AN APPRENTICESHIP REPORT AT DISPARBUDPORA

BENGKALIS

In Partial Fulfillment of the Requirement for Three-Year Diploma Program of
English Study Program of State Polytechnic of Bengkalis

<u>NORISA</u>

Reg. Number: 5203201125

ENGLISH STUDY PROGRAM
LANGUAGE DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
2023

APPROVAL SHEET

This Appreticeship Report was written by **Norisa, Reg. Number: 5203201125** who had done the appreticeship at **DISPARBUDPORA-Bengkalis** Jl. Arif Rahman, Kec. Bengkalis, Bengkalis-Riau started from February 20th to June 20th, 2023, by the following advisor:

Bengkalis, June 20th, 2023

Advisor I

Mukhtariyadi
Nip. 19650823 1988031 003

Advisor II

Safra Apriani Zahra M.Pd
Nip. 198402122014041001

Approved by:

Head of English Study Program

State Polytechnic of Bengkalis

Ari Satria, M.PD.B.I
NIP. 198805172015041002

i

ACCEPTANCE SHEET

This is to certify that we have been examined the apprenticeship report of **Norisa Reg. Number: 5203201125** who has done the appreticeship at Disparbudpora Office started from February 20th to June 20th, 2023. This report is used to partial fulfillment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respects, and any all revisions required by the appreticeship report examine committe had been made.

Bengkalis, February 20th, 2023

Accepted by:

Adivisor

Safra Apriani Zahra M.Pd

Nip. 198402122014041001

Approved by:

Head of English Study Program

State Polytechnic of Bengkalis

Ari Satria, M.PD.B.I

NIP. 198805172015041002

ACKNOWLEDGEMENT

TABLE OF CONTENT

LIST OF TABLE

LIST OF APPENDICES

CHAPTER I
INTRODUCTION

1.1 Background of Apprenticeship

Internship or often known as Apprenticeship is a student work program whose work placement in a company or organization to be used as a container or training place for students to get training in certain skills and expertise in certain fields. Internships can also help students gain work experience in a demonstrated field.

This internship program is made so that students are able to combine classroom learning with workplace training to produce better and competent work. With this internship program, you can add useful work experience to your future career. A successful internship will help students to achieve success in your workplace.

State of Bengkalis is a vocational college located in Riau province. Bengkalis Polytechnic has many majors such as shipping Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, commercial Administration, Information Engineering, language, Maritime and there are 19 study programs. There are several requirements for students who want to graduate, namely completing final assignments and internships. Internships should be conducted in a company or organization in accordance with the student's major. This work Program is made so that students are able to adapt to the world of work, are also able to process skills and skills in the workplace and are also responsible in certain fields.

The Language Department is one of the departments in the Polytechnic which has two study programs, namely the D3 English and D4 BISPRO (English for business and Professional communication.

English Study Program is one of the study programs in Bengkalis Polytechnic.English students are able to adapt in the world of work and class work. Selian said that English students must also be able to communicate well

both verbally and verbally, be able to understand ethics in work, and also master the Office world.

Opportunities for internships at the Bengkalis regency Dispora Office held from february 20 to June 20, 2023 at the Dispora Office.

1.2 Purpose of The Apprentiches

The purposes of the apprenticeship as follows :

a. To find out the types of work carried out at the DISPARBUDPOA office

b. To know working procedures applied in the DISPARBUDPORA office

1.3 Significances of the Apprenticeship
1.3.1 Significance for the Apprentice

a. Provide a place for students to develop their knowledge gained at the internship site.

b. Students can improve their skills and have good skills,

c. Students gain the ability to adapt easily, understand the surrounding environment and gain direct experience in the apprenticeship place..

1.3.2 Significances for State Polytechnic of Bengkalis

a. Help strengthen the bond of trust between the polytechnic with a corporate agency such as the Department of Dispora Bengkalis.

b. Polytechnic can help students to redevelop the knowledge found while increasing student skills such as adapting and honing public speaking fluency.

1.3.3 Significances for Office

a. Companies can improve the company's positive image in society, increase work productivity through the help of student internships.

b. The company becomes one of the efficient methods in recruiting and to recruit new employees, and test the ability of internship students to work and adapt to the company's environment.

CHAPTER II
GENERAL DESCRIPTION OF THE OFFICE

2.1 Office History

The Department of Tourism, Culture, Youth and Sports of Bengkalis Regency was formed based on the Bengkalis Regency Regional Regulation Number 3 of 2016 concerning the Formation and Composition of the Bengkalis Regency Regional Apparatus. Based on the provisions of Article 3 of Bengkalis Regency Regulation Number 3, In 2016, concerning the Formation and Composition of Bengkalis Regency Regional Apparatuses, the Department of Tourism, Culture, Youth and Sports of Bengkalis Regency organizes government affairs in the tourism sector, Culture, Youth, and Sports. Furthermore, based on the provisions of Article 4 of the Bengkalis Regent Regulation Number 54 of 2016 concerning Position, Organizational Structure, Eselonering, Duties, Functions, and Description of Duties and Work Procedures at the Department of Tourism, Culture, Youth and Sports of Bengkalis Regency has the task of assisting the Regent, carrying out government affairs which are the authority of the region, and assisting tasks in the fields of Tourism, Culture, Youth, and Sports.

2.2 Vision and Mission

2.2.1 Vision

The realization of bengkalis regency Dignified, advanced, and prosperous, with the following explanation :

a. Dignified

Having pride as a dignified society with the formation of the character of a knowledgeable society and has a competitive advantage based on religious and cultural foundations.

b. Advanced

It has fulfilled all the needs of food, clothing, housing, education, health and technology utilization, which is marked by high

economic growth, competitive human resources and a more independent society supported by a professional and authoritative government bureaucracy.

c. Prosperous

Basic needs have been met as a manifestation of fair, equitable development and touching all aspects of life which is characterized by adequate income levels, low poverty rates, low criminal rates and excellent health and education levels.

2.2.2 Mission

a. Realizing the management of regional financial potential, natural resources and human resources that are effective in advancing the economy.

b. Creating bureaucratic reform and strengthening Malay religious and cultural values towards good governance and a society of character

2.3 Organization Structure

STRUKTUR ORGANISASI UPT PADA DINAS PARIWISATA, KEBUDAYAAN, KEPEMUDAAN DAN OLAHRAGA KABUPATEN BENGKALIS

KEPALA
EDI SAKURA, S.Pd, M.Pd

UPT MUSEUM KAB. BENGKALIS	UPT CAGAR BUDAYA BUKIT BATU	UPT PENGELOLAAN WISATA KECAMATAN BANTAN	UPT KEBUDAYAAN TRADISIONAL KABUPATEN BENGKALIS	UPT PENGELOLAAN DAN PENGEMBANGAN SARANA OLAHRAGA	UPT PENGELOLAAN WISATA KECAMATAN RUPAT UTARA
ERNAWATI. R	AFRIANTO, S.Sos	CANDRA KUSUMA, SE.Sy	SARI OKTARINA, ST	GURUH TRI ABDILLAH, A.Md	NORA, S.Pdi

KEPALA SUB BAGIAN TATA USAHA
SUCI RAMADAYU, S.Pd

KELOMPOK JAB. FUNGSIONAL	KELOMPOK JAB. FUNGSIONAL	KELOMPOK JAB. FUNGSIONAL	KELOMPOK JAB. FUNGSIONAL	KELOMPOK JAB. FUNGSIONAL	KELOMPOK JAB. FUNGSIONAL

To be able to achieve its goals, the Office of Tourism, Culture, Youth and Sports of Bengkalis Regency in its operational activities is led by the Head of Service. The duties of each division are as follows:

2.3.1 Head of Service

The duties of the Head of the Office of the Bengkalis Regency Tourism, Culture, Youth and Sports of Bengkalis Regency are as follows:

1. Formulation of regional policies in the fields of Tourism, Culture, Youth and Sports;

2. Implementation of regional policies in the fields of Tourism, Culture, Youth and Sports;

3. Coordinating the provision of infrastructure and support in the fields of Tourism, Culture, Youth and Sports.

4. Improving human resources in the field of Tourism, Culture, Youth and Sports.

5. Monitoring, supervision, evaluation and reporting on the implementation in the field of Tourism, Culture, Youth and Sports.

