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**FACULTY OF MANAGEMENT SCIENCE  
DEPARTMENT OF ECONOMICS AND MANAGEMENT**

**REPORT ON FIELD ATTACHEMENT CARRIED OUT AT TORORO MUNICIPAL  
COUNCIL, WESTERN DIVISION**

**BY**

**AWORI ELIZABETH MERCY**


**BU/UP/2023/1269**

**AN INTERNSHIP REPORT SUBMITTED TO THE FACULTY OF MANAGEMENT  
SCIENCE IN PARTIAL FULFILLMENT OF THE REQUIREMENT FOR THE  
AWARD OF BACHELOR DEGREE OF PUBLIC ADMINISTRATION AND  
MANAGEMENT OF BUSITEMA UNIVERSITY**

**JUNE- JULY 2025**

## DECLARATION

I **Awori Elizabeth Mercy** do hereby declare with the high degree of sincerity that this is my original work and is a result of my independent effort and hard work during internship and has never been submitted to any other institution of higher learning for any academic award.

Sign:  .....

Date...14/08/2025.....

**AWORI ELIZABETH MERCY**

REG. NO. BU/UP/2023/1269

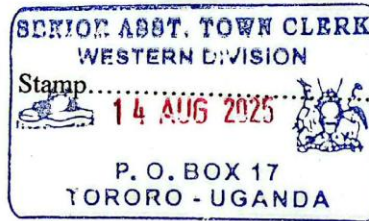
**APPROVAL**

This is to certify that this field report was done under our supervision and is now ready for submission as partial fulfillment of the requirement for the award of Bachelor Degree of Public Administration of Busitema University.

Signature.....*Kiema*

Date.....*14/08/2025*

Mrs. APIMO MARTHA ATINOA.  
(FIELD SUPERVISOR)



Signature.....*[Signature]*

Date.....*14/08/25*

MR . EMOJONG RONAL.  
(UNIVERSITY SUPERVISOR)

## **DEDICATION**

I dedicate this report to my mother Ms. Basirika Constance, to my brother and Sister Ronald and Immaculate, to my supervisors Ms. Apimo Martha, Mr. Okaka Peter and my academic supervisor Mr. Emojong Ronald respectively whose love and encouragement led to the completion of the internship training.

## **ACKNOWLEDGEMENT**

I wish to register my heartfelt gratitude to the following for their constructive contributions and assistance in having this report complete.

The Town Clerk Mr. Lorika Moses and the Senior Human Resource Manager Mrs. Achola Irene for providing me with the opportunity to undertake my internship exercise at Western Division Tororo Municipal council. The experience and knowledge gained during my internship have been invaluable and I am grateful for the support and guidance provided by your team.

I am also grateful to the management and staff of Tororo Municipal Council, Western Division, for the warm welcome, unconditional support, supervision and guidance throughout the internship period. Their expertise and feedback have been instrumental in shaping my skills and understanding of the industry. The experience gained has not only enhanced technical skills, but also taught me the importance of teamwork, communication and professionalism.

I would also like to extend my profound gratitude to my supervisor Madam Apimo Martha A (the Senior Assistant Town Clerk) and the Market Master Mr. Okaka Peter whose support, interest, encouragement and stimulating suggestions helped me during the internship.

Most appreciation goes to my mother Ms Basirika Constance, sister, Tusubira Immaculate Jane and my nephew Mwesigwa Brandon Rowan, who supported me financially and spiritually and always kept on reminding on Time Management.

Lastly, I give appreciation to everybody who supported me in various forms while undergoing the internship training. May the good God reward all abundantly.

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## **LIST OF ACRONYMS OR ABSTRACT.**

TMC.....	Tororo Municipal Council
UBOS.....	Uganda Bureau of Standard
LGA.....	Local Government Act
DEC.....	Division Executive Council
UPE.....	Universal Primary Education
USE.....	Universal Secondary Education
CDO .....	Community Development Officer
FAL.....	Functional Adult Literacy
PWDS.....	People With Disabilities
SATC.....	Senior Assistant Town Clerk
TPC.....	Technical Planning Committee
GPC.....	General Purpose Committee
SFF .....	School Facilitation Fund

## **EXECUTIVE SUMMARY**

This internship was carried out at Western Division for a period of eight weeks with reference to Busitema University since it is part of their curriculum setting.

Internship is professional learning experience offered by an organization to the intern for a limited period of time. Internship exercise is an opportunity to integrate career related experience into under graduate education by participating in planned supervised work and it also helps students to gain hands on knowledge, training skills and experience. Internship is part of Busitema University curriculum and a requirement for students to undergo before they are awarded a Bachelors degree in public administration.

Western Division's objectives, organizational structure, mission and vision, and its main activities, indicated, dedicated and committed organizational in delivering quality services to the community.

During my internship I got to know a number of practical work carried out at Western Division in administration departments which included; revenue mobilization, register update, data collection, writing of minutes, generation of payment references, supervision of cleaners and supplying of cleaning materials to market venders.

Despite the fact that I did the above work, there are number of challenges I encountered and these include, rampant power failure, inadequate computers, lack of lunch and inadequate seats.

In conclusion internship exercise gave me lot of knowledge, skills and experiences that enabled me to improve on my career for example writing of minutes, management skills, communication skills among others; therefore, Busitema university should always find ways of inspiring interns to do their internship in Western Division.

## **SECTION ONE: INTRODUCTION**

### **1.0 Introduction:**

This chapter contains the following: - background of internship placement, Location of the Organization, Mission, Vision, Core values, Type of Business, Organization Structure, objectives of the internship (to the internee and to the Organization), and other main activities carried out by the organization.

