

APPRENTICESHIP REPORT
BENGKALIS DEPARTMENT OF TRANSPORTATION
SECRETARIAT FIELD

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APPLIED BACHELOR INTERNATIONAL BUSINESS
ADMINISTRATION STUDY PROGRAM
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
2024

APPRENTICESHIP REPORT

BENGKALIS DEPARTMENT OF TRANSPORTATION SECRETARIAT FIELD

Written as one of the conditions to completing Job training

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Bengkalis, August 08th, 2024

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ACKNOWLEDGEMENT

Praise be to Allah SWT, because by the abundance of His grace and guidance, the author was able to complete the practical work period which was carried out from March 1, 2024 to June 28, 2024 at Department of Transportation (Dishub), Bengkalis Regency. This Practical Work has an important meaning for the author to gain valuable experience and is compiled as a form of documentation, evaluation of student experience during the Practical Period in Secretariat of Department of Transportation.

This practical work is one of the activities for students of the Bachelor of International Business Administration study program of the Bengkalis State Polytechnic in completing studies which were carried out in semester VIII (Eight). This practical work is important for the author to be able to apply the knowledge gained in college to the world of work.

The author realizes that the implementation of apprenticeship activities and the writing of apprenticeship reports cannot be completed without the support and assistance of various parties. On this occasion, the author would like to thank all **Employees and Employees of The Bengkalis Department of Transportation, Especially in The Secretariat Field** who have guided me patiently and directed me for the work I have done from the beginning until now.

In the preparation of this Internship report, the author realizes that without the guidance of various parties, this Internship report cannot be completed in a certain time, therefore the author would like to thank all parties who have been involved and helped the author. Related parties include:

1. Mr. Johny Custer, S.T., MT as Director of the State Polytechnic of Bengkalis
2. Mr Armada, S.T., MT as Deputy Director of State Polytechnic of Bengkalis
3. Mrs. Supriati, M.Si as Head of Business Administration the Department Administration Study Program
4. Mrs. Wan Junita Raflah, B.Sc., M,Ec, Dev as Head of the International Business Administration Study Program

5. Mr. Hutomo Atman Maulana, S.Pd., M.Si as Advisor
6. Mr. Muhammad Alkadri Perdana, B.IT., M.Sc as coordinator of Practical Work (KP)
7. All Lecturers, Especially the Bachelor of Applied International Business Administration Study Program who have taught during the lecture.
8. Mr. Muhammad Adi Pranoto, S.E,M.M as the campus Relation Head of Bengkalis Transportation Office
9. Mr. Arif Fachmy, SE., M.Si as the campus Relation Advisor
10. To my beloved mother who has supported me so that I have reached this stage. Who sacrificed half his life for his beloved child so he could become scholar today
11. For my kind friends, Fatihatus Soleha, Melisa, Nurhanisyak, and Novalia Ramadani. Thank you for everything. Thank you for helping with the process of completing this course, from thesis, to apprenticeship. May you always be protected by Allah SWT.

The author sincerely apologizes if during his Practical Work in the Secretariat at Department of Transportation (Dishub) of Bengkalis Regency there are mistakes or behavior that may be unsatisfactory. With humility, the author realized that this report was far from perfect. Therefore, all constructive criticisms and suggestions are highly expected to make a positive contribution to future improvements.

Bengkalis, August 08th, 2024



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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

In facing the dynamics of the world of education and competition in the world of work, the Bengkalis State Polytechnic plays an active role in preparing its students. Education in higher education is indeed directed to actualize students' potential, but the complexity of the scope of education often creates a gap between the theoretical knowledge of the campus and the demands of practice in the field. The limitations of the static nature of campus science are also a real challenge faced by students.

To overcome this obstacle, the Bengkalis State Polytechnic has introduced an internship program as an integral part of its curriculum. This program not only aims to train students in the aspect of theoretical knowledge, but also seeks to develop soft skills and essential hard skills in the world of work. Through the internship experience, it is hoped that students can apply their knowledge in real situations, preparing themselves for the challenges of the dynamic world of work.

In carrying out this program, the Bengkalis State Polytechnic has a great responsibility to ensure that students can integrate academic knowledge with the professionalism needed in the world of work. The dissonance between theory and practice in the field, along with the limitations of time and space, is an obstacle that needs to be overcome by students who want to successfully penetrate the world of work.

Along with the rapid development of the world of work in Indonesia, adaptation to changes and the application of science in real contexts is the key to success after graduating from the Bengkalis State Polytechnic. This university, with the various majors it offers, is committed to providing sufficient provisions to its students to be able to compete in an increasingly complex world of work. One of the real steps in preparing 2 students is to integrate The internship program, as the author undergoes, is an integral part of the educational process.

In addition, the author's decision to undergo Practical Work at the Transportation Agency (Dishub) is also in line with the goals of professional and academic development, especially in the field of engineering. The selection of this internship site was driven by a deep desire to combine the theory that has been learned on campus with practical applications in industry. Bengkalis State Polytechnic, with various majors including the International Business Administration Study Program, is trying to direct its students to gain industry experience involving planning, processing, and implementation in a work unit.

The practical work carried out by the author in the Secretariat of the Transportation Agency (Dishub) for a period of 143 days is expected to make a positive contribution to the development of cooperatives and at the same time prepare the author to face the real challenges of the world of work. During this time, the author managed to gain experience in cooperative management, finance, and marketing, as well as practical skills in the daily management of cooperative operations.

Thus, through this educational journey and internship experience, Bengkalis State Polytechnic strives to create graduates who not only have a strong knowledge base, but also relevant skills and are ready to apply in the ever-changing world of work.

1.2 Purpose of the Apprenticeship

In general, the purpose of Practical Work (KP) is one of the activities for Bengkalis State Polytechnic students in completing their studies. The objectives and benefits of holding the practical work to achieve the expected results are as follows:

1. To find out the job description of work activities at Bengkalis Department of Transportation.
2. To find out the time and place of practical work at Bengkalis Department of Transportation.
3. To find out the work system and work procedures of the Workforce Services section at Bengkalis Department of Transportation.

4. To find out the kind description of the activity in the of practical work at Bengkalis Department of Transportation.
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 Bengkalis Department of Transportation.

1.3 Significances of the Apprenticeship

1. Students can add insight into new knowledge and experience in the world of work to improve themselves before being recruited into the world of work.
2. Students train their confidence to be more courageous in making decisions at work.
3. Students have the opportunity to get to know and familiarize themselves with the work atmosphere, and learn about various problems that often occur in the world of work.
4. Students have the opportunity to work in teams consisting of several people so that they are able to provide ideas.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

Before the establishment of the Bengkalis Department of Transportation. Implementation of Regional Autonomy, Implementation of Government Duties, Development and Community Services in the Transportation Sector by the Central Government at the Provincial Level. Based on the Decree of the Minister of Transportation No. 19 of 1997 concerning the Organizational Structure of the Work Procedures of the Crossing Port and Bengkalis Regency is one of the Regencies running the Transportation Sector under the name of the Organizational Structure of the Bengkalis Crossing Port Bengkalis under the authority of the Department of Transportation of the Riau Provincial Regional Office, then the Bengkalis Regency Transportation Office was formed in 2001 based on the Bengkalis Regency Regional Regulation Number 23 of 2001 concerning the Organization and Work Procedures of the Bengkalis Regency Transportation Office.

In 2005 based on the Regional Regulation of Bengkalis Regency Number 10 of 2005 concerning the Establishment of the Organization and Work Procedures of the Bengkalis Regency Transportation Office was stipulated in Bengkalis on February 5, 2005 with the following Organizational Structure:

- a) Head
- b) Administration Section, consisting of:
 - 1. Program Planning Sub-Division
 - 2. Sub-Division of General Administration and Finance
- c) Land Transportation Sector, consisting of:
 - 1. Traffic and Land Transportation Section
 - 2. Facilities and Infrastructure Technical Safety Section
- d) The field of Sea Transportation, consisting of:
 - 1. Sea Transport Traffic and Shipping Safety Section

- 2. Port Section
- e) The Field of Civil Aviation consists of:
 - 1. Airport Section
 - 2. Aviation Safety Support Section
- f) Postal and Telecommunications Sector, consisting of:
 - 1. Postal Section
 - 2. Telecommunications Section
- g) Technical Implementation Unit of the Service
- h) Functional Position Group

In 2012, changes were made to the Organizational Structure Based on Bengkalis Regency Regional Regulation Number 03 of 2012 concerning the Organization and Work Procedures of the Bengkalis Regency Transportation, Communication and Informatics Office and Bengkalis Regent Regulation Number 65 of 2012 concerning Main Duties and Functions and Details of Duties at the Bengkalis Regency Transportation, Communication and Informatics Office with the position of the main tasks and organizational functions that have regional autonomy authority.