2.3.2 Secretariat

The Secretariat has the task of providing technical and administrative services to all organizational units within the Tourism, Culture, Youth and Sports of Bengkalis Regency. The secretary in carrying out the duties as intended organizes functions:

1. Coordination of the preparation of plans, budget programs in the fields of Tourism, Culture, Youth and Sports.

2. Coaching and providing administrative support which includes administration, staffing, finance, housekeeping, public relations, archives and documentation. Public relations, archives and documentation.

3. Guidance and structuring of organization and procedures.

4. Implementation of coordination and preparation of laws and regulations.

5. Management of state property/wealth.

2.3.3 Tourism Sector

The Tourism Sector has the task of leading, planning, implementing, evaluating, coordinating and controlling tasks in the field of in the field of Tourism with regulations that have been set The Tourism Sector in carrying out the duties as intended organizes functions:

1. Implementation of guidance and technical development of authority in the field of Tourism based on policies set by the Regent.
2. Preparation and implementation of development and control programs in the field of Culture which is the regional authority.
3. Compilation of tourism strategic area spatial planning.
4. Implementation of tourism object promotion both at home and abroad.

   The Tourism sector consists of :

1. Tourism Destination Development Section.
2. Creative Economy Development and Guidance Section.
3. Tourism Marketing Section

2.3.4 Culture Sector

The Cultural Sector has the task of leading, planning, implementing, evaluating, coordinating and controlling tasks in the field of in the field of Culture with predetermined regulations. The Culture Sector in carrying out the duties as intended organizes functions:

1. Implementation of guidance and technical development of authority in the field of Culture based on policies set by the Regent.
2. Preparation and implementation of development programs and control in the field of Culture which is the authority of the region.
3. Implementation and supervision of minimum standards in the field of Culture.
   The Culture Division consists of :
1. Cultural Value Section
2. Cultural Heritage, Museum and History Section

3. Arts Section

2.3.5 Youth Division

The Youth Division has the task of leading, planning, implementing, evaluating, coordinating and controlling tasks in the field of Culture with predetermined regulations. The Youth Division in carrying out the duties as intended organizes functions:

1. Formulation of policies in the framework of planning, coaching and development of youth.
2. Implementation of youth development and coaching policies which include institutional, productive and child, youth and adolescent development programs as well as planning, control and evaluation.
3. Implementation of coordination with related agencies, community institutions in the context of fostering and managing and controlling utilization program in the field of Youth..

The Youth Division consists of:

1. Youth Development and Empowerment Section
2. Youth Standardization and Infrastructure Section
3. Youth Partnership and Awards Section

2.3.6 Sports Division

The Sports Division has the task of leading, planning, implementing, evaluating, coordinating and controlling tasks in the field of Sports with predetermined regulations. The Sports Sector in carrying out the duties as intended organizes the following functions:

1. Formulation of policies in the framework of planning, coaching and sports development.
2. Implementation of sports coaching and development policies which include organizing nursery issues, increasing achievement and coordinating sports activities as well as planning, control and evaluation.

3. Implementation of coordination with related agencies, community institutions

in the context of coaching and management and program control utilization program in the field of Sports.

Sports Field, consisting of:

1. Sports, Recreation and Traditional education section.
2. Sports Standardization and Infrastructure Section.
3. Sports Partnership and Awards Section

2.4 Document Used for Activity

1. NPD (Disbursement Note)
2. Service Memorandum Letter
3. Agenda book
4. Koni Grant Verification Letter
5. Cover Letter

CHAPTER III
SCOPE OF APRENTICESHIP

3.1 Job Description

The apprenticeship was carried out at Disparbudpora Bengkalis with a four-month internship period starting from 20 february 2023 to 20 June 2023.

The internship schedule at Disparbudpora is as follows :

Table 3.1 Officer Hours Schedule

No	Day	Office Hours	Break
1	Monday	08.00 – 16.00	12.00 – 13.00
2	Tuesday	08.00 – 16.00	12.00 – 13.00
3	Wednesday	08.00 – 16.00	12.00 – 13.00
4	Thursday	08.00 – 16.30	12.00 – 13.00
5	Friday	08.00 – 16.30	12.00 – 13.30
6	Saturday	Holiday	-
7	Sunday	Holiday	-

There are several the main types of work that the author did during his internship at Disparbudpora as follows :

1. Making NPD (Disbursement Note)
2. Making a business trip report
3. Making a Field Service Note

3.2 Working Procedure
1. Making NPD (Disbursement Note)

Memorandum of Disbursement of Funds or abbreviated as NPD is a document filled out by the Activity Technical Implementation Officer (PPTK) to apply for funds to carry out certain activities to Budget users/Budget User Authorities. The first step in making NPD was opening an existing NPD file,

then editing and entering NPD data in the file.Third was saving and printing the file.
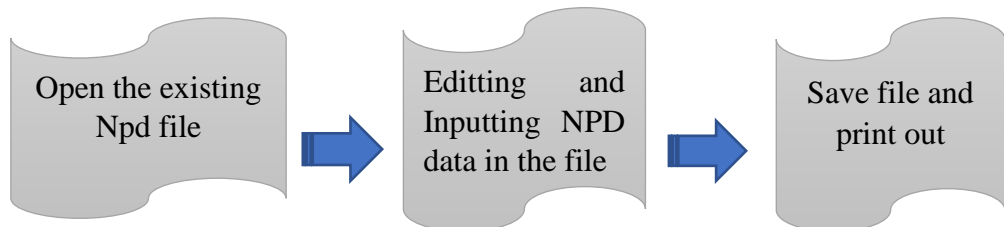
Figure 3.1 Inputting Activity file NPD

2. Making a Business Trip Report

Business Trip Report is one form of report that contains person activities in traveling to a place he visited, in the report contains details of tasks to be completed, activities to be done, and travel expenses incurred. The report on the results of the official trip was made for the purpose of providing responsibility to companies that have financed official trips. The first step in creating the report was opening new page in word. The second, entering all the results that have been made into the file. And the last was saving the data and print the results of the report that has been approved.


