

**APPRENTICESHIP REPORT**

**HOSPITAL GENERAL PERMATA MADINA  
SIBUHUAN**

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**APPLIED BACHELOR OF INTERNASIONAL  
BUSINESS ADMINISTRATION STUDY PROGRAM  
BUSINESS ADMINISTRATION DEPARTMENT  
STATE POLYTECHNIC OF BENGKALIS**

**2024**

**APPROVAL SHEET**  
**APPRENTICESHIP REPORT**  
**HOSPITAL GENERAL PERMATA MADINA**  
**SIBUHUAN**

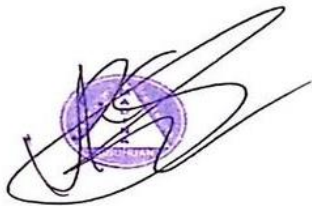
Written as one of the conditions to completing Job training

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Sibuhuan, June 5<sup>th</sup> 2024

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## ACKNOWLEDGEMENT

Assalamu'alaikumWr. Wb.

Alhamdulillah, praise be to Allah SWT who has bestowed His favour, grace and guidance to the author. Prayers and greetings continue to pour out to the Prophet Muhammad SAW and his family and friends. This Work Report is an obligation for every student who will complete the Work Practice and as one of the requirements for completing Diploma IV (D-4) education at Politeknik Negeri Bengkalis. This report is also made as an accountability for the things the author has done while carrying out the Internship at Permata Madina Sibuhuan General Hospital which was carried out on 4 March to 30 June 2024.

This Internship Report can be realised thanks to the help, guidance and input from various parties. Thank you for all the help and guidance, especially to the good parties:

1. Mr.Johny Custer, ST,. MT as the Director of the Bengkalis State of Polytechnic.
2. Mr. Armada, ST,. MT as Deputy Director 1 of the Bengkalis State of Polytechnic.
3. Mrs. Supriati, S.ST,.M.Si as the Head of the Business Administration Department.
4. Mrs. Wan Junita Raflah, B.sc., M.Ec, Dev as the Head of the International Business Administration Study Program.
5. Mr. Adrian IrnandaPratama, S.Sos., M.B.A as the supervisor of the practical work report who has provided knowledge and also solutions to all problems or difficulties in making and writing practical work reports.
6. Mr. Adrian IrnandaPratama, S.Sos., M.B.A as the guardian of Class VII B of the International Business Administration Study Program.
7. Mrs Nur hayati Hasibuan as Head of the General & Human Resources Unit
8. Mrs Nurhalima Siregar as the supervisor of silver work at Permata Madina Sibuhuan General Hospital.
9. Lecturers, especially the D-4 International Business Administration Study Programme who have taught during lectures.

10. Beloved mum and dad and all family members who always provide material and spiritual support with patience.

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

Bengkalis, June , 2024



**Rifka Rahayu**  
**5404201289**

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# CHAPTER I

## INTRODUCTION

### 1.1 Background of the Apprenticeship

Higher education is an educational institution that prepares students to become members of society who have abilities both academically and skillfully. Higher education has a very important role in character building and is expected to be able to produce quality graduates so as to be able to bring the Indonesian nation to a more advanced direction. Where students from various majors implement all the knowledge that has been obtained in academic activities during lectures where the knowledge gained can be used for community empowerment.

Currently, the competition in finding a job is very tight because many graduates from various campuses want to find work, while the available job opportunities are very limited. All means will be taken to achieve what you dream of without seeing fatigue and often sacrificing sleep. The great hopes of the family, especially the parents, who never stop providing support from various things, make it very impossible if you have to stop here. Times are getting more sophisticated, and many individuals are getting university degrees, making world competition so tight. The rise of technology and even almost all large companies use advanced technological equipment, making humans inseparable from technological developments.

Therefore the campus requires students to take part in practical work programs. Practical work is a learning process by knowing directly how the scope of the actual world of work is. Every student is required to go directly into the world of work which is their respective field, so it is hoped that each student can directly apply the knowledge they have learned before to the world of work. In addition, with practical work students can add knowledge, skills and experience in the world of work which can later be applied in the real world of work. Bengkalis State Polytechnic is one of the campuses that require all students to take part in practical work to complete their studies.

Bengkalis State Polytechnic is a Diploma III and Applied Bachelor Education Institution established by the Bengkalis Regency government. The Department of Business Administration is one of the departments at the Bengkalis State Polytechnic. In 2016, this department opened a new study program namely D4-International Business Administration, D4-Public Finance Accounting, D4-Digital Business. This D4-International Business Administration Study Program is engaged in Economics and Business, where students learn about the business world, along with its scope, both in terms of learning to handle correspondence, administration, management, finance, human resources, to the business world. To prepare students to be ready to use in this field, the International Business Administration study program requires students to take part in practical work both in government agencies and in private institutions for a minimum of 4 (four) months to a maximum of 6 (six) months.

The international business administration study program hopes that with 4 (four) months of practical work, students can get to know first hand how the world of work is, and can add insight and experience. Consequently, after completing practical work, each student is required to make a work report while carrying out practical work so that students can be held accountable for the results obtained from these practical work activities.

Based on the foregoing, the author as a student of the International Business Administration Study Program chose to do practical work at Permata Madina Sibuhuan General Hospital because it was closer to the author's residence because the author and at the same time introduced the Bengkalis State Polytechnic campus. During the practical work, the author was placed in the Human Resources section. Practical work began on 04 March 2024-30 June 2024.

## **1.2 Purpose of the Apprenticeship**

To achieve the expected results, it is necessary to know the objectives of practical work, which are as follows:

1. To find out the job description of Permata Madina Sibuhuan General Hospital.

2. To find out the work system of the Human Resources section at Permata Madina Sibuhuan General Hospital.
3. To find out the time and place of practical work at Permata Madina Sibuhuan General Hospital.
4. To find out the description of activities in practical work at the General Hospital Permata Madina Sibuhuan
5. To find out the obstacles in the implementation of practical work and determine solutions to overcome obstacles in the implementation of practical work at Permata Madina Sibuhuan General Hospital.

### **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 knowledge/theoretical concepts in the real world of work.
2. Students gain practical experience in applying the theoretical knowledge/concepts according to their study program.
3. Students have the opportunity to be able to analyze problems related to applied science in the world of work according to their study program.

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

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

1. Practical work can strengthen cooperation and socialization between Bengkalis State Polytechnic and government agencies or companies where practical work is carried out.
2. Practical work can improve the competence of Bengkalis State Polytechnic graduates.

## CHAPTER II

### GENERAL DESCRIPTION OF THE COMPANY

#### 2.1 Company History



**Figure 2.1 Permata Madina Sibuhuan Hospitale**  
*Source: Permata Madiana Sibuhuan Hospitale*

Permata Madina Sibuhuan General Hospital is a general hospital with health services ranging from general to specialized, which is equipped with 24-hour medical support services.

Permata Madina Sibuhuan General Hospital is a type D private hospital according to the Decree of the Minister of Health of the Republic of Indonesia Number HK.02.03/I/0716/2014. RSU Permata Madina Sibuhuan has a hospital code number 1202028. While the hospital's operational license is in accordance with the Decree of the Regent of Padang Lawas Number 503/0452/IORS/2017.

Permata Madina Sibuhuan General Hospital is located on Jalan KI Hajar Dewantara, Barumun District, Padang Lawas Regency, North Sumatra with the motto "Serving You Is Part of Our Worship". RSU Permata Madina Sibuhuan has a telephone number (0636) 421211 / 085360426043 Fax (0636) 421891, email: rsupermatamadina.sibuhuan@gmail.com and Facebook address: RSU Permata Madina Sibuhuan. RSU Permata Madina Sibuhuan is bordered to the north by

South Tapanuli Regency, to the south by Riau Province, to the east by North Padang Lawas Regency.

In its journey, RSU Permata Madina Sibuhuan grew gradually from starting a Maternity Hospital in 2000, then establishing a Mother and Child Hospital in 2002, until finally it officially became RSU Permata Madina Sibuhuan until now with the status of a legal entity based on Notary Deed Number 14 Dated March 25, 2004, namely with the Legal Entity Permata Madina General Hospital Foundation and has been converted into a Limited Liability Company Legal Entity Number 36 Dated March 13, 2018. Currently, RSU Permata Madina Sibuhuan is led by Dr. Mintana Romaito as the director.

RSU Permata Madina Sibuhuan provides various types of medical services including general polyclinics, and specialist polyclinics including:

- a. Obstetrics and Gynecology Specialist
- b. Surgical Specialist
- c. Internal Medicine Specialist
- d. Pediatric Specialist
- e. Clinical Pathology Specialist
- f. Raiology Specialist
- g. Anesthesia Specialist

In addition, there is also an Emergency Room Installation and inpatient care consisting of classes I, II, III, and VIP which are equipped with Laboratory, Pharmacy, Radiology, 4-Dimensional Ultrasound, ECG, Surgical / Surgery Services, Delivery Room Services, Isolation Room Services, Perinatology Services, HCU Services, ICU Services, and also equipped with Ambulance facilities, and WWTP. Currently, the bed capacity provided by Permata Madina Sibuhuan Hospital reaches 58 beds.

In 2010 RSU Permata Madina Sibuhuan was accredited with 5 services based on the hospital accreditation certificate from the Ministry of Health of the Republic of Indonesia Number: YM. 01. 10/III/1638/10 which includes Administration and Management, Medical Services, Emergency Services, Nursing Services, and Medical Records and in 2016 passed the Special Program

Accreditation with 4 (four) working group assessments, namely Patient and Family Rights (HPK), Patient Safety Goals (SKP), Infection Prevention and Control (PPI) and Staff Education Qualifications (KPS) by the Hospital Accreditation Commission Number: KARS-SERT/627/I/2018.

