

**AN APPRENTICESHIP REPORT
AT PUPR OFFICE OF DUMAI CITY**

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



By :

MUTIA NOVA SYAHPUTRI
REG. NUMBER: 5203201130

**ENGLISH STUDY PROGRAM
LANGUAGE DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS**


2023

APPROVAL SHEET

This apprenticeship report was written by **Mutia Nova Syahputri**, Reg. Number **5203201130** who had done apprenticeship at *Pupr* Office of Dumai City, Jl. Brigjen HR Soebrantas, Tlk. Binjai - Kecamatan Dumai Timur – Kota Dumai – Riau, started from February 20th to June 20th, 2023 has been approved by the following advisors:

Dumai, June 20th, 2023

Advisor
of Apprenticeship at
Pupr Office of
Dumai City



HENI RAHMAWATI, S.SOS
NIP. 19680828'200701 2 010

Advisor



DESI WAHANA, M.Li
NIP. 19881201 202203 2 002

Head of English Study Program
State Polytechnic of Bengkalis



ARISATRIA, M.Pd. B.I
NIP. 198805172015041002

ACCEPTANCE SHEET

This is to certify that we have been examined the apprenticeship report of **Mutia Nova Syahputri Reg. Number 5203201130** who has done the apprenticeship at *Pupr* Office of Dumai City started from February 20th to June 20th, 2023. This report is used for partial fulfillment 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, July 10th, 2023

Accepted by:

Advisor



DESI WAHANA, M.Li
NIP. 198812012022032002

**Head of English Study Program
State Polytechnic of Bengkalis**



ARI SATRIA, M.Pd.B.I
NIP. 198805172015041002

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 *PUPR* 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. Johnny Custer, ST, MT as the Director of State Polytechnic 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. Agnes Arum Budiana, M.Pd as the coordinator of the apprenticeship report.
6. Desi Wahana, M.Li as the advisor of the apprenticeship report.
7. Heni Rahmawati, S.SOS_ as the supervisor at *Bappedalitbang* Office
8. All Lecturers of English Study Program.
9. My grandparents, Arinah and Hasyim, my sister Nur Syahzila, Nur Syahkila, Lina Kartina, and other families always give me support and advice, so they can lift my spirits when I almost give up.

Although the author has tried his best to minimise these errors, This report is still not perfect and needs more revisions. Therefore, I will gladly accept all forms of suggestions, criticisms, and comments so that further writing becomes better. Finally, the writer hopes that this report will be useful for readers and students.

Bengkalis, July 10th, 2022
Writer

Mutia Nova Syahputri
Reg. Number: 5203201130

TABLE OF CONTENTS

APPROVAL SHEET	i
ACCEPTANCE SHEET.....	ii
ACKNOWLEDGEMENT	iii
LIST OF FIGURES	v
CHAPTER I INTRODUCTION.....	1
1.1 Background of Apprenticeship.....	1
1.2 Purpose of the Apprenticeship.....	2
1.3 Significance of the Apprenticeship	2
1.3.1 Significance of the Apprenticeship.....	2
1.3.2 Significance for State Polytechnic of Bengkalis.....	2
1.3.3 Significance for the Office.....	2
CHAPTER II GENERAL DESCRIPTION OF THE OFFICE	3
2.1 Office History.....	3
2.2 Vision and Mission.....	4
2.2.1 Vision.....	4
2.2.2 Mission.....	4
2.3 Kind of Business	4
2.4 Organizational Structure.....	5
2.5 Documet Used for Activity	16
CHAPTER III SCOPE OF APPRENTICESHIP	17
3.1 Job Description.....	17
3.2 Working Procedure.....	17
3.3 Place of Apprenticeship.....	22
3.4 Kind of description on the activity	22
CHAPTER IV CONCLUSION AND SUGGESTION	31
4.1 Conclusion.....	31
4.2 Sugestion	31

LIST OF FIGURES

Figure 2.1 PUPR Office of Dumai City	4
Figure 2.2 Organizational Structure of PUPR	5
Figure 3.1 Process of Receiving Incoming Mail.....	19
Figure 3.2 Process of Receiving Outgoing Mail.....	19
Figure 3.3 Receive e-Mail.....	20
Figure 3.4 Replace Absences	21
Figure 3.5 Assisting in Making SPT	22

LIST OF TABLES

Table 3.1 Agenda of Activities of the Februari 20 th until 24 th , 2023	22
Table 3.2 Agenda of Activities of February 27 th until March 3 th , 2023	22
Table 3.3 genda of Activities of March 6 th until 10 th , 2023	23
Table 3.4 Agenda of Activities of March 13 th until 17 th , 2023	23
Table 3.5 Agenda of Activities of March 20 th until 24 th , 2023	24
Table 3.6 Agenda of Activities of March 27 th until 31 th , 2023	24
Table 3.7 Agenda of Activities of April 3 th until 7 th , 2023	25
Table 3.8 Agenda of Activities of April 10 th until 14 th , 2023	25
Table 3.9 Agenda of Activities of April 17 th until 21 th , 2023	26
Table 3.10 Agenda of Activities of April 24 th until 28 th , 2023	26
Table 3.11 Agenda of Activities of May 1 st until 5 th , 2023	27
Table 3.12 Agenda of Activities of May 8 th until 12 th , 2023	27
Table 3.13 Agenda of Activities of May 15 th until 19 th , 2023	27
Table 3.14 Agenda of Activities of May 22 th until 26 th , 2023	28
Table 3.15 Agenda of Activities of May 29 th until June 2 nd , 2023	28
Table 3.16 Agenda of Activities of June 5 th until 9 th , 2023	29
Table 3.17 Agenda of Activities of June 12 th until 16 th , 2023	29
Table 3. 18 Agenda of Activities of June 19 th until 20 th , 2023	30

LIST OF APPENDICES

APPENDIX A Daily Activities of Internship	33
APPENDIX B Certificated of Apprenticeship.....	109
APPENDIX C Apprenticeship Acceptance Letter.....	110
APPENDIX D Evaluation Form	111
APPENDIX E Attendance List	113

CHAPTER I

INTRODUCTION

1.1 Background of Apprenticeship

State Polytechnic of Bengkalis is one of the tertiary institutions in Riau Province. State Polytechnic of Bengkalis has eight majors and nineteen study programs, one of which is the D3 English language major. State Polytechnic of Bengkalis requires every student to do an apprenticeship and a final assignment as a graduation requirement. Apprenticeship is carried out at every appropriate institution or organization related to the student's major.

Apprenticeship is the first step for students before entering the world of work. This program aims to help students adapt to the work environment, and have high levels of responsibility in carrying out work so that they are able to master the field of work given, know their own abilities, and develop a professional attitude in their field of expertise. The program is able to add insight, provide experience and knowledge, and create skilled and professional students in the world of work. In this way, the State Polytechnic of Bengkalis will produce the best and most quality graduates.

Students of the D3 English study program have competence in communicating not only in English both orally and in writing, understanding professional ethics, mastering good public speaking, being able to manage and operate, and mastering office administration as well.

Apprenticeship carried out by the *Pupr* Office of Dumai City, Jl. Brigjen HR Soebrantas, Tlk. Binjai, Kec. Dumai Timur., Kota Dumai, Riau This practical work is carried out to fulfill and apply student competencies. Apprenticeship was carried out from February 20th to June 20th at the *Pupr* Office of Dumai City.

1.2 Purpose of the Apprenticeship

The purpose of the apprenticeship is as follows:

- 1.2.1 To know out working in the secretariat of the Administrative Section of the *Pupr* Office of Dumai City.
- 1.2.2 To know out the kinds of jobs available in the secretariat of the Administrative Section of the *Pupr* Office of Dumai City.
- 1.2.3 To know the documents used in the secretariat of the Administrative Section of the *Pupr* Office of Dumai City.

1.3 Significance of the Apprenticeship

1.3.1 Significance of the Apprenticeship

Apprenticeship benefits provide an opportunity for students to apply the knowledge they have gained during college and gain new knowledge in the work environment. So that students know how to work independently or in a team.

1.3.2 Significance for State Polytechnic of Bengkalis

State Polytechnic of Bengkalis apprenticeship helps the polytechnic obtain qualified, skilled students who are ready to work and compete after completing their studies. In addition, the existence of an apprenticeship program can strengthen cooperation and socialization between the State Polytechnic of Bengkalis and agencies or organizations where apprenticeship is conducted, one of which is the *Pupr* Office of Dumai City.

1.3.3 Significance for the Office

Significance Office The existence of this apprenticeship program provides an opportunity for the *Pupr* Office of Dumai City to help and hone student abilities. In addition, this program also aims to help lighten some of the work so that it can be completed more quickly.

CHAPTER II

GENERAL DESCRIPTION OF THE OFFICE

2.1 Office History

Prior to the formation of the *Pupr* Office of Dumai City, there were several changes to the nomenclature and organizational structure. Based on Law No. 16 of 1999 (*Lembaran Negara Tahun 1999 Nomor 50, tambahan Lembaran Negara Nomor 3829*), on April 20, 1999, the Administrative City of Dumai was upgraded to become a Level II Regional Municipality.

Based on the Regional Regulation of the City of Dumai No. 5 of 2001 concerning the Organization and Work Procedure of Regional Offices, the Office of Settlement, Regional Infrastructure, and Cleanliness was formed, which was determined by the Mayor of Dumai at that time, namely H. Wan Syamsir Yus.

Then in 2005, based on Regional Regulation No. 12 of 2002 concerning Amendments to the Regional Regulation of the City of Dumai Number 5 of 2001 concerning the Organization and Work Procedure of the Regional Offices, the nomenclature changed to the Department of Housing and Regional Infrastructure of the City of Dumai.

The third nomenclature change was in 2005, based on Dumai City Regional Regulation No. 12 of 2005 concerning the organizational formation and work procedures of the Dumai City Public Works Service, which was inaugurated by the Mayor of Dumai at the time, namely H. Zilkifli A. S. The fourth change took place in 2018, based on Dumai City Regional Regulation No. 4 of 2018 Concerning Amendments to Dumai City Regional Regulation No. 12 of 2016 Concerning the Formation and Composition of the Dumai City Regional Apparatus, which changed the nomenclature of the Public Works Service to become the *Pupr* Office of Dumai City, and this nomenclature has been used until now.



Sources: Pupr Google

Figure 2.1 Pupr Office of Dumai City

2.2 Vision and Mission

2.2.1 Vision

"The Realization of a Prosperous and Civilized Dumai Society in 2022"

2.2.2 Mission

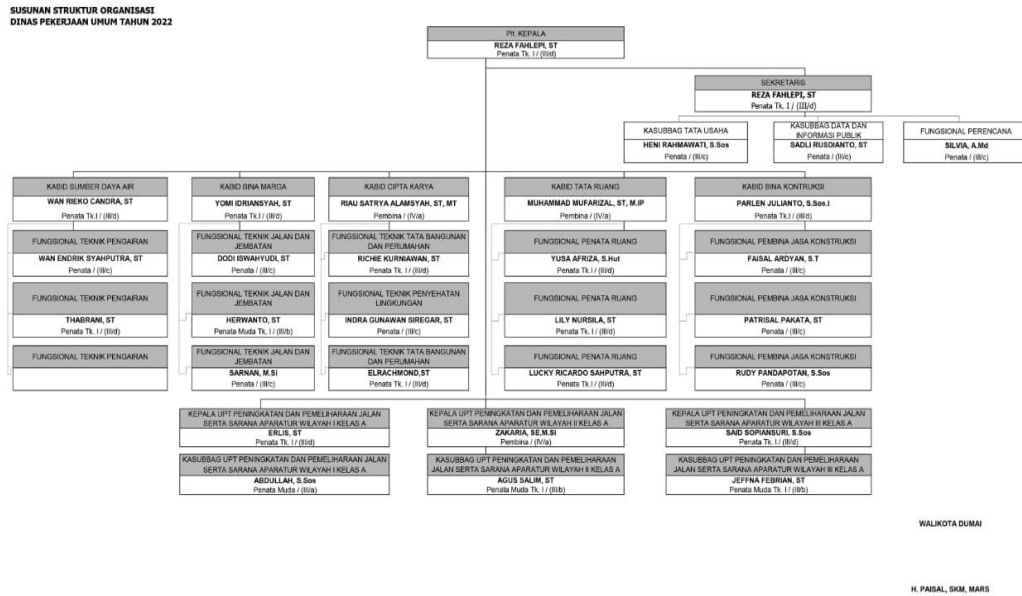
"Improving affordable clean water services and increasing equity in basic infrastructure development"

2.3 Kind of Business

The office of Pupr has the duty and responsibility to assist the mayor in carrying out government affairs, which are the authority of the region, and co-administration duties in the public works, spatial planning, and land affairs divisions. PUPR functions as policy formulation, implementation of policies, implementation of evaluation and reporting, implementation of administration in the secretariat section, the field of water resources, the field of community development, the field of copyright works, the field of spatial planning, and the field of construction and equipment, as well as the implementation of other functions that are given by the mayor related to his duties and functions.

