

**AN APPRENTICESHIP REPORT  
AT THE YOUTH AND SPORTS DEPARTMENT OF  
RIAU PROVINCE**

*In Partial Fulfillment of the Requirement for Three-Year Diploma Program of  
English Study Program of State Polytechnic of Bengkalis*



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2023**

**APPROVAL SHEET**  
**THE YOUTH AND SPORTS OFFICE OF**  
**RIAU PROVINCE**

This apprenticeship report written by IHA FARORAH Reg.Number 5203201134 who had done the apprenticeship at The Youth and Sports Office of Riau Province started from 20<sup>th</sup> February 2023 to 20<sup>th</sup> June 2023 has been approved by the following advisor:

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## ACCEPTENCE SHEET

This is to certify that we have been examined the apprenticeship report of IHA FARORAH Reg.5203201134 who has done apprenticeship at the Youth and Sport of Riau Province started from 20<sup>th</sup> February to 20<sup>th</sup> June 2023. This report is used for partial fulfilment of State Polytechnic of Bengkalis

This Report is Complete and Satisfactory in all respect, and all revisions required by the apprenticeship report examining committee had been made.

Bengkalis, July 04<sup>th</sup>, 2023

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On this occasion, the Aparentice would like to express gratitude to a few parties where the assistance, guidance, and encouragement so that I can finish this apprenticeship report, namely to: During the writing process this report.there were many people involved in giving advice,help and support.In this occasion,the writer would like to say many thanks to :

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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 ,20<sup>th</sup> June 2023

**Iha farorah**  
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# CHAPTER I INTRODUCTION

## 1.1. Background of Apprenticeship

At present, the advancement of science and technology necessitates the need for talented human resources in their fields of specialization in order to accomplish goals and ideals. Students, as potential assets in the workplace, must adapt and develop themselves to the environment they will face by acquiring knowledge and growing their competence. To develop a dependable and professional workforce, tertiary institutions must adequately train their graduates, one of which is through apprenticeships.

State Polytechnic of Bengkalis is a vocational higher education institution which has eight majors including Marine Architecture, Mechanical Engineering, Electrical Engineering, Civil Engineering, Languages, Business Administration, Information Technology, and Maritime. Internships and final assignments are two essential graduation requirements for Bengkalis State Polytechnic students. Internships should be completed at organizations that are relevant to the student's background. This program also guarantees that students can adjust, have a work ethic, and are accountable, which is important in the corporate sector. Internships also equip students with a plethora of experience and expertise.

The Language Department at The State Polytechnic of Bengkalis provides English as a study option. One of the graduation requirements is the successful completion of the internship program. The state polytechnic of Bengkalis provides study and training opportunities to all of its students in order to assist them in improving their professional talent in science and technology. Furthermore, this institution guarantees that students are adaptive, have a strong work ethic, and are responsible, which is very important in the business world.

As a result, the author was chosen and received an internship with the youth and sports Department From 20 February to 20 June 2023, the apprentice worked

as staff in the field of Infrastructure and Partnerships at the Youth and Sports Department of Riau Province

## **1.2. Purpose Apprenticeship**

1. To find out the types of work that exist in the Youth and Sports Department of Riau Province
2. To find out the work procedures implemented in the facilities and infrastructure and partnerships of the Youth and Sports Department of Riau Province
3. To find out the documents used as well as services in the field of infrastructure and partnerships the Youth and Sports Department of Riau Province

## **1.3. Significance of Apprenticeship**

### **1.3.1. Significance for Apprentence**

Apprenticeship is a valuable training and educational program that provides individuals with hands-on experience and skills development in a particular field or industry. apprenticeship programs can provide individuals with valuable skills and knowledge, increase their chances of career success and advancement, provide access to job opportunities, and contribute to the economic growth of a region or country.

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

The internship provides hands-on training, industrial exposure, networking opportunities, career preparation, and feedback and evaluation to the State Polytechnic of Bengkalis. These programs can help students become more competitive in the job market and better equipped for their future careers. It also helps State polytechnic of Bengkalis create collaboration between the polytechnic and the company where students are doing internships

### **1.3.3. Significance for The youth and sports Department of Riau Province**

The apprenticeship provides opportunities for youth and sports service in the Department by assisting with Department work, acquiring talent, encouraging skill development, encouraging innovation, increasing productivity, and being assisted by students who already have experience in the subject.

## **CHAPTER II**

### **GENERAL DESCRIPTION OF DEPARTMENT**

#### **2.1. History of Youth and Sports Department of Riau Province**

Institutionally, The Youth and Sports Departement of Riau province was established in accordance with Regional Regulation Number 13 of 1999, which established the organization and work procedures for the Youth and Sports Department of Riau Province Level I. Furthermore, the Youth and Sports Department of Riau Province as a regional service with 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 is the basis of regional regulation number 19 of 2001.



**Figure 2.1. The Youth and Sport Department of Riau Province**

#### **2.2 Vision and Mission**

##### **2.2.1. Vision**

"Realization of a Healthy, Religious, Malay-Cultured Youth and Sports Society, National Insight, Independence, and High Competitiveness Towards Riau Province's Vision"

### **2.2.2. MISSION**

1. Enhancing youth services
2. Enhancement of sporting services.

### **2.3. Kind of Business**

The Youth and Sports Department of Riau Province, as a government body, has the primary duties and functions outlined in Governor of Riau Province Regulation Number 30 of 2009 regarding job descriptions for The youth and sports Department of Riau province The Youth and Sports Service is responsible for carrying out regional government affairs based on the principle of regional autonomy, as well as assisting the youth and sports sectors, and can be delegated to carry out the authority delegated by the government to the Governor of Riau as the government's representative in the context of deconcentration.

### **2.4. Organization of Structure**

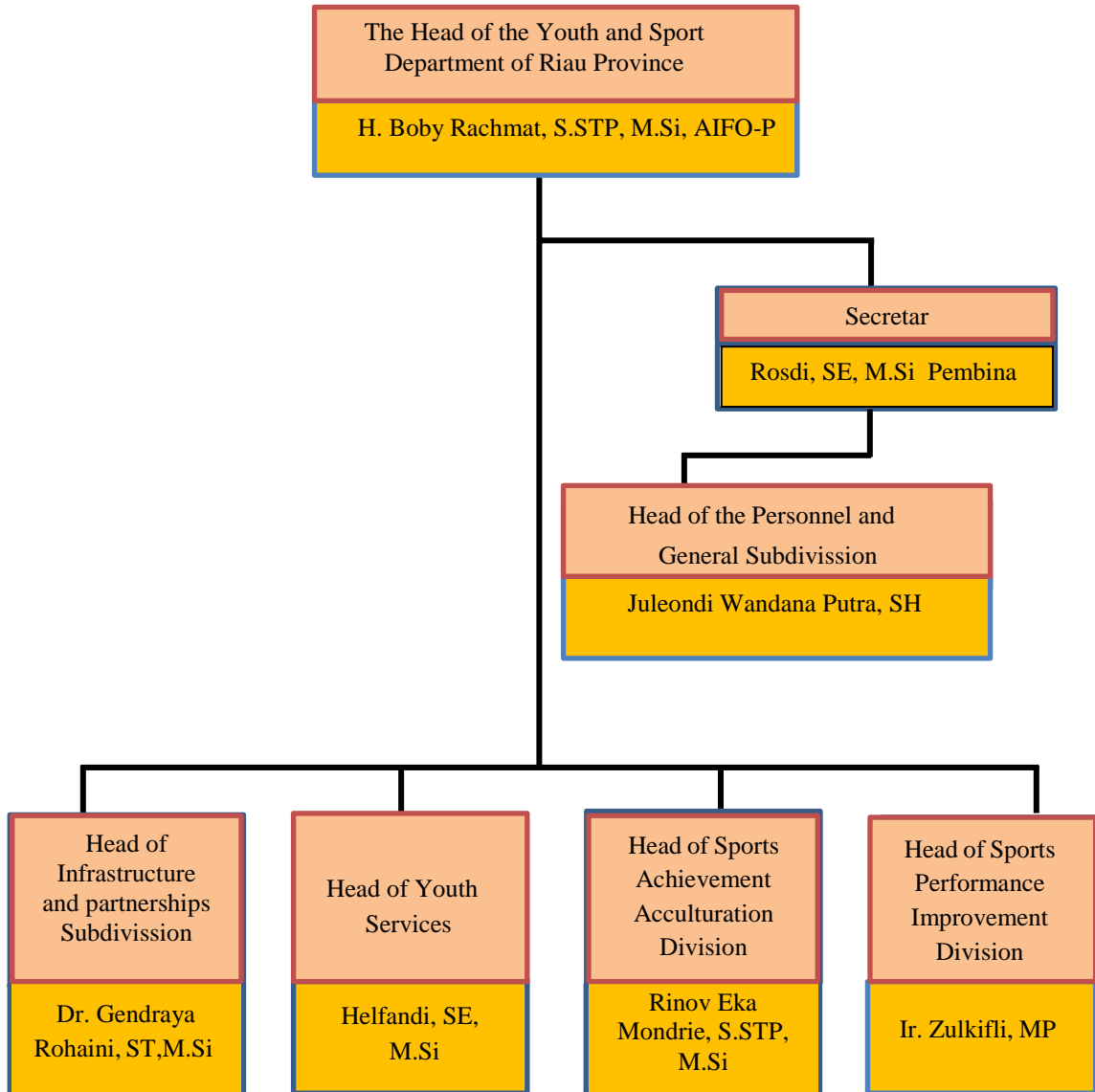
There are several fields within the Youth and Sports Department of Riau Province.

#### **1. Head of Riau Province Youth and Sports Department**

The Head of the Youth and Sports Agency is responsible for decentralizing authority in the field of youth and sports, and can be assigned to carry out the mandatory authority delegated by the Government to the Governor as the Government's Representative in the context of deconcentration. The Governor reports to the Head of Service, who is positioned below. The Head of the Youth and Sports Service is responsible for the following duties:

- a. Development and execution of technical policies in the field of Youth and Sports;
- b. Execution of government affairs and public services in the fields of Youth and Sports;
- c. Development and implementation of Youth and Sports tasks;

## ORGANIZATION AT THE YOUTH AND SPORT OF RIAU PROVINCE



*Source: [dispورا.riau.go.id](http://dispورا.riau.go.id)*

**Figure 2.2. Organization at the Youth and Sports of Riau Province**

## **2. Secretary**

The secretary is in charge of broad administrative operations such as staffing, equipment, finance, program development, public relations, law, organization, management, and security. The secretary reports to and is accountable to the Head of Service. The secretary performs the following duties:

- a. General administrative management and staffing;
- b. Financial administration and equipment management;and
- c. Program Development activities
- d. Manage household affairs, public relations, and protocols;
- e. Coordinate the preparation of programs, budgets, and legislation;
- f. Manage archives and library services;
- g. Monitor and evaluate the organization and management;
- h. Manage activities related to law, institutions, and
- i. Management within the scope of the Department of Youth and Sports and Management;
- j. Carry out other tasks assigned by the Head of Department.

## **3. Head of the Personnel and General Subdivision**

The Head of the General and Personnel Sub-Division is responsible for the following tasks:

- a. Receiving, distributing, and delivering letters, duplicating official documents, archiving, and library services; and
- b. Organizing home affairs and protocols.
- c. Perform public relations tasks;
- d. Prepare all staffing needs plans, beginning with formation placement, proposals for positions, pension proposals, review of years of service, awarding, promotions, DP-3, DUK, Employee Oaths or Pledges, Periodic Salaries, welfare, employee transfers and dismissals, training, exams service, study permits, personnel development, and employee discipline.



- e. Create competency standards for employees, technical personnel, functional personnel, job analysis, workload analysis, work culture, law, organization, management, security, and general duties, as well as other personnel administration;
- f. Carry out activities related to law, institutions, and administration within the Department of Youth and Sports;
- g. Carry out other tasks assigned by the Secretary.

#### **4. Head of Infrastructure and partnerships Subdivision**

The Head of Facilities and Infrastructure is responsible for arranging work and activities to improve cooperation in a partnership pattern between the government and the community in order to empower and maintain youth and sports facilities and infrastructure, as well as empower infrastructure. The Head of Facilities and Infrastructure reports to and is responsible for the Head of Service.

The Head of Facilities and Infrastructure carries out the following functions:

- a. Technical development activities for the management agency for Youth Infrastructure, Sports, and Infrastructure Facility Empowerment;
- b. Collaborative partnership activities between the Government and the Community to empower Youth Infrastructure, Sports, and Infrastructure Facility empowerment;
- c. Monitoring and evaluation activities
- d. Complete any other tasks delegated by the Head of Service.

