



**UNIVERSITI TEKNOLOGI MARA FACULTY OF INFORMATION  
MANAGEMENT**

**INDUSTRIAL TRAINING REPORT:  
PEJABAT PENDIDIKAN DAERAH KOTA BHARU**

**SPECIAL PROJECT:  
CORPORATE VIDEO**

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**IM245 - BACHELOR OF SCIENCE (HONS.) INFORMATION  
SYSTEM MANAGEMENT FACULTY OF INFORMATION  
MANAGEMENT UNIVERSITI TEKNOLOGI MARA  
KELANTAN**

**1 FEBRUARY 2018 – 30 JUNE 2018**

PEJABAT PENDIDIKAN DAERAH KOTA BHARU  
15150 KOTA BHARU, KELANTAN.

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CORPORATE VIDEO

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FACULTY SUPERVISOR  
MOHD AKMAL FAIZ BIN OSMAN

REPORT SUBMITTED IN FULFILLMENT OF THE REQUIREMENT FOR  
THE INDUSTRIAL TRAINING FACULTY OF INFORMATION  
MANAGEMENT UNIVERSITI TEKNOLOGI MARA KELANTAN

1 FEBRUARY 2018 – 30 JUNE 2018

## **DECLARATION**

I hereby declare that this is my original work. I have not copied from any other student's work or from other sources. I am also declare that no part of this report has been published or submitted for publication except where due to reference or acknowledgement is made explicitly in text, nor has any part been written for me by another person. I confirm that I have read and understood the UiTM regulations with regards to plagiarism and will be penalized by the university if found guilty.

Signed by

\_\_\_\_\_  
Mohammad Syaquir bin M Rusli  
2015135395

Date of submission: 12<sup>th</sup> July 2018

## **ABSTRACT**

*Abstract: This special project based on the period from 1<sup>st</sup> February 2018 until 30<sup>th</sup> June 2018 in Information and Technology (ICT) at PPD Kota Bharu. The trainee is placed in Unit ICt under the supervision of Mr. Faizal bin MD Noor which is a Penyelia ICT. The trainee is assigned to develop a corporate video as the special project which is PPDKB Corporate Video. Basically the PPDKB Corporate Video is being considered in order to show all the staff and visitor from outside to know information about PPDKB. Before this, PPDKB doesn't have any corporate video. However, the trainee also involved with other activities and programs which each of them gave new experience and gained a lot of knowledge. Throughout the industrial training session, the trainee had improved a lot of skills such as communication skill, problem solving, self-learning, teamwork and others. The industrial training session are going well until the end of the day. The staff in Pejabat Pendidikan Daerah Kota Bharu (PPDKB) gave a very good cooperation with the trainee during the industrial training session.*

**Keywords:** *Corporate Video, PPDKB, ICT, industrial training*

## ACKNOWLEDGEMENT

The internship opportunity I had with Pejabat Pendidikan Daerah was a great chance for learning and professional development. Therefore, I consider myself as a very lucky individual as I was provided with an opportunity to be a part of it. I am also grateful for having a chance to meet so many wonderful people and professionals who led me through this internship period. To my industrial supervisor in the Information Technology department, Encik Mohd Faizal Bin MD Noor I would like to thank for his technical support and constant supervision which contributed immensely to my personal development. I also thank him for his guidance which was a remarkable force that enabled me to successfully complete the internship program. Furthermore, I want to take this opportunity to thank to my parent and also special thanks to my Academic Supervisor Mohd Akmal Faiz Bin Osman. Not forgotten to all my friends for their help and support. May Allah bless all the effort that has been through to finish the training for almost 5 months in Pejabat Pendidikan Daerah Kota Bharu. Last but not least, I want to thank my industrial training, madam Anis for giving me and my friend information for industrial training.

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## **CHAPTER 1: INTRODUCTION**

### **1.1 BACKGROUND OF THE ORGANIZATION**

This chapter describes in detail on the company that were chosen for the industrial training which is Pejabat Pendidikan Daerah. As required, 5 months were spent working here as an intern under the supervision of Mr faizal bin Md Noor. Basic information such as the company background, mission and strength explained the company history and their growth over these past few years. Besides that, this chapter also describes the products and services provided by the company

#### **1.1.1 Profile of Pejabat Pendidikan Daerah Kota Bharu**



Figure 1: PPDKB Building

**ORGANIZATION NAME :** Pejabat Pendidikan Daerah Kota Bharu

**ADDRESS :** Jalan Telipot, 15150 Kota Bharu, Kelantan

**PHONE NUMBER :** 09-7418120

**FAX NUMBER :** 09-7418122

**E-MAIL :** [www.ppdkotabharu.gov.my](http://www.ppdkotabharu.gov.my)

Pejabat Pendidikan Daerah Kota Bharu (PPDKB) is the office that manages matters related to education throughout Daerah Kota Bharu. PPDKB was located at Kota Bharu Kelantan and has been in existence since 1913. Prior to this, PPDKB only had a building and was later added to a new building adjacent to the old building. PPDKB is a local organization. The number of employees at the PPDKB which 90 people are consisting of officers and staff. The PPDKB officer was led by Haji Mohd Ezani bin Haji Awang.

There are ten (10) sector in PPDKB:

🏫 Academic Management Sector

- This unit is only handle about acedamic purposes such as performance for all shool which is primary and secondary school

🏫 School Management sector

- Handle all the school management. For example student school exchange or teacher school exchange. Next is, progam handled involve teacher and student.

🏫 Islamic education and morals sector

- Under this unit there are j= Jawi, Q= al-Quran, A= Bahasa Arab komunikasi dan F=Fardhu Ain (JQAF). Function of this unit is to handle all about Pendidikan Islam include event, Al-Quran Recite competition and intake of Pendidikan Islam teacher.

🏫 Humanitarian development sector

- This sector also known as Unit HEM or Hal Ehwal Murid. At this unit, they handle all the discipline problem for student such as bully and counseling problem.

🏫 Assessment and examination sector

- This sector is handle the result of examination such as Penilaian Menengah Rendah, Ujian Penilaian Sekolah Rendah, Sijil Pelajaran Malaysia, Sijil Tinggi Pelajaran Malaysia and MUET.

