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**FACULTY OF MANAGEMENT SCIENCES**  
**DEPARTMENT OF ECONOMICS AND MANAGEMENT**  
**AN INTERNSHIP REPORT CARRIED OUT AT PALLISA**  
**TOWN COUNCIL, PALLISA DISTRICT**

**BY:**

**CHEMONGI HAMIDU**

**BU/UP/2023/1271**

**AN INTERNSHIP REPORT SUBMITTED TO THE FACULTY  
OF MANAGEMENT SCIENCES IN PARTIAL FULFILLMENT  
OF THE REQUIREMENTS FOR THE AWARD OF  
BACHELOR'S DEGREE OF PUBLIC  
ADMIMISTRATION AND MANAGEMENT OF  
BUSITEMA UNIVERSITY**

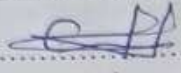
**JULY 2025**

## DECLARATION

### DECLARATION

I, **CHEMONGI HAMIDU** hereby declare that the information provided is accurate to the best of my knowledge and it has never been presented to any institution of higher learning for the award of Bachelor's Degree in Public Administration and Management.

Name : **CHEMONGI HAMIDU**

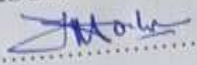
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Date : 02<sup>nd</sup>/09/2025

APPROVAL

**APPROVAL**  
This is to certify that **CHEMONGI HAMIDU** of Reg. No **BU/UP/2023/1271** has solely compiled this report as partial fulfillment of requirement from Busitema University for the award of Bachelor's Degree in Public Administration and Management. We therefore recommend that this report be submitted to the University for the Award of Bachelor's Degree in Public Administration and Management.


**FIELD SUPERVISOR**

Signature: ..... 

Name : **Mr. OCHOM JOHNSON**

Date : **20th SEP. 2025**

**ACADEMIC SUPERVISOR**

Signature: ..... 

Name : **Mrs. KALEMBE DOREEN**

Date : **2/09/25**

## ACKNOWLEDGEMENT

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

My parents Mr. Chemongiri Suleiman and Mrs. Tigilyo Fazira for their endless counseling, guidance, and financial support towards my academic struggle.

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To my academic supervisor **Mrs. Kalembe Doreen** for his guidance and technical skills imparted onto me.

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To my fellow internees, I take much appreciation to my friend Kaguba Justin who has been encouraging me to dress well as Public Administrator, Nakadama Amina, Kilego Ahamada, and many others for their support and advice.

Finally I would also like to extend my appreciation to staff members of Pallisa town council and Busitema who have been instrumental in providing me knowledge and skills in my academic growth may Allah reward them .

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**LIST OF ACRONYMS OR ABSTRACT**

- AIDS.....Acquired Immune Deficiency Syndrome**
- PTC.....Pallisa Town Council**
- PRN.....Payment Reference Number**
- TC.....Town clerk**
- LG.....Local Government**
- CDO.....Community Development Officer**
- IRAS.....Integrated Revenue Administrative System**
- LC III.....Local Council Three**
- HIV.....Human Immune Deficiency Virus**
- SWOT.....Strengths, Weakness, Opportunities, and Threats**
- SAGE.....Senior Acceptance Grant for Empowerment**
- PDMIS.....Parish Data Management Information System**
- H.O.D.....Head Of Department**
- PDM.....Parish Development Model**

## EXECUTIVE SUMMARY

The internship training was conducted at Pallisa town council for the period of two months as it's a requirement for a student to be awarded a bachelor's degree at Busitema University since it is part of their curriculum setting.

Internship is a structured work experience offered by an organization to give students or recent graduates an opportunity to gain practical experience in a specific industry or field. Internship is designed to help students apply their academic knowledge in real-world setting, and build networks and develop professional skills within their chosen fields. Internship is part of Busitema university curriculum and a requirement for students to undergo before they are awarded a Bachelor's degree in public administration and management.

Pallisa town council objective, organization structure and its main activities indicated dedicated and committed organization in delivering quality services to the community.

During my internship I got to know a number of practical works carried out at Pallisa town council in administration department which include; filling parish development model (PDM) information into Parish Data Management Information System (PDMIS), minute taking, memo writing, file sorting for Parish Development Model (PDM), Discussion of capital and recurrent budget estimates 2025-2026 by executive committee sitting, Senior Acceptance Grant for Empowerment (SAGE) payment.

Although I did the above work, there are number of challenges I faced and these includes the following, rampant power failure, lack of launch, conflict among staff members, poor sanitation, inadequate safe drinking water facilities, inadequate toilets, language barriers , poor weather conditions and inadequate seats .

In summary, internship exercise gave me a lot of knowledge, skills and experience that enabled me to improve on my career for example minutes writing, memo writing, notice writing, communication skills and management skills and others.

Therefore I argue Busitema University to find ways of inspiring interns to do their internship at Pallisa town council.

## SECTION ONE: INTRODUCTION

### 1.0 Introduction

This section contains the following, location and description of places of field attachment objectives of field attachment, organization structure; and other main activities carried out by the organization

#### 1.1 location and description of place of field attachment

##### *1.1.0 location of Pallisa town council*

PTC is positioned in the eastern region of Uganda in Pallisa district; its headquarters lies adjacent to the Pallisa district local government offices. It is positioned 190km northeast of Kampala capital city, 50kms west of Mbale city. It is 5km north of Lake Lemba, 100kms south of Soroti international airport. It is bordered by Serere and kumi districts in the northeast, Ngora in the north, Butebo, Kibuku and Budaka districts in the east. It lies astride latitudes 1:45°N and 1:05S and between longitudes 33:47E and 34:05W with an area coverage of 32.4 square kilometers.

**(Appendix 1)**

##### *1.1.1 Description of the place of field attachment*

Pallisa town council is politically headed by the LC III (Mayor) this is followed by the town clerk (TC) who is the senior accounting officer of Pallisa town council. It is composed of ten programs that 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. Pallisa town council consists of five wards and forty three cells with a population of 41108 people as shown in the table below.

## **REFERENCES**

**Senior Assistance Grants for Empowerment (SAGE) Guideline.**

**Grow Guideline**

**Parish Development Model (PDM) Guideline**

**Occupational Health and Safety Act**

**The 1995 Constitution of the Republic of Uganda**

**Financial and Accounting Regulation 1998**

**Physical Planning Act 2010**

**Pallisa Town Council 5 year Development Plan 2015/16-2019/2020**

**Pallisa Town Council Population Sourced from Housing and Population Census 2024**