



**UNIVERSITI TEKNOLOGI MARA (UiTM) CAWANGAN NEGERI SEMBILAN,
KAMPUS REMBAU**

FACULTY OF INFORMATION MANGEMENT

BACHELOR OF INFORMATION SCIENCE (HONS) LIBRARY MANAGEMENT

INDUSTRIAL TRAINNING REPORT

PERBADANAN PERPUSTAKAAN AWAM PAHANG

PERPUSTAKAAN AWAM SULTAN HAJI AHMAD SHAH
JALAN SRI KEMUNTING,
TANAH PUTIH,
25100 KUANTAN,PAHANG.

PREPARED FOR:

SIR MOHD FAIZAL BIN RAMSI

PREPARED BY:

NUR SYUHADA BINTI SHAARI (2018423648)

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Cawangan Negeri Sembilan

Campus Rembau

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CHAPTER 1: INTRODUCTION

1.0 OVERVIEW OF INDUSTRIAL TRAINING

1.1 Introduction to Industrial Training

Faculty of Information Management, Universiti Teknologi Mara (UiTM) has enlisted the subject Industrial Training (IMC 690) in its course outline which will provide preprofessional work experience to all the students taking the subject. The subject requires the students to undergo the training at selected organization and the industrial training period is five months. Students are required to choose any organization for their industrial training placement whether it is paid or unpaid. During the industrial training, students are encouraged to contribute to the organization by joining activities and carry out the responsibilities given to them professionally. Industrial training is relevant since the students are able to show their skills and prepare for the real working environment in the near future. An Industrial Training programmed is relevant to a student's personal career interests and improve their marketability after graduation.

1.2 Objectives Of The Industrial Training

- i To provide pre-professional work experience with specific assignments and responsibilities.
- ii To encourage/stimulates a personal career interests, serving as a bridge between university and the world of work.
- iii To encourage students to apply the skills and knowledge gained at the university to benefit the organizations.
- iv To adapt managerial and technical skills in a library and information environment.

1.3 Background of Perbadanan Perpustakaan Awam Pahang (PPAP).



Figure 1.1: Logo of Perbadanan Perpustakaan Awam Pahang (PPAP)

The Perbadanan Perpustakaan Awam Pahang (PPAP) was created on October 4, 1973, under the Perbadanan Perpustakaan Awam Pahang Enactment 1973, which was published in the government gazette No. 11 of 1973. The Pahang State Government formed a committee to examine Perbadanan Perpustakaan Awam Pahang (PPAP) Enactment, which was enacted in 1972. The Kuantan General Khanah Khutub Group was later named after this committee.



Figure 1.2: Pahang Library Old Building

The Perbadanan Perpustakaan Awam Pahang (PPAP) started its operation for the community in the old Rest House building in Jalan Masjid, Kuantan in 1976. In 1985, it moved to the old State Legislative Assembly Building in Jalan Gambut and was inaugurated on 28 October 1987 by His Majesty Sultan of Pahang, Sultan Haji Ahmad

Shah Al- Musta'in Billah Ibni Al-Marhum Sultan Abu Bakar Ri'ayatuddin Al-Mu'adzam Shah.



Figure 1.3: Sultan Ahmad Shah Library Entrance

With the creation of District Libraries, Branches, Mobile Libraries (Group Loans), and Rural Libraries, library services have expanded to all 11 districts in Pahang. PPAP now operates lending services through one state library, ten district libraries, two branch libraries, 28 state rural libraries, 32 PNM rural libraries, one multimedia e-Pustaka Mobile Bus Unit, and seven mobile library units. Throughout the state of Pahang, there are groups in rural regions.



Figure 1.4: Pahang Library New Building

Pahang Public Library is called Sultan Haji Ahmad Shah Library. The state Public Library in Jalan Kemunting here is named as Sultan Haji Ahmad Shah Library in conjunction with honoring the Birthday of the Sultan of Pahang, Sultan Ahmad Shah at that time. Tengku Abdullah officiated the Pahang State Public Library on 12 November 2018. Departed with Tengku Puan Pahang, Tunku Hajah Azizah Aminah Maimunah Iskandariah. Also present were the Most Honorable Menteri Besar of Pahang, Dato 'Sri Wan Rosdy Wan Ismail, government exco members, members of Jumaah Pangkuan Diraja, members of the State Assembly and senior government officials for the opening ceremony of the new Pahang Public Library Corporation building or the was named Sultan Haji Ahmad Shah Public Library, Kuantan.



Figure 1.5: Opening Ceremony of the Pahang Public Library Building

The Pahang Public Library or Perpustakaan Awam Sultan Ahmad Shah (PASAS) has relocated to a new location in Kuantan's Lot 10, Jalan Kemunting. This 12,000 square metre structure stands in front of Padang MPK 4, at the entrance to Kuantan Town, as a symbol of Pahang State's outstanding knowledge, capturing the attention of every resident that passes by. Located in this new location, very close to the public focus areas namely Tengku Ampuan Afzan Hospital, primary and secondary schools, Kuantan Municipal Council headquarters and Seri Kemunting residential area.

In addition, the position in front of the main road makes it easier for residents who use public transport to come to the library. In addition, 152 car parking spaces, 5 bus parking spaces, 36 motorcycle parking spaces and 2 disabled parking spaces are also provided for the convenience of users.

The library now provides services in line with current technological developments, covering all reading, learning, recreational and ICT needs. The library will continue to be committed to providing scientific services for the needs of the community.

1.3.1 Vision, Mission ,Objectives And Moto

Vision

- To be a Lifelong Learning Center to Build an Excellent Society

Mission

- Provide complete, conducive and excellent library infrastructure and services
- Creating a knowledge-cultured society through planned programs and building library staff
- Dignifying the State Intellectual Heritage Center

Objectives

- Creating a society with a culture of reading, loving knowledge and appreciating information as well as a positive and progressive view of self -development, society, religion and country

Moto

- Treasures of Mind -Motivating Knowledge

1.3.2 Client Charter

1. Reader Advisory Service

- Provide a comfortable reading environment for users.
- Willing to help users find and obtain information.
- Provide a collection of quality library materials.

2. Service Counter

- Provide efficient and friendly counter service.
- All completed applications for library membership registration will be completed in less than 5 minutes.

- The process of borrowing and returning reading materials is implemented in less than 5 minutes.

1.3.3 Library Operation Hour

DAY	HOOR
Monday -Thursday	9.00 a.m. - 5.00 p.m.
Friday	9.00 a.m. -12.00 p.m. 2.30 p.m. -5.00 p.m.
Saturday / Sunday / Public Holiday	Closed

Table 1.1: Library Operation Hour

1.4 Library Location

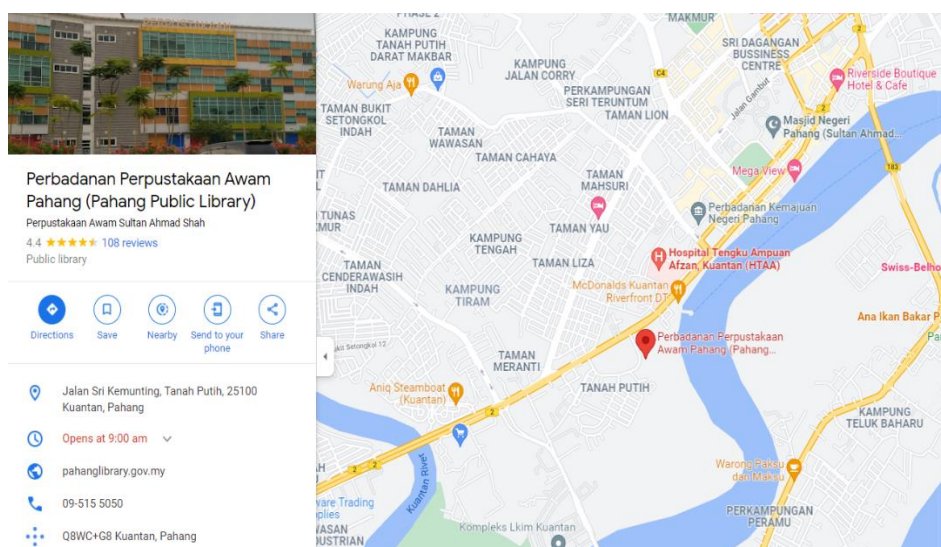


Figure 1.6: Perbadanan Perpustakaan Awam Pahang Location

Address	Perbadanan Perpustakaan Awam Pahang Jalan Sri Kemunting, Tanah Putih, 25100 Kuantan, Pahang.
Contact Number	Tel: 09-5155050 Faks: 09-5155051

1.5 Library General Rules

- i Bring in bags, files, helmets, sharp tools or similar equipment. It should be left in the cabinet provided.
- ii Using mobile phones in the library except in areas determined by the library.
- iii Eat, drink except for drinks provided by the library in the designated space and make dirty in the library.
- iv Smoking or vaping in and around the library area.
- v Chatting, behaving inappropriately/impolitely disturbs the peace of users in the library
- vi Bet or gamble in or around the library area.
- vii Misusing materials such as tearing, staining, scratching and so on.
- viii Reserve a seat.
- ix Remove furniture or damage it.
- x Leaving used library materials littered on the table. It must be placed on a trolley provided by the library.
- xi Dress immodestly
 - Rare, tight and eye -catching
 - Skirts, pants or sheaths above knee level
 - Singlets or sleeveless shirts or the like
- xii No one is allowed:
 - Offer any items for sale in the library except with the permission of the Director of PPAP.
 - Take pictures of the library or people in the library
 - Conducting any interviews in the library without permission
 - Display, distribute, affix /paste any advertisement, sticker/notice in any part of the library.

1.6 Services

1.6.1 Loans

All registered users are eligible to borrow library materials from General Collection, Fiction Collection and Children Collection. Each member is allowed to borrow 5 books within 2 weeks (14 days). Users can also make references in References Collection, State Intellect Heritage Collection and Multimedia Collection. Apart from that, users can use facility provided in Digital Library and media sources and can use facility Computer at References sections. Users need to have a valid

membership card whenever they need to borrow library materials or to use certain library facility. A loan extension can be made if the book is not booked by another user. Loan extension is only allowed once (14 Days). Loan extensions can be made either in person at the counter, or by phone or online.

CATEGORY	PAYMENT (RM) / YEAR
CITIZENS	
• Adults	10.00
• Children	10.00
NOT A CITIZENS	
• Adults	20.00
• Children	20.00

Table 1.2: Membership Fee

1.6.2 Late Returned and Lost/Damage Penalty Charge

PAYMENT OF FINES	
Late returned penalty charges	RM 0.50 / 1 day
Damaged / not returned books	Pay according to the original price of the book

Table 1.3: Payment of Fines

- Non-working days will not be counted in the calculation of total days of late returned.
- Users who have reached the maximum fine limit, and do not pay their fines, will not be allowed to make a subsequent borrowing or renewals of library materials.

1.6.3 Reservation

- i Online reservation service can be made through Web OPAC or Services Division.
- ii Reservation can only be made for the material being borrowed by other users and status circulated as stated in the library system.
- iii Notice of reservation will be posted via email. Users can also check the status of reservation through Patron Enquiry in Info Track module or through the Library portal.
- iv If the system libraries are having problems, reservations can be made manually at the main counter.
- v The Library will keep the reserved materials at the main counter for 7 days after the material has been returned and notice will be issued.
- vi After the duration, if the item is not claimed, the items will be returned to the shelves.
- vii Books may be reserved even if they are not available for checkout.

1.6.4 U-Pustaka



Figure 1.7: U-Pustaka Logo

U-Pustaka portal provides access to content and information services for U-Pustaka members in an efficient, integrated, transparent manner, anytime and anywhere through two languages, namely Malay and English. The U-Pustaka portal encourages participation for a lifelong learning experience for all U-Pustaka members and online members through web publishing components,

collaboration, content management and information material lending and return services.

The U-Pustaka service is an innovation that manifests the collaborative synergy of the Ministry of Information, Communication and Culture (KPKK) through the Malaysian Communications and Multimedia Commission (MCMC), with the support of the National Library of Malaysia (PNM) and members of the U-Pustaka Consortium as follows:

1. Selangor Public Library Corporation (PPAS)
2. Negeri Sembilan Public Library Corporation (PPANS)
3. Pahang Public Library Corporation (PPAP)
4. Sarawak State Library (Library)
5. Kuala Lumpur Library (PKL)
6. INTAN Bukit Kiara Library
7. Sabah State Library (PNS)
8. Melaka Public Library Corporation (PERPUSTAM)
9. Terengganu Public Library Corporation (PPAT)
10. Kedah Public Library Corporation (PPAK)
11. Perlis State Public Library Corporation (PPANs)

In line with that, the U-Pustaka Pilot Project is realized through innovative collaborations with/with the following agencies:

1. Malaysian Administrative Modernization and Management Planning Unit (MAMPU)
2. Economic Planning Unit (EPU)
3. National Registration Department of Malaysia (JPN)
4. Sensor Technology Center of Excellence (NEST), Universiti Putra Malaysia
5. Pos Malaysia Berhad (PMB)

6. FPX Gateway Sdn Bhd (formerly known as Malaysian Electronic Payment System Sdn. Bhd (MEPS))

7. Bank Islam Malaysia Berhad

8. Touch 'n Go Sdn Bhd

Web Publishing Components

This component contains all the information on background, press releases, speeches, policies and information, factual attachments, statistics, most popular headlines, links, news feeds, electronic resources and so on to showcase the knowledge contributed by the U-Pustaka Consortium Library.

The U-Pustaka portal is a combination of content on events, activities and news that can be shared by the U-Pustaka Consortium Library, statistics on U-Pustaka membership registration and Internet connection status by U-Pustaka members especially for links to Government Publications, Public Service Directory, Libraries and Worldwide Librarianship Collaboration, Libraries in Malaysia, Professional Bodies of Ministries and Government Agencies in Malaysia, State Governments and Agencies, Local Content, and Online TV and Radio Channels. The Mashup feature is also used to display a combination of data, services and ideas.

Content Management Components

The Content Management component in the U-Pustaka Portal contains information built or selected specifically for U-Pustaka members in the form of Electronic Reviews, Dashboards for the three membership segments, Electronic Resources and Audio Books.

Electronic Reviews provide efficient information sharing and accurate access to original documents allowing decisions to be made faster with a choice of books to read and also inform U-Pustaka members of the latest information sources available in the U-Pustaka Consortium. It is also a form of interaction with readers empowered with a review function that can be self-contributed based on original reviews by librarians from the u-Library Consortium. In this regard, book reviews offer a useful appreciation of library collections that can

be shared with Communities of Interest or communities that share similar interests among U-Pustaka members who can participate in the online services provided by the U-Pustaka Consortium.

The Dashboard provides a comprehensive approach in managing U-Pustaka membership information with integrated information that offers a touch point where member profiles are networked with U-Pustaka services.

Website Link : www.u-pustaka.gov.my

Figure 1.8: Dashboard for Kids

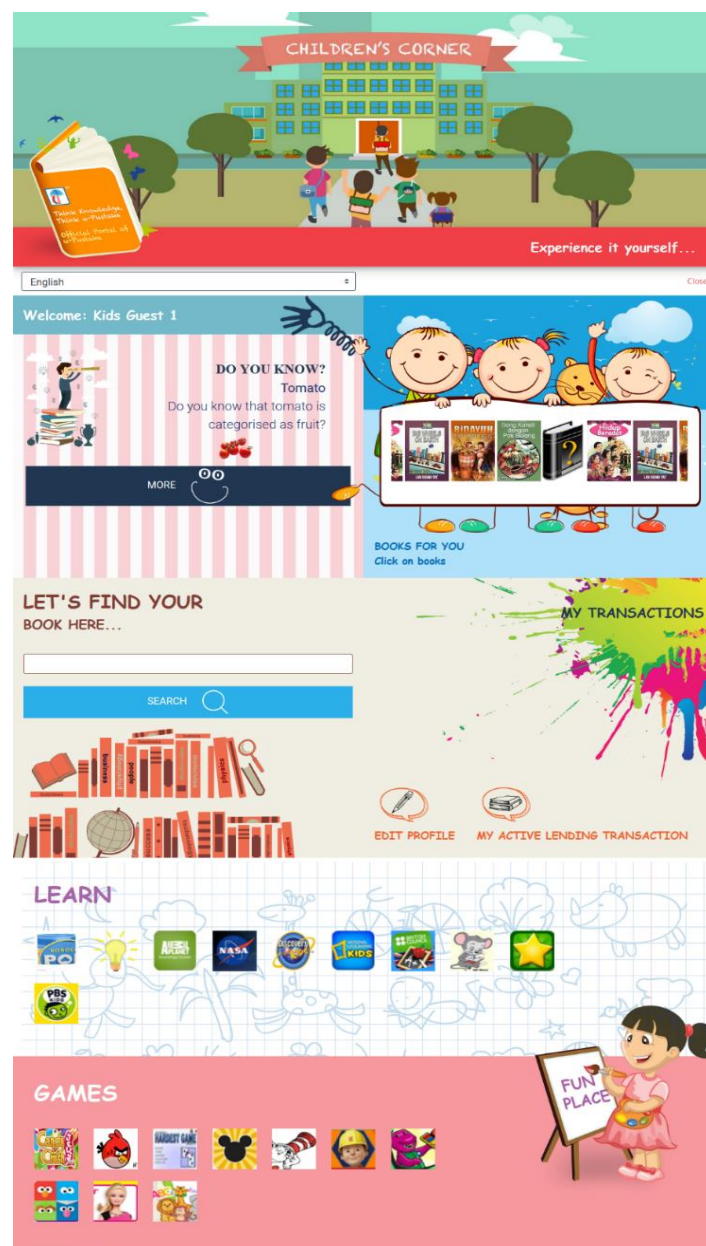


Figure 1.9: Dashboard for Youths

Think Knowledge,
Think u-Pustaka

u-Pustaka Portal Official Portal of u-Pustaka...

Welcome to Youth Dashboard English

TEEN MEMBER 01

DO YOU KNOW?
u-Pustaka Guidebook
About u-Pustaka

NEWS

Let's Play Donkey
28 October 2015
Venue: u-Pustaka

Coloring Contest
28 October 2015
Venue: u-Pustaka

ASK u-PUSTAKA

Select Category

Enter your question here

SUBMIT

Your questions & answers:
New questions →
Answers →

LET'S FIND YOUR
book here...

FIND YOUR BOOK HERE

SEARCH

BOOKS FOR YOU
Click on books

DISCOVERY CORNER



MY TRANSACTIONS

- Edit Profile
- My Basket
- My Booking List
- My Reservation (Waiting List)
- My Active Lending Transaction
- My Return Request List
- My Bill
- My Service Subscription
- Subject Area of Interest


u-Pustaka Portal
Tel : 03-2687 1700, Fax: 03-2694 4415
e-Mail: webmaster@u-library.gov.my

All Rights Reserved © 2010 u-Pustaka Portal.
Best viewed using IE 7.0 or later & Firefox 3.0 or later with minimum resolution of 1024 x 768

Figure 1.10: Dashboard for Adults




u-PUSTAKA PORTAL | Official Portal of u-Pustaka

[My Dashboard](#)
[My Transactions](#)



MEM01
 rosellsc@sains.com.my
 Member Since: 04-04-2013

Welcome to Adult Dashboard


English


NOTIFICATION


- Booking(s) awaiting for your confirmation:
Booking #: B1807GDO000032
- You have **outstanding overdue fines** to settle.


REMINDER

- 1 item(s) in My Basket.








DELIVERY TRACKING

- Item(s) on delivery:
- No item is on delivery currently.


MY TRANSACTIONS


- Edit Profile
- My Basket
- My Booking List
- My Reservation (Waiting List)
- My Active Lending Transaction
- My Return Request List
- My Bill
- My Service Subscription
- Subject Area of Interest

E-REVIEW Latest E-REVIEW









MY COMMENTS IN E-REVIEW

You have no comment in E-Review yet


BOOKS MATCHING YOUR AREAS OF INTEREST
 Click on the book title to read more about it.

You have not selected any subject area of interest. Please update the subject area of interest in your [profile](#).


RECOMMENDED READING FOR ADULT
 Click on the book title to read more about it.

> Harry Porter dalam kumpulan phoenix
 > The black ice / Michael Connelly.


LIBRARIES OPENING HOURS

LIBRARY :

-- Please choose a library --


CATALOGUE SEARCH

Enter keyword here :


ASK U-PUSTAKA

If you have any question, you may contact us through [ASK U-PUSTAKA](#)

- Your new questions
- Your answers


NEWS & EVENT HIGHLIGHTS

Cyber Literate Quiz @ P...	MORE
Let's Play Donkey	MORE
Sports Day	MORE
Notice: Disturbance of A...	MORE
u-Pustaka Service Interr...	MORE
u-Pustaka Service Interr...	MORE
Cafe closing	MORE
Ekspo Buku Islam Antar...	MORE
Film Making Workshop	MORE
Sample	MORE


RECENT FORUM POSTS

RE: pertanyaan mengenai u-pustaka

1.6.5 Group Loans Services

The Group Loan Service has been introduced in PPAP (Kuantan since 1995. To date, the service has 139 members consisting of government departments, private organizations, associations, clubs and societies. In 2010, PPAP intends to further expand this service throughout the Library. Public Districts and Branches in the state of Pahang Darul Makmur, apart from that, this service also wants to be expanded through the Mobile Bus Service which has been converted to a Group Service.

Purpose

- i To provide support and encouragement to government departments, private organizations, associations, clubs and organizations that constantly strive to provide reading facilities to the public.
- ii To help diversify the collection of reading materials available in small reading rooms/libraries that do not have sufficient reading materials.
- iii One of the efforts is to distribute reading materials and further expand the state public library services to residents far from the city center to enjoy the convenience of obtaining reading materials provided by the PPAP.
- iv As one of the efforts to cultivate and increase the interest in reading among the community, especially in the state of Pahang Darul Makmur.

Collection of Group Loan Services

- i Loan collection consists of:-
 - Group Loan Collection
 - Collection from open shelves available at PAD/PAC
 - Mobile Bus Service Collection
- ii Materials to be borrowed include fiction/non-fiction materials in Bahasa Malaysia and English
- iii Consists of reading material for various ages, namely children, youth, adults
- iv Users will receive the book/material after 7 days from the date of application

Loan Amount	Loan Period Location	Location
Maximum 300 books	3 months	PPAP
Maximum 100 books	1 month	PAD
Maximum 100 books	1 month	PAC

Table 1.4: Group Loans Services

- The loan extension can be made for 2 weeks from the due return date if there is no request from other users.

Borrowing and Return

- Transportation
 - Departments, organizations, associations, clubs, societies must come in person to the relevant library/ make an application by phone for loan and return matters
 - Returns made must be under the supervision of the Head of Library Services & Literacy Division, Head of Library Network Division, Head of PAD/PAC
 - For PADs that have a mobile bus service, the delivery of materials/books for borrowing and return will be done by a mobile bus
 - For PAD/PAC who do not have a mobile bus service, the Group Service members themselves will come to pick up the material/book at the library
- Material Safety
 - The safety of borrowed books is the sole responsibility of the department, organization, association, club or establishment.

Delayed Return of Materials

- A late return fine of RM0.20 per day will be imposed

(According to the Pahang Public Library Corporation Regulations 1977)
- Loss of material/damaged material

(Fines will be imposed in accordance with the Pahang Public Library Corporation Regulations 1977.)

Membership

- Rules and conditions for becoming a member of a group loan.
 - i. The application must be made in writing.
 - ii. Officers from PPAP will visit the place of the department/organization/organization/club/association applying to discuss and review the position and facilities available.
 - iii. The department/organization/organization/club/association is required to provide a special place/shelf to place the group loan books so as not to mix with their own collection to facilitate in terms of control.
 - iv. An officer shall also be assigned to be responsible for the loan.
 - v. Rules for reading should be provided by the department/organization/organization/club/association that receives the group loan service.
 - vi. A total of 100/300 copies of the book can be borrowed within 1/3 month. Loan extension for another 2 weeks can be made if there is no request from other users.
 - vii. The department/organization/organization/club/association must provide their own transportation to pick up and return the borrowed books and for the District Public Library which has a mobile bus service, we will come to send and pick up materials/books at the location of the department/organization /organization/club/association.
 - viii. The department/organization/organization/club/association is responsible for maintaining the security of the borrowed books.
 - ix. The department/organization/organization/club/association is responsible to pay compensation for books lost or damaged in the loan based on the Pahang Public Library Corporation Enactment 1973 (Pahang Enactment No. 11 of 1973), Pahang Public Library Corporation Regulations 1977 .

- x. Departments/organizations/organizations/clubs/associations that borrow books in groups are required to agree in writing to comply with the terms of the loan in respect of signing the PPAP Group Loan Agreement.
- xi. Approval is given only after the library officer is satisfied with all the above conditions.

1.6.6 3D Movie Cinema

Perbadanan Perpustakaan Awam Pahang (PPAP) provides 3D movie services where visitors can watch movies from the 3D DVD collection and can watch 3D movies in the Digital Library section. For 3D movie opening, the minimum user required for 3D movie display is at least 5 people per slot. Users can also use the 3D glasses provided to watch 3D movies. There is no age limit for 3D Movies. There are 2 slots on each day for 3D cinema services, that is in the morning starting at 10 am while in the evening it starts at 2 pm. There is a list of movies that have been set for the whole month.



Figure 1.11: 3D Movie Cinema

1.6.7 I-Mac Services

Users can rent the use of I-Mac in the Digital Library and Media Resources for the use of information retrieval or used for personal matters at the Pahang Public Library Corporation. The charge for a period of one hour is RM 2 per hour.



Figure 1.12: I - Mac at Digital Library and Media Resources

1.7 Facilities

Table 1.5: List of Facilities in Perbadanan Perpustakaan Awam Pahang (PPAP)

Facilities	Descriptions
Reading Area	The library provides a reading space that separates adult and child users. The capacity of users depends on the type of library, of course the space in the rural library is much smaller than the reading space in the district/ state library.
Hall	Halls are provided at state libraries to facilitate the implementation of library activities and are open for rent by outsiders at a pre -determined rate. For rentals, the public can contact the PPAP Management Services Division for more information.
Wi-Fi facilities	This facility is only available at the State Public Library and District Library only. Users should refer to the officer on duty at the Library Services Division for more information.

Book Drop Machine	Book drop works for returning books after library's operation hours.
Self-check Machine	Self-check machine help users to save time without need to queue for borrowing process at the counter. They can do the borrowing process by themselves. Fiction section, Children section and general Loans Sections are provided Self-check Machine.
Web OPAC	Users can search for the book that they want and copy the call number on a piece of paper before searching it on the shelves.
Lockers	Locker facilities are available for storing bags, and other files. The lockers are located at the level 1 and level 2 in library building.
Toilets	Toilets are provided at all levels of the library.
Prayer Room	Two prayer rooms are located the ground floor for women and men. In level 1 prayer room are for women only located at Fiction section and in level 2 prayer room only for men located in General Loans section.
Café	A café is provided inside of the library for users to have some refreshments at the ground floor.
Computer	There are computer facilities for the use of users who want to use this facility. However, users must write the name and time of use to avoid any damage.
Kiosk	Kiosk is a material that has been digitized and displayed through a screen where users can read the material using kiosk facilities.
Magazine and Newspaper Readings	Library users can read the magazines and newspapers provided for free but are not allowed to borrow the material.
Lounge	There are lounge areas available on the Ground Floor, Level 1 and also 2 which are comfortable for those who want to relax and very comfortable. There are 4 chairs and one table for each lounge.
Exhibit	An exhibit is a selection of items (either physical or virtual) paired with accompanying textual, visual, or auditory content

	(descriptions/interpretations) which serves as a form of communication between the library and its patrons. The exhibition area located at Level 2 in front of Unit PWIN.
Petrosains Playsmart	At Petrosains Playsmart this has many science fairs and expirement that users can try for themselves without being charged any entry fee.
Family Room	The family room is a relaxing space that has games that can be used by users who have a membership with the library only, usage charges are not charged. Users can also book the use of the family room online. .Family room is located in the children's section.
Activity Room	Room activities are also located in the children's sections where users can play with the available gadgets, namely playstation and X-box.
Asperation Room	Asperation Room is like a mini studio which has musical equipment such as keyboards, guitars, drummers and several other musical instruments. This room can be rented by the public with a fee of 30 per day.