📌 Private and special education sector

- This Unit is known as Unit Pendidikan Khas. This unit handle all the disabled student. Such as school exchange and want to request for OKU membership card.

📌 Quality sector

- The original function of the Quality Assurance Sector since its inception in 2007 was the role of developing and guiding the leadership of the school towards excellence through "coaching" and "mentoring" approaches on an ongoing basis.

📌 Psychology and counseling sector

- Giving advice to the problem student and help the student who can't afford or not so good luck in giving them inspire to study and get great result

📌 Management services and development sector

- Handle all the contact services at PPD and Scool such as contractor that handle about the building related to school and PPD.

📌 Information management and ICT sector

- Manage all the data about school, teachers detail and personal information, develop system handle all the program or event related to the information technology.



Figure 2: PPDKB logo

Pejabat Pendidikan Daerah (PPD) was established in 1982. Ideas in designing logo PPD produced for ten the following year. Among other things, this logo contains three combination elements involving the characters, color and appearance. Every element that gives meaning and the meaning focused responsibilities and role of PPD/PPG in Malaysia.

#### 1.1.2

**Vision:** Quality Education, Educated People, Prosperous Country

#### 1.1.3

**Mission:** Preserving a quality education system to develop potential individuals to achieve/attain the country's aspirations.

#### 1.1.4

**Slogan:** 'PEJABAT PENDIDIKAN DAERAH KOTA BHARU PPD KOTA BHARU 'PPDKB NO 1''

#### 1.1.5

**Objectives:**

- 1) Ensure that all schools in the Daerah Kota Bharu can develop the students' physical, emotional, spiritual and intellectual well-being.
- 2) Improve professionalism among officers, principals, professors, teachers and support staff of education.
- 3) Implementing One Malaysia conceptual education activity.

## 1.2 ORGANIZATIONAL CHART STRUCTURE

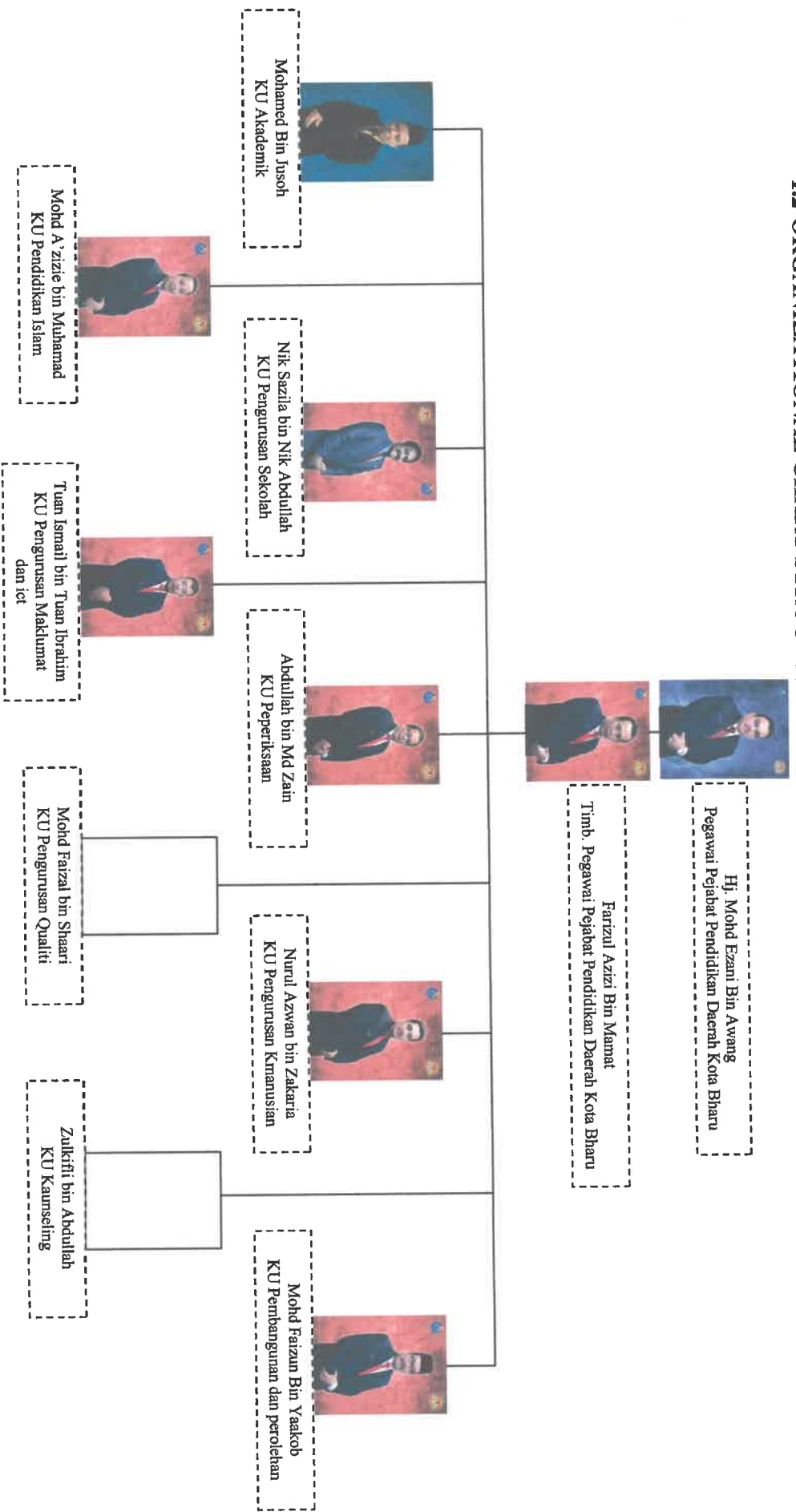


Figure 3: Organizational chart Structure

## CHAPTER 2: ORGANIZATION INFORMATION

### 2.1 Departmental Structure (Information Management and ICT Unit)



Tuan Ismail bin Tuan Ibrahim  
KU Pengurusan Maklumat  
dan ict



Mohd Faizal bin Md Noor  
Penyelia ICT

<b>Name of department</b>	Information management and ICT
<b>Company</b>	Pejabat Pendidikan Daerah Kota Bharu
<b>Operating Hour</b>	7.30 AM to 5.00 PM
<b>Address</b>	Unit ICT dan Pengurusan Maklumat Jalan Telipot, aras 4, Pejabat Pendidikan Daerah Kota Bharu 15150 Kota Bharu, Kelantan.
<b>Phone Number</b>	09-7418120

Table 1: Organization Information

### 2.2 Department Function

At this department, there is only two staff work. This is because PPD Kota Bharu is not a big organization as Jabatan Pendidikan Negeri. After a week the trainee have been at administration department, The trainee been asked to go to ICT Unit and meet Tuan Ismail bin Tuan Ibrahim, Ketua Unit Pengurusan Maklumat and ICT. He introduced the trainee to his assistant Mohd Faizal bin Md Noor, Penyelia ICT and become the trinee organization supervisor.

