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UNIVERSITI
TEKNOLOGI
MARA

**FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES
BACHELOR IN ADMINISTRATIVE SCIENCE (HONOURS)**

**PRACTICAL TRAINING
(ADS666)**

PRACTICAL REPORT

PREPARED BY:

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2010301627

PREPARED FOR:

MADAM NADRAWINA ISNIN

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LETTER OF SUBMISSION

3rd January 2013

Madam Nadrawina Binti Isnin
Faculty of Administrative Science & Policy Studies
Universiti Teknologi Mara
94300 Kota Samarahan
Sarawak.

Dear Madam,

SUBMISSION OF PRACTICAL REPORT

Attached herewith, the practical report titled "Sarawak Foundation" to fulfil the requirement as needed by Faculty of Administrative Science & Policy Studies, Universiti Teknologi Mara Sarawak.

Thank you.

Yours sincerely,

.....
SITI NURUL HAZLINDA AHMAD SULAIMAN SHAH
BACHELOR OF ADMINISTRATIVE SCIENCE (HONOURS)
2010301627

THE DECLARATION FORM

Declaration

I hereby declare that the work contained in this practical report is original and my own expect those accordingly identified and recognised. If I later found to have committed plagiarism or acts of academic dishonesty, action can be taken in accordance with UiTM's rules and academic regulations.

Signed:

SITI NURUL HAZLINDA AHMAD SULAIMAN SHAH

2010301627

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Siti Nurul Hazlinda Ahmad Sulaiman Shah (2010301627)

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CHAPTER ONE

INTRODUCTION OF THE ORGANIZATION

1.0 INTRODUCTION

This chapter includes the background of the organization, logos, objectives, vision and mission, organization structures and client charter.

1.1 Organization Background

Sarawak Foundation has been established in 27 May 1971 by Sarawak Government which been ruled by Yang Berhormat Datuk Patinggi Haji Abdul Rahman Ya'kub at that time. Many initiatives have been taken in order to ensure that Sarawak Foundation can be operated efficiently and effectively to help people of Sarawak. Datuk Amar Abang Haji Yusuf Puteh was the first Director in Sarawak Foundation. Sarawak Foundation been established to provides and develop education facilities in Sarawak. It is also to nourish the solidarity and loyalty in people of Sarawak. Sarawak Foundation have been managed by Lembaga Amanah consisted of Chairman which have been appointed by Governor and along with other four members which appointed by Chief Minister during its earlier establishment.

In the first year of its establishment, Sarawak Foundation has been introduced many programmed to help the people. Sarawak Foundation has been approved 360

scholarships to help students not only in Sarawak but also in Malaysia to further their studies. There also some programmed that have been introduced by Sarawak Foundation such as "Scholarship Schemes" which is to give aid to children those who are not affordable to go to school. These aids help them to continuing their school. "Student Exchange Program" also one of programmed that have been implemented which to create national integrations between students of Sarawak and Peninsular Malaysia in order to share their opinions and suggestions about their own states. Another programmed that also have been established was "Vocational Scholarship Schemes" which to help student to further their studies in vocational field.

Sarawak Foundation have been played many roles in its earlier year of establishment where it's focused on gave aids to students to continuing their school and also to further their studies to the higher level. It was also implemented many activities such as charities to students who were handicapped and also other programmed such as teachers from Peninsular Malaysia visited Sarawak and vice versa.

(Book: Sejarah Yayasan Sarawak, nd)

1.2 Organization Logo & Colors

Sarawak Foundation's logo integrates the image of a dynamic, progressive and innovative organization. The logo reflects Sarawak Foundation's role in the field of education, providing services in the development of quality human capital.

The design is given momentum with the use of integrated geometric form, representing the vision, mission and aspiration of the organization towards achieving a developed nation.



Yayasan Sarawak

COLORS

Yellow

Flame, representing the ever burning desire to promote the growth of knowledge

MOTIVES

Graduate

Sarawak Foundation's role in the field of education, providing services in the development of quality human capital

Green

Prosperity and progress of the State of Sarawak

Open Book

The volumes of knowledge as the foundation in the effort in human capital development





Blue

The clear vision, mission
and aspiration of
Sarawak Foundation

Y and S Alphabet

Acronym for Sarawak Foundation



(Website: www.yayasansarawak.org.my)

1.3 Organization Objectives

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

Their objectives as in the Ordinance are:

1. To grant scholarships or to provide financial assistance of any form to any person born in Sarawak, in particular, and to any Malaysian citizen, in general, to pursue their education in schools, colleges, universities or institutions of higher learning within Malaysia or abroad on such terms and conditions as the Board deems fit or proper;
2. Actively to promote improvement of opportunities for education for the peoples of Sarawak in particular and Malaysia in general, both locally and in any institution of higher learning throughout the world, but especially the Universities in Malaysia;
3. To grant, and arrange for the award by other bodies of, scholarships or other educational assistance for the peoples of Sarawak or any Malaysian citizen whenever it deems fit to do so;
4. To give assistance and provide relief, to any person whose circumstances are, in the opinion of the Board, considered to be deserving of such assistance or relief;

5. To provide assistance, by way of loans, grants or otherwise, to organizations or institutions which are organized and governed for scientific, medical, educational, welfare, social or charitable purposes;
6. To make contribution and provide assistance towards the relief of national emergencies or calamities.

(Website: www.yayasansarwak.org.my)

1.4 Organization Vision and Mission

1.4.1 Vision

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

1.4.2 Mission

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

(Website: www.yayasansarawak.org.my)

1.5 Organization Structures

1.5.1 Organization Operation

Financial and Systems Management

- Revenue & Expenditure
- Management of Accounts
- Taxation
- Budget & Control
- Financial Information System

Human Resources and Administration

- HR Management
- Inventories & Registry
- Purchasing
- Transportation
- General Administration

Corporate Communications', Training and Quality

- Public relations
- Publication & Exhibitions
- Event Management
- Training Needs and Management

- Quality Management

Legal and Repayment

- Legal Opinions
- Legal document and Instruments
- Management of Loan repayments

1.5.2 Board Members of Sarawak Foundation



CHAIRMAN

YB Datuk Amar Haji Adenan Bin Haji Satem



DEPUTY CHAIRMAN

YBhg. Datu Haji Abdul Rashid Bin Haji Aziz

MEMBERS



YB Senator Dato Sri Datin Patinggi

Empiang Jabu



MD Yahaya bin Basimin



YBhg Dato Sri Haji Ahmad Tarmizi

Bin Sulaiman



YBhg. Datu Dr. Haji Julaihi

Bin Haji Bujang



YBhg. Datu Dr. Haji Hatta

Bin Solhee



YBhg. Tuan Haji Jeli Bohari

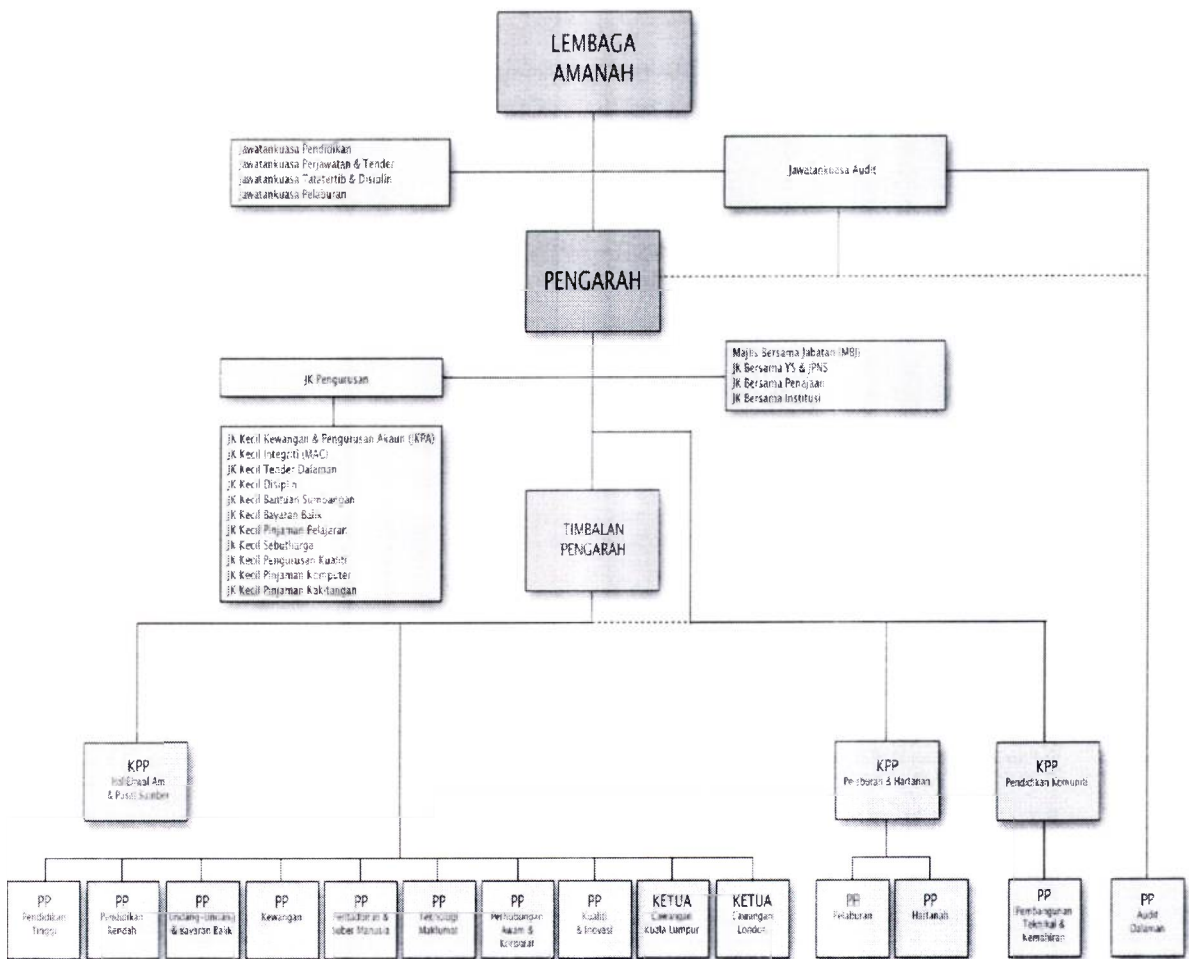
Biha



YBhg. Encik Kiu Chiong Hoon

1.5.3 Organization Chart

CARTA ORGANISASI YAYASAN SARAWAK



© 2011 Yayasan Sarawak

(Source: www.yayasansarawak.org.my)

1.5.4 Management Team of Sarawak Foundation



DIRECTOR

Encik Mohamad Abu Bakar bin Marzuki

DEPUTY DIRECTOR

Encik Samat Bin Junai

PRINCIPAL ASSISTANT DIRECTOR

Encik Mersal bin Abang Rosli

Encik Zamahari bin Haji Saidi

Tuan Haji Mohamad Shuib bin Haji Maknun

ASSISTANT DIRECTOR

Encik Mohamad Adzlie bin Ibrahim

Encik Abdullah bin Abdul Gapor

Puan Eliza Fazliyaton binti Alias

Encik Easmawi Razak bin Mohamad Eastern

Encik Jolly bin Marikan

Puan Noranne binti Adam Assim

Encik Aris Nasrul bin Osman

Encik Shamsuddin Sham bin Abdullah

Puan Hajjiah binti Morsidi

Tuan Haji Yusuf bin Haji Bujang

Encik Syed Nizamuddin bin Sayed Khassim

Encik Mohamad Hirul bin Hamdan

(Source: www.yayasansarawak.org.my)

1.5.5 Client Charter

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

- i. Expedite efficiently process all application for our educational assistance schemes so that they may proceed with their studies unhampered by financial worry.
- ii. Instill awareness of their joint role and responsibilities in promoting better education for all, and that education is an essential investment for the future.
- iii. Provide update and detailed educational information to assist them in making the right choices with regard to their educational plans.
- iv. Help the state government to create and expand activities, which contribute to the progress of education in the state of Sarawak.
- v. Assist the state government and relevant authorities in easing the burden faced by those affected by natural disaster and calamities.

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

EDUCATION

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

HUMAN RESOURCE, FINANCE AND SYSTEM

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

INVESTMENT AND PROPERTY UNIT

- i. To issue receipts pertaining to investment and property management within three days for payment made by post and immediately for counter payment.

In serving our clients, we aim to uphold our “**UTAMA**” slogan, which means;

U- Unggul / Excellence

T - Tepat dan Telus / Accurately and Transparency

A - Amanah dan Akauntabiliti / Trustworthiness and Accountability

M - Mesra / Friendliness

A - Aktif / Active

(Source: www.yayasansarwak.org.my)

CHAPTER TWO

SCHEDULE OF PRACTICAL TRAINING

2.0 INTRODUCTION

This chapter describes the summary and job description that have been assigned during the training according to log book.

2.1 First Week (16th July – 20th July)

On the first day, I have been given a simple briefing by Administration Assistance, Puan Azizah Ibrahim regarding rules and regulations that need to be followed while having a practical training at Sarawak Foundation since my supervisor, Puan Hajjah Morshidi is on leave. I have been placed under Section of Administration and Human Resource Development. I also been introduced to all the staff in that section and been given a main task which is Medical Cit. Puan Denner Alta who is in charge of Medical Cit give me an explanation on how to issue a Medical Cit. I also have been explained on how to handle with stock if there are any request on stationeries and other items.

On my second day, I am officially meet my supervisor, Puan Hajjah Morsidi and have been given more explanations on what I should do and do not do while having my practical training. After that, all practical students have a meeting with Director of Sarawak Foundation, Encik Abu Bakar Marzuki. In the meeting, he emphasized more

on ethics and regulations that should be practice wisely at Sarawak Foundation and as practical students at Sarawak Foundation we are requires following all of it.

Third day, I have issue 10 pieces of Medical Cit for the staff of Sarawak Foundation. Every Medical Cit that needs to be issue should have an approval from Puan Hajjah Morsidi as a Head Department of Human Resource.

The fourth day, I have been issue 8 pieces of Medical Cit and also issue a stationeries require by the staff.

Fifth day, I have been issue 5 pieces of Medical Cit. Besides that, I also key in information of applicants that apply for vacancy available at Sarawak Foundation and write them a reply letter to give feedback for their applications. After that, failing of the application also been done. I also issue stationeries requested. After that, along with other practical students, we have a meeting with Puan Hajjah Morsidi. In the meeting, she has given us a staff identification card and also a punch card for our convenience to access in any department. We also been given an explanations on how we can apply for leave which minimum three days, allowance given to us every month and also other activities that been organize by Sarawak Foundation that need to be participate.

