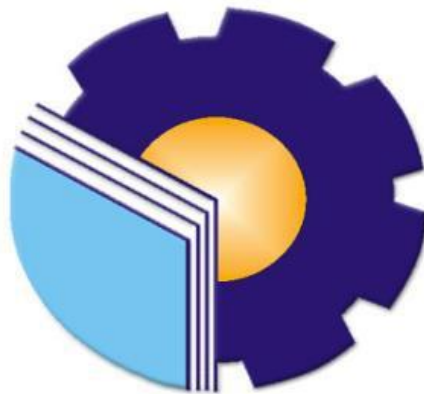


**AN APPRENTICESHIP REPORT
AT IMMIGRATION OFFICE CLASS II TPI BAGANSIPIAPI**

*In Partial Fulfillment of the Three-Years Diploma English Study Program of
State Polytechnic of Bengkalis*

NADIA ISMAR

Reg. Number: 5203181096



**ENGLISH STUDY PROGRAM
LANGUAGE DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS**

2021

APPROVAL SHEET


APPROVAL SHEET

This apprenticeship report written report by **Nadia Ismar, Reg. Number 5203181096** who had done the apprenticeship at **The Immigration Office Class II TPI Bagansiapiapi** at JL. Gedung Nasional No. 78 Bagan Barat started from to 05 March 2021 has been approved by the follow advisors:

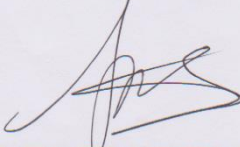
Bagansiapiapi, February 05th, 2021

Advisor I



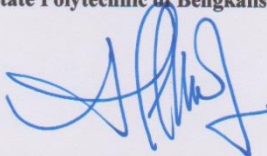

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This Apprenticeship Report has been presented in front of the board of examiners
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5. Mrs. Safra Apriani Zahraa M.Pd as a advisor of the apprenticeship report
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The might be many mistakes in the writing of this apprenticeship report. Therefore, any suggestion and critics from any parties are very important in completing this report.

The Writer



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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

The apprenticeship is an organized process of developing employee skills, knowledge, work habits and attitude. The apprenticeship is an able to apply the knowledge which has been gotten in the real work. The apprenticeship can improve the skill, ability, loyalty, and positive attitude for the apprentice and give more knowledge about business and experience that will be helpful in future them to developing potency student with the company.

English is one of departments of State Polytechnic of Bengkalis. This study program focuses both in English and business skill. By attending the apprenticeship the student can be more understanding about world job. In result, the knowledge that has in the classroom can practice in the work place where they attend the apprenticeship program.

The apprenticeship was done at Immigration Office Class II TPI Bagansiapiapi, during a 2 month from 4th January to 5th March 2021. It is located in Jl. Utama No.78 Bagan Barat, Kec. BangkoKab. RokanHilir Regency. The working area of the immigration office is across the region RokanHilir Regency consists of eight districts. In the short time, the student must be more seriously in implementing the apprenticeship, because they have to get something that make in their self, it is like discipline, mind and other. After the apprenticeship is over, the student must report their activities during two months they implemented it in the office or company are chooses by them.

1.2 Purposes of the Apprenticeship

The purposes of the apprenticeship program which were done at Immigration Office Class II TPI Bagansiapiapi:

8. To find out the job description at Immigration Office Class II TPI Bagansiapiapi
9. To find out the working procedure at Immigration Office Class II TPI Bagansiapiapi.
10. To provide new experience, as well as knowledge from practical work that have not obtained by students being lectured at the Immigration Office Class II TPI Bagansiapiapi.

1.3 Significances of the Apprenticeship

1.3.1 Significances for the Apprentice

The significances of apprenticeship for Apprentice as follows:

- a. To add insight to the students and knowledge prepare both theoretically and practically.
- b. To get experience before entering to the world of work later.
- c. To improve the skill, ability, loyalty, and positive attitude.

1.3.2 Significances for State Polytechnic of Bengkalis

The significance for State Polytechnic of Bengkalis is the apprenticeship can strengthen cooperation and socialization between State Polytechnic of Bengkalis and Immigration Office Class II TPI Bagansiapiapi, and to develop the competence graduate.

1.3.3 Significance for the Company

1. To find human professionals resources.
2. To promote the office to public and have good relationship between the company and university

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Story

Immigration Office Class II TPI Bagansiapiapi is the technical executive unit highlighted by the regional office of the Ministry of Justice and Human Rights. This office is one of the oldest immigration offices and was established in 1952, where the city of Bagansiapiapi at that time was part of the Province of Central Sumatra, whose capital was in Bukit Tinggi. At the beginning of its opening in 1950 the Bagansiapiapi immigration office was part of the work area of the Tanjung Pinang immigration office.

Based on the Decree of the Minister of Justice of the Republic of Indonesian No M.03-PR.0701 the organization and work procedure of the immigration office, among others, states that area of the Bagansiapiapi immigration office of 3 sub-districts namely Bangko district, Kubu district, and Tanah Putih District, but with the publication government regulation No. 30 Of 1995, the three sub-districts are divided into 5 districts.

Based on these developments currently the immigration office Bagansiapiapi covers 11 sub-districts consisting of:

- a. Kec. Bangko
- b. Kec. Kubu
- c. Kec. Tanah Putih
- d. Kec. BaganSinembah
- e. Kec. RimbaMelintang
- f. Kec. Panipahan
- g. Kec. Sinabol
- h. Kec. BangkoSakti
- i. Kec. Sedinginan
- j. Kec. SimpangKanan
- k. Kec. Pujud

Besides covering these eleven sub-districts, the Bagansiapiapi immigration office also has 3 Marine immigration checkpoints (TPI), namely TPI Bagansiapiapi, Sinaboi, and Panipahan. Therefore the traffic of people who will enter and leave the territory of Indonesian through the immigration office area.



Figure 2.1

The Class II Bagansiapiapi immigration office

Source Data: Bagansiapiapi Immigration Office

2.2 Vision and Mission

2.2.1 Vision

Communities get certainty of services and enforcement of immigration law.

2.2.2 Mission

The missions of the Immigration Office Class II TPI Bagansiapiapi are as follow:

1. Support the creation of stable state security
2. Improve excellent immigration services
3. Supporting sustainable community welfare development
4. Strengthening the enforcement of fair and accountable immigration laws

2.2.3 Motto of the Immigration Office Class II TPI Bagansiapiapi

1. Certainty of requirements
2. Certainty of time
3. Certainty of costs

2.3 Organizational Structure

Organization structure was made to make employee easy to know in what position they are. From organization structure, employees have a duty to do their job. The quantities of Immigration Office Class II TPI Bagansiapiapi are below:

Table 2.2 the employees of Immigration office

Source Data: Bagansiapiapi Immigration Office

No	Name	position
1.	Agussusdamajanto	Head Office
2.	PanjiMulyawan	Head of Intelligent Section
3.	JonniSilitonga	Head of the Tikim Section
4.	Ali Umar	Head of Sub Division of Administration
5.	WiraPratiyaksaRihanto	Head of Traffic Section
6.	Hariyadi	General Chair
7.	NurisFridayeni	Head Of Finance
8.	RotuaHotmasariHasibuan	Staffing Department
9.	Gerry Rama Prabowo	General Functional
10.	EniYuliana	General Functional
11.	HendrianusAprianto	KasubsImmigration Education
12.	YendraArici	Integrity Analysis
13.	SyahrianiButarButar	Integrity Analysis
14.	WisnuArgubi	Integrity Analysis
15.	Mohd. Ali Habibie	Integrity Analysis
16.	GilangAzhari	Integrity Analysis
17.	LukmanSupriadi	Integrity Analysis
18.	SyafrizalPrabowo	Integrity Analysis
19.	Muriana Noor	Finacial Treasurer
20.	SilfiAryani	Integrity Analysis
21.	RitiaNengrum	General Functional
22.	ChrsytofelManaekNadaek	General Functional
23.	DwisariPutri	Financial Manager
24.	KhairanHidayat	Integrity Analysis

25.	Ikbar Man Saputra	Integrity Analysis
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Based on organizational structure of Bagansiapiapi Immigration Office and job description are explained are as follows:

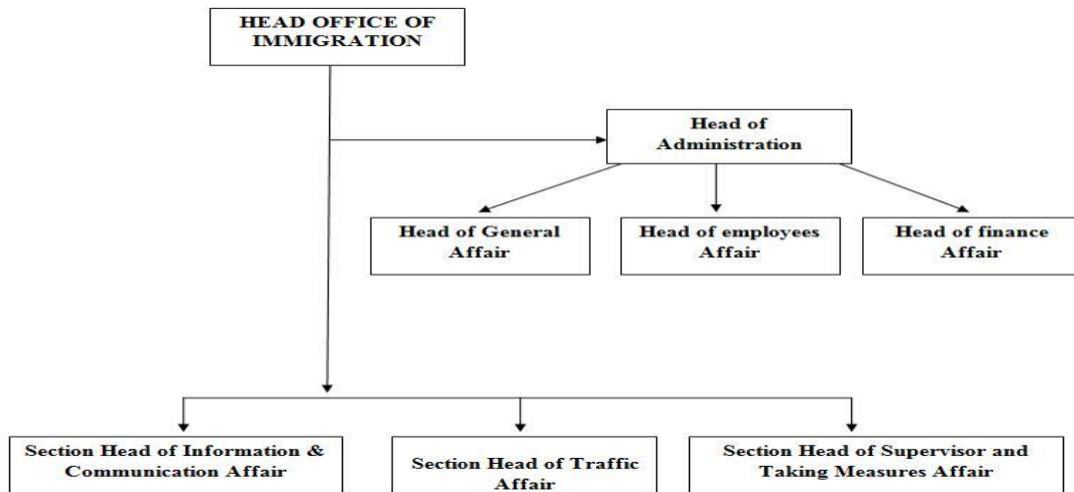


Figure 2.3: Organizational Structure of Bagansiapiapi Immigration Office

1. Head of Bagansiapiapi Immigration Office

The duties Head of Bagansiapiapi Immigration Office are:

- a. To monitor all company activity
- b. To control all employees that doing task and work function each employees

2. Head of Administration Affair

The duties Head of Administration Bagansiapiapi Immigration Office are:

- a. To make draft program and labor
- b. To do personnel management duties

3. Head of General Affair

The duties Head of General Bagansiapiapi Immigration Office are:

- a. To develop materials program concept and work plan general affairs
- b. To manage the administration of incoming and outgoing mail
- c. To apply the administrative documentation archives

4. Head of Employees Affair

The duties Head of Employees Affair Bagansiapiapi Immigration Office are:

- a. To develop material program concept and work plan
- b. To make proposals formation needs of employees
- c. To make material decree periodic salary increases

5. Head of Finance Affair

The duties Head of Finance Affair Bagansiapiapi Immigration Office are:

- a. To develop material program concept and work plan of financial affair
- b. To prepare Business Management Report on the Financial affairs
- c. To make statements absorption

6. Head of Information and Communication Affair

The duties section Head of Information and Communication Affair Bagansiapiapi Immigration Office are:

- a. To perform maintenance, securing immigration documents and use maintenance of the means of communication
- b. To make the evaluation report on the sections of information and means of communication

7. Head of Traffic Status Affair

The duties section Head of Traffic Affair Bagansiapiapi Immigration Office are:

- a. To create a program and work plan of section Wasdakim
- b. To implement the provision permitting, exit permits/entry permits
- c. The give travel document.