### **1.1 Location, Description and Background**

This covers the background of the organization, location, values, vision, mission, organization structure, activities done in various departments of the organization and the activities done in the Revenue office in particular.

### **1.2 Back ground of the organization:**

Tororo Municipal Council is an old settlement with potential for growth and industrialization. It lies in the Eastern part of Uganda bordering Western Kenya and serves as the entry and exit point to Uganda. It is strategically located around Tororo rock which is a source of wealth. Tororo Municipal Council was gazetted as an urban centre in 1927 when limestone was discovered at the rock. Its growth is attributed to the mineral endowment, industrialization as well as its strategic location as an entry point into Uganda from Kenya.

As a result of its expansion as well as a sphere of service delivery, finally gave birth to two Divisions (Eastern and Western) as part of decentralization process in Uganda. Western Division came into existence as a result of decentralization in 1997 on that basis.

### **1.3 Location**

Tororo Municipal Council has two divisions: Western Division and Eastern Division. The Western Division is a specific administrative area within Tororo Municipality. It is one of the divisions that make up Tororo Municipality, which is itself part of Tororo District in Eastern Uganda. Tororo Municipal Council, Western Division is located in the Western part of the Municipality in Bison, Tororo District. It is bordered by Rubongi Sub County in the West, Eastern Division in the East, and Osukuru Sub County in the South and Mukujju Sub County in the North. It covers a

total Area of 14 square kilometers and is composed of four parishes namely: Central Ward, Agururu 'A', Agururu 'B' and Bison, 'A', The villages are: -South Central East, South Central West, Water Village, Bison 'A', Bison 'B, Bison 'C, Agururu A1, Agururu A2, Agururu A3, Agururu B1, Agururu B2, Agururu B3 and Bison Maguria.

#### **1.4.0 Vision**

A peaceful enlightened, healthy and prosperous community with its people enjoying improved standards of living.

#### **1.4.1 Mission**

To plan and implement development programs for improved service delivery to the community of Western Division Tororo Municipal Council.

#### **1.4.2 Core Values of Tororo Municipal Council; Western Division**

The general themes and principles found in similar local governments and organizations suggest that they likely include: integrity, transparency, accountability, innovation, and community focus. These values are often emphasized in public service and local governance to ensure effective and ethical operations.

- **Honesty:** we shall conduct all our duties and provide services with truthfulness and sincerity.
- **Transparency:**  
Openness and accessibility of information about the council's activities and decision-making processes are crucial.
- **Accountability:**  
The council shall be responsible for its actions and decisions, reporting to the public and justifying its work.
- **Innovation:**  
The Division embraces new ideas and approaches to improve service delivery and efficiency within the Division and the Council as a whole.
- **Community Focus:**  
The council's priorities and actions should be aligned with the needs and aspirations of the residents of the area.

- **Objectivity:** All the works/activities done at the Division is in line with the objectives
- **Integrity:** This likely includes ethical conduct, honesty, and fairness in all interactions with the public and stakeholders. we shall not place ourselves under any financial or other obligation to individuals or organizations that may seek to compromise our professional behavior in performance of our duties.

#### **1.4.3 Goal.**

To ensure a health environment and improve social economic development for sustainable development.

#### **1.4.4 Objectives of the organization.**

- To improve on education standards and reduce the dropout rate in primary schools.
- To improve on disease prevention and ensure accessibility to equality health services.
- To improve the division infrastructure and ensure compliance to set standards.
- To increase local revenue collection 70% to 85%.
- To improve on internal control and accountability.
- To promote food security and increase household income.
- To coordinate and promote transparent administration.
- To promote environmental conservation and reduce degradation.
- To enhance the capacity of communities to take charge of their development.

#### **1.4.5 Brief background of the Internship placement:**

Internship is a compulsory requirement at Busitema University, whereby it is designed to equip students with exposure, skills and training, work ethics and experience in the working environment of various organizations.

The field internship was for 8 weeks where a student is allocated a Field and Academic supervisors from whom the internee can learn practical and skills with the assistance of the Academic supervisor who ensures effective monitoring and evaluation on the learning process and progress of the internee. It is after the completion of the internship training/attachment that the internee submits an

internship report to the supervisor as part of the requirement for the award of a Bachelor degree of Busitema University.

#### **1.4.6 Objectives of the Internship Placement:**

The objectives of internship are divided into two; to students and to the organization

##### **To the Internee:**

The objectives to the internee were to:-

- Apply the theoretical knowledge acquired during classroom teaching to practical/ hands on.
- Gain knowledge about practical aspects of running an organization.
- Develop expected Professional self-awareness, internalization of career job requirements and experience.
- Gain and acquire critical skills needed to observe and analyze problems/challenges encountered while executing professional duties and how to either solve or get rid of them.
- Interact with and learn from experienced professionals in the work environment what is needed of a Public Administrator.
- Develop expected professional self-awareness, internalization of career job requirements and experience.
- Participate and acquire early exposure to a range of professional activities associated with the student's career focus and work place setting.
- Gain early understanding and appreciation of the practical real-life, situation challenges associated with application of the theoretical knowledge acquired.
- Acquire knowledge about performing specific tasks and develop problem identification and problem-solving skills.

##### **To the Organization:**

- To train and equip the internee with knowledge related to the field of attachment.

- Provides the organization with free labour since the internees are paid neither salary nor wage while on internship.
- To create relationship with the institution where the internee studies from.

