse

There are 15 villages in Indonesia, 64 Iban longhouses and two weeks in the small district of Sebuyau.

1.1.2 Type of Utilities

School (SMK, SK, SJK), the Office of Government, Private Office, Clinic, Jalan Raya, Telephone, Pier, KEMAS, the community hall, mosque, surau, Church, Chapel, and Temple

1.1.3 Administration

Name of District Officer In Simunjan

Abdul Khalid bin Manap

Name of Sarawak Adiministrative Officer Sebuyau

Ajis bin Ahmad

1.1.4 POPULATION

BIL	ETHNIC	2016	
		TOTAL	PERCENT
1	Melayu	9,968	54.2%
2	Iban	6,343	34.5%
3	Cina	885	4.8%
4	Bumiputera Lain-lain	75	0.4%
5	Bidayuh	50	0.3%
6	Melanau	995	5.4%
7	Lain-lain	90	0.5%
TOTAL		18,406	100.00%

Table 1.1: The Population based on Ethnic

1.2 OFFICE OF THE PEJABAT DAERAH KECIL SEBUYAU

Generally, administration of the Pejabat Daerah Kecil Sebuyau is under the administration and management. Pejabat Daerah Kecil Sebuyau plays an important role

in ensuring the progress of development in Sebuyau other than the welfare and interests of the district.

1.3 MISSION AND VISION

1.3.1 Mission

Fulfill customer needs and strive to be an organization which practice a professional management through the development of human resources, supplier timely and accurate information in order to achieve the mission of our organization.

1.3.2 Vision

To ensure Pejabat Daerah Kecil Sebuyaubecome an administrative organization which are quality, knowledgeable, visionary, competent and committed to realizing the government's policies towards an integrated development and excellence for the benefit of the people.

1.4 THE CLIENT CHARTER

To ensure Quality Objectives achieved, Pejabat Daerah Kecil Sebuyau has set Quality Objectives for each procedure in the Quality Management System as follows:

- **Application for Licenses and Permits**

1. Public Collections License resolved within 1 week after receiving support from the District Officer and District Police Chief.
2. Management of Special Non-Muslim Marriage Registration completed within 2 hours.
3. Probate Registry Management resolved within 2 weeks.
4. Transfers application Shotgun in Probate will be processed immediately.
5. Management Permit to Buy Ammunition Shotgun completed within 1 hour.
6. Management of Registration of Business Names completed within 7 days,
7. Extract Production Business Names completed within 1 hour,
8. Transfer of Business Names completed within one day and
9. Cancellation of Business Names and Business Names Cancellation completed within 1 month.
10. Adoption Registry Management completed within 3 days.

** Processing time on the subject of the application form is complete and the officer in charge at the office.*

- **Application for Minor Rural Project (MRP)**

1. Undertaken and completed in accordance with the specifications set forth in the current financial year.

- **Event Management**

1. Implemented according to plan / schedule / program set by the committee.

- **Improvement Initiatives**

1. To improve and enhance the quality objectives, the Administration Sebuyau Division from time to time, this analysis procedures to identify space for improvement. In addition, the Administration Sebuyau Division will also use feedback from customers to identify the weaknesses of these procedures and take preventive action and improvement

1.5 SERVICES

There are several main services under Pejabat Daerah Kecil Sebuyau. Those services are:

- a. Adoption Registration Procedures.
- b. Application Procedure Adoption Certificate
- c. Register of Probate Procedure
- d. Registration Procedures Title Shotgun In Probate
- e. Transfer of Firearms Registration Procedures in Life
- f. Permit Application Procedures To Buy Ammunition Shotgun
- g. Procedure of Registration of Business Names

1.6 ORGANIZATIONAL CHART

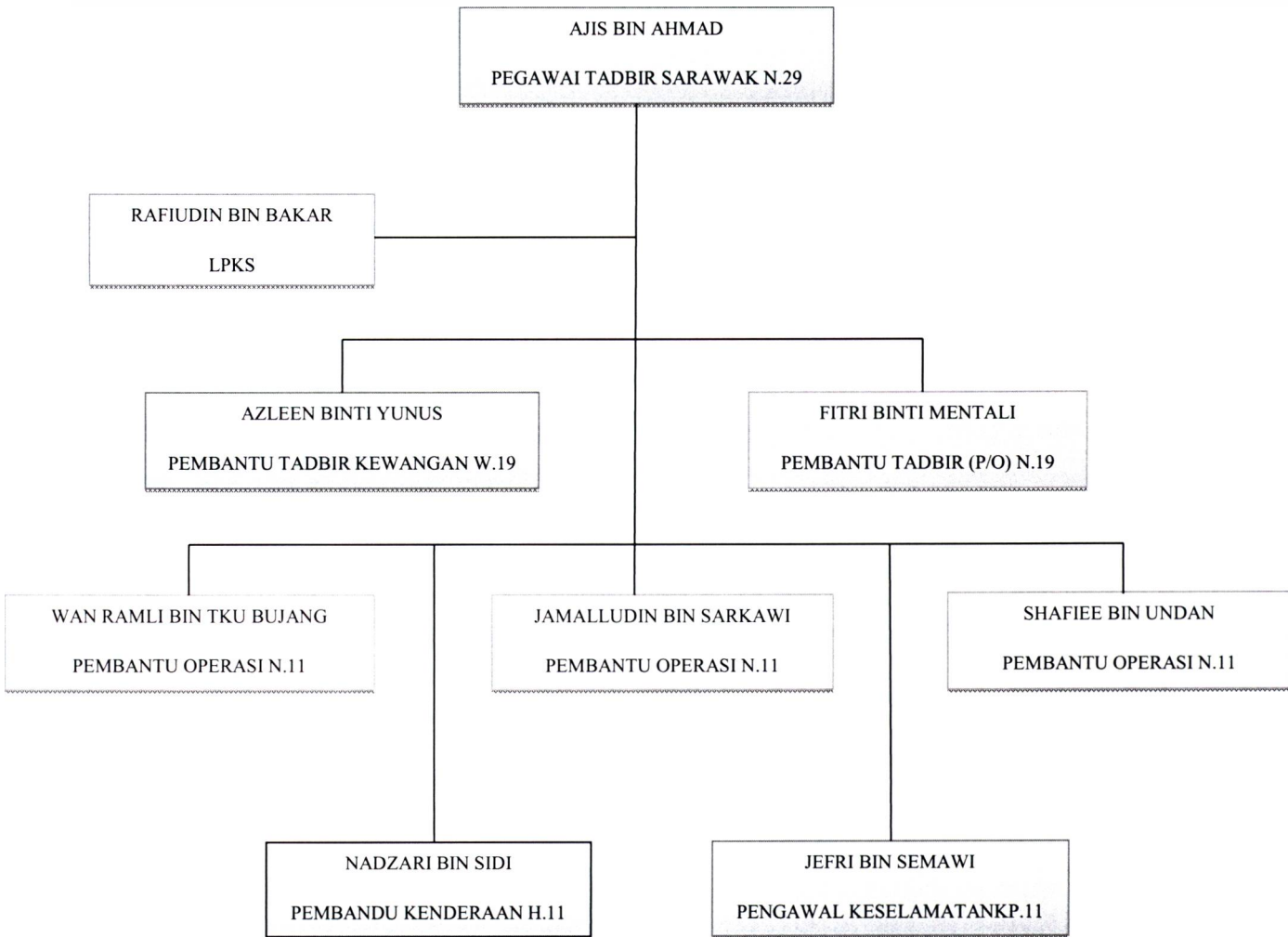


Figure1.: Pejabat Daerah Kecil Sebuyau organizational chart

CHAPTER 2

SCHEDULE OF PRATICAL TRAINING

2.0 INTRODUCTION

My practical training periods was taken about eight weeks starting from 25th July 2016 until 16th September 2016. I choose Pejabat Daerah Kecil Sebuyau as to undergo my practical training based in Sebuyau, Sarawak. During the practical training, I was assign in the administration department. I fully practice what have I learn in class and apply what I had learned it in my working daily basis. These chapters elaborate the schedule of my practical training. The discussions also include report and summarization of daily task when doing practical training and description of jobs and task executed by supervisor.

2.1 SCHEDULE OF PRACTICAL TRAINING

Daily operation hour of Pejabat Daerah Kecil Sebuyau is from 8.00 a.m until 5.00 p.m from Monday to Friday. During the eight weeks of practical training, I was exposed with lot of work that related with the daily operations of the office. From there I gained a lot experience in many parts on how to running the activities in the office and find alternatives to ensure the daily administration to run smoothly.