Figure 3.2 Make a Business Trip Report

3. Making Official Memorandum

An official memorandum is a written documentation made by an office in carrying out its duties in order to submit a report, notification, statement, request, or submission to another office. First, opening the previous official

memorandum file. Second, entering the activity code number and the nominal amount stated in the document, and third, saving the file and printing it.
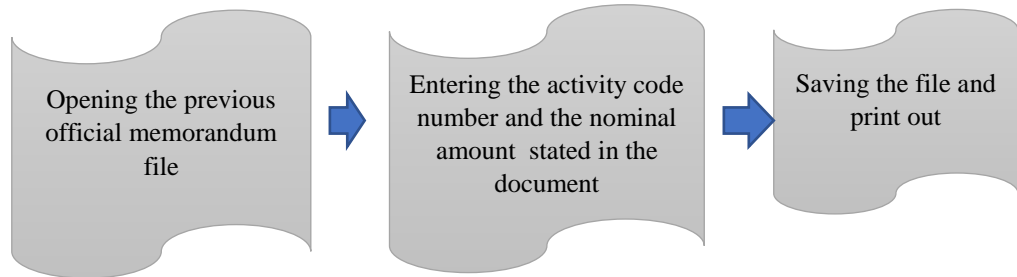
3.3 Place of Apprenticeship

The appreticeship was started from February 20th , 2023 unti June 20th, 2023. It was carried out in the Finance Room of the DISPARBUDPORA Office, Jalan Arif Rahman, Kec. Bengkalis, Bengkalis.

3.2 Kind of Description of the Activity

the daily aktivies in DISPABUDPORA Office Bengkalis can be seen in the tables below :

Agenda of the First Week Activities
(Feb 20th – Feb 26th, 2023)

No	Day/Date	Activity	Place
1	Monday, Februari 20$^{th ,}$ 2023	Compiling SP2D in 2020	Finance Field
2	Tuesday, February 21$^{st ,}$ 2023	Compiling Tourism Retribution archive	Finance Field
3	Wednesday, February 22^{nd,} 2023	Recording Incoming and Outgoing Mail Expeditions	Sekretatriat Field

No	Day/Date	Activity	Place
4	Thursday, February 23rd , 2023	Compiling and Recap NPD for 2023	Finance Field
5	Friday, Februari 24th , 2023	Recapitulating the treasurer's SP2D in 2019	Finance Field
6	Saturday, Februari 25th , 2023	OFF	-
7	Sunday, Februari 26th , 2023	OFF	-

Agenda of the Second Week Activities

(Feb 27th – March 5th, 2023)

No	Day/Date	Activity	Place
1	Monday, Februari 27th , 2023	Recording Incoming and Outgoing Mail Expeditions	Secretariat Field
2	Tuesday, February 28th , 2023	Typing Cover Letter	Secretariat Field
3	Wednesday, March 1st, 2023	Creating a Tourism NPD ceiling	Finance Field

No	Day/Date	Activity	Place
4	Thursday, March 2nd, 2023	Typing Minutes of Handover	Finance Field
5	Friday, March 3rd, 2023	Typing Verification Letter	Finance Field
6	Saturday, March 4th, 2023	OFF	-
7	Sunday, March 5th, 2023	OFF	-

Agenda of the Third Week Activities

(March 6th – March 12th, 2023)

No	Day/Date	Activity	Place
1	Monday, March 6th, 2023	Recording Incoming and Outgoing Mail Expeditions	Secretariat Field
2	Tuesday, March 7th, 2023	Creating an NPD ceiling in Tourism	Finance Field
3	Wednesday, March 8th, 2023	Typing Koni Grant Letter	Finance Field
4	Thursday, March 9th, 2023	Creating a Cover Letter	Secretariat Field
5	Friday, March 10th, 2023	Recording Incoming and Outgoing Mail Expeditions	Secretariat Field

No	Day/Date	Activity	Place
6	Saturday, March 11th,2023	OFF	-
7	Sunday, March 12th , 2023	OFF	-

<div align="center">

Agenda of the Fourth Week Activities

(March 13th ‑ March 19th, 2023)

</div>

No	Day/Date	Activity	Place
1	Monday, March 13rd , 2023	Recording Incoming and Outgoing Mail Expeditions	Secretariat Field
2	Tuesday, March 14^{th,} 2023	Recording Incoming and Outgoing Mail Expeditions	Secretariat Field
3	Wednesday, March 15th , 2023	Typing NPD for Youth	Finance Field
4	Thursday, March 16 th , 2023	Recording Incoming and Outgoing Mail Expeditions	Secretariat Field
5	Friday, March 17th, 2023	Making a Koni Grant Letter	Finance Field
6	Saturday, March 18th,2023	OFF	-
7	Sunday, March 19th , 2023	OFF	-

14

Agenda of the Fifth Week Activities

(March 20th – March 26th, 2023)

No	Day/Date	Activity	Place
1	Monday, March 20th , 2023	Recording Incoming and Outgoing Mail Expeditions	Secretariat Field
2	Tuesday, March 21st , 2023	Creating an NPD for Culture	Finance Field
3	Wednesday, March 22st, 2023	Holiday	-
4	Thursday, March 23 nd, 2023	Making a Memorandum of Service for the field of Sports	Secretariat Field
5	Friday, March 24th , 2023	Recording Incoming and Outgoing Mail Expeditions	Secretariat Field
6	Saturday, March 25th,2023	OFF	-
7	Sunday, March 26th , 2023	OFF	-

Agenda of the Sixth Week Activities

(March 27ᵗʰ – April 2ⁿᵈ, 2023)

No	Day/Date	Activity	Place
1	Monday, March 27ᵗʰ , 2023	Recording Incoming and Outgoing Mail Expeditions	Secretariat Field
2	Tuesday, March 28ᵗʰ, , 2023	Creating a Service Memorandum	Secretariat Field
3	Wednesday, March 29ᵗʰ, 2023	Creating the NPD ceiling in the Culture	Secretariat Field
4	Thursday, March 30 ᵗʰ , 2023	Creating the NPD ceiling in the Youth sector	Secretariat Field
5	Friday, March 31ˢᵗ , 2023	Prepare minutes of money handover	Secretariat Field
6	Saturday, April 1ˢᵗ, 2023	OFF	-
7	Sunday, April 2ⁿᵈ , 2023	OFF	-

Agenda of the Seventh Week Activities

(April 3rd – April 9th, 2023)

No	Day/Date	Activity	Place
1	Monday, April 3rd, 2023	Preparing routine SPJ for the month of April	Secretariat Field
2	Tuesday, April 4^{th,}, 2023	• Helping scan Grant 1 archives • Helping scan Grant 2 archives	Secretariat Field
3	Wednesday, April 5^{th,} 2023	• Helping scan Grant 3 archives • Help scan Grant 4 archives	Secretariat Field
4	Thursday, April 6^{th,} 2023	Creating a sports NPD	Secretariat Field
5	Friday, April 7^{th,} 2023	Holiday	-
6	Saturday, April 8th,2023	OFF	-
7	Sunday, April 9th, 2023	OFF	-

Agenda of the Eighth Week Activities

(April 10th – April 16th, 2023)

No	Day/Date	Activity	Place
1	Monday, April 10th , 2023	Creating a sports NPD	Secretariat Field
2	Tuesday, April 11^{th,} , 2023	Recording Incoming and Outgoing Mail Expeditions	Secretariat Field
3	Wednesday, April 12^{th,} 2023	Creating a Service Memorandum	Secretariat Field
4	Thursday, April 13th , 2023	Recording Incoming and Outgoing Mail Expeditions	Secretariat Field
5	Friday, April 14^{th,} 2023	Creating a verification letter	Secretariat Field
6	Saturday, April 15th,2023	OFF	-
7	Sunday, April 16th , 2023	OFF	-

