APPRENTICESHIP REPORT

REGIONAL DEVELOPMENT PLANNING AGENCY
BENGKALIS REGENCY

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APPLIED BACHELOR DEGREE OF INTERNATIONAL BUSINESS ADMINISTRATION STUDY PROGRAM
BUSINESS ADMINISTRATION DEPARTMENT
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2021

VALIDATION SHEET

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APPRENTICESHIP REPORT

REGIONAL DEVELOPMENT PLANNING AGENCY BENGKALIS REGENCY

Written as one of the conditions for completing Job Training

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Bengkalis, August 2021

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ii

PREFACE

Praise ans thanks to ALLAH SWT who has given strength and fluency so that the author can complete the Apprenticeship in Regional Development Planning Agency Bengkalis Regency.

Apprenticeship is one of the activities that must be taken in the International Business Administrtion Study Program, whichaims to apply the knowledge that have gained in the clasroom to the work environment.

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

1. Mr. Johny Custer ST., MT as Director of the Bengkalis State Polytechnic.
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7. All employees at Secretariat of the Regional Development Planning Agency Bengkalis Regency, Especialy the operational and public parts which be mentioned one by one, which always gives the author confidence to do the work during the apprenticeship period.
8. My Parent and Family and sacrifice, patience and support that has been given

so far.

9. All of friends in State of Polytechnic Bengkalis especially the International Business Administration Study Program Semester VIII (eight) who always gives support and encouragement, thank you for your cooperation when completeing the job training report.

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

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Bengkalis, Juni 2021

BETY YULMARLINA
NIM. 5404171086

TABLE OF CONTENT

APPRENTICESHIP REPORT

VALIDATION FORM ii

PREFACE iii

TABLE OF CONTENT v

LIST OF TABLE vii

LIST OF FIGURE ix

LIST OF APPENDICES x

CHAPTER I INTRODUCTION 1

1.1 Background of the Apprenticeship 1

1.2 Purpose of the Apprenticeship 2

1.3 Significances of the Apprenticeship 3

CHAPTER II GENERAL DESCRIPTION OF THE COMPANY 4

2.1 Company Profile 4

2.2 Vision and Mision 7

2.2.1 Vision 7

2.2.2 Mision 7

2.3 Kind of Business 7

2.4 Organization Structure 8

2.5 The working Process 10

2.6 Document Used For Activity 11

CHAPTER III SCOPE THE APPRETICESHIP 12

3.1 Job Description 12

3.2 System and Procedure 12

3.2.1 The Working System 12

3.2.2 The Working Procedure 13

3.3 Place and Time of Apprentuceship 19

3.3.1 Place of Apprenticeship 19

3.3.2 Time of Apprenticeship 19

3.4 Kind and Description of the Activity 20

3.5 Obstacle and Solution 30

3.5.1 Obstacle 30

3.5.2 Solution 31

CHAPTER IV CONCLUSION AND SUGGESTION 32

4.1 Conclusion 32

4.2 Suggestion 33

REFERENCES 34

APPENDICES 35

LIST OF TABLE

Table 3.1 Apprenticeship Schedule 19

Table 3.2 Apprenticeship Report First Week (February 15nd Until 19th, 2021) 20

Table 3.3 Apprenticeship Report Second Week (February 22nd Until 26th, 2021) 20

Table 3.4 Apprenticeship Report Thirth Week (March 01nd Until 05th, 2021) 21

Table 3.5 Apprenticeship Report Fourth Week (March 08nd Until 12th, 2021) 21

Table 3.6 Apprenticeship Report Fifth Week (February 15nd Until 19th, 2021) 22

Table 3.7 Apprenticeship Report Sixth Week (March 22nd Until 26th, 2021) 22

Table 3.8 Apprenticeship Report Seventh Week (March 29nd Until April 02th, 2021) 23

Table 3.9 Apprenticeship Report Eighth Week (April 05nd Until 09th, 2021) 24

Table 3.10 Apprenticeship Report Nine Week (April 12nd Until 16th, 2021) 24

Table 3.11 Apprenticeship Report Tenth Week (April 19nd Until 23th, 2021) 25
Table 3.12 Apprenticeship Report Eleventh Week (April 25nd Until 30th, 2021) 25
Table 3.13 Apprenticeship Report Twelfth Week (May 03nd Until 07th, 2021) 26
Table 3.14 Apprenticeship Report Thirteenth (May 10nd Until 14th, 2021) 26
Table 3.15 Apprenticeship Report Fourteenth Week (May 17nd Until 21th, 2021) 27
Table 3.16 Apprenticeship Report Fiveteenth Week (May 24nd Until 28th, 2021) 27
Table 3.17 Apprenticeship Report Sixteenth Week (May 31nd Until June 04 th, 2021) 28
Table 3.18 Apprenticeship Report Seventeenth Week (June 07nd Until 11 th, 2021) 28
Table 3.19 Apprenticeship Report Eighteenth Week (June 14nd Until 18 th, 2021) 29
Table 3.20 Apprenticeship Report Nineteenth Week (June 21nd Until 25 th, 2021) 29
Table 3.21 Apprenticeship Report Twenty Week (June 28nd Until 30 th, 2021) 30

LIST OF FIGURE

Figure 2.1	Office	4
Figure 2.2	Organizational Structure	9
Figure 3.1	Activities to Make Proposed Sales of Regionla Property	11
Figure 3.2	Document Duplication Flow	14
Figure 3.3	Arciving Documents	15
Figure 3.4	Type KIB (Item Inventory Card)	15
Figure 3.5	Letters and Receipts	16
Figure 3.6	Folding Letters	17
Figure 3.7	Destroying Documents	17
Figure 3.8	Stamp Letters	18
Figure 3.9	Recap of RKA Subdivision 2021	19

LIST OF APPENDICES

Appendices 1	Apprenticeship Reply Letter	35
Appendices 2	Official Memo	36
Appendices 3	Assessment Sheet During Apprenticeship	37
Appendices 4	Apprenticeship Attendence Sheet	38
Appendices 5	Certificate of Apprenticeship	60
Appendices 6	Letter of Statement	61
Appendices 7	Document of Job Activities	62
Appendices 8	Daily Activities of the Apprenticeship	71
Appendices 9	Apprenticeship Revision List	95

CHAPTER I
INTRODUCTION

1.1 Background of the Apprenticeship

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

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

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

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

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

Based on the above, the author as a student of the International Business Administration Study Program chooses to carry out practical work at the Regional Development Planning Agency Bengkalis Regency. During the implementation of the Apprenticeship (KP) the author was placed in the Secretariat. The implementation of practical work starts from February 15, 2021 to June 30, 2021

1.2 Purpose of the Apprenticeship

The purpose of the Practical Work (KP) carried out in Regional Development Planning Agency Bengkalis Regency.

1. To find out the types of work carried out in the general and civil service fields at the Regional Development Planning Agency
2. To find out the place and time of Apprenticeship (KP)
3. To find out the systems and procedures for Apprenticeship used in carrying out work at Regional Planning Agency Bengkalis Regency.
4. To find out Obstacle and solution at Regional Development Planning Agency Bengkalis Regency.

1.3 Significances of the Apprenticeship

1.3.1 Significances for the Apprenticeship

The benefits of practical work for students are as follows:

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

1.3.2 Significances for State Polytechnic of Bengkalis

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

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

1.3.3 Significances for The Company

The benefits of practical work for companies are as follows:

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

CHAPTER II
GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile

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

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

Regional Development Planning, abbreviated as Bappeda, is a regional technical institution in the field of research and regional development planning led by a Head of Agency who is under and responsible to the Governor/Regent/Mayor through the Regional Secretary. This agency has the main task of assisting the Governor/Regent/Mayor in the administration of Regional Government in the field of research and planning regional development. The Regional Development Planning Agency was formed based on the following considerations:

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

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

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

sector, socio-cultural sector, physical and infrastructure sector, statistics and reports.

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

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

1. Democratic, Democratic values mean that in work behavior, priority is given to developing the principles of deliberation to reach consensus by prioritizing common interests in supporting the achievement of the tasks of each unit.
2. Professional, professional values have the meaning to always strive to improve technical capabilities and personal capacity, be disciplined and uphold the ethics of the civil service corps.
3. Transparent, the value of transparency means that in carrying out the duties of each employee is required to be open, honest, and ready to give and receive opinions positively in accordance with applicable norms and ethics.
4. Communicative, communicative value has the meaning that in carrying out the task is able to communicate well and clearly to superiors, subordinates and fellow employees and can understand the substance of the work material so that it can provide accurate information to those in need.
5. Creative, creative value means that every employee must be able to seek added value from the work given so that it will enrich the quality of the work output produced.
6. Innovative, innovative value means thinking far ahead and producing something new and useful for improving organizational performance.
7. Being responsible, the value of being responsible means that every

employee must have a sense of belonging to the organization and love their work.

8. Mutual respect, the value of mutual respect means that every employee must respect and understand each other.

2.2 Vision and Mission

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

2.2.1 Vision

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

2.2.2 Mission

The mission of the Regional Development Planning Agency Bengkalis Regency office is :

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

2.3 Kind Of Business

Regional Development Planning Agency Bengkalis Regency is a supporting element of the Regional Government which has the task of assisting the Mayor in determining policies in the field of development planning in the region as well as its assessment and implementation. The Regional Development Planning Board was formed based on the needs, developments and progress in the Government Sector as well as current technological advances, in order to assist local

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

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

2.4 Organization Structure

The organizational structure is an arrangement and relationship between each part and the existing position in an organization or company in carrying out operational activities to achieve what is expected and desired. The organizational structure of the Bengkalis Regency Regional Development Planning Agency is structured in accordance with the applicable provisions, basically explaining all the functions, obligations and responsibilities of each occupied section.

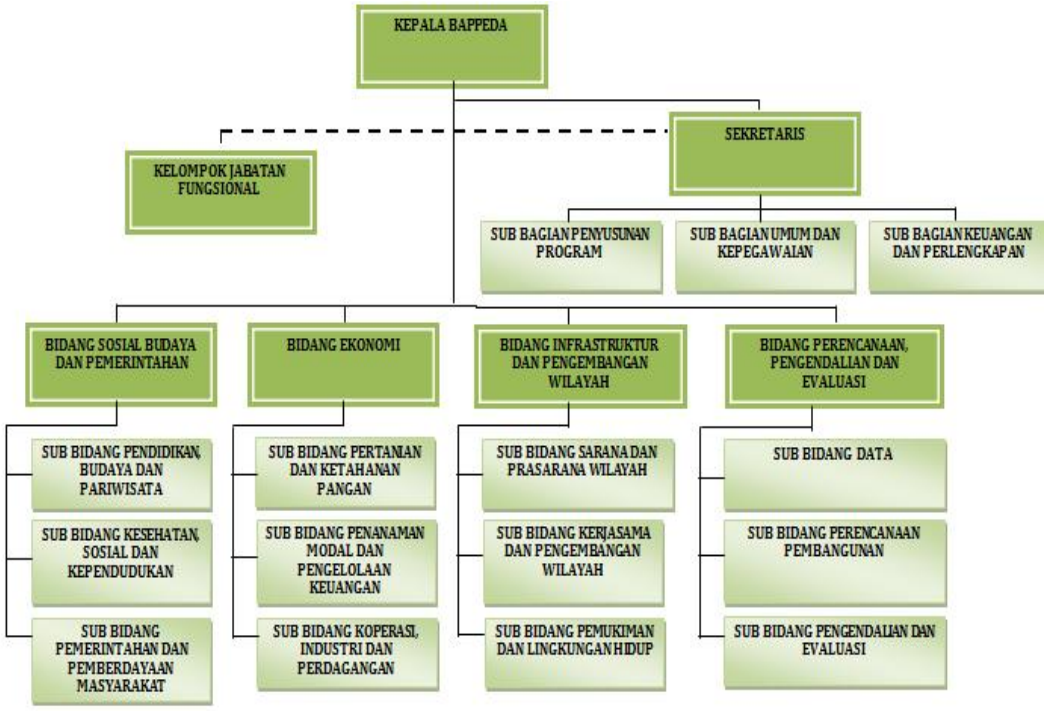


Figure 2.2 Organizational Structure
Source: BAPPEDA Office for General Affairs and Personnel

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

1. Head of Agency
    1) The head has the task of assisting the regent, carrying out supporting government affairs that are the authority of the region and assisting the task of regional development planning.
    2) The Head in carrying out the duties as referred to in paragraph (a) carries out the following functions:
        - Formulation of development planning technical policies;
        - Coordinate the preparation of development planning;
        - Fostering and carrying out tasks in the field of regional development planning;

- Guidance, monitoring, evaluation and reports on the implementation of the Agency's activities; and Carry out other functions assigned by the Regent.

2. Bappeda Secretariat

   The secretariat has the task of leading, coordinating and controlling tasks in the field of management, secretarial services includes coordination, planning, programming and budgeting,financial management,

3. Infrastructure and Regional Development

   The Infrastructure and Regional Development Sector has duties leading, planning, compiling, executing, coordinating, evaluate, and control the functions of the Infrastructure and Regional Development Sector.

4. Economics

   The economic sector has the task of leading, planning, compiling, implement, coordinate, evaluate, and control the functions of the field Economics.

5. Socio-Cultural and Government Sector

   The socio-cultural and government fields have the task of leading, planning, compiling, implementing, coordinating, evaluating, and controlling the functions of the Socio-Cultural and Government sectors.

6. Planning, Control and Evaluation Bidang

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

2.5 The Working Process

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

1. The Program Preparation Sub-Section has the task of preparing the following materials: guidance materials, policies, guidelines, and technical

and service instructions in the field of Program Preparation in accordance with applicable regulations.

2. The General and Personnel Sub-Section has the task of preparing guidance materials, policies, guidelines, and technical instructions as well as services in the field of General and Personnel in accordance with the provisions apply.
3. The Finance and Equipment Sub-Section has the task of preparing guidance materials, policies, guidelines, and technical instructions as well as services in the field of Finance and Equipment in accordance with the provisions applicable.

2.6 Document Used for Acitivity

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

1. Disposition Sheet

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

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

CHAPTER III
SCOPE OF THE APPRENTICESHIP

3.1 Job Description

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

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

3.2 Sytem and Procedure

3.2.1 The Working System

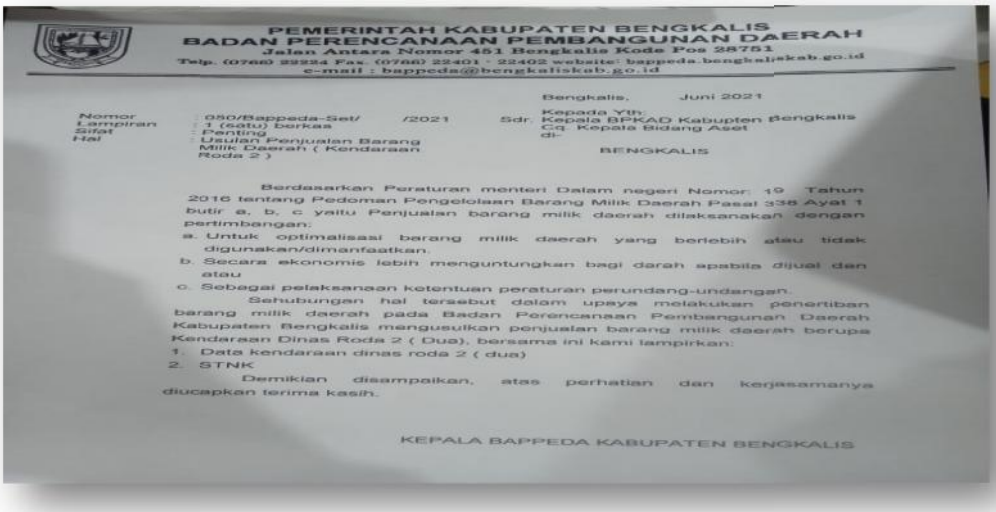
To make it easier for employees to carry out their duties, the Bappeda office uses an internet-based system to facilitate online work using applications and using manual systems. Online systems such as sending emails. While the applications that are often used at work are Microsoft Word to create Anjab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

3.2.2 The Working Procedure

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

1. Make a Letter

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



PEMERINTAH KABUPATEN BENGKALIS
BADAN PERENCANAAN PEMBANGUNAN DAERAH
Jalan Antara Nomor 451 Bengkalis Kode Pos 28751
Telp. (0766) 22234 Fax. (0766) 22401 : 22402 website: bappeda.bengkaliskab.go.id
e-mail : bappeda@bengkaliskab.go.id

Bengkalis, Juni 2021

Nomor : 050/Bappeda-Set/ /2021
Lampiran : 1 (satu) berkas
Sifat : Penting
Hal : Usulan Penjualan Barang Milik Daerah (Kendaraan Roda 2)

Kepada Yth.
Sdr. Kepala BPKAD Kabupten Bengkalis
Cq. Kepala Bidang Aset
di-
BENGKALIS

Berdasarkan Peraturan menteri Dalam negeri Nomor: 19 Tahun 2016 tentang Pedoman Pengelolaan Barang Milik Daerah Pasal 338 Ayat 1 butir a, b, c yaitu Penjualan barang milik daerah dilaksanakan dengan pertimbangan:

a. Untuk optimalisasi barang milik daerah yang berlebih atau tidak digunakan/dimanfaatkan.
b. Secara ekonomis lebih menguntungkan bagi darah apabila dijual dan atau
c. Sebagai pelaksanaan ketentuan peraturan perundang-undangan.

Sehubungan hal tersebut dalam upaya melakukan penertiban barang milik daerah pada Badan Perencanaan Pembangunan Daerah Kabupaten Bengkalis mengusulkan penjualan barang milik daerah berupa Kendaraan Dinas Roda 2 (Dua), bersama ini kami lampirkan:

1. Data kendaraan dinas roda 2 (dua)
2. STNK

Demikian disampaikan, atas perhatian dan kerjasamanya diucapkan terima kasih.

