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**PRACTICAL TRAINING REPORT
(ADS566)**

SARATOK DISTRICT OFFICE

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CHAPTER 1

INTRODUCTION OF THE ORGANIZATION

1.1 Introduction

This chapter focuses the background of the organization which is about Saratok District Office. Sections 1.2 discuss the background of the organization, Section 1.3 explains on the objectives and Section 1.4 states on organizational functional. Section 1.5 is discussed on the vision and mission. On the other hand, Section 1.6 is on the organization structure. In addition, Section 1.7 explains the core business/ core administration and Section 1.8 is about another services provided by Saratok District Office.

1.2 Organization Background

Initially, the Saratok District Office otherwise known as "Fort Charles" was built by a government employee named Brooke Maxwell around 1878 as administrative and located in the heart of the city on the hill Saratok; 'SAGATOK', the Saratok District Office is a historic building (See Figure 1.1).