2.2 REPORTS AND SUMMARIZATION OF WEEKLY TRAINING

WEEK	TASK DESCRIPTION
<p>FIRST WEEK</p> <p>25/07/2016</p> <p>-</p> <p>30/07/2016</p>	<p>On the first week of my practical training, I reporting duty at Pejabat Daerah Kecil Sebuyau, which located at Jalan Kampung Baru 94850 Sebuyau, Sarawak. I reported to conduct practical training at the administration department and meet with the supervisor in charge which is the Sarawak Administrative Officer Sebuyau, Mr Ajis bin Ahmad.</p> <p>I was introduced by, Pn Fitri binti Mentali which is one of the staff in the office to the all the staff within the organization. I was explained how the daily operation of the organization such as working hours, the organization rules and regulation, the organization culture and the role of the departments in the organization. I start my jobs by key – in and updating profile for the Tangki 1Malaysia applicants.</p> <p>Besides that, I also take my opportunities to learn how to handling the fax machine by one of the staff, Unok anak Martin. Then, I also have been tasked to prepare invitation card for “Majlis Kesyukuran, Ramah Mesra Aidilfitri dan Gawai 2016”.</p>

	<p>After finished the task, one of the staff and I distributed the invitation card to "Ketua Kaum" at Simunjan area.</p> <p>Besides, I also be given a task which updating profile and information who receive BR1M Tahun 2016. After finished that task, it continue by key-in and updating listname who have not receive "Tangki Air 1 Malaysia" in Sebuyau area.</p> <p>There was a programme called "Majlis Kesyukuran, Ramah Mesra Aidilfitri dan Gawai 2016" during the first week of my practical training at Pejabat Daerah Kecil Sebuyau. I have been appointed as organizer to help other staff for that event.</p>
<p>SECOND WEEK</p> <p>01/08/2016</p> <p>-</p> <p>05/08/2016</p>	<p>On the second week of the training, I still continue with key-in profile for the applicants who are capable for "Program Bantuan Rumah" (PBR) which under Skim Pembangunan Kesejahteraan Rakyat.</p> <p>I also have been updating profile for the Tangki Air 1Malaysia applicants based on the address of the applicants as the application forms still can be accepted.</p>

	<p>On this week, my supervisor, Mr Ajis bin Ahmad has given me a task in which updating “Minit Mesyuarat Jawatankuasa Pembinaan Masjid Baru Sebuyau Bil 1/2016”.</p> <p>During this week, my supervisor also gives me a task which is to prepare a report on “Laporan Kecederaan Akibat Serpihan Batu Letupan di Kuari Sebuyau pada 18 Julai 2016”.</p> <p>For the end of the week, a “<i>gotong – royong</i>” has been held among the staff cleaning the office accordingly with the roles of the staff in the draft that has been prepared by me.</p>
<p>THIRD WEEK</p> <p>08/08/2016</p> <p>-</p> <p>12/08/2016</p>	<p>On the third week of the practical training, I have been continued my previous task such as key-in profile for the applicants who are capable for “Program Bantuan Rumah” (PBR) and updating profile for the Tangki Air 1Malaysia applicants.</p> <p>I have been instructed by my supervisor to update profile for Daerah Kecil Sebuyau which under N.27 Sebuyau area. Then, he told me to prepare a list of telephone number/ fax number for each agency under Serian and Samarahan area.</p>

	<p>On Friday, my supervisor has requesting for my assistance to help him to update the profile for the <i>Ketua Kaum</i> for Daerah Kecil Sebuyau constituency. I look up the information of <i>Ketua Kaum</i> in the records room and if there is any missing information, I take the alternatives by giving a call to the <i>KetuaKaum</i> for detail of the information. He asked me to make a call to “<i>Tuai Rumah/ Ketua Kaum</i>” to get the information about their villagers’ detail. All of the information is used to complete the profile for Daerah Kecil Sebuyau which under N.27 Sebuyau.</p>
<p>FOURTH WEEK 15/08/2016 - 19/08/2016</p>	<p>On this week, I has started my by preparing “Rural Transformation Programme” (RTP) Samarahan under did in year 2016. Then, my supervisor asked me to prepare RTP for Dearah Kecil Sebuyau N.27 Sebuyau area.</p> <p>I also assist one of the staff, Mr Shafiee who are Pembantu Operasi visiting “Loji Air Sebangan” to accompany my supervisor, Mr Ajis bin Ahmad which also attending by YB Datuk Hj Julaihi bin Hj Narawi and YB Datuk Roland Sagah.</p> <p>My supervisor asked me to prepare a draft for meeting on next</p>

	<p>day. I had to printing it out for those agencies that attend the meeting on Friday.</p> <p>There are also meeting be held during my fourth week of practical training. The meeting conducts by my supervisor, Mr Ajis bin Ahmad as administrative officer and its involved with other government department and agencies. I have been task by my supervisor as the meeting secretary of the meeting and write down every detail of the meeting and make a minute sheet as the report of the meeting after the end of the meeting. The meeting is related to Pelaksanaan Mobile Outreach Programme (MOP) Sarawak Tahun 2016. The Mobile Outreach Programme (MOP) will be held on 3rd September 2016.</p>
<p>FIFTH WEEK</p> <p>22/08/2016</p> <p>-</p> <p>26/08/2016</p>	<p>On the fifth week of my practical training, I has started my jobs on preparing a “Tentatif Aturcara Program” for Mobile Outreach Programme (MOP) Sarawak Tahun 2016 in Sebangon. Besides, I had to prepare invitation card for that programme which monitor by one of the staff in this office.</p> <p>Besides that, I also prepared a report regarding a meeting</p>

	<p>Lembaga Amanah Kebajikan Masjid Daerah Sebuyau which supervise by my supervisor in completing the report.</p>
<p>SIXTH WEEK 29/08/2016 - 03/09/2016</p>	<p>As the week before, I have started my jobs on updating profile for schools in Sebuyau area. Besides that, I also fulfilling with other tasks which is to update profile for villagers' detail by following their <i>Ketua Kaum</i> or <i>Tuai Rumah</i>. All of the information is used to complete "Profail Maklumat Kampung" in Sebuyau area.</p> <p>Besides that, I have assist my supervisor to prepare a letterhead for "Borang Pencalonan Anugerah Warga Emas Contoh Bahagian Samarahan 2016"</p> <p>I also assist by my supervisor and one of the staff to visit SK Hj Bujang Sebangon which as a location for Mobile Outreach Programme (MOP) Sarawak Tahun 2016.</p> <p>For the end of the week, I had attending the Mobile Outreach Programme (MOP) in Sebangon. There are many agencies involve during that event on that day. The programme had</p>

	<p>attended by YB Datuk Hj Julaihi bin Hj Narawi which held a position as ADUN N.27 Sebuyau.</p>
<p>SEVENTH WEEK</p> <p>02/03/2016</p> <p>-</p> <p>08/03/2016</p>	<p>On my seventh week of practical training, not much task to be done. I had assist by one staff in the office to visit bridge construction site in Kampung Lubok Meranti to accompany JKR Samarahan in surveying the site.</p> <p>Besides. I also had prepared a letterhead for “ Permohonan Kelulusan Pembelian Peralatan untuk Kegunaan Premis PAWE Daerah Sebuyau”.</p> <p>Not only that, I also help one of the villagers in Sebuyau to prepare “Surat Permohonan Bantuan Komputer Riba” to help her daughter in accessing the information and knowledge for studies purpose.</p>
<p>EIGHTH WEEK</p> <p>09/03/2016</p> <p>-</p> <p>16/03/2016</p>	<p>On my last week of practical training, I have started my job in continuing my previous task that has not yet done by me. There is completing a detail of the villagers under their own <i>Ketua Kaum or Tuai Rumah</i> for “Profail Maklumat Kampung”</p>

	<p>Besides, I also have to prepare a listing “Senarai Penerima Geran” in Sebuyau under Rural Transformation Programme by YB Datuk Hj Julaihi bin Hj Narawi which held position as Menteri Muda Pembangunan Ekonomi Luar Bandar (Kawasan Pesisir) and Perikanan, and Menteri Pembangunan Perindustrian (Pelaburan dan Promosi) Sarawak merangkap Ahli Dewan Undangan Negeri (ADUN) N.27 Sebuyau.</p>
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Table 2.1: Reports and Summarization of Weekly Training

2.3 SUMMARY

In Chapter Two, the trainee had explained about the tasks and job that trainee did during the eight weeks of the internship programmed. The task given to the trainee were consistent to the guidance provided by the faculty. The task mainly related to the scope of administration. The trainee able to apply what had been learned in the classroom and to relate into practice. Therefore, it is valuable experience that trainee can get through an internship programmed.

CHAPTER 3

ANALYSIS

3.0 INTRODUCTION

During the practical training at the Pejabat Daerah Kecil Sebuyau, certain tasks that were given were aligned to the syllabus that we had studied based on our syllabus. The most crucial syllabus implementation was being able to implement and enhance the skills and knowledge of the subject Project Management ADS512. This was a Semester 5 course that is compulsory for the AM228 students. The implementation took place when drafting for the organizational chart and the tasks for all the staff in the office for 5S culture. The draft was purposely done as to organize a work space for efficiency and effectiveness by identifying and storing the items used, maintaining the area and items, and sustaining the new order.

3.1 FOCUS TASK COVER DURING INTERNSHIP

The focus task covered during the internship was drafting the organizational chart and tasks for all the staff in the office for 5S culture. 5S is the name of a workplace organization method that uses a list of five Japanese words; Seiri, Seition, Seiketsu, and Shitsuke. This culture has been implemented in all government department and agencies. A series of task from planning, organizing, and designing, contacting, coordinating and implementing the tasks was done together with all the staff within the organization. This is because it must all the staff within organization from top level

manager which it is district officer to the lowest level of employee which includes the security guards. Moreover, the culture is to be practices every day during the office hours and general cleaning for the office for once a week which is on Friday evening after the office hours from 5.00 p.m to 5.30 p.m and this has been planned one months ahead to ensure everyone knows their task and role during the implementation of the 5S culture.

3.2 PROJECT MANAGEMENT

Project Management is a Semester 5 course that is compulsory to be taken by students studying Bachelors on Administrative Science AM228. This course was implemented for the event due to the significant skills required namely management, organizing, designing and coordination

3.2.1 Introduction

A project is an endeavor undertaken to create a unique product, service or result. It is can be implemented on temporary or daily routine because it has a defined beginning and end time therefore defined scope and resources. A project is unique and because of the specific sets of operations designed to accomplish a singular goal.

