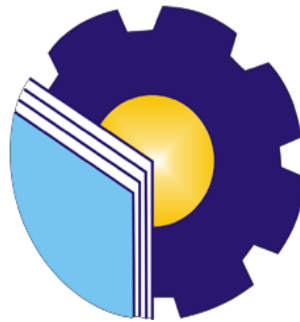


APPRENTICESHIP REPORT

**COMMUNICATION, INFORMATICS AND STATISTICS
DEPARTEMENT OF BENGKALIS REGENCY**



By:

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

VALIDATION SHEET

APPRENTICESHIP REPORT COMMUNICATION, INFORMATICS AND STATISTICS DEPARTEMENT OF BENGKALIS REGENCY

Written as one of the Conditions for Completing Apprenticeship

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Bengkalis, October 5th,2021

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PREVACE

Alhamdulillahirobbil'alamin, Praise for the gratitude of Allah SWT who has bestowed His grace and gifts so that the author can complete the practical work report that has been carried out at te so that the writer can complete the report of Apprenticeship Report Communication, Informatics and Statistics Departement of Bengkalis Regency, bengkalis for 5 month starting from February 15th to june 30th june 2021.

Apprenticeship (kp) is one of the activities for the bengkalis State Polytechnic of Bengkalis student in completing studies carries out by all department at the bengkalis state polytechnic which aims to increase technical experience or insight in the work, both industry and office.

During this activity, there has been a lot of help, guidance from various parties, both from the management of the bengkalis state polytechnic, the management of the Communication, Informatics and Statistics Departement of Bengkalis Regency as well as support from the family for all the participation and cooperation provided, for this reason, The writer would like to take this opportunity to thank:

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6. Mr. Drs Johansyah Syafri as the head of Communication, Informatics and Statistics Departement of Bengkalis Regency.

7. Mr. Adisutrino, SE as the secretary of Communication, Informatics and Statistics Departement of Bengkalis Regency.
8. Mr. Sufyan SP as the Head of general and staffing subdivision of Communication, Informatics and Statistics Departement of Bengkalis Regency.
9. Mrs. Sri Seprina as government employee the of Communication, Informatics and Statistics Departement of Bengkalis Regency.
10. Mrs. Desnawati as goverment employee the head of Communication, Informatics and Statistics Departement of Bengkalis Regency.
11. Mrs. Sri Damayanti as government employee the head of Communication, Informatics and Statistics Departement of Bengkalis Regency.
12. My beloved parents are my father, kormen and siti maimunah, as well as my beloved sisters my,siti maryuni and yasin who have provided encouragement and support as well as motivation both material and non material.

The apprenticenship report at communication, informatics and statistics departement of bengkalis regency many lessons and knowledge that the writer gained from employees in the office. Despite all that, the writer also realized there are still many mistakes in process of writing this report. Therefore, the writer needs constructive criticism and suggestions, practical practitioners hope that this practical work report will be usefukk for all readers. If there are short comings in writing practical work report, Hopefully this report is useful for all interested parties.

Bengkalis, 05th October 2021



Siti Nurmarzidah
NIM. 5404171101

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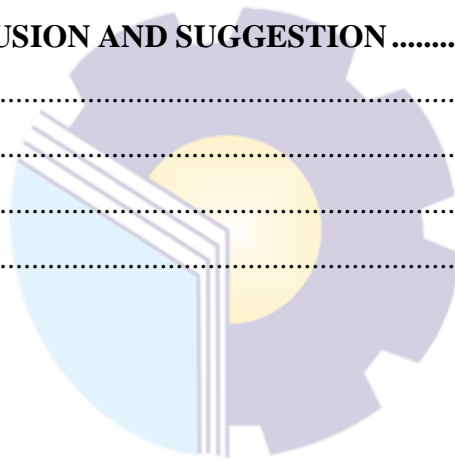
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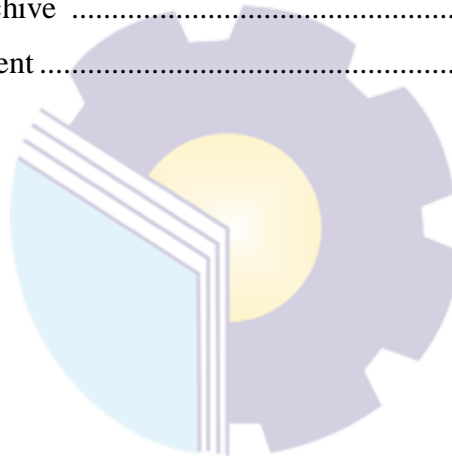
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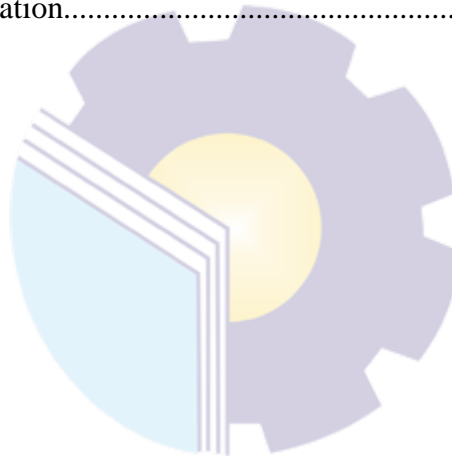
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CHAPTER I

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 you only rely on a diploma without work experience and skills, you will experience many obstacles such as the knowledge gained on campus is only a theory that is conveyed 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, limited time and resources. space which resulted 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 how the scope of the real 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 all students to participate in practical work to complete their studies.

Bengkalis State Polytechnic is an Applied Diploma III and Undergraduate Educational Institution established by the Bengkalis Regency government. 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 DIV-International Business Administration and DIV-Public Finance Accounting. 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 learning to handle correspondence, 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 participate in practical work both in government agencies and in private institutions for 5 (five) months.

The international business administration study program hopes that by having practical work for 4 (five) months, students can get to know firsthand how the world of work is, and can add insight and experience. 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.

Based on the above, the author as a student of the International Business Administration Study Program chose to do the Job Training at Communication, Informatics and Statistics Department of Bengkalis Regency, During the implementation of practical work the author is placed in the Secretariat section Kasubbag Public and Employee Affair. The implementation of practical work starts from February 15, 2021 – June 30, 2021.

1.2 Purpose of the Apprenticeship

To achieve the expected results, it is necessary to know the objectives of the practical work, which are as follows:

1. To find out the types and descriptions of work activities at Communication, Informatics and Statistics Department of Bengkalis Regency
2. To find out the time and place of practical work at Communication, Informatics and Statistics Department of Bengkalis Regency.
3. To find out the work system and public relations work procedures at Communication, Informatics and Statistics Department of Bengkalis Regency.
4. To find out the obstacles in the implementation of practical work and determine solutions to overcome obstacles in the implementation of practical work at Communication, Informatics and Statistics Department of Bengkalis Regency.

1.3 Significances of the Apprenticeship

1.3.1 Significances for the Apprenticeship

The benefits of practical work for students are as follows:

1. Students get the opportunity to apply theoretical/conceptual knowledge in the real world of work.
2. Students gain practical experience in applying theoretical/conceptual science according to their study program.
3. Students have the opportunity to be able to analyse problems related to science which are applied in work according to their study program.
4. Students have the opportunity to work in employee consisting of several people so that they are able to provide ideas.

1.3.2 Significances for State Polytechnic of Bengkalis

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

1. Practical work can strengthen cooperation and socialization between the State Polytechnic of Bengkalis and government agencies or companies where the practical work is carried out.
2. Practical work can improve the competence of State Polytechnic of Bengkalis graduates.

1.3.3 Significances for Company

The benefits of practical work activities for companies Communication, Informatics and Statistics Department of Bengkalis Regency are as follows:

1. The establishment of cooperation between the world of education and certain companies or agencies.
2. The company received assistance from students who did practical work.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile

Since the enactment of the new Regional Government Organizational Structure within the Bengkalis Regency Government as of January 1, 2017, there are at least 5 Regional Government Organizational Structures that have been lost and there have also been changed to the names of offices and agencies, some have been merged, there has also been a new Regional Government Organizational Structure that has separated or been separated.

One of them is the Communication, Informatics and Statistics Department of Bengkalis Regency. In the past, this communication and information business was under the same roof as the Department of Transportation. However, by the mandate of Government Regulation Number 18 of 2016 concerning Regional Apparatus and Regulation of the Minister of Communication and Information Technology Number 14 of 2016 concerning Guidelines for the Nomenclature of Regional Apparatuses in the Field of Communication and Information Technology, Bengkalis Regent Regulation Number 51 of 2016 concerning Position, Organizational Structure, Echelonering, Duties, Functions and Job Descriptions, and Work Procedures, the Office of Communication, Information and Statistics of Bengkalis Regency is now independent and has an office in the building of the former Office of Markets and Hygiene. As is known, the Market and Hygiene Service merged with the Trade and Industry Office for market matters, while the hygiene affairs were merged with the Environment Service.

The the Communication, Informatics and Statistics Department of Bengkalis Regency has a wider scope of duties and responsibilities than before because apart from adding statistics, the Electronic Data Management Section, which was formerly in the Regional Secretariat, is now part of the Bengkalis Regency Information and Statistics Communications Office, including publications, media cooperation in public relations affairs which was previously handled by the Public Relations Section of the Regional Secretariat.

Over time, in 2018 there was a change in the organizational structure of the Bengkalis Regency Information and Statistics Communication Service, Electronic Procurement Services was no longer one of the tasks and functions of the Bengkalis Regency Communication, Information and Statistics Office, moving to the Procurement Section of the Regional Secretariat of Goods/Services. This change is based on Regent Regulation Number 58 of 2018 concerning Amendments to Bengkalis Regent Regulation Number 51 of 2016 concerning Position, Organizational Structure, Echeloning, Duties, Functions and Job Descriptions, and Work Procedures.

2.2 Vision and Mission

2.2.1 Vision

"The Realization of a Dignified, Advanced and Prosperous Bengkalis Regency"

2.2.2 Mission

The mission of the Bengkalis Regency in realizing the expected goals is as follows:

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

2.3 Kind of Business

In the Communication, Informatics and Statistics Department of Bengkalis Regency, there are four main areas of the work unit, namely the Communication and Information Resources Sector, Management and Public Information Services Sector, The Electronic-Based Management Sector and the Sector of Statistics and Encryption.

2.3.1 Communication and Information Resources Sector

Communication and Information Resources Sector has the task of coordinating the field of communication and information resources, by applicable regulations. In carrying out its main tasks, the Communication and Information Resources sector carries out the following functions:

1. Preparation of policy formulation materials in the sector of providing sectoral content and management of public communication media, media relations services and strengthening public communication capacity, and providing access to information.
2. Preparation of materials for implementing policies in the field of providing sectoral content and managing public communication media, media relations services and strengthening public communication capacity, and providing access to information.
3. Preparation of materials for the preparation of norms, standards, procedures, and criteria for implementation in the field of providing sectoral content and managing public communication media, media relations services and strengthening public communication capacity, and providing access to information.

Communication and Information Resources Sector consists of several sections tasked with carrying out some of the tasks of the Division of Communication and Information Resources in preparing guidance materials, guidelines, policies, and technical instructions by applicable regulations. These sections include the following:

1. Section for Cross-Sectoral Content Providers and Public Communication Media Processing is tasked with:
 - a. Prepare materials for policy formulation in the field of providing cross-sectoral content and processing public communication media.
 - b. Prepare materials for implementing policies in the field of providing cross-sectoral content and processing public communication media.

- c. Prepare preparation materials, norms, standards, procedures, and criteria for implementation in the field of providing cross-sectoral content and processing public communication media.
2. Media Relations Service Section, tasked with:
- a. Prepare materials for policy formulation in the field of services and prepare materials for implementing policies in the field of media relations services.
 - b. Prepare materials for the preparation of norms, standards, procedures, and criteria for implementation in the field of media relations services and prepare materials for providing technical guidance for supervision in the field of media relations services.
 - c. Monitoring, evaluating, and reporting in the field of media relations services.
3. The Section for Strengthening the Capacity of Public Communication Resources and Provision of Access to Information is tasked with:
- a. Prepare materials for policy formulation in the field of strengthening the capacity of public communication resources and providing access to information.
 - b. Prepare materials for implementing policies in the field of strengthening the capacity of public communication resources and providing access to information.
 - c. Prepare materials for the preparation of norms, standards, procedures, and criteria for implementation in the field of strengthening the capacity of public communication resources and providing access to information.

2.3.2 Management and Public Information Services Sector

Management and Public Information Services Sector has the task of carrying out coordination in the field of Management and public information services which includes the management of public opinion and aspirations, information management, and public information services. The Field of

Management and Public Information Services in carrying out the task of carrying out the following functions:

1. Preparation of policy formulation materials in the field of management of public opinion and aspirations within the scope of local government, information management to support national and local government policies, and public information services.
2. Preparation of material for implementing policies in the field of managing public opinion and aspirations within the scope of local government, managing information to support national and local government policies as well as public information services.

2.3.3 The Electronic-Based Management Sector

The Electronic-Based Management Sector has the task of implementing and coordinating the formulation of information systems/telematics and technology applications in accordance with applicable regulations. The composition of the internet-based management sector consists of an application section, a telematics section, and an infrastructure and technology section.

1. Electronic-Based Management in carrying out the task of carrying out the following functions:
2. Preparation of program activities, administration, evaluation, and reporting of information system/ application management within the Bengkalis Regency Government.
3. Management of information systems application telematics and infrastruktur development.

