

**APPRENTICESHIP REPORT**  
**PT. SORIKMAS MINING**  
**MALINTANG**

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**APPLIED BACHELOR DEGREE OF INTERNATIONAL  
BUSINESS ADMINISTRATION STUDY PROGRAM  
BUSINESS ADMINISTRATION DEPARTMENT  
STATE POLYTECHNIC OF BENGKALIS  
2023**

# APRENTICESHIP REPORT

## PT. SORIKMAS MINING

Written as one of the condition for completing Apprenticeship

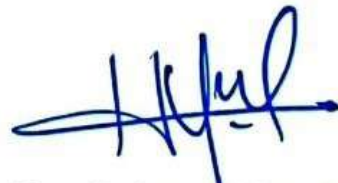
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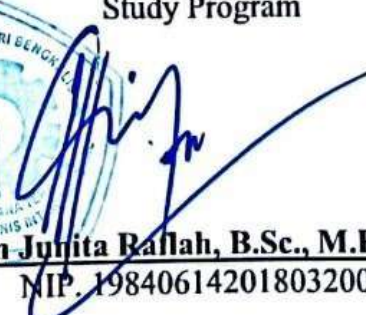

  
  
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Wassalamu alaikum warahmatullahi wabarakatuh

Bengkalis, 27 July 2023



**Sabarmuddin Tampubolon**  
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# CHAPTER I

## INTRODUCTION

### 1.1 Background of the Apprenticeship

The company does not accept someone who only has theoretical abilities but also requires someone who is mentally prepared to work in the company with all the skills they have. Someone who will enter the world of work must prepare himself and not only apply to competitions from higher disciplines. We also have extensive experience, knowledge, and insight. What is most needed is to have skills and experience. Universities have a lot of knowledge in certain fields. Therefore the campus makes a policy for students to carry out practical work activities in companies, in addition to the obligation to get grades, this aims to improve their skills, knowledge, and abilities.

Practical work also serves as an introduction for students to the world of work. More or less students can quickly adapt to the work environment. This is a plus because the performance becomes faster. When carrying out practical work activities, of course, you will add to the list of acquaintances. With the increase in this connection, the information will also increase. Good information about job vacancies and knowledge about the world of work. Practical work can also be a medium for getting to know yourself to find out your strengths and weaknesses. With this practical field work programme, it is hoped that it can help me understand the real scope of the world of work, how to work with a team, work according to procedures, make targets and other planning.

The International Business Administration Study Program is one of the study programs at the Bengkalis State Polytechnic which requires students to do an internship for 4 months. This is intended so that students can understand, and learn how the real business world is so they are ready to compete directly. Based on the background above, the author as a student of the International Business Administration study program carried out an internship at PT. Sorikmas Mining from 06 February to 06 June 2023.

## **1.2 Purpose of the Apprenticeship**

The internship activities of Bengkalis State Polytechnic students in the International Business Administration study programme have the following objectives: objectives of the internship carried out are to:

1. To find out the place and time of the internship, Carry out hands-on learning in the field.
2. To Describe the job description at the time of the internship, Grow skills in the real world of work.
3. To Explain the system and procedures of the apprenticeship place at the time of the apprenticeship. Know the type of work at PT Sorikmas mining.
4. To find out the obstacles and solutions during the internship

## **1.3 Significance of Apprenticeship**

The apprenticeship carried out is very beneficial for several parties such as students, companies and State Polytechnic of Bengkalis.

### **1.3.1 For Student**

The internship is expected to have several benefits for students as follows:

1. Students have the opportunity to apply theoretical knowledge/concepts in the real world of work.
2. Students have the opportunity to be able to analyze problems related to knowledge applied in the world of work through their study program. practical experience in applying theoretical/conceptual knowledge under their study program.
3. Students gain practical experience in applying theoretical/conceptual knowledge under their study program.
4. Students gain experience to work in teams and solve problems by discussing with teams.

### **1.3.2 For State Polytechnic.of Bengkalis**

The apprenticeship carried out is expected to have several benefits for Bengkalis State Polytechnic as follows:

1. Apprenticeships can strengthen cooperation and socialization between Bengkalis State Polytechnic and PT. Sorikmas Mining.
2. Internships can improve the competence of experienced graduates from the Bengkalis State Polytechnic.

### **1.3.3 For Companies**

The apprenticeship is expected to have several benefits for the company as follows:

1. Internships are opportunities for collaboration between companies and campuses that send their students to do internships at their companies.
2. Companies get labor assistance from students who do apprenticeships at the company.

## CHAPTER II

### GENERAL DESCRIPTION OF THE COMPANY

#### 2.1 Company profile

The company is a holder of the VIIth generation contract of work (KK) dated February 19, 1998, which is a foreign investment (PMA). The term of the CoW is 8 December 2017 to 8 October 2049. The shareholders of Sorikmas Mining are 75% AberfoylePungkut Investments Pte Ltd and 25% Antam the company. PT Sorikmas Mining is located at Jalan Medan – Padang Ds Pasar Baru Malintang Mandailing Natal, North Sumatra 22977, Indonesia, and has its head office at The Convergence Indonesia 21st floor Jl. Epicentrum Boulevards Raya Epicentrum Area, HR Rasuna Said Jakarta 12940, Indonesia. PT. Sorikmas Mining has a Contract of Work with the Indonesian government that allows it to explore minerals in an area of more than 66,200 ha, and is in the process of completing a feasibility study of building a Mine to extract and process gold. Part of the feasibility study is an environmental impact study and a detailed plan for minimizing the impact on the local environment and rehabilitating any land used for mining.



**Figure 2.1 Site Office PT. Sorikmas Mining Malintang**  
*Source: PT. Sorikmas Mining 2022*

When the feasibility study is complete we will apply for all necessary Government permits and upon receiving them will commence construction. Sorikmas is still exploring other areas within his contract of the work area. As a local company, we employ around (150) local employees in Panyabungan and surrounding areas and have a series of programs to contribute to local communities through agricultural, educational, and humanitarian projects.

## **2.2 Vision and Mission**

Every company must have a vision and mission in order to realize its goals and as a driving force to carry out their respective programs, as well as PT. Sorikmas Mining. The following is the vision and mission of PT. Sorikmas Mining.

### **1. Vision**

To become a profitable and sustainable Indonesian gold producer that provides real benefits for all stakeholders.

### **2. Mission**

All our plans and actions will promote unity in the workplace and respect in society according to the principle of mutual cooperation.

## **2.3 Kind Of Business**

PT Sorikmas Mining is a gold exploration company in Indonesia. We have been exploring for gold and other minerals in North Sumatra since 1998. The Company is engaged in gold commodities and other associated minerals. Overall, PT Sorimas mining is under the auspices of Sihayo gold limited, an Australian exploration company.