This department is not only about programming or networking or related to technology only. ICT department have to main role. First is information management and second is technical part. This department needs to manage information about staff at all school under PPDKB such as clerks and teachers performance mark. This department need to key in the marks given by JPN into the system. Next is all the personal information about staff and teacher.

When the the program under PPDKB is organized, ICT staff need to make sure all the speaker, lcd, and other technical part is running well.

This sector is responsible for implementing management and governance ICT (PdT) initiatives as well as providing support services to departments, PPDs and schools. A total of seven (7) core ICT services are offered to users:

- Management, maintenance and monitoring of basic education information;
- Maintenance of ICT equipment maintenance, network infrastructure and internet;
- Application system maintenance and web site maintenance;
- Application development and upgrading of application systems;
- ICT consultancy and consultancy services
- Multimedia provisioning services and presentation technical support;
- ICT culture and office automation programs



Figure 4: The Trainee Work Station

## **CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES**

### **3.1: Training Activities**

#### **3.1.1 Customer Service**

- As first day the trainee was report duty to the Executive Officer ad administration department. He put me at administration department so that the trainee can know other staff and learn how to handle administration role. The main role of admin unit is customer service. The trainee place is at reception desk. At reception desk, the trainee needs to serve customer and ask what they need. Majority of PPDKB customer is people who want to make student exchange.

Other customer is teacher from all school which is secondary school and primary school. The trainee learns so many things in customer service. The trainee can improve the trainee communication skill because the trainee needs to handle so many background of customer. At reception desk, there are many behaviors to handle and the staffs need to be patient because staff need to show to people a good role as staff at education organization. Learning how to handle student exchange application form is something new for me.

#### **3.1.2 Deal with letter**

- at first day the trainee was there, the trainee also given a task from the staff. She ask the trainee to separate the letter about the school uniform. The letter is from the school information about size, how many staff need and from which school. The trainee need to separate the letter from secondary and primary school. After that the trainee need to minute the incoming and outgoing letter in the minute sheet. From that, The trainee learn about the letterhead, reference number and the letter need to sort by top to bottom which is the latest one is in top. I also put the letter into envelop. The letters contain information about event or other information need to be sent to school. After put the letter into envelop, the trainee need to put the entire letter into school pigeon hole. The PPDKB need to watch about 150 school, secondary school 50, primary school .





Figure 5: The Trainee Table



Figure 6: Letter Stamp Machine

### **3.1.3 Phone Operator**

- in the admin department, there is a desk phone. The desk phone located at the desk that everyone can sit there. When the phone ringing, the trainee need to pick up. Usually, incoming call is from school and customer that want ask something. The trainee also need to make a phone call to all school to inform they need to pick letter at PPDKB. This task also can improve y communication skill and new experience to the trainee in dealing with public people.

### **3.1.4 Part of committee in event**

-PPDKB handles so many event and program. The first program that the trainee need to be apart is 'Perhimpunan Pagi'. My job is biro multimedia technical. The trainee need to make sure all the technical part is running well such as microphone, speaker, and LCD. The trainee also be a photographer for that program. the trainee need to play background song and handle slide show for the officer. The role is similar when handle program at university but at working place, the trainee need to be more extra careful because involve with Very Important People (VIP). Next program becoming part of committee for PTPTN program. the trainee need to be at register table. This program involve all the Penolong Kanan teacher.



Figure 7: Part of committee for registration



Figure 8: Biro Multimedia



Figure 9: As a Photographer

### 3.1.5 Photostat and Fax letter

- the trainee need to make 100 photocopy of letter and put them into envelop. Besides that, the trainee also fax letter to all school. The trainee learn how to use the fax machine and the trainee can use it without help from other staff. That is the great learning because before this the trainee never use the fax machine.



Figure 10: letter management

### 3.1.6 Outreach program

- this activity is for selecting contractor in winning tenders for contract at school. Such building preservation, painting, roof job, piping and many more. Mthe trainee as committee need to manage the contractor registration and make sure they get number for election. This activity involved more or less 10 staff from PPDKB. The process of this election is, all the contractors in Kota Bharu District need to register their name with PPD. They need to attach their contractor license. If they can fulfill the requirement, they can register for the election. After that, the contractor will be given a ping pong ball tha contain a number. Then they will put the ball into a box. After that, the ball will be pick randomly and the lucky one will be announce shown that the contractor selected.



Figure 11: Tender election



### 3.1.7 Making documentation video for Pok Soh Wayang Kulit

- the trainee organization supervisor ask the trainee to make the documentation video for Pok Soh Wayang Kulit for invitation. PPD invite him to give awareness for student and teacher. he need to give speech and show the culture of Wayang Kulit. The video duration is 3 minutes. the trainee supervisor gave the trainee all the picture and information to put in video. The trainee made the video using Movie Power Director. It takes about 1 week to finish the video because the trainee need to consult the video with mthe trainee supervisor to see that video suitable or not.



Figure 12: introduction for Pok Soh Video



Figure 13: Pok Soh Wayang Kulit

### **3.2 Special Project**

The trainee received two task in this special project. Both of it is corporate video. One video is from the trainee supervisor. He ask me to produce a video about PPDKB. Second Video is From Tuan Ismail, Ketua Unit ICT to make corporate video for Koperasi Guru Malaysia Berhad (KGMB) it take the trainee 1 month to finish the PPDKB video and one month for the KGMB video. To produce this two corporate video, the trainee follow the phases given by organization supervisor. There are three phase in this project.

