

**APPRENTICESHIP REPORT
THE COMMUNICATION AND INFORMATICS
(DISKOMINFO) OF SIAK REGENCY**

**MARISSA ADHA
Reg. Number: 5504201004**



**ENGLISH FOR BUSINESS AND PROFESSIONAL
COMMUNICATION STUDY PROGRAM
LANGUAGE DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
2023**

APPROVAL SHEET

**APPROVAL SHEET
APPRENTICESHIP REPORT
THE COMMUNICATIONS AND INFORMATION OFFICE OF
SIAK REGENCY**

Written as one of the conditions for completing Apprenticeship

Marissa Adha
Reg. Number: 5504201004

Siak Sri Indrapura, December 21st 2023

Public Relations Analyst



Defi Satria, SE
NIP. 19790504 200901 1 003

Advisor

Rindilla Antika, M.Pd
NIP. 198811122022032004

Approved by,

Head of English for Business and Professional Communication Study Program
State Polytechnic of Bengkalis

Aswandi, M.Pd
NIP. 198804122015041004

ACCEPTANCE SHEET

ACCEPTANCE SHEET

This is to certify that we have examined the apprenticeship report of **Marissa Adha, Reg Number 5504201004** who did the apprenticeship at The Communication and Informatics Office (DISKOMINFO) of Siak Regency, started from August 21st to December 21st 2023. This report is used for partial fulfillment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respects, and all revision required by the apprenticeship report examination committee have been made.

Bengkalis, January 10th 2023

Acceptance by:

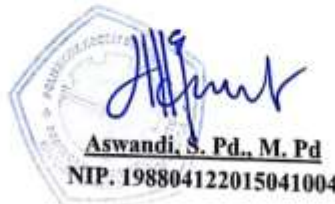
Advisor



Rindilla Antika, M.Pd
NIP. 198811122022032004

Approved by:

**Head of English for Business and Professional Communication
Study Program
State Polytechnic of Bengkalis**



Aswandi, S. Pd., M. Pd
NIP. 198804122015041004

ACKNOWLEDGEMENT

Praise the author pray to the presence of Allah SWT, the almighty God who has given His gift so that the author can complete was able to complete the Internship Implementation Report at the Communication and Information (DISKOMINFO) Siak Regency without any obstacles in accordance with the time specified starting from August 21th 2023 until December 21th, 2023. The author prepared this report based on the experience and knowledge that has been obtained while carrying out internship.

On this occasion, the author would like to thanks those who have provided support and encouragement so that the author can complete this internship report, especially to:

1. Jhony Custer, ST., MT as the director of State Polytechnic of Bengkalis
2. Diah Paramita Sari, M.Pd as the head of Language Department
3. Aswandi, M, Pd as the Head of D-IV English for Business and Professional Communication Study Program
4. Prett Ristra, S.Pd., M.Ed as the coordinator of internship
5. Rindilla Antika, M.Pd as the advisor of internship report
6. Defi Satria, SE as the advisor in DISKOMINFO Siak Regency
7. Kak Aya, Kak Anggi, Kak Dina, Bang Igun, Bang Anang, Kak Linda as the staff IKPS
8. and, all my family and friends who always support and give encouragement.

Bengkalis, December 21th 2023

Marissa Adha

Reg. Number: 5504201004

TABLE OF CONTENT

APPROVAL SHEET	i
ACCEPTANCE SHEET	ii
ACKNOWLEDGEMENT	iii
TABLE OF CONTENT	iv
LIST OF FIGURES.....	vi
LIST OF TABLES	vii
LIST OF APPENDICES	viii
CHAPTER I INTRODUCTION.....	1
1.1 Background of the Apprenticeship	1
1.2 Purposes of the Apprenticeship	2
1.3 Significances of the Apprenticeship	2
CHAPTER II GENERAL DESCRIPTION OF THE COMPANY	4
2.1 Company History.....	4
2.2 Vision and Mission	5
2.2.1 vision.....	5
2.2.2 mission	5
2.3 Kind of Business.....	5
2.5 Organization Structure.....	6
2.5 The Working Process	7
2.6 Document Used for Activity.....	12
CHAPTER III SCOPE OF THE APPRENTICESHIP	13
3.1 Job Description.....	13
3.2 System and Procedure	13
3.3 Place of Apprenticeship.....	17
3.4 Kind and Description of the Activity.....	18

CHAPTER IV CONCLUSION AND SUGGESTION.....	29
4.1 Conclusion.....	29
4.2 Suggestion	29
REFERENCES.....	30
APPENDICES	31

LIST OF FIGURES

Figure 2.1 Organization Structure of DISKOMINFO of Siak Regency	6
Figure 3.1 the process Covering the activities	14
Figure 3.2 the process Creating a news or caption for the activity being covered.....	14
Figure 3.3 the process Make LPD letter.....	15
Figure 3.4 the process Make <i>Mutlak</i> letter	15
Figure 3.5 the process Make SPT letter	16
Figure 3.6 the process Document archive	16
Figure 3.7 the process Create a radio advertisement	16
Figure 3.8 the process Make posters	17
Figure 3.9 the process Distribute questionnaires	17

LIST OF TABLES

Table 3.1 First Week Activities (21 th August - 27 th August 2023)	18
Table 3.2 Second Week Activities (August 28 th – September 2 nd 2023)	18
Table 3.3 Third Week Activities (September 4 th – September 10 th 2023)	19
Table 3.4 Fourth Week Activities (September 11 th – September 17 th 2023).....	20
Table 3.5 Fifth Week Activities (September 18 th – September 24 th 2023).....	21
Table 3.6 Sixth Week Activities (September 25 th - October 1 st 2023).....	21
Table 3.7 Seventh Week Activities (October 2 nd – October 8 th 2023).....	22
Table 3.8 Eighth Week Activities (October 9 th – October 15 th 2023).....	23
Table 3.9 Ninth Week Activities (October 16 th – October 22 th 2023).....	23
Table 3.10 Tenth Week Activities (October 23 th – October 29 th 2023)	24
Table 3.11 Eleventh Week Activities (October 30 th – November 5 th 2023).....	24
Table 3.12 Twelfth Week Activities (November 6 th – November 12 th 2023).....	25
Table 3.13 Thirteenth Week Activities (November 13 th – November 19 th 2023).....	25
Table 3.14 Fourteenth Week Activities (November 20 th – November 26 th 2023).....	26
Table 3.15 Fifteenth Week Activities (November 27 th – December 3 rd 2023).....	26
Table 3.16 Sixteenth Week Activities (December 4 th – December 10 th 2023).....	27
Table 3.17 Seventeenth Week Activities (December 11 th – December 17 th 2023)	27
Table 3.18 Eighteenth Week Activities (December 18 th – December 21 th 2023)	28

LIST OF APPENDICES

Appendix A Daily Activities of The Job Training.....	31
Appendix B Certificate of Apprenticeship	118
Appendix C Apprentice Appraisal Letter.....	119
Appendix D Completed Internship	120
Appendix E Evaluation Form.....	121
Appendix F Attendance List.....	122
Appendix G Revision List	126
Appendix H Daily Logbook	127

CHAPTER I INTRODUCTION

1.1 Background of the Apprenticeship

State Polytechnic of Bengkalis is one of the colleges in Riau Province, specifically on Bengkalis Island. State Polytechnic of Bengkalis has 8 departments: Marine Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, Business Administration, Information Engineering, Languages and Maritime Affairs. Internship and a thesis are very important graduation requirements for State Polytechnic of Bengkalis students.

Internship is an academic activity that is oriented towards student learning to develop and improve a quality workforce. Internship placements must be in accordance with the student's major. This internship program is one way for students to experience the world of work in companies and offices. Internship also equips students with all the experience, knowledge, and skills that students have gained in preparing themselves to enter the real world of work.

The Study Program English for Business and Professional Communication is one of the study programs in the Language department. This study program focuses on several fields: Public Relations (PR), Marketing Communication (Marcom), Translator / Interpreter, Digital Marketing, Social Media Specialist, Copywriter and Content Writer.

The Communication and Informatics (DISKOMINFO) of Siak Regency is one of the agencies that has a wide scope of work. Duties covering the fields of information, statistics and coding. The Communication and Informatics (DISKOMINFO) Siak Regency provides opportunities for pupils and students to carry out practical work to increase their experience and insight, where the agency provides assignments according to the professional field of study in students are carrying out internship.

This internship was carried out at The Communication and Informatics (DISKOMINFO) of Siak Regency. The author had the opportunity to join the IKPS

(Public Communication Information and Statistics) field in public relations management. In this field, the author is given several tasks: covering the activities of the Regent/Vice-Regent and Secretary of Siak Regency, making news or captions of the activities covered, making LPD letters (*Laporan Perjalanan Dinas*), making *Mutlak* letters, making SPT (*Surat Perintah Tugas*), archive documents, create radio advertisements, create posters and distribute questionnaires.

1.2 Purposes of the Apprenticeship

There are several purposes for carrying out internship for author:

1. Can make good and correct news releases and captions according to the guidelines from the Diskominfo Siak public relations staff,
2. Study some of the letters required to go out into the field to provide coverage both in the Siak Regency and outside the region,
3. Know the types of work available in the agency,
4. Know the work procedures in the IKPS field,
5. Know the documents used in services in the IKPS field,
6. Able to apply the theories that have been obtained during lectures,
7. Fulfill the requirements to complete the D-IV Study Program English for Business and Professional Communication, Language Department, State Polytechnic of Bengkalis.

1.3 Significances of the Apprenticeship

There are several significant that can be obtained from carrying out an internship:

1. Significance for Apprentice

Internship is one way for students to gain real work experience. Internship is also a forum for students to apply the material and theories they have acquired during their studies in the world of work. This internship program can equip students with work experience, improve student skills, build relationships, train self-confidence and other positive impacts that students can feel in this internship.

2. Significance for The State Polytechnic of Bengkalis

Students gain work experience relevant to their field of study. Here students are able to provide feedback and evaluation to the State Polytechnic of Bengkalis college. Where, this can enable the State Polytechnic of Bengkalis college to establish broader working relationships with government agencies and companies.

3. Significance for The Communication and Informatics (DISKOMINFO) of Siak Regency

Internship carried out at The Communication and Informatics (DISKOMINFO) of Siak Regency can help with work in the office with material and theory that was previously obtained.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

At the end of 2010, the Ministry of Communication and Informatics perfected organizational arrangements. The new communication policy paradigm places information as part of people's daily needs. The dynamics of information technology and the development of the digital economy have made the Ministry of Communication and Informatics focus on accelerating the distribution of digital infrastructure in the form of telecommunications access and internet networks.

At the end of 2006, the Ministry of Communication and Informatics implemented a financial management pattern for public service agencies based on Minister of Finance Decree Number: 41006/KMK.05/2006 concerning the Determination of BTIP (*Balai Telekomunikasi dan Informatika Perdesaan*). In line with the rapid development in the field of TIK (*Teknologi Informasi dan Komunikasi*) and demands for the availability of TIK services at all levels of society, BTIP was transformed into BP3TI (*Balai Penyedia dan Pengelola Pembiayaan Telekomunikasi dan Informatika*) on November 19th 2010. Since August 2017, the Minister Communication and Information Technology has launched a new name for BP3TI to become BAKTI.

This institution has the task of managing the financing of Universal Service Obligations and providing telecommunications and information technology infrastructure and services. The main task and function of the Ministry of Communication and Informatics is to formulate national policies, implementation policies and technical policies in the field of communications and informatics which include post, telecommunications, broadcasting, information and communication technology, multimedia services and information dissemination.

The formation of the Communication and Informatics (DISKOMINFO) of Siak Regency is regulated by Siak Regency Regional Regulation Number 8 of 2016 concerning the Formation and Structure of Siak Regency Regional Apparatus (Siak

Regency Regional Gazette of 2016 Number 8). The main task of the Communication and Informatics (DISKOMINFO) of Siak Regency is to carry out regional government affairs based on the principle of autonomy and assistance tasks in the field of communication and informatics.

The Communication and Informatics (DISKOMINFO) of Siak Regency is a work unit that is trusted to manage Communication and Information Technology in Siak Regency as well as implementing policies in the field of Communication and Informatics so that it can become an information center for the needs of the government in particular and society in general.

2.2 Vision and Mission

2.2.1 Vision

Realizing reliable and competitive communications and information services.

2.2.2 Mission

1. Expand the reach of information technology services to all Siak regency communities by building communication and information network infrastructure to rural areas,
2. Realizing good government administration, effective, efficient, professional, transparent and accountable through communication and informatics.,
3. Increase community participation in realizing ethical and responsible information.

2.3 Kind Of Business

The Communication and Informatics (DISKOMINFO) of Siak Regency is one of the institutions owned by the Siak Regency government as stated in the Siak Regency Regional Regulation Number 8 of 2016. Generally, The Communication and Informatics (DISKOMINFO) of Siak Regency is tasked with assisting the Regent in carrying out government duties and affairs in the fields of communication, informatics, coding and statistics.

