

APPRENTICESHIP COMPANY

**BENGKALIS REGENCY OFFICE OF ONE STOP
INTEGRATED SERVICE AND INVESTMENT**

Yuni Sitta
5404161037



**INTRNATIONAL BUSINESS ADMINISTRATION
STUDY PROGRAM
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS**

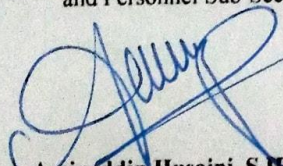
APPRENTICESHIP REPORT
INVESTMENT AND ONE STOP INTEGRATED SERVICES
BORD OF BENGKALIS REGENCY

Written as one of the Requirements for Completing Apprenticeship

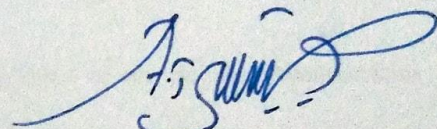
Yuni Sitta
5404161037

Bengkalis, August 04th, 2021

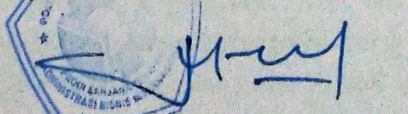
Head of Program, General
and Personnel Sub-Section


Amiruddin Husaini, S.IP, M.Si
NIP. 198807202015031005

Advisor


Adrian Irnanda Pratama, S. Sos., M.B.A
NIP. 198911172019031012

Approved by,
Head of Study Program
International Business Administration


Hutomo Atman Maulana, S.Pd., M. Si
NIP. 198908312018031001

PREFACE

Alhamdulillah, we express our gratitude to the presence of God Almighty, who has bestowed his guidance and gave us the opportunity to complete this Apprenticeship Report that we made. This report was prepared to fulfill one of the requirements in completing the Apprenticeship Report for students from the International Business Administration Study Program. This work practice is an effort to understand the business license process at Bengkalis and we hope that this work practice will provide many benefits for us students and readers.

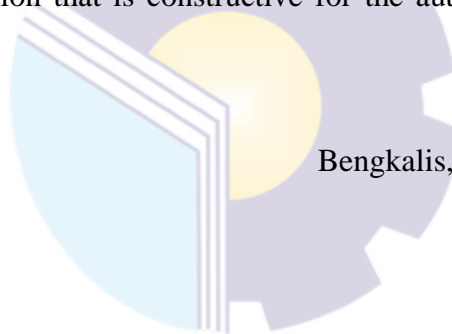
The author would like to thank the parties related to the apprenticeship activities who have given us moral support and guidance. We express our gratitude to:

1. Mr. Johny Custer, ST., MT as the Director State Polytechnic of Bengkalis.
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6. Mr. Amiruddin Husaini, S.IP, M.Si as Practical Work Supervisor at The Bengkalis Regency Office of One Stop Integrated Service And Investment
7. All Lecturers, especially the Bachelor of Applied International Business Administration Study Program who have taught during the lecture.
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9. Especially for Father Abdul Razak and mother Zaimah who have provided a lot of support for prayer, time, energy and material to help and provide

convenience during lectures and hopefully all of them will get a reward in kind with Allah SWT.

10. To brothers, younger brothers, sisters, uncles, nephews who cannot be named one by one who always encourages learning and helps when the author is in trouble.
11. To all my friends who always give encouragement in completing this thesis assignment.
12. Friends in arms of Bengkalis State Polytechnic especially International Business Administration Study Program, thank you for your support and cooperation when completing this thesis assignment.

The arrangement of this Apprenticeship Report has been made as well as possible, but of course there are still many shortcomings. Therefore, if there is any criticism or suggestion that is constructive for the author, the writer will gladly accept it.



June 2021
Written by

YUNI SITTA

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CHAPTER I INTRODUCTION

1.1 Background of the Apprenticeship

The increasingly competitive world of work, encourages companies/agencies to make human resources their main asset and strategic partner in achieving the company's/institution's vision and mission. Therefore, companies/agencies often compete to get competent and quality Human Resources as early as possible. To get qualified candidates faster than competitors, companies/agencies usually take advantage of the practical work program for students of a university.

Practical work is student activities carried out in the community as well as in companies or agencies to apply the knowledge gained and see its relevance in society as well as through self-development paths by exploring certain fields of knowledge and their applications. This activity has the intention that students gain experience before they enter the real world of work, so that students will get the provision of practical work that has been carried out. With the internship, students will know the skills and knowledge that need to be developed and maintained to enter the world of work.

International Business Administration is a study program that focuses on learning related to business and company operational activities in a broad to international scope. These activities such as marketing activities (marketing), financial management, personnel management (HR), so that production activities. Have job prospects in developing a career in the following positions: administrative staff, company management, human resources staff. Marketing staff, entrepreneurs, business consultants, to lecturers.

Practical work is a form of lectures through work activities directly in the world of work. This practical work is a practical activity for students with the aim of gaining experience from these activities, which can later be used for

professional development. This is very useful for overcoming problems when they enter the world of work. As well as a means for improving human resources and self-development in the real world of work. Practical work or internships make students skilled in the fields they are engaged in during practical work, able to work with teams and gain knowledge that was not learned during the lecture period.

The selection of practical work must be in accordance with the Department of International Business Administration which has learning about letters, business fields, export and import, business applications and business learning, with this students are able to work directly based on the knowledge they have learned while in college. This activity is very necessary to carry out considering that education and knowledge are not absolutely only obtained in the form of theories based on the face-to-face lecture method, but also supported by field work experience. It is hoped that he will apply the knowledge he has obtained while getting to know more about the world of work that he will later get, both in the context of the world of corporate, industrial and office work. The differences found during the ongoing practical work are expected to be used as material for comparison and input in order to perfect the knowledge gained.

Implementation of practical work is carried out at the Investment And One Stop Integrated Services Bord Of Bengkalis Regency, which is one of the government agencies engaged in business licensing and business consultants. The Office of Investment and One Stop Integrated Services is very helpful for students in the field of International Business Administration to find out how employees work in services, the applications used, the requirements for micro and macro companies in business licensing both locally and internationally who want to open a company in the area. This is the reason the author carries out the Job Training at the Investment And One Stop Integrated Services Bord Of Bengkalis Regency By carrying out the Job Training, it is hoped that students will become more skilled in the business world and become a professional workforce.

1.2 Purposes of the Apprenticeship

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

1. To find out the type and job description
2. To find out the work system and procedures a implemented at the Investment And One Stop Integrated Services Bord Of Bengkalis Regency
3. To find out the obstacles and solutions during the Job Training at the Investment And One Stop Integrated Services Bord Of Bengkalis Regency

1.3 Significances of the Apprenticeship

The benefits of practical work activities for students and the Bengkalis State Polytechnic are as follows:

1. For Writers

The author gets the means of practice and the application of knowledge gained during practical work. The author also gains experience as a means to increase knowledge, insight, and experience in the world of work in the field of business licensing.

2. For the Academic

The creation of a mutually beneficial cooperative relationship between the two parties, which can place potential students to gain experience in the company or agency concerned. Relevant material in lectures with the world of work and promote Academic presence in the midst of the world of work.

3. For Companies/Agencies

Can meet the needs of freelance workers who have academic insight from the practical work. Improve Human Resources (HR) by hiring students who are seen as potential. And practical work reports can be used as a source of information about the general situation of the company and become a means for development.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

Investment And One Stop Integrated Services Bord Of Bengkalis Regency, was first established through the Bengkalis Regency Regional Regulation Number 10 of 2008 concerning the Organization and Work Procedure of the Regional Secretariat and the Secretariat of the Regional House of Representatives under the name of the Bengkalis Regency Integrated Licensing Service Agency.

Then based on the Bengkalis Regency Regulation Number 02 of 2012 concerning Organization and Work Procedure of the Inspectorate, Bappeda and Regional Technical Institutions, the Bengkalis Regency Government has replaced BPPT to become the Integrated Licensing and Investment Agency.

In 2016, Bengkalis Regency Government has replaced changed its name to the Bengkalis Regency Investment and One-Stop Integrated Service Office in accordance with Bengkalis Regency Regional Regulation Number 3 of 2016 concerning the Establishment and Composition of Bengkalis Regency Regional Apparatus.

In 2019 the one-stop investment agency again changed its name to the Bengkalis Regency Investment and One-Stop Integrated Service in accordance with Bengkalis Regency Regional Regulation Number 7 of 2019 concerning Amendments to Bengkalis Regency Regional Regulation Number 3 of 2016 concerning Formation and Composition of Bengkalis Regency Regional Apparatus. Bengkalis Regent Regulation No. 85 of 2019 concerning Position, Organizational Structure, Echelonering, Duties, Functions and Job Descriptions and Work Procedures at the Bengkalis Regency Investment and One-Stop Integrated Service Office.

The function of Bengkalis Regency Investment and One-Stop Integrated Service is the implementing element of government affairs which is the authority of the region, Bengkalis Regency Investment and One-Stop Integrated Service P is located under and is responsible to the Regent through the Regional Secretary. Bengkalis Regency Investment and One-Stop Integrated Service carry out government affairs which are the authority of the region and assistance tasks in the field of Investment and One Stop Integrated Services. Law Number 25 of 2009 concerning Public Services, that every public service provider, whether providing services to the community directly or indirectly, is obliged to compile, stipulate, and apply Service Standards for each type of service as a benchmark in the implementation of services in their respective environments. respectively.

The following is a symbol or logo of the Investment And One Stop Integrated Services Bord Of Bengkalis Regency.



Figure 2.1. Logo DPMPTSP

Source: File DPMPTSP

The logo above illustrates that the bahwa Investment And One Stop Integrated Services Bord Of Bengkalis Regency has the meaning of Service Culture displayed on the logo, namely:

1. Responsive, which is quick to respond to someone in response, is responding well.

2. Accountable, meaning that every process and result of public services must be accountable to the public
3. Serve, which is to help prepare or take care of what someone needs
4. Wisdom, namely in service someone is able to serve consumers wisely and fairly
5. Harmonious, ie someone gives a good response in serving without any coercion

2.2 Vision and Mission

2.2.1 Agency/Company Vision

The vision of the Investment And One Stop Integrated Services Bord Of Bengkalis Regency is to realize the best licensing and non-licensing services and increase investment in 2021.

2.2.2 Agency/Company Mission

The mission of the Investment And One Stop Integrated Services Bord Of Bengkalis Regency are:

1. Improving services to the community and the business world;
2. Increasing the capacity of human resources to be of good quality and adequate facilities and infrastructure;
3. Increase cooperation and coordination with relevant agencies in the context of licensing and non-licensing services, as well as investment;
4. Promoting investment potential and opportunities through the presentation of data and information on the Bengkalis.

2.3 Kind Of Business

Investment And One Stop Integrated Services Bord Of Bengkalis Regency is a government office that works in the field of investment services and business licensing. Every business sector must report and obtain official permission from the Investment And One Stop Integrated Services Bord Of Bengkalis Regency office. Investment and One-Stop Integrated Service from small to large scale in

the field of conditional business licensing with the provisions stipulated under Law Number 25 of 2009 engages in licensing and investment arrangements.

The number of permits and non-licensing has 17 licensing fields, namely:

1. Land
2. Health
3. Environment
4. Fishing
5. Industry
6. Trade
7. Communication
8. Tourism
9. Public Works
10. Agriculture and Livestock
11. Education
12. Housing
13. Cooperatives and SMEs
14. Communication
15. Employment
16. Social
17. Archives



2.4 Organization Structure

A company / agency requires an organizational structure to achieve company goals more effectively. According to Hasibuan (2010:128) in Pahlevi's writing (2019), organizational structure is a description that describes the type of organization, departmental organization, position, type of authority of officials, fields and work relations, command lines, responsibilities, span of control and the organizational leadership system. The following is the form of the DPMPTSP organizational structure:

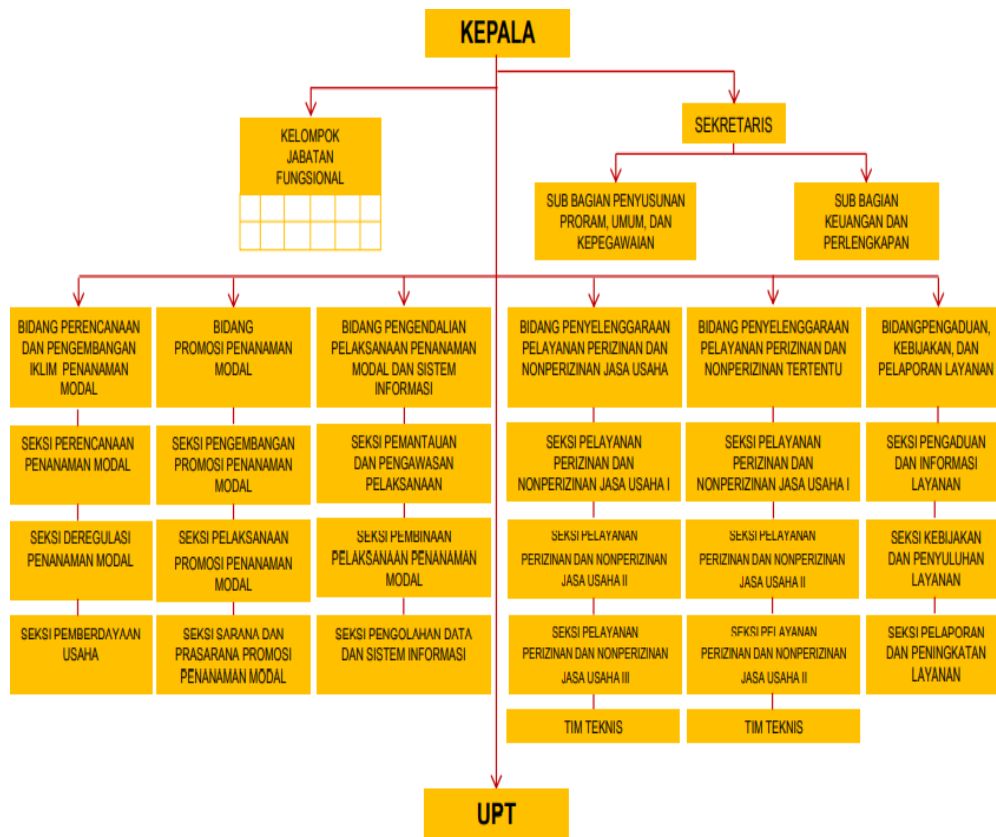


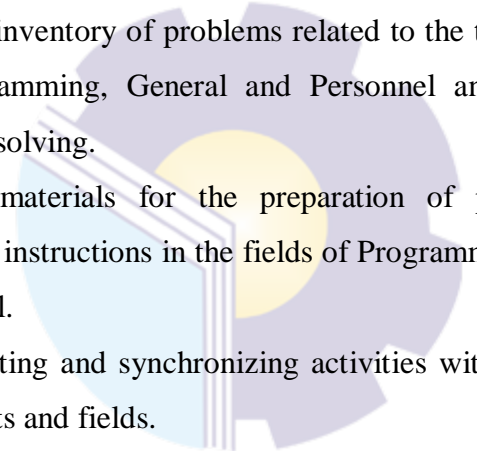
Figure 2.5. Organization Structure

Source: DPMPTSP

2.5 The Working Process

Bengkalis Regency Investment and One-Stop Integrated Service in achieving the target of office and funding assessments includes the Sub-Division of Programming, General Affairs and Personnel which has the task of preparing guidance materials, policies, guidelines and technical instructions as well as services in the fields of Program Preparation, General Affairs and Personnel. in accordance with applicable regulations. The working process is as follows:

1. The work process in the Program, Personnel, and General Sub-Sectors includes summarizing the budget for the physical and financial realization reports of operational expenditures for APBD sub-activities at the Dinas Penanaman Modal dan Pelayanan Terpadu Satu Pintu. The job description is contained in paragraph 1 as follows:

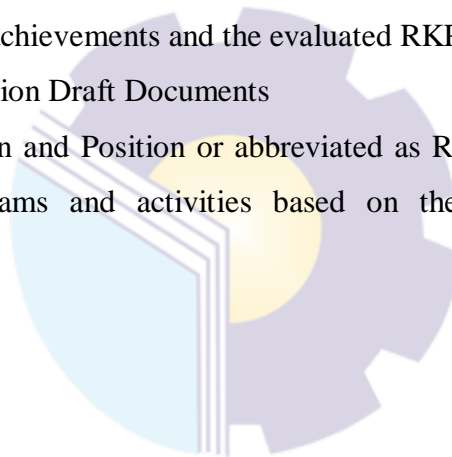
- 
- a. Planning the activities of the Program Preparation, General and Personnel Sub-Section based on the previous year's activity data and existing data sources as material for carrying out activities in accordance with the laws and regulations that have been set.
 - b. Collecting and studying the laws and regulations, technical policies, technical guidelines and instructions as well as other materials related to the tasks of the Sub Division of Program Preparation, General Affairs and Personnel.
 - c. Seek, collect, compile, systematize and process data and analyze data and information related to the tasks of the Sub-Division of Programming, General Affairs and Personnel.
 - d. Take an inventory of problems related to the tasks of the Sub-Division of Programming, General and Personnel and prepare materials for problem solving.
 - e. Prepare materials for the preparation of policies, guidelines and technical instructions in the fields of Programming, General Affairs and Personnel.
 - f. Coordinating and synchronizing activities with other relevant regional work units and fields.
 - g. Carry out other tasks assigned by the Secretary both in writing and orally in accordance with the field of duty in the context of the smooth implementation of duties at the Secretariat.
 - h. Coordinate the preparation and preparation of the Office's Annual Work Plans, General Policy Directions, Office Strategic Plans, Work Plans for Regional Apparatus Organizational Units and Accountability Reports, Performance Accountability Reports of Government Agencies, Performance Accountability Systems for Government Agencies and Government Internal Control Systems.
 - i. Coordinate and consult with relevant agencies in the context of improving the management of programming and administrative affairs.

