

# **APPRENTICESHIP REPORT**

**PT. GEO DIPA ENERGY (PERSERO)  
(HC-GA EXPLORATION MANAGEMENT UNIT)**



**By :**

**ANINDHIA PRATIWI**

**5404191232**

**APPLIED BACHELOR OF INTERNATIONAL BUSINESS  
ADMINISTRATION STUDY PROGRAM  
BUSINESS ADMINISTRATION DEPARTMENT  
STATE POLYTECHNIC OF BENGKALIS  
2023**

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Written as one of the conditions to completing Job training.

**Anindhia Pratiwi**  
**5404191232**

South Jakarta, July 28<sup>th</sup>, 2023

**Deputy Coordinator HCGA  
Exploration Management Unit  
PT. Geo Dipa Energy (Persero)**

**Advisor**



**Rinawati J. Pardede**



**M. Alkadri Perdana, B. IT., M. Sc.**  
**NIP. 198409262019031010**

Approved by:  
Head of International Business Administration Study Program



**Wan Judita Raflah, B. Sc., M. Ec. Dev**  
**NIP. 198406142018032001**

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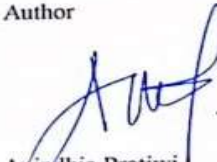
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The author realizes that the preparation of this thesis report is still far from perfect, both in terms of preparation, language, and writing. Therefore, the authors highly expect criticism and constructive suggestions to become a reference for writers in the future. Hopefully, this thesis report is useful for both writers and readers.

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Author



Auindhia Pratiwi  
5404191232

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# CHAPTER I

## INTRODUCTION

### **1.1 Background of Apprenticeship**

The development of science and technology is increasingly rapidly, which is then followed by the need for qualified human resources adequate knowledge and technology. It is purposeful so that the development of science and technology can be balanced with mastery of science and technology by these human resources. There is a demand for adequate and reliable expertise in their respective fields, useful for getting competitive customized jobs to achieve the desired destination. With sufficient expertise, it will produce human resources that are ready to use both in terms of knowledge, morals, attitude, and other criteria needed. The current progress of the times and technology in the current era of globalization is something that cannot be avoided. The same is true in education which always experiences development from time to time and the government is always trying to improve the quality of education.

Practical work is the application or practice and implementation of factually studied theory where in this activity students will get something that can be used as work experience (work simulation) before carrying out actual work activities / work activities, and students can also apply the knowledge received from it results of practical work Implementation of practical work will lead to real experience, namely the world of work. The process of practical work that is carried out by going directly to the company will create an overview of new thoughts, because here the theory will be implemented, and students will easily understand and learn. So that when students sit at their desks, they will easily adapt.

Since 2000's until now the Bengkalis State Polytechnic has 9 (eight) departments with 20 (twenty) study programs, and the D-IV International Business Administration Study Program is one of those formed by Ms. Yunelly Asra SE., MM

which focuses on learning about the challenges faced in the business world in the international market by receiving the first batch in 2016. The Bengkalis State Polytechnic has a responsibility to advance human resources, especially in achieving the quality of students. To meet and achieve educational goals in tertiary institutions, knowledge is needed to apply the knowledge that has been obtained so that students can practice the aspects needed to enter the industrial world. To be able to enter the world of work after graduating from college, every student must have the readiness to face the professionalism of his work in accordance with the field he is in.

In accordance with the curriculum of the Bengkalis State Polytechnic Business Administration study program, that every student who will complete the study must carry out Practical Work (KP) which has been stipulated in the decision of the Director of Bengkalis State Polytechnic in a special regulation. For Diploma III postgraduate students, this Practical Work is carried out after students have completed a minimum of 4 (four) semesters and fully graduated, carried out for 1 month. Whereas for Diploma IV postgraduate students, practical work is carried out after students have completed a minimum of 6 (six) semesters and full graduation, which is carried out for a minimum of 4 months. After carrying out Practical Work for 8 (eight) weeks, students are required to make a Job Training report as a form of accountability for each activity carried out during the apprenticeship.

Based on the provisions above, this prenticeship is carried out at PT. Geo Dipa Energy Persero, Jakarta Selatan head office which carried out for 8 (eight) weeks from June 5, 2023, to July 28, 2023.

## **1.2 Purpose of the Apprenticesip**

Practical work activities for Bengkalis State Polytechnic students, International Business Administration Study Program have the following objectives:

1. To find out the job specifications in PT. Geo Dipa Energy Persero at the HCGA Exploration Management Unit (EMU).

2. To explain practical workplace systems and procedures of apprenticeship
3. To find out the obstacles and solutions encountered during the implementation Practical Work at PT. Geo Dipa Energy Persero at the HCGA Exploration Management Unit (EMU).

### 1.3 Significances of the Apprenticeship

Practical work activities for Bengkalis State Polytechnic students, International Business Administration Study Program have the following benefits:

1. Students could apply the knowledge (theory/concept) they have learned to the real world of work and can increase their knowledge and skills through direct involvement in the work at PT. Geo Dipa Energy Persero at the HCGA Exploration Management Unit (EMU).
2. Students gain experience in the world of work to prepare themselves before being recruited into the world of work.
3. Bengkalis State Polytechnic obtains feedback from organizations or companies on the abilities of students participating in internships in the world of work.

### 1.4 Time of the Apprenticeship

Practical Work Activities (KP) are carried out in accordance with the provisions of the Job Training implementation rules. The practical work period is 2 (two) months, starting from June 5 to July 28, 2023. Practical work schedule at PT. Geo Dipa Energy Persero are follows:

**Table 1.1 Working Hours**

No	Day	Office Hours	Rest
1	Monday	08:00-17:00 WIB	12:00-13:00 WIB
2	Tuesday – Thursday	07:30-17:00 WIB	12:00-13:00 WIB
3	Friday	08:00-15:30 WIB	12:00-13:00 WIB
3	Saturday – Sunday	Leave	-

Source: PT. Geo Dipa Energy (Persero) 2023

## **1.5 Place of the Apprenticeship**

This practical work activity was carried out at Geo Dipa Energy (Persero) Aldevco Octagon Bldg 2nd Floor, Jl. Warung Jati Barat No.75, South Jakarta 12740, Indonesia. Tel: +6221-7982-925. The activities carried out by the author during practical work were at Human Capital General Affairs-Exploration Management Unit (HCGA-EMU).

## CHAPTER II

### GENERAL DESCRIPTION OF THE COMPANY

#### 2.1 Company Profile

##### 2.1.1 PT. Geo Dipa Energy Persero

PT Geo Dipa Energi (Persero) (“GeoDipa” or “the Company”) was originally established as a joint venture of PT PERTAMINA (Persero) (“PERTAMINA”) and State-owned Electricity Company or PT Perusahaan Listrik Negara (Persero) (“PLN”) on July 5, 2002, which was ratified by Notarial Deed of Haryanto SH No. 6 and recorded in State Gazette No. C-16633HT.01.01. TH.2002 dated September 2, 2002.



**Figure 2.1 Geo Dipa Energy Logo**

*Source: Source: geodipa.co.id*

The main objective of GeoDipa’s establishment is to manage Dieng and Patuha geothermal fields, in accordance with the government assignments through the Letter of Minister of Finance No. S-436/ MK.02/2001 dated September 4, 2001, and Letter of the Minister of Energy and Mineral Resources No. 3900/40/M/2001 dated November 5, 2001. PT Geo Dipa Energi (Persero) has its Head Office in Aldevco Octagon Building, Jl. Warung Jati Barat No. 75, Jakarta 12740. In order to accelerate the development of the geothermal industry in Indonesia, the Government finally established GeoDipa as a State-Owned Enterprise (“SOE”), marked by a grant of all PERTAMINA shares in GeoDipa to the Government of the Republic of Indonesia (“Government”) which was legalized through the Notarial Deed of Hadijah SH No. 45 dated August 25, 2010. As a follow up to the share grant, the Government issued

Government Regulation (“PP”) No. 62/2011 which stipulates GeoDipa into a Company. Furthermore, the Government made State Equity in GeoDipa’s share capital with an additional value of Rp2,006,135,598,753.75 (two trillion six billion one hundred thirty-five million five hundred ninety-eight thousand seven hundred fifty-three-rupee seventy-five cents’ rupiah) in the form of land, power plants, geothermal wells and various supporting facilities in Dieng and Patuha geothermal fields. The addition of State Equity Participation in GeoDipa is stipulated in PP No. 1/2015 dated January 5, 2015, concerning the Conversion of Undefined Status Government Assistance (BPYBDS) into State Investment in the Company. In 2015, the Government made a capital investment to GeoDipa amounting to Rp607,307,000,000 through the State Equity Participation (PMN) sourced from the 2015 APBN-P as stipulated in the Government Regulation No. 63/2015 dated August 12, 2015. As of the end of 2018, the Government became the largest shareholder of the Company with a share value of Rp3,056,968,200,000 or 93.33% of the total shares. Meanwhile, the share ownership of 6.67% or Rp218,475,570,000 is owned by PLN.

GeoDipa was appointed to manage the Geothermal Working Area (WKP) in Dieng Plateau through the Regulation of the Minister of Energy and Mineral Resources (“ESDM”) No. 2789 K/30/MEM/2012 located on Jl. Dieng RT 01/RW 01 Sikunang, Banjarnegara, Wonosobo Regency, Central Java 56354. Meanwhile, PT Pertamina Geothermal Energy (“PGE”) was appointed to manage the Patuha Area, located in Pangalengan WKP based on Regulation of the Minister of Energy and Mineral Resources 2067 K/30/MEM/2012. GeoDipa has obtained the full rights to manage Patuha area located on Jalan Raya Rancabolang Km 12 Kampung Kendeng, Pasirjambu District, Ciwidey, Bandung through Decree of the Minister of Energy and Mineral Resources, namely Decision of Minister of Energy and Mineral Resources No. 2192 K/30/MEM/2014 dated March 27, 2014, effective as of January 1, 2007.



**Figure 2.2 Location of Dieng and Patuha GPP**

*Source: GDE Annual Report 2022*

The power purchase agreement with PLN in each field is stated in Energy Sales Contract (“ESC”). Both contracts were signed on June 18, 2004. Each ESC granted GeoDipa the right to sell electricity to PLN by building eight Geothermal Power Plants (“GPP”) with a total capacity of 400 MW, consisting of 6 units with 55 MW capacity and 2 units with 35 MW capacity.

