

APPRENTICESHIP REPORT

**REGIONAL SECRETARIAT OFFICE BENGKALIS DISTRICT
(PLANNING AND FINANCE)**

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**APPLIED BACHELOR STUDY PROGRAM OF
INTERNATIONAL BUSINESS ADMINISTRATION
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC BENGKALIS
BENGKALIS - RIAU
2021**

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REGIONAL SECRETARIAT OFFICE BENGKALIS DISTRICT (PLANNING AND FINANCE)

Written is one of the conditions for completing Job Training

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Bengkalis, June 30th 2021

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PREFACE

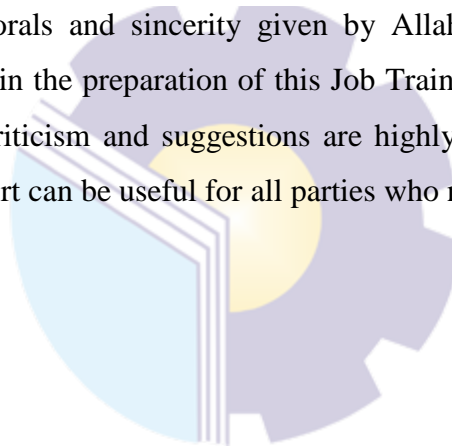
Alhamdulillah, praise be to Allah SWT who has bestowed His blessings, mercy and guidance on the author. Prayers and greetings continue to be poured out to the Prophet Muhammad SAW and his family and friends. This Work Report is an obligation for every student who will complete the Practice and as one of the requirements to complete Diploma IV (D-4) education at the Bengkalis State Polytechnic. This report is also made as an accountability for the things the author has done while carrying out the Job Training at the Bengkalis Regency Regional Secretariat Office, which was held from February 15 to June 30, 2021. Program.

This Job Training Report can be realized thanks to the help, guidance and input from various parties. Thank you for all the help and guidance especially to the good ones:

1. Mr. Johny Custer ST., MT as the Director of State Polytechnic of Bengkalis.
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3. Ms. Yunelly Asra, SE., MM as the Head of the Department of Business Administration.
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5. Mr. Teguh Widodo, S.Sos, M.SM, M.Reach as a supervisor for Apprenticeship Reports who have provided knowledge and also solutions to all problems or difficulties in making and writing Apprenticeship Reports.

6. Ms. Fitri Santi as supervisor of JOB Training Bengkalis Regency Regional Secretariat in the Planning and Finance Section of the Bengkalis Regency Regional Secretariat.
7. Lecturers, especially the D-4 Study Program in International Business Administration who have taught during the lecture.
8. Lecturers and employees of Bengkalis State Polytechnic who have collaborated in the lecture process to the preparation of this Undergraduate thesis
9. Father and beloved mother and all family members who always provide support both materially and spiritually with patience.

May the morals and sincerity given by Allah SWT be rewarded. The author realizes that in the preparation of this Job Training Report is still far from perfect, therefore criticism and suggestions are highly expected. Finally, I hope this Internship Report can be useful for all parties who need it in the future.



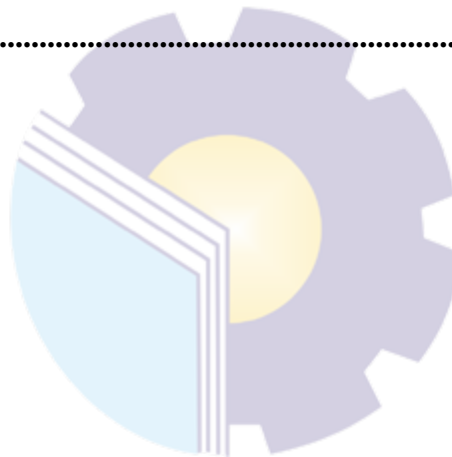
Bengkalis, 23 August 2021

Ira Syafira

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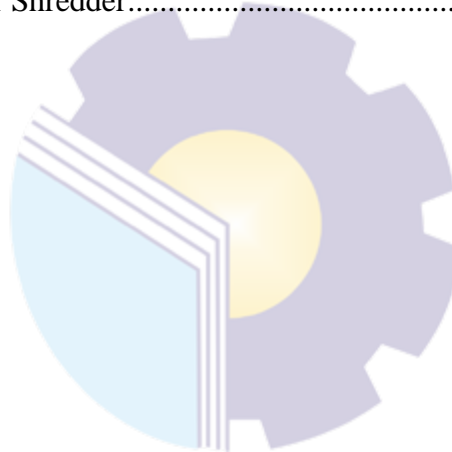


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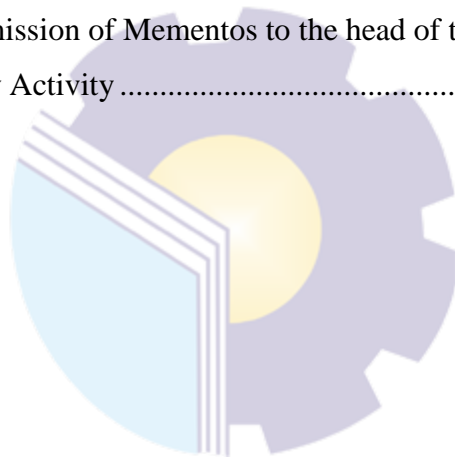
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CHAPTER 1 INTRODUCTION

1.1 Background of the Apprenticeship

Bengkalis State Polytechnic is a Diploma III educational institution established by the Bengkalis Regency government in 2000 under the auspices of the Bangun Insani Foundation (YBI). The Bengkalis State Polytechnic accepted its first batch of students in 2001. In 2011 the Bengkalis State Polytechnic changed its status to a State University (PTN), through Minister of National Education Regulation No. 28 of 2011, concerning the Establishment of the Organization and Work Procedure of the Bengkalis State Polytechnic. Until finally Bengkalis State Polytechnic officially became a State Polytechnic on December 26, 2011.

Bengkalis State Polytechnic has 15 (fifteen) Study Programs consisting of 10 (ten) D3 (three diplomas) in the Department of Marine Engineering, Mechanical Engineering, Civil Engineering, Informatics Engineering, Electrical Engineering, Nautics, Engineering, Commercial Shipping Management, English Business, and Business Administration, and 6 (six) D4 Study Programs (four diplomas), including Production and Maintenance Mechanical Engineering, 6 International Business Administration, Public Financial Accounting, Electrical Engineering, Road and Bridge Planning Engineering and Software Engineering, with Curriculum oriented to the demands of a ready-made workforce, by implementing a program consisting of 40% theory and 60% practice. Until now, it has produced graduates who have entered the world of work and are widespread in Indonesia, both in companies, even government and private agencies.

Job Training is a learning process by knowing firsthand the scope of the real world of work. Each student is required to go directly to the world of work which is their respective field, so that each student is expected to be able to directly apply the knowledge that has been studied previously into the world of work. In

addition, with practical work students can increase their knowledge, skills, and experience in work which can later be applied in the real world of work. To do practical work, students must complete lectures for up to 8 (eight) semesters and graduate in that semester. Job Training is a learning process by knowing firsthand the scope of the real world of work. Each student is required to go directly to the world of work which is their respective field, so that each student is expected to be able to directly apply the knowledge that has been studied previously into the world of work. In addition, with practical work students can increase their knowledge, skills, and experience in work which can later be applied in the real world of work. To do practical work, students must complete lectures for up to 8 (eight) semesters and graduate in that semester.

The International Business Administration Study Program hopes that with the internship, students can know firsthand how the real business world is, and can add insight to each student to be more skilled, responsive, and able to compete and be efficient in the future. As a consequence, after completing the internship for 4 months, each student is required to make a work report during the internship so that students can account for the results obtained from the internship and can continue their studies in the following semester.

Based on the terms and conditions above, this Practical Work is carried out at the Bengkalis Regency Regional Secretariat in the Planning and Finance Section of the Bengkalis Regency Regional Secretariat which is carried out for 4 months starting from February 15 to June 30, 2021.

1.2 Purpose of the Apprenticeship

Practical Work is carried out to fulfill one of the curriculum requirements in the International Business Administration study program. Students are expected to be able to apply the knowledge gained during lectures in the world of work. There are several objectives of practical work at the Bengkalis Regency Regional Secretariat Office in the Finance and Planning section of the Regional Secretariat:

1. To know the kind of business the main tasks and functions of the planning and finance of the regional secretariat of bengkalis district.

2. To know the working process of the planning and finance of the regional secretariat of bengkalis district.
3. To know documents used in the work process at the planning and finance of the regional secretariat of bengkalis district.
4. To know the job description of the work field being handled at the planning and finance of the regional secretariat of bengkalis district.
5. To know the system and procedures for Job Training used in carrying out work on planning and finance of the regional secretariat of bengkalis district.
6. To know the obstacles faced in completing the work planning and finance of the regional secretariat of bengkalis district and how to overcome these obstacles.
7. To know solution in dealing with obstacles during practical work at the planning and finance of the regional secretariat of bengkalis district.

1.3 Significances of the Apprenticeship

The benefits that are expected from the implementation of the Job Training at the Bengkalis Regency Regional Secretariat Office in the Finance and Planning section of the Regional Secretariat are as follows:

1. As one of the requirements that must be met to complete a Diploma IV (D4) vocational education at the Bengkalis State Polytechnic, especially the Department of International Business Administration
2. Students have the opportunity to apply theoretical knowledge/concepts in the real world of work
3. Students gain practical experience in applying theoretical/concept knowledge according to their study program
4. Bengkalis State Polytechnic receives feedback from the company on the ability of students who take part in the Job Training (KP) in the world of work
5. Bengkalis State Polytechnic receives feedback from the world of work for curriculum development and learning processes

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

Bengkalis was founded in 1945, at that time Bengkalis already had a government. With the appointment of Dr. r. Sumitro as the leader. In this year Bengkalis has had three leaders. Then in 1956 Bengkalis Regency was formed based on Law NO. 12 of 1956 concerning the establishment of an Autonomous Region for the Bengkalis Regency and the regional environment of the Sumatra Province.

At the beginning of the establishment of Bengkalis Regency, Mukhtar was appointed as the Regent of Bengkalis, this election was appointed by the Central Government. Furthermore, in 2005 and above the leaders of Bengkalis Regency were based on applicable regulations and were directly elected by the community. So that from 2005 until now there have been 13 Regents of Bengkalis Regency. With the election of the Regent, the Regional Secretariat office was formed in the Bengkalis area.



Figure 2.1 Bengkalis Regent's Office

In carrying out the duties of each Regional Secretariat and Functional Energy Group, it is obligatory to apply the principles of coordination, integration and synchronization, simplification, efficiency, effectiveness, transparency and public accountability both within their respective environments and between organizational units within the Regional Government and with other agencies outside the Regional Government According to their respective duties.

Carrying out the assigned tasks, the Bengkalis Regency Regional Secretariat is led by the Regional Secretary who is assisted by 3 (three) Assistants, 12 (Twelve) Section Heads, 36 (thirty six) Sub Division Heads, 202 (two hundred two) employees and 142 (one hundred and forty two) contract honorary staff. The number of employees of the Regional Secretariat is 202 (two hundred two) people consisting of 172 (one hundred seven two) men and 93 (ninety three) women with employment status and 102 (one hundred two) men and 40 (forty three) men.) women with honorary status.

2.2 Vision and Mission

2.2.1 Vision

The Realization of Bengkalis Regency as a Model for Developed and Prosperous Countries in Indonesia

2.2.2 Mission

The realization of a government that is authoritative, transparent and responsible and can carry out leadership wisely, bravely and sincerely. The realization of the management of all regional potentials and human resources for the prosperity of the people. The realization of the provision of quality infrastructure for the welfare of the people.

2.3 Kind of Business

The Planning and Finance Sub-Section has the task of organizing the affairs of program preparation, work plans, budget plans and reporting on the implementation of activities, management of financial administration and financial accountability, and financial reports.

The Head of the Finance sub-section has the task of assisting the Secretariat in preparing activity plans, preparing materials, implementing, dividing tasks, managing and controlling financial administration affairs.

2.4 Organization Structure

The Bengkalis Regent's Office has several sections, one of which is the Planning and Finance Section of the Bengkalis Regional Secretariat. The organizational structure of the Planning and Finance Section of the Bengkalis Regional Regional Secretariat can be described as follows:

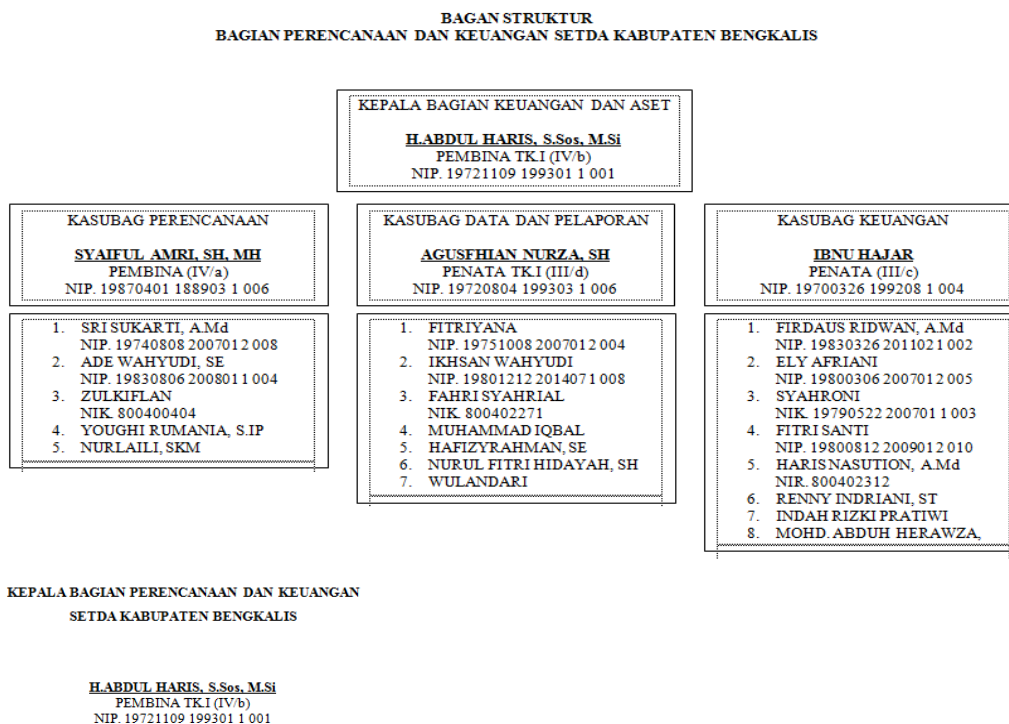


Figure 2.3 Organizational structure of the Planning and Finance Section of the Bengkalis Regency Secretariat

2.5 The Working Process

The Bengkalis Regency Regional Financial and Asset Management Agency was only formed in 2017 based on the Bengkalis Regency Regional Regulation Number 3 of 2016 concerning the Formation and Composition of Regional Apparatuses which was then passed through the Bengkalis Regent's Regulation Number 61 of 2016 concerning Position, Organizational Structure, Duties, Functions, and Descriptions Duties and Work Procedures at the Bengkalis Regency Financial and Asset Management Agency. The Bengkalis Regency Financial and Asset Management Agency itself is a merger of 2 (two) work units at the Regional Secretariat, namely the Finance Section and the Equipment Section which merged to form a Regional Apparatus Organization Unit in accordance with the mandate of Government Regulation No. 18 of 2016 concerning Regional Apparatus Organizations.

The tasks of the Planning and Finance Sub-Section have the following details:

1. Prepare activity plans and budgets for the Planning and Finance Sub-Section;
2. Prepare materials for the preparation of unit costs, list of contents for budget implementation, operational instructions for activities, and budget changes;
3. Cooperating with work units and related agencies in the framework of preparing work plans, both annual, medium-term and long-term work plans;
4. Prepare plans for indirect expenditure budgets, direct expenditure budgets, sub-district revenue and income plans;
8. Carry out coordination and cooperation in the preparation of budget plans and revenue and revenue plans;
9. Prepare materials and coordinate the preparation of the evaluation plan and performance reporting;
10. Carrying out treasury affairs, managing non-tax state revenues, testing and issuing orders to pay;
11. Carry out the affairs of employee salaries;

2.6 Document Use for Activity

When doing practical work, of course, students use several documents and files that exist at the institution. Documents and files used during practical work in the planning and finance department of the Bengkalis Regency Regional Secretariat :

1. Microsoft Word

Microsoft Word is a program that is part of the Microsoft Office installation package, functioning as word processing software includes creating, editing, and formatting documents. Word processing software or word processing is a program used to process documents in the form of text such as letters, working papers, brochures, business cards, books, journals, and others.