KEPALA BAPPEDA KABUPATEN BENGKALIS

Figure 3.1. Activities to make Proposed Sales of Regional Property
Source: BAPPEDA General Affairs and Personnel

2. Duplicate Documents/Reports

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

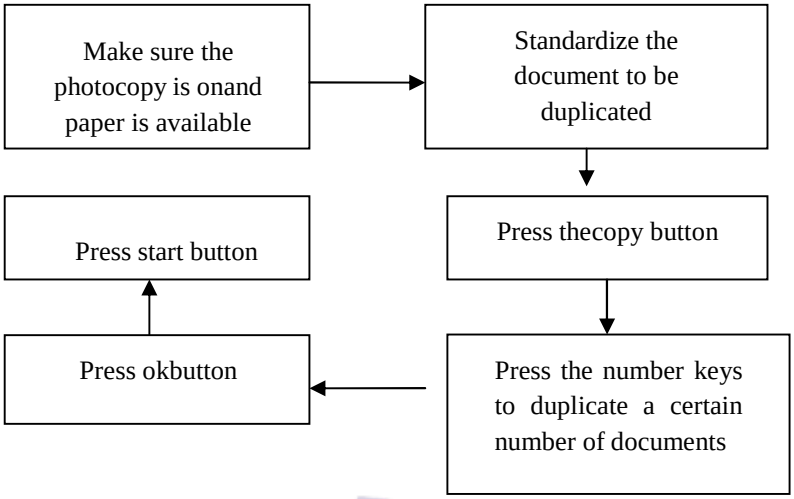


Figure 3.2. Document Duplication Flow
Source: BAPPEDA General Affairs and Personnel

3. Archiving documents

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

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

4. Type KIB (Item Inventory Card)

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

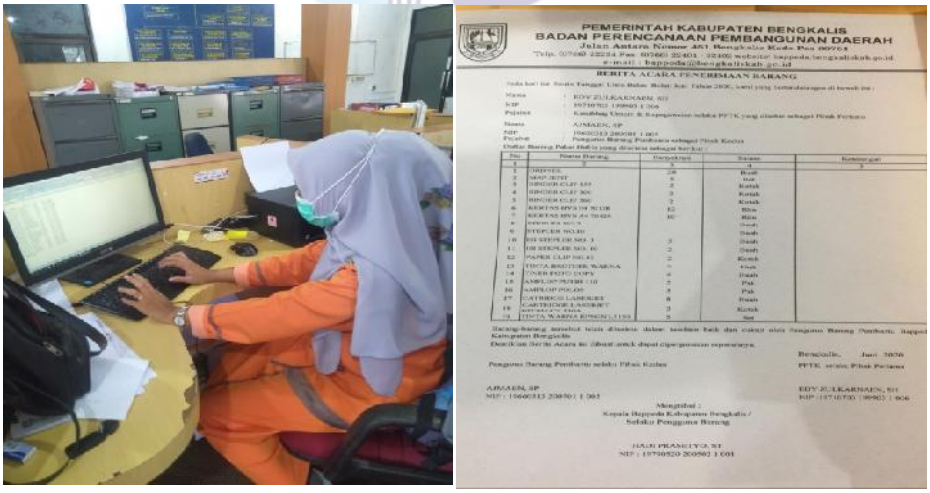


Figure 3.4. Type KIB (Item Inventory Card)
Source: BAPPEDA General Affairs and Personnel

5. Delivering Letters/Invitations

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

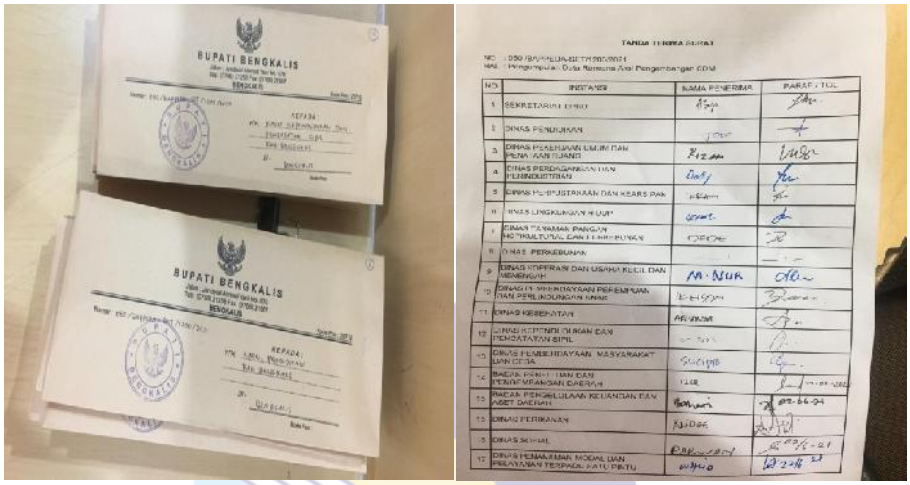


Figure 3.5. Letters and Receipts
Source: BAPPEDA General Affairs and Personnel

6. Folding Letters

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

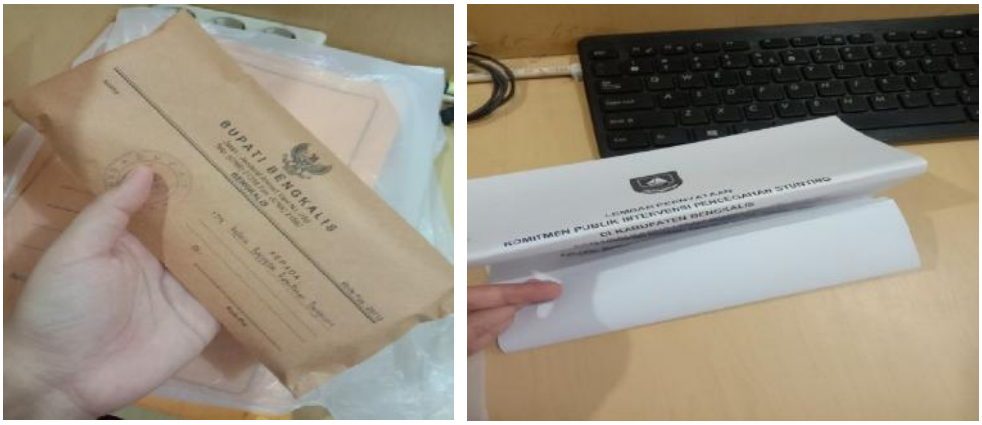


Figure 3.6 Folding Letters
Source: BAPPEDA General Affairs and Personnel

7. Destroying Document

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

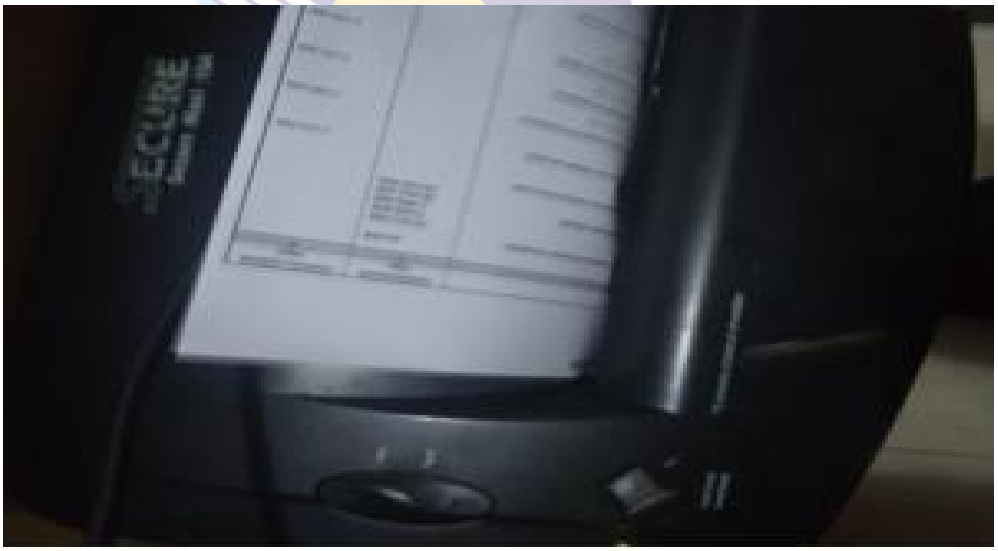


Figure 3.7 Destroying Document
Source: BAPPEDA General Affairs and Personnel

8. Stamp letters/documents

Before the letter is delivered, the letter must be signed and stamped. A stamp is a device that has an engraved surface of writing, an image or both that is used with ink to produce a stamp on a file or document. The stamps

are used for ratifying files, letters, notes, ratifying certificates as well as ratifying transaction settlements. The examples of stamps are as follows:

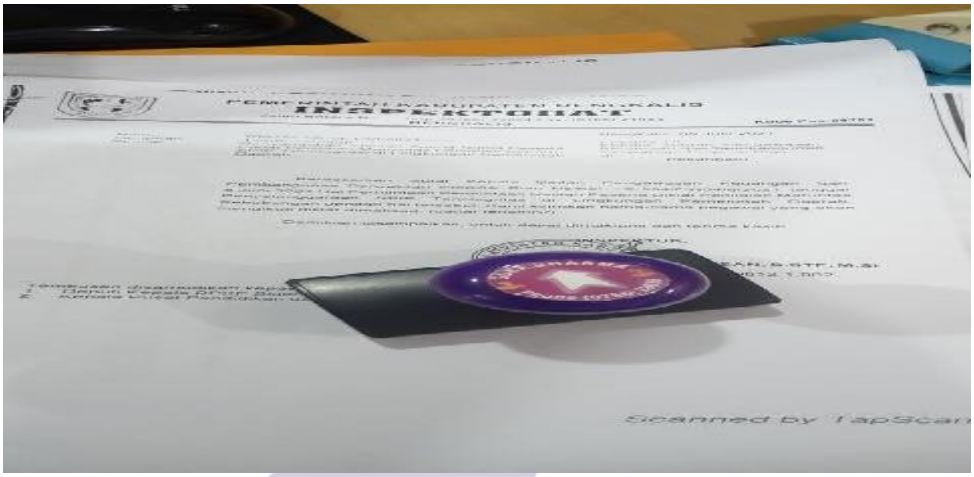


Figure 3.8 Stamp letters
Source: BAPPEDA General Affairs and Personnel

9. Entering the 2021 Subdivision RKA Data

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

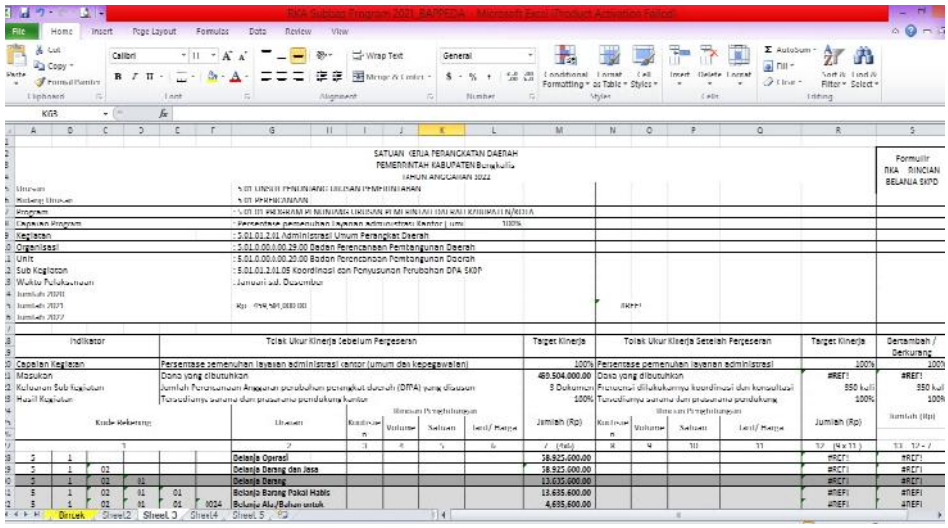


Figure 3.9 Recap of RKA Subdivision 2021
Source: BAPPEDA General Affairs and Personnel

3.3 Place and Time of Apprenticeship

3.3.1 Place of Apprenticeship

This pratical work activity is carried out at the Regional Development Planning Agency Bengkalis Regency at Jalan Antara Bengkalis.

3.3.2 Time of Apprenticeship

The time for the implementation of the Job Training is carried out for one hundred working days. From Monday, February 15, 2021, to Friday, June 30, 2021.

Table 3.1 Apprenticeship Schedule

No	Hari	Jam Kerja	Instansi
1	Monday – Friday	08:00 - 18:30	Regional Development Planning Agency Bengkalis Regency
2	Saturday	Holiday	Holiday
3	Sunday	Holiday	Holiday

Source : Processed Data, 2021

3.4 Kind and Description of the Acitivity

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

Table 3.2 Apprenticeship Report For First Week (February 15nd Until 19th, 2021)

No	Date and time	Name of activity	Field
1	Monday February 15th 2021	- Making Attendance - Field Division Introduction to office employees Field Division	Finance and Equipment
2	Tuesday February 16th 2021	Make an order for the release / distribution of goods	Finance and Equipment
3	Wednesday February 17th 2021	Make proof of retrieval of goods from the warehouse	Finance and Equipment
4	Thursday February 18th 2021	Make a Letter of Withdrawal of Regional Property	Finance and Equipment
5	Friday February 19th 2021	Make a receipt of good	Finance and Equipment

Source: Processed Data, 2021

In the first week, there were not many internships because they were still in the introduction stage of internships and jobs, especially in the Finance and equipment and work activities at the Regional Development Planning Agency Bengkalis Regency.

Table 3.3 Apprenticeship Report For Second Week (February 22nd Until 26th, 2021)

No	Date and time	Name of activity	Field
1	Monday February 22th 2021	Making Minutes of Goods Receipt	Finance and Equipment
2	Tuesday February 23th 2021	- Prepare (RKA) work budget plan - File Mail	Finance and Equipment
3	Wednesday February 24th 2021	- Archive documents - Duplicate documents - Giving Out Mail Number	Finance and Equipment
4	Thursday February 25th 2021	- Writing an incoming mail agenda - Double the RKA	Finance and Equipment
5	Friday February 26th 2021	- Make a Report on the Results of a Business Trip - File Mail	Finance and Equipment

Source: Processed Data, 2021

Furthermore, in the second week doing different work such as Making Minutes of Goods Receipt, Prepare (RKA) work budget plan, File Mail, Archive documents, Duplicate documents, Giving Out Mail Number, Writing an incoming mail agenda, Double the RKA, Make a Report on the Results of a Business Trip, and File Mail.

Table 3.4 Apprenticeship Report For Thirth Week (March 01nd Until 05th, 2021)

No	Date and time	Name of activity	Field
1	Monday March 01th 2021	- Inputting Budget Work Plan Data (RKA) - Duplicate Document	Finance and Equipment
2	Tuesday March 02th 2021	- Make a warning letter - Writing outgoing mail agenda	Finance and Equipment
3	Wednesday March 03th 2021	- Destroying Documents - Duplicate RKA document	Finance and Equipment
4	Thursday March 04th 2021	Recap of Fixed Assets Equipment and Machinery	Finance and Equipment
5	Friday March 05th 2021	Prepare RKA (Rencana Anggaraan Kerja)	Finance and Equipment

Source: Processed Data, 2021

In the following week doing different work such as Inputting Budget Work Plan Data (RKA), Duplicate Document, Make a warning letter, Writing outgoing mail agenda, Destroying Documents, Duplicate RKA document Recap of Fixed Assets Equipment and Machinery, Prepare RKA (Work Budget Plan).

Table 3.5 Apprenticeship Report For Fourth Week (March 08nd Until 12th, 2021)

No	Date and time	Name of activity	Field
1	Monday March 08th 2021	Recap the Proposed Sales of 2 Wheel Vehicles	Finance and Equipment
2	Tuesday March 09th 2021	- Destroying Documents - Writing Outgoing Agenda	Finance and Equipment
3	Wednesday March 10th 2021	Recapitulation of Item inventory card (KIB)	Finance and Equipment
4	Thursday March 11th 2021	Ascension Day of Prophet Muhammad	-
5	Friday March 12th 2021	Writing Outgoing Agenda	Finance and Equipment

Source: Processed Data, 2021

In the following week doing different work such as Recap the Proposed Sales of 2 Wheel Vehicles, Destroying Documents, Writing Outgoing Agenda, Recapitulation of Item inventory card (KIB), Writing Outgoing Agenda.

Table 3.6 Apprenticeship Report For Fifth Week (February 15nd Until 19th, 2021)

No	Date and time	Name of activity	Field
1	Monday March 15th 2021	- Duplicate the RKA Document (Working Budget plan) - Archiving Incoming Mail	Finance and Equipment
2	Tuesday March 16th 2021	Making Details of Office Stationery Shopping Provision	Finance and Equipment
3	Wednesday March 17th 2021	- Duplicate Document - Recap the official vehicle	Finance and Equipment
4	Thursday March 18th 2021	- Bringing Absenteeism to Fields - Make a letter of destruction of goods BAPPEDA	Finance and Equipment
5	Friday March 19th 2021	Making Consumables Cards	Finance and Equipment

Source: Processed Data, 2021

In the following week doing different work such as Duplicate the RKA Document (Working Budget plan), Archiving Incoming Mail, Making Details of Office Stationery Shopping Provision, Duplicate Document, Recap the official vehicle, Bringing Absenteeism to Fields, Make a letter of destruction of goods BAPPEDA, Shredding Paper, Making Consumables Cards.

Table 3.7 Apprenticeship Report For Sixth Week (March 22nd Until 26th, 2021)

No	Date and time	Name of activity	Field
1	Monday March 22th 2021	- Make a Proof of Release of Goods from the Warehouse - Duplicate Document	Finance and Equipment
2	Tuesday March 23th 2021	- Making Minutes of Goods Receipt - Making Consumables Cards	Finance and Equipment
3	Wednesday March 24th 2021	- Making Minutes of Goods Receipt - Making Consumables Cards	Finance and Equipment
4	Thursday March 25th 2021	- Making Minutes of Goods Receipt - Making Consumables Cards	Finance and Equipment
5	Friday March 26th 2021	- Make a Proof of Release of Goods from the Warehouse - Make a Letter of Request for Goods	Finance and Equipment

Source: Processed Data, 2021

In the following week doing different work such as Make a Proof of Release of Goods from the Warehouse, Duplicate Document, Making Minutes of Goods Receipt, Making Consumables Cards, Making Minutes of Goods Receipt, Making Consumables Cards, Make a Proof of Release of Goods from the Warehouse, Make a Letter of Request for Goods.

Table 3.8 Apprenticeship Report For Seventh Week (March 29nd Until April 02th, 2021)

No	Date and time	Name of activity	Field
1	Monday March 29th 2021	Making Minutes of Goods Receipt	Finance and Equipment
2	Tuesday March 30th 2021	Make Proof of taking goods from the warehouse a letter of request for supplies	Finance and Equipment
3	Wednesday March 31th 2021	- Checking Back Items spent - Make a proposal for the need for Regional Property (RKBMD)	Finance and Equipment
4	Thursday April 01th 2021	Make Minutes of Goods Receipt	Finance and Equipment
5	Friday April 02th 2021	Good Friday	-

Source: Processed Data, 2021

In the following week doing different work such as Making Minutes of Goods Receipt, Make Proof of taking goods from the warehouse a letter of request for supplies, Checking Back Items spent, Make a proposal for the need for Regional Property (RKBMD), Make Minutes of Goods Receipt.

Table 3.9 Apprenticeship Report For Eighth Week (April 05nd Until 09th, 2021)

No	Date and time	Name of activity	Field
1	Monday April 05th 2021	- Make a letter of commitment for the provision of shopping for other office materials - Destroy documents	Finance and Equipment
2	Tuesday April 06th 2021	- Make a bill for the provision of other office tools/materials - Archiving Incoming Mail	Finance and Equipment
3	Wednesday April 07th 2021	Make a letter regarding the provision of office printing equipment /materials	Finance and Equipment
4	Thursday April 08th 2021	- Make a letter regarding the supply of electrical installation components / office building lighting - Destroy document	Finance and Equipment
5	Friday April 09th 2021	Recapitulate the budget implementation document for the regional work unit (DPA-SKPD)	Finance and Equipment

Source: Processed Data, 2021

In the following week doing different work such as Make a letter of commitment for the provision of shopping for other office materials, Destroy documents, Make a bill for the provision of other office tools/materials, Archiving Incoming Mail, Make a letter regarding the provision of office printing equipment /materials, Make a letter regarding the supply of electrical installation components / office building lighting, Destroy document, Re.capitulate the budget implementation document for the regional work unit (DPA-SKPD).

Table 3.10 Apprenticeship Report For Nine Week (April 12nd Until 16th, 2021)

No	Date and time	Name of activity	Field
1	Monday April 12th 2021	- Make Proof of taking goods from the warehouse a letter of request for supplies - Duplicate Document	Finance and Equipment
2	Tuesday April 13th 2021	- Archiving Documents - Destroy documents	Finance and Equipment
3	Wednesday April 14th 2021	- Prepare RKA (Rencana Anggaran Kerja) - Archiving Incoming Mail	Finance and Equipment
4	Thursday April 15th 2021	Making a Letter of Reprimand	Finance and Equipment
5	Friday April 16th 2021	- Duplicate Document - Archive documents	Finance and Equipment

Source: Processed Data, 2021

In the following week doing different work such as Make Proof of taking goods from the warehouse a letter of request for supplies, Duplicate Document Duplicate Document, Making a Letter of Reprimand, Archiving Documents, Destroy documents, Prepare RKA (Rencana Anggaran Kerja), Archiving Incoming Mail, Making a Letter of Reprimand, Duplicate Document, Archive documents.