As a health facility, RSUD Permata Madina Sibuhuan certainly supports government programs in providing health services to the community by collaborating with several companies such as:

1. BPJS Health;
2. BPJS Employment;
3. PT Asuransi Inhealth Indonesia;
4. PT Jasaraharja (Persero);
5. PT Berkahah Cendikia Lestari;

As a health service provider, RSUD Permata Madina Sibuhuan prioritizes excellent service to patients, patients' families, and visitors to the hospital. RSUD Permata Madina Sibuhuan carries out various strategic initiatives that are expected to help realize the government's ideals of producing healthy and prosperous people.

The general policy of the hospital is that every patient who comes is served completely by providing the patient's care and treatment needs, both drugs and equipment needed without an advance payment.

In its journey for approximately 9 years, of course there are many notes, shortcomings, and growth. All are used as lessons, encouragement, as well as triggers and encouragement to be even better, especially "In 2019 to become a hospital with the best facilities and services in Southern Tapanuli".

## **2.2 Vision and Mission**

### **2.2.1 vision of Rumah Sakit Permata Madiana Sibuhuan**

A vision is the future goal of an institution, organization, or company. A vision is also the thoughts that are in the minds of the founders. These thoughts are a picture of the future to be achieved. The vision of Permata Madina Sibuhuan

General Hospital is "To be a hospital with the best facilities and services in Southern Tapanuli".

#### 2.2.2 Mission of Rumah Sakit Permata Madiana Sibuhuan

The mission is the stages that must be passed to achieve the vision. In addition, the mission is also a description or purpose of why the company, organization or agency is in the midst of society. The mission of the Permata Madina Sibuhuan Hospital is "To provide comprehensive, quality, and affordable health services to the community".

### 2.3 Kind of Business

Permata Madina Sibuhuan General Hospital is a general hospital with health services ranging from general to specialized, equipped with 24-hour medical support services.

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As a health facility, RSU Permata Madina Sibuhuan certainly supports government programs in providing health services to the community by collaborating with several companies such as: BPJS Health, BPJS Employment, PT Asuransi Inhealth Indonesia, PT Jasaraharja (Persero), PT Berkahah Cendikia Lestari;

As a health service provider, RSU Permata Madina Sibuhuan prioritizes excellent service to patients, patients' families, and visitors to the hospital. RSU Permata Madina Sibuhuan carries out various strategic initiatives that are

expected to help realize the government's ideals of producing healthy and prosperous people.

The general policy of the hospital is that every patient who comes is served completely by providing the patient's care and treatment needs, both drugs and equipment needed without down payment.

#### **2.4 Organization Structure**

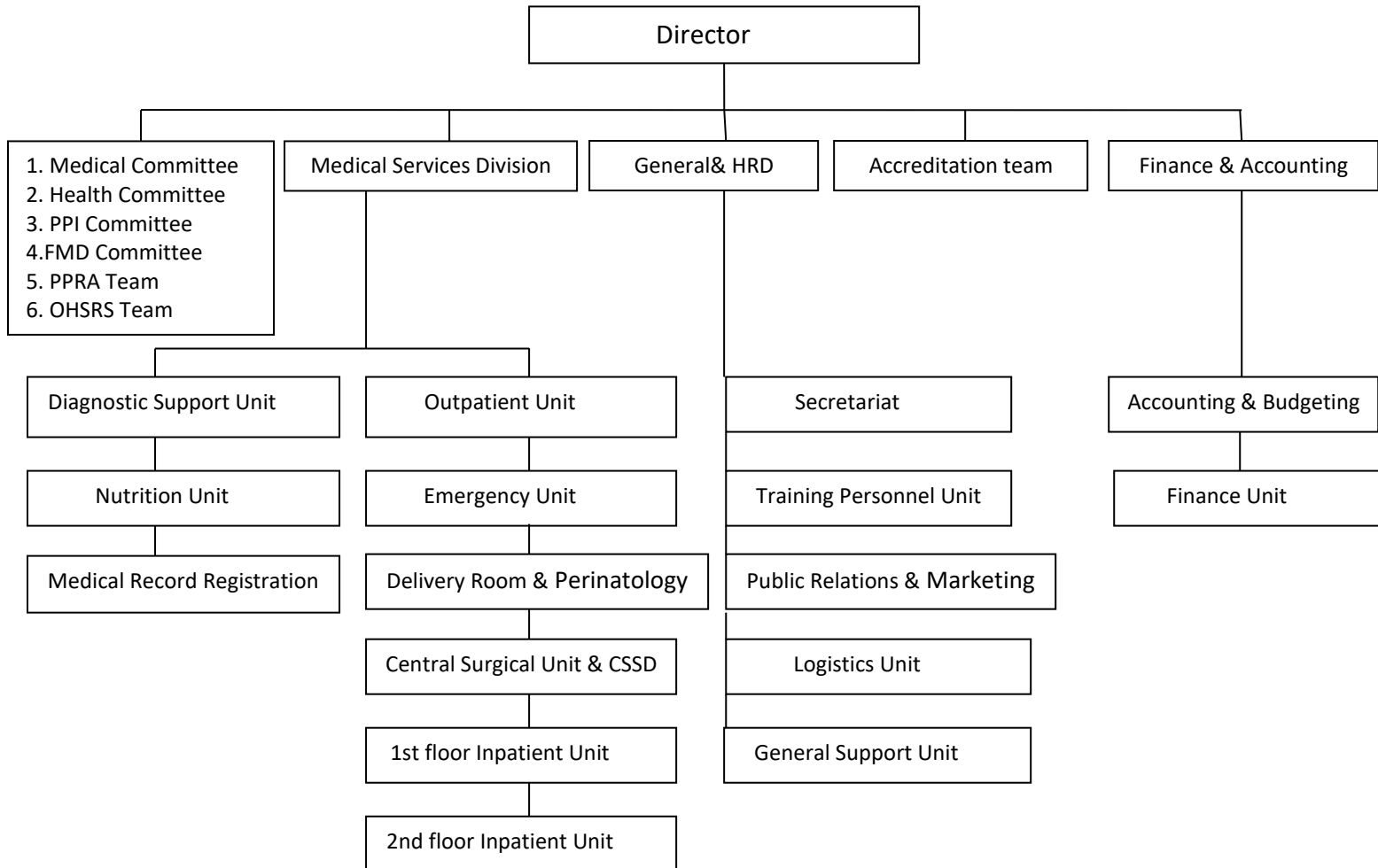
The organizational structure of the company is a visual diagram containing the components that make up the company that describes what employees, to whom employees are responsible and how decisions are made within the company. The organizational structure determines how information flows between levels within the company so that company goals can be achieved. The organizational structure helps new employees get to know and learn about the management and departments in your company.

A poor organizational structure can result in ambiguous work roles, lack of trust in the team and superiors, a rigid work environment and slow decision making.

In this company structure there are several personnel or sections that belonging to the core ranks of the company structure, or what is commonly referred to as company officials. Consist of the board of directors, managers, and division heads or department. And in the composition below there are staff and workers

## STRUCTURE ORGANIZATIONAL OF MADINA GEM GENERAL

### HOSPITAL



**Figure 2.2 Structure Organizational of Permata Madina Sibuhuan Hospita**

*Source: Permata Madiana Sibuhuan Hospitale*

Each work position in the organizational structure of the Madina sibuhuan gem general hospital has duties and responsibilities to achieve company goals. The following is a description of the duties of each organizational structure, namely:

1. Director

Director is the head or highest official at RSU Permata Madina Sibuhuan.

2. Head of Division/Section

An official who assists the director in carrying out the organizational activities of RSU Permata Madina Sibuhuan. The Head of Division/Section consists of:

- a. Head of Medical and Nursing
- b. Head of General Affairs and Human Resources
- c. Head of Finance and Accounting

3. Field/Installation/Work Unit

Field/Installation/Work Unit Is a structural container consisting of experts or professions and has certain functions as an integral part of the hospital both service functions and hospital operational support.

4. Committee

The committee is a non-structural forum consisting of experts and professionals formed to provide strategic considerations to the director in the context of improving and developing hospital services.

5. Accreditation Team

The Accreditation Team is a working group formed in order to improve the quality of hospital services carried out by building a system and quality culture.

6 Internal Audit Unit

The internal control unit is the organizer of one of the managerial administrative internal controls whose task is to supervise the implementation of the duties of all work units, both structural, functional and non-structural, so that they can run in accordance with the plan and applicable laws and regulations.

7. Medical Staff Group

Medical staff are doctors, specialists, and dentists who practice medicine at RSU Permata Madina Sibuhuan based on their competence and authority which can be in the form of promotive, preventive, diagnostic, consultative, curative or rehabilitative services.

## **2.5 The Working Process**

The author during his internship was placed in the Human Resources section of Permata Madina Sibuhuan General Hospital. Human Resources is one of the central positions and has great responsibility in a company. His duties range from implementing company policies, regulations, and strategies for employees, to maintaining good relations between employees and the company.

### **1. Key Human Resources Objectives**

There are several main objectives of Human Resources, including the following:

- a. Ensure employees feel valued and motivated to work.
- b. Improve employee skills and competencies through training and development programs.
- c. Monitor and assess employee performance to ensure they achieve expected standards.
- d. Manage salary, benefits and incentive systems to motivate employees.
- e. Provide occupational health and safety programs to support employees' physical and mental well-being.
- f. Ensure HRD policies are in accordance with applicable regulations and laws.

### **2. Main tasks Human Resources development**

In general, the task of Human Resources is to implement company policies, regulations, and strategies for employees, to maintain a good relationship between employees and the company. The main tasks of human resources in a hospital company / organization are:

- a. Searching for and selecting prospective employees in accordance with the needs of the hospital.
- b. Organize training to improve employee skills and knowledge.

- c. Monitor and evaluate employee performance and provide feedback.
- d. Manage salaries, benefits and other facilities for employees.
- e. Maintain good relations between management and employees and handle complaints or conflicts.
- f. Ensure all activities are in compliance with labor laws and regulations.
- g. Pay attention to occupational health and safety and general welfare.

