

**AN APPRENTICESHIP REPORT**  
**REGIONAL AGENCY FOR LANGUAGES IN RIAU**  
**PROVINCE**

*In Partial Fulfillment of a Three-Year Diploma Program of English of State  
Polytechnic of Bengkalis*



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**2022**

**APPROVAL SHEET**  
**REGIONAL AGENCY FOR LANGUAGES IN RIAU**  
**PROVINCE**

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**ACCEPTANCE SHEET**  
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**PROVINCE**

This is to certified that we have been examined the apprenticeship report of **TAMARIA ELFRIDA** Reg. Number **5203191118** who has done the apprenticeship at the **Administrative Subdivision and Technical Department of Regional Agency for Languages in Riau Province** started from 09 May 2022 to 15 July 2022. This report is used for partial fulfillment of the State Polytechnic of Bengkalis.

Bengkalis, August 10<sup>th</sup>, 2022


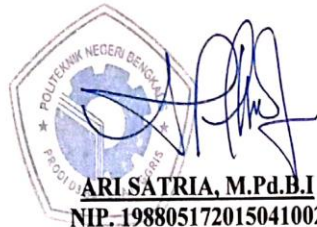
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Although the writer has given the best efforts to minimize the errors, this report is still imperfect and needs more revision. Therefore, any kind of advice and comments are accepted to improve the next writing. Finally, the writer hopes this report will be beneficial for the readers and the other students.

Bengkalis, July 15<sup>th</sup>, 2022

**Best Regards,**

**Tamaria Elfrida**

**Reg. Number: 5203191118**



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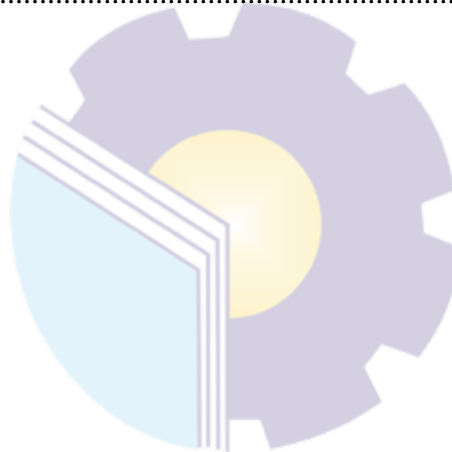
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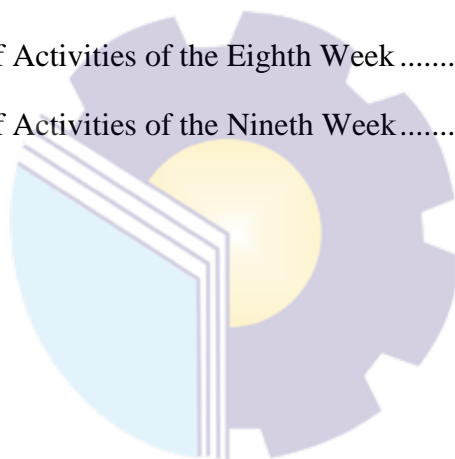
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# CHAPTER I

## INTRODUCTION

### 1.1. Background Apprenticeship

Apprenticeship is the process of applying knowledge or competence from the world of education to the world of work in a company, agency or organization. This program aims to enable interns to understand the work system in the professional world, gain experience and new skills. Apprenticeship is also one of the main requirements to go through the graduation process. It is one of the prerequisites before graduating. A successful internship will build great achievements in the workplace.

State Polytechnic of Bengkalis requires students to join an internship program in order to graduate and also ensures that students have adaptability, work ethic, and are responsible especially in the world of work. English study program is one of the study programs in State Polytechnic of Bengkalis which requires students to do an internship. This apprenticeship program at State Polytechnic of Bengkalis provides learning and training opportunities for all students at State Polytechnic of Bengkalis to develop professional skills in the field of science and technology. Therefore, the author got the occasion to do an internship at the Regional Agency for Languages in Riau Province. On this occasion, the author is placed in the General Administrative Subdivision and Technical Department of the Regional Agency for Languages in Riau Province.

The apprenticeship has been conducted from May 9<sup>th</sup>, 2022 to July 15<sup>th</sup>, 2022 as an Internship in Regional Agency for Languages in Riau Province which located in Jl. Bina Widya, Universitas Riau, Simpang Baru, Panam, Pekanbaru. It was chosen because the Regional Agency working in the language field. So, it fits perfectly with the major in the field.

## **1.2. Purpose of the Apprenticeship**

The purpose of the apprenticeship as follows:

1. To know kinds of jobs in Regional Agency for Languages in Riau Province
2. To know working system in Regional Agency for Languages in Riau Province
3. To know working procedures applied in Regional Agency for Languages in Riau Province
4. To know documents used in Regional Agency for Languages in Riau Province

## **1.3. Significance of the Apprenticeship**

### **1.3.1. Significance for the Apprentice**

Internships provide an opportunity to implement the knowledge that has been learned and gained new knowledge and skill. By doing internship, students can increase their knowledge and creativity, and also know how to interact to others (Public Speaking) and keep people interested.

### **1.3.2. Significance for State Polytechnic of Bengkalis**

Internships help Polytechnics to prepare and produce creative students who are already to work in the field once they complete their studies. Therefore, internships help polytechnics implement and organize their curriculum. Besides that, it can also build cooperation between polytechnic and the agency.

### **1.3.3. Significance for the Office**

Internships give the Regional Agency for Languages in Riau Province a chance to help and sharpen student's skill. In addition, this program is an opportunity for the office to promote image and perspective of the office towards public.

## **CHAPTER II**

### **GENERAL DESCRIPTION OF THE COMPANY**

#### **2.1. Company History**

Regional Agency for Languages in Riau Province is a Technical Implementation Unit of the Language Development and Development Agency, Ministry of Education and Culture with a working area covering Riau Province. In technically and administratively, the Head of Regional Agency for Languages in Riau Province is responsible to the Language Development and Development Agency. It was established based on the Decree of the Minister of Education and Culture Number: 226/0/ 1999 dated September 23, 1999 and in accordance with DIK 1997/1998 Jakarta Language Development and Development Center. Regional Agency is built on a plot of land covering an area of 2000 square meters located at Bina Widya Street, Universitas Riau, Simpang Baru, Panam, Pekanbaru. This land was granted by the Riau Provincial Government with the approval of the Riau University Senate in April 1997. The building area of the Regional Agency is 2000 meters. Although the construction is still 70%, Regional Agency for Languages in Riau Province has officially started operating on October 28, 2000.

At the beginning of its establishment, the Daily Executive Position (plh) of the Head of the Regional Agency for Languages in Riau Province was held by Prof. Dr. M. Diah, M. Ed, a senior lecturer and former sector at the University of Riau. At that time the Regional Agency only had 7 employees consisting of a head, a head of administration, a treasurer, 3 technical employees, and an honorary employee. With the establishment of the Regional Agency for Languages in Riau Province, it has a position as a Technical Implementation Unit (UPT) of the Central Jakarta Main Unit within the Secretariat General of the Ministry of National Education.

In addition, the Regional Agency for Languages in Riau Province is led by Toha Maschsum, S.Ag.,M.Ag started working in 2022. Before he works as the

head of the Regional Agency for Languages in Riau Province, Mr. Toha had served as the head of the Regional Agency for Languages in Bali Province.



Figure 2.1 Regional Agency for Languages in Riau Province

## 2.2. Vision and Mission

### 2.2.1. Vision

The vision of the Regional Agency for Languages in Riau Province is to realize the regional agency for languages as an institution for development, guidance, protection, and information center, as well as excellent service in the field of language and literature in Riau Province in order to make Indonesian as an authoritative language and the language of broad communication at the international level.

### 2.2.2. Mission

To realize its vision, Regional Agency for Languages in Riau Province has the following missions:

1. Improving the quality of Indonesian and regional language and literature
2. Improving the quality of users and use of Indonesian and regional languages and literature

3. Improving people's positive attitude towards the Indonesian language
4. Increasing public appreciation of Indonesian and regional literature
5. Developing linguistic and literary information materials/means
6. Developing linguistic and literary staff to become professionals
7. Supporting efforts to make Indonesian an international language
8. Improving cooperative relations with related institutions, both government and private.

### **2.3. Kinds of Business**

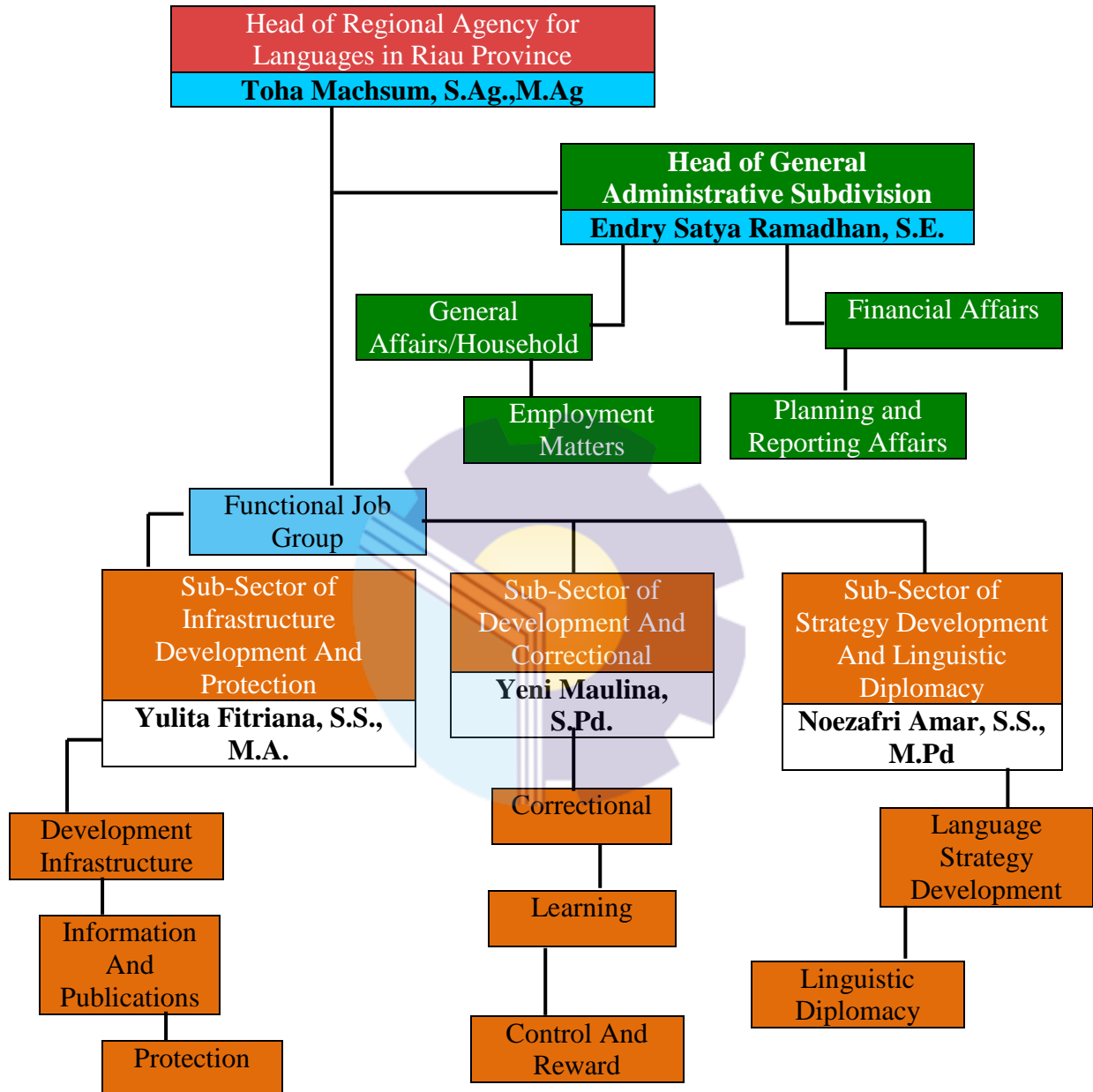
As a government agency, the Regional Agency for Languages in Riau Province has the main duties and functions as contained in the ministerial decree, namely the Decree of the Minister of Education and Culture of the Republic of Indonesia Number 022/0/1999. It is stated that the Regional Agency for Languages has the task of carrying out research and development of Indonesian and regional languages and literature in their respective working areas. Furthermore, , it is also stated that in carrying out its duties, the Regional Agency for Languages carries out the following functions:

1. Researching on Indonesian and regional languages,
2. Investigating Indonesian and regional literature,
3. The development of Indonesian and regional languages,
4. The creation of Indonesian and regional literature,
5. Carrying out library, documentation, administrative and household affairs at the Regional Agency for Languages

### **2.4. Organizational Structure**

There are several sections in Regional Agency for Languages in Riau Province such as administration subdivision, sub-sector of infrastructure development and protection, sub-sector of development and correctional, sub-sector of strategy development and linguistic diplomacy. The author gets the opportunity to implement her knowledge in the administration subdivision. Organizational structure can be seen in the picture below:

**ORGANIZATIONAL STRUCTURE OF REGIONAL AGENCY FOR  
LANGUAGES IN RIAU PROVINCE**





The following is a description of each type of work:

### **1. Head of Regional Agency for Language in Riau Province**

In carrying out their duties, each leader of organizational units and functional position groups is required to applying the principles of coordination, integration, and synchronization within the Regional Agency for Languages; implementing performance accountability, and reporting activities that are their responsibility to superiors in stages. Moreover, the duties of the head of the regional agency for languages include:

- a. Each leader of the organizational unit is obliged to supervise their respective subordinates and, if there is a deviation, to take the necessary steps in accordance with the laws and regulations
- b. Each leader of the organizational unit within the Language Center is responsible for leading and coordinating their respective subordinates and providing guidance and instructions for the implementation of subordinate duties.
- c. Each organizational unit leader is responsible for following and complying with instructions, reporting to their respective superiors on time, and submitting periodic reports.
- d. Every report received by the leader of the organizational unit from his subordinates must be processed and used as material for the preparation of further reports and to provide instructions to subordinates.
- e. In carrying out their duties, each organizational unit leader is assisted by the head of the organizational unit under him, and in the context of providing guidance to each sub ordinate, they are required to hold regular meetings.
- f. In carrying out its duties and functions, the Head of the Regional Agency for Languages is required to submit a report to the Head of the Language Development and Development Agency with a copy to the head of the organizational unit that functionally has a working relationship with the Regional Agency for Languages.

## **2. Head of Administrative Subdivision**

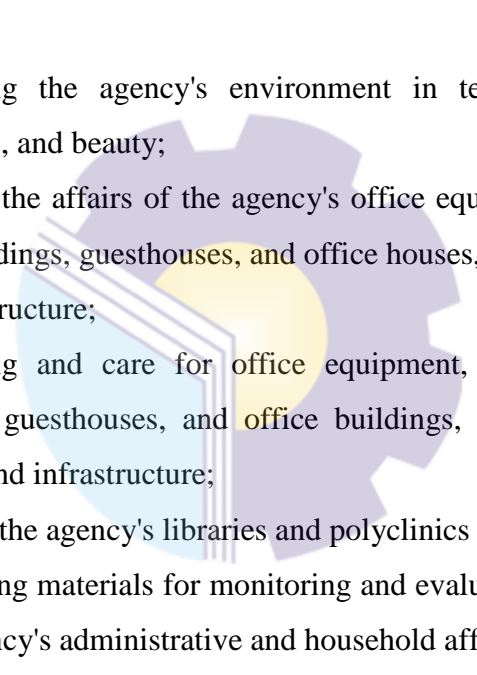
Details of the tasks of the Administrative Subdivision:

- a. Carrying out work program preparation;
- b. Carrying out the center's work program concept drafting;
- c. Carrying out the center's plan, program, and budget preparation;
- d. Carrying out the preparation of budget disbursement proposals and preparation of accountability documents for the use of the central budget;
- e. Managing the central staffing affairs
- f. Carrying out the administrative affairs of the center;
- g. Preparing proposals for the acquisition, arrangement, maintenance, and disposal of state property;
- h. Acquiring and distributing educational books;
- i. To receiving, recording, and distributing incoming and outgoing letters from the center;
- j. Carrying out the arrangement, maintenance, and proposal for depreciation of the central archives;
- k. Hosting business meetings and receptions for visiting leaders;
- l. Carrying out the storage and maintenance of documents for subsections and the center;
- m. Completing report preparation; and
- n. Carrying out the drafting of the central report concept.

### **1) General Affair of Facility Management**

Details of the tasks of the General affair of Facility Management:

- a. Carrying out the preparation of work programs;
- b. Creating the work program concept for the General and Publication Section;
- c. Receiving, recording, and distribute incoming and outgoing agency letters;
- d. Organizing, maintaining, and proposing the deletion of Agency archives;
- e. Duplicating letters and documents;
- f. Within the agency, provide archive lending services;

- 
- g. Assisting in the preparation of minutes of official meetings within the Agency's Secretariat;
  - h. Carrying out the preparation of materials for leadership meetings in the fields of development, guidance, and protection of language and literature, as well as development, guidance, and supervision of the bookkeeping system;
  - i. Managing the Agency's protocol affairs, ceremonies, receptions, and office meetings;
  - j. Carrying out the administrative affairs of the agency leadership's official duties;
  - k. Maintaining the agency's environment in terms of security, order, cleanliness, and beauty;
  - l. Managing the affairs of the agency's office equipment, official vehicles, office buildings, guesthouses, and office houses, as well as other facilities and infrastructure;
  - m. Maintaining and care for office equipment, official vehicles, office buildings, guesthouses, and office buildings, as well as other agency facilities and infrastructure;
  - n. Managing the agency's libraries and polyclinics
  - o. To preparing materials for monitoring and evaluating the implementation of the agency's administrative and household affairs;
  - p. Handling document storage and upkeep;
  - q. Performing report preparation; and
  - r. Carrying out drafting of the general and publication section report

## **2) Financial Affairs**

Details of the tasks of the Financial Affairs:

- a. Conducting the preparation of work programs;
- b. Creating a work program concept in the fields of finance and state property;

- c. Verifying and ratifying budget disbursement documents within the agency;
- d. Preparing materials for coordinating the disbursement plan and budget implementation within the agency;
- e. Checking the availability of funds in accordance with budget documents within the agency;
- f. Managing the agency's financial receipt and storage operations.
- g. Processing payments for personnel expenditures, goods expenditures, capital expenditures, and other agency expenditures;
- h. Preparing proposals for the termination of salary payments for employees who retire, quit, pass away, and transfer salaries to employees within the agency;
- i. Examining evidence and/or documents pertaining to the agency's financial receipts and expenditures;
- j. Managing the agency's recording, bookkeeping, and accountability for financial receipts and expenditures.
- k. Carrying out settlement of treasury/compensation bills within the agency;
- l. Managing non-tax state revenues within the organization;
- m. Preparing material for consideration of proposals from treasury officials within the agency;
- n. Creating materials for the agency's treasury development;
- o. Providing employee performance bonuses within the agency;
- p. Preparing tax returns for the company's employees;
- q. Doing document storage and maintenance
- r. Preparing reports

### **3) Employment Matters**

Details of the tasks of the personnel affairs:

- a. Carrying out work program preparation;
- b. Preparing materials for agency procurement proposals and employee development plans;

- c. Handling acceptance, rank, and other mutation matters within the agency;
- d. Preparing material for the proposal for the appointment, placement, and transfer of agency employees;
- e. Preparing materials for the agency's assessment and consideration of appointments in administrative, supervisory, executory, and functional positions;
- f. Handling the inauguration, handover of positions, and oath/pledge of civil servants within the agency;
- g. Managing the assessment and determination of credit points for agency functional positions;
- h. Preparing data and information on personnel, as well as administer work performance and employee performance appraisals within the agency;
- i. Preparing materials for the issuance of a decision letter/temporary release and dismissal of functional officials within the agency;
- j. Preparing material for employee proposals to take part in education and training, official exams, diploma adjustment exams, and study assignments within the agency;
- k. Carrying out the affairs of making employee cards, wife cards, husband cards, health insurance, housing savings, pension insurance savings, and health checks, and other employment documents within the agency;
- l. Managing the affairs of the agency's leave provision;
- m. Being in charge of the preparation of coaching materials and disciplinary matters for agency employees;
- n. Preparing materials for the agency's proposal for awarding and awarding employee services;
- o. Preparing material for the proposal for the dismissal and retirement of agency employees;
- p. Within the agency, preparing the recapitulation and preparation of the state administration wealth report and the state civil apparatus wealth report;

- q. Preparing materials for monitoring and evaluating personnel affairs within the agency;
- r. Handling document storage and upkeep; and
- s. Doing report preparation

#### **4) Planning and Reporting Affairs**

Details of the tasks of the Planning and Reporting affairs:

- a. Carrying out work program preparation;
- b. Carrying out the drafting of the work program concept for the secretariat of the agency and the agency;
- c. Carrying out the preparation of policy materials in the field of developing, fostering, and protecting language and literature as well as developing, fostering, and supervising the bookkeeping system;
- d. Preparing coordination materials and proposals for plans, programs, activities, targets, and budgets in the fields of language and literature development, guidance, and protection, as well as development, guidance, and supervision of the bookkeeping system;
- e. Preparing plans, programs, activities, targets, and budgets in the areas of language and literature development, guidance, and protection, as well as the development, guidance, and supervision of the bookkeeping system;
- f. Carrying out adjustments and revisions to plans, programs, activities, targets, and budgets in the field of development, guidance, and protection of language and literature, as well as development, guidance, and supervision of the bookkeeping system;
- g. Carrying out the preparation of unit costs of activities and service tariffs in the field of development, guidance, and protection of language and literature, as well as development, guidance, and supervision of the bookkeeping system;
- h. Carrying out risk management material preparation within the agency;
- i. Carrying out the preparation of materials for coordination and facilitation of cooperation in the fields of development, guidance, and protection of

language and literature as well as development, guidance, and supervision of the bookkeeping system;

- j. Carrying out the preparation of memorandum of understanding materials and cooperation agreements in the fields of development, guidance, and protection of language and literature as well as development, guidance, and supervision of the bookkeeping system;
- k. Carrying out monitoring and evaluation of the implementation of plans, programs, activities, targets, and budgets as well as cooperation in the fields of developing, fostering, and protecting language and literature as well as developing, fostering, and supervising the bookkeeping system;
- l. Carrying out the preparation of reports on the implementation of plans, programs, activities, targets, and budgets as well as cooperation in the fields of development, guidance, and protection of language and literature as well as development, guidance, and supervision of the bookkeeping system;
- m. Handling the storage and upkeep of part documents;
- n. Carrying out report preparation; and
- o. Carrying out the drafting of the agency and agency secretariat report drafts.

### **3. Functional job group:**

#### **1) Infrastructure development**

Details of the duties of the Infrastructure Development Division are:

- a. Carrying out work program preparation;
- b. Preparing materials for the development of technical policies in the field of language and literature development;
- c. Preparing materials for the implementation of technical policies related to language and literature development;
- d. Preparing materials for language and literary development studies;
- e. Implement language codification;
- f. Carrying out the preparation of literary reference materials;

- g. Carrying out vocabulary enrichment activities;
- h. Creating standard materials for Indonesian language proficiency;
- i. Preparing instrument materials for the Indonesian language proficiency test;
- j. Carrying out the preparation of materials for coordination and facilitation of the implementation of language and literature development;
- k. Carrying out the preparation of materials for providing technical guidance and supervision in the field of language and literature development;
- l. Carrying out monitoring and evaluation of the implementation of language and literature development;
- m. Carrying out the preparation of reports on the implementation of language and literature development;
- n. Handling document storage and upkeep; and
- o. Carrying out report preparation.