In 2017 with the stipulation of Bengkalis Regency Regional Regulation Number 3 of 2016 concerning the Establishment and Composition of the Bengkalis Regency Regional Apparatus, the Bengkalis Department of Transportation, Communication and Informatics Office became the Bengkalis Department of Transportation with Bengkalis Regent Regulation Number 50 of 2016 (Regarding the Position, Organizational Structure, Echelonering, Duties, Functions and Description of Duties and Work Procedures at the Department of Transportation Since the establishment of the Department of Transportation, there have been 13 changes of the Head of the Bengkalis Department of Transportation from 2001 until now, the names who have been the Head of the Bengkalis Department of Transportation include:

- 1. Drs. H. NURDIN BAKAR (Year 2001)
- 2. H. IDRIS IBRAHIM, SH (Year 2002)
- 3. Drs. H. ZULKARNAIN, MM (Year 2003)

4. Drs. SUHENDRI, MM (Year 2006)
5. Ir. H. ANWAR ZAINAL, MM (Year 2007)
6. H. WAN MUKHTAR, SH. MH (Year 2008)
7. Drs. H. JHONI SYAFRIZAL (Year 2009 s/d December 2011)
8. Drs. H. ELFIAN RAMLI (Year 2011 s/d March 2012)
9. Drs. H. ABDUL HAMID ACHMAD (April 2012 s/d September 2012)
10. Ir. EMRI JULIHARNIS, MT.Ph.D (October 2012 s/d February 2013)
11. H. ARMAN AA, SE (March 2013 s/d October 2013)
12. H. JAAFAR ARIEF, S.Sos. M.Si (November 2013 s/d September 2017)
13. DJOKO EDY IMHAR, S.Sos. M.Si (2017)
14. MUHAMMAD ADI PRANOTO, S.E.,M.M (2023-Now)

2.2 Vision and Mision

2.2.1 Vision of the Bengkalis Department of Transportation The vision of the Bengkalis Department of Transportation is "The realization of a reliable Bengkalis Department of Transportation System in supporting the regional and national transportation system"

2.2.2 Mission of the Bengkalis Department of Transportation The mission of the Bengkalis Department of Transportation in accordance with the formulated Vision is:

- 1). Realizing safe, smooth, orderly and controlled traffic conditions.
- 2). Realizing rural and urban public transportation facilities.
- 3). Realizing the quality of Transportation services.
- 4). Realizing a good Management and Government System.

2.2.3 Destination of the Bengkalis Department of Transportation

- 1). Improving the quality of regional development planning
- 2). Increasing the capacity and quality of institutions and planning apparatus.
- 3). Increasing the number and quality of regional development data.

2.3 Kind of Business

Business activities carried out by the Bengkalis Department of Transportation to regulate and supervise transportation, are as follow:

1. Granting transportation business licenses to transportation operators to operate legally.
2. Regulate and supervise port operations, such as Ro-Ro crossing ports including ship scheduling, cargo handling and port operational security.
3. Provision and service as well as Ro-Ro port facilities, dock repair and construction of transportation support facilities.

2.4 Organization Structure

In a company, the organizational structure has a very important meaning to achieve goals. The organizational structure of the Bengkalis Department of Transportation is prepared in accordance with the applicable provisions, in essence explaining all the functions, obligations and responsibilities of each part occupied.

Organizational Structure of the Bengkulu Department of Transportation

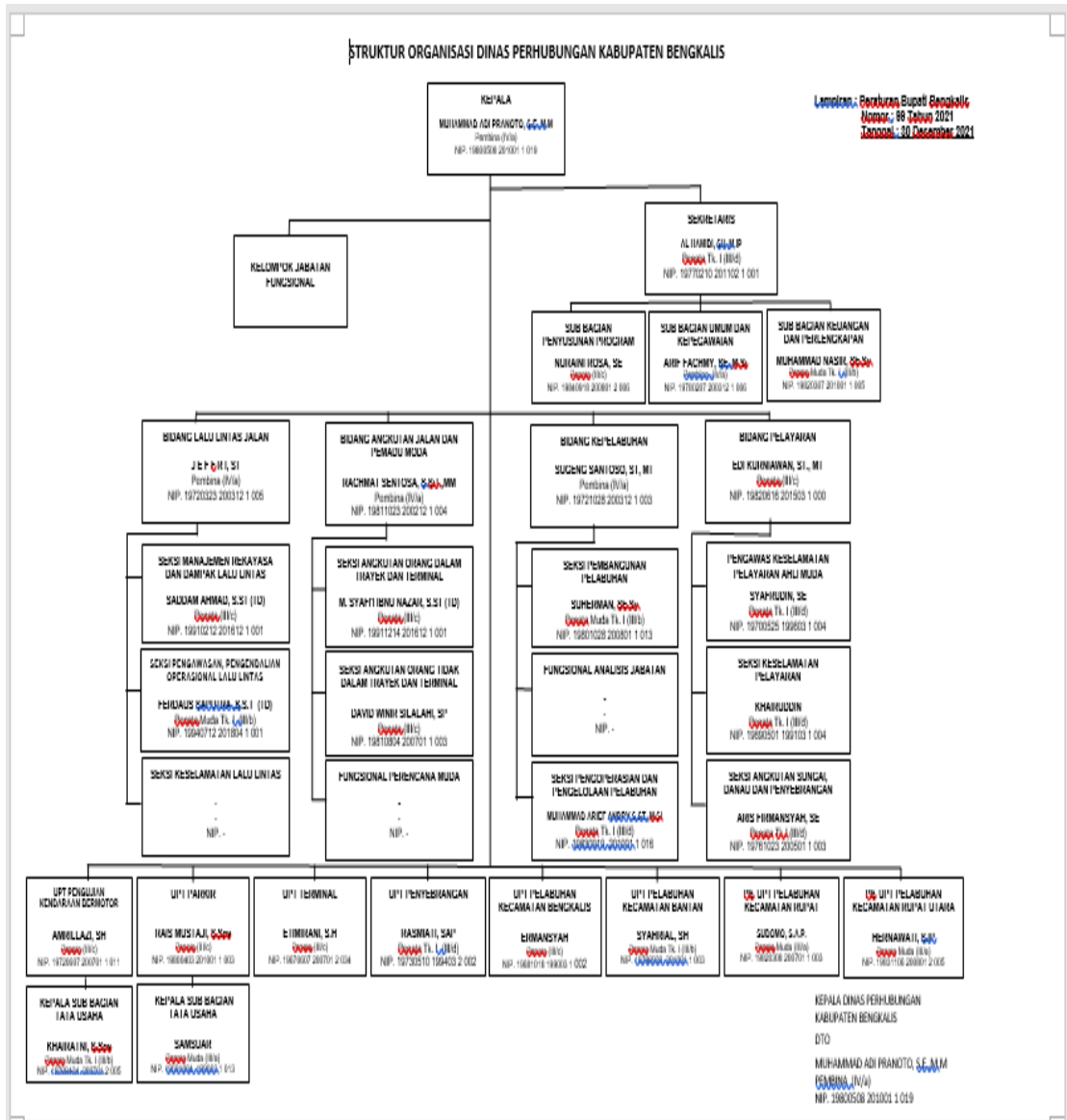


Figure 2.1 Organizational Structure of the Bengkulu Regency Transportation Office
 Source: Office of the Transportation Office for Secretariat

To be able to achieve its goals, the Bengkalis Department of Transportation in its operational activities is led by a KABAN (Head of Agency). The duties of each division are as follows:

1. Head

The Head has the task of assisting the Regent, carrying out government support affairs that are the authority of the region and assisting in the field of transportation and traffic. The Head in carrying out the duties as intended carries out the following functions:

- a. Formulation of regional policies in the field of road traffic, road transportation, ports and shipping transportation which are under regional authority
- b. Implementation of policies to provide infrastructure and support in the fields of road traffic, road transportation, ports and shipping transportation which are under regional authority
- c. Implementation of coordination in the field of road traffic, road transportation, ports and shipping transportation which is the authority of the region
- d. Improving the quality of human resources in the field of transportation
- e. Monitoring, supervising, evaluating and reporting on the implementation of transportation
- f. Implementation of coordination with related agencies in the field of transportation
- g. Implementation of other duties given by the Regent

2. Secretariat

The Secretariat has the task of leading, coordinating and controlling tasks in the field of management, secretariat services which include coordination, planning, preparation of programs and budgets, financial management, equipment and General and Personnel. The Organizational Structure of the Secretariat, consisting of:

- a. The Program Preparation Sub-Division has the task of preparing 11 guidance materials, policies, guidelines, and technical instructions as well as services in the field of Program Preparation in accordance with applicable regulations.

- b. The General and Personnel Sub-Division 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 applicable regulations.
- c. The Finance and Equipment Sub-Division 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. Traffic Field

The road traffic sector has the task of carrying out the preparation and implementation of policies, providing assistance as well as monitoring and evaluating engineering and traffic impacts, road operations, traffic safety and road transportation, in carrying out the duties of the traffic sector.

4. Transportation and Modal Mixing

The Transportation and Modal Transportation Division has the task of carrying out the preparation and implementation of policies, providing assistance as well as monitoring and evaluation in the field of transportation of people on routes and terminals, transportation of people not on routes and transportation of goods and planning and development of transportation, in carrying out the duties of the Transportation and Modal Transportation Sector.

5. Port Field

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 sector.

6. Shipping Field

The Planning, Control and Evaluation Division has the task of leading, planning, compiling, implementing, coordinating, evaluating, and controlling the functions of the Planning and Control Division.

2.5 The Working Process

The autor was currently interning in the secretariat field. The secretariat division in Department of Transportation is generally responsible for administration, coordination and administrative support for the Department activities and functions. This includes drafting and managing documents, organizing meetings, handling correspondence, and managing archives and data. This field also often plays a role in preparing reports and other activities that support overall services operations.