2.3.4 Statistics and Coding Sector

The Statistics and Coding Sector has the task of coordinating in accordance with applicable regulations. The composition of the field of Statistics and Cryptography consists of a statistical section, a coding section, and a coding monitoring and evaluation section. The field of Statistics and Encoding carrying out the task of carrying out the following functions:

1. Information security policy formulation.

2. Implementation of an inventory of information security policy requirements.
3. Implementing the coordination of Sandiman's functional position activities.
4. Formulation of technical regulations for the management of password human resources, encryption software, encryption hardware, and password communication network.
5. Password human resource management.
6. Implementing the coordination of the functional position of the coder.
7. Carry out other tasks assigned by the Head in accordance with his duties and functions.

2.4 Organization Structure

The organizational structure of the to carry out its duties as a government agency, it is necessary to have an organizational structure. the organizational structure is a form of a human resource management framework that shows the levels and responsibilities and authorities of each company in a joint effort to achieve the goals that have been set, Of course, this is intended so that every component in the company can function optimally and the company's wheels 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.

The organizational structure of the practical work carried out at the Department of Communication, Informatics, and Statistics, the Office of Communication, Information, and Statistics, Bengkalis Regency is prepared by the provisions with the functions, obligations, and responsibilities of each section in each field.

The organizational structure of the Communication, Informatics and Statistics Department of Bengkalis Regency can be seen in Figure 2.1 below:

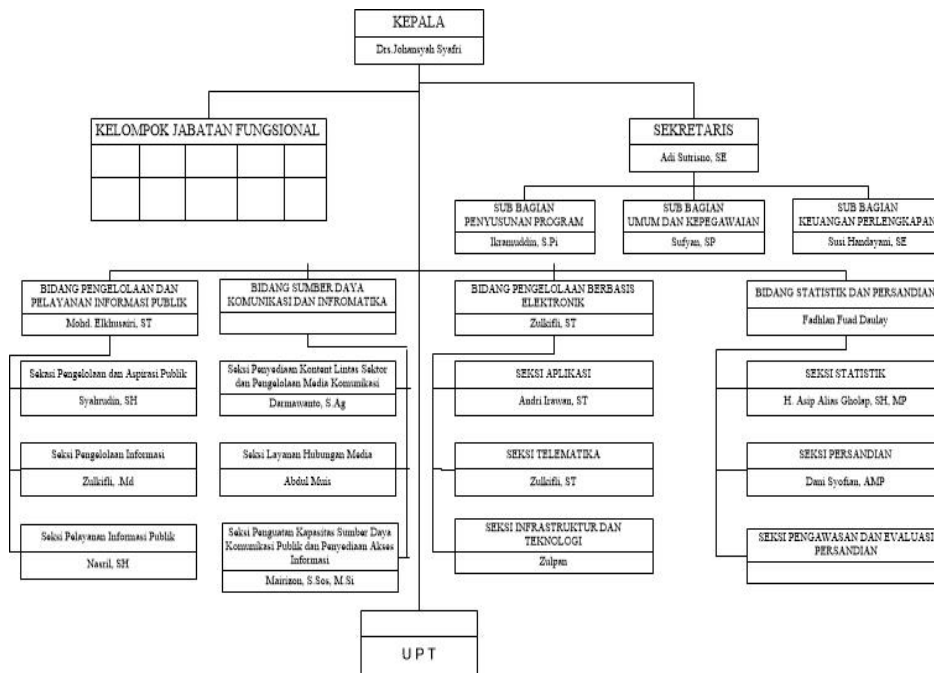


Figure 2.1 Organization Structure of Communication, Informatics and Statistics Department of Bengkalis Regency.

The organizational structure of the Communication, Informatics and Statistics Department of Bengkalis Regency, namely:

1. Head of Department

The Head of the Communication, Informatics, and Statistics Department of the Bengkalis Regency has the task of assisting the Regent in carrying out government affairs which are the authority of the region, and assistance in the field of communication.

2. Secretary

The secretary has the task of leading, coordinating, and controlling tasks in the field of management, secretarial services which include coordinating planning, preparing programs and budgets, managing finances and equipment. The Secretariat consists of the Program Preparation Sub-Section, the General and Personnel Sub-Section, and the Finance and Equipment Sub-Section.

a. Staff of public and staff department

Completeness of the implementation given by the Secretary both in writing and orally in accordance with the duties of carrying out the duties of the Secretariat. The description of the duties of the General and Personnel Sub-Section is as planning the activities of the General and Personnel Sub-Section based on the previous year's activity data and existing data sources as material for carrying out activities in accordance with the established laws and collect and study the laws and regulations, technical policies, technical guidelines and instructions as well as other materials related to the duties of Sub-General and Personnel.

b. The Sub-Division of the Preparation Program

The Sub-Division of the Preparation Program has the task of preparing guidance materials, policies, guidelines, and technical instructions as well as program development services in to the tasks of the Program Preparation Sub Divisionis search, collect, compile, systematize and process data and analyze data information related to the tasks of the Program Compilation Sub Division.

c. Sub Division of Finance and Equipment

Sub Division of Finance and Equipment must prepare guidance materials, policies, guidelines, and technical instructions as well as services in the financial management which includes administration of employee salaries, making financial reports, evaluation and reports financial and etc.

3. Management and Public Information Services Sector

The sector of management and public information services consists of the Section for Management of Public Opinions and Aspirations, Section for Information Management, and Section for Public Information Services. Communication and Information Resources Sector

4. The Communication and Information Resources Sector consists of the Section for Provision of Cross-Sectoral Content, and Management of Public Communication Media, Section for Media Relations Services, and Section

for Strengthening the Capacity of Public Communication Resources, and Information Access.

5. The Sector of Statistics and Encoding

The Sector of Statistics and Encoding consists of the Statistical Section, the Coding Section, and the coding monitoring and evaluation section.

2.5 The Working Process

There are several work processes carried out at the Office of Communication, Information and Statistics of the Office of Communication, Informatics and Statistics of Bengkalis Regency, especially in the sector of staff of public and staff department in the Communication, Information and Statistics of the Office of Communication are as follows:

1. Main Duties of the staff of public and staff department.

There are several main objectives of staff of public and staff department, including the following:

- a. Carry out personnel administration affair.
- b. Carry out the proposal preparation, formulation, inventory of annual work programs to be discussed in regional development plans.
- c. Receive, read, schedule and distribute incoming mail according to the purpose of the letter.
- d. Comply a rank order, inventory of good/ equipment of government assets, and carry out financial and equipment which includes budgeting, bookkeeping, accountability and financial report.
- e. Increase support, assistance, and participation in the form of facilities, infrastructure, personnel, and funds, to facilitate the achievement of company goals.
- f. Involving in solving various problems faced by the office.
- g. Creating and developing a good image for the office and also for the company.

2. Main Purpose of staff of public and staff department.

The main tasks of staff of public and staff department in a company/organization are:

a. Creating an impression/image.

The impression a person gets of a person, information, or situation, according to that persons level of knowledge.

b. Knowledge and understanding.

staff of public and staff department plays a very important role in providing information to the internal public and external public by providing accurate information and in an easy-to-understand format.

2.6 Document Used for Activity

Some of the documents commonly used for activities at Department of Communication, Information, and Statistics of Bengkalis are as:

1. Incoming mail

Before this letter is addressed to the recipient of the letter, the letter will be recorded in the incoming mail agenda book, after which the letter is given a forward sheet or called the Disposition Sheet which is affixed to the front of the letter to help the recipient of the letter respond to the letter, Disposition is made by the leadership for staff or if the letter needs to be raised to the top that is to be followed up to the leader.

2. Correspondence

Correspondence is the activity of handling activity of handling incoming and outgoing mail which includes receiving, classifying, directing, recording, distributing and sending outgoing letters.

3. ANJAB (employee performance agreement document).

Document ANJAB is is the identification of the mandate, organizational design, organizational structure, and business processes.

BAB III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

This apprenticeship work program is carried out at Communication, Informatics and Statistics Department of Bengkalis Regency for 5 (five) months, starting from 15th February 2021 until to 30th June, 2021. During the practical work period, interns are placed in the public relations department. There are several tasks during practical work in the public relations department at Communication, Informatics and Statistics Department of Bengkalis Regency are as follows:

1. Making disposition of incoming and outgoing letters
2. make a rekapitulation of employee list and attendance.
3. Fill out the employee performance agreement document.
4. Fill out the 2021 position information form document.
5. Outgoing mail handling.
6. Archive documents electronically.
7. Follow the invitation to the regent event broadcast

3.2 System And Procedure

3.2.1 The Working System

To make it easier for employees to carry out their duties, the company using an internet-based system to facilitate online work and also using a manual system. Online systems such as sending reports as well as confirm via email and watshapp. While the manual system is used for recording Meeting Minutes Form and Activity Implementation Form.

3.2.2 Working Procedures

Work procedures or activities carried out when doing practical work at the Public Relations section at Communication, Informatics and Statistics Department of Bengkalis Regency is explained as follows:

1. Making disposition of incoming and outgoing letters.

Incoming mail is a letter received by an organizing of companies and office derived from someone or from an organization, During the practical work, the documents that have been scheduled by the author consist of: a Incoming Letters The incoming letters are letters from the Communication, Informatics and Statistics Department of Bengkalis Regency divisions that are inside or from outside.

- a. Before this letter is addressed to the recipient of the letter, the letter will be recorded in the incoming mail agenda book, after which the letter is given a forward sheet or called the Disposition Sheet which is affixed to the front of the letter to help the recipient of the letter respond to the letter.
- b. Choosing The letter
- c. Entering the letter to file folder
- d. Archiving the letter according the date.

The following is a picture of the Entry Letter at Communication, Informatics and Statistics Department of Bengkalis Regency: making disposition of incoming and outgoing letters.

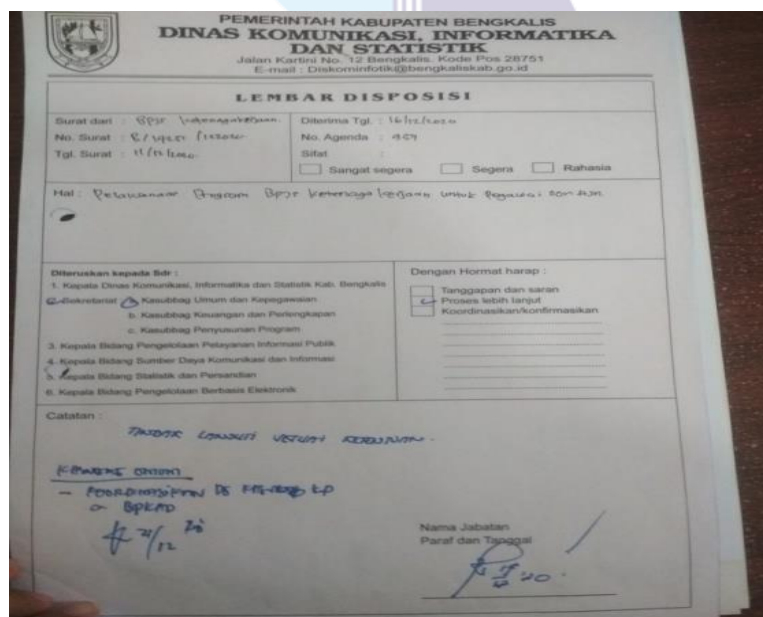


Figure 3.1 making disposition of incoming and outgoing letters
Source : Head of general and staffing subdivision

2. Make a recapitulation of employee list and attendance.

Every activity carried out has a goal to be achieved for progress, Changes to the 2021 employee attendance list are written by the person appointed to make it, to be changed making attendance list to monthly at morning entry and coming home from work. attendance list for employees is a data that shows the daily attence of employee in a company. The data that can be generated from an attendance list system is the arrival and return times of employees who are present to work in the office. The employees who do not come to work can also know their status wheter the person concerned has peminssson or is sick, The data can also show clarity regarding the where about of employees who are attendance list.

The screenshot shows an Excel spreadsheet titled 'ABSEN BARU PNS1 - Microsoft Excel'. The main content is a table for 'DAFTAR HADR PEGAWAI NEGERI SIPIL DINAS KOMUNIKASI, INFORMATIKA DAN STATISTIK KABUPATEN BENGKALIS' for the month of 'MARET 2021'. The table has columns for 'NO', 'NAMA/NIP', 'PANGKAT/POLRUANG', 'JABATAN', and 'TANGGAL' (1-31). The rows list 14 employees with their respective details and attendance status for each day of the month.

NO	NAMA/NIP	PANGKAT/POLRUANG	JABATAN	TANGGAL
1	Dr. JHAMSYAH SYAFRI NIP. 1980411983031009	Pembina TL I (I/As)	Kepala	1-31
2	ADISUTRISNO, SE NIP. 19751282001011002	Pembina (I/As)	Sekretaris	1-31
3	FACHLAN FUAD DAULAY, AP, M.Si	Pembina (I/As)	Kepala Bidang Statistik dan Perencanaan	1-31
4	MUHO ELI HUSARIL ST NIP. 197218419820311004	Penata TL I (I/As)	Kepala Bidang Pengelolaan dan Pelayanan Informasi Publik	1-31
5	ZULFIHLI ST NIP. 1976022320000211005	Penata TL I (I/As)	Kepala Bidang Pengelolaan Berbasis Elektronik	1-31
6	ASP ALIUS GHOLAF, SH, MP NIP. 197600719830311001	Pembina (I/As)	Kasi Statistik	1-31
7	MAIRIZON, S. Soc. M.si NIP. 198309019840311017	Pembina (I/As)	Kasi Penguatan Kapasitas Sumberdaya Komunikasi Publik dan Pelayanan Akses Informasi	1-31
8	ZULFAN, ST NIP. 19730402200211002	Pembina (I/As)	Kasi Infrastruktur dan Teknologi	1-31
9	NASRIL, SH NIP. 1972040519840311007	Penata TL I (I/As)	Kasi Pelayanan Informasi Publik	1-31
10	SYAHRI, SH NIP. 1983090719830111001	Penata TL I (I/As)	Kasi Pengelolaan Operasi dan Asosiasi Publik	1-31
11	SRIWATI, S.Pd NIP. 1967030819810211001	Penata TL I (I/As)	Kasi Telematika	1-31
12	DARMAWANTO, S.Ag NIP. 197102282007011006	Penata TL I (I/As)	Kasi Penguatan Konten Lintas Sektorial dan Pengelolaan Media	1-31
13	DANI SYOFIAR, AMP NIP. 198206019880211007	Penata (I/As)	Kasi Perencanaan	1-31
14	ALFRA, S.Pd NIP. 197907192009011005	Penata (I/As)	Kasi Layanan Hubungan Media	1-31
15	ANDRI RAVAL, ST NIP. 197907192009011005	Penata (I/As)	Kasi Layanan Hubungan Media	1-31

Figure 3.2 list attendance
Source : Head of general and staffing subdivision

3. Document Employee Performance Agreement .

In data getting this assignment, the employee performance agreement document. This copy, which will later be archived. The employee performance appraisal is an assignment sheet from higher administrative

leadership to lower agency leader to carry out activities accompanied by work indicators, the data entry steps are as follows:

- a. This task document employee performance agreement 2021 is working on the first stage of the document.
- b. collect data on all civil servant employees. And fill out the document. After that, the data must be submitted by an individual employee to be signed.
- c. Then after collected in the head. Then the final stage of data is sent and scanned.
- d. This copy, which will later be archived.