8. Head of Supervisor and Taking Measure Affair

The duties Section Head of Supervisor and Taking Measure Affair Bagansiapiapi Immigration Office are:

- a. To create a program and work plan of section Wasdakim
- b. To make evaluation report on the section and communication
- c. To entry data in computer

2.4 The Document Used for Activity

There are the documents used for activity as followed:

1. KITAS (Temporary Residence Permit Card)

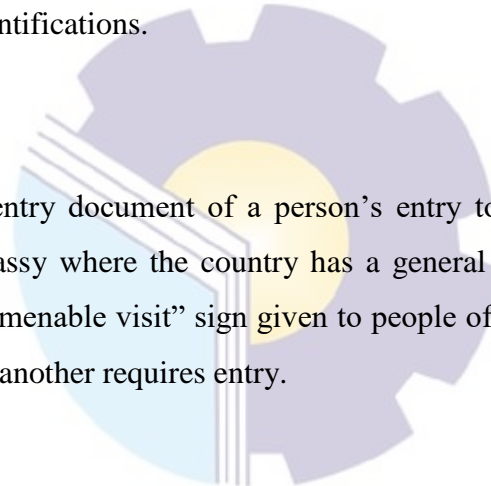
KITAS is a limited residence card given to foreign nationals who will be living in Indonesia for several months. The time period is 6 months, 1 year to 2 years. And it can be extended. This cardholder does not need to renew the visa every month.

2. Passport

Passport is official document issued by an authorized official from a country that contains the identification and applies to travel across the country. The passport contains its host biodata that includes the holder's photo, signature, place and date of birth, national information and sometimes even some other information knows individual identifications.

3. VISA

VISA is an entry document of a person's entry to a country that can be obtained at the embassy where the country has a general consultant or a foreign embassy. VISA is "amenable visit" sign given to people of one country in order to enter other countries another requires entry.



CHAPTER III

GENERAL DESCRIPTION OF THE APPRENTICESHIP

3.1 Job Description at Immigration Office Class II TPI Bagansiapiapi

The apprenticeship was conducted in Immigration Office Class II TPI Bagansiapiapi. It started from 4th January 2021 until 5th March 2021 at Staffing Department and Finance Department. Work hours in Bagansiapiapi immigration office starts from 07:30 A.M every morning and finishes at 04:00 P.M except for Friday. On Friday, the ceremony is conducted afternoon and the work hour finishes at 04:30 P.M. Bagansiapiapi immigration office demands the worker to be discipline in doing work.

The employees of Bagansiapiapi Immigration Office have their uniform. From Monday until Wednesday, they wear their own uniform. Thursday, they wear *batik*. On Friday, they wear sport uniform and polite shirt. There were several tasks done during the apprenticeship. In each department, the tasks were described as follow:

1. Several tasks done at Staffing Department
 - a. Scanning employees' documents.
 - b. Recording the books of incoming and outgoing letters.

2. Several tasks done at Finance Department
 - a. Writing receipts of payment.
 - b. Sending the receipts to email.

3.2 Working System Procedure at Immigration Office Class II TPI Bagansiapiapi

3.2.1. Working System

The systems used at Immigration Office Class II TPI Bagansiapiapi is online and offline systems. Some activities in doing the job used Internet

(*BagansiapiapiImmigrationOffice website*) that can be accessed by all employees. Offline system was done for doing registration of making passports for those who want to make passport directly.

3.2.2 Working Procedure

There was working procedure which was conducted as the duties and explained as follow:

a. Scanning Document

A scan is interpreted as scanner on a computer for one of its input devices which has the function to duplicate object like a photocopier. The tool can be used for the scanning document consisting of the papers, photos, and so on. There are several ways how to scan the document:

- a. Opening the application.
- b. Clicking saving as PDF file.
- c. Entering the document in the printer.
- d. Then clicking scanning.
- e. After finishing click save PDF.

b. Recording the book of incoming and outgoing letters

Incoming mail is a letter received by an organization of companies derived from someone or from an organization. Outgoing letters is issued letter prepared by something corporate organization for shipping to other parties, both individuals and group. There are some of procedures of recording the book of incoming and outgoing letter:

- a. Agenda book of incoming and outgoing letters.
- b. Choosing the letters.
- c. Entering the letters to file folder (incoming and outgoing letters).
- d. Archiving the letters according the date.

c. Writing receipts of payment

- a. Opening the Microsoft Excel
- b. Choosing the files.
- c. Checking and writing as requesting.

d. Sending receipts to email

- a. First, opening email.
- b. Selecting files to send.
- c. Then sending the file to email

3.2 Kind and Description of the Activity

The duties or activities that were implemented at Staffing Department and Finance Department are held from 4th January 2021 until 5th March 2021 at Bagansiapiapi immigration office can be seen in the following tables:



Table 3.1
Agenda of Activities of the First Week
(January 4th until 8th, 2021)

No	Day / Date	Job Activity	Place
1.	Monday January 4 th , 2021	<ul style="list-style-type: none"> - Morning, Ceremony - Introduction to staff in Immigration Office - Working orientation from senior staff 	Staffing Department and Finance Department
2.	Tuesday January 5 th , 2021	<ul style="list-style-type: none"> - Morning, Ceremony - Make a list of employee attendance benefits and meal allowances - Afternoon, Ceremony 	Staffing Department and Finance Department
3.	Wednesday January 6 th , 2021	<ul style="list-style-type: none"> - Morning, Ceremony - Make a retirement letter for one of the immigration employees - Afternoon, Ceremony 	Staffing Department and Finance Department
4.	Thursday January 7 th , 2021	<ul style="list-style-type: none"> - Make a pension letter for the individual data of a prospective recipient of a civil servant who has reached the retirement age limit 	Staffing Department and Finance Department
5.	Friday January 8 th , 2021	<ul style="list-style-type: none"> - Gymnastic - Print all pension letters and send the files to the parties concerned 	Staffing Department and Finance Department

Table 3.2
Agenda of Activities of the Second Week
(January 11th until 15th, 2021)

No	Day / Date	Job Activity	Place
1.	Monday January 11 th , 2021	<ul style="list-style-type: none"> - Morning, Ceremony - Compile files for example to files Position, Rank, etc. 	Staffing Department and Finance Department
2.	Tuesday January 12 th , 2021	<ul style="list-style-type: none"> - Morning, Ceremony - Scans all employee files - Afternoon, Ceremony 	Staffing Department and Finance Department
3.	Wednesday January 13 th , 2021	<ul style="list-style-type: none"> - Morning, Ceremony - Archiving incoming and outgoing mail and writing letter codes 	Staffing Department and Finance Department
4.	Thursday January 14 th , 2021	<ul style="list-style-type: none"> - Morning, Ceremony - Religious lectures - Archiving Employee Work Goals 	Staffing Department and Finance Department
5.	Friday January 15 th , 2021	PERMISSION	

Table 3.3
Agenda of Activities of the Third Week
(January 18th until 22nd, 2021)

No	Day / Date	Job Activity	Place
1.	Monday January 18 th , 2021	<ul style="list-style-type: none"> - Morning, Ceremony - Check data and upload data 	Staffing Department and Finance Department
2.	Tuesday January 19 th , 2021	<ul style="list-style-type: none"> - Morning, Ceremony - Payment of receipt data - 	Staffing Department and Finance Department
3.	Wednesday January 20 th , 2021	<ul style="list-style-type: none"> - Morning, Ceremony - Donation activities to An Asiyah orphanage for the 71st Anniversary of Bagansiapiapi immigration office 	Staffing Department and Finance Department
4.	Thursday January 21, 2021	<ul style="list-style-type: none"> - Fill in the employee work allowance attendance data for 2021 	Staffing Department and Finance Department
5.	Friday January 22 nd , 2021	<ul style="list-style-type: none"> - Archive employee data files 	Staffing Department and Finance Department

Table 3.4
Agenda of Activities of the Fourth Week
(January 25th until 29th, 2021)

No	Day / Date	Job Activity	Place
1.	Monday January 25 th , 2021	<ul style="list-style-type: none"> - Morning, Ceremony - Fill in the employee attendance Work Allowance data in January 	Staffing Department and Finance Department
2.	Tuesday January 26 th , 2021	<ul style="list-style-type: none"> - Morning, Ceremony - File the employee accountability sheet 	Staffing Office and Finance Department
3.	Wednesday January 27 th , 2021	<ul style="list-style-type: none"> - Morning, Ceremony - Immigration's 71th anniversary 	Staffing Office and Finance Department
4.	Thursday January 28 th , 2021	<ul style="list-style-type: none"> - Archive file and scan files 	Staffing Office and Finance Department
5.	Friday January 29 th , 2021	<ul style="list-style-type: none"> - Make detailed employee receipts calculate 	Staffing Office and Finance Department

Table 3.5
Agenda of Activities of the Fifth Week
(January 30th until 4th, 2021)

No	Day / Date	Job Activity	Place
1.	Monday January 30 th , 2021	<ul style="list-style-type: none"> - Morning, Ceremony - Fill in the employee work benefits absent data 	Staffing Office and Finance Department
2.	Tuesday February 1 st , 2021	<ul style="list-style-type: none"> - Make a payment receipt / proof of payment 	Staffing Office and Finance Department
3.	Wednesday February 2 nd , 2021	<ul style="list-style-type: none"> - Make receipt of payment for employee departure - Make a letter of provision of complete funds 	Staffing Office and Finance Department
4.	Thursday February 3 rd , 2021	<ul style="list-style-type: none"> - Scan a pay warrant 	Staffing Office and Finance Department
5.	Friday February 4 th , 2021	<ul style="list-style-type: none"> - Make receipt payment 	Staffing Office and Finance Department

Table 3.6
Agenda of Activities of the Sixth Week
(February 05th until 11th, 2021)

No	Day / Date	Job Activity	Place
1.	Monday February 5 th , 2021	<ul style="list-style-type: none"> - Make a letter of assignment - Ask for the signature of the head of the office 	Staffing Department and Finance Department
2.	Tuesday February 8 th , 2021	<ul style="list-style-type: none"> - Ask for an autograph 	Staffing Department and Finance Department
3.	Wednesday February 9 th , 2021	<ul style="list-style-type: none"> - Make attendance for each employee's leave application 	Staffing Department and Finance Department
4.	Thursday February 10 th , 2021	<ul style="list-style-type: none"> - Make an employee bio and attach a photo to an employee's file. 	Staffing Department and Finance Department
5.	Friday February 11 th , 2021	<ul style="list-style-type: none"> - Archiving each employee's files to outgoing mail. 	Staffing Department and Finance Department

Table 3.7
Agenda of Activities of the Seventh Week
(February 15th until 19th, 2021)

