



Mashilla (front sixth right) with the workshop participants.

# UMS-KAL staff adopt new filing system

BP 1-4-13 B1

THE Registrar Department of Universiti Malaysia Sabah (UMS) organised a workshop for the implementation of a new system in filing official records at Palm Beach Resort, Batu Manikar from March 25 to 26.

The workshop was conducted by officers of the mailing and record section at the Registrar Department, Mashilla Nilus and Junaidah

Lamjan. Mashilla said the workshop aimed to give some understanding to the staff about the manual in classifying the new UMS files at UMS, Labuan International Campus (UMS-KAL).

"It is intended to upgrade the knowledge of the staff and help them implement the new filing system from the old to the new one.

"It is a guidance in classifying the official UMS files," she said.

Thirty-five UMS-KAL staff comprising the record officers and their assistants attended the programme which was co-organised by the administration department of UMS-KAL.

Also present was the deputy registrar of UMS-KAL, Zamri Mohammad Tuah.