

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



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BACHELOR OF ADMINISTRATIVE SCIENCE (HONS)**

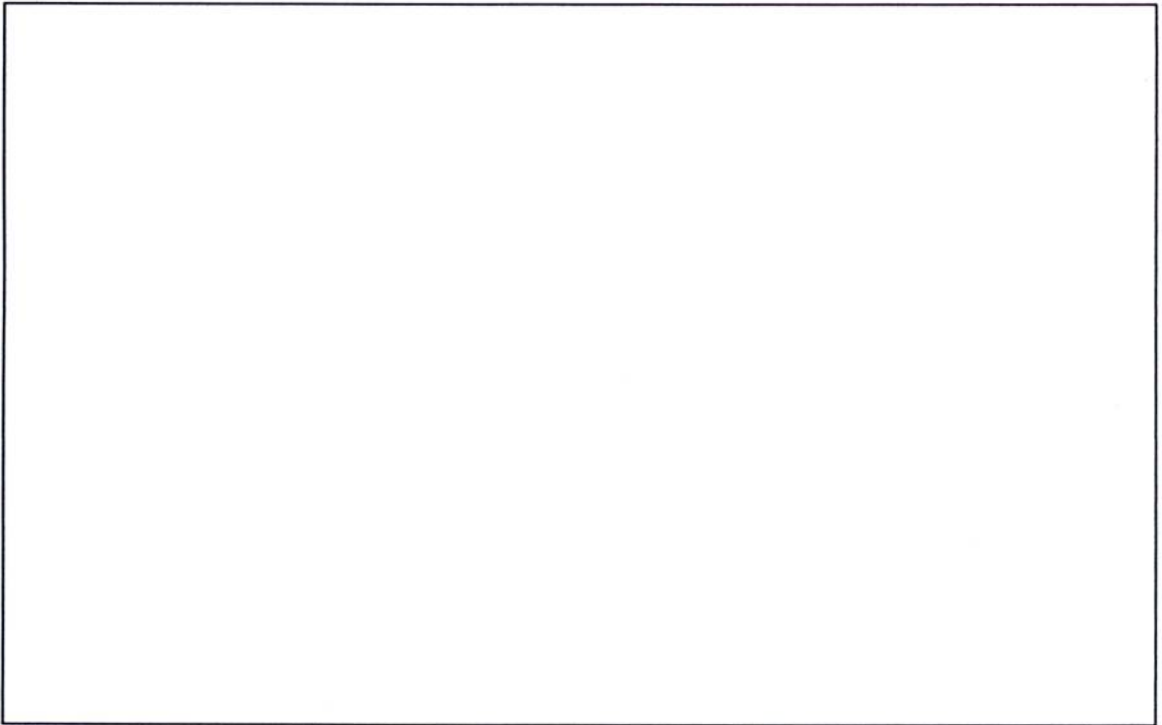
**PRACTICAL TRAINING REPORT
MINISTRY OF SOCIAL DEVELOPMENT SARAWAK**

**WIDYA HANA NURULHUDA BINTI MOHD SALIHIN
2013370169**

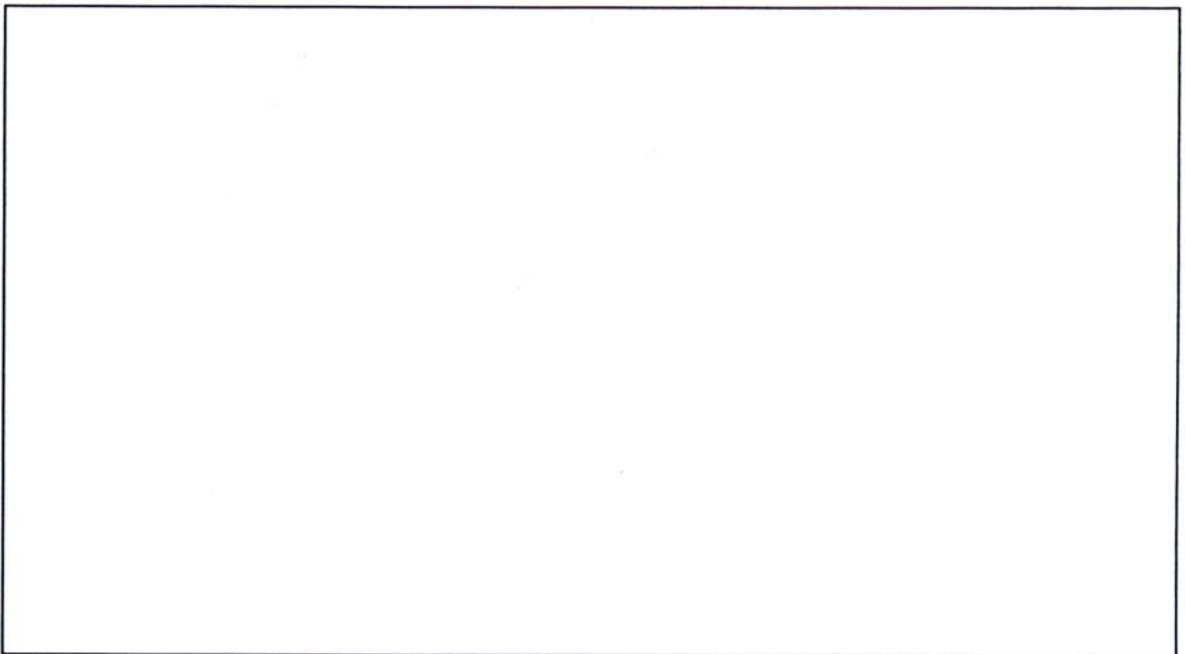
SUPERVISOR: MADAM NUR AIDA BINTI KIPLI

SEPTEMBER-JANUARY 2015

Supervisor's Comments

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Moderator's Comments

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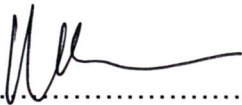
**CLEARANCE FOR SUBMISSION OF THE RESEARCH PROPOSAL BY THE
SUPERVISOR**

Name of Supervisor : Madam Nur Aida Binti Kipli

Title of Practical Training Report : Ministry of Social Development

Name of Student : Widya Hana Nurulhuda Binti Mohd Salihin

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



.....
(NUR AIDA BINTI KIPLI)

Date: 1 July 2016

THE DECLARATION

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 were 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



A handwritten signature in black ink, appearing to read "Widya", is written over a horizontal dashed line.

Name: WIDYA HANA NURULHUDA BT. MOHD. SALIHIN

ACKNOWLEDGEMENT

In the name of Allah, the Most Gracious and the Most Merciful Alhamdulillah, all praises to Allah for the strength and His blessing in completing this practical training report. I would like to express my greatest appreciation to Ministry of Social Development Sarawak for giving me the opportunity to undergo my internship in that organization. It is definitely an amazing experience throughout my industrial training period. I also wish to register my lofty gratitude to the department of Human Resource of Ministry of Social Development, especially to my supervisor, Miss Linda, for the advice, guidance, and opportunity to undergo my industrial training in this department.

Special appreciation goes to my supervisor, Madam Nur Aida Binti Kipli, for her supervision and constant support to guide me in constructing this report. Her invaluable help of constructive comments and suggestions throughout the semester also have contributed to the success of completing this practical training report.

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Finally, I would like to thank my friends for their support and help in completing this report. Without the help of the particular that mentioned above, I would have faced many difficulties while doing this. Your help and support are much appreciated. Thank you.

Widya Hana Nurulhuda Bt Mohd Salihin

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CHAPTER 1

INTRODUCTION

1.0 INTRODUCTION

The first chapter of industrial training report will cover the introduction of the organizations which include among others the background of organization, objectives and company policy or organization policy, mission and vision of the organization, organization structure, core business of the organization and other relevant information pertaining to the organization.

1.1 BACKGROUND

Ministry of Social Development embodied in the state cabinet reshuffle in 1985 with the merger of the two ministries, the Ministry of Youth Culture and Sports, the Ministry of Welfare. The ministry subsequently changed its name to the Ministry of Social Development and Urbanisation in 2000. In 2011, this Ministry was again renamed as the Ministry of Social Development.

The organization is located at 3rd Floor, Masja Building, 93502, Petra Jaya, Kuching, Sarawak. This building also has other governmental organizations such as Ministry of Agriculture Modernisation, Ministry of Land Development, Ministry of Local Government and Community Development, Ministry of Tourism, Ministry of Infrastructure Development and Communications and Ministry of Welfare, Women and Family Development.

1.2 VISION AND MISSION, STRATEGIC THRUSTS AND CORE VALUES OF THE ORGANIZATION

1.2.1 Vision

An Active, Cheerful, Cultured and Harmonious Society

1.2.2 Mission

We unleash the potential of our society through effective youth, sports and cultural programs.

1.2.3 Strategic Thrusts

- High Competency and Commitment
- Creativity and Innovative
- Professionalism and Talented
- Active and Cultured
- Learning Organization
- Research and Development
- Customer Satisfaction

1.2.4 Core Values

- Integrity
- Kind and Caring

- Professionalism
- Sense of Urgency and Ownership
- Team Spirit
- Result-oriented

1.3 OBJECTIVES

- To produce positive social outcomes through sports, culture and youth development;
- To identify, nurture and develop talents / icons in sports, culture and youth towards professionalism and excellence;
- To provide social infrastructure for enabling communities to participate and engage in social, recreational and voluntary activities;
- To promote and encourage volunteerism in sports, culture and youths at all levels;
- To serve as focal point on social statistics and research;
- To promote, preserve and conserve culture and heritage for the people of Sarawak;
- To involve the community in effort to prevent drug abuse through accurate information and awareness program.

1.4 FUNCTIONS

There are several divisions in this organization and each of the section has their own functions and responsibilities. The first division to be discussed is Administration and Human Resources division where the functions are to administer and to manage the Ministry including administration, customer relationship, ICT, the comfort of office space, to manage human resources, in charge for quality of care initiatives such as 5S, Balanced Score Card (BSC) , ISO9000 , Accountability Index , 5 Star and Website Management.

The second division to be discussed is Financial division. The functions are to specify no provision for any cost or expenses or revenue before any program can be started, to advise the temporary secretary whether variations can be written, to determine any payment to be made within 14 days, to specify that all financial distribution and allocation of funds to the agency under the auspices of the KPS is made at the beginning of the year, to prepare the annual budget and KPS budget supplementary application within the time specified by the State Financial Secretary (SFS), act as the secretariat of the audit and to oversee all the PTJ PPS Division and the Civic Centre .

The third division is Social Development Council. One of the functions of this division is on generating research on social issues during the State. Also, on filtering policies with regard to development and social issues to the state government. In 2010, the SAC has published the State Social Agenda which contains the direction of social development and social data key that is to monitor, store and update data from E - Resident.

Next division is Cultural Development Section. One of its functions is to conserve, restore and enhance the arts and culture of the ethnic state. Also, archiving song, dance, folklore, art, culture, customs and traditions of the ethnic state. They also provide band, dance groups and Girls Multiracial GBK Event / Government official functions and they even provide cultural programs in the event / function Government official. Basically, this division become "point of reference" in matters related to the art and culture of the state.

Another division to be discussed is Sport division where the functions are more on providing mass sports programs such as sports, extreme sports and eco - tourism venture, providing contingent for the Games Borneo , Sport and Sport BIMP -EAGA Malindo Social Economy . They also charge fund's annual management to sports associations such as FAS, high school, RSS and so on.

Next is Youth division and their functions are to oversee the management of three (3) Youth Camp; Youth Camp Pueh of Sematan , Kemuyang Sibu Youth Camp and Youth Camp Mukah. Another function is providing youth development programs defined for those aged 15-40 years. They also need to work closely with youth organizations as facilitators' in the planning and operation of youth programs and they also need to assess the effectiveness and outcomes of youth programs.

Sarawak Stadium Corporation or Perbadanan Stadium Negeri Sarawak (PSNS) is also another department under this organization. They are responsible towards the management and maintenance of Kompleks Sukan Negeri, stadium and so on.

Another division is Planetarium Sultan Iskandar (PSI) where the functions are to promote, to educate, to encourage and inspire the public the importance of science, especially astronomy and space science in modernizing the country.

Last but not least, Sarawak Museum Department. The functions and responsibilities of this division are enshrined in Sarawak Cultural Heritage Ordinance 1993. Sarawak Museum Department has been entrusted the responsibility to be the custodian and the keeper of all the historical documents and artefacts of the people of Sarawak and Borneo as a whole. They are also involved in collecting historical items for display purposes and provide Sarawak and Borneo history education to students and the public. For effective coordination and implementation, Sarawak Museum Department is divided into several departments which focus on specific fields namely, archaeology, ethnology, zoology, conservation, enforcement, public relation, display, history and reference, security, administration and finance, turtle board and Islamic Heritage museum.

1.5 CORPORATE LOGO AND ORGANIZATION BUILDING



The straight line on top and at the bottom of the logo represents the transparency of the ministry in becoming the platform towards social progress and development of the society.