- j. Directing and distributing incoming and outgoing letters according to the interests and problems.
- k. Researching proposals for employee formation requests within the scope of the service, and preparing draft instructions for the preparation of employee formations as planning for employee needs in accordance with the needs of the department.
- l. Provide advice and consideration to the Secretary on the steps or actions that need to be taken in the field of his duties.
- m. Regulate the household affairs of the office, organize the beauty and cleanliness of the office, as well as the security of the office environment.
- n. Perform duties in the fields of law, organization and management as well as public relations.
- o. Coordinate the preparation of job analysis, workload analysis, job maps and job evaluation within the service environment.
- p. Carry out library management, official archives and documenting official activities.
- q. Make a report on the implementation of the activities of the Sub-Division of Programming, General and Personnel in accordance with existing data based on the activities that have been carried out to be used as input for superiors.
- r. Manage library, service archives and document official activities, and
- s. Carry out other tasks assigned by the Secretary both in writing and orally in accordance with the field of duty in the context of the smooth implementation of duties at the Secretariat.

2.6 Document Used for activity

On the Job Training, the author is placed in the Sub-Division of Programs, Personnel, and General. The documents that are often used in Program, Personnel, and General positions are as follows:

1. **Physical and Financial Realization Report Documents for Operational Expenditures of the Activity Sub-Section of the Quarterly Regional Budget.**
This document summarizes a report on operating expenditure finance which is recorded quarterly using Microsoft Excel.
2. **Budget Implementation Documents for Regional Apparatus Work Units**
The Budget Implementation Document for the Regional Apparatus Work Unit or abbreviated as DPA is the entire office budget required according to indicators and benchmarks of activity performance.
3. **Strategic Plan Document**
The Strategic Plan or also known as the Strategic Plan is a document that is planned quarterly by taking the previous year's data to get the realization of performance achievements and the evaluated RKPD budget.
4. **Plan and Position Draft Documents**
The Draft Plan and Position or abbreviated as Renja is a budget document for all programs and activities based on the realization of quarterly performance.



CHAPTER III

SCOPE OF APPRENTICESHIP

3.1 Job Description

Assignments carried out for 4 (four) months at Bengkalis Regency Investment and One-Stop Integrated Service the author only works in the fields of Program, General and Personnel Sub-Division in the preparation of programs and documents according to the field, The tasks carried out are as follows:

1. Assist in Making DPMPTSP Decision

Decision letter is a letter that has been determined in accordance with the regulations that have been determined from the agency. Decision letters are made to determine, weigh and remember things that have been determined or have been decided according to the decisions of each member concerned.

2. Create a RB Follow-Up Action Plan

The follow-up action plan is a document compiled based on a previous document called a manual book that was done on Microsoft PowerPoint with 49 pages consisting of eight elements of change management and eight elements of reform according to predetermined indicators.

3. Recapture the Initial Design Data for 2022

The initial draft is a work plan for regional apparatus which contains planning documents for regional apparatus for a period of one year as referred to in the regulation of the Minister of Home Affairs concerning procedures for planning, controlling and evaluating regional development.

4. Recap the Strategic Plan data

The strategic plan is a medium-term strategic planning document for regional work units that is inseparable from the medium-term development plan document. Strategic plans for regional work units are prepared to provide input for the improvement of the preparation of regional government work plan documents.

5. Plan Attending the Bureaucratic Reform Meeting at the Bengkalis Inspectorate Office

The meeting held at the Inspectorate was the initial discussion of bureaucratic reform to meet the assessment of bureaucratic reform. Bureaucratic reform is an effort to make reforms and fundamental changes to the government administration system in order to realize good governance.

6. Attending the Meeting and assigning bureaucratic reform tasks at Management organization Bengkalis

After completing the bureaucratic reform documents, the bureaucratic reform team of each agency is expected to attach data and assessment documents as evidence when the related compliance has been completed.

7. Help fulfill the Bureaucratic Reform assessment

In fulfilling the bureaucratic reform assessment, a website address is given according to the name of the agency with the code name of the Secretary of each agency in using a personal website to upload and check documents to be fulfilled.

8. Incoming Mail Archive

Filing is an incoming letter from every other agency that is carried out by office work or administrative work which is mostly carried out by every business entity, both in government and private businesses. So, archiving is the process of storing and managing archival documents according to a particular filing system.

9. Recording Out going Letter

Each government agency will carry out activities that are interconnected with each other or collaborate between agencies with one another, so that each agency will send a letter to other agencies as a sign and material for ratifying the approval of the destination party.

10. Create and design the cover of the 2020 Accountability Statement (LKPJ)

The Accountability Report is a summary of the DPMPTSP renja document, physical and financial realization reports, financial reports and SKPD asset

data. The author was also instructed to change the old data to the new data according to last year's LKPJ document.

11. **Create and design the cover of the 2022 Renja Initial Design**
The initial draft renja is a regional apparatus design document for a period of one year as referred to in the regulation of the Minister of Home Affairs concerning procedures for planning, regional control, and evaluation procedures.
12. **Assisting in Making Policy Meetings for the Implementation of Bureaucratic Reform in DPMPTSP**
To facilitate the work of document assessment, each agency will hold a meeting of each head of the field to collect materials to be used.
13. **Checking the Decree on the Use of Electronic Signature**
An electronic signature is a mathematical scheme used to prove the authenticity of a digital message or document.
14. **Checking Individual Infringement Letters**
A violation letter is a warning letter issued by the superior of a government agency or company for not being disciplined with the work rules.
15. **Making DPMPTSP Budget Implementation Documents**
The budget implementation document is a document that contains the income and expenditure of each regional apparatus organization that is used as the basis for implementation by budget users.
16. **Uploading the Results of Bureaucratic Reform Work on the PMPRB**
Uploading the bureaucratic reform file is updating the document for assessment material on a predetermined website page
17. **Making Monitoring Report**
Monitoring reports are prepared based on the results of exposure and discussion during monitoring and evaluation at the time specified. This report can provide benefits for interested parties and become material for improving bureaucratic reform.
18. **Checking and Adding Assessor Decree**

Uploading a bureaucratic reform file is an upload. The assessor's decision letter is about the formation of a team of assessors for the self-assessment of the implementation of bureaucratic reform in each government agency.

3.2 System and Procedure

To find out more clearly about systems and procedures during practical work (KP) at the Bengkalis One-Stop Integrated Service and Investment Office, especially in the fields of Promotion, General Affairs and Personnel, see the following explanation:

1. Make DPMPTSP decision letter

Decision letter made based on data provided by the Secretary to change and adjust data at the Office of the Investment and One Stop Service Office. Changes to the data made in the decision letter include the letter number, letterhead, about, the content in question and others. The following decision letter was made through the author's personal document.

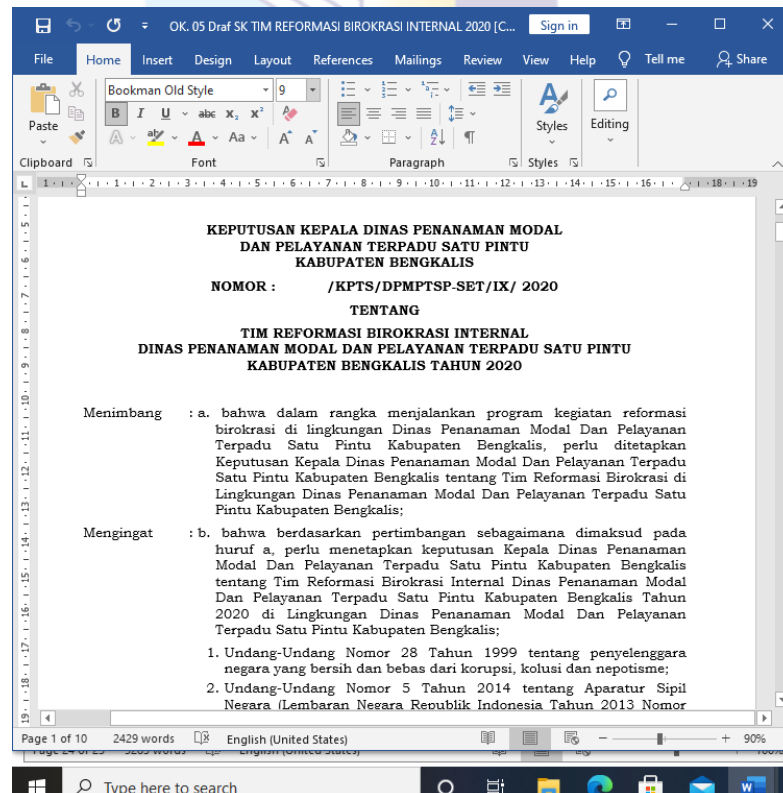


Figure 3.3. decision letter 1
Sources: Processed data 2021

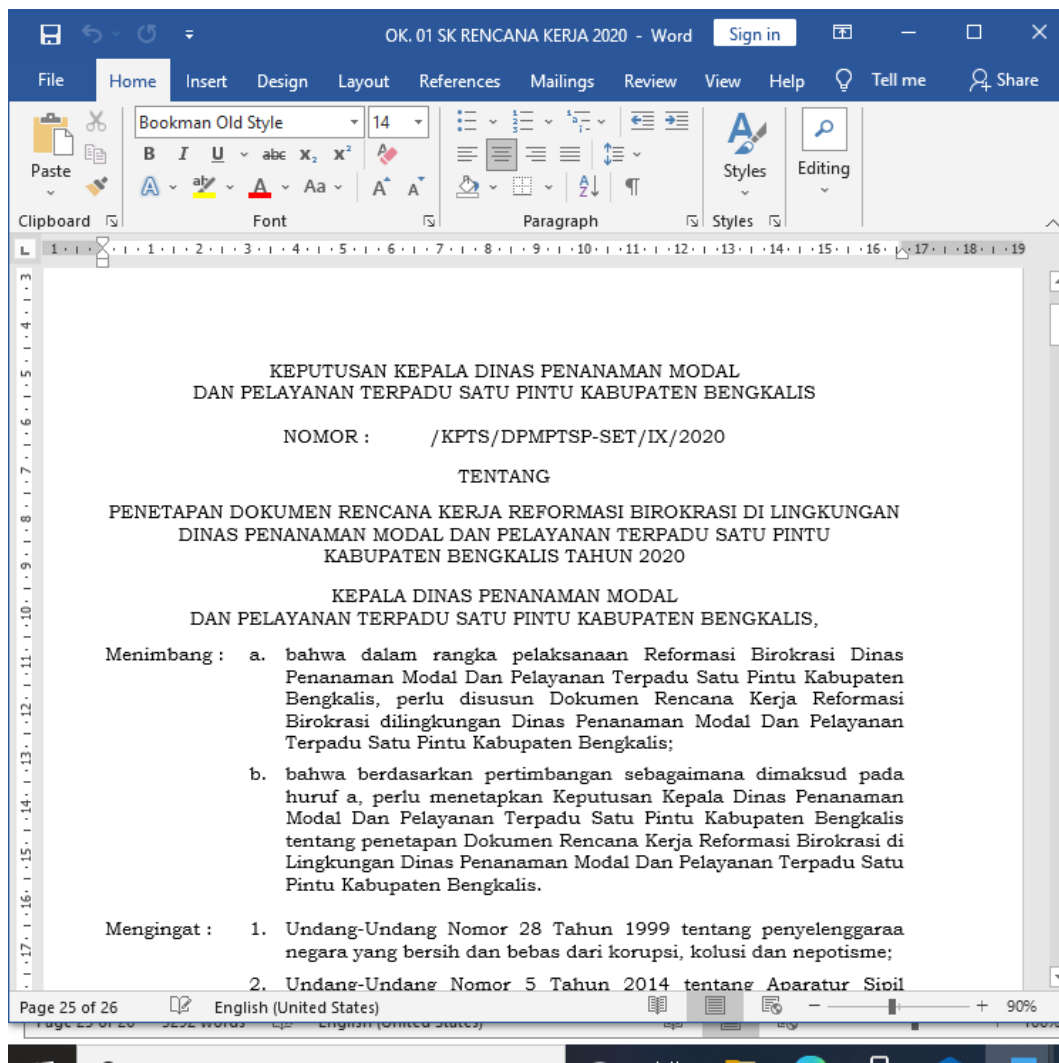


Figure 3.4. decision letter 2
Sources: Processed data 2021

2. Create a bureaucratic reform Follow-Up Action Plan

The Follow Up Action Plan is a fulfillment of the bureaucratic reform assessment document, this document is based on the powerpoint manual book document. The follow-up action plan using Microsoft powerpoint is in progress which consists of 49 pages. This document contains data on compliance with the assessment that will be assessed. The following is a follow-up action plan document that was done by the author through the author's personal data.