CHAPTER 2: ORGANIZATION INFORMATION

2.0 ORGANIZATIONAL STRUCTURE OF PERBADANAN PERPUSTAKAAN AWAM PAHANG (PPAP).

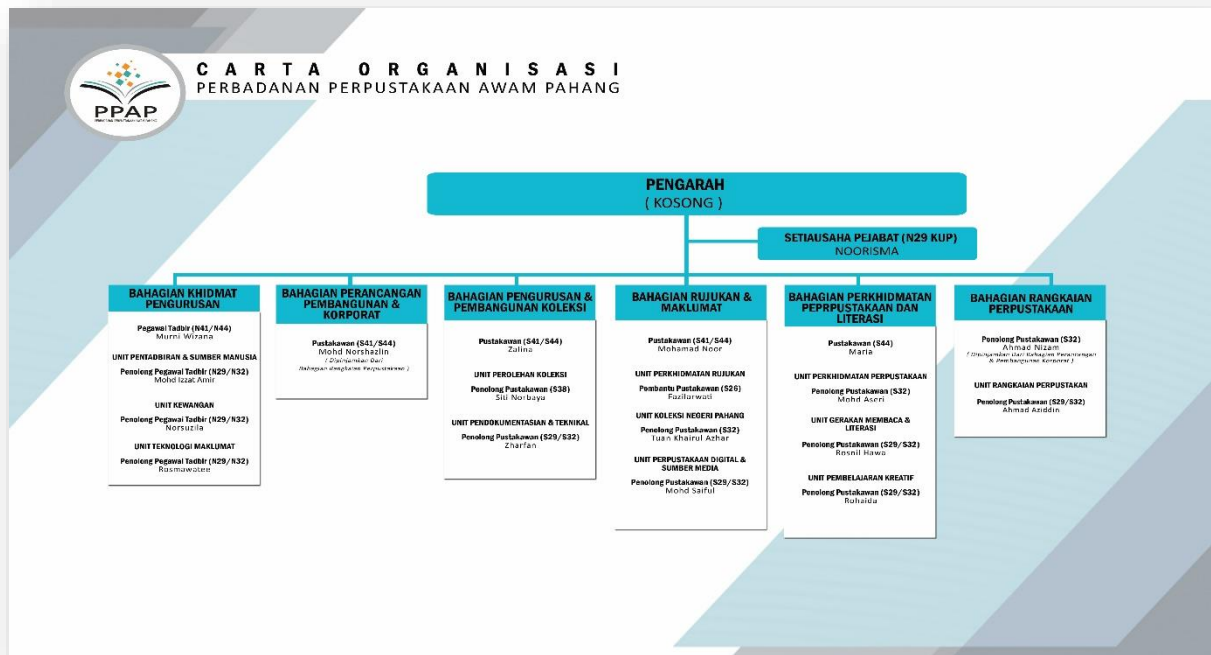


Figure 2.1: Organizational Structure of Perbadanan Perpustakaan Awam Pahang (PPAP).

The organizational structure of Perbadanan Perpustakaan Awam Pahang (PPAP) is updated on Monday, 07 February 2022 since the former Director has retired and now the position is empty. Puan Maria binti Hamzah as deputy director of Perbadanan Perpustakaan Awam Pahang is responsible to take over all duties that should be conducted.

2.2 DEPARTMENT FUNCTION

2.2.1 Objectives of division and units in PPAP

2.2.1.1 Management Services Division

- Serve fairly and transparently in administrative, financial and human resource development matters to support the main objectives of the department.

2.2.1.2 Collection Planning and Development Division

- To plan, manage and implement the procurement of quality library materials and meet the needs of users as well as manage the

cataloguing of materials in accordance with the guidelines used to achieve the objectives of the department.

2.2.1.3 Library Services Division

- Manage library services including circulation services, reference, state collection and library encouragement provided to library users in order to achieve the objectives of the department.

2.2.1.4 Library Network Division

- To manage district library services, branches, villages and mobile services through the concept of 'central monitoring' in ensuring that the department's objectives are achieved.

2.2.1.5 Corporate Planning and Development Division

- To plan, manage and implement library development projects with the cooperation of the implementing department such as PWD, District Office and others so that the objectives of the department can be achieved.

2.2.1.6 Information Technology Unit

- Develop and maintain information systems, use information technology infrastructure and increase awareness of the effectiveness of the use of information technology among library staff and users.

CHAPTER 3:

INDUSTRIAL

TRAINING

ACTIVITIES

3.0 INDUSTRIAL TRAINING ACTIVITIES

3.1 Training Activities at Perbadanan Perpustakaan Awam Pahang

On the 1ST of September 2021, the trainee reported for duty to Mr. Mohd Norshazlin Bin Sa'adun Nazir (Supervisor In-Charge) at Corporate Department Level 3 of Perpustakaan Awam Pahang. A total of eight industrial trainees from Universiti Teknologi Mara (UiTM) Cawangan Negeri Sembilan, Kampus Rembau has chosen as Perbadanan Perpustakaan Awam Pahang (PPAP) and one industrial trainee from Universiti Teknologi Mara (UiTM) Cawangan Selangor, Kampus Puncak Perdana their place for five months industrial training. Mr. Mohd Norshazlin (En. Amer) tell about all the departments in PPAP and detail about each department and the scope of work for each department. An introduction to the PPAP organization chart and to some extent related to this organization such as rural library under the PPAP organization, existing collections in PPAP and activities conducted by PPAP. Basically, the industrial trainee been divided into 3 groups that will be assigned to different departments. Within the specified period each group will rotate to the specified part.

Then, Mr. Mohd Norshazlin (En. Amer) welcomed all of the trainees and started introducing industrial trainees to all the staff in the Perbadanan Perpustakaan Awam Pahang, who work in the office because there is a rotation schedule for work in the cause of Covid -19 and only a factor of 60% of employees working on one day they will also operate only for staff from 8 am to 1 noon only. The trainees were brought to each and every departments floor by floor. Department of Pahang Public Library (PPAP) are Management and Development Collections Department, Library Services and Literacy Department, References and Information Department, Management Services Department, Library Network Department and Planning Development and Corporate Department. If all nine trainees were located together, they might not able to learn as much if they were separated.

Once the briefing session ended, the trainee was brought to the first unit which was the Management and Development Collections Department. Mrs Zalina head of Department Management and Development Collections has divided four practical students who are scheduled to start industrial training in the department into two unit in the department, namely the Acquisition unit and the Unit catalog. Three of the industrial training students entered under the Acquisition unit and one industrial

training under the catalog unit. Table 3.1 shows the industrial trainee schedule for five months which need to be followed. Even if the schedule was fixed, but still it could be changed accordingly as long as the trainee received permission from Mr. Mohd Norshazlin Bin Sa'adun Nazir as supervisor.

DATE: 01 SEPTEMBER 2021 -31 JANUARY 2021

LOCATION: PERBADANAN PERPUSTAKAAN AWAM PAHANG (PPAP)

NAME: NUR SYUHADA BINTI SHAARI

PROGRAMME: BACHELOR OF INFORMATION SCIENCE (HONS.)

LIBRARY MANAGEMENT

NO.	DATE	DEPARTMENT/UNIT	SUPERVISOR
1.	01/09/2021	Report for duty & Briefing	En. Mohd Norshazlin
2.	01/09/2021 -17/09/2021	Department Management And Development Collections : Unit Acquisition	Puan Zalina
3.	20/09/2021 -08/10/2021	Unit Catalogs	En.Muhammad Zhafran
4.	11/10/2021 -22/10/2021	Department Library Services And Literacy Department : Unit Literacy	Puan Maria Puan Rosnil Hawa
5.	25/10/2021 -05/11/2021	Unit Library Services	En.Mohd Aseri
6.	08/11/2021 -19/11/2021	Unit Children Area	Puan Rohaida
7.	22/11/2021 -03/12/2021	Department Of References And Information : Unit State Interlek Heritage Center / Pusat Warisan Interlek Negeri (PWIN)	En.Tuan Khairul Azhar
8.	06/12/2021 -17/12/2021	Unit Digital Libraries and Media Resources	En.Mohd Saiful
9.	20/12/2021 -31/12/2021	Unit References And Information	En. Mohamad Noor
10.	03/01/2022 -14/01/2022	Department Management Services	Puan Murni Wirzana

11.	17/01/2022 -21/01/2022	Department Library Network	En. Ahmad Nizam
12.	24/01/2022 -31/01/2022	Department Planning Development And Corporate	En. Mohd Norshazlin
13.	26/01/2022	Special Project (Bual Bicara Santai: Adakah Anda Sudah Bersedia Menghadapi Fasa Endemik?)	

Table 3.1: Industrial trainee schedule

3.1.1 Patch Acquisition Number

On 1st September 2021, trainees are taught by Mr.Koh and Mr.Rusydi how to process step to patch the acquisition number. Books purchased for the Rural Library will be processed by the Main Library of the Pahang Public Library Corporation for the process of pasting the acquisition number in all 28 Rural Libraries (Areas).

For the first step patch acquisition number is open the book cover according to each supplier and make sure the book is not mixed with different suppliers and rural libraries. Then, check each sheet of the book for any problems with the book, such as upside-down pages, torn books or other problems. After that, check the details on the sticker as well as the list of supplier information, the acquisition number and book price. Make sure the information is correct. Next step, if the information is correct paste the following sticker on the first page of the book. After that, make sure the sticker does not cover the title of the book and the author's name. Lastly, paste the plastic on the acquisition number sticker.

On 2nd September 2021, the patching process acquisition number from IKP Elite supplier book has been done for three rural library Jambu Rias, Simpang Pelangai and Lurah Bilut (114 books).On 3rd September 2021, the patch process has been done for rural library of Jeruas, Damak and Bukit Fraser from IKP Elite supplier for (114 books).On 8th and 9th September 2021,patch acquisition number from Idealicon Resources Sdn. Bhd Supplier 315 book for Luit, Mengkarak, Chenor, Muazam Shah, Bukit Ibam, Sanggang, Benta, Jeruas and Bukit Fraser rural library.

During the process of pasting the acquisition number, there was an error in the call number and the process of re -pasting was performed. Changed the wrong the acquisition number sticker on the book from 9 Rural library from Idealicon Resources

Sdn. Bhd Supplier 90 books has been done re –pasting the acquisition number Bukit Ibam, Sanggang, Benta, Jeruas, Bukit Fraser, Luit, Mengkarak, Chenor and Muazam Shah. For Ilmuan Enterprise Suppliers on 13th September , Luit and Mengkarak rural library for 56 Books. Ilmuan Enterprise Suppliers continue on 15th September 2021 for Fraser Hill, Muazam Shah, Benta, Bukit Ibam, Jeruas, Damak and Balok Rular Library for 196 books. From the same supplier for Janda Baik, Jambu Rias, Lurah Bilut, Kemasul, Bandar 32 and Simpang Pelangai for 192 books.

Next , pasting the acquisition number from Ally Distribook supplier is children book collections on 15th and 17th September 2021 ,112 books Simpang Pelangai, Kemasul, Benta and Bukit Fraser rural library. All the total books that has been pasting the acquisition number under Unit Acquisition 1189 books.



Figure 3.1 Book from supplier IKP Elite for the rural library

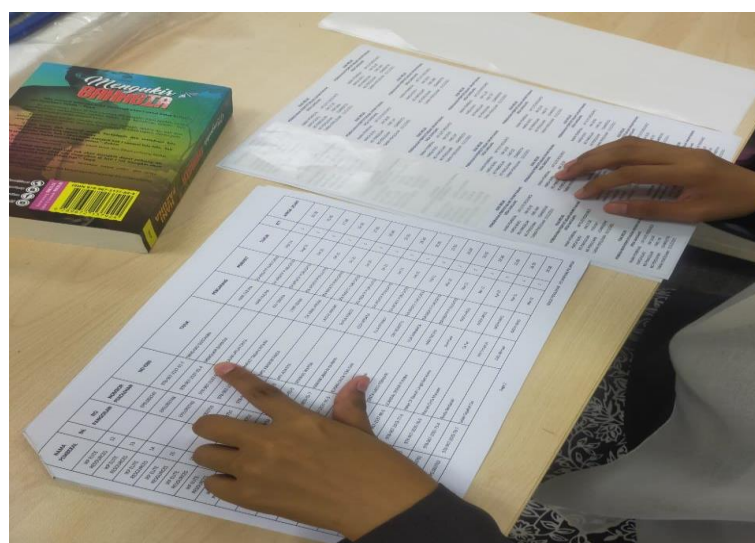


Figure 3.2: Process check the details on the sticker as well as the list of supplier information, the acquisition number and book price.

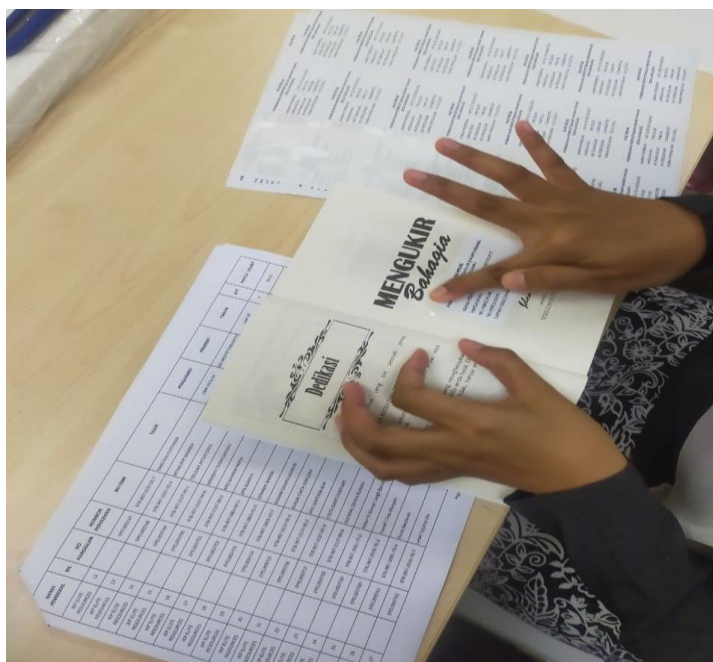


Figure 3.3: Process of paste the plastic on the acquisition number sticker



Figure 3.4: Book from Supplier Idealicon Resources Sdn. Bhd

3.1.2 Edit Record in KOHA

On 17th September 2021, Mr. Saudin Briefing on the record editing process to be done by practical students who have transferred to the Documentation and Technical Unit or cataloguing unit. The head of the Documentation and Technical Unit is Mr. Zhafran he has given instructions if there is any problem to refer to Mr.Saudin or Mr.Saharuddin.

The process of editing records for materials in KOHA is first step copy the acquisition number sticker and check if the book information are in Cataloging in

KOHA PPAP. Second step, check the Marc Tag for each Tag in KOHA from 000 to 900 and change the setting at edit record interface of KOHA PPAP to Monograph. Then, Tag 000 for Leader Builder need to changes 17: Full Level (Encoding Level) and changes 18: (i) - ISBD punctuation included (descriptive cataloguing form). For next Tag 020 change q and choose Paperback opinions. Then ,Tag 041: a change the language for example :MAL (for Malay Language) and choose based on the book and : h – For bilingual. On Tag 082: a add space between the call number and b – need remove the number or the character from this Subfield Codes and add Indicators for this tag (04) .Editing record for Tag 090: a – add space between dot (.) Example: 910.525 = 910 .525.

Next, step editing record process for Tag 245: need to make sure the title in lowercase except special nouns. In Tag 490 if there is a series make sure indicator is 0#. After that, Tag 500 if there is bilingual be sure to add information in Tag 500. If you find (FI) on Tag 090 then on Tag 082 you have to change the call number on (a):899 .233. Last process, make sure to check all the Tags and make sure the information entered is correct.

Industrial student are given task to edit record from "Senarai perolehan 2019 (Pusat Only)". On 20th September 2021 editing record started from RBK Niaga suppliers of 75 books from acquisition number P000040050 until P000040125. On the next day 21st September 2021 continue to editing record in KOHA from IKP Elite suppliers of 100 books from acquisition number P000040399 until P000040499 and from Ally Distribook supplier of 103 books from acquisition number P000040500 until P000040603. After that, edit record from "Senarai perolehan 2019 (Pusat Only)" from Era Visi suppliers of 96 books from acquisition number P000040965 until P000041061. During 22nd September 2021 , edit record from KOHA for "Senarai perolehan 2019 (Pusat Only)" for Era Visi suppliers of 96 books from acquisition number P000040965 until P000041061. After that on 05th - 07th October 2021 complete edit record in KOHA from Ilham Usaha Media suppliers with 137 books have been edited. For last day 08th October 2021 in Unit Catalogs edit record in KOHA has been done from supplier ABD LATIB TALIB which is 47 book. In total book or record that has been editing in KOHA for "Senarai perolehan 2019 (Pusat Only)" is 654 record of books.

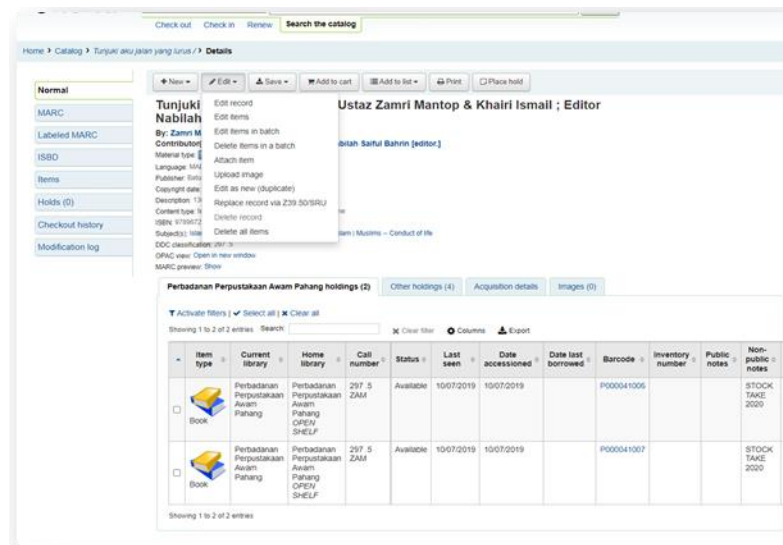


Figure 3.5: Edit Record Process in KOHA

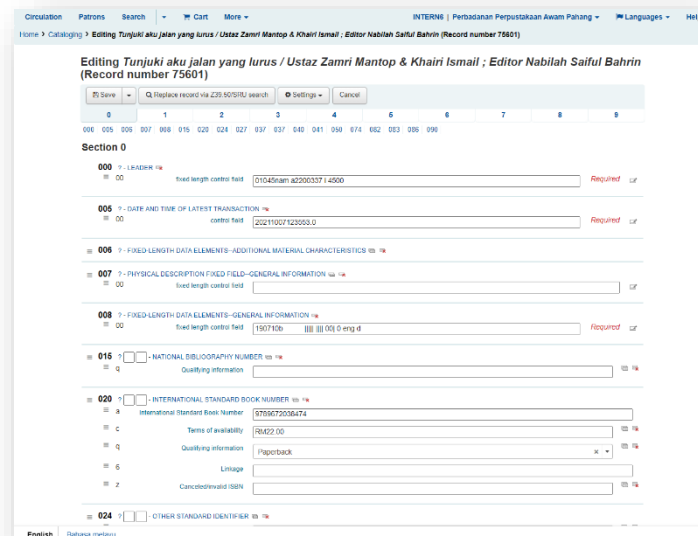


Figure 3.6: Checking Process the Marc Tag for each Tag in KOHA from 000 to 900

3.1.3 Open and Close Manual Files

This activity is one of the common task need to handle by the library secretary, during training at Management and Development Collections Department industrial trainee able to learn how to open and close manual file in the right way. The staff of PPAP show what are the step involve with this activity.

Although this activity seem easy but there industrial trainee should to follow based on library rules and regulations. The file should be open when there are no space left in the file, file required does not exist, original file closed and open to new volume, original file could not be detected, original file was damaged and should be replaced by

skin, while close file should be process when thick more than 4 by; or content has exceed 100 letter, fails have been ended, public official administration change, filing classification of directors change and many more.

The process for moving old files into new files is:

1. Remove the documents from the old file and arrange them in date order or in the order of minute papers if there are minute papers in the following file
2. Then check again whether there are documents written on the minute paper in the following file.
3. For each document, it is encouraged to write the number to facilitate the search for documents.
4. If the file does not have a minute paper, it is necessary to write a new minute paper according to the specified format.
5. The format of writing a minute paper is to write the title of the documents, the date of the documents and also the date of the documents inserted or attached to the files.
6. Writing minute paper is using black pen for documents issued by the in same department while the red colour is from other companies or other departments.

The same task are also been doing by trainee at department of department management and development collections, department management services and department of library network. But the way of writing for the list of documents in the file in the minute paper is different according to the document. On 27 September until 01 October 2021 process for moving old files into new files while during in department management and development collections the task was given by Mrs. Zalina assisted by two other staff, namely Mr. Zulfadli and Mr. Firdaus and for the list of existing files has be rearranged is Belanjawan unit pembinaan koleksi (PPAP /PR(PERO)/5-11) , Salinan Borang Kewangan (PPAP /PR(PERO)/5-12), Laporan Perolehan (PPAP /PR(PERO)/5-04), Perancangan Perolehan Bahan 2020 (PPAP /PR(PERO)/10-01), Perolehan 2017 (PPAP /PR(PERO)/7-01), Hal berkaitan Perolehan 2020 (PPAP /PR(PERO)/10-10), Hal berkaitan Perolehan (PPAP /PR(PERO)/3-03), Perolehan 2019 (PPAP /PR(PERO)/9-01), Perolehan Bahan 2016 (PPAP /PR(PERO)/6-01),

Perolehan 2018 (PPAP /PR(PERO)/8-01) and Langganan majalah 2016 (2017) (PPAP /PR(PERO)/6-04).

Next, while working under the management services department, industrial students are assigned to write on memo papers for new documents that are added, namely finance for Temerloh, Bera and Rompin district libraries on 04th and 05th January 2021 the task was given by Mrs. Suzila . Industrial training students also need to check the details in the financial statement document whether the information is correct or incorrect. While the filing process that needs to be done for the library network department is the process of writing on minute paper for new documents that are added to the file task given by Mr.Haji Isham. The file added is a file for rural libraries of 20 files and 10 regional library this task was given on 18th and has been done on 20th January and all the total for filing process from library network department around 30 files about staff record from rural libraries and regional library.

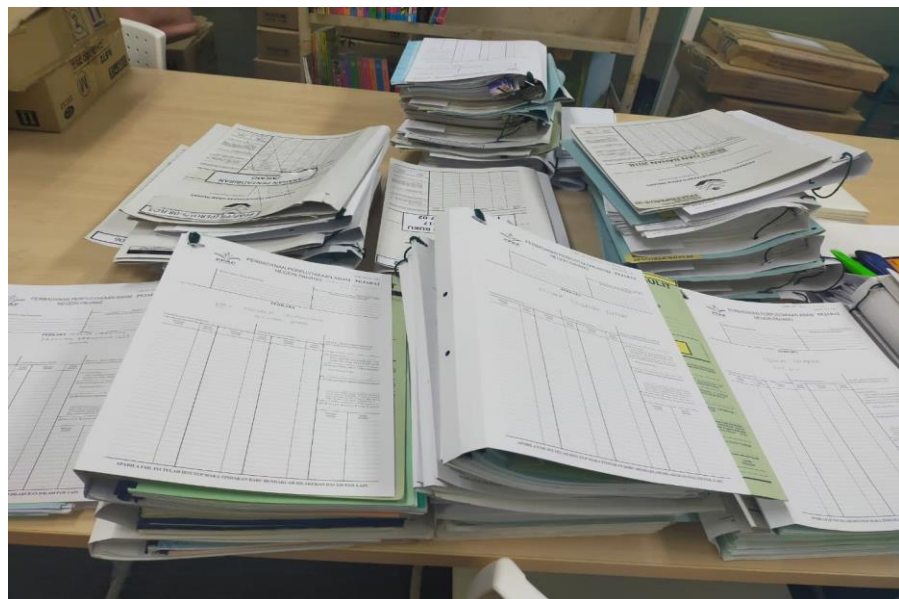


Figure 3.7: New Files from department of management and development collections

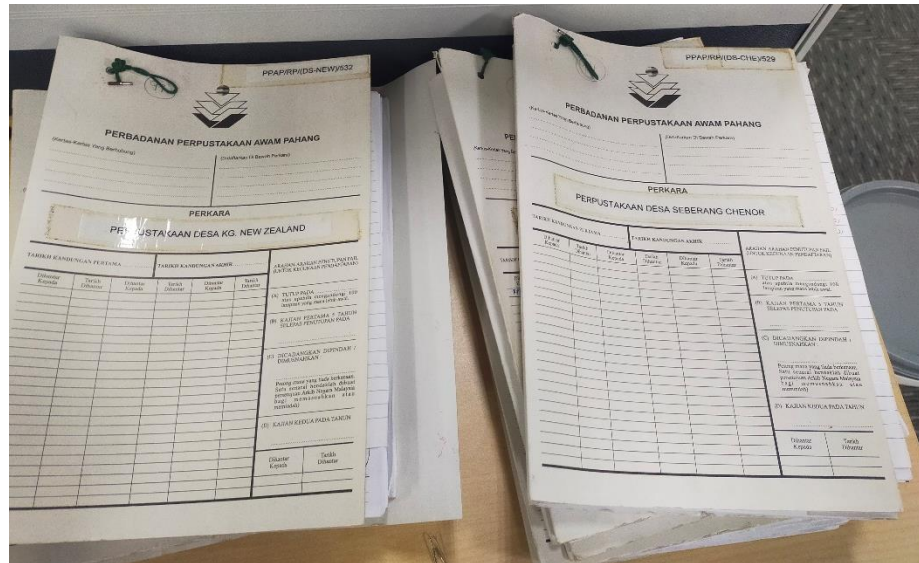


Figure 3.8: Files from department of library network

3.1.4 Patch call number & barcode

When you are looking for a printed book or another physical item at the Library, most often you will need a call number to find it in our collections. The Library Catalogue will include some basic location details (e.g. "W.A.C. Bennett Library (Burnaby) Curriculum Collection"), as well as a call number, for these physical items.

All print or paper copies of books in the library are assigned a call number, usually found on the book spine. The call number represents what the book is about and acts like the book's address on the library's shelves or stacks. Because books on the shelves are arranged in call number order, you will find books on similar subjects shelved near each other. The two processes are almost the same, however, to paste the call number requires care because before trashing it must be marked using a 2 cm measurement using a ruler and make sure the call number is right in the middle of the book so that it is easy to read and easy to find the book. A total of 130 pieces have been processed to paste call numbers for books from supplier Ally Disribook.



Figure 3.9: Process patch call number at the bones of book

Barcode is a machine-readable code in the form of numbers and a pattern of parallel lines of varying widths, printed on a commodity and used especially for stock control. For the barcode pasting process, it is done on 50 books that will be displayed in the Sultan Ahmad Shah public library (PASAS). This process is done before it is displayed in the library. Process in is the same as patch acquisition number but the barcode will be pasted on the first page in the book. The task of pasting the barcode on the book is given by Mr. Rusydi performed on 14th September 2021.



Figure 3.10: Patch barcode in the book

3.1.5 Task finding information for books to be purchased

While the trainee was assigned in the Management and Development Collections Department, the task was to find information for books to be purchased on 09th September 2021. The task was to find information for the purchase of books for the PPPAP 2021 collection from Nadi Permata Venture suppliers of 80 books. The list of information required for such data is the name of the book author, publisher, year of publication and price. The review of the selected book should also be reviewed through the opac or KOHA system whether the material has been purchased or not before. Mrs. Zalina gave the task via email and the task was completed on 06 September 2021 in soft copy using a USB drive. This task is one that involves researching information using search engines such as google, social media and also from websites to obtain authentic information.

