



UNIVERSITI TEKNOLOGI MARA

FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

PEJABAT PENDIDIKAN DAERAH SEGAMAT

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Declaration

I hereby declare that this report is based on our original idea and work. Except for the quotations and citations, which we have been duly acknowledged.

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Abstract

Electronic Pigeon Hole Notification (E-PEN) system was developed to manage the process of inward and outward of official letters from Pejabat Pendidikan Daerah (PPD) Segamat to each and every school in Segamat district. The idea of e-PEN system was arising due to the problems that both PPD Segamat and schools face when they are using the original Pigeon Hole system. Here I can highlight a few problems that they are facing with the original system. Firstly, they cannot keep track of the movement of the letters to schools. Due to that, there are some cases where the letter is missing and cannot be found anywhere. Secondly, the schools did not being notify about the numbers of letters that are available for them in the Pigeon Hole. And because of that sometimes they just went to Pigeon Hole in PPD Segamat without knowing is there will be any letters for them. And it is inefficient for the schools because they will waste their time and energy to come to Pigeon Hole and went back empty handed.

Keyword: Electronic Pigeon Hole Notification(E-PEN), Pejabat Pendidikan Daerah Segamat, Pigeon Hole, letters.

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