
BUSITEMA UNIVERSITY

DEPARTMENT OF ECONOMICS AND MANAGEMENT

FIELD ATTACHMENT REPORT CARRIED OUT AT AGULE TOWN COUNCIL

PALLISA DISTRICT

FROM 19TH MAY-28TH JULY 2025

BY

MUDONDO MARTHA REBECCA


BU/UP/2023/1279

**FIELD ATTACHMENT REPORT SUBMITTED TO THE FACULTY OF
MANAGEMENT SCIENCES IN PARTIAL FULFILMENT OF THE
REQUIREMENT OF THE AWARD OF DEGREE IN PUBLIC
ADMINISTRATION AND MANAGEMENT OF
BUSITEMA UNIVERSITY.**

AUGUST, 2025

DECLARATION

I, **MUDONDO MARTHA REBECCA REG. NO. BU/UP/2023/1279** hereby do affirm and declare to the best of my knowledge and understanding that the material presented in this report is my original composition, hard work and has never been presented elsewhere for any academic award.

Sign..... .....

Date..... 19th / 08 / 2025.....

MUDONDO MARTHA REBECCA
REG NO; BU/UP/2023/1279

APPROVAL

I certify that this internship report carried out by **MUDONDO MARTHA REBECCA** **REG.NO.BU/UP/2023/1279** from Agule Town Council was under taken under my supervision and is now ready for submission to Busitema University in partial fulfillment for the award of a **Bachelor in Public Administration and Management** at Busitema University.

ACADEMIC SUPERVISOR

MR. KANGAWO JOEL

Sign. 

Date. 25/08/2025

FIELD SUPERVISOR

MRS. NYOMERA HALIMA

Sign. 

Date. 22/08/2025

ACKNOWLEDGEMENT

My sincere heartfelt appreciation goes to the mighty God, who has enabled my internship period end successfully without any major challenges without him nothing is possible on this universe.

My gratitude goes to my field supervisor **Mrs. Nyomera Halima** who endured long hours of concerted effort in ensuring that my internship training yields much to me.

I extend my appreciations to Agule Town Council Administration that gave me a chance to do Internship with them, particularly the department of Administration whom I closely worked with.

I am great full to the university supervisor **Mrs. Kangawo Joel** for having helped me in the Supervision and guidance during the period of internship.

I wish to express my appreciation to my father **Mr. Opolot Christopher** and mother **Mrs. Akello Winnie** who were so supportive to me financially during my internship training.

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LIST OF ACRONYMS / ABBREVIATIONS USED

ATC	Assistant Town clerk.
CAO	Chief Administrative Officer.
CDO	Community Development Officer.
COBES	Community Based Education Services
DCC	District Contract Committee
DDEG	Discretionary Development Equalization Grant
FY	Financial Year
HODs	Heads of Department
HOF	Head of Finance
IRAS	Integrated Revenue Administration System
LC	Local Council
NIRA	National Identification Registration Authority
PDC	Parish Development Committee
PDM	Parish Development Model.
PDMIS	Parish Development Management Information Systems
ATC	Agule Town Council.
PWD	People With Disability
SACCO	Savings and Credit Cooperative Organization
SAGE	Social Assistance Grant for Empowerment
TC	Town Clerk
UNRA	Uganda National Roads Authority
URA	Uganda Revenue Authority

EXECUTIVE SUMMARY

The aim of field work training is to integrate theory to practical knowledge; attitude and experience that will enable me become effective and efficient in future. The report is arranged in chapters with chapter one representing a brief introduction description, background objectives, mission, vision, goals and structure of the organization and the activities done by the organization.

Chapter two represents the work carried out, duties and responsibilities, new knowledge and skills gained, relationship with other staff and supervisor and problems and solutions.

Chapter three represents the conclusions and chapter four represents the recommendations for improving the industrial training and for improvement of work output at the place of work but at AguleTown Council under the department of Community Based Services. The aim of the field work training was to help the internee attain new knowledge, skills and practical experience, improve confidence in problem solving, gain opportunities to relate with different categories of people met in the real-life situation, exposure to the demands and challenges of the work place, improve appreciation of the profession and better work, integrate theory to practical knowledge; attitude and experience.

Although, the internship period was successful, the internee faced a number of challenges while at the place of internship which included among others; -Lack of alternative power source, language barrier, inadequate computers, seats, stationery & cleaning personnel etc. which later had solutions.

To sum it all, the internship period was a time of self-realization and getting to a new world. The different skills acquired in fields of development planning, contract management. Monitoring and evaluation, confidentiality, accountability and the inter-personal skills gained were so great to note.

SECTION ONE

1.0 Introduction

1.1 location and description of the field attachment

1.1.1 Location of Agule Town Council

Agule Town Council is positioned in the southern part of Pallisa district which is found in the Eastern part of Uganda. It is 12.6 km from Pallisa Town.

1.1.2 Description of field attachment

Agule Town Council is headed politically by the LC III (Mayor) this is followed by the Town Clerk (TC) who is the Senior Accounting Officer of AguleTown Council. It has programs that is to say management and support service, finance and planning, education and sports, works and technical service, statutory bodies, production, health and environment natural resources gender and community services and internal audit and it is also assisted by sixteen sub programs that help it on its performance. Agule Town Council is composed of four wards, i.e Odusai, Morukokume, Kadodio and Pasia comprising of twenty-three (23) cells with a population of 9,893 males, 1,588 females.

This report contains information concerning the field attachment training carried out at Agule Town Council which monitors and implements government programs to ensure sustainable development and have a poverty free society.

1.2. Background of the Field Attachment

Field attachment is the field based practical training exercise that prepares the trainees for the tasks; they are expected to perform on completion of their training. Currently field attachment in the University is known by several names in different schools. The other names for it include internship, school practice, Community Based Education and Services [COBES] and industrial training. During the consultations with various stake holders, it was noted that the internee gained a lot of experience around my areas of study.

1.2.1 Background of the organization

Agule Town Council is a Local Government Organization whose existence date back to early 1938 when it started as a sub-county and later in 2017 it was upgraded to the level of a Town Council. By 2017, Agule trading center got elevated to the status of a Town Council headed by a Town Clerk with a skeleton staff that comprises of parish chiefs, Accountant, CDO, Health inspector, Agricultural officer, Vetenary officer, Town council Engineer, office Attendant and Internees.

REFERENCES

Local government act cap 243

Agule Town Council 2020/2021-2024/2025, Five-Year Development Plan

The student's field work manual