Agenda of the Nineth Week Activities

(April 17th – April 23rd, 2023)

No	Day/Date	Activity	Place
1	Monday, April 17th , 2023	Recording Incoming and Outgoing Mail Expeditions	Secretariat Field
2	Tuesday, April 18th , 2023	Photocopying the treasurer's archive report	Secretariat Field
3	Wednesday, April 19^{th,} , 2023	Happy Eid Mubarok	-
4	Thursday, April 20 ^{th,} , 2023	Happy Eid Mubarok	-
5	Friday, April 21st ,2023	Holiday	-
6	Saturday, April 22nd,2023	OFF	-
7	Sunday, April 23rd ,	OFF	-

Agenda of the Tenth Week Activities

(April 24th – April 30th, 2023)

No	Day/Date	Activity	Place
1	Monday, April 24th, 2023	Recording Incoming and Outgoing Mail Expeditions	Secretariat Field
2	Tuesday, April 25th, 2023	Typing Minutes of Handover	Secretariat Field
3	Wednesday, April 26th, 2023	Creating an NPD ceiling for the field of Tourism	Secretariat Field
4	Thursday, April 27th, 2023	Creating an NPD ceiling for the field of Youth	Secretariat Field
5	Friday, April 28th, 2023	Creating an NPD ceiling for the field of Sports	Secretariat Field
6	Saturday, April 29th, 2023	OFF	-
7	Sunday, April 30th, 2023	OFF	-

Agenda of the Eleventh Week Activities

(May 1st – May 7th, 2023)

No	Day/Date	Activity	Place
1	Monday, May 1st, 2023	Holiday	Secretariat Field
2	Tuesday, May 2nd, 2023	Compiling month five SPJ	Secretariat Field
3	Wednesday, May 3^{rd,}, 2023	Creating a Service Memorandum	Secretariat Field
4	Thursday, May 4^{th,}, 2023	Recording incoming and outgoing mail expeditions	Secretariat Field
5	Friday, May 5th ,2023	Compiling SPJ archives in 2023	Secretariat Field
6	Saturday, May 6th,2023	OFF	-
7	Sunday, May 7th, 2023	OFF	-

Agenda of the Twelveth Week Activities

(May 8th – May 14th, 2023)

No	Day/Date	Activity	Place
1	Monday, May 8th , 2023	Creating an NPD for Tourism	Secretariat Field
2	Tuesday, May 9th, 2023	Recording incoming and outgoing mail expeditions	Secretariat Field
3	Wednesday, May 10th, , 2023	Creating an NPD for Culture	Secretariat Field
4	Thursday, May 11th, , 2023	Creating a Cover Letter	Secretariat Field
5	Friday, May 12th ,2023	Create a verification letter	Secretariat Field
6	Saturday, May 13th,2023	OFF	-
7	Sunday, May 14th , 2023	OFF	-

Agenda of the Thirtheenth Week Activities

(May 15ᵗʰ - May 21ˢᵗ, 2023)

No	Day/Date	Activity	Place
1	Monday, May 15ᵗʰ , 2023	Recording incoming and outgoing mail expeditions	Secretariat Field
2	Tuesday, May 16ᵗʰ , 2023	Creating a Cover Letter	Secretariat Field
3	Wednesday, May 17ᵗʰ, , 2023	Scanning and printing Application Letter	Secretariat Field
4	Thursday, May 18ᵗʰ, , 2023	Holiday	-
5	Friday, May 19ᵗʰ ,2023	Recording incoming and outgoing mail expeditions	Secretariat Field
6	Saturday, May 20ᵗʰ,2023	OFF	-
7	Sunday, May 21ᵗʰ , 2023	OFF	-

Agenda of the Fourteenth Week Activities

(May 22th – May 28th, 2023)

No	Day/Date	Activity	Place
1	Monday, May 22th, 2023	Creating a Verification Letter	Secretariat Field
2	Tuesday, May 23th, 2023	Recording incoming and outgoing mail expeditions	Secretariat Field
3	Wednesday, May 24^{th,}, 2023	Creating a Service Memorandum	Secretariat Field
4	Thursday, May 25^{th,}, 2023	Verifying koni grant funds	Secretariat Field
5	Friday, May 26th, 2023	Making Minutes of Handover of Money	Secretariat Field
6	Saturday, May 27th, 2023	OFF	-
7	Sunday, May 28th, 2023	OFF	-

Agenda of the Fifteenth Week Activities

(May 29th – June 4th, 2023)

No	Day/Date	Activity	Place
1	Monday, May 29th, 2023	Scanning and Photocopy the Application Letter	Secretariat Field
2	Tuesday, May 30th, 2023	Recording incoming and outgoing mail expeditions	Secretariat Field
3	Wednesday, May 31st, 2023	Creating a Service Memorandum	Secretariat Field
4	Thursday, June 1st, 2023	Holiday	-
5	Friday, June 2nd, 2023	Creating a Service Memorandum	Finance Field
6	Saturday, June 3th, 2023	OFF	-
7	Sunday, June 4th, 2023	OFF	-

Agenda of the Sixteenth Week Activities

(June 5th – June 11th, 2023)

No	Day/Date	Activity	Place
1	Monday, june 5th, 2023	Recording and creating cover letters	Secretariat Field
2	Tuesday, June 6th, 2023	Creating a Sports Memorandum	Secretariat Field
3	Wednesday, June 7th, 2023	Making Memorandum of Office for Culture	Secretariat Field
4	Thursday, June 8th, 2023	Making a Memorandum of Service in the Youth sector	Secretariat Field
5	Friday, June 9th, 2023	Creating an NPD ceiling in Sports	Secretariat Field
6	Saturday, June 10th, 2023	OFF	-
7	Sunday, June 11th, 2023	OFF	-

Agenda of the Seventeenth Week Activities

(June 12th – June 18th, 2023)

No	Day/Date	Activity	Place
1	Monday, june 12th, 2023	Recording incoming and outgoing mail expeditions	Finance Field
2	Tuesday, June 13th, 2023	Creating an NPD in Tourism	Secretariat Field
3	Wednesday, June 14^{th,}, 2023	Creating a Service Memorandum	Secretariat Field
4	Thursday, June 15^{th,}, 2023	Recording Incoming and Outgoing Mail Expeditions	Secretariat Field
5	Friday, June 16th, 2023	Typing and creating Cover Letters	Secretariat Field
6	Saturday, June 17th, 2023	OFF	-
7	Sunday, June 18th, 2023	OFF	-

Agenda of the Eighteenth Week Activities

(June 19th – June 20th, 2023)

No	Day/Date	Activity	Place
1	Monday, june 19th, 2023	Creating a Service Memorandum	Secretariat Field
2	Tuesday, June 20th, 2023	Creating an NPD ceiling in Tourism	Secretariat Field

CHAPTER IV
CONCLUSION AND SUGGESTION

4.1 Conclusion

After completing the internship at the Disparbudpora office in the finance section there are several conclusions, as follows:

1. There are several types of work carried out at the internship site such as making letters, making official notes, making NPD ceilings and so on.