#### **5. Head of Infrastructure and partnerships Subdivision**

The Head of Facilities and Infrastructure is responsible for arranging work and activities to improve cooperation in a partnership pattern between the government and the community in order to empower and maintain youth and sports facilities and infrastructure, as well as

empower infrastructure. The Head of Facilities and Infrastructure reports to and is responsible for the Head of Service.

The Head of Facilities and Infrastructure carries out the following functions:

- e. Technical development activities for the management agency for youth infrastructure, sports, and infrastructure facility empowerment;
- f. Collaborative partnership activities between the Government and the Community to empower youth infrastructure, sports, and infrastructure facility empowerment;
- g. Monitoring and evaluation activities
- h. Complete any other tasks delegated by the Head of Service.

## **6. Head of Youth Services**

The Head of the Youth Division is in charge of arranging work and giving assistance for youth development, coaching, management, and supervision. The Head of the Youth Division reports to and is accountable to the Head of Service.

The functions of the Head of the Youth Division are as follows:

- a. Carry out organizational development, coaching activities, empowerment, entrepreneurship, and coaching activities for children and youth;
- b. Coordinate with related parties on the implementation of organizational development, activity development, empowerment, entrepreneurship, and development of children and youth activities.
- c. Supervising the implementation of organizational development, activity coaching, empowerment, entrepreneurship, and coaching activities for children and youth.
- d. Complete any other tasks assigned by the Head of Service

## **7. Head of Sports Achievement Acculturation Division**

The Head of the Sports Sector is responsible for carrying out work and activities that support sports development, coaching, management, and supervision.

The sports division head is responsible for the following duties:

- a. Carry out activities in the field of organizational development and recreational sports, fostering sports achievements and fostering sports with disabilities;
- b. Coordinate with related parties regarding the implementation of activities in the field of organizational development and creative sports, fostering sports achievements and fostering sports with disabilities;
- c. Control the implementation of activities in the field of organizational development and creative sports, fostering sports achievements and fostering sports with disabilities;
- d. Complete any other tasks assigned by the Head of Service

## **8. Head of Sports Performance Improvement Division**

The Head of the Sports Achievement Improvement Division is responsible for the following duties:

- a. Create strategies and work programs for youth achievement in the sphere of education and training;
- b. Create selection criteria and supervise the selection of prospective student athletes and sports trainers to engage in sports education and training, as well as national and worldwide competitions;
- c. Oversee the Student Training Education Center (PPPLM).
- d. Identify data on potential and accomplished athletes;
- e. Form a Development, Empowerment, Monitoring, and Evaluation Team for the implementation of Student Sports Education and Training;

- f. Manage tryouts and participation in National/International championships for Student Athletes who are involved in/participate in Sports Education and Training;
- g. Student sports club development and empowerment;
- h. Student sports achievement improvement development;
- i. Arrange determination, award, and degradation for student athletes and sports coaches participating in sports education and training;
- j. manage increasing sporting achievements;
- k. carry out additional activities assigned by the Head of Service.

## **2.5 Document Used for Activity**

There are several document used for activities during Apprenticeship in the Youth and Sports Department of Riau Province, as follows:

1. Data for DISPORA
2. Soft file of RKA budget input
3. Data of justification
4. Data of DPA
5. Data of SKP
6. Arsip

## **CHAPTER III**

### **SCOPE OF APPRENTICESHIP**

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

The internship starts from 20<sup>th</sup> February to 20<sup>th</sup> June 2023 at the Department of Youth and Sports, with work hours ranging from 07.30 - 16.00 WIB Monday through Wednesday and 07.30 - 16.30 WIB Thursday through Friday. The author works at the Youth and Sports Department of Riau Province in the Infrastructure and Partnerships Division.

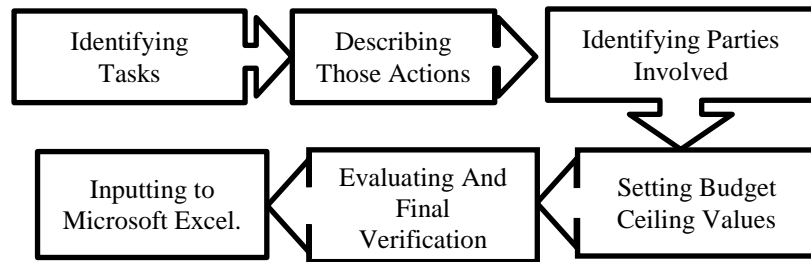
The following are some of the types of work carried out during the apprenticeship:

1. Creating a DPA format
2. Preparing an application letter for the Procurement of Capital Expenditures for Other Sports Equipment (karate) via E-catalog ;
3. Drafting RKA
4. Making salary submissions LS Supervisory personnel, ME field engineering;
5. Creating letters and Replying to letters.

#### **3.2. Working Procedure**

##### **1. Creating a DPA format.**

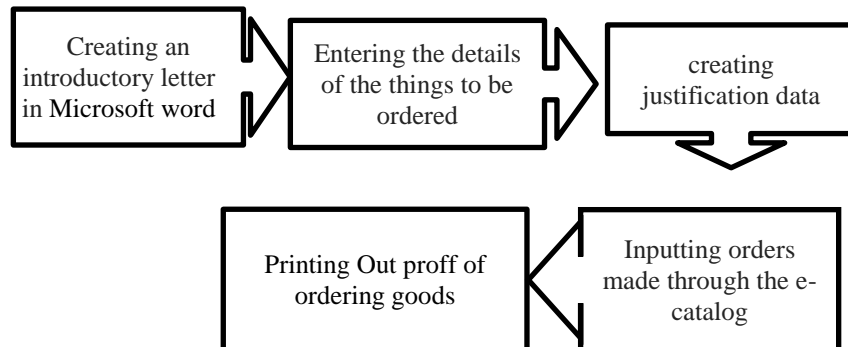
DPA (*dokumen pelaksanaan anggaran*) or DPA is a document that is used to compile and regulate budget allocations for sports facilities and infrastructure in the implementation of development activities and the procurement of goods/services. Work methods include first identifying tasks, second describing those actions, third identifying parties involved, fourth setting budget ceiling values, then evaluating and final verification and last inputting to Microsoft Excel.



**Figure 3.1. The Process Creating a DPA**

**2. Preparing an application letter for the Procurement of Capital Expenditures for Other Sports Equipment (karate) via E-catalog.**

The facilities and infrastructure sector creates an application letter for the procurement of karate sports equipment to communicate the necessary needs as well as the procurement and supply of goods for karate. The letter explains in detail the types and quantities of equipment and materials needed so that the vendor can process orders. The first is the job procedure. Creates an introductory letter in Word, then enters the details of the things to be ordered, creates justification data, inputting orders made through the e-catalog, and finally Print out proof of ordering goods.



**Figure.3.2. The Process of Making a Procurement Request**

### 3. Drafting RKA

RKA is typically used as an operational guide for agencies in planning, implementing, and regulating operations and related expenditures. RKA assists in the monitoring of expenditures and the usage of the budget in accordance with a specified plan. The work procedure is as follows: Open Microsoft Excel, then Edit and enter the initial RKA data into the Excel column, Calculate and input the number of shifts, recalculate the final allocation for each budget, readjust the formulas and formulas on the last Excel worksheet, save the worksheet, and print out for reports to related parties.

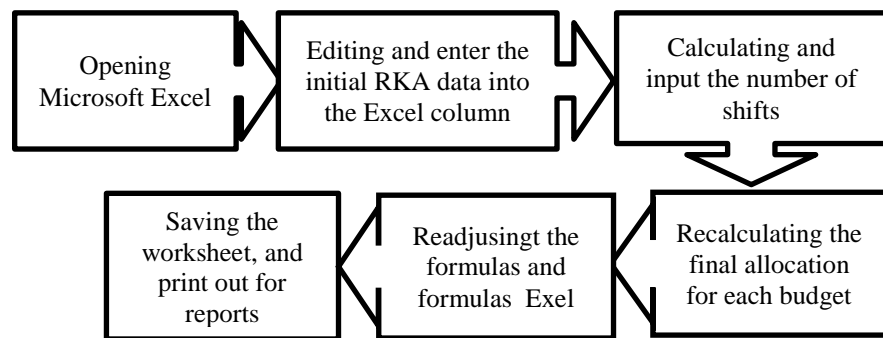
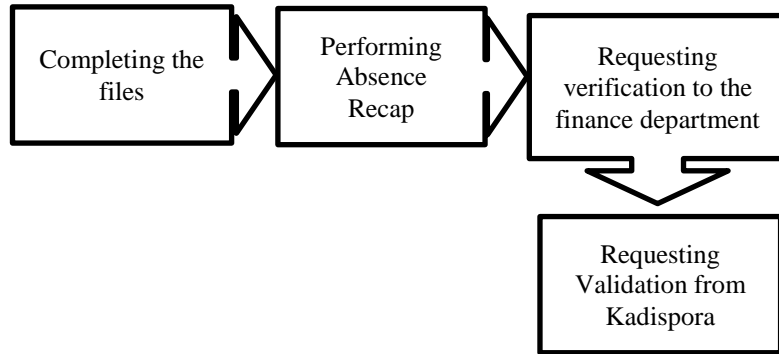


Figure.3.3. The Process Drafting RKA

### 4. Making Salary Submissions LS supervisory Personnel ME Field Engineering;

LS salary submission is the process of submitting and requesting to determine the amount of salary for ME (Mechanics and Eloktronikal) supervisors and field techniques calculated based on daily attendance where salary disbursement is directly without being owed from the institution. The work process is the first to complete the files including SPJ, SPM, the second to recap the

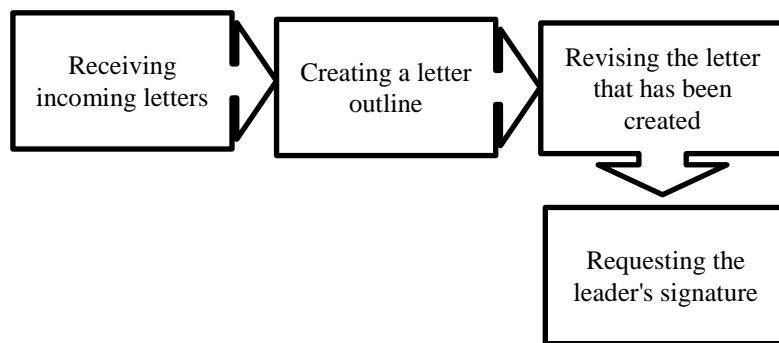
Absent, then ask for verification from the finance department and finally validation from the Kadispora.



**Figure 3.4. The Proseses Salary Submission**

#### 9. **Creating Letters and Replying to Letters**

The field of infrastructure facilities and partnerships is a field that manages all physical facilities needed to support various activities and services between two or more parties to achieve common goals. Infrastructure facilities and partnerships refer to efforts to build, repair, borrow and manage sustainable infrastructure. The writer manages incoming mail and then makes a reply to the letter and makes a letter of submission for the repair of facilities and infrastructure.



