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**KAMPUS KOTA SAMARAHAN**

**FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES**

**BACHELOR OF ADMINISTRATIVE SCIENCE (HONS)**

**PRACTICAL TRAINING REPORT**

**KAPIT DISTRICT OFFICE**

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**UNDER SUPERVISION OF**

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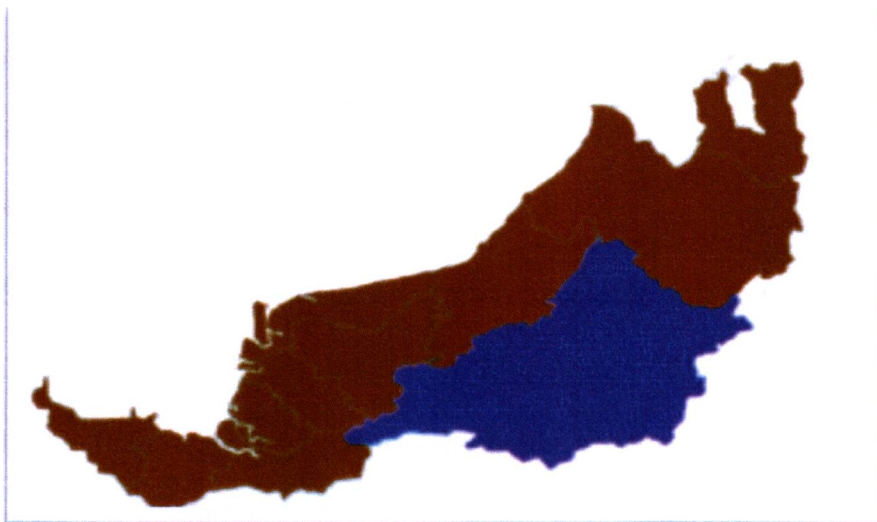
## CHAPTER 1

### INTRODUCTION OF THE ORGANIZATION

#### 1.0 Kapit History

Formed on April 2, 1973, the Kapit Division is the seventh of eleven administrative regions in Sarawak and headed by a Resident. The Kapit Division is made up of three districts (Kapit, Song and Belaga) and two sub-districts (Nanga Merit and Sungai Asap). It has a total area of 38,934 square kilometers, and is the largest of the administrative divisions of Sarawak.

Its population (year 2010 census) was 114,924. Ethnically, the population of Kapit Division was 68.7% Iban, 19.1% Orang Ulu, 7% Chinese, 3.4% Malay, 1.3% Melanau, and 0.3% Bidayuh, and 0.1% "other".



*Figure 1.0 Kapit Division*

Some 86% of the land area is held in forest reserve. The economy is largely agricultural, based on forestry, paddy, rubber, banana, and pepper. Other natural resources include coal. The Bakun Dam is based partly in Kapit Division. The town of Kapit is the capital of the Kapit District in the Kapit Division, Sarawak, and East Malaysia on the south bank of the Rajang River. The district comprises 15,595.6 square kilometers and as of 2002 has a population of 60,200.

Rajah Charles Brooke founded *Fort Kapit* in 1880 as a garrison town, primarily to prevent the Iban from migrating up-river and attacking Orang Ulu settlements. The fort was later renamed *Fort Sylvia*, after the wife of Rajah Vyner Brooke, Rani Sylvia Brooke, but the town retained the name of Kapit. Initially settled by Hoklo (Hokkien) Chinese in 1880, additional Ka Chinese immigrants arrived in 1906, and Fuzhou Chinese in 1919. The Chinese grew rubber and pepper and traded treated rubber sheet and forest products.

In 1941, at the time of the Japanese occupation, Kapit only had two rows of 37 shophouses. The town was completely destroyed by allied bombing during the war. Today, Kapit remains as a busy but compact town with a few streets running parallel to the river.

Sarawak's system of administrative divisions and districts dates from Rajah Charles Brooke's era. It was he who first divided Sarawak into three divisions on 1 June 1873; both to effectively ensure peace and streamline administration and each had its own Resident in charge.

Mainly Englishmen, these Residents were the Rajah's representatives in the area. It was the Resident who had to keep peace among the different warring groups and ensure that Brooke policies were carried out. After the formation of Malaysia on 16 September 1963, the Sarawak State Government assumed administration, retaining the orderly system of divisions. Ten years later, Kapit became a separate division headed by the first Resident, Pancras Eddy Salian.

During the Brooke period, Kapit was part of the Third Division (now known as the Sibiu Division). Kapit had its own fort, Fort Sylvia, which was built in 1880 primarily to prevent the Iban from expanding upriver into Orang Ulu territory. Fort Sylvia was the seat of government administration and also housed local military and police units. The first officer assigned to lead the administration at Fort Sylvia was Francis Domingo de Rozario (1880 –1911).

The fort witnessed both punitive expeditions and peace treaties. Among them are First Bukit Batu Expedition (9.2.1881), Cheremin Expedition (19.6.1894), Yong Expedition (25.6.1894), Peace-making with Merum (20.10.1907), First Gaat Expedition (22.2.1915), Mujong Expedition (14.5.1915), Battle of Nanga Pila (2.4.1916) and Second Gaat Expedition (5.4.1919). All these culminated in the Kapit Peace-making between the Iban and Orang Ulu (Kayan, Kenyah and Kajang) on 16.11.1924.

Although accessible only by boat (slightly more than 3 hours from Sibiu by express boat) or light aircraft, it is the vibrant commercial and social center for the middle Rajang River catering to the longhouse communities and timber camps. It is an excellent base for exploring nearby longhouses or for arranging trips to the Upper Rejang and Balleh Rivers.

## 1.1 Background Of Kapit District Office

Kapit District Office Building of the earliest was built by Rajah Charles Brooke in 1880 called Fort Sylvia, namely in 1880. Since then, the building is the only government building those houses other than the District Office, including the Office of the Resident, Department of Treasury, Department of Agriculture and the Department of Social Welfare.

February 1991, when the new district office building has been completed then the Kapit District Office moved to a new building located behind the State Capitol Building. March 2007, Kapit District Office moved its operations center that is located at Level 2, State Complex, Jalan Bletek, Kapit.



*Figure 1.1*

Administration Kapit Division is comprised of the sub-district of the sub-district administration Nanga Merit and Sungai Asap in Kapit District Officer. Kapit town is under the jurisdiction of the Kapit District Administration Office is the administrative center of the Kapit Division.

## 1.2 Objectives

***"Providing Quality Services Based Accountability, Integrity and Concern"***

## 1.3 Vision

- ✦ Provide Quality Services and Customer Care***
- ✦ Facilitator and Mediator Be Efficient and Effective***
- ✦ Develop Kapit District Office for Enhancing Quality of Life Community***
- ✦ Try to Reach By Creating National Development Policy***
- ✦ Social Solidarity and Prosperous***

## 1.4 Mission

***"Leading the Kapit District Towards Development and People's Livelihood"***

## 1.5 Logo



## 1.6 Client Charter

We aim to meet the following resolutions: -

- ✚ To provide quality, efficient, trustworthy, fair and friendly all the time.
- ✚ Always ready to give advice when we needed service.
- ✚ All Probate Registry Application will be completed within ten (10) years from the date the application is received provided the documents submitted are complete.
- ✚ Adoption Registry Application will be completed within five (5) days from the date the application is received provided all involved are present and the documents submitted are complete.
- ✚ Statutory Declaration and Verification Document Copies will be made within 15 minutes of original documents submitted incomplete.
- ✚ Registration Bumiputera Court cases will be done in 15 minutes with all the conditions set forth complete details.
- ✚ Renewal Shotgun will be made in 2 hours provided the application meets the requirements specified.
- ✚ All requests to change Title Shotgun will be processed in ten (10) working days if eligible.
- ✚ Application for Registration of Business Names, Business License Application and Hire Purchase Agreement will be completed within five (5) days of receipt of the documents.
- ✚ All project applications will be compiled immediately for further action.
- ✚ Monitoring the implementation of the Minor Rural Project (MRP) will be based on the schedule and project specifications.

- ✦ All Minor Rural Project (MRP) approved to be completed before the end of the current financial year.
- ✦ Ensure District profiles are informative and constantly updated from time to time.
- ✦ All bills will be made within fourteen (14) days from the date of the bills received and all supporting documents submitted incomplete.
- ✦ Receipt will be issued immediately once payment is made.



### **1.7 Kapit District Office has staff strength of 26 people, consisting of: -**

- ❖ Administrative Officer of N.48 -1
- ❖ Administrative Officer of N.41 -2
- ❖ Pen. Administrative Officer of N.27 -2
- ❖ In States. Administration (Finance) -1 W.22 people
- ❖ In States. Administrator (P / O) -2 N.17 people
- ❖ In States. Administration (Finance) W.17 -3 people
- ❖ In States. Administrative N.11 -1 people
- ❖ In States. Junior General N.12 (CTP) -1 people
- ❖ In States. Junior General N.4 (CTP) -2 people
- ❖ In States. Junior General N.3 -1 people
- ❖ In States. Junior General N.1 -1 people
- ❖ Drivers of Motor Vehicles R.3 -1
- ❖ Outboard Engine Driver R.3 -1 people
- ❖ General Worker R.1 -1 people
- ❖ Graduate Empowerment Programme -5 people

## 1.8 Organizational Chart

### CARTA ORGANISASI PEJABAT DAERAH KAPIT

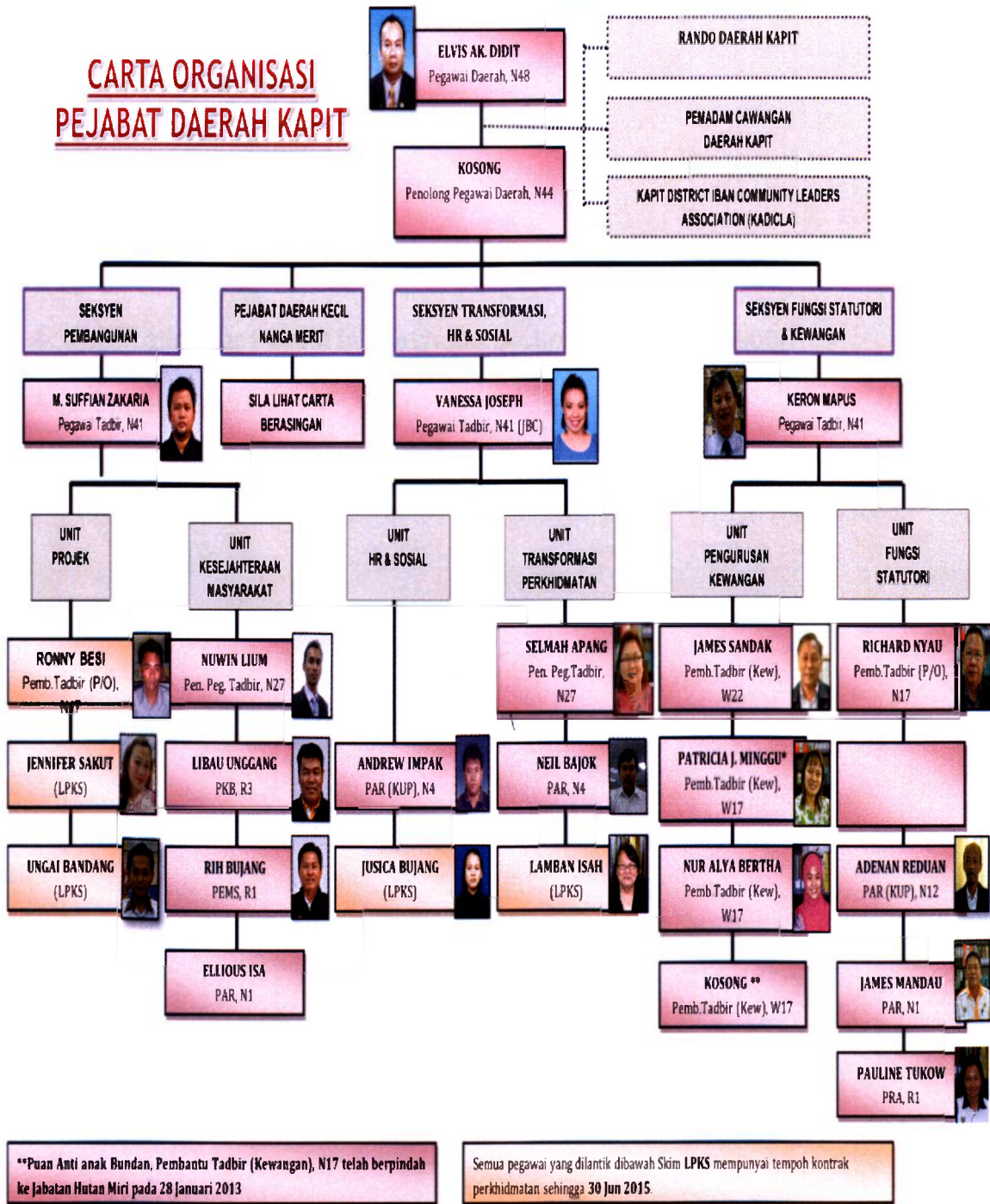


Figure 1.8

## **1.9 Service provided in Kapit District Office:**

- ✚ Registration Name - Name of Business
- ✚ Business License Renewal
- ✚ Adoption Registration
- ✚ Register of Probate
- ✚ Gun Ownership In Probate Registry
- ✚ Application for Permit to Purchase Broken Rifle Ammunition
- ✚ Statutory Declaration

## CHAPTER 2

### SCHEDULE OF PRACTICAL TRAINING

#### 2.0 Introduction

The second chapter will summarize all the daily task assigned and have been done at Kapit District Office, by which I been placed under the Development Section, Transformation, Human Resource & Social Section and Statutory Functions & Financial Section. Under this three section there are divided into two units:-

1	Development Section	<ul style="list-style-type: none"><li>➤ Project Unit</li><li>➤ People Welfare Unit</li></ul>
2	Transformation, Human Resource & Social Section	<ul style="list-style-type: none"><li>➤ HR &amp; Administration Unit</li><li>➤ Service Transformation Unit</li></ul>
3	Statutory Functions & Financial Section	<ul style="list-style-type: none"><li>➤ Statutory Function Unit</li><li>➤ Financial Unit</li></ul>

This section will explain the description of the job and task executed throughout the training.

## 2.1 Log Book Summarization

### 2.1.1 First Week: 22<sup>nd</sup> January – 24<sup>th</sup> January 2014

On the first day of my practical training, I reported myself to the Kapit District Office. There, I met Mdm Pauline Tukow. She had sent me to meet Pegawai Tadbir N41, Encik Keron Mapus as he was the one Administrative Officer who was around on that day. He was in charge the section of statutory functions, financial and social. He had introduced me a short story about the jurisdiction of Kapit District Office. He also had mentioned that my host supervisor was away for outstation job.

On that day, I had been assigned to stamp the certificate of candidate who wants to attend the interview. Encik Keron taught me how to stamp the certificate. Besides that, he had introduced me to all staff of Kapit District Office. After that, I assigned to help Miss Lamban, LPKS to deal with people who sent their application of Bantuan Rakyat 1 Malaysia (BR1M) to Kapit District Office. I taught by Miss Lamban how to check the application whether they had completed their form correctly or not.

On second day, I continued my task at the counter of BR1M. Miss Lamban taught me how to check the requirement on the form of BR1M. The requirements of the form of BR1M were the photocopy of Identification card of the applicants, married certificate or divorce certificate. Besides that, I also

assigned to distribute and receive the form of BR1M from people. In addition to that, Miss Lamban had assigned me to update or complete any information that had not completed by the applicants.

On the third day, I received an order to help Miss Lamban to handle the counter of BR1M. I had distributed, received, and updated the information of the application of BR1M. Besides that, I need to explain to the people about the requirement of BR1M. Some of them were not understand how the process of the BR1M.

In addition to that, Encik Keron had assigned me to find the probate matter in the year of 2001. The probate is a legal process that takes place after someone death. I had to find the probate matter in their document because their client asked for original document. Apart from that, Encik Keron invited me to learn how he handled the probate with people.

As a conclusion, my first week of internship was about introducing me on Kapit District Office. I have learned how to communicate with the staff in that organization. Besides that, I also learned how to handle customer counter service in Public Sector.

### 2.1.2 Second Week: 27<sup>th</sup> January – 30<sup>th</sup> January 2014

On the second week of my training, I had been instructed to be with Development Section. The development section was handled by Encik Suffian Zakaria, Pegawai Tadbir N41. This section was divided into two units; Project Unit and Public Welfare Unit. Encik Suffian Zakaria had explained to me how they handle the project where the project is open to the contractor. For example of some project that had done by Kapit District Office such as PIAS, PIA, JPD, BELB, and so on. After that, I had been instructed by Encik Suffian to help the Public Welfare unit since the counter of BR1M needs more assistant.

Besides that, I received an order from Miss Vannessa to attend the meeting that host by Kapit District Office. During the meeting, I exposed to the real meeting in Public Service Sector and how they handled the meeting. The meeting had lead by Encik Elvis, Pegawai Daerah Kapit. The meeting was held regarding on the matter of landslide at Rh. Gaing, Nanga Balleh and flood disaster at Sungai Melipis Kapit. I also instructed to handle the presentation of the meeting and wrote up some issues in the meeting.

On my second day of my second week, Encik Suffian had briefly explained regarding on PBR (Program Bantuan Rumah). This aid was introduced by the Government to help people who had income below than RM1000. After that, I also received an order to help Miss Lamban to handle

BR1M. My task were received, distributed and updated the incomplete information of the applicants of BR1M.

