

**APPRENTICESHIP REPORT**  
**PT RIAU ANDALAN PULP AND PAPER (RAPP)**  
**UNIGRAHA HOTEL**  
**PANGKALAN KERINCI-RIAU**

**DEVITRAH SARI**  
**5504201024**



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

**APPROVAL SHEET**  
**APPRENTICESHIP REPORT**  
**PT. RIAU ANDALAN PULP AND PAPER (RAPP)**  
**UNIGRAHA HOTEL**

Written as one of the conditions for completing Apprenticeship

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Pangkalan Kerinci, November 17<sup>th</sup> 2023




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## ACCEPTANCE SHEET

This is to certify that we have examined the apprenticeship report of **Devitrah Sari Reg Number 5504201024** who did the apprenticeship at PT. Riau Andalan Pulp and Paper, in Unigraha Hotel, started from July 17<sup>th</sup> to November 17<sup>th</sup>, 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 revisions required by the apprenticeship report examination committee have been made.

Bengkalis, November 17<sup>th</sup>, 2023

Accepted by:

Advisor



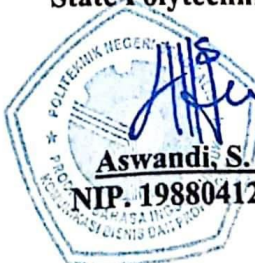

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Author

**Devitrah Sari**  
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# **CHAPTER I INTRODUCTION**

## **1.1 Background of the Apprenticeship**

The Bengkalis Regency Government, through the Gema Bahari Foundation, established a higher education institution named Bengkalis Shipbuilding Polytechnic, which initially had 3 (three) study programs: Ship Electrical Engineering, Ship Building Engineering, and Ship Mechanical Engineering. In its course, Bengkalis Shipbuilding Polytechnic changed its name to Bengkalis Polytechnic and came under the auspices of the Bangun Insani Foundation (YBI) Bengkalis, offering 5 (five) study programs: Shipbuilding Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, and Business Administration. In July 2001, Bengkalis Polytechnic admitted its first batch of new students. In 2006, it added 2 (two) new study programs: Business English and Informatics Engineering.

On December 26, 2011, Bengkalis Polytechnic officially became a State Higher Education Institution with the name State Polytechnic of Bengkalis, regulated by the Minister of National Education Decree (Permendiknas) No. 28 of 2011 concerning the Establishment, Organization, and Work System of State Polytechnic of Bengkalis (OTK Polbeng), inaugurated by the Minister of Education and Culture of the Republic of Indonesia. Currently, the State Polytechnic of Bengkalis has 8 (eight) departments, including Shipbuilding Engineering, Mechanical Engineering, Electronics Engineering, Civil Engineering, Business Administration, English, Informatics Engineering, and Maritime.

State Polytechnic of Bengkalis has 18 study programs, consisting of 9 (nine) D-III programs, including Shipbuilding Engineering, Mechanical Engineering, Electronics Engineering, Civil Engineering, Business Administration, Informatics

Engineering, English, Nautical, and Commercial Shipping Management. It also offers 9 (nine) D-IV programs, including Production and Maintenance of Mechanical Engineering, Electrical Engineering, Road and Bridge Design Engineering, International Business Administration, Public Financial Accounting, Software Engineering, Shipbuilding Architecture Engineering Technology, English for Business and Professional Communication, and Information System Security. The Language Department has 2 (two) study programs, one of which is the D-IV English for Business and Professional Communication program. The English for Business and Professional Communication program is one of the study programs at the State Polytechnic of Bengkalis that focuses on business communication and public relations.

State Polytechnic of Bengkalis is a vocational campus that educates its students to develop competence in various fields. The institution implements a mandatory Internship Program for all students. Internships serve as a means for students to develop themselves before entering the workforce. This Internship Program can significantly contribute to the students' development in preparing themselves as well as enhancing their competencies at the State Polytechnic of Bengkalis.

Internships are conducted after students of the State Polytechnic of Bengkalis have completed a minimum of 4 (four) semesters and have successfully passed. Based on the above information, as a student of English for Business and Professional Communication program, the author is required to undertake a 4 (four)-month internship. The author has chosen PT. Riau Andalan Pulp And Paper is the location for the internship to apply the theoretical/conceptual knowledge gained during lectures to real-world work and gain direct experience in applying their knowledge in their field of expertise. Additionally, the author will have the opportunity to analyze problems related to the applied knowledge in their program of study.

During the Internship, the author secured a placement at Hotel Unigraha in the Housekeeping department's Admin section. The Internship period is scheduled

from July 17<sup>th</sup>, 2023, to November 17<sup>th</sup>, 2023. The implementation of the Internship is expected to broaden the author's insights into various tasks, ensuring proper and effective execution, and preparing for the actual work environment through the gained experience.

The internship is one of the activities for a student at the State Polytechnic of Bengkalis to fulfill their academic requirements. To achieve the expected results, it is essential to understand the objectives and benefits of conducting the Internship. The objectives and benefits of the Internship are as follows.

## **1.2 Purpose of the Apprenticeship**

The purpose of the Internship program conducted at PT. Riau Andalan Pulp and Paper are:

1. To understand the job specifications carried out in the Housekeeping department's Admin section at Hotel Unigraha.
2. To comprehend the expected targets of the tasks performed in the Housekeeping department's Admin section at Hotel Unigraha.
3. To familiarize oneself with the hardware and software utilized in the Housekeeping department's Admin section at Hotel Unigraha.
4. To be acquainted with the equipment and tools used during the Internship at Hotel Unigraha's Housekeeping department's Admin section.
5. To acquire knowledge about the necessary data during the Internship at Hotel Unigraha's Housekeeping department's Admin section.
6. To understand the documents and files generated during the Internship at Hotel Unigraha's Housekeeping department's Admin section.
7. To identify challenges and solutions encountered during the Internship at Hotel Unigraha's Housekeeping department's Admin section.

### 1.3 Significances of the Apprenticeship

The Apprenticeship carried out is very beneficial for several parties such as students, companies, and the State Polytechnic of Bengkalis:

1. For Students

Students have the opportunity to apply theoretical knowledge and concepts acquired during lectures to the real world of work.

2. For Companies

There is a collaboration between the world of education and the world of industry so that is known by academics and companies to get alternative candidates for employees who are known for their quality, dedication, and credibility.

3. For State Polytechnic of Bengkalis

State Polytechnic of Bengkalis gets feedback from companies related to curriculum development and learning processes for students who take part in apprenticeship which can improve the quality of their graduates through apprenticeship experience.

### 1.4 Time and Length of the Apprenticeship

Job Training Activities (KP) are carried out by the provisions of the rules for implementing the Job Training. The period of apprenticeship is 4 (four) months, starting from July 17<sup>th</sup> to November 17<sup>th</sup>, 2023. The schedule for apprenticeship at PT. Riau Andalan Pulp and Paper are as follows:

Table 1. 1 Office Hours Schedule

No	Day	Office hours	Break
1	Monday to Friday	08.00-17.00	12.00-13.30
2	Saturday	08.00-12.00	-
3	Sunday	Holiday	-

Source: PT.Riau Andalan Pulp and Paper

### **1.5 Place of Implementation of the Apprenticeship**

This apprenticeship activity was carried out at PT Riau Andalan Pulp And Paper (Mill) Jl. Lintas Timur, Pangkalan Kerinci, Pelalawan Regency, Riau 28300, Indonesia, Tel: +62-761-491-000, Fax: +62-761-491-846. The activities carried out by the author during apprenticeship are in the Unigraha Hotel Business Unit, Housekeeping Dept

## **CHAPTER II**

### **GENERAL DESCRIPTION OF THE COMPANY**

#### **2.1 Ccompany Profile**

##### **2.1.1. Royal Golden Eagle or Raja Garuda Emas (RGE) Group**

In 1973, RGE formerly known as Raja Garuda Emas (RGE) was officially registered. RGE began in 1967 as Toko Motor, a spare parts shop in Medan, Indonesia. Sukanto Tanoto, the founder and chairperson of RGE Group, made his business debut there. During the 1973 oil crisis, he was able to overcome rapidly rising oil prices to expand his business as oil companies expanded in the region. After a period of inactivity, he was able to establish a plywood factory in Besitang, North Sumatra. He noticed that Indonesia was exporting logs and importing plywood at the time, so he decided to invest in plywood manufacturing in Indonesia.



Figure 2. 1 RGE Group Logo  
Source: <https://www.rgei.com/id/>

Sukanto Tanoto then built the largest pulp and paper mill in the world in Kerinci, Riau. RGE expanded its operations in China, Brazil, Canada, and Spain in the late 2000s. Sukanto Tanoto believes that the 5C principles will benefit the Community, Country, Climate, Customer, and Company. RGE and its subsidiaries business organizations are:

1. Pulp and Paper Industry - APRIL (Indonesia), Asia Symbol (China) & Asia Honor Paper (Malaysia)

2. Palm Oil Industry - Asian Agri (Indonesia) & Apical (Indonesia and Spain)
3. Viscose Staple Industry - Sateri (China) & Asia Pacific Rayon (Indonesia)
4. Specialty Cellulose Industry - Bracell (Brazil)
5. Integrated Energy Provider – Pacific Energy (Indonesia, China and Canada)

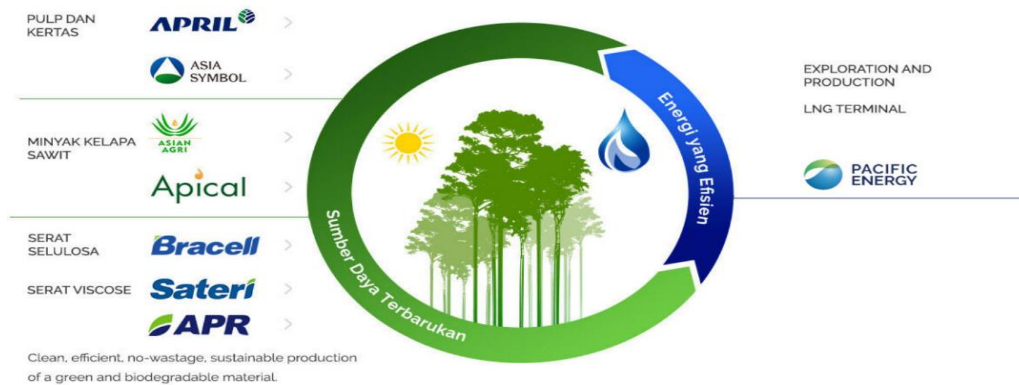


Figure 2. 2 Company of RGE Group  
 Source: <https://www.rgei.com/id/>

RGE The group has a core value, which is T.O.P.I.C.C. This value is used as a guideline for working within RGE Group companies. T.O.P.I.C.C consists of the following abbreviations:

1. **Complementary Team** or Teamwork, are one in goal and complement each other in teamwork.
2. **Ownership** or Sense of belonging maintains a sense of belonging to always achieve the best.
3. **People** or human resources, develop human resources to grow together.
4. **Integrity** or honesty acts with integrity.
5. **The customer** understands and provides the best for customers.
6. **Continuous Improvement**, avoid indifference and make continuous improvement.



### 2.1.2. Asia Pacific Resources International Holding Limited (APRIL) Group

APRIL Group is a member of RGE Group. Through its subsidiaries in Indonesia, APRIL Group began plantation development in Sumatra's, Riau Province and mill construction in Pangkalan Kerinci, Pelalawan Regency in 1993. The company name is PT. Riau Andalan Pulp and Paper (RAPP).

Commercial pulp production commenced in 1995, followed by commercial paper production in 1998. From the beginning, the region's growth would mirror the growth of APRIL Group's operations in Indonesia with Pelalawan Regency's establishment in 1999.



Figure 2. 3 A Pathway to Prosperity  
Source: <https://www.rgei.com/id/>

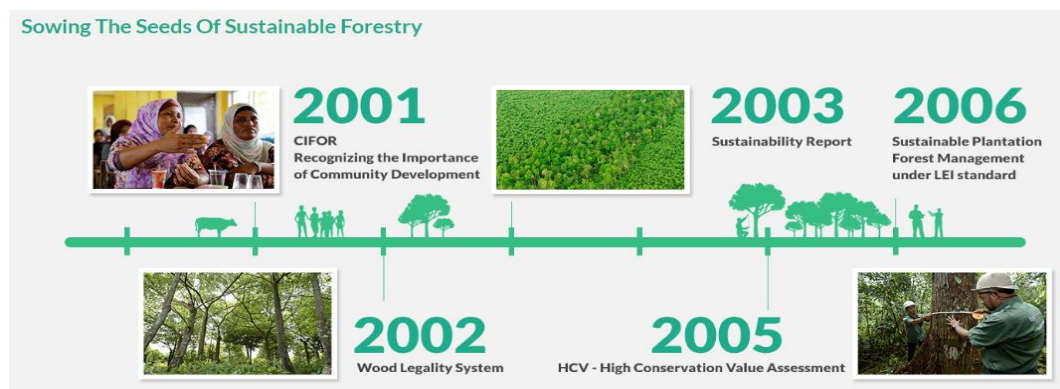


Figure 2. 4 Sowing the Seeds of Sustainable Forestry  
Source: <https://www.rgei.com/id/>

The appearance of APRIL, instead of giving opportunity for economic society, gives opportunity for climate and environment through the APRIL 2030 commitment, which has four indicators:

1. Climate Positive
2. Thriving Landscapes
3. Inclusive progress
4. Sustainable Growth



Figure 2. 5 APRIL 2030

Sosource: <https://www.rgei.com/id/>

Taking the role of the biggest multinational company, the existence of the Corporate Communications Department (CCD) is needed as the APRIL center information, both internal and external communicators to convey messages directly. Relationships relate to the internal and external public, and backup management plays a role in supporting company activities. Good image-makers create a good image for the company through writing, events, as well as interesting content on social media. Ease of access to information needed by the public to seek the company's reputation is becoming more and more important. Therefore, CCD has become a significant asset for the survival of the company.

**a. Company Logo**

PT. RAPP has a logo that contains two colors, that is blue and green colors, and has a symbol of the leaf. The blue colours means energy efficiently and the green colours means renewable resources. In addition, the symbol of the leaf means APRIL has a sustainable business with plantations. Here is the company logo:



Figure 2. 6 Company Logo  
Source: <https://www.aprilasia.com/en/>

### b. Unigraha Hotel

Hotel Unigraha is one of the hotels in Indonesia which is a business unit managed by PT. RAPP. Hotel Unigraha, a Malay Riau nuance Hotel located in Riau Complex, Pangkalan Kerinci. Established in 1996, built to meet the needs of business guests to stay closer to the project site and serves as a meeting/event purpose for the Riau Complex residence. Built with the concept of a three-star hotel, equipped with ballroom facilities equipped for up to hundreds of people and 6 Meeting Rooms, the largest places suitable for MICE activities include the Batam Room, Bintan Room, Bengkalis Room, Singkep Room, Sebangka Room, and Bakung Room, VIP Lounge, Delima Lounge. Hotel Unigraha has a total of 108 rooms with 3 different types of rooms, namely Deluxe Room, Junior Suite, and Executive. Hotel Unigraha provides other facilities, such as a Restaurant, Lounge and bar, Delicatessen, Meeting Room, Health Club, Swimming Pool, Laundry, and Business Center, And also provides FB Outlet such as ALI Cafe and Square 8.

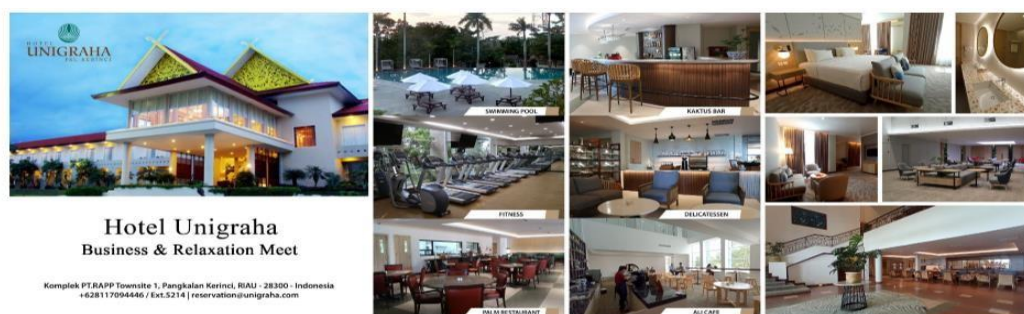


Figure 2. 7 Unigraha Hotel  
Source: *Unigraha Hotel*

Inside Hotel Unigraha, there are seven departments, namely the Front Office (FO) department, Housekeeping (HK) & Laundry, Eco Camp, Engineering, Food & Beverages Product (FB Product), Food & Beverages Services (FB Services), and General Manager Office (GMO). Each of these hotel departments has distinct responsibilities based on their specific scopes.

Among these seven departments at Hotel Unigraha, the author is placed in the Housekeeping (HK) department in the admin section.

## **2.2 Vision and Mission**

### **2.2.1 PT Riau Andalan Pulp and Paper Vision**

To become a world-class pulp and paper company with the best management and performance, the most profitable and sustainable, and the first choice of consumers and employees.

### **2.2.2 PT. Riau andalan Pulp and Paper Mission**

1. Creating sustainable growth throughout the value chain;
2. To be an industry leader in every operational aspect;
3. Maximize benefits for stakeholders while helping to promote local and regional socio-economic development;
4. Creating added value through a talented and motivated workforce and the effective use of technology.

### 2.2.3 Unigraha Hotel Vission

The vision of Hotel Unigraha is "Vision Unigraha Hotel refers to the vision of RGE which is the holding company, namely "To be one of the largest, best-managed and sustainable resource-based groups, creating value for the community, country, climate, customer and company."

### 2.2.4 Unigraha Hotel Mission

1. I am making and extending a regional business group led by an International Corporation with highly qualified personnel.
2. Long-term expansion and dominance in every market sector and industry.
3. Improving associated parties' business performance by participating and contributing to regional and national socio-economic development

## 2.3 Kind of Business

Currently, the products that have been produced at PT. Riau Andalan Pulp and Paper has been sold to more than 70 countries around the world. Products produced by PT. Riau Andalan Pulp and Paper is BAKP (Bleached Acacia Kraft Pulp) and UCWF (Uncoated Wood Free Paper) which are commonly used in printing and photocopying ranging from 55 gsm to 150 gsm. The brand of paper produced at PT. Riau Mainstay Pulp and Paper is Dunia Mas, Copy&Laser, Lazer IT, ZAP, Ixora, PPLite, Excellent Copy Paper, Perfect Print, BMO (Bright White Multi-Purpose OffiFigure



Figure 2. 8Product Types PT. RAPP  
Source: PT.Riau Andalan Pulp and Paper

Superior products produced at PT. Riau Andalan Pulp and Paper is the PaperOne™ brand.



Figure 2. 9 PT. RAPP Featured Products  
Source: PT.Riau Andalan Pulp and Paper

## 2.4 Organization Structure

The organizational structure is a chart that describes systematically the determination, duties, functions, authorities, and responsibilities each with a predetermined goal. Aim to foster work harmony so that work can be done regularly and well to achieve the desired goal to the fullest. In the implementation of this internship, the authors carry out apprenticeship at PT. Riau Andalan Pulp and Paper which lasts for 4 (four) months starting from July 17<sup>th</sup> to November 17<sup>th</sup>, 2023

### 2.4.1 The Organizational Structure of PT. Riau Andalan Pulp and Paper

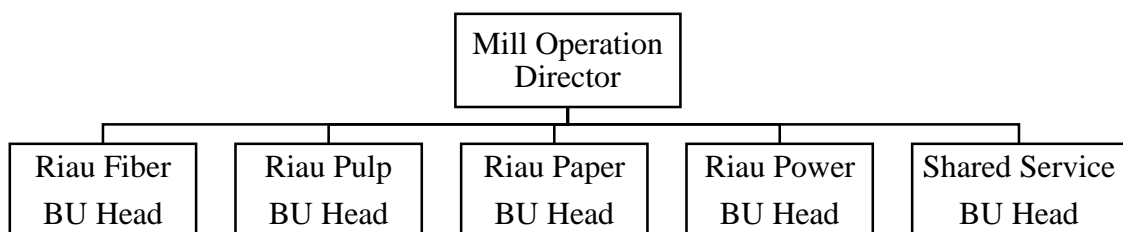


Figure 2. 10 PT. RAPP Organizational Structure  
Source: PT.Riau Andalan Pulp and Paper

PT. Riau Andalan Pulp and Paper, engaged in the production of pulp and paper, has various company divisions or business units, as follows:

1. Riau Fiber: A unit that manages wood from seedling, planting, maintenance, and wood development to produce raw materials, as well as the development of wood seed varieties.
2. Riau Pulp: A unit that produces pulp using wood from Riau Fiber as raw material.
3. Riau Paper: A unit that produces paper using pulp from Riau Pulp as raw material.
4. Riau Power: A unit that manages electricity generation and processes black liquor, water, and chemicals.
5. Shared Service: A unit that manages services for all uni
6. TS oversees the overall logistics of the company, including supply chain management, finance, HRD, accounting, and IT/IS

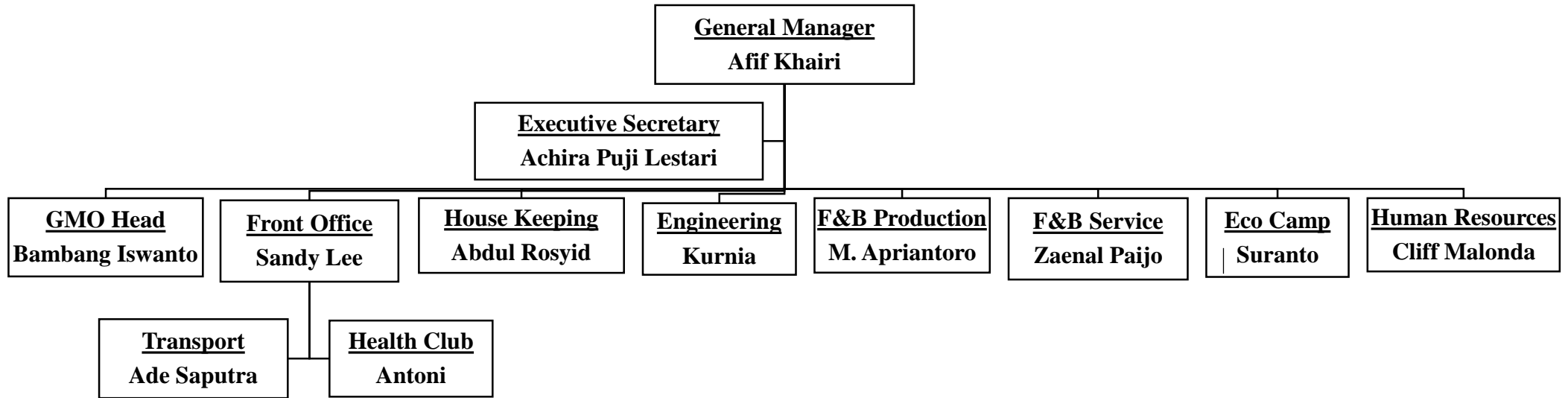


Figure 2. 11 Unigraha Hotel's organizational structure  
 Source: Unigraha Hotel- PT.RAPP



Hotel Unigraha operates in the field of hospitality services, providing accommodation, food and beverage services, as well as other services. The hotel consists of seven departments, each with distinct responsibilities.