2.4 Organizational Structure

There are several departments in *Pupr* of Dumai City such Secretariat,



Sources: Website of PuprOffice of Dumai City

Figure 2.2 Organizational Structure of Pupr

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

1. Head of Office

a. The Duties of Head of Office

The Head of Office has the task of assisting the Mayor in carrying out government affairs, which are the authority of the region, and co-administration tasks assigned to the region.

b. The Functions of the Head of Office

The Head Office of the PUPR functions agency serves as policy formulation, implementation of policies, implementation of evaluation and reporting, implementation of administration, and implementation of other functions assigned by the mayor related to the duties and functions of the department.

2. Secretariat

a. The Duties of Secretariat of the *Pupr* Office of Dumai City

The Secretariat has the task of coordinating, facilitating, and evaluating the administration sub-section, the public data and information sub-section, and the planning substance group.

b. The Functions of Secretariat of the *Pupr* Office of Dumai City

1. Preparation of work programs and operational plans at the Secretariat
2. Organizing the implementation of coordination, facilitation, and checking the results of the implementation of the task force within the Secretariat.
3. Organizing, monitoring, evaluating, and reporting on the implementation of tasks in accordance with the tasks that have been carried out to the Head of Public Works and Spatial Planning Office.
4. Carrying out other official duties given by the leadership according to their duties and functions.

3. The Duties of the Head of Administrative Sub - Division of the *Pupr* Office of Dumai City

1. Preparation of the implementation of planning, development, coaching, and administration of employees.
2. Preparation of organizational arrangements and procedures.
3. Implementation of administration and housekeeping by the Head of Service.
4. Implementation of coordination of personnel administration services, including karpeg, karis, and karsu, employee marriage and divorce administration, employee attendance lists, leave permits, work orders, employee disciplinary punishment, periodic salary increases, validation and updating of staffing data, preparation of job analysis, analysis workload, position maps, employee pensions, and other staffing matters
5. Implementing plans and programs, controlling, administering, and managing information and documentation, and compiling reports on state property services.

6. Implementation of procurement services, monitoring, evaluation, and reporting of the implementation of goods and services procurement.
7. Implementation of financial and treasury management; administration of monitoring and evaluation of financial management; administration of the appointment of work unit treasury officials; administration of audit results; and preparation of departmental financial reports,
8. Preparing the collection and processing of data as well as information relating to the provision of administrative, household, staffing, archive, and documentation administrative support,
9. Prepare employee administration to attend structural, technical, and functional training.
10. Implementation of completing the follow-up of the audit result report or updating data on the results of the inspection of activity implementation;
11. Coordinating with related work units or agencies according to the scope of their duties in the context of the smooth execution of tasks;
12. Prepare materials for preparing reports on the implementation of financial administration and the management of property and wealth country and program facilities;
13. Implementation of financial and asset accounting includes budget verification and accountability, preparation of accountability reports, recording of assets, and other accounting activities.
14. Carry out other official duties given by superiors according to their duties and functions.

4. The Duties of the Head of Public Data and Information Subsection of the *Pupr* Office of Dumai City

1. Preparation of data management and information technology plans,
2. Information system development;
3. Implementation and management of data and information security,
4. System quality control and information technology
5. Management and provision of geospatial and statistical data and information,

6. Management, dissemination, and service of public information,
7. Organization of publications;
8. Library management and documentation of service activities:
9. Preparation of management reports and coordination of inter-agency relations; and
10. Carry out other official duties assigned by sexual superiors, their duties and functions.

5. The Duties of the Head of Planning Subsection of the *Pupr* Office of Dumai City

1. Carry out coordination and preparation of budget administration
2. Coordinate and facilitation of regional infrastructure budgeting.
3. Carry out monitoring, evaluation, and preparation of performance reports and budget execution,
4. Coordinate program planning and cooperation administration.
5. Carry out the strategic activities of the department,
6. Coordinating the preparation of program plans and budgets,
7. Preparing the collection of materials on laws and regulations, technical policies, guidelines, and technical instructions, as well as other materials related to the preparation of program plans, evaluation, and reporting.
8. Preparing the collection and processing of data and information related to program development, evaluation, and reporting.
9. Prepare the formulation of guidelines and technical instructions in the preparation of program plans, evaluation, and reporting.
10. Preparing materials for the preparation of long, medium, and short-term plans, programs, and activities in the form of strategic plans, monitoring materials, and controlling program implementation.
11. Prepare materials for the implementation of analysis and evaluation as well as the preparation of reports on program implementation and achievement of performance accountability.
12. Prepare coordination materials with related work units and agencies in the context of smooth implementation of tasks.

13. Prepare problem inventory materials and instructions for solving problems.
14. Prepare materials for other assignments given in accordance with the scope of work.

6. Water Resources Sector

a. The Duties of the Head of Water Resources Sector

The Head of the Water Resources Sector has the task of coordinating, facilitating, and evaluating the Water Resources Sector.

b. The Functions of Head of Water Resources Sector the *Pupr* Office of Dumai City

1. Preparation, formulation, and division of duties for the executor's position, as well as job descriptions and descriptions of the activities of the Functional Group of Positions in the Water Resources Sector;
2. Implementation of water resources management and a water resources management plan in the river area;
3. Monitoring and evaluation of the implementation of the water resources management pattern and water resources management plan;
4. Facilitating the application of the Occupational Safety and Health Management System (SMK3).
5. Provide regulatory material to make changes to or demolition of irrigation facilities and infrastructure, ruwa, rivers, lakes, beaches, plaster irrigation networks, and flood control,
6. Carry out other official duties assigned by the leadership according to their duties.
7. Assessment, preparation, proposal, and development of program/activity plans and budgets in the field of water resources;
8. Coordination of the management of water resources and implementation of monitoring and supervision of the use of rivers, beaches, dams, lakes, ponds, and other water reservoirs,
9. Implementation of construction and non-construction of rivers, beaches, dams, lakes, ponds, and other water reservoirs, as well as the

conservation of rivers, beaches, and other water reservoirs, which are the affairs of provincial, district, and city regional governments; development of community operations.

10. Provision of technical guidance and evaluation of the scope of the Water Resources Sector, which includes the development of hydrology for river area planning and maintenance of utilization control, and the development of empowerment institutions
11. Implementation of coordination, facilitation, supervision, monitoring, evaluation, and reporting of the implementation of tasks and activities within the scope of the Water Resources sector.

7. The Bina Marga

a. The Duties of the Head of the Bina Marga

The Head of the Bina Marga has the task of coordinating, facilitating, and evaluating the Bina Marga.

b. The Functions of Head of Bina Marga the *Pupr* Office of Dumai City

1. Implementation of coordination of road engineering programming and planning, connectivity of road network systems with transportation mode systems with related agencies;
2. Implementation of engineering plans for roads, bridges, public street lighting, equipment, and testing;
3. Carrying out construction of preservation of roads and bridges;
4. Implementation of evaluation and determination of proper functioning, road and bridge safety audits as well as road legers;
5. Preparation of materials for technical plans, programs, coaching and technical guidance in the field of roads and bridges;
6. Preparation of supervision, control and implementation materials road and bridge works;
7. Preparation, formulation and division of duties of the Executor's position as well as job descriptions and descriptions of the activities of the Functional Position Group in the Highways Sector;

8. Assessment, preparation, proposal and development program/activity plan and budget for Highways;
9. Compile proposals for determining the function and status of roads;
10. Prepare data collection activities and inventory of roads and bridges;
11. Preparation of other functions given by the Head of Service in accordance with the scope of its functions.

8. Cipta Karya

a. The Duties of the Head of the Cipta Karya

The Head of the Cipta Karya has the task of coordinating, facilitating, and evaluating the Cipta Karya.

b. The Functions of Head of Cipta Karya the *Pupr* Office of Dumai City

1. Management of buildings for strategic purposes;
2. The implementation of policies in the field of copyright includes, among other things, preparation, planning, programming, implementation, management. buildings and the environment in strategic areas of the city, building infrastructure, management arrangements and development of systems for supplying drinking water, domestic wastewater, solid waste, quality control of the results of work implementation, as well as provision and testing of materials and equipment.
3. Preparation of construction materials and arrangement of drinking water. sanitation and building arrangement:
4. Preparing materials for controlling/supervising the development of drinking water, sanitation and building and environmental management,
5. Preparation of materials for construction implementation guidelines, utilization of drinking water, sanitation and building arrangement;
6. Preparation of technical guidelines for the supervision and control of the structure and arrangement of buildings and the environment.
7. Administration of buildings in urban areas, building approvals (PBG) and certificates of proper building functions
8. Implementation of the preparation of the Plan Medium-Term Infrastructure Investment Program (RPI2JM) City-Level Cipta Karya;

9. Development of Regional Oath Management and System.
10. Prepare and collect materials for formulation, follow-up on violations and deviations from building permits;
11. Prepare and collect material for the implementation of monitoring of buildings that do not have a permit
12. Carrying out other official duties given by the leadership in accordance with their duties and functions.
13. Prepare collection of materials for programming and technical planning activities for drinking water, drainage, sanitation, waste management and building and environmental management,
14. Prepare the collection and processing of data, information and surveys related to the field of drinking water, drainage, sanitation, waste management and building and environment;
15. Preparing materials for evaluation and reporting on programming and technical planning activities for drinking water, drainage, sanitation, solid waste management and building and environmental management
16. Arrangement, formulation and division of duties of the Executor's position as well as job descriptions and descriptions of the activities of the Functional Position Group in the field of Cipta Karya;
17. Reviewing, compiling, proposing and developing program/activity plans and budgets in the copyright field;

9. Spatial Planning Sector

a. The Duties of the Head of the Spatial Planning Sector

The Head of the Spatial Planning has the task of coordinating, facilitating, and evaluating the Spatial Planning.

b. The Functions of Head of Spatiang Planning Sector the *Pupr* Office of Dumai City

1. Reviewing, compiling, proposing, and developing program/activity plans and budgets for the Land and Spatial Planning Sector;

2. Preparation, formulation and division of duties of Executor's position as well as job descriptions of positions and descriptions of activities of Functional Position Groups in the Spatial Planning Sector;
3. Preparation of policy materials and strategies for spatial planning and urban planning;
4. Preparing materials for guidance and supervision as well as coordinating spatial planning and urban planning;
5. Preparation of materials for controlling/supervising spatial planning and urban planning; Spatial Planning Sector;
6. Preparation of materials for permits and utilization of urban space;
7. Preparation of Regional Spatial Layout Plans (RTRW), Strategic Area Spatial Plans (RTRKS), Detailed Spatial Plans (RDTR), Building and Environmental Layout Plans (RTBL);
8. Preparation of materials for the stipulation of documents resulting from the preparation as referred to in letter (e);
9. Preparing for the preparation and dissemination of spatial planning documents, master plans, action plans, detailed plans, master plans for strategic areas, growing areas, slum areas and other areas of infrastructure and the environment;
10. Preparing for the preparation of guidelines and dissemination of guidelines for the implementation of spatial planning affairs;
11. Preparation for coordinating the preparation of guidelines for spatial use technical regulations and the preparation of Geographic Information Systems (GIS):
12. Preparation of materials for the formulation and implementation of technical policies in the field of spatial planning regulation;
13. Preparation of materials for the formulation and implementation of technical policies in the field of spatial planning:
14. Preparation of materials for the formulation and implementation of space utilization and spatial planning guidance;
15. Preparation of materials and facilitation of spatial planning cooperation.

16. Service administration implementation;
17. Implementation of other functions given by the Mayor together with the Technical Minister;
18. Implementation of guidance and control of the implementation of measurement and mapping; And
19. Carry out other official duties given by superiors in accordance with their functional duties.

10. Construction and Equipment Development Division

a. The Duties of the Head of the Construction and Equipment Development Division

The Head of the Construction and Equipment Development Division has the task of coordinating, facilitating and evaluating the Construction and Laboratory Development Division.

b. The Functions of Head of Construction and Equipment Development Division the *Pupr* Office of Dumai City

1. Review, preparation, proposal and development of program/activity plans and budget for Construction Services and Equipment Development Sector;
2. Preparation, formulation and distribution of duties of the Executor's position as well as job descriptions and descriptions of the activities of the Functional Position Group in the Field of Construction and Equipment Development;
3. Carry out project data collection activities in areas that have the potential to be carried out under a cooperation scheme between the government and business entities;
4. Develop and improve the competence of construction experts (for the province);
5. Organize a construction service information system
6. Implement coaching policies, disseminate laws and regulations, organize training, technical guidance, and counseling on construction services;

7. Developing and increasing the capacity of construction service business entities; supervising orderly, orderly business
8. Carry out the implementation and orderly utilization of construction services; carry out the development of construction service development institutions at the provincial level and associations;
9. Increase the capability of technology, use and added value of domestic construction services and products;
10. Market development and construction cooperation;
11. Carry out the guidance and issuance of national construction service business permits (non-small and small) in the district/city area;
12. Preparing materials and studying technical policies, laws and regulations, guidelines and instructions as well as other materials related to laboratory equipment, material testing and surveys;
13. Supervising and checking the correctness of the accuracy of the data generated by the building material testing technicians; And
14. Preparation of other functions given by the Head of Service in accordance with the scope of its functions.

11. UPT

a. The Duties of UPT Dumai

The UPT is regulated and determined by a separate mayor's regulation.

2.5 Document Used for Activity

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

1. SOP files
2. SKP
3. Absences of employee attendance and tkpk
4. SPT
5. Incoming mail
6. Hibah document
7. BPJS data

CHAPTER III

SCOPE OF APPRENTICESHIP

3.1 Job Description

The internship starts from February 20 to June 20, 2023. Every student who carries out practical work is required to follow the set agency working hours regulations. Working hours for Monday, Tuesday, Wednesday, Thursday, 08.00–16.00, and Friday, 08.00–16.30.

