

**AN APPRENTICESHIP REPORT  
AT TOURISM DEPARTMENT OF RIAU PROVINCE**

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

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**2021**

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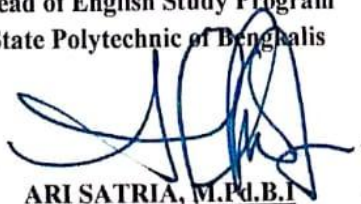


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The Writer

Ariani

## TABLE OF CONTENT

<b>TITLE SHEET .....</b>	<b>i</b>
<b>APPORVAL SHEET .....</b>	<b>ii</b>
<b>ACCEPTANCE SHEET.....</b>	<b>iii</b>
<b>ACKNOWLEDGMENT.....</b>	<b>iv</b>
<b>TABLE OF CONTENT .....</b>	<b>v</b>
<b>LIST OF FIGURE.....</b>	<b>vi</b>
<b>LIST OF TABLE.....</b>	<b>vii</b>

### CHAPTER I INTRODUCTION

1.1 Background of Apprenticeship .....	1
1.2 Purpose of the Apprenticeship.....	2
1.3 Significance of the Apprenticeship .....	2
1.3.1 Significance for the Writer .....	2
1.3.2 Significance for State Polytechnic of Bengkalis .....	2
1.3.3 Significance for the Company .....	2

### CHAPTER II GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History.....	3
2.2 Vission and Mission .....	4
2.2.1 Vission.....	4
2.2.2 Mission .....	4
2.3 Kind of Company .....	4
2.4 Organizational Structure .....	5
2.5 Document used for activity.....	5

**CHAPTER III SCOPE OF THE APPRENTICESHIP**

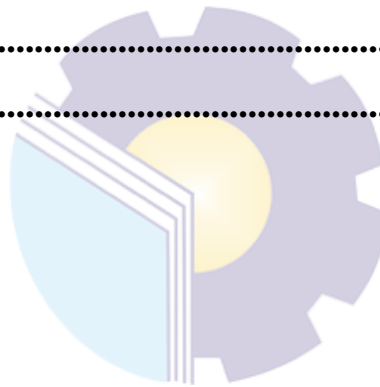
3.1 Job Description ..... 6  
3.2 Working Procedure..... 6  
3.3 Place of Apprenticeship..... 12  
3.4 Kind of Description of Apprenticeship ..... 12

**CHAPTER IV CONCLUSION AND SUGGESTION**

4.1 Conclusion ..... 20  
4.2 Suggestion ..... 20

**APPENDIXES ..... vii**

**DAILY ACTIVITY ..... x**



## LIST OF FIGURE

Figure 2.1	The Riau Provincial Tourism Office.....	3
Figure 2.2	Structure of Riau Provincial Tourism Office.....	5
Figure 2.3	Translating of letters.....	7
Figure 2.4	Translating of Book.....	8
Figure 2.5	Translating of News Online.....	8
Figure 2.6	Input data Tourism Office.....	9
Figure 2.7	Typing Tourism Report.....	10
Figure 2.8	Photocopying and Putting letters in draft income box.....	12



## LIST OF TABLE

Table 3.1	Agenda of Activity of The First Week.....	10
Table 3.2	Agenda of Activity of The Second Week.....	11
Table 3.3	Agenda of Activity of The Third Week.....	11
Table 3.4	Agenda of Activity of The Fourth Week.....	12
Table 3.5	Agenda of Activity of The Fifth Week.....	13
Table 3.6	Agenda of Activity of The Sixth Week.....	14
Table 3.7	Agenda of Activity of The Seventh Week.....	15
Table 3.8	Agenda of Activity of The Eighth Week.....	16
Table 3.9	Agenda of Activity of The Ninth Week.....	16





# CHAPTER I

## INTRODUCTION

### 1.1 Background of Apprenticeship

Every person has various skills. Education is one of the pillars for developing skills with the aim of facilitating and preparing skills to compete in workplace.

Nowdays in the era of globalization, people have to compete in achieving the highest possible education to be able to compete in the world of work. Therefore, State Polytechnic of Bengkalis anticipates to maintain the quality of education and the quality of their graduates in order to always produce competent and quality students. One of the steps taken to State Polytechnic of Bengkalis is holding Apprenticeship.

Apprenticeship is a compulsory subject in the Language Department which aims to equip students in recognizing, knowing, understanding the application and relationship of knowledge in the sector of knowledge obtained in the world of lectures and the world of work. Every students in Language Department are required to take this program before graduation as the graduation requirements.

In the manner of participating in the apprenticeship, students are expected to gain insight, experience, and synergize students' academic knowledge with the world of work in solving problems faced during the completion of apprenticeship program.

The apprenticeship has done from January 4th until March 5th, 2021 as a Planning and Program Office Staff in Tourism Department of Riau Province. It was chose because Tourism Department of Riau Province center in the Province in Riau.

Futhermore, writer can implement her translation skills and also improve her knowlodge about tourism office.

## **1.2 Purpose of the Apprenticeship**

The purpose of the apprenticeship as follows :

1. To know kinds of jobs in Tourism Department of Riau Province
2. To know working procedures applied in Tourism Department of Riau Province
3. To know douments used in Tourism Department of Riau Province

## **1.3 Significance of the Apprenticeship**

### **1.3.1 Significance for the Apprenticeship**

Apprenticeship gives a chance for the apprentice to implement knowlodge that already learn and get knowlodge expecially about Tourism. The apprentice knows how Tourism Department of Riau Province.

### **1.3.2 Significance for State Polytechnic of Bengkalis**

Apprenticeship helps Polytechnic of Bengkalis to knowing the extent of effectiveness between the applied curriculum and the real dynamics and conditions of the world of work.

### **1.3.3 Significance for The Company**

Apprenticeship give Tourism Department of Riau Province in Pekanbaru a chance to help and share students skills. In addition, swell as fostering mutually beneficial and beneficial cooperative relationships.

## CHAPTER II

### GENERAL DESCRIPTION OF THE COMPANY

#### 2.1 Company History

Based on Riau Province Regional Regulation Number 4 of 2016, in 2017, Tourism Department of Riau Province was originally named Riau Province Tourism and Creative Economy Office. In accordance with developments regarding the organizational arrangement of the Regional Government, the Riau Governor Regulation Number 85 of 2016 concerning Position, Organizational Structure, Duties and Functions, and Work Procedures of the Tourism Department of Riau Province was prepared. Tourism Department of Riau Province it is located at Jl. Jenderal Sudirman, Pekanbaru, Riau. It was established on the area with 3.000 meters.



**Figure 2.1**

**Tourism Department of Riau Province**

## **2.2 Vision and Mission**

### **2.2.1 Vision**

The vision of Tourism Department of Riau Province Pekanbaru is to be "Superior Tourism Based On Malay Culture".

### **2.2.2 Mission**

The Mission of Tourism Department of Riau Province are as follow :

1. Developing competitiveness and sustainable tourism destinations that are supported by a local wealth as a wealth and local awareness
2. Improving the quality of tourism human resources
3. Improving stakeholder role and cooperation
4. Implementing the development of sapta charm and sharia tourism

## **2.3 Kinds of Bussines**

The Tourism Department of Riau Province deals with giving carries out government affairs in the tourism sector.

## **2.4 Organizational Structure**

There are several department in Tourism Department of Riau Province Pekanbaru such program planning section, staffaing and general affairs section, equipment and managment section, tourism destination section, tourism marketing section and creative economy section.



## Structure of Tourism Department of Riau Province

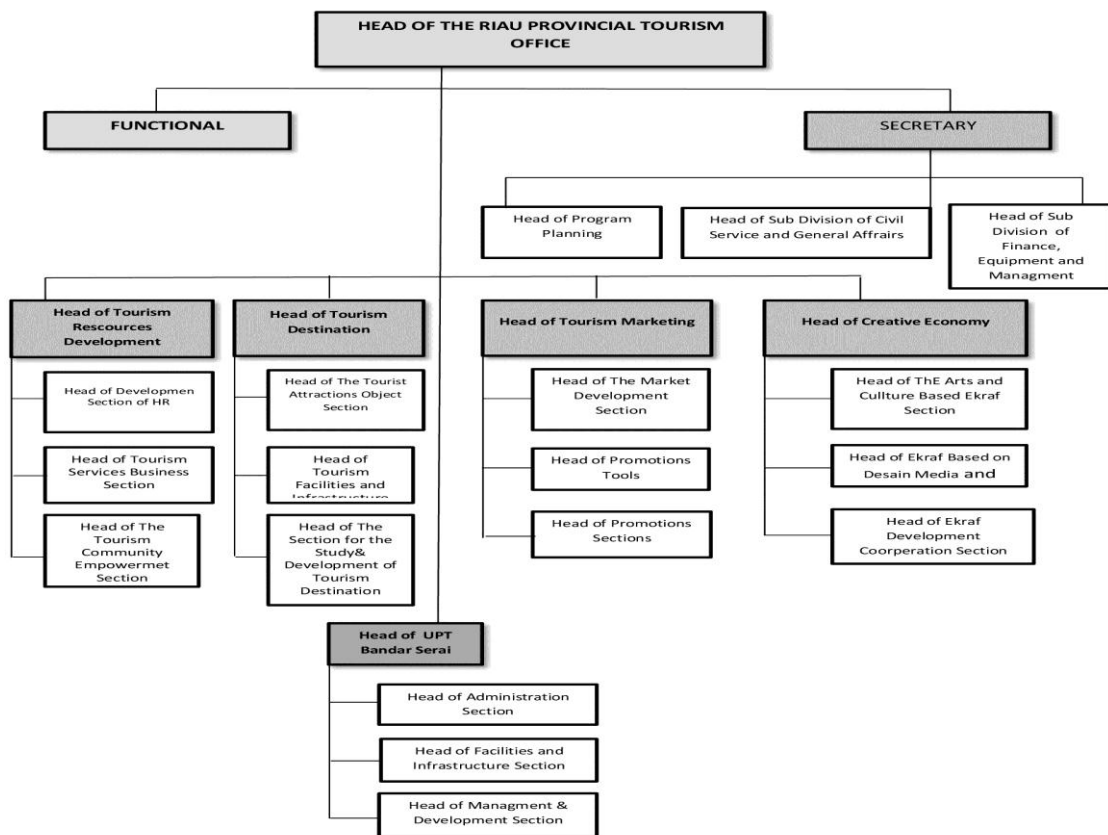


figure 2.2

## Structure of Tourism Department of Riau Province

## **2.5 Document Used For Activity**

To manage the activities, there are several document which used in program planning section :