2. Microsoft Excel

Understanding Microsoft Excel is a program or application that is part of the Microsoft Office installation package, which functions to process numbers using a spreadsheet consisting of rows and columns to execute commands. Make financial records and financial budgets

3. PDF

PDF is a format that is often used to create documents. In general, PDF has several functions, namely: Save text documents, Create and save a document that contains text, images, and links, Send documents that are finished or in standard form (cannot be changed).

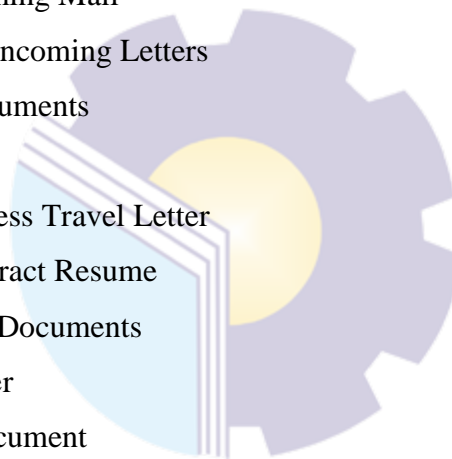
CHAPTER III

SCOPE OF INTERNSHIP

3.1 Job Description

Practical work is carried out for 4 (four) months starting from February 15 to June 30, 2021 at the Bengkalis Regent's Office in the Planning and Finance Section of the Bengkalis District Secretariat. The tasks carried out for 4 (four) months at the Planning and Finance Section of the Bengkalis Regency Regional Secretariat are as follows:

1. Receive Incoming Mail
2. Disposing of Incoming Letters
3. Scanning Documents
4. Check SPJ
5. Make a Business Travel Letter
6. Make a Contract Resume
7. Photocopy of Documents
8. Paper Shredder
9. Stamp the Document



3.2 System and Prosedure

3.2.1 System

To make it easier for employees to carry out the implementation, the planning and financial department of the Bengkalis Regional Secretariat uses an internet-based system to facilitate online work. The online system is used to send data, send data and receive data. In addition, it also uses electronic equipment such as photocopiers, printers, paper crushing machines which help to make it easier for employees to do their jobs

3.2.2 Procedure

There are several jobs that are performed as tasks and are described as follows:

1. Receive Incoming Mail

There are various kinds of agenda books, there are incoming mail agenda books, outgoing letters, incoming invitations and official documents. Every time there is an incoming letter or an incoming invitation, my job is to write it in the incoming mail agenda book or incoming invitation. Likewise, if the office issues letters or invitations, then the agenda is written in the agenda book for outgoing letters or invitations. The purpose of scheduling these letters is so that the incoming letters are sequential in a year. In addition, it makes it easier for us to see the various letters that have been scheduled.



Figure 3.1 incoming mail agenda book

Source : Writer Documentation, 2021

2. Disposing of Incoming Letters

After the incoming letter is written in the agenda book, ha! which must be done is to write it on disposition paper. After the incoming letter is scheduled, it is then brought to the room of the Head of the Organization for a response to the letter, in contrast to the incoming invitation. If an invitation comes in, some have to be disposed of, some don't. If a special invitation is for the Head of the organizational section, then the invitation does not need to be disposed of, only written in the incoming invitation

agenda book. If the incoming invitation is also for employees or staff of the organization. then the invitation must be written on the disposition paper. After that, they were brought to the organization section.

3. Scanning Documents

Scanning Documents in other words is a scan. Scan is an activity to scan an object which will then be converted into digital data in the form of a file. Meanwhile, the tool used to carry out this process is called a scanner.



Figure 3.2 Scan machine
Source : Writer Documentation, 2021

4. Check SPJ

This report is usually made after an activity or event ends. Without LPJ, the validity of the activities carried out is doubtful. Because, LPJ is proof that an activity has actually been carried out. The accountability report or LPJ itself is a document or written report that contains an activity that has been carried out. Usually the LPJ is written by lower institutional or organizational units to higher units as evaluation material.



Figure 3.3 accountability report document

Source : Writer Documentation, 2021

5. Make a Business Travel Letter

The official travel unit is an official document as an official or certain employee to carry out business trips as well as providing travel and financing facilities. For the manufacture of official travel documents, there are procedures, namely in accordance with the official memorandum that has been given previously, then a new official travel letter can be made. Making business travel letters using Microsoft Excel which has several sheets that have been arranged using hyperlinks in each sheet to make work easier. In making an official travel letter, there are several columns that must be filled in, including: name, position, date of leaving and returning, subject and so on. After completing the official travel letter, it must be initialed by the Head of the Personnel Sub-section then the Head of the General Division and only signed by the Head of the Office.

6. Make a Contract Resume

Official Memorandum is an internal service document in a work environment made by an authorized official or employee in the context of carrying out the duties, functions and responsibilities of an official position which is addressed to other officials or employees in the internal work

environment to submit reports, notifications, statements, requests, or submitting opinions to other officials. Official notes contain routine matters, in the form of concise and complete notes. For the manufacture of Official Notes, namely by making sentences according to the agenda or orders that have been determined and usually for Office Notes there is already a separate format, just follow the previous Service Notes, after the Service Notes are completed, they are directly signed by the Head of Section which is then distributed to all fields .

7. Photocopy of Documents

Photocopy machine is a machine used to print or copy a document such as books, diplomas, ID cards and other documents. One of the advantages of using a photocopier is that printing or duplicating documents is faster



Figure 3.4 photocopy machine
Source : Writer Documentation, 2021

8. Paper Shredder

Documents that have been used but are confidential are destroyed using a paper shredder.



Figure 3.5 paper shredder

Source : Writer Documentation, 2021

9. Stampel the Document

A stampel is a device that has an engraved surface of writing, an image or both that is used with ink to procedure a stamp on a file or document.

The result of the stampel can be used to validate files, in the form of official travel letters, contract summaries, tax object sheets, ratification of transaction settlements.

3.3 Place and Time of Apprenticeship

3.3.1 Place of the Apprenticeship

Practical Work is carried out at the Planning and Finance Agency of the Bengkalis Regional Secretariat which is located at Jl. A. Yani, Bengkalis, Bengkalis Kota Kec. Bengkalis, Bengkalis Regency, Riau 28713.tanggal 15 Februari 2021 sampai dengan 30 Juni 2021.

3.3.2 Time of the Apprenticeship

Practical work is carried out at the Bengkalis Regency Regional Secretariat office in the Planning and Finance Section. Practical work activities start on February 15, 2021 until June 30, 2021.

Tabel 3.1 List of Working Days Bengkalis district secretariat

No	Days	Working hours	Break
1	Senin s/d Jum'at	07.30 s/d 16.00 WIB	12.00 s/d 13.30 WIB
2	Sabru s/d Minggu	Libur	Libur

Source:processed data, 2021

3.4 Kind and Description of the Activity

To get a clearer picture of the daily activities carried out during practical work at the Bengkalis Regency Regional Secretariat Office in the planning and finance section,it can be seen in the following table :

In the first week, writer did not do much internship work because still in the adjustmet stage. Work carried out such as photocopying document and receiving incoming letters.

Tabel 3.2Agenda of Activities For The First Week

No	Date	Activities	Place of execution
1	Monday 15 Feb 2021	a. Placement in the Finance Section of the Regional Secretary b. Introduction to the Finance Section of the Secretariat	SEDTA Planning and Finance Section
2	Tuesday 16 Feb 2021	Receive incoming mail	SEDTA Planning and Finance Section
3	Wednesday 17 Feb 2021	Photocopy of document	SEDTA Planning and Finance Section
4	Thursday 18 Feb 2021	Photocopy of document	SEDTA Planning and Finance Section
5	Friday 19 Feb 2021	Receive incoming mail	SEDTA Planning and Finance Section

Source:processed data, 2021

In the second week, checking SPJ for January 2021, photocopying document, and stamping documents, Paper Shredder and Disposing of Incoming Letters

Tabel 3.3 Agenda of Activities For The Second Week

No	Date	Activities	Place of execution
1	Monday 22 Feb 2021	a. Stamp on the document b. Disposing of Incoming Letters	SEDTA Planning and Finance Section

2	Tuesday 23 Feb 2021	a. Check SPJ b. Paper Shredder	SEDTA Planning and Finance Section
3	Wednesday 24 Feb 2021	a. Check SPJ b. Stampel the dokumen	SEDTA Planning and Finance Section
4	Thursday 25 Feb 2021	a. Check SPJ b. Photocopy of document	SEDTA Planning and Finance Section
5	Friday 26 Feb 2021	Photocopy of document	SEDTA Planning and Finance Section

Source:processed data, 2021

In the Third week, checking SPJ for January 2021, photocopying document, Make a Business Travel Letter, and Make a contract resume.

Tabel 3.4 Agenda of Activities For The Third Week

No	Date	Activities	Place of execution
1	Monday 1 March 2021	Make a Business Travel Letter	SEDTA Planning and Finance Section
2	Tuesday 2 March 2021	Make a contract resume	SEDTA Planning and Finance Section
3	Wednesday 3 March 2021	a. Check SPJ b. Make a Business Travel Letter	SEDTA Planning and Finance Section
4	Thursday 4 March 2021	Photocopy of document	SEDTA Planning and Finance Section
5	Friday 5 March 2021	a. Receive incoming mail b. Make a contract resume	SEDTA Planning and Finance Section

Source:processed data, 2021

In the Fourth week, checking SPJ for January 2021, photocopying document, Make a Business Travel Letter, Paper Shredder and Stamp the Documents

Tabel 3.5 Agenda of Activities For The Fourth Week

No	Date	Activities	Place of execution
1	Monday 8 March 2021	Photocopy of document	SEDTA Planning and Finance Section
2	Tuesday 9 March 2021	a. Stampel the Documents b. Photocopy of document	SEDTA Planning and Finance Section
3	Wednesday 10 March 2021	Check SPJ	SEDTA Planning and Finance Section
4	Thursday 11 March 2021	Isra' Mi'raj Nabi Muhammad SAW	Holiday
5	Friday 12 March 2021	a. Make a Business Travel Letter b. Paper Shredder	SEDTA Planning and Finance Section

Source:processed data, 2021

In the Fifth week, checking SPJ for January, photocopying document, Receive incoming mail, and Stamp the Documents, Disposing of Incoming Letters

Table 3.6 Agenda of Activities For The Fifth Week

No	Date	Activities	Place of execution
1	Monday 15 March 2021	Photocopy of document	SEDTA Planning and Finance Section
2	Tuesday 16 March 2021	a. Photocopy of document b. Disposing of Incoming Letters	SEDTA Planning and Finance Section
3	Wednesday 17 March 2021	Receive incoming mail	SEDTA Planning and Finance Section
4	Thursday 18 March 2021	Check SPJ	SEDTA Planning and Finance Section
5	Friday 19 March 2021	a. Check SPJ b. Photocopy of document	SEDTA Planning and Finance Section

Source: processed data, 2021

In the Sixth week, checking SPJ for January 2021, photocopying document, Receive incoming mail, Disposing of Incoming Letters and Make a contract resume.

Table 3.7 Agenda of Activities For The Sixth Week

No	Date	Activities	Place of execution
1	Monday 22 March 2021	a. Photocopy of document b. Make a contract resume	SEDTA Planning and Finance Section
2	Tuesday 23 March 2021	Check SPJ	SEDTA Planning and Finance Section
3	Wednesday 24 March 2021	Disposing of Incoming Letters	SEDTA Planning and Finance Section
4	Thursday 25 March 2021	Check SPJ	SEDTA Planning and Finance Section
5	Friday 26 March 2021	a. Receive incoming mail b. Make a contract resume	SEDTA Planning and Finance Section

Source: processed data, 2021

In the Seventh week, checking SPJ for January, photocopying document, Receive incoming mail.

Table 3.8 Agenda of Activities For The Seventh Week

No	Date	Activities	Place of execution
1	Monday 29 March 2021	Photocopy of document	SEDTA Planning and Finance Section
2	Tuesday 30 March 2021	a. Check SPJ b. Photocopy of document	SEDTA Planning and Finance Section
3	Wednesday 31 March 2021	Receive incoming mail	SEDTA Planning and Finance Section
4	Thursday 1 April 2021	Check SPJ	SEDTA Planning and Finance Section
5	Friday 2 April 2021	Wafat Isa Al'Masih	Holiday

Source: processed data, 2021

In the Eighth week, checking SPJ for January, photocopying document, Receive incoming mail, and Paper Shredder.

Tabel 3.9 Agenda of Activities For The Eighth Week

No	Date	Activities	Place of execution
1	Monday 5 April 2021	Receive incoming mail	SEDTA Planning and Finance Section
2	Tuesday 6 April 2021	Photocopy of document	SEDTA Planning and Finance Section
3	Wednesday 7 April 2021	a. Photocopy of document b. Check SPJ	SEDTA Planning and Finance Section
4	Thursday 8 April 2021	Photocopy of document	SEDTA Planning and Finance Section
5	Friday 9 April 2021	a. Check SPJ b. Paper Shredder	SEDTA Planning and Finance Section

Source:processed data, 2021

In the Ninth week, Stamp the object letter, Scan Documents, photocopying document, Receive incoming mail.

Tabel 3.10 Agenda of Activities For The Ninth Week

No	Date	Activities	Place of execution
1	Monday 12 April 2021	1. Stampel the object letter 2. Scan Documents	SEDTA Planning and Finance Section
2	Tuesday 13 April 2021	Fasting leave	Holiday
3	Wednesday 14 April 2021	Photocopy of document	SEDTA Planning and Finance Section
4	Thursday 15 April 2021	Photocopy of document	SEDTA Planning and Finance Section
5	Friday 16 April 2021	Receive incoming mail	SEDTA Planning and Finance Section

Source:processed data, 2021

In the Thenth week, checking SPJ for February, photocopying document, Receive incoming mail, Disposing of Incoming Letters.

Tabel 3.11 Agenda of Activities For The Thenth Week

No	Date	Activities	Place of execution
1	Monday 19 April 2021	Photocopy of document	SEDTA Planning and Finance Section
2	Tuesday 20 April 2021	a. Photocopy of documents b. Disposing of Incoming Letters	SEDTA Planning and Finance Section
3	Wednesday 21 April 2021	Receive incoming mail	SEDTA Planning and Finance Section
4	Thursday 22 April 2021	Check SPJ	SEDTA Planning and Finance Section
5	Friday	a. Check SPJ	SEDTA Planning and

	23 April 2021	b. Receive incoming mail	Finance Section
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Source:processed data, 2021

In the Eleventh week, checking SPJ for February, photocopying document, Receive incoming mail.

Tabel 3.12 Agenda of Activities For The Eleventh Week

No	Date	Activities	Place of execution
1	Monday 26 April 2021	Check SPJ	SEDTA Planning and Finance Section
2	Tuesday 27 April 2021	Photocopy of document	SEDTA Planning and Finance Section
3	Wednesday 28 April 2021	a. Check SPJ b. Photocopy of documents	SEDTA Planning and Finance Section
4	Thursday 29 April 2021	Photocopy of document	SEDTA Planning and Finance Section
5	Friday 30 April 2021	a. Receive incoming mail b. Photocopy of documents	SEDTA Planning and Finance Section

Source:processed data, 2021

In the Twelfth week, checking SPJ for February, photocopying document, Stamp on the document, Receive incoming mail.

Tabel 3.13Agenda of Activities For The Twelfth Week

No	Date	Activities	Place of execution
1	Monday 3 May 2021	Stampel on the document	SEDTA Planning and Finance Section
2	Tuesday 4 May 2021	a. Check SPJ b. Receive incoming mail	SEDTA Planning and Finance Section
3	Wednesday 5 May 2021	Check SPJ	SEDTA Planning and Finance Section
4	Thursday 6 May 2021	Check SPJ	SEDTA Planning and Finance Section
5	Friday 7 May 2021	Photocopy of document	SEDTA Planning and Finance Section

Source:processed data, 2021

In the Thirteenth week, this week the atmosphere is welcoming Eid al-Fitr, but still preparing some files such as photocopying document, and Make a contract resume.