## **2.6 Dokument Used for activity**

Some of the documents commonly used for activities are as follows:

### **1. Minutes Form**

Minutes forms are a record of the journey of an activity, whether it is a meeting, seminar or discussion that starts from the beginning to the end of the event. The minutes form contains the title, day/date, place, participants, description of the discussion and action.

### **2. Attendance Form**

The attendance form is usually used when there is an event or activity for the participants who are present at the event or activity that day. Attendance form consists of name, dept or section, and signature. At the top of the form there is the day, date, time and speaker.

## **CHAPTER III**

### **RESEARCH METHODOLOGY**

#### **3.1 Specification of Tasks performed**

Implementation of Practical Work starting from March 04, 2024 to June 30, 2024, carried out on Monday to Saturday. Assisting various tasks carried out by company staff where the tasks performed are described as follows:

1. Make a baby birth certificate
2. Create employee daily reports
3. Filing incoming and outgoing letters
4. Checking all employee data forms
5. Recapitulate the number of outgoing goods and stock items in logistics
6. Making meeting minutes
7. Make a doctor's attendance list
8. Recap the attendance and tardiness of all employees
9. Created employee interview attendance list
10. Recapitulate employees' monthly service schedules

This practical work activity is carried out in accordance with the provisions of the code of conduct for the implementation of practical work activities for a period of 4 (four) months starting from March 4, 2024 to June 30, 2024. During the implementation of practical work activities, the author was placed in the Human Resources section.

##### **3.1.1 Agenda of Practical Work Activities**

The work agenda report that has been carried out during the implementation of the Practical Work (KP) at the Permata Madina Sibuhuan General Hospital in the Human Resources section from March 04 to June 30, 2024 can be seen in the following table:

## 3.2 System and Procedure

### 3.2.1 The Working System

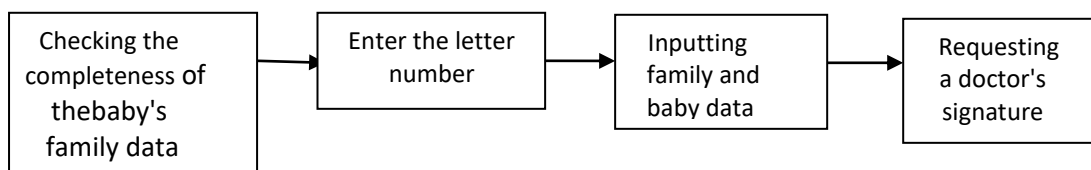
To facilitate employees in carrying out their duties, the company uses an internet-based system to facilitate online work and also uses a manual system. Online systems such as sending reports and confirmations via email while manual systems are used for recording activities.

### 3.2.2 Working Procedures

The procedures or work activities carried out when doing practical work in the Human Resources section of the Madina Sibuhuan Permata General Hospital are described as follows:

#### 1. Make a baby birth certificate

A birth certificate is an official document issued by a hospital or midwife that states the details of a person's birth, such as the date, time, and place of birth, as well as the identity of the parents. A birth certificate is usually used as the basis for applying for a birth certificate at the registry office. The steps are Open Microsoft Word then Type the Title first, Enter the letter number, Enter the name of the baby's parents, the age and occupation of the baby's parents, Enter the full address and Enter the name of the doctor who helped with the birth process.



**Figure 3.1 Display of birth certificate data**

*Source: Processed Data, 2024*

#### 2. Create employee daily reports

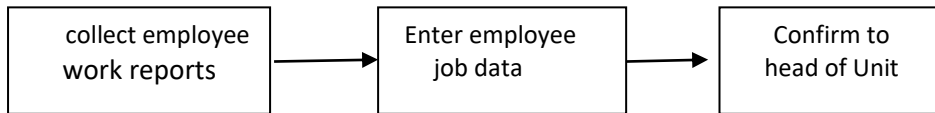
Employee daily report is a document that records activities and tasks that have been carried out by employees during the working day, every day employees must report to the head of the unit regarding the work done during the day.

##### 1. Open Microsoft Word

##### 2. Type the Title first



3. Enter the day and date
4. input employee job reports one by one starting from the highest position

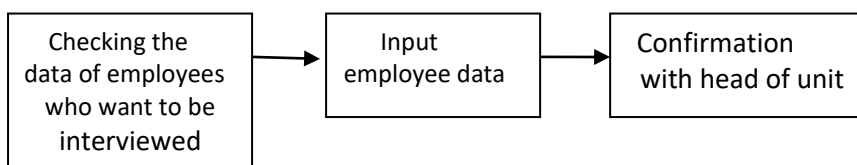


**Figure 3.2 Employee Daily Report data display**

*Source: Processed Data, 2024*

3. Created employee interview attendance list

The interview attendance list is what is used to record the attendance of employees who want to be interviewed, every employee who is present to conduct an interview must fill in the attendance list first as proof of interview attendance. The first step in making attendance is to create a title then create a table and fill in the table with name, profession, address and place of birth.

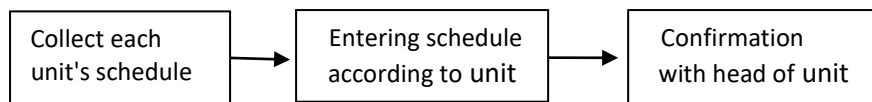


**Figure 3.3 Attendance list for the interviews**

*Source: Processed Data, 2024*

4. Recapitulate employees' monthly service schedules

A service schedule recap is a summary or list that lists the work schedule or tasks to be performed by a person or group of people within a certain period of time. It includes information about work times, locations, and types of tasks to be completed. The first step is to open Microsoft Excel, then create a title and edit the schedule according to the schedule that has been made by the Head of each unit.



**Figure 3.4 Employee service schedule recap data**

*Source: Source: Processed Data, 2024*

### **3.3 Place of Apprenticeship *Permata Madina Sibuhuan***

This practical work activity is carried out in accordance with the provisions of the code of ethics for the implementation of practical work activities

for a period of 4 (four) months starting from March 4, 2024 to June 30, 2024. During the implementation of practical work activities, placed in the Human Resources section.

**Tabel 3.1 The working Schedule of Hospital**

No	Day	Working Hours
1	Monday to Friday	08.00 to 16.00
2	Saturday	08.00 to 12.30
3	Sunday	Off

### 3.4 Kind and Description of the Activity

This practical work activity was carried out at Permata Madina Sibuhuan General Hospital located on Jl. Kihajar Dewantara, Bangun Raya, Kec. Barumon, Padang Lawas Regency, North Sumatra. During the practical work was placed in the Human Resources section.



**Figure 3.5 Permata Madina Sibuhuan Hospital**  
*Source: Permata Madina Sibuhuan Hospital*

The activities carried out during practical work can be seen in the following table:

**Table 3.2 Daily Activity agenda First week 04 to 09 March 2024**

No	Day/Date	Activities	Place
1.	Monday 04 March 2024	1. Submit internship requirements 2. Interview with Head of HRD Unit	Field Hospital Hospital
2.	Tuesday 05 March	1. Briefing	Field Hospital

	2024	2. introduction and presentation of human resources material	HRD room
3.	Wednesday 06 March 2024	1. Briefing 2. Introduction to Hospital Environment	Field Hospital HRD room
4.	Thursday 07 March 2024	1. Briefing 2. Checking the completeness of employee data	Field Hospital HRD room
5.	Friday 08 March 2024	1. Briefing 2. Scan of invitation letter	Field Hospital HRD room
6.	Saturday 09 March 2024	1. Briefing 2. Filing incoming and outgoing letters	Field Hospital HRD room

Source: Processed data 2024

Table 3.2 is the first practical work activity, starting from Submitting internship work requirements, Interview with the Head of the HRD Unit, introduction and presentation of human resources material, Introduction to the Hospital Environment, Checking the completeness of employee data, Scan invitation letters and Filing incoming letters and outgoing letters.

**Table 3.3 Daily Activity agenda Second week 13 to 16 March 2024**

No	Day/Date	Activities	Place
1.	Wednesday 13 March 2024	1. Briefing 2. Make a baby birth certificate	Field Hospital HRD room
2.	Thursday 14 March 2024	1. Briefing 2. Make a baby birth certificate 3. Monitoring Checking logistics inventory items	Field Hospital HRD room
3.	Friday 15 March 2024	1. Briefing 2. Make a baby birth certificate 3. Take Meeting Minutes	Field Hospital HRD room
4.	Saturday 16 March 2024	1. Briefing 2. Make a baby birth certificate 3. Filing incoming and outgoing letters	Field Hospital HRD room

Source: Processed data 2024

Table 3.3 is a practical work activity in the second week of March, the author made a baby birth certificate, made minutes of meetings, and archived incoming and outgoing letters.

**Table 3.4 Daily Activity agenda Third week March 18 to 23, 2024**

No	Day/Date	Activities	Place
1.	Monday 18 March 2024	1. Briefing 2. Checking logistics goods 3. Checking and filing incoming mail	Field Hospital Logistics Room HRD room
2.	Tuesday 19 March	1. Briefing	Field Hospital

	2024	2. Make a baby birth certificate 3. Create employee daily reports	HRD room
3.	Wednesday 20 March 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate	Field Hospital HRD room
4.	Thursday 21 March 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate 4. Filing Employee attendance in 2023	Field Hospital HRD room
5.	Friday 22 March 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate	Field Hospital HRD room
6.	Saturday 23 March 2024	1. Briefing 2. Create employee daily reports 3. Filing incoming and outgoing letters	Field Hospital HRD room

Source: Processed data 2024

Table 3.4 is a practical work activity in the third week of March, the author carried out activities to check logistical goods, check and file incoming letters, make baby birth certificates, make daily employee reports, archive employee attendance in 2023 and archive incoming letters and outgoing letters.

