

**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*



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APPROVAL SHEET

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ACCEPTANCE SHEET

This is to certify that we have been examined the apprenticeship report of **Husna Fatma Reg. Number 5203191121** 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 complete and satisfactory in all respects, and all revisions required by the apprenticeship report examining committee had been made.

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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, 2022

Writer

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CHAPTER I

INTRODUCTION

1.1. Background of Apprenticeship

An internship is a work placement with a company, agency or organization that aims to provide work experience as well as new skills, which can be useful for the future. Internship is also one of the main requirements to go through the graduation process. Internships are very important for students, because with internship students can get the occasion to know the dynamic of the world of work.

State Polytechnic of Bengkalis requires students to join an internship program in order to graduate. This program also ensures that students have adaptability, work ethic, and are responsible especially in the world of work. This program is intended to ensure students have the ability to adapt, work ethic, and responsibility in the work environment, especially those that lead to the abilities and provisions obtained during lectures. Besides, apprenticeship gives a lot of experience and knowledge for students so that it can be used as a reference in the world of work and job hunting.

A successful internship will lead to great achievements in the workplace. State Polytechnic of Bengkalis has several majors such as: Naval Architecture, Mechanical Engineering, Electrical Engineering, Civil Engineering, Language, Business Administration, Information Technology, and Maritime are among the eight departments at the State Polytechnic of Bengkalis. There are two mandatory graduation requirements for students at the State Polytechnic of Bengkalis: apprenticeship and final project. Apprenticeship is supposed to be done in organizations or institutions that are appropriate and related to the major and background of the student.

English Study Program is one of the Study Programs in Language Department at State Polytechnic of Bengkalis. The internship program is one of the prerequisites before graduating. Bengkalis State Polytechnic provides learning and

training opportunities through this apprenticeship program to build professional skills in the fields of science and technology for all students at Bengkalis State Polytechnic. Therefore, the author chose and had the opportunity to do an internship at the Bappedalitbang Office in Riau Province.

The apprenticeship was held at the Riau Province *Bappedalitbang* Office, Jl. Gajah Mada-Pekanbaru City-Pekanbaru City-Riau. This internship is intended to apply and fulfill student competencies. The apprenticeship opportunity at the Riau Province *Bappedalitbang* Office had been held from May 09 to July 15 2022 in the Research and Development section of *Bappedalitbang*. The reason for choosing this office is since *Bappedalitbang* of Riau Province is one of the many 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. Hopefully this program would give great experience for the apprentice.

1.2. Purpose of the Apprenticeship

The purpose of the apprenticeship as follows:

1. To find out the work program as conducting in the Research and Development Section of *Bappedalitbang* Riau Province.
2. To know working procedures applied in the the Research and Development Section of *Bappedalitbang* Office of Riau Province.
3. To know documents used for Operations in the Research and Development 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 obtain new greatinsight after its implementation 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 in the field 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.



Figure 2.1.1
Bappedalitbang Office of Riau Province

2.2. Vision and Mission

2.2.1. Vision Of Governor Riau Province

“The realization of Riau Province as a Malay Economic and Cultural Center in a Religious Society, Prosperous Born and Inner, in Southeast Asia in2025”.

2.2.2. Mission Of Governor Riau Province

1. Realizing Faithful, Quality and Competitive Human Resources through Full Human Development,
2. Realizing Equitable and Environmentally Friendly Regional Infrastructure Development,
3. Realizing Economic Development that is inclusive, Independent and Competitive,
4. Realizing Malay Culture as a Competitive and Competitive State Umbrella

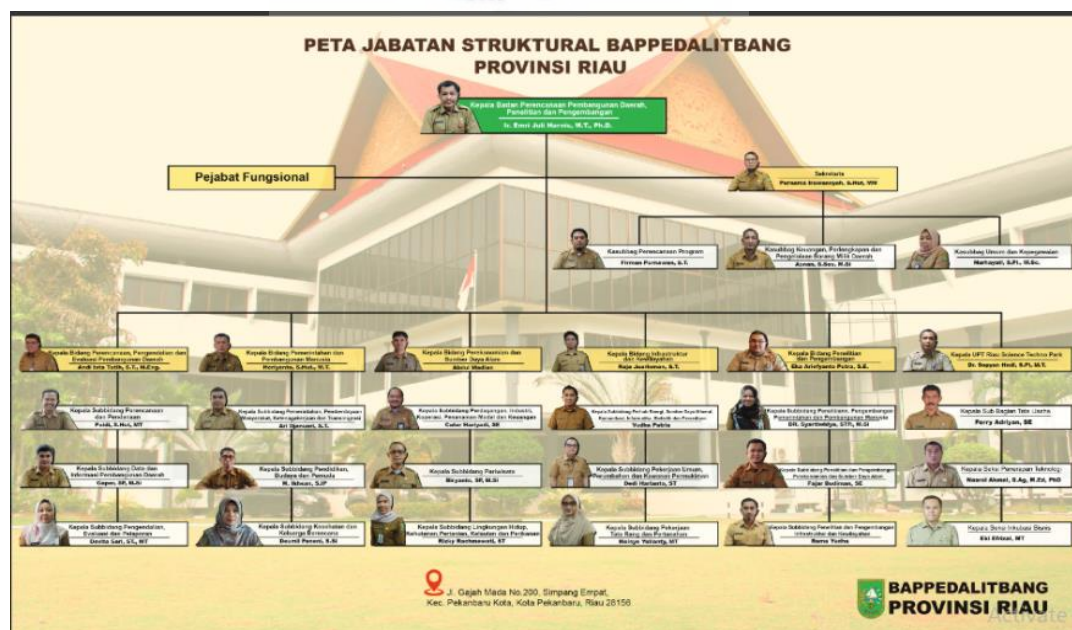
5. Realizing Good Governance and excellent Public Services based on Information Technology.