2.2 Second Week (23rd July – 27th July)

First day, I have issue 7 pieces of Medical Cit. I also do some failing on old files of applications for vacancies for the year 2012. Other than that, I also do some editing on application records on excel which need to be classified based on their qualifications. At the same time, I have also learned how to fax a letter.

Second day, I have issue 3 pieces of Medical Cit and also get some stationeries request by Director's Personal Assistant.

Third day, I have issue 6 pieces of Medical Cit and also labeling a new stock that arrive that day.

Fourth day, I have issue 3 pieces of Medical Cit and also help with the stocks.

Fifth day, I have issue 7 pieces of Medical Cit. At the same time, I issue the stationeries request by the staff. I also do some typing and binding of document request by Puan Hajjah. Besides that, I also need to shred unused confidential documents.

2.3 Third Week (30th July – 3rd August)

First day, I have issue 2 pieces of Medical Cit and cop five book of Medical Cit. I also ask to distribute the allowances to all the practical students. Besides that, I also do some checking on latest stocks and key in all the data for reference. Other than that, I also need to cut paper form for Medical Cit and Stock Form.

Second day, I have issue 3 pieces of Medical Cit and issue stationeries request by the staff. I also learn how to failing invoices for assets and inventory. Then, all the invoices need to be photocopy for references. Besides that, I need to key in the latest amount of stock. I also deliver a Medical Cit request by Director's Personal Assistant at Level 3.

Third day, I have issue 3 pieces of Medical Cit. I also do some editing on new form for stock. Then, I need to photocopy 180 copies of the form, filing it and distribute it to all sections in Sarawak Foundation. I also key in a latest amount of stock. Other than that, I also do some typing on the list of all heads of department in Sarawak Foundation.

Fourth day, I have issue 9 pieces of Medical Cit. At the same time, I deliver a letter from my department to other department. Besides that, I have learned how to do inquiry letter which known as "Surat Jemputan Sebutharga".

Fifth day, I have issue 5 pieces of Medical Cit. I also need to redo typing on the inquiry letter and type a letter which known as "Minit" to inform all section in Sarawak Foundation about new policy regarding request on stationeries at Human Resource Department will be implement soon. In the evening, I have a trip to CCM to attend Ceramah Nuzul Al-Quran".

2.4 Fourth Week (6th August – 10th August)

First day, I have issue 10 pieces of Medical Cit. I also do some editing on inquiry letter and print it out for my supervisor. I also help make souvenirs for “Majlis Berbuka Puasa Yayasan Sarawak”.

Second day, I have issue 8 pieces of Medical Cit. I also do some editing on letter of “Lantikan” which seven of them.

Third day, I have issue 3 pieces of Medical Cit. I also do some typing on letter of “Lantikan” for florist companies. Besides that, I also key in some data of applicants that apply for vacancies at Sarawak Foundation.

Fourth day, I have issue 2 pieces of Medical Cit. At the same time, I also do some typing of reply letter for applicant to give feedback on their application and updating it on the record.

Fifth day, I issue 10 pieces of Medical Cit. At the same time, I am continuing on typing reply letter for applicants and updating their data on the record.

2.5 Fifth Week (13th August – 17th August)

First day, I have issue 11 pieces of Medical Cit and helping with distribution of souvenirs for “Agihan Aidilfitri” to all staff of Sarawak Foundation.

Second day, I have issue 10 pieces of Medical Cit. I also do some typing on letter of “Lantikan” for suppliers. All the letters then need to be print out and copies for references.

Third day, I have issue 6 pieces of Medical Cit. I also help Encik Hardiyandi repairing a shred machine at my department. Today, I need to have work half day due to personal reason and have a permission to leave from my supervisor, Puan Hajijah.

Fourth day, I have issue 12 pieces of Medical Cit and do some sorting of applicants which have a major in engineering.

Fifth day, I have issue 4 pieces of Medical Cit.

2.6 Sixth Week (20th August – 24th August)

Holiday of Raya Aidilfitri.

2.7 Seventh Week (27th August – 30th August)

First day after Aidilfitri, I have issue 30 pieces of Medical Cit request by the staff. Then, I need to fax some Medical Cit to Sarawak Foundation's Panel Clinics. Besides that, I also do some photocopy of letters.

Second day, I have issue 10 pieces of Medical Cit and also helping at storeroom. I also need to redo on list of "AJK Pengurusan Yayasan Sarawak" asked by Puan Hajjah. At the same time, I also do some typing on reply letter for applicant. In the afternoon, Sarawak Foundation has "Majlis Ramah Tamah Aidilfitri" at PPPYS canteen.

Third day, I have issue 8 pieces of Medical Cit. I also do some reply letter for feedback to applicants. I also asked to collect "Sumbangan Derma" for one of the staff that has just lost her mother. At the same time, I also need to deliver a letter to Level 3. At the evening, I have training with all practical students for our performance on next week.

Fourth day, I have issue 6 pieces of Medical Cit. I also need to redo a list of "Tugas2 Pegawai" for Puan Hajjah and do some reply letter for applicants. Then, I have to cop 5 books of Medical Cit. At the evening, I have a practice "Senam Tari" for Independence Day.

2.8 Final Week (3rd September – 7th September)

First day, I have issue 15 pieces of Medical Cit. On the evening, I have a practice for Independence Day.

Second day, I have issue 3 pieces of Medical Cit. I also help on assets and inventory.

Third day, I have attend a "Morning Prayer" which is monthly assembly that have been a tradition at Sarawak Foundation. In that assembly, we as a practical students have to make a performance based on Independence Day celebration. Today, I have issue 4 pieces of Medical Cit and cop another 5 books of Medical Cit. I also do some reply letter for applicants. I also need to get fax from Level 3 for my supervisor. I also help on distribution of T-shirts to the staff.

Fourth day, I have issue 6 pieces of Medical Cit and continuing on distribution of T-shirts to staff. This morning, we have "Ramah Tamah Aidilfitri" at Taska Tadika Yayasanku Sayang. After that, I have to deliver some T-shirts to Level 1.

On the fifth day which is my last day of training at PPPYS. I have issue some Medical Cit. I also do some reply letter for applicants. At the same time, I also update data on engineering's applicants and call them to get some information regarding on their qualifications. At the evening, we have another "Ramah Tamah Aidilfitri" at Level 1.

CHAPTER THREE

ANALYSIS

3.0 INTRODUCTION

This chapter is analysis on scope of task while my practical training. I emphasized on three main tasks which are Business Letter where I have learned in BEL432 (Business and Professional Correspondence), The Selection Process where I have learned in HRM551 (Human Resource Management) and Filing System where I have learned in PAD260 (Office Management).

3.1 Business Letters

Letter writing is the main medium of correspondence in business. It is essential that letters be well-planned, clear, accurate and to the point. There are two main formats for a business letter which are Complete Block Format and Semi Block Format.

a) Complete Block Format

This is the format which is most commonly used today. Every part of the letter starts from the left margin, except for the letterhead which is centralized. Leave a line between each part of the letter, as well as in between the paragraphs.

b) Semi Block Format

There are two ways of writing in the semi block format. In the semi block format, "Your reference" and "Date" are placed on the same line. The signature block which consists of the complimentary closure, signature, name and designation, appears on the right.

(Note BEL432 Part 3)

Applying it on my task, I have seen that Sarawak Foundation applied the format of Complete Block Format whereby it is much likely with what I have learned in BEL432. In Sarawak Foundation, letters are in Bahasa Malaysia while what I have learned was in English but the format is still applicable even though I face some difficulties writing in proper Bahasa Malaysia. However, it makes me understand more on how to do letter writing and improved my knowledge and skills in writing letters as well.

3.2 Letters of Enquiry

The purpose of letter of enquiry is to seek information on a variety of matters such as availability of products, their prices, term of payments and delivery dates. The enquiries made in business are normally about general information, information on goods, price lists, catalogues, samples and concessions.

There are two types of enquiry letters which are Solicited Enquiry and Unsolicited Enquiry.

a) Solicited Enquiry

This type of enquiry letter is written because the writer has seen an advertisement inviting him to write in for further information. Normally, mention is made of the magazine, newspaper or brochure in which the advertisement appears.

b) Unsolicited Enquiry

The writer takes the initiative in asking for information without waiting for an advertisement.

(Note BEL432 Part 3)

Applying these concepts on my task during my practical training, Sarawak Foundation directly used the Unsolicited Enquiry. Even there are some parts which are not the same as I learned in BEL432, however I manage to understand how it actually applied in actual letter of enquiry in one organization. From what I have learned in BEL432, the format and concepts of letter are in details whereby relevant information has to be mention. However, during doing a letter of enquiry for Sarawak Foundation, I have seen that the concept and format of the letter are more straightforward. It directly emphasized on what it request by giving the companies what it want without asking any catalogues, brochures and so on. Whereby in the letter, there are attachments of what exactly they want for their products and what the companies have reply are only the prices of the product requested by Sarawak Foundation. Therefore, from what I have learned while doing this letter of enquiry is applying what I have learned into what actually it done is

not as easier as I thought it is. However, doing it practically makes me more knowledgeable on what I have learned.

3.3 Order Letters

Order letters should be comprehensive, clear, concise and courteous. They should give sufficient details so that the person receiving the letter will be able to send the right goods immediately. In the order letters, there are plan that can be followed:

a) Give a suitable introduction.

- Refer a quotation received and mention the date of the quotation.
- Refer to advertisement and mention the advertising medium and the date.
- Mention how you came to know of the company and its products.

b) Place the order and include full details of goods which are quantity, brand, model, price and color.

c) Give full details regarding delivery.

- Mention how you want the goods to be sent to you either by road, rail, air or mail. This point may be omitted if both companies are in the same area.
- Mention where the goods are to be delivered either to your home, office, factory or warehouse.
- Mention when you want the goods delivered either on or before a certain date.

- d) Give details of how payment will be made either by cash on delivery, cheque or postal order. If a purchase is made on credit, give an account number.

- e) Give an appropriate conclusion.

(Note BEL432 Part 3)

In Sarawak Foundation, Order Letter known as "Surat Lantikan" whereby it give a appointed letter to the selected companies and inform them that they have been appointed to give a services and providing products for Sarawak Foundation in certain of time. In applying what I have learned in BEL432 into the real task is quite difficult as I have to redo the letters many times but still I managed to write a proper letter as the formats and concepts are quite similar. Moreover, it is more understandable as I get some helps from the staff which is more knowledgeable about the task. From what I have done, I learned that even the name of some letters are different but still format and concept are quite the same and still can be apply as long as it is relevant. I also gain some knowledge on how the tender is made whereby "Surat Lantikan" shows that the appointed companies have been in agreement with the organization as they received the letter and give feedback.

the same time, I also need to ensure that information given by the applicants is true and meet the requirements. After a while doing the sorting process, 12 applicants successfully identified. Then, I have to do some sort list of applicant that pass the sorting process for references to my supervisor. Therefore, I have not fully participate in the overall process but still I can see how the process been made. I can practically understand what exactly the selection process is and how they get through with the process. It shows that the selection process is important to ensure that an organization can get through of some knowledgeable and skillful applicants.

3.5 Filing System

3.5.1 What is a File?

A file is an organized unit of documents, accumulated during active use, that is, the period when records are used frequently, and kept together because they deal with the same subject or activity.

Given that records should provide evidence of business activity and related records should be kept together to aid the construction of context, files should be considered the smallest units of the record-keeping system. In themselves, individual documents are rarely as important as complete files. In order that actions are executed responsibly and with regard to precedent and possible consequences, all relevant information should be at hand.

A single office may create hundreds or thousands of files every year. For many reasons, it is appropriate that control over records be exercised at a level higher than individual files. This is the primary justification for a filing system.

3.5.2 What is a Filing System?

A filing system is a rational and predetermined methodology according to which records are classified. The concept of a filing 'system' is very important. Filing should be as pragmatic, consistent and rational as possible. The fundamental requirements of a filing system are that records used together are grouped together, and that they can be found again. The word 'system' denotes an entity that is deliberate, well-defined, has a methodology, takes a uniform approach and has features which may be described.

To construct the predetermined methodology of a filing system, all records created and received in the course of conduct of business activity should be examined, and a file classification scheme devised in order all records are captured in an appropriate manner. A file classification scheme is a tool which outlines which records are interconnected and should be grouped together. This refers to the classification of records. Incidentally, classifying records also implies the application of access limitations based on security concerns.

3.5.3 What criteria should a filing system fulfill?

The basic requirements of a good filing system are that it should be:

- Consistent - indicates that identical methodologies should apply to all records and that deviations should not occur without reason.
- Logical - refers to the fact that the filing system should identify and meet the requirements of all records. Furthermore, a filing system can only be created for those records which currently exist, and to a large extent, provision cannot be made for records that may exist in the future.
- Flexible - notwithstanding that it is not possible for filing systems to be future-proof; filing systems should be flexible enough to accommodate functional change and consequent changes in records policies and procedures.
- Simple - preference should be given to a simple rather than a complicated method of filing, when both can achieve the same ends.

(Website: Wikipedia definition on filing system)

During my practical training, I have done filing system where I learned how filing has been done, how it been labeled, how and when new file need to be open. Applying what I have learned in theory to real practice make me understand more how it is actually been implemented. In instance, whereby I have to do a reply letter for applicants that apply a vacancies available in Sarawak Foundation, all the letters that I do I need to make copies every each of them and put it in the file for references. This file has been

label with its own name which can be easily referred. Other than that, all the order letters and enquiry letters also need copies for every each of them as a reference. These letters have their own fails according to its category. I also experienced enter filing room where it placed a hundreds of files according to numbers and alphabets, such as "YS/P.372/2" which is reference for Stationeries file. It is make filing system more systematic and it make me easier to search for the file that I want even it is my first time. Thus, from what I have learned, I can see that having a systematic filing system helps the process of certain task more efficient and effective.

CHAPTER FOUR

RECOMMENDATIONS

4.0 INTRODUCTION

This chapter is highlight on strengths and weaknesses of the task assigned during practical training. There are also identifying on opportunities that can be seen in the task and recommendations that can be suggested.

4.1 Strengths

During my practical training, there are strengths that I can see from the task assigned to me and also Sarawak Foundation have in it organization. These strengths show that management in Sarawak Foundation is well organized.

4.1.1 Validity of Human Resource, Finance and System Client Charter

It client charter stated that to provide a user-friendly environment with good facilities and customer services. From what I can see during my training, Sarawak Foundation effectively meet it client charter whereby the services provided by Sarawak Foundation satisfied it customer. The staff are very friendly while entertain the customer either in person or on phone. As a practical student, I also learned on how to communicate well with the customer on the phone on what I should say and what I should not. The facilities provided by Sarawak Foundation are also in good condition whereby the responsible staff is required to ensure that all the facilities are in good condition before it be use.

