

JOB TRAINING REPORT

**PT. KILANG PERTAMINA INTERNATIONAL REFINERY
UNIT (RU) II PRODUCTION SUNGAI PAKNING**

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**INTERNATIONAL BUSINESS ADMINISTRATION
STUDY PROGRAM
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
BENGKALIS – RIAU
2023**

JOB TRAINING REPORT
PT KILANG PERTAMINA INTERNATIONAL REFINERY UNIT II
PRODUCTION SUNGAI PAKNING

Written as one of the conditions for completing Job Training

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Bengkalis, May 31th, 2023

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PREFACE

Praise be to the presence of Allah SWT who always provides health, both physical health and spiritual health and provides the opportunity for the author to be able to complete the Job Training report. Blessings and greetings are also given to our great prophet, Prophet Muhammad SAW, for all the struggles and the trust that he has given and will never be lost, which we will always remember.

This Job Training is one of The State Polytechnic of Bengkalis programs, especially the Business Administration major which must be attended by all State Polytechnic of Bengkalis students in applying new knowledge and experiences in supporting the knowledge gained in lectures. This report is expected to add creativity and knowledge for both writers and readers and thanks to all parties who have helped in carrying out the Job Training so that this report is well structured.

With the completion of the preparation of the Job Training report, the participation of various parties has helped and provided guidance so that the author can complete this Job Training and Job Training report as well as possible. In carrying out Job Training and writing this report, the author would like to thank profusely to:

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7. My beloved parents are my father Muhammad Muzir and my mother Halmiyati, and my beloved sisters Arifa Putri, Fahmi Syaputra, Rania Putri who have always provided prayers and encouragement as well as material and non-material assistance.
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9. As well as friends in arms of the Bachelor of Applied Administration Business International study program class of 2019 who are always together accompanying the author in the learning process until the completion of the Job Training report.
10. For my self, thank you for being able to survive and fight until now, hopefully in the future is expected can be achieved.

Hopefully the kindness and sincerity given will get a commensurate reward from Allah SWT, apologies to the company, employees and related parties for mistakes made during the Job Training at PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning, whether intentional or unintentional. Hopefully this report can be useful for all parties who need it in the future.

Bengkalis, August 16th, 2023

Writer



Desfi Irma Putri
5404191198

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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

The growing era of progress in science and technology has had a huge impact on human civilization, one of which is in the world of education from the lowest to the highest educational level. As Human Resources (HR) who have good values, they must be able to be independent, able to communicate well, have extensive knowledge, be able to make decisions and must be sensitive to the times.

With the increasing development of the times, it is increasingly difficult for human resources (HR) to find work because there is a lot of competition, especially for university graduates, the large number of graduates from various campuses who want to find work, while the available job opportunities are very limited. After graduation, of course, the diploma will be the main guide in finding a job. However, in reality, currently a diploma is not the main guideline for someone's acceptance to work either in companies or other agencies, but the main guideline at this time is a person's experience and skills at work, because academic grades cannot guarantee a person has experience and skills in work.

Therefore the campus requires students to take part in a job training program which is a form of implementation of lectures that are conducted directly to an agency or a company. The existence of job training activities is able to provide experience, hone the skills and abilities of students in the world of work. Every student is required to go directly into the world of work which is their respective field, so it is hoped that each student can immediately apply the knowledge they have learned before to the world of work.

Polytechnic is one of the campuses that requires all students to take part in practical work in order to complete their studies. Bengkalis State Polytechnic is a Diploma III and Applied Bachelor Education Institution established by the Bengkalis Regency government. The Department of Business Administration is

one of the departments at the Bengkalis State Polytechnic. In 2016, this department opened a new study program, namely D4-International Business Administration and D4-Public Finance Accounting. This D4-International business Administration Study Program is engaged in the field of Economics and Business, where students learn about the business world, along with its scope. To prepare students to be ready to use in this field, the International Business Administration study program requires students to take part in practical work either in companies or other agencies for a minimum of 4 (four) months and a maximum of 6 (six) months.

The international business administration study program hopes that with 4 (four) months of practical work, students can get to know first hand how the world of work is, and can add insight and experience, after completing practical work, each student is required to make a work report while carrying out practical work so that students can be responsible for the results obtained from the practical work activities.

Based on the above, the author as a student of the International Business Administration study program chose to do practical work at PT Pertamina RU II Sungai Pakning, which was placed in the Public Relation (PR) section which was mentored by Community Development Officers (CDO) starting on 01st February – 31st May 2023.

1.2 Purposes of the Apprenticeship

Based on the background, to achieve the expected results, it is necessary to know the objectives of the job training, namely as follows:

1. To find out job descriptions and activities in PT Kilang Pertamina International Refinery Unit (RU) II Sungai Pakning Production
2. To find out the systems and procedure at PT Kilang Pertamina International RU II Production Sungai Pakning
3. To find out the place and time of the internship at PT Kilang Pertamina International Refinery Unit (RU) II Sungai Pakning Production

4. Be able to understand the kind and description of the activities job training at PT Kilang Pertamina International Refinery Unit (RU) II Sungai Pakning Production.

1.3 Significances of the Apprenticeship

1.3.1 Significance for the Apprenticeship

The Job Training implemented is expected to have several benefits for students as follows:

1. Students directly experience the world of work and have direct experience in applying the theory or concept of knowledge in accordance with their study program.
2. Students have the opportunity to be able to analyze problems related to knowledge applied in the world of work according to their study program
3. Students are given the opportunity to work in teams consisting of several people so that they can share their ideas and abilities.

1.3.2 Significance for Bengkalis State Polytechnic

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

1. Job training can strengthen cooperation and outreach between Bengkalis State Polytechnic and PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning.
2. Job training can improve the competence of experienced graduates from the Bengkalis State Polytechnic.
3. Job training at PT Kilang Internasional Pertamina International Refinery Unit (RU) II Production Sungai Pakning can provide benefits and work experience in the International Business Administration study program which is in accordance with subjects on CSR (Corporate Social Responsibility).

1.3.3 Significance for the Company

The Job Training conducted is expected to have several benefits for the company as follows:

1. Job training is an opportunity for collaboration for companies and campuses that send their students to do internships at their companies
2. Companies get worker assistance with students who do job training at the company.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History



Figure 2.1 PT. Pertamina RU II Production Sungai Pakning

Source: PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning

PT. Pertamina is one of the the *Badan Usaha Milik Negara* (BUMN). BUMN is State Owned Enterprises e is an abbreviation of State Owned Enterprises engaged in the oil and gas sector. This company was founded on December 10, 1957 under the name PT Perusahaan Minyak Nasional, abbreviated as PT. PERMINA. This PT changed its status to become Permina State Company in 1960. 8 years later, on August 20, 1968, Permina State Company merged with Pertamina State Company to become the State Oil and Gas Mining Company (Pertamina). To strengthen this company, the Government issued Law no. 8 of 1971 which established Pertamina as a state-owned oil and gas company. Under this law, all oil companies wishing to do business in Indonesia are required to cooperate with Pertamina.

On June 18, 2003, Based on Company Regulation No. 31 of 2003, the State Oil and Gas Mining Company changed its name to PT Pertamina (Persero) which carries out oil and gas business activities in the Upstream to Downstream Sector. Initially, Pertamina had a symbol in the form of a pair of seahorses flanking a yellow star. On December 10, 2005, Pertamina changed the symbol to an arrow forming the letter "P" with the basic colors green, blue and red which reflect dynamic elements and concern for the environment.

At the beginning of the operation of the refinery, the processing capacity only reached 25,000 barrels per day, in September 1975 the entire operation of the refinery shifted from reference to Pertamina. Since then the refinery has begun to make improvements in stages, so that its product and capacity can be increased again. At the end of 1977, the refinery capacity increased to 35,000 barrels per day, reaching 40,000 barrels in April 1980. Since then PT Pertamina RU II Sungai Pakning has been developing it in stages, and from 2002 to 2018 its production capacity has reached 50,000 barrels per day.



Figure 2.2 Company Logo of Pertamina

Source: PT Kilang Pertamina Internasional Refinery Unit (RU) II Production Sungai Pakning

Since operating in 1971, the Putri Tujuh Dumai and Sungai Pakning oil refineries have made a real contribution to regional development and progress, especially the city of Dumai and its surroundings and have contributed greatly to meeting national fuel needs. Various products of fuel oil and non-fuel oil have been produced from the Dumai Seven Dumai - Sungai Pakning refinery and have been distributed to various parts of the country and abroad. The National Pride Refinery, so that the program to improve the quality of information and communication becomes important. PT Pertamina Internasional Refinery Unit

(RU) II Production Sungai Pakning is a Refining and Process (R&P) unit, which is holding the International Refinery Refinery Unit II Production Sungai Pakning.

2.2 Vision and Mission

2.2.1 The vision of PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning

Vision is the future goal of an agency, organization or company. Vision is also the thought that is in the minds of the founders. This thought is a picture of the future you want to achieve. The vision of PT Kilang Pertamina Internasional Refinery Unit (RU) II Production Sungai Pakning is, "To become a competitive and environmentally friendly national oil and petrochemical refinery in Asia Pacific in 2025".

2.2.2 Mission PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning

The mission is the stages that must be passed to achieve the vision. In addition, the mission is also a description or purpose of why the company, organization or agency is in the midst of society. The mission of PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning "To run a business in the oil and petrochemical processing sector that is managed professionally and with an environmental perspective based on Pertamina's values to provide added value to stakeholders".

2.3 Kind of Business

PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning is a subsidiary of PT. Pertamina RU II Dumai. Sungai Pakning Refinery focuses on the crude oil processing business. PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning Fuel Oil production refinery has the main task of processing crude oil into several types of Fuel Oil which is one of the suppliers of Fuel Oil to the Depot Siak for the needs of Riau Province, as well as Napta and LSWR products are exported and sent to RU II Dumai.

In carrying out these basic tasks, PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning has a commitment to grow and develop with the community. This commitment is reflected in the activities carried out by the company and agencies within the company.

2.4 Organization Structure

The organizational structure of the company can be interpreted as a multilevel line that contains the components that make up the company. The structure clearly describes the position, function, rights and obligations of each position within the scope of the company. Of course, this is intended so that every component in the company can function optimally and the company's wheels can always move effectively and efficiently. In addition, it also clearly describes the separation of work activities from one another and how the relationship between activities and functions is limited. In a good organizational structure, it must explain the authority relationship of who reports to whom, so there is one responsibility for what will be done. The organizational structure at PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning is as follows:

ORGANIZATIONAL STRUCTURE
PT PERTAMINA (PERSERO) REFINERY UNIT II PRODUCTION SUNGAI PAKING

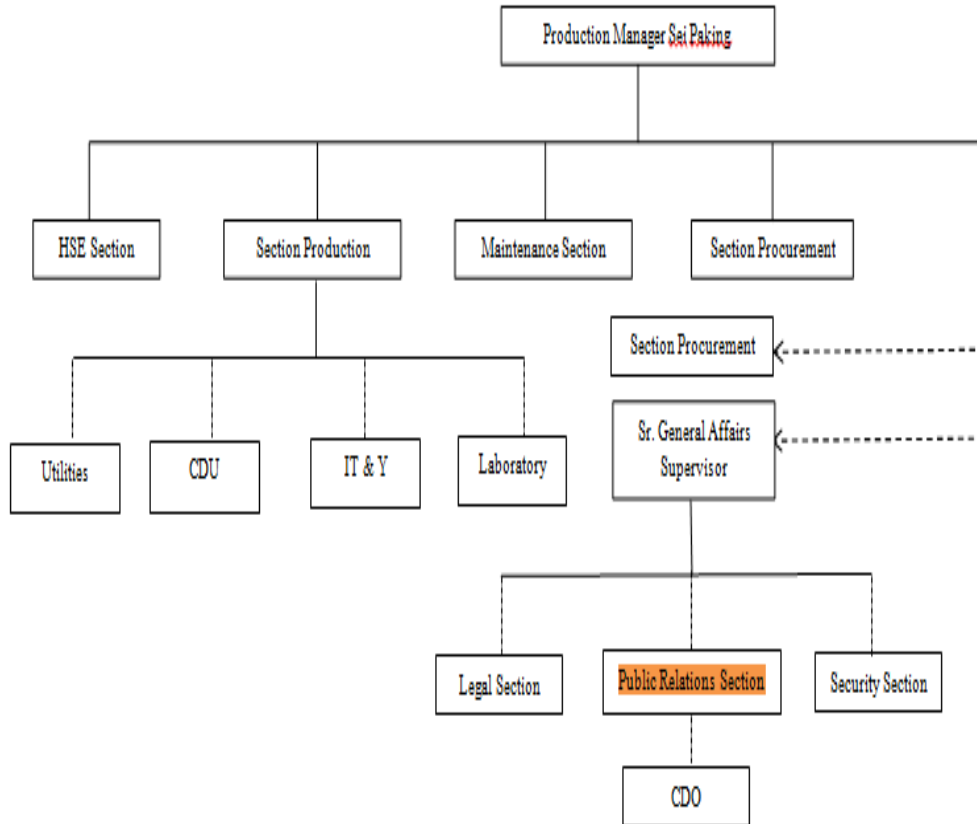


Figure 2.3 Organizational Structure

Source: PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Paking

Each work position in the organizational structure of PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning has duties and responsibilities to achieve the company's goals. The following is a job description of each organizational structure, namely:

1. Section HSE (Health, Safety, Environment)

The HSE Manager is tasked with and is responsible for creating safe working conditions and trying to avoid work accidents involving people, equipment, the environment as well as an advisor on environmental protection efforts.

a. Fire Insurance Section

The Fire Insurance Section has the duty and responsibility to create a reliable fire prevention system for refinery operations, through the procurement of hardware, software and Human Resources development, coordinating the implementation of HSE aspects and carrying out orderly general administration.

b. Safety Section

The Safety Section has the duties and responsibilities to create and review work procedures, identify and control hazards and carry out K3 audits, supervise the use of work safety equipment and provide explanations on prevention and prevention of accidents to all workers.

c. Environmental Section

The Environmental Section has the duty and responsibility to create a clean environment by seeking to reduce and monitor air, liquid and solid waste emissions that have a negative impact on the environment, implement the ISO:14001 EMS Environmental Management System, ensure that environmental protection equipment is maintained and operated properly. and create an environmentally sound corporate image.

d. Occupational Health Section

The Occupational Health Section has the duties and responsibilities to address health-related issues regarding diseases caused by occupational risks.

2. Section Maintenance

The maintenance manager is in charge and responsible for executing or repairing the company's operational equipment.

3. Section Procurement

Procurement within the company is in charge of and responsible for the supply activities, complaints of spare parts materials needed in the company's operations. This field is in charge of four sections, namely:

- a. Inventory Control Section
- b. Purchasing Section
- c. Service Warehousing Section
- d. Contract Office Section

4. Section Production

The production unit has the duties and responsibilities to ensure that the products produced are in accordance with the SOPs that have been set.

This unit is divided into 4 (four) parts, namely:

a. Utilities

This unit has duties and responsibilities to provide some of the needs of refinery utilities such as water, electricity, steam, compressed air and nitrogen.

b. CDU (Crude Distillation Unit)

CDU has the duty and responsibility to separate crude oil into several products through a physical separation process based on differences in boiling points by a process known as distillation.

c. IT&Y

This field functions to organize internal and external communications for the refinery so that the information needed is immediately obtained.

This field is responsible for smooth communication to obtain information for workers within PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning .

d. Laboratory

The main tasks of the Laboratory unit are quality control, quality insurance, feed intermediate products, feed finished products, production equipment and technical advice on maintenance and quality inspection of materials and spare part.

5. Reliability

The Reliability Manager is in charge and responsible for all matters relating to the reliability of the refinery in terms of maintenance (socialist). This field is in charge of two sections, namely plant reliability and equipment reliability.

6. Sr. Supervisor General Affairs (GA)

The duties of a General Affairs are quite complex and in their activities they must interact and coordinate both internally and externally with other departments or parties outside the company.

There are many tasks carried out by General Affairs including managing various permits required by the company, maintaining good relations with the environment around the company, being responsible for the existence and condition of company assets. General Affairs oversees three sections, namely:

a. Legal Section

The Legal Section has the responsibility for preparing completeness, drafting and checking the validity of all company legal documents according to the request of other relevant managers who require it, taking care of licensing issues for each company unit and ensure orderly administration related to the management of business operations in a complete, accurate, current and complete manner.

b. Public Relation Section

Public relations within the company is very important. The task of public relations is to grow and develop good relations between institutions (companies) and the community, internally and externally in order to instill understanding, grow motivation and community participation in an effort to create public opinion that benefits the company.

Public Relations of PT. Pertamina is currently carrying out community development for the assisted groups assisted by several Community Development Officers (CDO).

c. Security Section

The Security Section is in charge of providing permits for guest visits to PT.Pertamina RU II Production Sungai Pakning. In the company there are 5 (five) security posts that are guarded according to a predetermined schedule.

2.5 The Working Process

The outhur at the time of his internship was placed in the Public Relations department of PT. Pertamina RU II Production Sungai Pakning. Public Relations is an art of communicating with the public to build mutual understanding, avoid misunderstanding and misperceptions, as well as build a positive image of the institution. The duties and functions of the Public Relations Division of PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning are as follows:

1. Main Duties of the Public Relations Division.

There are several main objectives of public relations, including the following:

- a. Increase support, assistance, and participation from the public in the form of facilities, infrastructure, personnel, and funds, to facilitate the achievement of company goals.
- b. Involving the public in solving various problems faced by the company.

- c. Creating and developing a good image for the company and also for the company and also for the leaders with the aim of establishing good relations between the internal public and the external public.
- d. Expanding the reach of connected customers to participate in the organizations quality improvement efforts.

2. Main Purpose of Public Relations.

In general, the main task of public relations is to promote understanding and knowledge of all the facts about the sequence of situations so that the company gains sympathy from these situations and events. The main tasks of public relations in a company or organization are:

- a. Creating an impression or image.
The impression a person gets of a person, product, or situation, according to that person's level of knowledge.
- b. Knowledge and understanding.
Public Relations plays a very important role in providing information to the internal public and external public by providing accurate information and in an easy-to-understand format.
- c. Creating Interest.
Public relations must also be able to create public interest in certain situations that have a major impact on the company/organization.
- d. Admission.
Public Relations is responsible for providing an explanation to the public for situations or events so that the attitude of opposition, indifference that surround them can turn into understanding and acceptance.
- e. Sympathy.
Public Relations must be able to convey information clearly to the public to gain sympathy.

2.6 Document Used for Activity

The documents used for an activity at PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning are as follows:

1. Attendance Form

The attendance form is usually used when there is an event, activity, or meeting filled in by the participants present at that time. At the top of the form there is the day, date, time, speaker and attendance form consisting of name, department or section, and signature.

Tamu Undangan

PERTAMINA
PERTAMINA
INTERNASIONAL

PT KILANG PERTAMINA INTERNASIONAL REFINERY UNIT II		No	/KPI45123/2023-SB
DAFTAR HADIR / LIST OF ATTENDEES		Ref	
		Page	1 of 2

JUDUL : Screening Cegah Stunting
 TANGGAL : 20 Februari 2023
 JAM : 08-09 Jember
 TEMPAT : Budaya dan Patra (Cibuloh)
 PEMBICARA : dr. Tony Lary R. Sp. OI

No.	Nama	Umur	Alamat	Nomor HP	Tanda Tangan
01.	Roni	30	G. Ananda	08249333113	01. [Signature]
02.	Falmah	40	S. Celani	081378325622	02. [Signature]
03.	Laila Rizki	48	Dawati	085248615760	03. [Signature]
04.	Edi Pratomo	49	J. Palang	081371051514	04. [Signature]
05.	Vivi Herawati	42	S. Selar	08157171519	05. [Signature]
06.	Linda Eram	46	SPI	08537604888	06. [Signature]
07.	Lavinia	40	S. Pakning	08157604888	07. [Signature]
08.	MARSA A	31	S. Pakning	08157604888	08. [Signature]
09.	Theresa J	44	R. Asri	081272704722	09. [Signature]
10.	EARTHA	50	P. Asri	0815042710077	10. [Signature]
11.	Arisa Miranda	35	S. Pakning	08249322222	11. [Signature]
12.	GUSTI RA	39	S. Selar	081265193882	12. [Signature]
13.	Asi Rini	42	S. Pakning	08249322222	13. [Signature]
14.	Eti Susanto	45	SPI	08124822521	14. [Signature]
15.	Rina Hersoni	21	SPI	08123224292	15. [Signature]
16.	Indah Nurah	32	SPI	08127074482	16. [Signature]
17.	Yuli Herli	40	Sejangat	08524224433	17. [Signature]
18.	Pratiwi	33	Pakning Asri	08527114722	18. [Signature]
19.	ELLA ROMAH	52	Dampas	08127570742	19. [Signature]
20.	SALWA RIZKI	35	BRANT-ARAT	0832171102560	20. [Signature]
21.	SAKINJELIM	38	Sejangat	08127345672	21. [Signature]
22.	ENI ESTIA	36	BAKES DARU	08126485051	22. [Signature]
23.	SARUHA I	42	PEL. DAMBI	08249322222	23. [Signature]
24.	JUANITA	32			24. [Signature]

Dipindai dengan CamScanner

Figure 2.4 Term of Reference (TOR)

Source: PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning

2. Minutes Form

The minutes form is a brief record of the course of proceedings, meetings and presentations, along with what was discussed and decided therein. The minutes form is used to write down the results of the meeting/activities carried out which contains the title of the meeting, day/date, place and participants of the meeting as well as a description of the discussion and actions taken and signed by the person in charge of the meeting.



Figure 2.5 Minute Form

Source: PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning

3. Term of Reference (TOR)

Term of Reference (TOR) is a complete explanation in the form of a file or document regarding the basis, objectives and structure of the activities to be carried out soon. The Term of Reference (TOR) also contains agreements, meeting schedules, and negotiations that have been or will be carried out by the parties concerned. with these activities.



Figure 2.6 Term of Reference (TOR)

Source: PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning

4. Cooperation Agreement Form

The form of the cooperation agreement is the main agreement which contains provisions on how a cooperation is carried out including the rights and obligations of the parties. The inter-company cooperation agreement contains a description of the terms and conditions of the cooperative relationship between the parties, the responsibilities of each party, and the prohibitions for the parties during the collaboration.



Figure 2.7 Cooperation Agreement Form

Source: PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning

5. Social Mapping

The social mapping book is an important document for public relations. Social mapping is one of the ways that companies do to see what problems are being faced by communities or groups and what potential they have so that companies can make or provide what is acceptable to the community or groups in accordance with the new program so that the problems and potentials exist.