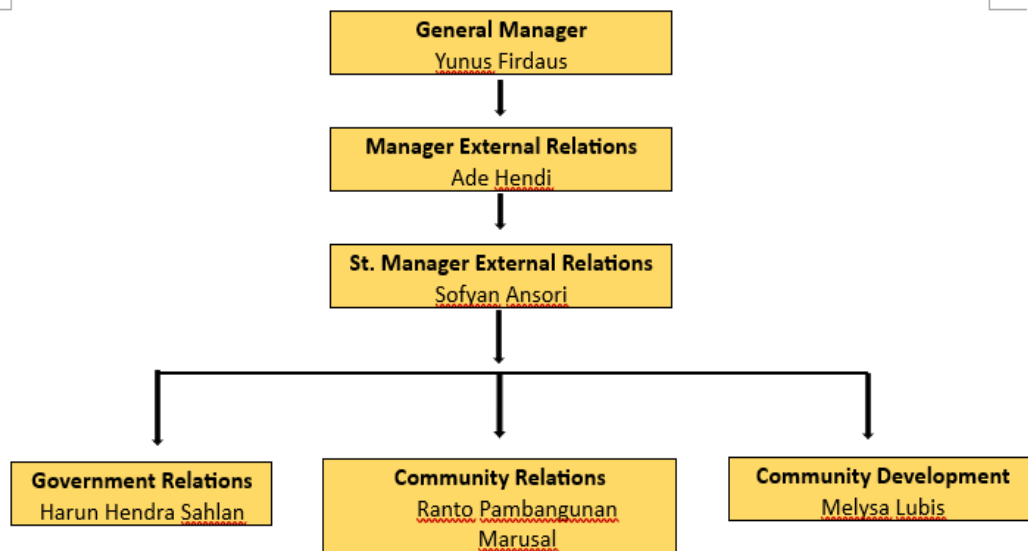


**Figure 2.2 Logo of Sihayo Gold and PT. Sorikmas Mining**

*Source: Processed Data, 2023*

## 2.4 Organizational Structure

The company's organizational structure is a visual diagram that contains the components that make up a company that describes what employees do, to whom employees are responsible, and how decisions are made within the company. The organizational structure determines how information flows between levels within the company so that company goals can be achieved. The organizational structure helps new employees get to know and learn about the management and departments of your company.



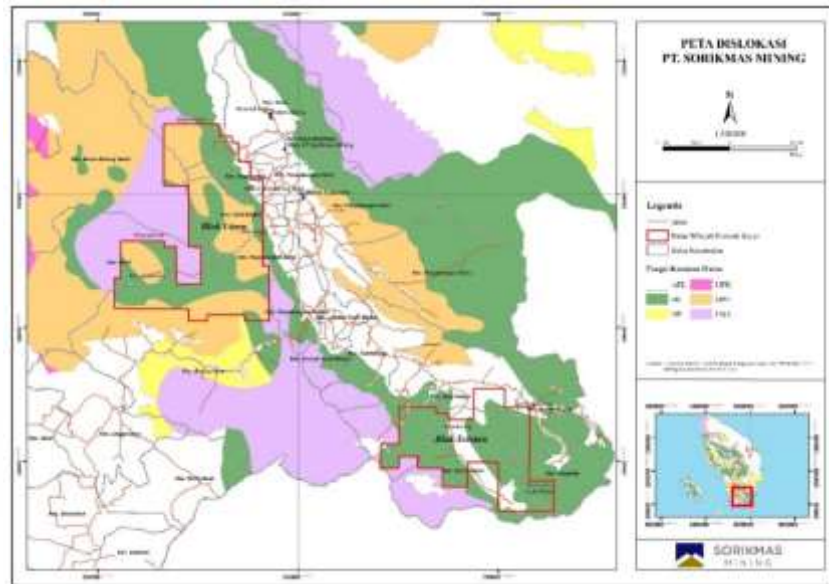
**Figure 2.3 PT. Sorikmas Mining**  
*Source: Processed Data, 2023*

## 2.5 The Working Process

Sihayo is located in Mandailing Natal, North Sumatra, Indonesia. It coincides with the geologically productive Trans Sumatra Fault Zone ("TSFZ") and the associated Neogene Magmatic Arc, which is the result of the oblique collision of two tectonic plates and their associated subduction. The TSFZ hosts several significant gold projects including the Martabe project which is located approximately 50 kilometers northwest of the Contract of Work.

The 7th generation CoW of Sihayo Pungkut JV was issued to PTSM on 19 February 1998. The initial CoW covered an area of 201,600 ha. Two partial releases

in 1999 and 2000 resulted in a reduction to the current area of 66,200 ha. The CoW converted to the production operations stage on December 7, 2017, which lasted until October 6, 2049. At the end of this stage, Sorikmas has the right to two 10-year extensions under Indonesian mining law.



**Figure 2.2 Work area of PT. Sorikmas Mining**  
*Source: Processed Data, 2023*

The Sihayo-Pungkut Contract of Work is located in the Barisan Mountains of North Sumatra Province on the island of Sumatra and at the western end of the Sunda-Banda magmatic arc of +7,000 km. The dextral-transcurrent Trans-Sumatran Fault Zone (TSFZ), extending across Sumatra along the Barisan mountain range, was formed by the oblique subduction of the Indo-Australian oceanic plate beneath the Eurasian continental plate in the Sumatran segment of the Sunda-Banda Arc beginning in the Neogene period (mid-late Tertiary). The focus on major regional faults (thrust and strike-slip), uplift and erosion, discrete basin development and sedimentation, volcanism, and geothermal activity in Sumatra.

The Contract of Work area is considered highly prospective for mineralization. Apart from the Sihayo project, there are more than twenty (20) identified prospects of carbonate gold, low to and epithermal gold-sulfidation vein, gold-copper skarn, copper-gold porphyry, and lead zinc skarn style mineralization throughout the Contract of Work area. The company is committed to advancing



these regional prospects including the Hutabargot exploration target of the epithermal style prospect which is located within 10 km of the Sihayo project. Sihayo, and the adjacent smaller Kontak gold deposit, are located at the northwestern end of the 11.5 km long Sihayo – Hutabargot mineralization trend and are directly adjacent to a major dilatational discrete tensile basin (~100km long, ~12km wide, and ~1km deep) which controlled by TSFZ.

The Sihayo gold belt is a +15 km northwest-southeast trending corridor of Permian calcareous volcanic sedimentary rocks and associated intrusions that are prospective for alternate-style carbonate-host gold, epithermal gold veins, and porphyry-associated gold and copper mineralization. The Sihayo gold belt is located on a fault strand of an extensional dextral jog in the Trans Sumatra Fault Zone (“TSFZ”).

## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job description**

Joined and worked in the Community Relations, Government Relations, and Community Development divisions which are part of the External Affairs Department. The activities carried out include social mapping, meeting with the community and related stakeholders, branding companies and planning community empowerment programs for villages around the mine, assisting in administrative activities, and providing administrative options to increase efficiency in the External Affairs Department.

#### **3.2 System and Procedure**

Building good relations with the public outside the organization is the main function of PR other than Internal Relations. Included in external relations services are: Public relations (community relations), Relevant government agencies (government relations), Media (press relations), Consumers or Customers (customer relations), NGO.