2.4 Organization Structure

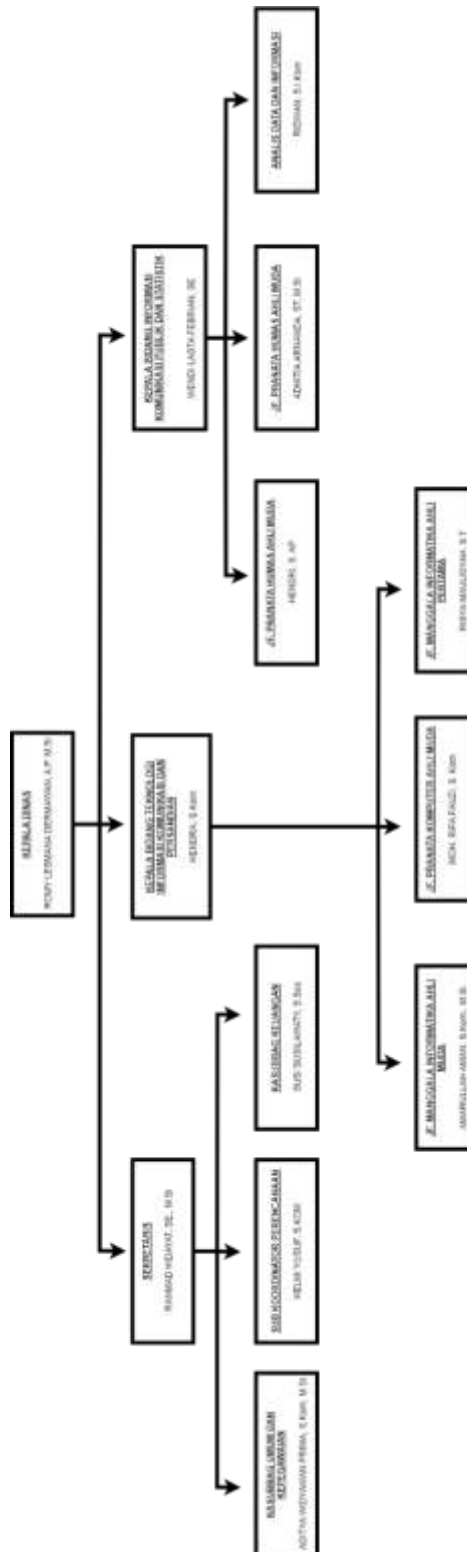


Figure 2.1 Organization Structure of DISKOMINFO of Siak Regency

2.5 The Working Process

There are several fields in the Communication and Informatics (DISKOMINFO) of Siak Regency department:

2.5.1 Head of Department

The Head of Department has the task of assisting the Regent in carrying out the function of helping the Regional Head lead in formulating and implementing policies, evaluation, reporting and technical guidance in the fields of communication and informatics, coding and statistics as well as assistance tasks. The Head of Service, in carrying out the duties as intended, carries out the following functions:

- a) Establish policies in the fields of Communication and Informatics, Statistics and Coding;
- b) Lead the implementation of policies in the fields of Communication and Informatics, Statistics and Coding;
- c) Lead the implementation of evaluation and reporting in the fields of Communication and Informatics, Statistics and Coding;
- d) Lead the administration of the Service;
- e) Lead UPTD development; and
- f) Carry out other functions assigned by the Regent.

2.5.2 Secretary

The Secretary has the task of assisting the Head of Service in collecting and processing data in preparing program plans, monitoring, evaluating and preparing reports, carrying out administration, personnel administration, financial administration and general affairs as well as providing administrative services to all work units within the Service. To carry out the tasks as intended, it has the following functions:

- a) Coordinate the preparation of activity plans and work programs of the Department;
- b) Monitor and evaluate the results of the Department's work program;
- c) Coordinate and prepare reports on the results of monitoring the Department's work program;

- d) Coordinate the implementation of tasks in the Department;
- e) Coordinating administrative, household, public relations and protocol management;
- f) Coordinate the implementation of financial administration functions at the Department;
- g) Coordinating the implementation of personnel administration and employee welfare;
- h) Coordinate the implementation of financial administration and employee salaries;
- i) Coordinate the management and administration of office equipment, utilization and maintenance of office inventory;
- j) Coordinate the implementation of administrative technical services for service heads and all organizational units within the Service; And
- k) Carry out other tasks assigned by the Head of Service in accordance with their field of duties.

2.5.3 General and Personnel Subdivision

The Head of the General and Civil Service Sub-Section has the task of carrying out correspondence, equipment and household matters, maintaining inventory, personnel and periodic reports. To carry out the tasks as intended, it has the following functions:

- a) Carrying out personnel administration affairs for the official environment.
- b) Organizing household affairs, meetings, official guests and carrying out public relations.
- c) Carrying out administrative affairs, correspondence and archives.
- d) Prepare a plan for goods requirements, office operational needs, including inventory of goods, procurement, care and maintenance of official equipment.
- e) Carry out publishing, security and maintenance of cleanliness of the office and surrounding environment.
- f) Prepare an annual report on office inventory items.
- g) Carry out other tasks assigned by the secretary in accordance with their field of duties.

2.5.4 Finance and Planning Subdivision

The Head of the Program Preparation and Finance Sub-Section has the task of collecting and processing data in order to prepare Service program plans, monitor and evaluate reporting and prepare reports, and prepare, plan financing budgets, manage and coordinate the preparation of accountability reports for the implementation of the Service's financial management. To carry out the tasks as intended, it has the following functions:

- a) Collecting materials and analyzing data to prepare activity plans and service work programs.
- b) Carrying out monitoring and evaluation as well as analyzing the results of the official work program.
- c) Collect and analyze data to present information about the service.
- d) Coordinate and prepare reports on the results of the official work program.
- e) Collect data and prepare required materials in the context of preparing the department's financial budget.
- f) Carry out financial budget management for direct and indirect expenditure
- g) Carry out preparation, administration, verification and financial reporting, as well as payment testing.
- h) Carry out cash administration and budget expenditure for office needs.
- i) Carry out preparation of operational requirements, verification of financial data and documents, as well as financial reporting.
- j) Carrying out tests on data and documents requesting financial payments, as well as supporting documents.
- k) Carry out data administration and implementation of information systems, data reporting and developments in the realization of requests for financial payments and developments in the realization of budget disbursement.
- l) Carry out other tasks assigned by the secretary in accordance with their field of duties.

2.5.5 Application Development and E-Government Governance

Head of the Application Development and E-Government Section, has the task of preparing materials for the formulation and implementation of policies

related to the function of e-Government data and information management services, integrated generic, specific & supplemental application development and management services, integration of public and government services, implementation Smart City ICT ecosystem in the Regency. To carry out the tasks as intended, it has the following functions:

- a) Organizing the establishment of data and information format standards;
- b) Organizing data and information recovery services;
- c) Organizing government and non-government electronic data management services;
- d) Providing human resource capacity building services in utilizing government information systems and public information systems;
- e) Providing integrated government and public service application development services, government and public application maintenance services;
- f) Providing interoperability services;
- g) Organizing interconnectivity services for public services and government regional central application program interface (API) services;
- h) Organizing business process re-engineering development services in government and non-government environments (smart city stakeholders);
- i) Organizing smart city information system services;
- j) Organizing interactive government and community services;
- k) Organizing services for providing smart city control facilities and means;
- l) Providing integrated government and public service application development services;
- m) Organizing government and public application maintenance services;
- n) Facilitate electronic procurement services (LPSE);
- o) Carrying out permits/recommendations for information matters according to regional authority;
- p) Evaluate and report on the implementation of the section work plan;
- q) Carry out other tasks given by the head of the field according to their field of duties.

2.5.6 Communication Media and Public Information Sector

2.5.6.1 Communication Media Management Section

The Head of the Communication Media Management Section has the task of preparing materials for the formulation and implementation of policies related to the function of providing cross-sectoral content and managing public communication media, as well as strengthening the capacity of public communication resources and providing access to information in the Regency. To carry out the tasks as intended, it has the following functions:

- a) Organizing public communication planning services and a positive image of local government;
- b) Carry out repackaging of national content into local content;
- c) Carrying out local content creation;
- d) Manage local government/internal media communication channels;
- e) Carry out dissemination of policy information through regional government and non-regional government media;
- f) Carrying out empowerment and providing access to information for media and public communication institutions;
- g) Carry out development of public communication resources in the District (Community Information Group);
- h) Carry out evaluation and reporting on the implementation of the section work plan;
- i) Carry out other tasks given by the Head of Division according to their field of duties.

2.5.6.2 Public Information Services Section

The Head of the Public Information Services Section has the task of preparing materials for the formulation and implementation of policies related to the function of public information services, as well as media relations services in the Regency. To carry out the duties as intended in paragraph (1), the Head of the Public Information Services Section has the following functions:

- a) Organizing public information processing services for the implementation of Law Number 14 of 2008 concerning Openness of Public Information;

- b) Carry out public information services for the implementation of Law Number 14 of 2008 concerning Openness of Public Information;
- c) Carry out public complaint services;
- d) Carry out facilitation for SKPD Information and Documentation Management Officers (PPID);
- e) Carry out management of relations with the media (media relations);
- f) Carry out evaluation and reporting on the implementation of the section work plan;
- g) Carry out other tasks given by the Head of Division according to their field of duties.

2.6 Document Used for activity

There are several documents used during an internship at the Siak communications and informatics service in the IKPS field as follows:

1. File LPD (*Laporan Perjalanan Dinas*)
2. File *Mutlak*
3. File SPT (*Surat Perintah Tugas*)
4. File *Visum*
5. File *Kwitansi*

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

The internship, which is held at The Communication and Informatics (DISKOMINFO) of Siak Regency, starts from 21th August 2023 to 21th December 2023. Working hours start from 07.30 am -16.00 pm Monday to Friday. During the internship, the writer was positioned in the IKPS field. Here are some of the jobs the writer did during the internship:

1. Covering the activities of the Regent/Vice-Regent and secretary of Siak Regency
2. Creating a news or caption for the activity being covered
3. Make LPD letter
4. Make *Mutlak* letter
5. Make SPT letter
6. Document archive
7. Create a radio advertisement
8. Make posters
9. Distribute questionnaires

3.2 System and Procedure

System and procedure are part of the author duties in carrying out several tasks given during the internship. There are several system and procedure that have been carried out by the author in carrying out activities during the internship:

1. Covering the activities of the Regent/Vice-Regent and secretary of Siak Regency

Covering activities carried out by regents, vice-regent or regional secretaries are to collect information, create information which is then published on social media accounts or government websites. The activities covered include regional affairs which are generally issues that should be on the agenda of the regional

government. How it works is by recording the official's voice when giving a speech at each event or interviewing the official directly and following the activity until it ends.

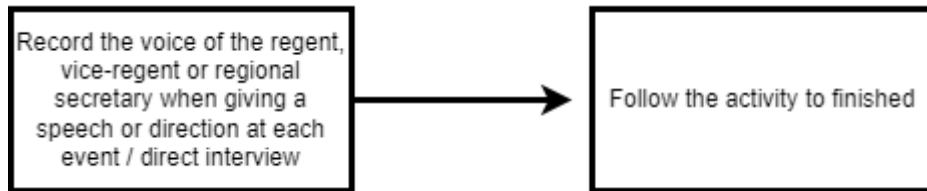


Figure 3.1 the process Covering the activities

2. Creating a news or caption for the activity being covered

Create a news or caption is a follow-up to covering regional leadership activities. The aim is as a forum to inform the general public regarding activities that have been carried out in the Siak Regency area. How it works is by listening to a recording that has previously been recorded using a cellphone, then creating a news framework or caption, followed by writing the news or caption from the framework, the finished news is sent to the mentor to check the writing, and after checking the news it is published on the website or social media.

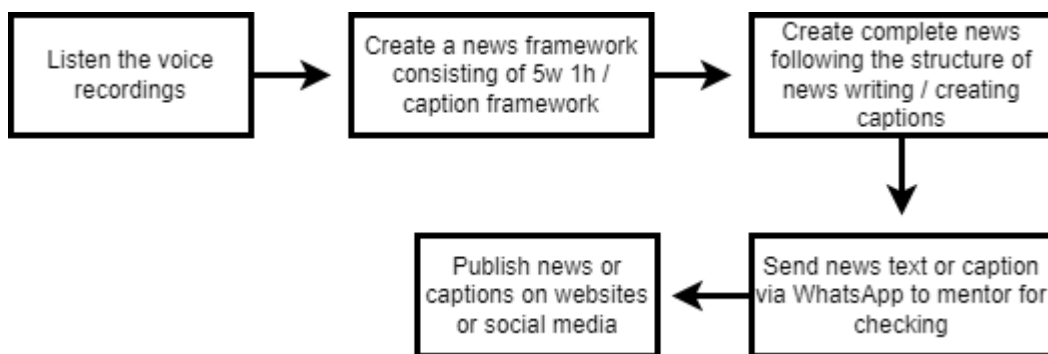


Figure 3.2 the process Creating a news or caption for the activity being covered

3. Make LPD letter

The LPD (*Laporan Perjalanan Dinas*) letter is a statement that the public relations member is going to cover leadership activities within the Siak district and outside the district. How it works is using Microsoft Word by copying the existing LPD letter template, preparing data recaps. Then change the letter number, day, date, month, year, name of the activity, location of the activity, contents of the report and name of the public relations member who is covering it, then print the letter.

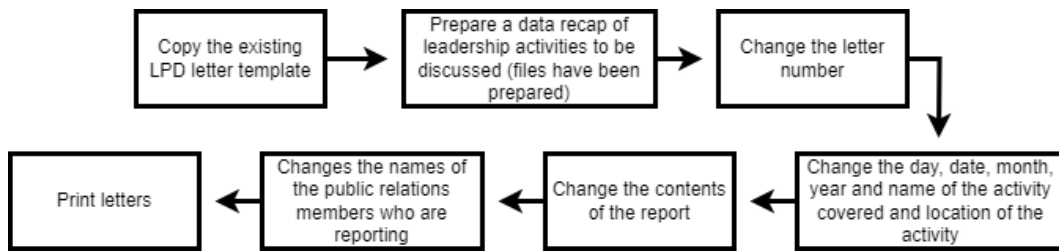


Figure 3.3 the process Make LPD letter

4. Make *Mutlak* letter

This *Mutlak* Letter is a statement from the reporting officer that he is covering activities carried out by regional leaders. How it works is using Microsoft Word by copying an existing *Mutlak* letter template. Then change the letter number, day, date, month, year, name of the activity, location of the activity, contents of the report and name of the public relations member who is covering it, then print the letter.

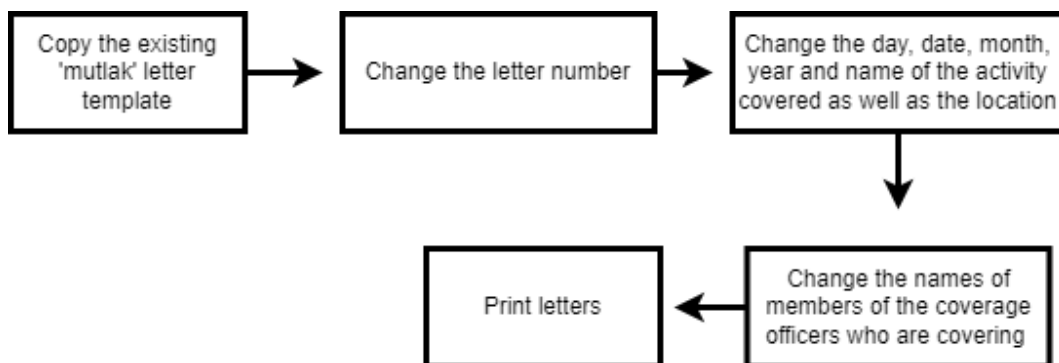


Figure 3.4 the process Make Mutlak letter

5. Make SPT letter

SPT (*Surat Perintah Tugas*) is a statement of assignment orders to cover leadership activities. The way it works is using microsoft word by copying an existing SPT letter template, preparing a data summary. Then change the letter number, day, date, month, year, name of the activity, location of the activity, contents of the report and name of the public relations member who is covering it, then print the letter.

