

**AN APPRENTICESHIP REPORT
AT BAPPEDALITBANG OFFICE OF RIAU PROVINCE**

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



By :

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2022

APPROVAL SHEET

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Pekanbaru, July 15th, 2022

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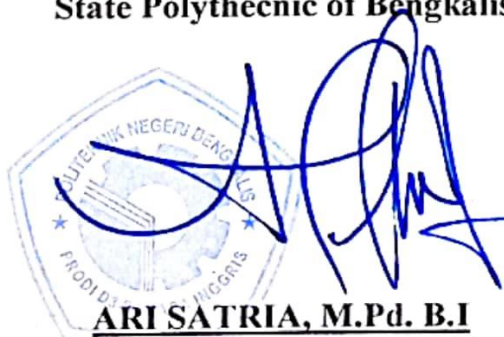
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ACCEPTANCE SHEET

This is to certify that we have been examined the apprenticeship report of **Nur Aida Harahap Reg. Number 5203191104** who has done the apprenticeship at *Bappedalitbang* Office of Riau Provinces started from May 09th, to July 15th, 2022. This report is used for partial fulfilment of the State Polytechnic of Bengkalis.

This report is completed and satisfactory in all respects, and all revisions required by the apprenticeship report examining committee had been made.

Bengkalis, August 10th, 2022

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ACKNOWLEDGEMENT

First and foremost, I want to express my gratitude to Allah Swt for providing me with the ability to think clearly and complete this apprenticeship report at *Bappedalitbang* Office of Riau Province on time.

During the writing process of this report, there were many people involved in giving advice, help, instructions and support. In this occasion, the writer would like to express gratitude is given:

1. Johny Custer, ST, MT as the Director of State Polytecnic of Bengkalis.
2. Diah Paramita Sari, M.Pd as the Head of Language Department.
3. Ari Satria, M.Pd.B.I, as the Head of English Study Program.
4. Aswandi, M.Pd as the Head English fo Bussiness and Propesional Communication Study Program.
5. Fanalisa Elfa, M.Pd as the coordinator of the apprenticeship report.
6. Arita Destianingsih, M.Pd as the advisor of the apprenticeship report.
7. Irnawati, SE., M.Si as the supervisor at *Bappedalitbang* Office
8. All Lecturers of English Study Program.
9. My Parents, Suryadi Harahap and Salmah. And also my little brother Syarifuddin Gustiawan Harahap. Who always gave me advice and encouragement, enabling them to lift my spirits when I was about to give up.

Although the writer has given the best effort in order to minimize the erros, this report is still imperfect and needs more revisions. Therefore, any kind of advice, critics, and comments are gladly accepted so that the next writing will be better. Finally, the writer hopes that this report can be useful for readers and students.

Bengkalis, June 15th, 2022

Writer



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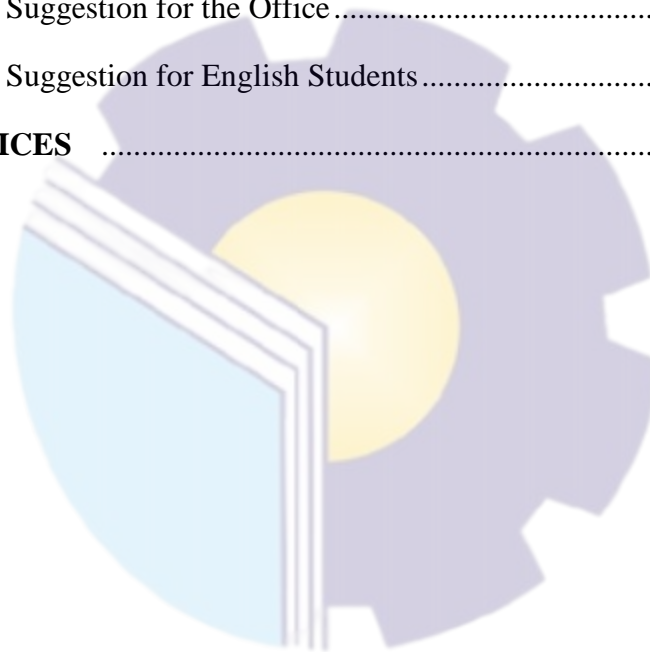
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CHAPTER I

INTRODUCTION

1.1. Background of Apprenticeship

Apprenticeship is a program to get essential skills and recognized qualifications. The program is a combination of classroom and work learning training to create skilled, capable, qualified and professional human beings for the world of work. Skills and qualifications during the apprenticeship process are available for a variety of careers and jobs with apprenticeship level. The level of apprentices is including entry level, supervisor level, and manager level. Every level of apprenticeship is trained by professionals and the time required depends on the length of the apprenticeship provided by the campus. Success Internships will build trust and great achievement in the work environment.

State Polytechnic of Bengkalis is a vocational high education institution that have eight departments including Naval Architecture, Mechanical Engineering, Electrical Engineering, Civil Engineering, Language, Business Administration, Information Technology, and Maritime. There are two mandatory graduations requirements for Students at State Polytechnic of Bengkalis, they are apprenticeship and final project. Apprenticeship is supposed to do in organizations or institutions that are appropriate and related to the major and background of the student. This program aims to provide students the flexibility, work ethic, and responsibility they need to succeed in the workplace, particularly those that contribute to the knowledge and skills they learn in lectures. Additionally, apprenticeships provide students with a wealth of knowledge and experience that may be used as a guide in the workplace and on the job.

English Study Program is one of study program of State Polytechnic of Bengkalis under the Language Department. The Students of the English Study Program are prepared to have competencies that are able to communicate not only in English both spoken and writing, able to manage, operate, understand

professional ethics, and Mastering public speaking but also master in office administration.

The apprenticeship was held at the *Bappedalitbang* Office of Riau Province, Jl. Gajah Mada - Pekanbaru City - Pekanbaru City - Riau. This apprenticeship is intended to apply and fulfill competence of students. The opportunity to do an internship at the *Bappedalitbang* Office of Riau Province is carried out from May 9th, to July 15th, 2022 in the general office of *Bappedalitbang*. The reason for choosing this office is since *Bappedalitbang* of Riau Province is one of the agencies that have great influence in the government movement. In addition, all insight and knowledge both in language and office administration which had been obtained during lecturing could be applied in the workplace such as in this office. Hopefully this program would give more experience for the apprentice.

1.2. Purpose of the Apprenticeship

The purpose of the apprenticeship as follows:

1. To find out work program conducting in General Section of *Bappedalitbang* office of Riau Province.
2. To know the working procedures applied in the General Section of *Bappedalitbang* Office of Riau Province
3. To know the documents used for Operations in the General Section of *Bappedalitbang* Office of Riau Province.

1.3. Significance of the Apprenticeship

1.3.1. Significance for the Apprenticeship

Apprenticeship provides opportunities for the apprentice to apply knowledge that has been learned during college and get new great knowledge after its application in the work environment. The apprentice knows how to work independently as well as in a team.

1.3.2. Significance for State Polytechnic of Bengkalis

Apprenticeship helps Polytechnic to prepare and improve skillful students who are ready to work and compete after completing their studies. In addition, with the apprenticeship program can strengthen the cooperation and socialization between State Polytechnic of Bengkalis and the agency or organizations where the apprentices are, one of which is the *Bappedalitbang* Office of Riau Province.

1.3.3. Significance for the Office

Apprenticeship gives *Bappedalitbang* Office of Riau Province a chance to help and sharpen students' abilities. In addition, this program also aims to help ease some of the work so that it can be completed faster.

CHAPTER II

GENERAL DESCRIPTION OF THE OFFICE

2.1. Office History

The *Bappedalitbang* Office of Riau Province is an agency consisting of two government agencies which later merged into one due to changes in the structure and work procedures proposed by the President and the Indonesian ministry. The two merged agencies include *BAPPEDA* (*Badan Perencanaan Pembangunan Daerah/* Regional Development Planning Agency) and *BALITBANG* (*Badan Penelitian dan Pengembangan/* Research and Development Agency) then after merging into one agency changed to *BAPPEDALITBANG* (*Badan Perencanaan Pembangunan Daerah, Penelitian dan Pengembangan /* Regional Development Planning Agency, Research and Development). *BAPPEDALITBANG* Riau Province joined in 2020 during the reign of the Governor of Riau Drs. H. Syamsuar, M.Si. This merger is based on the new OPD (*Organisasi Perangkat Daerah/* Regional Apparatus Organization) amendments to Perda Number 4 of 2016. There has been a change from the previous 25 services, and 7 agencies, in the new OPD to 23 offices and 6 agencies. One of the decisions contained therein is that One Agency is lost or deleted, is that *BALITBANG* is merged into *BAPPEDA*.

The *Bappedalitbang* office is located at Jl. Gajah Mada No. 200, Simpang Empat, Pekanbaru City District, Pekanbaru City. The office which has a unique and distinctive design is white with a maroon colored roof and has a roof with yellow carvings typical of Riau Malays. This building consists of 3 floors and one basement. The location of this office is strategic and next to the SAMSAT and KONI offices.



Sources: *Bappedalitbang*'s Youtube

Figure 2.1.1. *Bappedalitbang* Office of Riau Province

2.2. Vision and Mission

2.2.1. Vision

The vision of the *Bappedalitbang* of Riau Province for 2020 which is based on the Riau Governor Regulation, namely the realization of '**Riau that is Competitive, Prosperous, Dignified and Superior in Indonesia (RIAU BERSATU)**'

2.2.2. Mission

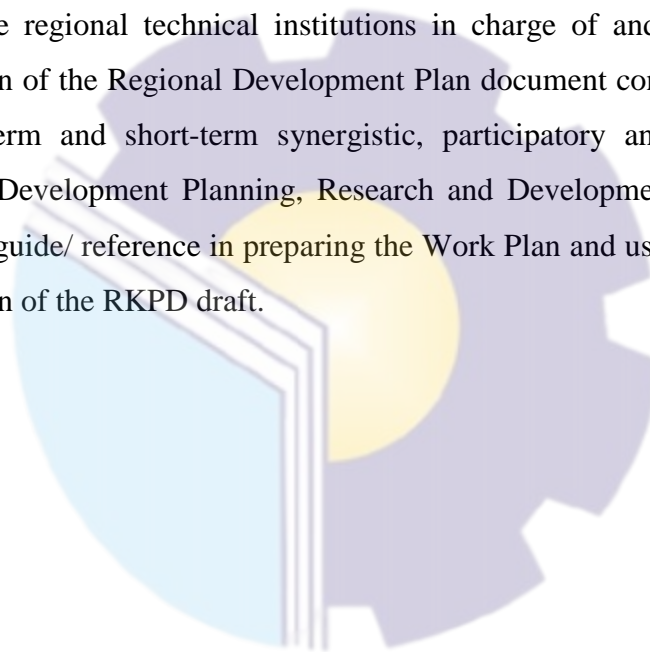
The missions carried out to realize the achievement of this vision are:

1. Realizing Faithful, Quality and Competitive Human Resources through Full Human Development;
2. Realizing Equitable and Environmentally Friendly Regional Infrastructure Development;
3. Realizing Inclusive, Independent and Competitive Economic Development;

4. Realizing Malay Culture as the National Umbrella and Developing Competitive Tourism;
5. Realizing Good Governance and Excellent Public Service Based on Information Technology.

2.3. Kind of Business

The *Bappedalitbang* of Riau Province is one of the regional apparatus that functions to help the government to develop and develop the region. The Regional Development Planning, Research and Development Agency of Riau Province as one of the regional technical institutions in charge of and responsible for the preparation of the Regional Development Plan document consisting of long-term, medium-term and short-term synergistic, participatory and accountable. This Regional Development Planning, Research and Development document will be used as a guide/ reference in preparing the Work Plan and used as material for the preparation of the RKPD draft.