The functions in the External Relations Department are: Public Relations, Community Development, Government Relations, Security / Asset Protection, Media/NGO Relations

##### **3.2.1. Community Relations**

Community relations is an activity carried out by public relations to build relationships with communities in the surrounding environment. For example, the company organizes various activities related to the community such as blood donation, public health procurement, food bazaar, and etc. That way, both parties will benefit from each other. The community can fulfill their needs and the company can form a good image for the community or community around them :

1. Build a corporate image

It is undeniable, when a company has community relations, the relationship with the community will be even better so that it can improve the company's image. For example, the company where you work provides social assistance by providing groceries to the surrounding community. good to help their needs. If this is done consistently, over time, people will spread the good name of the company to everyone.

2. Get community support

In the long term, community relations are very important for companies because they can gain support, trust, and loyalty from the community. In fact, it is possible that they will use the products or services offered. This is certainly very important for the smooth running of the business going forward.

3. Increasing brand awareness

Gradually the public will certainly be aware of the existence of the product or service being offered if the company builds a good relationship with them. This will be very important for the company going forward. The reason is, a community group may tell other people about your company. In this way, over time, the name of the company will spread widely.

So, after knowing the definition and how important community relations is in a company, maybe you are interested in pursuing a career through this one profession. Before that, there are several skills that you must have:

1. Communication

It is clear that people who work in the field of community relations must have communication skills. This is because this profession will continue to be in contact with the surrounding community to discuss various kinds of projects that they want to carry out. Without good communication skills, you will most likely find it difficult to reach out to the community.

2. Analysis

Analytical skills are also important to have. The reason is, this one field must be smart in analyzing the condition of the people who are around the company. What do they need in the near future? So, to answer this question, you must first do an analysis regarding the life of the community.

3. Active listening

According to BSR, the right strategy to build communication is to listen to the perspectives of other people. As someone who is engaged in community relations, you must actively listen to opinions or responses from the community. That way, you can get a lot of information from them so you can make an extraordinary event. That's a brief explanation about community relations and how important the company's role is.

### **3.2.2 Community Development**

Understanding Community Development (community development) can be defined as "Community development activities directed at increasing community access to achieve better socio-economic-cultural conditions when compared to previous development activities" (Budimanta, 2003). It is hoped that the people who live around the company can become more independent with a better quality of life and welfare.

In general, the vision of community development is "Creating a conducive and harmonious environment between the company and the community around the company's activity area", while the mission from the social environment aspect is "Providing added value to the socio-economic value of the local government and especially the surrounding community", in addition to the mission the other is "As a vehicle for interaction between the community, local government and related parties (stakeholders) with the company. By fostering good interaction between these parties, it is expected to prevent as early as possible conflicts that may occur between the community and company activities.

### **3.2.3 Government Relations**

Government Relations (GPR) is a priority program to ensure that the public knows what the government is doing and participates in development. GPR implementation is carried out in accordance with Presidential Instruction Number 9 of 2015 concerning Management of Public Communications.

The working basis of Government Public Relations is the management of information and continuous communication to gain public understanding and support for Government Programs and Policies. The government as an agenda maker (agenda setting) issues in society to develop public trust in the government as a source of information that is accurate and reliable is trusted.

A Public Relations (PR) is required to be able to embrace all groups, from the media/NGOs, the community, Non-Governmental Organizations (NGOs), to the government. Therefore, PR must be able to design a good interaction mechanism with anyone, including the government, which in the end is the realization of positive support.

It should be remembered that the word government in the scope of public relations is not limited to executive officials. This word can refer to all components of a government administration, both legislative and judicial. Even institutions such as the police and military. It is these parties that PR practitioners should pay attention to. So, what makes this relationship with the government so important? It is common knowledge that sometimes some regulations are created for the benefit of an institution. By having a good relationship with the government, PR practitioners will get information related to the policy. The information obtained can be an important input for the top management of the company we work for.

### **3.2.4 Media/NGO Relations**

Meaning of Media Relations / NGOs Media / NGO Relations or can also be called Media / NGO Relations is an activity to establish relations / relations with mass media / NGOs, journalists or the press to establish cooperation and good relations by an organization, which will later affect the news or message in the mass

media/NGOs themselves to maintain a positive impression of an organization they are affiliated with.

In public relations work, Media/NGO relations are also often known as crisis management by reporting positive things about a company when a company is being hit by negative issues. During a crisis, the best method for handling media / NGO relations by public relations is by admitting and correcting mistakes by informing future efforts & positive news. In this case both the mass media/NGOs and public relations are in a position to mutually utilize and benefit from each other.

### **3.2.5 Land Acquisition**

Land Procurement Implementation Procedures, During the preparation stage for land acquisition, the agency that requires land together with the provincial government based on the land acquisition document will make a notification. reach agreement and agreement KB/sec 46. ill all 76% in land acquisition planning for development for common interest. Public consultations are conducted to obtain approval for the location of the development plan from the Entitled Party, managers of state/regional property and users of state/regional property. It should be noted that the stages of implementation of land acquisition include: Inventory and Identification of Mastery. Land Ownership, Use and Utilization, this first stage includes the following activities:

1. Measurement and mapping of area per land area: and  
Data collection of entitled parties and land acquisition objects. The results of the inventory and identification of control, ownership, use and utilization of land must be announced in stages, partially or in full at the village/kelurahan office, sub-district office and where land acquisition is carried out within a certain time which includes the subject of rights, area, location, and map of land parcels of land acquisition objects. If there are objections to the results of the inventory, verification and correction will be carried out a certain time as of the receipt of the objection to the results of the inventory. The result of the announcement or verification and repair is

determined by the land agency and then becomes the basis for determining the Entitled Party in granting compensation.

2. **Damage Assessment**

The appraisal of the amount of compensation by the appraiser is determined by Landing Copper, where the value of the amount of compensation is calculated field by field land cover: Land, Above ground and basement, Buildings, Plants. Matters related to land; and/or. Other disadvantages that can be assessed. The compensation value assessed by the appraiser is the value at the time of the announcement of the determination of the location of the development in the public interest and is final and binding.

**3.3 Place of Apprenticeship**

Field Work Practice activities carried out at PT. Sorikmas Mining. During practical work, the author is placed in the Department of External Affairs and Other Departments According to Company Needs.

**Table 3.1 PT. Work Schedule Sorikms Mining**

No	Day	Working hours	Recess
1	Monday Friday	08.00 - 17.00	12.00 - 13.00
2	Saturday Sunday	OFF Day	OFF Day

Source: Processed Data, 2023



**Figure 3.1 Working in the Department room**

Source: Processed Data, 2023

Figure 2.1 above shows the table where I sit as an intern, I am in the same room as the community development team, Media Relations, External Relations Admin and the Land acquisition team.