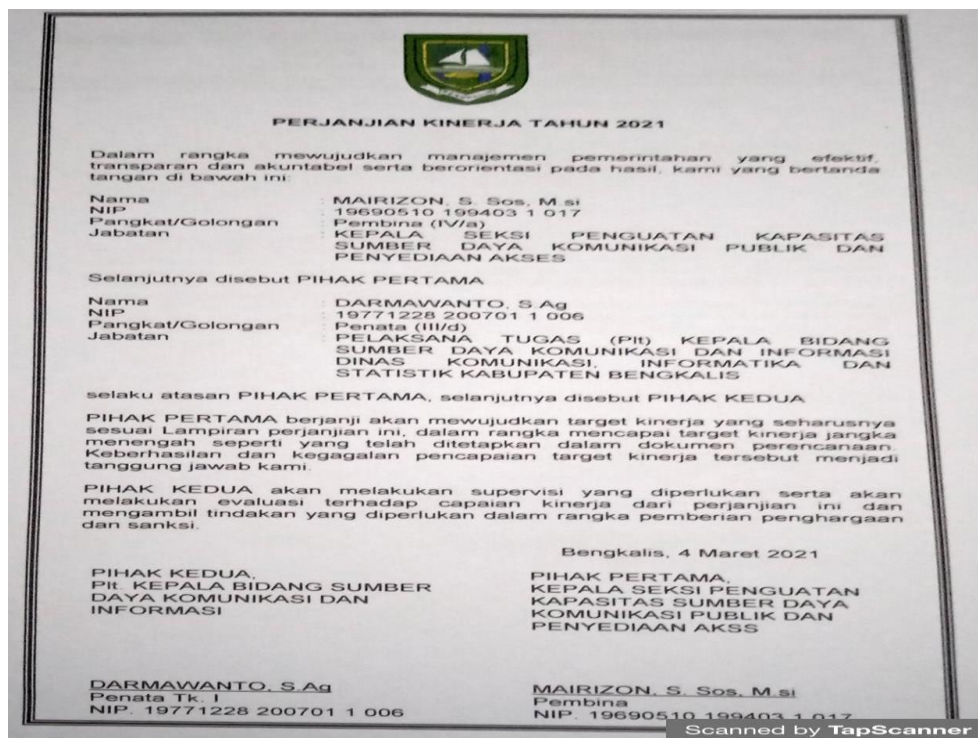


Figure 3.3 Documents Employee Performance Agreement

Source : Head of general and staffing subdivision

4. of Fill Out The 2021 position information form document.
- there are series of processes that must be passes one by one. The first is the identification of the mandate, organizational design, organizational structure, and business processes. Furthermore, the formation of the implementing team for the preparation of ANJAB and crew members who

will then carry out job analysis, job data collection, job data processing, job verification consisting of job descriptions and job specification, validation of needs, and preparation of job maps.

- a. the first stage of the document, we collect data on all civil servant employees.
- b. And fill out the document and copy data. After that, the data must be submitted by an individual employee to be signed.
- c. Then after collected in the head. Then the final stage of data is sent to secretariat.

FORMULIR INFORMASI JABATAN

1. Nama Jabatan : KEPALA DINAS KOMUNIKASI, INFORMATIKA DAN STATISTIK
 2. Kode Jabatan : 18.01.18
 3. Unit Kerja : DINAS KOMUNIKASI, INFORMATIKA DAN STATISTIK
 a. JPT Utama :
 b. JPT Madya : KEPALA DINAS KOMUNIKASI, INFORMATIKA DAN STATISTIK
 c. JPT Pratama :
 d. Administrator :
 e. Pengawas :
 f. Pelaksana :
 g. Jabatan Fungsional :
 4. Ikhtisar Jabatan :
 Membantu Bupati melaksanakan urusan pemerintahan yang menjadi kewenangan daerah dan tugas pembantuan dibidang komunikasi, informatika dan statistik
 5. Kualifikasi Jabatan
 a. Pendidikan Formal : S-1 atau Diploma IV Manajemen/ Administrasi/Psikologi atau bidang lain yang relevan dengan tugas jabatan
 b. Pendidikan & Pelatihan : 1. Diklat Pimpinan III
 2. Diklat tentang komunikasi, informatika dan statistik
 c. Pengalaman Kerja : 1. sedang atau pernah menduduki jabatan administrator atau JF jenjang ahli madya dalam bidang Komunikasi dan Informatika
 2. minimal 5 tahun secara akumulatif menjabat pada bidang Komunikasi dan Informatika
 6. Tugas Pokok :

No	Uraian Tugas	Hasil Kerja	Jumlah Hasil	Waktu Penyelesaian (Jam)	Waktu Efektif (Jam)	Kebutuhan Pegawai
1	menyusun rencana, program, evaluasi dan pelaporan	Dokumen	2	100	1200	0.167
2	melaksanakan administrasi kepegawaian dan rumah tangga Dinas Komunikasi, Informatika dan Statistik	Laporan	12	25	1200	0.25
3	melaksanakan administrasi keuangan dan	Laporan	12	25	1200	0.25

Figure 3.4 Documents ANJAB
 Source : Head of general and staffing subdivision

5. Outgoing mail handling.

Outgoing mail handling is Printing is an activity to convert softcopy into hardcopy which requires a tool in the form of a printer. To print files, the first step is to make sure that the computer and printer are connected. Click

home on the Microsoft Word file to be printed, select the print menu. Make sure all the desired settings have been defined such as paper size, margins, color/black and white. Then select the printer that is connected to the word online. After that click print to print. The examples of printed documents are as follows:

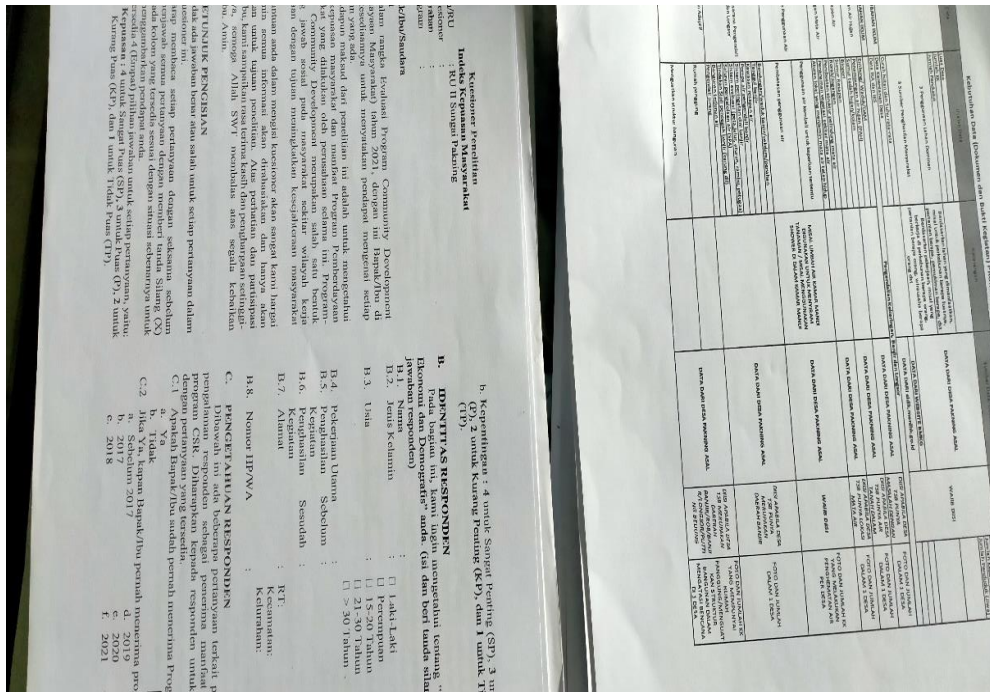


Figure 3.5 Outgoing Mail Document.

Source : Head of general and staffing subdivision

6. Archive document electronically.

A scanner or scanner machine is an electronic device whose functions are: the same as a photocopy machine, but the photocopy machine results can be seen immediately on paper, while the scanner results will appear on the computer monitor screen only after that can be modified as desired and saved as a text file documents and images.

- a. The scanned documents are letters that will be sent and attached via email, Invitation Letter, Employment Agreement You're welcome.
- b. There are two ways to scan documents, namely by connecting the machine scanner directly to a computer or by connecting a scanner machine.



Figure 3.6 Archive Document.

Source : Head of general and staffing subdivision

7. Follow the invitation to the regents event broadcast

This practical work activity Follow the invitation to the regents event broadcast in this context I learn about work to be fast and efficient work. Help provide the necessary tools for the conference in the bank riau kepri.



Figure 3.7 Archive Document.

Source : Head of general and staffing subdivision

3.3 Place and time of Apprenticeship

3.4 Place of Apprenticeship

This practical work activity was carried out at Communication, Informatics and Statistics Department of Bengkalis Regency which is located at Jalan Kartini, Bengkalis Regency. during practical work the author is placed in the public relations department. practical work activities start on february 15, 2021 until June 30, 2021.

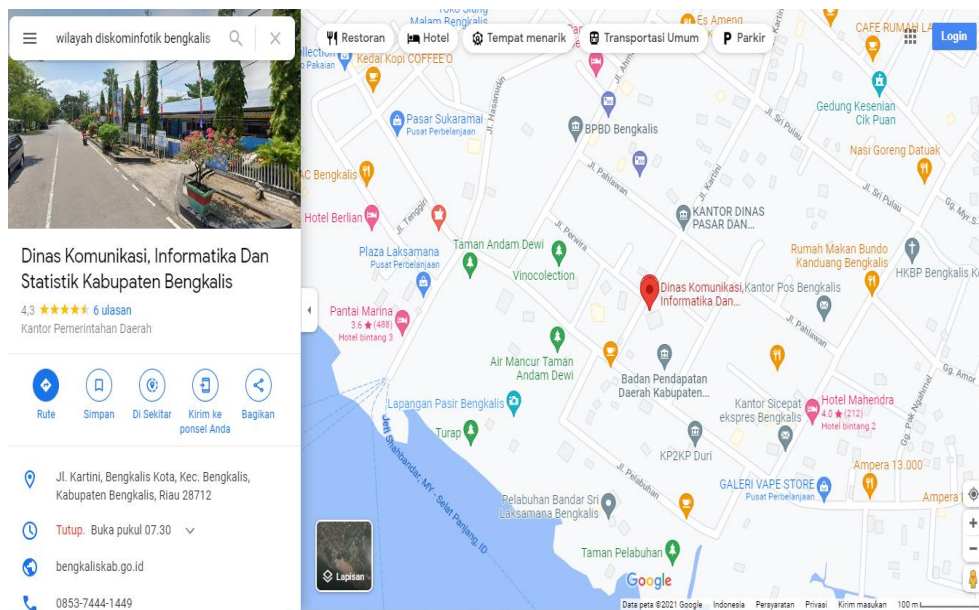


Figure 3.8 the location of the Communication, Informatics and Statistics Department of Bengkalis Regency

Source: Processed Data 2021

1.3 Time of Apprenticeship

Based on the academic calendar of the state polytechnic of Bengkalis for the 2021/2022 academic year, the Apprenticeship has been carried out from February 15th, 2021 to June 30th 2021. The following is the schedule of Apprenticeship hours at Communication, Informatics and Statistics Department of Bengkalis Regency:

Table 3.1 schedule of apprenticeship working hours.

No	Day	Working Hours	Departement
1	Monday-Thursday	08:00 am– 12.00 pm 13:00 am– 16:30 pm	Communication, Informatics and Statistics Department of Bengkalis Regency
2	Friday	08:00 am– 11.00 pm 14:00 am– 17:00 pm	Communication, Informatics and Statistics Department of Bengkalis Regency
3	Saturday Sunday	Holiday	Holiday

Source: Processed Data 2021

3.4 Kind and Description of the Activity

The duties or activities calendar of the state polytechnic of bengkalis following is a list of types and description of activities carried out during the practical work process:

Table 3.1 Daily Activities of February 15st, 2021 to february 19th, 2021

No	Day and Time	Job of Activity	Place
1	Monday, February 15 th 2021	Self-introduction and guidance on the first day of apprenticeship.	Head of general and staffing subdivision
2	Tuesday, February 16 th 2021	Introduction to Communication and Information Resources	Head of general and staffing subdivision
3	Wednesday, February 17 th 2021	Writing incoming mail and archive Incoming mail. letter and disposition sheet. photocopy data.	Head of general and staffing subdivision
4	Thursday, February 18 th 2021	Write and archive incoming letters, and disposition sheet invitation and proposal.	Head of general and staffing subdivision
5	Friday, February 19 th 2021	Write a disposition sheet of incoming mail, invitation, proposal.	Head of general and staffing subdivision

Source: Processed Data 2021

Table 3.2 is the first practical work activity, from submitting internship requirements, taking care of administration, introducing safety talks, visiting several places and providing some materials that will be carried out during the internship.