1. Performance Report of Government Agencies (LKJIP )
2. Strategic Plan ( RESNTRA )
3. Work Plan ( RENJA )
4. Local Government Implementation Report ( LPPD )
5. Tourism Statistic of Riau Province



## CHAPTER III

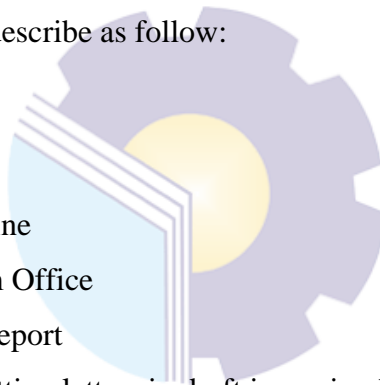
### SCOPE OF APPRENTICESHIP

#### 3.1 Job Description

Apprenticeship began on January 04<sup>th</sup> until March 05<sup>th</sup>, 2021 at Tourism Department of Riau Province. The working hour start at 08.00 am – 16.00 pm on Monday until Wednesday. Therefore, on Thursday until Friday starts from at 08.00 am – 17.00 pm.

There were kinds of main jobs which had been accomplished during apprenticeship program are describe as follow:

1. Translating letters
2. Translating books
3. Translating news online
4. Input data of Tourism Office
5. Typing of Tourism Report
6. Photocopying and putting letters in draft incoming box

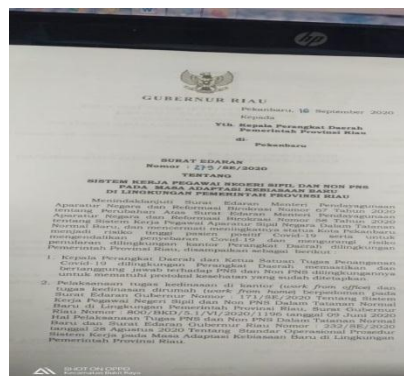


#### 3.2 Working Procedure

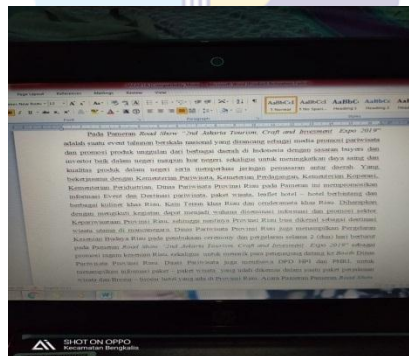
1. Translating letters

In the early days of the apprenticeship program, apprentice was assigned to translate a circular on "The Work System for Civil Servants and Non-PNS Employees in a New Normal Environment in Riau Provincial Government". In addition, translated the Riau Governor's Declaration on "Compliance with Local Government Policies in Handling the 2019 Corona Virus Disease (covid-19)" as a required in Plan Program Sub- Section. During the translation processed used to the

word for word method and literal translation and is also assisted by the google translate application. Started from typing the letter, translating and then checking the grammatical errors again to make it more effective. The intern's purpose in translating this letter was to archive in the inbox in the sub-section of program planning.



Originally of letter



After translated

Figure 2.3  
Translating of document

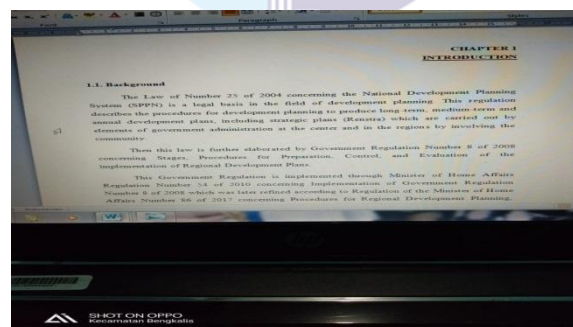


## 2. Translating Books

There was also a book that should be translated used in the Program Planning Sub-Section, namely the Final Plan Strategic Plan (RENSTRA) which contains the Vision, Mission, Goals, Goals, Strategy, Program and SKPD activities, and arranged in accordance with the duties and functions in . Started from saving the original RENSTRA document file then translating it using google translate and finally checks the grammatical errors in order to thats book more effective. The purpose of translating this book was as an archive and proof that the apprentice has undergone an apprenticeship and completed it well.



Originally of book



After translated

Figure 2.4  
Translating of book

### 3. Translating News Online

Another assignment was assigned to translate online news in the Tourism Office platform in Website [www.pariwisata.riau.id](http://www.pariwisata.riau.id) . Started by typing the news online into Indonesian then translating the news into English version. The purpose of translating this news is to be uploaded to the tourism office platform. During the internship, there were that should be translated entitled :

- a. Advancing The Tourism Sector, PWI Riau Held a National Press Day on North Rupid Island
- b. Kemenparekraf Invite Milenialls To Create Jobs in The Parekraf Sector
- c. Kemenparekraf Hopes That The Radio Industry will be more Innovation in Pandemic
- d. The Mayor Opens the 2021 Cultures Tourism and Business Fair



Originally of news online



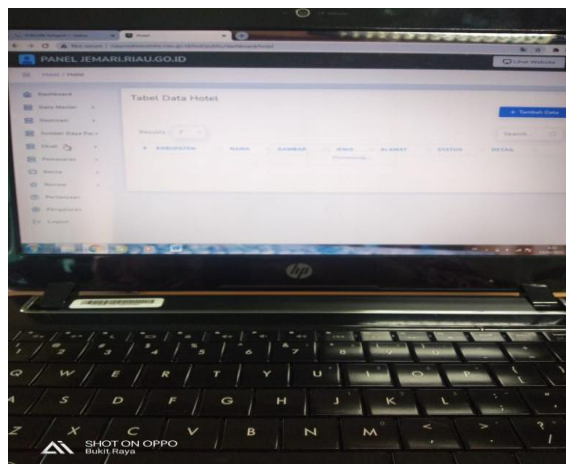
After translated

Figure 2.5

Translating of news online

#### 4. Input data of Tourism Office

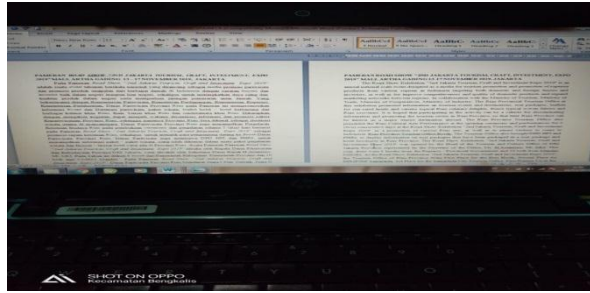
Another assignment was assigned to input tourism office data. Inputting data started from looking for data to be input in the folder provided by the supervisor and then entering data according to the needs of the data. There are data that must be collected, such as data on mosques, hotels, restaurants and tourism objects in the entire province of Riau.



**Figure 2.6**  
**Input data Tourism Office**

#### 5. Typing Tourism Report

Based on requirement in Plan Program Sub Section was assigned to retyping the travel report of the tourism office which aims to re-archive data on tourist objects in all of Riau province. Started from typing based on the original source of the book and arranges the tourist objects based on each district.



**Figure 2.7**  
**Typing Tourism Report**

6. Photocopying and arranging the letter

In other days was assigned to photocopying incoming letters and putting the letters in the incoming box in the Sub-Section of Program Planning.



**Figure 2.8**  
**Putting letters in draft income box**

### **3.3 Place of Apprenticeship**

The apprenticeship was started from January 05<sup>th</sup>, 2021 until March 05<sup>th</sup>, 2021. It was done at Tourism Department of Riau Province as a staff in Planning Program Section.