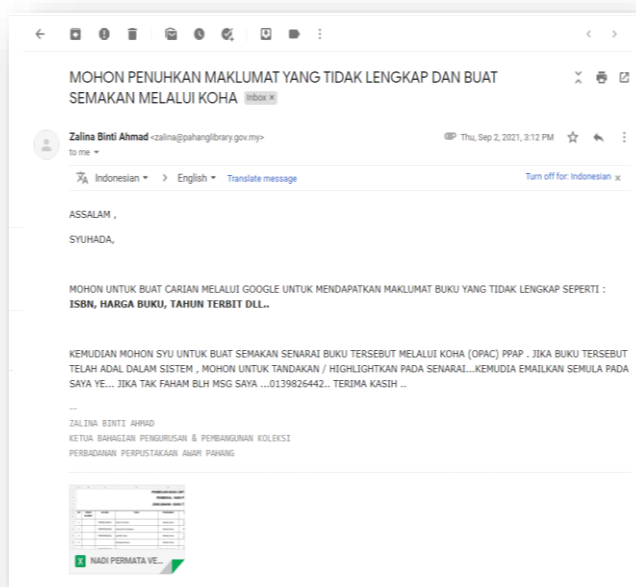


Figure 3.11: Email Task finding information for books to be purchased

3.1.6 The process of inserting RFID into the spine of a book

RFID book tags are placed on the inside of the back cover. The tags may be placed horizontally or vertically, anywhere along the spine starting $\frac{3}{4}$ inch from the bottom to $\frac{1}{4}$ inch from the top. RFID will be included in the last 3 pages and need to make sure that RFID will not be visible. RFID will sound if the book is taken out of the book sections without a borrowing process. The process of inserting RFID into a book

is one of the technical processes when processing a newly purchased book so that it can be displayed in the library and can be lent to the user.

Technical process for the book before it is displayed in the Library is first process is to paste the call number on the spine of the book. The second step is to patch the tagging on the book. Then, paste a clear sticker on the call number. Next, insert RFID into the bone of the book. Then, after entering the RFID, scan the book so that the RFID works properly. The final process is to calculate if the book is sufficient and complete. On 2nd September 2021, for the first time learn how to insert RFID into the spine of the book taught by Mr. Zulfadli he showed the steps to insert RFID. A total of 30 books that have been inserted RFID. Then after inserting RFID the next step is to test whether the RFID works or not. The next process is to check if the RFID is working or not using the RFID Reader. The same process was also done on 24th September 2021 which was done on books from Supplier Ally Distributor as many as 130 books.

3.1.7 Add New Item in KOHA

On 07th October 2021, Add Item, for the book series in the KOHA as many as 10 books and learn the process of add items which was taught by En.Saharudin. This process is very important to add new books in KOHA for user use to search for books in the library. The process of adding items in KOHA is to make it easier for users to find information in the PPAP OPAC of the material they want. All new book data will be entered into the KOHA system.

3.1.8 Design Poster and Editing Video

In Library Services and Literacy Department in the literacy unit, Mrs. Hawa gave the task to make a poster for the activity that will be posted on the official Facebook of PPAP. The Process of making a poster is to use the Canva application. Each poster will be reviewed by Mrs. Hawa first before it will be approved by Mrs.Maria. The poster will be posted on PPAP's official facebook according to the set date. Each poster made must have the PPAP logo, socmed symbol and Poster title. The type of writing should be clear so that the information conveyed can be clearly seen by PPAP social media followers. She provided guidelines for each poster so that the information you want to convey is clear in each poster.

On 12th October 2021 until 22nd October 2021, Mrs.Hawa are giving a task poster for design poster for upcoming program for posting in the official Facebook

“Perbadanan Perpustakaan Awam Pahang.” The process of making a poster requires a high level of creativity to produce a beautiful, clear and informative poster. As long as it is under the literacy unit between the poster design that has been made there is a poster "Language Wise", Fun Brain teaser, "Roots of the language tree" and also "Know the Indigenous People".

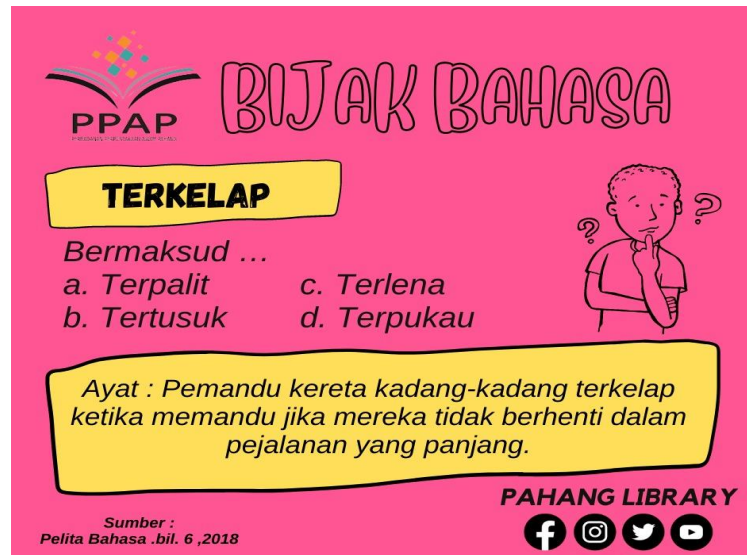


Figure 3.12: Poster “ Bijak Bahasa (Terkelap)”



Figure 3.13: Poster “Bijak Bahasa (Terbongkas)”



Figure 3.14: Poster “Bijak Bahasa (Tergemap)”

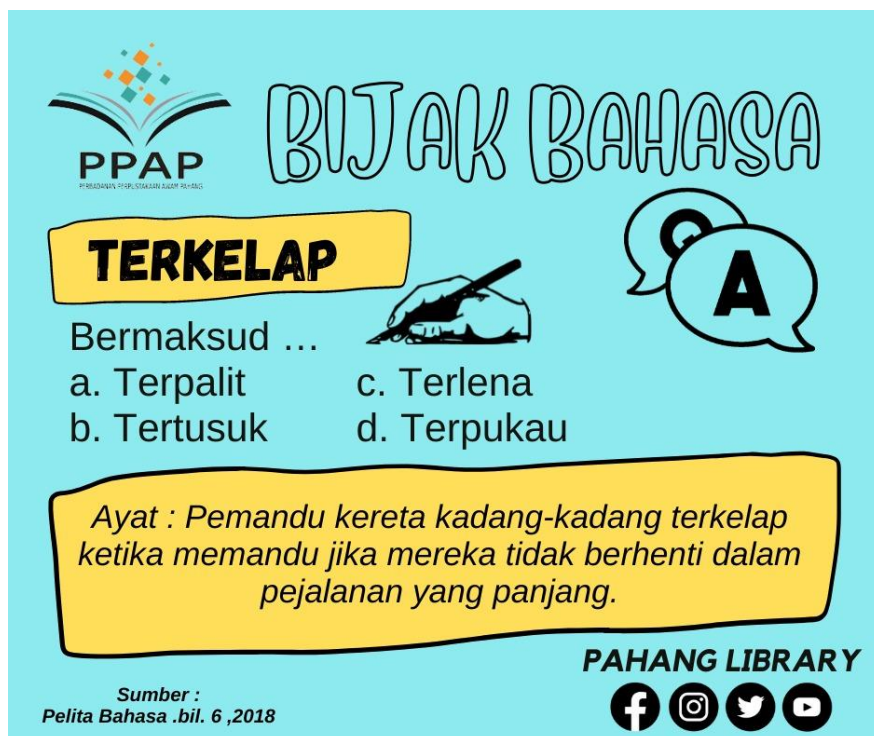


Figure 3.15: Poster “Bijak Bahasa (Terkelap) Updated”



Figure 3.16: Poster “Akar Pohon Bahasa”



FUN BRAIN TEASER

How many tricky brain teasers can you answer correctly?

1



What are the next three letters in the following sequence? J, F, M, A, M, J, J, A, _ _ _

2



When you have me, you immediately feel like sharing me. But, if you do share me, you do not have me.

3



What never asks questions but is often answered ?

4



What can you hold without ever touching or using your hands ?

5



A farmer has 17 sheep and all but nine die. How many are left ?

6



What goes on four feet in the morning, two in the afternoon and three in the evening ?

Source

• 61 Brainteasers for Adults, Kids, and Everyone in Between: A good brainteaser should be hard, but not hard to the point where a kid can't figure it out. Still, it's nice to feel smart, 2021 (<https://www.fatherly.com/play/37-brain-teasers-for-adults-kids-and-everyone-in-between/>)

• 100 Brain Teasers With Answers for Kids and Adults, 2019 (<https://icebreakerideas.com/brain-teasers/>)

PAHANG LIBRARY



Figure 3.17: Poster Fun Brain Teaser



Figure 3.18: Poster "Kenali Masyarakat Orang Asli di Malaysia"

However, poster design is also done while under the references unit, namely the poster "registration as a member of U-Pustaka". The "U-Pustaka" poster design task is a task given by Puan Hajah Fazilawati to promote finding new memberships for U-Pustaka users. For this poster is a design with other practical students Sakinah and Wan Afiah in 28th December 2021.



Figure 3.19: Poster “registration as a member of U-Pustaka”

Meanwhile, while under the children's /creative learning unit, Mrs. Rohaidah was given the task to make videos related to the types of Khat writing and also how to make posters using power points. The results of the completed video will be posted on the official Facebook of the Perbadanan Perpustakaan Awam Pahang.

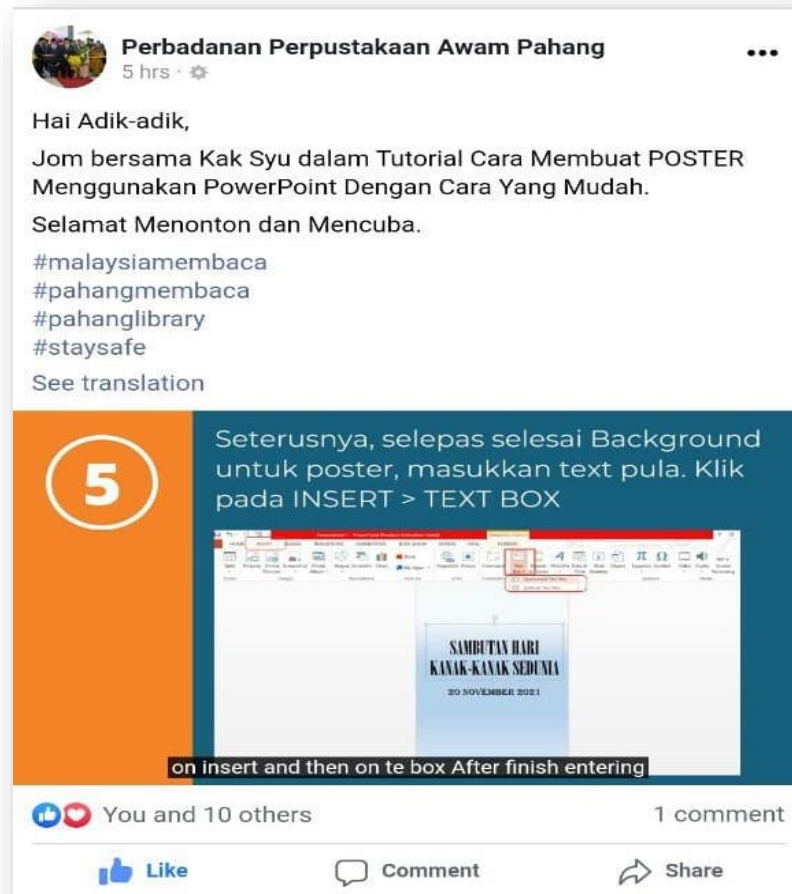


Figure 3.20: Video of Tutorial how to make poster using Powerpoint

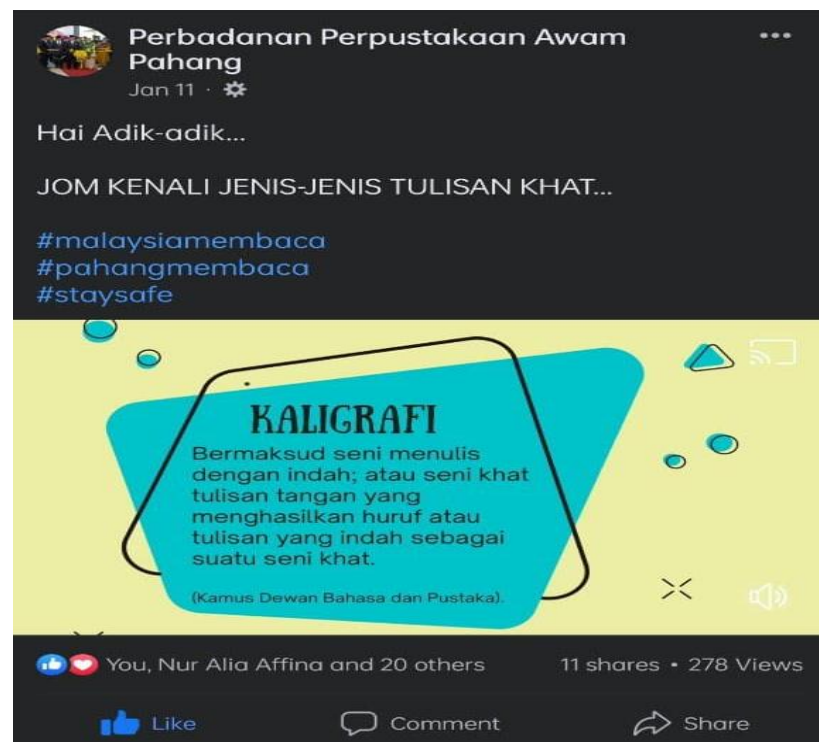


Figure 3.21: Video of Type of calligraphy

3.1.9 Book Loan Services and Renew book

In the library, there are only 3 sections that provide materials that can be borrowed, including general loans, fiction and children's sections. Users can use a self-check machine, however, users can also use the services of staff who are in charge of the borrowing process if the book cannot be scanned. Use the machine or the machine has a problem. Puan Sairah taught how to make a loan process, first the user must have a membership with Pahang Library, that is, they need to register a member for RM10 and they need to renew for RM10 a year. Users are only allowed to borrow a maximum of 5 books at a time within 14 day.

The first step of borrowing services is to enter the password and staff id in KOHA and then go to the patron option and enter the user id no. KOHA book for the book lending step go to the Patron button then enter the user's identity card number then go to, check out button then enter the book acquisition number or just scan the barcode on the book then proceeded check out. Then make sure all the borrowed books have been checked out. Make sure the user gets a receipt as their reference for the return date of the borrowed books.

Then, if the user wants to renew the book they borrowed, it can be done online only. For users who want to renew the books they borrow, we also only need to ask them to have an id, ie ic number, then press the renew button for the books they want to renew. For users who return books late from the return date will also be fined and must provide a receipt for each payment made as proof.

3.1.10 Secretariat for Program in Perbadanan Perpustakaan Awam Pahang.

Practical students are heavily involved as the secretariat for the program during the internship period. Among the activities as the secretariat is to help prepare the venue, food secretariat for those involved with the program and also for the souvenir secretariat for Panels. In addition to the involvement of the secretariat, there is also to assist in the QnA session with the viewer and the preparation of questions for the Panel.

Among the involvement as the secretariat is on 12th, 20th and 22nd October 2021 which is the program Darul Hikmah Resensi Buku and Talk: Warga Emas Health Care in this program assigned to the secretariat of the QnA session question provider division as well as food preparation for the secretariat. Being one of the secretariat is one of the work that is important to the success of the program that will be run by the library where the success of a program is due to the people behind the scenes who help a lot.

Next, among other involvement as the secretariat of the program is on 01st November 2021 is for participation in the Committee Meeting of the working paper of the World Children's Day Celebration Program 2021. Among other involvement as the secretariat of the program is on 01st November 2021 is for participation in the Committee Meeting of the working paper of the World Children's Day Celebration Program 2021. In addition, also involved in “Bicara Santai :Latihan Industri Isu dan Cabaran Sebelum dan Semasa Pandemic” on 28th December 2022, “Bual Bicara Santai “ Berbasikal : Trend dan Undang-undang “ on 19th January 2022 and “ Bual Bicara Santai Bersama YB Dato’Indera Mohd Shahar Abdullah : Aspirasi Belia” on 21st January 2022.

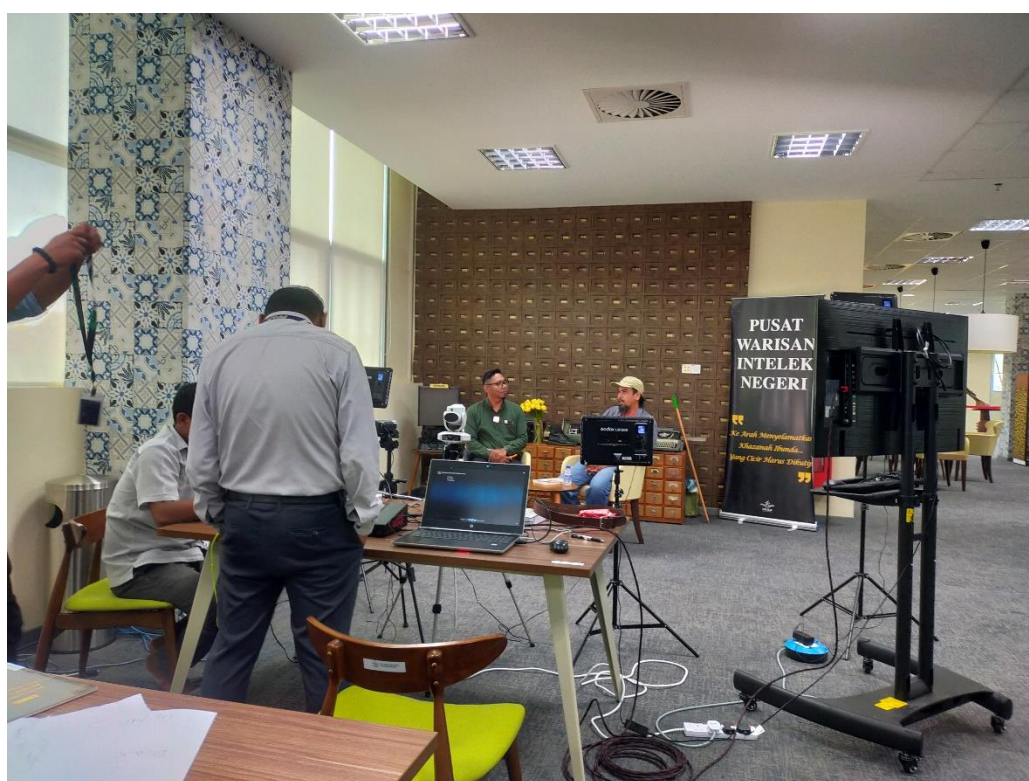


Figure 3.22: During the Book Review recording program at the PWIN Unit.

3.1.11 Puppet Show

Puppet Show Program in conjunction with the 2021 World Children's Day Celebration which will be presented on 22 and 24 November 2021 virtually. Such a program is held to enliven the celebration of World Children's Day 2021 and expose children and society in general about puppet shows. There are 2 stories that will be presented on that date, namely the Story of the Lazy Monkey and the Story of the Stubborn Duck. This presentation will be presented by the cooperation of practical

students at the Pahang Public Library Corporation. Therefore, such a program can indirectly foster awareness and encourage community interest to continue reading books in themselves. On November 2, 2021, the practical students held a meeting where they participated in a puppet show. We were asked to make a puppet show where the practical students had to present a puppet show that gave lessons in conjunction with World Children's Day 2021.

BIL	TARIKH	CATATAN
1.	27 Oktober 2021 – 31 Oktober 2021	Find 2 children's stories / books to be processed and told in a puppet show in the children's library.
2.	1 November 2021 – 4 November 2021	<p>Draft and script 2 stories entitled:</p> <ul style="list-style-type: none"> • The Story of the Lazy Monkey • The Story of the Stubborn Duck <p>Set the character found in the 2 stories and the actor (practical student) who will play the character in the puppet show. The characters to be played are as follows:</p> <p>(The character of the story of the stubborn duck)</p> <ul style="list-style-type: none"> • Narrator: Nurul Fatihah • The Duck: Alia Affina • The Wolf: Fatin Farhana • The Cat: Wan Afiqah <p>(The character of the story of the stubborn monkey)</p> <ul style="list-style-type: none"> • Storyteller: Wan Aisyah • The Monkey: Nur Athirah • The Elephant: Maizatul Bariyah • The Deer: Maizatul Bariyah • The Frog: Nur Sakinah • The Bird: Nur Syuhada • The Rabbit: Wan Afiqah
3.	5 November 2021 – 10 November 2021	<p>Practice puppet shows in the children's library. Monitored and trained by Pahang Public Library Corporation staff:</p> <ul style="list-style-type: none"> • En. Aseri bin Abdul Malek • Pn. Rohaida binti Zainudin

		<ul style="list-style-type: none"> • Pn. Rosmawati
4.	11 November 2021	<p>Puppet show rehearsals in the children's library and monitored by:</p> <ul style="list-style-type: none"> • En. Tuan Khairul Azhar bin Tuan Kuning • En. Amin bin Mat Arif • En. Mustakim bin Abdul Majid • En. Mohamed Faizal bin Abdul Razak • En. Mohd Faizal bin Ahmad • En. Aseri bin Abdul Malek • Pn. Rohaida binti Zainudin • Pn. Rosmawati
5.	12 November 2021	Record 2 stories that will be presented in a puppet show in the children's library. Recorded by documentation and technical committee members.
6.	15 November 2021- 20 November 2021	Video editing of 2 pre -recorded stories for virtual presentation.
7.	22 November 2021	The puppet show will be screened virtually on the Official Facebook of the Pahang Public Library Corporation.
8.	24 November 2021	The puppet show will be screened virtually on the Official Facebook of the Pahang Public Library Corporation.

Table 3.2: Calendar of Program Implementation Process



Figure 3.23: Pictures of all the practical students involved with the Puppet show



Figure 3.24 & 3.25: Behind the scene on the recording day.



Figure 3.26 : Poster for Puppet show The story of the stubborn duck



Figure 3.27 : Poster for Puppet show *The story of the lazy monkey*

3.1.12 Performance during Program “Pameran Seabad El-Dorado Timur dalam Kenangan” at the Sungai Lembing Museum.

On 27 November 2021, Sungai Lembing Museum invited Pahang Library, Kuantan to be the staff for the “East El-Dorado Century Exhibition in Memories” Program. Practical students were given the task to present three performances, namely Experiment show (Science Hero), puppet show and also Dance performances. As early as 9 am, the practical students and staff involved gathered at the PPAP compound before leaving for the Sungai Lembing Museum. Before the program was carried out, we took a period of 5 days for a dancing practice, puppet show and also an experiment show that will be carried out there. Involvement of all practical students is the first time done outside the Pahang Library and is an invitation from the Lembing river Museum.

On the day of the incident all practical students were given their respective assignments. For the participation in the Puppet show are Nurul Fatihah, Fatin Farhana, Maizatul Bariyah, Wan Afiqah and Wan Aisyah While the staff who will present the experiment (Science Hero) are Sakinah and Syuhada and two other practical students Alia Afina and Nur Athirah served as Council Advocates.



Figure 3.28: Training day before performance at Program “Pameran Seabad El-Dorado Timur dalam Kenangan” at the Sungai Lembing Museum.

Then, practical students who are experiment conducted of Sciences hero Syuhada and Sakinah. The experiments conducted during the program performance at Program “Pameran Seabad El-Dorado Timur dalam Kenangan” at the Sungai Lembing Museum. were: Magic plastic, Kinestatic Balloons and Volcanic eruption.

Industrial training students who are Sciences Hero staff have learned how to make the following experiments from their Exploria Staff show step experiment. In this experimental presentation what can be learned is how to interest the viewer to see the presentation or the information to be conveyed.



Figure 3.29: Experiment Show (Science Hero)

After that, the last performance involving all practical students was a dancing performance which was presented with 3 songs namely Ram Sum Sum, Fly and also Gemuruh. During the performance it increased the social skills of the presenter and

entertained the viewer. This performance took only 5 days of training and the result of the performance was very good. In addition, during the program, Library Pahang also opened a booth on Information Collection related to the state of Pahang.



Figure 3.30: Dancing Performance of Ram Sum Sum

The title of the puppet show is Stubborn Rabbit. While performing the puppet show they have to move the puppet show according to the emotions and the storyline played by the audience present is from the category of children and parents. The storyline of the story provides an instructor to the audience present and there is a QnA session where children can provide answers to questions asked.



Figure 3.31: Puppet Show

3.1.13 Recording Corporate Video (Library Tour)

On 29th November 2021, Mr. Tuan Khairul Azhar had a meeting with all practical students to discuss about holding a video recording of the Library Tour for the Young Scientist program. Mr. Tuan Khairul Azhar stated that all practical students will be involved and will be assigned to tell each section, as well as facilities and what is interesting in each section. Each Industrial training student will be given two locations to be narrated. The video will start from the ground floor up to the 3rd floor of the Pahang Library building. On 30th November 2021 all industrial training students write their respective scripts that will be said during the recording of the video later. Each person will be given 2 or more locations that will be their story in the video tour.



Figure 3.32: Meeting with En.Tuan Khairul for Corporate Video (Library Tour)

The process of section record a corporate tour video of two people in the lobby, Level 1 children's section: Chini Lake Dragon Chair, Family Room and Activity Room. The fiction part is recorded in the Brailer room. Next in the Digital part, the recording will be made in i-Mac, Cinema, computer lab and also in the Asperation room.

Up to the 2nd floor, the pwin part starts in the foyer outside Pwin recording in the Gallery exhibition then Kiosk, PWIN decoration theme is Classic theme. Also in PWIN descriptions will be made about the special shelves of Pahang writers, Pahang Historical Paintings and also some material in the PWIN section. Next in the reference section, a description of the concept of shelves with a modern theme of shelves and a description of the reference materials of the Al-Quran and also U-Pustaka. The general loan section is an explanatory video related to the discussion table facilities and the view of the Kuantan River.

Then, on the 3rd floor, the recording will be conducted in the meeting room, foyer, small meeting room and also in the training room. The recording was conducted on 1 December 2021 for the corporate video of the Pahang Library Tour which will be displayed at the Young Scientists program in collaboration with IIUM. While recording for this video, it adds knowledge about each facilities and information about each department. Then in addition it has also added communication skills to be more confident to convey information. In the process of recording this video we gained experience in recording corporate video that is related to the library tour.



Figure 3.33: On the day the recording is in progress

3.1.14 Scanning & Digitization book for Kiosk in PWIN

The process for digitization was briefed by Mr. Mustakim and for the book scanning process and how to set the scanner so that the book can be scanned properly. The book scanning process is done on two books that have been selected, namely Memoir 50 SMT Kuantan and Pahang 1880 -1933: A Political History. During the scan process, make sure the scanner setting so that the scan results can be read clearly. Finishing scanning book Memoir 50 SMT Kuantan and transferring the scanned image to another computer for the digitization process that will be published in the kiosk.