#### 1. GMO Department

The GMO Department is one of the departments of hotel management that functions to organize everything related to the hotel's finances. Every company including hotels has different policies in terms of their financial arrangements. Here are the responsibilities of the GMO Department:

- a. Supervising the flow of money in the hotel
- b. Supervising or controlling the revenue and expenditure section of the hotel
- c. Making bookkeeping for all transactions of purchasing goods at the hotel
- d. Making hotel financial reports both income and expenses.

#### 2. Front Office

The front office is a department used in hotels to cover the many parts that deal with reservations, room allocation, reception, billing, and payments. The hotel's phone is the first point of contact for guests. The telephone first puts the guests through to reservations staff, who take their booking and deal with any subsequent correspondence such as confirmations, amendments, or cancellations. The receptionist may help the guests register and get their room keys when they arrive. The information contained in a guest's registration must be kept for a specific period and may be used for a range of follow-up communications aimed at persuading them to return at another time.

#### 3. Housekeeping

Housekeeping is a part of the hotel department that is responsible for cleanliness, neatness, and completeness both in the room and all areas of the hotel, with good service quality to guests staying at the hotel. To maintain the smooth running of daily operations and to cover all areas of its duties, Housekeeping is divided into several sections namely Gardener, Laundry, Public Area, and Room Attendant.

a. Executive Housekeeper

The Manager or Executive Housekeeper is the highest-ranking leader in a department, responsible for overseeing the department's operational activities and the performance of the staff under their supervision. Their authority includes determining their subordinates' shifts, deciding on necessary equipment purchases, training, coordinating, and supervising the staff's performance.

b. Role of Floor Supervisor

The supervisor oversees a specific section of rooms, ensuring that their team performs their duties correctly in serving the hotel guests. The Floor Supervisor is also the first point of responsibility in the event of a guest complaint. Typically, each 1-3 floor is supervised by one individual. They are responsible for signing repair report forms if there is any hotel equipment that is damaged and needs to be fixed. Additionally, the Floor Supervisor must provide reports on the condition of each floor, including any guest complaints, to ensure that every floor is well-maintained and in good condition.

c. Order Taker

An Order Taker has duties similar to those of customer service in a hotel. The Order Taker is responsible for receiving orders or calls from staying guests, recording guest orders, and then reporting them to the housekeeping department.

d. Housekeepers

The Housekeepers have direct interaction with guests. One of their responsibilities is to visit each guest room to clean or provide the facilities needed by guests. Therefore, a housekeeper must have a friendly attitude.

4. Engineering

This department is responsible for evaluating and inspecting machine and workspace damage. All physical structures' maintenance, including plumbing, heating, ventilation, air conditioning, and electricity, is under the purview of engineering.

#### 5. F&B Product

F&B product is one of the departments in the hotel that is responsible for processing food from raw to ready-to-eat.

#### 6. F&B Service

This department is responsible for providing food and beverages to each guest and providing service. A staff member must be able to arrange, decorate, and serve the meal using the appropriate tools and give services. This department additionally handles the Palm Restaurant, Delicatessen, and Kaktus Bar that still in areas of Unigraha Hotel.

#### 7. Eco Camp

Eco Camp is a resort located in Teluk Meranti District, Pelalawan Regency, and is a business unit of Unigraha Hotel.

#### 8. Human Resource Department

The Human Resource Department is tasked with organizing and developing the capabilities of all employees within a company.

### **2.5 The Working Process**

1. Contact the front desk to obtain information about the reserved VIP room for the day, and the check-out schedule will be reported to each supervisor.
2. Record and inspect lost or damaged items and replace them with new ones.
3. Distribute the cleaning supplies schedule to each floor.
4. I am making a report on the evening shift housekeeping work schedule.
5. Responsible for the progress of work in the afternoon until the evening, especially if the executive housekeeping is not present.
6. Fill in the attendance register.
7. Clean and maintain guest rooms throughout the hotel area.
8. Maintain cleanliness throughout the hotel's public areas.
9. Maintain the cleanliness of hotel linens.
10. Making room status reports for the front desk.
11. Maintain housekeeping equipment properly.

## **2.6 Document Used for Activity**

In the implementation of apprenticeship, there are several documents needed to complete the work given. The documents are as follows:

1. Housekeeping Report: A report that contains the room status from the previous day and is generated based on data from the Front Office.
2. Room Attendant Work Sheet: Controlling the allocation of room attendants in cleaning all rooms in the hotel
3. Floor Supervisor Daily Work Sheet: A daily report made by the Floor Supervisor that includes the room status for the day based on the report from Room Attendants.
4. Article: A request document designed for input into the Power Pro System.
5. SPKL: Is a letter of command made by an employee's superior that contains an order to do overtime work to complete certain work outside of working hours
6. Overtime Authorization Form: is evidence of mutual agreement and approval between the employee's superior and the employee.
7. SR:: is a document for the internal hotel, which functions to record requests for picking goods to store man.
8. PR:: is a document for the internal hotel, which functions to record requests for purchasing goods to the Purchasing division.
9. Leave Form: A leave form is a letter requesting permission not to come to work for certain reasons to the company

## CHAPTER III

### SCOPE OF THE APPRENTICESHIP

#### 3.1 Job Description

At PT. Riau Andalan Pulp and Paper (PT. RAPP), the author was placed in the Unigraha Hotel business unit in the Housekeeping Department (HK). The Housekeeping Department has duties and responsibilities to clean all areas within the hotel and also provide services for the hotel guests.

Table 3. 1 Job Description of Unigraha Hotel

1. Handling SPKL	<ul style="list-style-type: none"> <li>a. Making Overtime Authorization</li> <li>b. Making Overtime Form</li> </ul>
2. Handling Store Requests and Purchase Requests	<ul style="list-style-type: none"> <li>a. Making Request form for The Hotel store to Restocking Product HK</li> <li>b. Creating a request form for operational needs of Housekeeping (HK) through the Purchasing Department.</li> </ul>
3. Recap Laundry Revenue	<ul style="list-style-type: none"> <li>a. Making Report Revenue Laundry</li> </ul>
4. Making Bed	<ul style="list-style-type: none"> <li>a. Arranging sheets</li> <li>b. Arranging duvet covers</li> <li>c. Pillowcases</li> <li>d. Room layout</li> </ul>
5. Filling Document	<ul style="list-style-type: none"> <li>a. Organizing SR documents</li> <li>b. Organizing PR documents</li> <li>c. Organizing Housekeepers' documents</li> <li>d. Organizing SPV documents</li> <li>e. Organizing HOD documents</li> </ul>
6. Restocking Product	<ul style="list-style-type: none"> <li>a. Restocking Chemicals</li> <li>b. Restocking Food</li> <li>c. Restocking Complimentary Items</li> </ul>
7. Prepare 6s	<ul style="list-style-type: none"> <li>a. Making Labeling</li> <li>b. Cleaning all Items</li> </ul>

*Source: PT. Riau Andalan Pulp and Paper*

### 3.2 System and Procedure

The Working procedures done at the Housekeeping Department are as follows:

#### 1. Handling SPKL

An overtime form is a form used to apply for additional employee working time. This form is also written evidence for an agreement to do overtime work between the employee and the hotel. The results of employee overtime must be recorded in the overtime report to assist HR in calculating employee salary.

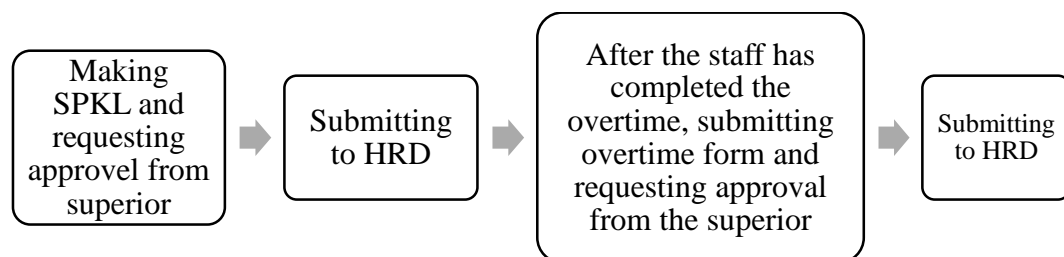


Figure 3. 1 Working procedures handling SPKL and OT form  
Source: PT.Riau Andalan Pulp and Paper

#### 2. Handling Store Requests and Purchase Requests

This activity aims to provide all the needs needed by the Health Club, for operational purposes to run smoothly. Here are some procedures:

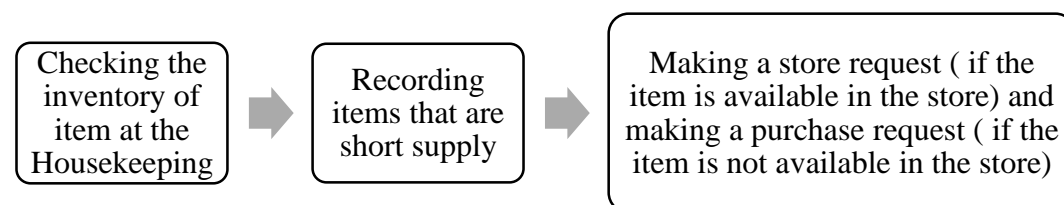


Figure 3.2 Working procedures for handling SR and PR  
Source: PT.Riau Andalan Pulp and Paper

#### 3. Handling Recap Laundry Revenue

A laundry revenue report is a financial report or laundry income that is input once a month and adjusted to the report from the front office.

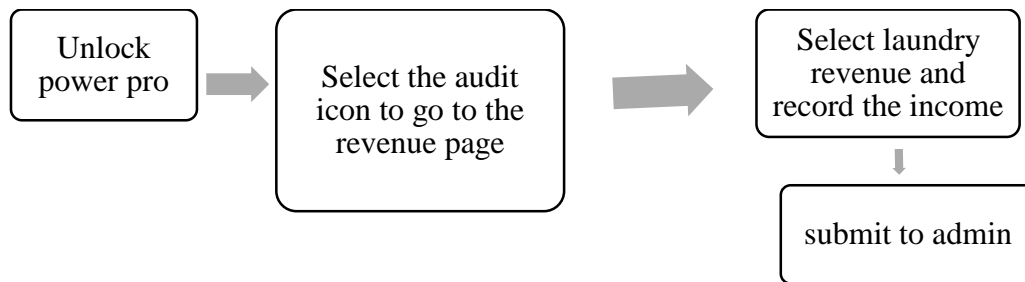


Figure 3. 3 Working Procedures of Recap Laundry Revenue  
 Source: PT.Riau Andalan Pulp and Paper

#### 4. Making Bed

Making a bed is the process of making a bed using certain techniques carried out in hotels. Making a bed or making a bed in a hotel can be said to be the most important point in arranging a hotel room

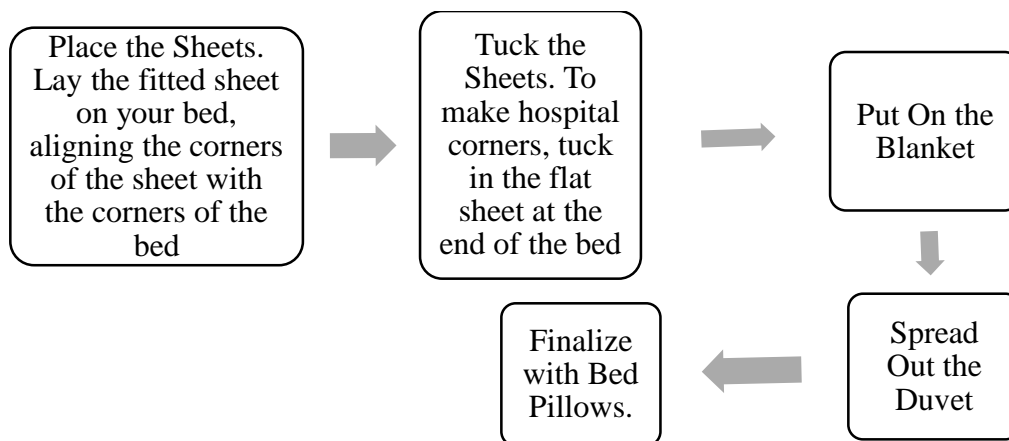


Figure 3. 4 Working Procedures of Making Bed  
 Source: PT.Riau Andalan Pulp and Paper

#### 5. Filing Document

Filing Document Filing is a process of organizing archives documents using a certain system, so the document can be found again easily and quickly if needed at any time. This activity includes Filing out the Guest Folio, Bill, and Guarantee Letter and putting it into a file cabinet. The following are the working procedures:

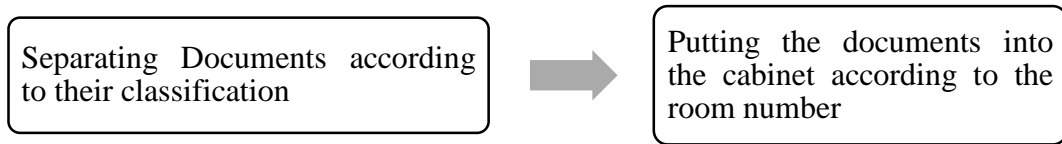


Figure 3. 5 Working procedures for filing document  
 Source: PT.Riau Andalan Pulp and Paper

## 6. Restocking Product

Restocking a Product is one of the routine activities carried out in the context of the availability of raw materials or products. This process seeks to re-procure goods, by providing re-supply of raw materials that are almost gone. The following are the working procedures

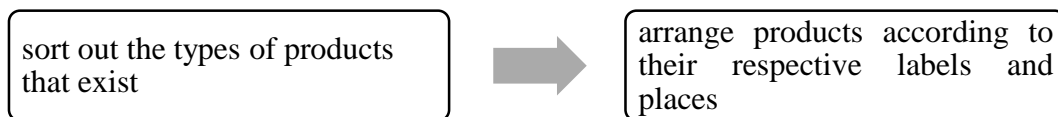


Figure 3. 6 Working Procedures for Restocking Product  
 Source: PT.Riau Andalan Pulp and Paper

## 7. Preparing for 6s Audit (*Seiri, Seiton, Seiso, Seiketsu, Shitketsu, and Safety*)

6S is an abbreviation of *Seiri* (short), *Seito* (set in order), *Seiso* (shine), *Seiketsu* (standardize), *Shitketsu* (sustain), and Safety. 6S is a process for creating and maintaining neatness, cleanliness, and high performance in an organized workplace. A day before the inspection began there was a cleaning activity supervised by a Person in Charge (PIC). Departments that are proven not to follow the standards will be subject to punishments in the form of point reductions, and fines.



Figure 3. 7 Standardization and Final Display Work Area  
 Source: PT.Riau Andalan Pulp and Paper



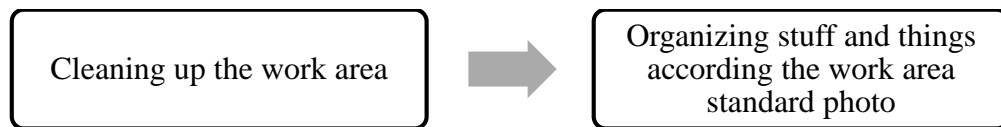


Figure 3. 8 Working Procedures Before 6s Audit  
 Source: PT.Riau Andalan Pulp and Paper

### 3.3 Place of Apprenticeship

Apprenticeship is carried out after students occupy semester VII, while the apprenticeship activities last for approximately four (4) months, starting from July 17<sup>th</sup> 2023 to November 17<sup>th</sup> 2023 at PT Riau Andalan Pulp And Paper (PT.RAPP ) Jl. Lintas Timur, Pangkalan Kerinci, Pelalawan Regency, Riau 28300, Indonesia, Tel:+62-761-491-000, Fax: +62-761-491-846. The activities carried out by the author during practice are in the HK PT.RAPP and the Unigraha Hotel Business Unit, HK Dept. With entry conditions starting at 08.00 to 17.00 WIB for Monday-Friday and from 08.00 to 12.00 WIB for Saturday.

### 3.4 Kind Description of the Apprenticeship

The following is the display of the work report in week 1 (one), namely, the day/date, activity, and place of implementation

Table 3. 2 Daily Activities of July 17<sup>th</sup> 2022 to July 21<sup>th</sup> 2023

No	Date and time	Description of activities	Place
1	Monday, July 17 <sup>th</sup> 2023	1. Visiting PT. Riau Andalan Pulp and Paper 2. Registration 3. Self-introduction, debriefing. 4. Check-in Mess	Rukan PT. Rapp
2	Tuesday, July 18 <sup>th</sup> 2023	Safety Induction	Safety Induction
3	Wednesday, July 19 <sup>th</sup> 2023	Day Off	

4	Thursday, July 20 <sup>th</sup> 2023	Census	Rapp Complex
5	Friday, July 21 <sup>st</sup> 2023	Census	Rapp Complex
6	Saturday, July 22 <sup>th</sup> 2023	Day Off	

*Source: Processed Data 2023*

The following is the display of the work report in week 2 (two), namely, the day/date, activity, and place of implementation:

Table 3. 3 Daily Activities of July 24<sup>th</sup> 2023 to July 29<sup>th</sup> 2023

No	Date and time	Description of activities	Place
1	Monday, July 24 <sup>th</sup> 2023	1. Census	Rapp Complex
2	Tuesday, July 25 <sup>th</sup> 2023	1. Census	Rapp Complex
3	Wednesday, July 26 <sup>th</sup> 2023	1. Census	Rapp Complex
4	Thursday, July 27 <sup>th</sup> 2023	1. Census	Rapp Complex
5	Friday, July 28 <sup>th</sup> 2023	1. Visit to BPPUT 2. Visit to Rumah Batik Andalan	BPPUT
6	Saturday, July 29 <sup>th</sup> 2023	Day Off	

*Source: Processed Data 2023*

The following is the display of the work report in week 3 (three), namely, day/date, activity and place of implementation:

Table 3. 4 Daily Activities of July 31<sup>Th</sup> 2023 to August 5<sup>Th</sup> 2023

No	Date and time	Description of activities	Place
1	Monday, July 31 <sup>Th</sup> 2023	1. Census	Rapp Complex
2	Tuesday, August 1 <sup>St</sup> 2023	1. Survey of Internship	Unigraha Hotel
3	Wednesday, August 2 <sup>nd</sup> 2023	1. Introduction with head and staff at HK Dept. 2. Learn to make SR and PR 3. Learn the activities that employees must do while attending and after work	HK Office
4	Thursday, August 3 <sup>Th</sup> 2023	1. Make SR 2. Enter the room that has been check-in	HK Office
5	Friday, August 4 <sup>th</sup> 2023	1. Briefing with employees 2. Make SR 3. Input the room that has been checked in	HK Office
6	Saturday, August 5 <sup>Th</sup> 2023	Day Off	

*Source: Processed Data 2023*

The following is the display of the work report in week 4 (four), namely, the day/date, activity, and place of implementation:

Table 3. 5 Daily Activities of August 7<sup>Th</sup> 2023 to August 12<sup>Th</sup> 2023

No	Date and time	Description of activities	Place
1	Monday, August 7 <sup>Th</sup> 2023	1. Briefing with employees 2. Make PR 3. Input the room that has been checked in	HK Office
2	Tuesday, August 8 <sup>Th</sup> 2023	1. Briefing with employees 2. Make PR 3. Input the room that has been checked in 4. Make preparations 6s	HK Office

3	Wednesday, August 9 <sup>Th</sup> 2023	1. Briefing with employees 2. Make PR 3. Input the room that has been checked in	HK Office
4	Thursday, August 10 <sup>Th</sup> 2023	1. Briefing with employees 2. Make PR 3. Input the room that has been checked in	HK Office
5	Friday, August 11 <sup>Th</sup> 2023	1. Briefing with employees 2. Make PR 3. Input the room that has been checked in	HK Office
6	Saturday, August 12 <sup>Th</sup> 2023	1. Training with Mutiara High School	HK Office

*Source: Processed Data 2023*

The following is the display of the work report in week 5 (five), namely, the day/date, activity, and place of implementation:

Table 3. 6 Daily Activities of August 14<sup>Th</sup> 2023 to August 19<sup>Th</sup> 2023

No	Date and time	Description of activities	Place
1	Monday, August 14 <sup>Th</sup> 2023	1. Briefing with employees 2. Meeting with employees 3. Input the room that has been checked in	HK Office
2	Tuesday, August 15 <sup>Th</sup> 2023	1. Briefing with employees 2. Making preparation 6S 3. Input the room that has been checked in	HK Office
3	Wednesday, August 16 <sup>Th</sup> 2023	1. Briefing with employees 2. Input the room that has been checked in	HK Office
4	Thursday, August 17 <sup>Th</sup> 2023	Public Holiday	HK Office
5	Friday, August 18 <sup>Th</sup> 2023	1. Briefing with employees 2. Making Bad Room	HK Office
6	Saturday, August 19 <sup>Th</sup> 2023	Day Off	-

