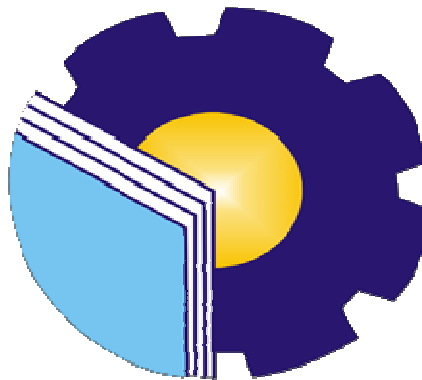


**APPRENTICESHIP REPORT
COMMUNITY AND VILLAGE EMPOWERMENT OFFICE OF
BENGKALIS REGENCY**

SURIYANI

5404171119



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

VALIDATION SHEET

**APPRENTICESHIP REPORT
COMMUNITY AND VILLAGE EMPOWERMENT OFFICE
OF BENGKALIS REGENCY**

Written as one of the conditions for completing Job Training

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Bengkalis, August 05th 2021

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PREFACE

Praise and gratitude for the blessings and gifts of God Almighty who has given health and opportunities to the author so that he can complete internship activities and has completed the practical work report that the author did at the Office Of Community And Village Empowerment on time, from February 15 to with Juny 30, 2021.

The author would also like to thank all Office Of Community And Village Empowerment and Office Of Community And Village Empowerment employees who are kind, friendly and welcome the author to join and have the opportunity to become one of the family members of the Office Of Community And Village Empowerment. This report was created to meet the needs of the campus as one of the programs for final semester students majoring in Commerce Administration, D4 International Business Administration study program, which is used as an application of learning gained during lectures in their respective fields.

In compiling this practical work report, the author realize that without the guidance and guidance of various parties this practical work report could not be completed in a timely manner, therefore the authors would like to thank all those who have been involved and helped the author. Related parties include:

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9. Kind employees and employees of the OfficeOf Community And Village Empowerment, attention and understanding to the author during his internship at the company.
8. Parents and friends who always give encouragement and support to theauthor.

Thus this report the author makes earnestly, hopefully this practical workreport can provide benefits for all parties and the author also requires criticism and suggestions from readers so that in the future the preparation of this report can be more perfect and easily digested by the reader.

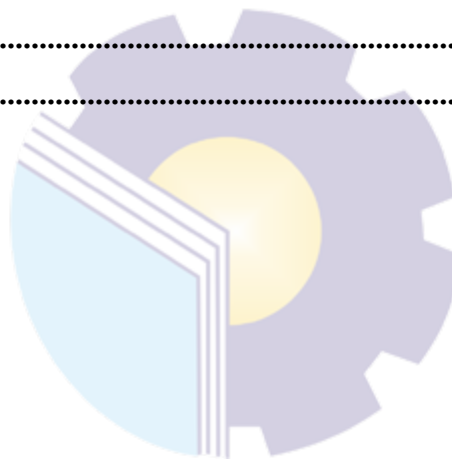
Bengkalis, July 2021

Suriyani

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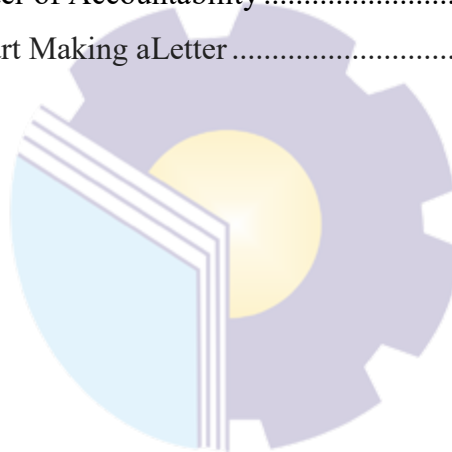
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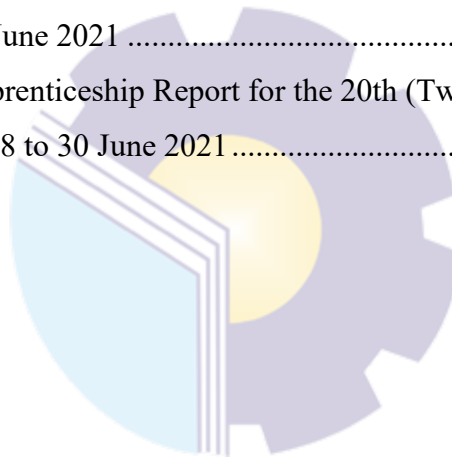
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CHAPTER I INTRODUCTION

1.1 Background of the Apprenticeship

Bengkalis Polytechnic was founded in 2000 by the Bengkalis Regency Government under the auspices of the Yayasan Bangun Insani (YBI). Since accepting the first batch of new students in 2001 until now, it has produced graduates who have worked and spread throughout Indonesia, both in Government and Private Institutions, both National and Multi National Companies.

As of July 29, 2011, the Bengkalis Polytechnic changed its status to a State University (PTN), through the Minister of National Education Regulation No. 28 of 2011, concerning the Establishment, Organization and Work Procedure of the Bengkalis State Polytechnic. On December 26, 2011, the Bengkalis State Polytechnic was inaugurated by the Minister of Education and Culture of the Republic of Indonesia.

Bengkalis State Polytechnic is a higher education institution that produces experts from State Universities in Bengkalis Regency with a Diploma 3 education level with an Associate Expert degree and Diploma 4 with a Bachelor of Applied Science degree. Bengkalis State Polytechnic has several departments, namely: Department of Naval Architecture, Mechanical Engineering, Civil Engineering, Informatics Engineering, Electrical Engineering, and Commercial and Maritime Administration.

Bengkalis State Polytechnic has a Study Program consisting of two levels of education, namely Diploma 4 and Diploma 3, for the D4 Study Program consisting of Production and Maintenance Mechanical Engineering, Industrial Electrical Engineering, Road and Bridge Design Engineering, Software Engineering, International Business Administration and Accounting Public Finance, while the D3 Study Program consists of Shipping Engineering,

Mechanical Engineering, Electronic Engineering, Civil Engineering, Business Administration, Informatics Engineering, Business English, Nautical Engineering and Commercial Shipping Management. The Bengkalis State Polytechnic has a curriculum that is oriented to the demands of a ready-made workforce with a composition of 40% theory and 60% practice with a number of Semester Credit Units (SKS) of 110 to 118 of the number of effective study hours 32 to 40 hours/week.

Bengkalis State Polytechnic has a responsibility for improving human resources, especially in achieving the quality of students. One of the efforts made is to require students to take apprenticeship program. Apprenticeship for students is meant to develop themselves when they enter the world of work. This apprenticeship activity can make a significant contribution to the development of students to prepare themselves as well as possible before entering the world of work and to the development of competence at the Bengkalis State Polytechnic.

The world of work has different characteristics compared to when students are in college. There are many abilities and skills that must be possessed by a prospective worker so that it is not uncommon for students to find it difficult to adjust and meet the demands of the world of work. The development of the flow of information makes the employment climate more dynamic. Entering the MEA (ASEAN Economic Community) and AFTA (ASEAN Free Trade Area) in 2016, Indonesian workers must improve their quality so that they are ready to compete with workers from outside, one of which is by participating in apprenticeship.

This apprenticeship is carried out after students have completed a minimum of 6 (six) semesters and fully graduated, the apprenticeship is carried out for four months and a minimum of 3 months. Bengkalis State Polytechnic has collaborated with other agencies and companies in Indonesia and abroad.

Based on the above, the author as a student of the International Business Administration Study Program is required to carry out apprenticeship activities for a maximum of four months and a minimum of three months. The author chooses at PT. EMP Malacca Strait who is in Keplauan Meranti Regency because during the Covid-19 pandemic the company did not accept students to do apprenticeship,

so the author took the second obsession to do appreniceship at the Bengkalis Regency Community and Village Empowerment Service as a place to carry out work activities practice for four months and while doing appreniceship the author is placed in 2 parts, namely the community empowerment and development section and the program section.

The implementation of this apprenticeships starting from February 15 to June 30, 2021. The implementation of the Job Training is expected to add insight to the author about various good and correct tasks and to be able to face the real world of work with the experience that has gained.

1.2 Purposes of the Apprenticeship

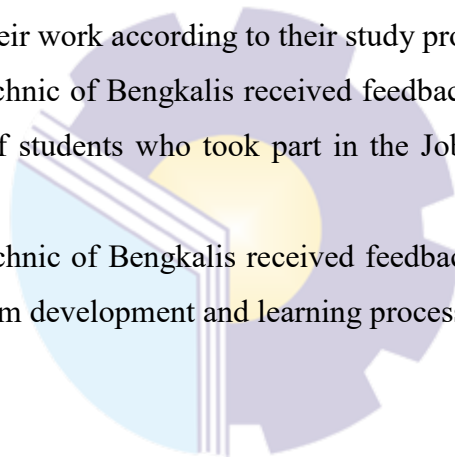
Apprenticeship is one of the requiments for State Polytechnic of Bengkalis students in completing their studies. To achieve the expected resulst, it is necessary to know the objective of the Apprenticeship, which are follows:

1. To know the kind of business (the main tasks and fuction) of the Community and Village Empowerment Office of Bengkalis Regency.
2. To know the working process of the Community and Village Empowerment Office of Bengkalis Regency
3. To know documents used in the work process at the Community and Village Empowerment Office of Bengkalis Regency.
4. To know the job description of the work field being handled at the Community and Village Empowerment Officeof Bengkalis Regency.
5. To know the system and procedures for Job Training used in carrying out work on Community and Village Empowerment Officeof Bengkalis Regency.
6. To know the obstacles faced in completing the work Community and Village Empowerment Office of Bengkalis Regency and how to overcome these obstacles.
7. To know solutions in dealing with obstacles during practical work at the Community and Village Empowerment Office of Bengkalis Regency.

1.3 Significances of the Apprenticeship

The benefits expected from the implementation of the Job Training are as follows:

1. As one of the requirements that must be met to complete vocational education at the State Polytechnic of Bengkalis, especially the Diploma IV International Business Administration Study Program.
2. Students have the opportunity to apply theoretical knowledge/concepts in the real world of work.
3. Students gain practical experience in applying theoretical/concept knowledge according to their study program.
4. Students have the opportunity to analyze problems related to science applied in their work according to their study program.
5. State Polytechnic of Bengkalis received feedback from the Department on the ability of students who took part in the Job Training in the world of work.
6. State Polytechnic of Bengkalis received feedback from the world of work for curriculum development and learning processes.



CHAPTER II GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

The Office of Community and Village Empowerment (DPMD) is located at Pertanian street, No. 02, Bengkalis subdistrict, Bengkalis Regency, Riau Province.



Figure 2.1 Office of Community and Village Empowerment Office (DPMD) Bengkalis Regency
Source: DPMD Archive Bengkalis Regency

The term village development, initially engaged in community development or community development that before 1955 in several countries has been implemented with almost the same title. Along with the development of IPOLEKSOSBUDHANKAM (Ideology, Politics, Economy, Socio-Cultural and Security Defense) in the government of the Republic of Indonesia, organizations that handle village empowerment several times undergo changes and

developments related to the name and its main duties and functions. During the new order period, based on Law No. 5 of 1974 on The Principles of Government in the Region, Empowerment and development of villages became the duties and responsibilities of the Ministry of Home Affairs because it still adheres to one of the principles of auxiliary duties. Meanwhile, in areas including Bengkalis, an organization was formed that was tasked to carry out the development of village communities called PMD. Along the way, the PMD changed its name to Village Development (BANGDES). In the era of reform that became one of the strong reasons for the issuance of Law No. 22 of 1999 on Local Government and Law No. 25 of 1999 on Financial Balance Between Central and Regional Governments or better known as the Regional Autonomy Law, the delegation of authority to the region is even wider in managing their respective Regions.

2.2 Vision and Mission

2.2.1 Vision of The Community and Village Empowerment Office (DPMD) of Bengkalis Regency

Vision as a picture of the situation that wants to be realized in the future as well as the ideals and desires of the anticipatory, innovative and creative and energy for The Community and Village Empowerment Office (DPMD) of Bengkalis Regency in carrying out its duties, functions and roles so as to support the achievement and implementation of the vision, mission and programs of government development Bengkalis. Therefore, all ranks and work units of the DPMD organization bengkalis need to have a commitment to the vision of the institution so that DPMD Bengkalis in carrying out TUPOKSI and facing the change internal and external environments of the region, have a broad view and insight into the development of development problems locally, regionally and globally.

The vision of the Community and Village Empowerment Office of Bengkalis Regency was prepared with attention to the Vision of the Regional Head, which is set out in the Regional Medium Term Development Plan (RPJMD) of Bengkalis District in 2016 - 2021, namely "The realization of the

Community and Village Empowerment Office as the Driving Motor of Village Empowerment and Independence in Bengkalis Regency". The explanation of the meaning of the Vision statement, is:

1. Community Empowerment: Meaning can be seen from 3 (three) sides namely; First, create an atmosphere/climate that allows people's potential to develop. Both strengthen the potential of power owned by the community through concrete steps concerning the provision of various inputs (inputs) as well as the opening of access to various opportunities that make the community more empowered, the provision of facilities, information, capital, employment, markets and adequate infrastructure trade. The three empowerers also have the meaning of protecting, preventing the weak from becoming weaker.
2. Society: is the unity of human life that interacts according to a certain system of customs that is continuous, and which is bound by a sense of shared identity.
3. Motors: means an action that plays an important role in the running of an activity or acts as a mobilizer.
4. Independent: means an attitude that focuses more on self-ability without depending on others.
5. Village: is a unitary legal community that has territorial boundaries authorized to regulate and take care of the interests of local communities, based on local origins and customs recognized and respected in the system of Government of the Unitary State of the Republic of Indonesia.

2.2.2 Mision of The Community and Village Empowerment Office (DPMD) of Bengkalis Regency

Based on the vision of the medium-term development plan of Bengkalis Regency in 2016-2021 the formulation of its mission is as follows:

1. To create an authoritative, transparent and responsible government and to be able to carry out leadership wisely, courageously and sincerely.

2. Realizing the management of all regional potentials and human resources for the prosperity of the people.
3. Realizing the provision of quality infrastructure for the welfare of the people.

2.3 Kind of Busines

The Community Empowerment Agency and Village Government are carrying out the preparation and implementation of regional policies in the field of community empowerment and village government.

The task of the Community Empowerment Agency and Village Government is to carry out the preparation and implementation of Regional Policies in the management of Regional Civil Servants in accordance with statutory regulations. The Community Empowerment Agency and Village Government carry out the following functions:

1. Formulation of technical policies in the field of Community Empowerment and Village Government.
2. Providing support for the administration of local government in the field of Community Empowerment and Village Government
3. Guidance and implementation of tasks in the field of Community Empowerment and Village Government
4. Implementation of other tasks assigned by the Regent in accordance with his duties and functions.

2.4 Organization Structure

2.4.1 Organizational Structure of Community and Village Empowerment Office Institutions

Organizational structure can be interpreted as a line (hierarchy) containing the constituent components of the organization. The structure clearly describes the position, function, rights and obligations of each position within the scope of the organization. Of course, this is so that every component in the organization can function optimally and the wheels of the organization can always

move effective and efficient. It also clearly describes the separation of work activities between each other and how the relationship activities and functions are restricted. In a good organizational structure should explain the relationship of authority who reports to whom, so there is one responsibility for what to do.

In this structure there are several personnel or parts within the core ranks of the organizational structure, or commonly referred to as organization's top brass. Consisting of a board of directors, managers, and division heads department. And in the arrangement below there are staff and worker.