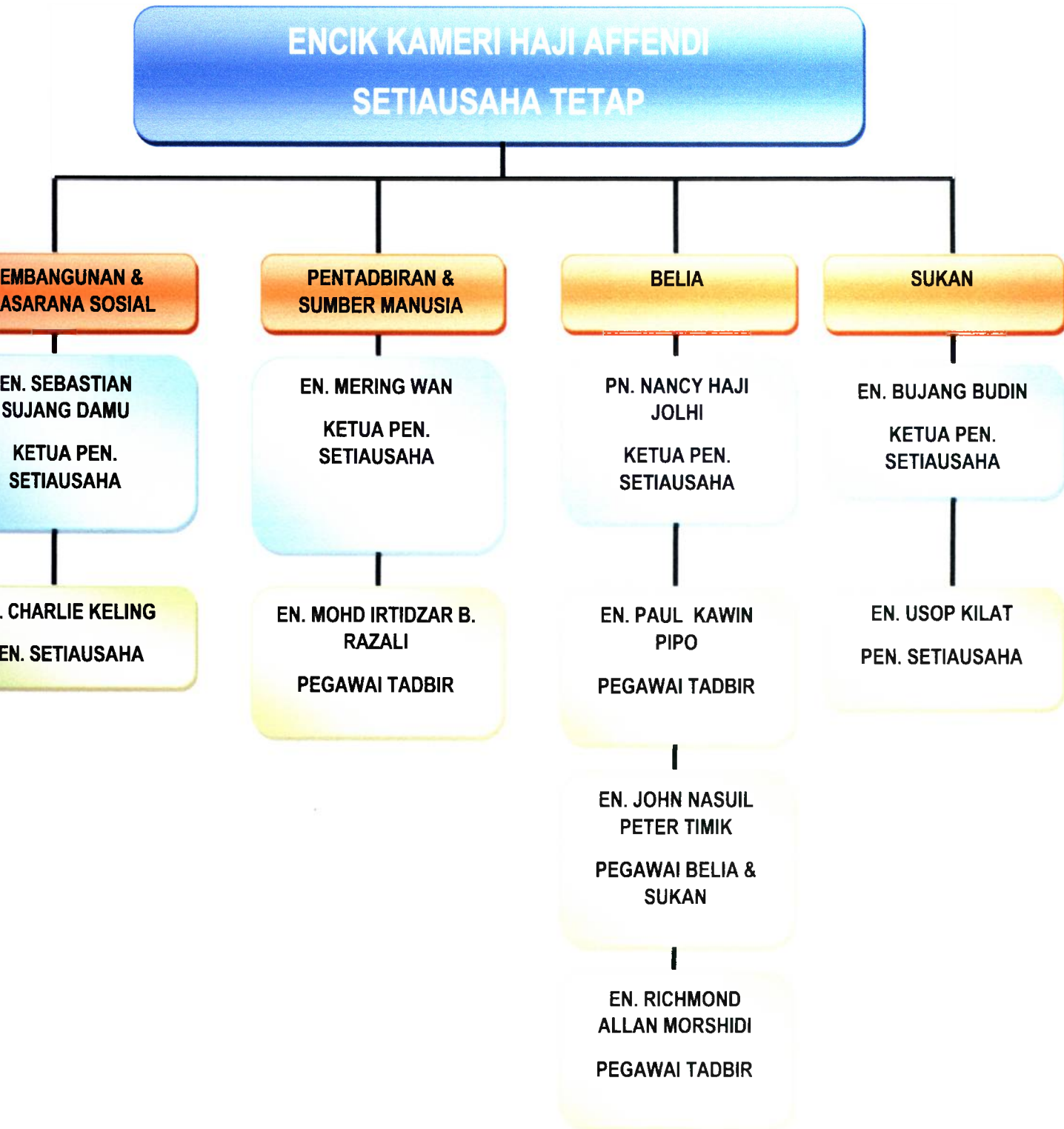
Blue colour represents the ministry that practices harmony and goodwill in addition to the impact of good communication, spirituality and creative inspiration.

Black colour symbolizes the strength of the ministry as an organization with caliber, progressive, and dynamic social development in Sarawak.

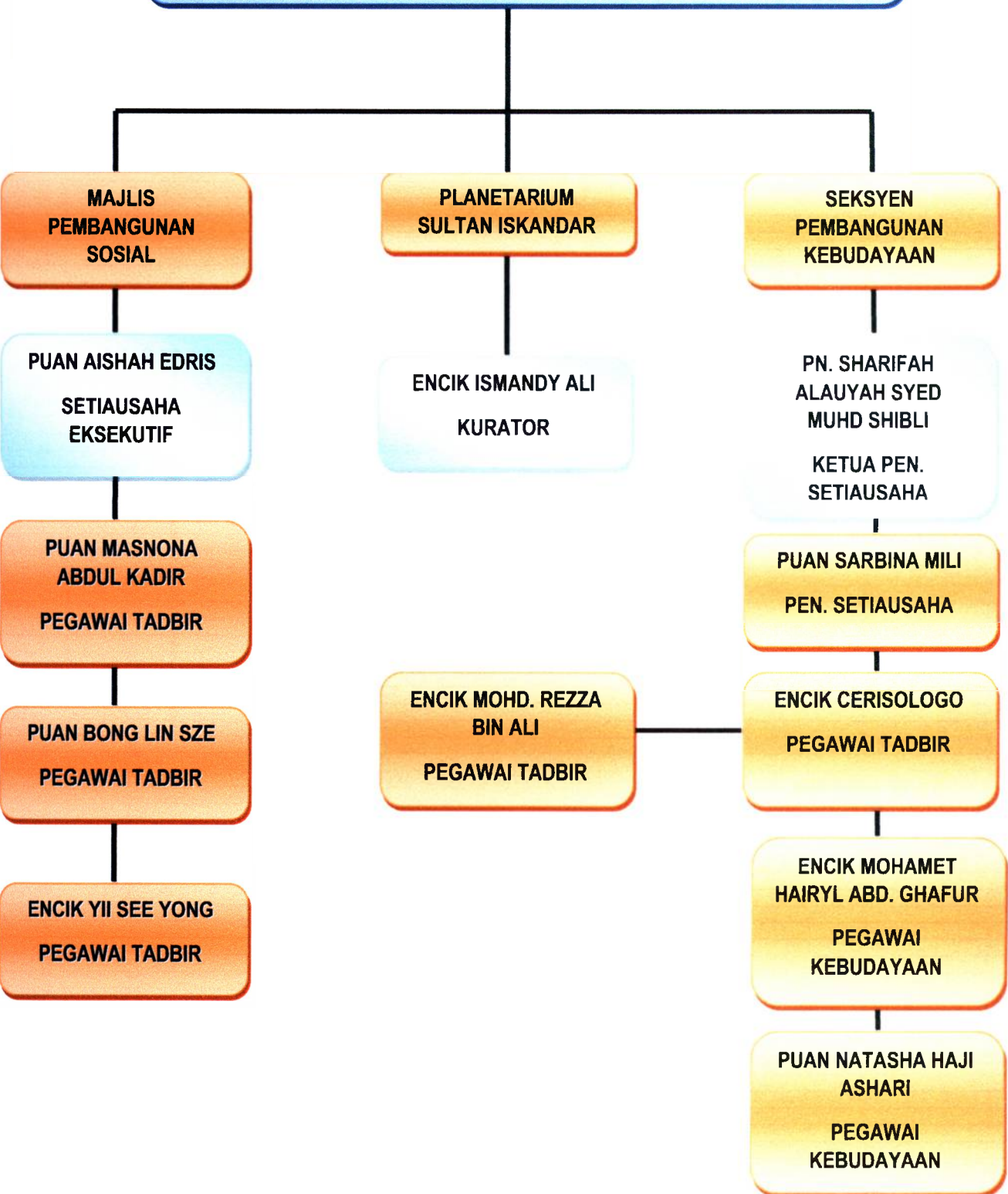
Orange colour symbolizes a vibrant ministry in ensuring high quality and more efficient services.

Ministry of Social Development Sarawak



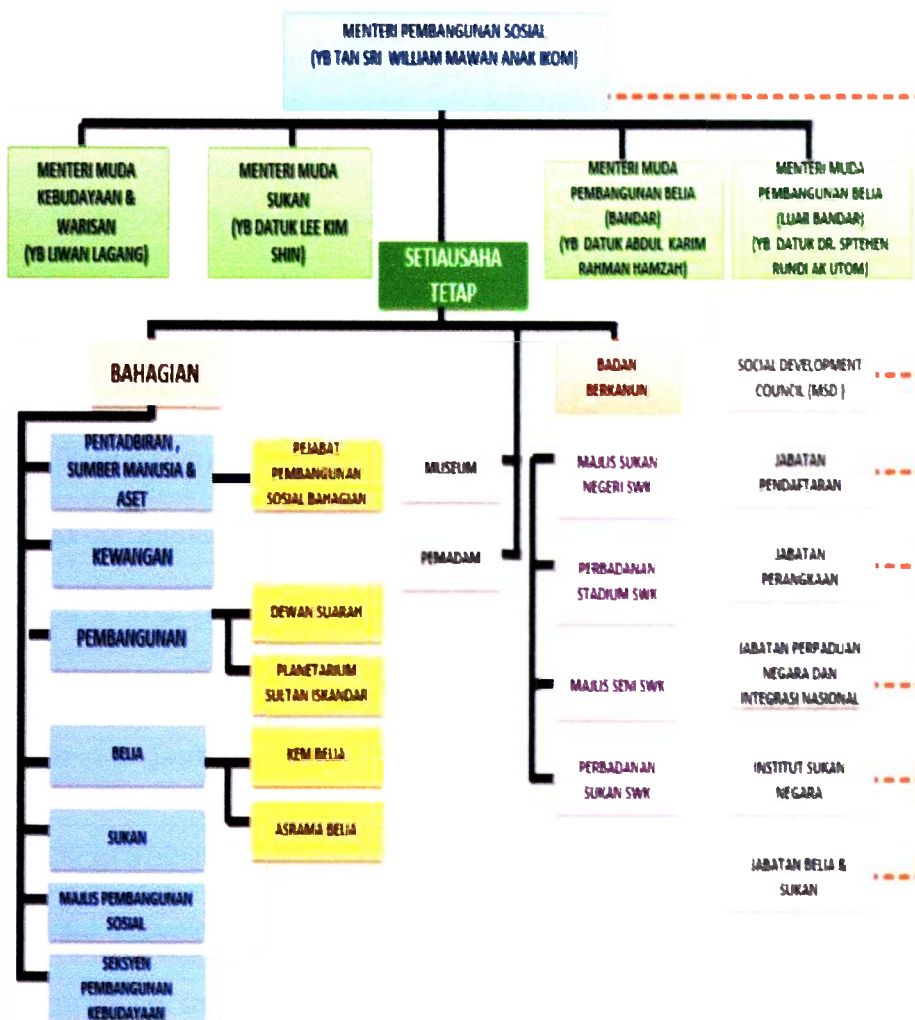


**ENCIK KAMERI HAJI AFFENDI
SETIAUSAHA TETAP**



a. Struktur Utama

STRUKTUR ORGANISASI KEMENTERIAN PEMBANGUNAN SOSIAL



CHAPTER 2

SCHEDULE OF PRACTICAL TRAINING

2.0 INTRODUCTION

The second chapter of practical training report will cover on schedule of practical training which include report and also summary of the daily training that extracted from the Log Book.

As to fulfill the requirements of Bachelor of Administrative Science (HONOURS), students have to complete their subjects, co-curriculum as well as the practical training. Practical training is important in order to expose students to real working environment. Students also can prepare themselves mentally and physically to the real environment and work nature in organization.

The practical training started on 20th July 2015 and the trainee was reported at the Ministry of Social Development. The practical ended on 16th September 2015. The duration of the practical training was two months.

2.1 SUMMARY OF PRACTICAL TRAINING SCHEDULE

2.1.1 1st Week (20th July 2015 – 24th July 2015)

On Monday, 20th July 2015, was the first day of my practical training at Ministry of Social Development where I was placed at the Administration and Human Resource department. I reported duty to the person in-charge of practical student and she briefly

explained to me about the rules and regulations of the organization. She also gave me a tour to the office where she showed me around the office on the places that I needed to know such as filing room, work station, pantry, and guest waiting room so that I could be familiar with the office.

On Tuesday, 21st July 2015, I was given my first task which was to fax letters to several organizations under Ministry of Social Development. Miss Linda taught me how to operate the fax machine as it was my first time to use it. Then, she taught me how to operate the photocopy machine where I had to photocopy several important letterheads and memorandums. Besides that, I was also asked to organize and arrange contract letters of the employees according to the year of contract renewal as well as the position of the employees.

On Wednesday, 22nd July 2015, I did the same task where I photocopied and faxed a few letters to Social Welfare Officer of Miri Division and Miri City Council. Then, I made my first call as the industrial training student of Ministry of Social Development to Cultural Development of Miri to confirm on their fax and office telephone number. After that, I was asked to go to YB Datuk Dr. Lee Kim Shin's office, Assistant Minister of Communications and Sports, where I had to submit a confidential letter to his secretary. Then, I was asked to arrange some documents and tentative programs into several files as a preparation for Friday's meeting session.

On Thursday, 23rd July 2015, Madam Norini brought me to the Filing Room and she also explained everything that I needed to know about the room. She taught me how to do the filing work where I had to know the meaning of the coloured paper on each of the drawer as well as the numbers that had been written by her on the documents for

filing purposes. Then, I learned how to do binding work where I was asked to bind the resumes of security guard applicants that I had collected and arranged. After that, I did some printing work where I printed the names of the person that attended Friday's meeting and placed each of it in the table tags.

On Friday, 24th July 2015, I was asked to fill in the "Jemputan ke Kuching International Forum on Unity 2015" letter where I had to write the emails and phone numbers of the person involved in the forum. Then, I learned how to use the official Ministry of Social Development stamp and stamped some important documents that needed to be signed by the Head of Department. Besides that, I was told to fax letterhead to Ministry of Tourism Sarawak and did some filing work in the filing room where I had to place the files to its respective drawers. After that, I attended a press conference session that was attended by YB. Datuk Haji Abdul Karim Rahman Hamzah, Assistant Minister of Youth Development (Urban) and Housing, on the "Paint the World Program" which would be conducted in Miri. It was my first time to experience a press conference session where there were several organizers and reporters involved especially those from RTM.