### **1.5 Benefits of the field attachment**

- Learning different books used at the private sector organizations for example vote book, cash book, ledgers, receipt books, cheques to mention but a few.
- Relating of the theory learnt in class to practice such as communication skills, customer care, and organizational skills.
- Getting to know the chain of command in the organization, the hierarchy of management from the top to bottom in the organization where the internee was attached.
- Gaining experience and competence in areas of administration to be a better administrator in future.

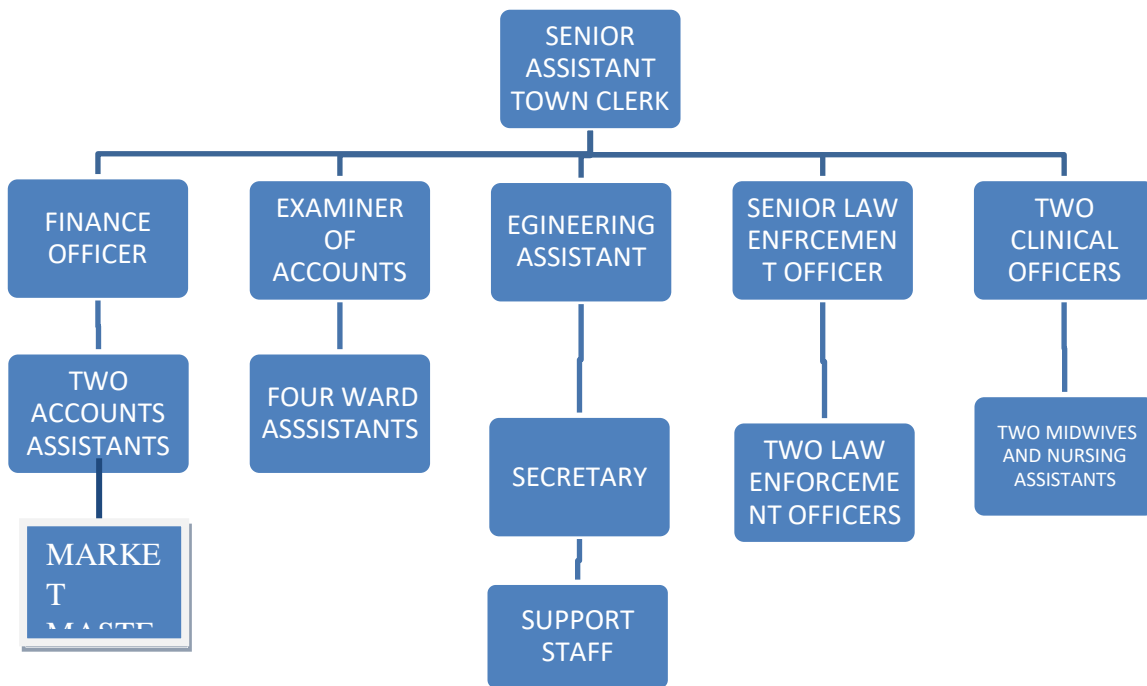
### **1.5 Organizational Structure and Management**

The organization is owned by the Central Government and is governed by public servants, Civil servants and Political leadership. The Civil servants are under the Town Clerk while the Political Leadership is under the Local Council IV (Mayor) who politically heads Tororo Municipality.

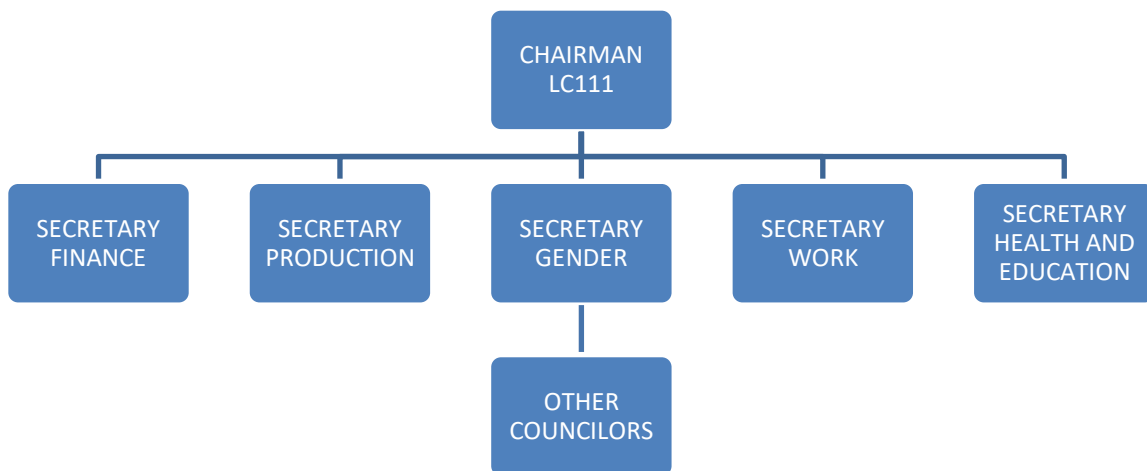
At the Western Division where I was attached, the technical team is under the Senior Assistant Town Clerk while the Political wing is headed by the Chairperson Local Council III. The division has four parishes which comprise of 13 villages.