Project management then is the application of knowledge, skills, tools and techniques to project the activities to meet the project requirements. The project

management processes fall into five groups namely; initiating, planning, executing, monitoring and controlling, and closing.

3.2.2 Application of Project Management In 5S

Based on the syllabus, the project life cycle was applied, as it is a holistic approach in project management. It covers the whole project from the planning until the closing. On top of that, the project life cycle is also a clean approach to reduce any wastage and to minimize risk of failing the project. The project life cycle consist mainly of four phases that are initiating phase, planning phase, performing phase and the closing phase.

3.3 INITIATING PHASE

3.3.1 Definition

This is the first phase of the policies and its objective is to identify need, problems and opportunity. This phase also can be used to determine to choose the project or not. Usually during this phase, the staff within organization will team up and brainstorm of the numerous possibilities that will be faced throughout and after the implementation.

3.3.2 Application Of Initiating Phase In 5s Culture

As the initiating phase, all the staff within the organization has a meeting to identify, brainstorming on how to implement the 5S culture in the organization. Specific task was given to them and this was the first meeting that we had attended and is actually a pre-event meeting. After the meeting, every week we will request updates of the progress because we were appointed as we are need to prepare the chart and profile for the 5S culture. Here was where my task begun when I was appointed to be prepare the draft of the 5S profile and was asked to come out with the tasks and role played by all the staff during the implementation of the policies. The list is constantly updated from time-to-time as updates and upgrades were made.

3.4 PLANNING PHASE

3.4.1 Definition

Planning Phase is the second phase in the Project Management Cycle. At this stage, it will show how the project scope will be accomplished. In other words, it is time to plan the work and work the plan. A baseline will be created which consists of what needs to be done, how it will get done, who will do it, how long will it take, how much will it cost and the risks that will be faced.

3.4.2 Application of Planning Phase In 5s Culture

During the Initiating Phase, specific task was distributed among the staff. At the Planning Phase, the list of staff is being scoped down to ensure we know exactly the amount of people who will involve in the 5S culture and no one will be left out from the policies as the policies are apply to all the staff in the organization.. There will be one of the staff in the organization will be appoint to be the one who will give me the information that I need during the planning phase. This staff will be updating directly to me and are directly responsible for the progress of their task.

In Project Management, we call this the Responsibility Matrix that will be applied in the Work Breakdown Structure (WBS) and Critical Path. This detail breakdown will enable each staff to keep track of each other's progress. This is to make sure that no overlapping work is done, certain task to be completed on time so others can use the output of the assigned agency. For example, the staff in the administration department was assigned to identify and breakdown the office into several zone so that every team that has been assigned to the zone will be responsible to apply 5S culture in their assigned zone. After the zone has been identifying, only then we came there to check the place whether the zone needed to be taken care the most or only need a fully skilled supervisor for checking on regular basis. As the progress continues, the checklist will continue to be updated.

3.5 PERFORMING PHASE

3.5.1 Definition

This is the third phase and is the climax of all phases, as all of the planned activities and task should be implemented systematically. The manager will make sure the objective of each micro-task is completed as the main event is going on at this phase. The project manager will lead and the project team will complete the project. The manager will be monitoring and controlling the progress of the event. Corrective actions will be needed on the go to solve critical problems and to ensure that the event will run smoothly without the participant noticing it. Thus, the manager must play his role in checking all the phase that have been plan will be completed before the event.

3.5.2 Application Of The Performing Phase In 5s Culture

During the implementation process, Mr Ajis Bin Ahmad as the head of the 5S culture will be the one monitoring and controlling the whole movement of the policies. I was not involved with policies as the policies are apply to the staff within the organization and it is excluded the practical student. However, I willing to lend a hand to help the other staff during the implementation of the policies as to maintain the cleanliness and keep the workplace to be safe are the responsibility for all of us. An effective cooperation among the staff can be seen during the implementation of the policies. Even though everything in the checklist is in order, there will still be the missing parts or weakness during the implementation.

At this phase, everything comes together and acts as the climax of the Project Life Cycle based on the Project Management syllabus. Each and every task is realized and pieced together and act as one big part of the event with no pieces left behind.

3.6 CLOSING PHASE

3.6.1 Definition

The closing Phase is the final phase of the project life cycle. The closing phase usually are post-mortems of the events where we collect and make final payments, recognize and conduct post project evaluation, document lessons learned, archive project document and record the lessons learned.

3.6.2 Application Of Closing Phase In 5s Culture

After the first week after the implementation of the policies, there was a meeting being held related to the policies and all the staff is required to attend to give their feedback about the policies. The meeting was chaired by Ajis Bin Ahmad which himself as the head of the 5S culture and to give guide where the part is appropriate and which is not during the implementation of the policies. This is the most crucial part where all the staff are being evaluated and commented. He usually will give positive feedbacks with minor comments of the event and these minor comments are actually criticisms for improvements.

After the post-event meeting, all of the recommendations, ideas, improvements and planning were kept record by the secretary of the meeting and also were being written down in the minute sheet. This is because it will be use for the records in the future.

3.7 CONCLUSION

During the internship the most practical subject that I had undergone is the Project Management ADS512. This subject was applied during the drafting of the organizational chart and set task to the staff involved in the 5S culture as it is practical and can be applied directly based on the syllabus. The Project Life Cycle was being implemented of all the phases from 1 to 4.

CHAPTER 4

RECOMMENDATION

4.0 INTRODUCTION

This chapter highlights and discusses the strengths and weaknesses of the task assigned practical training as discussed in Chapter Three. After done with the analysis of the task assigned, the strengths and weaknesses of the Pejabat Daerah Kecil Sebuyau can be determined. This chapter also will provide the solution or recommendation for improvement purpose in any weaknesses of the organization. For every tasks and activity during the period of the internship programme, all of it shows a clear purpose, strength, and weaknesses. It is important to help the practical students and at the same time to let them learn a real working situation. That is because when the weaknesses can be solved, it would help future internship students to have a better work environment in every part of the department in an organization. Besides, the issues could be avoided that will encourage the objective of practical training could be successfully achieved.

4.1 STRENGTHS OF THE ORGANIZATION

During practical training, I had found several strength that is related to the task analysis which relate with 5S culture. From the tasks that have been completed by the trainee, several strength of the desk file management system will be explained. It is

based on the direct and indirect experience that the trainee gained during the practical training at the Pejabat Daerah Kecil Sebuyau.

4.1.1 Strengthen the Cooperation among the Staff

The policies will eventually strengthen the cooperation between the staff. That is because there is lack of cooperation among the staff within the organization as some of them never involved in any event or programme that has been organized by the office. This shows that their relation may not be closer as they did not know each other very well in the district office. Thus, this will make the relationship between the staff of the organization will be closer by in the 5S culture.

4.1.2 The Staff Gain New Experiences by Involving In the 5s Culture

The creativity also enables the staff to unleash their talent in creating and managing a programme. This allows them to do activities outside of their usual office norms and interact with other staff from other department. Dealing direct with the third parties such as food caterer gives opportunities for new participants in the organizers to gain more experience and learning new skills and abilities in project management in a larger scale in the future. On top of that, participating in this event can also enhance their creativity, leadership skills and working in team efficiency.

4.2 LIMITATIONS OF THE ORGANIZATION

During practical training, trainee also had found a limitation that is related to the task analysis which is the 5S culture. From the task that has been completed by the trainee, the limitations of the 5S culture will be revealed. It is based on the direct and indirect experience that the trainee gained during the practical training at Pejabat Daerah Kecil Sebuyau.

4.2.1 Staffs too Rush and Hectic in Performing Job

The participants consist of the staff of the Pejabat Daerah Kecil Sebuyau. All the staff only shows their commitment on the first day and some of them slowly lose interest to give their cooperation day by day after. I found the staffs give more than one job to perform in one time. For me, this will make myself confused and sometimes let a mistake happen in my task when I have been instructed to do 2 or 3 tasks in one time. For example, I have been updating profile for the Tangki Air 1Malaysia applicants based on the address of the applicants as the application forms still can be accepted. At the same time, my supervisor, Mr Ajis bin Ahmad has given me a task in which updating "Minit Mesyuarat Jawatankuasa Pembinaan Masjid Baru Sebuyau Bil 1/2016". Even finished my previous tasks, my supervisor also gives me a task which is to prepare a report on "Laporan Kecederaan Akibat Serpihan Batu Letupan di Kuari Sebuyau pada 18 Julai 2016". This situation makes me easily forget my previous tasks that will lead a mistake happen when I need to rush finish all the tasks in one time.

4.2.2 Lack of Updated Information at the Counter

Most of the time, any news or announcement at Pejabat Daerah Kecil Sebuyau is not being informed to the counter personnel. This will make the counter personnel to be not updated with the latest information. The problem will occur when the people asked the counter and yet the staff could not deliver the information as what they want. Besides, the necessary forms are not placed at the counter instead behind the counter.

4.3 RECOMMENDATION

4.3.1 Staff Training

Staff training is the most recommended and necessary for all especially those new personnel at the counter personnel. This is because the staffs need to have a full of knowledge, skill and ability to do their task given. It aimed to fulfill the customer's requirement since their expectation is too high towards the service of the organization. Thus, the staff need to be knowledgeable and equipped with all the necessary information regarding their roles in that organization when they serve the people.

4.3.2 Updated Information Available

In order to serve people in a good way, the staff should have an updated with the latest information from the relevant officer-in-charge. It is necessary the officer display any announcement or the latest news in front or outside of the counter. It is easier for

people know any news regarding the program or any project that will be conducted in such area. So, the staff is one of the main actors to know the latest information to act as an ear an eyes for the people to ensure they know and understand the updated information. This is important to avoid misappropriate and inaccurate information regarding any achievement or program in Pejabat Daerah Kecil Sebuyau.