Table 3.2 Daily Activities of February 22th, 2021 to february 26th, 2021

No	Day and Time	Job of Activity	Place
1	Monday, February 22 th 2021	Write and archive incoming letters, and disposition sheet invitation, proposal and write number letter outcoming.	Head of general and staffing subdivision
2	Tuesday, February 23 th 2021	Write and disposition of invitation, proposal and write number letter outcoming.	Head of general and staffing subdivision
3	Wednesday, February 24 th 2021	letter of invitation and send data to secretary, and photocopy data.	Head of general and staffing subdivision.
4	Thursday, February 25 th 2021	Write and disposition sheet, Writing Incoming Letter of invitation, Print attendance list employee PNS and employee	Head of general and staffing subdivision.
5	Friday, February 26 th 2021	Write and disposition sheet, Writing Incoming Letter.	Head of general and staffing subdivision.

Source: Processed Data 2021

Table 3.3 is practical work the second week of March the author was invited to Writing incoming mail and archive Incoming. letter and disposition sheet. photocopy data.

Table 3.3 Daily Activities of March 01st, 2021 to March 05th, 2021

No	Day and Time	Job of Activity Place	Place
1	Monday, March 01 th 2021	Write and disposition sheet, Writing Incoming Letter.	Head of general and staffing subdivision.
2	Tuesday, March 02 th 2021	Write and disposition of invitation, proposal and write number letter outcoming	Head of general and staffing subdivision.
3	Wednesday, March 03 th 2021	Write and disposition of invitation, proposal and write number letter outcoming.	Head of general and staffing subdivision.
4	Thursday, March 04 th 2021	Writing incoming mail and archive Incoming. letter and disposition sheet. photocopy data.	Head of general and staffing subdivision.
5	Friday, March 05 th 2021	Print attendance list employee next week, Writing incoming mail and archive Incoming. letter and disposition sheet. photocopy data.	Head of general and staffing subdivision.

Source: Processed Data 2021

Table 3.4 is the practical work activity, Writing Incoming Letter. And give stamp and write latterr number give stamp and letter number, Writing and Archiving Incoming, Print data secretary.

Table 3.4 Daily Activities of March 08th, 2021 to March 12th, 2021

No	Day and Time	Job of activity	Place
1	Monday, March 08 th 2021	Writing Incoming Letter, And give stamp and write latterr number.	Head of general and staffing subdivision.
2	Tuesday, March 09 th 2021	Writing Incoming Letter, And give stamp and write latterr number and print data secretary.	Head of general and staffing subdivision.
3	Wednesday, March 10 th 2021	give stamp and letter number, Writing and Archiving Incoming, Print data secretary.	Head of general and staffing subdivision.
4	Thursday, March 11 th 2021	Holiday Isra Mi'raj Holiday of Prophet Muhammad SAW	-
5	Friday, March 12 th 2021	Writing Incoming Letter, and print data secretary.	Head of general and staffing subdivision.

Source: Processed Data 2021

Table 3.5 is practical work the second week of March the author was invited to Writing Incoming Letter, Scan letter and photocopy in send secretary, and give stamph and to work Print attendance list employee PNS and employee next week, Writing Incoming Letter, Scan letter and photocopy in send secretary. Writte disposition sheet of incoming mail, invitation, after everything is collected, it is the via watshapp to head for processing and send secretary. And print to secretary.

Table 3.5 Daily Activities of March 15th, 2021 to March 19th, 2021

No	Day and Time	Job of Activity Place	Place
1	Monday, March 15 th 2021	Writing Incoming Letter, and print data secretary.	Head of general and staffing subdivision.
2	Tuesday, March 16 th 2021	print data secretary, And give stamp and write latterr number and photocopy data.	Head of general and staffing subdivision.
3	Wednesday, March 17 th 2021	Writing Incoming Letter, Scan letter and photocopy in send secretary	Head of general and staffing subdivision.
4	Thursday, March 18 th 2021	Writing Incoming Letter, Scan letter and photocopy in send secretary, and give stamph.	Head of general and staffing subdivision.
5	Friday, March 19 th 2021	Print attendance list employee PNS and employee next week, Writing Incoming Letter, Scan letter and photocopy in send secretary.	Head of general and staffing subdivision.

Source: Processed Data 2021

Table 3.6 In the third week of March, the author for work Make a rekapitulation of employee list and attendance, write incoming mail, proposal, and scan, archive incoming mail. Although Fill out the employee performance agreement document, process print data, Photocopy data and scan letter, the work project Incoming Letter, Scan letter and photocopy in send secretary process work Write disposition sheet of incoming mail, invitation, after everything is collected, it is the via watshapp to processing and handled over to secretary.

Table 3.6 Daily Activities of March 22nd, 2021 to March 26th, 2021

No	Day and Time	Job of Activity	Place
1	Monday, March 22 th 2021	Make a rekapitulation of employee list and attendance, write incoming mail, proposal, and scan, archive incoming mail	Head of general and staffing subdivision.
2	Tuesday, March 23 th 2021	Continue Make a rekapitulation of employee list and attendance, write and scan, archive incoming mail.	Head of general and staffing subdivision.
3	Wednesday, 24 March 2021	Continue Make a rekapitulation of employee list and attendance, Writing Incoming Letter, Scan letter and photocopy in send secretary.	Head of general and staffing subdivision.
4	Thursday, 25 March 2021	Write and disposition sheet, Writing Incoming Letter. Letter continue document signed and then stamped write and scan, archive incoming mail.	Head of general and staffing subdivision.
5	Friday, 26 March 2021	Write disposition sheet from Incoming Letter and archive.	Head of general and staffing subdivision.

Source: Processed Data 2021

Table 3.7 In the fourth week in March trird activity practical Write and disposition sheet, Writing Incoming Letter. Letter continue document signed and then stamped write and scan, archive incoming mail, although work Write disposition sheet incoming mail and send, Make a rekapitulation of employee list and attendance, and practical Write disposition sheet from Incoming Letter, invitation and proposal, write incoming mail disposition, proposal disposition , and scan, archive incoming mail in the save folder in computer and aupload in website communication, informatika and statistics bengkalis regency . and Isa Al-Masih's death anniversary holiday.

Table 3.7 Daily Activities of March 29th, 2021 to April 02nd, 2021

No	Day and Time	Job of Activity	Place
1	Monday, March 29 th 2021	Write disposition sheet from Incoming Letter, invitation and proposal.	Head of general and staffing subdivision.
2	Tuesday, March 30 th 2021	Write and disposition sheet, Writing Incoming Letter. Letter continue document signed and then stamped write and scan, archive incoming mail.	Head of general and staffing subdivision.
3	Wednesday, March 31 th 2021	Write disposition sheet incoming mail and send.	Head of general and staffing subdivision.
4	Thursday, April 01 th 2021	Completing Letter of Accountability.	Head of general and staffing subdivision.
5	Friday, April 02 th 2021	Isa Al-Masih's death anniversary holiday	-

Source: Processed Data 2021

Table 3.8 this week, the author practical Sending via watshapp invitation, and archive letter. Print attendance list employee PNS and employee next month, Write and archive incoming, and atought practical Sending via watshapp invitation, and archive letter although Write disposition sheet from Incoming Letter and archive incoming mail and proposals activity Write disposition sheet from Incoming Letter and archive incoming mail and proposals.

Table 3.8 Daily Activities of April 09th, 2021 to April 09th, 2021

No	Day and Time	Job of Activity	Place
1	Monday, April 05 th 2021	Write disposition sheet from Incoming Letter and archive incoming mail and proposals.	Head of general and staffing subdivision.
2	Tuesday, April 06 th 2021	Sending via watshapp invitation, and archive letter.	Head of general and staffing subdivision.
3	Wednesday, April 07 th 2021	Sending via watshapp invitation.	Head of general and staffing subdivision.
4	Thursday, April 08 th 2021	Write disposition sheet from Incoming Letter and archive incoming mail and proposals.	Head of general and staffing subdivision.
5	Friday, April 09 th 2021	Write disposition sheet from Incoming Letter and archive incoming mail	Head of general and staffing subdivision.

Source: Processed Data 2021

Table 3.9 In the first week of April, the author got the task to Write disposition sheet from Incoming Letter to send secretary and archive incoming mail, and Holidays to welcome the month of fasting, and Holidays to welcome the month of fasting.

Table 3.9 Daily Activities of April 12th, 2021 to April 16th, 2021

No	Day and Time	Job of Activity	Place
1	Monday, April 12 th 2021	Holidays to welcome the month of fasting	Head of general and staffing subdivision.
2	Tuesday, April 13 th 2021	First fasting holiday	Head of general and staffing subdivision.
3	Wednesday, April 14 th 2021	fasting holiday	Head of general and staffing subdivision.
4	Thursday, April 15 th 2021	First fasting holiday	Head of general and staffing subdivision.
5	Friday, April 16 th 2021	Write disposition sheet from incoming letter to send secretary and archive incoming mail.	Head of general and staffing subdivision.

Source: Processed Data 2021

Table 3.10 In the second week of April, the author was assigned the task of Fill out the employee performance agreement document, Disposition incoming mail and photocopy and scanning data and process practical Continuing Print the employee performance agreement document, send incoming mail invitation to head Communication, Informatics, and Statistics Department of Bengkalis to secretary.

Table 3.10 Daily Activities of April 19th, 2021 to April 23th, 2021

No	Day and Time	Job of Activity	Place
1	Monday, April 19 th 2021	Fill out the employee performance agreement document, Disposition incoming mail and photocopy and scanning data	Head of general and staffing subdivision.
2	Tuesday, April 20 th 2021	Continue work Fill out the employee performance agreement document, Disposition incoming mail and photocopy.	Head of general and staffing subdivision.
3	Wednesday, April 21 2021	Continue work Fill out the employee performance agreement document, Disposition incoming mail and	Head of general and staffing subdivision.

		photocopy.	
4	Thursday, April 22 th 2021	Continue work Fill out the employee performance agreement document, Disposition incoming mail and photocopy.	Head of general and staffing subdivision.
5	Friday, April 23 th 2021	Continue work Fill out the employee performance agreement document, give stamped.	Head of general and staffing subdivision.

Source: Processed Data 2021

Table 3.11 In the third week of April, the author was given the task of Continuing Fill out the employee performance agreement document Communication, Informatics, and Statistics Department of Bengkalis.

Table 3.11 Daily Activities of April 26th, 2021 to April 30th, 2021

No	Day and Time	Job of Activity	Place
1	Monday, April 26 th 2021	Continuing Fill out the employee performance agreement document Communication, Informatics, and Statistics Department of Bengkalis.	Head of general and staffing subdivision.
2	Tuesday, April 27 th 2021	Print the employee performance agreement document, Writing disposition sheet of incoming mail., Photocopy data and scan letter.	Head of general and staffing subdivision.
3	Wednesday, April 28 th 2021	Print the employee performance agreement document, send incoming mail invitation to secretary.	Head of general and staffing subdivision.
4	Thursday, April 29 th 2021	Print the employee performance agreement document, send incoming mail invitation to secretary.	Head of general and staffing subdivision.
5	Friday, April 30 th 2021	Writing disposition sheet of incoming mail. Give stamp and number letter.	Head of general and staffing subdivision.

Source: Processed Data 2021

Table 3.12 the last week in may , the author was given the task writing disposition sheet of incoming mail, give stamped and number letter, and process Write disposition sheet of incoming mail, invitation, after everything is collected, it is the via watshapp to processing and handled over to secretary, next Help with registration from seprina

Print the employee performance agreement document, Writing disposition sheet of incoming mail., Photocopy data and scan letter Writing disposition sheet of incoming mail. Give stamp and number letter

Table 3.12 Daily Activities of May 03th, 2021 to May 7th, 2021

No	Day and Time	Job of Activity	Place
1	Monday, May 03 th 2021	Writing disposition sheet of incoming mail. Give stamped and number letter.	Head of general and staffing subdivision
2	Tuesday, May 04 th 2021	Writing disposition sheet of incoming mail. Give stamped and number letter Help with	Head of general and staffing subdivision
3	Wednesday, May 05 th 2021	Help with registration from seprina	Head of general and staffing subdivision
4	Thursday, May 06 th 2021	Holidays to welcome Eid Al-Fitr 1442 H	-
5	Friday, May 07 th 2021	Holidays to welcome Eid Al-Fitr 1442 H	-

Source: Processed Data 2021

Table 3.13 in the first week of May, is this Eid holiday 1442 H.

Table 3.13 Daily Activities of May 10th, 2021 to May 14th, 2021

No	Day and Time	Job of Activity Place	Place
1	Monday, May 10 th 2021	Holidays to welcome Eid Al-Fitr 1442 H	-
2	Tuesday, May 11 th 2021	Holidays to welcome Eid Al-Fitr 1442 H	-
3	Wednesday, May 12 th 2021	Eid holiday 1442 H	-
4	Thursday, May 13 th 2021	Eid holiday 1442 H	-
5	Friday, May 14 th 2021	Eid holiday 1442 H	-

Source: Processed Data 2021

Table 3.14 in the second week of may, the author has the task of writing disposition sheet of incoming mail, give stamped and number letter, writing incoming letter, and print data secretary.

Process although practical work is Write disposition sheet of incoming mail, invitation, after everything is collected, Writing Incoming Letter, and print data secretary it is the via watshapp to processing and handled over to secretary and and print data secretary, and practical work Help with registration from seprina activity individu employee in this week .