## 2) **Protection**

Details of the duties of the Protection Sector are:

- a. Carrying out work program preparation;
- b. Preparing materials for the development of technical policies in the field of language and literature protection;
- c. Preparing materials for the implementation of technical policies pertaining to language and literature protection;
- d. Preparing study materials in the field of language and literature protection;
- e. Carrying out language and literature mapping and registration
- f. Carrying out language and literature conservation and revitalization;
- g. Preparing materials for the coordination and facilitation of the implementation of language and literature protection;
- h. Carrying out the provision of technical guidance and supervision in the field of language and literary protection;

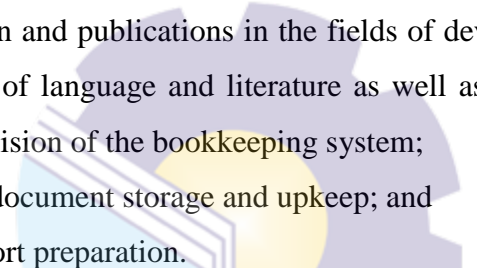


- i. Carrying out monitoring and evaluation of the implementation of language and literature protection;
- j. Carrying out the preparation of reports on the implementation of language and literature protection;
- k. Carries out document storage and maintenance; and l. Carries out report preparation.

### **3) Information and Publications**

Details of the tasks of the Information and Publication Subdivision:

- a. Carrying out work program preparation;
- b. Collecting and processing data in the fields of language and literature development, guidance, and protection, as well as the development, guidance, and supervision of the bookkeeping system;
- c. Conduct data and information analysis in the areas of language and literature development, guidance, and protection, as well as bookkeeping system development, guidance, and supervision;
- d. Present data and information in the fields of language and literature development, guidance, and protection, as well as bookkeeping system development, guidance, and supervision;
- e. Updating data in the fields of development, guidance, and protection of language and literature as well as development, guidance, and supervision of the bookkeeping system;
- f. To preparing materials for coordinating the implementation of publications in the fields of language and literature development, guidance, and protection, as well as development, guidance, and supervision of the bookkeeping system;
- g. To creating materials for the coordination and growth of linguistic, literary, and book information systems;
- h. Providing services and disseminating information in the fields of language development, fostering, and protection, as well as developing, fostering, and supervising the bookkeeping system;

- 
- i. Documenting activities in the field of developing, fostering, and protecting language and literature as well as developing, fostering, and supervising the bookkeeping system;
  - j. Carrying out the preparation of publication materials in the fields of development, guidance, and protection of language and literature as well as development, guidance, and supervision of the bookkeeping system;
  - k. Preparing materials for monitoring and evaluating the implementation of information and publication management in the fields of language and literature development, guidance, and protection, as well as bookkeeping system development, guidance, and supervision;
  - l. Carrying out the preparation of reports on the implementation of information and publications in the fields of development, guidance, and protection of language and literature as well as development, guidance, and supervision of the bookkeeping system;
  - m. Handling document storage and upkeep; and
  - n. Doing report preparation.

#### **4) Correctional**

Details of the duties of the Correctional division:

- a. Carrying out work program preparation;
- b. Carrying out the preparation of materials for the preparation of technical policies in the field of correctional, language, and literature counseling;
- c. Preparing materials for the implementation of technical policies in the fields of corrections, language and literature counseling, and so on;
- d. Preparing correctional materials and provide language and literature counseling;
- e. Carrying out the preparation of materials for the development of language experts;
- f. Preparing materials for the coordination and facilitation of correctional and counseling on language and literature implementation;

- g. Provide technical advice and supervision in the field of correctional language and literature;
- h. Monitor and evaluate the implementation of correctional, language, and literature counseling;
- i. Carrying out the preparation of reports on the implementation of correctional and language and literature counseling;
- j. Handling document storage and upkeep; and
- k. Carries out report preparation.

#### **5) Learning**

Details of learning field assignments:

- a. Carrying out work program preparation;
- b. Preparing materials for the development of technical policies in the field of language and literature learning;
- c. Preparing materials for the implementation of technical policies in the field of learning and literature;
- d. Creating materials to pique the interest of linguistic and literary workers and language users in literary works;
- e. Creating training materials for language and literature learning staff and language users;
- f. Carrying out the preparation of materials for the provision of Indonesian language proficiency test services;
- g. Preparing materials for the coordination and facilitation of the implementation of linguistic and literary staff learning and development;
- h. Carrying out the provision of technical guidance and supervision in the area of language and literature learning;
- i. Carrying out monitoring and evaluation of the implementation of language and literature learning;
- j. Carrying out the preparation of reports on the implementation of language and literature learning;
- k. Carrying out document storage and maintenance; and
- l. Carrying out report preparation.

## **6) Control and Rewards**

Details of the tasks of the Control and Rewards Division:

- a. Carrying out work program preparation;
- b. Carrying out the preparation of materials for the preparation of technical policies for the control and awarding of awards in the field of language and literature;
- c. Carrying out the preparation of materials for the implementation of technical policies for controlling and awarding awards in the field of language and literature;
- d. Carries out the preparation of materials for controlling and supervising the use of language;
- e. Carrying out the preparation of follow-up materials on the results of the control and supervision of the use of language;
- f. Carrying out the preparation of materials for language and literature awards;
- g. Carrying out material preparation in order to increase literary appreciation;
- h. Carrying out the preparation of materials for coordination and facilitation of language control and awarding in the field of language and literature;
- i. Carrying out monitoring and evaluation of the implementation of language control and award awards in the field of language and literature;
- j. Carrying out the preparation of reports on the implementation of language control and the awarding of awards in the field of language and literature;
- k. Handling document storage and upkeep; and
- l. Carrying out report preparation.

## **7) Language Strategy Development**

Details of the tasks of Language Strategy Development:

- a. Carrying out work program preparation;
- b. Carrying out the preparation of technical policy materials in the field of language strategy development;

- c. Carrying out the preparation of guidelines for the development of language strategies;
- d. Preparing strategic study materials as well as linguistic forensics;
- e. Carrying out the preparation of language diversity study materials;
- f. Preparing materials to aid in the coordination and facilitation of strategic studies, linguistic forensics, and language diversity studies;
- g. Conduct monitoring and evaluation of strategic studies, linguistic forensics, and language diversity studies;
- h. Carrying out the preparation of reports on the implementation of strategy studies, linguistic forensics, and language diversity studies;
- i. Carrying out document storage and maintenance; and
- j. Carrying out report preparation.

#### **8) Language Diplomacy**

Details of the tasks for the Division of Linguistic Diplomacy:

- a. Carrying out work program preparation;
- b. Carrying out technical policy material preparation in the field of linguistic diplomacy;
- c. Carrying out the task of developing linguistic diplomacy guidelines;
- d. Carrying out the preparation of materials for the dissemination of the state language;
- e. Carrying out the preparation of materials to improve the function and role of Indonesian as an international language;
- f. Carrying out the management of the language diversity laboratory;
- g. Carrying out the preparation of strategic foreign language translator candidates' training materials;
- h. Creating materials to help people improve their foreign language skills.

#### **2.5. The Documents Used for Activity**

To manage the activities, there are several documents used for activity by the administration subdivision at Regional Agency for Languages in Riau Province:

### 1. Incoming and Outgoing Letter Book

The incoming letter is received and recorded by the office in the entry book or register book. And the outgoing letter is drafted by the office in the dispatch book. In the process of sending and receiving incoming and outgoing letters, the regional agency for languages office uses online and offline letter. For online, they use a website, namely SINDE (Electronic Service Manuscript System).

### 2. Guest Book

Guest book is a book where visitors to a particular place can write their name, address and who they want to meet.



## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1. Job Description**

Apprenticeship began on May 09<sup>th</sup>, 2022 until July 15<sup>th</sup>, 2022 at the Regional Agency for Languages in Riau Province. The working hour divide into two shifts. On Monday until Thursday, morning shift starts at 07.30 am until 12.00 pm and Afternoon shift starts at 13.00 pm until 16.00 pm. Meanwhile, on Friday, morning shift starts at 07.30 am until 12.00 pm and afternoon shift starts at 13.00 until 16.30 pm. In the Regional Agency for Languages in Riau Province, the author is placed in the General Administrative Subdivision around fifth weeks and in the Technical Department around three weeks for being internship.

There were kinds of main jobs during the apprenticeship at the Regional Agency for Languages in Riau Province, which are follows:

##### **3.1.1. General Administrative Subdivision**

1. Checking and Confirming SINDE
2. Preparing the Nametag for Guests
3. Being A Receptionist or Serving Guests Who come to the Room

##### **3.1.2. Technical Department**

1. Inputting Data of Activities in Regional Agency for Languages in Riau Province
2. Inputting Activity Report Participants Data to SIDAKS
3. Print Letterhead on Envelopes for Language Camp Activities
4. Writing Akit Vocabulary

#### **3.2. Working System**

The working system in Regional Agency for Languages in Riau Province is using websites. The websites used in Regional Agency for Languages are SINDE and SIDAKS. SINDE is using for sending and receiving letter. While,

SIDAKS is using for inputting the data of activities in Regional Agency for Languages.

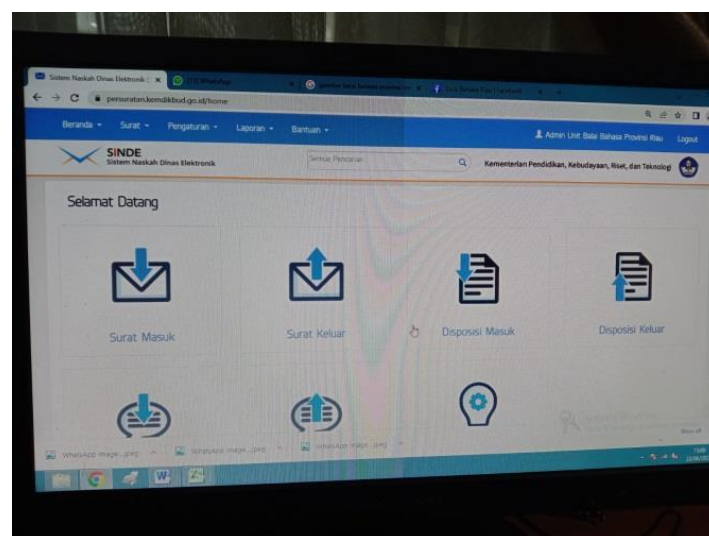
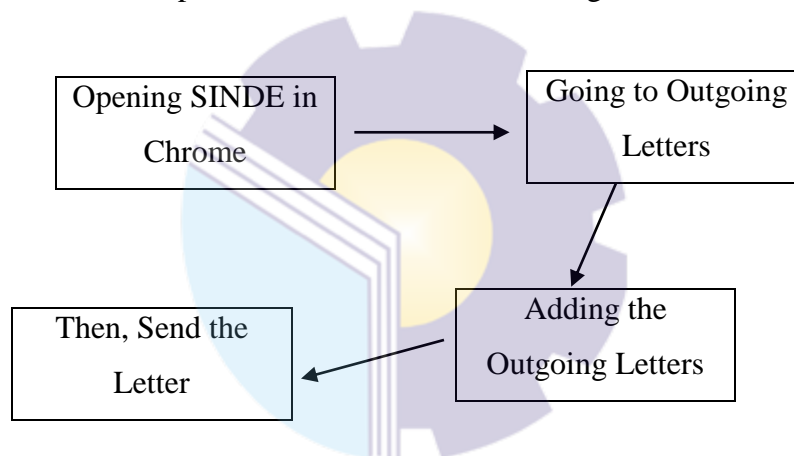
### 3.3. Working Procedure

#### 3.3.1. General Administrative Subdivision

##### 1. Checking SINDE

SINDE or Electronic Service Manuscript System is a mailing application developed to manage electronic official texts within the Ministry of Education and Culture. All incoming and outgoing letters in the office are inputted into the SINDE.