No	Day / Date	Job Activity	Place
1.	Monday February 15 th , 2021	- Photocopy of Certificate Termination of Payment	Staffing Department and Finance Department
2.	Tuesday February 16 th , 2021	- Scan employee periodic salaries	Staffing Department and Finance Department
3.	Wednesday February 17 th , 2021	- Scan employee performance goals (SKP)	Staffing Department and Finance Department
4.	Thursday February 18 th , 2021	- Fill out the proof of payment receipt data	Staffing Department and Finance Department
5.	Friday February 19 th , 2021	- Uploading employee data and archiving employee files	Staffing Department and Finance Department

Table 3.8
Agenda of Activities of the Eighth Week
(February 22th until 26th, 2021)

No	Day / Date	Job Activity	Place
1.	Monday February 22 nd , 2021	- Scan the data of one of the employees and upload it to the SIMPEG application	Staffing Department and Finance Department
2.	Tuesday February 23 rd , 2021	- Scan the Pay Order letter and send the file to the email of an employee	Staffing Department and Finance Department
3.	Wednesday February 24 th , 2021	- Consumption committee at TIMPORA meeting at the hotel Mulia	Staffing Department and Finance Department
4.	Thursday February 25 th , 2021	- Print the certificate of integrity fact and attach a stamp	Staffing Department and Finance Department
5.	Friday February 26 th , 2021	- Check all the leave data for employees who are outside the service	Staffing Department and Finance Department

Table 3.9
Agenda of Activities of the Nine Week
(March 01st until 05th, 2021)

No	Day / Date	Job Activity	Place
1.	Monday March 1 st , 2021	- Scanned Payment Warrant	Staffing Department and Finance Department
2.	Tuesday March 2 nd , 2021	- Copy of incoming letter	Staffing Department and Finance Department
3.	Wednesday March 3 rd , 2021	- Print employee attendance	Staffing Department and Finance Department
4.	Thursday March 4 th , 2021	- Print a pay order letter and send an email to one of the employees	Staffing Department and Finance Department
5.	Friday March 5 th , 2021	- Scanned Payment Warrant	Staffing Department and Finance Department

CHAPTER IV

CONCLUSION AND SUGGESTIONS

4.1 Conclusion

At the Immigration office there is an internship policy. Which is every two weeks an intern exchange to enable students to adjust and to again experience in work after doing apprenticeship program for 4th January until 5th March at Bagansiapiapi Immigration Office, the apprentice got several conclusions. They are:

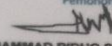
1. There were several tasks done during the apprenticeship. In each division at Staffing Department and Finance Department this described as follow: Scanning documents, recording the book of incoming and outgoing letters, writing Receipts Payment, sending the receipts to email.
2. Working system procedure at Bagansiapiapi Immigration Office: The systems used at Immigration Office Class II TPI Bagansiapiapi is online and offline systems. Some activities in doing the job used Internet (*BagansiapiapiImmigrationOffice website*) that can be accessed by all employees. Offline system was done for doing registration of making passports for those who want to make passport directly.
3. To provide new experiences, as well as knowledge from practical work that have not obtained by students being lectured at the immigration office class II TPI Bagansiapiapi. For example : Scanning Document, Recording the book of incoming and outgoing letters, Writing receipts payment, Sending receipts to email and check attendance through the application.

4.2 Suggestions

1. Suggestion for Bagansiapiapi Immigration Office :
 - a. The immigration office should increase extra at front desk division employees the passport, printer to be able to finish the job on time.
 - b. Improving access the internet
 - c. Provide a satisfied service
2. Suggestion for English Program Department :
 - a. English Department should make good relationship in apprenticeship workplace.




Appendix A Indonesian republic form travel document

PEKERJAAN * 1. PEJABAT NEGARA <input checked="" type="checkbox"/> PEGAWAI NEGERI SIPIL 3. TNI / POLRI 4. PEGAWAI SWASTA 5. LAINNYA		STATUS SIPIL * <input checked="" type="checkbox"/> KAWIN 2. TIDAK KAWIN 3. CERAI MATI 4. CERAI HIDUP	
Seluruh keterangan dan data yang saya nyatakan dalam formulir ini adalah sah dan sesuai dengan keadaan yang sebenarnya, dan apabila di kemudian hari ternyata pernyataan ini tidak benar, saya bersedia dituntut sesuai ketentuan peraturan perundangan yang berlaku. Yang diberi kuasa,			
Nama <input type="text"/>		Pemohon,  MUHAMMAD RIDHO SAPUTRA	
Paspur diterima pada tanggal <input type="text"/>		Petugas yang menyerahkan,	
Tanda tangan penerima,		Nama <input type="text"/>	
CATATAN PETUGAS LOKET Lampiran persyaratan : <input type="checkbox"/> Copy KTP WNI <input type="checkbox"/> Copy Kartu Keluarga <input type="checkbox"/> Copy Akte Kelahiran/Surat Nikah/Ijazah <input type="checkbox"/> Paspur/SPLP Lama <input type="checkbox"/> Surat Keterangan Hilang dari Kepolisian <input type="checkbox"/> Surat Rekomendasi/Izin Atasan/Sponsor <input type="checkbox"/> Surat Kuasa/Kartu Tanda Pengenal Pengurusan Keimigrasian		CATATAN PETUGAS WAWANCARA 1. _____ 2. _____ 3. _____	
Paraf Petugas		Paraf Pejim,	
CATATAN PEGAWAI TATA USAHA			
Nama Lama M U H A M M A D R I D H O S A P U T R A			
Alamat Tempat Tinggal Lama J L P A S U K A N N O 2 R T 0 0 2 R W 0 0 3			
Nomor Paspur / SPLP Lama A 9 4 5 8 0 1 7		Tanggal 1 7 0 1 1 4	
Tempat Dikeluarkan B A G A N S I A P I A P I		Berlaku s/d 1 7 0 1 1 9	
Nomor Register 1 A 1 1 B E 0 1 0 8 - N P V			
Nomor Paspur / SPLP Baru		Tanggal Berlaku s/d	
Tempat Dikeluarkan			
Nomor Register			
Nomor Surat Persetujuan Kakanwil Kementerian Hukum dan HAM		Tanggal	
Paraf Pegawai,			
CATATAN PEJABAT IMIGRASI			
NIKIM <input type="text"/> Tanggal <input type="text"/> Paraf Pejim,		Kelengkapan persyaratan Lengkap <input type="checkbox"/> Tidak <input type="checkbox"/> Tanggal <input type="text"/> Paraf Pejim,	
Daftar Cekal Tercantum <input type="checkbox"/> Tidak <input type="checkbox"/> Kelainan Surat Ada <input type="checkbox"/> Tidak <input type="checkbox"/> Tanggal <input type="text"/> Paraf Pejim,		Persetujuan Setuju <input type="checkbox"/> Tidak <input type="checkbox"/> Tanggal <input type="text"/> KAKANIM,	

Source: Immigration Office

Appendix B
Statement Letter

**PENGAYAMAN**

KEMENTERIAN HUKUM DAN HAK ASASI MANUSIA RI.
KANTOR WILAYAH RIAU
KANTOR IMIGRASI KELAS II TPI. BAGANSIPIAPI
Jl. Gedung Nasional No.78 Bagansiapiapi – 28912
Telp. (0767) 21472; Fax. (0767) 21160; Kotak Pos 103
Website : <http://bagansiapiapi.imigrasi.go.id>. email : kanim_bagansiapiapi@yahoo.com

SURAT PERNYATAAN
(Mengingat Ps. 126 huruf c,d UU No.6/2011)

Saya yang bertandatangan di bawah ini :

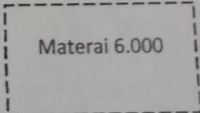
Nama :
Tempat/Tanggal Lahir :
Pekerjaan :
Alamat Lengkap :

Menyatakan dengan sebenarnya bahwa :

1. Saya bertempat tinggal di alamat tersebut di atas;
2. Saya belum/sudah pernah memiliki Dokumen Perjalanan Republik Indonesia (Paspor RI) dan Surat Perjalanan Laksana Paspor (SPLP); *
Nomor Paspor/SPLP :
Dikeluarkan oleh :
Tanggal berlaku :
3. Saya keluar negeri untuk keperluan : wisata, kunjungan keluarga, belajar, umroh, bisnis, tugas pemerintah, berobat;*
4. **Saya keluar negeri tidak untuk bekerja**

Demikian pernyataan ini saya buat dengan sebenar-benarnya. Apabila tidak benar, saya bersedia dituntut sesuai Peraturan Perundang-undangan yang berlaku.

Bagansiapiapi,
Yang Membuat Pernyataan,


(.....)

Coret yang tidak perlu (*)
(Undang-undang Keimigrasian No.6/2011 Pasal 126, huruf c,d)

c. **MEMBERIKAN DATA YANG TIDAK SAH ATAU KETERANGAN YANG TIDAK BENAR** untuk memperoleh Dokumen Perjalanan Republik Indonesia bagi dirinya sendiri atau orang lain dipidana dengan **PIDANA PENJARA PALING LAMA 5 (LIMA) TAHUN** dan **PIDANA DENGA** paling banyak **Rp. 500.000.000,- (Lima Ratus Juta Rupiah)**.

d. Memiliki atau menggunakan secara melawan hukum 2 (dua) atau lebih Dokumen Perjalanan Republik Indonesia yang sejenis dan semuanya masih berlaku dipidana dengan pidana penjara paling lama 5 (lima) tahun dan denda paling banyak Rp 500.000.000,- (Lima Ratus Juta Rupiah)