2. During the apprenticeship program, the knowledge that has been learned in the English Study Program can be applied directly at the internship site, as for the knowledge that has been applied such as speaking, business simulation, and the most important thing is customer services which in the world of work is very important and learning how to adapt to the outside world both in the place of internship and work.

3. Although the placement of internship work is not in accordance with the author's major, which is placed in the field of finance, even so the author is still grateful to be able to learn to broaden the author's horizons and gain new experiences and lessons other than those learned in the author's major.

4.2 Suggestion

Based on the internship activities carried out at the Disparbudora office, there are several suggestions, as follows:

1. It is recommended for students majoring in languages to further deepen their skills in business simulation and increase knowledge in the computer field.

2. Students majoring in language must learn to always be ontime and disciplined both in time discipline and discipline in attitude, besides

that good ethics are also very important in the world of work or in an internship.

3. Students must be able to adapt to the world of work, be able to recognize and be able to understand the people in the work environment or internship site

APPENDICES

APPENDIX A

Daily Activity of Apprenticeship

DAILY ACTIVITY 1

APPRENTICESHIP

Day : Monday

Date : February 20th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Compilation of SP2D in 2020	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		SP2D is a Fund Disbursement Order issued by the Treasury Service Office issued by the Regional Financial and Asset Management Agency (BKKAD). Letters made by the agency to BPKAD are compiled and stored as office archives.

DAILY ACTIVITY 2

APPRENTICESHIP

Day   : Tuesday

Date   : February 21th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Assist in compiling archives on Tourism Retribution	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Tourism Retribution is a levy imposed on every visitor who comes to the location of the recreation area. Retribution on recreation place is included in the class of business service retribution, the level of use of recreation place retribution services is measured based on the type of facility, area, and time of use and service

DAILY ACTIVITY 3

APPRENTICESHIP

Day   : Wednesday

Date   : February 22th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	● Recording Incoming and Outgoing Mail Expeditions	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		This agenda book is used to record incoming and outgoing mail. Writing incoming letters in the agenda book on the right page and outgoing letters on the left page, or it can also be the other way around with its own incoming letter sequence number and outgoing letters with its own sequence number.

DAILY ACTIVITY 4

APPRENTICESHIP

Day   : Thursday

Date   : February 23th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	● Assist in compiling and recapitulating NPD for 2023	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Fund Disbursement Note abbreviated as NPD is a document filled in by the Activity Technical Implementation Officer (PPTK) to apply for funds to carry out certain activities to the Budget User / Authorized Budget User.

DAILY ACTIVITY 5

APPRENTICESHIP

Day   : Friday

Date   : February 24th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Compilation of SP2D in 2019	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		SP2D is a Fund Disbursement Order issued by the Treasury Service Office issued by the Regional Financial and Asset Management Agency (BKKAD). Letters made by the agency to BPKAD are compiled and stored as office archives.

DAILY ACTIVITY 6

APPRENTICESHIP

Day   : Monday

Date   : February 27th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Recording Incoming and Outgoing Mail Expeditions	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		This agenda book is used to record incoming and outgoing mail. Writing incoming letters in the agenda book on the right page and outgoing letters on the left page, or it can also be the other way around with its own incoming letter sequence number and outgoing letters with its own sequence number.

DAILY ACTIVITY 7

APPRENTICESHIP

Day   : Tuesday

Date   : February 28th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Type Cover Letter	Mukhtariyadi, SH	
NOTE :			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Cover Letter is a letter whose purpose is to regional device one to other regional devices in accordance with the matters and affairs in question. This letter is made for a clear purpose or as evidence of the submission of the letter report made.

DAILY ACTIVITY 8

APPRENTICESHIP

Day   : Wednesday

Date   : March 1st , 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Creating the NPD ceiling for Tourism	Mukhtariyadi, SH	
NOTE : Good			

\

NO	THE PICTURE OF ACTIVITY	INFORMATION
		NPD ceiling is a letter of fund disbursement made by the dispora office person when traveling on business.

DAILY ACTIVITY 9

APPRENTICESHIP

Day : Thursday

Date : March 2nd , 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Make a minutes of money handover	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Minutes of handover is an important document for submitting payments shown by the goods and services provider after completing the work.

DAILY ACTIVITY 10

APPRENTICESHIP

Day   : Friday

Date   : March 3th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Create a verification letter	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Minutes of handover is an important document for submitting payments shown by the goods and services provider after completing the work.

DAILY ACTIVITY 11

APPRENTICESHIP

Day   : Monday

Date   : March 6th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Recording Incoming and Outgoing Mail Expeditions	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		This agenda book is used to record incoming and outgoing mail. Writing incoming letters in the agenda book on the right page and outgoing letters on the left page, or it can also be the other way around with its own incoming letter sequence number and outgoing letters with its own sequence number.

DAILY ACTIVITY 12

APPRENTICESHIP

Day : Tuesday

Date : March 7th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Creating the NPD ceiling for Tourism	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		NPD ceiling is a letter of fund disbursement made by the dispora office person when traveling on business.

DAILY ACTIVITY 13

APPRENTICESHIP

Day   : Wednesday

Date   : March 8th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Typing koni grant letter	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Grant funding is a gift in the form of money, goods, or services from one party to another which aims to advance or support the achievement of the objectives of a program that is being run.

DAILY ACTIVITY 14

APPRENTICESHIP

Day   : Thursday

Date   : March 9th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Type Cover Letter	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Cover Letter is a letter whose purpose is to regional device one to other regional devices in accordance with the matters and affairs in question. This letter is made for a clear purpose or as evidence of the submission of the letter report made.

DAILY ACTIVITY 15

APPRENTICESHIP

Day   : Friday

Date   : March 10th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Recording Incoming and Outgoing Mail Expeditions	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		This agenda book is used to record incoming and outgoing mail. Writing incoming letters in the agenda book on the right page and outgoing letters on the left page, or it can also be the other way around with its own incoming letter sequence number and outgoing letters with its own sequence number.

DAILY ACTIVITY 16

APPRENTICESHIP

Day   : Monday

Date   : March 13th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Recording Incoming and Outgoing Mail Expeditions	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		This agenda book is used to record incoming and outgoing mail. Writing incoming letters in the agenda book on the right page and outgoing letters on the left page, or it can also be the other way around with its own incoming letter sequence number and outgoing letters with its own sequence number.

DAILY ACTIVITY 17

APPRENTICESHIP

Day   : Tuesday

Date   : March 14th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Recording Incoming and Outgoing Mail Expeditions	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		This agenda book is used to record incoming and outgoing mail. Writing incoming letters in the agenda book on the right page and outgoing letters on the left page, or it can also be the other way around with its own incoming letter sequence number and outgoing letters with its own sequence number.

DAILY ACTIVITY 18

APPRENTICESHIP

Day   : Wednesday

Date   : March 15th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Creating the NPD ceiling for culture	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		NPD ceiling is a letter of fund disbursement made by the dispora office person when traveling on business.

DAILY ACTIVITY 18

APPRENTICESHIP

Day   : Thursday

Date   : March 16th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Recording Incoming and Outgoing Mail Expeditions	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		This agenda book is used to record incoming and outgoing mail. Writing incoming letters in the agenda book on the right page and outgoing letters on the left page, or it can also be the other way around with its own incoming letter sequence number and outgoing letters with its own sequence number.