2.3. Kinds of Bussiness

The *Bappedalitbang* of Riau Province is one of the regional apparatuses whose function is to assist the government in developing and developing the region. Regional Development Planning Agency, Research and Development (*Bappedalitbanglitbang*), Riau Province as one of the regional technical institutions tasked and responsible for the preparation of the Regional Development Plan document consisting of synergistic, participatory, and accountable long-term (RPJPD), medium-term (RPJMD), and short-term (RKPD). This Regional Development Planning, Research and Development (*Bappedalitbanglitbang*) document will be used as a guide/reference in preparing the Work Plan (Renja) and as material for the preparation of the RKPD draft.

2.4. Organizational Structure

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



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

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.

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

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

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

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

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

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

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 ASN *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 started from at 08.00 a.m to 16.00 p.m. While working hours for Thursday and Friday are started from 08.00 a.m to 16.30 p.m.

There were several of main jobs during conducted the apprenticeship at *Bappedalitbang* Office of Riau Province, describe as follow:

1. IGA (Innovative Government award)
2. IPKD (Indeks pengelolaan Keuangan Daerah)
3. Writing a Letter
4. Write a decision letter (*SK*)
5. Taking note in the meeting process
6. Translating Proposals

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 arrying out work in accordance with the functions, work procedures and work systems of the relevant agency. Officials and descriptions of the main duties & functions of the Head of Research and Development Division of *Bappedalitbang* Riau Province in accordance with Riau Governor Regulation Number 61 of 2021 concerning Position, Organizational Structure, Duties and Functions, and Work Procedures of the Regional Development Planning Agency, Research and Development of Riau Province. The work procedures carried out by the task are described as follows:

1. IGA (Innovative Government Awards)

IGA is an award given by the Ministry of Home Affairs. The awarding of innovative government awards is one of the events to measure the innovation index of each region. Apprentices are asked by their supervisor to make IGA SOP with directions from their superiors. The steps for making the first SOP IGA are by making announcements to outside OPD after that socializing the IGA measurement to all regional apparatus, coordinating data by OPD into APK, integrating data from OPD that has been inputted and finally inputting the results of the Provincial IGA to the Ministry of Home Affairs.

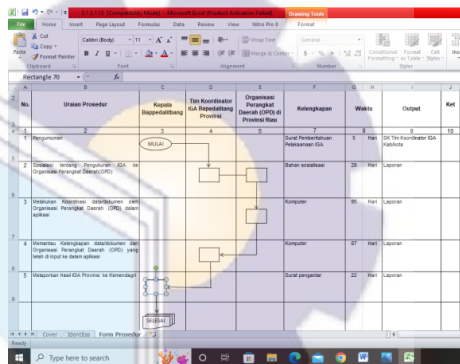


Figure 3.1 SOP IGA

2. IPKD (*Indeks Pengelolaan Keuangan Daerah*)

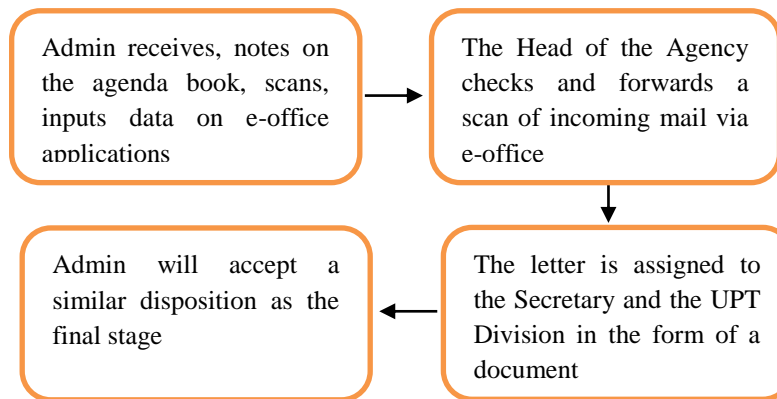
IPKD is a measure that is determined based on a set of dimensions and indicators to assess the quality of the performance of effective, efficient, transparent, and accountable local financial governance within a certain period. Apprentices are asked by their supervisor to make IGA SOP with directions from their superiors.