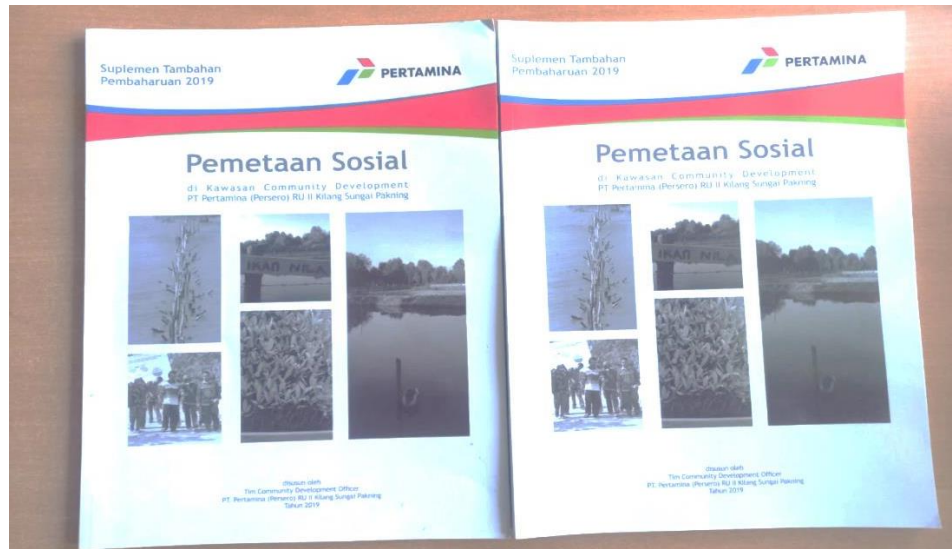


Figure 2.8 Sosial Mapping

Source: PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

This on the job training was held at PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning for 4 months starting on 01 February 2023 – 31 May 2023. During job training the writer was placed in Public Relation (PR) which was monitored by the Community Development Officers (CDOs):

1. Printing Documents
2. Scan Documents
3. Write Minutes
4. Responsible for designing an activity
5. Being in charge of documentation and videography on activities carried out by Public Relations (PR)
6. Designing signposts for the land of the Corporate Social Responsibility CSR (Corporate Social Responsibility) fostered group
7. Collect data on the Climate Village Program
8. Design flyers and stickers
9. Create a business analysis project for the Corporate Social Responsibility CSR (Corporate Social Responsibility) fostered program that is already running, namely Reverse Osmosis (RO), and what will be developed are the Biofloc Tilapia Fish Business and Crystal Ice Business.
10. Collect data and fill out the Community Satisfaction Index questionnaire.

3.2 System and Procedure

3.2.1 The Working System

The work system or activities carried out during the internship at the Public Relations (PR) section of PT Kilang Pertamina International Refinery Unit (RU)

II Production Sungai Pakning, namely an online system using an application and using a manual system. Work is carried out online such as sending email and applications that are often used are Canva to design brochures or banners, Zoom and Google Meetings to conduct online meetings. For the manual system, it takes the form of recording through a form using the existing format used for carrying out activities, meetings and presentations.

3.2.2 Working Procedure

There are several work procedures and proof of work carried out as assignments during job training which can be explained as follows:

1. Printing Documents

Printing is an activity of converting softcopy into hardcopy which requires a tool in the form of a printer. The method of printing documents is as follows:

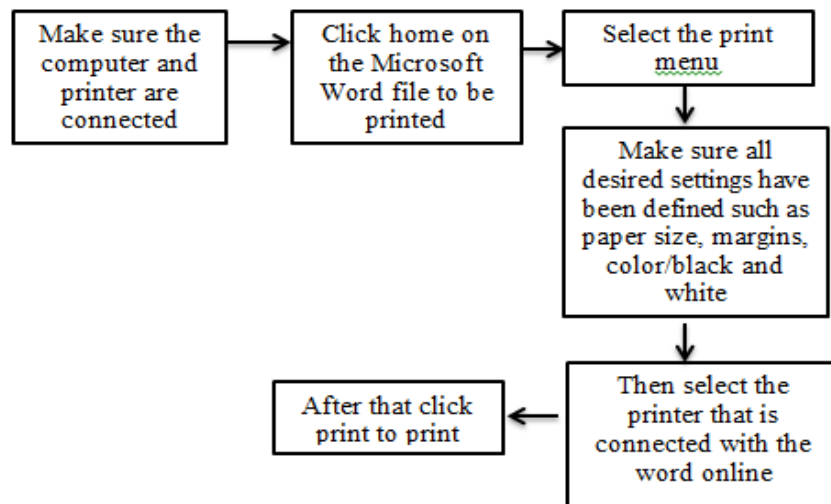


Figure 3.1 Printing Documents

Source : PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning

2. Scan Documents

Scanning is scanning documents or photos. The scanned document is in the form of a hard copy which can later be scanned to convert it into a soft copy. While the procedure for scanning documents is as follows:

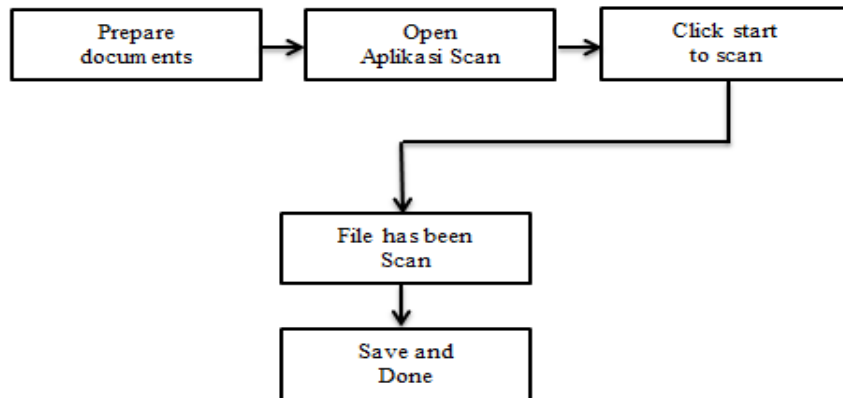


Figure 3.2 Scanning Documents

Source : PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning

3. Write Minutes

The author is responsible for taking the minutes of the FGD Sustainability Meeting of Members of Tirta Muda, Berigin Hamlet, Lubuk Muda Village.

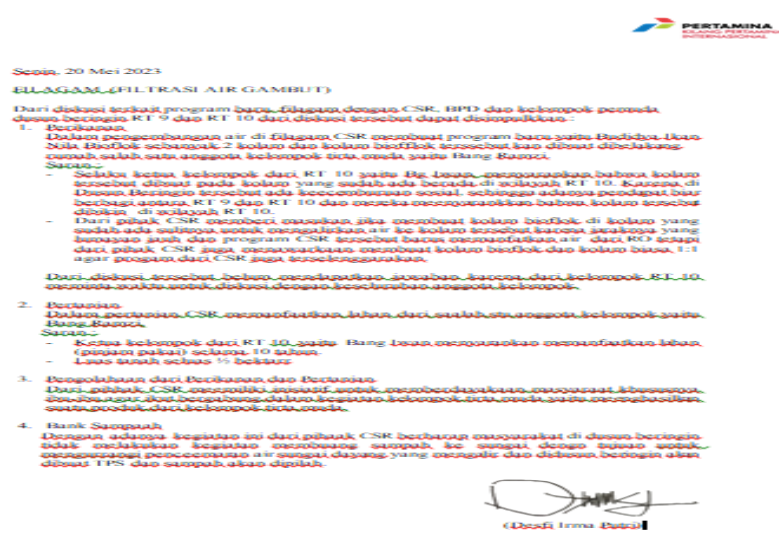


Figure 3.3 Write Minutes

Source : PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning

4. Responsible for designing an activity

The activity held was the Stunting Prevention Screening which was carried out by the Community Development Officers (CDO) team in the Corporate Social Responsibility CSR (Corporate Social Responsibility) program in

collaboration with the UPT Pukesmas Bukit Batu District and the Healthy Posyandu is an abbreviation integrated service post Program who were fostered by Corporate Social Responsibility CSR (Corporate Social Responsibility) PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning and invited Obstetrics and Gynecology specialists, Pediatricians, and Nutrition Doctors. This activity aims to provide knowledge to the public about the importance of preventing stunting in the Bukit Batu sub-district, for providing Supplementary Food (PMT) to pregnant women and babies & toddlers in Bukit Batu sub-district, to carry out 10T checks on pregnant women and babies & toddlers.

a. Term of Reference (TOR)

In carrying out this activity the author was given the responsibility of making a Term of Reference (TOR) for event activities, Making an Event Rundown, Making attendance and being in charge of checking audience attendance at the event and Designing Activity Brochures.

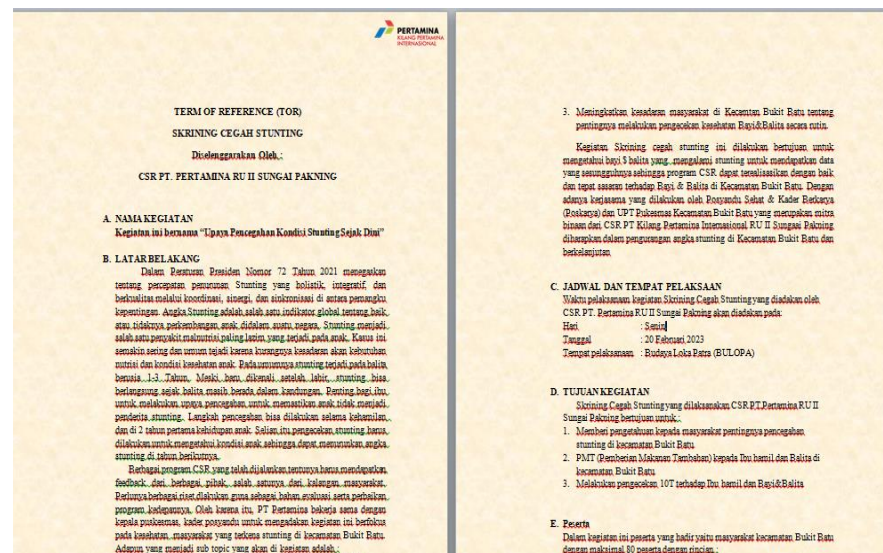


Figure 3.4 Term Of Referee (TOR) “Screening Cegah Stunting”
 Source : PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning

b. Rundown Event

This event rundown is really needed in an activity so that the event is more structured and can run smoothly

**RUNDOWN ACARA
SENIN, 20 FEBRUARI 2023**

Waktu	Acara	Pelaksanaan
07.30-08.00	Registrasi Peserta dan Pembagian Nomor Antrian	Desfi Irma Putri
08.00-08.10	Pembukaan MC	Yuliana
08.10-08.30	Kata Sambutan Camat Bukit Batu	Acil Esyno, SSTP., MSI
08.10-08.15	Kata Sambutan Ketua TP PKK Kecamatan Bukit Batu	Diana Rita H, M.Pd
08.15-08.20	Kata Sambutan Manager Production	R. Moh. Kun Tauchid
08.20-08.25	Pembagian Plakat dan Foto Bersama	Yuliana
08.25-08.30	Pembukaan Moderator Seminar	Tahsa Ayu Seva
08.30-09.00	Seminar Dari Spesialis Kebidanan dan Kandungan	dr. Tengku Larry A, Sp. OG
09.00-09.30	Seminar Dari Spesialis Anak	dr. Andini Rizayanan, SP. A
09.30-10.00	Seminar dari Mengenai Gizi	Vivi Herawati, AMG
10.00-10.10	Penutupan MC	Yuliana
10.10-12.00	Cek Up Kesehatan Ibu Hamil, Bayi & Balita	Dokter Spesialis

Office Address
Pertamina RU II Production Sei Pakning
Cerdiana Street, Pertamina Sungai Pakning Riau
28761
T +62 766 91220 - 91221 Ext 4200
F +62 766 91227

Figure 3.5 Event Rundown “Screening Cegah Stunting”
Source : PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning

c. Audience Attendance

Audience attendance list of participants in the "Screening Cegah Stunting" activity is useful as documentary evidence and proof that the participants were present at the activity

**PT KILANG PERTAMINA
INTERNASIONAL
REFINERY UNIT II
DAFTAR HADIR / LIST OF ATTENDEES**

No /KPH5123/2023-06
Ref
Page 1of2

JUDUL : Screening Cegah Stunting
TANGGAL : 20 february 2023
JAM : 08.00 - 12.00
TEMPAT : Gudang Lokal Pakna (Buloh)
PENYICARA : dr. Andini Rizayanan - SP. A