Tabel 3.14Agenda of Activities For The Thirteenth Week

No	Date	Activities	Place of execution
1	Monday 10 May 2021	a. Photocopy of document b. Make a contract resume	SEDTA Planning and Finance Section
2	Tuesday 11 May 2021	Leave to welcome Eid Al-Fitr	Holiday

3	Wednesday 12 May 2021	Leave to welcome Eid Al-Fitr	Holiday
4	Thursday 13 May 2021	Kenaikan Isa Al'Masih	Holiday
5	Friday 14 May 2021	Eid Al-Fitr	Holiday

Source:processed data, 2021

In the Fourteenth week, checking SPJ for February, photocopying document, Stamp on the document, Scan Document, Receive incoming mail

Tabel 3.15 Agenda of Activities For The Fourteenth Week

No	Date	Activities	Place of execution
1	Monday 17 May 2021	a. Stampel the document b. Scan Document	SEDTA Planning and Finance Section
2	Tuesday 18 May 2021	Check SPJ	SEDTA Planning and Finance Section
3	Wednesday 19 May 2021	Photocopy of document	SEDTA Planning and Finance Section
4	Thursday 20 May 2021	Photocopy of document	SEDTA Planning and Finance Section
5	Friday 21 May 2021	Receive incoming mail	SEDTA Planning and Finance Section

Source:processed data, 2021

In the Fifteenth week, checking SPJ for February, photocopying document, Stamp on the document

Tabel 3.16 Agenda of Activities For The Fifteenth Week

No	Date	Activities	Place of execution
1	Monday 25 May 2021	Stampel the document	SEDTA Planning and Finance Section
2	Tuesday 26 May 2021	Check SPJ	SEDTA Planning and Finance Section
3	Wednesday 27 May 2021	Check SPJ	SEDTA Planning and Finance Section
4	Thursday 28 May 2021	Check SPJ	SEDTA Planning and Finance Section
5	Friday 29 May 2021	Photocopy of document	SEDTA Planning and Finance Section

Source:processed data, 2021

In the Sixteenth week, checking SPJ for February, photocopying document, Stamp on the document.

Tabel 3.17 Agenda of Activities For The Sixteenth Week

No	Date	Activities	Place of execution
1	Monday	a. Stampel the document	SEDTA Planning and

	31 May 2021	b. Photocopy of document	Finance Section
2	Tuesday 1 Jun 2021	Check SPJ	SEDTA Planning and Finance Section
3	Wednesday 2 Jun 2021	a. Check SPJ b. Photocopy of document	SEDTA Planning and Finance Section
4	Thursday 3 Jun 2021	Check SPJ	SEDTA Planning and Finance Section
5	Friday 4 Jun 2021	Photocopy of document	SEDTA Planning and Finance Section

Source:processed data, 2021

In the Seventeenth week, checking SPJ for March, photocopying document, Receive incoming mail.

Tabel 3.18Agenda of Activities For The SeventeenthWeek

No	Date	Activities	Place of execution
1	Monday 7 Jun 2021	Photocopy of document	SEDTA Planning and Finance Section
2	Tuesday 8 Jun 2021	a. Photocopy of document b. Check SPJ	SEDTA Planning and Finance Section
3	Wednesday 9 Jun 2021	Receive incoming mail	SEDTA Planning and Finance Section
4	Thursday 10 Jun 2021	Check SPJ	SEDTA Planning and Finance Section
5	Friday 11 Jun 2021	a. Check SPJ b. Photocopy of document	SEDTA Planning and Finance Section

Source:processed data, 2021

In the Eighteenth week, checking SPJ for March, photocopying document, Stamp on the document, Scan Document.

Tabel 3.19 Agenda of Activities For the Eighteen Week

No	Date	Activities	Place of execution
1	Monday 14 Jun 2021	a. Stampel the document b. Scan Document	SEDTA Planning and Finance Section
2	Tuesday 15 Jun 2021	Check SPJ	SEDTA Planning and Finance Section
3	Wednesday 16 Jun 2021	Photocopy of document	SEDTA Planning and Finance Section
4	Thursday 17 Jun 2021	Photocopy of document	SEDTA Planning and Finance Section
5	Friday 18 Jun 2021	Photocopy of document	SEDTA Planning and Finance Section

Source:processed data, 2021

In the Nineteenth week, checking SPJ for March, photocopying document, Stamp on the document, Make a Business Travel Letter.

Tabel 3.20 Agenda of Activities For The Nineteen Week

No	Date	Activities	Place of execution
1	Monday 21 Jun 2021	a. Check SPJ b. Stampel the document	SEDTA Planning and Finance Section
2	Tuesday 22 Jun 2021	Check SPJ	SEDTA Planning and Finance Section
3	Wednesday 23 Jun 2021	a. Check SPJ b. Photocopy of document	SEDTA Planning and Finance Section
4	Thursday 24 Jun 2021	a. Receive incoming mail b. Make a Business Travel Letter	SEDTA Planning and Finance Section
5	Friday 25 Jun 2021	Photocopy of document	SEDTA Planning and Finance Section

Source:processed data, 2021

In the Twenty week, checking SPJ for April, photocopying document, Scan Document, Receive incoming mail.

Tabel 3.21 Agenda of Activities For The Twenty Week

No	Date	Activities	Place of execution
1	Monday 28 Jun 2021	Photocopy of document	SEDTA Planning and Finance Section
2	Tuesday 29 Jun 2021	a. Check SPJ b. Scan Document	SEDTA Planning and Finance Section
3	Wednesday 30 Jun 2021	Check SPJ	SEDTA Planning and Finance Section
4	Thursday 1 July 2021	a. Check SPJ b. Photocopy of document	SEDTA Planning and Finance Section
5	Friday 2 July 2021	a. Receive incoming mail b. Photocopy of document	SEDTA Planning and Finance Section

Source:processed data, 2021

3.5 Obstacles and Solution of Apprenticeship

3.5.1 Obstacles of Apprenticeship

In carrying out practical work at the Bengkalis Regency Regional Secretariat Office, of course, there are obstacles, especially in the Finance and Planning section of the Regional Secretariat. Some of these obstacles:

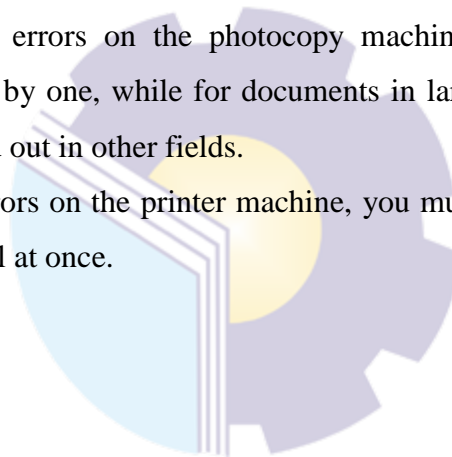
1. Power outages occur frequently so that the computer shuts down and slows down work.
2. An error in the photocopy machine when photocopying documents so that you have to start again from the beginning and result in slow work.

3. Error on the printer machine while printing the document so that you have to start again from the beginning and result in slow work.

3.5.2 Solution of Apprenticeship

As for some solutions that can be taken from some of the obstacles faced during practical work at the Bengkalis Regency Regional Secretariat Office, of course, there are obstacles, especially in the Finance and Planning section of the Regional Secretariat as follows:

1. To overcome the problem of sudden power outages, by turning on the generator engine and always doing CTRL + S on the computer to anticipate the loss of documents that have been made.
2. To overcome errors on the photocopy machine, which is usually done manually one by one, while for documents in large quantities, photocopies will be carried out in other fields.
3. To resolve errors on the printer machine, you must print documents one by one and not all at once.



CHAPTER IV CONCLUSION AND SUGGESTION

4.1 Conclusion

During practical activities at the Bengkalis Regency Regional Secretariat Office in the finance and planning section of the Regional Secretariat, of course, he gained a lot of knowledge which during lectures was only limited to theory but when practical it was applied in real terms and applied optimally and optimally. As previously explained, practice is a means for students to get to know the world of work and apply the theories that have been obtained during lectures.

Based on the practical work report, it can be ascertained that there are several theories and practices that were obtained during lectures and were applied during practical work. There are several conclusions that can be drawn during the practical work activities:

1. The kind of business (the main task and function) of the Bengkalis Regency Regional Secretariat in the Planning and Finance Sub-Section has the task of organizing the affairs of program preparation, work plans, budget plans and reporting on the implementation of activities, management of financial administration and financial accountability, and financial reports.
2. The working process at the Bengkalis Regency Regional Secretariat office in the planning and finance section is carried out by following the procedures that have been made previously, the tasks of the Planning and Finance Section have the following details: Prepare activity plans and budgets for the Planning and Finance Sub-Section, Prepare materials for the preparation of unit costs, list of contents for budget implementation, operational instructions for activities, and budget changes, Cooperating with work units and related agencies in the framework of preparing work plans, both annual, medium-term and long-term work plans, Prepare plans for indirect expenditure budgets, direct expenditure budgets, sub-district

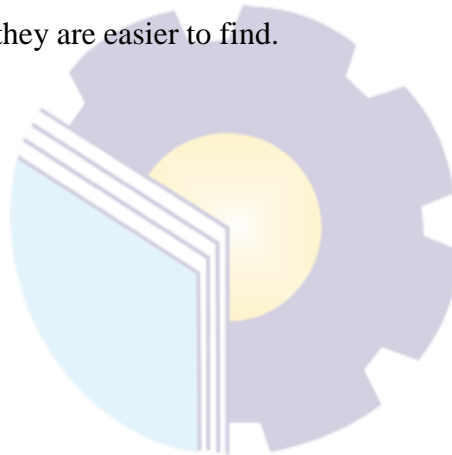
revenue and income plans, Carry out coordination and cooperation in the preparation of budget plans and revenue and revenue plans, Prepare materials and coordinate the preparation of the evaluation plan and performance reporting, Carrying out treasury affairs, managing non-tax state revenues, testing and issuing orders to pay, Carry out the affairs of employee salarie.

3. The document used in the work process at the Bengkalis Regency Regional Secretariat Office in the Planning and Finance Section is Microsoft Word, Microsoft Excel, and PDF.
4. The job description during the internship process at the Bengkalis Regency Regional Secretariat Office in the Planning and Finance Section namely Duplicating Letters, Disposing of Incoming Letters, Scanning Documents, Checking the Letter of Accountability, Make a Business Travel Letter, Make a Memorandum of Service, Photocopy of Documents, Checking official travel receipts
5. The working systems and procedures at the district secretariat office in the Planning and Finance section use an internet-based system to make it easier for employees to input data, and receive data. In addition, it also uses electronic equipment such as photocopiers, printer machines, paper shredders that support it to make it easier for employees to do their jobs.
6. During the job training in the planning and finance department of the Bengkalis Regency Regional Secretariat, the were several obstacles encountered, such as internet connection problems and inadequate work equipment to handle large amounts of documents.
7. The solutions in overcoming obstacles during the Job Training process at Bengkalis Regency Regional Secretariat Office, to overcome the problem of sudden power outages, by turning on the generator engine and always doing CTRL + S on the computer to anticipate the loss of documents that have been made

4.2 Suggestion

Suggestions that the author can give after carrying out practical work activities at the Bengkalis Regency Regional Secretariat Office in the Planning and Finance Section of the Bengkalis Regional Secretariat include:

1. Considering the lack of office facilities such as photocopiers and printers that only have one unit, at least one room has two photocopiers and two printers, so that employees' work can be completed faster, and employees don't have to wait their turn to do job.
2. The author has difficulty in finding the SPJ archive book due to the irregular layout of the goods so that the author takes a long time to find it. The advice I want to convey is to pay more attention to the position of the layout of the goods so that they are easier to find.



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Kurnia Purnama. (2020). Praktik Kerja Laporan Di Dinas Sekretariat Daerah Kabupaten Bengkalis.(Viewed on 5 June 2021)

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APPENDICES

Appendix 1 : Apprenticeship Reply Letter

 PEMERINTAH KABUPATEN BENGKALIS SEKRETARIAT DAERAH Jalan Jenderal Ahmad Yani Nomor 070 Bengkalis Kode pos : 28712 Telepon. (0766) 21258 Faks.: (0766) 21687 E-mail : Website : www.bengkalis.go.id.	
Bengkalis, 10 Desember 2020	
Kepada :	
Nomor : 060/ORG/ 259 /2020	Yth. Direktur POLITEKNIK Negeri
Sifat : Biasa	Bengkalis
Lampiran : -	di -
Hal : Persetujuan Kerja Praktik (PKP).	<u>Bengkalis</u>
<p>Menanggapi surat Saudara nomor : 3586/PL31/AK/2020 tanggal 20 November 2020, hal Permohonan Kerja Praktik (KP), bersama ini dapat kami sampaikan sebagai berikut :</p> <ol style="list-style-type: none">1. Pemerintah Kabupaten Bengkalis pada prinsipnya menyambut baik dan menyetujui pelaksanaan kegiatan Kerja Praktik dari Perguruan Tinggi Politeknik Negeri Bengkalis, sebagai wujud pengabdian kepada masyarakat serta peningkatan disiplin ilmu pengetahuan sebagaimana tertuang dalam Undang-Undang Republik Indonesia Nomor 20 Tahun 2003 Tentang Sistem Pendidikan Nasional;2. Selama pelaksanaan kerja praktik berlangsung, kami mengharapkan bagi mahasiswa agar dapat melaksanakan tugas dengan sebaik-baiknya serta menjaga tata terib, norma dan etika yang berlaku dalam mewujudkan mahasiswa yang handal dan profesional;3. Berdasarkan pada angka 2 di atas, mahasiswa wajib mentaati dan mematuhi Peraturan Perundang-undangan yang berlaku, dan selama melaksanakan Kerja Praktik mahasiswa tidak dapat menuntut upah/gaji dan fasilitas lainnya. <p>Demikian disampaikan, atas perhatian dan kerjasamanya diucapkan terimakasih.</p> <p style="text-align: right;">a.n. SEKRETARIS DAERAH ASISTEN ADMINISTRASI UMUM</p> <div style="text-align: right;">  Drs. H. T. ZAINUDDIN, M.Si PEMBINA UTAMA MUDA NIP. 196206151988011002</div>	
Tembusan disampaikan Kepada Yth : Bupati Bengkalis sebagai laporan.	

Appendix 2 : Apprenticeship Statement Letter

SURAT KETERANGAN TELAH SELESAI MELAKSANAKAN KERJA PRAKTEK

Yang telah bertanda tangan dibawah ini, Kepala Sub Bagian Keuangan Sekretariat Daerah Kabupaten Bengkalis, dengan ini menerapkan bahwa :

Nama : HUMAIRA SYAFIRA
NIM : 5404171098
Jurusan : Administrasi Bisnis Internasional

Bahwa benar mahasiswa tersebut diatas telah selesai melaksanakan Kerja Praktek pada Kantor Sekretariat Daerah Kabupaten Bengkalis di Bagian Perencanaan dan Keuangan sejak tanggal 15 Februari sampai dengan 30 Juni 2021, sebagai tenaga Kerja Praktek (KP).

Selama bekerja diBagian Perencanaan dan Keuangan Sekretariat Daerah Kabupaten Bengkalis, yang bersangkutan telah menunjukkan ketekunan dan kesungguhan bekerja dengan baik.

Demikian Surat keterangan ini dibuat untuk dapat dipergunakan sebagaimana mesetinya.

Bengkalis, 30 Juni 2021
KASUBBAG KEUANGAN

IBNU HAJAR
NIP. 19700325 199203 1 004

Appendix 3 : Apprenticeship Assessment Sheet

**PENILAIAN DARI INSTANSI KERJA PRAKTEK
BAGIAN PERENCANAAN DAN KEUANGAN SEKRETARIAT DAERAH
KABUPATEN BENGKALIS**

Nama : Humaira Syafira
 NIM : 5404171098
 Program Studi : D-IV Administrasi Bisnis Internasional
 Politeknik Negeri Bengkalis

No	Assessment Aspect	Percentage	Score
1	Disiplin	20%	20 %
2	Tanggung Jawab	25%	25 %
3	Penyesuaian Diri	10%	9 %
4	Hasil Kerja	30%	29 %
5	Prilaku Secara Umum	15%	15 %
	Total (1+2+3+4+5)	100%	98 %

Keterangan :

Nilai : Kriteria
 81-100 : Istimewa
 71-80 : Baik Sekali
 66-70 : Baik
 61-65 : Cukup Baik
 56-60 : Cukup

Catatan :

Selama melakukan PKL dibagian perencanaan dan keuangan.
 Pada kasubbag keuangan, mahasiswa yang bersangkutan
 bersikap sangat baik, bertanggung jawab, serta disiplin.

