

AN APPRENTICESHIP REPORT
YOUTH AND SPORTS DEPARTMENT OF RIAU PROVINCE

In partial fulfillment of a Three-Year Diploma Program of English of State

Polytechnic of Bengkalis



By:

ROSINITTA JENLENA

Reg. Number : 5203201132

ENGLISH STUDY PROGRAM
LANGUAGE DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
2023

APPROVAL SHEET

AN APPRENTICESHIP REPORT RIAU PROVINCE YOUTH AND SPORTS AGENCY

Written as one of the conditions for completing Apprenticeship


Rosinitta Jenlena
5203201132


Pekanbaru, June 20th, 2023

Head of Sports Achievement
Improvement


Ir. Zulkifli, MP
Pembina Tingkat I (IV/b)
NIP. 19660210 199502 1 001

Advisor


M. Sabri, S.Pd., M.Par
NIP. 197710292014041001

Approved by,
Head of English Study Program
State Polytechnic of Bangkalis

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

ACCEPTENCE SHEET

ACCEPTENCE SHEET

This is to certify that we have been examined the apprenticeship report of Rosinitta Jenlena with Reg. Number 5203201132 who has done the apprenticeship at the Youth and Sports Department of Riau Province started from February 20th to June 20th, 2023. This report is used for partial fulfillment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respects, and any all revisions by the apprenticeship report examine committee had been made.

Bengkalis, July 4th, 2023

Accepted by:

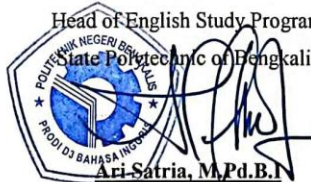
Advisor



M. Sabri, S.Pd., M.Par.
NIP. 197710292014041001

Approved by,

Head of English Study Program
State Polytechnic of Bengkalis



Ari Satria, M.Pd.B.I
NIP. 198805172015041002

ACKNOWLEDGEMENT

Praise gratitude submitted to the God who always gives blessing that help me complete and finish this apprenticeship report at the Youth and Sports Department of Riau Province

The apprentice is very grateful to certain parties who have helped and provided guidance during the job training. The attitude of hospitality, kinship, discipline, openness, mutual help and attention given greatly helped the author in completing this Job Training and the author would like to express his deepest gratitude to:

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 D-III English Study Program
4. Aswandi, M.Pd as the Head of D-IV English for Business and Professional Communication Study Program
5. Agnes Arum Budiana, M.Pd as the Coordinator of Apprenticeship
6. M. Sabri, S.Pd, M.Par as the Advisor of Apprenticeship Report
7. Ir. Zulkifli, MP as a Head of Sports Achievement Improvement
8. Juleondi, and Novita as a advisor for this apprenticeship
9. All staff of Sports Achievement Improvement field, especially Ms. Nita and Imay for the opportunity to apprenticeship in this field
10. All Lectures of Language Department in State Polytechnic of Bengkalis

There might be many mistakes in the writing of this apprenticeship report. Therefore, any suggestions and critics from any parties are very important in making this report

Bengkalis, July 4th, 2023
Apprentice

Rosinita Jenlena

TABLE OF CONTENTS

COVER	
APPROVAL SHEET	ii
ACCEPTENCE SHEET	iii
ACKNOWLEDGEMENT	v
TABLE OF CONTENTS	v
LIST OF FIGURES	vi
LIST OF TABLES	vii
LIST OF APPENDICES	viii
CHAPTER I INTRODUCTION	1
1.1 Background of Apprenticeship.....	1
1.2 Purpose of Apprenticeship.....	2
1.3 Significance of Apprenticeship	2
1.3.1 Significance for the Apprentice	2
1.3.2 Significance for the State Polytechnic of Bengkalis	2
1.3.3 Significance for the Youth and Sports Department of Riau Province	2
CHAPTER II GENERAL DESCRIPTION OF THE DEPARTMENT	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 Organization Structure	4
2.5 Document Used for Activity	10
CHAPTER III SCOPE OF APPRENTICESHIP	11
3.1 Job Description.....	11
3.2 Working Procedure.....	11
3.3 Place of Apprenticeship.....	17
3.4 Kind and Description of the Activity	17
CHAPTER IV CONCLUSION AND SUGGESTION	27
4.1 Conclusion.....	27
4.2 Suggestion	27
4.2.1 Suggestion for Youth and Sports Department of Riau Province	27
4.2.2 Suggestion for English Study Program.....	27

LIST OF FIGURES

Figure 2.1 Building of Youth and Sports Department of Riau Province	3
Figure 2.2 Organization Structure of Youth and Sports Department of Riau Province.....	6
Figure 3.1 Procedures of Inputting RKA Shift Data of Program.....	12
Figure 3.2 The Picture of Inputting RKA Shift Data of Program.....	12
Figure 3.3 Procedures of Making ASN SKP File	13
Figure 3.4 The Picture of Making ASN SKP File	13
Figure 3.5 Procedures of Filling Out Assessment Registration for ASN	14
Figure 3.6 The Picture of Filling Out Assessment Registration for ASN.....	15
Figure 3.7 Procedures Making an E-Billing Tax for the Regional Sepak Takraw Championship Committee.....	15
Figure 3.8 The Picture of Making an E-Billing Tax for the Regional Sepak Takraw Championship Committee	16
Figure 3.9 Become the Welcoming and Legitimization Committee of the Regional Sepak Takraw Championship in 2023	16

LIST OF TABLES

Table 3.1 Daily Activities of February 20 th to February 26 th , 2023.....	17
Table 3.2 Daily Activities of February 27 th to March 5 th , 2023.....	18
Table 3.3 Daily Activities of March 6 th to March 12 th , 2023.....	18
Table 3.4 Daily Activities of March 13 th to March 19 th , 2023.....	19
Table 3.5 Daily Activities of March 20 th to March 26 th , 2023.....	19
Table 3.6 Daily Activities of March 27 th to April 2 nd , 2023	20
Table 3.7 Daily Activities of April 3 rd to April 9 th , 2023.....	20
Table 3.8 Daily Activities of April 10 th to April 16 th , 2023.....	21
Table 3.9 Daily Activities of April 17 th to April 23 rd , 2023.....	21
Table 3.10 Daily Activities of April 24 th to April 30 th , 2023.....	21
Table 3.11 Daily Activities of May 1 st to May 7 th , 2023	22
Table 3.12 Daily Activities of May 8 th to May 14 th , 2023	23
Table 3.13 Daily Activities of May 15 th to May 21 st , 2023	23
Table 3.14 Daily Activities of May 22 nd to May 28 th , 2023	24
Table 3.15 Daily Activities of May 29 th to June 4 th , 2023	25
Table 3.16 Daily Activities of June 5 th to June 11 th , 2023	25
Table 3.17 Daily Activities of June 12 th to June 20 th , 2023.....	26

LIST OF APPENDICES

APPENDIX A Daily Activity of Apprenticeship	28
APPENDIX B Apprenticeship Acceptance Letter.....	97
APPENDIX C Evaluation Form	98
APPENDIX D Attendance List.....	99
APPENDIX E Certificate of Apprenticeship	104
APPENDIX F Employee Performance Target File (SKP)	105
APPENDIX G Task Order File (SPT)	111
APPENDIX H Revision List.....	112

CHAPTER I INTRODUCTION

1.1 Background of Apprenticeship

In the current industrial era, 4.0, every student who will enter the world of work must be equipped with knowledge and experience that is more than just knowledge gained in lectures. Thus, students are more prepared to face professionalism when working in accordance with their fields. Apprenticeship is a form of lecture implementation program that is carried out directly for an agency or company. With this apprenticeship activity, it is hoped that it will be able to provide different experiences and hone students' skills and abilities in the world of work.

The State Polytechnic of Bengkalis is one of the vocational education institutions in Indonesia. This polytechnic is also the only polytechnic in Riau province. State Polytechnic of Bengkalis has been established since 200, and until now it has had eight departments and eighteen study programs. The State Polytechnic Institute of Bengkalis implements an apprenticeship program that is required to be followed by all final semester students.

The third diploma in English is one of the study programs in the Department of Languages, which has prepared its students to take part in an apprenticeship program with various skills such as public speaking, public relations, translation, writing reports, using Microsoft Office, and being able to apply professional ethics.

The apprentice had the opportunity to have an apprenticeship at the Youth and Sports Department of Riau Province, which was held from February 20th to June 20th, 2023 and was located on Jl. Dr. Soetomo, Rintis, Lima Puluh subdistrict, Pekanbaru Riau. On this occasion, the apprentice is placed in the field of Sports Achievement Improvement as administrative staff.

1.2 Purpose of Apprenticeship

The purposes of the apprenticeship are as follows:

1. To find out of the types of work available in the Sports Achievement Improvement of Youth and Sports Department of Riau Province.
2. To know the working procedures applied in the Sports Achievement Improvement of Youth and Sports Department of Riau Province.
3. To know documents used in the Sports Achievement Improvement of Youth and Sports Department of Riau Province.

1.3 Significance of Apprenticeship

1.3.1 Significance for the Apprentice

Through the internship program, apprentice are expected to be able to apply the knowledge that has been obtained in lectures to the actual work environment and also have the opportunity to develop their way of thinking. In addition, interns can also add insight, knowledge, skills, and how to be professional when working.

1.3.2 Significance for the State Polytechnic of Bengkalis

The Apprenticeship program helps the polytechnic prepare alumni who are skilled and ready to work in their fields. In addition, the apprenticeship program also helps create a mutually beneficial relationship between the two parties, which can help potential students gain experience. As a result, internships help the polytechnic develop and implement its curriculum.

1.3.3 Significance for the Youth and Sports Department of Riau Province

The internship program provides an opportunity for the Youth and Sports Department of Riau Province to be assisted in office affairs by students who already have expertise in their fields and also strengthen the skills of interns. In addition, this program is an opportunity for the office to promote its image and perspective towards the public.

CHAPTER II

GENERAL DESCRIPTION OF THE DEPARTMENT

2.1 History of Youth and Sports Department of Riau Province

Institutionally, the Youth and Sports Department of Riau Province was formed based on Regional Regulation No. 13 of 1999 concerning the establishment of the organization and work procedures of the Youth and Sports Service of Riau Province. Furthermore, regarding the authority, duties, and functions of the Youth and Sports Department (Dispora), the basis is Regional Regulation Number 19 of 2001 concerning the Youth and Sports Department of Riau Province as a regional service that has the authority, duties, and responsibilities to assist the governor in carrying out decentralization in the field of youth and sports in an efficient and effective manner.



Figure 2.1 Building of Youth and Sports Department of Riau Province

2.2 Vision and Mission

2.2.1 Vision

The realization of a healthy, religious, Malay-cultured, nationalistic-minded, independent, and highly competitive youth and sports community towards the vision of Riau Province 2022.

2.2.2 Mission

To realize its vision, Riau Province Youth and Sports Department has the following missions:

1. Improved youth services
2. Improved sports services

2.3. Kind of Business

As a government department, the Youth and Sports Department of Riau Province has the main tasks and functions stated in Regulation of the Governor of Riau Province Number 30 of 2009 concerning the job description of the Youth and Sports department of Riau Province. The Youth and Sports Department has the task of carrying out regional government affairs based on the principles of regional autonomy and assistance tasks in the field of youth and sports and can be assigned to carry out the implementation of authority delegated by the government to the Governor of Riau as the government's representative in the context of deconcentration.

2.4 Organization Structure

There are several fields within the Riau Province Youth and Sports Department of Riau Province, such as the Secretariat, Infrastructure and Partnerships, Youth Services, Culture of Sports Achievement, and Sports Achievement Improvement

The following is a description of each type of work:

1. Head of Riau Province Youth and Sports Department

The Head of the Youth and Sports Department has the task of decentralizing authority in the field of youth and sports and can be assigned to carry out the implementation of mandatory authority delegated by the government to the Governor as

the Government Representative in the context of deconcentration. The Head of Service is domiciled under and responsible to the Governor. The Head of the Youth and Sports Department organizes functions:

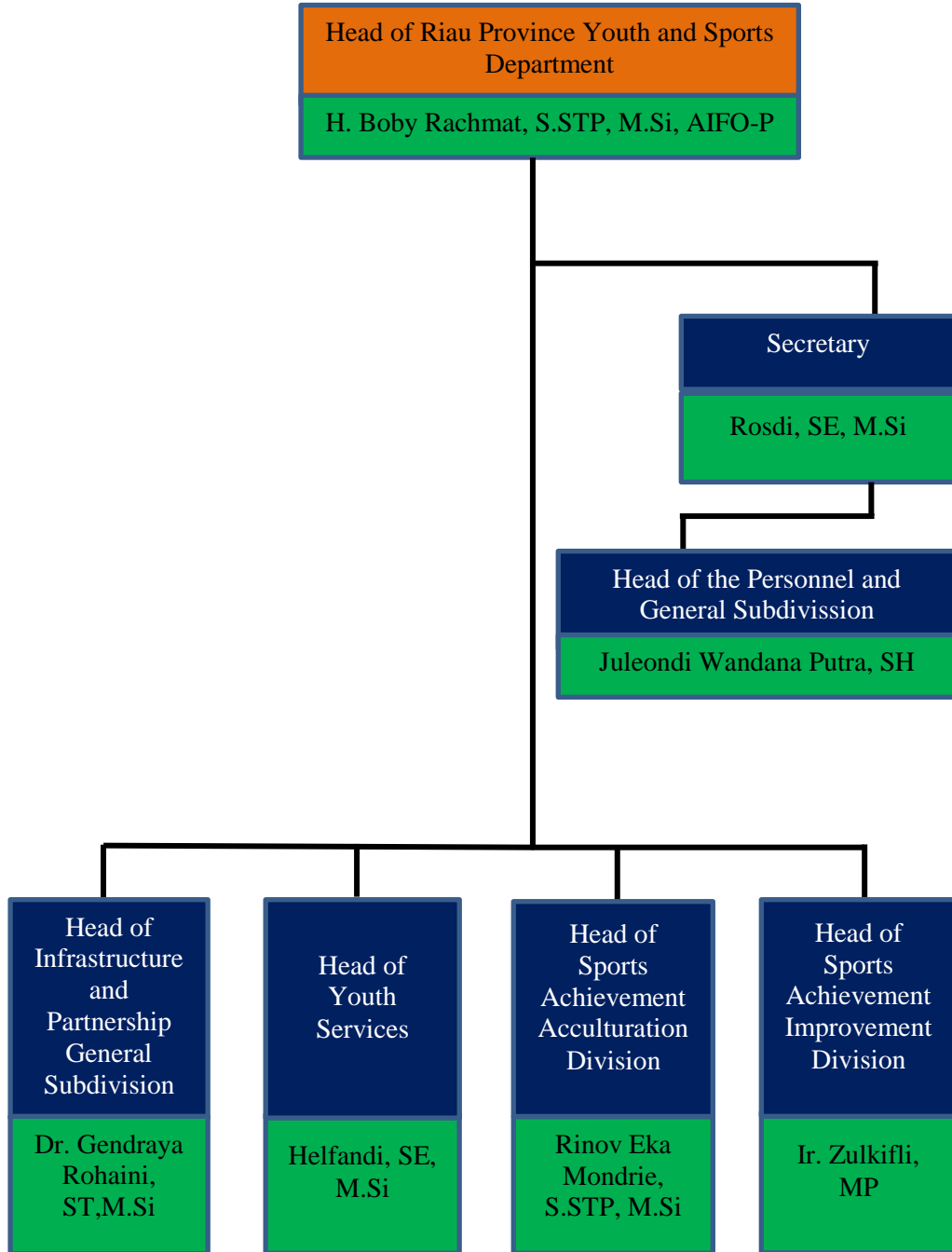
- a. Formulation of technical policies in the field of youth and sports;
- b. Implementation of government affairs and public services in the field of youth and sports;
- c. Guidance and implementation of tasks in the field of youth and sports;
- d. Implementation of other tasks assigned by the Governor in accordance with his duties and functions.