4.1.2 Well Management System

As a practical student, I have been placed accordingly based on I major in which is administration. As Sarawak Foundation has many practical students having their training there, yet it manages to place all the practical students well accordingly to their courses. We are given relevant tasks which are we able to do as it according to what we have learned. They also give us opportunities participate in other activities or event to let us expose more in working environment. In Sarawak Foundation, all staff is very helpful and friendly whereby if we have any problem regarding our task, they will teach us patiently. Teamwork at Sarawak Foundation also very strong as they helping each other even though they come from different department, this is because they want the event or task is complete effectively and efficiently. They also ensure that any activities implemented or will be implemented need to be informed to all staff so that they are keep up-to-date.

4.1.3 Office Environment

During my 8 weeks training, I have experienced a comfortable working environment whereby I have given my own desk and also treated not as a practical student but as a staff. The office environment are conducive and encourage productivity whereby it design is plan open system. As my department consists of four sections which are Human Resource, Finance, Public Relation and Land, all staff from all section can communicate with each other without boundaries. There is also no gap between lower and upper management. This situation makes me comfortable and able to adapt with working environment in short time.

4.2 Weaknesses

As strength come along, there are also some weaknesses can be seen during my practical training in Sarawak Foundation.

4.2.1 Inconsistent Decision Making and Delegation of Task

From my observation during my training, there are inconsistencies in decision making and delegation of tasks. I have experienced confusion in doing my task and it give me difficulties to do well in task assigned to me. For example, I have been given to do a letters which actually not a new one but editing the existence one which I get from responsible staff. However, after I give my letter to my supervisor for recheck, she asked me to redo it all over again in few times. It takes me a week to redo a same letter which is not consistently applied. There is also a situation where I have to do other people task due to inconsistent of delegation of task whereby miscommunication happened due to frequent changes of decisions. It leads to confusion to the staff on what they actually need to do and who actually responsible.

4.2.2 Ambiguous Record of Data

Ambiguous record means there are data which are not properly recorded and some data are mixing up together. There are also data which are using different name but have same item. While doing my task on stock in the storeroom, I have identified that the implementation of record system are not consistent. From my observation, the stock have been record not systematically whereby while the stock goes in and out, record of each item been delayed and not according to what it should be done. Sometimes, if there are items which are less or more in amount, it will be record as it is without get through on the actual stock in. I also have experienced editing data which are not properly managed whereby I have to redo it again as a new data and systematically arrange it for better reference. This unsystematic way of recording data show that the responsible staff not well manage in her task.

4.2.3 Communication and Relationship

As I experienced during my practical training, all staff in Sarawak Foundation are very friendly and have a good relationship with each other. However, still disputes and conflicts happened. Although grapevine can be seen as a normal problem happen in workplace but still it can lead to less productivity. It is also can decrease the teamwork among the staff.

4.3 Recommendations

In my point of view, as a recommendation, Sarawak Foundation should strengthen the upper management to become more consistent in making decision whereby every decision making should be clear and understandable to their staff. As a leader, they should more efficient in delegate task to their staff. They need to ensure that delegation of task should be given to the right person at the right place in the right time. Such decision making will help their leadership more effective and consistent.

The management system also need to ensure that record of data should be done systematically whereby they need to keep updating the latest data. The staff should be given more training on how to manage the data effectively. The attitude of take thing lightly should be taken in action so that the staff becomes more responsible. The leader itself also needs to ensure that records that the department have are well manage so that problem such as redouble of data or improper record of data can be avoided.

Moreover, in order to reduce any miscommunication and misunderstanding in workplace, the leaders and the staffs should practice an “open-minded” system whereby if there are any misunderstandings arise; parties who involved should have a clear discussion. It can be done if they open their mind to each other. The leader should also play their roles whereby they need to ensure there are no biased in handling conflicts among their staff. The staff itself should be professional in handling misunderstanding arise. This situation will lead to productive relationship and increase the stability in an organization.

CHAPTER FIVE

CONCLUSION

5.0 INTRODUCTION

This chapter is the summary of discussion of each chapter I have been discussed in the report by highlighting the main point.

5.1 Conclusion

To conclude eight weeks of my practical training, I have gained a lot of knowledge and experienced myself in real working environment. I have learned that what I have studied in my courses is very helpful in doing my task and it can be more understandable if it can be practically done. Moreover, I actually can understand more what administration is all about.

In Chapter 1, I have discussed on the background of Sarawak Foundation consists of the origin of the Sarawak Foundation itself, the logo, the objectives, the vision and mission, the organizational structures, the organization chart and also the client charter. In this chapter, I am more knowledgeable about the Sarawak Foundation in term of how the management operates as I have been placed in Human Resource Department and what function of the existence of Sarawak Foundation which I am not aware of before.

In chapter 2, I have elaborated on my task assigned to me during my eight weeks in Sarawak Foundation whereby most of my task involved issue of Medical Cit; handle with stocks, filing system, write letters and record data. From my task, I improved my knowledge from theoretical to practical area which makes me understand more on the concept. I also experienced new things such as participated in big event that attend by important person, sharpen my communication skills and unleash my confident to deal with people who are older and more knowledgeable. Besides that, I also able to adapt with new environment which is so much different from my campus life whereby I can professionally handle my mentality and physically while doing my task and handling with people.

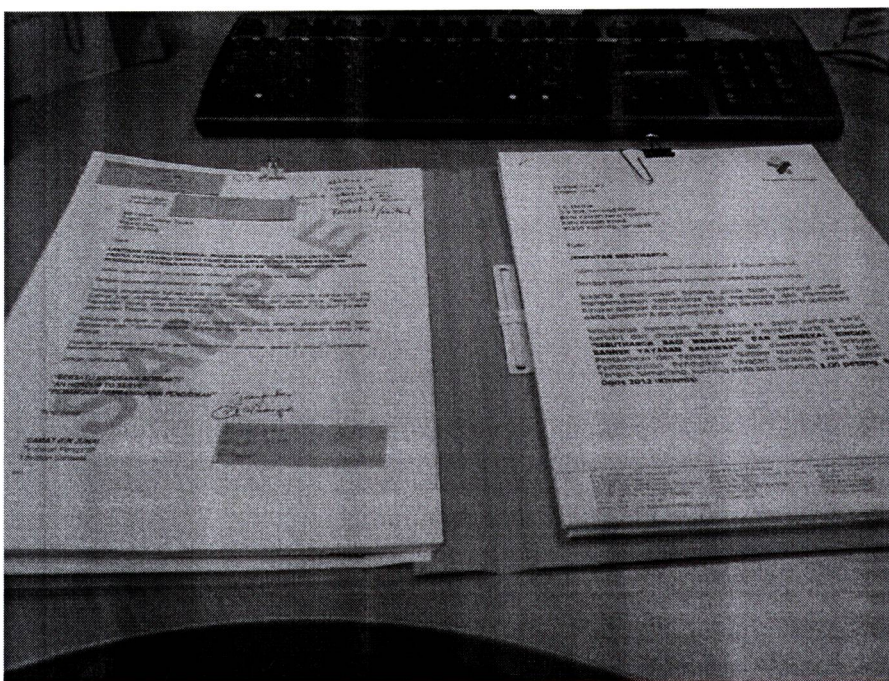
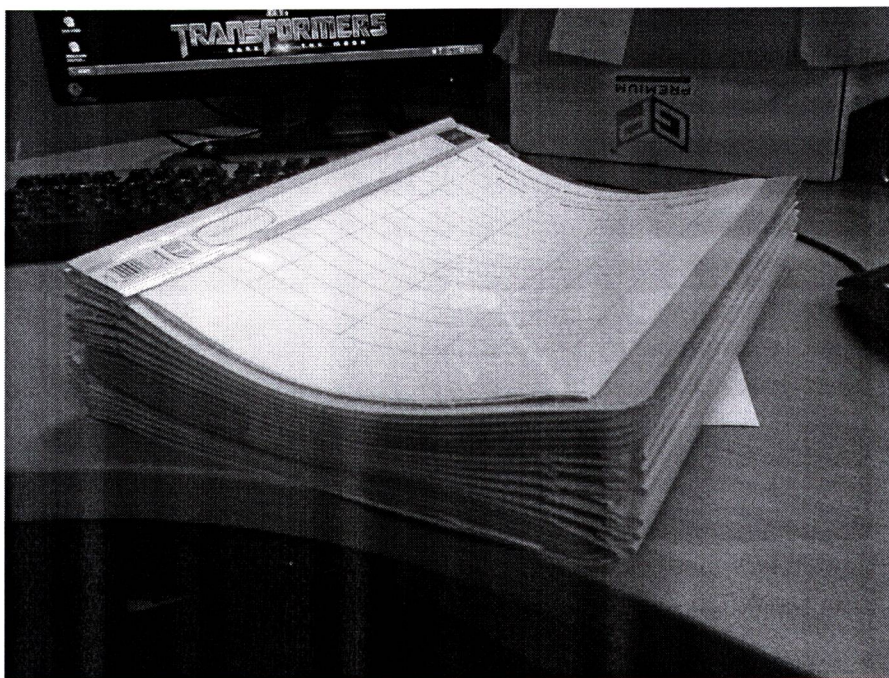
In chapter 3, I have emphasized and analyzed in few specific tasks whereby I stated what I have learned during my studies and relate it with my task assigned during my training. From this chapter, it shows that what I have studied can be use in certain task given to me. Although there are some task which is not related but still I am able to learn fast and completed my task well. Besides that, I also able to learn new things such as how to issue medical cit, what is medical cit for and how stock is recorded.

In chapter 4, I have identified and discussed the strength and weaknesses that I can see during my practical training at Sarawak Foundation. Moreover, there are also some

recommendations on how to overcome the weaknesses in its performance so that it can be more effective and efficiently implemented.

In conclusion, in my opinion, practical training is important as a part of learning whereby students are able to apply what they have studied to real tasks. It also can help them be well prepared to deal with real working environments when they are graduated. It also can improve their communication skills in which they are able to communicate with any level of people and also in a good manner.

APPENDIX



BUKU SARAWAK PERUBATAN
 1943-1944

JEMPUTAN SEBUTHARGA
 YAYASAN SARAWAK PERUBATAN
 Dengan segala hormatnya YAYASAN SARAWAK PERUBATAN mengajak
 anda dimaklumkan bahawa YAYASAN SARAWAK PERUBATAN telah
 mengadakan JEMPUTAN SEBUTHARGA bagi menyebarkan dan memperluaskan
 YAYASAN SARAWAK PERUBATAN.

No. 26305

YAYASAN SARAWAK
 CITI PERUBATAN

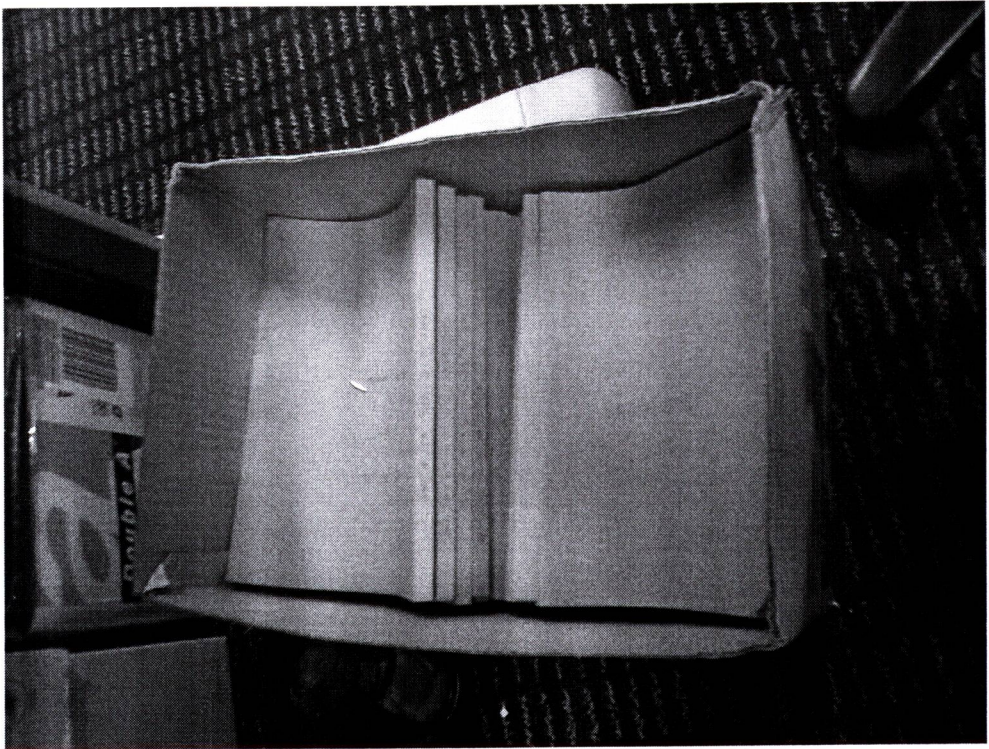
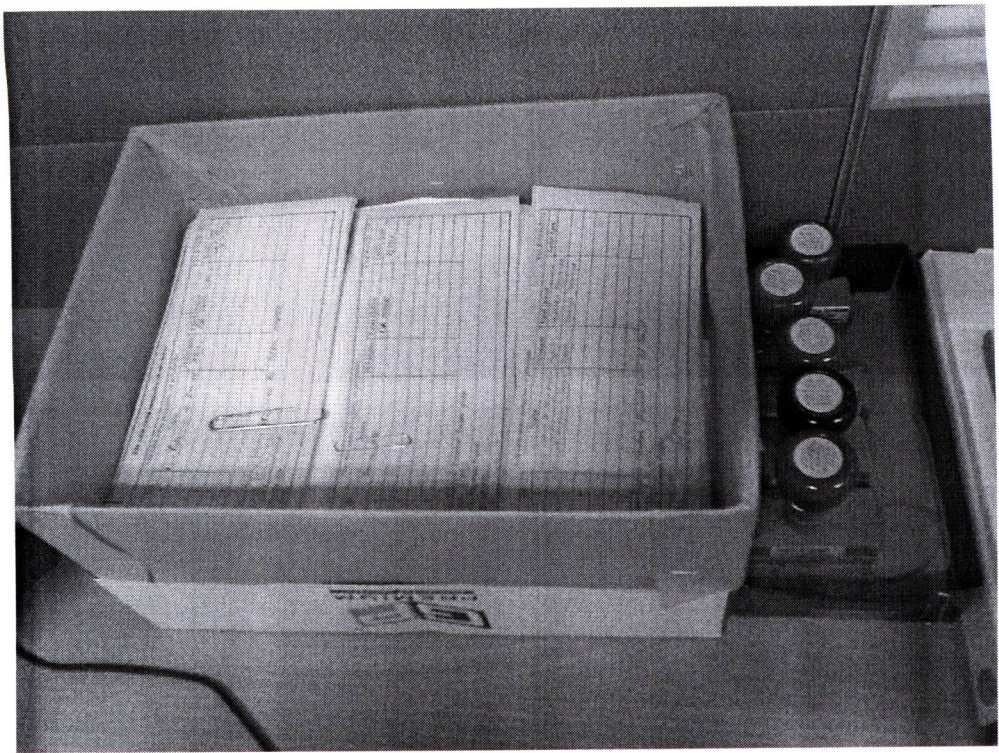
KATIBAH SURUH
 PUSKAS
 MELAKA
 2. DUSUN
 1. KUALA
 KETANG