No.	Nama	Umur	Alamat	Nomor HP	Tanda Tangan
01.	Fullya	24	Sungai Pakning	0822 8433 2520	01.
02.	Degubawaka	3	Sungai Pakning	0821 7623 3563	02. Ueas
03.	Nurjanah	5.11	S. Seirot	0852 8205 0847	03. [Signature]
04.	Cica Kadirah				04. Cmm.
05.	RISMA. WATI	24	Sungai Pakning	081276 8226	05. [Signature]
06.	HELINIBU	3	Sungai Pakning	0823 0413 438	06. [Signature]
07.	ARSI RA	3.3	ke. Yusa	0823 0429 0370	07. [Signature]
08.	ACELIAWINDA	3.7	Sungai Pakning	082522002803	08. [Signature]
09.	ESTHER WIZA N.	3.7	Sungai Pakning	081353 5034	09. [Signature]
10.	RAVISA. PALAM	2.11	Sungai Pakning	081366 4665 76	10. [Signature]
11.	RIZVYA	3.4	Sungai Pakning	0822 6227 1747	11. [Signature]
12.	RILYAN	3.11	Sungai Pakning	0822 8551 3294	12. [Signature]
13.	WA. FIRZA	3.5	P. K. V		13. [Signature]
14.	ALYSA	3	Sungai Pakning	0822 6592 5102	14. [Signature]
15.	ATHIR. F. M	1.11	TI. DUKU	0822 6592 5102	15. [Signature]
16.	RENY	3.7	Sungai Pakning	0823 0518 1192	16. [Signature]
17.	RIYAN	3.7	Sungai Pakning	0823 22 22 4384	17. [Signature]
18.	ANIL. ALIYAH	3.5	A. DUKU	0822 6592 5102	18. [Signature]
19.	ALZA. RA	3.2	B. DUKU	0822 62 65 0003	19. [Signature]
20.	TRINDA AY	4.1	P. ASAN	0823 6338 3211	20. [Signature]
21.	DIANA. RAHMA	3.4	B. DUKU	0813 66 4665 76	21. [Signature]
22.	MUSTIKA	1.11	D. K. WADU	0822 1660 3439	22. [Signature]
23.	JULIA			0822 7050 6588	23. [Signature]

Figure 3.6 List of Participant attendance “Screening Cegah Stunting”
Source : PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning

5. Being in charge of documentation and videography on activities carried out by Public Relations (PR)

The author is given responsibility as documentation and videography on activities carried out by HSE in collaboration with Public Relations (PR) in commemorating the 2023 National Occupational Safety and Health National Movement with the theme Let's protect and care for the environment and the sea so that all generations can enjoy it which was held on Friday, March 17 2023 at Roro Sungai Selari Port, Bukit Batu District, Bengkalis Regency, Riau, Indonesia.

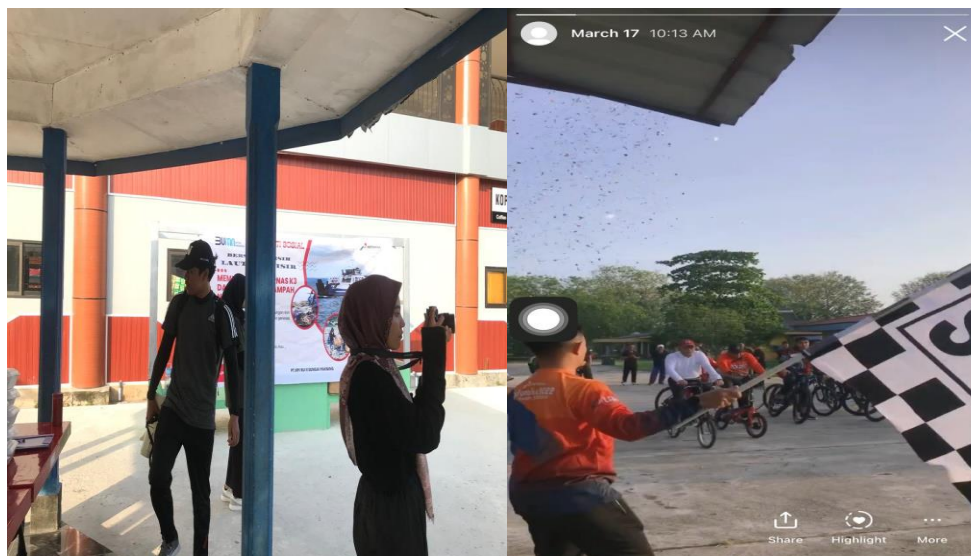


Figure 3.7. Documentation on National Occupational Safety and Health (K3) National Movement activities

Source : PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning

6. Designing signposts for the land of the Corporate Social Responsibility CSR (Corporate Social Responsibility) fostered group

The author is given the responsibility to design and make Signopots for land of Healthy Healthy Posyandu is an abbreviation integrated service post Program which are fostered by the Corporate Social Responsibility CSR (Corporate Social Responsibility) program in Damai Hamlet, Pangkalan Jambi Village



Figure 3.8 Signposts for the land Healthy Posyandu is an abbreviation integrated service post Program

Source : PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning

7. Collect data on the Climate Village Program

The Climate Village Program is a national program managed by the Ministry of Life and Forestry in order to increase the involvement of communities and other stakeholders to strengthen their adaptive capacity to climate change impacts and reduce emissions and provide recognition for climate change adaptation and mitigation efforts that have been carried out that can improve welfare at the local level in accordance with regional conditions.

The author was given the task of collecting data at the Healthy Posyandu is an abbreviation integrated service post Program which are fostered by the Corporate Social Responsibility CSR (Corporate Social Responsibility) program in Damai Hamlet, Pangkalan Jambi Village and assisted by the facilitator of the fostered program.

LEMBAR ISIAN PROGRAM KAMPUNG IKLIM (PROKLIM)
Informasi Terkait Perubahan Iklim

1 Data Kerentanan Desa/Kelurahan berdasarkan Data SIDIK (<http://sidik.menlhk.go.id>)

Tingkat Kerentanan : 3

Nilai Indeks Kapasitas Adaptif (IKA) : 0,59522

Nilai Indeks Keterpaparan dan Sensitivitas (IKS) : 0,553

2 Perubahan yang terjadi di lokasi dalam 5 tahun terakhir :

No	Uraian	Tingkat Kejadian	Keterangan
a	Perubahan frekuensi (sering atau tidak) turunnya hujan	Tetap	
b	Perubahan intensitas (deras atau tidak) curah hujan	Tetap	
c	Perubahan / pergeseran musim hujan / kemarau	Ya	
d	Perubahan suhu udara	Ya	
e	Perubahan pasang surut air laut	Ya	
f	Kecukupan Air Hujan	Tetap	
g	Kecukupan Air Permukaan (Sungai, danau, situ, dll.)	Tetap	

Figure 3.9. : Climate Village Program Fill Sheet

Source : PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning

8. Design flyers and stickers

The author was given the task of designing several stickers and brochures used for data collection on the Climate Village Program



Figure 3.10 Tree Cutting Prohibition Sticker

Source : PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning

9. Create a business analysis project for the Corporate Social Responsibility CSR (Corporate Social Responsibility) fostered program that is already running on the Filtrasi Air Gambut (FILAGAM). FILAGAM is Peat Water Filtration namely Reverse Osmosis (RO), and what will be developed are the Biofloc Tilapia Fish Business and Crystal Ice Business. Among all these Job Descriptions, this is the final assignment of the project given by the job training mentor, namely Analyzing a Business of 3 businesses, the first of which is a business that has been running in 2022-present, namely the Reverse Osmosis (RO) Business, and the Business to be developed, namely the Fish Business. Tilapia Biofloc, and Crystal Ice Business. The author analyzes the business using several formulas, namely: Production Costs, Maintenance Costs, Depreciation Costs, Revenue Costs, Profits, Break Event Points (BEP), Revenue Cost Ratio (R/C), and Payback Period (PP).

a. Reverse Osmosis (RO)

The Reverse Osmosis (RO) business is a business developed from Filagam is an abbreviation of Peat Water Filtration which was established on September 28 2022 until now. Judging from the sales of Reverse Osmosis (RO), this business has the potential to be developed. Based on sales in the last 1 year, income can be obtained which has increased, therefore the Reverse Osmosis (RO) business can be developed through sales targets and has increased every month, namely in September 2022 42 gallons, October 360 gallons, November 529 gallons, December 413 gallons, January 2023 565, February 2023 759 gallons, March 2023 862, April 2023 1,200 and May 1485. From Reverse Osmosis (RO) revenue which increases each month, a Reverse Osmosis (RO) business calculation can be obtained through a sales target of 55 gallons / day, 385 gallons / week, and 1,650 months. Based on the sales target, 60% of employee salaries can be calculated, namely Rp. 4,950,000 , 28.12% Cost of Consumables Rp. 2,326,000, 6.6% for Uncontrollable Rp. 500,000 and 5.82% for cash, which is Rp. 500,000

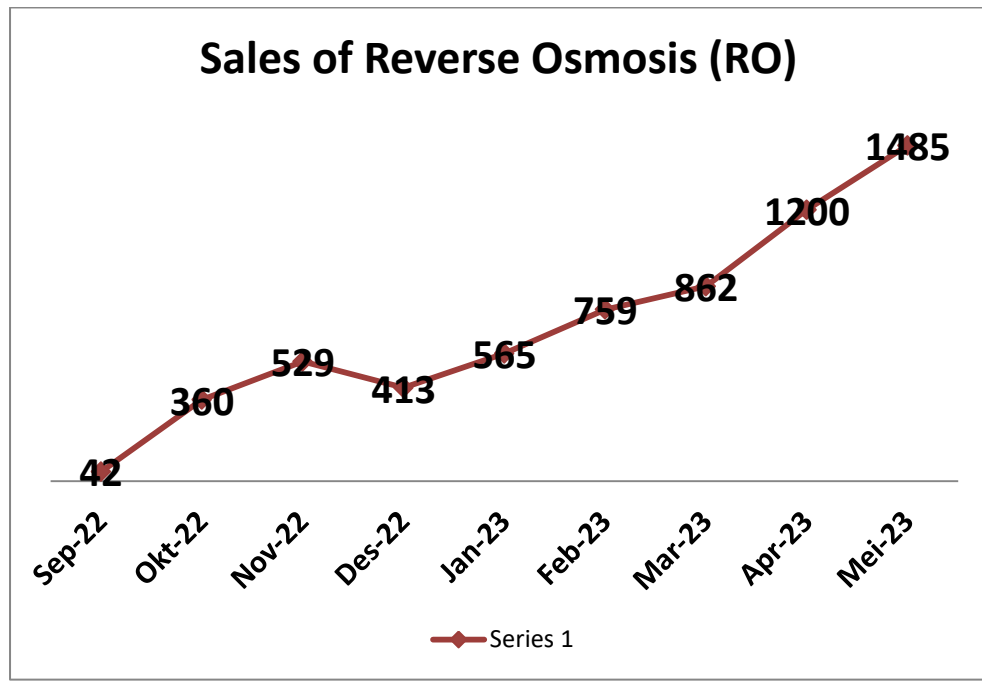


Figure 3.11 Sales of Reverse Osmosis (RO)
 Source : PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning

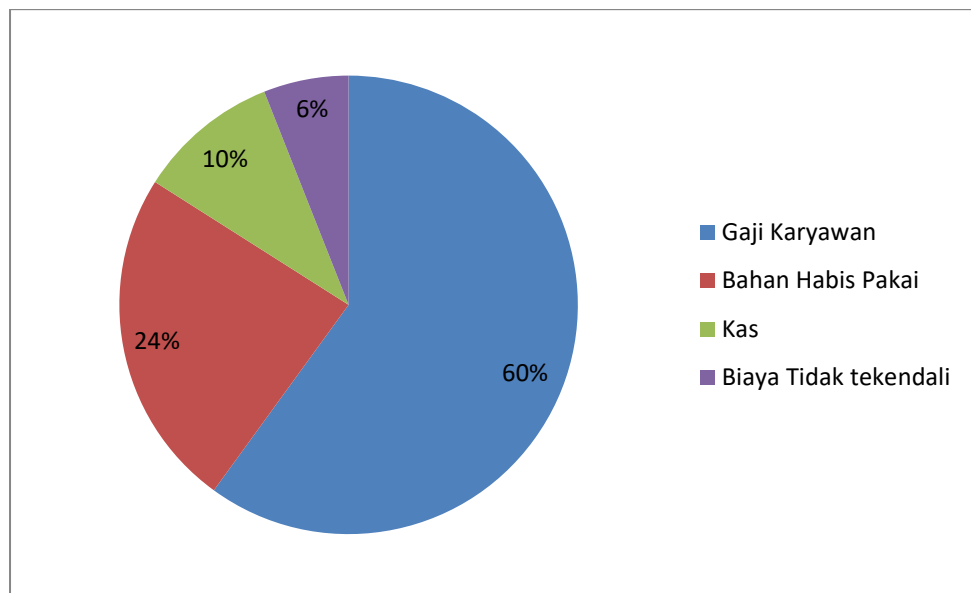


Figure 3.12 : Presentation Graphic of Cost Distribution Based on Sales Turnover
 Source : PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning

Based on the graphic calculation above, it can be obtained that 100% percentage of sales turnover on RO can be explained on the total revenue

turnover of 1650 gallons/month, 60% of employee salaries of IDR 4,950,000, 24% of consumables of IDR. 1,980,000, 10% cash in the amount of Rp. 846,000, 6% money out of control.

b. Business to be developed

The business that will be developed in the Corporate Social Responsibility CSR (Corporate Social Responsibility) fostered program group, namely the Tirta Muda group, Beringin Hamlet, Lubuk Muda Village, is Biofloc Tilapia Fish and Crystal Ice, therefore the author was assigned to analyze the business in a final project report and obtained the following results:

Tilapia Biofloc D4:

Fixed Costs	: IDR 464,500
Variable Cost	: IDR 6,200,000
Semi Variable Cost	: IDR 180,000
Cost of Revenue	: IDR 8,400,000
Gross Profit	: IDR 2,300,000
Net Profit	: IDR 1,655,500
Sales Target	: 300 kg
Break Even Point (BEP)	: 233 kg (Break Even Point)
Revenue Cost(R/C)	: 1.24 (Eligible To Run)
Payback Period	: 9.6 (9 Months 6 Days)

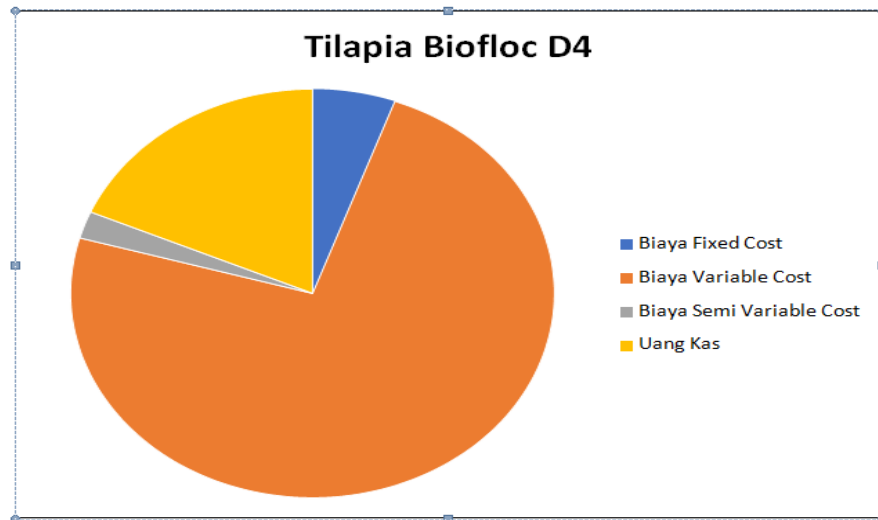


Figure 3.13 : Presentation on Financial Management of Biofloc Tilapia D4
 Source : PT Kilang Pertamina International Refinery Unit (RU) II Production
 Sungai Pakning

Financial Management Presentation

Fixed Cost	: 5.52%
Variable Cost	: 73.80%
Semi Variable Cost	: 2.4%
Cash	: 18.54%

Tilapia Biofloc D2:

Fixed Costs	: IDR 398,500
Variable Cost	: IDR 4,150,000
Semi Variable Cost	: IDR 180,000
Cost of Revenue	: IDR 4,950,000
Gross Profit	: IDR 800,000
Net Profit	: IDR 221,500 (Cash)
Sales Target	: 150 kg
Break Even Point (BEP)	: 84 kg (Break Even Point)
R/C	: 1.04 (Eligible To Run)
Payback Period	: 55.21 (55 Months 21 Days)

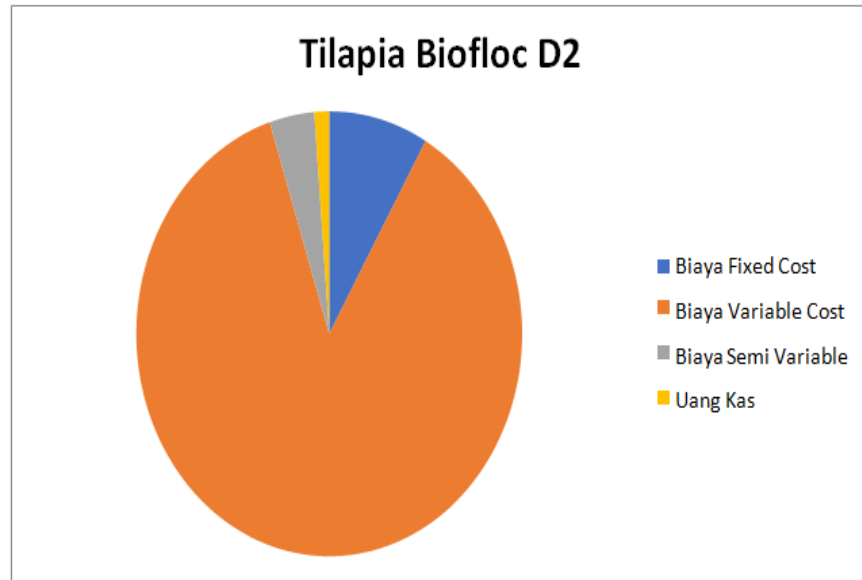


Figure 3.14 : Presentation on Financial Management of Biofloc Tilapia D2
 Source : PT Kilang Pertamina International Refinery Unit (RU) II Production
 Sungai Pakning

Financial Management Presentation

Fixed Cost : 8.05%
 Variable Cost : 83.84%
 Semi Variable Cost : 3.63%
 Cash : 4.48%

Crystal Ice:

Fixed Costs : IDR 1,333,750
 Variable Cost : IDR 3,220,000
 Semi Variable Cost : IDR 180,000
 Cost of Revenue : IDR 5,250,000
 Gross Profit : IDR 2,780,000
 Net Profit : IDR 1,266,250 (Cash)
 Sales Target : 50 kg/day
 Break Even Point (BEP) : 37 kg/day (Break Even Point)
 R/C : 1.10 (Eligible To Run)
 Payback Period : 24 months (2 years)

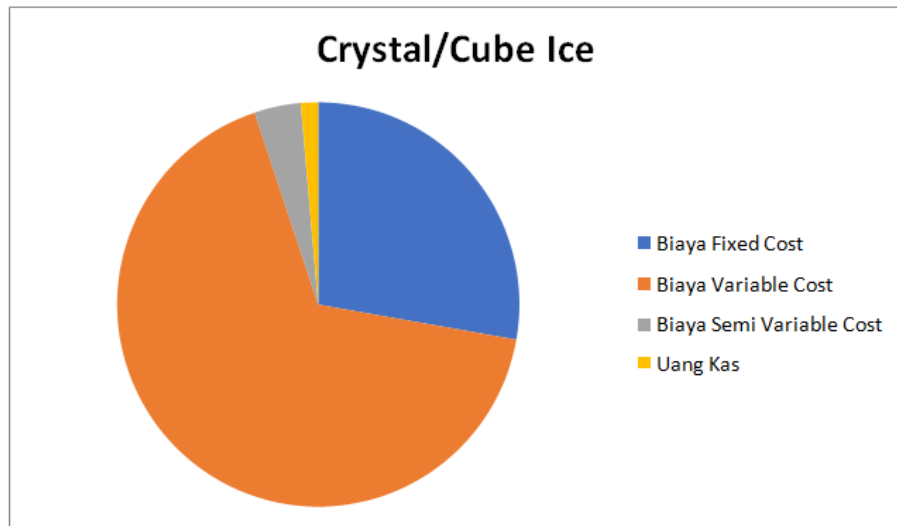


Figure 3.15 : Presentation on Financial Management of Crystal Ice
 Source : PT Kilang Pertamina International Refinery Unit (RU) II Production
 Sungai Pakning

Financial Management Presentation

Fixed Cost Fee	: 24.16%
Variable Cost	: 58.33%
Semi Variable Cost	: 3.26%
Cash	: 14.25%

10. Collect data and fill out the Community Satisfaction Index questionnaire.
 Community Satisfaction Index is information data about the level of community satisfaction obtained from quantitative and qualitative measurement results of public opinion in obtaining services from public service providers by comparing their expectations and needs.

The author was assigned to collect questionnaires on the Mangrove and Arboretum member groups.



Figure 3.16 : Documentation of IKM RU II Sungai Pakning Research Questionnaire Form

Source : PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning

3.2.3 Working Tools

Work tools are objects that are used to carry out activities as one of the needs. The following work tools used during job training are as follows:

1. Laptop

This laptop is used to do the tasks given and this laptop is very useful in the field of Public Relations (PR) to do work



Figure 3.17 : Laptop

Source : PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning

2. Printer

The printer is used to print documents needed for Public Relations and the CDO Team.



Figure 3.18 : Printer

Source : PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning

3. Printer Scan

Used to scan the required files such as important documents used by Public Relations



Figure 3.19 : Printer Scan

Source : PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning

4. Office Phone

Used to contact employees for urgent business and every room has an office phone



Figure 3.20: Office Phone

Source : PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning

5. Camera

Cameras are very useful for activities carried out by Public Relations (PR) as proof that activities are running and Public Relations always posts activities that have been carried out



Figure 3.21 : Camera

Source : PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning

3.3 Place and Time of the Apprenticeship

3.3.1 Place of the Apprenticeship

Job Training activities carried out at PT. Pertamina RU II Production Sungai Pakning which is located ondi which is located at Jalan Cendana No. 1 Pakning River, Bukit Batu District, Bengkalis Regency. During the internship the author was placed in the Public Relations (PR) section which was monitored by the Community Development Officers (CDO).

3.3.2 Time of the Apprenticeship

The regulations and provisions of PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning regarding the timing of job training are as follows:

Table 3.1 Schedule Working Hours at PT Pertamina RU II Production Sungai Pakning

No	Day	Working Hours	Rest
1.	Monday to Friday	07.00 to 16.00 WIB	12.00 to 13.30 WIB
2.	Saturday and Sunday	Off	Off

Source: Processed Data 2023

3.4 Kind and Description of the Activity

The following is an explanation of the activities carried out during this job training at PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning:

Table 3.2 Daily Activities of February 01th, 2023 to February 03th, 2023

No	Date and Time	Activities	Place
1.	Wednesday,, 01 February 2023	1. Submit internship requirements 2. Interview with Pertamina Sungai Pakning Security Administration	Security Administration
2.	Thursday, 02 February 2023	1. Introduction and presentation of material about Occupational Safety and Health in the demo room 2. Introduction with CDO related to Pertamina Sungai Pakning CSR (Corporate Social Responsibility)	1. Demo room 2. CDO Room
3.	Friday, 03 February 2023	1. Participate in regular morning exercises every Friday at Telaga Suri Perdana 2. Introduction to the workplace 3. Conduct discussions with posyandu	1. Telaga Suri Perdana 2. CDO Room 3. UPT Sungai

		is an abbreviation integrated service post cadres and UPT midwives at Sungai Pakning Health Center regarding screening activities to prevent stunting from poskarya facilitators by CSR (Corporate Social Responsibility)	Pakning
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Source: Processed Data 2023

Following table 3.2 In the first week of January for job training activities, the author registers to enter the company and the author conducts safety induction training at PT. Pertamina Kilang Internasional Refinery Unit (RU) II Sungai Pakning in the first week the author was still placed in public relations to be precise in the public relations unit.