On my third day of my second week, Miss Vanessa had instructed me to do meeting minutes regarding on the matter of landslide at Rh. Gaing, Nanga Balleh and flood disaster at Sungai Melipis Kapit. Before that, she had taught me how to do meeting minutes and follow the standard of meeting minutes. As usual, I still instructed to help Miss Lamban to handle the counter service of BR1M. My task were distributed, received, and updated the information of the applicants.

On my fourth day of my second week, Miss Lamban had instructed me to take over her task as she need traveled to Sibul to send the form of BR1M to Lembaga Hasil Dalam Negeri (LHDN). I had to key-in the account bank number of the applicants of BR1M as the requirement of BR1M. Besides that, I also need explain to people about the due date of BR1M as Miss Lamban had submitted all the forms to the LHDN Sibul. Besides that, I also need to inform them which is they need to apply BR1M by online and must have a bank account in order to fulfill the requirement. For those who didn't have any bank account, they need to create their bank account. In addition to that, I also received and updated the information of the applicants of BR1M.

On the fifth day of my second week, we had a public holiday on Chinese New Year. As a conclusion, I have learned about how the public service sector implemented some development that had introduced by



Government. Besides that, I also understand about how the process of BR1M had handled by the Kapit District Office. In addition to that, I also learned on how the leader in organization was handling the meeting.

### 2.1.3 Third Week: 03<sup>rd</sup> February – 7<sup>th</sup> February 2014

As my schedule, I had been instructed with Public Welfare unit for my third week of my practical training. This section was in-charge by Encik Nuwin Lium, Penolong Pegawai Tadbir N27. My first task on this section was to do the memorandum regarding on E-Kasih. He taught me to do the official memorandum. After that, he asked me to do the official memorandum by my own. Then, he had to check any errors that had done by me. In addition to that, I instructed to fax the official memorandum to the list that had given by him. Miss Stephanie had taught me to fax the official memorandum.

On my second day of my third week, I received an order from Encik Nuwin to do official letter regarding on the matter of the Pelagus Hydro by Sarawak Energy. The letter will be distributed to all the community leader of Kapit District. After I had done my official letter, Encik Nuwin had checked my work and corrects some errors that had made by me. Then, I need to re-do my official letter again before I printed it out.

On my third day of my third week, I also instructed by Encik Nuwin to handle the counter of E-Kasih. E-Kasih is a system that created to implement and monitor poverty programs. The registration details will be done by the enumerator for the purpose of verification and register them into the E-Kasih system. It was certified by the focus group consisting of the District Office and the ICU at the state level. In addition to that, at the counter of E-Kasih where we need to ask people whether they had applied for E-Kasih. Besides that, we

can check their information in the website of E-Kasih. If their name did not appear in the system, we need to give them the form of E-Kasih. Besides that, I also need to key-in the name and identification card of the applicant whether the application have been approved or waiting for verification.

On my fourth day of my third week, I received an order from Encik Nuwin to do official letter regarding on the appointment of Kapitan Cina. The letter content were about to confirm whether that person free from any crime record and to check whether that person free from drug and his abilities to conduct their task. Apart from that, I received an order from Encik Keron to help him to find the information about “Penilaian Kategori Sekolah Pedalaman Di Bawah Kajian Semula Elaun Khas Mengikut Lokasi Dan Tahap Kesusahan”. The information must include:-

- 1) School
- 2) Travel distance of the school to the city/town nearest,
- 3) Mode of transportation and
- 4) Map of location.

In order to get this information, I had to call Pejabat Pendidikan Daerah Kapit for the information about the school and Land & Survey for the map of location. Apart from that, I had received an order from Encik Nuwin to create the form of JKKK from any resources. This is because Encik Nuwin wants something different from the existing form especially for the content and to add-on something new for the existing form.

On my fifth day of my third week, I had received an order from Miss Vanessa to find the copy of Log Latihan 42jam from the file. Log Latihan 42jam is the record file of any courses that had attend by the staff of Kapit District Office. I received the copy of Log Latihan 42jam from Mdm Selmah, Penolong Pegawai Tadbir N27. On that day, I had been asked to come with Encik Bensin, PSH and Miss Stephanie, PSH to make verification to Hospital Bahagian Kapit. This is special case was proposed by the Department of Social of Hospital Kapit. The verification had made by interview the target person. The verification content was including what the possible aid that they need for and rate or status of their poverty. After return from verification work, I received an order from Miss Vanessa to do tagging for upcoming events on 10<sup>th</sup> February 2014. The event was for the visit of Yang Berhormat Dato' Haji Mohd Shafie Bin Haji Apdal, the Minister of Rural and Regional Development. The event was for "Majlis Penyerahan Bantuan Persekolahan" for the students in Kapit Division.

On 09<sup>th</sup> February 2014, I had received an order from Miss Vanessa to arrange the tagging at Dewan Suarah. Miss Vanessa had taught me about the arrangement of the chair for that event. This arrangement was according to UPAK. The seating arrangement implementation based on:-

1. Seniority – preferences from either right next to the guest of honour, keeping or against
2. The total of chair on stage limited to 3, 5, 7 (an invitation) – based on odd number

As a conclusion, I have learned about the official letter and official memorandum in public service sector. Apart from that, I also learned to use my communication skills in order to gain information from other agencies. In addition to that, I also learned about seating arrangement for the official event that organise by the government agencies.

#### 2.1.4 Fourth Week: 10<sup>th</sup> February – 14<sup>th</sup> February 2014

On my first day of my fourth week, I had received an order from Miss Vanessa to be part of AJK protocol for the event of Majlis Penyerahan Bantuan Persekolahan by Yang Berhormat Dato' Seri Haji Mohd Shafie Bin Haji Apdal. The school aids were given to primary and secondary school in the Kapit division. The tasks of AJK protocol were to make sure they seat on the right place and to serve the VVIP. As my schedule, I was under the Administration and Human Resource Department. The head of this department was Miss Vanessa.

On my second day of my fourth week, I had instructed by Miss Vanessa to record the courses that had attended by all the staff of Kapit District Office. I had to photostate the copy of Log Latihan 42jam for 27 of staffs of Kapit District Office. Miss Vanessa had explained about human resource department. The human resource department was responsible for managing short-term training programs. It was conducted based on the following categories:-

1. Organizational Development
2. Career Development
3. Professional Development
4. Character Development

On my third day of my fourth week, I had received an order from Encik Nuwin to do official memorandum regarding on the matter of Pelagus Hydro.

This official memorandum needs to fax to Land and Survey Office. This matter will be delivered by Sarawak Energy Berhad. Apart from that, he also instructed me to do official letter about the proposal of Pelagus Hydro to community leaders. The letters had to distribute to the community leader on Pelagus area only.

On my fourth day on my fourth week, I had received the softcopy and hardcopy of courses that had attended by all the staff of Kapit District Office from Mdm Diana. I had to record the data manually. The data were included about:-

1. The name of the course
2. Venue
3. Date
4. Time

Besides that, I had received an order from Miss Lamban to issue the fire arm permit. The fire arm permit cost RM2.00 only. The fire arm permit had to certify by Pegawai Tadbir or Penolong Pegawai Tadbir.

On my fifth day of my fourth week, Service Transformation Unit department was in charge by Mdm Selmah Apang, Penolong Pegawai N27. I had received an order from her to extract the data of customer satisfaction from the forms. The customer satisfaction forms based on:-

1. Internal satisfaction
2. External satisfaction

Besides that, I also instructed to stamp the affidavit for Second Class Magistrate by Mdm Selmah. Mdm Selmah had the authority for the Second Class Magistrate beside than Encik Elvis for the First Class Magistrate.

As a conclusion, I was exposed how they organized the event. Besides that, I had learned about human resource management in public sector which all the staffs need to attend any course about 42 hours annually. Then, I also learned how to issue fire arm permit and all the process. Apart from that, I have learned about the feedback from internal and internal about the satisfaction toward Kapit District Office.



### 2.1.5 Fifth Week: 17<sup>th</sup> February – 21<sup>rd</sup> February 2014

On my first day of my fifth week, I had received an order from Mdm Selmah to extract the data from questionnaire regarding on the internal satisfaction. Mdm Selmah had instructed to extract the data by using SPSS. This is because; they were still using the old method by using Microsoft Excel. SPSS is more systematic than Microsoft Excel. I shared how to extract the questionnaire with their staff, Jussica Bujang, LPKS. The data or information will be extracted to Microsoft Word. It was including:-

1. Bar Chart
2. Case Summaries

On my second day of my fifth week, I had received an order from Mdm Selmah to convert the data into Microsoft Word. The data were including:-

1. Gender
2. Operation management
3. Teamwork
4. Claim of allowance and facilities
5. Quality
6. Information
7. Stationery
8. Transportation
9. Computer
10. Telephone/Fax
11. Career Development

12. Cleanliness of the Office
13. 5s'
14. Pantry
15. Parking Space
16. Comments toward the organization

I had to design the bar chart differently according to content above. Besides that, I had to do the case summaries for this survey and convert it into Microsoft Office. Besides that, I had received an order from Encik Nuwin to find the name of Penghulu and Tuai Rumah at Pelagus area. This information will be used for the matter of "Jemputan ke Mesyuarat Berhubung Cadangan Pelagus Hydro". The information were including:-

1. The jurisdiction of Penghulu
2. Address
3. Tuai Rumah

On my third day of my fifth week, I was under Encik Keron. He was the head of statutory function and finance. I had received an order from Encik Keron to join the discussion with Jabatan Hutan regarding on the planning for proposed the "Hutan Simpan" in the area of Dap/Merit. The information that they had gained from Kapit District Office were:-

1. Name of Tuai Rumah
2. Area of Rumah Panjang
3. The number of the residence of Rumah panjang
4. The economy of the people at Rumah panjang

On my fourth day of my fifth week, I had instructed by Encik Nuwin to do official letter for "Majlis Pelancaran Bantuan Rakyat 1 Malaysia (BR1M)".

The official letter distributed to:-

1. Jabatan Penerangan
2. Ketua Polis Kapit
3. RELA
4. Pusat Khidmat P215
5. Dewan Suarah Kapit

Besides that, I have received an order from Encik Keron to join the meeting with all the staff of Kapit District Office. The meeting was lead by Encik Keron. The meeting was held to discuss on how they distributed the BR1M on the actual day. The discussion was about:-

1. Proposed date
2. Venue
3. Counter
4. Person in-charge

On my fifth day of my fifth week, I had exposed to meeting with other agency on the matter of BR1M. The meeting is about on how they distributed the BR1M on the actual day. The meeting also had discussed about the task of every agency that involved. Besides that, I had received an order from Encik Nuwin to arrange the name list BR1M. The name list of BR1M had to arrange according to:-

1. Category

## 2. Area

As a conclusion, I had applied my subject Research Methodology by using SPSS during my practical training. Besides that, I had learned about how to keep a good relationship between our organization with other agency. This is because we can easily co-operate with them when it came to work matters. Besides that, I also learned about rumah panjang in Kapit. This is because I was exposed to the area and about the rumah panjang.

#### 2.1.6 Sixth Week: 24<sup>th</sup> February – 28<sup>th</sup> February 2014

It was my final week of my practical training. I continued my task under the supervision of Encik Keron. He had instructed me to check the requirement list of the probate such as death certificate and so on. I need to check the entire document before the client came to see Encik Keron. Besides that, I also instructed to key-in the registration of the probate in Microsoft Excel. The probate matters also need to key-in in online registration too. Apart from that, Encik Nuwin also had instructed me to do notice about the "Majlis Penyerahan BR1M".

On my second day of my sixth week, I was under supervision of Encik James Sandak, Pembantu Tadbir (Kew) W22. On that day, we had received an order from Encik Elvis to join meeting regarding on BR1M. The meeting was lead by Encik Elvis. He was briefly explained about BR1M:-

1. Category
2. Insurance
3. Salary
4. The amount of BR1M

We were informed about the insurance in BR1M which it can cover for RM30, 000 for the death cause by accident and disability. The insurance was valid within 1 year only. In addition to that, the planning of distribution of the BR1M according to Rumah Panjang:-

1. Rh. Robert Ngumbang, Ng Sebatu
2. Rh. Pasang, Ng Ensilai

3. Rh Ama, Ng Metah
4. Rh Belaja, Ng Benin
5. Rh Jengut, Ng Bulo

On my third day of my sixth week, Encik James Sandak had briefly explained about the financial matter in Kapit District Office. He had explained the payment of project such as PIAS, PIA, and PBR must be certified by JKR, Encik Suffian, Encik Elvis-District Officer and Tuai Rumah. Besides that, he also explained about the travelling matters in Kapit District Office which it must be approved by District Officer and it was issued by financial unit. Lastly, he had explained about the budget in their organization. The budgets need to be proposed to their headquarters, Resident Office. After that, I had received an order from Mdm Diana to do filling for document that have been categorized by her. It must follow by:-

1. Number of drawer
2. Index

On my fourth day of my sixth week, I had received an order from Miss Vanessa to do sorting the name list of the receiver for BR1M voucher. The sorting of name list must according to:-

1. Alphabet
2. Index number e.g (N54/300413)
3. Category
4. Area

Besides that, I had to arrange the letter of BR1M according their address based on the place of distribution of BR1M voucher. The selected rumah panjang were:-

1. Rh. Robert Ngumbang, Ng Sebatu
2. Rh. Pasang, Ng Ensilai
3. Rh Ama, Ng Metah
4. Rh Belaja, Ng Benin
5. Rh Jengut, Ng Bulo

On my last day of my internship, I had sorted the name list of the BR1M for the category of RM450 for the household. The sorting name list must according to:-

1. Alphabet
2. Index Number e.g. (N54/450/88)

Besides that, I had sorted the name list of the BR1M for the category of old citizen RM650. The sorting list must according to:-

1. Alphabet
2. Index number e.g. (N54/E650/101)

As a conclusion, I have learned about how they manage BR1M before the actual day of distribution. They were planning, organizing, and controlling the process of distribution of BR1M. Besides that, I also learned about how the public sector manages their financial unit.

## **CHAPTER 3**

### **ANALYSIS: ADMINISTRATIVE TASK**

#### **3.0 Introduction**

This chapter will analyze the report of practical training, in which concentrate on the every area of task being done as covered in the practical training log book. Thus, this chapter also discussing on the application of the theoretical aspect that has been covered in the classroom into the workplace, within the period of practical training is being held. This aspect also will be explained in detail by comparing the knowledge that had been learned in various subjects during class with the real-life situation of the organization.



### **3.1 Task Analysis**

Throughout the six weeks of my practical training, there were quite number of new work experiences that I have discovered and gained. But as for this chapter, I will highlight on the area of principle of public administration because I had done the administration task frequently in Kapit District Office. I choose this principle of public administration as the area to be analyzed because Kapit District Office plays an important role of public administration in the modern state. Besides that, there was some significance of public administration for public. As a student in administrative science, I have learned that enforcement body like Kapit District Office plays an important in administrative task in the scope of Principle of Public Administration. Hence, by performing the administrative task, it will able to reinforce and relate what I have learned in the field of Administrative Science. I believe that theory and practical complement with each other as by only being good or excellent in the theory will not present us as a good employee. The principle of public administration should be practiced in every office according to its compatibility.

### **3.2 Definition of Public Administration**

According to Corson and Harris, public administration is decision-making, planning the work to be done, formulating objectives and goals, establishing and reviewing organizations, directing and supervising employees, exercising controls and other functions performed by government executives and supervisors. It is the action part of government - it is the means by which the purposes and goals of government are realised. Public administration may be defined as the management of all the activities and operations of the three branches of the government at the Central, State and Local levels.

The activities and operations of the government include, among other things, policy formulation and execution, provision of various public services (education, health care, housing, welfare, etc), enactment and enforcement of laws, conducting diplomacy and international relation, planning, implementation and evaluation of development programmes and projects, providing defence and internal security, tax collection; administration of justice, administration of social security, financial and personnel administration.

### 3.3 Characteristic of Public Administration

- a) It is concerned with implementing government policies and programmes.
- b) It delivers various services to the public.
- c) It has a system of rules and regulations, laws, procedures, policies and hierarchical structures.
- d) It covers all the three branches of government- namely, the Legislature, the Executive and the Judiciary.
- e) It manages and coordinates all the activities of the government at all levels.
- f) It is governed by the principles of accountability, neutrality, transparency, impartiality, anonymity and ethical responsibility.
- g) It is funded by the government every to carry out all activities of the government. Its yearly allocations are approved by the legislature.
- h) It is the action part of government- i.e. it is involved in decision-making, delivering services, managing financial and human resources to achieve the objectives of the government.
- i) The personnel are recruited and promoted on the basis of merit and seniority.
- j) It is service-oriented.
- k) It is an instrument of social change and economic development.
- l) It is under the control of the political executive.

### 3.4 5S in Public Administration

Kapit District Office is also applying 5S practice so as to be more effective and efficient in their administration. 5S here can be defined as the management method that was introduced by the Japanese industry for the comfortable, tidy and safe working environment. It is also aiming for more quality working environment that is systematic and practical. Effective implementation of 5S practice can enhance the quality of service, save cost and ease the working process whereby in this case is concerning on public administration. 5S originally come from Japanese word of which are sort (seiri), set in order (seiton), shine (seiso), standardise (seiketsu) and sustain (shitsuke) as stated in **Figure 3.4.1**. So, here are the activities that involving 5S in Public Administration of Kapit District Office.

- ✚ **Sort:** Sort and dispose of goods which are not necessary in the workplace.
- ✚ **Set in order:** Arrange and set in order all the goods available in the office so as to ensure that they are easy to be retrieved, taken and used when necessary.
- ✚ **Shine:** Sweeping and cleaning the office in order to be more comfortable and tidy.
- ✚ **Standardise:** Compliance with environmental quality standards in the workplace to ensure a cleanliness and orderly at all times.
- ✚ **Sustain:** Train the employee to be disciplined for the continuous of 5s practice to become a habit and culture within the organization.

