**NOMBOR TELEFON**

**KETUA BAHAGIAN / UNIT DI BAWAH**

**JABATAN PENTADBIRAN DAN PERKHIDMATAN-PERKHIDMATAN**

**KEMENTERIAN PENDIDIKAN**

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| **BAHAGIAN/UNIT** | **KOD** | **NAMA KETUA** | **TELEFON** | **FAX** |
| **PEJABAT PENGARAH*****Director of Administration and Services Office*** | DA | Ramlee bin Haji JamudinPengarah [DA]Asmah binti Durahim [Kerani Sulit] | 2380812 / 2380765Ext 2202 | 2381135 |
| UNIT SEKRETARIAT*Secretariat Unit* | DAO | Norhasinah binti Siadi | 2384037 | 2381135 |
| LEMBAGA PERKHIDMATAN GURU*Board of Teachers Service* | LPG | Zamrani bin Haji Mohd Yasin | 2380614 | 2381135 |

**KEWANGAN**

**UNIT PERKHIDMATAN KEWANGAN DAN PERBEKALAN**

***FINANCE***

***ACCOUNTING AND PROVISIONS UNIT***

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| **BAHAGIAN/UNIT** | **KOD** | **NAMA KETUA** | **TELEFON** | **FAX** |
| **PENOLONG PENGARAH (KEWANGAN)*****Assistant Director (Finance)*** | **PP(MAW)** | Siti Ramonna binti Haji Zainal Abidin | 2381828 / EXT 2112 (Unit Sekretariat) | - |
| SUB-UNIT PERKHIDMATAN KEWANGAN DAN PERBEKALAN*Accounting and Provisions Sub-Unit* | **MAW1** | Hajah Nani Fadzlina binti Haji Tamin | 2384270 | - |
| SUB -UNIT BELANJAWAN DAN PEMANTAUAN*Budget and Monitoring Sub-Unit* | **AWBP** | Dk Errni Riana binti Pg Yakob | Ext 2016 | - |
| SUB-UNIT PEMBELIAN DAN PERBEKALAN*Provision and Purchase Sub-Unit* | **AWP** | Hajah Jawayah binti Haji Batang | 2380640 / EXT 1103 | 2381034 |
| SUB-UNIT GAJI BULAN*Monthly Emolument Sub-Unit* | **AWB** | Rahman Ahmad bin Haji Ismail | 2384275 / 2384272 / EXT 2107 / 2108 | 2381006 |
| SUB-UNIT BAUCER*Voucher Sub-Unit* | **AWC** | Ayuni Khairunnisa binti Awang Haji Ismail | EXT 2103 / 2111 | 2381006 |
| SUB-UNIT TUNAI DAN HASIL*Cash and Revenue Sub-Unit* | **AWT** | Dk Errni Riana binti Pg Yakob |  2381032 / EXT 2105 | 2381006 |
| SUB-UNIT GAJI HARI*Daily Emolument Sub-Unit* | **AWH** | Zulika binti Zaini | 2381028 / EXT 2104 | 2381006 |
| SUB-UNIT TAWARAN & SEBUTHARGA*Tender and Quotation Sub-Unit* | **AWS** | Norazimah binti Haji Ramlee | 2380695 / EXT 1100 | 2381034 |

