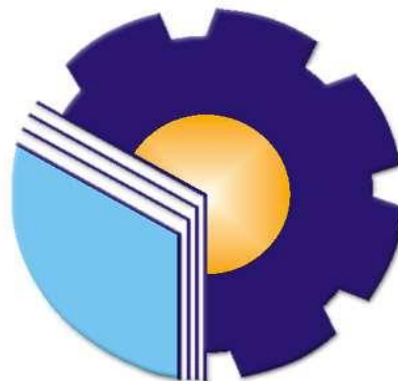


**APPRENTICESHIP REPORT**  
**REGIONAL DEVELOPMENT PLANNING AGENCY**  
**BENGKALIS REGENCY**

**ILIYA**  
**5404171118**



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

# APPRENTICESHIP REPORT

## REGIONAL DEVELOPMENT PLANNING AGENCY BENGKALIS REGENCY

Written as one of the requirements to complete the Apprenticeship

**ILIYA**  
**5404171118**

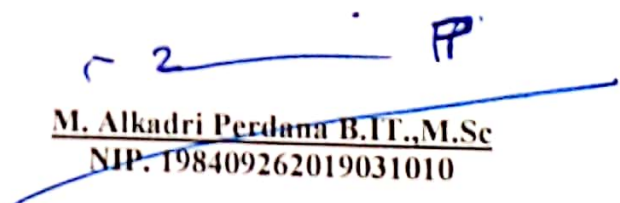
Bengkalis, August 2021

Apprenticeship Coordinator  
BAPPEDA  
Bengkalis Regency



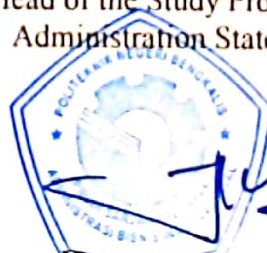
  
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## PREFACE

Praise and thank to ALLAH SWT who has given strength and fluency so that the author can complete the Job Training in Bengkalis Regency Regional Development Planning Agency

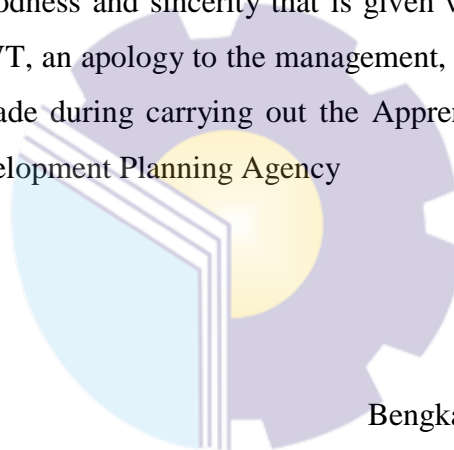
Apprenticeship is one of the activities that must be taken in the International Business Administration Study Program, which aims to apply the knowledge that have gained in the classroom to the work environment.

The author realizes that the implementation of the Apprenticeship activities and the writing of this apprenticeship report cannot be completed without support and assistance from various parties. On this occasion the author would like to thank:

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Hopefully the goodness and sincerity that is given will get commensurate rewards from Allah SWT, an apology to the management, employees and related parties for mistakes made during carrying out the Apprenticeship at Bengkalis Regency Regional Development Planning Agency



Bengkalis, August 2021

**ILIYA**

**5404171118**

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# CHAPTER I

## INTRODUCTION

### 1.1 Background of the Apprenticeship

The development of science and technology is increasingly rapid, which is then followed by the need for human resources who can master adequate science and technology as well. It is intended that the development of science and technology can be accompanied by the mastery of science and technology by these human resources. The existence of adequate and reliable expertise in their respective fields is useful for obtaining competitively adjusted jobs in order to achieve the desired goals. With adequate expertise, it will give birth to human resources (HR) who are ready to use both in terms of knowledge, morals, attitudes and other supporting criteria.

The flow of technological progress in the current era of globalization is something that cannot be avoided. Likewise, education is always developing from time to time and the government is always trying to improve the quality of education. To be able to enter the world of work after graduating from college, every student must have readiness in dealing with professional work that is in accordance with the field they are involved in.

Higher education is the highest formal education that will produce human resources (HR) who have a high intellectual level to compete in the demands of the world of work. Both capability demands and quality demands. So that universities are required to prepare good quality human resources to face increasingly fierce competition. The relationship between theory and practice in the world of education is important to compare and prove something that has been learned in theory with the actual situation in the world of work. Bengkalis State Polytechnic has a responsibility in preparing its students to compete in the real world of work. One of them is the implementation of practical work (KP) as one of the programs that must be followed by DIV-IV students as one of the

requirements for completing the International Business Administration Study Program.

Bengkalis State Polytechnic is the only State Polytechnic in Riau Province. Bengkalis State Polytechnic has Diploma III and Diploma IV programs. There are 8 (eight) majors at the Bengkalis State Polytechnic including: Shipping Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, Business Administration, Informatics Engineering, Maritime, and Language. As graduation requirements, Apprenticeship (KP) and the final project are two indicators that must be completed by Bengkalis State Polytechnic students.

International Business Administration is one of the Study Programs in the Department of Commerce Administration. International Business Administration Study Program students are ready to have competence. First, students of the International Business Administration study program must be able to communicate using English (oral and written). Second, being able to manage, operate, and store documents and office equipment.

Based on the above, the author as a student of the International Business Administration Study Program chooses to carry out practical work at the bengkalis regional development planning agency. During the implementation of the Apprenticeship the author was placed in the Secretariat. The implementation of practical work starts from February 15<sup>nd</sup> Until June 30<sup>rd</sup>, 2021

## **1.2 Purpose of the Apprenticeship**

Objectives of the Apprenticeship carried out at the Regional Development Planning Agency

1. To find out the types of work carried out in the general and civil service fields at the Regional Development Planning Agency
2. To know the place and time of Apprenticeship
3. To find out the systems and work procedures used in the Secretariat Division
4. To find out the obstacles/obstacles and solutions during the implementation of the Apprenticeship at the Regional Development Planning Agency

### **1.3 Significances of the Apprenticeship**

#### **1.3.1 Significances for the Apprenticeship**

The benefits of practical work for students are as follows:

1. Students have the opportunity to apply theoretical knowledge/concepts in the real world of work.
2. Students gain practical experience in applying theoretical/concept knowledge according to their study program.
3. Students have the opportunity to be able to analyze problems related to science applied in work in accordance with their study program.
4. Students have the opportunity to work in teams consisting of several people so that they are able to provide ideas

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

The benefits of practical work for Bengkalis State Polytechnic are as follows:

1. Practical work can strengthen cooperation and socialization between the Bengkalis State Polytechnic and the Bengkalis Regency Regional Development Planning Agency
2. Practical work can improve the competence of Bengkalis State Polytechnic graduates.

#### **1.3.3 Significances for The Company**

The benefits of practical work for companies are as follows:

1. Practical work is one of the liaisons of cooperation between the company and the campus.
2. The company receives assistance from students who do practical work

## CHAPTER II

### GENERAL DESCRIPTION OF THE COMPANY

#### 2.1 Company Profile

Regional Development Planning Agency Bengkalis Regency which is located at Jalan Antara No. 451 Bengkalis, Bengkalis District, Bengkalis Regency.



Figure 2.1 Office of Regional Development Planning Agency Bengkalis Regency  
*Source: Bappeda Bengkalis Regency*

Development Planning Agency, abbreviated as Bappeda, is a regional technical institution in the field of research and regional development planning led by a Head of Agency who is under and responsible to the Governor/Regent/Mayor through the Regional Secretary.

This agency has the main task of assisting the Governor/Regent/Mayor in the administration of Regional Government in the field of research and planning

regional development. The Regional Development Planning Agency was formed based on the following considerations:

- a. Whereas in the context of efforts to increase the harmony of development in the regions, it is necessary to increase the harmony between development sector and regional development pembangunan
- b. That in the context of efforts to ensure the pace of development, balance and sustainability of regional development, proper planning is needed more comprehensive, focused and integrated.

In order to increase the harmony of development in the regions, it is necessary to increase the harmony between sectoral development and regional development. In an effort to ensure the pace of development, balance and sustainability of regional development, comprehensive, directed, integrated and sustainable planning is needed. Planning management is needed to coordinate regional development planning through aspects of institutional strengthening. Based on the Decree of the President of the Republic of Indonesia Number 15 of 1974, the Minister of Home Affairs Number 142 of 1974 mandated the establishment of the Regional Development Planning Agency as a coordinating body in regional planning.

In subsequent developments, in order to strengthen the position, duties, and functions of Bappeda as part of the organ that assists the Governor's duties in the planning aspect. Decree of the President of the Republic of Indonesia Number 27 of 1980 concerning the Establishment of the Regional Development Planning Agency is issued, the implementation of which is regulated through the Regulation of the Minister of Home Affairs Number 185 of 1980 concerning the Organizational Guidelines and Work Procedures of the Level I Regional Development Planning Agency and the Level II Regional Development Planning Agency. As in the Presidential Decree, the Regional Development Planning Agency in the Province of the Level I Region is called the Level I Bappeda, as is the case with the Provincial/Level I Government of the Special Region of Yogyakarta. Bappeda Level I is a staff body under and responsible to the Governor/Head of Level I Region. The organizational structure of Bappeda Level

I consists of: chairman, vice chairman, secretariat, research sector, economic sector, socio-cultural sector, physical and infrastructure sector, statistics and reports.

#### 1. Main Values of Bappeda Bengkalis Regency

To support the realization of good service performance, the Bappeda of Bengkalis Regency needs to develop a positive work culture by adopting several main values in order to create a conducive working atmosphere in the Bappeda Institution. The main values consist of democratic, professional, transparent, communicative, creative, innovative, responsible and mutual respect.

More substantively, these values can be elaborated as guidelines for shared behavior and ethics that will be developed in the work relations system at the Bengkalis Regency Regional Development Planning Agency as follows:

- a. Democratic, Democratic values mean that in work behavior, priority is given to developing the principles of deliberation to reach consensus by prioritizing common interests in supporting the achievement of the tasks of each unit.
- b. Professional, professional values have the meaning to always strive to improve technical capabilities and personal capacity, be disciplined and uphold the ethics of the civil service corps.
- c. Transparent, the value of transparency means that in carrying out the duties of each employee is required to be open, honest, and ready to give and receive opinions positively in accordance with applicable norms and ethics.
- d. Communicative, communicative value has the meaning that in carrying out the task is able to communicate well and clearly to superiors, subordinates and fellow employees and can understand the substance of the work material so that it can provide accurate information to those in need.
- e. Creative, creative value means that every employee must be able to

seek added value from the work given so that it will enrich the quality of the work output produced.

- f. Innovative, innovative value means thinking far ahead and producing something new and useful for improving organizational performance.
- g. Being responsible, the value of being responsible means that every employee must have a sense of belonging to the organization and love their work.
- h. Mutual respect, the value of mutual respect means that every employee must respect and understand each other.

## **2.2 Vision and Mission**

Thus the Vision and Mission of the Regional Apparatus is the Vision and Mission of the RPJMD, where for the development period of 2021-2026 the Vision and Mission of the Five Year Development of Bengkalis Regency are as follows:

### **2.2.1 Vision of Regional Development Planning Agency**

The vision of the Bengkalis Regency Bappeda office is "The realization of a dignified, advanced and prosperous Bengkalis Regency"

### **2.2.2 Mission of Regional Development Planning Agency**

1. Realizing the Effective Management of Regional Financial Potential, Natural Resources and Human Resources in Advancing the Economy
2. Realizing Bureaucratic Reform and Strengthening Malay Religious and Cultural Values Towards Good Governance and Character Society
3. Realizing the Provision of Quality Infrastructure and Developing the Potential of Border Areas for People's Welfare

## **2.3 Kind Of Business**

BAPPEDA is a supporting element of the Regional Government which has the task of assisting the Mayor in determining policies in the field of development planning in the region as well as its assessment and implementation. The Regional Development Planning Board was formed based on the needs, developments and



progress in the Government Sector as well as current technological advances, in order to assist local governments in carrying out development, especially in the Government Sector. In accordance with Law Number 32 of 2004 concerning Regional Government, it has given authority and flexibility to Regional Governments to fully plan and determine their regional policies and programs. With the existence of regional autonomy, regional governments are required to be more independent, so that various pioneers of regional development towards goals and success will become an important agenda that must be prepared by the government by local governments.

The purpose of development planning is to make the development program right with the intended direction and not gray. The urgency of the development planning is that the plans for the development to be carried out are well structured and systematic, so that in its implementation it is easy to control. Therefore, the Regional Development Planning Agency as an institution that carries out its main tasks and functions as regulated in Law no. 25 of 2004 concerning the National Development Planning System (SPPN) is responsible for planning, determining plans, controlling the implementation of plans and evaluating the implementation of development at the regional level. Regional development planning aims to optimize the use of potential while reducing inequality inter-regional development. However, the implementation was not easy, there were many problems, including the lack of consistency in planning and materials to problems in the field. Besides that, the space for local government to move in planning and regulating development according to regional potential and priorities is actually very limited.

#### **2.4 Organization Structure**

The organizational structure is an arrangement and relationship between each part and the existing position in an organization or company in carrying out operational activities to achieve what is expected and desired. The organizational structure of the Regional Development Planning Agency Bengkalis Regency

is structured in accordance with the applicable provisions, basically explaining all the functions, obligations and responsibilities of each occupied section.



## Office Organizational Structure Regional Development Planning Agency Bengkulu Regency

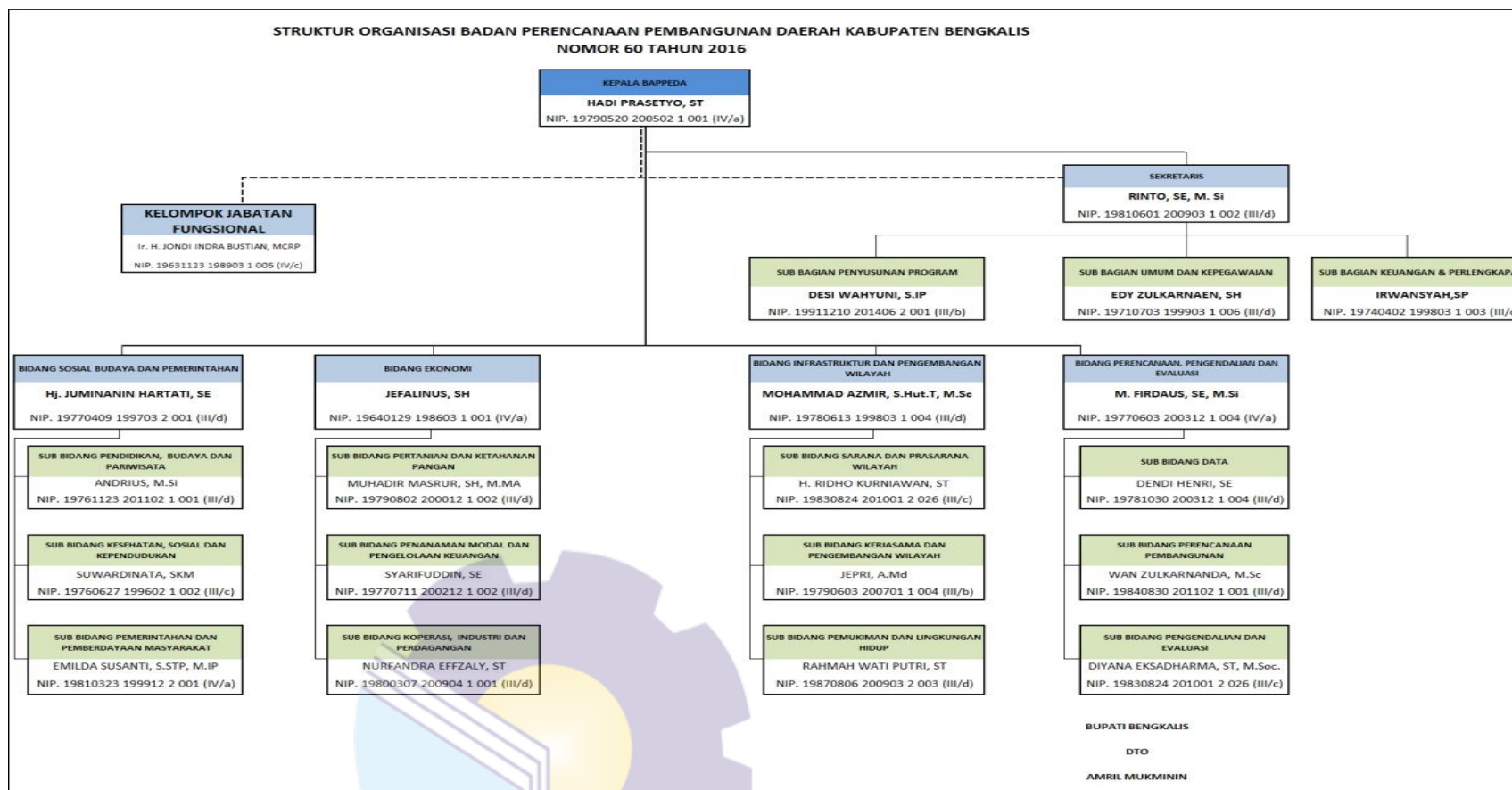


Figure 2.2. Organizational Structure Bengkulu Regency Regional Development Planning Agency

*Source: BAPPEDA Office for General Affairs and Personnel*

The organizational structure of the Bengkalis Regency Bappeda Agency Office has positions according to the field occupied. As for the duties of the positions

1. Head of Agency

- a. The head has the task of assisting the regent, carrying out supporting government affairs that are the authority of the region and assisting the task of regional development planning.
- b. The Head in carrying out the duties as referred to in paragraph (a) carries out the following functions:
  - a) Formulation of development planning technical policies;
  - b) Coordinate the preparation of development planning;
  - c) Fostering and carrying out tasks in the field of regional development planning;
  - d) Guidance, monitoring, evaluation and reports on the implementation of the Agency's activities; and Carry out other functions assigned by the Regent.