The organizational structure of the Community Empowerment Office and Bengkalis Regency Village are as follows:

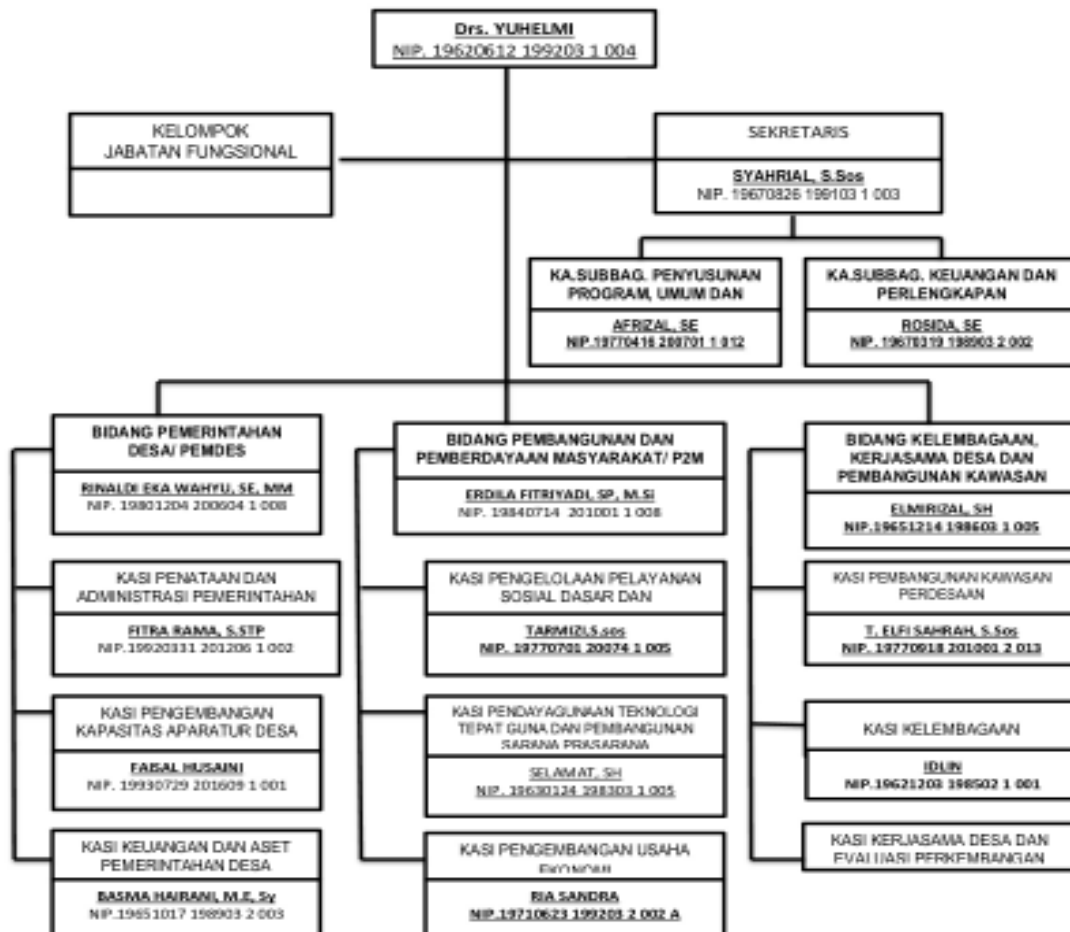


Figure 2.2 Organizational Structure of Community and Village Empowerment Office Institutions
 Source: DPMD Archive Bengkalis Regency

The functions and responsibilities of several divisions of the Community and Village Empowerment Service are:

1. The secretary has the main task of leading, coordinating and controlling tasks in the field of secretarial service management which includes coordinating the preparation of general and staffing management programs as well as financial management.
2. The Head of the Program Preparation Subdivision has the main task of planning, implementing, evaluating and reporting on the implementation of service tasks and coordinating the preparation of plans and programs for the Service.
3. The Head of the Finance Subdivision has the main task of planning, implementing, evaluating and reporting on the implementation of administrative management tasks and accountability for the financial management of the Office.
4. The Head of the Village Community Economic Business Empowerment Division has the main task of leading, coordinating and controlling tasks in the Village Community Economic Business Empowerment Sector.
5. The Head of Village Administration has the main task of leading, coordinating and controlling tasks in the Village Government Sector.
6. The Head of the Village Apparatus and Institutional Capacity Development Division has the main task of leading, coordinating and controlling tasks in the Village Apparatus and Institutional Capacity Development Sector.

2.5 The Working Process

The process of production activities carried out by the DPMD is a task and function that is produced for the results of the process carried out. The duties and functions include:

1. The Head of the Community and Village Empowerment Service has the main task of leading, regulating, formulating, fostering, controlling, coordinating and being accountable for policies and implementation of

government affairs in the field of community and village empowerment.

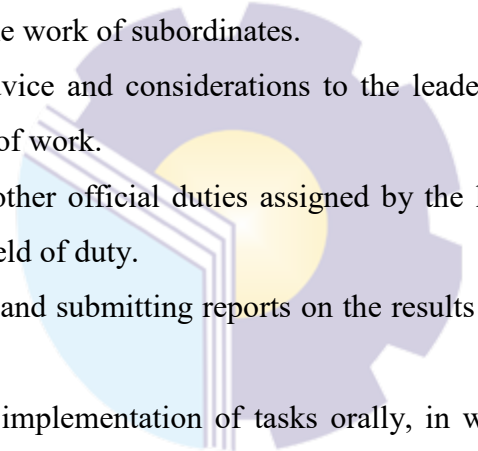
The duties are as follows:

- a. Implementing the formulation of the technical policy of the Service which includes secretariat, the field of economic business empowerment for the village community, the field of capacity building for village apparatus and institutions, the field of institutions and community participation, the field of village government and functional groups based on the vision and mission of the Bengkalis Regency as well as the main tasks and functions of the Service.
- b. carry out the formulation and determination of work plans covering secretarial, economic business empowerment for village communities, capacity building for village apparatus and institutions, community institutions and participation, village administration and functional groups based on general service policies.
- c. organize and coordinate the preparation and determination of Strategic Plans (Renstra), Government Agency Performance Reports (LKIP), Preparation of Key Performance Indicators (IKU), Annual Work Plans (RKT), Performance Agreements, Standard Operating Procedures (SOP), Service Standards (SP) The office also coordinates data and information needs for the preparation of the Accountability Report (LKPJ) and the final accountability report for the Regent's term of office, the Regional Government Implementation Report (LPPD) and other planning, implementation, evaluation, assessment and reporting documents of performance.
- d. implementing the formulation and stipulation of technical policies in the field of economic business empowerment of the village community, the field of capacity building for village apparatus and institutions, the field of institutions and community participation, the field of village administration and a group of functional positions based on the vision and mission of the Bengkalis district, the main tasks and functions of the service.

- e. carry out guidance, supervision, control, monitoring, evaluation and reporting on the implementation of government affairs in the field of community and village empowerment.
- f. organize the establishment and development of the field of economic business empowerment of the village community, the field of capacity building of village apparatus and institutions, the field of community institutions and participation, the field of village government in the district based on the policy guidelines, norms, standards, procedures and criteria set by the government.
- g. implement government and provincial policies and regional general policies in the context of implementing government affairs in the field of community and village empowerment.
- h. lead, regulate, foster, evaluate, control and coordinate the implementation of technical policies and the duties of the Office.
- i. organize the formulation of needs/development plans in the field of economic business empowerment of the village community, the field of capacity building for village apparatus and institutions, the field of institutions and community participation, the field of village government as material for regional development planning.
- j. organize the determination of programs and work plans for the scope of economic empowerment of the village community, capacity building of village apparatus and institutions, community institutions and participation and village government.
- k. organizes the design and development of information systems and technical documentation of the implementation of development programs in the field of economic business empowerment of the village community, the field of capacity building for village apparatus and institutions, the field of community institutions and participation, and the field of village government
- l. distribute tasks to staff verbally and in writing according to their respective fields of duty.

- m. holding task consultations with related parties, both technical and administrative, for harmony and harmony in the implementation of the main tasks and functions of the Office.
 - n. explain policy developments and priorities to staff.
 - o. monitor the implementation of staff duties through internal meetings and direct instructions for the integration of task implementation.
 - p. directing and controlling the implementation of staff duties based on the work program of the Office.
 - q. fostering staff according to staffing requirements to improve staff quality and careers.
 - r. check drafts of letters submitted by staff before signing.
 - s. evaluate the implementation of staff duties through the assessment of Employee Work Targets (SKP) to determine their work performance and as material for guidance and follow-up efforts.
 - t. coordinate and cooperate with related parties, both technical and administrative, to synchronize the implementation of tasks.
 - u. report the implementation of the duties of the Office orally, in writing, periodically or as needed to the leadership.
 - v. provide advice and consideration to the leadership regarding the field of duty of the Service.
 - w. carry out other official duties assigned by the leadership in accordance with the field of duty.
2. The head of the program preparation subdivision has the main task of planning, implementing, evaluating and reporting on the implementation of service tasks and coordinating the preparation of official plans and programs. The description of the duties of the Head of the Program Preparation Subdivision is as follows:
- a. prepare and implement technical policies within the scope of the Subdivision based on the work program that has been determined by the work program of the Service.

- b. formulate and implement strategic work plans including co-administration tasks and DAK.
- c. formulate steps for carrying out tasks.
- d. organize the division of tasks and direct subordinates.
- e. distribute and divide tasks to staff according to their respective areas of duty.
- f. coordinate the activities / implementation of the duties of subordinates / staff.
- g. monitor and control the activities of subordinates.
- h. provide instructions for carrying out tasks to subordinates
- i. controlling staff for smooth execution of tasks.
- j. reviewing technical guidance materials/guidelines on data collection on information system processing, planning, evaluation and reporting.
- k. collect materials, data and information on the implementation of the work plans of each sector at the Service.
- l. collect, recapitulate, compile and review the proposed programs and activities of each sector for the preparation of priority programs and activities for the leadership.
- m. carry out data collection and data processing, information system processing, planning, evaluation and reporting in accordance with predetermined guidelines.
- n. prepare materials and carry out the preparation of Strategic Plans (Renstra), Key Performance Indicators (IKU), Annual Work Plans (RKT), Budget Work Plans (RKA) / Budget Implementation Documents (DPA) Performance Agreements (PK), Performance Measurement, Performance Data Management as well as compiling and presenting a predetermined Performance Report.
- o. prepare and review materials for preparing reports on work plans and programs including quarterly, semi-annual, annual reports as well as evaluation implementation documents.

- 
- p. drafting official draft concepts in order to improve the performance of task implementation.
 - q. check the letter draft submitted by the staff to obtain the correct letter draft.
 - r. Supervise staff activities within the Subdivision to determine their conformity with the work plan.
 - s. reviewing the results of the evaluation and reporting of the Office's activities as material for the preparation of the Office's work plan.
 - t. evaluate the implementation of staff duties through the assessment of Employee Work Targets (SKP) to determine their work performance and as material for guidance and follow-up efforts.
 - u. evaluate the work of subordinates.
 - v. provide advice and considerations to the leadership in accordance with their field of work.
 - w. carry out other official duties assigned by the leadership, in accordance with the field of duty.
 - x. compiling and submitting reports on the results of the implementation of tasks.
 - y. report the implementation of tasks orally, in writing, periodically or as needed to the leadership.
 - z. inform and document the report on the implementation of tasks.
3. The Head of the Village Community Economic Business Empowerment Division has the main task of leading, coordinating and controlling tasks in the Village Community Economic Business Empowerment Sector. The description of the duties of the Head of the Village Community Economic Business Empowerment Division is as follows:
- a. organize the formulation of technical policies of the Department of Village Community Economic Business Empowerment.
 - b. organize the preparation of work plans for the Sector of Village Community Economic Business Empowerment based on targets,

technical policies, strategies and work programs for the service as well as the dynamic conditions of the community.

- c. organize, formulate the concept of target activities in the Sector of Village Community Economic Business Empowerment.
- d. organize efforts to develop village business results, Strengthen Village Community Economic Institutions, develop appropriate technology;
- e. carry out monitoring, evaluation and reporting on the Sector of Village Community Economic Business Empowerment.
- f. coordinate with other work units and/or related institutions/organizations within the scope of their duties.
- g. Distribute tasks to staff according to their field of work.
- h. Coordinate all section activities in carrying out their duties.
- i. provide instructions to staff for the smooth implementation of their duties.
- j. supervising the activities of staff within the scope of the Village Community Economic Business Empowerment Sector to determine their suitability with the work plan.
- k. directing and controlling the implementation of staff duties based on a predetermined work plan.
- l. compiling and checking the concept of official letter based on the applicable official document system.
- m. evaluate the implementation of staff duties through the assessment of the Work Implementation Assessment List (DP3) and/or Employee Work Targets (SKP) to determine their work performance and as a material for guidance and follow-up efforts.
- n. report the implementation of tasks within the scope of the Village Community Economic Business Empowerment Sector verbally, in writing, periodically or as needed to the leadership.
- o. provide advice and considerations to the leadership in accordance with their field of work.

- p. carry out other official duties assigned by the leadership in accordance with the field of duty.
4. The Head of the Village Apparatus and Institutional Capacity Development Division has the main task of leading, coordinating and controlling tasks in the Village Apparatus and Institutional Capacity Development Sector. The description of the duties of the Head of Capacity Development for Village Apparatus and Institutions is as follows:
- a. organize the formulation of technical policies of the Department of Development and Village Institutions.
 - b. organize the preparation of work plans for the Development Sector and Village Institutions based on targets, technical policies, strategies and work programs of the service as well as the dynamic conditions of the community.
 - c. organize, formulate the concept of target activities in the Field of Village Apparatus and Institutional Capacity Development.
 - d. organizing efforts for planning, coaching and training village officials as well as coaching and training village institutions.
 - e. carry out monitoring, evaluation and reporting on the Capacity Development of Village Apparatus and Institutions.
 - f. coordinate with other work units and/or related institutions/organizations within the scope of their duties.
 - g. Distribute tasks to staff according to their field of work.
 - h. Coordinate all section activities in carrying out their duties.
 - i. provide instructions to staff for the smooth implementation of their duties.
 - j. supervising staff activities within the scope of the Village Apparatus and Institutional Capacity Development Sector to determine their suitability with the work plan.
 - k. directing and controlling the implementation of staff duties based on a predetermined work plan.

- l. compiling and checking the concept of official letter based on the applicable official document system.
- m. evaluate the implementation of staff duties through the assessment of Employee Work Targets (SKP) to determine their work performance and as material for guidance and follow-up efforts.
- n. report the implementation of tasks within the scope of the Village Apparatus and Institutional Capacity Development Sector verbally, in writing, periodically or as needed to the leadership.
- o. provide advice and considerations to the leadership in accordance with their field of work.
- p. carry out other official duties assigned by the leadership in accordance with the field of duty.

2.6 Document Used For Activity

The documents used for the implementation of practical work at the Community Empowerment Service are:

1. Proposal Letter Regarding Changes to the APBD Budget
To get a clear picture of the profile of the proposal letter regarding changes to the APBD Budget, see the Appendix 10 of this report.
2. Performance Agreement
To get a clear picture of the profile of the Performance the documents used when carrying out practical work activities, namely to continue work activities, see the Appendix 11 of this report.
3. Budget Shift Work Plan
To get a clear picture of the profile of the Budget Shift Work Plan carried out at the Community and Village Empowerment Service, see the Figure 2.3 of this report.

RENCANA AKSI PENGEMBANGAN SUMBER DAYA MANUSIA KABUPATEN BENGKALIS TAHUN 2022					
Kategori	Indikator Program, Kegiatan, Sub Kegiatan	Target Kerja		Anggaran (Rp)	Instansi Penyelenggara
		Volume	Satuan		
1	2	4	5	6	7
Kelembagaan	Jumlah ASN yang mengikuti Bimbingan Teknis dalam 1 Tahun	70	Orang	150.000.000	BPSDM Kemendagri

Figure 23 Budget Shift Work Plan
Source: Writer Documentation photo, 2021

4. Letter of progress on the implementation of Village/Inter-Village POSYANTEK activities

To get a clear picture of the profile of the progress in the implementation of Village/Inter-Village POSYANTEK activities, see the Appendix 12 of this report.

5. Accountability Letter

To get a clear picture of the profile of the accountability the Community and Village Empowerment Service, see the Figure 2.4 of this report.

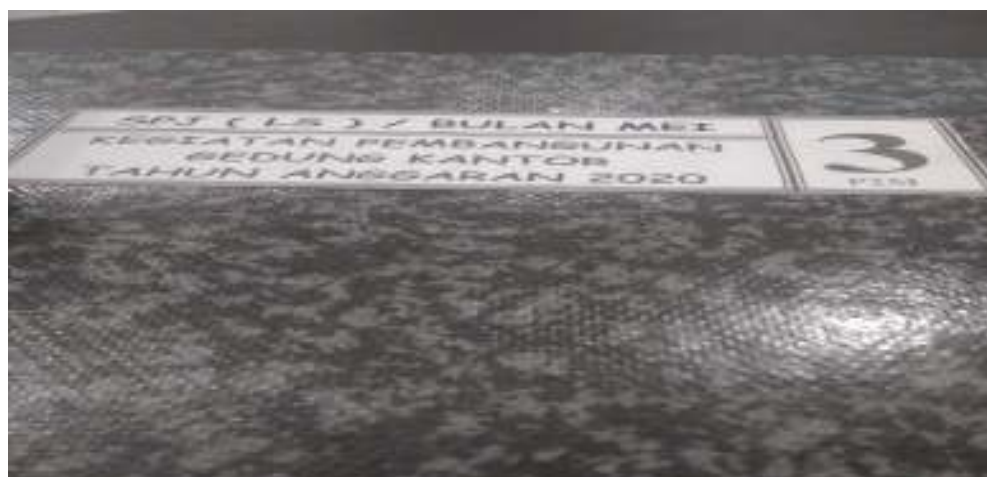


Figure 2.4 accountability letter
Source: Writer Documentation photo, 2021

6. Strategic plan change book

To get a clear picture of the profile of the strategic plan is used as a guide to fill in any changes in activities, see the Figure 2.5 of this report.



