
**FACULTY OF MANAGEMENT SCIENCES
DEPARTMENT OF ECONOMICS AND MANAGEMENT**

**A REPORT ON FIELD ATTACHMENT CARRIED OUT AT PALLISA
TOWN COUNCIL
PALLISA DISTRICT
FROM 19TH MAY 2025-25TH JULY 2025**


**BY
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YEAR THREE
BPA
BU/UP/2023/3747**

**INTERNSHIP REPORT SUBMITTED TO BUSITEMA UNIVERSITY
FACULTY OF MANAGEMENT SCIENCES IN PARTIAL
FULFILMENT OF THE REQUIREMENT FOR
THE AWARD OF A BACHOLARS OF PUBLIC
ADMINISTRATION AND
MANAGEMENT**

AUGUST 202

DECLARATION

I Kaguba Justine a student of Busitema University solemnly declare that this report is of my own effort and has never been submitted to any University or institution of higher learning and has been written in respect to Busitema University Rules and Guidelines for the award of bachelors of Public Administration

Signature 

KAGUBA JUSTINE

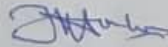
Date 23/07/2025

APPROVAL

This is to certify that Kaguba Justine reg. No. BU/UP/2023/3747 has solely complied this report.
We therefore recommend that this report be submitted to the University for the Award of a
Bachelor's degree in Public Administration and Management.

Field Supervisor

Signature



.....
ivii Gideon Johnson

Academic Supervisor

Signature



.....
Date

2nd / 9th / 2025

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LIST OF ACRONYMS

CAO.....	Chief Administrative Officer
CDO.....	Community Development officer
CV.....	Curriculum Vitae
FY.....	Financial Year
HI.....	Health Inspection
IRAS.....	Integrated Revenue Administrative System
LCIII.....	Local Council Three
NIRA.....	National Identification Registration Authority
PDM.....	Parish Development Model
PDMIS	Parish Development Model Membership Information System
PPEs.....	personal protective equipment
PRN.....	Payment Reference Number
PTC.....	Pallisa Town Council
PWDS.....	People with Disabilities
RDC.....	Resident District Commissioner
SAGE.....	Senior Assistance Grant for Empowerment
SCDO.....	Senior Community Development officer
URA.....	Uganda Revenue Authority
UWEP.....	Uganda Women Empowerment Programs
YLP.....	Youth livelihood programs

EXECUTIVE SUMMARY

This internship report has been developed after the internee going through internship training from Pallisa Town Council, the internee was exposed to a number of day-to-day practical works carried out in the Administration department.

The internee was involved in preparing the office, organizing files writing reports, monitoring government programs like PDM, SAGE, UWEP, YLP. among others.

During the internees industrial training at Pallisa Town Council, the internee learnt a lot of new things which she had not acquired in class like revenue mobilization using IRAS, discussing budgets in local government, council sittings, loan application processes, profiling PDM beneficiaries and many more.

Much as there were a lot of new things learnt, there were also some challenges the internee faced like: Rampant power failure, lack of lunch, inadequate facilities of information technology system, inadequate safe drinking water facilities and poor sanitation at the place of convenience which were solved by hiring personal laptops, providing lunch and drinking water by ourselves and personal cleaning of the different places at Pallisa town council.

However, internship is a very educative exercise especially when the training is done in Pallisa Town Council. This is therefore to encourage Busitema University to always advise students to apply for their internship to Pallisa Town Council.

SECTION-ONE

INTRODUCTION

This section consists of the location, description of Pallisa town council, objectives and the organisational structure of PTC.

a) Location of Pallisa Town Council

Pallisa Town Council is located in the eastern region of Uganda in Pallisa district; its headquarters lies adjacent to the district offices. It is positioned 190km northeast of the capital city Kampala, 50kms west of the Regional Town Mbale. It is bordered by Serere and Kumi districts in the NorthEast, Ngora in the North, Butebu, Kibuku and Budaka Districts in the east. It lies astride latitudes 1:45°N and 1:05°S and between longitudes 33:47°E and 34:05°W with an area coverage of 32.4 square kilometres. **Refer to appendix 3.**

b. Description of Pallisa Town Council

Below is the description of Pallisa Town Council

The existence of Pallisa Town Council started in 1937 as a distribution and a collection Centre for cotton. These activities were carried out by Indians and Arabs cotton traders who settled in the towns in linear settlement. The settlement took the form of trading Centre with a minor settlement at Osupa and Akadot where the ginneries were located.