### 3.4 Kind and Description of the Activity

Activities carried out during practical work can be seen in the following table:

**Table 3.2 Daily Activities 06 February 2023 to 10 February 2023rd**

DATE	ACTIVITY DESCRIPTION	DEPARTMENT
Monday, 06 February 2023	On the first day of the internship, meet the HR department and get introduced to the department and the scope of work.	Government Relations
Tuesday, 07 February 2023	Tool box. Mapping and gathering with the tangga bosu community	Community Relations
Wednesday, 08 February 2023	Visiting the porter's groove and the stopover of the tanjung sialang community, accompanying the sampling that the porter brought to Medan.	Community Relations
Thursday, 09 February 2023	Visiting with Siabu sub-district officials, and receiving visits from fellow students who joined the Mandailing Natal branch of the HMI organisation.	Government Relations
Friday, 10 February 2023	Debriefing with HR Manager and External Relations Manager	Maanager

Source: Processed Data, 2023

Agenda of activities or work that has been carried out by the author during the implementation of job training at PT. Sorikmas Mining in the External Affairs Department from 13 February 2023 to 17 February 2023 can be seen in the table below:

**Table 3.3 Daily Activities 13 February 2023 to 17 February 2023rd**

DATE	ACTIVITY DESCRIPTION	DEPARTMENT
Monday, 13 February 2023	Create Ms Excel Master Format for incoming document reporting. At the same time tidying up the Community Development report archive	Comunity Development
Tuesday, 14 February 2023	Toolbox And review the location of community garbage disposal on the edge of the road. And as a form of the company's attention, we tried to discuss with the community leaders of Tano Tiris Village.	Comunity Relations
Wednesday, 15 February 2023	Visiting and Learning to the finance department about the preparation of the company's cash disbursement report in the form of MS. Excel	Financial



Thursday, 16 February 2023	Review and Visit to the company's warehouse and logistics area	Purchasing
Friday, 17 February 2023	Making a floor plan requested by the Security manager then printed in the form of a banner, making it using the Argis Support application for the Land Acquisitions department.	Land Acquisitions

Source: Processed Data, 2023

Agenda of activities or work that has been carried out by the author during the implementation of job training at PT. Sorikmas Mining in the External Affairs Department from 20 February 2023 to 24 February 2023 can be seen in the table below:

**Table 3.4 Daily Activities 20 February 2023 to 24 February 2023rd**

DATE	ACTIVITY DESCRIPTION	DEPARTMENT
Monday, 20 February 2023	Observed the work process in the enviro department and learnt about the scope of work.	Environment
Tuesday, 21 February 2023	Seeing the condition of the company's road area planted with bananas and coconuts in Tanjung Sialang and discussing with local leaders about the validity of land ownership.	Comunity Relations
Wednesday, 22 February 2023	Prepare files about the structure of positions, files about work processes & procedures in the security department, print and then paste them on the walls of the security room.	Security
Thursday, 23 February 2023	Making Design and Certificate Form for Pkl Students of SMK 6 Siabu who have completed their PKL at PT. Sorikmas Mining	Human Resources
Friday, 24 February 2023	Discussion with supervisor regarding internship progress and tidying up the External Affair room	Government Relations

Source: Processed Data, 2023

Agenda of activities or work that has been carried out by the author during the implementation of job training at PT. Sorikmas Mining in the External Affairs Department from February 27 2023 to March 3 2023 can be seen in the table below:

**Table 3.5 Daily Activities 27 February 2023 to 03 Maret 2023rd**

DATE	ACTIVITY DESCRIPTION	DEPARTMENT
Monday, 27 February 2023	Surveyed and reviewed residents' reports on the existence of illegal sand mining machines in the company land area of Tanjung Sialang Village.	Comunity Relations
Tuesday, 28 February 2023	To inform the village secretary of Tanjung Sialang, accompanied by local leaders, about the existence	Comunity Relations

Tuesday, 28 February 2023	of the machine and ask for confirmation of the machine's	Community Relations
Wednesday, 01 March 2023	Reviewing ready-to-use machines for sand mining activities around the company's area and discussions with local leaders	Community Relations
Thursday, 02 March 2023	Review the existence of sand mining machines that have conducted material feasibility trials	Community Relations
Friday, 03 March 2023	PPM Programme Discussion and EA Room Clean	Community Relations

Source: Processed Data, 2023

Agenda of activities or work that has been carried out by the author during the implementation of job training at PT. Sorikmas Mining in the External Affairs Department from March 6, 2023, to March 10, 2023, can be seen in the table below:

**Table 3.6 Daily Activities 06 March 2023 to 10 March 2023**

DATE	ACTIVITY DESCRIPTION	DEPARTMENT
Monday, 06 March 2023	Guidance with the External Affairs Manager regarding culture and decision-making approach methods. And discussion of Fishbond and PICA theories.	Community Relations
Tuesday, 07 March 2023	Giving Creaty and participating in the opening of the Regent's Badminton Tournament cup 1 mandailing natal 2023 with the leadership of Sorikmas Mining and photos with the regent of mandailing natal.	Government Relations
Wednesday, 08 March 2023	Going to the field Discussions and listening to and answering questions from the Tanotiris community	Community Relations
Thursday, 09 March 2023	Logistics warehouses learn about packing logistics items to be carried by porters, the procedure.	Purchasing
Friday, 10 March 2023	Sharing and discussion about the Community Empowerment Programme programme	Community Development

Source: Processed Data, 2023

Agenda of activities or work that has been carried out by the author during the implementation of job training at PT. Sorikmas Mining in the External Affairs Department from March 13 2023 to March 17 2023 can be seen in the table below:

**Table 3.7 Daily Activities 13 March 2023 to 17 March 2023rd**

DATE	ACTIVITY DESCRIPTION	DEPARTMENT
Monday, 13 March 2023	Making letters and tidying up documents	External Affair
Tuesday, 14 March 2023	Create a google report form	External Affair
Wednesday, 15 March 2023	Pickup of Logistics Goods to Taxi Kita Jaya expedition. Panyabungan City	Purchasing

Thursday, 16 March 2023	Printing External Affair Used Files (Assist Admin)	External Affair
Friday, 17 March 2023	Creation of an Incoming and Outgoing Goods Recording Master in the GA Department on Office and Guesthouse Needs	GA

Source: Processed Data, 2023

Agenda of activities or work that has been carried out by the author during the implementation of job training at PT. Sorikmas Mining in the External Affairs Department from March 20 2023 to March 24 2023 can be seen in the table below:

**Table 3.8 Daily Activities 20 March 2023 to 24 March 2023rd**

DATE	ACTIVITY DESCRIPTION	DEPARTMENT
Monday, 20 March 2023	Travelled with the GA Department Team to the guesthouse for water and electricity repairs.	GA
Tuesday, 21 March 2023	Workshop on implementing Google form, an alternative to email. For the Reporting recording system in the EA team, for more efficient, effective and archived reports.	External Affair
Wednesday, 22 March 2023	Red Date Holiday Nyepi Day	
Thursday, 23 March 2023	Permission sick	
Friday, 24 March 2023	Permission sick	