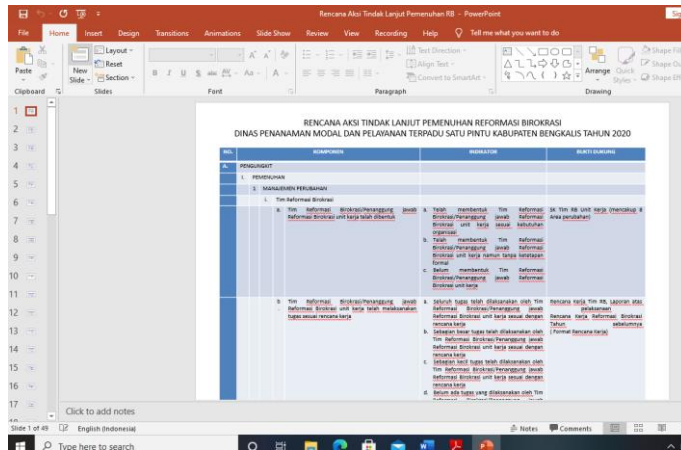


Figure 3.5. bureaucratic reform Follow-Up Action Plan
Sources: Processed data 2021

3. Recapture the Initial Design Data for 2022

The Preliminary Draft or Renja is a document of the regional planning agency of the Bengkalis Regency government. Renja is made based on the following year as a planning material for each government agency. The contents of this initial design are the results of last year's evaluation of the regional apparatus, the goals and objectives of the regional apparatus and the work plan of regional apparatus funding. The following is the initial plan document for 2022.

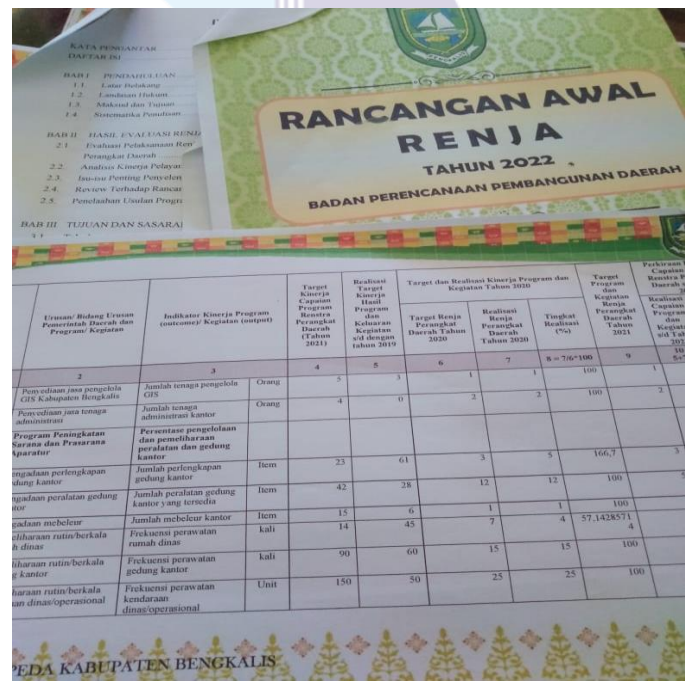


Figure 3.6. Recapture the Initial Design
Sources: Processed data 2021

4. Recap the Strategic Plan data

This Strategic Plan contains the vision, mission, objectives, targets, performance indicators of targets, strategies, policies, programs and activities as well as indicative budgeting in accordance with the main tasks and functions of the Bengkalis Regency Investment and One Stop Service Office. The formulation of the DPMPTSP Strategic Plan is guided by the Bengkalis Regency Medium-Term Development Plan in 2016-2021. During the internship, the writer was given the task of editing data and entering old data into new data. The following is the Strategic Plan that has been worked out from the author's personal data.

Kategori Kegiatan	Uraian Kegiatan	Tahun	Anggaran (Rp)							
			2021	2022	2023	2024	2025	2026		
Bidang Pengembangan Potensi Ekonomi Daerah	Pengembangan potensi ekonomi daerah	8 Lokasi	Rp. 1.650.000.000	4 Lokasi	Rp. 1.452.140.000	2 Lokasi	Rp. 450.000.000	Rp. 1.430.000.000	Rp. 1.573.000.000	Rp. 1.7
	Pengembangan kegiatan pariwisata	6. Km	Rp. 80.000.000	10 Km	Rp. 150.000.000	5 Km	Rp. 180.000.000	Rp. 198.000.000	Rp. 217.800.000	Rp. 2
	Pengembangan kegiatan perikanan		Rp.	10 Orong	Rp. 80.000.000		Rp.	Rp.	Rp.	Rp.
	Pengembangan kegiatan perkebunan		Rp.		Rp.		Rp. 200.000.000	Rp. 280.000.000	Rp. 360.000.000	Rp. 24
	Pengembangan kegiatan peternakan		Rp.		Rp.		Rp. 223.000.000	Rp.	Rp.	Rp.
	Pengembangan kegiatan perikanan		Rp.		Rp.		Rp. 200.000.000	Rp. 220.000.000	Rp. 242.000.000	Rp. 24
	Pengembangan kegiatan perkebunan	1 Km	Rp. 578.600.000	3 Km	Rp. 180.000.000		Rp.	Rp.	Rp.	Rp.
	Pengembangan kegiatan peternakan	7 Km	Rp. 3.889.092.000		Rp. 3.200.000.000		Rp. 2.800.000.000	Rp. 2.080.000.000	Rp. 3.888.000.000	Rp. 3,69
	Pengembangan kegiatan perikanan		Rp. 150.000.000		Rp.		Rp.	Rp.	Rp.	Rp.
	Pengembangan kegiatan perkebunan		Rp. 250.000.000		Rp.		Rp.	Rp.	Rp.	Rp.
Total										

Figure 3.7. Strategic Plan data
Sources: Processed data 2021

5. Plan Attending the Bureaucratic Reform Meeting at the Bengkalis Inspectorate Office

Bureaucratic Reform is the assessment data from the national assessment team for each government agency as a supporting material for the district apparatus. Bureaucratic reform is divided into eight elements of change management and eight elements of reform. Each element must be filled with documents according to the indicators in the material in the work of bureaucratic reform which takes 4 months. The following are photos of the meeting and documents from bureaucratic reform to the inspectorate.

	Perbaikan	Beban	Preposisi	Filas Insentif	Insentif	Total	Catatan/Komparasi Preposisi
1							
2	A. PERKURANGAN	36,50				27,37	
3							
4	L. PERMUSYAWARAHAN	14,00				13,88	
5							
6	1. Tim Reformasi Birokrasi	2,00				2,00	
7							
8	a. Tim Reformasi Birokrasi/Penanggung jawab Reformasi Birokrasi unit kerja telah dibentuk	2,00				2,00	
9							
10							
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Figure 3.8. LKE
Sources: Processed data 2021



Figure 3.9. bureaucratic reform meeting

Sources: Processed data 2021

6. Attending the Meeting and assigning bureaucratic reform tasks at Management organization Bengkalis

This meeting was held after the unit bureaucratic reform was carried out and the submission of documents that had been fulfilled based on the marked documents. This meeting was held at the Bengkalis Regent's Office ORTAL which was carried out together with the Head of the Program, General and Personnel Sub-Division and the Secretary of the DPMPTSP office. The following are photos and documents submitted:



Figure 3.10. bureaucratic reform meeting management organization
Sources: Processed data 2021

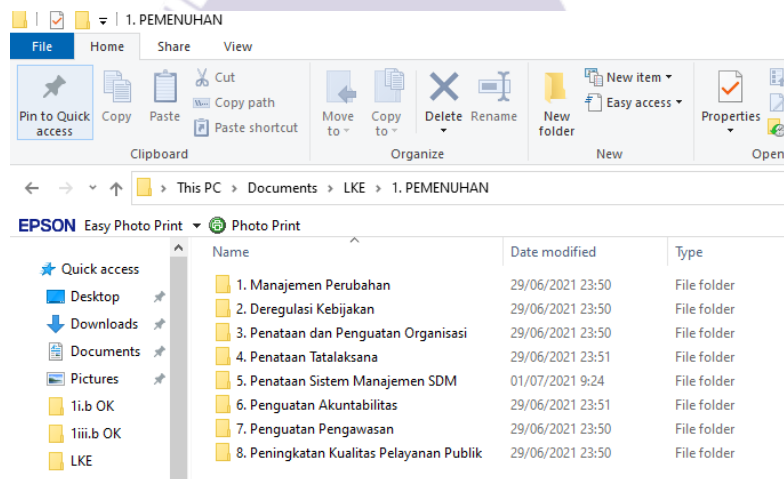


Figure 3.11. File RB
Sources: Processed data 2021

7. Help fulfill the Bureaucratic Reform assessment

This bureaucratic reform assessment is also accessed through the official national website through the guidance of the Bengkalis Regency Inspectorate Office with the link <http://pmprb.menpan.go.id/> as an assessment website that can be accessed by all Indonesian government agencies to upload documents to be fulfilled. This work is carried out in stages and adjusted to the documents that have been agreed to be uploaded

to this account on behalf of the Secretary of the Bengkalis Regency Investment and One Stop Service. The following is a filled assessment link:

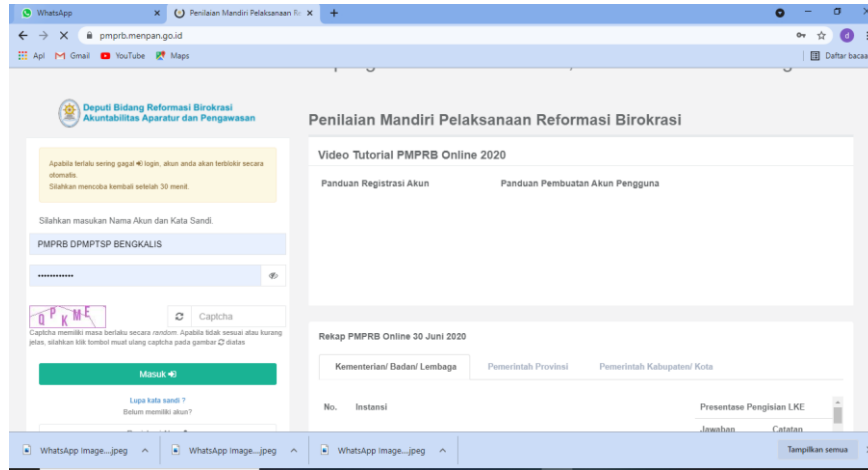


Figure 3.12. website PMPRB
Sources: Processed data 2021

8. Incoming Mail Archive

Archiving of incoming letters is carried out if there are incoming letters from other agencies that are intended for program, general and staffing matters in the administrative room. This filing is recorded on a disposition sheet that is adjusted based on the number, subject and purpose of the letter. The following is proof of the filing of the letters carried out:

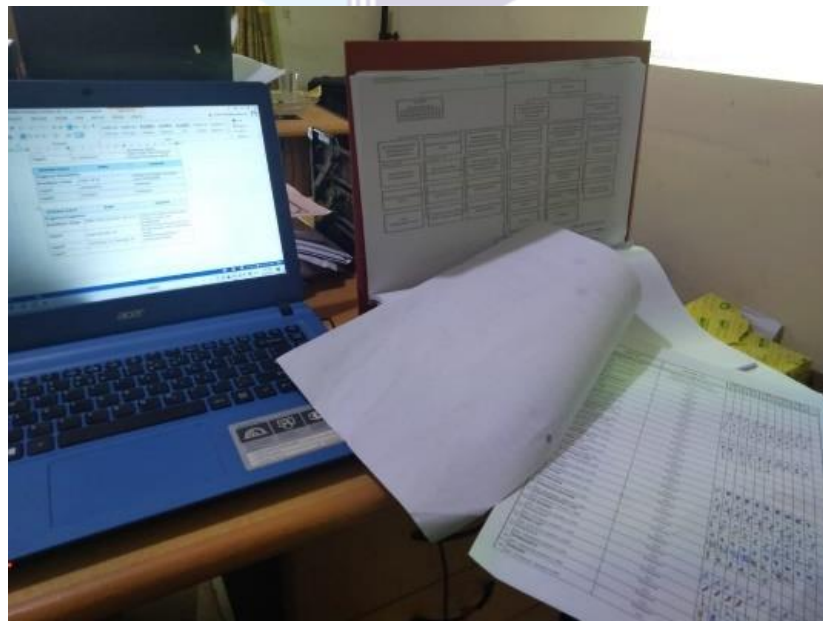


Figure 3.13. Incoming Mail Archive
Sources: Processed data 2021

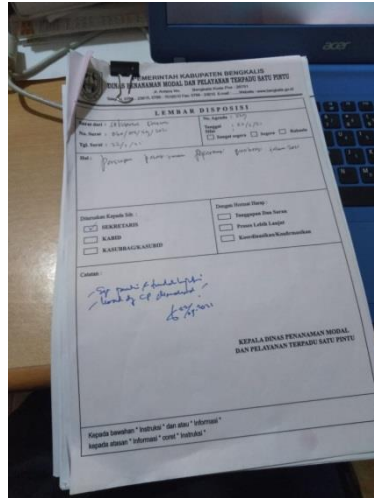


Figure 3.14. Incoming Mail Archive
Sources: Processed data 2021

9. Recording Outgoing Letter

As with incoming mail, outgoing mail is also recorded in the outgoing mail book. This work is in accordance with the supervisor's instructions, in addition to recording outgoing letters, the author also makes a letter according to the destination address based on the contents directed by the supervisor. The following is the outgoing letter by the author:

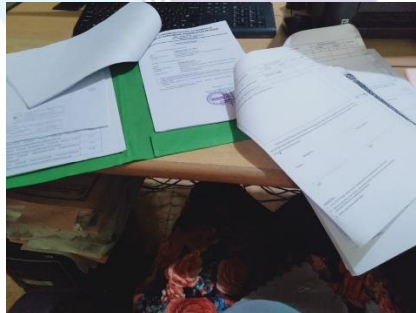


Figure 3.15. Recording Outgoing Letter
Sources: Processed data 2021

10. Create and Design the cover of the 2020 Accountability Statement (LKPJ)

The Accountability Report is a summary of the DPMPSTP renja document, physical and financial realization reports, financial reports and SKPD asset data. The author was also instructed to change the old data to the new data according to last year's LKPJ document. Making the cover is also in accordance with the supervisor's instructions during the work in accordance

with the contents of the LKPJ. The following are the results of the cover made by the author which will be recorded.

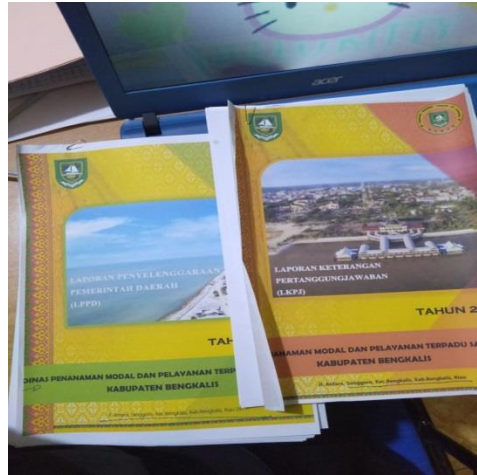


Figure 3.16. LKPJ
Sources: Processed data 2021

11. Create and design the cover of the 2022 Renja Initial Design

The Preliminary Design is an evaluation of the implementation of the regional apparatus' renja last year, the goals and objectives of the regional apparatus are recorded, the author is instructed by the supervisor to add data to the evaluation recapitulation of the results of the regional apparatus' implementation. The author also designed the book cover for the early 2022 draft. The following are the results of the early 2022 design work:



Figure 3.17. Renja
Sources: Processed data 2021

12. Make a Policy Meeting on the Implementation of Bureaucratic Reform in DPMPTSP

This meeting was held to discuss the missing documents and data on the bureaucratic reform evaluation worksheet which was discussed with the Secretary of DPMPTSP and other members. The following is a photo of the meeting at the DPMPTSP office.