DAILY ACTIVITY 19

APPRENTICESHIP

Day   : Friday

Date   : March 17th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Making koni grant letter	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Grant funding is a gift in the form of money, goods, or services from one party to another which aims to advance or support the achievement of the objectives of a program that is being run.

DAILY ACTIVITY 20

APPRENTICESHIP

Day : Monday

Date : March 20th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Recording Incoming and Outgoing Mail Expeditions	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		This agenda book is used to record incoming and outgoing mail. Writing incoming letters in the agenda book on the right page and outgoing letters on the left page, or it can also be the other way around with its own incoming letter sequence number and outgoing letters with its own sequence number.

DAILY ACTIVITY 21

APPRENTICESHIP

Day   : Tuesday

Date   : March 21th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Creating the NPD ceiling for culture	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		NPD ceiling is a letter of fund disbursement made by the dispora office person when traveling on business.

DAILY ACTIVITY 22

APPRENTICESHIP

Day : Wednesday

Date : March 22th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Holiday	Mukhtariyadi, SH	
NOTE :			

NO	THE PICTURE OF ACTIVITY	INFORMATION
	Off	Off

DAILY ACTIVITY 23

APPRENTICESHIP

Day : Thursday

Date : March 23th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Create a Grant verification letter	Mukhtariyadi, SH	

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Grant funding is a gift in the form of money, goods, or services from one party to another which aims to advance or support the achievement of the objectives of a program that is being run.

NOTE : Good

(NOTE : Good appears at top of page in bordered box)

DAILY ACTIVITY 24

APPRENTICESHIP

Day   : Friday

Date   : March 24th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Recording Incoming and Outgoing Mail Expeditions	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		This agenda book is used to record incoming and outgoing mail. Writing incoming letters in the agenda book on the right page and outgoing letters on the left page, or it can also be the other way around with its own incoming letter sequence number and outgoing letters with its own sequence number.

DAILY ACTIVITY 25

APPRENTICESHIP

Day   : Monday

Date   : March 27th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Recording Incoming and Outgoing Mail Expeditions	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
1.		This agenda book is used to record incoming and outgoing mail. Writing incoming letters in the agenda book on the right page and outgoing letters on the left page, or it can also be the other way around with its own incoming letter sequence number and outgoing letters with its own sequence number.

DAILY ACTIVITY 26

APPRENTICESHIP

Day   : Tuesday

Date   : March 28th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Making an official memorandum	Mukhtariyadi, SH	
NOTE : Good			

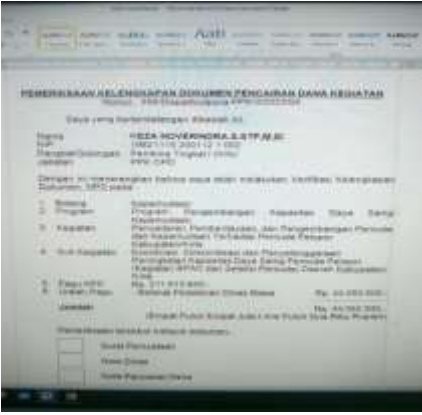| NO	THE PICTURE OF ACTIVITY	INFORMATION
		An official memorandum is a written document created by an office in the course of carrying out a task to deliver a report, notification, statement, request, or submission to another office.

DAILY ACTIVITY 27

APPRENTICESHIP

Day   : Wednesday

Date   : March 29th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Creating the NPD ceiling for Culture	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		NPD ceiling is a letter of fund disbursement made by the dispora office person when traveling on business.
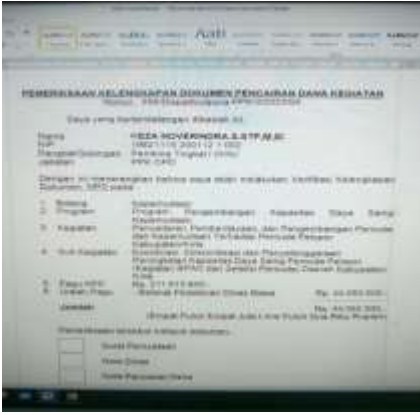
DAILY ACTIVITY 28

APPRENTICESHIP

Day : Thursday

Date : March 30^h, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Create an NPD ceiling in the field of Youth	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		NPD ceiling is a letter of fund disbursement made by the dispora office person when traveling on business.

DAILY ACTIVITY 29

APPRENTICESHIP

Day   : Friday

Date   : March 31[h], 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Membuat berita acara serah terima uang	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Grant funding is a gift in the form of money, goods, or services from one party to another which aims to advance or support the achievement of the objectives of a program that is being run.

DAILY ACTIVITY 30

APPRENTICESHIP

Day   : Monday

Date   : April 3rd , 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Preparing routine SPJ for April	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		The SPJ is used as an archive report of office activities every month.

DAILY ACTIVITY 31

APPRENTICESHIP

Day   : Tuesday

Date   : April 4th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Assisting in scanning grant archives 1 • Assist in scanning grant archive 2	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		This scan is useful for sending data easily by forming one important file

DAILY ACTIVITY 32

APPRENTICESHIP

Day : Wednesday

Date : April 5th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Assisting in scanning grant archives 3 • Assist in scanning grant archive 4	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		This scan is useful for sending data easily by forming one important file

DAILY ACTIVITY 33

APPRENTICESHIP

Day   : Thursday

Date   : April 6th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Create NPD ceiling for Sports	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		NPD ceiling is a letter of fund disbursement made by the dispora office person when traveling on business.

DAILY ACTIVITY 34

APPRENTICESHIP

Day : Friday

Date : April 7th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	Off	Mukhtariyadi, SH	
NOTE :			

NO	THE PICTURE OF ACTIVITY	INFORMATION
	-	-

DAILY ACTIVITY 35

APPRENTICESHIP

Day   : Monday

Date   : April 10th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Create NPD ceiling for Sports	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		NPD ceiling is a letter of fund disbursement made by the dispora office person when traveling on business.

DAILY ACTIVITY 36

APPRENTICESHIP

Day : Tuesday

Date : April 11th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Recording Incoming and Outgoing Mail Expeditions	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		This agenda book is used to record incoming and outgoing mail. Writing incoming letters in the agenda book on the right page and outgoing letters on the left page, or it can also be the other way around with its own incoming letter sequence number and outgoing letters with its own sequence number.

DAILY ACTIVITY 37

APPRENTICESHIP

Day : Wednesday

Date : April 12th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Making an official memorandum	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		An official memorandum is a written document created by an office in the course of carrying out a task to deliver a report, notification, statement, request, or submission to another office.

DAILY ACTIVITY 38

APPRENTICESHIP

Day   : Thursday

Date   : April 13th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Recording Incoming and Outgoing Mail Expeditions	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		This agenda book is used to record incoming and outgoing mail. Writing incoming letters in the agenda book on the right page and outgoing letters on the left page, or it can also be the other way around with its own incoming letter sequence number and outgoing letters with its own sequence number.

DAILY ACTIVITY 39

APPRENTICESHIP

Day : Friday

Date : April 14th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Create a verification letter	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Minutes of handover is an important document for submitting payments shown by the goods and services provider after completing the work.