2. Sekretariat Bappeda

- a. The Sekretariat has the task of leading, coordinating and controlling tasks in the field of management, secretarial services which include coordinating, planning, preparing programs and budgets, managing finances, equipment and General Affairs and Personnel
- b. The Sekretariat in carrying out the main tasks as referred to in point (a) carries out the following functions:
  - a) Implementation of the Agency's personnel and household administration;
  - b) carry out financial and equipment administration as well as asset management
  - c) carry out correspondence, archives and documentation and public relations affairs
  - d) carry out legal affairs, organization and public relations

- e) carry out coordination of the implementation of the tasks of the Division
- f) execution of other tasks assigned by the Head.
- a. The organizational structure of the Secretariat consists of:
  - a) Program Preparation Sub-Section  
The Program Preparation Sub-Section has the task of preparing guidance materials, policies, guidelines, and technical instructions as well as services in the field of Programming in accordance with applicable regulations
  - b) General and Personnel Sub-Section  
The General and Personnel Sub-Section has the task of preparing guidance materials, policies, guidelines, and technical instructions as well as services in the field of General Affairs and Personnel in accordance with applicable regulations
  - c) Sub Division of Finance and Equipment  
The Finance and Equipment Sub-Section has the task of preparing guidance materials, policies, guidelines, and technical instructions as well as services in the field of Finance and Equipment in accordance with applicable regulations
- 3. Socio-Cultural and Government Sector
  - a. The Socio-Cultural and Government Sector has the task of leading, planning, compiling, implementing, coordinating, evaluating, and controlling the functions of the Socio-Cultural and Government sectors.
  - b. Socio-Cultural and Government Sector in carrying out the duties and obligations as referred to in paragraph (a) carries out the following functions:
    - a) implementing planning in the Socio-Cultural and Governmental Sector
    - b) implementing coordination and facilitation in the context of carrying out duties and functions in the Socio-Cultural and Governmental Sector
    - c) implementing control and evaluation in order to carry out the duties and functions in the Socio-Cultural and Governmental Sector

- d) implementing the formulation of the initial draft document of the Regional Development Plan (RPJPD/RPJMD/RKPD) in the Socio-Cultural and Governmental Sector
  - e) implementing the document verification of the Regional Apparatus Strategic Plan for the Social, Cultural and Government Sector
  - f) implementing the alignment of the regional apparatus strategic plan documents to the RPJMD in the Socio-Cultural and Governmental Sector
  - g) implement the verification of the work plan document of the Regional Social-Cultural and Governmental Apparatus
  - h) implementing the alignment of the Work Plan documents of the Regional Apparatus against the Strategic Plan of the Regional Apparatus RPJMD in the Socio-Cultural and Governmental Sector
  - i) carry out other tasks assigned by the Head of the Agency in accordance with their duties and functions.
- c. The Organizational Structure of the Socio-Cultural and Government Sector, consists of:
- a) Education, Culture and Tourism Sub-Sector  
The Education, Culture and Tourism Sub-Sector has the task of carrying out the planning, preparation, implementation, evaluation, monitoring and reporting of activities and functions of the Culture and Tourism Education Sub-Sector.
  - b) Sub-Sectors of Health, Social and Population  
The Health, Social and Population Sub-Sector has the task of planning, compiling, implementing, evaluating, monitoring and reporting activities and functions of the Health, Social and Population Sub-Sector.
  - c) Sub-Sector of Government and Community Empowerment.  
The Government and Community Empowerment Sub-Sector has the task of carrying out the planning, preparation, implementation,

evaluation, monitoring and reporting of activities and functions of the Government and Community Empowerment Sub-Sector.

4. Economics
  - a. The Economics Sector has the task of leading, planning, compiling, implementing, coordinating, evaluating, and controlling the functions of the Economics sector
  - b. The Economic Sector in carrying out the duties and obligations as referred to in paragraph (a) carries out the following functions:
    - a) implementing planning in the Economic Sector
    - b) implementing coordination and facilitation in order to carry out tasks and functions in the Economic Sector
    - c) implementing control and evaluation in order to carry out tasks and functions in the Economy
    - d) implementing the formulation of the initial draft document of the Regional Development Plan (RPJPD/RPJMD/RKPD) on the Economy
    - e) implementing the document verification of the Strategic Plan of the Regional Apparatus in the Economic Sector
    - f) implementing the alignment of the regional apparatus strategic plan documents with the RPJMD in the Economic Sector
    - g) implement the verification of the work plan document of the Regional Apparatus in the Economic Sector
    - h) implementing the alignment of the Regional Apparatus Work Plan document to the RPJMD Regional Apparatus Strategic Plan in the Economic Sector
    - i) carry out other tasks assigned by the Head of the Agency in accordance with their duties and functions.
  - c. The Organizational Structure of the Economic Sector, consisting
    - a) Agriculture and Food Security Sub-Sector  
The Sub-Sector of Agriculture and Food Security has the task of carrying out the planning, preparation, implementation, evaluation,

monitoring and reporting of activities and functions of the Sub-Sector of Agriculture and Food Security.

b) Investment and Financial Management Sub-Sector

The Investment and Financial Management Sub-Sector has the task of carrying out the planning, preparation, implementation, evaluation, monitoring and reporting of activities and functions of the Investment and Financial Management Sub-Sector.

c) Cooperative, Industry and Trade Sub-Sector.

The Cooperative, Industry and Trade Sub-Sector has the task of carrying out the planning, preparation, implementation, evaluation, monitoring and reporting of activities and functions of the Cooperative, Industry and Trade Sub-Sector.

5. Infrastructure and Regional Development

a. The Infrastructure and Regional Development Sector has the task of leading, planning, compiling, implementing, coordinating, evaluating, and controlling the functions of the Infrastructure and Regional Development Sector

b. The job description in paragraph (a) is as follows:

a) implementing planning in the Infrastructure and Regional Development Sector

b) carry out coordination and facilitation in order to carry out tasks and functions in the Infrastructure and Regional Development Sector

c) carry out control and evaluation in order to carry out the duties and functions in the Infrastructure and Regional Development Sector

d) carry out the formulation of the initial draft document of the Regional Development Plan (RPJPD/RPJMD/RKPD) in the Infrastructure and Regional Development Sector

e) carry out verification of the strategic plan document for the Regional Apparatus in the Infrastructure and Regional Development Sector

f) carry out verification of work plan documents for Regional Apparatus in the Infrastructure and Regional Development Sector



- g) carry out the alignment of the Regional Apparatus Work Plan documents with the RPJMD Regional Apparatus Strategic Plan in the Infrastructure and Regional Development Sector
      - h) carry out other tasks assigned by the Head of the Agency in accordance with their duties and functions.
  - c. The composition of the Infrastructure and Regional Development Sector, consists of
    - a) Regional Facilities and Infrastructure Sub-Sector

The Regional Facilities and Infrastructure Sub-Sector has the task of carrying out planning, preparation, implementation, evaluation, monitoring and reporting of activities and functions of the Regional Facilities and Infrastructure Sub-Sector
    - b) Regional Cooperation and Development Sub-Sector

The Cooperation and Regional Development Sub-Sector has the task of carrying out planning, preparation, implementation, evaluation, monitoring and reporting of activities and functions of the Regional Cooperation and Development Sub-Sector.
    - c) Sub-Sector of Settlement and Environment.

The Settlement and Environment Sub-Sector has the task of carrying out the planning, preparation, implementation, evaluation, monitoring and reporting of activities and functions of the Settlement and Environment Sub-Sector.
- 6. Planning, Control and Evaluation Bidang
  - a. The Planning, Control and Evaluation Division has the task of leading, planning, compiling, implementing, coordinating, evaluating, and controlling the functions of the Planning, Control and Evaluation Division;
  - b. The description of the task in paragraph (a) is as follows:
    - a) implementing planning in the Field of Planning, Control and Evaluation
    - b) implementing coordination and facilitation in order to carry out the tasks and functions in the Planning, Control and Evaluation Sector

- c) implementing control and evaluation in order to carry out the duties and functions of Planning, Control and Evaluation
  - d) implementing the formulation of the preliminary draft document of the Regional Development Plan (RPJPD/RPJMD/RKPD) in the Planning, Control and Evaluation Sector
  - e) implementing the verification of the strategic plan document for the Regional Apparatus for Planning, Control and Evaluation
  - f) implementing the alignment of the regional apparatus strategic plan documents with the RPJMD in the Planning, Control and Evaluation Sector
  - g) carry out verification of the work plan document of the Regional Apparatus for Planning, Control and Evaluation
  - h) implementing the alignment of the Regional Apparatus Work Plan document to the RPJMD Regional Apparatus Strategic Plan in the Planning, Control and Evaluation Sector
  - i) carry out other tasks assigned by the Head
- c. Organizational Structure for Planning, Control and Evaluation, consists of;
- a) Data Sub-Sector  
The Data Sub-Sector has the task of carrying out the planning, preparation, implementation, evaluation, monitoring and reporting of the activities and functions of the Data Sub-Sector
  - b) Development Planning Sub-Sector, and  
The Development Planning Sub-Sector has the task of carrying out the planning, preparation, implementation, evaluation, monitoring and reporting of activities and functions of the Development Planning Sub-Sector
  - c) Control and Evaluation Sub Division.  
The Control and Evaluation Sub-Sector has the task of carrying out planning, preparation, implementation, evaluation, monitoring and reporting of activities and functions of the Control and Evaluation Sub-Sector.

## **2.5 The Working Process**

The secretariat has the task of leading, coordinating and controlling tasks in the field of management, secretarial services includes coordination, planning, programming and budgeting, financial management, equipment and General and Personnel Secretariat organization, consisting of:

- a. The Program Preparation Sub-Section has the task of preparing the following materials: guidance materials, policies, guidelines, and technical and service instructions in the field of Program Preparation in accordance with applicable regulations.
- b. The General and Personnel Sub-Section has the task of preparing guidance materials, policies, guidelines, and technical instructions as well as services in the field of General and Personnel in accordance with the provisions apply.
- c. The Finance and Equipment Sub-Section has the task of preparing guidance materials, policies, guidelines, and technical instructions as well as services in the field of Finance and Equipment in accordance with the provisions applicable.

## **2.6 Document Used for Acitivity**

Documents used in daily activities at Bengkalis Regency Regional Development Planning Agency are as follows:

1. Disposition Sheet

Disposition sheet is a sheet provided by the registrar / agendaris used to put instructions or follow-up of the leadership. Contains a Letter from, Number and date of letter, date of receipt, and subject to the letter.

2. Form Notulen

The Notulen is used to write the results of meetings or activities carried out. Contains the title of the meeting, day / date, place and participants of the meeting in addition to it also contains a description of discussions and actions conducted and signed by the person in charge of the meeting. Form minutes along with absent participants as evidence of activities carried out.

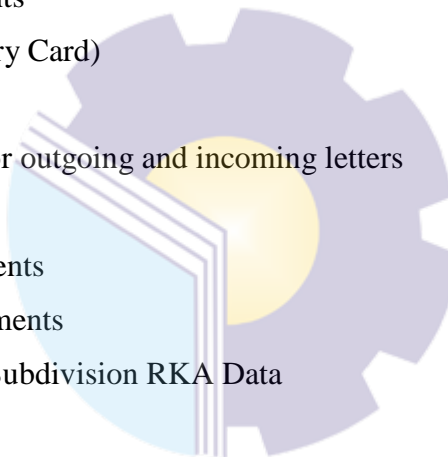
## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job Description**

Practical Work starts on February 15, 2021 until June 30 at Regional Development Planning Agency Bengkalis Regency There are several main types of work carried out during the Participant's Internship in the General and Personnel Fields. There are several tasks during the Apprenticeship in the General and Personnel Section

1. Make a Letter
2. Duplicate documents/reports
3. Archiving documents
4. Type KIB (Inventory Card)
5. Delivering Letters
6. Write the agenda for outgoing and incoming letters
7. Folding Letters
8. Destroying Documents
9. Stamp letters/documents
10. Entering the 2021 Subdivision RKA Data



#### **3.2 Sytem and Procedure**

##### **3.2.1 The Working System**

To make it easier for employees to carry out their duties, the Bappeda office uses an internet-based system to facilitate online work using applications and using manual systems. Online systems such as sending emails. While the applications that are often used at work are Microsoft Word to create Anjab report documents, create incoming/outgoing letters and use Microsoft Excel to make attendance, recap data on ATK purchases, make ATK pick-up cards and so on. While the manual system is used to record the number of office stationery items

### 3.2.2 The Working Procedure

There are several work procedures that are performed as tasks and are described as follows:

1. Make a Letter

Letters are a means of communication to convey written information by one party to another. Where the letter is made to make it easier for employees to speed up the resolution of the problem of making letters. The process of making a letter of the type of permit can be seen in the picture

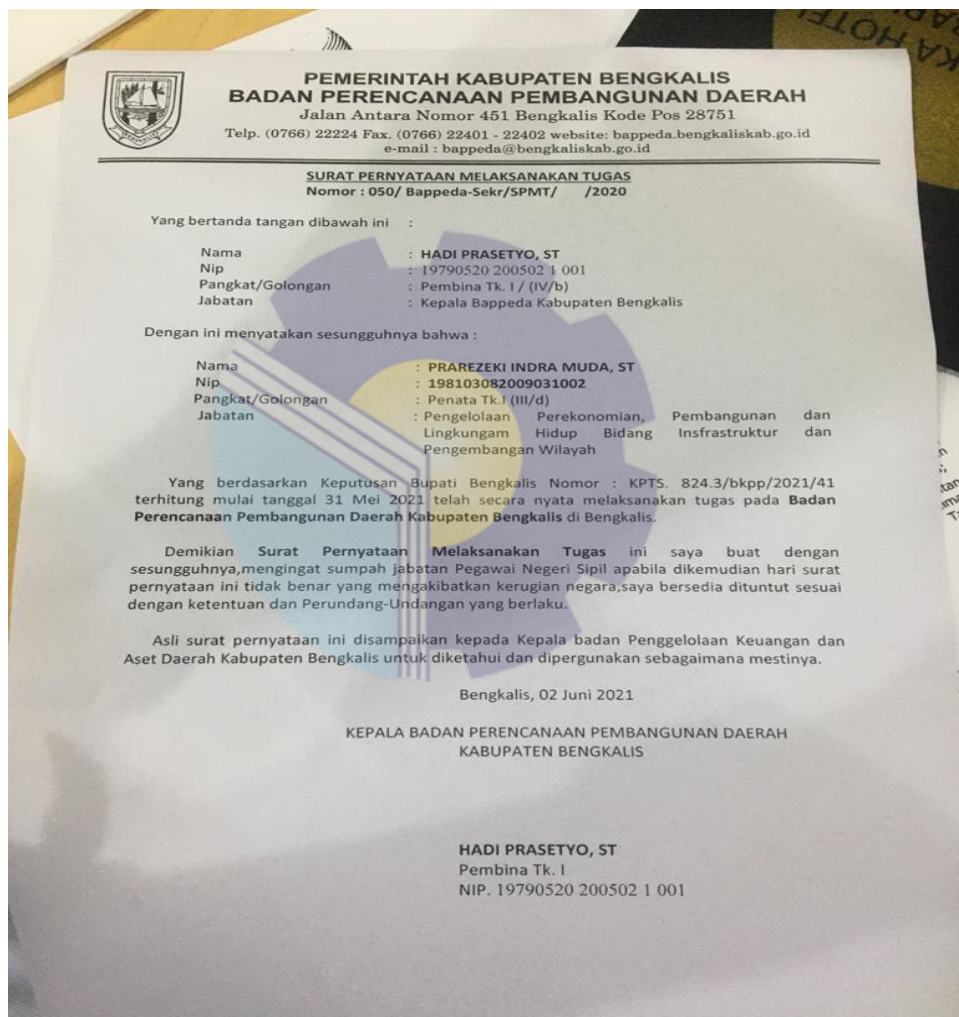


Figure 3.1. Activities to make Proposed Sales of Regional Property (Wheel Vehicles 2)  
Source: BAPPEDA General Affairs and Personnel

## 2. Duplicate Documents/Reports

Duplicating this document is useful for reproducing necessary documents, letters or reports such as minutes, notifications/announcements. The steps for duplicating documents using a photocopier machine can be seen in Figure 3.2. following:

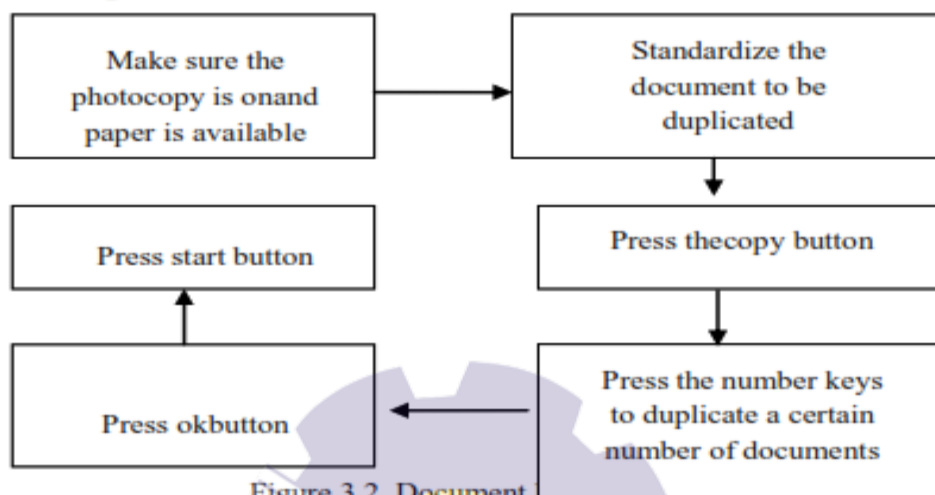


Figure 3.2. Document  
Source: BAPPEDA General Affairs and Personnel

Photocopies of documents in general are only for duplicating the files that you want to archive or for other purposes, photocopying of files is done with a photocopier machine with various types

## 3. Archiving documents

Archiving is the activity of systematically storing documents or collections of documents so that they are easy to find. Archiving activities in the General and Personnel Sector are carried out based on a date or chronological system. This date system sorts the dates from the smallest to the largest date. The archived documents include: Incoming Letters, Outgoing Letters, Official Notes, Orders, SOP Documents, and MCH Documents. An example of an archived document can be seen in Figure 3.3. following.