**KORPORAT**

**UNIT PERKHIDMATAN PERSONNEL & UNIT PENGURUSAN DAN PERKEMBANGAN**

***CORPORATE***

***PERSONNEL SERVICES AND MANAGEMENT AND DEVELOPMENT UNIT***

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| **BAHAGIAN/UNIT** | **KOD** | **NAMA KETUA** | **TELEFON** | **FAX** |
| **PENOLONG PENGARAH (KORPORAT)*****Assistant Director (Corporate)*** | **PP(K)** | Normasitirena binti Haji Suhaini | 2381452 / EXT 3100 | 2380842 |
| UNIT PERKHIDMATAN PERSONNEL*Personnel Services Unit* | **AP** | Haji Muhammad Husaini bin Pehin Penyurat Haji Ahmad | 2380886 | - |
| SUB-UNIT PERJAWATAN*Establishment Sub-Unit* | **APP** | Abdul Aziz bin Haji Taha | 2380611 / 2382877 / EXT 3004 / 3005 | 2230625 |
| SUB-UNIT PERSARAN DAN KONTRAK*Pension and Contract Sub-Unit* | **APS** | Hajah Zaliha binti Duraman | 2380874 / 2383743 / EXT 4005 | 2380552 |
| SUB-UNIT GEMs*GEMs Sub-Unit* | **APG** | Dayangku Norfadilah binti Pengiran Mohamed | Ext 4000/4001 |  |
| SUB-UNIT KEANGGOTAN DAN PENGIKLANAN*Recruitment and Advertisement Sub-Unit* | **APK** | Norlailawaty binti Haji Matdaud | 2381634 / 2380450  | 2380450 |
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| UNIT PENGURUSAN DAN PERKEMBANGAN*Management and Development Unit* | **AU** | Haji Mohd Rizal bin Haji Zainal Abidin | EXT 2316 | 2382153 |
| SUB-UNIT PENGURUSAN KAKITANGAN BANTU*Support Staff Management Sub-Unit* | **AUB** | Abang Ahmad Rusydii bin Morshidi | 2383357/2383356 | - |
| SUB-UNIT PERKEMBANGAN STRATEGIK*Strategic Development Sub-Unit* | **AUS** | Hajah Nur Amalina binti Haji Sidik | 2382153 | 2382153 |
| SUB-UNIT PEMBANGUNAN SUMBER MANUSIA*Human Resource Development Sub-Unit* | **AUM** | Muhammad Khairul Anwar bin Haji Yunus | 2382170 | 2382153 |
| SUB-UNIT TATATERTIB*Disciplinary Sub-Unit* | **AUT** | Awang Abd Aziz bin Haji Tengah | 2383319 | 2383320 |
| SUB-UNIT PENTADBIRAN AM*General Administration Sub-Unit* | **AUP** | Bahrin bin Baha | 2383357 | - |

**PENGANGKUTAN DAN PERMAKANAN**

**UNIT KENDERAAN DAN PENGANGKUTAN & UNIT PERKHIDMATAN PERMAKANAN DAN ASRAMA**

***TRANSPORTATION AND FOOD SERVICE***

***TRANSPORTATION, FOOD SERVICE AND HOSTEL UNIT***

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| **BAHAGIAN/UNIT** | **KOD** | **NAMA KETUA** | **TELEFON** | **FAX** |
| **PENOLONG PENGARAH (PENGANGKUTAN DAN PERMAKANAN)****Assistant Director*****(Transportation and Food Service)*** | **PP(TM)** | Ariffin @ Abdullah bin Deng | 2233465 | 2233514 |
| UNIT KENDERAAN DAN PENGANGKUTAN*Transportation Unit* | **AT** | Ariffin @ Abdullah bin Deng |
| SUB-UNIT PERKHIDMATAN BAS SEKOLAH*School Bus Services Sub-Unit* | **ATB** | Mohd Ghani Firdaus bin Yamat |
| SUB UNIT KEWANGAN*Finance Sub-Unit* | **ATT** | Zulhilmi bin Asli |
| SUB-UNIT PENTADBIRAN *Administration Sub-Unit* | **ATA** | Zulhilmi bin Asli |
| SUB-UNIT PERKHIDMATAN BOT TEMUAI*Boat Services Sub-Unit* | **ATP** | Zulhilmi bin Asli |
| SUB-UNIT KENDERAAN BG*BG Transport Sub-Unit* | **ATK** | Mohd Ghani Firdaus bin Yamat |
| CAWANGAN TUTONG*Tutong Branch* | **-** | - | 4260893 | 4260892 |
| CAWANGAN BELAIT*Belait Branch* | **-** | Haji Masri bin Haji Lahid | 3330397 | 330392 |
| CAWANGAN TEMBURONG*Temburong Branch* | **-** | Mohd Ghani Firdaus bin Yamat | 5221340 | 5220012 |
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| UNIT PERKHIDMATAN PERMAKANAN DAN ASRAMA*Food Services and Hostel Unit* | **AM** | Hj Mohd Bazil Nabil Fakhri bin Abdullah Lumpoh | 2330080 / 2330735 | 2332551 / 2330745 |
| SUB-UNIT KANTIN*Canteen Sub-Unit* | **AMK** | Surayati binti Haji Abdul Samat | 2330080 |
| SUB-UNIT PENTADBIRAN *Administration Sub-Unit* | **AMT** | Hj Mohd Bazil Nabil Fakhri bin Abdullah Lumpoh | 2330080 |
| SUB-UNIT RANCANGAN PERMAKANAN SEKOLAH & ASRAMA*School Feeding Scheme and Hostel Sub-Unit* | **AMR** | Rosita binti Haji Yaakub | 2330735 |
| SUB-UNIT PERBEKALAN*Provisions Sub-Unit* | **AMP** | Haji Mohd Helmezulkifli bin Abdullah | 2330080 |
| CAWANGAN BELAIT*Belait Branch* | **-** | Halim bin Muhd Harun | 3337295 | 3337294 |
| CAWANGAN TUTONG*Tutong Branch* | **-** | Haji Mohamad Bahrin bin Haji Sahari | 4221723 | 4221379 |
| CAWANGAN TEMBURONG*Temburong Branch* | **-** | Mohd Rafieandy bin Haji Rosli  | 5221325 | 5221610 |