**Table 3.5 Daily Activity agenda Fourth week 25th to 30th March 2024**

No	Day/Date	Activities	Place
1.	Monday 25 March 2024	1. Briefing 2. Make a baby birth certificate 3. Recapitulate employees' monthly service schedules	Field Hospital HRD room
2.	Tuesday 26 March 2024	1. Briefing 2. Create employee daily reports 3. Recap the attendance and tardiness of all employees	Field Hospital HRD room
3.	Wednesday 27 March 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate	Field Hospital HRD room
4.	Thursday 28 March 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate	Field Hospital HRD room
5.	Saturday 30 March 2024	1. Briefing 2. Create employee daily reports 3. Filing incoming and outgoing letters	Field Hospital HRD room

Source: Processed data 2024

Table 3.5 is a practical work activity in the fourth week of March, the author carried out activities Making baby birth certificates, Recapitulating employees' monthly service schedules, Making daily employee reports and Recapitulating the attendance and tardiness of all employees.

**Table 3.6 Daily Activity agenda Fifth week 01 to 06 April 2024**

No	Day/Date	Activities	Place
1.	Monday 1 April 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate	Field Hospital HRD room
2.	Tuesday 2 April 2024	1. Briefing 2. Make a baby birth certificate	Field Hospital HRD room
3.	Wednesday 3 April 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate 4. Filing incoming and outgoing letter	Field Hospital HRD room
4.	Thursday 4 April 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate	Field Hospital HRD room
5.	Friday 5 April 2024	1. Briefing 2. Create employee daily reports Laminating the morning roll call rules and prayers	Field Hospital HRD room
6.	Saturday 6 April 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate 4. Filing incoming and outgoing letters	Field Hospital HRD room

Source: Processed data 2024

Table 3.6 shows the practical work activities in the first week of April, the author made daily employee reports, made baby birth certificates and filed incoming and outgoing letters.

**Table 3.7 Daily Activity agenda Sixth week April 16 to 20, 2024**

No	Day/Date	Activities	Place
1.	Tuesday 16 April 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate 4. Compile Hospital files	Field Hospital HRD room
2.	Wednesday 17 April 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate 4. Recap the number of outgoing goods and check the goods in the logistics	Field Hospital HRD room  Logistics Room
3.	Thursday 18 April 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate	Field Hospital HRD room
4.	Friday 19 April 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate 4. Checking all employee data forms	Field Hospital HRD room
5.	Saturday 20 April	1. Briefing	Field Hospital

	2024	2. Create employee daily reports 3. Filing incoming and outgoing letters	HRD room
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Source: Processed data 2024

Table 3.7 shows the practical work activities in the second week of April, the author made daily employee reports, made baby birth certificates, compiled hospital files, recapitulated the number of outgoing goods and checked the goods in the logistics section, checked all employee data forms and archived incoming and outgoing letters.

**Table 3.8 Daily Activity agenda Seventh week April 22 to 27, 2024**

No	Day/Date	Activities	Place
1.	Monday 22 April 2024	1. Briefing 2. Create employee daily reports 3. Created a new employee interview result assessment form	Field Hospital HRD room
2.	Tuesday 23 April 2024	1. Briefing 2. Make a baby birth certificate 3. Create employee daily reports	Field Hospital HRD room
3.	Wednesday 24 April 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate 4. Filing incoming and outgoing letter	Field Hospital HRD room
4.	Thursday 25 April 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate 4. Recapitulate employees' monthly service schedules	Field Hospital HRD room
5.	Friday 26 April 2024	1. Briefing 2. Create employee daily reports 3. make expedition to collect Certificate of Birth 4. Recap the attendance and tardiness of all employees	Field Hospital HRD room
6.	Saturday 27 April 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate 4. Filing incoming and outgoing letters	Field Hospital HRD room

Source: Processed data 2024

Table 3.8 shows the practical work activities in the third week of April, the author made daily employee reports, made new employee interview assessment forms, made baby birth certificates, archived incoming letters and outgoing letters, recapitulated employees' monthly service schedules, made cover letters for taking birth certificates and recapitulated attendance and tardiness of all employees.

**Table 3.9 Daily Activity agenda Week eight April 29 to May 4, 2024**

No	Day/Date	Activities	Place
1.	Monday 29 April 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate	Field Hospital HRD room
2.	Tuesday 30 April 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate	Field Hospital HRD room
3.	Thursday 2 May 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate	Field Hospital HRD room
4.	Friday 3 May 2024	1. Briefing 2. Create employee daily reports 3. Filing incoming and outgoing letters	Field Hospital HRD room
5.	Saturday 4 May 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate	Field Hospital HRD room

*Source: Processed data 2024*

Table 3.9 shows the practical work activities this week, the author made daily employee reports, made baby birth certificates and archived incoming and outgoing letters.

**Table 3.10 Daily Activity agenda Week nine May 06 to 11, 2024**

No	Day/Date	Activities	Place
1.	Monday 6 May 2024	1. Briefing 2. Create employee daily reports	Field Hospital HRD room
2.	Tuesday 7 May 2024	1. Briefing 2. Make a baby birth certificate 3. Create employee daily reports	Field Hospital HRD room
3.	Wednesday 8 May 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate	Field Hospital HRD room
6.	Saturday 11 May 2024	1. Briefing 2. Create employee daily reports 4. Filing incoming and outgoing letters	Field Hospital HRD room

*Source: Processed data 2024*

Table 3.10 shows the practical work activities in the first week of May, the author made Create employee daily reports, Make a baby birth certificate and Filing incoming and outgoing letters.

**Table 3.11 agenda of Daily Activities Week Ten May 13 to 18, 2024**

No	Day/Date	Activities	Place
1.	Monday 13 May 2024	1. Briefing 2. Make a baby birth certificate 3. Create employee daily reports 4. created employee interview attendance list	Field Hospital HRD room
2.	Tuesday 14 May 2024	1. Briefing 2. Make a baby birth certificate 3. Create employee daily reports 4. Taking meeting minutes	Field Hospital HRD room
3.	Wednesday 15 May 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate 4. Directing all interviewed employees	Field Hospital HRD room
4.	Thursday 16 May 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate	Field Hospital HRD room
5.	Friday 17 May 2024	1. Briefing 2. Create employee daily reports 4. Make a baby birth certificate	Field Hospital HRD room
6.	Saturday 18 May 2024	1. Briefing 2. Create employee daily reports 3. Filing incoming and outgoing letters	Field Hospital HRD room

Source: Processed data 2024

Table 3.11 shows the practical work activities in the second week of May, the author made Making daily employee reports, Making baby birth certificates, Making employee interview attendance lists, Directing all interviewed employees and Filing incoming letters and outgoing letters

**Table 3.12 agenda of Daily Activities Week Eleven May 20 to 25, 2024**

No	Day/Date	Activities	Place
1.	Monday 20 May 2024	1. Briefing 2. Create employee daily reports	Field Hospital HRD room
2.	Tuesday 21 May 2024	1. Briefing 2. Make a baby birth certificate 3. Create employee daily reports 4. Create a doctor's roll call	Field Hospital HRD room
3.	Wednesday 22 May 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate 4. Recap the number of outgoing goods and check the goods in the logistics	Field Hospital HRD room  Logistics Room
6.	Saturday 25 May 2024	1. Briefing 2. Create employee daily reports 3. Filing incoming and outgoing letters 4. Recapitulate employees'	Field Hospital HRD room



		monthly service schedules	
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Source: Processed data 2024

Table 3.12 shows the practical work activities in the third week of May, the author made daily employee reports, made doctor attendance, made baby birth certificates, recapitulated the number of outgoing goods and checked the goods in the logistics section, made attendance lists for employee interviews, directed all employees interviewed, filed incoming letters and outgoing letters, made a recap of employees' monthly service schedules.

**Table 3.13 Daily Activity agenda Week twelve May 27 to 31, 2024**

No	Day/Date	Activities	Place
1.	Monday 27 May 2024	1. Briefing 2. Make a baby birth certificate 3. Create employee daily reports 4. Recap the attendance and tardiness of all employees	Field Hospital HRD room
2.	Tuesday 28 May 2024	1. Briefing 2. Make a baby birth certificate 3. Create employee daily reports 4. Filing incoming and outgoing letters	Field Hospital HRD room
3.	Wednesday 29 May 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate	Field Hospital HRD room
4.	Thursday 30 May 2024	1. Briefing 2. Create employee daily reports 3. Filing incoming and outgoing letters	Field Hospital HRD room
5.	Friday 31 May 2024	1. Briefing 2. Create employee daily reports 4. Make a baby birth certificate	Field Hospital HRD room

Source: Processed data 2024

Table 3.13 shows the practical work activities this week, the author made a baby birth certificate, made a daily employee report, recapitulated the attendance and tardiness of all employees and archived incoming letters and outgoing letters.

**Table 3.14 Daily Activity agenda Week thirteen 03 to 08 June 2024**

No	Day/Date	Activities	Place
1.	Monday 3 June 2024	1. Briefing 2. Make a baby birth certificate 3. Create employee daily reports	Field Hospital HRD room
2.	Tuesday 4 June 2024	1. Briefing 2. Make a baby birth certificate 3. Create employee daily reports 4. Filing incoming and outgoing letters	Field Hospital HRD room

3.	Wednesday 5 June 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate	Field Hospital HRD room
4.	Thursday 6 June 2024	1. Briefing 2. Create employee daily reports	Field Hospital HRD room
5.	Friday 7 June 2024	1. Briefing 2. Create employee daily reports 3. Checking all employee data forms 4. Make a baby birth certificate	Field Hospital HRD room
6.	Saturday 8 June 2024	1. Briefing 2. Create employee daily reports 3. Filing incoming and outgoing letters	Field Hospital HRD room

Source: Processed data 2024

Table 3.14 shows the practical work activities in the first week of June, the author made Making baby birth certificates, Making daily employee reports, Filing incoming letters and outgoing letters and Checking all employee data forms.