Nama: _____
 Alamat: _____
 No. Tel: _____
 No. Rumah: _____
 No. Pejabat: _____
 No. Pejabat: _____
 No. Pejabat: _____

Untuk kegunaan klinik
 Diperiksa pada tarikh: _____ oleh Dr. _____
 Cuti sakit pada: _____
 Tarikh: _____

Pengarah Yayasan Sarawak
 Tandatangan/Cap
 Doktor





REFERENCES

1. Book of Sejarah Awal Yayasan Sarawak (n.d)
2. Website: www.yayasansarwak.org.my
3. Website: Wikipedia on Filing System Definition

Ketua Pusat Pengajian Sains Sosial
 Fakulti Sains Pentadbiran dan Pengajian Polisi
 Universiti Teknologi MARA Sarawak
 Kampus Kota Samarahan
 Jalan Meranek
 94300 Kota Samarahan
SARAWAK

(u.p: Encik Fairuz Hidayat Merican Wan Merican
 Penyelaras Latihan Praktikal Program AM228)

Tel: 082-677275

Faks: 082-677320 / 677300

Tuan

**KEPUTUSAN PERMOHONAN PENEMPATAN MENJALANI LATIHAN
 PRAKTIKAL BAGI PELAJAR UTM DARI FAKULTI SAINS PENTADBIRAN DAN
 PENGAJIAN POLISI (FSPPP)**

NAMA PELAJAR : SITI NURUL HAZLINDA AHMAD SULAIMAN SHAH

NO KAD MATRIK: 2010301827

KOD PROGRAM: PROGRAM SARJANA MUDA SAINS PENTADBIRAN

Dengan hormatnya permohonan tuan menerusi surat bil .100-41TMKS(FSPPP/14/1) bertarikh
 30 April 2012 mengenai perkara tersebut di atas adalah dirujuk.

2. Adalah dimaklumkan bahawa setelah pertimbangan teliti diberikan terhadap permohonan tersebut maka pihak kami **BERSETUJU/TIDAK BERSETUJU*** untuk menerima pelajar berkenaan dari Fakulti tuan bagi menjalani latihan praktikal di organisasi kami mulai 16 Julai 2012 hingga 17 Ogos 2012 berdasarkan syarat-syarat yang akan ditentukan oleh kami.

Sekian, terima kasih.

Yang benar

The image shows a handwritten signature in black ink over a circular official stamp. The stamp contains the text 'JAYAKAM SARAWAK' around a central emblem.

Tandatangan Pegawai dan Cop Organisasi

* Potong mana yang tidak berkenaan

Tarikh : 23 November 2010
Rujukan : 110/YS/P.374-2

Pemangku Pengarah

**MOHON PENANGGUHAN KERJA-KERJA PENAMBAHBAIKAN DI DEWAN
SERBAGUNA YAYASAN SARAWAK**

Dengan segala hormatnya perkara tersebut di atas adalah dirujuk.

Adalah dimaklumkan bahawa Dewan Serbaguna Yayasan Sarawak akan digunakan oleh Jabatan Ketua Menteri (Unit Pengurusan Sumber Manusia) pada 30 November 2010 dan 1 Disember 2010 untuk Peperiksaan Penilaian Tahap Kecekapan Sesi 2/2010.

Oleh yang demikian pihak kami memohon agar kerja-kerja penambahbaikan Dewan Serbaguna Yayasan Sarawak dapat ditangguhkan sementara bermula 30 november – 2 Disember 2010. Bersama ini dikepilkan salinan surat dari JKM yang telah mendapat kelulusan dari YBhg. Pengarah.

Sekian, untuk pertimbangan dan kelulusan tuan.

Yang benar,

PP (PSM)

s.k. PP (P&H)

17/Y/S.252/3
7 Ogos 2012

Pengurus
MB Caterer
Tingkat 1, Synergy Square,
Matang Jaya,
93050 Kuching, Sarawak.

Tuan,

LANTIKAN SEBAGAI PEMBEKAL MAKANAN KERING DAN BASAH UNTUK TASKA TADIKA YAYASANKU SAYANG YANG BERALAMAT DI PUSAT PEMBANGUNAN PENDIDIKAN YAYASAN SARAWAK, JALAN SULTAN TENGAH, SEMARIANG, KUCHING.

Salam sejahtera dan salam hormat daripada kami di Yayasan Sarawak,

Dengan segala perkara tersebut di atas adalah dirujuk.

Sukacita dimaklumkan bahawa pihak kami telah bersetuju untuk melantik syarikat tuan, MB Caterer bagi perkhidmatan membekal makanan kering dan basah bagi tempoh Januari 2012 hingga Disember 2012 untuk Taska Tadika Yayasanku Sayang yang beralamat di Pusat Pembangunan Pendidikan Yayasan Sarawak, Jalan Sultan Tengah, Semariang, Kuching.

Sehubungan dengan itu, syarikat tuan hendaklah patuh dengan peraturan yang telah ditetapkan oleh Yayasan Sarawak terutana dari segi masa dan kebersihan barang yang dihantar.

Sukacita juga sekiranya pihak tuan dapat memperakukan penerimaan tawaran ini dengan menandatangani salinan pendua surat tawaran ini.

Sekian, terima kasih.

**“BERSATU BERUSAHA BERBAKTI”
“AN HONOUR TO SERVE”
“PEMANGKIN PEMBANGUNAN PENDIDIKAN”**

Yang benar,

**HAJIJAH BINTI MORSIDI
Penolong Pengarah
Seksyen Pentadbiran dan Sumber Manusia
b.p Pengarah
Yayasan Sarawak**

18/YS/S.252/3
7 Ogos 2012

Pengurus
Aquablue Sdn. Bhd.
No. 25, Lot 1555, Jalan Kuap,
94300 Kuching, Sarawak.

Tuan,

LANTIKAN SEBAGAI PEMBEKAL AIR MINUMAN GELEN UNTUK YAYASAN SARAWAK.

Salam sejahtera dan salam hormat daripada kami di Yayasan Sarawak,

Dengan segala perkara tersebut di atas adalah dirujuk.

Sukacita dimaklumkan bahawa pihak kami telah bersetuju untuk melantik syarikat tuan, Aquablue Sdn Bhd bagi perkhidmatan membekalkan air minuman gelen bagi tempoh Januari 2012 hingga Disember 2012 untuk Pusat Pembangunan Pendidikan Yayasan Sarawak, Asrama Yayasan Sarawak, Perpustakaan Yayasan Sarawak dan Taska Tadika Yayasanku Sayang yang beralamat di Pusat Pembangunan Pendidikan Yayasan Sarawak, Jalan Sultan Tengah, Semariang, Kuching.

Sehubungan dengan itu, syarikat tuan hendaklah patuh dengan peraturan yang telah ditetapkan oleh Yayasan Sarawak terutama dari segi masa dan kebersihan barang yang dihantar.

Sukacita juga sekiranya pihak tuan dapat memperakukan penerimaan tawaran ini dengan menandatangani salinan pendua surat tawaran ini.

Sekian, terima kasih.

"BERSATU BERUSAHA BERBAKTI"
"AN HONOUR TO SERVE"
"PEMANGKIN PEMBANGUNAN PENDIDIKAN"

Yang benar,

HAJIJAH BINTI MORSIDI
Penolong Pengarah
Seksyen Pentadbiran dan Sumber Manusia
b.p Pengarah
Yayasan Sarawak

19/YS/S.252/3
7 Ogos 2012

Pengurus
Water Genesis Sdn. Bhd.
Lot 1151, Block 8 MTL D,
Demak Laut Industrial Park, Phase 3,
93050 Kuching, Sarawak.

Tuan,

LANTIKAN SEBAGAI PEMBEKAL AIR MINUMAN BOTOL BERLOGO UNTUK YAYASAN SARAWAK DAN AIR MINUMAN GELEN UNTUK CEC (BANGUNAN YAYASAN SARAWAK).

Salam sejahtera dan salam hormat daripada kami di Yayasan Sarawak,

Dengan segala perkara tersebut di atas adalah dirujuk.

Sukacita dimaklumkan bahawa pihak kami telah bersetuju untuk melantik syarikat tuan, Water Genesis Sdn. Bhd. bagi perkhidmatan membekalkan air minuman botol berlogo Yayasan Sarawak bagi tempoh Januari 2012 hingga Disember 2012 untuk Yayasan Sarawak yang beralamat di Pusat Pembangunan Pendidikan Yayasan Sarawak, Jalan Sultan Tengah, Semariang, Kuching dan juga membekalkan air minuman gelen untuk CEC yang beralamat di Pusat Khidmat Pelanggan, Tingkat 1, Bangunan Yayasan Sarawak, Padang Merdeka, Jalan Masjid, Kuching.

Sehubungan dengan itu, syarikat tuan hendaklah patuh dengan peraturan yang telah ditetapkan oleh Yayasan Sarawak terutama dari segi masa dan kebersihan barang yang dihantar.

Sukacita juga sekiranya pihak tuan dapat memperakukan penerimaan tawaran ini dengan menandatangani salinan pendua surat tawaran ini.

Sekian, terima kasih.

"BERSATU BERUSAHA BERBAKTI"
"AN HONOUR TO SERVE"
"PEMANGKIN PEMBANGUNAN PENDIDIKAN"

Yang benar,

HAJIJAH BINTI MORSIDI
Penolong Pengarah
Seksyen Pentadbiran dan Sumber Manusia
b.p Pengarah
Yayasan Sarawak

20/YS/S.252/3
7 Ogos 2012

Pengurus
Fuji Xerox Asia Pacific Pte Ltd,
199A-201, Lot 3094 & 3050,
2 ½ Mile, Jalan Rock,
93200 Kuching, Sarawak.

Tuan,

LANTIKAN SEBAGAI PEMBEKAL MESIN FOTOSTAT DAN CETAKAN UNTUK YAYASAN SARAWAK.

Salam sejahtera dan salam hormat daripada kami di Yayasan Sarawak,

Dengan segala perkara tersebut di atas adalah dirujuk.

Sukacita dimaklumkan bahawa pihak kami telah bersetuju untuk melantik syarikat tuan, Fuji Xerox Asia Pacific bagi perkhidmatan membekal mesin fotostat dan cetakan bagi tempoh pada Lampiran A untuk Pusat Pembangunan Pendidikan Yayasan Sarawak yang beralamat di Pusat Pendidikan Yayasan Sarawak, Jalan Sultan Tengah, Semariang, Kuching.

Sehubungan dengan itu, syarikat tuan hendaklah patuh dengan peraturan yang telah ditetapkan oleh Yayasan Sarawak terutama dari segi masa barang yang dihantar.

Sukacita juga sekiranya pihak tuan dapat memperakukan penerimaan tawaran ini dengan menandatangani salinan pendua surat tawaran ini.

Sekian, terima kasih.

**“BERSATU BERUSAHA BERBAKTI”
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”PEMANGKIN PEMBANGUNAN PENDIDIKAN”**

Yang benar,

**HAJIJAH BINTI MORSIDI
Penolong Pengarah
Seksyen Pentadbiran dan Sumber Manusia
b.p Pengarah
Yayasan Sarawak**

LAMPIRAN A

SENARAI MESIN FOFSTAT DAN CETAKAN UNTUK YAYASAN SARAWAK
20/YS/S.252/3

BIL.	JABATAN	MODEL	TEMPOH	
			MULA	TAMAT
1.	Pusat Sumber	DC1055CP (101473)	1 Jun 2010	31 Mei 2015
2.	Aras 2 PPPYS	DC2007ST (132631)	1 September 2009	31 Ogos 2014
3.	Aras 3 PPPYS	DC2007CP (135539)	1 Mei 2010	30 April 2015
4.	Taska Tadika Yayasanku Sayang	DC2007CP (135847)	1 Jun 2010	31 Mei 2015
5.	Aras 3 PPPYS	DC2007CS (138489)	1 Januari 2011	31 Disember 2015
6.	Aras 3 PPPYS	3000CPS (242101)	1 April 2007	31 Mac 2012
7.	Aras 2 PPPYS	D2260CPS (872601)	1 Mei 2010	30 April 2015
8.	CEC (Bangunan Yayasan Sarawak)	DCIII2007CPS (138040)	1 Januari 2011	31 Disember 2015
9.	Aras 2 PPPYS	DC1055CFP (140514)	1 April 2011	31 Mac 2015

21/YS/S.252/3

7 Ogos 2012

Pengurus
Bormas Marketing Services Company Sdn. Bhd
Lot 8349-8350 & 8352,
Lorong Datuk Abang Abdul Rahim 7A,
P.O Box 3276,
93764 Kuching, Sarawak.

Tuan,

LANTIKAN SEBAGAI PEMBEKAL MESIN FOTOSTAT UNTUK YAYASAN SARAWAK.

Salam sejahtera dan salam hormat daripada kami di Yayasan Sarawak.

Dengan segala perkara tersebut di atas adalah dirujuk.

Sukacita dimaklumkan bahawa pihak kami telah bersetuju untuk melantik syarikat tuan, Bormas Marketing Services Company bagi perkhidmatan membekal mesin fotostat bagi tempoh pada Lampiran A untuk Pusat Pembangunan Pendidikan Yayasan Sarawak yang beralamat di Pusat Pendidikan Yayasan Sarawak, Jalan Sultan Tengah, Semariang, Kuching.

Sehubungan dengan itu, syarikat tuan hendaklah patuh dengan peraturan yang telah ditetapkan oleh Yayasan Sarawak terutama dari segi masa barang yang dihantar.

Sukacita juga sekiranya pihak tuan dapat memperakukan penerimaan tawaran ini dengan menandatangani salinan pendua surat tawaran ini.

Sekian, terima kasih.