2. Secretary

The Secretary has the task of planning, implementing, coordinating, and controlling general administrative activities, including staffing, equipment, finance, program development, public relations, law, organization, management, and security. The secretary is under and responsible to the head of service. The secretary has a function:

- a. Carry out general administration and personnel management;
- b. Carry out financial and equipment administration management;
- c. Carry out program development activities;
- d. Carry out the management of household affairs and public relations and protocols;
- e. Coordinate the preparation of programs, budgets and legislation;
- f. Carry out the management of archives and libraries of the Service;
- g. Carry out monitoring and evaluation of organization and management;
- h. Carry out activities related to law, institutions and management within the scope of the Youth and Sports Service and Management;
- i. Carry out other tasks assigned by the Head of Service.

**ORGANIZATION STRUCTURE OF
YOUTH AND SPORTS DEPARTMENT OF RIAU PROVINCE**



Source: *dispora.com*

Figure 2.2 Organization Structure of Youth and Sports Department of Riau Province

3. Head of the Personnel and General Subdivision

The head of the General and Personnel Subdivision has the following duties:

- a. Carry out the reception, distribution, and delivery of letters; duplication of official documents; archives and libraries of the office;
- b. Organizing household and protocol affairs;
- c. Carry out tasks in the field of public relations;
- d. Preparing all staffing needs plans starting from the placement of formations, proposals for positions, retirement proposals, review of service periods, awards, promotions, DP-3, DUK, Employee Oaths / Promises, Periodic Salaries, welfare, employee mutations and dismissals, training, official examinations, study permits, staff development and employee discipline;
- e. Develop competency standards for employees, technical personnel, functional personnel, job analysis, workload analysis, work culture, law, organization, management, security and general duties and other personnel administration;
- f. Carry out activities related to law, institutions and management within the scope of the Youth and Sports Service;
- g. Carry out other tasks assigned by the Secretary.

4. Head of Infrastructure and Partnership General Subdivision

The Head of the Facilities and Infrastructure Division has the task of organizing work and activities to increase cooperation in partnership patterns between the government and the community to empower and maintain youth and sports facilities and infrastructure. The Head of Facilities and Infrastructure is domiciled under and responsible for the Head of Service.

The head of Facilities and Infrastructure organizes functions:

- a. Implementation of technical guidance activities for the agency for managing youth infrastructure, sports, and empowerment of infrastructure facilities;

- b. Implementation of partnership cooperation activities between the government and the community to empower youth infrastructure, sports, and infrastructure empowerment;
- c. Implementation of monitoring and evaluation activities;
- d. Carry out other tasks assigned by the Head of Service.

5. Head of Youth Services

The Head of the Youth Division has the task of organizing work and activities to provide support for the development, guidance, structuring, and supervision of youth. The Head of the Youth Division is domiciled under and responsible to the Head of Service.

The Head of Youth Division organizes functions:

- a. Carry out activities in the fields of organizational development, activity coaching, empowerment, entrepreneurship, and fostering children and youth activities;
- b. Carry out coordination with related parties regarding the implementation of activities in the fields of organizational development, activity coaching, empowerment, entrepreneurship, and fostering children and youth activities;
- c. Controlling the implementation of activities in the fields of organizational development, activity coaching, empowerment, entrepreneurship, and fostering children and youth activities;
- d. Carry out other tasks assigned by the Head of Service.

6. Head of Sports Achievement Acculturation Division

The Head of the Sports Division has the task of organizing work and activities to provide support for the development, coaching, structuring, and supervision of sports

The Head of Sports organizes functions:

- a. Carrying out activities in the field of organizational development and recreational sports, fostering sports achievements and fostering disabled sports;

- b. Carry out coordination with related parties regarding the implementation of activities in the field of organizational development and sports creation, sports achievement coaching and disability sports coaching;
- e. Controlling the implementation of activities in the fields of organizational development and sports creation, sports achievement coaching, and disability sports coaching;
- f. Carry out other tasks assigned by the Head of Service.

7. Head of Sports Achievement Improvement Division

The Head of the Sports Performance Improvement Division organizes functions:

- a. Prepare work plans and programs in the field of education and youth achievement training;
- b. Develop selection standards and manage the selection of prospective student athletes and sports coaches to participate in sports education and training and national and international championships;
- c. Managing the Student Training Education Center (PPPLM)
- d. Identify potential and outstanding athlete data;
- e. Developing a Team for Development, Empowerment, Monitoring and Evaluation of the implementation of Student Sports Education and Training;
- f. Carry out the management of trials (tryouts) and participation in national and international championships for student athletes who are involved in or following sports education and training;
- g. Development and Empowerment of Student Sports Clubs;
- h. Development of student sports performance improvement;
- i. Arrange for the determination, reward and degradation of student athletes and sports coaches who participate in sports education and training;
- j. Controlling the management of sports achievement improvement;
- k. Carry out other tasks assigned by the Head of Service.

2.5 Document Used for Activity

There are several documents used for activities during the internship at the Riau Province Youth and Sports Department of Riau Province, which are as follows:

1. Soft file of RKA budget input
2. File of agreement between trainer and DISPORA
3. Budget Implementation Document (DPA)
4. Memorandum of Fund Disbursement (NPD)
5. Task Order (SPT)
6. Employee Performance Targets (SKP)

CHAPTER III

SCOPE OF APPRENTICESHIP

3.1 Job Description

Apprenticeship began on February, 20th until June, 20th 2023, at the Youth and Sports Department of Riau Province. The working hour divide into two shifts. On Monday until Thursday, morning shift starts at 07.30 a.m until 12.00 p.m and afternoon shift starts at 13.00 p.m until 16.00 p.m, except Thursday. On Thursday afternoon shift starts at 13.00 p.m until 16.30 p.m. Meanwhile, on Friday, morning shift starts at 07.30 a.m until 11.00 p.m and afternoon shift starts at 13.30 until 16.30 pm. In Youth and Sports Department of Riau Province, the apprentice was placed in the Sports Achievement Improvement division

There were several main jobs during the apprenticeship at the Youth and Sports Department Riau Province, which are follows:

1. Inputting RKA Shift Data of Program
2. Making ASN SKP File
3. Filling out Assessment Registration for ASN
4. Making an E-Biling Tax for the Regional Sepak Takraw Championship 2023 Committee
5. Becoming the Welcoming and Validation Committee of the 2023 Sepak Takraw Regional Championship

3.2 Working Procedure

1. Inputting RKA Shift Data of Program

Budget Work Plan or RKA is a planning and budgeting document that contains revenue plans, spending plans for SKPD (Regional Work Unit) programs and activities, and financing plans as the basis for preparing the APBD (Regional Revenue and Expenditure Budget). The first step is to open the previous year's RKA file (2022). The second is to edit and input the previous RKA data into the

approved budget data. The third is to save the file and print out the amended RKA budget data.

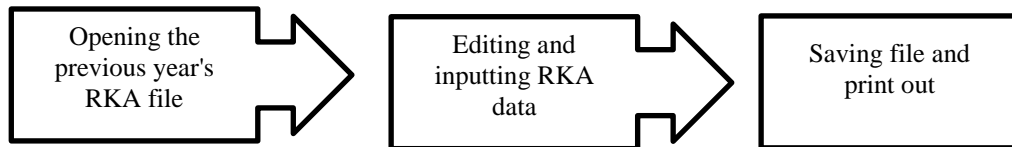


Figure 3.1 Procedures of Inputting RKA Shift Data of program

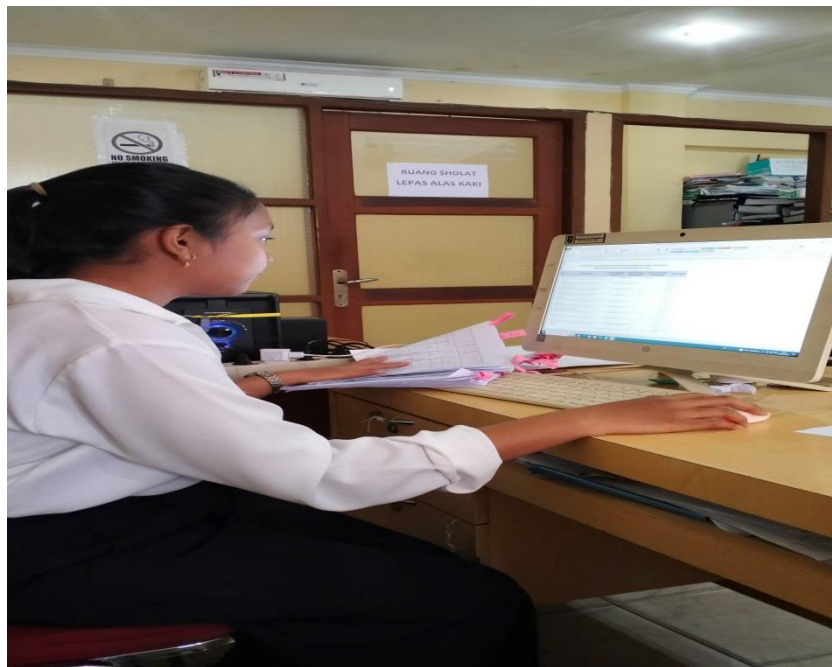


Figure 3.2 The Picture of Inputting RKA Shift Data of Program

2. Making ASN SKP File

Employee Performance Target (SKP) is a workload that must be achieved or fulfilled by the State Civil Apparatus. This SKP is prepared based on the workload for one year. This SKP contains various targets and clear values for each employee's main task. The first step is to access e-performance and log in to the account using the ASN's NIP and password. Second, after logging in to the account, add the Work Result Plan (RHK), then fill in the RHK. Third, enter the

indicators, targets, and perspectives you want to submit. Finally, print out and submit the SKP that has been made.

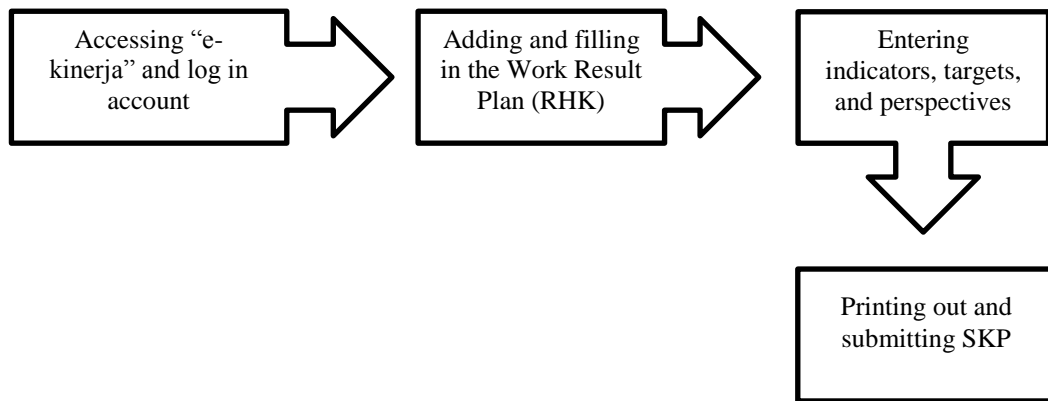


Figure 3.3 Procedures of Making ASN SKP File

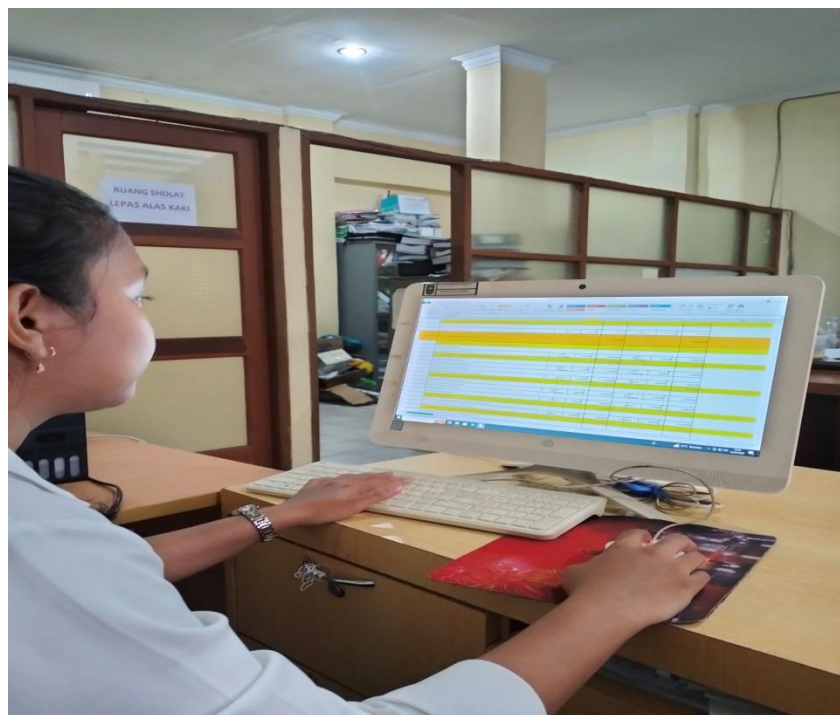


Figure 3.4 The Picture of Making ASN SKP File

3. Filling Out Assessment Registration for ASN

Assessment is a tool to determine the ability of an employee or state civil apparatus (ASN) to carry out their work. The assessment focuses more on a person's competence and potential in carrying out their work activities. This assessment is needed to measure the performance of an ASN towards government and community. The first step is opening the website *assessment.riau.go.id*. Then, selecting the employment status (select ASN of Riau Province). Next, registering for an assessment registration account by entering ASN's full name, Registration Number (NIP), and password. After that, logging in with the account that has been created. Finally, filling in the ASN personal data and the questions to fulfill the assessment registration.