There are several main tasks carried out during the internship at the PUPR service office in the city of Dumai, as follows:

1. Handling manual incoming and outgoing mail.
2. Receive electronic incoming mail.
3. Using office tools
4. Replacing the attendance of ASN and Staff.
5. Assisting in making an Assignment Letter (SPT)

3.2 Working Procedure

Work procedures are carried out in accordance with the Standard Operating Procedures (SOP) of the PUPR Office of the city of Dumai. Standard Operating Procedures are steps to carry out work in accordance with the functions, work procedures, and agency work systems.

There are several work procedures carried out, as follows:

1. Handling manual incoming and outgoing mail
 - a. Incoming mail

There are several procedures for handling incoming mail at the PUPR service address in the city of Dumai. Incoming letters will be received, written in an agenda book, and disposed of by the agency. Then, incoming letters that have been disposed of will be transferred to other fields. After that, the incoming letter signed by the recipient will be archived.

There is a procedure for working as follows:

1. Incoming letters that have been received are written in the agenda book, then positioned according to the order number, incoming letter number, date of receipt of the incoming letter, date of the incoming letter, and regarding the incoming letter. Then it will be forwarded to the adjutant of the head of the agency, then handed over to the head of the agency for inspection, positioned with a small note according to the incoming letter, and signed. then the incoming letter will be returned to the adjutant, and the adjutant will return the incoming letter that has been disposed of to Mimin.
2. Operate incoming mail to other fields according to work procedures. Incoming letters that have been received will be photocopied and then operated on or delivered to the fields according to the directions or dispositions that have been carried out by the head of the agency. Then the photocopied letter will be handed over to one of the staff in the field, and the original letter will be signed by the recipient and brought back.
3. File documents.
The activity of filing documents that Mimin does uses a serial number system. The leader's signed disposition sheet will provide a small note. The small note is then written on the agenda of the incoming letter in the disposition table for information. After that, the letters will be archived according to the serial number, taking precedence over documents from the lowest number to the highest number.

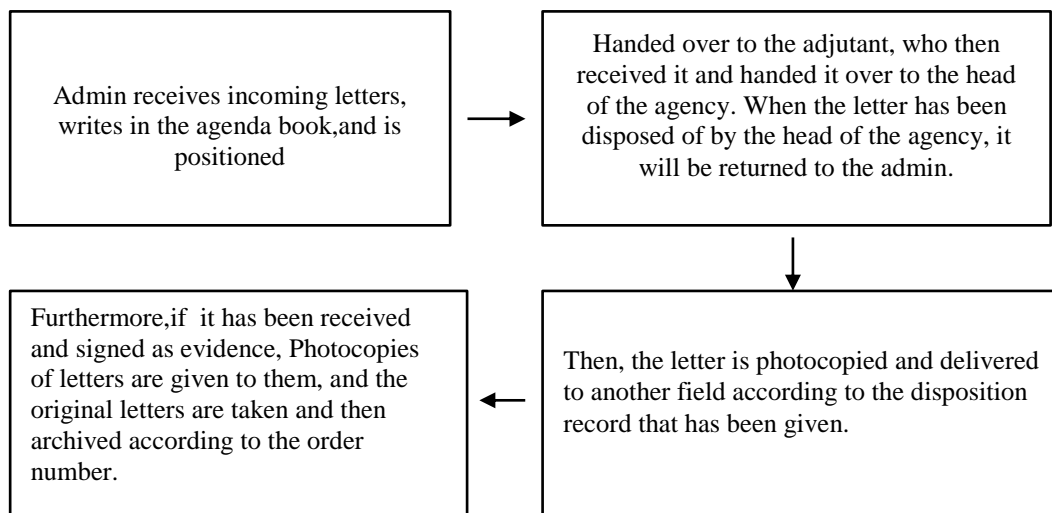


Figure 3.1 Process of receiving incoming mail

b. Outgoing mail

Outgoing mail is a letter that will be sent to a destination address outside the agency concerned. In handling outgoing letters, Mimin performs according to established procedures. Each outgoing letter will be given a code number according to the type of letter and then written into the outgoing mail diary according to the code number of the outgoing letter, the date of numbering of the outgoing letter, the purpose of the letter to whom it will be sent, the date of the outgoing letter, and the subject matter of the outgoing letter.

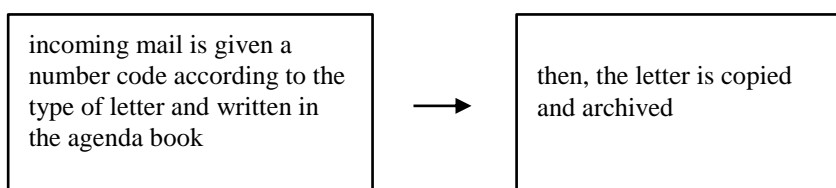


Figure 3.2 Process of receiving outgoing mail

2. Receive electronic incoming mail.

This electronic entry letter uses an e-office application that receives official letters from the mayor or other agencies that collaborate with the Dumai City PUPR Service.

There are several procedures for receiving electronic incoming mail. Incoming mail will be received, then it will be forwarded to the head of the agency for inspection and disposition, and then the incoming letter will be printed and written into the incoming letter book agenda.

Furthermore, the head of the service will send a small note via WhatsApp to the Head of the administrative subdivision. After that, the administrative head of the sub-division will notify Mimin to write down the entry letter agenda on the disposition table for information.

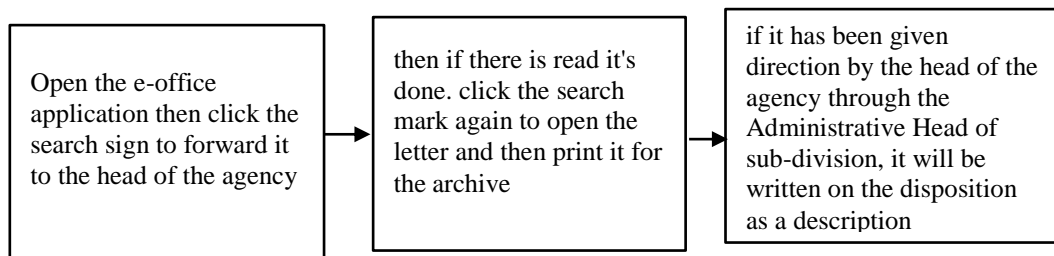


Figure 3.3 Receive e-mail

3. Using office tools

a. Photocopy machine

A copier is a tool for duplicating documents. Currently, many companies or agencies have used this tool, including PUPR in the city of Dumai. The steps for using this tool are as follows:

1. Determine the letter or document you want to duplicate
2. Open the paper layout on the copier
3. Place the paper as directed on the machine
4. Close the machine again, then press the number according to the letter requirements
5. Press the OK button.

b. Scanner machine

A scanner is a device that can copy documents in digital format for archival needs. As for how to use it as follows:

1. Press the power button to turn it on. Then, open the Windows Scan application via the Start Menu.

2. Then, select Scan from the window that appears and insert the document into the scanner according to the space provided.
3. Then, click scan and wait for the entered document to come out.
4. Next, select the file type to save. For example, JPEG, Bitmap, or PNG formats.
5. Then, click finish and the document is saved in the selected place.

4. Replacing the attendance of ASN and Staff.

This absence is used at apples every morning, or it could be for late arrivals. The procedure for replacing absences is that, before making replacements for absences, you must first change the day and date, then print them out and arrange them according to their respective fields. Then put it in the staple folder that has been provided.

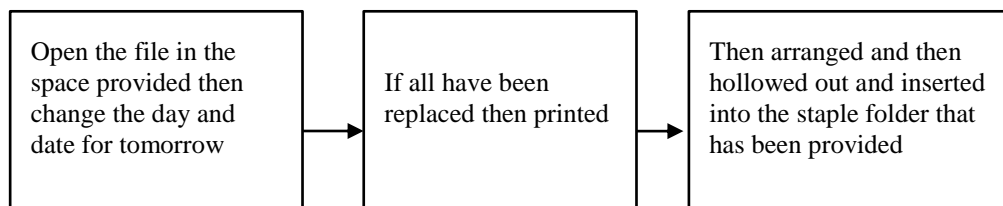


Figure 3.4 Replace absences

5. Assisting in making an Assignment Letter (SPT)

An assignment order is an official letter made by an employee at the direction of the head of the agency with the aim of assigning an employee or employees to do a job within the city or outside the city. The procedure for making it is Name, Nip, rank and position for employees, purpose, how long to leave, description and signature of the head of the agency.

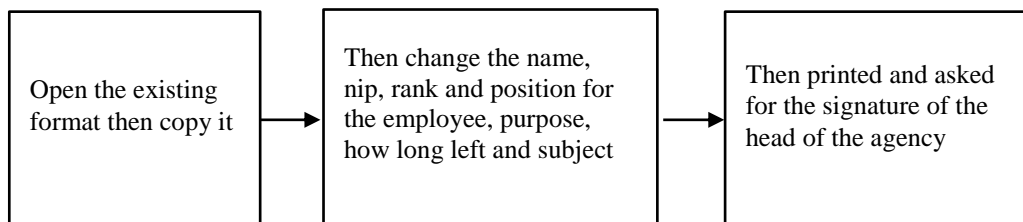


Figure 3.5 Assisting in making SPT

3.3 Place of Apprenticeship

The internship will be held from 20 February to 20 June 2023. It will be held in the Administration section at the PUPR office in Dumai city.

3.4 Kind of description on the activity

The daily activities in PUPR office in Dumai City can be seen in the table below:

Table 3.1 Agenda of Activities of the Februari 20th until 24th, 2023

No	Day/Date	Activity	Place
1	Monday February 20 th , 2023	<ul style="list-style-type: none"> Introduce yourself to supervisors and staff Listen to directions from supervisors about work 	Office (Administration Room)
2	Tuesday February 21 th , 2023	<ul style="list-style-type: none"> Write incoming letters to the agenda book File archive Replace absent attendance of the entire workforce 	Office (Administration Room)
3	Wednesday February 22 th , 2023	<ul style="list-style-type: none"> Copy of incoming letter Operate incoming letter to others fields Replace absent attendance of the entire workforce 	Office (Administration Room)
4	Thursday February 23 th , 2023	Replace absent attendance of the entire workforce	Office (Administration Room)
5	Friday February 24 th , 2023	<ul style="list-style-type: none"> Scan documents hibah Write a incoming letter to agenda book 	Office (Administration Room)

Table 3.2 Agenda of Activities of February 27th until March 3th, 2023

No	Day/Date	Activity	Place
1	Monday February 27 th , 2023	<ul style="list-style-type: none"> Assist in making work orders (SPT) Write incoming letters via electronic to book agenda 	Office (Administration Room)

		<ul style="list-style-type: none"> • Replace absent attendance of the entire workforce 	
2	Tuesday February 28 th , 2023	<ul style="list-style-type: none"> • Help the supervisor prepare the file • Replace absent attendance of the entire workforce 	Office (Administration Room)
3	Wednesday March 1 st , 2023	<ul style="list-style-type: none"> • Write outcoming letters to agenda book • Replace absent attendance of the entire workforce 	Office (Administration Room)
4	Thursday March 2 nd , 2023	<ul style="list-style-type: none"> • Scan documents • Replace absent attendance of the entire workforce 	Office (Administration Room)
5	Friday March 3 rd , 2023	<ul style="list-style-type: none"> • Help to supervisors copy documents • Write outcoming letters to agenda book • Replace absent attendance of the entire workforce 	Office (Administration Room)

Table 3.3 genda of Activities of March 6th until 10th, 2023

No	Day/Date	Activity	Place
1	Monday March 6 th , 2023	<ul style="list-style-type: none"> • Write incoming letters via electronic to book agenda • Copy incoming letters • Archive incoming letters • Replace absent attendance of the entire workforce 	Office (Administration Room)
2	Tuesday March 7 th , 2023	<ul style="list-style-type: none"> • Replace absent attendance of the entire workforce 	Office (Administration Room)
3	Wednesday March 8 th , 2023	<ul style="list-style-type: none"> • Assist in making work orders (SPT) • Help supervisors inputing labor BPJS data • Replace absent attendance of the entire workforce 	Office (Administration Room)
4	Thursday March 9 th , 2023	<ul style="list-style-type: none"> • Write incoming letters to book agenda • Copy incoming letters • Operate icoming letters to others fields • Replace absent attendance of the entire workforce 	Office (Administration Room)
5	Friday March 10 th , 2023	<ul style="list-style-type: none"> • Write incoming letters to agenda book • Replace absent attendance of the entire workforce 	Office (Administration Room)

Table 3.4 Agenda of Activities of March 13th until 17th, 2023

No	Day/Date	Activity	Place
1	Monday March 13 th , 2023	<ul style="list-style-type: none"> • Write outcoming letters to book agenda • Copy outcoming letters • Archive outcoming letters • Replace absent attendance of the entire workforce 	Office (Administration Room)
2	Tuesday March 14 th , 2023	<ul style="list-style-type: none"> • Scan Document • Replace absent attendance of the entire 	Office (Administration

		workforce	Room)
3	Wednesday March 15 th , 2023	<ul style="list-style-type: none"> • Write incoming letters to book agenda • Scan SK • Replace absent attendance of the entire workforce 	Office (Administration Room)
4	Thursday March 16 th , 2023	<ul style="list-style-type: none"> • Write incoming letters via electronic to book agenda • Copy incoming letters • Archive incoming letters • Replace absent attendance of the entire workforce 	Office (Administration Room)
5	Friday March 10 th , 2023	<ul style="list-style-type: none"> • Copy incoming letters • Operate incoming letters to others fields • Replace absent attendance of the entire workforce 	Office (Administration Room)