Bengkalis, 30 Juni 2021






KASUBBAG KEUANGAN



Appendix 4 : Apprenticeship Revision List

REVISION LETTER APPRENTICESHIP OF INTERNATIONAL BUSINESS ADMINISTRATION STUDY PROGRAM

NAME : HUMAIRA SYAFIRA
 NIM : 5404171098
 PLACE : Regional Secretariat Office Bengkalis District
 SUPERVISOR : TEGUH WIDODO, S.sos., MSM., M.Rech

No	Date	Revision	Advisor
1	19 July 2021	- Revisi cover - Revisi kata pengantar - Revisi Bab 1, bagian purpose on the Apprenticeship - Revisi tata tulis	
2	30 July 2021	- Revisi spasi pada judul - Revisi pada Bab 3, Perbaikan Penempatan sub Bab - Revisi pada Bab 4, kesimpulan - menambahkan lembar lampiran	
3	5 August 2021	- Revisi pada Bab 4, suggestion - Tata tulis bagian Reference ACC	
4	19 August 2021	- sumber dan tabel jangan terpotong	
5	20 August 2021	- jarak antar sub bab dan paragraf ACC disamping sacco di dong	

Bengkalis, August 2021

Advisor




TEGUH WIDODO, S.sos., MSM., M.Rech
 NIK. 0905062

Appendix 5: Regional Apparatus Preparation and Reporting Meetings



Appendix 6: List of Apprenticeship Attendace Sheet



PEMERINTAH KABUPATEN BENGKALIS
SEKRETARIAT DAERAH
 Jalan : Jenderal Ahmad Yani No. 070 Bengkalis Kode Pos : 28712
 Telp. (0766) 21258 Fax. (0766) 21687 E-mail :
 Website : www.bengkalis.go.id

DAFTAR HADIR

BULAN : FEBRUARI
MINGGU : KETIGA (3)
DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK BENGKALIS

NO	NAMA MAHASISWA	NIM	TANGGAL										KET		
			15		16		17		18		19				
			P	S	P	S	P	S	P	S	P	S			
1	MUHAMMAD RIDO KURNIAWAN	5404171096	P	S	P	S	P	S	P	S	P	S	P	S	P = PAGI S = SORE
2	IDES DARMAWATI	5404171089	P	S	P	S	P	S	P	S	P	S	P	S	
3	DANIATI	5404171080	P	S	P	S	P	S	P	S	P	S	P	S	
4	NUR AFIZA	5404171073	P	S	P	S	P	S	P	S	P	S	P	S	
5	VIORA CANTIKA	5404171103	P	S	P	S	P	S	P	S	P	S	P	S	
6	HUMAIRA SAFIRA	5404171098	P	S	P	S	P	S	P	S	P	S	P	S	

CATATAN:
 S : SAKIT
 I : IZIN
 A : ALFA

AGAR DI PARAF SESUAI TANGGAL DAN WAKTUNYA



PEMERINTAH KABUPATEN BENGKALIS
SEKRETARIAT DAERAH
 Jalan : Jenderal Ahmad Yani No. 070 Bengkalis Kode Pos : 28712
 Telp. (0766) 21258 Fax. (0766) 21687 E-mail :
 Website : www.bengkalis.go.id

DAFTAR HADIR

BULAN : FEBRUARI
MINGGU : KE EMPAT (4)
DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK BENGKALIS

NO	NAMA MAHASISWA	NIM	TANGGAL										KET		
			22		23		24		25		26				
			P	S	P	S	P	S	P	S	P	S			
1	MUHAMMAD RIDO KURNIAWAN	5404171096	P	S	P	S	P	S	P	S	P	S	P	S	P = PAGI S = SORE
2	IDES DARMAWATI	5404171089	P	S	P	S	P	S	P	S	P	S	P	S	
3	DANIATI	5404171080	P	S	P	S	P	S	P	S	P	S	P	S	
4	NUR AFIZA	5404171073	P	S	P	S	P	S	P	S	P	S	P	S	
5	VIORA CANTIKA	5404171103	P	S	P	S	P	S	P	S	P	S	P	S	
6	HUMAIRA SAFIRA	5404171098	P	S	P	S	P	S	P	S	P	S	P	S	

CATATAN:
 S : SAKIT
 I : IZIN
 A : ALFA

AGAR DI PARAF SESUAI TANGGAL DAN WAKTUNYA



**PEMERINTAH KABUPATEN BENGKALIS
SEKRETARIAT DAERAH**

Jalan : Jenderal Ahmad Yani No. 070 Bengkalis Kode Pos : 28712
Telp. (0766) 21258 Fax. (0766) 21687 E-mail :
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DAFTAR HADIR

BULAN : MARET
MINGGU : PERTAMA (1)
DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK BENGKALIS

NO	NAMA MAHASISWA	NIM	TANGGAL										KET		
			1		2		3		4		5				
			P	S	P	S	P	S	P	S	P	S			
1	MUHAMMAD RIDO KURNIAWAN	5404171096													P = PAGI S = SORE
2	IDES DARMAWATI	5404171089	af	af	af	af	af	af	af	af	af	af	af	af	
3	DANIATI	5404171080	Dul	Dul	Dul	Dul	Dul	Dul	Dul	Dul	Dul	Dul	Dul	Dul	
4	NUR AFIZA	5404171073	Nur	Nur	Nur	Nur	Nur	Nur	Nur	Nur	Nur	Nur	Nur	Nur	
5	VIORA CANTIKA	5404171103	Vir	Vir	Vir	Vir	Vir	Vir	Vir	Vir	Vir	Vir	Vir	Vir	
6	HUMAIRA SAFIRA	5404171098	Hum	Hum	Hum	Hum	Hum	Hum	Hum	Hum	Hum	Hum	Hum	Hum	
7	SINTA MAHDALENA	5103181338	St	St	St	St	St	St	St	St	St	St	St	St	
8	ROSNITA	5103181343	R	R	R	R	R	R	R	R	R	R	R	R	
9	AZLINA SIREGAR	5304171118	Az	Az	Az	Az	Az	Az	Az	Az	Az	Az	Az	Az	
10	UMI AISYAH	5304171114	U	U	U	U	U	U	U	U	U	U	U	U	

CATATAN:
S : SAKIT
I : IZIN
A : ALFA

AGAR DI PARAF SESUAI TANGGAL DAN WAKTUNYA



**PEMERINTAH KABUPATEN BENGKALIS
SEKRETARIAT DAERAH**

Jalan : Jenderal Ahmad Yani No. 070 Bengkalis Kode Pos : 28712
Telp. (0766) 21258 Fax. (0766) 21687 E-mail :
Website : www.bengkalis.go.id

DAFTAR HADIR

BULAN : APRIL
MINGGU : PERTAMA (1)
DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK BENGKALIS

NO	NAMA MAHASISWA	NIM	TANGGAL										KET		
			1		2		3		4		5				
			P	S	P	S	P	S	P	S	P	S			
1	MUHAMMAD RIDO KURNIAWAN	5404171096	af	af											P = PAGI S = SORE
2	IDES DARMAWATI	5404171089	af	af											
3	DANIATI	5404171080	Dul	Dul											
4	NUR AFIZA	5404171073	Nur	Nur											
5	VIORA CANTIKA	5404171103	Vir	Vir											
6	HUMAIRA SAFIRA	5404171098	Hum	Hum											
7	SINTA MAHDALENA	5103181338	St	St											
8	ROSNITA	5103181343	R	R											
9	AZLINA SIREGAR	5304171118	Az	Az											
10	UMI AISYAH	5304171114	U	U											

CATATAN:
S : SAKIT
I : IZIN
A : ALFA

AGAR DI PARAF SESUAI TANGGAL DAN WAKTUNYA



PEMERINTAH KABUPATEN BENGKALIS
SEKRETARIAT DAERAH

Jalan : Jenderal Ahmad Yani No. 070 Bengkulu Kode Pos : 28712
Telp. (0766) 21258 Fax. (0766) 21687 E-mail :

Website : www.bengkalis.go.id

DAFTAR HADIR

BULAN : APRIL
MINGGU : KETIGA (3)
DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK BENGKALIS

NO	NAMA MAHASISWA	NIM	TANGGAL										KET
			12		13		14		15		16		
			P	S	P	S	P	S	P	S	P	S	
1	MUHAMMAD RIDO KURNIAWAN	5404171096	af	af	af	af	af	af	af	af	af	af	P = PAGI S = SORE
2	IDES DARMAWATI	5404171089	af	af	af	af	af	af	af	af	af	af	
3	DANIATI	5404171080	af	af	af	af	af	af	af	af	af	af	
4	NUR AFIZA	5404171073	af	af	af	af	af	af	af	af	af	af	
5	VIORA CANTIKA	5404171103	af	af	af	af	af	af	af	af	af	af	
6	HUMAIRA SAFIRA	5404171098	af	af	af	af	af	af	af	af	af	af	
7	SINTA MAHDALENA	5103181338	af	af	af	af	af	af	af	af	af	af	
8	ROSNITA	5103181343	af	af	af	af	af	af	af	af	af	af	
9	AZLINA SIREGAR	5304171118	i	i	i	i	i	i	af	af	af	af	
10	UMI AISYAH	5304171114	i	i	i	i	i	i	af	af	af	af	

CATATAN:
S : SAKIT
I : IZIN
A : ALFA

AGAR DI PARAF SESUAI TANGGAL DAN WAKTUNYA



PEMERINTAH KABUPATEN BENGKALIS
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Website : www.bengkalis.go.id

DAFTAR HADIR

BULAN : APRIL
MINGGU : KETIGA (3)
DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK BENGKALIS

NO	NAMA MAHASISWA	NIM	TANGGAL										KET
			19		20		21		22		23		
			P	S	P	S	P	S	P	S	P	S	
1	MUHAMMAD RIDO KURNIAWAN	5404171096	af	af	af	af	af	af	af	af	af	af	P = PAGI S = SORE
2	IDES DARMAWATI	5404171089	af	af	af	af	af	af	af	af	af	af	
3	DANIATI	5404171080	af	af	af	af	af	af	af	af	af	af	
4	NUR AFIZA	5404171073	af	af	af	af	af	af	af	af	af	af	
5	VIORA CANTIKA	5404171103	af	af	af	af	af	af	af	af	af	af	
6	HUMAIRA SAFIRA	5404171098	af	i	af	af	af	af	af	af	af	af	
7	SINTA MAHDALENA	5103181338											
8	ROSNITA	5103181343											
9	AZLINA SIREGAR	5304171118	af	af	af	af	af	af	af	af	af	af	
10	UMI AISYAH	5304171114	af	af	af	af	af	af	af	af	af	af	

CATATAN:
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AGAR DI PARAF SESUAI TANGGAL DAN WAKTUNYA



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DAFTAR HADIR

BULAN : APRIL
MINGGU : KE EMPAT (4)
DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK BENGKALIS

NO	NAMA MAHASISWA	NIM	TANGGAL												KET
			26		27		28		29		30				
			P	S	P	S	P	S	P	S	P	S			
1	MUHAMMAD RIDO KURNIAWAN	5404171096	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	P = PAGI S = SORE
2	IDES DARMAWATI	5404171089	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	
3	DANIATI	5404171080	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	
4	NUR AFIZA	5404171073	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	
5	VIORA CANTIKA	5404171103	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	
6	HUMAIRA SAFIRA	5404171098	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	
7	SINTA MAHDALENA	5103181338													
8	ROSNITA	5103181343													
9	AZLINA SIREGAR	5304171118	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	
10	UMI AISYAH	5304171114	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	

CATATAN:

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AGAR DI PARAF SESUAI TANGGAL DAN WAKTUNYA



PEMERINTAH KABUPATEN BENGKALIS
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DAFTAR HADIR

BULAN : MEI
MINGGU : PERTAMA (1)
DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK BENGKALIS

NO	NAMA MAHASISWA	NIM	TANGGAL												KET
			3		4		5		6		7				
			P	S	P	S	P	S	P	S	P	S			
1	MUHAMMAD RIDO KURNIAWAN	5404171096	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	P = PAGI S = SORE
2	IDES DARMAWATI	5404171089	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	
3	DANIATI	5404171080	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	
4	NUR AFIZA	5404171073	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	
5	VIORA CANTIKA	5404171103	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	
6	HUMAIRA SAFIRA	5404171098	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	
7	SINTA MAHDALENA	5103181338													
8	ROSNITA	5103181343													
9	AZLINA SIREGAR	5304171118	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>i</i>	<i>i</i>	<i>i</i>	<i>i</i>	<i>i</i>	<i>i</i>	



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DAFTAR HADIR

BULAN : MEI
MINGGU : KE EMPAT (4)
DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK BENGKALIS

NO	NAMA MAHASISWA	NIM	TANGGAL								KET		
			24		25		27		28				
			P	S	P	S	P	S	P	S			
1	MUHAMMAD RIDO KURNIAWAN	5404171096	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>			<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	P = PAGI S = SORE
2	IDES DARMAWATI	5404171089	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>			<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	
3	DANIATI	5404171080	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>			<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	
4	NUR AFIZA	5404171073	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>			<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	
5	VIORA CANTIKA	5404171103	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>			<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	
6	HUMAIRA SAFIRA	5404171098	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>			<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	
7	SINTA MAHDALENA	5103181338											
8	ROSNITA	5103181343											
9	AZLINA SIREGAR	5304171118	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>			<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	
10	UMI AISYAH	5304171114	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>			<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	

CATATAN:
S : SAKIT
I : IZIN
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AGAR DI PARAF SESUAI TANGGAL DAN WAKTUNYA



PEMERINTAH KABUPATEN BENGKALIS
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DAFTAR HADIR

BULAN : MEI
MINGGU : KEDUA (2)
DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK BENGKALIS

NO	NAMA MAHASISWA	NIM	TANGGAL								KET		
			10		11								
			P	S	P	S	P	S	P	S			
1	MUHAMMAD RIDO KURNIAWAN	5404171096	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>							P = PAGI S = SORE
2	IDES DARMAWATI	5404171089	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>							
3	DANIATI	5404171080	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>							
4	NUR AFIZA	5404171073	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>							
5	VIORA CANTIKA	5404171103	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>							
6	HUMAIRA SAFIRA	5404171098	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>							
7	SINTA MAHDALENA	5103181338											
8	ROSNITA	5103181343											
9	AZLINA SIREGAR	5304171118	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>							
10	UMI AISYAH	5304171114	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>							

CATATAN:
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AGAR DI PARAF SESUAI TANGGAL DAN WAKTUNYA



PEMERINTAH KABUPATEN BENGKALIS
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DAFTAR HADIR

BULAN : JUNI
MINGGU : PERTAMA (1)
DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK BENGKALIS

NO	NAMA MAHASISWA	NIM	TANGGAL												KET
			2		3		4								
			P	S	P	S	P	S	P	S	P	S	P	S	
1	MUHAMMAD RIDO KURNIAWAN	5404171096	af	af	af	af	af	af							P = PAGI S = SORE
2	IDES DARMAWATI	5404171089	af	af	af	af	af	af							
3	DANIATI	5404171080	af	af	af	af	af	af							
4	NUR AFIZA	5404171073	af	af	af	af	af	af							
5	VIORA CANTIKA	5404171103	af	af	af	af	af	af							
6	HUMAIRA SAFIRA	5404171098	af	af	af	af	af	af							
7	SINTA MAHDALENA	5103181338													
8	ROSNITA	5103181343													
9	AZLINA SIREGAR	5304171118	af	af	af	af	af	af							
10	UMI AISYAH	5304171114	af	af	af	af	af	af							

CATATAN:

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AGAR DI PARAF SESUAI TANGGAL DAN WAKTUNYA



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DAFTAR HADIR

BULAN : JUNI
MINGGU : KEDUA (2)
DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK BENGKALIS

NO	NAMA MAHASISWA	NIM	TANGGAL												KET
			7		8		9		10		11				
			P	S	P	S	P	S	P	S	P	S			
1	MUHAMMAD RIDO KURNIAWAN	5404171096	af	af	af	af	af	af	af	af	af	af	P = PAGI S = SORE		
2	IDES DARMAWATI	5404171089	af	af	af	af	af	af	af	af	af	af			
3	DANIATI	5404171080	af	af	af	af	af	af	af	af	af	af			
4	NUR AFIZA	5404171073	af	af	af	af	af	af	af	af	af	af			
5	VIORA CANTIKA	5404171103	af	af	af	af	af	af	af	af	af	af			
6	HUMAIRA SAFIRA	5404171098	af	af	af	af	af	af	af	af	af	af			
7	SINTA MAHDALENA	5103181338													
8	ROSNITA	5103181343													
9	AZLINA SIREGAR	5304171118	af	af	af	af	af	af	af	af	af	af			
10	UMI AISYAH	5304171114	af	af	af	af	af	af	af	af	af	af			

CATATAN:

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AGAR DI PARAF SESUAI TANGGAL DAN WAKTUNYA



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DAFTAR HADIR

BULAN : JUNI
MINGGU : KETIGA (3)
DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK BENGKALIS