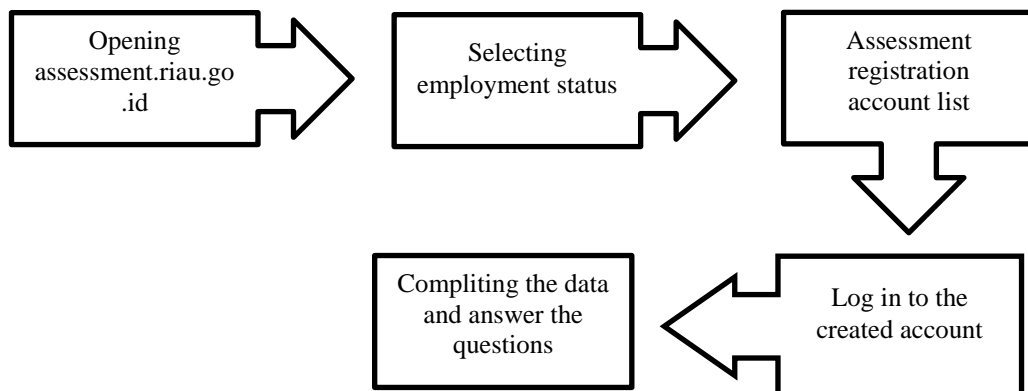


Figure 3.5 Procedures of Filling Out Assessment Registration for ASN



Figure 3.6 The Picture of Filling Out Assessment Registration for ASN

4. Making an E-Biling Tax for the Regional Sepak Takraw Championship 2023 Committee

E-biling Tax is a digital tax system for paying taxes online. The e-billing function here is as a tax payment to the Kejurda organizing committee. So the honorarium or pocket money that will be paid to the organizing committee has been deducted from the tax. Therefore, the organizing committee must register the taxes they bear. The first step is to open the e-billing registration web page at djponline.pajak.go.id. Second, log in to the DGT account by entering the NPWP number and password. After logging in to the DGT account, click the pay menu and click e-billing. Next, complete the requested information form. When finished, click create billing code. Finally, print the e-billing that has been made.

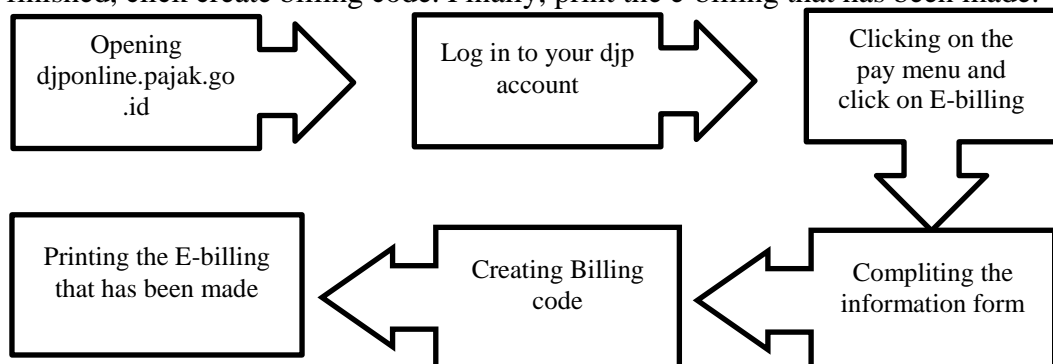


Figure 3.7 Procedures Making an E-Billing Tax for the Regional Sepak Takraw Championship Committee

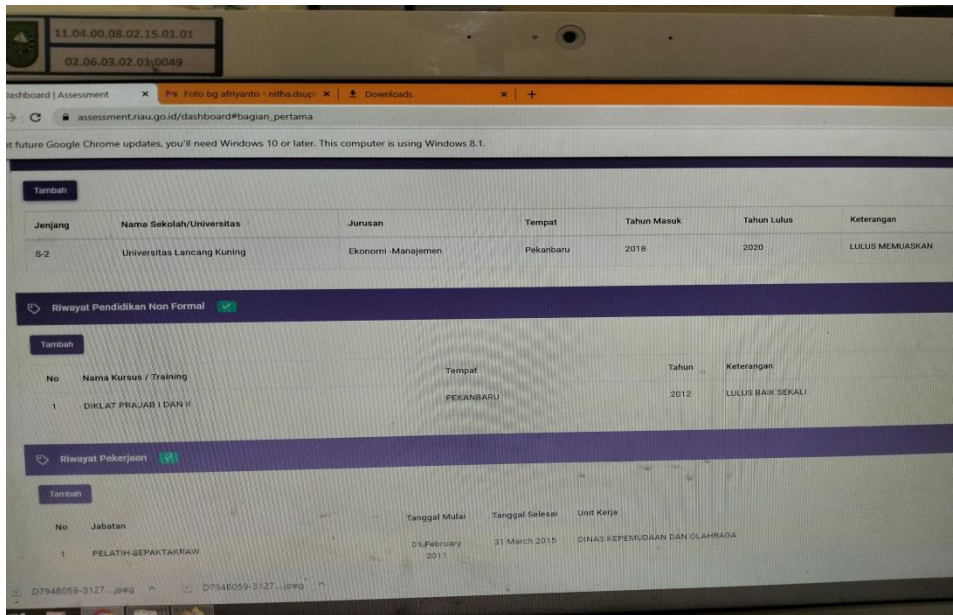


Figure 3.8 The Picture of Making an E-Billing Tax for the Regional Sepak Takraw Championship Committee

5. Become the Welcoming and Legitimization Committee of the Regional Sepak Takraw Championship in 2023

On May 17, 2023, as an intern, I had the opportunity to become one of the organizers of the 2023 Kejurda Sepak Takraw. On that date, I was assigned as a committee member to welcome and validate the participants and coaches of the Kejurda Sepak Takraw. My task at that time was to record and check the requirements and completeness of the Kejurda participants and coaches' files.



Figure 3.9 Become the Welcoming and Legitimization Committee of the Regional Sepak Takraw Championship in 2023

3.3 Place of Apprenticeship

Apprenticeship starts from February 20th 2023 until June, 20th 2023. It was done in the field of Improvement of Sports Achievement of Riau Province Youth and Sports Agency, Jl. Dr. Sutomo, Rintis, Kec. Lima Puluh, Pekanbaru, Riau.

3.4 Kind and Description of the Activity

The daily activities at the Youth and Sports Department of Riau Province can be seen in the table below:

Table 3.1 Daily Activities of February 20th to February 26th, 2023

NO	Day/Date	Activity	Place/Note
1	Monday, February 20 th	Introducing to the office staff and devisions	Sports Achievement Improvement of Riau Province Youth and Sports Agency
2	Tuesday, February 21 st	1. Attending the morning assembly 2. Delivering letters 3. Copying of employee agreement letter	1. Dispora Field 2. Secretariat field of Dispora Riau Province 3. Field of Sports Achievement Improvement
3	Wednesday, February 22 nd	1. Attending the morning assembly 2. Inputting data on recapitulation of budget expenditure for meals and drinks for meetings and official travel	1. Dispora Field 2. Field of Sports Achievement Improvement
4	Thursday, February 23 rd	1. Participing in morning gymnastics 2. Delivering files in the form of letters 3. Inputting the absence data of weight lifters (PABERSI) Riau in Bambu Kuning in 2022 4. Assisting in making SKP (Employee Performance Targets) Letter	1. Dispora Field 2. Head of service room 4. Field of Sports Achievement Improvement 4. Field of Sports Achievement Improvement
5	Friday, February 24 th	1. Attending the morning assembly 2. Inputting the data of SKP	1. Dispora Field 2. Field of Sports Achievement Improvement
6	Saturday, February 25 th	OFF	-
7	Sunday, February 26 th	OFF	-

Table 3.2 Daily Activities of February 27th to March 5th, 2023

NO	Day/Date	Activity	Place/Note
1	Monday, February 27 th	1. Attending the morning assembly 2. Submitting an activity report	1. Dispora field 2. Sports field
2	Tuesday, February 28 th	1. Attending the morning assembly 2. Assisting in inputting the RKA Activity budget	1. Dispora field 2. Field of Sports Achievement Improvement (PPO)
3	Wednesday, March 1 st	1. Attending the morning assembly 2. Delivering SKP files	1. Dispora field 2. Head of service room
4	Thursday, March 2 nd , 2023	1. Participating in morning gymnastics 2. Delivering employee leave letter to the head of department	1. Dispora field 2. Head of service room
5	Friday, March 3 rd	1. Attending the morning assembly 2. Delivering SKP files	1. Dispora field 2. Secretariat field of Dispora Riau Province
6	Saturday, March 4 th	OFF	-
7	Sunday, March 5 th	OFF	-

Table 3.3 Daily Activities of March 6th to March 12th, 2023

NO	Day/Date	Activity	Place/Note
1	Monday, March 6 th	1. Attending the morning assembly 2. Delivering SKP files	1. Dispora field 2. Secretariat field
2	Tuesday, March 7 th	1. Attending the morning assembly 2. Delivering invitation to Kejurda coordination meeting	1. Dispora field 2. Head of field of Sports Achievement Improvement
3	Wednesday, March 8 th	1. Attending the morning assembly 2. Delivering PPO field files	1. Dispora field 2. Head of service room
4	Thursday, March 9 th	1. Participating in morning gymnastics 2. Delivering SKP files	1. Dispora field 2. Secretariat field
5	Friday, March 10 th	1. Attending the morning assembly 2. Delivering RKA Shift files	1. Dispora field 2. Head of service room
6	Saturday, February 11 th	OFF	-
7	Sunday,	OFF	-

	February 12 th		
--	---------------------------	--	--

Table 3.4 Daily Activities of March 13th to March 19th, 2023

NO	Day/Date	Activity	Place/Note
1	Monday, March 13 th	1. Attending the morning assembly 2. Delivering the file to the Head of PPO field	1. Dispura field 2. Head of service room
2	Tuesday, March 14 th	1. Attending the morning assembly 2. Making a notification letter for the implementation of KEJURDA	1. Dispura field 2. PPO field
3	Wednesday, March 15 th	1. Attending the morning assembly 2. Delivering the duty order file (SPT) to the head of the PPO field	1. Dispura field 2. Head of service room
4	Thursday, March 16 th	1. Participating in morning gymnastics 2. Taking PPO field files	1. Dispura field 2. Secretariat field
5	Friday, March 17 th	1. Attending the morning assembly 2. Retrieving SPJ files	1. Dispura field 2. Finance field
6	Saturday, February 18 th	OFF	-
7	Sunday, February 19 th	OFF	-

Table 3.5 Daily Activities of March 20th to March 26th, 2023

NO	Day/Date	Activity	Place/Note
1	Monday, March 20 th	1. Attending the morning assembly 2. Requesting the Head's signature for the PPO file	1. Dispura field 2. Program development room
2	Tuesday, March 21 st	1. Attending the morning assembly	1. Dispura field
3	Wednesday, March 22 nd	1. Attending the morning assembly 2. Copying of Championship Budget Submission file	1. Dispura field 2. Secretariat field
4	Thursday, March 23 rd	Delivering SPJ files	Program development room
5	Friday, March 24 th	Delivering SPJ files	Head of service room
6	Saturday, February 25 th	OFF	-
7	Sunday, February 26 th	OFF	-

Table 3.6 Daily Activities of March 27th to April 2nd, 2023

NO	Day/Date	Activity	Place/Note
1	Monday, March 27 th	Delivering SPJ files	Head of service room
2	Tuesday, March 28 th , 2023	Delivering RUP files	Head of service room
3	Wednesday, March 29 th	Retrieving PPO field files	Secretariat field
4	Thursday, March 30 th	Delivering PPO files	Head of service room
5	Friday, March 31 st	Delivering FISIK files	Program development room
6	Saturday, April 1 st	OFF	-
7	Sunday, April 2 nd	OFF	-

Table 3.7 Daily Activities of April 3rd to April 9th, 2023

NO	Day/Date	Activity	Place/Note
1	Monday, April 3 rd	Delivering PPO field files	Secretariat field
2	Tuesday, April 4 th	Delivering PPO field files	Secretariat field
3	Wednesday, April 5 th	Delivering PPO field files	Head of service room
4	Thursday, April 6 th	1. Copying of Justification file 2. Delivering Justification file	1. Secretariat field 2. Program development room
5	Friday, April 7 th	Delivering PPO field files	Secretariat field
6	Saturday, April 8 th	OFF	-
7	Sunday, April 9 th	OFF	-

Table 3.8 Daily Activities of April 10th to April 16th, 2023

NO	Day/Date	Activity	Place/Note
1	Monday, April 10 th	Delivering files of Additional Income Calculation Data Filling	Secretariat field
2	Tuesday, April 11 th	OFF	Sick
3	Wednesday, April 12 th	Delivering SKP files	Head of service room
4	Thursday, April 13 th	Delivering PPO files	Secretariat field
5	Friday, April 14 th	Delivering SKP files	Secretariat field
6	Saturday, April 15 th	OFF	-
7	Sunday, April 16 th	OFF	-

Table 3.9 Daily Activities of April 17th to April 23rd, 2023

NO	Day/Date	Activity	Place/Note
1	Monday, April 17 th	Taking the leave letter file of the head of the PPO field	Secretariat field
2	Tuesday, April 18 th	Delivering SKP files to the head of the PPO field	Head of service room
3	Wednesday, April 19 th	OFF	Eid al-Fitr Holiday
4	Thursday, April 20 th	OFF	Eid al-Fitr Holiday
5	Friday, April 21 st	OFF	Eid al-Fitr Holiday
6	Saturday, April 22 nd	OFF	Eid al-Fitr Holiday
7	Sunday, April 23 rd	OFF	Eid al-Fitr Holiday

Table 3.10 Daily Activities of April 24th to April 30th, 2023

NO	Day/Date	Activity	Place/Note
1	Monday, April 24 th	OFF	Eid al-Fitr Holiday
2	Tuesday, April 25 th	OFF	Eid al-Fitr Holiday

3	Wednesday, April 26 th	1. Attending the morning assembly 2. Delivering SKP archives to the head of the PPO field	1. Dispora field 2. Secretariat field
4	Thursday, April 27 th	1. Attending the morning assembly 2. Taking the file of the head of the PPO field	1. Dispora field 2. Head of service room
5	Friday, April 28 th	1. Attending the morning assembly 2. Taking the SPT file of the head of the PPO field 3. Helping ASN fill out the Assesment registration	1. Dispora field 2. Head of service room 3. PPO field
6	Saturday, April 29 th	OFF	-
7	Sunday, April 30 th	OFF	-