Source: Processed Data, 2023

Agenda of activities or work that has been carried out by the author during the implementation of job training at PT. Sorikmas Mining in the External Affairs Department from March 27 2023 to March 31 2023 can be seen in the table below:

**Table 3.9 Daily Activities 27 March 2023 to 31 March 2023rd**

DATE	ACTIVITY DESCRIPTION	DEPARTMENT
Monday, 27 March 2023	Help Riska manage EA admin, Google form, Hot issue sheet	External Affair
Tuesday, 28 March 2023	Warning Notice creation warning Notice text	Security
Wednesday, 29 March 2023	Discussion and Teaching with EA admin about using Canva as application media	External Affair
Thursday, 30 March 2023	Template Creation, Revision and Fix Warning Notice	Security
Friday, 31 March 2023	Diskusi tentang pemberian Data penerima Discussion on the provision of Bannas beneficiary data on orphans, the poor and the elderly Baznass yatim, fakirmiskn dan lansia	Comunity Development

Source: Processed Data, 2023

Agenda of activities or work that has been carried out by the author during the implementation of job training at PT. Sorikmas Mining in the External Affairs Department from April 03 2023 to April 07 2023 can be seen in the table below:

**Table 3.10 Daily Activities 03 April 2023 to 07 April 2023<sup>rd</sup>**

<b>DATE</b>	<b>ACTIVITY DESCRIPTION</b>	<b>DEPARTMENT</b>
Monday, 03 April 2023	Cleaning and tidying up books in the warehouse	Comunity Development
Tuesday, 04 April 2023	Counting and Recording Books, Reporting to Mr Asep and Suggesting Book Utilisation, Discussion with Mr Asep regarding follow-up of books.	Comunity Development
Weednesday 05 Wednesday 05 April 2023	Reviewing the Sand Machine near the company's access road and the condition of the road that has been covered with grass in Tanjung Sialang Village.	Government Relations
Thursday, 06 April 2023	Recap the attendance and attendance of the External Affair Team. For the month of March - April	External Affair
Friday, 07 April 2023	National holiday on the death of Jesus	

*Source: Processed Data, 2023*

Agenda of activities or work that has been carried out by the author during the implementation of job training at PT. Sorikmas Mining in the External Affairs Department from April 10 2023 to April 14 2023 can be seen in the table below:

**Table 3.11 Daily Activities 10 April 2023 to 14 April 2023<sup>rd</sup>**

<b>DATE</b>	<b>ACTIVITY DESCRIPTION</b>	<b>DEPARTMENT</b>
Monday, 10 April 2023	Creating Timesheet for Ga udaK bahrian's friend driver and teaching the use of ms. Excel	GA
Tuesday, 11 April 2023	Understanding of Office Hardware and Office Network mechanism (IT department)	Human Resources
Wednesday, 12 April 2023	Template Creation 5 Design Twibbonze Welcoming Eid Al-Fitr	Security
Thursday, 13 April 2023	Meeting with Hutapuli village officials, Siabu sub-district officials on the discussion of the watershed rehabilitation plan for 300 hectares. From the Enviro department.	External Affair
Friday, 14 April 2023	Pasting barcodes on laptops and computers of Sorikmas Minig assets, cheque disbursement to BNI bank, 42, discussion on the creation of a request system with bg ali finace and bang asmar IT.	Financial

*Source: Processed Data, 2023*

Agenda of activities or work that has been carried out by the author during the implementation of job training at PT. Sorikmas Mining in the External Affairs Department from April 17 2023 to April 21 2023 can be seen in the table below:

**Table 3.12 Daily Activities 17 April 2023 to 21 April 2023<sup>rd</sup>**

<b>DATE</b>	<b>ACTIVITY DESCRIPTION</b>	<b>DEPARTMENT</b>
Monday, 17 April 2023	Accompanying the delivery of security to the village of tj sialang who wanted to go up to sihayo and reviewing the goods in the batching, giving thr to the village head of tanggabosi 1,2,3, hutapuli, tano tiris	Security
Wednesday, 19 April 2023	Scan finance files Pay finance invoices, help recap vendor data	Financial
Thursday, 20 April 2023	Giving Thr to community leaders, religious leaders of Tanotiris village. Delivery of employees, pick-up of logistics goods to Panyabungan.	Comunity Relations
Tuesday, 18 April 2023	Brimob delivery to tanotiris, giving THR to the village head of tanjung sialang figure community	Comunity Relations
Friday, 18 March2023	Eid al-Fitr 1444 AH 2023	

*Source: Processed Data, 2023*

Agenda of activities or work that has been carried out by the author during the implementation of job training at PT. Sorikmas Mining in the External Affairs Department from April 24 2023 to April 28 2023 can be seen in the table below:

**Table 3.13 Daily Activities 24 April 2023 to 28 April 2023<sup>rd</sup>**

<b>DATE</b>	<b>ACTIVITY DESCRIPTION</b>	<b>DEPARTMENT</b>
Monday, 24 April 2023	Eid al-Fitr 1444 AH 2023	
Tuesday, 25 April 2023	Eid al-Fitr 1444 AH 2024	
Wednesday, 26 April 2023	Eid al-Fitr 1444 AH 2025	
Thursday, 27 April 2023	Permission Eid al-Fitr 1444 AH 2025	
Friday, 28 April 2023	Permission Eid al-Fitr 1444 AH 2025	

*Source: Processed Data, 2023*

Agenda of activities or work that has been carried out by the author during the implementation of job training at PT. Sorikmas Mining in the External Affairs Department from 01 May 2023 to 05 May 2023 can be seen in the table below:

**Table 3.14 Daily Activities 01 May 2023 to 05 May 2023<sup>rd</sup>**

<b>DATE</b>	<b>ACTIVITY DESCRIPTION</b>	<b>DEPARTMENT</b>
Monday, 01 May 2023	Public Holiday, International Labour Day	
Tuesday, 02 May 2023	Samsat office. Validation of minutes of surface water utilisation Details of tax period april 2023	Environment
		Environment
Wednesday, 03 May 2023	File delivery to JNE Panyabungan expedition centre	Financial
Thursday, 04 May 2023	Meet the people of Tanggabosi and Tanjung Sialang villages	Government Relations
Friday, 05 May 2023	Arip files financial files, finace team	Financial

Source: Processed Data, 2023

Agenda of activities or work that has been carried out by the author during the implementation of job training at PT. Sorikmas Mining in the External Affairs Department from 08 May 2023 to 12 May 2023 can be seen in the table below:

**Table 3.15 Daily Activities 08 May 2023 to 12 May 2023<sup>rd</sup>**

<b>DATE</b>	<b>ACTIVITY DESCRIPTION</b>	<b>DEPARTMENT</b>
Monday, 08 May 2023	Medical escort to tanotiris village to go up to sihayo	External Affair
Tuesday, 09 May 2023	Tool box, help file finace	Financial
Thursday, 11 May 2023	Map the drone coordinates of Tanjung Sialang.	External Affair
Friday, 12 May 2023	Coordinate point capture, drone map. Tanjung Sialang village	External Affair