**Table 3.15 Daily Activity agenda Week fourteen 10 to 15 June 2024**

No	Day/Date	Activities	Place
1.	Monday 10 June 2024	1. Briefing 2. Make a baby birth certificate 3. Create employee daily reports 4. Organize and check logistics items	Field Hospital HRD room  Logistics Room
2.	Tuesday 11 June 2024	1. Briefing 2. Make a baby birth certificate 3. Create employee daily reports 4. Filing incoming and outgoing letters	Field Hospital HRD room
3.	Wednesday 12 June 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate 4. Checking all employee data forms	Field Hospital HRD room
4.	Thursday 13 June 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate	Field Hospital HRD room
5.	Friday 14 June 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate	Field Hospital HRD room
6.	Saturday 15 June 2024	1. Briefing 2. Create employee daily reports 3. Filing incoming and outgoing letters	Field Hospital HRD room

Source: Processed data 2024

Table 3.15 shows the practical work activities in the second week of June, the author made baby birth certificates, made daily employee reports, organized

and checked logistics items, archived incoming letters and outgoing letters and checked all employee data forms.

**Table 3.16 agenda of Daily Activities Week Fifteen 19 to 22 June 2024**

No	Day/Date	Activities	Place
1.	Wednesday 19 June 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate	Field Hospital HRD room
2.	Thursday 20 June 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate 4. Checking all employee data forms	Field Hospital HRD room
3.	Friday 21 June 2024	1. Briefing 2. Create employee daily reports 3. Checking all employee data forms 4. Make a baby birth certificate	Field Hospital HRD room
4.	Saturday 22 June 2024	1. Briefing 2. Create employee daily reports 3. Filing incoming and outgoing letters	Field Hospital HRD room

Source: Processed data 2024

Table 3.16 shows the practical work activities in the third week of June, the author made baby birth certificates, made daily employee reports, checked all employee data forms and filed incoming and outgoing letters.

**Table 3.17 Daily Activity agenda Week sixteen 24 to 29 June 2024**

No	Day/Date	Activities	Place
1.	Monday 24 June 2024	1. Briefing 2. Make a baby birth certificate 3. Create employee daily reports 4. Create a doctor's roll call	Field Hospital HRD room
2.	Tuesday 25 June 2024	1. Briefing 2. Create employee daily reports 3. Filing incoming and outgoing letters 4. Recapitulate employees' monthly service schedules	Field Hospital HRD room
3.	Wednesday 26 June 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate	Field Hospital HRD room
4.	Thursday 27 June 2024	1. Briefing 2. Make a baby birth certificate 3. Create employee daily reports 4. Recap the attendance and tardiness of all employees	Field Hospital HRD room
5.	Friday 28 June 2024	1. Briefing 2. Create employee daily reports	Field Hospital HRD room

		3. Checking all employee data forms	
6.	Saturday 29 June 2024	1. Briefing 2. Create employee daily reports 3. Farewell to All Employees	Field Hospital HRD room Field Hospital

Source: Processed data 2024

Table 3.16 shows the practical work activities in the fourth week of June, the author made a baby's birth certificate, made a doctor's attendance, filed incoming letters and outgoing letters, recapitulated the employee's monthly service schedule, recapitulated the attendance and tardiness of all employees, checked all employee data forms and farewelled all employees.

### 3.5 Obstacles and Solutions

#### 3.5.1 Obstacles of Apprenticeship

The obstacles faced during practical work at the Madina sibuhuan gem general hospital there are several obstacles including:

1. Communication was a bit awkward at the beginning of the practical work period because the author did not know the employees who worked at the Madina Sibuhuan Permata General Hospital.
2. Lack of office work support facilities, such as the lack of office stationery that is often used such as pens, hps paper and so on. There is also only one printer machine located in the Human Resources room so that if too many employees want to use it, they have to queue and if the machine is used too often, the machine can error.
3. Network interruptions when entering data online due to more than one user.

#### 3.5.2 Solution of Apprenticeship

1. Frequently ask questions and try to mingle with company employees
2. Using personal stationery, sanding paper to logistics and queuing if there are documents that want to be printed.
3. Enter data when the internet network is connected again.

## **CHAPTER IV**

### **CONCLUSION**

#### **4.1 Conclusion**

After doing practical work at Permata Madina Sibuhuan General Hospital, it can be concluded as follows:

1. The specifications of practical work in the human resources department (HRD) include: Make a baby birth certificate, Create employee daily reports, Filing incoming and outgoing letters, Checking all employee data forms, Recap the number of outgoing goods and check the goods in the logistics, taking meeting minutes, Make a doctor's attendance list, Recap the attendance and tardiness of all employees, Created employee interview attendance list, Recapitulate employees' monthly service schedules, Making expedition to take birth certificate.
2. Report on the work agenda that has been carried out during the implementation of Practical Work at Permata Madina Sibuhuan General Hospital located on the road. Kihajar Dewantara, Bangun Raya, Kec. Barumon, Padang Lawas Regency, North Sumatra. During the practical work the author was placed in the Human Resources section. Practical work activities started from March 04 to June 30, 2024.
3. To facilitate employees in carrying out their duties, the company uses an internet-based system to facilitate online work and also uses a manual system. Online systems such as sending reports and confirmations via email. The manual system is used for recording forms.
4. Obstacles encountered during work practice are communication that is a little awkward at the beginning of the practical work period, lack of office work support facilities, such as lack of stationery and printer machines that are often jammed. The solution to overcome obstacles at Permata Madina Sibuhuan General Hospital is to often ask questions and try to mingle with company employees, use personal stationery, and queue if the document

you want to print, and enter data when the internet network is connected again.

#### **4.2 Suggestion**

1. We recommend that companies carry out regular service or maintenance of Printer machines to avoid machine errors when used frequently.
2. Organize archive ordner folders neatly so that it is easy to find archive documents if used at any time and file archives every year so that incoming and outgoing mail files do not accumulate.
3. Apply 3S (Smile, Greet, Greet) while working so that patients feel comfortable and close to nurses so as not to cause awkwardness of patients towards nurses.

## REFERENCES

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## LIST OF APPENDICES

### Appendix 1: Apprenticeship Certificate





## Appendix 2: Apprenticeship Assessment Sheet

### EVALUATION RESULTS OF COMPANY JOB TRAINING ASSESSMENT GENERAL HOSPITAL PERMATA MADINA SIBUHUAN

Name : Rifka Rahayu  
Student's Identity No. : 5404201289  
Study Program : International Business Administration  
Politeknik Negeri Bengkalis

No.	Assesment Aspect	Percentage	Scores
1.	Disciplin	20%	99
2.	Responsibility	25%	98
3.	Adjustment/Adaptation	10%	95
4.	Work Result	30%	98
5.	Behavior in General	15%	96
	Total ( 1+2+3+4+5)	100%	97,2

Explanation  
Score      Ceriteria  
81-100      : Excelence  
71-80        : Very Good  
66-70        : Good  
61-65        : Good Enough  
56-60        : Enough

Notes :

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Sibuhuan, 29 Juni 2024



**Nur Hayati Hasibuan**  
Head of General Affairs & HRD

### Appendix 3: List of Apprenticeship Attendance Sheet

#### DAFTAR ABSENSI KERJA PRAKTEK RUMAH SAKIT UMUM PERMATA MADINA SIBUHUAN

Nama : Rifka Rahayu  
 Nim : 5404201289  
 Asal Kuliah : Politeknik Negeri Bengkalis  
 Bulan : Maret

No	Hari	Tanggal	Paraf		Keterangan
			Masuk	Keluar	
1	Senin	4 Maret 2024	Rifka	Rifka	
2	Selasa	5 Maret 2024	Rifka	Rifka	
3	Rabu	6 Maret 2024	Rifka	Rifka	
4	Kamis	7 Maret 2024	Rifka	Rifka	
5	Jumat	8 Maret 2024	Rifka	Rifka	
6	Sabtu	9 Maret 2024	Rifka	Rifka	
7	Senin	11 Maret 2024	Rifka	Rifka	
8	Selasa	12 Maret 2024	Rifka	Rifka	
9	Rabu	13 Maret 2024	Rifka	Rifka	
10	Kamis	14 Maret 2024	Rifka	Rifka	
11	Jumat	15 Maret 2024			Hari Raya Nyepi
12	Sabtu	16 Maret 2024			Cuti Bersama
13	Senin	18 Maret 2024	Rifka	Rifka	
14	Selasa	19 Maret 2024	Rifka	Rifka	
15	Rabu	20 Maret 2024	Rifka	Rifka	
16	Kamis	21 Maret 2024	Rifka	Rifka	
17	Jumat	22 Maret 2024	Rifka	Rifka	
18	Sabtu	23 Maret 2024	Rifka	Rifka	
19	Senin	25 Maret 2024	Rifka	Rifka	
20	Selasa	26 Maret 2024	Rifka	Rifka	
21	Rabu	27 Maret 2024	Rifka	Rifka	
22	Kamis	28 Maret 2024	Rifka	Rifka	
23	Jumat	29 Maret 2024			Wafat Isa Al Masih
24	Sabtu	30 Maret 2024	Rifka	Rifka	

**DAFTAR ABSENSI KERJA PRAKTEK  
RUMAH SAKIT UMUM PERMATA MADINA SIBUHUAN**

Nama : Rifka Rahayu  
 Nim : 5404201289  
 Asal Kuliah : Politeknik Negeri Bengkalis  
 Bulan : April

