

**APPRENTICESHIP REPORT
SECRETARIAT OF THE BENGKALIS REGENT'S OFFICE
AT GOVERNANCE SECTION**

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BUSINESS ADMINISTRATION DEPARTMENT
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2021**

APPROVAL SHEET
APPRENTICESHIP REPORT
SECRETARIAT OF THE BENGKALIS REGENT'S OFFICE
AT GOVERNANCE

Written as one of the conditions for completing Job Training

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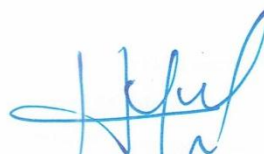
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PREFACE

Praise be to Allah SWT who has bestowed His grace so that the author can complete the Apprenticeship Report at the Bengkalis Regent's Office, the Bengkalis Regency Secretariat.

The author would like to thank those who have assisted in the preparation of this job training report including to:

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8. Especially for my beloved father Darwis and Aryanti who have given a lot of support in prayer, time, energy and material to help and provide convenience during the lecture process and hopefully all of them will get a reward commensurate with Allah SWT.
9. Friends of Bengkalis State Polytechnic, especially the International Business Administration Study Program, thank you for your support and cooperation during the completion of this thesis.

During the practical work at the Bengkalis Regent's Office, the Governance Section of the Bengkalis Regency Regional Secretariat, there were many lessons and knowledge that the author could get from the employees in the office. sheet from it all, the author also realizes that there are still many mistakes in the process of writing this report. Therefore, we are happy to receive any suggestions or input and criticism from readers. I hope this report is useful for all interested parties.

Bengkalis, August 2021

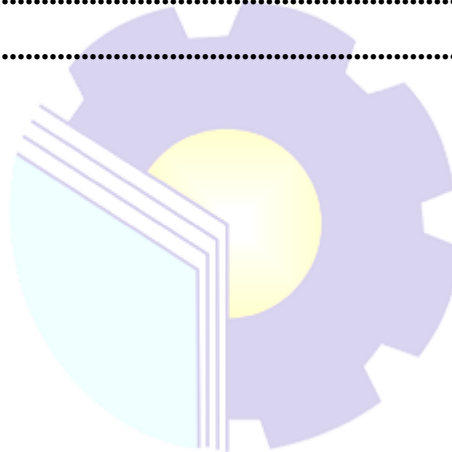
Ides Darmawati



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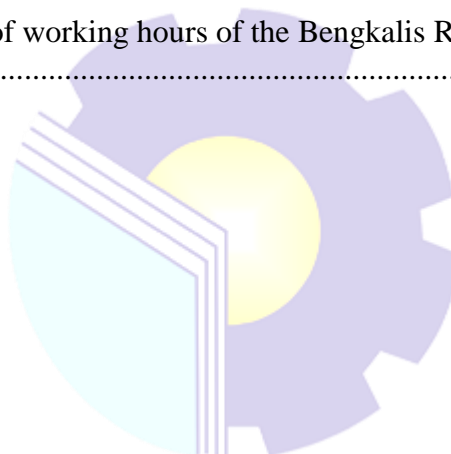
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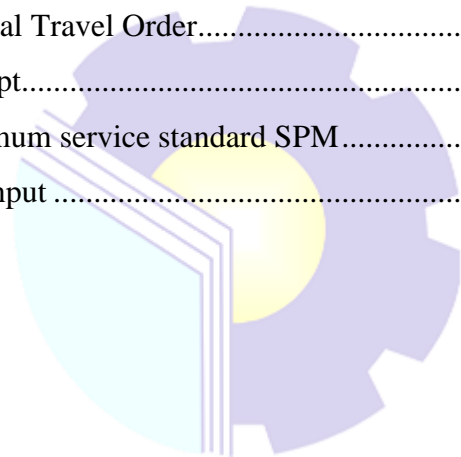
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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

Currently, the competition in finding a job is very tight due to the large number of applicants who are graduates from various campuses and the few available job vacancies. As college graduates, of course, students have a diploma that can be used as an assessor in scientific ability. However, in reality, a diploma is not only a reference in getting a job because currently many companies or government agencies ask for experience and skills in work.

If graduates without experience and skills in work apply for jobs, they will experience many obstacles such as the knowledge gained on campus is only theory delivered so that there is a lack of knowledge on how to put the knowledge into practice, the theory obtained is not necessarily the same as work practice in the field, and limitations time and space resulting in the knowledge gained is still limited.

Therefore, the campus requires students to participate in practical work programs. Practical work is a learning process by knowing firsthand the scope of the real world of work. Each student is required to go directly to the world of work which is their respective field, so that each student is expected to be able to directly apply the knowledge that has been studied previously into the world of work. In addition, with practical work students can increase their knowledge, skills, and experience in work which can later be applied in the real world of work.

Bengkalis State Polytechnic is one of the campuses that requires students to take practical work to complete their studies. The Department of Commercial Administration is one of the majors at the Bengkalis State Polytechnic.

In 2016, this department opened a new study program, namely D4-International Business Administration (ABI) and D4-Public Finance Accounting (AKP). This D4-International Business Administration Study Program is engaged in Economics and Business, where students learn about the business world, along with its scope, both in terms of handling letters, administration, management, finance, human resources, to the corporate world. To prepare students to be ready to use in this field, the International Business Administration study program requires students to take internships both in Government Agencies and in Private Agencies for 4 months. To do practical work, students must complete their studies up to 6 (six) semesters and graduate in that semester.

The International Business Administration Study Program hopes that with practical work students can know firsthand how the real business world is, and can add insight to each student to be more skilled, responsive, and able to compete and be efficient in the future. As a consequence, after completing practical work, each student is required to make a work report while carrying out practical work so that students can be responsible for the results obtained from these practical work activities and can continue their studies in the following semester. Based on the above, the author as a student of the International Business Administration Study Program chose to carry out the Job Training at the Regent's Office of the Bengkalis Regional Secretariat.

During the implementation of the Job Training (KP) the author was placed in the Governance Section. The implementation of practical work starts from February 15, 2021 to July 30, 2020.

1.2 Purposes of the Apprenticeship

The objectives of the implementation of the Job Training are as follows:

1. To find out the description of the work carried out at the Bengkalis Regent's office specifically in the governance section

2. To know the place and time of the implementation of practical work.
3. To find out the systems and procedures for the work carried out at the Bengkalis Regent's office, especially in the governance section.
4. To find out the obstacles and solutions carried out at the Bengkalis Regent's office in the governance section.

1.3 Significances of the Apprenticeship

The benefits of practical work include the following:

1. Benefits For Students

The benefits for students from carrying out practical work activities are as follows:

- 1) Students have the opportunity to apply theoretical knowledge/concepts in the real world of work.
- 2) Students gain practical experience in applying theoretical/concept knowledge according to their study program.
- 3) Students have the opportunity to be able to analyze problems related to science applied in work in accordance with their study program.

2. Benefits for Bengkalis State Polytechnic

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

- 1) Practical work can strengthen cooperation and socialization between the Bengkalis State Polytechnic and the Bengkalis District Secretariat Regent's Office.
- 2) Practical work can improve the competence of State Polytechnic graduates.

3. Benefits For The Agency

The benefits for the agency from carrying out practical work activities are as follows:

- 1) Practical work is one of the liaisons of cooperation between agencies and campuses.
- 2) The Agency received assistance from students who did practical work.



CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile

The Regent's Office is a building where the Regent carries out administrative activities in his administrative area. Generally, the Regent's office is called the Regional Secretariat (SETDA). The Regency/City Regional Secretariat is an auxiliary element of the Regency/City Government leadership led by the Regional Secretary, under and responsible to the Regent or Mayor. The Regency or City Regional Secretariat is tasked with assisting the Regent or Mayor in carrying out the tasks of administering government, administration, organization and management as well as providing administrative services to all Regency or City Regional Apparatus.

The Regional Secretary for a regency or city is appointed and dismissed by the Governor at the suggestion of the Regent/Mayor. The Regency or City Regional Secretariat consists of a maximum of 3 (three) Assistants; where each Assistant consists of a maximum of 4 sections, as well as those in the Bengkalis Regency Regional Secretariat. The Bengkalis Regent's office is located on Jalan Ahmad Yani, Bengkalis District, which is led by Mrs. Kasmarni as the Regent of Bengkalis. The scope of the Bengkalis Regency Regional Secretariat covers all government agencies in Bengkalis Regency.

Based on Regent Regulation No. 34 of 2016, the Coordination of Assistant to the Bengkalis Regency Regional Secretariat with related agencies is as follows: Government Assistant coordinates with the National and Political Unity Agency; Research and Development Agency; Regional Disaster Management Agency; Environmental services; Community and Village Empowerment Service; Fire Department; Department of Population and Civil Registration; Department of

Housing, Settlement. and Land; DPRD Secretariat; Civil service police Unit; District and Village; General Election Commissions.

Assistant for Economics and Development in coordination with the Department of Culture, Tourism, Youth and Sports; Office of Cooperatives, Small and Medium Enterprises; Public Works and Spatial Planning Office; Department of Housing, Settlement, and Land; Department of Trade and Industry; Department of Agriculture; Department of Marine Affairs and Fisheries; Office of Communication, Information and Statistics; Department of Transportation; Social services; Department of Manpower and Transmigration; Department of Population Control and Family Planning; Food Security Service; Office of Women's Empowerment and Child Protection; Development Planning Agency at Sub-National Level; BUMD; PDAM. General Administration Assistant in coordination with the Inspectorate; Agency for Personnel, Education and Training; Regional Revenue Agency; Regional Financial and Asset Management Agency; Library and Archives Service; Investment and One-Stop Service Office; Education authorities; Public health Office; and hospitals.

2.2 Vision And Mission of the Bengkalis Regents Office

To find out the objectives of the Bengkalis Regent's office, set the vision and mission as follows:

2.2.1 Vision of the Bengkalis Regents Office

Vision is the ideals, dreams or goals of an organization in the future and what needs to be done to realize that vision. The vision of the Bengkalis Regent's Office is " To realize a prosperous and advanced Bengkalis Regency ".