#### **1.5.1 Technical/Administrative structure**

#### **Figure 1: Technical/Administrative structure**



**Figure 2: Political Structure**



**1.5.2 Nature of tasks/activities carried out by the organization**

Just like any other public organization, the Municipal council operates under the stewardship of public sector organization lay out. In the same line,

Western Division is a service delivery organization which delivers to the local community with the purpose of improving social economic, industrial development. It is funded by the Ministry of Local Government. The organization has departments that carry out different tasks and indicated below:-

### **1.5.3 FINANCE AND PLANNING**

The activities of the Finance department follow logically from the head of Finance and they are as follows: -

- To make monthly financial reports. This helps the organization to account on how it used to spend the funds given to them.
- To post books of accounts, prepare final accounts and ensure internal constraints are well kept and adhered to.
- Ensures that the books of accounts are kept and maintained well in order
- To make sure that salaries of the employees are promptly paid on time.
- Mobilize revenue to finance revenue and council activities.
- To make sure financial statements of comprehensive income and the statement of financial position which shows the assets and liabilities of the organization.

### **1.5.4 EDUCATION DEPARTMENT**

- Provide monitoring and maintenance of teachers, furniture, physical infrastructure  
Such as; classrooms blocks with aid of funds such as SSF and revenue conditioned to education.
- To conduct school inspection to see whether schools have the requirements for the schools to operate.
- To provide good school learning environment where each pupil learns in a well-constructed class room and sits on a desk.
- To provide sports activities
- To provide education services through UPE and UCE various schools around the parishes and town center

### **1.5.5 HEALTH DEPARTMENT**

- to provide medical services to TMC community members at various health centers
- Create public awareness through sensitization of the community on health education

### **1.5.6COMMUNITY DEPARTMENT**

- To provide adult literacy (FAL) and community Driven Development to the community.
- To provide youth and women activities to eradicate poverty and empower women and youth in wealth creation.
- PWDS welfare and economic empowerment through extending funds to finance their recognized groups.

### **1.6.0WORKS AND ENGINNERING**

- TO facilitate road construction and maintenance through the municipality with finance from revenue like road funds.
- To ensure physical planning, inspection, supervision and approval of plans for proposed construction sites.
- To provide street lighting through security light provision and maintenance.

### **1.6.1GENERAL ADMINISTRATION DEPARTMENT**

- To ensure that there us prevalence of peace, harmony, law and order prevailing in the municipality.
- To receive complaints from the public as well as ensure the comfort of employees and protect their rights.

## SECTION TWO: MAIN BODY OF THE REPORT

### 2.0 Introduction

This section presents; the description of work carried out during internship, duties and responsibilities assigned and how they were carried out, new knowledge and skills gained, relationship with other staffs and supervisors and problems experienced during the intern and how they were handled.

#### 2.1.0 Activities undertaken during the internship.

- **Orientation**

This involved being taken through an orientation where the field supervisor introduced me to the mission, vision, objectives cultures and structure of the organization, the dos and don'ts and also the activities carried out by the organization were also introduced to me as well as the required dressing code.

- **Supplying of cleaning materials.**

This involved giving out cleaning materials to the market venders during the general cleanliness of the market (every Friday), that is to say cleaning materials like liquid soap among others.

- **Issuing of notices.**

This involved giving out of notices to the market venders who have failed to comply with the system of paying their rent on time.

- **Supervision**

This mostly involved supervising of the cleaners in the market to find out whether they have done their work or not in order to promote sanitation in the market.

- **Monitoring of projects.**

I was assigned a duty of monitoring ongoing projects with in Western Division this was always done under the supervision of the assistant town clerk .for example a 5 - stance pit latrine at Aturukuku Primary School, monitoring of the Water Village market among others.

## **2.2.1 DUTIES AND RESPONSIBILITIES ASSIGNED AND HOW THEY WERE CARRIED OUT DURING THE INTERNSHIP PERIOD.**

### **a) Duties and how they were carried out.**

- **Learning about tax assessment.**

This is where the supervisor briefed and taught us about how tax assessment activity is carried out in different by the council as their tax revenue for the financial year.

- Supervision and supplying of cleaning materials to the market venders every Friday during the general cleanliness of the market.
- Registration of the market venders with the city power meters and their meter numbers.
- Generation of payment references to the market venders whose shops have been locked up due to the delay of paying rent.
- Attending council meetings on the budget approval 2025/2026 with the councilors.
- Writing of minutes in Chamuinula village in a meeting held to discuss the processing of an irrigation scheme to the farmers in the area.
- Attending to the market vender's problems and difficulties.

### **b) Responsibilities assigned and how they were carried out.**

- I was assigned a responsibility of supervising of cleaners in the Tororo central market.
- I was assigned a responsibility of supplying cleaning materials to the market venders during a general cleanliness.
- I was assigned a responsibility of writing minutes during meetings.

## **2.2.2 New knowledge and skills gained.**

### **a) New knowledge.**

- **Writing of minutes.**

I gained knowledge on how to write minutes and was intended to improve on my skills and ability to write minutes in case there is a meeting held.

- **Team work.**

I gained knowledge on how to work in groups or team and this was done through assigning tasks in groups enabling me to work as a team with fellow interns.

- **Data collection.**

I gained knowledge that quality data is essential for planning, budgeting and policymaking.

- **Revenue mobilization.**

I gained knowledge that revenue collected supports maintenance of public infrastructures like roads, sanitation and lighting.

- **Register update;**

This is where I gained knowledge that register update helps to identify trends, patterns and areas for improvement and proper planning.

- **Supervision.**

This is where I gained knowledge that supervising teaches the value of working together to achieve a common goal.

- **SWOT analysis.**

I come to understand that strength and weaknesses are internal while opportunities and threat are external.

- **Public communication.**

I gained confidence of communicating publicly this was witnessed by the frequent speeches presented while at the place of intern.