### 3.4 Kind and Description of The Activity

The daily activities in Tourism Department of Riau Province can be seen in the tables below :

**Tabel 3.1**  
**Agenda of Activities of the First Week of January**  
**( January 04<sup>th</sup> – 08<sup>th</sup> , 2021 )**

No	Day/Date	Activity	Place
1	Monday January 04 <sup>th</sup> , 2021	1. Translating of a Circular on The Work System for Civil Servant and Non-Civil Servant in The New Normal Order in The Riau Provincial Government	Planning Program Room
2	Tuesday January 05 <sup>th</sup> ,2021	1. Translating The Governors Announcement on Compliance With Local Government Policies in Handling the Corona Virus Disease (Covid-19) 2. Typing from a source of Tourism Book in The Riau Province of Riau	Planning Program Room
3	Wednesday January 06 <sup>th</sup> ,2021	1. Typing from a source of Tourism Book in The Riau Province of Riau	Planning Program Room

4	Thursday January 07 <sup>th</sup> ,2021	1. Typing from a source of Tourism Book in The Riau Province of Riau	Planning Program Room
5	Friday January 08 <sup>th</sup> ,2021	1. Translating of Tourism Information Center Report in Kuantan Singingi Regency	Planning Program Room

**Tabel 3.2**  
**Agenda of Activities of the Second Week of January**  
**( January 11<sup>th</sup> – 15<sup>th</sup> , 2021 )**

No	Day/Date	Activity	Place
1	Monday January 11 <sup>th</sup> , 2021	1. Translating of Tourism Information Center Report in Pelalawan & Rokan Hilir Regency	Planning Program Room
2	Tuesday January 12 <sup>th</sup> ,2021	1. Translating of Tourism Information Center Report in Pekan baru City	Planning Program Room
3	Wednesday January 13 <sup>th</sup> ,2021	1. Translating of Tourism Information Center Report in Bengkalis & Rokan Hulu Regency	Planning Program Room

4	Thursday January 14 <sup>th</sup> ,2021	1. Translating of Tourism Information Center Report in Indragiri Hulu & Indragiri Hilir Regency	Planning Program Room
5	Friday January 15 <sup>th</sup> ,2021	1. Translating of Tourism Information Center Report in Meranti Regency	Planning Program Room

**Tabel 3.3**  
**Agenda of Activities of the Third Week of January**  
**( January 18<sup>th</sup> – 22<sup>th</sup> , 2021 )**

No	Day/Date	Activity	Place
1	Monday January 18 <sup>th</sup> ,2021	1. Making Table of Indirect Expenditure Budget	Planning Program Room
2	Tuesday January 19 <sup>th</sup> ,2021	1. Photocopying of Letter 2. Putting Letter in Come Box Letter	Planning Program Room
3	Wednesday January 20 <sup>th</sup> ,2021	1. Input Data of Tourism Office ( Mosque )	Meeting Room
4	Thursday January 21 <sup>th</sup> ,2021	1. Input Data of Tourism Office ( Mosque )	Meeting Room

5	Friday January 22 <sup>th</sup> ,2021	1. Input Data of Tourism Office ( Hotel )	Meeting Room
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**Tabel 3.4**  
**Agenda of Activities of the Fourth Week of January**  
**( January 25<sup>th</sup> – 29<sup>th</sup> , 2021 )**

No	Day/Date	Activity	Place
1	Monday January 25 <sup>th</sup> ,2021	1. Input Data of Tourism Office ( Hotel )	Meeting Room
2	Tuesday January 26 <sup>th</sup> ,2021	1. Input Data of Tourism Office ( Restaurant )	Meeting Room
3	Wednesday January 27 <sup>th</sup> ,2021	1. Input Data of Tourism Office ( Restaurant )	Meeting Room
4	Thursday January 28 <sup>th</sup> ,2021	1. Input Data of Tourism Office ( Tourism Objects )	Meeting Room
5	Friday January 29 <sup>th</sup> ,2021	1. Input Data of Tourism Office ( Tourism Objects )	Meeting Room



**Tabel 3.5**  
**Agenda of Activities of the First Week of February**  
**( February 01<sup>st</sup> – 05<sup>th</sup> , 2021 )**

<b>No</b>	<b>Day/Date</b>	<b>Activity</b>	<b>Place</b>
1	Monday February 1 <sup>st</sup> ,2021	1. Making Table of Performance Conditions at The Beginning of The RPJMD	Planning Program Room
2	Tuesday February 2 <sup>nd</sup> ,2021	1. Transalating of Tourism Statical Data ( Chapter I&II )	Planning Program Room
3	Wednesday February 3 <sup>rd</sup> ,2021	1. Transalating of Tourism Statical Data ( Chapter II&III )	Planning Program Room
4	Thursday February 4 <sup>th</sup> ,2021	1. Transalating of Tourism Statical Data ( Chapter IV )	Planning Program Room
5	Friday February 5 <sup>th</sup> ,2021	1. Transalating of Tourism Statical Data ( Chapter V )	Planning Program Room

**Tabel 3.6**  
**Agenda of Activities of the Second Week of February**  
**( February 08<sup>th</sup> – 12<sup>th</sup> , 2021 )**

<b>No</b>	<b>Day/Date</b>	<b>Activity</b>	<b>Place</b>
1	Monday	1. Taking The Paper to the	Equipment Room

	February 8 <sup>th</sup> , 2021	Equipment Room	
2	Tuesday February 9 <sup>th</sup> , 2021	1. Translating of News online of “Advancing the Tourism Sector, PWI Riau Held a National Press Day on Nort Rupat Island”	Planning Program Room
3	Wednesday February 10 <sup>rd</sup> , 2021	1. Translating of News online of “ Kemenparekraf Invite Millenials To Create Jobs In The Parekraf Sector “	Planning Program Room
4	Thursday February 11 <sup>th</sup> , 2021	1. Translating of News online of “Kemenparekraf Hopes that The Radio Industry will be more Innovation in Pandemic”	Planning Program Room
5	Friday February 12 <sup>th</sup> , 2021	1. Translating of News online of “ The Mayor opens the 2021 Culuters Tourism and Business Fair”	Planning Program Room

**Tabel 3.7**  
**Agenda of Activities of the Third Week of February**  
**( February 15<sup>th</sup> – 19<sup>th</sup> , 2021 )**

<b>No</b>	<b>Day/Date</b>	<b>Activity</b>	<b>Place</b>
1	Monday February 15 <sup>th</sup> , 2021	1. Making Table of Structure Organization of Riau Tourism Office	Planning Program Room
2	Tuesday February 16 <sup>th</sup> , 2021	-	Planning Program Room
3	Wednesday February 17 <sup>th</sup> , 2021	1. Making Table of Program, Activities and Funding of The Riau Provincial Tourism Office ( Table 6.1 )	Planning Program Room
4	Thursday February 18 <sup>th</sup> , 2021	1. Making Table of Program, Activities and Funding of The Riau Provincial Tourism Office ( Table 6.1 )	Planning Program Room
5	Friday February 19 <sup>th</sup> , 2021	1. Making Table of Program, Activities and Funding of The Riau Provincial Tourism Office ( Table 6.1 )	Planning Program Room

**Tabel 3.8**  
**Agenda of Activities of the Fourth Week of February**  
**( February 22<sup>th</sup> – 26<sup>th</sup> , 2021 )**

<b>No</b>	<b>Day/Date</b>	<b>Activity</b>	<b>Place</b>
1	Monday February 22 <sup>th</sup> , 2021	1. Archive of Absent	Planning Program Room
2	Tuesday February 23 <sup>th</sup> ,2021	1. Archive of Absent	Planning Program Room
3	Wednesday February 24 <sup>rd</sup> ,2021	1. Photocopying of Letter 2. Putting Letterin Draft Income Box	Planning Program Room
4	Thursday February 25 <sup>th</sup> ,2021	1. Taking of Letter to Secretariat Room	Planning Program Room
5	Friday February 26 <sup>th</sup> ,2021	1. Photocopying of Riau Province Data Letter	Planning Program Room

**Tabel 3.9**  
**Agenda of Activities of the First Week of March**  
**( March 01<sup>st</sup> – 05<sup>th</sup> , 2021 )**

<b>No</b>	<b>Day/Date</b>	<b>Activity</b>	<b>Place</b>
1	Monday March 1 <sup>st</sup> , 2021	1. Preparing of Document of Apprenticeship	Planning Program Room
2	Tuesday March 2 <sup>nd</sup> ,2021	1. Preparing of Document of Apprenticeship	Planning Program Room
3	Wednesday March 3 <sup>rd</sup> ,2021	1. Preparing of Document of Apprenticeship	Planning Program Room
4	Thursday March 4 <sup>th</sup> ,2021	1. Rechecking of RENSTRA	Planning Program Room
5	Friday March 5 <sup>th</sup> ,2021	1. Separating in Last Day of Apprenticeship	Planning Program Room

## CHAPTER IV

### CONCLUSION AND SUGGESTION

#### 4.1 Conclusion

After doing apprenticeship in Tourism Department of Riau Province, there are some conclusion as follow :

1. There are some kinds of job done during the apprenticeship ; translating a document, letter and news online, typing of some books of Tourism Department of Riau Province, photocopying some document or letter, input data of Tourism Office, putting letter in come box or out box.
2. The working procedures are based on Standard Operating System (SOP) of The Riau Provincial Tourism Office.
3. Documents used during the apprenticeship as follow ; RENSTRA (2019-2020), Tourism Activity Report, Riau Province Tourism Statical Data 2019 and Riau Province Tourism Statical Data 2020.

#### 4.2 Suggestion

##### 4.2.1 Suggestion for The Company

1. Tourism Department of Riau Province Office should receive more apprentices from various majors.
2. Tourism Department of Riau Province staff should be more attention and provide jobs according to the applicable abilities and curriculum.