In the general sub-division, personnel, finance and assets have the task of preparing data and information for the preparation of technical and operational policies in the field of transportation and then carrying out administration such as personnel, coaching, improving discipline and also carrying out general administrative affairs, households, official trips, equipment and archives. In compiling and implementing cleanliness, beauty and also office security, in addition to coordinating and compiling standard operating procedures (SOPs), compiling and evaluating the implementation of minimum service standards (SPM) in the field of transportation. Furthermore, carry out supervision activities attached to the scope of the Transportation Office, prepare plans for the needs of goods, supervise, manage and investigail, carry out public relations and literature activities of the Transportation Office, handle public complaints related to the implementation of duties, carry out financial administration, carry out management of official trips, compensation, employee salaries and payment of financial rights and so on, then compiling and implementing the budget accountability of the Transportation Office, assisting the secretary in carrying out the coordination of the implementation of organizational tasks and apparatus management and finally carrying out other tasks given by the secretary.

The Sub-division of Program Preparation and Evaluation has the task of collecting, managing, reviewing and researching data for the preparation of program plans, activities and budgets, then carrying out planning activities, as well as compiling documents in the field of transportation, in addition to having a task in terms of coordinating in the planning of programs, activities and budgets in the field of transportation. The next main task is to carry out coordination with related

units in the context of analyzing and assessing the implementation of programs and budgets, making feedback on the results of the preparation and determination of the budget for program and budget planning for the next year, after that carrying out supervision, reporting, evaluation and monitoring of the implementation of tasks and carrying out other tasks that have been given by the secretary.

The main task of the inner Traffic Sector carries out some of the tasks of the Transportation Department in the field of traffic engineering management and traffic impact analysis and also road equipment and street lighting. The functions in the main tasks include the preparation of programs and activities in the field of traffic engineering management as well as the analysis of the impact of traffic on road equipment and road equipment. The next function is the preparation of policy formulation materials in the field of traffic engineering management and traffic impact analysis, road equipment and street lighting, the next task is in the implementation of policies in the field of traffic engineering management and traffic impact analysis, road equipment and street lighting, in addition to that it also has the function of carrying out coordination in the field of traffic and also monitoring, evaluating and reporting on the implementation of policies in the field of traffic engineering management as well as traffic impact analysis, road equipment and street lighting and finally carrying out other functions that have been given by the head of the Transportation Agency.

The Traffic Management and Rekyasa Section has the task of carrying out management and engineering located in the district traffic and road transportation network, carrying out traffic impact analysis assessments and then having the task of inventorying data on motor vehicles, road sections, road users and road traffic, carrying out coaching in the field of traffic and also compiling technical guidelines for operational standards in the field of traffic management and engineering, Carry out monitoring, evaluation and reporting in the field of traffic management and engineering and the last task is to carry out as well as other tasks that have been given by the Head of the Traffic Division.

The task of the road maintenance section is to carry out activities in preparing plans for the improvement and development of road equipment facilities. After that,

they also compiled technical guidelines and standard operating procedures in the field of road equipment, then carried out the procurement of installation and construction of road equipment facilities, in addition to that they also carried out the maintenance of other equipment facilities, prepared materials and also carried out monitoring, evaluation and reporting in the field of road equipment, carried out railway crossing facilitation activities on district roads and finally carried out tasks such as carry out the tasks given by the Head of Field.

The task of the road equipment section is to design a plan for improving and developing road equipment facilities, design technical guidelines for standard operating procedures in the field of road equipment then carry out the procurement of installation and construction of road equipment facilities and then carry out maintenance of road equipment facilities road, preparing materials and carrying out monitoring, evaluation and reporting in the field of road equipment, carrying out railway crossing facilitation activities on district roads and the last task is to carry out other tasks that have been given by the head of the Bengkalis Regency transportation office.

In the street lighting section, it has the task of designing planning data and maps of the street lighting network, drafting technical guidelines and standard operating procedures in the field of street lighting, after which to prepare technical planning guidelines for the street lighting network after designing these three things, the next task is to carry out operational development and also carry out maintenance of the street lighting network after that, Carry out monitoring and control of the maintenance of the street lighting network and also carry out other tasks that have been given by the traffic sector.

The main task of the transportation sector is to carry out part of the duties of the transportation service in the field of transporting people and goods, as well as public transportation infrastructure. The functions of the public transportation sector include preparing policy formulation materials in the field of transporting people and also transporting goods and public transportation infrastructure. The second function is the preparation of programs and activities in the field of transportation of people and goods and public transportation infrastructure, then the

implementation of programs and activities in the field of transportation of people and goods as well as public transportation facilities and infrastructure, then monitoring, evaluating and reporting on the implementation of policies in the field of transportation of people and goods as well as public transportation infrastructure and the most important function of carrying out the duties of the head of the transportation agency.

The task of the transportation of people and goods section is to prepare technical guidelines and standard operating procedures in the field of transportation of people and goods, then issue business licenses for the transportation of people and goods in the region and then issue permits for the transportation of people that have been operating in the region, Prepare materials and prepare a plan for establishing economy class tariffs for transportation of people serving routes within the region, after which prepare materials and prepare a plan for determining economy class tariffs for transportation of people serving the route in the region. The next task is to prepare a plan for the transportation needs of people on the route and freight transportation, carry out public transportation safety coaching and river crossing.

The duties of the field of operational control and transportation are where part of the tasks of the Transportation Office are in the field of traffic and transportation operational control and have a function in the preparation of policy formulation materials in the field of traffic and transportation operational control, formulation of programs and activities in the field of traffic and transportation operational control, implementation of programs and activities in the field of traffic and transportation operational control. The next function is to monitor, evaluate and report policies in the field of operational control of traffic traffic The last function is to carry out the functions that have been given by the head of the service.

The main task of UTPD is to test vehicles and carry out some of the tasks of the Jombang Regency Transportation Office in the field of motor vehicle testing, in addition to UPTD motor vehicle testers also have several functions in order to prepare program plans, activities in the context of implementing technical policies in the field of management, regulation and motor vehicle testing services (PKB)

then have a function as an implementer of work programs and technical policies that Regarding general administration and in the field of the first periodic test as well as the process for mutation vehicles for entry and exit tests, the implementation of non-follow-up programs and technical policies set by the Transportation Agency which include data collection, determination, supervision, reporting of motor vehicle test results. The function is to carry out research on administrative requirements for the periodic test process and technical research in the form of inspections and testing regarding special requirements such as technical completeness owned by motor vehicles. The next function is the process of completing the test by providing proof of passing the periodic test to each motor vehicle that has been declared passed in the form of a test book and test mark as well as the implementation of the collection of testing service retribution in accordance with the provisions of the law.

2.6 Document Used for Activity

In the field of the secretariat Department of Transportation service, several commonly used documents include:

1. Incoming and Outgoing Letters: Official documents containing information or instructions received or sent by the department.
2. Meeting Minutes: Official records of meeting results which include the agenda, discussions and decisions taken.
3. Activity Report: Document that records activities, programs or project implemented by the Department of Transportation
4. Decree: A document containing an official or head of service regarding a particular policy or action.
5. Application Form: Document used to submit various applications or permits related to transportation.
6. Activity agenda: Schedule or plan of official activities that must be implemented.
7. Working Paper or Memo: An internal document to convey brief information or instructions.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

In this chapter, there are several descriptions of activities or duties during carrying out Practical Work at the Bengkalis Department of Transportation for 4 months which will be carried out from March 1 to June 28, 2024 and placed in the Secretariat Division.

During the implementation of Practical Work, there are many opportunities given to do work that is the task of the secretariat field and a lot of new knowledge can be taken in the world of work, especially in the field of administration. To be clearer and easier to report the activities that have been carried out, there are several descriptions of weekly activities, so that every work done can be reported clearly. The tasks that have been carried out for 4 months at the Bengkalis Regency Transportation Office in the Secretariat Sector are as follows:

1. Receiving Letters and Invitations.
2. Doubling Incoming Letters and Invitations.
3. Distributing mail.
4. Archiving incoming letters & official notes.
5. Numbering of outgoing letters.
6. Destroying documents.
7. Create a Schedule of Office Events.
8. Distributing Employee Salary Details at BCA Bank
9. SAKIP Meeting at the Regent's Office

3.2 System and Procedure

3.2.1 System

To make it easier for employees to do their jobs, the company uses an internet-based system. Each computer in one division is connected to other divisions in all Business Units at the Bengkalis Transportation Office Office. But not all work is

done online, some are done offline and manually, some of the work I do is done more offline than online.

3.2.2 Procedure

The apprenticeship procedure that has been carried out at the Bengkalis Department of Transportation from March 1 to June 30, 2024 in the secretariat division is as follows:

1. Receiving Letters and Invitations

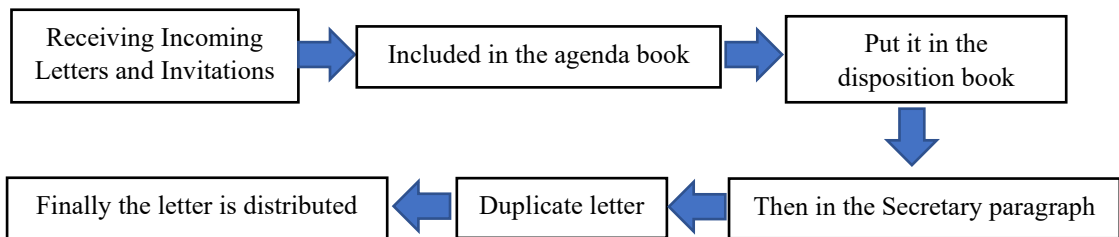


Figure 3.1 Receiving Letters and Invitations Flow Chart

Source: Data Processed 2024

Incoming Letters and Invitations received every day, will be processed as shown in the flow diagram above.