*Source: Processed Data 2023*

The following is the display of the work report in week 6 (six), namely, the day/date, activity, and place of implementation:

Table 3. 7 Daily Activities of August 21<sup>Th</sup> 2023 to August 26<sup>Th</sup> 2023

No	Date and time	Description of activities	Place
1	Monday, August 21 <sup>Th</sup> 2023	1. Briefing with employees 2. Make Store Request 3. Make Purchase Request 4. Making 6s for each department's assessment	HK Office
2	Tuesday, August 22 <sup>Th</sup> 2023	1. Briefing with employees 2. Make 6s for scoring 3. Make SR (Store Request) and PR (Purchase Request) 4. Input hotel room data that checks in and checks out.	HK Office
3	Wednesday, August 23 <sup>Th</sup> 2023	1. Briefing with employees 2. 6s preparation 3. Input hotel room data check-in and check-out 4. Make SR 5. SR Recap 6. Record incoming goods from store to warehouse	HK Office
4	Thursday, August 24 <sup>Th</sup> 2023	1. Briefing with employees 2. Briefing before the activity 3. Making SRs 4. Record laundry revenue 5. Pick up imported tissue at Mill	HK Office
5	Friday, August 25 <sup>Th</sup> 2023	1. Briefing with employees 2. Making an SR report 3. Help room attendant	HK Office
6	Saturday, August 26 <sup>Th</sup> 2023	1. Briefing with employees 2. Making a list of book attendant room 3. Making bed	HK Office

Source: Processed Data 2023

The following is the display of the work report in week 7 (seven), namely, the day/date, activity, and place of implementation:

Table 3. 8 Daily Activities of August 28<sup>Th</sup> 2023 to September 2<sup>nd</sup> 2023

No	Date and time	Description of activities	Place
1	Monday, August 28 <sup>Th</sup> 2023	1. Briefing with employees 2. Making SR 3. Fill HK needs from the store 4. Assist in making EDO applications	HK Office
2	Tuesday, August 29 <sup>Th</sup> 2023	1. Briefing with employees 2. Making SR 3. Prepare incoming goods from the store for HK 4. Recap laundry income	HK Office
3	Wednesday, August 30 <sup>Th</sup> 2023	1. Briefing with employees 2. Totaling hotel, guest house, and apartment inventory.	HK Office
4	Thursday, August 31 <sup>Th</sup> 2023	1. Briefing with employees 2. Prepare 6s 3. GSM (General Staff Meeting)	HK Office
5	Friday, September 1 <sup>St</sup> 2023	1. Briefing with employees 2. Making SR 3. Input goods from the store 4. Prepare 6s	HK Office
6	Saturday, September 2 <sup>nd</sup> 2023	Day Off	-

Source: Processed Data 2023

The following is the display of the work report in week 8 (eight), namely, the day/date, activity, and place of implementation:

Table 3. 9 Daily Activities of September 4<sup>Th</sup> 2023 to September 9<sup>Th</sup> 2023

No	Date and time	Description of activities	Place
1	Monday, September 4 <sup>Th</sup> 2023	1. Briefing with employees 2. Trust 3. Making SR 4. Input SR 5. Restock Product	HK Office
2	Tuesday, September 5 <sup>Th</sup> 2023	1. Briefing 2. Making Room 3. Making SR	HK Office
3	Wednesday, September 6 <sup>Th</sup>	1. Briefing 2. Input SR	HK Office

	2023	3. Prepare incoming goods from the store 4. Ask for the signature of cost control, and GM and submit the PR	
4	Thursday, September 7 <sup>Th</sup> 2023	1. Briefing 2. Making SR 3. Restock SR	HK Office
5	Friday, September 8 <sup>Th</sup> 2023	1. Briefing 2. Input Room VR	HK Office
6	Saturday, September 9 <sup>Th</sup> 2023	1. Briefing 2. Input Room VR 3. SR Recap	HK Office

*Source: Processed Data 2023*

The following is the display of the work report in week 9 (nine), namely, the day/date, activity, and place of implementation:

Table 3. 10 Daily Activities of September 11<sup>Th</sup> 2022 to September 16<sup>Th</sup> 2023

No	Date and time	Description of activities	Place
1	Monday, September 11 <sup>Th</sup> 2023	1. Briefing 2. Organize incoming goods 3. Make a report GC staff HK	HK Office
2	Tuesday, September 12 <sup>Th</sup> 2023	1. Briefing 2. Make SR 3. Make Article PR	HK Office
3	Wednesday, September 13 <sup>Th</sup> 2023	1. Briefing 2. Make SR 3. Request SR's 4. Sort out lost and found guest items	HK Office
4	Thursday, September 14 <sup>Th</sup> 2023	1. Briefing 2. Make SR 3. Input data lost and found	HK Office
5	Friday, September 15 <sup>Th</sup> 2023	1. Briefing 2. Make SR 3. Signing of receipt of PR goods 4. SR goods pickup	HK Office
6	Saturday, September 16 <sup>Th</sup> 2023	Day Off	-

*Source: Processed Data 2023*

The following is the display of the work report for week 10 (10), namely, the day/date, activity, and place of implementation:

Table 3. 11 Daily Activities of September 18<sup>th</sup> 2023 to September 23<sup>th</sup> 2023

No	Date and time	Description of activities	Place
1	Monday, September 18 <sup>th</sup> 2023	1. Briefing 2. Making SR 3. Help organize the timesheet management system 4. Arrange incoming goods	HK Office
2	Tuesday, September 19 <sup>th</sup> 2023	1. Briefing 2. Making SR 3. Recap data on HK employees who are overtime	HK Office
3	Wednesday, September 20 <sup>th</sup> 2023	1. Making SR 2. Release SR 3. Pengantaran SR 4. Arsip SR 5. Kunjungan ke RGE	HK Office
4	Thursday, September 21 <sup>th</sup> 2023	1. Briefing 2. Making SR 3. Prepare 6S	HK Office
5	Friday, September 22 <sup>th</sup> 2023	1. Making SR 2. Rekap Overtime Karyawan 3. Briefing	HK Office
6	Saturday, September 23 <sup>th</sup> 2023	1. Briefing 2. Making SR 3. Check the room that has been cleaned by the Room Attendant	HK Office

Source: Processed Data 2023

The following is the display of the work report in week 11 (eleven), namely, the day/date, activity, and place of implementation:

Table 3. 12 Daily Activities of September 25<sup>th</sup> 2022 to September 30<sup>th</sup> 2023

No	Date and time	Description of activities	Place
1	Monday, September 25 <sup>th</sup> 2023	1. Briefing 2. Making SR 3. Rearranging HK employee schedules 4. Motivational Training	HK Office
2	Tuesday, September 26 <sup>th</sup> 2023	1. Briefing 2. Making SR 3. Prepare 6S	HK Office
3	Wednesday, September 27 <sup>th</sup> 2023	1. Briefing 2. Prepare 6s	HK Office



4	Thursday, September 28 <sup>Th</sup> 2023	Public Holiday	
5	Friday, September 29 <sup>Th</sup> 2023	1. Briefing 2. Making SR 3. Prepare 6s 4. Input Room VR	HK Office
6	Saturday, September 30 <sup>Th</sup> 2023	Day Off	

*Source: Processed Data 2023*

The following is the display of the work report in week 12 (twelve), namely, the day/date, activity, and place of implementation:

Table 3. 13 Daily Activities of October 2<sup>nd</sup> 2023 to October 7<sup>Th</sup> 2023

No	Date and time	Description of activities	Place
1	Monday, October 2 <sup>nd</sup> 2023	1. Briefing with employees 2. Making 6s 3. Prepare 6s 4. Receipt of incoming goods for HK purposes.	HK Office
2	Tuesday, October 3 <sup>Th</sup> 2023	1. Briefing with employees 2. Request SR Signature 3. Prepare 6s	HK Office
3	Wednesday, October 4 <sup>Th</sup> 2023	1. Briefing with employees 2. Prepare 6s	HK Office
4	Thursday, October 5 <sup>Th</sup> 2023	1. Briefing with employees 2. Prepare 6s	HK Office
5	Friday, October 6 <sup>Th</sup> 2023	Sick	
6	Saturday, October 7 <sup>Th</sup> 2023	Sick	

*Source: Processed Data 2023*

The following is the display of the work report for week 13 (thirteen), namely, the day/date, activity, and place of implementation:

Table 3. 14 Daily Activities of October 9<sup>th</sup> 2023 to October 14<sup>th</sup> 2023

No	Date and time	Description of activities	Place
1	Monday, October 9 <sup>th</sup> 2023	1. Briefing with employees 2. Making 6s 3. Arrange incoming goods from the store for HK operations 4. Prepare 6s	HK Office
2	Tuesday, October 10 <sup>th</sup> 2023	1. Briefing with employees 2. Prepare 6s 3. Print the Room Standard Check List sheet	HK Office
3	Wednesday, October 11 <sup>th</sup> 2023	1. Briefing with employees 2. Making SR 3. Prepare 6s	HK Office
4	Thursday, October 12 <sup>th</sup> 2023	1. Briefing with employees 2. Record laundry income reports 3. Prepare 6s	HK Office
5	Friday, October 13 <sup>th</sup> 2023	1. Briefing with employees 2. Prepare Genba 3. Prepare 6s	HK Office
6	Saturday, October 14 <sup>th</sup> 2023	Off	

*Source: Processed Data 2023*

The following is the display of the work report in week 14 (fourteen), namely, the day/date, activity, and place of implementation:

Table 3. 15 Daily Activities of October 16<sup>th</sup> 2023 to October 21<sup>th</sup> 2023

No	Date and time	Description of Activities	Place
1	Monday, October 16 <sup>th</sup> 2023	1. Briefing 2. Making SR 3. Write Report Income Laundry	HK Office
2	Tuesday, October 17 <sup>th</sup> 2023	1. Briefing with employees 2. Making PR 3. SPKL 4. Prepare 6s	HK Office
	Wednesday, October 18 <sup>th</sup>	1. Briefing with employees 2. Making SPKL	HK Office

	2023	3. Making SR 4. Prepare 6s 5. Recap Employee Overtime	
	Thursday, October 19 <sup>th</sup> 2023	1. Briefing with employees 2. Making SPKL 3. Making SR 4. Report Aset Laundry	HK Office
	Friday, October 20 <sup>th</sup> 2023	1. Briefing with employees 2. Making SR 3. General Staff Meeting	HK Office
	Saturday, October 21 <sup>th</sup> 2023	1. Briefing with employees 2. Making SR 3. General Staff Meeting	HK Office

*Source: Processed Data 2023*

The following is the display of the work report for week 14 (fourteen), namely, the day/date, activity, and place of implementation:

Table 3. 16Daily Activities of October 23<sup>th</sup> 2023 to October 28<sup>th</sup> 2023

No	Date and time	Description of activities	Place
1	Monday, October 23 <sup>rd</sup> 2023	1. Making SPKL 2. Making SR 3. Making PR 4. Briefing	HK Office
2	Tuesday, October 24 <sup>th</sup> 2023	1. Briefing 2. Making PR 3. Input OT Karyawan	HK Office
3	Wednesday, October 25 <sup>th</sup> 2023	1. Making SPKL 2. Making SR 3. Replenish HK's needs	HK Office
4	Thursday, October 26 <sup>th</sup> 2023	1. Briefing 2. Making SPKL 3. Making SR	HK Office
5	Friday, October 27 <sup>th</sup> 2023	1. Briefing 2. Making SR 3. Making SPKL	HK Office
6	Saturday, October 28 <sup>th</sup> 2023	Day Off	-

*Source: Processed Data 2023*

The following is the display of the work report for week 15 (fifteen), namely, the day/date, activity, and place of implementation:

Table 3. 17 Daily Activities of October 30<sup>th</sup> 2023 to November 5<sup>th</sup> 2023

No	Date and time	Description of activities	Place
1	Monday, October 30 <sup>th</sup> 2023	1. Briefing 2. Prepare 6s	HK Office
2	Tuesday, October 30 <sup>th</sup> 2023	1. Briefing 2. Making SPKL 3. Making OT 4. Recap Revenue Laundry	HK Office
3	Wednesday, November 1 <sup>st</sup> 2023	1. Briefing 2. Improvement 6s 3. Making SR	HK Office
4	Thursday, November 2 <sup>nd</sup> 2023	1. Briefing 2. Shorting Leave Form, SPKL 3. Improvement 6s	HK Office
5	Friday, November 3 <sup>th</sup> 2023	1. Briefing 2. Making SR 3. Restock SR for Rooms, Apartments, and Guest Houses	HK Office
6	Saturday, November 4 <sup>th</sup> 2023	1. Briefing 2. Accumulated number of inventories	HK Office

*Source: Processed Data 2023*

The following is the display of the work report for week 16 (sixteen), namely, the day/date, activity, and place of implementation:

Table 3. 18 Daily Activities of November 6<sup>th</sup> 2023 to November 11<sup>th</sup> 2023

No	Date and time	Description of activities	Place
1	Monday, November 6 <sup>th</sup> 2023	1. Briefing 2. Making SR 3. Refill product 4. Improvement 6s	HK Office
2	Tuesday, November 7 <sup>th</sup> 2023	1. Briefing 2. Making W/I 3. Sorting HK	HK Office
3	Wednesday, November 8 <sup>th</sup> 2023	1. Briefing 2. Making SR 3. Improvement 6s	HK Office

4	Thursday, November 9 <sup>th</sup> 2023	1. Briefing 2. Recan SR 3. Pick up laundry request paper	HK Office
5	Friday, November 10 <sup>th</sup> 2023	1. Briefing 2. Making SR 3. Filing Document	HK Office
6	Saturday, November 11 <sup>th</sup> 2023	Day Off	

*Source: Processed Data 2023*

The following is the display of the work report in week 17 (seventeen), namely, the day/date, activity, and place of implementation:

Table 3. 19 Daily Activities of November 13<sup>th</sup> 2023 to November 17<sup>th</sup> 2023

No	Date and time	Description of activities	Place
1	Monday, November 13 <sup>th</sup> 2023	1. Briefing 2. Making SR 3. Filling Document	HK Office
2	Tuesday, November 14 <sup>th</sup> 2023	1. Briefing 2. Improvement 6S and Making Commitment 6s 3. Filling Document	HK Office
3	Wednesday, November 15 <sup>th</sup> 2023	1. Briefing 2. Making SR 3. Filling Document	HK Office
4	Thursday, November 16 <sup>th</sup> 2023	1. Briefing 2. Improvement 6s 3. Filling Document	HK Office
5.	Friday, November 17 <sup>th</sup> 2023	Internship Seminar	

*Source: Processed Data 2023*

## **CHAPTER IV**

### **CONCLUSION AND SUGGESTION**

#### **4.1 Conclusion**

After doing the apprenticeship program at PT. Riau Andalan Pulp and Paper in Unigraha Hotel there is some conclusion as follows:

1. There were some kinds of jobs done during the apprenticeship in the Housekeeping Department; Handling SPKL, Handling SR and PR, Recap Revenue Laundry, Making Bed, Filling Documents, Restocking Products, and preparing 6s.
2. There were Documents used for activity while doing the apprenticeship program. such as Housekeeping Report, Room Attendant Work Sheet, Floor Supervisor Daily Work Sheet, Article, SPKL, Overtime Authorization Form, SR, PR, Leave Form
3. All working procedures carried out during the apprenticeship at Unigraha Hotel are carried out by the provisions of the SOP that apply in the Unigraha Hotel.

#### **4.2 Suggestion**

The most important aspect is focus when carrying out the activities assigned and being responsible and honest.

## REFERENCES

PT. Riau Andalan Pulp and Paper Profile., <https://www.aprilasia.com/id/>., accessed on June 25, 2022.

Sianipar, R., & Cicilia, R. L. (2023). *Procedure Housekeeping*. Penerbit NEM.

# APPENDICES

## APPENDIX A

### Apprenticeship Application Letter



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,  
RISET, DAN TEKNOLOGI  
**POLITEKNIK NEGERI BENGKALIS**

Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711  
Telepon: (+62766) 24566, Fax: (+62766) 800 1000  
Laman: <http://www.polbeng.ac.id>, E-mail: [polbeng@polbeng.ac.id](mailto:polbeng@polbeng.ac.id)

Nomor : 2785 /PL31/TU/2023

14 Juli 2023

Hal : Surat Pengantar Kerja Praktek (KP)

**Yth. Pimpinan PT. Riau Andalan Pulp and Paper (RAPP)**  
Jl. Lintas Timur, Pangkalan Kerinci Kota, Kab. Pelalawan.

Dengan hormat,

Sehubungan balasan surat Saudara Nomor 59/VI/CR/KP/RAPP/2023 tanggal 14 Juni 2023 perihal Izin Melaksanakan Kerja Praktek (KP) dengan ini kami sampaikan nama mahasiswa dibawah ini:

No	Nama	Nim	Prodi
1	Wulan Nazari	5504201019	D4 Bahasa Inggris untuk Komunikasi Bisnis dan Profesional
2	Susi	5504201010	D4 Bahasa Inggris untuk Komunikasi Bisnis dan Profesional
3	Rahmaniar	5504201014	D4 Bahasa Inggris untuk Komunikasi Bisnis dan Profesional
4	Devitrah Sari	5504201024	D4 Bahasa Inggris untuk Komunikasi Bisnis dan Profesional

Guna melaksanakan Kerja Praktek (KP) mulai dari tanggal 17 Juli 2023 s.d 17 November 2023.

Demikian surat pengantar ini kami sampaikan, atas perhatian dan kerjasamanya kami ucapkan terima kasih.

An. Direktur,  
Wakil Direktur I  
  
Armada, ST., MT  
NIP. 197906172014041001



## APPENDIX B

### Apprenticeship Acceptance Letter

Internal



PT Riau Andalan Pulp and Paper  
Jakarta Office  
Jalan Sekeloa Selatan No. 27  
Jakarta 10230, Indonesia  
Tel +62 21 2163 0134 Fax +62 21 2144 6334  
  
Mill Office  
Jalan Lintas Timur, Pengkutan Kemiri  
Kabupaten Pekanbaru  
Riau 28300, Indonesia  
Tel +62 761 481 000 Fax +62 761 481 848  
  
www.aprilasia.com  
www.paperone.com

Nomor : 59 /VI/CR/KP/RAPP/2023  
Lamp : -  
Hal : Izin Job Training/ Kerja Praktek

Kepada Yth,  
**Dosen Prodi D4 Bahasa Inggris Untuk Komunikasi Bisnis Dan Profesional  
Politeknik Negeri Bengkalis**

Dengan hormat,  
Sehubungan dengan surat permohonan izin peraktek pada PT RAPP, untuk Mahasiswa/ Pelajar sebagai berikut:

NO	Nama	NIP	Jurusan
1	Wulan Nazari	5504201019	D4 Bahasa Inggris Untuk Komunikasi Bisnis Dan Profesional
2	Susi	5504201010	D4 Bahasa Inggris Untuk Komunikasi Bisnis Dan Profesional
3	Devitrah Sari	5504201024	D4 Bahasa Inggris Untuk Komunikasi Bisnis Dan Profesional
4	Rahmaniar	5504201014	D4 Bahasa Inggris Untuk Komunikasi Bisnis Dan Profesional

Dengan ini disampaikan bahwa kami dapat menerima mahasiswa/Pelajar tersebut untuk melakukan kerja praktik di PT RAPP tahun 2023. Kepada yang bersangkutan harus mengikuti **safety induction terlebih dahulu**. Kepada peserta KP harap memperhatikan:

- Mengikuti seluruh peraturan yang berlaku di Lingkungan Perusahaan
- Mengikuti Protokol yang berlaku, apabila kedapatan melanggar akan dilaporkan ke Sekolah/ Universitas yang bersangkutan
- Bagi yang ditempatkan di Mill dan daerah operasional yang mewajibkan APD, agar membawa masing masing.

Note: Kepada Peserta KP agar ke Kantor SHR (Rukan No. 6) pada (Nanti di konfirmasi kembali) dengan membawa Materai 10.000 (2 Buah) dan Pas Foto (3x4 = 2 Buah).  
Demikianlah surat ini kami sampaikan, atas perhatiannya diucapkan terimakasih.

Pangkalan Kerinci, 14 Juni 2023  
  
PT. Riau Andalan Pulp and Paper  
Tengku Kespandiar, ST., MM  
Campus Relation Manager

## APPENDIX C

### Apprenticeship Completion Letter

Internal



PT Riau Andalan Pulp and Paper  
Jakarta Office  
Jalan Teluk Betung No. 31  
Jakarta 10230, Indonesia  
Tel. : +62 21 3183 0134 Fax. : +62 21 3144 604

Mill Office:  
Jalan Lintas Timur, Pangkalan Kerinci  
Kabupaten Pelaiwan  
Riau 26300, Indonesia  
Tel. : +62 761 491 000 Fax. : +62 761 491 846

www.apriasia.com  
www.paperone.com

Nomor : ~~301~~ /XII/CR/KP/RAPP/2023  
Lamp : -  
Hal : Surat Keterangan Magang

Kepada Yth,  
Ketua Jurusan Bahasa  
Politeknik Negeri Bengkalis

Di –  
Tempat

Dengan hormat,  
Sehubungan dengan telah berakhirnya Kerja Praktek (KP) di pada PT RAPP, untuk Siswa sebagai berikut:

NO	Nama	NIM	Jurusan
1	Devitrah Sari	5504201024	Bahasa

Dengan ini menerangkan bahwa mahasiswa tersebut telah selesai melaksanakan kerja praktek di PT Riau Andalan Pulp and Paper (PT.RAPP) 17 Juli s/d 17 November 2023. Demikian surat keterangan ini dibuat untuk dapat dipergunakan sebagaimana mestinya.