Table 3.3 Daily Activities of February 06th, 2023 to February 10th, 2023

No	Date and Time	Activities	Place
1.	Monday, 06 February 2023	<ol style="list-style-type: none"> 1. Conducted a visit to the Puskesmas Sungai Pakning to discuss stunting, anemic pregnant women and diseases affected by the community in the Bukit Batu sub-district. 2. Visiting Tanjung II I Flower Post, Damai Hamlet, Pangkalan Jambi Village about making Supplementary Feeding. 	<ol style="list-style-type: none"> 1. UPT Puskesmas Sungai Pakning 2. Dusun
2.	Tuesday, 07 February 2023	<ol style="list-style-type: none"> 1. Discussion on the implementation of screening activities to prevent stunting with craft facilitators and peat love schools and division of tasks. 2. Received the task of making a TOR (Terms of Reference) and making a baleho design for the Bunga Tanjung II Posyandu is an abbreviation integrated service post, Dusun peace, Base Jambi village, from the poskarya facilitator and the peat love school. 	IG Room
3.	Wednesday, 08 February 2023	Visiting SMA, SMK, MA schools in Bukit Batu sub-district to invite students to attend seminars on national movement Occupational Safety and Health.	SMA, SMK, MA schools in Bukit Batu

4.	Thursday, 09 February 2023	<ol style="list-style-type: none"> 1. The author handed over the task of making the TOR (Terms of Reference) and making the baleho design for the Posyandu is an abbreviation integrated service post Bunga Tanjung II Dusun peace village of Base Jambi from the Poskarya Facilitator and the Peat Love School. 2. Conducting National Movement Occupational Safety and Health 	IG Room
5.	Friday, 10 February 2023	<ol style="list-style-type: none"> 1. Follow routine morning exercises every Friday at Telaga Suri Pradana 2. Conducted visits to the Pertamina CSR (Corporate Social Responsibility) fostered group with lecturers from Gajah Mada University at the Tanjung II Flower Post, Jambi Base and the Batang Duku Horticulture group. 	<ol style="list-style-type: none"> 1. Telaga SuriPradana 2. Dusun Damai Pangkalan Jambi dan Dusun

Source: Processed Data 2023

Following table 3.3 in the second week of February for job training activities, the author was introduced to what Cooperatin corporate social responsibility CSR (Corporate Social Responsibility) was and was invited to take part in activities.

Table 3.4 Daily Activities of February 13th, 2023 to February 17th, 2023

No	Date and Time	Activities	Place
1.	Monday, 13 February 2023	Conduct a visit to Pertamina's CSR (Corporate Social Responsibility) fostered group in Batang Duku Horticulture and see the performance of the Hortuculture group in Batang Duku hamlet.	Kampung Baru Village
2.	Tuesday, 14 February 2023	Assigned by the poskarya facilitator and peat love school to make a rundown on stunting prevention screening activities.	Internship Room
3.	Wednesday, 15 February 2023	Assist activities in commemoration of the month of Occupational Safety and Health related to the Seminar on Environment, Health and Traffic Safety held by HSE and CSR (Corporate Social Responsibility).	BULOPA (<i>Budaya Loka Patra</i>) Sungai Pakning
4.	Thursday, 16 February 2023	Relaxed discussion at the Belalang Sungai Pakning Cafe with poskarya facilitators and the peat love school about the division of divisions for stunting prevention screening activities	<i>Belalang Sungai Pakning Cafe</i>
5.	Friday, 17 February 2023	Take minutes at the doctoral meeting at the Pertamina Pratama Sungai Pakning	Pertamina Pratama

	clinic and make attendance for screening activities to prevent stunting	clinic room Sungai Pakning
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Source: Processed Data 2023

Following table 3.4 in the third week of February the author has been given responsibility for completing several assignments.

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

No	Date and Time	Activities	Place
1.	Monday, 20 February 2023	Being a committee in the "Stunting Prevent Screening"	BULOPA (<i>Budaya Loka Patra</i>) Sungai Pakning
2.	Tuesday, 21 February 2023	Selection of mentors by each job training student.	Internship Room
3.	Wednesday, 22 February 2023	Participated in a quiz competition held by HSE considering the month of Occupational Health and Safety	Telaga Suri Perdana Field
4.	Thursday, 23 February 2023	Assigned by the supervisor to make a project on business analysis research at Filagam is an abbreviation of Peat Water Filtration on businesses that are already running, namely Reserve Osmosis (RO) and those that have not yet run or are still being planned, namely business analysis on Crystal Ice business, and Biofloc Tilapia Cultivation.	Internship Room
5.	Friday, 24 February 2023	<ol style="list-style-type: none"> 1. Follow routine morning exercises every Friday at Telaga Suri Pradana). 2. Attended the visit of the CSR (Corporate Social Responsibility) assisted group, namely Filagam is an abbreviation of Peat Water Filtration by Pertamina's CSR (Corporate Social Responsibility) in Beringin Hamlet, Lubuk Muda Village and began conducting interviews with the Tirta Muda group 	<ol style="list-style-type: none"> 1. Telaga Suri Perdana Field 2. Beringin Hamlet, Lubuk Muda Village
6.	Sunday, 26 February 2023	<ol style="list-style-type: none"> 1. Was given the task of documenting the discussion between PT Pertamina Sungai Pakning and PT Adaro Energy 2. Conducted visits to Pertamina's CSR (Corporate Social 	<ol style="list-style-type: none"> 1. Premium room 2. Kampung Jawa Village, Filagam Beringin Hamlet, Lubuk Muda Village and

		Responsibility) fostered groups in Marsawa Arboretum Kampung Jawa, Filagam Beringin Hamlet, Lubuk Muda Village and Mangrove Education Center Pangkalan Jambi.	Mangrove Education Center Pangkalan Jambi
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Source: Processed Data 2023

Following table 3.5, in the fourth week of February the author already has a supervisor and has been given a final assignment, besides that the first time the author has joined the Tirta Muda group in Lubuk Muda Village which is the research site of the group, and in the fourth week there was also a visit from PT Adaro Energy to PT Pertamina Internasional RU II Sungai Pakning for discussion and viewing programs in corporate social responsibility CSR (Corporate Social Responsibility)

Table 3.6 Daily Activities of February 27th, 2023 to March 05th, 2023

No	Date and Time	Activities	Place
1.	Monday, 27 February 2023	Giving Annual notification letter to Bengkalis Regency Government Environmental Service at Pertamina Sungai Pakning Main Office	Internship Room
2.	Tuesday, 28 February 2023	Pertamina Sungai Pakning csr (corporate social responsibility) group visit to Batang Duku Village Horticulture.	Batang Duku Village
3.	Wednesday, 01 March 2023	Making project assignments, namely planning a budget for the crystal or cube ice business.	Internship Room
4.	Thursday, 02 March 2023	Continuing the task of the crystal or cube ice business project.	Internship Room
5.	Friday, 03 March 2023	1. Follow routine morning exercises every Friday at Telaga Suri Pradana 2. Continuing the task of the crystal or cube ice business project.	1. Telaga Suri Perdana Field 2. Internship Room
6.	Sunday, 05 March 2023	Participating in National movement Month activities, namely One Day Finish 2023	Telaga Suri Perdana Field

Source: Processed Data 2023

Following table 3.6, in the first week of March the writer was given the responsibility to check the annual notification letter which would be given to the Environmental Service and the writer participated in the activities of harvesting kale vegetables on horticultural land in Batang Duku Village

Table 3.7 Daily Activities of March 06th, 2023 to March 05th, 2023

No	Date and Time	Activities	Place
1.	Monday, 06 March 2023	Continuing project tasks, namely calculating fixed costs, variable costs, semi variable costs, product selling prices, and calculating net profit regarding the crystal/cube ice business.	Internship Room
2.	Tuesday, 07 March 2023	Continuing project tasks, namely calculating Break Even Point (BEP), Payback Period (PP), and Revenue Cost Ratio (R/C) calculations regarding the crystal/cube ice business.	Internship Room
3.	Wednesday, 08 March 2023	<ol style="list-style-type: none"> 1. Attended the visit of the Beringin Hamlet Posyandu is an abbreviation integrated service post in checking, weighing, and administering PMT with the Posyandu facilitator and peat love school. 2. Following the monitoring of Siak Kecil 8 Elementary School regarding the making of adiwiyata saung. 	<ol style="list-style-type: none"> 1. Beringin Hamlet 2. Teluk Patah Village
4.	Thursday, 09 March 2023	Monitoring presentation by supervisor, namely Sungai Pakning CSR (Corporate Social Responsibility) regarding job training or temporary value monitoring.	CDO Room
5.	Friday, 10 March 2023	<ol style="list-style-type: none"> 1. Participate in routine morning exercises every Friday at Telaga Suri Perdana and get shopping vouchers for correctly answering questions 2. Visiting the Tanjung Leban village fostered group, namely madu biene with CSR (Corporate Social Responsibility) Pertamina Sungai Pakning. 	<ol style="list-style-type: none"> 1. Telaga Suri Perdana Field 2. Tanjung Leban village

Source: Processed Data 2023

Following table 3.7, in the second week of March, the author was invited to attend the Posyandu is an abbreviation integrated service post in Beringin hamlet, Lubuk Muda village to help check activities for babies & toddlers, and the author was also invited to monitor SD 8 Siak Kecil to check work progress

Table 3.8 Daily Activities of March 13th, 2023 to March 17th, 2023

No	Date and Time	Activities	Place
1.	Monday, 13 March 2023	Visiting Filagam is an abbreviation of Peat Water Filtration and interviewing members of the Tirta Muda group.	Beringin Hamlet
2.	Tuesday, 14 March 2023	Visiting and monitoring the Pertamina Peat Water Filtration CSR (Corporate Social Responsibility) group in Beringin, Mekar Jaya BUMDes Pakning Origin Village, Horticultural Farmers Group in Batang Duku Village.	Lubuk Muda Village, Pakning Origin Village, Batang Duku Village.
3.	Wednesday, 15 March 2023	Revise the job training project assignments that have been presented.	Internship Room
4.	Thursday, 16 March 2023	Conducting financial management training for Horticulture Farmers Group mothers in Batang Duku Village.	Batang Duku Village
5.	Friday, 17 March 2023	Assigned as a videographer for a social service activity cleaning up the sea and coast commemorating national movement and national waste care day 2023	Sungai Pakning RORO port

Source: Processed Data 2023

Following table 3.8, in the third week of March, the author conducted an interview with the Tirta Muda group, asking about the program and business that had been implemented, namely Reverse Osmosis (RO), and this week the author also participated in activities held by Health, Safety, and Environment (HSE)

Table 3.9 Daily Activities of March 20th, 2023 to March 24th, 2023

No	Date and Time	Activities	Place
1.	Monday, 20 March 2023	Discussion with PT Pertamina Hulu Rokan	Premium Room
2.	Tuesday, 21 March 2023	Assigned as documentation during the visit of the Marsawa Arboretum developer group in Kampung Jawa Village, Peat Water Film in Lubuk Muda Village, Mangrove in Pangkalan Jambi Village with PT Pertamina Hulu Rokan.	Lubuk Muda Village, Pakning Origin Village, Batang Duku Village.
3.	Wednesday, 22 March 2023	Saka New Year 1945 Nyepi holiday	-
4.	Thursday, 23 March 2023	Leave with Saka New Year 1945 Nyepi	-

5.	Friday, 24 March 2023	Replacing the task of Dea Peranti regarding analyzing the business of biofloc tilapia fish diameter 4 and diameter 2 in the Filagam is an abbreviation of Peat Water Filtration target group	Internship Room
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Source: *Processed Data 2023*

Following table 3.9, in the fourth week the writer worked on the assignment given by the mentor in the internship room and completed several parts of the assignment.