4.4 CONCLUSION

In chapter four, I had explained about the organization which the most tasks done during practical training related to the concepts that I had learned at the workplace and how to transform knowledge gained at workplace to reinforce understanding on the concepts learned in the classroom. It specifically focuses on one area of task as covered in the practical training handbook. It also should reflect definition of concept, demonstration of practical and theoretical aspects. Besides, I also explained about the strength and weaknesses of the task that I have been done in an organization which is Pejabat Daerah Kecil Sebuyau.

CHAPTER 5

CONCLUSION

5.0 INTRODUCTION

There are many things that I have learned during the eight weeks of practical training at Pejabat Daerah Kecil Sebuyau. The whole practical training periods was informative and give me some challenge. Through this practical training, I was able to gain new perspectives and understanding the real life working experience. Besides, I was also able to improve my soft and functional skills. All this valuable experience and knowledge that I have gained were not only acquired through the direct involvement in task given but also through other aspects of the practical training such as observation, interaction with the staff and others third party related to the organization. From the practical training, I also believe that the industrial training program has achieved its primary objective. As it is also the best ways to prepare student in facing the real life working experience by giving them the firsthand experience during their practical training.

5.1 SUMMARIZATION OF CHAPTER

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

5.1.1 Chapter 1

Chapter 1 discuss mainly about the background of the organization. This can be explain through chapter 1 which elaborates more on the background of the organization and the history of Pejabat Daerah Kecil Sebuyau. The first chapter explains on what is Pejabat Daerah Kecil Sebuyau is all about. This includes vision and mission, the client charter, function and organizational structure.

From the discussion in regards to this organization, it is clear that this organization are suitable as a choice for practical training because of the agenda in the organization is much related to the syllabus in Bachelor in Administrative Science course.

5.1.2 Chapter 2

Chapter 2 is mostly discussing all about the schedule during my practical training in Pejabat Daerah Kecil Sebuyau. This chapter elaborates all sort of task that had given to me that I need complete by the end of the day. The practical training log book keeps updated day to day information on the task and the work progress during my practical training.

Chapter 2 also summarizes the schedule of my practical training and I have sort out the log book data into a table format. This will give a systematic and organize table that is easy to be read and give a contented report for reference.

5.1.3 Chapter 3

Chapter 3 is analyzed the main task of my practical training which has been task by the organization to me. Through the variety task as proved in appendixes that was given to me, I have experience a lot of difficulty and how to overcome it beside increase my knowledge such as sort out the task to the staff and communicate with them when giving a briefing of their role in the policies.

5.1.4 Chapter 4

Chapter 4 discusses about the strength, weaknesses, opportunities and threats or known as SWOT analysis from the organization. It shows how my experience during practical training can help to improve future student who would like to do practical training there and the organization as a whole. The SWOT analysis shows how the practical training reflects the student point of view and recommendation for improvement.

5.2 CONCLUSION

As a conclusion, Pejabat Daerah Kecil Sebuyau is one of the organizations that accountable with any welfare issue of the people in Sebuyau district. All of the staff is striving to perform their duties in efficiency through an effective way in order to achieve the vision and mission of the organization. It is one of the organizations that responsible to develop rural transformation in which benefits rural people in terms of infrastructure,

welfare and other development. During my practical, every task given was critical as it helps me to learn something new about the knowledge and experience that we did not go through in class.

I also had explained about the tasks and jobs that trainee did during the eight weeks of the internship programmed. The task mainly related to the scope of administration and management which I had learned in class for subject Ethics in Administration and also the Service Management. I able to apply what had been learned in the classroom and to relate into practice during the internship session. Therefore, it is valuable experience that I can get through an internship programmed.

During the internship the most practical subject that I had undergone is the Project Management ADS512. This subject was applied during the drafting of the organizational chart and set task to the staff involved in the 5S culture as it is practical and can be applied directly based on the syllabus. The Project Life Cycle was being implemented of all the phases from 1 to 4.

Next, I had explained about the organization which the most tasks done during practical training related to the concepts that I had learned at the workplace and how to transform knowledge gained at workplace to reinforce understanding on the concepts learned in the classroom. It specifically focuses on one area of task as covered in the practical training handbook. It also should reflect definition of concept, demonstration of practical and theoretical aspects.

Moreover, practical training is a crucial medium for university students as it really help them to learn and adapt new environment that be able to open their mind set with several issues and experiences while they are working in future. Not only that, the internship programme also help the students applies what they have learn in theoretical towards their task during the practical. Finally, practical training is a vital role to train the students about the work environment despite to develop and improve their skills and knowledge so that they can know how to manage and administer the task that will be given to them when they are working in future.

Therefore, Pejabat Daerah Kecil Sebuyau is successfully taught me how to exposed the complicated situation happen when sometimes a lot of work must be complete in one day. Furthermore, I also learn how to complete a task with effort along with full concentration and attention. Lastly, I greatly satisfied did my practical training in Pejabat Daerah Kecil Sebuyau because what I had learn in my studies can be apply in order to do every task that given to me while the internship program.

APPENDICES



Appendix 1 : Preparation before Majlis Ramah Mesra Aidilfitri
dan Gawai 2016



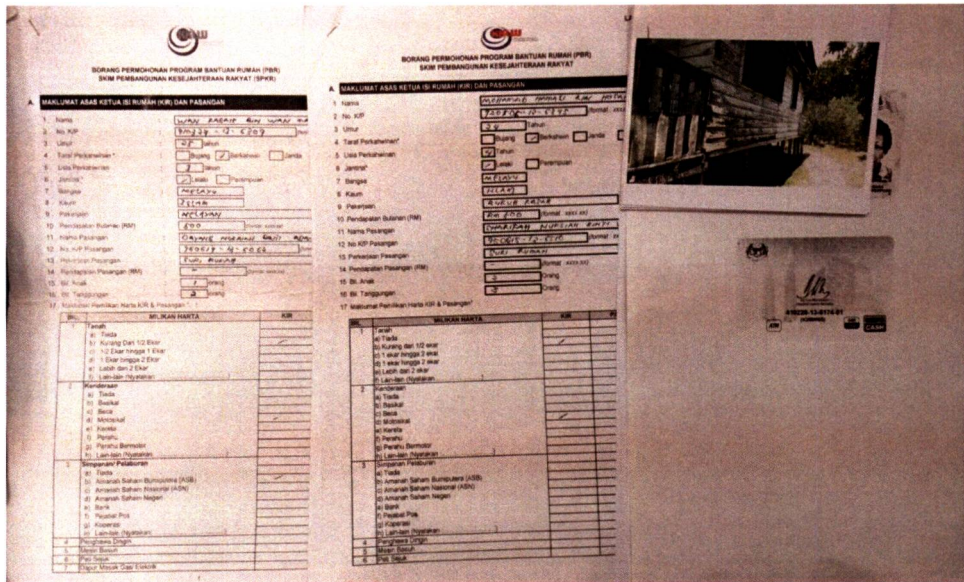
Appendix 2 : Majlis Ramah Mesra Aidilfitri dan Gawai 2016



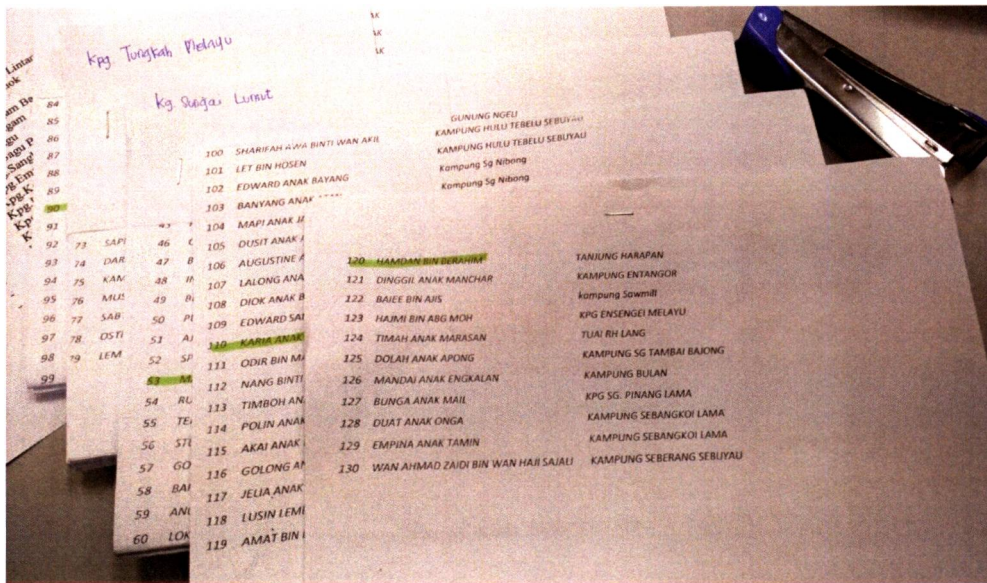
Appendix 3 : Visiting “Loji Air Sebangon



Appendix 4 : Loji Rawatan Air Sebangon



Appendix 5 : Application Forms of Program Bantuan Rumah



Appendix 6 : List of 1AZAM applicants in Sebuyau district

MEMORANDUM RASMI

S. 4
(Page 1/00)

DARIPADA: Pegawai Daerah, Simunjan	KEPADA: Pegawai Tadbir Sarawak, Pegawai Daerah Kecil Seruyan
PERKARA: Sisa Lirai Dibawah	SALINAN KPD:
RUJ. RAMI: TARIKH: 26 Julai 2016	RUJ. TUAN: TARIKH:

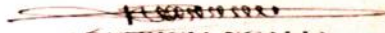
**PROGRAM PENYADARAN BISNES (BUSINESS MATCHING) CALON
PENEREA LAZAM DAERAH SIMUNJAN 2016**

Dengan hormatnya perkara di atas diarahkan:

1. Sekiranya diwujudkan bahawa Program Penadanan Bisnes (Business Matching) 4 calon Peserta 1AZAM Daerah Simunjan akan diadakan pada 02 Ogos 2016 di Pejabat di Daerah Kecil Seruyan. Dijangkakan kehadiran adalah sebanyak 4 orang calon peserta daripada Pejabat Pembangunan Sektor Sarawak di bawah pertadbiran yang masih ditadbir oleh pegawai pejabat yang sama.
2. Untuk makluman tuan, senarai nama yang ditampirkan diatas pada pihak Pejabat Pembangunan Sektor Sarawak tersebut adalah kekal dan tidak boleh diubah oleh mana-mana pihak. Segala pertanyaan dan kekeliruan diatasnya pihak tuan amatlah dihargai dan didahului dengan ucapan terima kasih yang tulus.