At first phase, the trainee make a plan which is make a meeting with the trainee and Chief PPDKB. In the meeting, chief PPDKB briefly explain what he want to put in the video. The trainee jotted down all what chief need. In the meeting, the chief give me the duration to finished the video and ask the trainee can receive the project or not. The trainee and organization supervisor meet once a week to know the progress of the video.

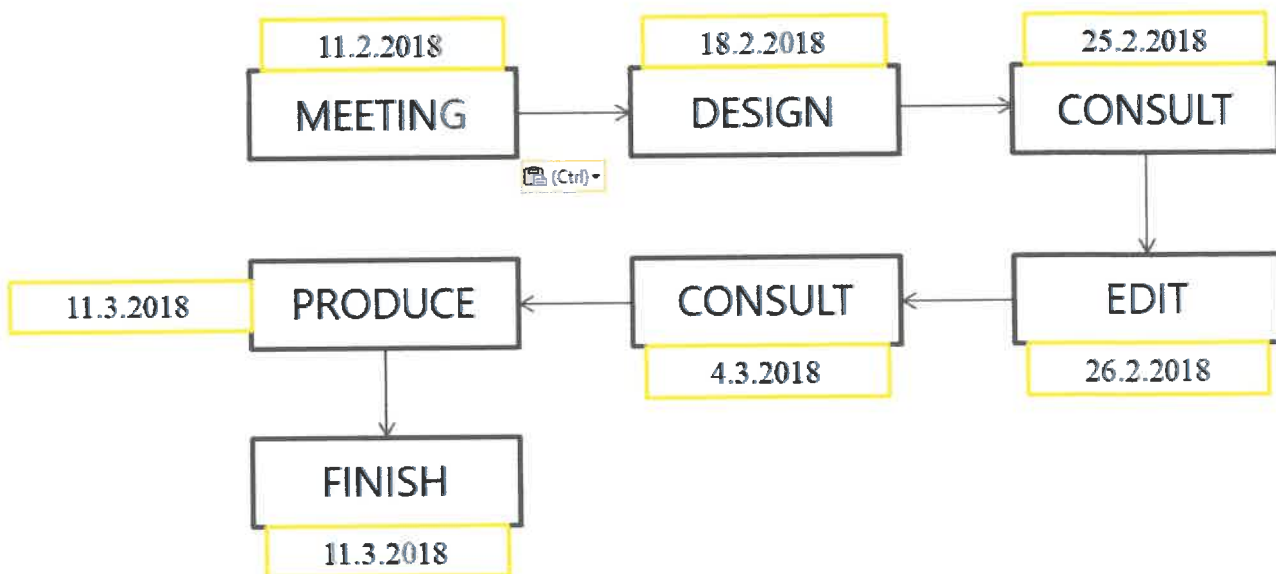
Second phase is design and get the sources and information for designing and editing. This phase only involve the trainee and supervisor. He gave all the image and information for trainee student to put into video. The trainee also discuss about the music background for the video. The music background should not be to wild or hardcore. It must be suitable with the video or image shown. After suitable image and background was selected. The trainee should sort the image follow what the chief officer want.

Third phase is produce the video. By using power director, it is easy and simple software but can give a good impact and effect for the video. When the chief executive satisfied, the trainee can continue for producing. Producing is the final step of this project. Produce time is depend on the video. How long the video will effect time taken to produce.

### 3.2.1 PPD KB Corporate Video

For the special project at the industrial training, the trainee supervisor gave the trainee a task to make PPD KB corporate video. This is because there is no video about PPD KB. In the video, there is about all the highest officer, all the information about excellent school, and all the past activities at PPD KB. This video is to show to other visitor such as visitor from PPD SABAH, or other Formal Visiting. The software that the trainee use to produce this video is Movie Power Director. All the sources is from the trainee supervisor. Such as Officer image, information about school, and PPD Logo. The other software that The trainee use is adobe Photoshop. This software help me to edit the image and crop all image that I require. The duration of the video is about 9 minutes. Below is the example of screenshot of the video.

### 3.2.2 Project Timeline





### 3.2.3 Screenshot of the Video content



Figure 14: PPDKB video introduction



Figure 15: PPDKB Building



Figure 16: Video Content



Figure 17: Video Content



Figure 18: Video Content



Figure 19: Video Content



Figure 20: Video Content

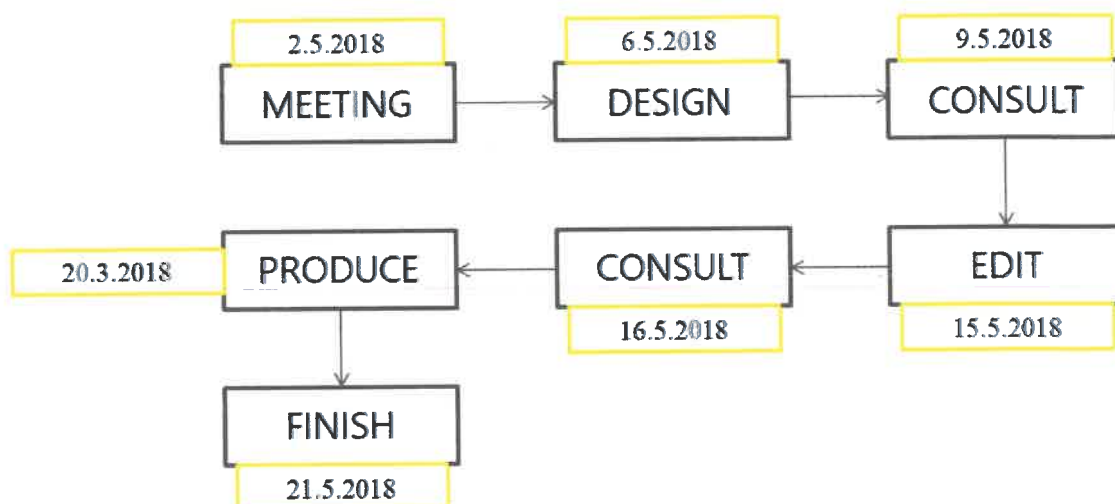


Figure 21: Video Closing

### 3.2.4 Koperasi Guru Malaysia Berhad (KGMB) Corporate video

- For the second corporate video is for Koperasi Guru Malaysia Berhad (KGMB). This video is asked by Tuan Ismail, Ketua Unit Pengurusan Maklumat dan ICT. Function of this video is same with PPD KB corporate video. This video is for the Coop Association in Malaysia. This video also produced using power director software. It takes me 1 month to finish this video because Tuan Ismail needs to consult it with the KGMB officer. The process in making of this video is same with the PPDKB Corporate video. The duration of this video is about 10 minutes. Below is the example of screenshot of the video