Pangkalan Kerinci, 04 Desember 2023


  
Tengku Wespandiar, ST., MM  
Campus Relation Manager

## APPENDIX D

### List of Attendance

Name Devitrah Sari  
 Bulan ~~AGUSTUS~~

Date	Time in	time out	Sign
1			
2	08.00	17.00	Duit
3	08.00	17.00	Duit
4	08.00	17.00	Duit
5	<del>08.00</del> OFF	OFF	
6	OFF	OFF	
7	08.00	17.00	Duit
8	08.00	17.00	Duit
9	08.00	17.00	Duit
10	07.47	17.00	Duit
11	07.47	17.00	Duit
12	07.46	17.00	Duit
13	<del>07.55</del>	<del>17.00</del>	OFF
14	07.55	17.00	Duit
15	07.42	17.00	Duit
16	07.45	17.48	PS
17	P.H	P.H	
18	07.43	17.11	Duit
19	OFF		
20	OFF		
21	07.53	17.00	PS
22	07.57	17.10	PS
23	07.53	17.00	PS
24	07.40	17.06	PS
25	07.45	17:06	PS
26	07.47.	12.07	Duit
27	OFF	OFF	
28	07.52	17.10	Duit
29	07.47	17.00	Duit
30	07.57	17.00	Duit
31	07.57	17.00	Duit

  
 DIANOR

Name Devitrah Sari

Bulan SEPTEMBER

Date	Time in	time out	Sign
1	07.43	17.00	Duit
2	OFF	OFF	
3	OFF	OFF	
4	07.47	17.10	Duit
5	07.47	17.10	Duit
6	07.58	17.10	Duit
7	07.59	17.00	Duit
8	07.40	17.00	Duit
9	07.52	10.00	Duit
10	OFF	OFF	
11	07.51	17.21	Duit
12	07.49	17.00	Duit
13	07.48	17.00	Duit
14	07.46	17.00	Duit
15	07.43	17.00	Duit
16	OFF	OFF	
17	OFF	OFF	
18	07.50	17.00	Duit
19	07.50	17.00	Duit
20	07.56	17.00	Duit
21	07.45	17.09	Duit
22	07.47	17.00	Duit
23	07.47	12.00	Duit
24	OFF	OFF	
25	07.41	17.11	Duit
26	07.45	17.00	Duit
27	17.46	17.17	Duit
28	P.Holiday	P.Holiday	
29	07.40	17.00	Duit
30	OFF	OFF	
31	OFF	OFF	

Duit  
DIPINJAM

Name Devitrah Sari  
Bulan OKTOBER

Date	Time in	time out	Sign
1			
2	07.46.	17.00	Outs
3	07.59	17.11	Outs
4	07.42	17.09	Outs
5	07.43	17.10	Outs
6		-	Sakit
7	-	-	Sakit
8	OFF	OFF	
9	07.48	17.11	Outs
10	07.40	17.13	Outs
11	07.42	17.00	Outs
12	07.45	17.10	Outs
13	07.45	17.10	Outs
14	OFF	OFF	
15	OFF	OFF	
16	07.43	17.00	Outs
17	07.35	17.06.	Outs
18	07.52	17.00	Outs
19	07.40	17.00	Outs
20	07.54	17.08	Outs
21	07.55	17.08	Outs
22	OFF	OFF	
23	07.51	17.00	Outs
24	07.38	17.00	Outs
25	07.41	17.00	Outs
26	07.38	17.00	Outs
27	07.54	17.00	Outs
28	OFF	OFF	
29	OFF	OFF	
30	07.47.	17.00	Outs
31	07.47.	17.00	Outs

Ry.  
DIANING

Name Devitrah Sari  
Bulan November

Date	Time in	time out	Sign
1	07.38	17.00	Duit
2	07.56	17.00	Duit
3	07.53	17.00	Duit
4	07.40	16.00	Duit
5	OFF	OFF	
6	07.55	17.00	Duit
7	07.33	17.00	Duit
8	07.45	17.00	Duit
9	07.50	17.00	Duit
10	07.59	17.00	Duit
11	OFF	OFF	
12	OFF	OFF	
13	07.40	17.00	Duit
14	07.45	17.00	Duit
15	07.38	17.11	Duit
16	07.36	17.00	Duit
17	07.55	17.00	Duit
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			


Duit  
Duit


## APPENDIX E

### Daily Activities Internship (KP)

Day : Monday


Date : July 17<sup>th</sup> 2023


No.	Activity Description	Assigner	Signature
1.	- Registration Mess	T. Kespondiar	
	Industrial supervisor's notes:		

No.	Work Illustration	Explanation
		fill out the personal data form, as well as the contract agreement that will be obeyed during the internship

Daily Activities  
Internship (KP)

Day : Tuesday  
Date : July 18<sup>th</sup> 2023


No.	Activity Description	Assigner	Signature
1.	- Safety Induction	T. Kespandiar	
	Industrial supervisor's notes:		


No.	Work Illustration	Explanation
		Safety induction is one of the provisions for each new employee and each contract extension for old employees to always pay attention to K3 and the rules that exist in the company during the contract period.



Daily Activities  
Internship (KP)


Day : Thursday  
Date : July 20<sup>th</sup> 2023


No.	Activity Description	Assigner	Signature
1.	census	Jevon Aloysius	
Industrial supervisor's notes:			

No.	Work Illustration	Explanation
		This annual census is carried out every 5 years as a form of data collection on PT. Rapp employees who are still working or have stopped, this census is carried out by entering the personal data of all employee family members in a link form provided.

Daily Activities  
Internship (KP)


Day : Friday  
Date : July 21<sup>st</sup> 2023


No.	Activity Description	Assigner	Signature
1.	Census	Jevon Aloysius	
	Industrial supervisor's notes:		

No.	Work Illustration	Explanation
		This annual census is carried out every 5 years as a form of data collection on PT. Rapp employees who are still working or have stopped, this census is carried out by entering the personal data of all employee family members in a link form provided.

Daily Activities  
Internship (KP)


Day : Monday  
Date : July 24<sup>th</sup> 2023


No.	Activity Description	Assigner	Signature
1.	Census	Jevon Aloysius	
Industrial supervisor's notes:			

No.	Work Illustration	Explanation
		This annual census is carried out every 5 years as a form of data collection on PT. Rapp employees who are still working or have stopped, this census is carried out by entering the personal data of all employee family members in a link form provided.

Daily Activities  
Internship (KP)


Day : Tuesday  
Date : July 25<sup>th</sup> 2023


No.	Activity Description	Assigner	Signature
1.	Census	Jevon Aloysius	
	Industrial supervisor's notes:		

No.	Work Illustration	Explanation
		Then on the 25th, all members of the census began to be placed in townsite 1 where this environment was mostly occupied by all HODs or heads of departments and other April leaders.

Daily Activities  
Internship (KP)


Day : Wednesday  
Date : July 26<sup>th</sup> 2023

No.	Activity Description	Assigner	Signature
1.	Census	Jevon Aloysius	
	Industrial supervisor's notes:		

No.	Work Illustration	Explanation
.		We will continue to carry out this census until the time of placement for the apprenticeship. Data collection is carried out continuously until all data is fulfilled.

Daily Activities  
Internship (KP)


Day : Thursday  
Date : July 27<sup>th</sup> 2023


No.	Activity Description	Assigner	Signature
1.	Census	Jevon Aloysius	
	Industrial supervisor's notes:		

No.	Work Illustration	Explanation
		We will continue to carry out this census until the time of placement for the apprenticeship. and data collection is carried out continuously until all data is fulfilled. Before that, we will stay at ALI (April Learning Institute) to get information from the assigner

Daily Activities  
Internship (KP)


Day : Friday  
Date : July 28<sup>th</sup> 2023


No.	Activity Description	Assigner	Signature
1. 2.	- visit to BPPUT - visit to Rumah Batik Andalan	T. Kespandar	
	Industrial supervisor's notes:		

No.	Work Illustration	Explanation
		Visiting company profile photos, nurseries, and trial plantations.

Daily Activities  
Internship (KP)

Day : Monday  
Date : July 31<sup>st</sup> 2023

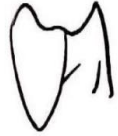
No.	Activity Description	Assigner	Signature
1.	Census	Jevon Aloysius	
	Industrial supervisor's notes:		


No	Work Illustration	Explanation
.		We will continue to carry out this census until the time of placement for the apprenticeship. and data collection is carried out continuously until all data is fulfilled



Daily Activities  
Internship (KP)

Day : Tuesday  
Date : August 1<sup>st</sup> 2023


No.	Activity Description	Assigner	Signature
1.	- Survey of Internship	T. Kespandiar	
Industrial supervisor's notes:			

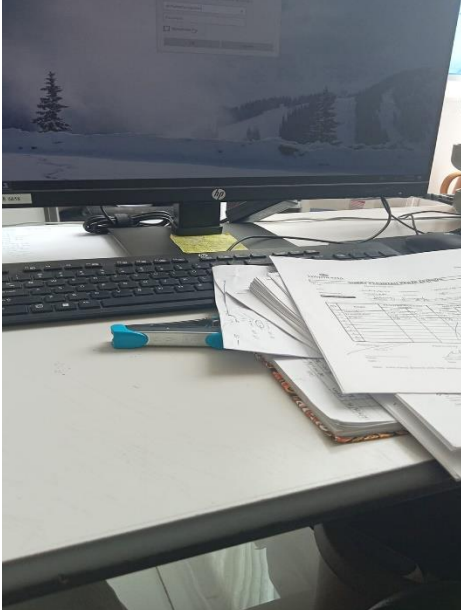
No	Work Illustration	Explanation
.		Survey of internship places at Unigraha Hotel as well as introduction with GM Hotel Unigraha

Daily Activities  
Internship (KP)

Day : Wednesday


Date : August 2<sup>nd</sup> 2023

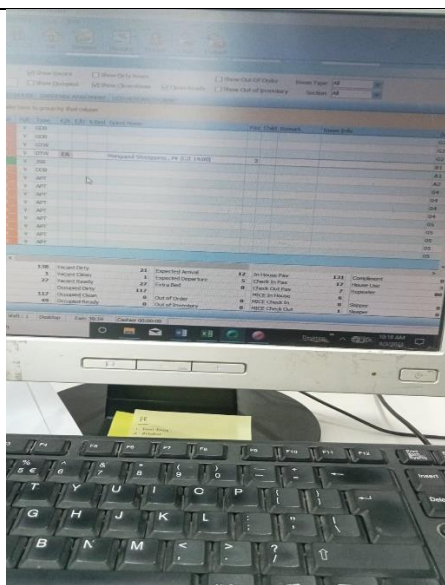
No.	Activity Description	Assigner	Signature
1.	Learn to make SR and PR	Zuzi Yana	
2.	Learn the activities that employees must do while attending and after work		
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		SR stands for Store Request, where we make a request from the store for departmental purposes.

## Daily Activities Internship (KP)


Day: Thursday  
Date: August 3<sup>rd</sup> 2023

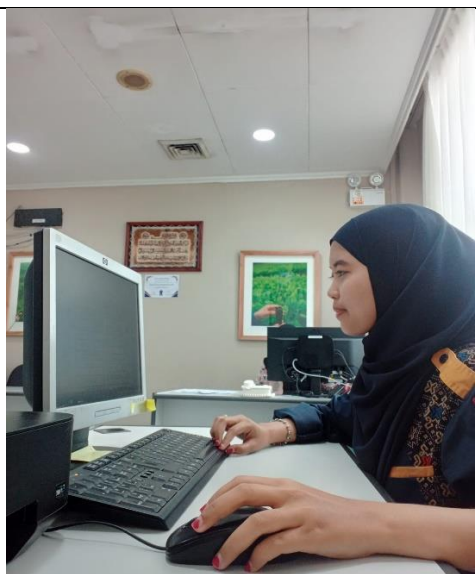
No.	Activity Description	Assigner	Signature
1. 2. 3.	Briefing Make SR Enter the room that has been check-in	Zuzi Yana	
Industrial supervisor's notes:			

No	Work Illustration	Explanation
.		Input data for cave hotel rooms to make a report to the receptionist that the room is ready for use by guests

Daily Activities  
Internship (KP)


Day : Friday  
Date : August 4<sup>th</sup> 2023

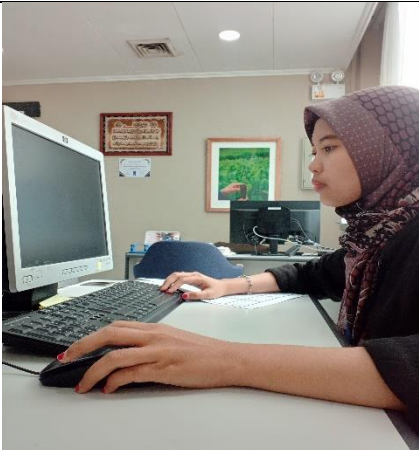
No.	Activity Description	Assigner	Signature
1.	Briefing with employees	Zuzi Yana	
2.	Make SR		
3.	Input the room that has been checked in		
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		Input data for cave hotel rooms to make a report to the receptionist that the room is ready for use by guests

Daily Activities  
Internship (KP)


Day : Monday  
Date : August 7<sup>th</sup> 2023

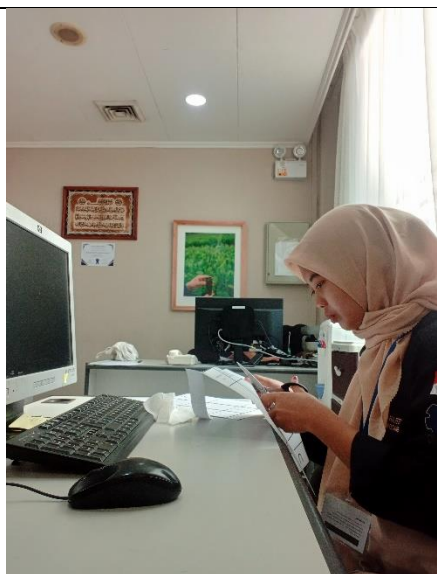
No.	Activity Description	Assigner	Signature
1. 2. 3.	Briefing with employees Make PR Input the room that has been checked in	Zuzi Yana	
	Industrial supervisor's notes:		

No.	Work Illustration	Explanation
.		PR is a purchase request where we request goods from outside the hotel store, just like requesting tissue from China

Daily Activities  
Internship (KP)


Day : Tuesday  
Date : August 8<sup>th</sup> 2023

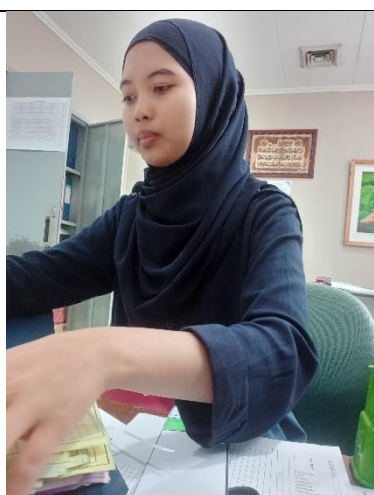
No.	Activity Description	Assigner	Signature
1. 2. 3. 4.	Briefing with employees Make PR Input the room that has been checked in Make preparations 6s	Zuzi Yana	
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		6S is a process for creating and maintaining neatness, cleanliness, and high performance in an organized workplace that serves as the basis for continuous improvement.

Daily Activities  
Internship (KP)


Day : Wednesday  
Date : August 9<sup>th</sup> 2023

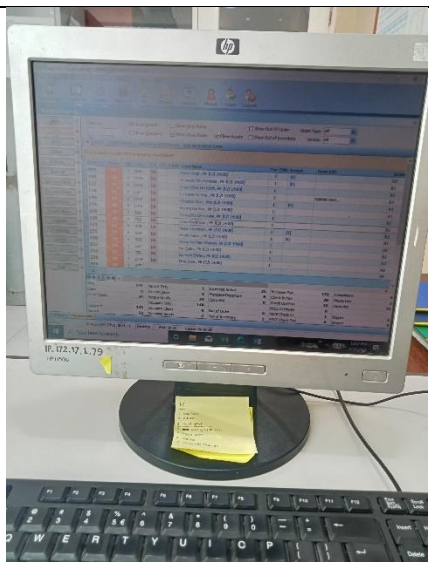
No.	Activity Description	Assigner	Signature
1. 2. 3. 4.	Briefing with employees Make PR Input the room that has been checked in Make preparations 6s	Zuzi Yana	
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		Form 6S is used as an assessment of several aspects that workers complain about which are covered in several 6S indicators, namely: Seiri, Seiton, Seiso, Safety, Seiketsu, and Shitsuke.

Daily Activities  
Internship (KP)

Day : Thursday  
Date : August 10<sup>th</sup> 2023


No.	Activity Description	Assigner	Signature
1. 2. 3.	Briefing with employees Make PR Input the room that has been checked in	Zuzi Yana	
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		Input data for cave hotel rooms to make a report to the receptionist that the room is ready for use by guests



Daily Activities  
Internship (KP)


Day : Friday  
Date : August 11<sup>th</sup> 2023


No.	Activity Description	Assigner	Signature
1.	Briefing with employees	Zuzi Yana	
2.	Make PR		
3.	Input the room that has been checked in		
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		<p>The briefing is an activity every morning before carrying out work activities to evaluate the results of yesterday's work</p>

Daily Activities  
Internship (KP)


Day : Saturday  
Date : August 12<sup>th</sup> 2023

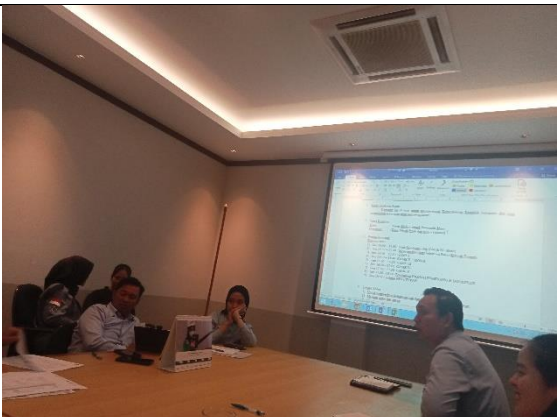
No.	Activity Description	Assigner	Signature
1.	Training with Mutiara High School	Zuzi Yana	
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		Teach Mutiara High School children how to become a House Keeping Team that can work well

Daily Activities  
Internship (KP)


Day : Monday  
Date : August 14<sup>th</sup> 2023

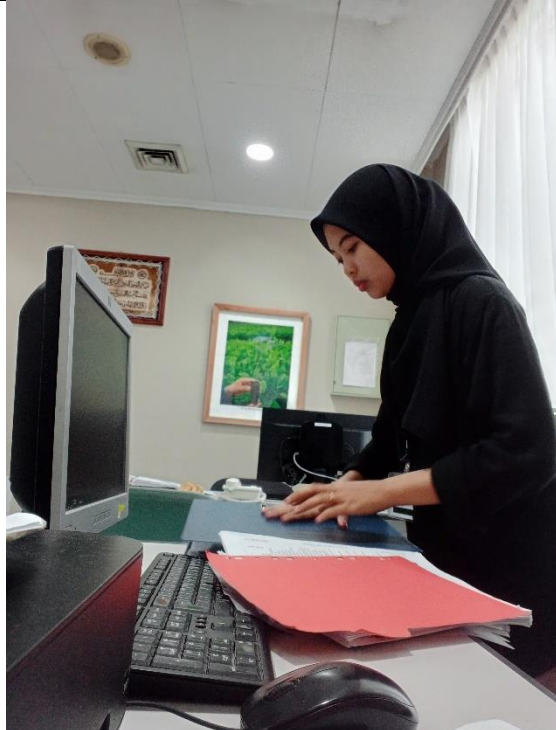
No.	Activity Description	Assigner	Signature
1.	Briefing with employees	Zuzi Yana	
2.	Meeting with employees		
3.	Input the room that has been checked in		
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		Meeting with all admins and HOD (Head of Department) in preparing for the 78th Indonesian Independence Day event

Daily Activities  
Internship (KP)

Day : Tuesday  
Date : August 15<sup>th</sup> 2023


No.	Activity Description	Assigner	Signature
1.	Briefing with employees	Zuzi Yana	
2.	Making preparation 6S		
3.	Input the room that has been checked in		
	Industrial supervisor's notes:		


No	Work Illustration	Explanation
.		making 6s preparations done in stages starting from sorting each file so that it becomes the same folder and given appropriate markings according to the contents of each file



Daily Activities  
Internship (KP)


Day : Friday  
Date : August 18<sup>th</sup> 2023

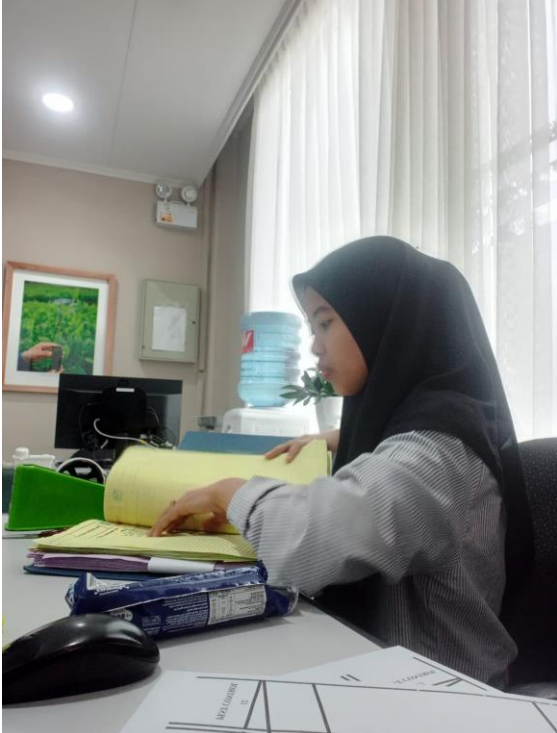
No.	Activity Description	Assigner	Signature
1.	Briefing with employees	Zuzi Yana	
2.	Making Bad Room		
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		Making bad is one of the mandatory tasks that room attendants carry out when cleaning rooms.

Daily Activities  
Internship (KP)


Day : Monday  
Date : August 21<sup>st</sup> 2023


No.	Activity Description	Assigner	Signature
1. 2. 3. 4.	Briefing with employees Make Store Request Make Purchase Request Making 6s for each department's assessment	Zuzi Yana	
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		Making SR is a daily task that is carried out, SR itself is made to meet the needs of HK Staff at work.