Table 3.11 Apprenticeship Report For Tenth Week (April 19nd Until 23th, 2021)

No	Date and time	Name of activity	Field
1	Monday April 19th 2021	- Make an order for the release / distribution of goods - Recap Absence	Finance and Equipment
2	Tuesday April 20th 2021	- Compiling data RKA (Budget work plan) - Print activity budget plan	Finance and Equipment
3	Wednesday April 21th 2021	- Recording Mailings - Archiving Incoming Mail	Finance and Equipment
4	Thursday April 22th 2021	SICK	-
5	Friday April 23th 2021	Writing Out Letter	Finance and Equipment

Source: Processed Data, 2021

In the following week doing different work such as Make an order for the release / distribution of goods, Recap Absence, Compiling data RKA (Budget work plan), Recording Mailings, Archiving Incoming Mail, Writing Out Letter.

Table 3.12 Apprenticeship Report For Eleventh Week (April 25nd Until 30th, 2021)

No	Date and time	Name of activity	Field
1	Monday April 25th 2021	- Duplicate Document - archive incoming mail	Finance and Equipment
2	Tuesday April 26th 2021	- Archiving Documents - Making a Letter of Reprimand	Finance and Equipment
3	Wednesday April 28th 2021	Writing Incoming Letter	Finance and Equipment
4	Thursday April 29th 2021	- Prepare RKA (Working Budget plan) - Destroying Documents	Finance and Equipment
5	Friday April 30th 2021	Making Taspen Conditions	Finance and Equipment

Source: Processed Data, 2021

In the following week doing different work such as Duplicate Document, archive incoming mail, Archiving Documents, Making a Letter of Reprimand, Writing Incoming Letter, Prepare RKA (Working Budget plan), Destroying Documents, Making Taspen Conditions.

Table 3.13 Apprenticeship Report For Twelfth Week (May 03nd Until 07th, 2021)

No	Date and time	Name of activity	Field
1	Monday May 03th 2021	Archiving and Recording Business Trips	Finance and Equipment
2	Tuesday May 04th 2021	- Create and Fill out the Taspen form - Tidying and Folding Letters to be Delivered to Departments	Finance and Equipment
3	Wednesday May 05th 2021	Make a list of Regional Property Elimination Plans	Finance and Equipment
4	Thursday May 06th 2021	Type and create a DPCP form individual data of pension recipients)	Finance and Equipment
5	Friday May 07th 2021	Eid Al-Fitr	-

Source: Processed Data, 2021

In the following week doing different work such as Archiving and Recording Business Trips, Create and Fill out the Taspen form, Make a list of Regional Property Elimination Plans, Type and create a DPCP form individual data of pension recipients).

Table 3.14 Apprenticeship Report For Thirteenth (May 10nd Until 14th, 2021)

No	Date and time	Name of activity	Field
1	Monday May 10th 2021	Eid Al-Fitri	-
2	Tuesday May 11th 2021	Eid Al-Fitri	-
3	Wednesday May 12th 2021	Eid Al-Fitri	-
4	Thursday May 13th 2021	Eid Al-Fitri	-
5	Friday May 14th 2021	Eid Al-Fitri	-

Source: Processed Data, 2021

In the following week week there are several holiday together celebrating Eid Al- Fitri 1442 H.

Table 3.15 Apprenticeship Report For Fourteenth Week (May 17nd Until 21th, 2021)

No	Date and time	Name of activity	Field
1	Monday May 17th 2021	Make a recap of the budget implementation document for the regional work unit (DPA-SKPD) the amount of availability of printed and duplicated goods	Finance and Equipment
2	Tuesday May 18th 2021	- Sending letters / invitations - Making cover letter - Destroying Documents	Finance and Equipment
3	Wednesday May 19th 2021	- Folding Letters - Making cover letter - Archiving Documents	Finance and Equipment
4	Thursday May 20th 2021	- Stamp letters/documents - Photocopy the SK and archieve the SK into a bundle - Archiving Documents	Finance and Equipment
5	Friday May 21th 2021	- Recap Rencana kegiatan anggaran (RKA) - Destroying document	Finance and Equipment

Source: Processed Data, 2021

In the following week doing different work such as Make a recap of the budget implementation document for the regional work unit (DPA-SKPD) the amount of availability of printed and duplicated goods, Make a receipt for payment of official travel expense, Photocopy document, Make a letter of warning for the security guard, Making cover letter, Destroying Documents, Making cover letter, Photocopy the SK and archieve the SK into a bundle, Archiving Documents, Recap Rencana kegiatan anggaran (RKA), Destroying document.

Table 3.16 Apprenticeship Report For Fiveteenth Week (May 24nd Until 28th, 2021)

No	Date and time	Name of activity	Field
1	Monday May 24th 2021	Recapitulating the SPPD of Domestic and External Official Travel	Finance and Equipment
2	Tuesday May 25th 2021	Make proof of retrieval of goods from the warehouse Destroying Documents	Finance and Equipment
3	Wednesday May 26th 2021	Vesak Day	Finance and Equipment
4	Thursday May 27th 2021	Making Letter of Determination of Regional Property Status	Finance and Equipment
5	Friday May 28th 2021	- Making Cover Letter - File Mail	Finance and Equipment

Source: Processed Data, 2021

Table 3.17 Apprenticeship Report For Sixteenth Week (May 31nd Until June 04 th, 2021)

No	Date and time	Name of activity	Field
1	Monday May 31th 2021	- Photocopy the SK and archieve teh SK into a bundle - Destroying document	Finance and Equipment
2	Tuesday Juni 01th 2021	Pancasil Day	-
3	Wednesday Juni 02th 2021	- Make a receipt for payment of official travel expense - Photocopy document	Finance and Equipment
4	Thursday Juni 03th 2021	- Make a list of Regional Property Elimination Plans - Making Cover Letter	Finance and Equipment
5	Friday Juni 04th 2021	- Make proof of retrieval of goods from the warehouse - Destroying Documents	Finance and Equipment

Source: Processed Data, 2021

In the following week doing different work such as Photocopy the SK and archieve teh SK into a bundle, Destroying document, Make a receipt for payment of official travel expense, Photocopy document, Make a list of Regional Property Elimination Plans, Making Cover Letter, Make proof of retrieval of goods from the warehouse, Destroying Documents.

Table 3.18 Apprenticeship Report For Seventeenth Week (June 07nd Until 11 th, 2021)

No	Date and time	Name of activity	Field
1	Monday Juni 07th 2021	Archiving and Recording Business Trips	Finance and Equipment
2	Tuesday Juni 08th 2021	- Recording Mailings - Archiving Incoming Mail	Finance and Equipment
3	Wednesday Juni 09th 2021	Make a list of Regional Property Elimination Plans	Finance and Equipment
4	Thursday Juni 10th 2021	Write the number and number of outgoing letters in the Agenda Book	Finance and Equipment
5	Friday Juni 11th 2021	- Numbering Outgoing Mail - File Mail	Finance and Equipment

Source: Processed Data, 2021

In the following week doing different work such as Archiving and Recording Business Trips, Recording Mailings, Archiving Incoming Mail, Make a list of Regional Property Elimination Plans, Write the number and number of outgoing letters in the Agenda Book, Numbering Outgoing Mail, File Mail.

Table 3.19 Apprenticeship Report For Eighteenth Week (June 14nd Until 18 th, 2021)

No	Date and time	Name of activity	Field
1	Monday Juni 14th 2021	SICK	-
2	Tuesday Juni 15th 2021	SICK	-
3	Wednesday Juni 16th 2021	SICK	-
4	Thursday Juni 17th 2021	- Archiving Documents - Destroy documents	Finance and Equipment
5	Friday Juni 18th 2021	- Making a Letter of Reprimand - Duplicate Document - Archive documents	Finance and Equipment

Source: Processed Data, 2021

In the following week doing different work such as Archiving Documents, Destroy documents, Making a Letter of Reprimand, Duplicate Document, Archive documents.

Table 3.20 Apprenticeship Report For Nineteenth Week (June 21nd Until 25 th, 2021)

No	Date and time	Name of activity	Field
1	Monday Juni 21th 2021	- Make a letter of receipt of goods - Duplicate the RKA Document (Work Budget Plan)	Finance and Equipment
2	Tuesday Juni 22th 2021	- Recap of RKA Subdivision 2021 - Archiving Incoming Mail	Finance and Equipment
3	Wednesday Juni 23th 2021	- Make a statement to cary out the task - Writing Out Letter	Finance and Equipment
4	Thursday Juni 24th 2021	- Archiving Incoming Mail - Recapitulate the budget implementation document for the regional work unit (DPA-SKPD)	Finance and Equipment
5	Friday Juni 25th 2021	- Numbering Outgoing Mail - File Mail - Destroy Document	Finance and Equipment

Source: Processed Data, 2021

In the following week doing different work such as Type the proposed Regional Property Needs Plan, Typing and printing a Business Travel Report, Write the number and number of outgoing letters in the Agenda Book, Archiving Incoming Mail, Duplicate the RKA Document (Eork Budget Plan), Numbering Outgoing Mail, File Mail, Destroy Document.

Table 3.21 Apprenticeship Report For Twenty Week (June 28nd Until 30 th, 2021)

No	Date and time	Name of activity	Field
1	Monday Juni 28th 2021	Make a Letter of Withdrawal of Regional Property	Finance and Equipment
2	Tuesday Juni 29th 2021	- Making Cover Letter - File Mail	Finance and Equipment
3	Wednesday Juni 30th 2021	The last day of the Apprenticeship the author said goodbye to ythe head field and gave a memento and took a group photo	Finance and Equipment

Source: Processed Data, 2021

The last week of the Apprenticeship the author said goodbye to ythe head field and gave a memento and took a group photo.

3.5 Obstacle and Solution

3.5.1 Obstacle

The obstacle faced when carrying out Apprenticeship (KP) are as follow :

1. Student do not understand how to enter work activity plans into the application, photocopy documents and make letters of appointments on the computer.
2. Lack of archival facilities such as staplers, paper fasteners, perforators, Double clips, Paper clips, documents filling cabinets to be archieved so that it becomes an obstacle when carrying out document archiving activities.
3. Lack of accuracy in processing data so that many errors occur in processing data so that they have to check again.

3.5.2 Solution

The solutions to the obstacles faced when carrying out Apprenticeship are as follow :

1. Institution are must strenthen cooperation both in the working world education and provide opportunities for practical work students to provide ideas in overcoming work problems and opportunities to increase knowledge, Especially in Finance and Equipment.
2. Lack of archival facilities to meet the requirements of the solution that can be provided, namely the officer concerned must report to the head of the office to make a purchase in order to meet the short comings that exist in the Regional Development Planning Agency Bengkalis Regency.
3. Lack of completeness of documents that will be archieved, the solution that can be done is to look for documents that are not in accordance with the month, year and code. If it is not found, the administration must request it back to the party concerned.

CHAPTER IV
CONCLUSION AND SUGGESTION

4.1 Conclusion

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

1. There are several types of work during the practical work program, namely:
    1) Make a Letter
    2) Duplicate documents/reports
    3) Archiving documents
    4) Type KIB (Item Inventory Card)
    5) Delivering Letters
    6) Folding Letters
    7) Destroying Documents
    8) Stamp letters/documents
    9) Entering the 2021 Subdivision RKA Data
2. This practical work is carried out at the Regional Development Planning Agency. This Job Training (KP) activity was carried out from February 15 s.d. June 30, 2021.
3. General and staffing work systems and procedures use online systems, application systems and manual systems. All these systems facilitate work in the general and personnel fields.
4. The obstacle faced when carrying out Apprenticeship are as follow :
    1) Student do not understand how to enter work activity plans into the application, photocopy documents and make letters of appointments on the computer.
    2) Lack of archival facilities such as staplers, paper fasteners, perforators, Double clips, Paper clips, documents filling cabinets to be archieved so that it becomes an obstacle when carrying out document archiving activities.

3) Lack of accuracy in processing data so that many errors occur in processing data so that they have to check again.

4.2 Suggestion

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

1. Suggestion for students are must improve work performance and master theories or concept about the real working world and develop experience in order to be able to come up with good ideas when given the opportunity to work.
2. Suggestion for State Polytechnic of Bengkalis are must strengthen cooperation and socialization with companies.
3. Suggestion for institution are must strenthen cooperation both in the working world education and provide opportunities for practical work students to provide ideas in overcoming work problems and opportunities to increase knowledge. Especially in Finance and Equipment, namely:
    1) Lack of archival facilities to meet the requirements of the solution that can be provided, namely the officer concerned must report to the head of the office to make a purchase in order to meet the short comings that exist in the Regional Development Planning Agency Bengkalis Regency.
    2) Lack of completeness of documents that will be archieved, the solution that can be done is to look for documents that are not in accordance with the month, year and code. If it is not found, the administration must request it back to the party concerned.
    3) Lack of accuracy in processing the solution that can be done is that the officer concerned in processing it must be more careful on processing the data and rechecking whether the data is correct.

REFERENCES

Breaking New, Badan Perencanaan Pembangunan daerah Kabpaten bengkalis https://www.bappeda.bengkaliskab.go.id/ Acceses july 06th 2021

Badan perencanaan pembangunan Daerah Kabupaten bengkalis, https://bappeda.bengkaliskab.go.id/ Acceses july 14 julyth 2021

APPENDICES

Appendices 1 Apprenticeship Reply Letter

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

Bengkalis, 28 Desember 2020

Nomor : 050/Bappeda - Set/466/2020
Lampiran : -
Hal : Penerimaan Mahasiswa Kerja Praktik (KP)

Kepada Yth.
Sdr. Direktur Politeknik Negeri Bengkalis
Di
Bengkalis

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

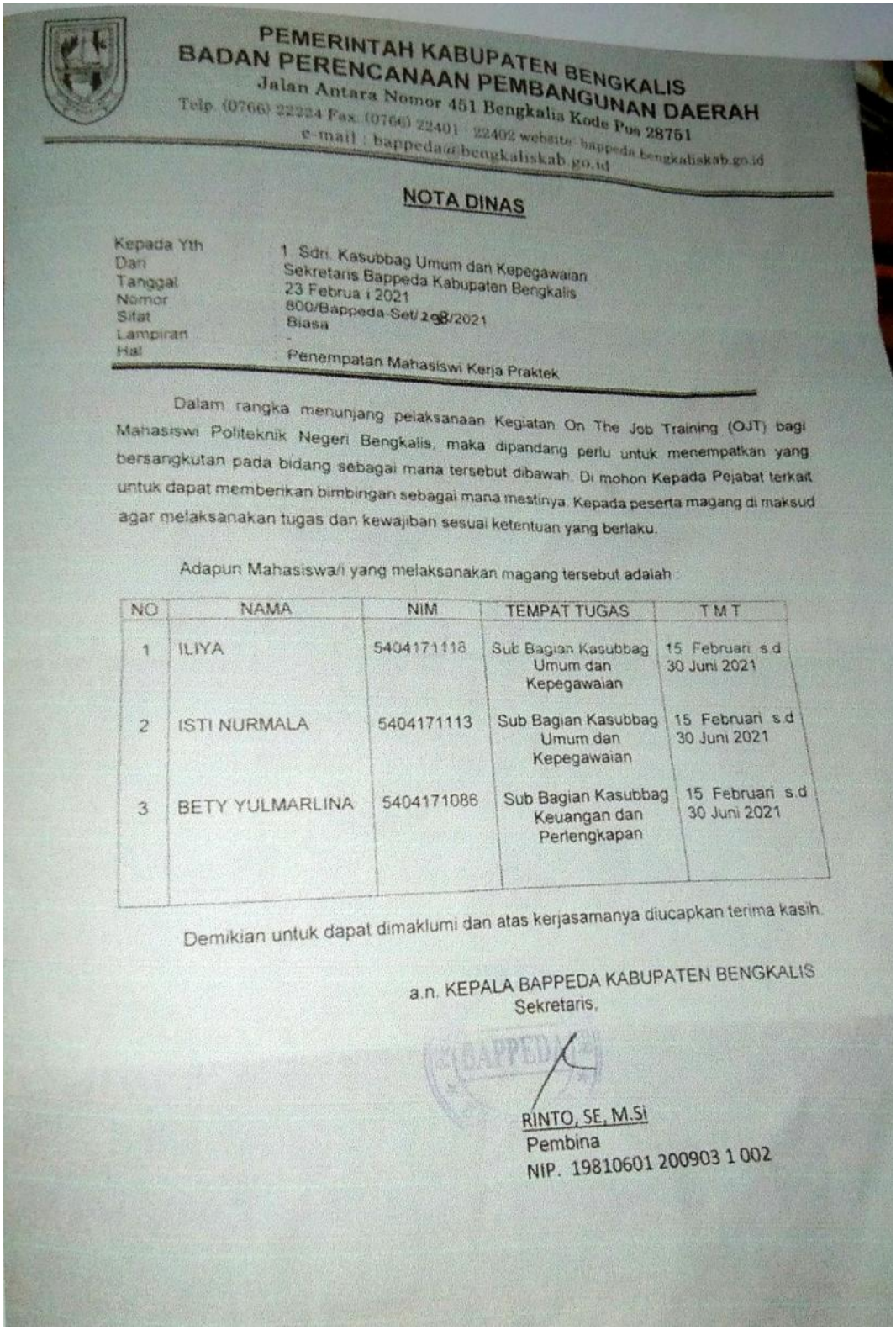
Demikian disampaikan, atas perhatian dan kerjasamanya diucapkan terima kasih.

a.n. KEPALA BADAN PERENCANAAN PEMBANGUNAN DAERAH
KABUPATEN BENGKALIS
Sekretaris,

PEMERINTAH KABUPATEN BENGKALIS
BAPPEDA

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

Appendices 2: Official Memo



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

NOTA DINAS

Kepada Yth	1. Sdri. Kasubbag Umum dan Kepegawaian
Dari	Sekretaris Bappeda Kabupaten Bengkalis
Tanggal	23 Februa i 2021
Nomor	800/Bappeda-Set/2 8/2021
Sifat	Biasa
Lampiran	-
Hal	Penempatan Mahasiswi Kerja Praktek

Dalam rangka menunjang pelaksanaan Kegiatan On The Job Training (OJT) bagi Mahasiswi Politeknik Negeri Bengkalis, maka dipandang perlu untuk menempatkan yang bersangkutan pada bidang sebagai mana tersebut dibawah. Di mohon Kepada Pejabat terkait untuk dapat memberikan bimbingan sebagai mana mestinya. Kepada peserta magang di maksud agar melaksanakan tugas dan kewajiban sesuai ketentuan yang berlaku.