1.2.2 Mission of Bengkalis Regents Office

Mission is a strategy, action, or various stages that must be carried out by an organization to realize the vision that has been created. The missions of the Bengkalis Regent's Office are:

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

2.3 Kind Of Business

The secretariat regent's office bengkalis is able to drive businesses such as BUMDes in bengkalis regency, therefore the bengkalis government participates in encouraging this BUMDes business, with this village-owned business entity it can increase regional income.

2.4 Organization Structure

The organizational structure of government can be interpreted as a multilevel line (hierarchy) that contains the components that make up the company. The structure clearly describes the position, function, rights and obligations of each position within the scope of the government. Of course, this is intended so that every component in the company can function optimally and the wheels of government can always move effectively and efficiently. In addition, it also clearly describes the separation of work activities from one another and how the relationship between activities and functions is limited. In a good organizational structure, it must explain the authority relationship of who reports to whom, so there is one responsibility for what will be done.

The organizational structure of the Bengkalis Regent's Office for the Administration of the Regional Secretariat is as follows:

ORGANIZATIONAL STRUCTURE OF THE GOVERNANCE SECTION OF THE SETDA OF BENGKALIS DISTRICT

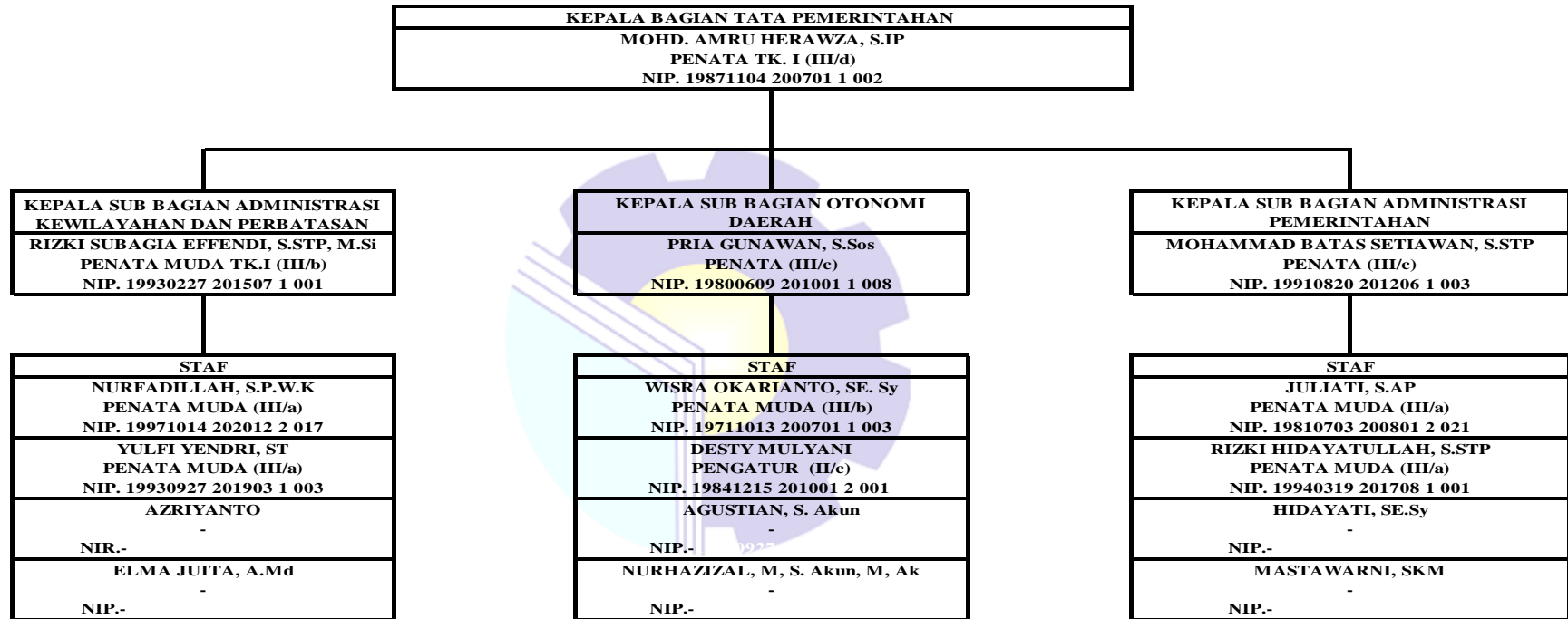


Figure 2.1 Organizational Structure of the Governance Section

Source: Bengkalis Regent's Office

Each work position in the structure of the Bengkalis Regent's Office of the Regional Secretariat of Governance has duties and responsibilities to achieve the objectives.

The Governance Section has the task of carrying out the preparation of the formulation of regional policies, coordinating the formulation of regional policies, coordinating the implementation of the tasks of Regional Apparatus, monitoring and evaluating the implementation of regional policies, implementing administrative development in the field of government administration, regional and border administration and regional autonomy. The governance section carries out the following functions:

1. Implementation of the preparation of materials for the formulation of regional policies in the field of government administration, regional and border administration and regional autonomy;
2. Implementation of the preparation of coordinating materials for the formulation of regional policies in the field of government administration, regional and border administration as well as regional autonomy;
3. Preparing materials for coordinating the implementation of the tasks of Regional Apparatus in the field of government administration, regional and border administration as well as regional autonomy;
4. Preparing materials for monitoring and evaluating the implementation of regional policies in the field of government administration, regional and border administration and regional autonomy; and
5. Implementation of other functions assigned by superiors related to their duties.

The organizational structure of the Governance and Border Section consists of:

1. Sub-Section of Government Administration;
2. Regional and Border Administration Sub-Section; and
3. Sub-Division of Regional Autonomy.

The following is a job description of each organizational structure, namely:

1. The Government Administration Sub-Section has the task of preparing coordination, formulating policies, activities and work programs, formulating and implementing general government development and carrying out administrative affairs of the Government Administration Division in accordance with applicable regulations. The tasks of the sub-section of Government administration are:
 - a. planning the activities of the Government Administration Sub-Section with existing data sources, in accordance with the policies and laws and regulations that have been stipulated;
 - b. collect and study the laws and regulations, technical policies, technical guidelines and instructions, as well as other materials related to the duties of the Government Administration Sub-Section as a guideline and work base;
 - c. formulate and carry out the compilation and study of laws and regulations, technical policies, technical guidelines and instructions as well as other materials related to governance and borders as guidelines and work bases;
 - d. formulate and implement the collection, collection and processing of data and information related to the Sub-Section of Government Administration;

- e. formulate and carry out the preparation of materials for the use and development of government physical infrastructure;
 - f. prepare materials for implementing regional policies in the field of government administration;
2. The Regional and Border Administration Sub-Section has the task of preparing coordination, formulating policies, activities and work programs, formulating and implementing regional and border administration in accordance with applicable regulations. The tasks of the Regional and Border Administration sub-section are:
- a. planning the activities of the Regional and Border Administration Sub-Section with existing data sources, in accordance with the established policies and laws and regulations;
 - b. collect and study laws and regulations, technical policies, technical guidelines and instructions as well as other materials related to territorial and border administration;
 - c. seek, collect, collect and process data and information related to territorial and border administration;
 - d. formulate and carry out the preparation of materials for the preparation of technical guidelines and instructions for the implementation of regional and border administration coordination;
 - e. formulate and implement the development and supervision of government physical infrastructure;
 - f. conduct performance evaluations on the administration of sub-districts and sub-districts;
3. The Regional Autonomy Sub-Section has the task of preparing coordination, formulating policies, activities and work programs as well as formulating and implementing regional autonomy administration in

accordance with applicable regulations. The tasks of the sub-section of Government Administration are:

- a. collect and study laws and regulations, technical policies, technical guidelines and instructions as well as other provisions related to the tasks and management of the Regional Autonomy Sub-Section as a guideline and working basis;
- b. seek, collect, classify, manage and analyze data and information related to the management of the Regional Autonomy Subdivision as a frame of reference/guideline for the preparation of activity plans;
- c. formulate and carry out the preparation of materials for the preparation of technical guidelines and instructions for the implementation of regional autonomy coordination;
- d. manage the administration and data of State officials, Regents and Deputy Regents;
- e. carry out/facilitate administrative processing of foreign official travel permits for local government officials and apparatus, leaders and members of DPRD;
- f. preparing the Regional Government Implementation Report (LPPD);

2.5 The Working Process

A work process is a work procedure that is interrelated so that it shows the gradual sequence that must be followed in completing a task area. The following is a chart of the work process of the Bengkalis Regent's Office of Governance Section:

1. Letter Receiver

After the letter is received from the receptionist, the letter is then separated based on the intended address. if the letter is for an individual and involves a personal matter, then the letter can be given directly to the

addressee, but if the letter is an official letter because it concerns the interests of the agency, then the letter must be processed further.

2. Letter Disposition

After receiving the incoming letter, the next step is to deposit the letter to the head of the division, after that the head of the division will follow up (completion) of the incoming letter. Dispositions are made by leaders for staff or subordinates according to their area of expertise or authority. staff can follow up or complete a meeting or incoming letter as requested by the leadership Follow-up can be in the form of a reply letter, other actions to resolve the problem.

3. Subsection Implementation

Incoming letters are all official letters received by a government agency. To facilitate supervision and control, acceptance, management of incoming mail is centered in the sub-section after that the sub-division will carry out its duties according to the instructions of the superior or the head of the division.

2.6 Document Used For Activity

The documents commonly used in the activities of the Regent's Office for the Administration of the Bengkalis Regional Secretariat are as follows:

1. Assignment Order (SPT)

In the governance section, the Bengkalis Regency Regional Secretariat often issues a Letter of Assignment every week. Because there are many activities that must be done in various regions or outside the region. An assignment order is an official letter made and issued by an authorized official in a particular agency or institution in which it assigns an employee/staff to do a job.