##### 4.2.2 Suggestion for State Polytechnic of Bengkalis

1. The campus should add more Tourism Subject to practical subject to take the student to the real job.

## APPENDIXES

### APPENDIXES A

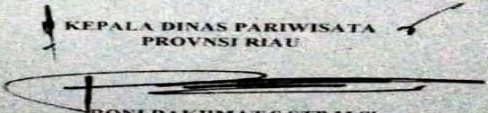
Table of Number of Event by Regency in Riau

**Tabel**  
*Table*

**Jumlah Data Even Menurut Kabupaten/Kota di Riau, 2017-2020**  
*Number of event by Regency/Municipality in Riau, 2017-2020*

Kabupaten/Kota Regency/Municipality	2017	2018	2019	2020	Kebutuhan Data
(1)	(2)	(3)	(4)	(5)	
Kuantan Singingi	1	1	12	16	Penyusunan Riau Dalam Angka 2021 (BPS Provinsi Riau)
Indragiri Hulu	2	2	2	5	
Indragiri Hilir	13	13	11	4	
Pelalawan	12	12	22	18	
Siak	12	12	21	19	
Kampar	3	3	36	22	
Rokan Hulu	2	2	1	4	
Bengkalis	6	6	3	8	
Rokan Hilir	2	2	6	9	
Kepulauan Meranti	4	4	9	4	
Kota Pekanbaru	6	6	29	21	
Kota Dumai	1	1	1	1	
<b>Riau</b>	<b>64</b>	<b>64</b>	<b>153</b>	<b>131</b>	

Sumber/Source : Dinas Pariwisata Provinsi Riau/Regional Office of Tourism Riau Province

  
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## APPENDIXES B

### Homestay of data in Riau Province

No. 29/201

**DATA HOMESTAY TAHUN 2020  
PROVINSI RIAU**

**BUPATEN INDRAGIRI HILIR**

No	NAMA HOMESTAY	NAMA PEMILIK	NAMA DESA WISATA	KECAMATAN	KLASIFIKASI			
					RINTISAN	BENKEMBANG	MAJU	MANDIRI
1	LANTENG Homestay	Mukhtar / Sri Mulyani	Desa Pulau Cawan	Mandah	/			
2	ANIK Homestay	Sri Rahayu Ningsih	Desa Pulau Cawan	Mandah	/			
3	AKMAL Homestay	Marlisnaw Mandan	Desa Pulau Cawan	Mandah	/			
4	USDIK Homestay	Marlisnaw	Desa Pulau Cawan	Mandah	/			
5	WICI Homestay	Syafiq	Desa Pulau Cawan	Mandah	/			
6	Zahara	Zahari	Desa Pulau Cawan	Mandah	/			
7	Maksum	Maksum	Desa Pulau Cawan	Mandah	/			
8	Zuharna	Zuharna	Desa Pulau Cawan	Mandah	/			
9	JULIAN Homestay	Jainaludin	Desa Pulau Cawan	Mandah	/			
10	SIFA Homestay	Said Bambang	Desa Pulau Cawan	Mandah	/			
11	USA Homestay	Ghazali	Desa Pulau Cawan	Mandah	/			
12	WILDAN Homestay	Haifa	Desa Pulau Cawan	Mandah	/			
13	NYIRIH Homestay	Warda	Desa Pulau Cawan	Mandah	/			
14	RAZIF Homestay	Rafudin	Desa Pulau Cawan	Mandah	/			
15	Homestay MAK UTEH	Arifin	Desa Batu Ampar	Kemuning	/			
16	Homestay PAOH NILO	Chandra Priadi	Desa Batu Ampar	Kemuning	/			
17	Homestay MAK UPSK	Suhran	Desa Batu Ampar	Kemuning	/			
18	Homestay ZAINI	R. Musayaf	Desa Teluk Dalam	Kuindra	/			
19	Homestay TAWAQAL	M. Ram	Desa Teluk Dalam	Kuindra	/			
20	Homestay AL-AMIN	Abdul Aziz	Desa Teluk Dalam	Kuindra	/			
21	Hj. Inur	Hj. Inur	Desa Tanjung Pasar	Tanjah Merab	/			
22	Homestay INTAN 1	Ahmad Ependi	Desa Sungai Intan	Tembilahan Hulu	/			
23	Homestay INTAN 2	Jumilati	Desa Sungai Intan	Tembilahan Hulu	/			
24	Homestay INTAN 3	Mar Kabari	Desa Sungai Intan	Tembilahan Hulu	/			
25	Homestay INTAN 4	Saparudin	Desa Sungai Intan	Tembilahan Hulu	/			
26	Homestay SOROJA	Pa/lin	Desa Keritang	Kemuning	/			
27	Homestay TUAH KERITANG	Benny Ezzain	Desa Keritang	Kemuning	/			
28	Homestay MAWAR	Suryadi	Desa Keritang	Kemuning	/			
29	Supri	Supri	Desa Keritang	Kemuning	/			
30	AMI Homestay	Ami Butak	Desa Sungai Liat	Batang Tindak	/			
31	CHE WATI Homestay	H. Wati	Desa Sungai Liat	Batang Tindak	/			
32	ANI Homestay	Ani	Desa Sungai Liat	Batang Tindak	/			
33	Uday Tish	Uday Tish	Gaung	Gaung	/			
34	H. Ketar	H. Ketar	Pulau Burung	Pulau Burung	/			
35	Wagdy	Wagdy	Desa Sungai Buluh	Cansong	/			
36	Saim	Saim	Desa Sungai Buluh	Cansong	/			

Kabid Pariwisata  
Desa Erlina SP  
Pusat Th. 131/1  
No. 132/133/134/135/136/137/138/139/140/141/142/143/144/145/146/147/148/149/150/151/152/153/154/155/156/157/158/159/160/161/162/163/164/165/166/167/168/169/170/171/172/173/174/175/176/177/178/179/180/181/182/183/184/185/186/187/188/189/190/191/192/193/194/195/196/197/198/199/200/201/202/203/204/205/206/207/208/209/210/211/212/213/214/215/216/217/218/219/220/221/222/223/224/225/226/227/228/229/230/231/232/233/234/235/236/237/238/239/240/241/242/243/244/245/246/247/248/249/250/251/252/253/254/255/256/257/258/259/260/261/262/263/264/265/266/267/268/269/270/271/272/273/274/275/276/277/278/279/280/281/282/283/284/285/286/287/288/289/290/291/292/293/294/295/296/297/298/299/300/301/302/303/304/305/306/307/308/309/310/311/312/313/314/315/316/317/318/319/320/321/322/323/324/325/326/327/328/329/330/331/332/333/334/335/336/337/338/339/340/341/342/343/344/345/346/347/348/349/350/351/352/353/354/355/356/357/358/359/360/361/362/363/364/365/366/367/368/369/370/371/372/373/374/375/376/377/378/379/380/381/382/383/384/385/386/387/388/389/390/391/392/393/394/395/396/397/398/399/400/401/402/403/404/405/406/407/408/409/410/411/412/413/414/415/416/417/418/419/420/421/422/423/424/425/426/427/428/429/430/431/432/433/434/435/436/437/438/439/440/441/442/443/444/445/446/447/448/449/450/451/452/453/454/455/456/457/458/459/460/461/462/463/464/465/466/467/468/469/470/471/472/473/474/475/476/477/478/479/480/481/482/483/484/485/486/487/488/489/490/491/492/493/494/495/496/497/498/499/500/501/502/503/504/505/506/507/508/509/510/511/512/513/514/515/516/517/518/519/520/521/522/523/524/525/526/527/528/529/530/531/532/533/534/535/536/537/538/539/540/541/542/543/544/545/546/547/548/549/550/551/552/553/554/555/556/557/558/559/560/561/562/563/564/565/566/567/568/569/570/571/572/573/574/575/576/577/578/579/580/581/582/583/584/585/586/587/588/589/590/591/592/593/594/595/596/597/598/599/600/601/602/603/604/605/606/607/608/609/610/611/612/613/614/615/616/617/618/619/620/621/622/623/624/625/626/627/628/629/630/631/632/633/634/635/636/637/638/639/640/641/642/643/644/645/646/647/648/649/650/651/652/653/654/655/656/657/658/659/660/661/662/663/664/665/666/667/668/669/670/671/672/673/674/675/676/677/678/679/680/681/682/683/684/685/686/687/688/689/690/691/692/693/694/695/696/697/698/699/700/701/702/703/704/705/706/707/708/709/710/711/712/713/714/715/716/717/718/719/720/721/722/723/724/725/726/727/728/729/730/731/732/733/734/735/736/737/738/739/740/741/742/743/744/745/746/747/748/749/750/751/752/753/754/755/756/757/758/759/760/761/762/763/764/765/766/767/768/769/770/771/772/773/774/775/776/777/778/779/780/781/782/783/784/785/786/787/788/789/790/791/792/793/794/795/796/797/798/799/800/801/802/803/804/805/806/807/808/809/810/811/812/813/814/815/816/817/818/819/820/821/822/823/824/825/826/827/828/829/830/831/832/833/834/835/836/837/838/839/840/841/842/843/844/845/846/847/848/849/850/851/852/853/854/855/856/857/858/859/860/861/862/863/864/865/866/867/868/869/870/871/872/873/874/875/876/877/878/879/880/881/882/883/884/885/886/887/888/889/890/891/892/893/894/895/896/897/898/899/900/901/902/903/904/905/906/907/908/909/910/911/912/913/914/915/916/917/918/919/920/921/922/923/924/925/926/927/928/929/930/931/932/933/934/935/936/937/938/939/940/941/942/943/944/945/946/947/948/949/950/951/952/953/954/955/956/957/958/959/960/961/962/963/964/965/966/967/968/969/970/971/972/973/974/975/976/977/978/979/980/981/982/983/984/985/986/987/988/989/990/991/992/993/994/995/996/997/998/999/1000



