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**STUDIES**



**THE IMPACTS OF THE DIVISION OF TASKS AMONG STAFF**  
**IN THE FOREST DEPARTMENT SARAWAK**

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**JANUARY 2024**

## ABSTRACT

*The research is about The Impact of the Division of Tasks Among Staff in the Forest Department Sarawak. The objectives of this research are to identify the division of tasks the staff, to determine the division of tasks as well as the mission and vision of the Forest Department Sarawak and to determine the relationship between the impacts and the division of tasks among the Forest Department Sarawak's staff. In this research, there were about 201 respondents that have to be selected as sample size based on Krejcie and Morgan (1970) table. Convenience sampling was used when selected the 201 respondents in the Forest Department Sarawak. However, there were only 141 respondents that have completed the questionnaire within the period of time given. The respondents were required to complete a set of questionnaire paper which consist of 24 questions include four (4) demographic section. The researcher used Descriptive statistic, Cronbach's Alpha, Independent Samples Test and Pearson Correlation in order to analyse data that is gather by using Statistical Package for Social Science (SPSS) version 26.0.*

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## CHAPTER 1

### INTRODUCTION

#### 1.1 Introduction

This chapter focuses on the impacts of the division of tasks among staff in Forest Department Sarawak. The presentation of this chapter begins with the introduction, problem statement, research questions, research objectives, scope of study and significance of the research. By the end of this chapter, the researcher will explain the definition of key terms used in this study. The primary goal of this study is to determine and clarify the division of tasks among staff in organization nowadays.

Division, also known as delegation is referring to handing task over to another person to complete them. It is one of the responsibilities of every Head of Department or the employer to divide the tasks so that every staff does their fair share towards a common goal. In every organization or department, a good employer or the Head of Department must divide the tasks among their staff. Without dividing the tasks among the staff will end up stressed out because there are too much on their plates.

Many people think that dividing up tasks among the staff might seem like a simple task. But it is actually more complicated than what people think. The employer or the Head of Department are required to divide the tasks among their staff fairly so that they can reach a larger goal, both in and outside of the workplace. Besides, the employer or the Head of Department must know that every staff has different strengths, weakness, abilities, goals and commitments.

When it comes to the division of task among the staff, fairness can become complicated. The word fairness is referring to the impartial and just treatment or behaviour without favouritism or discrimination. It is become complicated because many people think that division of tasks fairly means every staff must be doing the same tasks and doing the same number of tasks. Nevertheless, they have to remember that the primary goal of dividing the tasks fairly among the staff is to enable the staff contribute in a meaningful way without feeling overburdened or too stressed out.

## CHAPTER 2

### LITERATURE REVIEW & CONCEPTUAL FRAMEWORK

#### 2.1 Literature Review

According to Abifarin (2008), the division of labour which is also known as the division of tasks has been described as a process whereby a single operation is split or divided into many parts and different individuals or group concentrate on the performance of each part, in such a manner that the entire operation is completed much more quickly, efficiently and conveniently than if one person alone had performed the whole operation from beginning to end. The division of tasks nowadays not only exists on the government sector, but also it also exists in the private sector. This can be proven when Littek (2001) has mentioned that the division of labour is not just limited to factories and business. It also exists in our homes, schools and government. This means that, the division of tasks is not only in the organization, but it is also can exists everywhere. Before dividing the tasks, the employer or the Head of Division must know what is the problems faced by his or her staff. Either they happy with the tasks given, or either they are be able to complete the tasks given in the period of time based on their workload and so on.

##### 2.1.1 Division of Tasks

Division of tasks also known as division of works can be defined as dividing the whole task into its components and assigning a specific task to a specific employee so that the given task can be done in the most efficient way. In the other word, division of tasks is splitting up the tasks then assigning them to the staff. For our information, this division of tasks is the responsibility of the Head of Department in an organization.

As we all know, the division of tasks in every organization is vital no matter whether in a private or public sector. This is because dividing the tasks can help the staff to complete the tasks more easily, faster and effectively. Not only that, it also can avoid the staff from being stressed and burnout, hence increasing their productivity. When their productivity increases, the organization's productivity also indirectly will be increased, thus the objectives of the organization can be achieved.