2. Doubling Incoming Letters and Invitations

There are two ways to duplicate incoming letters and invitations, namely, by scanner and machine.

a. Using the Scanner

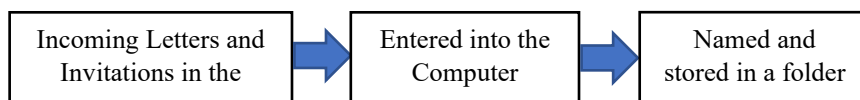


Figure 3.2 Using the Scanner Flow Chart

Source: Data Processed 2024

b. Using the Machine

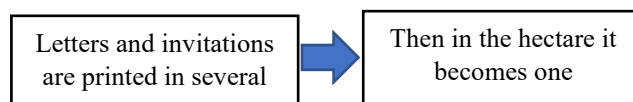


Figure 3.3 Using the Machine Flow Chart

Source: Data Processed 2024

Incoming letters and invitations need to be scanned and duplicated so that they are easy to find when needed.

3. Distributing Mail

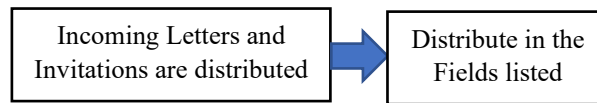


Figure 3.4 Distributing Mail Flow Chart

Source: Data Processed 2024

Distributing incoming letters and invitations is very necessary, because the letters received list the duties of which field will handle the content of the letters listed in the letters and invitations.

4. Archiving incoming letters & official notes

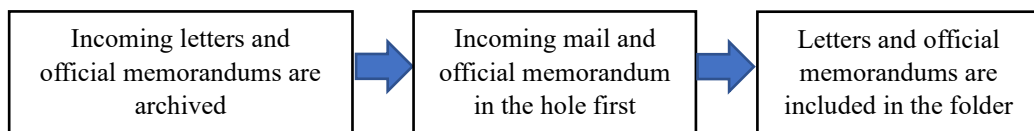


Figure 3.5 Archiving incoming letter & official notes Flow Chart

Source: Data Processed 2024

Archiving incoming letters and official memorandums is very important, because later when you need it again, it is easy to find it again.

5. Numbering of outgoing letters

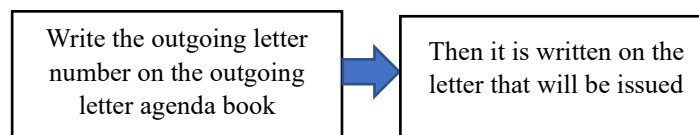


Figure 3.6 Numbering of outgoing letters Flow Chart

Source: Data Processed 2024

Giving a number to the letter that will be issued is very important, because later if given a feeding number, the letter that comes out is original and official from the office that issued the letter.

6. Destroying documents

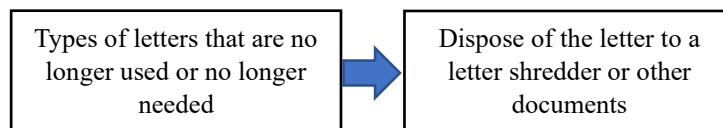


Figure 3.7 Destroying documents Flow Chart

Source: Data Processed 2024

Destroying the letter is very necessary, because if the letter is no longer used or made incorrectly, it must be destroyed so that there is not much paper waste piled up.

7. Create a Schedule of Office Events

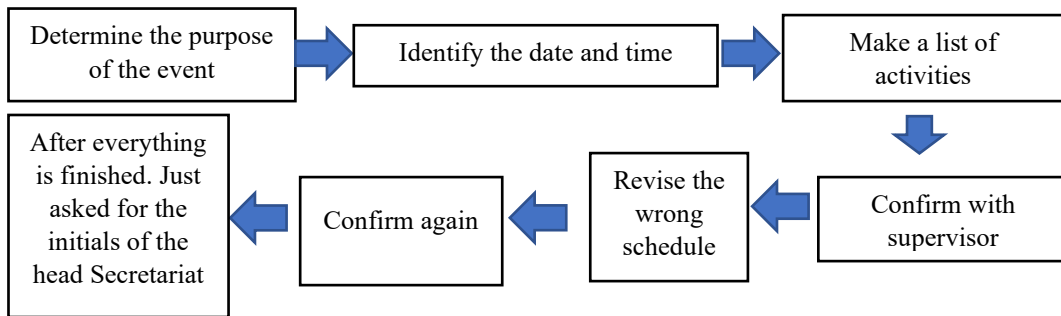


Figure 3.8 Create a Schedule of Office Events Flow Chart
 Source: Data Processed 2024

Making an event schedule should be done long before the date of the event, ideally several weeks or even months beforehand. This provides sufficient time to plan, coordinate with all relevant parties, and ensure all event details are well organized.

8. Distributing Employee Salary Details at BCA Bank

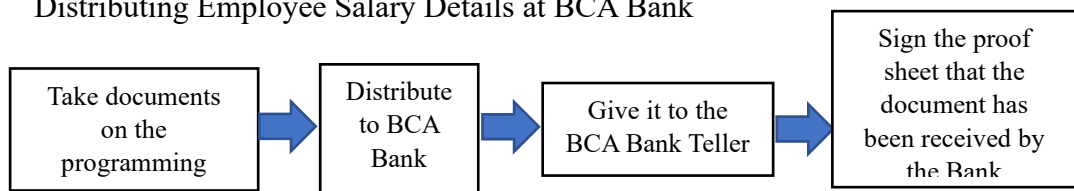


Figure 3.9 Distributing Employee Salary Details at BCA Bank Flow Chart
 Source: Data Processed 2024

It is very important to deliver employee salary documents so that the salary that will be paid to each employee is not late in entering their account.

9. SAKIP Meeting at the Regent's Office

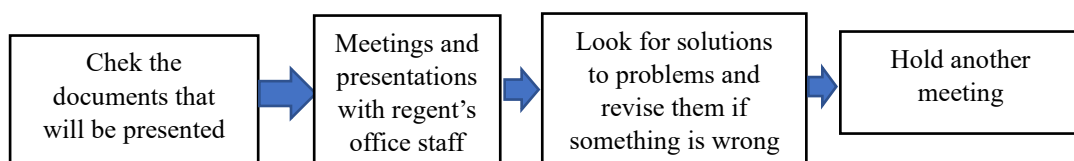


Figure 3.10 SAKIP Meeting at the Regent's Office Flow Chart
 Source: Data Processed 2024

SAKIP (Government Agency Performance Accountability System) meetings are usually held at certain times according to the schedule determined by each government agency. However, these meetings are often held periodically, such as every quarter or yearly, to evaluate and report on performance achievements and future planning.

3.3 Place of Apprenticeship

The practical work activity is carried out in accordance with the provisions of the code of conduct for the implementation of practical work activities a period of 4 (four) month starting from March 01, 2024 to June 28, 2024. During the implementation of practical work activities, placed in the Workforce Services section.

Table 3.1 Schedule Working House at Bengkalis Department of Transportation

No	Day	Working Hours	Rest
1	Monday s/d Wednesday	07.30 s/d 16.00 WIB	12.00 s/d 13.00 WIB
2	Thursday s/d Friday	07.30 s/d 16.30 WIB	12.00 s/d 13.30 WIB
3	Saturday s/d Sunday	Off	Off

Source: Processed Data 2024

3.4 Kind and Description of the Activity

In the first week of the work carried out, namely, the introduction of the placement location will be carried out in the field of secretariat. To complete and make it easier to write, the activity is described in the form of a table. The description can be seen in Table 3.1 of the Week 1 Agenda Report (first) below:

Table 3.2 Work Agenda Report for Week 1 (first) starting March 1, 2024

No	Day/Date	Activities	Venue
1	Friday March 01 st , 2024	-Introduction of the Dishub environment -Discussion at the BPBD Office	Secretariat Field

Source: Processed Data 2024

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

Table 3.3 Work Agenda Report for Week 2 (two) starting from March 04-08, 2024

No	Day/Date	Activities	Venue
1	Monday March 04 th , 2024	-	Secretariat Field

2	Tuesday March 05 th , 2024	Record incoming and outgoing letters in the agenda book	Secretariat Field
3	Wednesday March 06 th , 2024	-	Secretariat Field
4	Thursday March 07 th , 2024	-Record incoming and outgoing letters in the agenda book -Filing letters	Secretariat Field
5	Friday March 08 th , 2024	Archiving papers	Secretariat Field

Source: Processed Data 2024

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

Table 3.4 Work Agenda Report for Week 3 (three) starting from March 11-15, 2024

No	Day/Date	Activities	Venue
1	Monday March 11 st , 2024	Red Date Holidays	-
2	Tuesday March 12 nd , 2024	Red Date Holidays	-
3	Wednesday March 13 rd , 2024	Record incoming and outgoing mail agendas	Secretariat Field
4	Thursday March 14 th , 2024	-Record incoming and outgoing letters in the agenda book -Filing letters	Secretariat Field
5	Friday March 15 th , 2024	Entering incoming and outgoing letters in the agenda book	Secretariat Field

Source: Processed Data 2024

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

Table 3.5 Work Agenda Report for Week 4 (four) starting from March 18-22, 2024

No	Day/Date	Activities	Venue
1	Monday March 18 th , 2024	Record incoming and outgoing letters in the	Secretariat Field

		agenda book and then archive	
2	Tuesday March 19 th , 2024	Archive incoming mail in bundles accordingly	Secretariat Field
3	Wednesday March 20 th , 2024	Record incoming letters in the agenda book	Secretariat Field
4	Thursday March 21 th , 2024	Archiving papers according to their activities	Secretariat Field
5	Friday March 22 nd , 2024	Sick	Secretariat Field