### 3.2.5 Project Timeline



### 3.2.6 Screenshot of KGMB video



Figure 22: Introduction KGMB video



Figure 23: Video Content

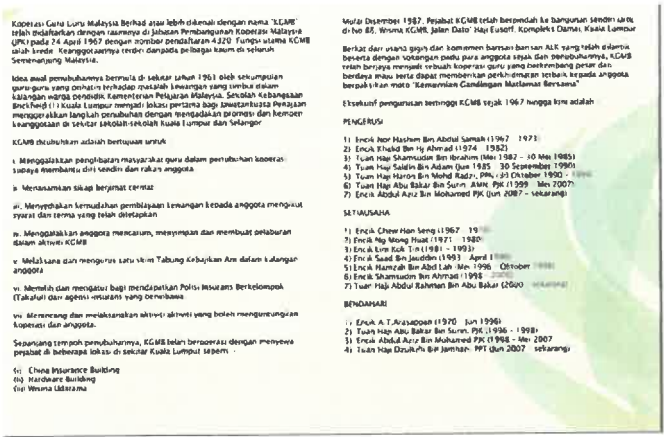


Figure 24: Video Content



Figure 25: Video Content



Figure 26: Video Content



Figure 27: Video Content



Figure 28: Video Closing

## **Chapter 4: CONCLUSION**

### **4.1 Application of knowledge, skill and experience**

Many thanks are extended to Pejabat Pendidikan Daerah Kota Bharu for allowing the trainee to undertake their industrial training with them, and to the use the details of the projects the was involved in for inclusion in this report.

In conclusion, the most significant part of the trainee industrial training is that the trainee was be able to experience variety of tasks and learned more about IT real work environment during the industrial training at Pejabat Pendidikan Daerah Kota Bharu. The whole training period was very interesting, instructive and challenging. Through this training the was able to gain new insights and more comprehensive understanding about the real industry working environment and practice.

The five month placement also has provided me the opportunities to develop and improve the soft and functional skills. All of this value able experience and knowledge that the trainee have gained were not only acquired through the direct involvement in task given but also through other aspect of the training such as work observation and interaction with colleagues also with officemate. From what the trainee have undergone, the trainee hundred percent agree that the industrial training program have achieve its entire primary objective. It's also the best ways to prepare student in facing the real working life. As a result of the program now the trainee more confident to enter the employment world and build the trainee future career.



#### **4.2 Personal thoughts and opinion**

At the first time the trainee arrive for report duty at Pejabat Pendidikan Daerah Kota Bharu, the environment have positive vibe. It's not a big organization, but have a big role in term of education for all people. This is because PPDKB is need to manage all school under Kota Bharu district. In the government organization, the staff is very helpful and really nice to the trainee. The relationship between staffs and the trainee is very positive. They really take care of the trainee and teach lesson. The trainee supervisor is very helpful and gives experience to become like him. Top management also friendly and always treat the trainee for food. They also like to make a joke and very helpful. They also easy to reached because their office is near admin department. The trainee gain many experience in different field of task. But it can be improve and be more efficient.

#### **4.3 Lesson learnt**

The trainee has learnt to be more discipline, punctual, and has improve in communication skills. When the trainee become a part of staff at organization, the trainee should follow the rule set by the organization. At organization, the tranee should be punctual because it have punch card machine. So that the trainee can't arrive late and follow organization operating hour. The big experience is the trainee cans iprove communication skill because PPDKB is about dealing with people from different rank. Being in working surrounding, the trainee has learnt how to commit with time, multiple tasks. Even the trainee not into main course, but the trainee gain more experience n term of management and communication skill.

#### **4.4 Limitation and Recommendation**

##### **4.4.1 Limitation**

As the small organization, the limitation is budget. The organization cannot provide the proper place or computer lab to the trainee because ICT unit not only focus for ICT. The ICT staff need to manage information and data also. Because of the small unit, organization don't need many ICT staff. So, it's very many task to perform. And the trainee need to back up them become not only technical stuff, but also information management. ICT room also not like big organization. The staff only provided out dated computer. The trainee and staff need to use their own laptop. The organization also doesn't provide the allowance to the trainee.

##### **4.4.2 Recommendation**

Organization should hire more IT staff and the staff needs to be professional and focus only for ICT task. Organization also need to provide the computer lab for the trainee to finish the task related to digital or ICT task. Next is organization should provide the allowance for the trainee. Last but not least, ICT unit need to re-schedule their activity and make it more efficient.

## **REFERENCES**

(n.d.). Retrieved from <http://upippdkb.blogspot.com/?m=1>

Web ICT PPD Kota Bharu. (n.d.). Retrieved from <http://ictppdkb.blogspot.com/>

# **APPENDICES**

# PHOTOCOPY OF LOG BOOK

# INSTRUCTIONS

- 1) This book is issued to you to record your assignments and activities during industrial training.
- 2) All entries must be regularly recorded by trainee and initiated by the Supervisor.
- 3) All entries are made in ink, except sketches.
- 4) The book must be handed to your Industrial Training Coordinator upon completion of attachment.