- **Time management.**

I got to know how important it is to keep time as it was a routine of the organizational arrival time exactly 8:00pm and depart at 5:00pm

**Skills gained.**

- **Administrative and management skills.**

This is to ensure fulfillment of the institutions' goals and objectives.

- **Team work.**

I gained the culture of team work as we used to do the tasks and assignments together I can now work with different people in any society, community or organization to achieve a given task or goal.

- **Communication skills.**

Communication is the process of sending and receiving of messages. This was attained through communicating or interaction with various workers, clients and fellow internees in all aspects of life within Tororo Municipal Council Western Division.

- **Observation skills.**

At times, I just had to observe and see what my field supervisor was doing to help me do it as well.

- **Listening skills.**

An opportunity to work in Western Division provided me with the chance to put into training what I learnt. This highly advanced my capacity to listen prudently and apprehend to what was communicated.

- **Skills in writing minutes.**

This was attained through assignments always given to me. I was tasked to write minutes for the application of irrigation scheme held at Chamuinula where I acted as a secretary and gained skills than before.

- **Interpersonal skills:**

Whereby I was involved in interaction with other people and related myself to other people for example the Market Master Tororo Central Market and other people from different departments. I was also able to interact and relate with other internees from different Universities like Uganda Christian University and Gulu University who had also been placed at Western Division.

### **2.2.3 Work relationship with other departments,**

At Tororo Municipal Council Western Division, Staff members and other employees had a good working relationship as they try to maintain peace with each other and each department in the organization since departments are dependent on each other in order to yield results on performance and ensure the overall aim of their existence is achieved that is to say the organizations goals and objectives.

The Staff in the organization freely interacted and made consultations among others irrespective of their department hence a strong working relationship and evidence of minimal individual working relations.

### **2.2.4 Problems experienced and how they were handled.**

#### **Problems experienced during the internship.**

- **Lack of lunch in the organization;** this always made me to starve while in the organization. This affected my general wellbeing as an intern in terms of ability to reason and make proper decisions.
- **Inadequate office equipments:** Like computers at the place of work where I was forced to share computers and this affected my concentration during the internship period,
- **Lack of team work:** mostly among the intern while doing tasks assigned, where by some members could leave others to do the tasks alone yet it was meant to be done as a team.
- **Inadequate seats:** Mostly during internship because the interns had to find where to seat, this comes during meetings by other external parties like meetings with the cleaners of the market.
- **Rampant power failure:** Hindered performance because equipments could not operate without power since the organization did not have generators to operate the equipments.

- **High transport costs:** High transport costs also posed a very strong challenge due to long distance from home to the organization.
  
- **Fear:** fear was also a great problem that I faced in Western Division Tororo municipal council whenever I was always asked to lead the team in various activities in the Tororo central market.

**How the above problems were handled.**

- Alternative power like solar energy, generators should be purchased to solve the problem of rampant power failure.
- Western Division should acquire more office seats to be used by its employees in offices since the number of employee's increases normally when the interns come to the organization.
- Western Division should acquire more computers in offices especially finance and planning department to solve the challenge of inadequate facilities of L.T system.
- Western Division should provide lunch to the employees as this is one of the ways of motivating workers.
- The problem of making mistakes was handed through critically analyzing the document and asking where necessary.

## **SECTION THREE: CONCLUSION.**

### **3.0 INTRODUCTION.**

This section presents the conclusion of the internship training.

Internship is such a wonderful exercise especially when internship is done at Western Division Tororo. The intern gained a number of practical skills life situation and application of theoretical knowledge like chairing meeting, writing minutes, revenue mobilization, and generation of payment reference numbers among others that has enabled the intern to understand the work ethics, employment needs, responsibilities and opportunities.

Through internship the internee had an opportunity to interact with different internees from different Universities, academic staff, employee staff, and stakeholders of Western Division where the intern was able to generate information like how an organization can be run, how to handle conflicts, how meetings are held which improved the internees ability.

Through the day today activities assigned to the internee like how to mobilize revenue, how to handle different market venders, how to collect data and how to update registers. The internee acquired enough experience in her area of specialization that can help the internee at the future work plan.

## **SECTIONFOUR: RECOMMENEDATION.**

### **4.0Introduction.**

This section presents the recommendation for improving industrial training and for improvement of work output at Tororo municipal council Western Division.

#### **i. For improving industrial training.**

- In order to improve on industrial training, the big numbers of students who have applied for internship should be controlled by Western Division to avoid congestion in the office.
- In order to improve on industrial training, the internees should be advised to carry their own lunch to reduce on the problem of hunger.
- In order to improve on the industrial training, the interns should be able to work as a team to make work easier during the training.
- Internees should come with their personal computers in order to improve on the industrial training to solve the problem of inadequate computers since this can easily increase to the smooth running of work.

#### **ii. For improving of work out put at Western Division.**

- I recommend Western Division to construct a canteen to cater for staff members and community breakfast and lunch in order to reduce on the cost incurred by employees, travelling up and down.
- Western Division should procure about sixteen computers to cater for all sub programs.
- Western Division should hold weekly management meetings.
- I recommend that Western Division procure more office seats for the workers since the number of workers increase when the interns from different institutions are admitted to Western Division.

## **REFERENCES.**

### **Designed standards and guidelines during training.**

All students on the degree under grandaunt programs are required to field attachment for a period of eight weeks and shall be supervised by both academic and field supervisor.

Students are required to seek placement in organizations and business enterprise from learning points in functional areas are taught in any program carried out both in public and private establishments. Students go out to be exposed and learn.