Adapun Mahasiswa/i yang melaksanakan magang tersebut adalah :

NO	NAMA	NIM	TEMPAT TUGAS	T M T
1	ILIYA	5404171118	Sub Bagian Kasubbag Umum dan Kepegawaian	15 Februari s.d 30 Juni 2021
2	ISTI NURMALA	5404171113	Sub Bagian Kasubbag Umum dan Kepegawaian	15 Februari s.d 30 Juni 2021
3	BETY YULMARLINA	5404171086	Sub Bagian Kasubbag Keuangan dan Perlengkapan	15 Februari s.d 30 Juni 2021

Demikian untuk dapat dimaklumi dan atas kerjasamanya diucapkan terima kasih.

a.n. KEPALA BAPPEDA KABUPATEN BENGKALIS
Sekretaris,

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

Appendices 3 : Assessment Sheet During Job Training

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

Nama : Bety Yulmarlina
NIM : 5404171086
Program Studi : D-IVAdministrasi Bisnis Internasional
Politeknik Negeri Bengkalis

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

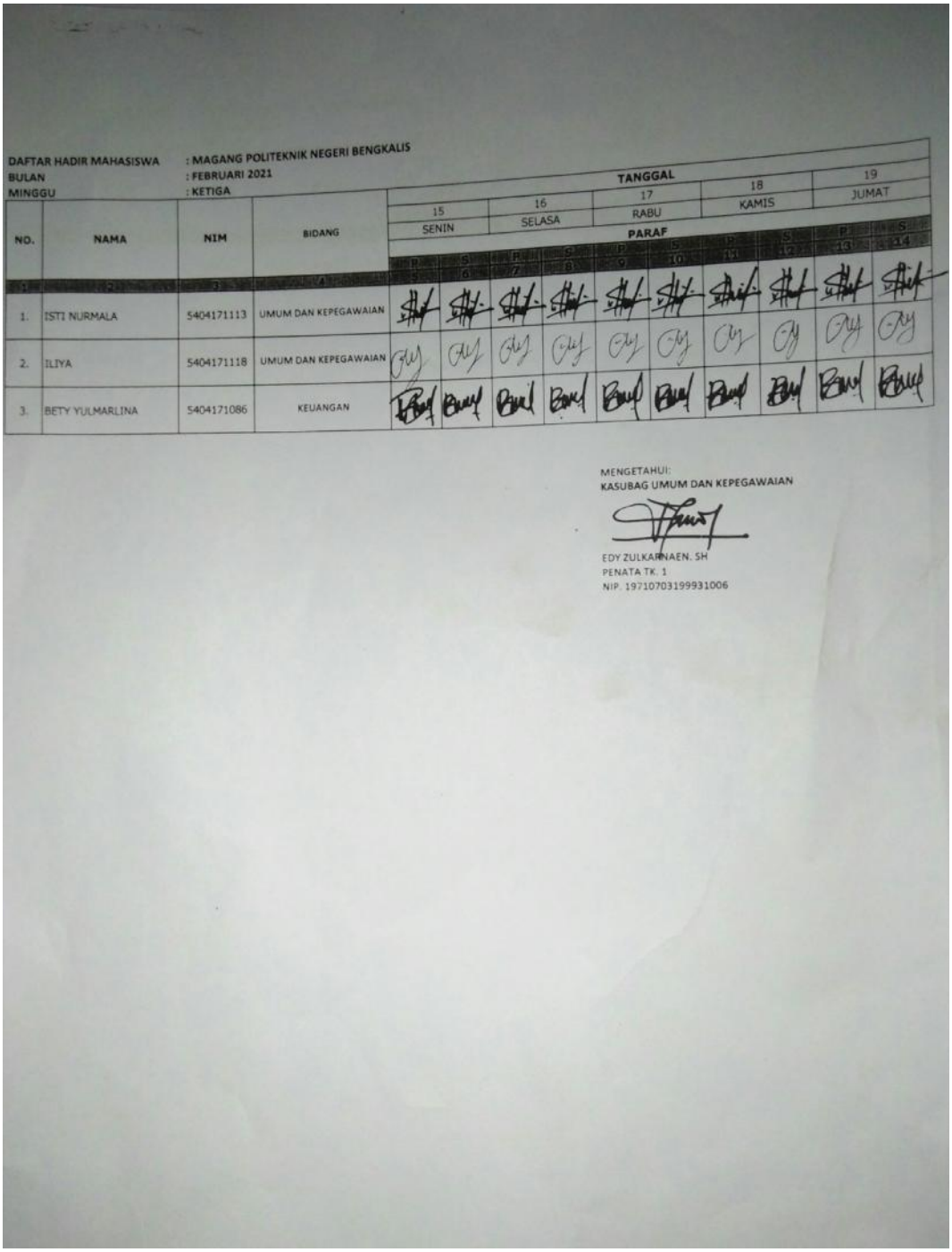
Keterangan :
Nilai : Kriteria
81-100 : Istimewa
71-80 : Baik Sekali
66-70 : Baik
61-65 :Cukup Baik
56-60 : Cukup

Catatan :
.....
.....
.....
.....

Bengkalis, 30 Juni 2021

Edy Zulkarnaen. SH
Kasubbag Umum dan Kepegawaian

Appendix 4 : Apprenticeship Attendance Sheet



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

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

MENGETAHUI:
KASUBAG UMUM DAN KEPEGAWAIAN

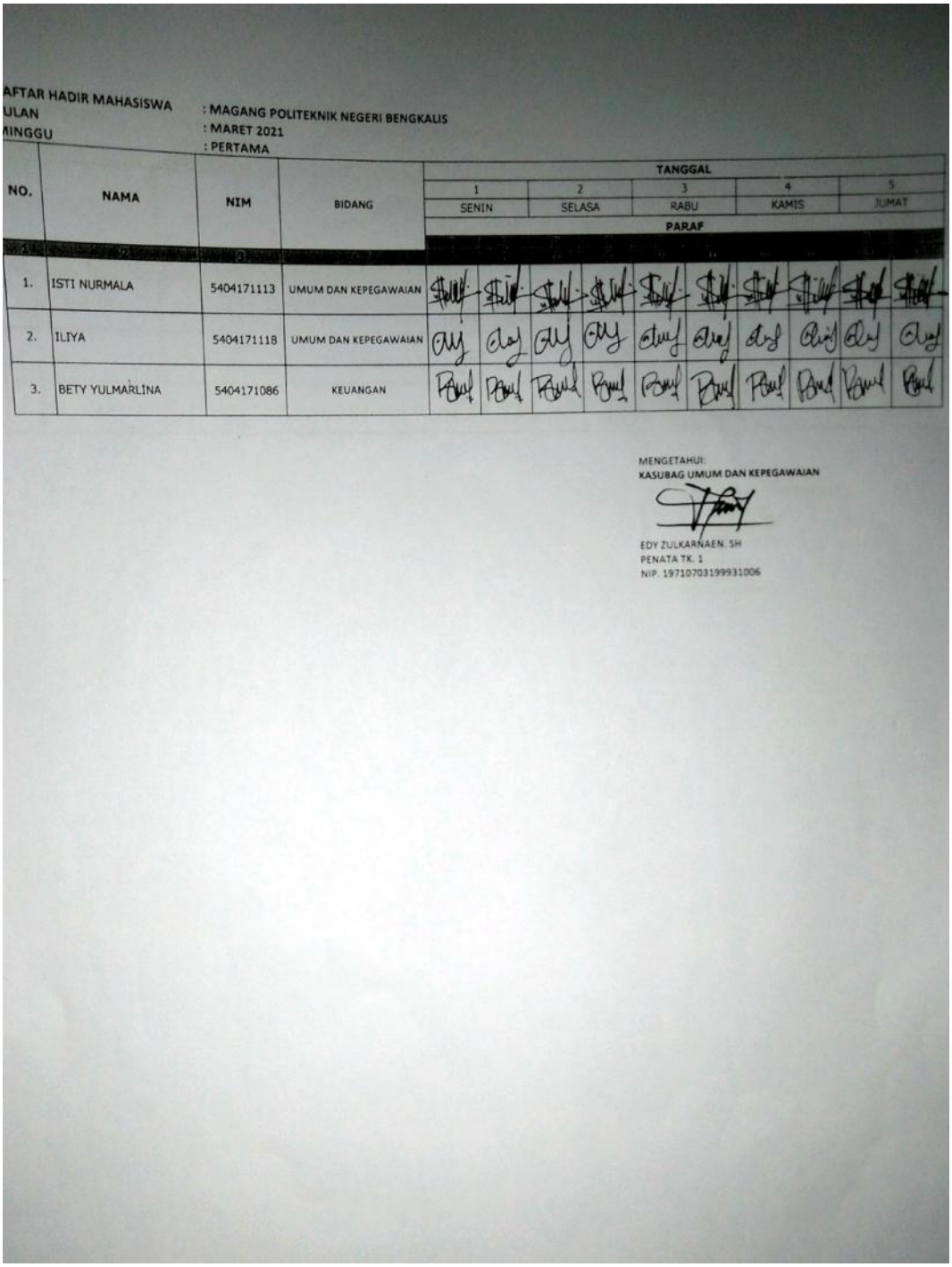
EDY ZULKARNAEN. SH
PENATA TK. 1
NIP. 197107031999310006

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

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

MENGETAHUI:
KASUBAG UMUM DAN KEPEGAWAIAN

EDY ZULKARNAEN. SH
PENATA TK. 1
NIP. 197107031999310O6



AFTAR HADIR MAHASISWA : MAGANG POLITEKNIK NEGERI BENGKALIS
ULAN : MARET 2021
MINGGU : PERTAMA

NO.	NAMA	NIM	BIDANG	TANGGAL				
				1	2	3	4	5
				SENIN	SELASA	RABU	KAMIS	JUMAT
				PARAF				
1.	ISTI NURMALA	5404171113	UMUM DAN KEPEGAWAIAN					
2.	ILIYA	5404171118	UMUM DAN KEPEGAWAIAN					
3.	BETY YULMARLINA	5404171086	KEUANGAN					

MENGETAHUI:
KASUBAG UMUM DAN KEPEGAWAIAN

EDY ZULKARNAEN, SH
PENATA TK. 1
NIP. 19710703199931006

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

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

MENGETAHUI
KASUBAG UMUM DAN KEPEGAWAIAN

EDY ZULKARNAEN, SH
PENATA TK. I
NIP. 197107031999031006

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

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

MENGETAHUI:
KASUBAG UMUM DAN KEPEGAWAIAN

EDY ZULKARNAEN, SH.
PENATA TK. 1
NIP. 197107031999031006

AFTAR HADIR : MAHASISWA MAGANG POLITEKNIK NEGERI BENGKALIS
ULAN :MARET 2021
INGGU : KE EMPAT

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

MENGETAHUI:
KASUBAG UMUM DAN KEPEGAWAIAN

EDY ZULKARNAEN, SH
PENATA TK. I
NIP. 197107C3199931006

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

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

MENGETAHUI
KASUBAG UMUM DAN KEPEGAWAIAN

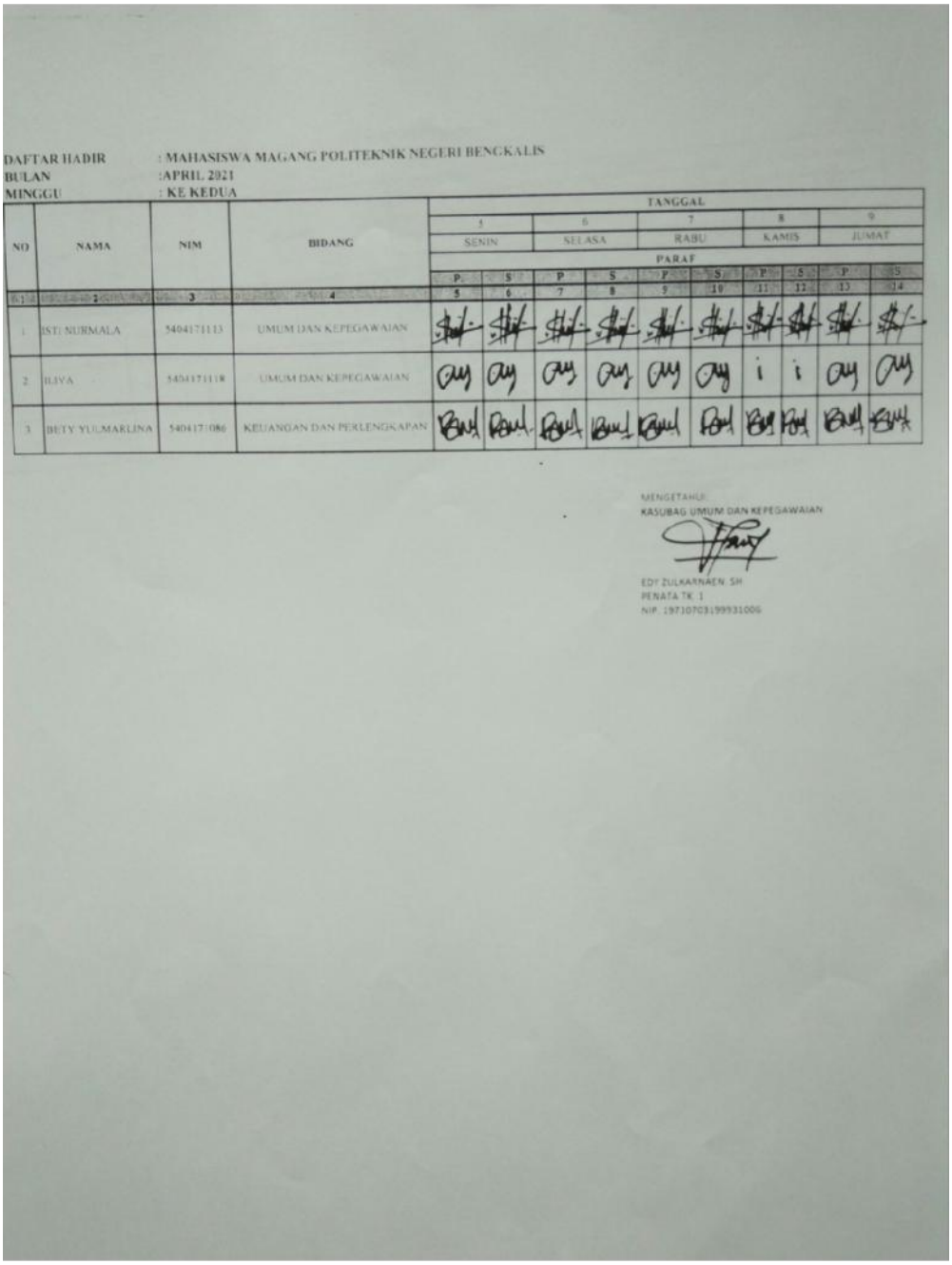
EDY ZULFARNAEN, SH
PENATA Tk. 1
NIP. 19710703199931006

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

NO	NAMA	NIM	BIDANG	TANGGAL									
				5		6		7		8		9	
				SENIN		SELASA		RABU		KAMIS		JUMAT	
				PARAF									
				P	S	P	S	P	S	P	S	P	S
0.1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	ISTI NURMALA	5404171113	UMUM DAN KEPEGAWAIAN										
2	ILIYA	5404171118	UMUM DAN KEPEGAWAIAN							i	i		
3	BETY YULMARLINA	5404171086	KEUANGAN DAN PERLENGKAPAN										

MENGETAHUI
KASUBAG UMUM DAN KEPEGAWAIAN

EDY ZULKARNAEN, SH
PENATA TK. I
NIP. 197107031999031006



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

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

MENGETAHUI:
KASUBAG UMUM DAN KEPEGAWAIAN

EDY ZULKARNAEN, SH
PENATA TK. I
NIP. 197107031999031006

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

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

MENGETAHUI
KASUBAG UMUM DAN KEPEGAWAIAN

EDY ZULKARNAEN, SH
PENATA TK. I
NIP. 19710703199931006

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

NO	NAMA	NIM	BIDANG	TANGGAL									
				19		20		21		22		23	
				SENIN		SELASA		RABU		KAMIS		JUMAT	
				PARAF									
				P	S	P	S	P	S	P	S	P	S
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1.	ISTI NURMALA	5404171113	UMUM DAN KEPEGAWAIAN										
2.	ILIYA	5404171118	UMUM DAN KEPEGAWAIAN			i	i						
3.	BETY YULMARLINA	5404171086	KEUANGAN DAN PERLENGKAPAN								i		

MENGETAHUI:
KASUBAG UMUM DAN KEPEGAWAIAN

EDY ZULKARNAEN, SH
PENATA TK. I
NIP. 19710703199931006

AFTAR HADIR : MAHASISWA MAGANG POLITEKNIK NEGERI BENGKALIS
ULAN :APRIL 2021
INGGU : KE LIMA

O	NAMA	NIM	BIDANG	TANGGAL									
				26 SENIN		27 SELASA		28 RABU		29 KAMIS		30 JUMAT	
				PARAF									
1	2	3	4	P 5	S 6	P 7	S 8	P 9	S 10	P 11	S 12	P 13	S 14
1.	ISTI NURMALA	5404171113	UMUM DAN KEPEGAWAIAN										i
2.	ILIYA	5404171118	UMUM DAN KEPEGAWAIAN										
3.	BETY YULMARLINA	5404171086	KEUANGAN DAN PERLENGKAPAN										

MENGETAHUI
KASUBAG UMUM DAN KEPEGAWAIAN

EDY ZULKARNAEN, SH
PENATA TK. I
NIP. 19710703199931006

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

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

MENGETAHUI:
KASUBAG UMUM DAN KEPEGAWAIAN

EDY ZULKARNAEN, SH
PENATA TK. I
NIP. 197107031999031006

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

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

MENGETAHUI:
KASUBAG UMUM DAN KEPEGAWAIAN

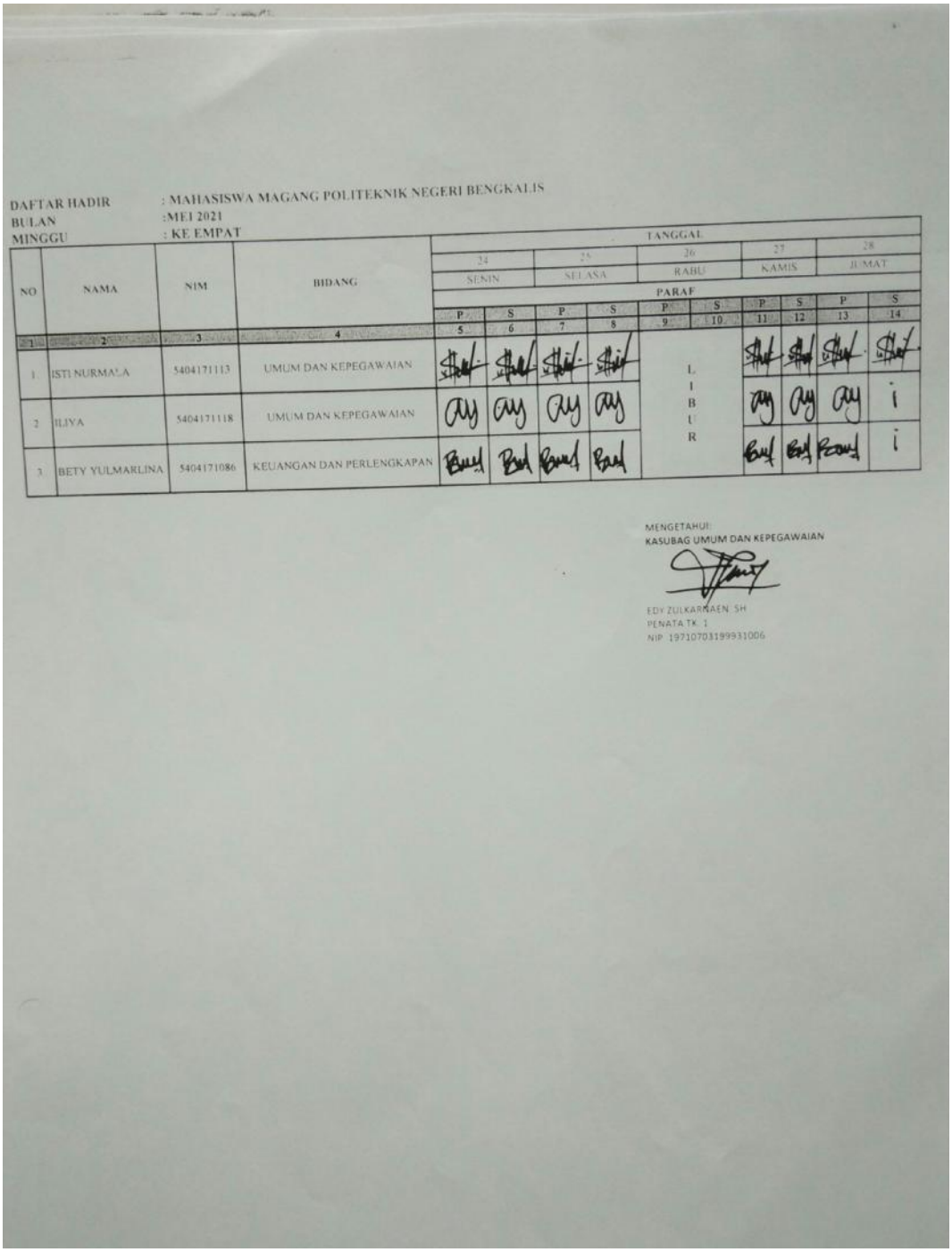
EDY ZULKARNAEN, SH
PENATA TK. I
NIP. 197107031999031006