2.4. Organizational Structure

There are several departments in *Bappedalitbang* of Riau Province such Secretariat,



Sources: Website of *Bappedalitbang* of Riau Province
Figure 2.1.2. Organizational Structure of *Bappedalitbang*

Each of the job in organizational structure has its own responsibility and duty to reach the goals of its organization. These are the descriptive of each position:

1. Head of Office

a. The Duties of Head of Office

The Head of the *Bappedalitbang* Agency has the task of assisting the Governor in carrying out the functions of supporting government affairs which are the authority of the Region in the areas of Regional Development Planning, Research and Development.

b. The Functions of Head of Office

1. Preparation of Technical Policy
2. Implementation of technical support tasks

3. Technical guidance on the implementation of supporting functions for regional government affairs,
4. Implementation of other functions assigned by the Governor related to the duties and functions of the Regional Development Planning Agency, Research and Development

2. Secretariat

a. The Duties of Secretariat of the *Bappedalitbang* Office of Riau Province

The duties are coordinate, facilitate and evaluate the program planning sub-section, finance, equipment and management of regional property, and general personnel sub-section.

b. The Functions of Secretariat of the *Bappedalitbang* Office of Riau Province

1. Implementation of coordination, facilitation and administrative services in reviewing, compiling and proposing Strategic Plans, Regional Work Plans, Annual Work Plans, Performance Agreements, and Government Performance Reports at the Regional Development Planning Agency, Research and Development.
2. Formulating and fostering the implementation of standard operating procedures for program planning, finance, equipment and management of regional property, as well as staffing and the general public;
3. Implementation of coordination, facilitation, financial administration services, equipment and management of regional property, personnel and the general public;
4. Implementation of monitoring, evaluation and reporting related to program planning, finance, equipment and management of regional property, personnel and public; and Implementation of other official duties assigned by the leadership in accordance with their duties and functions.

c. The Duties of the Head of Sub Division of Personnel and General:

Planning programs/activities and budgeting in the general staffing subsection;

1. Dividing tasks, giving instructions and checking the results of the implementation of the tasks of subordinates in the staffing and general subdivision environment;
2. Scheduling and distributing correspondence;
3. Carrying out facilitation of personnel administration;
4. Coordinating the preparation of job analysis, workload analysis, job maps, projections of employee needs, competency standards, and job evaluations;
5. Implementing the process of enforcing employee discipline;
6. Making a report on the development of staffing;
7. Organizing public relations affairs
8. Carrying out the management of archives and documentation;
9. Implementing and arrange meeting facilities, meetings and ceremonies, as well as carry out protocol activities and administration of official travel;
10. Carrying out the procurement of office facilities and infrastructure after coordinating with the Regional Asset Financial Management Agency of Riau Province;
11. Collecting, compiling and managing information data materials for the benefit of the community;
12. Carrying out maintenance of office facilities and infrastructure, cleanliness, beauty, security and orderliness of the office;
13. Monitoring, evaluating and reporting on the implementation of tasks and activities in the personnel and general sub-sections;
14. Carrying out other official duties as assigned by superiors

d. The Duties of the Head of Sub-Division of Finance and Equipment

Planning programs/activities and budgeting in the sub-section of finance, equipment and management of regional property;

1. Dividing tasks, giving instructions and checking the results of the implementation of the tasks of subordinates in the sub-division of finance, equipment and management of regional property;
2. Managing finances and preparing employee salary payments;
3. Performing treasury and financial and asset accounting matters;
4. Carrying out follow-up adjustments to the report on the results of the inspection or updating of the data on the results of the inspection on the implementation of activities;
5. Carrying out the administrative process of treasury claims and claims for compensation;
6. Providing guidance and provide technical guidance on financial and asset management;
7. Carrying out verification and accountability of the budget;
8. Preparing documents for planning needs and budgeting for regional property;
9. Carrying out the affairs of the management of regional property which is under the control of the Regional Development Planning Agency, Research and Development;
10. Facilitating the general plan for the procurement of goods and services for work units;
11. Monitoring, evaluate and make reports on the implementation of tasks and activities in the sub-section of finance, equipment and management of regional property;
12. Carrying out other official duties assigned by superiors according to their duties and functions

3. Planning, Control and Evaluation of Regional Development Planning

a. The Duties of the Head of Planning, Control and Evaluation of Regional Development Planning *Bappedalitbang* of Riau Province.

The duties are carrying out tasks related to planning and funding, regional development data and information, control, evaluation and reporting.

b. The Functions of the Head of Planning, Control and Evaluation of Regional Development Planning *Bappedalitbang* of Riau Province.

1. Functions of the Head of the Planning, Control and Evaluation Division of Regional Development Planning *Bappedalitbang* of Riau Province review, preparation, proposal and development of program/activity plans and budgets for the Regional Development Planning, Control and Evaluation Division;
2. Operational procedures in the Field of Planning, Control and Evaluation of Regional Development;
3. Implementation of policies in the field of planning, controlling and evaluating regional development, including among others planning and funding, data and information on regional development, control, evaluation and reporting;
4. Implementation of coordination, facilitation, supervision, monitoring, evaluation and reporting on the implementation of tasks and activities in the Regional Development Planning, Control and Evaluation Sector; and
5. Implementation of other official duties assigned by the leadership according to their duties and functions.

4. Government and Human Development Sector

a. The Duties of the Head of Government and Human Development of *Bappedalitbang* of Riau Province

The duties are carrying out tasks related to development planning in the fields of government and community empowerment, employment, and transmigration, education, culture, youth and sports, health and family planning.

b. Functions of Head of Government and Human Development Division of *Bappedalitbang* of Riau Province

1. Reviewing, compiling, proposing and developing program/activity plans and budgets for the Government and Human Development Sector;
2. Formulating and fostering the implementation of standard operating procedures in the Governmental and Human Development Sector;
3. Planning development policies in the fields of government and human development, including among others governance and community empowerment, employment, and transmigration, education, culture, youth and sports, health and family planning;
4. Implementation of coordination, facilitation, supervision, monitoring, evaluation and reporting on the implementation of tasks and activities in the Government and Human Development Sector; and
5. Implementation of other official duties assigned by the leadership in accordance with their duties and functions

5. Economic and Natural Resources Sector

a. The Duties of the Head of the Economic and Natural Resources Division of *Bappedalitbang* of Riau Province

The duties are carrying out tasks related to development planning in the fields of trade, industry, cooperatives, investment and finance, tourism, environment, forestry, agriculture, marine and fisheries.

b. Functions of the Head of the Economic and Natural Resources Division of *Bappedalitbang* of Riau Province

1. Reviewing, compiling, proposing and developing program/activity plans and budgets for the Economic and Natural Resources Sector;
2. Formulating and fostering the implementation of standard operating procedures in the Economic and Natural Resources Sector;
3. Planning of development policies in the fields of economy and natural resources, including among others trade, industry, cooperatives,
4. Investment and finance, tourism, environment, forestry, agriculture, marine and fisheries;
5. Implementation of coordination, facilitation, supervision, monitoring, evaluation and reporting of the implementation of tasks and activities in the Economic and Natural Resources Sector; and
6. Implementation of other official duties assigned by the leadership according to their duties and functions

6. Infrastructure and Territorial Sector

a. The Duties of the Head of Infrastructure and Regional Development of *Bappedalitbang* of Riau Province

The duties are carrying out tasks related to development planning in the fields of transportation, energy, mineral resources, communications, informatics, statistics and coding, public works, housing and settlement areas, spatial planning, and land, as well as disasters.

b. Functions of the Head of Infrastructure and Regional Development of *Bappedalitbang* of Riau Province

1. Reviewing, compiling, proposing and developing program/activity plans and budgets for the Infrastructure and Regional Sector;
2. Operational procedures in the Infrastructure and Territorial Sector;
3. Planning of development policies in the field of infrastructure and territory, including among others transportation, energy, mineral resources, communications, informatics, statistics and coding, public works, housing and settlement areas, spatial planning and land, and disasters;
4. Implementation of coordination, facilitation, supervision, monitoring, evaluation and reporting of the implementation of tasks and activities in the Infrastructure and Regional Sector; and
5. Implementation of other official duties assigned by the leadership in accordance with their duties and functions.

7. Research and Development Field

a. The Duties of Head of Research and Development Division of *Bappedalitbang* of Riau Province

The duties are carrying out tasks related to research and development of government and human development, research and development of the economy and natural resources, research and development of infrastructure and territory.

b. The Functions of Head of Research and Development Division of *Bappedalitbang* of Riau Province

1. Reviewing, compiling, proposing and developing program/activity plans and budgets for the Research and Development Sector;
2. Formulating and fostering the implementation of standard operating procedures in the Field of Research and Development;
3. Policy planning in the Research and Development Sector, including among others research and development of government and human development, research and development of the economy and natural resources, research and development of infrastructure and territory;
4. Implementation of coordination, facilitation, supervision, monitoring, evaluation and reporting on the implementation of tasks and activities in the Research and Development Sector; and
5. Implementation of other official duties assigned by the leadership according to their duties and functions

8. UPT Science Techno Park

a. The Duties of UPT Riau Science Techno Park

The duties are carrying out some operational technical activities and/or technical support activities for the Regional Development Planning Agency, Research and Development in the field of technical innovation-based business services, application of research results, technology development, advocacy and business incubation.

b. The Functions of UPT Riau Science Techno Park

1. Organizing the planning and implementation of tasks in the Administration Subdivision, Technology Innovation Research Section, and Technology and Business Incubation Section.
2. Organizing coordination and facilitation in order to carrying out tasks and functions in the Administration Subdivision, Technology Innovation Research Section, and Technology and Business Incubation Section.
3. Organizing monitoring, evaluation and reporting in order to carrying out duties and functions in the Administration Subdivision, Technology Innovation Research Section, and Technology and Business Incubation Section.
4. Providing of technical services for business based on innovation, application of research results, technology development, advocacy and business incubation.
5. Implementation of other functions assigned by the Head of the Agency related to its duties and functions.

c. The Duties of the Head of UPT Riau Science Techno Park

The duties are coordinate, facilitate and evaluate the Administration Subdivision, Technology Innovation Research Section, and Technology and Business Incubation Section.

d. The Functions of the Head of UPT Riau Science Techno Park

1. Preparation of work programs and operational plans at UPT Riau Science Techno Park.
2. Organizing the implementation of coordination, facilitation and checking the results of the implementation of tasks within the UPT Riau Science Techno Park.
3. Implementation of monitoring, evaluation and reporting of the implementation of tasks in accordance with the tasks that have been carried out to the Head of the Agency.
4. Implementation of other official duties assigned by the Head of the Agency according to their duties and functions.

e. The Duties of the Head of Administrative Subdivision:

1. Planning Programs/Activities and Budgeting in the Administration Subdivision.
2. Dividing Tasks, Giving Instructions and Checking the Results of the Implementation of Subordinates' Tasks in the Administration Subdivision.
3. Coordinating the Preparation of Standard Operating Procedures.
4. Organizing and Distributing Correspondence.
5. Facilitating Personnel Administration, Financial Administration, Administration and Community Services.
6. Coordinating the preparation of Job Analysis, Workload Analysis, Job Map, Projection of Employee Needs, Competency Standards, and Job Evaluation.
7. Implementing Archives and Documentation Management.

8. Carrying out the preparation of needs, maintenance, office facilities and infrastructure, cleanliness, security and order in the office.
9. Facilitating Institutional Cooperation with Universities, Academics, Industry, and Society in the Development of Innovation and Technology in UPT Riau Science Techno Park.
10. Monitoring, Evaluation and Reporting on the Implementation of Duties and Activities in the Administration Subdivision.
11. Carrying out other official duties assigned by superiors according to their duties and functions.

f. The Duties of the Head of the Technological Innovation Research Section:

1. Planning Programs/Activities and Budgeting in the Technological Innovation Research Section.
2. Dividing Tasks, Giving Instructions and Checking the Results of the Implementation of Subordinates' Tasks in the Technological Innovation Research Section.
3. Conducting Innovation Services and Technology Application Research.
4. Coordinating Services for Submission of Intellectual Property Rights on Technology Results.
5. Monitoring, Evaluation and Reporting on the Implementation of Tasks and Activities in the Technology Innovation Research Section.
6. Carrying out other official duties assigned by superiors according to their duties and functions.

g. The Duties of the Head of Technology and Business Incubation Section:

1. Planning Programs/Activities and Budgeting in the Technology and Business Incubation Section.
2. Dividing Tasks, Giving Instructions and Checking the Results of the Implementation of Subordinates' Tasks in the Technology and Business Incubation Section.

3. Performing Technology Innovation-Based Business Incubation Services.
4. Conducting Training, Apprenticeship, and Piloting of Technological Innovation-Based Entrepreneurs.
5. Monitoring, evaluating and making reports on the implementation of tasks and activities in the Technology and Business Incubation Section.
6. Carrying out other official duties assigned by superiors according to their duties and functions.

2.5. Document Used for Activity

There are several documents used for activities during the Apprenticeship, as follows:

1. Data for *BAPPEDALITBANG Bappedalitbang*
2. Apprentice data
3. SOP files
4. *SKP*
5. Incoming mail
6. File Recap Position of *Bappedalitbang* Employees

CHAPTER III

SCOPE OF APPRENTICESHIP

3.1. Job Description

Apprenticeship began on May 09th until July 15th, 2022 at *Bappedalitbang* Office of Riau Province. Working hours for Monday, Tuesday, Wednesday are start from at 08.00 a.m to 16.00 p.m. While working hours for Thursday and Friday start from 08.00 a.m to 16.30 p.m.