"BERSATU BERUSAHA BERBAKTI"
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"PEMANGKIN PEMBANGUNAN PENDIDIKAN"

Yang benar,

HAJIJAH BINTI MORSIDI
Penolong Pengarah
Seksyen Pentadbiran dan Sumber Manusia
b.p Pengarah
Yayasan Sarawak

LAMPIRAN A**SENARAI MESIN FOTOSTAT UNTUK YAYASAN SARAWAK
21/YS/S.252/3**

BIL.	JABATAN	MODEL	TEMPOH	
			MULA	TAMAT
1.	PPPYS	RICOH FT5733 (002567BRK)	1 November 2002	31 Oktober 2007
2.	CEC	SAVIN 9450 (2644600041)	1 November 2002	31 Oktober 2007
3.	PPPYS	NASHUATEC 3133LD (2772040264)	1 November 2002	31 Oktober 2007

LAMPIRAN A

SENARAI MESIN FOTOSTAT UNTUK YAYASAN SARAWAK
21/YS/S.252/3

BIL.	JABATAN	MODEL	TEMPOH	
			MULA	TAMAT
1.	PPPYS <i>1/Jan</i>	RICOH FT5733 (002567BRK)	1 November 2002	31 Oktober 2007
2.	CEC <i>Buat Chid Pagan 5/Jan 2002</i>	SAVIN 9450 (2644600041)	1 November 2002	31 Oktober 2007
3.	PPPYS	NASHUATEC 3133LD (2772040264)	1 November 2002	31 Oktober 2007

22/YS/S.252/3
7 Ogos 2012

Pengurus
Rentokil Initial (M) Sdn. Bhd.
Lot 135, Kuching Town land District,
Lorong Datuk Abang Abdul Rahim 5B,
Off Jalan Padungan,
93100 Kuching, Sarawak.

Tuan,

**LANTIKAN SEBAGAI PEMBEKAL PERALATAN TANDAS DAN PEWANGI PEJABAT UNTUK
YAYASAN SARAWAK.**

Salam sejahtera dan salam hormat daripada kami di Yayasan Sarawak.

Dengan segala perkara tersebut di atas adalah dirujuk.

Sukacita dimaklumkan bahawa pihak kami telah bersetuju untuk melantik syarikat tuan Rentokil Initial (M) Sdn Bhd bagi perkhidmatan membekal peralatan tandas dan pewangi pejabat bagi tempoh Januari 2012 hingga Disember 2012 untuk Pusat Pembangunan Pendidikan Yayasan Sarawak yang beralamat di Pusat Pendidikan Yayasan Sarawak, Jalan Sultan Tengah, Semariang, Kuching.

Sehubungan dengan itu, syarikat tuan hendaklah patuh dengan peraturan yang telah ditetapkan oleh Yayasan Sarawak terutama dari segi masa barang yang dihantar.

Sukacita juga sekiranya pihak tuan dapat memperakukan penerimaan tawaran ini dengan menandatangani salinan pendua surat tawaran ini.

Sekian, terima kasih.

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"PEMANGKIN PEMBANGUNAN PENDIDIKAN"**

Yang benar,

HAJIJAH BINTI MORSIDI
Penolong Pengarah
Seksyen Pentadbiran dan Sumber Manusia
b.p Pengarah
Yayasan Sarawak

23/YS/S.252/3
7 Ogos 2012

Hasnah Binti Haji
No. 33 Kpg Sinjan,
Petra Jaya,
93050 Kuching, Sarawak.

Puan,

LANTIKAN SEBAGAI PEMBEKAL AKHBAR UNTUK YAYASAN SARAWAK

Salam sejahtera dan salam hormat daripada kami di Yayasan Sarawak,

Dengan segala perkara tersebut di atas adalah dirujuk.

Sukacita dimaklumkan bahawa pihak kami telah bersetuju untuk melantik syarikat puan bagi perkhidmatan membekal akhbar bagi tempoh Januari 2012 hingga Disember 2012 untuk Pusat Pembangunan Pendidikan Yayasan Sarawak yang beralamat di Pusat Pembangunan Pendidikan Yayasan Sarawak, Jalan Sultan Tengah, Semariang, Kuching dan juga CEC yang beralamat di Pusat Khidmat Pelanggan, Tingkat 1, Bangunan Yayasan Sarawak, Padang Merdeka, Jalan Masjid, Kuching. Jenis akhbar yang dilanggan adalah seperti pada Lampiran A.

Sehubungan dengan itu, syarikat puan hendaklah patuh dengan peraturan yang ditetapkan oleh Yayasan Sarawak terutama dari segi masa barang yang dihantar.

Sukacita juga sekoiranya pihak tuan dapat memperakukan penerimaan tawaran ini dengan menandatangani salinan pendua surat tawaran ini.

Sekian, terima kasih.

"BERSATU BERUSAHA BERBAKTI"
"AN HONOUR TO SERVE"
"PEMANGKIN PEMBANGUNAN PENDIDIKAN"

Yang benar,

HAJIJAH BINTI MORSIDI
Penolong Pengarah
Seksyen Pentadbiran dan Sumber Manusia
b.p Pengarah
Yayasan Sarawak

LAMPIRAN A**Senarai Naskhah Akhbar Untuk Yayasan Sarawak
23/YS/S.252/3**

Berikut adalah naskhah akhbar yang diperlukan;

BIL	NAMA	US	ST	BP	BH	UM	NST	THE STAR	HM	JUMLAH (INDIVIDU)
1	YB Tan Sri Datuk Amar	1	1	1	1	1	1	1		7
2	Pengarah			1	1					2
3	Tuan Haji Morthada			1				1		2
4	Samat Junai			1				1		2
5	Adzlie Ibrahim			1		1				2
6	Jolly Marikan			1		1				2
7	Noranne Adam Assim			1		1				2
8	Hajjah Morsidi			1		1				2
9	Easmawi Razak			1		1				2
10	Mohammad Shahrul			1	1					2
11	Abdullah Abdul Gapor			1	1					2
12	Mersal Abang Rosli			1			1			2
13	Yantiska Mahmud	1				1				2
14	Shamsudin Sham					1			1	2
15	Khairuddin			1				1		2
16	Aris Nasrol			1				1		2
17	Syed Nizamuddin			1				1		2
18	Ahmad Haji Noh	1						1		2
19	Temah Ibrahim				1			1		2
20	CEC			1		1				2
21	LOBBY	1	1	1	1	1				5
22	TINGKAT 1	1	1	1	1	1				5
23	TINGKAT 2	1	1	1	1	1				5
24	TINGKAT 3	1	1	1	1	1				5
25	LIBRARY	1	1	1	1	1				5
	JUMLAH	8	6	21	10	14	2	8	1	70
	JUMLAH (SEBULAN)	240	180	600	300	420	60	240	30	2070



Yayasan Sarawak

24/YS/S.252/3
14 Ogos 2012

Pengurus
Officequip Supplies Sdn Bhd
Lot 943, No.25, Block 7,
Phase 7, Stage 4,
Demak Laiut Industrial Park, Sejingkat,
93050 Kuching, Sarawak.

Tuan,

**LANTIKAN SEBAGAI PEMBEKAL PELBAGAI BEKALAN DAN MAKANAN KERING UNTUK
TASKA TADIKA YAYASANKU SAYANG YANG BERALAMAT DI PUSAT PEMBANGUNAN
PENDIDIKAN YAYASAN SARAWAK, JALAN SULTAN TENGAH, SEMARIANG, KUCHING.**

Salam sejahtera dan salam hormat daripada kami di Yayasan Sarawak,

Dengan segala perkara tersebut di atas adalah dirujuk.

Sukacita dimaklumkan bahawa pihak kami telah bersetuju untuk melantik syarikat tuan, Officequip Supplies bagi perkhidmatan membekal pelbagai bekalan dan makanan kering bagi tempoh Januari 2012 hingga Disember 2012 untuk Taska Tadika Yayasanku Sayang yang beralamat di Pusat Pembangunan Pendidikan Yayasan Sarawak, Jalan Sultan Tengah, Semariang, Kuching.

Sehubungan dengan itu, syarikat tuan hendaklah patuh dengan peraturan yang telah ditetapkan oleh Yayasan Sarawak terutama dari segi masa dan kebersihan barang yang dihantar.

Sukacita juga sekiranya pihak tuan dapat memperakukan penerimaan tawaran ini dengan menandatangani salinan pendua surat tawaran ini.

Sekian, terima kasih.

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Yang benar,

HAIJIJAH BINTI MORSIDI
Penolong Pengarah
Seksyen Pentadbiran dan Sumber Manusia
b.p Pengarah
Yayasan Sarawak

Pusat Pembangunan Pendidikan &
Pejabat Yayasan Sarawak
Lot 4784, Jalan Sultan Tengah, Petra Jaya,
O. Box 3281, 93050 Kuching
Tel: 082-441686 Faks: 082-440023
Emel: ys@yayasan.org.my
Laman Web: www.yayasansarawak.org.my

Pusat Khidmat Pelanggan
Tingkat 1, Bangunan Yayasan Sarawak,
Padang Merdeka,
Jalan Masjid, 93400 Kuching
Tel: 082-248778
Faks: 082-259778

Pejabat Cawangan Kuala Lumpur
No. 1, Jalan Stonor
Off Jalan Conlay
50450 Kuala Lumpur
Tel: 03-21457371/2
Faks: 03-21453607

Pejabat Cawangan London
Rumah Yayasan Sarawak
105, Brondesbury Park
London NW25JL
Tel & Faks: 081-8300165
Emel: mmz1@aol.com



24/YS/S.252/3

14 Ogos 2012

Pengurus
Officequip Supplies Sdn Bhd
Lot 943, No.25, Block 7,
Phase 7, Stage 4,
Demak Laiut Industrial Park, Sejingkat,
93050 Kuching, Sarawak.

Tuan,

**LANTIKAN SEBAGAI PEMBEKAL PELBAGAI BEKALAN DAN MAKANAN KERING UNTUK
TASKA TADIKA YAYASANKU SAYANG YANG BERALAMAT DI PUSAT PEMBANGUNAN
PENDIDIKAN YAYASAN SARAWAK, JALAN SULTAN TENGAH, SEMARIANG, KUCHING.**

Salam sejahtera dan salam hormat daripada kami di Yayasan Sarawak.

Dengan segala perkara tersebut di atas adalah dirujuk.

Sukacita dimaklumkan bahawa pihak kami telah bersetuju untuk melantik syarikat tuan, Officequip Supplies bagi perkhidmatan membekal pelbagai bekalan dan makanan kering bagi tempoh Januari 2012 hingga Disember 2012 untuk Taska Tadika Yayasanku Sayang yang beralamat di Pusat Pembangunan Pendidikan Yayasan Sarawak, Jalan Sultan Tengah, Semariang, Kuching.

Sehubungan dengan itu, syarikat tuan hendaklah patuh dengan peraturan yang telah ditetapkan oleh Yayasan Sarawak ~~terutama~~ dari segi masa dan kebersihan barang yang dihantar.

terutama

Sukacita juga sekiranya pihak tuan dapat memperakukan penerimaan tawaran ini dengan menandatangani salinan pendua surat tawaran ini.

Sekian, terima kasih.

“BERSATU BERUSAHA BERBAKTI”