NO	NAMA MAHASISWA	NIM	TANGGAL												KET
			14		15		16		17		18				
			P	S	P	S	P	S	P	S	P	S			
1	MUHAMMAD RIDO KURNIAWAN	5404171096	<i>Def</i>	<i>Def</i>	<i>Def</i>	<i>Def</i>	<i>Def</i>	<i>Def</i>	<i>Def</i>	<i>Def</i>	<i>Def</i>	<i>Def</i>	<i>Def</i>	<i>Def</i>	P = PAGI S = SORE
2	IDES DARMAWATI	5404171089	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	
3	DANIATI	5404171080	<i>Df</i>	<i>Df</i>	<i>Df</i>	<i>Df</i>	<i>Df</i>	<i>Df</i>	<i>Df</i>	<i>Df</i>	<i>Df</i>	<i>Df</i>	<i>Df</i>	<i>Df</i>	
4	NUR AFIZA	5404171073	<i>Nf</i>	<i>Nf</i>	<i>Nf</i>	<i>Nf</i>	<i>Nf</i>	<i>Nf</i>	<i>Nf</i>	<i>Nf</i>	<i>Nf</i>	<i>Nf</i>	<i>Nf</i>	<i>Nf</i>	
5	VIORA CANTIKA	5404171103	<i>Vf</i>	<i>Vf</i>	<i>Vf</i>	<i>Vf</i>	<i>Vf</i>	<i>Vf</i>	<i>Vf</i>	<i>Vf</i>	<i>Vf</i>	<i>Vf</i>	<i>Vf</i>	<i>Vf</i>	
6	HUMAIRA SAFIRA	5404171098	<i>Hf</i>	<i>Hf</i>	<i>Hf</i>	<i>Hf</i>	<i>Hf</i>	<i>Hf</i>	<i>Hf</i>	<i>Hf</i>	<i>Hf</i>	<i>Hf</i>	<i>Hf</i>	<i>Hf</i>	
7	SINTA MAHDALENA	5103181338													
8	ROSNITA	5103181343													
9	AZLINA SIREGAR	5304171118	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	
10	UMI AISYAH	5304171114	<i>Uf</i>	<i>Uf</i>	<i>Uf</i>	<i>Uf</i>	<i>Uf</i>	<i>Uf</i>	<i>Uf</i>	<i>Uf</i>	<i>Uf</i>	<i>Uf</i>	<i>Uf</i>	<i>Uf</i>	

CATATAN:

S : SAKIT
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AGAR DI PARAF SESUAI TANGGAL DAN WAKTUNYA



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DAFTAR HADIR

BULAN : JUNI
MINGGU : KE EMPAT (4)
DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK BENGKALIS

NO	NAMA MAHASISWA	NIM	TANGGAL												KET
			21		22		23		24		25				
			P	S	P	S	P	S	P	S	P	S			
1	MUHAMMAD RIDO KURNIAWAN	5404171096	<i>Def</i>	<i>Def</i>	<i>Def</i>	<i>Def</i>	<i>Def</i>	<i>Def</i>	<i>Def</i>	<i>Def</i>	<i>Def</i>	<i>Def</i>	<i>Def</i>	<i>Def</i>	P = PAGI S = SORE
2	IDES DARMAWATI	5404171089	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	
3	DANIATI	5404171080	<i>Df</i>	<i>Df</i>	<i>Df</i>	<i>Df</i>	<i>Df</i>	<i>Df</i>	<i>Df</i>	<i>Df</i>	<i>Df</i>	<i>Df</i>	<i>Df</i>	<i>Df</i>	
4	NUR AFIZA	5404171073	<i>Nf</i>	<i>Nf</i>	<i>Nf</i>	<i>Nf</i>	<i>Nf</i>	<i>Nf</i>	<i>Nf</i>	<i>Nf</i>	<i>Nf</i>	<i>Nf</i>	<i>Nf</i>	<i>Nf</i>	
5	VIORA CANTIKA	5404171103	<i>Vf</i>	<i>Vf</i>	<i>Vf</i>	<i>Vf</i>	<i>Vf</i>	<i>Vf</i>	<i>Vf</i>	<i>Vf</i>	<i>Vf</i>	<i>Vf</i>	<i>Vf</i>	<i>Vf</i>	
6	HUMAIRA SAFIRA	5404171098	<i>Hf</i>	<i>Hf</i>	<i>Hf</i>	<i>Hf</i>	<i>Hf</i>	<i>Hf</i>	<i>Hf</i>	<i>Hf</i>	<i>Hf</i>	<i>Hf</i>	<i>Hf</i>	<i>Hf</i>	
7	SINTA MAHDALENA	5103181338													
8	ROSNITA	5103181343													
9	AZLINA SIREGAR	5304171118	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	<i>af</i>	
10	UMI AISYAH	5304171114	<i>Uf</i>	<i>Uf</i>	<i>Uf</i>	<i>Uf</i>	<i>Uf</i>	<i>Uf</i>	<i>Uf</i>	<i>Uf</i>	<i>Uf</i>	<i>Uf</i>	<i>Uf</i>	<i>Uf</i>	

CATATAN:

S : SAKIT
I : IZIN
A : ALFA

AGAR DI PARAF SESUAI TANGGAL DAN WAKTUNYA

Appendix 7: Apprenticeship Certificate




Appendix 8: Submission of Mementos to the head of the Section

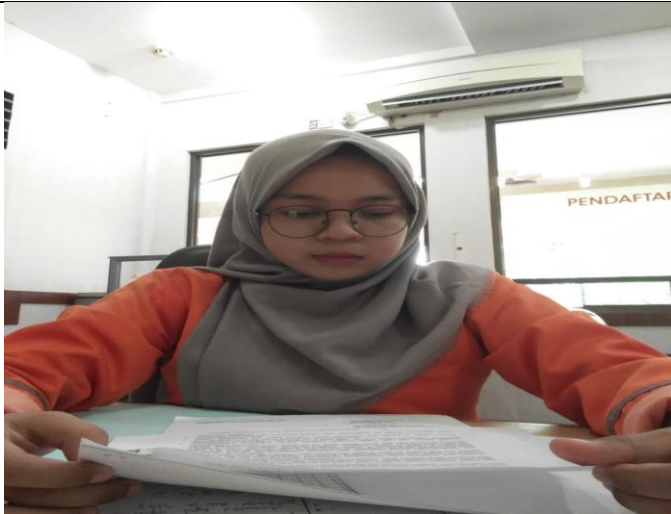


Apendix 8 : Daily Activity

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Tuesday
Date : 16 February 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Receive incoming mail	Fitri Santi	

NO	WORKING	INFORMATION
		Receive incoming letters from the general section for the head of the subsection.

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Wednesday
Date : 17 February 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Photocopy of document	Fitri Santi	

NO	WORKING	INFORMATION
	 A woman wearing a black hijab, glasses, and a dark uniform with orange accents is operating a white photocopier. She is leaning over the machine, which has its lid open, and appears to be placing or adjusting documents. The background is a plain, light-colored wall.	Photocopy of document containing two copies of official memorandum.

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Thursday
Date : 18 February 2021


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Photocopy of document	Susilawati	

NO	WORKING	INFORMATION
		Photocopy of document containing two copies of official memorandum

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Friday
Date : 19 February 2021


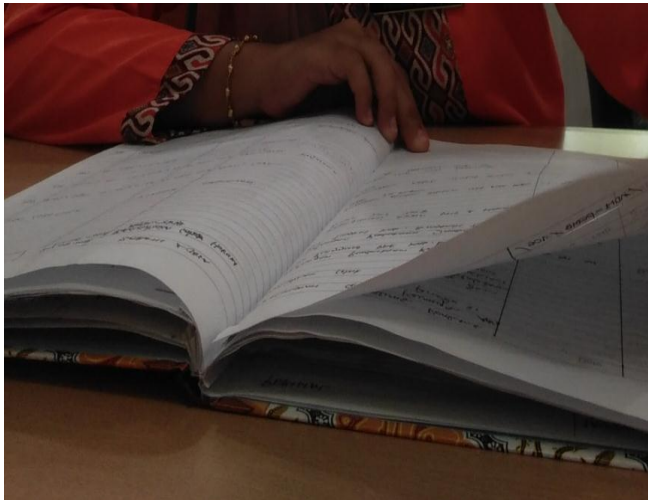
No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Receive incoming mail	Renny Indriani	

NO	WORKING	INFORMATION
		Receive incoming letters from the general section for the head of the subsection.

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Monday
Date : 22 February 2021

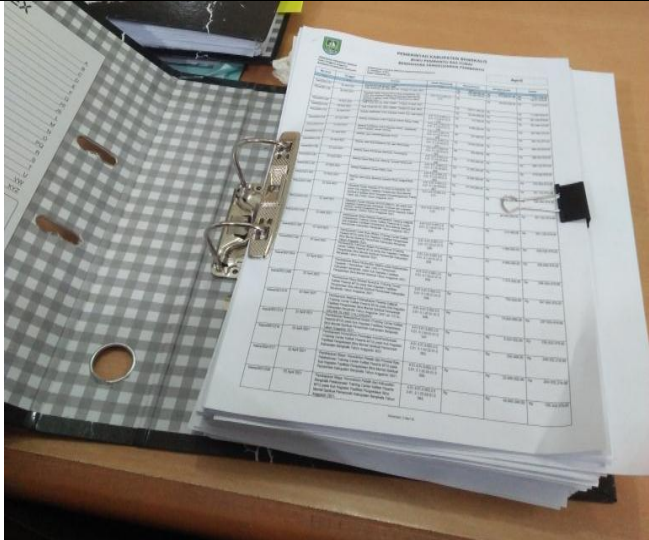
No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Stamp on the document Receive incoming mail	Indah Rizki Pratiwi	

NO	WORKING	INFORMATION
	 	<p>Put a stamp on th part of the object in the letter of responsibility. Receive incoming letters from the general section for the head of the subsection.</p>

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Tuesday
Date : 23 February 2021

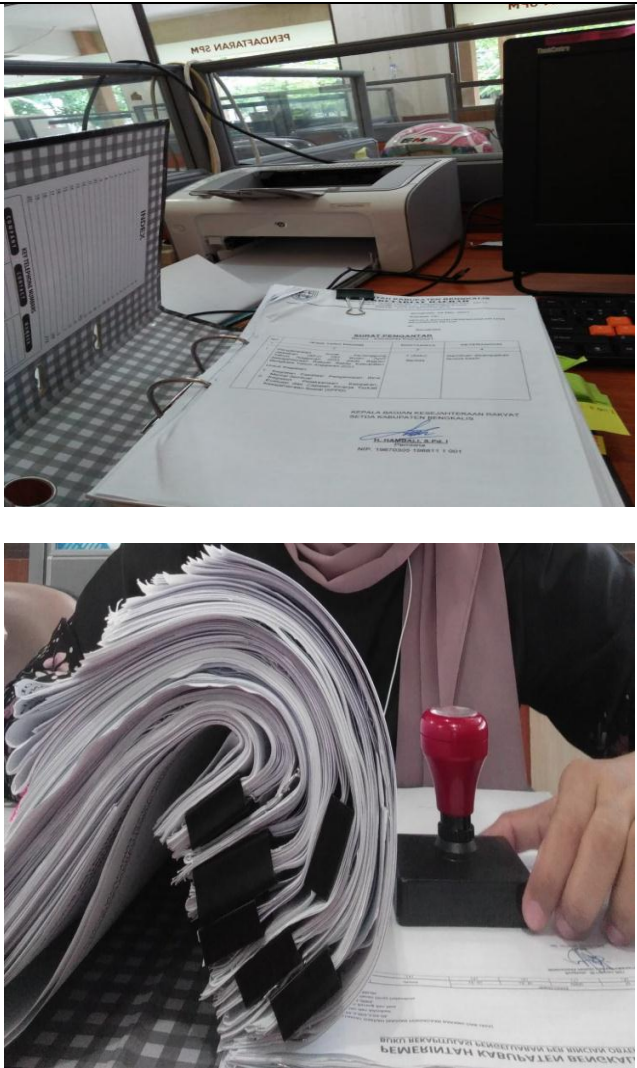
No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Check SPJ	Indah Rizki Pratiwi	

NO	WORKING	INFORMATION
		<p>Checking accountability for January 2021</p>

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Wednesday
Date : 24 February 2021


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Check SPJ Stamp on the documen	Susilawati	

NO	WORKING	INFORMATION
		<p>Checking accountability for January 2021. Put a stamp on th part of the object in the letter of responsibility.</p>

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Thursday
Date : 25 February 2021


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Check SPJ Photocopy of document	Indah Rizki Pratiwi	

NO	WORKING	INFORMATION
		<p>Checking accountability for January 2021</p>

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Friday
Date : 26 February 2021


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Photocopy of document	Fitri Santi	

NO	WORKING	INFORMATION
		Photocopy of document containing two copies of official memorandum

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Monday
Date : 1 March 2021

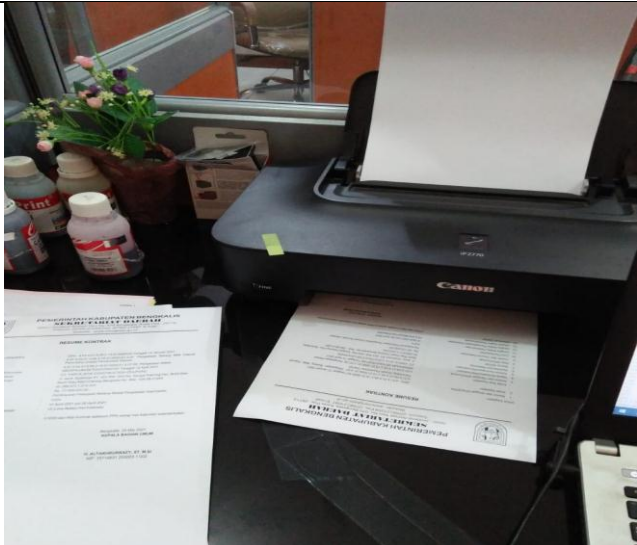
No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Make official notes	Fitri Santi	

NO	WORKING	INFORMATION
		Make an official note which will later be given to the person concerned

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Tuesday
Date : 2 March 2021

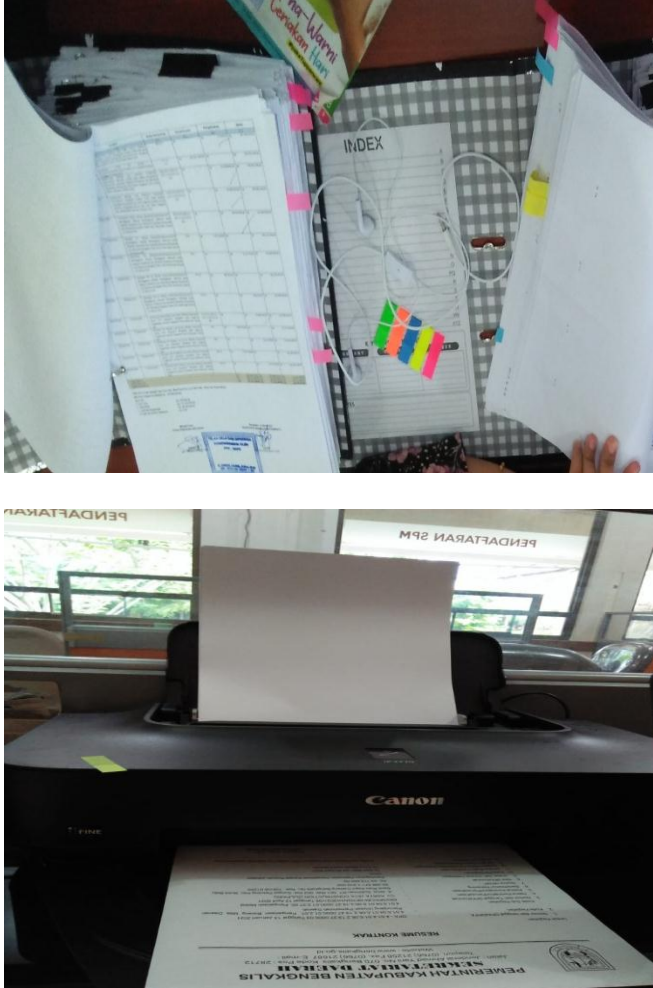
No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Print contract resume	Fitri Santi	

NO	WORKING	INFORMATION
		The summary of the contract that has been mad will be printed in two copies

DAILY ACTIVITIES PRACTICE WORK

Day : Wednesday
Date : 3 March 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Check SPJ Print contract resume	Fitri Santi	

NO	WORKING	INFORMATION
		<p>Checking accountability for January 2021. The summary of the contract that has been made will be printed in two copies</p>

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Thursday
Date : 4 March 2021

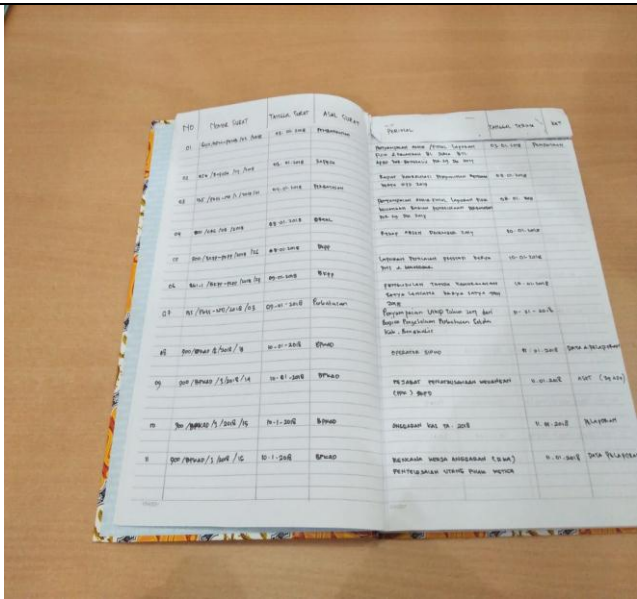
No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Photocopy of document	Fitri Santi	

NO	WORKING	INFORMATION
	 A woman wearing a brown hijab and an orange long-sleeved uniform is operating a white photocopier. She is standing to the right of the machine, with her hands on the paper tray and control panel. The background is a plain, light-colored wall with a power outlet.	A Photocopy of the document containing a single copy of the contract resume.