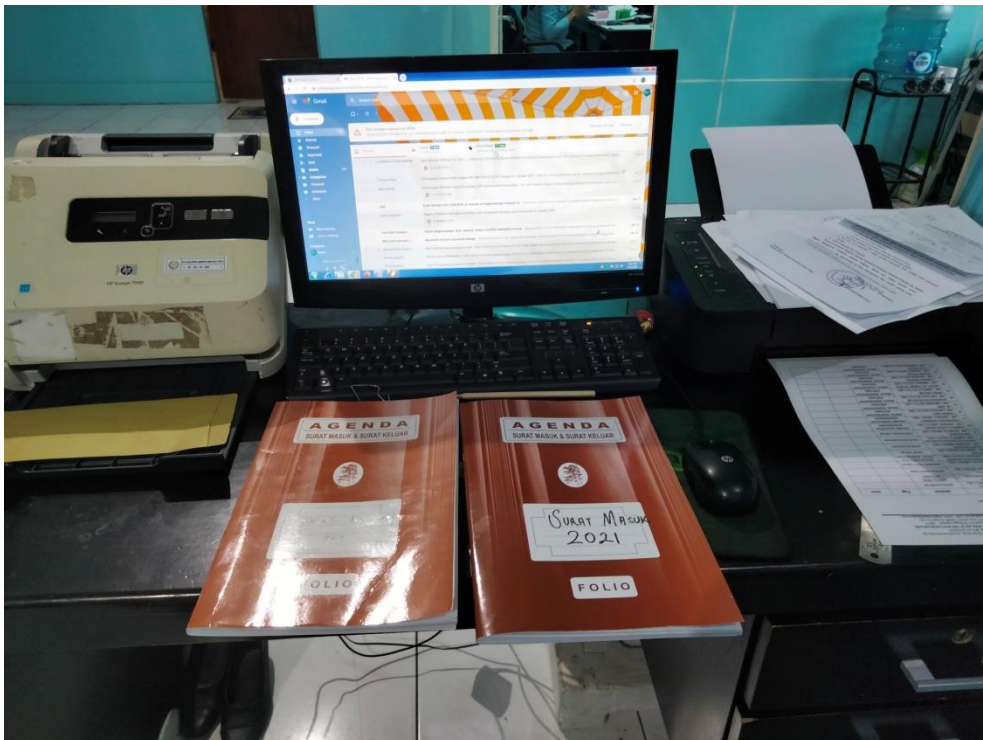
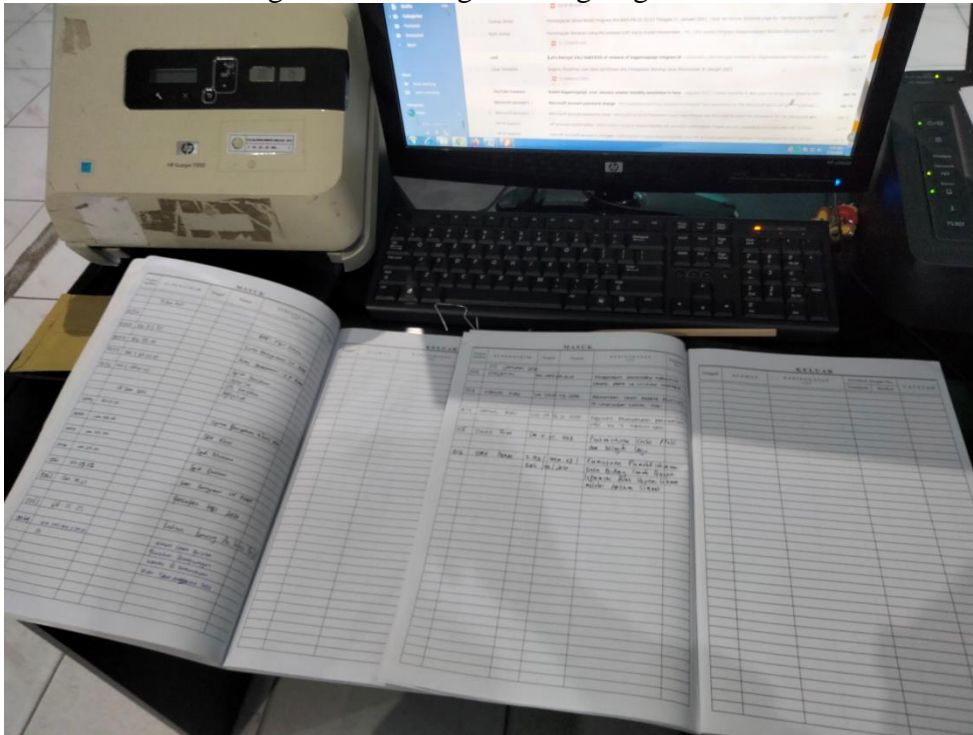
Source: Immigration Office

Appendix C
Requirement a passport



Source: Immigration Office

Appendix D
Agenda incoming and outgoing letters



Appendix E
Passport



Appendix F
Certificate



KEMENTERIAN HUKUM DAN HAK ASASI MANUSIA
REPUBLIK INDONESIA
KANTOR IMIGRASI KELAS II TPI BAGANSIPIAPI

PIAGAM PENGHARGAAN
KEPALA KANTOR IMIGRASI KELAS II TPI BAGANSIPIAPI
Nomor : W4.IMI5.KP.08.05-0214

Diberikan kepada :

NADIA ISMAR

NIM. 5203181096

**MAHASISWI PROGRAM STUDI D-III BAHASA INGGRIS
POLITEKNIK NEGERI BENGKALIS**

Yang telah :

**Bekerjasama dengan baik selama melaksanakan Praktek Kerja Lapangan
di Kantor Imigrasi Kelas II TPI Bagansiapiapi
dari Mulai Tanggal 04 Januari 2021 s.d 05 Maret 2021**

Bagansiapiapi, 05 Maret 2021



Kepala Kantor

AGUS SUSDAMAJANTO
NIP.19690806 199903 1 001

Appendix G Attendance

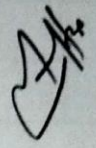


ABSENSI KERJA PRAKTEK (KP) TAHUN 2021

DI KANTOR IMIGRASI KELAS II TPI BAGANSIPIAPI

NO	TANGGAL	MELIZA LINSANG NIM 5203181101		NADIA ISMAR NIM 5203181097		Supervisor Rotua Hotmasari Hasibuan, S.,S.H
1	4 Januari 2021	h	h	Nadya	Nadya	
2	5 Januari 2021	h	h	Nadya	Nadya	
3	6 Januari 2021	h	h	Nadya	Nadya	
4	7 Januari 2021	h	h	Nadya	Nadya	
5	8 Januari 2021	h	h	Nadya	Nadya	
6	9 Januari 2021					
7	10 Januari 2021					
8	11 Januari 2021	i	i	i	i	
9	12 Januari 2021	i	i	Nadya	Nadya	
10	13 Januari 2021	i	i	Nadya	Nadya	
11	14 Januari 2021	i	i	Nadya	Nadya	
12	15 Januari 2021			Nadya	Nadya	
13	16 Januari 2021					
14	17 Januari 2021					
15	18 Januari 2021	h	h	Nadya	Nadya	

Cat: Pen menemui dosen pembimbing di

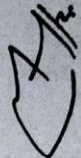
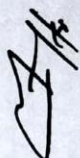
Melliza L. Nadia I.

16	19 Januari 2021	f	f	Naf	Naf	
17	20 Januari 2021	s	s	Naf	Naf	
18	21 Januari 2021	s	s	Naf	Naf	
19	22 Januari 2021	f	f	Naf	Naf	
20	23 Januari 2021					
21	24 Januari 2021					
22	25 Januari 2021	f	f	Naf	Naf	
23	26 Januari 2021	i	i	Naf	Naf	
24	27 Januari 2021	f	f	Naf	Naf	
25	28 Januari 2021	f	f	Naf	Naf	
26	29 Januari 2021	f	f	Naf	Naf	
27	30 Januari 2021					
28	31 Januari 2021					
29	1 Februari 2021	i	i	Naf	Naf	
30	2 Februari 2021	f	f	Naf	Naf	
31	3 Februari 2021	f	f	Naf	Naf	
32	4 Februari 2021	f	f	Naf	Naf	

Meliza L. Nadin I.

33	5 Februari 2021	f	f	Nadi	Nadi		
34	6 Februari 2021						
35	7 Februari 2021						
36	8 Februari 2021	f	f	Nadi	Nadi	f	
37	9 Februari 2021	f	f	Nadi	Nadi		
38	10 Februari 2021	f	f	Nadi	Nadi		
39	11 Februari 2021	f	f	Nadi	Nadi		
40	12 Februari 2021	f	f	Nadi	Nadi		
41	13 Februari 2021						
42	14 Februari 2021						
43	15 Februari 2021	f	f	Nadi	Nadi	f	
44	16 Februari 2021	f	f	Nadi	Nadi		
45	17 Februari 2021	i	i	Nadi	Nadi		
46	18 Februari 2021	f	f	Nadi	Nadi		
47	19 Februari 2021	f	f	Nadi	Nadi		
48	20 Februari 2021						
49	21 Februari 2021						

Melisa L. Nadia I

50	22 Februari 2021	±	±	Nauf	Nauf	
51	23 Februari 2021	±	±	Nauf	Nauf	
52	24 Februari 2021	±	±	Nauf	Nauf	
53	25 Februari 2021	±	±	Nauf	Nauf	
54	26 Februari 2021	±	±	Nauf	Nauf	
55	27 Februari 2021					
56	28 Februari 2021					
57	1 Maret 2021	±	±	Nauf	Nauf	
58	2 Maret 2021	±	±	Nauf	Nauf	
59	3 Maret 2021	±	±	Nauf	Nauf	
60	4 Maret 2021	±	±	Nauf	Nauf	
61	5 Maret 2021	±	±	Nauf	Nauf	

Kaur Kepegawaian,




Rotua Hotmasari
 NIP.198904122012122001



KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN
POLITEKNIK NEGERI BENGKALIS

Jalan Bathin Alam, Sungai Alam, Bengkalis – Riau – Indonesia
Telp (+62766) 7008877 Fax (+62766) 8001000
Website : www.polbeng.ac.id Email : polbeng@polbeng.ac.id

**AN APPRENTICESHIP CONSULTATION SHEET
FINAL PROJECT PROPOSAL
STATE POLYTECHNIC OF BENGKALIS**

Name : Nadia Ismar
Reg. Number : 5203181096
Place : Kantor Imigrasi Kelas II TPI Bagansiapiapi
Advisor : Safra Apriani Zahraa M.Pd

No	Day/ Date	Revision	Signature
1.	15/3/2021	- Correct the grammar error - correct the procedure	
2.	18/3/2021	Correct the system of work	
3.	23/3/2021	Acc	

Bengkalis, / Maret 2021
Advisor

Safra Apriani Zahraa, M.Pd
NIP. 198304052012122001



KEMENTERIAN HUKUM DAN HAK ASASI MANUSIA RI
KANTOR WILAYAH RIAU
KANTOR IMIGRASI KELAS II TPI BAGANSIAPIPI
Jalan Gedung Nasional No.78 Bagansiapiapi – 28912
Telepon (0767) 21472 Faksimili (0767) 21160
Website : <http://bagansiapiapi.imigrasi.go.id>, e-mail : kanim.bagansiapiapi@gmail.com

SURAT KETERANGAN

Nomor:

Yang bertanda tangan dibawah ini menerangkan bahwa :

Nama : Nadia Ismar
Tempat/Tanggal Lahir : Bantan Tua, 23 Februari 2000
Alamat : Pasiran, Jl. H. Abu Bakar, Bantan Tua, Bengkalis

Telah melakukan Kerja Praktek pada Instansi kami, Kantor Imigrasi Kelas II TPI Bagansiapiapi sejak tanggal 04 Januari sampai dengan 05 Maret 2021 sebagai tenaga Kerja Praktek.