A skill is proficiency gained in carrying out particular administrative tasks or techniques learnt in the field like writing skills.

Students are advised to take note of skills, experiences, and lessons learnt during internship so as to have intergraded gain from the exercise in view of class theory.

There should be a field supervisor, who is an officer within the organization to provide day to day supervision an allocated academic supervisor shall make field visits to interns for assessment.

At the end of the week, the students will sign and represent the work to the field supervisor and seek.

### **Books and internet materials.**

Tororo municipal council 5 year development plan 2015/16-2019/ 20.

Republic of **Uganda** 2007. The Local Government act (2007).

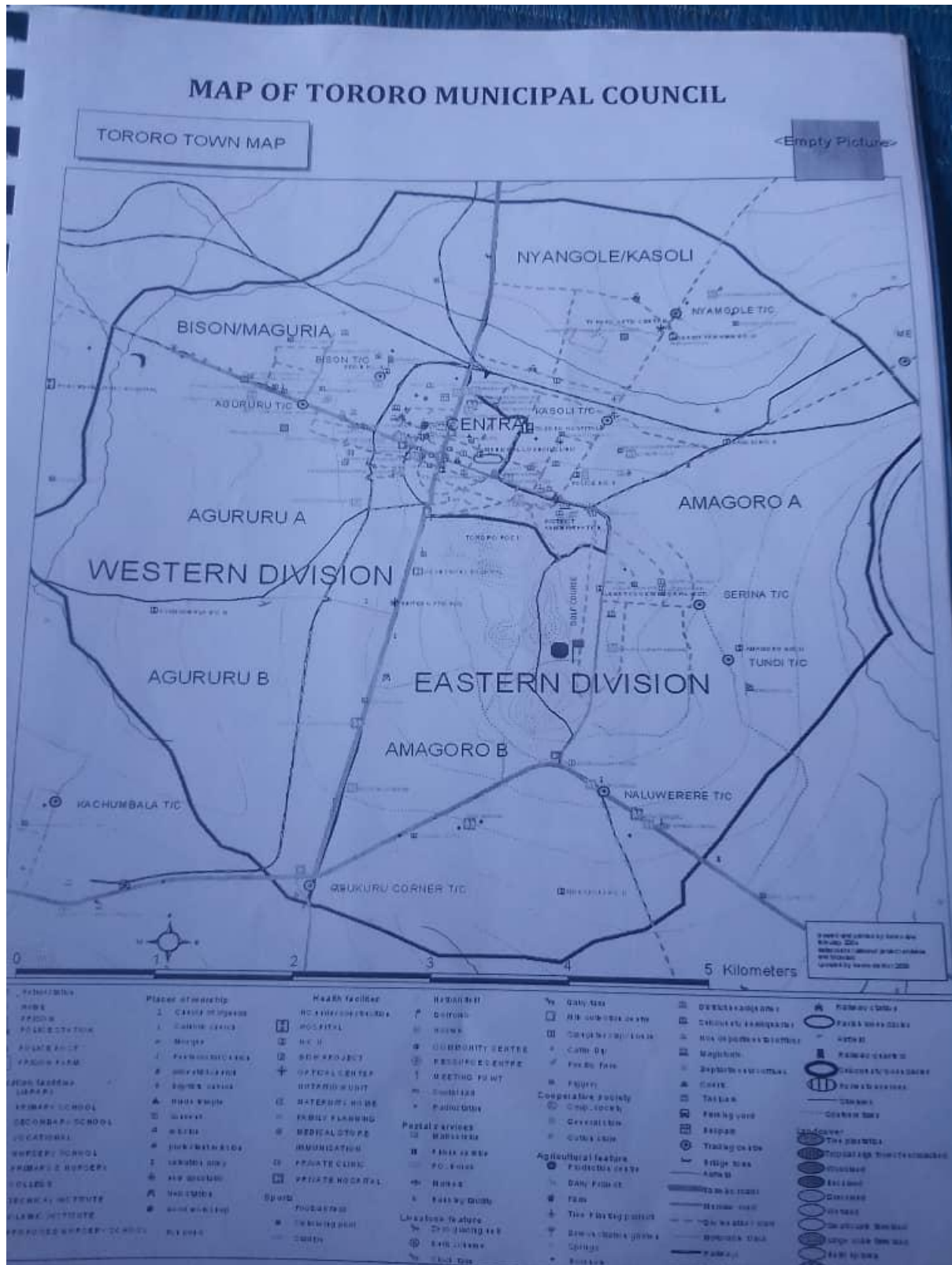
### **Harvard style of referencing.**

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# APPENDICES

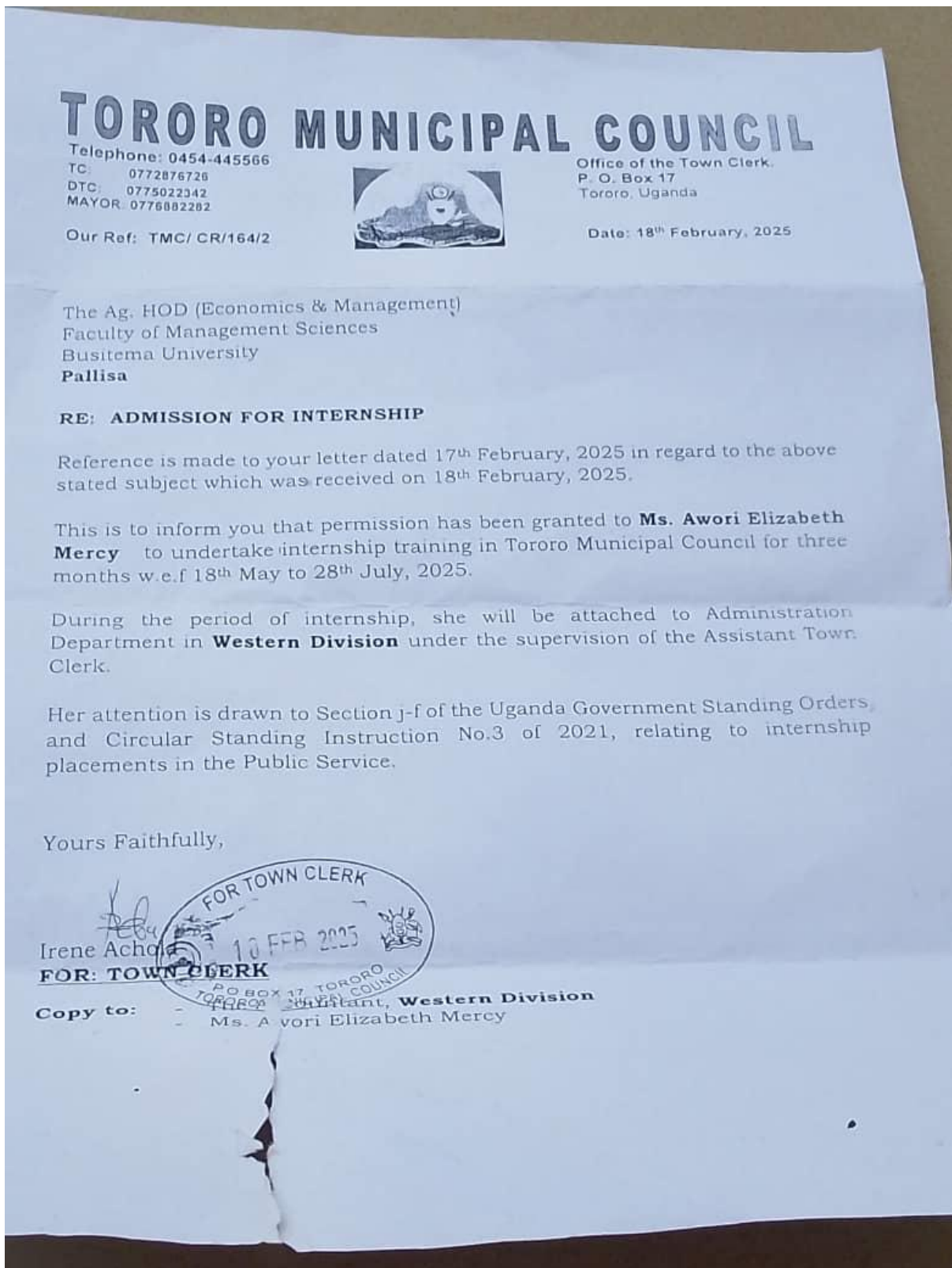
Appendix 1: Map of Western Division Showing its Location.



**Appendix 2: Photo of an Internee during the Supervision of Lockups in the Market**



**Appendix 3: Acceptance Letter.**



**Appendix 4: A photo of Lockup shops with seal.**



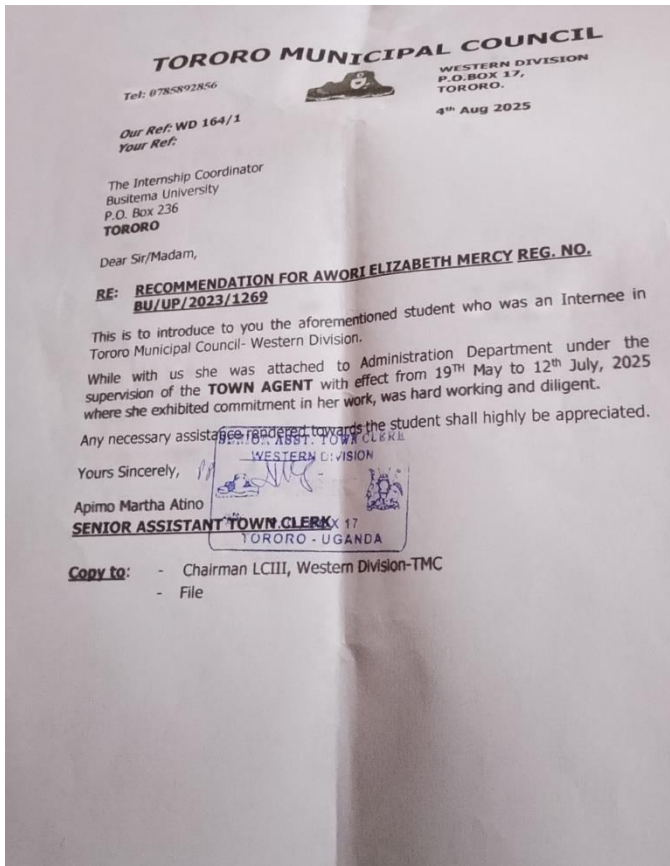
**Appendix 5: Showing my weekly work plan.**

Week 5  
Work plan for Awarit, Elizabeth Mercy during Internship at Western division tororo