Table 3.11 Daily Activities of May 1st to May 7th, 2023

NO	Day/Date	Activity	Place/Note
1	Monday, May 1 st	OFF	Labor Day
2	Tuesday, May 2 nd	1. Attending the morning assembly 2. Delivering SPT files to the head of the PPO field	1. Dispora field 2. Head of service room
3	Wednesday, May 3 rd	1. Attending the morning assembly 2. Taking the SPT file of the head of the PPO field 3. Asking for the tax return letter number of the head of PPO field	1. Dispora field 2. Head of service room 3. Secretariat field
4	Thursday, May 4 th	1. Attending the morning assembly 2. Delivering SKP files to the head of the PPO field 3. Assisting with budget croscheck	1. Dispora field 2. Secretariat field 3. PPO field
5	Friday, May 5 th	1. Attending the morning assembly 2. Taking the NPD file of the PPO field 3. Delivering NPD files	1. Dispora field 2. Head of service room 3. Finance field
6	Saturday, May 6 th	OFF	-
7	Sunday, May 7 th	OFF	-

Table 3.12 Daily Activities of May 8th to May 14th, 2023

NO	Day/Date	Activity	Place/Note
1	Monday, May 8 th	1. Attending the morning assembly 2. Delivering PPO files	1. Dispora field 2. Head of service room
2	Tuesday, May 9 th	1. Attending the morning assembly 2. Retrieving SKP file 3. Retrieving SKP file 4. Copying of Championship Decree file 5. Assisting ASN to complete the Championship Decree file	1. Dispora field 2. Secretariat field 3. Head of service room 4. PPO field 5. PPO field
3	Wednesday, May 10 th	1. Attending the morning assembly 2. Delivering and retrieve SPJ files for April 3. Printing the e-billing file of the organizing committee of the Sepak Takraw Regional Championship	1. Dispora field 2. Finance field 3. Secretariat field
4	Thursday, May 11 th	1. Participating in morning gymnastics 2. Requesting a letter number 3. Delivering NPD files	1. Dispora field 2. Secretariat field 3. Head of service room
5	Friday, May 12 th	1. Attending the morning assembly 2. Delivering and pick up NPD files 3. Delivering NPD files	1. Dispora field 2. Finance fields 3. Head of service room
6	Saturday, May 13 th	OFF	-
7	Sunday, May 14 th	OFF	-

Table 3.13 Daily Activities of May 15th to May 21st, 2023

NO	Day/Date	Activity	Place/Note
1	Monday, May 15 th	1. Attending the morning assembly 2. Retrieving PPO field files 3. Delivering SPT and SK files 4. Retrieving SPJ files	1. Dispora field 2. Head of service room 3. Head of service room 4. Finance field
2	Tuesday, May 16 th	1. Attending the morning assembly 2. Picking up the Kampar karate SK file 3. Photocopying of Invitation to the Opening of the Sepak Takraw Regional	1. Dispora field 2. Head of service room 3. PPO field

		Championship 4. Delivering Invitations to every field in the Dispora	4. All Fields
3	Wednesday, May 17 th	1. Attending the morning assembly 2. Welcoming and validating the participants of the Takraw Regional Championship	1. Dispora field 2. Prime Park Hotel Pekanbaru
4	Thursday, May 18 th	OFF	Ascension of Isa Al-Masih
5	Friday, May 19 th	1. Attending the morning assembly 2. Delivering and picking up SPT files in the PPO field 3. Delivering SPT files in the PPO field 4. Retrieving SPPD file	1. Dispora field 2. Secretariat field 3. Head of service room 4. Head of service room
6	Saturday, May 20 th	OFF	-
7	Sunday, May 21 st	OFF	-

Table 3.14 Daily Activities of May 22nd to May 28th, 2023

NO	Day/Date	Activity	Place/Note
1	Monday, May 22 nd	OFF	Parents are sick
2	Tuesday, May 23 rd	OFF	Parents are sick
3	Wednesday, May 24 th	OFF	Parents are sick
4	Thursday, May 25 th	OFF	Parents are sick
5	Friday, May 26 th	OFF	Parents are sick
6	Saturday, May 27 th	OFF	-
7	Sunday, May 28 th	OFF	-

Table 3.15 Daily Activities of May 29th to June 4th, 2023

NO	Day/Date	Activity	Place/Note
1	Monday, May 29 th	OFF	Parents are sick
2	Tuesday, May 30 th	OFF	Parents are sick
3	Wednesday, May 31 st	OFF	Parents are sick
4	Thursday, June 1 st	OFF	Birth of Pancasila Day
5	Friday, June 2 nd	OFF	Vesak Day Collective Leave
6	Saturday, June 3 rd	OFF	-
7	Sunday, June 4 th	OFF	-

Table 3.16 Daily Activities of June 5th to June 11th, 2023

NO	Day/Date	Activity	Place/Note
1	Monday, June 5 th	1. Attending the morning assembly 2. Taking a leave letter from one of the ASNs in the PPO field 3. Delivering meeting minutes	1. Dispora field 2. Head of service room 3. Head of service room
2	Tuesday, June 6 th	1. Attending the morning assembly 2. Delivering RKA change files 3. Delivering SKP files for May	1. Dispora field 2. Head of service room 3. Secretariat field
3	Wednesday, June 7 th	1. Attending the morning assembly 2. Delivering SPT and SK files	1. Dispora field 2. Secretariat field
4	Thursday, June 8 th	1. Participating in morning gymnastics 2. Retrieving PPO field files	1. Dispora field 2. Head of service room
5	Friday, June 9 th , 2023	1. Delivering and picking up NPD files 2. Delivering NPD files	1. Sekretariat field 2. Head of service room
6	Saturday, June 10 th	OFF	-
7	Sunday, June 11 th	OFF	-

Table 3.17 Daily Activities of June 12th to June 20th, 2023

NO	Day/Date	Activity	Place/Note
1	Monday, June 12 th	1. Attending the morning assembly 2. Creating an archive of the organizing committee's savings account book 3. Making a letter of submission for the Organizing Committee of the rock climbing open tournament	1. Lapangan Dispora 2. PPO field
2	Tuesday, June 13 th	1. Attending the morning assembly 2. Inputting e-billing tax filing data	1. Dispora field 2. PPO field
3	Wednesday, June 14 th	1. Attending the morning assembly 2. Delivering goods and services procurement files	1, Dispora field 2. Head of service room ii.
4	Thursday, June 15 th	1. Participating in morning gymnastics 2. Editing the decree of the winner and the committee of roller skating Kejurda	1. Dispora field 2. PPO field
5	Friday, June 16 th	1. Attending the morning assembly 2. Delivering the SK file for the roller skating Kejurda	1. Dispora field 2. Secretariat field
6	Saturday, June 17 th	OFF	-
7	Sunday, June 18 th	OFF	-
8	Monday, June 19 th	1. Attending the morning assembly 2. Delivering the SK file for the roller skating Kejurda	1. Dispora field 2. Head of service room
9	Tuesday, June 20 th	Last day of apprenticeship. Farewell with PPO field	PPO Field

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

After doing the apprenticeship program at the Youth and Sports Office of Riau Province there are some conclusion :

1. There were some kinds of job done during the apprenticeship in Sports Achievement Improvement; inputting RKA shift data, making SKP, delivering and taking files for Sports Achievements Improvements, making letters for the implementation of program, photocopy files, ask for letter numbers, filling out registration for ASN, inputting E-Billing tax submissions, and become the committee for the Regional Sepak Takraw Championship 2023.
2. All working procedures are based on the operational standards of the Youth and Sports Department of Riau Province.
3. The documents used during the internship are soft file of RKA, Employee Performance Targets (SKP), Task Order (SPT), Budget Implementation Document (DPA), and Memorandum of Fund Disbursement (NPD).

4.2 Suggestion

4.2.1 Suggestion for Youth and Sports Department of Riau Province

1. Improve system performance to facilitate staff work.
2. For employees, they should be more disciplined with their time at work so that every job can be completed properly.

4.2.2 Suggestion for English Study Program

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

APPENDICES


APPENDIX A Daily Activity of Apprenticeship

DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : February 20th, 2023

No	Description	Supervisor	Signature
1	Introducing to the office staff and rooms	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Self-introduction to all ASN and PTT staff in the field of Sports Achievement Improvement (PTT) of the Riau Provincial Office of Youth and Sports

DAILY ACTIVITY

APPRENTICESHIP

Day : Tuesday

Date : February 21st, 2023

No	Description	Supervisor	Signature
1	Attending the morning assembly	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		The morning assembly are mandatory activities carried out every Monday, Wednesday and Friday. This assembly was attended by all ASN and PTT staff of Dispora Riau province.


DAILY ACTIVITY

APPRENTICESHIP

Day : Wednesday

Date : February 22nd, 2023

No	Description	Supervisor	Signature
1	Inputting data on recapitulation of budget expenditure for meals and drinks for meetings and official travel	Novita, S.Kom Penata Tk.I (III/d) NIP. 1982119200502 2 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		The data inputted is the budget data for the food and beverage meeting that will be carried out.


DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : February 23rd, 2023

No	Description	Supervisor	Signature
1	Participating in morning gymnastics	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Gymnastics is a mandatory activity that is carried out every Thursday and is attended by all ASN and PTT staff of Dispora Riau Province


DAILY ACTIVITY

APPRENTICESHIP

Day : Friday

Date : February 24th, 2023

No	Description	Supervisor	Signature
1	Inputting the data of SKP	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		SKP (Employee Performance Target) is the workload that must be achieved or fulfilled by the State Civil Apparatus. This SKP is prepared based on workload for one year. This SKP is made every month.

DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : February 27th, 2023

No	Description	Supervisor	Signature
1	Submitting an activity report	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		An activity report is submitted to Sports

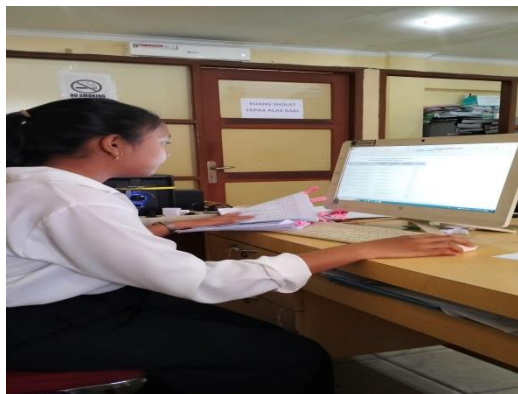
DAILY ACTIVITY

APPRENTICESHIP

Day : Tuesday

Date : February 28th, 2023

No	Description	Supervisor	Signature
1	Assisting in inputting the RKA Activity budget	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Inputting data and changing the nominal amount of RKA shift data

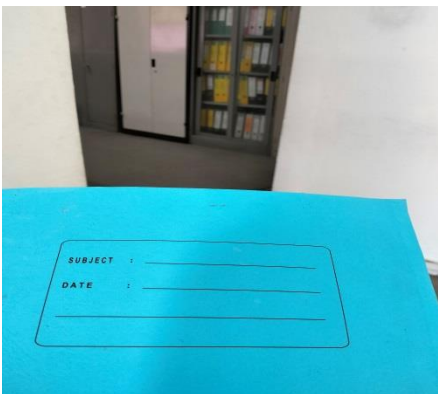
DAILY ACTIVITY

APPRENTICESHIP

Day : Wednesday

Date : March 1st, 2023

No	Description	Supervisor	Signature
1	Delivering SKP files	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Delivering SKP files in the field of Sports Achievement Improvement (PPO) to the Secretariat Division

DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : March 2nd, 2023

No	Description	Supervisor	Signature
1	Delivering employee leave letter to the head of department	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Deliver ASN staff leave letter to the head of service room

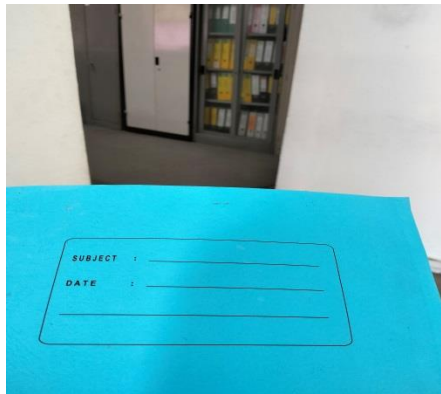
DAILY ACTIVITY

APPRENTICESHIP

Day : Friday

Date : March 3rd, 2023

No	Description	Supervisor	Signature
1	Delivering SKP files	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Delivering SKP files in the field of Sports Achievement Improvement (PPO) to the Secretariat Division

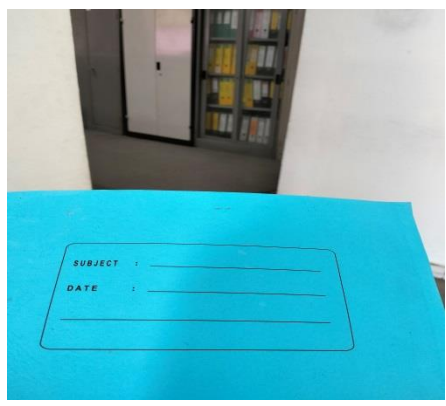
DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : March 6th, 2023

No	Description	Supervisor	Signature
1	Delivering SKP files	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Deliver and pick up SKP files in the field of Sports Achievement Improvement (PPO) to the Secretariat Division

DAILY ACTIVITY

APPRENTICESHIP

Day : Tuesday

Date : March 7th, 2023

No	Description	Supervisor	Signature
1	Delivering invitation to Kejurda coordination meeting	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Send an invitation for a coordination meeting to the head of the PPO section of the Riau Province Youth and Sports Agency

DAILY ACTIVITY

APPRENTICESHIP

Day : Wednesday

Date : March 8th, 2023

No	Description	Supervisor	Signature
1	Delivering PPO field files	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Delivering PPO field files to the Head of the Youth and Sports Office of Riau Province room

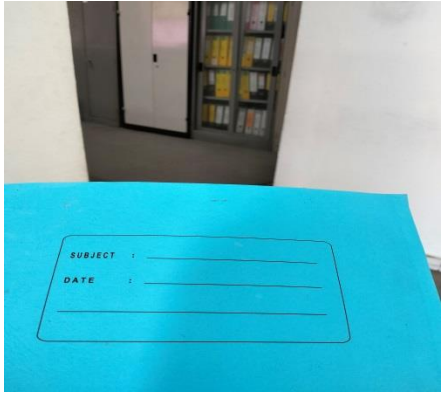
DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : March 9th, 2023

No	Description	Supervisor	Signature
1	Delivering SKP files	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Delivering SKP files in the field of Sports Achievement Improvement (PPO) to the Secretariat Division


DAILY ACTIVITY

APPRENTICESHIP

Day : Friday

Date : March 10th, 2023

No	Description	Supervisor	Signature
1	Delivering RKA Shift files	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Delivering the RKA shift file to the Head of the Riau Province Youth and Sports Agency room


DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : March 13th, 2023

No	Description	Supervisor	Signature
1	Delivering the file to the Head of PPO field	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Delivering the file of the Head of the PPO field to the Head of the Riau Province Youth and Sports Agency room

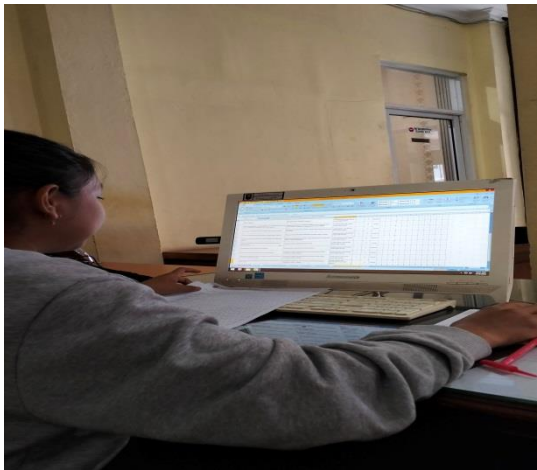
DAILY ACTIVITY

APPRENTICESHIP

Day : Tuesday

Date : March 14th, 2023

No	Description	Supervisor	Signature
1	Making a notification letter for the implementation of KEJURDA	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		The notification letter for the Kejurda will be distributed to each field.