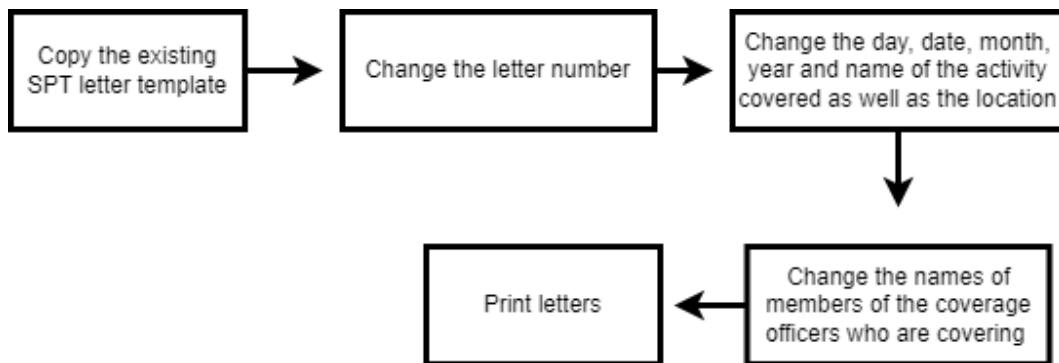


Figure 3.5 the process Make SPT letter

6. Document archive

The document archive contains 5 document files: SPT letter, *Visum*, *Mutlak* letter, Receipts and LPD letter. This document archive aims to provide disbursement for public relations officers. How it works is by arranging the five document files above according to the letter number to make one archive file.

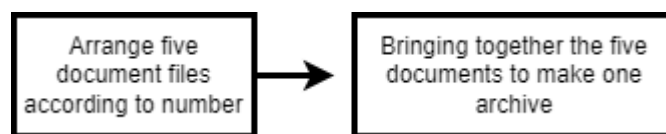


Figure 3.6 the process Document archive

7. Create a radio advertisement

Radio advertising is one of the programs from the Siak district government radio. Which aims to inform radio listeners regarding events or activity programs carried out by the Siak district government. How it works is by collecting activity data, namely theme and time. Then create an advertising framework, then create an advertising script. The completed manuscript is sent to the radio staff for revision. After revision, the radio staff recorded the sound. And finally publish audio advertisements on radio.

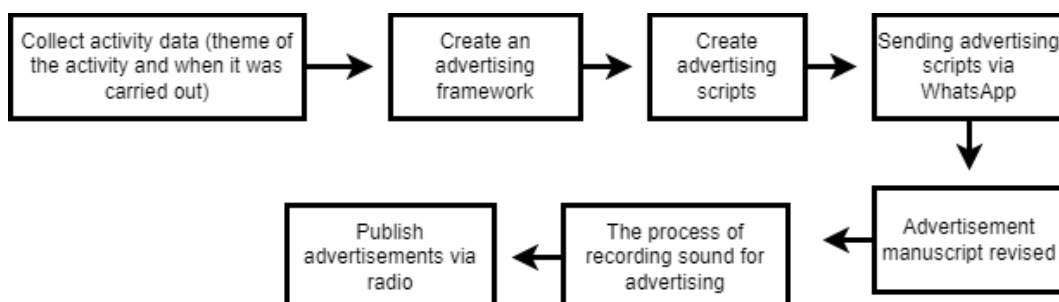


Figure 3.7 the process Create a radio advertisement

8. Make posters

Posters are one way for The Communication and Information (DISKOMINFO) of Siak Regency to provide information about an appeal or direction. How it works is by determining a theme for the poster, collecting information according to the theme you want to create, designing the poster using the Canva application and then sending the resulting poster to the mentor.

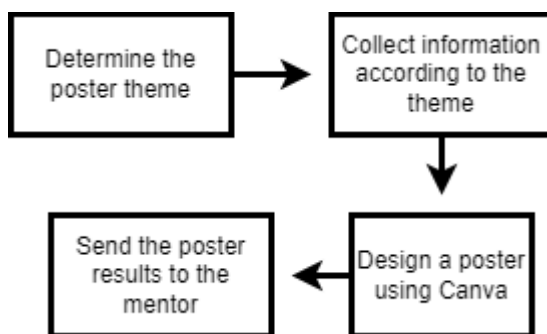


Figure 3.8 the process Make posters

9. Distribute questionnaires

Distributing questionnaires is one way to find respondents to fill out an evaluation of smart city implementation, which is one of the government's programs in building smart cities. The way it works is by looking for respondents, then the respondents fill out a questionnaire. After that, the questionnaire was collected to the mentor.

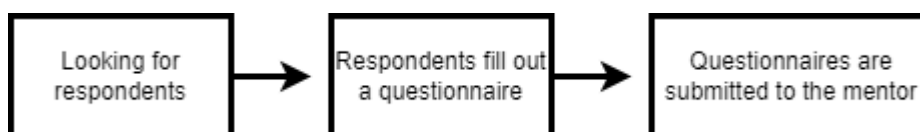


Figure 3.9 the process Distribute questionnaires

3.3 Place of Apprenticeship

This internship program lasts for 4 months starting from 21 August 2023 to 21 December 2023. The internship program is carried out at The Communication and Informatics (DISKOMINFO) of Siak Regency which is located in the Tanjung Agung office complex, Mempura sub-district, Siak Regency, Riau Province.

3.4 Kind and Description of the Activity

The author daily activities during his internship at The Communication and Informatics (DISKOMINFO) of Siak Regency can be seen from the table below:

Table 3.1 First Week Activities (21th August - 27th August 2023)

No	Day/date	Activity	Place
1.	Monday, August 21 th 2023	1. Introduction to the Office 2. Distribution of internship areas in the Field of Public Communication Information and Statistics, Public Relations Management Section	IKPS room
2.	Tuesday, August 22 th 2023	1. Take part in the ceremony 2. Given direction by the head of the IKPS department	IKPS room
3.	Wednesday, August 23 th 2023	1. Take part in the ceremony 2. Confirm the poster idea 3. Assigned to make informational infographic videos about forest and land fires	IKPS room
4.	Thursday, August 24 th 2023	1. Make a poster with the theme "tips for maintaining health during forest and land fires"	IKPS room
5.	Friday, August 25 th 2023	Internship Orientation	IKPS room
6.	Saturday, August 26 th 2023	Off	
7.	Sunday, August 27 th 2023		

Table 3.2 Second Week Activities (August 28th – September 2nd 2023)

No	Day/date	Activity	Place
1.	Monday, August 28 th 2023	Looking for up to date articles or news about economics, politics, culture and education	IKPS room

2.	Tuesday, August 29 th 2023	Blanketing and try writing news or caption the activity <i>"Penganugerahan Lomba Cepat Tepat Perpajakan 2023 Kabupaten Siak"</i>	Siak regent's office
3.	Wednesday, August 30 th 2023	1. Take part in the ceremony 2. Blanketing and try writing news or caption the activity <i>"Diseminasi Audit Kasus Stunting Kab. Siak Tahun 2023"</i>	Siak regent's office and IKPS room
4.	Thursday, August 24 th 2023	The task of looking for news related to the Siak kingdom	IKPS room
5.	Friday, August 31 th 2023	1. Blanketing and try writing news or caption the activity <i>"Penyerahan Surat Keputusan Bupati Siak, Pelantikan dan Pengambilan Sumpah Pegawai Dengan Perjanjian Kerja (PPPK) Tenaga Teknis Formasi Tahun 2022 Di Lingkungan Pemerintah Kab. Siak"</i>	Siak regent's office and IKPS room
6.	Saturday, September 1 st 2023		Off
7.	Sunday, September 2 nd 2023		OFF

Table 3.3 Third Week Activities (September 4th – September 10th 2023)

No	Day/date	Activity	Place
1.	Monday, September 4 th 2023	Learn about the basics of journalism	IKPS room
2.	Tuesday, September 5 th 2023	1. Participate in daily ceremonies 2. Learning and discussing journalism 3. Assist in preparing SPT	IKPS room
3.	Wednesday, September 6 th 2023	1. Blanketing and try writing news or caption the activity <i>"Penyambutan Tim Monev"</i>	Housing Complex Abdi Praja, Zamrud Room

		<i>Implementasi KTR dalam Rangka Asean Smoke Free Award (ASA) di Kabupaten Siak"</i>	
4.	Thursday, September 7 th 2023	1. Make a poster 2. Discussion of journalism learning	IKPS room
5.	Friday, September 8 th 2023	Semi-feature learning materials	IKPS room
6.	Saturday, September 9 th 2023	Off	
7.	Sunday, September 10 th 2023	OFF	

Table 3.4 Fourth Week Activities (September 11th – September 17th 2023)

No	Day/date	Activity	Place
1.	Monday, September 11 th 2023	News writing practice	IKPS room
2.	Tuesday, September 12 th 2023	Learn Journalism theory	IKPS room
3.	Wednesday, september 13 th 2023	Blanketing and try writing news or caption the activity " <i>Mengenal & Melacak Informasi Palsu</i> "	Tengku Mahratu Building and IKPS room
4.	Thursday, September 14 th 2023	1. Discussion of news releases 2. Discussion for distribution of questionnaires 3. Print the sheet	Siak regent's office and IKPS room
5.	Friday, September 15 th 2023	Learning discussion	IKPS room
6.	Saturday, September 16 th 2023	Off	
7.	Sunday, September 17 th 2023	OFF	

Table 3.5 Fifth Week Activities (September 18th – September 24th 2023)

No	Day/date	Activity	Place
1.	Monday, September 18 th 2023	1. Discussion together 2. Help write letters 3. Follow the coverage	IKPS room and Housing Complex Abdi Praja
2.	Tuesday, September 19 th 2023	1. Discussion together 2. Help write letters 3. Coverage of the regent's housing	IKPS room and Housing Complex Abdi Praja
3.	Wednesday, September 20 th 2023	1. Help write letters 2. Discussion regarding filling out the questionnaire	IKPS room and Siak regent's office
4.	Thursday, September 21 th 2023	Blanketing and try writing news or caption the activity " <i>Bimbingan Teknis Kenaikan Pangkat Jabatan Fungsional Guru Jenjang TK, SD, SMP, SMA/SMK Negeri Kabupaten Siak</i> "	Tengku Mahratu Building and IKPS room
5.	Friday, September 22 th 2023	Joint discussion	IKPS room
6.	Saturday, September 23 th 2023		Off
7.	Sunday, September 24 th 2023		OFF

Table 3.6 Sixth Week Activities (September 25th - October 1st 2023)

No	Day/date	Activity	Place
1.	Monday, September 25 th 2023	Helping write letters	IKPS room
2.	Tuesday, September 26 th 2023	Helping write letters	IKPS room
3.	Wednesday, September 27 th 2023	Visit Siak TV and Radio Siak	Siak TV and Radio
4.	Thursday, September 28 th 2023	Public Holiday	-
5.	Friday, September 29 th 2023	Deliver the smart city questionnaire file	Siak regent's office

6.	Saturday, September 30 th 2023	OFF
7.	Sunday, October 1 st 2023	

Table 3.7 Seventh Week Activities (October 2nd – October 8th 2023)

No	Day/date	Activity	Place
1.	Monday, October 2 nd 2023	1. Blanketing and try writing news or caption the activity " <i>Pembukaan Pelatihan Membuat Souvenir dari Bahan Perca Batik dan Tenun Siak</i> " 2. Blanketing and try writing news or caption the activity " <i>Rapat Forum Koordinasi Pimpinan Daerah (Forkopimda) dengan Organisasi Perangkat Daerah di Lingkungan Pemerintah Kabupaten Siak Tahun 2023</i> "	DEKRANASDA Siak and Siak regent's office
2.	Tuesday, October 3 rd 2023	Create Infographic Posters	IKPS room
3.	Wednesday, October 4 th 2023	Blanketing and try writing news or caption the activity " <i>Kunjungan Ibu Wakilpolda dalam Rangka Acara Sosialisasi Taspen Life</i> "	Siak regent's office
4.	Thursday, October 5 th 2023	Blanketing and try writing news or caption the activity " <i>Pembukaan Musyawarah PWRI Kabupaten Siak Tahun 2023</i> "	Housing Complex Abdi Praja
5.	Friday, October 6 th 2023	Discussions with mentors, and creating release materials for publication https://pantauriau.com/news/detail/34199/pengurus-pwri-siak-berkumpul-bahas-muskab	IKPS room
6.	Saturday, October 7 th 2023	OFF	
7.	Sunday, October 8 th 2023		

Table 3.8 Eighth Week Activities (October 9th – October 15th 2023)

No	Day/date	Activity	Place
1.	Monday, October 9 th 2023	Blanketing and try writing news or caption the activity " <i>Rakorpusda Pengendalian Inflasi Tahun 2023</i> "	Siak regent's office and IKPS room
2.	Tuesday, October 10 th 2023	Discussion with Mentor	IKPS room
3.	Wednesday, October 11 th 2023	Helping in writing letters	IKPS room
4.	Thursday, October 12 th 2023	Take part in the 24th Anniversary Ceremony of Siak Regency at the Siak Regent's Office Grounds	Regent's Office Grounds
5.	Friday, October 13 th 2023	Discussion with Mentor	IKPS room
6.	Saturday, October 14 th 2023	OFF	
7.	Sunday, October 15 th 2023		

Table 3.9 Ninth Week Activities (October 16th – October 22th 2023)