The name Pallisa was derived from the word “APARIS” tree which is gentle and flexible and was commonly used by farmers for herding the bulls that pulled the yoke during plough wing. They were preferred because of their quality for they did not hurt the animals. This made people from the neighboring regions to travel all the way for the sticks of “Aparis” tree, hence, the area came to be referred to as Pallisa especially by the Indians and Arab settlers which was easier for them to pronounce.

In 1984, Pallisa trading Centre got turned to the status of the Town Board headed by the Town Clerk with a few staff. By 1994, the town board was elevated from non-self-accounting to self-accounting status to a Town Council known today as Pallisa Town Council. Which currently has five wards namely, Hosipital, Kaucho, Kagwese, East and West ward with 43 cells. The current population of Pallisa town councils is 41108 where there are 19164 males and 21944 females as

per the recent UBOS report which is a great sign of a growing town and can be recommended for a municipality

Vision

An Urban Council with improved quality of life, promoting economic development, increased personal income and boosting the local economy.

Mission

To compliment community effort by providing customized training and supporting viable income generating activities in a sustainable way

Values

These values are designed in Pallisa Town Council to ensure:

- Impartiality
- Objectivity
- Transparency

Team work

- Excellence
- Transparency
- Integrity
- Efficiency
- Effectiveness of public officers when performing their duties for proper guidance in their behaviors in relation to the public in terms of work conditions and policies.

Objectives for field attachment.

The following are the objectives of the field attachment;

To gain early understanding and appreciation of the practical skill- life situation challenges associated with the application of the theoretical knowledge acquired.

To find out the problems faced by employees while at their places of work, problems faced by organizations during the operation and knowing their future prospects.

To develop students understanding of work ethics, employment, responsibilities and opportunities.

To provide an opportunity for students and academic staff to interact with the Stakeholders and potential employers to appreciate field situations that will also generate information for review and improvement.

To provide an in-depth knowledge of the formal functional activities of a participating organization.

To enable students, acquire experience in their respective field of specialization, this is through the day today activities assigned to the intern at the work place.

To enable students, get hands on experience on real life situation they are likely to work in when they graduate and this is because employers are more interested in work experience than the qualifications and this can be acquired only through interns

Organizational structure

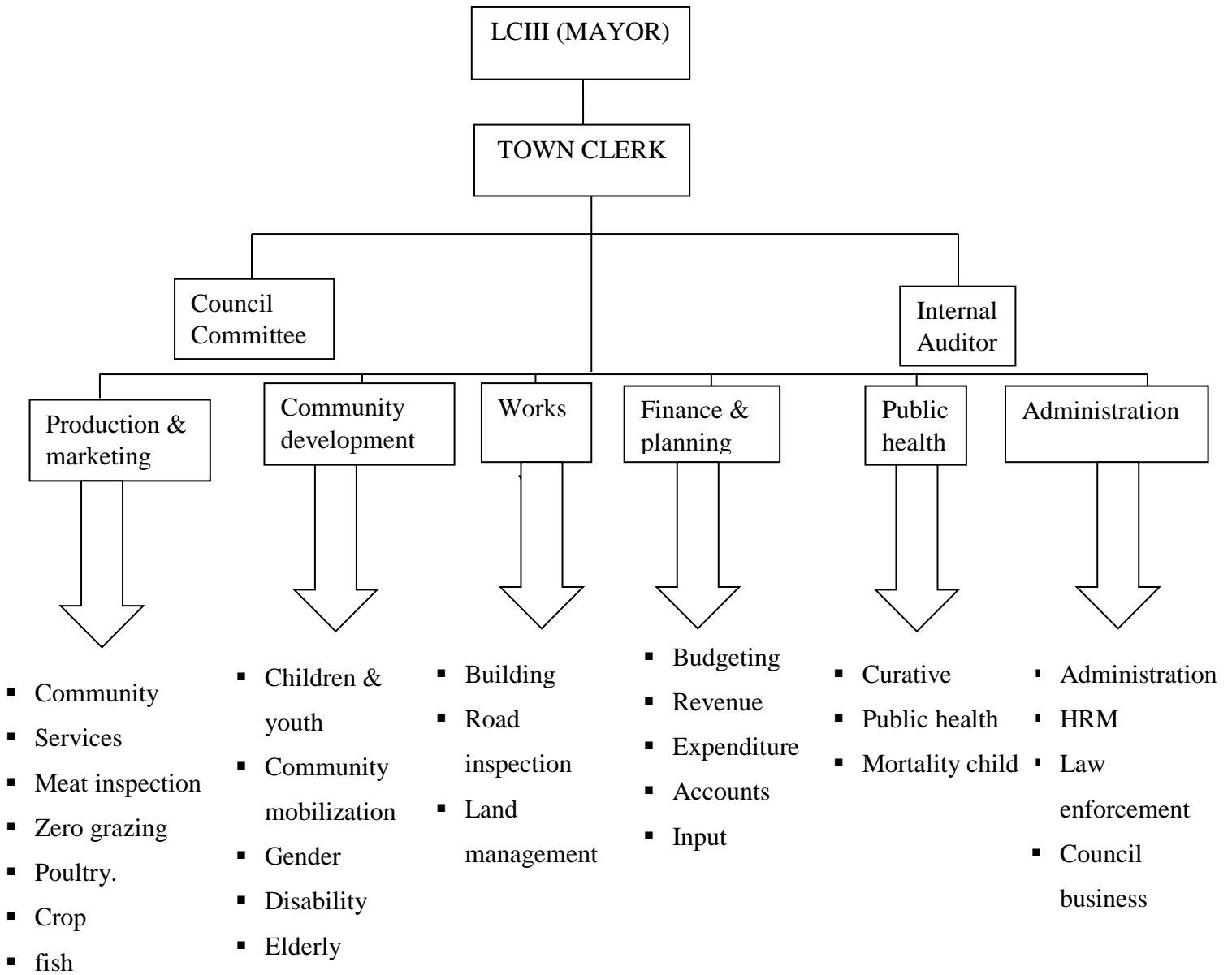
PTC as part of local government organization is divided into two wings headed by two different leaders that is; political and administrative wing.