There were several kinds of main jobs that had been conducted during the apprenticeship at *Bappedalitbang* Office of Riau Province, which were follows:

1. Filling Electronic Incoming Letter Service
2. Making Employees' Identity Card
3. Checking Employees' Retirement Documents
4. Checking Employees' Attendance Recapitulation
5. Checking and Making Employees' Formation

3.2. Working Procedure

The working procedures are based on Standard Operating Procedure (SOP) of *Bappedalitbang* Office of Riau Province. Standard Operating Procedure is a guideline or reference for carrying out work in accordance with the functions, work procedures and work systems of the relevant agency.

There were several working procedure which was conducted the duties and explained as follow:

1. Filling Electronic Incoming Letter Service

There are several procedures in the electronic incoming letter service, incoming letter will be received, recorded in the agenda book, scanned, and then the data will be inputted into the e-office application. Furthermore, it will be continued to the Head of the agency to be examined and continue to scan the incoming letter via e-office, then the letter will be reviewed and disposed of to the

secretary and the UPT Division in the form of a document and then this disposition will also be accepted by the admin as the final stage. .

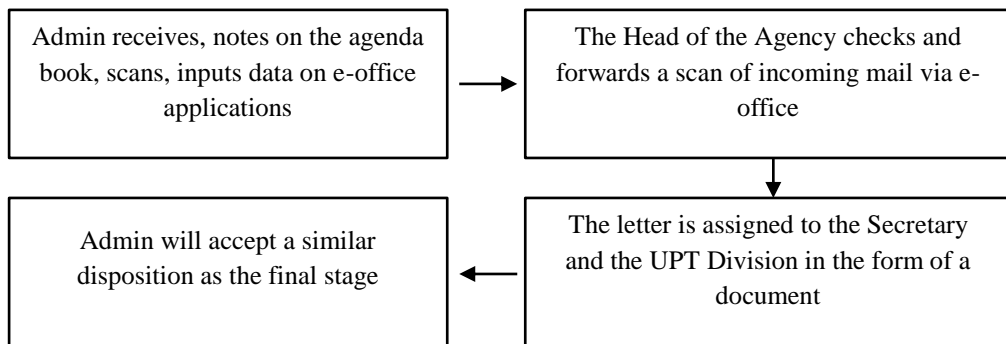


Figure 3.1. Steps of Receive the Incoming Mail

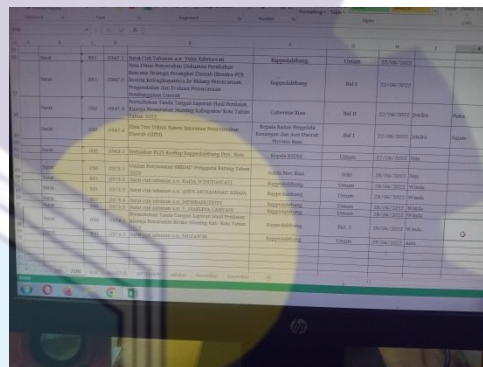


Figure 3.2. Filling the Incoming Letter

2. Making Employees' Identity Card

Having an Employment Identity Card is one of the requirements that must be fulfilled while in a government agency. There are several stages in the administration of submitting an employee card including the applicant/civil servant submitting the application file for making an employee card then the application will be submitted to the Personnel Administration, then the completeness of the file will be checked according to the requirements, if it is complete a cover letter will be made, after the cover letter is made then the letter will be submitted to the Head of the Sub-Division of Personnel and General Affairs for inspection and scrutiny of the completeness of the file and the concept of the cover letter before obtaining the approval of the Secretary.

After being examined by the Head of the Sub-Section, it is then submitted to the Secretary. The cover letter will then be re-examined by the Secretary before receiving approval by the Secretary. After the cover letter is examined by the Secretary, it is then submitted to the Head of the Agency. The Head of the Agency then examines and signs the submitted cover letter. Once signed, the file will be handed back to the Personnel Administration, then scheduled and reproduced for archiving before being sent to the *BKD*. It will be marked complete when it has been distributed according to the address intended by *Pramu Bakti/Caraka/Caraka*.

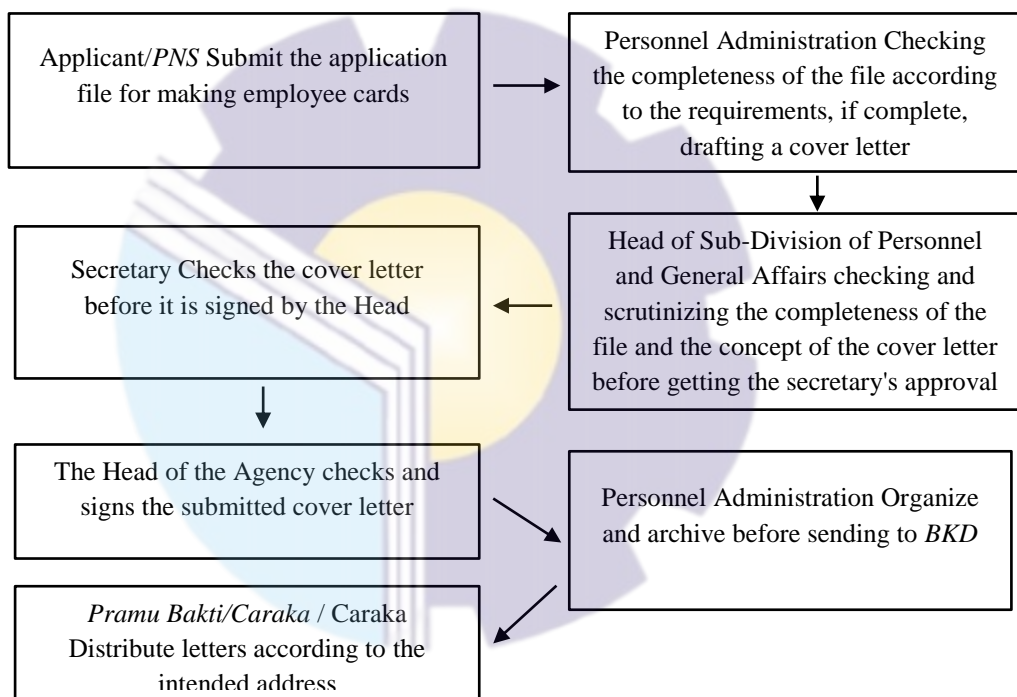


Figure 3.3. Steps of making Employee Card



Figure 3.4. Checking the completeness of the file

3. Checking Employees' Retirement Documents

The procedure is that the Applicant/*PNS* submits a retire documents to the Personnel Administration. After that, the file will be checked for completeness and submitted to the Head of the Sub-Division of Personnel and General Affairs. Then the file will be checked and adjusted to the concept of the Retirement Submission Letter. Next, the file will be checked and initialed by the Secretary. Furthermore, the Head of the Agency will examine and sign the letter of introduction for the pension application.

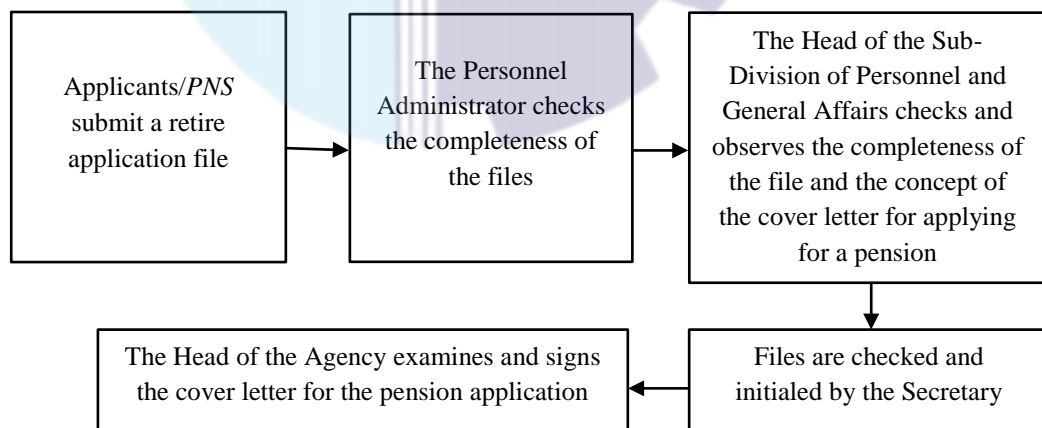


Figure 3.5. Steps of Employee Retirement Applications



Figure 3.6. Checking the Completeness of the File of Employee Retirement

4. Checking Employees' Attendance Recapitulation

Every employee in *Bappedalitbang* must perform his/her daily attendance for the attendance list. Attendance is made in two sessions, morning and evening. This attendance list then should be recapitulated, while the recapitulation procedure starts from the Head of the Sub-Division of Personnel and General giving instructions to the implementer to collect employee absenteeism.

Furthermore, the Personnel Administration will make a concept of recapitulation of attendance and cover letters which will then be submitted to the Head of the Sub-Division of Personnel and General Affairs to be read and observed. After that, the cover letter will be submitted to the Secretary to be initialed before being signed by the Head. Furthermore, the cover letter will be read and scrutinized by the Head, if there is an error then the file will be returned to the Personnel Administration, if the cover letter is correct, it will then be signed by the Head. The file will be handed back to the Personnel Administration for archiving before being sent to the *BKD*. After archiving, the file will be submitted to *Pramu Bakti/Caraka* for distribution according to the intended address.

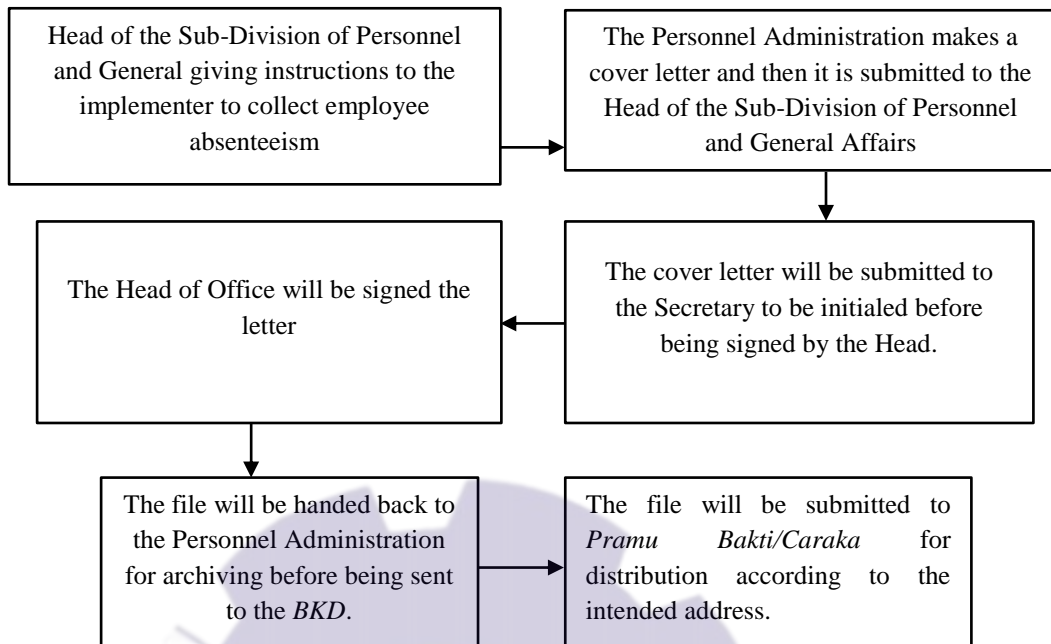


Figure 3.7. Steps of Employee Attendance Recapitulation



Figure 3.8. Checking Employee Attendance Recapitulation

5. Checking and Making Employees' Formation

For the preparation of the *BAPPEDALITBANG* formation, the following procedures must be met, The Head Office assigns the Secretary to draft the proposed employee formation concept and the Secretary will receive the disposition and then assigns the Head of the Sub-Division of Personnel and General Affairs to draft the proposed employee formation concept. After the Head of the Sub-Division of Personnel and General Affairs receives the disposition from the secretary, he will assign an Employee Planning and Development Analyst to draft a proposed employee formation concept. Furthermore, the HR Apparatus Analyst will collect formation preparation materials, compile a list of position names, compile a list of position names, compile a bezeting list, compile a list of employee conditions according to position, room group, gender and age, and also compile a list of estimated employee supplies for the next 5 years. .