Table 3.5 Agenda of Activities of March 20th until 24th, 2023

No	Day/Date	Activity	Place
1	Monday March 20 th , 2023	<ul style="list-style-type: none"> • Replace absent attendance of the entire workforce 	Office (Administration Room)
2	Tuesday March 21 th , 2023	<ul style="list-style-type: none"> • Write incoming letters to agenda book • Scan documents • Replace absent attendance of the entire workforce 	Office (Administration Room)
3	Wednesday March 22 th , 2023	<ul style="list-style-type: none"> • OFF (Holiday of Silence) 	-
4	Thursday March 23 th , 2023	<ul style="list-style-type: none"> • OFF (Holiday of Silence) 	-
5	Friday March 24 th , 2023	<ul style="list-style-type: none"> • Write incoming letters to book agenda • Copy incoming letters • Operate incoming letters to others fields • Replace absent attendance of the entire workforce 	Office (Administration Room)

Table 3.6 Agenda of Activities of March 27th until 31th, 2023

No	Day/Date	Activity	Place
1	Monday March 27 th , 2023	<ul style="list-style-type: none"> • Help supervisors scan documents DPPPA • Recap staff warning letters • Replace absent attendance of the entire workforce 	Office (Administration Room)
2	Tuesday March 28 th , 2023	<ul style="list-style-type: none"> • Write incoming letters via electronic to agenda book • Copy incoming letters • Archive incoming letters • Replace absent attendance of the entire workforce 	Office (Administration Room)
3	Wednesday March 29 th , 2023	<ul style="list-style-type: none"> • Write incoming letters to agenda book • Writeoutcoming letters to agenda book 	Office (Administration

		<ul style="list-style-type: none"> • Copy incoming letters • Replace absent attendance of the entire workforce 	Room)
4	Thursday March 30 th , 2023	<ul style="list-style-type: none"> • Operate incoming letters to others field • Archive incoming letters • Replace absent attendance of the entire workforce 	Office (Administration Room)
5	Friday March 31 th , 2023	<ul style="list-style-type: none"> • Replace absent attendance of the entire workforce 	Office (Administration Room)

Table 3.7 Agenda of Activities of April 3th until 7th, 2023

No	Day/Date	Activity	Place
1	Monday April 3 th , 2023	<ul style="list-style-type: none"> • Assist in making work orders (SPT) • Write manual and via electronic incoming letters to agenda book • Archive incoming letters • Replace absent attendance of the entire workforce 	Office (Administration Room)
2	Tuesday April 4 th , 2023	<ul style="list-style-type: none"> • Copy incoming letters • Archive incoming letters • Replace absent attendance of the entire workforce 	Office (Administration Room)
3	Wednesday April 5 th , 2023	<ul style="list-style-type: none"> • Write outgoing letters to agenda book • Copy outgoing letters • Archive file • Replace absent attendance of the entire workforce 	Office (Administration Room)
4	Thursday April 6 th , 2023	<ul style="list-style-type: none"> • Write incoming writers to agenda book • Operate incoming letters to others field • Archive incoming letters • Replace absent attendance of the entire workforce 	Office (Administration Room)
5	Friday April 7 th , 2023	<ul style="list-style-type: none"> • Copy documents • Replace absent attendance of the entire workforce 	Office (Administration Room)

Table 3.8 Agenda of Activities of April 10th until 14th, 2023

No	Day/Date	Activity	Place
1	Monday April 10 th , 2023	<ul style="list-style-type: none"> • Replace absent attendance of the entire workforce 	Office (Administration Room)
2	Tuesday April 11 th , 2023	<ul style="list-style-type: none"> • Write incoming letters to agenda book • Replace absent attendance of the entire workforce 	Office (Administration Room)
3	Wednesday April 12 th , 2023	<ul style="list-style-type: none"> • Copy incoming letters • Operate incoming letters to others field • Archive incoming letters 	Office (Administration Room)

		<ul style="list-style-type: none"> • Replace absent attendance of the entire workforce 	
4	Thursday April 13 th , 2023	<ul style="list-style-type: none"> • Write outcoming to agenda book • Archive outcoming letters • Replace absent attendance of the entire workforce 	Office (Administration Room)
5	Friday April 14 th , 2023	<ul style="list-style-type: none"> • Write incoming letters • Replace absent attendance of the entire workforce 	Office (Administration Room)

Table 3.9 Agenda of Activities of April 17th until 21th, 2023

No	Day/Date	Activity	Place
1	Monday April 17 th , 2023	<ul style="list-style-type: none"> • Help write warning letters for ASN and Staff • Operate write warning letters • Write manual and via electronic incoming letter to agenda book • Replace absent attendance of the entire workforce 	Office (Administration Room)
2	Tuesday April 18 th , 2023	<ul style="list-style-type: none"> • Copy incoming letters • Operate incoming letters to others field • Archive incoming letters • Replace absent attendance of the entire workforce 	Office (Administration Room)
3	Wednesday April 19 th , 2023	<ul style="list-style-type: none"> • OFF (Eid al-Fitr) 	-
4	Thursday April 20 th , 2023	<ul style="list-style-type: none"> • OFF (Eid al-Fitr) 	-
5	Friday April 21 th , 2023	<ul style="list-style-type: none"> • OFF (Eid al-Fitr) 	-

Table 3.10 Agenda of Activities of April 24th until 28th, 2023

No	Day/Date	Activity	Place
1	Monday April 24 th , 2023	<ul style="list-style-type: none"> • OFF (Eid al-Fitr) 	-
2	Tuesday April 25 th , 2023	<ul style="list-style-type: none"> • OFF (Eid al-Fitr) 	-
3	Wednesday April 26 th , 2023	<ul style="list-style-type: none"> • Write incoming letters to agenda book • Scan document • Replace absent attendance of the entire workforce 	Office (Administration Room)
4	Thursday April 27 th , 2023	<ul style="list-style-type: none"> • Write incoming letters to agenda book • Write outcoming letters to agenda book • Copy outcoming letters • Archive outcoming • Replace absent attendance of the entire workforce 	Office (Administration Room)
5	Friday April 28 th , 2023	<ul style="list-style-type: none"> • Copy incoming letters • Operate incoming letters to others field • Archive outcoming 	Office (Administration Room)

		<ul style="list-style-type: none"> Replace absent attendance of the entire workforce 	
--	--	-----------------------------------------------------------------------------------------------------	--

Table 3.11 Agenda of Activities of May 1st until 5th, 2023

No	Day/Date	Activity	Place
1	Monday May 1 st , 2023	<ul style="list-style-type: none"> OFF (International Labor Day) 	-
2	Tuesday May 2 nd , 2023	<ul style="list-style-type: none"> Help supervisor scan document Replace absent attendance of the entire workforce 	Office (Administration Room)
3	Wednesday May 3 th , 2023	<ul style="list-style-type: none"> Write incoming letters via electronic to agenda book Archive file Replace absent attendance of the entire workforce 	Office (Administration Room)
4	Thursday May 4 th , 2023	<ul style="list-style-type: none"> Write incoming letters to agenda book Replace absent attendance of the entire workforce 	Office (Administration Room)
5	Friday May 5 th , 2023	<ul style="list-style-type: none"> Replace absent attendance of the entire workforce 	Office (Administration Room)

Table 3.12 Agenda of Activities of May 8th until 12th, 2023

No	Day/Date	Activity	Place
1	Monday May 8 th , 2023	<ul style="list-style-type: none"> Write manual and via electronic incoming letters to agenda book Copy incoming letters Archive incoming letters Replace absent attendance of the entire workforce 	Office (Administration Room)
2	Tuesday May 9 th , 2023	<ul style="list-style-type: none"> Assist in making work orders (SPT) Archive file Replace absent attendance of the entire workforce 	Office (Administration Room)
3	Wednesday May 10 th , 2023	<ul style="list-style-type: none"> Write incoming letters to agenda book Copy incoming letters Replace absent attendance of the entire workforce 	Office (Administration Room)
4	Thursday May 11 th , 2023	<ul style="list-style-type: none"> Operate incoming letters to others field Archive incoming Replace absent attendance of the entire workforce 	Office (Administration Room)
5	Friday May 12 th , 2023	<ul style="list-style-type: none"> Write incoming letters to agenda book Replace absent attendance of the entire workforce 	Office (Administration Room)

Table 3.13 Agenda of Activities of May 15th until 19th, 2023

No	Day/Date	Activity	Place
1	Monday	<ul style="list-style-type: none"> Write via electronic incoming letters to 	Office

	May 15 th , 2023	<ul style="list-style-type: none"> agenda book Copy incoming letters Archive incoming letters Replace absent attendance of the entire workforce 	(Administration Room)
2	Tuesday May 16 th , 2023	<ul style="list-style-type: none"> Replace absent attendance of the entire workforce 	Office (Administration Room)
3	Wednesday May 17 th , 2023	<ul style="list-style-type: none"> Write outgoing letters to agenda book Copy outgoing letters Replace absent attendance of the entire workforce 	Office (Administration Room)
4	Thursday May 18 th , 2023	<ul style="list-style-type: none"> OFF (Ascension day of Jesus) 	-
5	Friday May 19 th , 2023	<ul style="list-style-type: none"> Sort files Replace absent attendance of the entire workforce 	Office (Administration Room)

Table 3.14 Agenda of Activities of May 22nd until 26th, 2023

No	Day/Date	Activity	Place
1	Monday May 22 th , 2023	<ul style="list-style-type: none"> Write incoming letters to agenda book Scan documents Replace absent attendance of the entire workforce 	Office (Administration Room)
2	Tuesday May 23 th , 2023	<ul style="list-style-type: none"> Write incoming letters to agenda book Copy incoming letters Replace absent attendance of the entire workforce 	Office (Administration Room)
3	Wednesday May 24 th , 2023	<ul style="list-style-type: none"> Operate incoming letters to others field Archive incoming letter Replace absent attendance of the entire workforce 	Office (Administration Room)
4	Thursday May 25 th , 2023	<ul style="list-style-type: none"> Mutual cooperation with ASN and Staff Replace absent attendance of the entire workforce 	Office page (Administration Room)
5	Friday May 26 th , 2023	<ul style="list-style-type: none"> Scan documents Replace absent attendance of the entire workforce 	Office (Administration Room)

Table 3.15 Agenda of Activities of May 29th until June 2nd, 2023

No	Day/Date	Activity	Place
1	Monday May 29 th , 2023	<ul style="list-style-type: none"> Write incoming letters via electronic to agenda book Archive incoming letter Replace absent attendance of the entire workforce 	Office (Administration Room)
2	Tuesday May 30 th , 2023	<ul style="list-style-type: none"> Help supervisor scan file Replace absent attendance of the entire workforce 	Office (Administration Room)

3	Wednesday May 31 th , 2023	<ul style="list-style-type: none"> • Write incoming letters to agenda book • Replace absent attendance of the entire workforce 	Office (Administration Room)
4	Thursday June 1 st , 2023	<ul style="list-style-type: none"> • Mutual cooperation with ASN and Staff • Replace absent attendance of the entire workforce 	Office page
5	Friday June 2 nd , 2023	<ul style="list-style-type: none"> • OFF (Pancasila birthday) 	-

Table 3.16 Agenda of Activities of June 5th until 9th, 2023

No	Day/Date	Activity	Place
1	Monday June 5 th , 2023	<ul style="list-style-type: none"> • Write outgoing letters via electronic to agenda book • Archive incoming letter • Write incoming letters • Replace absent attendance of the entire workforce 	Office (Administration Room)
2	Tuesday June 6 th , 2023	<ul style="list-style-type: none"> • Copy incoming letter • Write incoming letters to agenda book • Replace absent attendance of the entire workforce 	Office (Administration Room)
3	Wednesday June 7 th , 2023	<ul style="list-style-type: none"> • Operate incoming letters to other field • Archive incoming letters • Replace absent attendance of the entire workforce 	Office (Administration Room)
4	Thursday June 8 th , 2023	<ul style="list-style-type: none"> • Mutual cooperation with ASN and Staff • Replace absent attendance of the entire workforce 	Office page (Administration Room)
5	Friday June 9 th , 2023	<ul style="list-style-type: none"> • Replace absent attendance of the entire workforce 	Office (Administration Room)

Table 3.17 Agenda of Activities of June 12th until 16th, 2023

No	Day/Date	Activity	Place
1	Monday June 12 th , 2023	<ul style="list-style-type: none"> • Write manual and via electronic incoming letters to agenda book • Replace absent attendance of the entire workforce 	Office (Administration Room)
2	Tuesday June 13 th , 2023	<ul style="list-style-type: none"> • Write incoming letters to agenda book • Replace absent attendance of the entire workforce 	Office (Administration Room)
3	Wednesday June 14 th , 2023	<ul style="list-style-type: none"> • Copy incoming letters • Operate incoming letters to other field • Archive incoming letters • Replace absent attendance of the entire workforce 	Office (Administration Room)
4	Thursday June 15 th , 2023	<ul style="list-style-type: none"> • Write incoming letters to agenda book • Assist in making work orders (SPT) 	Office (Administration Room)

		<ul style="list-style-type: none"> Sort files Replace absent attendance of the entire workforce 	Room)
5	Friday May 16 th , 2023	<ul style="list-style-type: none"> Sort files Replace absent attendance of the entire workforce 	Office (Administration Room)

Table 3. 18 Agenda of Activities of June 19th until 20th, 2023

No	Day/Date	Activity	Place
1	Monday June 19 th , 2023	<ul style="list-style-type: none"> Write manual and via electronic incoming letters to agenda book Sort files Replace absent attendance of the entire workforce 	Office (Administration Room)
2	Tuesday June 20 th , 2023	<ul style="list-style-type: none"> Write incoming letters to agenda book Sort files Replace absent attendance of the entire workforce 	Office (Administration Room)

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

The Dumai city PUPR office is one of the government agencies that accepts the PKL, apprenticeship, and Research programs. After completing the internship program, which was held from February 20 to June 20, 2023 it can be concluded as follows:

- 4.1.1 Working procedures carried out based on the PUPR Dumai City Standard Operating Procedure (SOP) as a guideline for carrying out work tasks in accordance with the functions, work procedures, and work-related agency systems
- 4.1.2 There are several jobs carried out during the internship, namely as follows: Handling manual incoming and outgoing mail, Receiving electronic incoming mail, using office equipment, Changing absences for labour attendance and assisting in making Task Orders (SPT) Apart from that, other work done is helping to make warning letters (SP), sorting paper, fostering mutual cooperation, or assisting supervisors in carrying out their duties as Head of Administration.
- 4.1.3 There are several documents that are used, such as incoming and outgoing letters, e-office applications, manual attendance, and assignment orders.