DAILY ACTIVITY

APPRENTICESHIP

Day : Wednesday

Date : March 15th, 2023

No	Description	Supervisor	Signature
1	Delivering the duty order file (SPT) to the head of the PPO field	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		The Task Order Letter (SPT) is a file requirement that is submitted if ASN will be traveling on a Service trip.

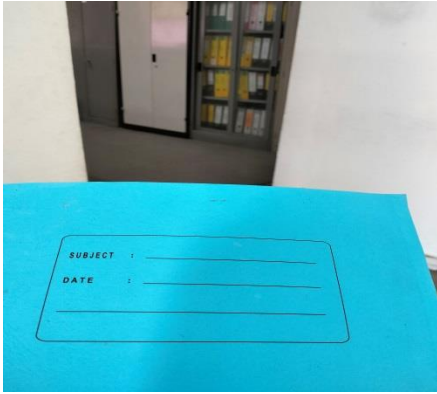
DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : March 16th, 2023

No	Description	Supervisor	Signature
1	Taking PPO field files	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Take the PPO field file to the secretariat field

DAILY ACTIVITY

APPRENTICESHIP

Day : Friday

Date : March 17th, 2023

No	Description	Supervisor	Signature
1	Retrieving SPJ files	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Take the SPJ file for the PPO field to the finance department

DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : March 20th, 2023

No	Description	Supervisor	Signature
1	Requesting the Head's signature for the PPO file	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Requesting the signature of the head of the PPO field for the purposes of the PPO field file

DAILY ACTIVITY

APPRENTICESHIP

Day : Tuesday

Date : March 21st, 2023

No	Description	Supervisor	Signature
1	Attending the morning assembly	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Followed the morning assembly which must be attended by all ASN and PTT staff of Dispora Riau province.


DAILY ACTIVITY

APPRENTICESHIP

Day : Wednesday

Date : March 22nd, 2023

No	Description	Supervisor	Signature
1	Copying of Championship Budget Submission file	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		The copy from Championship Budget Submission file will be used to complete the activity implementation file.

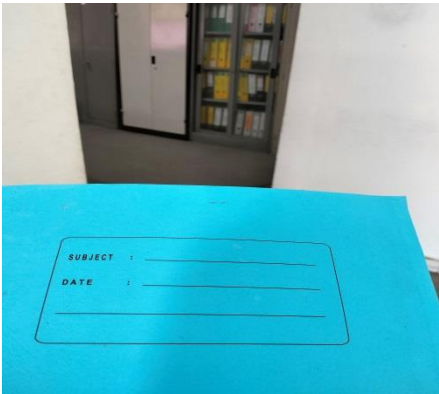
DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : March 23rd, 2023

No	Description	Supervisor	Signature
1	Retrieving PPO field files	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Take the PPO field file to the development department program


DAILY ACTIVITY

APPRENTICESHIP

Day : Friday

Date : March 24th, 2023

No	Description	Supervisor	Signature
1	Delivering SPJ files	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Delivering SPJ files in the PPO field to the head office of the Riau province Dispora office


DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : March 27th, 2023

No	Description	Supervisor	Signature
1	Delivering SPJ files	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Delivering SPJ files in the PPO field to the head office of the Riau province Dispora office

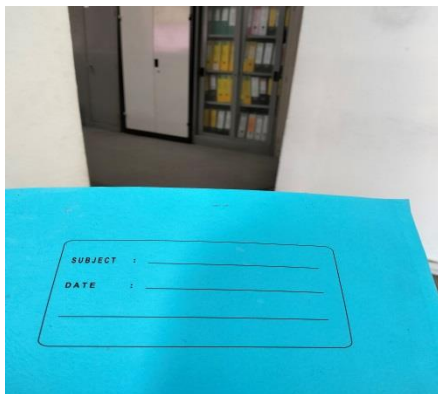
DAILY ACTIVITY

APPRENTICESHIP

Day : Tuesday

Date : March 28th, 2023

No	Description	Supervisor	Signature
1	Delivering RUP files	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Delivering the RUP file in the PPO field to the head room of the Riau province Dispora office

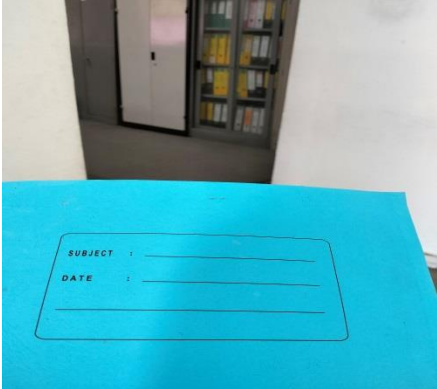
DAILY ACTIVITY

APPRENTICESHIP

Day : Wednesday

Date : March 29th, 2023

No	Description	Supervisor	Signature
1	Retrieving PPO field files	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Take the PPO field file to the Riau province Dispora secretariat field

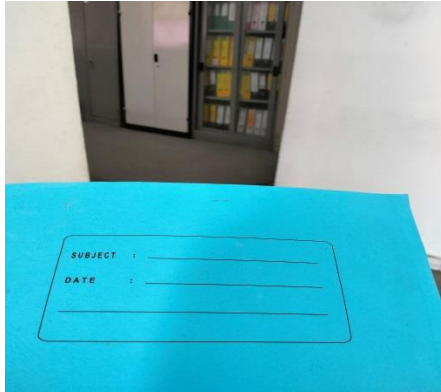
DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : March 30th, 2023

No	Description	Supervisor	Signature
1	Delivering PPO files	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Delivering PPO field files to the head room of the Riau province Dispora office

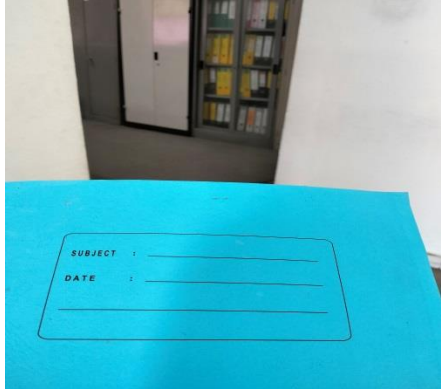
DAILY ACTIVITY

APPRENTICESHIP

Day : Friday

Date : March 31st, 2023

No	Description	Supervisor	Signature
1	Delivering FISIK files	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Delivering FISIK file of PPO field to Bina Program section

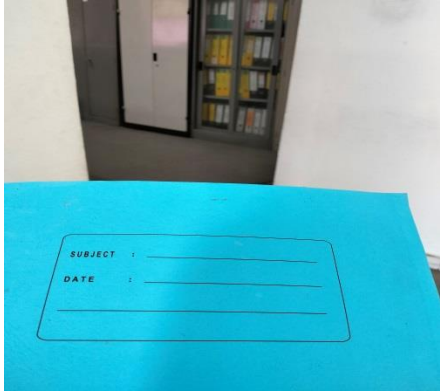
DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : April 3rd, 2023

No	Description	Supervisor	Signature
1	Delivering PPO field files	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Deliver PPO field files to the secretariat field

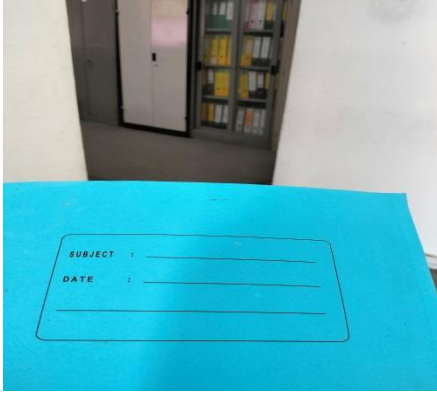
DAILY ACTIVITY

APPRENTICESHIP

Day : Tuesday

Date : April 4th, 2023

No	Description	Supervisor	Signature
1	Delivering PPO field files	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Delivering PPO field files to the secretariat field

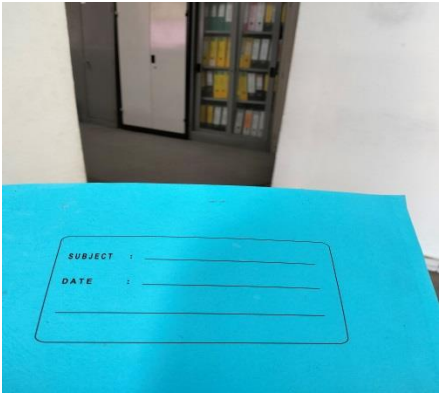
DAILY ACTIVITY

APPRENTICESHIP

Day : Wednesday

Date : April 5th, 2023

No	Description	Supervisor	Signature
1	Delivering PPO field files	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Delivering PPO field files to the secretariat field


DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : April 6th, 2023

No	Description	Supervisor	Signature
1	Copying of Justification file	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		A copy of this justification will be attached with the rest of the application.

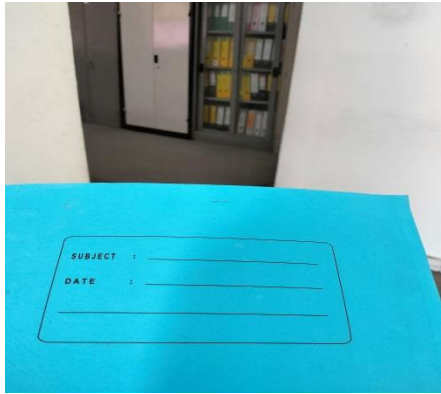
DAILY ACTIVITY

APPRENTICESHIP

Day : Friday

Date : April 7th, 2023

No	Description	Supervisor	Signature
1	Delivering PPO field files	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Deliver PPO field files to the secretariat field

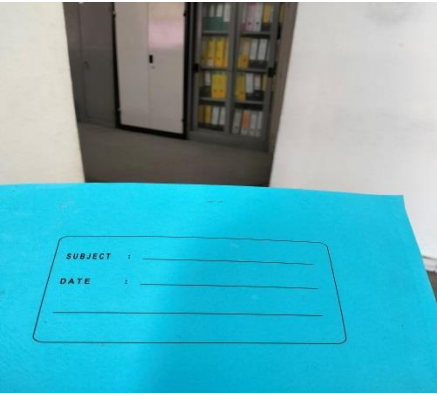
DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : April 10th, 2023

No	Description	Supervisor	Signature
1	Delivering PPO field files	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Deliver PPO field files to the secretariat field


DAILY ACTIVITY

APPRENTICESHIP

Day : Wednesday

Date : April 12th, 2023

No	Description	Supervisor	Signature
1	Delivering SKP files	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Delivering SKP files in the PPO field to the head room of the Riau province Dispora office

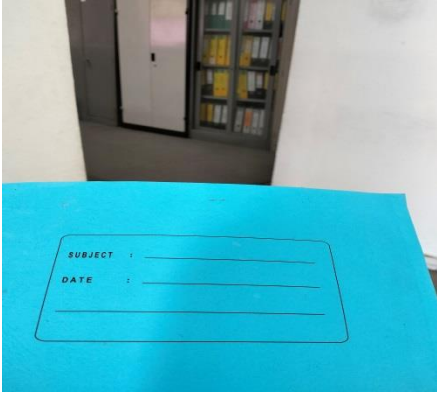
DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : April 13th, 2023

No	Description	Supervisor	Signature
1	Delivering PPO files	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Delivering PPO field files to the Riau province Dispora secretariat field

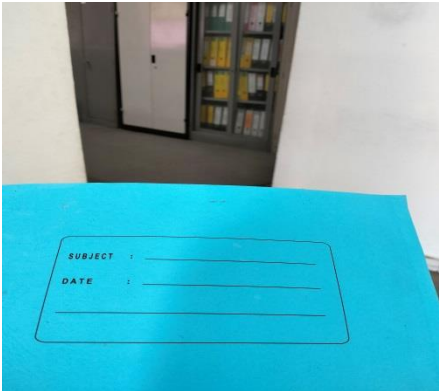
DAILY ACTIVITY

APPRENTICESHIP

Day : Friday

Date : April 14th, 2023

No	Description	Supervisor	Signature
1	Delivering SKP files	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Delivering SKP files in the PPO field to the Riau province Dispora secretariat field

DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : April 17th, 2023

No	Description	Supervisor	Signature
1	Taking the leave letter file of the head of the PPO field	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		This letter is used as a condition for applying for leave

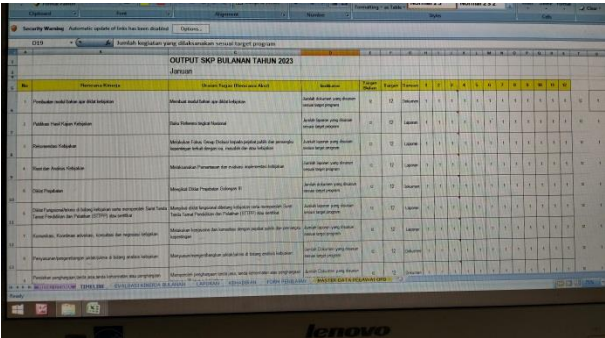
DAILY ACTIVITY

APPRENTICESHIP

Day : Tuesday

Date : April 18th, 2023

No	Description	Supervisor	Signature
1	Inputting the data of SKP PPO field	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Inputting SKP data in the PPO field for submission