Furthermore, the HR Apparatus Analyst together with the Head of the Sub-Division of Personnel and General Affairs conducts a workload analysis. After that, the Head of the Sub-Division of Personnel and General Affairs compiles a priority list of employee needs. Furthermore, it will be submitted to the Secretary, if there is a revision it will be returned to the Head of the Sub-Division of Personnel and General Affairs for revision. If everything is correct, it will be submitted to The Head of Office. The file will be validated by The Head of Office if there is no revision and submitted to the Head of the Sub-Division of Personnel and General Affairs. Furthermore, the HR Apparatus Analyst will input and submit a formation proposal document to the *BKD* and the Organizational Bureau. The last stage is to archive the employee formation proposal document.

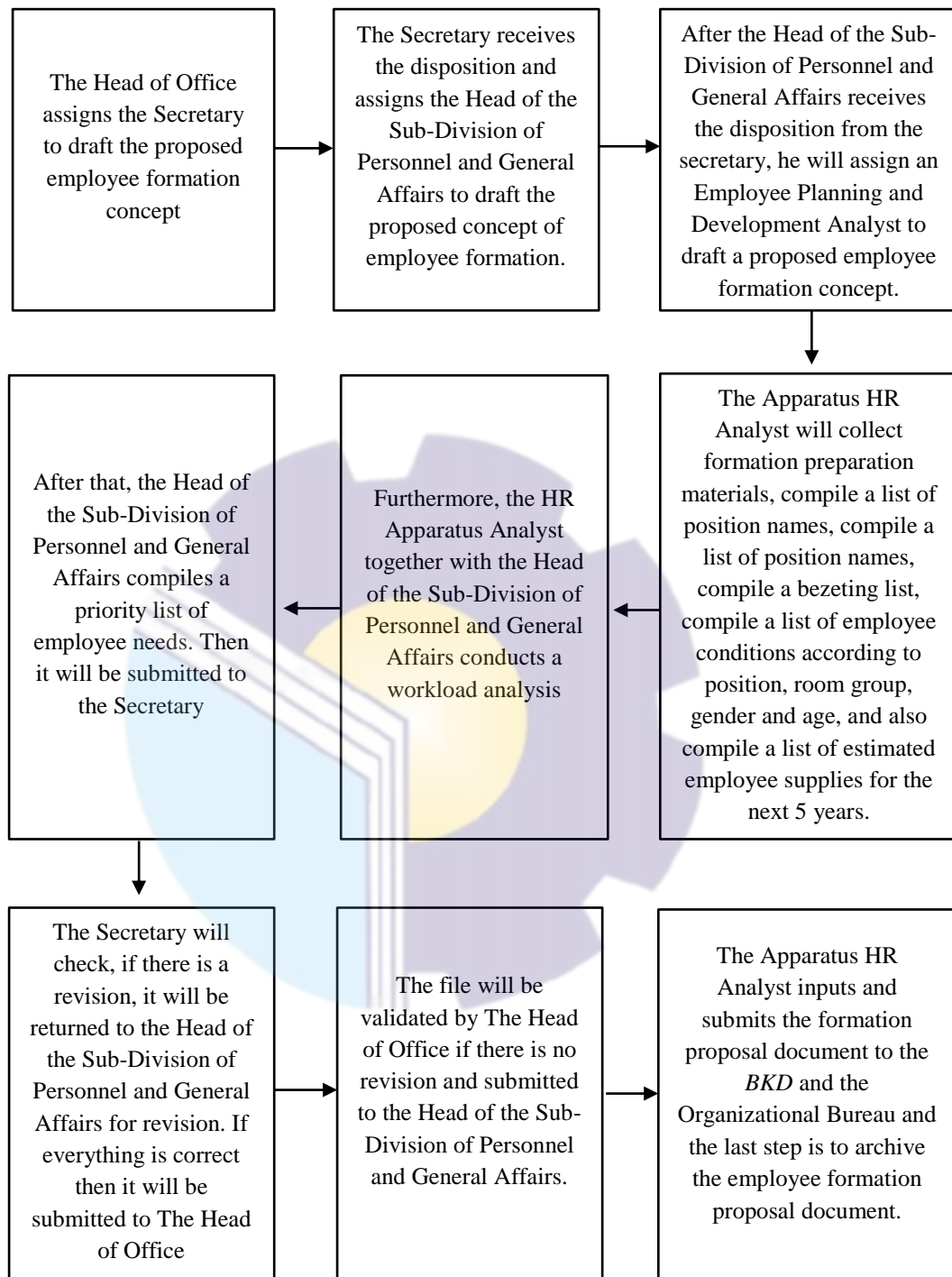


Figure 3.9. Steps of Employee Formation

DAFTAR DAFTAR KELAS, POSISI DAN PENDIDIKAN TERAKHIR

No	Kelas	Posisi	Pendidikan Terakhir	Jumlah		Total
				Orang	Persentase	
1
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Figure 3.10.1. Counting the Number of Employees Based on Class, Position, and Latest Education



Figure 3.10.2. Filling the data



Figure 3.10.3. Checking the Actual Data with Supervisor

3.3. Document Used in *Bappedalitbang*

There were several documents used for operational while doing apprenticeship, as follows:

1. Incoming Letter Format

This is an incoming mail recording system available on the office computer which aims to record all incoming letters or invitations and is intended for the *Bappedalitbang* office.

2. E-Office Application

This application also has the same function as the outgoing letter format, it's just that this application is more complex because it includes all incoming and outgoing letters, official memo which can make documents and other documents such as letters, invitations in the form of files can be saved.

3. Employee formation document

This employee formation document is made and held by the Apparatus HR Analyst. Some of them are Position Map, Position Stakeholders, *PNS* development and several related documents. Each of these documents should always be reviewed monthly to find out the updated number of employees at *Bappedalitbang*

3.4. Place of Apprenticeship

The Apprenticeship was started from May 9th, 2022 to July 15th, 2022. It was in The *Bappedalitbang* Office of Riau Province at Secretariat, Sub-Division of Personnel and General.

3.5. Kind and Description of the Activity

The daily activities in The *Bappedalitbang* Office of Riau Province can be seen in the tables below:

Table 3.1
Agenda of Activities of the First Week of May
(May 09th – 13th, 2022)

No	Day/Date	Activity	Place
1	Monday May 9 th ,2022	1. Submission of an internship cover letter from campus to the general department and introduction to the office environment	Office (Employment and General Sub-Division Room)
2	Tuesday May 10 th , 2022	1. Adding Sign Here and open Sign Here signed file 2. Write manual letter numbers using a pen	Office (Employment and General Sub-Division Room)
3	Wednesday May 11 th , 2022	1. Putting the Sign Here sign on the letter to be signed by the Secretary of <i>Bappedalitbang</i> of Riau Province	Office (Employment and General Sub-Division Room)
4	Thursday May 12 th , 2022	1. Filling in the incoming letter form in the e-office application 2. Checking the names of <i>BAPPEDALITBANG</i> and groups 3. Adding Sign Here in letter	Office (Employment and General Sub-Division Room)
5	Friday May 13 th , 2022	1. Recap the database on the class and latest formal education of <i>BAPPEDALITBANG Bappedalitbang</i> of Riau Province	Office (Employment and General Sub-Division Room)

Table 3.2
Agenda of Activities of the Second Week of May
(May 16th, - 20th, 2022)

No	Day/Date	Activity	Place
1	Monday May 16 th , 2022	OFF	OFF
2	Tuesday May 17 th , 2022	<ol style="list-style-type: none"> 1. Recap the latest database covering class and formal education 2. Photocopying files 	Office (Employment and General Sub-Division Room)
3	Wednesday May 18 th , 2022	<ol style="list-style-type: none"> 1. Creating a manual serial number for the attendance of all <i>Bappedalitbang</i> employees of Riau Province 2. Correcting the latest <i>BAPPEDALITBANG</i> data for May 2022 	Office (Employment and General Sub-Division Room)
4	Thursday May 19 th , 2022	<ol style="list-style-type: none"> 1. Correcting the database using the information on the website <i>BAPPEDALITBANG.riau.go.id</i> 2. Filling in the blank data and match the data on the website with the existing data. 	Office (Employment and General Sub-Division Room)
5	Friday May 20 th , 2022	<ol style="list-style-type: none"> 1. Filling in the blank data obtained from the website <i>BAPPEDALITBANG.riau.go.id</i> to the Ms.Excel file 	Office (Employment and General Sub-Division Room)

Table 3.3
Agenda of Activities of the Third Week of May
(May 23rd – 27th, 2022)

No	Day/Date	Activity	Place
1	Monday May 23 rd , 2022	<ol style="list-style-type: none"> 1. Filling in the employee database 2. Checking the files of apprenticeship, PKL and Research children at the <i>Bappedalitbang</i> Office of Riau Province 3. Printing the file related to the apprentice to make a letter of completion of the apprenticeship for one of the apprentices who have completed 	Office (Employment and General Sub-Division Room)
2	Tuesday May 24 th , 2022	Not coming to the office because of illness	-
3	Wednesday May 25 th , 2022	<ol style="list-style-type: none"> 1. Recap the data of interns 2. Writing the number and date of the letter manually 	Office (Employment and General Sub-Division Room)
4	Thursday May 26 th , 2022	OFF	OFF
5	Friday May 27 th , 2022	<ol style="list-style-type: none"> 1. Entering <i>BAPPEDALITBANG</i> data 	Office (Employment and General Sub-Division Room)

Table 3.4
Agenda of Activities of the Fourth Week of June
(May 30th – June 3rd, 2022)

No	Day/Date	Activity	Place
1	Monday May 30 th , 2022	Not coming to the office because of illness	-
2	Tuesday May 31 th , 2022	1. Inputting data on the list of <i>BAPPEDALITBANG</i> developments within the <i>Bappedalitbang</i> of Riau Province	Office (Employment and General Sub-Division Room)
3	Wednesday June 1 st , 2022	OFF	OFF
4	Thursday June 2 nd , 2022	1. Checking and edit employee data as of April, May and June 2. Counting employees including echelon, functional, and staff	Office (Employment and General Sub-Division Room)
5	Friday June 3 rd , 2022	1. Checking <i>Bappedalitbang</i> of Riau Province employee data with Supervisor	Office (Employment and General Sub-Division Room)

Table 3.5
Agenda of Activities of the Fifth Week of June
(June 6th – 10th, 2022)

No	Day/Date	Activity	Place
1	Monday June 6 th , 2022	1. Stamping / legalizing employee files 2. Photocopying file	Office (Employment and General Sub-Division Room)
2	Tuesday June 7 th , 2022	1. Recording the numbering of incoming mail from 18 May – 24 May 2022	Office (Employment and General Sub-Division Room)
3	Wednesday June 8 th , 2022	1. Unsigning Sign Here for signed files 2. Photocopying of <i>BAPPEDALITBANG</i> files and proposals to be submitted to finance	Office (Employment and General Sub-Division Room)
4	Thursday June 9 th , 2022	1. Correcting the wrong letter date manually 2. Requesting a signature from the Head of Subdivision of Civil Service and General Affairs	Office (Employment and General Sub-Division Room)
5	Friday June 10 th , 2022	Not a lot of significant work, just helping some office staff a few small jobs	Office (Employment and General Sub-Division Room)

Table 3.6
Agenda of Activities of the Sixth Week of June
(June 13th -17th, 2022)

No	Day/Date	Activity	Place
1	Monday June 13 th , 2022	<ol style="list-style-type: none"> 1. Sorting Data 2. Delivering the files in the Sub-Division of Personnel and General to the Head office aide for signature 	Office (Employment and General Sub-Division Room)
2	Tuesday June 14 th , 2022	<ol style="list-style-type: none"> 1. Delivering the files in the Sub-Division of Personnel and General to the Head office aide for signature 2. Removing the Sign here sign from the signed file 	Office (Employment and General Sub-Division Room)
3	Wednesday June 15 th , 2022	Not a lot of significant work, just helping some office staff a few small jobs	Office (Employment and General Sub-Division Room)
4	Thursday June 16 th , 2022	<ol style="list-style-type: none"> 1. Stamping multiple files 2. Photocopying some signed files for archive 	Office (Employment and General Sub-Division Room)
5	Friday June 17 th , 2022	<ol style="list-style-type: none"> 1. Manually note the letter number 	Office (Employment and General Sub-Division Room)

Table 3.7
Agenda of Activities of the Seventh Week of June
(June 20th - 24th, 2022)

No	Day/Date	Activity	Place
	Monday June 20 th , 2022	<ol style="list-style-type: none"> 1. Collecting the latest internship files 2. Sorting and inputting interns data manually 	Office (Employment and General Sub-Division Room)
2	Tuesday June 21 st , 2022	<ol style="list-style-type: none"> 1. Delivering the files in the Sub-Division of Personnel and General to the Head office aide for signature 2. Photocopying the necessary files as a guide in the field of personnel and general 	Office (Employment and General Sub-Division Room)
3	Wednesday June 22 nd , 2022	<ol style="list-style-type: none"> 1. Delivering the files in the Sub-Division of Personnel and General to the Head office aide for signature 	Office (Employment and General Sub-Division Room)
4	Thursday June 23 rd , 2022	<ol style="list-style-type: none"> 1. Manually note the letter number 2. Correcting the wrong letter date manually 	Office (Employment and General Sub-Division Room)
5	Friday June 24 th , 2022	<ol style="list-style-type: none"> 1. Manually note the letter number 	Office (Employment and General Sub-Division Room)