The chairperson local council III heads the political wing and the Town Clerk heads the administrative wing.

He co-ordinates the day today administration of various departments and other lower units right from the district to county and sub-county levels heads the administration. Pallisa Town Council is headed politically by the LC3 (Mayor) this is followed by the town clerk (TC) who is the senior accounting officer of Pallisa town council.

Therefore, Pallisa Town Council, organizational chart below shows bottom down layering.

Figure 1. Showing the organizational structure of Pallisa Town Council



Tasks carried out by Pallisa Town Council.

Tasks carried out by Pallisa Town Council include:

Finance and planning.

Finance and planning is a service done in Pallisa Town Council, and handles the following tasks;

- Coordinating the preparation of council's budget.
- Budget implementation and control
- Revenue mobilization.
- Implements lawful financial policies and directions of the council as communicated by the chief executive.
- Making provision for safe storing of the council funds and all accounting books.
- Finance and planning department maintains approved system of accounting throughout the council financial system.

Community based services.

Community based services is a service done in PTC to facilitate particularly tasks in social development which includes;

- Community mobilisation and sensitisation
- Community linkage and networking
- Gender mainstreaming and women equipment
- Planning
- Monitoring government aided program

Technical services and Works.

This department is responsible to carry out tasks like inspecting and supervision of development and maintenance of the physical infrastructure required for meeting sectoral service delivery targets and ensuring sufficient, affordable and convenient water supplies and access to land in town.

Health department.

Health department provides the following tasks: outpatient's services, maternal and child health/family planning, immunization, sanitation and hygiene, maternity services, laboratory services, mental and dental services.

Production sector.

This comprises of different departments such as agriculture, fisheries and veterinary

The production sector is responsible to carry for the following tasks; food security and improvement of farmers' income.

Production sector also provides skills and knowledge on improved methods of agriculture.

SECTION TWO

Description of work carried out.

Below is the description of work carried out during the internship training at Pallisa town council;

Taking of official Oath and Oath of secrecy. This involved the taking of an official oath and Oath of secrecy before the Town Clerk Mr. Aisu Jude Martin in his office and this was done verbally while holding a Bible for Christians or a Quran for the Muslims as guided by the public service standing orders. This was of great value for the internee to uphold the rules, procedures and cordial principles of the organization mostly in reference to standing orders.

Participated in SAGE program, senior Assistance Grant for empowerment which is a government program aiming at giving financial assistance to the elderly from the age of 80 and above. This assistance is given every month and it is 25000 but it is paid out quarterly. These beneficiaries are identified by the NIRA database with the help of the town Agents and the chairperson LC ones who work with the chairperson who identifies elders between 80years and above. these people are put in the system and wait for payments by their NIN which give full details of the person and if the person is bed ridden, they can send the alternative beneficiary to get on his/her behalf and if the person dies, still the alternative beneficiary can get the last payment.