Figure 2.5 Strategic plan change book
Source: Writer Documentation photo, 2021

7. Documents for implementing regional work unit budgets

To get a clear picture of the profile of the Documents for implementing the budget for regional work units, see the Appendix 13 of this report.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

Apprenticeship at the Community and Village Empowerment Service, the author is placed in the Community Empowerment and Development section and the Program section. In the Community Empowerment and Development section, the author is given the task to assist the work as follows:

1. Send an invitation letter
The meeting invitation letter regarding the use of funds sourced from the Village Fund Allocation is submitted to the Head of Empowerment and Development to attend.
2. Giving the number and date of SPJ letters
Giving numbers and letters is done to clarify the writing so that in storage for a long time the writing can be read.
3. Tidying Up SPJ 2020
After finishing giving the numbering and date of the SPJ letter, the 2020 SPJ tidy up in the cupboard.
4. Printing evaluation report format
The evaluation report is a series of activities comparing the realization of inputs, expenditures and results against plans and standards. needed as feedback in the process of program or activity planning, policy formulation and decision making.
5. Send the evaluation report into the secretary's room
The printed evaluation report delivered to the secretariat room is needed as feedback in the program or activity planning process, policy formulation and decision making.
6. Copying of DPMD disposition document
7. Checking Village Companion Name

Checking is done so that there are no mistakes on behalf of the village assistant based on the name listed in the attachment to the letter.

8. Letter Envelope Stamp

After completing checking the name of the village assistant, the author stamps the letter envelope for sending the letter.

9. Archiving Incoming letters

Each incoming letter, the author will enter it into the agenda book that has been provided.

After two weeks the author worked in the Community Empowerment and Development section, then the author was transferred to the Program section. The authorities and responsibilities to perform the following tasks:

1. Filling Documents Implementation of Budget Changes for Regional Apparatus Work Units

The completion of this budget change implementation document is carried out after there is a 2021 budget change

2. Creating a table for the implementation of the Regional Apparatus Work Unit Budget

Tables of regional revenue and expenditure budgets are made to compile a detailed list of budgets that are systematically made containing plans for local government recipients and expenditures.

3. Entering the activity budget plan

Entering the activity budget plan based on the LPSE website for the activities that have been carried out. Copying of activity budget plan

4. Filling in the BUMDes indicator

Filling in the BUMDes indicator based on the activity indicators carried out in the previous year.

5. Make a letter of addition to the activity budget

The letter of additional budget was made because there was an additional budget for activities in the Administration program and empowerment

program for community institutions, customary institutions and customary law communities.

6. Making office stationery notes
Make notes of office stationery that have run out to be purchased and provide program room stock.
7. Adding indicators for office administration service programs
Add indicators to excel that have been attached to the book to propose additional activity budgets
8. filling village fund
Fill out village funds into excel based on data obtained from activities carried out by the village.
9. Entering the budget indicators for the implementation of regional work
Entering the budget indicators for the implementation of the work of regional apparatus based on the activities that have been carried out
10. Asking for signatures
Request the signature of the performance agreement for the administrative, institutional, and community empowerment and development rooms to be attached.
11. Stamp Cost budget shift
Stamping the cost budget shift after being signed by the competent authority.
12. Archive incoming and outgoing mail
Every incoming and outgoing letter, the author will enter it into the agenda book that has been provided.
13. Sending the activity budget plan document to BPKAD
Sending the activity budget plan document to the BPKAD office which is in front of the Community and Village Empowerment office

3.2 System and Procedure of the Apprenticeship

Systems and procedures are rules that are applied or used in the company in several ways. Such as employee rules and regulations at work.

Systems and procedures are rules that are applied or used in the company. The system used at the Community and Village Empowerment Service is a manual system and also offline. Because the received file is in the form of a manual, such as a hard copy using a computer with Microsoft Excel and also Microsoft Word in a predetermined format. After the file has been in the form of a print out and signed by the supervisor, the photocopy of the document is then sent to the appropriate place.

There are several procedures used in the operational activities of the Community and Village Empowerment Service, which are divided into several criteria, namely the Preparation Section, which are as follows:

1. Give an explanation of the numbering and date of the tax letter
Provide an explanation of the number and date of the tax letter for February, March, April, May, June, August, September, October, and November 2020 using a pen. Figure 3.1 is a Letter of Accountability.



Figure 3.1 Letter of Accountability
Source: Writer Documentation photo, 2021

2. Printing evaluation report format
To create an evaluation report format, there are several procedures performed, the steps are as follows:
 - a. Turn on the computer then open firefox enter work email
 - b. Download the evaluation report format file
 - c. Save on the computer the data D

- d. Create a new folder with the name of the evaluation report document
 - e. If it matches the format, it will be printed immediately
3. Checking Village Companion Name

Checking the name of the village assistant so that there is no name error in sending the letter to the recipient. The working steps are as follows:

 - a. Fold the envelope removed from the plastic
 - b. Checking the name of the letter on the envelope
 - c. Stamping the envelope
4. Filling Documents Implementation of Budget Changes for Regional Apparatus Work Units

Steps to fill in the Implementation Document for Budget Changes for Regional Apparatus Work Units:

 - a. There is data on changes in the work unit budget
 - b. Open the budget data document in excel form
 - c. Then fill in the amount of budget changes in the cells that have changes
5. Creating a table for the implementation of the Regional Apparatus Work Unit Budget

To find out the steps to make a table for the implementation of the regional revenue and expenditure budget as follows:

 - a. Open microsoft excel
 - b. Then create a table based on a predetermined format
 - c. Then save
6. Entering the activity budget plan

The following is how to enter an activity budget plan through LPSE, the steps are as follows:

 - a. Open google firefox then type LPSE Bengklis
 - b. Login with PPK account
 - c. After logging in, select the "RUP" menu
 - d. Click the provision/self-management menu and then select the budget work plan sub menu, fill in the activities and activities and then save.

7. Filling in the BUMDes indicator

Fill in, add and subtract indicators on the Bumdes based on the book based on the activities carried out. How to do it as follows:

- a. Open Bumdes activities (Excel)
- b. Fill in the indicators in the manual
- c. Re-checking indicators based on activities
- d. Adding and subtracting indicators of the sub activities carried out
- e. Then save

8. Make a letter of addition to the activity budget

In making correspondence or a statement there is the signature of the

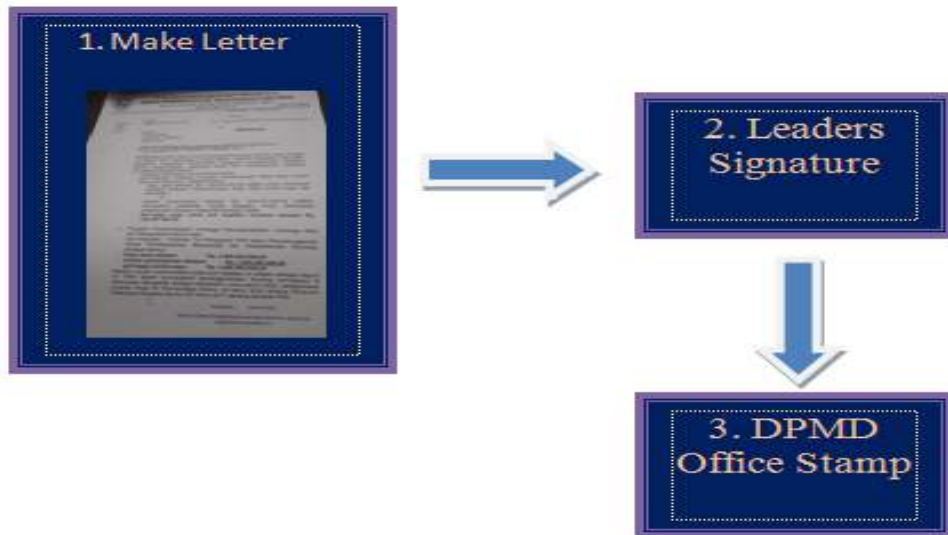


Figure 3.2 Chart making a letter
Source: *Writer Documentation photo, 2021*

9. Adding indicators for office administration service programs

Adding office administration service program indicators based on the activity book carried out. How to do it as follows:

- a. Open the Office Administration Service Program (Excel)
- b. Add indicators that are lacking based on activities
- c. Check the indicator again
- d. Then save

10. filling village fund

To fill village funds there are several procedures used, namely the steps are as follows:

- a. The existence of village fund data
- b. Open the village funds table (Excel)
- c. Then fill in the amount of funds obtained from village activities
- d. Re-check the amount of funds that are filled in and then saved

11. Archive incoming and outgoing mail

Every time there is an incoming and outgoing letter, the author immediately checks and archives the letter into the folder provided by writing the number from which agency, letter number, subject, and date of incoming letter.

12. Delivering documents

Deliver the activity budget plan document, letters of addition and changes to the activity budget plan to the BPKAD office after the document is ready.

3.3 Place and Time of Apprenticeship

3.3.1 Place of the Apprenticeship

This Apprenticeship was carried out at the Office of Community and Village Empowerment, Jalan Agriculture No. 02, Kelapa Pati, Bengkalis District, Bengkalis Regency, Riau 28711.

3.2.2 Time of the Apprenticeship

The Apprenticeship Implementation Time is carried out for 20 (Twenty) weeks starting from Monday, February 15 to Wednesday, June 30, 2021. The list of working days at the Office of Community and Village Empowerment is shown in table 3.1.

Table 3.1 Apprenticeship Schedule

No	Day	Working hours	Agency
1	Monday to Wednesday	07:30 to 16:00	DPMD
2	Thursday to Friday	07:30 to 16:30	DPMD
3	Saturday to Sunday	Holiday	-

Source: process data2021

3.4. Kind and Description of the Activity

Apprenticeship at the Community and Village Empowerment Service, the author is placed in the Community eEmpowerment and Development section and Program section. In the Community Empowerment and Development section, the author is given the task to assist the work as follows:

1. Give an explanation of the number and date of the letter of accountability
In this activity, the author gets the task to provide an explanation on the number and date of the tax letter for February, March, April, May, June, August, September, October, and November 2020
2. Check the name of the letter
In this activity, the author got the task to check the name of the letter listed on the letter envelope, after it was finished it was then stamped.
3. Archive incoming mail
Every time there is an incoming letter, the writer immediately checks and archives the letter into the folder provided by writing the number from which agency, the letter number, subject, and date of the incoming letter.

After two weeks the author worked in the Development and Community Empowerment section, then the author was transferred to the Program section. The authorities and responsibilities to perform the following tasks:

1. Entering the activity budget plan
The activity budget plan is a substantial document of the regional apparatus set out in the strategic plan of initiation in accordance with the operational directions in the regional work plan. Entering the activity budget plan through the LPSE application, in this activity the author is ordered to fill out activities and sub-activities based on the power of budget users.
2. Make a letter
In this activity, the author got the task to make a letter of adding an activity budget to be sent to the Bappeda office.

3. Archive incoming and outgoing mail
Every time there is an incoming and outgoing letter, the author immediately checks and archives the letter into the folder that has been provided.
4. Filling Indicator
In this activity, the writer was ordered to fill in and add the Bumdes indicators.
5. Deliver documents dokumen
Deliver the activity budget plan documents, letters of additions and changes to the activity budget plan to the BPKAD office.

To find out more clearly the description of the activities carried out during the implementation of the apprenticeship at the Office of Community and Village Empowerment in the Community Empowerment and Development section, the activities carried out during the apprenticeship can be seen in the following Table:

Table 3.2 Apprenticeship Report 1st Week (First) Date 15 to 19 February 2021

No	Date and Time	Name of activity	Place
1	Monday February 15 th 2021	a. Met Mr. Syahril as the Dinas Pemberdayaan Masyarakat dan Desa Kabupaten Bengkalis Secretary For Reconfirming Work Practices b. The Issuance of a Memorandum of Service by the Secretary c. Division of Fields and Introduction to Employees in the Room	-
2	Tuesday February 16 th 2021	send an invitation letter	Community Empowerment and DevelopmentSection
3	Wednesday February 17 th 2021	Giving the number and date of SPJ letters in June, September and May 2020	Community Empowerment and DevelopmentSection
4	Thursday February 18 th 2021	Giving the number and date of SPJ letters in March, November and February 2020	Community Empowerment and DevelopmentSection
5	Friday February 19 th 2021	Giving the number and date of SPJ letters in March, November and February 2020	Community Empowerment and DevelopmentSection

Source: process data2021

To find out more clearly the description of the activities carried out during the implementation of the apprenticeship in the Community and Village Empowerment Department in the development and community empowerment section of the second week, see the following table:

Table 3.3 Apprenticeship Report for the 2nd (Two) Week of 22 to 26 February 2021

No	Date and Time	Name of activity	Place
1	Monday February 22 th 2021	Sick	-
2	Tuesday February 23 th 2021	Sick	-
3	Wednesday February 24 th 2021	Tidying Up SPJ 2020	Community Empowerment and Development Section
4	Thursday February 25 th 2021	a. Printing evaluation report format b. Send the evaluation report into the secretary's room	Community Empowerment and Development Section
5	Friday February 26 th 2021	a. Copying of DPMD disposition document b. Archiving disposition	Community Empowerment and Development Section

Source: process data2021

To find out more clearly the activities carried out in the third week of the Community and Village Empowerment Service section and Program section, can be seen in the following table:

Table 3.4 Apprenticeship Report for the 3th (Three) Week of 01 to 05 March 2021

No	Date and Time	Name of activity	Place
1	Monday March 01 th 2021	a. Checking CompanionName b. Letter Envelope Stamp c. Archiving Incoming letters d. Transfer of P2M Field Room to Program Sub Division	Community Empowerment and Development Section
2	Tuesday March 02 th 2021	Room Transfer Confirmation	Program Section
3	Wednesday March 03 th 2021	Filling Documents Implementation of Budget Changes for Regional Apparatus Work Units	Program Section
4	Thursday March 04 th 2021	Filling Documents Implementation of Budget Changes for Regional Apparatus Work Units	Program Section
5	Friday March 05 th 2021	Creating a table for the implementation of the Regional Apparatus Work Unit Budget	Program Section

Source: process data2021

To find out more clearly the description of the activities of the fourth week of the Program section, can be seen in the following table:

Table 3.5 Apprenticeship Report for the 4th (Fourth) Entering the activity budget plan Week of 08 to 12 March 2021

No	Date and Time	Name of activity	Place
1	Monday March 08 th 2021		Program Section
2	Tuesday March 09 th 2021	Entering the activity budget plan	Program Section
3	Wednesday March 10 th 2021	Entering the activity budget plan	Program Section
4	Thursday March 11 th 2021	Isra Mikraj Nabi Muhammad	Program Section
5	Friday March 12 th 2021	Mass leave	Program Section

Source: process data2021

To find out more clearly the description of the activities of the fifth week of the Program section, can be seen in the following table:

Table 3.6 Apprenticeship Report for the 5th (Fifth) Week of 15 to 19 March 2021

No	Date and Time	Name of activity	Place
1	Monday March 15 th 2021	Entering the activity budget plan	Program Section
2	Tuesday March 16 th 2021	Editing the activity budget plan table	Program Section
3	Wednesday March 17 th 2021	Filling in the BUMDes indicator	Program Section
4	Thursday March 18 th 2021	Improve the BUMDes Activity Table	Program Section
5	Friday March 19 th 2021	a. Copying of activity budget plan b. Send activity budget plan to BPKAD	Program Section

Source: process data2021

To find out more clearly the description of the activities of the sixth week of the Program section, can be seen in the following table:

Table 3.7 Apprenticeship Report for the 6th (Sixth) week of 22 to 26 March 2021

No	Date and Time	Name of activity	Place
1	Monday March 22 th 2021	a. Copying of the Activity Budget b. Archiving activity budget	Program Section
2	Tuesday March 23 th 2021	Creating and filling out a budget table for 2022	Program Section
3	Wednesday March 24 th 2021	Send the Activity Cost Budget to BPKAD	Program Section

4	Thursday March 25 th 2021	Printing activity budgets and photocopies in 2 copies	Program Section
5	Friday March 26 th 2021	Archiving letter incoming	Program Section