No	Hari	Tanggal	Paraf		Keterangan
			Masuk	Keluar	
1	Senin	1 April 2024	Rifka	Rifka	
2	Selasa	2 April 2024	Rifka	Rifka	
3	Rabu	3 April 2024	Rifka	Rifka	
4	Kamis	4 April 2024	Rifka	Rifka	
5	Jumat	5 April 2024	Rifka	Rifka	
6	Sabtu	6 April 2024	Rifka	Rifka	
7	Senin	8 April 2024	Rifka	Rifka	
8	Selasa	9 April 2024			Cuti Bersama Hari Raya Idul Fitri
9	Rabu	10 April 2024			Hari Raya Idul Fitri
10	Kamis	11 April 2024			Cuti Bersama Hari Raya Idul Fitri
11	Jumat	12 April 2024			Cuti Bersama Hari Raya Idul Fitri
12	Sabtu	13 April 2024			Cuti Bersama Hari Raya Idul Fitri
13	Senin	15 April 2024			Cuti Bersama Hari Raya Idul Fitri
14	Selasa	16 April 2024	Rifka	Rifka	
15	Rabu	17 April 2024	Rifka	Rifka	
16	Kamis	18 April 2024	Rifka	Rifka	
17	Jumat	19 April 2024	Rifka	Rifka	
18	Sabtu	20 April 2024	Rifka	Rifka	
19	Senin	22 April 2024	Rifka	Rifka	
20	Selasa	23 April 2024	Rifka	Rifka	
21	Rabu	24 April 2024	Rifka	Rifka	
22	Kamis	25 April 2024	Rifka	Rifka	
23	Jumat	26 April 2024	Rifka	Rifka	
24	Sabtu	27 April 2024	Rifka	Rifka	
25	Senin	29 April 2024	Rifka	Rifka	
26	Selasa	30 April 2024	Rifka	Rifka	

**DAFTAR ABSENSI KERJA PRAKTEK**  
**RUMAH SAKIT UMUM PERMATA MADINA SIBUHUAN**

Nama : Rifka Rahayu  
 Nim : 5404201289  
 Asal Kuliah : Politeknik Negeri Bengkalis  
 Bulan : Mei

No	Hari	Tanggal	Paraf		Keterangan
			Masuk	Keluar	
1	Rabu	1 Mei 2024			Hari Buruh Internasional
2	Kamis	2 Mei 2024	Rifka	Rifka	
3	Jumat	3 Mei 2024	Rifka	Rifka	
4	Sabtu	4 Mei 2024	Rifka	Rifka	
5	Senin	6 Mei 2024	Rifka	Rifka	
6	Selasa	7 Mei 2024	Rifka	Rifka	
7	Rabu	8 Mei 2024	Rifka	Rifka	
8	Kamis	9 Mei 2024			Kenaikan Isa Al Masih
9	Jumat	10 Mei 2024			Cuti Bersama Kenaikan Isa Al Masih
10	Sabtu	11 Mei 2024	Rifka	Rifka	
11	Senin	13 Mei 2024	Rifka	Rifka	
12	Selasa	14 Mei 2024	Rifka	Rifka	
13	Rabu	15 Mei 2024	Rifka	Rifka	
14	Kamis	16 Mei 2024	Rifka	Rifka	
15	Jumat	17 Mei 2024	Rifka	Rifka	
16	Sabtu	18 Mei 2024	Rifka	Rifka	
17	Senin	20 Mei 2024	Rifka	Rifka	
18	Selasa	21 Mei 2024	Rifka	Rifka	
19	Rabu	22 Mei 2024	Rifka	Rifka	
20	Kamis	23 Mei 2024			Hari Raya Waisak
21	Jumat	24 Mei 2024			Cuti Bersama Hari Raya Waisak
22	Sabtu	25 Mei 2024	Rifka	Rifka	
23	Senin	27 Mei 2024	Rifka	Rifka	
24	Selasa	28 Mei 2024	Rifka	Rifka	
25	Rabu	29 Mei 2024	Rifka	Rifka	
26	Kamis	30 Mei 2024	Rifka	Rifka	
27	Jumat	31 Mei 2024	Rifka	Rifka	

**DAFTAR ABSENSI KERJA PRAKTEK  
RUMAH SAKIT UMUM PERMATA MADINA SIBUHUAN**

Nama : Rifka Rahayu  
 Nim : 5404201289  
 Asal Kuliah : Politeknik Negeri Bengkalis  
 Bulan : Juni







No	Hari	Tanggal	Paraf		Keterangan
			Masuk	Keluar	
1	Sabtu	1 Juni 2024			Hari Lahir Pancasila
2	Senin	3 Maret 2024	Rifka	Rifka	
3	Selasa	4 Maret 2024	Rifka	Rifka	
4	Rabu	5 Maret 2024	Rifka	Rifka	
5	Kamis	6 Maret 2024	Rifka	Rifka	
6	Jumat	7 Maret 2024	Rifka	Rifka	
7	Sabtu	8 Maret 2024	Rifka	Rifka	
8	Senin	10 Maret 2024	Rifka	Rifka	
9	Selasa	11 Maret 2024	Rifka	Rifka	
10	Rabu	12 Maret 2024	Rifka	Rifka	
11	Kamis	13 Maret 2024	Rifka	Rifka	
12	Jumat	14 Maret 2024	Rifka	Rifka	
13	Sabtu	15 Maret 2024	Rifka	Rifka	
14	Senin	17 Maret 2024			Hari Raya Idul Adha
15	Selasa	18 Maret 2024			Cuti Bersama Hari Raya Idul Adha
16	Rabu	19 Maret 2024	Rifka	Rifka	
17	Kamis	20 Maret 2024	Rifka	Rifka	
18	Jumat	21 Maret 2024	Rifka	Rifka	
19	Sabtu	22 Maret 2024	Rifka	Rifka	
20	Senin	24 Maret 2024	Rifka	Rifka	
21	Selasa	25 Maret 2024	Rifka	Rifka	
22	Rabu	26 Maret 2024	Rifka	Rifka	
23	Kamis	27 Maret 2024	Rifka	Rifka	
24	Jumat	28 Maret 2024			Wafat Isa Al Masih
25	Sabtu	29 Maret 2024	Rifka	Rifka	

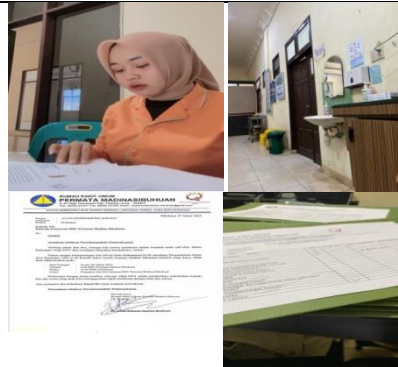
## Appendix 4: Daily Activities of the Apprenticeship

### WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Day : Monday- Saturday

Date : 04 Marc-09 marc 2024





Day/Date	Description of Activities	Task Assignor	Signature
Monday 04 March 2024	1. Submit internship requirements 2. Interview with Head of HRD Unit	Nur Halima Siregar SKM	
Tuesday 05 March 2024	1. Briefing 2. introduction and presentation of human resources material	Nur Halima Siregar SKM	
Wednesday 06 March 2024	1. Briefing 2. Introduction to Hospital Environment	Nur Halima Siregar SKM	
Thursday 07 March 2024	1. Briefing 2. Checking the completeness of employee data	Nur Halima Siregar SKM	
Friday 08 March 2024	1. Briefing 2. Scan of invitation letter	Nur Halima Siregar SKM	
Saturday 09 March 2024	1. Briefing 2. Filing incoming and outgoing letters	Nur Halima Siregar SKM	

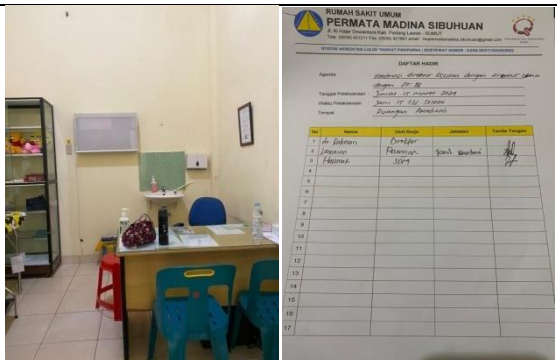
WORKING	EXPLANATION
	<p>In the first week the author conducted an interview with the hospital director, on the second day the author introduced and presented material about human resources, on the third day the author was invited to introduce the hospital environment on the fourth day the author started checking employee data, on the fifth day I started preparing invitation letters, on the sixth day the author filed incoming letters and outgoing letters.</p>

## WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Day : Monday- Saturday

Date : 13 Marc-16 marc 2024







Day/Date	Description of Activities	Task Assignor	Signature
Wednesday 13 March 2024	1. Briefing 2. Make a baby birth certificate	Nur Halima Siregar SKM	
Thursday 14 March 2024	1. Briefing 2. Make a baby birth certificate 3. Monitoring Checking logistics inventory items	Nur Halima Siregar SKM	
Friday 15 March 2024	1. Briefing 2. Make a baby birth certificate 3. Take Meeting Minutes	Nur Halima Siregar SKM	
Saturday 16 March 2024	1. Briefing 2. Make a baby birth certificate 3. Filing incoming and outgoing letters	Nur Halima Siregar SKM	