Table 3.10 Daily Activities of March 27th, 2023 to March 31st, 2023

No	Date and Time	Activities	Place
1.	Monday, 27 March 2023	Permission	-
2.	Tuesday, 28 March 2023	Assist the CSR (Corporate Social Responsibility) treasurer in preparing a budget proposal to arrange program development finances.	CDO Room
3.	Wednesday, 29 March 2023	Continuing to assist the CSR (Corporate Social Responsibility) treasurer in preparing a budget proposal to arrange program development finances	CDO Room
4.	Thursday, 30 March 2023	Continuing project tasks, namely calculating fixed costs, variable costs, semi-variable costs, product selling prices, and calculating net profit on biofloc tilapia aquaculture business with a diameter of 4.	Internship Room
5.	Friday, 31 March 2023	Continuing the project tasks, namely calculating the calculation of the Break Event Point (BEP), Payback Period (PP), and Revenue Cost Ratio (R/C) regarding biofloc tilapia farming business with a diameter of 4	Internship Room

Source: *Processed Data 2023*

Following table 3.10, in the fifth week of March, the writer continued to work on the final project assignment in the internship room because there were no additional activity assignments and assignments from the mentor.

Table 3.11 Daily Activities of April 03th, 2023 to April 07th, 2023

No	Date and Time	Activities	Place
1.	Monday, 03 April 2023	Continuing project assignments, namely calculating fixed costs, variable costs, semi variable costs, product selling prices, and calculating net profit on biofloc tilapia aquaculture business with a diameter of 2.	Internship Room
2.	Tuesday, 04 April 2023	Continuing the project task, namely the calculation of the Break Event Point (BEP), Payback Period (PP), and Revenue Cost Ratio (R/C) calculations regarding biofloc tilapia farming business with a diameter of 2	Internship Room
3.	Wednesday, 05 April 2023	Retrieval of RO financial data at FILAGAM	Beringin Hamlet, Lubuk Muda Village
4.	Thursday, 06 April 2023	Visiting and monitoring the Pertamina CSR (CORPORATE SOCIAL RESPONSIBILITY) assisted group, Mekar Jaya BUMDes Pakning Origin Village, Horticultural Farmers Group in Batang Duku Village.	Lubuk Muda Village, Pakning Origin Village, Batang Duku Village.
5.	Friday, 07 April 2023	Isa Al Masih's Death Holiday.	-

Source: Processed Data 2023

Following table 3.11, in the first week of April, the authors and apprentice students were assigned to monitor several CSR (Corporate Social Responsibility) fostered programs to ask how the progress of the program was being carried out.

Table 3.12 Daily Activities of April 10th, 2023 to April 14th, 2023

No	Date and Time	Activities	Place
1.	Monday, 10 April 2023	Assigned By The Supervisor To Calculate RO (Reserve Osmosis) Income To Calculate Cash, Employee Payroll Allocation, Uncontrollable Costs In RO (Reserve Osmosis) Business In Peat Water Filtration (FILAGAM).	Internship Room
2.	Tuesday, 11 April 2023	Continuing the task of calculating RO (Reserve Osmosis) revenue to calculate cash.	Internship Room
3.	Wednesday, 12 April 2023	Continuing the task of calculating RO (Reserve Osmosis) income to calculate employee payroll allocations, uncontrollable costs.	Internship Room
4.	Thursday,	Visited Filagam is an abbreviation of	Beringin Hamlet,

	13 April 2023	Peat Water Filtration to conduct further interviews.	Lubuk Muda Village
5.	Friday, 14 April 2023	Take a video for field documentation on how to process Reverse Osmosis (RO) in Filagam is an abbreviation of Peat Water Filtration in Beringin Hamlet, Lubuk Muda Village	Beringin Hamlet, Lubuk Muda Village

Source: Processed Data 2023

Following table 3.12, in the second week the author monitored the Tirta Muda group, Beringin Hamlet, Lubuk Muda Village and took a video on the Reverse Osmosis (RO) program and business.

Table 3.13 Daily Activities of May 02th, 2023 to May 05th, 2023

No	Date and Time	Activities	Place
1.	Tuesday, 02 May 2023	Make project research reports from CHAPTER 1-5 namely Background, Theoretical Basis, Research Methodology, Discussion and Results, Conclusions and Suggestions.	Internship Room
2.	Wednesday, 03 May 2023	Create a background project research report.	Internship Room
3.	Thursday, 04 May 2023	Create a theoretical foundation research project report.	Internship Room
4.	Friday, 05 May 2023	Make a research report on the Research Methodology project.	Internship Room

Source: Processed Data 2023

Following table 3.13 In the first week of May the author continued his final project assignment in the internship room and while revising the mentor.

Table 3.14 Daily Activities of May 08th, 2023 to May 13th, 2023

No	Date and Time	Activities	Place
1.	Monday, 08 May 2023	Attending a meeting via Google Meet about the ISBN Book.	Internship Room
2.	Tuesday, 09 May 2023	Visiting Posyandu Bunga Tanjung II Dusun Damai, Pangkalan Jambi Village and providing materials for making biscuits from lomek fish as Supplementary Feeder.	Damai Hamlet, Pangkalan Jambi Village
3.	Wednesday, 10 May 2023	Continuing to make project research reports Chapter IV Discussion and Results.	Internship Room
4.	Thursday, 11 May 2023	Continuing to make project research reports Chapter IV Discussion and Results.	Internship Room

5.	Friday, 12 May 2023	<ol style="list-style-type: none"> 1. Assisting poskarya and peat love school facilitators in working on Climate Program in the Adaptation and Mitigation section. 2. Make designs about not cutting trees indiscriminately, brochures about stopping illegal logging, stickers about protecting water-storage trees, and stickers about not defecating in the open. 	<ol style="list-style-type: none"> 1. CDO Room 2. Internship Room
6.	Saturday, 13 March 2023	Come down to the field, namely Posyandu is an abbreviation integrated service post Bunga Tanjung II to work on Poklim and documentation as evidence.	Damai Hamlet, Pangkalan Jambi Village

Source: Processed Data 2023

Following table 3.14 In the second week of May the author participated in many activities, namely visiting the chairman's house at the Posyandu is an abbreviation integrated service post Sehati program in Damai Hamlet regarding the making of Additional Feeding and the author was also given the responsibility to record the Climate Village Program (PROKLIM) in Damai Hamlet.

Table 3.15 Daily Activities of May 15th, 2023 to May 20th, 2023

No	Date and Time	Activities	Place
1.	Monday, 15 May 2023	Visiting the house of the chairman of the Sukajadi Fire Care Society target group.	Sukajadi Village, Siak Kecil District
2.	Tuesday, 16 May 2023	Making biscuits from lomek fish for Supplementary Feeding at the chairman of the house of the Bunga Tanjung II posyandu is an abbreviation integrated service post group, Damai Hamlet, Pangkalan Jambi Village	Damai Hamlet, Pangkalan Jambi Village
3.	Wednesday, 17 May 2023	Visited Filagam is an abbreviation of Peat Water Filtration and helped Babinsa in taking videos of the FILAGAM process	Beringin Hamlet, Lubuk Muda Village
4.	Thursday, 18 May 2023	Got an assignment from the facilitator to edit a video about FILAGAM.	Internship Room
5.	Friday, 19 May 2023	Visiting the Siak Kecil District Environmental Service, discussing the desire to make a TPS (Temporary Disposal Site) for waste at Filagam is an abbreviation of Peat Water Filtration in Bergin Hamlet, Lubuk Muda Village.	Siak Kecil sub-district office

6.	Saturday, 20 March 2023	Assigned as a discussion taker related to a new program that will be implemented in the Beringin sub-village, Lubuk Muda Village, namely programs for fisheries, agriculture, processing of products from fisheries and agriculture, and the Garbage Bank.	Beringin Hamlet, Lubuk Muda Village
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Source: Processed Data 2023

Following table 3.15 In the third week of May the writer was invited to visit the MPA chairman's house in Sukajadi Bukit Batu to carry out the Climate Village Program and besides that the writer also helped make the Provision of Supplementary Food , namely biscuits from lomek.

Table 3.16 Daily Activities of May 22th, 2023 to May 26th, 2023

No	Date and Time	Activities	Place
1.	Monday, 22 May 2023	Continuing the assignment from the supervisor for the final project.	Internship Room
2.	Tuesday, 23 May 2023	Gotong royong to the FILAGAM youth group of Banyan Hamlet.	Beringin Hamlet, Lubuk Muda Village
3.	Wednesday, 24 May 2023	Assigned as documentation in Peatland harvesting in the Arboretum.	Kampung Jawa Village
4.	Thursday, 25 May 2023	Conducting Interviews to several places in Pakning River about Kritstal Ice.	Sungai Pakning
5.	Friday, 26 May 2023	Sick	-

Following table 3.16 in the fourth week of May the authors carried out mutual cooperation activities with the Tirta Muda group and this week the authors were also given the task of documenting the harvest in the corporate social responsibility CSR (Corporate Social Responsibility) fostered program, namely Pineapple Land.

Table 3.17 Daily Activities of May 29th, 2023 to May 31th, 2023

No	Date and Time	Activities	Place
1.	Monday, 29 May 2023	Conducting interviews to several places in Lubuk Muda about Kritstal Ice.	Lubuk Muda Village
2.	Tuesday, 30 May 2023	Presentation as well as delivery of placards as a token of gratitude to	Premium Room

		Pertamina Sungai Pakning	
3.	Wednesday, 31 May 2023	Assist in collecting data for the questionnaire Community Satisfaction Index for program group members.	Internship Room

Source: Processed Data 2023

Following table 3.17 in the fifth week the author has completed job training and made a final assignment presentation and presented a plaque as a memento to the Public Relations (PR) section and thanked him for the knowledge and experience provided and this week the author was also given the final assignment, namely complete the Community Satisfaction Index questionnaire data collection.

3.5 Obstacle and Solution of Apprenticeship

3.5.1 Obstacles of Apprenticeship

Obstacles faced by the author during the job training process at PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning:

1. The difficulty in collecting all members to obtain questionnaire data on the Community Satisfaction Index for the CSR (Corporate Social Responsibility) Fostered Program mentored by mentors at the Arboretum Program is because many members are busy so it is difficult to contact them.
2. Lack of time in carrying out the tasks given by the mentor, one of which was working on 3 business analysis projects due to the large number of activities carried out outside the room so that at the time of the presentation, the task could not be completed optimally.

3.5.2 Solution of Apprenticeship

So, the solution to the obstacles faced by the author during the job training process at PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning is as follows:

1. By asking for agreement with the head and group members to go directly to their respective homes so that the data obtained can be complete and as desired.

2. After carrying out the presentation in the question and answer session the author was able to answer and explain in detail questions from the Public Relations (PR) and Community Development Officer (CDO) teams.

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

After conducting job training at PT Kilang Pertamina Internasional Refinery Unit (RU) II Production Sungai Pakning, the following conclusions can be drawn:

1. There are several types of work during the internship, namely: Printing Documents, Scan Documents, Write Minutes, Responsible for designing an activity, Being in charge of documentation and videography on activities carried out by Public Relations (PR), Designing signposts for the land of the Fostered Corporate Social Responsibility CSR (Corporate Social Responsibility) group, Collect data on the Climate Village Program, Design flyers and stickers, Create a business analysis project for the Corporate Social Responsibility CSR (Corporate Social Responsibility) fostered program that is already running, namely Reverse Osmosis (RO), and what will be developed are the Biofloc Tilapia Fish Business and Crystal Ice Business
2. This job training program was carried out at PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning for 4 months starting on 01 February 2023 – 31 May 2023. During the Job Training it was placed in Public Relations (PR) which was mentored by the Community Development Team Officers (CDOs)
3. The work system or activities carried out when conducting job training in the Public Relations (PR) section of PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning is an online system using applications and manual systems. Work is carried out online such as sending email and applications that are often used are Canva to design brochures or banners, Zoom and Google Meetings to conduct online meetings. For the manual system, it takes the form of recording through a form using the existing format used for carrying out activities, meetings and presentations.

4. Obstacles faced by the author, lack of time in pursuing assignments from mentors, the solution is that the author uses sleep time to maximize project reports and when the presentation is finished in the question and answer session, the author can explain in detail questions from Public Relations (PR) and TIM Community Development Officers (CDO), obstacles Furthermore, it is difficult for the author to collect all members to get the Community Satisfaction Index questionnaire data. The solution is by asking for agreement with the chairman and group members to go directly to their respective homes. and the last obstacle is the lack of communication with the mentor so that the work instructions and assignments given are not clear.