DAILY ACTIVITIES PRACTICE WORK

Day : Friday
Date : 5 March 2021


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Receive incoming mail	Fitri Santi	
2.	Print contract resume		

NO	WORKING	INFORMATION
		<p>Receive incoming letters from the general section for the head of the subsection. The summary of the contract that has been mad will be printed in two copies</p>

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Monday
Date : 8 March 2021

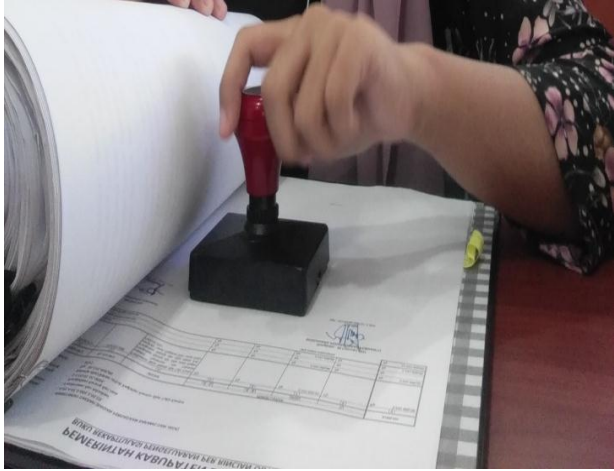

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Photocopy of the document	Fitri Santi	

NO	WORKING	INFORMATION
		A Photocopy of the document containing a single copy of the contract resume.

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Tuesday
Date : 9 March 2021

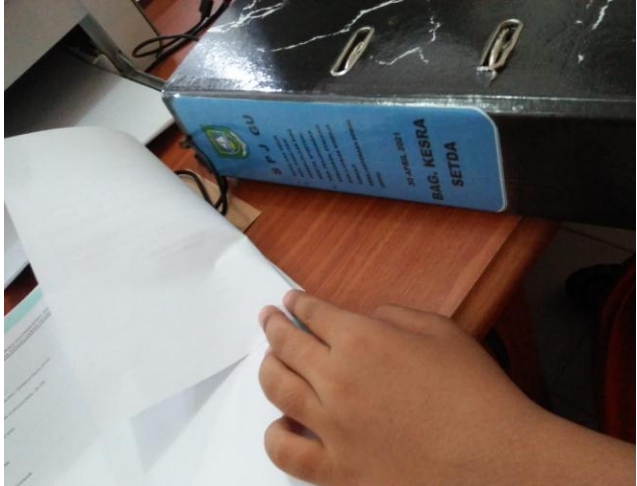
No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Stamp the object letter Photocopy of the document	Fitri Santi	

NO	WORKING	INFORMATION
	 	<p>Put a stamp on th part of the object in the letter of responsibility. A Photocopy of the document containing a single copy of the contract resume</p>

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Wednesday
Date : 10 March 2021

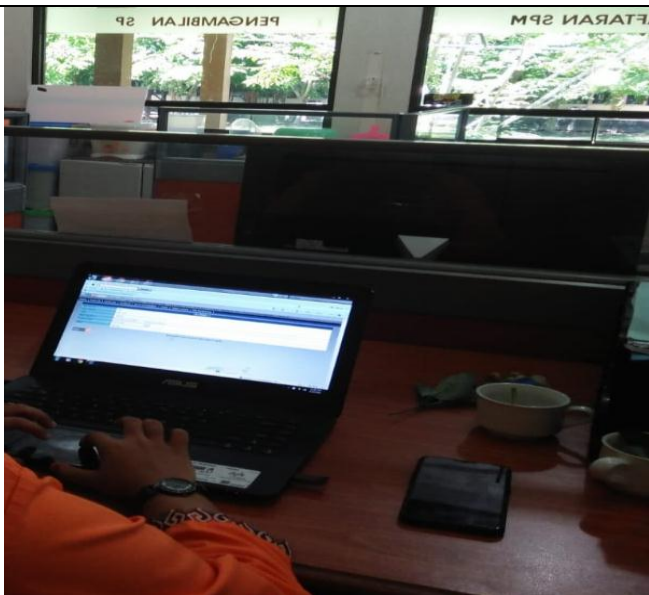
No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Check SPJ	Fitri Santi	

NO	WORKING	INFORMATION
		<p>Checking accountability for January 2021</p>

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Friday
Date : 12 March 2021


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Make official notes	Fitri Santi	

NO	WORKING	INFORMATION
		<p>Make an official note which will late be given to the person concerned</p>

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Monday
Date : 15 March 2021


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Photocopy of the document	Fitri Santi	

NO	WORKING	INFORMATION
	 A photograph showing a person's hand placing a document into the top tray of a white photocopier. The copier's lid is open, and a sheet of paper is visible on the glass surface. The control panel with various buttons and a small screen is visible at the bottom of the machine.	A Photocopy of the document containing a single copy of the contract resume.

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Tuesday
Date : 16 March 2021

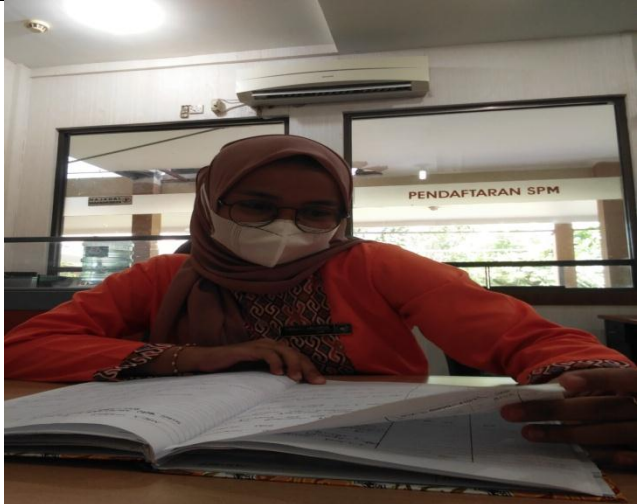
No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Photocopy of document Receive incoming mail	Fitri Santi	

NO	WORKING	INFORMATION
		Photocopy of document containing two copies of official memorandum. Receive incoming letters from the general section for the head of the subsection.

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Wednesday
Date : 17 March 2021

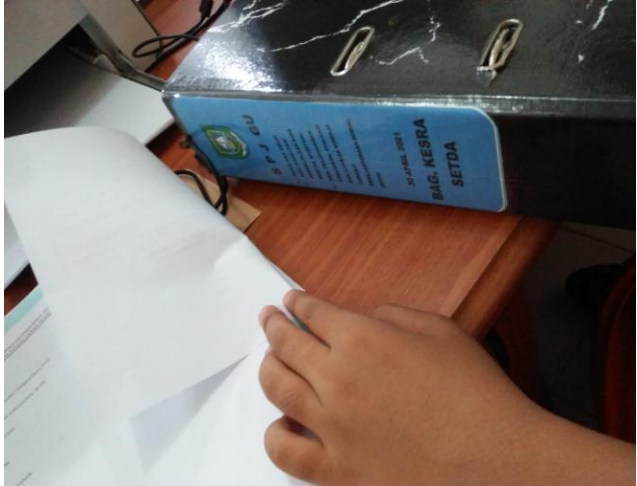
No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Receive incoming mail	Fitri Santi	

NO	WORKING	INFORMATION
		Receive incoming letters from the general section for the head of the subsection.

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Thursday
Date : 18 March 2021

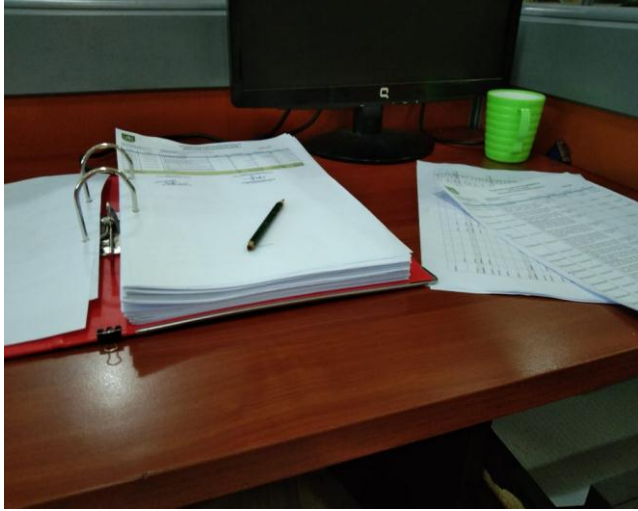

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Check SPJ	Indah Rizki Pratiwi	

NO	WORKING	INFORMATION
		<p>Checking accountability for January 2021</p>

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Friday
Date : 19 March 2021



No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Check SPJ Photocopy of document	Indah Rizki Pratiwi	

NO	WORKING	INFORMATION
	 	<p>Checking accountability for January 202. Photocopy of document containing two copies of official memorandum</p>

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Monday
Date : 22 March 2021


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Photocopy of the document Make a contract resume	Indah Rizki Pratiwi	

NO	WORKING	INFORMATION
	 	<p>Photocopy of document containing two copies of official memorandum. Make a contract resume which will later be given to the person concerned.</p>

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Tuesday
Date : 23 March 2021

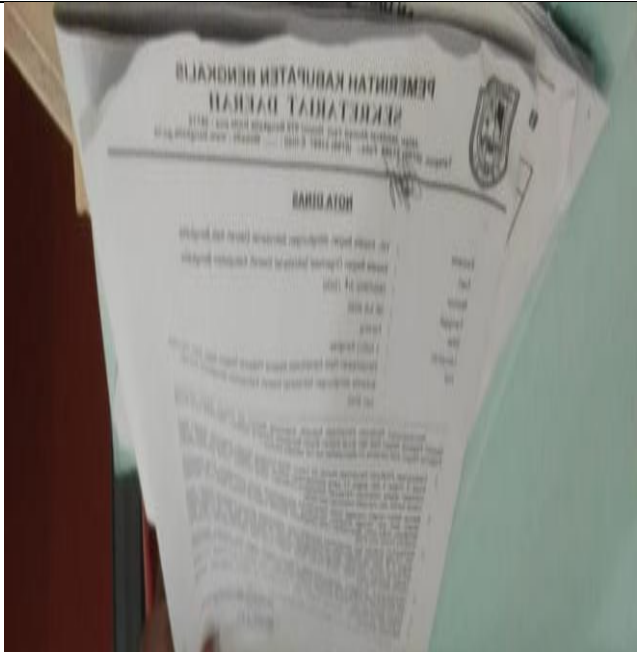
No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Check SPJ	Fitri Santi	

NO	WORKING	INFORMATION
		<p>Checking accountability for January 2021</p>

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Wednesday
Date : 24 March 2021

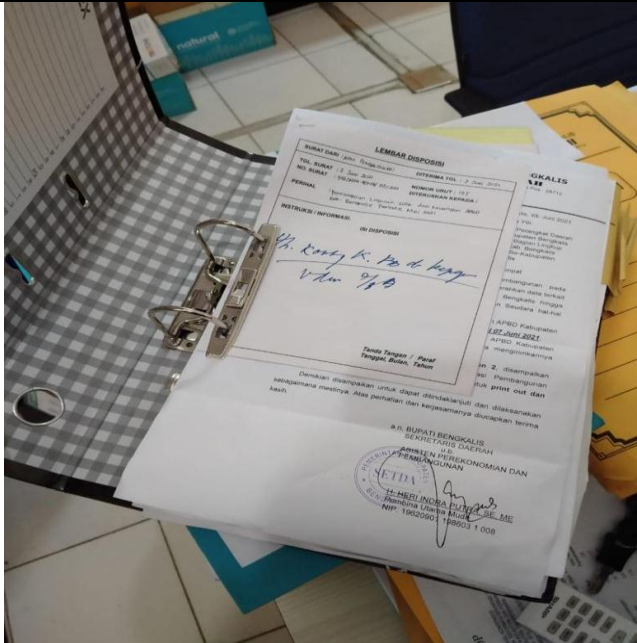
No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Receive incoming mail	Fitri Santi	

NO	WORKING	INFORMATION
		<p>Receive incoming letters from the general section for the head of the subsection.</p>

DAILY ACTIVITIES PRACTICE WORK

Day : Thursday
Date : 25 March 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Check SPJ	Fitri Santi	

NO	WORKING	INFORMATION
		<p>Checking accountability for January 2021</p>

DAILY ACTIVITIES PRACTICE WORK

Day : Friday
Date : 26 March 2021


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Receive incoming mail	Fitri Santi	

NO	WORKING	INFORMATION
	<p style="text-align: center;">PEMERINTAH KABUPATEN BENGKALIS SECRETARIAT DAERAH</p> <p style="text-align: center;">Jalan Jenderal Sudirman No. 113, 37111 Bengkulu Tengah, Bengkulu 36712 Telp. (0786) 41404 Fax. (0786) 41404 Email: www.bengkalis.go.id</p> <p style="text-align: center;">Bengkalis, 17 Juli 2021</p> <p style="text-align: center;">Nomor: 101 Dinas Perencanaan, Pengabdian Masyarakat dan Pengembangan Kompetensi</p> <p style="text-align: center;">Di Tempat</p> <p>Selubungan dengan Keputusan Kepala Badan Kepegawaian Negara (BKN) Nomor 87 Tahun 2021 Perihal Pemutakhiran Data Mandiri (PDM) Aparatur Sipil Negara Secara Elektronik Tahun 2021, dipaparkan bahwa tujuannya untuk mengperoleh data Aparatur Sipil Negara yang akurat, terkini dan terintegrasi yang mendukung terwujudnya Satu Data Aparatur Sipil Negara sesuai dengan prinsip Satu Data Indonesia, maka perlu dilakukan pemutakhiran data mandiri Aparatur Sipil Negara dengan memanfaatkan teknologi informasi.</p> <p>Mengingat pentingnya tujuan Pemutakhiran Data Mandiri ASN, maka perlu disampaikan hal-hal sebagai berikut:</p> <ol style="list-style-type: none"> 1. Informasi resmi seputar kegiatan Pemutakhiran Data Mandiri dapat dilihat pada https://pdm.asn.bkn.go.id atau https://bkn.go.id 2. Teknologi informasi yang digunakan dalam Pemutakhiran Data Mandiri (PDM) ASN Tahun 2021 adalah melalui Aplikasi MySAPK berbasis device (mobile) dan berbasis web yang dibangun oleh Badan Kepegawaian Negara. 3. Agar mempermudah seluruh ASN di Unit Kerja Bawahan untuk melakukan registrasi Pemutakhiran Data Mandiri menggunakan Aplikasi MySAPK berbasis gawai (mobile) atau melalui https://mysap.bkn.go.id dan sebagai identifikasi menggunakan Nomor Identitas PNS (NIP) atau Nomor Identitas PPKK sebagai username, dan Nomor Induk Kependudukan (NIK) sebagai password; 4. Melaporkan progress registrasi kepada Badan kepegawaian, Pendidikan dan Pelatihan sesuai format (terlampir) sebelum tanggal 1 Juli 2021; 5. Informasi lebih lanjut dapat menghubungi Badan Kepegawaian, Pendidikan dan Pelatihan Kabupaten Bengkulu melalui Bidang Pengembangan Kompetensi Aparatur dan Informasi <p>Demikian disampaikan, atas perhatiannya diucapkan terimakasih.</p> <p style="text-align: center;">a.n. BUPATI BENGKALIS SEKRETARIS DAERAH</p> <p style="text-align: center;"><i>(Signature)</i></p> <p style="text-align: center;">H. BUSTAMY HY. SH., MM PEMBAINA UTAMA MUDA NIP. 19640907 198603 1 009</p> <p>Tembusan disampaikan kepada Yth :</p> <ol style="list-style-type: none"> 1. Kepala Kantor Regional XII BKN di Pekanbaru; 2. Bupati Bengkulu sebagai laporan; 3. Kepala Badan Kepegawaian Daerah Provinsi Riau di Pekanbaru. 	<p>Receive incoming letters from the general section for the head of the subsection.</p>

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Monday
Date : 29 March 2021

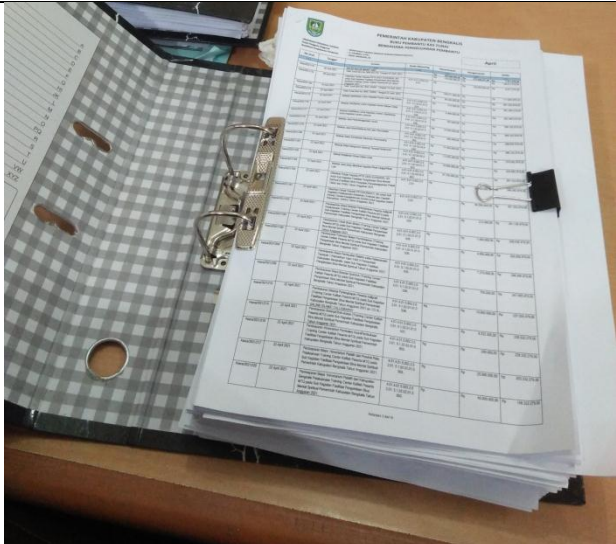
No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Photocopy of the document	Fitri Santi	

NO	WORKING	INFORMATION
		A Photocopy of the document containing a single copy of the contract resume.