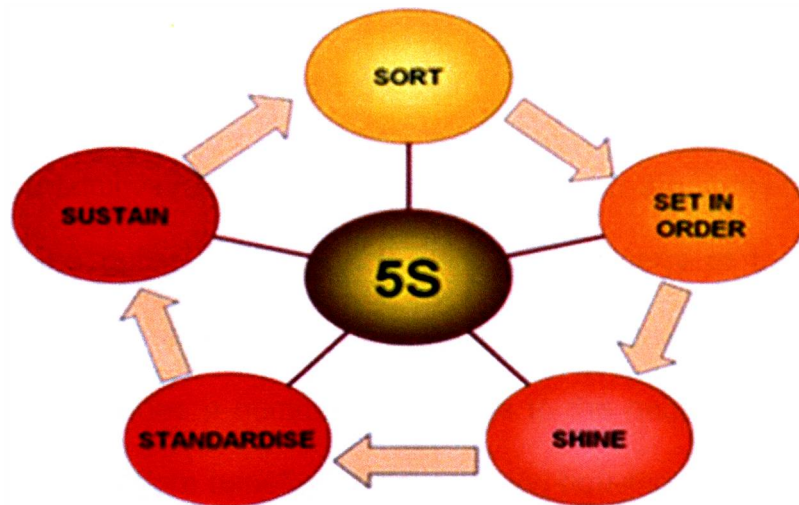


Figure 3.4.1: 5S

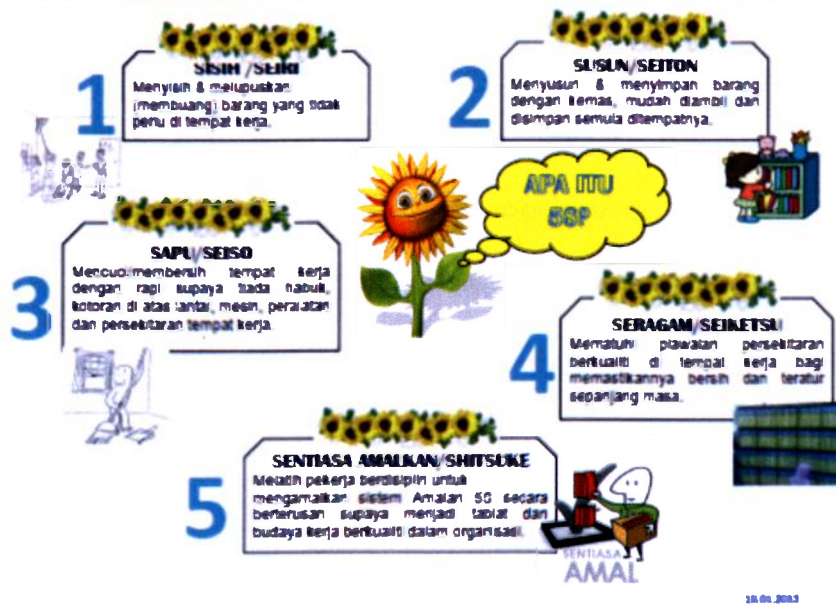


Figure 3.4.2: 5S in Kapiti District Office

### **3.5 Role of Public Administration in the Modern State**

#### ***(i) Instrument for providing services***

Public administration is mainly concerned with the delivery of various services to the public. It protects the life and property of the people by maintaining internal security and order. It defends the nation against external aggression. It provides a number of services to the people (such as health care, education, welfare benefits, social security, housing, public utilities, etc). The various services provided by public administration affect the life of every citizen from the cradle to the grave. In fact, it is not possible for us to enjoy the various services of the government if there is no public administration.

#### ***(ii) Instrument for implementing public policies***

Modern governments formulate and adopt several policies and laws. But these policies and laws are merely printed papers. It is public administration that translates these paper declarations and intentions into reality. Thus, it converts words into action, form into substance. By implementing these laws and policies, it delivers promised benefits to the people and regulates their behaviour.

#### ***(iii) Stabilising force in society***

Public administration maintains social unity and harmony and the stability of social institutions by solving social problems. It provides an element of continuity when governments change often in a country. Governments may come and governments may go, but administration goes on forever. It survives even revolutions. In any state the bureaucracy carries

on with the government even though the rulers change every now and then. In our country, the administrative organization that was developed by the British before independence has continued even after independence, with some changes.

**(iv) *Instrument of social change and economic development.***

Public administration acts as an instrument of social change and economic development. The role of public administration as a change agent is particularly important in developing nations. The immediate tasks of public administrators are to eliminate poverty, unemployment and great disparities of wealth and achieve economic growth and equitable distribution of wealth. They have to work hard to implement industrialization and modernization programmes and resolve problems faced by the people. To achieve economic prosperity and realise the social welfare goals they have resorted to economic planning. All these have placed challenging tasks on public administration. Public bureaucracies in the developing nations must be competent and free from corruption in order to meet the challenges of economic development and to effect social change. They must be both task-oriented and goal-oriented. Only then they can bring about economic transformation.

As for Kapit District Office, they play an important role in public administration of the country. The role of Kapit District Office as public administrator is changing from being a major provider of public services and development to promoter and facilitator of development.



### 3.6 The Significance of Public Administration

- a) Enhancing civil society, ensuring a well-run, fair and effective public service.
- b) Improving equality justice, security, efficiency, effectiveness of public services usually in a non-profit, non-taxable venue
- c) Maintaining law and order
- d) Promoting peace and harmony
- e) Protecting the interests of the state and of the people
- f) Practicing good governance- transparency

As for Kapit District Office, they play an important role to enhance civil society, ensuring a well-run, fair and effective public service which is it can make they achieve their mission in leading the Kapit District towards development and people's livelihood. In order to improve equality justice, security, efficiency, effectiveness of public services usually in a non-profit and non-taxable venue, Kapit District Office will provide quality services and customer care which is aligns with their vision. Kapit District Office also practicing good governance- transparency because their objectives is providing quality services based accountability, integrity and concern for the public.



### **3.7 Reflection and Experience**

Throughout my six weeks of practical training, I was able to reflect the administrative task which I have learned in the Principle of Public administration during my diploma level to my real working experience. Based on my experience in performing my practical training in Kapit District Office, administrative task is the one of the important task to perform in order to provide quality services based accountability, integrity and concern for the public.

The administrative task in Kapit District Office is an instrument for providing services. For example, when I have been assigned to handle the counter of BR1M, I need to provide quality, efficient, trustworthy, fair and friendly service all the time. This is because it was a crucial need to deal with the public. In addition to that, I need to be ready to give advice when the public need service. For example, during my practical training, I had to deal with public when they asked for the requirement of the form of BR1M. I need to explain to them until they understood about the requirement. I found it was really hard to deal with public because their level of understanding about BR1M was different.

Besides that, I have learned that Kapit District Office in one of the tool for stabilising force in society. I found that being the public administrator, we need to maintain social unity and harmony and the stability of social institutions by solving social problems. For example,

Kapit District Office received complaint from public regarding on landslide at Rh. Gaing, Nanga Balleh and flood disaster at Sungai Melipis Kapit. In order to find solution to this problem, Kapit District Office had conducted a meeting with other public agency. The meeting was held to gain some solution to the problem of landslide at Rh. Gaing, Nanga Balleh and flood disaster at Sungai Melipis Kapit.

Lastly, I have learned that Kapit District Office as an instrument of social change and economic development. As we know, public administration acts as an instrument of social change and economic development. The role of public administration as a change agent is particularly important in developing nations. During my practical training, I had involved in implement industrialization and modernization programmes and resolve problems faced by the people. For example, BR1M and E-Kasih programme that introduced by the government. I had been assigned to distributed, received, and updated the information of the application of BR1M and E-Kasih. Besides that, I need to explain to the people about the requirement of BR1M and E-Kasih. It was a challenging task for me because I had to deal with people who had different behaviour and personality.

## CHAPTER 4

### SWOT ANALYSIS AND RECOMMENDATION

#### 4.0 SWOT Analysis

The SWOT analysis is conducted based on the direct and indirect experiences that I have undergone during the six weeks of my practical training at Kapit District Office. Among the main criteria studied is the ability of the training to meet the program objective, the raining atmosphere and environment, training task its process and interaction involved throughout the whole training period.

## 4.1 SWOT Analysis Evaluation

### 4.1.1 Strengths

➤ ***Gain New Knowledge and Experience***

Throughout the training period I am able to gain a lot of new knowledge and valuable experiences which related to principle of administration, public relation, communication skill, attired and punctual timely towards the task given to me. This experience was helped me to develop myself for my future career. Through this training also, it had exposed me to used the office equipment such as Photostat machine, fax machine and many else. Besides, I also was experience on how to deal with public and it was taught me on how to communicate with the customer in a proper way.

➤ ***5s implementation***

Practicing 5s is really help in creating a comfortable, tidy and safe working environment in the work place. It is also aiming for more quality working environment that is systematic and practical. Effective implementation of 5S practice can enhance the quality of service, save cost

and ease the working process whereby in this case is concerning on public administration. Besides that, the 5S practice is good for the employee in the organization too. When the worker is comfortable with environment in the work place, they certainly can become an effective and productive worker.

➤ ***Real Working Environment***

The students enable to be exposed with the working environment in real perspective from the aspect of organization behavior, task assigned, and workflow procedure and office system through this industrial training. As we know that, the real working was totally different situation that student should know and they able to feels what the real working actually from this training. The student will able to adapt and have got a view about the real working world that will enter after their graduation later. Through this practical training, my host supervisor had conducted my schedule to feel the real working environment with different department in the organization.

➤ ***Improve communication and social interaction skills***

Most of the training task are involved of the interaction and need me to communicate with host superior and the other staffs. Through this practice, I can improve my

communication and social skills and respect them on how I face-to-face toward the person who is more superior to me. It also improves my communication skill especially in the formal language when performing my task with other government agencies and public.

#### **4.1.2 Weaknesses**

➤ ***Lack of Facilities and Equipment***

Facilities and equipment is most important thing that any organization should be more concerned because it may contribute to the successful of the organization itself. The problem that occurs in Kapit District Office is lack of needed facilities and equipment in the office. One of the factors that influence of this problem may be in term of the facilities or equipments that needed for the usage of daily work may be costly in nature. As a result it will be difficult for the office to request higher budget on buying certain equipment or facilities, with the limitation of allocation to the office annually. In this Kapit District Office, they are lack in term of photocopy machines, computer, table and chair which proven not enough to cater the need of the need of the staffs. During my practical training, I had to bring my own laptop to do my

task and I had to share a table with other staff in Kapit District Office. With lack of facilities or equipment available in the office, this may slower the daily working process in Kapit District Office.

➤ ***Work Overload and Lack of Staff in the Organization***

Any organization should have enough staff with the balance of work given. As we know that, Kapit District Office is important because that organization is much closed with the public than other government agencies. In this organization, they are having a lot of work to be done. For example, one of the Administrative Officer in Kapit District Office need to handled the administrative task without any assistant. As we know, as the Administrative Officer in Kapit District Office, they need to deal with the public who asked for helped regarding on their problem. Due to this problem, it can lead to the unproductive and unmotivated worker.

➤ ***Poor of attendance and punctuality***

I notice that some of the staffs of Kapit District Office are poor in their attendance and punctuality. Some of the staffs not came to the office to perform their task and some of them only signed for the attendance. In addition to that, some of the staffs are not punctual with their work

which is it makes the public need to wait for their service. This culture happens when the District Officer is not around in the office.

#### **4.1.3 Opportunities**

➤ ***Future Career being an Administrative Officer***

Throughout my practical training at the public sector area has exposed to me with every aspect of the public sector. All of my experience have built and motivated my interest to serve the public either in public sector or private sector. Besides that, some of staff had shared their experience in getting their job in the public sector. It can be additional idea for preparation on my job interview in the future. Throughout of this practical training, I am able to build a good relationship with some of officers and staff which is can be the contact person in referring my performance during my practical training.



#### 4.1.4 Threats

##### ➤ **Unbeneficial Work**

Some of the staff might give unbeneficial work. They might try to exploit practical student to perform their tasks. The unbeneficial work is not related to the field of knowledge. For an example, Photostat the paper, key in the data etc which are too easy. Having too easy task will not give any beneficial to the students itself.

## **4.2 Recommendation**

Under this section, I will discuss more on the recommendation some suggestions that can take action by Kapit District Office. It is will help the organization to enhance their performance which following their strength and weaknesses in the organization to perform better. The recommendation can divided into two which are recommendation to practical training and recommendation for organization.

### **4.2.1 Recommendation to Practical Training**

#### **4.2.1.1 *Give reward or recognition***

I recommend the organization to give reward or recognition to practical training student. This is because it can give motivation to the student. It will motivate the student to give full commitment in performing their task. The organization also can give recognition by giving appreciation certificate. This recognition can be used for the student as an additional advantage for them.

#### **4.2.1.2 *Proper tasks must related to the time specific***

I recommend that tasks and time always have been work together in order to perform the job. It must be clearly understand for every employee in order to have a job performance. The time management is the

theoretical part where the time is always fix in the way to perform the tasks. However, there are not all the tasks must be performed by the practical student. Some of them are given clerical work or simple tasks that they did not even know the purpose of that task. Some of the students only study the specific task in the unit operation or equipment such as Photostat machine that only the simple job to. Hence, these students could not contribute their knowledge and could not show their ability and potential together with sharpen their skills.

#### **4.2.2 Recommendation for Organization**

##### **4.2.2.1 *Installing punch card system***

From my observation, Kapit District Office has a poor attendance and punctuality. This is because punch card system has not been installed. Kapit District Office still using the attendance book to record the presence and absence of the staff. It is not an effective way to track their workers' attendance. If Kapit District Office implements the punch card system, it can be the solution for the problem of poor attendance and punctuality. It is also an effective and

efficient way to maintain staffs' attendance and punctuality.

#### **4.2.2.2 Increase more staff**

I recommend Kapit District Office to hire more staff in that organization. As we know, any organization should have enough staff with the balance of work given. So, I would recommend that organization to hire more skillful staff in order to perform good governance in public administration. By hire more skillful staff, it can help to avoid unmotivated staffs and pressure working condition.

## **CHAPTER 5**

### **CONCLUSION**

#### **5.0 Introduction**

This chapter will summarize all the discussion in each chapter in the report by mainly concentrate on the main points.

#### **5.1 Summarize on Each Chapter**

##### ***5.1.1 Introduction of the Organization***

Chapter one focuses on the introduction of my practical training report. In this chapter, it elaborates the organization that I have attended to do my practical training. In this chapter also, it also briefly explain the formation of Kapit District Office. This includes the following:

- 1.0 Kapit History
- 2.0 Background of Kapit District Office
- 3.0 Objectives
- 4.0 Mission
- 5.0 Logo
- 6.0 Vision
- 7.0 Client Charter
- 8.0 Organizational Chart
- 9.0 Service provided in Kapit District Office

On this chapter one, it was discussing on the background of the organization and the detail of the organization is being. By having the information of this organization in chapter 1, it was helping me to identify about the background of the organization itself that I can define its nature of work based on the information provided.

### ***5.1.2 Schedule of Practical Training***

Chapter 2, it was discussed on my daily activities and job done in the Kapit District Office. The summary of my daily job as reflected from my practical. Thus, in this chapter also, every daily activities or task that I do is listed on this chapter that shows on how my work was normally done in this office. The practical logbook is being supervised not only my host supervisor but also by my lecturer in evaluating my current progress in this organization. By having this kind of logbook, I'm able to organize and record every work or task given during my practical training attachment in an organized way and it was giving me a lot of knowledge in order to organize my schedule and also my record management of information. In addition, this logbook was giving me some sort of discipline in recording my work activities and it is because, the logbook keeps the date and main activity

that has been done in office and also include the type of task that assigned to me. After completing my task or job given, my host supervisor will check and signed my logbook. The importance of signed by my host supervisor is to proof to the lecturer that we have attend and complete the task given in the practical training every day.

### **5.1.3 Analysis**

The chapter 3 was discussing on the analysis that the main tasks assigned to me during the practical training where I have learn a lot of knowledge that related with my lesson n the classroom. As what can I seen, the industrial training is the best way in order to exposed the students with the real working environment before enter into the real working world. Through this practical training, I can gain more knowledge and information on how the real working looks like for example, I have learn on how to communicate with public, administrative task, filling system and so on. Furthermore, this practical training was giving me an opportunity to increase my social skill through the strengthen relationship with the staff from the organization and also to the other department in this organization. It is because when we enter into any

organization, we will face various kinds of staff that make us to use the communication skill to communicate with them. From my analysis in this chapter 3, it can show that how much theoretical aspect that I learn in the classroom is applicable in my practical training attachment in sixth weeks.

#### ***5.1.4 SWOT Analysis and Recommendation***

The chapter 4 discussing about the strengths, weaknesses, opportunities and threats of the task given and organization which based on my observation and experience while training there. Even though, there having the strength and weaknesses in this organization, but in this chapter also provided some solution that necessary to the organization that give benefits for the organization and improve the organization efficiency. During my practical training in this organization, I'm able to know and feel the office environment such as the office layout and cooperation among staff between each other and different department in this organization. Even though, they are having different department but they need each other. This is because each task that has assigned by staff are related between each other where it



was shows that the important of two ways  
communication.