As for the steps that must be taken when using SINDE:

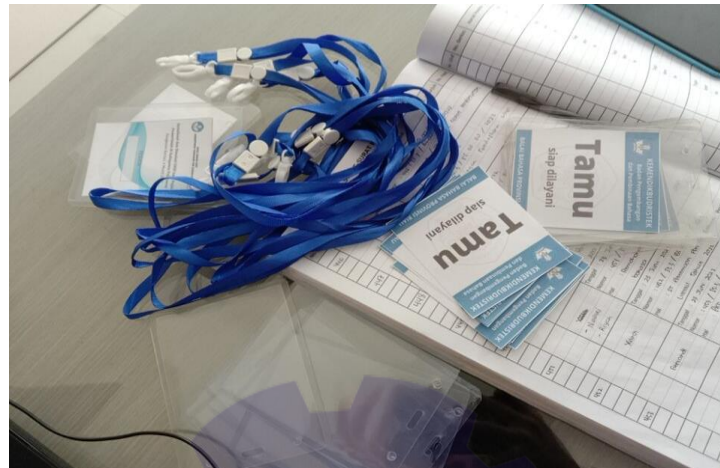


**Figure 2.2**  
The Process of Checking SINDE



## 2. Preparing the Nametag for Guests

An agency or company must have guests or business partners in the business they live or where they work. Therefore, everyone who comes to visit in terms of work will be marked as a guest.

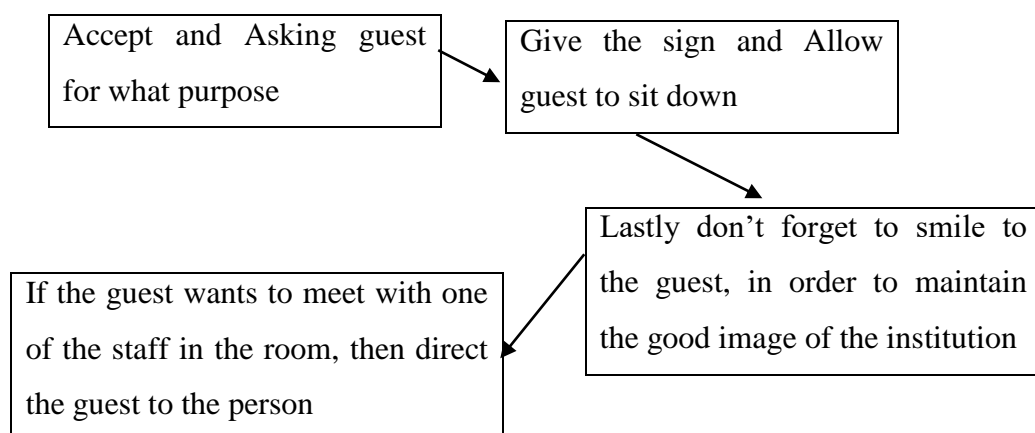


**Figure 2.3**  
**The Process of Preparing Nametag for Guests**

## 3. Being A Receptionist or Serving Guests Who come to the Room

In agency, there are always guests who come to the room for certain purposes everyday. Consequently, it should have been well served and friendly. The purpose of this is to facilitate the purpose of the guests. The author being a receptionist around two weeks.

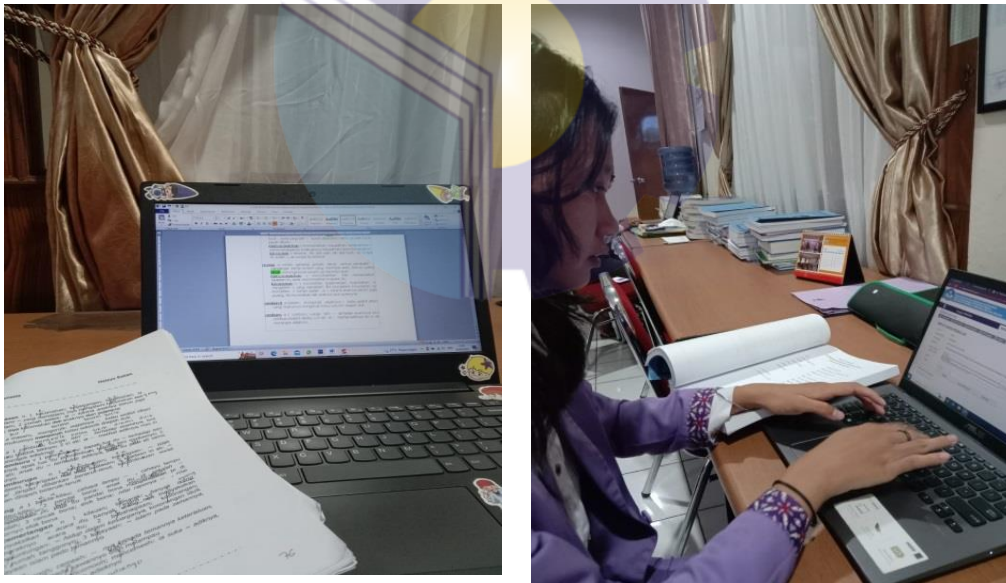
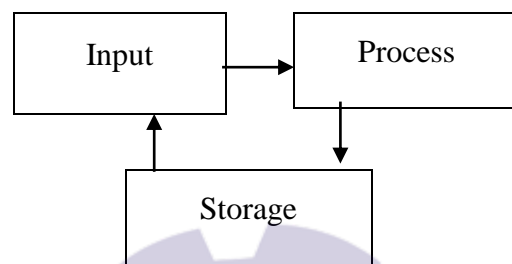
Steps for receiving and serving guests:



### 3.3.2. Technical Department

#### 1. Inputting the Data of Activities in Regional Agency for Languages in Riau Province

Inputting data is done by using manual and automatic. Manual data input is done using Microsoft Excel. The data was the vocabulary from the local languages in Riau to Indonesian. The data that The step as follow:



**Figure 2.4**  
**The Process of Inputting Data**

#### 2. Inputting Activity Report Participants Data to SIDAKS

SIDAKS is using for inputting the data of activities in Regional Agency for Languages. The steps using Sidaks as follow:

1. Opening the Google Chrome
2. Typing Sidaks





**Figure 2.6**  
The Process of Print Letterhead on Envelopes

#### 4. Writing Akit Vocabulary

Akit vocabulary is one of the regional languages surveyed by the Region Agency for Languages in Riau Province. It was surveyed to be used as the official language in KBBI in accordance with permission from the central government.

SENARAI KOSAKATA 2022 BALAI BAHASA PROVINSI RIAU								
No	Kata	Lafal	Bahasa	Kelas Kata	Definisi	Contoh Pemakaian	Foto	Sumber
1	kepai	kepai	Melayu Riau	adj	rasa lelah atau penat	Badan aku lelah sekali, (nyawa aku kepai betul)		bahasa yang digunakan daerah desa Hitan Ayu
2	buhut		Melayu Riau	v	berbohong	bohong sekali kamu, (buhut betul dikou ka)		bahasa yang digunakan daerah desa Hitan Ayu
3	sekel	sekel	Akit	v	memukul	nanti kamu saya pukul, (aku sekel dikou sagi)		bahasa yang digunakan daerah desa Hitan Ayu
4	tidah		Akit	v	tidur	dia itu akan pergi [tidar], (die nak pegi tidah)		bahasa yang digunakan daerah desa Hitan Ayu

**Figure 2.7**  
The Process of Writing Akit Vocabulary

#### 3.4. Place of Apprenticeship

Internship starts from May 9<sup>th</sup>, 2022 to July 15<sup>th</sup>, 2022. It was done in The Administration Subdivision of Regional Agency for Languages in Riau Province.

### 3.5. Kind and Description of the Activity

Daily activities at the can be seen in the table below:

**Table 3.1.**  
**Agenda of Activities of the First Week**  
**(May 9<sup>th</sup> - May 15<sup>th</sup>, 2022)**

No	Day/Date	Activity	Place
1	Monday, May 9 <sup>th</sup> , 2022	1. Introducing the room in Regional Agency for Languages in Riau Province	Regional Agency Office
2	Tuesday, May 10 <sup>th</sup> , 2022	1. Inputing the vocabulary of Rohul to Rohil	Library Section Room
		2. Attending the class with the students of UIR	Aula Fisabililah
3	Wednesday, May 11 <sup>th</sup> , 2022	1. Continue for inputing the vocabulary of Rohul to Rohil	Library Section Room
		2. Inputing the data of Literasi	Library Section Room
4	Thursday, May 12 <sup>th</sup> , 2022	1. Inputing the vocabulary of Rohul to Rohil	Library Section Room
5	Friday, May 13 <sup>th</sup> , 2022	1. Being Receptionist 2. Inputing the vocabulary of Rohul to Rohil	Lobby
6	Saturday, May 14 <sup>th</sup> , 2022	1. OFF	-
7	Sunday, May 15 <sup>th</sup> , 2022	2. OFF	-

**Table 3.2.**  
**Agenda of Activities of the Second Week**  
**(May 16<sup>th</sup> - May 22<sup>th</sup>, 2022)**

No	Day/Date	Activity	Place
1	Monday, May 16 <sup>th</sup> , 2022	OFF	-
2	Tuesday, May 17 <sup>th</sup> ,	1. Inputing Data of Rohil	Library Section Room

	2022	Language	
3	Wednesday, May 18 <sup>th</sup> , 2022	1. Word Decapitation for the Rohil Language Dictionary According to the KBBI	Technician Room
4	Thursday, May 19 <sup>th</sup> , 2022	1. Word Decapitation for the Rohil Language Dictionary According to the KBBI	Technician Room
5	Friday, May 20 <sup>th</sup> , 2022	1. Word Decapitation for the Rohil Language Dictionary According to the KBBI	Technician Room
6	Saturday, May 21 <sup>th</sup> , 2022	OFF	-
7	Sunday, May 22 <sup>th</sup> , 2022	OFF	-

**Table 3.3.**  
**Agenda of Activities of the Third Week**  
**(May 23<sup>th</sup> - May 29<sup>th</sup>, 2022)**

No	Day/Date	Activity	Place
1	Monday, May 23 <sup>th</sup> , 2022	1. Writing the Incoming Letter	Administrative Subdivision
2	Tuesday, May 24 <sup>th</sup> , 2022	1. Participating in Literacy Activities in Kampar Regency	Kampar Regency
3	Wednesday, May 25 <sup>th</sup> , 2022	1. Being a Receptionist 2. Word Decapitation for the Rohil Language Dictionary According to the KBBI	Library Section Room
4	Thursday, May 26 <sup>h</sup> , 2022	OFF	
5	Friday, May 27 <sup>h</sup> , 2022	1. Writing the new language of Akit language	Library Section Room
6	Saturday, May 28 <sup>th</sup> , 2022	OFF	
7	Sunday, May 29 <sup>th</sup> , 2022	OFF	

**Table 3.4.**  
**Agenda of Activities of the Fourth Week**  
**(May 30<sup>th</sup> - Jun 5<sup>th</sup>, 2022)**

No	Day/Date	Activity	Place
1	Monday, May 30 <sup>th</sup> , 2022	1. Writing the new language of Akit language	Library Section Room
2	Tuesday, May 31 <sup>th</sup> , 2022	1. Inputing the Vocabulary 2. Classifying Library Books	Library Section Room
3	Wednesday, Jun 1 <sup>st</sup> , 2022	OFF	-
4	Thursday, Jun 2 <sup>nd</sup> , 2022	1. Attending the Farewell and Welcome the Head of Regional Agency for Languages in Riau Province	Fisabilillah Room
5	Friday, Jun 3 <sup>th</sup> , 2022	1. Checking SINDE	
6	Saturday, Jun 4 <sup>th</sup> , 2022	OFF	-
7	Sunday, Jun 5 <sup>th</sup> , 2022	OFF	-