This week, I learned how to operate the fax machine and photocopy machine which are very important as they are the basic knowledge that you need to have when you are working in an office. I also learned how to do filing work where the filing work is still done manually. This is very important as I got to know how the filing work is done so that I will be familiar with this kind of thing once I start to involve in the working life. Besides that, I was able to experience a press conference event as I was been exposed by the staff to this kind of event. This is very useful as it will give me the knowledge on how to handle a press conference situation.

2.1.2 2nd Week (27th July 2015 – 31st July 2015)

On Monday, 27th July 2015, was the second week of my practical training. Mr. Irtidzar asked me to update the official website of Ministry of Social Development. He asked me to type the names of the staff in several departments such as Admin, Account, Social Development Council, Culture Development Section, Sports, and Youth Department in Microsoft Word. I had to list out the names of the staff from each department so that the directory section in the website will be updated with the name of the current staff based on their department. Then, I photocopied minute sheets of Kuching International Forum for Unity 2015 and sent a copy of it to Social Development Council (MPS) so that they knew what will be discussed for the forum.

On Tuesday, 28th July 2015, Mr. Irtidzar asked me to do typing work where I had to type Letterheads and Official Memorandums to every section of Social Development Office, Youth Camp, and Civic Centre all over Sarawak. The content of the letter was to ask them to send the pictures of activities that had been carried out by them from January to June 2015 and news materials to be uploaded in the website so that the website will be updated. Then, I was asked to be involved in a “Ramah Tamah Aidilfitri 2015” meeting session. During the meeting, all the staff were discussing on the tentative programs as well as the place to hold the event. They also assigned each of the staff for each task and I was assigned to be in charge on the attendance of the staff.

On Wednesday, 29th July 2015, I printed the Letterheads and Official Memorandums that I was asked to do. Then, Miss Linda asked me to fill in fax form regarding Sales Contract of World Class Training Centre Sdn. Bhd where I had to fax those documents to Lean Human Resource Management. After that, I made follow up

calls to World Class Training Centre to make sure that they had received the documents that I faxed to them. Then, Madam Norini asked me to ask signature from several staff for the tax invoice letter and submit a sample of attendance record book to Mr. Irtidzar. Besides that, I did some folding work where I folded the "Paint The World Program" tentative because they needed to bring it to Miri to be distributed to the VIP guests as well as others who were involved.

On Thursday, 30th July 2015, I did some filing work where I had to assemble the documents according to the numbers and the colours indicated by Madam Norini. I arranged those important documents such as staff contract agreement, official memorandums, minute sheets, certificates, leave application forms and others based on the names and numbers stated in the documents. During the filing work, I placed all the documents in their respective files. After that, I was asked by Miss Linda to do a follow up with the staff in the office on the confirmation of their attendance to attend "Kursus Asas Peyiasatan Pengurusan Tata tertib" where I had to go to several departments such as Sports, Youth, Account, and Social Development Council. Then I made a follow up call to Culture Development Section on the same matter.

On Friday, 31st July 2015, Madam Norlina assigned me to look for the potential caterers for "Ramah Tamah Aidilfitri 2015" event and made phone calls to ask for quotation on the selected menu. She also asked me to design an invitation card for the VIPs such as district officer of PPS Samarahan, manager of Samarahan Civic Centre, Minister of Social Development, and other ministers who were invited by using Microsoft Publisher. The invitation card must be designed according to the protocol from the Chief Minister Department.

This week, a lot of tasks had been given to me. I learned how to make letterhead and official memorandum. This is important because I get to differentiate which organization uses letterhead and which uses official memorandum. Besides that, I learned how to do a good filing work although everything was done manually. This is because good filing system will lead to a better management. I also learned how to make follow up calls to several organizations and designed an invitation card as it was my first time doing so. This helps me to expand my computer skills knowledge as I got to learn how to use Microsoft Publisher to design the invitation card.

2.1.3 3rd Week (3rd August 2015 – 9th August 2015)

On Monday, 3rd August 2015, Madam Norlina asked me to make a follow up call with Hawa Catering on the quotation of the selected menu for “Ramah Tamah Aidilfitri 2015” event that was held on the 9th August 2015 at Stadium Perpaduan Negeri Sarawak. She also asked me to go Youth Department to ask for protocol sample of invitation card for the VIPs. Then, I did a typing work where I was asked by Madam Norini to type the tentative program of “Ramah Tamah Aidilfitri 2015” event in Microsoft Word. She also asked me to place all the files that had been borrowed by the staff to its respective drawer in the filing room. After that, I attended a second meeting of “Ramah Tamah Aidilfitri 2015” where everything was being confirmed so that the event would go smoothly as planned.

On Tuesday, 4th August 2015, Madam Norini assigned me to do my task where I had to fax letters to Civic Centre Kuching, Planetarium Sultan Iskandar, and other organizations under Ministry of Social Development and made follow up calls to them to make sure they had received the letters that had been faxed to them regarding the attendance list of the staff who would attend “Ramah Tamah Aidilfitri 2015” event on

Sunday. Then, I was asked to do the filing work where I placed all the documents in its respective files and placed those files back to its drawers. After that, I photocopied minute sheets and distributed those minute sheets to every section of the Ministry.

On Wednesday, 5th August 2015, Madam Josephine asked for my help to photocopy the customer satisfaction survey form. The form was made to know how the customers felt after receiving the service and what they could do to improve their service. After that, Madam Norini asked me to do the typing work where I typed the list of names of the person that would attend the “Ramah Tamah Aidilfitri 2015” event on Sunday. I made follow up calls to all departments involved to confirm on how many of the staff were able to attend the event. Besides that, I was asked by Mr. Aziz to do assets and stocks work where I had to edit the data using Microsoft Excel.

On Thursday, 6th August 2015, I continued my task where I made follow up calls to each of the minister’s secretary for the confirmation on the minister’s attendance as well as the staff for “Ramah Tamah Aidilfitri 2015”event. I also did a follow up with the staff in Youth, Sports, Social Development Council Department to ask for the attendance list for the event. Then, I typed all the names of the staff who were able to attend the event that I had gathered in Microsoft Word so that we knew the number of staff who were going. After that, I tried laminating work for the first time where I laminated some letters at the work station.

On Friday, 7th August 2015, Mr. Irtidzar asked me to retype the official memorandums and letterhead as there were many corrections that needed to be done so that those letters would be signed by the Head of Department. He also asked me to type a Letterhead of “Laporan Kehilangan Kunci Kenderaan”. After that, Madam Norini asked

me to make final follow up calls to all the departments involved for the event so that I could confirm on the number of staff who would attend the event and gave it to the person in charge for the lucky draw game.

On Sunday, 9th August 2015, I attended the “Ramah Tamah Aidilfitri 2015” event where I became one of the usherettes to welcome and assist the VIPs to their table.

This week, I learned new things such as how to make the right letterhead and official memorandums by using the right and suitable language as well as the right format. This is very useful as it will guide me in the future if I were to work in the government sector and make any official letters. I also learned how to use Microsoft Excel the right way and I can apply this knowledge during my studies as well as in the future.

2.1.4 4th Week (10th August 2015 – 14th August 2015)

On Monday, 10th August 2015, Miss Linda asked me to do typing work where I had to retype a minute sheet that was given by her. Then, Mr. Hanizam assigned me to do asset work where I had to make location label for each room in our department such as meeting room, filing room, pantry room, work station and others. After that, I was asked to laminate the labels that I had printed and placed those labels to its respective place. Besides that, Madam Norini asked me to ask for Mr. Mering’s signature for the staff agreement contract.

On Tuesday, 11th August 2015, Madam Norini assigned me to do filing work in the filing room where I arranged the documents into its file so that the details in the files would be updated. After that, Mr. Hanizam assigned me to do another location label work where I made location label code for every table in our department so that people would know

which table belongs to which section. The labels were made with different colours where each of the colour represented each department in Ministry of Social Development. Then, I had a mini meeting session with the chosen staff regarding the official website of Ministry of Social Development Sarawak. We discussed on what needed to be updated for the content of the website. I was assigned by Mr. Irtidzar to come up with a new design for the website since they wanted to change the features of the website. Besides that, he also asked me to type “Borang Pengesahan Kehadiran” based on the sample he had given to me. Then, Miss Linda asked me to analyze the website and made a checklist on what needed to be amended and updated.

On Wednesday, 12th August 2015, Miss Linda asked me to list out everything that needed to be updated and amended in the website for every section. Then, she asked me to do the list in slides using Microsoft Power Point where I had to make it based on the corporate image format since it would be submitted to Mr. Alfean Aziz under Planetarium Sultan Iskandar. Then, I printed out the location label code for the tables and laminated those labels.

On Thursday, 13th August 2015, Mr. Paizal asked me to help him and Mr. Spri to organize Mr. Mering’s office where I had to arrange his things in the boxes so that it would look clean and more organized. Then, I edited the slides that I was assigned to do because there were amendment that needed to be made. After that, Madam Norlina asked me to make calls to several hotels in Miri for a reservation on “Kursus Ulangkaji Tatacara Pengurusan Aset” that would be conducted in Miri for asset staff.

On Friday, 14th August 2015, I was asked by Mr. Paizal to make a phone call to Mr. Alfean Aziz on the matter of submission of pictures of activities that were needed to

be updated in the website. After that, I made follow up calls to every branch of Social Development Office, Civic Centre, and Youth Camp in Sarawak regarding the submission of pictures of activities that had been carried out since January 2015. Then, Madam Norini assigned me to do a compilation of resumes where I had to bind everything and made it into a book. Besides that, I was asked to place back all the files into its respective drawers in the filing room. Miss Linda also asked me to do some amendment in the slides and faxed letters to several organizations.

This week, I learned how to design a website where I had to make drafting work for website template. It was quite tough as I had no knowledge to do so. However, with the help of another practical student, we managed to draft a website template although it was a simple one. We tried to use RHB website as our reference since it was fancy and vibrant. So, we draft based on the RHB website as our example. Then, I learned how to do a website checklist based on the corporate image format. This is very crucial as it guides me to do a checklist by using the right format.

2.1.5 5th Week (17th August 2015 – 21st August 2015)

On Monday, 17th August 2015, I did some photocopy work where I photocopied work description for Human Resource and Administration officers. I was also asked to edit the website checklist slides on the division, organizational chart and Ministry of Social Development Logo so that it could be included in the website. Then, Madam Josephine asked me to do typing work where I had to type a minute sheet on “Jemputan ke Majlis Pelancaran Projek Menaiktaraf Jalan Datuk Stephen Yong ke Jalan Batu Kawa”. Besides that, I did some filing work where I placed back all the files to its drawer in the filing room.

On Tuesday, 18th August 2015, Miss Linda had given me a task to do typing work. I typed the list of Industrial Training students who were doing their internship at Ministry of Social Development from the year 2011 to 2015. Then, I included the list of industrial training students in the website checklist where I added the Industrial Training part under Achievements section. Besides that, I also updated the directory part where I had to make amendments on certain names, emails, and phone numbers of the staff. Then, Madam Norini assigned me to compile the application form of the applicants and made it into a file so that it would be more organized. She also asked me to photocopy the assessment forms as well as take out certain files from the filing room.

On Wednesday, 19th August 2015, Miss Linda assigned me to do typing work where I typed the name list of practical students under industrial training from the year 2011 to 2015. She also asked me to finalize the website checklist by went through slides and made sure that everything that had been asked to be included in the checklist was there. Then, Madam Norini asked me to do filing work where I placed all the documents and letters to its files based on the numbers stated by her on the front page of the documents. The numbers indicate the total number of documents in every file.

On Thursday, 20th August 2015, I was asked to type out the attendance report of the staff to the office for the year 2012 to 2015 for all division. This attendance report recorded the arrival time of the staff to the office as well as the departure time of the staff from the office. Then, I was assigned to make files for the new staff so that filing work could be done for the new staff. I also did some filing work where I take out the files in the filing room and placed those files back once they were done borrowing the staff personal files.

On Friday, 21st August 2015, I did some printing work where I printed out the latest directory which I had updated and gave it to Miss Linda. Then, Madam Norlina assigned me to make follow up calls with the staff regarding the report that were needed for audit purposes.

This week, I did mostly on the typing work as well as filing work. It helped me to improve myself in doing a better typing work where I did it based on the standard and format required by the organization. I also did better filing work where I became more familiar with the way in doing filing work and I did it without consuming much time like before.

2.1.6 6th Week (24th August 2015 – 28th August 2015)

On Monday, 24th August 2015, I was assigned by Madam Norini to do filing work. Then, Madam Norlina had given me a task to make a booking for a hotel room in Sibul for the staff who attended the MBJ Meeting which was conducted in Sibul. Then, I made flight bookings for the staff involved for the MBJ Meeting where I was asked to call Merdeka Travel Agency for the booking procedure. After that, I was asked by Miss Linda to be the operator for the day at the front desk as the person in-charge to be the operator was absent.

On Tuesday, 25th August 2015, I did some typing work where Miss Linda asked me to type the name list of officers who attended the 42 hours course in the year 2015. I also typed "Surat Akuan Pinjaman Pendidikan Institusi / Tabung Pendidikan" for Mr. Rahman. Then, I typed the evaluation form of the antecedents of commitment for Mr. Irtidzar. Besides that, I was asked to answer phone calls for Madam Norini as well as did

some filing work. I also did photocopy work where I photocopied minute sheets for the meeting and other important documents.

On Wednesday, 26th August 2015, I continued my typing work of the name list of officers who attended the 42 hours course in the year 2015. Then, I was given a task by Miss Linda to type the name list of practical students of industrial training under Ministry of Social Development. I also typed the information of practical students by referring to the Vocational Training File where all the information that I needed was in the file. After that, I was assigned by Mr. Kameri, Permanent Secretary of Ministry of Social Development, to photocopy confidential documents and arranged those documents according to its order for his meeting session with important clients.