Participated In the GROW launch which took place at Pallisa T/C grounds where the chief guest was the RDC. GROW is a non-government program under the ministry of gender and social development working hand in hand with the ministry of Gender and social development. This is a five year program which started in 2021 and expiring in 2026 aiming at empowering woman in the business community. It is operating country wide and through the world bank as the funder to the local banks say, Stanbic, centenary, Finance Trust, Equity., DFCU and others. The GROW project gives out money to a lady with business of around 4million to 5 million worthy its capital at only 8% per year. this activity was super headed by a number of stakes holders name the chairperson LC THREES the executive committee, the parish chiefs, the CDOs and other stake holders for example the labour officer, the DCDO and the selected ten women from every sub county in Pallisa District. This was a one day activity which went on smoothly and I directly participated as a target person as well as an usher

Procedures, the application processes is done through any of those banks mentioned above then wait for the feedback. This exercise went on smoothly where I participated as a target person and also an Usher

Attended Council Meetings, this is a combination of all the committees e.g. finance and planning, works and technical education and health, executive and others which come together to pass or reject the resolutions made in the committee meetings for implementation. The meeting is chaired by the speaker of the council and minutes are taken by the T/C but on his behalf, he assigns the clerk to council to write the minutes. In the very meeting, the budget for approval is presented by the chairperson LC111 who can also delegate any member on the committees according to the law on his/her behalf. The prayer on the agenda in the council meeting is not as usual and it is said by the clerk to council who also just reads it from the procedural guidelines

The meeting went on well amidst of very many arguments by the committee members and the budget presented was approved for implement, this was on 2nd June. 2025 and the technical person in this meeting is the town clerk.

Participated in PDM loan application process. This is a government program aiming at improving the economic life of the vulnerable for example the very poor people, women and others. This money is given to the selected households which are identified by the chairperson LC2 with the help of the town agents in their wards. According to the policy this is an inclusive program where woman take 30%, the youth 30% the PWDs 10% the elderly 10% and the men 20%. After the selection, these individuals are profiled in the system by thee town agents and are forwarded to the CDO to be added to membership groups using the PDMIS where they were applied for PDM loans on their behalf. After this, the beneficiaries now go to the C/P SACCOS for payments by WENDI. The internee actively participated in this because I worked closely with the CDO.

Carried out a health inspection within Pallisa town led by the healthy inspector Pallisa town council to check on the general healthy condition of Pallisa town, this was through monitoring of sweeping, garbage disposal, loading and offloading garbage, supervision of the burrow pit to see how garbage is loaded. During this exercise, the internee happened to engage and interacted with some cleaners who shared with me a lot of challenges like; lack of tools of work say brooms, hoes, wheel barrow, Lack of PPEs say gloves, gumboots, masks, Late payments due to change in

the new introduced system called IRAS., Inadequate labour to do the work within the shortest period of time among others.

Inspection of the burrow pit in Nalufenya ward where all the garbage collected from town is disposed from. While at the burrow pit, it was found out that the garbage is littered everywhere and needs to be pushed inside for proper disposal. During the exercise we still found out that some places or streets are not properly swept due to inadequate manpower and this now calls for immediate attention of new recruitment of other workers to gap up.

Attended gender-based violence at the district in the district council chambers. This meeting was chaired by the probation officer and the chief guest was the CAO and the RDC. The call for this meeting was due to rampant sexual abuses/ abuses done to female workers in Pallisa district. this was a very good discussion because the female workers aired out all the burning forms of sexual harassment at the work place for example; demoralising them at the work place, rape, Salary disparities, rude language used to them due to failure to give in sex, denial of other things because of failure to give in sex and all the above, affects negatively the productivity of work at the work place. Some of these were mitigated with the following solution, confidential reporting mechanism, induction of the interneers, creating a talking environment at the work place zero tolerance to sexual harassment which created self-awareness to the female workers and exposed them to the different reporting mechanisms

Revenue mobilisation using IRAS. IRAS is Integrated Revenue Administrative System. This is a new system introduced by the government used to mobilise for revenue in local government.

Here the responsible team moves around town, business per business reminding them to pay tax and whoever is ready at that time, they generate for them the reference numbers and direct them to go to any bank to deposit the money using the reference number. IRAS is an app in their system which they use to generate payment reference numbers for payments in any bank, this money goes direct to URA which later sends to the accounts of the town council

Office management, sorted files for PDM. Another activity was sorting files out files according different wards says; Hosipital, Kagwese, Kauchio, East and West ward respectively.

ii) Duties and responsibilities.

During the internship training, I used to perform the following duties and responsibilities

Helped in the SAGE program like picking IDs from the beneficiaries after hearing their names because it was rollcall first and their IDs were picked and taken for verification

I had a responsibility of filling my log book, signing it and taking it to the field supervisor also to sign.

Cleaning of the electronic devices used within the office like computer, printer, key board and the mother board through the use of a cotton cloth.

Monitoring the SAGE beneficiaries for example Akware Asanasi who was found alive but bed ridden, Akello Mary Kevin was found when she was had died.