Furthermore, each field in the ESC is updated to suit current economic conditions in the Company’s investment and operations. Amendment to Patuha ESC was signed on September 26, 2011, and Amendment to Dieng ESC was signed on November 10, 2014. Amendment to Electricity Business License for Public Interest (“IUKU”) No. 835-12/ 20/600.3/2011 for Dieng and Patuha Fields was issued by the Ministry of Energy and Mineral Resources on December 19, 2011. The amendment to IUKU superseded IUKU No. 108-12/20/600.3/2007 dated March 1, 2007, that was previously issued. The Company operates one GPP in Dieng geothermal field (Dieng GPP Unit 1) with an installed capacity of 60 MW which has been operating since 2002. One GPP is also installed in Patuha geothermal field (Patuha GPP Unit 1) with a capacity of 60 MW and has been operating since September 2014. Dieng GPP Unit 1 has been re-established as a National Vital Object based on the Decree of the Minister of Energy and Mineral Resources No. 4385 K/30/MEM/2017 issued on December 27, 2017, and it is valid for the upcoming five years. Geothermal Power Plant Patuha has also been determined to be a National Vital Object based on the



Decree of the Minister of Energy and Mineral Resources No. 7100 K/93/MEM/2016 dated September 20, 2016, concerning the Determination of the National Vital Object in Energy and Mineral Resources in Patuha Geothermal Power Plant. GeoDipa was assigned two WKP through the Decree of Minister of Energy and Mineral Resources No. 1748 K/30/ MEM/2017 dated April 11, 2017 concerning the Assignment Geothermal Business to PT Geo Dipa Energi (Persero) in Geothermal Working Area in Mount Arjuno Welirang Area, and Decision of the Minister of Energy and Mineral Resources No. 1749 K/30/MEM/2017 dated April 11, 2017 concerning the Assignment of Geothermal Business to PT Geo Dipa Energi (Persero) in Geothermal Working Area in Candi Umbul Telomoyo Area.



**Figure 2.3 Value of GDP**  
*Source: geodipa.co.id*

### 2.1.2 Exploration Management Unit

Exploration Management Unit (EMU) Is a unit responsible for point exploration and existing geothermal geothermal work areas and is included in the Geo Dipa Energy area. In general, exploration activities include several things, including types of activities, field operations, support services, technical services, logistics and administration, coordination, communication and supervision, analysis and integration of exploration results data and decision making. Therefore,

Exploration activities need to be regulated and managed so that they can run effectively and efficiently. This training will provide knowledge about things that need to be prepared when planning and carrying out exploration activities.



**Figure 2.4 Exploration Activity**

*Source: PT. Geo Dipa Energy (Persero) 2023*

Exploration activities by PT Geo Dipa began since the assignment was issued in 2017 by carrying out various stages of resource surveys and assessments, including a conceptual model of initial well development and targeting for exploration drilling in the Umbul Temple prospect area. This activity was carried out by external consultants from PT Elnusa, Thermochem, and UGM. In 2020 when the special PT Geo Dipa Exploration Management Unit was built, the exploration team conducted Data Reprocessing, Re-evaluation and Update of Resource Assessment, Drilling Options & Strategy for Candi Umbul.

Phase 3 project activities are currently underway with several evaluations of technical and design completion, including Detailed Drilling Design ISOR (2020) and FEED Civil Design (Unibraw, 2021). Subsequent activities for phase 3 of the Candi Umbul Project are currently underway with several evaluations of technical and design completion, including ISOR Detailed Drilling Design (2020) and FEED Civil Design (Unibraw, 2021). Following are the activities for the Umbul Temple. Exploration drilling plans will be carried out in 2025.

## **2.2 Vision dan Mission of PT. Geo Dipa Energy Persero**

### **2.2.1 Vision of PT. Geo Dipa Energy Persero**

The vision of PT. Geo Dipa Energy (Persero) is “To become a reliable and trustworthy geothermal energy company.”

### **2.2.2 Mission of PT. Geo Dipa Energy (Persero)**

The mission of PT. Riau Andalan Pulp and Paper used in realizing the expected goals are as follows:

1. To encourage the Company’s growth in order to support the stakeholders’ target.
2. To maintain the Company’s business sustainability by optimizing the country’s assets that are beneficial to society.
3. To become a pioneer and booster of renewable energy to meet energy needs in the future.

## **2.3 Kind of Business**

Based on the Articles of Association, the Company develops business in mining, trading and services in geothermal sector from upstream to downstream, and power plant. The Company carries out the following business activities:

1. Running a business in the mining sector specifically improving the development and management of geothermal resources including exploration and development of steam production and electricity plants especially in Dieng, Patuha and other areas.



**Figure 2.5 GDE Geothermal Working Area**

*Source: geodipa.co.id*

2. Conducting business in mining support services which include consulting services, construction, operation and maintenance, and technology development.



**Figure 2.6 Procurement of personnel and consultants Geothermal Working Area**

*Source: geodipa.co.id*

3. Conducting business activities in trade related to geothermal mining, including selling electricity, steam power and associated minerals. In conducting business activities, GeoDipa is supported by competent human resources and business networking to government and nongovernment institutions, both domestically and abroad. As of the end of 2018, all business activities are going well.



**Figure 2.7 Ppower to be distribute.**

*Source: geodipa.co.id*

## 2.4 Organization Structure

The company organizational structure or company structure has a general meaning, namely as an arrangement of work units within a company. The structure clearly describes the position, function, rights and obligations of each position within the scope of the company. Pursuant to the Decision Letter of the Board of Directors No. 007.SK/PST.00-GDE/III/2017, the Company's Organization Structure is as follows:

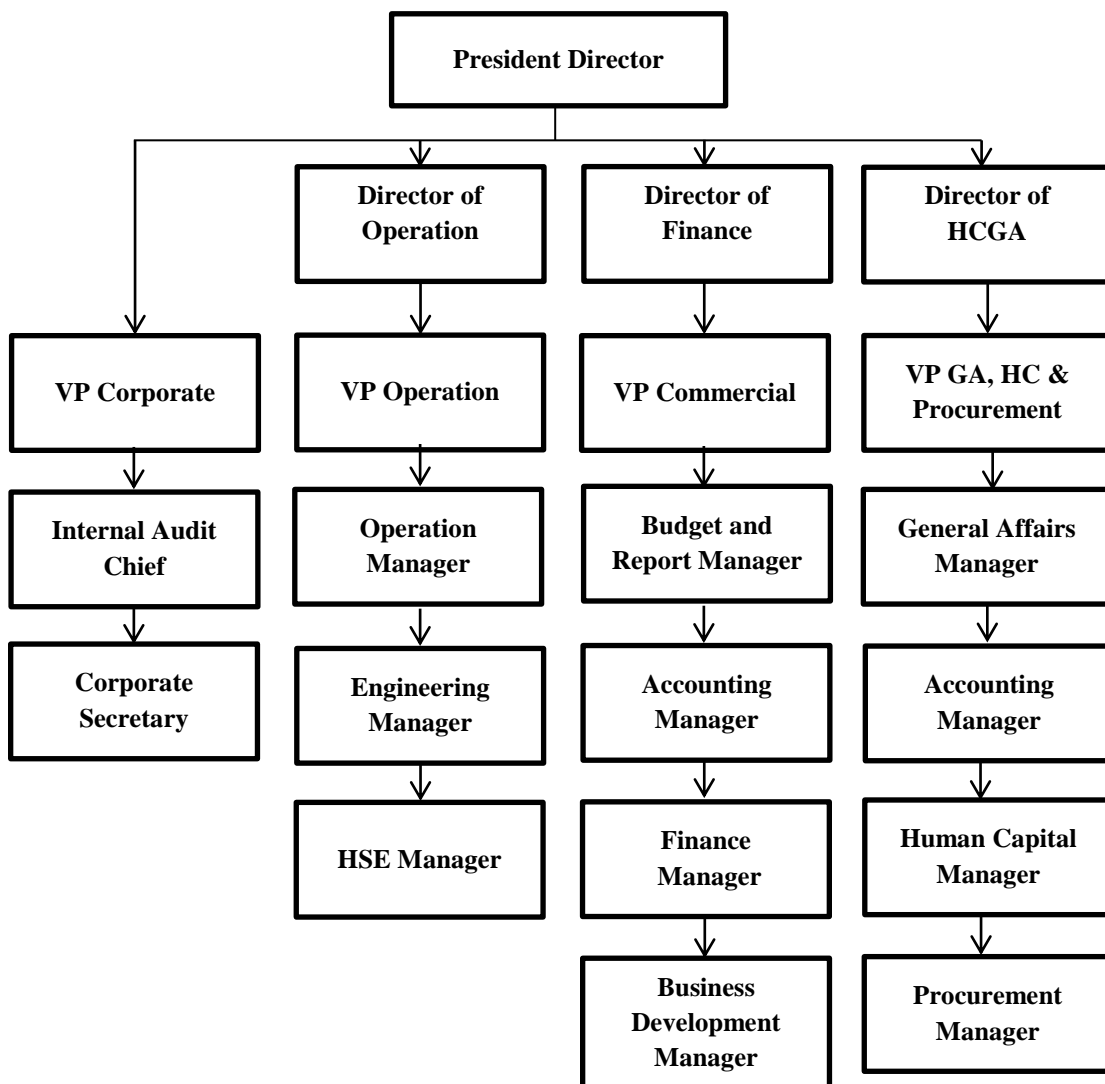


Figure 2.8 Organizational Structure at Geo Dipa Head Office

Source: : GDE Annual Report 2022

1. President Director

The Main Director is the person authorized to formulate and determine a general policy and program of the Geo Dipa Energy company, or according to the limits of authority given by the Indonesian minister of finance or a governing body such as the board of commissioners. Under the president director, there are four director sections, namely VP Corporate, director of finance, operations, and HCGA.

2. VP Corporate

A corporate vice president is the second-in-command in rank of the corporation. This officer serves under the leader of the company, often the president, the CEO, or chairperson, and answers to the board of directors and the board members.

3. Director of Operational

A director of operations is an executive who is in charge of managing the day-to-day operations of a company, which may include a wide range of tasks depending on the industry and size of the business. Under the director of operations there are four sections, namely VP Operation, Operation Manager, Engineering Manager and HSE Manager.