On Thursday, 27th August 2015, I did some photocopy work. I photocopied asset documents for Madam Norlina for her asset meeting and I photocopied memorandums for Mr. Paizal and distributed those memos to the staff whose name were stated in the memos. Then, Madam Norini asked me to fill in the names of the staff who attended the TYT Birthday event in Sibui. She also asked me to call Social Development Office in Sarikei to ask them regarding the size of their T-Shirt for the event. Besides that, Miss Linda assigned me to be the operator from 2pm – 5pm at the front desk and assisted those people who attended the Big Bike meeting to the meeting room.

On Friday, 28th August 2015, I continued my work to check with the staff in our department regarding the size of their T-Shirt for the TYT Birthday event. Then, Madam Norini asked me to do the filing work where I placed all the documents in its respective files. Besides that, Madam Norlina asked me to make follow up call to Public Works

Department (JKR) and Miri Civic Centre on the maintenance of Miri Civic Centre. She also asked me to join her in a KFA Meeting where she assigned me to do minute meeting.

This week, I learned how to be the operator. I learned how to transfer calls to other extension. I also learned how to make hotel and flight bookings for government staff where the bookings were made just by using "service order". There were certain procedures that I had to go through during the booking process. This was my first experience ever to make hotel reservations and flight bookings. I also learned how to do minute meeting and got to experience the KFA Meeting where all the Heads of each department were involved. I got to see how they discussed on things and how they achieved their decision.

2.1.7 7th Week (1st September 2015 – 4th September 2015)

On Tuesday, 1st September 2015, I did filing work where I arranged back those documents and letters into its respective files and placed the files back to its drawers. Then, Madam Norini asked me to fax "Jadual Perbarisan dan Raptai Raksasa Sempena Sambutan Hari Jadi TYT 2015 @ Sibu" and made follow up calls to Social Development Office in Sibu, Kemuyang Sibu Youth Camp, Sibu Civic Centre, Social Development Office in Sarikei, and Sarikei Civic Centre. Then, Miss Linda asked me to photocopy official memorandum and minute sheet of "Paint The World Program" and assigned me to be the operator until 1pm.

On Wednesday, 2nd September 2015, Madam Norini asked me to make calls to the organizations that I had called yesterday regarding the rehearsal for "Jadual Perbarisan dan Raptai Raksasa Sempena Sambutan Hari Jadi TYT 2015 @ Sibu". Then,

I was asked to answer phone calls for one of the staff since the staff was absent. After that, I was asked to do filing work where I placed back all the documents in its respective files.

On Thursday, 3rd September 2015, Madam Norlina asked me to type out the menu for “Bengkel Susulan Penyediaan Carta Aliran Proses Kerja Pengurusan Aset Alih Kerajaan” which was held at The Mango Tree on 14th September 2015. Then, I was asked to make follow up calls to the organizations involved for the rehearsal on the collection of shoes for the rehearsal.

On Friday, 4th September 2015, Madam Nur Afisha, my supervisor, came to the office for supervisor visit. Miss Linda was the one who evaluated me as she was in charge for ever practical students. So, Miss Linda and Madam Nur Afisha had a discussion on my performance and progress of my practical training. Then, Miss Linda asked me to stamp the documents by using Ministry of Social Development official stamp and faxed those documents to Culture Development Section. After that, Madam Norini asked me to make follow up calls to the organizations involved for the rehearsal on the standard attire for the rehearsal. I was also asked to type the selected menu that was served to the staff for their dinner at RH Hotel in Sibul.

This week, I made a lot of follow up calls where it had helped me to be more confident in handling matters over the phone. It might look easy to make phone calls, however, I once had an anxiety to talk to other people over the phone. Because of this, I overcame my fear and became more confident when I made phone calls. I also did typing work where my typing skills had improved as I had been doing typing work since the first week I did my practical training.

2.1.8 8th Week (7th September 2015 – 11th September 2015)

On Monday, 7th September 2015, Madam Norlina asked me to arrange important letters in a file for auditing purposes. She asked me to make the partition label so that I could arranged those letters according to its label. All the letters were regarding the appointment letters of the staff which were related to assets and stores. After that, Miss Linda asked me to make follow up calls to the ministers' office as well as Heads of Department on their attendance for the dinner event with Permanent Secretary of Ministry of Social Development on 8th September.

On Tuesday, 8th September 2015, I continued my task which was given by Madam Norlina where I had to organize the letters in the file and looked for the letters that were needed for the in the audit file that I made. Then, I asked for a few closed files from Madam Ros, the person in charge for closed files, since I needed those files to search for appointment letters and other related letters of asset. Miss Linda also asked me to take out several files from the filing room as she needed those files for work purposes.

On Wednesday, 9th September 2015, I continued my task that was given by Madam Norlina as there were a lot that needed to be done. I also made a checklist on what had been arranged and what were needed to be placed together with all the appointment letters in the file that I had compiled together. I also had to ask for more asset files from Madam Ros as I needed to search for letters that were related to "Lembaga Pemeriksa Aset" and "Pegawai Pemeriksa Aset" appointment letters. Then, I was assigned by Miss Linda to be the operator for half day where I answered phone calls and transferred calls to the respective staff.

On Thursday, 10th September 2015, I continued my task that was given by Madam Norlina where I made corrections and rearranged the documents in the file. Then, I asked Data Entry and Veifier letters from Mr. Paizal to be compiled together with all the letters in the file that I had made for audit preparation. Miss Linda also asked me to photocopy the minute sheet and evaluation form of the staff from the year 2012 to 2014.

On Friday, 11th September 2015, Madam Norlina gave a task to make some changes on the appointment letters and collected the appointment letters of asset and stores officers. I also gathered the JKPAK appointment letters and minute meeting of JKPAK to be placed together in the file for auditing purposes. Then, I made another file for appointment letters of "Pegawai Penerima Barangan Stor" which was meant for any documents that were related to stores matter.

This week, I did most of asset work where I compiled all the documents for assets and stores that were gathered for auditing purposes. It was a great experience to me as I gained some knowledge in doing other task such as asset task besides admin task that I always did since day one of my practical training. I learned that an organization needs to prepare a file for each department which includes all the important documents for auditing purposes where the information that are required must be prepared so that everything will go smoothly during auditing process.

2.1.9 9th Week (14th September 2015 – 15th September 2015)

On Monday, 14th September 2015, I attended the Asset Staff Workshop which was held at The Mango Tree where I got to experience and see how the asset staff discussed

on matters regarding assets and stores. I also got to see how they voiced out their opinions and came up with a decision.

On Tuesday, 15th September 2015, was the last day of my practical training at Ministry of Social Development. My last task was to submit the files to Madam Norlina that I had made where I compiled all the appointment letters of the staff that were related to asset and stores and I printed out the appointment letters that I had amended.

As a conclusion, I really enjoyed working at Ministry of Social Development because I learned a lot of things during my practical training. I also gained more knowledge on computer skills and other things that I need to know that can help me in the future when I have graduated. My supervisor have taught me to polish my skills where I feel much more confident in doing things related to work. I am very thankful to everyone who has helped throughout my practical training period so that I can be better in doing my work. I am looking forward to work at the Ministry of Social Development if I were given the opportunity to work there.

CHAPTER 3

ANALYSIS OF THE PRACTICAL TRAINING

3.0 INTRODUCTION

Analysis of training specifically focuses on one area of task that is covered in the Practical Training Handbook. This chapter also reflects the definition of concept, demonstration of practical and theoretical aspects as how to relate all concepts that have been learned in classroom at the workplace, and how the students transform knowledge gained at workplace to reinforce understanding on the concepts learned in classroom. The chapter also should be able to demonstrate a reflection of student's personal experience during the training. Based on my schedule of practical working experience and tasks of job description given under Chapter 2, it shows that my practical training experience was more on human resource and administration practice at Ministry of Social Development.

3.1 TASK ANALYSIS

During these two months practical training, I have been exposed to too many new things which are very valuable for me to learn and carry out with devotion when I face the real world of working in the future. Undergoing for industrial training has become one of the curricular that university students are compulsory to attend to especially for those who studied at public university. The motive of this action is to expose the students and let

them experience the environment of the real world of working before graduating. It is also to prepare students to face the real challenge and learn how to find solution when encountering problem besides completing the course. This exposure will not only prepare the students but it is also a great opportunity for them to gain knowledge at the industry.

Over the practical training period, I have learnt a lot of new things which is also applicable to my studies in classroom. Among the things and responsibilities that I have learnt are filing tasks, administrative tasks, data updating, operator tasks, record minutes of meeting and so forth. Therefore, I have chosen the filing tasks at Human Resource and Administration Department of Ministry of Social Development as the area to be analyzed. Filing tasks is being chosen because, there are lot of rooms for improvement that can be made on the way that the files are being managed by the employees of Human Resource and Administration Department at Ministry of Social Development.

The filing system in the office is being done in a traditional way where all the documents are being organized manually. In my opinion, I think that Ministry of Social Development needs an effective filing system. If the filing system is not that effective, the process in the administrative department will not run efficiently. Thus, it needs a proper filing system to keep all the documents, letters, forms and others well organized. At university student usually learnt from the book without experiencing the real task. Hence, by performing the filing tasks, I will be able to reinforce and relate what I have learnt in the classroom. I realize that learning theoretical is never the same when it comes to practice. There are a lot more to master than just learning from the book. Learning theoretically will be a waste if it cannot be used in the real world and therefore I have applied it during the practical training.

3.2 DEFINITION OF FILING

Every organization, regardless of its size or purpose, needs a filing system as it is one of the ways to keep the all the important documents, letters, forms and others. The filing system can be divided into two which are the manual filing system and electronic filing system (E-filing). This filing system is very important to every organization, be it manual filing system or e-filing system as it keeps all the important information that is needed in the organization.

According to Dictionary.com (2015), filing can be defined as a folder, cabinet, or other container in which papers, letters, et cetera are arranged in convenient order for storage or reference. By looking at this definition, it is related to the manual filing system or also known as traditional filing system where everything is being done in manually. The Cambridge Dictionary (2015) defines filing as the activity of putting documents, electronic information, et cetera into files. When electronic information is being mentioned, it is related to the E-filing system where electronic information is kept in files which are done by using the computer.

It can be concluded that filing is basically a process where all the documents, letters and others that are important to the organization will be kept in files. By doing so, the organization gets to keep all the important documents and when the documents are needed for work purposes, the documents can be obtained from the files available in the organization itself.

3.3 FILING PROCEDURE

There are several basic procedures of filing. According to Deskdemon (2000), the basic filing procedure of an effective filing system are as follows:

3.3.1 Inspecting

Each document is inspected to see that it has been released. If not, it should be returned to the interested party.

3.3.2 Marking

Determine under what name or caption the paper is to be filed.

3.3.3 Follow-up and Cross-reference

If the letter is marked for follow-up, then a record should be made and placed in the follow-up file. If there is more than one place in which to file the document, make a cross-reference.

3.3.4 Sorting

Sorting is the preliminary arrangement of papers according to the first filing unit of the name or number. This is the last step prior to actual filing. Sorting also makes documents easy to find if they are needed while out of the file. Documents should be arranged in sequence so they can be placed in the proper folders quickly, without moving back and forth.

3.3.5 Filing

Filing is the actual placing of documents in folders in a pre-determined plan. Torn papers should be mended before they are filed. Raise the folders slightly in the file drawer when placing papers in them so the papers will go entirely to the

bottom of the folder. Check the caption of the document and folder as a precaution against misfiling. All documents should be placed with the tops to the left as you face the folder. Never overcrowd folders. Break them down by date, name or subject using additional folders.

3.4 REQUIREMENTS OF A GOOD FILING SYSTEM

A good filing system is where the system should be kept simple to reduce errors and to facilitate all employees' use of the system. Thus, it should be designed for the normal requirements of the organization and not for remote or exceptional possibilities. The files should contain information which is linked to the activities and functions which they document. The system should also have a structured numeric or alphanumeric referencing system in which each element equates with a function of the file title. According to Maynooth University (2003), the requirements of good filing system are:

3.4.1 Suitability

The system should meet the individual users or department's needs.

3.4.2 Good Maintenance

In order to maintain a filing system, the following are required:

- i. A good follow-up system such as tracer card.
- ii. Adequate security
- iii. A definite "weeding" policy,
- iv. Proper control of record creation and filing additions
- v. Secure and adequate storage for archived material.

3.4.3 Adaptability

The system should be sufficiently flexible to meet the future needs of the organisation.

3.4.4 Accessibility

The system must enable the user to classify records in any desired manner and to retrieve them with certainty and without delay.

3.4.5 Accountability

There should be an in-built audit mechanism whereby failure to adhere to established practices and procedures is identified and rectified.

3.5 QUALITIES OF GOOD FILING SYSTEM

In order for the organization to operate effectively, the filing system of the organization needs to meet a defined set of characteristics or qualities. The qualities that make the filing system effective and efficient. Thus, according to the Business-Marketing (2012), a good filing system should possess the following qualities:

3.5.1 Simplicity

A good filing system should be simple to operate. It should be easy to understand by employees. Its operation should not be dependent on skilled employees.

3.5.2 Economical

A good filing system should be economical. It should not be expensive to install and operate. The cost of files, folders, cabinets and equipment should not be high.

3.5.3 Compactness

A good filing system should be compact. It should not occupy too much office space. It should fit with office layout.

3.5.4 Flexibility

A good filing system should be flexible. It should have capacity to change with the changing needs of the office. It should discard dead files to make room for new files.

3.5.5 Safety

A good filing system should have safety. It should ensure safety of documents from insects, water, fire, dust etc. It should preserve documents in good condition.

3.5.6 Accessibility

A good filing system should be easily accessible. It should not take much time to file new documents and take out needed documents. It should easily locate the documents.

3.5.7 Cross Reference

A good filing system should provide cross reference of records. It should help to locate a record in more than one file.

3.5.8 Classification and Indexing

A good filing system should be properly classified. It should have indexing. This is needed for easy location of documents. Index provides location of the file. Classification groups the files.