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Yang benar,

HAJIJAH BINTI MORSIDI

Penolong Pengarah

Seksyen Pentadbiran dan Sumber Manusia

b.p Pengarah

Yayasan Sarawak

BIL	JAWATANKUASA	AHLI	BIDANG KUASA
1.	JK PENGURUSAN (MESY. PEGAWAI KANAN YS)**	Pengerusi – Pengarah Ahli-Ahli – Semua Pegawai Kanan YS (Ternasuk Pengurus SESB) Setiausaha – PP (PSM)	i. Menilai cadangan yang dikemukakan semasa Mesyuarat Pengurusan / Mesyuarat Pegawai Kanan. ii. Membuat keputusan terhadap tindakan-tindakan yang boleh diambil oleh pengurusan terhadap sesuatu perkara yang dibangkitkan dalam mesyuarat. iii. Memantau perkembangan aktiviti, program, projek & membuat keputusan terhadap tindakan yang sewajarnya diambil oleh pengurusan. iv. Berkusaha untuk mengubah, meminda atau membatalkan keputusan-keputusan yang dibuat oleh Jawatankuasa lain. v. Berkusaha untuk mempertingkatkan & membuat keputusan terhadap perkara-perkara yang bersangkutan dengan Jawatankuasa lain. Jika keputusan sudah dibuat oleh Jawatankuasa ini maka ia tidak perlu dibincangkan lagi dengan Jawatankuasa-jawatankuasa lain yang berkaitan; dan vi. Kekerapan Mesyuarat - Mesyuarat Pegawai Kanan sebulan sekali. - Mesyuarat Mingguan seminggu sekali.
2.	JK TINDAKAN PENGURUSAN / INTEGRITI (MANAGEMENT ACTION COMMITTEE)*	Pengerusi – Pengarah Ahli-Ahli – Timbalan Pengarah, KPP (PH), KPP (PK), KPP (HEAK & B), PP (Akaun), PP (PT), Pegawai Sistem Maklumat Setiausaha – PP (PSM)	i. Menerima laporan terhadap kerja-kerja Audit Dalam yang dilaksanakan oleh Seksyen Audit Dalam. ii. Mempertingkatkan & membuat keputusan terhadap tindakan-tindakan yang wajar di ambil oleh pengurusan terhadap perkara-perkara yang dibangkitkan. iii. Membincangkan hal-hal yang berkaitan dengan integriti di Yayasan Sarawak seperti langkah pencegahan & program kesedaran, dan Kekerapan Mesyuarat – 3 bulan sekali. iv. Menilai tawaran-tawaran tender yang diterima oleh pengurusan. v. Mempertingkatkan & memperakukan tawaran-tawaran yang difikirkan wajar & munasabah untuk pertumbuhan & kelulusan selernya JK perjawatan & Tender Yayasan Sarawak, dan Kekerapan Mesyuarat – Terakuk kepada jumlah & tempoh tawaran tender yang dikeluarkan oleh Yayasan Sarawak.
3.	JK TENDER (DALAMAN)*	Pengerusi – Pengarah Ahli-Ahli – Timbalan Pengarah, KPP (PH), KPP (PSM), Pegawai Sistem Maklumat, PP (Akaun), Juru Audit Dalam, PP (Undang2) Setiausaha – PP (PSM)	i. Membincangkan tindakan-tindakan yang wajar di ambil oleh pengurusan untuk meningkatkan kualiti perkhidmatan di Yayasan Sarawak. ii. Menerima laporan daripada Bahagian HEA & Kualiti tentang inisiatif kualiti yang sedang dilaksanakan di Yayasan Sarawak. iii. Memantau peralihan kualiti & membuat keputusan yang wajar jika diperlukan; dan iv. Kekerapan Mesyuarat – 2 bulan sekali.
4.	JK PENGURUSAN KUALITI*	Pengerusi – Pengarah Ahli-Ahli – Semua Pegawai Kanan Setiausaha – PP (HEA & Kualiti)	i. Membincangkan hal-hal yang berkaitan dengan hubungan antara pengurusan & staf & selernya membuat keputusan terhadap tindakan-tindakan yang perlu di ambil, dan ii. Kekerapan Mesyuarat – 3 bulan sekali.
5.	MAJLIS BERSAMA JABATAN*	Pengerusi – Pengarah Ahli-Ahli – Timbalan pengarah, Semua KPP, Semua ALK kelab YS Setiausaha – PP (PSM)	i. Menilai permohonan-permohonan untuk mendapat sumbangan & bantuan daripada Yayasan Sarawak oleh pihak luar seperti PT, Sekolah, PIBG, NGO, Individu, Agensi Kerajaan & sebagainya. ii. Mempertingkatkan & memperakukan keputusan yang wajar di ambil oleh pengurusan kepada Pengarah untuk kelulusan, dan iii. Kekerapan Mesyuarat – Sebulan sekali atau mana tempoh yang difikirkan wajar.
6.	JK BANTUAN & SUMBANGAN*	Pengerusi – Timbalan Pengarah Ahli-Ahli – KPP (PK), KPP (HEA), PP (PR), PP (Akaun), PP (HEID) Setiausaha – PP (PT)	i. Menilai permohonan-permohonan Skim Pinjaman Pelajaran yang diproses oleh Seksyen Pendidikan Tinggi. ii. Membincangkan & memperakukan calon-calon yang wajar diberikan bantuan Skim Pinjaman Pelajaran kepada Pengarah untuk keputusan selanjutnya. iii. Memohonan-permohonan yang telah diproses oleh Seksyen Pendidikan Tinggi & dibawa terus kepada Pengarah untuk keputusan adalah diketualikan dalam hal ini, dan iv. Kekerapan Mesyuarat – Mengikut keperluan permohonan yang diproses oleh Seksyen Pendidikan Tinggi.
7.	JK PINJAMAN PELAJARAN*	Pengerusi – Timbalan Pengarah Ahli-Ahli – KPP (PK), KPP (HEA), PP (PR), PP (Akaun), PP (HEID) Setiausaha – PP (PT)	i. Membincangkan isu-isu yang berkaitan dengan masalah Pembayaran Baik Pinjaman Pelajaran YS, dan ii. Membincangkan langkah & tindakan yang wajar di ambil oleh pengurusan untuk mendapat kelulusan Pengarah
8.	JK BAYARAN BALIK*	Pengerusi – Timbalan Pengarah Ahli-Ahli – KPP (PH), KPP (HEAK), PP (PT), PP (Akaun), PP (PH), Juru Audit Dalam Setiausaha – PP (Undang2)	i. Menilai cadangan tawaran sebutnarga daripada pembekal-pembekal untuk kerja-kerja & perkhidmatan yang bernilai antara RM10,000 hingga RM49,000. ii. Mempertingkatkan & memperakukan keputusan yang wajar diambil untuk kelulusan oleh Pengarah, dan iii. Kekerapan Mesyuarat – Terakuk kepada keperluan.
9.	JK SEBUTHARGA*	Pengerusi – Timbalan Pengarah Ahli-Ahli – KPP (PH), Pegawai Sistem Maklumat, PP (Akaun), Juru Audit Dalam, PP (Undang2) Setiausaha – PP (PSM)	i. Menilai permohonan oleh staf Yayasan Sarawak untuk mendapat pinjaman perumahan, kenderaan, peti sejuk, komputer, ketuhar dapur, Mempertingkatkan & memperakukan keputusan yang wajar di ambil untuk kelulusan oleh Pengarah, dan ii. Kekerapan Mesyuarat – Terakuk kepada keperluan.
10.	JK PINJAMAN STAF*	Pengerusi – Timbalan Pengarah Ahli-Ahli – KPP (PK), PP (Akaun), PP (PSM), Juru Audit Dalam, PP (Undang2), PP (PH) Setiausaha – PP (PSM)	i. Menilai permohonan oleh staf Yayasan Sarawak untuk mendapat pinjaman perumahan, kenderaan, peti sejuk, komputer, ketuhar dapur, Mempertingkatkan & memperakukan keputusan yang wajar di ambil untuk kelulusan oleh Pengarah, dan ii. Kekerapan Mesyuarat – Terakuk kepada keperluan.

Note: * Mesyuarat boleh menjemput mana-mana pegawai lain jika perlu untuk membincangkan hal-hal yang berkaitan.

** Mesyuarat boleh menjemput mana-mana staf yang berkaitan jika perlu untuk membincangkan hal-hal yang berkaitan.

PENGURUSAN DAN PEGAWAI KANAN YAYASAN SARAWAK

1.	Ybhg Encik Mohamad Abu Bakar Bin Marzuki	
2.	Encik Haji Mortada Bin Alop	
3.	Encik Mersal Bin Abang Rosli	
4.	Encik Mohamad Adzlie Bin Ibrahim	
5.	Encik Abdullah Bin Abdul Gapor	
6.	Puan Darul Afiah Binti Ibrahim	
7.	Encik Yantiska Bin Mahmud	
8.	Encik Ismallia Bin Bohari	
9.	Encik Jolly Bin Marikan	
10.	Puan Hajjah Binti Morsidi	
11.	Encik Syed Nizamuddin Bin Sayed Khassim	
12.	Encik Aris Nasrul Bin Osman	
13.	Encik Ahmad Bin Noh	
14.	Puan Siti Asfajarina Binti Salleh	
15.	Puan Noranne Binti Adam Assim	
16.	Encik Easmawi Razak Bin Mohamad Eastern	
17.	Encik Mohamad Hirul Bin Hamdan	
18.	Puan Temah Binti Ibrahim	

3 DI YAYASAN SARAWAK TAHUN 2012

BIL	NAMA	ALAMAT	I/C	BANGSA	STATUS
1	Juliana bt Ismail	No 48, Lot 1097 Jalan Cenderawasih Lorong 2 Kpg Semariang Batu 93050 Petra Jaya Kuching	781004-13-5100	Melayu	Kahwin
2	Suhaila bt Sahiri	No 19, Taman Trinora Jln Abd Rahman Yaakub 93050 Petra Jaya Kuching	800929-13-5488	Melayu	Kahwin
3	Shaikh Abdul Fattah b Shaikh Ismail	No 92, Kpg Kelka Hulu 94800 Simunjan	871030-49-6427	Arab	Kahwin
4	Tong Chen Yuan	No 74B, Bakong KMC Flat, Ban Hock Road 93100 Kuching	861122-52-6313	Cina	Bujang
5	Nur Shafika bt Idrus	No 116, Lorong Bunga Kemuning 3A Jalan Bunga Kemuning Matang 93050 Kuching	871122-13-5418	Melayu	Bujang

KELAYAKAN			PENGALAMAN	
SPM	DIPLOMA	IJAZAH	MASTER / PHD	
SPM - BM6, 2C, 2D, 5E				<ol style="list-style-type: none"> 1. Pembantu Makmal di Craun Research sdn Bhd 2. Pembantu Klinik / Perkeranian di Normah Medical Centre
SPM - BM - 7D,, BI - 8E, P. Islam - 6C, Sej - 7D, Math - 8E, Sci - 5C, Geo - 7D, Seni Visual - 5C, T.Islam - 5C Sijil Elektrikal & Teknologi di IKM, Kota Kinabalu				<ol style="list-style-type: none"> 1. Juruteknik di Steel Industry (Sabah) Sdn Bhd, Kota Kinabalu
SPM - BM - 5C, BI - 6C, P Moral - 4B, Sej - 4B, Math - 1A, Sci - 2A, Geo - 4B, Seni Visual - 3B, Com - 4B, Cina - 5C	STPM - Peng Am - B, Geo - C+, Eko - C+, P Niaga - B-	Bach in Finance with Honours di UNIMAS CGPA: 2.61		<ol style="list-style-type: none"> 1. Part Time as Sale Asst di Everise Departmental Store 2. Graphic Design di Instant Business Forms Sdn Bhd 3. Latihan Praktikal sebagai Audit Assit di YF Leong & Co
SPM - BM - 3B, BI - 6C, P Islam - 6C, Sej - 7D, Math - 6C, Sains - 4B, Comm - 8E, Eko Asas - 7D, Reka Cipta - 3B	Diploma Ukur Bahan di UITM	Sarjana Muda Ukur Bangunan (Kelas Kedua Rendah) di UITM		<ol style="list-style-type: none"> 1. Praktikal di PELITA Holding Sdn Bhd 2. Quantity Surveyor di RM Dynamic Development Sdn Bhd

6	Azizul b Adami	No 41, Lot 1850, Semariang Baru Fasa 3, Siol Kanan Petra Jaya 93050 Kuching	850816-13-5479	Melayu	Kahwin	SPM - BM - 8E, Sain - 7D, Art - 6C Sijil Teknologi Kimpalan & Fabrikasi di IKM Kuching				<ol style="list-style-type: none"> 1. Jurukimpal di Profesional Energy dan Decort Mart 2. Pemandu di Qushai Catering dan Damai Beach Resort 3. Juruteknik di Flameless Concept (AOWA Electric Sdn Bhd) 4. Pembantu Pejabat di Heng Sing Brothers Press hingga sekarang
7	Shariza bt Ismail	Lot 1001, Lrg Plata 4B Petra Jaya 93050 Kuching	880122-13-5690	Melayu	Bujang	SPM - BM - 2A, BI - 1A, P Islam - 4B, Sej - 2A, Math - 4B, Add Math - 8E, Eko Asas - 4B, Fizik - 7D, Kimia - 7D, Bio - 7D, Eng for Tech - 4B	Diploma in Public Admin di UITM, Samarahan CGPA: 3.26	Bach in Admin Science di UITM Shah Alam CGPA: 3.46		<ol style="list-style-type: none"> 1. Part Time Sales Assisit di KK Store Sdn Bhd 2. Part Time Baker di Qalas-Qalas Sarawak Layer Cake, Kajang, Selangor 3. Latihan Praktikal di Yayasan Sarawak Seksyen Kualiti
8	Syarifah Khairunnisa Firdausyah bt Syed Yusuf	Peti Surat 450 Lot 1097, Tmn Sukma 93050 Kuching	880104-13-5582	Melayu	Bujang	SPM - BM - 1A, BI - 1A, P Islam - 3B, Sej - 2A, Math - 3B, Add Math - 7D, Fizik - 6C, Kimia - 6C, Bio - 6C, Eng for Tech - 5C	Diploma in Public Admin di UITM, Samarahan CGPA: 2.93	Bach in Admin Science di UITM Samarahan CGPA: 3.29		<ol style="list-style-type: none"> 1. Part Time Sales Assisit di SES Pesona Sdn Bhd, Exotic Perfume Sdn Bhd dan Almas Collection Sdn Bhd 2. Praktikal di Yayasan Sarawak, Seksyen Pendidikan Rendah

9	Atiqah bt Jahidin	71B, Kpg Tupong Batu, Jln Merdeka Peta Jaya 93050 Kuching	900927-13-6290	Melayu	Bujang	SPM - BM - 3B, BI - 1A, P Islam - 2A, Sej - 5C, Math - 2A, Add Math - 5C, Fizik - 4B, Kimia - 8E, Bio - 7D, Reka Cipta - 4B	Diploma Akauntansi di UITM, Samarahan CGPA: 2.72				1. Guru Sementara di TASKA Hikmah 2. Waitress di Grand Malay Restaurant 3. Part Time Product Promoter di Maxis Telekomunikasi Bhd 4. Part Time Admin/ Akaun clerk di Dollah Jardi Construction
10	Nurul Noor Hasfariezza bt Nasir	Lot 1978, Lorong Selangan Batu Kpg Rampangi Fasa 1 Jalan sultan Tengah 93050 Kuching	911023-13-5248	Melayu	Bujang	SPM - BM - 4B, BI - 8E, P Islam - 6C, Math - 8E, Sci - 7D, Seni Visual - 4B, Comm - 8E	STPM - Peng Am - F, BM - C+, Sej - D+, Geo - F				1. Cashier di Yang Kwang store 2. Praktikal di Poliklinik Sri Permai dan Convalescents Nursing Home Rawang 3. Waitress di First World Hotel, Genting International Convention Centre 4. Dental Nurse Assistant di Dr Hii Dental Surgery
11	Jenifer Sarau	D/A Frindahlek Sayang Sarau Jabatan Pertanian Daerah Lawas 98857 Lawas	830419-13-5426	Lun Bawang	Kahwin	SPM - BM - 5C, P. Moral - 8E, Sains - 6C, K Melayu - 8E, Art - 6C	Diploma in HealthCare di Masterskill				
12	Nurhafizah bt Yusuf	Kampung Tabuan Cemerlang Jalan Kampung Tabuan Melayu 93450 Kuching	881118-13-5246	Melayu	Bujang	SPM - BM - 2A, BI - 5C, P Islam - 3B, Sej - 4B, Math - 8E, Sains - 5C, Comm - 7D, Tek Seni - 7D, Solek & Dandan - 2A	STPM - Peng Am - C, BM - B , Sej - A, Peng Niaga - B-				1. Waitress di Hotel Hilton, Kuching

13	Nik Nurul Hana bt Nik Ahmad	Lot 446, Lorong 8 Jalan Allamanda Kpg Baru Seberang 96100 sarikei		Melayu	Bujang	SPM - BM -	Diploma in Public Admin di UITM Samarahan with CGPA 3.06	Degree in Admin Sci (Hons) di UITM Samarahan with CGPA 3.29		1. Part Time Waitress di Tmn Selera Baji Jaya, Sarikei, Promoter di Mel. A Beauty House, Sarikei dan Sales Girl di Anthornian Bookstore, Sarikei 2. Pelajar Praktikal di Road Transport Department, Sarikei
14	Kamarulzaman b. Sharif	407 Lorong Cahya Permat 2B, Bandar Baru Semariang 93050 Kuching	780323-13-5103	Melayu	Kahwin		Matrikulasi - CGPA 3.23	Degree in Computa- tional Sci di UNIMAS - CGPA - 2.40		1. Programmer di BY Technologies SB 2. Prgawai Teknologi Maklumat di UNIMAS
15	Siti Nurani bt Halim	Lot 1932, Jalan Tan Sri Abg Marzuki Kampung Tunku Petra Jaya 93050 Kuching	841016-13-5572	Melayu	Kahwin	SPM - BM -	Diploma in Business Studies di UITM Samarahan			1. Marketing Assist di Liainsin Trading Sdn Bhd 2. CBG di State Planning Unit (SPU), Wisma Bapa Msia
16	Muhamad Elias b Omar	259E, Lorong 4A Kpg Sioi Kandis 93050 Petra Jaya Kuching	871020-52-6477	Melayu	Bujang	SPM - BM - 4B, BI - 6C, Pend Islam - 6C, Sej - 6C, Math - 2A, Add Math - 7D, Tek Mak - 3B, Fizik - 7D, Kimia - 6C, Eng for Sci - 7D	Diploma in Mass Comm di UITM, Shah Alam			1. Artist's Manager di Sarah Raisuddin Production Sdn Bhd 2. PR Executives di KRU Studios 3. CBG Trainee di PBB 4. Sales & Communication Executive di Dormani Hotel Kuching until now
17	Wan Mohd Ikrimal b Wan Dairman	Lot 1565, Lrg Juara 31 Trmn Sukma Petra Jaya, 93050 Kuching	900605-13-8453	Melayu	Bujang	SPM - BM - 5C, BI 7D, Pend Islam - 3B, Sej - 7D, Math - 5C, Sci - 5C, Tek Elek - 7D, Radio/TV - 4B, Art Gaom - 3B	Diploma dlm Kejuruteraan Elektronik di Politeknik Kuching			1. Pelajar Pratikal di Wemal Marketing Sdn Bhd 2. CBG di MEMC Kuching