## 5.2 Overall Summary

As a conclusion, my practical training attachment in Kapit District Office starting from 22 January 2014 until 28 February 2014 is considered to be very valuable period for me. During sixth weeks of practical training, that was giving me a lot of experience and real situation in the Kapit District Office such as about organization background, vision, mission, objectives as well as how actually the organization operates to achieve its own objectives. The most important thing for the practical training that student undergo it is the valuable experience on how actually the theory that was learn in the class is being applied during the practical training. Therefore, form this practical training can be conclude that the aims of sending the student for practical training is for give expose for the student itself to the real career world situation by gained precious experience and knowledge from this practical training. Even though, the time of period of practical training was very short which is sixth week only, but the student can gain a lot of knowledge and benefits from that and it was served as the platform for the student to enhance it ability, knowledge of the task, commitment and responsibility, cooperation, aptitude, adaptability, personality and discipline. For instance, during the practical training, self confidence was enhanced by the doing the task given as a new experience that they do not do before. I'm realize after having this practical training, I have experiencing some changes in myself whereby my communication skills are slowly improved and of course I cannot experience these

changes without any supports from the staffs who always teach me everything about the administrative line and the public relations with the public. However, with this practical training attachment, I can measure my readiness level to work in the workplace after getting a job and preparing for far more serious challenges that requires both physical and mentally readiness. In short, Kapit District Office can be one of the best places for the UiTM students especially Bachelor of Administrative Science students to exposed with the administrative line deeper. So that, I'll recommend this place as a starting line to give preparation for students in becoming the administrative officers in the future.

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## Appendix



Lecturer Visit on 11<sup>th</sup> February 2014

Pictures of all the activities during my practical training





The implementation of 5S'





FAKULTI SAINS PENTADBIRAN DAN PENGAJIAN POLISI  
UNIVERSITI TEKNOLOGI MARA

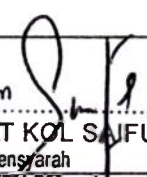
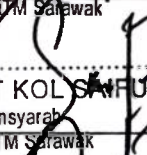


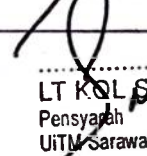
BORANG PERJUMPAAN DENGAN PENYELIA  
LAPORAN AKHIR PRAKTIKAL (ADS 666)

NAMA PELAJAR : PRISHELLA EVA ANAK JADAM  
NO MATRIK UiTM : 2012412252  
NO KAD PENGENALAN : 890613-13-5328  
PROGRAM : AM228/AM225\*  
NAMA PENSYARAH PENYELIA : SIR SAIFUL ANWAR MOHD ALI

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



Bil	TARIKH	MASA	TANDATANGAN	CATATAN
1	27/3/14	12-12.30pm	 LT KOL SAIFUL ANWAR MD ALI Pensyarah UiTM Sarawak	Intro discussion
2	10/4/14	12-12.30pm	 LT KOL SAIFUL ANWAR MD ALI Pensyarah UiTM Sarawak	"
3	06/05/14	9.30-10am	 COLONEL SAIFUL ANWAR MD ALI (R) Senior Lecturer 253925	Chapter 2
4	22.5.14	12-1pm	 COLONEL SAIFUL ANWAR MD ALI (R) Senior Lecturer 253925	Chapter 3 & 4
5	18.6.14	11-12pm	 LT KOL SAIFUL ANWAR MD ALI Pensyarah UiTM Sarawak	Summary up.
6				
7				
8				
9				
10				

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

Jadual Mingguan Latihan Industri di Pejabat Daerah Kapit bagi Tahun 2014

PRISHELLA EVA ANAK JADAM

Seksyen Pembangunan

Minggu 1

27-30 Januari 2014		
Nama	Unit	Ketua Unit
Prishella Eva Anak Jadam	Unit Projek	En. Mohd. Suffian Zakaria

Minggu 2

3- 6 Februari 2014		
Nama	Unit	Ketua Unit
Prishella Eva Anak Jadam	Unit Kesejahteraan Masyarakat	En. Nuwin Lium

Seksyen Transformasi, HR & Sosial

Minggu 3

7 - 12 Februari 2014		
Nama	Unit	Ketua Unit
Prishella Eva Anak Jadam	Unit HR & Pentadbiran	Cik Vanessa Josepn

Minggu 4

13-18 Februari 2014		
Nama	Unit	Ketua Unit
Prishella Eva Anak Jadam	Transformasi Perkhidmatan	Pn. Selmah Apang

Minggu 5

Seksyen Fungsi Statutori & Kewangan

19-24 Februari 2014		
Nama	Unit	Ketua Unit
Prishella Eva Anak Jadam	Unit Fungsi Statutori	En. Keron Mapus

Minggu 6

25-28 Februari 2014		
Nama	Unit	Ketua Unit
Prishella Eva Anak Jadam	Unit Pengurusan Kewangan	En. James Sandak

**KERTAS MINIT**  
Minute Sheet

Kepada :

Semua Ketua Seksyen;

PT Mohd. Suffian Zakaria

PT Keron Mapus

PPT Selmah Apang

PPT Nuwin Lium

SC James Sandak

Tuan/Puan,

**JADUAL MINGGUAN BAGI PELAJAR LATIHAN INDUSTRI DI PEJABAT DAERAH KAPIT**  
**BAGI TAHUN 2014**

Dengan hormatnya perkara di atas adalah dirujuk.

2. Sukacita dimaklumkan bahawa Prishella Eva anak Jadam seorang penuntut dari Universiti Teknologi Mara (UiTM) Kampus Samarahan akan akan menjalani latihan industri di pejabat ini bermula pada 22 Januari 2014 sehingga 28 Februari 2014.

3. Sehubungan itu, dikepalkan bersama ialah Jadual Mingguan bagi pelajar ini bagi menjalani latihan di setiap seksyen di pejabat ini. Oleh yang demikian, diharap ketua seksyen dapat memberikan bimbingan serta kerjasama bagi membantu pelajar ini menjalani latihan.

4. Kerjasama dari pihak tuan/puan amatlah dihargai dan didahulukan dengan ucapan terima kasih.

Sekian, harap maklum.

**'BERSATU, BERUSAHA, BERBAKTI'**

**"An Honour To Serve"**

  
**(VANESSA JOSEPH)**

b.p Pegawai Daerah Kapit

Tarikh : 24 Januari 2014

Rujukan : PD7/ 364/A(78)

s.k : Pegawai Daerah Kapit

FUNDO DAERAH KAPIT  
 PERADAM CAWANGAN  
 DAERAH KAPIT  
 KAPIT DISTRICT LEADERS  
 COMMUNITY LEADERS  
 ASSOCIATION (KAPICOLA)

ELIAS RAJUBI  
 Pegawai Daerah, N46  
 KUSONG  
 Penolong Pegawai Daerah, N44

SEKSYEN PEMBANGUNAN  
 M. SUFFIAN ZAKARIA  
 Pegawai Tadbir, N41

UNIT PROJEK  
 ROGER MERING (LPKS)  
 JENNIFER SAKUT (LPKS)  
 UNGAI BANDANG (LPKS)

PEJABAT DAERAH KECIL  
 NANGA MERIT  
 SILA LIHAT CARTA  
 BERASINGAN

UNIT KESEJAHTERAAN  
 MASYARAKAT  
 NUWIN LIJIM  
 Pen. Peg. Tadbir, N27  
 LIBAU UNGGANG  
 PKB, R3  
 RIH BULJANG  
 PEMS, R1  
 BERGIN KIJANG  
 (PSH)  
 STEPHANIE J. MANDAU  
 (PSH)

SEKSYEN TRANSFORMASI,  
 HR & SOSIAL  
 VANESSA JOSEPH  
 Pegawai Tadbir, N41 (JBC)

UNIT HR & PENTADBIRAN  
 DYANA BURI SAWING\*  
 Pemb. Tadbir (PIO), N17  
 ANDREW IMPAK  
 PAR (KUP), N4  
 ELLOHS ISA  
 PAR, N1  
 JUSSICA BUJANG  
 (LPKS)

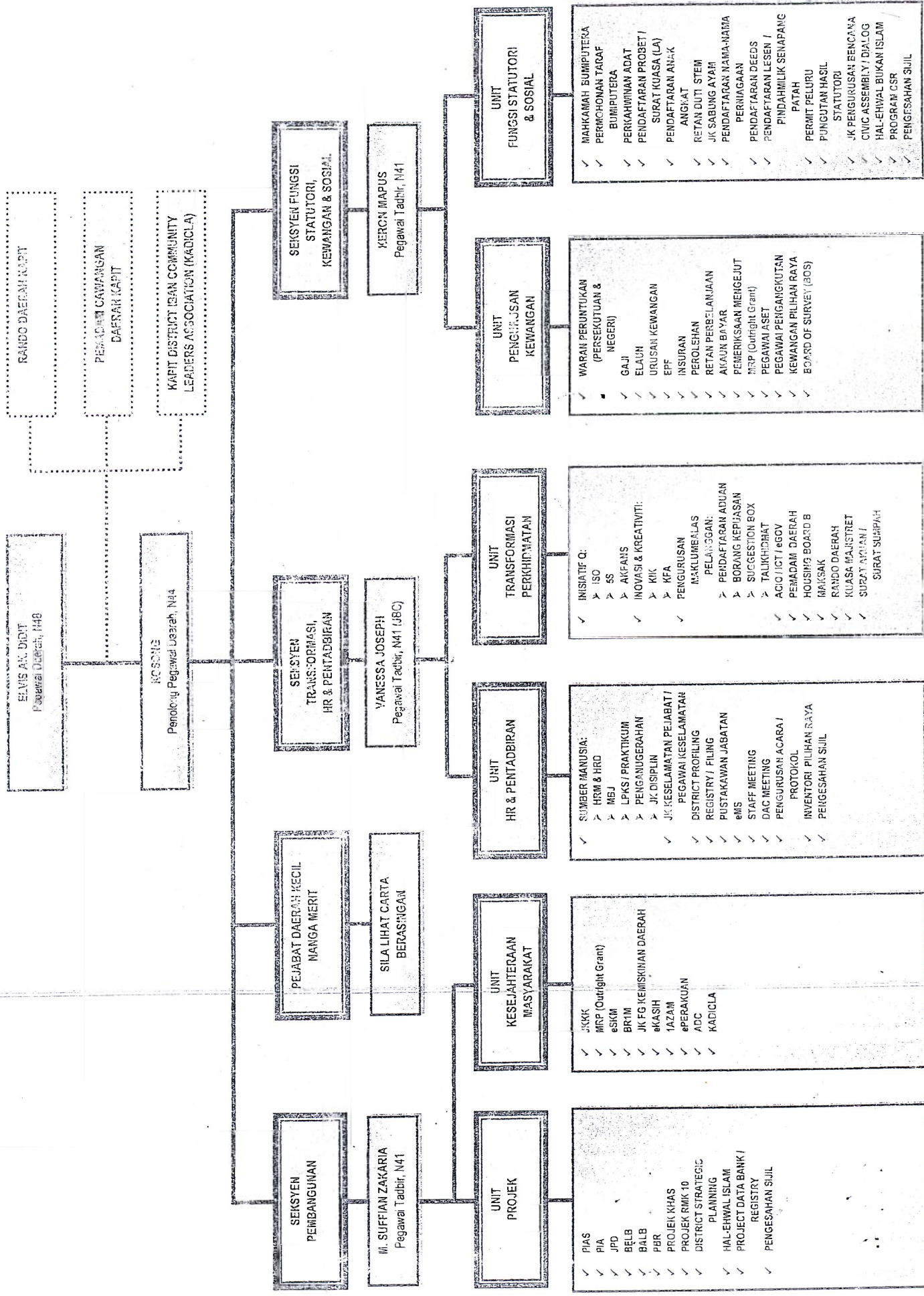
UNIT TRANSFORMASI  
 PERKHIDMATAN  
 SELMAH APANG  
 Pen. Peg. Tadbir, N27  
 NEIL BAJOK  
 PAR, N4  
 LAUREN ISAH  
 (LPKS)

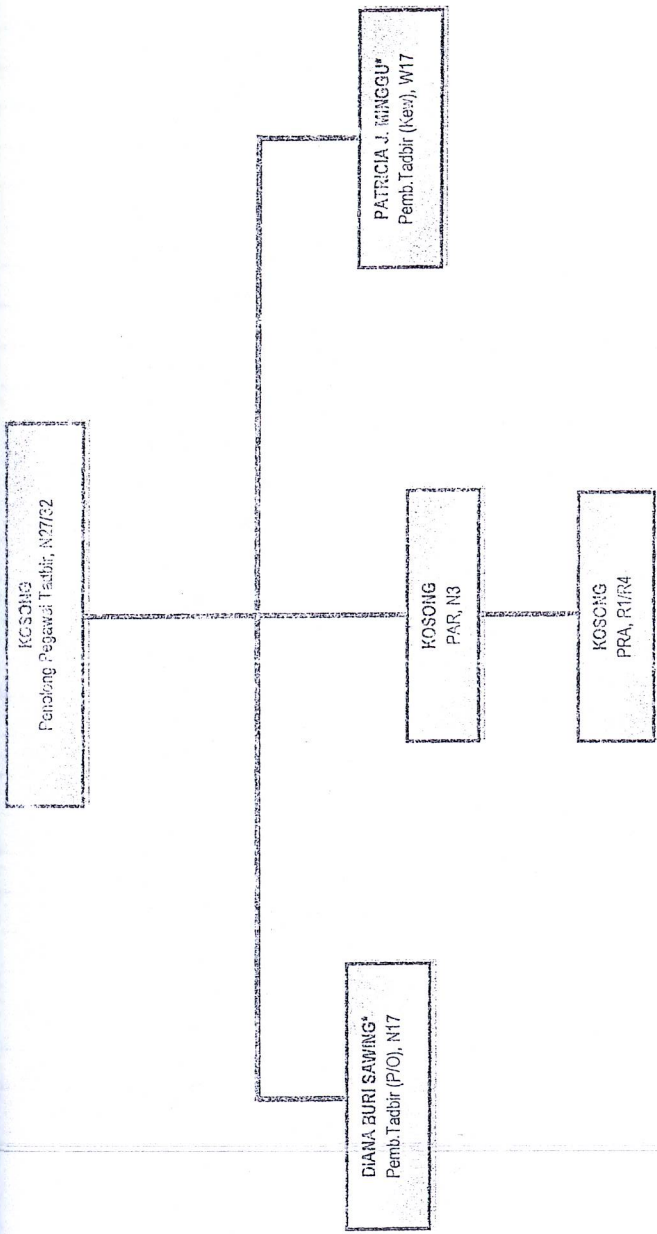
SEKSYEN FUNGSI STATUTORI  
 & KEWANGAN  
 KERON MAPUS  
 Pegawai Tadbir, N41

UNIT PENGURUSAN  
 KEWANGAN  
 JAMES SANDAK  
 Pemb. Tadbir (Kew), W22  
 PATRICIA J. MINGGU\*  
 Pemb. Tadbir (Kew), W17  
 RUPALYA BERTHA  
 Pemb. Tadbir (Kew), W17  
 ROSONG\*\*  
 Pemb. Tadbir (Kew), W17

UNIT FUNGSI STATUTORI  
 & SOSIAL  
 RICHARD NYAU  
 Pemb. Tadbir (P/O), N17  
 ROMNY BESI  
 Pemb. Tadbir (P/O), N17  
 ADENAN REDJUAN  
 PAR (KUP), N12  
 JAMES MANDAU  
 PAR, N1  
 PAULINE TUKOW  
 PRA, R1







**NOTA:**

- i) Pejabat Daerah Kecil Ng. Merit telah "digantung" perkhidmatannya sekitar lewat tahun 1990an apabila Pejabat Residen Bahagian Kaput ketika itu memutuskan untuk memindahkan semua kakitangannya ke Pejabat Daerah Kaput atas alasan kekurangan permintaan untuk perkhidmatan disana;
- ii) Encik Kuba Lusat, PPT N27 telah ditempatkan di Pejabat Daerah Kecil Sg. Asap dan kini menjawat jawatan PPT N32;
- iii) Puan Diana Buri anak Sawing, Pembantu Tadbir (Perkeranian/Operasi), N17 kini telah ditempatkan di Pejabat Daerah Kaput bagi menampung kekurangan kakitangan di Unit HR & Pentadbiran;
- iv) Puan Patricia anak James Minggu, Pembantu Tadbir (Kewangan) W17 kini ditempatkan di Pejabat Daerah Kaput bagi menampung kekurangan kakitangan di Unit Pengurusan Kewangan;
- v) Mendiang Sandom anak Tutong, PRA N3 telah meninggal dunia pada 19 September 2013; dan
- v) Encik Dominic Gerinang PRA R1/R4 telah bersara wajib pada 3 Januari 2008.