No.	Uraian Prosedur	Pelaksana			Kelonggaran	Waktu	Mula Baku	
		Kapala Dapendallang	Tim Pengkjar PND Dapendallang	OPD Mitra (SIPKAS)				Output
1	Pengimanan							
2	Pengimanan data dan Dapendallang dan OPD Mitra (SIPKAS)							
3	Melakukan hasil disposisi/keputusan pada sistem							
4	Mengembalikan laporan hasil pengurusan PND (PND) dan Gubener kepada Himpunan Melayu (SIPKAS) pada sistem 12 hari setelah selesai akhir pengurusan PND							

Figure 3.2 SOP IPKD

3. 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. .



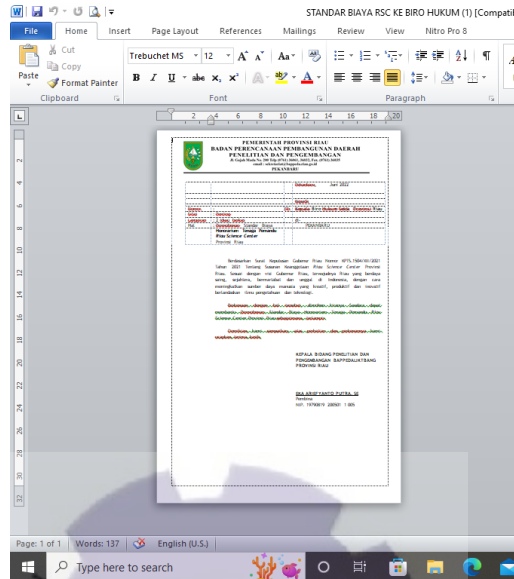


Figure 3.3 Letter

4. Write a decision letter (*SK*)

Make a decision letter for the event committee and the material drafting team to prepare the agenda for the coordination meeting of the governors of all Sumatra, attach the names that have been appointed to work and compile materials related to strategic issues and matters that can be collaborated between provinces throughout Sumatra. Apprentices are asked by their superiors to make IGA SOPs with directions from their superiors. Make process includes : Set type paper, margins, font type and size, Make Head, Title and Opening of Decreeletter headinclusion, Writing Consideration and writing Diktum, and Attach the names that enter the management.

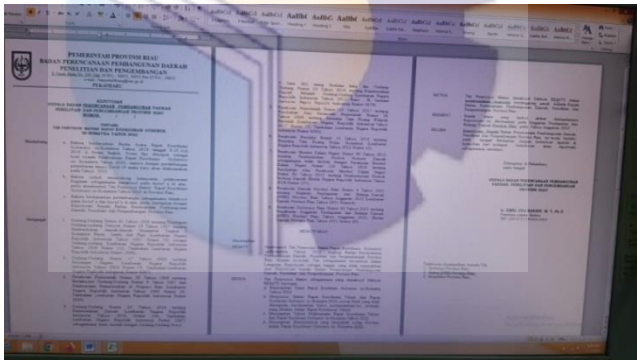
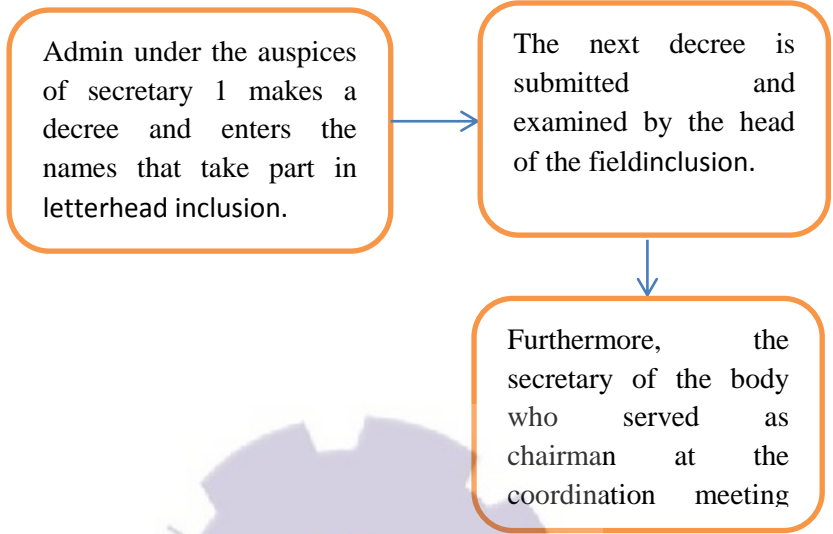


Figure 3.4 SK Rakorgub

5. Taking Notes in the Meeting Process

There are several meeting that had been *Bappedalitbang*, the apprentice are asked to take notes during the meetings such as the IMTGT Blueprint meeting, meetings related to cooperation between IPDN and *Bappedalitbang*, taking of the Raorgub preparation meeting, and be the Operator of the Material Preparation Team. taking notes related to the proposals and suggestions from meeting participants and then summarized into the results of the meeting then submitted to the head of Devisiion



Figure 3.5 Taking a Notes

6. Translating Proposal

The apprentices are asked by their supervisor to translate the collaboration proposal with the Blueprint-IMTGT. This collaboration is a new project under the Implementation Blueprint with foreign countries such as Malaysia and Thailand.