**Figure 3.5. The Creating and Replying to Letters**



### 3.3. Place and Apprenticeship

The Apprenticeship was started from February 20<sup>th</sup> 2023 until June 20<sup>th</sup> 2023.it was done at the Youth and Sports Department of Riau Province

### 3.4. Kind and Description of The Activity

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

**Table 3. 1.**  
**Agenda of the First Week Activities**  
*(February 20<sup>th</sup>-26<sup>th</sup>2023)*

NO	Day/Date	Activity	Place/Note
1.	Monday, 20 <sup>th</sup> February	1. Introduction to the Department staff 2. Introduction to the Department room 3. Helping to make SKP for January 2023	- Infrastructure and partnerships
2.	Tuesday, 21 <sup>st</sup> February	1. Attending Morning 2. Developing a data format for Recap	-Department courtyard Dispora -Infrastructure and partnerships
3.	Wednesday, 22 <sup>nd</sup> February	1. Attending morning 2. Inputing Record Data To Microsoft Exel	-Department courtyard Dispora -Infrastructure and partnerships
4.	Thursday , 23 <sup>rd</sup> February	1. Morning Gymnastics 2. helping to create SOP 3. Asking to for signature regarding SKP	-Department courtyard Dispora -Infrastructure and partnerships
5.	Friday, 24 <sup>th</sup> February	1. Attending Morning 2. Delivering Document to Kadispora	-Department courtyard Dispora -Kadispora room
6.	Saturday 25 <sup>th</sup> February	<b>OFF</b>	<b>OFF</b>
7.	Sunday 26 <sup>th</sup> February	<b>OFF</b>	<b>OFF</b>

**Table 3. 2.**  
**Agenda of the Second Week Activities**  
*(February 27<sup>th</sup>-March 05<sup>th</sup>,2023)*

NO.	Day/Date	Activity	Place
1.	Monday, 27 <sup>th</sup> February	1. Attending Morning 2. Requesting that Amprah the salary of Field Managers and ME of January.	-Department courtyard Dispora -Infrastructure and partnerships
2.	Tuesday, 28 <sup>th</sup> February	1. Attending Morning 2. Archiving SPJ January and December 2021. 3. Delivering Document to Kadispora	Department courtyard Dispora -Infrastructure and Partnership
3.	Wednesday,01 <sup>st</sup> March	1. Attending Morning 2. Requesting signature from regarding SOP 3. Requesting signature regarding the SPJ for February 2023, 4. Taking SPJ in February 2023	- Department courtyard Dispora -Infrastructure and partnerships Head Department room
4.	Thursday,02 <sup>nd</sup> March	1. Morning Gymnatics 2. Recaping the absence of supervisory Field Engineering and ME for February 2023. 3. Helping to make SKP for February 2023	- Department courtyard Dispora -Infrastructure and partnerships
5.	Friday,03 <sup>rd</sup> March	1. Attending Morning 2. Assisting in making field engineering and ME supervisor applications in February 2023. 3. Asking to for signature regarding SDocument to the finance department	- Department courtyard Dispora -Infrastructure and Partnership General Financial Department
6.	Saturday,04 <sup>th</sup> March	<b>OFF</b>	<b>OFF</b>
7.	Sunday,05 <sup>th</sup> March	<b>OFF</b>	<b>OFF</b>

**Table 3. 3.**  
**Agenda of the Third Week Activities**  
*(March 06<sup>th</sup> - March 12<sup>nd</sup>, 2023)*

NO	Day/Date	Activity	Place
	Monday, 06 <sup>th</sup> March	1. Attending Morning 2. Printing SKP recap. 3. Filing Document SPJ Returns from January-July	Department courtyard Dispora -Infrastructure and partnerships
2	Tuesday, 07 <sup>th</sup> March	1. Attending Morning 2. Creating monthly report of PLPP soccer student training program for February 2023	-Department courtyard Dispora -Infrastructure and partnerships Room
3.	Wednesday, 08 <sup>th</sup> March	1. Attending Morning 2. Sending a Document to the director of Infrastructure and Partnerships.	-Department courtyard Dispora -nfrastructure and Partnerships
4.	Thursday, 09 <sup>th</sup> March	1. Morning Gymnastics 2. Delivering a letter to the general section. 3. Delivering Document to Kadispورا	-Department courtyard Dispora - bagian Umum Dispora -Ruangan Kadispورا
5.	Friday, 10 <sup>th</sup> March	<b>OFF</b>	<b>sick</b>
6.	Saturday, 11 <sup>st</sup> March	<b>OFF</b>	<b>OFF</b>
7.	Sunday, 12 <sup>nd</sup> March	<b>OFF</b>	<b>OFF</b>

**Table 3. 4.**  
**Agenda of the Fourth Week Activities**  
*(March 13<sup>rd</sup> - March 19<sup>th</sup>, 2023)*

No.	Day/Date	Activity	Place
1.	Monday, 13 <sup>rd</sup> March	1. Attending Morning 2. Requesting the signature regarding SKP to General Department for February 2023. 3. Requesting signatures the head of infrastructure and facilities regarding SKP February	- DepartmentyardDisp ora -GeneralDepartemnt -Infrastructure and partnerships
2.	Tuesday, 14 <sup>th</sup> March	1. Attending Morning 2. Creating a purchase order for materials through E-catalog.	- Department courtyard Dispora -Infrastructure and partnerships
3.	Wednesday, 15 <sup>th</sup> March	1. Attending Morning 2. Helping make salary submissions staff	- Department courtyard Dispora -Infrastructure and partnerships

4.	Thursday, 16 <sup>th</sup> March	1. Attending Morning 2. Assisting in making KAK for Karate Sports Equipment Procurement Implementation	- Department courtyard Dispota  -Infrastructure and partnerships
5.	Friday, 17 <sup>th</sup> March	1. Attending Morning 2. Participate in Yasinan	Department courtyard Dispota -Musholla Dispota
6.	Saturday, 18 <sup>th</sup> March	<b>OFF</b>	<b>OFF</b>
7.	Sunday, 19 <sup>th</sup> March	<b>OFF</b>	<b>OFF</b>

**Table 3. 5.**  
**Agenda of the Fifth Week Activities**  
*(March 20<sup>th</sup> - March 26<sup>th</sup>, 2023)*

No	Day/Date	Activity	Place/Note
1.	Monday,20 <sup>th</sup> March	1. Attending Morning 2. Assisting in making RKA for 2024	Department courtyard Dispota -Infrastructure and partnerships
2.	Tuesday,21 <sup>st</sup> March	1. Attending Morning 2. Assisting in making E-catalog submission for Boxing sports equipment procurement	-Department courtyard Dispota -Infrastructure and partnerships
3.	Wednesday,22 <sup>nd</sup> March	<b>Public Holiday</b>	<b>Day of Silence</b>
4.	Thursday,23 <sup>r</sup> March	<b>Public Holiday</b>	<b>Day of Silence</b>
5.	Friday,24 <sup>th</sup> March	<b>Public Holiday</b>	<b>Day of Silence</b>
6.	Saturday,25 <sup>th</sup> March	<b>OFF</b>	<b>OFF</b>
7.	Sunday,26 <sup>th</sup> March	<b>OFF</b>	<b>OFF</b>

**Table 3. 6.**  
**Agenda of the Sixth Week Activities**  
*(March 27<sup>th</sup> - April 02<sup>th</sup>, 2023)*

No	Day/Date	Activity	Place
1.	Monday, 27 <sup>th</sup> March	1. making HPS for shopping for Boxing sports equipment 2. Requesting the signature of the head infrastructure and partnership.	Infrastructure and partnerships
2.	Tuesday, 28 <sup>th</sup> March	1. Making HPS for shopping for Karate sports equipment 2. Establish KAK as the capital of boxing sports equipment.	Infrastructure and partnerships
3.	Wednesday, 29 <sup>th</sup> March	1. Requesting signatures regarding shopping for Karate sports equipment 2. Delivering a Document to Kadispora	Infrastructure and partnerships
4.	Thursday, 30 <sup>th</sup> March	1. Participal Tausiah Ramadan 2. Delivering Mr. Mulyadi S,P.d's Leave Letter	-Musholla Dispora -General Department
5.	Friday, 31 <sup>st</sup> March	1. Delivering a Document in the finance sub-section regarding the model C file for PNS staff Mr. Mulyadi, S.Pd	Infrastructure and partnerships
6.	Saturday, 01 <sup>st</sup> April	<b>OFF</b>	<b>OFF</b>
7.	Sunday, 02 <sup>nd</sup> April	<b>OFF</b>	<b>OFF</b>

**Table 3. 7.**  
**Agenda of the Seventh Week Activities**  
*(April 03<sup>rd</sup> - 9<sup>th</sup>, 2023)*

NO	Day/Date	Activity	Place
1.	Monday, 03 <sup>rd</sup> April	1. Recaping the absence of supervisory Field Engineering and ME for March 2023	Infrastructure and partnerships
2.	Tuesday, 04 <sup>th</sup> April	1. Assisting in making field engineering and ME supervisor applications in March 2023. 2. Delivering submission documents for verification 3. Creating a reply letter from Diskominfo	Infrastructure and partnerships
3.	Wednesday, 05 <sup>th</sup> April	1. Sending an reply lettersto the Riau Province Communication, Informatics, and Statistics Service 2. Creating Weekly report of PLPP soccer student training program for month March and April 2023	Diskominfo Department Infrastructure and partnerships

4.	Thursday,06 <sup>th</sup> April	1. Assisting in the creation of SKP for PNS staff for March 2023. 2. Requesting the secretary signature the regarding SPM in March 2023	-Infrastructure and partnerships -secretary Room Dispora
5.	Friday,07 <sup>th</sup> April	<b>Good Friday</b>	<b>OFF</b>
6.	Saturday,08 <sup>th</sup> April	<b>OFF</b>	<b>OFF</b>
7.	Sunday,09 <sup>th</sup> April	<b>OFF</b>	<b>OFF</b>

**Table 3.8.**  
**Agenda of the Eighth Week Activities**  
(April 10<sup>th</sup> - 16<sup>th</sup>, 2023)

No	Day/Date	Activity	Place
1.	Monday,10 <sup>th</sup> April	1. Requesting a signature to Kadispora regarding SPM in March 2023	Head Department Room
2.	Tuesday,11 <sup>st</sup> April	1. Printout the 2023 SPK for cleaning staff	-Infrastructure and partnerships
3.	Wednesday,12 <sup>nd</sup> April	1. Printing the requirements of the Coach Mr. Mulyadi 2. Registering Mr. Mulyadi's coach recruitment test	Infrastructure and partnerships
4.	Thursday,13 <sup>rd</sup> April	1. Sending the softfile of Amprah salary to the finance department. 2. Delivering document to Kadispora	Infrastructure and partnerships -Head Department Room
5.	Friday,14 <sup>th</sup> April	1. Delivering Document SKP Mr.Mulyadi	General Department
6.	Saturday,15 <sup>th</sup> April	<b>OFF</b>	<b>OFF</b>
7.	Sunday,16 <sup>th</sup> April	<b>OFF</b>	<b>OFF</b>

**Table 3.9.**  
**Agenda of the Nineth Week Activities**  
(April 17<sup>th</sup> - 23<sup>th</sup>, 2023)

No	Day/Date	Activity	Place
1.	Monday,17 <sup>th</sup> April	Clearance	<b>OFF</b>
2.	Tuesday,18 <sup>th</sup> April	Clearance	<b>OFF</b>
3.	Wednesday,19 <sup>th</sup> April	Eid al-Fitr celebrations	<b>OFF</b>
4.	Thursday,20 <sup>th</sup> April	Eid al-Fitr celebrations	<b>OFF</b>
5.	Friday 21 <sup>st</sup> April	Eid al-Fitr celebrations	<b>OFF</b>
6.	Saturday,22 <sup>nd</sup> April	Eid al-Fitr celebrations	<b>OFF</b>
7.	Sunday,23 <sup>rd</sup> April	Eid al-Fitr celebrations	<b>OFF</b>

**Table 3.10,**  
**Agenda of the tenth Week Activities**  
*(April 24<sup>th</sup> - 30<sup>th</sup>, 2023)*

No	Day/Date	Activity	Place
1.	Monday,24 <sup>th</sup> April	Eid al-Fitr celebrations	<b>OFF</b>
2.	Tuesday,25 <sup>th</sup> April	Eid al-Fitr celebrations	<b>OFF</b>
3.	Wednesday,26 <sup>th</sup> April	Eid al-Fitr celebrations	<b>OFF</b>
4.	Thursday,27 <sup>th</sup> April	1. Attending Morning 2. photocopy of files	Department courtyard Infrastructure and partnerships
5.	Friday,28 <sup>th</sup> April	1. Attending Morning 2. Delivering Document to General Department 3. Photocopy of files	-Department courtyard -General Department -Infrastructure and partnerships
6.	Saturday,29 <sup>th</sup> April	<b>OFF</b>	<b>OFF</b>
7.	Sunday,30 <sup>th</sup> April	<b>OFF</b>	<b>OFF</b>

**Table 3.11.**  
**Agenda of the eleventh Week Activities**  
*(May 01<sup>st</sup> - May 07<sup>th</sup>, 2023)*

No	Day/Date	Activity	Place
1.	Monday,01 <sup>st</sup> May	1. Attending Morning 2. Assisting in making field engineering and ME supervisor applications in April 2023.	-Department courtyard -Infrastructure and partnerships
2.	Tuesday,02 <sup>nd</sup> May	1. Attending Morning 2. Creating invitation letters for CS and security meetings	-Department courtyard -Infrastructure and partnerships
3.	Wednesday,03 <sup>rd</sup> May	1. Attending Morning 2. Requesting the signature of the Kadispora	Department courtyard Dispora -Infrastructure and PartnershipGeneral
4.	Thursday,04 <sup>th</sup> May	1. Morning Gymnastics 2. Halal bihalal Riau Province Youth and Sports Service	Department courtyard Dispora
5.	Friday,05 <sup>th</sup> May	1. Attending Morning 2. Creating a repair letter for the sepak takraw hall building to the PUPR 3. Delivering letters and ask for signatures to the head of the district Department	-Department courtyard -Infrastructure and partnerships
6.	Saturday 06 <sup>th</sup> May	<b>OFF</b>	<b>OFF</b>
7.	Sunday 07 <sup>th</sup> May	<b>OFF</b>	<b>OFF</b>