## APPENDIXES C

### The number of foreign guests in Riau Province

day, Feb 25 2021

RENLANA STRATEGIS DINAS PARIWISATA PROVINSI RIAU 2019-2024

**JUMLAH TAMU ASING YANG DATANG KE PROVINSI RIAU  
MENURUT PINTU MASUK UTAMA PROVINSI RIAU TAHUN 2017 - 2020**

No	Pintu Masuk	TAHUN			
		2017	2018	2019	2020
1	Dumai	13,601	12,909	11,091	5.928
2	Pekanbaru	40,105	127,639	33,466	6.800
3	Bengkalis	8,035	5,225	4,445	809
4	Selat Panjang	18,345	1,162	1,127	0
5	Lain-lain	22,541	-	95,436	54.062
<b>Jumlah</b>		<b>102,645</b>	<b>146,935</b>	<b>145,565</b>	<b>67.599</b>

Sumber/Source : Dinas Pariwisata Provinsi Riau/Regional Office of Tourism Riau Province

KEPALA DINAS PARIWISATA  
PROVNSI RIAU

**RONI RAKHMAT,S.STP,M.Si**  
PEMBINA Tk I  
NIP.19771026 199612 1 001

## APPENDIXES D

### Absent of apprenticeship

**ABSENSI KERJA PRAKTEK (KP) TAHUN 2021**  
**DI KANTOR DINAS PARIWISATA PROVINSI RIAU**

NO	TANGGAL	MURNI NIM 5203181101		ARIANI NIM 5203181097		Supervisor Rica Hartami, SS	
1	4 Januari 2021	<i>Husf.</i>	<i>Husf.</i>	<i>AmfW</i>	<i>AmfW</i>	<i>Rica</i>	
2	5 Januari 2021	<i>Husf.</i>	<i>Husf.</i>	<i>AmfW</i>	<i>AmfW</i>		
3	6 Januari 2021	<i>Husf.</i>	<i>Husf.</i>	<i>AmfW</i>	<i>AmfW</i>		
4	7 Januari 2021	<i>Husf.</i>	<i>Husf.</i>	<i>AmfW</i>	<i>AmfW</i>		
5	8 Januari 2021	<i>Husf.</i>	<i>Husf.</i>	<i>AmfW</i>	<i>AmfW</i>		
6	9 Januari 2021	<i>saturday</i>					
7	10 Januari 2021	<i>sunday</i>					
8	11 Januari 2021	<i>Husf.</i>	<i>Husf.</i>	<i>AmfW</i>	<i>AmfW</i>	<i>Rica</i>	
9	12 Januari 2021	<i>Husf.</i>	<i>Husf.</i>	<i>AmfW</i>	<i>AmfW</i>		
10	13 Januari 2021	<i>Husf.</i>	<i>Husf.</i>	<i>AmfW</i>	<i>AmfW</i>		
11	14 Januari 2021	<i>Husf.</i>	<i>Husf.</i>	<i>AmfW</i>	<i>AmfW</i>		
12	15 Januari 2021	<i>Husf.</i>	<i>Husf.</i>	<i>AmfW</i>	<i>AmfW</i>		
13	16 Januari 2021	<i>saturday</i>					
14	17 Januari 2021	<i>sunday</i>					
15	18 Januari 2021	<i>Husf.</i>	<i>Husf.</i>	<i>AmfW</i>	<i>AmfW</i>	<i>Rica</i>	
16	19 Januari 2021	<i>Husf.</i>	<i>Husf.</i>	<i>AmfW</i>	<i>AmfW</i>		
17	20 Januari 2021	<i>Husf.</i>	<i>Husf.</i>	<i>AmfW</i>	<i>AmfW</i>		

## APPENDIX E

### Absent of apprenticeship

18	21 Januari 2021	hung.	hung.	amkol	amkol		
19	22 Januari 2021	hung.	hung.	amkol	amkol		
20	23 Januari 2021	saturday					
21	24 Januari 2021	sunday					
22	25 Januari 2021	hung.	hung.	amkol	amkol	Part	
23	26 Januari 2021	hung.	hung.	amkol	amkol		
24	27 Januari 2021	hung.	hung.	amkol	amkol		
25	28 Januari 2021	hung.	hung.	amkol	amkol		
26	29 Januari 2021	hung.	hung.	amkol	amkol		
27	30 Januari 2021	saturday					
28	31 Januari 2021	sunday					
29	1 Februari 2021	hung.	hung.	amkol	amkol	Part	
30	2 Februari 2021	hung.	hung.	amkol	amkol		
31	3 Februari 2021	hung.	hung.	amkol	amkol		
32	4 Februari 2021	hung.	hung.	amkol	amkol		
33	5 Februari 2021	hung.	hung.	amkol	amkol		
34	6 Februari 2021	saturday					
35	7 Februari 2021	sunday					
36	8 Februari 2021	hung.	hung.	amkol	amkol		

## APPENDIXES F

### Absent of apprenticeship

37	9 Februari 2021	Husf	Husf.	amfor	amfor	Pust
38	10 Februari 2021	Husf	Husf.	amfor	amfor	
39	11 Februari 2021	Husf.	Husf.	amfor	amfor	
40	12 Februari 2021	H O L I D A Y				
41	13 Februari 2021	Saturday				
42	14 Februari 2021	Sunday				
43	15 Februari 2021	Husf	Husf.	amfor	amfor	Pust
44	16 Februari 2021	Husf.	Husf.	amfor	amfor	
45	17 Februari 2021	Husf	Husf.	amfor	amfor	
46	18 Februari 2021	Husf	Husf.	amfor	amfor	
47	19 Februari 2021	Husf.	Husf.	amfor	amfor	
48	20 Februari 2021	Saturday				
49	21 Februari 2021	Sunday				
50	22 Februari 2021	Husf.	Husf.	amfor	amfor	Pust.
51	23 Februari 2021	Husf.	Husf.	amfor	amfor	
52	24 Februari 2021	Husf.	Husf.	amfor	amfor	
53	25 Februari 2021	Husf	Husf.	amfor	amfor	
54	26 Februari 2021	Husf	Husf.	amfor	amfor	
55	27 Februari 2021	Saturday				

## APPENDIXES F

### Absent of apprenticeship

56	28 Februari 2021	Sunday				
57	1 Maret 2021	Husj.	Husj.	ampal	ampal	Part.
58	2 Maret 2021	Husj.	Husj.	ampal	ampal	
59	3 Maret 2021	Husj.	Husj.	ampal	ampal	
60	4 Maret 2021	Husj.	Husj.	ampal	ampal	
61	5 Maret 2021	Husj.	Husj.	ampal	ampal	

## APPENDIXES G

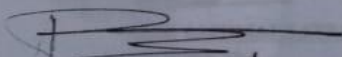
### The total of amount of theater in Riau Province

JUMLAH TEATER PERTUJUKAN MENURUT KABUPATEN KOTA DI RIAU TAHUN 2017-2020

NO.	KABUPATEN /KOTA	2017	2018	2019	2020
	(1)	(2)	(3)	(4)	(5)
1	KUANTAN SINGINGI				
2	INDRAGIRI HULU				
3	INDRAGIRI HILIR	1	1	1	1
4	PELALAWAN	4	4	4	4
5	SIAK				
6	KAMPAR				
7	ROKAN HULU				
8	BENGKALIS				
9	ROKAN HILIR	1	1	1	1
10	KEPULAUAN MERANTI				
11	KOTA PEKANBARU	10	13	23	23
12	KOTA DUMAI				

Sumber/Source : Dinas Pariwisata Provinsi Riau/Regional Office of Tourism Riau Province

KEPALA DINAS PARIWISATA  
PROVINSI RIAU


  
RONI RAKHMAT, S.STP, M.Si  
PEMBINA Tk.I  
NIP.19771026 199612 1 001




**DAILY ACTIVITY**  
**ON THE JOB TRAINING (OJT)**

**Day** : Monday

**Date** : January 4<sup>th</sup> 2021

No	Job Description	Supervisor	Signature
1	Translating of a Circular on The Work System for Civil Servants and Non-Civil Servant In The New Normal Order In The Riau Provincial Government	RICA HARTAMI, SS	
<p>Note : Keep smile, Keep spirit</p>			


Picture	Information
	<p>Translating in process</p>

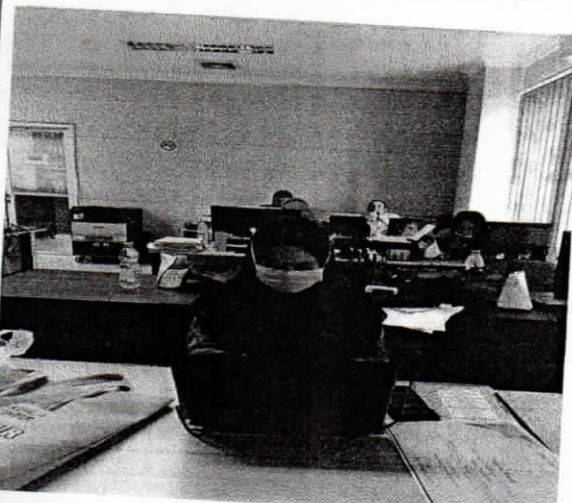


**DAILY ACTIVITY**  
**ON THE JOB TRAINING (OJT)**

**Day** : Tuesday

**Date** : January 5<sup>th</sup>, 2021


No	Job Description	Supervisor	Signature
1	Translating The Governors Announcement on Compliance With Local Government Policies in Handling the Corona Virus Disease (Covid-19)	RICA HARTAMI, SS	
2	Typing from a source of Tourism Books in the Province of Riau		
<p><b>Note</b> : Good!!!!</p>			

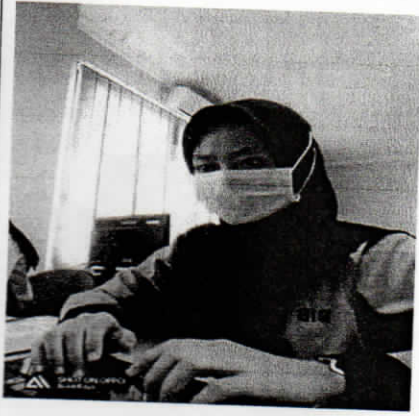
Picture	Information
	<p>Translating and Typing in process</p>