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	Picture
1	Monday May 9 th ,2022	Submission of cover letter for internship from campus to general and environmental	Office of Research and Development Division	-
2	Tuesday May 10 th , 2022	Ticking Sign Here to Stiker	Office of Research and Development Division	-
3	Wednesday May 11 th , 2022	1. Putting the Sign Here sign on the letter to be signed 2. Clipping multiple files 3. Checking the completeness of the V field employee SKP	Office of Research and Development Division	-
4	Thursday May 12 th , 2022	Sick	-	-
5	Friday May 13 th , 2022	Sick	-	-

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


No	Day/Date	Activity	Place	Picture
1	Monday May 16 th , 2022	OFF	OFF	
2	Tuesday May 17 th , 2022	Printing several employee SKP files	Office of Research and Development Division	-
3	Wednesday May 18 th , 2022	-	Office of Research and Development Division	-
4	Thursday May 19 th , 2022	-	Office of Research and Development Division	-
5	Friday May 20 th , 2022	Become a note taker of IMTGT Meeting	In a Meeting Abrus II	

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




No	Day/Date	Activity	Place	Picture
1	Monday May 23 rd , 2022	Completing the Meeting Notes report	Office of Research and Development Division	
2	Tuesday May 24 th , 2022	Completing the Meeting Notes report	Office of Research and Development Division	
3	Wednesday May 25 th , 2022	-	Office of Research and Development Division	
4	Thursday May 26 th , 2022	OFF	OFF	
5	Friday May 27 th , 2022	printing multiple files	Office of Research and Development Division	

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

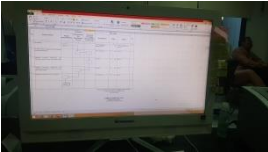
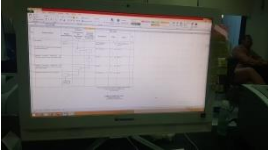
No	Day/Date	Activity	Place	Picture
1	Monday May 30 th , 2022	Printing multiple files	Office of Research and Development Division	
2	Tuesday May 31 th , 2022			
3	Wednesday June 1 st , 2022	OFF	OFF	
4	Thursday June 2 nd , 2022	Making IPKD SOP (Standard Operating procedure)	Office of Research and Development Division	
5	Friday June 3 rd , 2022	Making IPKD SOP (Standard Operating procedure)	Office of Research and Development Division	

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

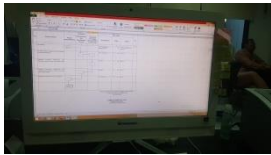

No	Day/Date	Activity	Place	Picture
1	Monday June 6 th , 2022	Making IPKD SOP (Standard Operating procedure)	Office of Research and Development Division	
2	Tuesday June 7 th , 2022	Making IPKD SOP (Standard Operating procedure)	Office of Research and Development Division	
3	Wednesday June 8 th , 2022	Making IGA SOP (Standard Operating procedure)	Office of Research and Development Division	
4	Thursday June 9 th , 2022	Making IGA SOP (Standard Operating procedure)	Office of Research and Development Division	
5	Friday June 10 th , 2022	Making IGA SOP (Standard Operating procedure)	Office of Research and Development Division	

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

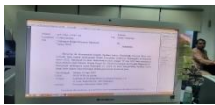
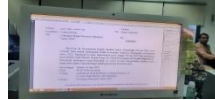


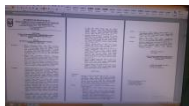
No	Day/Date	Activity	Place	Picture
1	Monday June 13 th , 2022	Making a report on the results of the Rakorgub preparation meeting	Office of Research and Development Division	
2	Tuesday June 14 th , 2022	Making a report on the results of the Rakorgub preparation meeting	Office of Research and Development Division	
3	Wednesday June 15 th , 2022	Making the decision letter of the 2022 Rakorubub	Office of Research and Development Division	
4	Thursday June 16 th , 2022	Making the decision letter of the 2022 Rakorubub	Office of Research and Development Division	
5	Friday June 17 th , 2022	Making the decision letter of the 2022 Rakorubub	Office of Research and Development Division	