Table 3.14 Daily Activities of May 17th, 2021 to May 22th, 2021

No	Day and Time	Job of Activity	Place
1	Monday, May 17 th 2021	Eid holiday 1442 H..	-
2	Tuesday, May 18 th 2021	Writing disposition sheet of incoming mail, Give stamped and number letter.	Head of general and staffing subdivision
3	Wednesday, May 19 th 2021	Writing Incoming Letter, and print data secretary	Head of general and staffing subdivision
4	Thursday, May 20 th 2021	Writing Incoming Letter, and print data secretary, Help with registration from seprina.	Head of general and staffing subdivision
5	Friday, May 22 th 2021	Writing Incoming Letter, and print data secretary	Head of general and staffing subdivision

Source: *Processed Data 2021*

Table 3.15 in the third week of May, the author was given the task to Disposition letter and give letter to secretary, Send letter to siswa smk 1 siak training, Give number letter. Process although practical work is Write disposition sheet of incoming mail, invitation, after everything is collected, it is the via watshapp to processing and handled over to secretary and and print data secretary.

Table 3.15 Daily Activities of May 24th, 2021 to May 28th, 2021

No	Day and Time	Job of Activity	Place
1	Monday, May 24 th 2021	Writing disposition sheet of incoming mail, Give stamped and number letter	Head of general and staffing subdivision
2	Tuesday, May 25 th 2021	Writing Incoming Letter, and print data secretary.	Head of general and staffing subdivision
3	Wednesday, May 26 th 2021	Vesak Holiday	-
4	Thursday, May 27 th 2021	Writing Incoming Letter, and print data secretary.	Head of general and staffing subdivision
5	Friday, May 28 th 2021	Writing disposition sheet of incoming mail, Give stamped and number letter.	Head of general and staffing subdivision

Source: *Processed Data 2021*

Table 3.16 in the last week of May, the author was given the task of Writing disposition sheet of incoming mail and fill out a document employee performance agreement 2021.

and print document, and process practical Process although practical work is Write disposition sheet of incoming mail, invitation, after everything is

collected, it is the via watshapp to processing and handled over to leeter to field.

Table 3.16 Daily Activities of May 31th, 2021 to June 04th, 2021

No	Day and Time	Job of ActivityPlace	Place
1	Monday, May 31 th 2021	Writing disposition sheet of incoming mail and fiil out a document employee performance agreement 2021.	Head of general and staffing subdivision
2	Tuesday, June 01 th 2021	Pancasila day Holiday	-
3	Wednesday, June 02 th 2021	Writing disposition sheet of incoming mail and fiil out a document employee performance agreement 2021.	Head of general and staffing subdivision
4	Thursday, June 03 th 2021	fiil out a document employee performance agreement 2021.	Head of general and staffing subdivision
5	Friday, June 04 th 2021	Writing disposition sheet of incoming mail and fiil out a document employee performance agreement 2021.	Head of general and staffing subdivision

Source: Processed Data 2021

Table 3.17 in the first week of June, the author was given the task of Writing disposition sheet of incoming mail and fiil out a document employee performance agreement 2021 and print document to send in employee Scan letter to send secretary And print docment secretary. And work fiil out a document employee performance agreement 2021.

Table 3.17 Daily Activities of June 07th, 2021 to June 11th, 2021

No	Day and Time	Job of Activity	Place
1	Monday, June 07 th 2021	Writing disposition sheet of incoming mail .	Head of general and staffing subdivision
2	Tuesday, June 08 th 2021	Writing disposition sheet of incoming mail and fiil out a document employee performance agreement 2021.	-
3	Wednesday, June 09 th 2021	Writing disposition sheet of incoming mail and fiil out a document employee performance agreement 2021.	Head of general and staffing subdivision
4	Thursday, June 10 th 2021	Photocopy data and scan letter.	Head of general and staffing subdivision
5	Friday, June 11 th 2021	Writing disposition sheet of incoming mail and send letter.	Head of general and staffing subdivision.

Source: Processed Data 2021

Table 3.18 in the second week of June, the author was given the task of Continue Work document Writing disposition sheet of incoming mail and fill out a document employee performance agreement 2021. Continue fill out a document employee performance agreement 2021 and print.

Table 3.18 Daily Activities of June 14th, 2021 to June 18th, 2021

No	Day and Time	Job of Activity	Place
1	Monday, June 14 th 2021	Continue fill out a document employee performance agreement 2021 and print.	Head of general and staffing subdivision
2	Tuesday, June 15 th 2021	Writing disposition sheet of incoming mail.	Head of general and staffing subdivision
3	Wednesday, June 16 th 2021	Writing disposition sheet of incoming mail.	Head of general and staffing subdivision
4	Thursday, June 17 th 2021	Continue fill out a document employee performance agreement 2021 and print.	Head of general and staffing subdivision
5	Friday, June 18 th 2021	Continue fill out a document employee performance agreement 2021 and print.	Head of general and staffing subdivision

Source: Processed Data 2021

Table 3.19 in the third week of June, the author was given the task of fill out a document employee performance agreement 2021 a Continue fill out a document employee performance agreement 2021 and print.

Table 3.19 Daily Activities of June 21th, 2021 to June 25th, 2021

No	Day and Time	Job of Activity	Place
1	Monday, June 21 th 2021	Continue fill out a document employee performance agreement 2021 and print.	Head of general and staffing subdivision
2	Tuesday, June 22 th 2021	Continue fill out a document employee performance agreement 2021 and print.	Head of general and staffing subdivision
3	Wednesday, June 23 th 2021	Writing disposition sheet of incoming mail.	Head of general and staffing subdivision
4	Thursday, June 24 th 2021	Writing disposition sheet of incoming mail.	Head of general and staffing subdivision
5	Friday, June 25 th 2021	Writing disposition sheet of incoming mail.	Head of general and staffing subdivision

Source: Processed Data 2021

Table 3.20 on the fourth week in June, the author was given the task of Disposition letter and give letter to head fiil out a document employee performance agreement 2021 and print, scan and finish, Give number letter. Writing disposition sheet of incoming mail and send letter.

Photocopy data and scan letter Writing disposition sheet of incoming mail and fiil out a document employee performance agreement 2021.

Table 3.20 Daily Activities of June 28th, 2021 to June 30th, 2021

No	Day and Time	Job of Activity	Place
1	Monday, June 28 th 2021	Continue fiil out a document employee performance agreement 2021 and print.	Head of general and staffing subdivision
2	Tuesday, June 29 th 2021	Continue fiil out a document employee performance agreement 2021 and print and scan.	Head of general and staffing subdivision
3	Wednesday, June 30 th 2021	Continue fiil out a document employee performance agreement 2021 and print, scan and finish.	Head of general and staffing subdivision

Source: Processed Data 2021

Table 3.20 in the last week of practical work the author got the task fiil out a document employee performance agreement 2021 and print, scan and finish of in send secretariat region bengkalis, disposition letter and give letter to head office. And process althought Continue print a document the employee performance agreement document, collected data and print and scan to employee althought process send and finish work.

1.5 Obstacles And Solution appeticenship

1.5.1 Obstacles And Solution appeticenship

The obstacles faced during the practical work process In the Communication, Informatics and Statistics Department of Bengkalis Regency as follow:

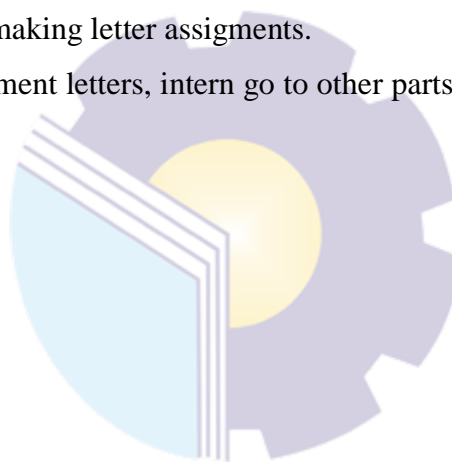
1. Computer damage in the room head of general and staffing subdivision.
2. Lack of computer facilities in the office
3. Lack of scan tool facilities in the office

4. Lack of understanding of making recapitulation of employee performance agreements.
5. Lack of communication of making recapitulation of employee performance agreements.

1.5.2 Solution of appeticenship

The solition faced that can be taken to deal with obstacles during the practical work process include:

1. When the computer is damage, the intern must go to another section to find computer to use in making letter assigments.
2. When the lack scan tool, the intern must go to another section to find computer to use in making letter assigments.
3. When making document letters, intern go to other parts of the room to make documents.



CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

After doing practical work at Communication, Informatics and Statistics Department of Bengkalis Regency, it can be concluded as follows:

1. There are several types of work during the practical work program, namely:
 - a. Control incoming mail document
 - b. make a rekapitulation of employee list and attendance.
 - c. Fill out the employee performance agreement document.
 - d. Fill out the 2021 position information form document.
 - e. Outgoing mail handling.
 - f. Archive documents electronically.
2. The apprenticeship report work program is carried out a Communication, Informatics and Statistics Department of Bengkalis Regency in the field Head of general and staffing subdivision, the program is carried out for 4 (months) starting on February 15, 2021 until June 30, 2021.
3. Work systems and procedures in the public relations department use online systems, applications and manual systems all of these system make it easier to do the work of the Head of general and staffing subdivision.
4. During the implementations of practical work, there are several obstacles, namely the lack of facilities such as paper, printer, computer, printer machines, internet network acces which is important to support in carrying out tasks in the Head of general and staffing subdivision.

4.2 Suggestion

After doing practical work at Communication, Informatics and Statistics Department of Bengkalis Regency, To support the company work activities, it is expected to be able to complete office equipment.i to job training in order for the work to run smoothly and quickly, complete equipment and supplies such as paper, printer machines, scanning machines, and must be provided.

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Yogyakarta

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LIST OF APPENDIX

Appendix 1 : Apprenticeship Reply Letter.

**PEMERINTAH KABUPATEN BENGKALIS**
DINAS KOMUNIKASI, INFORMATIKA
DAN STATISTIK
Jalan Kartini No. 12 Bengkalis. Kode Pos 28751
E-mail : Diskominfotik@bengkaliskab.go.id Website : diskominfotik.bengkaliskab.go.id

Bengkalis, 25 November 2020

Kepada

Nomor : 3 18/SEK.UK/2020/ 366
Sifat : Biasa
Lampiran : -
Hal : Penerimaan Mahasiswa Kerja Praktik (KP)

Yth. Direktur Politeknik Negeri Bengkalis
Jalan Bathin Alam, Sungai Alam
di-
Bengkalis

Menindaklanjuti Surat Nomor 3586/PL31/AK/2020, tanggal 20 November 2020, tentang Permohonan Izin Kerja Praktik, merupakan sebuah kehormatan yang tak ternilai bagi Pemerintah Kabupaten Bengkalis, atas kepercayaan dan dipilihnya Dinas Komunikasi, Informatika dan Statistik Kabupaten Bengkalis sebagai tempat untuk kegiatan Kerja Praktik Jurusan Administrasi Bisnis Internasional.

Sehubungan itu dapat kami informasikan, Dinas Komunikasi, Informatika dan Statistik Kabupaten Bengkalis bersedia dan dapat menerima mahasiswi tersebut untuk Kerja Praktik yang akan dimulai pada 15 Februari s.d. 30 Juni 2021:

- Nama : Siti Nurmarzidah
Nim : 5404171101
Program Studi : Administrasi Bisnis Internasional

Demikian disampaikan, atas perhatian dan kerjasamanya diucapkan terima kasih.

a.n. KEPALA DINAS KOMUNIKASI
INFORMATIKA DAN STATISTIK
KABUPATEN BENGKALIS
SEKRETARIS,


ADISUTRISNO, SE
Penata Tk. I
NIP. 19751218 201001 1 002

Appendix 2 : Apprenticeship Statement Letter

PENILAIAN DARI INSTANSI PEMERINTAH KERJA PRAKTEK
DINAS KOMUNIKASI, INFORMATIKA DAN STATISTIK
KABUPATEN BENGKALIS

Nama : Siti Nurmarzidah
NIM : 5404171101
Program Studi : Administrasi Bisnis Internasional
Politeknik Negeri Bengkalis.