Figure 3.34: Kiosk at Unit PWIN

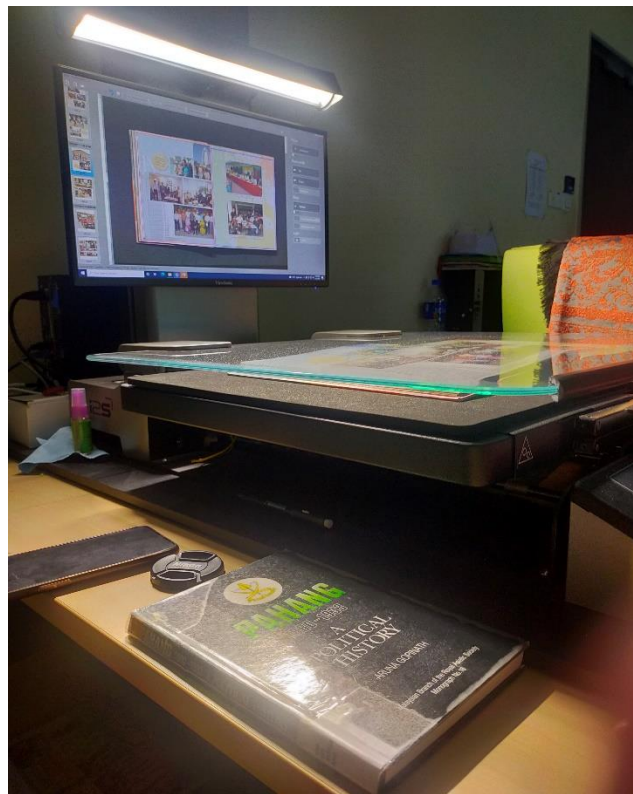


Figure 3.35: Scanner Machine

After that, the digitization process was taught by Mr. Amin how to digitize the book so that it can be displayed in the KIOSK. This scanning process is easy but it needs to wait for the scanned image to be transferred into a digital medium. And before it is digitized and displayed in the KIOSK, it must follow the specified settings.

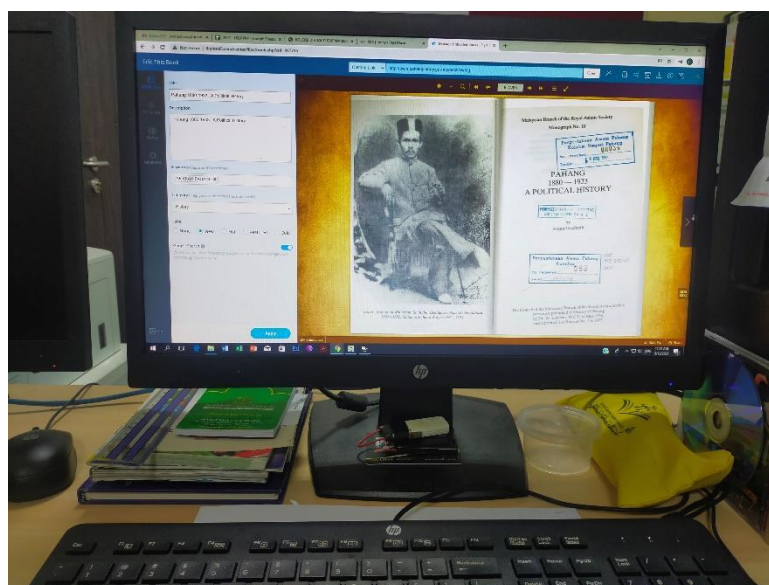


Figure 3.36: books that have been digitized Pahang 1880 -1933: A Political History

3.1.15 Arranging Compact Disk (CDs)

Mr. Firdaus and En.Saiful gave the task of arranging CDs according to call number to facilitate the search for CDs. CDs are a collection of materials available in the Pahang Library but this collection is in the category of materials that cannot be borrowed. However, users can watch CDs in this digital library via television which is provided in the lounge of this section. About 200 collections of CDs are available in this Digital Library section.

3.1.16 Monitoring Student (Program Pahang Young Scientists Camp 2021) by UIAM

Starting on 13 December until 17 December 2021, the Pahang Young Scientists Camp 2021 was held. This program is conducted in collaboration with pahang library and also Petrosains Playsmart. This program involves several students from the B4 group who are interested in spending their time participating in a program that learns experiments with students from IIUM. 5 students from high school age were selected to participate in the camp. 5 days and they will study together to make experiments. Practical students are assigned to monitor them and be lab assistants throughout the 5 days of the program. Some practical students are selected as lab assistants and monitor the activities of the students are Nur Syuhada, Wan Afiqah and Nur Athirah.

Next,among the tasks that need to be done is assignment as a lab assistant (Program Pahang Young Scientists Camp 2021), ensuring Young Scientists participant

students follow tentatives throughout the program and we must to helping them while doing the experiment and ensuring they attend the program. On the last day of the program December 17, 2021 during the closing ceremony we were assigned to provide souvenirs to all participants involved. Throughout the program has given us knowledge on how to manage the program and should always be sensitive to time so that all participants can participate in the program successfully.



Figure 3.37:Poster of Program Pahang Young Scientists Camp 2021

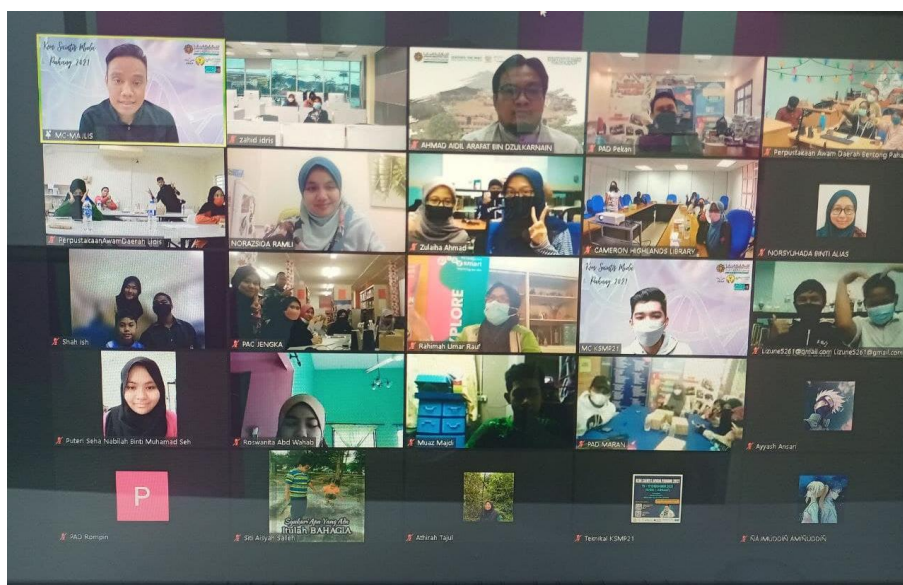


Figure 3.38: Program Pahang Young Scientists Camp 2021 (Zoom Meeting)



*Figure 3.39: At the closing ceremony of the Program
Pahang Young Scientists Camp 2021*

3.1.17 U-Pustaka Registering Promotion

U-Pustaka portal provides access to content and information services for U-Pustaka members in an efficient, integrated, transparent manner, anytime and anywhere through two languages, namely Malay and English. The U-Pustaka portal encourages participation for a lifelong learning experience for all U-Pustaka members and online members through web publishing components, collaboration, content management and information material lending and return services.

On 23rd December 2021, Mr. Mohamad has given the task of maintaining the u-Pustaka booth located on the ground floor level in the lobby to promote u-Pustaka membership. U-pustaka is one of the services offered by the reference and information department. The reference and information section does not allow materials to be borrowed. u-pustaka service will help users who want to get reading materials online. u-pustaka membership is free and it can be used by all ages .Booth u-pustaka started opening on December 27th until December 31st , 2021, we are tasked to promote u - library to users who attend PPAP. Within 5 days, the promotion was conducted by 50 users who registered an account for U-Pustaka. During the U-Pustaka Membership promotion, some of the practical students involved were Syuhada, Sakinah and Wan Afiqah to increase the level of confidence in communication with the public or users. .

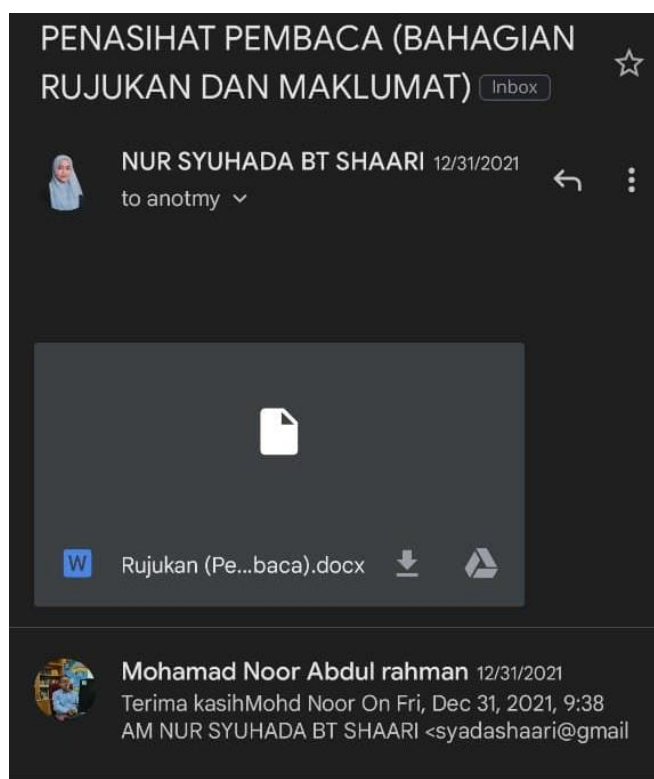


Figure 3.40: U-Pustaka Registering Promotion

3.1.18 Information retrieval tasks related to Reader advisors

While under the references unit, the head of the department, Mr. Mohamad Noor, gave an assignment to my industrial training students and Wan Afiqah to find information related to reader advisors. The purpose of the information was sought for future programs related to reader advisors. Reader advisors are according to their respective libraries. Reader advisors are also from the category of librarians themselves. Reader advisors will help users during the search for material, they need to have knowledge of the book that will be used by the reader. A total of 10 questions that need to be solved related to the reader advisor. From the task given the knowledge of the

reader advisor can be learned and improved. On 23rd December 2021 has accepted the task and on 31st December 2021 task was sent and reviewed by en. Mohamad Noor and sent via email.



*Figure 3.41: Submission of assignments via email for task related information
Reader Advisor.*

3.1.19 Daily collection of money at Pahang Library

Puan Suzila has briefed the tasks under the finance unit in PPAP, among them is the account register process which is divided into three, namely account creation fee, Account PPAP and also Account renew fee. Every day if Pahang Library operates, revenue collection must be carried out in each unit. This process will be carried out after the service hour end. Information from the KOHA system for opening a member account for users, fines or for renewing membership.

On 6th January 2021, Mrs. Suzila taught how to collect revenue collection and what to check before receiving the revenue collection. First of all, the information must be filled in the 2022 revenue collection register (by year). Second, make sure the receipt and amount the money is the same and accurate. Then, make sure the officer or officer on duty signs each receipt as well as the 2022 revenue collection register book. This revenue collection should be carried out daily and make sure there are no mistakes. All financial matters and daily collections can be checked in the KOHA system.

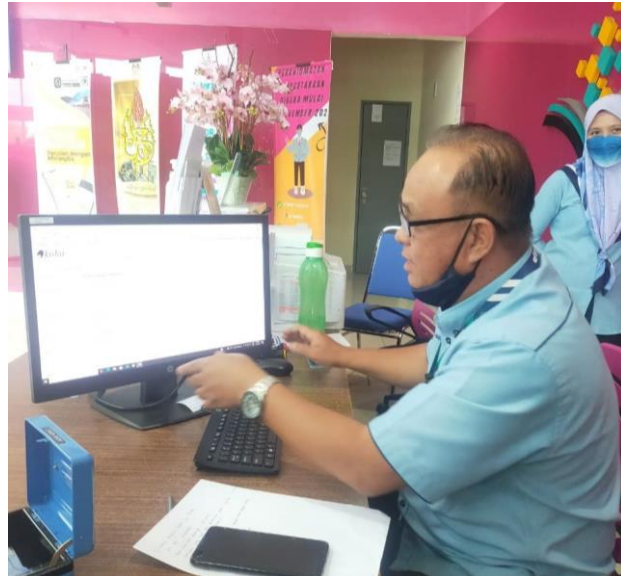


Figure 3.42: Mr. Aseri (Officer in charge of the main counter)

3.1.20 Notification about the Cloud used by Pahang Library

On 18th January 2022, while under the library network of the department En. Aziddin has briefing related to the system CLOUD .CLOUD is an extensive range encompasses all. There divided into 20 items that should be constantly updated to ensure all data is available. This CLOUD system stores all available data for a total of 74 locations:

- 2 Branch Library
- 28 Rural Library (Area)
- 33 Rural Library (PKD)
- 10 Regional Library
- 1 State Library

Every month all data related to activities, finances and others must be entered into the CLOUD for reference Main library. The creation of this cloud is to help department heads get relevant information and greatly simplifies administrative matters. The information obtained shows that all management systems in Pahang Library are very neat and orderly.

3.1.21 Send Group Book Loan at Casuarina Children Activities Center

On 18th January 2022, several practical students together with Mr. Amer went together to send Group Book Loan to Casuarina Children Activities Center. A total of 200 group loan books were lent to Casuarina Children Activities Center. There we helped arrange the books onto the shelves they provided and socialized with the

employees there. The Group Loan Service has been introduced in PPAP (Kuantan since 1995. To date, the service has 139 members consisting of government departments, private organizations, associations, clubs and societies. There we learned how the batch book loan process is offered to some organizations.



Figure 3.43: Group Book Loan by Casuarina Children Activities Center



Figure 3.44: Casuarina Children Activities Center

3.1.22 Make Stock Take for Shelf 9.1 at Children Area

On 24 January to 28 January 2022, Mr. Muhammad Zhafran has issued an implementation schedule for Stock take for the children's section. Industrial training students are assigned to make stock according to the shelves set and the date set. Practical students will implement stock take with PPAP staff.

The process for stock take is to check the acquisition number if there are errors or correct records in KOHA for the book. If the book has problems, collect and send to

Mr. Zhafran for the process of editing records in KOHA and the appropriate process. For the stock take process which has been scheduled to start 24 January 2022 until 28 January 2022, however, it is also done or completed before according to the respective flexible time.

On the first day, on 24th January 2022, a total of 245 books could be completed for the stock take process. A stock take is the process of checking your inventory – how much you have in stock, as well as the condition of goods – and recording the results in a report. A stock take helps with your stock control. Meanwhile, on 25th January 2022, a total of 432 books could be completed with the help of Wan Afiqah and Puan Linda.



Figure 3.45: Stock Take Shelf 9.1 at Children Area

3.1.23 Painting at Rural Library Kampung Seri Mahkota

On 27th January 2022, some practical students and staff went to the rural library of Kampung Seri Mahkota to help paint in the library building and for the renovation process in the library. The process of painting and improving the arrangement in the rural library is done because there will be a special visit that will be conducted in March 2022. The interior of the building is painted with primer paint to cover the old color of paint and the corners of the walls will be drawn with a map of Pahang. The addition of a new closet was also made to tidy up the medals for the library so that it looks neater and tidy.



Figure 3.46: Rural Library Kampung Seri Mahkota



Figure 3.47: Painting process in Rural Library Kampung Seri Mahkota



Figure 3.48: En.Amer Painting a wall at Rural Library Kampung Seri Mahkota

3.2.24 Monitor Children from Casuarina Children Activities Center inside the Pahang Library

On 28th January 2022, Causuarina Children Activities Center visited and brought about 20 children to the Pahang Public Library Corporation. Several industrial training students assigned under the Corporate Department were assigned by Mr. Amer Shazlin to bring children visit to Petrosains. In Petrosains these children are presented with a science experiment conducted by the staff of Petrosains. Then, they visit into Petrosains and try out all the exhibits available in Petrosains.



Figure 3.49: Causuarina Children Activities Center at Petrosains

Then, the trainee took them to the Digital Library and Media Resources to watch the 3D Cinema in the sections. Industrial training students are also tasked with making sure all children are in their group and accompanying them as they return to the vehicle. Practical students should instruct them to always maintain safety and be in their group only.



Figure 3.50: Causuarina Children Activities Center at 3D Movies Cinema

3.2 SPECIAL PROJECT

3.2.1 Talk Show: “Bual Bicara Santai: Adakah Anda Sudah Bersedia Menghadapi Fasa Endemik?”

Each and every student is required to conduct at least one special project during his or her industrial training. Perbadanan Perpustakaan Awam Pahang give each student a practical opportunity for them to give their own ideas for a special project. For the special project, it is the idea of the practical students themselves and there is also the list of events that would be held in Perbadanan Perpustakaan Awam Pahang. The trainee decided to handle one of the events by herself is “Bual Bicara Santai : Adakah Anda Sudah Bersedia Menghadapi Fasa Endemik?”. The first step in holding the program is by making recommendations before proceeding with the next steps.

The trainee are given the opportunity to find ideas for the selection of the title for the talk that will be conducted and also the selection of the date so as not to overlap with the program that will be conducted later.

Before the Event

On 30th December 2021, the paper that has been made has been reviewed by Puan Hawa, Head of the Library Services and Literacy Division unit and has been approved by Puan Maria who is the acting director of the Pahang Public Library Corporation.

On 29 December 2021, an Invitation Letter was issued to invite 3 panelists for Program “Bual Bicara Santai: Adakah Anda Bersedia untuk Fasa Endemik?” posted live on the Pahang Public Library Corporation's Facebook on 26 January 2022 (Wednesday). With Invitation Speaker 1: Dr Dzawani binti Muhamad (Infectious Disease Specialist, Tengku Ampuan Afzan Hospital, Kuantan) , Speaker 2: Mr. Safrul Faiz bin Ab Satar (Director of Pahang State Security, Pahang State National Security Council) and Speaker 3: Siti Asmad binti Zakarni (Psychology Officer, National Population and Family Development Board (LPPKN) Pahang State).

Before the program, among the list of work that needs to be done is always follow up with the invitation panel for the program if there are any problems. The follow up process has started on November 20, 2021 where it is necessary to contact the relevant department to get the appropriate panel. During the panel search process, many constraints occurred due to the flood disaster so it was difficult to contact the departments because some were involved in the flood disaster and some also provided flood assistance. However, the process continued until we got a suitable panel for the program.

The second process is to make a poster, Program “Bual Bicara Santai: Adakah Anda Bersedia untuk Fasa Endemik?” The panels were indeed busy with their respective assignments so the process of getting pictures for the poster took 2 weeks as some panels were slow to provide pictures. Posters for this program have 2 options before being sent to Mrs. Maria for approval because of the aspect of color selection used and also the use of writing. During the editing process, many changes from the original idea due to the use of writing and writing size.

The poster is for a program titled "Bual Bicara Santai: Adakah Anda Sudah Bersedia Menghadapi Fasa Endemik?". It features a blue and yellow color scheme. At the top left is a graphic of a virus. At the top right are logos for MEC, PPAP, taa, and LPPKN. The main title is in large yellow letters on a blue background. Below the title is the date and time: "26 JANUARI 2022 | RABU | 10.00PAGI". There are three speakers, each with a circular portrait and their details. At the bottom left is the moderator's portrait and details. At the bottom right is the Perbadanan Perpustakaan Awam Pahang logo and social media icons.

BUAL BICARA SANTAI:
ADAKAH ANDA SUDAH BERSEDIA MENGHADAPI FASA ENDEMIK?

**26 JANUARI 2022
| RABU | 10.00PAGI**

PEMBICARA 1
DR. DZAWANI BINTI MUHAMAD
(PAKAR PENYAKIT BERJANGKIT)
JABATAN HOSPITAL TENGGU
AMPUAN AFZAN (HTAA) KUANTAN

PEMBICARA 2
ENCIK SAFRUL FAIZ BIN AB SATAR
(PENGARAH KESELAMATAN
NEGERI PAHANG)
MAJLIS KESELAMATAN NEGARA
(MKN) NEGERI PAHANG

PEMBICARA 3
PUAN SITI ASMAD BINTI ZAKARNI
(PEGAWAI PSIKOLOGI)
JABATAN LEMBAGA PENDUDUK
DAN PEMBANGUNAN KELUARGA
NEGARA (LPPKN) NEGERI PAHANG

MODERATOR
NUR SYUHADA BINTI SHAARI
PELAJAR PRATIKAL
UITM KAMPUS REMBAU

PERBADANAN PERPUSTAKAAN AWAM PAHANG
PAHANGLIBRARY

Figure 3.51: Poster program “Bual Bicara Santai: Adakah Anda Sudah Bersedia Menghadapi Fasa Endemik?”

The budget proposed with a total of RM1000 stated in the approved by has been approved by the library top management Perbadanan Perpustakaan Awam Pahang. Payment for the three panels is according to the Circular from the government, that is, according to the grade of the position they hold. And RM100 is for food money for the secretariat involved in this program. All matters involving the budget are managed by Puan Hawa.

BIL.	EXPENDITURE	QUANTITY	PRICE PER UNIT (RM)	TOTAL (RM)
1.	Panel	*3	*RM 300.00	RM900.00 *Mengikut pekeliling
2.	Food & Beverage	10	RM 10.00	RM 100.00
TOTAL EXPENDITURE (RM)				RM1000.00

Table 3.3: Budgeting for Program “Bual Bicara Santai: Adakah

Anda Bersedia untuk Fasa Endemik?”

A day before the event, the trainees along with other committee members went to Digital Library and Media Resources to provide a venue for the live part to be conducted.

During the Event

Zoom Meeting settings, camera and audio settings so that no technical problems occur. Contact and inform the panel to enter the Zoom Meeting in advance so that there are no technical problems. However, there were some technical problems during the start of the live program because there was a technical problem with no audio in the first 3 minutes of the live start. However, the audio returned well and the program ran smoothly and clear. A total of 298 Views watched the live and it took place successfully. Viewers who participate live on Facebook are also given a Certificate of Participation for this Program and are asked to attach a google form shared in the comments section.

MASA	PERKARA	AKTIVITI
9.00 pagi	Persediaan	Segala persiapan telah tersedia. Petugas teknikal berada di Perpustakaan Digital dan Sumber Media untuk live di Facebook PPAP. <i>Backdrop dipaparkan.</i>
9.15 pagi		Link dibuka kepada panel jemputan.
9.30 pagi		Poster program dipaparkan.
9.45 pagi		Video PASAS ditayangkan.

9.55 pagi		Poster operasi perkhidmatan dan poster SOP dipaparkan.
	Sesi Bergambar	Sebelum majlis bermula, Pemudahbicara menjemput panel jemputan di aplikasi Zoom Meeting untuk memberikan senyuman manis bagi sesi bergambar.
10.00 pagi	Program Bual Bicara	<p>Pemudahbicara mengalu-alukan kehadiran bersama tetamu jemputan secara dalam talian iaitu Dr.Dzawani binti Muhamad, En. Safrul Faiz bin Ab Satar dan Puan Siti Asmad binti Zakarni bagi Program Bual Bicara Santai: Adakah anda sudah bersedia menghadapi Fasa Endemik?</p> <p>Pemudahcara kongsikan maklumat ringkas berkaitan Program yang diadakan pada hari ini</p> <p>Pemudahbicara memulakan objektif bual bicara dengan soalan pusingan pertama dan soalan pusingan kedua.</p>
10.30 pagi		E-sijil dimuat naik di ruangan komen.
10.30 pagi		Pemudahbicara memulakan sesi soal jawab.
10.40 pagi		Pemudahbicara membaca soalan yang diberikan oleh penonton di Facebook PPAP untuk sesi soal jawab.
10.45 pagi		Pemudahbicara memulakan soalan pusingan tiga.
10. 55 pagi	Penutup	<p>Pemudahbicara mengucapkan jutaan terima kasih kepada ketiga-tiga panel kerana dapat bersama-sama pada hari ini dalam Program Bicara Santai: Latihan Industri Isu dan Cabaran Sebelum dan Semasa Pandemik.</p> <p>Terima kasih juga diucapkan kepada semua tetamu sama ada di aplikasi Zoom Meeting serta penonton di Facebook Perbadanan Perpustakaan Awam Pahang yang dapat bersama-sama sehingga ke akhir siaran.</p> <p>Pemudahbicara akan menyampaikan maklumat berkaitan waktu operasi perkhidmatan PPAP dibuka dari pukul 9 pagi sehingga 5 petang setiap hari Isnin sehingga Jumaat.</p> <p><i>Poster waktu operasi PPAP dipaparkan</i></p> <p>Pemudahbicara memohon maaf di atas segala kekurangan dan kelemahan ketika siaran langsung di Facebook PPAP.</p> <p>Tutup/Bersurai.</p> <p><i>Placard Poster dipaparkan untuk penutup</i></p>

Table 3.4: Tentative Program “Bual Bicara Santai: Adakah Anda Sudah

Bersedia Menghadapi Fasa Endemik?”

The live lasts for one hour, starting at 10.00 am and ending at 10.58 am. There are 2 Round questions asked to the invitation panel and one Q&A slot questions asked by the virtual audience in the Live Facebook Pahang Library comment space. At the end of the live broadcast, a photography session was held with the panel through Zoom meeting.

❖ All documents involving this program have been included in the appendix.



Figure 3.52: Preparation for Live Program



Figure 3.53: Before Live Program started



Figure 3.54: During the live program



Figure 3.55: Behind the scene during the live program



Figure 3.56: Photographs sections after the live section end

3.2.2 Survey on the Awareness regarding dress code in the office

Industrial training students working in the Management Services Department were given the task by Puan Murni Wirzana to conduct a survey on the awareness regarding dress code in the office. For the process of conducting the survey and report on the results of the survey 15 women will be randomly selected to answer the survey.

This survey was conducted to examine the extent to which the understanding and awareness of civil servants in the Pahang Public Library Corporation (PPAP) know the dress code in the office. This is because the dress code in the office is the main and important ethic in highlighting the criteria and personality as a public servant. Lack of awareness on the dress code in the office among civil servants in PPAP will show an impact in various aspects such as sexual harassment, lack of dedication and integrity in civil servants and so on. The problem of lack of awareness regarding the dress code such as the type of dress, choice of shoes, wearing a tie and so on should be emphasized and addressed professionally.

A total of 30 questionnaires were randomly distributed to staff at the Pahang Public Library Corporation. There were 6 closed -ended questions, 2 open -ended questions and 2 scaled questions that were provided in this questionnaire. This is to get uniformity of answers as well as opinions on the dress code in the office.

❖ *The full report has been attached in the Appendix section.*

Objectives


The objectives of this study are to:

- 1) Identify the importance of dress code in the office.
- 2) Know the knowledge of PPAP staff on the rules of dress code in the office.
- 3) State the ethics of the type of wear allowed in the office according to the circular.

Conclusion

In conclusion, based on a survey on awareness on the ethics of dressing in the office was conducted to staff at the Pahang Public Library Corporation recently. A total of 30 respondents consisting of 15 males and 15 females were studied. All 30 respondents from the staff of the Pahang Public Library Corporation know about the dress code in the workplace. This indicates that the knowledge of the level of awareness by the staff of the public Library Corporation is very high and also the dress code in the workplace is very important to adhere to in order to cultivate a safe and disciplined work environment. It is hoped that all civil servants will be able to follow the code of ethics issued by the government circular.

LAMPIRAN


PPAP

KAJI SELIDIK MENGENAI KESEDARAN BERKENAAN ETIKA BERPAKAIAN DI PEJABAT

JANTINA : LELAKI () PEREMPUAN ()
BANGSA : MELAYU () CINA () INDIA ()
BAHAGIAN :
UNIT :
TARIKH :

1. Adakah anda tahu etika pemakaian di pejabat?
 - Ya
 - Tidak
2. Adakah anda telah diberi taklimat mengenai etika pemakaian di pejabat?
 - Ya
 - Tidak
3. Adakah anda pernah membuat aduan kepada pihak atasan mengenai rakan sekerja anda yang mengingkari kod etika pemakaian di pejabat?
 - Ya
 - Tidak
4. Pada pendapat anda, wajarnya kerajaan mewajibkan kakitangan wanita untuk bertudung?
 - Ya
 - Tidak
5. Adakah anda memakai kasut pada waktu kerja di pejabat mengikut kod etika pemakaian yang telah ditetapkan di pejabat?
 - Ya
 - Tidak
6. Apakah tindakan yang sewajarnya yang perlu diambil bagi mereka yang mengingkari etika berpakaian di pejabat?
 - A. Diberhentikan Kerja
 - B. Diganung Kerja
 - C. Diberi Amaran
7. Pada pendapat anda, pilihan pakaian yang manakah dikategorikan sebagai pemakaian yang mencolok mata atau melanggar etika pakaian di pejabat?