**Table 3.5.**  
**Agenda of Activities of the Fifth Week**  
**(Jun 6<sup>th</sup> - Jun 12<sup>th</sup>, 2022)**

No	Day/Date	Activity	Place
1	Monday, Jun 6 <sup>th</sup> , 2022	1. Checking SINDE Websites 2. Typing vocabulary of Bengkalis language	Front Office
2	Tuesday, Jun 7 <sup>th</sup> , 2022	1. Typing vocabulary of Bengkalis language 2. Preparing the Nametag for the Head of Regional Agency	Library Section Room
3	Wednesday, Jun 8 <sup>th</sup> , 2022	1. Continue typing vocabulary of Bengkalis	Library Section Room
4	Thursday, Jun 9 <sup>th</sup> , 2022	1. Finishing typing vocabulary of	Library Section Room

		Bengkalis	
5	Friday, Jun 10 <sup>th</sup> , 2022	1. Confirming SINDE letter	Front Office
6	Saturday, Jun 11 <sup>th</sup> , 2022	OFF	-
7	Sunday, Jun 12 <sup>th</sup> , 2022	OFF	-

**Table 3.6.**  
**Agenda of Activities of the Sixth Week**  
**(Jun 13<sup>th</sup> - Jun 19<sup>th</sup>, 2022)**

No	Day/Date	Activity	Place
1	Monday, Jun 13 <sup>th</sup> , 2022	1. Attending a meeting with the Regional Agency Staff 2. Inputing Participants Data in Kuantan Singingi	Fisabilillah Room
2	Tuesday, Jun 14 <sup>th</sup> , 2022	1. Inputing Activity Report Participants Data to Sidaks	Lobby
3	Wednesday, Jun 15 <sup>th</sup> , 2022	1. Continue to Input the Participants Biodata to Sidaks	Lobby
4	Thursday, Jun 16 <sup>th</sup> , 2022	1. Checking and inputing the Participants Biodata to Sidaks 2. Sending Letter using SINDE	Lobby
5	Friday, Jun 17 <sup>th</sup> , 2022	1. Checking SINDE 2. Inputing the data of Bengkalis	Lobby
6	Saturday, Jun 18 <sup>th</sup> , 2022	OFF	-
7	Sunday, Jun 19 <sup>th</sup> , 2022	OFF	-



**Table 3.7.**  
**Agenda of Activities of the Seventh Week**  
**(Jun 20<sup>th</sup> - Jun 26<sup>th</sup>, 2022)**

<b>No</b>	<b>Day/Date</b>	<b>Activity</b>	<b>Place</b>
1	Monday, Jun 20 <sup>th</sup> , 2022	1. Inputing Activity Report Participants Data to Sidaks	Lobby
2	Tuesday, Jun 21 <sup>th</sup> , 2022	1. Inputing Activity Report Participants Data to Sidaks	Lobby
3	Wednesday, Jun 22 <sup>th</sup> , 2022	1. Inputing Activity Report Participants Data to Sidaks 2. Confirming SINDE Letter	Lobby
4	Thursday, Jun 23 <sup>th</sup> , 2022	1. Being a Receptionist 2. Inputing Activity Report Participants Data to Sidaks 3. Input Outgoing Letter	Lobby
5	Friday, Jun 24 <sup>th</sup> , 2022	1. Writing the Incoming Letter in the Incoming Letter Book 2. Inputing Outgoing Letter	Lobby
6	Saturday, Jun 25 <sup>th</sup> , 2022	OFF	-
7	Sunday, Jun 26 <sup>th</sup> , 2022	OFF	-

**Table 3.8.**  
**Agenda of Activities of the Eighth Week**  
**(Jun 27<sup>th</sup> - Jul 3<sup>th</sup>, 2022)**

<b>No</b>	<b>Day/Date</b>	<b>Activity</b>	<b>Place</b>
1	Monday, Jun 27 <sup>th</sup> , 2022	1. Following the Morning Ceremony 2. Archive of Tax Deductions	Financial Room
2	Tuesday, Jun 28 <sup>th</sup> , 2022	1. Completing the Data in the Letter of Assignment for Employees	Financial Room
3	Wednesday, Jun 29 <sup>th</sup> , 2022	1. Checking SINDE	Lobby
4	Thursday, Jun 30 <sup>th</sup> ,	1. Inputing Activity Report	Library Section Room

	2022	Participants Data to Sidaks	
5	Friday, Jul 1 <sup>st</sup> , 2022	1. Being a Receptionist 2. Checking and Confirming SINDE 3. Checking A List of Daily Purchase Transaction Register	Administrative Subdivision
6	Saturday, Jul 2 <sup>nd</sup> , 2022	OFF	-
7	Sunday, Jul 3 <sup>th</sup> , 2022	OFF	-

**Table 3.9.**  
**Agenda of Activities of the Ninth Week**  
**(Jul 4<sup>th</sup> - Jul 10<sup>th</sup>, 2022)**

No	Day/Date	Activity	Place
1	Monday, Jul 4 <sup>th</sup> , 2022	1. Writing the Incoming Letter in the Incoming Letter Book 2. Inputing Outgoing Letter	Administrative Subdivision
2	Tuesday, Jul 5 <sup>th</sup> , 2022	1. Checking SINDE 2. Editing the Data of Rohil Language	Lobby
3	Wednesday, Jul 6 <sup>th</sup> , 2022	1. Inputing Incoming Letters to SINDE 2. Copying of Letters 3. Print Letterhead on Envelopes	Administrative Subdivision
4	Thursday, Jul 7 <sup>th</sup> , 2022	1. Checking SINDE 2. Copying of Letters 3. Making Attendance List for Employees	Administrative Subdivision
5	Friday, Jul 8 <sup>th</sup> , 2022	1. Checking SINDE 2. Copying of Letters	Administrative Subdivision
6	Saturday, Jul 9 <sup>th</sup> , 2022	OFF	-
7	Sunday, Jul 10 <sup>th</sup> , 2022	OFF	-

## **CHAPTER IV**

### **CONSLUCION AND SUGGESTION**

#### **3.1. Conclusion**

After doing an internship in the Administration Subdivision of Regional Agency for Languages in Riau Province, there are several conclusions as follows:

1. There were several types of work carried out during the internship, such as inputing data, checking and confirmation letter in SINDE, writing incoming letter, checking a list of the daily purchase transaction register, preparing sign for guests, and being a receptionist or serving guest who come to the room.
2. The work procedure is based on the operational standards of the Regional Agency for Languages in Riau Province.
3. The documents used during the internship are usually a incoming and outgoing letter book and guest book.

#### **3.2. Suggestion**

##### **3.2.1. Suggestion for Company**

1. Improving a more satisfying service system.
2. For employees, they should be more disciplined with their time at work so that every job can be completed properly.

##### **3.2.2. Suggestion for English Study Program**

English study program should improve more relations with various agencies or companies.

**APPENDIX A**  
**BOOK OF INCOMING AND OUTGOING LETTER**

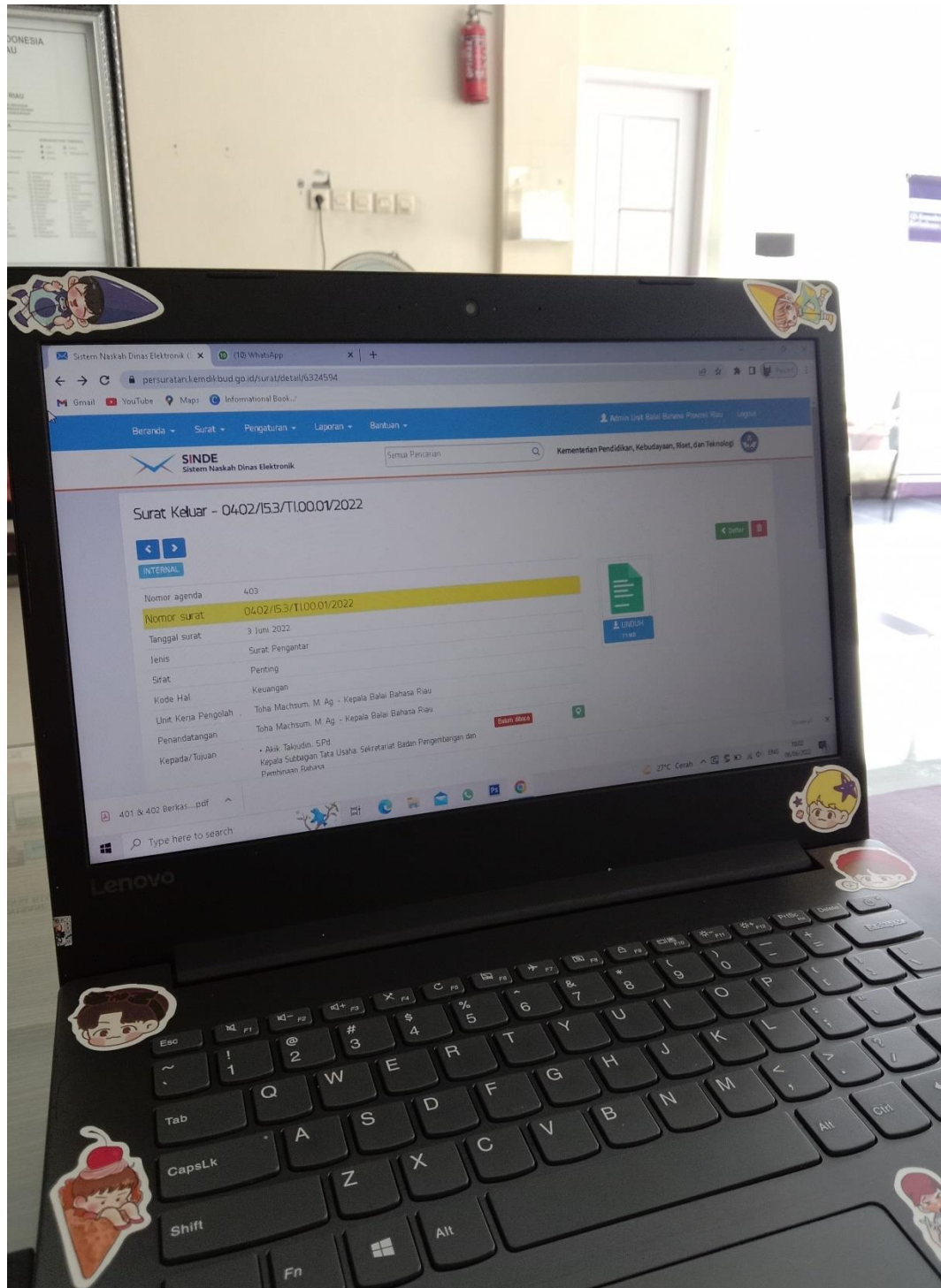
SURAT-SURAT MASUK			No. Petunjuk	No. Paket
No. Urut	No. Berkas	Alamat Pengirim	Data Surat Masuk	
482		Hanum	Tanggal : 1 Juli 2022 Nomor : 481 / 15.3 / B5.00.00 / 2022 Hal : St Peserta Jasin bahasa	
483		hanum	Tanggal : 1 Juli 2022 Nomor : 483 / 15.3 / B5.00.00 / 2022 Hal : St Fasilitas Jasin bahasa	
484		hanum	Tanggal : 1 Jul 2022 Nomor : 484 / 15.3 / B5.00.00 / 2022 Hal : St Narasumber Jasin bahasa	
485		Irman	Tanggal : 4 Juli 2022 Nomor : 485 / 15.3 / B5.00.00 / 2022 Hal : St Peserta MTQ	
486		Arie Tajudin	Tanggal : 4 Juli 2022 Nomor : 486 / 15.3 / T1.00.01 / 2022 Hal : SPTJM Tukin Juni	
487		Arie Tajudin	Tanggal : 4 Juli 2022 Nomor : 487 / 15.3 / T1.00.01 / 2022 Hal : Surat Pengantar SPTJM	
		Michal	Tanggal : 4 Juli 2022 Nomor : 488 / 15.3 / T1.00.01 / 2022 Hal :	
			Tanggal :	
			Nomor :	
			Hal :	
			Tanggal :	
			Nomor :	
			Hal :	