18	Muhammad Faezlin b Basri	No. 18, Jalan Rajawali Kpg Malaysia Jaya Petra Jaya 93050 Kuching	890506-13-6085	Melayu	Bujang	SPM - BM - 5C, BI - 8E, Pend Islam - 6C, Sej - 8E, Math - 8E, Sains - 7D, K Melayu - 7D, Seni Visual - 5C					1. Praktikal di RTM Kuching 2. Teknikal di East Deal S/B dan LogiMiri S/B 3. Sales Promoter di Puncak Hijau S/B 4. Supervisor di WSB Sdn Bhd
19	Mohd Hafeez Aswad b Hamit	Lot 3673, Taman Sri Wangi, Petra Jaya 93050 Kuching	800730-13-5587	Melayu	Bujang	SPM - BM - 6C, BI - 7D, Pend Islam - 5C, Sej - 6C, Math - 6C, Add Math - 7D, Civil Art - 8D, Peng Jentera - 8D, Fizik - 8	Pra Matriculasi di UNITAR, Kuching				1. Pembantu Jurujual di Everwin Enterprise, Sarikei
20	Noreha bt Ismail	No. 572, Kampung Bintangwa Hillir, Petra Jaya, 93050 Kuching	890302-13-6606	Melanau	Bujang	SPM - BM - 4B, BI - 7D, Pend Islam - 5C, Math - 8E, Sains - 6C, K Melayu - 5C, Geo - 7D, Com - 8E					1. CBG di Jab Kebajikan Masyarakat Negeri Sarawak 2. Guest Services Assist di Air Asia hingga sekarang
21	Farzelan b Tawil	No. 330-B, Lrg 6A6 Peony Garden Jln Matang 93050 Kuching	890131-13-6109	Melayu	Bujang	SPM - BM - 2A, BI - 7D, Pend Islam - 5C, Sej - 4B, Math - 1A, Add Math - 5C, Fizik 7D, Kimia - 7D, Eng for Sci - 6C					1. Pernah bekerja sebagai Ticketing Assistant, General Worker, Waiter di TopSpot Seafood Centre dan terkini Operator Pengeluaran di Hitachi Global Storage Technologies
22	Mohamad Hafiq b Zainal Ariffin	No 172 A, Lorong 6E Taman Malihah Jalan Belatok Off Jalan Matang 93050 Kuching	910209-13-5321	Bidayuh	Bujang	SPM - BM - 7D, Pend Islam - 6C, Sci - 7D, Automobil - 2A					

23	Nadia Fadila bt Ali	No 182A, Lorong 6E Taman Mailihah Jalan Belatok Off Jalan Matang 93050 Kuching	870315-52-6234	Bidayuh	Bujang	SPM - BM - 1A, BI - 2A, P Islam - 2A, Sej - 2A, Math - 7D, Sci - 2A, K Melayu - 2A, Geo - 6C, Seni Visual - 2A, Comm - 5C		Degree in Creative Technology di UITM, Shah Alam		1. Pelajar Praktikal di Bifrost Productions Sdn Bhd, Seri Kembangan 2. Asst Manager di Terry Palmer Sdn Bhd 3. Pembantu Akaun di Carrefour Putrajaya 4. Guru Taska di Tadika Sang Kancil 5. CBG di Hikmah
24	Mohamad Haffizan b Roslan	Lot 773, 454 Jalan Bangau, Semariang Baru, Petra Jaya 93050 Kuching	851218-13-5529	Melayu	Kahwin	SPM - BM - 7D, BI - 8E, Pend Islam - 5C, Sej - 8E, Math - 8E, Sains - 4B, Geo - 7D, Reka Cipta - 6C				1. Pembantu Pemandu Lori dan Pekerja Am di Comerich Sdn Bhd 2. Shipping Clerk di FedEx Courier Services
25	Siti Hazar bt Sapiee	No 134, Kpg Melayu 94300 Samarahan	860130-52-6060	Melayu	Bujang	SPM - BM - 1A, BI - 5C, Sej - 7D, Math - 1A, Arab - 7D, Add Math - 6C, Fizik - 5C, Kimia - 5C, Bio - 6C, Al- Quran - 3B, Syariah - 2A	STPM - C+, Arab - C, Syariah - B, Usuludin - B+, Sej - C+	Degree in Office Management and Technology di UITM, Shah Alam		1. Temporary Teacher at SMK Muara Tuang 2. CBG di PBB 3. Assis Manager di Bank Islam hingga sekarang
26	Carrol Anne ak Minggu	D/A Marshall Minggu Pej JKR Saratok P.O. Box 82 95400 Saratok	840209-13-5128	Iban	Kahwin	SPM - BM - 1A, BI - 7D, P Moral - 4B, Sej - 7D, Math - 4B, Add Math - 6C, Eko - 5C, Kimia - 8E, Bio - 8E	STPM - Peng Am - C+, BM - D+, Eko - D Diploma in Accountancy di UITM, Shah Alam			1. Production Operator di TOKO Electronic2. CBG di JKR Saratok

27	Abdul Aznam b Azmat	Lot 1482, Lorong 14 Fasa 1, RPR Kidurong 97000 Bintulu	801031-13-5275	Melanau	Bujang	SPM - BM	STPM (1999) Degree in Business Admin di UUM, Kedah			<ol style="list-style-type: none"> 1. Temporary Teacher di SMK Bintulu & SMK Kidurong 2. Acct Clerk at Keringkam Eman S/B 3. Operator Supervisor di Song Transport Corp S/B 4. Supervisor di Press Metal Sarawak Sdn Bhd 5. Executive di Kontena Nasional Sdn Bhd
28	Abdul Bismikah Hafizatul b Endi	Lot 901, Taman Mesra Bako, Jalan Bako, 93050 Kuching	901023-13-7017	Melayu	Bujang	SPM - BM -				<ol style="list-style-type: none"> 1. Housekeeping di Damaiपुरi Spa Resort 2. Sale Assist di Everise Grand Supermarket
29	Akhmalludin b Abdul Rahman	335B, Kampung Bako Hilir, 93050 Kuching	891018-13-5993	Melayu	Bujang	SPM - BM - 4B, BI - 7D, Math - 8E, Sej - 8E, Kimia - 8E, Pend Islam - 5C, Eng For Sci & Tech - 8E				<ol style="list-style-type: none"> 1. Pekerja Am di Sarawak Concete 2. Helper di ASSAR Senari Industrial 3. Tukang Masak di KFC, Satok Operator 4. Supervisor di Pengeluaran di KFC Warehouse 5. Supervisor di KFC Sarawak Plaza, Hophoh dan Boulevard
30	Kolleswari a/p Munusamy	NO 103, Lorong 2A-1 Jalan Urat Mata Tabuan Jaya 93350 Kuching	850122-13-6346	Indian	Bujang	SPM - BM - 3B, BI - 4B, P Moral - 6C, Sej - 4, Math - 3B, Sci - 1A, Add Math - 6C, P Akaun - 3B	STPM - Peng Am - C+, Eko C+, Perniagaan - B, Maths - D+	Bachelor in International Finance di UMS Sabah		<ol style="list-style-type: none"> 1. Pelajar Pratikal di Agrobank Kuching 2. Account Officer di Hub Shipping Sdn

31	Nur Munirah bt Bazardin	No 29, Lot 3143 Lrg Cahaya Indah 3 Taman Puteri Jalan Sultan Tengah 93050 Kuching	911022-14-6-156	Melayu	Bujang	SPM - BM - 2A, BI 2A, P Islam - 4B, Sej - 6C, Math - 6C, Art Engineer - 5C, Kej Awam - 7D, Fizik - 8E, Kimia - 7D				1. Cashier di TESCO Extra Sdn Bhd 2. Guest Service Asst di Riverside Majestic Hotel
32	Nuriza bt Othman	No 21, Kampung Stunggang Melayu 94500 Lundu		Melayu	Bujang	SPM - BM - Diploma in Banking di UITM				1. Front of House Crew di Pizza Hut, Satok 2. Guru Sandaran di SMK Lundu 3. Pembantu Tadbir di Jab Tanah & Servei hingga sekarang
33	Zakiah bt Bujang	Lot 135, Kampung Muara Tebas, 93050 Kuching	821019-13-5-190	Melayu	Kahwin	SPM - BM - 7D, P Islam - 5C, Sain - 7D, K Melayu - 7D, Art - 5C, Comm - 7D				1. Kerani di Pusat Latihan Memandi, Kuching
34	Hellen Serit bt Abdullah	SL 16, Lorong 21K2A Taman Samarindah Jln Dato Mohd Musa 94300 Samarahan	810518-13-5888	Iban	Kahwin	SPM - BM - 5C, BI - 5C, P Moral - 7D, Sej - 7D, Sain - 6, Geo - 8E, Art - 3B, Comm - 7D		Degree in Science Management di UNITAR		1. Resident Dancer at Sarawak Cultural Village 2. Executive Sale Co-Ordinator at Al Rajhi Bank Investment 3. Freelance Negotiator di Borneo Real Estate
35	Evelyna Libby ak Rijar	312A, Lot 1141, Taman Malihah, Jln Belatok, 93050 Kuching	870626-14-5-770	Bidayuh	Bujang	SPM - BM - 3B, BI - 3B, P Moral - 2A, Sej - 2A, Math - 1A, Add Math - 5C, Akaun - 1A, Fizik - 6C, Kimia - 4B, Eng For Sci - 4B		Ijazah Ekonomi di UPM		1. CBG di Jabatan Ketua Menteri

36	Azida bt Mohd Hepni	Courtyard Sanctuary MJC, Batu Kawah New Township Jalan batu Kawa 93250 Kuching	770103-13-5970	Melayu	Kahwin	SPM - BM - 4B, BI - 5C, P Islam - 4B, Sain - 8E, K Melayu - 6C, Geo - 8E, Art - 6C, Comm - 7D	Diploma in Public Admin di UITM (PJJ)	2. Account Clerk di Sarawak Golf Club 3. Cashier / Teller di Public Bank Berhad
37	MD Fikri Azman b Jamel	No 55, Kpg Sekambal 94500 Lundu	930110-13-5485	Melayu	Bujang	SPM - BM - B+, BI - D, P Islam - B, Seji - D, Math - D, Sain - B, Eko - E		
38	Fauziah bt Tajudin	Lorong 1, Kampung Semariang Pinggir, Petra Jaya 93050 Kuching	930406-13-5900	Melanau	Bujang			
39	Syid Ibrahim Assimi alshagaq	No.96,lorong 3,Blok B, kpg Haji Baki, 93050 Kuching, Sarawak.	780717-13-5077	Melayu/jawa	Berkahwin	SPM -Pen.Seni- c+, Perdagangan- E		1. Pemandu Knderaan Bermotor di Lembaga Pengarah Msjd N. Srwk 2. Pemandu & bdk Pjbt di Team Consult
40	Nurul Diana bt Mohammad	D/A Zalkinah bt Abg Betong, Sek Vokasional Betong, 97500 Betong, Srwk.	910821-13-5838	Melayu	Bujang	SPM - BM - C, P. ISLAM - D, SEJ - E, MATH - C, SAIN - C, Fund Pro - B, Pro Tools - B+		
41	Nurwahidah bt. Ismail	D/A Zalkinah bt Abg Betong, Sek Vokasional Betong, 97500 Betong, Srwk.	910609-13-5726	Melayu	Bujang	SPM-BM-B, P. Islam- B, Seji-D, Math- E, Sain-C, K. Mlyu- B, Geo-D, Eko. Asas- E, T. Islam-C		
42	Enozi bt. Masohor	D/A Zalkinah bt Abg Betong, Sek Vokasional Betong, 97500 Betong, Srwk.	910828-13-5240	Melayu	Bujang	SPM-BM-C, P. Islam- C, Math-E, Sain- D, Eko. Asas- D, Perdagangan-D, Eko. Rmh Tangga - C	Diploma In E-Business Studies at Cosmo Inter College of Tech., JB	

43	SH.Hamizah Wan Mohamad	Lot 2024, Lorong Cahaya 1, Taman Puteri, Jalan Sultan Tengah,93050 Kuching, Sarawak.	840619-13-6422	Melayu	Berkahwin	SPM-BM-D, P. Islam, C,Math-D,Sain-E, BI-E,, Sastera -C, Sej-G, Geo-E				1. Waitress d Dyg Junaidah 2. Clerk d Petronas 3. Operator d Toko 4. Clerk d Excel Resources 5. Ceirk d Fazsya Construction
44	Sharifah Sakinah bt. Wan Mohamad	Lot 2024, Lorong Cahaya 1, Taman Puteri, Jalan Sultan Tengah,93050 Kuching, Sarawak.	920506-13-6338	Melayu	Bujang	SPM-BM-D, P. Islam, C,Math-G,Sain-D, BI-G,PSV-B+, T. Islam -C, Sej-G, Perdagangan-E, Kesusteraan Milyu-G,				1. Sales girl d Game City 2. Waitress d Srwk Concrete Canteen
45	Badrul Nizam Bin Ramlee	Lot 2024, Lorong Cahaya 1, Taman Puteri, Jalan Sultan Tengah,93050 Kuching, Sarawak.	890421-13-7337	Melayu	Bujang					1. Driver d Muzana Enterprise & Mega Audio & Inly Homeware Sdn. Bhd 2. G. Worker dlkmas Jaya 3. Machine Operator d United G. 1 4. waiter d lpoth Town Kopitiam 5. Office asst. cum driver d faim Cendana Sdn. Bhd
46	Mohd Hafiz bin shariman	No 3 Kuarters Peryatim, Jalan Bakti, Petra jaya 93050 kuching	900305-13-5381	Melayu	Bujang	SPM-BM-D, P. Islam, C, Math-E, Sain-D, BI-E, PSV-C, Sej-D, Commerc-E	IKM-SJIL dlm Elec. Domestic & Industry Tech.			1. Wireman d sempunatech Elec. Sdn. Bhd 2. Pro Technician d synchro wood. Com Sdn Bhd 3. Pro. Operator d Hitachi 4. Asst. elec d Rotary Mec
47	Mohammad Izzatul Iqbal	Lot 1550, Taman Dusun Bayu, Fasa II, Demak Laut, Jalan	931025-13-5215	Melayu	Bujang	SPM-BM-B, P. Islam-C+, Sej-E, Math-				1. Pencuci Kereta d Sykt Yu Thian Sdn Bhd 2. Pkerja Am d