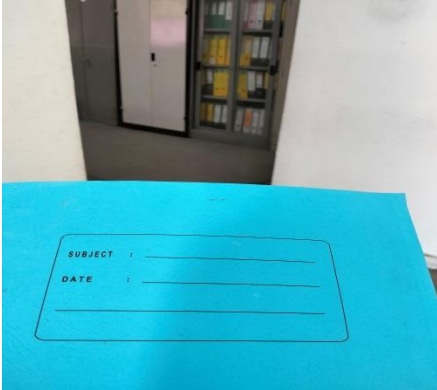
DAILY ACTIVITY

APPRENTICESHIP

Day : Wednesday

Date : April 26th, 2023

No	Description	Supervisor	Signature
1	Delivering SKP archives to the head of the PPO field	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Delivering SKP files in the PPO field to the Riau province Dispora secretariat field


DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : April 27th, 2023

No	Description	Supervisor	Signature
1	Taking the file of the head of the PPO field	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Taking the head of PPO's file to the head room of the Riau province's Dispora office

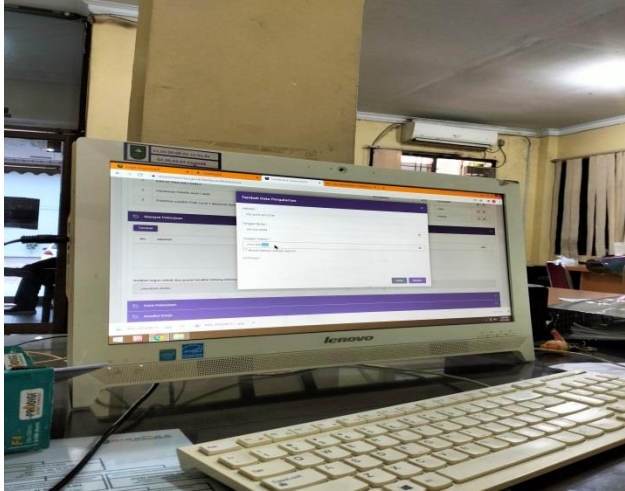
DAILY ACTIVITY

APPRENTICESHIP

Day : Friday

Date : April 28th, 2023

No	Description	Supervisor	Signature
1	Helping ASN fill out the Assesment registration	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Assessment is used as a tool to determine the ability of an employee or State Civil Apparatus (ASN) in carrying out work.


DAILY ACTIVITY

APPRENTICESHIP

Day : Tuesday

Date : May 2nd, 2023

No	Description	Supervisor	Signature
1	Delivering SPT files to the head of the PPO field	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		The SPT is used as a requirement in applying for external service.


DAILY ACTIVITY

APPRENTICESHIP

Day : Wednesday

Date : May 3rd, 2023

No	Description	Supervisor	Signature
1	Taking the SPT file of the head of the PPO field	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		The SPT is used as a requirement in applying for an outside business trip

DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : May 4th, 2023

No	Description	Supervisor	Signature
1	Assisting with budget croscheck	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Assist PTT staff to croscheck activity budget


DAILY ACTIVITY

APPRENTICESHIP

Day : Friday

Date : May 5th, 2023

No	Description	Supervisor	Signature
1	Taking the NPD file of the PPO field	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		NPD is a submission file for activity budget disbursement

DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : May 8th, 2023

No	Description	Supervisor	Signature
1	Delivering PPO files	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Delivering PPO field files to the head room of the Riau province Dispora office


DAILY ACTIVITY

APPRENTICESHIP

Day : Tuesday

Date : May 9th, 2023

No	Description	Supervisor	Signature
1	Copying of Championship Decree file	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		The file of this Championship Decision is used as a requirement in the submission and procurement of activities

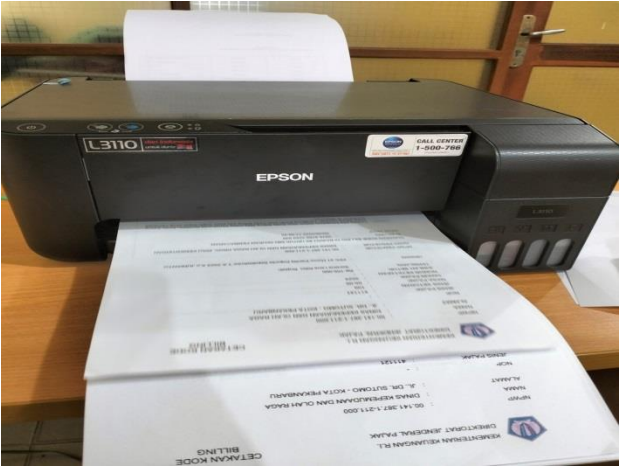
DAILY ACTIVITY

APPRENTICESHIP

Day : Wednesday

Date : May 10th, 2023

No	Description	Supervisor	Signature
1	Printing the e-billing file of the organizing committee of the Sepak Takraw Regional Championship	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		E-billing is an online tax filing that is used as a requirement for the organizing committee of the Regional Championship

DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : May 11th, 2023

No	Description	Supervisor	Signature
1	Requesting a letter number	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		The letter number must be adjusted to the incoming / outgoing letters in the Dispora. So, this letter number is requested to the secretariat field of Dispora Riau province.


DAILY ACTIVITY

APPRENTICESHIP

Day : Friday

Date : May 12th, 2023

No	Description	Supervisor	Signature
1	Delivering and picking up NPD files	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Delivering and picking up the NPD file for the PPO field to the finance department of the Riau province Dispora


DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : May 15th, 2023

No	Description	Supervisor	Signature
1	Delivering SPT and SK files	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		This SPT and SK are used as a condition of filing for the implementation of the Riau provincial Sepak Takraw Regional Championship in 2023.


DAILY ACTIVITY

APPRENTICESHIP

Day : Tuesday

Date : May 16th, 2023

No	Description	Supervisor	Signature
1	Copying of Invitation to the Opening of the Sepak Takraw Regional Championship	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Invitations to the opening of the championship will be distributed to all areas of Dispora Riau province


DAILY ACTIVITY

APPRENTICESHIP

Day : Wednesday

Date : May 17th, 2023

No	Description	Supervisor	Signature
1	Welcoming and validating the participants of the Takraw Regional Championship	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		The welcome and validation of the implementation of the Regional Sepak Takraw Championship in 2023 was held at Prime Park Hotel Pekanbaru.


DAILY ACTIVITY

APPRENTICESHIP

Day : Friday

Date : May 19th, 2023

No	Description	Supervisor	Signature
1	Delivering and picking up SPT files in the PPO field	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Task Order is a file requirement for ASN in Outside Service assignments


DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : June 5th, 2023

No	Description	Supervisor	Signature
1	Delivering meeting minutes	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		The minutes of the meeting must be known to the head of department so they must be submitted to the head of department


DAILY ACTIVITY

APPRENTICESHIP

Day : Tuesday

Date : June 6th, 2023

No	Description	Supervisor	Signature
1	Delivering RKA change files	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Changes to the RKA budget for activities carried out must be approved by the head of service, so that the RKA shift must be submitted to the head of service for signature.

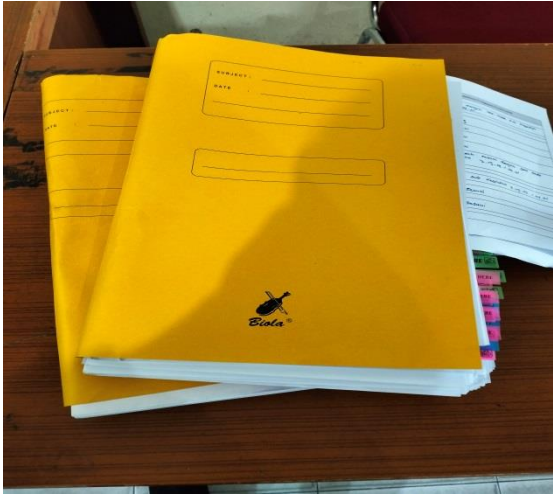
DAILY ACTIVITY

APPRENTICESHIP

Day : Wednesday

Date : June 7th, 2023

No	Description	Supervisor	Signature
1	Delivering SPT and SK files	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		This SPT and SK are used as a condition of filing for the implementation of the Riau provincial Sepak Takraw Regional Championship in 2023


DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : June 8th, 2023

No	Description	Supervisor	Signature
1	Retriving PPO files	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Take the PPO files from Head of service room


DAILY ACTIVITY

APPRENTICESHIP

Day : Friday

Date : June 9th, 2023

No	Description	Supervisor	Signature
1	Delivering and pickup NPD files	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		NPD files are used for as submissions for disbursement of activity implementation

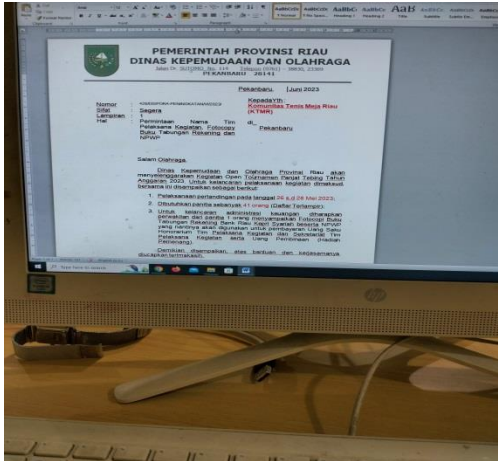
DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : June 12th, 2023

No	Description	Supervisor	Signature
1	Make a letter of submission for the Organizing Committee of the rock climbing open tournament	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Make a letter of submission for the Organizing Committee of the rock climbing open tournament

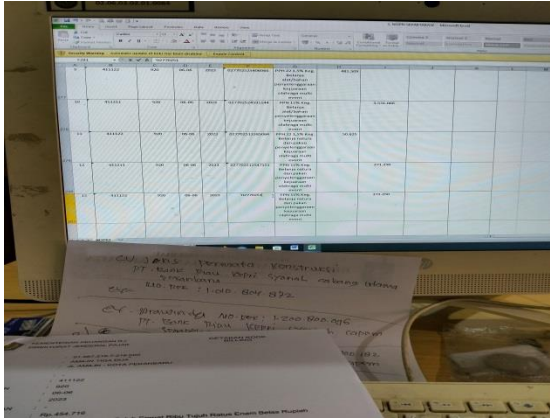
DAILY ACTIVITY

APPRENTICESHIP

Day : Tuesday

Date : June 13th, 2023

No	Description	Supervisor	Signature
1	Inputting e-billing tax filling data	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Inputting e-billing tax filling data


DAILY ACTIVITY

APPRENTICESHIP

Day : Wednesday

Date : June 14th, 2023

No	Description	Supervisor	Signature
1	Delivering procurement files and suits to the head of service room	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Delivering procurement files and suits to the head of service room

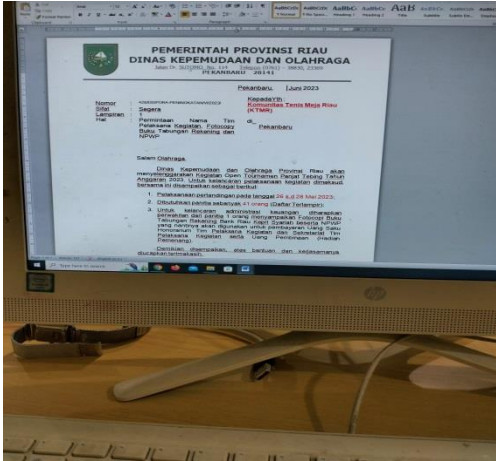
DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : June 15th, 2023

No	Description	Supervisor	Signature
1	Ediiting the decree of the winner and the committee of roller skating Kejurda	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		<p>This decree is used as a submission requirement to disburse the championship budget funds.</p>

DAILY ACTIVITY

APPRENTICESHIP

Day : Friday

Date : June 16th, 2023

No	Description	Supervisor	Signature
1	Delivered the SK file for the roller skating kejurda	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		This SK file is submitted to the secretariat to be signed by the Dispora secretary.


DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : June 19th, 2023

No	Description	Supervisor	Signature
1	Delivering tthe SK file for the roller skating kejurda	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		This SK file is submitted to the secretariat field to be signed by the head of the Dispora office as the final approval of the submission of the activity procurement file

DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : June 20th, 2023

No	Description	Supervisor	Signature
1	Last day of apprenticeship. Farewell with PPO field	Juleondi Wandana Putra Penata (III/c) NIP. 19850725 201102 1 001	
Note :			

No	THE PICTURE OF ACTIVITY	INFORMATION

APPENDIX B Apprenticeship Acceptance Letter



PEMERINTAH PROVINSI RIAU DINAS KEPEMUDAAN DAN OLAAHRAHA

Jalan Dr. Sutomo No. 114 Telp. (0761) 38830 – 23369
PEKANBARU 28141

Website : dispورا.riau.go.id

Email : dispورا@riau.go.id

Nomor : 000/DISPORA-SEKRE//2023/0044
Sifat : Biasa
Lampiran : -
Hal : Penempatan Mahasiswi Kerja Praktek

PEKANBARU, 25 Januari 2023
Kepada
Yth. **DIREKTUR POLITEKNIK BENGKALIS**
Di -
Tempat

Menindaklanjuti surat saudara Nomor : 271/PL31/TU/2023 tanggal 10 Januari 2023 hal Permohonan Kerja Praktek (KP), bersama ini disampaikan bahwa pada prinsipnya mahasiswi tersebut dapat diterima untuk melaksanakan Kerja Praktek di Dinas Kepemudaan dan Olahraga Provinsi Riau. Berikut penempatan dari mahasiswi kerja praktek tersebut :

No.	Nama	NIM	Penempatan
1.	Iha Farorah	5203201134	Bidang Sarana Prasarana dan Kemitraan Dinas Kepemudaan dan Olahraga Provinsi Riau
2.	Rosinitta Jenlena	5203201132	Bidang Peningkatan Prestasi Olahraga Dinas Kepemudaan dan Olahraga Provinsi Riau

Demikian disampaikan, atas perhatian dan kerjasamanya diucapkan terima kasih.