DAILY ACTIVITY 40

APPRENTICESHIP

Day   : Monday

Date   : April 17th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Recording Incoming and Outgoing Mail Expeditions	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		This agenda book is used to record incoming and outgoing mail. Writing incoming letters in the agenda book on the right page and outgoing letters on the left page, or it can also be the other way around with its own incoming letter sequence number and outgoing letters with its own sequence number.

DAILY ACTIVITY 41

APPRENTICESHIP

Day   : Tuesday

Date   : April 18th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Photocopying the 2023 salary amprah report	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Salary allowance is a form of non-cash benefit provided by the company to employees based on a set value. The salary amprah report is photocopied for archival storage.

DAILY ACTIVITY 42

APPRENTICESHIP

Day   : Wednesday

Date   : April 19th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	-	Mukhtariyadi, SH	
NOTE :			

NO	THE PICTURE OF ACTIVITY	INFORMATION
	-	-

DAILY ACTIVITY 43

APPRENTICESHIP

Day   : Thursday

Date   : April 20th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	-	Mukhtariyadi, SH	
NOTE :			

NO	THE PICTURE OF ACTIVITY	INFORMATION
	-	-

DAILY ACTIVITY 44

APPRENTICESHIP

Day   : Friday

Date   : April 21th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	-	Mukhtariyadi, SH	
NOTE :			

NO	THE PICTURE OF ACTIVITY	INFORMATION
	-	-

74

DAILY ACTIVITY 45

APPRENTICESHIP

Day   : Monday

Date   : April 24th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Recording incoming and outgoing mail expeditions	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		This agenda book is used to record incoming and outgoing mail. Writing incoming letters in the agenda book on the right page and outgoing letters on the left page, or it can also be the other way around with its own incoming letter sequence number and outgoing letters with its own sequence number.

DAILY ACTIVITY 46

APPRENTICESHIP

Day : Tuesday

Date : April 25th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Typing of handover minutes	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Minutes of handover is an important document for submitting payments shown by the goods and services provider after completing the work.

DAILY ACTIVITY 47

APPRENTICESHIP

Day   : Wednesday

Date   : April 26th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Making a Memorandum of Office for the Tourism Sector	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		An official memorandum is a written document created by an office in the course of carrying out a task to deliver a report, notification, statement, request, or submission to another office.

DAILY ACTIVITY 48

APPRENTICESHIP

Day   : Thursday

Date   : April 27th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Making a Memorandum of Office for the Youth Division	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		An official memorandum is a written document created by an office in the course of carrying out a task to deliver a report, notification, statement, request, or submission to another office.

DAILY ACTIVITY 49

APPRENTICESHIP

Day   : Friday

Date   : April 28th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Making a Memorandum of Office for the Sports Division	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		An official memorandum is a written document created by an office in the course of carrying out a task to deliver a report, notification, statement, request, or submission to another office.

DAILY ACTIVITY 50

APPRENTICESHIP

Day   : Monday

Date   : May 1st , 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	-	Mukhtariyadi, SH	
NOTE :			

NO	THE PICTURE OF ACTIVITY	INFORMATION
	-	-

DAILY ACTIVITY 51

APPRENTICESHIP

Day   : Tuesday

Date   : May 2nd, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Preparing routine SPJ for month 5	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		The SPJ is used as an archive report of office activities every month.

DAILY ACTIVITY 52

APPRENTICESHIP

Day   : Wednesday

Date   : May 3rd, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Making an official memorandum	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		An official memorandum is a written document created by an office in the course of carrying out a task to deliver a report, notification, statement, request, or submission to another office.

DAILY ACTIVITY 53

APPRENTICESHIP

Day   : Thursday

Date   : May 4th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Recording incoming and outgoing mail expeditions	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		This agenda book is used to record incoming and outgoing mail. Writing incoming letters in the agenda book on the right page and outgoing letters on the left page, or it can also be the other way around with its own incoming letter sequence number and outgoing letters with its own sequence number.

DAILY ACTIVITY 54

APPRENTICESHIP

Day   : Friday

Date   : May 5th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Compilation of SPJ archives for 2023	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		SPJ stands for Accountability Letter, which is a report of an activity that has been carried out. The SPJ contains the work or activities that have been carried out, the realization of expenditure, who carried out and the output of the activity. after completion of the implementation of all SPJ archive reports, they are compiled and made into archives.
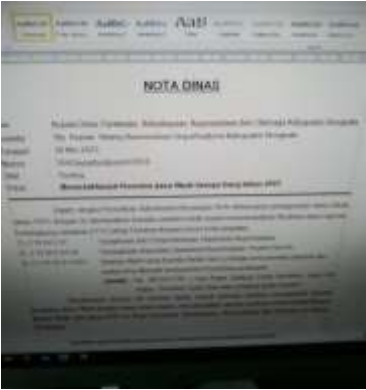
DAILY ACTIVITY 55

APPRENTICESHIP

Day   : Monday

Date   : May 8th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Making NPD for Tourism	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		An official memorandum is a written document created by an office in the course of carrying out a task to deliver a report, notification, statement, request, or submission to another office.

DAILY ACTIVITY 56

APPRENTICESHIP

Day   : Tuesday

Date   : May 9th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Recording incoming and outgoing mail expeditions	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		This agenda book is used to record incoming and outgoing mail. Writing incoming letters in the agenda book on the right page and outgoing letters on the left page, or it can also be the other way around with its own incoming letter sequence number and outgoing letters with its own sequence number.

DAILY ACTIVITY 57

APPRENTICESHIP

Day : Wednesday

Date : May 10th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Making official memorandum	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		An official memorandum is a written document created by an office in the course of carrying out a task to deliver a report, notification, statement, request, or submission to another office.

DAILY ACTIVITY 58

APPRENTICESHIP

Day : Thursday

Date : May 11th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Create a cover letter	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Cover Letter is a letter whose purpose is to regional device one to other regional devices in accordance with the matters and affairs in question. This letter is made for a clear purpose or as evidence of the submission of the letter report made.

DAILY ACTIVITY 59

APPRENTICESHIP

Day : Friday

Date : May 12th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Create a verification letter	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Minutes of handover is an important document for submitting payments shown by the goods and services provider after completing the work.

DAILY ACTIVITY 60

APPRENTICESHIP

Day   : Monday

Date   : May 15th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Make a verification letter	Mukhtariyadi, SH	
NOTE :			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		This agenda book is used to record incoming and outgoing mail. Writing incoming letters in the agenda book on the right page and outgoing letters on the left page, or it can also be the other way around with its own incoming letter sequence number and outgoing letters with its own sequence number.

DAILY ACTIVITY 61

APPRENTICESHIP

Day   : Tuesday

Date   : May 16th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Create a cover letter	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Cover Letter is a letter whose purpose is to regional device one to other regional devices in accordance with the matters and affairs in question. This letter is made for a clear purpose or as evidence of the submission of the letter report made.

DAILY ACTIVITY 62

APPRENTICESHIP

Day   : Wednesday

Date   : May 17th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Mescan and print the request letter	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Mescan and print the request letter

DAILY ACTIVITY 63

APPRENTICESHIP

Day : Thursday

Date : May 18th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	-	Mukhtariyadi, SH	
NOTE :			

NO	THE PICTURE OF ACTIVITY	INFORMATION
	-	-

DAILY ACTIVITY 64

APPRENTICESHIP

Day   : Friday

Date   : May 19th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Recording incoming and outgoing mail expeditions	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		This agenda book is used to record incoming and outgoing mail. Writing incoming letters in the agenda book on the right page and outgoing letters on the left page, or it can also be the other way around with its own incoming letter sequence number and outgoing letters with its own sequence number.