No	Day/date	Activity	Place
1.	Monday, October 16 th 2023	1. Casual discussion with mentor 2. Helping print letters	IKPS room
2.	Tuesday, October 17 th 2023	Helping writing the LPD letter for July	IKPS room
3.	Wednesday, October 18 th 2023	Helping in writing letters	IKPS room
4.	Thursday, October 19 th 2023	Helping in writing letters	IKPS room
5.	Friday, October 20 th 2023	Helping in writing letters	IKPS room
6.	Saturday, October 21 th 2023	OFF	
7.	Sunday, October 22 th 2023		

Table 3.10 Tenth Week Activities (October 23th – October 29th 2023)

No	Day/date	Activity	Place
1.	Monday, October 23 th 2023	There are no tasks/activities given by mentors or employees in the room	IKPS room
2.	Tuesday, October 24 th 2023	There are no tasks/activities given by mentors or employees in the room	IKPS room
3.	Wednesday, October 25 th 2023	Assisting in making LPD in September	IKPS room
4.	Thursday, October 26 th 2023	Continued Assisting in making LPD in September	IKPS room
5.	Friday, October 27 th 2023	Helping find lost files	IKPS room
6.	Saturday, October 28 th 2023	OFF	
7.	Sunday, October 29 th 2023		

Table 3.11 Eleventh Week Activities (October 30th – November 5th 2023)

No	Day/date	Activity	Place
1.	Monday, October 30 th 2023	Blanketing and try writing news or caption the activity " <i>Rapat Koordinasi Komisi Pengawasan Pupuk dan Pestisida Bersubsidi Kabupaten Siak Tahun 2023</i> "	Siak regent's office
2.	Tuesday, October 31 th 2023	Helping in writing letters	IKPS room
3.	Wednesday, November 1 st 2023	Helping print and distribute letters by name of public relations members who are out in the field	IKPS room
4.	Thursday, November 2 nd 2023	Create an advertising script for the " <i>Festival Batik dan Tenun Siak</i> " event	IKPS room

5.	Friday, November 3 rd 2023	Sick	-
6.	Saturday, Novemebr 4 th 2023	OFF	
7.	Sunday, November 5 th 2023		

Table 3.12 Twelfth Week Activities (November 6th – November 12th 2023)

No	Day/date	Activity	Place
1.	Monday, November 6 th 2023	Making letter	IKPS room
2.	Tuesday, November 7 th 2023	Permit	-
3.	Wednesday, November 8 th 2023	Making letter	IKPS room
4.	Thursday, November 9 th 2023	Helping print files	IKPS room
5.	Friday, November 10 th 2023	Making letter	IKPS room
6.	Saturday, Novemebr 11 th 2023	OFF	
7.	Sunday, November 12 th 2023		

Table 3.13 Thirteenth Week Activities (November 13th – November 19th 2023)

No	Day/date	Activity	Place
1.	Monday, November 13 th 2023	Helping sorting the letter	IKPS room
2.	Tuesday, November 14 th 2023	Helping sorting the letter	IKPS room
3.	Wednesday, November 15 th 2023	Creating an LPD letter	IKPS room
4.	Thursday, November 16 th 2023	Blanketing and try writing news or caption the activity " <i>Bupati Siak dalam kegiatan Festival Batik dan Tenun Siak</i> "	Tengku Mahratu Building and IKPS room

5.	Friday, November 17 th 2023	Creating an LPD letter	IKPS room
6.	Saturday, Novemebr 18 th 2023	OFF	
7.	Sunday, November 19 th 2023		

Table 3.14 Fourteenth Week Activities (November 20th – November 26th 2023)

No	Day/date	Activity	Place
1.	Monday, November 20 th 2023	Blanketing and try writing news or caption the activity " <i>Peningkatan Karir Pendidik dan Tenaga Kependidikan (Bimtek Guru Tahfiz MDTA)</i> "	Grand Mempura Hotel and IKPS room
2.	Tuesday, November 21 ^h 2023	Create promotional advertising scripts for Tour De Siak events	IKPS room
3.	Wednesday, November 22 th 2023	Blanketing and try writing news or caption the activity " <i>Kunjungan dari Bupati Tanjung Jabung Barat</i> "	Housing Complex Abdi Praja and IKPS room
4.	Thursday, November 23 th 2023	Blanketing and try writing news or caption the activity " <i>Evaluasi Rencana Tindak Lanjut Audit Kasus Stunting</i> "	Siak regent's office and IKPS room
5.	Friday, November 24 th 2023	Helping sorting the letter	IKPS room
6.	Saturday, November 25 th 2023	Participated in maintaining the Diskominfo stand at the Siak Regency MTQ event in Bungaraya sub-district	
7.	Sunday, November 26 th 2023	OFF	

Table 3.15 Fifteenth Week Activities (November 27th – December 3rd 2023)

No	Day/date	Activity	Place
1.	Monday, November 27 th 2023	Recap the letter	IKPS room

2.	Tuesday, November 28 th 2023	Recap the letter	IKPS room
3.	Wednesday, November 29 th 2023	Create SPT letter	IKPS room
4.	Thursday, November 30 th 2023	Blanketing and try writing news or caption the activity " <i>Dialog Sportif oleh TVRI Riau</i> "	IKPS room and Sporthall
5.	Friday, December 1 st 2023	Sick	-
6.	Saturday, December 2 nd 2023	OFF	
7.	Sunday, December 3 rd 2023		

Table 3.16 Sixteenth Week Activities (December 4th – December 10th 2023)

No	Day/date	Activity	Place
1.	Monday, December 4 th 2023	Compile document archives	IKPS room
2.	Tuesday, December 5 th 2023	Compile document archives	IKPS room
3.	Wednesday, December 6 th 2023	Making SPT letter	IKPS room
4.	Thursday, December 7 th 2023	Making SPT letter	IKPS room
5.	Friday, December 8 th 2023	Compile document archives	IKPS room
6.	Saturday, December 9 th 2023	OFF	
7.	Sunday, December 10 th 2023		

Table 3.17 Seventeenth Week Activities (December 11th – December 17th 2023)

No	Day/date	Activity	Place
1.	Monday, December 11 th 2023	Blanketing and try writing news or caption the activity " <i>Pembukaan</i> "	Siak regent's office and IKPS room

		<i>Penyelenggaraan Orientasi PPPK di Lingkungan kab. Siak T.A 2023"</i>	
2.	Tuesday, December 12 th 2023	Making SPT letter and print file document	IKPS room
3.	Wednesday, December 13 th 2023	Blanketing and try writing news or caption the activity <i>"Penganugerahan Pemenang Lomba Pojok Baca OPD dan Lomba Taman Baca Masyarakat (TBM)"</i>	Library and archives office and IKPS room
4.	Thursday, December 14 th 2023	Blanketing and try writing news or caption the activity <i>"Kegiatan Peningkatan Kapasitas RT (Rukun Tetangga) Tahun Anggaran 2023"</i>	Housing Complex Abdi Praja and IKPS room
5.	Friday, December 15 th 2023	Helping find files	IKPS room
6.	Saturday, December 16 th 2023	OFF	
7.	Sunday, December 17 th 2023		

Table 3.18 Eighteenth Week Activities (December 18th – December 21th 2023)

No	Day/date	Activity	Place
1.	Monday, December 18 th 2023	Making LPD letter	IKPS room
2.	Tuesday, December 19 th 2023	Making LPD letter	IKPS room
3.	Wednesday, December 20 th 2023	Making LPD letter	IKPS room
4.	Thursday, December 21 th 2023	Internship farewell	IKPS room

CHAPTER IV CONCLUSION AND SUGGESTION

4.1 Conclusion

From the entire contents of the report above, it can be concluded that the author has completed 4 months of work practice starting from August 21th to December 21th 2023 at The Communication and Informatics (DISKOMINFO) of Siak Regency in the IKPS field. During the internship, the author had the opportunity to try several tasks in the field of IKPS, such as: covering the activities of the regent/vice-regent and secretary of Siak district, making news or captions of the activities covered, making LPD letters, making *Mutlak* letters, writing SPT letters, archive documents, create radio advertisements, create posters, and distribute questionnaires. Apart from that, the author also takes part in office activities such as the Joint morning ceremony every Tuesday, Wednesday and Friday.

4.2 Suggestion

After implementing the internship program by students, here the author provides several suggestions:

1. The first suggestion given to The Communication and Informatics (DISKOMINFO) of Siak Regency, the author's suggestion is for The Communication and Informatics (DISKOMINFO) of Siak Regency to continue to improve access to services for the Siak district community by publishing information so that it is easily obtained by the community.
2. The second suggestion given to State Polytechnic of Bengkalis, the author's suggestion for the State Polytechnic of Bengkalis is that it can establish more cooperation with companies and regional government offices so that good and close cooperation can be established.

REFERENCES

State Polytechnic of Bengkalis Profile., <http://polbeng.ac.id/> ,. Accessed on December 5th 2023.

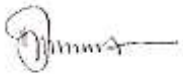
The Communication and Informatics of Siak Regency Profile., <https://diskominfo.siakkab.go.id/> ,. Accessed on December 5th 2023.

The Communication and Informatics of Blitar Regency Profile., <https://kominfo.blitarkab.go.id/> ,. Accessed on January 1st 2023.

APPENDICES
APPENDIX A
DAILY ACTIVITIES
OF THE JOB TRAINING

DAY : MONDAY

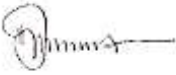
DATE : AUGUST 21th 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Introduction to the Office 2. Distribution of internship areas in the Field of Public Communication Information and Statistics, Public Relations Management Section	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		

DAY : TUESDAY

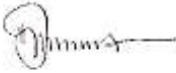
DATE : AUGUST 22th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Take part in the ceremony 2. Given direction by the head of the IKPS department	Defi Satria, SE	

NO.	WORKING	EXPLANATION

DAY : WEDNESDAY

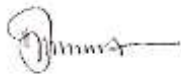
DATE : AUGUST 23th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Take part in the ceremony 2. Confirm the poster idea 3. Assigned to make informational infographic videos about forest and land fires	Defi Satria, SE	

NO.	WORKING	EXPLANATION
1.		Determining a theme for the poster, collecting information according to the theme you want to create, designing the poster using the Canva application and then sending the resulting poster to the mentor.

DAY : THURSDAY

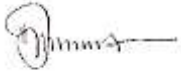
DATE : AUGUST 24th 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Make a poster with the theme "tips for maintaining health during forest and land fires"	Defi Satria, SE	

NO.	WORKING	EXPLANATION
1.		Determining a theme for the poster, collecting information according to the theme you want to create, designing the poster using the Canva application and then sending the resulting poster to the mentor.

DAY : FRIDAY

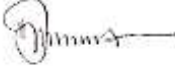
DATE : AUGUST 25th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Internship Orientation	Defi Satria, SE	

NO.	WORKING	EXPLANATION

DAY : MONDAY

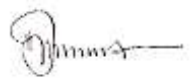
DATE : AUGUST 28th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Looking for up to date articles or news about economics, politics, culture and education	Defi Satria, SE	

NO.	WORKING	EXPLANATION
1.		

DAY : TUESDAY


DATE : AUGUST 29th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Blanketing and try writing news or caption the activity <i>"Penganugerahan Lomba Cepat Tepat Perpajakan 2023 Kabupaten Siak"</i>	Defi Satria, SE	
	Correct word usage		

NO.	WORKING	EXPLANATION
1.		Recording or interview, then listening to a recording that has previously been recorded using a cellphone, then creating and writing the news or caption, the finished news is sent to the mentor.

DAY : WEDNESDAY


DATE : AUGUST 30th 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Take part in the ceremony 2. Blanketing and try writing news or caption the activity <i>"Diseminasi Audit Kasus Stunting Kab. Siak Tahun 2023"</i>	Defi Satria, SE	
	Correct word usage		

NO.	WORKING	EXPLANATION
1.		Recording or interview, then listening to a recording that has previously been recorded using a cellphone, then creating and writing the news or caption, the finished news is sent to the mentor.

DAY : THURSDAY

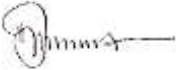
DATE : AUGUST 31th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	The task of looking for news related to the Siak kingdom	Defi Satria, SE	

NO.	WORKING	EXPLANATION
1.		

DAY : FRIDAY

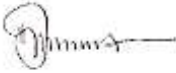
DATE : AUGUST 31th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Blanketing and try writing news or caption the activity <i>"Penyerahan Surat Keputusan Bupati Siak, Pelantikan dan Pengambilan Sumpah Pegawai Dengan Perjanjian Kerja (PPPK) Tenaga Teknis Formasi Tahun 2022 Di Lingkungan Pemerintah Kab. Siak"</i>	Defi Satria, SE	
	Correct word usage		

NO.	WORKING	EXPLANATION
		Recording or interview, then listening to a recording that has previously been recorded using a cellphone, then creating and writing the news or caption, the finished news is sent to the mentor.

DAY : MONDAY

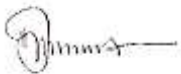
DATE : SEPTEMBER 4th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Learn about the basics of journalism	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		

DAY : TUESDAY


DATE : SEPTEMBER 5th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Participate in daily ceremonies 2. Learning and discussing journalism 3. Assisting in preparing SPT	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		Copying the existing SPT letter template, preparing data recaps. Then change the letter number, day, date, month, year, name of the activity, location of the activity, contents of the report and name of the public relations member who is covering it, then print the letter.

DAY : WEDNESDAY

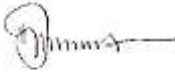
DATE : SEPTEMBER 6th 2023

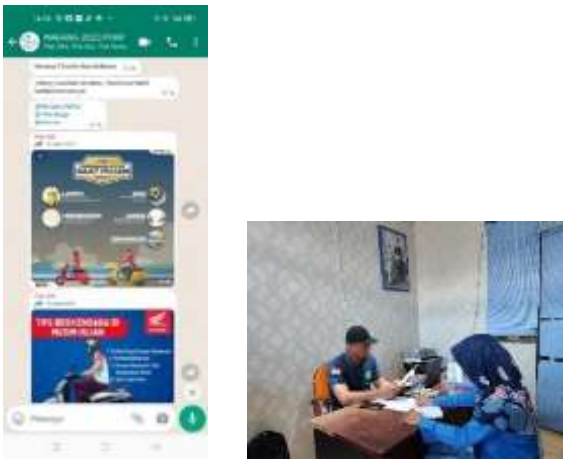
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Blanketing and try writing news or caption the activity <i>"Penyambutan Tim Money Implementasi KTR dalam Rangka Asean Smoke Free Award (ASA) di Kabupaten Siak"</i>	Defi Satria, SE	
	Correct word usage		

NO.	WORKING	EXPLANATION
		Recording or interview, then listening to a recording that has previously been recorded using a cellphone, then creating and writing the news or caption, the finished news is sent to the mentor.