Source: process data2021

To find out more clearly the description of the activities of the seventh week of the Program section, can be seen in the following table:

Table 3.8 Apprenticeship Report for the 7th (Seventh) Week 29 March to 02 April 2021

No	Date and Time	Name of activity	Place
1	Monday March 29 th 2021	Creating an activity program table	Program Section
2	Tuesday March 30 th 2021	a. Printing activity program table b. Copying activity program table	Program Section
3	Wednesday March 31 th 2021	Creating a table as an Activity Budget	Program Section
4	Thursday April 01 th 2021	Send BPKAD Budget Shifting Letters	Program Section
5	Friday April 02 th 2021	The day of death Jesus Christ	Program Section

Source: process data2021

To find out more clearly the description of the activities of the eighth week of the Program section, can be seen in the following table:

Table 3.9 Apprenticeship Report for the 8th (Eight) Week 05 to 02 April 2021

No	Date and Time	Name of activity	Place
1	Monday April 05 th 2021	Make a letter of addition to the activity budget	Program Section
2	Tuesday April 06 th 2021	a. Printing the letter of adding the activity budget b. Fixing the letter of adding the activity budget	Program Section
3	Wednesday April 07 th 2021	a. Copying of activity budget addition letter b. Send the letter of adding the activity budget to Bappeda	Program Section
4	Thursday April 08 th 2021	Archiving of activity budget addition letters	Program Section
5	Friday April 09 th 2021	Filling shift indicator	Program Section

Source: process data2021

To find out more clearly the description of the activities of the ninth week of the Program section, can be seen in the following table:

Table 3.10 Apprenticeship Report 9th (Nine) Week 12 to 16 April 2021

No	Date and Time	Name of activity	Place
1	Monday April12 th 2021	Checking the name and activities of the activity budget plan	Program Section
2	Tuesday April13 th 2021	Editing the Bumdes table	Program Section
3	Wednesday April14 th 2021	Making office stationery notes	Program Section
4	Thursday April15 th 2021	a. letter stamp b. Copying of activity budget plan	Program Section
5	Friday April16 th 2021	Making a cover letter	Program Section

Source: process data2021

To find out more clearly the description of the activities of the tenth week of the Program section, can be seen in the following table:

Table 3.11 Apprenticeship Report for the 10th (Tenth) Week of 19 to 23 April 2021

No	Date and Time	Name of activity	Place
1	Monday April19 th 2021	Checking the village government decree	Program Section
2	Tuesday April20 th 2021	Archiving outgoing mail	Program Section
3	Wednesday April21 th 2021	Adding a budget change indicator	Program Section
4	Thursday April22 th 2021	Fixing budget change table	Program Section
5	Friday April23 th 2021	Printing budget changes	Program Section

Source: process data2021

To find out more clearly the description of the activities of the eleventh week of the Program section, can be seen in the following table:

Table 3.12 Apprenticeship Report for the 11th (Eleventh) Week of April 25 to 30, 2021

No	Date and Time	Name of activity	Place
1	Monday April25 th 2021	Filling the funding needs for the initial RKPD draft	Program Section
2	Tuesday April26 th 2021	Filling the funding needs for the initial RKPD draft	Program Section
3	Wednesday April28 th 2021	a. Printing the initial draft of the RKPD b. Copying the initial draft of the RKPD	Program Section
4	Thursday April29 th 2021	Archiving the outgoing letters	Program Section
5	Friday April30 th 2021	Archiving the incoming letters Archiving the outgoing letters	Program Section

Source: process data2021

To find out more clearly the description of the activities of the twelfth week of the Program section, can be seen in the following table:

Table 3.13 Apprenticeship Report for the 12th (Twelfth) Week of 03 to 07 May 2021

No	Date and Time	Name of activity	Place
1	Monday May03 th 2021	Archiving the Outgoing letters	Program Section
2	Tuesday May04 th 2021	Eid leave	Program Section
3	Wednesday May05 th 2021	Eid leave	Program Section
4	Thursday May06 th 2021	Eid leave	Program Section
5	Friday May07 th 2021	Eid leave	Program Section

Source: process data2021

To find out more clearly the description of the activities of the thirteenth week of the Program section, can be seen in the following table:

Table 3.14 Apprenticeship Report for the 13th (Thirteenth) Week 10 to 14 May 2021

No	Date and Time	Name of activity	Place
1	Monday May10 th 2021	Eid leave	Program Section
2	Tuesday May11 th 2021	Eid leave	Program Section
3	Wednesday May12 th 2021	Eid leave	Program Section
4	Thursday May13 th 2021	Eid leave	Program Section
5	Friday May14 th 2021	Eid leave	Program Section

Source: process data2021

To find out more clearly the description of the activities of the fourteenth week in the Program, can be seen in the following table:

Table 3.15 Apprenticeship Report for the 14th (Fourteenth) Week 17 to 21 May 2021

No	Date and Time	Name of activity	Place
1	Monday May17 th 2021	Eid leave	Program Section
2	Tuesday May18 th 2021	Eid leave	Program Section
3	Wednesday May19 th 2021	Eid leave	Program Section
4	Thursday May20 th 2021	Eid leave	Program Section
5	Friday May21 th 2021	Eid leave	Program Section

Source: process data2021

To find out more clearly the description of the fifteenth week of activities in the Program section, can be seen in the following table:

Table 3.16 Report of Apprenticeship Week 15 (Fifteenth) 24 to 28 May 2021

No	Date and Time	Name of activity	Place
1	Monday May24 th 2021	filling in the office administration service program indicators	Program Section
2	Tuesday May25 th 2021	adding indicators for office administration service programs	Program Section
3	Wednesday May26 th 2021	Archiving the incoming letters	Program Section
4	Thursday May27 th 2021	Entering the budget indicators for the implementation of regional work	Program Section
5	Friday May28 th 2021	entering the budget indicators for the implementation of regional apparatus work	Program Section

Source: process data2021

To find out more clearly the description of the activities of the sixteenth week in the Program section, it can be seen in the following table:

Table 3.17 Apprenticeship Report 16th (Sixteenth) Week 31 May to 04 June 2021

No	Date and Time	Name of activity	Place
1	Monday May31 th 2021	Filling in the activity budget plan activities	Program Section
2	Tuesday June01 th 2021	Pancasila Birthday Holiday	Program Section
3	Wednesday June02 th 2021	Checking and improve the activity budget plan	Program Section
4	Thursday June03 th 2021	a. Activity budget plan template b. Copying of activity budget plan	Program Section
5	Friday June04 th 2021	Sending the activity budget plan document to BPKAD	Program Section

Source: process data2021

To find out more clearly the description of the seventeenth week of activities in the Program section, it can be seen in the following table:

Table 3.18 Apprenticeship Report 17th (Seventeenth) Week 07 to 11 June 2021

No	Date and Time	Name of activity	Place
1	Monday May07 th 2021	Archiving activity budget plan	Program Section
2	Tuesday June08 th 2021	filling village fund	Program Section
3	Wednesday June09 th 2021	filling village fund	Program Section
4	Thursday June10 th 2021	a. Printing recapitulation of budget reduction	Program Section

		b. Copyingrecapitulation of budget reduction c. Archiving recapitulation of budget reduction	
5	Friday June11 th 2021	Archiving incoming letters	Program Section

Source: process data2021

To find out more clearly the description of the eighteenth week of activities in the Program section, it can be seen in the following table:

Table 3.19 Report of Apprenticeship Week 18 (Eighteen) Date 14 to 18 June 2021

No	Date and Time	Name of activity	Place
1	Monday May14 th 2021	Change performance agreement	Program Section
2	Tuesday June15 th 2021	Asking for signatures in the Pemdes and P2M rooms	Program Section
3	Wednesday June16 th 2021	Asking for a signature in the institutional room	Program Section
4	Thursday June17 th 2021	Asking for a signature in the administration room	Program Section
5	Friday June18 th 2021	a. Phoopying of performance agreement b. Performance agreement archive	Program Section

Source: process data2021

To find out more clearly the description of the nineteenth week of activities in the Program section, it can be seen in the following table:

Table 3.20 Report of Apprenticeship Week 19 (Nineteen) 21 to 25 June 2021

No	Date and Time	Name of activity	Place
1	Monday June 21 th 2021	a. Copying of budget shift b. Stamp Cost budget shift	Program Section
2	Tuesday June22 th 2021	a. Copying of budget changes b. Stamp of changes to the budget	Program Section
3	Wednesday June23 th 2021	Introducing shifts and changes in the cost budget at BPKAD	Program Section
4	Thursday June24 th 2021	Archiving shifts and changes to budget costs	Program Section
5	Friday June 25 th 2021	Archive incoming letters	Program Section

Source: process data2021

To find out more clearly the description of the twentieth week of activities in the Program section, it can be seen in the following table:

Table 3.21 Apprenticeship Report for the 20th (Twentieth) week of 28 to 30 June 2021

No	Date and Time	Name of activity	Place
1	Monday June 28 th 2021	a. Archiving incoming letters b. Send map at the office Bappeda c. Copying renstra	Program Section
2	Tuesday June 29 th 2021	a. Printing activity budget plan b. Stamp letter	Program Section
3	Wednesday June 30 th 2021	Farewell to head of the Sub-Section and the DPMD Secretariat	Program Section

Source: process data2021

3.5 Obstacle and Solution

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

3.5.1 Obstacle

Constraints faced while carrying out apprenticeship at the Office of Community and Village Empowerment are:

1. At the time of reviewing the budget plan, the wifi activity is slow and does not connect
2. In the case of adding an indicator that is pending because it has not received a note on adding an indicator
3. The printer jams when printing the activity budget plan document, causing delays in document delivery.

3.5.2 Solution

Solutions that can be found from the obstacles faced during the apprenticeship at the Office of Community and Village Empowerment are:

1. Unplug all cables used for wifi and turn off the router and modem directly from the switch then turn it back on
2. In adding indicators, you should know the sub-activities that are usually carried out
3. Repairing the printer

CHAPTER IV CONCLUSION AND SUGGESTION

4.1 Conclusion

Based on the explanation in the previous chapter, the authors draw conclusions in several ways, namely as follows:

1. The kind of business (the main task and function) of the Community and Village Empowerment of Bengkalis Regency carry out the functions formulation of technical policies in the field of Community Empowerment and Village Government, providing support for the administration of local government in the field of Community Empowerment and Village Government, guidance and implementation of tasks in the field of Community Empowerment and Village Government, and implementation of other tasks assigned by the Regent in accordance with his duties and functions.
2. The working process of the Community and Village Empowerment of Bengkalis Regency, production activities carried out are tasks and functions that are generated for the results of the processes.
3. The kind of Documents used for the implementation of practical work at the Community Empowerment Service namely, Proposal letter Regarding Changes to the APBD Budget, Performance Agreement, Budget Shift Work Plan, Letter of progress on the implementation of Village/Inter-Village POSYANTEK activities, Accountability Letter, Strategic plan change book, Documents for implementing regional work unit budgets.
4. The kind of job description the Community and Village Empowerment of Bengkalis Regency, author is given tasks in 2 fields, namely the Development and Community Empowerment Section to make orders. Give an explanation of the number and date of the letter of responsibility, check the name of the letter and archive incoming letters. Meanwhile, in the Preparation, Program and General section, students are taught to enter into

activity budget plans, write letters, archive incoming and outgoing letters, fill out indicators, and deliver documents..

5. The system and procedure used at the Community and Village Empowerment Service is a manual system and also offline. Because the files received are in the form of manuals such as hard copies using a computer with Microsoft Excel applications and also Microsoft Word with a predetermined format. Then, in this Job Training activity, the author also understands how the systems and procedures apply, such as in making correspondence asking for a signature. leadership, and enter the activity budget plan through the LPSE application.
6. Obstacles encountered during work practices are slow wifi and not connecting, in terms of additional indicators that are considered because they have not received a record of adding the printer crash indicator when printing documents.
7. The solution to overcome the obstacles encountered during practical work is to unplug all cables used for wifi and turn off the router and modem directly from the switch and then turn them back on, in adding indicators, you should know the sub activities that are usually carried out, and repair the printer.

4.2 Suggestion

Suggestions that can be given during the implementation of Apprenticeship at the Community and Village Empowerment of Bengkalis Regency are as follows:

1. In order for the work to run smoothly and quickly, more adequate equipment are needed such as computers, more sophisticated printer machines and larger photocopiers.
2. Considering the internet connection in an organization is one of the important elements in the implementation of effective and efficient work,so the internet network access must be improved because many jobs are based online.

REFERENCES

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<https://www.dpmd.bengkaliskab.go.id/> Acceses july 06th 2021

Dinas Pemberdayaan Masyarakat dan Desa Kabupaten Bengkalis
<https://bengkaliskab.go.id/view/opd/dinas-pemberdayaan-masyarakat-dan-desa>. Acceses july 18th 2021



Appendix 1 : Apprenticeship Approval Letter



PEMERINTAH KABUPATEN BENGKALIS
DINAS PEMBERDAYAAN MASYARAKAT DAN DESA

Jalan Perbatasan No. 02 Telp. 23005, 23059 FAX. 23059
BENGKALIS

Kode Pos 28751

Bengkalis, 11 November 2020

Nomor : 410/DPMD-Ser/2020/9520
Lamp : 1 (satu) Lembar
Hal : Pemohonan Kerja Praktik (KP)

Kepada:
Sdr. **Direktur Politeknik Negeri Bengkalis**
di-

Bengkalis

Menindaklanjuti surat dari Direktur Politeknik Negeri Bengkalis Nomor : 3229/PL31/AK/2020, Tanggal 03 November 2020 Perihal. : Pemohonan Kerja Praktek (KP), Dinas Pemberdayaan Masyarakat dan Desa Kabupaten Bengkalis bersedia menerima Mahasiswa Politeknik Negeri Bengkalis dalam hal Kegiatan Kerja Praktik (KP) yang akan dilaksanakan pada Tanggal 15 Februari 2021 s/d 30 Juni 2021.

Demikian disampaikan untuk dapat dimaklumi terima kasih.

K. H. **KERALA** DINAS PEMBERDAYAAN MASYARAKAT DAN
KABUPATEN BENGKALIS
Syaikhul
SYAHHIAL, S.S., M.M
NIP. 79670826 199103 1 005

Appendix 2 : Letter of Statement



PEMERINTAH KABUPATEN BENGKALIS
DINAS PEMBERDAYAAN MASYARAKAT DAN DESA

Jalan Pertanian No. 02 Telp. 23003, 23059 FAX. 23059
BENGKALIS

Kode Pos 28751

SURAT KETERANGAN

No: 410 / DPMMD - Set / 325

Yang bertanda tangan di bawah ini menerangkan bahwa:

Nama : Suriyani
Tempat/Tgl. Lahir : Teluk Lecah, 28 November 1998
Alamat : Jl. Jendral Sudirman RT.013 RW.006 Desa Teluk Lecah,
Kecamatan Rupert, Kabupaten Bengkalis

Telah melakukan Kerja Praktek pada Dinas Pemberdayaan Masyarakat dan Desa Sejak tanggal 15 Februari 2021 sampai dengan 30 Juni 2021 sebagai tenaga Kerja Praktek (KP).

Selama bekerja yang bersangkutan telah menunjukkan ketekunan kesungguhan bekerja dengan baik.