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

Demikian surat keterangan ini diberikan untuk di pgunakan sebagai mana mestinya

Bagansiapiapi, 05 Maret 2021

Kasubag Tata Usaha,



Evaluation Sheet



KEMENTERIAN HUKUM DAN HAK ASASI MANUSIA RI
KANTOR WILAYAH RIAU
KANTOR IMIGRASI KELAS II TPI BAGANSIPIAPI
Jalan Gedung Nasional No.78 Bagansiapiapi – 28912
Telepon (0767) 21472 Faksimili (0767) 21160

Website : <http://bagansiapiapi.imigrasi.go.id>, e-mail : kanim.bagansiapiapi@gmail.com

RATTING FROM APPRENTICESHIP COMPANY

IMMIGRATION OFFICE CLASS II TPI BAGANSIPIAPI

Jl. Gedung Nasional No. 78 Bagan Barat

Name : Nadia Ismar
Reg Number : 5203181096
Program Study : D-III English

No	Aspect of the Assessments	Quality	Score
1	Discipline	20%	90
2	Responsible	25%	85
3	Adjustment	10%	80
4	Work Result	30%	85
5	Behavior in general	15%	95
	Total	100%	87

Information

Score : Criteria
81-100 : Special
71-80 : Very Good
66-70 : Good
61-65 : Pretty Good
56-60 : Enough

Note:


Bagansiapiapi, March 05th, 2021

Kaur Kepegawaian,

ROVA HOTMASARI H., S.H
NIP. 198904122012122001

**DAILY ACTIVITY
APPRENTICESHIP**


DAY : Monday
DATE : January 4th, 2021

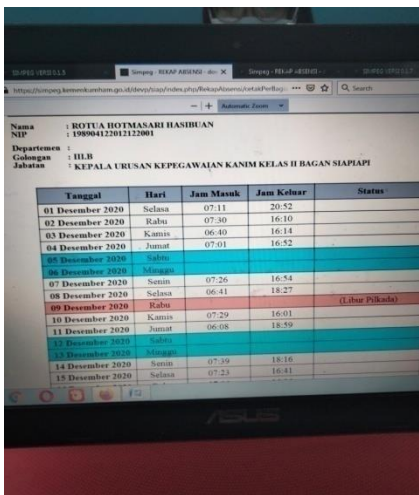
No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Morning, ceremony	Rotua Hotmasari Hasibuan, S., S.H	
2.	Introduction to staff in Immigration Office		
3.	Working orientation from senior staff		
4.	Afternoon, ceremony		
	NOTE: Fast Respond		

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Introducing to the immigration office and immigration staff.

DAILY ACTIVITY APPRENTICESHIP


DAY : Tuesday
DATE : January 05th, 2021

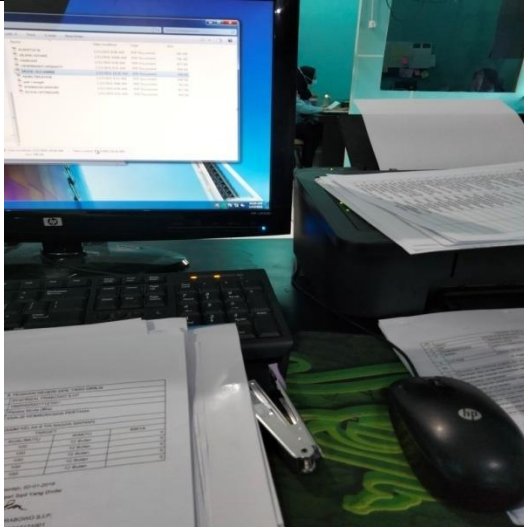
No	ACTIVITY	SUPERVISOR	SIGNATURE
1.	Morning, Ceremony	Rotua Hotmasari Hasibuan, S., S.H	
2.	Make a list of employee attendance benefits and meal allowances		
3.	Afternoon, Ceremony		
	NOTE: You have that ability to do jobs and finish on time		

No.	THE PICTURE OF ACTIVITY	EXPLANATION
		Employee attendance work allowance

DAILY ACTIVITY APPRENTICESHIP


DAY : Wednesday
DATE : January 6th, 2021

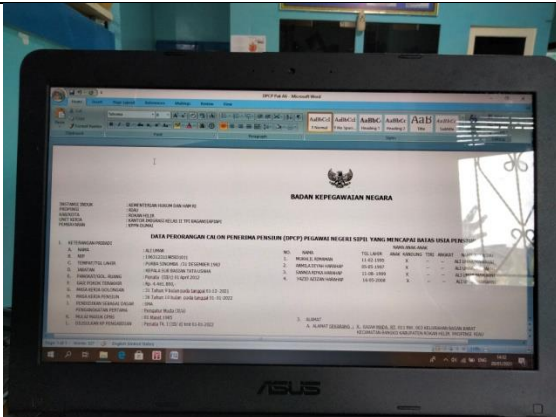
No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Morning, Ceremony	Rotua Hotmasari Hasibuan, S., S.H	
2.	Make a retirement letter for one of the immigration employees		
3.	Afternoon, Ceremony		
	NOTE: Keep Smile, Keep Spirit		

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Make a retirement letter

DAILY ACTIVITY APPRENTICESHIP


DAY : Thursday
DATE : January 7th, 2021



No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Morning, Ceremony	Rotua Hotmasari Hasibuan, S., S.H	
2.	Make a pension letter for the individual data of a prospective recipient of a civil servant who has reached the retirement age limit		
3.	Afternoon, Ceremony		
	NOTE: Good!!		

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Individual letter prospective Civil servant pension recipients.

DAILY ACTIVITY APPRENTICESHIP


DAY : Friday
DATE : January 8th, 2021


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Morning, Ceremony	Rotua Hotmasari Hasibuan, S., S.H	
2.	Next, Gymnastics		
3.	Print all pension letters and send the files to the parties concerned		
4.	Afternoon, Ceremony		
	NOTE: Nice!! Keep Spirit		

No.	THE PICTURE OF ACTIVITY	INFORMATION
	 	Print all pension files

DAILY ACTIVITY APPRENTICESHIP


DAY : Tuesday
DATE : January 12th, 2021


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Morning, Ceremony	Rotua Hotmasari Hasibuan, S., S.H	
2.	Compile files for example to files Position, Rank, etc		
3.	Afternoon, Ceremony		
	NOTE : You have done your job very well		

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Compile employee files

DAILY ACTIVITY APPRENTICESHIP


DAY : Wednesday
DATE : January 13th, 2021


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Morning, Ceremony	Rotua Hotmasari Hasibuan, S., S.H	
2.	Scans all employee files		
3.	Afternoon, Ceremony		
	NOTE: I have enjoyed doing it and learning things in the office world.		

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Scans all files

**DAILY ACTIVITY
APPRENTICESHIP**


DAY : Thursday
DATE : January 14th, 2021

No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Morning, Ceremony	Rotua Hotmasari Hasibuan, S., S.H	
2.	Archiving incoming and outgoing mail and writing letter codes		
3.	Afternoon, Ceremony		
	NOTE : Keep Spirit!!		

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Write incoming and outgoing mail

**DAILY ACTIVITY
APPRENTICESHIP**


DAY : Friday
DATE : January 15th, 2021

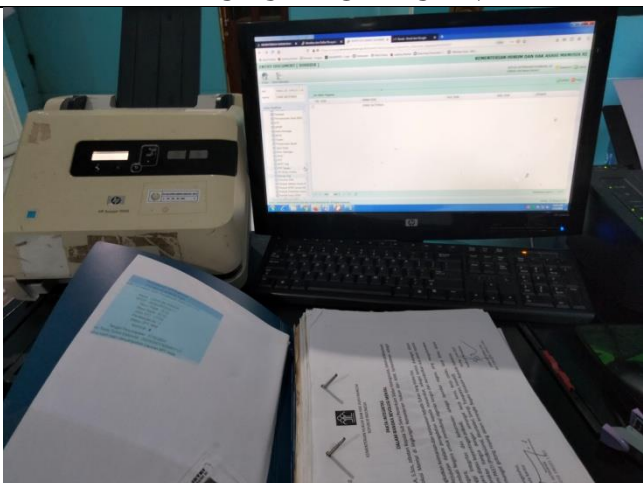
No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Morning, Ceremony	Rotua Hotmasari Hasibuan, S.,S.H	
2.	Religious lectures		
3.	Archiving Employee Work Goals		
4.	Afternoon, Ceremony		
	NOTE: Fighting!!		

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Archiving SKP and etc.

DAILY ACTIVITY APPRENTICESHIP


DAY : Monday
DATE : January 18th, 2021

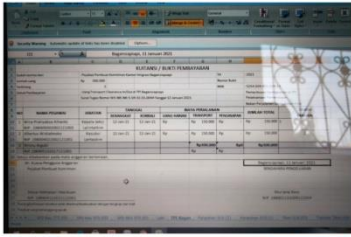

No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Morning, Ceremony	Rotua Hotmasari Hasibuan, S., S.H	
2.	Check employee data such as employee cards, KK, Taspen cards, and then the file is scanned into each employee's data through the Kementrian Hukum and Ham Simpeg.		
3.	Afternoon, Ceremony		
	NOTE: Keep Smile		

No.	THE PICTURE OF ACTIVITY	EXPLANATION
		Check data and upload data

DAILY ACTIVITY APPRENTICESHIP


DAY : Tuesday
DATE : January 19th, 2021

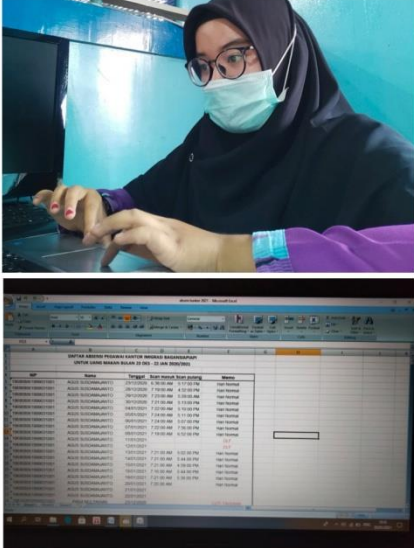
No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Morning, Ceremony	Rotua Hotmasari Hasibuan, S., S.H	
2.	Fill out the receipt data for payment of outside Service Departments		
3.	Afternoon, Ceremony		
4.	Donation activities to An Asyiah orphanage for the 71 st anniversary of Bagansiapiapi immigration.		
	NOTE: Good, you can handle your job very well.		

No.	THE PICTURE OF ACTIVITY	INFORMATION
	 	Payment receipt data

DAILY ACTIVITY APPRENTICESHIP


DAY : Wednesday
DATE : January 20th, 2021

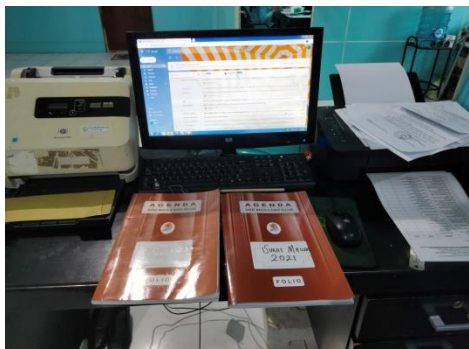
No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Morning, Ceremony	Rotua Hotmasari Hasibuan, S., S.H	
2.	Fill in the employee work allowance attendance data for 2021		
3.	Afternoon, Ceremony		
	NOTE: Good, I am focused and happy to do it		

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Attendance of work benefits

DAILY ACTIVITY APPRENTICESHIP


DAY : Thursday
DATE : January 21st, 2021


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Morning, Ceremony	Rotua Hotmasari Hasibuan, S., S.H	
2.	Archive employee data files and arrange these files into each file, for example incoming mail files, outgoing mails, morning and afternoon apple absences, leave absences and so on.		
3.	Handling of incoming mail outgoing mail		
4.	Afternoon, Ceremony		
	NOTE : Keep Spirit!!		