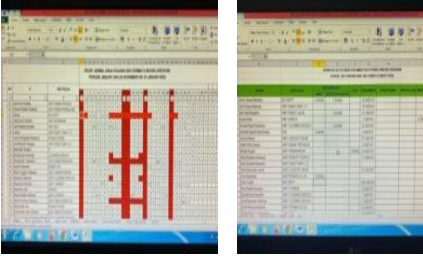
WORKING	EXPLANATION																									
 <p>The image shows a workspace with a desk, chairs, and a whiteboard. To the right is a document from 'BUKUAN SAHIT UNIK PERMATA MADINA SIBUHAN' with a table of activities:</p> <table border="1"> <thead> <tr> <th>No</th> <th>Tanggal</th> <th>Keperawatan</th> <th>Asesmen</th> <th>Penyakit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>13</td> <td>Briefing</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>14</td> <td>Monitoring</td> <td>Inventory</td> <td></td> </tr> <tr> <td>3</td> <td>15</td> <td>Meeting</td> <td>Minutes</td> <td></td> </tr> <tr> <td>4</td> <td>16</td> <td>Archiving</td> <td>Incoming and outgoing letters</td> <td></td> </tr> </tbody> </table>	No	Tanggal	Keperawatan	Asesmen	Penyakit	1	13	Briefing			2	14	Monitoring	Inventory		3	15	Meeting	Minutes		4	16	Archiving	Incoming and outgoing letters		<p>In the second week, on the first day, the writer started making baby certificates, on the second day, the writer monitored the inventory of logistics items, on the third day, the writer took meeting minutes, and on the fourth day, the writer archived incoming and outgoing letters.</p>
No	Tanggal	Keperawatan	Asesmen	Penyakit																						
1	13	Briefing																								
2	14	Monitoring	Inventory																							
3	15	Meeting	Minutes																							
4	16	Archiving	Incoming and outgoing letters																							

**WEEKLY ACTIVITIES  
OF THE APPRENTICESHIP**

Day : Monday- Saturday

Date : 18 Marc-23 marc 2024

Day/Date	Description of Activities	Task Assignor	Signature
Monday 18 March 2024	1. Briefing 2. Checking logistics goods 3. Checking and filing incoming mail	Nur Halima Siregar SKM	
Tuesday 19 March 2024	1. Briefing 2. Make a baby birth certificate 3. Create employee daily reports	Nur Halima Siregar SKM	
Wednesday 20 March 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate	Nur Halima Siregar SKM	
Thursday 21 March 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate 4. Filing Employee attendance in 2023	Nur Halima Siregar SKM	
Friday 22 March 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate	Nur Halima Siregar SKM	
Saturday 23 March 2024	1. Briefing 2. Create employee daily reports 3. Filing incoming and outgoing letters	Nur Halima Siregar SKM	






WORKING	EXPLANATION
	<p>In the third week, on the first day, the writer started to recap the employee's monthly service schedule, on the second day the writer recapped the attendance and tardiness of employees for one month, the third day the writer made a daily report, the fourth day the writer made a birth certificate, and the fifth day the writer archived incoming letters and outgoing letters.</p>

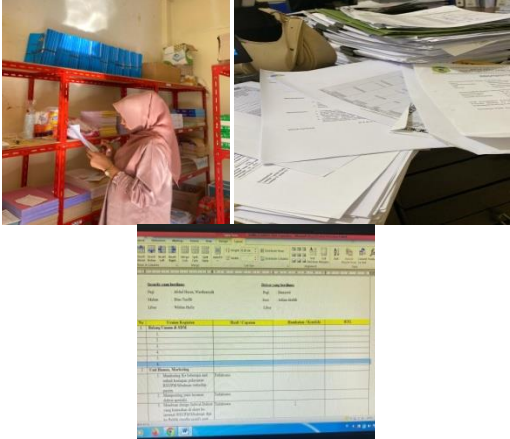


## WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Day : Monday- Saturday

Date : 23 Marc-30 marc 2024







Day/Date	Description of Activities	Task Assignor	Signature
Monday 25 March 2024	1. Briefing 2. Make a baby birth certificate 3. Recapitulate employees' monthly service schedules	Nur Halima Siregar SKM	
Tuesday 26 March 2024	1. Briefing 2. Create employee daily reports 3. Recap the attendance and tardiness of all employees	Nur Halima Siregar SKM	
Wednesday 27 March 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate	Nur Halima Siregar SKM	
Thursday 28 March 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate	Nur Halima Siregar SKM	
Saturday 30 March 2024	1. Briefing 2. Create employee daily reports 3. Filing incoming and outgoing letters	Nur Halima Siregar SKM	


WORKING	EXPLANATION
	<p>In the third week, the first day the author started checking logistics items, the second day making baby birth certificates, the third day bragging daily reports, the fourth day, filing attendance for 2023 and the next filing incoming and outgoing letters.</p>

**WEEKLY ACTIVITIES  
OF THE APPRENTICESHIP**

Day : Monday- Saturday

Date : 01 April-06 April 2024






<b>Day/Date</b>	<b>Description of Activities</b>	<b>Task Assignor</b>	<b>Signature</b>
Monday 1 April 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate	Nur Halima Siregar SKM	
Tuesday 2 April 2024	1. Briefing 2. Make a baby birth certificate	Nur Halima Siregar SKM	
Wednesday 3 April 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate 4. Filing incoming and outgoing letter	Nur Halima Siregar SKM	
Thursday 4 April 2024	1. Briefing 2. Create employee daily reports	Nur Halima Siregar SKM	
Friday 5 April 2024	1. Briefing 2. Create employee daily reports 3. Laminating the morning roll call rules and prayers	Nur Halima Siregar SKM	
Saturday 6 April 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate 4. Filing incoming and outgoing letters	Nur Halima Siregar SKM	



<b>WORKING</b>	<b>EXPLANATION</b>
 <p>The 'WORKING' section contains two photographs. The left photograph shows a person sitting at a desk with a computer monitor displaying a website. The right photograph shows a person kneeling on a tiled floor, looking at papers and a keyboard.</p>	<p>In the second month, the first week on the first day the author made a daily employee report, the second day the author made a baby birth certificate on the third day filing incoming and outgoing letters on the next day laminating the rules and prayers for morning briefing.</p>

## WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Day : Monday- Saturday

Date : 16 April-20 April 2024







Day/Date	Description of Activities	Task Assignor	Signature
Tuesday 16 April 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate 4. Compile Hospital files	Nur Halima Siregar SKM	
Wednesday 17 April 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate 4. Recap the number of outgoing goods and check the goods in the logistics	Nur Halima Siregar SKM	
Thursday 18 April 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate	Nur Halima Siregar SKM	
Friday 19 April 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate 4. Checking all employee data forms	Nur Halima Siregar SKM	
Saturday 20 April 2024	1. Briefing 2. Create employee daily reports 3. Filing incoming and outgoing letters	Nur Halima Siregar SKM	

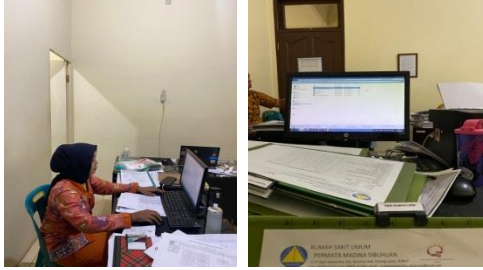
WORKING	EXPLANATION
 	<p>in the third week on the first day the author compiles hospital files on the second day Checking the number of goods out in logistics, the third day the author makes a daily report, on the fourth day the author makes a baby birth certificate and on the fifth day the author archives incoming and outgoing letters.</p>

**WEEKLY ACTIVITIES  
OF THE APPRENTICESHIP**

Day : Monday- Saturday

Date : 16 April-20 April 2024






<b>Day/Date</b>	<b>Description of Activities</b>	<b>Task Assignor</b>	<b>Signature</b>
Monday 22 April 2024	1. Briefing 2. Create employee daily reports 3. Created a new employee interview result assessment form	Nur Halima Siregar SKM	
Tuesday 23 April 2024	1. Briefing 2. Make a baby birth certificate 3. Create employee daily reports	Nur Halima Siregar SKM	
Wednesday 24 April 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate 4. Filing incoming and outgoing letter	Nur Halima Siregar SKM	
Thursday 25 April 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate 4. Recapitulate employees' monthly service schedules	Nur Halima Siregar SKM	
Friday 26 April 2024	1. Briefing 2. Create employee daily reports 3. make expedition to collect Certificate of Birth 4. Recap the attendance and tardiness of all employees	Nur Halima Siregar SKM	
Saturday 27 April 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate 4. Filing incoming and outgoing letters	Nur Halima Siregar SKM	

Day/Date	Description of Activities
	<p>In week four, on the first day, the writer made birth certificates on the second day, the writer made employee daily reports on the third day, the writer recapitulated the employee's monthly service schedule on the fifth day, the writer recapitulated the employee's monthly attendance and tardiness and on the sixth day, the writer archived incoming letters and outgoing letters.</p>

## WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Day : Monday- Saturday

Date : 29 April-04 May 2024





Day/Date	Description of Activities	Task Assignor	Signature
Monday 29 April 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate	Nur Halima Siregar SKM	
Tuesday 30 April 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate	Nur Halima Siregar SKM	
Thursday 2 May 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate	Nur Halima Siregar SKM	
Friday 3 May 2024	1. Briefing 2. Create employee daily reports 3. Filing incoming and outgoing letters	Nur Halima Siregar SKM	
Saturday 4 May 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate	Nur Halima Siregar SKM	



Day/Date	Description of Activities
	<p>In the following week, on the first day, the writer made a birth certificate, on the second day, the writer made a daily employee report, and then filed incoming letters and outgoing letters.</p>

## WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Day : Monday- Saturday

Date : 06 May-11 May 2024

Day/Date	Description of Activities	Task Assignor	Signature
Monday 6 May 2024	1. Briefing 2. Create employee daily reports	Nur Halima Siregar SKM	
Tuesday 7 May 2024	1. Briefing 2. Make a baby birth certificate 3. Create employee daily reports 4. Monitoring checks the room	Nur Halima Siregar SKM	
Wednesday 8 May 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate	Nur Halima Siregar SKM	
Saturday 11 May 2024	1. Briefing 2. Create employee daily reports 4. Filing incoming and outgoing letters	Nur Halima Siregar SKM	







Day/Date	Description of Activities
 	In the following week, on the first day, the writer made a birth certificate, on the second day, the writer made a daily employee report, and then filed incoming letters and outgoing letters.