Demikian surat keterangan ini diberikan untuk dapat dipergunakan.

a.n. KEPALA DINAS PEMBERDAYAAN MASYARAKAT DAN
DESA KABUPATEN BENGKALIS

Sekretaris

SYAHRIL, S.Sos, MM
NIP. 19670826 199103 1 003

APPENDIX 3 : Apprenticeship Assessment Sheet

**PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK
DINAS PEMBERDAYAAN MASYARAKAT DAN DESA**

Nama : Suriyani
 NIM : 5404171119
 Program Studi : D-IV Administrasi Bisnis Internasional
 Politeknik Bengkalis

No.	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	88
2.	Tanggung-jawab	25%	85
3.	Penyesuaian diri	10%	85
4.	Hasil Kerja	30%	90
5.	Perilaku secara umum	15%	90
	Total Jumlah (1+2+3+4+5)	100%	86.9

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

Catatan :
 SUPAYA MENJADI PRIBADI YANG LEBIH BAIK LAGI
 DAN SELALU INGIN BELAJAR UNTUK MENGGAKSI
 SARA - GITA :

Bengkalis, 29 Juni 2021



Afrizal, SE
 NIP. 197704162007011012

APPENDIX4 : Certificate Has Done Apprenticeship



APPENDIX 5 : 3rd Week of February Attendance List



PEMERINTAH KABUPATEN BENGKALIS
DINAS PEMBERDAYAAN MASYARAKAT DAN DESA

Jalan Pertanian No. 02 Telp. 23003, 23059 FAX. 23059
BENGKALIS

Kode Pos 28751

DAFTAR HADIR
MAHASISWA/MAHASISWI KERJA PRAKTIK POLITEKNIK BENGKALIS
TAHUN 2021

BULAN
MINGGU

FEBRUARI
PERTAMA

NO	N A M A	PROGRAM STUDY	TANGGAL											KET
			15		16		17		18		19			
			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	NURAFNI SANOVA	D4 - Administrasi Bisnis Internasional	A	A	A	A	A	A	A	A	A	A		
2	SURYANI	D4 - Administrasi Bisnis Internasional	f	f	f	f	f	f	f	f	f	f		
3	JULIA NINGSIH	D4 - Administrasi Bisnis Internasional	S	S	S	S	S	S	A	S	S	S		

KEPALA DINAS PEMBERDAYAAN MASYARAKAT
DAN DESA KABUPATEN BENGKALIS

(Signature)
Drs. YUHELMI
 Pembina Utama Muda
 NIP. 196206121992031004

KETERANGAN:

- 1. D = Ikras
- 2. S = Sakit
- 3. I = Iain
- 4. C = Cuti
- 5. A = Alpa
- 6. P = Pendidikan

APPENDIX 6 : 4th Week of February Attendance List

**DAFTAR HADIR
MAHASISWA/MAHASISWI KERJA PRAKTIK POLITEKNIK BENGKALIS
TAHUN 2020**

BULAN : FEBRUARI 2021
MINGGU : KEEMPAT

NO	N A M A	PROGRAM STUDY	TANGGAL										KET
			22		23		24		25		26		
			P	S	P	S	P	S	P	S	P	S	
	2	3	4	5	6	7	8	9	10	11	12	13	14
1	NURAFNI SANOVA		A	A	A	A	A	A	A	A	A	A	
2	SURYANI		S	S	S	S	S	S	S	S	S	S	
3	JULIA NINGSIH		A	A	A	A	A	A	A	A	S	S	

KEPALA DINAS PEMBERDAYAAN MASYARAKAT
DARI DESA KABUPATEN BENGKALIS

(Signature)
Drs. YUSRI M
Pembina Utama Muda
NIP. 196206121992011004

KETERANGAN:
1. D = Dinas
2. S = Sakit
3. I = Idir
4. C = Cuti
5. A = Alpa
6. P = Persekitikan

APPENDIX 7 : March Attendance List 1st Week

**DAFTAR HADIR
MAHASISWA/MAHASISWI KERJA PRAKTIK POLITEKNIK BENGKALIS
TAHUN 2021**

BULAN : MARET 2021
MINGGU : PERTAMA

NO	N A M A	PROGRAM STUDY	TANGGAL														KET
			1		2		3		4		5						
			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	NURAFNI SANOVA		A	A	A	A	A	A	A	A	A	A	A				
2	SURYANI		A	A	A	A	A	A	A	A	A	A	A				
3	JULIA NINGSIH		A	A	A	A	A	A	A	A	A	A	A				

KEPALA DINAS PEMBEBAYAAAN MASYARAKAT
DAN EKSA KABUPATEN BENGKALIS

Drs. YUSRI M
Pendidikan Utama Muda
NIP. 19620612 196203 1 004

KETERANGAN:

- 1. D = Dinas
- 2. S = Sakl
- 3. I = Idr
- 4. C = Cut
- 5. A = Alpa
- 6. P = Pendidikan

APPENDIX 8 : March 2nd Week Absent



**PEMERINTAH KABUPATEN BENGKALIS
DINAS PEMBERDAYAAN MASYARAKAT DAN DESA**

Jalan Pertanian No. 02 Telp. 23003, 23059 FAX. 23059
BENGKALIS

Kode Pos 28751

**DAFTAR HADIR
MAHASISWA/MAHASISWI KERJA PRAKTIK POLITEKNIK BENGKALIS
TAHUN 2021**

BULAN : MARET 2021
MINGGU : KELIMA

NO	N A M A	PROGRAM STUDY	TANGGAL											KET
			29		30		31		1		2			
			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	NURAFNI SANOVA		A	A	A	A	A	A						
3	SURYANI		A	A	A	A	A							
3	JULIA NINGSIH		A	A	A	A	A							

KEPALA DINAS PEMBERDAYAAN MASYARAKAT
DAN DESA KABUPATEN BENGKALIS

Drs. YULIANTI
Pembina Utama Muda
NIP. 19620612 199203 1 001

KETERANGAN:

- 1. D - Diras
- 2. S - Saki
- 3. I - Isin
- 4. C - Cuti
- 5. A - Alpa
- 6. P - Presidikat

APPENDIX 9 : April 1st Week Absent



PEMERINTAH KABUPATEN BENGKALIS
DINAS PEMBERDAYAAN MASYARAKAT DAN DESA

Jalan Pertanian No. 02 Telp. 23003, 23059 FAX. 23059
BENGKALIS

Kode Pos 28751

DAFTAR HADIR
MAHASISWA/MAHASISWI KERJA PRAKTIK POLITEKNIK BENGKALIS
TAHUN 2021

BULAN : APRIL 2021
 MINGGU : PERTAMA

NO	N A M A	PROGRAM STUDY	TANGGAL										KET
			29		30		31		1		2		
			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	NURAFNI SANOVA												
2	SURYANI												
3	JULIA NINGSIH												

KEPALA DINAS PEMBERDAYAAN MASYARAKAT
 DAN DESA KABUPATEN BENGKALIS

Des. Y. M. M.
 Des. Y. M. M.
 NIP. 19620612 199203 1 004

KETERANGAN:

- 1. D = Dinas
- 2. S = Sakit
- 3. I = Ijin
- 4. C = Cuti
- 5. A = Alpa
- 6. P = Penaklukan

APPENDIX 10 : April 2nd Week Absent



PEMERINTAH KABUPATEN BENGKALIS
DINAS PEMBERDAYAAN MASYARAKAT DAN DESA

Jalan Pertanian No. 02 Telp. 23003, 23059 FAX. 23059
BENGKALIS

Kode Pos 28751

DAFTAR HADIR
MAHASISWA/MAHASISWI KERJA PRAKTIK POLITEKNIK BENGKALIS
TAHUN 2021

BULAN : APRIL 2021
 MINGGU : KEDUA

NO	N A M A	PROGRAM STUDY	TANGGAL											KET
			5		6		7		8		9			
			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	NURAFNI SANDVA		1	1	1	1	1	1	1	1	1	1		
2	SURYANI		1	1	1	1	1	1	1	1	1	1		
3	JULIA NINGSIH		1	1	1	1	1	1	1	1	1	1		

KEPALA DINAS PEMBERDAYAAN MASYARAKAT
 DAN DESA KABUPATEN BENGKALIS

Des. YUHELMI
 Pembina Utama Muda
 NIP. 19620512 199203 1 004

KETERANGAN :

- 1. D = Diras
- 2. S = Sakit
- 3. I = Izn
- 4. U = Cuti
- 5. A = Alpa
- 6. P = Perbaikan

APPENDIX 11 : April 3rd Week Absent



**PEMERINTAH KABUPATEN BENGKALIS
DINAS PEMBERDAYAAN MASYARAKAT DAN DESA**

Jalan Pertanian No. 02 Telp. 23003, 23059 FAX. 23059
BENGKALIS

Kode Pos 28751

**DAFTAR HADIR
MAHASISWA/MAHASISWI KERJA PRAKTIK POLITEKNIK BENGKALIS
TAHUN 2021**

BULAN : APRIL 2021
MINGGU : KETIGA

NO	N A M A	PROGRAM STUDY	TANGGAL										KET
			12		13		14		15		16		
			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	NURAFNI SANOVA		/	/	/	/	/	/	/	/	/	/	/
2	SURYANI		/	/	/	/	/	/	/	/	/	/	/
3	JULIA NINGSIH		/	/	/	/	/	/	/	/	/	/	/

KEPALA DINAS PEMBERDAYAAN MASYARAKAT
DAN DESA KABUPATEN BENGKALIS

Drs. YUHLIAMI
Pembina Utama Muda
NIP. 196206111992031004

KETERANGAN:

1. D = Dimas
2. S = Sakit
3. I = Izin
4. C = Cuti
5. A = Alpha
6. P = Pendidikan

APPENDIX 12 : Absent April 4th Week



**PEMERINTAH KABUPATEN BENGKALIS
DINAS PEMBERDAYAAN MASYARAKAT DAN DESA**

Jalan Pertanian No. 02 Telp. 23003, 23059 FAX. 23059
BENGKALIS

Kode Pos 28751

**DAFTAR HADIR
MAHASISWA/MAHASISWI KERJA PRAKTIK POLITEKNIK BENGKALIS
TAHUN 2021**

BULAN : APRIL 2021
MINGGU : KEEMPAT

NO	N A M A	PROGRAM STUDY	TANGGAL												KET
			19		20		21		22		23				
			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	NURAFNI SANOVA														
2	SURYANI														
3	JULIA NINGSIH														

KEPALA DINAS PEMBERDAYAAN MASYARAKAT
DAN DESA KABUPATEN BENGKALIS

Drs. YUHELMI
Pembina Utama Muda
NIP. 19620612 196203 1 001

KETERANGAN:

1. D = Diras
2. S = Sakit
3. I = Iain
4. C = Cuti
5. A = Alpa
6. P = Perbaikan

APPENDIX 13 : Absent April 5th Week



PEMERINTAH KABUPATEN BENGKALIS
DINAS PEMBERDAYAAN MASYARAKAT DAN DESA

Jalan Pertanian No. 02 Telp. 23003, 23059 FAX. 23059
BENGKALIS

Kode Pos 28751

DAFTAR HADIR
MAHASISWA/MAHASISWI KERJA PRAKTIK POLITEKNIK BENGKALIS
TAHUN 2021

BULAN : APRIL 2021
 MINGGU : KELIMA

NO	N A M A	PROGRAM STUDY	TANGGAL										KET
			26		27		28		29		30		
			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	NURAFNI SANUYA		A	A	A	A	A	A	A	A	A	A	
2	SURYANI		f	f	f	f	f	f	f	f	f	f	
3	JULIA NINGSIH		A	A	A	A	A	A	A	A	A	A	

KEPALA DINAS PEMBERDAYAAN MASYARAKAT
 DAN DESA KABUPATEN BENGKALIS

(Signature)
 Drs. YULIYANI
 Pembina Usaha Muda
 NIP. 1962061219020311004

KETERANGAN:

- 1. D = Dinas
- 2. S = Sekk
- 3. I = Iku
- 4. C = Cuc
- 5. A = Alpa
- 6. P = Pendidikan

APPENDIX 14 : May Absent Week 1



PEMERINTAH KABUPATEN BENGKALIS
DINAS PEMBERDAYAAN MASYARAKAT DAN DESA

Jalan Pertanian No. 02 Telp. 23003, 23059 FAX. 23059
BENGKALIS

Kode Pos 28751

DAFTAR HADIR
MAHASISWA/MAHASISWI KERJA PRAKTIK POLITEKNIK BENGKALIS
TAHUN 2021

BULAN : MEI 2021
 MINGGU : PERTAMA

NO	N A M A	PROGRAM STUDY	TANGGAL										KET
			3		4		5		6		7		
			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	NURAFNI SANOVA		D	S	D	S	D	S	D	S	D	S	
2	SURYANI		D	S	D	S	D	S	D	S	D	S	
3	JULIA NINGSIH		D	S	D	S	D	S	D	S	D	S	

KEPALA DINAS PEMBERDAYAAN MASYARAKAT
 DAN DESA KABUPATEN BENGKALIS

[Signature]
 Drs. YULIYANTI
 Pembina Utama Muda
 NIP. 19620612 199203 1 004

KETERANGAN :

- 1. D = Dirun
- 2. S = Sakit
- 3. I = Izin
- 4. C = Cuti
- 5. A = Alpa
- 6. P = Persidikan

APPENDIX 15 : May Absent Week 2



PEMERINTAH KABUPATEN BENGKALIS
DINAS PEMBERDAYAAN MASYARAKAT DAN DESA

Jalan Pertanian No. 02 Telp. 23003, 23059 FAX. 23059
BENGKALIS

Kode Pos 28751

DAFTAR HADIR
MAHASISWA/MAHASISWI KERJA PRAKTIK POLITEKNIK BENGKALIS
TAHUN 2021

BULAN : MEI 2021
 MINGGU : KEDUA

NO	N A M A	PROGRAM STUDY	TANGGAL												KET
			10		11		12		13		14				
			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	NURAFNI SANOVA		A	A	A	A									
2	SURYANI														
3	JULIA NINGSIH		A	A	A	A									

KEPALA DINAS PEMBERDAYAAN MASYARAKAT
 DAN DESA KABUPATEN BENGKALIS

Dr. YULIANTI
 Pembina Utama Muda
 NIP. 19620621199209 1 004

KETERANGAN:

- 1. D - Dinas
- 2. S - Sakit
- 3. I - Ijin
- 4. C - Cuti
- 5. A - Absen
- 6. P - Pendidikan

APPENDIX 16 : Absent in May Week 3

**DAFTAR HADIR
MAHASISWA/MAHASISWI KERJA PRAKTIK POLITEKNIK BENGKALIS
TAHUN 2021**

BULAN : MEI 2021
MINGGU : KE-10

NO	N A M A	PROGRAM STUDY	TANGGAL										KET
			17		18		19		20		21		
			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	NURAFNI SANOVA												
2	SURYANI												
3	JULIA NINGSIH												

KETUA DINAS PEMBEBAYARAN MASYARAKAT
DAIRYAH KABUPATEN BENGKALIS

Dr. YUNIRANI
Pembina Utama Muda
NIP. 1962161219920311004

KETERANGAN :

- 1. D = Dinas
- 2. S = Sakit
- 3. I = Iain
- 4. C = Cuti
- 5. A = Alpa
- 6. P = Pendidikan

APPENDIX 17 : Absent in May Week 4



PEMERINTAH KABUPATEN BENGKALIS
DINAS PEMBERDAYAAN MASYARAKAT DAN DESA

Jalan Pertanian No. 02 Telp. 23003, 23059 FAX. 23059
BENGKALIS

Kode Pos 28751

DAFTAR HADIR
MAHASISWA/MAHASISWI KERJA PRAKTIK POLITEKNIK BENGKALIS
TAHUN 2021

BULAN : MEI 2021
 MINGGU : KEEMPAT

NO	N A M A	PROGRAM STUDY	TANGGAL										KET
			24		25		26		27		28		
			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	NURAFNI SANOVA		A	A	A	A			S	S	S	S	
2	SURYANI		A	A	A	A			A	A	A	A	
3	JULLA NINGSIH		A	A	A	A			A	A	A	A	

KEPALA DINAS PEMBERDAYAAN MASYARAKAT
 DAN DESA KABUPATEN BENGKALIS

Drs. KUHELME
 Pembina Utama Muda
 NIP. 19620612 198203 1 004

KETERANGAN:

- 1. D = Diras
- 2. S = Sakit
- 3. I = Izin
- 4. C = Cuti
- 5. A = Absen
- 6. P = Pendidikan

APPENDIX 18 : Absent in May Week 5



**PEMERINTAH KABUPATEN BENGKALIS
DINAS PEMBERDAYAAN MASYARAKAT DAN DESA**

Jalan Pertanian No. 02 Telp. 23003, 23059 FAX. 23059
BENGKALIS

Kode Pos 28751

**DAFTAR HADIR
MAHASISWA/MAHASISWI KERJA PRAKTIK POLITEKNIK BENGKALIS
TAHUN 2021**

BULAN : MEI 2021
MINGGU : KELIMA

NO	N A M A	PROGRAM STUDY	TANGGAL										KET
			31		1		2		3		4		
			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	NURAFNI SANOVA		A	A									
2	SURYANI		A	A									
3	JULIA NINGSIH		A	A									

KEPALA DINAS PEMBERDAYAAN MASYARAKAT
DAN DESA KABUPATEN BENGKALIS

Drs. Y. HELMI
Pembina Utama Muda
NIP. 19620612 199203 1 004

KETERANGAN :

- 1. D = Dinas
- 2. S = Sakit
- 3. I = Izin
- 4. C = Cuti
- 5. A = Alpa
- 6. P = Pendidikan

APPENDIX 19 : June 1st Week Absent



**PEMERINTAH KABUPATEN BENGKALIS
DINAS PEMBERDAYAAN MASYARAKAT DAN DESA**

Jalan Pertunian No. 02 Telp. 23003, 23059 FAX. 23059
BENGKALIS

Kode Pos 28751

**DAFTAR HADIR
MAHASISWA/MAHASISWI KERJA PRAKTIK POLITEKNIK BENGKALIS
TAHUN 2021**

BULAN : JUNI 2021
MINGGU : PERTAMA

NO	N A M A	PROGRAM STUDY	TANGGAL										KFT
			31		1		2		3		4		
			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	NURAFNI SANOVA												
2	SURYANI												
3	JULIA NINGSIH												