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Archive employee data files

DAILY ACTIVITY APPRENTICESHIP


DAY : Thursday
DATE : January 22nd, 2021

No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Morning, Ceremony	Rotua Hotmasari Hasibuan, S., S.H	
2.	Check employee data and fill in employee data at SIMPEG then upload the file to each employee data.		
3.	Handling upload data employee data		
4.	Afternoon, Ceremony		
	NOTE : I can do according to the directions given		

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Fill in the data in the personnel information system application.

DAILY ACTIVITY APPRENTICESHIP


DAY : Thursday
DATE : January 25th, 2021

No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Morning, Ceremony	Rotua Hotmasari Hasibuan, S., S.H	
2.	Fill in the employee attendance Work Allowance data in January		
3.	Handling of employee attendance data		
4.	Afternoon, Ceremony		
	NOTE : I am enjoy working on Employee Benefits data		

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Fill in the employee attendance data for January

DAILY ACTIVITY APPRENTICESHIP


DAY : Monday
DATE : January 26th, 2021

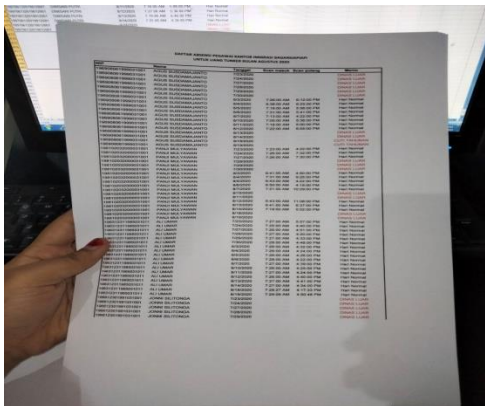
No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Morning, Ceremony	Rotua Hotmasari Hasibuan, S., S.H	
2.	Immigration's 71th Anniversary		
3.	Afternoon, Ceremony		
	NOTE : Nice!!		

No.	THE PICTURE OF ACTIVITY	INFORMATION
		

DAILY ACTIVITY APPRENTICESHIP


DAY : Tuesday
DATE : January 27th, 2021

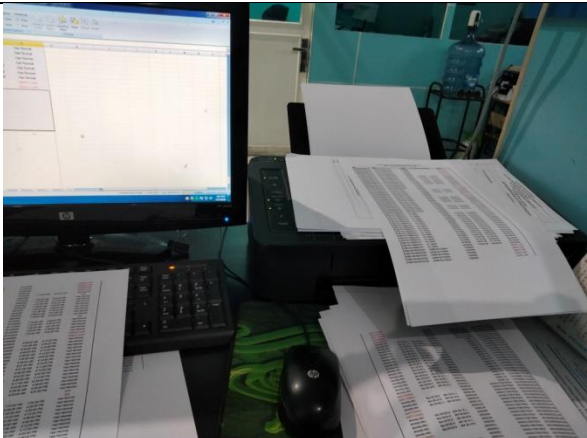
No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Morning, Ceremony	Rotua Hotmasari Hasibuan, S., S.H	
2.	File the employee work benefit accountability sheet from January to December 2020.		
3.	Afternoon, Ceremony		
	NOTE : Good!!		

No.	THE PICTURE OF ACTIVITY	INFORMATION
		File the employee accountability sheet

**DAILY ACTIVITY
APPRENTICESHIP**


DAY : Wednesday
DATE : January 28th, 2021

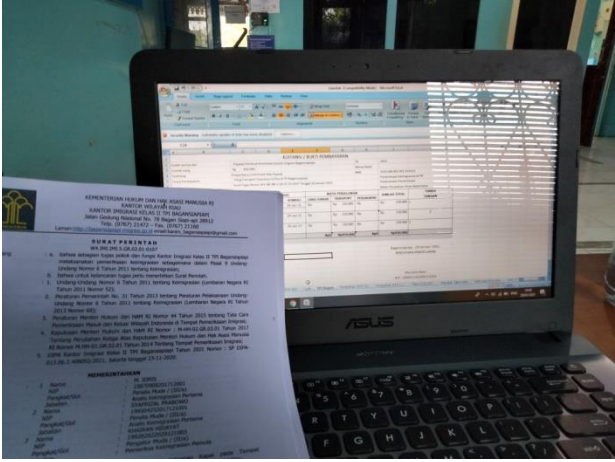
No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Morning, Ceremony	Rotua Hotmasari Hasibuan, S., S.H	
2.	Archive files and scan files of each employee		
3.	Afternoon, Ceremony		
	NOTE : Good job		

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Archive file and scan files

DAILY ACTIVITY APPRENTICESHIP


DAY : Thursday
DATE : January 29th, 2021

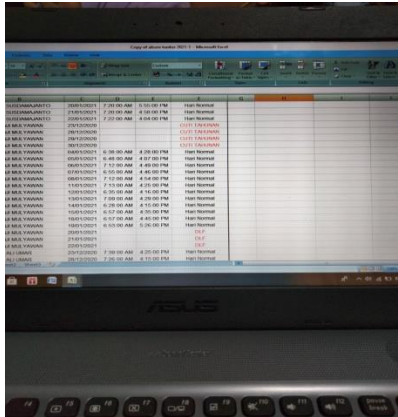
No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Morning, Ceremony	Rotua Hotmasari Hasibuan, S., S.H	
2.	Make detailed employee receipts calculate.		
3.	Handling calculate cost breakdown		
4.	Afternoon, Ceremony		
	NOTE :		

No.	THE PICTURE OF ACTIVITY	INFORMATION
		<p>First make details of employee receipts when official employees are outside.</p>

DAILY ACTIVITY APPRENTICESHIP


DAY : Friday
DATE : January 30th, 2021

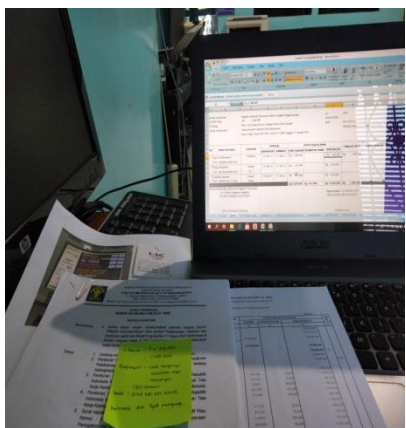
No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Morning, Ceremony	Rotua Hotmasari Hasibuan, S., S.H	
2.	Fill in the employee work benefits absent data		
3.	Handling moves and fills in work allowance data for food money.		
4.	Afternoon, Ceremony		
	NOTE : Nice !!		

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Fill in the employee work allowance attendance data from December 2020 to January 2021 then move and fill in the work allowance data for 2021 food allowance

**DAILY ACTIVITY
APPRENTICESHIP**


DAY : Monday
DATE : February 1st, 2021

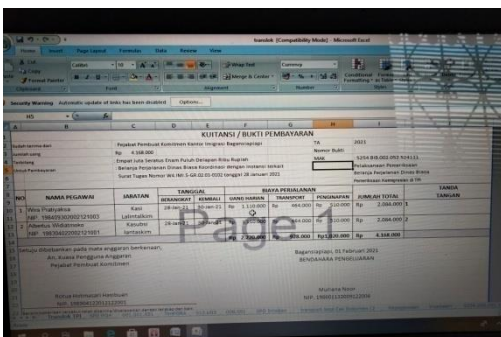
No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Morning, Ceremony	Rotua Hotmasari Hasibuan, S., S.H	
2.	Make a payment receipt / proof of payment		
3.	Afternoon, Ceremony		
	NOTE : Good		

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Fill in the payment receipt data / proof of payment for employees who work outside.

DAILY ACTIVITY APPRENTICESHIP


DAY : Tuesday
DATE : February 2nd, 2021


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Morning, Ceremony	Rotua Hotmasari Hasibuan, S., S.H	
2.	Make receipt of payment for employee departure		
3.	Make a letter of provision of complete funds		
4.	Afternoon, Ceremony		
	NOTE : Keep Smile		

No.	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Make receipt of payment employee departure then calculate the amount of funds issued according to the data that has been made after completing the receipt the make a letter of provision of funds, namely a proof that the data has been attached.</p>

**DAILY ACTIVITY
APPRENTICESHIP**


DAY : Wednesday
DATE : February 3rd, 2021

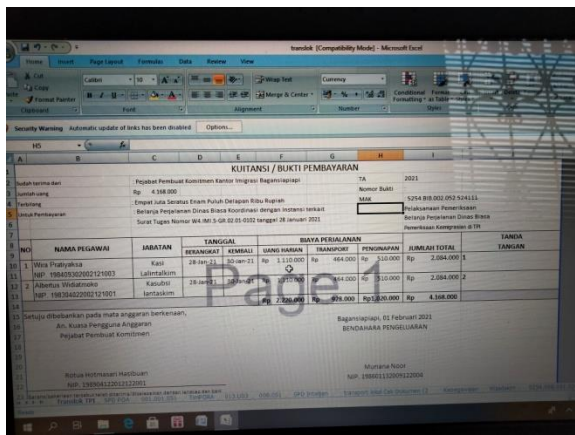
No	ACTIVITY	SUPERVISOR	SIGNATURE
1.	Morning, Ceremony	Rotua Hotmasari Hasibuan, S., S.H	
2.	scan a pay warrant		
3.	Handling scan warrant to pay		
4.	Afternoon, Ceremony		
	NOTE : Good		

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Scanning the pay order, after scanning the file, then emailing one of the employees.