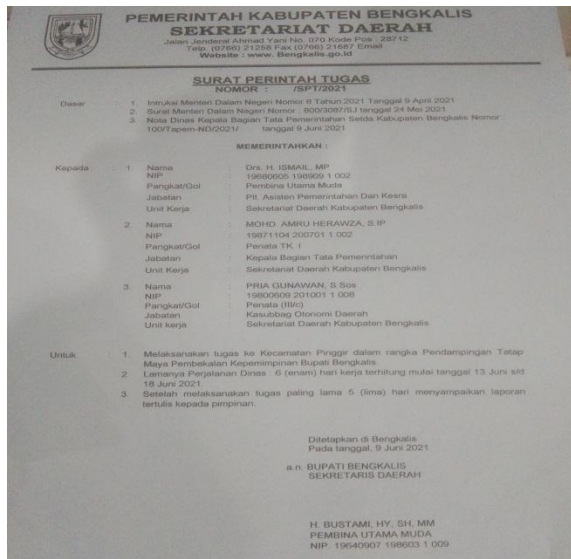


Figure 2.2 Assignment Order (SPT)
Source: Bengkulu Regent's Office Governance Section

2. Official Note

In the administration department, every week always publishes an official note for the application for an assignment order (SPT). Because the official memo is a communication tool used to organize between officials within the organization which contains explanations, notifications, reports and so on.

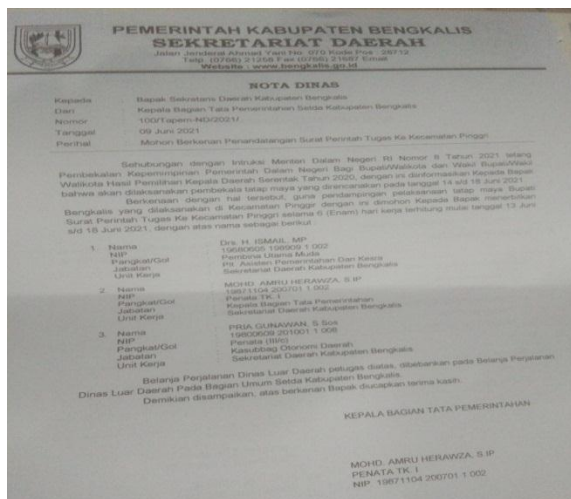


Figure 2.3 Official Note
Source: Bengkulu Regent's Office Governance Section

3. Official Travel Order SPPD

Every SPT issuance and official memorandum must have an SPPD. because the official travel letter is as proof of a work trip given by the supervisor or the authorities to the employee who is intended to serve. SPPD can be referred to as a permit for employees to carry out their work. With proof of work or official travel, it is easy for employees to carry out their work.

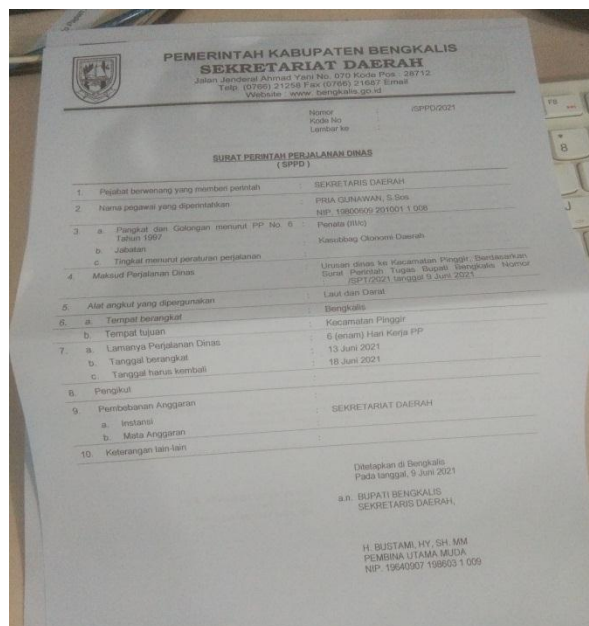


Figure 2.4 Service Travel Orders SPPD
Source: Bengkulu Regent's Office Governance Section

4. Service Report

In the administration section, after going on an official trip, clearly make an official report because this report aims to provide a detailed explanation of the activities during the official trip. Also, the trip report can be used as proof that we have completed our official travel assignment.

CHAPTER III

SCOPE OF THE APRENTICESHIP

3.1 Job Description

This practical work program is carried out at the Bengkalis Regent's Office for four months, starting from February 15, 2021 to June 30, 2021. During the internship period (KP), apprentices are placed in the Governance Section. There are several tasks during the Job Training (KP) in the Governance Section of the Bengkalis Regent's Office, namely as follows:

1. Archive incoming and outgoing mail
2. Write incoming and outgoing letters
3. Depositing A Letter To The Head Of Governance
4. Make official travel letters (SPPD)
5. Making Official Travel Receipts
6. Photocopy of the annual report on the implementation and application of the minimum service standard (SPM) for the year 2020.
7. SPJ collection

3.2 Place And Time Of Apprenticeship

3.2.1 Place of Apprenticeship

This Job Training (KP) activity was carried out at the Bengkalis Regent's Office, the Bengkalis Regency Regional Secretariat. During practical work the author is placed in the Governance Section. Practical work activities begin on February 15, 2021 until June 30, 2021.

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

Tabel 3.1 Agenda of Activities of the First Week (February 15nd until 19th, 2021)

No	Date and time	Description of activities	Place
1	Monday 15 february 2021	Reporting in the Organization Room	Organisasi
2	Tuesday 16 february 2021	Waiting is placed where it is needed.	Organisasi
3	Wednesday 17 february 2021	Waiting is placed where it is needed.	Organisasi
4	Thursday 18 february 2021	Waiting is placed where it is needed.	Organisasi
5	Friday 19 february 2021	Waiting is placed where it is needed.	Organisasi

Sumber: *Processed Data, 2021*

In the second week, much work has been done and ordered, such as Understanding how to make a tax return, and official records of receiving incoming letters from public departments making data reports for civil servants and non-civil servants.

Tabel 3.2 Agenda of Activities of the Second Week (February 22th until 26th, 2021)

No	Date and time	Description of activities	Place
1	Monday 22 february 2021	1. Placed in the administration and regional autonomy section 2. Introductions to staff and employees in the governance section	Tapem
2	Tuesday 23 february 2021	1. Depositing the letter to the brother 2. Photocopy of official travel letter 3. Write a letter envelope that will be submitted to the agencies and sub-districts in the sub-district in Bengkalis	Tapem
3	Wednesday 24 february 2021	1. Input the Registration List for Mail Delivery in the Cash Sector 2. Deliver the regional secretary's spatial file berkas	Tapem
4	Thursday 25 february 2021	1. Make a data report of civil servants and honorary. 2. Photocopy of official travel	Tapem
5	Friday 26 february 2021	1. Create a Mailing List 2. Take the number of official travel letters (Sppd, Spt, Official Notes) 3. Writing incoming and outgoing letters	Tapem

Sumber: *Processed Data, 2021*

Tabel 3.3 Agenda of Activities of the Third Week (March 01nd until 05th, 2021)

No	Date and time	Description of activities	Place
1	Monday 01 March 2021	<ol style="list-style-type: none">1. Input the Registration List for Mail Delivery in the Cash Sector2. Deliver the regional secretary's spatial file3. Received a letter from the village of Siak Kecil, Maundau, Talang Mandau and bhatin Solapan4. Archive the covid-19 proposal document from every sub-district of Bengkalis Regency	Tapem
2	Tuesday 02 March 2021	<ol style="list-style-type: none">1. Photocopy of IKK preparation materials for 46 OPD in the district. Bengkalis2. Photocopying the guidelines for the preparation of the 2020 LPPD	Tapem
3	Wednesday 03 March 2021	<ol style="list-style-type: none">1. typing about the implementation of other tasks of the bengkalis district government2. Taking the Letter Number to the General Section	Tapem
4	Thursday 04 March 2021	<ol style="list-style-type: none">1. Write the cover of a letter envelope for 46 opd2. Write an incoming letter before it is conveyed to the head of governance3. Write a letter from the administration and regional autonomy department	Tapem
5	Friday 05 March 2021	<ol style="list-style-type: none">1. Take a business trip number2. Deliver the cash budget to the finance department3. Deliver official travel letters to assistant 1	Tapem

Sumber: Processed Data, 2021

In week 3, Week 3, The Author works on 3. Received a letter from the village of Siak Kecil, Maundau, Talang Mandau and bhatin Solapan and Archive the covid-19 proposal document from every sub-district of Bengkalis Regency.

Tabel 3.4 Agenda of Activities of the Fourth Week (March 08nd until 12th, 2021)

No	Date and time	Description of activities	Place
1	Monday 08 March 2021	<ol style="list-style-type: none">1. Typing about the implementation of other tasks of the Bengkalis Regency government	Tapem

		2. Taking the Letter Number to the General Section	
2	Tuesday 09 March 2021	1. typing about the implementation of other tasks of the bengkalis district government 2. Write an incoming letter before it is conveyed to the head of governance	Tapem
3	Wednesday 10 March 2021	1. typing about the implementation of other tasks of the bengkalis district government 2. Taking the Letter Number to the General Section	Tapem
4	Thursday 11 March 2021	1. Deliver the letter to the official office in bengkalis district 2. Recap the absence of government administration employees in 2020	Tapem
5	Friday 12 March 2021	1. Deliver the letter to the official office in bengkalis district 2. Recap the absence of government administration employees in 2020	Tapem

Sumber: *Processed Data, 2021*

In week 4, taught to make Making physical realization, Depositing letters and Write a letter to the inspectorate from the general department.