Day	Daily Activity	Lessons Learnt	Skills
Monday 16 June 2025	Revenue mobilization at tororo central market and register update	Learnt that it helps to identify trends, patterns and areas for improvement	Data analysis skills Financial management skills Organizational skills
Tuesday 17th June 2025	Revenue mobilization and register update at tororo central market	Learnt that revenue also helps the local government fund essential services without relying solely on central government support Learnt the updating of register helps in the proper planning	Communication skills Analytical skills Data collection skills
Wednesday 18th June 2025	Supervision of cleaners in the tororo central market	Learnt that supervising cleaners teaches the value of working together to achieve a common goal	Supervisory skills Communication skills
Thursday 19th June 2025	Registration of market vendors with city power meters and their meter numbers	Learnt that the process shows how proper registration helps the city manage utilities more efficiently and avoid misuse of power	Organizational skills Data collection skills Communication skills
Friday 20th June 2025	Supervision and supplying of cleaning materials to the market vendors during the general cleanliness of the market	Learnt that maintaining cleanliness in the market prevents the spread of diseases and creates a healthier environment for vendors and customers	Leadership skills Communication skills

Week 4 Work plan For ANORI ELIZABETH MERCY during internship at Western division			
Day	Daily Activity	Lessons learnt	Skills
Monday 26th June 2025	Public holiday Herot day		
Tuesday 1st June 2025	Revenue mobilization in the tororo taxi park	Learnt that the revenue collected supports maintenance of public infrastructure like roads, sanitation and lighting. Learnt that the revenue also helps the local government fund essential services without relying solely on central government support	Communication skills Leadership skills Data collection skills
Wednesday 11th June 2025	Generation of payment receipts for vendors with rent obligation at tororo central market	Learnt that issuing receipts ensures that every payments is officially recorded, promoting transparency	Communication skills Interaction skills
Thursday 12th June 2025	Revenue mobilization at tororo taxi park	Learnt that the revenue collected supports maintenance of public infrastructure like roads, sanitation and lighting	Communication skills Data collection skills
Friday 13/06/2025	Revenue mobilization and update of the register of stall owners in tororo central market	Learnt that revenue mobilization teaches the value of strategic planning and managing resources. Learnt that register update highlights the need for accurate record keeping and data	Data collection skills Analytical skills

**Appendix 6: Recommendation Letter.**



FACULTY OF MANAGEMENT SCIENCES PALLISA  
INTERNSHIP LOG BOOK

NAME: AWORI ELIZABETH MERRY  
 STUDENT NUMBER: 2800401269  
 ORGANIZATION: TORORO MUNICIPAL COUNCIL WESTERN DIVISION  
 START DATE: 19th May 2025

WEEK (e.g. 1): 4 DIARY  
 Record the main tasks worked on each day; starting Monday: 9th June 2025

Monday	Tuesday
Public holiday herof day	Revenue mobilization in the tororo taxi park.
Wednesday	Thursday
Generation of payment receipts for vendors with rent obligation at tororo central market.	Revenue mobilization at tororo taxi park.
Friday	Hours worked for this week: Worked for <u>fourty</u> hours.
Revenue mobilization and register updat of stall owners in the tororo central market	Completed by Supervisor/Manager: <b>SENIOR ASST. TOWN CLERK</b> WESTERN DIVISION Signature by Supervisor/Manager: <b>WESTERN DIVISION</b> BOX 17 GANDA

*Mw. Philip Tomasa*  
*22/06/2025*

FACULTY OF MANAGEMENT SCIENCES PALLISA  
INTERNSHIP LOG BOOK

NAME: AKOBI ELIZABETH MERCY  
 STUDENT NUMBER: 2300401269  
 ORGANIZATION: TORORO MUNICIPAL COUNCIL WESTERN DIVISION  
 START DATE: 19th May 2025

Record the main tasks worked on each day; starting Monday: 16th June 2025  
 WEEK (e.g. 1): 5 DIARY

Monday	Tuesday
Revenue mobilization at tororo central market and register update	Revenue mobilization and register update at tororo central market.
Wednesday	Thursday
Supervision of cleaners in the tororo central market.	Registration of market vendors with city power meters and their meter numbers.
Friday	Hours worked for this week: Worked for <u>30</u> hours.
Supervision and supplying of cleaning materials to the market vendors during the general cleanliness of the market.	Comments by Supervisor/Manager: <u>SECTION ASST. TOWN CLERK WESTERN DIVISION</u> Signature by Supervisor/Manager: <u>INDIAK HOX 17 TORORO-UGANDA</u>

*Mr. Okoy Samuel*  
22/06/2025



BUSITEMA UNIVERSITY

FACULTY OF MANAGEMENT SCIENCES PALLISA  
INTERNSHIP LOG BOOK

NAME: Amel Elizabeth Mercy  
 STUDENT NUMBER: 2200401269  
 ORGANIZATION: TORORO MUNICIPAL COUNCIL WESTERN DIVISION  
 START DATE: 14th May 2025

WEEK (e.g. 1) 6 DIARY  
 Record the main tasks worked on each day, starting Monday: 23rd June 2025

Monday	Tuesday
Revenue mobilization at the tororo tax park.	Attended a meeting in Chamumul with the vegetable growers and I saw a minute secretary its all about their project of the irrigation system.
General cleanliness of the main market with the market vendors.	Thursday Generation of the payment reference to the market vendors. shops have been locked up due to high demand of rent.
Supervision and supplying of cleaning materials to the market vendors during general cleanliness of the market	Hours worked for this week: <u>worked for 30 hours.</u>

Comments by SUPERVISOR/Manager  
 WESTERN DIVISION  
 23 JUN 2025  
 Signature by Supervisor/Manager  
 TORORO UGANDA

*Mr. Othman Jomari (Signature)*  
 23/6/25