**APPENDIX B**  
**CLASSIFYING LIBRARY BOOKS**



## APPENDIX C

### CHECKING AND CONFIRMING SINDE



**APPENDIX D**  
**SCORING OF APPRENTICESHIP**



**KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,  
RISET, DAN TEKNOLOGI  
BALAI BAHASA PROVINSI RIAU**

Jalan Bina Widya, Kompleks Universitas Riau, Panam, Pekanbaru 28293  
Telepon: (0761) 65930; Faksimile (0761) 589452

Laman : balaibahasariau.kemdikbud.go.id ;Pos\_el: balaibahasariau@kemdikbud.go.id

**RATING FROM APPRENTICESHIP COMPANY**

REGIONAL AGENCY FOR LANGUAGES IN RIAU PROVINCE  
Jalan Bina Widya, Kompleks Universitas Riau, Panam, Pekanbaru 28293

Name : Tamaria Elfrida  
Reg Number : 5203191118  
Program Study : English

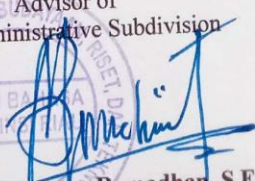
No	Aspect of the Assesment	Quality	Score
1	Discipline (Disiplin)	20%	92,6
2	Responsible (Tanggung Jawab)	25%	89,7
3	Adjustment (Penyesuaian Diri)	10%	89,7
4	Work Result (Hasil Kerja)	30%	90,6
5	Behavior in general (Perilaku Secara Umum)	15%	89,8
	Total	100%	452,4 / 90,48

Information

**Score : Criteria**  
81-100 : Special  
71-80 : Very Good  
66-70 : Good  
61-65 : Pretty Good  
56-60 : Enough


Note:

Pekanbaru, July 15, 2022  
Advisor of  
Administrative Subdivision

  
**Endry Satya Ramadhan, S.E.**  
NIP. 197609102005011001

## APPENDIX E

### LETTER OF COMPLETION OF APPRENTICESHIP



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,  
RISET, DAN TEKNOLOGI  
**BALAI BAHASA PROVINSI RIAU**  
Jalan Bina Widya, Kompleks Universitas Riau, Panam, Pekanbaru 28293  
Telepon: (0761) 65930; Faksimile (0761) 589452  
Laman : balaibahasariau.kemdikbud.go.id ;Pos\_el: balaibahasariau@kemdikbud.go.id

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**SURAT KETERANGAN**  
Nomor: 502/15.3/TL.00.02/2022

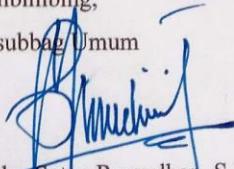
Yang bertanda tangan di bawah ini menerangkan bahwa:

Nama : Tamaria Elfrida  
Tempat/Tanggal Lahir : Titik Akar/ 23 Agustus 2001  
Alamat : Jl. Jend. Sudirman Desa Hutan Ayu, Kecamatan Rupert Utara.

Telah melakukan Kerja Praktik pada instansi kami, Balai Bahasa Provinsi Riau sejak tanggal 09 Mei sampai dengan 15 Juli 2022 sebagai tenaga Kerja Praktik.

Selama bekerja di Instansi kami, yang bersangkutan telah menunjukkan ketekunan dan kesungguhan bekerja dengan baik.

Demikian surat keterangan ini diberikan untuk di pergunakan sebagai mana mestinya.

Pekanbaru, 8 Juli 2022  
Pembimbing,  
Kasubbag/Umum  
  
Endry Satya Ramadhan, S.E.  
NIP. 197609102005011001



**APPENDIX F**  
**CERTIFICATE**



**APPENDIX G**  
**ABSENT OF APPRENTICESHIP**

ABSENSI KERJA PRAKTEK (KP) 2022  
DI BALAI BAHASA PROVINSI RIAU


No	TANGGAL	TAMARIA ELFRIDA (5203191118)	
		MASUK	PULANG
1	9 May 2022	<i>Jusil</i>	<i>Jusil</i>
2	10 May 2022	<i>Jusil</i>	<i>Jusil</i>
3	11 May 2022	<i>Jusil</i>	<i>Jusil</i>
4	12 May 2022	<i>Jusil</i>	<i>Jusil</i>
5	13 May 2022	<i>Jusil</i>	<i>Jusil</i>
6	14 May 2022	—	—
7	15 May 2022	—	—
8	16 May 2022	—	—
9	17 May 2022	<i>Jusil</i>	<i>Jusil</i>
10	18 May 2022	<i>Jusil</i>	<i>Jusil</i>
11	19 May 2022	<i>Jusil</i>	<i>Jusil</i>
12	20 May 2022	<i>Jusil</i>	<i>Jusil</i>
13	21 May 2022	—	—
14	22 May 2022	—	—
15	23 May 2022	<i>Jusil</i>	<i>Jusil</i>
16	24 May 2022	<i>Jusil</i>	<i>Jusil</i>
17	25 May 2022	<i>Jusil</i>	<i>Jusil</i>
18	26 May 2022	—	—
19	27 May 2022	<i>Jusil</i>	<i>Jusil</i>
20	28 May 2022	—	—
21	29 May 2022	—	—
22	30 May 2022	<i>Jusil</i>	<i>Jusil</i>
23	31 May 2022	<i>Jusil</i>	<i>Jusil</i>
24	1 Juni 2022	—	—
25	2 Juni 2022	<i>Jusil</i>	<i>Jusil</i>
26	3 Juni 2022	<i>Jusil</i>	<i>Jusil</i>
27	4 Juni 2022	—	—

28	5 Juni 2022	—	—
29	6 Juni 2022	husul	husul
30	7 Juni 2022	husul	husul
31	8 Juni 2022	husul	husul
32	9 Juni 2022	husul	husul
33	10 Juni 2022	husul	husul
34	11 Juni 2022	—	—
35	12 Juni 2022	—	—
36	13 Juni 2022	husul	husul
37	14 Juni 2022	husul	husul
38	15 Juni 2022	husul	husul
39	16 Juni 2022	husul	husul
40	17 Juni 2022	husul	husul
41	18 Juni 2022	—	—
42	19 Juni 2022	—	—
43	20 Juni 2022	husul	husul
44	21 Juni 2022	husul	husul
45	22 Juni 2022	husul	husul
46	23 Juni 2022	husul	husul
47	24 Juni 2022	husul	husul
48	25 Juni 2022	—	—
49	26 Juni 2022	—	—
50	27 Juni 2022	husul	husul
51	28 Juni 2022	husul	husul
52	29 Juni 2022	husul	husul
53	30 Juni 2022	husul	husul
54	1 July 2022	husul	husul
55	2 July 2022	—	—
56	3 July 2022	—	—
57	4 July 2022	husul	husul
58	5 July 2022	husul	husul
59	6 July 2022	husul	husul

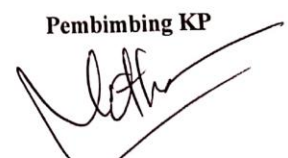
60	7 July 2022		
61	8 July 2022	Jnsf	Jnsf
62	9 July 2022	Jnsf	Jnsf
63	10 July 2022	-	-
64	11 July 2022	-	-
65	12 July 2022	1zin	1zin
66	13 July 2022	..	..
67	14 July 2022	..	..
68	15 July 2022	..	..

Mengetahui,

Penanggung Jawab KP

  
ENDRY SATYA RAMADHAN, S.E.  
 NIP. 197609102005011001

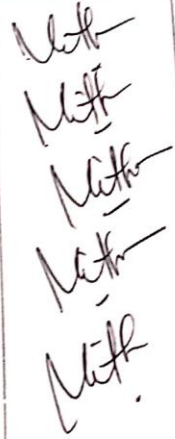
Pembimbing KP

  
DIAH PARAMITA SARI, M.Pd.  
 NIK. 1200106

**APPENDIX H**  
**CONSULTATION SHEET**

**REVISION LIST**  
**APPRENTICESHIP REPORT**

Name : Tamaria Elfrida  
NIM : 5203191118  
Advisor : Diah Paramita Sari, M.Pd  
Location : Regional Agency for Languages in Riau Province

NO	DAY/DATE	REVISION	ADVISOR
		Consultation grammartical error Revise the content Checking all of report of apprenticeship OK for seminar	

Bengkalis, August , 2022

Advisor



**Diah Paramita Sari, M.Pd**  
NIK. 1200106


## APPENDIX I


### DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

#### DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day: Monday

Date: May 09<sup>th</sup>, 2022


No.	Job Description	Supervisor	Signature
1.	Introducing the room in Regional Agency for Languages in Riau Province	Endry Satya Ramadhan, S.E.	
	Fighting for your first day!		

Picture	Information
	Introducing the Room in Regional Agency

**DAILY ACTIVITY  
ON THE JOB OF TRAINING (OJT)**

**Day: Tuesday**

**Date: May 10<sup>th</sup>, 2022**


No.	Job Description	Supervisor	Signature
1.	Attending the class with the students of UIR	Endry Satya Ramadhan, S.E.	
	Good Job!		


Picture	Information
	Attending the class with the students of UIR

**DAILY ACTIVITY  
ON THE JOB OF TRAINING (OJT)**

**Day: Wednesday**

**Date: May 11<sup>th</sup>, 2022**

No.	Job Description	Supervisor	Signature
1.	Inputing the data of Literasi	Endry Satya Ramadhan, S.E.	
	Good Job!		


Picture	Information
	The process of Inputing the data of Literasi




**DAILY ACTIVITY  
ON THE JOB OF TRAINING (OJT)**

**Day: Thursday**

**Date: May 12<sup>th</sup>, 2022**


No.	Job Description	Supervisor	Signature
1.	Inputing the vocabulary of Rohul to Rohil	Endry Satya Ramadhan, S.E.	
	Nice!		


Picture	Information
	The process of Inputing the vocabulary of Rohul to Rohil

**DAILY ACTIVITY  
ON THE JOB OF TRAINING (OJT)**

**Day: Friday**

**Date: May 13<sup>th</sup>, 2022**


No.	Job Description	Supervisor	Signature
1.	Inputing the vocabulary of Rohul to Rohil	Endry Satya Ramadhan, S.E.	
	Keep Smiling!		

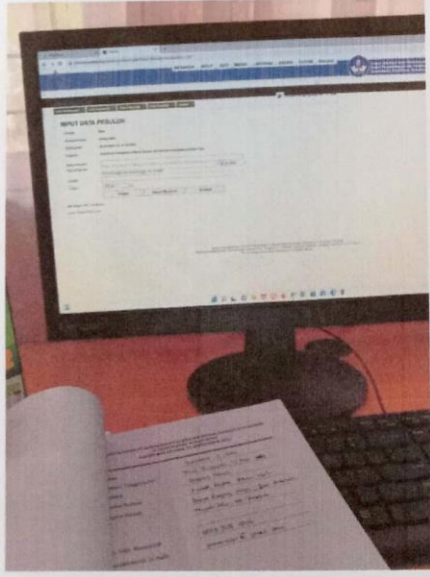
Picture	Information
	<p>Adding the vocabulary</p>

**DAILY ACTIVITY  
ON THE JOB OF TRAINING (OJT)**

**Day: Tuesday**

**Date: May 17<sup>th</sup>, 2022**


No.	Job Description	Supervisor	Signature
1.	Inputing Data of Rohil Language	Endry Satya Ramadhan, S.E.	
	Great!		