## PERSONAL DETAIL

1. Name : Muhammad Syarif Bin Rusli
2. Student ID : 2015155395
3. Programme : INFORMATION SYSTEM MANAGEMENT
4. Semester : 7
5. Home Address : \_\_\_\_\_
6. Tel No (HP) : 012-9297 696
7. Email : mahdsyarif@gmail.com

## ORGANISATION INFORMATION

1. Full Name & Address : \_\_\_\_\_
2. Department : \_\_\_\_\_
3. Supervisor : \_\_\_\_\_
4. Position : \_\_\_\_\_
5. Tel : \_\_\_\_\_ HP : \_\_\_\_\_
6. Email : \_\_\_\_\_

## FOR OFFICE ONLY

Remarks :

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DATE: 1/2/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
8.00 lapor diri	
- Duduk pentadbiran	
11.30 - jumpa pegawai pentadbiran en abd Halim bin Abd <del>Halim</del> <sup>Kahar</sup>	
11.45 - duduk di pentadbiran	
12.15 - menaip dan print Tett namey pegawai dan tetamu	
1-2pm - Rehat	
- Asingkan Dokumen Sekolah menengah dan rendah	
4/2/2018	
8.00 am - punch in	
- masukkan surat dalam file	
11.00 am - call all the school that has not send the BSKG document.	
1.20 pm - lunch time	
3.30 pm - discuss with MR Faizal about the project	

u

DATE: 5/2/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.50 - punch in	
10.00 - open envelop	
12. pm - reception counter	
7.30 pm - lift file	
6/2/2018	
8. am - 11. am	
.. register table at BTPM	
.. at penyertaan cthpca with En. Zizie	
2.30 pm - fold letters and put inside the envelop	
7. 2. 2018	
8. am - register table of BTPM	
11. am	
2.30 pm - go to ICT room	
3 pm - call to the school for taking memo of PPD	



DATE : \_\_\_\_\_

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
8/2/2018	
12 pm - Discussion about project vid corporat. with su En. Hafiz Faizal	
10/2/2018 - insert letter into pegem hole	
- Briefly about corporate video with en. faizal	
- making and susun bahan untuk buat video	
13/2/2018 - meeting and consult video with su	
- make certificate template for En. merzi (pengurusan perkhidmatan)	
14/2/2018 / - consult video	
- call all school	
- put letter	
19/2/2018 - rehearsal perkhidmatan	
Bukit Mertajam	

DATE : \_\_\_\_\_

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
20/2/ - penghimpunan Bulanan / Biro multimedia	
21/2/ - Help En Nik	
25/2/2018 - put letter in envelop - fill interview form for Kaknah's daughter	
26/2/2018 - Register for contractor tender at JPM	
27/2/2018 - make school transfer form to school	
28/2/2018 - consult new ideas for new event with su - put letter to esah	
11/3/2018 - Buat pergerakan gaji	
11/3/2018 - BIRU MULTIMEDIA FOR PPD SABAH. URSISTING	
12/3/2018 - urustian penitohagan memo	
14/3/2018 - minute letter - school exchange	

DATE : \_\_\_\_\_

EXTRACT NATURE OF WORK DONE	SUPERV REMARKS
15/3/2018 - MINUTE LETTER FOR KAK MA	
18/3/2018 - MINUTE LETTER FOR KAK MA	
19/3/2018 - HANDLE INCOMING PHONE CALL	
20/3/2018 - LEARN HOW TO MAKE SCHOOL EXCHANGE	
21/3/2018 - SET UP TECHNICAL BOARD, IN MEETING HALL	
25/3 - CONSULT ABOUT CORPORATE VIDEO WITH HUAN WEY.	
26/3 - FOL LETTER AND RECORD SCHOOL TRANSFER	
27/3 - CONSULT WITH HUAN ISMAIL ABOUT VIDEO	

DATE: 29/3/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- For letter to JPN	
- STUDENT SCHOOL EXCHANGE	

DATE: 1/4/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
BIRD MULTIMEDIA PROGRAM	
'PENANGBARRASAN FASILUNAS" PPD	
PERANG TO PPO EB	
MAKE STUDENT SCHOOL EXCHANGE	

DATE: 2/4/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
MINUTE LETTER - MANAGE LETTER	
FOR INITIATIVE PROGRAM UNDER	
QTP	
MANAGE STUDENT SCHOOL EXCHANGE	
WWW	
= UNIMAS =	

DATE: 3/9/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
STUDENT SCHOOL EXCHANGE	
PHOTOSTAT DOCUMENT	
SEND LETTER TO ENCIK AZMAN	



DATE: 4/4/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
TECHNICIAN FOR 'TAKLIMAT' STAFF	
STUDENT SCHOOL EXCHANGE	



DATE : 5/4/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
STUDENT SCHOOL EXCHANGE	
MAKING VIDEO	

DATE: 8/4/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
STUDENT SCHOOL EXCHANGE	
CONSULT VIDEO KQSM WITH MARY ISMAIL	



DATE: 9/4/2014

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
. Evaluation ABOUT K4MB VIDEO WITH	
GROUP KEMERDEHAAN C/P	
SCHOOL EXCHANGE	
CALL SCHOOL FOR MEMO	

DATE : 10/4/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
School exchange	
Remove virus for hard disk	
in pendrive	

DATE: 11/4/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
FIRST LETTER	
<del>SALES EXCHANGE AT RECEPTIONIST</del>	
RECEPTION desk for customer services	

DATE: 12/4/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
FAX letter to all school for work insert to the student	

!

DATE: 15/4/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
HANDLE incoming phone calls	
Fax letter to school	
Photostat the letter	

DATE: 16/4/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
KEY IN DATA FOR PAYMENT RECEIPT	
COUNT money FOR "JUMBANGAN HARI GURU"	



DATE: 17/4/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
School exchange	
Key in money	
Recover pendrive infected virus	

DATE: 18/4/2016

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
MAKE SCHOOL EXCHANGE FOR STAFF	
HANDLE PHONE CALL	
SORT LETTER FOR STAFF	

DATE: 19/4/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
SCHOOL EXCHANGE AT RECEPTIONIST DESK	
INSERT LETTER INTO SCHOOLS REGION FILE	
HANDLE INCOMING PHONE CALL	

DATE: 22/4/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
UPDATE CHECKLIST FOR 1944000000	
PERATHINMANTAN CEMERLANG FOR	
ALL SCHOOL IN PPD KB	

DATE: 23/4/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
UPDATE CHECKLIST FOR AMUGER 74	
PERKHIDMATAN CEMERLANG	
FOR ALL SCHOOL IN PPD KB	
FAX LETTER PER SCHOOL	



DATE : 24/9/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
make school exchange	
setup LCD projector and speaker for meeting	
making call to all school to ask for taking letter	

DATE: 25/4/2015

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
put letter for call school in pegelion hole	
minute letter for boss EZANI	
set up projector and LCD for meeting	