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

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

MENGETAHUI:
KASUBAG UMUM DAN KEPEGAWAIAN

EDY ZULKARNAEN, SH
PENATA TK. I
NIP. 197107031999031006

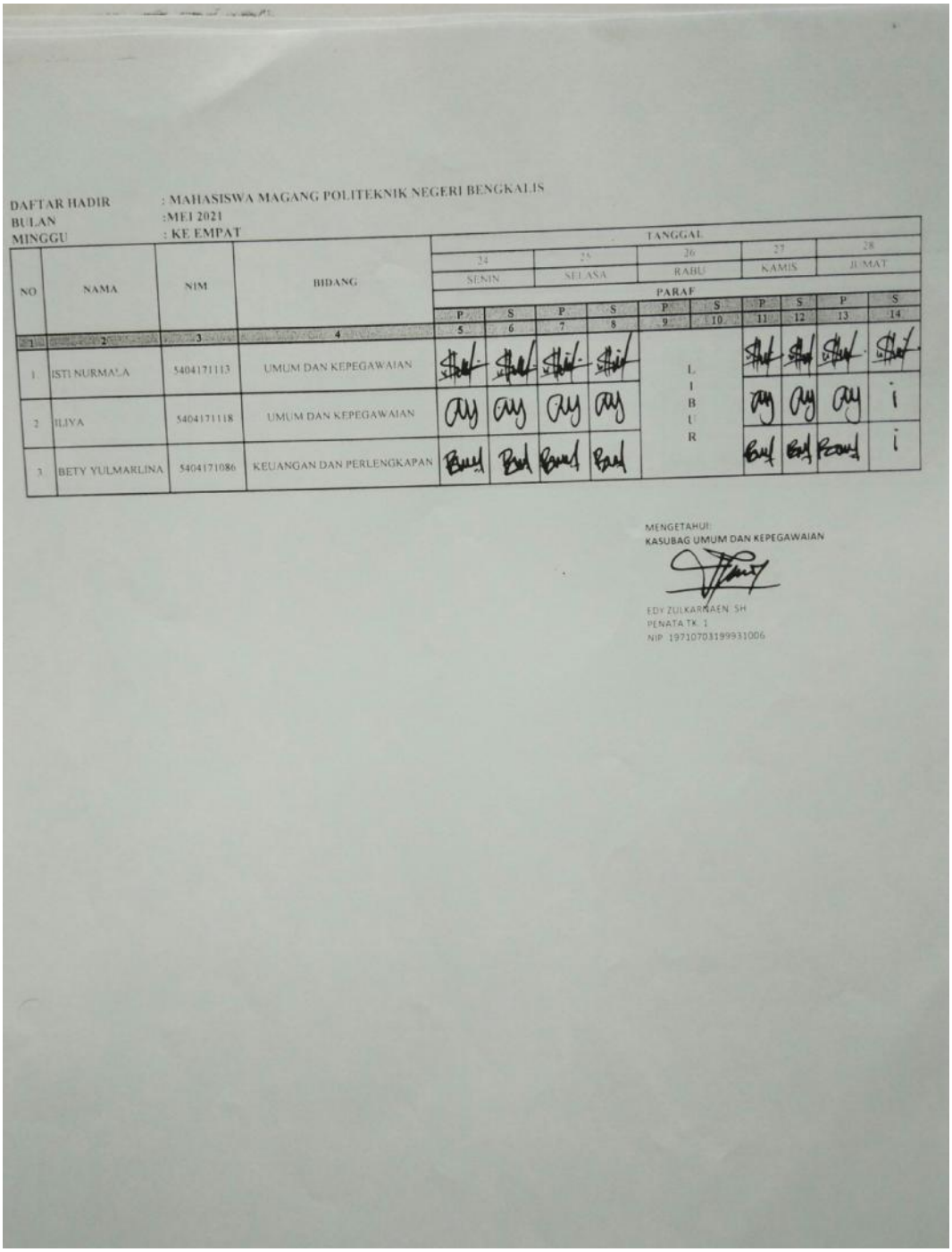


DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK NEGERI BENGKALIS
BULAN :MEI 2021
MINGGU : KE EMPAT

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

MENGETAHUI:
KASUBAG UMUM DAN KEPEGAWAIAN

EDY ZULKARNAEN, SH
PENATA TK. I
NIP. 19710703199931006

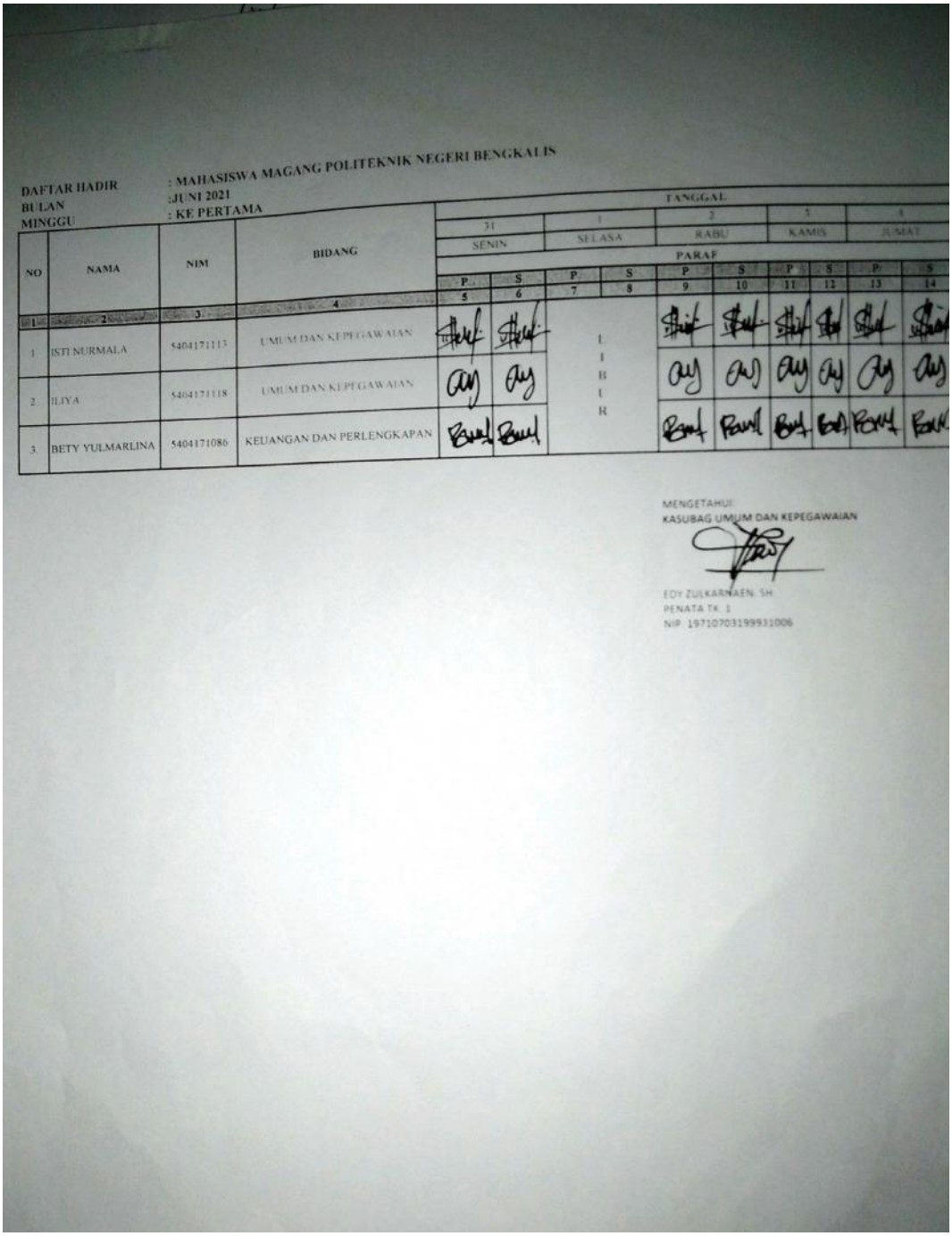


DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK NEGERI BENGKALIS
BULAN :MEI 2021
MINGGU : KE EMPAT

NO	NAMA	NIM	BIDANG	TANGGAL									
				24		25		26		27		28	
				SENIN		SELASA		RABU		KAMIS		JUMAT	
				PARAF									
				P	S	P	S	P	S	P	S	P	S
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	ISTI NURMALA	5404171113	UMUM DAN KEPEGAWAIAN					LIBUR					
2	ILIYA	5404171118	UMUM DAN KEPEGAWAIAN										i
3	BETY YULMARLINA	5404171086	KEUANGAN DAN PERLENGKAPAN										i

MENGETAHUI:
KASUBAG UMUM DAN KEPEGAWAIAN

EDY ZULKARNAEN, SH
PENATA TK. I
NIP. 19710703199931006



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

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

MENGETAHUI:
KASUBAG UMUM DAN KEPEGAWAIAN

EDY ZULKARNAEN, SH
PENATA TK. I
NIP. 197107031999031006

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

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

MENGETAHUI
KASUBAG UMUM DAN KEPEGAWAIAN

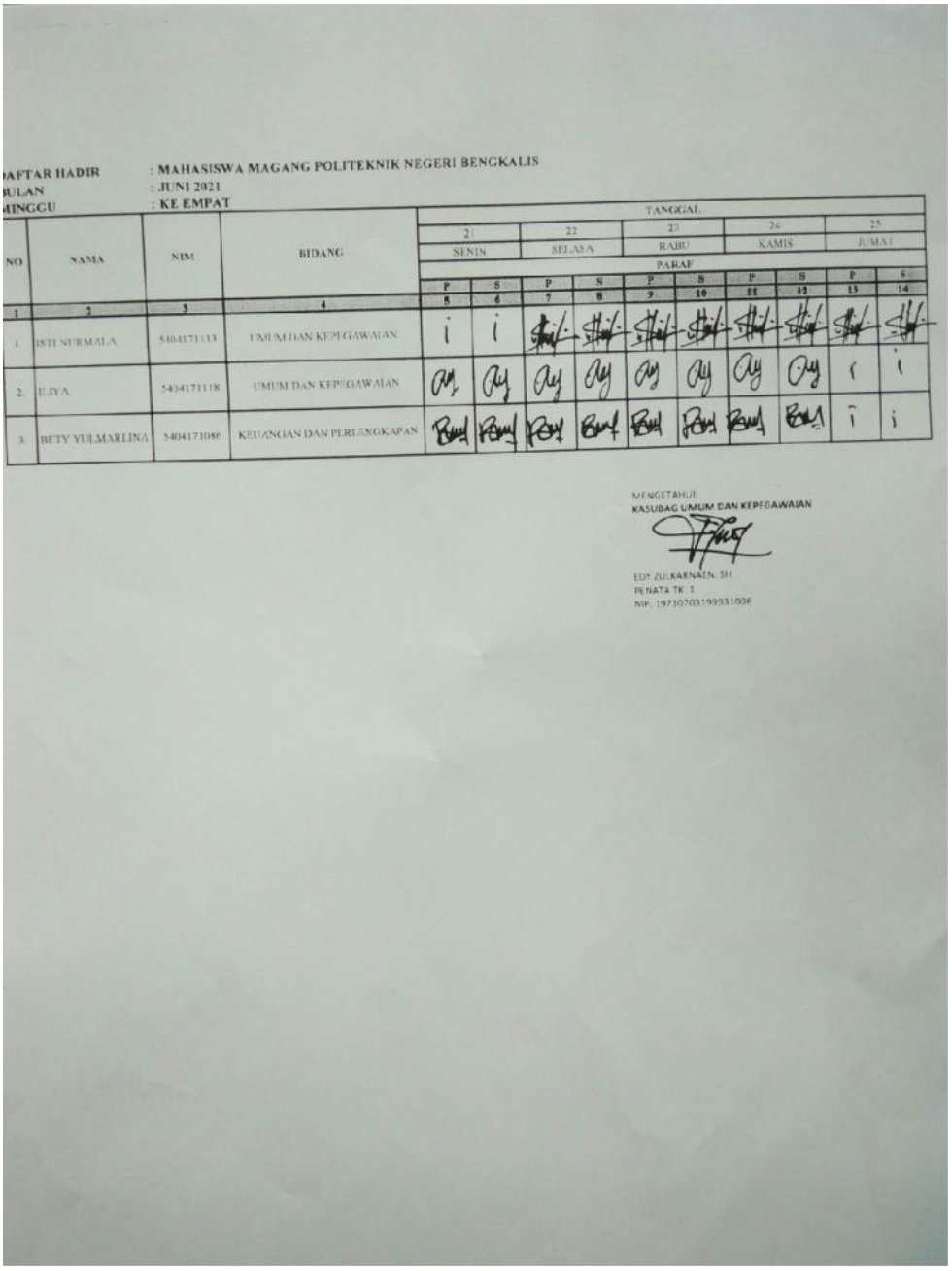
EDY ZULKARNAEN, SH
PENATA TK. I
NIP. 19710703199931006

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

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

MENGETAHUI:
KASUBAG UMUM DAN KEPEGAWAIAN

EDY ZULKARNAEN, SH
PENATA TK. I
NIP. 197107031999031006



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

NO	NAMA	NIM	BIDANG	TANGGAL									
				21 SENIN		22 SELASA		23 RABU		24 KAMIS		25 JUMAT	
				PARAF									
				P	S	P	S	P	S	P	S	P	S
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1.	ISTI NURMALA	5404171113	UMUM DAN KEPEGAWAIAN	i	i								
2.	ILIYA	5404171138	UMUM DAN KEPEGAWAIAN									i	i
3.	BETY YULMARLINA	5404171086	KEUANGAN DAN PERLENGKAPAN									i	i

MENGETAHUI
KASUBAG UMUM DAN KEPEGAWAIAN

EDY ZULKARNAEN, SH
PENATA TK. I
NIP. 197107031999031006

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

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

MENGETAHUI
KASUBAG UMUM DAN KEPEGAWAIAN

EDY ZULKARNAEN, SH
PENATA TK. I
NIP. 197107031999031006

Appendices 5 : Certificate of Apprenticeship

PEMERINTAH KABUPATEN BENGKALIS
BADAN PERENCANAAN PEMBANGUNAN DAERAH
Jalan Antara Nomor 451 Bengkalis Kode Pos 28751
Telepon (0766) 22224 Fax. (0766) 22401-22402 E-mail : bappeda_bengkalis@yahoo.co.id

SERTIFIKAT

Nomor : 050/Bappeda-Set/1767/2021

KEPALA BADAN PERENCANAAN PEMBANGUNAN DAERAH
KABUPATEN BENGKALIS

Menerangkan Bahwa :

NAMA	:	**BETY YULMARLINA**
NPM	:	5404171086
TEMPAT/TTL	:	PAPAL BANTAN AIR, 22 JUNI 1999
PROGRAM STUDI	:	D4 ADMINISTRASI BISNIS INTERNATIONAL
TEMPAT PENDIDIKAN	:	POLITEKNIK NEGERI BENGKALIS
ALAMAT	:	JL. BATHIN ALAM, SUNGAI ALAM BENGKALIS

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

Bengkalis, 01 - 07 2021

a.n. KEPALA BAPPEDA KABUPATEN BENGKALIS
SEKRETARIS,

BAPPEDA

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

Appendices 6 : Letter of Statement

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

SURAT KETERANGAN
Nomor: 050/BAPPEDA - Set/255/2021

Yang bertanda tangan di bawah ini menerangkan bahwa:

Nama	: Bety Yulmarlina
Tempat/Tgl. Lahir	: Papal Bantan Air, 22 Juni 1999
Alamat	: Jl. H. Ikhsan RT 002/RW 004 Desa Teluk Papal Kec. Bantan Kab. Bengkalis

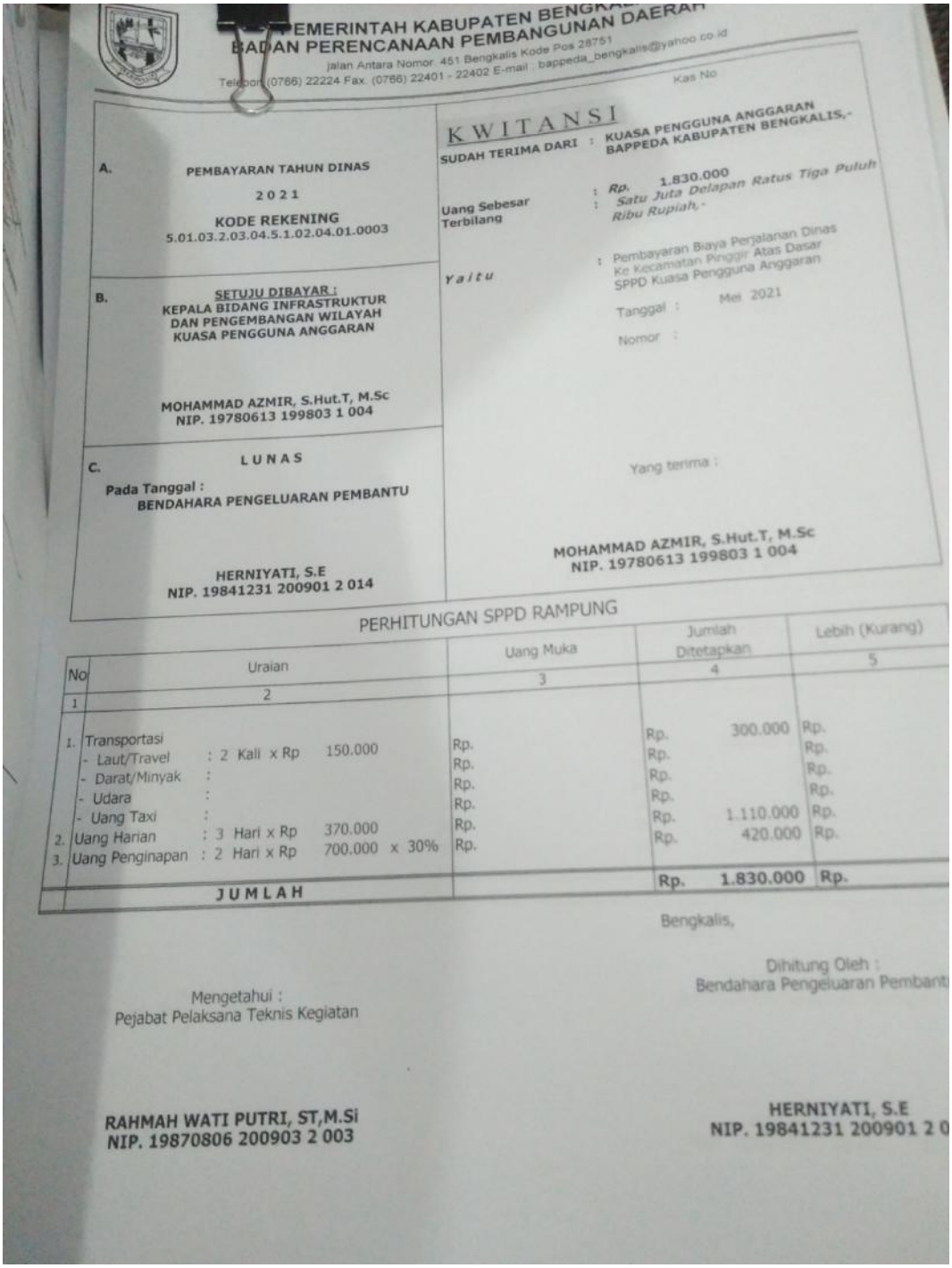
Telah melakukan Kerja Praktek pada Instansi Kami, Badan Perencanaan Pembangunan Daerah Kabupaten Bengkalis Sejak tanggal 15 Februari 2021 sampai dengan 30 Juni 2021 sebagai tenaga Kerja Praktek (KP).