Source: Processed Data, 2023

Agenda of activities or work that has been carried out by the author during the implementation of job training at PT. Sorikmas Mining in the External Affairs Department from 15 May 2023 to 19 May 2023 can be seen in the table below:

**Table 3.16 Daily Activities 15 May 2023 to 19 May 2023<sup>rd</sup>**

<b>DATE</b>	<b>ACTIVITY DESCRIPTION</b>	<b>DEPARTMENT</b>
Monday, 15 May 2023	Takjiah and social mapping to bulu mario village, in-law house of malintang sub-district head, transe money to Mandiri bank in Panyabungan, distribution of compensation for victims of drifting to muara village.	External Affair
Tuesday, 16 May 2023	Help prepare udak sofyan's certification file. Orphan distribution	External Affair
Thursday, 18 May 2023	National leave for the ascension of Jesus	

Tuesday, 23 May 2023	Tool box archive finance	Financial
Wednesday, 24 May 2023	Social mapping of Tanjung Sialang, Tanotiris, Tangga Bosi, etc.	Comunity Relations

*Source: Processed Data, 2023*

Agenda of activities or work that has been carried out by the author during the implementation of job training at PT. Sorikmas Mining in the External Affairs Department from 29 May 2023 to 02 June 2023 can be seen in the table below:

**Table 3.17 Daily Activities 29 May 2023 to 02 June 2023<sup>rd</sup>**

DATE	ACTIVITY DESCRIPTION	DEPARTMENT
Monday, 29 May 2023	Provided cement for the mosque in Sinonoan and Tanjung Sialang villages.	Comunity Development
Tuesday, 30 May 2023	Tookbox, and social mapping to tanjung sialang village, tangga bosi village 1.2.3.	External Affair
Wednesday, 31 May 2023	Social mapping, tanjung sialang.	External Affair
Thursday, 01 June 2023	Gotong Royong in malintang market village. Together with the sub-district and district offices in Malintang and the school.	External Affair
Friday, 02 June 2023	Map the bosi stairs 1.2.3 tanjung sialang and jambur	External Affair

*Source: Processed Data, 2023*

Agenda of activities or work that has been carried out by the author during the implementation of job training at PT. Sorikmas Mining in the External Affairs Department from 05 June 2023 to 06 June 2023 can be seen in the table below:

**Table 3.18 Daily Activities 22 May 2023 to 02 June 2023<sup>rd</sup>**

DATE	ACTIVITY DESCRIPTION	DEPARTMENT
Monday, 05 June 2023	Meet the head of RSUD Panyabungan.kp presentation, Practical work percentage	External Affair
Tuesday, 06 June 2023	The Regent's office met with the head of the environment department, Toolbox tetakhir.	External Affair

*Source: Processed Data, 2023*

### **3.5 Obstacle and Solution**

The obstacle that the author got during the internship at PT Sorikmas Mining Malintang was that there was no initial planning of what interns wanted to do during the internship, while the company wanted interns to have achievements that had to be done during the internship.

Then the work to be done lacks coordination in the existing division so that the work done is a little hampered for a while. Well, for the solution During the first week I immediately made several project plans and internship achievement targets that I had to achieve, then for the second obstacle, I continued to establish good communication with each existing division so as to facilitate communication if there were interrelated projec



## **CHAPTER IV**

### **CONCLUSIONS AND RECOMMENDATIONS**

#### **4.1 Conclusion**

Based on the explanation in the previous chapter, The authors draw conclusions in several ways, namely as follows: After doing practical work at PT. Sorikmas Mining, the conclusion can be drawn:

1. In carrying out this internship, the author interned at one of the gold exploration mining companies in Mandailing Natal Regency, namely PT Sorikmas Mining which lasted for 4 months, starting from 06 February to 06 June 2023
2. The author was assigned to the external relations team which oversees 3 divisions Community Relations team in charge of directly socialising with the mining village community, Government Relations, which is a team that deals with the Government and NGOs, and Community Development related to the community empowerment team.
3. There are several types of work during practical work, namely: Developing a Community Empowerment Programme, Branding the Company's image, Administrative activities for correspondence, and Social Mapping, socialising with various communities. Meeting with local officials, regents, heads of departments and others.
4. The obstacle that the author got during the internship at PT Sorikmas Mining Malintang was that there was no initial planning of what interns wanted to do during the internship, while the company wanted interns to have achievements that must be done during the internship. For the solution During the first week I immediately made several project plans and internship achievement targets that I had to achieve during the internship.

## **4.2 Suggestion**

Author provides several suggestions for various parties, namely for the author himself, for students or younger siblings who will do internships in the next period, for the company and for the Bengkalis State Polytechnic. Every Department that exists should have a Jobdesk made and decided clearly.

### **1. Author**

Suggestions for writers to work harder and work smarter in planning the projects to be carried out, and carry out tasks in accordance with the directions or orders given by the employees concerned.

### **2. College Students**

The author also provides suggestions that may be useful for students who will carry out internship activities for the next period, namely setting targets or planning things to do while doing industrial internship work.

### **3. Company**

After the author carried out internship activities at PT Sorikmas Mining. There are several suggestions for a better company, namely that each department must have a Jobdesk that is clearly made and decided. The External Team hopes that in the future it can hold weekly meetings attended by all existing divisions, always coordinate well in carrying out the team's work, the budget for the External Relations team, especially the Community Development division, is held or given by management to support Community Empowerment activities related to the company's image in the community empowerment programme.

### **4. State Polytechnic of Bengkalis**

Suggestions for the State Polytechnic of Bengkalis campus so that the holding of this Internship can be used as an evaluation, and should be given to students before carrying out the Internship in accordance with the field or subject matter that is in accordance with the Internship company. And those concerned will deliver students who will do internships on the first day of admission, and pick them up again when the students have finished doing internships.

## REFERENCES

Dosenpendidikan3. (2023). Pengertian External relations dan Devisinya, Available from (<https://www.dosenpendidikan.co.id/public-relations/>), Accessed june 25<sup>th</sup>, 2023.

Sihayogold. (2023). Logo Sihayogold, Available from (<https://www.linkedin.com/company/sihayo-gold/>), Accessed May 19<sup>th</sup>, 2023.

Sorikmas. (2023). Profil dan Logo Sorikmas Mining, Available from (<https://www.sorikmas.co.id/>), Accessed june 19<sup>th</sup>, 2023.