Making sure that the office door and windows are closed before going home by closing and locking using the padlock

Making reports for example I made a report about Mivule Mukaga woman development group

Monitoring PDM beneficiaries like fish farmers in Obekai cell

The internee monitored sanitation and hygiene practices in Osupa P/S and wrote a report

The internee carried out support supervision and data collection about teenage pregnancy in Rweta Health Centre 11

The internee wrote invitation cards for ladies in the business community inviting them to attend the GROW Launch

The internee Organized the office by arranging the PDMs files according to different wards

The internee also was assigned to write reports about SAGE exercise which was held at Pallisa town council and included the challenges and the recommendations

The internee Made sure that the office tables and chairs are kept clean and well-arranged by putting them in good positions.

The internee carried out a social inquiry about children in contact with the law at Pallisa police station

The internee was responsible for applying for loans to PDM beneficiaries using PDMIS as assigned by SCDO and was successfully done

The internee monitored youth livelihood projects and UWEP in Kagwese ward which was found running smoothly and wrote a report

Sensitized communities on child labor, Child abuse is the violation of children's rights in various forms for example physical abuse which involves physical harm on injury to the child medical neglect financial abuse. Then child labor takes many forms often differing by region culture and economic condition for example agricultural works e.g. working on forms fields and plantation

Revenue mobilization using IRAS, this is a new system introduced by the government to mobilize revenue in local government. Here the responsible team moves around town business per business reminding them to pay tax and someone is ready at that time they generate for them the PRN and instruct them to go in bank and deposit

Knowledge gained and skills gained.

The internee gained knowledge and learnt several skills during activities undertaken through the training period as shown below:

From the Oaths taken on the very first day the internee learnt not to release any information or secretes of the office anywhere until it is a court order.

The internee also learnt the professional; ethics say:

The dressing code, reporting time, departure and the general conduct while at work and outside as an Administrator as per the public standing orders were greatly achieved.

Communication skills and listening skills acquired especially during sensitization meetings and monitoring activities where the internee approached and interviewed community members on different topics for example during sensitization on YLP, UWEP program which required internee to mobilize, sensitize by educating and listening to members decisions

Monitoring skills and sensitization skills experienced on various occasions during exercises while capturing data using YLP monitoring templates, schools' data collection forms on school enrollment, gender and sanitary facilities.

The internee learnt organizational and management skills through mobilizing and arranging programs with group members, assist in drawing agendas, selecting group leaders such as chairpersons, secretaries, treasures who are key stakeholders in managing and running the projects and those who cooperated managed to formulate group projects ready to be funded by the government.

Client handling and customer care experience during office times when handling clients who came at the agency, the internee could respond quickly and forward clients to responsible offices, attend to visitors in the absenter of the CDO during his official calls and since he was the CDO and district YLP focal point person for the on running YLP and UWEP programs he had a fixed schedule and limited time to attend to the office.

During the internship the internee meet categories of people in the community to work with which improved on networking for future reference and recommendation.

Public speaking through presentations on group visits, meeting and interacting with superiors of different organizations like on school data collection exercises the internee could meet head teachers, senior women and male teachers

The internee also acquired office management skills, records keeping skills during participation in office arrangement activities, categorizing documents YLP, UWEP files, distribution of letters and files to responsible offices.

Through the several meetings attended say: works and technical services, health and education, executive and council meetings. The internee learnt to write minutes for the meeting for example Min1/GC/05/2025

Teamwork skills during sensitization of community members which at times could involve going with other fellow internees and here work could be shared on different topics but all about sensitizing the community on government programs

The internee learnt to socialize with people through the interactions in the field exercises for example through SAGE PDM, GROW enterprise, Revenue mobilization among others and also with the staff members

The internee learnt how to use the IRAS app to generate the PRN for the tax payers in the revenue mobilization which is a new system introduced by Government

The internee got knowledge on public service regulations guidance and standing policies including dressing code at the organization, arrival and departure time, office manners and handling procedures taken since it's a government institution there is decentralization of work.

The internee learnt how government programs are implemented for example through the SAGE exercise and PDM where she was directly involved

Through carrier guidance, the internee learnt to work with colleagues, share with them and also consult in case of any need of knowledge

Problem solving and conflict resolution skills were gained after several engagements with many conflicting parties

Communication and listening skills were also gained during the training.

Counseling and problem solving skills were gained especially when handling the PDM complaints.

Effective time management while meeting the set targets were achieved record keeping and data management skills especially while using PDMIS and a grievance register were gained

Computer skills while dealing with IRAS and PDMIS were gained.

Relationship with other staff and supervisor

Here is the relationship with other staff and the supervisor.

There was continuous consultation from my supervisor and other staff who would guide the internee on what to do thus good relationship with staff.