4.2 Sugestion

4.2.1 Sugestion for Office

It is better to avoid miscommunication and strengthen the relationship between administrative subdivisions and other fields. So that there is no misunderstanding and mutual confirmation if something happens or a problem occurs.

4.2.2 Sugestion for English Students

English students must further improve their broad skills and knowledge to be useful in work and have the courage to speak in public so they are not awkward in the world of work.

APPENDICES


APPENDIX A Daily Activities of Internship

DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : February 20th, 2023

No	Job Description	Supervisor	Signature
1.	Introduce yourself to supervisors and staff	Heni Rahmawati	
	Note :		


NO	Picture	Information
		To get to know each other better and know what work will be done

DAILY ACTIVITY

APPRENTICESHIP

Day : Tuesday

Date : February 21th, 2023

No	Job Description	Supervisor	Signature
1.	Write incoming letters to the agenda book	Heni Rahmawati	
	Note :		


NO	Picture	Information
		This incoming letter agenda book is for writing incoming letters as proof that letters sent or delivered have been received by the Dumai city PUPR office.

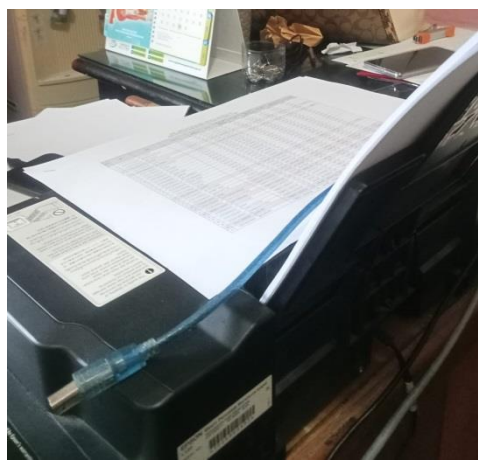
DAILY ACTIVITY

APPRENTICESHIP

Day : Wednesday

Date : February 22th, 2023

No	Job Description	Supervisor	Signature
1.	Copy of incoming letters	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Copies of incoming letters using office equipment to be delivered to other fields as their archives


DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : February 23th, 2023

No	Job Description	Supervisor	Signature
1.	Replace absent attendance of the entire workforce	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Every day to replace the absence of labour attendance as proof of attending the morning assembly.


DAILY ACTIVITY

APPRENTICESHIP

Day : Friday

Date : February 24th, 2023

No	Job Description	Supervisor	Signature
1.	Scan document hibah	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Scan is an office tool that is used to scan documents so that they are stored in file form.

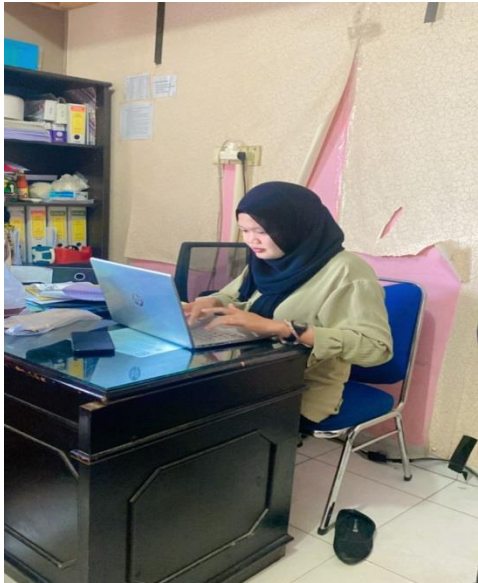
DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : February 27th, 2023

No	Job Description	Supervisor	Signature
1.	Assist in makng work orders (SPT)	Heni Rahmawati	
	Note :		


NO	Picture	Information
		An assignment warrant is an official letter for ASN or staff who go out of town for work.


DAILY ACTIVITY

APPRENTICESHIP

Day : Tuesday

Date : February 28th, 2023

No	Job Description	Supervisor	Signature
1.	Replace absent attendance of the entire workforce	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Every day to replace the absence of labour attendance as proof of attending the morning assembly.


DAILY ACTIVITY

APPRENTICESHIP

Day : Wednesday

Date : March 1st, 2023

No	Job Description	Supervisor	Signature
1.	Write outcoming letters to agenda book	Heni Rahmawati	
	Note :		


NO	Picture	Information
		This agenda book is useful as proof that you have given the number according to the letter code

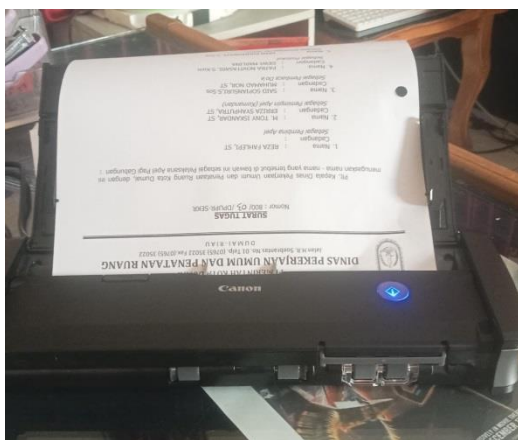
DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : March 2nd, 2023

No	Job Description	Supervisor	Signature
1.	Scan documents	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Scan is an office tool that is used to scan documents so that they are stored in file form.

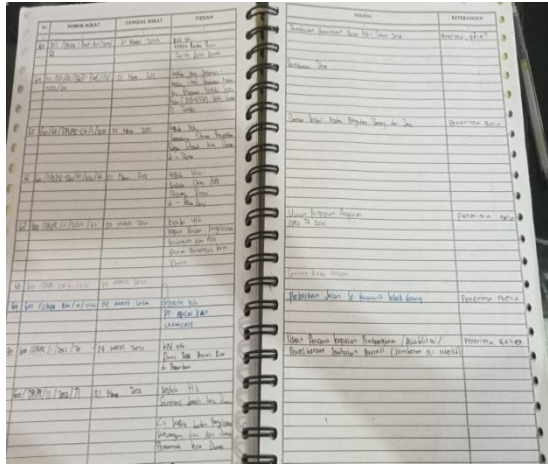
DAILY ACTIVITY

APPRENTICESHIP

Day : Friday

Date : March 3th, 2023

No	Job Description	Supervisor	Signature
1.	Write incoming letters to agenda book	Heni Rahmawati	
	Note :		


NO	Picture	Information
		This agenda book is useful as proof that you have given the number according to the letter code.


DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : March 6th, 2023

No	Job Description	Supervisor	Signature
1.	Write incoming letters to agenda book	Heni Rahmawati	
	Note :		


NO	Picture	Information
		This incoming letter agenda book is for writing incoming letters as proof that letters sent or delivered have been received by the Dumai city PUPR office.


DAILY ACTIVITY

APPRENTICESHIP

Day : Tuesday

Date : March 7th, 2023

No	Job Description	Supervisor	Signature
1.	Replace absent attendance of the entire workforce	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Every day to replace the absence of labour attendance as proof of attending the morning assembly.

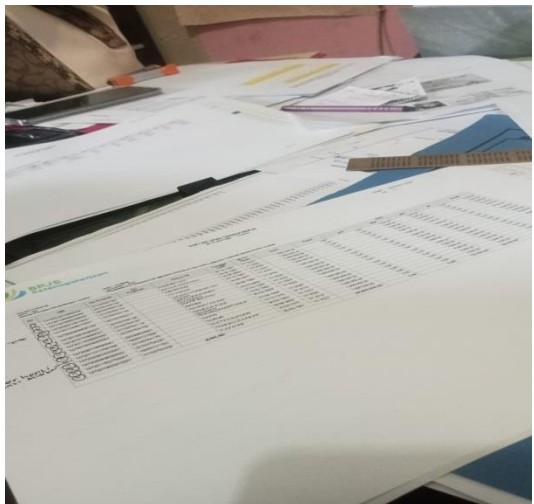
DAILY ACTIVITY

APPRENTICESHIP

Day : Wednesday

Date : March 8th, 2023

No	Job Description	Supervisor	Signature
1.	Help supervisors inputing labour BPJS data	Heni Rahmawati	
	Note :		


NO	Picture	Information
		After being inputted, this data will be sent to the bpjs city of dumai.

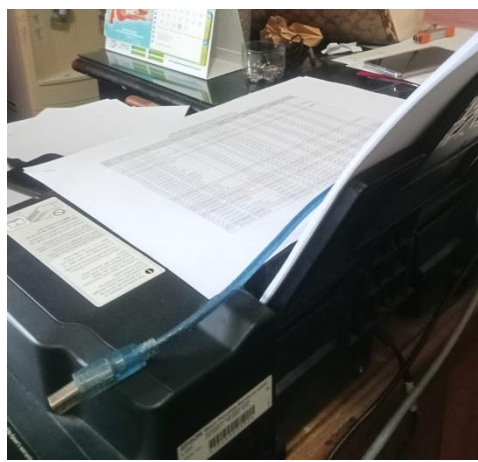
DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : March 9th, 2023

No	Job Description	Supervisor	Signature
1.	Copy of incoming letters	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Copies of incoming letters using office equipment to be delivered to other fields as their archives


DAILY ACTIVITY

APPRENTICESHIP

Day : Friday

Date : March 10th, 2023

No	Job Description	Supervisor	Signature
1.	Write incoming letters to agenda book	Heni Rahmawati	
	Note :		


NO	Picture	Information
		This incoming letter agenda book is for writing incoming letters as proof that letters sent or delivered have been received by the Dumai city PUPR office.


DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : March 13th, 2023


No	Job Description	Supervisor	Signature
1.	Archive outcoming letters	Heni Rahmawati	
	Note :		

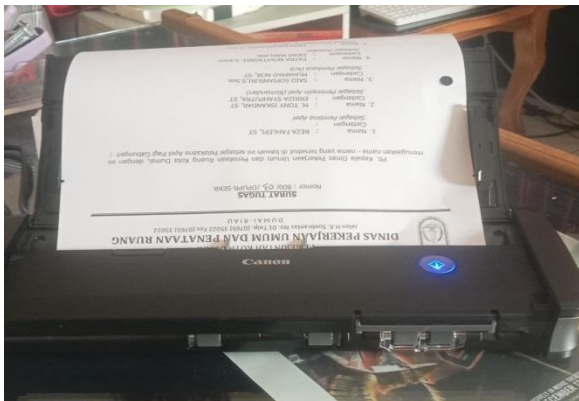
NO	Picture	Information
		Archive of outgoing letters as proof that the Pupr office has issued or sent the letter.

DAILY ACTIVITY
APPRENTICESHIP

Day : Tuesday

Date : March 14th, 2023

No	Job Description	Supervisor	Signature
1.	Scan documents	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Scan is an office tool that is used to scan documents so that they are stored in file form.


DAILY ACTIVITY

APPRENTICESHIP

Day : Wednesday

Date : March 15th, 2023

No	Job Description	Supervisor	Signature
1.	Replace absent attendace of the entire workforce	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Every day to replace the absence of labour attendance as proof of attending the morning assembly.


DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : March 16th, 2023

No	Job Description	Supervisor	Signature
1.	Write incoming letters via electronic to book agenda	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Incoming mail via electronic uses e-office applications. This letter is in official form from the mayor or other office that has established cooperation.

