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**BUSITEMA UNIVERSITY**  
**FACULTY OF MANAGEMENT SCIENCES**  
**A REPORT ON FIELD ATTACHMENT CARRIED OUT AT PALLISA DISTRICT**  
**LOCAL GOVERNMENT**

**BY**  
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**BU/UP/2024/1961**

**AN INTERNSHIP REPORT SUBMITTED TO THE DEPARTMENT OF ECONOMICS**  
**AND MANAGEMENT IN THE PARTIAL FULFILLMENT**  
**OF THE REQUIREMENTS FOR THE AWARD OF A DIPLOMA IN RECORDS AND**  
**INFORMATION MANAGEMENT**

**OF**  
**BUSITEMA UNIVERSITY**  
**ACADEMIC SUPERVISOR**  
**MR.KANGAWO JOEL**

**JULY 2025**

**DECLARATION**

I **ANDREA AMUGA AMUGES** hereby declare that this fieldwork placement attachment report is my original piece of work and is as a result of my own efforts and skills acquired at Pallisa District Local Government during my two months of training. It has not been duplicated and has not been submitted to any institution of higher learning for any award.

**Signature**

.....  
.....

**ANDREA AMUGA AMUGES**

**Internee**

**Date**

.....  
.....

**APPROVAL**

This is to satisfy that this field work report Of Andrea Amuga Amuges was supervised and submitted on my approval

Signature: J. Oketch..... DATE: 24/AUG/25.....

**MR: OKETCH JOHN EMMY**  
**(FIELD SUPERVISOR)**

Signature: K. Kangawo..... DATE: 26/08/2025.....

**MR. KANGAWO JOEL**  
**ACADEMIC SUPPERVISOR**

## **DEDICATION**

This report is dedicated to my Beloved Father Mr. Opendi Patrick Amuges and my Beloved Mother Madam Mwenewo Marion for the sacrifices they made towards my course and during my internship exercise and for believing in me I owe them all the greatest attribute in my life that Without their love, care, prayers, guidance and support, I would not be the person I am today. May the Almighty God bless you.

**Thank you so much.**

## **ACKNOWLEDGEMENT**

I thank God the almighty for the love and guidance that he showed to me throughout the completion of this internship. Thanks be to God.

My great pleasures goes to my supervisor Mr. Kangawo Joel for tiresome work he did during the exercise and without his guidance, I would not have come out with this report.

I also extend my great thanks to the whole staff of Busitema University especially those at department economics and management for mentoring me.

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**Thank you so much**

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## ABBREVIATIONS

<b>ACAO</b>	<b>Assistant Chief Administrative Officer</b>
<b>ARO</b>	<b>Assistant Records Officer</b>
<b>BFWE</b>	<b>Business field work education</b>
<b>BU</b>	<b>Busitema University</b>
<b>CAO</b>	<b>Chief Administrative Officer</b>
<b>CFO</b>	<b>Chief Finance officer</b>
<b>CR</b>	<b>Central Registry</b>
<b>D.R.O</b>	<b>District Records officer</b>
<b>DC</b>	<b>District chairperson</b>
<b>DCAO</b>	<b>Deputy Chief Administrative Officer</b>
<b>DEO</b>	<b>District education officer</b>
<b>DEO</b>	<b>District Education Officer</b>
<b>DHO</b>	<b>District Health Officer</b>
<b>DIOS</b>	<b>District inspector of school</b>
<b>DLG</b>	<b>District Local Government</b>
<b>DNO</b>	<b>District NAADS officer</b>
<b>DPO</b>	<b>District procurement officer</b>
<b>DRIM</b>	<b>Diploma in Records and Information Managements</b>
<b>DVO</b>	<b>District veterinary officer</b>
<b>EO</b>	<b>Environment officer</b>
<b>FO</b>	<b>Fisheries officer</b>
<b>HC</b>	<b>Health center</b>
<b>HLG</b>	<b>Higher Local Government</b>
<b>HOD</b>	<b>Head of department</b>
<b>HRO</b>	<b>Human Resource Officer</b>
<b>ICT</b>	<b>Introduction to Computer Technology</b>

<b>LCV</b>	<b>Local council five</b>
<b>NAADS</b>	<b>National Agricultural Advisory Development Service</b>
<b>NUSAF</b>	<b>Northern Uganda Social Action Fund</b>
<b>PAS</b>	<b>Principal assistant secretary</b>
<b>PDLG</b>	<b>Pallisa District Local Government</b>
<b>PO</b>	<b>Post Office/Personnel Office</b>
<b>R. O</b>	<b>Records Officer</b>
<b>RDC</b>	<b>Resident District Commissioner</b>
<b>USE</b>	<b>Universal secondary education</b>

## **EXECUTIVE SUMMARY**

From 19<sup>th</sup> may to 25<sup>th</sup> July 2025, the training took form of attachment as a trainee officer in the central registry [CR] of Pallisa district local government in Pallisa town where I was assigned a number of duties and responsibilities this report is an account of field attachment training that I under took in Pallisa district local government under records department that include the following; Receiving, registering and classifying personal records, opening personal files and routine them to respective officers and handling Confidential matters as prescribed in the public service standing orders. I was also assigned to clean the office before the work time where I was able to do it before in the expected ways without delay. My findings during attachment are that Pallisa district local government is an organization through which learning can take place, the Organization has challenges of its adequacy in the number of employments; there was also challenge of adequate experience especially At the start of the exercise, difficulty un reading and interpreting some abbreviations, despite all the challenges, I was able to learn a lot. The period of two months that the internship takes in my view is short and therefore I do propose that the period to be extended probably. By having it during every academic year for diploma and certificate students, was three [3] month period can be enough.

# CHAPTER ONE

## 1.0 INTRODUCTION

This chapter contains a brief background of the field attachment, its objectives and benefits, Organizational background, general set up, location details, vision, mission, values and the organizational structure.

### 1.1 BACK GROUND OF THE INTERNSHIP EXERCISE;

Internship is usually a temporary arrangement in which you gain experience in a particular field or job function under the guide of an employer. It can be paid or unpaid, during the semester, and can range from anywhere from a few weeks to a year.

In order to offer a comprehensive training package for students, Uganda Institute of Information and Communications Technology looks at the internship program as an opportunity for the students to test their understanding of the key concepts learnt from their theoretical package and how they relate to the work environment.

It's assumed therefore that when students are attached to agencies, the work based supervisor will assign students duties and responsibilities and keep them engaged with day to day operations of the line departments/sectors. E.g. labor, probation, etc. With such engagement, it is expected that students will get first hand training on –job to sharpen their skills.

Internship is usually undertaken after the end of first and second years of study for students perusing Diploma of Records and information management

Management (DRIM), and this period runs for six to eight weeks respectively between May and July. Note with DRIM, the council for higher learning put it upon all students to undertake this activity and at University 2024/2025 intake we are the pioneers of the exercise.

The organization then deploys the students and serves her attachment to the faculty for programs that last for eight weeks after which a student is expected to write the report.

- The University should be able to provide the students with some amounts of money for their upkeep during the training.
- The University should provide booklets or logbooks for the students early in hardcopies instead of giving them soft copies which costs them to print and bind.
- The University should provide identification tools like the tags, identity cards and the neck ties for both the ladies and the gents.

#### **5.4 RECOMMENDATIONS FOR POLICY MAKERS.**

- The policy makers should make policies and implement them into use by the users, these policies should be too strict to those who want to break.
- **TEXT CITATIONS AND REFERENCES**

#### **6.0 Introduction**

This gives the references to the report and some Acts used.

#### **6.1 References**

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- Students Log Book
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- The Local Government Act 1997