**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 Jamudin  Pengarah [DA]  Asmah binti Durahim [Kerani Sulit] | 2380812 / 2380765  Ext 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 | - |