## APPEDENCIS

### Appendix 1 : Apprenticeship Statement Letter



PT Sorikmas Mining  
The Convergence of Oorokas 21<sup>st</sup> Power  
Jl. A.S. Rouda 5911, Kandi, Muarajan,  
Selindang, Jakarta 12160 Indonesia  
P. +62 21 2988 0959 F. +62 21 2988 0423

Share Site Office:  
J. ASRI (Lung Pempertangan II)  
Perumahan, Pemandangan 2  
Sumatera Utara 22013  
P. +62 626 522 012

No : 170/HR-F/HR/IV/2023  
Perihal : Permohonan Kerja Peraktek (KP)

Kepada Yth.,  
Bapak Armada, ST, MT  
Wakil Direktur I Politeknik Negeri Bengkalis  
Jl. Bathin Alam, Sungai Alam, Bengkalis, Riau 28711  
Telp. (+62766) 24566

Dengan hormat,

Menanggapi surat Bapak Nomor **1058/PL31/TU/2023** tertanggal 16 Maret 2022, dengan ini kami menyatakan dengan senang hati bisa memberikan kesempatan kepada mahasiswa di bawah ini, untuk mendapatkan pengalaman **Kerja Peraktek (KP)** di PT Sorikmas Mining, Mandailing Natal, dari tanggal Februari s/d Juni 2023.

- Nama : Sabaruddin Tampubolon
- NIM : 5404191200
- Prodi : D4 Administrasi Bisnis Internasional
- Mentor : Harun Hendra Sahlan

Besar harapan kami bahwa mahasiswa diatas bisa mendapatkan pengalaman Kerja Praktek seperti yang diharapkan sebagai bagian dari kegiatan intra kulikuler program studi yang sedang ditempuhnya.

Panyabungan, 06 April 2023



Muhammad Sultoni  
Human Resources Manager

## Appendix 2 : Timesheet Internship

JAWAB		TIMESHEET MAGANGSIWA PRINTER PUSAT PERUSAHAAN BERGALAH																																			
AGAMA	Bulan	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1 DAY	Rate/Day	Total Salary	Revised	
Islam	Februari																																	17	50.000	850.000	
	March																																	23	50.000	1.150.000	
	April																																	4	50.000	200.000	
	May																																				
	June																																				
		TOTAL																														44	50.000	2.200.000			

Created By



Nisa Nur Hafidha

Knownledge By

Adi Nurul J. Nur Hafidha

Approval By

Tama Fidiha

### Appendix 3 : Attendance Internship



**LIST PRESENT OF THE JOB TRAINING  
PT. SORIKMAS MINING  
FEBRUARY - JUNE 2023**



Student Name : Sabarmuddin Tampubolon  
 Student Id Number : 5404191200  
 Working Time : 08.00 - 17.00 WIB

No	Date	Day	Description	Signature
1	06/02/2023	Monday	Present	1. <i>SUM</i>
2	07/02/2023	Tuesday	Present	2. <i>SUM</i>
3	08/02/2023	Wednesday	Present	3. <i>SUM</i>
4	09/02/2023	Thursday	Present	4. <i>SUM</i>
5	10/02/2023	Friday	Present	5. <i>SUM</i>
6	11/02/2023	Saturday		6. <i>SUM</i>
7	12/02/2023	Sunday		7. <i>SUM</i>
8	13/02/2023	Monday	Present	8. <i>SUM</i>
9	14/02/2023	Tuesday	Present	9. <i>SUM</i>
10	15/02/2023	Wednesday	Present	10. <i>SUM</i>
11	16/02/2023	Thursday	Present	11. <i>SUM</i>
12	17/02/2023	Friday	Present	12. <i>SUM</i>
13	18/02/2023	Saturday		13. <i>SUM</i>
14	19/02/2023	Sunday		14. <i>SUM</i>
15	20/02/2023	Monday	Present	15. <i>SUM</i>
16	21/02/2023	Tuesday	Present	16. <i>SUM</i>
17	22/02/2023	Wednesday	Present	17. <i>SUM</i>
18	23/02/2023	Thursday	Present	18. <i>SUM</i>
19	24/02/2023	Friday	Present	19. <i>SUM</i>
20	25/02/2023	Saturday		20. <i>SUM</i>
21	26/02/2023	Sunday		21. <i>SUM</i>
22	27/02/2023	Monday	Present	22. <i>SUM</i>
23	28/02/2023	Tuesday	Present	23. <i>SUM</i>
24	01/03/2023	Wednesday	Present	24. <i>SUM</i>
25	02/03/2023	Thursday	Present	25. <i>SUM</i>
26	03/03/2023	Friday	Present	26. <i>SUM</i>
27	04/03/2023	Saturday		27. <i>SUM</i>
28	05/03/2023	Sunday		28. <i>SUM</i>
29	06/03/2023	Monday	Present	29. <i>SUM</i>
30	07/03/2023	Tuesday	Present	30. <i>SUM</i>
31	08/03/2023	Wednesday	Present	31. <i>SUM</i>
32	09/03/2023	Thursday	Present	32. <i>SUM</i>
33	10/03/2023	Friday	Present	33. <i>SUM</i>
34	11/03/2023	Saturday		34. <i>SUM</i>
35	12/03/2023	Sunday		35. <i>SUM</i>
36	13/03/2023	Monday	Present	36. <i>SUM</i>

37	14/03/2023	Tuesday	Present	37. SWM	
38	15/03/2023	Wednesday	Present		38. SWM
39	16/03/2023	Thursday	Present	39. SWM	
40	17/03/2023	Friday	Present		40. SWM
41	18/03/2023	Saturday		41.	
42	19/03/2023	Sunday			42.
43	20/03/2023	Monday	Present	43. SWM	
44	21/03/2023	Tuesday	Present		44. SWM
45	22/03/2023	Wednesday	Oday Nyepi	45.	
46	23/03/2023	Thursday	Permission		46.
47	24/03/2023	Friday	Present	47. SWM	
48	25/03/2023	Saturday	Present		48. SWM
49	26/03/2023	Sunday		49.	
50	27/03/2023	Monday	Present		50. SWM
51	28/03/2023	Tuesday	Present	51. SWM	
52	29/03/2023	Wednesday	Present		52. SWM
53	30/03/2023	Thursday	Present	53. SWM	
54	31/03/2023	Friday	Present		54. SWM
55	01/04/2023	Saturday		55.	
56	02/04/2023	Sunday			56.
57	03/04/2023	Monday	Present	57. SWM	
58	04/04/2023	Tuesday	Present		58. SWM
59	05/04/2023	Wednesday	Present	59. SWM	
60	06/04/2023	Thursday	Present		60. SWM
61	07/04/2023	Friday	Present	61. SWM	
62	08/04/2023	Saturday			62.
63	09/04/2023	Sunday		63.	
64	10/04/2023	Monday	Present		64. SWM
65	11/04/2023	Tuesday	Present	65. SWM	
66	12/04/2023	Wednesday	Present		66. SWM
67	13/04/2023	Thursday	Present	67. SWM	
68	14/04/2023	Friday	Present		68. SWM
69	15/04/2023	Saturday		69.	
70	16/04/2023	Sunday			70.
71	17/04/2023	Monday	Present	71. SWM	
72	18/04/2023	Tuesday	Present		72. SWM
73	19/04/2023	Wednesday	Present	73. SWM	
74	20/04/2023	Thursday	Present		74. SWM
75	21/04/2023	Friday	Oday H ID	75.	
76	22/04/2023	Saturday			76.
77	23/04/2023	Sunday		77.	
78	24/04/2023	Monday	Oday H ID		78.
79	25/04/2023	Tuesday	Oday H ID	79.	
80	26/04/2023	Wednesday	Oday H ID		80.
81	27/04/2023	Thursday	Permission	81.	
82	28/04/2023	Friday	Permission		82.