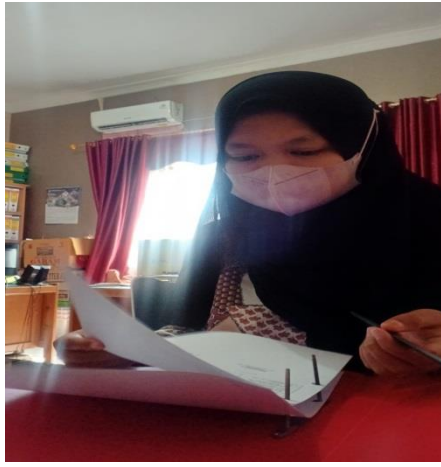
DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : March 20th, 2023

No	Job Description	Supervisor	Signature
1.	Replace absent attendace of the entire workforce	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Every day to replace the absence of labour attendance as proof of attending the morning assembly.


DAILY ACTIVITY

APPRENTICESHIP

Day : Tuesday

Date : March 21th, 2023

No	Job Description	Supervisor	Signature
1.	Write incoming letters to agenda book	Heni Rahmawati	
	Note :		


NO	Picture	Information
		This incoming letter agenda book is for writing incoming letters as proof that letters sent or delivered have been received by the Dumai city PUPR office.

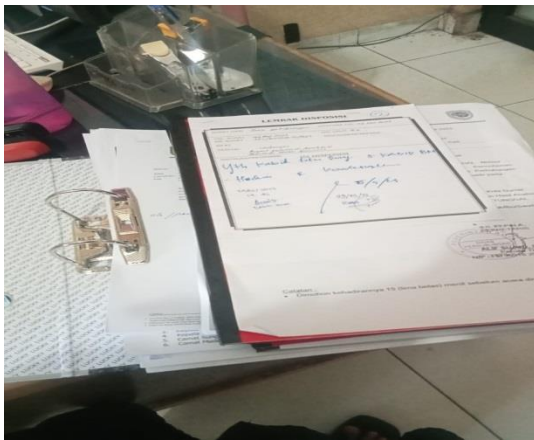
DAILY ACTIVITY

APPRENTICESHIP

Day : Friday

Date : March 24th, 2023

No	Job Description	Supervisor	Signature
1.	Operate incoming letters to others field	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Operate mail to other fields to convey the subject matter of letters and as their archives.


DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : March 27th, 2023

No	Job Description	Supervisor	Signature
1.	Recap staff warning letters	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Staff warning letter recap is a letter for staff who do not follow office rules and are not disciplined


DAILY ACTIVITY

APPRENTICESHIP

Day : Tuesday

Date : March 28th, 2023

No	Job Description	Supervisor	Signature
1.	Write incoming letters via electronic to book agenda	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Incoming mail via electronic uses e-office applications. This letter is in official form from the mayor or other office that has established cooperation.

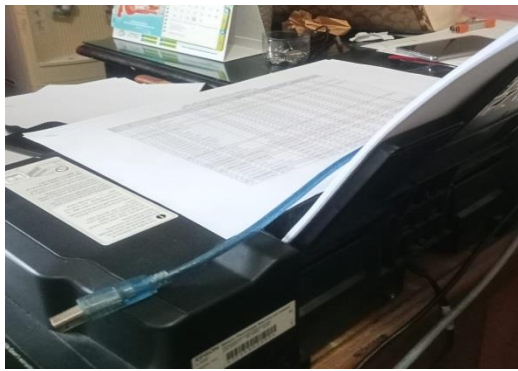
DAILY ACTIVITY

APPRENTICESHIP

Day : Wednesday

Date : March 29th, 2023

No	Job Description	Supervisor	Signature
1.	Copy incoming letters	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Copies of incoming letters using office equipment to be delivered to other fields as their archives

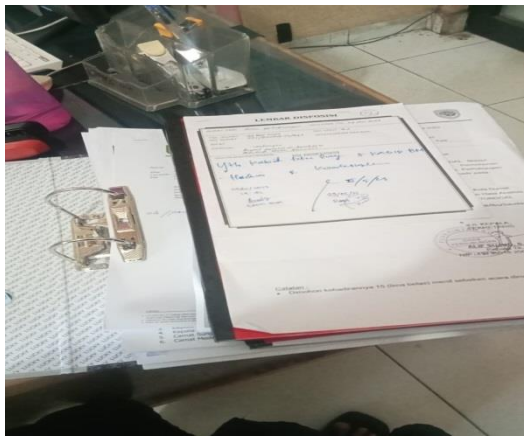
DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : March 30th, 2023

No	Job Description	Supervisor	Signature
1.	Archive incoming letters	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Incoming mail archives are letters stored in documents as proof that the letter has been delivered to the person concerned.


DAILY ACTIVITY

APPRENTICESHIP

Day :Friday

Date : March 31th, 2023

No	Job Description	Supervisor	Signature
1.	Replace absent attendance of the entire workforce	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Every day to replace the absence of labour attendance as proof of attending the morning assembly.

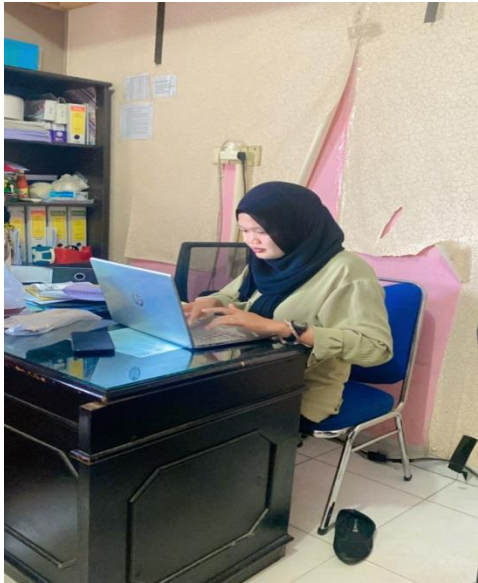
DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : April 3th, 2023

No	Job Description	Supervisor	Signature
1.	Assist in makng work orders (SPT)	Heni Rahmawati	
	Note :		


NO	Picture	Information
		An assignment warrant is an official letter for ASN or staff who go out of town for work.

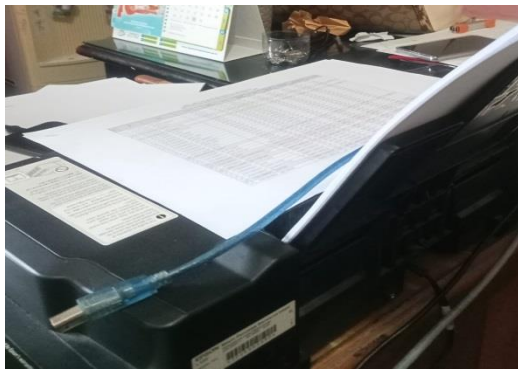
DAILY ACTIVITY

APPRENTICESHIP

Day : Tuesday

Date : April 4th, 2023

No	Job Description	Supervisor	Signature
1.	Copy incoming letters	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Copies of incoming letters using office equipment to be delivered to other fields as their archives


DAILY ACTIVITY

APPRENTICESHIP

Day : Wednesday

Date : April 5th, 2023

No	Job Description	Supervisor	Signature
1.	Write incoming letters to agenda book	Heni Rahmawati	
	Note :		


NO	Picture	Information
		This incoming letter agenda book is for writing incoming letters as proof that letters sent or delivered have been received by the Dumai city PUPR office.


DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : April 6th, 2023

No	Job Description	Supervisor	Signature
1.	Write incoming letters to agenda book	Heni Rahmawati	
	Note :		


NO	Picture	Information
		This incoming letter agenda book is for writing incoming letters as proof that letters sent or delivered have been received by the Dumai city PUPR office.


DAILY ACTIVITY

APPRENTICESHIP

Day : Friday

Date : April 7th, 2023

No	Job Description	Supervisor	Signature
1.	Replace absent attendace of the entire workforce	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Every day to replace the absence of labour attendance as proof of attending the morning assembly.


DAILY ACTIVITY

APPRENTICESHIP

Day :Monday

Date : April 10th, 2023

No	Job Description	Supervisor	Signature
1.	Replace absent attendance of the entire workforce	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Every day to replace the absence of labour attendance as proof of attending the morning assembly.


DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : April 6th, 2023

No	Job Description	Supervisor	Signature
1.	Write incoming letters to agenda book	Heni Rahmawati	
	Note :		


NO	Picture	Information
		This incoming letter agenda book is for writing incoming letters as proof that letters sent or delivered have been received by the Dumai city PUPR office.

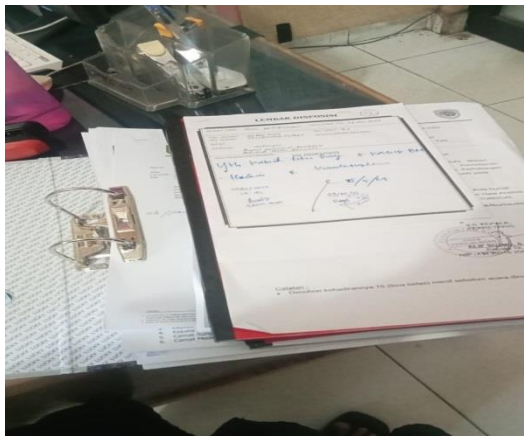
DAILY ACTIVITY

APPRENTICESHIP

Day : Wednesday

Date : April 12th, 2023

No	Job Description	Supervisor	Signature
1.	Archive incoming letters	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Incoming mail archives are letters stored in documents as proof that the letter has been delivered to the person concerned.


DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : April 13th, 2023

No	Job Description	Supervisor	Signature
1.	Write outcoming letters to agenda book	Heni Rahmawati	
	Note :		


NO	Picture	Information
		This agenda book is useful as proof that you have given the number according to the letter code

DAILY ACTIVITY

APPRENTICESHIP

Day : Friday

Date : April 14th, 2023

No	Job Description	Supervisor	Signature
1.	Write incoming letters to the agenda book	Heni Rahmawati	
	Note :		


NO	Picture	Information
		This incoming letter agenda book is for writing incoming letters as proof that letters sent or delivered have been received by the Dumai city PUPR office.


DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : April 17th, 2023

No	Job Description	Supervisor	Signature
1.	Help write warning letters for ASN and Staff	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Staff warning letter recap is a letter for staff who do not follow office rules and are not disciplined

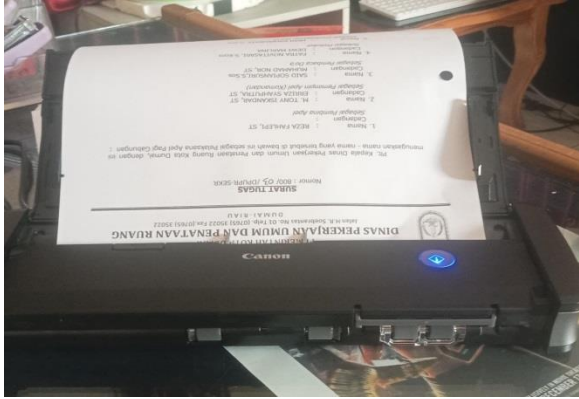
DAILY ACTIVITY

APPRENTICESHIP

Day : Tuesday

Date : April 18th, 2023

No	Job Description	Supervisor	Signature
1.	Scan documents	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Scan is an office tool that is used to scan documents so that they are stored in file form.

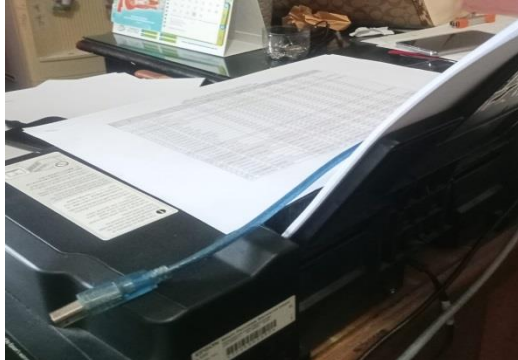
DAILY ACTIVITY

APPRENTICESHIP

Day : Wednesday

Date : April 26th, 2023

No	Job Description	Supervisor	Signature
1.	Copy incoming letters	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Copies of incoming letters using office equipment to be delivered to other fields as their archives


DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : April 27th, 2023

No	Job Description	Supervisor	Signature
1.	Write incoming letters to agenda book	Heni Rahmawati	
	Note :		


NO	Picture	Information
		This incoming letter agenda book is for writing incoming letters as proof that letters sent or delivered have been received by the Dumai city PUPR office.

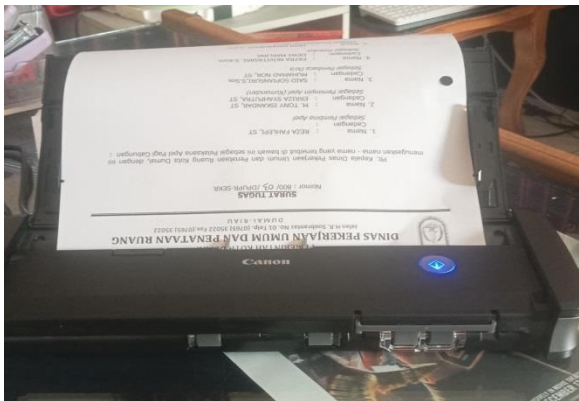
DAILY ACTIVITY

APPRENTICESHIP

Day : Friday

Date : April 28th, 2023

No	Job Description	Supervisor	Signature
1.	Scan documents	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Scan is an office tool that is used to scan documents so that they are stored in file form.