Tabel 3.5 Agenda of Activities of the Fifth Week (March 15nd until 19th, 2021)

No	Date and time	Description of activities	Place
1	Monday 15 March 2021	1. Learn how to enter monthly SPJ 2. Entering monthly SPJ	Tapem
2	Tuesday 16 March 2021	1. Learn how to enter monthly SPJ 2. Entering monthly SPJ	Tapem
3	Wednesday 17 March 2021	1. Take the LPPD LKPJ data file at the Bengkalis Regency Personnel, Education and Training Agency 2. Taking the Letter Number to the General Section	Tapem
4	Thursday 18 March 2021	1. Take the file for the governance section from BPKAD (Regional Financial and Asset Management Agency) 2. Write a letter from the administration and regional	Tapem

		autonomy department	
5	Friday 19 March 2021	<ol style="list-style-type: none"> 1. Take a business trip number 2. Deliver the cash budget to the finance department 3. Deliver official travel letters to assistant 1 	Tapem

Sumber: Processed Data,2021

In week 5, Taught to make like sub-district of typing about the implementation of other tasks of the bengkalis district government and Take the official travel number (SPPD)

Tabel 3.6 Agenda of Activities of the Sixth Week (March 22nd until 26th, 2021)

No	Date and time	Description of activities	Place
1	Monday 22 March 2021	<ol style="list-style-type: none"> 1. Receive a letter from the office of the inspectorate 2. Take the official travel number (SPPD) 	Tapem
2	Tuesday 23 March 2021	<ol style="list-style-type: none"> 1. typing about the implementation of other tasks of the bengkalis district government 2. Taking the Letter Number to the General Section 	Tapem
3	Wednesday 24 March 2021	<ol style="list-style-type: none"> 1. Receive incoming mail and transfer it to the incoming mail book 2. Filing an assignment order (SPT) 	Tapem
4	Thursday 25 March 2021	<ol style="list-style-type: none"> 1. Deliver official travel letters to the organization organ 2. Taking the Letter Number to the General Section 	Tapem
5	Friday 26 March 2021	<ol style="list-style-type: none"> 1. Photocopy of official travel receipt 2. Take a business trip number 	Tapem

Sumber: Processed Data,2021

In week 6, Taught to make understand how to help and queue to use the application in March, Visualize SPPD to the sub-district of bantan and Undertaking sppd to Mandau sub-district.

Tabel 3.7 Agenda of Activities of the Seventh Week (March 29nd until April 02th, 2021)

No	Date and time	Description of activities	Place
1	Monday 29 March 2021	1. Take the SPD in April 2020 in the financial section 2. Input SPJ data	Tapem
2	Tuesday 30 March 2021	1. Remove the IKK III.2 document from the order folder, and sort out the files that are still in use and enter part of the new IKK III.2 folder	Tapem
3	Wednesday 31 March 2021	1. Photocopy of official travel receipt 2. Depositing incoming mail	Tapem
4	Thursday 01 April 2021	1. Photocopy of official travel receipt 2. Input the LKPJ . report	Tapem
5	Friday 02 April 2021	The dead of the Messiah	

Sumber: *Processed Data, 2021*

In week 7, Taught to make a list of nominative work performance appraisals for civil servants, Make food and drink receipts and Making equipment receipts.

Tabel 3.8 Agenda of Activities of the Eighth Week (April 05nd until 09th, 2021)

No	Date and time	Description of activities	Place
1	Monday 05 April 2021	1. Recording of incoming and outgoing letters 2. Checking receipts 3. Photocopy of Letter	Tapem
2	Tuesday 06 April 2021	1. Photocopy of SPT File 2. Taking numbers in the general section	Tapem
3	Wednesday 07 April 2021	1. Photocopy of official travel receipt 2. Deliver letters to the regional planning and finance space	Tapem
4	Thursday 08 April 2021	1. Receive incoming mail and transfer it to the incoming mail book 2. Filing an assignment order (SPT)	Tapem
5	Friday 09 April 2021	1. Photocopy of administrative staff files 2. Photocopy of SPD	Tapem

Sumber: *Processed Data, 2021*

In week 8, you are taught to create reports recording of incoming and outgoing letters, checking receipts and photocopy of letters.

Tabel 3.9 Agenda of Activities of the Ninth Week (April 12nd until 16th, 2021)

No	Date and time	Description of activities	Place
1	Monday 12 April 2021	1. Photocopy of official travel receipt 2. Deliver letters to the regional planning and finance space	Tapem
2	Tuesday 13 April 2021	1. Recording and taking official travel numbers (SPT, (SPPD and DINAS NOTA) 2. Delivery of tax returns to the organization 3. Depositing incoming mail	Tapem
3	Wednesday 14 April 2021	1. SPJ collection 2. SPT Filing 3. Receipt generation	Tapem
4	Thursday 15 April 2021	1. typing about the implementation of other tasks of the bengkalis district government 2. Taking the Letter Number to the General Section	Tapem
5	Friday 16 April 2021	1. Receive incoming mail and transfer it to the incoming mail book 2. Filing an assignment order (SPT)	Tapem

Sumber: *Processed Data, 2021*

In week 9, Taught to make a typing about the implementation of other tasks of the bengkalis district government Taking the Letter Number to the General Section

Tabel 3.10 Agenda of Activities of the Tenth Week (April 26th until 23th, 2021)

No	Date and time	Description of activities	Place
1	Monday 19 April 2021	1. Delivery of the letter to the secretary of the regional secretary 2. Bookkeeping of official letters	Tapem
2	Tuesday 20 April 2021	1. Filing of accountability letters (SPJ-UP/GU) for monthly activities in 2021 2. SPJ collection	Tapem
3	Wednesday 21 April 2021	1. SPJ collection 2. SPT Filing 3. Receipt generation	Tapem
4	Thursday 22 April 2021	1. Create a Mailing List 2. Take the number of official travel letters (SPPD, SPT, NOTA	Tapem

		DINAS) 3. Writing incoming and outgoing letters	
5	Friday 23 April 2021	1. Photocopy of administrative staff files 2. Photocopy of SPD	Tapem

Sumber: *Processed Data, 2021*

In week 10, Taught to make Receive a letter from the general department, Deposit incoming mail, and Make an official memorandum to the sub-district Rupert.

Tabel 3.11 Agenda of Activities of the Eleventh Week (April 26th until 30th, 2021)

No	Date and time	Description of activities	Place
1	Monday 26 April 2021	1. Typing about the implementation of other tasks of the Bengkalis Regency government 2. Taking the Letter Number to the General Section	Tapem
2	Tuesday 27 April 2021	1. Take a business trip number 2. Deliver the cash budget to the finance department	Tapem
3	Wednesday 28 April 2021	1. Checking Assignment Letter 2. Deliver Files to General Section	Tapem
4	Thursday 29 April 2021	1. Filing of accountability letters (SPJ-UP/GU) for monthly activities in 2021 2. Issuing a Letter of Assignment	Tapem
5	Friday 30 April 2021	1. Issuing a Letter of Assignment 2. Record incoming and outgoing letters 3. Taking Out Letter No	Tapem

Sumber: *Processed Data, 2021*

In week 11, Taught to Make an official memorandum of sub-district Bantan, Make an SPT for the sub-district of Bantan and Make an official note to the sub-district edge.

Tabel 3.12 Agenda of Activities of the Twelfth Week (May 03th until 05th, 2021)

No	Date and time	Description of activities	Place
1	Monday 03 May 2021	1. Receive incoming mail and transfer it to the incoming mail book 2. Filing an assignment order (SPT)	Tapem

2	Tuesday 04 May 2021	<ol style="list-style-type: none"> 1. Delivery of letters to regional finance 2. Recording of Incoming and Outgoing Letters 3. The activity to the meeting room hangs 	Tapem
3	Wednesday 05 May 2021	<ol style="list-style-type: none"> 1. Recording Official Notes 2. Recording of Incoming and Outgoing Letters 	Tapem
4	Thursday 06 until 21 May 2021	Eid holiday	

Sumber: *Processed Data, 2021*

In week 12, there was no activity because eid al-Fitr 1442 H. the author was told to return home first because of restrictions at each border.

Tabel 3.13 Agenda of Activities of the Thirteenth Week (May 24th until 28th, 2021)

No	Date and time	Description of activities	Place
1	Monday 24 May 2021	<ol style="list-style-type: none"> 1. Pick up no Spt 2. Recording of Outgoing Letters 3. Photocopy of report 	Tapem
2	Tuesday 25 May 2021	<ol style="list-style-type: none"> 1. Recording Official Notes 2. Record incoming and outgoing letters 	Tapem
3	Wednesday 26 May 2021	<ol style="list-style-type: none"> 1. Prepare Government Journal 2. Deliver Files to the Assistant Room I 3. 	Tapem
4	Thursday 27 May 2021	<ol style="list-style-type: none"> 1. Delivery of letters to the Otda Room 2. Delivery of letters to the SDA Room 	Tapem
5	Friday 28 May 2021	<ol style="list-style-type: none"> 1. Record incoming mail 2. Taking the Letter in the Regional Secretary's Room Ruang 	Tapem

Sumber: *Processed Data, 2021*

In week 13 , I do activities Make official notes to Pekanbaru, Visualize SPPD Siak Kecil, Receive a letter from the finance department and Make an SPT to the inner solapan sub-district.

Tabel 3.14 Agenda of Activities of the Fourteenth Week (May 31th until June 04st, 2021)

No	Date and time	Description of activities	Place
1	Monday 31 May 2021	<ol style="list-style-type: none"> 1. Record incoming mail 2. Taking the Letter in the Regional 	Tapem

		Secretary's Room	
2	Tuesday 01 June 2021	Libur pancasila	
3	Wednesday 02 June 2021	1. Record incoming mail 2. Taking the Letter in the Regional Secretary's Room	Tapem
4	Thursday 03 June 2021	1. Record incoming mail 2. Taking the Letter in the Regional Secretary's Room Ruang	Tapem
5	Friday 04 June 2021	1. Preparation of MSS report for the year 2020 achievement 2. Copy of SPM	Tapem

Sumber: *Processed Data, 2021*

In week 14, I do activities Receive a letter from the Finance department and taught Make a Nominative List of Civil Servant Performance Assessments in the Bengkalis Regency Regional Secretariat.