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




No	Day/Date	Activity	Place	Picture
1	Monday June 20 th , 2022	Taking a note of the Material Preparation Team meeting	In a Abrus II Meeting	
2	Tuesday June 21 th , 2022	Making the matrix of strategic issues Materials drafting team	Office of Research and Development Division	
3	Wednesday June 22 th , 2022	Making a Roudown for the Coordination Meeting of the Governors of All Sumatra	Office of Research and Development Division	
4	Thursday June 23 th , 2022	Making a Roudown for the Coordination Meeting of the Governors of All Sumatra	Office of Research and Development Division	
5	Friday June 24 th , 2022	Make an invitation letter for Bappeda throughout Sumatra	Office of Research and Development Division	

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

No	Day/Date	Activity	Place	Picture
1	Monday June 27 th , 2022	Typing the Rakorgub theme	Office of Research and Development Division	
2	Tuesday June 28 th , 2022	Become a meeting operator	In a Room Meeting	
3	Wednesday June 29 th , 2022	<i>Bappeda</i> Departure Information Update	Office of Research and Development Division	
4	Thursday June 30 th , 2022	Rakorgub	governor office	
5	Friday June 1 th , 2022	Typing the yellow presumptuous earth notice	Office of Research and Development Division	

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

No	Day/Date	Activity	Place	picture
1	Monday July 4 th , 2022	Making a notification letter for the results of the coordination meeting	Office of Research and Development Division	
2	Tuesday July 5 th , 2022	Making invitations Riau Science Centre	Office of Research and Development Division	
3	Wednesday July 6 th , 2022	Make a notification letter for the results of the coordination meeting	Office of Research and Development Division	
4	Thursday July 7 th , 2022	-	-	
5	Friday July 8 th , 2022	Typing the yellow presumptuous earth notice	Office of Research and Development Division	

Table 3.10
Agenda of Activities of the Ten Week of June
(July 11th -15th, 2022)

No	Day/Date	Activity	Place	picture
1	Monday July 11 th , 2022	Copy multiple files	Office of Research and Development Division	
2	Tuesday July 12 th , 2022	-	-	
3	Wednesday July 13 th , 2022	Copy multiple files	Office of Research and Development Division	
4	Thursday July 14 th , 2022	Making a curriculum vitae of Functionary	Office of Research and Development Division	
5	Friday July 15 th , 2022	Help complete files	Office of Research and Development Division	

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: inputting the incoming letter, completeness of SKP, making a SK, making letter, taking a notes, participate in the success of the governor's coordination meeting, making SOP IPKD and IGA. In addition, other activities carried out are assisting supervisors in carrying out their duties such as making official travel reports.
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 electronic incoming mail services, Administration of Employee Card Submission, Administration of Employee Retirement Applications, Administration of Employee Attendance Recapitulation, and Administration of Employee 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

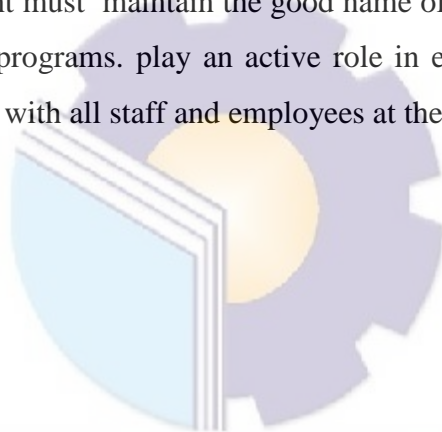
4.2.1. Suggestionfor the Office

1. All employees and staff must be more disciplined with the time given
2. Improving relations between staff and employees in the Bappedalitbang office.

4.2.2. Suggestion for English Students

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

1. English students must review the internship place that matches they are learning in order to apply their insight in the internship place
2. English student must maintain the good name of the university in general and related study programs. play an active role in every activity carried out and can work well with all staff and employees at the internship place



APPENDICES

Appendix A

Taking a Notes of Meeting Preparation Rakorgub



Appendix B

Taking a Notes of Meeting IMTGT Blueprint

 **BAPPEDALITBANG
PROVINSI RIAU**

2/7



20 MEI 2022 →

**Pembahasan Usulan Project Baru di
Bawah Implementation BluePrint (IB)
2022-2026**

 bappedaprov.riau.go.id  [bappedalitbangprovinsiriau](https://www.instagram.com/bappedalitbangprovinsiriau)  [bappedalitbangprovinsi.riau](https://www.facebook.com/bappedalitbangprovinsi.riau)  [BAPPEDALITBANG PROVINSI RIAU](https://www.youtube.com/BAPPEDALITBANG%20PROVINSI%20RIA)