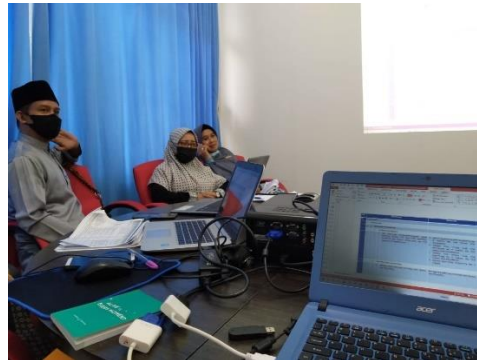


Figure 3.18. Meeting
Sources: Processed data 2021

13. Checking the Decree on the Use of Electronic Signatures

This inspection is carried out so that there are no errors in the number, the things listed according to the contents of the decision letter. The following decisions have been made:

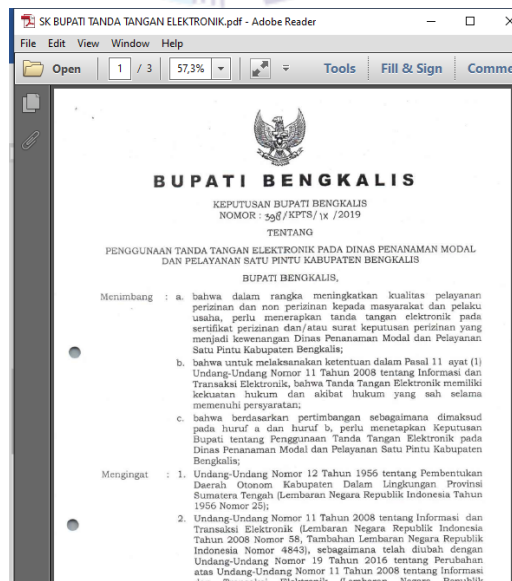


Figure 3.19. PerBup
Sources: Processed data 2021

14. Checking Individual Infringement Letters

Examination of individual violators' letters is carried out to see who the names of employees who received disciplinary warnings from government agencies were. The letters for individual violators are as follows:



Figure 3.20. Individual Infringement Letters
Sources: Processed data 2021

15. Making DPMPTSP Budget Implementation Documents

The DPMPTSP Budget Implementation Document is a direct and indirect budget document at the Bengkulu Regency Investment and One Stop Service Office. The author is instructed to subtract and add using Microsoft Excel. The documents to be worked on are as follows:

Row	Description	Unit	Quantity	Price	Total
50	Kertas HVS	10 Rim	Rim	95,000.00	
54	Kertas HVS	S	palet	44,000.00	220,000.00
55	Kertas HVS	S	palet	44,000.00	220,000.00
57	Belanja Alat/Bahan untuk Kegiatan Kantor-Alat Tulis Kantor				6,800,000.00
58	Kertas HVS	6000 Lembar	Lembar	500.00	
59	Spektrasi				6,800,000.00
60	Belanja publikasi				6,800,000.00
61	Papan Karangan Bunga	1	tahun	6,000,000.00	6,000,000.00
62	Logo HUT RI	1	tahun	800,000.00	800,000.00
63	Belanja Modal				487,457,000.00
64	Belanja modal Pengadaan Alat Kantor				3,857,000.00
65	Belanja modal Pengadaan Alat Kantor				3,857,000.00
66	Penghancur Kertas				3,857,000.00
67	Pengadaan Penghancur Kertas	1	unit	3,857,000.00	3,857,000.00
68	Belanja modal Pengadaan Alat Rumah Tangga				17,600,000.00
69	Belanja modal Pengadaan Alat Peridngin				17,600,000.00
70	AC Single				17,600,000.00
71	Belanja modal Pengadaan Komputer				192,000,000.00
72	Belanja modal Pengadaan Komputer	2	unit	8,800,000.00	17,600,000.00
73	Belanja modal Pengadaan Komputer				192,000,000.00

Figure 3.21. Budget Implementation Documents
Sources: Processed data 2021

16. Uploading the Results of Bureaucratic Reform Work on the self-assessment of the implementation of bureaucratic reform (PMPRB) Webpage

Uploading the results of bureaucratic reform work is carried out gradually or one by one in filling out documents to be adjusted to the files that have been previously uploaded on Google Drive and then uploading the Google Drive link is stated on the page that has been devoted to the PMPRB website. The link for uploading is as follows:

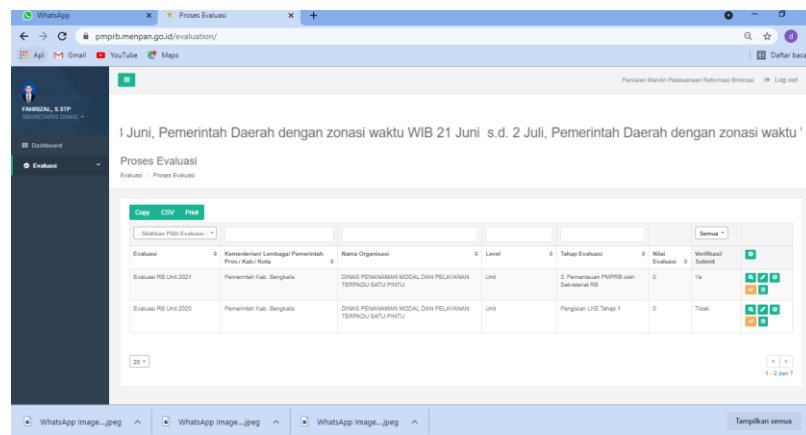


Figure 3.22. PMPRB Sources: Processed data 2021

17. Making Monitoring Report

The monitoring report contains eight elements of changes to bureaucratic reform in the form of a table to evaluate whether the agency has carried out work or carried out the documents written in the fulfillment section. The following is a monitoring report filled out by the author:

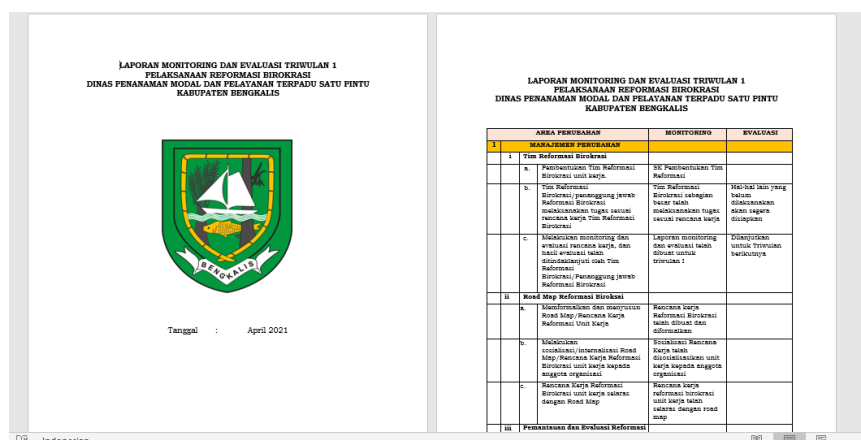


Figure 3.23. Monitoring Report Sources: Processed data 2021

18. Checking and Adding Assessor Letter

The assessor's decision letter is the determination of the bureaucratic reform assessor team within the investment office and one-stop integrated service of Bengkalis Regency where the author is instructed to work on the assessor's letter in accordance with the provisions of the name that has been determined by the Secretary of DPMPTSP. The results of the author's work as follows:

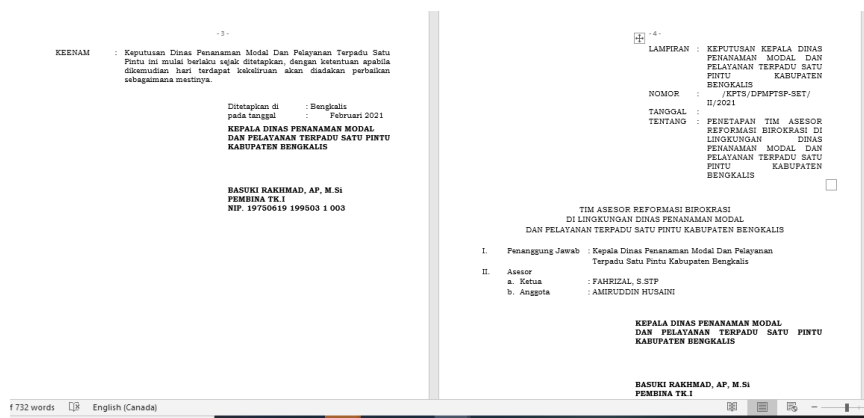


Figure 3.24. Asesor Letter
Sources: Processed data 2021

3.3 Place of Apprenticeship

The Job Training Center at the The One Stop Service and Investment Office is located at Jalan Antara Kabupaten Bengkalis.



Figure 3.2. Office DPMPTSP

Source: DPMPTSP

During the internship for 4 (four) months which was carried out starting from February 15, 2021 to June 30, 2019 in the Program, General and Personnel Sub-Division at the Investment and One-Stop Integrated Service Office with working hours Monday to Friday starting at 08.00-16.00 WIB which can be seen in the following table:

Table 3.1 Working Hours Schedule The One Stop Service and Investment Office

No	Days	Working hours	Agency
1	Monday - Wednesday	08.00 -12.00 13.30 – 11.30	Bengkalis One-Stop Integrated Service and Investment Service
2	Thursday - Friday	08.00 -11.30 13.30 – 16.30	Bengkalis One-Stop Integrated Service and Investment Service

Source: Processed Data 2021

3.4 Kind and Description of the Activity

To get a clearer picture of the daily activities carried out during the Internship in investment and one-stop integrated services in Bengkalis Regency, particularly in the areas of program, general and staffing can be seen in the following table: In the first week, I didn't do much Intern work because still in the adjustment stage.

Table 3.2. Work Practice Report Week 1

Date: 15 – 19 February 2021

No	DAYS/ DATE	ACTIVITY	PLACE OF EXECUTION
1.	Monday, 15 February 2021	1. Introduction to the work environment, room environment, working hours. 2. Learn to copy and scan 3. Field placement 4. Provision of Bureaucratic Reform documents	- Program, General and Personnel Sub-Section
2.	Tuesday, 16 February 2021	1. Complying with the Bureaucratic Reform assessment document 2. Checking and marking the absence recap	- Program, General and Personnel Sub-Section

			- Administration Room
3.	Wednesday, 17 February 2021	<ol style="list-style-type: none"> 1. Fulfillment of Bureaucratic Reform documents 2. Data collection on Bureaucratic Reform Decree 	<ul style="list-style-type: none"> - PKPL Room - Program, General and Personnel Sub-Section
4.	Thursday, 18 February 2021	<ol style="list-style-type: none"> 1. Recording incoming letters to the disposition sheet 2. Downloading the plustik app 3. Giving color markings on the attendance recap 4. Fulfillment of Bureaucratic Reform documents to Excel 	- Program, General and Personnel Sub-Section
5.	Friday, 19 February 2021	<ol style="list-style-type: none"> 1. Fulfillment of Bureaucratic Reform documents to Excel 2. Checking and add Decree on the reform team 3. Providing material on the eight elements of Bureaucratic Reform change 	- Program, General and Personnel Sub-Section

Source: Processed Data 2021

Table 3.3. Work Practice Report Week 2

Date: 22 – 26 February 2021

No	DAYS/ DATE	ACTIVITY	PLACE OF EXECUTION
1.	Monday, 22 February 2021	<ol style="list-style-type: none"> 1. Fulfillment of Bureaucratic Reform documents to Excel 2. Guidance on making LKPJ covers 	- Program, General and Personnel Sub-Section
2.	Tuesday, 16 February 2021	<ol style="list-style-type: none"> 1. Fulfillment of Bureaucratic Reform documents to Excel 2. Guidance on making LKPJ covers 3. Guidance on making the cover of Renja. 	- Program, General and Personnel Sub-Section
3.	Wednesday, 17 February 2021	<ol style="list-style-type: none"> 1. Fulfillment of Bureaucratic Reform documents 2. The process of making LKPJ covers 3. Checking and submitting the PerBup 63 file to the Bureaucratic Reform assessment 4. Checking and filing invitations for assistance in implementing bureaucratic reform 	- Program, General and Personnel Sub-Section
4.	Thursday, 18	<ol style="list-style-type: none"> 1. Fulfillment of Bureaucratic Reform documents. 	- Program, General and Personnel

	February 2021	<ol style="list-style-type: none"> 2. Completion of the LKPJ cover 3. The process of making the cover of Renja 	Sub-Section
5.	Friday, 19 February 2021	<ol style="list-style-type: none"> 1. Fulfillment of Bureaucratic Reform documents to Excel 2. The processing of making the cover of Renja 3. Taking notes on the disposition sheet 	- Program, General and Personnel Sub-Section

Source: Processed Data 2021

Table 3.4. Work Practice Report Week 3

Date: 01 - 05 Maret 2021

No	DAYS/ DATE	ACTIVITY	PLACE OF EXECUTION
1.	Monday, 01 Maret 2021	<ol style="list-style-type: none"> 1. Fulfillment of Bureaucratic Reform documents to Excel 2. Filing Bureaucratic Reform documents 3. Checking RB documents to the PKPL room 	- Program, General and Personnel Sub-Section - PKPL Room
2.	Tuesday, 02 Maret 2021	<ol style="list-style-type: none"> 1. Fulfillment of Bureaucratic Reform documents to Excel 2. Make a cover for Renja 	- Program, General and Personnel Sub-Section
3.	Wednesday, 03 Maret 2021	<ol style="list-style-type: none"> 1. Fulfillment of Bureaucratic Reform documents 2. Check and edit the RB follow-up action plan 3. Print the follow-up action plan document 4. File follow-up action plan documents 	- Program, General and Personnel Sub-Section
4.	Thursday, 04 Maret 2021	<ol style="list-style-type: none"> 1. Fulfillment of Bureaucratic Reform documents. 2. Record outgoing mail 	- Program, General and Personnel Sub-Section
5.	Friday, 05 Maret 2021	<ol style="list-style-type: none"> 1. Fulfillment of Bureaucratic Reform documents to Excel 	- Program, General and Personnel Sub-Section

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Source: Processed Data 2021

Table 3.5. Work Practice Report Week 4

Date: 08 – 12 Maret 2021

No	DAYS/ DATE	ACTIVITY	PLACE OF EXECUTION
1.	Monday, 08 Maret 2021	<ol style="list-style-type: none"> 1. Fulfillment of Bureaucratic Reform documents to Excel 2. Print electronic incoming mail 3. Photocopy of incoming letter 4. Improve monitoring reports 	- Program, General and Personnel Sub-Section
2.	Tuesday, 09 Maret 2021	<ol style="list-style-type: none"> 1. Fulfillment of Bureaucratic Reform documents to Excel 2. Meeting regarding the assessment of RB 	- Program, General and Personnel Sub-Section - Secretarial room
3.	Wednesday, 10 Maret 2021	<ol style="list-style-type: none"> 1. Fulfillment of Bureaucratic Reform documents to Excel 2. Showing the results of RB's work 3. Recap the RB dokumen document 	- Program, General and Personnel Sub-Section
4.	Friday, 12 Maret 2021	<ol style="list-style-type: none"> 1. Fulfillment of Bureaucratic Reform documents to Excel 	- Program, General and Personnel Sub-Section

Source: Processed Data 2021

Table 3.6. Work Practice Report Week 5

Date: 15 – 19 Maret 2021

No	DAYS/ DATE	ACTIVITY	PLACE OF EXECUTION
1.	Monday, 15 Maret 2021	<ol style="list-style-type: none"> 1. Fulfillment of Bureaucratic Reform documents to Excel 2. Checking the data in the archive 3. Change the agent of change decision letter 4. Print SK agent of change 5. Requesting the signature of the head of service 6. Stamping letters 	- Program, General and Personnel Sub-Section - Head office
2.	Tuesday, 09 Maret 2021	<ol style="list-style-type: none"> 1. Fulfillment of Bureaucratic Reform documents to Excel 2. Revised SK agent of change 3. Print SK agent of change 4. Requesting the signature of the head of 	- Program, General and Personnel Sub-Section

		service 5. Stamp letters	
3.	Wednesday, 10 Maret 2021	1. Fulfillment of Bureaucratic Reform documents to Excel	- Program, General and Personnel Sub-Section
4.	Friday, 12 Maret 2021	1. Fulfillment of Bureaucratic Reform documents to Excel 2. Downloading the Perbup 3. Checking perbup 4. Print Perbup 5. Archive and mark the perbup	- Program, General and Personnel Sub-Section