Figure 3.57: Survey on the Awereness regarding dress code in the office

3.2.3 Program Games on Week!



Figure 3.58: Poster Games on week!

On 6th December 2021, the head of unit for digital library and media resources en.Saiful has asked the trainee to run a program related to digital unit .Me and Wan Afiah who are in the same unit have proposed Games on Week! The program is held in conjunction with the upcoming school holidays and to attract visitors to visit the digital library. We need to make a poster to promote this competition on the official Facebook of PPAP and need to set the conditions of participation and also and promote the program throughout it. There are 3 games that will be promoted in this program, namely Music Tiles 3, Fruit Ninja and Worm Zone. Participation is open to children aged 7 to 12 years only. Those who get the highest high score will get a prize. Participation is free. The program lasted for 5 days from 13 to 17 December 2021.

A total of 50 participants can be collected during the program. Those who get the highest high score will be contacted to get prizes at the Pahang Library. This program is to encourage children to spend their school holidays by participating in programs conducted by Pahang Library. In addition, parents can also spend time with their children by coming to the library. What can be learned throughout the success of the program is communication skills and also social skills because it is very important to convey something clearly and also respect the customer. Management skills can also be learned throughout the program.



Figure 3.59: Parents who bring their children join the Games on Week program!



Figure 3.60: Games on Week participants!

CHAPTER 4: INDUSTRIAL TRAINING REFLECTION

4.0 INDUSTRIAL TRAINING REFLECTION

4.1 Application of Knowledge, Skills and Experience in Undertaking Task (Knowledge Gained)

4.1.1 Management Skill

Working in the library development planning division necessitates industrial trainees learning how to properly manage and record all incoming and departing letters. Although some may consider this to be trivial job, it provides an opportunity to learn how to manage even simple tasks properly. The chance provided by the Pahang library is really beneficial, especially when it comes to applying management experience in the library development planning division. Management is a valuable knowledge and talent that is difficult to acquire, particularly in the classroom. Any organisation with good management will make better decisions and achieve its objectives. Management skills developed in the trainee ensured that everything could be run smoothly but any unexpected events could happen and that was normal in every project. Once the trainee was capable to handle the project by herself, the trainee might be prepared to face the real working environment in the future.

4.1.2 Communication Skill

Communication skills is one of the most important aspects because every word that is uttered from the mouth might make someone happy or feel hurt without our consciousness. While the trainee was on duty especially at the counter, she would encounter different kinds of users and sometimes she even needed to communicate with elderly. Other than that, the trainee would also have to meet those in the top library management to ask for something so they must to speak in a formal communication. In circulation department industrial trainee have learned that customer service is hard. There are many user with different 114 purpose come to the counter and ask many thing related to the library and sometimes they ask something which are not related to the library also, therefore it is very important to understand how to communicate with different user and give them the best answer what user want. Industrial trainee learned how to manage stress over dealing with many user by their purpose. In addition, enhance communication skill is one of good way should develop by

each staff at circulation department because they able to learnt managing stress and it motivate someone to increase their positive attitude and control their emotion when deal with many different user.

4.1.3 Cataloging skills

Unit Cataloging of Perbadanan Perpustakaan Awam Pahang requires the trainee to prepare herself with the cataloging skills to do the acquisition process as well as the cataloging process. The trainee has applied the knowledge gained from the Organization of Information: Computerized Cataloging (IML 655) subject to do the cataloging process by referring to the MARC21. During the class session at the faculty, the trainee did learn on how to key in the data for bibliographic organization but in KOHA system. Other than that, subject headings and call number that needed to be assigned to each and every book could be completed easily since the trainee has applied what she had learnt from the Subject Cataloging and Classification (IML 555).

4.1.4 Interpersonal Skill

While completing this internship, industrial trainees will be able to further their personal growth by doing various tasks that will be assigned to them directly. For instance, new knowledge has been acquired, such as how to adjust to a new environment and give new tasks to industrial trainees who have never done so before. Engaging in new contexts can assist library staff and industry trainees in cooperating and forming positive social interactions. Meanwhile, assigning new tasks might help industrial trainees gain a better understanding of the problem-solving and decision-making methods used in the PPAP. Because interpersonal development allows a person to respect others, help one another during tough times, and communicate in good manners with adults or parents, interpersonal skill appears to be related to IMS 556, Communication in Interaction, and 117 Consultation. As a result, industrial trainees have learned to develop additional interpersonal skills including patience, responsibility, self-confidence, and a good attitude, among others.

4.2 Personal Thoughts and Opinion

4.2.1 Accept Challenges

This fantastic experience was realised by industrial trainees, who gained a great deal of knowledge in the classroom, but personal approaches are vital. This internship has improved the formal education of industrial trainees in many ways, particularly when it comes to learning to accept challenges. The greatest approach to learn is to do it yourself and accept any problems as fresh learning opportunities. Industrial trainees are grateful for the challenges and believe that being in this industrial training is extremely beneficial to a student because it provides a glimpse into the real world and helps to strengthen knowledge of responsibility, focus, drive, and ideals such as being responsible for other people's money, working on time, completing all tasks assigned to them, and learning to focus on a specific goal. Getting experience and entering the workforce is a memorable experience that no industrial trainee will forget. Being on this learning path requires someone who is both guided and focused, as well as someone who will never give up on a specific goal.

4.2.2 Working Experience

Being in this internship it require industrial trainee to have the high spirit and strength built from the inside as engaging in the world of work is not as easy as in the world of being a student. This is because, in the working area are totally different and it needs someone who can face the challenges in the good way. It is better to avoid the feel that emphasizing little things, because it will not take anywhere. Instead improve to focus on the existing thing and learn how to enhance what's being weak. Throughout this training it is better learn do not afraid to ask many questions. By asking questions, try to get answers and understand the scope of work need to do in more detail. From the answer also industrial trainee able to do the task according to what supervisor wants. It is important for any industrial trainee in the future should prepare many of knowledge related real working experience and organization because this opportunity would help he or she when deal with real working experience. Working in a library environment does require the staff to develop as many networks as possible so that those who are working in library science field could

share all new findings or latest information about the library management among themselves.

4.2.3 Cooperative and helpful

Then, the trainee also thought that each and every staff in the library was so cooperative and helpful. Even though the trainee was new in the library, they treated the trainee so well and responded so gently to any enquires by the trainee. The staff were also willing to help the trainee if she faced any problem in doing something. For example, it was quite difficult for the trainee to trim the edges of the papers in making the book binding process. So, the staff in the conservation unit offered some help to trim the papers by using the electronic cutter machine. Next, the special project conducted by the trainee has involved the library staff as the committee members for the event. Everyone was very responsible to their task and they were really cooperative in helping the trainee and the other committee members. All things could not be done without the help from every library staff

4.2.4 Leadership

Leadership is crucial because it can assist some people in making the correct decisions. They, for example, set the tone, establish an inspiring vision, and invent something new. It is dynamic, interesting, and encouraging to map out where you need to go in order to "win" as a team or an organisation. It has a close relationship with the authorities. While leaders determine the course, they must also employ management abilities to lead their people and work as a team to the desired destination in a timely and effective manner. Industrial trainees believe that by working together as a team, they can improve the quality of their work. Because library staff can provide many new ideas and practises, industrial trainees would not be able to accomplish the assignment in a timely manner if they were not given assistance and guidance during the learning process. When executing tasks with different persons who have greater experience, industrial trainees learned varied methods and strategies from the people who instructed them. Here, industrial trainees learn to accept other people's perspectives rather than relying solely on their own. Although it took some time to feel comfortable

allowing others to share the duty, the industrial trainee finally realised it was fine, and this is referred to as the learning process.

4.3 Lesson Learnt

4.3.1 Responsible

Throughout the five months industrial training at Perbadanan Perpustakaan Awam Pahang, the trainee has gained a lot of knowledge and skills especially in the library management. As stated, the objective of the industrial training is to encourage the students to apply the skills and knowledge gained at the university to benefit the organizations. When industrial trainees act properly or do the right things, they will be held accountable for any assignment they are given and will have a favourable outcome. What happens as a result of activities is referred to as a consequence. Any assignment given with responsibility will have a positive outcome and receive a positive result for a job well done. If you are reckless, you will suffer the pain of a bad consequence for a task that is completed poorly or not at all. Because people know they can rely on industrial trainees to accomplish the things that are expected of them, being responsible leads to increased trust and freedom. Being responsible is an important element of staying safe. When industrial trainees act properly or do the right things, they will be held accountable for any assignment they are given and will have a favourable outcome. When industrial trainees act properly or do the right things, they will be held accountable for any assignment they are given and will have a favourable outcome. Whatever happens as a result of activities is referred to as a consequence. When an industrial trainee believes that someone who is accountable for a work that has been assigned will help to improve the quality of the assignment, we take the appropriate measures.

4.3.2 Effective communication

Furthermore, when industrial training is involved in library administration, good communication is critical. Effective communication should begin at the library's lowest level. When interacting with people in the circulation unit, for example, each member of the staff should know how to handle everyone in the best possible way. This is because everyone has a distinct reason for visiting the library, and they all deserve the finest service possible.

Effective communication between librarians and chief librarians should also be implemented at the highest level of library management. Effective communication can aid every member of the library staff in comprehending the library's long-term goals. It is critical to encourage all Pahang library employees to communicate effectively with one another. Effective communication helps employees work together effectively and avoids unnecessary competition within the division. High productivity, integrity, and responsibility are the outcomes of a collaborative team. The employees are aware of their duties on the team and are aware that they are valued.

4.3.3 Teamwork

Hence, working together as teamwork in one organization also lead to a positive impact on the library. Each staff know play their role in developing the library by understand the needs of some matters related library and how to build a good quality of library. A good teamwork able to increase quality performance of the library because they know what are the strength they need to enhance and the weaknesses they need to improve. All staff also need to show their respect toward each other and tolerance is highly encouraged among every staff and librarian as they need to have a close relationship with each other to achieve the goals of the library. It is hope that the teamwork spirit in this library will continue to inspire all the staff to achieve the vision and mission that library already set out.

4.3.3 Respect Other

Next, respect other while working at Perbadanan Perpustakaan Awam Pahang .Industrial trainee can see the relationship between library staff is very close. They respect and help each other in many way. Any mistakes made by the Industrial trainee will be remind in the good manner without hurting anyone. The staff who has a problem related their job will directly refer to the librarian and librarian will explain and discuss more thoroughly. As the result, they also have good relationship even outside from work time. Industrial trainee learned the close relationship can form a better organization as they together have a vision and mission to develop a better 123 quality of library in the future. Industrial trainee hope that the implementation the rules and regulation and

management of Perbadanan Perpustakaan Awam Pahang will lead to better organization of library and their goal to moving towards better ISO will be achieved . Industrial trainee hoped they will always practice the value of respect each other that have in the Perbadanan Perpustakaan Awam Pahang will always be maintain and spread by all staff.

4.4 Limitation and Recommendation

4.4.1 Lack of Knowledge cataloguing in Arabic

An industrial trainee in the technical division has been tasked with cataloguing Arabic books. The fundamental issue is that the majority of Arabic books do not have an English or Malay translation. Some Arabic books have intricate Arabic texts that are difficult to interpret since there are no rows or reading clues. Although the industrial trainee has some basic Arabic knowledge, she will need to improve her calligraphy and writing form in the future. The causes the cataloguing of Arabic books to take a long time. This will have an impact when some of the books must be catalogued in a short amount of time in order to satisfy deadlines. Industrial trainees' ideas for overcoming this challenge include using Arabic Google Translate to learn the title, author, and other details about the book. It is hoped that the information staff will be willing to teach and create library literacy programmes in the future, particularly in the field of classifying Arabic books.

4.4.2 Reference Inquiry

When in charge of the circulation division, the industrial trainee deals with the reference inquiry. Many users visit the counter services and inquire about various aspects of the reference library. Because the industrial trainee lacks experience and knowledge in reference collecting, it has become one of the industrial trainee's limitations to deliver the solution all at once. As a result, industrial trainees must study and ask the librarian numerous questions. It is envisaged that any future newcomers will be prepared while dealing with customers at the counter, and as a result, industrial trainees have learned to understand reference collection.

4.4.3 on Job Training

The industrial trainee's third constraint is on-the-job training, also known as distinct limitations in the task force. The issue arose when an industrial trainee was required to meet with a librarian in order to complete the work. Unfortunately, due to time limits and bustle, face-to-face communication and discussion of the assignment is impossible. It is hoped that industrial trainees would find a means to meet and speak in depth with the staff, allowing industrial trainees to fully comprehend the task assigned by the library.

CHAPTER 5:

CONCLUSION

5.1 Conclusion

Being in the Perbadanan Perpustakaan Awam Pahang (PPAP) helps industry trainees understand the overall learning obtained in class as well as in this exercise. This internship has given many benefits and experiences as a future profession as well as an individual, in which it will make me more disciplined and more focused on the goals that to be achieved in life either professionally or personally. This internship has given many benefits and experiences as a future profession as well as an individual, in which it will make me more disciplined and more focused on the goals that to be achieved in life either professionally or personally.

In addition, the special project conducted by the trainee has left a big impact towards the trainee since it was for the first time she handled an event by herself. It was so amazing to be a leader even for only the project because at least the trainee knew how to organize the event from scratch. Besides, since the event was a success, the network established between the school management and the library management has been strengthened. More events would be held but maybe by focusing to another target audience.

Last but not least, the industrial training has made the trainee to be more concerned on time management, self-esteem, teamwork, and other values. All the lessons learnt and experiences gained will be a treasure for the trainee in developing her personality and characters in becoming a more well -rounded person. Good personality traits are not learnt through theory but by experiencing it. It is hoped that all the experiences would motivate the trainee to explore more in the working arena.

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APPENDIX



PERBADANAN PERPUSTAKAAN AWAM PAHANG

**KAJIAN TERHADAP KESEDARAN BERKENAAN ETIKA BERPAKAIAN DI
TEMPAT KERJA**

DISEDIAKAN OLEH PELAJAR PRAKTIKAL:

MAIZATUL BARIYAH BINTI MOHD MOHYI

NUR ALIA AFFINA BINTI ABDUL AZIZ

NUR SYUHADA BINTI SHAARI

WAN AFIQAH FATIMAH BINTI W SAZALI

TARIKH

14/01/2020

UITM KAMPUS REMBAU

1.0 PENGENALAN

Di Malaysia, setiap organisasi pastinya memiliki undang-undang terhadap etika berpakaian di tempat kerja. Walau bagaimanapun, sejauh manakah para penjawat awam mematuhi peraturan tersebut? Menurut Kamus Dewan Edisi Keempat, etika bermaksud prinsip akhlak atau moral yang mesti dipatuhi. Manakala, berpakaian bermaksud memakai pakaian yang rapi.

Bergaya ke tempat kerja perlulah selari dengan jenis pekerjaan yang dilakukan. Etika berpakaian juga perlu mengikuti pekeliling yang telah dikeluarkan oleh kerajaan iaitu dari Pekeliling Perkhidmatan Bil. 2 Tahun 1985 (Pakaian masa bekerja dan semasa menghadiri upacara-upacara rasmi bagi pegawai awam). Selain itu, terdapat 3 peraturan yang lain yang perlu dipatuhi antaranya adalah Perkara 6 Peraturan-peraturan Pegawai Awam (Kelakuan dan Tatatertib) 2003, Pekeliling Perkhidmatan Bil. 1 tahun 2006 (Fsyen Pakaian Alternatif sebagai Pakaian Semasa Bekerja dan menghadiri Upacara Rasmi), dan Pekeliling Perkhidmatan Bil. 1 2008 (Pemakaian Batik Malaysia oleh Pegawai Awam pada hari Khamis).

Jenis pakaian yang perlu dipatuhi oleh seorang penjawat awam lelaki adalah berbaju kemeja berlengan panjang, berkolar baju Melayu cekak musang berbutang 3 atau 5, berkolar Nehru berbutang terselindung, berkolar mandarin berbutang 3, berseluar panjang, lengan baju tidak dilipat dan kemeja hendaklah dimasukkan ke dalam (tuck in) (*Rujukan Surat Pekeliling Perkhidmatan Bilangan 1 Tahun 2006*). Selain itu, terdapat organisasi yang mengenakan *Long suit* atau *Bush jacket*, berkemeja lengan panjang dan memakai tali leher, dan baju Melayu lengkap bersamping dan bersongkok yang digunakan pada hari Jumaat.

Seterusnya, jenis pakaian untuk penjawat awam wanita adalah berbaju kurung, kebaya labuh dan longgar, sari yang tidak mendedahkan bahagian badan, sut Punjabi lengkap berselendang, kemeja berlengan panjang dan skrit labuh, beserta kasut bertutup.

2.0 OBJEKTIF

Objektif kajian ini adalah untuk:

- 1) Mengenalpasti kepentingan etika berpakaian di pejabat.
- 2) Mengetahui pengetahuan staf PPAP terhadap peraturan etika berpakaian di pejabat.
- 3) Menyatakan etika jenis pemakaian yang dibenarkan di pejabat mengikut pekeliling.

3.0 PENYERTAAN MASALAH

Kajian ini dijalankan adalah untuk mengkaji sejauh manakah kefahaman dan kesedaran penjawat awam di Perbadanan Perpustakaan Awam Pahang (PPAP) mengetahui kod etika pakaian di pejabat. Hal ini disebabkan etika pakaian di pejabat merupakan etika yang utama serta penting dalam menonjolkan kriteria dan personaliti sebagai penjawat awam. Kurangnya kesedaran berkenaan kod etika pakaian di pejabat dalam kalangan penjawat awam di PPAP akan menunjukkan impak dalam pelbagai aspek seperti gangguan seksual, kurangnya sikap dedikasi dan integriti dalam diri penjawat awam dan sebagainya. Masalah kurangnya kesedaran berkenaan kod etika pakaian seperti jenis pakaian, pemilihan kasut, pemakaian tali leher dan sebagainya perlu dititik beratkan dan ditangani dengan professional.

4.0 KAEDAH KAJIAN

Kaedah yang dijalankan dalam kajian ini adalah menggunakan kaedah soal selidik. Tujuan kajian ini dijalankan adalah untuk mengkaji kesedaran kakitangan penjawat awam di Perbadanan Perpustakaan Awam Pahang terhadap kod etika pakaian di pejabat. Kaedah ini merupakan salah satu cara yang dibentuk secara khusus untuk mengumpul maklumat bagi tujuan menganalisa pengetahuan kakitangan awam mengenai kod etika berpakaian di pejabat.

Sebanyak 30 borang soal selidik telah diedarkan secara rawak kepada kakitangan di Perbadanan Perpustakaan Awam Pahang. Terdapat 6 soalan tertutup, 2 soalan terbuka dan 2 soalan berskala yang telah disediakan dalam soal selidik ini. Hal ini adalah untuk mendapatkan keseragaman jawapan serta pendapat mengenai kod etika pakaian di pejabat.

5.0 PERBINCANGAN

5.1 DEMOGRAFI RESPONDEN

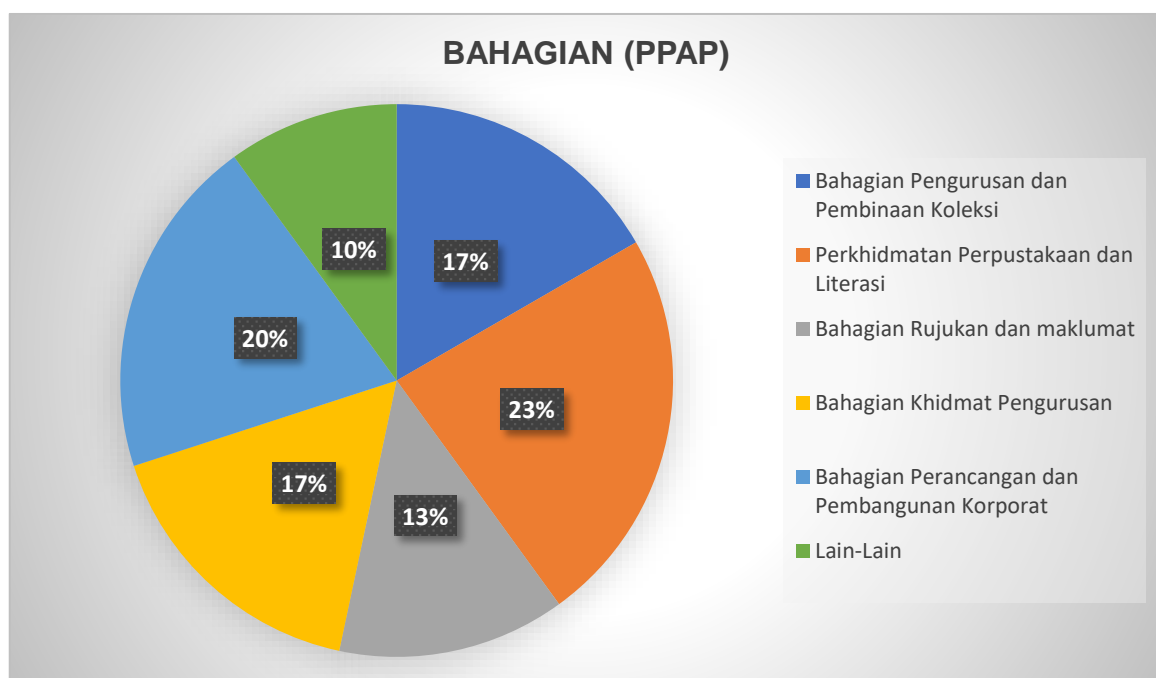
Satu kaji selidik yang mengandungi sebanyak 11 soalan telah diedarkan kepada 30 orang penjawat awam atau pekerja di Perbadanan Perpustakaan Awam Pahang. Bahagian demografi dalam kaji selidik ini adalah mengenai jantina dan bangsa. Purata bilangan jantina bagi perempuan dan lelaki dalam kaji selidik ini adalah sama iaitu seramai 15 orang bersamaan 50%. Selain itu, daripada 30 responden, ramai responden berbangsa melayu telah menjawab kaji selidik ini iaitu seramai 29 orang bersamaan 97% manakala hanya seorang (3%) responden daripada bangsa Cina yang bertugas dan bekerja di PPAP menjawab kaji selidik ini.

		Bilangan	Peratus (%)
Jantina	Perempuan	15	50 %
	Lelaki	15	50%
Bangsa	Melayu	29	97%
	Cina	1	3%
	India	-	-

JADUAL 1: DEMOGRAFI RESPONDEN

5.2 BAHAGIAN DI PERBADANAN PERPUSTAKAAN AWAM PAHANG

Berdasarkan rajah di bawah, didapati bahawa seramai 7 orang iaitu 23% dari Bahagian Perkhidmatan Perpustakaan dan Literasi telah menjawab kaji selidik ini manakala Bahagian Perancangan dan Pembangunan Korporat pula seramai 6 orang iaitu 20%. Di samping itu, bilangan responden dari Bahagian Khidmat Pengurusan serta Bahagian Pengurusan dan Pembinaan Koleksi yang menjawab kaji selidik ini adalah sama iaitu seramai 5 orang bersamaan 17% manakala Bahagian Rujukan dan Maklumat pula iaitu seramai 4 orang (13%). Seramai 3 responden bersamaan 10% orang dari Bahagian lain di PPAP juga telah menjawab soalan kaji selidik.



RAJAH 1: BAHAGIAN DI PERPUSTAKAAN AWAM PAHANG

5.3 ADAKAH ANDA TAHU ETIKA PEMAKAIAN DI PEJABAT ?

Gambar rajah tersebut menunjukkan bahawa setiap responden mengetahui etika pemakaian di pejabat iaitu 100%. Disini kita dapat lihat bahawa staff di Perbadanan Perpustakaan Awam sedia maklum berkenaan dengan kod etika berpakaian di pejabat mengikut garis panduan yang di tetapkan.



RAJAH 2: SOALAN 1

5.4 ADAKAH ANDA TELAH DIBERI TAKLIMAT MENGENAI ETIKA PEMAKAIAAN DI PEJABAT?

Gambar rajah menunjukkan 93% (27 orang) responden telah diberikan taklimat mengenai etika pemakaian di pejabat. Manakala sebanyak 7% (3 orang) responden menyatakan mereka tidak diberi taklimat etika pemakaian di pejabat.



RAJAH 3: SOALAN 2

5.5 ADAKAH ANDA PERNAH MEMBUAT ADUAN KEPADA PIHAK ATASAN MENGENAI RAKAN SEKERJA ANDA YANG MENGINGKARI KOD ETIKA PEMAKAIAN DI PEJABAT?

Bagi rajah ini menunjukkan bahawa seramai 78% responden tidak pernah mengambil apa-apa tindakan atau membuat aduan apabila terdapat rakan sejabat mereka tidak mematuhi etika pemakaian yang ditetapkan. Manakala sebanyak 22% responden telah membuat aduan kepada pihak atasan apabila terdapat rakan sejabat mereka tidak mengikut kod etika pemakaian yang betul.



RAJAH 4: SOALAN 3

5.6 PADA PENDAPAT ANDA, WAJARKAH KERAJAAN MEWAJIBKAN KAKITANGAN WANITA UNTUK BERTUDUNG?

Hasil soal selidik menunjukkan bahawa responden bersetuju jika pihak kerajaan mewajibkan kakitangan Wanita yang beragama islam untuk bertudung. Hal ini kerana hanya 32% yang tidak bersetuju berbanding 68% yang bersetuju. Hasil daripada analisis yang dibuat, faktor lebih ramai yang bersetuju jika kerajaan mewajibkan Wanita beragama islam bertudung kerana kebanyakan daripada kakitangan Perbadanan perpustakaan awam adalah beragama Islam.



RAJAH 5: SOALAN 4

5.7 ADAKAH ANDA MEMAKAI KASUT PADA WAKTU KERJA DI PEJABAT MENGIKUT KOD ETIKA PEMAKAIAAN YANG TELAH DITETAPKAN ?

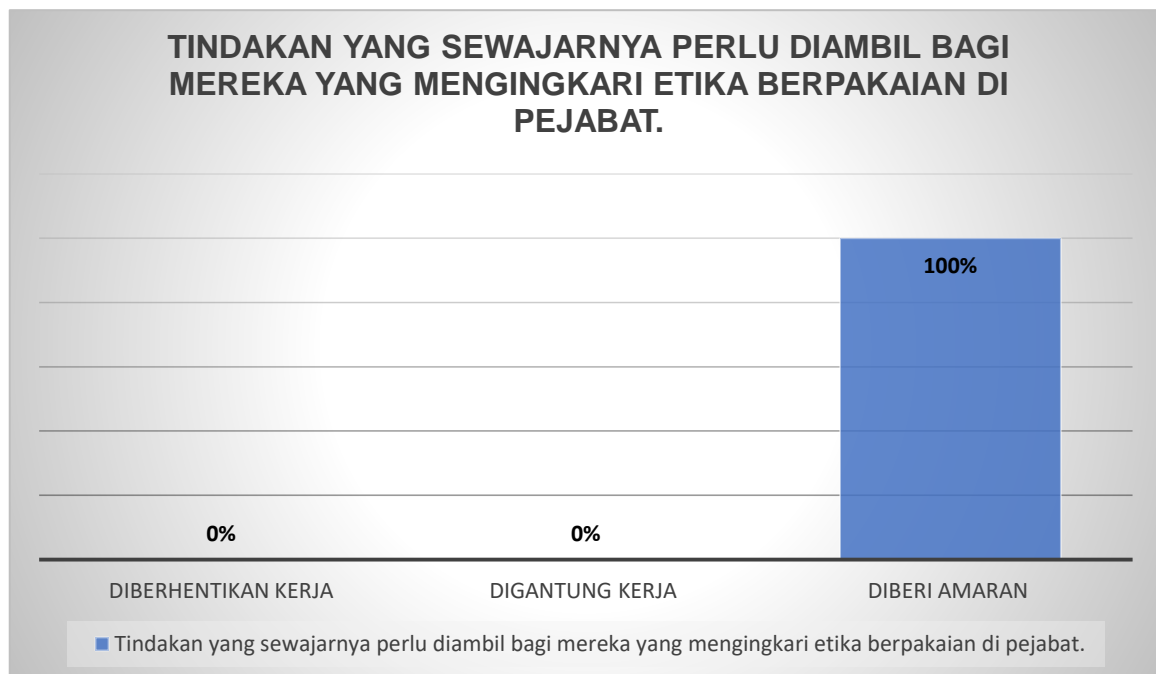
Hasil daripada soal selidik yang di jalankan 97% responden memakai kasut mengikut kod etika pemakaian yang telah ditetapkan di dipejabat semasa waktu bekerja. Manakala 3% responden tidak memakai kasut mengikut kod etika yang ditetapkan. Hal ini menunjukkan hampir semua kakitangan sedia maklum bahawa memakai kasut mengikut kod etika yang ditetapkan adalah wajib.