DAY : THURSDAY

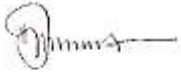
DATE : SEPTEMBER 7th 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Make a poster 2. Discussion of journalism learning	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		Determining a theme for the poster, collecting information according to the theme you want to create, designing the poster using the Canva application and then sending the resulting poster to the mentor.

DAY : FRIDAY

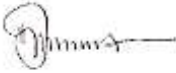
DATE : SEPTEMBER 8th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Semi-feature learning materials	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		

DAY : MONDAY

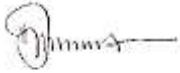
DATE : SEPTEMBER 11th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	News writing practice	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		

DAY : TUESDAY

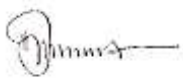
DATE : SEPTEMBER 12th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Learn Journalism theory	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		

DAY : WEDNESDAY

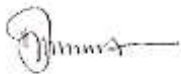
DATE : SEPTEMBER 13th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Blanketing and try writing news or caption the activity <i>"Mengenal & Melacak Informasi Palsu"</i>	Defi Satria, SE	
	Correct word usage		

NO.	WORKING	EXPLANATION
		Recording or interview, then listening to a recording that has previously been recorded using a cellphone, then creating and writing the news or caption, the finished news is sent to the mentor.

DAY : THURSDAY

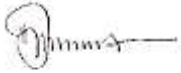
DATE : SEPTEMBER 14th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Discussion of news releases 2. Discussion for distribution of questionnaires 3. Print the sheet	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		Looking for respondents, then the respondents fill out a questionnaire. After that, the questionnaire was collected to the mentor.

DAY : FRIDAY

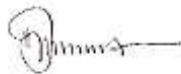
DATE : SEPTEMBER 15th 2023




NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Learning discussion	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		

DAY : MONDAY

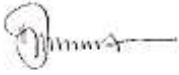
DATE : SEPTEMBER 18th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Discussion together 2. Helping write letters 3. Follow the blanketing	Defi Satria, SE	
	Correct word usage		

NO.	WORKING	EXPLANATION
	  	<p>Recording or interview, then listening to a recording that has previously been recorded using a cellphone, then creating and writing the news or caption, the finished news is sent to the mentor.</p>

DAY : TUESDAY

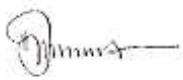
DATE : SEPTEMBER 19th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Discussion together 2. Helping write letters 3. Blanketing of the regent's housing	Defi Satria, SE	
	Correct word usage		

NO.	WORKING	EXPLANATION
		Recording or interview, then listening to a recording that has previously been recorded using a cellphone, then creating and writing the news or caption, the finished news is sent to the mentor.

DAY : WEDNESDAY

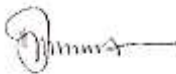
DATE : SEPTEMBER 20th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Helping write letters 2. Discussion regarding filling out the questionnaire	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		<p>Copying the existing LPD letter template, preparing data recaps. Then change the letter number, day, date, month, year, name of the activity, location of the activity, contents of the report and name of the public relations member who is covering it, then print the letter.</p>

DAY : THURSDAY

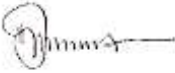
DATE : SEPTEMBER 21th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Blanketing and try writing news or caption the activity <i>"Bimbingan Teknis Kenaikan Pangkat Jabatan Fungsional Guru Jenjang TK, SD, SMP, SMA/SMK Negeri Kabupaten Siak"</i>	Defi Satria, SE	
	Correct word usage		

NO.	WORKING	EXPLANATION
		Recording or interview, then listening to a recording that has previously been recorded using a cellphone, then creating and writing the news or caption, the finished news is sent to the mentor.

DAY : FRIDAY

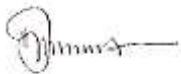
DATE : SEPTEMBER 22th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Joint discussion	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		

DAY : MONDAY

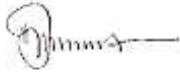
DATE : SEPTEMBER 25th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Helping write letters	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		Copying the existing SPT letter template, preparing data recaps. Then change the letter number, day, date, month, year, name of the activity, location of the activity, contents of the report and name of the public relations member who is covering it, then print the letter.

DAY : TUESDAY

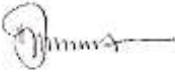
DATE : SEPTEMBER 26th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Helping write letters	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		Copying the existing LPD letter template, preparing data recaps. Then change the letter number, day, date, month, year, name of the activity, location of the activity, contents of the report and name of the public relations member who is covering it, then print the letter.

DAY : WEDNESDAY

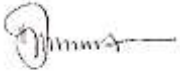
DATE : SEPTEMBER 27th 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Visit Siak TV and Radio Siak	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		

DAY : THURSDAY

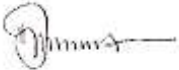
DATE : SEPTEMBER 28th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Public Holiday	Defi Satria, SE	

NO.	WORKING	EXPLANATION

DAY : FRIDAY

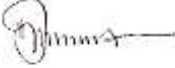
DATE : SEPTEMBER 29th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Deliver the smart city questionnaire file	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		Looking for respondents, then the respondents fill out a questionnaire. After that, the questionnaire was collected to the mentor.

DAY : MONDAY

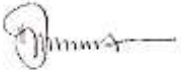
DATE : OCTOBER 2nd 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Blanketing and try writing news or caption the activity <i>"Pembukaan Pelatihan Membuat Souvenir dari Bahan Perca Batik dan Tenun Siak"</i> 2. Blanketing and try writing news or caption the activity <i>"Rapat Forum Koordinasi Pimpinan Daerah (Forkopimda) dengan Organisasi Perangkat Daerah di Lingkungan Pemerintah Kabupaten Siak Tahun 2023"</i>	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		Recording or interview, then listening to a recording that has previously been recorded using a cellphone, then creating and writing the news or caption, the finished news is sent to the mentor.

DAY : TUESDAY


DATE : OCTOBER 3rd 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Creating Infographic Posters	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		<p>Determining a theme for the poster, collecting information according to the theme you want to create, designing the poster using the Canva application and then sending the resulting poster to the mentor.</p>

DAY : WEDNESDAY


DATE : OCTOBER 4th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Blanketing and try writing news or caption the activity <i>"Kunjungan Ibu Wakapolda dalam Rangka Acara Sosialisasi Taspen Life"</i>	Defi Satria, SE	
	Correct word usage		

NO.	WORKING	EXPLANATION
		Recording or interview, then listening to a recording that has previously been recorded using a cellphone, then creating and writing the news or caption, the finished news is sent to the mentor.

DAY : THURSDAY


DATE : OCTOBER 5th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Blanketing and try writing news or caption the activity <i>"Pembukaan Musyawarah PWRI Kabupaten Siak Tahun 2023"</i>	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		Recording or interview, then listening to a recording that has previously been recorded using a cellphone, then creating and writing the news or caption, the finished news is sent to the mentor.

DAY : FRIDAY

DATE : OCTOBER 6th 2023

NO .	DESCRIPTION OF ACTIVITIES	TASK ASSIGNO R	SIGNATU RE
1	Discussions with mentors, and creating release materials for publication <a href="https://pantauriau.com/news/detail/34199/pe
ngurus-pwri-siak-berkumpul-bahas-muskab">https://pantauriau.com/news/detail/34199/pe ngurus-pwri-siak-berkumpul-bahas-muskab	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		

DAY : MONDAY

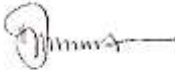
DATE : OCTOBER 9th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Blanketing and try writing news or caption the activity <i>"Rakorpusda Pengendalian Inflasi Tahun 2023"</i>	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		Recording or interview, then listening to a recording that has previously been recorded using a cellphone, then creating and writing the news or caption, the finished news is sent to the mentor.

DAY : TUESDAY

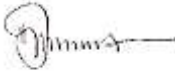
DATE : OCTOBER 10th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Discussion with Mentor	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		

DAY : WEDNESDAY

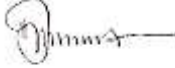
DATE : OCTOBER 11th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Helping in writing letters	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		Copying the existing LPD letter template, preparing data recaps. Then change the letter number, day, date, month, year, name of the activity, location of the activity, contents of the report and name of the public relations member who is covering it, then print the letter.

DAY : THURSDAY

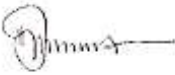
DATE : OCTOBER 12th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Take part in the 24th Anniversary Ceremony of Siak Regency at the Siak Regent's Office Grounds	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		

DAY : FRIDAY

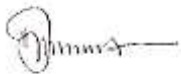
DATE : OCTOBER 13th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Discussion with Mentor	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		

DAY : MONDAY

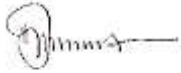
DATE : OCTOBER 16th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Casual discussion with mentor 2. Helping print letters	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		

DAY : TUESDAY


DATE : OCTOBER 17th 2023

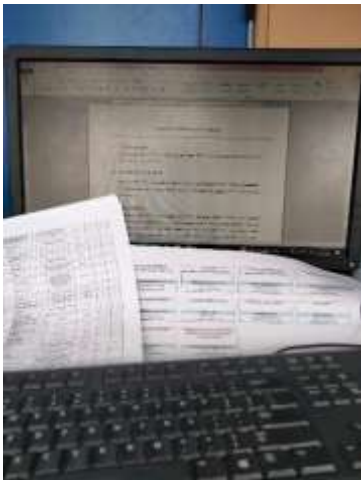
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Helping writing the LPD letter for July	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		Copying the existing LPD letter template, preparing data recaps. Then change the letter number, day, date, month, year, name of the activity, location of the activity, contents of the report and name of the public relations member who is covering it, then print the letter.

DAY : WEDNESDAY

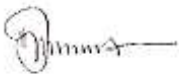
DATE : OCTOBER 18th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Helping in writing LPD letters	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		Copying the existing LPD letter template, preparing data recaps. Then change the letter number, day, date, month, year, name of the activity, location of the activity, contents of the report and name of the public relations member who is covering it, then print the letter.

DAY : THURSDAY

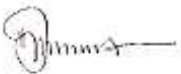
DATE : OCTOBER 19th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Helping in writing LPD letters	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		Copying the existing LPD letter template, preparing data recaps. Then change the letter number, day, date, month, year, name of the activity, location of the activity, contents of the report and name of the public relations member who is covering it, then print the letter.

DAY : FRIDAY

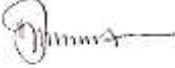
DATE : OCTOBER 20st 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Helping in writing LPD letters	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		Copying the existing LPD letter template, preparing data recaps. Then change the letter number, day, date, month, year, name of the activity, location of the activity, contents of the report and name of the public relations member who is covering it, then print the letter.

DAY : MONDAY

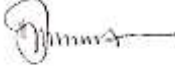
DATE : OCTOBER 23th 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	There are no tasks/activities given by mentors or employees in the room	Defi Satria, SE	

NO.	WORKING	EXPLANATION

DAY : TUESDAY

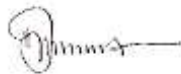
DATE : OCTOBER 24th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	There are no tasks/activities given by mentors or employees in the room	Defi Satria, SE	

NO.	WORKING	EXPLANATION

DAY : WEDNESDAY

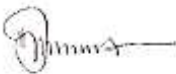
DATE : OCTOBER 25th 2023

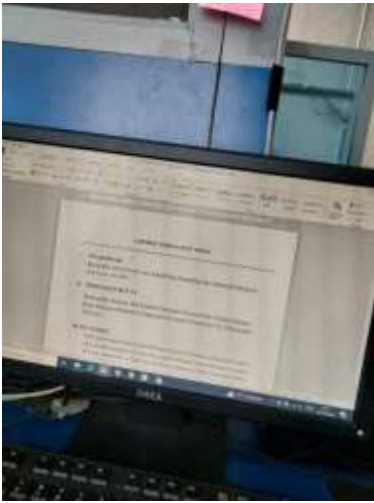
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Assisting in making LPD in September	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		Copying the existing LPD letter template, preparing data recaps. Then change the letter number, day, date, month, year, name of the activity, location of the activity, contents of the report and name of the public relations member who is covering it, then print the letter.

DAY : THURSDAY

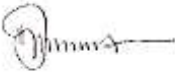
DATE : OCTOBER 26th 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Continued Assisting in making LPD in September	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		Copying the existing LPD letter template, preparing data recaps. Then change the letter number, day, date, month, year, name of the activity, location of the activity, contents of the report and name of the public relations member who is covering it, then print the letter.

DAY : FRIDAY


DATE : OCTOBER 27th 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Helping find lost files	Defi Satria, SE	

NO.	WORKING	EXPLANATION

DAY : MONDAY

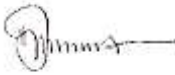
DATE : OCTOBER 30th 2023

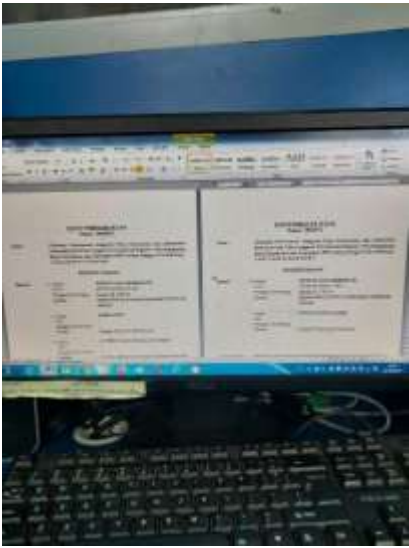
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Blanketing and try writing news or caption the activity <i>"Rapat Koordinasi Komisi Pengawasan Pupuk dan Pestisida Bersubsidi Kabupaten Siak Tahun 2023"</i>	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		Recording or interview, then listening to a recording that has previously been recorded using a cellphone, then creating and writing the news or caption, the finished news is sent to the mentor.