Source: Processed Data 2021

Table 3.7. Work Practice Report Week 6

Date: 22 – 26 Maret 2021

No	DAYS/ DATE	ACTIVITY	PLACE OF EXECUTION
1.	Monday, 22 Maret 2021	1. Fulfillment of Bureaucratic Reform documents to Excel 2. Checking SK	- Program, General and Personnel Sub-Section
2.	Tuesday, 23 Maret 2021	1. Fulfillment of Bureaucratic Reform documents to Excel 2. Checking RB documents	- Program, General and Personnel Sub-Section
3.	Wednesday, 24 Maret 2021	3. Fulfillment of Bureaucratic Reform documents to Excel	- Program, General and Personnel Sub-Section
4.	Thursday, 25 Maret 2021	1. Fulfillment of Bureaucratic Reform documents to Excel 2. Guidance on creating and changing Strategic Plan data 3. Photocopy of strategic plan 4. Entering new strategic plan data	- Program, General and Personnel Sub-Section
5.	Friday, 26 Maret 2021	1. Fulfillment of Bureaucratic Reform documents to Excel 2. Help fill sector data into web pages	- Program, General and Personnel Sub-Section - Promosi Room

Source: Processed Data 2021

Table 3.8. Work Practice Report Week 7

Date: 29 – 01 Maret – April 2021

No	DAYS/	ACTIVITY	PLACE OF
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	DATE		EXECUTION
1.	Monday, 29 Maret 2021	<ol style="list-style-type: none"> 1. Checking business process map data 2. Positioning data to archive 3. Print performance agreement 4. Request the secretary's signature 	- Program, General and Personnel Sub-Section
2.	Tuesday, 30 Maret 2021	<ol style="list-style-type: none"> 1. Fulfillment of Bureaucratic Reform documents to Excel 2. Changing assessor data 3. Print assessor data 4. Stamping letters 5. Requesting the signature of the head of service 6. Archive data 	- Program, General and Personnel Sub-Section
3.	Wednesday, 31 Maret 2021	<ol style="list-style-type: none"> 1. Fulfillment of Bureaucratic Reform documents to Excel 2. Print official notes 3. Retrieve SK data data 4. Scan data SK 5. Archive SK data data 	- Program, General and Personnel Sub-Section
4.	Thursday, 01 Maret 2021	<ol style="list-style-type: none"> 1. Fulfillment of Bureaucratic Reform documents to Excel 2. Marking RB documents 3. Checking cascading data 	- Program, General and Personnel Sub-Section

Table 3.9. Work Practice Report Week 8

Date: 05 – 09 April 2021

No	DAYS/ DATE	ACTIVITY	PLACE OF EXECUTION
1.	Monday, 05 April 2021	<ol style="list-style-type: none"> 1. Fulfillment of Bureaucratic Reform documents to Excel 2. Create and check strategic plans 	- Program, General and Personnel Sub-Section
2.	Tuesday, 06 April 2021	<ol style="list-style-type: none"> 1. Fulfillment of Bureaucratic Reform documents to Excel 2. Checking RB documents 3. Preparation for RB meeting 	- Program, General and Personnel Sub-Section
3.	Wednesday, 07 April 2021	<ol style="list-style-type: none"> 1. Preparation for RB meeting 2. Help prepare meeting needs 3. Set infocus 4. RB task distribution meeting 5. Archive RB documents 	- Program, General and Personnel Sub-Section - Meeting Room
4.	Thursday, 08 April 2021	<ol style="list-style-type: none"> 1. Fulfillment of Bureaucratic Reform documents to Excel 2. Recap documents 	- Program, General and Personnel Sub-Section

5.	Friday, 09 April 2021	<ol style="list-style-type: none"> 1. Fulfillment of Bureaucratic Reform documents to Excel 2. Retrieve data from the official website 3. Entering photo data into the RB document 4. Print the document 	- Program, General and Personnel Sub-Section
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Source: Processed Data 2021

Table 3.10. Work Practice Report Week 9

Date: 12 – 16 April 2021

No	DAYS/ DATE	ACTIVITY	PLACE OF EXECUTION
1.	Monday, 12 April 2021	<ol style="list-style-type: none"> 1. Fulfillment of Bureaucratic Reform documents to Excel 2. Create and check strategic plans 	- Program, General and Personnel Sub-Section
4.	Thursday, 08 April 2021	<ol style="list-style-type: none"> 1. Fulfillment of Bureaucratic Reform documents to Excel 2. Recap documents 	- Program, General and Personnel Sub-Section
5.	Friday, 09 April 2021	<ol style="list-style-type: none"> 1. Fulfillment of Bureaucratic Reform documents to Excel 2. Retrieve data from the official website 3. Entering photo data into the RB document 4. Print the document 	- Program, General and Personnel Sub-Section

Source: Processed Data 2021

Table 3.11. Work Practice Report Week 10

Date: 19 – 23 April 2021

No	DAYS/ DATE	ACTIVITY	PLACE OF EXECUTION
1.	Monday, 19 April 2021	<ol style="list-style-type: none"> 1. Fulfillment of Bureaucratic Reform documents to Excel 2. Check for missing data 	- Program, General and Personnel Sub-Section
2.	Tuesday, 20 April 2021	<ol style="list-style-type: none"> 1. Enter job analysis data into RB 2. Entering other data into RB 3. Mark the employee recapitulation data 	- Program, General and Personnel Sub-Section

3.	Wednesday, 21 April 2021	<ol style="list-style-type: none"> 1. Searching for PK data 2. Complete the SKP document 3. Meeting with the inspectorate 	<ul style="list-style-type: none"> - Program, General and Personnel Sub-Section - Inspectorate meeting room
4.	Thursday, 22 April 2021	<ol style="list-style-type: none"> 1. Print the SK data for disciplinary violations 2. Recap of absence of civil servants 	<ul style="list-style-type: none"> - Program, General and Personnel Sub-Section
5.	Friday, 23 April 2021	<ol style="list-style-type: none"> 1. Fulfillment of Bureaucratic Reform documents to Excel 2. Copy of SK 	<ul style="list-style-type: none"> - Program, General and Personnel Sub-Section

Source: Processed Data 2021

Table 3.12. Work Practice Report Week 11

Date: 26 – 30 April 2021

No	DAYS/ DATE	ACTIVITY	PLACE OF EXECUTION
1.	Monday, 26 April 2021	<ol style="list-style-type: none"> 1. Fulfillment of Bureaucratic Reform documents to Excel 2. Check and change action plan data 3. Print data 4. Stamp 5. Archive documents 	<ul style="list-style-type: none"> - Program, General and Personnel Sub-Section
2.	Tuesday, 27 April 2021	<ol style="list-style-type: none"> 1. Retrieve individual certificate data 2. Scan the certificate data 3. Entering data into excel RB 4. Print data 5. Fulfillment of Bureaucratic Reform documents to Excel 	<ul style="list-style-type: none"> - Program, General and Personnel Sub-Section - PKPL Room - Promotion Room - Finance room
3.	Wednesday, 28 April 2021	<ol style="list-style-type: none"> 1. Photo of office facilities 2. Print photos 3. Create a powerpoint for a meeting 	<ul style="list-style-type: none"> - Program, General and Personnel Sub-Section
4.	Thursday, 29 April 2021	<ol style="list-style-type: none"> 1. Meeting with the inspectorate 	<ul style="list-style-type: none"> - Program, General and Personnel Sub-Section
5.	Friday, 30 April 2021	<ol style="list-style-type: none"> 1. Fulfillment of Bureaucratic Reform documents to Excel 2. Copy SPIP data 3. Copying data from the website 	<ul style="list-style-type: none"> - Program, General and Personnel Sub-Section

Source: Processed Data 2021

Table 3.13. Work Practice Report Week 12

Date: 03 – 07 Mei 2021

No	DAYS/ DATE	ACTIVITY	PLACE OF EXECUTION
1.	Monday, 03 Mei 2021	<ol style="list-style-type: none"> 1. Fulfillment of Bureaucratic Reform documents to Excel 2. Meeting regarding the fulfillment of assessment documents 3. Create and check SK 4. Print the document 5. Organize data 	- Program, General and Personnel Sub-Section
2.	Tuesday, 04 Mei 2021	<ol style="list-style-type: none"> 1. Changing data 2. Revise SK data data 3. Make a news event 4. Retrieve public test data 	- Program, General and Personnel Sub-Section - PKPL Room
3.	Thursday, 06 Mei 2021	<ol style="list-style-type: none"> 1. Fulfillment of Bureaucratic Reform documents to Excel 	- Program, General and Personnel Sub-Section
4.	Friday, 07 Mei 2021	<ol style="list-style-type: none"> 1. Fulfillment of Bureaucratic Reform documents to Excel 	- Program, General and Personnel Sub-Section

Source: Processed Data 2021

Table 3.14. Work Practice Report Week 13

Date: 10 – 14 Mei 2021

No	DAYS/ DATE	ACTIVITY	PLACE OF EXECUTION
1.	Monday, 10 Mei 2021	<ol style="list-style-type: none"> 1. Fulfillment of Bureaucratic Reform documents to Excel 2. Meeting with the inspectorate 	- Program, General and Personnel Sub-Section
2.	Tuesday, 27 Mei 2021	<ol style="list-style-type: none"> 1. Checking Perbup 	- Program, General and Personnel Sub-Section

Source: Processed Data 2021

Table 3.15. Work Practice Report Week 14

Date: 17 – 21 Mei 2021

No	DAYS/ DATE	ACTIVITY	PLACE OF EXECUTION
1.	Monday, 17 Mei 2021	<ol style="list-style-type: none"> 1. Checking RB documents 	- Program, General and Personnel Sub-Section

2.	Tuesday, 18 Mei 2021	<ol style="list-style-type: none"> 1. Retrieve data on the official website 2. Document printscreen 3. Make outgoing letters 	- Program, General and Personnel Sub-Section
3.	Wednesday, 19 Mei 2021	<ol style="list-style-type: none"> 1. Make a letter RB 2. Enter the employee's name into the document 	- Program, General and Personnel Sub-Section
4.	Thursday, 20 Mei 2021	<ol style="list-style-type: none"> 1. Archive documents 2. Separate the documents used 3. Retrieve data fulfillment file 4. Print the document 5. Giving official stamp 	- Program, General and Personnel Sub-Section
5.	Friday, 21 April 2021	<ol style="list-style-type: none"> 1. Fulfillment of Bureaucratic Reform documents to Excel 	- Program, General and Personnel Sub-Section

Source: Processed Data 2021

Table 3.16. Work Practice Report Week 15

Date: 24 – 28 Mei 2021

No	DAYS/ DATE	ACTIVITY	PLACE OF EXECUTION
1.	Monday, 24 Mei 2021	<ol style="list-style-type: none"> 1. Checking RB documents 2. Recap data 	- Program, General and Personnel Sub-Section
2.	Thursday, 20 April 2021	<ol style="list-style-type: none"> 1. Guidance on how to make a DPA 2. Marking DPA data 3. DPA working process 	- Program, General and Personnel Sub-Section
3.	Friday, 21 April 2021	<ol style="list-style-type: none"> 1. Continuing work on DPA 2. Photocopy of documents 	- Program, General and Personnel Sub-Section

Source: Processed Data 2021

Table 3.17. Work Practice Report Week 16

Date: 31 – 04 Mei/Juni 2021

No	DAYS/ DATE	ACTIVITY	PLACE OF EXECUTION
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1.	Monday, 31 Mei 2021	1. Meeting with the inspectorate	- Inspectorate
2.	Wednesday, 02 Juni 2021	1. Copy website data to personal documents 2. Summing up employee data 3. Record employee violation data	- Program, General and Personnel Sub-Section
3.	Thursday, 03 Juni 2021	1. Fulfillment of Bureaucratic Reform documents to Excel 2. Giving files to ORTAL	- Program, General and Personnel Sub-Section
4.	Friday, 04 Juni 2021	1. Upload and check RB data to the national website 2. Marking documents that have been uploaded	- Program, General and Personnel Sub-Section

Source: Processed Data 2021

Table 3.18. Work Practice Report Week 17

Date: 07 – 11 Juni 2021

No	DAYS/ DATE	ACTIVITY	PLACE OF EXECUTION
1.	Monday, 07 Juni 2021	1. Special meeting to the inspectorate 2. Checking the assessment data	- Program, General and Personnel Sub-Section - inspectorate
2.	Tuesday, 08 Juni 2021	1. Upload and check RB data to the national website 2. Marking documents that have been uploaded	- Program, General and Personnel Sub-Section
3.	Wednesday, 09 Juni 2021	1. Prinscreen data	- Program, General and Personnel Sub-Section
4.	Thursday, 10 Juni 2021	1. Fulfillment of assessment data 2. Uploading data 3. Checking data 4. Print the document	- Program, General and Personnel Sub-Section
5.	Friday, 11 Juni 2021	1. Insert drive link to national website 2. Uploading data 3. Checking data	- Program, General and Personnel Sub-Section

Source: Processed Data 2021

Table 3.19. Work Practice Report Week 18

Date: 14 – 18 Juni 2021

No	DAYS/ DATE	ACTIVITY	PLACE OF EXECUTION
1.	Monday, 14 Juni 2021	1. Print data 2. Checking RB data	- Program, General and Personnel Sub-Section
2.	Tuesday, 15 Juni 2021	1. Isolating the archive used 2. Helping recap office shopping data 3. Print data	- Program, General and Personnel Sub-Section
3.	Thursday, 17 Juni 2021	1. Copy the DPA recap 2. Checking KPI documents	- Program, General and Personnel Sub-Section
4.	Friday, 18 Juni 2021	1. Checking the uploaded data	- Program, General and Personnel Sub-Section

Source: Processed Data 2021

Table 3.20. Work Practice Report Week 19

Date: 21 – 25 Juni 2021

No	DAYS/ DATE	ACTIVITY	PLACE OF EXECUTION
1.	Monday, 21 Juni 2021	1. Archive documents 2. Separating and marking the data used	- Program, General and Personnel Sub-Section
2.	Tuesday, 22 Juni 2021	1. Upload and check RB data to the national website 2. Marking documents that have been uploaded	- Program, General and Personnel Sub-Section
3.	Wednesday, 23 23 Juni 2021	1. Special meeting to the inspectorate 2. Print fulfillment documents	- Program, General and Personnel Sub-Section

4.	Thursday, 24 Juni 2021	<ol style="list-style-type: none"> 1. Discussion of assessment documents 2. Showing missing documents 	<ul style="list-style-type: none"> - Program, General and Personnel Sub-Section - Secretarial room
5.	Friday, 25 Juni 2021	<ol style="list-style-type: none"> 1. Insert drive link to national website 2. Uploading data 3. Checking data 	<ul style="list-style-type: none"> - Program, General and Personnel Sub-Section

Source: Processed Data 2021

Table 3.21. Work Practice Report Week 20

Date: 28 –30 Juni 2021

No	DAYS/ DATE	ACTIVITY	PLACE OF EXECUTION
1.	Monday, 28 Juni 2021	<ol style="list-style-type: none"> 1. Upload and check RB data to the national website 2. Online discussion with the inspectorate 	<ul style="list-style-type: none"> - Program, General and Personnel Sub-Section
2.	Tuesday, 29 Juni 2021	<ol style="list-style-type: none"> 1. Meet the missing documents 2. Check the PMPRB website 3. Uploading files 	<ul style="list-style-type: none"> - Program, General and Personnel Sub-Section
3.	Wednesday, 30 Juni 2021	<ol style="list-style-type: none"> 1. Print Perbup and SK documents 2. Print other fulfillment documents 3. Mark the document that has been uploaded 4. Archive documents 	<ul style="list-style-type: none"> - Program, General and Personnel Sub-Section

Source: Processed Data 2021

3.5 Obstacles and Solution

The obstacles or obstacles faced by the author during the Job Training at the Department of Investment and One-Stop Integrated Services in Bengkalis Regency are:

1. Lack of computer facilities
2. Lack of service facilities
3. Office space that is not so spacious

From these obstacles, the solution that the author can provide based on Job Training at the Regency Investment and One Stop Service Office is as follows:

1. Lack of office facilities hinders the author in working on the documents provided so that the author uses personal facilities such as laptops.
2. Lack of service facilities at the Bengkalis Regency Investment and One-Stop Integrated Service Office such as prayer rooms, ablution places, canteens and service sector rooms so that guests find it difficult to carry out the required activities.
3. Office space that is not so big makes the work that is done not free so that workers find it difficult to organize archived items and others.