KEPALA DINAS PEMBERDAYAAN MASYARAKAT
DAN DESA KABUPATEN BENGKALIS

Des. M. H. L. M. I.
Pembina Utama Madya
NTP. 19820512 100203 1 004

KETERANGAN :

- 1. D = Dinas
- 2. S = Saen
- 3. I = Iain
- 4. C = Cuti
- 5. A = Alpa
- 6. P = Pendidikan

APPENDIX 20 : Absent for the Month of June 2nd Week



**PEMERINTAH KABUPATEN BENGKALIS
DINAS PEMBERDAYAAN MASYARAKAT DAN DESA**

Jalan Pertanian No. 02 Telp. 23003, 23059 FAX. 23059
B E N G K A L I S

Kode Pos 28751

**DAFTAR HADIR
MAHASISWA/MAHASISWI KERJA PRAKTIK POLITEKNIK BENGKALIS
TAHUN 2021**

BULAN : JUNI 2021
MINGGU : KEDUA

NO	N A M A	PROGRAM STUDY	TANGGAL										KET
			7		8		9		10		11		
			P	S	P	S	P	S	P	S	P	S	
1	NURAFNI SANOVA		4	5	6	7	8	9	10	11	12	13	14
2	SURYANI		4	5	6	7	8	9	10	11	12	13	14
3	JULIA NINGSIH		4	5	6	7	8	9	10	11	12	13	14

KETUA DINAS PEMBERDAYAAN MASYARAKAT
DAN DESA KABUPATEN BENGKALIS

Des. YUHELMI
Pembina Utama Muda
NIP. 19620612 196203 1 004

KETERANGAN:

- 1. D = Dinas
- 2. S = Sakit
- 3. I = Ijin
- 4. C = Cuti
- 5. A = Alpa
- 6. P = Pendidikan

APPENDIX 21 : 3rd Week of June Absent



**PEMERINTAH KABUPATEN BENGKALIS
DINAS PEMBERDAYAAN MASYARAKAT DAN DESA**

Jalan Pertanian No. 02 Telp. 23003, 23059 FAX. 23059
BENGKALIS

Kode Pos 28751

**DAFTAR HADIR
MAHASISWA/MAHASISWI KERJA PRAKTIK POLITEKNIK BENGKALIS
TAHUN 2021**

BULAN : JUNI 2021
MINGGU : KETIGA

NO	N A M A	PROGRAM STUDY	TANGGAL										KET
			14		15		16		17		18		
			P	S	P	S	P	S	P	S	P	S	
I	2	J	4	5	6	7	8	9	10	11	12	13	14
1	NURAFNI SANOVA												
2	SURYANI												
3	JULIA NINGSIH												

KEPALA DINAS PEMBERDAYAAN MASYARAKAT
DAN DESA KABUPATEN BENGKALIS

Drs. YUSUFILMI
Pembina Utama Muda
NIP. 19620621992001004

KETERANGAN :

1. D = Dinas
2. S = Sakti
3. I = Izin
4. C = Cuti
5. A = Alpa
6. P = Pendidikan

APPENDIX 22 : June 4th Week Attendance List



**PEMERINTAH KABUPATEN BENGKALIS
DINAS PEMBERDAYAAN MASYARAKAT DAN DESA**

Jalan Pertanian No. 02 Telp. 23003, 23059 FAX. 23059
BENGKALIS

Kode Pos 28751

**DAFTAR HADIR
MAHASISWA/MAHASISWI KERJA PRAKTIK POLITEKNIK BENGKALIS
TAHUN 2021**

BULAN : JUNI 2021
MINGGU : KEEMPAT

NO	N A M A	PROGRAM STUDY	TANGGAL										KET
			21		22		23		24		25		
			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	NURAFNI SANOVA		P	P	S	S	P	P	P	P			
2	SURYANI		S	C	S	S	P	P	P	S	S		
3	JULIA NINGSIH		P	P	S	S	P	P	P	S	S		

KEPALA DINAS PEMBERDAYAAN MASYARAKAT
DAN DESA KABUPATEN BENGKALIS

Des. Y. HILMI
Pembina Utama Muda
NIP. 19620812 199203 1 004

KETERANGAN :

1. D = Dinas
2. S = Sakil
3. I = Izin
4. C = Cuti
5. A = Alpa
6. P = Pendidikan

APPENDIX 23 : 5th Week Attendance Register for June



**PEMERINTAH KABUPATEN BENGKALIS
DINAS PEMBERDAYAAN MASYARAKAT DAN DESA**

Jalan Pertanian No. 02 Telp. 23003, 23059 FAX. 23059
BENGKALIS

Kode Pos 28751

**DAFTAR HADIR
MAHASISWA/MAHASISWI KERJA PRAKTIK POLITEKNIK BENGKALIS
TAHUN 2021**

BULAN : JUNI 2021
MINGGU : KELIMA

NO	N A M A	PROGRAM STUDY	TANGGAL												KET
			28		29		30		1		2				
			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	NURAFNI SANDOVA		✓	✓											
2	SURYANI		✓	✓											
3	JULIA NINGSIH		✓	✓											

KEPALA DINAS PEMBERDAYAAN MASYARAKAT
DAN DESA KABUPATEN BENGKALIS

Dr. Y. H. LAM
Pembina Utama Muda
NIP. 2502042199031004

KETERANGAN:

- 1. D = Diras
- 2. S = Sakit
- 3. I = Ijin
- 4. C = Cuti
- 5. A = Alpa
- 6. P = Perafikan

APPENDIX 24 : Proposal Letter Regarding Changes to the APBD Budget



APPENDIX 25 : Performance Agreement


PERJANJIAN KINERJA TAHUN 2021

Dalam rangka mewujudkan manajemen pemerintahan yang efektif, transparan dan
akuntabel serta berorientasi pada hasil, kami yang bertanda tangan di bawah ini :

Nama	TARMIZI S Sos
NIP	19620406 200604 1002
Pangkat/Golongan	Penata Muda TK.1 (III/b)
Jabatan	Kepala Seksi Pengelolaan Pelayanan Sosial Dasar dan Pemberdayaan Masyarakat

selanjutnya disebut pihak pertama

Nama	ERDILA HIRRIYADI SP. M.Si
NIP	198407142010011006
Pangkat/Golongan	Penata (III/c)
Jabatan	Kepala Bidang Pembangunan dan Pemberdayaan Masyarakat

selaku atasan langsung pihak pertama, selanjutnya disebut pihak kedua

Pihak pertama berjanji akan mewujudkan target kinerja tahunan sesuai dengan
lampiran perjanjian ini dalam rangka mencapai target kinerja jangka menengah
seperti yang telah ditetapkan dalam dokumen perencanaan. Keberhasilan dan
kegagalan pencapaian target kinerja tersebut menjadi tanggung jawab pihak pertama

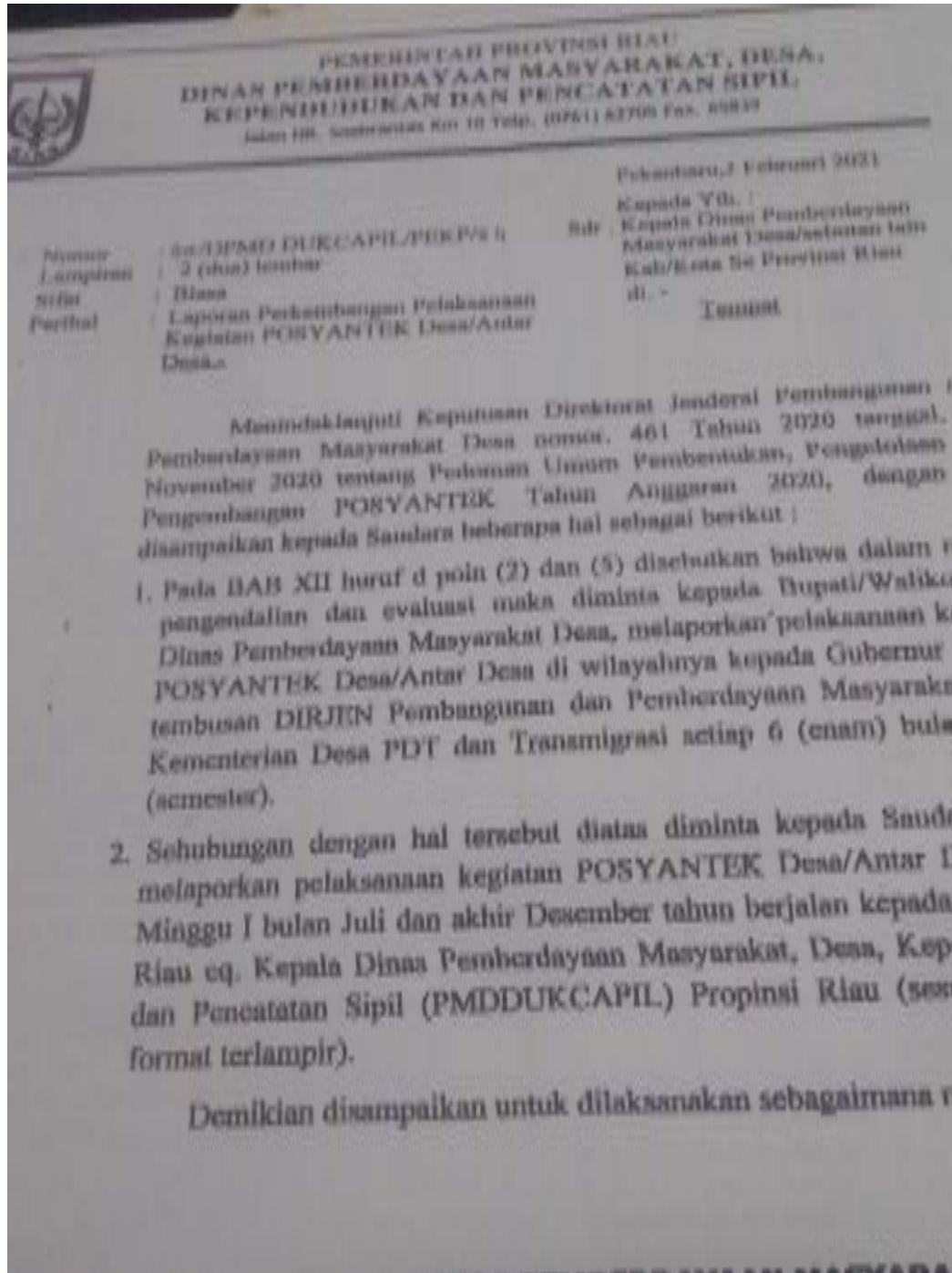
Pihak Kedua akan memberikan supervisi yang diperlukan serta akan melakukan
evaluasi kinerja terhadap capaian kinerja dari perjanjian ini dan mengambil tindakan
yang diperlukan dalam rangka pemberian penghargaan dan sanksi.

Bengkalis, 04 Maret 2021

Pihak Kedua	Pihak Pertama
KEPALA BIDANG PEMBANGUNAN DAN PEMBERDAYAAN MASYARAKAT	KEPALA SEKSI PENGELOLAAN PELAYAN SOSIAL DASAR DAN PEMBERDAYAAN MASYARAKAT

TARMIZI, S.Sos
Penata Muda

APPENDIX 26 :Leter of Progress on the Implementation of Village/Inter-Village Posyantek Activities



APPENDIX 27 :Documents for Implementing Regional Work Unit Budgets

DOKUMEN PELAKSANAAN ANGGARAN SATUAN KERJA PERANGKAT DAERAH										
Pemerintah Kabupaten Bengkalis Tahun Anggaran 2021										
Kategori Anggaran: 2 13 0.00 0.00 16.00 Dinas pemberdayaan Masyarakat dan Desa										
REKAPITULASI DOKUMEN PELAKSANAAN ANGGARAN BELANJA BERDASAR PROGRAM DAN KEGIATAN										
Kode					Uraian	Sumber Dana	Lokasi	T-1	Belanja Operasi	Belanja Modal
2	3	4	5	6						
URUSAN PEMERINTAHAN WAJIB YANG TIDAK BERKAITAN DENGAN PELAYANAN DASAR										
13					URUSAN PEMERINTAHAN BIDANG PEMBERDAYAAN MASYARAKAT DAN DESA				34.025.660.972	3.441.987.4
13	01				PROGRAM PENUNJANG URUSAN PEMERINTAHAN DAERAH KABUPATEN/KOTA				12.156.422.672	3.432.271.1
13	01	2.01			Perencanaan, Penganggaran, dan Evaluasi Kinerja Perangkat Daerah				317.060.000	R
13	01	2.01	01		Penyusunan Dokumen Perencanaan Perangkat Daerah				317.060.000	R
13	01	2.02			Administrasi Keuangan Perangkat Daerah				8.385.612.292	R
13	01	2.02	01		Penyediaan Gaji dan Tunjangan ASN	Dana Transfer Umum - Dana Bagi Hasil			8.385.612.292	R
13	01	2.03			Administrasi Barang Milik Daerah pada Perangkat Daerah					

APPENDIX 28 : Entering the Activity Budget Plan



APPENDIX 29 : Filling Indicator



APPENDIX 30 :Collecting the Words of the Letters



APPENDIX 31 : Farewell to the Head of the Sub-Department of Program



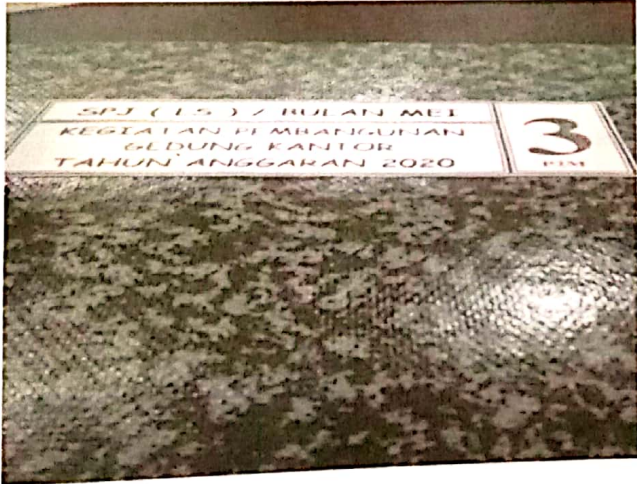
APPENDIX 32 : Farewell to the Secretary of Community and Village Empowerment Department



DAILY ACTIVITIES OF THE JOB TRAINING


Day : Wednesday
Date : February 17th 2021


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Meet the Head of P2M for confirmation of guidance	Erdila Fitriyadi SP, M.Si	3A
2	The numbering and date of SPJ in June, September and May		
	Note by Industrial Coach		

NO	WORKING	EXPLANATION
		<ol style="list-style-type: none"> 1. Meet the Head of the P2M section for confirmation to become a mentor 2. Give an explanation of the number and date on the SPJ using a Pen

DAILY ACTIVITIES OF THE JOB TRAINING


Day : Thursday
Date : February 18th 2021

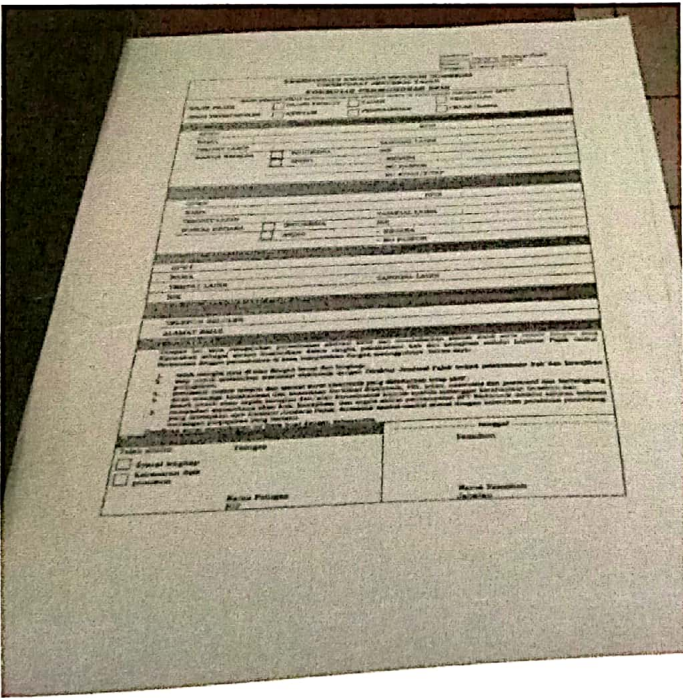
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Giving numbering and date of SPJ in March, November and February 2020	Mr. Erdila Fitriyadi SP, M.Si	
	Note by Industrial Coach		