Tabel 3.15 Agenda of Activities of the Fifteenth Week (June 06th until 11th, 2021)

No	Date and time	Description of activities	Place
1	Monday 07 June 2021	1. Record incoming mail 2. Taking the Letter in the Regional Secretary's Room	Tapem
2	Tuesday 08 June 2021	1. Preparation of MSS report for the year 2020 achievement 2. Copy of SPM	Tapem
3	Wednesday 09 June 2021	1. Preparation of MSS report for the year 2020 achievement 2. Copy of SPM	Tapem
4	Thursday 10 June 2021	1. Preparation of MSS report for the year 2020 achievement 2. Copy of SPM	Tapem
5	Friday 11 June 2021	1. Preparation of MSS report for the year 2020 achievement 2. Copy of SPM	Tapem

Sumber: *Processed Data, 2021*

In the 15th week, I helped the Preparation of MSS report for the year 2020 achievement, Copy of SPM to be divided into every government agency in Bengkalis

Tabel 3.16 Agenda of Activities of the Sixteenth Week (June 14th until 18th, 2021)

No	Date and time	Description of activities	Place
1	Monday 14 June 2021	1. Copy of SPM 2. Preparation of SPM 15 copiesPM	Tapem

2	Tuesday 15 June 2021	1. Copy of SPM 2. Preparation of SPM 15 copiesPM	Tapem
3	Wednesday 16 June 2021	1. Copy of SPM 2. Preparation of SPM 15 copiesPM	Tapem
4	Thursday 17 June 2021	1. Copy of SPM 2. Preparation of SPM 15 copiesPM 3. Photocopy of SPT, SPPD. OFFICE NOTES	Tapem
5	Friday 18 June 2021	1. Copy of SPM 2. Preparation of SPM 15 copiesPM	Tapem

Sumber: *Processed Data,2021*

In the 16 th week, I helped the Preparation of MSS report for the year 2020 achievement, Copy of SPM to be divided into every government agency in Bengkalis

Tabel 3.17 Agenda of Activities of the Seventeenth Week (June 21th until 25th, 2021)

No	Date and time	Description of activities	Place
1	Monday 21 June 2021	1. Preparation of SPM 15 copies 2. Delivery of SPM to the binding site	Tapem
2	Tuesday 22 June 2021	1. Preparation of 15 copies of SPM 2. Delivery of SPM to the binding site	Tapem
3	Wednesday 23 June 2021	1. Take the letter number to the general section 2. Help prepare regional meetings	Tapem
4	Thursday 24 June 2021	1. Writing Incoming Letter 2. Write SPT	Tapem
5	Friday 25 June 2021	1. Writing Incoming Letter 2. write SPT	Tapem

Sumber: *Processed Data,2021*

In the 17 th week, I helped the Preparation of MSS report for the year 2020 achievement, Copy of SPM to be divided into every government agency in Bengkalis

Tabel 3.18 Agenda of Activities of the Eighteenth Week (June 28th until 30th, 2021)

No	Date and time	Description of activities	Place
1	Monday 28 June 2021	1. Writing Incoming Letter 2. Write SPT	Tapem
2	Tuesday 29 June 2021	1. Writing Incoming Letter 2. Write SPT	Tapem
3	Wednesday 30 June 2021	Farewell	

Sumber: *Processed Data,2021*

In the 18 th week, I did the activity of making a meeting invitation letter, and making an official travel letter.

3.2.2 Time Of Apprenticeship

Implementation of the Apprenticeship Report is carried out for 121 days (One Hundred and Twenty One) days starting from Monday 15 February 2021 to Wednesday 30 June 2021.

The time for the work practices of the Regent's Office of the Regional Secretariat of Bengkalis Regency is as follows:

Table 3.19 Schedule of working hours of the Bengkalis Regent's Office

No	Day	Working Hours	Break
1.	Monday to Wednesday	08.00 s/d 16.00 WIB	12.00 s/d 14.00
2.	Thursday to Friday	08.00 s/d 16.30 WIB	12.00 s/d 14.00
3.	Saturday to Sunday	Holiday	

Surce: Bengkalis Regent's Office

3.3 System and Procedure

3.3.1 Working System

To make it easier for employees to carry out their duties, the company uses an internet-based system to facilitate online work, and use a manual system. While the applications that are often used in work are Microsoft Word Office and Microsoft Office Excel. While to record the incoming and exit letter numbers, implementation of activities, service, and so on, still use the manual system.

3.3.2 Working Procedures

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

1. Incoming mail archiver

Mail administration is a routine operational activity carried out by every

person in an organization or office. At the Bengkalis Regent's Office of Administration, in managing incoming and outgoing mail data archives, it is still done manually both in letter data collection, letter archiving and the letter search process which sometimes encounters obstacles. To overcome this problem, a letter data processing system is needed that appropriate to support the smooth running of employee activities. The Archiving System for Incoming and Outgoing Letters at the Bengkalis Regent's Office for Administration, with this archiving of incoming and outgoing letters aims to assist employees in processing and archiving letter data so that the search for the required letter is faster.



Figure 3.1 Incoming Mail File

Source: Bengkalis Regent's Office Governance Section

2. Writing incoming and outgoing letters

Incoming letters are all types of letters received from other agencies and individuals, with the recording of incoming and outgoing mail it can help the performance of an organization because the distribution of letters is right on target, incoming and outgoing letters will be recorded properly, the procedure for handling letters is clear and can be executed well.

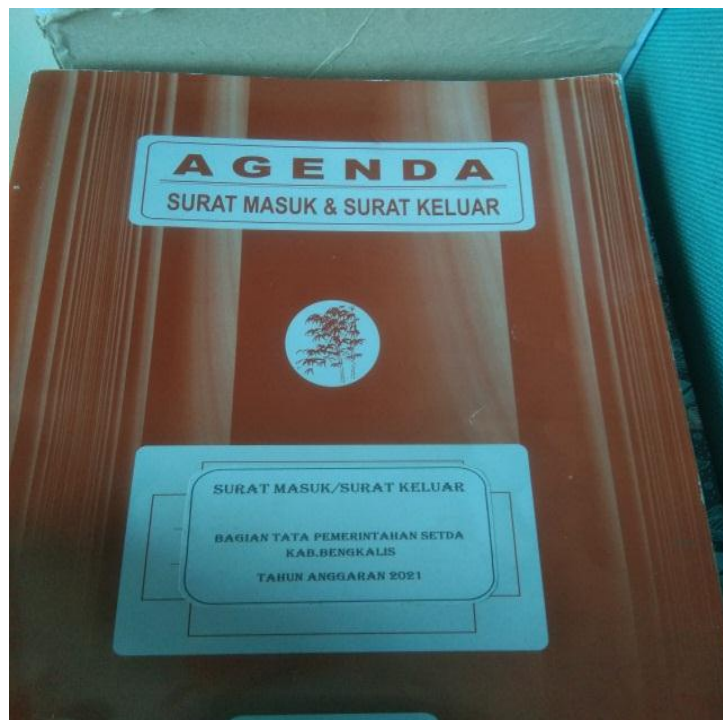


Figure 3.2 Incoming Mail Outgoing Mail
Source: Bengkalis Regent's Office Governance Section

3. Depositing A Letter To The Head Of Governance

After recording the incoming letter, the writer will deposit the letter to the head of the disposition letter, which means an order or instruction from a superior/leader to a subordinate, or from a higher echelon position to a lower echelon position.

Or it could be disposition in terms of letters is a response to a letter that has been received and read by the leader who is instructed to follow up on his subordinates. Or in other words, the disposition of the letter is an indication of the follow-up of the incoming letter which is generally immediate or must be implemented or followed up as soon as possible. In this case, the recipient of the disposition (employee/staff) must immediately carry out and complete his work quickly and precisely as instructed by his superior/leader.

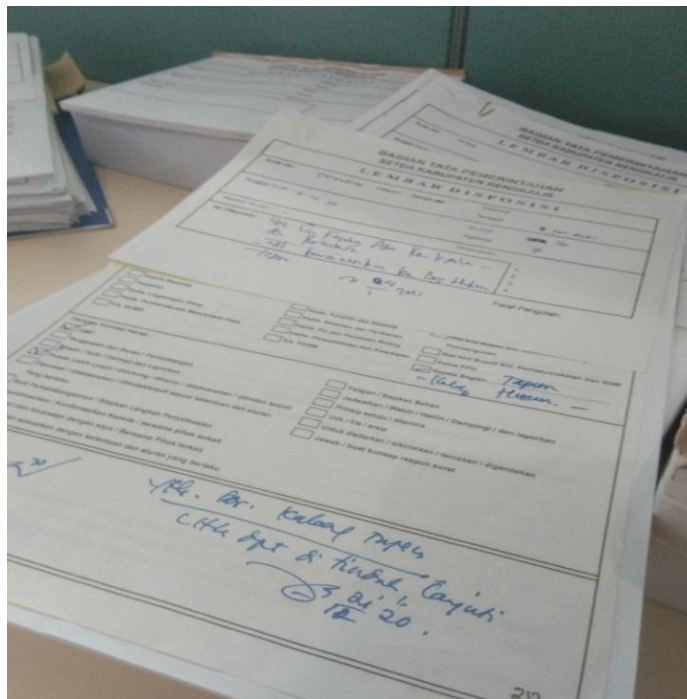


Figure 3.3 Letter Disposition

Source: Bengkulu Regent's Office Governance Section

4. **Make Official Travel Letters (SPPD)**

Official travel letters or often referred to as SPPD official travel orders, namely as evidence of a work trip given by superiors or authorities to employees who are intended to serve.

SPPD can be referred to as a permit letter for employees to do work. With proof of work or official travel, it is easy for employees to do work. Evidence of this letter is often used as evidence for employees on official trips or work carried out outside the city for a period that has been determined by the previous leadership. Of course, in carrying out their official duties, employees who are assigned the task must carry this SPPD wherever they work or serve outside the city. Often also a task or a place to give assignments The regulation asks employees to bring SPPD as a requirement for work or service.

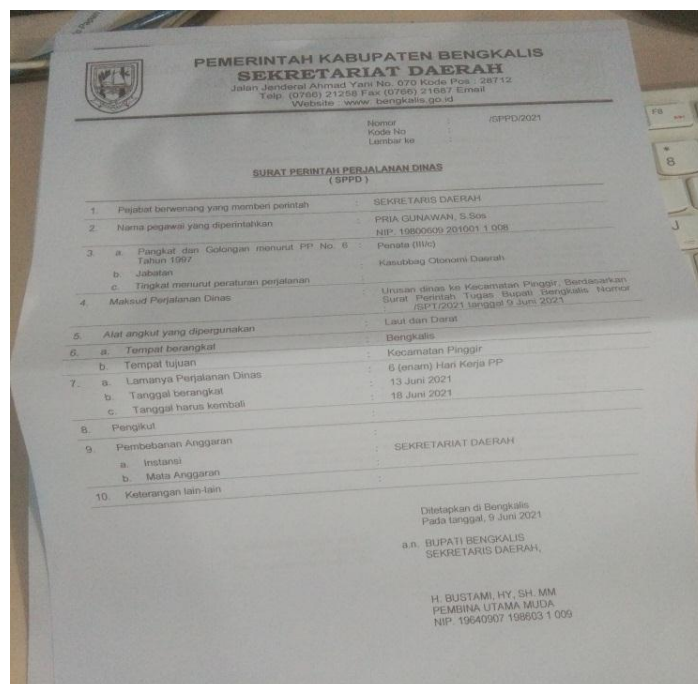


Figure 3.4 Official Travel Order
Source: Bengkalis Regent's Office Governance Section

5. Making Business Travel Receipts

A receipt is a document that is evidence of payment or receipt of a sum of money. Issued and signed by the recipient, then handed over to the money giver or payer.