✓

DATE: 26/4/2018


EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
school exchange	
sort listname per APC	
Handle incoming phone call	



DATE: 29/4/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
school exchange process	
techniques for meeting	

DATE: 30/4/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
fax letter	
school exchange	
sort paper (letter)	

DATE: 2/5/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
sched exchange at receptionist counter	
DISTRIBUTE MANIFESTO to school	
HANDLE incoming Pen call	

DATE : 3/5/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
SCHOOL EXCHANGE	
TECHNICIAN FOR MEETING ( LCD, LADTOR)	

DATE: 6/5/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
SCHOOL EXCHANGE	
PENJAJAR NAME FOR ENCIK HANAPI	



DATE: 7/5/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
PRINT "APC" CERTIFICATE FOR EO	
SCHOOL EXCHANGE AT RECEPTION	
KEY IN DATA FOR EN. NIF SAGILA	

DATE : 8/5/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
STUDENT EXCHANGE AT RECEPTION	
FAX LETTER FOR ALL SCHOOL	
TYPE THE TENTATIF FOR EN: AZWAWY	

DATE: 17/5/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
School exchange for at reception <del>table</del> desk	
Help other practical student make system.	



DATE: 15/5/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
school exchange at receptionist	
SORT NAME FOR 'APC'	
MAKE HEAP IDTA TO MAKE SYSTEM	



DATE: 16/5/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
school exchange	
FAX letter to school	
visiting supervisor visit at PPO	
make adjustment about KGBR video with tuan ismail	

DATE : 17/8/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
make school exchange	
Fix letter to all school	
Give letter for invitation for APC	

DATE: 20/5/2015

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
school exchange at receptionist desk	
Give APC letter invitation for APC	

DATE: 21/5/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
school exchange at receptionist desk	
<del>so</del> Paste name to the certificate envelop	
Pick up phone	



DATE: 22/5/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
school exchange	
handle incoming call	
sort APC certificate	

DATE: 23/5/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
handle incoming phone call	
fax letter to all secondary school	
school exchange	
mail merge for kate mly	

DATE 24/8/2018 (KHAMIS)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
SCHOOL EXCHANGE AT RECEPTIONIST	
SUBMIT VIDEO TO HUNY KMAIL	



DATE: 27/5/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
SCHOOL EXCHANGE AT RECEPTIONIST DESK	
SORT LETTER FOR EAK MIRA	
HANDLE SCHOOL EXCHANGE THAT HAVE DISCIPLINE PROBLEM.	

DATE: 28/6/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
FAX LETTER FOR PUL SCHOOL	
FOLD LETTER AND INSERT IT INTO	
THE SCHOOL PIGEON HOLE	
MAKE SCHOOL EXCHANGE	

DATE: 29/5/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>CUTI WESPA</p>	

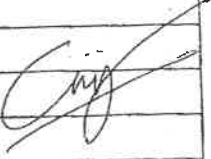
**PRACTICAL TRAINING  
LOG BOOK**



DATE : 30/5/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
BIRD MULTIMEDIA FOR PROGRAM	
SEM DIALOG SESI 2	
SCHOOL EXCHANGE	
SORT LETTER FOR KAF MIRA	

DATE: 21/8/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
CALL SCHOOL ASK TO SEND THE LETTER	
SCHOOL EXCHANGE	

DATE: 4/6/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
SCHOOL EXCHANGE	
HANDLE INCOMING PHONE CALL	
ACCEPT INCOMING LETTER	

DATE: 5/6/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
SCHOOL EXCHANGE	
HANDLE INCOMING PHONE CALL	
CUSTOMER SERVICE	

DATE: 8/6/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
INSERT LETTER INTO SCHOOL'S REGION FILE	
AFFORSTATE	
SCHOOL EXCHANGE	
CALL SCHOOL TO <sup>SUBMIT</sup> <del>SEND</del> THE LETTER	
TO PPD	



DATE : 7/6/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
SCHOOL EXCHANGE	
SEND LETTER FOR	

DATE: 10/6/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
POST LETTER TO ALL SECONDARY SCHOOL	
SCHOOL EXCHANGE	
ALTERNATE LETTER	

DATE: 11/6/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
SCHOOL EXCHANGE	
FAX LETTER	
MAKE PHONE CALL	
HANDLE INCOMING / OUTGOING PHONECALL	
MIRING LETTER	

DATE: 12/6/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
MAKE A PHONE CALL	
HANDLE INCOMING EMAIL FROM CUSTOMER	
PHOTOSTAT LETTER	

DATE: 13/6/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
STUDENT SCHOOL EXCHANGE	
MINUTE LETTER FOR PAR NA	
<del>RE</del> MAKE REPORT IN SOFT COPY	



DATE: 14/6/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
HANDLE INCOMING PHONE CALL	
HALF DAY DUE TO AIDILFITRI	

DATE: 19/6/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
MAKE A PHONE CALL TO SCHOOL	
INFORM TO PICK UP A LETTER	
FAX LETTER TO SCHOOL	
HANDLE INCOMING PHONE CALL	

DATE: 20/6/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
SCHOOL EXCHANGE	
FIX LITTER	
HANDLE INCOMING PHONE CALL	



DATE: 21/6/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
PAY LETTER TO SCHOOL	
<del>ADVICE AL</del>	
SCHOOL EXCHANGE	

DATE: 24/6/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
MAKE PHONE CALL TO SCHOOL TO PICK LETTER AT PPO	
HANDLE INCOMING PHONE CALL	
HANDLE SCHOOL EXCHANGE AT COMPUTER	

DATE : 25/6/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
CALL SCHOOL TO PICK A LETTER	
FAX LETTER TO SCHOOL	
MINUTE LETTER	
SCHOOL EXCHANGE	

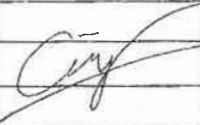
DATE: 26/6/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
TECHNICIAN FOR "PSU" MGG1179	
CALL SCHOOL TO PICK THE PAPER	
SCHOOL EXCHANGE	

DATE: 27/6/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
STUDENT EXCHANGE	
PHONE CALL (incoming)	
FAX LETTER	

DATE: 28/7/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
STUDENT EXCHANGE	
HANDLE incoming phone call	

# PHOTOCOPY OF PUNCH CARD

# KERAJAAN MALAYSIA

A No. **3**

NAMA:

BAHAGIAN:

**WP 2**

**MOHAMMAD SYAQIR BIN M. RUSLI**

**PRAKTIKUM**

BULAN: **FEBRUARI 2018**

TARIKH	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1				815:32		
2						
3						
4	807:55			817:03		
5	807:54			817:02		
6	807:31			817:00		
7	807:32			817:02		
8	807:45					
9						
10						
11	807:50			817:00		
12	807:50			817:01		
13	807:57			817:01		
14	807:50			817:01		
15	807:50			815:31		

## AMARAN

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.