Appendix c
Taking a Notes of Meeting MOU IPDN



bappedalitbangprovinsiriau



8/8



Appendix D

Taking a Notes of Meeting Preparation Rakorgub



Appendix e
Taking a Notes Of Meeting Rakortek



bappedalitbangprovinsiriau



 **BAPPEDALITBANG
PROVINSI RIAU**

5/6

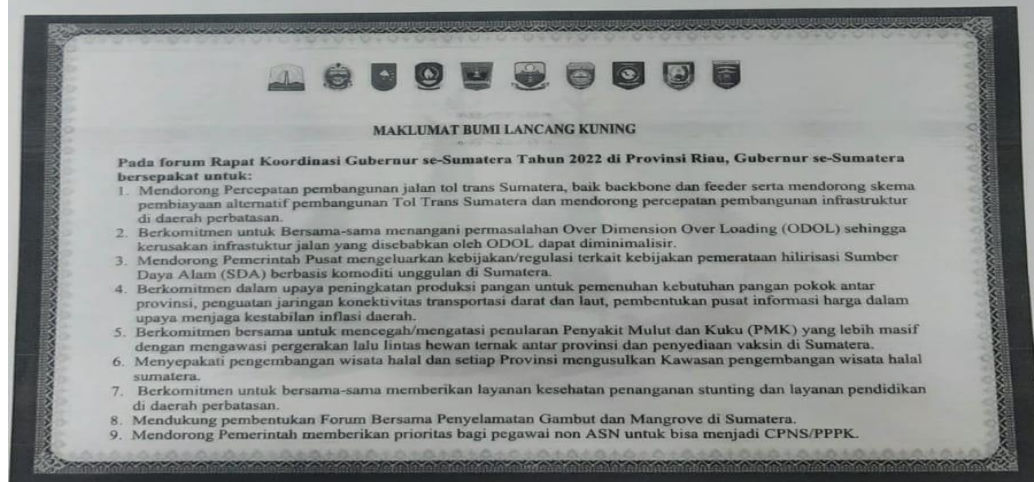


22 JUNI 2022



**Pra Rapat Teknis Rakorgub
se-Sumatera Tahun 2022**

Appendix F
Maklumat Bumi Lancang Kuning



Appendix G

Absence during Apprenticeship

No.	NAMA	BIDANG & HP	DAFTAR HADIR MAGANG BAPPEDALITBANG PROVINSI RIAU BUAN 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: 08237257750								H	H	H	S	H	H	H	H	H	H	H	H	S	H	H	H	H	H	H	H	H	H	H	H
2	Hanna Restina	Bidang Gerakan dan Penyangkutan								H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H
3	Salsabila Yessora Arkhii	Bidang I No. HP: 08238559350								H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H
4	Katrina Danna	Bidang I No. HP: 0812-8060-3465								H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H
5	DARA SYIFA K	Bidang III								H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H
6	Rizma Nurwah	Kid. Iii								H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H

DAFTAR HADIR MAGANG BAPEDALITBANG 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 Tersisa Adhik	Bidang I																																
2.	Nur Aida Hrp.	Bidang Umum 0823 7125 7150																																
3.	Husna Fatma	Bidang Penelitian & Peningkatan																																
4.	Kelma Dawa	Bidang I																																
5	Dara Syifa K.	Bidang III																																
6.	Erysin Nabiah	BID III																																

7. Ageng Wulan Saputri Bidang III Lp/Lp Lp/Lp/Lp/Lp Lp/Lp/Lp/Lp Lp/Lp/Lp/Lp Lp/Lp/Lp/Lp Lp/Lp/Lp/Lp

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 Kepegawaian dan Umum 0823 7257750	HP			HP	HP	HP	HP																										
2.	Husma fatma	Bedang I				HP	HP	HP	HP																										
3.	Sasriz Deltik Lasly	Ekonomi, S.SM Bedang II 082284374332																																	
4.	Diah Ayu Anggraini	1. Manufaktur dan Kewilayahan 082280358139																																	
5	Takimah Zahara	Ri. dang II 082177423714																																	
6	Ihsan Nurul Arizah	Bedang II 0822910902014																																	

Appendix H
Consultation Sheet of Apprenticeship

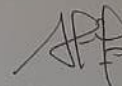
REVISION LIST
APPRENTICESHIP REPORT

Name : Husna Fatma
NIM : 5203191121
Advisor : Arita Destianingsih, M.Pd
Location : Bappedalitbang Provinsi Riau

NO	DAY/DATE	REVISION	ADVISOR
1.	13 mei 2022	Consultation	APP
2.	8 july 2022	Report the Problem and Progress	APP
3.	25 July 2022	checking apprenticeship Report	APP
4.	28 July 2022	checking and correcting the apprenticeship Report	APP
5.	1 Agust 2022	All	OK

Bengkalis, August 2022

Advisor



Arita Destianingsih, M.Pd
NIK. 1200133

Appendix I
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 : HUSNA FATMA
NIM : 5203191121
Program Studi : D-III BAHASA INGGRIS
Politeknik Negeri Bengkalis

No.	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	85
2.	Tanggung-jawab	25%	90
3.	Penyesuaian diri	10%	90
4.	Hasil Kerja	30%	87
5.	Perilaku secara umum	15%	90
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 :

Overall she is a good person with a cheerful diligent and responsible personality but she has to improve her teamwork skill at work.