Figure 3.3. Archiving Documents  
 Source: BAPPEDA General Affairs and Personnel

4. Type KIB

Typing Typing KIB (Card Inventory of Goods) is one of the efforts to make it easier for staff in preparing the equipment needed in the office and making it easier to apply and distribute to each field.

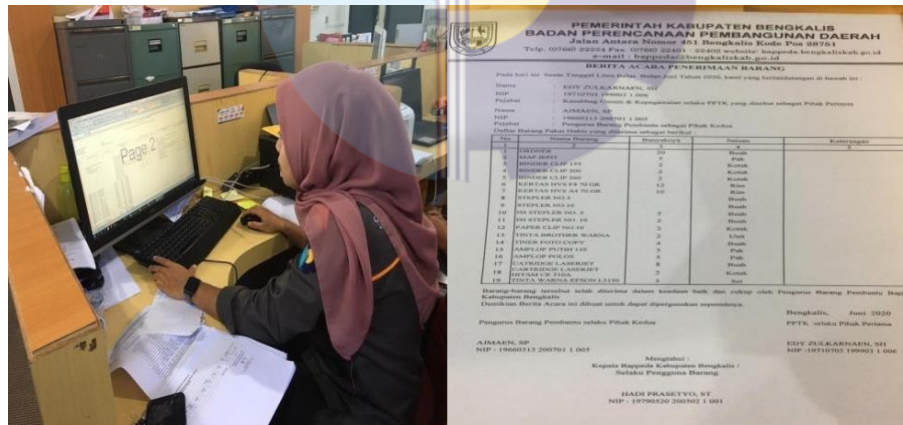


Figure 3.4. Type KIB (Inventory Card)  
 Source: BAPPEDA General Affairs and Personnel

5. Delivering Letters/Invitations

Sending invitations with the intention of inviting as well as providing information to the agencies regarding the activities carried out. Sending

invitations with the intention of inviting as well as providing information to the Service regarding the activities carried out.

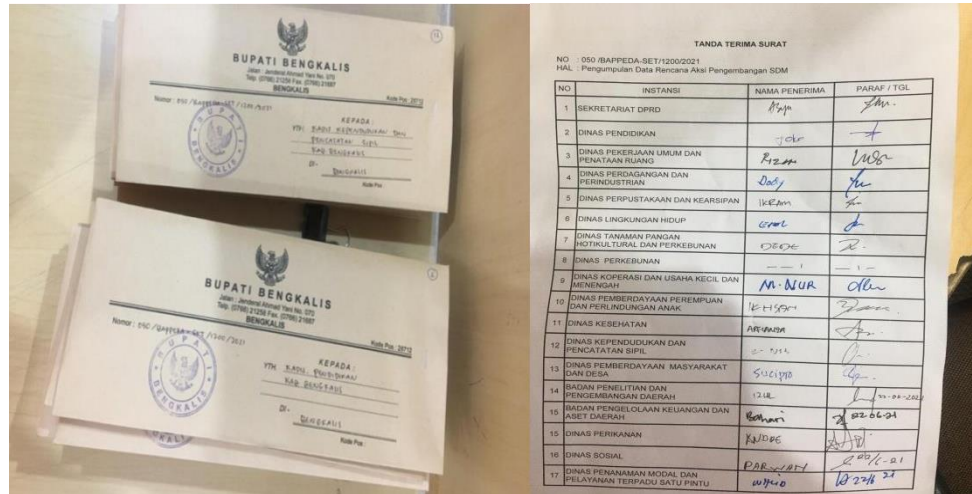


Figure 3.5. Letters And Receipts  
Source: BAPPEDA General Affairs and Personnel

6. Write the agenda for outgoing and incoming letters

Writing the agenda for outgoing and incoming letters into the incoming and outgoing agenda book is very important so that the letters are properly registered and if needed are easier to find. The agenda system used is the letter number, the date of the letter and the subject of the letter.



Figure 3.6 Write the agenda for outgoing and incoming letters  
Source: BAPPEDA General Affairs and Personnel



## 7. Folding Letters

Folding a letter is very important so that the letter looks neat and makes it easier when it will be inserted into the envelope. The type of fold used is the accordion fold.



Picture. 3.7 Folding Letters

Source: BAPPEDA General Affairs and Personnel

## 8. Destroying Document

Shredding documents using a shredder machine is used to destroy documents that are no longer used.

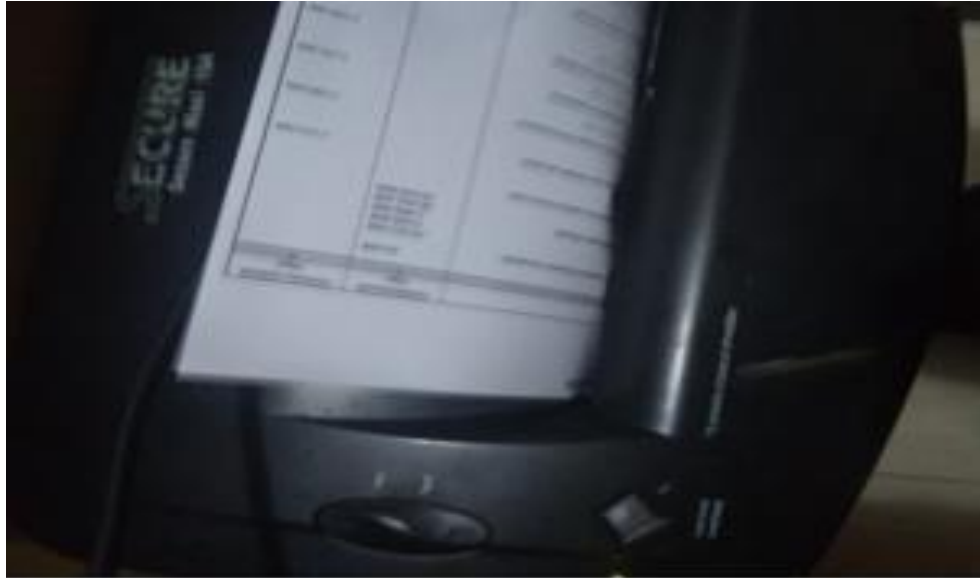


Figure 3.8 Destroying Document  
Source: BAPPEDA General Affairs and Personnel

9. Stamp letters/documents

Before the letter is delivered, the letter must be signed and stamped. A stamp is a device that has an engraved surface of writing, an image or both that is used with ink to produce a stamp on a file or document. The stamps are used for ratifying files, letters, notes, ratifying certificates as well as ratifying transaction settlements. The examples of stamps are as follows:

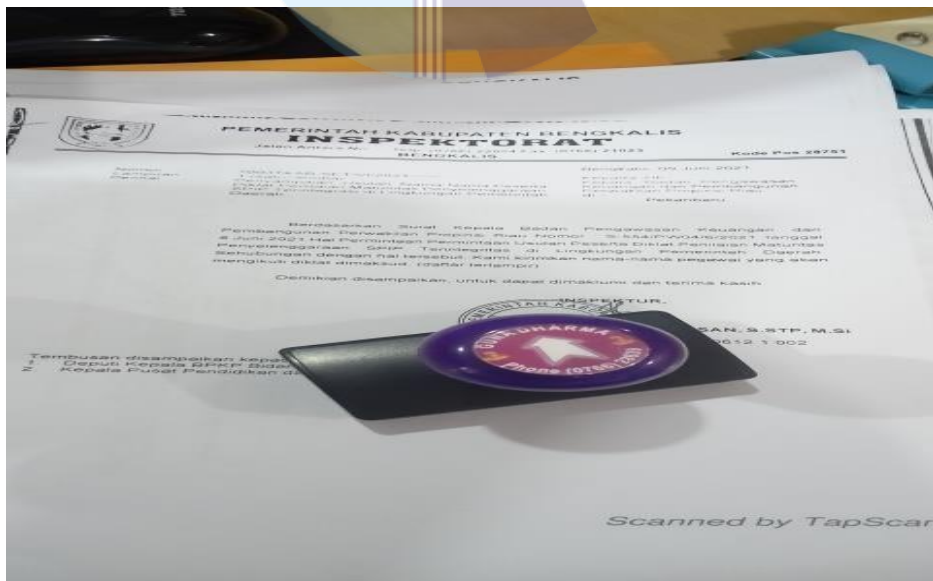


Figure 3.9 Stamp letters  
Source: BAPPEDA General Affairs and Personnel

## 10. Entering the 2021 Subdivision RKA Data

The author is assigned to enter the 2021 Subdivision Work Plan and Budget (RKA) data from hardcopy into excel form. The data for the RKA Subdivision Program that was made were regarding the work evaluation activities of regional apparatus, regarding the preparation of documents, regarding the coordination and preparation of the DPA-SKDP, regarding the coordination and preparation of reports on performance achievements and an overview of the realization of the performance-SKDP. The results of the work carried out by the author can be seen from the following figure:

SATUAN KERJA PERANGKATAN DAERAH PEMERINTAH KABUPATEN Bengkulu TAHUN ANGGARAN 2021													Formulir RKA - RINCIAN BELANJA SIPD
Ususan	: 5.01 UNSUR PENUNJANG URUSAN PEMERINTAHAN												
Bidang Ususan	: 5.01 PERENCANAAN												
Program	: 5.01.01 PROGRAM PENUNJANG URUSAN PEMERINTAH DAERAH KABUPATEN/KOTA												
Capaian Program	: Persentase pemenuhan layanan administrasi Kantor Lum. 100%												
Kegiatan	: 5.01.01.2.01 Administrasi Umum Perangkat Daerah												
Organisasi	: 5.01.01.00.00.29.00 Badan Perencanaan Pembangunan Daerah												
Unit	: 5.01.01.00.00.29.00 Badan Perencanaan Pembangunan Daerah												
Sub Kegiatan	: 5.01.01.2.01.05 Koordinasi dan Penyusunan Perubahan DPA-SKDP												
Waktu Pelaksanaan	: Januari s.d. Desember												
Jumlah 2020	:												
Jumlah 2021	Rp 459,504,000.00												#REF!
Jumlah 2022	:												
Indikator	Tolak Ukur Kinerja Sebelum Pergeseran						Target Kinerja	Tolak Ukur Kinerja Setelah Pergeseran				Target Kinerja	Bertambah / Berkurang
Capaian Kegiatan	Persentase pemenuhan layanan administrasi kantor (jumlah dan kepegawaian)						100%	Persentase pemenuhan layanan administrasi				100%	100%
Masukan	Dana yang dibutuhkan						459,504,000.00	Dana yang dibutuhkan				#REF!	#REF!
Keluaran Sub Kegiatan	Jumlah Perencanaan Anggaran perubahan perangkat daerah (DPPA) yang disusun						3 Dokumen	Frekuensi dilakukannya koordinasi dan konsultasi				350 kali	350 kali
Hasil Kegiatan	Tersedianya sarana dan prasarana pendukung kantor						100%	Tersedianya sarana dan prasarana pendukung				100%	100%
Kode Rekening	Uraian	Rincian Penghitungan				Jumlah (Rp)	Rincian Penghitungan				Jumlah (Rp)	Jumlah (Rp)	
		Koefisien	Volume	Satuan	Tarif/ Harga		Koefisien	Volume	Satuan	Tarif/ Harga			
5 1	Belanja Operasi					7 = (46)	8	9	10	11	12 = (9 x 11)	13 = 12 - 7	
5 1	Belanja Barang dan Jasa					58,925,600.00					#REF!	#REF!	
5 1	Belanja Barang					13,635,600.00					#REF!	#REF!	
5 1	Belanja Barang Pakai Habis					13,635,600.00					#REF!	#REF!	
5 1	Belanja Alat/Bahan untuk					4,635,600.00					#REF!	#REF!	

Figure 3.10 Recap of RKA Subdivision 2021  
Source: BAPPEDA General Affairs and Personnel

### 3.3 Place of Apprenticeship

#### 3.3.1 Place of the Apprenticeship

This practical work was carried out at the This Apprenticeship activity was carried out at the of Regional Development Planning Agency Bengkalis Regency which is located at Jalan Antara No. 451 Bengkalis, Bengkalis District, Bengkalis Regency.

#### 3.3.2 Time of the Apprenticeship

The Work Practice Implementation Time is carried out for 20 (Twenty) weeks starting from Monday, February 15 to Wednesday, June 30, 2021. The list of working days at the Regional Development Planning Agency Bengkalis Regency is shown in table 3.1.

**Table 3.1 Apprenticeship Schedle**

No	Day	Working Hours	Rest
1	Monday	08.00 - 16.00 WIB	12.00 s/d 14.00 WIB
2	Tuesday	08.00 - 16.00 WIB	12.00 s/d 14.00 WIB
3	Wednesday	08.00 - 16.00 WIB	12.00 s/d 14.00 WIB
4	Thursday	08.00 - 16.30 WIB	12.00 s/d 14.00 WIB
5	Friday	08.00 - 16.30 WIB	12.00 s/d 14.00 WIB
6	Saturday	Weekend	Weekend
7	Sunday	Weekend	Weekend

Source: Processed Data, 2021

### 3.4 Kind and Description of the Acitivity

To find out more clearly the description of the activities carried out during the implementation of the Apprenticeship in Bengkalis Regency Regional Development Planning Agency in general and staffing, The activities carried out during the practical work can be seen in the following table:

**Table 3.2 Agenda of Activities of the the First Week (February 15<sup>nd</sup> Until 19<sup>th</sup>, 2021)**

No	Date and time	Name of activity	Place
1	Monday February 15 <sup>th</sup> 2021	1. Making attendance 2. Fill division intoduction to office Employess	general and staff
2	Tuesday February 16 <sup>th</sup> 2021	1. Making Letter of Determination of Regional Property Status	general and staff
3	Wednesday	1. Recap Equipment use of Regional Property	general and staff

	February 17 <sup>th</sup> 2021	2. Duplicate Document	
4	Thursday February 18 <sup>th</sup> 2021	1. Make a Letter of Withdrawal of Regional Property	general and staff
5	Friday February 19 <sup>th</sup> 2021	1. Making Cover Letter 2. File Mail	general and staff

Source: Processed Data, 2021

To find out more clearly the description of the activities carried out during the implementation of the Apprenticeship at the Office regional development planning agency, the activities carried out during the Apprenticeship can be seen in the following table:

**Table 3.3 Agenda of Activities of the the Second Week ( February 22<sup>nd</sup> Until 26<sup>th</sup>, 2021)**

No	Date and time	Name of activity	Place
1	Monday February 22 <sup>th</sup> 2021	1. Making Minutes of Goods Receipt	general and staff
2	Tuesday February 23 <sup>th</sup> 2021	1. Prepare (RKA) work budget plan 2. File Mail	general and staff
3	Wednesday February 24 <sup>th</sup> 2021	1. Archive documents 2. Giving Out Mail Number	general and staff
4	Thursday February 25 <sup>th</sup> 2021	1. Writing an incoming mail agenda 2. Double the RKA	general and staff
5	Friday February 26 <sup>th</sup> 2021	1. Make a Report on the Results of a Business Trip 2. File Mail 3. Stamp letters	general and staff

Source: Processed Data, 2021

To find out more clearly the description of the activities carried out during the implementation of the Apprenticeship at the Office regional development planning agency, the activities carried out during the Apprenticeship can be seen in the following table:

**Table 3.4 Agenda of Activities of the third Week (March 01<sup>nd</sup> Until 05<sup>th</sup>, 2021)**

No	Date and time	Name of activity	Place
1	Monday March 01 <sup>th</sup> 2021	1. Inputting Budget Work Plan Data (RKA) 2. Duplicate Document	general and staff
2	Tuesday March 02 <sup>th</sup> 2021	1. Make a warning letter 2. Writing outgoing mail agenda 3. Inputting Budget Work Plan	general and staff

		Data (RKA)	
3	Wednesday March 03 <sup>th</sup> 2021	1. Destroying Documents 2. Duplicate RKA document	general and staff
4	Thursday March 04 <sup>th</sup> 2021	1. Recap of Fixed Assets Equipment and Machinery 2. Destroying Documents	general and staff
5	Friday March 05 <sup>th</sup> 2021	1. Prepare RKA (Rencana Anggaran Kerja) 2. Stamp letters/documents	general and staff

Source: *Processed Data, 2021*

To find out more clearly the description of the activities carried out during the implementation of the Apprenticeship at the Office regional development planning agency, the activities carried out during the Apprenticeship can be seen in the following table:

**Table 3.5 Agenda of Activities of the fourth Week (March 08<sup>nd</sup> Until 12<sup>th</sup>, 2021)**

No	Date and time	Name of activity	Place
1	Monday March 08 <sup>th</sup> 2021	1. Recap the Proposed Sales of 2 Wheel Vehicles	general and staff
2	Tuesday March 09 <sup>th</sup> 2021	1. Destroying Documents 2. Writing Outgoing Agenda	general and staff
3	Wednesday March 10 <sup>th</sup> 2021	1. Recapitulation of Kartu inventaris Barang (KIB)	general and staff
4	Thursday March 11 <sup>th</sup> 2021	Holiday	-
5	Friday March 12 <sup>th</sup> 2021	1. Writing Outgoing Agenda	general and staff

Source: *Processed Data, 2021*

To find out more clearly the description of the activities carried out during the implementation of the Apprenticeship at the Office regional development planning agency, the activities carried out during the Apprenticeship can be seen in the following table:

**Table 3.6 Agenda of Activities of the Fifth Week (March 15<sup>nd</sup> Until 19<sup>th</sup>, 2021)**

No	Date and time	Name of activity	Place
1	Monday March 15 <sup>th</sup> 2021	1. Duplicate the RKA Document (Working Budget plan) 2. Archiving Incoming Mail	general and staff
2	Tuesday March 16 <sup>th</sup> 2021	1. Making Details of Office Stationery Shopping Provision	general and staff
3	Wednesday March 17 <sup>th</sup> 2021	1. Duplicate Document 2. Recap the official vehicle	general and staff
4	Thursday March 18 <sup>th</sup> 2021	1. Bringing Absenteeism to Fields 2. Make a letter of destruction of	general and staff

		goods BAPPEDA	
5	Friday March 19 <sup>th</sup> 2021	1. Making Consumables Cards 2. Duplicate the RKA Document (Working Budget plan)	general and staff