RAJAH 6: SOALAN 5

5.8 TINDAKAN YANG SEWAJARNYA PERLU DIAMBIL BAGI MEREKA YANG MENGIKARKI ETIKA BERPAKAIAN DI PEJABAT.

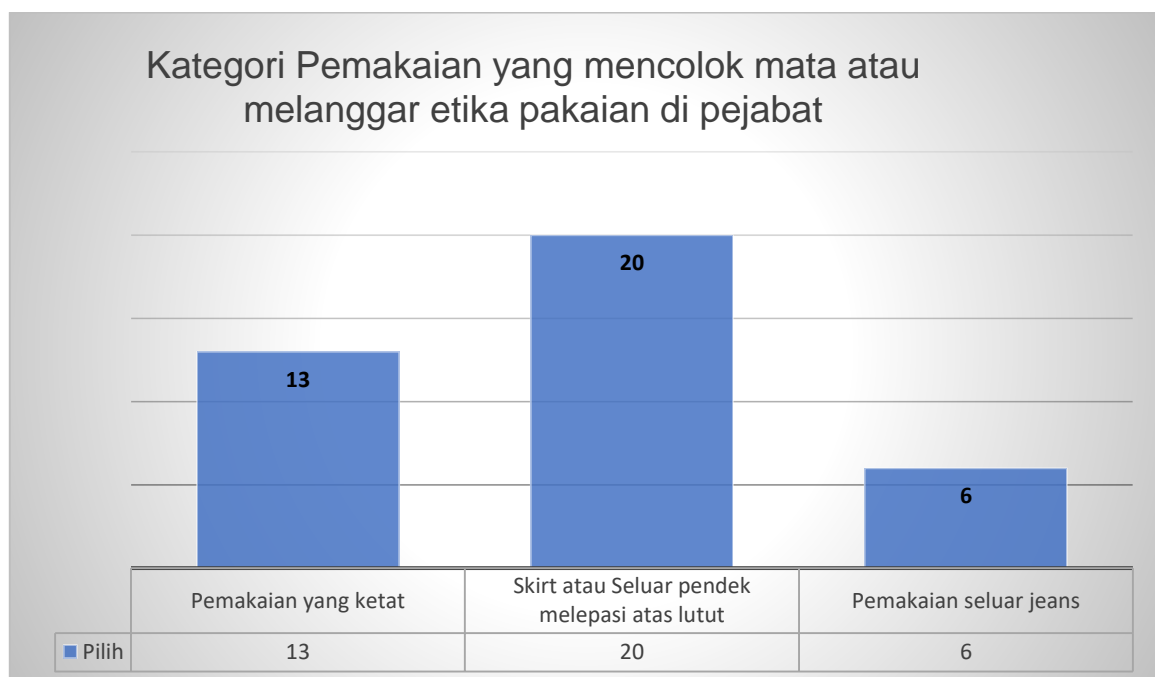
Berdasarkan carta bar di bawah keseluruhan responden daripada 30 orang yang melibatkan 15 orang lelaki dan 15 orang wanita memilih tindakan yang sewajarnya yang perlu diambil bagi mereka yang mengingkari etika berpakaian di pejabat adalah mereka akan diberi amaran dan mencapai peratusan 100 % dan bagi pilihan jawapan diberhentikan serta digantung kerja dengan kedua-duanya adalah 0%. Hal ini menunjukkan tindakan bagi mereka yang mengingkari etika pemakaian di pejabat adalah tidak wajar jika mereka diberhentikan dan digantung sekiranya mereka melanggar etika berpakaian di pejabat tersebut dan hanya tindakan yang diambil jika mereka melanggar etika berpakaian ialah diberikan amaran.



RAJAH 7: SOALAN 6

5.9 KATEGORI PEMAKAIAN YANG MENCOLOK MATA ATAU MELANGGAR ETIKA PAKAIAN DI PEJABAT

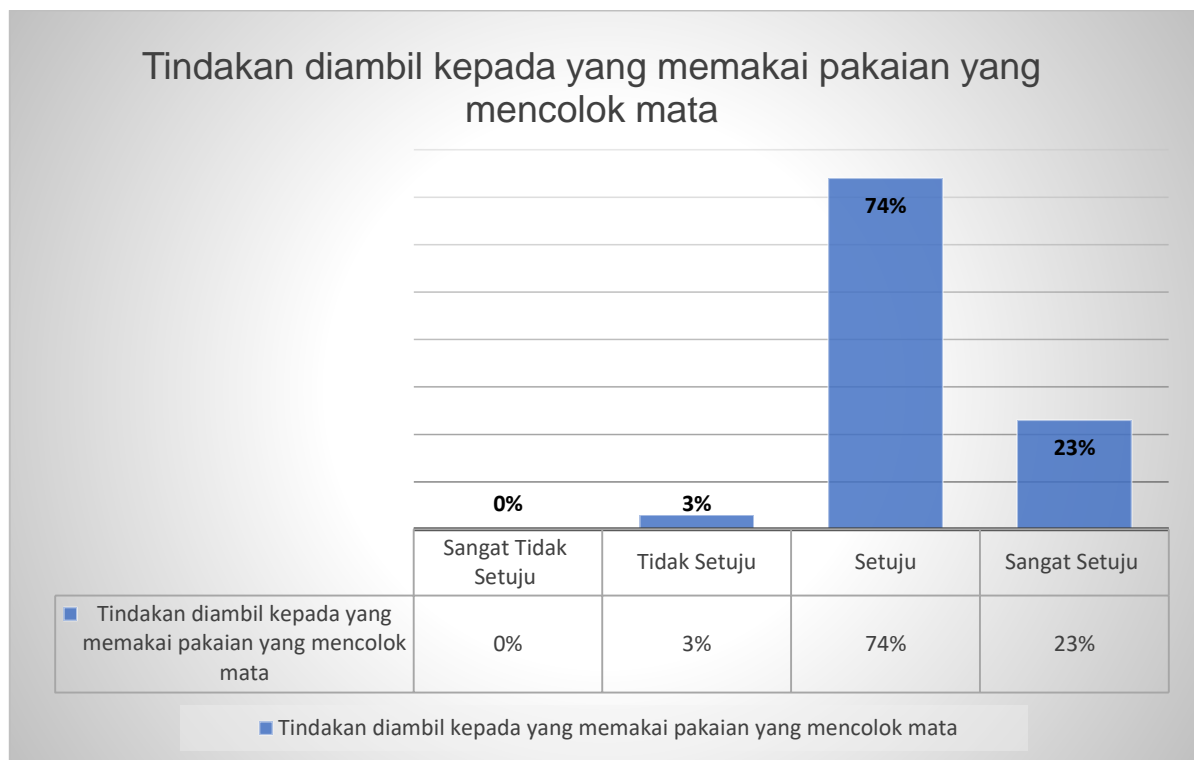
Berdasarkan carta bar di bawah pemilihan bagi kategori pemakaian yang mencolok mata atau melanggar etika pakaian di pejabat , yang mendapatkan peratusan yang paling tinggi bagi kategori sebagai pakaian yang menjolok mata ialah skirt atau seluar pendek melepasi paras lutut adalah iaitu sebanyak 57% iaitu seramai 20 orang responden memilih kategori ini. Ini kerana didalam etika pemakaian menetapkan pakaian semasa di pejabat haruslah melepasi paras lutut samaada memakai seluar mahupun skirt. Manakala peratusan yang memilih pemakaian seluar jeans sebagai kategori pakaian yang mecolok mata atau melanggar etika pakaian di pejabat mendapat peratusan yang paling rendah ialah sebanyak 20% bersamaan dengan 6 orang responden. Kemudian , peratusan yang memilih pemakaian yang ketat adalah sebahagian dari kategori pemakaian yang mencolok mata atau melanggar etika pakaian di pejabat adalah seramai 13 orang responden bersamaan 43% .



RAJAH 8: SOALAN 7

5.10 TINDAKAN DIAMBIL KEPADA YANG MEMAKAI PAKAIAN YANG MENCOLOK MATA

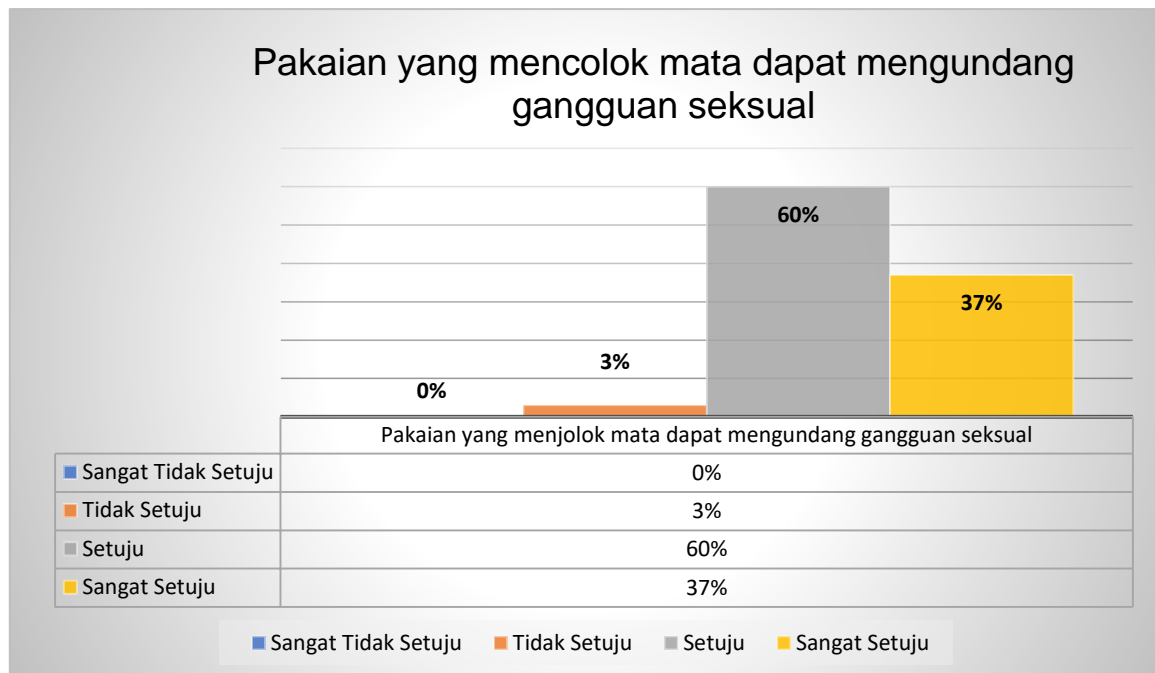
Berdasarkan kajian yang diambil dari responden menunjukkan sebanyak 73% iaitu seramai 22 orang responden setuju jika tindakan diambil kepada yang memakai pakaian yang mencolok mata . Manakala berdasarkan carta bar di bawah menunjukkan tiada sebarang responden yang mencatatkan 0% bagi sangat tidak setuju jika tindakan diambil kepada yang memakai pakaian yang mencolok mata. Sangat setuju pula mendapat tempat tertinggi iaitu sebanyak 23% bersamaan 7 orang responden disusuli dengan tidak setuju mendapat 3% bersamaan dengan 1 orang responden. Hal ini menunjukkan kebanyakan responden bersetuju jika tindakan diambil kepada yang memakai pakaian yang mencolok mata .



RAJAH 9: SOALAN 8

5.11 PAKAIAN YANG MENCOLOK MATA DAPAT MENGUNDANG GANGGUAN SEKSUAL

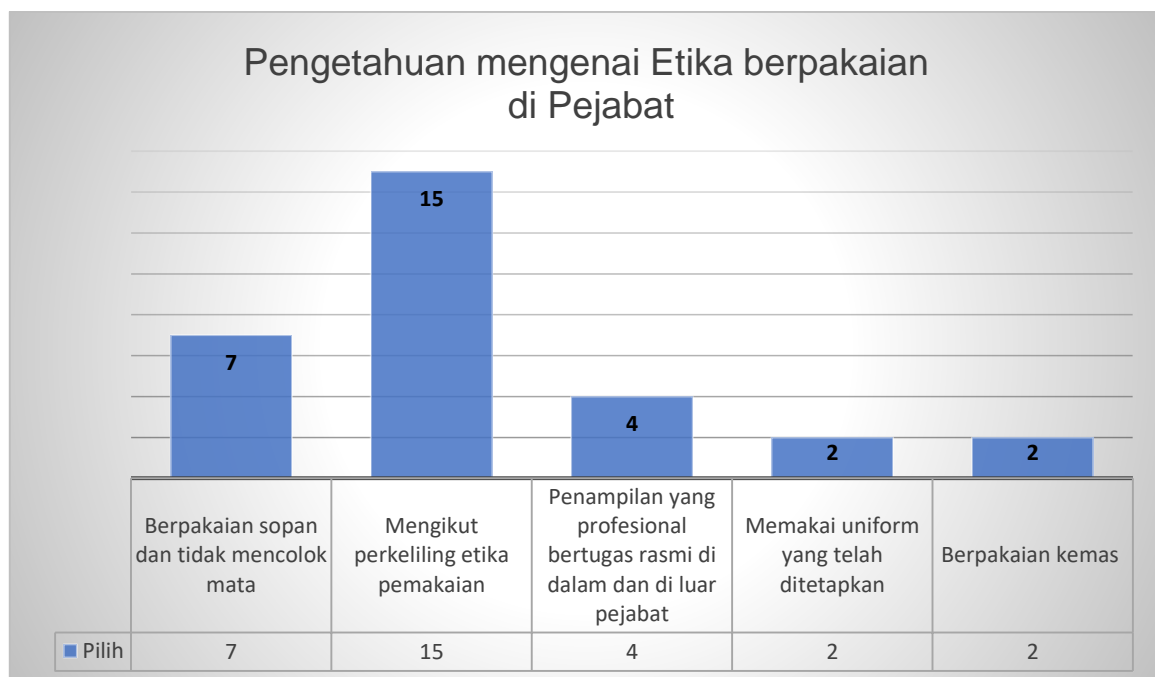
Berdasarkan carta bar dibawah pakaian yang mencolok mata dapat mengundang gangguan seksual responden yang tertinggi ialah sebanyak 60% iaitu responden seramai 18 orang responden yang dapat dikumpul. Hal ini jelas menunjukkan responden bersetuju bahawa pakaian yang mencolok mata adapat mengundang gangguan seksual di pejabat. Manakala bagi responden yang mencatatkan peratusan terendah adalah bagi sangat tidak setuju iaitu sebanyak 3% iaitu hanya satu orang responden sahaja yang dicatatkan. Disusuli dengan setuju seramai 11 orang responden iaitu sebanyak 37% yang dicatatkan dan manakala bagi tidak setuju pula sebanyak 3% bersamaan dengan 1 orang responden. Hal ini menunjukkan ramai yang setuju yang pakaian yang mencolok mata dapat mengundang gangguan seksual di pejabat.



RAJAH 10: SOALAN 9

5.12 PENGETAHUAN MENGENAI ETIKA BERPAKAIAN DI PEJABAT

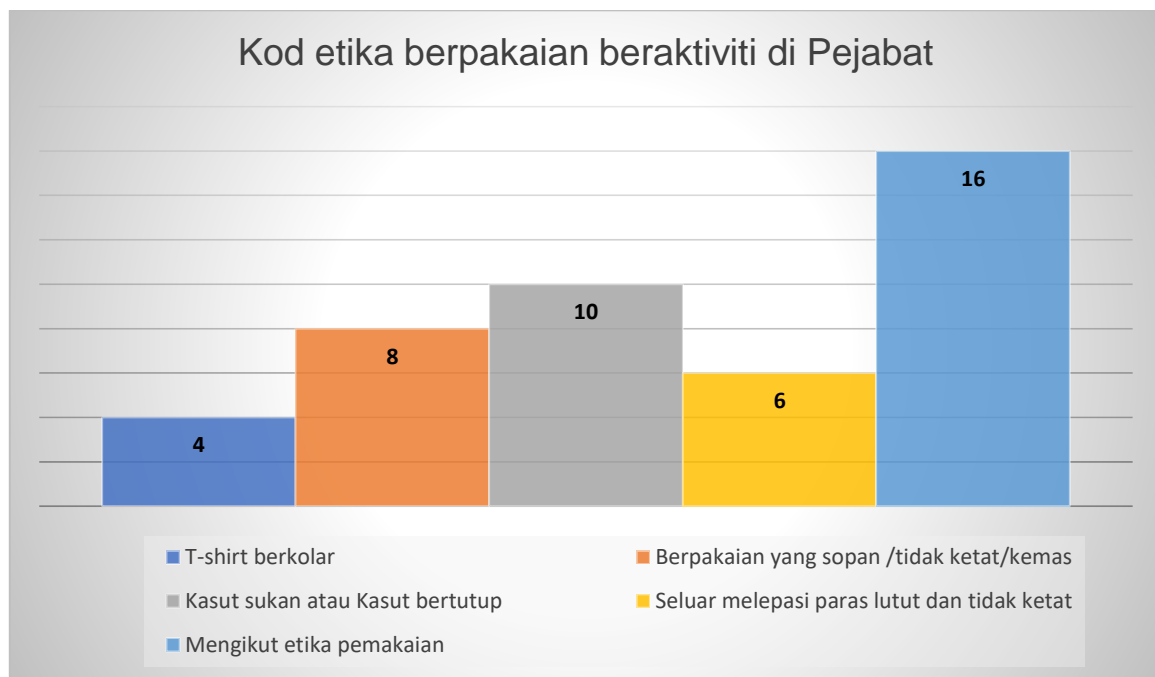
Berdasarkan carta bar di bawah pengetahuan mengenai etika berpakaian di Pejabat adalah sangat penting berdasarkan responden yang dijalankan dan merujuk carta bar di bawah sebanyak 50% bersamaan 15 orang responden yang berkefahaman etika berpakaian di pejabat adalah mengikut perkeliling etika berpakaian. Bagi peratusan yang terendah tentang pengetahuan etika berpakaian di pejabat ialah etika berpakaian di pejabat adalah mereka harus memakai pakaian uniform yang ditetapkan dan berpakaian kemas masing-masing mendapat 7% bersamaan 2 orang responden. Bagi responden yang menyatakan etika berpakaian di pejabat ialah memakai pakaian sopan dan tidak mencolok mata iaitu seramai 7 orang responden bersamaan 24% dan yang menyatakan Etika berpakaian di pejabat ialah berpenampilan yang professional bertugas rasmi di dalam dan di luar pejabat seramai 4 orang responden bersamaan 13%.



RAJAH 11: SOALAN 10

5.13 KOD ETIKA BERPAKAIAN BERAKTIVITI DI PEJABAT

Berdasarkan carta bar di bawah kod etika berpakaian ketika beraktiviti di pejabat telah dinyatakan oleh responden menerusi soal selidik yang dijalankan iaitu seramai 16 orang responden bersamaan 53% menyatakan kod etika berpakaian ketika beraktiviti di pejabat adalah pakaian yang mengikut etika pemakaian. Manakala responden yang menyatakan T-shirt berkolar adalah kod etika berpakaian ketika beraktiviti di Pejabat adalah paling rendah iaitu seramai 4 orang responden bersamaan 13%. Kemudian ,tempat kedua tertinggi bagi yang menyatakan kod etika berpakaian ketika beraktiviti di pejabat adalah harus memakai kasut sukan atau kasut bertutup adalah seramai 10 orang responden iaitu bersamaan 33%.Seterusnya adalah seramai 8 orang responden bersamaan 27 % yang menyatakan berpakaian yang sopan ,tidak ketat atau kemas adalah sebahagian dari etika berpakaian ketika beraktiviti di pejabat dan bagi seluar melepasi paras lutut dan tidak ketat 6 orang responden bersamaan 20% .Ini menunjukkan sebahagian dari responden menyatakan yang etika berpakaian ketika di pejabat adalah pemakaian yang mengikut etika yang dikeluarkan oleh pekililing etika berpakaian.



RAJAH 12: SOALAN 11

6.0 KESIMPULAN DAN PENUTUP

Kesimpulannya, berdasarkan kaji selidik mengenai kesedaran berkenaan etika berpakaian di pejabat telah dijalankan kepada kakitangan di Perbadanan Perpustakaan Awam Pahang baru-baru ini. Seramai 30 orang responden iaitu terdiri daripada 15 orang lelaki dan 15 orang perempuan telah dikaji. Secaranya keseluruhan 30 responden dari kakitangan Perbadanan Perpustakaan Awam Pahang mengetahui tentang kod etika berpakaian di tempat kerja. Hal ini menunjukkan bahawa pengetahuan terhadap tahap kesedaran oleh kakitangan Perbadanan Perpustakaan awam adalah sangat tinggi dan juga etika pemakaian di tempat kerja adalah sangat penting untuk dipatuhi supaya dapat membudaya persekitaran kerja yang selamat dan berdisplin. Diharapkan , agar semua kakitangan awam dapat mengikuti kod etika yang telah dikeluarkan oleh perkeliling kerajaan.

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LAMPIRAN



KAJI SELIDIK MENGENAI KESEDARAN BERKENAAN ETIKA BERPAKAIAN DI PEJABAT

JANTINA : LELAKI () PEREMPUAN ()
BANGSA : MELAYU () CINA () INDIA ()
BAHAGIAN :
UNIT :
TARIKH :

1. Adakah anda tahu etika pemakaian di pejabat?
 - **Ya**
 - **Tidak**
2. Adakah anda telah diberi taklimat mengenai etika pemakaian di pejabat?
 - **Ya**
 - **Tidak**
3. Adakah anda pernah membuat aduan kepada pihak atasan mengenai rakan sekerja anda yang mengingkari kod etika pemakaian di pejabat?
 - **Ya**
 - **Tidak**
4. Pada pendapat anda, wajarkan kerajaan mewajibkan kakitangan wanita untuk bertudung?
 - **Ya**
 - **Tidak**
5. Adakah anda memakai kasut pada waktu kerja di pejabat mengikut kod etika pemakaian yang telah ditetapkan di pejabat?
 - **Ya**
 - **Tidak**
6. Apakah tindakan yang sewajarnya yang perlu diambil bagi mereka yang mengingkari etika berpakaian di pejabat?
 - A. Diberhentikan Kerja**
 - B. Digantung Kerja**
 - C. Diberi Amaran**

7. Pada pendapat anda, pilihan pakaian yang manakah dikategorikan sebagai pemakaian yang mencolok mata atau melanggar etika pakaian di pejabat?

A. Pemakaian yang ketat

B. Skirt atau seluar pendek melepasi atas lutut

C. Pemakaian seluar *jeans*

8. Wajarkah pihak pejabat mengambil tindakan kepada kakitangan yang memakai pakaian yang mencolok mata?

1	2	3	4
Sangat Tidak Setuju	Tidak Setuju	Setuju	Sangat Setuju

9. Pada pendapat anda, adakah berpakaian yang mencolok mata dapat mengundang gangguan seksual di pejabat?

1	2	3	4
Sangat Tidak Setuju	Tidak Setuju	Setuju	Sangat Setuju

10. Sejauh manakah anda mengetahui mengenai etika berpakaian di pejabat?

11. Sebelum pandemik, semestinya terdapat pelbagai aktiviti riadah yang dijalankan di PPAP. Bolehkah anda terangkan serba sedikit tentang kod etika berpakaian ketika beraktiviti di pejabat?



KERTAS CADANGAN

PROGRAM BUAL BICARA :

ADAKAH ANDA SUDAH BERSEDIA MENGHADAPI FASA ENDEMIK?

TARIKH:

26 JANUARI 2021

ANJURAN:

PERBADANAN PERPUSTAKAAN AWAM PAHANG

DISEDIAKAN OLEH:

NUR SYUHADA BINTI SHAARI

UITM CAWANGAN NEGERI SEMBILAN,KAMPUS REMBAU

KERTAS CADANGAN

PROGRAM BUAL BICARA: ADAKAH ANDA SUDAH BERSEDIA MENGHADAPI FASA ENDEMIK?

1.0 PENGENALAN

Endemik merujuk kepada penyakit atau wabak yang sentiasa wujud di dalam masyarakat atau sesuatu tempat. Penyakit ini dijangka sentiasa ada kes dan kadar yang stabil serta rendah. Ini termasuk penularan wabak dalam skop yang lebih besar seperti melibatkan sebuah negara.

Seperti yang sedia maklum, Coronavirus (COVID-19) adalah penyakit berjangkit yang berpunca daripada virus corona yang baru ditemui. Kes pertama yang dilaporkan adalah pada Disember 2019 di Wuhan, China. COVID-19 menyerang manusia dalam cara yang berbeza. Simptom-simptom virus ini adalah seperti demam, batuk kering dan keletihan. Bagi warga emas, kanak-kanak dan pengidap penyakit kritikal seperti masalah jantung, diabetes, masalah pernafasan yang kronik, dan kanser adalah berisiko tinggi untuk terkena jangkitan. Simptom serius adalah seperti sukar bernafas atau nafas pendek, sakit dada atau terasa tertekan di bahagian dada dan pergerakan yang terhad.

Malaysia dijangka beralih ke fasa endemik menjelang awal tahun depan sekiranya berupaya menangkis dua keadaan yang dikhuatiri mengundang gelombang baharu COVID-19. "Kes aktif ketika ini masih melebihi 67,000 dan kapasiti perkhidmatan kesihatan awam belum mencapai petunjuk yang digariskan bagi kita beralih ke fasa endemik. Kerajaan menetapkan tujuh indikator utama yang perlu dicapai sebelum Kementerian Kesihatan (KKM) boleh mengisytiharkan Malaysia memasuki fasa endemik, sekali gus bersedia untuk hidup bersama virus COVID-19. Adakah kita sudah bersedia memasuki Fasa Endemik?

2.0 TUJUAN

Kertas kerja ini adalah bertujuan untuk mengemukakan cadangan untuk menjayakan Program Bual Bicara Santai “Adakah Anda Sudah Bersedia Menghadapi Fasa Endemik? Bicara santai dapat disimpulkan sebagai bercakap dengan tenang dan bersahaja tanpa ada gangguan dan tekanan. Oleh hal yang demikian, pihak Perbadanan Perpustakaan Awam Pahang mengambil inisiatif untuk menganjurkan satu program “Bicara Santai membincangkan topik hangat yang banyak diperkatakan Bersama seorang Panel Jemputan iaitu seorang

Doktor (Hospital Tengku Ampuan Afzan ,Kuantan) , Pegawai Psikologi LKPP Negeri Pahang dan Panel dari Majlis Keselamatan Negara Negeri Pahang.

3.0 OBJEKTIF PROGRAM

Program ini diadakan bagi memenuhi Objektif tersebut:

- 3.1 Untuk masyarakat mempersiapkan diri menghadapi Fasa Endemik.
- 3.2 Memberi pendedahan tentang penjagaan kesihatan yang perlu diambil dalam fasa endemik.
- 3.3 Membantu masyarakat dan negara mengawal penularan covid -19 pada fasa endemik

4.0 HASIL

Inisiatif menjayakan program ini diharapkan rakyat mendapat pendedahan dan maklumat mengenai kehidupan norma baharu menjelang peralihan negara ke fasa endemik nanti. Melalui program bicara santai ini, rakyat perlu memahami situasi sebenar keadaan endemik yang akan dilalui termasuk cara hidup bersama virus COVID-19 selain prosedur operasi standard (SOP) yang akan ditetapkan. Selain itu, melalui program bicara santai ini juga,Doktor dan Majlis Keselamatan Negara juga dapat berkongsi situasi sebenar covid -19 yang berlaku di Negara kita ini.