CHAPTER IV

COCLUSION AND SUGGESTION

4.1 Conclusion

The conclusions that can be drawn by the author from the implementation of the Job Training are as follows:

1. When doing practical work the author is placed in the field of program, general and staffing sub-sections where the task is general in nature, discussing issues of incoming and outgoing budgets such as indirect expenditure costs, used budgets, incoming letters, outgoing letters, making letters, filing data, make the next year's design program, recapitulation of employee data.
2. The author carries out the Job Training at the Office of Investment and One Stop Services in Bengkalis Regency in Bengkalis, the field of program sub-sections, general and staffing. Starting from 15 February to 31 June 2021.
3. The existing systems and procedures for the Job Training at the Bengkalis Regency Investment and One Stop Service Office have been mentioned in chapter 3 in sub chapter 3.2 which is based on Bengkalis Regent Regulation Number 85 of 2019 concerning Position, Organizational Structure, Echelonering, Duties, Functions and Description of Duties and Work Procedures at the Bengkalis Regency Investment and One-Stop Integrated Service Office.
4. The obstacles faced by the author during the Job Training are three, namely the lack of computer facilities, lack of service facilities and office space that is not so wide

4.2 Suggestion

The suggestions during practical work at the One Stop Integrated Service and Investment Office of Bengkalis Regency are as follows:

1. For company

In this case, the equipment and equipment needed by guests should be paid more attention for the continuity and comfort of guests who carry out business licenses. From the office, it is also advisable to renovate the office space to be more complete and comfortable so that employees are able to work well.



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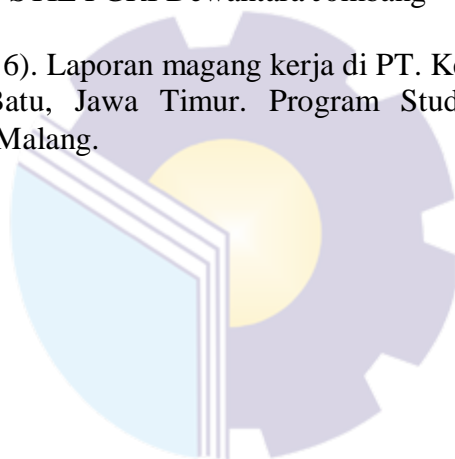
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APPENDIX 1: Daily Activity

APPENDIX 1: Daily Activity

**KEGIATAN HARIAN
KERJA PRAKTEK (KP)**

Minggu Ke-1
Hari: Senin- Jum'at
Tanggal: 15 - 19 February 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Perkenalan lingkungan kerja, lingkungan ruangan, jam kerja	Amiruddin Husaini	
2.	Belajar fotocopy dan scanning		
3.	Penempatan bidang		
4.	Pemberian dokumen Reformasi Birokrasi		
Catatan Pembimbing Industri			

Hari: Selasa
Tanggal: 16 February 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Memenuhi dokumen penilaian Reformasi Birokrasi	Amiruddin Husaini	
2.	Mengecek dan merandai rekap absen		
Catatan Pembimbing Industri			

Hari: Rabu
Tanggal: 17 February 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi	Amiruddin Husaini	
2.	Pengambilan data Surat Keputusan Reformasi Birokrasi		
Catatan Pembimbing Industri			

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Hari: Kamis
Tanggal: 18 February 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Mencatat surat masuk ke lembar disposisi	Amiruddin Husaini	
2.	Mendownload aplikasi plastik		
3.	Pemberian tanda warna pada rekap absen		
4.	Pemenuhan dokumen Reformasi Birokrasi ke Excel		
Catatan Pembimbing Industri			

Hari: Jum'at
Tanggal: 19 February 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
2.	Mengecek dan menambahkan Surat Keputusan tentang tim reformasi		
3.	Pemberian materi delapan elemen perubahan Reformasi Birokrasi		
Catatan Pembimbing Industri			

Minggu Ke-2
Hari: Senin
Tanggal: 22 February 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
2.	Himbungan pembastan cover LKPJ		
Catatan Pembimbing Industri			

Hari: Selasa
Tanggal: 23 February 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
Catatan Pembimbing Industri			

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Hari: Rabu
Tanggal: 24 February 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
2.	Himbungan pembastan cover LKPJ		
3.	Himbungan pembastan cover Renja		
Catatan Pembimbing Industri			

Hari: Rabu
Tanggal: 24 February 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi	Amiruddin Husaini	
2.	Proses pembastan cover LKPJ		
3.	Mengecek dan Menusulkan file Perfup 63 ke penilaian Reformasi Birokrasi		
4.	Mengecek dan mengarsip undangan asistensi pelaksanaan reformasi birokrasi		
Catatan Pembimbing Industri			

Hari: Kamis
Tanggal: 25 February 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi	Amiruddin Husaini	
2.	Penyediaan pembastan cover LKPJ		
3.	Proses pembastan cover Renja		
Catatan Pembimbing Industri			

Hari: Jum'at
Tanggal: 26 February 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
2.	Proses pembastan cover Renja		
3.	Mencatat masuk ke lembar disposisi		
Catatan Pembimbing Industri			

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Minggu Ke-3
Hari: Senin
Tanggal: 01 Maret 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
2.	Proses pembastan cover Renja		
3.	Mencatat masuk ke lembar disposisi		
Catatan Pembimbing Industri			

Hari: Selasa
Tanggal: 02 Maret 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
2.	Membuat cover Renja		
Catatan Pembimbing Industri			

Hari: Rabu
Tanggal: 03 Maret 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi	Amiruddin Husaini	
2.	Mengecek dan mengedit rencana aksi tindak lanjut RB		
3.	Print dokumen rencana aksi tindak lanjut		
4.	Mengarsip dokumen rencana aksi tindak lanjut		
Catatan Pembimbing Industri			

Hari: Kamis
Tanggal: 04 Maret 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
Catatan Pembimbing Industri			

48

1. Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
2. Mencetak surat keluar		
Catatan Pembimbing Industri		

Hari: Jum'at
Tanggal: 05 Maret 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
Catatan Pembimbing Industri			

Minggu Ke-4
Hari: Senin
Tanggal: 08 Maret 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
2.	Print surat masuk elektronik		
3.	Fotocopy surat masuk		
4.	Memperbaiki laporan monitoring		
Catatan Pembimbing Industri			

Hari: Selasa
Tanggal: 09 Maret 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
2.	Raput mengensui perubahan RB		
Catatan Pembimbing Industri			

49

1. Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
2. Mengecek data di arsip		
3. Mengubah surat keputusan agent of change		
4. Print SK agent of change		
Catatan Pembimbing Industri		

Hari: Selasa
Tanggal: 16 Maret 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
2.	Revisi SK agent of change		
3.	Print SK agent of change		
4.	Meminta tanda tangan kepala dinas		
5.	Mengecap surat		
Catatan Pembimbing Industri			

Hari: Rabu
Tanggal: 17 Maret 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
Catatan Pembimbing Industri			

Hari: Kamis
Tanggal: 18 Maret 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Izin Sakit	Amiruddin Husaini	
Catatan Pembimbing Industri			

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1. Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
2. Mengecek data di arsip		
3. Mengubah surat keputusan agent of change		
4. Print SK agent of change		
Catatan Pembimbing Industri		

Hari: Selasa
Tanggal: 16 Maret 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
2.	Revisi SK agent of change		
3.	Print SK agent of change		
4.	Meminta tanda tangan kepala dinas		
5.	Mengecap surat		
Catatan Pembimbing Industri			

Hari: Rabu
Tanggal: 17 Maret 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
Catatan Pembimbing Industri			

Hari: Kamis
Tanggal: 18 Maret 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Izin Sakit	Amiruddin Husaini	
Catatan Pembimbing Industri			

51

1. Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
2. Mendownload Perbup		
3. Mengecek perbup		
4. Print perbup		
5. Mengarsip dan menandai perbup		
Catatan Pembimbing Industri		

Hari: Jum'at
Tanggal: 19 Maret 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
2.	Mengecek SK		
Catatan Pembimbing Industri			

Minggu Ke-6
Hari: Senin
Tanggal: 22 Maret 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
2.	Mengecek SK		
Catatan Pembimbing Industri			

Hari: Selasa
Tanggal: 23 Maret 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
2.	Mergecek dokumen RB SK		
Catatan Pembimbing Industri			

Hari: Rabu
Tanggal: 24 Maret 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
Catatan Pembimbing Industri			

52

1. Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
Catatan Pembimbing Industri		

Hari: Kamis
Tanggal: 25 Maret 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
2.	Bimbingan membuat dan mengubah data Renstra		
3.	Fotocopy renstra		
4.	Memasukkan data baru renstra		
Catatan Pembimbing Industri			

Hari: Jum'at
Tanggal: 26 Maret 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
2.	Membantu mengisi data sector ke laman web		
Catatan Pembimbing Industri			

Minggu Ke-7

Hari: Senin
Tanggal: 29 Maret 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Mengecek data peta proses bisnis	Amiruddin Husaini	
2.	Memposisikan data ke arsip		
3.	Print perjanjian kinerja		
4.	Meminta tanda tangan sekretaris		
Catatan Pembimbing Industri			

53

Hari: Selasa
Tanggal: 30 Maret 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
2.	Mengubah data asesor		
3.	Print data asesor		
4.	Mengecap surat		
5.	Meminta tanda tangan kepala dinas		
6.	Mengarsip data		
Catatan Pembimbing Industri			

Hari: Rabu
Tanggal: 31 Maret 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
2.	Print nota dinas		
3.	Mengambil data SK		
4.	Scan data SK		
5.	Mengarsip data SK		
Catatan Pembimbing Industri			

Hari: Kamis
Tanggal: 01 April 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
2.	Menandai dokumen RB		
3.	Mengecek data cascading		
Catatan Pembimbing Industri			

Hari: Jum'at
Tanggal: 02 April 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF

54

1. Sakit	Amiruddin Husaini	
Catatan Pembimbing Industri		

Minggu Ke-8

Hari: Senin
Tanggal: 05 April 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
2.	Membuat dan mengecek renstra		
Catatan Pembimbing Industri			

Hari: Selasa
Tanggal: 06 April 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
2.	Mengecek dokumen RB		
3.	Persiapan rapat RB		
Catatan Pembimbing Industri			

Hari: Rabu
Tanggal: 07 April 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Persiapan rapat RB	Amiruddin Husaini	
2.	Membantu menyiapkan keperluan rapat		
3.	Menyetel infocus		
4.	Rapat pembagian tugas RB		
5.	Mengarsip dokumen RB		
Catatan Pembimbing Industri			

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Hari: Kamis
Tanggal: 08 April 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
2.	Mercekap dokumen		
Catatan Pembimbing Industri			

Hari: Jum'at
Tanggal: 09 April 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
2.	Mengambil data dari laman web dinas		
3.	Memasukkan data foto ke dokumen RB		
4.	Print dokumen		
Catatan Pembimbing Industri			

Minggu Ke-9

Hari: Senin
Tanggal: 12 April 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
2.	Membuat dan mengecek renstra		
Catatan Pembimbing Industri			

Hari: Selasa
Tanggal: 13 April 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Izin	Amiruddin Husaini	
Catatan Pembimbing Industri			

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Hari: Rabu
Tanggal: 28 April 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Izin	Amiruddin Husaini	
Catatan Pembimbing Industri			

Hari: Kamis
Tanggal: 29 April 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
2.	Merekap dokumen		
Catatan Pembimbing Industri			

Hari: Jum'at
Tanggal: 30 April 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
2.	Mengambil data dari laman web dinas		
3.	Memasukkan data foto ke dokumen RB		
4.	Print dokumen		
Catatan Pembimbing Industri			

Minggu Ke-10

Hari: Senin
Tanggal: 03 April 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
2.	Mengecek data yang kurang		
Catatan Pembimbing Industri			

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Hari: Selasa
Tanggal: 04 April 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Memasukkan data analisis jabatan ke RB	Amiruddin Husaini	
2.	Memasukkan data lainnya ke RB		
3.	Memberi tanda data rekapitulasi pegawai		
Catatan Pembimbing Industri			

Hari: Rabu
Tanggal: 05 Mei 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Mencari data PK	Amiruddin Husaini	
2.	Melengkapi dokumen SKP		
3.	Rapat ke inspektorat		
Catatan Pembimbing Industri			

Hari: Kamis
Tanggal: 06 Mei 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Print data SK pelanggaran disiplin	Amiruddin Husaini	
2.	Rekap absen PNS		
Catatan Pembimbing Industri			

Hari: Jum'at
Tanggal: 07 Mei 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
2.	Fotocopy SK		
Catatan Pembimbing Industri			

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Minggu Ke-11

Hari: Senin
Tanggal: 10 Mei 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
2.	Mengecek dan mengubah data rencana aksi		
3.	Print data		
4.	Memberi cap		
5.	Mengarsip dokumen		
Catatan Pembimbing Industri			

Hari: Selasa
Tanggal: 11 Mei 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Mengambil data sertifikat perorangan	Amiruddin Husaini	
2.	Scan data sertifikat		
3.	Memasukkan data ke excel RB		
4.	Mencetak data		
5.	Pemenuhan dokumen Reformasi Birokrasi ke Excel		
Catatan Pembimbing Industri			

Hari: Rabu
Tanggal: 12 Mei 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Foto fasilitas kantor	Amiruddin Husaini	
2.	Mencetak foto		
3.	Membuat powerpoint untuk rapat		
Catatan Pembimbing Industri			

Hari: Kamis
Tanggal: 13 Mei 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
Catatan Pembimbing Industri			

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1.	Rapat ke inspektorat	Amiruddin Husaini	
2.	Pemenuhan dokumen Reformasi Birokrasi ke Excel		
3.	Menyalin data SPP		
4.	Menyalin data dari website		
Catatan Pembimbing Industri			

Hari: Jum'at
Tanggal: 14 Mei 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Hari Raya Idul Fitri	Amiruddin Husaini	
Catatan Pembimbing Industri			

Minggu Ke-12

Hari: Senin
Tanggal: 17 Mei 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
2.	Rapat mengenai pemenuhan dokumen penilaian		
3.	Membuat dan mengecek SK		
4.	Print dokumen		
5.	Menyusun data		
Catatan Pembimbing Industri			