Source: Processed Data 2024

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

Table 3.6 Work Agenda Report for Week 5 (five) starting from March 25-29, 2024

No	Day/Date	Activities	Venue
1	Monday March 25 th , 2024	-Record incoming mail agenda -Filing letters -Archiving SK-SK	Secretariat Field
2	Tuesday March 26 th , 2024	Filing letters according to their activities and fields	Secretariat Field
3	Wednesday March 27 th , 2024	-Archiving papers -Drafting letters according to the field -Compiling SPK	Secretariat Field
4	Thursday March 28 th , 2024	-Drafting letters according to the field -Compiling SPK	Secretariat Field
5	Friday March 29 th , 2024	Red Date Holidays	-

Source: Processed Data 2024

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

Table 3.7 Work Agenda Report for Week 6 (six) starting from 01-05 April 2024

No	Day/Date	Activities	Venue
1	Monday April 01 st , 2024	Record budget documents	Secretariat Field

2	Tuesday April 02 nd , 2024	Filing incoming mail	Secretariat Field
3	Wednesday April 03 rd , 2024	-Record budget documents -Compiling SPK	Secretariat Field
4	Thursday April 04 th , 2024	-Record budget documents -Record incoming mail -Archive incoming mail into bundles according to activities	Secretariat Field
5	Friday April 05 th , 2024	-Filing incoming and outgoing mail -Record incoming mail -Compiling SPK	Secretariat Field

Source: Processed Data 2024

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

Table 3.8 Work Agenda Report for Week 7 (seven) starting from April 08-12, 2024

No	Day/Date	Activities	Venue
1	Monday April 08 th , 2024	Red Date Holidays	-
2	Tuesday April 09 th , 2024	Red Date Holidays	-
3	Wednesday April 10 th , 2024	Red Date Holidays	-
4	Thursday April 11 th , 2024	Red Date Holidays	-
5	Friday April 12 th , 2024	Red Date Holidays	-

Source: Processed Data 2024

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

Table 3.9 Work Agenda Report for Week 8 (eight) starting from April 15-19, 2024

No	Day/Date	Activities	Venue
----	----------	------------	-------

1	Monday April 15 th , 2024	Red Date Holidays	-
2	Tuesday April 16 th , 2024	-Filing letters -Archiving SPK	Secretariat Field
3	Wednesday April 17 th , 2024	Compiling SPK	Secretariat Field
4	Thursday April 18 th , 2024	-Drafting letters according to the field -Compile documents	Secretariat Field
5	Friday April 19 th , 2024	-Record budget documents -Filing letters -Schedule incoming mail	Secretariat Field

Source: Processed Data 2024

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

Table 3.10 Work Agenda Report for Week 9 (nine) starting from April 22-26, 2024

No	Day/Date	Activities	Venue
1	Monday April 22 nd , 2024	Managing and requesting tax returns, official memorandums and outgoing letters as many as 10 letters in each field	Secretariat Field
2	Tuesday April 23 rd , 2024	Managing and requesting tax returns, official memorandums and outgoing letters as many as 10 letters in each field	Secretariat Field
3	Wednesday April 24 th , 2024	Managing and requesting tax returns, official memorandums and outgoing letters as many as 10 letters in each field	Secretariat Field
4	Thursday April 25 th , 2024	Managing and requesting tax returns, official memorandums and outgoing letters as many as 10 letters in each field	Secretariat Field
5	Friday April 26 th , 2024	Managing and requesting tax returns, official memorandums and outgoing letters as many as 10 letters in each field	Secretariat Field

Source: Processed Data 2024

The following is the display of the work report in the 10th (tenth) week, namely, the day/date, activities and place of implementation

Table 3.11 Work Agenda Report for Week 10 (ten) starting from April 29-May 03,2024

No	Day/Date	Activities	Venue
1	Monday April 29 th , 2024	-Filing letters -Filing the Decree	Secretariat Field
2	Tuesday April 30 th , 2024	-Filing letters -Filing the Decree	Secretariat Field
3	Wednesday May 01 st , 2024	Red Date Holidays	Secretariat Field
4	Thursday May 02 nd , 2024	-Record incoming and outgoing mail agendas -Filing letters	Secretariat Field
5	Friday May 03 rd , 2024	-Filing letters -Creating SPIP -Record budget documents	Secretariat Field

Source: Processed Data 2024

The following is the display of the work report in the 11th (eleventh) week, namely, the day/date, activities and place of implementation

Table 3.12 Work Agenda Report for Week 11 (eleven) starting from 06 -10 May 2024

No	Day/Date	Activities	Venue
1	Monday May 06 th , 2024	-Record incoming letters in the agenda book -Filing letters	Secretariat Field
2	Tuesday May 07 th , 2024	Giving stamp stamps on SK sheets	Secretariat Field
3	Wednesday May 08 th , 2024	-Record incoming and outgoing mail -Record budget documents -Compiling SPK -Eating together at Mam Rosa house	Secretariat Field
4	Thursday May 09 th , 2024	Red Date Holidays	-
5	Friday May 10 th , 2024	Red Date Holidays	-

Source: Processed Data 2024

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

Table 3.13 Work Agenda Report for Week 12 (twelve) starting from May 13 -17, 2024

No	Day/Date	Activities	Venue
1	Monday May 13 rd , 2024	Manage and request 10 tax returns, service notes and outgoing letters in each field	Secretariat Field
2	Tuesday May 14 th , 2024	Manage and request 10 tax returns, service notes and outgoing letters in each field	Secretariat Field
3	Wednesday May 15 th , 2024	Manage and request 10 tax returns, service notes and outgoing letters in each field	Secretariat Field
4	Thursday May 16 th , 2024	Manage and request 10 tax returns, service notes and outgoing letters in each field	Secretariat Field
5	Friday May 17 th , 2024	Manage and request 10 tax returns, service notes and outgoing letters in each field	Secretariat Field

Source: Processed Data 2024

The following is the display of the work report in the 13th (thirteenth) week, namely, the day/date, activities and place of implementation

Table 3.14 Work Agenda Report for Week 13 (thirteen) starting from May 20 -24, 2024

No	Day/Date	Activities	Venue
1	Monday May 20 th , 2024	Archive documents	Secretariat Field
2	Tuesday May 21 st , 2024	-Record budget documents -Filing incoming mail	Secretariat Field
3	Wednesday May 22 nd , 2024	-Archiving documents -Filing incoming mail	Secretariat Field
4	Thursday May 23 rd , 2024	Red Date Holidays	-

5	Friday May 24 th , 2024	Red Date Holidays	-
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Source: Processed Data 2024

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

Table 3.15 Work Agenda Report for Week 14 (fourteen) starting from May 27 -31, 2024

No	Day/Date	Activities	Venue
1	Monday May 27 th , 2024	Filing incoming mail	Secretariat Field
2	Tuesday May 28 th , 2024	-Record the budget of funds -Creating SPIP -Compiling SPK	Secretariat Field
3	Wednesday May 29 th , 2024	-Record incoming mail -Archiving papers	Secretariat Field
4	Thursday May 30 th , 2024	Archive documents	Secretariat Field
5	Friday May 31 st , 2024	-Record incoming and outgoing mail agendas -Filing the Decree -Compiling SPK	Secretariat Field

Source: Processed Data 2024

The following is the display of the work report in the 15th (fifteenth) week, namely, day/date, activities and place of implementation

Table 3.16 Work Agenda Report for Week 15 (fifteen) starting from 03 -07 June 2024

No	Day/Date	Activities	Venue
1	Monday June 03 rd , 2024	Compile documents that have been archived by date	Secretariat Field
2	Tuesday June 04 th , 2024	-Compile documents that have been archived according to the date -Giving a Stamp on the SK sheet	Secretariat Field
3	Wednesday June 05 th , 2024	-Photocopy of the incoming letter that has been disposed of -Delivering invitations to the Field of Traffic	Secretariat Field

4	Thursday June 06 th , 2024	-Deliver the disposed letter to the Field of Traffic -Deliver the disposable letter to the Finance Sector -Deliver the disposable letter to the Transportation Sector	Secretariat Field
5	Friday June 07 th , 2024	-Photocopy of the incoming letter that has been disposed of -Destroying documents that are no longer used	Secretariat Field

Source: Processed Data 2024

The following is the display of the work report in the 16th (sixteenth) week, namely, the day/date, activities and place of implementation

Table 3.17 Work Agenda Report for Week 16 (sixteen) starting from June 10 -14, 2024

No	Day/Date	Activities	Venue
1	Monday June 10 th , 2024	-Deliver the disposable letter to the Finance Sector -Deliver the disposable letter to the Transportation Sector	Secretariat Field
2	Tuesday June 11 th , 2024	Delivering goods to IAARD Office	Secretariat Field
3	Wednesday June 12 nd , 2024	Print of the Official Recap	Secretariat Field
4	Thursday June 13 rd , 2024	-Recording Official Budget Documents - Deliver the disposable letter to the Traffic Field	Secretariat Field
5	Friday June 14 th , 2024	-Picking up documents in the Ortal room of the Regent's Office -Preparing coupons for Eid al-Adha	Secretariat Field

Source: Processed Data 2024

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

Table 3.18 Work Agenda Report for Week 17 (seventeen) starting from June 17 -21, 2024