4. Director of Finance

Leading the Ministry of Finance to ensure that the Company fulfills all reporting obligations, accounting and auditing provisions stipulated by capital market regulations; as well as preparing and preparing the annual articles of association, other budgets and the Company's financial plans; and leads the Department of Tax, Commerce and Supply Chain Management. Under the director of operations there are five sections namely VP Commercial, Budget and Report Manager, Accounting Manager, Finance Manager and Business Development Manager

### 2.4.2 Organizational Structure at Exploration Management Unit

Pursuant to the Decision Letter of the Main of Directors No. 015.2.SK/PST.00-GDE/VI/2022, the Company's Organization Structure is as follows:

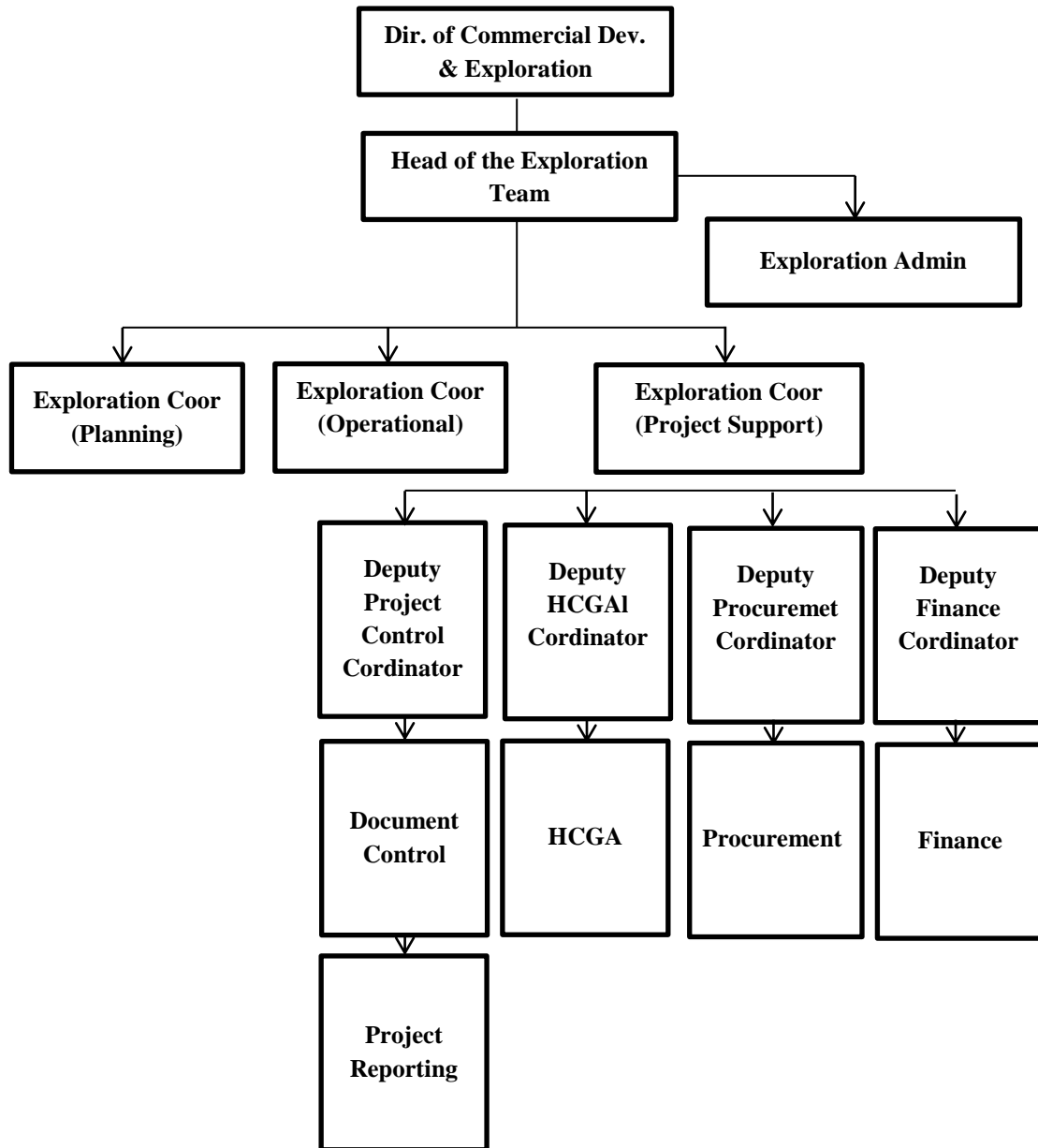


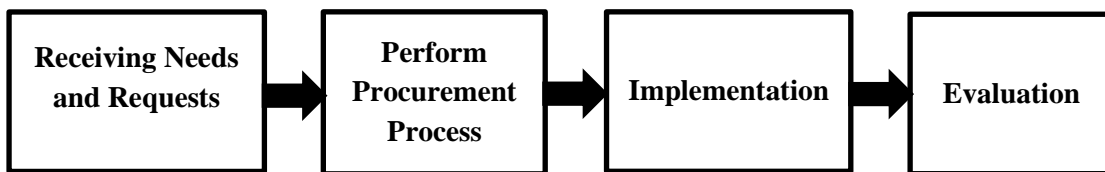
Figure 2.9 Organizational Structure at EMU

Source: GDE Annual Report 2022

## 2.5 The Working Process

HCGA EMU requires continuous planning to benefit a growing company. This is based on effectiveness in carrying out work and procurement. Therefore, KRL HCGA activities must be carried out to form an efficient work system.

Bearing in mind, EMU's HCGA activities are not only concerned with the results, but also the methods taken to obtain these results. The work process of the HCGA Exploration Management Unit (EMU) Division can be seen in Figure 2.10 below:



**Figure 2.10 The Working Process HCGA EMU**

*Source: PT. Geo Dipa Energy (Persero) 2023*

### 1. Receiving Needs and Request.

almost all activities of the Human Capital and General Affairs of Exploration Management Unit (HCGA-EMU) are based on needs and requests by companies, including the procurement of labor and its processes and implementation, procurement of exploration sites, document monitoring and so on. In this process, the unit receives complaints or requests obtained by the EMU team.

### 2. Perform Procurement Proses.

After receiving a request for the needs of the EMU unit, the next step is the procurement process. The procurement and reporting process takes at least about a month to complete and be authorized. in the procurement there are steps that have been regulated such as the preparation of documents (Namely TOR, justifications, minutes, memos, and other supporting attachments) and also approval meetings in accordance with the agreed contract.



3. Implementation.

When the procurement process is complete, enter the contract period. During this contract period, labor/goods will be used or employed in accordance with the ongoing contract and will be extended if there is a further agreement. During the contract period, labor or goods will also be supervised by the relevant person in charge such as the HCGA EMU itself for the EMU unit.

4. Evaluation.

The way to find out whether the process has been completed or not is to evaluate the steps that have been taken. The main purpose of evaluation is to measure the overall effectiveness of the process. At this stage, HCGA-EMU is required to be thorough and thorough for the accuracy of existing data and facts. Therefore, after solving one problem, it is possible to get another new problem. Thus, this stage also becomes a reference for future planning. In short, "How do we do it?" used as a reference in this case stage.

## **2.6 Documents Used for Activities**

In the implementation of practical work there are several documents needed to complete the work given. These documents are as follows:

1. Relevant meeting minutes.

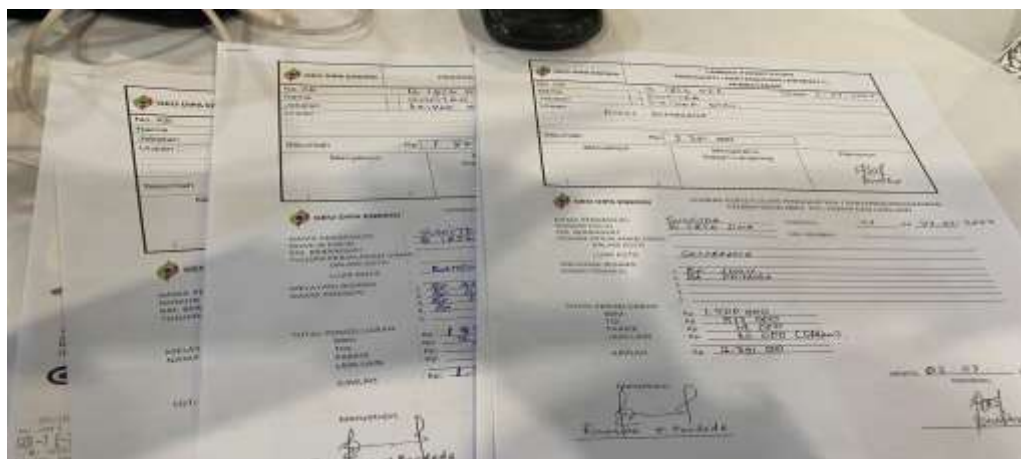
During the meeting, it is necessary to take the minutes of the meeting which will later be redistributed as the results of the meeting at the related meeting. here interns are assigned to be genuine at 3 meetings held with one and several divisions at Geo Dipa Energi. The minutes can be seen in Graph 2.11 below:



**Figure 2.11 The Relevant Meeting Minutes**  
*Source: PT. Geo Dipa Energy (Persero) 2023*

2. Down payment realization report sheet (Daily and BBM)

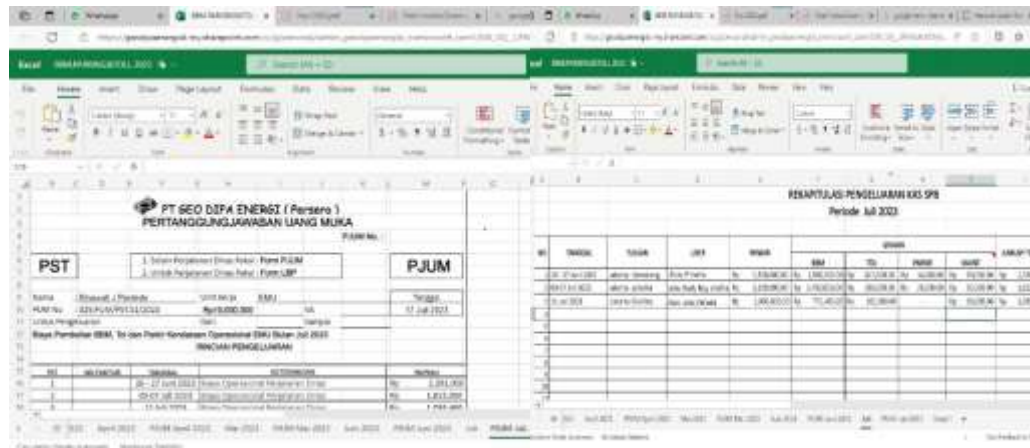
The report on the realization of the use of down payment is a sheet that is used as a report on the realization of the use of down payment or official funds provided by the company to drivers to support employee mobility in carrying out activities and meetings outside the office. The down payment realization report sheet (Daily and BBM) can be seen in Graph 2.12 below:



**Figure 2.12 Realization Form Driver**  
*Source: PT. Geo Dipa Energy (Persero) 2023*

3. Down Payment Form (PUM) and Advance Payment Accountability (PJUM)

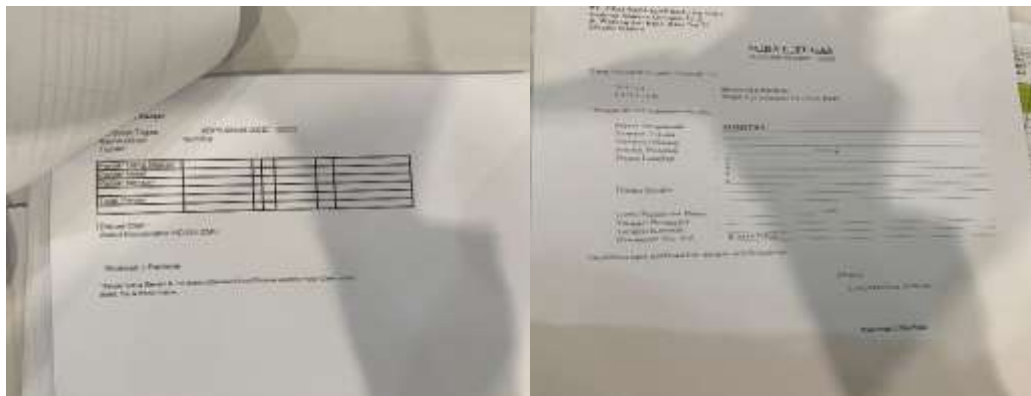
The PUM and PJUM formats are the formats used in making a recapitulation of the reports provided by the driver before the monthly PJUM is carried out and submitted to the finance department at the EMU unit. This format can be seen in Figure 2.13 below:



**Figure 2.13 PUM and PJUM Format**  
*Source: PT. Geo Dipa Energy (Persero) 2023*

4. Driver Assignment Sheets

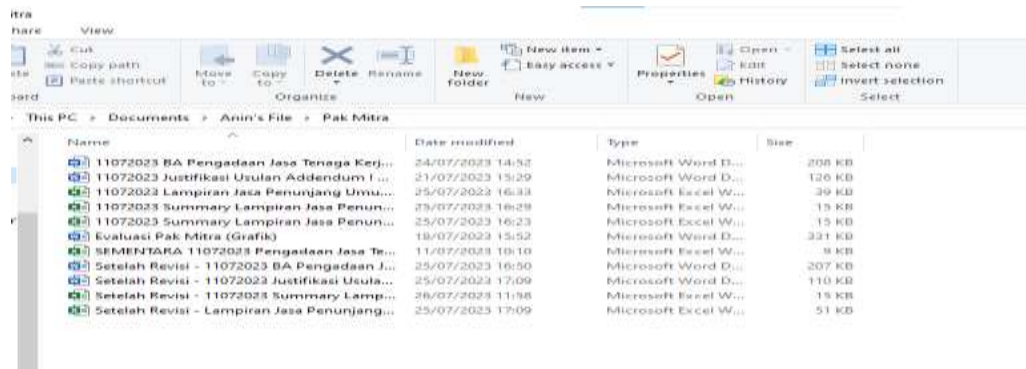
The driver assignment sheet is a letter stating that the driver is really on a business trip which will later be included in the monthly Advance Payment Accountability (PJUM) section. This can be seen in Figure 2.14 below:



**Figure 2.14 Driver Assignment Sheets**  
*Source: PT. Geo Dipa Energy (Persero) 2023*

5. Driver Procurement Documents.

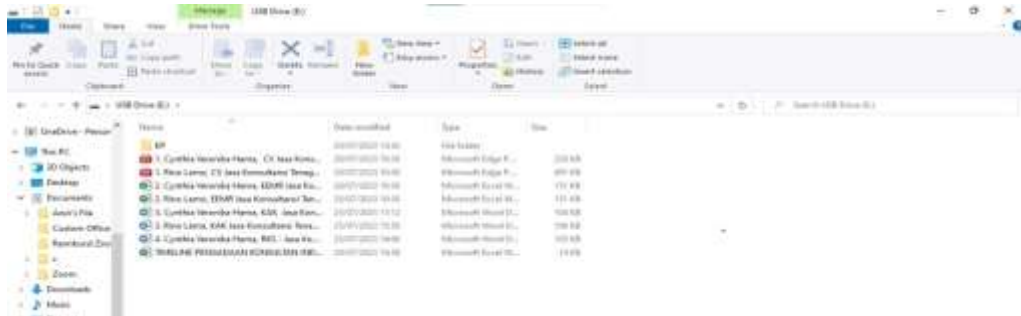
The procurement document is an effort to extend the contract for the related employees, in this case the procurement is carried out for the extension of the EMU department's drafter contract for the head office. Here interns assist in preparing, working with guidance, and coordinating the progress of related procurement. These documents can be seen in Figure 2.15 below:



**Figure 2.15 Driver Procurement Documents**  
*Source: PT. Geo Dipa Energy (Persero) 2023*

6. Consultant Procurement Documents.

The procurement document is an effort to extend the contract for the related employees, in this case the procurement is carried out for the extension of the Jailolo area consultant. Here interns assist in preparing, working with guidance, and coordinating the progress of related procurement. These documents can be seen in Figure 2.16 below:



**Figure 2.16 Consultant Procurement Documents**  
*Source: PT. Geo Dipa Energy (Persero) 2023*

7. Jailolo Working Visit Report.

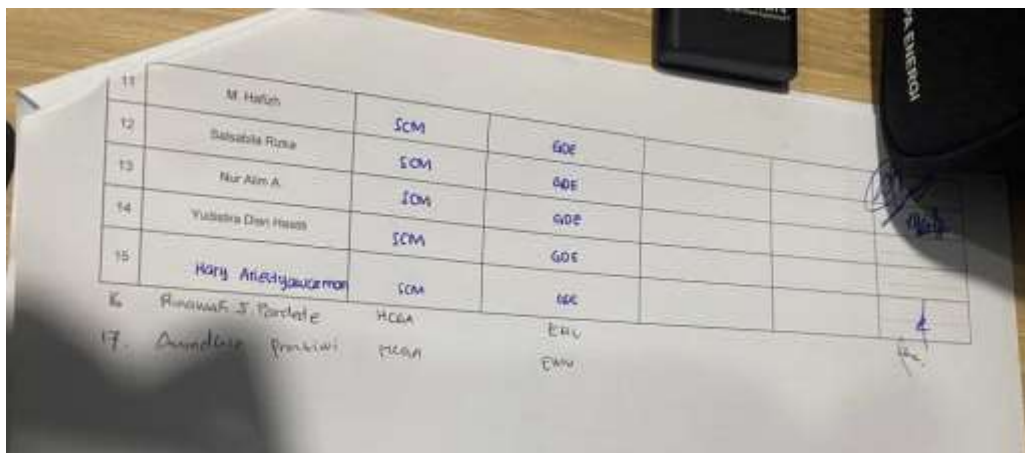
As an intern, here the intern is tasked with making a report in the form of EMU's power point, the report is made based on the files and documents provided. This document can be seen in Figure 2.17 below:



**Figure 2.17 Site Visit Jailolo Report**  
*Source: PT. Geo Dipa Energy (Persero) 2023*

8. Meeting Absence

Apart from being the minutes of the meeting, interns are also in charge of making or writing the absences of meeting participants which will later be reported to the admin section of the EMU department. This document can be seen in Figure 2.18 below:

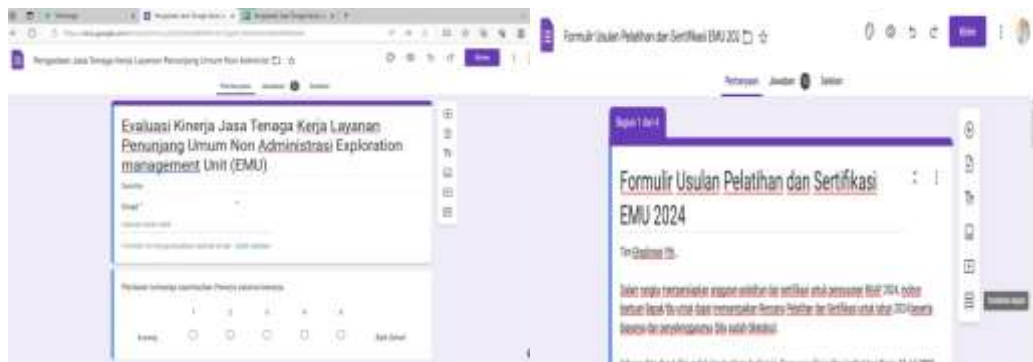


11	M. Hafid				
12	Salsabila Rizka	SCM	GDE		
13	Nur Ain A.	SCM	GDE		
14	Vulstra Dan Headi	SCM	GDE		
15	Hary Anedyapuceman	SCM	GDE		
16	Rendani F. Parlate	HCGA	EMU		
17	Amelina Pratiwi	PCGA	EMU		

**Figure 2.18 Absence Meetings**  
*Source: PT. Geo Dipa Energy (Persero) 2023*

9. Formulir Survey dan Penilaian.

In carrying out the procurement, it is also necessary to carry out an evaluation survey of the driver's performance which will be used as an attachment. In addition, interns are also given the task of making forms related to data collection regarding training and certification which will be carried out by the EMU department team in 2024. This document can be seen in Figure 2.19 below:

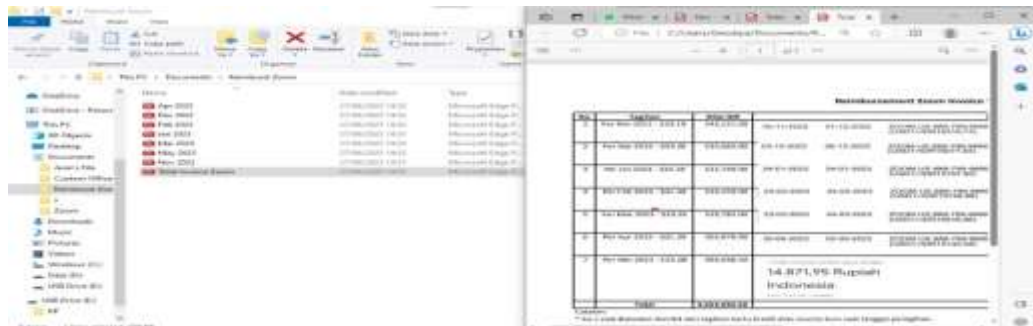


**Figure 2.19 Survey Form**

*Source: PT. Geo Dipa Energy (Persero) 2023*

10. Reimbursement Invoice Zoom

This document is used as an attachment for reimbursed zoom by the project support manager in the EMU department. After the documents are prepared (attachments, memos and signatures), then the documents are submitted to the central GA and Finance. These documents can be seen in Figure 2.20 below:



**Figure 2.20 Reimburst Invoice Zoom Document**

*Source: PT. Geo Dipa Energy (Persero) 2023*

## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job Description**

During the period of practical work at PT. Geo Dipa Energy (Persero), the author is placed in the Human Capital-Exploration Management Unit (HC-EMU). A Human Capital-Exploration Management Unit (HC-EMU) was formed to be responsible for development and exploration in each of the company's operational units (Dieng, Patuha, Candradimuka dan Jailolo). In the Human Capital-Exploration Management Unit, there are several authorities and responsibilities to carry out the following tasks:

1. Participate in meetings with vendors related to the project.
2. Procure the extension of contact employees and consultants.
3. Participate in the process of recruiting new employees.
4. Make a PJUM recapitulation and report (Accountability for Advance Payment) for Exploration Management Unit (EMU) Team Drivers.