## SENARAI NAMA / JAWATAN/ NO. TELEFON KAKITANGAN PEJABAT DAERAH KAPIT

BIL	NAMA PEGAWAI	JAWATAN/GRED	NO.TEL	EXT	NO HP
1	ELVIS ANAK DIDIT	PEGAWAI DAERAH/N48	084-796321	-12-	013-8169192
2	KERON ANAK MAPUS	PEGAWAI TADBIR / N41		-	016-8696992
3	MOHD SUFFIAN ZAKARIA	PEGAWAI TADBIR / N41		-	012-8903460
4	VANESSA ANAK JOSEPH	PEGAWAI TADBIR N41		-17-	013-8286966
5	SELMAH APANG	PEN.PEG. TADBIR/N27	084-796676	-	019-8579178
6	NUWIN AK LIUM	PEN.PEG. TADBIR/N27		-13-	013-8463006
7	JAMES SANDAK BIDAI	PEM.TADBIR (KEW)/W22	084-796426	-	013-5791923
8	RICHARD NYAU SANGAU	PEM. TADBIR (P/O) /N17		-15-	013-8125737
9	RONNY ANAK BESI	PEM. TADBIR (P/O) N17		-15-	019-6375061
10	PATRICIA JAMES MINGGU	PEM.TADBIR (KEW) /W17		-16-	010-4096806
11	NUR ALYA BERTHA MOHD JOHAN	PEM.TADBIR (KEW) /W17		-16-	019-4698409
12	ADENAN BIN REDUAN	PAR / N12		-	019-4683827
13	NEIL BAJOK	PAR / N4		-	011-19387972
16	JAMES MANDAU KIRAK	PAR/N1		-15-	014-8855833
17	RIH BUJANG	PRA/ R1		-	019-4393111
18	LIBAU UNGGANG	PEM.KENDERAAN BERMOTO /R4		-	019-8912250
19	PAULINE BIN TUKOW	PRA/ R1		-	014-8885422
20	ANDREW IMPAK AK NUANG	PAR R4		-	014-8985115
21	ROGER MERING INGGOM	LPKS (PEMBANGUNAN)		-	014-8785596
22	JENNIFFER SAKUT	LPKS (PEMBANGUNAN)		-	014-8939009
23	JUSICA AK BUJANG	LPKS (PENTADBIRAN)		-	019-8280325
24	UNGAI ANAK BANDANG	LPKS (PEMBANGUNAN)		-	014-8834588
25	LAMBAN ANAK ISAH	LPKS (PENTADBIRAN)		-	013-5663024
26	STEPHANIE ANAK JAMES MANDAU	SAMBILAN (PSH)		-	014-5802289
27	BENSIN ANAK KUIING	SAMBILAN (PSH)		-	013-6902906

DIANA BURI ANAK STEWARD SAWING PEA.TADBIR (P/O) NIT 084-796322

011-19881161

PAR - PEMBANTU AM RENDAH

PRA - PEKERJA RENDAH AWAM



MEMORANDUM RASMI

DARIPADA : Pejabat Daerah Kapit	KEPADA : Sila Rujuk Senarai Agihan
PERKARA : Sila lihat dibawah	SALINAN KPD :
RUJ. KAMI : PD7/71/10/( ) TARIKH: 24.01.2014	RUJ. TUAN: TARIKH:

**MESYUARAT KHAS PENGURUSAN BENCANA TANAH SUSUR DI RUMAH GAING,  
NANGA BALLEH, DAN BENCANA BANJIR DI SUNGAI MELIPIS, KAPIT.**

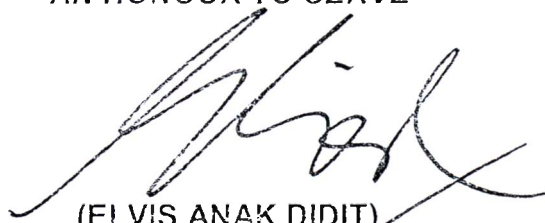
Dengan hormatnya saya merujuk kepada perkara seperti di atas.

2. Dimaklumkan bahawa mesyuarat khas berkaitan tanah runtuh di Rumah Gaing, Nanga Balleh, Kapit akan diadakan seperti berikut:

- Tarikh : 27 Januari 2014 (Isnin)  
Masa : 10.30 pagi  
Tempat : Bilik Mesyuarat Utama, Aras 2, Kompleks Kerajaan Negeri  
Agenda :
- i. Ucapan Alu-aluan Pengerusi
  - ii. Laporan Daripada Tuai Rumah Gaing Serta Hasil Pemeriksaan Pihak Polis Kapit dan Bomba & Penyelamat Kapit
  - iii. Tindakan Susulan
  - iv. Hal-hal Lain.

Sekian, terima kasih.

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



(ELVIS ANAK DIDIT)  
Pegawai Daerah Kapit  
Merangkap Pengerusi Jawatankuasa Pengurusan  
Bencana Alam Daerah Kapit



Senarai Agihan :

1. Timbalan Residen (Sosial) Bahagian Kapit
2. Encik Wilson Nyabong Anak Ijang, Setiausaha Politik Kepada Ketua Menteri Sarawak
3. Encik Jefferson Jamit Anak Unyat, Setiausaha Politik Kepada Ketua Menteri Sarawak
4. Pegawai Khas Ahli Parlimen P 216 Hulu Rejang, En. Johnny Osman
5. Pegawai Khas Ahli Parlimen P 215 Kapit, En. Alexson Nila Anak Ambrose Abong
6. Jurutera Bahagian, JKR Bahagian Kapit
7. Penguasa Tanah Dan Survei Bahagian Kapit
8. Ketua Polis Daerah Kapit
9. Pegawai Pelajaran Daerah Kapit
10. Penolong Pengurus, Lembaga Sungai-sungai Sarawak, Kapit
11. Pegawai Pertanian Bahagian Kapit
12. Pegawai Penerangan Bahagian Kapit
13. Penolong Pengarah, Jabatan Kebajikan Masyarakat Bahagian Kapit
14. Pegawai RELA Daerah Kapit
15. Pegawai Penjaga, Balai Bomba Dan Penyelamat Kapit
16. Pegawai KEMAS Daerah Kapit
17. Setiausaha, Majlis Daerah Kapit
18. Guru Besar, SK Melipis
19. Penghulu Engin Anak Nyipa
20. Penghulu Nalong Anak Daga
21. TR Gaing, Rumah Gaing Nanga Balleh, Kapit
22. TR Beraoh. Rumah Beraoh Lepong Melaban, Sungai Melipis

Senarai Agihan Dalam:

1. SAO Mohd. Suffian Bin Zakaria
2. SAO Vanessa Joseph
3. SAO Selmah Apang
4. SAO Nuwin Lium
5. SAO Keron Anak Mapus

KEMADIRIAN MESYUAKAT

PERKARA : MESYUARAT HAS PENGUKIRAN BENCHA TANAH SUSUK  
 di KUMAH GAING, No. Balloh, BENCHANA BANGOR PISG. MEGAPIS  
 TARIKH : 27 Januari 2014 @ 10.30 pagit  
 MASA :  
 TEMPAT : Bilik Mesy. Utama Aras II, KFN, Kapit.

BIL	NAMA	JAWATAN	JABATAN	NO. TELEFON	TANDATANGAN
1.	ELVIS ANAK DIDIT	PEG. DAERAH KAPIT	PEJ. DAERAH KAPIT		
2.	ZUL BIN USUP	TR (SOSIAL)	PEJ. RESIDEN UAPIT		
3.	Erwandy Bin Tugior	Kehno Balai	Baku Bombe Kapit	084-796444	
4.	Fauzan B. Saui Kasrim	KAKA / KTO	IPO Kapit	017-888075	
5.	Rigung Barau	AEO	LSS Kapit	013-841268	
6.	Demond Ak Ngalayang	Pen. Peg. Penguatkuasa	Jab. Tanah Dan Survei	019-8387793	
7.	Murahin b. Buyong	PT (mewakili pep. pertanahan)	Jab. Pertanahan (B.P)	0138440275	
8.	Uteur ak Kabeng	PM PILIK	Jab. KEMAS Kapit	(084-796280)	
9.	Siti Jalayua bt. Ismail	BEG. KEMAS DAERAH KAPIT	Jaw. KEMAS Kapit	084-796693	
10.	Wannie Mathew	PP Pembangunan Daerah Kapit	JPM, Marat. Kapit	084-796447	
11.	Kennedy Kumung	Wakil Parast Kluwast	P.216 Hulu Rajang	0100268884	
12.	Hendrey Golt Yastang	Pge - KELA	JAB. SUKSES TANAN M'KITA	084-7976187	
13.	Mohamed Siffu Zebars	PT BOK	TFK	084-796300	
14.	Bato anak Manggam	JA	MDK	084-796088	

KEMADIRIAN MESYUARAT

PERKARA : \_\_\_\_\_  
 TARIKH : \_\_\_\_\_  
 MASA : \_\_\_\_\_  
 TEMPAT : \_\_\_\_\_

BIL	NAMA	JAWATAN	JABATAN	NO. TELEFON	TANDATANGAN
15.	ALEXSON NICA AK AMBROSE IBANG	PEG. KHAS ATAS PERKLIAMAN KAPIT	PEMBAHUT PASAAT KHAMBAT P.215KPT	013-5688456	
16	MUWID AK LUMIN	PPT	PDK	013-8463006	
17	GERALD SU GIBORAD	Jumlah Anwar	JUR keapit	074-746020	
18	FELIX JEBBIE AK JUNIA	Pen. Jembera Anwar	JKR KapIT	0884-796149	
19.	AJIM ANYIE	PERSYBELIA	Pej. Pendidikan Senda	094788441	
20.	Keron Ngayin	Pea. Tealbia	Pej. Daerah Kapit		
21	Wilson Nyabong Yang	Sekm. Kpl KM	JKM/MLD	0128531638	
22	JEFFERSON JAMIT UNYAT	Satimaha Politik Kud YAB ketua Menteri	Jabatan Ketua mendri.	0198895263	
23	ENGGIN AK NGIPO	Panghulu		014-8762015	
24	Nalany AK Danga			01367744396	
25	Vanessa Joseph	PEG. Tadar	Pejabat Daerah Kapit		
26	PRISHELLA EVA AK JADAM	PRACTICAL STUDENT	U.T.M	0144949313	



AGENDA

BIL	AGENDA/CATATAN/PERKARA	TINDAKAN/MAKLUMAN
①	<p>RH Gaing</p> <ul style="list-style-type: none"> <li>&gt; laporan { PDRM BOMBA</li> <li>- RH pjg x selamat <del>tidak</del> utk didiami</li> <li>- struktur tanah</li> <li>- Need political interference</li> </ul>	
②	<p>TANAH susur (Polis)</p> <ul style="list-style-type: none"> <li>- Ada kesan rekahan. Rh byk rosak.</li> <li>- Musim hujan, bahaya</li> <li>-</li> </ul>	
③	<p>BOMBA</p> <ul style="list-style-type: none"> <li>- Tanah merekah</li> <li>- Lantai retak</li> <li>- Mengesyorkan supaya mrka berjaga<sup>2x</sup></li> <li>- Minta senarai penghuni</li> <li>- Bertindak</li> </ul>	
penyemua	<ul style="list-style-type: none"> <li>- Berlaku pgerakan tanah</li> <li>- ① Berpindah - ditempat lain</li> <li>- ② Rh bru dibiar<sup>kan</sup>, <del>di</del> ambil brg yg lain</li> </ul> <p>Masalah</p> <ol style="list-style-type: none"> <li>① Tapak rumah bru</li> <li>②</li> </ol>	PS : WILSON
P/s Jamit	<ul style="list-style-type: none"> <li>* ① Setuju dgn ppindahan.</li> <li>② Report to Datuk Alex</li> </ul>	

- ① Ada report (black & white)
- ② Will go to Rh Gaing.  
Ask them - where their new Rh?
- ③ ~~be~~ If they agreed, by bantuan RH
- ④ If they move, then ~~they~~ they can help

R/s Wilson

ibit  
residen

- ① No in advance planning
- ② RH - bdktn dgn sungai - sng ambil air
- ③ Cadangan - D Pihak geologi - utk semua kwsn rmh di Kapit (disenti tanah)

ngpusi

- ① kalau tidak mbuat tindakan, pddk RH brnyg akan tjjas
- ② Go & see them
- ③ moving out - to the safer place
- ④ Identify temporary settlement
- ④ Pbinagan rmh - they have to stop
- ⑤ Ps Wilson & Jamit & Daruk Alex find the solution

⑥ Alexson → They don't hv a choice. They need to build a new house → PBR

⑦

5x Melipis

① Krosakan - pip air gratis - tandas

- sampah (kayu)

② Miki! Pn Baro  
→ Kerosakan<sup>tanaman</sup> park! 2 helikopter

③ Rumah Orang - Tanah subur

AGENDA

BIL	AGENDA/CATATAN/PERKARA	TINDAKAN/MAKLUMAN
Angemsi	<p>SK ulu Melipis : song Political: Kapit</p> <p>① Kabel besi terputus, paip air graviti</p> <p>② Tangki septik. Tandas</p> <p>③</p> <p>* No action can be taken from <del>the</del> PDK</p>	<p>Tindakan : PPD Song</p> <p>* hubungi trus wakil ahli parlimen</p> <p>* PPD Song</p>
	<p>① Education department - Is there any fund??</p> <p>- Musim tengkujuh - byk sekolah → OSK Ng Iban</p> <p>* Tiada penuntukan khas                      ② SK Simpiti</p> <p>- Minta kut PPD SMK                            ③ SK No <del>SK</del></p> <p>- Keep some allocation                          ④ SIL Ng TImu</p> <p><del>-----</del></p>	
Jabatan Pengemsi	<p>* GB trus PPD Song.</p> <p>* Minta trus kut Jabatan</p> <p>* Saluran berbeza</p>	<p>Tindakan : Keron (call GB)</p>
Lembay Sungai	<p>① Sg Melipis skrg boleh dilalui (latest info)</p> <p>* Any disaster trus info <del>keron</del> En Keron</p>	
Jabatan Pertanian	<p><u>Kerosakan Padi Paya</u> Melipis</p> <p>① HA Kch - Rh</p> <p>* Jbta pertanian brn memohon bantuan</p> <p>* Apply aid to HA</p> <p>* Please follow up with the application</p> <p>* When saluran dpt dtrima di Kapit?</p>	<p>Tindakan : Keron</p>

<p>Manufi</p>	<p>① Mori lalau - Tuai Rh mesti mbuat keputusan <sup>where they moved out</sup>          ② TR by the authority → go to GUV           * Bombu, PDRM, GB sk Melipis</p>	<p>Tindakan : Penghulu</p>
<p>Timbalan Residen Pela</p>	<p>Land survey → Mencari Pempatan Baru (inform Land survey)          * ① Receive report CPLs extend to PDRM,           : Boleh membantu</p>	
<p>Pengurus</p>	<p>* Tabung Bencana ditubuh di Kapit          - Immediate action while waiting for the biggest fund</p>	
<p>PKR</p>	<p>→ Kemungkinan utk tanah susur amt tgg.          → Memantau jalan<sup>2x</sup></p>	

→ 084 - 74 \* mbuat laporan

→

PPD → Ada fund sendiri  
 - ~~member~~ Adn SOP  
 - PDK need to be informed

Wilson → solve it at ur level  
 then inform to PDK

Janit → Tindakan yg betul

agensi : ~~Conclusion~~ Conclusion

- ① Must hv specific person to handle disaster (Any department)
- ② Handle the report, then bring to PDK
- ③ Strong co-operation
- ④ Disaster → action must immediate
- ⑤ Need FUND → PS bring to YB - how to solve problem



**MESYUARAT KHAS PENGURUSAN BENCANA TANAH SUSUR DI RUMAH  
GAING, NANGA BALLEH, DAN BENCANA BANJIR DI SUNGAI MELIPIS,  
KAPIT**

**TARIKH : 27 JANUARI 2014**  
**JAM : 10.30 PAGI**  
**TEMPAT : BILIK MESYUARAT UTAMA, ARAS  
2, PEJABAT DAERAH KAPIT,  
KOMPLEKS KERAJAAN NEGERI,  
KAPIT**

**HADIR**

1. Encik Elvis Anak Didit Pengerusi  
Pegawai Daerah Kapit
2. Encik Zul Bin Usup  
Timbalan Residen (Sosial) Bahagian Kapit
3. Encik Wilson Nyabong Anak Ijang  
Setiausaha Politik Kepada Ketua Menteri Sarawak
4. Encik Jefferson Jamit Anak Unyat  
Setiausaha Politik Kepada Ketua Menteri Sarawak
5. Encik Alexson Nila Anak Ambrose Abong  
Pegawai Khas Ahli Parlimen P215 Kapit
6. Encik Kennedy Kuyang  
Wakil Pegawai Khas Ahli Parlimen P216 Hulu Rejang
7. Encik Gerald Anak George  
Jurutera Awam, JKR Bahagian Kapit
8. Encik Desmond Anak Ngalayang  
Penolong Pegawai Penguatkuasa Tanah Dan Survei Bahagian Kapit
9. Encik Fauzan B. Abu Kassim Poli  
Ketua Bahagian Ketenteraman Awam Ibu Pejabat Daerah Kapit

10. Encik Ajim Anyie  
Wakil Pegawai Pelajaran Daerah Kapit
11. Encik Riyung Barau  
Wakil Penolong Pengurus, Lembaga Sungai-Sungai Sarawak, Kapit
12. Encik Ibrahim B. Buyong  
Wakil Pegawai Pertanian Bahagian Kapit
13. Puan Wennie Matthew  
Wakil Pegawai Penerangan Bahagian Kapit
14. Puan Siti Ja'aayah Bt. Ismail  
Pegawai KEMAS Daerah Kapit
15. Encik Hendry Goh Yasang  
Pegawai RELA Daerah Kapit
16. Encik Erwandy Bin Tugor  
Ketua Balai Bomba Bahagian Kapit
17. Encik Bato Anak Manggom  
Wakil Setiausaha, Majlis Daerah Kapit
18. Penghulu Engin Anak Nyipa
19. Penghulu Nalong Anak Daga

#### **TURUT HADIR**

20. Encik Mohd. Suffian Bin Zakaria  
Pegawai Tadbir, Pejabat Daerah Kapit
21. Encik Keron Anak Mapus  
Pegawai Tadbir, Pejabat Daerah Kapit
22. Cik Vanessa Joseph  
Pegawai Tadbir, Pejabat Daerah Kapit
23. Encik Nuwin Lium  
Penolong Pegawai Tadbir, Pejabat Daerah Kapit
24. Puan Utar Ak Kebeng  
Jabatan KEMAS Kapit

25. Encik Felix Jebbie Ak Juma  
Penolong Jurutera Awam, JKR Bahagian Kapit

### **TIDAK HADIR (*Dengan Maaf*)**

1. Puan Selmah Apang  
Penolong Pegawai Tadbir, Pejabat Daerah Kapit
2. Penolong Pengarah, Jabatan Kebajikan Masyarakat Bahagian Kapit
3. Guru Besar, SK Melipis
4. TR Gaing, Rumah Gaing Nanga Balleh, Kapit
5. TR Beraoh, Rumah Beraoh Lepong Melaban, Sungai Melipis

### **URUS SETIA (PEJABAT DAERAH KAPIT)**

1. Prishella Eva Anak Jadam - Pelajar Praktikal Pejabat Daerah Kapit

### **1. PERUTUSAN Pengerusi**

Pengerusi memulakan mesyuarat khas ini dengan mengalu-alukan kehadiran semua Ketua Jabatan / Wakil Ketua Jabatan dan mengharapkan agar kehadiran semua akan melancarkan perbincangan Mesyuarat Khas Pengurusan Bencana Tanah Susur di Rumah Gaing, Nanga Balleh dan Bencana Banjir di Sungai Melipis, Kapit.