It can also be signed by both parties to strengthen the legal side. The existence of a receipt will facilitate the recording of incoming and outgoing cash flows in the books.

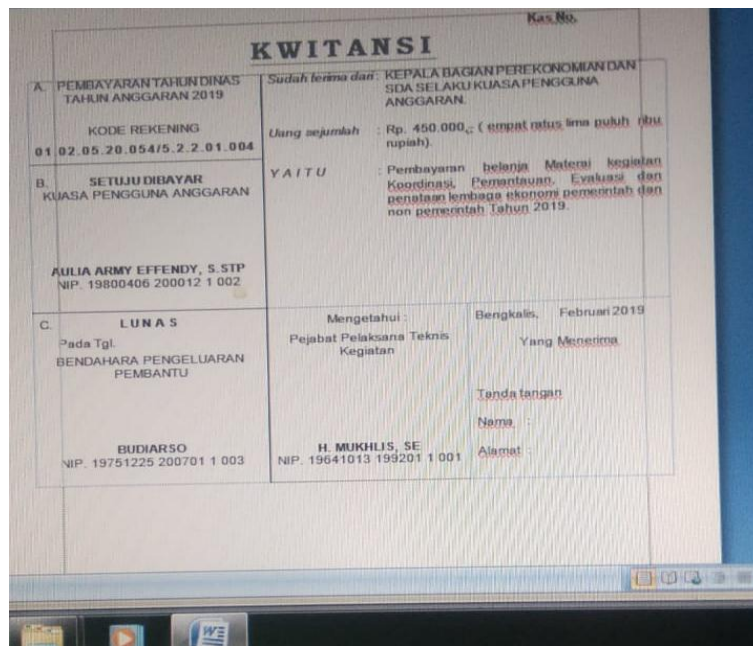


Figure 3.5 Receipt

Source: Bengkalis Regent's Office Governance Section

6. *Photocopy* of annual report on implementation and application of minimum service standards (SPM) for the year 2020

In Government Regulation (PP) Number 2 of 2018 concerning Minimum Service Standards (SPM), Regional Governments are required to provide basic services to the public. Basic Services (PD) itself is a public service to meet the basic needs of citizens. The form of PD for SPM consists of various types, one of which is through education or called education MSS. Educational SPM covers the Autonomous Region or also known as the Region, namely the provincial education SPM and the district/city education SPM.



Figure 3.6 Minimum Service Standart SPM
Source: Bengkalis Regent's Office Governance Section

7. SPJ Submission

SPJ (Expenditure Accountability Letter) is a report of an activity that has been carried out. The SPJ usually contains the work or activities that have been carried out, the realization of expenditures, who is carrying out and the outputs of these activities. In principle, SPJ is a manifestation of responsibility and transparency in the government bureaucratic system. SPJ is an accountability mechanism for spending money (spending) and the performance obtained.

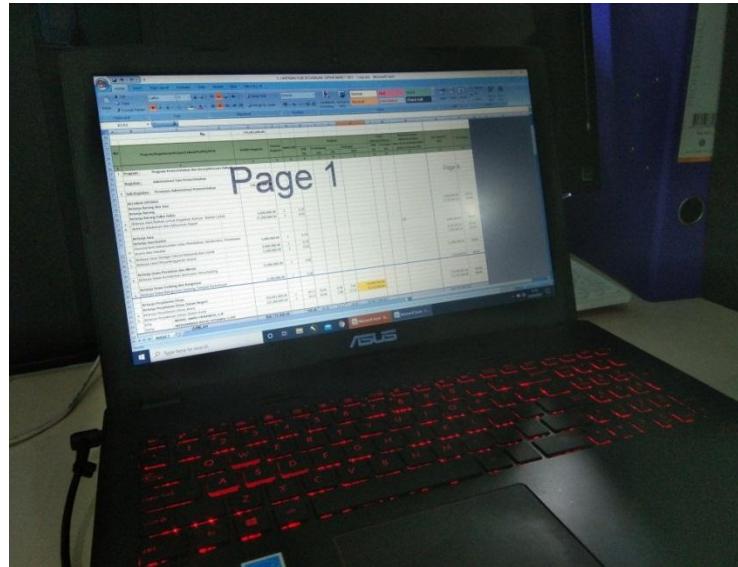


Figure 3.7 SPJ Input

Source: Bengkalis Regent's Office Governance Section

3.4 Obstacles And Solution Of Apprenticeship

3.4.1 Obstacles of Apprenticeship

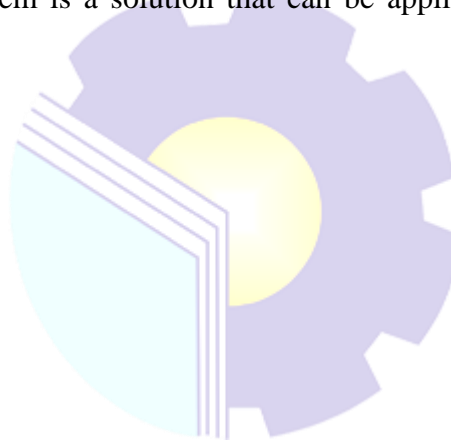
There were several obstacles that occurred while carrying out practical work (KP) at the Bengkalis Regent's Office of the Governance Section of the Bengkalis Regency Regional Secretariat. there are the following obstacles:

1. Often there is a shortage of stationery, especially pens, because there are quite a lot of incoming letters and when the incoming letter must be recorded in the incoming letter book, the pen does not exist. but often pen supplies run out.
2. Lack of office equipment such as photocopiers, if you want to do a photocopy, you have to go down to the lobby. it actually takes a long time because the photocopy only has one place to alternate with the other part. so it's hard to get the job done quickly.
3. in the governance section there are several jobs that are done manually such as a visa which is done manually so that the work is less effective and efficient.

3.4.2 Solution Of Apprenticeship

The solutions that can be taken from the obstacles faced during practical work at the Bengkalis Regent's office in the governance section. there is a solution as follows:

1. To solve the problem of unavailability of ATK, such as pens, you can use personal ATK so that work is not hampered.
2. To deal with the problem of borrowing or taking turns using a photocopier, the thing to do is wait for the queue to use the photocopy.
3. Government agencies bengkalis regent office is still running manually
Technological progress is an integral part of the above problems.
Electronic System is a solution that can be applied to these conditions.



CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

In the implementation of practical work activities at the Bengkalis Regent's Office of Governance, several conclusions can be drawn as follows:

1. There are several types of work during the apprenticeship program, namely: Archive incoming and outgoing mail, Write incoming and outgoing letters, Depositing A Letter To The Head Of Governance, Make official travel letters (SPPD), Making official travel receipts, *Photocopy* of the annual report on the implementation and application of the minimum service standard (SPM) for the year 2020 and SPJ collection.
2. This practical work activity was carried out at the Bengkalis Regent's office. Bengkalis which is located at jalan ahmad yani bengkalis, This practical activity is carried out in accordance with the provisions of the rules for implementing practical work. The period work is 121 (one hundred and twenty one/four months) starting from february 15 to June 30, 2021, during the first practical work activities the author is placed in the place where the author assigns the general section.
3. Work systems and procedures at the Bengkalis Regent's Office for Governance use an internet-based system to facilitate online work, such as inputting data, using applications and using manual systems. The administration section uses the internet to input data, and check data. While the applications that are often used in work are data entry applications such as Microsoft Excel and Word, while the manual system is used to record the disposition of letters, schedule incoming and outgoing letters.

4. The obstacles faced during the work practice were: feeling foreign and trying to adapt, especially in terms of communication, difficulty in finding stationery that was often used such as paper, ruler and pen. the lack of a fotocopy machine so that it slows down the work. the system used is still using the manual system to solve the problem To solve the problem of unavailability of ATK, you can use personal ATK, to deal with the problem of borrowing or taking turns using a photocopier, the thing to do is wait for the queue to use the photocopy. And government agencies bengkalis regent office is still running manually. Technological progress is an integral part of the above problems. Electronic System is a solution that can be applied to these conditions.

4.2 Suggestion

After doing practical work at the office of the Regent of the Regional Secretariat of Bengkalis Regency, there are several suggestions, namely:

1. In order for the work to run smoothly and quickly, complete equipment and supplies are needed such as paper, printer machines, and stationery.
2. All employees are expected to be able to master computerization so that the tasks assigned / carried out can run effectively.
3. Employees are expected to be more disciplined when entering and leaving the office in accordance with regulations.
4. Implementation of Field Work Practices (PKL) must continue so that students can have experience in applying the knowledge they have.

REFERENCE

Bagian Tata Pemerintahan, 2016-2021. Rencana Strategis Sekretariat Daerah Kabupaten Bengkalis

Bagian Tata Pemerintahan dan pimpinan staf ahli, 2021. Surat masuk Sekretariat Bengkalis

Bagian perlengkapan 2021, Tugas dan wewenang Bengkalis.

Bagian rumah tangga 2021, Tugas dan wewenang bengkalis.



APPENDICES

Appendix 1 Apprenticeship Reply Letter



PEMERINTAH KABUPATEN BENGKALIS
SEKRETARIAT DAERAH

Jalan Jenderal Ahmad Yani Nomor 070 Bengkulu Kode pos : 28712
Telepon : (0766) 21258 Faks.: (0766) 21687 E-mail : Website : www.bengkalis.go.id.

Bengkalis, 30 November 2020

Kepada :

Nomor : 060/ORG.455/2020
Sifat : Biasa
Hal : Persetujuan Kerja Praktik.