Daily Activities  
Internship (KP)

Day : Tuesday  
Date : August 22<sup>nd</sup> 2023


No.	Activity Description	Assigner	Signature
1. 2. 3. 4.	Briefing with employees Make 6s for scoring Make SR (Store Request) and PR (Purchase Request) Input hotel room data that checks in and checks out.	Zuzi Yana	
	Industrial supervisor's notes:		

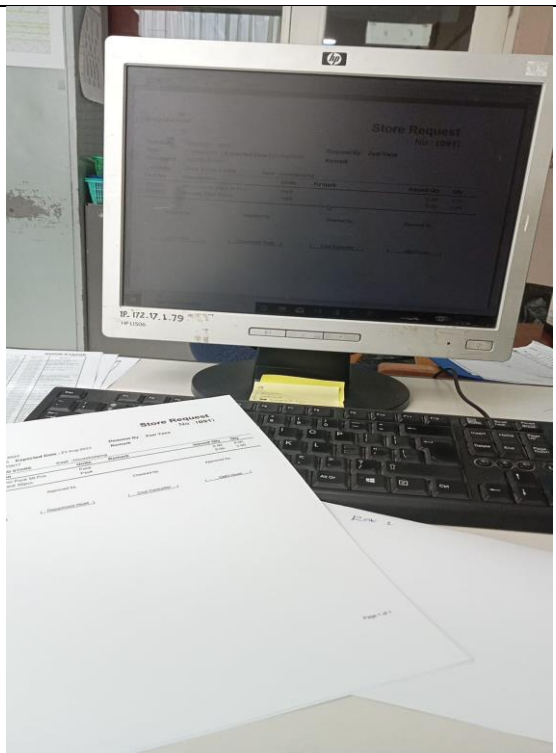
No	Work Illustration	Explanation
.		VR "Vacant Ready" changes the system status of a dirty room to clean.



Daily Activities  
Internship (KP)


Day : Wednesday  
Date : August 23<sup>rd</sup> 2023


No.	Activity Description	Assigner	Signature
1. 2. 3. 4. 5. 6.	Briefing with employees 6s preparation Input hotel room data check-in and check-out Make SR SR recap Record incoming goods from store to warehouse	Zuzi Yana	
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		Record the SR recap in the logbook

Daily Activities  
Internship (KP)


Day : Thursday  
Date : August 24<sup>th</sup> 2023


No.	Activity Description	Assigner	Signature
1. 2. 3. 4. 5.	Briefing with employees Briefing before the activity Making SRs Record laundry revenue Pick up imported tissue at Mill	Zuzi Yana	
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		Record Laundry Income to report budgeting hotel

Daily Activities  
Internship (KP)


Day : Friday  
Date : August 25<sup>th</sup> 2023


No.	Activity Description	Assigner	Signature
1.	Briefing with employees	Zuzi Yana	
2.	Making an SR report		
3.	Help room attended		
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		Restock room attendant room requirements

Daily Activities  
Internship (KP)


Day : Saturday  
Date : August 26<sup>th</sup> 2023

No.	Activity Description	Assigner	Signature
1.	Briefing with employees	Zuzi Yana	
2.	Making a list of book attendant room		
3.	Making bed		
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		The process of making a bed in cleaning a room

Daily Activities  
Internship (KP)


Day : Monday  
Date : August 28<sup>th</sup> 2023


No.	Activity Description	Assigner	Signature
1. 2. 3. 4.	Briefing with employees Making SR Restock HK needs from the store Assist in making EDO applications	Zuzi Yana	
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		Creating an SR form to request room requirements

Daily Activities  
Internship (KP)


Day : Tuesday  
Date : August 29<sup>th</sup> 2023

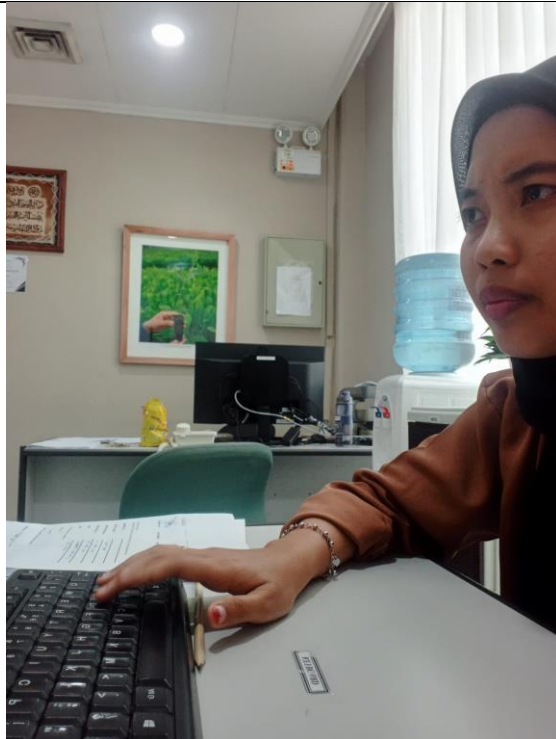
No.	Activity Description	Assigner	Signature
1.	Briefing with employees	Zuzi Yana	
2.	Making SR		
3.	Prepare incoming goods from the store for HK		
4.	Total laundry income		
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		Accumulate laundry income

Daily Activities  
Internship (KP)

Day : Wednesday  
Date : August 30<sup>th</sup> 2023


No.	Activity Description	Assigner	Signature
1. 2.	Briefing with employees hotel, guest house, and apartment inventory.	Zuzi Yana	
	Industrial supervisor's notes:		


No	Work Illustration	Explanation
.		Totaling the results of the inventory that has been carried out by the room attendant to fulfill the deficiencies in the room

Daily Activities  
Internship (KP)

Day : Thursday

Date : August 31<sup>st</sup> 2023


No.	Activity Description	Assigner	Signature
1.	Briefing with employees	Zuzi Yana	
2.	Prepare 6s		
3.	GSM (General Staff Meeting)		
	Industrial supervisor's notes:		


No	Work Illustration	Explanation
.		<p>A General Staff Meeting is a process of conveying the results that have been achieved over two months</p>



Daily Activities  
Internship (KP)


Day : Friday  
Date : September 1<sup>st</sup> 2023

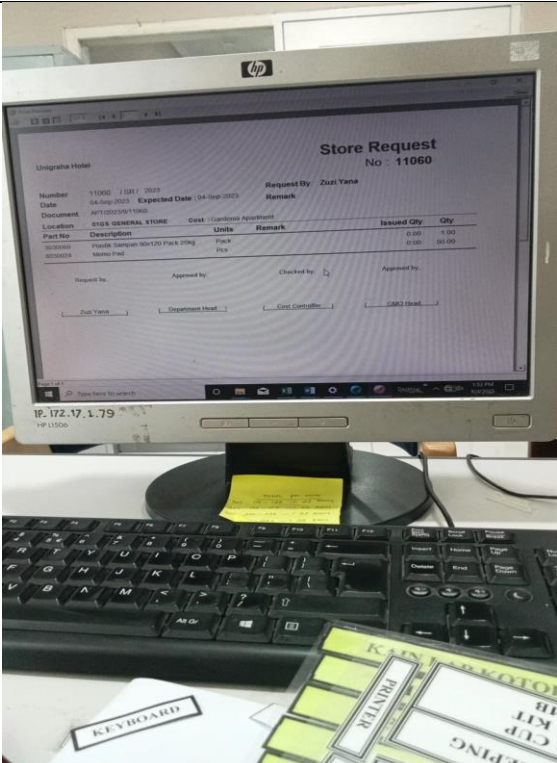
No.	Activity Description	Assigner	Signature
1. 2. 3. 4.	Briefing with employers Making SR Restock products from the store Prepare 6s	Zuzi Yana	
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		Make an SR recap

## Daily Activities Internship (KP)


Day : Monday  
Date : September 4<sup>th</sup> 2023


No.	Activity Description	Assigner	Signature
1. 2. 3. 4	Briefing with employers Making SR Input SR Prepare incoming goods for room, apartment, and guest house	Zuzi Yana	
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		Making an SR Form

Daily Activities  
Internship (KP)


Day : Tuesday  
Date : September 5<sup>th</sup> 2023

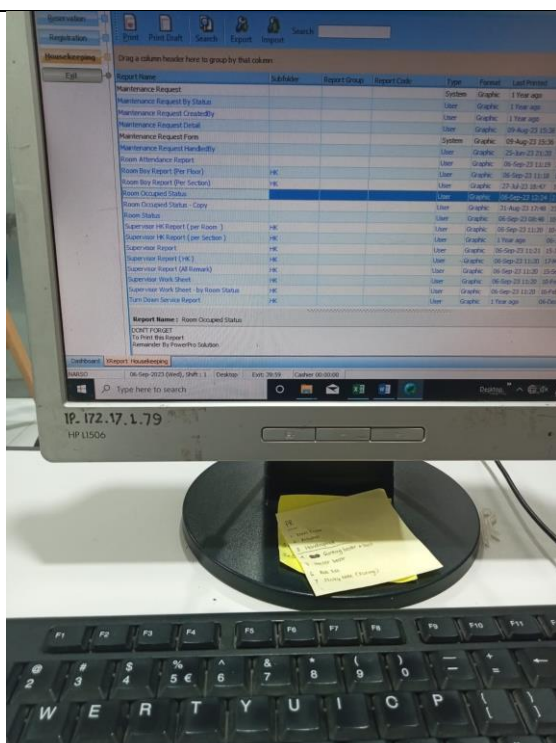
No.	Activity Description	Assigner	Signature
1.	Briefing with employers	Zuzi Yana	
2.	Prepare 6S		
3.	Making room with employees		
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		Bed making process

## Daily Activities Internship (KP)


Day : Wednesday  
Date : September 6<sup>th</sup> 2023


No.	Activity Description	Assigner	Signature
1. 2. 3. 4. 5.	Briefing with employees Input SR Restock products from the store Ask for the signature of cost control, and GM and submit the PR Input Room VR	Zuzi Yana	
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		Input VR room report from Spv

.Daily Activities  
Internship (KP)


Day : Thursday  
Date : September 7<sup>th</sup> 2023

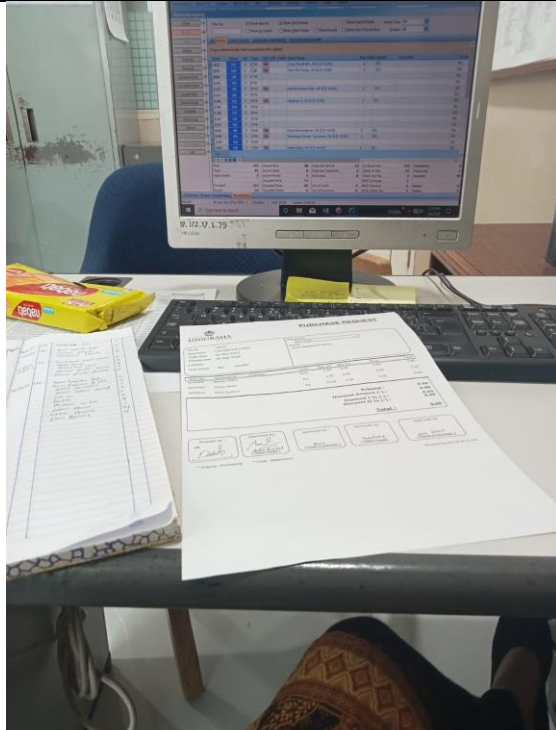
No.	Activity Description	Assigner	Signature
1. 2. 3.	Briefing with employees Make SR Arrange incoming goods	Zuzi Yana	
	Industria supervisor's notes:		

No	Work Illustration	Explanation
.		Stocking Products in the Warehouse

Daily Activities  
Internship (KP)


Day : Friday  
Date : September 8<sup>th</sup> 2023

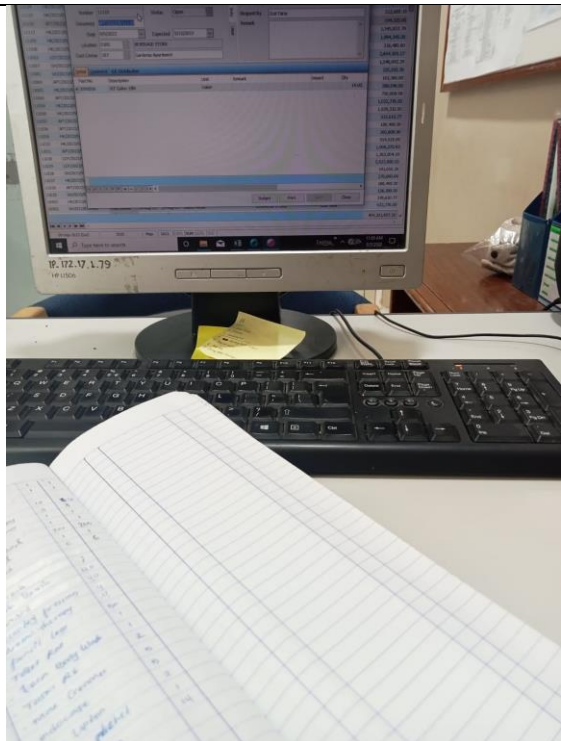
No.	Activity Description	Assigner	Signature
1.	Briefing with employees	Zuzi Yana	
2.	Vacant Ready Room		
3.	Invite PR and Article		
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		making a PR form to request products outside the hotel shop

Daily Activities  
Internship (KP)


Day : Saturday  
Date : September 9<sup>th</sup> 2023


No.	Activity Description	Assigner	Signature
1. 2. 3.	Briefing with employees VR Room Input SR	Zuzi Yana	
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		Making SR Process

Daily Activities  
Internship (KP)

Day : Monday  
Date : September 11<sup>th</sup> 2023


No.	Activity Description	Assigner	Signature
1.	Briefing with employees	Zuzi Yana	
2.	Organize incoming goods		
3.	Make a GC report for HK staff		
	Industrial supervisor's notes:		

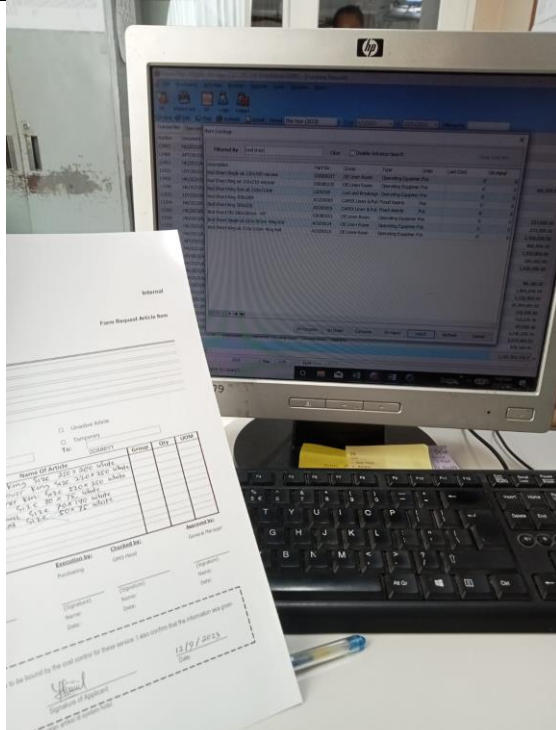
No	Work Illustration	Explanation
.		Making General Cleaning for Room Attendant



## Daily Activities Internship (KP)


Day : Tuesday  
Date : September 12<sup>th</sup> 2023


No.	Activity Description	Assigner	Signature
1.	Briefing with employees	Zuzi Yana	
2.	Making SR		
3.	Make Article PR		
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		<p>Making an article is the process of requesting items that are not in the Power Pro system</p>

Daily Activities  
Internship (KP)


Day : Wednesday  
Date : September 13<sup>th</sup> 2023

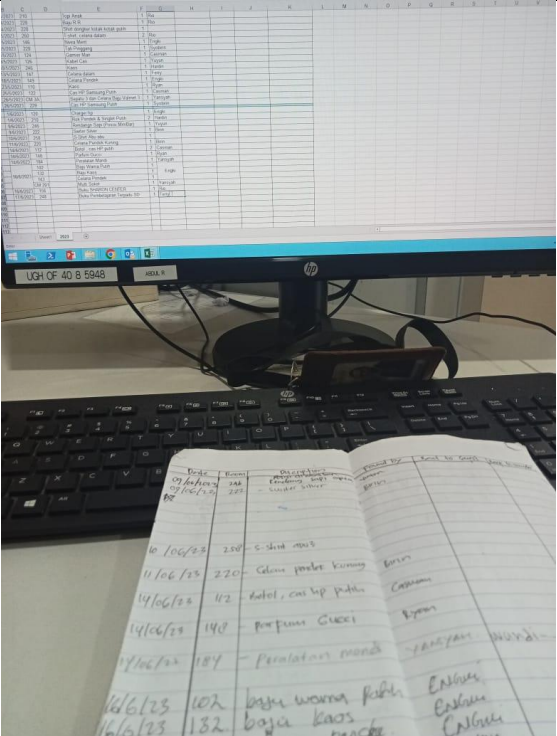
No.	Activity Description	Assigner	Signature
1. 2. 3. 4. 5.	Beating with employees Make SR Request SR's signature Submit SR Sort out lost and found guest items	Zuzi Yana	
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		Sorting out lost and found guests' items

## Daily Activities Internship (KP)


Day : Thursday  
Date : September 14<sup>th</sup> 2023

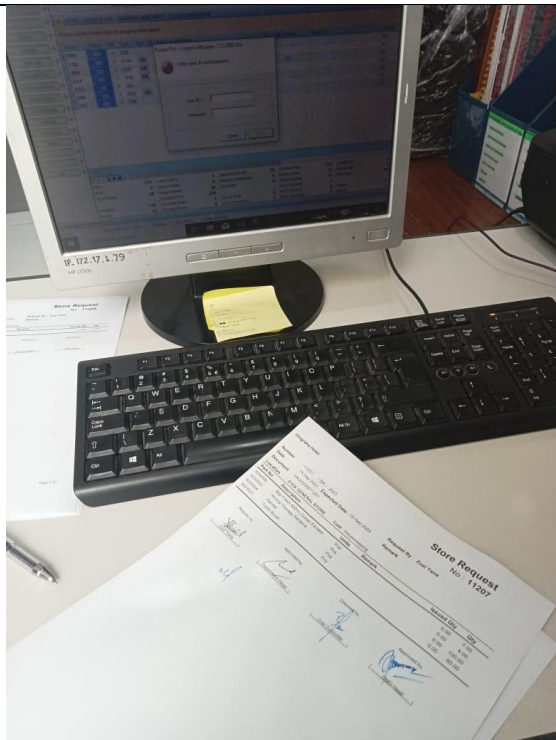
No.	Activity Description	Assigner	Signature
1.	Briefing with employees	Zuzi Yana	
2.	Make SR		
3.	Input data lost and found		
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		Input lost and found results into the system

Daily Activities  
Internship (KP)


Day : Friday  
Date : September 15<sup>th</sup> 2023

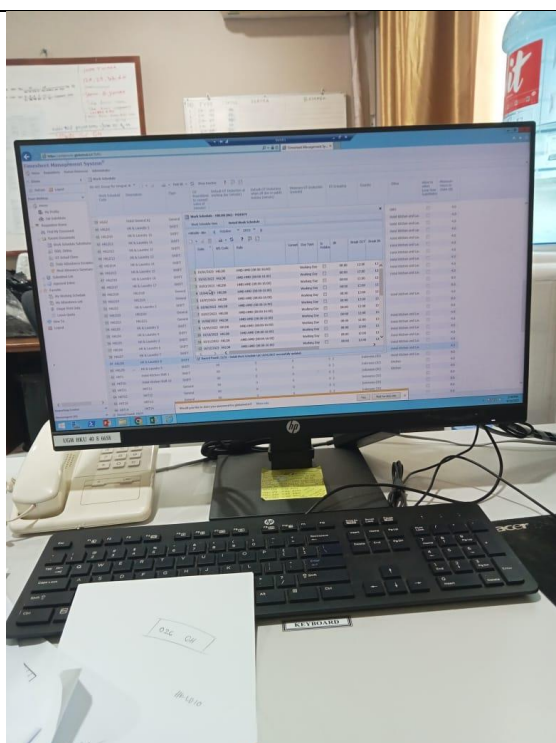
No.	Activity Description	Assigner	Signature
1. 2. 3. 4.	Briefing with employees Make SR Signing of receipt of PR goods. Picking up SR goods.	Zuzi Yana	
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		Making SR Process

## Daily Activities Internship (KP)


Day : Monday  
Date : September 18<sup>th</sup> 2023

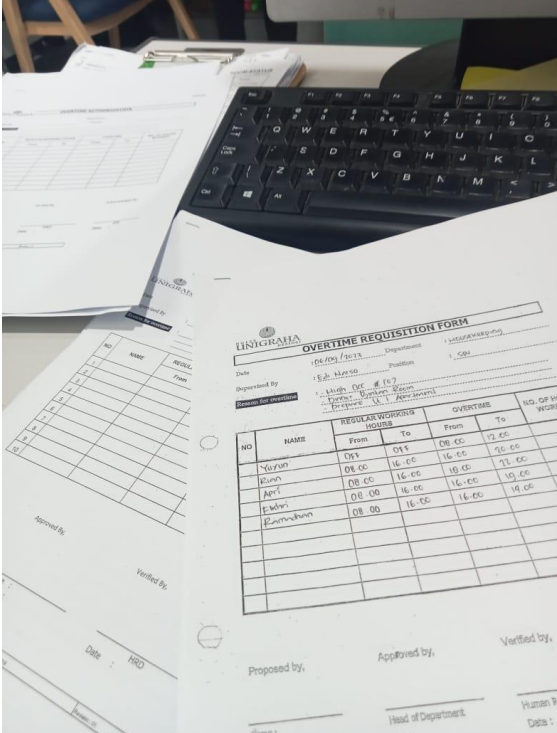
No.	Activity Description	Assigner	Signature
1. 2. 3. 4. 5.	Briefing with employees Making SR Help organize the timesheet management system Arrange incoming goods Street food	Zuzi Yana	
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		operates a timesheet management system that represents hotel employee attendance

## Daily Activities Internship (KP)


Day : Tuesday  
Date : September 19<sup>th</sup> 2023


No.	Activity Description	Assigner	Signature
1. 2. 3.	Briefing with employees Making SR Recap data on HK employees who are overtime	Zuzi Yana	
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		Process of creating outsourced employee overtime forms.