DAY : TUESDAY

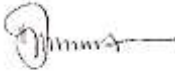
DATE : OCTOBER 31th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Helping in writing SPT letters	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		Copying the existing SPT letter template, preparing data recaps. Then change the letter number, day, date, month, year, name of the activity, location of the activity, contents of the report and name of the public relations member who is covering it, then print the letter.

DAY : WEDNESDAY


DATE : NOVEMBER 1st 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Helping print and distribute letters by name of public relations members who are out in the field	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		

DAY : THURSDAY

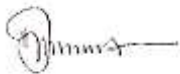
DATE : NOVEMBER 2nd 2023

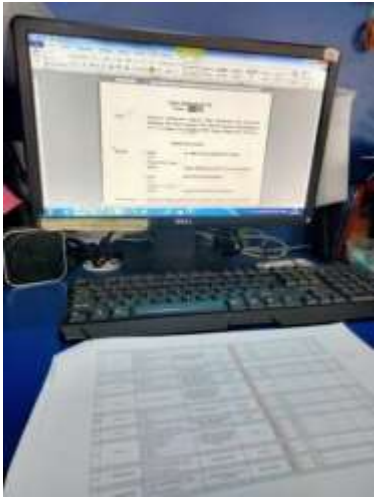
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Create an advertising script for the " <i>Festival Batik dan Tenun Siak</i> " event	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		<p>Collecting activity data, namely theme and time. Then create an advertising framework, then create an advertising script. The completed manuscript is sent to the radio staff for revision.</p>

DAY : MONDAY

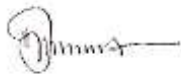
DATE : NOVEMBER 6th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Making SPT letter	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		Copying the existing SPT letter template, preparing data recaps. Then change the letter number, day, date, month, year, name of the activity, location of the activity, contents of the report and name of the public relations member who is covering it, then print the letter.

DAY : WEDNESDAY

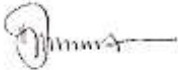
DATE : NOVEMBER 8th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Making Mutlak letter	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		Copying the existing <i>Mutlak</i> letter template, preparing data recaps. Then change the letter number, day, date, month, year, name of the activity, location of the activity, contents of the report and name of the public relations member who is covering it, then print the letter.

DAY : THURSDAY

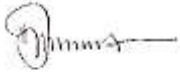
DATE : NOVEMBER 9th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Helping print files	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		

DAY : FRIDAY

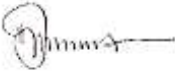
DATE : NOVEMBER 10th 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Making SPT letter	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		Copying the existing SPT letter template, preparing data recaps. Then change the letter number, day, date, month, year, name of the activity, location of the activity, contents of the report and name of the public relations member who is covering it, then print the letter.

DAY : MONDAY

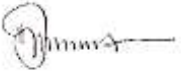
DATE : NOVEMBER 13th 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Helping sortir the letter	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		

DAY : TUESDAY

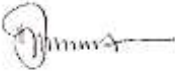
DATE : NOVEMBER 14th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Helping sortir the letter	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		

DAY : WEDNESDAY

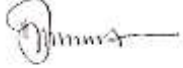
DATE : NOVEMBER 15th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Creating an LPD letter	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		Copying the existing LPD letter template, preparing data recaps. Then change the letter number, day, date, month, year, name of the activity, location of the activity, contents of the report and name of the public relations member who is covering it, then print the letter.

DAY : THURSDAY

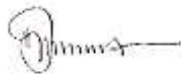
DATE : NOVEMBER 16th 2023

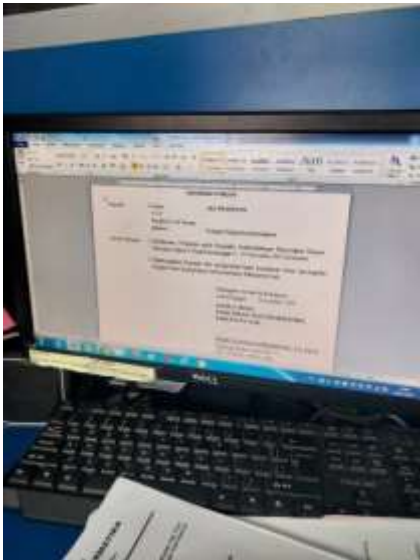
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Blanketing and try writing news or caption the activity <i>"Bupati Siak dalam kegiatan Festival Batik dan Tenun Siak"</i>	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		Recording or interview, then listening to a recording that has previously been recorded using a cellphone, then creating and writing the news or caption, the finished news is sent to the mentor.

DAY : FRIDAY

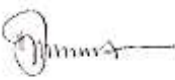
DATE : NOVEMBER 17th 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Creating an LPD letter	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		Copying the existing LPD letter template, preparing data recaps. Then change the letter number, day, date, month, year, name of the activity, location of the activity, contents of the report and name of the public relations member who is covering it, then print the letter.

DAY : MONDAY


DATE : NOVEMBER 20th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Blanketing and try writing news or caption the activity <i>“Peningkatan Karir Pendidik dan Tenaga Kependidikan (Bimtek Guru Tahfiz MDTA)”</i>	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		Recording or interview, then listening to a recording that has previously been recorded using a cellphone, then creating and writing the news or caption, the finished news is sent to the mentor.

DAY : TUESDAY

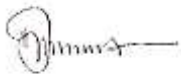
DATE : NOVEMBER 21th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Create promotional advertising scripts for Tour De Siak events	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		<p>Collecting activity data, namely theme and time. Then create an advertising framework, then create an advertising script. The completed manuscript is sent to the radio staff for revision.</p>

DAY : WEDNESDAY

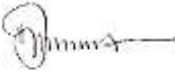
DATE : NOVEMBER 22th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Blanketing and try writing news or caption the activity <i>"Kunjungan dari Bupati Tanjung Jabung Barat"</i>	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		Recording or interview, then listening to a recording that has previously been recorded using a cellphone, then creating and writing the news or caption, the finished news is sent to the mentor.

DAY : THURSDAY

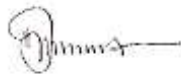
DATE : NOVEMBER 23th 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Blanketing and try writing news or caption the activity <i>"Evaluasi Rencana Tindak Lanjut Audit Kasus Stunting"</i>	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		Recording or interview, then listening to a recording that has previously been recorded using a cellphone, then creating and writing the news or caption, the finished news is sent to the mentor.

DAY : FRIDAY

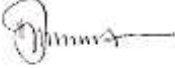
DATE : NOVEMBER 24th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Helping sortir the letter	Defi Satria, SE	

NO.	WORKING	EXPLANATION

DAY : SATURDAY


DATE : NOVEMBER 25th 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Participated in maintaining the Diskominfo stand at the Siak Regency MTQ event in Bungaraya sub-district	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		

DAY : MONDAY

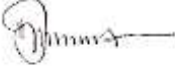
DATE : NOVEMBER 27th 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Recap the letter	Defi Satria, SE	

NO.	WORKING	EXPLANATION

DAY : TUESDAY


DATE : NOVEMBER 28th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Recap the letter	Defi Satria, SE	

NO.	WORKING	EXPLANATION

DAY : WEDNESDAY

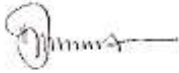
DATE : NOVEMBER 29th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Creating SPT letter	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		Copying the existing SPT letter template, preparing data recaps. Then change the letter number, day, date, month, year, name of the activity, location of the activity, contents of the report and name of the public relations member who is covering it, then print the letter.

DAY : THURSDAY

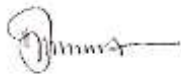
DATE : NOVEMBER 30th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Blanketing and try writing news or caption the activity <i>"Dialog Sportif oleh TVRI Riau"</i>	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		Recording or interview, then listening to a recording that has previously been recorded using a cellphone, then creating and writing the news or caption, the finished news is sent to the mentor.

DAY : MONDAY

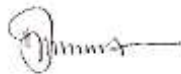
DATE : DECEMBER 4th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Compile document archives	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		Arranging the five document files above according to the letter number to make one archive file.

DAY : TUESDAY

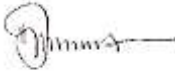
DATE : DECEMBER 5th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Compile document archives	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		Arranging the five document files above according to the letter number to make one archive file.

DAY : WEDNESDAY

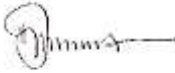
DATE : NOVEMBER 6th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Making SPT letter	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		Copying the existing SPT letter template, preparing data recaps. Then change the letter number, day, date, month, year, name of the activity, location of the activity, contents of the report and name of the public relations member who is covering it, then print the letter.

DAY : THURSDAY

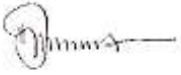
DATE : DECEMBER 7th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Making SPT letter	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		Copying the existing SPT letter template, preparing data recaps. Then change the letter number, day, date, month, year, name of the activity, location of the activity, contents of the report and name of the public relations member who is covering it, then print the letter.

DAY : FRIDAY

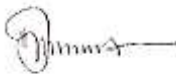
DATE : DECEMBER 8th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Compile document archives	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		Arranging the five document files above according to the letter number to make one archive file.

DAY : MONDAY

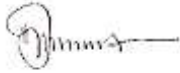
DATE : DECEMBER 11th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Blanketing and try writing news or caption the activity <i>"Pembukaan Penyelenggaraan Orientasi PPPK di Lingkungan kab. Siak T.A 2023"</i>	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		Recording or interview, then listening to a recording that has previously been recorded using a cellphone, then creating and writing the news or caption, the finished news is sent to the mentor.

DAY : TUESDAY

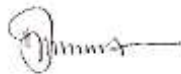
DATE : DECEMBER 12th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Making SPT letter and print file document	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		<p>Copying the existing SPT letter template, preparing data recaps. Then change the letter number, day, date, month, year, name of the activity, location of the activity, contents of the report and name of the public relations member who is covering it, then print the letter.</p>

DAY : WEDNESDAY

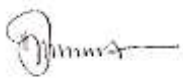
DATE : DECEMBER 13th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Blanketing and try writing news or caption the activity <i>“Penganugerahan Pemenang Lomba Pojok Baca OPD dan Lomba Taman Baca Masyarakat (TBM)”</i>	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		Recording or interview, then listening to a recording that has previously been recorded using a cellphone, then creating and writing the news or caption, the finished news is sent to the mentor.

DAY : THURSDAY

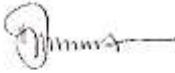
DATE : DECEMBER 14th 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Blanketing and try writing news or caption the activity <i>"Kegiatan Peningkatan Kapasitas RT (Rukun Tetangga) Tahun Anggaran 2023"</i>	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		Recording or interview, then listening to a recording that has previously been recorded using a cellphone, then creating and writing the news or caption, the finished news is sent to the mentor.

DAY : FRIDAY

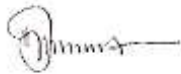
DATE : DECEMBER 15th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Helping find files	Defi Satria, SE	

NO.	WORKING	EXPLANATION

DAY : MONDAY

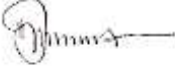
DATE : DECEMBER 18th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Making LPD letter	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		Copying the existing LPD letter template, preparing data recaps. Then change the letter number, day, date, month, year, name of the activity, location of the activity, contents of the report and name of the public relations member who is covering it, then print the letter.

DAY : TUESDAY

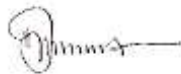
DATE : DECEMBER 19th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Making LPD letter	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		Copying the existing LPD letter template, preparing data recaps. Then change the letter number, day, date, month, year, name of the activity, location of the activity, contents of the report and name of the public relations member who is covering it, then print the letter.

DAY : WEDNESDAY


DATE : DECEMBER 20th 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Making LPD letter	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		Copying the existing LPD letter template, preparing data recaps. Then change the letter number, day, date, month, year, name of the activity, location of the activity, contents of the report and name of the public relations member who is covering it, then print the letter.

DAY : THURSDAY


DATE : DECEMBER 21th 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Internship farewell	Defi Satria, SE	

NO.	WORKING	EXPLANATION
		

APPENDIX B

CERTIFICATE OF APPRENTICESHIP



SERTIFIKAT

NO. 555/DKI/XII/2023/378
diberikan kepada :

Marissa Adha
*Jurusan Bahasa Politeknik Negeri Bangsals
Telah Menyelesaikan*

PROGRAM KERJA PRAKTEK
Dilaksanakan di

Dinas Komunikasi dan Informatika Kabupaten Siak
Bidang Informasi Komunikasi Publik dan Statistik, Bagian Jabatan
Fungsional Pengelolaan Kehumasan
dari tanggal 21 Agustus 2023 s/d 21 Desember 2023
diberikan oleh,

**Kepala Bidang Informasi Komunikasi
Kabupaten Siak**



Mendi Lasta Febrian, SE
Siak Mendi Lasta Febrian, SE

APPENDIX C

APPRENTICE APPRAISAL LETTER



PEMERINTAH KABUPATEN SIAK
DINAS KOMUNIKASI DAN INFORMATIKA

KOMPLEK PERPANTORAN TANJUNG AGUNG
KECAMATAN MEMPURA KABUPATEN SIAK PROVINSI RIAU
e-Mail : kominfo@siakkab.go.id

Siak Sri Indrapura, 26 Juni 2023

No. : 563/DKI/201

Kepada Yth :

Lamp : -

Direktur Politeknik Negeri Bengkalis

Hal : ***Balasan Izin Magang***

di -

Bengkalis

Dengan Hormat,

Sehubungan dengan surat Saudara Nomor : 2390/PL.31/TU/2023 Tanggal 15 Juni 2023 Perihal Izin Magang, maka bersama ini pada prinsipnya kami tidak keberatan menerima Saudara :

Nama : **MARISSA ADHA**

NIM : 5504201004

Program Studi : Bahasa Inggris Untuk Komunikasi Bisnis dan Profesional

untuk melakukan magang di Dinas Komunikasi dan Informatika Kabupaten Siak Periode 21 Agustus s/d 21 Desember 2023.

Demikian kami sampaikan. Atas perhatiannya kami ucapkan terima kasih.