DAILY ACTIVITY APPRENTICESHIP


DAY : Thursday
DATE : February 4th, 2021

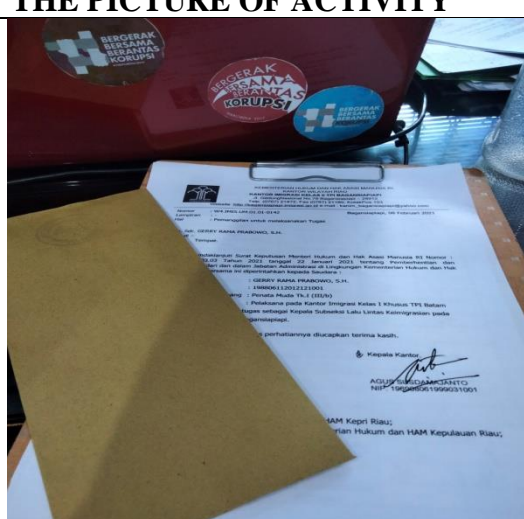
No	ACTIVITY	SUPERVISOR	SIGNATURE
1.	Morning, Ceremony	Rotua Hotmasari Hasibuan, S., S.H	
2.	Make payment receipt		
3.	Afternoon, Ceremony		
	NOTE : Nice		

No.	THE PICTURE OF ACTIVITY	INFORMATION
		

DAILY ACTIVITY APPRENTICESHIP


DAY : Friday
DATE : February 5th, 2021

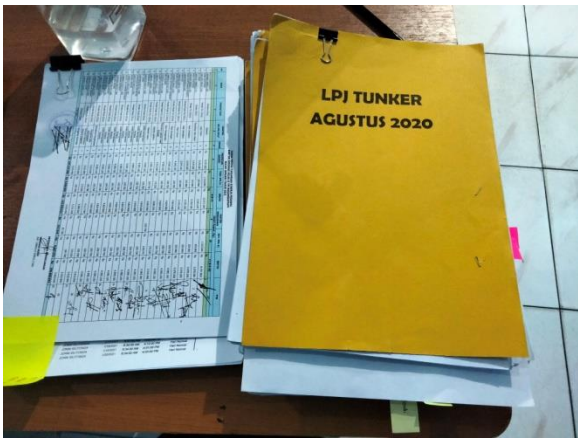
No	ACTIVITY	SUPERVISOR	SIGNATURE
1.	Morning, Ceremony	Rotua Hotmasari Hasibuan, S., S.H	
2.	Make a letter of assignment		
3.	Ask for the signature of the head of the office		
4.	Afternoon, Ceremony		
	NOTE : I am enjoy working on Employees Benefits data		

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Handling make a letter of assignment

**DAILY ACTIVITY
APPRENTICESHIP**


DAY : Monday
DATE : February 8th, 2021

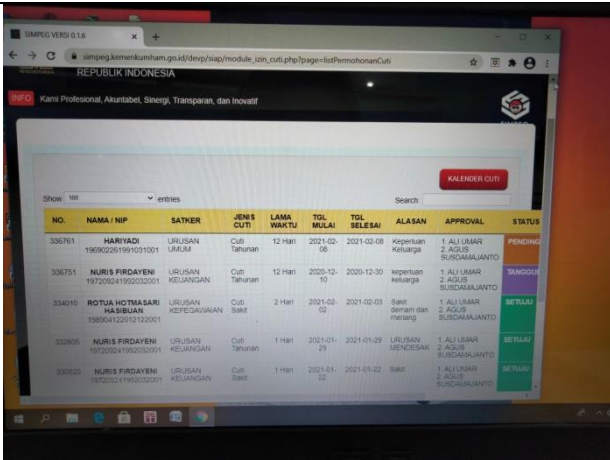
No	ACTIVITY	SUPERVISOR	SIGNATURE
1.	Morning, Ceremony	Rotua Hotmasari Hasibuan, S., S.H	
2.	Requesting signatures for work benefits from all employees for those who have not filled in the signatures. As well as transferring the permit to their respective places based on the date, month and year.		
3.	Afternoon, Ceremony		
	NOTE : FIGHTING!!		

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Ask for an autograph

DAILY ACTIVITY APPRENTICESHIP


DAY : Tuesday
DATE : February 9th, 2021


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Morning, Ceremony	Rotua Hotmasari Hasibuan, S., S.H	
2.	Make attendance for each employee's leave application		
3.	Afternoon, Ceremony		
	NOTE : Fighting!!		

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Make leave allowances for each employee

DAILY ACTIVITY APPRENTICESHIP


DAY : Monday
DATE : February 10th, 2021

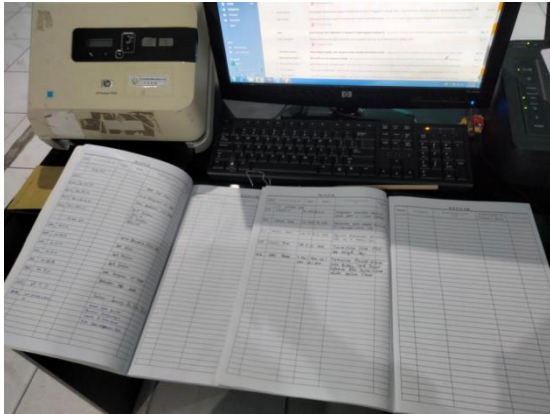
No	ACTIVITY	SUPERVISOR	SIGNATURE
1.	Morning, Ceremony	Rotua Hotmasari Hasibuan, S., S.H	
2.	Make an employee bio and attach a photo to an employee's file.		
3.	Afternoon, Ceremony		
	NOTE : Keep Spirit!!		

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Make a photo print on the employee file sheet

DAILY ACTIVITY APPRENTICESHIP


DAY : Monday
DATE : February 11th, 2021

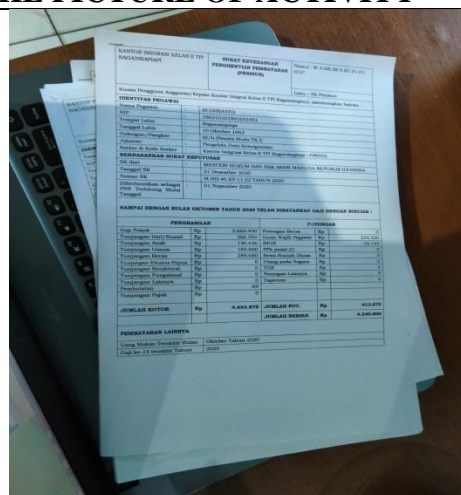
No	ACTIVITY	SUPERVISOR	SIGNATURE
1.	Morning, Ceremony	Rotua Hotmasari Hasibuan, S., S.H	
2.	Archiving each employee's files to outgoing mail.		
3.	Afternoon, Ceremony		
	NOTE : Good Job		

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Archiving each employee's files to outgoing mail.

DAILY ACTIVITY APPRENTICESHIP


DAY : Monday
DATE : February 15th, 2021

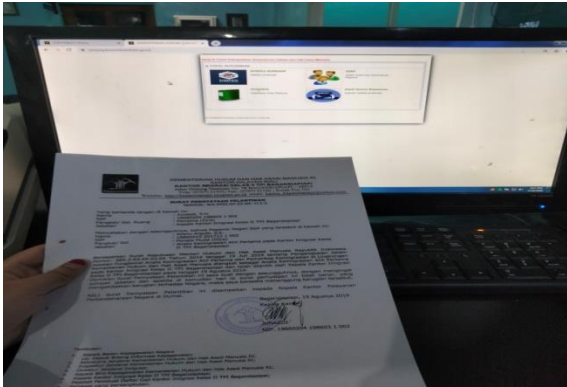
No	ACTIVITY	SUPERVISOR	SIGNATURE
1.	Morning, Ceremony	Rotua Hotmasari Hasibuan, S., S.H	
2.	Photocopy of Certificate Termination of Payment		
3.	Afternoon, Ceremony		
	NOTE : Keep Spirit!!		

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Photocopy of Certificate Termination of Payment

**DAILY ACTIVITY
APPRENTICESHIP**


DAY : Monday
DATE : February 16th, 2021

No	ACTIVITY	SUPERVISOR	SIGNATURE
1.	Morning, Ceremony	Rotua Hotmasari Hasibuan, S., S.H	
2.	Entering a periodic payroll file into one of the employee files		
3.	Afternoon, Ceremony		
	NOTE : Keep Spirit!!		

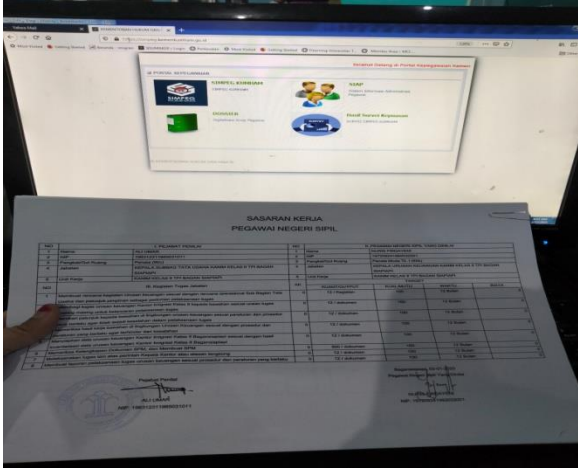
No.	THE PICTURE OF ACTIVITY	INFORMATION
		Entering a periodic payroll file into one of the employee files

**DAILY ACTIVITY
APPRENTICESHIP**

DAY : Tuesday
DATE : February 17th, 2021


No	ACTIVITY	SUPERVISOR	SIGNATURE
1.	Morning, Ceremony	Rotua Hotmasari Hasibuan, S., S.H	
2.	Scan employee performance goals (SKP)		
3.	Afternoon, Ceremony		
	NOTE : Keep Spirit!!		

No.	THE PICTURE OF ACTIVITY	INFORMATION
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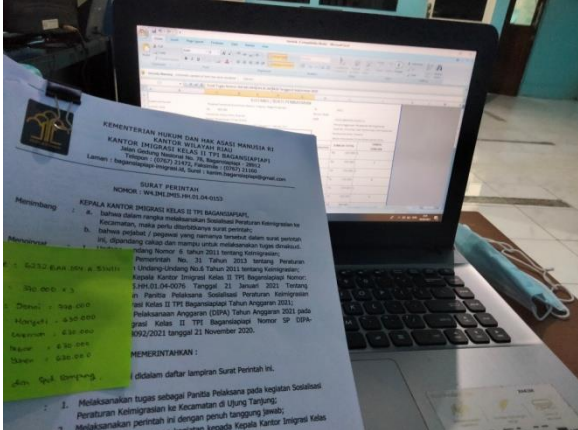
		<p>Scanning employee performance target data and archiving files to each employee</p>
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DAILY ACTIVITY APPRENTICESHIP

DAY : Tuesday
DATE : February 18th, 2021


No	ACTIVITY	SUPERVISOR	SIGNATURE
1.	Morning, Ceremony	Rotua Hotmasari Hasibuan, S., S.H	
2.	Fill out the proof of payment receipt data		
3.	Afternoon, Ceremony		
	NOTE : Be smart		

No.	THE PICTURE OF ACTIVITY	INFORMATION
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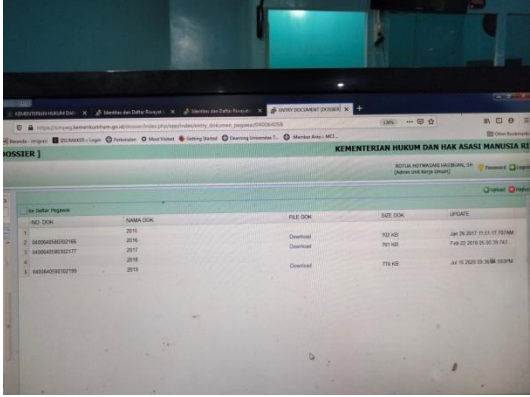
		<p>Handling fill out the proof of payment receipt data</p>
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DAILY ACTIVITY APPRENTICESHIP

DAY : Tuesday
DATE : February 19th, 2021


No	ACTIVITY	SUPERVISOR	SIGNATURE
1.	Morning, Ceremony	Rotua Hotmasari Hasibuan, S., S.H	
2.	Uploading employee data and archiving employee files		
3.	Afternoon, Ceremony		
	NOTE : Keep Spirit!!		