Picture	Information
	The process of Inputing Data of Rohil Language

**DAILY ACTIVITY  
ON THE JOB OF TRAINING (OJT)**

**Day: Wednesday**

**Date: May 18<sup>th</sup>, 2022**


No.	Job Description	Supervisor	Signature
1.	Word Decapitation for the Rohil Language Dictionary According to the KBBI	Endry Satya Ramadhan, SE.	
	Nice!		


Picture	Information
	The process of Word Decapitation for the Rohil Language Dictionary According to the KBBI

**DAILY ACTIVITY  
ON THE JOB OF TRAINING (OJT)**

**Day: Thursday**

**Date: May 19<sup>th</sup>, 2022**


No.	Job Description	Supervisor	Signature
1.	Word Decapitation for the Rohil Language Dictionary According to the KBBI	Endry Satya Ramadhan, S.E.	
	Nice!		

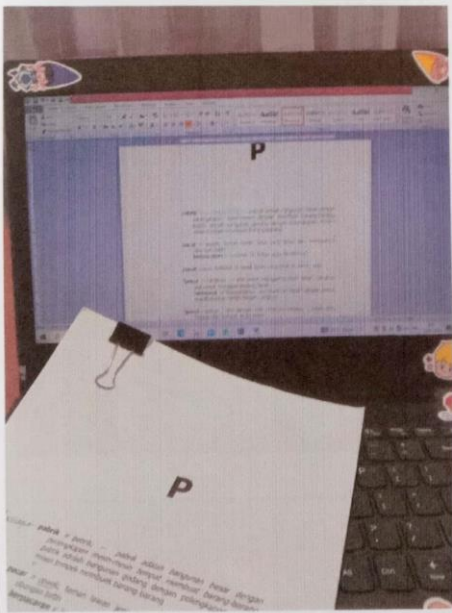
Picture	Information
	The process Word Decapitation for the Rohil Language Dictionary According to the KBBI

**DAILY ACTIVITY  
ON THE JOB OF TRAINING (OJT)**

**Day: Friday**

**Date: May 20<sup>th</sup>, 2022**


No.	Job Description	Supervisor	Signature
1.	Word Decapitation for the Rohil Language Dictionary According to the KBBI	Endry Satya Ramadhan, S.E.	
	Always be Happy!		

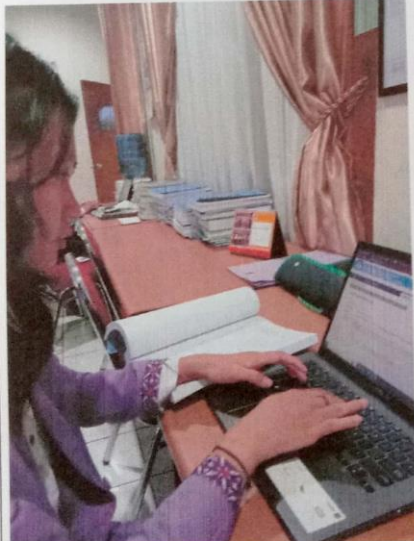
Picture	Information
	Word Decapitation for the Rohil Language Dictionary According to the KBBI

**DAILY ACTIVITY  
ON THE JOB OF TRAINING (OJT)**

**Day: Monday**

**Date: May 23<sup>th</sup>, 2022**


No.	Job Description	Supervisor	Signature
1.	Adding the vocabulary of indo to Rohil language	Endry Satya Ramadhan, S.E.	
	Good Job!		

Picture	Information
	Adding the vocabulary

**DAILY ACTIVITY  
ON THE JOB OF TRAINING (OJT)**

**Day: Tuesday**

**Date: May 24<sup>th</sup>, 2022**

No.	Job Description	Supervisor	Signature
1.	Participating in Literacy Activities in Kampar Regency	Endry Satya Ramadhan, S.E.	
	Good Job!		


Picture	Information
	Participating in Literacy Activities in Kampar Regency

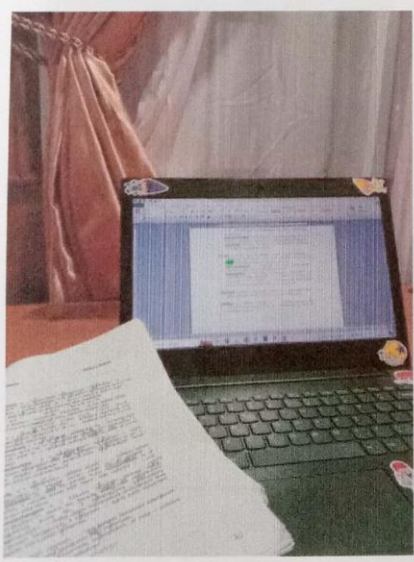


**DAILY ACTIVITY  
ON THE JOB OF TRAINING (OJT)**

**Day: Wednesday**

**Date: May 25<sup>th</sup>, 2022**


No.	Job Description	Supervisor	Signature
1.	Word Decapitation for the Rohil Language Dictionary According to the KBBI	Endry Satya Ramadhan, S.E.	
	Fighting!		

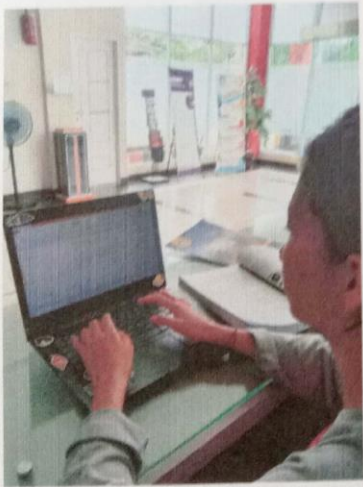
Picture	Information
	The process of Word Decapitation for the Rohil Language Dictionary According to the KBBI

**DAILY ACTIVITY  
ON THE JOB OF TRAINING (OJT)**

**Day: Friday**

**Date: May 27<sup>th</sup>, 2022**


No.	Job Description	Supervisor	Signature
1.	Writing the new language of Akit language	Endry Satya Ramadhan, S.E.	
	Fighting!		


Picture	Information
	The process Writing the new language of Akit language

**DAILY ACTIVITY  
ON THE JOB OF TRAINING (OJT)**

**Day: Monday**

**Date: May 30<sup>th</sup>, 2022**


No.	Job Description	Supervisor	Signature
1.	Writing the new language of Akit language	Endry Satya Ramadhan, S.E.	
	Keep Smiling!		


Picture	Information
	The process of writing the new language of Akit language

**DAILY ACTIVITY  
ON THE JOB OF TRAINING (OJT)**

**Day: Tuesday**

**Date: May 31<sup>th</sup>, 2022**


No.	Job Description	Supervisor	Signature
1.	Classifying Library Books	Endry Satya Ramadhan, S.E.	
	Good Job!		


Picture	Information
	The process of classifying Library Books

**DAILY ACTIVITY  
ON THE JOB OF TRAINING (OJT)**

**Day: Thursday**

**Date: Jun 2<sup>nd</sup>, 2022**


No.	Job Description	Supervisor	Signature
1.	Attending the Farewell and Welcome the Head of Regional Agency for Languages in Riau Province	Endry Satya Ramadhan, S.E.	
	Nice!		


Picture	Information
	Attending the Farewell and Welcome the Head of Regional Agency for Languages in Riau Province

**DAILY ACTIVITY  
ON THE JOB OF TRAINING (OJT)**

**Day: Friday**

**Date: Jun 3<sup>th</sup>, 2022**


No.	Job Description	Supervisor	Signature
1.	Checking and Confirming SINDE	Endry Satya Ramadhan, S.E.	
	Nice!		

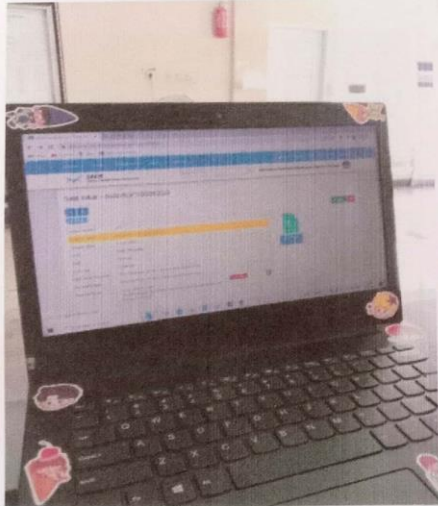
Picture	Information
	The process of Checking and Confirming SINDE

**DAILY ACTIVITY  
ON THE JOB OF TRAINING (OJT)**

**Day: Monday**

**Date: Jun 6<sup>th</sup>, 2022**


No.	Job Description	Supervisor	Signature
1.	Checking SINDE application	Endry Satya Ramadhan, S.E.	
	Good Job!		


Picture	Information
	Checking SINDE

**DAILY ACTIVITY  
ON THE JOB OF TRAINING (OJT)**

**Day: Tuesday**

**Date: Jun 7<sup>th</sup>, 2022**

No.	Job Description	Supervisor	Signature
1.	Preparing the Nametag of the Head of Regional Agency	Endry Satya Ramadhan, S.E.	
	Good Job!		


Picture	Information
	The process of cutting the paper of Nametag




**DAILY ACTIVITY  
ON THE JOB OF TRAINING (OJT)**

**Day: Wednesday**

**Date: Jun 8<sup>th</sup>, 2022**


No.	Job Description	Supervisor	Signature
1.	Typing vocabulary of Bengkalis languages	Endry Satya Ramadhan, S.E.	
Good Job!			

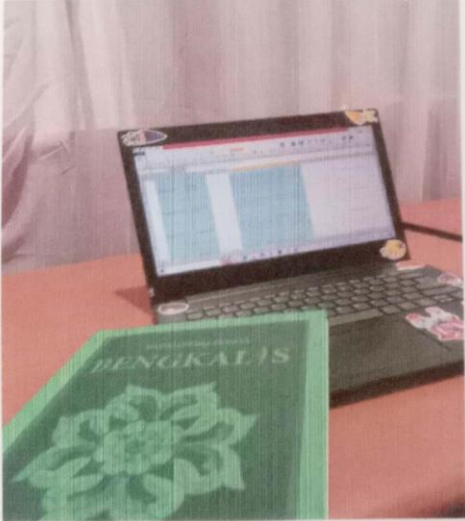
Picture	Information
	The process of typing vocabulary of Bengkalis languages

**DAILY ACTIVITY  
ON THE JOB OF TRAINING (OJT)**

**Day: Thursday**

**Date: Jun 9<sup>th</sup>, 2022**


No.	Job Description	Supervisor	Signature
1.	Typing vocabulary of Bengkalis language	Endry Satya Ramadhan, S.E.	
	Good Job!		


Picture	Information
	Book of vocabulary of Bengkalis language

**DAILY ACTIVITY  
ON THE JOB OF TRAINING (OJT)**

**Day: Friday**

**Date: Jun 10<sup>th</sup>, 2022**


No.	Job Description	Supervisor	Signature
1.	Confirm SINDE letter	Endry Satya Ramadhan, S.E.	
	Nice!		

Picture	Information
	The process of confirming SINDE letter

**DAILY ACTIVITY  
ON THE JOB OF TRAINING (OJT)**

**Day: Monday**

**Date: Jun 13<sup>th</sup>, 2022**


No.	Job Description	Supervisor	Signature
1.	Attending a meeting with the Regional Agency Staff	Endry Satya Ramadhan, S.E.	
	Good Job!		


Picture	Information
	The process of Attending a meeting with the Regional Agency Staff

**DAILY ACTIVITY  
ON THE JOB OF TRAINING (OJT)**

**Day: Tuesday**

**Date: Jun 14<sup>th</sup>, 2022**


No.	Job Description	Supervisor	Signature
1.	Inputing Activity Report Participants Data to Sidaks	Endry Satya Ramadhan, S.E.	
	Good Job!		