There was team work between other staff and my supervisors as they worked together in order to run the different activities carried out by different departments within PTC.

There was good communication between them since they never exchanged bitter words to each other throughout my training period

There was coordination between my supervisor and other staff as they coordinated while running their activities with the Town Council.

There was motivation as my supervisor used to motivate some staff members on how to handle their tasks assigned to them.

There were good problem-solving techniques which were exhibited between my supervisor and other staff as they used stick and carrot method.

Problems experienced.

Organizational challenges.

Below are the challenges faced by the organization.

There was a challenge of inadequate facilities to use for instance the brooms, scrubbing brushes and on top of that some were worn out for disposal at scrap value.

Inadequate facilities like computers, few Printing and photocopying machine which all affects the performance of the organization.

Lack of other alternative sources of power other than hydroelectricity for example, generator or solar in the organization as this slowed down the effectiveness and efficiency of work during the internship.

Insufficient funds for facilitation in certain activities like during mobilization, tax assessment and collection.

Poor hygiene in the organization was exhibited most especially in the places of inconvenience; the dirty toilets and smelly urinals were fertile grounds of disease transmission.

Poor working conditions like these workers work from 8:00am to 5:00pm and yet they were not provided with lunch and any kind of allowance.

Rampant power failure hindered performance because the equipment could not operate without power which affected the activities being done.

Ignorance of people about how they pay tax and this was handled through sensitization on the new introduced system (IRAS)

Personal challenges.

The following are the personal challenges faced during the industrial training.

Transportation challenge especially in field visits which required the internee to incur in more money, the absence of transport means for the department activities like monitoring, sensitization school and water source data collection became limited according to interns drawn work plan, targets and timely delivery of reports. Lack of enough training from the university about the industrial training process as they never had time to take me through the internship process.

There was too much hunger since there was no breakfast and lunch to the internees thus a challenge.

Poor time management as we used to wait for our fellows so as we learn as a group which resulted into delays in coverage.

Lack of team work among the internees on the issue of handling the keys for the office for the purposes of cleaning the office where by some people refused it.

Poor hand writing majorly on documents like minutes, reports where some information was not easily read and caused delays

How they were handled.

Below are the ways how the problems faced during internship were handled.

The internees started carrying their own drinking water and buying from the nearby shops in order to solve the problem of shortage of water for drinking.

The problem of poor sanitation was solved by employing a garbage collector who used to move with a tractor in order to collect all waste materials within the PTC.

The problem of few computers was partially solved by a few students who owned laptops that acted as additives to the few computers available.

Students provided themselves with lunch in order to overcome the problem of not being catered for.

The problem of power was solved by charging laptops from other places which enabled the internees to have power on their electronic devices thus solving the power shortage.

Internees resorted to the cleaning of the working places by sweeping, mopping and scrubbing of Pallisa Town Council.

Poor hygiene especially in the areas of privacy like latrines was solved by employing a cleaner who used to clean them every day.

Internees used to provide themselves with lunch either by going back home or buying from the hotels within PTC.

SECTION THREE

CONCLUSION

Here is the conclusion about the brief summary of knowledge gained as outlined in the objectives and they are seen below;

Pallisa Town Council is a place where the internee got a variety of hands on experience on real life situation that is likely to work for the internee when the she graduates and this is because employers are more interested in work experience than the qualifications and this was acquired by the interneess experience in the respective field of specialization and this is was through the day today activities assigned to the internee at the work place like monitoring of the PDM beneficiaries, the SAGE beneficiaries ,revenue mobilization using IRAS,PDM loan applications for PDM beneficiaries, minute taking for meetings , office organization, participated in GROW exercise among others.

Though the internee enjoyed the internship, the internee faced a number of challenges to mention but a few; difficulty with transport to make it to the work place, few computers and difficulty to access them, printers, working on an empty stomach, and poor sanitation in the place of convenience, the internee managed to identify some problems that employees face while at place of work like lack of transport, lunch etc. Pallisa Town Council also has a number of challenges which include; lack of competent staff in some offices, lack of enough seats.

Pallisa Town Council is a basket full of opportunities where interneess can acquire a number of practical skills like communication skills, listening skills, management skills, leadership skills and many more.

With the knowledge and experience gained, I therefore appreciate the great work done to me by the staff of Pallisa Town Council and also thank Busitema University faculty of management sciences for coming up with the internship program and thus Busitema University should continue with the system in search for excellence.

SECTION FOUR

RECOMMENDATION

i) Improving the industrial training.

The following are the recommendations for improving the industrial training to the university and to the students;

The university should facilitate this activity since student pay internship fee in order to solve the problem of hunger.