83	29/04/2023	Saturday		83
84	30/04/2023	Sunday		84
85	01/05/2023	Monday	OF day Buruh I	85
86	02/05/2023	Tuesday	Present	86. <i>SMM</i>
87	03/05/2023	Wednesday	Present	87. <i>SMM</i>
88	04/05/2023	Thursday	Present	88. <i>SMM</i>
89	05/05/2023	Friday	Present	89. <i>SMM</i>
90	06/05/2023	Saturday		90
91	07/05/2023	Sunday		91
92	08/05/2023	Monday	Present	92. <i>SMM</i>
93	09/05/2023	Tuesday	Present	93. <i>SMM</i>
94	10/05/2023	Wednesday	Present	94. <i>SMM</i>
95	11/05/2023	Thursday	Present	95. <i>SMM</i>
96	12/05/2023	Friday	Present	96. <i>SMM</i>
97	13/05/2023	Saturday		97
98	14/05/2023	Sunday		98
99	15/05/2023	Monday	Present	99. <i>SMM</i>
100	16/05/2023	Tuesday	Present	100. <i>SMM</i>
101	17/05/2023	Wednesday	Present	101. <i>SMM</i>
102	18/05/2023	Thursday	Of Kikn Isa As	102. <i>SMM</i>
103	19/05/2023	Friday	Present	103. <i>SMM</i>
104	20/05/2023	Saturday		104
105	21/05/2023	Sunday		105
106	22/05/2023	Monday	Present	106. <i>SMM</i>
107	23/05/2023	Tuesday	Present	107. <i>SMM</i>
108	24/05/2023	Wednesday	Present	108. <i>SMM</i>
109	25/05/2023	Thursday	Present	109. <i>SMM</i>
110	26/05/2023	Friday	Present	110. <i>SMM</i>
111	27/05/2023	Saturday		111
112	28/05/2023	Sunday		112
113	29/05/2023	Monday	Present	113. <i>SMM</i>
114	30/05/2023	Tuesday	Present	114. <i>SMM</i>
115	31/05/2023	Wednesday	Present	115. <i>SMM</i>
116	01/06/2023	Thursday	Of Pancasila	116
117	02/06/2023	Friday	Present	117. <i>SMM</i>
118	03/06/2023	Saturday		118
119	04/06/2023	Sunday		119
120	05/06/2023	Monday	Present	120. <i>SMM</i>
121	06/06/2023	Tuesday	Present	121. <i>SMM</i>

Malintang, 07 June 2023  
Government Relations PT. Sorikmas Mining



( Harun Hendra Sahlan )



## Appendix 4 : Figure Of Job Description

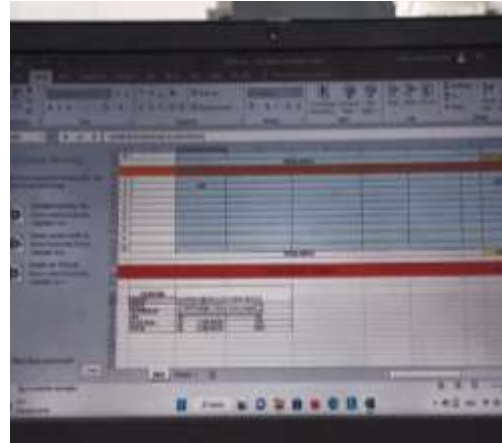
### 1. Toolbox Meeting



### 2. Mapping Social



### 3. Working Administration & Meeting Office



#### 4. New Project submission and creation;



#### 5. Meet with Local Government and Stakeholders



**Head of the Region**



**head of the environment department**



**Army, police and sub-district administration**



**Director of general hospital**



## Appendix 5 : Apprenticeship Statement Letter



**PT Sorikmas Mining**  
PT Sorikmas Mining  
Jl. Raya Malintang Selatan No. 100  
Kec. Malintang Selatan, Kab. Malinau  
Prov. Kalimantan Utara

**Sihayo Site Office:**  
Jl. Malintang Selatan No. 100  
Kec. Malintang Selatan, Kab. Malinau  
Prov. Kalimantan Utara

### SURAT KETERANGAN

NO : KP. 1058/PL31?TU?2023

General Manager PT. Sorikmas Mining dengan ini Menerangkan Bahwa :

Nama	: Sabarmuddin Tampubolon
Tempat Tanggal Lahir	: Banjar Aur Utara, 20 Juni 2001
NIM	: 5404191200
Asal Perguruan Tinggi	: Politeknik Negeri Bengkalis
Program Studi	: D - IV Administrasi Bisnis Internasional

Adalah benar Telah selesai Melaksanakan Praktek Magang Pada tanggal 06 Februari 2023 .s.d 06 Juni 2023 di PT. Sorikmas Mining

Demikian Surat Keterangan ini dibuat dengan sebenarnya untuk dapat dipergunakan Sebagaimana Mestinya.

Malintang, 07 Juni 2023

Manager HRD/ Staff HRD

SORIKMAS  
Eny Alantina Mtd

## Appendix 6 : Company Appraisal Sheet



**PT Sorikmas Mining**  
 The Colongcolong Mines & Plant  
 J. H. R. Babun, Suk. Kuntur, Gur.  
 Cepaung, Jember 67000, Jawa Timur  
 P. +62 21 2542 2941 F. +62 21 2591 9427

**Shops Site Office:**  
 Jl. H. Satrio, Jember, Jawa Timur 67111  
 Kabupaten Jember, Jawa Timur  
 Telp. +62 21 2542 2941  
 P. +62 21 2542 2941

### PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK PT. SORIKMAS MINING

Nama : Sabarmuddin Tampubolon  
 NIM : 5404191200  
 Asal Perguruan Tinggi : Politeknik Negeri Bengkalis  
 Program Studi : Administrasi Bisnis Internasional

No	Aspek Penilaian	Nilai
1	Disiplin	98
2	Tanggung Jawab	98
3	Penyusunan Diri	98
4	Hasil Kerja	98
5	Perilaku Secara Umum	95
Jumlah Nilai		487
Rata Rata		97

Keterangan:

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

Catatan : *Sangat Sukses kerjanya.*  
 .....  
 .....

Government Relation

  
 Harun Hendra Sahlan

Malintang, 07 Juni 2023

Disetujui Oleh,

  
 Manager HRD/ Staff HRD  
 SORI  
 Evi Alantina Mid

**Appendix 7 : Committee for phon planting event and seminar on hazardous and medical waste management in commemoration of world environment day 2023**



## Appendix 8 : Apprenticeship Certificate