**Makluman: Semua Ahli**

### **2. HAL-HAL BERBANGKIT**

#### **2.1 Tanah Susur di Rumah Gaing, Nanga Balleh - CAPITAL & BOB**

Mesyuarat dimaklumkan bahawa laporan telah diterima oleh pihak Polis Diraja Malaysia (PDRM) Kapit dan Balai Bomba dan Penyelamat Kapit, berkenaan kejadian tersebut. Laporan daripada pihak Polis dan Bomba yang telah membuat lawatan menunjukkan bahawa Rumah Gaing tidak selamat untuk didiami dan terdapat kerosakkan struktur tanah yang teruk. Mesyuarat dimaklumkan bahawa jarak kawasan tanah susur hanya 200 meter dari rumah yang belum siap. Kawasan rumah panjang yang baru dibina mengalami banyak lantai yang rosak dan tiang

yang senget. Selain itu, hujan yang berlarutan boleh mengakibatkan keadaan lebih bahaya.

**Makluman: Semua Ahli**

## 2.2 Laporan daripada Pihak Bomba dan Penyelamat Kapit

Mesyuarat dimaklumkan bahawa Pihak Bomba telah menerima laporan daripada Encik Beriak berkenaan tanah susur di Rumah Gaing dan telah melawat ke tapak berkenaan. Laporan menunjukkan dinding rumah panjang telah pecah dan merekah. Penempatan sementara juga tidak selamat untuk didiami. Laporan bergambar oleh pihak Bomba menunjukkan keadaan rekahan besar tanah diluar dan didalam rumah baru tersebut. Lantai rumah baru banyak yang retak, beam rumah pecah dan tanah terangkat. Tindakan pihak Bomba telah memasang sawar-sawar sebagai tanda amaran dan telah memohon senarai nama penghuni Rumah Gaing.

**Makluman: Semua Ahli**

## 2.3 Cadangan

Pengerusi mencadangkan agar penduduk di Rumah Gaing berpindah ke tempat lain yang lebih selamat dan dinasihatkan untuk mengambil bahan binaan yang boleh dibawa untuk membina rumah baru. Hal ini demikian kerana kawasan rumah panjang tersebut sudah berlaku pergerakan tanah yang boleh mengakibatkan keadaan lebih merbahaya kepada penduduk rumah panjang. Penduduk rumah panjang dinasihatkan agar pembinaan rumah baru diberhentikan.

**Makluman: Semua Ahli**

## 2.4 Laporan dan Cadangan Tapak Rumah Baharu

Mesyuarat dimaklumkan akan mengemukakan laporan dan cadangan kepada Yang Berhormat Datuk Alexander Nanta Linggi, Timbalan Kementerian Kemajuan Luar Wilayah Malaysia merangkap Ahli Parlimen P215 Kapit.

**Tindakan: Setiausaha Politik Kepada Ketua Menteri Sarawak,**

**Encik Wilson Nyabong Anak Ijang**

**Encik Jefferson Jamit Anak Unyat**

## 2.5 Perbincangan dengan penduduk

Mesyuarat dimaklumkan bahawa perbincangan dengan penduduk akan dibuat untuk mencari tapak rumah baharu serta bantuan rumah. Tambahan pula, rumah *sesetengah penduduk*

panjang telah menerima Projek Bantuan Rumah. Pihak Jawatankuasa akan melawat ke Rumah Gaing dan sebarang keputusan akan ditentukan kemudian.

**Tindakan: Setiausaha Politik Kepada Ketua Menteri Sarawak,  
Encik Wilson Nyabong Anak Ijang  
Encik Jefferson Jamit Anak Unyat**

## 2.6 Cadangan untuk Berpindah ke Tapak Rumah Baharu

Mesyuarat dimaklumkan bahawa tiada perancangan awal telah dibuat oleh penduduk. Kebanyakan penduduk berumah di tepi sungai agar mudah untuk mendapat bekalan air. Hal ini sangat membimbangkan kerana ia boleh mengakibatkan tragedi. Cadangan di buat agar menulis surat kepada pihak Geologi untuk membuat kajian tentang tanah di beberapa kawasan untuk mendapat maklumat tentang kelembapan tanah.

*Tuai ke pengemsi*  
**Tindakan: JKKK Rumah Panjang**

## 2.7 Bencana Banjir di Sungai Melipis

SK Sungai Melipis telah memohon bantuan untuk menggantikan barang-barang yang rosak kepada Pejabat Daerah Kapit. Namun, tiada tindakan atau bantuan yang dapat dilaksanakan oleh Pejabat Daerah Kapit kerana SK Sungai Melipis di bawah pentadiran daerah Song. Guru Besar SK Sungai Melipis dinasihatkan berhubung terus dengan PPD Song untuk memohon peruntukkan untuk menggantikan barang-barang yang rosak. Kesan daripada banjir di Sungai Melipis menyebabkan beberapa kerosakan pada SK Sungai Melipis.

**Makluman: Semua Ahli**

**Tindakan: Guru Besar SK Sungai Melipis**

## 2.8 Laluan Sungai Melipis

Mesyuarat dimaklumkan bahawa laluan Sungai Melipis selamat dilalui oleh penduduk-penduduk di sekitar Sungai Melipis.

**Makluman: Semua Ahli**

## 2.9 Kerosakan Tanaman Padi

Mesyuarat dimaklumkan bahawa kesan daripada banjir kilat telah menyebabkan kerosakkan pada tanaman seperti padi. Oleh itu, Jabatan Pertanian Daerah Kapit telah memohon bantuan daripada Jabatan Pertanian Negeri Sarawak bagi penduduk yang terjejas, Namun masih lagi menunggu kelulusan daripada Jabatan Pertanian Negeri Sarawak.

**Makluman: Semua Ahli**

## 3.0 Hal-hal lain

### 3.1 Penghulu

Mesyuarat dimaklumkan bahawa tugas Penghulu memainkan peranan penting sebagai perantara rakyat dan kerajaan. Oleh itu, Penghulu seharusnya memberi saranan kepada Tuai Rumah agar dapat membuat sebarang keputusan serta merta jika terdapat sebarang permasalahan.

**Tindakan: Penghulu**

### 3.2 Perpindahan Penduduk ke Penempatan Baharu

Mesyuarat dimaklumkan bahawa RELA Kapit telah menawarkan bantuan sukarela untuk membantu penduduk semasa perpindahan tersebut nanti.

**Makluman: Semua Ahli**

## 5.0 PENANGGUHAN MESYUARAT

Memandangkan tiada lagi isu-isu yang dibangkitkan, mesyuarat telah ditangguhkan pada jam 12.50 tengahari dengan ucapan setinggi-tinggi terima kasih daripada pengerusi.

**Minit ini disediakan oleh**

**URUSETIA MESYUARAT KHAS PENGURUSAN BENCANA TANAH SUSUR DI  
RUMAH GAING, NANGA BALLEH DAN BENCANA BANJIR DI SUNGAI MELIPIS,  
KAPIT**

Pejabat Daerah Kapit

Aras 2, Kompleks Kerajaan Negeri,  
Jalan Bletch, 96800 Kapit, Sarawak.

No Telefon : 084-796322

No Faks: 084-797625



PEJABAT DAERAH KAPIT  
Aras 2, Kompleks Kerajaan Negeri  
Jalan Bletch  
96800 KAPIT  
SARAWAK.

Telefon Am : 084-796322  
Faks : 084-797625 <http://www.kapitro.sarawak.gov.my>

**Kepada**

**Tarikh : 27 Januari 2014**

Ketua Polis Daerah Kapit

06 Februari 2014

Tuan,

**MEMOHON PENGESAHAN SEBAGAI CALON KETUA KAUM (KAPITAN CINA)**

Dengan segala hormatnya perkara di atas adalah dirujuk.

2. Sukacita pejabat ini mengemukakan **En. Ma Tian Kock KP : 600706-13-5783** sebagai calon Kapitan Cina bagi bidangkuasa ~~awangan~~ Pasar Kapit.
3. Untuk pengetahuan tuan, sebelum mengesahkan pelantikan seseorang yang ingin memohon bagi jawatan Ketua Kaum ianya adalah satu keutamaan bagi mereka ~~melalui~~ melalui tapisan pihak polis untuk pengesahan rekod jenayah.
4. Kerjasama dan perhatian tuan saya dahului dengan ucapan terima kasih.

Sekian, terima kasih.

**‘BERSATU, BERUSAHA, BERBAKTI’**

*“An Honour To Serve”*

(NUWIN ANAK LIUM)

b.p.Pegawai Daerah Kapit





**PEJABAT DAERAH KAPIT**  
**Aras 2, Kompleks Kerajaan Negeri**  
**Jalan Bleleh**  
**96800 KAPIT**  
**SARAWAK.**

Telefon Am : 084-796322  
Faks : 084-797625 <http://www.kapitro.sarawak.gov.my>

**Kepada :** Pegawai Kesihatan  
Klinik Kesihatan  
Kapit.

**Tarikh :** 27 Januari 2014

Tuan/Puan

**PEMERIKSAAN KESIHATAN BAGI CALON KETUA KAUM (KAPITAN CINA)**

Dengan hormatnya perkara di atas adalah dirujuk.

2. Di maklumkan bahawa **Encik Ma Tian Kock KP: 600706-13-5783** adalah merupakan calon Kapitan Cina bagi bidangkuasa ~~cawangan~~ Pasar Kapit.

3. Salah satu syarat untuk membolehkan beliau layak dilantik sebagai seorang Ketua Kaum ialah beliau hendaki menjalani pemeriksaan kesihatan bagi memastikan beliau sihat, cergas dan bebas dari penyalahgunaan dadah.

4. Sehubungan itu, Pejabat ini menyertakan sekali sesalinan Borang Pemeriksaan Doktor dan Borang Pencalonan Ketua Kaum bagi tujuan pemprosesan beliau ke jawatan ini. Kerjasama daripada pihak tuan amatlah diharapkan agar dapat membuat pemeriksaan terhadap beliau dan mengemukakan laporan kesihatan kepada pihak kami.

Sekian, terima kasih.

**'BERSATU, BERUSAHA, BERBAKTI'**

*"An Honour To Serve"*

**(NUWIN ANAK LIUM)**

b.p.Pegawai Daerah Kapit

**KERTAS MINIT**  
Minute Sheet

**Kepada : Semua Kakitangan**

Tuan/Puan

**MESYUARAT MAJLIS PELANCARAN BANTUAN RAKYAT 1MALAYSIA (BRIM 3.0)**  
**BAGI ADUN N.54 PELAGUS**

Dengan hormatnya perkara di atas adalah dirujuk.

2. Sukacita dimaklumkan pada 25 Febuari 2014 Majlis Pelancaran Bantuan Rakyat 1Malaysia (BRIM 3.0) bagi ADUN N.54 Pelagus akan diadakan di Dewan Suarah Kapit yang akan dilancarkan oleh YB Datuk Alexander Nanta Linggi, Timbalan Menteri Kemajuan Luar Bandar Dan Wilayah Malaysia.

3. Sehubungan dengan itu, tuan/puan adalah dijemput hadir ke mesyuarat ini bagi membincangkan aturcara majlis pelancaran, cara pengagihan dan petugas BRIM seperti ketetapan berikut;

Tarikh : 20 Februari 2014 (Jumaat)

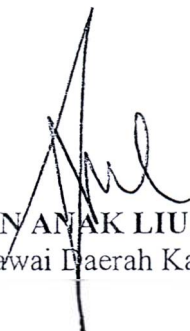
Masa : 3.00 Petang

Tempat : Bilik Gerakan, Pejabat Daerah Kapit

4. Kerjasama dan perhatian tuan/puan amat saya harapkan bagi menjayakan majlis ini.

Sekian, terima kasih.

**“BERSATU, BERUSAHA, BERBAKTI”**  
*‘An Honour To Serve’*

  
( NUWIN ANAK LIUM )  
b.p. Pegawai Daerah Kapit

Tarikh : 20 Februari 2014

Rujukan : PD7/306/2 (68)



**PEJABAT DAERAH KAPIT**  
**Aras 2, Kompleks Kerajaan Negeri,**  
**Jalan Bletch,**  
**96800 Kapit,**  
**Sarawak**

**Tel** : 084 – 796322  
**Faks** : 084 – 797625

Rujukan : PD7/

Tarikh : 17 Februari 2014

Kepada : *Rujuk Senarai Agihan*

Tuan/Puan,

**JEMPUTAN MENGHADIRI TAKLIMAT BERHUBUNG CADANGAN**  
**PEMBINAAN PELAGUS HYDRO POWER PROJECT**

Dengan segala hormatnya saya merujuk kepada perkara di atas.

2. Sukacita Pejabat Daerah Kapit mewakili Sarawak Energy Berhad menjemput tuan/puan untuk menghadiri sesi taklimat berhubung cadangan Pembinaan Pelagus Hydro Power Project seperti ketetapan berikut:

**Tarikh** : 26 Februari 2014  
**Masa** : 11.00 pagi hingga 12.30 tengahari  
**Tempat** : Bilik Taklimat Utama, Aras 2, Kompleks Kerajaan Negeri, Jalan Bletch, 96800 Kapit.

3. Untuk makluman tuan/puan taklimat ini akan disampaikan oleh Pegawai daripada Sarawak Energy Berhad, dimana Ketua Masyarakat di daerah Kapit dijemput hadir manakala Ketua Kaum di ADUN Pelagus N.54 di bawah bidangkuasa Penghulu Uga Ak Esop, Penghulu Geruna Ak Mawan dan Penghulu Esit Ak Nalo dijemput turut hadir ke sesi taklimat tersebut.

4. Untuk pengetahuan tuan/puan taklimat ini diadakan bagi tujuan penerangan berhubung cadangan “Pembinaan Pelagus Hydro Power Project” yang akan dilaksanakan di daerah Kapit kelak. Sehubungan itu, jamuan tengahari akan disediakan oleh pihak penganjur manakala kos pengangkutan dan penginapan ditanggung sendiri. Sebarang pertanyaan lanjut, sila berhubung terus dengan SAO Nuwin Liumdi Pejabat Daerah Kapit di talian 0138463006(HP) atau 084-796322(Pejabat).

5. Kehadiran tuan/puan amatlah kami harapkan bagi menjayakan program ini.

Sekian, terima kasih.

**‘BERSATU, BERUSAHA, BERBAKTI**  
**“An Honour To Serve”**

**( NUWIN ANAK LIUM )**  
b.p Pegawai Daerah Kapit

**MEMORANDUM RASMI**

<b>TERPADU</b>	Pejabat Daerah Kapit	<b>KEPADA</b>	<i>Sila Rujuk Agihan</i>		
<b>PERKARA</b>	<i>SILA LIHAT DI BAWAH</i>	<b>SALINAN KPD</b>	Kementerian Kebajikan Wanita dan Pembangunan Keluarga Sarawak		
<b>NO. KAMI</b>	PD7/108/A	<b>TARIKH</b>	03.02.2014	<b>RUJ. TUAN</b>	<b>TARIKH</b>

**MINIT MESYUARAT FOCUS GROUP PEMBASMIAN KEMISKINAN PERINGKAT  
DAERAH KAPIT BIL. 1/2014**

Dengan segala hormatnya saya merujuk kepada perkara di atas.

2. Dikemukakan bersama ini adalah minit mesyuarat Focus Group Pembasmian Kemiskinan Peringkat Daerah Kapit Bil. 1/2014 yang telah dikendalikan oleh Pejabat Daerah Kapit untuk tindakan dan perhatian pejabat tuan/puan selanjutnya.
3. Kerjasama dan tindakan daripada pihak tuan/puan amatlah kami hargai. ✓

Sekian terima kasih.

**‘BERSATU, BERUSAHA, BERBAKTI’  
“AN HONOUR TO SERVE”**

**(NUWIN ANAK LIUM)**  
b.p Pegawai Daerah Kapit



**PEJABAT DAERAH KAPIT**  
 Aras 2, Kompleks Kerajaan Negeri,  
 Jalan Bletch,  
 96800 Kapit,  
 Sarawak



**SARAWAK HARMONI**  
 KEMAKMURAN DAN KEKAYAAN

**Tel** : 084 - 796322  
**Faks** : 084 - 797625

Rujukan : PD7/ <sup>pyy</sup> / ( ) Tarikh : ~~06 Februari~~ 2014

Kepada ~~Ketua Masyarakat Daerah Kapit~~ <sup>suarei ogle</sup>

Tuan/Puan,

**JEMPUTAN MENGHADIRI TAKLIMAT BERHUBUNG CADANGAN PEMBINAAN PELAGUS HYDRO POWER PROJECT**

Dengan segala hormatnya saya merujuk kepada perkara di atas.