**Table 3.12.**  
**Agenda of the Twelfth Week Activities**  
*(May 08<sup>th</sup>-May 14<sup>th</sup> 2023)*

No	Day/Date	Activity	Place
1.	Monday,08 <sup>th</sup> May	1. Attending the Flag Ceromony 2. Delivering a letter to the facilities and infrastructure services 3. Photocopy the letter for proof of handover	-Department courtyard -Dispora -Infrastructure and partnerships
2.	Tuesday,09 <sup>th</sup> May	1. Attending Morning 2. Print out RKA 2024 3. Filling a Incoming Letters	-Department courtyard -Dispora -Infrastructure and partnerships
3.	Wednesday,10 <sup>th</sup> May	1. Attending Morning 2. Delivering a Document to the head Infrastructure and Partnerhips	-Department courtyard -Dispora -Infrastructure and partnerships
4.	Thursday,11 <sup>th</sup> May	1. Morning Gymnastics 2. Picking up files for Infrastructure and Partnership Sector	-Department courtyard -Dispora -Infrastructure and Partnerships
5.	Friday,12 <sup>nd</sup> May	1. Attending Morning 2. Create a repair letter for the Riau Main stadium street	-Department courtyard -Dispora -Infrastructure and partnerships
6.	Saturday 13 <sup>rd</sup> May	<b>OFF</b>	<b>OFF</b>
7.	Sunday 14 <sup>th</sup> May	<b>OFF</b>	<b>OFF</b>



**Table 3.13.**  
**Agenda of the Thirteenth Week Activities**  
*(May 15<sup>th</sup> - May 21<sup>th</sup>, 2023)*

No	Day/Date	Activity	Place
1.	Monday, 15 <sup>th</sup> May	1. Attending Morning 2. Revising a repair letter for the Riau Main stadium street	-Department courtyard -Infrastructure and partnerships
2.	Tuesday, 16 <sup>th</sup> May	1. Attending Morning 2. Delivering a document to the Kadispora	-Department courtyard -Head Department Room
3.	Wednesday, 17 <sup>th</sup> May	1. Attending Morning 2. Print out PT.Karya Bersama Mandiri employment contract	-Department courtyard -Infrastructure and partnerships
4.	Thursday, 18 <sup>th</sup> May	1. Morning Gymnastics 2. Helping to make the 2024 RKA Justification	-Department courtyard -Infrastructure and partnerships
5.	Friday, 19 <sup>th</sup> May	1. Attending Morning 2. Delivering a document to the head Infrastructure and partnerships	-Department courtyard -Infrastructure and partnerships
6.	Saturday 20 <sup>th</sup> May	<b>OFF</b>	<b>OFF</b>
7.	Sunday 21 <sup>th</sup> May	<b>OFF</b>	<b>OFF</b>

**Table 3.14.**  
**Agenda of the Fourteenth Week Activities**  
*(May 22<sup>nd</sup> - May 28<sup>th</sup>, 2023)*

No	Day/Date	Activity	Place
1.	Monday 22 <sup>nd</sup> May	<b>OFF</b>	<b>OFF</b>
2.	Tuesday, 23 <sup>rd</sup> May	1. Attending Morning 2. Requesting a signature regarding salary amputation .	-Department courtyard Dispora -Financial Department
3.	Wednesday, 24 <sup>th</sup> May	1. Attending Morning 2. Print out proof of official travel report to Tembilahan	-Department courtyard Dispora Infrastructure and partnerships
4.	Thursday, 25 <sup>th</sup> May	<b>OFF</b>	<b>OFF</b>
5.	Friday, 26 <sup>th</sup> May	1. Attending Morning 2. Requesting a signature to the Head of Infrastructure and Partnerships	-Department courtyard Dispora Infrastructure and partnerships
6.	Saturday, 27 <sup>th</sup> May	<b>OFF</b>	<b>OFF</b>
7.	Sunday, 28 <sup>th</sup> May	<b>OFF</b>	<b>OFF</b>

**Table 3.15.**  
**Agenda of the Fifteenth Week Activities**  
*(May 29<sup>th</sup> - June 04<sup>th</sup>, 2023)*

No	Day/Date	Activity	Place
1.	Monday, 29 <sup>th</sup> May	1. Attending Morning 2. Taking files from the Kadispora 3. Requesting a signature to the Head of Infrastructure and Partnerships	-Department courtyard Dispora Infrastructure and partnerships
2.	Tuesday, 30 <sup>th</sup> May	1. Attending Morning 2. Delivering Document to the Equipment Section 3. Assisting in making field engineering and ME supervisor applications in April 2023.	-Department yard Dispora Infrastructure and partnerships
3.	Wednesday, 31 <sup>st</sup> May	<b>OFF</b>	<b>OFF</b>
4.	Thursday 01 <sup>st</sup> June	<b>The Birthday Pancasila</b>	<b>OFF</b>
5.	Friday 02 <sup>nd</sup> June	<b>Shared Leave</b>	<b>OFF</b>
6.	Saturday 03 <sup>rd</sup> June	<b>OFF</b>	<b>OFF</b>
7.	Sunday 04 <sup>th</sup> June	<b>OFF</b>	<b>OFF</b>

**Table 3.16.**  
**Agenda of the sixteenth Week Activities**  
*(June 05<sup>th</sup> - June 11<sup>th</sup>, 2023)*

No	Day/Date	Activity	Place
1.	Monday, 05 <sup>th</sup> June	1. Attending the flag ceremony 2. Creating a reply letter from Diskominfo regarding security and CS personnel	-Department courtyard Dispora Infrastructure and partnerships
2.	Tuesday, 06 <sup>th</sup> June	1. Attending Morning 2. Revising a replay letter from Diskominfo Regarding security and CS personnel 3. Taking SPM to Financial Document	-Department courtyard Dispora Infrastructure and partnerships
3.	Wednesday, 07 <sup>th</sup> June	1. Attending Morning 2. Delivering a Document to the Finanacial Department	-Department courtyard Dispora -Infrastructure and partnerships
4.	Thursday, 08 <sup>th</sup> June	1. Morning Gymnastic 2. Print Out of DPA 3. Delivering a Printout to the head of Infrastructure and Partnerships	Department courtyard Dispora Infrastructure and partnerships

5.	Friday, 09 <sup>th</sup> June	1. Attending Morning 2. Delivering a Document to the head of Infrastructure and partnership	Department courtyard Dispora -Infrastructure and partnerships
6.	Saturday, 10 <sup>th</sup> June	<b>OFF</b>	<b>OFF</b>
7.	Sunday, 11 <sup>st</sup> June	<b>OFF</b>	<b>OFF</b>

**Table 3.17.**  
**Agenda of the Seventeenth Week Activities**  
(June 12<sup>nd</sup> - June 18<sup>th</sup>, 2023)

No	Day/Date	Activity	Place
1.	Monday, 12 <sup>th</sup> June	1. Attending morning 2. Delivering a Document to Kadispora	Department courtyard Dispora -Infrastructure and partnerships
2.	Tuesday, 13 <sup>rd</sup> June	1. Attending Morning 2. Delivering a Document 3. Recaping the absence of supervisory Field Engineering and ME for May 2023	Department courtyard Dispora -Infrastructure and partnerships
3.	Wednesday, 14 <sup>th</sup> June	1. Attending Morning 2. Assisting in making field engineering and ME supervisor applications in May 2023.	Department courtyard Dispora -Infrastructure and partnerships
4.	Thursday, 15 <sup>th</sup> June	1. Morning Gymnastic 2. Helping to make SKP for May 2023	Department courtyard Dispora -Infrastructure and partnerships
5.	Friday, 16 <sup>th</sup> June	1. Attending Morning 2. Delivering a Document to the Financial Department	Department courtyard Dispora -Infrastructure and partnerships
6.	Saturday, 17 <sup>th</sup> June	<b>OFF</b>	<b>OFF</b>
7.	Sunday, 18 <sup>th</sup> June	<b>OFF</b>	<b>OFF</b>

**Table 3.18.**  
**Agenda of the Eighteenth Activities**  
(June 19<sup>th</sup> - June 20<sup>th</sup>, 2023)

No	Day/Date	Activity	Place
1.	Monday, 19 <sup>th</sup> June	1. Attending Morning 2. Delivering a Document to the Kadispora	Department courtyard Dispora -Infrastructure and partnerships
2.	Tuesday, 20 <sup>th</sup> June	1. Attending Morning 2. Requesting a Signature to the Head Infrastructure and partnerships 3. Helping to make signs	Department courtyard Dispora -Riau Main Stadion

## **CHAPTER IV**

### **CONCLUSION AND SUGGESTION**

#### **4.1. CONCLUSION**

After carrying out internship work practices in the field of infrastructure and partnerships of the Riau provincial youth and sports office, the following conclusions can be drawn

1. There are several types of work carried out during the internship, namely compiling RKA, making submissions for field engineering (ME) salaries, archiving data, taking care of documents, recapitulating absences, making Justifications and making correspondence.
2. Work procedures are based on the Operational standards of the Riau Province Youth and Sports Agency.
3. Documents used during the internship are documents, computers, and laptops.

#### **4.2. SUGGESTION**

##### **4.2.1. Suggestion for the Regional Agency For the Youth and Sport of Riau Province**

1. Improving service quality at the Youth and Sports for Riau Province Such as Administrative data storage security by using a computer-Based or Online Archive
2. improve employee performance with time discipline

##### **4.2.2. Suggestion for Language Department**

1. The language department can improve and expand cooperation with certain parties.
2. establish active communication for the college students regarding the internship program.

## APPENDICES


### APPENDIX A


#### Daily Activities of Internship

### DAILY ACTIVITY APPRENTICESHIP

Day : Monday

Date : 20<sup>th</sup> February 2023


No.	Job description	Supervisor	Signature
1.	1. Introduction to the Department staff	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
NOTE			

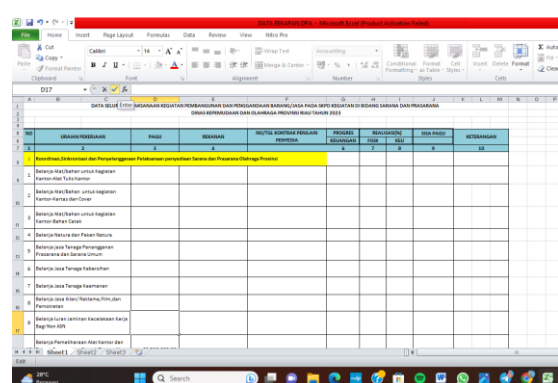
No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		introduction to the environment of Department staff

# DAILY ACTIVITY APPRENTICESHIP

Day :Tuesday

Date : 21<sup>st</sup> February 2023


No.	Job description	Supervisor	Signature
1.	1. Develop a data format DPA	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		DPA format is used to include a list of expenditures for goods and services.

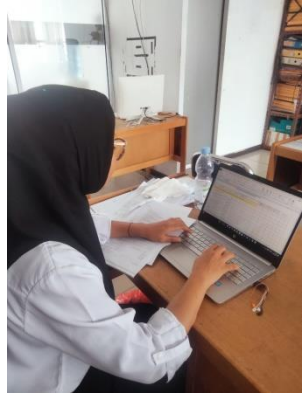
## DAILY ACTIVITY APPRENTICESHIP

Day : Wednesday

Date : 22<sup>nd</sup> February 2023

No.	Job description	Supervisor	Signature
1.	1. Inputting a data format for Recap	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	


**NOTE :**

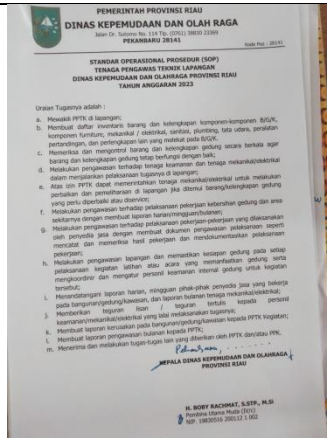
No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		DPA format is used to include a list of expenditures for goods and services.

# DAILY ACTIVITY APPRENTICESHIP

Day : Thursday

Date : 23<sup>rd</sup> February 2023


No.	Job description	Supervisor	Signature
1.	1. Helping to create SOP	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			


No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		SOP serve as structured guidelines for carrying out business processes or organizational activities.



## DAILY ACTIVITY APPRENTICESHIP


Day : Friday  
Date : 24<sup>th</sup> February 2023

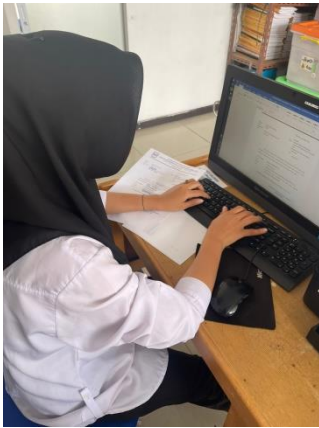
No.	Job description	Supervisor	Signature
1.	1. Delivering Document to Kadispora	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Delivering documents is a physical activity that involves the process of carrying documents from one place to another.