Table 3.8
Agenda of Activities of the Eight Week of June
(June 27th – July 1st, 2022)

No	Day/Date	Activity	Place
1	Monday June 27 th , 2022	<ol style="list-style-type: none"> 1. Copying files 2. Adding Sign Here in Mail 	Office (Employment and General Sub-Division Room)
2	Tuesday June 28 th , 2022	<ol style="list-style-type: none"> 1. Delivering the files in the Sub-Division of Personnel and General to the Head office aide for signature 	Office (Employment and General Sub-Division Room)
3	Wednesday June 29 th , 2022	<ol style="list-style-type: none"> 1. Writing manual letter number 2. Removing the Sign Here mark on the SKP file which has been signed by the Head of the Sub-Division of Personnel and General Affairs 	Office (Employment and General Sub-Division Room)
4	Thursday June 30 th , 2022	<ol style="list-style-type: none"> 1. Delivering the files in the Sub-Division of Personnel and General to the Head office aide for signature 2. Photocopying the salary allowance 	Office (Employment and General Sub-Division Room)
5	Friday July 1 st , 2022	<ol style="list-style-type: none"> 1. Sorting the salary that will be collected to the service 2. Photocopying the 2021 electricity budget 3. Helping staff and honorarium staff check the salary of staffing honors and General, Cleaning service 	Office (Employment and General Sub-Division Room)

Table 3.9
Agenda of Activities of the Ninth Week of July
(July 4th – 8th, 2022)

No	Day/Date	Activity	Place
1	Monday July 4 th , 2022	<ol style="list-style-type: none"> 1. Updating <i>PNS</i> data July 2022 2. Updating Position / Position Map 	Office (Employment and General Sub-Division Room)
2	Tuesday July 5 th , 2022	<ol style="list-style-type: none"> 1. Updating and revising the Officers April 2022 2. Revision of Position Map April 2022 3. Updating and revision of Employee Assistance April 2022 4. Updating and revision of Employee development data 	Office (Employment and General Sub-Division Room)
3	Wednesday July 6 th , 2022	<ol style="list-style-type: none"> 1. Marking the completed <i>SKP</i> from January, February, March, April and May 	Office (Employment and General Sub-Division Room)
4	Thursday July 7 th , 2022	Not a lot of significant work, just helping some office staff a few small jobs	Office (Employment and General Sub-Division Room)
5	Friday July 8 th , 2022	<ol style="list-style-type: none"> 1. Recaping of stakeholder data, job maps and employee assistance as of May June and July 	Office (Employment and General Sub-Division Room)

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1. Conclusion

Bappedalitbang Office of Riau Province is one of the government agencies that accept PKL, Research and Apprenticeship programs. After completing the internship program which was carried out from May 9th, to July 15th, 2022, it can be concluded as follows:

1. There are several types of work that had been carried out during the internship as follows;
Filling electronic incoming letter service, making employees' identity card, checking employees' retirement documents, checking employees' attendance recapitulation, checking and making employees' formation, making a certificate of completion of internship, archiving data on apprentices. In addition, other activities carried out are assisting supervisors to carry out their duties as Apparatus HR Analysts who fill in *PNS* data such as Updating *PNS* developments, Position Stakeholders, Position Map per month, starting from January to July.
2. Work procedures based on Standard Operating Procedure (SOP) *Bappedalitbang* Riau Province. This is a guide or reference to take carry out work tasks in accordance with the functions, work procedures, and work related agency systems. Such as the procedures for filling electronic incoming letter services, making employees' identity card, checking employees' retirement documents, checking employees' attendance recapitulation, checking and making employees' formation.
3. There are several documents that are used for activities while doing Internships, including Incoming letter format, E-office application, and Employee document formation.

4.2. Suggestion

4.2.1. Suggestion for the Office

1. Placing interns according to their field of study and abilities in order to optimize performance.
2. In some cases all employees and staff must be more disciplined and cohesive. Help each other when others are in trouble.
3. Improve the relationship between fields and sub-sectors to avoid miscommunication. Confirm each other if something happens.

4.2.2. Suggestion for English Students

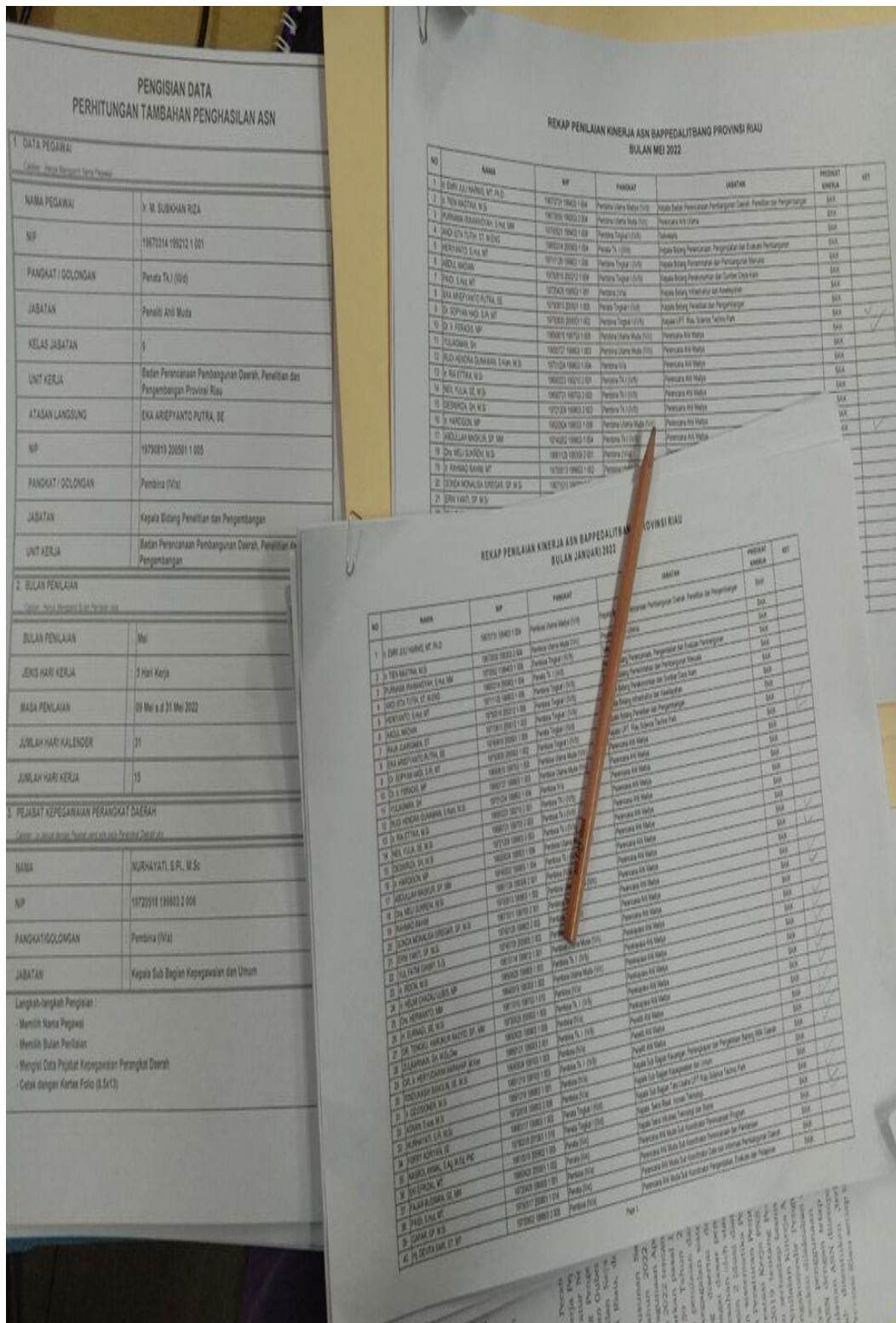
There were some suggestions for English Students, which were follows:

1. English students must improve their broader knowledge and skills which are very useful in their application in the world such as office administration, tourism and public speaking so that they are not awkward in facing the world of work.
2. English students must find the appropriate references for internships and have a wider scope, not only in companies, tour and travel agents, hotels, government agencies, but there are some unexpected places with great potential for the world of work in the future. Some of them, banks, hospitals, and mining

APPENDICES

Appendix A

List of SKP Completeness Recapitulation



Appendix B
Honorary Salary List

DAFTAR HONOR JASA OPERATOR KOMPUTER
BAPPEDALITBANG PROVINSI RIAU

BULAN APRIL 2022

NO	NAMA	JABATAN	JULAI 1 (SATU)		TANDA TANGAN
			BULAN (Rp)	DITESIMA (Rp)	
1	Rawindra Sudrajat	Operator Komputer	2.500.000	2.500.000	
2	Muhammad Fadhi	Operator Komputer	2.500.000	2.500.000	
3	Romali Noor	Operator Komputer	2.500.000	2.500.000	
4	Efrida	Operator Komputer	2.500.000	2.500.000	
5	Sudiono	Operator Komputer	2.500.000	2.500.000	
6	Imam Iqbal	Operator Komputer	2.500.000	2.500.000	
7	Nadhrah Putri Ananda	Operator Komputer	2.500.000	2.500.000	
8	Gustiana Firi	Operator Komputer	2.500.000	2.500.000	
9	Apriliaty	Operator Komputer	2.500.000	2.500.000	
10	Suratik	Operator Komputer	2.500.000	2.500.000	
11	Andi Sahputra	Operator Komputer	2.500.000	2.500.000	
12	Raji Rahmat Hidayat	Operator Komputer	2.500.000	2.500.000	
13	Zulkifli	Operator Komputer	2.500.000	2.500.000	
14	Ans Sudarwanto	Operator Komputer	2.500.000	2.500.000	
15	Siti Aminah	Operator Komputer	2.500.000	2.500.000	
16	Rini Dayanti	Operator Komputer	2.500.000	2.500.000	
17	Muhammad Yasir	Operator Komputer	2.500.000	2.500.000	
18	T. Marizon	Operator Komputer	2.500.000	2.500.000	
19	Aqusri Nanda	Operator Komputer	2.000.000	2.000.000	
20	Yahya	Operator Komputer	2.000.000	2.000.000	
21	M. Hasyrial	Operator Komputer	2.000.000	2.000.000	
22	Yanto Duryiko	Operator Komputer	2.000.000	2.000.000	
23	Wira Husni	Operator Komputer	2.000.000	2.000.000	
24	Ranty Kumali	Operator Komputer	2.000.000	2.000.000	
25	Elsa Ramayani	Operator Komputer	2.000.000	2.000.000	
26	Jendra Parindungan	Operator Komputer	2.000.000	2.000.000	
27	Muhammad Indra Shiddik N	Operator Komputer	2.000.000	2.000.000	
28	Imran Ardiansyah Amd	Operator Komputer	2.000.000	2.000.000	

DAFTAR HONOR JASA TENAGA PEMAGANGAN PRASARANA DAN SARANA
BAPPEDALITBANG PROVINSI RIAU

BULAN MARET 2022

NO	NAMA	JABATAN	JULAI 1 (SATU)		JULAI 1 (SATU) BULAN (SATU HARI) (Rp)	JUMLAH BULAN DITESIMA (Rp)
			HARI/BLN (Rp)	31 HARI (Rp)		
1	Muafi Dorni A	Tenaga Pemagangan Prasarana dan Sarana Umum (Tugas Operasional dan Mekanikal)	80.000	2.480.000	2.480.000	2.480.000
2	Pehrandi	Tenaga Pemagangan Prasarana dan Sarana Umum (Tugas Operasional dan Mekanikal)	80.000	2.480.000	2.480.000	2.480.000
JUMLAH				4.960.000	4.960.000	4.960.000

Ppk SKPD
Pekansari
Pegawai Pelembang

PURNAMA IBRAHIMSYAH S.HUT.MM
NIP. 19700251 199403 1 008

NURHAYATI
NIP. 197203

Appendix C Incumbent File

1. Rev Pemangku Juli - Microsoft Excel (Product Activation Failed)

Home Insert Page Layout Formulas Data Review View Nitro Pro 8

Cut Copy Format Painter Tipboard Font Alignment Number Styles Cells Editing

Security Warning Automatic update of links has been disabled [Enable Content](#)