3.6 APPLICATION OF QUALITIES OF GOOD FILING SYSTEM AND REQUIREMENTS OF GOOD FILING SYSTEM AT MINISTRY OF SOCIAL DEVELOPMENT

The Ministry of Social Development has been adapting the modern filing system where they use horizontal filing system as well as suspension filing system. They have been using these types of filing system in many years where the chosen employees under administration department are assigned to be in charge for the filing tasks.

At Ministry of Social Development, the filing system has adapted some of the qualities of good filing system as stated by Business-Marketing (2012). Their filing system is simple for all the employees to operate where they have labelled each and every file cabinets available in the filing room. Their filing system is also economical where the cabinets, files, folders and other equipment are not that expensive as they have been using those equipment for quite some time. As for compactness of the filing system, it can be said that Ministry of Social Development has a compact filing system where they provide a filing room that fits all the cabinets available which does not take up so much space.

Their filing system is also easily accessible where it does not consume much time when taking out the needed files or filing new documents as there are indicators and

labels for each drawer of the cabinet which makes it easier to do filing work. Besides that, their filing system also practices classification and indexing. The files are being classified and indexed by the employees that are in-charge so that it will be easy for them to locate the documents in the files.

As for the requirements of a good filing system which have been stated by Maynooth University (2003), Ministry of Social Development under human resource and administration department does fulfil some of the requirements. They do fulfil the accessibility aspect where the system enables the employee to classify records in any desired manner and to retrieve them with certainty and without delay. As for adaptability of the filing system, the system used in Ministry of Social Development is quite flexible to meet the future needs of its organization. As for good maintenance, some of the requirements are not fulfilled. This is because they do the follow up system, however, it not as good enough. As for adequate security, Ministry of Social Development does have adequate security for its filing system because appointed employees under the filing system have the key to the filing room. If anyone needs any file, they will ask for it from the employees who are in-charge of the filing room. Other requirements under good maintenance are not really fulfilled as the Ministry of Social Development does have really possess a proper record creation and others due to the lack in certain areas in their filing system.

In conclusion, there are some of the requirements and qualities that Ministry of Social Development do not possess. Hence, a good filing system must be adapted by them as well as fulfil all the qualities and requirements of good filing system so that they can have an effective filing system. With a good filing system, they will be able to operate

effective and efficiently in the future. Thus, it can lead them to achieve their vision and mission in the near future.

3.7 CONCLUSION

Ministry of Social Development does not have an effective filing system. This is because I have been doing the filing tasks throughout my two months of industrial training at Ministry of Social Development. The current filing system that they are adapting is not really efficient and effective as there are many weaknesses that can be seen while doing the filing work. Therefore, they need to have all the qualities of good filing system as well as fulfil all the requirements of a good filing system. By doing so, they will be able to function really well, hence, leads to an effective and efficient filing system.

CHAPTER 4

RECOMMENDATIONS

4.0 INTRODUCTION

This chapter highlights the strengths and weaknesses of the job or task assigned to the student during the industrial training period as discussed in chapter three, which is filing system. This chapter will also provide the solutions for improvement in the future. Based on my experience working at Ministry of Social Development Sarawak, there are strengths and also weaknesses of the filing system that they need to look at and to be improved. They need to learn and practice more so that they can ensure their filing system is updated and effective.

4.1 STRENGTHS OF THE FILING SYSTEM AT MINISTRY OF SOCIAL DEVELOPMENT, SARAWAK.

The first strength of their filing system at the office is that they are updating their files or records every day. In other words, the files will be updated from day to day if there are any files that need to be updated. This is to ensure that they have the recent records or data in the files. Every records regarding the employee's information such as the approved sick leaves, raised of salary, offer letter, official memorandum, letterheads, termination of contract, and promotion letter will be kept in the file so that they have every proof and important information of the employee. These records will help the organization

to have the important information of each and every employee in the organization when they need to refer to their files. Without a good filing system, it will be hard for the organization to have the latest information of the employees in their personal files.

The second strength of the filing system at Ministry of Social Development is the familiarity of the staff with their filing system. Most of the staffs who work at the office have been working there for a very long time from the old building to the new one. Thus, the staffs are very familiar with the filing system of the organization as it has been the same all along. There are two employees who are in-charge in doing the filing system, Madam Norini and Miss Votib. They are the ones who have the key to the personnel filing room and also responsible to take out and put back the files in the filing room. They will update the files from time to time if their superior hand in to them the letters or records that need to be placed in the files regarding the employee. The files are being arranged based on the colour and in alphabetical order and so that it is easier for them to look for the respective files if needed.

Last but not least, another strength of the filing system at the office is limitation of authority to get the files. It means that only those who are in-charge with the filing system are allowed to enter the filing room where they can take out and put back the files in its respective cabinets. This is to prevent any of the records to go missing or the records are being used for unauthorized purposes. The employees who are in-charge with this filing system must be aware of this matter to prevent any misuse of the personal records of the employee. In other words, they are the ones who can update the personal files of the employees to ensure that the records are placed in their respective files and being updated constantly. If any of the staffs wants to obtain the personal file, they need to ask

permission from the person in-charge where Madam Norini or Miss Votib will keep record the names of the staff who borrow the personal file to avoid any problem such as missing of personal file. Once they have returned the files back to the person in-charge, they will record it so that they can trace and when where the files have gone to. This is to ensure that the personal files are being kept safely.

4.2 WEAKNESSES OF THE FILING SYSTEM AT MINISTRY OF SOCIAL DEVELOPMENT.

One of the major weaknesses of the filing system at Ministry of Social Development is that they are still using the old method in doing filing work. Each of the employee at the organization has their own personal file that is being placed in the filing room. This where any documents or letters such as promotion letter, offer letter, termination of contract and others are being kept in their personal files. Any update records of the employee will also be placed together in their personal file. It is hard for the person in-charge to update the file manually as they are many employees who work at the organization. This does not only involve the staff at the Ministry of Social Development itself but also the staff of their subsidiary units such as Youth Camp, Civic Centre, and Office of Social Development of each division. This requires a lot of personal files as they need to update all the files of employees under Ministry of Social Development Sarawak. Thus, it will take a lot of space in the filing room. Not only that, the subsidiary units will fax their letters and documents that need to be updated or placed in their personal files at the Head Quarter which is Ministry of Social Development. There are many cases where the head quarter does not receive the documents that have been faxed by the subsidiary

units which have caused trouble in updating the personal files of the employee. Hence, this manual method of filing is not suitable for the organization.

Another weakness of the filing system at Ministry of Social Development would be doing the filing work every day. It is good that the files are being updated every day so that the personal files of the employees contain the recent or latest information. However, this has made the job becomes complex as they need to do filing every day manually where they need to find the files and arrange the records in the files according to its order over and over again. It would be better if they do the filing process ever week so that they can collect all the important documents first and divide it based on the names and its order so that the work will not be done redundantly. If they do so, this can improve their filing system process without much complexity and reduce the burden of the employees' in-charge in doing the filing work.

4.3 RECOMMENDATIONS

Firstly, I would recommend to the department of Human Resource of Ministry of Social Development to use technology to keep their records and data of the employee. To do so, they can implement the use of e-Filing system in their organization. As what I have mentioned in the weaknesses of the current filing system of Ministry of Social Department, they are responsible to update the personal files of the employees which also involve the employees of its subsidiary units. Since they need a lot of files, cabinets and space to do so, it will consume a lot of money and time. Thus, this e-Filing system will help the organization to store all the important information of each employee without

consuming a lot of time. E- Filing has the ability to search or browse through numerous digital files and allows the employees to find the exact document they need in less time as compared to finding a paper document. This system will also help the organization to save more space and avoid wastage of paper that are being used for the filing work.

Another recommendation would be to do the filing work every week instead of every day. When the employee is updating the files every day, it will give the employee's in-charge a lot of work to do as they have other jobs to do besides filing. To prevent stress and pressure, it will be easier for the filing to be done at the end of weekdays every week which is on Friday. By doing so, the employee gets to collect all the important documents and arrange those documents according to the names and its order. This will help the employee to do a better filing work as the person in-charge able to arrange those documents first effective and efficiently. This will also prevent misplace of documents in the wrong files as the documents have been sorted thoroughly by the employee. Hence, this will avoid the employee from doing the same thing every day and help to reduce the work load of the employee which in turn will increase the efficiency and effectiveness of the employee in doing the filing work.

4.4 CONCLUSION

This chapter allows the trainee to analyze the strengths and weaknesses of the current filing system at Ministry of Social Development that can be improved to increase the quality of works which will contribute to the effectiveness and efficiency of the organization. The recommendations should also be considered to be implemented by the organization in order to minimize the weaknesses in the current filing system

CHAPTER 5

CONCLUSION

5.0 INTRODUCTION

It was such an amazing experience for the trainee to undergo for industrial training at Ministry of Social Development even though it was for only in a short period of eight weeks. During the industrial training, the trainee had learnt many new things concepts. Besides applying those concepts and theories that has been learnt in classroom during the practical training, the trainee had also learnt some new concepts and ways of doing the things that were not told in the classroom especially in the field of management in Ministry of Social Development. This chapter of practical report will summarize the previous chapters and concludes all of it.

5.1 SUMMARY OF ALL CHAPTERS

In chapter one, it states that Ministry of Social Development is embodied in the state cabinet reshuffle in 1985 with the merger of the two ministries which are Ministry of Youth Culture and Sports and Ministry of Welfare. The ministry subsequently changed its name to the Ministry of Social Development and Urbanisation in 2000. However, the ministry decided to rename its name to Ministry of Social Development in 2001. Ministry of Social Development aims to produce an active, cheerful, cultured and harmonious society by unleashing the potential of our society through effective youth, sports and cultural programs such as "Paint the World Program", Ramah Tamah AidilFitri and so on. These programs that have been conducted by the ministry will help them to achieve their vision.

Chapter two mentions on the flow of tasks that had been done by the trainee during the two months of industrial training period at the organization. It also consists of the description of tasks done by the trainee by day as well as summary of tasks done by week. It can be seen in this chapter on the relation of tasks given to the trainee with the subjects that have been learned in class. By viewing on this chapter, it can be said that the tasks that have been assigned to the trainee are related to the subjects that have been learned in class. The subjects related to the tasks given are Human Resource Management as well as Organizational Behaviour. Besides that, the trainee's schedule during the industrial training period can indicate whether or not the tasks given to the trainee are useful and appropriate. By analyzing the schedule in this chapter, it can be seen that the department has fully utilized the industrial training student by giving the tasks that are suitable with the trainee's capabilities. Moreover, they help the trainee to gain real working life experience which is useful to the trainee's future undertakings.

In chapter three, the trainee has chosen the filing system as the area to be analyzed which also has a lot of room for improvements. The trainee has defined what is meant by filing system which is a process where all the documents, letters and others that are important to the organization will be kept in files. The trainee also highlights the proper filing procedure where it should be applied to every organization that is using the filing system. Other than that, requirements and qualities of good filing system are also being stated where the organization should practice those concepts so that they can have a good filing system in their organization. Besides that, it also mentions how all the theories and concepts can be used and applied in the current filing system at Ministry of Social Development.

In chapter four, the trainee emphasize on the filing system in the office to be an area that can be improved by the Ministry of Social Development in the future. There are some weaknesses that can be derived from the current filing system at the office where the trainee believes that the organization will make some improvements to the filing system in the future as it is very important to do so in order to make the organization become more effective and efficient in managing the personnel and the organization itself. The trainee has also recommended some ways to be considered by the organization to improve the current filing system at the office. The improvements of the current filing system will surely bring many benefits to Ministry of Social Development as well as its subsidiary bodies where it helps to maneuver the efforts of the organization to achieve their goals and objectives.

All in all, the experience of working and learning at the same time in such a reputable organization is a wonderful one. The flexible working environment makes the trainee loves working at the department. Moreover, the working environment that is relaxing as well as with friendly employees and employers make the department more fun and enjoyable to work at. This will be an amazing and unforgettable experience for the trainee where much has been learned and gained from it. This will also help the trainee to polish the skills and abilities needed to handle the tasks given and perform better in the future. This experience also becomes an eye opener to the trainee where it is important to maintain a good relationship with the subordinates and superiors in the organization to achieve the organizational goals. To end this, the experience of having to undergo the industrial training at Ministry of Social Development has made the trainee to utilize the knowledge and skills that the trainee have.

5.2 CONCLUSION

This chapter helps the trainee to summarize all of the chapters in this practical report. It helps the trainee towards better understanding on the trainee's practical training report and also helps to recognize any errors or any areas that can be corrected or simplified. On top of all, it helps the trainee to recall the experiences that the trainee had learned which can be used by the trainee to improve the quality of work in the trainee's future endeavor.

REFERENCES

Internet Website

Ministry of Social Development. Retrieved December 15, 2015. From <http://www.kps.sarawak.gov.my/modules/web/index.php?lang=en>

Filing Systems. Best Practice Guide. Retrieved December 15, 2015. From https://www.maynoothuniversity.ie/sites/default/files/assets/document/filing_guidelines.pdf

DeskDemon. How To Set Up An Effective Filing System. Retrieved December 15, 2015. From <http://www.deskdemon.com/pages/uk/information/skills/mfile>

Book

Place, I. & Popham, E. (1966). Definition of Filing. *Journal of Filing and Records Management*, 26(2), 180-194.



**KEMENTERIAN PEMBANGUNAN SOSIAL
NEGERI SARAWAK**

Tingkat 3, Bangunan Baitulmakmur,
93050 Petra Jaya,
Kuching
Sarawak



CERGAS BERBUDAYA

Tel: 082-440441/444857

Fax: 082-312531

Ruj. Kami : KPS/3022/9
Tarikh : 7/8/2015

**Pengurus,
Dewan Suarah Sibul,
Sibu.**

Tuan,

Laporan Kehilangan Kunci Kenderaan QSG 2265

Dengan segala hormatnya, perkara di atas adalah dirujuk.