Pekanbaru, July 15th 2022

Dr. SYARTIWIDYA, S.TP., M.Si
NIP. 19761209 201001 2 009

Appendix J
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.

Yang bertanda tangan dibawah ini :

Nama : **DR. SYARTIWIDYA, STP.M.Si**
NIP. : 19761209 201001 2 009
Pangkat/Gol. : Penata Tk.I (III/d)
Jabatan : Sub Koordinator Penelitian dan Pengembangan,
Pemerintahan dan Pembangunan Manusia

Menerangkan bahwa :

Nama : **HUSNA FATMA**
NIM : 5203191121
Program Studi : D3 Bahasa Inggris

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

Demikian Surat Keterangan ini dibuat untuk dipergunakan sebagaimana mestinya.

Pekanbaru, Juli 2022

an. KEPALA BADAN PERENCANAAN PEMBANGUNAN DAERAH PENELITIAN DAN PENGEMBANGAN PROVINSI RIAU
Sub Koordinator Penelitian dan Pengembangan,
Pemerintahan dan Pembangunan Manusia


Dr. SYARTIWIDYA, STP.M.Si
Penata Tk.I (III/d)
NIP. 19761209 201001 2 009

Dipindai dengan CamScanner

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

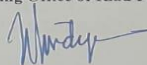
Day : Monday – Friday

Date : May 9th – 13th, 2022

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	Picture
1	Monday May 9 th , 2022	Submission of cover letter for internship from campus to general and environmental	Office of Research and Development Division	-
2	Tuesday May 10 th , 2022	Add Sign Here and open Sign Here signed file	Office of Research and Development Division	-
3	Wednesday May 11 th , 2022	1. Put the Sign Here sign on the letter to be signed 2. Clipping multiple files 3. Checking the completeness of the V field employee SKP	Office of Research and Development Division	-
4	Thursday May 12 th , 2022	Sick	-	-
5	Friday May 13 th , 2022	Sick	-	-

Advisor I
 Bappedalitbang Office of Riau Province

Dr. SYARTIWIDYA, S. TP., M. Si


DAILY ACTIVITY

ON THE JOB OF TRAINING (OJT)

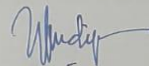
Day : Monday – Friday

Date : May 16th – 20th, 2022

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

No	Day/Date	Activity	Place	Picture
1	Monday May 16 th , 2022	OFF	OFF	
2	Tuesday May 17 th , 2022	Print several employee SKP files	Office of Research and Development Division	-
3	Wednesday May 18 th , 2022	-	Office of Research and Development Division	-
4	Thursday May 19 th , 2022	-	Office of Research and Development Division	-
5	Friday May 20 th , 2022	Become a note taker of IMTGT Meeting	In a Meeting Abrus II	

Advisor I
Bappedalitbang Office of Riau Province






Dr. SYARTIWIDYA, S. TP., M. Si

DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)

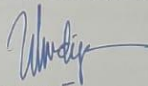
Day : Monday – Friday

Date : May 23rd– 27th, 2022

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

No	Day/Date	Activity	Place	Picture
1	Monday May 23 rd , 2022	Complete the Meeting Minutes report	Office of Research and Development Division	
2	Tuesday May 24 th , 2022	Complete the Meeting Minutes report	Office of Research and Development Division	
3	Wednesday May 25 th , 2022	-	Office of Research and Development Division	
4	Thursday May 26 th , 2022	OFF	OFF	
5	Friday May 27 th , 2022	print multiple files	Office of Research and Development Division	

Advisor I
Bappedalitbang Office of Riau Province




Dr. SYARTIWIDYA, S. TP, M. Si

DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)

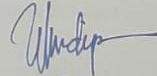
Day : Monday – Friday

Date : May 30th – June 3rd, 2022

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

No	Day/Date	Activity	Place	Picture
1	Monday May 30 th , 2022			
2	Tuesday May 31 th , 2022			
3	Wednesday June 1 st , 2022	OFF	OFF	
4	Thursday June 2 nd , 2022	Making IPKD SOP (Standard Operating procedure)	Office of Research and Development Division	
5	Friday June 3 rd , 2022	Making IPKD SOP (Standard Operating procedure)	Office of Research and Development Division	

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

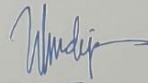
Day : Monday – Friday

Date : June 6th – 10th, 2022

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

No	Day/Date	Activity	Place	Picture
1	Monday June 6 th , 2022	Making IPKD SOP (Standard Operating procedure)	Office of Research and Development Division	
2	Tuesday June 7 th , 2022	Making IPKD SOP (Standard Operating procedure)	Office of Research and Development Division	
3	Wednesday June 8 th , 2022			
4	Thursday June 9 th , 2022			
5	Friday June 10 th , 2022			