**DAILY ACTIVITY**  
**ON THE JOB TRAINING (OJT)**

**Day** : Wednesday

**Date** : January 6<sup>th</sup>, 2021


No	Job Description	Supervisor	Signature
1	Typing from a source of Tourism Books in the Province of Riau	RICA HARTAMI, SS	
<p><b>Note</b> : You only have two months more here so enjoy your job</p>			

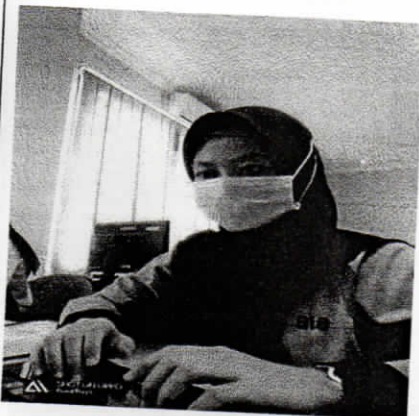
Picture	Information
	<p>Typing in process</p>

**DAILY ACTIVITY**  
**ON THE JOB TRAINING (OJT)**

**Day** : Thursday

**Date** : January 7<sup>th</sup>, 2021

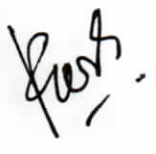
No	Job Description	Supervisor	Signature
1	Typing from a source of Tourism Books in the Province of Riau	RICA HARTAMI, SS	
<b>Note</b> : Nice!!!!			

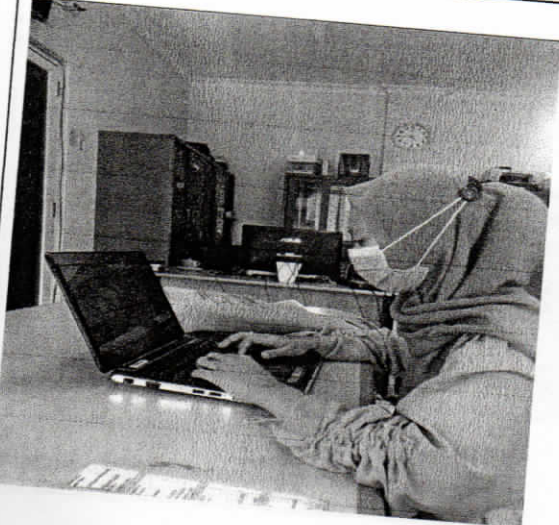
Picture	Information
	Typing in process

**DAILY ACTIVITY**  
**ON THE JOB TRAINING (OJT)**

**Day** : Friday

**Date** : January 8<sup>th</sup>, 2021


No	Job Description	Supervisor	Signature
1	Translating of Tourism Information Center Report in Kuantan Singingi Regency	RICA HARTAMI, SS	
<b>Note</b> : Keep spirit!!!!			


Picture	Information
	<p>Process of Translating</p>

**DAILY ACTIVITY**  
**ON THE JOB TRAINING (OJT)**

**Day** : Monday

**Date** : January 11<sup>th</sup>, 2021


No	Job Description	Supervisor	Signature
1	Translating of Tourism Information Center Report in Pelalawan and Rokan Hilir Regency	RICA HARTAMI, SS	
<p><b>Note : Be kind!!!!</b></p>			

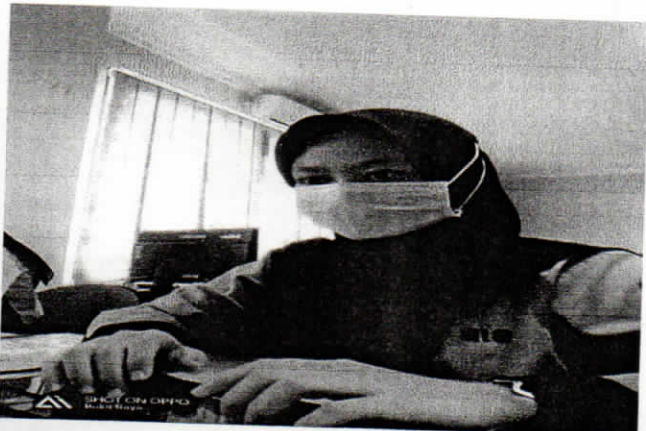
Picture	Information
	<p>Process of Translating</p>

**DAILY ACTIVITY**  
**ON THE JOB TRAINING (OJT)**

**Day** : Tuesday

**Date** : January 12<sup>th</sup>, 2021


No	Job Description	Supervisor	Signature
1	Translating of Tourism Information Center Report in Pekanbaru City	RICA HARTAMI, SS	
<p><b>Note</b> : Be graetful!!!!</p>			


Picture	Information
	<p>Process of Translating</p>

**DAILY ACTIVITY**  
**ON THE JOB TRAINING (OJT)**

**Day** : Wednesday

**Date** : January 13<sup>th</sup>, 2021


No	Job Description	Supervisor	Signature
1	Translating of Tourism Information Center Report in Bengkalis and Rokan Hulu Regency	RICA HARTAMI, SS	
<b>Note</b> : You have done your job very well!!!!			

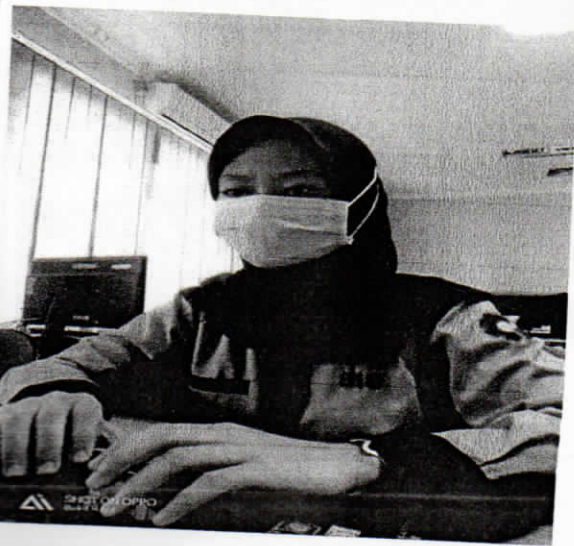
Picture	Information
	<p>Process of Translating</p>

**DAILY ACTIVITY**  
**ON THE JOB TRAINING (OJT)**

**Day** : Thursday

**Date** : January 14<sup>th</sup>, 2021

No	Job Description	Supervisor	Signature
1	Translating of Tourism Information Center Report in Indragiri Hulu and Indra Giri Hilir Regency	RICA HARTAMI, SS	
<b>Note</b> : Keep spirit!!!!			


Picture	Information
	Process of Translating

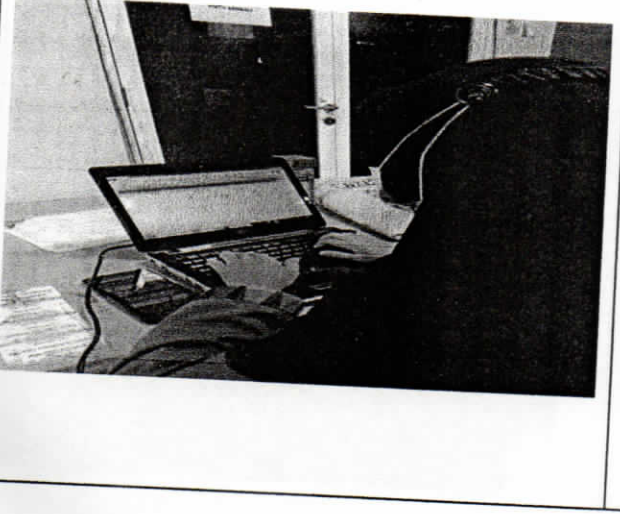


**DAILY ACTIVITY**  
**ON THE JOB TRAINING (OJT)**

**Day** : Monday

**Date** : January 18<sup>th</sup>, 2021


No	Job Description	Supervisor	Signature
1	Making Table of Indirect Expenditure Budget	RICA HARTAMI, SS	
<b>Note : Keep Humble!!!!</b>			


Picture	Information
	Process of Making Table

**DAILY ACTIVITY**  
**ON THE JOB TRAINING (OJT)**

**Day** : Tuesday

**Date** : January 19<sup>th</sup>, 2021

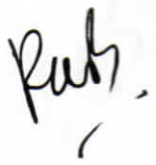
No	Job Description	Supervisor	Signature
1	Photocopying of letter		
2	Putting of letter in come box letter	RICA HARTAMI, SS	
<b>Note</b> : Nice!!!!			

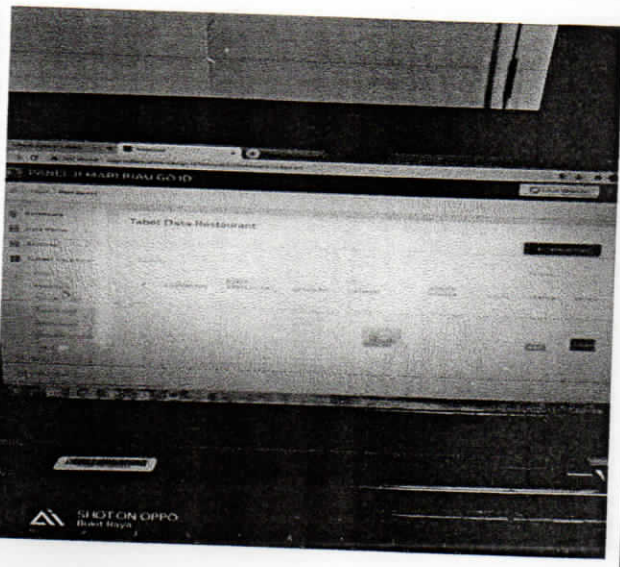
Picture	Information
	<p>Process of photocopying of letter</p>

**DAILY ACTIVITY**  
**ON THE JOB TRAINING (OJT)**

**Day** : Wednesday

**Date** : January 20<sup>th</sup>, 2021


No	Job Description	Supervisor	Signature
1	Input data of Tourism Office (Mosque)	RICA HARTAMI, SS	
<b>Note</b> : Focus with your job!!!!			