Internees should develop team work spirit so as to solve the problem of lack of team work during the industrial training.

I would recommend the university to always take students through the internship process before carrying out the activity in order to simplify the work for the field supervisor.

I would recommend internees to manage time in order to cover up the needful in time.

I would like to recommend that the students should adapt to making their own research about what is in the field because some of the things in the field are taught in the lecture rooms in different languages.

Internees should consult from the field supervisor about figures and words so as to solve the problem of poor hand writing on some documents.

Need for two internship training exercise to the students by the university.

The trainee should also learn how to mitigate the challenges associated with the work he/she does, thus, should be aware that at the work place there are challenges to be encountered.

The internee should learn to be versatile/ living a life that accept changes in the field of work.

The university needs to invite the field supervisors for memorandum of understanding.

They should take note of all the theoretical aspects taught in the class that can be implemented during the practical in the field of attachment

The trainee should always be willing to learn new things during the training by asking questions and should make sure that the tasks assigned are completed in time so as more tasks are assigned to him.

Improving of work output at Pallisa town council.

I recommend PTC to embrace the following in order to improve on the work output as seen below;

Pallisa town council should improve its record keeping system/technology adoption through backing files and updating of its information online.

Capacity building: management should expose employees to training centers about the new systems introduced for example IRAS, PDMIS among others.

Staff accommodation: The government should secure accommodation for the employees near the work places to avoid inconveniences and also create office space to reduce n congestion in some offices

Occupational health and safety: Management should ensure that the occupational healthy and safety measures are put in place to safe guard the employees. This includes painting of friendly colors in offices to avoid refection of light with may affect their slight, fire extinguishers and lighting conductor.

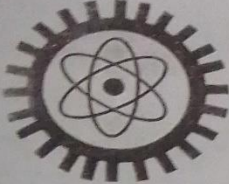
Frequent holding of management meetings to update the employees on different changes oin the work aspect

The CDO needs an assistant to help him deliver effectively

There is need of benchmarking visits to well performing Districts

APPENDICES AND DRAWINGS

Drawing 1: Log Book



**BUSITEMA
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**FACULTY OF MANAGEMENT
SCIENCES**

**INDUSTRIAL TRAINING
LOGBOOK**

NAME OF STUDENT KAGUBA JUSTINE

REGISTRATION No. BV/UP/2023/3747

PROGRAMME BPA

TRAINING PLACE PALLISA TOWN COUNCIL

PHYSICAL ADDRESS PALLISA

TELEPHONE 0774635937

EMAIL/WEBSITE Kaguba@ gmail.com

NAME OF DEPARTMENT ADMINISTRATION

TRAINING PERIOD

STARTING DATE 19/05/2023 ENDING DATE 25/07/2023


Infinix SMART 6 2022/2023

Appendix 1: support supervision and data collection Rweta HC11



Drawing 2

Acceptance letter



The Republic of Uganda

**PALLISA DISTRICT LOCAL GOVERNMENT
 OFFICE OF THE CHIEF ADMIN. OFFICER
 P.O. BOX 14,
 PALLISA – Uganda**

In any correspondence on
 This subject please quote: CR/307/2

12TH FEBRUARY, 2025

The Head of Department (Economics and Management)
 Faculty of Management Sciences
BUSITEMA UNIVERSITY.

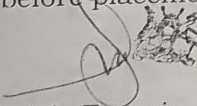
RE: ADMISSION FOR INTERNSHIP FOR MS. KAGUBA JUSTINE.

I acknowledge receipt of your letter dated **11th February, 2025** in respect of the above captioned subject.

I have the pleasure to inform you that your student **Kaguba Justine** pursuing a **Bachelor of Public Administration and Management** has been granted permission to undertake her practice for a period of **two months** with effect from **12th May, 2025** to **31st July, 2025**.

During this period, she will be under the supervision of the **Principal Town Clerk/Pallisa Town Council** who will give her the necessary training and guidance.

By copy of this communication, the student is advised to report to the undersigned for administration of the Official Oath and the Oath of Secrecy before placement.