## DAILY ACTIVITY APPRENTICESHIP

Day : Monday  
Date : 27<sup>th</sup> February 2023


No.	Job description	Supervisor	Signature
1.	1. Request that Amprah the salary of Field Managers and ME of January	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			


No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Salaries can be used for various purposes and purposes, depending on individual needs and preferences.

## DAILY ACTIVITY APPRENTICESHIP

Day : Tuesday

Date : 28<sup>th</sup> February 2023

No.	Job description	Supervisor	Signature
1.	1. Archive SPJ January and December 2021.	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			


No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Organizing documents and putting them in the appropriate folders.

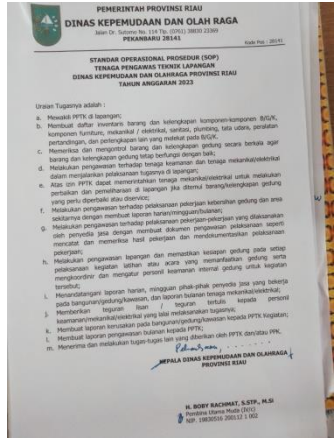
# DAILY ACTIVITY

## APPRENTICESHIP

Day : Wednesday

Date : 01<sup>st</sup> March 2023


No.	Job description	Supervisor	Signature
1.	1. Request signature from regarding SOP	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

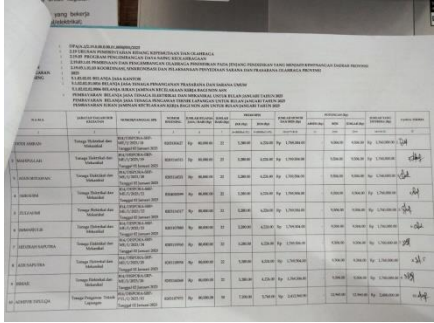
No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		SOP serve as structured guidelines for carrying out business processes or organizational activities

## DAILY ACTIVITY APPRENTICESHIP

Day : Thursday


Date : 02<sup>nd</sup> March 2023

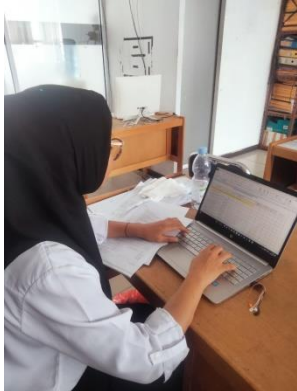
No.	Job description	Supervisor	Signature
1.	1. Recap the absence of, supervisory Field Engineering and ME for February 2023.	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		<p>A recap is a way to organize or summarize information to make it easier to understand, learn, or use for a specific purpose.</p>

**DAILY ACTIVITY**  
**APPPRENTICESHIP**


Day : Friday  
Date : 03<sup>rd</sup> March 2023


No.	Job description	Supervisor	Signature
1.	1. Assist in making field engineering and ME supervisor applications in February 2023.	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Salary submission is the process of applying for salary compensation received from the place of work.

## DAILY ACTIVITY APPRENTICESHIP


Day : Monday  
Date : 06<sup>th</sup> March 2023

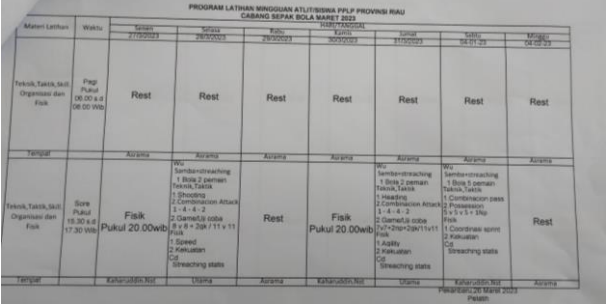
No.	Job description	Supervisor	Signature
1.	1. Filing Document SPJ Returns from January-July	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Organizing documents and putting them in the appropriate folders.

## DAILY ACTIVITY APPRENTICESHIP

Day : Tuesday  
Date : 07<sup>th</sup> March 2023


No.	Job description	Supervisor	Signature
1.	1. Create monthly report of PLPP soccer student training program for February 2023	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			


No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Monthly reports are used to report progress and evaluate activities.



## DAILY ACTIVITY APPRENTICESHIP


Day : Wednesday  
Date : 08<sup>th</sup> March 2023


No.	Job description	Supervisor	Signature
1.	1. Delivering a Document to the director of Infrastructure and Partnerships.	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Delivering documents is a physical activity that involves the process of carrying documents from one place to another.

## DAILY ACTIVITY APPRENTICESHIP

Day : Thursday  
Date : 09<sup>th</sup> March 2023


No.	Job description	Supervisor	Signature
1.	1. Delivering Document to Kadispora	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			


No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Delivering documents is a physical activity that involves the process of carrying documents from one place to another.

## DAILY ACTIVITY APPRENTICESHIP

Day : Monday

Date : 13<sup>rd</sup> March 2023


No.	Job description	Supervisor	Signature
1.	1. Requesting the signature regarding SKP to General Department for February 2023.	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE</b>			

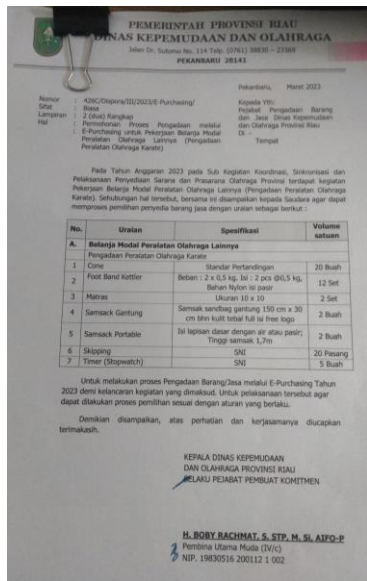
No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Signatures can be done physically, by writing the signature by hand on a printed document

# DAILY ACTIVITY

## APPRENTICESHIP


Day : Tuesday  
Date : 14<sup>th</sup> March 2023

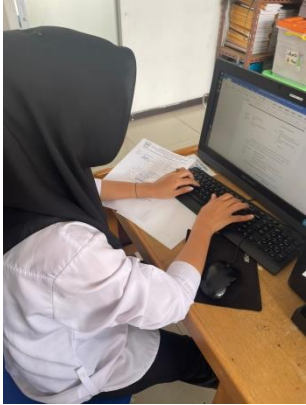
No.	Job description	Supervisor	Signature
1.	1. Create a purchase order for materials through E-catalog	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		the Purchase orders as an official document that initiates and describes the purchase transaction

## DAILY ACTIVITY APPRENTICESHIP


Day : Wednesday  
Date : 15<sup>th</sup> March 2023

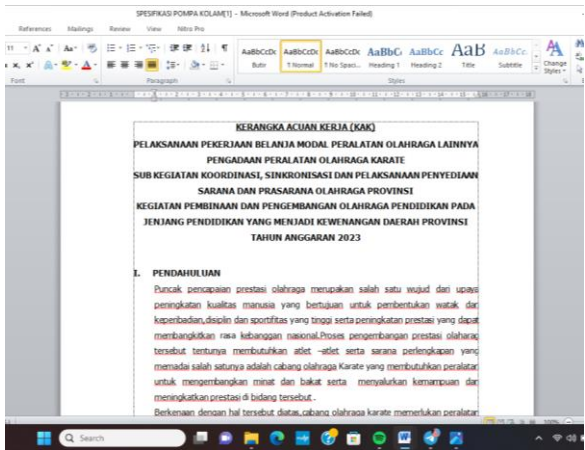
No.	Job description	Supervisor	Signature
1.	1. Help make salary submissions staff	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Salary submission is the process of applying for salary compensation received from the place of work.

## DAILY ACTIVITY APPRENTICESHIP


Day : Thursday  
Date : 16<sup>th</sup> March 2023

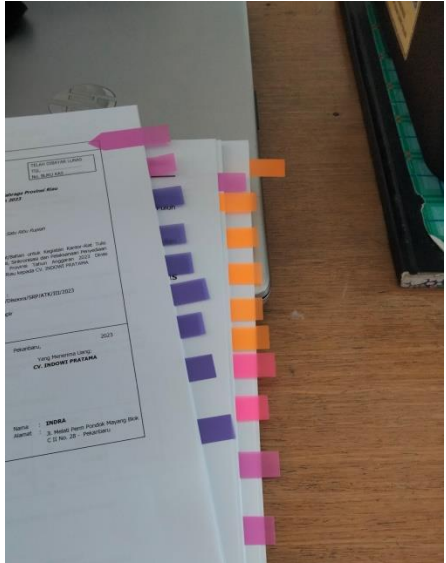
No.	Job description	Supervisor	Signature
1.	1. Assist in making KAK for Karate Sports Equipment Procurement Implementation	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		KAK as a for the procurement of goods or services to run in a structured and transparent manner.

## DAILY ACTIVITY APPRENTICESHIP

Day : Friday  
Date : 17<sup>th</sup> March 2023


No.	Job description	Supervisor	Signature
1.	1. Delivering a Document to the head of infrastructure and partnerships	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

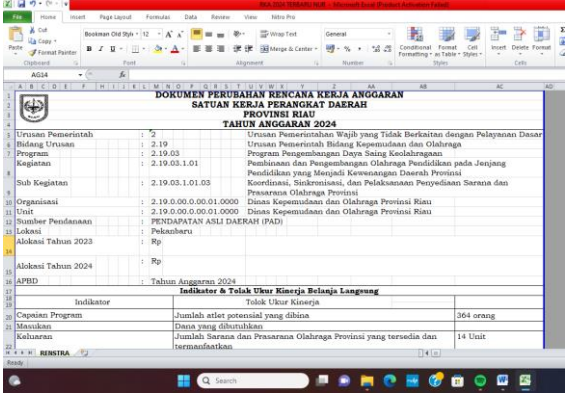
No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Delivering documents is a physical activity that involves the process of carrying documents from one place to another.

# DAILY ACTIVITY

## APPRENTICESHIP

Day : Monday  
Date : 20<sup>th</sup> March 2023

No.	Job description	Supervisor	Signature
1.	1. Assist in making RKA for 2024	Juleondi Wandana Putra, SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			


No.	THE PICTURE OF ACTIVITY	INFORMATION
1		The RKA as a reference tool for planning and budgeting activities and budget allocations in a certain period.

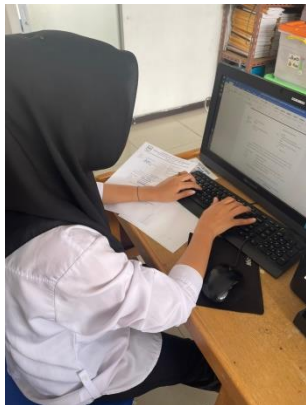


## DAILY ACTIVITY APPRENTICESHIP

Day : Tuesday


Date : 21<sup>st</sup> March 2023

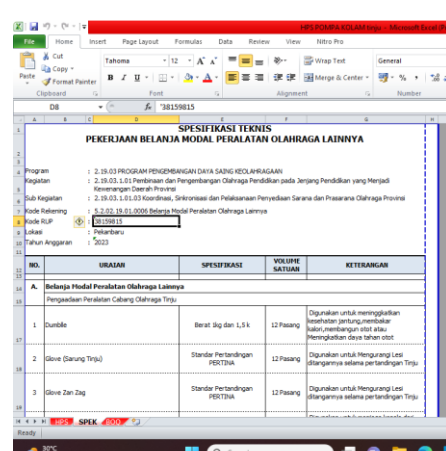
No.	Job description	Supervisor	Signature
1.	1. Assisting in making E-catalog submission for Boxing sports equipment procurement	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		E-catalog submission for equipment procurement refers to the process of using or participating in the E-catalog system to make equipment purchases.