Selama bekerja di instansi kami, yang bersangkutan telah menunjukkan ketekunan dan kesungguhan bekerja dengan baik.
Demikian surat keterangan ini diberikan untuk dapat dipergunakan seperlunya.

Bengkalis, 30 Juni 2021
SUBBAG UMUM DAN KEPEGAWAIAN

EDY ZULKARNAEN. SH
PENATA TK. I
NIP. 19710703 19993 1 006

Appendix 7 : Documentation of Job Activities



PEMERINTAH KABUPATEN BENGKA...
BADAN PERENCANAAN PEMBANGUNAN DAERAH
jalan Antara Nomor 451 Bengkalis Kode Pos 28751
Telepon (0766) 22224 Fax. (0766) 22401 - 22402 E-mail : bappeda_bengkalis@yahoo.co.id

Kas No

A. PEMBAYARAN TAHUN DINAS
2021
KODE REKENING
5.01.03.2.03.04.5.1.02.04.01.0003

B. SETUJU DIBAYAR :
KEPALA BIDANG INFRASTRUKTUR DAN PENGEMBANGAN WILAYAH
KUASA PENGGUNA ANGGARAN

MOHAMMAD AZMIR, S.Hut.T, M.Sc
NIP. 19780613 199803 1 004

C. LUNAS
Pada Tanggal :
BENDAHARA PENGELUARAN PEMBANTU

HERNIYATI, S.E
NIP. 19841231 200901 2 014

KWITANSI

SUDAH TERIMA DARI : KUASA PENGGUNA ANGGARAN BAPPEDA KABUPATEN BENGKALIS,-

Uang Sebesar Terbilang : Rp. 1.830.000 *Satu Juta Delapan Ratus Tiga Puluh Ribu Rupiah,-*

Yaitu : Pembayaran Biaya Perjalanan Dinas Ke Kecamatan Pinggir Atas Dasar SPPD Kuasa Pengguna Anggaran

Tanggal : Mei 2021

Nomor :

Yang terima :

MOHAMMAD AZMIR, S.Hut.T, M.Sc
NIP. 19780613 199803 1 004

PERHITUNGAN SPPD RAMPUNG

No	Uraian			Uang Muka	Jumlah Ditetapkan	Lebih (Kurang)
1	2			3	4	5
1.	Transportasi			Rp.	Rp. 300.000	Rp.
	- Laut/Travel	: 2 Kali x Rp	150.000	Rp.	Rp.	Rp.
	- Darat/Minyak	:		Rp.	Rp.	Rp.
	- Udara	:		Rp.	Rp.	Rp.
	- Uang Taxi	:		Rp.	Rp. 1.110.000	Rp.
2.	Uang Harian	: 3 Hari x Rp	370.000	Rp.	Rp. 420.000	Rp.
3.	Uang Penginapan	: 2 Hari x Rp	700.000 x 30%	Rp.		
	JUMLAH				Rp. 1.830.000	Rp.

Bengkalis,

Dihitung Oleh :
Bendahara Pengeluaran Pembant

Mengetahui :
Pejabat Pelaksana Teknis Kegiatan

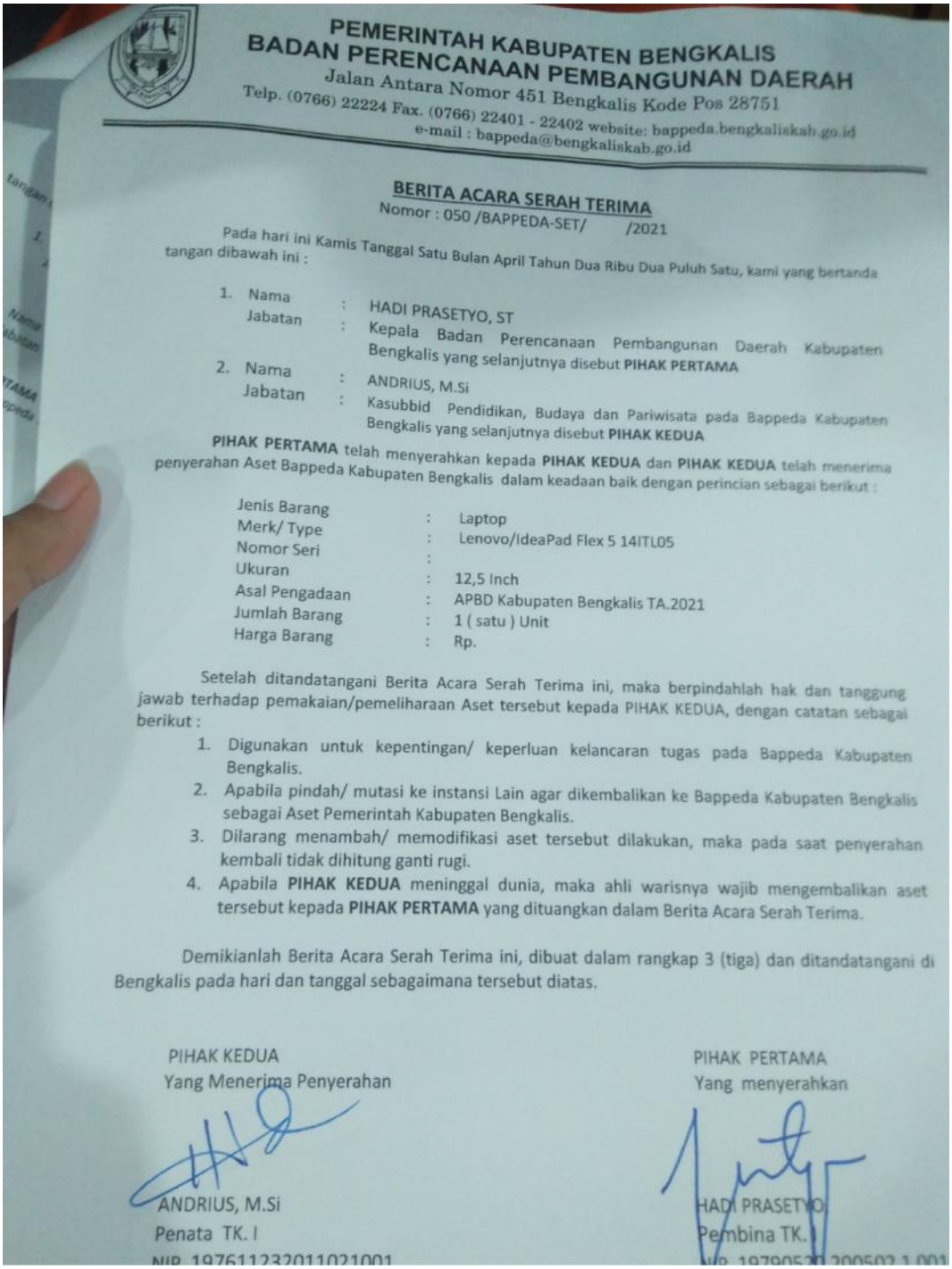
RAHMAH WATI PUTRI, ST,M.Si
NIP. 19870806 200903 2 003

HERNIYATI, S.E
NIP. 19841231 200901 2 0

Complete and Compile Documents for Official Travel Accountability

Make letters security guards at the Regional Development Planning Agency in Bengkalis District’s

Archieve of incoming and outgoing mail documents



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

BERITA ACARA SERAH TERIMA
Nomor : 050 /BAPPEDA-SET/ /2021

Pada hari ini Kamis Tanggal Satu Bulan April Tahun Dua Ribu Dua Puluh Satu, kami yang bertanda tangan dibawah ini :

1. Nama : HADI PRASETYO, ST
   Jabatan : Kepala Badan Perencanaan Pembangunan Daerah Kabupaten Bengkalis yang selanjutnya disebut **PIHAK PERTAMA**
2. Nama : ANDRIUS, M.Si
   Jabatan : Kasubbid Pendidikan, Budaya dan Pariwisata pada Bappeda Kabupaten Bengkalis yang selanjutnya disebut **PIHAK KEDUA**

PIHAK PERTAMA telah menyerahkan kepada **PIHAK KEDUA** dan **PIHAK KEDUA** telah menerima penyerahan Aset Bappeda Kabupaten Bengkalis dalam keadaan baik dengan perincian sebagai berikut :

Jenis Barang	:	Laptop
Merk/ Type	:	Lenovo/ideaPad Flex 5 14ITL05
Nomor Seri	:	
Ukuran	:	12,5 Inch
Asal Pengadaan	:	APBD Kabupaten Bengkalis TA.2021
Jumlah Barang	:	1 (satu) Unit
Harga Barang	:	Rp.

Setelah ditandatangani Berita Acara Serah Terima ini, maka berpindahlah hak dan tanggung jawab terhadap pemakaian/pemeliharaan Aset tersebut kepada PIHAK KEDUA, dengan catatan sebagai berikut :

1. Digunakan untuk kepentingan/ keperluan kelancaran tugas pada Bappeda Kabupaten Bengkalis.
2. Apabila pindah/ mutasi ke instansi Lain agar dikembalikan ke Bappeda Kabupaten Bengkalis sebagai Aset Pemerintah Kabupaten Bengkalis.
3. Dilarang menambah/ memodifikasi aset tersebut dilakukan, maka pada saat penyerahan kembali tidak dihitung ganti rugi.
4. Apabila **PIHAK KEDUA** meninggal dunia, maka ahli warisnya wajib mengembalikan aset tersebut kepada **PIHAK PERTAMA** yang dituangkan dalam Berita Acara Serah Terima.

Demikianlah Berita Acara Serah Terima ini, dibuat dalam rangkap 3 (tiga) dan ditandatangani di Bengkalis pada hari dan tanggal sebagaimana tersebut diatas.

PIHAK KEDUA
Yang Menerima Penyerahan

ANDRIUS, M.Si
Penata TK. I
NIP. 197611232011021001

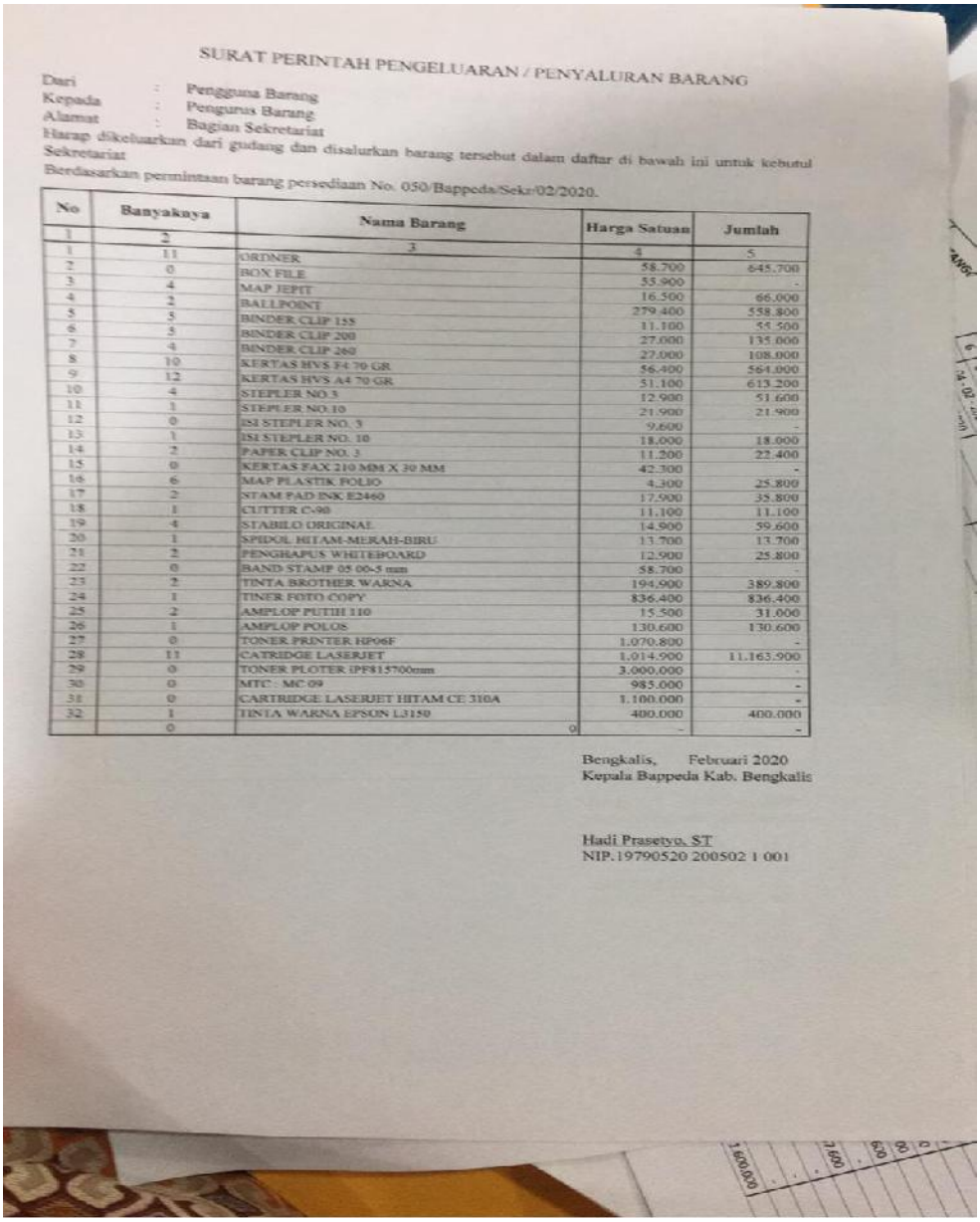
PIHAK PERTAMA
Yang menyerahkan

HADI PRASETYO
Pembina TK. I

Make a handover report

Duplicate Documents

Archieve Documents



SURAT PERINTAH PENGELUARAN / PENYALURAN BARANG

Dari : Pengguna Barang
Kepada : Pengurus Barang
Alamat : Bagian Sekretariat

Harap dikeluarkan dari gudang dan disalurkan barang tersebut dalam daftar di bawah ini untuk kebutul Sekretariat

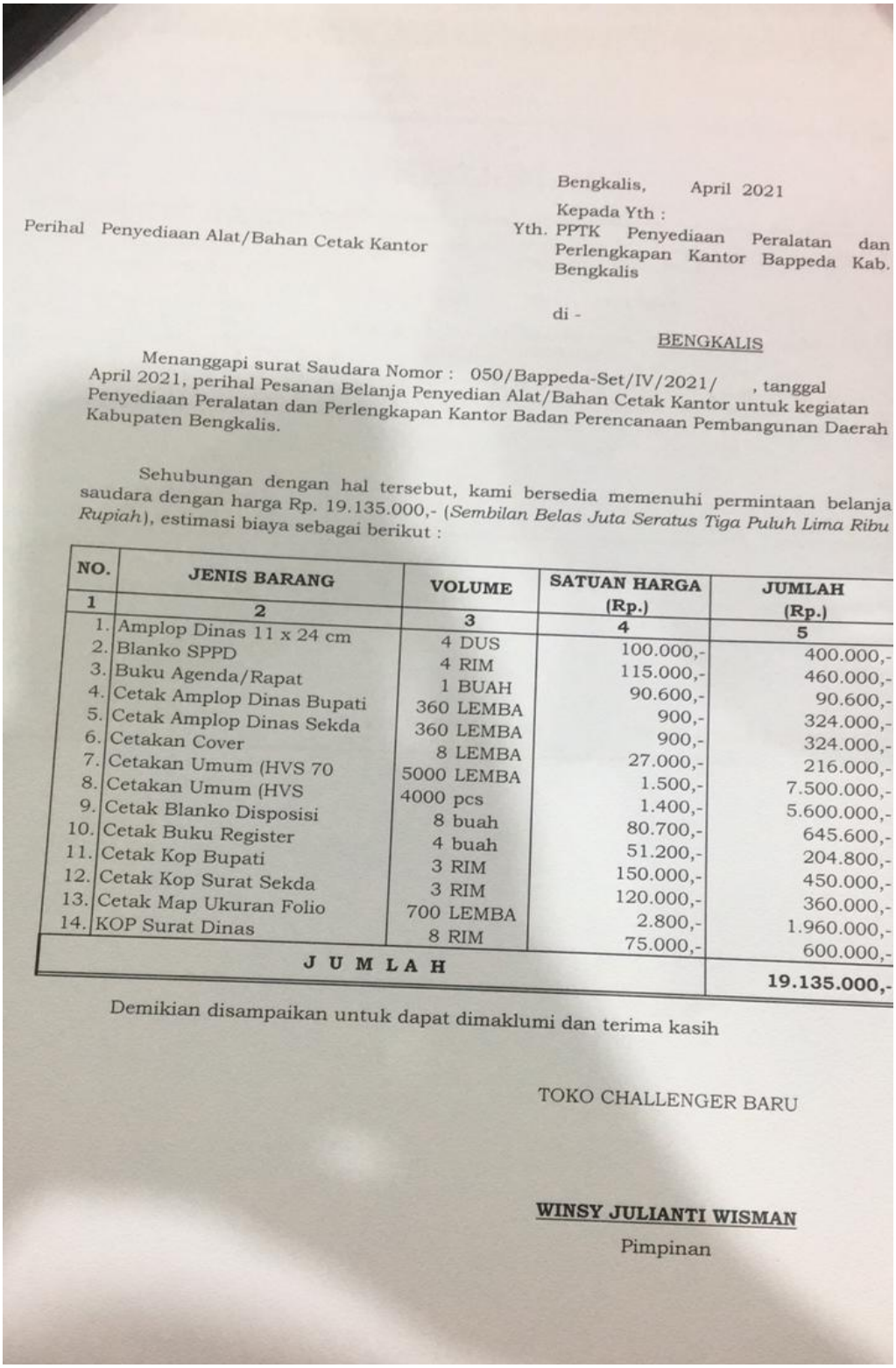
Berdasarkan permintaan barang persediaan No. 050/Bappeda/Sekr/02/2020.