No	Aspek Penilaian	Bobot	Nilai
1	Disiplin	20%	95
2	Tanggung-jawab	25%	90
3	Penyesuaian diri	10%	90
4	Hasil Kerja	30%	90
5	Perilaku secara umum	15%	95
	Total Jumlah (1+2+3+4+5)	100%	460

Keterangan :

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

Catatan

Bengkalis, 30 Juni 2021
Kasubbag Umum Dan Kepegawaian


SUFYAN, SP
NIP. 19660101 200003 009



Appendix 3 : Apprenticeship Certificate



Appendix 4 : list of apprenticeship attendance sheet



**PEMERINTAH KABUPATEN BENGKALIS
DINAS KOMUNIKASI, INFORMATIKA
DAN STATISTIK**

Jalan Kartini No 12 Bengkulu Kode Pos 28751
E-mail Diskominfotik@bengkalis.go.id

**ATTENDANCE LIST
INTERNSHIP STUDENT
BENGKALIS STATE POLYTECHNIC**
MONTH : FEBRUARY, 2021
NAME : SITI NURMARZIDAH
NIM : 5404171101
STUDY PROGRAM : INTERNATIONAL BUSINESS
ADMINISTRATION

No	Day/Date	Morning		Afternoon		Information	Initials
		In	Out	In	Out		
1	Monday 15 February 2021	08:00	12:00	14:00	16:00	Hadir	<i>[Signature]</i>
2	Tuesday 16 February 2021	08:00	12:00	14:00	16:00	Hadir	<i>[Signature]</i>
3	Wednesday 17 February 2021	08:00	12:00	14:00	16:00	Hadir	<i>[Signature]</i>
4	Thursday 18 February 2021	08:00	12:00	14:00	16:00	Hadir	<i>[Signature]</i>
5	Friday 19 February 2021	08:00	12:00	14:00	16:00	Hadir	<i>[Signature]</i>
6	Monday 22 February 2021	08:00	12:00	14:00	16:00	Hadir	<i>[Signature]</i>
7	Tuesday 23 February 2021	08:00	12:00	14:00	16:00	Hadir	<i>[Signature]</i>
8	Wednesday 24 February 2021	08:00	12:00	14:00	16:00	Hadir	<i>[Signature]</i>
9	Thursday 25 February 2021	08:00	12:00	14:00	16:00	Hadir	<i>[Signature]</i>
10	Friday 26 February 2021	08:00	12:00	14:00	16:00	Hadir	<i>[Signature]</i>

BENGKALIS, 26 FEBRUARY 2021
A. BIDANG KASUBBAG
DAN KEPEGAWAIAN
[Signature]
SUFYAN, SP
NIP. 19660101 200003 1 009



PEMERINTAH KABUPATEN BENGKALIS
DINAS KOMUNIKASI, INFORMATIKA
DAN STATISTIK

Jalan Kartini No. 12 Bengkulu Kode Pos 28751
E-mail : Diskominfotik@bengkalis.go.id

14	Kamis 18 Maret 2021	08:00	12:00	14:00	16:00	Hadir	K-
15	Jum'at 19 Maret 2021	08:00	12:00	14:00	16:00	Hadir	K-
16	Senin 22 Maret 2021	08:00	12:00	14:00	16:00	Hadir	K-
17	Selasa 23 Maret 2021	08:00	12:00	14:00	16:00	Hadir	K-
18	Rabu 24 Maret 2021	08:00	12:00	14:00	16:00	Hadir	K-
19	Kamis 25 Maret 2021	08:00	12:00	14:00	16:00	Hadir	K-
20	Jum'at 26 Maret 2021	08:00	12:00	14:00	16:00	Hadir	K-
21	Senin 29 Maret 2021	08:00	12:00	14:00	16:00	Hadir	K-
22	Selasa 30 Maret 2021	08:00	12:00	14:00	16:00	Hadir	K-
23	Rabu 31 Maret 2021	08:00	12:00	14:00	16:00	Hadir	K-

BENGKALIS, 31 MARET 2021
KEPALA BIDANG KASUBBAG
MUSKAB DAN KEPEGAWAIAN



SOBYAN, SP

660101 200003 1 009



PEMERINTAH KABUPATEN BENGKALIS
**DINAS KOMUNIKASI, INFORMATIKA
DAN STATISTIK**

Jalan Kartini No. 12 Bengkulu Kode Pos 28751
E-mail: Diskominfotik@bengkalis.go.id

**DAFTAR HADIR
MAHASISWA MAGANG
POLITEKNIK NEGERI BENGKALIS**

MONTH : APRIL, 2021
NAME : SITI NURMARZIDAH
NIM : 5404171101
STUDY PROGRAM : INTERNATIONAL BUSINESS
ADMINISTRATION

No	Day/Date	Morning		AFTERNOON		Keterangan	Initials
		In	Out	In	Out		
1	Kamis 01 April 2021	08:00	12:00	14:00	16:00	Hadir	S
2	Jum'at 02 April 2021	08:00	12:00	14:00	16:00	Hadir	S-
3	Senin 05 April 2021	08:00	12:00	14:00	16:00	Hadir	S-
4	Selasa 06 April 2021	08:00	12:00	14:00	16:00	Hadir	S-
5	Rabu 07 April 2021	08:00	12:00	14:00	16:00	Hadir	S-
6	Kamis 08 April 2021	08:00	12:00	14:00	16:00	Hadir	S
7	Jum'at 09 April 2021	08:00	12:00	14:00	16:00	Hadir	S-
8	Senin 12 April 2021	08:00	12:00	14:00	15:00	Libur Menyambut Bulan Puasa	
9	Selasa 13 April 2021	08:00	12:00	14:00	15:00		
10	Rabu 14 April 2021	08:00	12:00	14:00	15:00		
11	Kamis 15 April 2021	08:00	12:00	14:00	16:00		
12	Jum'at 16 April 2021	08:00	12:00	14:00	16:00	Hadir	S-
13	Senin 19 April 2021	08:00	12:00	14:00	15:00	Hadir	S-
14	Selasa 20 April 2021	08:00	12:00	14:00	15:00	Hadir	S-



PEMERINTAH KABUPATEN BENGKALIS
**DINAS KOMUNIKASI, INFORMATIKA
DAN STATISTIK**

Jalan Kartini No. 12 Bengkulu. Kode Pos 28751
E-mail : Diskominfotik@bengkalis.go.id

15	Rabu 21 April 2021	08:00	12:00	14:00	15:00	Hadir	
16	Kamis 22 April 2021	08:00	12:00	14:00	16:00	Hadir	
17	Jum'at 23 April 2021	08:00	12:00	14:00	16:00	Hadir	
18	Senin 26 April 2021	08:00	12:00	14:00	15:00	Hadir	
19	Selasa 27 April 2021	08:00	12:00	14:00	15:00	Hadir	
20	Rabu 28 April 2021	08:00	12:00	14:00	15:00	Hadir	

BENGKALIS, 30 APRIL 2021

KEPALA BIDANG KASUBBAG
MUM DAN KEPEGAWAIAN



SUFYAN, SP

660101 200003 1 009



PEMERINTAH KABUPATEN BENGKALIS
**DINAS KOMUNIKASI, INFORMATIKA
DAN STATISTIK**

Jalan Kartini No 12 Bengkulu Kode Pos 28751
E-mail Diskominfotik@bengkalis.go.id

**DAFTAR HADIR
MAHASISWA MAGANG
POLITEKNIK NEGERI BENGKALIS**

MONTH : MEI, 2021
NAME : SITI NURMARZIDAH
NIM : 5404171101
STUDY PROGRAM : INTERNATIONAL BUSINESS
ADMINISTRATION

No	Day/Date	Morning		Afternoon		Keterangan	Initials
		In	Out	In	Out		
1	Senin 03 Mei 2021	08:00	12:00	14:00	15:00	Hadir	<i>S</i>
2	Selasa 04 Mei 2021	08:00	12:00	14:00	15:00	Hadir	<i>S</i>
3	Rabu 05 Mei 2021	08:00	12:00	14:00	15:00	Hadir	<i>S</i>
4	Kamis 06 Mei 2021	08:00	12:00	14:00	16:00	Hadir	<i>S</i>
5	Jum'at 07 Mei 2021	08:00	12:00	14:00	16:00	Hadir	<i>S</i>
6	Senin 10 Mei 2021	08:00	12:00	14:00	15:00	Libur menyambut hari raya idul fitri 1442 H	
7	Selasa 11 Mei 2021	08:00	12:00	14:00	15:00		
8	Rabu 12 Mei 2021	08:00	12:00	14:00	15:00		
9	Kamis 13 Mei 2021	08:00	12:00	14:00	16:00		
10	Jum'at 14 Mei 2021	08:00	12:00	14:00	16:00		
11	Senin 17 Mei 2021	08:00	12:00	14:00	15:00	Hadir	<i>S</i>
12	Selasa 18 Mei 2021	08:00	12:00	14:00	15:00	Hadir	<i>S</i>
13	Rabu 19 Mei 2021	08:00	12:00	14:00	15:00	Hadir	<i>S</i>



PEMERINTAH KABUPATEN BENGKALIS
**DINAS KOMUNIKASI, INFORMATIKA
DAN STATISTIK**

Jalan Kartini No 12 Bengkulu Kode Pos 28751
E-mail : Diskominfotik@bengkalis.go.id

14	Kamis 20 Mei 2021	08:00	12:00	14:00	16:00	Hadir	f
15	Jum'at 21 Mei 2021	08:00	12:00	14:00	16:00	Hadir	f
16	Senin 24 Mei 2021	08:00	12:00	14:00	15:00	Hadir	f
17	Selasa 25 Mei 2021	08:00	12:00	14:00	15:00	Hadir	f
18	Rabu 26 Mei 2021	08:00	12:00	14:00	15:00	Libur Hari Raya Waisak	
19	Kamis 27 Mei 2021	08:00	12:00	14:00	16:00	Hadir	f
20	Jum'at 28 Mei 2021	08:00	12:00	14:00	16:00	Hadir	f
21	Senin 31 Mei 2021	08:00	12:00	14:00	15:00	Hadir	f

BENGKALIS, 31 MEI 2021

PLA BIDANG KASUBBAG

UMUM DAN KEPEGAWAIAN



SUFYAN, SP

NIP. 19660101 200003 1 09



PEMERINTAH KABUPATEN BENGKALIS
**DINAS KOMUNIKASI, INFORMATIKA
DAN STATISTIK**

Jalan Kartini No. 12 Bengkulu Kode Pos 28751
E-mail: Diskominfotik@bengkalis.go.id

**DAFTAR HADIR
MAHASISWA MAGANG
POLITEKNIK NEGERI BENGKALIS**

MONTH : JUNI, 2021
NAME : SITI NURMARZIDAH
NIM : 5404171101
STUDY PROGRAM : INTERNATIONAL BUSINESS
ADMINISTRATION

No	Day/date	Morning		Afternoon		Keterangan	Initials
		In	Out	In	Out		
1	Senin 31 Juni 2021	08:00	12:00	14:00	16:00	Hadir	<i>S.</i>
2	Selasa 01 Juni 2021	08:00	12:00	14:00	16:00	Libur Hari Pancasila	
3	Rabu 02 Juni 2021	08:00	12:00	14:00	16:00	Hadir	<i>S.</i>
4	Kamis 03 Juni 2021	08:00	12:00	14:00	16:00	Sakit	<i>S.</i>
5	Jum'at 04 Juni 2021	08:00	12:00	14:00	16:00	Hadir	<i>S.</i>
6	Senin 07 Juni 2021	08:00	12:00	14:00	16:00	Hadir	<i>S.</i>
7	Selasa 08 Juni 2021	08:00	12:00	14:00	16:00	Hadir	<i>S.</i>
8	Rabu 09 Juni 2021	08:00	12:00	14:00	16:00	Hadir	<i>S.</i>
9	Kamis 10 Juni 2021	08:00	12:00	14:00	16:00	Hadir	<i>S.</i>
10	Jum'at 11 Juni 2021	08:00	12:00	14:00	16:00	Hadir	<i>S.</i>
11	Senin 14 Juni 2021	08:00	12:00	14:00	16:00	Hadir	<i>S.</i>
12	Selasa 15 Juni 2021	08:00	12:00	14:00	16:00	Hadir	<i>S.</i>
13	Rabu 16 Juni 2021	08:00	12:00	14:00	16:00	Hadir	<i>S.</i>
14	Kamis 17 Juni 2021	08:00	12:00	14:00	16:00	Hadir	<i>S.</i>



PEMERINTAH KABUPATEN BENGKALIS
**DINAS KOMUNIKASI, INFORMATIKA
DAN STATISTIK**

Jalan Kartini No 12 Bengkulu Kode Pos 28751
E-mail Diskominfotik@bengkalis.go.id

15	Jum'at 18 Juni 2021	08:00	12:00	14:00	16:00	Hadir	
16	Senin 21 Juni 2021	08:00	12:00	14:00	16:00	Hadir	
17	Selasa 22 Juni 2021	08:00	12:00	14:00	16:00	Hadir	
18	Rabu 23 Juni 2021	08:00	12:00	14:00	16:00	Sakit	
19	Kamis 24 Juni 2021	08:00	12:00	14:00	16:00	Hadir	
20	Jum'at 25 Juni 2021	08:00	12:00	14:00	16:00	Hadir	
21	Senin 28 Juni 2021	08:00	12:00	14:00	16:00	Hadir	
22	Selasa 29 Juni 2021	08:00	12:00	14:00	16:00	Hadir	
23	Rabu 30 Juni 2021	08:00	12:00	14:00	16:00	Hadir	

BENGKALIS, 30 JUNI 2021

KEPALA BIDANG KASUBBAG
UMUM DAN KEPEGAWAIAN



SUFYAN, SP


NIP. 660101 200003 1 009

Appendix 7 Activity Of The Job Training

Appendix 7 : Daily Activities of The Job Training

DAILY ACTIVITIES OF THE APPRENTICESHIP


Day : Monday - Thursday
Date : February 15th - 19th, 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Self-introduction and guidance on the first day of apprenticeship.	Sufyan, SP	
2.	Introduction to Communication and Information Resources		
3.	Writing incoming mail and archive Incoming. letter and disposition sheet. photocopy data.		
4.	Write and archive incoming letters, and disposition sheet invitation and proposal.		
5.	Write a disposition sheet of incoming mail, invitation, proposal.		
	Notes by Industrial Coach		

No	WORKING	EXPLANATION
1.		Providing direction regarding apprenticeship activities and placement in each field regarding apprenticeship activities.
2.		Delivering letters to the designated part of the room, namely in the Communication and Information Resources section and providing apprenticeship directions.
3.		After receiving an incoming letter from the Bupati Bengkalis, Letter in entered disposition sheet and letter submitted to head although send to field. photocopy data.
4.		After receiving an incoming letter from the Secretariat, it is then forwarded to the head of the Communication and Information Resources. after which the letter is written and archived as stored data if needed later.
5.		Write a disposition sheet of incoming mail, invitation, proposal, after everything is collected, it is the submitted to head for processing and handed over secretary and handled over to the field human resources and communication.