An.KEPALA DINAS
KOMUNIKASI DAN INFORMATIKA
KABUPATEN SIAK
Sekretaris


SALMAN ALFARIZI, S.sos., M.si
Pembina Tk.I (IV/b)
NIP. 19740513 199311 1 001

APPENDIX D

COMPLETED INTERNSHIP



PEMERINTAH KABUPATEN SIAK
DINAS KOMUNIKASI DAN INFORMATIKA
KOMPLEK PERKANTORAN TANJUNG AGUNG
RECAMATAN MEMPUHA KABUPATEN SIAK PROVINSI RIAU
e-Mail: kominfo@stakkab.go.id

No. : 563/DKI/384
Lamp : -
Hal : Surat Keterangan Selesai PKL

Siak Sri Indrapura, 28 Desember 2023

Kepada Yth :
DIREKTUR POLITEKNIK BENGKALIS

di -
Bengkalis

Dengan Hormat,

Sehubungan dengan surat Saudara Nomor : 2390/PL.31/TU/2023 Tanggal 15 Juni 2023 Perihal Permohonan Tempat PKL :

Nama : MARISSA ADHA
NIM : 5504201004
Program Studi : D-4 Bahasa Inggris

Telah Menyelesaikan praktek kerja di Dinas Komunikasi dan Informatika Kabupaten Siak Periode Agustus s/d Desember 2023.

Demikian kami sampaikan. Atas perhatiannya kami ucapkan terima kasih.

An.KEPALA DINAS
KOMUNIKASI DAN INFORMATIKA
KABUPATEN SIAK
Sekretaris



S. RAHMAD HIDAYAT, SE.,M.si
Pembina Tk.I (IV/b)
NIP. 19711001 200012 1 002

APPENDIX E
EVALUATION FORM

**PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK
DINAS KOMUNIKASI DAN INFORMATIKA KABUPATEN
SIAK**

Nama : Marissa Adha
NIM : 5504201004
Program Studi : Bahasa Inggris untuk Komunikasi Bisnis dan
Profesional
Kampus : Politeknik Negeri Bengkalis

No.	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	80
2.	Tanggung-jawab	25%	80
3.	Penyesuaian diri	10%	80
4.	Hasil Kerja	30%	70
5.	Perilaku secara umum	15%	80
	Total Jumlah (1+2+3+4+5)	100%	390

Keterangan :
Nilai : Kriteria
81 – 100 : Istimewa
71 – 80 : Baik sekali
66 – 70 : Baik
61 – 65 : Cukup Baik
56 – 60 : Cukup

Catatan :

.....
.....
.....

Siak Sri Indrapura, 21 Desember 2023

Koris Humas,

Defi Satria, SE
Pehata Muda (III/a)
NIP.19790504 200901 1 003

APPENDIX F

ATTENDANCE LIST

LIST PRESENT OF THE APPRENTICESHIP
DINAS KOMUNIKASI DAN INFORMATIKA KABUPATEN SIAK
 Name : Marissa Adita
 Reg. Number : 5504201001
 Dept : Informasi Komunikasi Publik Dan Statistik (Jabatan
 Fungsional Pengelolaan Kehumasan)

AUGUST 21st 2023 - SEPTEMBER 21st 2023

No	Date	In	Out	Signature
1.	Monday, August 21 st 2023	07.30	16.00	<i>Marissa Adita</i>
2.	Tuesday, August 22 nd 2023	07.30	16.00	<i>Marissa Adita</i>
3.	Wednesday, August 23 rd 2023	07.30	16.00	<i>Marissa Adita</i>
4.	Thursday, August 24 th 2023	07.30	16.00	<i>Marissa Adita</i>
5.	Friday, August 25 th 2023	07.30	16.00	<i>Marissa Adita</i>
6.	Saturday, August 26 th 2023	Holiday		-
7.	Sunday, August 27 th 2023	Holiday		-
8.	Monday, August 28 th 2023	07.30	16.00	<i>Marissa Adita</i>
9.	Tuesday, August 29 th 2023	07.30	16.00	<i>Marissa Adita</i>
10.	Wednesday, August 30 th 2023	07.30	16.00	<i>Marissa Adita</i>
11.	Thursday, August 31 st 2023	07.30	16.00	<i>Marissa Adita</i>
12.	Friday, September 1 st 2023	07.30	16.00	<i>Marissa Adita</i>

13.	Saturday, September 2 nd 2023	Holiday		-
14.	Sunday, September 3 rd 2023	Holiday		-
15.	Monday, September 4 th 2023	07.30	16.00	<i>Marissa Adita</i>
16.	Tuesday, September 5 th 2023	07.30	16.00	<i>Marissa Adita</i>
17.	Wednesday, September 6 th 2023	07.30	16.00	<i>Marissa Adita</i>
18.	Thursday, September 7 th 2023	07.30	16.00	<i>Marissa Adita</i>
19.	Friday, September 8 th 2023	07.30	16.00	<i>Marissa Adita</i>
20.	Saturday, September 9 th 2023	Holiday		-
21.	Sunday, September 10 th 2023	Holiday		-
22.	Monday, September 11 th 2023	07.30	16.00	<i>Marissa Adita</i>
23.	Tuesday, September 12 th 2023	07.30	16.00	<i>Marissa Adita</i>
24.	Wednesday, September 13 th 2023	07.30	16.00	<i>Marissa Adita</i>
25.	Thursday, September 14 th 2023	07.30	16.00	<i>Marissa Adita</i>
26.	Friday, September 15 th 2023	07.30	16.00	<i>Marissa Adita</i>
27.	Saturday, September 16 th 2023	Holiday		-

28.	Sunday, September 17 th 2023	Holiday		-
29.	Monday, September 18 th 2023	07.30	16.00	<i>Marissa Adita</i>
30.	Tuesday, September 19 th 2023	07.30	16.00	<i>Marissa Adita</i>
31.	Wednesday, September 20 th 2023	07.30	16.00	<i>Marissa Adita</i>
32.	Thursday, September 21 st 2023	07.30	16.00	<i>Marissa Adita</i>

Siak, September 21st 2023
 Mentor


Defi Satrio, SF
 Pcnata Muda (III/a)
 NIP. 19790504 200901 1 003

LIST PRESENT OF THE APPRENTICESHIP
DINAS KOMUNIKASI DAN INFORMATIKA KABUPATEN SIAK

Name: Marissa Adha
 Reg Number: 5594201004
 Dept: Informasi Komunikasi Publik Dan Statistik Labatan
 Pengabdian Masyarakat

SEPTEMBER 22nd 2023 – OCTOBER 23rd 2023

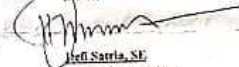
1.	Friday, September 22 nd 2023	07.30	16.00	Manda
2.	Saturday, September 23 rd 2023	Holiday		
3.	Sunday, September 24 th 2023	Holiday		
4.	Monday, September 25 th 2023	07.30	16.00	Manda
5.	Tuesday, September 26 th 2023	07.30	16.00	Manda
6.	Wednesday, September 27 th 2023	07.30	16.00	Manda
7.	Thursday, September 28 th 2023	07.30	16.00	Manda
8.	Friday, September 29 th 2023	07.30	16.00	Manda
9.	Saturday, September 30 th 2023	Holiday		
10.	Sunday, October 1 st 2023	Holiday		
11.	Monday, October 2 nd 2023	07.30	16.00	Manda
12.	Tuesday, October 3 rd 2023	07.30	16.00	Manda

13.	Wednesday, October 4 th 2023	07.30	16.00	Manda
14.	Thursday, October 5 th 2023	07.30	16.00	Manda
15.	Friday, October 6 th 2023	07.30	16.00	Manda
16.	Saturday, October 7 th 2023	Holiday		
17.	Sunday, October 8 th 2023	Holiday		
18.	Monday, October 9 th 2023	07.30	16.00	Manda
19.	Tuesday, October 10 th 2023	07.30	16.00	Manda
20.	Wednesday, October 11 th 2023	07.30	16.00	Manda
21.	Thursday, October 12 th 2023	07.30	16.00	Manda
22.	Friday, October 13 th 2023	07.30	16.00	Manda
23.	Saturday, October 14 th 2023	Holiday		
24.	Sunday, October 15 th 2023	Holiday		
25.	Monday, October 16 th 2023	07.30	16.00	Manda
26.	Tuesday, October 17 th 2023	07.30	16.00	Manda
27.	Wednesday, October 18 th 2023	07.30	16.00	Manda
28.	Thursday, October 19 th 2023	07.30	16.00	Manda

29.	Friday, October 20 th 2023	07.30	16.00	Manda
30.	Saturday, October 21 st 2023	Holiday		

Siak, October 21st 2023

Manda



Prof. Sarita, SE
 Penata Muda (III/c)
 NIP. 19790504 290901 1 003

LIST PRESENT OF THE APPRENTICESHIP
DINAS KOMUNIKASI DAN INFORMATIKA KABUPATEN SIAK

Nope : 1. Mawati Aji
Reg. Nomor : 310210004
Dept : Bidang Komunikasi Publik Dan Sistem (Bidang Fungsional
Pelayanan Keluaran)

OCTOBER 22nd 2023 - NOVEMBER 21st 2023

1	Sunday, October 22 nd 2023	Holiday		
2	Monday, October 23 rd 2023	07.30	16.00	Mawati
3	Tuesday, October 24 th 2023	07.30	16.00	Mawati
4	Wednesday, October 25 th 2023	07.30	16.00	Mawati
5	Thursday, October 26 th 2023	07.30	16.00	Mawati
6	Friday, October 27 th 2023	07.30	16.00	Mawati
7	Saturday, October 28 th 2023	Holiday		
8	Sunday, October 29 th 2023	Holiday		
9	Monday, October 30 th 2023	07.30	16.00	Mawati
10	Tuesday, October 31 st 2023	07.30	16.00	Mawati
11	Wednesday, November 1 st 2023	07.30	16.00	Mawati
12	Thursday, November 2 nd 2023	07.30	16.00	Mawati
13	Friday, November 3 rd 2023	07.30	16.00	Mawati

14	Saturday, November 4 th 2023	Holiday		
15	Sunday, November 5 th 2023	Holiday		
16	Monday, November 6 th 2023	07.30	16.00	Mawati
17	Tuesday, November 7 th 2023	07.30	16.00	Mawati
18	Wednesday, November 8 th 2023	07.30	16.00	Mawati
19	Thursday, November 9 th 2023	07.30	16.00	Mawati
20	Friday, November 10 th 2023	07.30	16.00	Mawati
21	Saturday, November 11 th 2023	Holiday		
22	Sunday, November 12 th 2023	Holiday		
23	Monday, November 13 th 2023	07.30	16.00	Mawati
24	Tuesday, November 14 th 2023	07.30	16.00	Mawati
25	Wednesday, November 15 th 2023	07.30	16.00	Mawati
26	Thursday, November 16 th 2023	07.30	16.00	Mawati
27	Friday, November 17 th 2023	07.30	16.00	Mawati
28	Saturday, November 18 th 2023	Holiday		

29	Sunday, November 19 th 2023	Holiday		
30	Monday, November 20 th 2023	07.30	16.00	Mawati
31	Tuesday, November 21 st 2023	07.30	16.00	Mawati

Siak, November 21st 2023
Mentor


Penata Mula (H/a)
NIP. 19790504 200901 1 003

**LIST PRESENT OF THE APPRENTICESHIP
DINAS KOMUNIKASI DAN INFORMATIKA KABUPATEN SIAK**

Name : Maria Adha
Reg. Number : 5601201001
Dept : Informasi Komunikasi Publik Dan Statistik (Jabatan
Fungsional Pengelolaan Kebaruan)

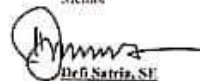
NOVEMBER 22nd 2023 - DECEMBER 21st 2023

1.	Wednesday, November 22 nd 2023	07.30	16.00	Mada
2.	Thursday, November 23 rd 2023	07.30	16.00	Mada
3.	Friday, November 24 th 2023	07.30	16.00	Mada
4.	Saturday, November 25 th 2023	Holiday		
5.	Sunday, November 26 th 2023	Holiday		
6.	Monday, November 27 th 2023	07.30	16.00	Mada
7.	Tuesday, November 28 th 2023	07.30	16.00	Mada
8.	Wednesday, November 29 th 2023	07.30	16.00	Mada
9.	Thursday, November 30 th 2023	07.30	16.00	Mada
10.	Friday, December 1 st 2023	07.30	16.00	-
11.	Saturday, December 2 nd 2023	09.00-17.00		

12.	Sunday, December 3 rd 2023	Holiday		
13.	Monday, December 4 th 2023	07.30	16.00	Mada
14.	Tuesday, December 5 th 2023	07.30	16.00	Mada
15.	Wednesday, December 6 th 2023	07.30	16.00	Mada
16.	Thursday, December 7 th 2023	07.30	16.00	Mada
17.	Friday, December 8 th 2023	07.30	16.00	Mada
18.	Saturday, December 9 th 2023	Holiday		
19.	Sunday, December 10 th 2023	Holiday		
20.	Monday, December 11 th 2023	07.30	16.00	Mada
21.	Tuesday, December 12 th 2023	07.30	16.00	Mada
22.	Wednesday, December 13 th 2023	07.30	16.00	Mada
23.	Thursday, December 14 th 2023	07.30	16.00	Mada
24.	Friday, December 15 th 2023	07.30	16.00	Mada
25.	Saturday, December 16 th 2023	Holiday		
26.	Sunday, December 17 th 2023	Holiday		

27.	Monday, December 18 th 2023	07.30	16.00	Mada
28.	Tuesday, December 19 th 2023	07.30	16.00	Mada
29.	Wednesday, December 20 th 2023	07.30	16.00	Mada
30.	Thursday, December 21 st 2023	07.30	16.00	Mada

Siak, December 21st 2023
Mentor


Defi Satrisa, SF





Pegunta Muda (III/a)
NIP. 19790504 200901 1 003

APPENDIX G

REVISION LIST

REVISION LIST

Name : Marissa Adha
Registration Number : 5504201004
Advisor : Rindilla Antika, M.Pd
Location : Dinas Komunikasi dan Informatika Kabupaten Siak

NO	DAY / DATE	REVISION	ADVISOR
1.	December 29 th 2023	Add opening sentence to the point of Purpose, Significant and other point	
2.	December 29 th 2023	Set Space	
3.	January 2 nd 2024	Add second point in daily activities	
4.	January 4 th 2024	Acc	