5.0 CADANGAN PERLAKSANAAN PROGRAM

Cadangan pelaksanaan program ini dijalankan ketetapan yang berikut:

- 5.1 Tarikh Cadangan: 26 Januari 2022
- 5.2 Tempat: Perbadanan Perpustakaan Awam Pahang
- 5.3 Masa: 10 pagi hingga 11.00 pagi
- 5.4 Platform : Aplikasi Zoom Meeting & Secara Langsung di FB PPAP
(Pautan akan diberikan 3 hari sebelum program berlangsung)
- 5.5 Sasaran: Dewasa ,Remaja dan komuniti.
- 5.6 Moderator: Nur Syuhada Binti Shaari
- 5.7 Cadangan tokoh:
 - 1. Dr. Dzawani bt Muhamad , Pengerusi Kawalan Infeksi (HTAA)
 - 2. Puan Siti Asmad bt Zakarni, Pegawai Psikologi (LKPP Negeri Pahang)
 - 3. Puan Rina (Majlis Keselamatan Negara Negeri Pahang)

6.0 AHLI JAWATANKUASA PROGRAM

BIL.	JAWATANKUASA	PETUGAS	CATATAN
1.	Jemputan, Sambutan dan Cenderamata	Pn. Rosnil Hawa Binti Osman Nur Syuhada Binti Shaari	Moderator, Panel
2.	Kewangan	Pn. Rosnil Hawa Binti Osman	
3.	Persiapan Tempat dan Siaraya	En. Mohd Faizal b. Ahmad En. Mohamed Faizal b. Ab Razak En. Mohd Zahid b. Idris En. Shahrizan b. Hassan Cik Alia Affina bt Abdul Aziz	
4.	Jawatankuasa Program	Pn. Rosnil Hawa Binti Osman Nur Syuhada Binti Shaari	
5.	Pendokumentasian dan Teknikal	En. Tuan Khairul Azhar b. Tuan Kuning En. Mohamed Faizal b. Ab Razak En. Mustakim b. Abd Majid En. Amiin b. Mat Arif	Live program Gambar
6.	Jamuan	Pn. Nurul Huda bt Othman Cik Fatin Farhana bt Mahmood Cik Wan Afiqah Fatimah bt W Sazali	

7.0 SENARAI SEMAK

BIL	JAWATANKUASA	PETUGAS	CATATAN	
1.	Jemputan, Sambutan dan Cendermata	Pn. Rosnil Hawa bt Osman Cik Nur Syuhada Binti Shaari	Jemputan DR. HTAA	
			Jemputan MKN Pahang	
			Jemputan LKPPN Pahang	
			Moderator	
			Cenderahati	
2.	Kewangan	Pn. Rosnil Hawa bt Osman	Memo cash money	
			Borang terimaan saguhati	
3.	Persiapan Tempat & Siaraya	En. Mohd Faizal b. Ahmad En. Mohamed Faizal b. Ab Razak En. Mohd Zahid b. Idris En. Shahrizan b. Hassan Cik Alia Affina bt Abdul Aziz	Lokasi: PWIN	
			Laptop	
			Mic	
			PA system	
			Wifi	
			Extension wire	
			Kerusi	
			Coffee table	
			Bunga meja	
			Pautan zoom	
4.	Program	Pn. Rosnil Hawa bt Osman Cik Nur Syuhada bt Shaari	Soalan	
			Video promo	
			Poster	
5.			Kamera	

	Pendokumentasian & Teknikal	En. Tuan Khairul Azhar b. Tuan Kuning En. Mohamed Faizal b. Ab Razak En. Mustakim b. Abd Majid En. Amiin b. Mat Arif	Live @ FB PPAP	
			Video	
			Gambar	
6.	Jamuan	Pn. Nurul Huda bt Othman Cik Fatin Farhana bt Mahmood Cik Wan Afiqah Fatimah bt W Sazali	Air mineral	
			Tempahan makanan	
			Sudut jamuan	

8.0 JUSTIFIKASI KEWANGAN

BIL.	PERBELANJAAN	KUANTITI	HARGA SEUNIT (RM)	JUMLAH (RM)
1.	Panel	*3	*RM 300.00	* RM 900.00 Mengikut pekeliling
2.	Makanan Urusetia	13	RM 10.00	RM 130.00
JUMLAH PERBELANJAAN (RM)				RM 1030.00

Disediakan oleh:

Disemak oleh:

(NUR SYUHADA BINTI SHAARI)

(PUAN ROSNIL HAWA BINTI OSMAN)

Pelajar Praktikal UiTM Kampus Rembau

Ketua Unit Bahagian Perkhidmatan
Perpustakaan dan Literasi

Ulasan dan kelulusan:

(MARIA BINTI HAMZAH)

Ketua Bahagian Perkhidmatan Perpustakaan dan Literasi,

Perbadanan Perpustakaan Awam Pahang.

Tarikh:

8.0 JUSTIFIKASI KEWANGAN

BIL.	PERBELANJAAN	KUANTITI	HARGA SEUNIT (RM)	JUMLAH (RM)
1.	Panel	3	*RM 300.00	RM 900.00 *Mengikut pekeliling
2.	Makanan Urusetia	10	RM 10.00	RM 100.00
JUMLAH PERBELANJAAN (RM)				RM 1000.00

Disediakan oleh:



(NUR SYUHADA BINTI SHAARI)

Pelajar Praktikal UiTM Kampus Rembau

Disemak oleh:



(PUAN ROSNIL HAWA BINTI OSMAN)

Ketua Unit Bahagian Perkhidmatan
Perpustakaan dan Literasi

Ulasan dan kelulusan:

Setuju dan tiada halangan.



(MARIA BINTI HAMZAH)

Pemangku Pengarah
Perbadanan Perpustakaan Awam Pahang

Tarikh: 30/12/2021

MEMO

BAHAGIAN PERANCANGAN PEMBANGUNAN DAN KORPORAT



Kepada : Semua Ketua Bahagian

Fail : PPAP/PR(PRO)/5-032 JLD 6 ()

Tarikh : 23 Ogos 2021

Tuan / Puan,

PENEMPATAN PELAJAR PRAKTIKAL

Dengan hormatnya saya merujuk kepada perkara di atas.

2. Sukacita dimaklumkan bahawa pelajar – pelajar daripada Universiti Teknologi MARA (UiTM) seperti di Lampiran 1 akan menjalani latihan dalam industri di Perpustakaan Awam Pahang bermula 01 September 2021 – 31 Januari 2022.
3. Sehubungan itu, mohon kerjasama tuan / puan dapat memberikan pendedahan mengenai bahagian tuan / puan kepada pelajar terbabit. Jadual penempatan pelajar tersebut di bahagian tuan / puan adalah seperti di Lampiran 1.
4. Segala kerjasama dan jasa baik pihak tuan / puan didahului dengan ucapan terima kasih.

Sekian,

(MARIA BINTI HAMZAH)

Pemangku Pengarah

Perbadanan Perpustakaan Awam Pahang.

Jadual Penempatan Pelajar untuk Menjalani Latihan Industri

<div>Pelajar</div> <div>Bahagian</div>	<div>Wan Afiqah Fatimah Wan Sazali</div> <div>Maizatul Bariyah Mohd Mohyi</div> <div>Nur Alia Affina Abdul Aziz</div> <div>Nur Syuhada Shaari</div>	<div>Wan Nur Aisyah Wan Mohd Khafar</div> <div>Nurul Fatihah Mohamed Suldin</div>	<div>Nur Athirah Mad Kasa</div> <div>Fatin Farhana Mahmod</div>
Bahagian Pengurusan dan Pembinaan Koleksi	01.09.2021 – 08.10.2021	29.11.2021 – 31.12.2021	18.10.2021 – 19.11.2021
Bahagian Perkhidmatan Perpustakaan dan Literasi <small>En. Maria</small>	11.10.2021 – 19.11.2021	01.09.2021 – 15.10.2021	22.11.2021 – 31.12.2021
Bahagian Rujukan dan Maklumat <small>En. Mat Nor</small>	22.11.2021 – 31.12.2021	18.10.2021 – 26.11.2021	01.09.2021 – 15.10.2021
Bahagian Khidmat Pengurusan <small>En. Asri</small>	03.01.2022 – 14.01.2022	17.01.2022 – 28.01.2022	17.01.2022 – 28.01.2022
Bahagian Rangkaian Perpustakaan <small>En. Nizam</small>	17.01.2022 – 21.01.2022	03.01.2022 – 07.01.2022	10.01.2022 – 14.01.2022
Bahagian Perancangan Permbangunan dan Korporat <small>En. Amer</small>	24.01.2022 – 31.01.2022	10.01.2022 – 14.01.2022 & 31.01.2022	03.01.2022 – 07.01.2022 & 31.01.2022

- unit perawatan dan pembangunan insan.

013-9826442. (puan zalina)

bagi email SKI

BAHAGIAN PENGURUSAN DAN PEMBANGUNAN KOLEKSI



017-9826489 - en. rusdi

013-9183128 - en. koh

CARTA ALIR INDUK PROSES KERJA BPPK

A) BUKU PUSAT

PERKARA	CARTA ALIR	PEGAWAI BERTANGGUNGJAWAB
KELUARKAN SURAT PRA SYARAT KEPADA PEMBEKAL TAHUN SEMASA DAN DAPATKAN MAKLUMBALAS SEBELUM 15 FEBRUARI		KETUA BAHAGIAN / PEMBANTU PUSTAKAWAN
DAPATKAN SENARAI CADANGAN BAHAN DARI KB/KU/KPD & KPD SEBELUM 30 JANUARI		KETUA UNIT
SEDIAKAN SENARAI CADANGAN BAHAN		KETUA UNIT
MELAKSANAKAN MESYUARAT JK PEMILIHAN BAHAN SEBELUM 30 APRIL		KETUA BAHAGIAN / KETUA UNIT
A) SEDIKAN KERTAS KERJA BAGI PEROLEHAN BAHAN TAHUN SEMASA UNTUK JK PEMILIHAN BAHAN		KETUA BAHAGIAN
B) SEDIKAN SENARAI PEMBEKAL YANG TELAH MEMBERIKAN MAKLUMBALAS PRA SYARAT		KETUA BAHAGIAN / PEMBANTU PUSTAKAWAN
PELAKSANAAN PEROLEHAN SEBAIK TERIMA PERUNTUKAN DARI PERSEKUTUAN		
A) SEMAKAN SENARAI CADANGAN SAMAADA SUDAH DIBELI ATAU BELUM		PEMBANTU PERPUSTAKAAN
B) SEMAKAN STOK DAN HARGA DARIPADA PEMBEKAL		KETUA BAHAGIAN

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 - di pinnya detail
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 - pasang plastik
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• perolehan.

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 { ikut pembekal





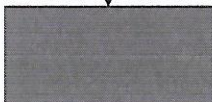
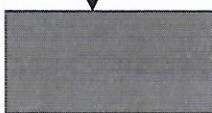
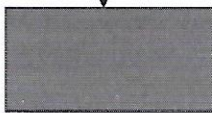
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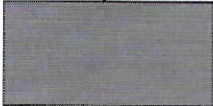
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* encik rusdi - Selasa 8 Januari


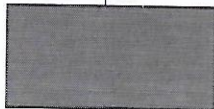



• encik jeffri, puan Syila

(unit perolehan)

PERKARA	CARTA ALIR	PEGAWAI BERTANGGUNGJAWAB
C) SEDIAKAN SURAT PESANAN		KETUA UNIT
D) SEDIAKAN PESANAN KERAJAAN		KETUA UNIT
PENERIMAAN BAHAN		
A) TERIMA BAHAN DARI PEMBEKAL – SEMAKAN DALAM TEMPOH 30 MINT HINGGA 3 JAM DARI MASA PENERIMAAN BAGI SATU PEMBEKAL	  	PEMBANTU PERPUSTAKAAN/ PEMBANTU OPERASI (PEROLEHAN)
B) PENYEDIAAN REKOD PEROLEHAN DALAM TEMPOH 7 HARI DARI TARIKH PENERIMAAN		KETUA UNIT / PEMBANTU PERPUSTAKAN (PEROLEHAN)
C) MENAMPAL NOMBOR PEROLEHAN PADA BAHAN DALAM TEMPOH 3 HARI DARI TARIKH TERIMA REKOD PEROLEHAN		PEMBANTU PERPUSTAKAAN (PEROLEHAN)
KERJA-KERJA PENDOKUMENTASIAN DAN TEKNIKAL	 	
A) MELAKSANAKAN PENGKATALOGAN BAHAN DALAM TEMPOH 14 HARI BEKERJA DARI TARIKH TERIMA BUKU DAN REKOD PEROLEHAN BAGI SATU PEMBEKAL		PEMBANTU PERPUSTAKAAN (KATALOG)
B) MELAKSANAKAN KERJA-KERJA TEKNIKAL DALAM TEMPOH 7 HARI BEKERJA DARI TARIKH TERIMA BUKU DARI PENGKATALOG		PEMBANTU OPERASI (KATALOG)

PERKARA	CARTA ALIR	PEGAWAI BERTANGGUNGJAWAB
C) PENYERAHAN BAHAN KEPADA BAHAGIAN PERKHIDMATAN PERPUSTAKAAN		PEMBANTU OPERASI (KATALOG)

B) BUKU PERPUSTAKAAN DESA DESA

PERKARA	CARTA ALIR	PEGAWAI BERTANGGUNGJAWAB
PENERIMAAN BAHAN		
A) TERIMA BAHAN DARI PEMBEKAL – SEMAKAN 3 JAM DARI MASA PENERIMAAN BAGI SATU PEMBEKAL		PEMBANTU PERPUSTAKAAN/ PEMBANTU OPERASI (PEROLEHAN)
B) PENYEDIAAN REKOD PEROLEHAN DALAM TEMPOH 7 HARI DARI TARIKH PENERIMAAN		PEMBANTU PERPUSTAKAAN 1 & 2 (PEROLEHAN)
KERJA-KERJA PENDOKUMENTASIAN DAN TEKNIKAL		
A) MULA MENYEDIAKAN MAKLUMAT BAHAN UNTUK DITAMPAL PADA BUKU DALAM TEMPOH 5 HARI BEKERJA SELEPAS MENERIMA REKOD PEROLEHAN PERPUSTAKAAN DESA DARI PEMBANTU PERPUSTAKAAN 1 & 2 BAGI 1 PEMBEKAL		PEMBANTU OPERASI (PEROLEHAN)
I) MELENGKAPKAN MAKLUMAT NOMBOR PANGGILAN BERMULA PADA HARI KE 20 SELEPAS PENERIMAAN BAHAN DI PERINGKAT PUSAT		
		

PERKARA	CARTA ALIR	PEGAWAI BERTANGGUNGJAWAB
B) MELAKSANAKAN KERJA-KERJA TEKNIKAL IAITU PENAMPALAN MAKLUMAT BAHAN PADA BUKU DALAM TEMPOH 7 HARI BEKERJA DARI TARIKH TERIMA STIKER MAKLUMAT BAHAN BAGI 1 PEMBEKAL		PEMBANTU OPERASI 1 & 2 (PEROLEHAN)
PENGHANTARAN BUKU PERPUSTAKAAN DESA		
A) PENGHANTAR PERTAMA AKAN DIJALANKAN SELEPAS BAHAN DARI 15 PEMBEKAL SIAP DITAMPAL STIKER MAKLUMAT BAHAN BERDASARKAN TEMPOH MASA YANG TELAH DITETAPKAN		PEMBANTU OPERASI 1 & 2 (PEROLEHAN)

MEMO

BAHAGIAN PERKHIDMATAN PERPUSTAKAAN DAN LITERASI

Kepada : Seperti senarai edaran
Ruj. Fail : (11) dlm. PPAP/PL(LIT)/2/002 Jld. 15
Tarikh : 11 Oktober 2021

PETUGAS BAGI PROGRAM DARUL HIKMAH RESENSI BUKU

Dengan segala hormatnya perkara di atas dirujuk.

2. Sukacita dimaklumkan bahawa pihak tuan/puan dipilih sebagai petugas bagi pasukan teknikal bagi program tersebut pada ketetapan berikut :

Tarikh : **12 Oktober 2021 (Selasa)**
Masa : **1.45 petang hingga 5.00 petang**
Aplikasi : **Zoom Meeting**

3. Kerjasama dan perhatian daripada pihak tuan/puan amat kami hargai serta didahului dengan ucapan terima kasih.

Sekian.

“PRIHATIN RAKYAT : DARURAT MEMERANGI COVID-19”

“BERKHIDMAT UNTUK NEGARA”

Saya yang menjalankan amanah,



(MARIA BINTI HAMZAH)

Ketua Bahagian Perkhidmatan Perpustakaan
dan Literasi
Perbadanan Perpustakaan Awam Pahang

s.k : Ketua Bahagian Khidmat Pengurusan
: Ketua Bahagian Rujukan Dan Maklumat
: Ketua Unit Teknologi Maklumat

Senarai Edaran :

BIL	NAMA	TUGASAN
1.	Encik Mohd Norshazlin bin Sa'adun Nazir	Urusetia Facebook (sesi soal jawab dari pendengar)
2.	En. Tuan Khairul Azhar bin Tuan Kuning	Host Utama – Zoom Meeting
3.	Pn. Rosnil Hawa binti Osman	Penyelaras Program - PPAP
4.	En. Zahid bin Idris	Host Utama – Zoom Meeting
5.	En. Faizal bin Razak	Teknikal
6.	En. Faizal bin Ahmad	Teknikal
8.	Cik Nurul Fatiha binti Mohamed Suldin	Pelajar Praktikal
9.	Cik Nur Syuhada binti Shaari	Pelajar Praktikal

MEMO

BAHAGIAN PERKHIDMATAN PERPUSTAKAAN DAN LITERASI

Kepada : Seperti senarai edaran
Ruj. Fail : (13) dlm. PPAP/PL(LIT)/2/002 Jld. 15
Tarikh : 18 Oktober 2021

PETUGAS BAGI PROGRAM DARUL HIKMAH RESENSI BUKU

Dengan segala hormatnya perkara di atas dirujuk.

2. Sukacita dimaklumkan bahawa pihak tuan/puan dipilih sebagai petugas bagi pasukan teknikal bagi program tersebut pada ketetapan berikut :

Tarikh : **20 Oktober 2021 (Rabu)**
Masa : **11.30 pagi hingga 12.30 tengahari**
Aplikasi : **Zoom Meeting**

3. Kerjasama dan perhatian daripada pihak tuan/puan amat kami hargai serta didahului dengan ucapan terima kasih.

Sekian.

"PRIHATIN RAKYAT : DARURAT MEMERANGI COVID-19"

"BERKHIDMAT UNTUK NEGARA"

Saya yang menjalankan amanah,



(MARIA BINTI HAMZAH)

Ketua Bahagian Perkhidmatan Perpustakaan
dan Literasi
Perbadanan Perpustakaan Awam Pahang

s.k : Ketua Bahagian Khidmat Pengurusan
: Ketua Bahagian Rujukan Dan Maklumat
: Ketua Unit Teknologi Maklumat

Senarai Edaran :

BIL	NAMA	TUGASAN
1.	Encik Mohd Norshazlin bin Sa'adun Nazir	Urusetia Facebook (sesi soal jawab dari pendengar)
2.	En. Tuan Khairul Azhar bin Tuan Kuning	Host Utama – Zoom Meeting
3.	Pn. Rosnil Hawa binti Osman	Penyelaras Program - PPAP
4.	En. Zahid bin Idris	Host Utama – Zoom Meeting
5.	En. Faizal bin Razak	Teknikal
6.	En. Faizal bin Ahmad	Teknikal
8.	Cik Nur Sakinah Binti Mohamad	Pelajar Praktikal
9.	Cik Nur Syuhada binti Shaari	Pelajar Praktikal

MEMO

BAHAGIAN PERKHIDMATAN PERPUSTAKAAN DAN LITERASI

Kepada : Seperti senarai edaran
Ruj. Fail : (15) dlm. PPAP/PL(LIT)/2/002 Jld. 15
Tarikh : 20 Oktober 2021

PETUGAS BAGI PROGRAM BUAL BICARA PEJAGAAN KESIHATAN WARGA EMAS

Dengan segala hormatnya perkara di atas dirujuk.

2. Sukacita dimaklumkan bahawa pihak tuan/puan dipilih sebagai petugas bagi pasukan teknikal bagi program tersebut pada ketetapan berikut :

Tarikh : **22 Oktober 2021 (Jumaat)**
Masa : **09.30 pagi hingga 11.30 pagi**
Aplikasi : **Zoom Meeting**

3. Kerjasama dan perhatian daripada pihak tuan/puan amat kami hargai serta didahului dengan ucapan terima kasih.

Sekian.

“PRIHATIN RAKYAT : DARURAT MEMERANGI COVID-19”

“BERKHIDMAT UNTUK NEGARA”

Saya yang menjalankan manah,



(MARIA BINTI HAMZAH)

Ketua Bahagian Perkhidmatan Perpustakaan
dan Literasi
Perbadanan Perpustakaan Awam Pahang

s.k : Ketua Bahagian Khidmat Pengurusan
: Ketua Bahagian Rujukan Dan Maklumat
: Ketua Unit Teknologi Maklumat

Senarai Edaran :

BIL	NAMA	TUGASAN
1.	Encik Mohd Norshazlin bin Sa'adun Nazir	Urusetia Facebook (sesi soal jawab dari pendengar)
2.	En. Tuan Khairul Azhar bin Tuan Kuning	Host Utama – Zoom Meeting
3.	Pn. Rosnil Hawa binti Osman	Penyelaras Program - PPAP
4.	En. Zahid bin Idris	Host Utama – Zoom Meeting
5.	Hj. Fazilarwati binti Abdul Hadi	Moderator
6.	En. Faizal bin Ahmad	Teknikal
7.	En. Faizal bin Razak	Teknikal
8.	Cik Nur Sakinah binti Mohamad	Pelajar Praktikal
9.	Cik Nur Syuhada binti Shaari	Pelajar Praktikal

JADUAL PENEMPATAN PELAJAR UNTUK MENJALANI LATIHAN INDUSTRI

BAHAGIAN RUJUKAN & MAKLUMAT (22 Nov - 31 Dis 2021)

NAMA PELAJAR	UNIT		
	RUJUKAN	PWIN	PDSM
WAN AFIQAH FATIMAH WAN SAZALI	20 - 31 Dis 2021 (10 hari)	22 Nov - 3 Dis 2021 (10 hari)	6 - 17 Dis 2021 (10 hari)
MAIZATUL BARIYAH MOHD MOHYI	6 - 17 Dis 2021 (10 hari)	20 - 31 Dis 2021 (10 hari)	22 Nov - 3 Dis 2021 (10 hari)
NUR ALIA AFFINA ABDUL AZIZ	22 Nov - 3 Dis 2021 (10 hari)	6 - 17 Dis 2021 (10 hari)	20 - 31 Dis 2021 (10 hari)
NUR SYUHADA SHAARI	20 - 31 Dis 2021 (10 hari)	22 Nov - 3 Dis 2021 (10 hari)	6 - 17 Dis 2021 (10 hari)

MEMO

BAHAGIAN PERKHIDMATAN PERPUSTAKAAN DAN LITERASI

Kepada : Seperti senarai edaran
Ruj. Fail : (29) dlm. PPAP/PL(LIT)/2/002 Jld. 15
Tarikh : 25 Januari 2022

Tuan / Puan ,

PETUGAS BAGI PROGRAM BUAL BICARA SANTAI : ADAKAH ANDA SUDAH BERSEDIAD MENGHADAPI FASA ENDEMIK?

Dengan segala hormatnya perkara di atas dirujuk.

2. Sukacita dimaklumkan bahawa pihak tuan/puan dipilih sebagai petugas bagi pasukan teknikal bagi program tersebut pada ketetapan berikut :

Tarikh : **26 Januari 2022 (Rabu)**
Masa : **09.30 pagi hingga 11.30 pagi**
Aplikasi : **Zoom Meeting**

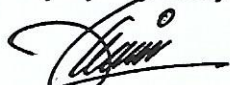
3. Kerjasama dan perhatian daripada pihak tuan/puan amat kami hargai serta didahului dengan ucapan terima kasih.

Sekian.

“PRIHATIN RAKYAT : DARURAT MEMERANGI COVID-19”

“BERKHIDMAT UNTUK NEGARA”

Saya yang menjalankan amanah,



(MARIA BINTI HAMZAH)

Ketua Bahagian Perkhidmatan Perpustakaan
dan Literasi
Perbadanan Perpustakaan Awam Pahang

s.k : Ketua Bahagian Khidmat Pengurusan
: Ketua Bahagian Rujukan Dan Maklumat
: Ketua Unit Teknologi Maklumat

Senarai Edaran :

BIL	NAMA	TUGASAN
1.	Encik Mohd Norshazlin bin Sa'adun	Urusetia Facebook (sesi soal jawab dari pendengar)
2.	Tuan Khairul Azhar bin Tuan Kuning	Host Utama – Zoom Meeting
3.	Pn. Rosnil Hawa binti Osman	Penyelaras Program - PPAP
4.	En. Mohd Zahid bin Idris	Host Utama – Zoom Meeting
5.	En. Mohd Faizal bin Ahmad	Teknikal
6.	En. Mohamed Faizal bin Ab Razak	Teknikal
7.	En. Mustakim bin Abd Majid	Dokumentasi
8.	Cik Nur Syuhada binti Shaari	Moderator
9.	Cik Alia Affina binti Abdul Aziz	Pelajar Praktikal (Persiapan Tempat)
10.	Cik Maizatul Bariyah binti Mohd Mohyi	Pelajar Praktikal (Persiapan Tempat)
11.	Cik Wan Afiqah Fatimah binti W Sazali	Pelajar Praktikal (Ajk Makanan)
12.	Cik Nur Sakinah binti Mohamad	Pelajar Praktikal (Ajk Makanan)

MEMO

BAHAGIAN PERKHIDMATAN PERPUSTAKAAN DAN LITERASI

Kepada : Seperti senarai edaran
Ruj. Fail : (31) dlm. PPAP/PL(LIT)/2/002 Jld. 15
Tarikh : 25 Januari 2022

Tuan / Puan ,

PETUGAS BAGI PROGRAM BICARA SANTAI “BERBASIKAL: TREND DAN UNDANG-UNDANG”

Dengan segala hormatnya perkara di atas dirujuk.

2. Sukacita dimaklumkan bahawa pihak tuan/puan dipilih sebagai petugas bagi pasukan teknikal bagi program tersebut pada ketetapan berikut :

Tarikh : **19 Januari 2022 (Rabu)**
Masa : **09.30 pagi hingga 11.30 pagi**
Tempat : **Perpustakaan Digital dan Sumber Media dan *Zoom Meeting***

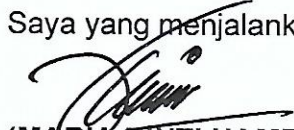
3. Kerjasama dan perhatian daripada pihak tuan/puan amat kami hargai serta didahului dengan ucapan terima kasih.

Sekian.