Yth. Direktur POLITEKNIK Negeri
Bengkalis

di -

Bengkalis

Menanggapi surat Saudara Nomor : 2970/PL31/AK/2020 Tanggal 28 September 2020, hal Permohonan Kerja Praktik (KP), bersama ini dapat kami sampaikan sebagai berikut :

1. Pemerintah Kabupaten Bengkulu pada prinsipnya menyambut baik dan menyetujui pelaksanaan kegiatan Kerja Praktik dari Perguruan Tinggi Politeknik Negeri Bengkulu, sebagai wujud pengabdian kepada masyarakat serta peningkatan disiplin ilmu pengetahuan sebagaimana tertuang dalam Undang-Undang Republik Indonesia Nomor 20 Tahun 2003 Tentang Sistem Pendidikan Nasional;
2. Selama pelaksanaan kerja praktik berlangsung, kami mengharapkan bagi mahasiswa agar dapat melaksanakan tugas dengan sebaik-baiknya serta menjaga tata terib, norma dan etika yang berlaku dalam mewujudkan mahasiswa yang handal dan profesional;
3. Berdasarkan pada angka 2 di atas, mahasiswa wajib mentaati dan mematuhi Peraturan Perundang-undangan yang berlaku, dan selama melaksanakan Kerja Praktik mahasiswa tidak dapat menuntut upah/gaji dan fasilitas lainnya.

Demikian disampaikan, atas perhatian dan kerjasamanya diucapkan terimakasih.

a.n. SEKRETARIS DAERAH
ASISTEN ADMINISTRASI UMUM,

Drs. H. T. ZAINUDDIN, M.Si
PEMBINA UTAMA MUDA
NIP. 196206151988011002

Tembusan disampaikan kepada Yth :

Appendix 2 Apprenticeship Statement Letter



PEMERINTAH KABUPATEN BENGKALIS SEKRETARIAT DAERAH

Jalan Jenderal Ahmad Yani No. 070 Kode Pos : 28712
Telp. (0766) 21258 Fax (0766) 21687 Email
Website : www.bengkalis.go.id

SURAT KETERANGAN NOMOR :100/TAPEM/2021/35

Yang bertanda tangan di bawah ini menerangkan bahwa :

Nama : IDES DARMAWATI
Tempat / Tgl Lahir : Tanjung Teguh 19 Agustus 1999
Alamat : Jl. Parit Satu Tanjung Teguh

Telah melaksanakan Kerja Praktek pada Intansi kami, Kantor Bupati Bengkulu Selatan (Bagian Tata Pemerintahan) sejak tanggal 22 Februari sampai dengan 30 Juni 2021 sebagai Tenaga Kerja Praktek (KP). Selama bekerja di Instansi kami, yang bersangkutan telah menunjukkan ketekunan dan kesungguhan bekerja dengan baik.

Surat Keterangan ini diberikan untuk dipergunakan sebagaimana mestinya.

Demikian agar yang berkepentingan maklum.

Bengkalis, 30 Juni 2021

Kepala Sub Bagian Administrasi
Kewilayahan dan Perbatasan



RIZKI SUBAGIA EFENDI, S.STP., M.Si
Nip. 19930227 201507 1 001

Appendix 3 Apprenticeship Assessment Sheet

PENILAYAN DARI INSTANSI KERJA PRAKTEK KANTOR BUPATI
(BAGIAN TATA PEMERINTAHAN) SEKRETARIAT DAERAH
KABUPATEN BENGKALIS

Nama : IDES DARMAWATI
Nim : 5404171089
Program Studi : Administrasi Bisnis Internasional
Politeknik Negeri Bengkalis

No	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	83
2.	Tanggung jawab	25%	90
3.	Penyesuaian diri	10%	78
4.	Hasil kerja	30%	87
5.	Prilaku secara umum	15%	82
Total jumlah		100%	420

Keterangan :

Nilai : Kriteria

81 - 100 : Istimewa

71 - 80 : Baik Sekali

66 - 70 : Baik

61 - 65 : Cukup Baik

56 - 60 : Cukup

Catatan :

.....

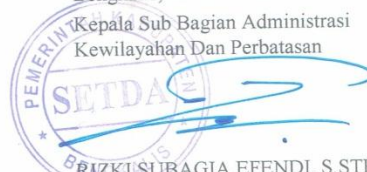
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Bengkalis, 30 Juni 2021

Kepala Sub Bagian Administrasi
Kewilayahan Dan Perbatasan



RIZKI SUBAGIA EFENDI, S.STP., M.Si
NIP. 19930227 201507 1 001

Appendix 4 List of Apprenticeship Attendance Sheet

PEMERINTAH KABUPATEN BENGKALIS
SEKRETARIAT DAERAH
 Jalan : Jenderal Ahmad Yani No. 070 Bengkulu Kode Pos : 28712
 Telp. (0706) 21258 Fax. (0706) 21587 E-mail :
 Website : www.bengkalis.go.id

DAFTAR HADIR

BULAN : JUNI
 MINGGU : KEDUA (2)
 DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK BENGKALIS

NO	NAMA MAHASISWA	NIM	TANGGAL							KET	
			1	2	3	4	5	6	7		
1	MUHAMMAD RIZO KURNIAWAN	5404171096	✓	✓	✓	✓	✓	✓	✓	✓	
2	IDES DARMAWATI	5404171089	✓	✓	✓	✓	✓	✓	✓	✓	
3	DANIATI	5404171080	✓	✓	✓	✓	✓	✓	✓	✓	
4	NUR AFZA	5404171073	✓	✓	✓	✓	✓	✓	✓	✓	
5	VIDRA CANTIKA	5404171098	✓	✓	✓	✓	✓	✓	✓	✓	
6	MUMBARA SAFIRA	5303181338	✓	✓	✓	✓	✓	✓	✓	✓	
7	SINTA MAHDALENA	5103181343	✓	✓	✓	✓	✓	✓	✓	✓	
8	ROSNITA	5304171118	✓	✓	✓	✓	✓	✓	✓	✓	
9	AZLINA SIREGAR	5304171118	✓	✓	✓	✓	✓	✓	✓	✓	
10	LUMI AISYAH	5304171114	✓	✓	✓	✓	✓	✓	✓	✓	

CATATAN:
 S : SAKIT
 I : IZIN
 A : ALFA

AGAR DI PARAF SESUAI TANGGAL DAN WAKTUNYA

PEMERINTAH KABUPATEN BENGKALIS
SEKRETARIAT DAERAH
 Jalan : Jenderal Ahmad Yani No. 070 Bengkulu Kode Pos : 28712
 Telp. (0706) 21258 Fax. (0706) 21587 E-mail :
 Website : www.bengkalis.go.id

DAFTAR HADIR

BULAN : JUNI
 MINGGU : KETIGA (3)
 DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK BENGKALIS

NO	NAMA MAHASISWA	NIM	TANGGAL							KET	
			1	2	3	4	5	6	7		
1	MUHAMMAD RIZO KURNIAWAN	5404171096	✓	✓	✓	✓	✓	✓	✓	✓	
2	IDES DARMAWATI	5404171089	✓	✓	✓	✓	✓	✓	✓	✓	
3	DANIATI	5404171080	✓	✓	✓	✓	✓	✓	✓	✓	
4	NUR AFZA	5404171073	✓	✓	✓	✓	✓	✓	✓	✓	
5	VIDRA CANTIKA	5404171098	✓	✓	✓	✓	✓	✓	✓	✓	
6	MUMBARA SAFIRA	5303181338	✓	✓	✓	✓	✓	✓	✓	✓	
7	SINTA MAHDALENA	5103181343	✓	✓	✓	✓	✓	✓	✓	✓	
8	ROSNITA	5304171118	✓	✓	✓	✓	✓	✓	✓	✓	
9	AZLINA SIREGAR	5304171118	✓	✓	✓	✓	✓	✓	✓	✓	
10	LUMI AISYAH	5304171114	✓	✓	✓	✓	✓	✓	✓	✓	

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AGAR DI PARAF SESUAI TANGGAL DAN WAKTUNYA

PEMERINTAH KABUPATEN BENGKALIS
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 Telp. (0706) 21258 Fax. (0706) 21587 E-mail :
 Website : www.bengkalis.go.id

DAFTAR HADIR

BULAN : APRIL
 MINGGU : PERTAMA (1)
 DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK BENGKALIS

NO	NAMA MAHASISWA	NIM	TANGGAL							KET	
			1	2	3	4	5	6	7		
1	MUHAMMAD RIZO KURNIAWAN	5404171096	✓	✓	✓	✓	✓	✓	✓	✓	
2	IDES DARMAWATI	5404171089	✓	✓	✓	✓	✓	✓	✓	✓	
3	DANIATI	5404171080	✓	✓	✓	✓	✓	✓	✓	✓	
4	NUR AFZA	5404171073	✓	✓	✓	✓	✓	✓	✓	✓	
5	VIDRA CANTIKA	5404171098	✓	✓	✓	✓	✓	✓	✓	✓	
6	MUMBARA SAFIRA	5303181338	✓	✓	✓	✓	✓	✓	✓	✓	
7	SINTA MAHDALENA	5103181343	✓	✓	✓	✓	✓	✓	✓	✓	
8	ROSNITA	5304171118	✓	✓	✓	✓	✓	✓	✓	✓	
9	AZLINA SIREGAR	5304171118	✓	✓	✓	✓	✓	✓	✓	✓	
10	LUMI AISYAH	5304171114	✓	✓	✓	✓	✓	✓	✓	✓	

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AGAR DI PARAF SESUAI TANGGAL DAN WAKTUNYA

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 Telp. (0706) 21258 Fax. (0706) 21587 E-mail :
 Website : www.bengkalis.go.id

DAFTAR HADIR

BULAN : MEI
 MINGGU : PERTAMA (1)
 DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK BENGKALIS

NO	NAMA MAHASISWA	NIM	TANGGAL							KET	
			1	2	3	4	5	6	7		
1	MUHAMMAD RIZO KURNIAWAN	5404171096	✓	✓	✓	✓	✓	✓	✓	✓	
2	IDES DARMAWATI	5404171089	✓	✓	✓	✓	✓	✓	✓	✓	
3	DANIATI	5404171080	✓	✓	✓	✓	✓	✓	✓	✓	
4	NUR AFZA	5404171073	✓	✓	✓	✓	✓	✓	✓	✓	
5	VIDRA CANTIKA	5404171098	✓	✓	✓	✓	✓	✓	✓	✓	
6	MUMBARA SAFIRA	5303181338	✓	✓	✓	✓	✓	✓	✓	✓	
7	SINTA MAHDALENA	5103181343	✓	✓	✓	✓	✓	✓	✓	✓	
8	ROSNITA	5304171118	✓	✓	✓	✓	✓	✓	✓	✓	
9	AZLINA SIREGAR	5304171118	✓	✓	✓	✓	✓	✓	✓	✓	
10	LUMI AISYAH	5304171114	✓	✓	✓	✓	✓	✓	✓	✓	