#### **3.2 Place of Apprenticeship**

Practical work is carried out when students are taking semester VIII, while the internship lasts for 2 (two) months, starting from June 5, 2023, to July 28<sup>th</sup>, 2023, at PT. Geo Dipa Energy (Perseero) Aldevco Octagon Bldg 2nd Floor, Jl. Warung Jati Barat No.75, South Jakarta 12740, Indonesia. Tel: +6221-7982-925. The activities carried out by the author during practical work were at the Project Support Human Capital-Exploration Management Unit (HCGA/EMU). During practical work the author was placed in the Human Capital-Exploration Management Unit (HCGA/EMU) unit. The company's provisions regarding the schedule or time for carrying out practical work are as follows:

**Table 3.1 Working schedule at EMU in Geo Dipa Energy**

No	Day	Working Hours	Rest
1.	Monday	08:00 - 17:00 WIB	12:00 – 13:00 WIB
2.	Tuesday to Thursday	07:30 – 17:00 WIB	12:00 – 13:00 WIB
3.	Friday	08:00 – 15:30 WIB	12:00 – 13:00 WIB
	Saturday to Sunday	Holiday	Holiday

Source: PT. Geo Dipa Energy Persero

The activities carried out during practical work can be seen in the following table:

**Table 3.2 Daily Activities at EMU at Geo Dipa Energy**

June			
Week 1			
No	Date/Time	Activities	Place
1.	Sunday, June 5 <sup>th</sup> 2023	1. Self-introduction & Orientation at PT. Geo Dipa Energy Persero 2. Participated in the HC application project development meeting for employees with Sunfish Workplaze	PT. Geo Dipa Energy Persero
2.	Tuesday, June 6 <sup>th</sup> 2023	1. Division of work between HC strategies & services	PT. Geo Dipa Energy Persero
3.	Wednesday, June 7 <sup>th</sup> 2023	1. Change position to EMU 2. Orientation jobdesk EMU	PT. Geo Dipa Energy Persero
4.	Thursday, June 8 <sup>th</sup> 2023	1. Follow up procurement progress	PT. Geo Dipa Energy Persero
5.	Friday, June 9 <sup>th</sup> 2023	1. Meeting for the procurement of consultants for Compliance 2. New employee interview schedule meeting	PT. Geo Dipa Energy Persero

Source: PT. Geo Dipa Energy Persero

Agenda of activities or work that has been carried out by the author during the implementation of Job Training at PT. GDE Exploration Management Unit Division June 12, 2023, to June 16, 2023, can be seen in the table below as follows:

**Table 3.3 Daily Activities at EMU at Geo Dipa Energy**

June			
Week 2			
No	Date/Time	Activities	Place
1.	Sunday, June 12 <sup>th</sup> 2023	1. Leading the host of online interviews for job candidates 2. Record and provide official assignment letters to drivers.	PT. Geo Dipa Energy Persero
2.	Tuesday, June 13 <sup>th</sup> 2023	1. Leading the host of online interviews for job candidates 1. Give down payment to the driver	PT. Geo Dipa Energy Persero



June			
Week 2			
3.	Wednesday, June 14 <sup>th</sup> 2023	1. Leading the host of online interviews for job candidates	PT. Geo Dipa Energy Persero
4.	Thursday, June 15 <sup>th</sup> 2023	1. Leading the host of online interviews for job candidates	PT. Geo Dipa Energy Persero
5.	Friday, June 16 <sup>th</sup> 2023	1. Make a Jailolo official work report. 2. Follow up bills and zoom invoices on GA	PT. Geo Dipa Energy Persero

Source: PT. Geo Dipa Energy Persero

Agenda of activities or work that has been carried out by the author during the implementation of Job Training at Exploration Management Unit Division June 19<sup>th</sup>, 2023, to June 23<sup>rd</sup>, 2023, can be seen in the table below as follows:

**Table 3.4 Daily Activities at EMU at Geo Dipa Energy**

June			
Week 3			
No	Date/Time	Activities	Place
1.	Sunday, June 19 <sup>th</sup> 2023	1. Leading the host of online interviews for job candidates	PT. Geo Dipa Energy Persero
2.	Tuesday, June 20 <sup>th</sup> 2023	1. Work Visit Report Meeting in Jailolo	PT. Geo Dipa Energy Persero
3.	Wednesday, June 21 <sup>st</sup> 2023	1. Make preparation documents PJUM SPD 2. Make meeting notes	PT. Geo Dipa Energy Persero.
4.	Thursday, June 22 <sup>nd</sup> 2023	1. Make a copy of the Human Capital assignment	PT. Geo Dipa Energy Persero
5.	Friday, June 23 <sup>rd</sup> 2023	1. Make copies of weekly meeting minutes	PT. Geo Dipa Energy Persero

Source: PT. Geo Dipa Energy Persero

Agenda of activities or work that has been carried out by the author during the implementation of Job Training Exploration Management Unit Division June 26<sup>th</sup>, 2023, to June 30<sup>st</sup>, 2023, can be seen in the table below as follows:

**Table 3.5 Daily Activities at EMU at Geo Dipa Energy**

June			
Week 4			
No	Date/Time	Activities	Place
1.	Sunday, June 26 <sup>th</sup> 2023	1. Make disbursement of official funds for SPD and BBM	PT. Geo Dipa Energy Persero
2.	Tuesday, June 27 <sup>th</sup> 2023	1. Making Accountability Down Payment (PDAM) for June 2023	PT. Geo Dipa Energy Persero

June			
Week 4			
3.	Wednesday, June 28 <sup>th</sup> 2023	EID ADHA	-
4.	Thursday, June 29 <sup>th</sup> 2023	EID ADHA	-
5.	Friday, June 30 <sup>st</sup> 2023	EID ADHA	-

Source: PT. Geo Dipa Energy Persero

Agenda of activities or work that has been carried out by the author during the implementation of Job Training at Exploration Management Unit Division July 3<sup>rd</sup>, 2023, to July 4<sup>th</sup>, 2023, can be seen in the table below as follows:

**Table 3.6 Daily Activities at EMU at Geo Dipa Energy**

July			
Week 5			
No	Date/Time	Activities	Place
1.	Sunday, July 3 <sup>rd</sup> 2023	1. Perform data input reports on the realization of the use of panjer.	PT. Geo Dipa Energy Persero
2.	Tuesday, July 4 <sup>th</sup> 2023	1. Making notes for EMU driver contract extension	PT. Geo Dipa Energy Persero
3.	Wednesday, July 5 <sup>th</sup> 2023	1. Attended GEO DIPA KE 21st Birthday Celebration	PT. Geo Dipa Energy Persero
4.	Thursday, July 6 <sup>th</sup> 2023	1. General Affairs Joint Meeting regarding EMU Driver Contract extension	PT. Geo Dipa Energy Persero
5.	Friday, July 7 <sup>th</sup> 2023	1. Perform data input reports on the realization of the use of panjer.	PT. Geo Dipa Energy Persero

Source: PT. Geo Dipa Energy Persero

Agenda of activities or work that has been carried out by the author during the implementation of Job Training at Exploration Management Unit Division July 10<sup>th</sup>, 2023 to July 14<sup>th</sup> 2023 can be seen in the table below as follows:

**Table 3.7 Daily Activities at EMU at Geo Dipa Energy**

May			
Week 6			
No	Date/Time	Activities	Place
1.	Sunday, July 10 <sup>th</sup> 2023	1. Create a questionnaire about the evaluation of driver performance in the EMU unit	PT. Geo Dipa Energy Persero
2.	Tuesday, July 11 <sup>th</sup> 2023	1. Joint meeting of GA and GM GA members regarding procurement 2. Monitoring the results of filling out the evaluation link	PT. Geo Dipa Energy Persero

<b>May</b>			
<b>Week 6</b>			
3.	Wednesday, July 12 <sup>nd</sup> 2023	1. Perform data input reports on the realization of the use of panjer.	PT. Geo Dipa Energy Persero
4.	Thursday, July 13 <sup>th</sup> 2023	1. Enter employee CV data in the EMU unit 2. Creating links and editorial related links to proposing EMU training and certification	PT. Geo Dipa Energy Persero
5.	Friday, July 14 <sup>th</sup> 2023	1. Monitoring the use of drivers' down payment fees and the rest	PT. Geo Dipa Energy Persero

Source: PT. Geo Dipa Energy Persero

Agenda of activities or work that has been carried out by the author during the implementation of Job Training at Exploration Management Unit Division July 17<sup>th</sup>, 2023, to July 21<sup>st</sup>, 2023, can be seen in the table below as follows:

**Table 3.8 Daily Activities at EMU at Geo Dipa Energy**

<b>July</b>			
<b>Week 7</b>			
<b>No</b>	<b>Date/Time</b>	<b>Activities</b>	<b>Place</b>
1.	Sunday, July 17 <sup>th</sup> 2023	1. Re-checking the EMU Drivers procurement documents. 2. Perform Accountability Advance Payment Month July 3. Prepare the procurement of Yando documents	PT. Geo Dipa Energy Persero
2.	Tuesday, July 18 <sup>th</sup> 2023	1. Leading the host of online interviews for job candidates	PT. Geo Dipa Energy Persero
3.	Wednesday, July 19 <sup>th</sup> 2023	<b>HIJRI NEW YEAR</b>	-
4.	Thursday, July 20 <sup>th</sup> 2023	1. GDE anniversary preparation rehearsal	PT. Geo Dipa Energy Persero
5.	Friday, July 21 <sup>st</sup> 2023	1. Finalization of EMU driver procurement documents 2. Filling out the Jailolo consultant contract	PT. Geo Dipa Energy Persero
6	Saturday, 22 <sup>nd</sup> July, 2023	1. GDE anniversary Batch II	Gelora Bung Karno Arena

Source: PT. Geo Dipa Energy Persero

Agenda of activities or work that has been carried out by the author during the implementation of Job Training at Exploration Management Unit Division July 24<sup>th</sup>, 2023, to July 28<sup>th</sup>, 2023, can be seen in the table below as follows:

**Table 3.9 Daily Activities at EMU at Geo Dipa Energy**

July			
Week 8			
No	Date/Time	Activities	Place
1.	Sunday, July 24 <sup>th</sup> 2023	1. Make notes of meeting results with MPS 2. Final submission of EMU driver procurement documents to KODIPA	PT. Geo Dipa Energy Persero
2.	Tuesday, July 25 <sup>th</sup> 2023	1. Revision Procurement Driver with KODIPA 2. Make a draft for Consultant Mr. Yando	PT. Geo Dipa Energy Persero
3.	Wednesday, July 26 <sup>th</sup> 2023	1. Submission of EMU driver procurement documents to KODIPA	PT. Geo Dipa Energy Persero
4.	Thursday, July 27 <sup>h</sup> 2023	1. Submission of EMU driver procurement documents to KODIPA	PT. Geo Dipa Energy Persero
5.	Friday, July 28 <sup>th</sup> 2023	1. Submission of EMU driver procurement documents to KODIPA	PT. Geo Dipa Energy Persero

Source: PT. Geo Dipa Energy Persero

### 3.3 System and Procedures

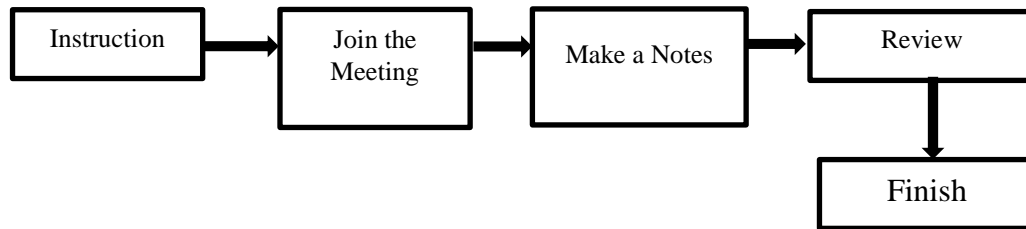
Companies need a system to support company activities, in other words, a system is a series of procedures that are interconnected and together form a function that aims to achieve company goals. There are several procedures used in the operational activities of HC-GA Exploration Management Unit (EMU) Department.

In this EMU's department, the author is given several authorities and responsibilities to carry out the following tasks:

1. Participate in meetings with vendors related to the project & make a note.

Here interns are given the opportunity to join in meetings with vendors, in connection with that, interns are given the task of taking minutes during the meeting to find out the summary of the results of the meeting that took place.

The steps in the process can be seen in Figure 3.1 below:



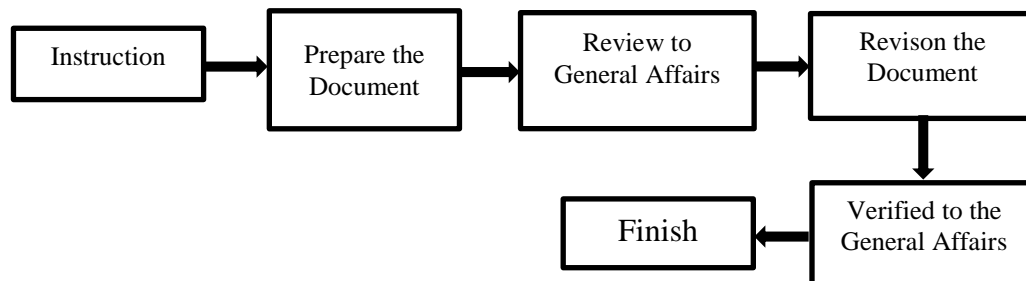
**Figure 3.1 The process of Participate in Meetings & Make a notes**

*Source: PT. Geo Dipa Energy (Persero) 2023*

The activities carried out in inputting data are as follows:

- a. Get the instructions.
  - b. Join the meeting & Make a Notes
  - c. Review the notes.
  - d. Finish
2. Procure the extension of contact employees and consultants.

As part of the admin staff, apprentices are given the authority to join directly in the contract extension process for non-administrative employees and consultants within EMU. The steps in the process can be seen in Figure 3.2 below:



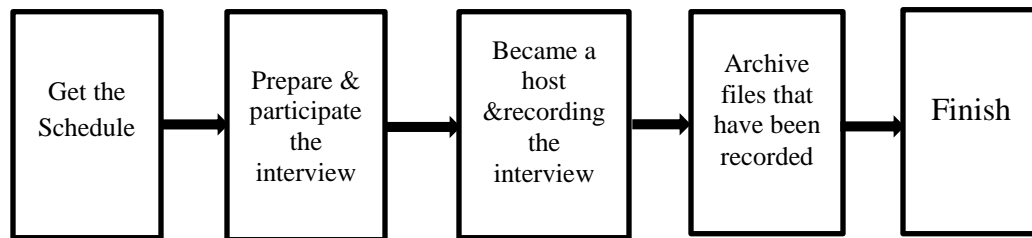
**Figure 3.2 The Process of Procure the Extension of Contact Employees and Consultants**

*Source: PT. Geo Dipa Energy (Persero) 2023*

The activities carried out in inputting data are as follows:

- a. Instruction
- b. Prepare the document.
- c. Review to general Affairs

- d. Revision the document
  - e. Verified to the General Affairs
  - f. Finish
3. Participate in the process of interviewing new employees.
- As part of HC GA assisting in interviews is also the duty of Human Capital, here the intern oversees hosting and recording during interviews and archiving recording files and reporting them to the mentor. The steps in the process can be seen in Figure 3.3 below:

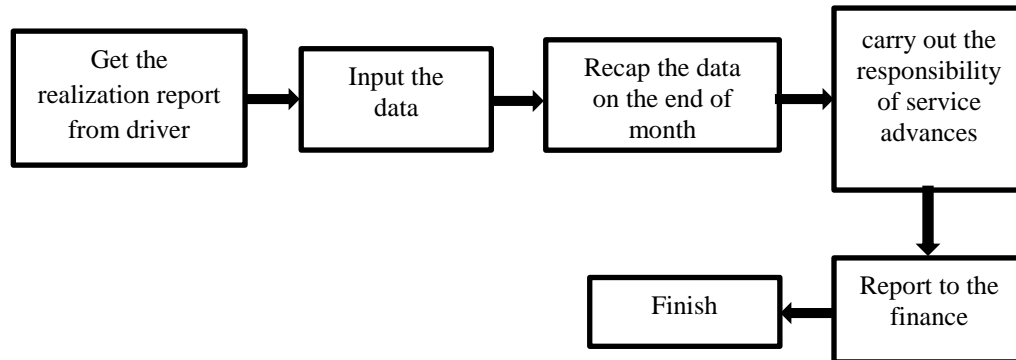


**Figure 3.3 Participate in the Process of Interviewing New Employees.**

*Source: PT. Geo Dipa Energy (Persero) 2023*

The activities carried out in inputting data are as follows:

- a. Get the schedule
  - b. Prepare & participate the interview
  - c. Became a host & recording the interview
  - d. Revision the document
  - e. Verified to the General Affairs
  - f. Archive files that have been recorded
  - g. Finish
4. Make a PJUM recapitulation and report (Accountability for Advance Payment) for Exploration Management Unit (EMU) Team Drivers
- Recapitulating reports on the realization of the use of down payment for the service, which will be held accountable there are every month or even every fund used has been nearly used up which will later be reported to the finance department. The steps in the process can be seen in Figure 3.4 below:



**Figure 3.4 The Process Recapitulation PJUM**  
*Source: PT. Riau Andalan Pulp and Paper 2023*

The activities carried out in inputting data are as follows:

- a. Get the realization report from driver & Input the data
- b. Recap the data on the end of month & carry out the responsibility of service advances.
- c. Report to the finance & Finish

### **3.4 Obstacle and Solution**

#### **3.4.1 Obstacle**

Some of the obstacles encountered during the practical work process are as follows:

1. Adjustments to procedures and steps in work.
2. Limitations on document access, then the process is a bit complicated.

#### **3.4.2 Solution**

Based on the constraints above, the solutions that can be found during the practical work process are as follows:

1. Assimilate and be proactive in the office so that we get feedback and teaching from employees regarding steps and work procedures.
2. Discuss in advance the needs of the documents you want to use, then the intent and purpose of their use can be understood.

## **CHAPTER IV**

### **CONCLUSION AND SUGESTION**

#### **4.1 Conclusion**

Based on the explanation in the previous chapter, the authors draw conclusions in several ways, namely as follows:

1. The author is placed in one of the units at PT. Geo Dipa Energy (Persero), the writer is placed at the Human Capital-Exploration Management Unit (HC-EMU), the writer is assigned to replace and carry out several tasks of one of the HC-GA staff who is on maternity leave. During his assignment in the unit, the author was guided to carry out several tasks such as attending meetings with project-related vendors, procuring contact extensions for employees and consultants, participating in the recruitment process for new employees, making PJUM recapitalization and reports (Accountability for Advance Payment) for the Team Driver Exploration Management Unit (EMU).
2. In carrying out this internship, the authors carried out practical work at PT. Geo Dipa Energy (Persero), which lasted for the 2 (two) months, starting from June 5 to July 28, 2023. The activities carried out by the author during practical work were in the Human Capital-Exploration Management Unit (HC-EMU).
3. Then in this practical work activity the author also understands the systems and procedures that apply in the implementation of practical work. Such as the ethics of attending meetings with project-related vendors, procuring contact extensions for employees and consultants, participating in the recruitment process for new employees, making PJUM recapitalization and reports (Accountability for Advance Payment) for the Team Driver Exploration Management Unit (EMU).
4. During practical work, the obstacles encountered in completing work were Adjustments to procedures and steps in work. Limitations on document access,



then the process is a bit complicated. So based on the constraints above, the solution that can be done during the practical work process is Assimilate and be proactive in the office so that we get feedback and teach from employees regarding steps and work procedures. Discuss in advance the needs of the documents you want to use, then the intent and purpose of their use can be understood.

#### **4.2 Sugestion**

The author provides several suggestions for various parties, namely for the author himself, for students who will do practical work in the next period, for companies and for the Bengkalis State Polytechnic.

1. The Author

The author provides several suggestions for various parties, namely for the author himself, for students who will do practical work in the next period, for companies and for the Bengkalis State Polytechnic.

2. Students

The author also provides suggestions that may be useful for students who will carry out practical work in the next period, namely making the best use of time, doing work according to ability and according to instructions for the internship, thinking before acting, always being patient. and obedient, must learn to manage all the tasks given and have the initiative to evaluate the systems and procedures for implementing apprenticeships. And finally, the most important thing is to do your best during this internship, because this opportunity can only be obtained once. Good performance in the implementation of practical work also has a positive impact, especially for students, campuses, and companies.

3. Company

After the author carried out internship activities at PT. Geo Dipa Energy (Persero). There are several suggestions for a better company, namely when the company gives assignments that have great responsibility and high risk to

practical work students to be supervised, guided and taught in accordance with the field of practical work placed.

4. Polytechnic State of Bengkalis

Suggestions for the campus so that the implementation of this internship can be used as an evaluation and provide provision for students who will carry out practical work activities before carrying out practical work in accordance with the field or course material related to the system. and procedures in the company where the work is performed.