Source: Processed Data, 2021

To find out more clearly the description of the activities carried out during the implementation of the Apprenticeship at the Office regional development planning agency, the activities carried out during the Apprenticeship can be seen in the following table:

**Table 3.7 Agenda of Activities of the Sixth Week (March 22<sup>nd</sup> to 26<sup>th</sup>, 2021)**

No	Date and time	Name of activity	Place
1	Monday March 22 <sup>th</sup> 2021	1. Make a Proof of Release of Goods from the Warehouse 2. Duplicate Document	general and staff
2	Tuesday March 23 <sup>th</sup> 2021	1. Making Minutes of Goods Receipt 2. Making Consumables Cards	general and staff
3	Wednesday March 24 <sup>th</sup> 2021	1. Making Minutes of Goods Receipt 2. Making Consumables Card	general and staff
4	Thursday March 25 <sup>th</sup> 2021	1. Making Minutes of Goods Receipt 2. Making Consumables Cards	general and staff
5	Friday March 26 <sup>th</sup> 2021	1. Make a Proof of Release of Goods from the Warehouse 2. Make a Letter of Request for Goods	general and staff

Source: Processed Data, 2021

To find out more clearly the description of the activities carried out during the implementation of the Apprenticeship at the Office regional development planning agency, the activities carried out during the Apprenticeship can be seen in the following table:

**Table 3.8 Agenda of Activities of the Seventh Week (March 29<sup>nd</sup> Until 02<sup>th</sup>, 2021)**

No	Date and time	Name of activity	Place
1	Monday March 29 <sup>th</sup> 2021	1. Making Minutes of Goods Receipt	general and staff
2	Tuesday March 30 <sup>th</sup> 2021	1. Make Proof of taking goods from the warehouse 2. Make a letter of request for supplies	general and staff
3	Wednesday March 31 <sup>th</sup> 2021	1. Checking Back Items spent 2. Make a proposal for the need for Regional Property	general and staff

		(RKBMD)	
4	Thursday April 01 <sup>th</sup> 2021	1. Make Minutes of Goods Receipt	general and staff
5	Friday April 02 <sup>th</sup> 2021	1. Wafat Isa Almasih	-

Source: Processed Data, 2021

To find out more clearly the description of the activities carried out during the implementation of the Apprenticeship at the Office regional development planning agency, the activities carried out during the Apprenticeship can be seen in the following table:

**Table 3.9 Agenda of Activities of the Eighth Week (April 05<sup>nd</sup> Until 09<sup>th</sup>, 2021)**

No	Date and time	Name of activity	Place
1	Monday April 05 <sup>th</sup> 2021	1. Type the proposed Regional Property Needs Plan	general and staff
2	Tuesday April 06 <sup>th</sup> 2021	1. Typing and printing a Business Travel Report	general and staff
3	Wednesday April 07 <sup>th</sup> 2021	1. Write the number and number of outgoing letters in the Agenda Book	general and staff
4	Thursday April 08 <sup>th</sup> 2021	Sick	-
5	Friday April 09 <sup>th</sup> 2021	1. Numbering Outgoing Mail 2. File Mail 3. Stamp letters	general and staff

Source: Processed Data, 2021

To find out more clearly the description of the activities carried out during the implementation of the Apprenticeship at the Office regional development planning agency, the activities carried out during the Apprenticeship can be seen in the following table:

**Table 3.10 Agenda of Activities of the ninth Week (April 12<sup>nd</sup> Until 16<sup>th</sup>, 2021)**

No	Date and time	Name of activity	Place
1	Monday April 12 <sup>th</sup> 2021	1. Duplicate Document	general and staff
2	Tuesday April 13 <sup>th</sup> 2021	1. Archiving Documents 2. Destroy documents	general and staff
3	Wednesday April 14 <sup>th</sup> 2021	1. Prepare RKA (Rencana Anggaran Kerja) 2. Archiving Incoming Mail	general and staff
4	Thursday April 15 <sup>th</sup> 2021	1. Making a Letter of Reprimand	general and staff
5	Friday April 16 <sup>th</sup> 2021	1. Duplicate Document 2. Archive documents	general and staff

Source: Processed Data, 2021



To find out more clearly the description of the activities carried out during the implementation of the Apprenticeship at the Office regional development planning agency, the activities carried out during the Apprenticeship can be seen in the following table:

**Table 3.11 Agenda of Activities of the tenth Week (April 19<sup>nd</sup> Until 23<sup>th</sup>, 2021)**

No	Date and time	Name of activity	Place
1	Monday April 19 <sup>th</sup> 2021	1. Recap Absence	general and staff
2	Tuesday April 20 <sup>th</sup> 2021	Sick	-
3	Wednesday April 21 <sup>th</sup> 2021	1. Recording Mailings 2. Archiving Incoming Mail	general and staff
4	Thursday April 22 <sup>th</sup> 2021	1. Recapitulating the SPPD of Domestic and External Official Travel	general and staff
5	Friday April 23 <sup>th</sup> 2021	1. Writing Out Letter 2. Stamp documents	general and staff

Source: Processed Data, 2021

To find out more clearly the description of the activities carried out during the implementation of the Apprenticeship at the Office regional development planning agency, the activities carried out during the Apprenticeship can be seen in the following table:

**Table 3.12 Agenda of Activities of the eleventh Week (April 25<sup>nd</sup> Until 30<sup>th</sup>, 2021)**

No	Date and time	Name of activity	Place
1	Monday April 25 <sup>th</sup> 2021	1. Duplicate Document 2. archive incoming mail	general and staff
2	Tuesday April 26 <sup>th</sup> 2021	1. Archiving Documents 2. Stamp letters	general and staff
3	Wednesday April 28 <sup>th</sup> 2021	1. Writing Incoming Letter	general and staff
4	Thursday April 29 <sup>th</sup> 2021	1. Prepare RKA (Working Budget plan) 2. Destroying Documents	general and staff
5	Friday April 30 <sup>th</sup> 2021	1. Making Taspen Conditions	general and staff

Source: Processed Data, 2021

To find out more clearly the description of the activities carried out during the implementation of the Apprenticeship at the Office regional development planning agency, the activities carried out during the Apprenticeship can be seen in the following table:

**Table 3.13 Agenda of Activities of the twelfth Week (May 03<sup>nd</sup> Until 07<sup>th</sup>, 2021)**

No	Date and time	Name of activity	Place
1	Monday May 03 <sup>th</sup> 2021	1. Archiving and Recording Business Trips	general and staff
2	Tuesday May 04 <sup>th</sup> 2021	1. Create and Fill out the Taspen form	general and staff
3	Wednesday May 05 <sup>th</sup> 2021	1. Make a list of Regional Property Elimination Plans	general and staff
4	Thursday May 06 <sup>th</sup> 2021	1. Type and create a DPCP form individual data of prospective pension recipients)	general and staff
5	Friday May 07 <sup>th</sup> 2021	Eid al-Fitr	-

Source: *Processed Data, 2021*

To find out more clearly the description of the activities carried out during the implementation of the Apprenticeship at the Office regional development planning agency, the activities carried out during the Apprenticeship can be seen in the following table:

**Table 3.14 Agenda of Activities of the thirteenth Week (May 10<sup>nd</sup> Until 14<sup>th</sup>, 2021)**

No	Date and time	Name of activity	Place
1	Monday May 10 <sup>th</sup> 2021	Eid al- Fitr	-
2	Tuesday May 11 <sup>th</sup> 2021	Eid al –Fitr	-
3	Wednesday May 12 <sup>th</sup> 2021	Eid al- Fitr	-
4	Thursday May 13 <sup>th</sup> 2021	Eid al- Fitr	-
5	Friday May 14 <sup>th</sup> 2021	Eid al- Fitr	-

Source: *Processed Data, 2021*

To find out more clearly the description of the activities carried out during the implementation of the Apprenticeship at the Office regional development planning agency, the activities carried out during the Apprenticeship can be seen in the following table:

**Table 3.15 Agenda of Activities of the fourteenth Week (May 17<sup>nd</sup> Until 21<sup>th</sup>, 2021)**

No	Date and time	Name of activity	Place
1	Monday May 17 <sup>th</sup> 2021	Eid al- Fitr	-
2	Tuesday May 18 <sup>th</sup> 2021	Eid al- Fitr	-

3	Wednesday May 19 <sup>th</sup> 2021	1. File Mail 2. Prepare RKA	general and staff
4	Thursday May 20 <sup>th</sup> 2021	1. Destroy documents 2. Prepare RKA 3. Stamp /documents	general and staff
5	Friday May 21 <sup>th</sup> 2021	1. Duplicate Document 2. Archiving Documents	general and staff

Source: Processed Data, 2021

To find out more clearly the description of the activities carried out during the implementation of the Apprenticeship at the Office regional development planning agency, the activities carried out during the Apprenticeship can be seen in the following table:

**Table 3.16 Agenda of Activities of the fifteenth Week (May 24<sup>nd</sup> Until 28<sup>th</sup>, 2021)**

No	Date and time	Name of activity	Place
1	Monday May 24 <sup>th</sup> 2021	1. Sending absences to fields 2. Writing incoming mail	general and staff
2	Tuesday May 25 <sup>th</sup> 2021	1. Make a list of Regional 2. Property Elimination Plans	general and staff
3	Wednesday May 26 <sup>th</sup> 2021	Vesak Day	-
4	Thursday May 27 <sup>th</sup> 2021	1. Writing incoming mail	general and staff
5	Friday May 28 <sup>th</sup> 2021	1. File Mail	general and staff

Source: Processed Data, 2021

To find out more clearly the description of the activities carried out during the implementation of the Apprenticeship at the Office regional development planning agency, the activities carried out during the Apprenticeship can be seen in the following table:

**Table 3.17 Agenda of Activities of the sixteenth Week (May 31<sup>th</sup> Until 04<sup>nd</sup>, 2021)**

No	Date and time	Name of activity	Place
1	Monday May 31 <sup>th</sup> 2021	1. Delivering Absenteeism to fields 2. Archive absentee 3. Writing incoming mail	general and staff
2	Tuesday June 01 <sup>th</sup> 2021	Pancasila Day	-
3	Wednesday June 02 <sup>th</sup> 2021	1. Make SPMT( surat Pernyataan Melaksanakan Tugas )	general and staff
4	Thursday June 03 <sup>th</sup> 2021	1. Check Back Shopper Goods and machine tools	general and staff

5	Friday June 04 <sup>th</sup> 2021	1. Make an Application for Regional Property	general and staff
---	--------------------------------------	--	-------------------

Source: Processed Data, 2021

To find out more clearly the description of the activities carried out during the implementation of the Apprenticeship at the Office regional development planning agency, the activities carried out during the Apprenticeship can be seen in the following table:

**Table 3.18 Agenda of Activities of the seventeenth Week (June 07<sup>nd</sup> Until 11<sup>th</sup>, 2021)**

No	Date and time	Name of activity	Place
1	Monday May 07 <sup>th</sup> 2021	1. Write Out Letter	general and staff
2	Tuesday June 08 <sup>th</sup> 2021	1. Prepare RKA 2. Archiving incoming mail	general and staff
3	Wednesday June 09 <sup>th</sup> 2021	1. Record Service Vehicle data	general and staff
4	Thursday June 10 <sup>th</sup> 2021	1. Archive documents 2. Make a warning letter	general and staff
5	Friday June 11 <sup>th</sup> 2021	1. Organize archived documents	general and staff

Source: Processed Data, 2021

To find out more clearly the description of the activities carried out during the implementation of the Apprenticeship at the Office regional development planning agency, the activities carried out during the Apprenticeship can be seen in the following table:

**Table 3.19 Agenda of Activities of the eighteenth week (June 14<sup>nd</sup> Until 18<sup>th</sup>, 2021)**

No	Date and time	Name of activity	Place
1	Monday May 14 <sup>th</sup> 2021	1. Sending Letters Regional Property Withdrawal Plan (RKPMMD)	general and staff
2	Tuesday June 15 <sup>th</sup> 2021	1. Make a Letter of Seller of Regional Property	general and staff
3	Wednesday June 16 <sup>th</sup> 2021	1. File mail 2. Compile RKA	general and staff
4	Thursday June 17 <sup>th</sup> 2021	1. Prepare RKA 2. Archiving incoming mail	general and staff
5	Friday June 18 <sup>th</sup> 2021	1. Make a warning letter	general and staff

Source: Processed Data, 2021

To find out more clearly the description of the activities carried out during the implementation of the Apprenticeship at the Office regional development

planning agency, the activities carried out during the Apprenticeship can be seen in the following table:

**Table 3.20 Agenda of Activities of the nineteenth week (June 21<sup>nd</sup> Until 25<sup>th</sup>, 2021)**

No	Date and time	Name of activity	Place
1	Monday June 21 <sup>th</sup> 2021	1. Create a myspak.bkn form for Bappeda employees 2. Open the form my spak.bkn	general and staff
2	Tuesday June 22 <sup>th</sup> 2021	1. Sending Letters to Departments	general and staff
3	Wednesday June 23 <sup>th</sup> 2021	1. deliver the letter to the Regent's Office	general and staff
4	Thursday June 24 <sup>th</sup> 2021	1. Tidying and Folding Letters to be Delivered Departments	general and staff
5	Friday June 25 <sup>th</sup> 2021	Sick	-

Source: Processed Data, 2021

To find out more clearly the description of the activities carried out during the implementation of the Apprenticeship at the Office regional development planning agency, the activities carried out during the Apprenticeship can be seen in the following table:

**Table 3.21 Agenda of Activities of the twentieth week (June 28<sup>nd</sup> Until 30<sup>th</sup>, 2021)**

No	Date and time	Name of activity	Place
1	Monday June 28 <sup>th</sup> 2021		general and staff
2	Tuesday June 29 <sup>th</sup> 2021	1. Print activity budget plan 2. Letter stamp	general and staff
3	Wednesday June 30 <sup>th</sup> 2021	1. Archiving Incoming Mail 2. Duplicate the RKA Document	general and staff

Source: Processed Data, 2021

### 3.5 Obstacle and Solution

In the implementation of practical work activities, the authors found several obstacles and the authors had to find solutions to these obstacles so that the authors could complete the given task well and smoothly.

#### 3.5.1. Obstacle

Constraints faced while carrying out practical work at the Regional Development Planning Agency are:

1. At the time of reviewing the budget plan, the wifi activity is slow and does not connect

2. In the case of a lack of a document copying machine so that when used, you have to queue up first

### **3.5.2 Solution**

Solutions that can be found from the obstacles faced during the Practical Work at the Regional Development Planning Agency are:

1. should prepare a good network because a good network will support and speed up work completion
2. provide a minimum report copying machine in every room so that there are no queues.



## **CHAPTER IV**

### **CONCLUSION AND SUGGESTION**

#### **4.1 Conclusion**

After doing Practical Work (KP) at Regional Development Planning Agency Bengkalis Regency some conclusions can be drawn:

1. There are several types of work during the practical work program, namely:
  - a. Make a Letter
  - b. Duplicate documents/reports
  - c. Archiving documents
  - d. Type KIB (Inventory Card)
  - e. Delivering Letters
  - f. Write the agenda for outgoing and incoming letters
  - g. Folding Letters
  - h. Destroying Documents
  - i. Stamp letters/documents
  - j. Entering the 2021 Subdivision RKA Data
2. This practical work is carried out at the Regional Development Planning Agency. This Apprenticeship (KP) activity was carried out from February 15 s.d. June 30, 2021.
3. General and staffing work systems and procedures use online systems, application systems and manual systems. All these systems facilitate work in the general and personnel fields.
4. lack of copying machines and weak network that slows down a job

#### **4.2 Suggestion**

After carrying out the Practical Work (KP) at the Bengkalis Regency Regional Development Planning Agency, some suggestions can be given as follows:

1. The General and Personnel section, officers should check the equipment

used in the office work process such as copiers, printers, air conditioners, so that there is no damage during use.

2. In order for the work to run smoothly and quickly, equipment such as photocopiers, Scan Data tools in every field are needed, so that there are no clashes when used.