No	Day/Date	Activities	Venue
1	Monday June 17 th , 2024	Red Date Holidays	-
2	Tuesday June 18 th , 2024	Red Date Holidays	-
3	Wednesday June 19 th , 2024	Recap of Agency data	Secretariat Field
4	Thursday June 20 th , 2024	Stamp assignment on the Employee Decree sheet	Secretariat Field
5	Friday June 21 st ,2024	-Deliver the disposed letter to the Field of Traffic -Deliver the disposable letter to the Finance Sector -Deliver the disposable letter to the Transportation Sector	Secretariat Field

Source: Processed Data 2024

The following is the display of the work report in the 18th (eighteenth) week, namely, the day/date, activities and place of implementation

Table 3.19 Work Agenda Report for Week 18 (eighteen) starting from June 24 -28, 2024

No	Day/Date	Activities	Venue
1	Monday June 24 th , 2024	-	-
2	Tuesday June 25 th , 2024	SAKIP Meeting at the Regent's Office	Secretariat Field
3	Wednesday June 26 th , 2024	-Deliver the Detailed File of Salary Receipt at BANK BCA -Deliver incoming mail that has been disposed of to the Traffic Field -Taking PKB Absences to the Traffic Field	Secretariat Field
4	Thursday June 27 th , 2024	-	-
5	Friday June 28 th , 2024	Closing of the KP and handing over souvenirs to the Bengkalis Regency Transportation Office	Secretariat Field

Source: Processed Data 2024

3.4.1 Software and Hardware Used

The software used during carrying out Practical Work at the Bengkalis Department of Bengkalis in the Secretariat Field is as follows:

1. *Microsoft Excel*

Microsoft Excel is a software for processing data automatically including basic calculations, use of functions, graphing and data management. This software is very helpful for solving administrative problems from the simplest to the more complex. In this work, excel is used to make a Recap of SPPD for Official Travel inside and outside the region and make a Development Clarification report from the results of the Official Trip.

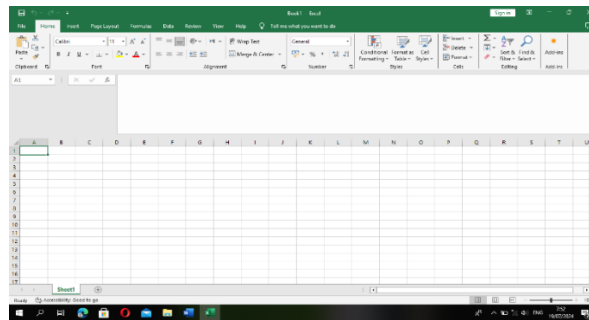


Figure 3.11 Microsoft Excel

Source: Office of the Transportation Department for Secretariat

2. *Microsoft Word*

Microsoft Word is a program that is part of the Microsoft Office installation package, functioning as a word processing software including creating, editing, and formatting documents. In this job, I use word to make an Department of Bengkalis

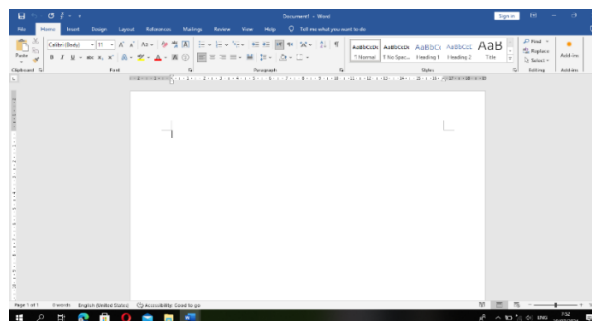


Figure 3.12 Microsoft Word

Source: Office of the Transportation Department for Secretariat

3.4.2 Hardware

The hardware used during carrying out Practical Work (KP) at the Bengkalis Regency Transportation Office is as follows:

1. Computers

A computer is an electronic device in which there are various software and a place to store important files that aim to support activities in the company. It is generally used to enter data and type the data needed.

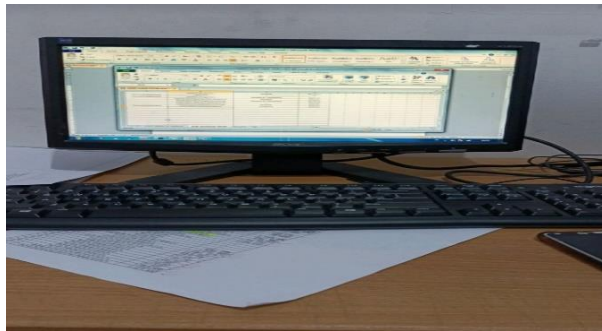


Figure 3.13 Computers

Source: Office of the Transportation Department for Secretariat

3.4.3 Equipment that is often used during practical work

1. Printer

A printer is one of the electronic devices used to print documents or files. The existence of a printing machine can make it easier to print letters and company documents



Figure 3.14 Printing Machine (Printer)

Source: Office of the Transportation Department for Secretariat

2. Photocopier

The Photocopy multiplier machine is used when duplicating documents.



Figure 3.15 Copiers

Source: Office of the Transportation Department for Secretariat

3. Shredder

Shredders are used to shredder unused documents



Figure 3.16 Shredder

Source: Office of the Transportation Department for Secretariat

4. Stapler

When doing practical work, staplers are used to clip official notes, letters, and other documents.



Figure 3.17 Stapler

Source: Office of the Transportation Department for Secretariat

5. Perforator

Used for punching paper



Figure 3.18 Perforator

Source: Office of the Transportation Department for Secretariat

6. Pen

The pen is used to write incoming and outgoing letters in the incoming letter book and disposition sheet.



Figure 3.19 Pen

Source: Office of the Transportation Department for Secretariat

7. Pencil

Pencils are used to record in the expedition book when distributing letters to other rooms.

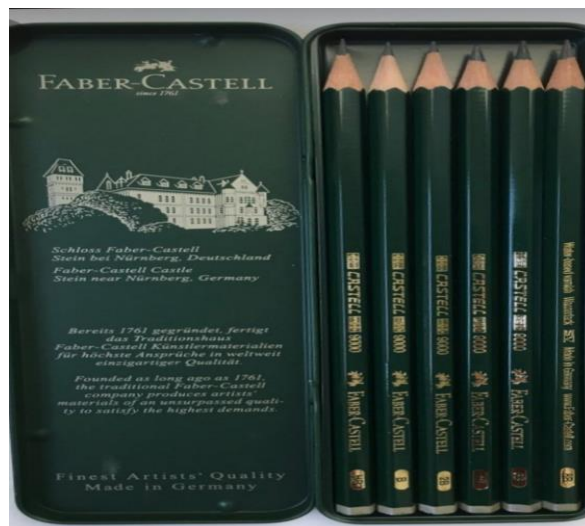


Figure 3.20 Pencil

Source: Office of the Transportation Department for Secretariat

3.4.4 Documents Produced

The file documents generated during the implementation of Practical Work at Bengkulu Department of Transportation in the secretariat field from March 1 to June 28, 2024, for more details can be seen in the following description:

1. Disposing of incoming mail

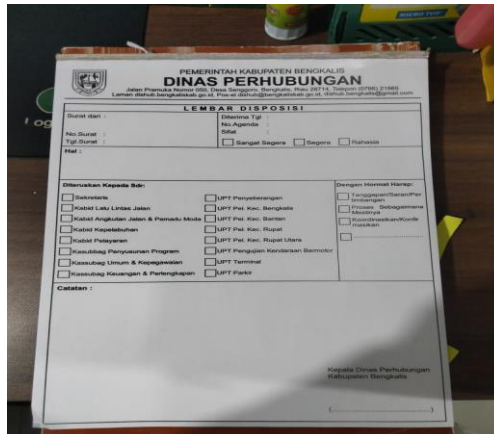


Figure 3.21 Disposition of Incoming Mail

Source: Office of the Transportation Department for Secretariat

2. Duplicate Documents



Figure 3.22 Duplicating Documents

Source: Office of the Transportation Department for Secretariat

3. Archiving Incoming Letters and Official Memorandums



Figure 3.23 Archiving Incoming Letters and Official Memorandums
Source: Office of the Transportation Department for Secretariat

4. Letter Numbering

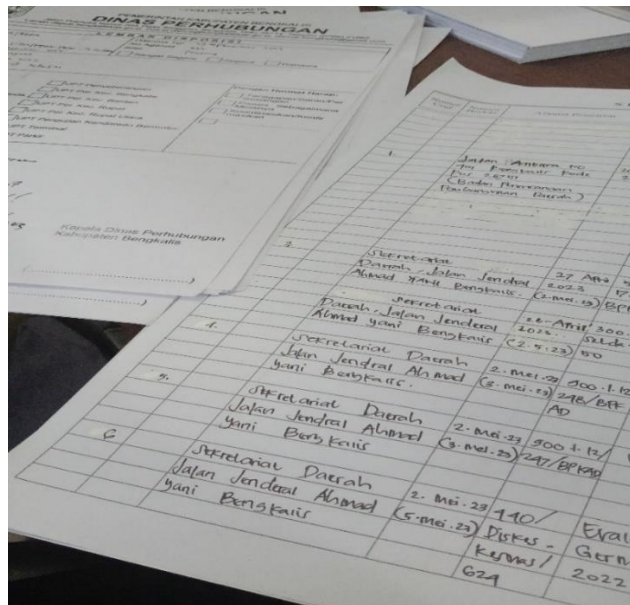


Figure 3.24 Letter Numbering
Source: Office of the Transportation Department for Secretariat

3.5 Obstacles and Solutions Faced During Practical Work

3.5.1 Obstacles Faced During Practical Work

1. There are obstacles when making official travel notes, due to lack of understanding when inputting numbers in Excel. These numbers are in the form of funds, dates, serial numbers.
2. There are obstacles when requesting archives such as official notes, tax returns, outgoing letters because they don't know each other in each different field.
3. There were problems when recording data due to lack of understanding when recording.