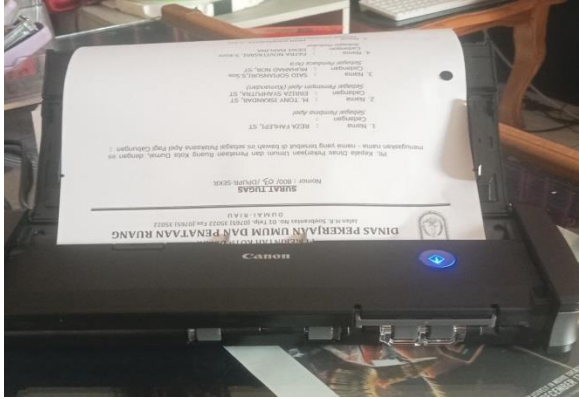
DAILY ACTIVITY

APPRENTICESHIP

Day : Tuesday

Date : May 2nd, 2023

No	Job Description	Supervisor	Signature
1.	Scan documents	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Scan is an office tool that is used to scan documents so that they are stored in file form.


DAILY ACTIVITY

APPRENTICESHIP

Day : Wednesday

Date : May 3th, 2023

No	Job Description	Supervisor	Signature
1.	Replace absent attendance of the entire workforce	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Every day to replace the absence of labour attendance as proof of attending the morning assembly.


DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : May 4th, 2023

No	Job Description	Supervisor	Signature
1.	Write incoming letters to agenda book	Heni Rahmawati	
	Note :		


NO	Picture	Information
		This incoming letter agenda book is for writing incoming letters as proof that letters sent or delivered have been received by the Dumai city PUPR office.


DAILY ACTIVITY

APPRENTICESHIP

Day : Friday

Date : May 5th, 2023

No	Job Description	Supervisor	Signature
1.	Replace absent attendace of the entire workforce	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Every day to replace the absence of labour attendance as proof of attending the morning assembly.


DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : May 8th, 2023

No	Job Description	Supervisor	Signature
1.	Write incoming letters via electronic to book agenda	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Incoming mail via electronic uses e-office applications. This letter is in official form from the mayor or other office that has established cooperation.

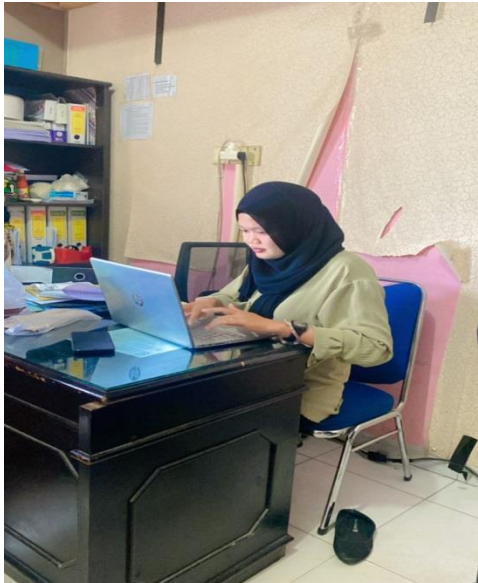
DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : April 3th, 2023

No	Job Description	Supervisor	Signature
1.	Assist in makng work orders (SPT)	Heni Rahmawati	
	Note :		


NO	Picture	Information
		An assignment warrant is an official letter for ASN or staff who go out of town for work.

DAILY ACTIVITY

APPRENTICESHIP

Day : Wednesday

Date : May 10th, 2023

No	Job Description	Supervisor	Signature
1.	Write incoming letters to the agenda book	Heni Rahmawati	
	Note :		


NO	Picture	Information
		This incoming letter agenda book is for writing incoming letters as proof that letters sent or delivered have been received by the Dumai city PUPR office.

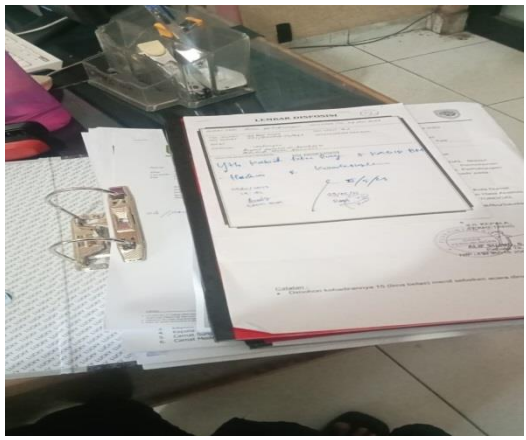
DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : May 11th, 2023

No	Job Description	Supervisor	Signature
1.	Archive incoming letters	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Incoming mail archives are letters stored in documents as proof that the letter has been delivered to the person concerned.


DAILY ACTIVITY

APPRENTICESHIP

Day : Friday

Date : May 12th, 2023

No	Job Description	Supervisor	Signature
1.	Write incoming letters to agenda book	Heni Rahmawati	
	Note :		


NO	Picture	Information
		This incoming letter agenda book is for writing incoming letters as proof that letters sent or delivered have been received by the Dumai city PUPR office.


DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : May 15th, 2023

No	Job Description	Supervisor	Signature
1.	Write incoming letters via electronic to book agenda	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Incoming mail via electronic uses e-office applications. This letter is in official form from the mayor or other office that has established cooperation.


DAILY ACTIVITY

APPRENTICESHIP

Day : Tuesday

Date : May 16th, 2023

No	Job Description	Supervisor	Signature
1.	Replace absent attendance of the entire workforce	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Every day to replace the absence of labour attendance as proof of attending the morning assembly.

DAILY ACTIVITY

APPRENTICESHIP

Day : Wednesday

Date : May 17th, 2023

No	Job Description	Supervisor	Signature
1.	Write incoming letters to the agenda book	Heni Rahmawati	
	Note :		


NO	Picture	Information
		This incoming letter agenda book is for writing incoming letters as proof that letters sent or delivered have been received by the Dumai city PUPR office.


DAILY ACTIVITY

APPRENTICESHIP

Day : Friday

Date : May 19th, 2023

No	Job Description	Supervisor	Signature
1.	Sort files	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Sorting paper is choosing which paper is good and which is not.


DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : May 22th, 2023

No	Job Description	Supervisor	Signature
1.	Write incoming letters to agenda book	Heni Rahmawati	
	Note :		


NO	Picture	Information
		This incoming letter agenda book is for writing incoming letters as proof that letters sent or delivered have been received by the Dumai city PUPR office.


DAILY ACTIVITY

APPRENTICESHIP

Day : Tuesday

Date : May 23th, 2023

No	Job Description	Supervisor	Signature
1.	Replace absent attendace of the entire workforce	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Every day to replace the absence of labour attendance as proof of attending the morning assembly.

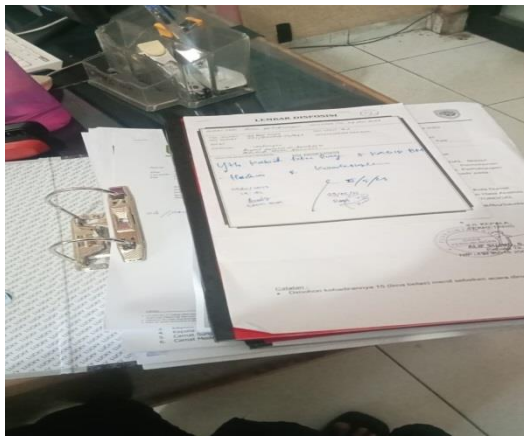
DAILY ACTIVITY

APPRENTICESHIP

Day : Wednesday

Date : May 24th, 2023

No	Job Description	Supervisor	Signature
1.	Archive incoming letters	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Incoming mail archives are letters stored in documents as proof that the letter has been delivered to the person concerned.


DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : May 25th, 2023

No	Job Description	Supervisor	Signature
1.	Replace absent attendance of the entire workforce	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Every day to replace the absence of labour attendance as proof of attending the morning assembly.

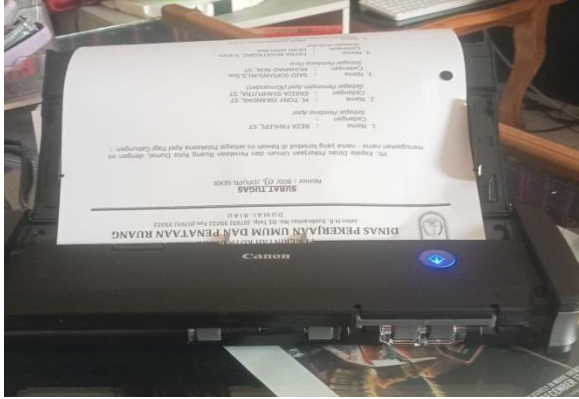
DAILY ACTIVITY

APPRENTICESHIP

Day : Friday

Date : May 26th, 2023

No	Job Description	Supervisor	Signature
1.	Scan documents	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Scan is an office tool that is used to scan documents so that they are stored in file form.


DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : May 29th, 2023

No	Job Description	Supervisor	Signature
1.	Write incoming letters via electronic to book agenda	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Incoming mail via electronic uses e-office applications. This letter is in official form from the mayor or other office that has established cooperation.

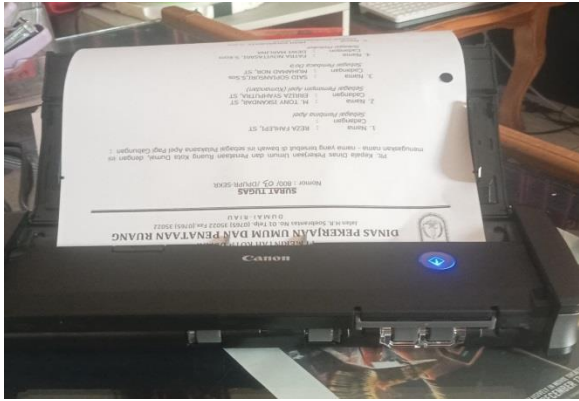
DAILY ACTIVITY

APPRENTICESHIP

Day : Tuesday

Date : May 30th,2023

No	Job Description	Supervisor	Signature
1.	Help supervisor scan file	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Scan is an office tool that is used to scan file so that they are stored in file form.


DAILY ACTIVITY

APPRENTICESHIP

Day : Wednesday

Date : May 31th, 2023

No	Job Description	Supervisor	Signature
1.	Write incoming letters to agenda book	Heni Rahmawati	
	Note :		


NO	Picture	Information
		This incoming letter agenda book is for writing incoming letters as proof that letters sent or delivered have been received by the Dumai city PUPR office.


DAILY ACTIVITY

APPRENTICESHIP

Day : Tuesday

Date : June 1st, 2023

No	Job Description	Supervisor	Signature
1.	Replace absent attendace of the entire workforce	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Every day to replace the absence of labour attendance as proof of attending the morning assembly.


DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : June 5th, 2023

No	Job Description	Supervisor	Signature
1.	Write incoming letters via electronic to book agenda	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Incoming mail via electronic uses e-office applications. This letter is in official form from the mayor or other office that has established cooperation.

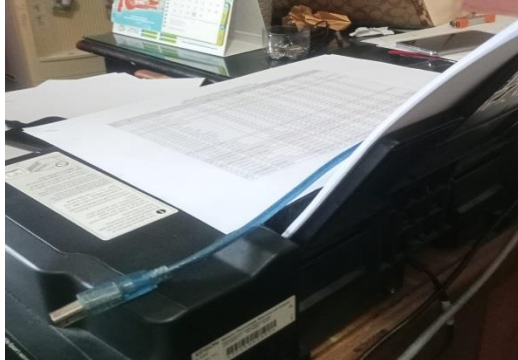
DAILY ACTIVITY

APPRENTICESHIP

Day : Tuesday

Date : June 6th, 2023

No	Job Description	Supervisor	Signature
1.	Copy incoming letters	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Copies of incoming letters using office equipment to be delivered to other fields as their archives

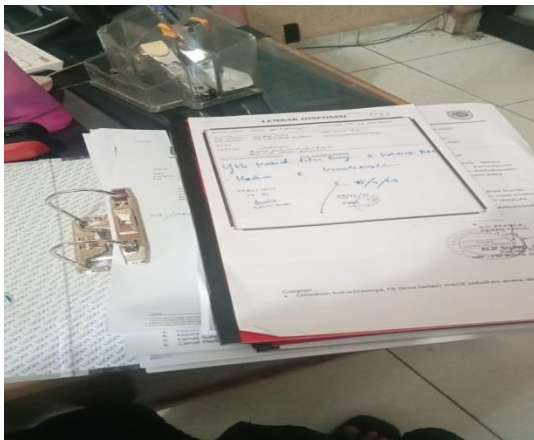
DAILY ACTIVITY

APPRENTICESHIP

Day : Wednesday

Date : June 7th, 2023

No	Job Description	Supervisor	Signature
1.	Operate incoming letters to others field	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Operate mail to other fields to convey the subject matter of letters and as their archives.


DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : June 8th, 2023

No	Job Description	Supervisor	Signature
1.	Replace absent attendance of the entire workforce	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Every day to replace the absence of labour attendance as proof of attending the morning assembly.


DAILY ACTIVITY

APPRENTICESHIP

Day : Friday

Date : June 9th, 2023

No	Job Description	Supervisor	Signature
1.	Replace absent attendance of the entire workforce	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Every day to replace the absence of labour attendance as proof of attending the morning assembly.


DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : June 12th, 2023

No	Job Description	Supervisor	Signature
1.	Write incoming letters via electronic to book agenda	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Incoming mail via electronic uses e-office applications. This letter is in official form from the mayor or other office that has established cooperation.


DAILY ACTIVITY

APPRENTICESHIP

Day : Tuesday

Date : June 13th, 2023

No	Job Description	Supervisor	Signature
1.	Write incoming letters to agenda book	Heni Rahmawati	
	Note :		


NO	Picture	Information
		This incoming letter agenda book is for writing incoming letters as proof that letters sent or delivered have been received by the Dumai city PUPR office.

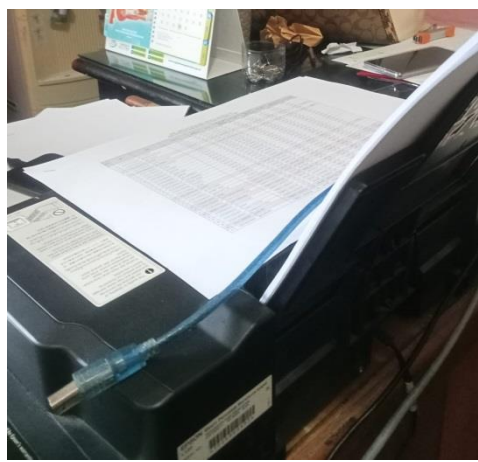
DAILY ACTIVITY

APPRENTICESHIP

Day : Wenesday

Date : June 14th, 2023

No	Job Description	Supervisor	Signature
1.	Copy of incoming letters	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Copies of incoming letters using office equipment to be delivered to other fields as their archives

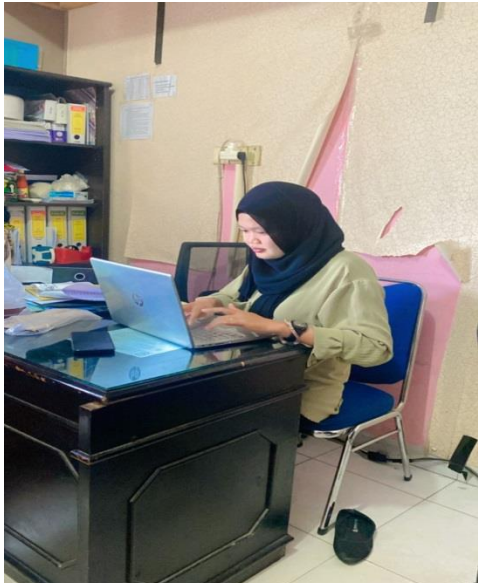
DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : June 15th, 2023


No	Job Description	Supervisor	Signature
1.	Assist in makng work orders (SPT)	Heni Rahmawati	
	Note :		


NO	Picture	Information
		An assignment warrant is an official letter for ASN or staff who go out of town for work.

DAILY ACTIVITY
APPRENTICESHIP

Day : Friday

Date : June 16th, 2023


No	Job Description	Supervisor	Signature
1.	Sort files	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Sorting paper is choosing which paper is good and which is not.

DAILY ACTIVITY
APPRENTICESHIP

Day : Monday

Date : June 19th, 2023

No	Job Description	Supervisor	Signature
1.	Write incoming letters via electronic to book agenda	Heni Rahmawati	
	Note :		


NO	Picture	Information
		Incoming mail via electronic uses e-office applications. This letter is in official form from the mayor or other office that has established cooperation.


DAILY ACTIVITY

APPRENTICESHIP

Day : Tuesday

Date : June 20th, 2023

No	Job Description	Supervisor	Signature
1.	Write incoming letters to agenda book	Heni Rahmawati	
	Note :		

NO	Picture	Information
		This incoming letter agenda book is for writing incoming letters as proof that letters sent or delivered have been received by the Dumai city PUPR office.

APPENDIX B Certificated of Apprenticeship



APPENDIX C Apprenticeship Acceptance Letter



PEMERINTAH KOTA DUMAI
DINAS PEKERJAAN UMUM DAN PENATAAN RUANG
Jalan HR. Soebrantas No.01 Telp. (0765) 35022 Fax.(0765) 35022
DUMAI-RIAU

Dumai, 06 Februari 2023

Nomor : 600/185 /PUPR-SEKR
Lamp : -
Hal : Permohonan Kerja Praktek (KP)

Kepada Yth,
Direktur Politeknik Negeri
Bengkalis
di -
Bengkalis

Menindaklanjuti surat dari Politeknik Negeri Bengkalis Nomor 569/PL31/TU/2023 Tanggal 30 Januari 2023 Perihal Permohonan Kerja Praktek (KP).

Sehubungan dengan hal tersebut diatas, dengan ini kami sampaikan bahwa kami bersedia menerima mahasiswa dari Politeknik Negeri Bengkalis untuk kerja praktek di Dinas Pekerjaan Umum dan Penataan Ruang Kota Dumai terhitung mulai tanggal 20 Februari 2023 sampai dengan 20 Juni 2023, dengan mentaati peraturan yang berlaku, dengan daftar nama mahasiswa sebagai berikut :

No	Nama Siswa	NIM	Program Studi
1.	Mutia Nova Syahputri	5203201130	Bahasa Inggris

Demikian disampaikan untuk dipergunakan seperlunya diucapkan terimakasih.


DIP. KEPALA
REZA FAHLEPI, ST
Pejabat Tk. I
NIP. 198308092009041001

Dibindai dengan CamScanner

APPENDIX D Evaluation Form



PEMERINTAH KOTA DUMAI
DINAS PEKERJAAN UMUM DAN PENATAAN RUANG
Jl. HR. Soebrantas No. 01 Telp. (0765) 35022 Fax. (0765) 35022
DUMAI - RIAU

PENILAIAN DARI INSTANSI KERJA PRAKTEK

Nama : MUTIA NOVA SYAHPUTRI

NIM : 5203201130

Program Studi : D-III BAHASA INGGRIS

Politeknik Negeri Bengkalis

No	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	95
2.	Tanggung Jawab	25%	96
3.	Penyesuaian Diri	10%	93
4.	Hasil Kerja	30%	96
5.	Perilaku secara umum	15%	93
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 :

.....
.....
.....

Dumai, 20th 2023.

HEMI RAHMAWATI
NIP. 896808282007012010

APPENDIX E Attendance List

ABSENSI HARIAN KERJA PRAKTIK (KP)

DINAS PUPR KOTA DUMAI

Nama : Mutia Nova Syahputri
Program Studi : Bahasa Inggris
Dari Kampus : Politeknik Negeri Bengkulu

No	Hari	Tanggal	Jam Kehadiran				Keterangan
			Masuk	Paraf	Keluar	Paraf	
1	Senin	20/02/2023	08.00		16.00		Hadir
2	Selasa	21/02/2023	08.00		16.00		Hadir
3	Rabu	22/02/2023	08.00		16.00		Hadir
4	Kamis	23/02/2023	08.00		16.00		Hadir
5	Jum'at	24/02/2023	08.00		16.30		Hadir
6	Senin	27/02/2023	08.00		16.00		Hadir
7	Selasa	28/02/2023	08.00		16.00		Hadir
8	Rabu	01/03/2023	08.00		16.00		Hadir
9	Kamis	02/03/2023	08.00		16.00		Hadir
10	Jumat	03/03/2023	08.00		16.30		Hadir
11	Senin	06/03/2023	08.00		16.00		Hadir
12	Selasa	07/03/2023	08.00		16.00		Hadir
13	Rabu	08/03/2023	08.00		16.00		Hadir
14	Kamis	09/03/2023	08.00		16.00		Hadir
15	Jumat	10/03/2023	08.00		16.30		Hadir
16	Senin	13/03/2023	08.00		16.00		Hadir
17	Selasa	14/03/2023	08.00		16.00		Hadir
18	Rabu	15/03/2023	08.00		16.00		Hadir
19	Kamis	16/03/2023	08.00		16.00		Hadir
20	Jumat	17/03/2023	08.00		16.30		Hadir
21	Senin	20/03/2023	08.00		16.00		Hadir
22	Selasa	21/03/2023	08.00		16.00		Hadir
23	Rabu	22/03/2023	-		-		Libur
24	Kamis	23/03/2023	-		-		Libur
25	Jumat	24/03/2023	08.00		16.30		Hadir
26	Senin	27/03/2023	08.00		16.00		Hadir
27	Selasa	28/03/2023	08.00		16.00		Hadir
28	Rabu	29/03/2023	08.00		16.00		Hadir
29	Kamis	30/03/2023	08.00		16.00		Hadir
30	Jumat	31/03/2023	08.00		16.30		Hadir

Dumai, 2023
Plt. Kepala Dinas

Reza Fahlepi, ST
NIP. 198308092009041001

**ABSENSI HARIAN KERJA PRAKTIK (KP)
DINAS PUPR KOTA DUMAI**

Nama : Mutia Nova Syahputri
Program Studi : Bahasa Inggris
Dari Kampus : Politeknik Negeri Bengkulu

No	Hari	Tanggal	Jam Kehadiran				Keterangan
			Masuk	Paraf	Keluar	Paraf	
31	Senin	01/04/2023	08.00		16.00		Hadir
32	Selasa	02/04/2023	08.00		16.00		Hadir
33	Rabu	03/04/2023	08.00		16.00		Hadir
34	Kamis	04/04/2023	08.00		16.00		Hadir
35	Jum'at	05/04/2023	08.00		16.30		Hadir
36	Senin	10/04/2023	08.00		16.00		Hadir
37	Selasa	11/04/2023	08.00		16.00		Hadir
38	Rabu	12/04/2023	08.00		16.00		Hadir
39	Kamis	13/04/2023	08.00		16.00		Hadir
40	Jumat	14/03/2023	08.00		16.30		Hadir
41	Senin	17/04/2023	08.00		16.00		Hadir
42	Selasa	18/04/2023	08.00		16.00		Hadir
43	Rabu	19/04/2023	-		-		Libur
44	Kamis	20/04/2023	-		-		Libur
45	Jumat	21/04/2023	-		-		Libur
46	Senin	24/04/2023	-		-		Libur
47	Selasa	25/04/2023	-		-		Libur
48	Rabu	26/04/2023	-		-		Libur
49	Kamis	27/04/2023	08.00		16.00		Hadir
50	Jumat	28/04/2023	08.00		16.30		Hadir
51	Senin	01/05/2023	-		-		Libur
52	Selasa	02/05/2023	08.00		16.00		Hadir
53	Rabu	03/05/2023	08.00		16.00		Hadir
54	Kamis	04/05/2023	08.00		16.00		Hadir
55	Jumat	05/05/2023	08.00		16.30		Hadir
56	Senin	08/05/2023	08.00		16.00		Hadir

57	Selasa	09/05/2023	08.00		16.00		Hadir
58	Rabu	10/05/2023	08.00		16.00		Hadir
59	Kamis	11/05/2023	08.00		16.00		Hadir
60	Jumat	12/05/2023	08.00		16.30		Hadir

Dumai, 2023
Plt. Kepala Dinas

Reza Fahlepi, ST
NIP. 198308092009041001

**ABSENSI HARIAN KERJA PRAKTIK (KP)
DINAS PUPR KOTA DUMAI**

Nama : Mutia Nova Syahputri
Program Studi : Bahasa Inggris
Dari Kampus : Politeknik Negeri Bengkulu

No	Hari	Tanggal	Jam Kehadiran				Keterangan
			Masuk	Paraf	Keluar	Paraf	
61	Senin	15/05/2023	08.00		16.00		Hadir
62	Selasa	16/05/2023	08.00		16.00		Hadir
63	Rabu	17/05/2023	08.00		16.00		Hadir
64	Kamis	18/05/2023	-		-		Libur
65	Jum'at	19/05/2023	08.00		16.30		Hadir
66	Senin	22/05/2023	08.00		16.00		Hadir
67	Selasa	23/05/2023	08.00		16.00		Hadir
68	Rabu	24/05/2023	08.00		16.00		Hadir
69	Kamis	25/05/2023	08.00		16.00		Hadir
70	Jumat	26/05/2023	08.00		16.30		Hadir
71	Senin	29/05/2023	08.00		16.00		Hadir
72	Selasa	30/05/2023	08.00		16.00		Hadir
73	Rabu	31/05/2023	08.00		16.00		Hadir
74	Kamis	01/06/2023	-		-		Libur
75	Jumat	02/06/2023	-		-		Libur
76	Senin	05/06/2023	08.00		16.00		Hadir
77	Selasa	06/06/2023	08.00		16.00		Hadir
78	Rabu	07/06/2023	08.00		16.00		Hadir
79	Kamis	08/06/2023	08.00		16.00		Hadir
80	Jumat	09/06/2023	08.00		16.30		Hadir
81	Senin	12/06/2023	08.00		16.00		Hadir

82	Selasa	13/06/2023	08.00		16.00		Hadir
83	Rabu	14/06/2023	08.00		16.00		Hadir
84	Kamis	15/06/2023	08.00		16.00		Hadir
85	Jumat	16/06/2023	08.00		16.30		Hadir
86	Senin	19/06/2023	08.00		16.00		Hadir
87	Selasa	20/06/2023	08.00		16.00		Hadir

Dumai, 2023
Plt. Kepala Dinas

Reza Fahlepi, ST
NIP. 198308092009041001