Catatan

- UU ITE No 11 Tahun 2008 Pasal 5 Ayat 1
- Informasi Elektronik dan/atau Dokumen Elektronik dan/atau hasil cetakannya merupakan alat bukti hukum yang sah.
- Dokumen ini telah ditandatangani secara elektronik menggunakan **sertifikat elektronik** yang diterbitkan **BSrE**.
- Surat ini dapat dibuktikan keasliannya di e-office.riau.go.id dengan scan QR-Code

APPENDIX C Evaluation Form

**PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK DINAS
KEPEMUDAAN DAN OLAHRAGA PROVINSI RIAU**

Nama : Rosinitta Jenlena
 NIM : 5203201132
 Program Studi : D3 Bahasa Inggris – Politeknik Negeri Bengkalis

No	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	98
2.	Tanggung jawab	25%	99
3.	Penyesuaian diri	10%	99
4.	Hasil kerja	30%	90
5.	Perilaku secara umum	15%	99
Total (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 : Baik

Catatan :

.....

Pekanbaru, 20 Juni 2021


Ir. Zulkifli, MP
Pembina Tingkat I (L/V/b)
NIP. 19660210 199502 1 001

APPENDIX D Attendance List

ABEEN MAGANG
DUNGKUNGAN DINAS KEPENDAHPUAN DAN OLAHRAGA
PROVINSI RIAU

NO	N A M A	UNIVERSITAS/ FAKULTAS	NIM	BULAN FEBRUARI 2023																											
				01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
1.	INDAH APRILIA	UNIVERSITAS ISLAM NEGERI SULTAN SYARIF KASIM RIAU	12050423118	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	
2.	NOFRIYANTI SAGALA	UNIVERSITAS MUHAMMADIYAH RIAU	190304131	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	
3.	NOVIKA MAYANG PUTRI SILALAH	UNIVERSITAS MUHAMMADIYAH RIAU	190304098	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	
4.	ARMADANA HARAHAP	UNIVERSITAS MUHAMMADIYAH RIAU	190304122	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	
5.	SYANDILA MULIA SARI	UNIVERSITAS MUHAMMADIYAH RIAU	190304231	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	Nilai	
6.	Dina Deswara Fitri	UNIVERSITAS UN SUKSES RIAU	170501249																												
7.	Putri Adityawati	UNIVERSITAS UN SUKSES RIAU	180501493																												
8.	Iha Farrah	Pontrenne Negeri Bangkalis	020320114																												
9.	BORALITA JENLELA	Pontrenne Negeri Bangkalis	020320122																												
10.																															

Pekabaru, 28 Februari 2023
Mengantahi,
Kepala Sub Bagian

ALEXONDI WARDANA PUTRA
Pangkat III/c1
NIP. 19850725 201102 1 001

ABSEN MAGANG
DILINGKUNGAN DINAS KEPESULATAN DAN OLAHRAGA
PROVINSI RIAU

NO	N A M A	UNIVERSITAS/ FAKULTAS	NIM	BULAN MARET 2023																																
				01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
1.	DINA DESWARA FITRI	UNIVERSITAS ISLAM NEGERI SULTAN SYARIF KASIM RIAU	12050120494																																	
2.	PUTRI APRIYAWATI	UNIVERSITAS ISLAM NEGERI SULTAN SYARIF KASIM RIAU	12050127491																																	
3.	IHA FARORAH	POLITEKNIK NEGERI BENGKALIS	5203201134																																	
4.	ROSINITA JENLENA	POLITEKNIK NEGERI BENGKALIS	5203201132																																	
5.																																				
6.																																				
7.																																				
8.																																				
9.																																				
10.																																				

PEKANBARU, 31 Maret 2023

Mengetahui,
Kasubag Kepegawaian dan Uptan
Dinas Kepemudaan dan Olahraga
Provinsi Riau

JULEONDI WANDANA PUTRA, SH
Pemada (M/I)
NIP. 19850725201102 1 001

ABSEN MAGANG
DILINGKUNGAN DINAS KEPERUSAHAAN DAN OLAHRAGA
PROVINSI RIAU

NO	N A M A	UNIVERSITAS/ FAKULTAS	NIM	BULAN APRIL 2023																											
				01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
3.	IHA FARDAH	POLITEKNIK NEGERI BENGKALIS	5203201134	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	
4.	ROSINITA JENLENA	POLITEKNIK NEGERI BENGKALIS	5203201132	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>		
5.																															
6.																															
7.																															
8.																															
9.																															
10.																															

PEKANBARU, 28 April 2023

Mengetahui,
 Kepala Kepegawaian dan Umum
 Dinas Perindustrian dan Olahraga
 Provinsi Riau

RULENDI WANDANA PUTRA, SH
 Penata Tingkat Tinggi (G)
 NIP. 19850725201102 1 001

KESEN MUDA
 DILINGKUNGAN DINAS KEPEMERINTAHAN DAN USAHA
 PROVINSI RIAU

NO	N A M A	UNIVERSITAS/ FAKULTAS	NISN	BULAN MEI 2023																														
				01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	IVA FARIDAH	POLITEKNIK NEGERI BENGKALIS	5203201134																															
2	ROHMATTA HENZINA	POLITEKNIK NEGERI BENGKALIS	5203201132																															
3	KAMILA PASTA	SMKN 1 PEKANBARU (ARUNTANI)	59405008																															
4	NABILA RAHMADANI	SMKN 1 PEKANBARU (ARUNTANI)	26707098																															
5	JONW THOMAS SYAHPUTEA	SMKN 1 PEKANBARU (TRJ)	005444310																															
6	Rini Pri Bidad	SMK Laber																																
7	Rizki Amanda	SMK Laber																																
8	M. Syarif alfan	SMK Laber																																
9	Rafli Arjuna	SMK Laber																																


 M. Syarif alfan
 Kepala Dinas
 Monev dan Mutu
 Provinsi Riau
 Pekanbaru, Riau
 No. 0303221501302 & 0302

ABSEN MAGANG
DILINGKUNGAN DINAS KEPERAWATAN DAN OLAHRAGA
PROVINSI RIAU

NO	N A M A	UNIVERSITAS/ FAKULTAS	NIM	BULAN APRIL 2023																											
				01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
3.	IHA FARDAH	POLITEKNIK NEGERI BENGKALIS	5203201134	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
4.	ROSINITA JENLENA	POLITEKNIK NEGERI BENGKALIS	5203201132	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
5.																															
6.																															
7.																															
8.																															
9.																															
10.																															

PEKANBARU, 28 April 2023

Mengetahui,
 Kepala Kepegawaian dan Umum
 Dinas Perumahan dan Olahraga
 Provinsi Riau

RULENDI WANDANA PUTRA, SH
 Penata Tingkat Tinggi (G)
 NIP. 19850725201102 1 001

APPENDIX E Certificate of Apprenticeship



APPENDIX F Employee Performance Target File (SKP)

PENGISIAN DATA PERHITUNGAN TAMBAHAN PENGHASILAN ASN

1. DATA PEGAWAI	
<i>Catatan : Hanya Mengganti Nama Pegawai</i>	
NAMA PEGAWAI	: DHITA MAYASARI, SE, MM
NIP	: 198205192002122001
PANGKAT / GOLONGAN	: Penata (III/c)
JABATAN	: ANALIS KEBIJAKAN AHLI MUDA (PENYETARAAN)
KELAS JABATAN	: 10
UNIT KERJA	: DINAS KEPEMUDAAN DAN OLAHRAGA PROVINSI RIAU
ATASAN LANGSUNG	: Ir. ZULKIFLI, MP
NIP	: 196602101995021001
PANGKAT / GOLONGAN	: Pembina Tk.I (IV/b)
JABATAN	: KEPALA BIDANG PENINGKATAN PRESTASI OLAHRAGA
UNIT KERJA	: DINAS KEPEMUDAAN DAN OLAHRAGA PROVINSI RIAU
2. BULAN PENILAIAN	
<i>Catatan : Hanya Mengganti Bulan Penilaian saja</i>	
STATUS	: Normal
BULAN PENILAIAN	: Mei
JENIS HARI KERJA	: 5 Hari Kerja
MASA PENILAIAN	: 02 Mei s.d 31 Mei 2023
JUMLAH HARI KALENDER	: 31
JUMLAH HARI KERJA	: 21
3. PEJABAT KEPEGAWAIAN PERANGKAT DAERAH	
<i>Catatan : Isi sesuai dengan Pejabat yang ada pada Perangkat Daerah vts</i>	
NAMA	: JULEONDI WANDANA PUTRA, SH
NIP	: 198507252011021001
PANGKAT/GOLONGAN	: Penata Tk.I (III/d)
JABATAN	: Kepala Subbagian Kepegawaian dan Umum

- * Langkah-langkah Pengisian :
- Memilih Nama Pegawai
 - Memilih Bulan Penilaian
 - Mengisi Data Pejabat Kepegawaian Perangkat Daerah
 - Cetak dengan Kertas Folio (8.5x13)

**SASARAN KINERJA PEGAWAI (SKP)
JABATAN FUNGSIONAL
PENDOKUMENTASIAN KINERJA**

Periode Penilaian
02 Mei s.d 31 Mei 2023

DINAS KEPENDIDIKAN DAN OLAHRAGA PROVINSI RIAU

PELAYAT PENILAI KINERJA

No	PEGAWAI YANG DINILAI		PELAYAT PENILAI KINERJA	
No	Nama	No	Nama	Unit Kerja
1	DHTA MAVASARI, SE, MM	1	ir. ZULKIFLI, MP	
2	NIP 198205192002122001	2	NIP 196602101995021001	
3	Pangkat/Gol Ruang Penata (I/IIc)	3	Pangkat/Gol Ruang Pembina Tk. I (V/b)	
4	Jabatan	4	Jabatan	
5	DINAS KEPENDIDIKAN DAN OLAHRAGA PROVINSI RIAU	5	DINAS KEPENDIDIKAN DAN OLAHRAGA PROVINSI RIAU	

NO	RENCANA HASIL KERJA	RENCANA AKSI	INDIKATOR KINERJA INDIVIDU	TARGET	REALISASI DAN BUKTI DUKUNG	UMPAH BALIK BERKELANJUTAN BERDASARKAN BUKTI DUKUNG
A. UTAMA						
1	Pembuatan modul bahan ajar diolah keajaban	Membuat modul bahan ajar diolah keajaban	Jumlah dokumen yang disusun sesuai target program	1	1 Dokumen	Sesuai
2	Publikasi Hasil Kerja Keajaban	Buku Referensi tingkat Nasional	Jumlah laporan yang disusun sesuai target program	1	1 Laporan	Sesuai
3	Rakor/Forum Keajaban	Melakukan Fokus Group Diskusi kepala pejabat publik dan pemangku kepengertian terkait dengan isu, masalah dan atau kebijakan	Jumlah laporan yang disusun sesuai target program	1	1 Laporan	Sesuai
4	Riset dan Analisis Keajaban	Melaksanakan Penemuan dan evaluasi implementasi keajaban	Jumlah laporan yang disusun sesuai target program	1	1 Laporan	Sesuai
5	Dialok Prajabatan	Mengikuti Dialok Prajabatan Golongan III	Jumlah dokumen yang disusun sesuai target program	1	1 Dokumen	Sesuai
6	Dialok Fungsionalisasi di bidang keajaban serta memperoleh Surat Tanda Tertial Pendidikan dan Pelatihan (STTP) atau sertifikasi	Mengikuti dialok fungsional didang keajaban serta memperoleh Surat Tanda Tertial Pendidikan dan Pelatihan (STTP) atau sertifikasi	Jumlah laporan yang disusun sesuai target program	1	1 Laporan	Sesuai
7	Kontribusi, koordasi adokasi, kontrolasi dan negosiasi keajaban	Melakukan kerjasama dan konsultasi dengan pejabat publik dan pemangku kepengertian	Jumlah laporan yang disusun sesuai target program	1	1 Laporan	Sesuai
8	Penyusunan/penyempurnaan jukdis/konis di bidang analisis keajaban	Mengusahakan/mengembangkan jukdis/konis di bidang analisis keajaban	Jumlah Dokumen yang disusun sesuai target program	1	1 Dokumen	Sesuai
9	Prosedur pengembangan, tanda jasa, tanda kehormatan atau penghargaan lainnya	Mengajukan pengajuan tanda jasa, tanda kehormatan atau penghargaan lainnya - 20 (dua puluh) tahun	Jumlah Dokumen yang disusun sesuai target program	1	1 Dokumen	Sesuai
10	Pemanfaatan aset dalam seminar/konvensi/konferensi/kegiatan lain di bidang keajaban	Anggota panitia penyelenggaraan/kegiatan lain	Jumlah laporan yang disusun sesuai target program	1	1 Laporan	Sesuai
11	Pengembangan buku pedoman tentang keajaban	Mengembangkan buku pedoman tentang keajaban	Jumlah dokumen yang disusun sesuai target program	1	1 Dokumen	Sesuai

B. TAMBAHAN						
1	Tercapainya Program Kerja dan Rencana Operasional pada Bidang Pendidikan Prasarana Olahraga	Terdakainya rencana program/kegiatan dan penganggaran	Jumlah kegiatan yang disusun sesuai target program	1	1 event	Sesuai
2	Tercapainya Program Kerja dan Rencana Operasional pada Bidang Pendidikan Prasarana Olahraga	Terdakainya koordinasi, pembinaan, bimbingan, teknik dan pengawasan serta evaluasi sesuai bidang tugas	Jumlah laporan yang disusun sesuai target program	3	3 Laporan	Sesuai
3	Tercapainya Program Kerja dan Rencana Operasional pada Bidang Pendidikan Prasarana Olahraga	Terdakainya tugas keahlihan lain yang diperintahkan pimpinan baik lisan maupun tertulis	Jumlah kegiatan yang dilaksanakan sesuai target program	1	1 Kegiatan	Sesuai