**KEMUDAHAN DAN HSSE**

**UNIT KEMUDAHAN-KEMUDAHAN & UNIT KESIHATAN, KESELAMATAN, KAWALAN KESELAMATAN DAN ALAM SEKITAR**

***FACILITIES AND HEALTH SAFETY SECURITY AND ENVIRONMENT***

***FACILITIES AND HEALTH SAFETY SECURITY AND ENVIRONMENT UNIT***

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| **BAHAGIAN/UNIT** | **KOD** | **NAMA KETUA** | **TELEFON** | **FAX** |
| **PENOLONG PENGARAH (KEMUDAHAN DAN HSSE)*****Assistant Director (Facilities and HSSE)*** | **PP(KH)** | Pg Haji Bahrin bin Pg Haji Sulaiman | 2230624  | 2230625 |
| UNIT KEMUDAHAN-KEMUDAHAN*Facilities Unit* | **AK** | Haji Md Azmi Saiful Rizal bin Haji Abd Rahman @ Haji Duraman | 2230124 /2230121  | 2230584 |
| SUB-UNIT PERUMAHAN*Housing Sub-Unit* | **AKR** | Haji Md Azmi Saiful Rizal bin Haji Abd Rahman @ Haji Duraman |
| SUB-UNIT KEMUDAHAN ASAS*Basic Facilities Sub-Unit* | **AKA** | Muhammad Sazali bin Haji Ali | 2230323  | 2230120 |
| SUB-UNIT PEMELIHARAAN PADANG DAN KAWASAN *Housekeeping Sub-Unit* | **AKP** | Nadia binti Othman | 2232062 /2232063/ 2230122  | 2233024 |
| SUB-UNIT PENGHAPUSAN DARI KIRA-KIRA*Write-off Sub-Unit* | **AKH** | Haji Md Azmi Saiful Rizal bin Haji Abd Rahman @ Haji Duraman | 2230113 | 2230113 |
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| UNIT KESIHATAN, KESELAMATAN, KAWALAN KESELAMATAN DAN ALAM SEKITAR*Health Safety Security and Environment Unit* | **AH** | Awang Abdul Aziz bin Haji Mohammad Ali | 2235578 | 2235579/2235576 |
| SUB-UNIT PENTADBIRAN*Administration Sub-Unit* | **AHA** | Dayangku Amalina binti Pengiran Haji Kamaludin |
| SUB-UNIT ALAM SEKITAR*Environment Sub-Unit* | **AHE** | - |
| SUB-UNIT KESELAMATAN*Safety Sub-Unit* | **AHK** | Awang Abdul Aziz bin Haji Muhammad Ali |
| SUB-UNIT KESIHATAN*Health Sub-Unit* | **AHH** | - |
| SUB-UNIT KAWALAN KESELAMATAN*Security Sub-Unit* | **AHS** | Md Azman bin Haji Azamain | 2383063/2383066 | - |