

Operations/Network

Department Summary

Please summarize your department's work this month:

The administration office has coordinated with other sectors to assist the administration department and this worked well on some of the following matters:

- *Paid internet fee for Family House and Central Office*
- *Booked the bus and hotel during staff re-trip to Sihanoukville*
- *Updated documents and new ID Cards for staff in 2012*
- *Maintained the computers*

Sign-off by Department Head



Operational and Administration

Reporting:

Staff in charge of report: Mr. Yim Sophal

Highlights

- Designed Certificate for Volunteers
- Communicated with Singapore office through email
- Prepared games and some activities during re-trip to Sihanoukville
- Prepared Information Technology store
- Counted and put sticker on Riverkids Assets
- Maintained the computer software and printer
- Designed ID Cards for staff in 2012
- Checked staff attendance
- Informed staff to attend the training with Mr. Vannak

Evaluations

None Due

Yes, attached as _____ (file name)

Next Month

Please briefly describe activities planned for next month

- *Print ID Cards for staff*
- *Install Printer for Micro-Business Department*
- *Resign Contract with some staff*
- *Write letter to authority to request to cooperate with them*
- *Cooperate with other staff to work with volunteers that come in February*

Activities This Month

Activity	Start Date	End Date	Staff In charge	Notes
Went to visit Riverkids slum with house mothers and kindergarten assistants to observe some staff	02-Jan-12	02-Jan-12	Mr. Sophal, Sreya and Sreyov	
Prepared and designed some activities and game for staff during re-trip to Sihanoukville	02-Jan-12	05-Jan-12	Mr. Sophal	
Updated the documents	03-Jan-12	03-Jan-12	Mr. Sophal	
Went to paid internet fee	03-Jan-12	03-Jan-12	Mr. Sophal	

Communicated with Singapore office through email			Sophal	
Went to Accounting Company	04-Jan-12	04-Jan-12	Sophal & Pheakdey	To borrow money from them for staff re-trip
Designed certificate for three volunteers from Overseas and recommendations for Khmer Volunteers	04-Jan-12	04-Jan-12	Sophal	
Checked with staff who went to Sihanoukville and who stayed at the centre to take care the children	05-Jan-12	05-Jan-12	Sophal & All department	
Confirmed bus and hotel companies to make sure about Riverkids staff re-trip	05-Jan-12	06-Jan-12	Sophal	
Prepared games and some activities for staff like "Team Building". Answered the question about Riverkids Vision, Mission and Child Abuse	06-Jan-12	07-Jan-12	Sophal and Other staff	
Attended training with Mr. Vannak about "Thinking and effectiveness of learning"	08-Jan-12	08-Jan-12	Riverkids Main Staff	
Updated fixed asset and prepared store	09-Jan-12	09-Jan-12	Sophal & Mr. Dorn	Keep it in the order
Met and discussed about management and leadership with Ms. Pheakdey and Mr. Phea	09-Jan-12	09-Jan-12	Sophal, Sophea and Pheakdey	
Repaired and cleaned the office	10-Jan-12	10-Jan-12	Sophal, Sophea and Mr. Sina	
Fixed Printer and Scanner	10-Jan-12	10-Jan-12	Sophal	
Met with house mother about Job Description and Staff Policy	10-Jan-12	10-Jan-12	Sophal	
Repaired and Cleaned the virus from Social's Computer	11-Jan-12	11-Jan-12	Sophal	
Reinstalled window and software for the computer at	11-Jan-12	12-Jan-12	Sophal	

family house				
Went to ANZ Royal Bank with Pheakdey every Monday Morning			Sopha & Pheakdey	
Went to do the quotation about the bicycle and then sent it to Singapore	12-Jan-12	12-Jan-12	Sopha	
Went to observe and checked attendant at Compassion House, Family House, Kilomet 6 and Blum	16-Jan-12	16-Jan-12	Sopha	
Printed asset list and put the sticker on fix asset	16-Jan-12	17-Jan-12	Sopha	
Moved IT Asset from Micro Business store room to IT store room	17-Jan-12	17-Jan-12	Sopha & Mr. Dorn	Keep it in the order
Came to monitor and observe the staff are working at Kilomet 6, Blum House, Compassion House and Family House	18-Jan-12	18-Jan-12	Sopha	
Updated the documents and forms	18-Jan-12	19-Jan-12	Sopha	
Designed new ID card for staff in 2012	19-Jan-12	24-Jan-12	Sopha	
Updated Antivirus for server and clients computer	20-Jan-12	23-Jan-12	Sopha	
Checked electric at Family House to find the solution why electric there so high	23-Jan-12	23-Jan-12	Sopha & Mr. Dorn	
Collected all the time-sheets and checked before we submitted it to Accounting Company	24-Jan-12	24-Jan-12	Sopha	
Fixed and Reinstalled window for Micro-Business computer	25-Jan-12	26-Jan-12	Sopha	
Wrote the monthly report	31-Jan-12	02-Feb-12	Sopha	

Our Partners

Reporting:

Staff in charge of report: Mr. Yim Sopha

Please list all our partners whom we worked with this month, e.g. Chab Dai

Name	Work
Mr. Phea and Mr. Phal	Discus with Mr. Panny, director of Koun Kmeng Organization about Leadership and Management.