DINAS EKSPERTISY SESUAI EKSPERTISY DI BAWAH EKSPERTISY

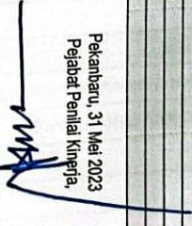
PERILAU KERJA		URAIAN BALUK BERKELAJUTAN BERDASARKAN ENJINT DOKTRINO
1	Brandisasi pelayaran <ul style="list-style-type: none"> Menjamin dan memenuhi kebutuhan masyarakat Reputasi, kualitas, stabilitas, dan daya tahan Melakukan perbaikan lebih lanjut 	Dalam Expertisi: Rumah dalam melayani dan peduli terhadap permasalahan yang ada
2	Maintenansi <ul style="list-style-type: none"> Mengembangkan target dengan hasil berbagai jenis dan berbagai tingginya Menggunakan teknologi dan BKK secara bertanggung jawab dan efisien Tidak menyahayakan keselamatan jabatan 	Dalam Expertisi: meninjau tinggi komitmen dan integritas di lingkungan kerja
3	Kompetensi <ul style="list-style-type: none"> Menggunakan kompetensi dan untuk menambah kemampuan yang selalu berkembang Membantu orang lain belajar dan efisien Melaksanakan tugas dengan kualitas terbaik 	Dalam Expertisi: Menyelesaikan setiap pekerjaan sesuai dengan target dan standar kualitas yang ditetapkan
4	Humanitas <ul style="list-style-type: none"> Menghargai nilai orang orang lain dalam lingkungannya Suka menolong orang lain Menciptakan lingkungan kerja yang kondusif 	Dalam Expertisi: Membantu kolaborasi yang lebih terbuka dan menerima masukan baik dengan diri kerja
5	Loyalitas <ul style="list-style-type: none"> Menghargai bakti sebagai Pegawai, Undang-Undang Dasar Negara Republik Indonesia Tahun 1945, serta pada KPR) serta pemerintahan yang sah Mengapa nama baik sesama ASN, Pegawai, Instansi, dan Negara Mengapa nama jabatan dan negaranya 	Dalam Expertisi: Berani menanggapi adanya insidensi/ hal hal yang dapat merugikan dan membahayakan negara
6	Adaptif <ul style="list-style-type: none"> Cepat menyesuaikan diri terhadap perubahan Tidak khawatir dan mengantisipasi perubahan Berprestasi proaktif 	Dalam Expertisi: Mampu berputar dengan kendala kerja
7	Kolaborasi <ul style="list-style-type: none"> Mencari kesempatan kepada berbagai pihak untuk berkontribusi Terdapat dalam belajar sama untuk menghasilkan nilai tambah Mengembangkan pemahaman berbagai sumberdaya untuk nilai bersama 	Dalam Expertisi: Mampu mengabdikan dan melakukan seluruh praktik sesuai dengan peran dan tanggunnya untuk mencapai tujuan bersama

AKTIF PERILAU KERJA

UNITAS EKSPERTISY SESUAI EKSPERTISY DI BAWAH EKSPERTISY

PERKEMAH KINERJA PEGAWAI

ANAKAT BAWA BAWA BALUK BERKELAJUTAN BERDASARKAN ENJINT DOKTRINO


 Ir. ZUL KIFLI, MP
 NIP. 196602101995021001

Pekanbaru, 31 Mei 2023
 Pejabat Penilai Kinerja,



DOKUMEN EVALUASI KINERJA PEGAWAI

DINAS KEPEMUDAAN DAN OLAHRAGA PROVINSI RIAU

Periode Penilaian :
02 Mei s.d 31 Mei 2023

1	PEGAWAI YANG DINILAI
	Nama : DHITA MAYASARI, SE, MM
	NIP : 198205192002122001
	Pangkat/Gol Ruang : Penata (III/c)
	Jabatan : ANALIS KEBIJAKAN AHLI MUDA (PENYETARAAN)
	Unit Kerja : DINAS KEPEMUDAAN DAN OLAHRAGA PROVINSI RIAU
2	PEJABAT PENILAI KINERJA
	Nama : Ir. ZULKIFLI, MP
	NIP : 196602101995021001
	Pangkat/Gol Ruang : Pembina Tk.I (IV/b)
	Jabatan : KEPALA BIDANG PENINGKATAN PRESTASI OLAHRAGA
	Unit Kerja : DINAS KEPEMUDAAN DAN OLAHRAGA PROVINSI RIAU
3	ATASAN PEJABAT PENILAI KINERJA
	Nama : H. BOBY RACHMAT, S.STP, M.Si, AIFO-P
	NIP : 198305162001121002
	Pangkat/Gol Ruang : Pembina Utama Muda (IV/c)
	Jabatan : KEPALA DINAS KEPEMUDAAN DAN OLAHRAGA PROVINSI RIAU
	Unit Kerja : DINAS KEPEMUDAAN DAN OLAHRAGA PROVINSI RIAU
4	EVALUASI KINERJA
	Predikat Kinerja Pegawai : Baik
5	CATATAN/REKOMENDASI

Pegawai Yang Dinilai,

DHITA MAYASARI, SE, MM
NIP. 198205192002122001

Pekanbaru, 31 Mei 2023
Pejabat Penilai Kinerja,

Ir. ZULKIFLI, MP
NIP. 196602101995021001

**DAFTAR REKAPITULASI KEHADIRAN
DINAS KEPEMUDAAN DAN OLAHRAGA PROVINSI RIAU PROVINSI RIAU**

Nama : DHITA MAYASARI, SE, MM Bulan : Mei 2023
 NIP : 198205192002122001 Jenis Hari Kerja : 5 Hari Kerja
 Pangkat / Gol : Penata (III/c) Jumlah Hari Kalender : 31 Hari
 Jabatan : ANALIS KEBIJAKAN AHLI MUDA (PENYETARAAN) Jumlah Hari Kerja : 21 Hari

I. DAFTAR KEHADIRAN PEGAWAI

NO	HARI / TANGGAL	APEL	MASUK KERJA	PULANG KERJA	KETERANGAN		
1	Senin / 01-05-2022				Hari Buruh Internasional		
2	Selasa / 02-05-2022	DD	DD	DD			
3	Rabu / 03-05-2022	DD	SW	SW			
4	Kemis / 04-05-2022	DL	DL	DL			
5	Jumat / 05-05-2022	DL	DL	DL			
6	Sabtu / 06-05-2022						
7	Minggu / 07-05-2022						
8	Senin / 08-05-2022	H	SW	DD			
9	Selasa / 09-05-2022	H	DD	DD			
10	Rabu / 10-05-2022	DL	DL	DL			
11	Kemis / 11-05-2022	DL	DL	DL			
12	Jumat / 12-05-2022	DL	DL	DL			
13	Sabtu / 13-05-2022						
14	Minggu / 14-05-2022						
15	Senin / 15-05-2022	DL	DL	DL			
16	Selasa / 16-05-2022	DL	DL	DL			
17	Rabu / 17-05-2022	DL	DL	DL	Kenaikan Isa Al Masih		
18	Kemis / 18-05-2022						
19	Jumat / 19-05-2022	DD	DD	DD			
20	Sabtu / 20-05-2022						
21	Minggu / 21-05-2022						
22	Senin / 22-05-2022	DD	DD	DD			
23	Selasa / 23-05-2022	DL	DL	DL			
24	Rabu / 24-05-2022	DL	DL	DL			
25	Kemis / 25-05-2022	DL	DL	DL			
26	Jumat / 26-05-2022	DD	DD	DD			
27	Sabtu / 27-05-2022						
28	Minggu / 28-05-2022						
29	Senin / 29-05-2022	DD	SW	SW			
30	Selasa / 30-05-2022	H	DD	DD			
31	Rabu / 31-05-2022	DD	SW	SW			
H / SW		3	0	4	0	3	0
DL		11	0	11	0	11	0
DD		7	0	6	0	7	0
C		0	0	0	0	0	0
TH / TL1 1 / PSW 1		0	0	0	0	0	0
TL 2 / PSW 2				0	0	0	0
TL 3 / PSW 3				0	0	0	0
TL 4 / PSW 4				0	0	0	0
Jumlah Pengurangan		0		0		0	

II. KETERANGAN BOBOT PENGURANGAN

Apel		Masuk Kantor			Pulang Kantor			
H	0,00	Mengikuti Apel	SW	0,00	Sesuai Waktu	SW	0,00	Sesuai Waktu
DL	0,00	Dinas Luar	DL	0,00	Dinas Luar	DL	0,00	Dinas Luar
DD	0,00	Dinas Dalam	DD	0,00	Dinas Dalam	DD	0,00	Dinas Dalam
C	0,00	Cuti	C	0,00	Cuti	C	0,00	Cuti
TH	2,00	Tidak Mengikuti Apel	TL 1	0,50	Tertambat 1 sd <31 Menit	PSW 1	0,50	Kecepatan 1 sd < 31 Menit
			TL 2	1,00	Tertambat 31 sd < 61 Menit	PSW 2	1,00	Kecepatan 31 sd < 61 Menit
			TL 3	1,25	Tertambat 61 sd < 91 Menit	PSW 3	1,25	Kecepatan 61 sd < 91 Menit
			TL 4	1,50	Tertambat > 91 Menit atau tidak mengisi daftar hadir	PSW 4	1,50	Kecepatan > 31 Menit atau tidak mengisi daftar hadir

Menyetujui
Atasan Langsung

Ir. ZULKIFLI, MP
Pembina Tk.I (IV/b)
NIP. 196602101995021001

Pekanbaru, 31 Mei 2023
Kepala Subbagian Kepegawaian dan Umum,

JULEONDI WANDANA PUTRA, SH
Penata Tk.I (III/d)
NIP. 198507252011021001

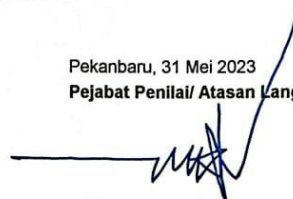
**HASIL PERHITUNGAN
TAMBAHAN PENGHASILAN PEGAWAI**

Bulan Penilaian : Mei
 Jangka Waktu : 02 Mei s.d 31 Mei 2023
 Jumlah Hari Kalender : 31 Hari
 Jumlah Hari Kerja : 21 Hari
 Kelas Jabatan : 10
 Status Pegawai : PNS
 Status : Normal

PEJABAT PENILAI		PNS YANG DINILAI			
Nama	: Ir. ZULKIFLI, MP	Nama	: DHITA MAYASARI, SE, MM		
NIP	: 196602101995021001	NIP	: 198205192002122001		
Pangkat/Gol	: Pembina Tk.I (IV/b)	Pangkat/Gol	: Penata (III/c)		
Jabatan	: KEPALA BIDANG PENINGKATAN PRESTASI OLAHRAGA	Jabatan	: ANALIS KEBIJAKAN AHLI MUDA (PENYETARAAN)		
Unit Kerja	: DINAS KEPEMUDAAN DAN OLAHRAGA PROVINSI RIAU	Unit Kerja	: DINAS KEPEMUDAAN DAN OLAHRAGA PROVINSI RIAU		
NO	KRITERIA DAN INDIKATOR	BOBOT	PENGURANGAN	% CAPAIAN	BOBOT HASIL
I. CAPAIAN PENILAIAN TPP					
1	Apel	40,00	0,00	100,00	40,00
2	Masuk Kantor	30,00	0,00	100,00	30,00
3	Pulang Kantor	30,00	0,00	100,00	30,00
TOTAL CAPAIAN PENILAIAN TPP					100,00

PERHITUNGAN TAMBAHAN PENGHASILAN ASN			
Kategori TPP	Bruto	PPh	Netto
Beban Kerja	Rp6.725.712	Rp336.286	Rp6.389.426
Prestasi Kerja	Rp5.323.913	Rp266.196	Rp5.057.717
Kondisi Kerja	Rp0	Rp0	Rp0
Kelangkaan Profesi	Rp0	Rp0	Rp0
Total Bruto Penerimaan	Rp12.049.625	Rp602.482	Rp11.447.143

Pekanbaru, 31 Mei 2023
Pejabat Penilai/ Atasan Langsung



Ir. ZULKIFLI, MP
 Pembina Tk.I (IV/b)
 NIP. 196602101995021001

APPENDIX G Task Order File (SPT)



PEMERINTAH PROVINSI RIAU DINAS KEPEMUDAAN DAN OLAHRAGA

Jalan Dr.Sutomo No.114 Telp (0761) 38830-23369
PEKANBARU 28141

SURAT PERINTAH TUGAS

Nomor : 1732 / SPT / 2022

- Dasar :
1. Program Kerja Dinas kepemudaan dan Olahraga Provinsi Riau Tahun Anggaran 2022
 2. Dokumen Pelaksanaan Anggaran Satuan Kerja Perangkat Daerah Nomor : 2.19.063 Kegiatan Penyelenggaraan Kejuaraan Olahraga Sub Kegiatan Penyelenggaraan Kejuaraan Olahraga Multi Event dan Single Event Tingkat Provinsi.

KEPALA DINAS KEPEMUDAAN DAN OLAHRAGA PROVINSI RIAU MEMERINTAHKAN :

- Kepada :
1. Nama : SAID IWA PRIMA KHAIRI, SH
NIP : 19810813 200604 1 008
Pangkat/Gol. Ruang : PenataTingkat I (III/d)
Jabatan : Kepala Subkoordinator Standarisasi dan Pembinaan Prestasi Olahraga Dinas Kepemudaan dan Olahraga Provinsi Riau.
 2. Nama : DHITA MAYASARI, SE, MM
NIP : NIP. 19820519 200212 2 001
Pangkat/Gol. Ruang : Penata (III/c)
Jabatan : Kepala Subkoordinator Promosi Dan Pembinaan Olahraga Mahasiswa Bidang Peningkatan Prestasi Olahraga
 3. Nama : BUDDY WIRAPRATAMA SYAHRIL, S. STP
NIP : NIP. 19850520 200312 1 001
Pangkat/Gol. Ruang : PenataTingkat I (III/d)
Jabatan : Staf Subkoordinator Standarisasi dan Pembinaan Prestasi Olahraga Dinas Kepemudaan dan Olahraga Provinsi Riau.
- Untuk :
1. Melaksanakan Tugas Konsultasi dan Koordinasi ke Kementerian Pemuda dan Olahraga Republik Indonesia dalam rangka menghadapi Kejurda 2022 Kegiatan Pembinaan dan Pengembangan Olahraga Prestasi Tingkat Nasional Tahun Anggaran 2022.
 2. Tujuan DKI. Jakarta
 3. Tanggal Pelaksanaan pada tanggal 10 s.d 12 November 2022

Demikian disampaikan untuk dilaksanakan sebaik-baiknya dengan penuh rasa tanggung jawab.

Dikeluarkan di : Pekanbaru
Pada tanggal : 07 November 2022

KEPALA DINAS KEPEMUDAAN DAN OLAHRAGA
PROVINSI RIAU

H. BOBY RACHMAT, S.STP, M.Si
Pembina Utama Muda (IV/c)
Nip. 19830516 200112 1 002







dispora
Riau

APPENDIX H Revision List

APPENDIX H Revision List

REVISION LIST APPRENTICESHIP REPORT

Name : Rosinitta Jenlena
NIM : 5203201132
Advisor : M. Sabri, S.Pd. M.Par
Location : Youth and Sports Department of Riau Province

NO	DAY/DATE	REVISION	ADVISOR
1.	Fri / 17 / 02 '23	Discusim & Briefing	
2.	Mon / 06 / 03 '23	online revisim	
3.	Thu / 27 / 04 '23	online consultatin	
4.	Thu, 22 / 06 '23	Chapter 1 & 2	
5.	Fri, 23 / 06 '23	Chapter 3 & 4	
6.	Tue, 27 / 06 '23	Chapter 1 - 4 OK, continue to seminar	 Ace

Bengkalis, July 4th, 2023
Advisor



M. Sabri, S.Pd M.Par
NIP. 197710292014041001