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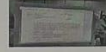



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**DAILY ACTIVITY
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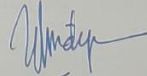
Day : Monday – Friday

Date : June 13th – 17th, 2022

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

No	Day/Date	Activity	Place	Picture
1	Monday June 13 th , 2022	Make a report on the results of the Rakorgub preparation meeting	Office of Research and Development Division	
2	Tuesday June 14 th , 2022	Make a report on the results of the Rakorgub preparation meeting	Office of Research and Development Division	
3	Wednesday June 15 th , 2022	Making the decision letter of the 2022 Rakorgub	Office of Research and Development Division	
4	Thursday June 16 th , 2022	Making the decision letter of the 2022 Rakorgub	Office of Research and Development Division	
5	Friday June 17 th , 2022	Making the decision letter of the 2022 Rakorgub	Office of Research and Development Division	

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**DAILY ACTIVITY
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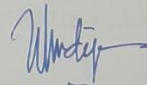
Day : Monday – Friday

Date : June 20th – 24th, 2022

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

No	Day/Date	Activity	Place	picture
1	Monday June 20 th , 2022	be the note taker of the Material Preparation Team meeting	In a Abrus II Meeting	
2	Tuesday June 21 th , 2022	Fill in the matrix of strategic issues Materials drafting team	Office of Research and Development Division	
3	Wednesday June 22 th , 2022	Making a Roudown for the Coordination Meeting of the Governors of All Sumatra	Office of Research and Development Division	
4	Thursday June 23 th , 2022	Making a Roudown for the Coordination Meeting of the Governors of All Sumatra	Office of Research and Development Division	
5	Friday June 24 th , 2022	Make an invitation letter for Bappeda throughout Sumatra	Office of Research and Development Division	

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**DAILY ACTIVITY
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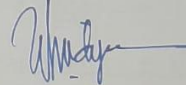
Day : Monday – Friday

Date : June 27th – July 1st, 2022

Table 3.8
Agenda of Activities of the Sixth Week of June
(June 27th -1st, 2022)

No	Day/Date	Activity	Place	picture
1	Monday June 27 th , 2022	Typing the Rakorgub theme	Office of Research and Development Division	
2	Tuesday June 28 th , 2022	Become a meeting operator	In a Room Meeting	
3	Wednesday June 29 th , 2022	Bappeda Departure Information Update	Office of Research and Development Division	
4	Thursday June 30 th , 2022	Rakorgub	governor office	
5	Friday June 1 st , 2022	Typing the yellow presumptuous earth notice	Office of Research and Development Division	

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DAILY ACTIVITY
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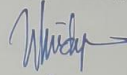
Day : Monday – Friday

Date : July 4th – 8th, 2022

Table 3.9
Agenda of Activities of the Sixth Week of June
(July 4th -8th, 2022)

No	Day/Date	Activity	Place	picture
1	Monday July 4 th , 2022	Make a notification letter for the results of the coordination meeting	Office of Research and Development Division	
2	Tuesday July 5 th , 2022	Making invitations Riau Science Centre	Office of Research and Development Division	
3	Wednesday July 6 th , 2022	Make a notification letter for the results of the coordination meeting	Office of Research and Development Division	
4	Thursday July 7 th , 2022	-	-	
5	Friday July 8 th , 2022	Typing the yellow presumptuous earth notice	Office of Research and Development Division	

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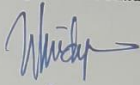
**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**

Day : Monday – Friday

Table 3.9
Agenda of Activities of the Sixth Week of June
(July 4th -8th, 2022)

No	Day/Date	Activity	Place	picture
1	Monday July 4 th , 2022	Make a notification letter for the results of the coordination meeting	Office of Research and Development Division	
2	Tuesday July 5 th , 2022	Making Invitations Riau Science Centre	Office of Research and Development Division	
3	Wednesday July 6 th , 2022	Make a notification letter for the results of the coordination meeting	Office of Research and Development Division	
4	Thursday July 7 th , 2022	-	-	
5	Friday July 8 th , 2022	Typing the yellow presumptuous earth notice	Office of Research and Development Division	

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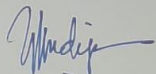
**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**

Day : Monday – Friday

Table 3.10
Agenda of Activities of the Sixth Week of June
(July 11th -15th, 2022)

No	Day/Date	Activity	Place	picture
1	Monday July 11 th , 2022	Copy multiple files	Office of Research and Development Division	
2	Tuesday July 12 th , 2022	-	-	
3	Wednesday July 13 th , 2022	Copy multiple files	Office of Research and Development Division	
4	Thursday July 14 th , 2022	Make a curriculum vitae of officials	Office of Research and Development Division	
5	Friday July 15 th , 2022	Help complete file2	Office of Research and Development Division	

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Appendix L
CERTIFICATE