**For: CHIEF ADMINISTRATIVE OFFICER
 PALLISA**

Odele Francis
For: CHIEF ADMINISTRATIVE OFFICER

Copy:

- The Principal Town Clerk/Pallisa Town Council
- Ms. Kaguba Justine
- File

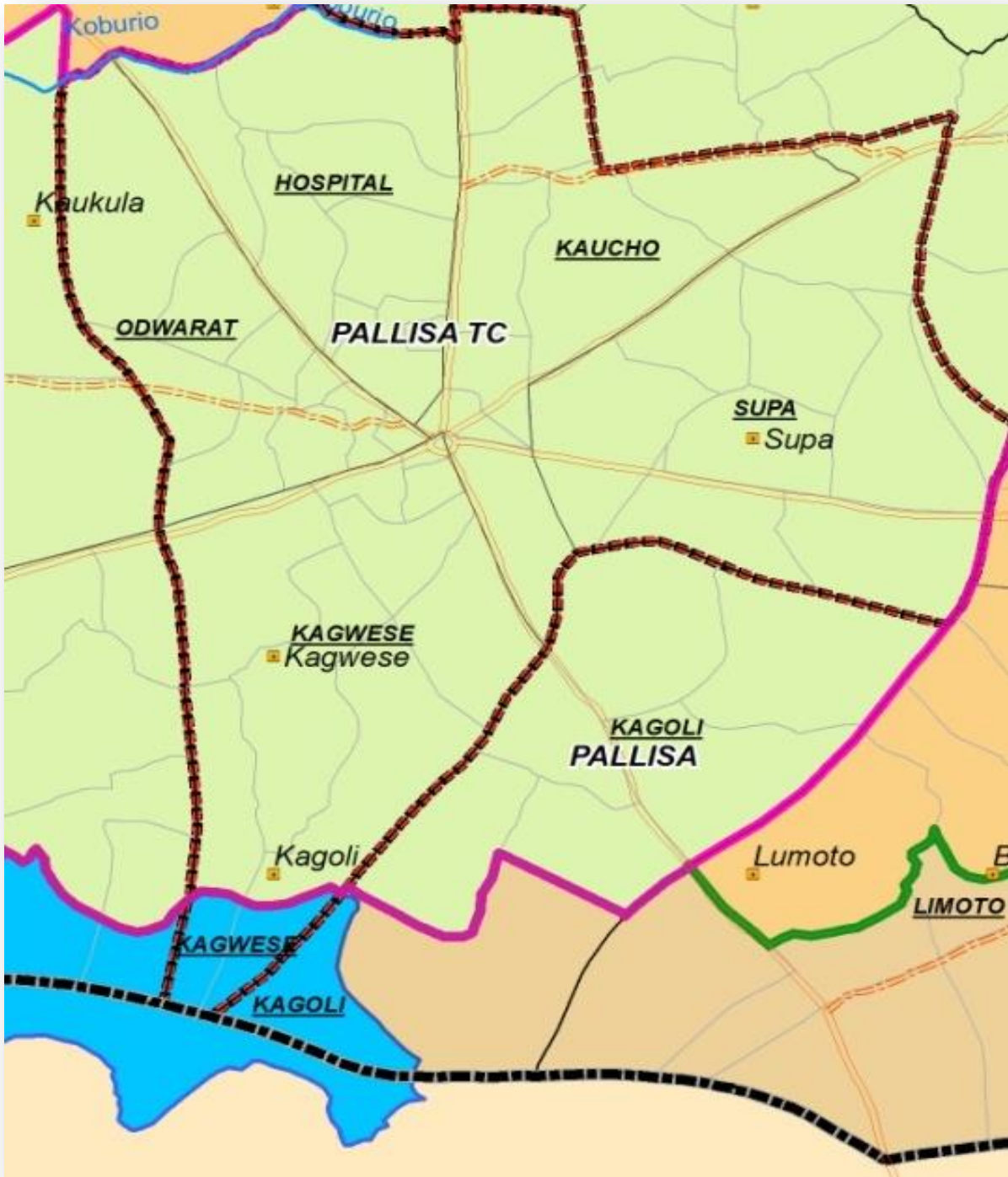
Infinix SMART 6

Appendix 2

while interacting with CID About children in contact with the law



Appendix 3: Map of Pallisa Town Council.



Photographs.

Appendix 5: Photo during sanitation and Hygiene inspection in Akadot Primary School.



Photographs.

Appendix 5: Photo during Typing of the Report.

REFERENCES

Local government acts on livelihood programs like youth livelihood program and Uganda women's entrepreneurship program revised 1997

The 1995 constitution of the republic of Uganda

Lower government structure in constitution under Local Government Act, 1995

Financial and accounting regulation 1998, physical planning act 2010

Pallisa town council 5 year development plan 2015/2016- 2019/2020

Pallisa town council population sourced from Housing and Population Census 2002

Uwep handouts on a presentation to district technical officers during UWEP regional refresher training on 21st -24th may 2019 in Jinja source of the Nile hotel

MasterCard index of women entrepreneurs 2018 (http://newsroom.mastercard.com/wp-content/uploads/2018/03/MIWE_2018_final_reprt.pdf) report

SAGE Guideline

GROW Guideline

PDM Guideline

Occupational Health and Safety Act