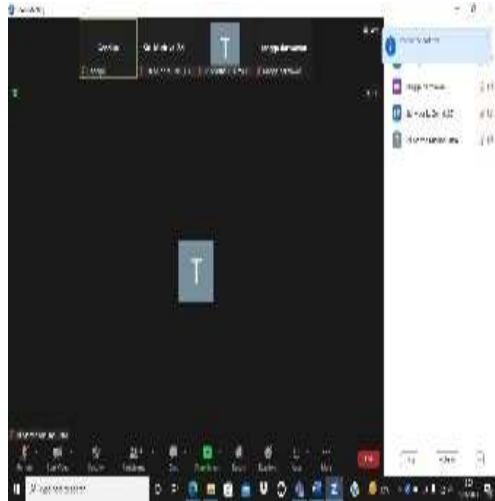
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<https://www.geodipa.co.id>

## APPENDICES

### Appendix 1. Figures of Apprenticeship at PT. Geo Dipa Energy (Persero)





## Appendix 2. Apprenticeship Acceptance Letter



**List of Internship grantees for the  
USAID ENHANCING EQUALITY IN ENERGY FOR SOUTHEAST ASIA (E4SEA)  
REGIONAL ENERGY INTERNSHIP PROGRAM**

The following is a list of 32 internships who have been selected under the ENHANCING  
EQUALITY IN ENERGY FOR SOUTHEAST ASIA (E4SEA) REGIONAL ENERGY INTERNSHIP PROGRAM.

**Date: June 5 – July 28, 2023**

No.	Names	Study Level	Placement	Position / Department	Intern type
1	Kritsana Boonlong	Bachelor's degree	Energy Absolute Public Limited Company / THAILAND	Researcher on Business and Marketing	Domestic Intern
2	Chanmeymey Roth	Bachelor's degree	Energy Absolute Public Limited Company / THAILAND	Office Support Officer	Domestic Intern
3	Thanathip Muangsuk	Bachelor's degree	Energy Absolute Public Limited Company / THAILAND	Project Coordinator	Domestic Intern
4	Porchou Ear	Bachelor's degree	Energy Absolute Public Limited Company / THAILAND	Finance Officer	Domestic Intern
5	Pichaporn Thurdthammakhun	Master's degree	PTTLNG / THAILAND	Accounting & Financial	Domestic Intern
6	Pakkaphol Porntharukcharoen	Bachelor's degree	Office of the Energy Regulatory Commission (OERC) / THAILAND	The assignment will be determined by the ERC at a later time.	Domestic Intern
7	Jintana Srimuk	Ph. D Candidate	Office of the Energy Regulatory Commission (OERC) / THAILAND	The assignment will be determined by the ERC at a later time.	Domestic Intern
8	Nalatthapohn Sangkaew	Bachelor's degree	Office of the Energy Regulatory Commission (OERC) / THAILAND	The assignment will be determined by the ERC at a later time.	Domestic Intern
9	Saranda Makphanphon	Bachelor's degree	OneCharge Solutions / THAILAND	Electric Vehicles Charging System staff	Domestic Intern
10	Woranan Cheewinsakun-ek	Master's degree	OneCharge Solutions / THAILAND	Online Marketing staff	Domestic Intern

11	Sournarabady San	Bachelor's degree	OneCharge Solutions / THAILAND	Financial	Domestic Intern
12	NiAzman Binnimah	Bachelor's degree	OneCharge Solutions / THAILAND	Electric Vehicles Charging System staff	Domestic Intern
13	Jerik Bayon	Bachelor's degree	First Gen Corporation / THE PHILIPPINES	Internal Communication and Engagement Intern	Domestic Intern
14	Myra Tiffany Pangaribuan	Bachelor's degree	Energy Development Corporation (EDC) / THE PHILIPPINES	Geothermal Production Engineering	International Intern
15	Kezia Grace	Master's degree	Energy Development Corporation (EDC) / THE PHILIPPINES	Reliability Engineer	International Intern
16	Chanuntida Invat	Bachelor's degree	Pertamina / INDONESIA	Project Intern	International Intern
17	Isariya Jamsawang	Bachelor's degree	Pertamina / INDONESIA	Project Intern	International Intern
18	Helena Aurellia	Bachelor's degree	Pertamina / INDONESIA	Data Analyst for ESG & Sustainability Business	Domestic Intern
19	Elnaya Mahadevi Pillian	Bachelor's degree	Pertamina / INDONESIA	Data Analyst for ESG & Sustainability Business	Domestic Intern
20	Mirna Dwi	Bachelor's degree	Phu Yen TTP Joint Stock Company / Vietnam	HSSE Intern (Health – Safety – Sanitation & Environment Staff)	International Intern
21	Nadia Yasmin Widyadharini	Bachelor's degree	Phu Yen TTP Joint Stock Company / Vietnam	HSSE Intern (Health – Safety – Sanitation & Environment Staff)	International Intern
22	Firasyan Zakka Feirizal	Bachelor's degree	Phu Yen TTP Joint Stock Company / Vietnam	Electrical System Engineering Intern	International Intern
23	Abdeebarr Satya	Bachelor's degree	Phu Yen TTP Joint Stock Company / Vietnam	Electrical System Engineering Intern	International Intern
24	Virakroth Ong	Bachelor's degree	Dau Tieng Tay Ninh Energy Joint Stock Company (DTE) Company / Vietnam	O&M of Solar power plant intern (O&M staff)	International Intern
25	Hsu Wai Hnin	Master's degree	Dau Tieng Tay Ninh Energy Joint Stock Company (DTE) Company / Vietnam	HSSE Intern (Health – Safety – Sanitation & Environment Staff)	International Intern
26	Burana Yamasaki	Bachelor's degree	Dau Tieng Tay Ninh Energy Joint Stock Company (DTE) Company / Vietnam	HSSE Intern (Health – Safety – Sanitation & Environment Staff)	International Intern
27	Adelia Thiorina	Master's degree	Geo Dipa Energi / INDONESIA	Human Capital (HC Strategic)	Domestic Intern

28	Anindhia Pratiwi	Vocational School	Geo Dipa Energi / INDONESIA	Human Capital (HC Services)	Domestic Intern
29	Kaela Nisa Laksana	Bachelor's degree	Geo Dipa Energi / INDONESIA	Quality dan HSSE	Domestic Intern
30	Auderly Yodo	Bachelor's degree	Geo Dipa Energi / INDONESIA	Risk Management (RM)	Domestic Intern

**Date: August 1 – September 25, 2023**

No.	Names	Study Level	Placement	Position / Department	Intern type
1	Woranan Cheewinsakun-ek	Master's degree	OneCharge Solutions / THAILAND	Online Marketing staff	Domestic Intern
2	Sournarabady San	Bachelor's degree	OneCharge Solutions / THAILAND	Financial	Domestic Intern

The internship grantees must comply with the following conditions:

- 1) Internship grantee must attend E4SEA orientation.
- 2) Internship grantee must enter into a scholarship contract.
- 3) Internship grantee must be under the supervision of the affiliated company/organization where she/he worked and which shall report the performance record to E4SEA at the end of the internship.

Announced on May 12, 2023



(Associate Professor Surat Teerakapibal, Ph. D)

Vice Rector for Administration (Tha Prachan) and International Affairs,  
Thammasat University  
Chair, Committee of E4SEA & TU Regional Energy Internship Program



**Appendix 3. List of Attendance**

**LIST OF ATTENDANCE**  
**PT. GEO DIPA ENERGI (Persero)**

Name : Anindhia Pratiwi

NIM : 5404191232

Department : HC-GA EMU

**Job Training Absenteeism Table**

No	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
1	Monday, June 5 <sup>th</sup> 2023	08:00	12:00	13:00	17:00	<i>Anindhia Pratiwi</i>
2	Tuesday, June 6 <sup>th</sup> 2023	07:30	12:00	13:00	17:00	<i>Anindhia Pratiwi</i>
3	Wednesday, June 7 <sup>th</sup> 2023	08:00	12:00	13:00	17:00	<i>Anindhia Pratiwi</i>
4	Thursday, June 8 <sup>th</sup> 2023	08:00	12:00	13:00	17:00	<i>Anindhia Pratiwi</i>
5	Friday, June 9 <sup>th</sup> 2023	08:00	12:00	13:00	15:30	<i>Anindhia Pratiwi</i>
6	Monday, June 12 <sup>nd</sup> 2023	08:00	12:00	13:00	17:00	<i>Anindhia Pratiwi</i>
7	Tuesday, June 13 <sup>rd</sup> 2023	07:30	12:00	13:00	17:00	<i>Anindhia Pratiwi</i>
8	Wednesday, June 14 <sup>th</sup> 2023	08:00	12:00	13:00	17:00	<i>Anindhia Pratiwi</i>
9	Thursday, June 15 <sup>th</sup> 2023	08:00	12:00	13:00	17:00	<i>Anindhia Pratiwi</i>
10	Friday, June 16 <sup>th</sup> 2023	08:00	12:00	13:00	15:30	<i>Anindhia Pratiwi</i>
11	Monday, June 19 <sup>th</sup> 2023	08:00	12:00	13:00	17:00	<i>Anindhia Pratiwi</i>
12	Tuesday, June 20 <sup>th</sup> 2023	07:30	12:00	13:00	17:00	<i>Anindhia Pratiwi</i>
13	Wednesday, June 21 <sup>st</sup> 2023	08:00	12:00	13:00	17:00	<i>Anindhia Pratiwi</i>
14	Thursday, June 22 <sup>nd</sup> 2023	08:00	12:00	13:00	17:00	<i>Anindhia Pratiwi</i>
15	Friday, June 23 <sup>rd</sup> 2023	08:00	12:00	13:00	15:30	<i>Anindhia Pratiwi</i>
16	Monday, June 19 <sup>th</sup> 2023	08:00	12:00	13:00	17:00	<i>Anindhia Pratiwi</i>
17	Tuesday, June 20 <sup>th</sup> 2023	07:30	12:00	13:00	17:00	<i>Anindhia Pratiwi</i>