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Tuesday
Date : 30 March 2021


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Check SPJ Photocopy of document	Fitri Santi	

NO	WORKING	INFORMATION
		<p>Checking accountability for January 2021. A Photocopy of the document containing a single copy of the contract resume</p>

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Wednesday
Date : 31 March 2021

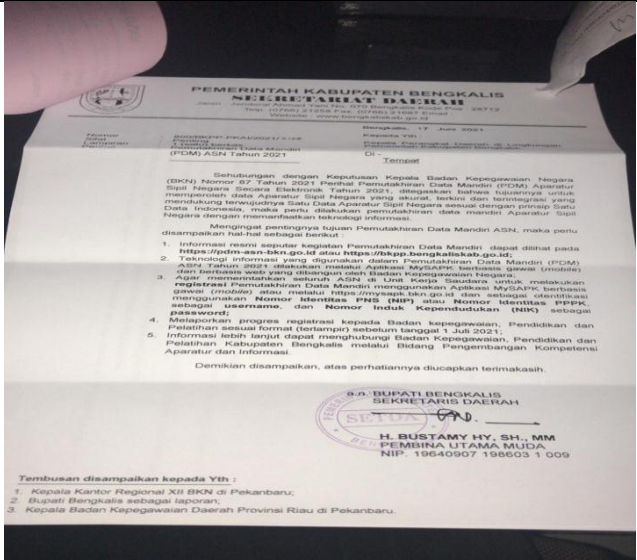

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Check SPJ	Fitri Santi	

NO	WORKING	INFORMATION
		Checking accountability for January 2021

DAILY ACTIVITIES PRACTICE WORK

Day : Thursday
Date : 1 April 2021

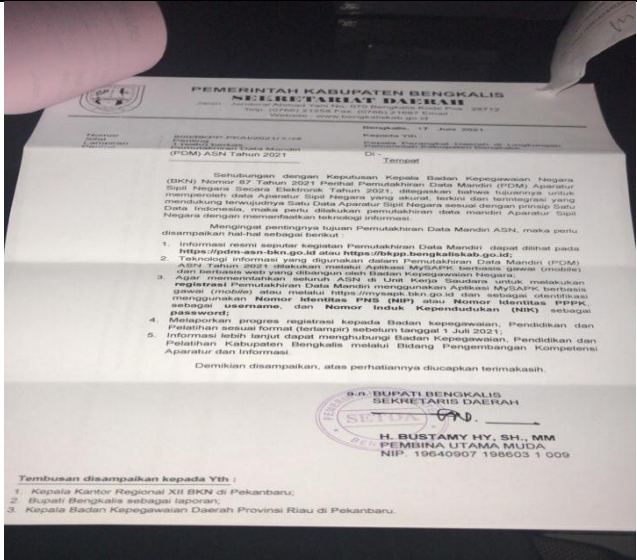
No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Receive incoming mail	Fitri Santi	

NO	WORKING	INFORMATION
	 <p style="text-align: center;">PEMERINTAH KABUPATEN BENGKALIS KESEKRETARIAT DAERAH</p> <p style="text-align: center;">Kontak : 0736 21000 Fax : 0736 21000 Email : sekretariat@bengkalis.go.id</p> <p style="text-align: right;">Bengkalis, 17 Juni 2021</p> <p style="text-align: center;">Kepada Yth, Kepala Kantor Regional XI BKRN di Pekanbaru, Dinas Pendidikan, Pengajaran, dan Pelatihan Kabupaten Bengkulu melalui Bidang Pengembangan Kompetensi Aparatur dan Informasi</p> <p style="text-align: center;">Di - Tembak</p> <p>Selhubungan dengan Keputusan Kepala Badan Kepegawainan Negara (BKBN) Nomor 87 Tahun 2021 perihal Pemutakhiran Data Mandiri (PDM) Aparatur Sipil Negara Secara Elektronik Tahun 2021, dipaparkan bahwa keperluan untuk pemutakhiran data Aparatur Sipil Negera yang akurat, terkin dan teknologis yang mendukung berwujudnya Satu Data Aparatur Sipil Negera sesuai dengan prinsip Satu Negera dengan memanfaatkan teknologi informasi.</p> <p>Mengingat pentingnya tujuan Pemutakhiran Data Mandiri ASN, maka perlu disampaikan hal-hal sebagai berikut:</p> <ol style="list-style-type: none"> 1. Informasi resmi seputar kegiatan Pemutakhiran Data Mandiri dapat dilihat pada https://pdm-aan-bkn.go.id atau https://bknpp.bengkalis.go.id; 2. Teknologi informasi yang digunakan dalam Pemutakhiran Data Mandiri (PDM) ASN Tahun 2021 adalah melalui Aplikasi MySIAPM berbasis geoweb (mobile) dari berbasis web yang dibangun oleh Badan Kepegawainan Negara; 3. Agar mempermudah seluruh ASN di BKBN Bengkulu untuk melakukan registrasi Pemutakhiran Data Mandiri menggunakan Aplikasi MySIAPM berbasis geoweb (mobile) atau melalui https://myasipm.bkn.go.id dan sebagai identitas sebagai kepegawainan, dan Nomor Induk Kepegawainan (NIK) sebagai password; 4. Melaporkan progress registrasi kepada Badan Kepegawainan, Pendidikan dan Pelatihan sesuai format (terlampir) sebelum tanggal 1 Juli 2021; 5. Informasi lebih lanjut dapat menghubungi Badan Kepegawainan, Pendidikan dan Pelatihan Kabupaten Bengkulu melalui Bidang Pengembangan Kompetensi Aparatur dan Informasi <p style="text-align: center;">Demikian disampaikan, atas perhatiannya diucapkan terimakasih.</p> <p style="text-align: right;">  H. BUSTAMY HY, SH., MM PEMBINA UTAMA MUDA NIP. 19640907 198603 1 009 </p> <p>Tembusan disampaikan kepada Yth :</p> <ol style="list-style-type: none"> 1. Kepala Kantor Regional XII BKRN di Pekanbaru; 2. Bupati Bengkulu sebagai laporan; 3. Kepala Badan Kepegawainan Daerah Provinsi Riau di Pekanbaru. 	<p>Receive incoming letters from the general section for the head of the subsection.</p>

DAILY ACTIVITIES PRACTICE WORK

Day : Monday
Date : 5 April 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Receive incoming mail	Fitri Santi	

NO	WORKING	INFORMATION
	 <p style="text-align: center;">PEMERINTAH KABUPATEN BENGKALIS KESEKRETARIAT DAERAH</p> <p style="text-align: right;">Bengkalis, 17 April 2021</p> <p style="text-align: center;">Di Tembak</p> <p>Selhubungan dengan Keputusan Kepala Badan Kepegawaian Negara (BKN) Nomor 87 Tahun 2021 perihal Permutakhiran Data Mandiri (PDM) Aparatur Sipil Negara Secara Elektronik Tahun 2021, dipaparkan bahwa keperluan untuk mempersiapkan data Aparatur Sipil Negara yang akurat, terkin dan terintegrasi yang mendukung berwujudnya Satu Data Aparatur Sipil Negara sesuai dengan prinsip Satu Negara dengan memanfaatkan teknologi informasi.</p> <p>Mengingat pentingnya tujuan Permutakhiran Data Mandiri ASN, maka perlu disampaikan hal-hal sebagai berikut:</p> <ol style="list-style-type: none"> 1. Informasi resmi seputar kegiatan Permutakhiran Data Mandiri dapat dilihat pada https://pdm-aan-bkn.go.id atau https://bkkp.bengkalisab.go.id; 2. Teknologi informasi yang digunakan dalam Permutakhiran Data Mandiri (PDM) ASN Tahun 2021 adalah melalui Aplikasi MySAPM berbasis geolokasi (mobile) dari berbasis web yang dibangun oleh Badan Kepegawaian Nasional; 3. Agar mempermudah seluruh ASN di BKN, perlu dilakukan registrasi Permutakhiran Data Mandiri menggunakan Aplikasi MySAPM berbasis geolokasi (mobile) atau melalui https://myaspm.bkn.go.id dan sebagai identitas sebagai kepegawaian, dan Nomor Induk Kepegawaian (NIK) sebagai password; 4. Melaporkan progress registrasi kepada Badan Kepegawaian, Pendidikan dan Pelatihan sesuai format (terlampir) sebelum tanggal 1 Juli 2021; 5. Informasi lebih lanjut dapat menghubungi Badan Kepegawaian, Pendidikan dan Pelatihan Kabupaten Bengkalis melalui Bidang Pengembangan Kompetensi Aparatur dan Informasi. <p style="text-align: center;">Demikian disampaikan, atas perhatiannya diucapkan terimakasih.</p> <p style="text-align: right;">H. BUSTAMY HY. SH., MM PEMBINA UTAMA MUDA NIP. 19640507 198603 1 009</p> <p>Tembusan disampaikan kepada Yth :</p> <ol style="list-style-type: none"> 1. Kepala Kantor Regional XII BKRN di Pekanbaru; 2. Bupati Bengkalis sebagai laporan; 3. Kepala Badan Kepegawaian Daerah Provinsi Riau di Pekanbaru. 	Receive incoming letters from the general section for the head of the subsection.

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Tuesday
Date : 6 April 2021


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Photocopy of document	Fitri Santi	

NO	WORKING	INFORMATION
		Photocopy of document containing two copies of official memorandum

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Wednesday
Date : 7 April 2021


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Check SPJ Photocopy of document	Fitri Santi	

NO	WORKING	INFORMATION
		Checking accountability for January 2021. Photocopy of document containing two copies of official memorandum

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Thursday
Date : 8 April 2021

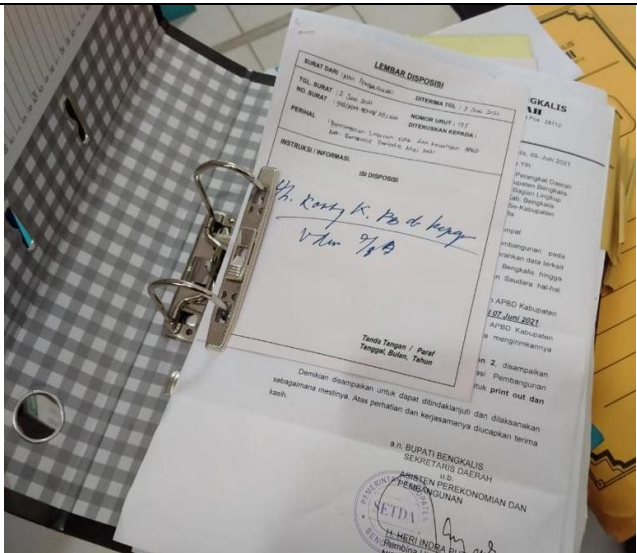
No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Photocopy of document	Fitri Santi	

NO	WORKING	INFORMATION
		Photocopy of document containing two copies of official memorandum

DAILY ACTIVITIES PRACTICE WORK

Day : Friday
Date : 9 April 2021

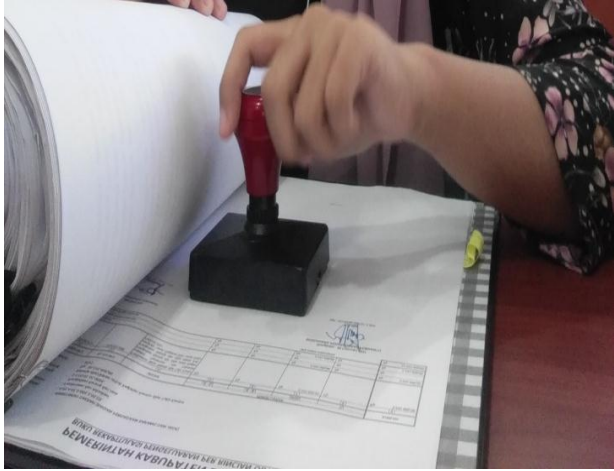

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Check SPJ	Fitri Santi	

NO	WORKING	INFORMATION
		<p>Checking accountability for January 2021</p>

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Monday
Date : 12 April 2021


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Stamp the object letter Scan Documents	Fitri Santi	

NO	WORKING	INFORMATION
	 	<p>Put a stamp on th part of the object in the letter of responsibility. Sacanned official memorandum that has ben signed.</p>

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Wednesday
Date : 14 April 2021


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Photocopy of document	Fitri Santi	

NO	WORKING	INFORMATION
		Photocopy of document containing two copies of official memorandum

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Thursday
Date : 15 April 2021

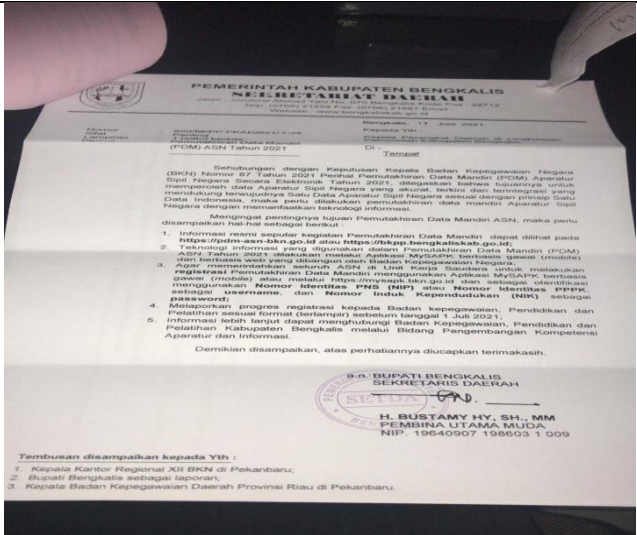
No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Photocopy of document	Fitri Santi	

NO	WORKING	INFORMATION
		Photocopy of document containing two copies of official memorandum

DAILY ACTIVITIES PRACTICE WORK

Day : Friday
Date : 16 April 2021


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Receive incoming mail	Fitri Santi	

NO	WORKING	INFORMATION
	 <p>The image shows a scanned document from the Government of Bengkulu. The header reads 'PEMERINTAH KABUPATEN BENGKALIS' and 'NEGERI RAJAH BENGKALIS'. The document is dated 17 April 2021. The subject is 'Tentang' (Regarding) 'Peraturan Menteri tentang Registrasi dan Pemeliharaan Data Master ASN'. The main body of the letter discusses the implementation of the ASN data master system and provides instructions for registration. The signature is from H. BUSTAMY HY. SH., MM, Sekretaris Daerah, with NIP. 19640907 198603 1 009. The distribution list includes the Regional Office of Pekanbaru and the Provincial Office of Riau.</p>	<p>Receive incoming letters from the general section for the head of the subsection.</p>

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Monday
Date : 19 April 2021


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Photocopy of document	Fitri Santi	

NO	WORKING	INFORMATION
		Photocopy of document containing two copies of official memorandum

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Tuesday
Date : 20 April 2021