2. Sukacita Pejabat Daerah Kapit mewakili Darawak Energy Berhad menjemput tuan/puan untuk menghadiri sesi taklimat berhubung cadangan Pembinaan Pelagus Hydro Power Project seperti ketetapan berikut:

**Tarikh** : <sup>26</sup> ~~12~~ Februari 2014 <sup>hingga</sup>  
**Masa** : ~~11.30~~ pagi <sup>11.00</sup> ~~12.30~~ tengah hari  
**Tempat** : Bilik Utama, Aras 2, Komplek Kerajaan Negeri  
 Jalan Bletch, 96800 Kapit.

3. Untuk makluman tuan/puan taklimat ini akan disampaikan oleh wakil daripada Sarawak Energy Berhad, kepada <sup>lima</sup> ~~Ketua Masyarakat dan Ketua Kaum di daerah Kapit yang~~ <sup>hadir bagi sesi perancangan</sup> menerangkan dengan lebih lanjut berkenaan cadangan Pembinaan Pelagus Hydro Power Project yang akan dilaksanakan. <sup>KELAK.</sup>

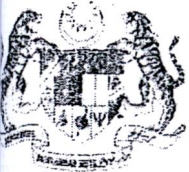
4. Sehubungan itu, makanan tengahari akan disediakan oleh pihak penganjur. Sebarang pertanyaan lanjut, sila berhubung dengan SAO Nuwin Lium di talian 0138463006 atau 084-796322.

~~5. Kehadiran tuan/puan amatlah diharapkan bagi menjayakan program ini.~~

Sekian, terima kasih.

**‘BERSATU, BERUSAHA, BERBAKTI**  
**“An Honour To Serve”**

( NUWIN ANAK LIUM )  
 b.p Pegawai Daerah Kapit



Ruj. Kami : KP(PP)0137/43 Jld. 8 <sup>64</sup>  
Tarikh : 4 Februari 2014  
4 Rabiul Akhir 1435H

## SENARAI EDARAN

Tuan/Puan,

### PENILAIAN KATEGORI SEKOLAH PEDALAMAN DI BAWAH KAJIAN SEMULA ELAUN KHAS MENGIKUT LOKASI DAN TAHAP KESUSAHAN (EKMLTK) 2013

✓ Monday

Dengan hormatnya saya diarah merujuk perkara di atas dan surat kami Ruj. KP(PP)0137/43 Jld. 8 (11) bertarikh 12 November 2013 adalah berkaitan.

2. Untuk makluman Tuan/Puan, Kementerian Pendidikan Malaysia (KPM) telah melaksanakan Kajian Semula Elaun Khas Mengikut Lokasi dan Tahap Kesusahan (EKMLTK) 2013 bagi menentukan semula kategori sekolah pedalaman berdasarkan maklumat yang dikemukakan oleh pihak sekolah, Pejabat Pendidikan Daerah dan diperaku oleh Jabatan Pendidikan Negeri melalui Instrumen Penilaian EKMLTK. Sebanyak 871 buah sekolah sedia ada dan 104 sekolah baharu terlibat dalam urusan tersebut.

3. Sehubungan itu, bagi memastikan integriti data dan *check and balance* kedudukan sekolah-sekolah ini, beberapa Pejabat Daerah bagi sekolah-sekolah terbabit telahpun mengemukakan penilaian kedudukan kategori sekolah sekolah berkenaan sepertimana yang dipohon seperti di dalam surat yang dinyatakan di atas. KPM mengucapkan terima kasih di atas kerjasama dan maklumat yang telah diberikan.

4. Berdasarkan semakan terhadap hasil penilaian yang dikemukakan, KPM berpandangan adalah menjadi keperluan untuk mendapatkan semua maklumat yang berkaitan daripada Pejabat Daerah untuk dikemukakan kepada Mesyuarat Jawatankuasa Induk EKMLTK yang dijadualkan pada 14 Februari 2014 (Jumaat). Mesyuarat ini akan turut dihadiri Jabatan Perkhidmatan Awam, Kementerian Kewangan Malaysia dan juga Pejabat Setiausaha Kerajaan Negeri yang terlibat.

5. Selaku agensi yang berada di luar KPM serta bersifat neutral, pihak KPM akan mengadakan mesyuarat antara KPM dan Pejabat Daerah yang terlibat seperti pada ketetapan berikut:





Tarikh : 10 Februari 2014 (Isnin)  
Masa : 9.00 pagi  
Tempat : Bilik Gerakan, Tingkat 9  
Pejabat Setiausaha Persekutuan Sarawak,  
Bangunan Sultan Iskandar,  
Jalan Simpang Tiga,  
93300 Kuching, Sarawak.  
Pengerusi: YBhg. Datuk Hj. Md. Yahaya bin Basimin,  
Setiausaha Persekutuan Sarawak

6. Bersama-sama ini dilampirkan senarai sekolah yang terlibat dalam semakan semula EKMLTK bersama Pejabat Daerah dan maklumat yang diperlukan daripada Pejabat Daerah. Mohon kerjasama pihak tuan/puan untuk mengesahkan kehadiran melalui emel kepada pegawai-pegawai berikut:

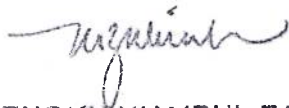
- i. Nama : Pn. Juriah bt Jalalus Shuti  
No. Tel. Pej. : 03 - 8884 7844  
Emel : [juriah.shuti@moe.gov.my](mailto:juriah.shuti@moe.gov.my)
- ii. Nama : Cik Nor Azira bt Zamri  
No. Tel. Pej. : 03 - 8884 7748  
Emel : [azira.zamri@moe.gov.my](mailto:azira.zamri@moe.gov.my)

7. Perhatian dan kerjasama pihak tuan/puan dalam hal ini amat dihargai dan didahului dengan ucapan terima kasih.

Sekian.

**"BERKHIDMAT UNTUK NEGARA"**

Saya yang menurut perintah,



(TENGKU KHAIRUL ZAHIRAH BT TENGKU KAMALUDIN)  
Bahagian Pengurusan Sumber Manusia  
b.p. Ketua Setiausaha  
Kementerian Pendidikan Malaysia.

☎ : 03-8884 7763  
Faks : 03-8888 7284  
E-mel : [tkzahirah@moe.gov.my](mailto:tkzahirah@moe.gov.my)

s.k. :

KODSEK	SEKOLAH	PPD	KATEGORI ASAL	KATEGORI SEMAKAN CADANGAN 2013	SEMAKAN 2011	MAKLUMBALAS PEJABAT DAERAH
YBB7107	SK NG BENA	PPD KAPIT	P1	P3	X	P1
YBB7117	SK NG ENCHEREMIN	PPD KAPIT	P1	P3	X	P1
YBB7122	SK NG KAIN	PPD KAPIT	P1	P3	X	P1
YEA7101	SMK BALLEH	PPD KAPIT	P1	P3	X	P1
YBB7105	SK NG IBAU	PPD KAPIT	P1	P3	X	P1
YBB7102	SK NG PELAGUS	PPD KAPIT	P1	P3	X	P1
YBB7112	SK NG SEMPIL	PPD KAPIT	P1	P3	X	P1
YBB7108	SK NG OYAN	PPD KAPIT	P2	P3	X	P2
YBB7110	SK MUJONG TENGAH	PPD KAPIT	P2	P3	X	P2
YBB7103	SK TEMENGGONG KOH	PPD KAPIT	P2	P3	X	P2
YBB7126	SK ULU PELAGUS	PPD KAPIT	P2	P3	X	P2
YBB7116	SK LEONG GAAT	PPD KAPIT	P2	P3	X	P2

T DAERAH LIMBANG  
LIMBANG PLAZA  
BUANGSIOL SARAWAK  
LIMBANG, SARAWAK  
5-202115  
85-202122

KODSEK	SEKOLAH	PPD	KATEGORI ASAL	KATEGORI SEMAKAN CADANGAN 2013	SEMAKAN 2011	MAKLUMBALAS PEJABAT DAERAH
YBB5107	SK MANGA MERIT	PPD LIMBANG	P1	P3	X	
YBB5112	SK ULU LUBAI	PPD LIMBANG	P2	P3	X	
YBB5109	SK KUALA MEDALAM	PPD LIMBANG	P2	P3	X	
YBB5113	SK MELABAN	PPD LIMBANG	P2	P3	X	
YBB5106	SK LONG NAPIR	PPD LIMBANG	P2	P3	X	

T DAERAH MIRI  
LINGSWAY  
MIRI, SARAWAK  
5-411841  
85-422146

KODSEK	SEKOLAH	PPD	KATEGORI ASAL	KATEGORI SEMAKAN CADANGAN 2013	SEMAKAN 2011	MAKLUMBALAS PEJABAT DAERAH
YBB4358	SK SG. BAKAS	PPD MIRI	P1	P2	LB	
YBB4355	SK SG. KELABIT	PPD MIRI	P2	P3	P1.5	
YBB4345	SK SG. SEPUTI	PPD MIRI	P2	P3	P1.5	

T DAERAH KUCHING  
MAJMA' TUANKU ABDUL HALIM MU'ADZAM SHAH  
S.P. RAMLEES  
KUCHING, SARAWAK  
8-507022/507242  
82-507487

KODSEK	SEKOLAH	PPD	KATEGORI ASAL	KATEGORI SEMAKAN CADANGAN 2013	SEMAKAN 2011	MAKLUMBALAS PEJABAT DAERAH
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MAKLUMAT YANG DIPERLUKAN DARIPADA PEJABAT DAERAH:

1. Jarak perjalanan dari sekolah ke pekan/bandar terdekat (pekan mempunyai : hospital/klinik kesihatan, bank, kedai dan pejabat pos).
2. Mod pengangkutan dari sekolah ke pekan terdekat.
3. Maklumat pembangunan yang sedang dijalankan di kawasan berdekatan sekolah.
4. Peta Daerah yang menunjukkan kedudukan sekolah.

CALL PPD 796441

\* Elaan hidup ssh utk sekolah<sup>2x</sup>

\* Surat akan menyusur

~~Attn.~~ Cikgu Kanano  
David!!

Senarai sekolah

Maklumat

\* faks

BIL	KODSEK	SEKOLAH	PPD	JARAK PERJALANAN SEKOLAH KE PEKAN/BANDAR TERDEKAT (PEKAN MEMPUNYAI : HOSPITAL/KLINIK KESIHATAN, BANK, KEDAI, DAN PEJABAT POS)
1	YBB7107	SK NG BENA	PPD KAPIT	1 jam 59 - 2 jam 93 in batu
2	YBB7117	SK NG ENCHEREMIN	PPD KAPIT	2 1/2 jam →
3	YBB7122	SK NG KAIN	PPD KAPIT	2 1/2 j
4	YEA7101	SMK BALLEH	PPD KAPIT	3 jam
5	YBB7105	SK NG IBAU	PPD KAPIT	1 1/2 jam
6	YBB7102	SK NG PELAGUS	PPD KAPIT	1 1/2
7	YBB7112	SK NG SEMPILI	PPD KAPIT	3 1/2 jam
8	YBB7108	SK NG OYAN	"	2 1/2 jam
9	YBB7110	SK MUNG TGH	"	2 1/2 jam
10	YBB7103	SK TEMENGGONG KOH	"	4 jam
11	YBB7126	SK ULU PELAGUS	"	2 jam 1/2 Mg Tulic Naik kem 2 jam
12	YBB7116	SK LEPOWNG GAAT	"	4 jam

## LAMPIRAN A

MOD PENGANGKUTAN DARI SEKOLAH KE PEKAN TERSEBUT	MAKLUMAT PEMBANGUNAN YANG SEDANG DIJALANKAN DI KAWASAN BERDEKATAN SEKOLAH	PETA DAERAH YANG MENUNJUKKAN KEDUDUKAN SEKOLAH		CATATAN
		ADA	TIADA	
Jln Batu <del>Sungai</del> Sungai	/			
Express	/			
Express	/			
Express	/			
Express	/			
Express	/			
Express	/			
Long boat	/			
Long boat	/			
Express	/			
Perahu ↓ Jln Balak	/			
Express Long Boat	/			

# DAFTAR PENYERTAAN KURSUS BAGI KAKITANGAN PEJABAT DAERAH KAPIT 2013

BIL	NAMA KURSUS	TARIKH	TEMPAT	PEGEWAI/KAKITANGAN YANG MENYERTAI	JAWATAN
1.	BENGKEL I AZAM 2013	28 JAN – 29 JAN 2013	FOUR POINTS BY SHERATON KUCHING	ELVIS DIDIT  KERON MAPUS	PEGAWAI DAERAH N48 PEGAWAI TADBIR N41
2.	SEMINAR ON ONE STOP SERVICE CENTRE (OSSC)	19 FEB 2013	FOUR POINTS BY SHERATON KUCHING	VANESSA JOSEPH	PEGAWAI TADBIR N41
3.	SESI TAKLIMAT PELAKSANAAN PEROLEHAN KERAJAAN MENGIKUT SISTEM SATU PENDAFTARAN KONTRAKTOR	21 MAC 2013	MINI AUDITORIUM CIDB KUCHING	ELVIS DIDIT  MOHD SUFFIAN ZAKARIA	PEGAWAI DAERAH N48 PEGAWAI TADBIR N41
4.	KURSUS MODUL INDUKSI KHUSUS SIRI 1/2013	15 APR – 17 APR 2013	CENTRE FOR MODERN MANAGEMENT	NUR ALYA BERTHA BT MOHD JOHAN NUWIN LIUM  VANESSA JOSPEH	Pen. TADBIR (KEW) W17 PEGAWAI TADBIR N27 PEGAWAI TADBIR N41
5.	LEGAL COMPETENCY PROGRAM FOR DISTRICT AND ADMINISTRATIVE OFFICERS	22 APR – 27 APR 2013	CENTRE FOR MODERN MANAGEMENT	MOHD SUFFIAN ZAKARIA  KERON MAPUS	PEGAWAI TADBIR N41 PEGAWAI TADBIR N41

**DITERIMA**



6.	KURSUS MODUL INDUKSI UMUM KUMPULAN 2 SIRI 1/2013	11 JUN - 19 JUN 2013
7.	KURSUS LITERASI KEWANGAN BAGI TUJUAN PROGRAM IAZAM	13 JUN 2013
8.	KURSUS PEMBANGUNAN INDIVIDU DAN ORGANISASI BERINTEGRITI (PIOB) UNTUK PEGAWAI TADBIR DI PEJABAT RESIDEN DAN DAERAH NEGERI SARAWAK	1 JULAI - 3 JULAI 2013
9.	KURSUS KEMAMPUAN SISTEM KEMALANGAN JALAN, PERALATAN KEMAMPUAN PENGALUSAN LALUAN TAKHRIKAT PRO-PEKERJAWAN KEMAMPUAN PENGALUSAN LALUAN KEMAMPUAN BERKUALITI	19-20/8
10.	KURSUS "Effective and Quality Design" Berkaitan kompetensi dan kecekapan untuk 41 B.1.1	8 Julai
11.	KURSUS "Effective and Quality Design" Berkaitan kompetensi dan kecekapan untuk 41 B.1.1	1-3 Julai
12.	KURSUS "Effective and Quality Design" Berkaitan kompetensi dan kecekapan untuk 41 B.1.1	12-13 Julai
13.	KURSUS "Effective and Quality Design" Berkaitan kompetensi dan kecekapan untuk 41 B.1.1	20-21 Julai
14.	KURSUS "Effective and Quality Design" Berkaitan kompetensi dan kecekapan untuk 41 B.1.1	20-21 Julai

CENTRE FOR MODERN MANAGEMENT	NUR ALYA MERTHA BINTI MOHD JOHAN	Pem. TADBIR (KEW)
THE REGENCY RAJAH COURT HOTEL, KUCHING	KERON MAPUS	PEGAWAI TADBIR N41
HOTEL DYNASTY, MIRI	KERON MAPUS	PEGAWAI TADBIR N41
PE HOTEL Sibu	Kerohan Mapus	Peg. Tadbir
PE HOTEL Sibu	Kerohan Mapus	Peg. Tadbir
PE HOTEL Sibu	Kerohan Mapus	Peg. Tadbir
PE HOTEL Sibu	Kerohan Mapus	Peg. Tadbir
Auditorium, Pusat Pelajaran Islami (IP) Jalan W. P. G. 11100 Kuching	M. Baharudin	Pem. Tadbir



6.	KURSUS MODUL INDUKSI UMUM KUMPULAN 2 SIRI 1/2013	11 JUN - 19 JUN 2013
7.	KURSUS LITERASI KEWANGAN BAGI TUJUAN PROGRAM IAZAM	13 JUN 2013
8.	KURSUS PEMBANGUNAN INDIVIDU DAN ORGANISASI BERINTEGRITI (PIOB) UNTUK PEGAWAI TADBIR DI PEJABAT RESIDEN DAN DAERAH NEGERI SARAWAK.	1 JULAI - 3 JULAI 2013
9.	KURSUS KEMERKASAN SISTEM Pengkelatan fail & pengendalian kepada pengurusan rekod	19 - 20 / 8
10.	Taklimat infokomunikasi ditambah kepada leave management system (LMS) - Pemangruan semasa ketika kehadiran bercuti rehat.	14 Julai
11.	KURSUS 'Effective event & management'	16 - 17 / 7
12.	Bengkel 'competency profile' utk Gred 41 R & UC	8 Julai
13.	KURSUS pembangunan individu dan organisasi berintegriti (PIOB) utk pes tadbir di per. Residen dan daerah hgr swk	1 - 3 Julai
14.	Konvensyen kumpulan inovatif dan kreatif (KIK) perkhidmatan awam hgr swk peringkat zon tahun 2013	12 - 14 Jul
(15)	KURSUS modul induksi umum Kumpulan 2 - Siri 1 / 2013	11 - 19 Jul
(16)	Taklimat Pra-Persewaan	23 Jul