## DAILY ACTIVITY APPRENTICESHIP


Day : Monday  
Date : 27<sup>th</sup> March 2023

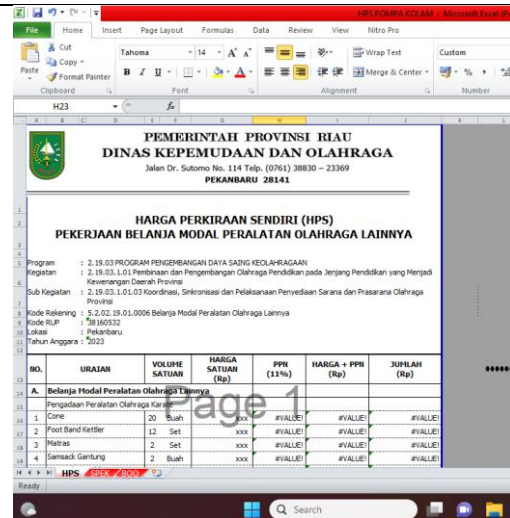
No.	Job description	Supervisor	Signature
1.	1. Making HPS for shopping for Boxing sports equipment	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		The HPS document is important in the procurement process to provide clear guidelines to potential suppliers or contractors.

## DAILY ACTIVITY APPRENTICESHIP

Day : Tuesday  
Date : 28<sup>th</sup> March 2023


No.	Job description	Supervisor	Signature
1.	1. Making HPS for shopping for Karate sports equipment	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

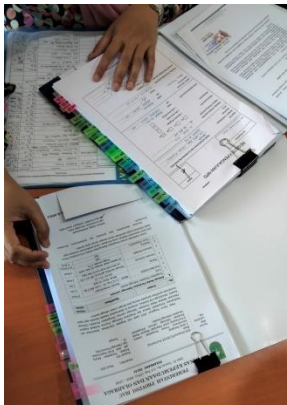
No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		The HPS document is important in the procurement process to provide clear guidelines to potential suppliers or contractors.

## DAILY ACTIVITY

### APPRENTICESHIP

Day : Wednesday  
Date : 29<sup>th</sup> March 2023


No.	Job description	Supervisor	Signature
	1. Requesting signatures regarding shopping for Karate sports equipment	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

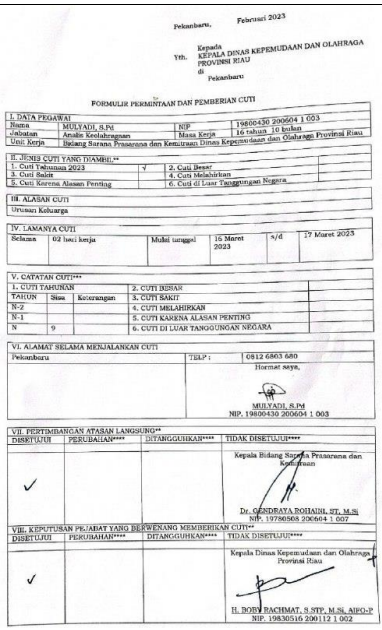
No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Signatures can be done physically, by writing the signature by hand on a printed document

# DAILY ACTIVITY

## APPRENTICESHIP

Day : Thursday  
Date : 30<sup>th</sup> March 2023


No.	Job description	Supervisor	Signature
	1. Delivering Mr. Mulyadi S,P.d's Leave Absence	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

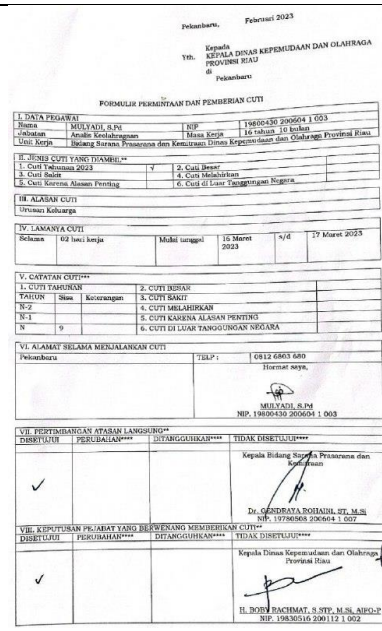
No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		<p>A leave of absence letter is a letter submitted by an employee to their supervisor or human resources (HR) department to request a leave of absence from their job for a specific period.</p>

# DAILY ACTIVITY

## APPRENTICESHIP

Day : Friday  
Date : 31<sup>st</sup> March 2023


No.	Job description	Supervisor	Signature
1.	1. Delivering a Document in the finance sub-section .	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

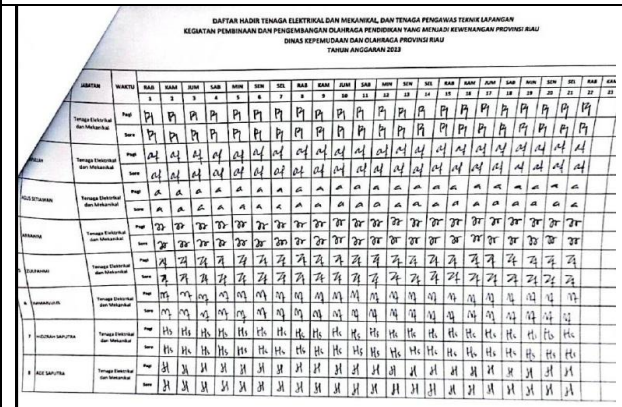
No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		The finance Sub-Section is one of the divisions or departments in an organization that is responsible for managing the financial and financial aspects of the company.

# DAILY ACTIVITY

## APPPRENTICESHIP


Day : Monday  
Date : 03<sup>rd</sup> April 2023


No.	Job description	Supervisor	Signature
1.	1. Recap the absence of supervisory Field Engineering and ME for March 2023	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Recap is an activity that involves the process of collecting, organizing, and rearranging certain information, data, or materials into a more structured or concise form.

## DAILY ACTIVITY APPRENTICESHIP

Day : Tuesday  
Date : 04<sup>th</sup> April 2023


No.	Job description	Supervisor	Signature
1.	1. Assist in making field engineering and ME supervisor applications in March 2023.	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

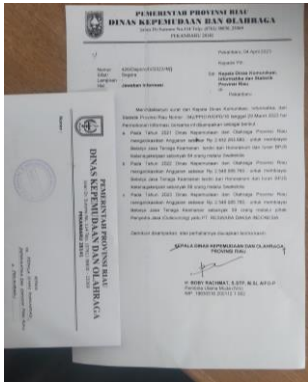
No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Salary submission is the process of applying for salary compensation received from the place of work.



## DAILY ACTIVITY APPRENTICESHIP


Day : Wednesday  
Date : 05<sup>th</sup> April 2023

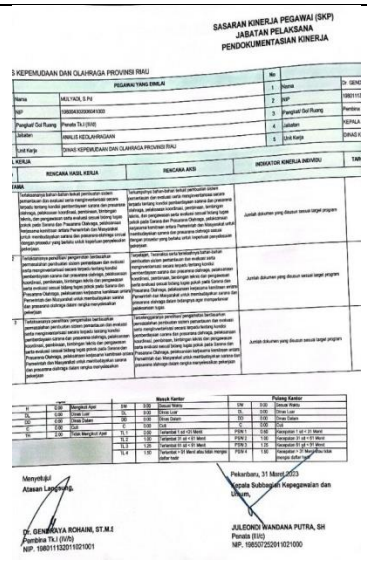
No.	Job description	Supervisor	Signature
1.	1. Sending an reply letters to the Communication, Informatics, and Statistics Service of Riau Province	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Delivering Letter is a physical activity that involves the process of carrying letters or documents from one place to another.

# DAILY ACTIVITY APPRENTICESHIP

Day : Thursday  
Date : 06<sup>th</sup> April 2023


No.	Job description	Supervisor	Signature
1.	1. Assist in the creation of SKP for PNS staff for March 2023.	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

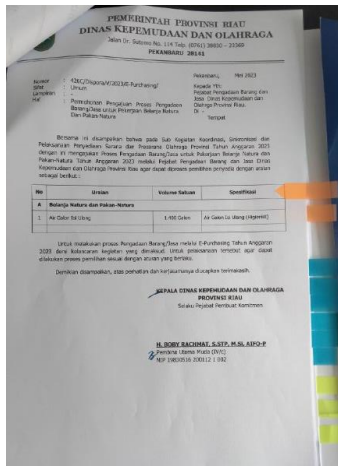
No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		SKP is an assessment instrument used to measure the performance of a civil servant during a certain period, usually a year.

# DAILY ACTIVITY

## APPRENTICESHIP

Day : Monday  
Date : 10<sup>th</sup> April 2023


No.	Job description	Supervisor	Signature
1.	1. Requesting signature a to Kadispora	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			


No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Signatures can be done physically, by writing the signature by hand on a printed document.

## DAILY ACTIVITY APPRENTICESHIP

Day : Tuesday

Date : 11<sup>st</sup> April 2023


No.	Job description	Supervisor	Signature
1.	1. Print out the 2023 SPK for cleaning staff	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

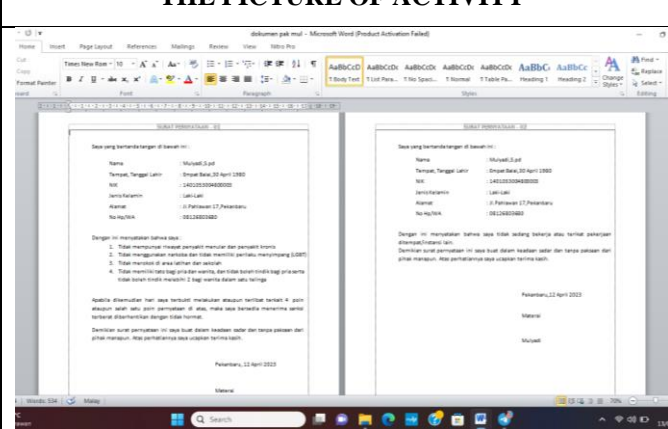
No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Printing refers to the activity of producing a physical copy of a document or image using a printer device.

# DAILY ACTIVITY

## APPPRENTICESHIP


Day : Wednesday  
Date : 12<sup>nd</sup> April 2023

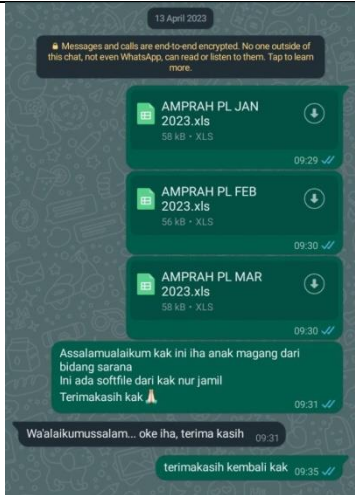
No.	Job description	Supervisor	Signature
1.	1. Print the requirements of the Coach Mr. Mulyadi	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Registration requirements are criteria or conditions that must be met by potential applicants to be eligible to register or join a particular program, event, organization or service.

## DAILY ACTIVITY APPRENTICESHIP


Day : Thursday  
Date : 13<sup>rd</sup> April 2023

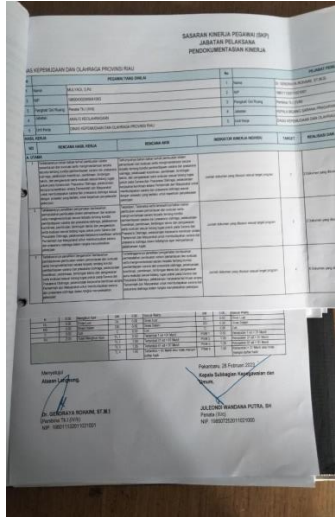
No.	Job description	Supervisor	Signature
1.	1. Send the sofffile of Amprah salary to the finance department.	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Salaries can be used for various purposes and purposes, depending on individual needs and preferences.

## DAILY ACTIVITY APPRENTICESHIP


Day : Friday  
Date : 14<sup>th</sup> April 2023

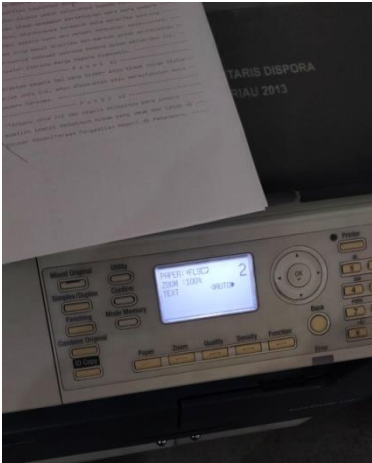
No.	Job description	Supervisor	Signature
1.	1. Delivering Document SKP Mr.Mulyadi	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Delivering documents is a physical activity that involves the process of carrying documents from one place to another.