Sekian terima kasih

" BERSAMA BERUSAHA BERBAKTI "
" IN HONOUR TO SERVE "


(PATRICIA NGALI)
D/p Pegawai Daerah Simunjan

Appendix 7 : Memorandum Rasmi of 1AZAM candidates



SIJIL PENGHARGAAN

PEJABAT DAERAH KECIL SEBUYAU SIMUNJAN

merakamkan setinggi-tinggi penghargaan dan terima kasih

kepada

**CAYROLINE ROZY ANAK JUENG
931122-13-6850**

kerana telah menjalani latihan praktikal dengan jayanya

pada

25 Julai 2016 - 16 September 2016

(ABDUL KHALID BIN MANAP)
Pegawai Daerah Simunjan



MINIT MESYUARAT PELAKSANAAN MOBILE OUTREACH PROGRAMME (MOP) SARAWAK TAHUN 2016

Tarikh : Bilik Mesyuarat Pejabat Daerah Kecil Sebuyau

Masa : 19 Ogos 2016 (Jumaat)

Tempat : 9.00 pagi

KEHADIRAN

1. **Encik Ajis Ahmad (Pengerusi)**
Pegawai Tadbir Pejabat Daerah Kecil Sebuyau
2. **Encik Mohd. Subuh Bin Jamali**
Jabatan Penerangan Simunjan
3. **Encik Suherman Bin Satu**
Jabatan Penerangan Simunjan
4. **Encik Eddie Mueller**
Jabatan Penerangan Simunjan
5. **Encik Yaman Madia**
KEMAS / PKP
6. **Encik Hj.Matasan Bin Bujang**
Ketua Kaum Kpg.Sampat Sebangsan
7. **Encik Unok Martin**
Jabatan Kebajikan Malaysia
8. **Puan Fitri**
Pejabat Daerah Kecil Sebuyau
9. **Cik Cayroline Rozy Jueng**
Pejabat Daerah Kecil Sebuyau

Pencatat Minit

KATA ALU-ALUAN Pengerusi

1.1 Pengerusi mengucapkan selamat datang kepada semua ahli mesyuarat dan memaklumkan bahawa tujuan mesyuarat adalah untuk membincangkan cadangan pelaksanaan Mobile Outreach Programme (MOP) Sarawak Tahun 2016.

2.0 PENGESAHAN MINIT MESYUARAT

2.1 Minit mesyuarat dicadangkan dan disahkan oleh pengerusi, SAO Ajis Ahmad bahawa pelaksanaan Mobile Outreach Programme (MOP) akan diadakan di Dewan Serbaguna Kampung Sempat Sebangon pada 3 September 2016(Sabtu) dan disokong oleh Ketua Kaum Haji Matasan Bin Bujang.

Makluman : Semua yang Hadir

3.0 PERBINCANGAN CADANGAN PELAKSANAAN PROGRAM

3.1 SAO Ajis Ahmad membuat cadangan bahawa Kampung Sempat Sebangon adalah tempat pelaksanaan program bagi sesi penceramahan iaitu pada 3 September 2016 sebelah siang manakala pentarama dicadangkan dibuat di padang sekolah SK HJ Bujang Sebangon pada sebelah malam. Beliau juga mencadangkan gotong royong akan dilaksanakan di kawasan Kampung Sempat Sebangon pada 2 September 2016 (Jumaat) jam 2.30 petang.

Tindakan : Makluman semua yang hadir

4.0 TAKLIMAT RINGKAS MENGENAI CADANGAN PELAKSANAAN MOBILE OUTREACH PROGRAMME (MOP) SARAWAK TAHUN 2016

4.1 Pengerusi telah membentangkan taklimat ringkas yang mengandungi:

- Jawatankuasa Peringkat Daerah
- Cadangan Pembahagian Tanggungjawab dan Aktiviti
- Cadangan Penganjuran Program
- Cadangan Tentatif Program

Makluman : Semua yang Hadir

4.2 Kaunter Perkhidmatan dan Bantuan Kebajikan dicadangkan dibuat oleh Jabatan Kebajikan Malaysia bagi memberi ruang untuk orang ramai

membuat permohonan kebajikan.

Tindakan : Jabatan Kebajikan

4.3 Demo masakan dipertanggungjawabkan dibuat oleh pihak KEMAS sebelum ketibaan tetamu jemputan dan tetamu kehormat pada hari pelaksanaan program tersebut.

Tindakan : KEMAS

4.4 Ceramah dari Jabatan Pertanian, Agensi Anti Dadah Kebangsaan, dan Jabatan Bomba dan Penyelamat dicadangkan dibuat pada sebelah pagi sebelum ketibaan tetamu kehormat dan tetamu jemputan.

Tindakan : Agensi yang berkaitan

5.0 LAIN-LAIN PERKARA

5.1 ANGGARAN PERBELANJAAN

Bagi agensi yang memerlukan perbelanjaan dalam menjayakan program Mobile Outreach Programme (MOP) dipohon untuk menghantar anggaran perbelanjaan ke pihak urusetia untuk tindakan lanjut.

Tindakan : Agensi yang berkaitan

5.2 JADUAL LENGKAP AKTIVITI / PROGRAM

Pengerusi memaklumkan bahawa jadual lengkap aktiviti / program akan diberikan kepada semua agensi berkaitan dalam masa terdekat untuk rujukan.

Tindakan : Pejabat Daerah Kecil Sebuyau

5.3 KELENGKAPAN PAMERAN

Untuk makluman semua agensi yang berkaitan, segala

kelengkapan seperti kanopi, meja dan kerusi untuk pameran ada disediakan bagi kegunaan untuk perkhidmatan kaunter dan pameran.

Tindakan : Pejabat Daerah Kecil Sebuyau

6.0 PENUTUP

Pengerusi sekali merakamkan setinggi-tinggi terima kasih kepada semua yang hadir ke mesyuarat berkaitan cadangan pelaksanaan Mobile Outreach Programme (MOP) Sarawak Tahun 2016. Beliau berharap agar program dapat dilaksanakan dengan jayanya.

Dicatat oleh,

(Ajis bin Ahmad)

MEMORANDUM RASMI

DARIPADA Samarahan	Pegawai Tadbir Sarawak Sebuyau	KEPADA	Residen Bahagian
PERKARA	Sila Lihat di Bawah	SALINAN KPD.	
RUJ.KAMI	PDS/J/18/	TARIKH	30/08/16
		RUJ.TUAN	TARIKH

**SENARAI PERMOHONAN UNTUK PROJEK BEKALAN ELEKTRIK LUAR BANDAR (BELB) DI
DAERAH KECIL SEBUYAU**

Dengan hormatnya perkara tersebut di atas adalah dirujuk

2. Bersama-sama ini dikepilkkan borang permohonan yang telah dilengkapi mengikut kampung untuk perhatian dan tindakan pihak tuan seterusnya seperti berikut :

Bil	Nama Kampung
1	Kampung Lunying
2	Kampung Pantu Pelaie, Ulu Ladong
3	Kampung Sg. Nyamok

Sekian terima kasih.

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

(AJIS BIN AHMAD)
Pegawai Tadbir Sarawak
Sebuyau

**PEJABAT DAERAH KECIL ,
94850 SEBUYAU,
SIMUNJAN, SAMARAHAN.**

Tel : 083-467121 (Pentadbiran)

083-467122 (Pegawai Tadbir Sarawak)

No Faks : 083-467213

Ruj.Kami : PDS/J/11/2/01
Tarikh : 01 September 2016

Kepada :

Tuan,

**JEMPUTAN KE PROGRAM CERAMAH INPUT PERTANIAN, CERAMAH DARIPDA
AGENSI ANTI DADAH KEBANGSAAN (AADK), DAN CERAMAH KESELAMATAN
RUMAH PANJANG/KAMPUNG**

Dengan segala hormatnya perkara di atas adalah dirujuk.

2. Sukacita dimaklumkan kepada pihak tuan bahawa program di atas akan diadakan pada butiran yang berikut:-

Tarikh : 03 September 2016 (Sabtu)
Masa : 7.30 pagi
Tempat : Sk Hj Bujang Sebangau

3. Untuk makluman pihak tuan, program tersebut akan dihadiri oleh Yang Berhormat Datuk Julaihi bin Haji Narawi, Menteri Muda Pembangunan Ekonomi Luar Bandar (Kawasan Pesisir) dan Perikanan, dan Menteri Pembangunan Perindustrian (Pelaburan dan Promosi) Sarawak merangkap Ahli Dewan Undangan Negeri (ADUN) N.27 Sebuyau.