Bengkalis, January 4th, 2024



Rindilla Antika, M.Pd
NIP. 198811122022032004

APPENDIX H

DAILY LOGBOOK

No.	Tgl. Kegiatan	Pembimbing	Perula	Topik	Aksi
1.	Kamis, 7 Desember 2023	1888122022030004 - Anika, M.Pd	190420004 - Marissa Adha	stay di kantor	
2.	Rabu, 20 Desember 2023	1888122022030004 - Anika, M.Pd	190420004 - Marissa Adha	stay di kantor	
3.	Selasa, 19 Desember 2023	1888122022030004 - Anika, M.Pd	190420004 - Marissa Adha	stay di kantor	
4.	Senin, 18 Desember 2023	1888122022030004 - Anika, M.Pd	190420004 - Marissa Adha	stay di kantor	
5.	Jumat, 15 Desember 2023	1888122022030004 - Anika, M.Pd	190420004 - Marissa Adha	stay di kantor	
6.	Kamis, 14 Desember 2023	1888122022030004 - Anika, M.Pd	190420004 - Marissa Adha	ijutan	
7.	Rabu, 13 Desember 2023	1888122022030004 - Anika, M.Pd	190420004 - Marissa Adha	ijutan	

8.	Selasa, 12 Desember 2023	1888122022030004 - Anika, M.Pd	190420004 - Marissa Adha	stay di kantor	
9.	Senin, 11 Desember 2023	1888122022030004 - Anika, M.Pd	190420004 - Marissa Adha	ijutan	
10.	Jumat, 8 Desember 2023	1888122022030004 - Anika, M.Pd	190420004 - Marissa Adha	stay di kantor	
11.	Kamis, 7 Desember 2023	1888122022030004 - Anika, M.Pd	190420004 - Marissa Adha	stay di kantor	
12.	Rabu, 6 Desember 2023	1888122022030004 - Anika, M.Pd	190420004 - Marissa Adha	stay di kantor	
13.	Selasa, 5 Desember 2023	1888122022030004 - Anika, M.Pd	190420004 - Marissa Adha	stay di kantor	
14.	Senin, 4 Desember 2023	1888122022030004 - Anika, M.Pd	190420004 - Marissa Adha	stay di kantor	
15.	Jumat, 1 Desember 2023	1888122022030004 - Anika, M.Pd	190420004 - Marissa Adha	simulasi hasil	
16.	Kamis, 30 November 2023	1888122022030004 - Anika, M.Pd	190420004 - Marissa Adha	ijutan	
17.	Rabu, 29 November 2023	1888122022030004 - Anika, M.Pd	190420004 - Marissa Adha	stay di kantor	
18.	Selasa, 18 November 2023	1888122022030004 - Anika, M.Pd	190420004 - Marissa Adha	stay di kantor	

16	Senin, 27 November 2023	188812202032004 - Kridha Artha, M.Pd	550420004 - Marissa Adha	Stay di kantor			
20	Sabtu, 25 November 2023	188812202032004 - Kridha Artha, M.Pd	550420004 - Marissa Adha	MTO Klat. Exh			
21	Jumat, 24 November 2023	188812202032004 - Kridha Artha, M.Pd	550420004 - Marissa Adha	Stay di kantor			
23	Kamis, 22 November 2023	188812202032004 - Kridha Artha, M.Pd	550420004 - Marissa Adha	Liputan			
23	Rabu, 22 November 2023	188812202032004 - Kridha Artha, M.Pd	550420004 - Marissa Adha	Liputan			
24	Sabtu, 21 November 2023	188812202032004 - Kridha Artha, M.Pd	550420004 - Marissa Adha	Stay di kantor			
26	Senin, 20 November 2023	188812202032004 - Kridha Artha, M.Pd	550420004 - Marissa Adha	Liputan			
26	Jumat, 17 November 2023	188812202032004 - Kridha Artha, M.Pd	550420004 - Marissa Adha	Stay di kantor			
27	Kamis, 16 November 2023	188812202032004 - Kridha Artha, M.Pd	550420004 - Marissa Adha	Liputan			
28	Rabu, 15 November 2023	188812202032004 - Kridha Artha, M.Pd	550420004 - Marissa Adha	Stay di kantor			
29	Sabtu, 18 November 2023	188812202032004 - Kridha Artha, M.Pd	550420004 - Marissa Adha	Stay di kantor			

30	Senin, 13 November 2023	188812202032004 - Kridha Artha, M.Pd	550420004 - Marissa Adha	Stay di kantor			
31	Jumat, 10 November 2023	188812202032004 - Kridha Artha, M.Pd	550420004 - Marissa Adha	Stay di kantor			
31	Kamis, 9 November 2023	188812202032004 - Kridha Artha, M.Pd	550420004 - Marissa Adha	Stay di kantor			
33	Rabu, 8 November 2023	188812202032004 - Kridha Artha, M.Pd	550420004 - Marissa Adha	Stay di kantor			
34	Sabtu, 7 November 2023	188812202032004 - Kridha Artha, M.Pd	550420004 - Marissa Adha	Tidak masuk mengajar			
36	Senin, 6 November 2023	188812202032004 - Kridha Artha, M.Pd	550420004 - Marissa Adha	Stay di kantor			
36	Jumat, 3 November 2023	188812202032004 - Kridha Artha, M.Pd	550420004 - Marissa Adha	ada tidak masuk kantor			
37	Kamis, 2 November 2023	188812202032004 - Kridha Artha, M.Pd	550420004 - Marissa Adha	Stay di kantor			
38	Rabu, 1 November 2023	188812202032004 - Kridha Artha, M.Pd	550420004 - Marissa Adha	Stay di kantor			
39	Sabtu, 30 Oktober 2023	188812202032004 - Kridha Artha, M.Pd	550420004 - Marissa Adha	Stay di kantor			
40	Senin, 30 Oktober 2023	188812202032004 - Kridha Artha, M.Pd	550420004 - Marissa Adha	Liputan			

41	Jumat, 27 Oktober 2023	188812202032004 - Kridha Artha, M.Pd	550420004 - Marissa Adha	Stay di kantor			
42	Kamis, 26 Oktober 2023	188812202032004 - Kridha Artha, M.Pd	550420004 - Marissa Adha	Stay di kantor			
44	Rabu, 25 Oktober 2023	188812202032004 - Kridha Artha, M.Pd	550420004 - Marissa Adha	Stay di kantor			
44	Sabtu, 24 Oktober 2023	188812202032004 - Kridha Artha, M.Pd	550420004 - Marissa Adha	Stay di kantor			
45	Senin, 23 Oktober 2023	188812202032004 - Kridha Artha, M.Pd	550420004 - Marissa Adha	Stay di kantor			
46	Jumat, 20 Oktober 2023	188812202032004 - Kridha Artha, M.Pd	550420004 - Marissa Adha	Stay di kantor			
47	Kamis, 19 Oktober 2023	188812202032004 - Kridha Artha, M.Pd	550420004 - Marissa Adha	Stay di kantor			
48	Rabu, 18 Oktober 2023	188812202032004 - Kridha Artha, M.Pd	550420004 - Marissa Adha	Stay di kantor			
48	Sabtu, 17 Oktober 2023	188812202032004 - Kridha Artha, M.Pd	550420004 - Marissa Adha	Stay di kantor			
50	Senin, 16 Oktober 2023	188812202032004 - Kridha Artha, M.Pd	550420004 - Marissa Adha	Stay di kantor			
51	Jumat, 13 Oktober 2023	188812202032004 - Kridha Artha, M.Pd	550420004 - Marissa Adha	Stay di kantor			

No	Tanggal	Waktu	Penyaji	Program	Penyaji	Aksi
83	Rabu, 27 September 2023	1888122022030004	Rendito Ariska, M Pd	55420004 - Marissa Adha	Kurjungan ke Sisk Tv	[Icons]
84	Selasa, 26 September 2023	1888122022030004	Rendito Ariska, M Pd	55420004 - Marissa Adha	Stay di kantor	[Icons]
85	Senin, 25 September 2023	1888122022030004	Rendito Ariska, M Pd	55420004 - Marissa Adha	Stay di kantor	[Icons]
86	Jumat, 22 September 2023	1888122022030004	Rendito Ariska, M Pd	55420004 - Marissa Adha	Stay di kantor	[Icons]
87	Kamis, 21 September 2023	1888122022030004	Rendito Ariska, M Pd	55420004 - Marissa Adha	lathihan lapangan	[Icons]
88	Rabu, 20 September 2023	1888122022030004	Rendito Ariska, M Pd	55420004 - Marissa Adha	Stay di kantor	[Icons]
89	Selasa, 19 September 2023	1888122022030004	Rendito Ariska, M Pd	55420004 - Marissa Adha	Stay di kantor & lapangan	[Icons]
90	Senin, 18 September 2023	1888122022030004	Rendito Ariska, M Pd	55420004 - Marissa Adha	Stay di kantor & lapangan	[Icons]
91	Senin, 18 September 2023	1888122022030004	Rendito Ariska, M Pd	55420004 - Marissa Adha	Stay di kantor & lapangan	[Icons]
92	Jumat, 15 September 2023	1888122022030004	Rendito Ariska, M Pd	55420004 - Marissa Adha	Stay di kantor	[Icons]
93	Kamis, 14 September 2023	1888122022030004	Rendito Ariska, M Pd	55420004 - Marissa Adha	Stay di kantor	[Icons]
94	Rabu, 13 September 2023	1888122022030004	Rendito Ariska, M Pd	55420004 - Marissa Adha	lathihan lapangan	[Icons]

No	Tanggal	Waktu	Penyaji	Program	Penyaji	Aksi
83	Rabu, 27 September 2023	1888122022030004	Rendito Ariska, M Pd	55420004 - Marissa Adha	Kurjungan ke Sisk Tv	[Icons]
84	Selasa, 26 September 2023	1888122022030004	Rendito Ariska, M Pd	55420004 - Marissa Adha	Stay di kantor	[Icons]
85	Senin, 25 September 2023	1888122022030004	Rendito Ariska, M Pd	55420004 - Marissa Adha	Stay di kantor	[Icons]
86	Jumat, 22 September 2023	1888122022030004	Rendito Ariska, M Pd	55420004 - Marissa Adha	Stay di kantor	[Icons]
87	Kamis, 21 September 2023	1888122022030004	Rendito Ariska, M Pd	55420004 - Marissa Adha	lathihan lapangan	[Icons]
88	Rabu, 20 September 2023	1888122022030004	Rendito Ariska, M Pd	55420004 - Marissa Adha	Stay di kantor	[Icons]
89	Selasa, 19 September 2023	1888122022030004	Rendito Ariska, M Pd	55420004 - Marissa Adha	Stay di kantor & lapangan	[Icons]
90	Senin, 18 September 2023	1888122022030004	Rendito Ariska, M Pd	55420004 - Marissa Adha	Stay di kantor & lapangan	[Icons]
91	Senin, 18 September 2023	1888122022030004	Rendito Ariska, M Pd	55420004 - Marissa Adha	Stay di kantor & lapangan	[Icons]
92	Jumat, 15 September 2023	1888122022030004	Rendito Ariska, M Pd	55420004 - Marissa Adha	Stay di kantor	[Icons]
93	Kamis, 14 September 2023	1888122022030004	Rendito Ariska, M Pd	55420004 - Marissa Adha	Stay di kantor	[Icons]
94	Rabu, 13 September 2023	1888122022030004	Rendito Ariska, M Pd	55420004 - Marissa Adha	lathihan lapangan	[Icons]

No	Tanggal	Waktu	Penyaji	Program	Penyaji	Aksi
94	Selasa, 12 September 2023	1888122022030004	Rendito Ariska, M Pd	55420004 - Marissa Adha	Stay di kantor	[Icons]
95	Senin, 11 September 2023	1888122022030004	Rendito Ariska, M Pd	55420004 - Marissa Adha	Stay di kantor	[Icons]
96	Jumat, 8 September 2023	1888122022030004	Rendito Ariska, M Pd	55420004 - Marissa Adha	Stay di kantor	[Icons]
97	Kamis, 7 September 2023	1888122022030004	Rendito Ariska, M Pd	55420004 - Marissa Adha	Stay di kantor	[Icons]
98	Rabu, 6 September 2023	1888122022030004	Rendito Ariska, M Pd	55420004 - Marissa Adha	lathihan lapangan	[Icons]
99	Selasa, 5 September 2023	1888122022030004	Rendito Ariska, M Pd	55420004 - Marissa Adha	Stay di kantor	[Icons]
100	Senin, 4 September 2023	1888122022030004	Rendito Ariska, M Pd	55420004 - Marissa Adha	Stay di kantor	[Icons]
101	Jumat, 1 September 2023	1888122022030004	Rendito Ariska, M Pd	55420004 - Marissa Adha	lathihan lapangan	[Icons]
102	Kamis, 31 Agustus 2023	1888122022030004	Rendito Ariska, M Pd	55420004 - Marissa Adha	Stay di kantor	[Icons]
103	Rabu, 23 Agustus 2023	1888122022030004	Rendito Ariska, M Pd	55420004 - Marissa Adha	lathihan lapangan	[Icons]
104	Selasa, 22 Agustus 2023	1888122022030004	Rendito Ariska, M Pd	55420004 - Marissa Adha	lathihan lapangan	[Icons]

No	Tanggal	Topik	Penyelenggara	Detail Kegiatan	Aksi
83	Senin, 20 Agustus 2023	Artika, M.Pd	Martesa Adha		
84	Selasa, 21 Agustus 2023	Artika, M.Pd	Martesa Adha		
85	Rabu, 22 Agustus 2023	Artika, M.Pd	Martesa Adha		
86	Kamis, 23 Agustus 2023	Artika, M.Pd	Martesa Adha		
87	Jumat, 24 Agustus 2023	Artika, M.Pd	Martesa Adha		
88	Sabtu, 25 Agustus 2023	Artika, M.Pd	Martesa Adha		
89	Minggu, 26 Agustus 2023	Artika, M.Pd	Martesa Adha		
90	Senin, 27 Agustus 2023	Artika, M.Pd	Martesa Adha		
91	Tuesday, 28 Agustus 2023	Artika, M.Pd	Martesa Adha		
92	Wednesday, 29 Agustus 2023	Artika, M.Pd	Martesa Adha		
93	Thursday, 30 Agustus 2023	Artika, M.Pd	Martesa Adha		
94	Friday, 31 Agustus 2023	Artika, M.Pd	Martesa Adha		