## DAILY ACTIVITY APPRENTICESHIP

Day : Thursday  
Date : 27<sup>th</sup> April 2023


No.	Job description	Supervisor	Signature
1.	1. Photocopy of files	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

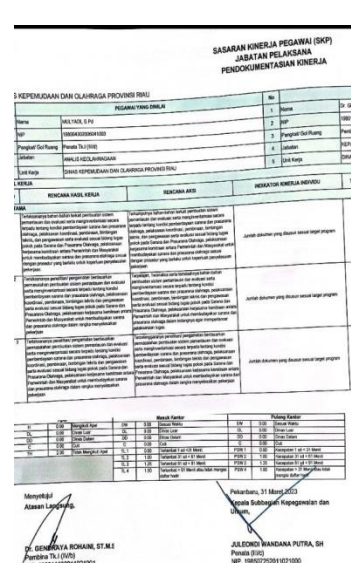
No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Photocopies are used to produce additional copies of documents



# DAILY ACTIVITY APPRENTICESHIP


Day : Friday  
Date : 28<sup>th</sup> April 2023


No.	Job description	Supervisor	Signature
1.	1. Delivering Document to General Department	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Delivering documents is a physical activity that involves the process of carrying documents from one place to another.

## DAILY ACTIVITY APPRENTICESHIP


Day : Monday  
Date : 01<sup>st</sup> May 2023

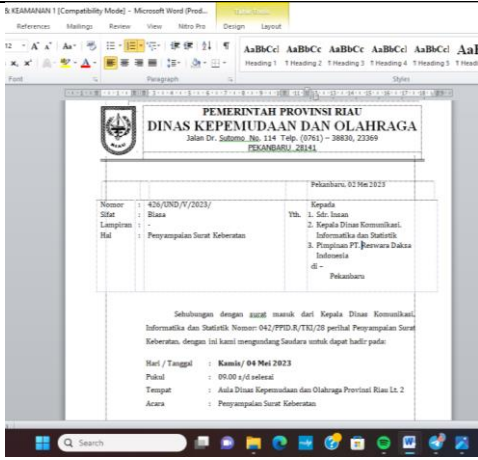
No.	Job description	Supervisor	Signature
1.	1. Assist in making field engineering and ME supervisor applications in April 2023.	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Salary submission is the process of applying for salary compensation received from the place of work.

## DAILY ACTIVITY APPPRENTICESHIP


Day : Tuesday  
Date : 02<sup>nd</sup> May 2023


No.	Job description	Supervisor	Signature
1.	1. Create invitation letters for CS and security meetings	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		<p>Invitation letters serve as an important communication tool to inform, invite and build relationships in the context of a specific event or activity.</p>

## DAILY ACTIVITY APPRENTICESHIP


Day : Wednesday  
Date : 03<sup>rd</sup> May 2023

No.	Job description	Supervisor	Signature
1.	1. Request the signature of the Kadispora	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Signatures can be done physically, by writing the signature by hand on a printed document

## DAILY ACTIVITY APPRENTICESHIP


Day : Thursday  
Date : 04<sup>th</sup> May 2023

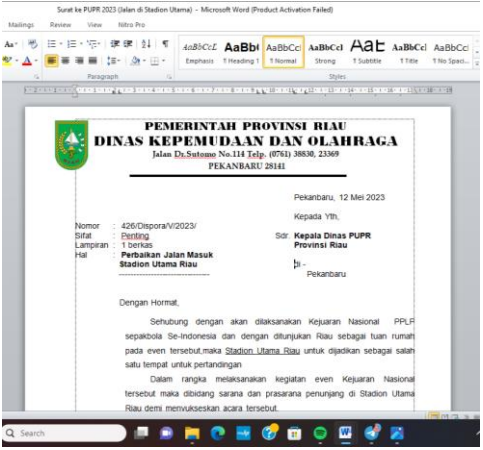
No.	Job description	Supervisor	Signature
1.	1. Halal bihalal Riau Province Youth and Sports Service	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Halal bihalal is a social activity or tradition carried out by Muslims in Indonesia after Eid al-Fitr.

## DAILY ACTIVITY APPRENTICESHIP


Day : Friday  
Date : 05<sup>th</sup> May 2023

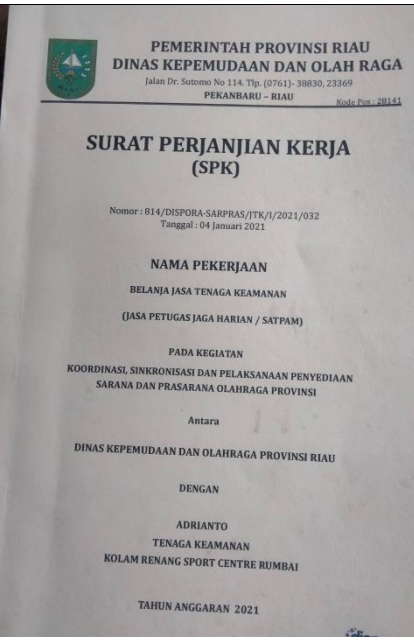
No.	Job description	Supervisor	Signature
1.	1. Create a repair letter for the sepak takraw hall building to the PUPR	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Repair letters serve as a means to report problems, request corrective action, maintain records, improve services, and correct problems.</p>

## DAILY ACTIVITY APPRENTICESHIP


Day : Monday  
Date : 08<sup>th</sup> May 2023

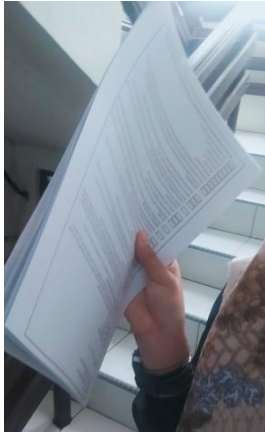
No.	Job description	Supervisor	Signature
1.	1. Delivering a letter to the facilities and infrastructure services	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Delivering documents is a physical activity that involves the process of carrying documents from one place to another.

## DAILY ACTIVITY APPRENTICESHIP

Day : Thursday  
Date : 11<sup>st</sup> May 2023


No.	Job description	Supervisor	Signature
1.	1. Picking up files for Infrastructure and Partnership Sector	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

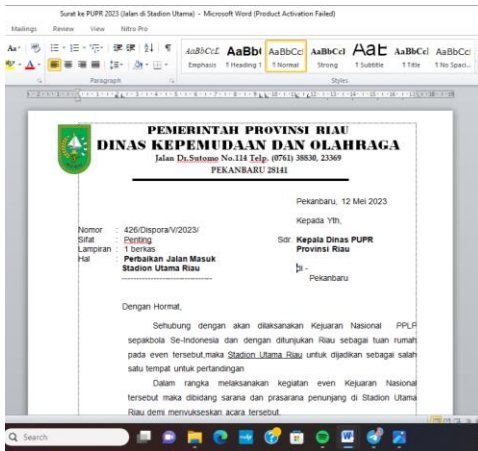
No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Picking up files is a physical activity that involves the process of carrying documents from one place to another.



## DAILY ACTIVITY APPPRENTICESHIP


Day : Friday  
Date : 12<sup>nd</sup> May 2023

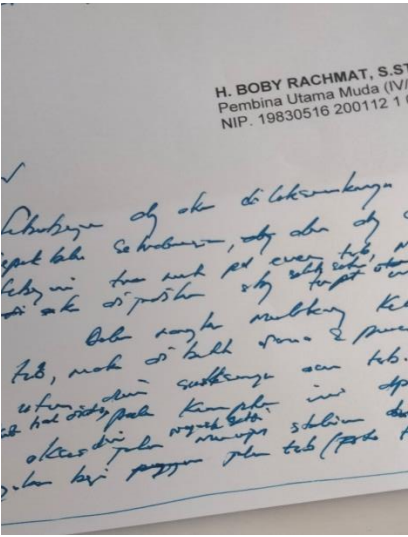
No.	Job description	Supervisor	Signature
1.	1. Create a repair letter for the Riau Main stadium street	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		<p>Repair letters serve as a means to report problems, request corrective action, maintain records, improve services, and correct problems.</p>

## DAILY ACTIVITY APPRENTICESHIP


Day : Monday  
Date : 15<sup>th</sup> May 2023


No.	Job description	Supervisor	Signature
1.	1. Revise a repair letter for the Riau Main stadium street	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Letter revisions are commonplace to improve quality and make updates

## DAILY ACTIVITY APPRENTICESHIP


Day : Tuesday  
Date : 16<sup>th</sup> May 2023


No.	Job description	Supervisor	Signature
1.	1. Delivering a document to the Kadispora	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Delivering documents is a physical activity that involves the process of carrying documents from one place to another.

## DAILY ACTIVITY APPRENTICESHIP

Day : Wednesday  
Date : 17<sup>th</sup> May 2023


No.	Job description	Supervisor	Signature
1.	1. Print out PT .Karya Bersama Mandiri employment contract	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

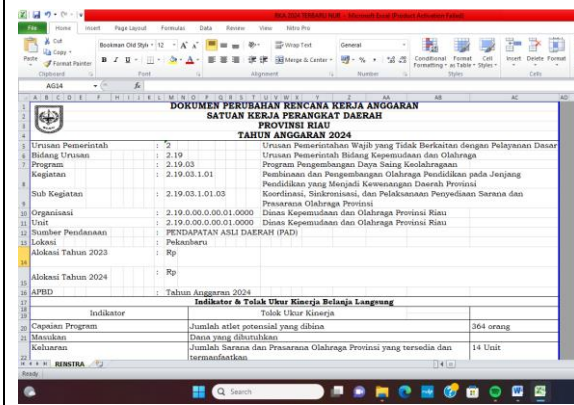
No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Printing refers to the activity of producing a physical copy of a document or image using a printer device.

# DAILY ACTIVITY

## APPRENTICESHIP


Day : Thursday  
Date : 18<sup>th</sup> May 2023


No.	Job description	Supervisor	Signature
1.	1. Help to make the 2024 RKA Justification	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		<p>The RKA helps in maintaining focus, transparency, and accountability in carrying out the activities of an organization or institution.</p>

## DAILY ACTIVITY APPRENTICESHIP


Day : Friday  
Date : 19<sup>th</sup> May 2023


No.	Job description	Supervisor	Signature
1.	1. Delivering a document to the head Infrastructure and partnerships	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Delivering documents is a physical activity that involves the process of carrying documents from one place to another.

## DAILY ACTIVITY APPRENTICESHIP


Day : Tuesday  
Date : 23<sup>rd</sup> May 2023


No.	Job description	Supervisor	Signature
1.	1. Requesting a signature regarding salary amputation .	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Signatures can be done physically, by writing the signature by hand on a printed document

## DAILY ACTIVITY APPRENTICESHIP

Day : Wednesday  
Date : 24<sup>th</sup> May 2023

No.	Job description	Supervisor	Signature
1.	1. Print out proof of official travel report to Tembilahan	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			


No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Printing refers to the activity of producing a physical copy of a document or image using a printer device.

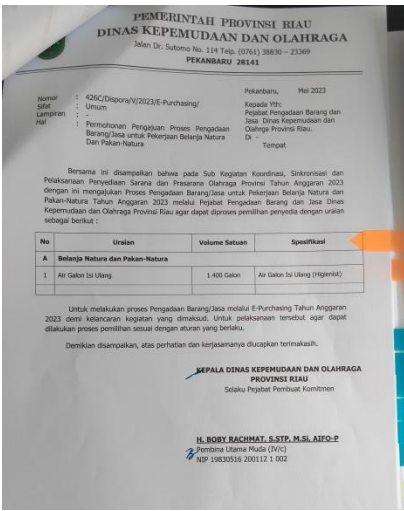


# DAILY ACTIVITY

## APPPRENTICESHIP

Day : Friday  
Date : 26<sup>th</sup> May 2023


No.	Job description	Supervisor	Signature
1.	1. Requesting a signature to the Head of Infrastructure and Partnerships	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

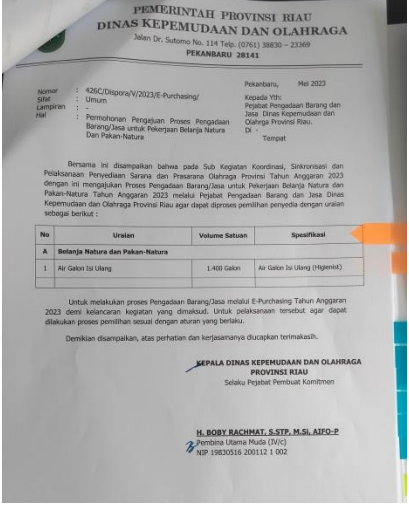
No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Signatures can be done physically, by writing the signature by hand on a printed document

# DAILY ACTIVITY

## APPRENTICESHIP


Day : Monday  
Date : 29<sup>th</sup> May 2023


No.	Job description	Supervisor	Signature
1.	1. Requesting a signature to the Head of Infrastructure and Partnerships	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Signatures can be done physically, by writing the signature by hand on a printed document

## DAILY ACTIVITY APPRENTICESHIP

Day : Tuesday  
Date : 30<sup>th</sup> May 2023


No.	Job description	Supervisor	Signature
1.	1. Assist in making field engineering and ME supervisor applications in April 2023.	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

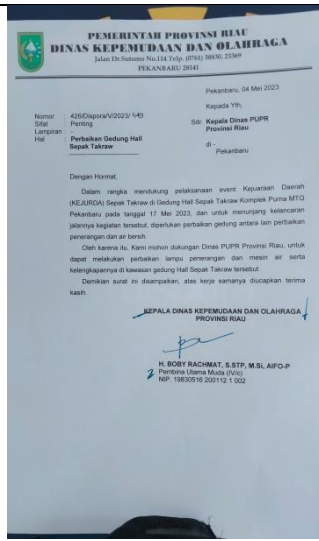
No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Salary submission is the process of applying for salary compensation received from the place of work.