DAILY ACTIVITY 65

APPRENTICESHIP

Day   : Monday

Date   : May 22nd, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Create a cover letter	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Cover Letter is a letter whose purpose is to regional device one to other regional devices in accordance with the matters and affairs in question. This letter is made for a clear purpose or as evidence of the submission of the letter report made.

DAILY ACTIVITY 66

APPRENTICESHIP

Day   : Tuesday

Date   : May 23rd, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Recording incoming and outgoing mail expeditions	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		This agenda book is used to record incoming and outgoing mail. Writing incoming letters in the agenda book on the right page and outgoing letters on the left page, or it can also be the other way around with its own incoming letter sequence number and outgoing letters with its own sequence number.

DAILY ACTIVITY 67

APPRENTICESHIP

Day   : Wednesday

Date   : May 24th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Making a Memorandum of Office	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		An official memorandum is a written document created by an office in the course of carrying out a task to deliver a report, notification, statement, request, or submission to another office.

DAILY ACTIVITY 68

APPRENTICESHIP

Day : Thursday

Date : May 25ᵗʰ, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Create a verification letter for koni grant funds	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Minutes of handover is an important document for submitting payments shown by the goods and services provider after completing the work.

DAILY ACTIVITY 69

APPRENTICESHIP

Day : Friday

Date : May 26th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Create a verification letter for koni grant funds	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Minutes of handover is an important document for submitting payments shown by the goods and services provider after completing the work.

DAILY ACTIVITY 70

APPRENTICESHIP

Day   : Monday

Date   : May 29th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Mescan and print the request letter	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Mescan and print the request letter

DAILY ACTIVITY 71

APPRENTICESHIP

Day   : Tuesday

Date   : May 30th, 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Recording incoming and outgoing mail expeditions	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		This agenda book is used to record incoming and outgoing mail. Writing incoming letters in the agenda book on the right page and outgoing letters on the left page, or it can also be the other way around with its own incoming letter sequence number and outgoing letters with its own sequence number.

DAILY ACTIVITY 71

APPRENTICESHIP

Day : Wednesday

Date : May 31st 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Making a Memorandum of Office	Mukhtariyadi, SH	
NOTE : Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		An official memorandum is a written document created by an office in the course of carrying out a task to deliver a report, notification, statement, request, or submission to another office.

DAILY ACTIVITY 72

APPRENTICESHIP

Day   : Thursday

Date   : June 1st 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	-	Mukhtariyadi, SH	
NOTE :			

NO	THE PICTURE OF ACTIVITY	INFORMATION
	-	-

AILY ACTIVITY 73

APPRENTICESHIP

Day   : Friday

Date   : June 2nd , 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Making official memorandum	Mukhtariyadi, SH	
NOTE :			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		An official memorandum is a written document created by an office in the course of carrying out a task to deliver a report, notification, statement, request, or submission to another office.

DAILY ACTIVITY 74

APPRENTICESHIP

Day   : Monday

Date   : June 5th , 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• C reate a cover letter	Mukhtariyadi, SH	
NOTE :			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Cover Letter is a letter whose purpose is to regional device one to other regional devices in accordance with the matters and affairs in question. This letter is made for a clear purpose or as evidence of the submission of the letter report made

DAILY ACTIVITY 74

APPRENTICESHIP

Day   : Tuesday

Date   : June 6th , 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Making a Memorandum of Office for the Sports Division	Mukhtariyadi, SH	
NOTE :			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		An official memorandum is a written document created by an office in the course of carrying out a task to deliver a report, notification, statement, request, or submission to another office.

DAILY ACTIVITY 75

APPRENTICESHIP

Day   : Wednesday

Date   : June 7th , 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Making Memorandum of Office for Culture	Mukhtariyadi, SH	
NOTE :			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		An official memorandum is a written document created by an office in the course of carrying out a task to deliver a report, notification, statement, request, or submission to another office.

DAILY ACTIVITY 76

APPRENTICESHIP

Day   : Thursday

Date   : June 8th , 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Making a Memorandum of Office for the youth sector	Mukhtariyadi, SH	
NOTE :			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		An official memorandum is a written document created by an office in the course of carrying out a task to deliver a report, notification, statement, request, or submission to another office.

DAILY ACTIVITY 77

APPRENTICESHIP

Day   : Friday

Date   : June 9th , 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Make a Memorandum of Office in the field of Sports	Mukhtariyadi, SH	
NOTE :			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		NPD ceiling is a letter of fund disbursement made by the dispora office person when traveling on business.

DAILY ACTIVITY 78

APPRENTICESHIP

Day : Monday

Date : June 12th , 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Record the expedition of incoming and outgoing mail	Nurhadi	
NOTE :			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		This agenda book is used to record incoming and outgoing mail. Writing incoming letters in the agenda book on the right page and outgoing letters on the left page, or it can also be the other way around with its own incoming letter sequence number and outgoing letters with its own sequence number.

DAILY ACTIVITY 79

APPRENTICESHIP

Day   : Tuesday

Date   : June 13th , 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Making NPD for Tourism	Mukhtariyadi, SH	
NOTE :			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		NPD ceiling is a letter of fund disbursement made by the dispora office person when traveling on business.

DAILY ACTIVITY 80

APPRENTICESHIP

Day   : Wednesday

Date   : June 14th , 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Making an official memorandum	Mukhtariyadi, SH	
NOTE :			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		An official memorandum is a written document created by an office in the course of carrying out a task to deliver a report, notification, statement, request, or submission to another office.

DAILY ACTIVITY 81

APPRENTICESHIP

Day   : Thursday

Date   : June 15th , 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Record the expedition of incoming and outgoing mail	Mukhtariyadi, SH	
NOTE :			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		This agenda book is used to record incoming and outgoing mail. Writing incoming letters in the agenda book on the right page and outgoing letters on the left page, or it can also be the other way around with its own incoming letter sequence number and outgoing letters with its own sequence number.

DAILY ACTIVITY 82

APPRENTICESHIP

Day   : Friday

Date   : June 16th , 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Making a cover letter	Mukhtariyadi, SH	
NOTE :			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Cover Letter is a letter whose purpose is to regional device one to other regional devices in accordance with the matters and affairs in question. This letter is made for a clear purpose or as evidence of the submission of the letter report made

DAILY ACTIVITY 83

APPRENTICESHIP

Day   : Monday

Date   : June 19th , 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Making an official memorandum	Mukhtariyadi, SH	
NOTE :			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		An official memorandum is a written document created by an office in the course of carrying out a task to deliver a report, notification, statement, request, or submission to another office.

DAILY ACTIVITY 84

APPRENTICESHIP

Day : Tuesday

Date : June 20th , 2023

NO	JOB DESCRIPTION	MENTOR	SIGNATURE
1.	• Making NPD for Tourism	Mukhtariyadi, SH	
NOTE :			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		NPD ceiling is a letter of fund disbursement made by the dispora office person when traveling on business.