48	Wan Hazrul bin wan Mohamad	68, Kpg Seberang 94850N Sebuyau Sarawak.	940609-13-6419	Melayu	Bujang	SPM-BM-B+, BI-E, P.Islam - B+, Sej-C, Math-d, Sain-B, perdagangan-d, T.Islam-B				1. Waiter d satay Ceko café
49	Abg Mohd Nurazlan Emirul bin Abg Ghazali	Parcel No 5 2nd Floor, Blok H, Taman Suria Jaya, petra Jaya, 93050 Kuching.	911009-13-5217	Melayu	Bujang	SPM - BM - D, BI - C, P.Islam - 6C, Sej -G, Math - D, Sci - C, Geo -C, Comm - 8E, T.Islam -E, Kesusasteraan Miyu - E				1. Executive Housekeeper d harbour View Hotel 7 Penview View Hotel
50	Noor Sabrina Tarfah	32, Kampung Sinjan, 93050, Petra Jaya, Kuching sarawak	860623-52-5728	Melayu	Berkahwin	SPM-BM_6C, BI-8E, P.Islam -6C, SEJ -9G, Math-7D, Sain - 8E, Commerce -7D GIATMARA- Pembuatan pakaian wanita				
51	Nor Nadiah binti abas	Kampung Dato Kuala Lawas,98850 Lawas Sarawak.	880728-13-5118	Melayu	Bujang	Diploma in business Studies di UITM Samarahan	Bachelor's Degree In Marketing di UITM Samarahan			1. Trainee at tabung Haji Baitulmal Sarawak.
52	Repiah binti Suut	No.41 Lorong 4 Kampung Muara Tuang 94300 Kota Samarahan	750717-13-6216	Melayu	Berkahwin	Diploma Kewangan di Kusza Kuala Terengganu	Sarjana Muda Kewangan di UNIMAS			1. Institut P. Guru M'isia sbgpembatu makmal 2. UITM samarahan sbg pembantu tadbir(kewangan) 3. Jabatan perangkaanM'isia sbg penyelia banci
53	Kuji binti Abon	245 J, Kampung sungai Bedil Besar, Petra Jaya 93050 Kuching, Sarawak.		Melayu		Kursus solekan terapi kecantikan d Giatmara sarawak				1. Secretary cum Receptionist di Eromaz Reka Sdn. Bhd 2. Salegiri di Souveni 3. Cashier di sarawak Golf Club

54	Abas bin Rosli	41A, Kampung Panglima Seman Ulu, Petra Jaya, 93050 Kuching, sarawak.								1. Temporary teacher di SMK Matang Jaya 2. Junior Recruitment Exec(APKA Group) 3. Graduate Trainee for Capacity Build for graduate Programme 4. Research Asst for strategic Manpower study(SCORE)
55	Mulyati binti Adir	No.686 Lot 2301, Kpg Rampangi, Jalan Sultan Tengah, 93050 Kuching, Sarawak	750416-13-5324	Melayu	Berkahwin					1. Kerani mini pos d sykt X-MIND Systems sdn. bhd 2. Pentadbir cawangn , Tutor komp. sambilan, pengurus d Pusat latihan Komp.XPERTS
56	Zakini bin Rosli	76, Kampung Sourabaya Ulu, Petra Jaya, 93050 Kuching, sarawak.	840409-13-6109	Melayu	Bujang	SPM-BM-8E, P. Seni 7D				1. C. T Motor sbg jurujual & pghntar surat 3. Pen. dpur di Pizza Junction 4. Pem. Kerani di Juruindah Jaya Sdn Bhd dan Usaha Ati Sdn. Bhd
57	Mohd. Tawfiq Gill bin Khairul	357-H Lot 5978 Lorong 12, Taman Matang Jaya Jalan Matang, 93050 Kuching Sarawak.	880530-52-5153	Melayu	Bujang			1. Degree in Management Majoring in management Science		1. waiter at Alkautzar Café 2. waiter at Daun Kari Café
58	Rosmawatty binti Raga	No. 90 Kampung Tupong Tengah, Petra Jaya 93050, Kuching Sarawak.	880508-52-5210	Melayu	Berkahwin	1. Giatmara Petra Jaya 2. Pusat Pembngunan Kemahiran Srwak				1. Practical at Filem Negara Sarawak 2. Khailman Enterprise Sdn. Bhd 3. Universal Lifestyle Sdn. Bhd

59	Suriaana binti Shazali	No.64, Kampung Tupong Batu, Jalan Merdeka, Petra Jaya, 93050 Kuching, Sarawak.	850112-13-5606	Melayu	Berkahwin	1.Sijil Ukur Tanah Di Politeknik			1.Pembntu tadbir(p/o)_sambilan di Jbth Lthn Khdmat Negara 2.Pelukis Pelan di Juru
60	Siti Syafina Dolmanan	No.63 kampung Gersik Petra Jaya,93050 Kuching	880720-52-5154	Melayu	Bujang	1.SPM-BM-4B, BI-6C, P.ISLAM-5C, SEJ-8E, MATH-8E, SAIN-6C, P.SENI-6C, PDG-7D, TASAWWUR ISLAM-5C	1. Barchelor of managemnt di universiti Tun Abdul Razak 2. foundation program in management di UNITAR		1. Cashier at hosptl 2. supervisor di kek lapis satok 3. handle course RTD 4. join HDC di waterfront
61	Khairil Ashikin bin Sahit	Lot 2907 Lorong Cahaya Damai 16, Bandar Baru Semariang,jln sultan tgh, 93050 Kuching.	800715-13-6283	Melayu	Berkahwin	SPM-BM-4B, BI-7D, P.ISLAM-6C, MATH-8E, SAIN-5C, KESUSTERAAN MLYU-8E, P.SENI-1A			
62	Mohd.Hamizza nazri bin Abdul Rahman	19B Lot 3126, Lorong Belatok 2A, Tmn Allamanda Indah,jln Matang,93050 Kuching	900512-13-7267	Melayu	Bujang	SPM-BM-6C, BI-7D, P.ISLAM-3B, SEJ-8E, MATH-6C, SAIN-3B, TECH,ELEKTRIK-8E, PEMSGAN & KWLAN ELEKTRIK-3B, GEOMETRI-ART & ELEKTRIK-7D	1. Diploma kejuruteraan elektronik di politeknik		1. training-learn new skill such as machine repair n wiring di kuching plant
63	Wan Nurhanani binti Wan Hassan	Lot 4168, Lorong Jelutung 1, Kuching Family Park , Jalan Sultan Tengah, 93050 Kuching, Sarawak	920521-13-5376	Melayu	Bujang	SPM-BM-A, BI-B, P.ISLAM-B+, SEJ-C, MATH-D, ENGINEERING ART-D, PGALIAN KEJURUTERAAN AWAM-E, PHYSICS-E, TASAWWUR ISLAM-B	1. Program kemahiran IT-050-2-artis multimedia-visual		

64	Sharifah Mashuri binti Wan Zamhari	Lot 1654 kampung semariang baru fasa 3,lorong 3a temenggging hj gobi,jln sultan tgh,93050 petra jaya kuching.	830609-13-5398	malayu	Bujang	SPM-BM-3B, BI-7D, P.ISLAM-6C, SEJ-7D, MATH-6C, SAIN-7D, SASTERA-7D, PERDGN-7D					1. operator kumpulkan data di srwk info. System 2. pegawai unit smbr mnusia,finance,kau nter,unit kualiti & inovasi
65	Endywadi bin Abdillah	222,lot 2572 Lorong B3, RPR Fasa 2,Jln Astana,Petra Jaya,93050 kuching.	820811-13-5341	Melayu	-	SPM-BM-4, BI-5, P.ISLAM-4, SEJ-4, MATH-2, P.SENI-4, ADD.MATH-5, FIZIK-6, KIMIA-7, BIO-5					1.Executive property NAIMI holdings Bhd. 2.industrial trainee with FAMA and ministry finance 3.sidewalk fiction event management 4.practical trainee at Citra alti Sdn.bhd kuchng
66	Siti Aminah binti Abdullah	No.60 Taman Gampang,jalan Brayun,95000 Sri Aman.	871024-52-6386	Melayu	Bujang	SPM-BM-6C, BI-7D, 6C, 7D, 8E, 6C, 6C, 8E					1. sedang mengikuti pro.latihan pemeriksaan keupayaan siswazah(LPKS)
67	Najib Tamit	No.335,lorong 5, Kampung Haji Baki,Jalan batu lintang,93250 kuching.	821023-13-5839	Melayu		SPM-BM-7, BI-5, P.ISLAM-7, SEJ-7, MATH-7,SAIN-5, SASTERA ML YU-6, GEO-7, P.SENI-5					1.Assist.mechanic at perodua sales 2.body&repair service advisor at peroda sales & proton edar 3S 3.synovate consultant sdn bhd KL 4.
68	Basron bin Zawawi	2430 lorong C3,RPR fasa 2, Jalan astana,petrajaya,930 50 Kuching,sarawak	910629-13-5299	Melayu	Bujang						1.Practical trainee at JIMISAR AUTOTRADE sdn.bhd 2.major n minor service 3.pre-delivery inspection

69	Jong Chia Men	No. 5 Jalan Marup, 98500 Engkelili, Sarawak.	891217-13-5101	Cina	Bujang	SPM-BM, 5C, BI-7D, P. MORAL-4B, MATH-7D, SAIN-2A, GEO-5C, EKO, ASAS-8E, INFO. & COM. TECH	Sijil & diploma electric & electronic engineering di politeknik keha swk			1. temporary teacher at SJK Chung Hua Sri Aman. 2. industrial training at sykt SESCO Bhd.
70	Abg. Muhd. Zak wan bin Abg. Zaidon	115 Pantai Puteri kampung Santubong jalan Sultan Tengah, 93050 Kuching.	900420.13.7825	Melayu	Bujang	SPM-BM-1A, BI-8E, P. ISLAM-3B, SEJ-7D, MATH-8E, SAIN-6C, SASTERA MLYU-6C, P. SENI-5C, PERDGN-7D Art&elektrik-3B	1. Diploma Pengurusan Teknologi d Twintech college sarawak			1. Training as maintenance technician at NMSC
71	Hamiza binti Mahari	Lot 856, RPR fasa 1, Bandar Baru samariang, Jalan Sultan Tengah Petra Jaya, 93080 Kuching.	891124-13-6412	Melanau	Bujang	SPM-BM-1, BI-5, SEJ-5, MATH-4, SAIN-5, BHS ARAB TGGI-3, P. AL-QURAN&AS-SUNNAH-1, P. SYARIAH ISLAM-7, B. ARAB KOMUNIKASI-3	1. Sarjana Muda Kaunseling d UNIMAS 2. Sijil Bhs Arab, Kuliah Syariah(fiqh& Usul) d University of Jordan			1. Eksekutif kanan/perunding kaunseling d Swk energy bhd. 2. pgwai Psikologi/kaunselor d ipth bhgn kchng & sek. tunas Bakti kchng 3. pgwai lhn d biro tatanegara 4. guru sandaran tidak terlatih d sek. mndh kerajaan pulo 5. Sukarelawan belia d HIKMAH
72	Awang Mohd. Najib bin Awang Chee	No. 352, Lot4654, Villa Impian, Lrg Sumber Alam 2B Sanctuary, Jln Pelita off Jln Sultan Tgh, 93050 Kuching.	781225-13-5059	Melayu	Berkahwin					
73	Shadalia binti Shapie'e	Kampung Tanjong Bako, Jln Bako, 93050 Kuching.	900406-13-6906	Melayu	Bujang		1. sijil bookkeeping d politeknik kchng	1. diploma in accounting d tech. colleg srwk		1. training at Imbga kebajikan ank2 yatim ngri srwk 2. temporary teacher at SK goebilit

74	Mohd Shahzuli bin Shapie'e	28, Kampung Tanjong Bako, Jln Bako, 93050 Kuching.	-	Melayu	Bujang	SRP-BM-6, BI-6, SEJ-8, GEO-8, P.ISLAM-8, MATH-7, SAIN-7		1. diploma in management tech.		1. kitchen helper at convention centre 2. restaurant crew at pizzahut choicemall
75	Hazlan bin Zawawi	Lot 2048, lorong B, RPR Fasa 2 Jln Astana, Petra Jaya, 93050 Kuching.	771205-13-5925	Melayu	Berkahwin	SPM-BM-AZ, BI-B4, MATH-C5, B.ARAB TGGI-C6, P.AL-QURAN & AS-SUNNAH-B3, P.SYARIAH ISLAMIAH-B4 EST.		1. higher national diploma in electrical &		1. assar senari refinery service 2. oilbay operator 3. architectural 1. saragrits & casmier at mita cake house & sugarbun 2. training at mahkamah syariah kchng 3. packer at Emart sunarmarket
76	Noor Baizura Maulad Bolhassan	No. 130 Jln Saadon, Kampung Lintang petra Jaya 93050 Kuching.	910610-13-5336	Melayu	Bujang	SPM-BM 5C, BI 8E, P. ISLAM 5C, SEJ 8E, MATH 7D, SAINS 6C, PERDAGANGAN 8E, TEKNOLOGI REKAAN & MEMBUAT PAKAIAN 6C, REKAAN FESYEN & MEMBUAT PAKAIAN 1A.		1. diploma Syariah at international college of tech.		NESTLE MANUFACTURING (M)SDN. BHD- PRODUCTION CLERK&OPERATOR PENGELUARAN.
77	hasmida bte safiee lo	313 kampung bako ulu, 93050 Kuching sarawak	891202-13-5950	Melayu	berkahwin					
78	awang hadim b awang kasim	kampung hilir maludam 94850 sebuyau sarawak	901016-13-6059	Melayu	Bujang	SILJIL PELAJARAN MALAYSIA		Diploma kejuruteraan elektronik, poli teknik mukah,		Di jabatan kerja raya bahagian sri aman, stesen minyak petronas matang jaya



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