NO	WORKING	EXPLANATION
		Give an explanation of the number and date on the SPJ using a Pen

DAILY ACTIVITIES OF THE JOB TRAINING


Day : Tuesday
Date : March 02th 2021

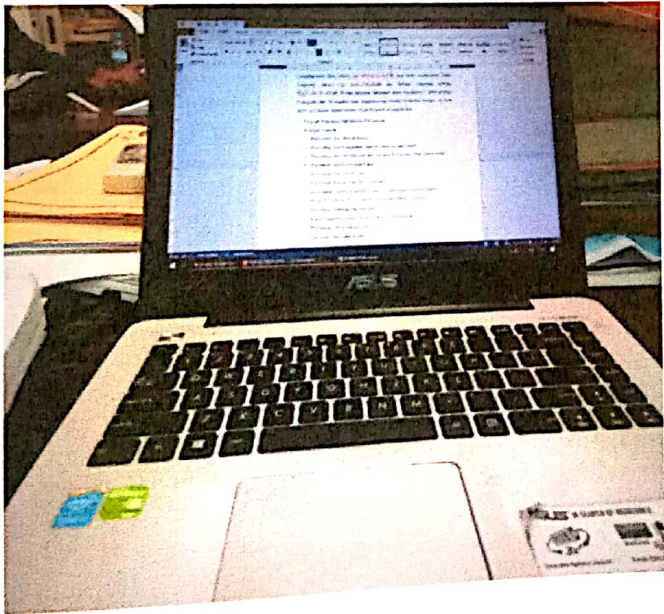
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Room Transfer Confirmation	Afrizal, SE	
2	Photocopy NPWP		
Note by Industrial Coach			

NO	WORKING	EXPLANATION
		<ol style="list-style-type: none"> Confirmation of room transfer to the head of the Program Subdivision Photocopy NPWP

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Wednesday
Date : March 03th 2021

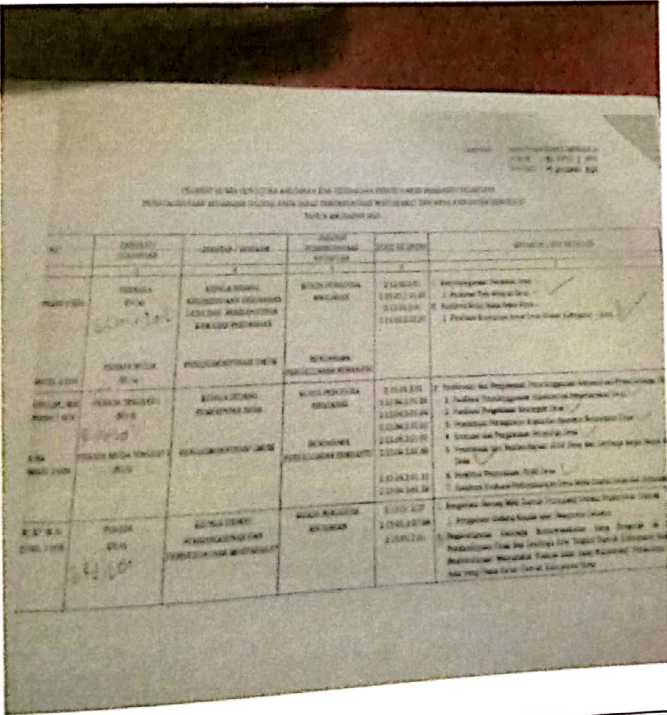
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Filling Documents Implementation of Budget Changes for Regional Apparatus Work Units	Afrizal, SE	
	Note by Industrial Coach		

NO	WORKING	EXPLANATION
		Filling Document Activity Report Implementation of Budget Changes for Regional Apparatus Work Units

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Tuesday
Date : March 09th 2021

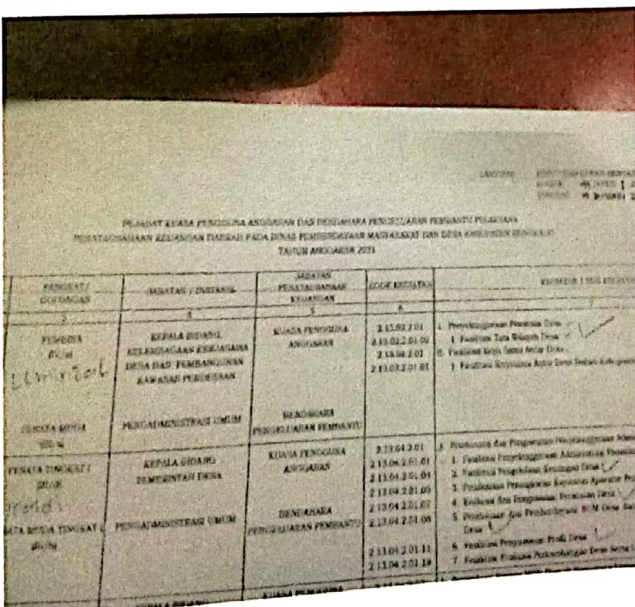
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Entering the activity budget plan	Afrizal, SE	<i>Afrizal</i>
Note by Industrial Coach			

NO	WORKING	EXPLANATION
		<p>Entry a activity budget plan by going to the link LPSE Kab. Bengkalis by logging in the name of the employee concerned and entering activities and sub-activities</p>

DAILY ACTIVITIES OF THE JOB TRAINING


Day : Wednesday
Date : March 10th 2021

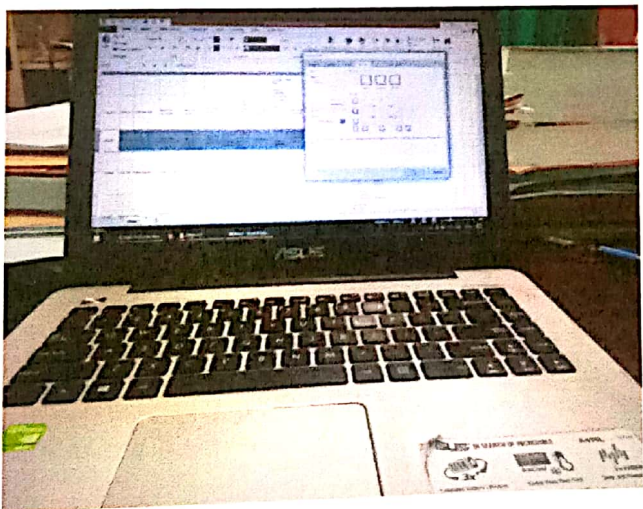
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Entering the activity budget plan	Afrizal, SE	<i>Afrizal</i>
Note by Industrial Coach			

NO	WORKING	EXPLANATION
		<p>Entry a activity budget plan by going to the link LPSE Kab. Bengkulu by logging in the name of the employee concerned and entering activities and sub-activities</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Tuesday
Date : March 23th 2021

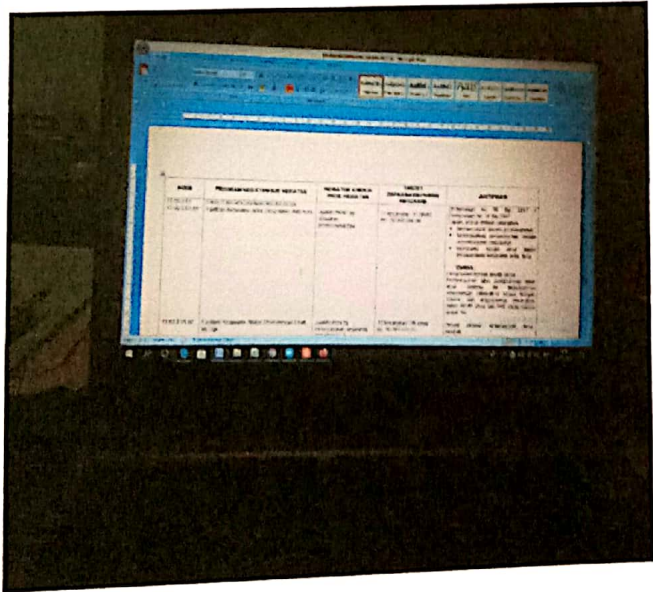
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Create a budget table	Afrizal, SE	
	Note by Industrial Coach		

NO	WORKING	EXPLANATION
		Create and fill out a budget table for 2022

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday
Date : March 29th 2021

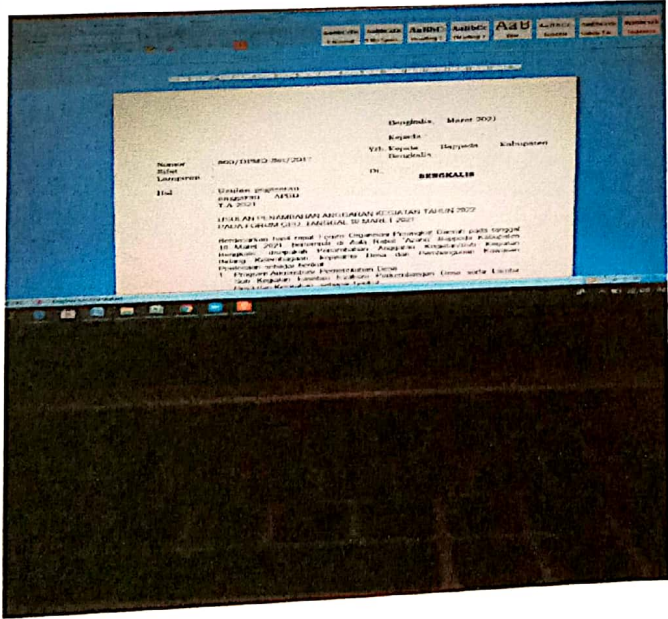
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Create an activity program table	Afrizal, SE	<i>Af.</i>
	Note by Industrial Coach		

NO	WORKING	EXPLANATION
		Creating a table of activities for 2022

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Wednesday
Date : March 31th 2021

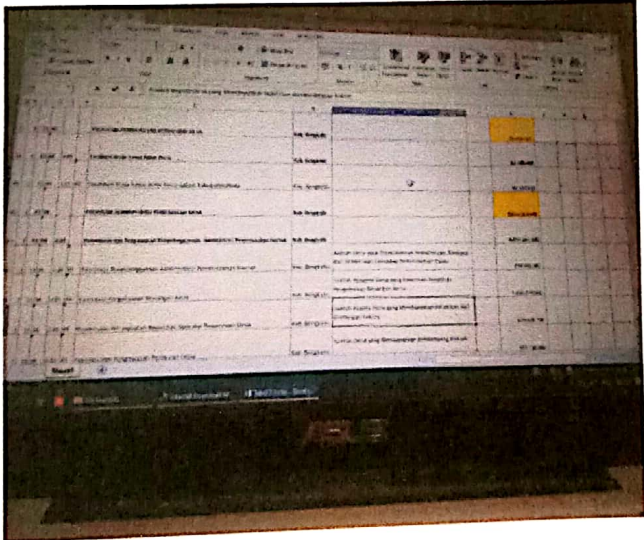
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Make an Activity Budget	Afrizal, SE	<i>Af.</i>
	Note by Industrial Coach		

NO	WORKING	EXPLANATION
		Making a Proposal Letter for the 2021 Activity Budget

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Tuesday
Date : April 13th 2021


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Editing the Bumdes table	Afrizal, SE	<i>Af-</i>
	Note by Industrial Coach		

NO	WORKING	EXPLANATION
		Reduce unused tables and merge cells

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Wednesday
Date : April 28th 2021

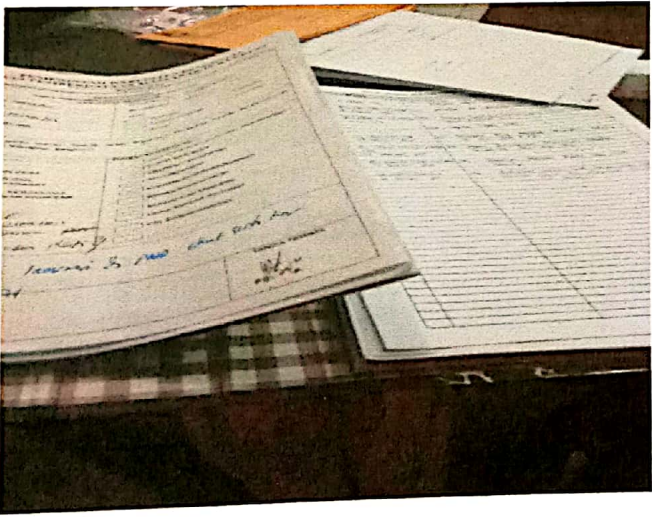
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1 2	Print the initial draft of the RKPD Photocopy the initial draft of the RKPD RKPD	Afrizal, SE	<i>af.</i>
	Note by Industrial Coach		

NO	WORKING	EXPLANATION
		<ol style="list-style-type: none"> 1. print the initial draft of the RKPD 2. Photocopy the initial draft of the RKPD

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Thursday
Date : April 29th 2021

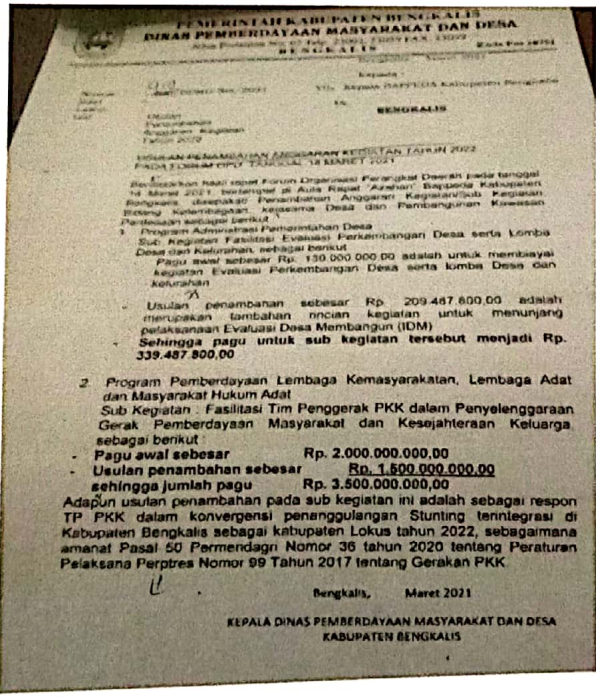
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	outgoing mail archive	Afrizal, SE	<i>af.</i>
	Note by Industrial Coach		

NO	WORKING	EXPLANATION
		outgoing mail archive

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday
Date : April 05th 2021

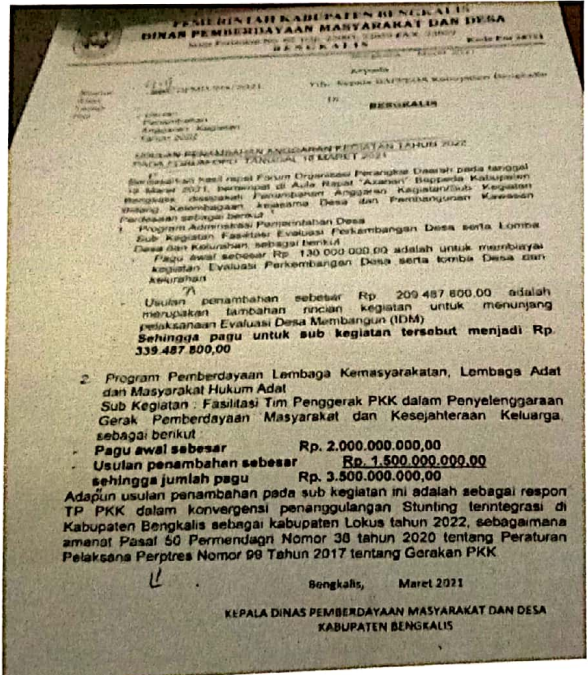
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Make a letter to increase the activity budget	Afrizal, SE	<i>af.</i>
Note by Industrial Coach			