No	Banyaknya	Nama Barang	Harga Satuan	Jumlah
1	2	3	4	5
1	11	ORDNER	58.700	645.700
2	0	BOX FILE	55.900	-
3	4	MAP JEPIT	16.500	66.000
4	2	BALLPOINT	279.400	558.800
5	5	BINDER CLIP 155	11.100	55.500
6	5	BINDER CLIP 200	27.000	135.000
7	4	BINDER CLIP 260	27.000	108.000
8	10	KERTAS HVS F4 70 GR	56.400	564.000
9	12	KERTAS HVS A4 70 GR	51.100	613.200
10	4	STEPLER NO.3	12.900	51.600
11	1	STEPLER NO.10	21.900	21.900
12	0	ISI STEPLER NO. 3	9.600	-
13	1	ISI STEPLER NO. 10	18.000	18.000
14	2	PAPER CLIP NO. 3	11.200	22.400
15	0	KERTAS FAX 210 MM X 30 MM	42.300	-
16	6	MAP PLASTIK FOLIO	4.300	25.800
17	2	STAM PAD INK E2460	17.900	35.800
18	1	CUTTER C-90	11.100	11.100
19	4	STABILO ORIGINAL	14.900	59.600
20	1	SPIDOL HITAM-MERAH-BIRU	13.700	13.700
21	2	PENGHAPUS WHITEBOARD	12.900	25.800
22	0	BAND STAMP 05 00-5 mm	58.700	-
23	2	TINTA BROTHER WARNA	194.900	389.800
24	1	TINER FOTO COPY	836.400	836.400
25	2	AMPLOP PUTIH 110	15.500	31.000
26	1	AMPLOP POLOS	130.600	130.600
27	0	TONER PRINTER HP06F	1.070.800	-
28	11	CATRIDGE LASERJET	1.014.900	11.163.900
29	0	TONER PLOTER IPF815700mm	3.000.000	-
30	0	MTC : MC 09	985.000	-
31	0	CARTRIDGE LASERJET HITAM CE 310A	1.100.000	-
32	1	TINTA WARNA EPSON L3150	400.000	400.000
	0	0	-	-

Bengkalis, Februari 2020
Kepala Bappeda Kab. Bengkalis

Hadi Prasetyo, ST
NIP.19790520 200502 1 001

Make and order for the release / distribution of goods



Bengkalis, April 2021

Perihal Penyediaan Alat/Bahan Cetak Kantor

Kepada Yth :
Yth. PPTK Penyediaan Peralatan dan Perlengkapan Kantor Bappeda Kab. Bengkalis

di -

BENGKALIS

Menanggapi surat Saudara Nomor : 050/Bappeda-Set/IV/2021/ , tanggal April 2021, perihal Pesanan Belanja Penyedian Alat/Bahan Cetak Kantor untuk kegiatan Penyediaan Peralatan dan Perlengkapan Kantor Badan Perencanaan Pembangunan Daerah Kabupaten Bengkalis.

Sehubungan dengan hal tersebut, kami bersedia memenuhi permintaan belanja saudara dengan harga Rp. 19.135.000,- (*Sembilan Belas Juta Seratus Tiga Puluh Lima Ribu Rupiah*), estimasi biaya sebagai berikut :

NO.	JENIS BARANG	VOLUME	SATUAN HARGA (Rp.)	JUMLAH (Rp.)
1	2	3	4	5
1.	Amplop Dinas 11 x 24 cm	4 DUS	100.000,-	400.000,-
2.	Blanko SPPD	4 RIM	115.000,-	460.000,-
3.	Buku Agenda/Rapat	1 BUAH	90.600,-	90.600,-
4.	Cetak Amplop Dinas Bupati	360 LEMBA	900,-	324.000,-
5.	Cetak Amplop Dinas Sekda	360 LEMBA	900,-	324.000,-
6.	Cetakan Cover	8 LEMBA	27.000,-	216.000,-
7.	Cetakan Umum (HVS 70	5000 LEMBA	1.500,-	7.500.000,-
8.	Cetakan Umum (HVS	4000 pcs	1.400,-	5.600.000,-
9.	Cetak Blanko Disposisi	8 buah	80.700,-	645.600,-
10.	Cetak Buku Register	4 buah	51.200,-	204.800,-
11.	Cetak Kop Bupati	3 RIM	150.000,-	450.000,-
12.	Cetak Kop Surat Sekda	3 RIM	120.000,-	360.000,-
13.	Cetak Map Ukuran Folio	700 LEMBA	2.800,-	1.960.000,-
14.	KOP Surat Dinas	8 RIM	75.000,-	600.000,-
J U M L A H				**19.135.000,-**

Demikian disampaikan untuk dapat dimaklumi dan terima kasih

TOKO CHALLENGER BARU

WINSY JULIANTI WISMAN
Pimpinan

Make a letter for the supply of office printing tools / materials

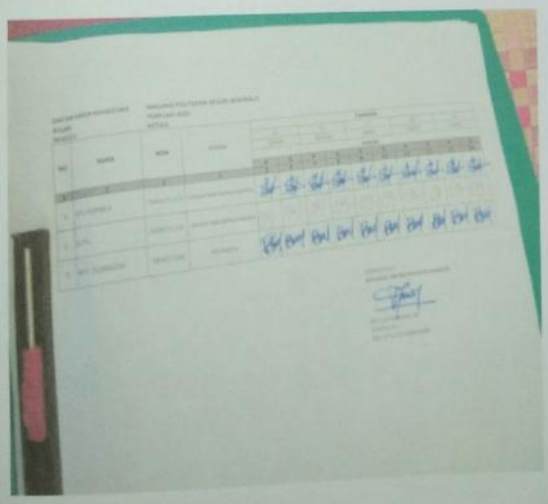
Handover of Mementos forRegional Development Planning Agency (Bappeda) Bengkalis Regency

Appendices 8 : Daily Activities of The Apprenticeship

DAILY ACTIVITES
OF THE APPRENTICESHIP

DATE : Monday
DAY : 15-February-2021

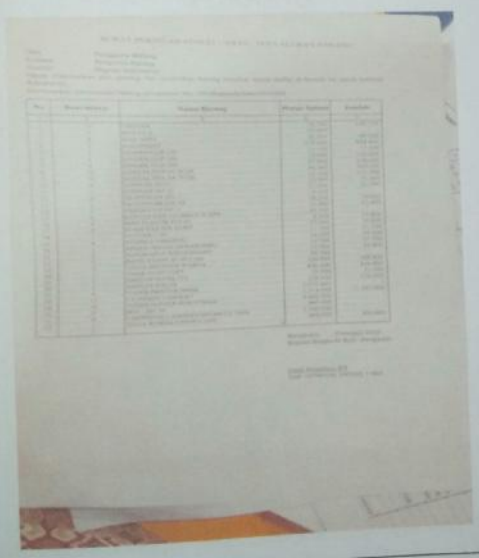
No	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Making Attendance Field Division Introduction to office employees Field Division	Edy Zulkarnaen, SH	
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
		Providing direction regarding internship activities and placement in each field regarding internship activities. Make a list of attendance for during the apprenticeship Regional Development Planning Agency Bengkalis Regency

DAILY ACTIVITES
OF THE APPRENTICESHIP

DATE : Tuesday
DAY : 16-February-2021

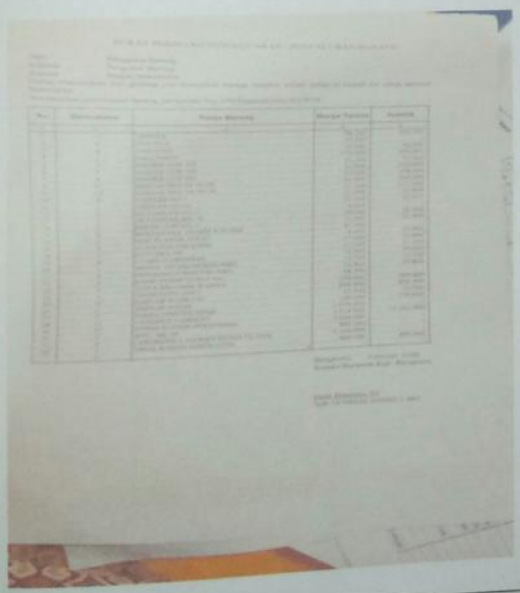
No	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Make an order for the release / distribution of goods	Edy Zulkarnaen, SH	
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
		Make an order for the release / distribution of goods

DAILY ACTIVITES OF THE APPRENTICESHIP

DATE : Wednesday
DAY : 17-February-2021

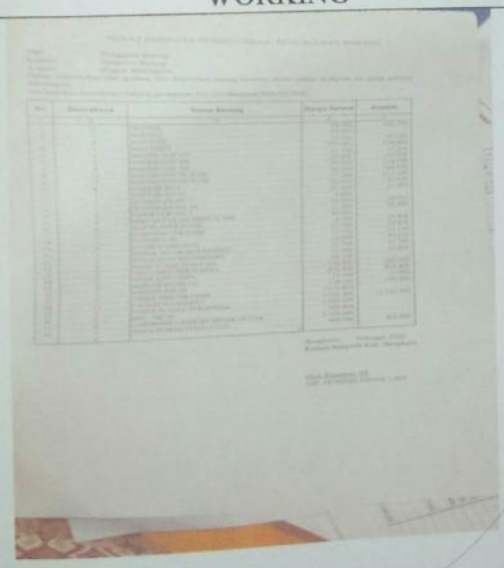
No	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Make proof of retrieval of goods from the warehouse	Edy Zulkarnaen, SH	
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
		Make proof of retrieval of goods from the warehouse

DAILY ACTIVITES OF THE APPRENTICESHIP

DATE : Thursday
DAY : 18-February-2021

No	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Make a Letter of Withdrawal of Regional Property	Edy Zulkarnaen, SH	
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
		Make a Letter of Withdrawal of Regional Property

DAILY ACTIVITES OF THE APPRENTICESHIP

DATE : Friday
DAY : 18-February-2021

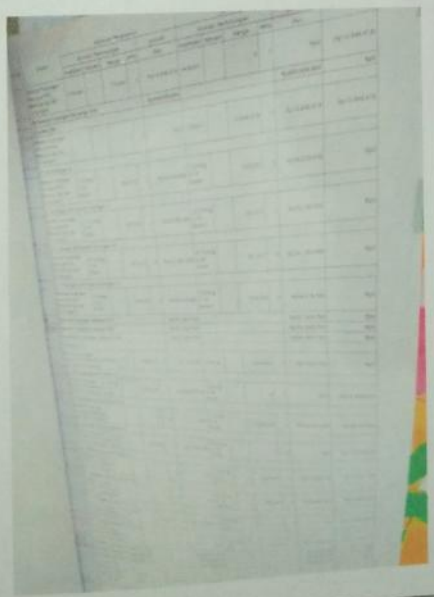
No	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Make a receipt of good	Edy Zulkarnaen, SH	
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
		Make a receipt of good

DAILY ACTIVITES
OF THE APPRENTICESHIP

DATE : Monday
DAY : March 01, 2021

No	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Inputting Budget Work Plan Data (RKA) Duplicate Document	Edy Zulkarnaen, SH	
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
		Inputting Budget Work Plan Data (RKA)

DAILY ACTIVITES
OF THE APPRENTICESHIP

DATE : Tuesday
DAY : March 02, 2021

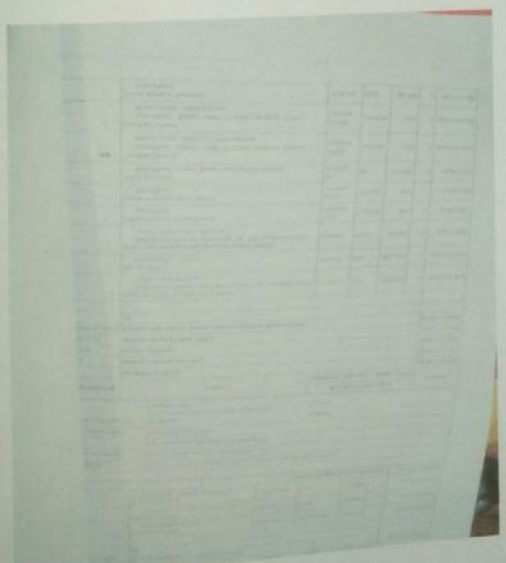
No	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Make a warning letter Writing outgoing mail agenda	Edy Zulkarnaen, SH	
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
		Make a warning letter Writing outgoing mail agenda

DAILY ACTIVITES
OF THE APPRENTICESHIP

DATE : Wednesday
DAY : March 03, 2021

No	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Destroying Documents Duplicate RKA document	Edy Zulkarnaen, SH	
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
		Destroying Documents Duplicate RKA document

DAILY ACTIVITES OF THE APPRENTICESHIP

DATE : Thursday
DAY : March 04, 2021

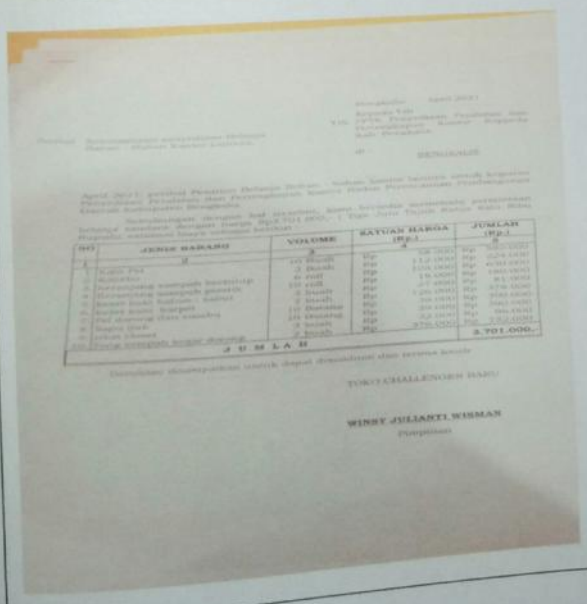
No	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Recap of Fixed Assets Equipment and Machinery	Edy Zulkarnaen, SH	
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
		Recap of Fixed Assets Equipment and Machinery

DAILY ACTIVITES OF THE APPRENTICESHIP

DATE : Monday
DAY : April 05, 2021

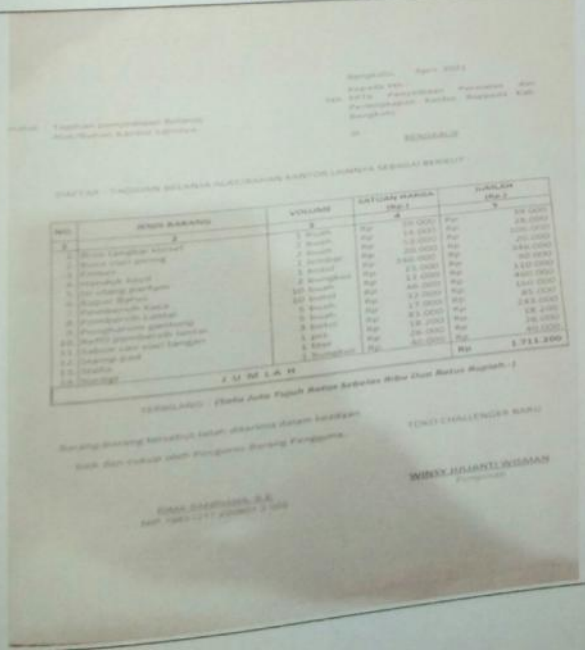
No	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Make a letter of commitment for the provision of shopping for other office materials Destroy documents	Edy Zulkarnaen, SH	
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
		Make a letter of commitment for the provision of shopping for other office materials Destroy documents

DAILY ACTIVITES OF THE APPRENTICESHIP

DATE : Tuesday
DAY : April 06, 2021

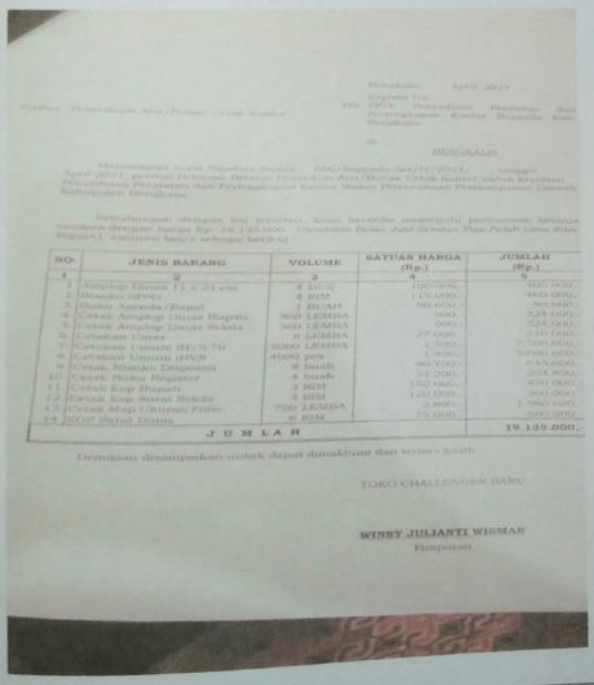
No	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Make a bill for the provision of other office tools/materials Archiving Incoming Mail	Edy Zulkarnaen, SH	
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
		Make a bill for the provision of other office tools/materials Archiving Incoming Mail

DAILY ACTIVITES OF THE APPRENTICESHIP

DATE : Wednesday
DAY : April 07, 2021

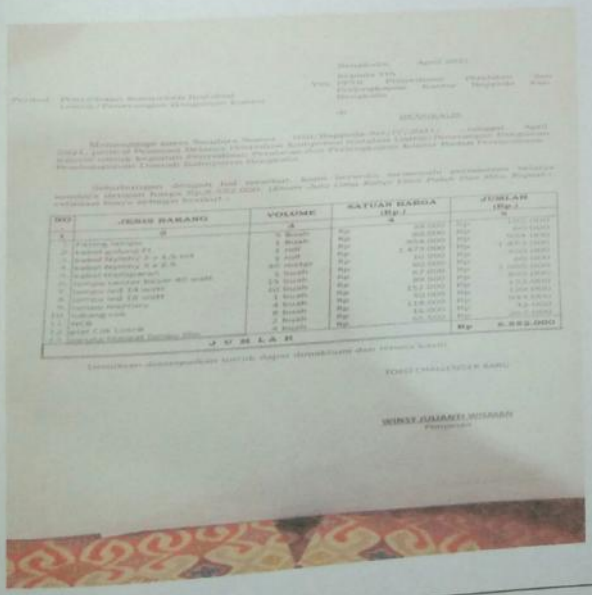
No	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Make a letter regarding the provision of office printing equipment /materials	Edy Zulkarnaen, SH	
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
		Make a letter regarding the provision of office printing equipment / materials

DAILY ACTIVITES
OF THE APPRENTICESHIP

DATE : Thursday
DAY : April 08, 2021

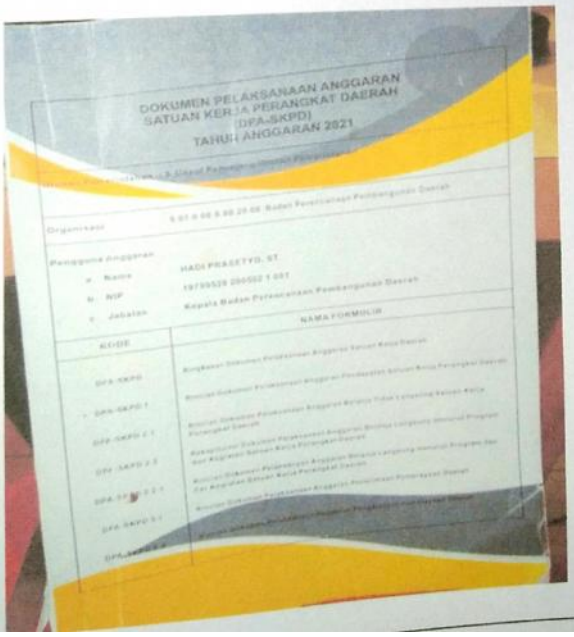
No	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Make a letter regarding the supply of electrical installation components / office building lighting Destroy document	Edy Zulkarnaen, SH	
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
		Make a letter regarding the supply of electrical installation components / office building lighting Destroy document

DAILY ACTIVITES OF THE APPRENTICESHIP

DATE : Friday
DAY : April 09, 2021

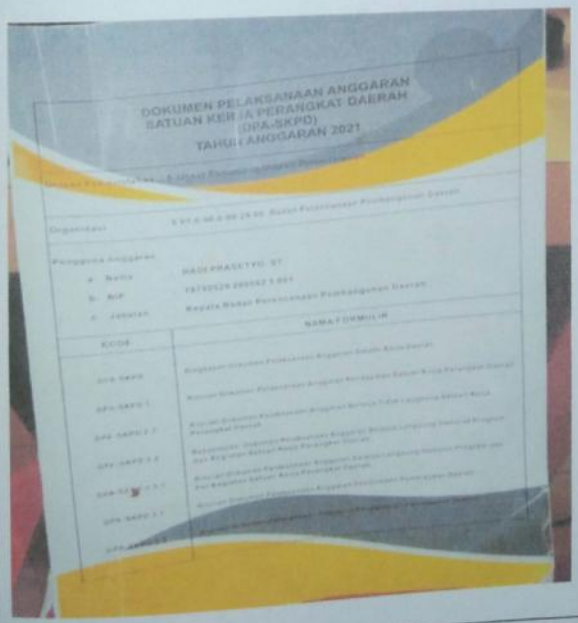
No	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Recapitulate the budget implementation document for the regional work unit (DPA-SKPD)	Edy Zulkarnaen, SH	
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
		Recapitulate the budget implementation document for the regional work unit (DPA-SKPD)

DAILY ACTIVITES OF THE APPRENTICESHIP

DATE : Monday
DAY : May 17, 2021

No	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Make a recap of the budget implementation document for the regional work unit (DPA-SKPD) the amount of availability of printed and duplicated goods	Edy Zulkarnaen, SH	
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
		Make a recap of the budget implementation document for the regional work unit (DPA-SKPD) the amount of availability of printed and duplicated goods

DAILY ACTIVITES OF THE APPRENTICESHIP

DATE : Tuesday
DAY : May 18, 2021

No	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Sending letters / invitations Making cover letter Destroying Documents	Edy Zulkarnaen, SH	
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
		Sending letters / invitations, Making cover letter and Destroying Documents. Sending invitations with the intention of inviting as well as providing information to the agencies regarding the activities carried out.