2. Sukacita dapat kiranya pihak tuan mengemukakan laporan lengkap berkenaan dengan kehilangan di atas. Di antara lain, laporan hendaklah mengandungi perkara seperti :-
 - i) Di mana kunci di simpan; (sila sediakan foto tempat menyimpan kunci)
 - ii) Adakah tempat peti kunci itu berkunci;
 - iii) Siapakah yang bertanggungjawab terhadap peti kunci;
 - iv) Adakah semua kakitangan boleh mengambil kunci;
 - v) Siapakah yang akhir sekali menggunakan kunci yang berkenaan; dan
 - vi) Adakah pengambilan/pemulangan kunci direkodkan? (sila kemukakan salinan rekod tersebut)
3. Selain maklumat di atas, tuan dikehendaki member ulasan bagaimana kehilangan tersebut boleh berlaku.
4. Perlu diingatkan bahawa kehilangan aset adalah satu kesalahan dan tindakan boleh diambil ke atas mereka yang terbabit.

5. Pihak tuan adalah diperingatkan untuk sentiasa mematuhi prosedur keselamatan/ penjagaan aset dan mengelakkan perkara serupa berulang pada masa depan.

Sekian, terima kasih.

“BERSATU BERUSAHA BERBAKTI “
“AN HONOUR TO SERVE”

(MOHAMAD IRTIDZAR BIN RAZALI)
b/p Setiausaha Tetap
Kementerian Pembangunan Sosial
Sarawak.

vii. KPS Logo



2. BAHAGIAN

- i. Planetarium Sultan Iskandar (v)
- ii. Perbadanan Stadium Sarawak (v)
- iii. Jabatan Muzium Sarawak (v)
- iv. Pentadbiran (perlu diisi)
 - a. Mentadbir dan mengurus KPS termasuk surat menyurat, filing, Public Relation, telefon, aduan pelanggan, ICT, keesediaan ruang Pejabat.
 - b. Mengurus sumber manusia.
 - c. Mengurus inisiatif Kualiti termasuk 5S, Balanced Score Card (BSC), ISO9000, Index Akauntabiliti, Pengurusan 5 Bintang dan Website 5 Bintang.

v. Kewangan (perlu diisi)

- a. Menentukan ada peruntukan untuk setiap perolehan atau perbelanjaan sebelum sebarang program atau perolehan boleh dimulakan.
- b. Memberi nasihat kepada SUT sama ada variasi boleh ditulis.
- c. Menentukan setiap pembayaran dibuat dalam jangka masa 14 hari.
- d. Menentukan yang semua agihan kewangan dan peruntukan dana kepada agensi di bawah naungan KPS dibuat pada awal tahun.
- e. Menyedia bajet tahunan KPS dan permohonan supplementary bajet mengikut masa yang ditentukan oleh *State Financial Secretary (SFS)*.
- f. Menyelia pengurusan aset KPS.
- g. Menjadi unusetia kegiatan audit.
- h. Menjadi unusetia kegiatan audit. Menyelia semua PTJ PPS Bahagian dan Dewan Suarah.

vi. MPS (perlu diisi)

- a. Menjanakan kajian tentang isu-isu sosial semasa Negeri Sarawak.
- b. Menyaran polisi-polisi berkaitan dengan pembangunan dan isu-isu sosial kepada Kerajaan Negeri Sarawak. Pada tahun 2010, MPS telah menerbitkan Sosial Agenda Negeri Sarawak yang mengandungi arah tuju pembangunan sosial dan data-data sosial utama.
- c. Memantau, menyimpan dan up-date E-data daripada Residen Bahagian.

vii. SPK (perlu diisi)

- a. Memelihara, memulihara dan mempertingkatkan seni dan kebudayaan kaum etnik Sarawak.
- b. Mengarkib lagu, tarian, dongeng, seni, budaya, adat dan resam kaum etnik Sarawak.
- c. Menyediakan band, kumpulan tari dan Gadis Berbilang Kaum GBK untuk acara/majlis rasmi Kerajaan.
- d. Menyediakan program kebudayaan dalam acara/majlis rasmi Kerajaan.
- e. Menjadi "authority" dan "point of reference" pada hal-hal berkaitan dengan seni dan budaya Sarawak.

viii. Sukan (perlu diisi)

- a. Menyediakan program-program sukan massa seperti sukan rakyat, sukan extreme dan sukan eco-tourism. Sukan elit disediakan oleh MSNS.
- b. Menyediakan kontinjen untuk Sukan Borneo, Sukan BIMP-EAGA dan Sukan Sosek Malindo.
- c. Menagih dana pengurusan tahunan kepada persatuan sukan seperti FAS, SLTA, RSS dan sebagainya.

ix. Belia (perlu diisi)

- Menyelia pengurusan 3 Kem Belia iaitu Kem Belia Pueh Sematan, Kem Belia Kemuyang Sibul dan Kem Mukah.
- Menyediakan program-program pembangunan belia yang ditakrif bagi mereka yang berumur 15 – 40 tahun.
- Bekerja rapat sebagai fasilitator dengan persatuan belia negeri dalam perancangan dan pengendalian program-program belia.
- Membuat penilaian semua keberkesanan dan outcome program-program belia.

••Cadangan

SUKMA 2016 - Dimasukkan

3. PENCAPAIAN

- Pensijilan 5S
➤ Jawatan Kuasa 5S (amend)

Tambahan

- Industrial Training

INDUSTRIAL TRAINING & PLACEMENT

We coordinate emplacement of students from local universities, institutes, colleges, and polytechnics both within and outside Sarawak to undergo their industrial training. Multi-disciplines of studies including:

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- Architecture
- Quantity Surveying
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- Accounting
- Human Resource Development
- Quality Assurance

The Industrial Training Placement coordinated had been acknowledged to provide students exposure to multi-disciplinary professions, upgrading their practical skills as well as preparation of their readiness for the job market upon graduation.

	2013	2014	2015
UNIMAS	3	9	7
UITM	5	6	3
UMS	0	2	2
SEGI COLLEGE	0	4	1
TCS	0	0	7
KOLEJ KOMUNITI	0	0	1
TOTAL	8	21	21

Requirements

- The trainees must be Malaysian citizens pursuing diploma and degree course at any recognized institutions of higher learning.
- The trainees must submit the following documents:
 - A letter from the institutions of higher learning to confirm the need of the student to undergo industrial training.
 - An application letter from the students to the department for the industrial training.

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The application shall be submitted to:

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Terms & Conditions

- No financial assistance is provided for the industrial training.
- Application must reach the department one month prior to the commencement of the industrial training.
- Acceptance of offer by the trainees must be conveyed to the department within five (5) working days of the date of the letter of offer.

4. TENDER

- System

5. STATISTIK

- E- booking (E-booking baru diperlukan)
- System

6. KALENDAR

- i. Peristiwa (kurang)
- Tindakan
- a) Minit untuk semua pejabat bahagian/seksyen/agensi

7. MEDIA

- i. Penerbitan (v)
- ii. Galeri Gambar (kurang)
- iii. Keratan Akhbar (kurang) – Bos Adam
- iv. Arkib Berita (kurang)
- v. Arkib Pengumuman (kurang)
- vi. Aktiviti Lepas (kurang)

8. MUAT TURUN

- i. Form download (kurang)

9. DIREKTORI

(a) **PSI** (v)

(b) **PEMADAM** (v)

(c) **Kem Belia Bahagian**

1. Kem Belia (Sematan) (v)
2. Kem Belia (Mukah) (v)
3. Kem Belia (Sibu) – Amend; (nama pengetua dan e-mel diperlukan)
 - Nama: En. Faizal Ali (Pengetua)
 - E-mel : faizala2@sarawak.gov.my

(d) PPS Bahagian

1. PPS Betong – Amend; No. telefon diperlukan (*083-472131)
2. PPS Mukah (v)
3. PPS Kapit (v)
4. PPS Limbang (v)
5. PPS Miri (v)
6. PPS Bintulu (v)
7. PPS Sibu (v)
8. PPS Sarikei (v)
9. PPS Kota Samarahan (v)
10. PPS Sri Aman (v)

(e) Bahagian Pengurusan Aset

- Pn. Kuryanti Haji Mahli (Pindah ke bahagian Sukan)

(f) Bahagian Kewangan & Inspektorat – Amend

- Tukarkan kepada “Bahagian Kewangan” sahaja
- No. 3: En. Irwandi B. Mohamad Morshidi (nama perlu dibuang)
- No. 4: Pn. Elly@Pelim Ketak (Ext no. tukarkan dari 534 kepada 546)
- No. 9: En. Nur Izzat (Ext no. tukarkan dari 566 kepada 541)

(g) Pejabat S.U.T (v)

(h) SPK – Amend

- Bahagian nombor telefon pejabat perlu diisi untuk setiap staf *082-415894
- No.8: En. Tuah (nombor faks juga perlu diisi *082-252098)
- No.12: Pn. Sharifah Pura (B27) En. Muhd. Firdaus Jamil (N27) (“Double-entry”, dua nama dalam satu nombor & nama Pn. Sharifah Pura turut ada dalam No.13)
- No. 19: Pn. Easter Melebeh (B41) – Amend; (nama tidak wujud dalam direktori terkini)
- No.22: Pn. Nancy Bt. Jolhi (N48) – Amend; (tukarkan kepada Pn. Sharifah Alauyah Muhd. Shibli)

(i) Sukan

- No. 3: En. George – Amend; nama tidak diisi penuh (*En. George Melciyno A/L Catherine)
- No. 5: En. Mohd. Sadek B. Mohd. Zakir – Amend; (nama tidak wujud dalam direktori terkini)
- No. 9: En. Mering Wan (N48) – Amend; (digantikan oleh Bujang Budin)
- No. 10: En. Usop Kilat – Amend; ((N41) ditukarkan kepada (N44))

(j) MPS (v)**(k) Belia**

- No.4: En. Bujang Hj. Budin (N48) – Amend; (ditukarkan kepada Pn. Nancy Bt. Jolhi)
- No.9: En. Paul Kawin Pipo – Amend; (Ext no. tukarkan dari 552 ke 528)

(l) Pembangunan dan Prasarana Sosial

- No. 1: En. Charlie Keling – Amend; ((N41) ditukarkan kepada (N44))
- No. 2: En. Dilang Jalang – Amend; (Ext no. tukarkan dari 565 ke 574)
- No. 5: Pn. Wenny Ak. Jerom (N27) – Amend; (Ext no. tukarkan dari 574 ke 560)
- No.6: En. Jantan Ak. Umbat (Email tidak diisi * jantan@sarawak.gov.my)
- **Tambahkan: Pn. Diana Sandin – Ext. no: 560
- E-mail : danasi1@sarawak.gov.my

(m) Bahagian Pentadbiran & Sumber Manusia

- No. 1: Pn. Sharifah Alauyah – Amend; (digantikan oleh Eni Mering Wan)
- No. 2: Cik Norazlinda Mansor – Amend; (Ext no. ditukarkan dari 570 kepada 542)
- No. 8: Cik Votib Ak. Noog – Amend; (Ext no. ditukarkan dari 559 kepada 567)
- No. 15: En. Mohamad Iridzar Bin Razali – Amend ((N41) ditukarkan kepada (N44))

- No.13: Pn. Josephine Farrah Ak. Salleh – Amend; (Ext no. ditukarkan dari 516 kepada 502)

- No. 14: Cik Siti Rubiah Muhd. Rusli – Amend; (nama tiada dalam direktori terkini)

****Nama lain yang perlu ditambah:**

1. En. Spri Untong
 - Extension number: 548
 - Email: spriu@sarawak.gov.my
2. En. Adam Daud
 - Extension number: 568
 - Email: adamd@sarawak.gov.my

3. En. Ikhwan @ Jolly Jengan Abdullah
 - Extension number: 568
 - Email: ikhwaja@sarawak.gov.my

4. Pn. Hatijah Hamden
 - Extension number: 569
 - Email: hatijahh@sarawak.gov.my

5. Pn. Katherinee Ak. Kendu
 - Extension number: 569
 - Email: katherink@sarawak.gov.my

6. En. Mohd. Radzi Shamsuddin
 - Extension number: 568
 - Email: radzis@sarawak.gov.my

(n) Bahagian Pemandu Bermotor

- No.1: Nicholas Ak. Aken (Driver S.U.T) ditukarkan kepada:-

** Mustapha Hj. Omar - Ext. no : 560

- No. 5: En. Shamsudin (Dewan Suarah) – (nama perlu dibuang)

****Nama lain yang perlu ditambah:**

1. En. Adi Hanizan - Ext no : 560
2. En. Bojeng Hassan - Tel. no : 082-415894

Rujukan:

Kepada : Ketua Perkhidmatan / Ketua Jabatan

.....

SURAT AKUAN

PINJAMAN PENDIDIKAN INSTITUSI / TABUNG PENDIDIKAN

Saya _____ No. KP.: _____ mengesahkan
bahawa:

Saya tidak ada mengambil pinjaman pendidikan dari mana-mana institusi / tabung pendidikan ;

Saya ada mengambil pinjaman pendidikan daripadamulai tarikh sehingga sebanyak RM dan mulai tarikh sehingga sebanyak RM.....saya mengesahkan masih belum membuat bayaran ;

Saya ada mengambil pinjaman pendidikan daripada mulai tarikh sehingga sebanyak dan pada masa ini sedang membuat pembayaran secara bulanan melalui pembayaran tunai / potongan gaji mulai

Saya ada mengambil pinjaman` pendidikan daripada..... mulai sehingga sebanyak RM dan saya telahpun menyelesaikan sepenuhnya pinjaman pada

PERAKUAN

Saya mengaku bahawa pengisytiharan yang dinyatakan di atas adalah benar. Sekiranya tidak benar, saya boleh dikenakan tindakan tatatertib.