NO	WORKING	EXPLANATION
	 <p>KEPADA BENDAHARA KEMASYARAKATAN DAN DESA KABUPATEN BENGKALIS</p> <p>Sehubungan telah dilaksanakan Forum Operasional Perangkat Daerah pada tanggal 14 Maret 2021, berlandaskan di Aula Rajawali Kabupaten Bengkulu, disepakati Perencanaan Anggaran Kabupaten Bengkulu sebagai berikut: Kemasyarakatan, Kemasyarakatan Desa dan Pembangunan Kawasan Perkotaan sebagai berikut:</p> <ol style="list-style-type: none"> Program Kemasyarakatan Pemerintahan Desa <ul style="list-style-type: none"> Sub Kegiatan Facilitasi Evaluasi Perkembangan Desa serta Lomba Desa dan Kelurahan sebagai berikut: <ul style="list-style-type: none"> Pagu awal sebesar Rp. 130.000.000,00 adalah untuk membiayai kegiatan Evaluasi Perkembangan Desa serta Lomba Desa dan Kelurahan Usulan penambahan sebesar Rp. 209.487.800,00 adalah merupakan tambahan nncian kegiatan untuk menunjang pelaksanaan Evaluasi Desa Membangun (IDM) Sehingga pagu untuk sub kegiatan tersebut menjadi Rp. 339.487.800,00 Program Pemberdayaan Lembaga Kemasyarakatan, Lembaga Adat dan Masyarakat Hukum Adat <ul style="list-style-type: none"> Sub Kegiatan Facilitasi Tim Penggerak PKK dalam Penyelenggaraan Gerak Pemberdayaan Masyarakat dan Kesejahteraan Keluarga sebagai berikut: <ul style="list-style-type: none"> Pagu awal sebesar Rp. 2.000.000.000,00 Usulan penambahan sebesar Rp. 1.500.000.000,00 sehingga jumlah pagu Rp. 3.500.000.000,00 <p>Adapun usulan penambahan pada sub kegiatan ini adalah sebagai respon TP PKK dalam konvergensi penanggulangan Stunting terintegrasi di Kabupaten Bengkulu sebagai kabupaten Lokus tahun 2022, sebagaimana amanat Pasal 50 Permendagri Nomor 36 tahun 2020 tentang Peraturan Pelaksana Perpres Nomor 99 Tahun 2017 tentang Gerakan PKK</p> <p style="text-align: center;">Bengkalis, Maret 2021</p> <p style="text-align: center;">KEPALA DINAS PEMBERDAYAAN MASYARAKAT DAN DESA KABUPATEN BENGKALIS</p>	Make a letter to increase the activity budget 2022

DAILY ACTIVITIES OF THE JOB TRAINING


Day : Tuesday
Date : April 06th 2021

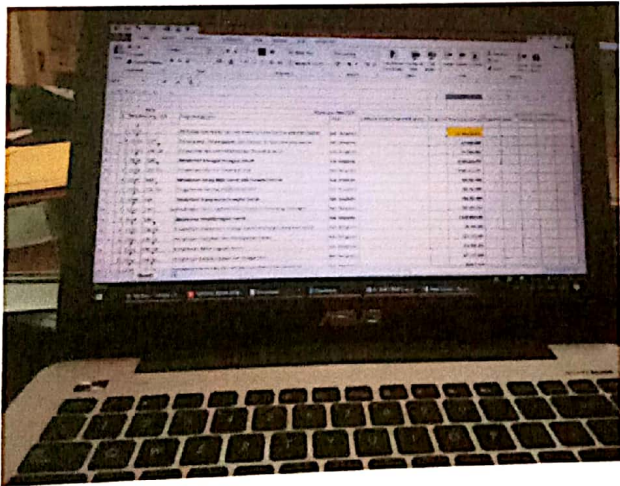
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1 2	Print the letter of adding the activity budget Fixing the letter of adding the activity budget	Afrizal, SE	<i>Af-</i>
Note by Industrial Coach			

NO	WORKING	EXPLANATION
	 <p>1. Program Administrasi Pemerintahan Desa Sub Kegiatan: Fasilitas Evaluasi Perkembangan Desa serta Lomba Desa dan Kelurahan sebagai berikut - Pagu awal sebesar Rp. 130.000.000,00 adalah untuk membiayai kegiatan Evaluasi Perkembangan Desa serta lomba Desa dan Kelurahan - Usulan penambahan sebesar Rp. 209.487.800,00 adalah merupakan tambahan rincian kegiatan untuk menunjang pelaksanaan Evaluasi Desa Membangun (EDM) Sehingga pagu untuk sub kegiatan tersebut menjadi Rp. 339.487.800,00</p> <p>2. Program Pemberdayaan Lembaga Masyarakat, Lembaga Adat dan Masyarakat Hukum Adat Sub Kegiatan: Fasilitas Tim Penggerak PKK dalam Penyelenggaraan Gerak Pemberdayaan Masyarakat dan Kesejahteraan Keluarga sebagai berikut - Pagu awal sebesar Rp. 2.000.000.000,00 - Usulan penambahan sebesar Rp. 1.500.000.000,00 - sehingga jumlah pagu Rp. 3.500.000.000,00 Adapun usulan penambahan pada sub kegiatan ini adalah sebagai respon TP PKK dalam konvergensi penanggulangan Stunting terintegrasi di Kabupaten Bengkulu Selatan sebagai kabupaten Lulus tahun 2022, sebagaimana amanat Pasal 50 Permendagri Nomor 38 tahun 2020 tentang Peraturan Pelaksanaan Perpres Nomor 99 Tahun 2017 tentang Gerakan PKK</p> <p style="text-align: right;">Bengkalis, Maret 2021 KEPALA DINAS PEMBERDAYAAN MASYARAKAT DAN DESA KABUPATEN BENGKALIS</p>	<p>1. Print the letter of adding the activity budget</p> <p>2. Fixing the letter of adding the activity budget on the date of</p>

DAILY ACTIVITIES OF THE JOB TRAINING


Day : Monday
Date : April 26th 2021

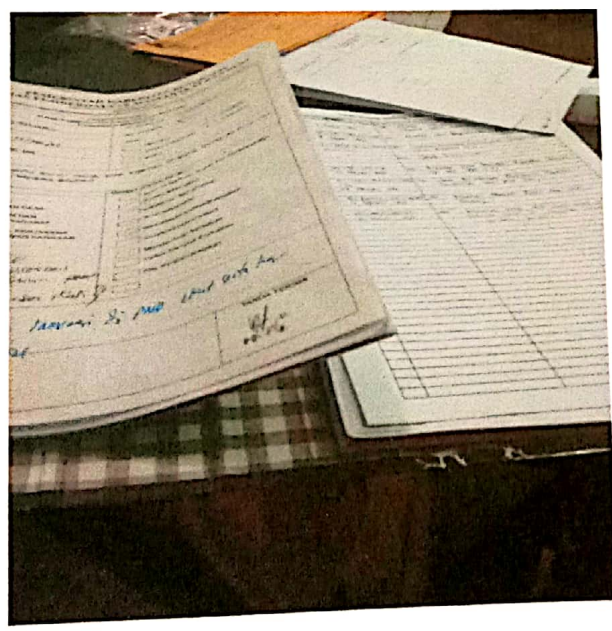
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Filling the funding needs for the initial RKPD draft	Afrizal, SE	
	Note by Industrial Coach		

NO	WORKING	EXPLANATION
		Filling the funding needs for the initial RKPD draft

DAILY ACTIVITIES OF THE JOB TRAINING


Day : Monday
Date : May 03th 2021

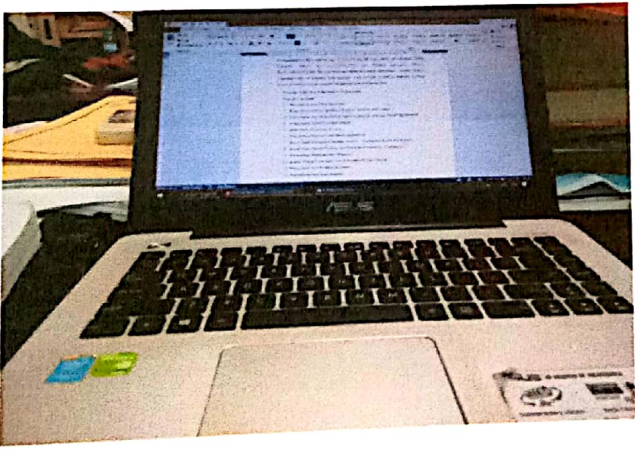
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	outgoing mail archive	Afrizal, SE	
	Note by Industrial Coach		

NO	WORKING	EXPLANATION
		outgoing mail archive

DAILY ACTIVITIES OF THE JOB TRAINING


Day : Monday
Date : May 24th 2021

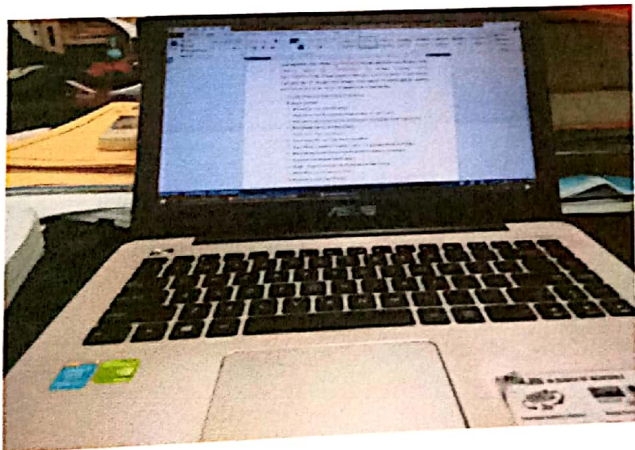
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	fill in the office administration service program indicators	Afrizal, SE	
	Note by Industrial Coach		

NO	WORKING	EXPLANATION
		fill in indicators of office administration service program activities

DAILY ACTIVITIES OF THE JOB TRAINING


Day : Tuesday
Date : May 25th 2021

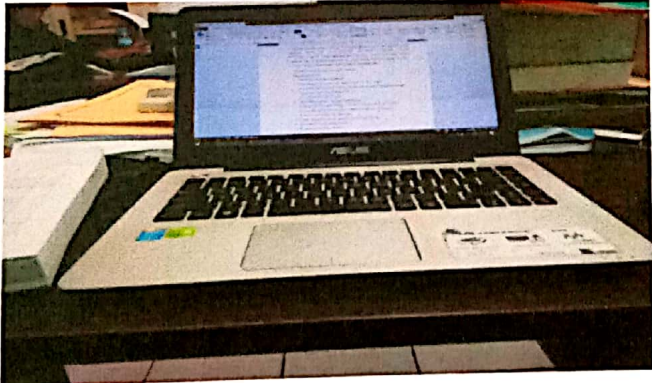
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	add indicators for office administration service programs	Afrizal, SE	
	Note by Industrial Coach		

NO	WORKING	EXPLANATION
		Adding indicators for office administration service program activities

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Friday
Date : May 28th 2021

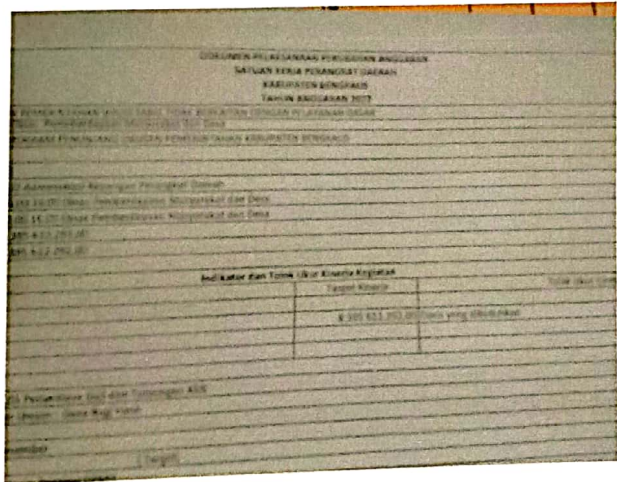
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Type the budget indicators for the implementation of regional apparatus work	Afrizal, SE	
	Note by Industrial Coach		

NO	WORKING	EXPLANATION
		Type the budget indicator for the implementation of the work of the regional apparatus that has been determined

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday
Date : May 31th 2021

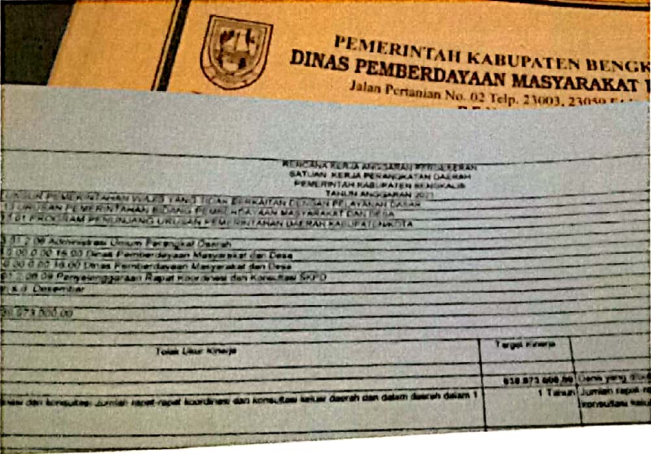
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Fill in the activity budget plan activities	Afrizal, SE	<i>af-</i>
	Note by Industrial Coach		

NO	WORKING	EXPLANATION
		Filling the activity budget plan activities that are lacking

DAILY ACTIVITIES OF THE JOB TRAINING


Day : Wednesday
Date : June 02th 2021

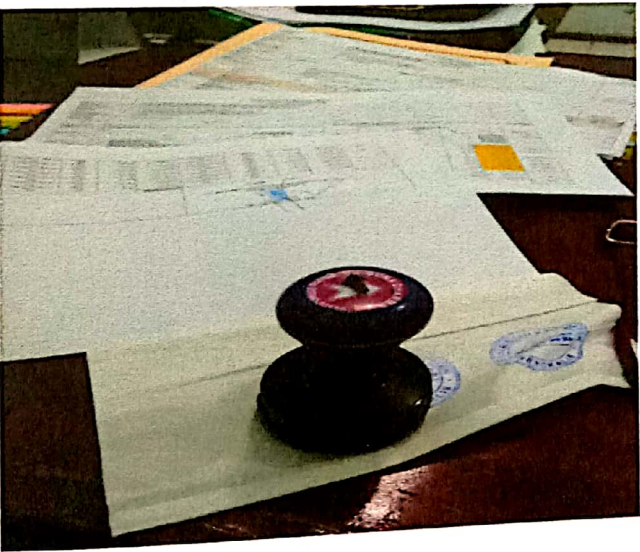
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Check and improve the activity budget plan	Afrizal, SE	<i>af.</i>
Note by Industrial Coach			

NO	WORKING	EXPLANATION
		Re-check the activity budget plan and correct the year in the activity budget plan

DAILY ACTIVITIES OF THE JOB TRAINING



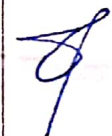
Day : Thursday
Date : June 03th 2021

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Activity budget plan template	Afrizal, SE	
2	Photocopy of activity budget plan		
Note by Industrial Coach			

NO	WORKING	EXPLANATION
		<ol style="list-style-type: none"> 1. A stamp of the activity budget plan that has been signed by the party concerned 2. photocopy of the activity budget plan

**CONSULTATION SHEET
STUDENT PRACTICAL WORK GUIDANCE
INTERNATIONAL BUSINESS ADMINISTRATION D-IV
STUDY PROGRAM**

NAME : SURIYANI
 NIM : 5404171119
 PLACE : DPMD KABUPATEN BENGKALIS
 SUPERVISOR : TEGUH WIDODO, S.sos., M. SM., M.Rech

No	Date	Revision	Paraf Pembimbing
1.	21 Juli 2021	Perbaiki tata tulis cover Bab 1, 2, 3, & 4	
2.	05 Agustus 2021	Perbaiki tata letak kata pengantar, Perbaiki kesimpulan sesuai teks tujuan & lampiran	 
3.		<u>ACC</u>	




Bengkalis, 21 July 2021



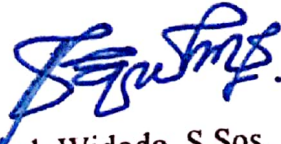
TEGUH WIDODO, S.sos., MSM., M.Rech
NIK. 0905062

REVISION LETTER
APPRENTICESHIP OF INTERNATIONAL BUSINESS ADMINISTRATION
STATE POLYTECHNIC OF BENGKALIS

NAME : Suriyani
 NIM : 5404171119
 PLACE : *Community and Village Empowerment Office of Bengkalis Regency*
 ADVISOR : Teguh Widodo, S.Sos., M.SM., M.Rech

NO.	DAY/DATE	REVISION	ADVISOR
1.	18 Agustus 2021	- Revisi saran pada laporan dengan Mengemukakan akar permasalahan. - Revisi didapat pustaka dibuat menjadi paragraf	
2.	19 Agustus 2021	Perbaiki saran	
3.	19 Agustus 2021	Acc pascasidang STDPafol	

Bengkalis, August 19th, 2021
 Advisor


Teguh Widodo, S.Sos., M.SM., M.Rech
 NIK. 0905062