Daily Activities  
Internship (KP)


Day : Wednesday  
Date : September 20<sup>th</sup> 2023

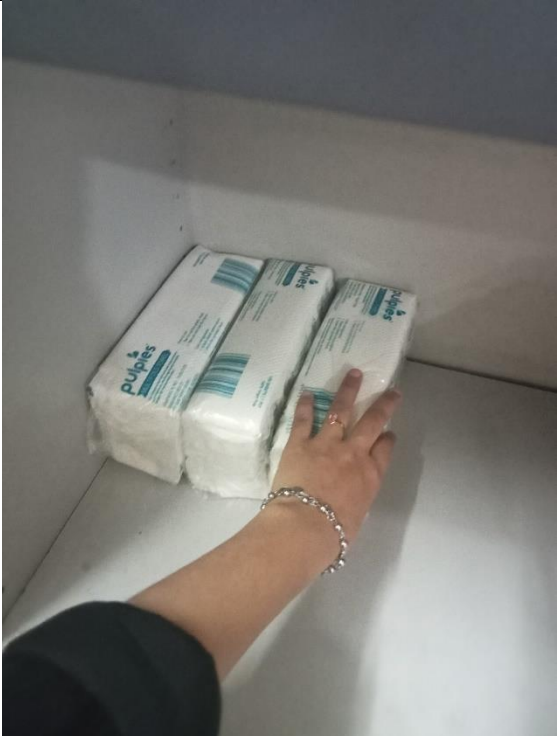
No.	Activity Description	Assigner	Signature
1. 2. 3. 4. 5.	Brdefining with employees Release SR SR Delivery SR Archives Visit to RGE	Zuzi Yana	
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		Visit to Royal Golden eagle (RGE)

Daily Activities  
Internship (KP)

Day : Thursday  
Date : September 21<sup>st</sup> 2023


No.	Activity Description	Assigner	Signature
1.	Briefing with employees	Zuzi Yana	
2.	Making SR		
3.	Prepare 6s		
	Industrial supervisor's notes:		

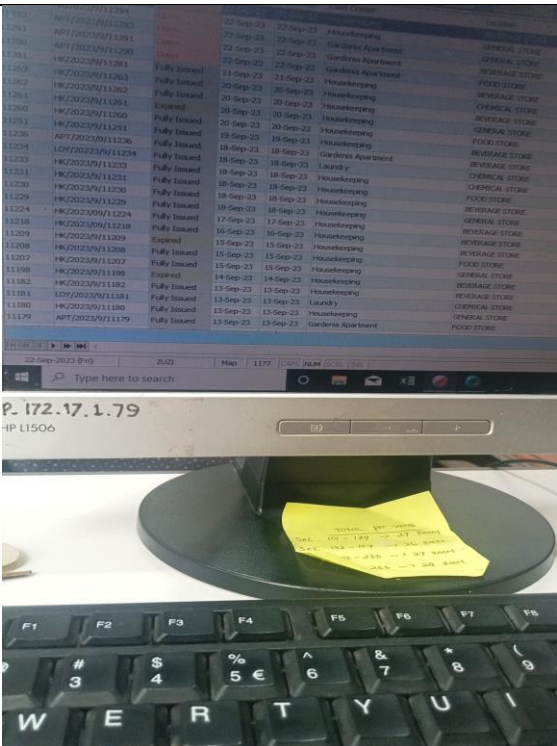
No	Work Illustration	Explanation
.		Prepare products for HK operational needs



## Daily Activities Internship (KP)


Day : Friday  
Date : September 22<sup>th</sup> 2023


No.	Activity Description	Assigner	Signature
1.	Briefing with employees	Zuzi Yana	
2.	Employee Overtime Recap		
3.	Making SR		
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		The process of making SR

Daily Activities  
Internship (KP)


Day : Saturday  
Date : September 23rd 2023

No.	Activity Description	Assigner	Signature
1. 2. 3.	Briefing with employees Making SR Check the room that has been cleaned by the Room Attendant	Zuzi Yana	
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		Replaces SPV is in the process of checking rooms are ready for occupancy

Daily Activities  
Internship (KP)


Day : Monday  
Date : September 25<sup>th</sup> 2023

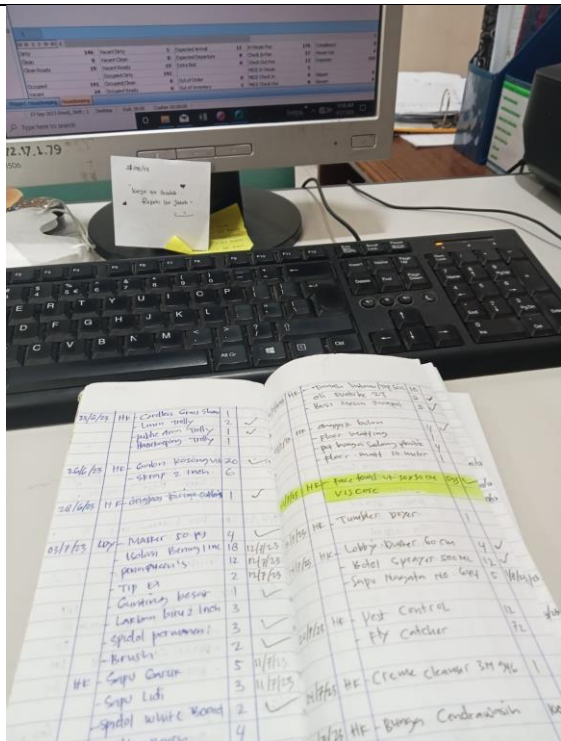
No.	Activity Description	Assigner	Signature
1.	Briefing with employees	Zuzi Yana	
2.	Making SR		
3.	Rearranging HK employee's schedules		
4.	Motivational Training		
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		<p>Training to provide mental preparation as an employee in facing the world of work</p>

## Daily Activities Internship (KP)


Day : Tuesday  
Date : September 26<sup>th</sup> 2023


No.	Activity Description	Assigner	Signature
1.	Briefing with employees	Zuzi Yana	
2.	Making SR		
3.	Prepare 6s		
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		Check operational product purchases with existing expenses

Daily Activities  
Internship (KP)


Day : Wednesday  
Date : September 27<sup>th</sup> 2023

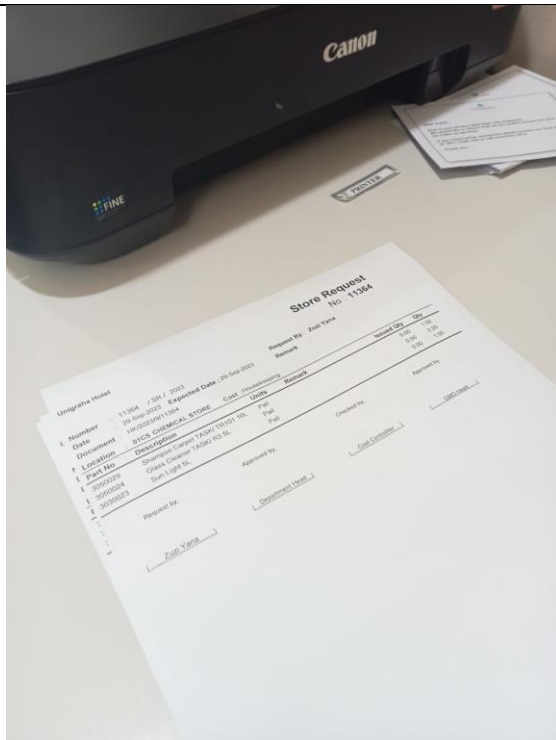
No.	Activity Description	Assigner	Signature
1. 2.	Briefing with employees Prepare 6s	Zuzi Yana	
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		The process of preparing 6s as an assessment of office neatness and cleanliness

## Daily Activities Internship (KP)


Day : Friday  
Date : September 29<sup>th</sup> 2023

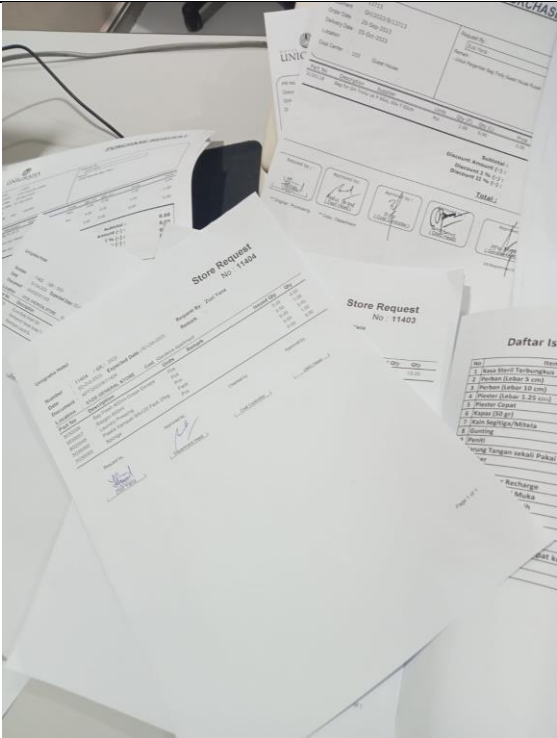
No.	Activity Description	Assigner	Signature
1. 2. 3. 4.	Briefing with employees Making SR Prepare 6s Input Kamar VR	Zuzi Yana	
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		The process of making SR

Daily Activities  
Internship (KP)


Day : Monday  
Date : October 2<sup>nd</sup> 2023


No.	Activity Description	Assigner	Signature
1. 2. 3. 4.	Briefing with employees Making 6s Prepare 6s Receipt of incoming goods for HK purposes.	Zuzi Yana	
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		SR file sorting

Daily Activities  
Internship (KP)

Day : Tuesday  
Date : October 3rd 2023


No.	Activity Description	Assigner	Signature
1.	Briefing with employees	Zuzi Yana	
2.	Request SR Signature		
3.	Prepare 6s		
	Industrial supervisor's notes:		

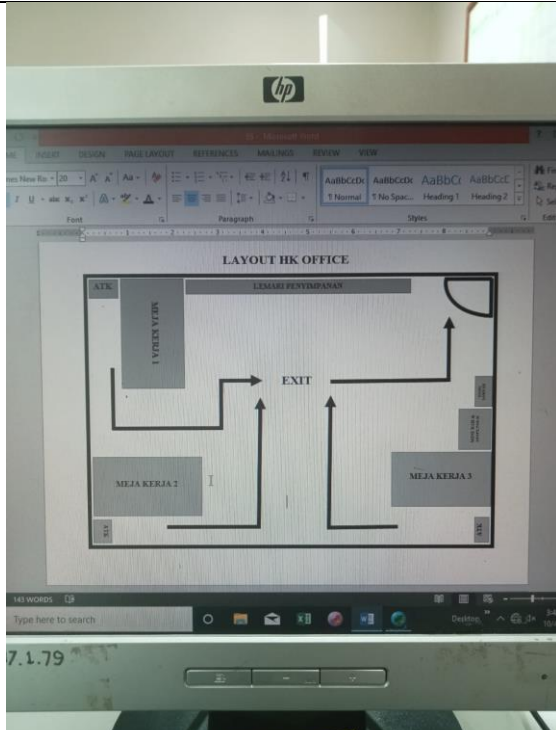
No	Work Illustration	Explanation
.		Labeling is a 6s paper process



Daily Activities  
Internship (KP)

Day : Wednesday  
Date : October 4<sup>th</sup> 2023


No.	Activity Description	Assigner	Signature
1. 2.	Briefing with employees Prepare 6s	Zuzi Yana	
	Industrial supervisor's notes:		

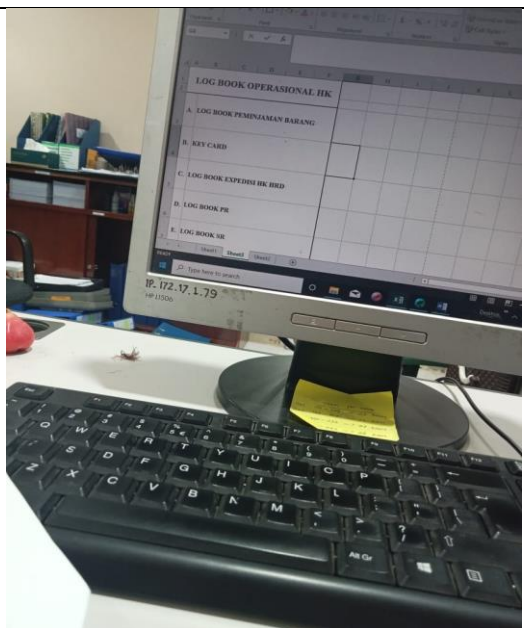
No	Work Illustration	Explanation
.		Making a floor plan as preparation for 6s



Daily Activities  
Internship (KP)


Day : Monday  
Date : October 9<sup>th</sup> 2023


No.	Activity Description	Assigner	Signature
1. 2. 3. 4.	Briefing with employees Making 6s Arrange incoming goods from the store for HK operations Prepare 6s	Zuzi Yana	
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		Making labeling in the office to make searching easier and tidy up the layout

Daily Activities  
Internship (KP)


Day : Tuesday  
Date : October 10<sup>th</sup> 2023

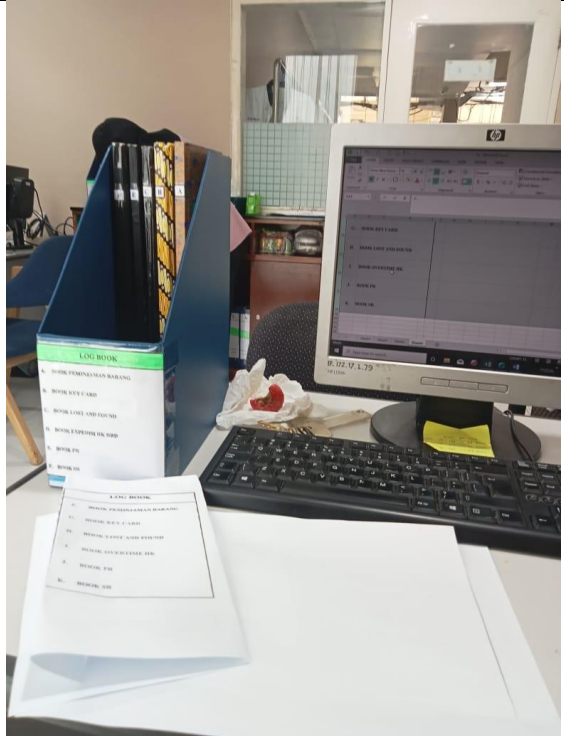
No.	Activity Description	Assigner	Signature
1. 2. 3.	Briefing with employees Prepare 6s Print the Room Standard Check List sheet	Zuzi Yana	
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		Print room standard checklist for room checklist needs

Daily Activities  
Internship (KP)


Day : Wednesday  
Date : September 11<sup>th</sup> 2023

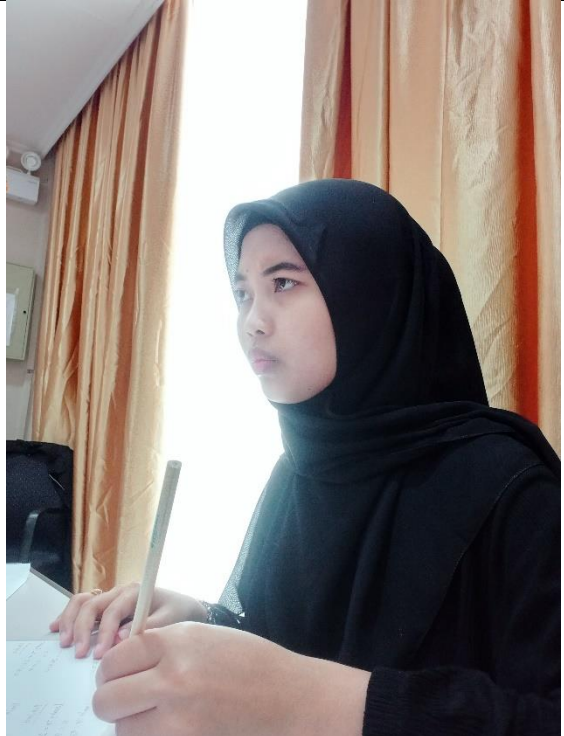
No.	Activity Description	Assigner	Signature
1.	Briefing with employees	Zuzi Yana	
2.	Making SR		
3.	Prepare 6s		
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		Making Labeling

Daily Activities  
Internship (KP)


Day : Thursday  
Date : October 12<sup>th</sup> 2023


No.	Activity Description	Assigner	Signature
1.	Briefing with employees	Zuzi Yana	
2.	Record laundry income reports		
3.	Prepare 6s		
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		Record monthly laundry income reports

Daily Activities  
Internship (KP)


Day : Friday  
Date : October 13<sup>th</sup> 2023


No.	Activity Description	Assigner	Signature
1.	Briefing with employees	Zuzi Yana	
2.	Prepare Genba		
3.	Prepare 6s		
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		Warehouse labeling process

Daily Activities  
Internship (KP)

Day : Monday  
Date : October 16<sup>th</sup> 2023


No.	Activity Description	Assigner	Signature
1.	Making SR	Zuzi Yana	
2.	Write Report Income Laundry		
	Industrial supervisor's notes:		


No	Work Illustration	Explanation
.		Accumulate the amount of daily laundry income.



Daily Activities  
Internship (KP)


Day : Tuesday  
Date : October 17<sup>th</sup> 2023


No.	Activity Description	Assigner	Signature
1. 2. 3. 4. 5.	Briefing with employees Briefing Making PR Spkl Prepare 6s	Zuzi Yana	
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		Make an overtime work order and submit it to HRD

Daily Activities  
Internship (KP)


Day : Wednesday  
Date : October 18<sup>th</sup> 2023


No.	Activity Description	Assigner	Signature
1. 2. 3. 4. 5.	Briefing with employees Making SPKL Making SR Prepare 6s Recap Employee Overtime	Zuzi Yana	
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		make a summary of outsourced employee overtime

Daily Activities  
Internship (KP)


Day : Thursday  
Date : October 19<sup>th</sup> 2023


No.	Activity Description	Assigner	Signature
1.	Briefing with employees	Zuzi Yana	
2.	Making SPKL		
3.	Making SR		
4.	Report Aset Laundry		
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		make a report on laundry assets that still exist and those that no longer exist

Daily Activities  
Internship (KP)


Day : Friday  
Date : October 20<sup>th</sup> 2023

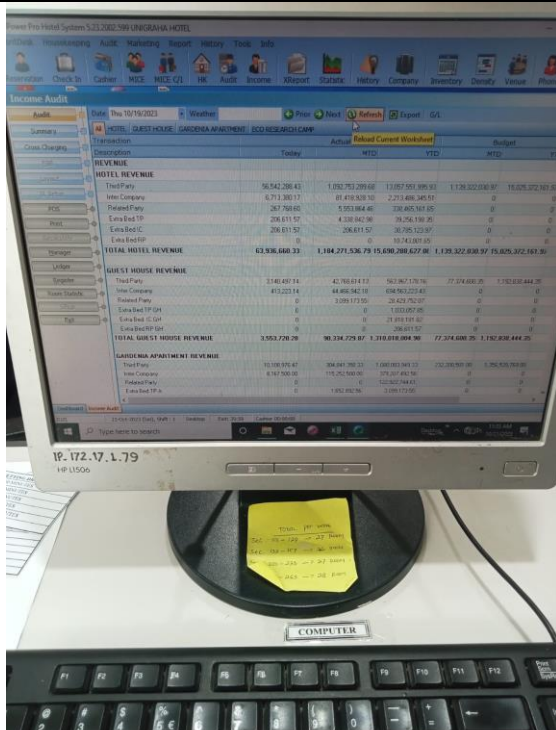
No.	Activity Description	Assigner	Signature
1.	Briefing with employees	Zuzi Yana	
2.	Making SR		
3.	General Staff Meeting		
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		The general staff meeting is a process of evaluating the hotel's performance and achievements every two months

## Daily Activities Internship (KP)


Day : Saturday  
Date: October 21<sup>st</sup> 2023

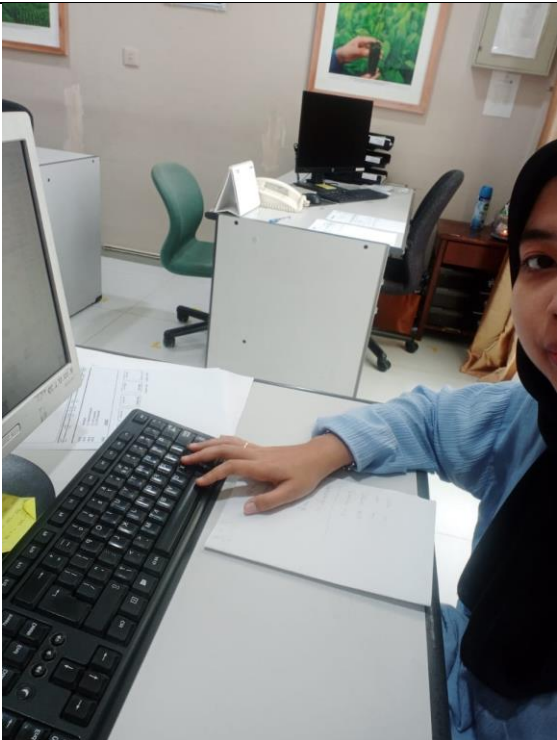
No.	Activity Description	Assigner	Signature
1.	Briefing with employees	Zuzi Yana	
2.	Making SR		
3.	Writing report income laundry		
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		Record daily laundry income reports

Daily Activities  
Internship (KP)