## REFERENCES

Breaking New, Badan Perencanaan Pembangunan daerah Kabupaten bengkalis  
<https://www.bappeda.bengkaliskab.go.id/> Accesed July 06<sup>th</sup> 2021

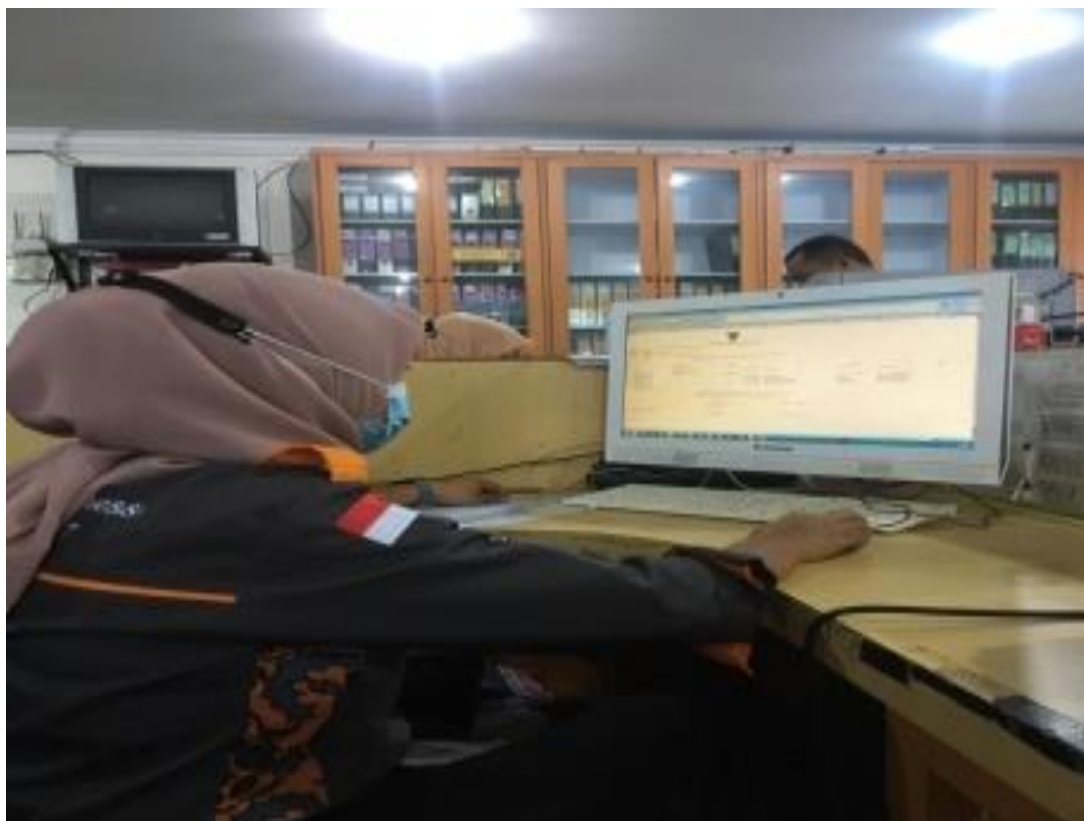
Badan perencanaan pembangunan Daerah Kabupaten bengkalis,  
<https://bappeda.bengkaliskab.go.id/> Accesed July 14 July<sup>th</sup> 2021



## Appendix 1 : The Activity Is Inputting The Work Budget Plan

RKA Subbag Program 2021 BAPPEDA - Microsoft Excel (Product Activation Failed)

SATUAN KERJA PERANGKATAN DAERAH PEMERINTAH KABUPATEN Bengkalis TAHUN ANGGARAN 2021													Formulir RKA - RINCIAN BELANJA SKPD
Urusan	: 5.01 UNSUR PENUNJANG URUSAN PEMERINTAHAN												
Bidang Urusan	: 5.01 PERENCANAAN												
Program	: 5.01.01 PROGRAM PENUNJANG URUSAN PEMERINTAH DAERAH KABUPATEN/KOTA												
Capaian Program	: Persentase pemenuhan Layanan administrasi Kantor (um)												100%
Kegiatan	: 5.01.01.2.01 Administrasi Umum Perangkat Daerah												
Organisasi	: 5.01.01.00.0.00.29.00 Badan Perencanaan Pembangunan Daerah												
Unit	: 5.01.01.00.0.00.29.00 Badan Perencanaan Pembangunan Daerah												
Sub Kegiatan	: 5.01.01.2.01.05 Koordinasi dan Penyusunan Perubahan DPA-SKDP												
Waktu Pelaksanaan	: Januari s.d. Desember												
Jumlah 2020													
Jumlah 2021	Rp 459.504.000,00												#REF!
Jumlah 2022													
Indikator	Tolak Ukur Kinerja Sebelum Pergeseran					Target Kinerja	Tolak Ukur Kinerja Setelah Pergeseran					Target Kinerja	Bertambah / Berkurang
Capaian Kegiatan	Persentase pemenuhan layanan administrasi kantor (jumlah dan kepegawaian)					100%	Persentase pemenuhan layanan administrasi					100%	
Masukan	Dana yang dibutuhkan					459.504.000,00	Dana yang dibutuhkan					#REF!	#REF!
Keeluaran Sub Kegiatan	Jumlah Perencanaan Anggaran perubahan perangkat daerah (DPPA) yang disusun					3 Dokumen	Frekuensi dilakukannya koordinasi dan konsultasi					350 kali	350 kali
Hasil Kegiatan	Tersedianya sarana dan prasarana pendukung kantor					100%	Tersedianya sarana dan prasarana pendukung					100%	100%
Kode Rekening	Uraian		Rincian Penghitungan				Jumlah (Rp)	Rincian Penghitungan				Jumlah (Rp)	Jumlah (Rp)
1	2	3	4	5	6	7 = (4x5)	8	9	10	11	12 = (9x11)	13 = 12 - 7	
5	1						58.925.600,00					#REF!	
5	1	02					58.925.600,00					#REF!	
5	1	02	02				13.635.600,00					#REF!	
5	1	02	01	01			13.635.600,00					#REF!	
5	1	02	01	02	0024		4.635.600,00					#REF!	



Appendix 2 : Activity Is Duplicating Documents



### Appendix 3 : Writing Agenda For Incoming Mail



SUR		ASUK		Keringkasan Isi		Surat Ditujukan	
Nomor Urut	Singkatan	Tanggal	Nomor Surat		Tanggal		
322	BPKAD	28-4-21	-	7 emuljian Rump... Rapat Kontor II Kantor beppeda hpt			TU.
323	Dinas	21 Agustus 8-4-21	-	Telaahan staf Pantin beryan peng... Anggaran tahun 2022 2022 dinas perhimp... Kab Bkt.	21-4-21 5-21		Ka. beppeda PK
324	KK Gak Kecil DS Ribut Gams	-	-	Permitan Hotair... jalan parat jk d... manggis dan vl duren cam padet menangis vl multipe	20-4-21 5-21		Ka. beppeda IPW
325	RSUD Bungkals	25-4-21	-	Usulan rencana... Belanja penanganan COVID 19 tahun 2021	20-4-21 5-21		Ka. beppeda Sai Bai
326	Kementerian Dalam Negeri	26-4-21	-	Perj. pdok 2 arahan Presiden	20-4-21 5-21		Ka. beppeda PK
327	Struktur	07-4-21	-	Permitan Revisi Kerajaan Revisi Kajal pmp p... Praktis bung kals			
328	Pos TNI AL Muntor	3-5-21	-	Permitan 181 R... Kantor pos mat TNI AL Muntor Benteng Tunggah	15-21 7-5-21		Ka. beppeda IPW
329	Himpunan mahasiswa KBM	-	-	Permitan Audien			Ratus ringah
330	Bupat Bungkals	-	-	Permitan 120 Pencorotan			

Appendix 4 : Group Photo With The Head Of General And Staffing



Appendix 5 : Internship Approval Letter



**PEMERINTAH KABUPATEN BENGKALIS**  
**BADAN PERENCANAAN PEMBANGUNAN DAERAH**

Jalan Antara Nomor 451 Bengkulu Kode Pos 28751

Telp. (0766) 22224 Fax. (0766) 22401 · 22402 website: bappeda.bengkalis.go.id

e-mail : bappeda@bengkalis.go.id

Bengkalis, 28 Desember 2020

Nomor : 050/Bappeda - Set/664/2020  
Lampiran : -  
Hal : Penerimaan Mahasiswa Kerja  
Praktik (KP)

Kepada Yth.  
Sdr. Direktur Politeknik Negeri  
Bengkalis

Di

Bengkalis

Membalas Surat Saudara Nomor : 2567/PL31/AK/2020 tanggal 30 November 2020 Perihal Permohonan Kerja Praktik (KP ) dengan ini diberitahukan bahwa pada prinsipnya kami bersedia menerima permohonan mahasiswa tersebut untuk melakukan Kerja Praktik (KP) pada Kantor Bappeda Kabupaten Bengkulu, pada tanggal 15 Februari 2021 s/d 30 Juni 2021 dengan syarat harus mengikuti peraturan dan ketentuan yang berlaku di lingkungan Bappeda Kabupaten Bengkulu.

Demikian disampaikan, atas perhatian dan kerjasamanya diucapkan terima kasih.

a.n. KEPALA BADAN PERENCANAAN PEMBANGUNAN DAERAH  
KABUPATEN BENGKALIS




RINTO, SE, M.Si

Pembina

NIP. 19810601 200903 1 002

Appendix 6 : Assignment Statement

**PEMERINTAH KABUPATEN BENGKALIS**  
**BADAN PERENCANAAN PEMBANGUNAN DAERAH**  
Jalan Antara Nomor 451 Bengkulu Kode Pos 28751  
Telp. (0766) 22224 Fax. (0766) 22401 - 22402 website: bappeda.bengkaliskab.go.id  
e-mail : bappeda@bengkaliskab.go.id

---

**SURAT PERNYATAAN MELAKSANAKAN TUGAS**  
Nomor : 050/ Bappeda-Sekr/SPMT/ /2020

Yang bertanda tangan dibawah ini :

Nama : **HADI PRASETYO, ST**  
Nip : 19790520 200502 1 001  
Pangkat/Golongan : Pembina Tk. I / (IV/b)  
Jabatan : Kepala Bappeda Kabupaten Bengkulu

Dengan ini menyatakan sesungguhnya bahwa :

Nama : **PRAREZEKI INDRA MUDA, ST**  
Nip : **198103082009031002**  
Pangkat/Golongan : Penata Tk.I (III/d)  
Jabatan : Pengelolaan Perekonomian, Pembangunan dan Lingkungan Hidup Bidang Infrastruktur dan Pengembangan Wilayah

Yang berdasarkan Keputusan Bupati Bengkulu Nomor : KPTS. 824.3/bkpp/2021/41 terhitung mulai tanggal 31 Mei 2021 telah secara nyata melaksanakan tugas pada **Badan Perencanaan Pembangunan Daerah Kabupaten Bengkulu** di Bengkulu.

Demikian **Surat Pernyataan Melaksanakan Tugas** ini saya buat dengan sesungguhnya, mengingat sumpah jabatan Pegawai Negeri Sipil apabila dikemudian hari surat pernyataan ini tidak benar yang mengakibatkan kerugian negara, saya bersedia dituntut sesuai dengan ketentuan dan Perundang-Undangan yang berlaku.

Asli surat pernyataan ini disampaikan kepada Kepala badan Pengelolaan Keuangan dan Aset Daerah Kabupaten Bengkulu untuk diketahui dan dipergunakan sebagaimana mestinya.

Bengkalis, 02 Juni 2021

KEPALA BADAN PERENCANAAN PEMBANGUNAN DAERAH  
KABUPATEN BENGKALIS

**HADI PRASETYO, ST**  
Pembina Tk. I  
NIP. 19790520 200502 1 001

## Appendix 7 : Internship Assessment Sheet

PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK  
INSTANSI BADAN PERENCANAAN PEMBANGUNAN DAERAH  
KABUPATEN BENGKALIS

Nama : Iliya  
NIM : 5404171118  
Program Studi : D-IV Administrasi Bisnis Internasional  
Politeknik Negeri Bengkalis

No	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	95
2.	Tanggung Jawab	25%	85
3.	Penyesuaian Diri	10%	90
4.	Hasil Kerja	30%	80
5.	Perilaku Secara Umum	15%	90
	Total Jumlah	100%	440

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

Catatan :

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

Bengkalis, 30 Juni 2021  
  
Edy Zulkarnaen, SH  
Kasubbag Umum dan Kepegawaian



Appendix 8 : Certificate Has Done Internship

**PEMERINTAH KABUPATEN BENGKALIS**

**BADAN PERENCANAAN PEMBANGUNAN DAERAH**

Jalan Antara Nomor 451 Bengkulu Kode Pos 28751  
Telepon (0766) 22224 Fax. (0766) 22401-22402 E-mail : bappeda\_bengkalis@yahoo.co.id

---

**SERTIFIKAT**

**Nomor : 050/Bappeda-Set/268/2021**

KEPALA BADAN PERENCANAAN PEMBANGUNAN DAERAH  
KABUPATEN BENGKALIS

Menerangkan Bahwa :

NAMA : **ILIYA**  
NPM : 5404171118  
TEMPAT/TTL : BANTAN AIR, 18 APRIL 1997  
PROGRAM STUDI : D4 ADMINISTRASI BISNIS INTERNATIONAL  
TEMPAT PENDIDIKAN : POLITEKNIK NEGERI BENGKALIS  
ALAMAT : JL. BATHIN ALAM, SUNGAI ALAM BENGKALIS

Telah Melaksanakan Praktik Kerja Lapangan (PKL)  
Terhitung mulai tanggal 15 Februari s/d 30 Juni 2021 dengan hasil **BAIK**.

Bengkalis, 01 - 07 2021

KEPALA BAPPEDA KABUPATEN BENGKALIS  
SEKRETARIS,

**RINTO, SE., M.Si**  
Pembina  
NIP. 19810601 200903 1 002



Appendix 9 : Letter Of Statement



**PEMERINTAH KABUPATEN BENGKALIS**  
**BADAN PERENCANAAN PEMBANGUNAN DAERAH**

Jalan Antara Nomor 451 Bengkulu Kode Pos 28751  
Telp. (0766) 22224 Fax. (0766) 22401 - 22402 website: bappeda.bengkalis.go.id  
e-mail : bappeda@bengkalis.go.id

**SURAT KETERANGAN**

Nomor: 050/BAPPEDA - Set/257/2021

Yang bertanda tangan di bawah ini menerangkan bahwa:

Nama : Iliya  
Tempat/Tgl. Lahir : Bantan Air, 18 April 1997  
Alamat : Jl. Karto RT 002/RW 007 Desa Teluk Papal  
Kec. Bantan Kab. Bengkulu

Telah melakukan Kerja Praktek pada Instansi Kami, Badan Perencanaan Pembangunan Daerah Kabupaten Bengkulu Tengah Sejak tanggal 15 Februari 2021 sampai dengan 30 Juni 2021 sebagai tenaga Kerja Praktek (KP).

Selama bekerja di instansi kami, yang bersangkutan telah menunjukkan ketekunan dan kesungguhan bekerja dengan baik.

Demikian surat keterangan ini diberikan untuk dapat dipergunakan seperlunya.

Bengkalis, 30 Juni 2021  
SUBBAG UMUM DAN KEPEGAWAIAN



## APPENDIX 10 : Apprenticeship Attendance Sheet

DAFTAR HADIR MAHASISWA : MAGANG POLITEKNIK NEGERI BENGKALIS  
 BULAN : FEBRUARI 2021  
 MINGGU : KETIGA

NO.	NAMA	NIM	BIDANG	TANGGAL											
				15		16		17		18		19			
				SENIN	SELASA	SELASA	RABU	KAMIS	JUMAT						
PARAF															
1	2	3	4	P	S	P	S	P	S	P	S	P	S		
5	6	7	8	9	10	11	12	13	14						
1.	ISTI NURMALA	5404171113	UMUM DAN KEPEGAWAIAN	<i>Stt</i>	<i>Stt</i>	<i>Stt</i>	<i>Stt</i>	<i>Stt</i>	<i>Stt</i>	<i>Stt</i>	<i>Stt</i>	<i>Stt</i>	<i>Stt</i>		
2.	ILIYA	5404171118	UMUM DAN KEPEGAWAIAN	<i>Ilj</i>	<i>Ilj</i>	<i>Ilj</i>	<i>Ilj</i>	<i>Ilj</i>	<i>Ilj</i>	<i>Ilj</i>	<i>Ilj</i>	<i>Ilj</i>	<i>Ilj</i>		
3.	BETY YULMARLINA	5404171086	KEUANGAN	<i>Bny</i>	<i>Bny</i>	<i>Bny</i>	<i>Bny</i>	<i>Bny</i>	<i>Bny</i>	<i>Bny</i>	<i>Bny</i>	<i>Bny</i>	<i>Bny</i>		

MENGETAHUI:  
 KASUBAG UMUM DAN KEPEGAWAIAN



EDY ZULKARNAEN. SH  
 PENATA TK. 1  
 NIP. 19710703199931006

DAFTAR HADIR MAHASISWA : MAGANG POLITEKNIK NEGERI BENGKALIS  
 BULAN : FEBRUARI 2021  
 MINGGU : KEEMPAT

NO.	NAMA	NIM	BIDANG	TANGGAL										
				22	23	24	25	26						
				SENIN	SELASA	RABU	KAMIS	JUMAT						
				PARAF										
1	2	3	4	P 5	S 6	P 7	S 8	P 9	S 10	P 11	S 12	P 13	S 14	
1.	ISTI NURMALA	5404171113	UMUM DAN KEPEGAWAIAN	i	i	<del>Sti</del>	<del>Sti</del>	<del>Sti</del>	<del>Sti</del>	<del>Sti</del>	<del>Sti</del>	<del>Sti</del>	<del>Sti</del>	<del>Sti</del>
2.	ILIYA	5404171118	UMUM DAN KEPEGAWAIAN	ily	ily	ily	ily	ily	ily	ily	ily	ily	ily	
3.	BETY YULMARLINA	5404171086	KEUANGAN	Bety	Bety	Bety	Bety	Bety	Bety	Bety	Bety	Bety	Bety	

MENGETAHUI:  
 KASUBAG UMUM DAN KEPEGAWAIAN



EDY ZULKARNAEN. SH  
 PENATA TK. 1  
 NIP. 19710703199931006

DAFTAR HADIR MAHASISWA : MAGANG POLITEKNIK NEGERI BENGKALIS  
 BULAN : FEBRUARI 2021  
 MINGGU : KEEMPAT

NO.	NAMA	NIM	BIDANG	TANGGAL										
				22	23	24	25	26						
				SENIN	SELASA	RABU	KAMIS	JUMAT						
				PARAF										
1	2	3	4	P 5	S 6	P 7	S 8	P 9	S 10	P 11	S 12	P 13	S 14	
1.	ISTI NURMALA	5404171113	UMUM DAN KEPEGAWAIAN	i	i	<del>Sti</del>	<del>Sti</del>	<del>Sti</del>	<del>Sti</del>	<del>Sti</del>	<del>Sti</del>	<del>Sti</del>	<del>Sti</del>	<del>Sti</del>
2.	ILIYA	5404171118	UMUM DAN KEPEGAWAIAN	ily	ily	ily	ily	ily	ily	ily	ily	ily	ily	ily
3.	BETY YULMARLINA	5404171086	KEUANGAN	Bety	Bety	Bety	Bety	Bety	Bety	Bety	Bety	Bety	Bety	Bety