.....

Tandatangan Pegawai

Nama :

Jawatan :

Alamat Pejabat :

Tarikh :

KERTAS MINIT
MINUTE SHEET

Kepada:

Sila Lihat Senarai Agihan

**JEMPUTAN KE MAJLIS PELANCARAN PROJEK MENAIKTARAF JALAN DATUK
STEPHEN YONG LINK KE JALAN BATU KAWA**

Dengan segala hormatnya, perkara di atas adalah dirujuk.

2. Sukacitanya dimaklumkan bahawa Majlis Pelancaran Projek Menaiktaraf Jalan Datuk Stephen Yong Link ke Jalan Batu Kawa akan dirasmikan oleh Yang Amat Berhormat Ketua Menteri Sarawak yang diadakan seperti butiran berikut:-

Tarikh:	19 Ogos 2015 (Rabu)
Masa:	9.00 pagi
Tempat:	Di Kuching City Hall Jalan Datuk Stephen Yong Link

3. Sehubungan itu, Tuan/Puan dijemput untuk menghadiri ke majlis tersebut.

Sekian, terima kasih.

“BERSATU BERUSAHA BERBAKTI “
“AN HONOUR TO SERVE”

(MOHAMAD IRTIDZAR BIN RAZALI)

b/p Setiausaha Tetap
Kementerian Pembangunan Sosial
Sarawak.

Ruj. Kami : KPS/
Tarikh :

INDUSTRIAL TRAINING & PLACEMENT

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Laporan Kehadiran
Kementerian Pembangunan Sosial Sarawak
Bagi Tahun 2014

Bulan: Januari

Bil.	Pejabat Bahagian/Kem/Dewan Suarah yang telah menghantar laporan	Pegawai yang lewat datang bertugas selepas jam 0800 pagi (3 kali berturut-turut)	Pegawai yang hadir bertugas tetapi tidak menjalankan tugas	Pegawai yang tidak hadir bertugas tanpa cuti	Catatan

*Status : Tiada laporan bulanan dihantar

Bulan: Februari

Bil.	Pejabat Bahagian/Kem/Dewan Suarah yang telah menghantar laporan	Pegawai yang lewat datang bertugas selepas jam 0800 pagi (3 kali berturut-turut)	Pegawai yang hadir bertugas tetapi tidak menjalankan tugas	Pegawai yang tidak hadir bertugas tanpa cuti	Catatan

*Status : Tiada laporan bulanan dihantar

Bulan: Mac

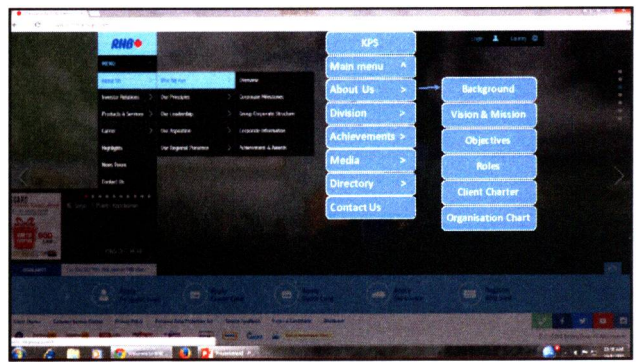
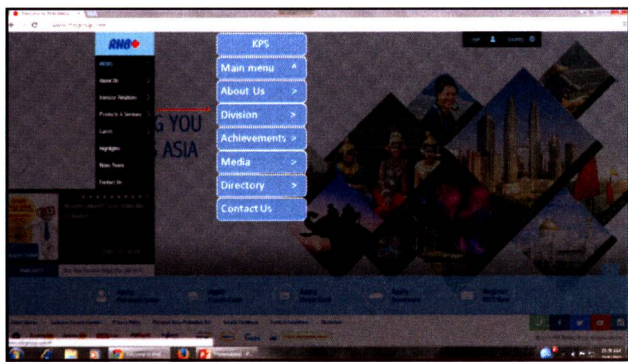
Bil.	Pejabat Bahagian/Kem/Dewan Suarah yang telah menghantar laporan	Pegawai yang lewat datang bertugas selepas jam 0800 pagi (3 kali berturut-turut)	Pegawai yang hadir bertugas tetapi tidak menjalankan tugas	Pegawai yang tidak hadir bertugas tanpa cuti	Catatan

*Status : Tiada laporan bulanan dihantar

LAMPIRAN A

Masa	Aturcara
10.30 am	<ul style="list-style-type: none">- Ketibaan Jemputan- Ketibaan Setiausaha Tetap- Ketibaan Tetamu Khas- Persembahan / Hiburan- Ucapan Aluan dari Setiausaha Tetap, Kementerian Sosial Sarawak- Ucapan dari YB Tan Sri Datuk Amar Haji Mohamad Morshidi Bin Abdul Ghani, Setiausaha Kerajaan Negeri Sarawak- Jamuan- Cabutan Bertuah- Penyampaian Hadiah- “Lan Berambek Makan Durian”

WEBSITE TEMPLATE (DRAFT)



MENU

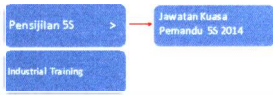
• ABOUT US

- Background
- Vision & Mission
- Objectives
- Roles
- Client Charter
- Organisation Chart

• DIVISION

- Administration
- Financial
- Social Development
- Cultural
- Sport
- Youth
- Planetarium Sultan Iskandar
- Sarawak Stadium Corporation
- Sarawak Museum Department

• ACHIEVEMENTS



• DIRECTORY

- Pusat Latihan Bahasa Indonesia
- PERAGIAMA
- Pegawai Pemeliharaan dan Penyelenggaraan
- Bagian Pengurusan Akaun
- Bagian Kemudahan dan Penyelenggaraan
- Pegawai Penyelenggaraan
- Bagian Pemeliharaan dan Penyelenggaraan
- Kejuruteraan
- Maklupa Pemeliharaan dan Penyelenggaraan
- Bagian dan Bahagian
- Bagian Pemeliharaan dan Penyelenggaraan
- Bagian Pemeliharaan dan Penyelenggaraan
- Bagian Pemeliharaan dan Penyelenggaraan

• CONTACT US

Contact Information
 Address:
 Pejabat Pengurusan Hal Ehwal
 Pengguna, Bangunan Bilik Maklupa
 10000 Kuala Lumpur, Malaysia
 Telephone:
 603-2011-1000 (ext. 1000)
 Fax:
 603-2011-1000

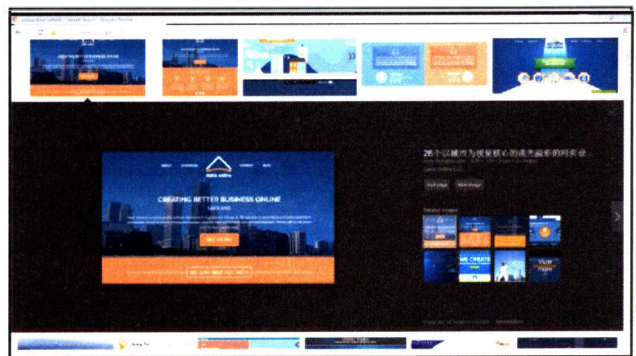
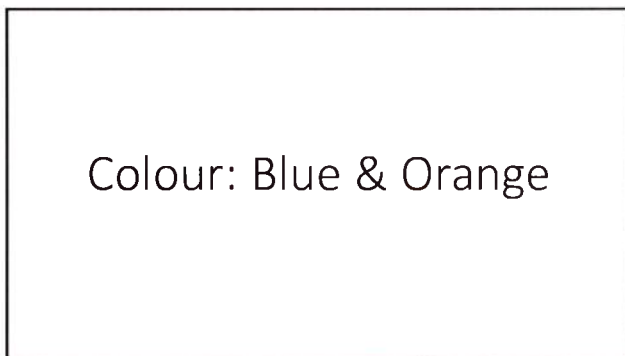
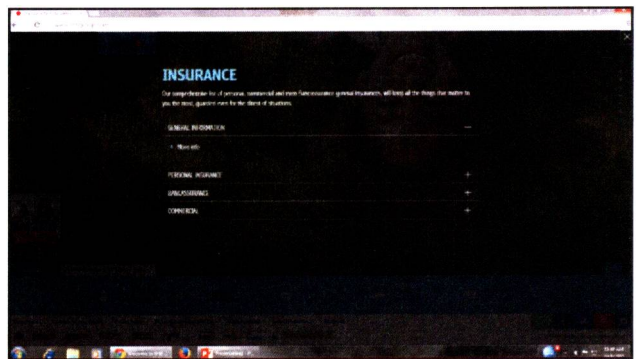
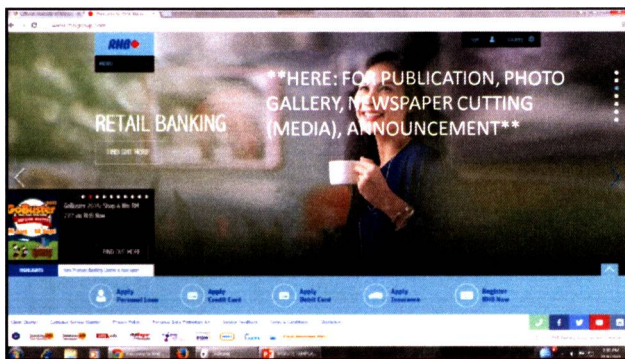
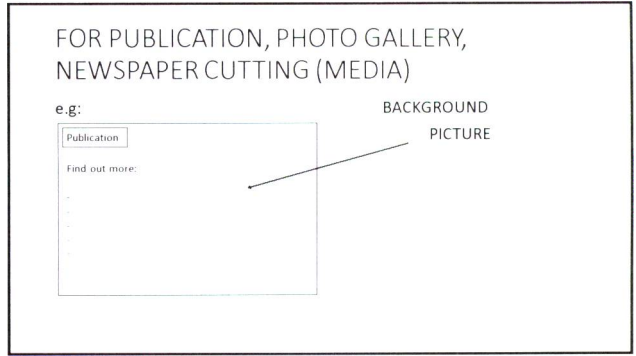
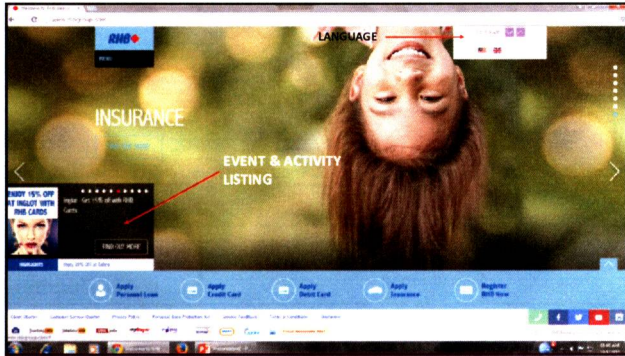


ICON



*BOTTOM PART OF THE WEBSITE JUST LIKE IN THE SAMPLE.





KAD PETAK
(Tatacara Pengurusan Stor 53)

KAD PETAK

Rujukan Kawalan Stok*:		No. Kod :	
Perihal Barang :		Ball Pen Biru	
Kumpulan Stok :		Lokasi :	

Bil.	Tarikh	No BTB Atau BPPB	Kuantiti			Tandatangan Pegawai Stor
			Terima	Keluar	Baki	
1						
2						
3						
4						
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KEMENTERIAN PEMBANGUNAN SOSIAL SARAWAK

ZON BERBUDAYA

Meja 4



PEMADAM



BORANG PENGESAHAN KEHADIRAN

**MAJLIS SAMARINDOK AIDILFITRI 1436H/2015M
PERINGKAT NEGERI SARAWAK
ANJURAN AMANAH KHAIRAT YAYASAN BUDAYA MELAYU SARAWAK**

Kepada:

Urus Setia,
Majlis Samarindok Aidilfitri 1436H/2015M
Peringkat Negeri Sarawak
Anjuran Amanah Khairat Yayasan Budaya Melayu Sarawak

Assalamualaikum wbt.

YBhg Datu,

Bersama-sama ini disenaraikan kakitangan Melayu yang akan hadir ke majlis itu nanti.

Bil.	Nama	Seorang	Berpasangan	No. Telefon
1.	Sharifah Alauyah Syed Muhd Shibli		√	082-235423
2.	Norfarhana Bt Mohd Isa		√	082-440441
3.	Nor Kamar Bin Annuar		√	082-440441
4.	Sriyani Bt Mohamat		√	082-440441
5.	Kuryanti Haji Mahli		√	082-440441

**Sila potong atau palang mana yang tidak berkenaan*

Sekian, terima kasih.