# DAILY ACTIVITY

## APPPRENTICESHIP


Day : Monday  
Date : 05<sup>th</sup> June 2023


No.	Job description	Supervisor	Signature
1.	1. Create a reply letter from Diskominfo regarding security and CS personnel	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		This letter serves to answer questions, address concerns, provide information, or respond to requests made in the original letter.

## DAILY ACTIVITY APPRENTICESHIP


Day : Tuesday  
Date : 06<sup>th</sup> June 2023

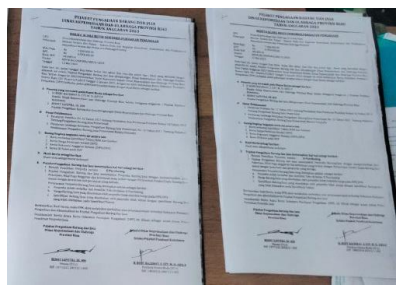
No.	Job description	Supervisor	Signature
1.	1. Revise a replay letter from Diskominfo Regarding security and CS personnel	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Letter revisions are commonplace to improve quality and make updates.

## DAILY ACTIVITY APPRENTICESHIP


Day : Wednesday  
Date : 07<sup>th</sup> June 2023

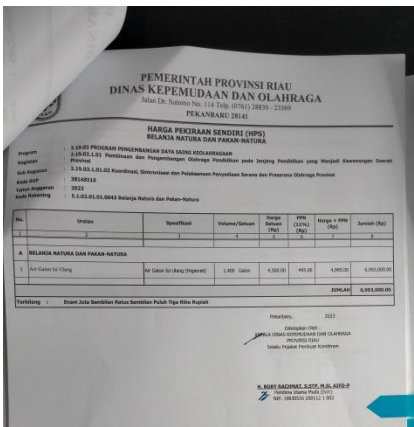
No.	Job description	Supervisor	Signature
1.	1. Delivering a Document to the Finanical Department	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Delivering documents is a physical activity that involves the process of carrying documents from one place to another.

## DAILY ACTIVITY APPRENTICESHIP


Day : Thursday  
Date : 08<sup>th</sup> June 2023


No.	Job description	Supervisor	Signature
1.	1. Print Out of DPA	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Printing refers to the activity of producing a physical copy of a document or image using a printer device.

## DAILY ACTIVITY APPRENTICESHIP

Day : Friday  
Date : 09<sup>th</sup> June 2023


No.	Job description	Supervisor	Signature
1.	1. Delivering a Document to the head of Infrastructure and partnerships	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

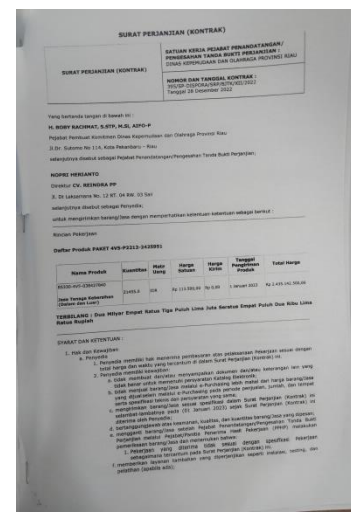
No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Delivering documents is a physical activity that involves the process of carrying documents from one place to another.



# DAILY ACTIVITY APPRENTICESHIP


Day : Monday  
Date : 12<sup>nd</sup> June 2023

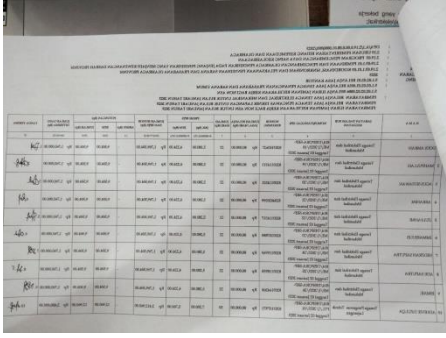
No.	Job description	Supervisor	Signature
1.	1. Delivering a Document to Kadispora	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Delivering documents is a physical activity that involves the process of carrying documents from one place to another.

## DAILY ACTIVITY APPRENTICESHIP


Day : Tuesday  
Date : 13<sup>rd</sup> June 2023

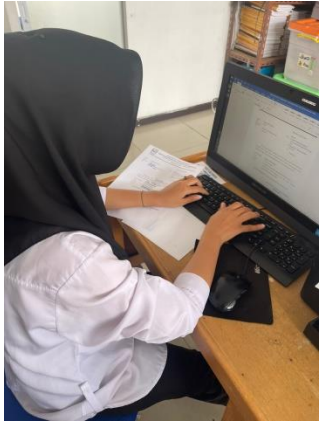
No.	Job description	Supervisor	Signature
1.	1. Recaping the absence of supervisory Field Engineering and ME for May 2023	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Recap is an activity that involves the process of collecting, organizing, and rearranging certain information, data, or materials into a more structured or concise form

## DAILY ACTIVITY APPRENTICESHIP


Day : Wednesday  
Date : 14<sup>th</sup> June 2023

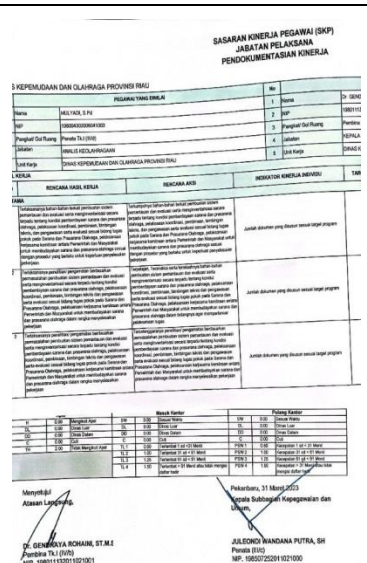
No.	Job description	Supervisor	Signature
1.	1. Assisting in making field engineering and ME supervisor applications in May 2023	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Salary submission is the process of applying for salary compensation received from the place of work.

# DAILY ACTIVITY APPRENTICESHIP

Day : Thursday  
Date : 15<sup>th</sup> June 2023


No.	Job description	Supervisor	Signature
1.	1. Helping to make SKP for May 2023	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			


No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		SKP is an assessment instrument used to measure the performance of a civil servant during a certain period, usually a year.

# DAILY ACTIVITY

## APPRENTICESHIP


Day : Friday  
Date : 16<sup>th</sup> June 2023

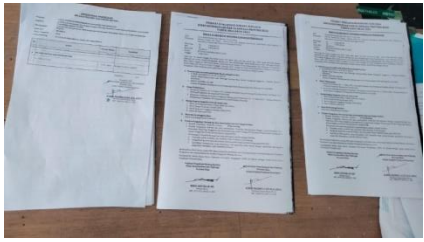
No.	Job description	Supervisor	Signature
1.	1. Delivering a Document to the Finanacial Department	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Delivering documents is a physical activity that involves the process of carrying documents from one place to another.

## DAILY ACTIVITY APPRENTICESHIP


Day : Monday  
Date : 19<sup>th</sup> June 2023

No.	Job description	Supervisor	Signature
1.	1. Delivering a Document to the Kadispora	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Delivering documents is a physical activity that involves the process of carrying documents from one place to another.

## DAILY ACTIVITY APPRENTICESHIP

Day : Tuesday  
Date : 20<sup>th</sup> June 2023

No.	Job description	Supervisor	Signature
1.	1. Helping to make signs	Juleondi Wandana Putra,SH Penata Tk.I(III/d) NIP.198507252011021000	
<b>NOTE :</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
1.		Making Signs Serves to Provide Instructions, Warnings and Prohibitions

**APPENDIX B  
CERTIFICATE OF APPRENTICESHIP**





**APPENDIX C**  
**APPRENTICE APPRAISAL LETTER**



**PEMERINTAH PROVINSI RIAU**  
**DINAS KEPEMUDAAN DAN OLAHRAGA**

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

Website : [dispورا.riau.go.id](http://dispورا.riau.go.id)

Email : [dispورا@riau.go.id](mailto:dispورا@riau.go.id)

PEKANBARU, 25 Januari 2023  
Kepada

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

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.	Rosinita Jenlena	5203201132	Bidang Peningkatan Prestasi Olahraga Dinas Kepemudaan dan Olahraga Provinsi Riau

Demikian disampaikan, atas perhatian dan kerjasamanya diucapkan terima kasih.



**APPENDIX D  
EVALUTION FORM**

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

Nama : Iha Farorah  
NIM : 5203201134  
Program Studi : Bahasa Inggris  
Kampus : Politeknik Negeri Bengkalis

NO	ASPEK PENILAIAN	BOBOT	NILAI
1.	Disiplin	20%	95
2.	Tanggung Jawab	25%	90
3.	Penyesuaian Diri	10%	95
4.	Hasil Kerja	30%	98
5.	Prilaku Secara Umum	15%	90
Total jumlah (1+2+3+4+5)		100%	

Keterangan :  
Nilai : Kriteria  
81-100 : Istimewa  
71-100 : Baik Sekali  
66-70 : Baik  
61-65 : Cukup Baik  
56-60 : Cukup

Catatan:

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

Pekanbaru, 20 Juni 2023

Kepala Bidang Sarana Prasarana  
dan Kemitraan,



Dr. Gendraya Rohani, ST.M.Si  
Pembina Tk.I(IV/b)  
NIP. 197805082006041007

**APPENDIX E**  
**ATTENDANCE LIST DURING THE APPRENTICESHIP**

ABSEN MAGANG  
DILINGKUNGAN DINAS KEPENDIDIKAN DAN OLARAHAGA  
PROVINSI RIAU

NO	NAMA	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 QASIM RIAU	1205023118																												
2.	NOHRIZANTI SAGALA	UNIVERSITAS MUHAMMADIYAH RIAU	190304131																												
3.	NOVKA MARYANG PUTRI SILAHI	UNIVERSITAS MUHAMMADIYAH RIAU	190304098																												
4.	ARMADANI HARAHAP	UNIVERSITAS MUHAMMADIYAH RIAU	190304122																												
5.	SYANDIA MULIA SARI	UNIVERSITAS MUHAMMADIYAH RIAU	190304231																												
6.	Dina Deswara Fihn	UNIVERSITAS UIN SUSKA RIAU	1203020244																												
7.	Rum Azzaharah	UNIVERSITAS UIN SUSKA RIAU	1203041931																												
8.	Ika Farrah	Putra Negeri Pangkalpinang	120304184																												
9.	Rozalita Jauliana	Pontrenic Algori Bengkalis	200304182																												
10.																															

Pekanbaru, 28 Februari 2023  
Mengetahui,  
Kepala Sub Bagian  
JULENDI WANDANA PUTRA  
Penata (11/1)  
NIP. 19850725 201102 1 001







ASSEN MAJLIS  
DUNGUJUNGAN DINAS KEMENTERIAN SAINS DAN TEKNOLOGI  
PROVINSI RIAU

NO	NAMA	UNIVERSITAS/ FAKULTAS	NOMOR	BULAN TAHUN 2023																														
				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	HA FAROAH	POLITEKNIK NEGERI BENGKALIS	520202134	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya		
2	ROJINTA JENLINA	POLITEKNIK NEGERI BENGKALIS	520202132	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya		
3	KAMILA PAVIA	SMAN 1 PEKANBARU (AKUNTANSI)	28050508	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya		
4	NABILA RAMADANI	SMAN 1 PEKANBARU (AKUNTANSI)	28050508	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya		
5	JOHN THOMAS SYAHPUTRA	SMAN 1 PEKANBARU (TKJ)	005443510	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya		
6	FITHI SYAHPUTRA	SMK labiv		ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya		
7	Rafli Aminda	SMK Labor		ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya		
8	M Syechan alfian	SMV. LABOR		ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya		
9	Rafli Arjuna	SMK LABOR		ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	ya	

Mengetahui  
Ketua Komisi Pengawasan  
dan Penyelenggaraan  
Pemilihan Umum  
Provinsi Riau  
/