3. Sehubungan itu, tuan dijemput hadir ke program ceramah tersebut. Kehadiran tuan amatlah dihargai dan didahului ucapan terima kasih.

Sekian, terima kasih.

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

(AJIS BIN AHMAD)
Pegawai Tadbir Sarawak
Sebuyau

**PEJABAT DAERAH KECIL ,
94850 SEBUYAU,
SIMUNJAN, SAMARAHAN.**

Tel : 083-467121 (Pentadbiran)

083-467122 (Pegawai Tadbir Sarawak)

No Faks : 083-467213

Ruj.Kami : PDS/J/11/2/01
Tarikh : 01 September 2016

Kepada :

Tuan,

**BORANG PENCALONAN ANUGERAH WARGA EMAS CONTOH BAHAGIAN
SAMARAHAN**

Dengan segala hormatnya perkara di atas adalah dirujuk.

2. Sukacita dimaklumkan bahawa Sambutan Hari Warga Emas Peringkat Bahagian Samarahan akan diadakan di Daerah Asajaya pada Oktober 2016 anjuran Pejabat Kesihatan Bahagian Samarahan. Salah satu aktiviti program tersebut adalah memberi pengiktirafan kepada warga emas dengan memberi "ANUGERAH WARGA EMAS CONTOH".

3. Sehubungan dengan itu, kerjasama pihak tuan amatlah diperlukan bagi menghantar pencalonan Anugerah Warga Emas Contoh di bawah pentadbiran pihak tuan. Bersama-sama ini dikemukakan borang pencalonan untuk dilengkapkan dan dihantar semula ke **Pejabat Daerah Kecil Sebuyau pada atau sebelum 7 September 2016 (Rabu).**

3. Kerjasama pihak tuan/puan saya dahului dengan ucapan terima kasih.

Sekian, terima kasih.

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

(AJIS BIN AHMAD)
Pegawai Tadbir Sarawak
Sebuyau

ATURCARA PROGRAM DI SEBANGAN PADA 3 SEPTEMBER 2016

Tarikh	Masa	Aturcara
02.09.2016 (Jumaat)	2.30 ptg	: Gotong Royong
03.09.2016 (Sabtu) Sk Hj Bujang Sebangan	7.30 pagi	: Pendaftaran dan Ketibaan Orang Ramai
	8.00 pagi	: Ceramah Input Pertanian (Jabatan Pertanian Daerah Simunjan)
	9.00 pagi	: Ceramah daripada Agensi Anti Dadah Kebangsaan (AADK) Sarawak
	10.00 pagi	: Ceramah Keselamatan Rumah Panjang / Kampung (BBP Daerah Simunjan)
	11.00 pagi	: Ketibaan Tetamu Jemputan
	11.30 pagi	: Ketibaan Tetamu Kehormat, Yang Berhormat Datuk Julaihi Bin Hj Narawi, Menteri Muda Ekonomi Luar Bandar (Kawasan Pesisir) dan Perikanan, dan Menteri Muda Pembangunan Perindustrian (Pelaburan dan Promosi) Sarawak
		Nyanyian Lagu Negaraku
		Bacaan Doa
		Ucapan Alu-aluan
		Ucapan Perasmian
		Simbolik Perasmian
		Penyampaian Cenderamata
		Persembahan
		Lawatan ke Tapak Pameran & Demo Masakan Bersurai
03.09.2016 (Sabtu)	8.30 malam	: Malam Mesra bertempat di Dewan Kg Sempat Sebangan

RAINI BINTI TUAH
590724-13-5684
Kampung Tungkah Melayu
94800 Simunjan,
Sarawak.

SETIAUSAHA SULIT,
Menteri Muda Pembangunan Ekonomi Luar Bandar (Kawasan Pesisir)
dan Perikanan, dan Menteri Muda Pembangunan Perindustrian (Pelaburan
dan Promosi) Sarawak merangkap Ahli Dewan Undangan Negeri
(ADUN) N.27 Sebuyau.

8 September 2016

Tuan,

MEMOHON BANTUAN KOMPUTER RIBA UNTUK KEGUNAAN PEMBELAJARAN

Dengan segala hormatnya perkara di atas adalah dirujuk.

2. Adalah dimaklumkan bahawa saya Raini Binti Tuah ingin memohon sebuah komputer riba bagi kegunaan pembelajaran anak saya, Fauziah Binti Semen an yang menuntut di institusi pengajian Universiti Kebangsaan Malaysia. Permohonan komputer riba adalah bertujuan membantu dan memudahkan sesi pembelajaran sepanjang tempoh pengajian anak saya. Hal ini kerana, komputer riba memainkan peranan penting bagi melancarkan proses pembelajaran dan pengajian selama menuntut di institusi berkenaan. Bersama ini, saya sertakan butiran pengajian untuk rujukan pihak tuan.

3. Sehubungan dengan itu, diharap permohonan ini mendapat kelulusan dari pihak tuan. Kerjasama dan sokongan daripada pihak tuan amatlah dihargai dan didahului dengan ucapan terima kasih.

Sekian, terima kasih.

Yang benar,

(RAINI BINTI TUAH)

SURVEI KAMPUNG / RUMAH PANJANG
DAERAH KECIL SEBUYAU

BIL	NAMA KAMPUNG / RUMAH PANJANG	NAMA KETUA KAMPUNG / TUAI RUMAH	BILANGAN PINTU	BILANGAN PENDUDUK	BILANGAN KELUARGA	KUMPULAN ETNIK MAJORITI	BEKALAN ELEKTRIK LUAR BANDAR	BEKALAN AIR LUAR BANDAR	NO. TELEFON	JALAN	KEMUDAHAN ASAS
1	Kpg.Hulu Sebuyau	Abu Seman Bin Suhaili	140	905	280	Melayu	/	/	014-894 1897	Berturap	Padang Futsal, Padang Takraw, WIFI, Surau
2	Kpg.Jln.Sawmill	Aimie Bin Tendek	110	549	220	Melayu	/	/	014-586 4681	Berturap	
3	Kpg.Sebrang Sebuyau	Wan Alwie b.Tku Mansor	120	700	240	Melayu	/	/	019-819 8329	Berturap	Masjid , Sekolah (tabika KEMAS), Padang Futsal, WIFI.
4	Kpg.Baru Sebuyau	Sapice Bin Wasli	195	1353	390	Melayu	/	/	013-827 6775	Berturap	Surau, Sekolah (Sek. Rendah, tabika KEMAS), Padang Futsal, WIFI.
5	Kpg.Masjid Sebuyau	Abg Sepawi b.Junaidi	80	742	160	Melayu	/	/	013-825 6344	Berturap	Surau, Sekolah (tabika KEMAS), Padang Futsal, WIFI.
6	Skim Pembesaran Kpg.	Laili bin Adis	30	170	60	Melayu	/	/	019-838 9487	Berturap	Padang Futsal, Padang Takraw, Dewan, WIFI.
7	Kpg.Tebelu	Polly Bin Mat	171	2187	342	Melayu	/	/	019-467 8624	Berturap	Masjid , Surau, Sekolah (Sek. Rendah, pra sek., tabika KEMAS), Padang Futsal, Padang Takraw, Dewan, WIFI.
8	Kpg.Arus Melayu	Manap Bin Sabri	29	157	30	Melayu	/	/	014-593 2490	Berturap	Surau, Tadika.
9	Kpg.Tungkah Melayu	Abd.Rahman Bin Enggoi	196	787	392	Melayu	/	/	014-894 6514	Berturap	Sekolah (sek.rendah,pra sek., tabika KEMAS), Padang Futsal, Dewan, Surau, Padang Futsal.
10	Kpg.Sebangan Lutong	Alup Bin Edin	74	487	148	Melayu	/	/	013-849 3395	Berturap	Masjid, Sekolah (pra sek., sek.rendah), Padang Futsal, WIFI.
11	Kpg.Sebangan Menek	(Belum Ada Lantikan)	21	124	42	Melayu	/	/	-	Berturap	Surau, Padang Futsal,
12	Kpg.Sebangan Sampat	Matasan Bin Bujang	103	709	206	Melayu	/	/	019-865 7592	Berturap	Masjid , Sekolah (tabika KEMAS), Padang Futsal, Padang Futsal, Dewan.
13	Kpg.Segali	(Belum Ada Lantikan)	81	488	162	Melayu	/	/	013-800 5262	Berturap	Surau, Sekolah (sek.rendah,pra sek., tabika KEMAS), Padang Futsal, Dewan.
14	Kpg.Sungai Ladong	Jerawi Logom Bin Jaya	270	1370	415	Melayu	/	/	013-573 5785	Berturap	Masjid , Surau, Sekolah (sek.rendah, pra sek.,tabika KEMAS), Padang Futsal, Padang Takraw, Dewan, WIFI.