**WEEKLY ACTIVITIES  
OF THE APPRENTICESHIP**

Day : Monday- Saturday

Date : 13 May-18 May 2024





<b>Day/Date</b>	<b>Description of Activities</b>	<b>Task Assignor</b>	<b>Signature</b>
Monday 13 May 2024	1. Briefing 2. Make a baby birth certificate 3. Create employee daily reports 4. created employee interview attendance list	Nur Halima Siregar SKM	
Tuesday 14 May 2024	1. Briefing 2. Make a baby birth certificate 3. Create employee daily reports 4. Taking meeting minutes	Nur Halima Siregar SKM	
Wednesday 15 May 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate 4. Directing all interviewed employees	Nur Halima Siregar SKM	
Thursday 16 May 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate	Nur Halima Siregar SKM	
Friday 17 May 2024	1. Briefing 2. Create employee daily reports 4. Make a baby birth certificate	Nur Halima Siregar SKM	
Saturday 18 May 2024	1. Briefing 2. Create employee daily reports 3. Filing incoming and outgoing letters	Nur Halima Siregar SKM	

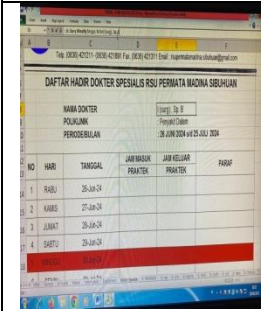

Day/Date	Description of Activities
	<p>In week three, on the first day, the writer makes an attendance list for the interview of prospective employees on the second day, the writer makes meeting minutes for employees who meet on the third day, employees direct all prospective employees who want to interview on the fifth day, the writer makes a daily employee report and on the sixth day, employees file incoming letters and outgoing letters.</p>

## WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Day : Monday- Saturday

Date : 20 May-26 May 2024






Day/Date	Description of Activities	Task Assignor	Signature
Monday 20 May 2024	1. Briefing 2. Create employee daily reports	Nur Halima Siregar SKM	
Tuesday 21 May 2024	1. Briefing 2. Make a baby birth certificate 3. Create employee daily reports 4. Create a doctor's roll call	Nur Halima Siregar SKM	
Wednesday 22 May 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate 4. Recap the number of outgoing goods and check the goods in the logistics	Nur Halima Siregar SKM	
Saturday 25 May 2024	1. Briefing 2. Create employee daily reports 3. Filing incoming and outgoing letters 4. Recapitulate employees' monthly service schedules	Nur Halima Siregar SKM	


Day/Date	Description of Activities
 	<p>In the fourth week, on the first day, the author made daily employee reports, on the second day, the author wrote the doctor's attendance list, on the third day the author recapitulated the number of incoming and outgoing goods in logistics and on the fourth day the author recapitulated the employee's monthly service schedule.</p>

**WEEKLY ACTIVITIES  
OF THE APPRENTICESHIP**

Day : Monday- Saturday

Date : 27 May-31 May 2024







Day/Date	Description of Activities	Task Assignor	Signature
Monday 27 May 2024	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Make a baby birth certificate</li> <li>3. Create employee daily reports</li> <li>4. Recap the attendance and tardiness of all employees</li> </ol>	Nur Halima Siregar SKM	
Tuesday 28 May 2024	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Make a baby birth certificate</li> <li>3. Create employee daily reports</li> <li>4. Filing incoming and outgoing letters</li> </ol>	Nur Halima Siregar SKM	
Wednesday 29 May 2024	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Create employee daily reports</li> <li>3. Make a baby birth certificate</li> </ol>	Nur Halima Siregar SKM	
Thursday 30 May 2024	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Create employee daily reports</li> <li>3. Filing incoming and outgoing letters</li> </ol>	Nur Halima Siregar SKM	
Friday 31 May 2024	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Create employee daily reports</li> <li>4. Make a baby birth certificate</li> </ol>	Nur Halima Siregar SKM	

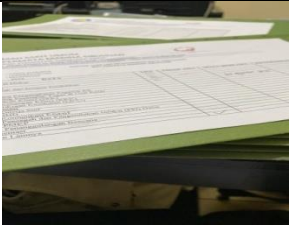
Day/Date	Description of Activities
	At the end of the week of May and the beginning of June, the writer recapitulated the attendance and tardiness of employees during the May period, on the second day the writer was asked to make a daily report, on the third day the writer made a birth certificate and the next day the writer filed incoming letters and outgoing letters.

**WEEKLY ACTIVITIES  
OF THE APPRENTICESHIP**

Day : Monday- Saturday

Date : 03 June - 08 June 2024







Day/Date	Description of Activities	Task Assignor	Signature
Monday 3 June 2024	1. Briefing 2. Make a baby birth certificate 3. Create employee daily reports	Nur Halima Siregar SKM	
Tuesday 4 June 2024	1. Briefing 2. Make a baby birth certificate 3. Create employee daily reports 4. Filing incoming and outgoing letters	Nur Halima Siregar SKM	
Wednesday 5 June 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate	Nur Halima Siregar SKM	
Thursday 6 June 2024	1. Briefing 2. Create employee daily reports	Nur Halima Siregar SKM	
Friday 7 June 2024	1. Briefing 2. Create employee daily reports 3. Checking all employee data forms 4. Make a baby birth certificate	Nur Halima Siregar SKM	
Saturday 8 June 2024	1. Briefing 2. Create employee daily reports 3. Filing incoming and outgoing letters	Nur Halima Siregar SKM	


Day/Date	Description of Activities
	At the beginning of June in the first week and on the first day the author made a daily employee report on the second day the author filed incoming and outgoing letters and on the next day the author checked the completeness of employee data.

**WEEKLY ACTIVITIES  
OF THE APPRENTICESHIP**

Day : Monday- Saturday

Date : 10 June - 15 June 2024





<b>Day/Date</b>	<b>Description of Activities</b>	<b>Task Assignor</b>	<b>Signature</b>
Monday 10 June 2024	1. Briefing 2. Make a baby birth certificate 3. Create employee daily reports 4. Organize and check logistics items	Nur Halima Siregar SKM	
Tuesday 11 June 2024	1. Briefing 2. Make a baby birth certificate 3. Create employee daily reports 4. Filing incoming and outgoing letters	Nur Halima Siregar SKM	
Wednesday 12 June 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate 4. Checking all employee data forms	Nur Halima Siregar SKM	
Thursday 13 June 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate	Nur Halima Siregar SKM	
Friday 14 June 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate	Nur Halima Siregar SKM	
Saturday 15 June 2024	1. Briefing 2. Create employee daily reports 3. Filing incoming and outgoing letters	Nur Halima Siregar SKM	


Day/Date	Description of Activities
 <p>The image shows a document titled "FORMULIR PERAMATAN &amp; PENGANTARAN BARANG LOGISTIK" (Logistics Goods Monitoring and Handover Form). It contains a table with columns for "No.", "Kategori", "Jumlah", "Keterangan", and "Tgl. Pengiriman". The table has several rows of data, some of which are highlighted in yellow. The document also includes a signature line at the bottom.</p>	<p>In the second week, on the first day the writer checked the goods out of logistics, on the second day the writer made a birth certificate, on the third day the writer checked employee data, on the fourth day the writer made a daily employee report, on the next day the writer filed incoming letters and outgoing letters.</p>

**WEEKLY ACTIVITIES  
OF THE APPRENTICESHIP**

Day : Monday- Saturday

Date : 19 June - 22 June 2024

Day/Date	Description of Activities	Task Assignor	Signature
Wednesday 19 June 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate	Nur Halima Siregar SKM	
Thursday 20 June 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate 4. Checking all employee data forms	Nur Halima Siregar SKM	
Friday 21 June 2024	1. Briefing 2. Create employee daily reports 3. Checking all employee data forms 4. Make a baby birth certificate	Nur Halima Siregar SKM	
Saturday 22 June 2024	1. Briefing 2. Create employee daily reports 3. Filing incoming and outgoing letters	Nur Halima Siregar SKM	







Day/Date	Description of Activities
	In week three, on the first day, the writer made daily employee reports, on the second day, the writer checked employee data, and on the third day, the writer made birth certificates and on the following day, the writer filed incoming and outgoing letters.



**WEEKLY ACTIVITIES  
OF THE APPRENTICESHIP**

Day : Monday- Saturday

Date : 24 June - 29 June 2024

<b>Day/Date</b>	<b>Description of Activities</b>	<b>Task Assignor</b>	<b>Signature</b>
Monday 24 June 2024	1. Briefing 2. Make a baby birth certificate 3. Create employee daily reports 4. Create a doctor's roll call	Nur Halima Siregar SKM	
Tuesday 25 June 2024	1 Briefing 2. Create employee daily reports 3.Filing incoming and outgoing letters 4. Recapitulate employees' monthly service schedules	Nur Halima Siregar SKM	
Wednesday 26 June 2024	1. Briefing 2. Create employee daily reports 3. Make a baby birth certificate	Nur Halima Siregar SKM	
Thursday 27 June 2024	. Briefing 2. Make a baby birth certificate 3. Create employee daily reports 4. Recap the attendance and tardiness of all employees	Nur Halima Siregar SKM	
Friday 28 June 2024	1. Briefing 2. Create employee daily reports 3. Checking all employee data forms	Nur Halima Siregar SKM	
Saturday 29 June 2024	1. Briefing 2. Create employee daily reports 3. Farewell to All Employees	Nur Halima Siregar SKM	

<b>Day/Date</b>	<b>Description of Activities</b>
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In the last week of June, on the first day the author made the monthly attendance list of doctors, on the second day the author recapitulated the official schedule of all employees for the August period, on the third day the author made a daily employee report, on the fourth day the author recapitulated the attendance and tardiness of all employees in June, on the fifth day the author checked employee data and on the last day the author said goodbye to all employees.