CENTRE FOR MODERN MANAGEMENT	NUR ALYA MERTHA BINTI MOHD JOHAN	Pem. TADBIR (KEW)
THE REGENCY RAJAH COURT HOTEL, KUCHING	KERON MAPUS	PEGAWAI TADBIR N41
HOTEL DYNASTY, MIRI	KERON MAPUS	PEGAWAI TADBIR N41
RH Hotel Sibul	Lamban anak Isah	LPKS
Bank Gerakan Pekerja, Tingkat 2 Mama bapa Malaysia	Lamban anak Isah	LPKS
Centre for modern Management RH Hotel, Sibu Hotel Dynasty, Miri	Keron ak mapus Vanessa Joseph Keron ak mapus	Peg Tadbir N41 Peg Tadbir N41 Peg Tadbir N41
Hotel Kingwood, Bukit Mukah	MOHD. SULTHAN BIN ZAKARIA	peg Tadbir N41
Auditorium, Pusat Penerangan Islam (NIC) Block W, KCPD, Jln Ong-Jeng-Swee, 93000 Kuching	En. Bahing anak Mayau	Pem. Tadbir N41

## DAFTAR PENYERTAAN KURSUS BAGI KAKITANG

BIL.	NAMA KURSUS	TARIKH	TEMPAT
1	Bengkel 1AZAM 2013	28 Jan-29 Jan 2013	Four Points By Sheraton,Kuching
2	Seminar On One Stop Service Centre (OSSC)	19 Februari 2013	Four Points By Sheraton,Kuching
3	Sesi Taklimat Pelaksanaan Perolehan Kerajaan Mengikut Sistem satu		
4	Kursus Modul Induksi Khusus Siri 1/2013	15 Apr-17 apr 2013	Centre For Modern Management
5	Legal Competency Program For District And Administrative Officers	22 Apr-27 Apr 2013	Centre For Modern Management
6	Taklimat Pra-Persaraan	23 Mei 2013	Auditorium, Pusat Penerangan Islam (IIC),Block 10,KCLD,Jln Ong
7	Kursus Modal Induksi Umum Kumpulan 2 Siri 1/2013	11 Jun-19 Jun 2013	Centre For Modern Management
8	Konvensyen Kumpulan Inovatif Dan Kreatif (KIK) Perkhidmatan Awam	12 Jun-14 Jun 2013	Hotel Kingwood, Resort Mukah
9	Kursus Pembangunan Individu Dan Organisasi Berintegriti(PIOB) untuk	1 Julai-3 Julai 2013	Hotel Dynasty, Miri
10	Bengkel 'Competency Profile' Untuk Gred41 R&DO	8 Julai 2013	RH Hotel,Sibu
11	Kursus 'Effective Meeting Management'	16 Julai-17 Julai 2013	Centre For Modern Management
12	Taklimat Pelaksanaan Penambahnaikan 'Leave	17 Julai 2013	Bilik Gerakan Negeri,Tingkat 2,Wisma Bapa Malaysia
13	State Intergrated Financial,Budgeting&Accounting	30 Julai 2013	Tanahmas Hotel,Sibu
14	Kursus Pembangunan Sistem Pengkelasan Fail&Pengenalan Kepada	19 Ogos-20 Ogos 2013	RH Hotel,Sibu
15	Kursus 'Culture Change & Tranformations:Living The SCS 6 Core Values	28 Ogos-29Ogos 2013	Centre For Modern Management
16	Kursus 'Effective Negotiation Skills' Dan Kursus 'Managing Customers of Different Prespective'.	30 Sep&10kt 2013	Centre For Modern Management

17	Pelaksanaan Management Of Movable asset System (MMAS) FASA1-Sesi Latihan dan Data Conversion Exercise		
18	Taklimat Surat Pekeliling Pejabat Setiausaha Kewangan Negeri Bil.02/2012/Data Conversion Exercise Management of Movable Asset System(MMAS) Fasa1	28.11.2013	Bilik Mesyuarat, Aras 2,Kompleks Kerajaan Negeri Bahagian Kapit
19	Bengkel Pelaksanaan Projek Secara Efektif:Isu dan Cabaran.	29-30.10.2013/12 13.11.2013	RH Hotel Sibü
20	Seminar Pembanguna (Sosial) Bersama Pihak Berkuasa Tempatan:Towards Socially & Culturally Vibrant Cities And Towns	15-16 nov 2013	Pullman Hotel, Kuching
21	LAB KEY FOCUS ACTIVITIES (KFA):Divisional Profile System	12-13 nov 2013	Hotel Riverside Majestic, Kuching
22	Kursus Pementapan dan Kecekapan Pembantu Am Rendah	20-21 nov 2013	Hotel Tanahmas,Sibü
23	Bengkel/Kursus Pengendalian Kes-kes Mahkamah Bumiputera Untuk Pegawai-pegawai Daerah Negeri Sarawak	26-27 Dis 2013/28 Dis 2013	Pullman Hotel, Kuching/Bilik Mahkamah,Pej Daerah Samarahan
24	Bengkel/kursus Pengendalian Kes-kes Mahkamah Bumiputera Untuk Pegawai Tadbir/Pen Peg tadbir Menguasa Daerah Kecil Dan Pegawai Tadbir/Pen.peg Tadbir Yang ditugaskan Utk Menguruskan Hal-hal Mahkamah bumiputera di Pejabat-pejabat Daerah,Ngri Swk	3-5 Dis 2013	Kingwood Hotel,Mukah
25	Taklimat Pelaksanaan Pekeliling Perkhidmatan Tahun 2013	28-Nov-13	Dewan Santapan,Bangunan Dewan Undangan Negeri Lama,Petra Jaya,Kuching
26	Taklimat (Roadshow) Zon Tengah,Sibü	19-20 Dis 2013	Premier Hotel,Sibü
27	Program Kursus We Are The Host(WATH) Siri 17/2013	18 Dis 2013	Bilik Q-Centre,aras8,Kompleks Kerajaan Negeri Jln Bletch Bah.Kapit
28	Understanding Of Sarawak Ethnic Customs,Traditions,Cultures and Customary law	11-13 dis 2013	Hotel Regency Rajah Court,Kuching

James Sandak/Patricia James Minggu	Pembantu Tadbir (KEW) W22/Pembantu Tadbir (KEW) W17
Elvis Anak Didit/Mohd.Suffian Bin Zakaria	Pegawai Daerah N48 / Pegawai Tadbir N41
Vanessa Joseph	Pegawai Tadbir N41
Elvis Anak Didit	Pegawai Daerah N48
James Mandau ak Kirak/Ellouis Ak Isa	Pem. Am Rendah N1/Pem. Am Rendah N1
Elvis anak Didit	Pegawai Daerah N48
Keron Anak Mapus	Pegawai Tadbir N41
Vanessa Joseph	Pegawai Tadbir N41
Patricia James Minggu/James Sandak	Pem.Tadbir(KEW) W17/Pem.Tadbir(KEW)W17
Vanessa Joseph	Pegawai Tadbir N41
Elvis anak Didit	Pegawai Daerah N48

**VVIP 2**

**Senarai VVIP 2**

- 1 Pengarah KEMAS
- 2 K.Pengarah Mara (B)
- 3 K.Pengarah Mara (T)
- 4 Pengerusi YPMara
- 5 SUK K.Menteri (WNI)
- 6 SUK K.Menteri (J.J)
- 7 Tuan D.O
- 8 TKSU Pembangunan KKLW
- 9 TKSU Perancangan KKLW
- 10 Pengarah KKLW Negeri

**VVIP 1**

**Senarai VVIP 1**

- 1 Menteri KKLW
- 2 T. Menteri KKLW
- 3 MP P.216 Hulu Rajang
- 4 Adun 55 Katibas
- 5 Tuan Residen
- 6 KP Kemas
- 7 KSU KKLW
- 8 Ahli Majlis Mara M'sia
- 9 K.Peg.Eksektif Mara
- 10 Menteri Muda KdWNS

**HEAD OF  
DEPT 2**

**HEAD OF DEPT  
1**

- MARA / KEMAS HQ**
- 1 Pemangku Pgrh MARA
  - 2 Seksyen Btuan P YPM
  - 3 Rombongan KEMAS

**HEAD OF  
DEPT 3**

**Pengetua  
Guru Besar**

**Pengetua  
Guru Besar  
KMasyarakat  
Ketua Kaum**

**KMasyarakat  
Ketuakaum  
Jemputan**

**Lunch Table Setting**





## SENARAI KEHADIRAN LAWATAN YB MENTERI KRUIW KE KAPIT 10 FEBRUARI 2014

No	Yang Datang	Jawatan	Masa	Masa	Masa	Masa	Masa	Masa	Masa	Masa	Masa	Masa	Masa	Masa	Masa	Masa	Masa	Masa	Masa	Masa	Masa	Masa	Masa	Masa	Masa	Masa	Masa	Masa	Masa	Masa	Masa	Masa	Masa	Masa	Masa	Masa	Masa	Masa	Masa	Masa
1	YBhg. Dato' Hj. Ahmad Zubir bin Abdul Ghani	TKSU P	MH 2712 KUL-SBW 8.50am- 10.45am	MH 2529 KCH-KUL 6.05pm- 7.45pm	X	X	X	RH Hotel Check in 9.02.2014 Check out 10.02.2014	Kemas	Residen	Dato' Zubir akan menaiki helikopter bersama YB Menteri dari Sibū pada 10.02.2014 dan pulang ke Kudat bersama YB Menteri																													
2	YBhg. Dato' Rahim bin Abu Bakar	TKSU R	MH 2712 KUL-SBW 8.50am- 10.45am	AK 5879 SBW-KUL 10.20am- 12.15 pm	10.02.2014 Top Vision 6.15am- 9.10am	10.02.2014 Bahgia 200 1.45pm- 4.30pm	x	RH Hotel Check in 9.02.2014 Check out 10.02.2014	Felra	Residen {Isuzu/ Frankie Rayong} 013-5630450	Dato' Rahim bertolak ke Kapit pada 10.02.2014 dan balik awal dari Kapit ke Sibū.																													
3	En. Ahmad Zahidi bin Awang	SUB BI	MH 2712 KUL-SBW 8.50am- 10.45am	AK 5879 SBW-KUL 10.20am- 12.15 pm	9.02.2014 Wawasan Kapit 11.45am- 2.35pm	10.02.2014 Husqvarna Aima 1 2.15pm- 4.45pm	Melgai Check in 9.02.2014 Check out 10.02.2014	RH Hotel Check in 10.02.2014 Check out 11.02.2014	PCN																															
4	En. Rahim bin Goon	TSUB T	MH 2712 KUL-SBW 8.50am- 10.45am	MH 3693 SBW-KCH 7.10am- 7.50am MH 2543 KCH-KUL 9.25am- 11.05am	9.02.2014 Wawasan Kapit 11.45am- 2.35pm	10.02.2014 Husqvarna Aima 1 2.15pm- 4.45pm	Greenland in Check in 9.02.2014 Check out 10.02.2014	TanahMas Check in 10.02.2014 Check out 11.02.2014	PCN	Residen Toyota Landcruiser/ QSG 1033 / 013-8362832																														
5	Pn. Wan Azizawati binti Wan Mahmood	KPSU BI	MH 2712 KUL-SBW 8.50am- 10.45am	MH 2712 KUL-SBW 8.50am- 10.45am	9.02.2014 Wawasan Kapit 11.45am- 2.35pm	10.02.2014 Husqvarna Aima 1 2.15pm- 4.45pm	Greenland in Check in 9.02.2014 Check out 10.02.2014	TanahMas Check in 10.02.2014 Check out 11.02.2014	PCN																															
6	En. Mohd Roslan bin Ibrahim	KPSU KR	MH 2712 KUL-SBW 8.50am- 10.45am	MH 2712 KUL-SBW 8.50am- 10.45am	9.02.2014 Wawasan Kapit 11.45am- 2.35pm	10.02.2014 Husqvarna Aima 1 2.15pm- 4.45pm	Greenland in Check in 9.02.2014 Check out 10.02.2014	TanahMas Check in 10.02.2014 Check out 11.02.2014	PCN																															
7	En. Mohd Rizal Rafiq bin Md	PSU PP	MH 2712 KUL-SBW 8.50am- 10.45am	MH 2712 KUL-SBW 8.50am- 10.45am	9.02.2014 Wawasan Kapit 11.45am- 2.35pm	10.02.2014 Husqvarna Aima 1 2.15pm- 4.45pm	Greenland in Check in 9.02.2014 Check out 10.02.2014	TanahMas Check in 10.02.2014 Check out 11.02.2014	PCN																															



**KERTAS MINIT**  
**Minute Sheet**

Kepada :  
*Semua Kakitangan Pejabat Daerah Kapit*

Tuan/Puan,

**STANDARD OPERATION PROCEDURE (SOP) BAGI PELAKSANAAN BANTUAN RAKYAT 1  
MALAYSIA (BR1M) 3.0 2014**

Dengan hormatnya perkara diatas adalah dirujuk.

2. Disertakan bersama-sama ini adalah Standard Operation Procedure (SOP) bagi pelaksanaan Bantuan Rakyat 1 Malaysia (BR1M) 3.0 2014 untuk perhatian tuan/puan.

3. Oleh yang demikian, diharap semua kakitangan pejabat ini mengambil perhatian serta maklum mengenai prosedur standard operasi BR1M 3.0 2014 agar segala kemusykilan terutama ketika berurusan dengan orang ramai dapat diatasi.

4. Semoga tuan/puan dapat memberikan perhatian dalam perkara ini.

Sekian, harap maklum.

**'BERSATU, BERUSAHA, BERBAKTI'**  
**"An Honour To Serve"**



**(VANESSA JOSEPH)**

b.p Pegawai Daerah Kapit

Tarikh : 28 Februari 2014  
Rujukan : PD7/ 306/(70)

1. Bank Simpanan Nasional (BSN)
2. Maybank Berhad
3. CIMB Bank Berhad
4. Public Bank Berhad

#### PELAKSANAAN BR1M 2014

- ❖ Majlis Pelancaran Nasional (22 Feb 2014).
- ❖ Majlis Pelancaran Peringkat Parlimen (Penerima Tanpa Akaun) (23 Feb 2014) dan setiap Parlimen mengadakan majlis pelancaran melibatkan 1,000 penerima sahaja.
- ❖ Tempoh Majlis 23 Feb hingga 9 Mac 2014.
- ❖ Penerima melalui akaun penerima mulai 22 Feb 2014.

#### SOP SUK/SDO/PEJABAT RESIDEN & DAERAH

- Terdapat 2 (dua) jenis sampul surat untuk diedarkan kepada penerima.
- Sampul surat pertama adalah surat penghargaan oleh YAB PM. Surat pertama perlu diposkan dan boleh dimasukkan slip jemputan sekiranya tarikh majlis pengagihan baucer telah ditetapkan.
- Sampul surat kedua mengandungi kit BR1M iaitu surat kelulusan serta baucar. Sampul ini digam dan akan diserahkan semasa majlis pengagihan baucar.
- Sekiranya beberapa majlis telah diadakan dan terdapat penerima yang tidak hadir ke majlis maka kit BR1M boleh terus dipos kepada penerima.

#### SOP BANK

- Perlu mengemukakan Kit BR1M dan Mykad kepada pihak bank.
- Menyemak nombor Mykad berdasarkan senarai penerima berjaya.
- Baucar dapat ditunaikan sekiranya terdapat perbezaan nama di dalam Mykad dengan syarat nombor Mykad adalah sama.
- Sekiranya terdapat perbezaan nombor Mykad, penerima perlu mendapatkan pengesahan pihak LHDN.
- Bukti penunai adalah penerima menurunkan tandatangan/cap jari.
- Jika terdapat kesilapan penulisan di baucar, pembawa boleh membuat pembetulan tanpa pengesahan mana-mana pihak.
- Sekiranya penerima membawa lebih dari satu baucar untuk ditunaikan, pembayaran hanya boleh dibuat untuk satu baucar sahaja.
- Sekiranya pembawa menjadi wakil kepada penerima, pihak bank perlu endorse nama penerima dan bukan nama pembawa.

#### SOP WAKIL PENERIMA

- Wakil untuk menunaikan baucar perlu mengemukakan kit BR1M dan kad pengenalan (asal dan salinan) penerima dan wakil sebagai bukti pertalian.
- Sekiranya pemohon yang berjaya telah meninggal dunia, hanya suami/isteri/anak-anak sahaja boleh menuntut kit BR1M dan menunaikannya di bank dengan mengemukakan Sijil Kematian asal, kit BR1M dan kad pengenalan wakil.
- Baki kes penerima bujang meninggal dunia, hanya ibu bapa atau adik beradik boleh menunaikan kit BR1M dengan mengemukakan Sijil Kematian asal, kit BR1M dan kad pengenalan wakil.
- Sekiranya penerima BR1M di dalam penjara, surat pengesahan daripada penjara dan salinan surat nikah/dokumen pertalian, kit BR1M dan kad pengenalan wakil perlu dikemukakan.

#### KES-KES LAIN

- Sekiranya kit BR1M hilang, penerima perlu pergi ke LHDN untuk mendapatkan salinan surat kelulusan selepas 15 Mac 2014.
- Pihak LHDN akan mencetak semula salinan surat kelulusan dan penerima membawa surat kelulusan tersebut bersama Mykad untuk ditunaikan di Bank Simpanan Nasional (BSN) sahaja.