Day : Monday  
Date : October 23<sup>rd</sup> 2023

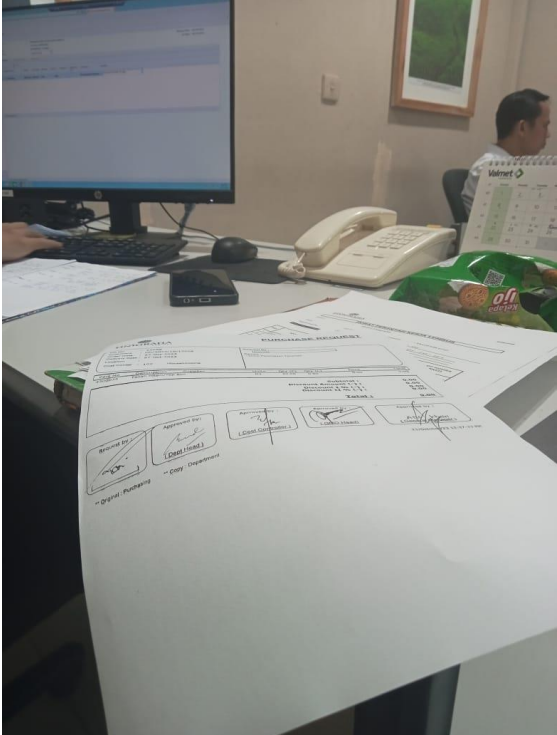
No.	Activity Description	Assigner	Signature
1. 2. 3. 4. 5.	Briefing with employees Making SR Restock Product Making PR Making SPKL	Zuzi Yana	
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		Making a Purchase Request form for HK operations

Daily Activities  
Internship (KP)


Day : Tuesday  
Date : October 24<sup>th</sup> 2023


No.	Activity Description	Assigner	Signature
1. 2. 3. 4.	Briefing with employees Making PR Making SPKL Employee overtime input	Zuzi Yana	
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		Mprocess of inputting employee data who are doing overtime from the existing form

Daily Activities  
Internship (KP)

Day : Wednesday  
Date : October 25<sup>th</sup> 2023


No.	Activity Description	Assigner	Signature
1.	Briefing with employees	Zuzi Yana	
2.	Making SR		
3.	Restock Product		
4.	Making SPKL		
	Industrial supervisor's notes:		

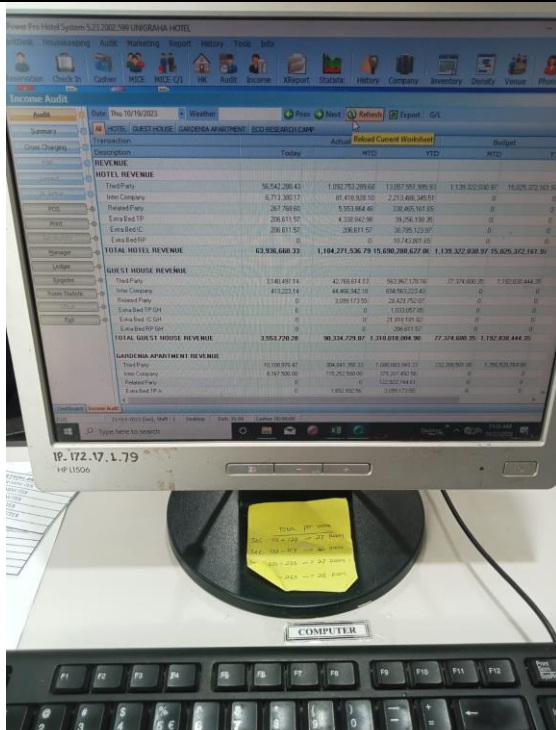
No	Work Illustration	Explanation
.		The process of making store requests



## Daily Activities Internship (KP)


Day : Thursday  
Date : October 26<sup>th</sup> 2023

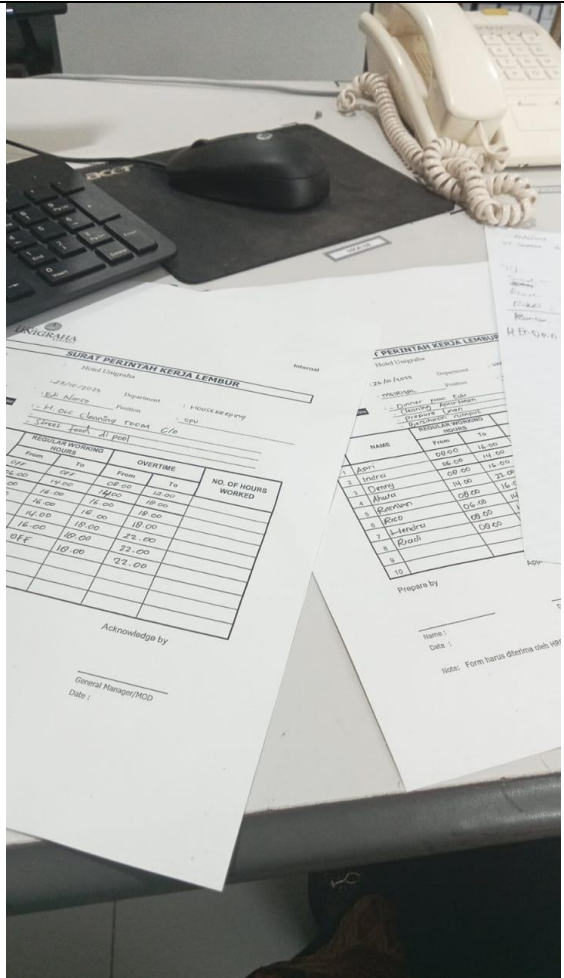
No.	Activity Description	Assigner	Signature
1.	Briefing with employees	Zuzi Yana	
2.	Making SR		
3.	Making SPKL		
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		Making an SPKL form as a request for additional working hours for outsourced employees

## Daily Activities Internship (KP)


Day : Friday  
Date : October 27<sup>th</sup> 2023


No.	Activity Description	Assigner	Signature
1.	Briefing with employees	Zuzi Yana	
2.	Making SR		
3.	Making SPKL		
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		Making an SPKL form as a request for additional working hours for outsourced employees

Daily Activities  
Internship (KP)


Day : Monday  
Date : October 30<sup>th</sup> 2023

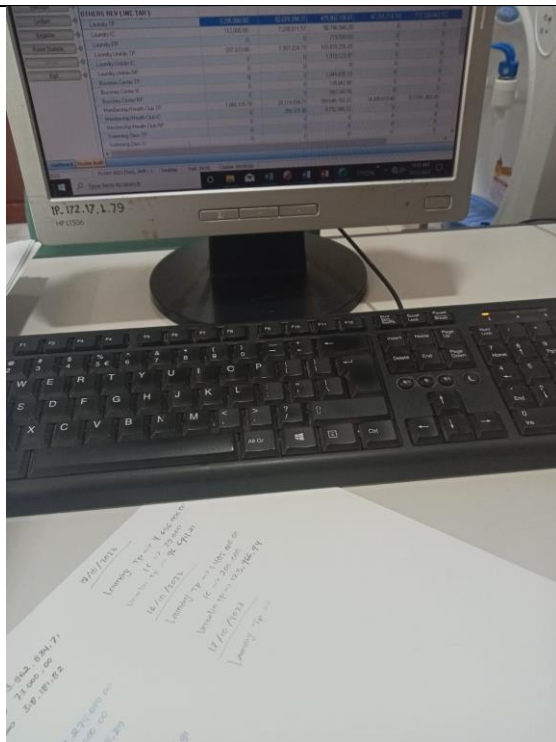
No.	Activity Description	Assigner	Signature
1. 2.	Briefing with employees Prepare 6s	Zuzi Yana	
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		6s preparation which will be done in the office

Daily Activities  
Internship (KP)


Day : Tuesday  
Date : October 31st 2023


No.	Activity Description	Assigner	Signature
1. 2. 3. 4.	Briefing with employees Making SPKL Making OT Recap Revenue Laundry	Zuzi Yana	
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		Make a recap of daily laundry income

Daily Activities  
Internship (KP)


Day : Wednesday  
Date : November 1<sup>st</sup> 2023

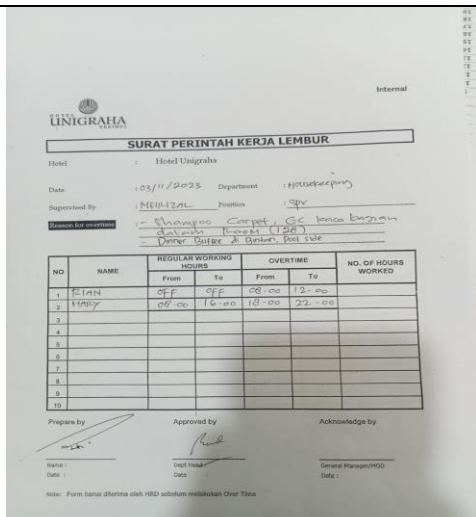
No.	Activity Description	Assigner	Signature
1.	Briefing with employees	Zuzi Yana	
2.	Improvement 6s		
3.	Making SR		
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		Changes and improvements resulting from the 6s assessment

## Daily Activities Internship (KP)


Day : Thursday  
Date : November 2<sup>nd</sup> 2023

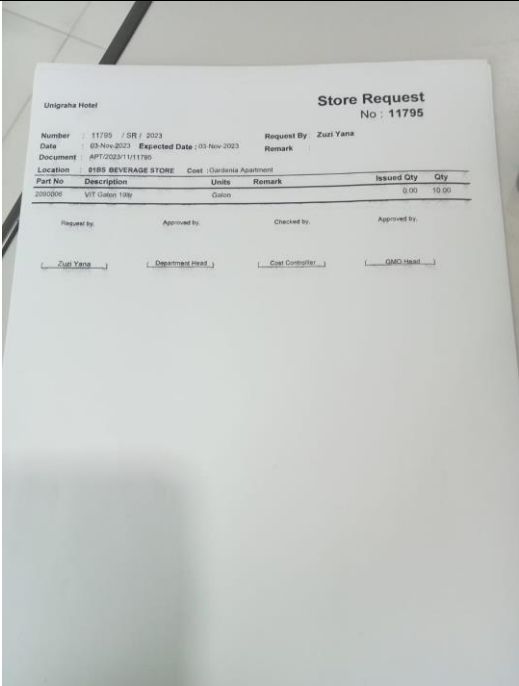
No.	Activity Description	Assigner	Signature
1. 2. 3. 4.	Briefing with employees Improvement 6s Shorting Leave Form Making SPKL	Zuzi Yana	
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		Leave form is a form for employees who want to take time off work

## Daily Activities Internship (KP)


Day : Friday  
Date : November 3<sup>th</sup> 2023

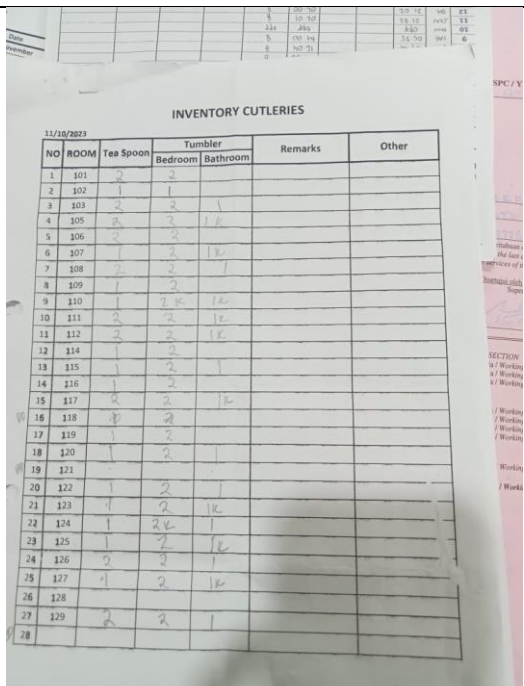
No.	Activity Description	Assigner	Signature
1.	Briefing with employees	Zuzi Yana	
2.	Making SR		
3.	HK operational product restock		
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		<p>HK operational product restocking is the process of restocking HK's operational needs</p>

## Daily Activities Internship (KP)

Day : Saturday  
Date : November 4<sup>th</sup> 2023


No.	Activity Description	Assigner	Signature
1.	Briefing with employees	Zuzi Yana	
2.	Accumulated number of inventories		
	Industrial supervisor's notes:		

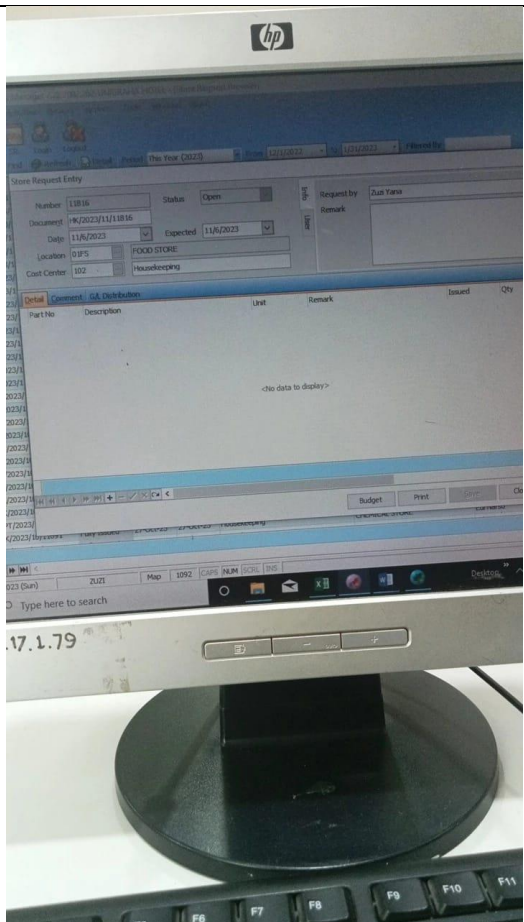
No	Work Illustration	Explanation
.		Inventory form is a form used to accumulate shortages of goods used for housekeeping operations



## Daily Activities Internship (KP)


Day : Monday  
Date : November 6<sup>th</sup> 2023

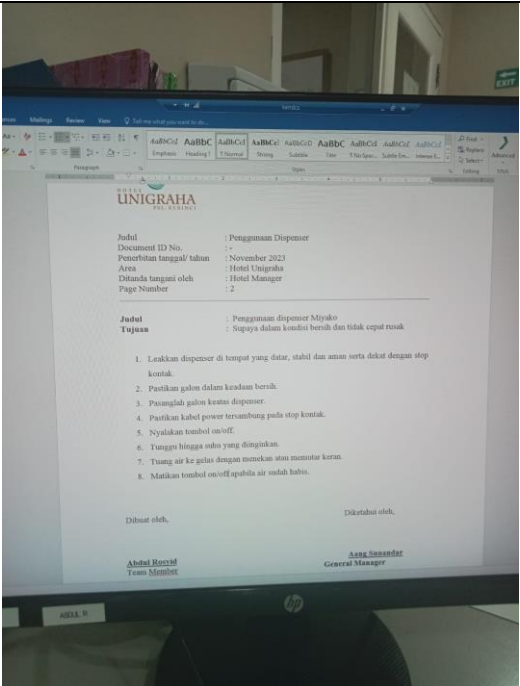
No.	Activity Description	Assigner	Signature
1. 2. 3. 4.	Briefing with employees Making SR Restock Product Improvement 6s	Zuzi Yana	
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		Making Form SR for request product

## Daily Activities Internship (KP)


Day : Tuesday  
Date : November 7<sup>th</sup> 2023

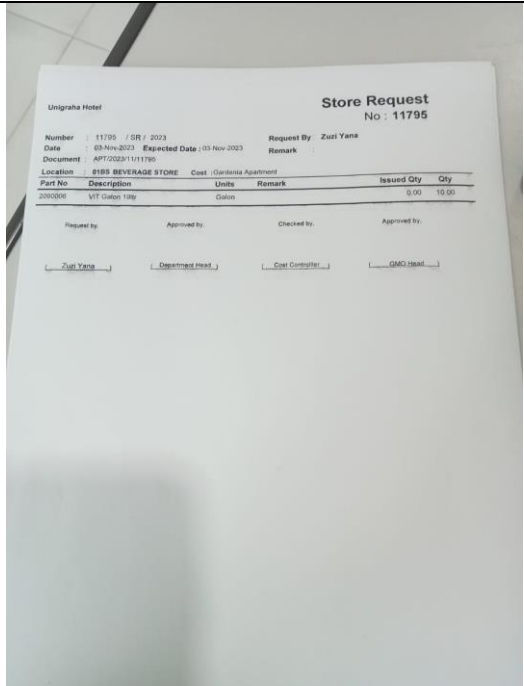
No.	Activity Description	Assigner	Signature
1.	Briefing with employees	Zuzi Yana	
2.	HK file sorting		
3.	Making W/I		
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		<p>Work instructions are one of the 6s programs aimed at all employees in carrying out work</p>

## Daily Activities Internship (KP)


Day : Wednesday  
Date : November 8<sup>th</sup> 2023

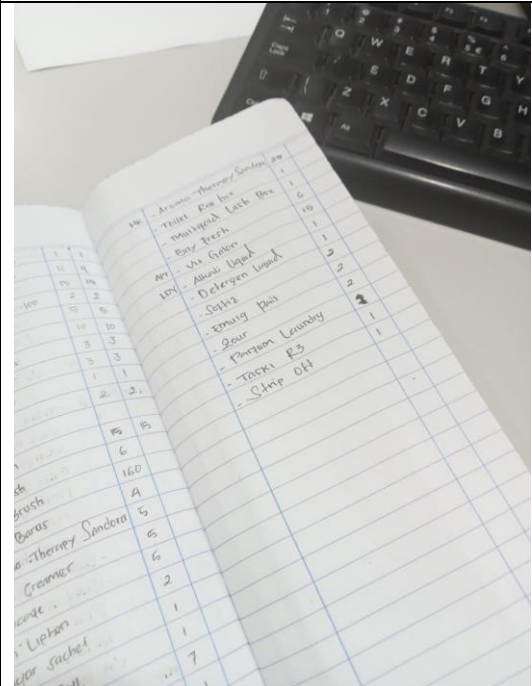
No.	Activity Description	Assigner	Signature
1.	Briefing with employees	Zuzi Yana	
2.	Making SR		
3.	Improvement 6s		
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		Making form request product for HK operational

## Daily Activities Internship (KP)


Day : Thursday  
Date : November 9<sup>th</sup> 2023


No.	Activity Description	Assigner	Signature
1.	Briefing with employees	Zuzi Yana	
2.	Recap SR		
3.	Pick up laundry request paper		
	Industrial supervisor's notes:		

No.	Work Illustration	Explanation
.		SR recap is used to make it easier to search for or accumulate items that have been requested

Daily Activities  
Internship (KP)


Day : Friday  
Date : November 10<sup>th</sup> 2023

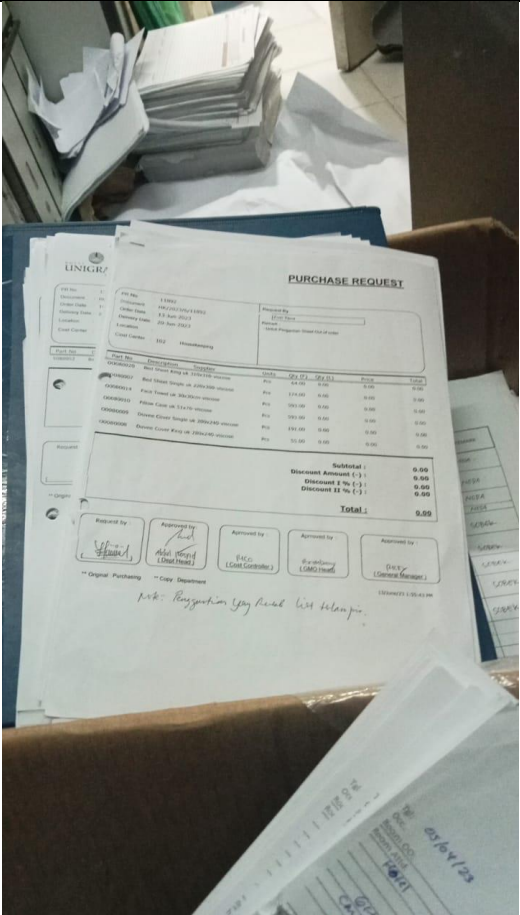
No.	Activity Description	Assigner	Signature
1.	Briefing with employees	Zuzi Yana	
2.	Making SR		
3.	Filling Document		
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		Document filling is done to make it easier to find stored documents

## Daily Activities Internship (KP)


Day : Monday  
Date : November 13<sup>th</sup> 2023

No.	Activity Description	Assigner	Signature
1.	Briefing with employees	Zuzi Yana	
2.	Making SR		
3.	Filling Document		
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
		Document filling is done to make it easier to find stored documents

Daily Activities  
Internship (KP)


Day : Tuesday  
Date : November 14<sup>th</sup> 2023


No.	Activity Description	Assigner	Signature
1. 2.	Briefing with employees 6s socialization	Zuzi Yana	
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		Socialization is aimed at providing understanding to existing members

Daily Activities  
Internship (KP)

Day : Wednesday  
Date : November 15<sup>th</sup> 2023


No.	Activity Description	Assigner	Signature
1.	Briefing with employees	Zuzi Yana	
2.	Labeling Archive		
	Industrial supervisor's notes:		


No	Work Illustration	Explanation
.		Archive labeling is done to make it easier to find files that are used periodically



Daily Activities  
Internship (KP)


Day : Thursday  
Date : November 16<sup>th</sup> 2023


No.	Activity Description	Assigner	Signature
1.	Briefing with employees	Zuzi Yana	
2.	Improved 6s at office HK		
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		Make new improvisations in the office

Daily Activities  
Internship (KP)

Day : Friday  
Date : November 17<sup>th</sup> 2023

No.	Activity Description	Assigner	Signature
1.	Briefing with employees	Zuzi Yana	
2.	Apprenticeship Report Seminar		
	Industrial supervisor's notes:		

No	Work Illustration	Explanation
.		explain the final results of the internship

## APPENDIX F

### Evaluation Form

#### 1. HRD of PT. Rapp

##### PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK PT. Riau Andalan Pulp and Paper

Nama : Devitrah Sari  
NIM : 5504201024  
Program Studi : Bahasa Inggris Untuk Komunikasi Bisnis dan Profesional  
Kampus : Politeknik Negeri Bengkalis

No.	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	82
2.	Tanggung- jawab	25%	80
3.	Penyesuaian diri	10%	85
4.	Hasil Kerja	30%	80
5.	Perilaku secara umum	15%	85
	Total Jumlah ( 1+2+3+4+5 )	100%	81.6 %