3.5.2 Solutions to the obstacles faced

Author must be able to better understand and study actively what they lack in the world of work. So that later when he enters the world of work, the author will already know about things like that.

CHAPTER IV

CONCLUSION AND SUGESTION

4.1 Conclusion

In the implementation of Practical Work (KP) activities at Department of Transportation in the secretariat field, several conclusions can be drawn as follows:

1. This practical work activity was carried out at Bengkalis Department of Transportation which is located at Jl. Pramuka, Senggoro. During practical work the author is placed in the Secretariat Field division. Practical work activities start on March 1, 2024 until June 28, 2024.
2. There are several types of work during the practical work program, namely: Disposition the Letter, Duplicating Document and Letters, Distributing Letters, Filing Incoming Letters and Official Memorandums, Letter Numbering, and Destroying Document.
3. The hardware and software used are computers, while the software used in carrying out work in the field of secretariat work at the Bengkalis Transportation Office is Microsoft Excel and Microsoft World.
4. The equipment and equipment used when doing work at the Bengkalis Transportation Office in the secretariat field are printers, staplers, pens, pencils, erasers, rulers, perforators, photocopying machines, and shredders
5. The data required when carrying out Practical Work are the book in position, agenda number, letter number, date of receipt, date of letter, address of mail, documents to be duplicated such as, letters and receipts, original disposition sheets, data to be archived and bundled, outgoing mail books, documents to be destroyed.

4.2 Suggestion

After carrying out Practical Work at the Bengkalis Transportation Office in the secretariat field, there are several suggestions, namely:

1. It is recommended that officers inspect the equipment used in the office work process every day so that there is no damage during use.
2. For smooth and faster work, the Company should provide office equipment such as a multiplier machine (Photocopy) must have more than one to speed up the work.

REFERENCES

Natasa, Nanda Sari. (2021). "Laporan Kerja Praktek (KP) Kantor Dinas Perhubungan Kabupaten Bengkalis" Politeknik Negeri Bengkalis.

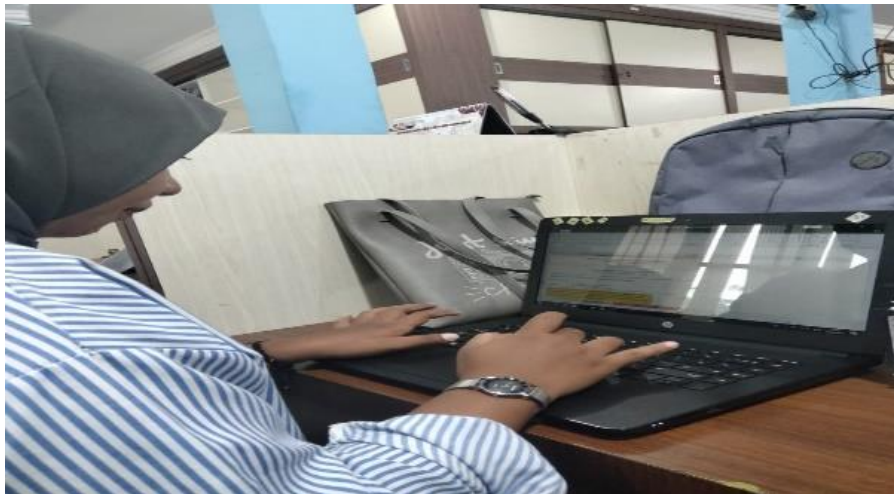
<https://dishub.bengkaliskab.go.id>

APPENDIX

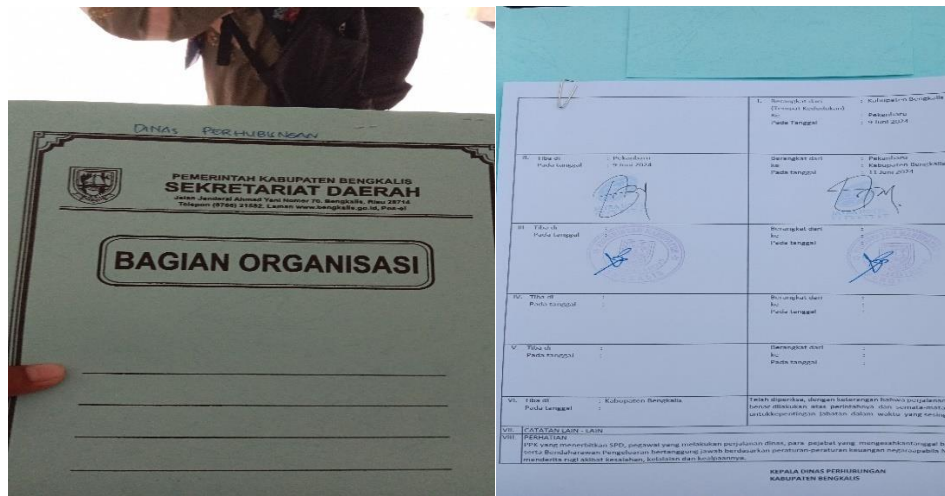
Appendix 1: Incoming mail disposition



Appendix 2: Duplicate documents and incoming mail



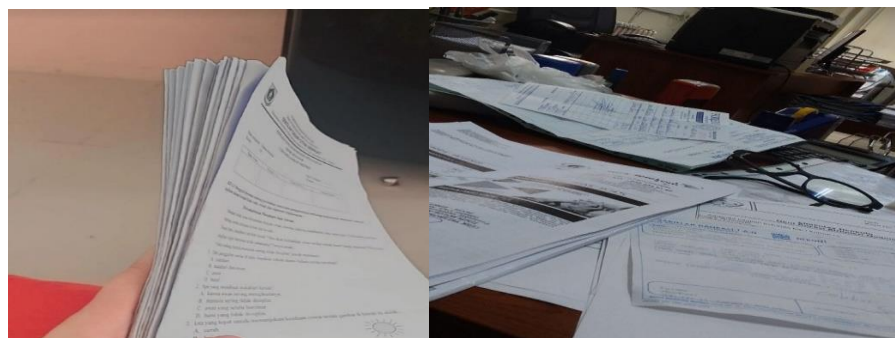
Appendix 3: Distributing Letters



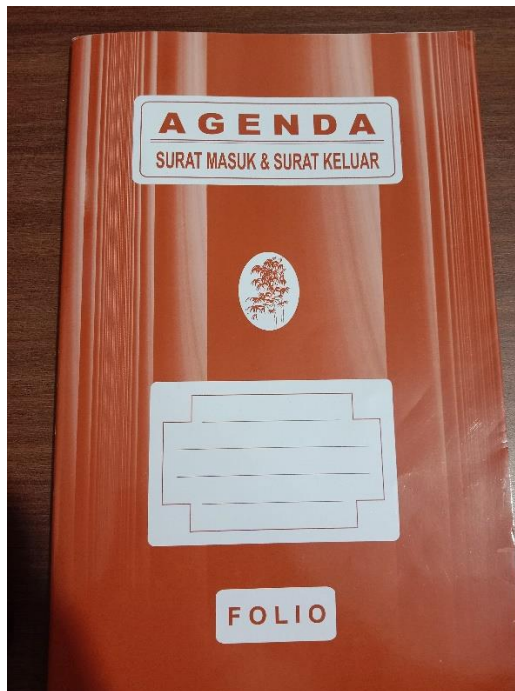
Appendix 4: Archiving Official Letters and Memorandums



Appendix 5: Letter Numbering



Appendix 6: Agenda Book



Appendix 7: Meeting at the Regents Office





Appendix 8: Certificate Apprenticeship



Appendix 9: Assessment Sheet Apprenticeship

28

Form-4:

PENILAIAN DARI PERUSAHAAN KERJA
PRAKTEKDINAS PERHUBNGAN KABUPATEN
BENGKALIS

Nama : SONIA ELVIKA
NIM : 5404201267
Program Studi : ADMINISTRASI BISNIS INTERNASIONAL
Politeknik Bengkalis

No.	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	85
2.	Tanggung- jawab	25%	85
3.	Penyesuaian diri	10%	85
4.	Hasil Kerja	30%	85
5.	Perilaku secara umum	15%	85
	Total Jumlah (1+2+3+4+5)	100%	425

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

Catatan :

Selama sonia magang di Dinas Perhubungan anaknya manut disiplin dan bertanggung jawab dengan pekerjaan yang dikasi, penyesuaian diri juga cepat, hasil kerja baik, prilaku juga sangat sopan.