F20 Analisis Monitoring dan Evaluasi Pendanaan Daerah

B	C	D	E	F	G	H
151				Analisis Perencanaan		
152	FLORA HELMI, S.STP, M.Ec.Dev	19810614 200012 1 002	Pembina Tk I, IV/b	Analisis Perencanaan		TUBELS
153				Analisis Perencanaan Anggaran		
154				Analisis Data dan Informasi		
155				Analisis Data dan Informasi		
156				Analisis Data dan Informasi		
157				Analisis Data dan Informasi		
158				Analisis Sistem Informasi		
159				Penyusun Laporan Kebijakan		
160				Pengolah Data		
161	DEVITA SARI, ST., MT	19730602 199803 2 005	Pembina IV/a	Kepala Subbidang Pengendalian, Evaluasi dan Pelaporan	S2/TEKNIK PEMBANGUNAN KOTA	
162	MERDY ARTANTO, S. Kom	19890704 201903 1 001	Penata Muda (III/a)	Pranata Komputer Ahli Pertama	S1/S-1 SISTIM INFORMASI	
163				Pengevaluasi Program dan Kinerja		
164				Pengevaluasi Program dan Kinerja		
165	WITA ISNAINI, S.Si.,M. Si	19761212 200801 2 010	Penata TK I (III/d)	Pengevaluasi Program dan Kinerja	S1 / S-1 BIOLOGI	
166	SAFRianto, S.I.P	19780918 200801 1 017	Penata (III/c)	Analisis Perencanaan, Evaluasi dan Pelaporan	S1 / S-1 ILMU POLITIK	
167	Ir. DEWI MURNI, MP	19640612 199903 2 002	Pembina (IV/a)	Analisis Perencanaan, Evaluasi dan Pelaporan	S2. MAGISTER PERTANIAN	
168	APRILIA SUNDARI, S.Si	19850402 200903 2 003	Penata (III/c)	Analisis Pembangunan	S1 / S-1 STATISTIK	
169				Pengelola Program dan Kegiatan		
170				Pengolah Data Monitoring dan Evaluasi Pendanaan Daerah		
171	MULIYAN	19760706 200004 1 046	Penata Muda Tk I (III/b)	Penata Muda Tk I (III/b)		

Activate Windows
Go to Settings to activate Windows

Appendix D

Civil Service Progress File

5. MEI 2022. PERKEMBANGAN PNS (209)_Update - Microsoft Excel (Product Activation Failed)

File Home Insert Page Layout Formulas Data Review View Nitro Pro 8

Cut Copy Paste Format Painter Clipboard Font Alignment Number Styles Cells Editing

G24

REKAPITULASI JUMLAH APARATUR SIPIL NEGARA
MENURUT GOLONGAN, PENDIDIKAN, JENIS KELAMIN, DIKLAT PERJENJANGAN DAN JABATAN
STATUS : 17 MEI 2022

NAMA INSTANSI : BAPPEDALITBANG PROVINSI RIAU

NO	JENIS KELAMIN	GOLONGAN				JUMLAH	PENDIDIKAN FORMAL						JUMLAH	DIKLAT PENGEJANGAN				STRUKTURAL					JUMLAH	KET			
		I	II	III	IV		SD	SLTP	SLTA	D-III	D-IV	S-1		S-2	S-3	ADUMPIM IV	SPAMA /PIM III	SPAMEN/ PIM II	SPATV PIM I	I	II	III			IV	V	
1	Laki-laki	3	12	63	38	116	3	0	16	2	6	38	40	11	116	20	12	3	0	35	0	1	7	4		12	
2	Perempuan	0	5	70	18	93	0	0	8	2	5	41	35	2	93	10	6	1	0	17	0	0	0	1		1	
TOTAL		3	17	133	56	209	3	0	24	4	11	79	75	13	209	30	18	4	0	52	0	1	7	5		13	

PEKANBARU, Mei 2022
PIL. KEPALA BADAN PERENCANAAN PEMBANGUNAN DAERAH
PROVINSI RIAU

SUPRIADI, S.Hut, MT
Pembina
NIP. 19710806 199203 1 003

Appendix E

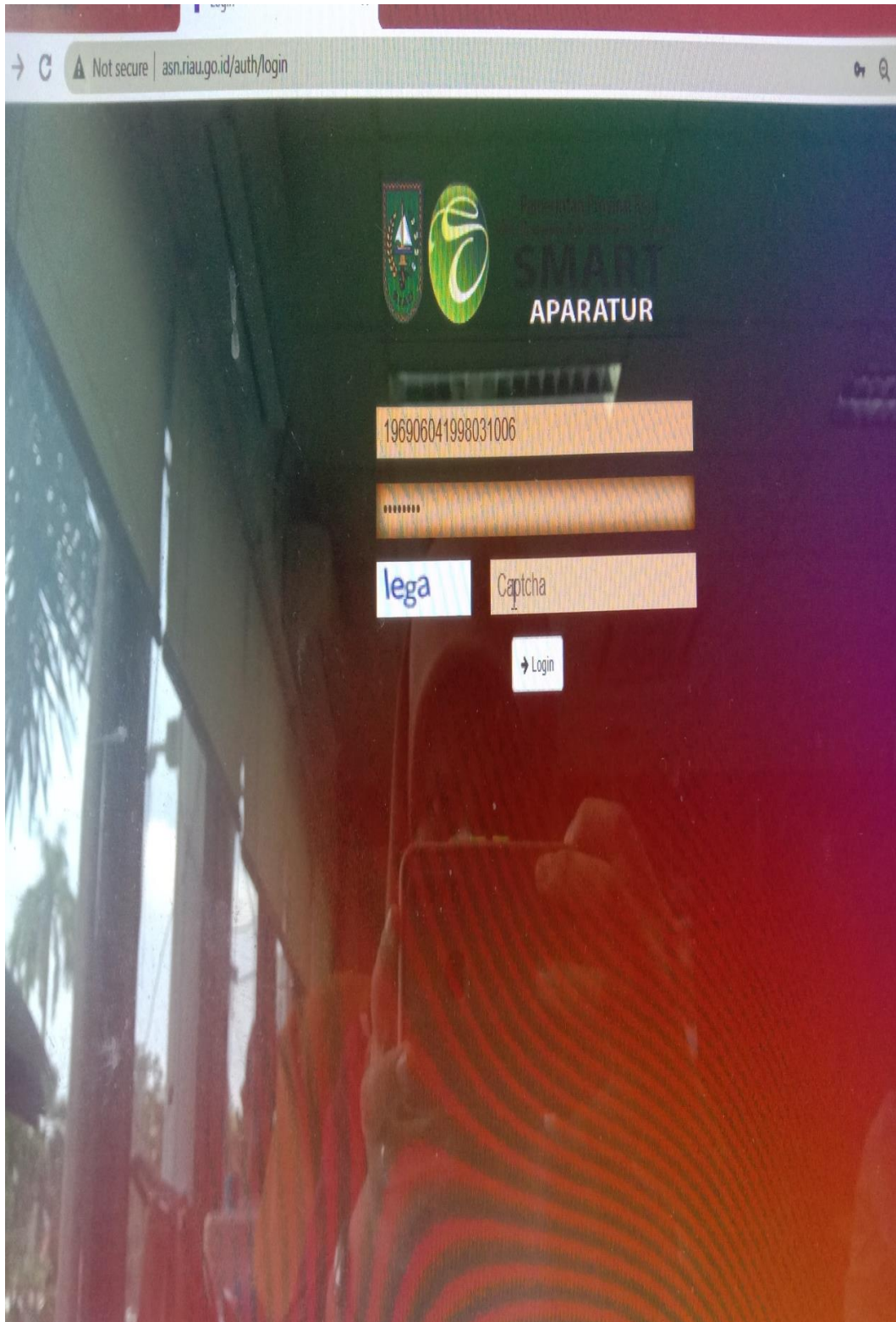
File List of Civil Servants' Development Names

5. MEI 2022. PERKEMBANGAN PNS (209)_Update - Microsoft Excel (Product Activation Failed)

DAFTAR PERKEMBANGAN APARATUR SIPIL NEGARA
LINGKUP BAPPEDALITBANG PROVINSI RIAU
PERIODE MEI 2022

NO.	NAMA/NIPT TEMPAT TANGGAL LAHIR	WAL MASUK KE BAPPED	PANGKAT TERAKHIR TMT, NO. SK, TGL. SK	JABATAN TMT NO. SK, TGL. SK. ESEKON	JABATAN CPNS SK PERTAMA	PENDIDIKAN FORMAL	PENDIDIKAN PENJENJANGAN TEKNIK	KET	
								PENGALAMAN KERJA	INFORMASI KARPEG
1	2	3	3	4	5	6	6	7	8
##	YESSY ARIYANTI 19761023 200604 2 009 Pekabaru 23-11-1976	Staf Bappeda Provinsi Riau No. 310.2/BKADP-Adm/12 TMT. 01-03-2007	Pangkat Muda IIIb TMT. 01-04-2022 No. Kpts. 640/III/2022 Tgl. 15-03-2022	Pengadministrasi Kepegawain TMT. Kpts. Tgl.	Analisis Kepegawain	SMEA	- LPJ - Analis Kepegawain Transpil	- Staf Subbag. Kepegawain - Staf Subbag. Umum & Kepegawain Bappeda Provinsi Riau - Staf Subbag. Umum Bappeda Provinsi Riau - Staf Subbag. Kepegawain & Umum Bappeda Provinsi Riau	RI. 081313
##	ERWIN SAMPUTRA, S.STP 19340822 201808 1 001 22-08-1934	Tgl. 08-05-2022	Pangkat Muda IIIb TMT. 01-08-2018 Kpts. Tgl.	Pengabdian Monitoring dan Evaluasi TMT. Kpts. Tgl.		DA.	- LPJ	- Pindahan dari Kab. Bintan - Staf Bidang Penertiban dan Pembangunan Monev	B.00042303
##	HENDRI RUDY 19640921 200701 1 003 Banghalis, 21-09-1964	Staf Bappeda Provinsi Riau Kpts. 226/III/2019 Tgl. 27-03-2019 TMT. 01-04-2019	Pangkat Tk. I IIIb TMT. 01-04-2019 Kpts. 653/III/2019 Tgl. 21-03-2019	Pengadministrasi Perencanaan dan Program TMT. Kpts. Tgl.	Siswa Pengaman Kantor	STM	- LPJ	- Staf Subbag. Umum & Kepegawain Bappeda Provinsi Riau - Staf Subbid. Lingkungan Hidup & Tata Ruang - Staf Subbid. Perencanaan Lingkungan Hidup dan Tata Ruang - Staf Bidang Perumahan, Pemukiman dan Transmigrasi - Staf Bidang Infrastruktur dan Kenyamanan old Subrang	RI. 538694
191	JURIDIN 19670723 201001 1 005 Indragiri Hilir, 25-01-1967	Staf Bappeda Provinsi Riau Slk. 824.A/1012010/124 Tgl. 16-06-2010	Pangkat Tk. I IIIb TMT. 01-04-2019 Kpts. 666/III/2019 Tgl. 23-03-2019	Pengadministrasi Umum TMT. Kpts. Tgl.	Copir	SCTA	- LPJ	- BKD - Staf Subbid. Penelitian Pembangunan Bappeda Prov. Riau - Staf Subbag. Umum & Kepegawain Bappeda Prov. Riau - Staf Subbag. Umum Bappeda Prov. Riau old subrang	RI. 538591
##	HAJAMUDIN	Staf Bappeda Provinsi Riau	Pangkat Tk. I	Pengadministrasi Perencanaan	Siswa Pengaman Kantor	MA	- LPJ	- Staf Subbag. Umum & Kepegawain Bappeda Prov. Riau	RI. 538588

Appendix F
SMART BAPPEDALITBANG on Website



Appendix G

Internship Completion Letter File

Surat Keterangan Magang (Compatibility Mode) - Microsoft Word (Product Activation Failed)

Home Insert Page Layout References Mailings Review View Nitro Pro 8

Cut Copy Format Painter

Font Arial 16 Bold Italic Underline Text Color Background Color

Paragraph Paragraph Styles

Emphasis Heading 1 Heading 5 Normal Strong Subtitle Title

Find Replace Select

PEMERINTAH PROVINSI RIAU
BADAN PERENCANAAN PEMBANGUNAN DAERAH
Jln. Gajah Mada Telp. (0761) 36031-36032 Fax. (0761) 36035
e-mail : sekretariat@bappeda.riau.go.id
PEKANBARU

SURAT KETERANGAN

Yang bertanda tangan dibawah ini :

Nama	: AHMAD HAJAZI, SE, M.Si
NIP	: 19670924 199403 1 009
Pangkat/Gol	: Pembina Utama Muda (IV/c)
Jabatan	: Sekretaris Bappeda Provinsi Riau

Dengan ini menerangkan bahwa Mahasiswa:

Nama	: WIWIN AMALIA RITONGA
NIM	: 13/352747/PA/15697
Program Studi	: Fakultas MIPA Universitas Gajah Mada

Telah melakukan Kerja Praktek di Badan Perencanaan Pembangunan Daerah Provinsi Riau selama 1 (satu) bulan terhitung mulai tanggal 13 Januari s/d 12 Februari 2016.