18	Wednesday, June 21 <sup>st</sup> 2023	08:00	12:00	13:00	17:00	<i>Q.</i>
19	Thursday, June 22 <sup>nd</sup> 2023	08:00	12:00	13:00	17:00	<i>Q.</i>
20	Friday, June 23 <sup>rd</sup> 2023	08:00	12:00	13:00	15:30	<i>Q.</i>
21	Monday, June 26 <sup>th</sup> 2023	08:00	12:00	13:00	17:00	<i>Q.</i>
22	Tuesday, June 27 <sup>th</sup> 2023	07:30	12:00	13:00	17:00	<i>Q.</i>
23	Wednesday, June 28 <sup>th</sup> 2023	08:00	12:00	13:00	17:00	<i>Q.</i>
24	Thursday, June 29 <sup>th</sup> 2023	08:00	12:00	13:00	17:00	<i>Q.</i>
25	Friday, June 30 <sup>th</sup> 2023	08:00	12:00	13:00	15:30	<i>Q.</i>
26	Monday, July 3 <sup>rd</sup> 2023	08:00	12:00	13:00	17:00	<i>Q.</i>
27	Tuesday, July 4 <sup>th</sup> 2023	07:30	12:00	13:00	17:00	<i>Q.</i>
28	Wednesday, July 5 <sup>th</sup> 2023	08:00	12:00	13:00	17:00	<i>Q.</i>
29	Thursday, July 6 <sup>th</sup> 2023	08:00	12:00	13:00	17:00	<i>Q.</i>
30	Friday, July 7 <sup>th</sup> 2023	08:00	12:00	13:00	15:30	<i>Q.</i>
31	Monday, July 10 <sup>th</sup> 2023	08:00	12:00	13:00	17:00	<i>Q.</i>
32	Tuesday, July 11 <sup>th</sup> 2023	07:30	12:00	13:00	17:00	<i>Q.</i>
33	Wednesday, July 12 <sup>nd</sup> 2023	08:00	12:00	13:00	17:00	<i>Q.</i>
34	Thursday, July 13 <sup>th</sup> 2023	08:00	12:00	13:00	17:00	<i>Q.</i>
35	Friday, July 14 <sup>th</sup> 2023	08:00	12:00	13:00	15:30	<i>Q.</i>
36	Monday, July 17 <sup>th</sup> 2023	08:00	12:00	13:00	17:00	<i>Q.</i>
37	Tuesday, July 18 <sup>th</sup> 2023	07:30	12:00	13:00	17:00	<i>Q.</i>
38	Wednesday, July 19 <sup>th</sup> 2023	08:00	12:00	13:00	17:00	<i>Q.</i>
39	Thursday, July 20 <sup>th</sup> 2023	08:00	12:00	13:00	17:00	<i>Q.</i>
40	Friday, July 21 <sup>st</sup> 2023	08:00	12:00	13:00	15:30	<i>Q.</i>

LIST OF ATTENDANCE  
PT. GEO DIPA ENERGI (PERSERO)

Name : Anindhia Pratiwi

NIM : 5404191232

Department : HCGA-EMU

Tabel Absensi Kerja Praktek


No	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
41	Monday, July 24 <sup>th</sup> 2023	08:00	12:00	13:00	17:00	
42	Tuesday, July 25 <sup>th</sup> 2023	07:30	12:00	13:00	17:00	
43	Wednesday, July 26 <sup>th</sup> 2023	08:00	12:00	13:00	17:00	
44	Thursday, July 27 <sup>th</sup> 2023	08:00	12:00	13:00	17:00	
45	Friday, July 28 <sup>th</sup> 2023	08:00	12:00	13:00	15:30	


**Appendix 4. Weekly Activities**

**WEEKLY ACTIVITIES OF  
PT. GEO DIPA ENERGI (PERSERO) APPRENTICESHIP**

Day: Monday-Friday (1<sup>st</sup> Week)

Date: June, 5<sup>th</sup> -9<sup>th</sup> 2023


No	Description of Activities	Task Assignor	Signature
1	Self-introduction & Orientation at PT. Geo Dipa Energy Persero	Rinawati J Pardede	
2	Participated in the HC application project development meeting for employees with Sunfish Workplaze		
3	Division of work between HC strategies & services		
4	Change & Orientation jobdesk position to EMU		
5	Meeting for the procurement of consultants for Compliance		
6	New employee interview schedule meeting		
<b>Noted by Supervisor:</b>			

No	Documentation
1	
2	<p><b>Explanation</b></p> <p>In the first week, the intern was initially placed in the Central Human Capital unit, before two days after the intern was transferred to work in Human Capital- General Affairs from the Exploration Management Unit (EMU) department. Here, interns are assigned as temporary substitutes for employees who are giving birth.</p>



**WEEKLY ACTIVITIES OF  
PT. GEO DIPA ENERGI (PERSERO) APPRENTICESHIP**

Day: Monday-Friday (2<sup>nd</sup> Week)

Date: June, 12<sup>nd</sup> -16<sup>th</sup> 2023

No	Description of Activities	Task Assignor	Signature
1	Leading the host of online interviews for job candidates	Rinawati J Pardede	
2	Record and provide official assignment letters to drivers.		
3	Give down payment to the driver		
4	Make a Jailolo official work report.		
5	Follow up bills and zoom invoices on GA		


Noted by Supervisor:

No	Documentation
1	 
2	<p><b>Explanation</b></p> <p>In the second week, the activities were a little centered on entrusting him to participate in several meetings and handle cash as well as daily down payment and fuel reports for the EMU department special driver employees</p>



**WEEKLY ACTIVITIES OF  
PT. GEO DIPA ENERGI (PERSERO) APPRENTICESHIP**

Day: Monday-Friday (3<sup>rd</sup> Week)

Date: June, 19<sup>th</sup>-23<sup>rd</sup> 2023

No	Description of Activities	Task Assignor	Signature
1	Leading the host of online interviews for job candidates	Rinawati J Pardede	
2	Work Visit Report Meeting in Jailolo		
3	Make preparation documents PJUM SPD		
4	Make meeting notes		
5	Make a copy of the Human Capital assignment		
6	Make copies of meeting minutes		

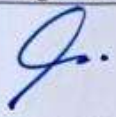
Noted by Supervisor:


No	Documentation
	 
2	<p><b>Explanation</b></p> <p>In the third week the interns have been entrusted with managing the daily down payment and fuel accountability documents which will be reported directly to the finance department. And also, make meeting minutes at certain meetings</p>

**WEEKLY ACTIVITIES OF  
PT. GEO DIPA ENERGI (PERSERO) APPRENTICESHIP**

Day: Monday-Wednesday (4<sup>th</sup> Week)

Date: June, 26<sup>th</sup>-30<sup>th</sup> 2023


No	Description of Activities	Task Assignor	Signature
1	Make disbursement of official funds for SPD and BBM	Rinawati J Pardede & mba Yustin	
2	Making Accountability Down Payment (PJUM) for June 2023		
<b>Noted by Supervisor:</b>			

No	Documentation
1	
2	<p><b>Explanation</b></p> <p>In the fourth week, the working day is cut by three days because of the Eid al-Adha holidays. For two days the work focuses on receiving financial reports from the use of official allotment money by drivers and making an accountability report for June 2023 or hereinafter referred to as PJUM</p>

**WEEKLY ACTIVITIES OF  
PT. GEO DIPA ENERGI (PERSERO) APPRENTICESHIP**

Day: Tuesday-Friday (5<sup>th</sup> Week)

Date: July, 3<sup>rd</sup>-7<sup>th</sup> 2023

No	Description of Activities	Task Assignor	Signature
1	Perform data input reports on the realization of the use of panjer	Rinawati J Pardede	
2	Making notes for EMU driver contract procurement		
3	Attended GEO DIPA KE 21st Birthday Celebration		
4	General Affairs Joint Meeting regarding EMU Driver Contract extension		
5	Perform data input reports on the realization of the use of panjer.		
<b>Noted by Supervisor:</b>			


No	Documentation
1	
2	<p><b>Explanation</b></p> <p>In the fifth week, which is at the beginning of July, this week begins with a financial report on the realization of the use of official funds by drivers and also the company's birthday which will be held on July 5, 2023. At the beginning of this month there was also an extension plan for the procurement of EMU department drivers</p>




**WEEKLY ACTIVITIES OF  
PT. GEO DIPA ENERGI (PERSERO) APPRENTICESHIP**

Day: Monday-Friday (6<sup>th</sup> Week)

Date: July, 10<sup>th</sup> -14<sup>th</sup> 2023


No	Description of Activities	Task Assignor	Signature
1	Create a questionnaire about the evaluation of driver performance in the EMU unit	Rinawati J Pardede	
2	Joint meeting of GA and GM GA members regarding procurement		
3	Monitoring the results of filling out the evaluation link		
4	Perform data input reports on the realization of the use of panjer.		
5	Enter employee CV data in the EMU unit		
6	Creating links and editorial related links to proposing EMU training and certification		
7	Monitoring the use of drivers' down payment fees and the rest		
<b>Noted by Supervisor:</b>			

No	Documentation
1	
2	<p><b>Explanation</b></p> <p>In week 6, this week's activities focus on preparation for procurement which is evidenced by meeting activities at several meetings to get guidance regarding the design of funds and contracts and the process as a whole.</p>



**WEEKLY ACTIVITIES OF  
PT. GEO DIPA ENERGI (PERSERO) APPRENTICESHIP**

Day: Monday-Friday (8<sup>th</sup> Week)

Date: July, 27<sup>th</sup>-28<sup>th</sup> 2023

No	Description of Activities	Task Assignor	Signature
1	Make notes of meeting results with MPS	Rinawati J Pardede	
2	Submission of EMU driver procurement documents to KODIPA		
3	Revision Procurement Driver with KODIPA		
4	Make a new procurement contract for consultants in Jailolo operations		
5	Submission of EMU driver procurement documents to General Affairs		

Noted by Supervisor:

No	Documentation
1	 
2	<p><b>Explanation</b></p> <p>The last week of the internship program has two main activities, namely the final completion of the driver procurement contract for the EMU department and also the creation of a procurement contract for personnel in the Jailolo operating unit</p>

Appendix 5. Certificates



## Appendix 6. Evaluation Sheet

### EVALUATION RESULT FROM APPRENTICESHIP COMPANY APPRASIAL

PT. Geo Dipa Energy (Persero)  
Exploration Management Unit (EMU)  
Aldeveco Octagon Bldg 2nd Floor, Jl. Warung Jati Barat No.75,  
South Jakarta 12740, Indonesia.  
Tel: +6221-7982-925

Name : Anindhia Pratiwi  
NIM : 5404191232  
Study Program : D-IV International Business Administration  
College : State Polytechnic of Bengkalis

No	Assessment Aspect	Percentages	Score
1.	Discipline	20%	90
2.	Responsibility	25%	90
3.	Adjustment/Adaptation	10%	90
4.	Work Result	30%	90
5.	Behavior in General	15%	90
	Total ( 1+2+3+4+5 )	100%	450

Explanation:

**Score : Criteria**  
81 – 100 : Excellence  
71 – 80 : Very Good  
66 – 70 : Good  
61 – 65 : Good Enough  
56 – 60 : Enough

Notes:

Anindhia pratiwi has been able to carryout the assigned task well. Do every given good and fast. Success Anindhia and thank you.

South Jakarta, July 28<sup>th</sup>, 2023

(*RINA WATI J. PARDEDE*)