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AGAR DI PARAF SESUAI TANGGAL DAN WAKTUNYA

PEMERINTAH KABUPATEN BENGKALIS
SEKRETARIAT DAERAH
Jalan : Jenderal Ahmad Yani No. 070 Bengkulu Kode Pos : 28712
Telp. (0796) 21258 Fax. (0796) 21687 E-mail :
Website : www.bengkalis.go.id

DAFTAR HADIR

BULAN : APRIL
MINGGU : PERTAMA (1)
DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK BENGKALIS

NO	NAMA MAHASISWA	NIM	TANGGAL							KET	
			27	28	29	30	1	2	3		
1	MUHAMMAD RIZO KURNAWAN	5804171096	A	A	A	A	A	A	A	A	P S SORE
2	DES DAMARWATI	5804171089	A	A	A	A	A	A	A	A	
3	DANIATI	5804171090	A	A	A	A	A	A	A	A	
4	NUR AFIZA	5804171073	A	A	A	A	A	A	A	A	
5	VIOGA CANTIRA	5804171088	A	A	A	A	A	A	A	A	
6	HUMAIRA SAFIRA	5804171098	A	A	A	A	A	A	A	A	
7	SINTA MAHALENA	5103181338	A	A	A	A	A	A	A	A	
8	ROSNITA	5103181343	A	A	A	A	A	A	A	A	
9	AZLINA SIREGAR	5304171118	A	A	A	A	A	A	A	A	
10	UMI AISYAH	5304171114	A	A	A	A	A	A	A	A	

CATATAN:
S : SAKIT
I : ISK
A : ALFA
AGAR DI PARAF SESUAI TANGGAL DAN WAKTUNYA

PEMERINTAH KABUPATEN BENGKALIS
SEKRETARIAT DAERAH
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Telp. (0796) 21258 Fax. (0796) 21687 E-mail :
Website : www.bengkalis.go.id

DAFTAR HADIR

BULAN : JUNI
MINGGU : PERTAMA (1)
DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK BENGKALIS

NO	NAMA MAHASISWA	NIM	TANGGAL							KET	
			27	28	29	30	1	2	3		
1	MUHAMMAD RIZO KURNAWAN	5804171096	A	A	A	A	A	A	A	A	P S SORE
2	DES DAMARWATI	5804171089	A	A	A	A	A	A	A	A	
3	DANIATI	5804171090	A	A	A	A	A	A	A	A	
4	NUR AFIZA	5804171073	A	A	A	A	A	A	A	A	
5	VIOGA CANTIRA	5804171088	A	A	A	A	A	A	A	A	
6	HUMAIRA SAFIRA	5804171098	A	A	A	A	A	A	A	A	
7	SINTA MAHALENA	5103181338	A	A	A	A	A	A	A	A	
8	ROSNITA	5103181343	A	A	A	A	A	A	A	A	
9	AZLINA SIREGAR	5304171118	A	A	A	A	A	A	A	A	
10	UMI AISYAH	5304171114	A	A	A	A	A	A	A	A	

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AGAR DI PARAF SESUAI TANGGAL DAN WAKTUNYA

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Website : www.bengkalis.go.id

DAFTAR HADIR

BULAN : MARET
MINGGU : KE EMPAT (4)
DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK BENGKALIS

NO	NAMA MAHASISWA	NIM	TANGGAL							KET	
			27	28	29	30	1	2	3		
1	MUHAMMAD RIZO KURNAWAN	5804171096	A	A	A	A	A	A	A	A	P S SORE
2	DES DAMARWATI	5804171089	A	A	A	A	A	A	A	A	
3	DANIATI	5804171090	A	A	A	A	A	A	A	A	
4	NUR AFIZA	5804171073	A	A	A	A	A	A	A	A	
5	VIOGA CANTIRA	5804171088	A	A	A	A	A	A	A	A	
6	HUMAIRA SAFIRA	5804171098	A	A	A	A	A	A	A	A	
7	SINTA MAHALENA	5103181338	A	A	A	A	A	A	A	A	
8	ROSNITA	5103181343	A	A	A	A	A	A	A	A	
9	AZLINA SIREGAR	5304171118	A	A	A	A	A	A	A	A	
10	UMI AISYAH	5304171114	A	A	A	A	A	A	A	A	

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Telp. (0796) 21258 Fax. (0796) 21687 E-mail :
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DAFTAR HADIR

BULAN : MEI
MINGGU : KE EMPAT (4)
DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK BENGKALIS

NO	NAMA MAHASISWA	NIM	TANGGAL							KET	
			27	28	29	30	1	2	3		
1	MUHAMMAD RIZO KURNAWAN	5804171096	A	A	A	A	A	A	A	A	P S SORE
2	DES DAMARWATI	5804171089	A	A	A	A	A	A	A	A	
3	DANIATI	5804171090	A	A	A	A	A	A	A	A	
4	NUR AFIZA	5804171073	A	A	A	A	A	A	A	A	
5	VIOGA CANTIRA	5804171088	A	A	A	A	A	A	A	A	
6	HUMAIRA SAFIRA	5804171098	A	A	A	A	A	A	A	A	
7	SINTA MAHALENA	5103181338	A	A	A	A	A	A	A	A	
8	ROSNITA	5103181343	A	A	A	A	A	A	A	A	
9	AZLINA SIREGAR	5304171118	A	A	A	A	A	A	A	A	
10	UMI AISYAH	5304171114	A	A	A	A	A	A	A	A	

CATATAN:
S : SAKIT
I : ISK
A : ALFA
AGAR DI PARAF SESUAI TANGGAL DAN WAKTUNYA

PEMERINTAH KABUPATEN BENGKALIS
SEKRETARIAT DAERAH
Jalan : Jenderal Ahmad Yani No. 070 Bengkulu Kode Pos : 28712
Telp. (0766) 21258 Fax. (0766) 21687 E-mail :
Website : www.bengkalis.go.id

DAFTAR HADIR

BULAN : APRIL
MINGGU : KETIGA (3)
DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK BENGKALIS

NO	NAMA MAHASISWA	NIM	TANGGAL												KET						
			19	20	21	22	23	19	20	21	22	23	19	20		21	22	23			
			P	S	P	S	P	S	P	S	P	S	P	S	P	S	P	S	P	S	
1	MUHAMMAD RIDO KURNIAWAN	5404171096																			
2	IDES DARMAWATI	5404171089																			
3	DANNIATI	5404171080																			
4	NUR AFIZA	5404171073																			
5	VIOIRA CANTIKA	5404171103																			
6	HUMAIRA SAFIRA	5404171098																			
7	SINTA MAHALENA	5103181338																			
8	ROSNIHA	5103181343																			
9	AZLINA SIREGAR	5304171118																			
10	UMI AISYAH	5304171114																			

CATATAN:
S : SAKIT
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AGAR DI PARAF SESUAI TANGGAL DAN WAKTUNYA

PEMERINTAH KABUPATEN BENGKALIS
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DAFTAR HADIR

BULAN : FEBRUARI
MINGGU : KETIGA (3)
DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK BENGKALIS

NO	NAMA MAHASISWA	NIM	TANGGAL												KET							
			15	16	17	18	19	15	16	17	18	19	15	16		17	18	19				
			P	S	P	S	P	S	P	S	P	S	P	S	P	S	P	S	P	S	P	S
1	MUHAMMAD RIDO KURNIAWAN	5404171096																				
2	IDES DARMAWATI	5404171089																				
3	DANNIATI	5404171080																				
4	NUR AFIZA	5404171073																				
5	VIOIRA CANTIKA	5404171103																				
6	HUMAIRA SAFIRA	5404171098																				

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DAFTAR HADIR

BULAN : APRIL
MINGGU : KE EMPAT (4)
DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK BENGKALIS

NO	NAMA MAHASISWA	NIM	TANGGAL												KET							
			19	20	21	22	23	19	20	21	22	23	19	20		21	22	23				
			P	S	P	S	P	S	P	S	P	S	P	S	P	S	P	S	P	S	P	S
1	MUHAMMAD RIDO KURNIAWAN	5404171096																				
2	IDES DARMAWATI	5404171089																				
3	DANNIATI	5404171080																				
4	NUR AFIZA	5404171073																				
5	VIOIRA CANTIKA	5404171103																				
6	HUMAIRA SAFIRA	5404171098																				
7	SINTA MAHALENA	5103181338																				
8	ROSNIHA	5103181343																				
9	AZLINA SIREGAR	5304171118																				
10	UMI AISYAH	5304171114																				

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AGAR DI PARAF SESUAI TANGGAL DAN WAKTUNYA

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DAFTAR HADIR

BULAN : FEBRUARI
MINGGU : KE EMPAT (4)
DAFTAR HADIR : MAHASISWA MAGANG POLITEKNIK BENGKALIS

NO	NAMA MAHASISWA	NIM	TANGGAL												KET							
			15	16	17	18	19	15	16	17	18	19	15	16		17	18	19				
			P	S	P	S	P	S	P	S	P	S	P	S	P	S	P	S	P	S	P	S
1	MUHAMMAD RIDO KURNIAWAN	5404171096																				
2	IDES DARMAWATI	5404171089																				
3	DANNIATI	5404171080																				
4	NUR AFIZA	5404171073																				
5	VIOIRA CANTIKA	5404171103																				
6	HUMAIRA SAFIRA	5404171098																				

CATATAN:
S : SAKIT
I : IZIN
A : ALFA

AGAR DI PARAF SESUAI TANGGAL DAN WAKTUNYA



Photo with the Head of Subdivision and Administration Staff





Attending EKK (Sub-district Performance Evaluation) in Kec. Rupal and Rupal Utara with Administration Staf



EKK Assessment Process in Rupal District



Visit to the House of Administratio