MENGETAHUI:  
 KASUBAG UMUM DAN KEPEGAWAIAN  
  
 EDY ZULKARNEN. SH  
 PENATA TK. 1  
 NIP. 19710703199931006

DAFTAR HADIR MAHASISWA : MAGANG POLITEKNIK NEGERI BENGKALIS  
 BULAN : MARET 2021  
 MINGGU : PERTAMA

NO.	NAMA	NIM	BIDANG	TANGGAL										
				1		2		3		4		5		
				SENIN		SELASA		RABU		KAMIS		JUMAT		
				PARAF										
1	2	3	4	P 5	S 6	P 7	S 8	P 9	S 10	P 11	S 12	P 13	S 14	
1.	ISTI NURMALA	5404171113	UMUM DAN KEPEGAWAIAN	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
2.	ILIYA	5404171118	UMUM DAN KEPEGAWAIAN	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
3.	BETY YULMARLINA	5404171086	KEUANGAN	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

MENGETAHUI:  
 KASUBAG UMUM DAN KEPEGAWAIAN



EDY ZULKARNAEN. SH  
 PENATA TK. 1  
 NIP. 19710703199931006

DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK NEGERI BENGKALIS  
 BULAN : MARET 2021  
 MINGGU : KE KEDUA

NO	NAMA	NIM	BIDANG	TANGGAL													
				8		9		10		11		12					
				SENIN		SELASA		RABU		KAMIS		JUMAT					
				PARAF													
1	2	3	4	P	S	P	S	P	S	P	S	P	S	P	S		
				5	6	7	8	9	10	11	12	13	14				
1.	ISTI NURMALA	5404171113	UMUM DAN KEPEGAWAIAN	<i>Stik</i>	<i>Stik</i>	<i>Stik</i>	<i>Stik</i>	<i>Stik</i>	<i>Stik</i>	L I B U R	<i>Stik</i>	<i>Stik</i>	<i>Stik</i>	<i>Stik</i>			
2.	ILIYA	5404171118	UMUM DAN KEPEGAWAIAN	<i>Oy</i>	<i>Oy</i>	<i>Oy</i>	<i>Oy</i>	<i>Oy</i>	<i>Oy</i>		<i>Oy</i>	<i>Oy</i>	<i>Oy</i>	<i>Oy</i>	<i>Oy</i>	<i>Oy</i>	<i>Oy</i>
3.	BETY YULMARLINA	5404171086	KEUANGAN DAN PERLENGKAPAN	<i>Bowl</i>	<i>Bowl</i>	<i>Bowl</i>	<i>Bowl</i>	<i>Bowl</i>	<i>Bowl</i>		<i>Bowl</i>	<i>Bowl</i>	<i>Bowl</i>	<i>Bowl</i>	<i>Bowl</i>	<i>Bowl</i>	<i>Bowl</i>

MENGETAHUI:  
 KASUBAG UMUM DAN KEPEGAWAIAN



EDY ZULKARNAEN, SH  
 PENATA TK. 1  
 NIP. 19710703199931006

DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK NEGERI BENGKALIS  
 BULAN : MARET 2021  
 MINGGU : KE KETIGA

NO	NAMA	NIM	BIDANG	TANGGAL									
				15		16		17		18		19	
				SENIN		SELASA		RABU		KAMIS		JUMAT	
				PARAF									
1	2	3	4	P	S	P	S	P	S	P	S	P	S
				5	6	7	8	9	10	11	12	13	14
1.	ISTI NURMALA	5404171113	UMUM DAN KEPEGAWAIAN	<i>Shah</i>	<i>Shah</i>	<i>Shah</i>	<i>Shah</i>	<i>Shah</i>	<i>Shah</i>	<i>Shah</i>	<i>Shah</i>	<i>Shah</i>	<i>Shah</i>
2.	ILIYA	5404171118	UMUM DAN KEPEGAWAIAN	<i>Ony</i>	<i>Ony</i>	<i>Ony</i>	<i>Ony</i>	<i>Ony</i>	<i>Ony</i>	<i>Ony</i>	<i>Ony</i>	<i>Ony</i>	<i>Ony</i>
3.	BETY YULMARLINA	5404171086	KEUANGAN DAN PERLENGKAPAN	<i>Bend</i>	<i>Bend</i>	<i>Bend</i>	<i>Bend</i>	<i>Bend</i>	<i>Bend</i>	<i>Bend</i>	<i>Bend</i>	<i>Bend</i>	<i>Bend</i>

MENGETAHUI:  
 KASUBAG UMUM DAN KEPEGAWAIAN



EDY ZULKARNEN, SH  
 PENATA TK. 1  
 NIP. 19710703199931006



DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK NEGERI BENGKALIS  
 BULAN : MARET 2021  
 MINGGU : KE EMPAT

NO	NAMA	NIM	BIDANG	TANGGAL									
				22		23		24		25		26	
				SENIN		SELASA		RABU		KAMIS		JUMAT	
				PARAF									
1	2	3	4	P	S	P	S	P	S	P	S	P	S
				5	6	7	8	9	10	11	12	13	14
1.	ISTI NURMALA	5404171113	UMUM DAN KEPEGAWAIAN	<i>Sti</i>	<i>Sti</i>	<i>Sti</i>	<i>Sti</i>	<i>Sti</i>	<i>Sti</i>	<i>Sti</i>	<i>Sti</i>	<i>Sti</i>	<i>Sti</i>
2.	ILIYA	5404171118	UMUM DAN KEPEGAWAIAN	<i>Ily</i>	<i>Ily</i>	<i>Ily</i>	<i>Ily</i>	<i>Ily</i>	<i>Ily</i>	<i>Ily</i>	<i>Ily</i>	<i>Ily</i>	<i>Ily</i>
3.	BETY YULMARLINA	5404171086	KEUANGAN DAN PERLENGKAPAN	<i>Bety</i>	<i>Bety</i>	<i>Bety</i>	<i>Bety</i>	<i>Bety</i>	<i>Bety</i>	<i>Bety</i>	<i>Bety</i>	<i>Bety</i>	<i>Bety</i>

MENGETAHUI:  
 KASUBAG UMUM DAN KEPEGAWAIAN



EDY ZULKARNAIN, SH  
 PENATA TK. 1  
 NIP. 19710703199931006

DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK NEGERI BENGKALIS  
 BULAN : APRIL 2021  
 MINGGU : KE PERTAMA

NO	NAMA	NIM	BIDANG	TANGGAL										LIBUR
				29		30		31		1		2		
				SENIN		SELASA		RABU		KAMIS		JUMAT		
				PARAF										
1	2	3	4	P	S	P	S	P	S	P	S	P	S	
				5	6	7	8	9	10	11	12	13	14	
1.	ISTI NURMALA	5404171113	UMUM DAN KEPEGAWAIAN	<i>Stk</i>	<i>Stk</i>	<i>Stk</i>	<i>Stk</i>	<i>Stk</i>	<i>Stk</i>	<i>Stk</i>	<i>Stk</i>	<i>Stk</i>	<i>Stk</i>	
2.	ILIYA	5404171118	UMUM DAN KEPEGAWAIAN	<i>Oy</i>	<i>Oy</i>	<i>Oy</i>	<i>i</i>	<i>Oy</i>	<i>Oy</i>	<i>Oy</i>	<i>Oy</i>	<i>Oy</i>	<i>Oy</i>	
3.	BETY YULMARLINA	5404171086	KEUANGAN DAN PERLENGKAPAN	<i>Bny</i>	<i>Bny</i>	<i>Bny</i>	<i>Bny</i>	<i>Bny</i>	<i>Bny</i>	<i>Bny</i>	<i>Bny</i>	<i>Bny</i>	<i>Bny</i>	

MENGETAHUI:  
 KASUBAG UMUM DAN KEPEGAWAIAN



EDY ZULKARNAEN, SH  
 PENATA TK. 1  
 NIP. 19710703199931006

DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK NEGERI BENGKALIS  
 BULAN : APRIL 2021  
 MINGGU : KE KEDUA

NO	NAMA	NIM	BIDANG	TANGGAL													
				5		6		7		8		9					
				SENIN		SELASA		RABU		KAMIS		JUMAT					
				PARAF													
P	S	P	S	P	S	P	S	P	S	P	S	P	S				
5	6	7	8	9	10	11	12	13	14								
1.	ISTI NURMALA	5404171113	UMUM DAN KEPEGAWAIAN	Stk	Stk	Stk	Stk	Stk	Stk	Stk	Stk	Stk	Stk	Stk			
2.	ILIYA	5404171118	UMUM DAN KEPEGAWAIAN	ay	ay	ay	ay	ay	ay	i	i	ay	ay				
3.	BETY YULMARLINA	5404171086	KEUANGAN DAN PERLENGKAPAN	Bnd	Bnd	Bnd	Bnd	Bnd	Bnd	Bnd	Bnd	Bnd	Bnd				

MENGETAHUI:  
 KASUBAG UMUM DAN KEPEGAWAIAN



EDY ZULKARNAEN, SH  
 PENATA TK. 1  
 NIP. 19710703199931006

DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK NEGERI BENGKALIS  
 BULAN : APRIL 2021  
 MINGGU : KE KETIGA

NO	NAMA	NIM	BIDANG	TANGGAL													
				12		13		14		15		16					
				SENIN		SELASA		RABU		KAMIS		JUMAT					
				PARAF													
1	2	3	4	P 5	S 6	P 7	S 8	P 9	S 10	P 11	S 12	P 13	S 14				
1.	ISTI NURMALA	5404171113	UMUM DAN KEPEGAWAIAN	<i>Sti</i>	<i>Sti</i>	<i>Sti</i>	<i>Sti</i>	<i>Sti</i>	<i>Sti</i>	<i>Sti</i>	<i>Sti</i>	<i>Sti</i>	<i>Sti</i>	<i>Sti</i>			
2.	ILIYA	5404171118	UMUM DAN KEPEGAWAIAN	<i>ay</i>	<i>ay</i>	<i>ay</i>	<i>ay</i>	<i>ay</i>	<i>ay</i>	<i>ay</i>	<i>ay</i>	<i>ay</i>	<i>ay</i>	<i>ay</i>			
3.	BETY YULMARLINA	5404171086	KEUANGAN DAN PERLENGKAPAN	<i>Bet</i>	<i>Bet</i>	<i>Bet</i>	<i>Bet</i>	<i>Bet</i>	<i>Bet</i>	<i>Bet</i>	<i>Bet</i>	<i>Bet</i>	<i>Bet</i>	<i>Bet</i>			

MENGETAHUI:  
 KASUBAG UMUM DAN KEPEGAWAIAN



EDY ZULKARNAEN, SH  
 PENATA TK. 1  
 NIP. 19710703199931006

DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK NEGERI BENGKALIS  
 BULAN : APRIL 2021  
 MINGGU : KE KEMPAT

NO	NAMA	NIM	BIDANG	TANGGAL										
				19	20	21	22	23						
				SENIN	SELASA	RABU	KAMIS	JUMAT						
				PARAF										
5	6	7	8	9	10	11	12	13	14					
1.	ISTI NURMALA	5404171113	UMUM DAN KEPEGAWAIAN	<i>Stik</i>	<i>Stik</i>	<i>Stik</i>	<i>Stik</i>	<i>Stik</i>	<i>Stik</i>	<i>Stik</i>	<i>Stik</i>	<i>Stik</i>	<i>Stik</i>	<i>Stik</i>
2.	ILIYA	5404171118	UMUM DAN KEPEGAWAIAN	<i>ay</i>	<i>ay</i>	<i>i</i>	<i>i</i>	<i>ay</i>	<i>ay</i>	<i>ay</i>	<i>ay</i>	<i>ay</i>	<i>ay</i>	<i>ay</i>
3.	BETY YULMARLINA	5404171086	KEUANGAN DAN PERLENGKAPAN	<i>Bud</i>	<i>Bud</i>	<i>Bud</i>	<i>Bud</i>	<i>Bud</i>	<i>Bud</i>	<i>Bud</i>	<i>i</i>	<i>Bud</i>	<i>Bud</i>	<i>Bud</i>

MENGETAHUI:  
 KASUBAG UMUM DAN KEPEGAWAIAN



EDY ZULKARNAEN, SH  
 PENATA TK. 1  
 NIP. 19710703199931006

DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK NEGERI BENGKALIS  
 BULAN : APRIL 2021  
 MINGGU : KE LIMA

NO	NAMA	NIM	BIDANG	TANGGAL											
				26	27	28	29	30							
				SENIN	SELASA	RABU	KAMIS	JUMAT							
				PARAF											
5	6	7	8	9	10	11	12	13	14						
1.	ISTI NURMALA	5404171113	UMUM DAN KEPEGAWAIAN	<i>Sti</i>	<i>Sti</i>	<i>Sti</i>	<i>Sti</i>	<i>Sti</i>	<i>Sti</i>	<i>Sti</i>	<i>Sti</i>	<i>Sti</i>	<i>Sti</i>	<i>Sti</i>	<i>i</i>
2.	ILIYA	5404171118	UMUM DAN KEPEGAWAIAN	<i>ay</i>	<i>ay</i>	<i>ay</i>	<i>ay</i>	<i>ay</i>	<i>ay</i>	<i>ay</i>	<i>ay</i>	<i>ay</i>	<i>ay</i>	<i>ay</i>	<i>ay</i>
3.	BETY YULMARLINA	5404171086	KEUANGAN DAN PERLENGKAPAN	<i>Bny</i>	<i>Bny</i>	<i>Bny</i>	<i>Bny</i>	<i>Bny</i>	<i>Bny</i>	<i>Bny</i>	<i>Bny</i>	<i>Bny</i>	<i>Bny</i>	<i>Bny</i>	<i>Bny</i>

MENGETAHUI:  
 KASUBAG UMUM DAN KEPEGAWAIAN



EDY ZULKARNAEN, SH  
 PENATA K. 1  
 NIP. 19710703199931006

DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK NEGERI BENGKALIS  
 BULAN : MEI 2021  
 MINGGU : KE PERTAMA

NO	NAMA	NIM	BIDANG	TANGGAL									
				3		4		5		6		7	
				SENIN		SELASA		RABU		KAMIS		JUMAT	
				PARAF									
1	2	3	4	P 5	S 6	P 7	S 8	P 9	S 10	P 11	S 12	P 13	S 14
1.	ISTI NURMALA	5404171113	UMUM DAN KEPEGAWAIAN	<i>isti</i>	<i>isti</i>	<i>isti</i>	<i>isti</i>	<i>i</i>	<i>i</i>	<i>i</i>	<i>i</i>	<i>i</i>	<i>i</i>
2.	ILIYA	5404171118	UMUM DAN KEPEGAWAIAN	<i>ilya</i>	<i>ilya</i>	<i>ilya</i>	<i>ilya</i>	<i>ilya</i>	<i>ilya</i>	<i>ilya</i>	<i>ilya</i>	<i>i</i>	<i>i</i>
3.	BETY YULMARLINA	5404171086	KEUANGAN DAN PERLENGKAPAN	<i>betul</i>	<i>betul</i>	<i>betul</i>	<i>betul</i>	<i>betul</i>	<i>betul</i>	<i>betul</i>	<i>betul</i>	<i>i</i>	<i>i</i>

MENGETAHUI:  
 KASUBAG UMUM DAN KEPEGAWAIAN



EDY ZULKARNAEN, SH  
 PENATA TK. 1  
 NIP. 19710703199931006

DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK NEGERI BENGKALIS  
 BULAN : MEI 2021  
 MINGGU : KE DUA

NO	NAMA	NIM	BIDANG	TANGGAL									
				10		11		12		13		14	
				SENIN		SELASA		RABU		KAMIS		JUMAT	
				PARAF									
1	2	3	4	P	S	P	S	P	S	P	S	P	S
5	6	7	8	9	10	11	12	13	14				
1.	ISTI NURMALA	5404171113	UMUM DAN KEPEGAWAIAN	i	i	i	i	LIBUR	LIBUR	LIBUR	LIBUR	i	i
2.	ILIYA	5404171118	UMUM DAN KEPEGAWAIAN	i	i	i	i					i	i
3.	BETY YULMARLINA	5404171086	KEUANGAN DAN PERLENGKAPAN	i	i	i	i					i	i

MENGETAHUI:  
 KASUBAG UMUM DAN KEPEGAWAIAN



EDY ZULKARNAEN, SH  
 PENATA TK. 1  
 NIP. 19710703199931006



DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK NEGERI BENGKALIS  
 BULAN : MEI 2021  
 MINGGU : KE TIGA

NO	NAMA	NIM	BIDANG	TANGGAL									
				17		18		19		20		21	
				SENIN		SELASA		RABU		KAMIS		JUMAT	
				PARAF									
1	2	3	4	P	S	P	S	P	S	P	S	P	S
5	6	7	8	9	10	11	12	13	14				
1.	ISTI NURMALA	5404171113	UMUM DAN KEPEGAWAIAN	i	i	i	i	i	i	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
2.	ILIYA	5404171118	UMUM DAN KEPEGAWAIAN	i	i	i	i	ag	ag	ag	ag	ag	ag
3.	BETY YULMARLINA	5404171086	KEUANGAN DAN PERLENGKAPAN	i	i	i	i	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

MENGETAHUI:  
 KASUBAG UMUM DAN KEPEGAWAIAN

*[Signature]*

EDY ZULKARNAEN. SH  
 PENATA TK. 1  
 NIP. 19710703199931006

DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK NEGERI BENGKALIS  
 BULAN : MEI 2021  
 MINGGU : KE EMPAT

NO	NAMA	NIM	BIDANG	TANGGAL										
				24		25		26		27		28		
				SENIN		SELASA		RABU		KAMIS		JUMAT		
				PARAF										
1	2	3	4	P 5	S 6	P 7	S 8	P 9	S 10	P 11	S 12	P 13	S 14	
1.	ISTI NURMALA	5404171113	UMUM DAN KEPEGAWAIAN	<i>Stk</i>	<i>Stk</i>	<i>Stk</i>	<i>Stk</i>	L I B U R			<i>Stk</i>	<i>Stk</i>	<i>Stk</i>	<i>Stk</i>
2.	ILIYA	5404171118	UMUM DAN KEPEGAWAIAN	<i>ay</i>	<i>ay</i>	<i>ay</i>	<i>ay</i>				<i>ay</i>	<i>ay</i>	<i>ay</i>	<i>i</i>
3.	BETY YULMARLINA	5404171086	KEUANGAN DAN PERLENGKAPAN	<i>Bud</i>	<i>Bud</i>	<i>Bud</i>	<i>Bud</i>				<i>Bud</i>	<i>Bud</i>	<i>Bud</i>	<i>i</i>