No.	THE PICTURE OF ACTIVITY	EXPLANATION
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		<p>Uploading employee data and archiving employee files</p>
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DAILY ACTIVITY APPRENTICESHIP

DAY : Tuesday
DATE : February 22nd, 2021


No	ACTIVITY	SUPERVISOR	SIGNATURE
1.	Morning, Ceremony	Rotua Hotmasari Hasibuan, S., S.H	
2.	Scanning the data of one of the employees and upload it to the SIMPEG application.		
3.	Afternoon, Ceremony		
	NOTE : Keep Spirit!!		

No.	THE PICTURE OF ACTIVITY	EXPLANATION
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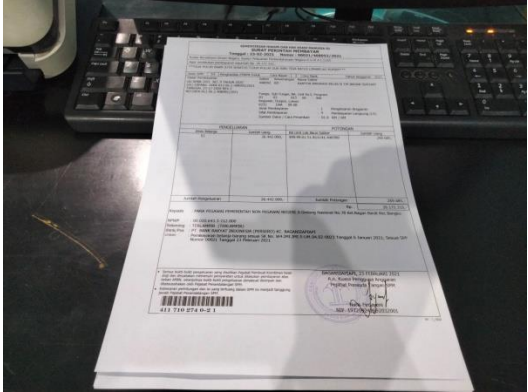
		Scanning the data of one of the employees.
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**DAILY ACTIVITY
APPRENTICESHIP**

DAY : Tuesday
DATE : February 23rd, 2021


No	ACTIVITY	SUPERVISOR	SIGNATURE
1.	Morning, Ceremony	Rotua Hotmasari Hasibuan, S., S.H	
2.	Scanning the Pay Order letter and send the file to the email of an employee		
3.	Afternoon, Ceremony		
	NOTE : Good Job!!		

No.	THE PICTURE OF ACTIVITY	EXPLANATION
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		Scanning the Pay Order letter and send the file to the email of an employee
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**DAILY ACTIVITY
APPRENTICESHIP**

DAY : Tuesday
DATE : February 24th, 2021


No	ACTIVITY	SUPERVISOR	SIGNATURE
1.	Morning, Ceremony	Rotua Hotmasari Hasibuan, S., S.H	
2.	Consumption committee at TIMPORA meeting at the hotel Mulia		
3.	Afternoon, Ceremony		
	NOTE : Good job!!		

No.	THE PICTURE OF ACTIVITY	EXPLANATION
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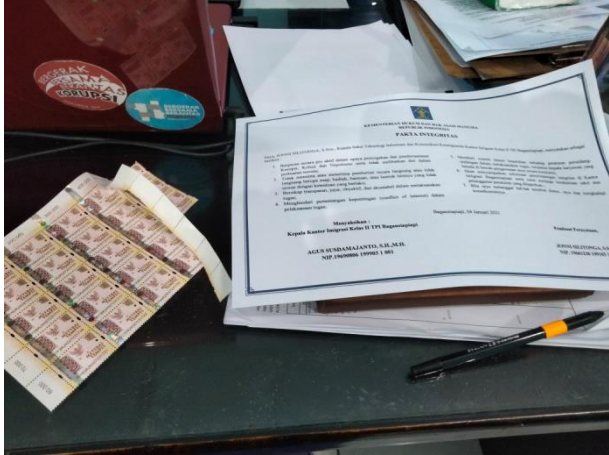
		Consumption Committee
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**DAILY ACTIVITY
APPRENTICESHIP**

DAY : Tuesday
DATE : February 25th, 2021


No	ACTIVITY	SUPERVISOR	SIGNATURE
1.	Morning, Ceremony	Rotua Hotmasari Hasibuan, S., S.H	
2.	Print the certificate of integrity fact and attach a stamp		
3.	Afternoon, Ceremony		
	NOTE : Keep Spirit!!		

No.	THE PICTURE OF ACTIVITY	EXPLANATION
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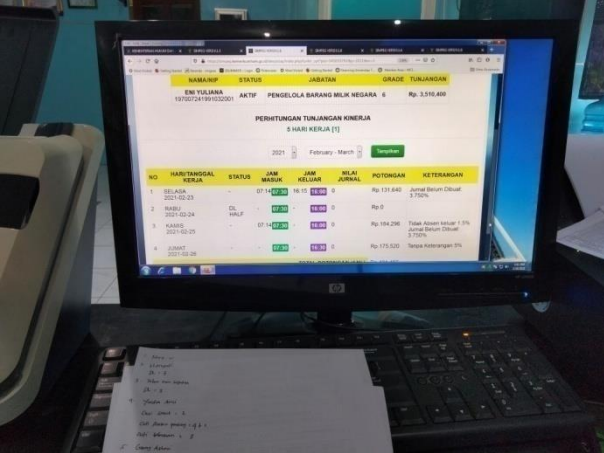
		<p>Print the certificate of integrity fact and attach a stamp</p>
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DAILY ACTIVITY APPRENTICESHIP

DAY : Tuesday
DATE : February 26th, 2021


No	ACTIVITY	SUPERVISOR	SIGNATURE
1.	Morning, Ceremony	Rotua Hotmasari Hasibuan, S., S.H	
2.	Check all the leave data for employees who are outside the service		
3.	Afternoon, Ceremony		
	NOTE : Keep Spirit!!		

No.	THE PICTURE OF ACTIVITY	EXPLANATION
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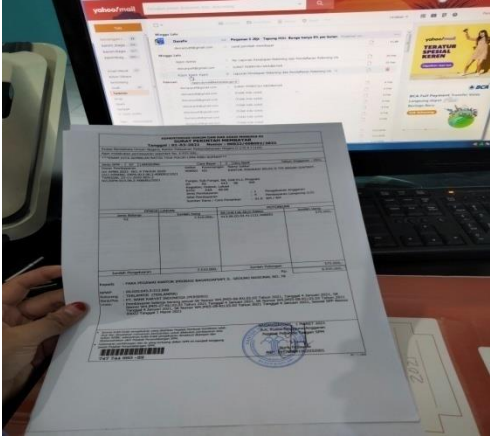
		<p>Check all the leave data for employees who are outside the service</p>
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DAILY ACTIVITY APPRENTICESHIP

DAY : Monday
DATE : March 1st, 2021


No	ACTIVITY	SUPERVISOR	SIGNATURE
1.	Morning, Ceremony	Rotua Hotmasari Hasibuan, S., S.H	
2.	Scanned Payment Warrant		
3.	Afternoon, Ceremony		
	NOTE : Keep Spirit!!		

No.	THE PICTURE OF ACTIVITY	EXPLANATION
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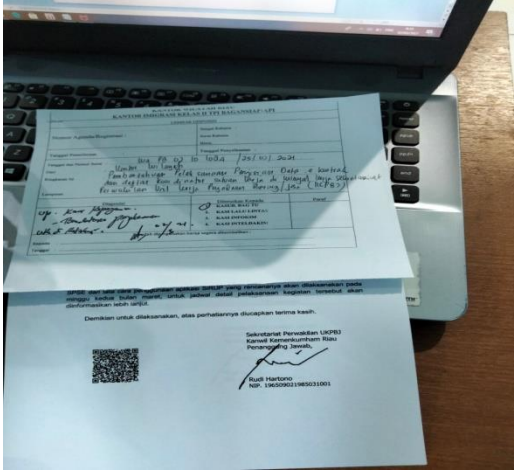
		Scanned Payment Warrant
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**DAILY ACTIVITY
APPRENTICESHIP**

DAY : Tuesday
DATE : March 2nd, 2021


No	ACTIVITY	SUPERVISOR	SIGNATURE
1.	Morning, Ceremony	Rotua Hotmasari Hasibuan, S., S.H	
2.	Copy of incoming letter		
3.	Afternoon, Ceremony		
	NOTE : Keep Spirit!!		

No.	THE PICTURE OF ACTIVITY	EXPLANATION
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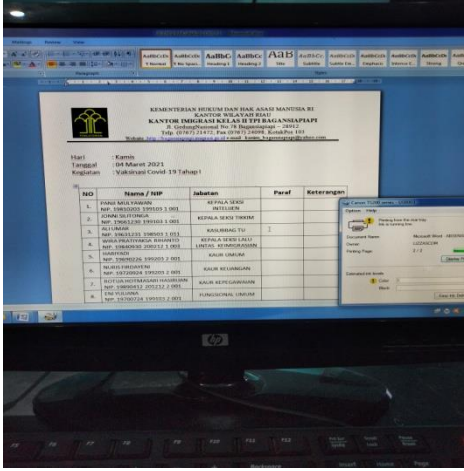
		Copy of incoming letter
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DAILY ACTIVITY APPRENTICESHIP

DAY : Wednesday
DATE : March 3rd, 2021


No	ACTIVITY	SUPERVISOR	SIGNATURE
1.	Morning, Ceremony	Rotua Hotmasari Hasibuan, S., S.H	
2.	Print employee attendance		
3.	Afternoon, Ceremony		
	NOTE : Keep Spirit!!		

No.	THE PICTURE OF ACTIVITY	EXPLANATION
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		Print employee attendance
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**DAILY ACTIVITY
APPRENTICESHIP**

DAY : Thursday
DATE : March 4nd, 2021


No	ACTIVITY	SUPERVISOR	SIGNATURE
1.	Morning, Ceremony	Rotua Hotmasari Hasibuan, S., S.H	
2.	Scanning a pay order letter and send an email to one of the employees		
3.	Afternoon, Ceremony		
	NOTE : Keep Spirit!!		

No.	THE PICTURE OF ACTIVITY	EXPLANATION
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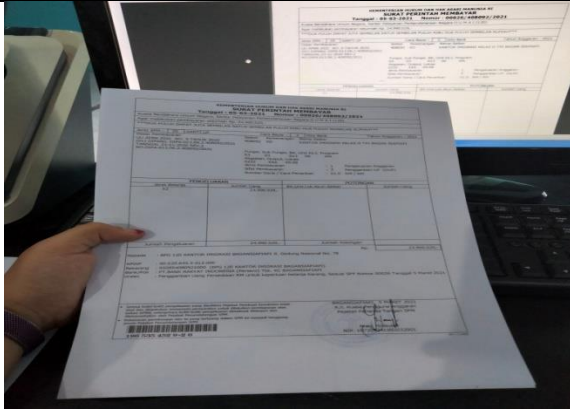
		<p>Scanning a pay order letter and send an email to one of the employees</p>
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DAILY ACTIVITY APPRENTICESHIP

DAY : Friday
DATE : March 5th, 2021

No	ACTIVITY	SUPERVISOR	SIGNATURE
1.	Morning, Ceremony	Rotua Hotmasari Hasibuan, S., S.H	
2.	Scanning Payment Warrant		
3.	Afternoon, Ceremony		
	NOTE : FIGHTING!!		

No.	THE PICTURE OF ACTIVITY	INFORMATION
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Scanning Payment Warrant