Picture	Information
	Inputing Activity Report Participants Data to Sidaks

**DAILY ACTIVITY  
ON THE JOB OF TRAINING (OJT)**

**Day: Wednesday**

**Date: Jun 15<sup>th</sup>, 2022**


No.	Job Description	Supervisor	Signature
1.	Continue to Input the Participants Biodata to Sidaks	Endry Satya Ramadhan, S.E.	
	Nice!		

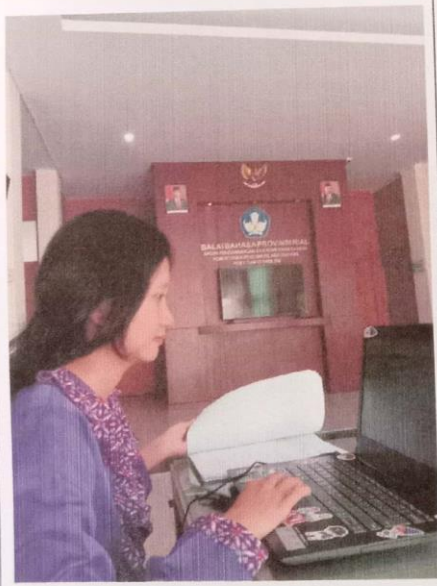
Picture	Information
	The process of Continue to Input the Participants Biodata to Sidaks

**DAILY ACTIVITY  
ON THE JOB OF TRAINING (OJT)**

**Day: Thursday**

**Date: Jun 16<sup>th</sup>, 2022**


No.	Job Description	Supervisor	Signature
1.	Sending Letter using SINDE	Endry Satya Ramadhan, S.E.	
	Nice!		

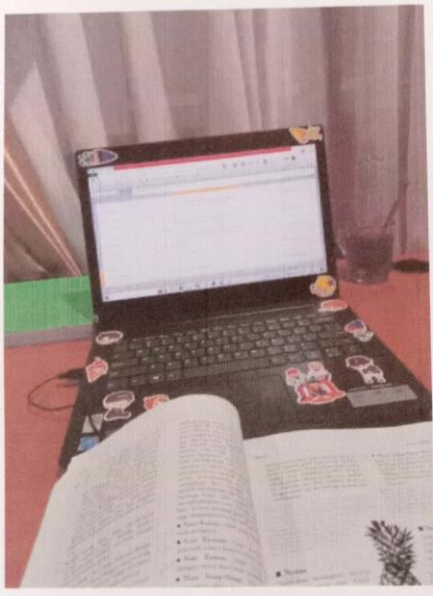
Picture	Information
	The process Sending Letter using SINDE

**DAILY ACTIVITY  
ON THE JOB OF TRAINING (OJT)**

**Day: Friday**

**Date: Jun 17<sup>th</sup>, 2022**

No.	Job Description	Supervisor	Signature
1.	Inputing data of Bengkalis	Endry Satya Ramadhan, S.E.	
	Nice!		


Picture	Information
	The process Inputing data of Bengkalis




**DAILY ACTIVITY  
ON THE JOB OF TRAINING (OJT)**

**Day: Monday**

**Date: Jun 20<sup>th</sup>, 2022**


No.	Job Description	Supervisor	Signature
1.	Inputing Activity Report Participants Data to Sidaks	Endry Satya Ramadhan, S.E.	
	Nice!		


Picture	Information
	The process Inputing Activity Report Participants Data to Sidaks

**DAILY ACTIVITY  
ON THE JOB OF TRAINING (OJT)**

**Day: Tuesday**

**Date: Jun 21<sup>th</sup>, 2022**


No.	Job Description	Supervisor	Signature
1.	Inputing Activity Report Participants Data to Sidaks	Endry Satya Ramadhan, S.E.	
	Nice!		


Picture	Information
	The process Inputing Activity Report Participants Data to Sidaks

**DAILY ACTIVITY  
ON THE JOB OF TRAINING (OJT)**

**Day: Wednesday**

**Date: Jun 22<sup>th</sup>, 2022**


No.	Job Description	Supervisor	Signature
1.	Confirming SINDE Letter	Endry Satya Ramadhan, S.E.	
	Nice!		


Picture	Information
	The process Confirming SINDE Letter

**DAILY ACTIVITY  
ON THE JOB OF TRAINING (OJT)**

**Day: Thursday**

**Date: Jun 23<sup>th</sup>, 2022**


No.	Job Description	Supervisor	Signature
1.	Inputing Activity Report Participants Data to Sidaks	Endry Satya Ramadhan, S.E.	
	Good Job!		


Picture	Information
	The process Inputing Activity Report Participants Data to Sidaks

**DAILY ACTIVITY  
ON THE JOB OF TRAINING (OJT)**

Day: Friday

Date: Jun 24<sup>th</sup>, 2022


No.	Job Description	Supervisor	Signature
1.	Inputing Outgoing Letter	Endry Satya Ramadhan, S.E.	
	Nice!		

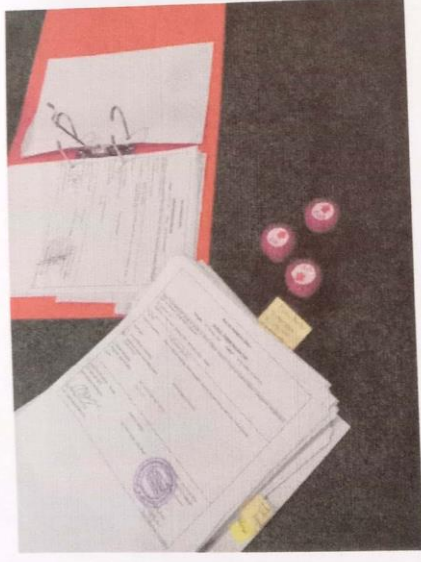
Picture	Information
	The process Inputing Outgoing Letter

**DAILY ACTIVITY  
ON THE JOB OF TRAINING (OJT)**

**Day: Monday**

**Date: Jun 27<sup>th</sup>, 2022**


No.	Job Description	Supervisor	Signature
1.	Archive of Tax Deductions	Endry Satya Ramadhan, S.E.	
	Good Job!		


Picture	Information
	The process Archive of Tax Deductions

**DAILY ACTIVITY  
ON THE JOB OF TRAINING (OJT)**

**Day: Tuesday**

**Date: Jun 28<sup>th</sup>, 2022**


No.	Job Description	Supervisor	Signature
1.	Completing the Data in the Letter of Assignment for Employees	Endry Satya Ramadhan, S.E.	
Good Job!			

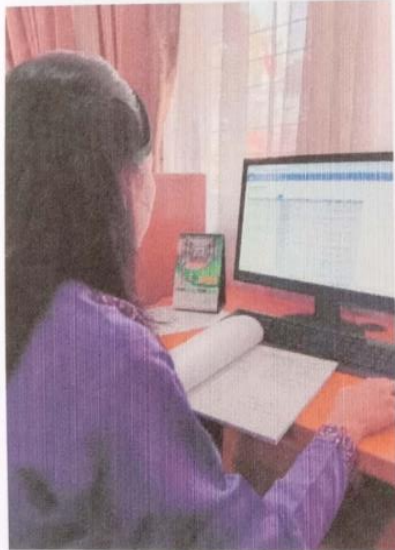
Picture	Information
	<p>The process Completing the Data in the Letter of Assignment for Employees</p>

**DAILY ACTIVITY  
ON THE JOB OF TRAINING (OJT)**

**Day: Thursday**

**Date: Jun 30<sup>th</sup>, 2022**

No.	Job Description	Supervisor	Signature
1.	Inputing Activity Report Participants Data to Sidaks	Endry Satya Ramadhan, S.E.	
	Fighting!		


Picture	Information
	The process Inputing Activity Report Participants Data to Sidaks

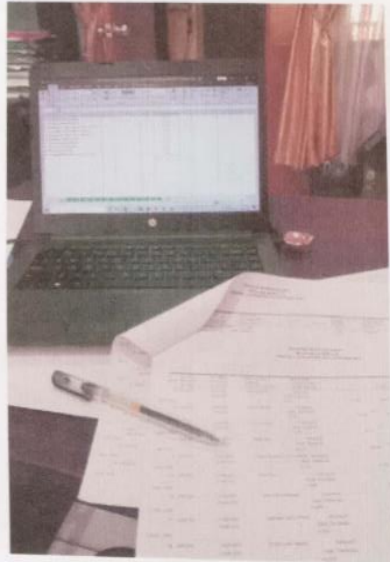


**DAILY ACTIVITY  
ON THE JOB OF TRAINING (OJT)**

**Day:** Friday

**Date:** Jul 1<sup>st</sup>, 2022


No.	Job Description	Supervisor	Signature
1.	Checking A List of Daily Purchase Transaction Register	Endry Satya Ramadhan, S.E.	
Good Job!			


Picture	Information
	<p>The Process of Checking A List of Daily Purchase Transaction</p>

**DAILY ACTIVITY  
ON THE JOB OF TRAINING (OJT)**

**Day: Monday**

**Date: Jul 4<sup>th</sup>, 2022**

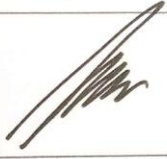
No.	Job Description	Supervisor	Signature
1.	Writing the Incoming Letter in the Incoming Letter Book	Endry Satya Ramadhan, S.E.	
Nice!			

Picture	Information
	The process of writing the incoming letter

**DAILY ACTIVITY  
ON THE JOB OF TRAINING (OJT)**

**Day: Tuesday**

**Date: Jul 5<sup>th</sup>, 2022**


No.	Job Description	Supervisor	Signature
1.	Editing Rohil language	Endry Satya Ramadhan, S.E.	
	Nice!		

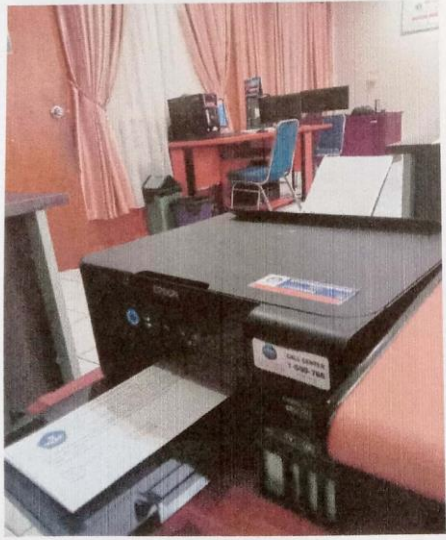
Picture	Information
	The process to editing Rohil language

**DAILY ACTIVITY  
ON THE JOB OF TRAINING (OJT)**

**Day: Wednesday**

**Date: Jul 6<sup>th</sup>, 2022**


No.	Job Description	Supervisor	Signature
1.	Print Letterhead on Envelopes	Endry Satya Ramadhan, S.E.	
	Great!		


Picture	Information
	The process of Print Letterhead on Envelopes

**DAILY ACTIVITY  
ON THE JOB OF TRAINING (OJT)**

**Day: Tuesday**

**Date: Jul 7<sup>th</sup>, 2022**


No.	Job Description	Supervisor	Signature
1.	Making Attendance List for Employees	Endry Satya Ramadhan, S.E.	
	Great!		


Picture	Information
	The process of Making Attendance List for Employees

**DAILY ACTIVITY  
ON THE JOB OF TRAINING (OJT)**

**Day: Friday**

**Date: Jul 8<sup>th</sup>, 2022**

No.	Job Description	Supervisor	Signature
1.	Farewell and giving the souvenir to Regional Agency for Languages in Riau Province	Endry Satya Ramadhan, S.E.	
	Good Job!		

Picture	Information
	Farewell and giving the souvenir to Regional Agency for Languages in Riau Province