PENILAI
KASUBAG PENYUSUNAN PROGRAM
DINAS PERHUBUNGAN



NURAINI ROSA, SE
PENATA
NIP. 19840918 200801 2 006

MENGETAHUI,
SEKRETARIS
DINAS PERHUBUNGAN



A. HAMIDI, M. IP
PENATA TK. I
NIP. 19770210 201102 1 001

Appendix 11: Daily Activity Form

FORMULIR KEGIATAN HARIAN MAHASISWA

Nama : Sonia Elvika
 NIM : 5404201267
 Program Studi : Administrasi Bisnis Internasional
 Tempat KP : Dinas Perhubungan Kabupaten Bengkalis
 Bagian/Bidang : Sekretariat

Minggu Ke	Tanggal	Jenis Kegiatan	Paraf
I	1 Maret 2024	-Perkenalan lingkungan Dishub -Diskusi di Kantor BPBD	
	4 Maret 2024	-	
II	5 Maret 2024	Mencatat surat masuk dan surat keluar di buku agenda	
	6 Maret 2024	-	
	7 Maret 2024	-Mencatat surat masuk dan surat keluar di buku agenda -Mengarsipkan surat	
	8 Maret 2024	Mengarsipkan surat-surat	
III	11 Maret 2024	Tanggal Merah	
	12 Maret 2024	Tanggal Merah	
	13 Maret 2024	Mencatat agenda surat masuk dan keluar	
	14 Maret 2024	-Mencatat surat masuk dan surat keluar di buku agenda -Mengarsipkan surat	
IV	15 Maret 2024	Memasukkan surat masuk dan keluar di buku agenda	
	18 Maret 2024	Mencatat surat masuk dan keluar di buku agenda kemudian di arsipkan	
	19 Maret 2024	Mengarsipkan surat masuk di bundel sesuai tanggal	
	20 Maret 2024	Mencatat surat masuk di buku agenda	

	21 Maret 2024	Mengarsipkan surat-surat sesuai kegiatannya	
	22 Maret 2024	Sakit (Demam)	
V	25 Maret 2024	-Mencatat agenda surat masuk -Mengarsipkan surat	
	26 Maret 2024	Mengarsipkan SK-SK	
	27 Maret 2024	Mengarsipkan surat sesuai kegiatan dan bidangnya	
	28 Maret 2024	-Mengarsipkan surat-surat -Menyusun surat sesuai bidang -Menyusun SPK	
VI	29 Maret 2024	Tanggal Merah	
	1 April 2024	Mencatat dokumen anggaran	
	2 April 2024	Mengarsipkan surat masuk	
	3 April 2024	-Mencatat dokumen anggaran -Menyusun SPK	
VII	4 April 2024	-Mencatat dokumen anggaran -Mencatat surat masuk -Mengarsipkan surat masuk ke bundel sesuai kegiatan	
	5 April 2024	-Mengarsipkan surat masuk dan keluar -Mencatat surat masuk -Menyusun SPK	
	8 April 2024	Tanggal Merah	
	9 April 2024	Tanggal Merah	
VIII	10 April 2024	Tanggal Merah	
	11 April 2024	Tanggal Merah	
	12 April 2024	Tanggal Merah	
	15 April 2024	Tanggal Merah	
	16 April 2024	-Mengarsipkan surat -Mengarsipkan SPK	

	17 April 2024	Menyusun SPK	
IX	18 April 2024	-Menyusun surat sesuai bidang -Menyusun dokumen	
	19 April 2024	-Mencatat dokumen anggaran -Mengarsipkan surat -Mengendahkan surat masuk	
	22 April 2024	Mengurus dan meminta SPT, Nota dinas dan Surat keluar sebanyak 10 surat setiap bidang	
	23 April 2024	Mengurus dan meminta SPT, Nota dinas dan Surat keluar sebanyak 10 surat setiap bidang	
	24 April 2024	-Membuat Bon faktur pembelian -Merkapitulasi Nilai Audit Sistem Kearsipan Internal	
	25 April 2024	Mengurus dan meminta SPT, Nota dinas dan Surat keluar sebanyak 10 surat setiap bidang	
	26 April 2024	Mengurus dan meminta SPT, Nota dinas dan Surat keluar sebanyak 10 surat setiap bidang	
	29 April 2024	-Mengarsipkan surat -Mengarsipkan SK	
X	30 April 2024	-Mengarsipkan surat -Mengarsipkan SK	
	1 Mei 2024	Tanggal Merah	
	2 Mei 2024	-Mencatat agenda surat masuk dan keluar -Mengarsipkan surat	
XI	3 Mei 2024	-Mengarsipkan surat -Membuat SPIP -Mencatat dokumen anggaran	
	6 Mei 2024	-Mencatat surat masuk di buku agenda -Mengarsipkan surat	
	7 Mei 2024	Memberikan Stampel cap pada lembar SK	

XII	8 Mei 2024	-Mencatat surat masuk dan keluar -Mencatat dokumen anggaran -Menyusun SPK -Makan bersama di rumah buk Ross	
	9 Mei 2024	Tanggal Merah	
	10 Mei 2024	Tanggal Merah	
	13 Mei 2024	Mengurus dan meminta SPT, Nota dinas dan Surat keluar sebanyak 10 surat setiap bidang	
XIII	14 Mei 2024	Mengurus dan meminta SPT, Nota dinas dan Surat keluar sebanyak 10 surat setiap bidang	
	15 Mei 2024	Mengurus dan meminta SPT, Nota dinas dan Surat keluar sebanyak 10 surat setiap bidang	
	16 Mei 2024	Mengurus dan meminta SPT, Nota dinas dan Surat keluar sebanyak 10 surat setiap bidang	
	17 Mei 2024	Mengurus dan meminta SPT, Nota dinas dan Surat keluar sebanyak 10 surat setiap bidang	
XIV	20 Mei 2024	Mengarsipkan dokumen	
	21 Mei 2024	-Mencatat dokumen anggaran -Mengarsipkan surat masuk	
	22 Mei 2024	-Mengarsipkan dokumen -Mengarsipkan surat masuk	
	23 Mei 2024	Tanggal Merah	
XIV	24 Mei 2024	Tanggal Merah	
	27 Mei 2024	Mengarsipkan surat masuk	
	28 Mei 2024	-Mencatat anggaran dana -Membuat SPIP -Menyusun SPK	
	29 Mei 2024	-Mencatat surat masuk -Mengarsipkan surat-surat	
	30 Mei 2024	Mengarsipkan dokumen	
	31 Mei 2024	-Mencatat agenda surat masuk dan keluar	

		-Mengarsipkan SK -Menyusun SPK	
XV	3 Juni 2024	Menyusun dokumen yang sudah diarsipkan sesuai tanggal	
	4 Juni 2025	-Menyusun dokumen yang sudah diarsipkan sesuai tanggal	
	5 Juni 2024	-Memberikan Stempel Cap pada lembar SK -Fotocopy surat masuk yang sudah didisposisikan	
	6 Juni 2024	-Mengantarkan undangan ke Bidang Lalin -Mengantarkan surat yang sudah didisposisikan ke Bidang Lalin -Mengantarkan surat yang sudah didisposisikan ke Bidang Keuangan -Mengantarkan surat yang sudah didisposisikan ke Bidang Angkutan	
	7 Juni 2024	-Fotocopy surat masuk yang sudah didisposisikan -Memusnahkan dokumen yang sudah tidak terpakai	
	10 Juni 2024	-Mengantarkan surat yang sudah didisposisikan ke Bidang Keuangan -Mengantarkan surat yang sudah didisposisikan ke Bidang Angkutan	
	11 Juni 2024	Mengantarkan barang ke Kantor Balitbang	
XVI	12 Juni 2024	Print bahan Rekapian Dinas	
	13 Juni 2024	-Mencatat Dokumen Anggaran Dinas -Mengantarkan surat yang sudah didisposisikan ke Bidang Lalin	
	14 Juni 2024	-Mengambil dokumen di ruangan Ortal Kantor Bupati -Memperiapkan kupon untuk Idul Adha	
	17 Juni 2024	Tanggal Merah	
XVII	18 Juni 2024	Tanggal Merah	
	19 Juni 2024	Merekap data Dinas	
	20 Juni 2024	Pemberian materai pada lembar SK Karyawan	
	21 Juni 2024	-Mengantarkan surat yang sudah didisposisikan ke Bidang Lalin	
		-Mengantarkan surat yang sudah didisposisikan ke Bidang Keuangan -Mengantarkan surat yang sudah didisposisikan ke Bidang Angkutan	
XVIII	24 Juni 2024	-	
	25 Juni 2024	Rapat SAKIP di Kantor Bupati	
	26 Juni 2024	-Mengantarkan Berkas Perincian Penerimaan Gaji di BANK BCA -Mengantarkan surat masuk yang sudah didisposisi ke Bidang Lalin -Mengambil Absen PKB ke Bidang Lalin	
	27 Juni 2024	-	
	28 Juni 2024	Penutupan KIP serta penyusunan cinderamata pada Dinas Perhubungan Kabupaten Bengkalis	

Appendix 12: Handing Over Souvenirs



Appendix 13: Souvenir









Appendix 14: Bengkulu Department Of Transportation



Appendix 15: Revision Letter

REVISION LETTER
APPRENTICESHIP INTERNATIONAL BUSINESS ADMINISTRATIO
STATE POLYTECHNIC BENGKALIS

Name : Sonia Elvika
Student's Identity No. : 5404201267
Apprenticeship Place : Kantor Dinas Perhubungan Bengkulu
Advisor : Hutomo Atman Maulana, S.Pd., M. Si

No	Date and Time	Revision	Advisor Initials
1	Senin 19.07.2024	Revisi Bab I	
2	Selasa 20.07.2024	Revisi Bab I	
3	Jumat 23.07.2024	Revisi Bab II	
4	Senin 26.07.2024	Revisi Bab III	
5	Rabu 31.07.2024	Revisi Bab IV	
6	Kamis 01.08.2024	ACC Daftar Seminar KP	

Bengkalis, July 2024



Hutomo Atman Maulana, S.Pd., M.Si
NIP. 198908312018031001