SURVEI KAMPUNG / RUMAH PANJANG
DAERAH KECIL SEBUYAU

15	Kpg.Seruyuk	Abang Bin Johari	74	450	148	Melayu	/	/	011-15883884	Berturap	Masjid , Surau, Sekolah (sek.rendah,) Dewan,
16	Pasar Sebatangan	(Belum Ada Lantikan)	70	335	140	Cina	/	/	c-	Berturap	Dewan
17	Pasar Sebuyau	Kapitan Law Khin Song	74	550	148	Cina	/	/	083-467 106	Berturap	Dewan Pembangunan, Pusat Penjaja Nelayan
18	Kpg.Mambai	Nunggang Ak Uchau	30	275	60	Iban	/	/	019-845 7657	Berturap	Balai Raya, WIFI,
19	Sungai Rama	Munsang Ak Jeti	32	147	64	Iban	/	/	014-884 5231	Berturap	Balai Raya, WIFI,
20	Kpg.Raba	Maju Ak Mamat	20	70	28	Iban	/	/	013-566 0296	Berturap	Sekolah (sek.rendah, pra ssek., tabika KEMAS) Balai Raya, WIFI,
21	Kpg.Raba	Marin Ak Asoi	4	32	22	Iban	/	/	-	Berturap	Balai Raya, WIFI,
22	Kpg.Pejagu	Ngumbang Ak Sujang	13	70	28	Iban	/	/	019-844 8594	Berturap	Balai Raya, WIFI,
23	Kpg.Nap	Wtr. Karong ak Sedik	25	150	50	Iban	/	/	-	Berturap	Balai Raya, Padang Futsal
24	Beliong Hilir	Mara Ak Piu	12	41	20	Iban	/	x	019-824 7211	Berturap	
25	Beliong Hulu	Bisop Ak Ramba	15	77	34	Iban	/	x	-	Berturap	
26	Sungai Merah	Wtr Henry ak Aboi	9	26	18	Iban	x	x	019-838 6314	Jalan Sungai	
27	Senayang / Lintang	Tuah Ak Medang	22	115	44	Iban	/	/	013-801 2457	Berturap	Dewan
28	Sungai Nyamok	Belayong Ak Rangkom	16	77	32	Iban	/	/	019-845 6258	Berturap	Balai Raya, Padang Futsal, Padang Takraw
29	Kpg.Bulan Lama	(Meninggal Dunia)	14	118	28	Iban	/	x	-	Berturap	
30	Kpg.Bulan Baru	Albert Ak Ladi	18	135	36	Iban	/	/	019-469 0299	Berturap	Balai Raya, Sekolah (sek.rendah, pra sek., tabika KEMAS)
31	Kpg.Jeragam Baru	Nyabong Ak Agor	13	185	26	Iban	/	x	014-878 2145	Berturap	Balai Raya
32	Kpg.Jeragam	Blawan Ak Busang	22	35	44	Iban	/	x	019-469 5851	Berturap	Balai Raya
33	Kpg.Sagu/Tanduh	Gerugo Ak Kia	17	110	34	Iban	/	x	019-837 2975	Batu	Balai Raya
34	Kpg.Sagu Baru	Lita Ak Godang	15	120	30	Iban	/	x	013-821 1818	Batu	Balai Raya
35	Kpg.Sangki	Ngipa Ak Ngindang	19	107	24	Iban	/	/	013-817 9945	Berturap	
36	Kpg.Klait	Wtr. Junau ak Dugi	15	169	30	Iban	/	x	014-576 4233	Berturap	Sekolah (sek.rendah, pra sek., tabika KEMAS)

SURVEI KAMPUNG / RUMAH PANJANG
DAERAH KECIL SEBUYAU

37	Kpg.Emperan Buloh	Sambas Ak Sulai	6	28	12	Iban	/	/	x	-	Berturap
38	Kpg.Ketumbong	Unga Ak Jamet	31	211	62	Iban	/	/	x	019-837 9305	Berturap
39	Kpg.Belimbing Besi	Lingga Ak Tasi	42	350	84	Iban	/	/	x	083-468 819	Berturap
40	Kpg.Lunyng	(Belum Ada Lantikan)	39	260	78	Iban	/	/	x	-	Berturap
41	Kpg.Kesindu	Lamat Ak Man	45	221	82	Iban	/	/	x	013-560 5349	Berturap
42	Sg.Tambah Bajong	Andrew Chukung Ak Gialang	22	121	44	Iban	/	/	/	083-468 155	Berturap
43	Bajong Hulu	Mit ak Bangkeng	24	151	48	Iban	/	/	/	083-468 750	Berturap
44	Bajong Tengah	Agu Ak Kaleng	18	145	36	Iban	/	/	/	014-598 0219	Berturap
45	Bajong	(Belum Ada Lantikan)	15	70	30	Iban	/	/	/	083-468 239	Berturap
46	Bajong Hilir	(Belum Ada Lantikan)	13	66	26	Iban	/	/	/	011-1585 7246	Berturap
47	Bajong	Aprit Ak Bagih	16	74	32	Iban	/	/	/	010-783 5012	Berturap
48	Tungkah Dayak	Apat Ak Hamba	21	87	38	Iban	/	/	/	013-845 0978	Berturap
49	Lubok Manta Hilir	Wtr. Bawi ak Seman		113	46	Iban	/	/	/	-	Batu
50	Lubok Manta Hulu	Grindey Ak Baie	21	87	42	Iban	/	/	/	019-453 9002	Batu
51	Lubok Manta Atas	Philip Ak Bakat	17	85	30	Iban	/	/	/		Batu
52	Kpg.Entanggor	Gem Ak Genta (Sudah Meninggal dunia)	65	475	130	Iban	/	/	x		Berturap
53	Kpg.Lubok Meranti	Wtr. Riput ak Bunsu	16	95	32	Iban	/	/	/		Batu
54	Kpg.Sekitong	Japang Ak Sudin	28	220	80	Iban	/	/	/	019-829 7872	Berturap
55	Kpg.Arus Iban	Wtr. Chachel ak Kamblin	35	194	70	Iban	/	/	/		Berturap
56	Kpg.Sitka	Wtr. Kalong ak Langking	12	40	24	Iban	x	x	x	011-1986 9767	Jalan Sawit
57	Kpg.Sg.Lumut	Nillie Ak Runggu	36	207	72	Iban	/	/	/		Berturap
58	Kpg. Ensika	(Belum Ada Lantikan)	60	324	120	Iban	/	/	x		Batu

SURVEI KAMPUNG / RUMAH PANJANG
DAERAH KECIL SEBUYAU

59	Kpg.Sg.Nibong	Ringin Ak Bunsing	26	180	52	Iban	/	/	019-866 3309	Berturap	Balai Raya.
60	Kpg.Pantu Plaic	Senin Ak Majang	28	152	52	Iban	/	/	019-487 7948	Batu	
61	Kpg.Sg.Jjok	(Belum Ada Lantikan) Wtr.Rupin ak Saking	12	48	24	Iban	x	x	013-570 1122		
62	Kpg.Muding	Achang Ak Mumin	14	60	28	Iban	x	x		Jalan Balak	
63	Kpg.Kedumpai Hulu	Akau Ak Lagot	51	227	102	Iban	/	x		Berturap	
64	Kpg.Kedumpai Hilir	Asai Ak Kabu	14	15	28	Iban	/	/		Berturap	
65	Kpg.Mentu Menggo	Bisom Ak Baong	30	150	60	Iban	x	x		Jalan Balak	
66	Kpg.Plaie Atas	Wtr.Jeli ak Lebat	22	96	44	Iban	x	x			
67	Kpg.Mentu Atas	Dennis Jaon Ak Uban	26	119	52	Iban	x	x		Jalan Balak	
68	Kpg.Sega	Enterus Ak Mandau	30	117	60	Iban	x	/		Berturap	
69	Kpg.Sega	Edwin Ak Juna	11	38	22	Iban	x	/		Berturap	
70	Kpg.lhol Muding	(Belum Ada Lantikan)	14	52	28	Iban	x	x		Jalan Balak	
71	Kpg.Tuba	Jantai Ak Gendop	28	81	56	Iban	x	x		Jalan Balak	
72	Kpg.Tuba	Mansor Ak Geruntang	11	87	22	Iban	x	x		Jalan Balak	
73	Kpg.Muding	Neli Ak Lajon	17	68	34	Iban	x	x		Jalan Balak	
74	Kpg.Sg.Indai	Pelima Ak Lai	26	104	52	Iban	/	x		Berturap	
75	Kpg.Tuba	Wtr. Ngumbang	13	53	26	Iban	x	x		Jalan Balak	
76	Kpg.Pendawan	Umbang Ak Kiot	12	22	24	Iban	x	x			
77	Kpg.Plaie Baroh	Mathew Pawi Ak Randi	18	185	36	Iban	x	x			
78	Kpg.Mambai Atas	Adin Ak Terukey	16	66	38	Iban	/	/		Berturap	
79	Kpg.Mambai Ampu	John Ak Linggir	8	34	16	Iban	/	/		Berturap	

SURVEI KAMPUNG / RUMAH PANJANG
DAERAH KECIL SEBUYAU

80	Kpg. Sg. Kakus Ensika	Wtr. Mamat ak Lalat	32	180	64	Iban	/	x	013-572 0861	Batu	Balai Raya, Sekolah (tabika KEMAS),
81	Tg. Pisang	Bakeri bin Jemali				Melayu	/	/	013-573 3484	Berturap	
82	Tg. Harapan	Safri bin Bujang				Melayu	/	/	013-560 4846	Berturap	
83	Sg. Apin	Mahadi bin Narawi				Melayu	/	/	013-849 1139	Berturap	
84	Pantong Melayu	Hamdan bin Sebeli				Melayu	/	/	013-828 2885	Berturap	
85	Selangking	Zainudin bin Bojeng				Melayu	/	/	013-574 2114	Berturap	
86	Sungai Indai Atas	Jeli ak Lebat	24	116	48	Iban	/	x	019-877 7694	Berturap	