**DAILY ACTIVITES
OF THE APPRENTICESHIP**


Day : Monday - Thursday
Date : February 22th - 26th, 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Write and archive incoming letters, and disposition sheet invitation, proposal and write number letter outcoming.	Sufyan, SP	
2.	Write and disposition of invitation, proposal and write number letter outcoming.		
3.	letter of invitation and send data to secretary, and photocopy data.		
4.	Print attendance list employee PNS and employee next week, Write and disposition sheet, Writing Incoming Letter of invitation.		
5.	Write and disposition sheet, Writing Incoming Letter.		
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
1.		Write a disposition sheet of incoming mail, invitation, proposal, after everything is collected, it is the submitted to head for processing and handled over to the field. Write number letter.
2.		Proposal and invitation are Written in a disposition sheet after being collected and submitted to the head for correction.
3.		Handling over a letter of incoming mail, invitation, proposal, after everything is collected. Photocopy data.
4.		Write a disposition sheet of incoming mail, invitation, proposal, after everything is collected, it is the submitted to head for processing handled over to the field human reseorces and communication.
5.		Write a disposition sheet of incoming mail, invitation, proposal, after everything is collected, it is the submitted to head for processing handled over to the field human reseorces and communication.

DAILY ACTIVITES OF THE APPRENTICESHIP


Day : Monday - Thursday
Date : March 01st - 05th, 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Write and disposition sheet, Writing Incoming Letter.	Sufyan, SP	
2.	Write and disposition of invitation, proposal and write number letter outgoing.		
3.	Write and disposition of invitation, proposal and write number letter outgoing.		
4.	Writing incoming mail and archive Incoming. letter and disposition sheet. photocopy data.		
5.	Print attendance list employee PNS and employee next week, Writing incoming mail and archive Incoming. letter and disposition sheet. photocopy data.		
Notes by Industrial Coach.			

No	WORKING	EXPLANATION
1.		Write a disposition sheet of incoming mail, invitation, proposal, after everything is collected, it is the submitted to head for processing and to the field human resources and communication.
2.		Write a disposition sheet of incoming mail, invitation, proposal, after everything is collected, it is the submitted to head for processing and to the field human resources and communication. And provide outgoing mail number.
3.		Checking the letter and proposal to be submitted by the secretary, although processing and handed over to the field human resources and communication. And provide outgoing mail number. Write and archive incoming letters.
4.		Write a disposition sheet of incoming mail, invitation, proposal, after everything is collected, it is the submitted to head for processing and handed over secretary and handed over to the field human resources and communication and Staff of public and staff department. Photocopy data.
5.		Write a disposition sheet of incoming mail, invitation, proposal, after everything is collected, it is the submitted to head for processing and handed over secretary and handed over to the field human resources and communication.

**DAILY ACTIVITIES
OF THE APPRENTICESHIP**


Day : Monday - Thursday
Date : March 08th – 12th, 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Writing Incoming Letter. And give stamp and write letter number.	Sufyan SP	
2.	Writing Incoming Letter, And give stamp and write letter number and print data secretary.		
3.	give stamp and letter number, Writing and Archiving Incoming, Print data secretary.		
4.	Isra Mi'raj Holiday of Prophet Muhammad SAW		
5.	Print attendance list employee PNS and employee next week, Writing Incoming Letter, and print data secretary.		
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
1.		The letter of the employee who will be out of office asking for an exit number. After that give stamp and letter number.
2.		Write a disposition sheet of incoming mail, invitation, it is the submitted to head. After that give stamp and letter number. Writing and Archiving Incoming. Print data secretary.
3.		give stamp and letter number. Writing and Archiving Incoming. Print data secretary.
4.		Isra Mi'raj Holiday of Prophet Muhammad SAW
5.		Write a disposition sheet of incoming mail, it is the submitted to head and handled over to the field human resources and communication and Staff of public and staff department. Writing and Archiving Incoming. Print data secretary.

**DAILY ACTIVITES
OF THE APPRENTICESHIP**


Day : Monday - Thursday
Date : March 15th – 19th, 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Writing Incoming Letter, and print data secretary.	Sufyan, SP	
2.	print data secretary, And give stamp and write letter number and photocopy data.		
3.	Writing Incoming Letter, Scan letter and photocopy in send secretary.		
4.	Writing Incoming Letter, Scan letter and photocopy in send secretary, and give stamp.		
5.	Print attendance list employee PNS and employee next week, Writing Incoming Letter, Scan letter and photocopy in send secretary.		
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
1.		Writing Incoming Letter, and print data secretary Write an incoming letter and write it on the disposision sheet and secretary corrections. And print data secretary.
2.		print data secretary give stamp and letter number. Photocopy.
3.		Writing Incoming Letter and write it on the disposision sheet and secretary corrections, Scan letter and photocopy in send secretary.
4.		Writing Incoming Letter and write it on the disposision sheet and secretary corrections, Scan letter and photocopy in send secretary, and give stamp.
5.		print data attendance list employee PNS and employee, Writing Incoming Letter, Scan letter and photocopy in send secretary.

**DAILY ACTIVITES
OF THE APPRENTICESHIP**

Day : Monday - Thursday
Date : March 22nd – 26th, 2021


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Make a rekapitulation of employee list and attendance, write incoming mail, proposal, and scan, archive incoming mail.	Sufyan, SP	
2.	Continue Make a rekapitulation of employee list and attendance, write and scan, archive incoming mail.		
3.	Continue Make a rekapitulation of employee list and attendance, Writing Incoming Letter, Scan letter and photocopy in send secretary.		
4.	Write and disposition sheet, Writing Incoming Letter. Letter continue document signed and then stamped write and scan, archive incoming mail.		
5.	Write disposition sheet from Incoming Letter and archive.		
Notes by Industrial Coach.			

No	WORKING	EXPLANATION
1.		Make a rekapitulation of employee list and attendance process collect data data employee, Write an incoming letter, then the letter is forwarded to the Head of the Communication and Information Resources, after which it is archived. Write a proposal for a media collaboration offer from LPP TVRI RIAU and archive it. Letter in the scan, archive incoming mail.
2.		Continue work Make a rekapitulation of employee list and attendance process collect data data employee. Write an incoming letter and disposition sheet, then the letter is forwarded to the Head of the Communication and Information Resources. write and scan, archive incoming mail.

3.		<p>Checking rekapitulation of employee list and attendance, and print, then the document is forwarded to the Head of the Communication and Information Resources, after which it is in correction and signed and then stamped.</p> <p>Write an incoming letter and disposition sheet, then the letter is forwarded to the Head of the Communication and Information Resources, after which it is in correction and signed and then stamped</p> <p>write and scan, archive incoming mail.</p>
4.		<p>Write an incoming letter and disposition sheet, then the letter is forwarded to the Head of the Communication and Information Resources, after which it is in correction and signed and then stamped</p> <p>write and scan, archive incoming mail.</p> <p>signed and then stamped.</p>
5.		<p>Write an incoming letter, the letter is then submitted to the Communication and Information Resources and after letter is in archive.</p>

**DAILY ACTIVITES
OF THE APPRENTICESHIP**


Day : Monday - Thursday
Date : March 29th - 02nd, 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Write disposition sheet from Incoming Letter, invitation and proposal.	Sufyan, SP	
2.	Write and disposition sheet, Writing Incoming Letter. Letter continue document signed and then stamped write and scan, archive incoming mail.		
3.	Write disposition sheet incoming mail and send.		
4.	Completing Letter of Accountability		
5.	Isa Al-Masih's death anniversary holiday		
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
1.		Write a disposition sheet of incoming mail, invitation, proposal, after everything is collected, it is the submitted to head for processing and handed over secretary, although proposal from media cooperation offers from Indragiri pos handled over to the field human reseorces and communication.
2.		Write an incoming letter and disposition sheet, then the letter is forwarded to the Head of the Communication and Information Resources, after which it in correction and signed and then stamped write and scan, archive incoming mail. signed and then stamped
3.		Write disposition sheet incoming mail and send to secretary.
4.		To give numbering on the official note and SPT (assignment order) then after both are signed by the head of the Communication and Information Resources field and then stamped.
5.		Isa Al-Masih's death anniversary holiday

**DAILY ACTIVITIES
OF THE APPRENTICESHIP**


Day : Monday - Thursday
Date : April 05th - 09th, 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Print attendance list employee PNS and employee next month, Write and archive incoming	Sufyan, SP	
2.	Sending via watshapp invitation, and archive letter.		
3.	Sending via watshapp invitation.		
4.	Write disposition sheet from Incoming Letter and archive incoming mail and proposals.		
5.	Write disposition sheet from Incoming Letter and archive incoming mail.		
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
1.		Print Print attendance list employee PNS and employee next month. Write a disposition sheet of incoming mail, invitation, after everything is collected, it is the via watshapp to head for processing and send watshapp secretary. And archive letter incoming.
2.		Write a disposition sheet of incoming mail, invitation, after everything is collected, it is the via watshapp to head for processing and send watshapp secretary. And archive letter incoming.
3.		Write a disposition sheet of incoming mail, invitation, after, it is the via watshapp to head for processing and send watshapp secretary.
4.		Write a disposition sheet of incoming mail, after everything is collected, it is the via watshapp to head for processing and send watshapp secretary. And archive letter incoming. And give stamped and number letter.
5.		Write disposition sheet of incoming mail, invitation, after everything is collected, it is the via watshapp to head for processing and send watshapp secretary. And archive letter incoming

**DAILY ACTIVITES
OF THE APPRENTICESHIP**


Day : Monday - Thursday
Date : April 12th - 16th, 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Holidays to welcome the month of fasting	Sufyan, SP	
2.	First fasting holiday		
3.	fasting holiday		
4.	fasting holiday		
5.	Write disposition sheet from Incoming Letter to send secretary and archive incoming mail.		
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
1.		Holidays to welcome the month of fasting
2.		First fasting holiday
3.		fasting holiday
4.		fasting holiday
5.		Write disposition sheet of incoming mail, invitation, after everything is collected, it is the via watshapp to processing and send watshapp secretary, And archive letter incoming.

**DAILY ACTIVITIES
OF THE APPRENTICESHIP**

Day : Monday - Thursday
Date : April 19th - 23rd, 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Fill out the employee performance agreement document, Disposition incoming mail and photocopy and scanning data.	Sufyan, SP	
2.	Continue work Fill out the employee performance agreement document, Disposition incoming mail and photocopy.		
3.	Continue work Fill out the employee performance agreement document, Disposition incoming mail and photocopy.		
4.	Continue work Fill out the employee performance agreement document, Disposition incoming mail and photocopy.		
5.	Continue work Fill out the employee performance agreement document, give stamped.		
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
1.		Work Fill out the employee performance agreement document, collected data data. Writing disposition sheet of incoming mail. Photocopy data and scan letter.
2.		Work Fill out the employee performance agreement document, collected data data. Write incoming mail this disposition sheet.
3.		Work Fill out the employee performance agreement document, collected data data. Write incoming mail this disposition sheet.
4.		Continuing to Fill out the employee performance agreement document. Write and archive incoming mail, and scan letter.
5.		Continuing to Fill out the employee performance agreement document. And give stamped.

**DAILY ACTIVITES
OF THE JOB TRAINING**


Day : Monday - Thursday
Date : April 26th – 30th, 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Continuing Fill out the employee performance agreement document Communication, Informatics, and Statistics Department of Bengkalis.	Sufyan, SP	
2.	Print the employee performance agreement document, Writing disposition sheet of incoming mail. Photocopy data and scan letter.		
3.	Print the employee performance agreement document, send incoming mail invitation to secretary.		
4.	Print the employee performance agreement document, send incoming mail invitation to head Communication, Informatics, and Statistics Department of Bengkalis.		
5.	Writing disposition sheet of incoming mail. Give stamp and number letter.		
	Notes by Industrial Coach:		

No	WORKING	EXPLANATION
1.		Fill out the employee performance agreement document, process print data, Photocopy data and scan letter.
2.		Continuing Print the employee performance agreement document. send incoming mail invitation to head Communication, Informatics, and Statistics Department of Bengkalis to secretary.
3.		Continuing Print the employee performance agreement document. send incoming mail invitation to head Communication, Informatics, and Statistics Department of Bengkalis to secretary.
4.		Continuing Print the employee performance agreement document. send incoming mail invitation to head Communication, Informatics, and Statistics Department of Bengkalis
5.		Write disposition sheet of incoming mail, invitation, after everything is collected, it is the via watshapp to processing and handled over to

**DAILY ACTIVITES
OF THE APPRENTICESHIP**


Day : Monday - Thursday
Date : Mei 03^d - 07th, 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Writing disposition sheet of incoming mail. Give stamped and number letter.	Sufyan, SP	
2.	Writing disposition sheet of incoming mail. Give stamped and number letter		
3.	Help with registration from seprina		
4.	Holidays to welcome Eid Al-Fitr 1442 H		
5.	Holidays to welcome Eid Al-Fitr 1442 H.		
Notes by Industrial Coach			

No	WORKING	EXPLANATION
1.		Write disposition sheet of incoming mail, invitation, after everything is collected, it is the via watshapp to processing and handled over to secretary.
2.		Write disposition sheet of incoming mail, invitation, after everything is collected, it is the via watshapp to processing and handled over to secretary
3.		Help with registration from seprina.
4.		Holidays to welcome Eid Al-Fitr 1442 H
5.		Holidays to welcome Eid Al-Fitr 1442 H

**DAILY ACTIVITES
OF THE APPRENTICESHIP**


Day : Monday - Thursday
Date : Mei 10th-14th, 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Holidays to welcome Eid Al-Fitr 1442 H	Sufyan , SP	
2.	Holiday.		
3.	Holidays to welcome Eid Al-Fitr 1442 H		
4.	Eid holiday 1442 H		
5.	Eid holiday 1442 H		
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
1.		Holidays to welcome Eid Al-Fitr 1442 H
2.		Holidays to welcome Eid Al-Fitr 1442 H
3.		Holidays to welcome Eid Al-Fitr 1442 H
4.		Eid holiday 1442 H
5.		Eid holiday 1442 H

**DAILY ACTIVITES
OF THE APPRENTICESHIP**


Day : Monday - Thursday
Date : May 17th – 21st, 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Eid holiday 1442 H..	Sufyan, SP	
2.	Writing disposition sheet of incoming mail, Give stamped and number letter.		
3.	Writing Incoming Letter, and print data secretary		
4.	Writing Incoming Letter, and print data secretary. Help with registration from seprina.		
5.	Writing Incoming Letter, and print data secretary		
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
1.		Eid holiday 1442 H.
2.		Write disposition sheet of incoming mail, invitation, after everything is collected, it is the via watshapp to head for processing and send watshapp secretary. Give stamped and number letter and archive letter and photocopy data.
3.		Write an incoming letter and write it on the dispoisison sheet and secretary corrections. And print data secretary.
4.		Write an incoming letter and write it on the dispoisison sheet and secretary corrections. And print data secretary. Help with registration from seprina.
5.		Write an incoming letter and write it on the dispoisison sheet and secretary corrections. And print data secretary.