DAILY ACTIVITES OF THE APPRENTICESHIP

DATE : Wednesday
DAY : May 19, 2021

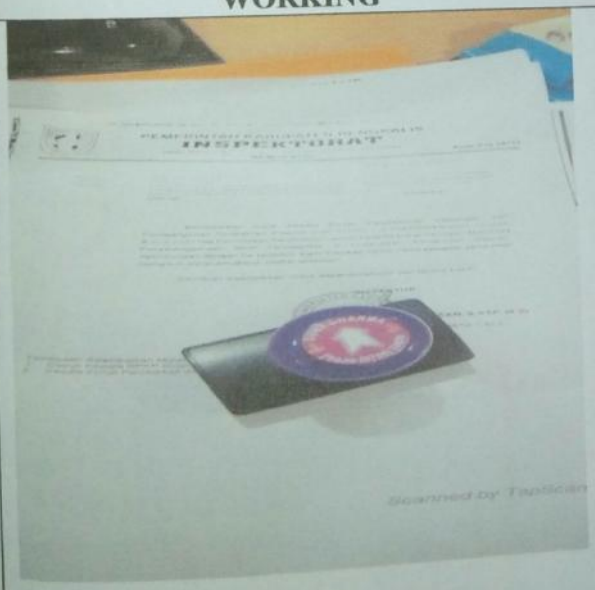
No	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Folding Letters Making cover letter Archiving Documents	Edy Zulkarnaen, SH	
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
		Folding a letter is very important so that the letter looks neat and makes it easier when it will be inserted into the envelope

DAILY ACTIVITES OF THE APPRENTICESHIP

DATE : Thursday
DAY : May 20, 2021

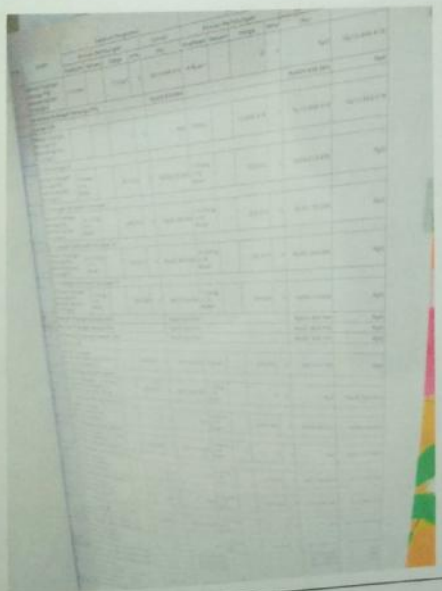
No	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Stamp letters/documents Photocopy the SK and archieve the SK into a bundle Archiving Documents	Edy Zulkarnaen, SH	
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
		A stamp is a device that has an engraved surface of writing, an image or both that is used with ink to produce a stamp on a file or document.

DAILY ACTIVITES OF THE APPRENTICESHIP

DATE : Friday
DAY : May 21, 2021

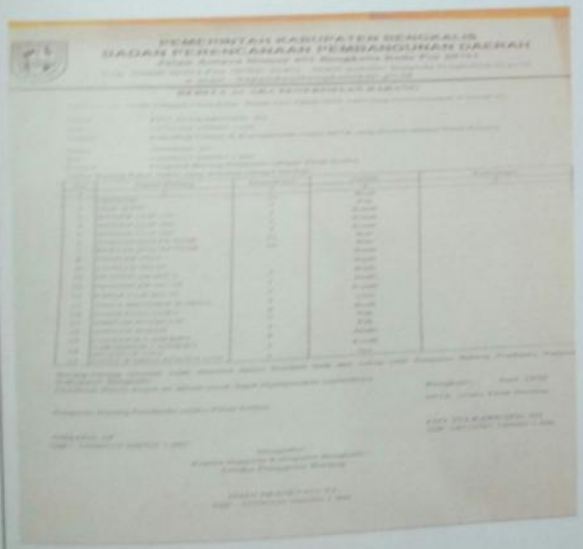
No	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Recap Rencana kegiatan anggaran (RKA) Destroying document	Edy Zulkarnaen, SH	
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
		Recap Rencana kegiatan anggaran (RKA) Destroying document

DAILY ACTIVITES OF THE APPRENTICESHIP

DATE : Monday
DAY : June 21, 2021

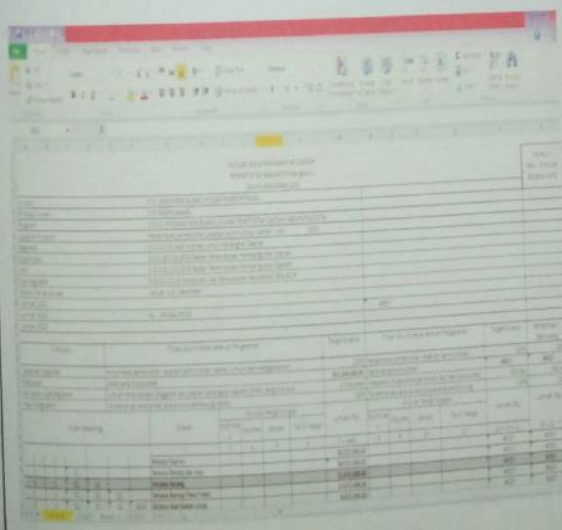
No	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Make a letter of receipt of goods Duplicate the RKA Document (Work Budget Plan)	Edy Zulkarnaen, SH	
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
		Make a letter of receipt of goods Duplicate the RKA Document (Work Budget Plan)

DAILY ACTIVITES OF THE APPRENTICESHIP

DATE : Tuesday
DAY : June 22, 2021

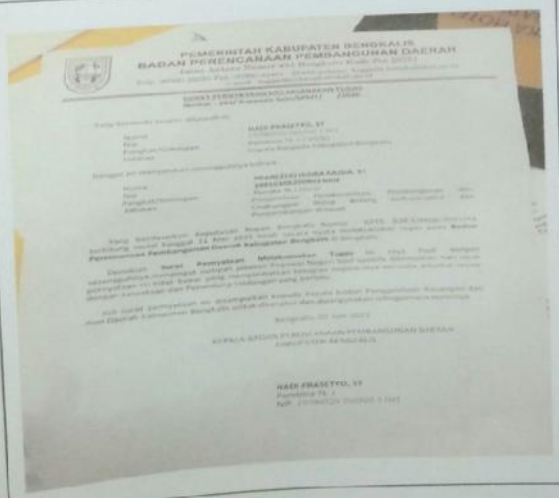
No	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Recap of RKA Subdivision 2021 Archiving Incoming Mail	Edy Zulkarnaen, SH	
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
		Recap of RKA Subdivision 2021 Archiving Incoming Mail

DAILY ACTIVITES
OF THE APPRENTICESHIP

DATE : Wednesday
DAY : May 23, 2021

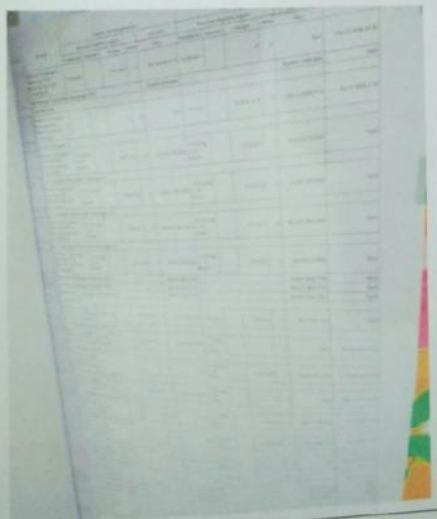
No	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Make a statement to cary out the task Writing Out Letter	Edy Zulkarnaen, SH	
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
		Make a statement to cary out the task Writing Out Letter

DAILY ACTIVITES OF THE APPRENTICESHIP

DATE : Thursday
DAY : May 24, 2021

No	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Recapitulate the budget implementation document for the regional work unit (DPA-SKPD)	Edy Zulkarnaen, SH	
	Notes by Industrial Coach.		

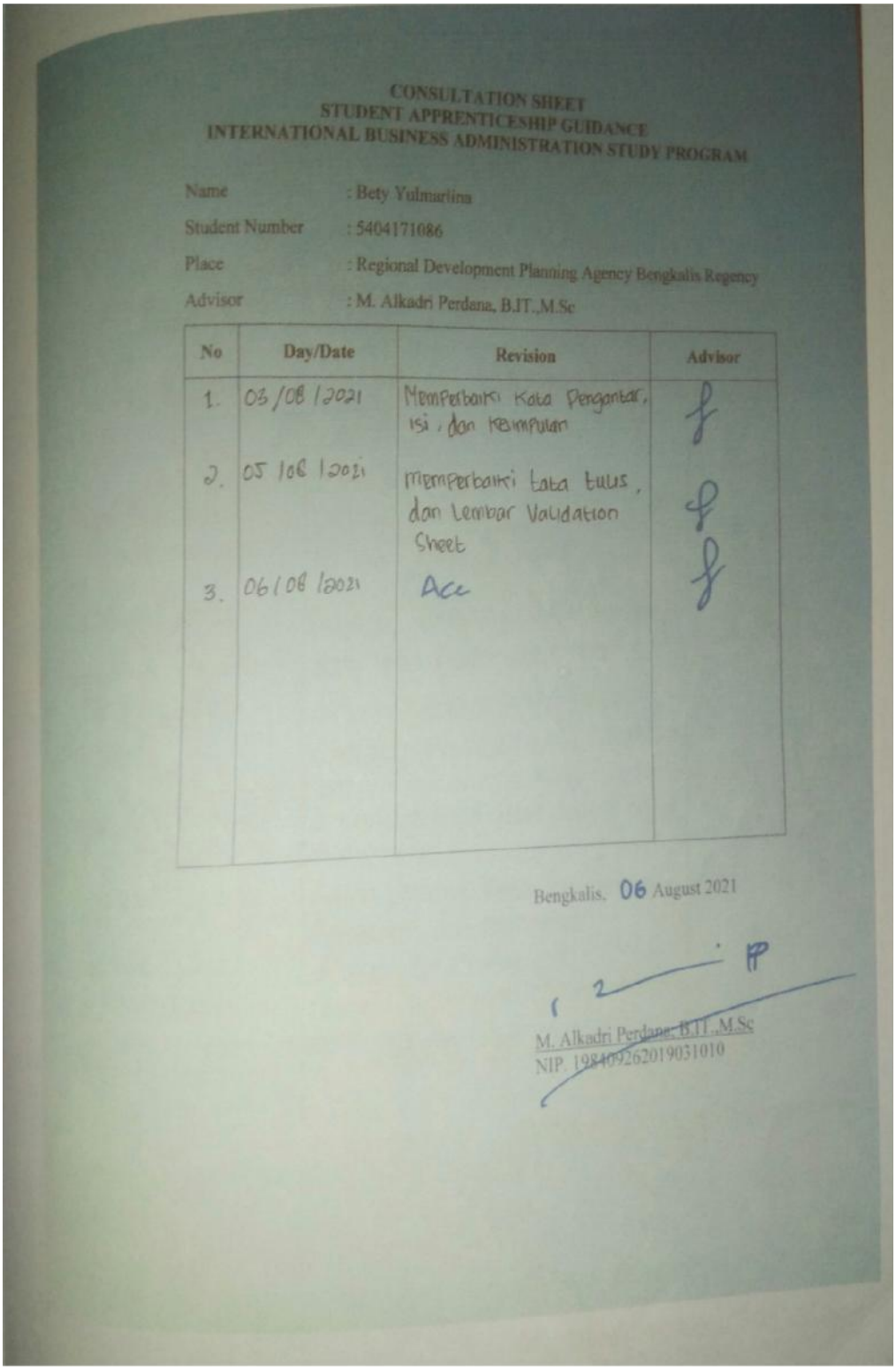
No	WORKING	EXPLANATION
		Recapitulate the budget implementation document for the regional work unit (DPA-SKPD)

DAILY ACTIVITES OF THE APPRENTICESHIP

DATE : Friday
DAY : June 25, 2021

No	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Numbering Outgoing Mail File Mail Destroy Dokumen	Edy Zulkarnaen, SH	
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
		Numbering Outgoing Mail File Mail Destroy Dokumen



CONSULTATION SHEET
STUDENT APPRENTICESHIP GUIDANCE
INTERNATIONAL BUSINESS ADMINISTRATION STUDY PROGRAM

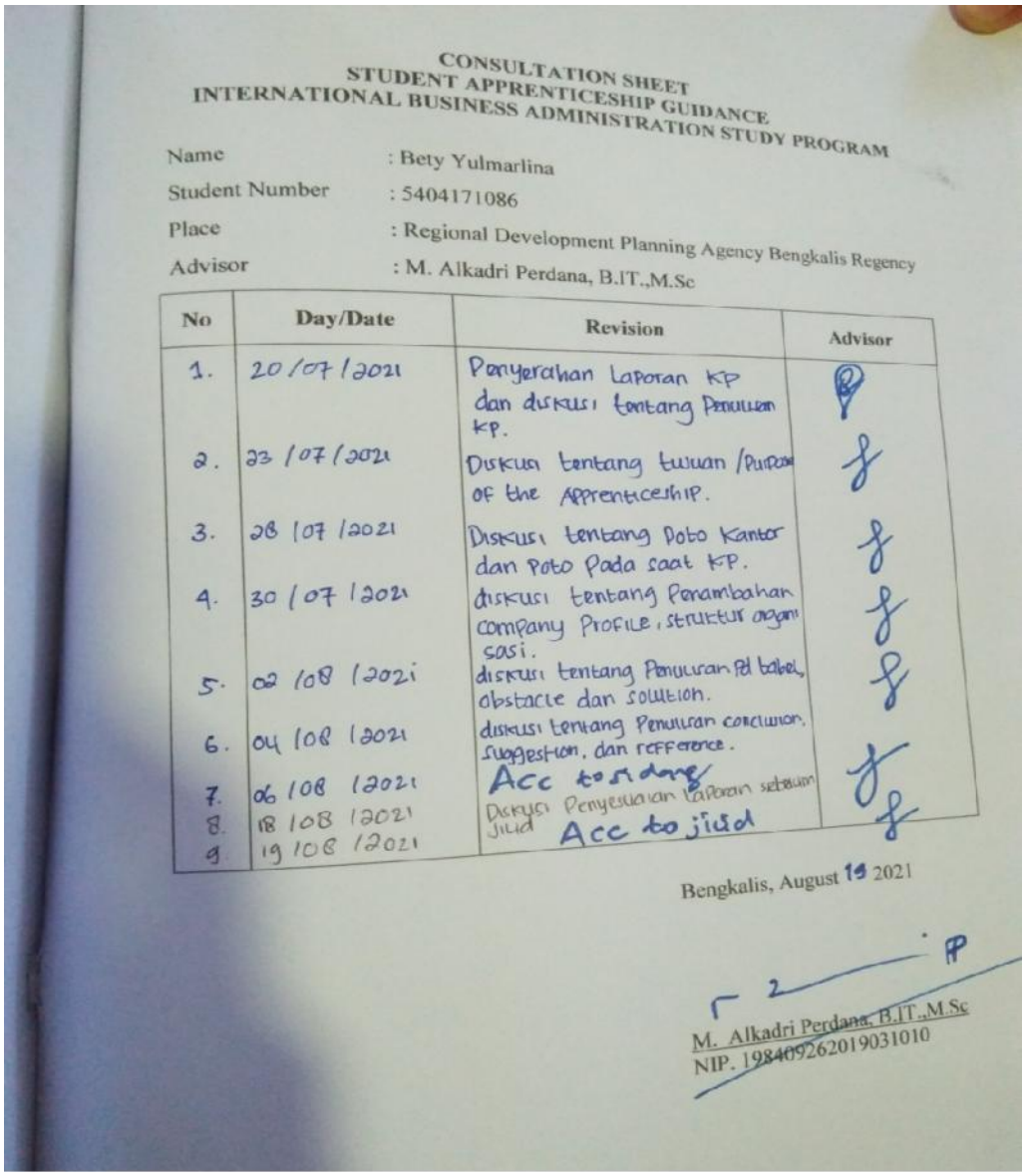
Name : Bety Yulmarlina
Student Number : 5404171086
Place : Regional Development Planning Agency Bengkalis Regency
Advisor : M. Alkadri Perdana, B.IT.,M.Sc

No	Day/Date	Revision	Advisor
1.	03/08/2021	Memperbaiki Kata Pengantar, isi, dan kesimpulan	
2.	05/08/2021	memperbaiki tata tulis, dan Lembar Validation Sheet	
3.	06/08/2021	Acc	

Bengkalis, 06 August 2021

M. Alkadri Perdana, B.IT.,M.Sc
NIP. 19840926201903101O

Appendices 9 : Apprenticeship Revision List



CONSULTATION SHEET
STUDENT APPRENTICESHIP GUIDANCE
INTERNATIONAL BUSINESS ADMINISTRATION STUDY PROGRAM

Name : Bety Yulmarlina
Student Number : 5404171086
Place : Regional Development Planning Agency Bengkalis Regency
Advisor : M. Alkadri Perdana, B.IT.,M.Sc

No	Day/Date	Revision	Advisor
1.	20/07/2021	Penyerahan Laporan KP dan diskusi tentang Penulisan KP.	
2.	23/07/2021	Diskusi tentang tujuan / Purpose of the Apprenticeship.	
3.	28/07/2021	Diskusi tentang Foto Kantor dan Foto Pada saat KP.	
4.	30/07/2021	diskusi tentang Penambahan company Profile, struktur organisasi.	
5.	02/08/2021	diskusi tentang Penulisan Pd tabel, obstacle dan solution.	
6.	04/08/2021	diskusi tentang Penulisan conclusion, suggestion, dan reference.	
7.	06/08/2021	Acc to sidang	
8.	18/08/2021	Diskusi Penyesuaian Laporan sebelum jilid	
9.	19/08/2021	Acc to jilid	

Bengkalis, August 19 2021

M. Alkadri Perdana, B.IT.,M.Sc
NIP. 198409262019031010