# KERAJAAN MALAYSIA

B No. **3**

NAMA:

BAHAGIAN:

**WP 2**

**MOHAMMAD SYAQIR BIN M. RUSLI**

**PRAKTIKUM**

BULAN: **FEBRUARI 2018**

TARIKH	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16						
17						
18						
19	807:50			817:00		
20	807:46			817:02		
21	807:53			817:04		
22	807:50			815:30		
23						
24						
25	807:52			817:01		
26	807:50			817:00		
27	807:52			817:00		
28	807:50			817:00		
29						
30						
31						

PNMB.TR.

## AMARAN

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.



# KERAJAAN MALAYSIA

A No. **3**

NAMA:

BAHAGIAN:

**2**

**MOHD SYAQIR BIN M. RUSLI**

**PRAKTIKUM**

**MAC 2018**

BULAN:

TARIKH	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1	0754			15:33		
2						
3						
4	0753			17:01		
5	0751			17:00		
6	0748			17:01		
7	0754			17:02		
8	0751			15:29 15:32		
9						
10						
11	0747			17:02		
12	0750			17:00		
13	0751			17:01		
14	0758			17:00		
15	0751			15:30		

## AMARAN

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatasertib ke atasnya.

# KERAJAAN MALAYSIA

B No. **3**

NAMA:

BAHAGIAN:

**2**

**MOHD SYAQIR BIN M. RUSLI**

**PRAKTIKUM**

**MAC 2018**

BULAN:

TARIKH	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16						
17						
18	0754			17:04		
19	0750			17:02		
20	0752			17:03		
21	0751			17:01		
22	0746			15:36		
23						
24						
25	0753			17:04		
26	0753			17:05		
27	0737			17:04		
28	0759			17:03		
29	0753			15:33		
30						
31						

PNMB, TR.

## AMARAN

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatasertib ke atasnya.

# KERAJAAN MALAYSIA

A No. **4**

NAMA:

BAHAGIAN:

**2**

**MOHD SYAQIR BIN M. RUSLI**

**PRAKTIKUM**

**APRIL 2018**

BULAN: .....

TARIKH	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1	80752			817:04		
2	80757			817:00		
3	80747			817:00		
4	80745			817:00		
5	80754			817:05		
6	80753			815:39		
7						
8	80754			817:00		
9	80754			817:02		
10	80755			817:00		
11	80755			817:02		
12	80753			815:37		
13						
14						
15	80754			817:04		

## AMARAN

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.

# KERAJAAN MALAYSIA

B No. **4**

NAMA:

BAHAGIAN:

**2**

**MOHD SYAQIR BIN M. RUSLI**

**PRAKTIKUM**

**APRIL 2018**

BULAN: .....

TARIKH	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16				817:00		
17	80750			817:04		
18	80755			817:00		
19	80740			815:35		
20						
21						
22	80750			817:00		
23	80755			817:13		
24	80752			817:01		
25	80754			817:01		
26	80731			815:48		
27						
28						
29	80747			817:00		
30	80754			817:01		
31						

PNMB.TR.

## AMARAN

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.

# KERAJAAN MALAYSIA

## KERAJAAN MALAYSIA

B No. **3**

NAMA:

A No. **3**

NAMA:

BAHAGIAN:

**2**

BAHAGIAN:

**2**

MOHD SYAQIR BIN M. RUSLI

MOHD SYAQIR BIN M. RUSLI

PRAKTIKUM

PRAKTIKUM

BULAN: **MEI 2018**

BULAN:

MEI 2018

BULAN: MEI 2018

TARIKH	MASUK		KELUAR		KENYATAAN	TARIKH	MASUK		KELUAR		KENYATAAN	T/T KETUA
	MASUK	KELUAR	MASUK	KELUAR			MASUK	KELUAR				
						16	00721			017:04		
						17	00750			015:01		
1						18						
2	00756			017:01		19						
3	00749			015:34		20	00722		016:12	010:00		
4						21	00725			016:01		
5						22	00727			016:00		
6	00750			017:03		23	00728			016:30		
7	00749			017:03		24	00724			015:14		
8	00754			017:03		25						
9						26						
10						27	00737			016:02		
11						28	00720			016:00		
12						29						
13						30	00721			016:00		
14	00750			017:01		31	00717			014:30		
15	00751			017:00								

PNMB, TR.

### AMARAN

### AMARAN

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.

# KERAJAAN MALAYSIA

B No. **3**

NAMA:

BAHAGIAN:

**2**

MOHD SYAQIR BIN M. RUSLI

PRAKTIKUM

BULAN: JUN 2018

TARIKH	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16						
17						
18						
19	8:07:28			8:17:00		
20	8:07:32			8:17:00		
21	8:07:48			8:15:33		
22						
23						
24	8:07:47			8:17:00		
25	8:07:48			8:17:00		
26	8:07:44			8:17:00		
27	8:07:50			8:17:03		
28	8:08:10			8:15:35		
29						
30						
31						

PNMB.TR.

## AMARAN

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.

# KERAJAAN MALAYSIA

A No. **3**

NAMA:

BAHAGIAN:

**2**

MOHD SYAQIR BIN M. RUSLI

PRAKTIKUM

BULAN: JUN 2018

TARIKH	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1						
2						
3						
4	8:07:25			8:16:33		
5	8:07:28			8:16:04		
6	8:07:15			8:16:01		
7	8:07:15			8:14:33		
8						
9						
10	8:07:16			8:16:07		
11	8:07:18			8:16:00		
12	8:07:16			8:16:05		
13	8:07:24			8:16:05		
14	8:07:21			8:13:00		
15						

## AMARAN

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.