“PRIHATIN RAKYAT : DARURAT MEMERANGI COVID-19”

“BERKHIDMAT UNTUK NEGARA”

Saya yang menjalankan amanah,



(MARIA BINTI HAMZAH)

Ketua Bahagian Perkhidmatan Perpustakaan
dan Literasi
Perbadanan Perpustakaan Awam Pahang

s.k : Ketua Bahagian Khidmat Pengurusan
: Ketua Bahagian Rujukan Dan Maklumat
: Ketua Unit Teknologi Maklumat

Senarai Edaran :

BIL	NAMA	TUGASAN
1.	Encik Mohd Norshazlin bin Sa'adun Nazir	Urusetia Facebook (sesi soal jawab dari pendengar)
2.	Tuan Khairul Azhar bin Tuan Kuning	Host Utama – Zoom Meeting
3.	Pn. Rosnil Hawa binti Osman	Penyelaras Program - PPAP
4.	En. Mohd Zahid bin Idris	Host Utama – Zoom Meeting
5.	En. Mohd Faizal bin Ahmad	Teknikal
6.	En. Mohamed Faizal bin Ab Razak	Teknikal
7.	En. Mustakim bin Abd Majid	Dokumentasi
8.	Cik Wan Afiqah Fatimah binti W Sazali	Moderator
9.	Cik Nur Syuhada binti Shaari	Pelajar Praktikal (Persiapan Tempat)
10.	Cik Nur Alia Affina binti Abdul Aziz	Pelajar Praktikal (Ajk Makanan)
11.	Cik Nur Sakinah binti Mohamad	Pelajar Praktikal (Ajk Makanan)

MEMO

BAHAGIAN PERKHIDMATAN PERPUSTAKAAN DAN LITERASI

Kepada : Seperti senarai edaran
Ruj. Fail : (28) dlm. PPAP/PL(LIT)/2/002 Jld. 15
Tarikh : 20 Januari 2022

Tuan / Puan ,

PETUGAS BAGI PROGRAM BICARA SANTAI BERSAMA YB DATO' INDERA MOHD SHAHAR ABDULLAH : ASPIRASI BELIA

Dengan segala hormatnya perkara di atas dirujuk.

2. Sukacita dimaklumkan bahawa pihak tuan/puan dipilih sebagai petugas bagi pasukan teknikal bagi program tersebut pada ketetapan berikut :

Tarikh : **21 Januari 2022 (Jumaat)**
Masa : **09.30 pagi hingga 11.30 pagi**
Aplikasi : **Zoom Meeting**

3. Kerjasama dan perhatian daripada pihak tuan/puan amat kami hargai serta didahului dengan ucapan terima kasih.

Sekian.

“PRIHATIN RAKYAT : DARURAT MEMERANGI COVID-19”

“BERKHIDMAT UNTUK NEGARA”

Saya yang menjalankan amanah,



(MARIA BINTI HAMZAH)

Ketua Bahagian Perkhidmatan Perpustakaan
dan Literasi
Perbadanan Perpustakaan Awam Pahang

s.k : Ketua Bahagian Khidmat Pengurusan
: Ketua Bahagian Rujukan Dan Maklumat
: Ketua Unit Teknologi Maklumat

Senarai Edaran :

BIL	NAMA	TUGASAN
1.	Encik Mohd Norshazlin bin Sa'adun Nazir	Urusetia Facebook (sesi soal jawab dari pendengar)
2.	Tuan Khairul Azhar bin Tuan Kuning	Host Utama – Zoom Meeting
3.	Pn. Rosnil Hawa binti Osman	Penyelaras Program - PPAP
4.	En. Zahid bin Idris	Host Utama – Zoom Meeting
5.	En. Mustakim bin Abd Majid	Dokumentasi
6.	En. Mohamed Faizal bin Ab Razak	Teknikal
7.	Cik Maizatul Bariyah binti Mohd Mohyi	Pelajar Praktikal (Persiapan Tempat)
8.	Cik Nur Sakinah binti Mohamad	Pelajar Praktikal (Persiapan Tempat)
9.	Cik Wan Afiqah Fatimah binti W Sazali	Pelajar Praktikal (Ajk Makanan)
10.	Cik Nur Syuhada binti Shaari	Pelajar Praktikal (Ajk Makanan)
11.	Cik Alia Affina binti Abdul Aziz	Pelajar Praktikal (Ajk Makanan)

MEMO

BAHAGIAN PERKHIDMATAN PERPUSTAKAAN DAN LITERASI

Kepada : Seperti senarai edaran
Ruj. Fail : (16) dlm. PPAP/PL(LIT)/2/002 Jld. 15
Tarikh : 20 Oktober 2021

Tuan / Puan,

MESYUARAT JAWATANKUASA KERJA PROGRAM SAMBUTAN HARI KANAK-KANAK SEDUNIA BIL. 2/2021

Dengan segala hormatnya perkara di atas dirujuk.

2. Sukacita dimaklumkan bahawa **Mesyuarat Jawatankuasa Kerja Program Sambutan Hari Kanak-Kanak Sedunia 2021** akan diadakan seperti ketetapan berikut :

Tarikh : 01 November 2021 (Isnin)
Masa : 10.00 pagi
Aplikasi : *Zoom meeting* (lokasi masing-masing)

3. Kerjasama dan perhatian daripada pihak tuan/puan amat kami hargai serta didahului dengan ucapan jutaan terima kasih.

Sekian.

"PRIHATIN RAKYAT : DARURAT MEMERANGI COVID-19"

"BERKHIDMAT UNTUK NEGARA"

Saya yang menjalankan amanah,



(MARIA BINTI HAMZAH)

Ketua Bahagian Perkhidmatan Perpustakaan
dan Literasi
Perbadanan Perpustakaan Awam Pahang

sk : Ketua Bahagian Khidmat Pengurusan
: Ketua Bahagian Pembangunan dan Pembinaan Koleksi
: Ketua Unit Teknologi Maklumat

Senarai Edaran :

1. Encik Mohamad Noor bin Hj Abdul Rahman
(Ketua Bahagian Rujukan dan Maklumat)
2. Encik Mohd Norshazlin bin Sa'adun Nazir
(Ketua Bahagian Perancangan Pembangunan dan Korporat)
3. Encik Ahmad Nizam bin Ismail
(Ketua Bahagian Rangkaian)
4. Encik Mohd Aseri bin Abd Malek
(Ketua Unit Perkhidmatan Perpustakaan)
5. Encik Tuan Khairul Azhar bin Tuan Kuning
(Ketua Pusat Warisan Intelek Negeri)
6. Puan Rohaida binti Zainuddin
(Ketua Unit Pembelajaran Kreatif)
7. Puan Rosnil Hawa binti Osman
(Ketua Unit Gerakan Membaca dan Literasi)
8. Puan Noorul Huda binti Othman
(Bahagian Perancangan Pembangunan dan Korporat)
9. En. Saiful bin Kamaludin
(Ketua Unit Media)
10. En Aziddin bin Ahmad
11. Pn.Fazilarwati binti Abdul Hadi
12. En. Zahid bin Idris
13. En. Muhammad Amiin bin Arif
14. En. Mohd Faizal bin Ahmad
15. En. Mohamed Faizal bin Ab Razak
16. En. Mohd Faizuddin bin Mohd Ibrahim
17. Pn. Rosminawati binti Noh
18. Pn. Lilidalila binti Ropa
19. Pn.Saira binti Bustaman
20. Pn. Shah Falinda binti Mokhtar
21. Cik Nurul Fatiha binti Mohamed Suldin (pelajar Praktikal)
22. Cik Nur Syuhada binti Shaari (pelajar Praktikal)
23. Cik Wan Nur Aisyah binti Wan Mohd Khafar (pelajar Praktikal)

MEMO

BAHAGIAN PERKHIDMATAN PERPUSTAKAAN DAN LITERASI

Kepada : Seperti senarai edaran
Ruj. Fail : (26) dlm. PPAP/PL(LIT)/2/002 Jld. 15
Tarikh : 09 Disember 2021

PETUGAS BAGI PROGRAM KEM SAINTIS MUDA PERINGKAT NEGERI PAHANG 2021

Dengan segala hormatnya perkara di atas dirujuk.

2. Sukacita dimaklumkan bahawa pihak tuan/puan dipilih sebagai petugas bagi pasukan teknikal bagi program tersebut pada ketetapan berikut :

Tarikh : **13/12/2021 hingga 17/12/2021 (Isnin-Jumaat)**
Masa : **8.00 pagi - 5.00 petang**
Tempat : **Makmal ICT, Aras 1**

3. Kerjasama dan perhatian daripada pihak tuan/puan amat kami hargai serta didahului dengan ucapan terima kasih.

Sekian.

“PRIHATIN RAKYAT : DARURAT MEMERANGI COVID-19”

“BERKHIDMAT UNTUK NEGARA”

Saya yang menjalankan amanah,



(MARIA BINTI HAMZAH)

Ketua Bahagian Perkhidmatan Perpustakaan
dan Literasi
Perbadanan Perpustakaan Awam Pahang

s.k : Ketua Bahagian Khidmat Pengurusan
: Ketua Bahagian Rujukan Dan Maklumat
: Ketua Unit Teknologi Maklumat

Senarai Edaran :

BIL	NAMA	TUGASAN
1.	Encik Mohd Norshazlin bin Sa'adun Nazir	Urusetia Facebook (sesi soal jawab dari pendengar)
2.	En. Tuan Khairul Azhar bin Tuan Kuning	Host Utama – Zoom Meeting (VIP)
3.	En. Shahrizan bin Hassan	Host Utama – Zoom Meeting (Peserta)
4.	En. Mohd Saiful bin Kamaluddin	Moderator
5.	Pn. Rosnil Hawa binti Osman	Penyelaras Program - PPAP
6.	Pn. Noorul Huda binti Othman	Urusetia Program
7.	En. Muhammad Amiin bin Ariff	Dokumentasi
8.	En. Zahid bin Idris	Host Utama – Zoom Meeting (VIP)
9.	En. Faizal bin Ahmad	Teknikal program & Makanan
10.	En. Faizal bin Ab Razak	
11.	En. Mustakim bin Abdul Majid	Persiapan tempat dan siaraya
12.	Cik Nur Athirah binti Mad Kasa	Pembantu Lab (Pelajar Praktikal)
13.	Cik Nur Syuhada binti Shaari	
14.	Cik Wan Afiqah Fatimah binti W Sazali	

MEMO

BAHAGIAN PERKHIDMATAN PERPUSTAKAAN DAN LITERASI

Kepada : Seperti senarai edaran
Ruj. Fail : (25) dlm. PPAP/PL(LIT)/2/002 Jld. 15
Tarikh : 25 November 2021

PETUGAS BAGI PROGRAM PAMERAN SEABAD EL-DORADO TIMUR DALAM KENANGAN

Dengan segala hormatnya perkara di atas dirujuk.

2. Sukacita dimaklumkan bahawa pihak tuan/puan dipilih sebagai petugas bagi pasukan teknikal bagi program tersebut pada ketetapan berikut :

Tarikh : **27 & 28 November 2021 (Sabtu & Ahad)**
Masa : **08.00 pagi hingga 05.00 petang**
Tempat : **Perkarangan Muzium Sungai Lembing**

3. Kerjasama dan perhatian daripada pihak tuan/puan amat kami hargai serta didahului dengan ucapan terima kasih.

Sekian.

“PRIHATIN RAKYAT : DARURAT MEMERANGI COVID-19”

“BERKHIDMAT UNTUK NEGARA”

Saya yang menjalankan amanah,



(MARIA BINTI HAMZAH)

Ketua Bahagian Perkhidmatan Perpustakaan
dan Literasi
Perbadanan Perpustakaan Awam Pahang

s.k : Ketua Bahagian Khidmat Pengurusan

Senarai Edaran :

27 November 2021 (Sabtu)

BIL	NAMA	TUGASAN
1.	Mohd Aseri B. Abd.Malek	Petugas
2.	Khairol Razman b. Kamaruddin	Pemandu
3.	Nur Alia Affina bt. Abdul Aziz	Pengacara Program
4.	Nur Athirah bt. Mad Kasa	Pengacara Program
5.	Nurul Fatihah bt. Mohamed Suldin	Pemain Watak Boneka
6.	Fatin Farhana bt. Mahmod	Pemain Watak Boneka
7.	Wan Nur Aisyah bt. Wan Mohd Khafar	Pemain Watak Boneka
8.	Maizatul Bariyah bt. Mohd Mohyi	Pemain Watak Boneka
9.	Wan Afiqah Fatimah bt. W Sazali	Pemain Watak Boneka
10.	Nur Syuhada bt. Shaari	Petugas <i>science hero (slime)</i>
11.	Nur Sakinah bt. Mohamad	Petugas <i>science hero (slime)</i>

28 November 2021 (Ahad)

BIL	NAMA	TUGASAN
1.	Mohd Faizal b. Ahmad	Petugas <i>science hero</i>

MEMO

PENGARAH PERBADANAN PERPUSTAKAAN AWAM PAHANG

Kepada : Mohd Norshazlin Bin Sa'adun Nazir
Ahmad Nizam Bin Ahmad
Ahmad Aziddin Bin Haji Ahmad
Haji Isham Bin Hamzah
Mohd Zahid Bin Mohd Idris
Wan Afiqah Fatimah Bt Wan Sazali
Nur Alia Affina Bt Abdul Aziz
Maizatul Bariyah Bt Mohd Mohyi
Nur Syuhada Bt Shaari
Nur Sakinah Bt Mohamad

Fail : PPAP/PR (PKORPP)/5-032 JLD 6 (72)

Tarikh : 26 Januari 2022

Tuan/Puan/Cik,

GOTONG ROYONG DI PERPUSTAKAAN DESA KG MAHKOTA

Dengan hormatnya saya merujuk kepada perkara di atas.

2. Sukacita dimaklumkan tuan/puan/cik diminta menyertai gotong royong di Perpustakaan Desa Kg Mahkota pada 27 Januari 2022 (Khamis).
3. Segala kerjasama dan jasa baik pihak tuan/puan/cik didahului dengan ucapan terima kasih.

Sekian dimaklumkan.

"PRIHATIN RAKYAT : DARURAT MEMERANGI COVID-19"

"BERKHIDMAT UNTUK NEGARA"

Saya yang menjalankan amanah,



(MARIA BINTI HAMZAH)

Pemangku Pengarah
Perbadanan Perpustakaan Awam Pahang

s.k: Bahagian Khidmat Pengurusan

#MajuTerusPahang

#Pahang1st

Pengarah Keselamatan Negara Negeri Pahang,
Aras 1, Kompleks Mahkamah Kuantan,
Jalan IM 14/1,
Bandar Indera Mahkota,
25200 Kuantan,
Pahang Darul Makmur.

() dlm.PPAP/PL(LIT)/5/006 Jld.24
29 Disember 2021

Tuan,

JEMPUTAN SEBAGAI PANEL BAGI PROGRAM “BUAL BICARA SANTAI: ADAKAH ANDA SUDAH BERSEDIA MENGHADAPI FASA ENDEMIK?”

Dengan segala hormatnya saya merujuk kepada perkara di atas.

2. Sukacita dimaklumkan bahawa pihak Perbadanan Perpustakaan Awam Pahang (PPAP) akan mengadakan “**Program Bual Bicara Santai : Adakah Anda Sudah Bersedia Menghadapi Fasa Endemik?**” pada ketetapan seperti berikut:-

Tarikh : 26 Januari 2022 (Rabu)
Masa : 10.00 pagi – 11.00 pagi
Aplikasi : Aplikasi Zoom Meeting & Secara Langsung di FB PPAP
(Pautan akan diberikan 3 hari sebelum program berlangsung)

3. Sehubungan dengan itu, pihak kami berbesar hati ingin menjemput pengawai tuan sebagai salah seorang panel bagi program ini. Sebarang pertanyaan, pihak tuan boleh menghubungi pegawai kami iaitu Puan Rosnil Hawa binti Osman ditalian 011-59587562/09-5155051 atau Encik Mohamed Faizal bin Ahmad ditalian 017-9576357.

4. Segala kerjasama dan keprihatinan daripada oleh tuan amatlah dihargai dan didahului dengan ucapan jutaan terima kasih.

Sekian.

“PRIHATIN RAKYAT: DARURAT MEMERANGI COVID-19”
“BERKHIDMAT UNTUK NEGARA”

Saya yang menjalankan amanah,



(MARIA BINTI HAMZAH)

Pemangku Pengarah

Perbadanan Perpustakaan Awam Pahang

#MajuTerusPahang

#Pahang1st

Pengarah

Hospital Tengku Ampuan Afzan,
Jalan Tanah Putih,
25200 Kuantan,
Pahang Darul Makmur.

(up: Dr. Dzawani Binti Muhamad)

() dlm.PPAP/PL(LIT)/5/006 Jld.24
29 Disember 2021

Puan,

JEMPUTAN SEBAGAI PANEL BAGI PROGRAM “BUAL BICARA SANTAI: ADAKAH ANDA SUDAH BERSEDIA MENGHADAPI FASA ENDEMIK?”

Dengan segala hormatnya saya merujuk kepada perkara di atas.

2. Sukacita dimaklumkan bahawa pihak Perbadanan Perpustakaan Awam Pahang (PPAP) akan mengadakan “Program Bual Bicara Santai : Adakah Anda Sudah Bersedia Menghadapi Fasa Endemik?” pada ketetapan seperti berikut:-

Tarikh : 26 Januari 2022 (Rabu)
Masa : 10.00 pagi – 11.00 pagi
Aplikasi : Aplikasi Zoom Meeting & Secara Langsung di FB PPAP
(Pautan akan diberikan 3 hari sebelum program berlangsung)

3. Sehubungan dengan itu, pihak kami berbesar hati ingin menjemput pegawai puan Dr. Dzawani Binti Muhamad iaitu Pengerusi Kawalan Infeksi sebagai salah seorang panel bagi program ini. Sebarang pertanyaan, pihak puan boleh menghubungi pegawai kami iaitu Puan Rosnil Hawa binti Osman ditalian 011-59587562 /09-5155051 atau Encik Mohamed Faizal bin Ahmad ditalian 017-9576357.

4. Segala kerjasama dan keprihatinan daripada oleh puan amatlah dihargai dan didahului dengan ucapan jutaan terima kasih.

Sekian.

**“PRIHATIN RAKYAT: DARURAT MEMERANGI COVID-19”
“BERKHIDMAT UNTUK NEGARA”**

Saya yang menjalankan amanah,



(MARIA BINTI HAMZAH)

Pemangku Pengarah

Perbadanan Perpustakaan Awam Pahang

#MajuTerusPahang

#Pahang1st

Pengarah LPPKN Negeri Pahang,
Pejabat Lppkn Negeri Pahang, Tingkat Bawah 1 & 2,
No. 64 & 64a, Jalan Putra Square 1, Peti Surat 2,
25700 Kuantan,
Pahang Darul Makmur.

() dlm.PPAP/PL(LIT)/5/006 Jld.24
29 Disember 2021

Puan ,

JEMPUTAN SEBAGAI PANEL BAGI PROGRAM “BUAL BICARA SANTAI: ADAKAH ANDA SUDAH BERSEDIA MENGHADAPI FASA ENDEMIK?”

Dengan segala hormatnya saya merujuk kepada perkara di atas.

2. Sukacita dimaklumkan bahawa pihak Perbadanan Perpustakaan Awam Pahang (PPAP) akan mengadakan “**Program Bual Bicara Santai : Adakah Anda Sudah Bersedia Menghadapi Fasa Endemik?**” pada ketetapan seperti berikut:-

Tarikh : 26 Januari 2022 (Rabu)
Masa : 10.00 pagi – 11.00 pagi
Aplikasi : Aplikasi Zoom Meeting & Secara Langsung di FB PPAP
(Pautan akan diberikan 3 hari sebelum program berlangsung)

3. Sehubungan dengan itu, pihak kami berbesar hati ingin menjemput pegawai iaitu Puan Siti Asmad Binti Zakarni, Pegawai Psikologi puan sebagai salah seorang panel bagi program ini. Sebarang pertanyaan, pihak puan boleh menghubungi pegawai kami iaitu Puan Rosnil Hawa binti Osman ditalian 011-59587562 /09-5155051 atau Encik Mohamed Faizal bin Ahmad ditalian 017-9576357.

4. Segala kerjasama dan keprihatinan daripada oleh puan amatlah dihargai dan didahului dengan ucapan jutaan terima kasih.

Sekian.

“PRIHATIN RAKYAT: DARURAT MEMERANGI COVID-19”
“BERKHIDMAT UNTUK NEGARA”

Saya yang menjalankan amanah,



(MARIA BINTI HAMZAH)

Pemangku Pengarah
Perbadanan Perpustakaan Awam Pahang



PERBADANAN PERPUSTAKAAN AWAM PAHANG

PERMOHONAN CUTI REHAT

1. Nama : NUR SYUHADA BINTI JHAARI
2. Jawatan : PELAJAR PRATIKAL
3. Tarikh Cuti Dipohon : 19 NOVEMBER 2021
4. Jumlah Cuti : 1 HARI
5. Alamat Yang Boleh Dihubungi : NO 6 KAMPUNG CHENGAL, 28000 TEMERLOH, PAHANG.
6. No.Telefon : 010-9016991
7. Tandatangan : *[Signature]*
8. Tarikh : 15 NOVEMBER 2021
9. Catatan : URUSAN KELUARGA DI JOHOR

SOKONGAN PEGAWAI	KELULUSAN PEGAWAI
Permohonan disokong / tidak disokong	Permohonan ini diluluskan / tidak diluluskan
<i>[Signature]</i> MOHD NORSHAZLIN BIN SA'ADUN NAZIR (Tandatangan / Cop) Pegawai Meluluskan (Ketua Bahagian / Unit) Perbadanan Perpustakaan Awam Pahang	<i>[Signature]</i> (Tandatangan / Cop) MARIA BINTI HAMZAH Pegawai Meluluskan (Pengarah / Pegawai Tadbir) PERBADANAN PERPUSTAKAAN AWAM PAHANG

KEGUNAAN PEJABAT PENTADBIRAN	
Baki cuti pegawai sehingga kini sebanyak..... hari	
*** Pegawai yang menyelaras cuti dikehendaki memaklumkan cuti kepada pemohon terlibat.	
..... (tandatangan)	
PEGAWAI YANG MENGAMBIL ALIH TUGAS	
Semasa saya bercuti, tugas saya diambil alih oleh Encik / Puan.....	
..... (tandatangan)	

Time	Transaction	Controller	Door/ IO Board	Card No.	Staff No.	Name	Department/ Zone	Job/ Point	Event
Date : 07/09/2021									
11:58:42	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
13:16:54	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 08/09/2021									
07:44:45	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
13:03:43	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 09/09/2021									
07:48:01	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
13:08:14	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 10/09/2021									
07:54:23	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
13:07:00	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 13/09/2021									
07:50:16	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
13:15:07	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 14/09/2021									
07:49:10	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
13:22:25	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 15/09/2021									
07:51:34	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
13:10:07	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 17/09/2021									
07:48:14	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
13:05:52	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 20/09/2021									

Printed on: 31/01/2022 3:52:35 PM
Page: 1

Time	Transaction	Controller	Door/ IO Board	Card No.	Staff No.	Name	Department/ Zone	Job/ Point	Event
07 48 37	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
13 18 30	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 21/09/2021									
07 45 02	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
13 15 12	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 22/09/2021									
07 51 10	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
13 19 03	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 23/09/2021									
07 48 20	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
13 15 58	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 24/09/2021									
07 43 05	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
13 01 08	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 27/09/2021									
07 44 30	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
13 25 44	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 28/09/2021									
07 42 07	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
13 19 29	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 29/09/2021									
07 43 45	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
13 07 41	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 30/09/2021									
07 43 59	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
13 12 29	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 01/10/2021									
07 44 05	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
12 57 56	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 04/10/2021									
07 47 01	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A

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Time	Transaction	Controller	Door/ IO Board	Card No.	Staff No.	Name	Department/ Zone	Job/ Point	Event
13 07 21	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date	05/10/2021								
07 48 28	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
13 16 13	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date	06/10/2021								
07 48 11	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
13 11 02	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date	07/10/2021								
07 46 59	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
13 09 10	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date	08/10/2021								
07 46 08	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
13 06 09	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date	12/10/2021								
07 47 25	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
16 27 17	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date	14/10/2021								
07 48 23	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
14 47 55	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date	15/10/2021								
07 47 11	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
13 25 06	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date	20/10/2021								
07 54 42	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
13 10 59	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date	22/10/2021								
07 52 07	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
13 13 22	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date	27/10/2021								
07 49 41	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
15 03 04	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A

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Time	Transaction	Controller	Dept/ IO Board	Card No.	Staff No.	Name	Department/ Zone	Job/ Point	Event
Date	28/10/2021								
07 52 11	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
14 42 09	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243*	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date	01/11/2021								
07 45 56	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17 00 46	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date	02/11/2021								
07 46 20	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17 00 48	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date	03/11/2021								
07 45 39	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17 00 40	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date	05/11/2021								
07 54 20	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17 00 24	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date	08/11/2021								
07 44 07	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17 02 24	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date	09/11/2021								
07 49 31	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17 00 53	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date	10/11/2021								
07 52 25	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17 02 12	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date	11/11/2021								
07 50 18	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17 00 20	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date	12/11/2021								
07 50 35	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17 00 21	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date	15/11/2021								

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Time	Transaction	Controller	Door/ IO Board	Card No.	Staff No.	Name	Department/ Zone	Job/ Point	Event
17.01.18	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 01/12/2021									
07.55.19	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17.10.01	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 02/12/2021									
07.50.17	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17.02.47	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 03/12/2021									
08.02.55	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17.10.25	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 05/12/2021									
07.44.23	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17.04.07	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 07/12/2021									
07.46.30	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17.03.28	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 08/12/2021									
07.50.37	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17.03.54	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 09/12/2021									
07.47.56	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17.07.25	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 10/12/2021									
07.51.37	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17.00.28	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 13/12/2021									
07.44.58	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17.24.18	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 14/12/2021									
07.44.59	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17.24.58	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A

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Time	Transaction	Controller	Door/ IO Board	Card No.	Staff No.	Name	Department/ Zone	Job/ Point	Event
Date : 15/12/2021									
07.48.36	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17.10.03	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 16/12/2021									
07.51.26	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17.00.35	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 17/12/2021									
08.15.34	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17.00.17	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 20/12/2021									
07.45.12	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17.01.19	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 21/12/2021									
07.45.31	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17.04.36	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 22/12/2021									
07.47.32	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17.00.59	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 23/12/2021									
07.52.31	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17.02.40	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 24/12/2021									
07.44.39	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17.03.36	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 27/12/2021									
07.48.31	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17.09.11	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 28/12/2021									
07.40.30	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17.05.33	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 29/12/2021									

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Time	Transaction	Controller	Door/ IO Board	Card No.	Staff No.	Name	Department/ Zone	Job/ Point	Event
07 46 18	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17 09 17	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 30/12/2021									
07 50 04	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17 03 45	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 31/12/2021									
07 50 10	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17 29 03	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 03/01/2022									
07 54 59	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17 09 49	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 04/01/2022									
07 44 17	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17 23 48	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 05/01/2022									
17 14 23	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 06/01/2022									
07 48 44	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17 04 23	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 07/01/2022									
07 50 03	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17 03 28	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 10/01/2022									
07 43 07	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17 20 42	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 11/01/2022									
07 45 38	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17 11 51	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 12/01/2022									
07 48 20	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17 19 21	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A

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Time	Transaction	Controller	Door/ IO Board	Card No.	Staff No.	Name	Department/ Zone	Job/ Point	Event
Date : 13/01/2022									
07:48:23	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17:06:29	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 14/01/2022									
07:41:34	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17:15:06	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 17/01/2022									
07:46:28	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17:07:53	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 18/01/2022									
07:48:07	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17:08:26	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 19/01/2022									
07:44:16	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17:05:55	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 20/01/2022									
07:50:25	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17:01:44	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 21/01/2022									
07:40:57	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17:00:22	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 24/01/2022									
07:46:12	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17:35:52	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 25/01/2022									
07:47:52	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17:14:08	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 26/01/2022									
07:47:50	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17:06:38	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 27/01/2022									
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Time	Transaction	Controller	Door/ IO Board	Card No.	Staff No.	Name	Department/ Zone	Job/ Point	Event
07:41:53	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17:31:01	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 28/01/2022									
07:47:14	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
17:38:43	(Cb) Valid Card Exit	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
Date : 31/01/2022									
07:45:03	(Ca) Valid Card Entry	CA/GF/02	ATTENDANCE	0489931243	0003	NUR SYUHADA BINTI SHAARI	PRAKTIKAL	PRAKTIKAL	N/A
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