Demikian Surat Keterangan ini dibuat, untuk dapat dipergunakan sebagaimana mestinya.

PEMERINTAH PROVINSI RIAU
BADAN PERENCANAAN PEMBANGUNAN DAERAH
Jln. Gajah Mada Telp. (0761) 36031-36032 Fax. (0761) 36035
e-mail : sekretariat@bappeda.riau.go.id
PEKANBARU

SURAT KETERANGAN

Yang bertanda tangan dibawah ini :

Nama	: AHMAD HAJAZI, SE, M.Si
NIP	: 19670924 199403 1 009
Pangkat/Gol	: Pembina Utama Muda (IV/c)
Jabatan	: Sekretaris Bappeda Provinsi Riau

Dengan ini menerangkan bahwa Mahasiswa:

Nama	: EKO WALUYO
NIM	: 11351101734
Fakultas	: Sains dan Teknologi

Telah melakukan Observasi Kerja Praktek di Badan Perencanaan Pembangunan Daerah Provinsi Riau selama 1 (satu) bulan terhitung mulai tanggal 15 Februari s/d 15 Maret 2016.

Demikian Surat Keterangan ini dibuat, untuk dapat dipergunakan sebagaimana mestinya.

Appendix H
 Consultation Sheet of Apprenticeship

**REVISION LIST
 APPRENTICESHIP REPORT**

Name : Nur Aida Harahap
 NIM : 5203191104
 Advisor : Arita Destianingsih., M.Pd
 Location : *Bappedalitbang* Office of Riau Province

NO	DAY/DATE	REVISION	ADVISOR
1.	Friday, 13 th May 2022	Consultation	APP
2.	Wed, June 8 th , 2022	Report the problem & progress	APP
3.	Mon, 25 th July 2022	checking apprenticeship report	APP
4.	Thursday, July 28 th 2022	Checking & Correcting the apprenticeship report	APP
5.	Monday, August 1 st , 2022.	ACC	OK

Bengkalis, July 26th, 2022

Advisor



Arita Destianingsih., M.Pd

NIK. 1200133

Appendix I

Letter of Completed Apprenticeship

**PEMERINTAH PROVINSI RIAU**
BADAN PERENCANAAN PEMBANGUNAN DAERAH
PENELITIAN DAN PENGEMBANGAN
Jln. Gajah Mada Telp. (0761) 36031-36032 Fax. (0761) 36035
e-mail : sekretariat@bappeda.riau.go.id
PEKANBARU

SURAT KETERANGAN
Nomor. 000 / Bappeda/Litbang-Serr / 0410-1

Yang bertanda tangan dibawah ini :

Nama : **NURHAYATI, S.Pi, M.Sc**
NIP. : 19720518 199803 2 006
Pangkat/Gol. : Pembina (IV/a)
Jabatan : Kasubbag. Kepegawaian dan Umum

Menerangkan bahwa :

Nama : **NUR AIDA HARAHAP**
NIM : 5203191104
Program Studi : D3 Bahasa Inggris


Telah melakukan Magang di Badan Perencanaan Pembangunan Daerah Penelitian dan Pengembangan Provinsi Riau selama 2 (Dua) bulan terhitung mulai tanggal 9 Mei s/d 11 Juli 2022.

Demikian Surat Keterangan ini dibuat untuk dipergunakan sebagaimana mestinya.

Pekanbaru, 08 Juli 2022
KASUBBAG. KEPEGAWAIAN DAN UMUM


NURHAYATI, S.Pi, M.Sc
Pembina
NIP. 19720518 199803 2 006

Appendix J
Certificate of Apprenticeship



SERTIFIKAT


**Kepala Badan Perencanaan Pembangunan Daerah,
Penelitian dan Pengembangan Provinsi Riau**

Kepada :

NUR AIDA HARAHAP

Yang Telah Melaksanakan
Praktik Kerja Lapangan di Bappedalitbang Provinsi Riau, pada 9 Mei-15 Juli
Pekanbaru, 15 Juli 2022

**Kepala Badan Perencanaan Pembangunan
Daerah, Penelitian dan Pengembangan
Provinsi Riau**


Ir. EMRI ALI MURNIS, M. T. Ph, D

Appendix K
Apprentice Appraisal Letter



PEMERINTAH PROVINSI RIAU
BADAN PERENCANAAN PEMBANGUNAN
DAERAH PENELITIAN DAN PENGEMBANGAN
Jln. Gajah Mada Telp. (0761) 36031-36032 Fax. (0761) 36035
e-mail : sekretariat@bappeda.riau.go.id
PEKANBARU

PENILAIAN DARI INSTANSI KERJA PRAKTEK

Nama : NUR AIDA HARAHAP
NIM : 5203191104
Program Studi : D-III BAHASA INGGRIS
Politeknik Negeri Bengkalis

No.	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	98
2.	Tanggung-jawab	25%	98
3.	Penyesuaian diri	10%	98
4.	Hasil Kerja	30%	98
5.	Perilaku secara umum	15%	98
Total Jumlah (1+2+3+4+5)		100%	

Keterangan :

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

Catatan :

Mampu dalam mengidentifikasi pengelolaan data dan permasalahan pekerjaan dalam menggunakan formula jabatan yang berdasarkan pangkat / golongan dan jabatan 74. terdapat dalam satu jabatan sebagai peloncon Pekanbaru, July 08th 2022 Ancaia jabatan (anjak)

IRNAWATI, SE., M.Si
Analisis SDM Aparatur

Appendix L

Absence during Apprenticeship

DAFTAR HADIR MAGANG BAPPEDALITBANG PROVINSI RIAU
 BULAN FEBRUARI 2022

No.	NAMA	BIDANG & HP	FEBRUARI 2022																															
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
1.	Nur Aida Harahap	Bidang Umum No. HP: 082377257750																																
2.	Hanna Fadwa	Bidang Pekerjaan dan Pembangunan																																
3.	Salsabila Yessron Ardhi	Bidang I No. HP: 082385589290																																
4.	Rahma Dharma	Bidang I No. HP: 0812-8060-3465																																
5.	DARA SYIFA K	Bidang III																																
6.	Rogina Nurwati	Bid. IV																																

DAFTAR HADIR MAGANG BAPPEDALITBANG PROVINSI RIAU
BULAN JUNI 2022

No.	NAMA	BIDANG & HP	JUNI 2022																														
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
1.	Salsabila Teresia Adha	Bidang I	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.	Nur Adia Hrp.	Bidang Umum 0823 7725 7150	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.	Husna Fatma	Bidang Penelitian & Pengembangan		✓																													
4.	Kelma Dava	Bidang I		✓																													
5.	Dara Syifa K.	Bidang III	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6.	Feryn Nbrarah	BID III	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

7. Ageng Wulan Saputri Bidang III N/A


DAFTAR HADIR MAGANG BAPPEDALITBANG PROVINSI RIAU
BULAN JULI 2022



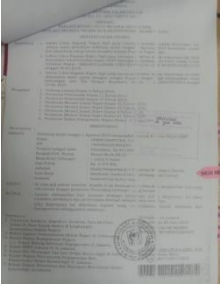

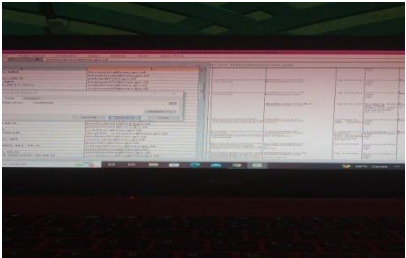
No.	NAMA	BIDANG & HP	JUNI 2022																																
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
1.	Nur Aida Harahap	Subbag Kependidikan dan Umum 0823 7725 7750	HP			HP	HP	HP	HP																										
2.	Husna fatma	Badang V	HP			HP	HP	HP	HP																										
3.	Sasriz Datta Lasly	Ekonomi & SDM Badang III 0822 8937 4333																																	
4.	Diah Ayu Angraeni	1. pers. Struktur dan # Keunggulan 0823 835 8139																																	
5.	Fakimah Zahara	R. Rang II 0821-3343 3314																																	
6.	Jihan Nurul Arizah	Badang II 08231040 2314																																	

Appendix M
DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)

Day : Monday – Friday

Date : May 9th – 13th, 2022


No	Day/Date	Activity
1	Monday May 9 th , 2022	1. Submission of an internship cover letter from campus to the general department and introduction to the office environment
2	Tuesday May 10 th , 2022	1. Add Sign Here and open Sign Here signed file 2. Write manual letter numbers using a pen
3	Wednesday May 11 th , 2022	1. Put the Sign Here sign on the letter to be signed by the Secretary of <i>Bappedalitbang</i> of Riau Province
4	Thursday May 12 th , 2022	1. Fill in the incoming letter form in the e-office application 2. Checking the names of <i>BAPPEDALITBANG</i> and groups 3. Added Sign Here in letter
5	Friday May 13 th , 2022	1. Recap the database on the class and latest formal education of <i>BAPPEDALITBANG Bappedalitbang</i> of Riau Province
Signature 		Note: If the job is difficult, don't hesitate to ask

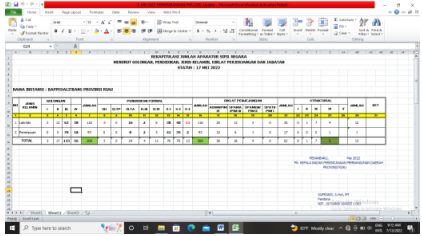
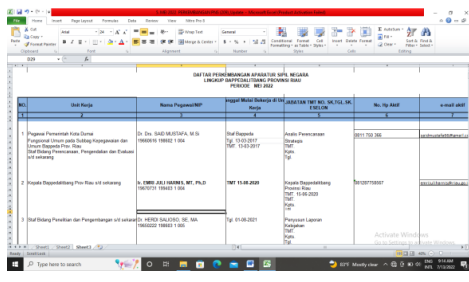
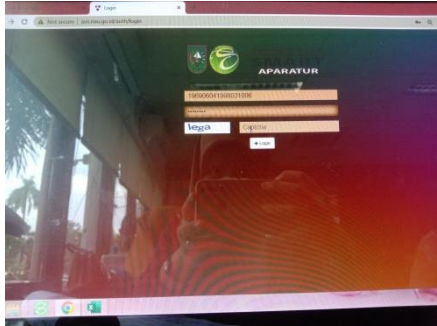
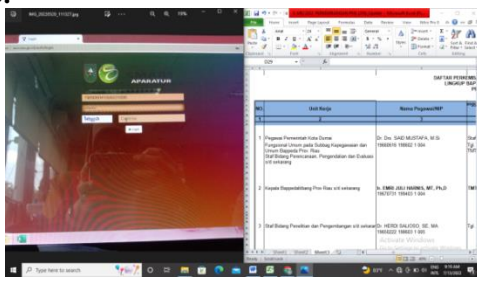
Picture	Information
<p>1.</p> 	<p>Directed to the room that has been listed in the official memo,</p>
<p>2.</p> 	<p>Write letter numbers manually</p>
<p>3.</p> 	<p>Added Sign Here in file</p>
<p>4.</p> 	<p>Fill in the incoming letter form in the e-office application</p>
<p>5.</p> 	<p>Recap the database on the class and latest formal education of <i>BAPPEDALITBANG Bappedalitbang</i> of Riau Province</p>

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

Day : Monday – Friday

Date : May 16th – 20th, 2022


No	Day/Date	Activity
1	Monday May 16 th , 2022	OFF
2	Tuesday May 17 th , 2022	3. Recap the latest database covering class and formal education 4. Photocopying files
3	Wednesday May 18 th , 2022	3. Create a manual serial number for the attendance of all <i>Bappedalitbang</i> employees of Riau Province 4. Correcting the latest <i>BAPPEDALITBANG</i> data for May 2022
4	Thursday May 19 th , 2022	3. Correcting the database using the information on the website <i>BAPPEDALITBANG.riau.go.id</i> 4. Fill in the blank data and match the data on the website with the existing data.
5	Friday May 20 th , 2022	2. Fill in the blank data obtained from the website <i>BAPPEDALITBANG.riau.go.id</i> to the Ms.Excel file
Signature 		Note: Good Job!