Staff

Reporting:

Staff in charge of report: Yim Sophal

Highlights.

- 6 documents were sent out from Riverkids (4 certificates to oversee volunteers 1 letters to community and authority, 1 Recommendation for Khmer Volunteer.)
- 1 documents was received in January (1 from NGO CRC)
- 1 staff attended the workshops or trainings outside
- 17 staff requested permission from Admin

Challenges

- I need Hard Drive and Ram for computers in Phnom Penh Office.
- My limited language ability in using the English to prepare the report.
- I need one foreign volunteer specializing in IT to help me setup IT Policy

Evaluations

- None Due
 Yes, attached as _____ (file name)

Staff Changes

Please list any new staff, resigning staff or staff changing positions.

Training This Month

Name	Start Date	End Date	Training	Notes
Ms. Art Chey Rachana	11-Jan-12	11-Jan-12	Radio Fund and Annual Plan	ICC

Leave This Month

Name	Start Date	End Date	Reason	Notes
Ms. Meas Sokthoeun	03-Jan-12	04-Jan-12	Busy at her house	
Miss. Sin Sok Sreymom	03-Jan-12	06-Jan-12	Take annual leave to help at her friend's wedding	
Ms. Tes Dina	03-Jan-12	06-Jan-12	Went to Vietnam to treat her illness	
Mr. Chhun Srun	09-Jan-12	11-Jan-12	Attended his uncle's sister wedding at	

			<i>Kampong Cham Province</i>	
<i>Ms. Mel Sakona</i>	<i>09-Jan-12</i>	<i>11-Jan-12</i>	<i>She got sick</i>	
<i>Ms. So Mayounang</i>	<i>09-Jan-12</i>	<i>10-Jan-12</i>	<i>She got sick</i>	
<i>Ms. Srun Sokkhim</i>	<i>10-Jan-12</i>	<i>11-Jan-12</i>	<i>Take annual leave</i>	
<i>Mr. Meth Savda</i>	<i>12-Jan-12</i>	<i>16-Jan-12</i>	<i>Attended his relative's funeral at Banteay Meanchey Province</i>	
<i>Mr. Chheang Phea</i>	<i>13-Jan-12</i>	<i>14-Jan-12</i>	<i>Attended his sister's wedding at Prey Veng Province</i>	
<i>Ms. Srun Sokkhim</i>	<i>19-Jan-12</i>	<i>20-Jan-12</i>	<i>Headache</i>	
<i>Mr. Lim Theany</i>	<i>19-Jan-12</i>	<i>24-Jan-12</i>	<i>Went to treat his illness at CSI and then attended Vietnamese New Year</i>	
<i>Miss. Sin Sok Sreymom</i>	<i>19-Jan-12</i>	<i>01-Feb-12</i>	<i>Went to Vietnam to visit her grandfather, he and her uncle then passed away</i>	
<i>Mr. Gnem Touch</i>	<i>20-Jan-12</i>	<i>23-Jan-12</i>	<i>Went to his homeland and had Chinese New Year there</i>	
<i>Mr. Chin Chea</i>	<i>23-Jan-12</i>	<i>24-Jan-12</i>	<i>Attended the Chinese New Year</i>	
<i>Mr. Vet Sengly</i>	<i>23-Jan-12</i>	<i>24-Jan-12</i>	<i>Attended the Chinese New Year</i>	
<i>Ms. Try Davan</i>	<i>23-Jan-12</i>	<i>25-Jan-12</i>	<i>Attended the Chinese New Year</i>	
<i>Ms. Soeur Sokunthea</i>	<i>23-Jan-12</i>	<i>24-Jan-12</i>	<i>Attended the Chinese New Year</i>	
<i>Ms. Om Tithya</i>	<i>23-Jan-12</i>	<i>24-Jan-12</i>	<i>Attended the Chinese New Year</i>	
<i>Ms. Srun Sokkhim</i>	<i>26-Jan-12</i>	<i>29-Jan-12</i>	<i>She took her annual leave</i>	
<i>Mr. Yim Sophal</i>	<i>26-Jan-12</i>	<i>31-Jan-12</i>	<i>Attended brother in law's wedding at Kampong Cham Province</i>	
<i>Ms. Soeur Sokunthea</i>	<i>27-Jan-12</i>	<i>03-Feb-12</i>	<i>Attended her grandmother's funeral ceremony</i>	
<i>Mr. Lim Theany</i>	<i>31-Jan-12</i>	<i>01-Feb-12</i>	<i>Annual lives</i>	