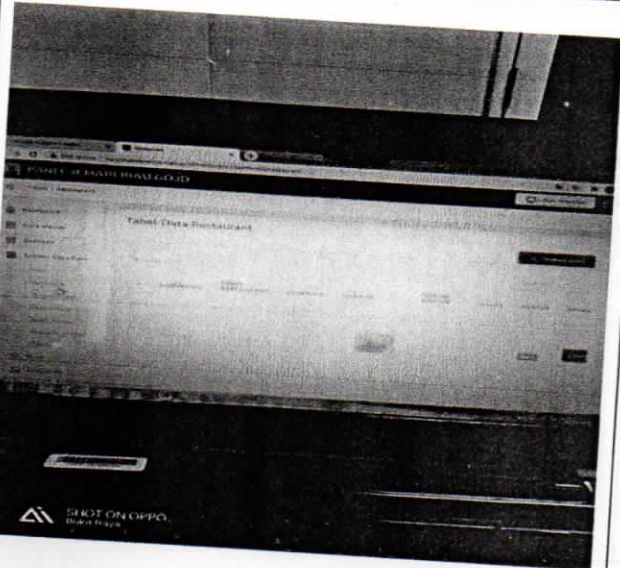
Picture	Information
	Input data in Process

**DAILY ACTIVITY**  
**ON THE JOB TRAINING (OJT)**

**Day** : Thursday

**Date** : January 21<sup>th</sup>, 2021


No	Job Description	Supervisor	Signature
1	Input data of Tourism Office (Mosque)	RICA HARTAMI, SS	
<b>Note</b> : Stay focus!!!!			

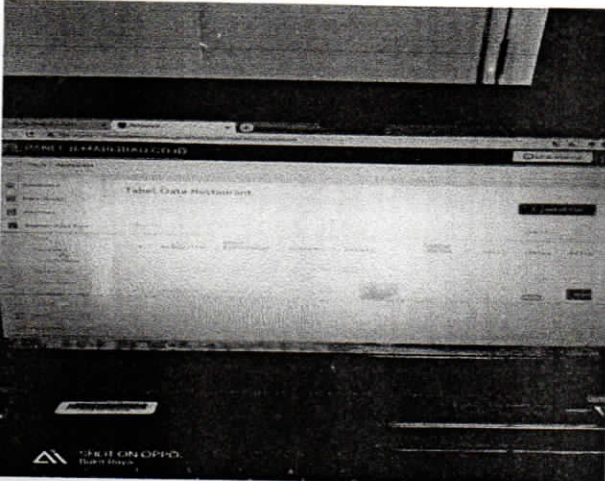
Picture	Information
	Input data in Process

**DAILY ACTIVITY**  
**ON THE JOB TRAINING (OJT)**

**Day** : Friday

**Date** : January 22<sup>th</sup>, 2021


No	Job Description	Supervisor	Signature
1	Input data of Tourism Office (Hotel)	RICA HARTAMI, SS	
<b>Note</b> : Stay Kind!!!!			

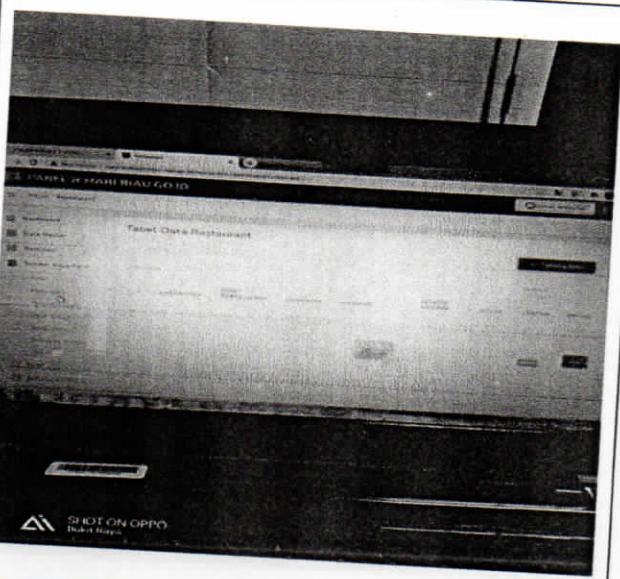
Picture	Information
	Input data in Process

## DAILY ACTIVITY ON THE JOB TRAINING (OJT)

**Day** : Monday

**Date** : January 25<sup>th</sup>, 2021


No	Job Description	Supervisor	Signature
1	Input data of Tourism Office (Hotel)	RICA HARTAMI, SS	
<p><b>Note</b> : You can handling and good job!!!!</p>			

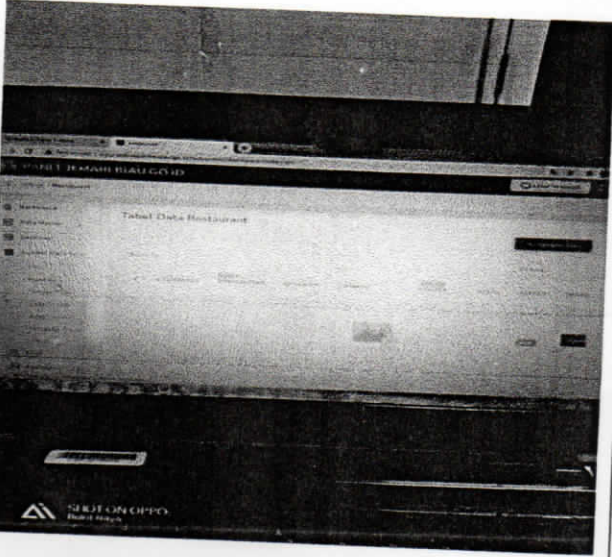
Picture	Information
	<p>Input data in Process</p>

**DAILY ACTIVITY**  
**ON THE JOB TRAINING (OJT)**

**Day** : Tuesday

**Date** : January 26<sup>th</sup>, 2021


No	Job Description	Supervisor	Signature
1	Input data of Tourism Office (Restaurant)	RICA HARTAMI, SS	
<b>Note</b> : Keep spirit!!!			

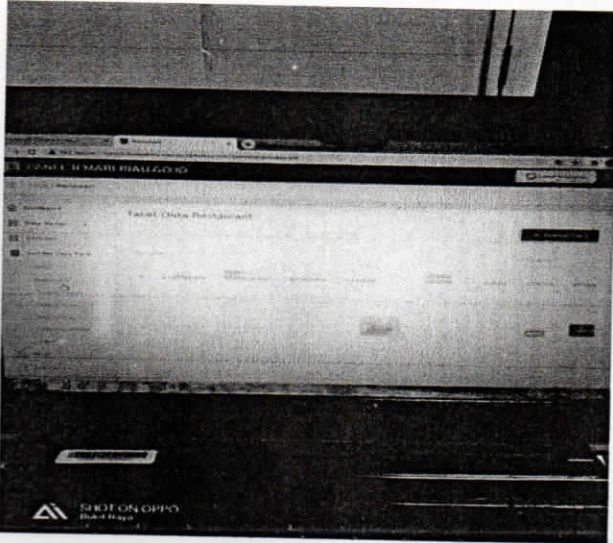
Picture	Information
	Input data in Process

**DAILY ACTIVITY**  
**ON THE JOB TRAINING (OJT)**

**Day** : Wednesday

**Date** : January 27<sup>th</sup>, 2021

No	Job Description	Supervisor	Signature
1	Input data of Tourism Office (Restaurant)	RICA HARTAMI, SS	
<b>Note</b> : Nice!!!			