**PROFALIL SEKOLAH BAGI KAWASAN
DAERAH KECIL SEBUYAU**

BIL	JENIS	BIL	SEKOLAH	ALAMAT	CATATAN
1	SEKOLAH JENIS KEBANGSAAN	1	SJK CHUNG HUA SEBUYAU	PASAR SEBUYAU	
		2	SJK CHUNG HUA SEBANGAN	PASAR SEBANGAN	
2	SEKOLAH KEBANGSAAN	1	SK TUANKU BAGUS	JLN KPG BARU SEBUYAU	
		2	SK TEBELU	KPG TEBELU SEBUYAU	
		3	SK HJ BUJANG SEBANGAN	KPG LUTONG SEBANGAN	
		4	SK SERUYUK	KPG SERUYUK	
		5	SK RABA	KPG RABA	
		6	SK BULAN JERAGAM	KPG BULAN	
		7	SK KLAIT	KPG KLAIT	
		8	SK LUNYING	KPG LUNYING	
		9	SK BAJONG	KPG BAJONG	
		10	SK SKITONG MERANTI	KPG SKITONG	
		11	SK ARUS LUMUT	KPG ARUS	
		12	SK RAJAU ENSIKA	KPG ENSIKA	
		13	SK TUNGKAH DAYAK	KPG TUNGKAH DAYAK	
		14	SK ENTANGGOR	KPG ENTANGGOR	
		15	SK SEGALI	KPG SEGALI	
		16	SK TUNGKAH MELAYU	KPG TUNGKAH MELAYU	
3	SEKOLAH MENENGAH	1	SMK SEBUYAU	JLN KPG SAWMILL	

RTP SAMARAHAN UNDER DID IN YEAR 2016

KAWASAN DAERAH KECIL	JUMLAH PROJEK	STATUS PROJEK			STATUS KEWANGAN	
		Penyediaan BQ	Dalam Pelaksanaan	Sudah Siap	Peruntukan (RM)	Perbelanjaan (RM)
SEBUYAU	7	2	2	3	1, 180,000	94, 000

RTP KAWASAN SEBUYAU

BIL	SENARAI NAMA PROJEK RTP	PERUNTUKAN 2016 (RM)	KOS SEBENAR PROJEK (RM)	CATATAN
1	Bina Baru Jambatan Kampung Segali (Jalan Utama)	200, 000.00	179, 899.00	ON GOING. (TARIKH PENYERAHAN TAPAK 18.07.16)
2	Bina Baru Jambatan Kampung Segali (Dalam Kampung)	100, 000.00	94,320.00	ON GOING. (TARIKH PENYERAHAN TAPAK 18.07.16)
3	Naik Taraf Sistem Perparitan Kampung Sempat	300, 000.00	282, 000.00	COMPLETED. (TARIKH PENYERAHAN TAPAK 10.05.16)
4	Naik Taraf 'Ring Bund' Kampung Sempat Sebangau	100, 000.00	92, 560.00	COMPLETED
5	Bina Baru Jambatan / Culvert Menyeberangi Parit di Belakang Kampung Sempat	100, 000.00	94, 000.00	COMPLETED
6	Bina Jeti Nelayan Kampung Sungai Ladong	180, 000.00	/	PENYEDIAAN DOKUMEN
7	Bina Baru Sistem Perparitan Kampung Masjid Sebuyau	200, 000.00	/	PENYEDIAAN DOKUMEN

SENARAI PENERIMA GERAN

1. MAMBAI SEBUYAU

- PEWANI KAMPUNG MAMBAI AMPU BARUH SEBUYAU
- JKKK MAMBAI ATAS SEBUYAU
- PERSATUAN KAMPUNG MAMBAI SEBUYAU
- JKKK KAMPUNG MAMBAI AMPU BAROH SEBUYAU

2. KAWASAN KAMPUNG/PASAR SEBUYAU

- KUMPULAN POCO-POCO DAN NASYID KAMPUNG HULU SEBUYAU
- PERSATUAN ZIKIR DAN MARHABAN RATIP SAMAN KAMPUNG HULU SEBUYAU
- JAWATANKUASA IBADAH KORBAN DAERAH SEBUYAU
- JAWATANKUASA PERSATUAN BADMINTON KAMPUNG BARU SEBUYAU
- PERSATUAN SUARA SEHATI SEJIWA KAMPUNG JALAN BARU LERENG BUKIT SEBUYAU
- JAWATANKUASA WANITA KAMPUNG MASJID SEBUYAU
- JK PEMBINA MASJID BARU SEBUYAU
- JAWATANKUASA WANITA KAMPUNG BELAKANG PASAR SEBUYAU

3. TUNGKAH MELAYU SEBUYAU

- JAWATANKUASA PERSATUAN BELIA KAMPUNG TUNGKAH MELAYU
- AJK SURAU KAMPUNG HULU TUNGKAH MELAYU
- PERSATUAN PERTUBUHAN KAUM IBU BAPA PKIB KPG TUNGKAH MELAYU HILIR SEBUYAU
- PPWS CAWANGAN TUNGKAH MELAYU ULU

4. RABA SEBUYAU

- JKKK KAMPUNG RABA
- PIBG SK RABA

5. LUNYING SEBUYAU

- PIBG SEKOLAH KEBANGSAAN LUNYING
- PERSATUAN PERKUMPULAN WANITA SARAWAK CAWANGAN KAMPUNG LUNYING

6. BAJONG SEBUYAU

- JKJK KAMPUNG BAJONG TELUK LABU SEBUYAU
- PIBG SK BAJONG SEBUYAU
- JKJK KAMPUNG BAJONG ULU BARU SEBUYAU
- PERSATUAN WANITA KAMPUNG BAJONG HILIR
- PERSATUAN PPWS(PERSATUAN PERKUMPULAN WANITA SARAWAK) KPG TELUK LABU SEBUYAU

7. SUNGAI KAKUS ENSIKA SEBUYAU

- JKJK RUMAH PANJAI SUNGAI KAKUS ENSIKA SEBANGAN
- AJK TABIKA KEMAS KAMPUNG SG KAKUS ENSIKA

8. SEGALI SIMUNJAN

- JKJK KAMPUNG SEGALI
- PERSATUAN IBU BAPA GURU SEK KEB SEGALI
- MASJID KPG SEGALI MASJID DARUL KHASYIN

9. SG ARUS LUMUT SEBANGAN

- PIBG SK SG ARUS LUMUT SEBANGAN
- RANTING WANITA KAMPUNG SUNGAI LUMUT SEBANGAN
- TETUAN PPWS CAWANGAN KG ARUS IBAN SEBUYAU

10. SKITONG

- JKJK KAMPUNG SKITONG JAYA
- PERSATUAN EKONOMI WANITA KAMPUNG SKITONG

11. LUBOK MERANTI

- KAUM WANITA KAMPUNG LUBUK MERANTI
- TETUAN JKJK KAMPUNG LUBOK MERANTI SEBANGAN

12. SUNGAI LADONG

- AJK KUMPULAN HADRAH KAMPUNG MASJID SUNGAI LADONG SIMUNJAN
- JAWATANKUASA DEWAN MASYARAKAT TENGAH KAMPUNG SUNGAI LADONG SEBUYAU
- JAWATANKUASA ZIKIR KAMPUNG TENGAH MASJID SUNGAI LADONG
- JAWATANKUASA PERGERAKAN WANITA B KAMPUNG SUNGAI LADONG SIMUNJAN

13. JKKK KAMPUNG KELAIT BARU SEBUYAU

14. JKKK KAMPUNG JERAGAM

15. KELAB SUKAN DAN REKREASI ENTANGGOR SIMUNJAN

16. PERSATUAN WANITA KAMPUNG SUNGAI NIBONG

17. JKKK KAMPUNG PEJAGO SEBUYAU

18. PPWS CAWANGAN KG SG IJOK

19. PERSATUAN PERKUMPULAN WANITA SARAWAK (PPWS) CAWANGAN BELIONG HILIR SEBUYAU

20. TETUAN PIBG SRK TEBELU SEBUYAU

21. PERTUBUHAN PERSATUAN WANITA KAMPUNG NAP SEBUYAU

22. TETUAN BADAN KEBAJIKAN PEGAWAI-PEGAWAI ISLAM PENJARA PUSAT KUCHING

23. JAWATANKUASA KOMUNITI

24. SURAU DARUL ILMU SMK SEBUYAU

25. PUSAT PEMULIHAN DALAM KOMUNITI SRI RUAI

26. JAWATANKUASA KOMUNITI

27. JAWATANKUASA PERTUBUHAN WANITA RANTING

28. JAWATANKUASA SURAU DARUL MAKMUR

29. SURAU DARUSALAM

30. PERSATUAN SENI DAN KEBUDAYAAN

31. JAWATANKUASA BIRO KAMPUNG SAMPAT



UNIVERSITI TEKNOLOGI MARA SARAWAK

**PRACTICAL TRAINING
LOG BOOK**

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8. Place of training: PEJABAT DAERAH KECIL SEBUYAU.
9. Name of Supervisor in-charge: _____
10. Duration of training : From : 25.07.2016 to 16.09.2016

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11. Remarks: (Dean/Course Tutor)

Pelatih ini sentiasa memberikan kejelasan yang baik dalam melakukan tugas yang diberikan. Sentiasa bertanggungjawab dan berkomunikasi dengan baik bersama-sama kakitangan di pejabat ini.


 AJIS BIN AHMAD
 Pegawai Tadbir Sarawak
 Sebuyau