MENGETAHUI:  
 KASUBAG UMUM DAN KEPEGAWAIAN



EDY ZULKARNAEN, SH  
 PENATA TK. 1  
 NIP. 19710703199931006

DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK NEGERI BENGKALIS  
 BULAN : JUNI 2021  
 MINGGU : KE PERTAMA

NO	NAMA	NIM	BIDANG	TANGGAL											
				31		1		2		3		4			
				SENIN		SELASA		RABU		KAMIS		JUMAT			
				PARAF											
				P	S	P	S	P	S	P	S	P	S		
1	2	3	4	5	6	7	8	9	10	11	12	13	14		
1.	ISTI NURMALA	5404171113	UMUM DAN KEPEGAWAIAN	<i>Staf</i>	<i>Staf</i>	L I B U R			<i>Staf</i>	<i>Staf</i>	<i>Staf</i>	<i>Staf</i>	<i>Staf</i>	<i>Staf</i>	
2.	ILIYA	5404171118	UMUM DAN KEPEGAWAIAN	<i>Ang</i>	<i>Ang</i>				<i>Ang</i>	<i>Ang</i>	<i>Ang</i>	<i>Ang</i>	<i>Ang</i>	<i>Ang</i>	
3.	BETY YULMARLINA	5404171086	KEUANGAN DAN PERLENGKAPAN	<i>Bend</i>	<i>Bend</i>				<i>Bend</i>	<i>Bend</i>	<i>Bend</i>	<i>Bend</i>	<i>Bend</i>	<i>Bend</i>	

MENGETAHUI:  
 KASUBAG UMUM DAN KEPEGAWAIAN



EDY ZULKARNAEN. SH  
 PENATA TK. 1  
 NIP. 19710703199931006

DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK NEGERI BENGKALIS  
 BULAN : JUNI 2021  
 MINGGU : KE KEDUA

NO	NAMA	NIM	BIDANG	TANGGAL										
				7	8	9	10	11						
				SENIN	SELASA	RABU	KAMIS	JUMAT						
				PARAF										
1	2	3	4	P 5	S 6	P 7	S 8	P 9	S 10	P 11	S 12	P 13	S 14	
1.	ISTI NURMALA	5404171113	UMUM DAN KEPEGAWAIAN	<i>Staf</i>	<i>Staf</i>	<i>Staf</i>	<i>Staf</i>	<i>Staf</i>	<i>Staf</i>	<i>Staf</i>	<i>Staf</i>	<i>Staf</i>	<i>Staf</i>	<i>Staf</i>
2.	ILIYA	5404171118	UMUM DAN KEPEGAWAIAN	<i>Ang</i>	<i>Ang</i>	<i>Ang</i>	<i>Ang</i>	<i>Ang</i>	<i>Ang</i>	<i>Ang</i>	<i>Ang</i>	<i>Ang</i>	<i>Ang</i>	<i>Ang</i>
3.	BETY YULMARLINA	5404171086	KEUANGAN DAN PERLENGKAPAN	<i>Bans</i>	<i>Bans</i>	<i>Bans</i>	<i>Bans</i>	<i>Bans</i>	<i>Bans</i>	<i>Bans</i>	<i>Bans</i>	<i>Bans</i>	<i>Bans</i>	<i>Bans</i>

MENGETAHUI:  
 KASUBAG UMUM DAN KEPEGAWAIAN



EDY ZULKARNAEN, SH  
 PENATA TK. 1  
 NIP. 19710703199931006

DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK NEGERI BENGKALIS  
 BULAN : JUNI 2021  
 MINGGU : KE TIGA

NO	NAMA	NIM	BIDANG	TANGGAL										
				14		15		16		17		18		
				SENIN		SELASA		RABU		KAMIS		JUMAT		
				PARAF		PARAF		PARAF		PARAF		PARAF		
1	2	3	4	P 5	S 6	P 7	S 8	P 9	S 10	P 11	S 12	P 13	S 14	
1.	ISTI NURMALA	5404171113	UMUM DAN KEPEGAWAIAN	<i>Stk</i>	<i>Stk</i>	<i>Stk</i>	<i>Stk</i>	<i>Stk</i>	<i>Stk</i>	<i>Stk</i>	<i>Stk</i>	<i>Stk</i>	<i>Stk</i>	<i>Stk</i>
2.	ILIYA	5404171118	UMUM DAN KEPEGAWAIAN	<i>Oy</i>	<i>Oy</i>	<i>Oy</i>	<i>Oy</i>	<i>Oy</i>	<i>Oy</i>	<i>Oy</i>	<i>Oy</i>	<i>Oy</i>	<i>Oy</i>	<i>Oy</i>
3.	BETY YULMARLINA	5404171086	KEUANGAN DAN PERLENGKAPAN	<i>i</i>	<i>i</i>	<i>i</i>	<i>i</i>	<i>i</i>	<i>i</i>	<i>Bu</i>	<i>Bu</i>	<i>Poy</i>	<i>Bu</i>	<i>Bu</i>

MENGETAHUI:  
 KASUBAG UMUM DAN KEPEGAWAIAN



EDY ZULKARNAEN. SH  
 PENATA TK. 1  
 NIP. 19710703199931006

DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK NEGERI BENGKALIS  
 BULAN : JUNI 2021  
 MINGGU : KE EMPAT

NO	NAMA	NIM	BIDANG	TANGGAL										
				21	22	23	24	25						
				SENIN	SELASA	RABU	KAMIS	JUMAT						
				PARAF										
1	2	3	4	P	S	P	S	P	S	P	S	P	S	
1.	ISTI NURMALA	5404171113	UMUM DAN KEPEGAWAIAN	i	i	<del>Stk</del>	<del>Stk</del>	<del>Stk</del>	<del>Stk</del>	<del>Stk</del>	<del>Stk</del>	<del>Stk</del>	<del>Stk</del>	<del>Stk</del>
2.	ILYA	5404171118	UMUM DAN KEPEGAWAIAN	ay	ay	ay	ay	ay	ay	ay	ay	ay	i	i
3.	BETY YULMARLINA	5404171086	KEUANGAN DAN PERLENGKAPAN	Bay	Bay	Bay	Bay	Bay	Bay	Bay	Bay	Bay	i	i

MENGETAHUI:  
 KASUBAG UMUM DAN KEPEGAWAIAN



EDY ZULKARNAEN, SH  
 PENATA TK. 1  
 NIP. 19710703199931006

DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK NEGERI BENGKALIS  
 BULAN : JULI 2021  
 MINGGU : KE PERTAMA

NO	NAMA	NIM	BIDANG	TANGGAL									
				28		29		30		1		2	
				SENIN	SELASA	RABU	KAMIS	JUMAT					
PARAF													
1	2	3	4	P	S	P	S	P	S	P	S	P	S
5	6	7	8	9	10	11	12	13	14				
1.	ISTI NURMALA	5404171113	UMUM DAN KEPEGAWAIAN	<i>[Signature]</i>	<i>[Signature]</i>								
2.	ILIYA	5404171118	UMUM DAN KEPEGAWAIAN	<i>[Signature]</i>	<i>[Signature]</i>								
3.	BETY YULMARLINA	5404171086	KEUANGAN DAN PERLENGKAPAN	<i>[Signature]</i>	<i>[Signature]</i>								

MENGETAHUI:  
 KASUBAG UMUM DAN KEPEGAWAIAN


*[Signature]*

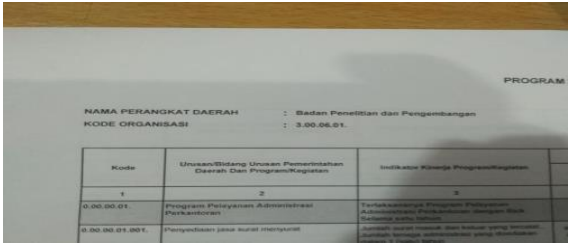

EDY ZULKARNAEN, SH  
 PENATA TK.1  
 NIP. 19710703199931006

Appendix 11 : Daily Activity

**DAILY ACTIVITY  
OF THE JOB TRAINING**

Day :Monday  
Date :March 01<sup>th</sup>, 2021


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Inputting Budget Work Plan Data (RKA)	Edy Zulkarnaen,SH	
2.	Duplicate Document		
	Industry a advistory notes		

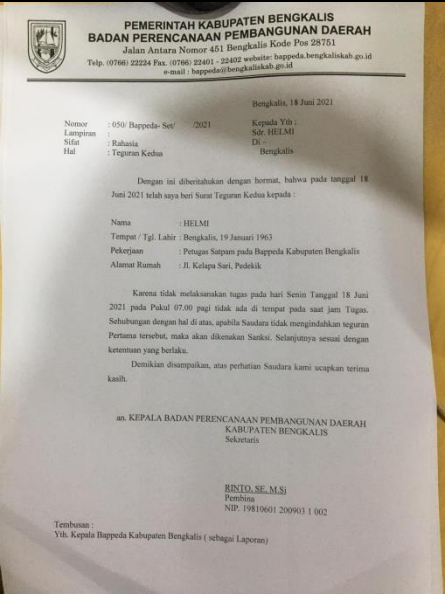
NO	WORKING	EXPLANATION
1.	 	<p>activity is Inputting Budget Work Plan Data (RKA)</p> <p>activity is duplicating documents</p>



## DAILY ACTIVITY OF THE JOB TRAINING


Day : Tuesday  
Date : March 02<sup>th</sup>, 2021

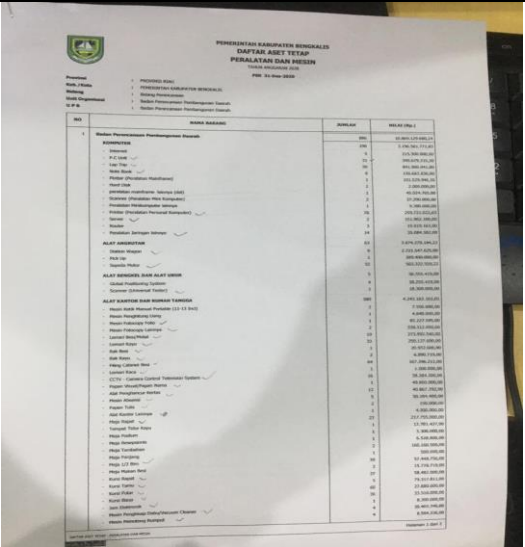
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Make a warning letter Writing outgoing mail agenda Inputting Budget Work Plan Data (RKA) Duplicate Document	Edy Zulkarnaen, SH	
	Industry a advistory notes		

NO	WORKING	EXPLANATION
1.		Make a warning letter given to the Bappeda security because it is not available during working hours

## DAILY ACTIVITY OF THE JOB TRAINING


Day : Thursday  
Date : March 04<sup>th</sup>, 2021

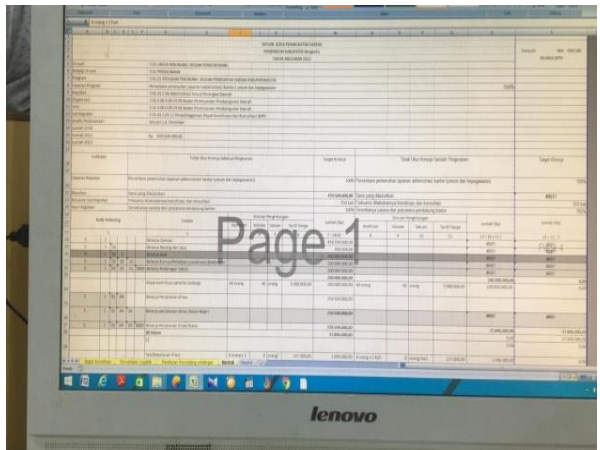
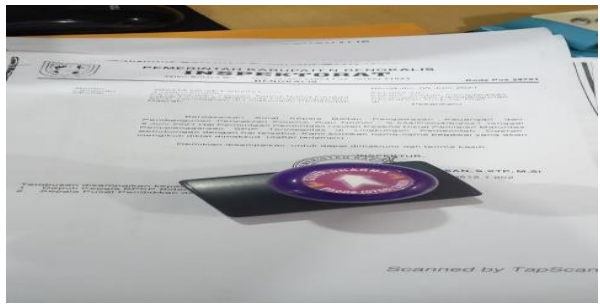
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Recap of Fixed Assets Equipment and Machinery	Edy Zulkarnaen,SH	
2.	Destroying Documents		
	Industry a advistory notes		

NO	WORKING	EXPLANATION
1.		Recap and calculate the assets of the Bengkalis Regency Regional Development Planning Agency

## DAILY ACTIVITY OF THE JOB TRAINING


Day : Friday  
Date : March 05<sup>th</sup>, 2021

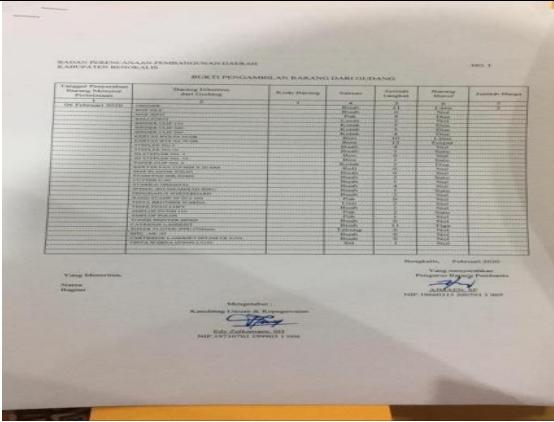
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Prepare RKA (Budget Work Plan) Stamp letters/documents	Edy Zulkarnaen,SH	
	Industry a advistory notes		

NO	WORKING	EXPLANATION
		Making RKA (Budget Work Plan) for 2022 using Ms. Excel
		stamp outgoing mail

## DAILY ACTIVITY OF THE JOB TRAINING


Day : Monday  
Date : March 22<sup>th</sup>, 2021

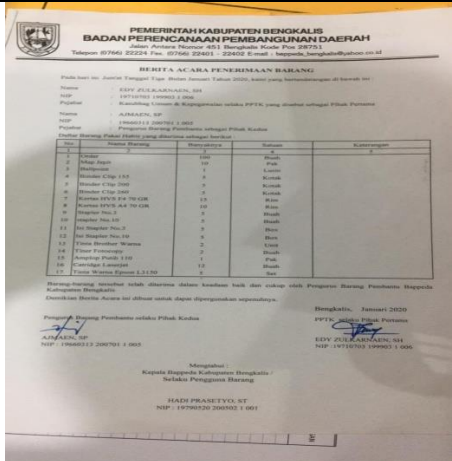
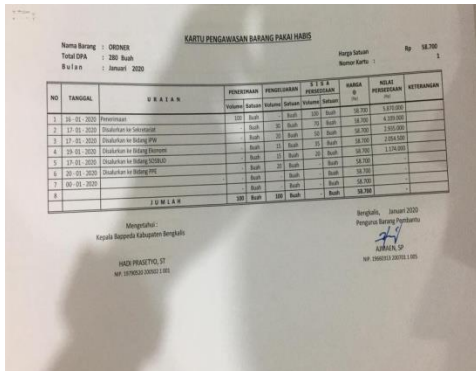
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Duplicate the RKA Document (Working Budget plan)	Edy Zulkarnaen,SH	
2.	Archiving Incoming Mail		
	Industry a advistory notes		

NO	WORKING	EXPLANATION
		

## DAILY ACTIVITY OF THE JOB TRAINING


Day : Tuesday  
Date : March 23<sup>th</sup>, 2021

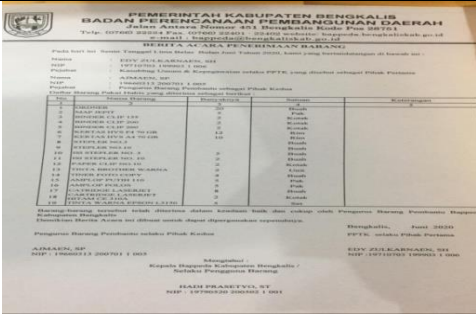
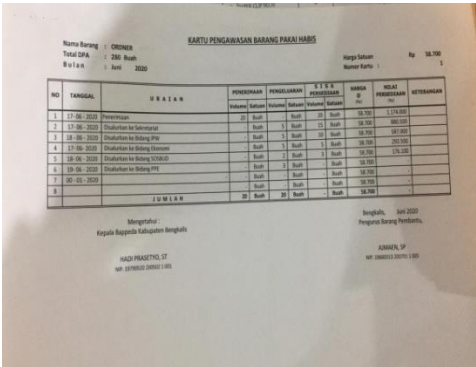
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Making Minutes of Goods Receipt Making Consumables Cards	Edy Zulkarnaen,SH	
	Industry a advistory notes		

NO	WORKING	EXPLANATION
		Making Minutes of Goods Receipt for January 2020 which will be submitted to PPTK
		Make a Consumables Card for Items that were spent in January 2020

## DAILY ACTIVITY OF THE JOB TRAINING


Day : Wednesday  
Date : March 24<sup>th</sup>, 2021

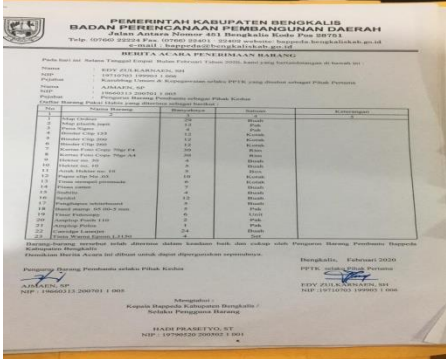
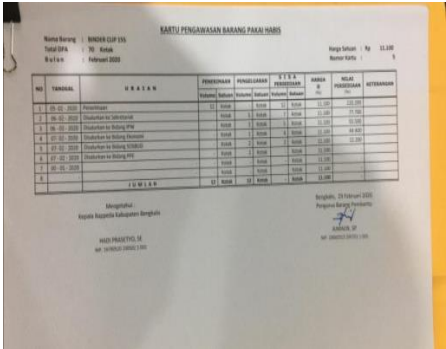
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Making Minutes of Goods Receipt Making Consumables Cards	Edy Zulkarnaen,SH	
	Industry a advistory notes		