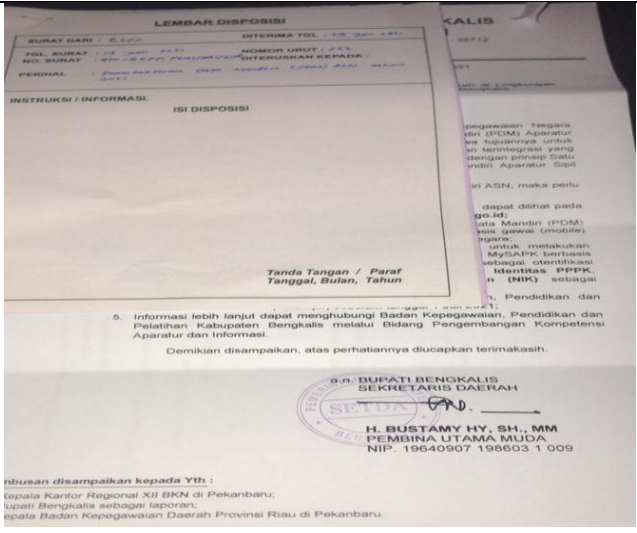
No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Photocopy of document Receive incoming mail	Fitri Santi	

NO	WORKING	INFORMATION
		<p>Photocopy of document containing two copies of official memorandum.</p> <p>Receive incoming letters from the general section for the head of the subsection</p>

DAILY ACTIVITIES PRACTICE WORK

Day : Wednesday
Date : 21 April 2021

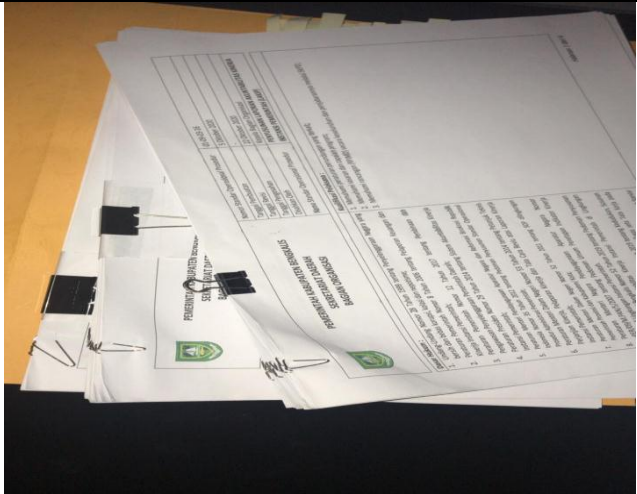
No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Receive incoming mail	Fitri Santi	

NO	WORKING	INFORMATION
		<p>Receive incoming letters from the general section for the head of the subsection.</p>

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Thrusday
Date : 22 April 2021


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Check SPJ	Fitri Santi	

NO	WORKING	INFORMATION
		<p>Checking accountability for February 2021</p>

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Friday
Date : 23 April 2021


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Check SPJ Receive incoming mail	Fitri Santi	

NO	WORKING	INFORMATION
		Checking accountability for February 2021. Receive incoming letters from the general section for the head of the subsection.

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Monday
Date : 26 April 2021

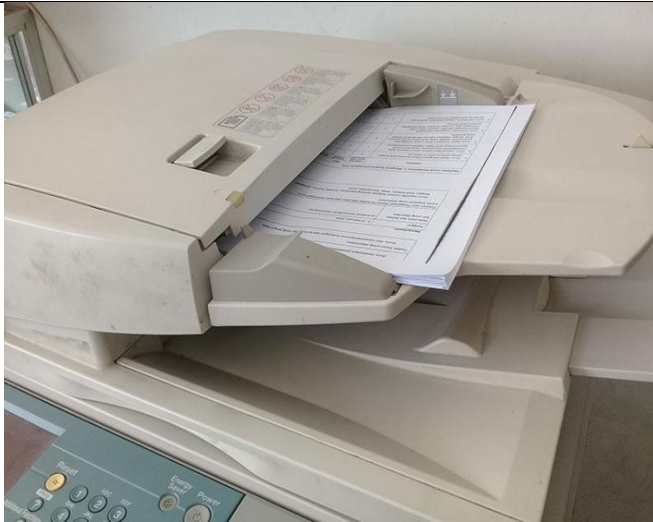
No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Check SPJ	Fitri Santi	

NO	WORKING	INFORMATION
		<p>Checking accountability for February 2021</p>

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Tuesday
Date : 27 April 2021


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Photocopy of document	Fitri Santi	

NO	WORKING	INFORMATION
		Photocopy of document containing two copies of official memorandum

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Wednesday
Date : 28 April 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Check SPJ Photocopy of document	Fitri Santi	

NO	WORKING	INFORMATION
		Checking accountability for February 2021. Photocopy of document containing two copies of official memorandum

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Thursday
Date : 29 April 2021


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Photocopy of document	Fitri Santi	

NO	WORKING	INFORMATION
		A Photocopy of the document containing a single copy of the contract resume.

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Friday
Date : 30 April 2021

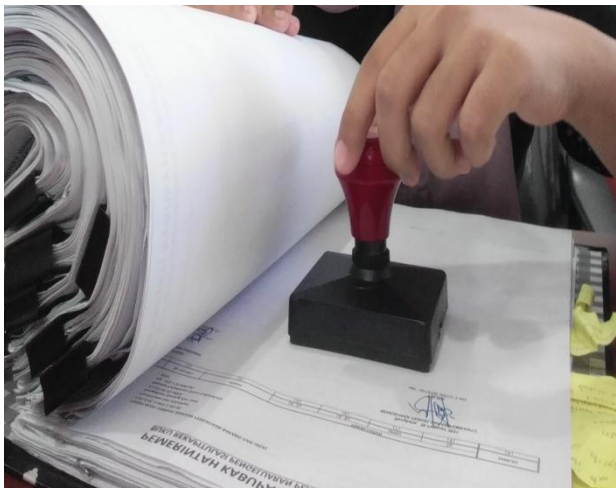
No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Photocopy of document Receive incoming mail	Fitri Santi	

NO	WORKING	INFORMATION
		<p>Photocopy of document containing two copies of official memorandum.</p> <p>Receive incoming letters from the general section for the head of the subsection</p>

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Monday
Date : 3 May 2021

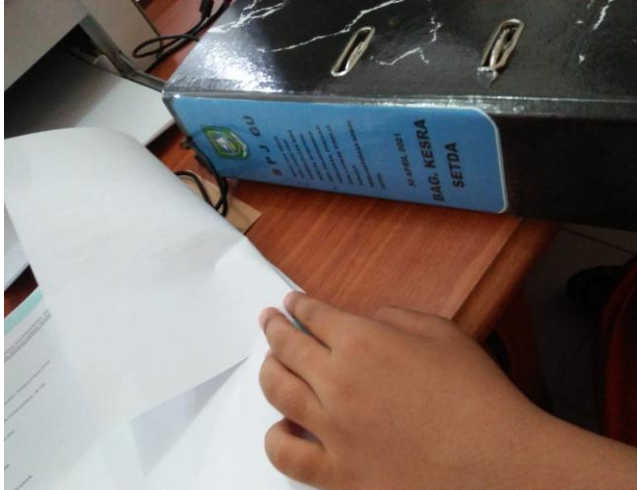
No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Stamp the object letter	Fitri Santi	

NO	WORKING	INFORMATION
		Put a stamp on th part of the object in the letter of responsibility.

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Tuesday
Date : 4 May 2021

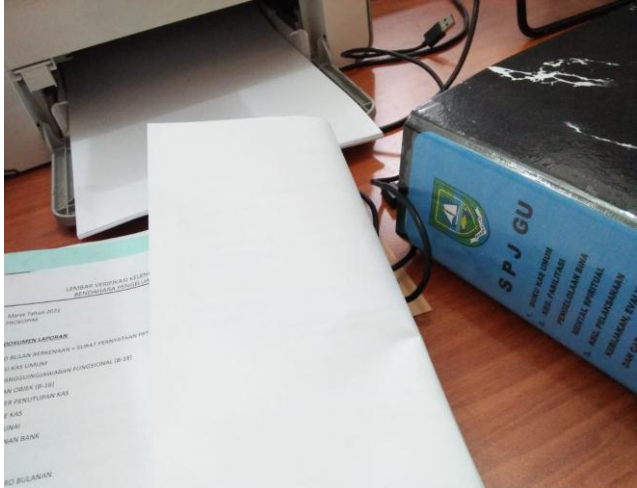
No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Check SPJ Receive incoming mail	Fitri Santi	

NO	WORKING	INFORMATION
		<p>Checking accountability for February 2021. Receive incoming letters from the general section for the head of the subsection</p>

DAILY ACTIVITIES PRACTICE WORK

Day : Wednesday
Date : 5 May 2021

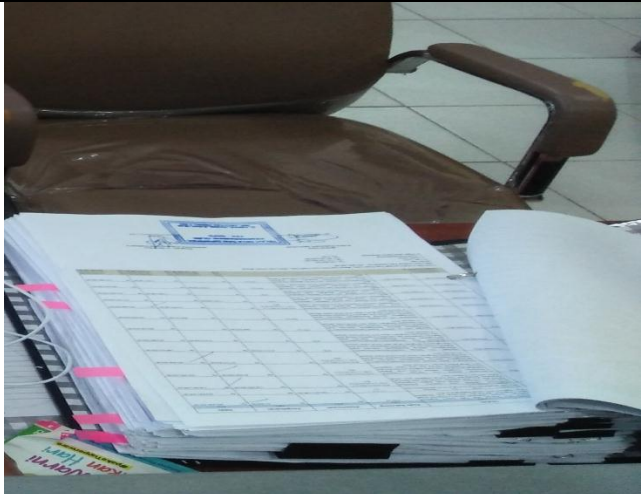
No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Check SPJ	Fitri Santi	

NO	WORKING	INFORMATION
		<p>Checking accountability for February 2021</p>

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Thursday
Date : 6 May 2021


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Check SPJ	Fitri Santi	

NO	WORKING	INFORMATION
		Checking accountability for February 2021

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Friday
Date : 7 May 2021


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Stamp the object letter Photocopy of the document	Fitri Santi	

NO	WORKING	INFORMATION
		Put a stamp on th part of the object in the letter of responsibility. A Photocopy of the document containing a single copy of the contract resume

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Monday
Date : 10 May 2021



No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Photocopy of document	Fitri Santi	

NO	WORKING	INFORMATION
		A Photocopy of the document containing a single copy of the contract resume.

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Monday
Date : 17 May 2021


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Stamp the object letter Scan Documents	Fitri Santi	

NO	WORKING	INFORMATION
	 	<p>Put a stamp on th part of the object in the letter of responsibility. Sacanned official memorandum that has ben signed.</p>

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Tuesday
Date : 18 May 2021


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Check SPJ	Fitri Santi	

NO	WORKING	INFORMATION
		Checking accountability for February 2021

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Wednesday
Date : 19 May 2021


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Photocopy of document Check SPJ	Fitri Santi	

NO	WORKING	INFORMATION
		<p>A Photocopy of the document containing a single copy of the contract resume . Checking accountability for February 2021</p>

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Thursday
Date : 20 May 2021


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Photocopy of document	Fitri Santi	

NO	WORKING	INFORMATION
		Photocopy of document containing two copies of official memorandum.

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Friday
Date : 21 May 2021


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Receive incoming mail	Fitri Santi	

NO	WORKING	INFORMATION
		Receive incoming letters from the general section for the head of the subsection

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Monday
Date : 24 May 2021

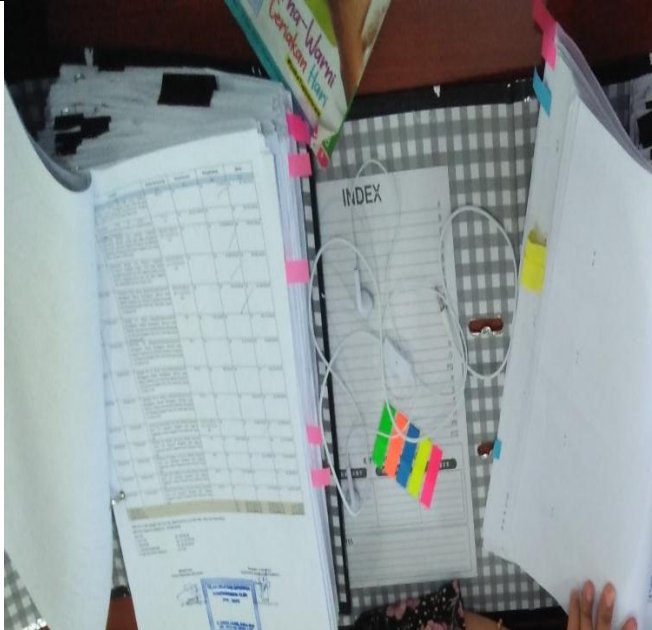
No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Stamp on the document	Fitri Santi	

NO	WORKING	INFORMATION
		Put a stamp on th part of the object in the letter of responsibility..

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Tuesday
Date : 25 May 2021


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Check SPJ	Fitri Santi	

NO	WORKING	INFORMATION
		Checking accountability for January 2021. The summary of the contract that has been made will be printed in two copies

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Wednesday
Date : 26 May 2021

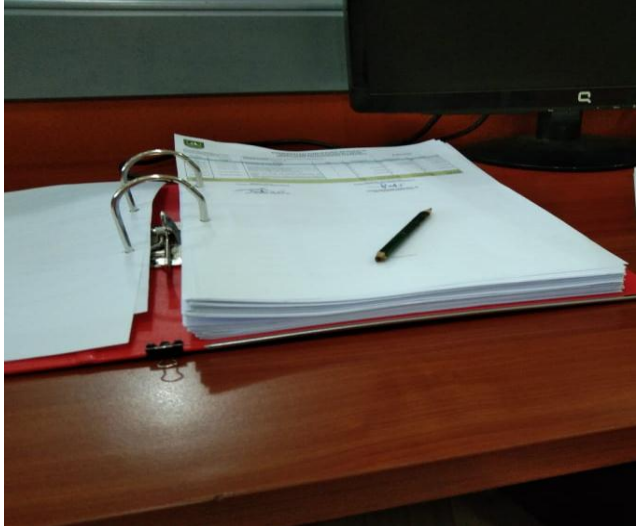
No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Check SPJ Photocopy of document	Fitri Santi	

NO	WORKING	INFORMATION
		<p>A Photocopy of the document containing a single copy of the contract resume. Checking accountability for January 2021</p>

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Thursday
Date : 27 May 2021


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Check SPJ	Fitri Santi	

NO	WORKING	INFORMATION
		Checking accountability for January 202.

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Friday
Date : 28 May 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Photocopy of document	Fitri Santi	

NO	WORKING	INFORMATION
	 A photograph showing a person's hand placing a document into the top tray of a photocopier. The copier is white and blue, and the document is being fed into the scanner area.	Photocopy of document containing two copies of official memorandum

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Monday - Friday

Date : 31 May - 4 June2021

No	Date	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday 31 May 2021	c. Stamp on the document d. Photocopy of document	FitriSanti	
2	Tuesday 1 Jun 2021	Check SPJ		
3	Wednesday 2 Jun 2021	c. Check SPJ d. Photocopy of document		
4	Thursday 3 Jun 2021	Check SPJ		
5	Friday 4 Jun 2021	Photocopy of document		

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Monday - Friday
Date : 7 - 11 June2021

No	Date	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday 7 Jun 2021	Photocopy of document	FitriSanti	
2	Tuesday 8 Jun 2021	c. Photocopy of document d. Check SPJ		
3	Wednesday 9 Jun 2021	Receive incoming mail		
4	Thursday 10 Jun 2021	Check SPJ		
5	Friday 11 Jun 2021	c. Check SPJ d. Photocopy of document		

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Monday - Friday
Date : 14 - 18 June2021

No	Date	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday 14 Jun 2021	c. Stamp on the document d. Scan Document	FitriSanti	
2	Tuesday 15 Jun 2021	Check SPJ		
3	Wednesday 16 Jun 2021	Photocopy of document		
4	Thursday 17 Jun 2021	Photocopy of document		
5	Friday 18 Jun 2021	Photocopy of document		

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Monday - Friday
Date : 21 - 25 June2021

No	Date	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday 21 Jun 2021	c. Check SPJ d. Stamp on the document	FitriSanti	
2	Tuesday 22 Jun 2021	Check SPJ		
3	Wednesday 23 Jun 2021	c. Check SPJ d. Photocopy of document		
4	Thursday 24 Jun 2021	c. Receive incoming mail d. Print contract resume		
5	Friday 25 Jun 2021	Photocopy of document		

**DAILY ACTIVITIES
PRACTICE WORK**

Day : Monday - Friday
Date : 28 June– 2 July 2021

No	Date	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday 28 Jun 2021	Photocopy of document	FitriSanti	
2	Tuesday 29 Jun 2021	c. Check SPJ d. Scan Document		
3	Wednesday 30 Jun 2021	Check SPJ		
4	Thursday 1 July 2021	c. Check SPJ d. Photocopy of document		
5	Friday 2 July 2021	c. Receive incoming mail d. Photocopy of document		