**DAILY ACTIVITES
OF THE APPRENTICESHIP**


Day : Monday - Thursday
Date : May 24th – 28th, 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Writing disposition sheet of incoming mail, Give stamped and number letter	Sufyan, SP	
2.	Writing Incoming Letter, and print data secretary		
3.	Vesak holiday		
4.	Writing Incoming Letter, and print data secretary.		
5.	Writing disposition sheet of incoming mail, Give stamped and number letter.		
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
1.		Write disposition sheet of incoming mail, invitation, after everything is collected, it is the via watshapp to head for processing and send watshapp secretary. Give stamped and number letter and archive letter and photocopy data.
2.		Write disposition sheet of incoming mail, invitation, after everything is collected, it is the via watshapp to head for processing and send watshapp secretary. Print data.
3.		Vesak holiday
4.		Write disposition sheet of incoming mail, invitation, after everything is collected, it is the via watshapp to head for processing and send watshapp secretary. Give print data for secretary
5.		Write disposition sheet of incoming mail, invitation, after everything is collected, it is the via watshapp to head for processing and send watshapp secretary. Give stamped and number letter and archive letter and photocopy data.

**DAILY ACTIVITES
OF THE APPRENTICESHIP**


Day : Monday - Thursday
Date : Mey 31st – June 04th, 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Writing disposition sheet of incoming mail and fill out a document employee performance agreement 2021.	Sufyan, SP	
2.	Pancasila Day Holiday		
3.	Writing disposition sheet of incoming mail and fill out a document employee performance agreement 2021.		
4.	fill out a document employee performance agreement 2021.		
5.	Writing disposition sheet of incoming mail and fill out a document employee performance agreement 2021.		
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
1.		Work Fill out the employee performance agreement document, collected data data. Writing disposition sheet of incoming mail.
2.		Pancasila day holiday.
3.		Work Fill out the employee performance agreement document, collected data data. Writing disposition sheet of incoming mail. Photocopy data.
4.		Work Fill out the employee performance agreement document, collected data data. Writing disposition sheet of incoming mail. Photocopy data and scan letter.
5.		Work Fill out the employee performance agreement document, collected data data. Writing disposition sheet of incoming mail.

**DAILY ACTIVITES
OF THE APPRENTICESHIP**


Day : Monday - Thursday
Date : June 07th -11th, 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Writing disposition sheet of incoming mail .	Sufyan, SP	
2.	Vaksin. Writing disposition sheet of incoming mail and fill out a document employee performance agreement 2021.		
3.	Writing disposition sheet of incoming mail and fill out a document employee performance agreement 2021.		
4.	Photocopy data and scan letter.		
5.	Writing disposition sheet of incoming mail and send letter.		
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
1.		Writing disposition sheet of incoming mail, Photocopy data and scan letter
2.		Work Fill out the employee performance agreement document, collected data data and print. Writing disposition sheet of incoming mail. Photocopy data and scan letter.
3.		Work Fill out the employee performance agreement document, collected data and print, Writing disposition sheet of incoming mail and Photocopy data and scan letter
4.		Photocopy data and scan letter
5.		Write disposition sheet of incoming mail, invitation, after everything is collected, it is the via watshapp to head for processing and send watshapp secretary.


**DAILY ACTIVITIES
OF THE APPRENTICESHIP**

Day : Monday - Thursday
Date : June 14th - 18th, 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Continue fill out a document employee performance agreement 2021 and print.	Sufyan, SP	
2.	Writing disposition sheet of incoming mail.		
3.	Writing disposition sheet of incoming mail.		
4.	Continue fill out a document employee performance agreement 2021 and print.		
5.	Continue fill out a document employee performance agreement 2021, and print.		
	Notes by Industrial Coach.		

No	WORKING	EXPLANATION
1.		Work Fill out the employee performance agreement document, collected data and print to employee.
2.		Write disposition sheet of incoming mail, invitation, after everything is collected, it is the via watshapp to head for processing and send secretary. And print to secretary.
3.		Write disposition sheet of incoming mail, invitation, after everything is collected, it is the via watshapp to head for processing and send secretary. And print to secretary.
4.		Continue print a document the employee performance agreement document, collected data and print to employee.
5.		Continue print a document the employee performance agreement document, collected data and print to employee.

Appendix 6 Revisian Sheet



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	: MAIRIZON, S. Sos, M. si
NIP	: 19590510 199403 1 017
Pangkat/Golongan	: Pembina (IV/a)
Jabatan	: KEPALA SEKSI Penguatan Kapasitas Sumber Daya Komunikasi Publik dan Penyediaan Akses

Selanjutnya disebut PIHAK PERTAMA

Nama	: DARMAWANTO, S. Ag
NIP	: 19771228 200701 1 005
Pangkat/Golongan	: Penata (III/d)
Jabatan	: PELAKSANA TUGAS (PII) KEPALA BIDANG SUMBER DAYA KOMUNIKASI DAN INFORMASI DINAS KOMUNIKASI, INFORMATIKA DAN STATISTIK KABUPATEN BENGKALIS

selaku atasan PIHAK PERTAMA, selanjutnya disebut PIHAK KEDUA

PIHAK PERTAMA berjanji akan mewujudkan target kinerja yang seharusnya menengah seperti yang telah ditetapkan dalam dokumen perencanaan. Keberhasilan dan kegagalan pencapaian target kinerja tersebut menjadi tanggung jawab kami.

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


Bengkalis, 4 Maret 2021

PIHAK KEDUA, Pir. KEPALA BIDANG SUMBER DAYA KOMUNIKASI DAN INFORMASI	PIHAK PERTAMA, KEPALA SEKSI Penguatan Kapasitas Sumber Daya Komunikasi Publik dan Penyediaan Akss
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DARMAWANTO, S. Ag Penata Tk. I	MAIRIZON, S. Sos, M. si Pembina
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Appendix 7 : APPRENTICESHIP DOCUMENTATION

1. LETTER DOCUMENT PERJANJIAN KINERJA PEGAWAI 2021



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	: MAIRIZON, S. Sos, M. si
NIP	: 19590510 199403 1 017
Pangkat/Golongan	: Pembina (IV/a)
Jabatan	: KEPALA SEKSI Penguatan Kapasitas Sumber Daya Komunikasi Publik dan Penyediaan Akses

Selanjutnya disebut PIHAK PERTAMA

Nama	: DARMAWANTO, S. Ag
NIP	: 19771228 200701 1 005
Pangkat/Golongan	: Penata (III/d)
Jabatan	: PELAKSANA TUGAS (PII) KEPALA BIDANG SUMBER DAYA KOMUNIKASI DAN INFORMASI DINAS KOMUNIKASI, INFORMATIKA DAN STATISTIK KABUPATEN BENGKALIS

selaku atasan PIHAK PERTAMA, selanjutnya disebut PIHAK KEDUA

PIHAK PERTAMA berjanji akan mewujudkan target kinerja yang seharusnya menengah seperti yang telah ditetapkan dalam dokumen perencanaan. Keberhasilan dan kegagalan pencapaian target kinerja tersebut menjadi tanggung jawab kami.

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

Bengkalis, 4 Maret 2021

PIHAK KEDUA, Pir. KEPALA BIDANG SUMBER DAYA KOMUNIKASI DAN INFORMASI	PIHAK PERTAMA, KEPALA SEKSI Penguatan Kapasitas Sumber Daya Komunikasi Publik dan Penyediaan Akss
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DARMAWANTO, S. Ag Penata Tk. I	MAIRIZON, S. Sos, M. si Pembina
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2. LETTER OUTCOMING 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

Bengkalis, 19 Februari 2021
 Kepada
 Yth. Sdr. Kepala Badan Pusat Statistik (BPS)
Kabupaten Bengkalis


Nomor : 005/Tapem/2021/11
 Sifat : Biasa
 Lampiran :
 Perihal : UNDANGAN

di - Tempat

BUPATI BENGKALIS, dengan ini mengundang Saudara untuk dapat hadir pada :

Hari : Selasa
 Tanggal : 23 Februari 2021
 Pukul : 09.00 WIB s/d selesai
 Tempat : Ruang Rapat Hangtuh Kantor Bupati Bengkalis
 Acara : Rapat Koordinasi Pengumpulan Satu Data Kewilayahan di Kabupaten Bengkalis.

Untuk dapat membawa berkas dan dokumen pendukung terkait data Kewilayahan di Kabupaten Bengkalis.
 Demikian disampaikan, atas perhatian dan kehadirannya tepat waktu di ucapkan terima kasih.

BUPATI BENGKALIS
 SEKRETARIS DAERAH,

 H. BUSTAMI, HY, SH, MM
 PEMBINA UTAMA MUDA
 NIP. 19640907 198503 1 009

Tembusan disampaikan kepada Yth :
 - Bapak Bupati Bengkalis sebagai laporan.

3. LETTER DISPOSITION MASUK

PEMERINTAH KABUPATEN BENGKALIS
DINAS KOMUNIKASI, INFORMATIKA
DAN STATISTIK
 Jalan Kartini No. 12 Bengkalis, Kode Pos 28751
 E-mail : Diskominfotik@bengkalis.kab.go.id

LEMBAR DISPOSISI

Surat dari : KECAMATAN SIAK KECIL
 No. Surat : -
 Tgl. Surat : 16 Januari 2021

Diterima Tgl : 19 Februari 2021
 No. Agenda : 1233
 Sifat :
 Sangat Segera Segera Rahasia

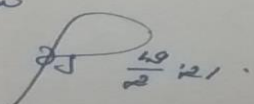
Hal : Permohonan Pemindahan DNS Server Website
 Kecamatan Siak Kecil

Diteruskan kepada Sdr :

1. Kepala Dinas Komunikasi, Informatika dan Statistik Kab. Bengkalis
2. Sekretariat : a. Kasubbag Umum dan Kepegawaian
 b. Kasubbag Keuangan dan Perlengkapan
 c. Kasubbag Penyusunan Program
3. Kepala Bidang Pengelolaan Pelayanan Informasi Publik
4. Kepala Bidang Sumber Daya Komunikasi dan Informasi
5. Kepala Bidang Statistik dan Persandian
6. Kepala Bidang Pengelolaan Berbasis Elektronik

Dengan Hormat harap :

Tanggapan dan saran
 Proses lebih lanjut
 Koordinasikan/konfirmasikan

Catatan :
 TINDAK LANJUT SESUAI RETENSI


4. BUKU AGENDA

No	REKAMSIKAM	MASUK		KEMUNDURAN	PENGALIHAN	ALAMAT	KEJILAH		CATATAN
		Tanggal	Kejadian				Kejadian	Kejadian	
51	DISKOMINFO	11/2/2011	318-P/PP/2011/15			KEMEN SOSKOR Kendaraan Motor Kor. 001	Perwakilan Kor. 001		
52	DISKOMINFO	21/2/2011	318-P/PP/2011/15			Yth: Kepala Badan Perencanaan dan Penganggaran Kor. 001	Perwakilan Kor. 001		
53	DISKOMINFO	10/2/2011	318-P/PP/2011/15			Yth: Kepala OPD Kor. 001	Perwakilan Kor. 001		
54	DISKOMINFO	11/2/2011	318-P/PP/2011/15			Yth: Kepala BPKAD Kor. 001	Perwakilan Kor. 001		
57	DISKOMINFO	10/2/2011	318-P/PP/2011/15			Yth: Wakil Direktur Pelayanan Negri Kor. 001	Perwakilan Kor. 001		
58	DISKOMINFO	22/2/2011	318-P/PP/2011/15			Yth: Kepala Badan Kecamatan Kor. 001	Perwakilan Kor. 001		

5. UNDANGAN



BUPATI BENGKALIS

Bengkalis, 17 Juni 2021

Kepada Yth:

Nomor : 005/ADM-PEMB/ 41 /2021
Sifat : Biasa
Lampiran : -
Hal : **UNDANGAN**

1. Sekretaris Daerah Kabupaten Bengkalis
2. Para Asisten di Lingkup Setda Kabupaten Bengkalis
3. Kepala Perangkat Daerah Se-Kabupaten Bengkalis
4. Kepala Bagian Lingkup Setda Kabupaten Bengkalis
5. Camat Se-Kabupaten Bengkalis

Di_ _____
Tempat

BUPATI BENGKALIS, dengan ini mengundang Saudara untuk dapat hadir pada:

Hari : Senin
Tanggal : 21 Juni 2021
Pukul : 13:30 WIB
Tempat : Ruang Rapat Hang Tuah (Lantai II) Kantor Bupati Bengkalis
Acara : Rapat Evaluasi Realisasi Fisik dan Keuangan APBD Kabupaten Bengkalis Periode 31 Mei 2021

Demikian disampaikan, atas kehadiran Saudara tepat pada waktunya diucapkan terima kasih.


KASMARNI, S.Sos, M.MP

Catatan :

1. Kehadiran tidak diwakilkan dan hadir 5 Menit sebelum acara dimulai;
2. OPD membawa laporan terkait (RFK, Bankeu, DAK, RUP, Proses PBJ, Dana Covid);
3. Wajib memakai masker dan menerapkan Protokol Kesehatan (3M).

Appendix 8 : Documentation With The Communication ,Informatika And Statistic Bengkalis Regency.