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

Catatan :

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

Pangkalan Kerinci, 2023



Devon Aloysius  
Human Resources Officer

## 2. Unigraha Hotel (Housekeeping Department)

### PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK HOTEL UNIGRAHA

Nama : Devitrah Sari  
NIM : 5504201024  
Program Studi : Bahasa Inggris Untuk Komunikasi Bisnis dan Profesional  
Kampus : Politeknik Negeri Bengkalis

No.	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	95
2.	Tanggung- jawab	25%	85
3.	Penyesuaian diri	10%	85
4.	Hasil Kerja	30%	90
5.	Perilaku secara umum	15%	95
	Total Jumlah ( 1+2+3+4+5 )	100%	90%

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




Catatan : Cepat mengerti instruksi yang diberikan  
dan mengerjakan pekerjaan dengan baik yang  
memuaskan

Pangkalan Kerinci, 17 November 2023

  
**Abdul Rosyid**  
HK Manager

**APPENDIX G**  
**REVISION LIST**

Name : Devitrah Sari  
NIM : 5504201024  
Advisor : Rindilla Antika, M.Pd  
Location : PT. Riau Andalan Pulp and Paper (RAPP)

No.	DAY/DATE	REVISION	ADVISOR
1.	Monday, 28/11/2023	Writing System	
2.	Thursday 30/11/2023	Numbering in Reports	
3.	Monday, 4/12/2023	Writing Page Layout	

Bengkalis, December 6<sup>th</sup> 2023



**Rindilla Antika, M.Pd**  
**NIP. 198811122022032004**

**APPENDIX H**  
**CERTIFICATES**

1. Certificate of Internship



## 2. Certificate of Internship Unigraha Hotel



CS Dipindai dengan CamScanner

**APPENDIX I**

**Housekeeping Team**





## APPENDIX J

### Overview in Royal Golden Eagle (RGE)


























































































## APPENDIX K




































































































### Overview in Rumah Batik Bono






































































































































































































## APPENDIX L




































































































### LOGBOOK OF ACTIVITIES
































































































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Peserta		Jenis Kegiatan	Kerja Praktek/PKL	Instansi	PT. Riau Andalan Pulp and Paper (RAPP)
Pembimbing		Nama Kegiatan	Kerja Praktek	Kelompok	
Rincian Kegiatan					
No.	Tgl. Kegiatan	Pembimbing	Penulis	Topik	Aksi
1	Jumat, 17 November 2023	19920922202031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
2	Jumat, 17 November 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
3	Jumat, 17 November 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
4	Jumat, 17 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Eighty Third Day	  
5	Kamis, 16 November 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
6	Kamis, 16 November 2023	19920922202031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
7	Kamis, 16 November 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
8	Kamis, 16 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Eighty Second Day (Unigraha Hotel)	  
9	Rabu, 15 November 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
10	Rabu, 15 November 2023	19920922202031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
11	Rabu, 15 November 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
12	Rabu, 15 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Eighty first day (Sakit)	  
13	Selasa, 14 November 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
14	Selasa, 14 November 2023	19920922202031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
15	Selasa, 14 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Eighty Day (Unigraha Hotel)	  
16	Selasa, 14 November 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
17	Senin, 13 November 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
18	Senin, 13 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Seventy Ninth Day	  
19	Senin, 13 November 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
20	Senin, 13 November 2023	19920922202031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
21	Jumat, 10 November 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
22	Jumat, 10 November 2023	19920922202031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
23	Jumat, 10 November 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
24	Jumat, 10 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Seventy Eight	  
25	Kamis, 9 November 2023	19920922202031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
26	Kamis, 9 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Seventy Seventh Day (Unigraha Hotel)	  
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29	Rabu, 8 November 2023	19920922202031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  

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32	Rabu, 8 November 2023	198710132022031004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Seventy Sixth Day (Unigraha Hotel)	  
33	Selasa, 7 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
34	Selasa, 7 November 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
35	Selasa, 7 November 2023	198710132022031004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Seventy Fifth Day (Unigraha Hotel)	  
36	Selasa, 7 November 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Sakit	  
37	Senin, 6 November 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
38	Senin, 6 November 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
39	Senin, 6 November 2023	198710132022031004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Seventy Fourth Day (Unigraha Hotel)	  
40	Senin, 6 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
41	Sabtu, 4 November 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
42	Sabtu, 4 November 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201019 - Wulan Nazari	Daily Internship Report	  
43	Sabtu, 4 November 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
44	Sabtu, 4 November 2023	198710132022031004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Seventy Third Day (Unigraha Hotel)	  
45	Jumat, 3 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
46	Jumat, 3 November 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
47	Jumat, 3 November 2023	198710132022031004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Seventy Second Day (Unigraha Hotel)	  
48	Jumat, 3 November 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
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50	Kamis, 2 November 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
51	Kamis, 2 November 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
52	Kamis, 2 November 2023	198710132022031004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Seventy First Day (Unigraha Hotel)	  
53	Rabu, 1 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
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55	Rabu, 1 November 2023	198710132022031004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Seventy Day (Unigraha Hotel)	  
56	Rabu, 1 November 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
57	Selasa, 31 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
58	Selasa, 31 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
59	Selasa, 31 Oktober 2023	198710132022031004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sixty Ninth Day (Unigraha Hotel)	  
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61	Senin, 30 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
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




















































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63	Senin, 30 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
64	Senin, 30 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
65	Jumat, 27 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
66	Jumat, 27 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
67	Jumat, 27 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
68	Jumat, 27 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sixty Seventh Day (Unigraha Hotel)	  
69	Kamis, 26 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	SAKIT	  
70	Kamis, 26 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
71	Kamis, 26 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
72	Kamis, 26 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sixty sixth day (Unigraha Hotel)	  
73	Rabu, 25 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
74	Rabu, 25 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
75	Rabu, 25 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
76	Rabu, 25 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sixty-fifth day (Unigraha Hotel)	  
77	Selasa, 24 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
78	Selasa, 24 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
79	Selasa, 24 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
80	Selasa, 24 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sixty Fourth Day ( Unigraha Hotel)	  
81	Senin, 23 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
82	Senin, 23 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
83	Senin, 23 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
84	Senin, 23 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sixty third day (Unigraha Hotel)	  
85	Sabtu, 21 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
86	Sabtu, 21 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
87	Sabtu, 21 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sixty-second (Unigraha Hotel)	  
88	Sabtu, 21 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
89	Jumat, 20 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
90	Jumat, 20 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sixty-first Day (Unigraha Hotel)	  
91	Jumat, 20 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
92	Jumat, 20 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
93	Kamis, 19 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  




































































































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95	Kamis, 19 Oktober 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
96	Kamis, 19 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
97	Rabu, 18 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
98	Rabu, 18 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Fifty Nineth Day ( Unigraha Hotel)	  
99	Rabu, 18 Oktober 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
100	Rabu, 18 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
101	Selasa, 17 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Fifty Eighth Day	  
102	Selasa, 17 Oktober 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
103	Selasa, 17 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
104	Selasa, 17 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
105	Senin, 16 Oktober 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
106	Senin, 16 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
107	Senin, 16 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Fifty Seventh Day (Sakit)	  
108	Senin, 16 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
109	Jumat, 13 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
110	Jumat, 13 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Fifty-sixth day	  
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113	Kamis, 12 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Fifty-fifth day	  
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116	Kamis, 12 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
117	Rabu, 11 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Fifty-fourth Day	  
118	Rabu, 11 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
119	Rabu, 11 Oktober 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
120	Rabu, 11 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
121	Selasa, 10 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
122	Selasa, 10 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Fifty third day (Unigraha Hotel)	  
123	Selasa, 10 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
124	Selasa, 10 Oktober 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
125	Senin, 9 Oktober 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
126	Senin, 9 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  




































































































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128	Senin, 9 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Fifty-second day (Unigraha Hotel)	  
129	Senin, 9 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
130	Sabtu, 7 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
131	Sabtu, 7 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
132	Sabtu, 7 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Fifty-first day	  
133	Jumat, 6 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
134	Jumat, 6 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
135	Jumat, 6 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Fiftieth day (Unigraha Hotel)	  
136	Kamis, 5 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
137	Kamis, 5 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Sakit	  
138	Kamis, 5 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Forty Nineth (Unigraha Hotel)	  
139	Kamis, 5 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
140	Rabu, 4 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
141	Rabu, 4 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
142	Rabu, 4 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Forty eighth day (Unigraha Hotel)	  
143	Rabu, 4 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
144	Selasa, 3 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
145	Selasa, 3 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Forty seventh (Unigraha Hotel)	  
146	Selasa, 3 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
147	Selasa, 3 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
148	Senin, 2 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Forty sixth	  
149	Senin, 2 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	IZIN	  
150	Senin, 2 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
151	Senin, 2 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
152	Jumat, 29 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
153	Jumat, 29 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
154	Jumat, 29 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
155	Jumat, 29 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Forty-fifth day (izin)	  
156	Kamis, 28 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Maulid Nabi (Off)	  
157	Rabu, 27 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
158	Rabu, 27 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Forty fourth day (Unigraha Hotel)	  
159	Rabu, 27 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  




































































































160	Rabu, 27 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
161	Selasa, 26 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
162	Selasa, 26 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Forty-third day (Unigraha Hotel)	  
163	Selasa, 26 September 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
164	Selasa, 26 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
165	Senin, 25 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
166	Senin, 25 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Forty second day	  
167	Senin, 25 September 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
168	Senin, 25 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
169	Sabtu, 23 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
170	Sabtu, 23 September 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
171	Sabtu, 23 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
172	Sabtu, 23 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Forty first day (Unigraha Hotel)	  
173	Jumat, 22 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
174	Jumat, 22 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
175	Jumat, 22 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	The Fortieth Day (Unigraha Hotel)	  
176	Jumat, 22 September 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
177	Kamis, 21 September 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
178	Kamis, 21 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
179	Kamis, 21 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
180	Kamis, 21 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	The Thirty Ninth Day ( Unigraha Hotel)	  
181	Rabu, 20 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily report magang	  
182	Rabu, 20 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	The Thirty Eighth Day ( Unigraha Hotel)	  
183	Rabu, 20 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
184	Rabu, 20 September 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
185	Selasa, 19 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
186	Selasa, 19 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201019 - Wulan Nazari	Daily Internship Report	  
187	Selasa, 19 September 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
188	Selasa, 19 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	The Thirty Seventh Day (Unigraha Hotel)	  
189	Senin, 18 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
190	Senin, 18 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
191	Senin, 18 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	The Thirty Sixth Day	  
192	Senin, 18 September 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  




















































































































































































193	Jumat, 15 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
194	Jumat, 15 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
195	Jumat, 15 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Thirty Fifth Day (Unigraha Hotel)	  
196	Jumat, 15 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
197	Jumat, 15 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang day	  
198	Kamis, 14 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
199	Kamis, 14 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
200	Kamis, 14 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Thirty fourth (Unigraha Hotel)	  
201	Kamis, 14 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
202	Kamis, 14 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang day	  
203	Rabu, 13 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
204	Rabu, 13 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
205	Rabu, 13 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Thirty Third Day (Unigraha Hotel)	  
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208	Selasa, 12 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
209	Selasa, 12 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang day	  
210	Selasa, 12 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
211	Selasa, 12 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Thirty Second Day ( Unigraha Hotel )	  
212	Senin, 11 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Thirty First Day (Unigraha Hotel)	  
213	Senin, 11 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
214	Senin, 11 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
215	Senin, 11 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	magang day	  
216	Sabtu, 9 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Thirtieth day (Unigraha Hotel)	  
217	Sabtu, 9 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
218	Sabtu, 9 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	magang day	  
219	Sabtu, 9 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
220	Jumat, 8 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
221	Jumat, 8 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	magang day	  
222	Jumat, 8 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
223	Jumat, 8 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Twenty nine day	  
224	Kamis, 7 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
225	Kamis, 7 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang day	  

226	Kamis, 7 September 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
227	Kamis, 7 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Twenty eighth day ( Unigraha Hotel)	  
228	Rabu, 6 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
229	Rabu, 6 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Twenty Seventh Day (Unigraha Hotel)	  
230	Rabu, 6 September 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
231	Rabu, 6 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	magang day	  
232	Selasa, 5 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
233	Selasa, 5 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Twenty Sixth Day (Unigraha Hotel)	  
234	Selasa, 5 September 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
235	Selasa, 5 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	magang day	  
236	Senin, 4 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
237	Senin, 4 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang day	  
238	Senin, 4 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Twenty fifth day	  
239	Senin, 4 September 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
240	Minggu, 3 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	OFF	  
241	Sabtu, 2 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	OFF	  
242	Jumat, 1 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Twenty fourth day (Unigraha Hotel)	  
243	Jumat, 1 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
244	Jumat, 1 September 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
245	Jumat, 1 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang day	  
246	Kamis, 31 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
247	Kamis, 31 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Twenty third day (Tidak masuk)	  
248	Kamis, 31 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang day	  
249	Kamis, 31 Agustus 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
250	Rabu, 30 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
251	Rabu, 30 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Twenty second day (Unigraha Hotel)	  
252	Rabu, 30 Agustus 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
253	Rabu, 30 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang day	  
254	Selasa, 29 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
255	Selasa, 29 Agustus 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
256	Selasa, 29 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Off	  
257	Selasa, 29 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Twenty first day	  
258	Senin, 28 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang day	  

259	Senin, 28 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
260	Senin, 28 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Twentieth day (Unigraha Hotel)	  
261	Senin, 28 Agustus 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
262	Sabtu, 26 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Nineteenth day (Unigraha Hotel)	  
263	Sabtu, 26 Agustus 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Magang di Unigraha Hotel	  
264	Sabtu, 26 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
265	Sabtu, 26 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
266	Jumat, 25 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
267	Jumat, 25 Agustus 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha hotel	  
268	Jumat, 25 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Eighteenth day (Unigraha Hotel)	  
269	Jumat, 25 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	magang day	  
270	Kamis, 24 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
271	Kamis, 24 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Seventeenth day	  
272	Kamis, 24 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang day	  
273	Kamis, 24 Agustus 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
274	Rabu, 23 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
275	Rabu, 23 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sixteenth day	  
276	Rabu, 23 Agustus 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
277	Rabu, 23 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	magang day	  
278	Selasa, 22 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
279	Selasa, 22 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Fifteenth day (Unigraha Hotel)	  
280	Selasa, 22 Agustus 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
281	Selasa, 22 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang day	  
282	Senin, 21 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
283	Senin, 21 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang day	  
284	Senin, 21 Agustus 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	14th day internship at Unigraha Hotel	  
285	Senin, 21 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Fourteenth day	  
286	Sabtu, 19 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
287	Jumat, 18 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Thirteenth day	  
288	Jumat, 18 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
289	Jumat, 18 Agustus 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Magang hari ke 13 di Hotel Unigraha	  
290	Jumat, 18 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang day	  
291	Kamis, 17 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Off	  

292	Rabu, 16 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
293	Rabu, 16 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Twelfth day (Unigraha Hotel)	  
294	Rabu, 16 Agustus 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Day 12 of internship at Unigraha	  
295	Rabu, 16 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang day	  
296	Selasa, 15 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
297	Selasa, 15 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang day	  
298	Selasa, 15 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Eleventh day (Unigraha Hotel)	  
299	Selasa, 15 Agustus 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Magang hari ke 11 di Hotel Unigraha	  
300	Senin, 14 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Tenth day (Unigraha Hotel)	  
301	Senin, 14 Agustus 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Magang hari ke 10 Hotel Unigraha	  
302	Senin, 14 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
303	Senin, 14 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang Day	  
304	Sabtu, 12 Agustus 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Magang hari ke 9 Hotel Unigraha	  
305	Sabtu, 12 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang Day	  
306	Sabtu, 12 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	The ninth day (Unigraha Hotel)	  
307	Sabtu, 12 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Arsip Dokumen	  
308	Jumat, 11 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang Day	  
309	Jumat, 11 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Arsip Dokumen	  
310	Jumat, 11 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	The eighth day (Unigraha hotel)	  
311	Jumat, 11 Agustus 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	8th day internship at unigraha hotel	  
312	Kamis, 10 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Arsip Dokumen	  
313	Kamis, 10 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Seventh day (Unigraha hotel)	  
314	Kamis, 10 Agustus 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	7th day internship at Unigraha Hotel	  
315	Kamis, 10 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	KP Day	  
316	Rabu, 9 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Sakit	  
317	Rabu, 9 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Meminta tanda tangan atasan	  
318	Rabu, 9 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sixth day	  
319	Rabu, 9 Agustus 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Internship day 6 at unigraha hotel	  
320	Selasa, 8 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Sakit	  
321	Selasa, 8 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Fifth day	  
322	Selasa, 8 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Izin	  
323	Selasa, 8 Agustus 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Magang hari ke-5	  
324	Senin, 7 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Laporan Keuangan Harian	  

325	Senin, 7 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Mengisi Daily Report	  
326	Senin, 7 Agustus 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Magang hari ke 4 Hotel Unigraha	  
327	Senin, 7 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Membuat BEO, Meeting, Arsip	  
328	Jumat, 4 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Ikut Meminta Tangan Atasan dan mengikuti rapat	  
329	Jumat, 4 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Laporan Keuangan Harian Hotel Unigraha PT. RAPP	  
330	Jumat, 4 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Rekapitulasi Event dan Meeting dengan staff Hotel Unigraha	  
331	Jumat, 4 Agustus 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Persiapan gamba dan melakukan input data dan pembelian barang store	  
332	Kamis, 3 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Arsip Dokumen	  
333	Kamis, 3 Agustus 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Persiapan 6s dan input data kamar hotel	  
334	Kamis, 3 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Penjelasan tentang BEO	  
335	Kamis, 3 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Laporan keuangan harian Hotel Unigraha PT. RAPP	  
336	Rabu, 2 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Ikut Meminta Tangan Atasan	  
337	Rabu, 2 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Hari pertama magang di Hotel Unigraha	  
338	Rabu, 2 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Arsip Dokumen	  
339	Rabu, 2 Agustus 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	The first day of internship after placement at the Unigraha hotel	  
340	Selasa, 1 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Briefing dan visit ke Hotel Unigraha	  
341	Selasa, 1 Agustus 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Visits to Unigraha hotels as well as monitoring placement locations during the internship	  
342	Selasa, 1 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Survey ke hotel Unigraha PT. RAPP	  
343	Selasa, 1 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Survey Hotel Unigraha	  
344	Senin, 31 Juli 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sensus Penduduk PT. RAPP	  
345	Senin, 31 Juli 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Sensus	  
346	Senin, 31 Juli 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Sensus Penduduk PT.RAPP	  
347	Senin, 31 Juli 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Sensus penduduk	  
348	Jumat, 28 Juli 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Pengenalan PT.RAPP dan mengunjungi CD center	  
349	Jumat, 28 Juli 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	visit ke CD ( Community Development )Center PT. RAPP	  
350	Jumat, 28 Juli 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	CD Center	  
351	Jumat, 28 Juli 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Pengenalan CD Center PT. Rapp	  
352	Kamis, 27 Juli 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Sensus Penduduk PT.RAPP	  
353	Kamis, 27 Juli 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	sensus	  
354	Kamis, 27 Juli 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sensus Penduduk PT. RAPP	  
355	Kamis, 27 Juli 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Sensus penduduk PT. Rapp	  
356	Rabu, 26 Juli 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sensus Penduduk PT. RAPP	  
357	Rabu, 26 Juli 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Sensus penduduk RAPP	  

358	Rabu, 26 Juli 2023	197010052021211004 - A MALIK, S.Pd, M.Ed, TESL	5504201014 - Rahmaniar	sensus	  
359	Rabu, 26 Juli 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Sensus penduduk PT. RAPP	  
360	Selasa, 25 Juli 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sensus Penduduk PT. RAPP	  
361	Selasa, 25 Juli 2023	197010052021211004 - A MALIK, S.Pd, M.Ed, TESL	5504201014 - Rahmaniar	Sensus	  
362	Selasa, 25 Juli 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Sensus penduduk RAPP	  
363	Selasa, 25 Juli 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Sensus penduduk PT. Rapp	  
364	Senin, 24 Juli 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sensus Penduduk PT. RAPP	  
365	Senin, 24 Juli 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Sensus penduduk RAPP	  
366	Senin, 24 Juli 2023	197010052021211004 - A MALIK, S.Pd, M.Ed, TESL	5504201014 - Rahmaniar	Sensus	  
367	Senin, 24 Juli 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Sensus penduduk PT. Rapp	  
368	Jumat, 21 Juli 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Sensus penduduk RAPP	  
369	Jumat, 21 Juli 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sensus Penduduk PT. RAPP	  
370	Jumat, 21 Juli 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Sensus penduduk PT. Rapp	  
371	Jumat, 21 Juli 2023	197010052021211004 - A MALIK, S.Pd, M.Ed, TESL	5504201014 - Rahmaniar	Sensus	  
372	Kamis, 20 Juli 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sensus Penduduk PT. RAPP	  
373	Kamis, 20 Juli 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Sensus penduduk RAPP	  
374	Kamis, 20 Juli 2023	197010052021211004 - A MALIK, S.Pd, M.Ed, TESL	5504201014 - Rahmaniar	Sensus	  
375	Kamis, 20 Juli 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Sensus penduduk PT. Rapp	  
376	Rabu, 19 Juli 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Hijri New Year	  
377	Selasa, 18 Juli 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Safety Induction	  
378	Selasa, 18 Juli 2023	197010052021211004 - A MALIK, S.Pd, M.Ed, TESL	5504201014 - Rahmaniar	Safety Induction	  
379	Selasa, 18 Juli 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Safety Induction	  
380	Selasa, 18 Juli 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Safety Induction	  
381	Senin, 17 Juli 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Registrasi	  
382	Senin, 17 Juli 2023	197010052021211004 - A MALIK, S.Pd, M.Ed, TESL	5504201014 - Rahmaniar	Registrasi	  
383	Senin, 17 Juli 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Registrasi dan Cek-in Mess PT.RAPP	  
384	Senin, 17 Juli 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Registrasi	