Picture	Information
	Input data in Process

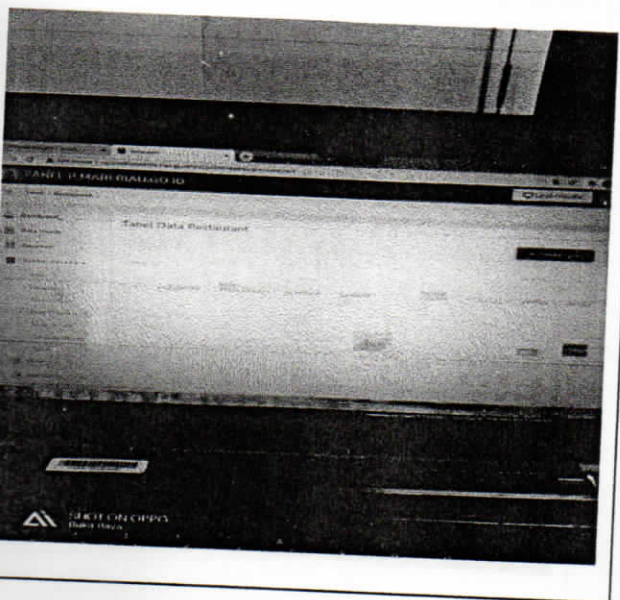


**DAILY ACTIVITY**  
**ON THE JOB TRAINING (OJT)**

**Day** : Thursday

**Date** : January 28<sup>th</sup>, 2021


No	Job Description	Supervisor	Signature
1	Input data of Tourism Office (Tourism Objects)	RICA HARTAMI, SS	
<p><b>Note</b> : More Graetful!!!</p>			

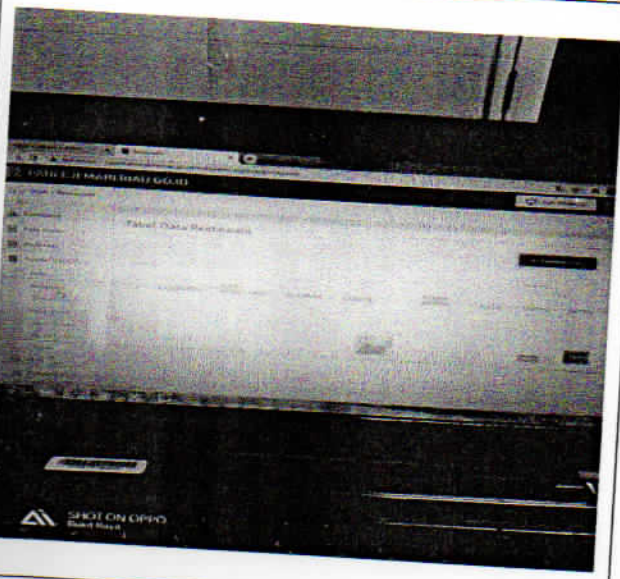
Picture	Information
	<p>Input data in Process</p>

**DAILY ACTIVITY**  
**ON THE JOB TRAINING (OJT)**

**Day** : Friday

**Date** : January 29<sup>th</sup>, 2021


No	Job Description	Supervisor	Signature
1	Input data of Tourism Office (Tourism Objects)	RICA HARTAMI, SS	
Note : Be nice!!!			


Picture	Information
	Input data in Process

**DAILY ACTIVITY**  
**ON THE JOB TRAINING (OJT)**

**Day** : Monday

**Date** : February 1<sup>st</sup>, 2021


No	Job Description	Supervisor	Signature
1	Making table of Performance Conditions At The Beginning Of The RPJMD	RICA HARTAMI, SS	
<b>Note</b> : Be nice!!!			


Picture	Information
	Making table in process

**DAILY ACTIVITY  
ON THE JOB TRAINING (OJT)**

**Day** : Tuesday

**Date** : February 2<sup>nd</sup>, 2021

No	Job Description	Supervisor	Signature
1	Translating of Tourism Statical Data ( Chapter I & II )	RICA HARTAMI, SS	
<b>Note</b> : Always be graetful!!!			


Picture	Information
	Translating in process


# DAILY ACTIVITY

## ON THE JOB TRAINING (OJT)

Day : Wednesday

Date : February 3<sup>rd</sup>, 2021


No	Job Description	Supervisor	Signature
1	Translating of Tourism Statical Data ( Chapter II & III )	RICA HARTAMI, SS	
Note : Stay Focus !!!			


Picture	Information
	Translating in process

**DAILY ACTIVITY**  
**ON THE JOB TRAINING (OJT)**

**Day** : Thursday

**Date** : February 4<sup>th</sup>, 2021


No	Job Description	Supervisor	Signature
1	Translating of Tourism Statical Data ( Chapter IV )	RICA HARTAMI, SS	
<b>Note</b> : Keep smile !!!			


Picture	Information
	Translating in process

**DAILY ACTIVITY**  
**ON THE JOB TRAINING (OJT)**

**Day** : Tuesday

**Date** : February 9<sup>th</sup>, 2021


No	Job Description	Supervisor	Signature
1	Trasnlating of News online of "Advancing the Tourism Sector, PWI Riau Held a National Press Day on North Rupal Island"	RICA HARTAMI, SS	
<b>Note</b> : Enjoy your job !!!			


Picture	Information
	Translating in process

**DAILY ACTIVITY**  
**ON THE JOB TRAINING (OJT)**

**Day** : Wednesday

**Date** : February 10<sup>th</sup>, 2021

No	Job Description	Supervisor	Signature
1	Trasnlating of News online of "Kemenparekraf Invite Millenials To Create Jobs In The Parekraf Sector"	RICA HARTAMI, SS	
Note : Keep healthy !!!			

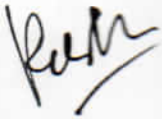
Picture	Information
	Translating in process




**DAILY ACTIVITY**  
**ON THE JOB TRAINING (OJT)**

**Day** : Thursday

**Date** : February 11<sup>th</sup>, 2021


No	Job Description	Supervisor	Signature
1	Trasnlating of News online of “ Kemenparekraf Hopes That The Radio Industry Will be more Innovation in Pademic”	RICA HARTAMI, SS	
<b>Note</b> : Stay Kind !!!			


Picture	Information
	Translating in process

**DAILY ACTIVITY**  
**ON THE JOB TRAINING (OJT)**

**Day** : Monday

**Date** : February 15<sup>th</sup>, 2021

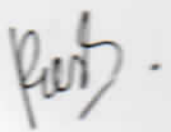
No	Job Description	Supervisor	Signature
1	Making table of Structure Organize of Riau Tourism Office	RICA HARTAMI, SS	
	<b>Note</b> : Nice !!!		


Picture	Information
	Making table in process

**DAILY ACTIVITY  
ON THE JOB TRAINING (OJT)**

**Day** : Wednesday

**Date** : February 17<sup>th</sup>, 2021


No	Job Description	Supervisor	Signature
1	Making table of Program Plans, Activities and Funding of The Riau Provincial Tourism Office ( Table 6.1 )	RICA HARTAMI, SS	
<b>Note</b> : Be nice !!!			


Picture	Information
	Making table in process

**DAILY ACTIVITY  
ON THE JOB TRAINING (OJT)**

**Day** : Thursday

**Date** : February 18<sup>th</sup>, 2021


No	Job Description	Supervisor	Signature
1	Making table of Program Plans, Activities and Funding of The Riau Provincial Tourism Office ( Table 6.1 )	RICA HARTAMI, SS	
<b>Note</b> : Stay kind !!!			


Picture	Information
	Making table in process

**DAILY ACTIVITY**  
**ON THE JOB TRAINING (OJT)**

**Day** : Friday

**Date** : February 19<sup>th</sup>, 2021


No	Job Description	Supervisor	Signature
1	Making table of Program Plans, Activities and Funding of The Riau Provincial Tourism Office ( Table 6.1 )	RICA HARTAMI, SS	
<b>Note</b> : Keep humble !!!			


Picture	Information
	Making table in process

**DAILY ACTIVITY**  
**ON THE JOB TRAINING (OJT)**

**Day** : Monday

**Date** : February 22<sup>th</sup>, 2021

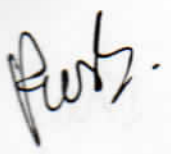
No	Job Description	Supervisor	Signature
1	Archive of Absent	RICA HARTAMI, SS	
<b>Note</b> : Good !!!			


Picture	Information
	Arshive of absent in process

**DAILY ACTIVITY**  
**ON THE JOB TRAINING (OJT)**

**Day** : Wednesday

**Date** : February 24<sup>th</sup>, 2021


No	Job Description	Supervisor	Signature
1	Photocopying letter		
2	Put letter in draft income box	RICA HARTAMI, SS	
<b>Note</b> : Nice!!!			


Picture	Information
	<p>Put letter in draft income box</p>

**DAILY ACTIVITY**  
**ON THE JOB TRAINING (OJT)**

**Day** : Thursday

**Date** : February 25<sup>th</sup>, 2021

No	Job Description	Supervisor	Signature
1	Taking of Letter to Secretariat room	RICA HARTAMI, SS	
<b>Note</b> : Good!!!			


Picture	Information
	Put letter in draft income box




**DAILY ACTIVITY**  
**ON THE JOB TRAINING (OJT)**

**Day** : Friday

**Date** : February 26<sup>th</sup>, 2021


No	Job Description	Supervisor	Signature
1	Photocopying of Riau Province Data	RICA HARTAMI, SS	
Note : Enjoy your day!!!			

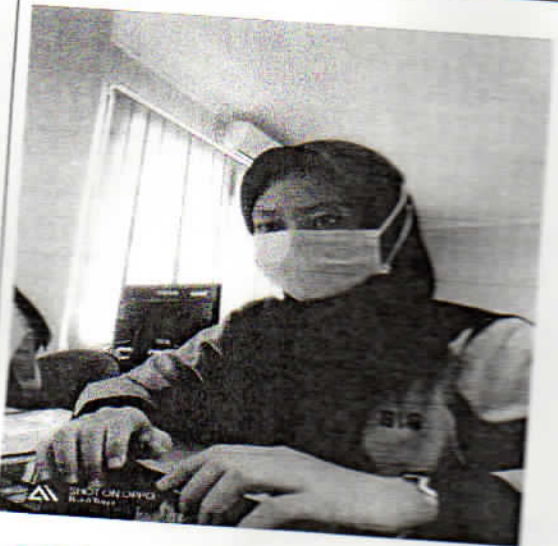
Picture	Information
	Photocopying in process

**DAILY ACTIVITY**  
**ON THE JOB TRAINING (OJT)**

**Day** : Thursday

**Date** : March 04<sup>th</sup>, 2021

No	Job Description	Supervisor	Signature
1	Rechecking of RENSTRA	RICA HARTAMI, SS	
<b>Note</b> : Enjoy your last day!!!			

Picture	Information
	Rechecking in process