Tandatangan :

Nama : Mohd Irtidzar B. Razali

Jawatan : Penolong Setiausaha

Organisasi : Kementerian Pembangunan Sosial

Tarikh : 11/08/2015

- *Perhatian: Sila kembalikan borang pengesahan kehadiran ini selewat-lewatnya pada atau sebelum **14 Ogos 2015***

SENARAI NAMA PEGAWAI YANG MENGHADIRI KURSUS/ LATHAN 42 JAM DALAM TAHUN 2015

BIL.	NAMA PEGAWAI	NAMA KURSUS	TARIKH	TEMPAT	JUMLAH JAM
1.	Connie Chai Kim Fong Pembantu Tadbir, N17	Taklimat Aset	22 Jan 2015	Ibu Pejabat, KPS	2 jam
		Ceramah Pencegahan Rasuah	25 Mac 2015	Ibu Pejabat, KPS	2 jam
		Program Pengurusan Stress	6 April 2015	Bilik Gerakan Negeri, WBM	8 jam
		Refresher Course CACTUS	20 Mei 2015	Ibu Pejabat, KPS	2 jam
Jumlah					14 JAM
2.	Rohaiza Natasya Binti Ramli Pembantu Tadbir, N17	Taklimat Fail Meja. MPK & ISO	24 Feb 2015	Jabatan Belia & Sukan	19 jam
		Ceramah Komuniti	26 Feb 2015	Pustaka Negeri Sarawak	2 jam
		Focal Person KFA	4 Mac 2015	Pustaka Negeri Sarawak	4 jam
		Ceramah Pencegahan Rasuah	25 Mac 2015	Ibu Pejabat, KPS	2 jam
		Jom Membaca Untuk 10 Minit	23 Mac 2015	Ibu Pejabat, KPS	½ jam
		Refresher Course CACTUS	20 Mei 2015	Ibu Pejabat, KPS	2 jam
Jumlah					29 ½ JAM
3.	Norini Binti Hakim Pembantu Tadbir, N17	Ceramah Pencegahan Rasuah	25 Mac 2015	Ibu Pejabat, KPS	2 jam
		Bengkel Pelaporan Maklumbalas Jawatankuasa JITU	27 Mac 2015	Hotel Merdeka Palace	4 ½ jam
		Program Kesihatan Keluarga 2015	16 April 2015	Wisma Wanita	8 jam
		Jom Membaca Untuk 10 Minit	23 April 2015	Ibu Pejabat, KPS	½ jam
		Sambutan Hari Pekerja Peringkat Kebangsaan 2015	1 Mei 2015	BCCK	4 jam
Refresher Course CACTUS	20 Mei 2015	Ibu Pejabat, KPS	2 jam		
Jumlah					21 JAM



سَلَامُ اَيْدِيْلْفِيْطْرِ

SALAM AIDILFITRI

Warga KPS dengan hormatnya menjemput

YB Datuk Hj. Abdul Karim Bin Rahman Hamzah

ke Majlis

Ramah Tamah Aidilfitri 2015

Kementerian Pembangunan Sosial Sarawak

Tarikh : 9 Ogos 2015 (Ahad)

Masa : 10.30 am – 12.30 pm

Tempat : Stadium Perpaduan (Indoor)

*Semoga kehadiran YB/Tan Sri/Datuk/Tuan/Puan menambahkan
seri Majlis Ramah Tamah Aidilfitri ini*

Pakaian : Smart Casual

Aturcara

- 10.30am - Ketibaan Jemputan
- Ketibaan Setiausaha Tetap
 - Ketibaan Tetamu Khas
 - Persembahan / Hiburan
 - Ucapan Aluan dari Setiausaha Tetap, Kementerian Sosial Sarawak
 - Ucapan dari YB Tan Sri Datuk Amar Haji Mohamad Morshidi Bin Abdul Ghani, Setiausaha Kerajaan Negeri Sarawak
 - Jamuan
 - Cabutan Bertuah

Senarai Nama Pegawai yang Hadir

Bil	Nama Pegawai	Seksyen/Bahagian
1.	Syeed Mohd Junaidi	PEMADAM
2.	Nora Binti Abu Bakar	PEMADAM
3.	Sebastian Sujang Damu	Pembangunan dan Prasarana Sosial
4.	Charlie Keling	Pembangunan dan Prasarana Sosial
5.	Diana Sandin	Pembangunan dan Prasarana Sosial
6.	Norsiah Lamat Nawawee	Pembangunan dan Prasarana Sosial
7.	Abdul Muktalib Hj Mohamad	MSN
8.	Rulbah Sharie	MSN
9.	Awang Fadilah Jaya	MSN
10.	Mohd Sapuan Abdul Razak	MSN
11.	Mohd Kamal Afandi	MSN
12.	Mohd Faizal Ibrahim	MSN
13.	Dedia Sarini Ahmad	MSN
14.	Zaidep Morni	MSN
15.	Sokeman Sela	MSN
16.	Ramlie Ahmad	MSN
17.	Maziah Rajeni	MSN
18.	Mohd Muazam Mahli	MSN
19.	Nurasiman Simon	MSN
20.	Abdul Razak	MSN
21.	Rosshaida Hayati Mohamad	MSN
22.	Mohd. Zainuddin Sidi	MSN

Details on invitation card for VIP

Warga KPS dengan segala hormatnya menjemput

.....

ke Majlis Ramah Tamah Aidilfitri 2015
Kementerian Pembangunan Sosial Sarawak

Tarikh : 9 Ogos 2015 (Ahad)
Masa : 10.45 – 12.30 pagi
Tempat : Stadium Perpaduan (Indoor)

Semoga kehadiran Tuan/Puan menambahkan seri
majlis Ramah Tamah Aidilfitri ini

Pakaian:

Smart kasual

KEMENTERIAN PEMBANGUNAN SOSIAL
BENGKEL SUSULAN PENYEDIAAN CARTA ALIRAN
PROSES KERJA PENGURUSAN ASET ALIH KERAJAAN

Tarikh : 14 September 2015

Masa : 0800 – 1700

Bilangan staf : 8 orang

1) Menu for Morning Tea Break (8:30AM)

- 1) Mee goreng
- 2) 2 jenis kuih
- 3) Buah – buahan
- 4) Teh susu & kopi

2) Menu for Lunch (11:30AM)

- 1) Tom Yam Soup with Mixed Seafood
- 2) Crispy Roasted Chicken with Black pepper Sauce
- 3) Midin Belacan
- 4) Prawns with Sweet & Spicy Sauce
- 5) Steamed Seabass in “Thai Style”
- 6) Fried Rice with Sliced Chicken Meat
- 7) Fresh fruits
- 8) Cordial drinks

3) Menu for Afternoon Tea Break (4:00PM)

- 1) 2 jenis kuih
- 2) Puding
- 3) Fresh fruits
- 4) Teh susu & kopi

DATA PELAJAR LATIHAN INDUSTRI (INDUSTRIAL TRAINING PLACEMENT)

TAHUN 2013

BIL	NAMA PELAJAR	UNIVERSITI/KOLEJ	TEMPOH	PENEMPATAN	CATATAN
1.	Intan Nurfirdaus Bt. Rambli	UNIMAS	24 Jun 2013 – 20 Ogos 2013	MPS	
2.	Siti Khadijah Bt. Basar	UNIMAS	24 Jun 2013 – 20 Ogos 2013	Pembangunan & Prasarana	
3.	Abg. Mohd. Faizirullah B. Abg. Shahan	UNIMAS	24 Jun 2013 – 20 Ogos 2013	MPS	
4.	Mohd. Azri B. Mohd. Ali	UiTM	22 Julai 2013 – Disember 2013		
5.	Farlydia Salihah Bt. Mohd. Salihin	UiTM	22 Julai 2013 – Disember 2013	Bahagian Pentadbiran & Sumber Manusia	
6.	Nurfaraheen Bt. Sazali	UiTM	22 Julai 2013 – Disember 2013	Bahagian Pentadbiran & Sumber Manusia	
7.	Nur Ameerah Bt. Yusof	UiTM	28 Januari 2013 – 1 Mac 2013		
8.	Maghfirah Bt. Mohd. Yunus	UiTM	28 Januari 2013 – 1 Mac 2013		

DATA PELAJAR LATIHAN INDUSTRI (INDUSTRIAL TRAINING PLACEMENT)

TAHUN 2014

BIL	NAMA PELAJAR	UNIVERSITI/KOLEJ	TEMPOH	PENEMPATAN	CATATAN
1.	Siti Syairah Bt. Sazali	UiTM	27 Oktober 2014 – 1 Mac 2014	Bahagian Pentadbiran & Sumber Manusia	
2.	Olivia Raima Ak Garai	UNIMAS	30 Jun 2014 – 30 September 2014	SPK	
3.	Nurfarhanah Bt. Sarbini	UNIMAS	30 Jun 2014 – 30 September 2014	SPK	
4.	Agnes Welson Jampang	UNIMAS	30 Jun 2014 – 30 September 2014	MPS	
5.	Bika Ak Juang	UNIMAS	30 Jun 2014 – 30 September 2014	MPS	
6.	Shirley Fina Ak Cobby	UNIMAS	30 Jun 2014 – 30 September 2014	MPS	
7.	Mohd. Adib B. Masrat	SEGI College	15 Julai 2014 – 14 Oktober 2014	Bahagian Akaun	
8.	Nurhasnieda Bt. Mazlan	UiTM	21 Julai 2014 – 29 Ogos 2014		
9.	Shafflene Ak Samen	UiTM	21 Julai 2014 – 29 Ogos 2014		

PELAJAR INDUSTRI KEMENTERIAN PEMBANGUNAN SOSIAL SARAWAK

10.	Nur Atikah Bt. Junaidi	UiTM	21 Julai 2014 – 29 Ogos 2014	Bahagian Pentadbiran & Sumber Manusia
11.	Wahida Bt. Sabia	Universiti Malaysia Sabah UNIMAS	7 Julai 2014 – 26 September 2014	Bahagian Belia
12.	Dean Natasha Jelembei Ak Dennis	UNIMAS	30 Jun 2014 – 21 September 2014	Prasarana & Pembangunan Sosial
13.	Asyraf B. Ghautital Hardy	SEGI College	9 Jun 2014 – 21 September 2014	MPS & Bahagian Pentadbiran & Sumber Manusia
14.	Mohd. Nazrin Askor B. Kamaruzaman	SEGI College	9 Jun 2014 – 21 September 2014	MPS & Bahagian Pentadbiran & Sumber Manusia
15.	Nur Azzryn Farahayn Bt. Zainurin	UiTM	16 Julai 2014 – 29 Ogos 2014	Planetarium Sultan Iskandar
16.	Raihan Farhanim Bt. Bujang	SEGI College	1 Jun 2014 – 31 Ogos 2014	Dewan Suarah Kuching
17.	Micheal Juan Ak Guyang	UNIMAS	30 Jun 2014 – 21 September 2014	SPK

PELAJAR INDUSTRI KEMENTERIAN PEMBANGUNAN SOSIAL SARAWAK

18.	Nazihah Bt. Mahmat	UNIMAS	30 Jun 2014 – 21 September 2014	SPK	
19.	Jenny Lyn Ak Kak	UNIMAS	30 Jun 2014 – 21 September 2014	SPK	
20.	Mahani Bt. Majid	Universiti Malaysia Sabah	7 Julai 2014 – 26 September 2014	PPS Limbang	
21.	Effa Izzaty Bt. Mustamim	UiTM Shah Alam	22 Januari 2014 – 29 Februari 2014	MPS	

PELAJAR INDUSTRI KEMENTERIAN PEMBANGUNAN SOSIAL SARAWAK

TAHUN 2015

BIL	NAMA PELAJAR	UNIVERSITI/KOLEJ	TEMPOH	PENEMPATAN	CATATAN
1.	Sapberi Bin Sahara	Technology College Sarawak (TCS)	22 Februari 2015 – 22 Mei 2015	Pentadbiran & Sumber Manusia	
2.	Mohd Aizat Bin Abdul Rahman	Kolej Komuniti Mas Gading	2 Mac 2015 – 21 Jun 2015	Pentadbiran & Sumber Manusia	
3.	Nur Umirah Binti Mohd Amin	Segi College	2 Mac 2015 – 21 Jun 2015	Pentadbiran & Sumber Manusia	
4.	Nur Amalina Binti Mohamad Sharif	Technology College Sarawak (TCS)	8 June 2015 – 19 Oktober 2015	Bahagian Belia	
5.	Junati Binti John	Technology College Sarawak (TCS)	8 June 2015 – 19 Oktober 2015	Bahagian Sukan	
6.	Salaka Anak Belintang	Technology College Sarawak (TCS)	8 June 2015 – 19 Oktober 2015	Bahagian Aset	
7.	Errafastillea Binti Iswandi	UITM	4 Mei 2015 – 6 September 2015	Pentadbiran & Sumber Manusia	
8.	Toh Min Min	Universiti Malaysia Sabah	6 Julai 2015- 25 September 2015	SPK	
9.	Dominic Ganing ak Lan	Universiti Malaysia Sabah	3 Ogos 2015 – 25 September 2015	Pentadbiran & Sumber Manusia	

PELAJAR INDUSTRI KEMENTERIAN PEMBANGUNAN SOSIAL SARAWAK

10.	Alessandro Voon Hian Lung	UNIMAS	13 Julai 2015 – 2 Oktober 2015	Bahagian Akaun
11.	Natasha Abu Bakar	TCS	7 September 2015 – 23 Disember 2015	Bahagian Belia
12.	Marilyn Uding	TCS	7 September 2015 – 23 Disember 2015	Bahagian Sukan
13.	Lynda Ak Wan	UNIMAS	6 Julai 2015 – 25 September 2015	SPK
14.	Lydia Ak Wan	UNIMAS	6 Julai 2015 – 25 September 2015	SPK
15.	Mohd Amirudin Hussain	TCS	7 September 2015 – 23 Disember 2015	Pentadbiran & Sumber Manusia
16.	Ricky Ak Anthony	UNIMAS	6 Julai 2015 – 25 September 2015	SPK
17.	Nur Amalina Kamari	UNIMAS	13 Julai 2015 – 2 Oktober 2015	Bahagian Akaun
18.	Widya Hana Nurulhuda Binti Mohd Salihin	UITM	20 Julai 2015 – 15 September 2015	Pentadbiran & Sumber Manusia
19.	Dayang Nur Fatin Farah Binti Abang Jeffri	UITM	20 Julai 2015 – 15 September 2015	Pentadbiran & Sumber Manusia

PELAJAR INDUSTRI KEMENTERIAN PEMBANGUNAN SOSIAL SARAWAK

20.	Monia Ak Igoh	UNIMAS	6 Julai 2015 – 25 September 2015	SPK	
21.	Chritmason Ak Intai	UNIMAS	6 Julai 2015 – 25 September 2015	SPK	