Hari: Selasa
Tanggal: 18 Mei 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Mengubah data	Amiruddin Husaini	
2.	Merevisi data SK		
3.	Membuat berita acara		
4.	Mengambil data uji publik		
Catatan Pembimbing Industri			

Hari: Rabu
Tanggal: 19 Mei 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Izin	Amiruddin Husaini	
Catatan Pembimbing Industri			

Hari: Kamis
Tanggal: 20 Mei 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
Catatan Pembimbing Industri			

Hari: Jumat
Tanggal: 21 Mei 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
Catatan Pembimbing Industri			

Minggu Ke-13

Hari: Senin
Tanggal: 24 Mei 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
2.	Raport ke inspektariat		
Catatan Pembimbing Industri			

Hari: Selasa
Tanggal: 25 Mei 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Mengecek Perbup	Amiruddin Husaini	
Catatan Pembimbing Industri			

Hari: Rabu
Tanggal: 26 Mei 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Waisak	Amiruddin Husaini	
Catatan Pembimbing Industri			

Minggu ke-14

Hari: Senin
Tanggal: 25 Mei 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Mengecek Perbup	Amiruddin Husaini	
Catatan Pembimbing Industri			

Hari: Selasa
Tanggal: 26 Mei 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Mengambil data di website dinas	Amiruddin Husaini	
2.	Printscreen dokumen		
3.	Membuat surat keluar		
Catatan Pembimbing Industri			

Hari: Rabu
Tanggal: 27 Mei 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Membuat surat RB	Amiruddin Husaini	
2.	Memasukkan nama pegawai ke dokumen		
Catatan Pembimbing Industri			

Hari: Kamis
Tanggal: 28 Mei 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Mengarsip dokumen	Amiruddin Husaini	
2.	Memisahkan dokumen yang digunakan		
3.	Mengambil file pemenuhan data		
4.	Print dokumen		
5.	Memberi cap dinas		
Catatan Pembimbing Industri			

Hari: Jum'at
Tanggal: 29 Mei 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
Catatan Pembimbing Industri			

Minggu Ke-15

Hari: Senin
Tanggal: 31 Juni 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Mengecek dokumen RB	Amiruddin Husaini	
2.	Merekap data		
Catatan Pembimbing Industri			

Hari: Rabu
Tanggal: 27 Mei 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Membuat surat RB	Amiruddin Husaini	
2.	Memasukkan nama pegawai ke dokumen		
Catatan Pembimbing Industri			

Hari: Kamis
Tanggal: 28 Mei 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Mengarsip dokumen	Amiruddin Husaini	
2.	Memisahkan dokumen yang digunakan		
3.	Mengambil file pemenuhan data		
4.	Print dokumen		
5.	Memberi cap dinas		
Catatan Pembimbing Industri			

Hari: Jum'at
Tanggal: 29 Mei 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
Catatan Pembimbing Industri			

Minggu Ke-15

Hari: Senin
Tanggal: 31 Juni 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Mengecek dokumen RB	Amiruddin Husaini	
2.	Merekap data		
Catatan Pembimbing Industri			

Hari: Selasa
Tanggal: 08 Juni 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Izin	Amiruddin Husaini	
Catatan Pembimbing Industri			

Hari: Rabu
Tanggal: 09 Juni 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Menyalin data website ke dokumen pribadi	Amiruddin Husaini	
2.	Menjumlahkan data pegawai		
3.	Merekap data pelanggaran pegawai		
Catatan Pembimbing Industri			

Hari: Kamis
Tanggal: 10 Juni 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
2.	Pemberian file ke ORTAL		
Catatan Pembimbing Industri			

Hari: Jum'at
Tanggal: 11 Juni 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Mengupload dan mengecek data RB ke website nasional	Amiruddin Husaini	
2.	Menandai dokumen yang sudah di upload		
Catatan Pembimbing Industri			

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Minggu Ke-17

Hari: Senin
Tanggal: 14 Juni 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Rapat ke inspektoral	Amiruddin Husaini	
Catatan Pembimbing Industri			

Hari: Selasa
Tanggal: 15 Juni 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Izin	Amiruddin Husaini	
Catatan Pembimbing Industri			

Hari: Rabu
Tanggal: 16 Juni 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Menyalin data website ke dokumen pribadi	Amiruddin Husaini	
2.	Menjumlahkan data pegawai		
3.	Merekap data pelanggaran pegawai		
Catatan Pembimbing Industri			

Hari: Kamis
Tanggal: 17 Juni 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
2.	Pemberian file ke ORTAL		
Catatan Pembimbing Industri			

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Hari: Jum'at
Tanggal: 18 Juni 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Mengupload dan mengecek data RB ke website nasional	Amiruddin Husaini	
2.	Menandai dokumen yang sudah di upload		
Catatan Pembimbing Industri			

Minggu Ke-17

Hari: Senin
Tanggal: 21 Juni 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Rapat khusus ke inspektoral	Amiruddin Husaini	
2.	Mengecek data penilaian		
Catatan Pembimbing Industri			

Hari: Selasa
Tanggal: 22 Juni 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Mengupload dan mengecek data RB ke website nasional	Amiruddin Husaini	
2.	Menandai dokumen yang sudah di upload		
Catatan Pembimbing Industri			

Hari: Rabu
Tanggal: 23 Juni 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Prinscreen data	Amiruddin Husaini	
Catatan Pembimbing Industri			

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Hari: Kamis
Tanggal: 24 Juni 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan data penilaian	Amiruddin Husaini	
2.	Mengupload data		
3.	Mengecek data		
4.	Mencetak dokumen		
Catatan Pembimbing Industri			

Hari: Jumat
Tanggal: 25 Juni 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Memasukkan link drive ke website nasional	Amiruddin Husaini	
2.	Mengupload data		
3.	Mengecek data		
Catatan Pembimbing Industri			

Minggu Ke-18

Hari: Senin
Tanggal: 28 Juni 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Memasukkan link drive ke website nasional	Amiruddin Husaini	
2.	Mengupload data		
3.	Mengecek data		
Catatan Pembimbing Industri			

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Hari: Selasa
Tanggal: 01 Juni 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Mengecek dokumen RB	Amiruddin Husaini	
2.	Merekap data		
	Catatan Pembimbing Industri		

Hari: Kamis
Tanggal: 03 Juni 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Mengecek dokumen RB	Amiruddin Husaini	
2.	Merekap data		
	Catatan Pembimbing Industri		

Hari: Jum'at
Tanggal: 04 Juni 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Melanjutkan pengerjaan DPA	Amiruddin Husaini	
2.	Fotocopy dokumen		
	Catatan Pembimbing Industri		

Minggu Ke-16

Hari: Senin
Tanggal: 07 Juni 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Rapat ke inspektorat	Amiruddin Husaini	
	Catatan Pembimbing Industri		

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Hari: Selasa
Tanggal: 08 Juni 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Izin	Amiruddin Husaini	
	Catatan Pembimbing Industri		

Hari: Rabu
Tanggal: 09 Juni 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Menyalin data website ke dokumen pribadi	Amiruddin Husaini	
2.	Menjumlahkan data pegawai		
3.	Merekap data pelanggaran pegawai		
	Catatan Pembimbing Industri		

Hari: Kamis
Tanggal: 10 Juni 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
2.	Pemberian file ke ORTAL		
	Catatan Pembimbing Industri		

Hari: Jum'at
Tanggal: 11 Juni 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Mengupload dan mengecek data RB ke website nasional	Amiruddin Husaini	
2.	Menandai dokumen yang sudah di upload		
	Catatan Pembimbing Industri		

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Minggu Ke-17

Hari: Senin
Tanggal: 14 Juni 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Rapat ke inspektorat	Amiruddin Husaini	
	Catatan Pembimbing Industri		

Hari: Selasa
Tanggal: 15 Juni 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Izin	Amiruddin Husaini	
	Catatan Pembimbing Industri		

Hari: Rabu
Tanggal: 16 Juni 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Menyalin data website ke dokumen pribadi	Amiruddin Husaini	
2.	Menjumlahkan data pegawai		
3.	Merekap data pelanggaran pegawai		
	Catatan Pembimbing Industri		

Hari: Kamis
Tanggal: 17 Juni 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan dokumen Reformasi Birokrasi ke Excel	Amiruddin Husaini	
2.	Pemberian file ke ORTAL		
	Catatan Pembimbing Industri		

66

Hari: Jum'at
Tanggal: 18 Juni 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Mengupload dan mengecek data RB ke website nasional	Amiruddin Husaini	
2.	Menandai dokumen yang sudah di upload		
	Catatan Pembimbing Industri		

Minggu Ke-17

Hari: Senin
Tanggal: 21 Juni 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Rapat khusus ke inspektorat	Amiruddin Husaini	
2.	Mengecek data penilaian		
	Catatan Pembimbing Industri		

Hari: Selasa
Tanggal: 22 Juni 2021


No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Mengupload dan mengecek data RB ke website nasional	Amiruddin Husaini	
2.	Menandai dokumen yang sudah di upload		
	Catatan Pembimbing Industri		

Hari: Rabu
Tanggal: 23 Juni 2021


No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Prinscreen data	Amiruddin Husaini	
	Catatan Pembimbing Industri		

67

Hari: Kamis
Tanggal: 24 Juni 2021


No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Pemenuhan data penilaian	Amiruddin Husaini	
2.	Mengupload data		
3.	Mengecek data		
4.	Mencetak dokumen		
Catatan Pembimbing Industri			

Hari: Jumat
Tanggal: 25 Juni 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Memasukkan link drive ke website nasional	Amiruddin Husaini	
2.	Mengupload data		
3.	Mengecek data		
Catatan Pembimbing Industri			

Minggu Ke-18

Hari: Senin
Tanggal: 28 Juni 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Memasukkan link drive ke website nasional	Amiruddin Husaini	
2.	Mengupload data		
3.	Mengecek data		
Catatan Pembimbing Industri			

APPENDIX 2: Daily Activity Figure

1. Make a Preliminary Plan

RANCANGAN AWAL RENJA TAHUN 2022
BADAN PERENCANAAN PEMBANGUNAN DAERAH

Uraian/ Bidang/ Uraian Kegiatan dan Program Kegiatan	Indikator Kinerja Program (selanjutnya: Kegiatan Integrad)	Uraian	Target Kinerja Kegiatan Program dan Subprogram Tahun 2022		Target dan Realisasi Kinerja Program dan Subprogram Tahun 2020			Target Kinerja Program dan Subprogram Tahun 2021	Keterangan
			1	2	3	4	5	6	
1. Pelaksanaan dan pengelolaan GIS Kabupaten Bengkulu	Jumlah tenaga pengelola GIS	Utara	4	0	2	2	100	2	
2. Penyelenggaraan kegiatan sosialisasi	Jumlah kegiatan sosialisasi	Utara	4	0	2	2	100	2	
3. Program Kesiagihan Sarana dan Prasarana Kantor	Persentase pengelolaan sarana dan gedung kantor	Utara	23	61	3	5	166,7	3	
4. Kegiatan pengembangan ruang kantor	Jumlah perlengkapan gedung kantor	Utara	42	38	13	12	100	3	
5. Jumlah peralatan gedung kantor yang tersedia	Jumlah peralatan gedung kantor yang tersedia	Utara	15	0	1	1	100	1	
6. Jumlah meubelatur gedung kantor	Jumlah meubelatur gedung kantor	Utara	14	48	7	4	59,1428571	4	
7. Efisiensi perawatan gedung kantor	Efisiensi perawatan gedung kantor	Utara	90	60	15	15	100	15	
8. Efisiensi perawatan gedung kantor	Efisiensi perawatan gedung kantor	Utara	150	50	25	25	100	25	

KABUPATEN BENGKALIS

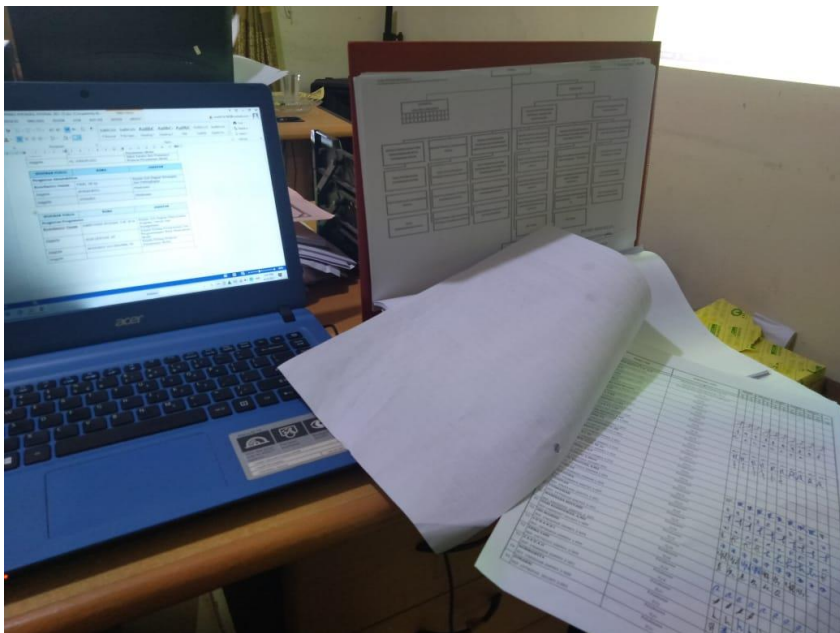
2. Implementation of the Report



3. Meetings in Government Administration Organizations



4. Incoming Mail Archive



5. Recording the Letter on the Disposition Sheet

PEMERINTAH KABUPATEN BENGKALIS
DINAS PENANAMAN MODAL DAN PELAYANAN TERPADU SATU PINTU
Jl. Arifin No. 10 Bengkulu Kota Bengkulu 38121
Telp. (078) 22815, 22816, 22817 Fax. (078) 22818 E-mail : ... Website : www.bengkalis.go.id

LEMBAR DISPOSISI

Surat dari : Sekretaris Dinas
No. Surat : 010/015/09/2021
Tgl. Surat : 22/1/21

No. Agenda : 227
Tanggal : 22/1/21
 Segera Segera Bahwa

Hal : Persetujuan penanaman Pohon-pohon buah-buahan di area Desa

Diteruskan Kepada Sdr. :
 SEKRETARIS
 KABID
 KASUBBAG/KASUBID

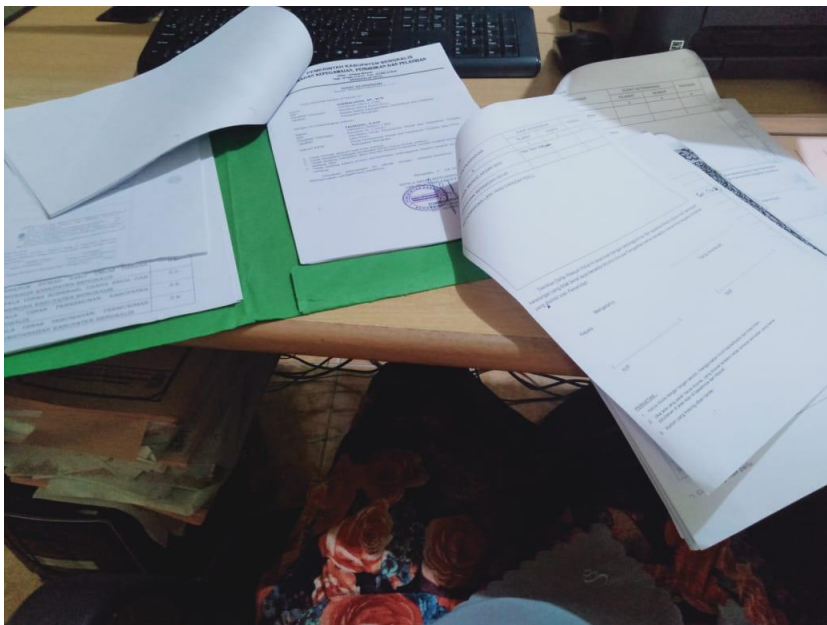
Dengan Hormat Harap :
 Tanggapan Dan Saran
 Proses Lebih Lanjut
 Koordinasikan/Konfirmasi