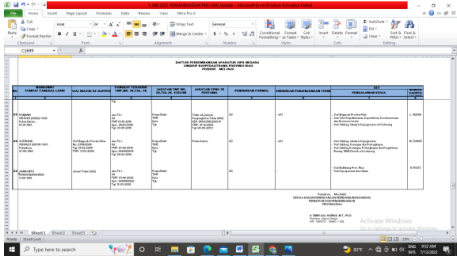

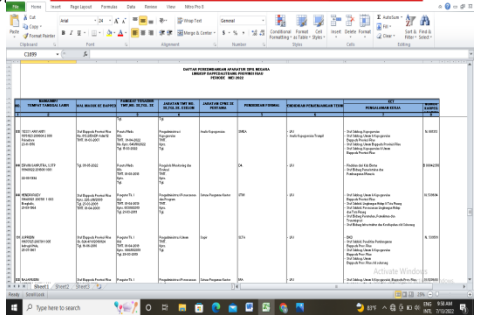
Picture	Information
<p>2.</p> 	<p>Recap the latest database covering class and formal education</p>
<p>3.</p> 	<p>Correcting the latest <i>BAPPEDALITBANG</i> data for May 2022</p>
<p>4.</p> 	<p>Correcting the database using the information on the website <i>BAPPEDALITBANG.riau.go.id</i></p>
<p>5.</p> 	<p>Fill in the blank data obtained from the website <i>BAPPEDALITBANG.riau.go.id</i> to the Ms.Excel file</p>

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

Day : Monday – Friday

Date : May 23rd – 27th, 2022


No	Day/Date	Activity
1	Monday May 23 rd , 2022	<ol style="list-style-type: none"> 1. Fill in the employee database 2. Checking the files of apprenticeship, PKL and Research children at the <i>Bappedalitbang</i> Office of Riau Province 3. Print the file related to the apprentice to make a letter of completion of the apprenticeship for one of the apprentices who have completed
2	Tuesday May 24 th , 2022	Not coming to the office because of illness
3	Wednesday May 25 th , 2022	<ol style="list-style-type: none"> 1. Recap the data of interns 2. Write the number and date of the letter manually
4	Thursday May 26 th , 2022	OFF
5	Friday May 27 th , 2022	<ol style="list-style-type: none"> 1. Entering <i>BAPPEDALITBANG</i> data
Signature 		Note: Take care of your health so you don't get sick

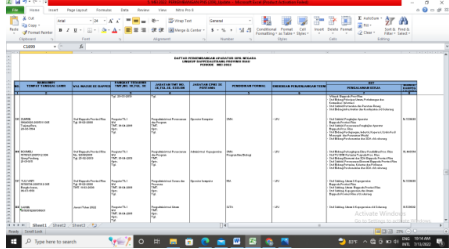

Picture	Information
<p>1.</p> 	<p>Fill in the employee database</p>
<p>3.</p> 	<p>Recap the data of interns</p>
<p>5.</p> 	<p>Entering <i>BAPPEDALITBANG</i> data</p>

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

Day : Monday – Friday

Date : May 30th – June 3rd, 2022


No	Day/Date	Activity
1	Monday May 30 th , 2022	Not coming to the office because of illness
2	Tuesday May 31 th , 2022	1. Inputting data on the list of <i>BAPPEDALITBANG</i> developments within the <i>Bappedalitbang</i> of Riau Province
3	Wednesday June 1 st , 2022	OFF
4	Thursday June 2 nd , 2022	1. Check and edit employee data as of April, May and June 2. Counting employees including echelon, functional, and staff
5	Friday June 3 rd , 2022	1. Checking <i>Bappedalitbang</i> of Riau Province employee data with Supervisor
<p style="text-align: center;">Signature</p> 		<p>Note: <i>Capek ya? Kerjain pelan-pelan aja, nggak harus cepat kok</i></p>

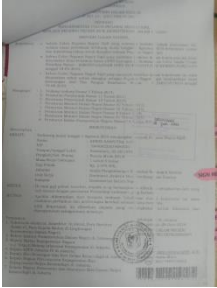
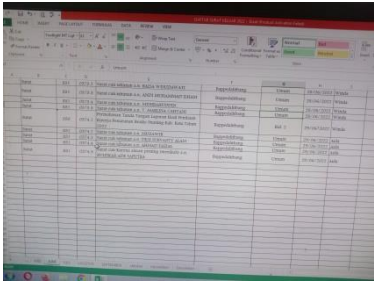

Picture	Information
<p>2.</p> 	<p>Inputting data on the list of <i>BAPPEDALITBANG</i> developments within the <i>Bappedalitbang</i> of Riau Province</p>
<p>4.</p> 	<p>Counting employees including echelon, functional, and staff</p>

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

Day : Monday – Friday

Date : June 6th – 10th, 2022


No	Day/Date	Activity
1	Monday June 6 th , 2022	1. Stamping / legalizing employee files 2. Photocopy file
2	Tuesday June 7 th , 2022	1. Record the numbering of incoming mail from 18 May – 24 May 2022
3	Wednesday June 8 th , 2022	1. Unsigning Sign Here for signed files 2. Photocopy of <i>BAPPEDALITBANG</i> files and proposals to be submitted to finance
4	Thursday June 9 th , 2022	1. Correct the wrong letter date manually 2. Requesting a signature from the Head of Subdivision of Civil Service and General Affairs
5	Friday June 10 th , 2022	Not a lot of significant work, just helping some office staff a few small jobs
<p style="text-align: center;">Signature</p> 		<p>Note: Fighting!</p>


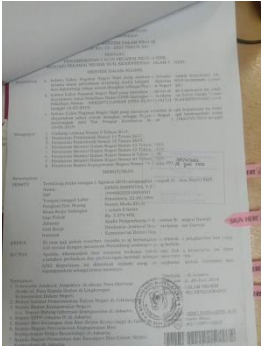

Picture	Information
<p>1.</p> 	<p>Stamping / legalizing employee files</p>
<p>2.</p> 	<p>Record the numbering of incoming mail from 18 May – 24 May 2022</p>
<p>4.</p> 	<p>Correcting wrong letter date manually</p>

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

Day : Monday – Friday

Date : June 13th – 17th, 2022


No	Day/Date	Activity
1	Monday June 13 th , 2022	1. Sorting Data 2. Deliver the files in the Sub-Division of Personnel and General to the Head office aide for signature
2	Tuesday June 14 th , 2022	1. Deliver the files in the Sub-Division of Personnel and General to the Head office aide for signature 2. Removing the Sign here sign from the signed file
3	Wednesday June 15 th , 2022	Not a lot of significant work, just helping some office staff a few small jobs
4	Thursday June 16 th , 2022	1. Stamp multiple files 2. Photocopy some signed files for archive
5	Friday June 17 th , 2022	1. Manually note the letter number
Signature 		Note: Keep trying don't give up



Picture	Information
<p>1.</p> 	<p>Sorting Data</p>
<p>4.</p> 	<p>Sorting Tasting multiple Data files</p>
<p>5.</p> 	<p>Note the letter number manually</p>

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

Day : Monday – Friday

Date : June 20th – 24th, 2022


No	Day/Date	Activity
1	Monday June 20 th , 2022	<ol style="list-style-type: none"> 1. Collect the latest internship files 2. Sorting and inputting interns data manually
2	Tuesday June 21 st , 2022	<ol style="list-style-type: none"> 1. Deliver the files in the Sub-Division of Personnel and General to the Head office aide for signature 2. Photocopying the necessary files as a guide in the field of personnel and general
3	Wednesday June 22 nd , 2022	<ol style="list-style-type: none"> 1. Deliver the files in the Sub-Division of Personnel and General to the Head office aide for signature
4	Thursday June 23 rd , 2022	<ol style="list-style-type: none"> 1. Manually note the letter number 2. Correct the wrong letter date manually
5	Friday June 24 th , 2022	<ol style="list-style-type: none"> 1. Manually note the letter number
<p style="text-align: center;">Signature</p> 		<p>Note:</p> <p>Maybe there's still a little work this week, just be patient</p>

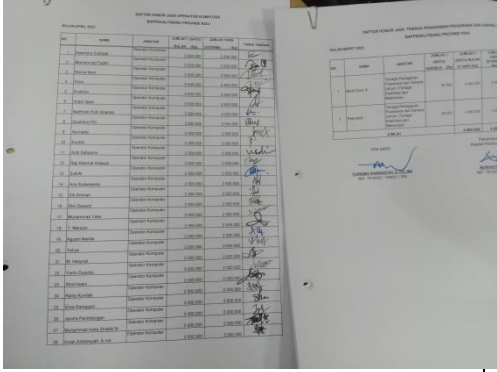

Picture	Information
<p>1.</p> 	<p>Collecting the latest internship files</p>
<p>4.</p> 	<p>Note the letter number manually</p>

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

Day : Monday – Friday

Date : June 27th – July 1st, 2022


No	Day/Date	Activity
1	Monday June 27 th , 2022	1. Copy files 2. Added Sign Here in Mail
2	Tuesday June 28 th , 2022	1. Deliver the files in the Sub-Division of Personnel and General to the Head office aide for signature
3	Wednesday June 29 th , 2022	1. Write manual letter number 2. Remove the Sign Here mark on the <i>SKP</i> file which has been signed by the Head of the Sub-Division of Personnel and General Affairs
4	Thursday June 30 th , 2022	1. Deliver the files in the Sub-Division of Personnel and General to the Head office aide for signature 2. Photocopying the salary allowance
5	Friday July 1 st , 2022	1. Sorting the salary that will be collected to the service 2. Photocopying the 2021 electricity budget 3. Helping staff and honorarium staff check the salary of staffing honors and General, Cleaning service
<p style="text-align: center;">Signature</p> 		<p>Note: Enthusiasm even though there is a lot of work</p>

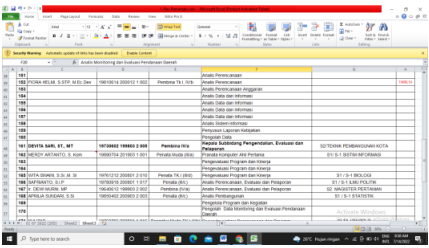

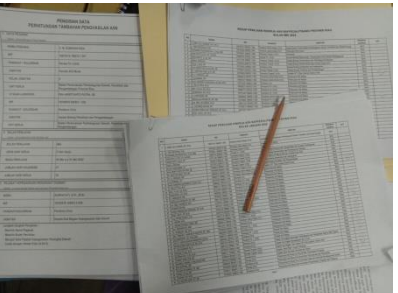

Picture	Information
<p data-bbox="347 353 375 383">4.</p>  <p>The image shows two documents. The left document is a list of staff names and their respective salary allowances, with handwritten notes and signatures. The right document is a form titled 'DAFTAR GAJI DAN TUNJANG PEGAWAI' (Salary and Allowance List) with columns for name, position, and salary details.</p>	<p data-bbox="858 353 1236 383">Photocopying the salary allowance</p>
<p data-bbox="347 813 375 842">5.</p>  <p>The image shows a woman in a black hijab and uniform looking at a large document on a desk. Other people are visible in the background, suggesting a busy office or administrative setting.</p>	<p data-bbox="858 813 1316 936">Helping staff and general staff honorarium check salaries and general staffing honorarium, Cleaning service</p>

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

Day : Monday – Friday

Date : July 4th – 8th, 2022

No	Day/Date	Activity
1	Monday July 4 th , 2022	1. Update <i>PNS</i> data July 2022 2. Update Position / Position Map
2	Tuesday July 5 th , 2022	1. Updating and revising the Officers April 2022 2. Revision of Position Map April 2022 3. Update and revision of Employee Assistance April 2022 4. Update and revision of Employee development data
3	Wednesday July 6 th , 2022	1. Menandai <i>SKP</i> yang sudah lengkap dari bulan januari, Februari, Maret, April dan Mei
4	Thursday July 7 th , 2022	Tidak banyak pekerjaan yang signifikan, hanya membantu beberapa staff kantor beberapa pekerjaan kecil
5	Friday July 8 th , 2022	1. Merekap data pemangku, peta jabatan dan esistensi pegawai per Mei Juni dan Juli
<p style="text-align: center;">Signature</p> 		<p>Note:</p> <p>Hopefully the knowledge gained is useful</p>

Picture	Information
<p>1.</p> 	<p>Update <i>PNS</i> data July 2022</p>
<p>2.</p> 	<p>Updating and revising the Officers April 2022</p>
<p>3.</p> 	<p>Mark the completed <i>SKP</i> from January, February, March, April and May</p>
<p>5.</p> 	<p>Recap of incumbent data, job maps and employee assistance as of May, June and July</p>