NO	WORKING	EXPLANATION
1.	 	<p>Making Minutes of Goods Receipt for June 2020 which will be submitted at PPTK</p> <p>Consumables Card for items spent in June 2020</p>

## DAILY ACTIVITY OF THE JOB TRAINING


Day : Thursday  
Date : March 25<sup>th</sup>, 2021

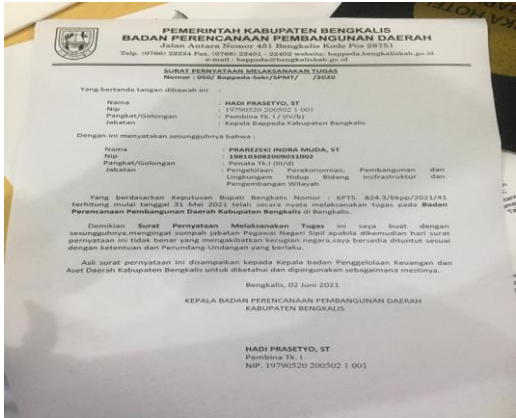
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Making Minutes of Goods Receipt	Edy Zulkarnaen,SH	
2.	Making Consumables Cards		
	Industry a advistory notes		

NO	WORKING	EXPLANATION
1.		Minutes of Receipt of Goods for the Year 2020 in February
2.		Consumables Card for items spent in February 2020

## DAILY ACTIVITY OF THE JOB TRAINING

Day : Wednesday  
Date : March 29<sup>th</sup>, 2021


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Make SPMT (Statement of Carrying Out Tasks)		
	Industry a advistory notes		

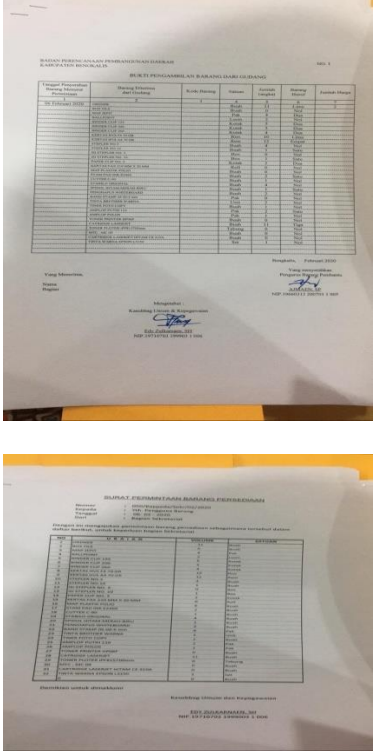
NO	WORKING	EXPLANATION
		Make SPMT (Statement of Carrying Out Tasks) for new employees assigned to Bappeda



## DAILY ACTIVITY OF THE JOB TRAINING


Day :Friday  
Date : March 26<sup>th</sup>, 2021

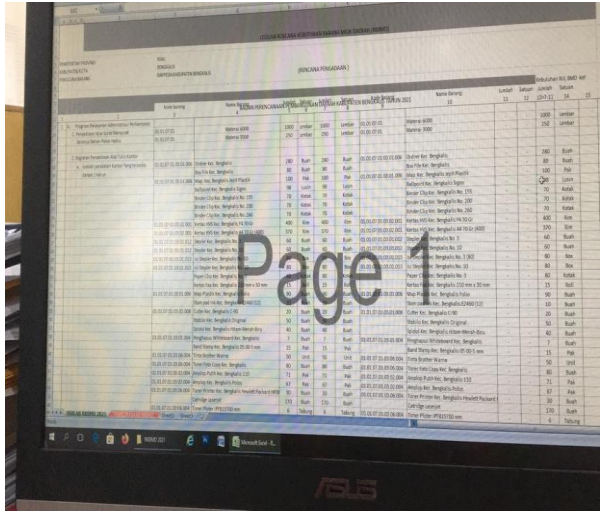
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Make a Proof of Release of Goods from the Warehouse	Edy Zulkarnaen,SH	
2.	Make a Letter of Request for Goods		
	Industry a advistory notes		

NO	WORKING	EXPLANATION
1.		<p>Make a Letter of Release of Goods from the Warehouse that is received</p> <p>Request letter for goods from each field needed in 2020 in February</p>

## DAILY ACTIVITY OF THE JOB TRAINING


Day : Monday  
Date : April 05<sup>th</sup>, 2021


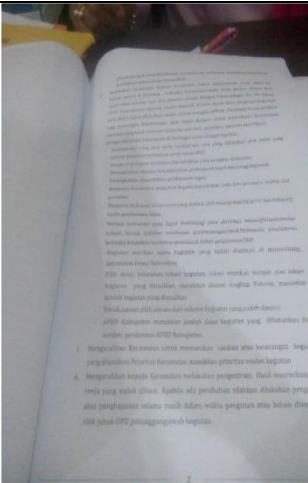
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Type the proposed Regional Property Needs Plan	Edy Zulkarnaen,SH	
	Industry a advistory notes		

NO	WORKING	EXPLANATION
		Type the proposed Regional Property Needs Plan (PROCUREMENT PLAN)

## DAILY ACTIVITY OF THE JOB TRAINING


Day : Tuesday  
Date : April 06<sup>th</sup>, 2021


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Typing and printing a Business Travel Report	Edy Zulkarnaen,SH	
	Industry a advistory notes		

NO	WORKING	EXPLANATION
	 	Typing and printing a Business Travel Report Who just came back from service

**DAILY ACTIVITY  
OF THE JOB TRAINING**


Day : Wednesday  
Date : April 07<sup>th</sup>, 2021

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Write the number and number of outgoing letters in the Agenda Book	Edy Zulkarnaen,SH	
	Industry a advistory notes		

NO	WORKING	EXPLANATION
		Give a letter number to those who will come out and write about what is said

**DAILY ACTIVITY  
OF THE JOB TRAINING**


Day : Thursday  
Date : April 08<sup>th</sup>, 2021


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Archiving Incoming Mail	Edy Zulkarnaen,SH	
2.	Duplicate RKA Document (Work Budget Plan)		
	Industry a advistory notes		

NO	WORKING	EXPLANATION
		activity is Archiving Incoming Mail

**DAILY ACTIVITY  
OF THE JOB TRAINING**


Day : Friday  
Date : April 09<sup>th</sup>, 2021

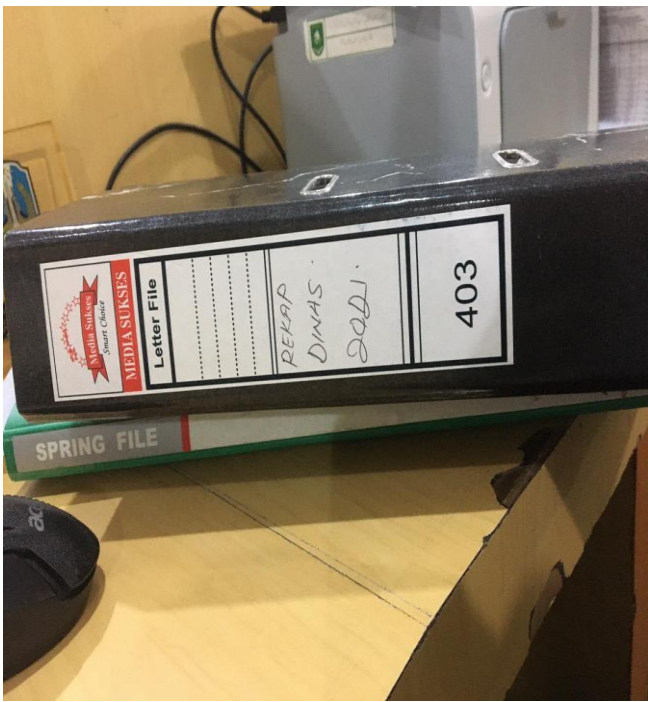
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Numbering Outgoing Mail File Mail	Edy Zulkarnaen,SH	
	Industry a advistory notes		

NO	WORKING	EXPLANATION
1		numbering outgoing mail into the agenda book

## DAILY ACTIVITY OF THE JOB TRAINING


Day : Monday  
Date : May 03<sup>th</sup>, 2021

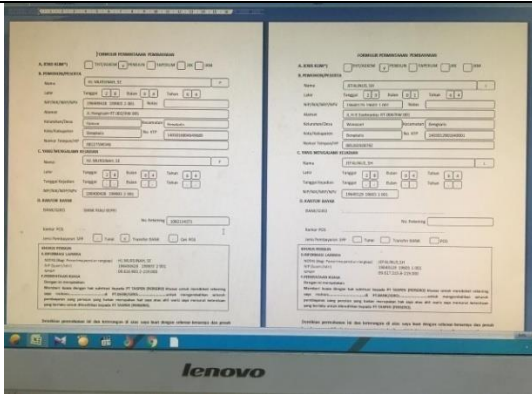
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Archiving and Recording Business Trips	Edy Zulkarnaen,SH	
	Industry a advistory notes		

NO	WORKING	EXPLANATION
		Archiving and Recaping Official Travels for 2021

## DAILY ACTIVITY OF THE JOB TRAINING

Day : Tuesday  
Date : May 04<sup>th</sup>, 2021


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Create and Fill out the Taspen form	Edy Zulkarnaen,SH	
	Industry a advistory notes		

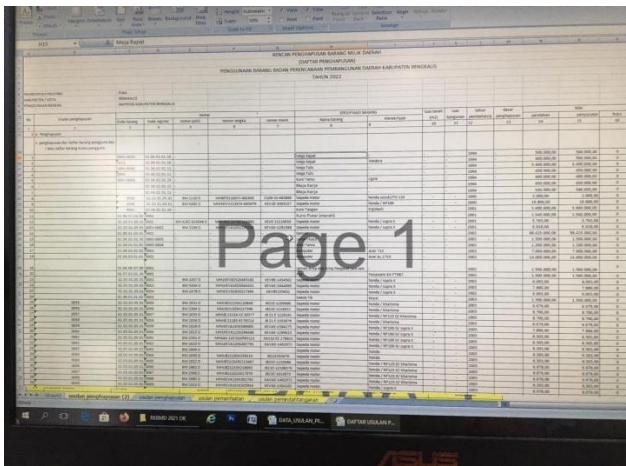
NO	WORKING	EXPLANATION
		Type and fill out the Taspen Form on behalf of Mr. Jefalinus and Mrs. Mursinah as Candidates for Taspen Recipients



## DAILY ACTIVITY OF THE JOB TRAINING

Day : Wednesday  
Date : May 05<sup>th</sup>, 2021


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Make a list of Regional Property Elimination Plans	Edy Zulkarnaen,SH	
	Industry a advistory notes		

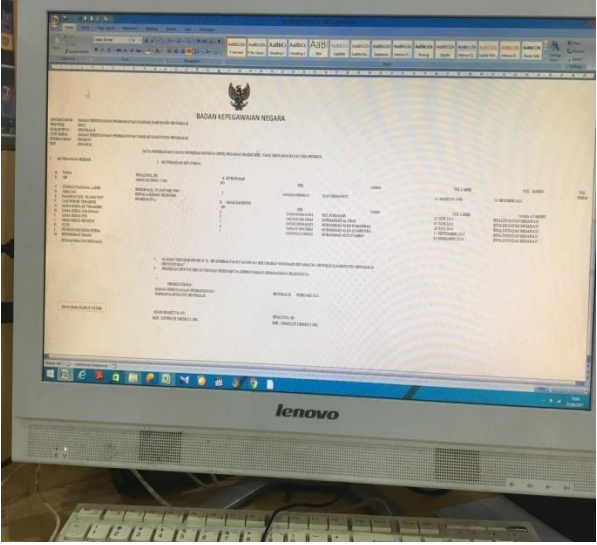
NO	WORKING	EXPLANATION
1.		Plan for the Elimination of Regional Property (Deletion List) data on the use of goods by the Bengkalis Regency Regional Development Planning Agency

**DAILY ACTIVITY  
OF THE JOB TRAINING**

Day : Thursday

Date : May 06<sup>th</sup>, 2021


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Type and create a DPCP form (individual data for Pension Recipient Candidates)	Edy Zulkarnaen,SH	
	Industry a advistory notes		

NO	WORKING	EXPLANATION
		<p>DPCP form (individual data of Pension Recipient Candidate) On behalf of Mr. Jefalinus, SH</p>

**DAILY ACTIVITY  
OF THE JOB TRAINING**

Day : Thursday


Date : May 07<sup>th</sup>, 2021

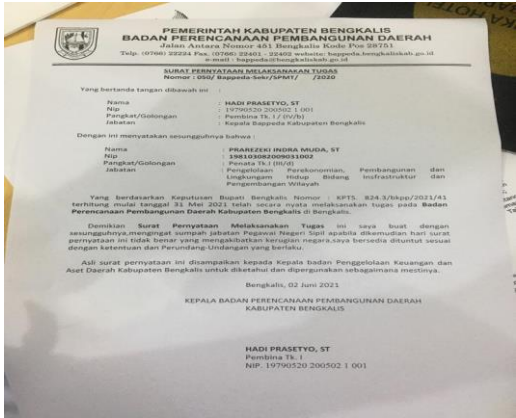
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Type and create a DPCP form (individual data for Pension Recipient Candidates)	Edy Zulkarnaen,SH	
	Industry a advistory notes		

NO	WORKING	EXPLANATION
		DPCP form (individual data of Pension Recipient Candidate) On behalf of Mr. Jefalinus, SH

## DAILY ACTIVITY OF THE JOB TRAINING


Day : Wednesday  
Date : June 02<sup>th</sup>, 2021

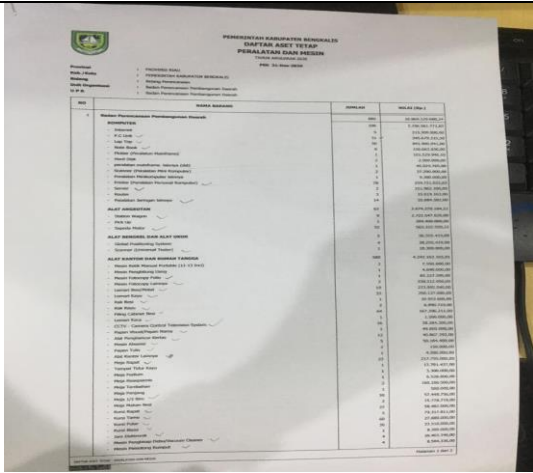
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Make SPMT (Statement of Carrying Out Tasks)	Edy Zulkarnaen,SH	
	Industry a advistory notes		

NO	WORKING	EXPLANATION
		Make SPMT (Statement of Carrying Out Tasks) for new employees assigned to Bappeda

## DAILY ACTIVITY OF THE JOB TRAINING


Day : Thursday  
Date : June 03<sup>th</sup>, 2021

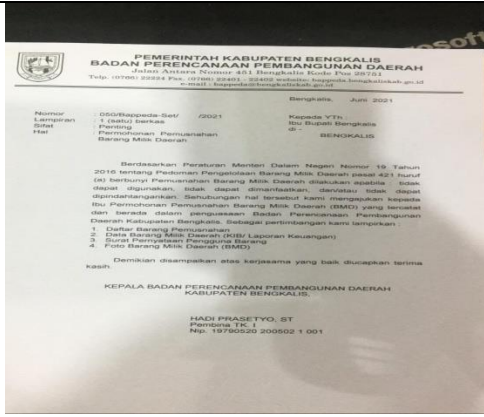
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Check Back Shopper Goods and machine tools	Edy Zulkarnaen,SH	
	Industry a advistory notes		

NO	WORKING	EXPLANATION
1.		List of fixed assets, equipment and machinery belonging to the regional development planning agency, bengkalis district

## DAILY ACTIVITY OF THE JOB TRAINING

Day : Friday  
Date : June 04<sup>th</sup>, 2021

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Make an Application for Regional Property	Edy zulkarnaen,SH	
	Industry a advistory notes		

NO	WORKING	EXPLANATION
1.		Regional Property Application (BMD)

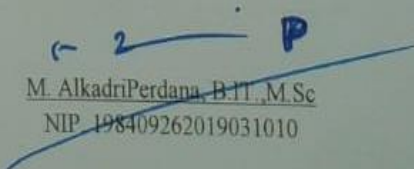
## Appendix 12: Revision Sheet

### REVISION LETTER APPRENTICESHIP OF INTERNATIONAL BUSINESS ADMINISTRATION STATE POLYTECHNIC OF BENGKALIS

Name : Iliya  
 Registration Number : 5404171118  
 Place : Regional Development Planning Agency  
 Bengkulu Regency  
 Advisor : M. Alkadri Perdana, B.IT.,M.Sc

No.	Day/Date	Revision	Advisor
1.	Rabu / 21 Juli 2021	- Penyerahan laporan KP dan diskusi mengenai Panduan	f
2.	Jumat / 23 Juli 2021	- Perbaiki paragraf chapter 2	f
3.	Kamis / 29 Juli 2021	- Perbaiki tata tulis dan daily activity	f
4.	Jumat / 30 Juli 2021	- Diskusi tentang Penempatan foto.	f
5.	Senin / 2 Agustus 2021	- Perbaiki referensi dan lampiran.	f
6.	Rabu / 4 Agustus 2021	- Penyerahan laporan akhir	f
7.	Kamis / 5 Agustus 2021	- Acc to sidang	f
8.	Rabu / 18 Agustus 2021	- Perbaiki cover dan numbering.	f
9.	Kamis / 19 Agustus 2021	- Acc to jilid	f

Bengkalis, 19 August 2021  
 Advisor

  
 M. AlkadriPerdana, B.IT.,M.Sc  
 NIP. 198409262019031010