Catatan :
*Sdr. Panti & Huda Lufi
Kendy CP Semarang
26/01/2021*

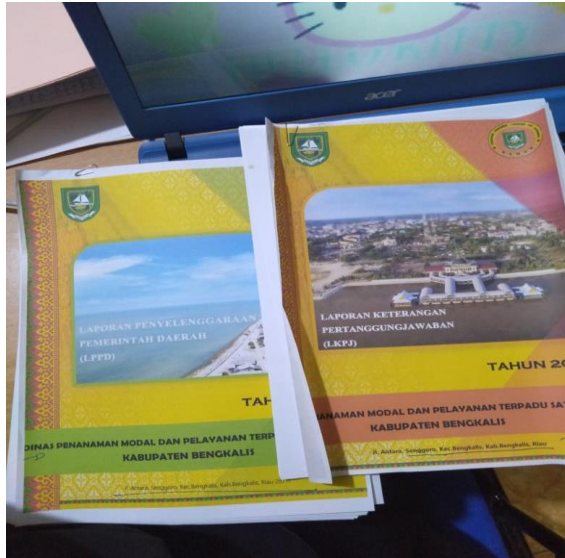
KEPALA DINAS PENANAMAN MODAL
DAN PELAYANAN TERPADU SATU PINTU

Kepada bawahan * Instruksi * dan atau * Informasi *
Kepada atasan * Informasi * corel * Instruksi *

6. Recording Outgoing Letter



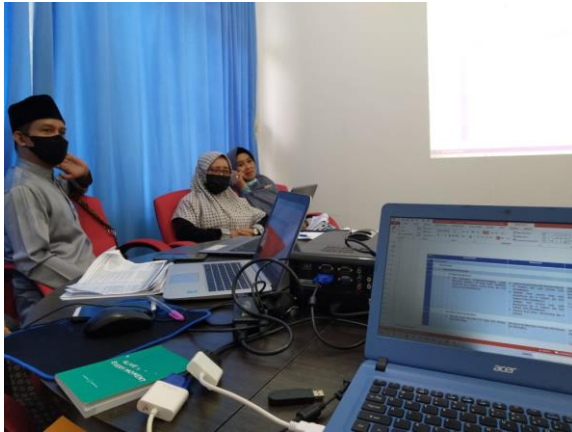
7. Help create and cover LKPJ data



8. Make a Preliminary Plan



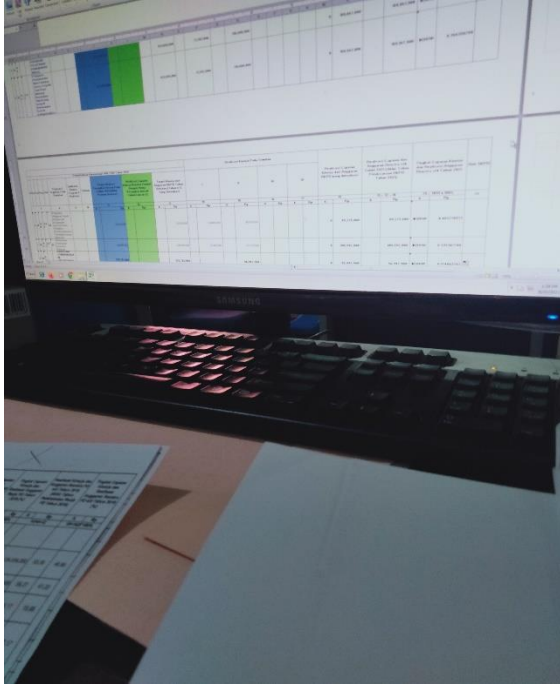
9. Bureaucratic Reform Meeting



10. Recap the Renja Budget Data

11. Data Attached to Renja

14. Total Funds into Excel



APPENDIX 3: Evaluation Results Job Training

EVALUATION RESULTS FROM JOB TRAINING

COMPANY APPRAISAL

BENGKALIS REGENCY OFFICE OF ONE STOP INTEGRATED SERVICE AND INVESTMENT

Name : Yuni Sitta
Student's Identity No. : 5404161037
Study Program : D4 – International Business Administration
College : State Polytechnic of Bengkalis

No.	Assessment Aspect	percentage	Scores
1.	Disciplin	20%	95
2.	Responsibility	25%	98
3.	Adjustment/Adaptation	10%	98
4.	Work Result	30%	96
5.	Behavior in General	15%	97
	Total (1+2+3+4+5)	100%	

Explanation :
Score : **Criteria**
81 – 100 : Excellence
71 – 80 : Very Good
66 – 70 : Good
61 – 65 : Good Enough
56 – 60 : Enough

Notes:


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Bengkalis, August 04th 2021

Head of Program, General
and Personnel Sub-Section


Anituddin Husaini, S.IP, M.Si
NIP. 198807202015031005

APPENDIX 4: Work Practice Reply Letter

**PEMERINTAH KABUPATEN BENGKALIS**
DINAS PENANAMAN MODAL DAN PELAYANAN TERPADU SATU PINTU
Jl. Antara No. Bengkalis Kode Pos : 28751
Telepon. 0766 - 23615, 0766 - 7018510 Fax. 0766 - 23615 E-mail :Website : www.bengkalis.go.id

Bengkalis, 04 Februari 2021

Kepada :
Yth. Direktur Politeknik Negeri
Bengkalis

Nomor : 061/DPMPTSP-SET/III/2021/81.6
Sifat : Biasa
Lampiran : -
Hal : Penerimaan Permohonan Kerja
Praktek (KP)

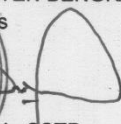
di-
Bengkalis


Berdasarkan surat Direktur Politeknik Negeri Bengkalis Nomor 200/PL31/AK/2021 Tanggal 04 Januari 2021 hal Permohonan Kerja Praktik (KP) yang dilaksanakan pada tanggal 15 Februari 2021 s/d 30 Juni 2021.

Sehubungan dengan hal tersebut di atas, dengan ini disampaikan bahwa pada prinsipnya menerima Mahasiswa Politeknik Negeri Bengkalis untuk melaksanakan Kerja Praktik (KP) pada Dinas Penanaman Modal dan Pelayanan Terpadu Satu Pintu Kabupaten Bengkalis Mulai dari tanggal 15 Februari 2021 s/d 30 Juni 2021 dengan ketentuan sebagai berikut :


- Hari Senin s/d Rabu masuk Kerja pukul 07.30 WIB sampai pukul 16.00 WIB, waktu istirahat pukul 12.00 WIB sampai dengan pukul 13.00 WIB.
- Hari Kamis masuk Kerja pukul 07.30 WIB sampai pukul 16.30 WIB, waktu istirahat pukul 12.00 WIB sampai dengan pukul 13.00 WIB.
- Hari Jumat masuk Kerja pukul 07.30 WIB sampai pukul 16.30 WIB, waktu istirahat pukul 11.30 WIB sampai dengan pukul 13.30 WIB.
- Melaksanakan Aktivitas dengan Prosedur Protokol Kesehatan Covid -19.
- Bagi mahasiswa yang tidak menaati ketentuan tersebut diatas, akan diserahkan kembali pada Politeknik Negeri Bengkalis.

Demikian disampaikan, atas perhatian dan kerjasamanya diucapkan terima kasih.

a.n. KEPALA DINAS PENANAMAN MODAL
DAN PELAYANAN TERPADU SATU PINTU
KABUPATEN BENGKALIS
Sekretaris

FAHRIZAL, SSTP
Pembina
NIP. 19810913 200012 1 002



APPENDIX 5: Letters of reference

**PEMERINTAH KABUPATEN BENGKALIS**
DINAS PENANAMAN MODAL DAN PELAYANAN TERPADU SATU PINTU
Jl. Antara No. Bengkalis Kode Pos : 28751
Telepon. 0766 - 23615, 0766 - 7018510 Fax. 0766 - 23615 E-mail :Website : www.bengkalis.go.id

Bengkalis, 04 Februari 2021

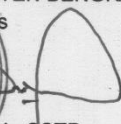
Nomor : 061/DPMPTSP-SET/III/2021/81.6 Yth. Direktur Politeknik Negeri
Sifat : Biasa Bengkalis
Lampiran : -
Hal : Penerimaan Permohonan Kerja di-
Praktek (KP) Bengkalis


Berdasarkan surat Direktur Politeknik Negeri Bengkalis Nomor 200/PL31/AK/2021 Tanggal 04 Januari 2021 hal Permohonan Kerja Praktik (KP) yang dilaksanakan pada tanggal 15 Februari 2021 s/d 30 Juni 2021.

Sehubungan dengan hal tersebut di atas, dengan ini disampaikan bahwa pada prinsipnya menerima Mahasiswa Politeknik Negeri Bengkalis untuk melaksanakan Kerja Praktik (KP) pada Dinas Penanaman Modal dan Pelayanan Terpadu Satu Pintu Kabupaten Bengkalis Mulai dari tanggal 15 Februari 2021 s/d 30 Juni 2021 dengan ketentuan sebagai berikut :

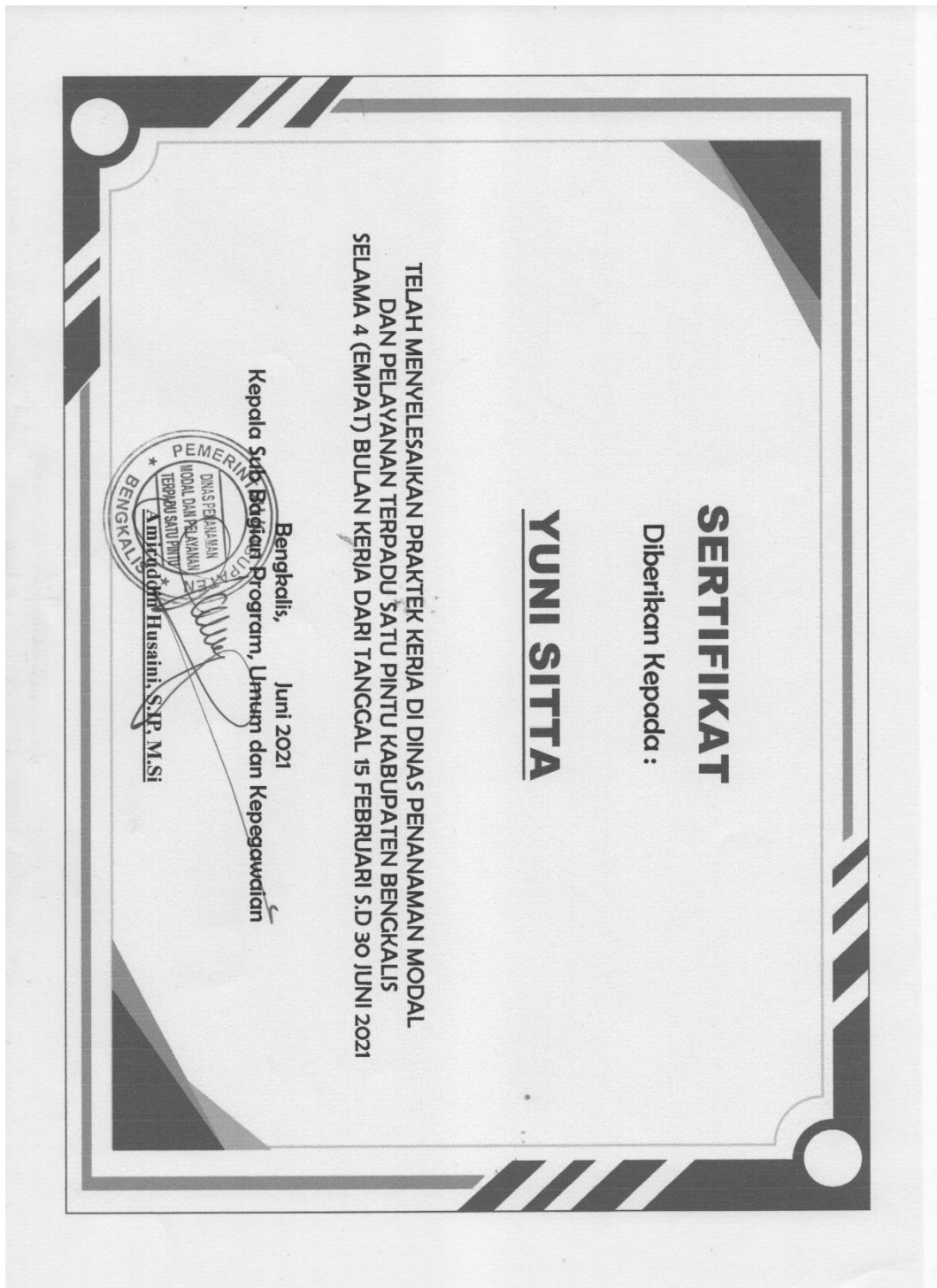
- a. Hari Senin s/d Rabu masuk Kerja pukul 07.30 WIB sampai pukul 16.00 WIB, waktu istirahat pukul 12.00 WIB sampai dengan pukul 13.00 WIB.
- b. Hari Kamis masuk Kerja pukul 07.30 WIB sampai pukul 16.30 WIB, waktu istirahat pukul 12.00 WIB sampai dengan pukul 13.00 WIB.
- c. Hari Jumat masuk Kerja pukul 07.30 WIB sampai pukul 16.30 WIB, waktu istirahat pukul 11.30 WIB sampai dengan pukul 13.30 WIB.
- d. Melaksanakan Aktivitas dengan Prosedur Protokol Kesehatan Covid -19.
- e. Bagi mahasiswa yang tidak menaati ketentuan tersebut diatas, akan diserahkan kembali pada Politeknik Negeri Bengkalis.

Demikian disampaikan, atas perhatian dan kerjasamanya diucapkan terima kasih.

a.n. KEPALA DINAS PENANAMAN MODAL
DAN PELAYANAN TERPADU SATU PINTU
KABUPATEN BENGKALIS
Sekretaris

FAHRIZAL, SSTP
Pembina
NIP. 19810913 200012 1 002




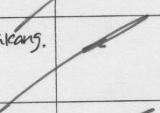
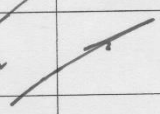
APPENDIX 6: Certificate



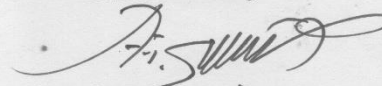
APPENDIX 7: Consultation Sheet

LEMBAR KONSULTASI
BIMBINGAN KERJA PRAKTEK MAHASISWA
PROGRAM STUDI D-IV ADMINISTRASI BISNIS INTERNASIONAL

Nama : Yuni Sitta
NIM : 5404161037
Tempat Kerja Praktek : Dinas Penanaman Modal dan Pelayanan Terpadu Satu Pintu Kabupaten Bengkalis

No.	TANGGAL	REVISI	TANDA TANGAN
1		Revisi latar belakang, tujuan, Saran	
2		Revisi Daily Activity, latar belakang. Bab III.	
3		Ada * Small Revision	
4			
5			
6			
7			
8			

Bengkalis, 2021
Dosen Pembimbing



Adrian Irmada Pratama, S. Sos., M.B.A
NIP. 198911172019031012