4.2 Suggestion

After conducting job training at PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning, there are several suggestions from the author as follows:

1. We recommend that the International Business Administration Study Program hold courses on design, so that international business administration students who are job training at PT Kilang Pertamina Internasional Refinery Unit (RU) II Production Sungai Pakning can provide the best design in completing the tasks given by the job mentor training
2. It is advisable for the Community Development Officers (CDO) TEAM at PT Kilang Pertamina Internasional Refinery Unit (RU) II Production Sungai Pakning to introduce apprentice students to all members of the CSR (Corporate Social Responsibility) fostered program and those who have become partners so that apprentice students are not awkward and make it easier for intern students to request the necessary data from the group.

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- Wulandari, T. (2020) “Job Training Company Pertamina (Persero) Refinery Unit IIProduction Sungai Pakning”.

LIST OF APPENDICES

Appendix 1 : Apprenticeship Reply Letter



Sungai Pakning, 02 Desember 2022
Nomor : 367 /KPI45123/2022-S8
Perihal : Balasan Surat Permohonan Kerja Praktek / Magang

Yang terhormat,
Armada, ST.,MT
Politeknik Negeri Bengkalis
Di –
Bengkalis

Dengan hormat,

Sehubungan dengan surat Saudara No. : 5713/PL31/TU/2022 tanggal 28 November 2022 perihal Permohonan Kerja Praktek / magang, dengan ini diberitahukan bahwa kami *dapat menerima* siswa saudara, yaitu :

NO.	N A M A	NISN	JURUSAN
1	DEA PERANTI	5404191224	D4 Administrasi Internasional
2	DESFI IRMA PUTRI	5404191198	D4 Administrasi Internasional
3	DEWI PURNAMASARI	5404191249	D4 Administrasi Internasional

Untuk melakukan kerja praktek / magang di PT. Kilang Pertamina Internasional Sungai Pakning mulai 01 Februari – 31 Mei 2023, dengan membawa persyaratan sebagai berikut :

1. Surat keterangan berkelakuan baik dari institusi / lembaga pendidikan.
2. Surat kesehatan dari dokter yang menyatakan sehat fisik serta melampirkan potocopy kartu vaksin.
3. Pas foto berwarna ukuran 3 x 4 (2 lembar) berpakaian rapi.
4. Menyiapkan pakaian praktek wear pack, sepatu safety dan helm (KP dalam kilang)
5. Memakai masker
6. Map 1 bh

Dan perlu kami informasikan apabila ada Penundaan jadwal pelaksanaan kami harap agar segera melakukan konfirmasi.

Demikian untuk saudara maklumi.

Spv. General Affair Spk


ERNA IMELDA

Contact Person :
Erna Imelda : 085271072354
Rahmad Hidayat : 08526593386
Amril Norman : 08127611794

PT. KILANG PERTAMINA INTERNASIONAL SEI PAKNING
Jln. Cendana No. 1 Komplek Pertamina RU II Sei Pakning

Appendix 2 : Apprenticeship Statement Letter



SURAT KETERANGAN
No. : **345** / KPI45123 / 2023 - 58

Yang bertanda tangan dibawah ini Spv. General Affair PT. Kilang Pertamina Internasional RU II Sungai Pakning menerangkan bahwa :

Nama : DESFI IRMA PUTRI
Jurusan : ADMINISTRASI BISNIS INTERNASIONAL
Institusi : POLITEKNIK NEGERI BENGKALIS

Adalah benar telah menyelesaikan Kerja Praktik / Magang dalam rangka menyelesaikan tugas di POLITEKNIK NEGERI BENGKALIS Jurusan ADMINISTRASI BISNIS INTERNASIONAL di PT. Kilang Pertamina Internasional RU II Sungai Pakning, mulai tanggal 1 Februari sampai dengan 31 Mei 2023.

Demikian surat keterangan ini diberikan untuk dapat dipergunakan seperlunya.

Sungai Pakning, 31 Mei 2023.

PT. Kilang Pertamina Internasional
Spv. General Affair Spk



RAHMAD HIDAYAT

Appendix 3 : Apprenticeship Certificate



Appendix 4 : Apprenticeship Assesment Sheet

FORM PENILAIAN
KERJA PRAKTEK / MAGANG
PT KILANG PERTAMINA INTERNASIONAL - SUNGAI PAKNING

N A M A : DESFI IRMA PUTRI
N I M : 5404191198
ASAL SEKOLAH : POLITEKNIK NEGERI BENGKALIS
JURUSAN : Administrasi Bisnis Internasional

NO	FAKTOR YANG NILAI	ANGKA	HURUF
1.	KEDISIPLINAN	88	Delapan Puluh Delapan
2.	KEJUJURAN	87	Delapan Puluh Tujuh
3.	KERAJINAN	88	Delapan Puluh Delapan
4.	PENGUASAAN MATERI / TUGAS POKOK	88	Delapan Puluh Delapan
5.	HUBUNGAN DENGAN PEKERJA	88	Delapan Puluh Delapan
6.	HUBUNGAN DENGAN SESAMA MAHASISWA/SISWA	90	Sembilan Puluh
RATA - RATA		88.2	Delapan Puluh Delapan Koma Dua

Sungai Pakning, 31 Mei 2023
Pembimbing,



RIZAL INDR A PRIAMBADA


Appendix 5 : ID Card During Apprenticeship



Appendix 6 : List of Apprenticeship Attendance Sheet


DAFTAR HADIR PRAKTEK SISWA
POLITEKNIK NEGERI BENGKALIS
DI PERTAMINA RU II SEI PAKNING
BULAN : FEBRUARI 2023

No.	N A M A	JURUSAN	T A N G G A L																														
			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	DEA PERANTI	Adm. Bisnis Internasional	da	da	da			da	da	da	da	da			da	da	da	da	da			da	da	da	da	da			da	da			
2	DESI IRMA PUTRI	Adm. Bisnis Internasional	da	da	da			da	da	da	da	da			da	da	da	da	da			da	da	da	da	da			da	da			
3	DEWI PURNAMASARI	Adm. Bisnis Internasional	da	da	da			da	da	da	da	da			da	da	da	da	da			da	da	da	da	da			da	da			
4	YULIANA	Adm. Bisnis Internasional	da	da	da			da	da	da	da	da			da	da	da	da	da			da	da	da	da	da			da	da			

Sei Pakning, Februari 2023
Spv. General Affair

ERNA IMEDA

DAFTAR HADIR PRAKTEK SISWA
POLITEKNIK NEGERI BENGKALIS
DI PERTAMINA RU II SEI PAKNING
BULAN : MARET 2023

No.	N A M A	JURUSAN	T A N G G A L																														
			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	DEA PERANTI	Adm. Bisnis Internasional	da	da	da			da	da	da	da	da			da	da	da	da	da			da	da	da	da	da			da	da			
2	DESI IRMA PUTRI	Adm. Bisnis Internasional	da	da	da			da	da	da	da	da			da	da	da	da	da			da	da	da	da	da			da	da			
3	DEWI PURNAMASARI	Adm. Bisnis Internasional	da	da	da			da	da	da	da	da			da	da	da	da	da			da	da	da	da	da			da	da			
4	YULIANA	Adm. Bisnis Internasional	da	da	da			da	da	da	da	da			da	da	da	da	da			da	da	da	da	da			da	da			

Sei Pakning, Maret 2023
Spv. General Affair

ERNA IMEDA

DAFTAR HADIR PRAKTEK SISWA
POLITEKNIK NEGERI BENGKALIS
DI PERTAMINA RU II SEI PAKNING
BULAN : APRIL 2023

No.	N A M A	JURUSAN	T A N G G A L																														
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
1	DEA PERANTI	Adm. Bisnis Internasional																															
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3	DEWI PURNAMASARI	Adm. Bisnis Internasional																															
4	YULIANA	Adm. Bisnis Internasional																															

Sei Pakning, April 2023
Spv. General Affair

ERNA IMELDA

DAFTAR HADIR PRAKTEK SISWA
POLITEKNIK NEGERI BENGKALIS
DI PERTAMINA RU II SEI PAKNING
BULAN : MEI 2023

No.	N A M A	JURUSAN	T A N G G A L																															
			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	
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4	YULIANA	Adm. Bisnis Internasional																																


Sei Pakning, Mei 2023
Spv. General Affair

ERNA IMELDA

Appendix 7 : Daily Activities

DAILY ACTIVITIES JOB TRAINING


Day : Wednesday - Friday
Date : 01 - 03 February 2023

DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
01/02	<ol style="list-style-type: none"> 1. Submit internship requirements 2. Interview with Pertamina Sungai Pakning Security Administration 	Rizal Indra Priambada	
02/02	<ol style="list-style-type: none"> 1. Introduction and presentation of material about K3 (Occupational Safety and Health) in the demo room. 2. Introduction with CDO related to Pertamina Sungai Pakning CSR (Corporate Social Responsibility) 		
03/02	<ol style="list-style-type: none"> 1. Participate in regular morning exercises every Friday at Telaga Suri Perdana. 2. Introduction to the workplace. 3. Conduct discussions with posyandu is an abbreviation integrated service post cadres and UPT midwives at Sungai Pakning Health Center regarding screening activities to prevent stunting from poskarya facilitators by CSR (Corporate Social Responsibility). 		
	Notes by Industrial Coach:		
	Well-adapted to work environment.		

No	WORKING	EXPLANATION
1		<p>Interview regarding knowledge about the company and informing the regulations that exist in the company by Mr. Mulyadi as the security administration of Pertamina Ru II Sungai Pakning.</p>
2		<p>Explain how work safety in the company and provide information about how</p>
3		<p>The first discussion about the activities that will be carried out is screening to prevent stunting with Posyandu is an abbreviation integrated service post Cadres and Nutritionists at the Sungai Pakning Pukesmas</p>




DAILY ACTIVITIES JOB TRAINING

Day : Monday - Friday
Date : 06 - 10 February 2023

DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
06/02	<ol style="list-style-type: none"> Conducted a visit to the UPT Puskesmas Sungai Pakning to discuss stunting, anemic pregnant women and diseases affected by the community in the Bukit Batu sub-district. Visiting Tanjung II I Flower Post, Damai Hamlet, Pangkalan Jambi Village about making PMT (Supplementary Feeding). 	Rizal Indra Priambada	
07/02	<ol style="list-style-type: none"> Discussion on the implementation of screening activities to prevent stunting with craft facilitators and peat love schools and division of tasks. Received the task of making a TOR (Terms of Reference) and making a baleho design for the Bunga Tanjung II Posyandu is an abbreviation integrated service post, Dusun peace, Base Jambi village, from the poskarya facilitator and the peat love school. 		
	3.		
08/02	Visiting SMA, SMK, MA schools in Bukit Batu sub-district to invite students to attend seminars on National Movement K3 (Occupational Safety and Health).		
09/02	<ol style="list-style-type: none"> Me Handed over the task of making the TOR (Terms of Reference) and making the baleho design for the Posyandu is an abbreviation integrated service post Bunga Tanjung II Dusun peace village of Base Jambi from the Poskarya Facilitator and the Peat Love School. Conducting National Movement K3 (Occupational Safety and Health) event discussions with HSE. 		
10/02	<ol style="list-style-type: none"> Follow routine morning exercises every Friday at Telaga Suri Pradana Conducted visits to the Pertamina 		


	CSR (CORPORATE SOCIAL RESPONSIBILITY) fostered group with lecturers from Gajah Mada University at the Tanjung II Flower Post, Jambi Base and the Batang Duku Horticulture group.	
	Notes by Industrial Coach: Handling the event very well	





NO	WORKING	EXPLANATION
1		<p>Visited UPT Pukesmas Sungai Pakning to discuss screening activities to prevent stunting and asked permission from the head of UPT Pukesmas Sungai Pakning, namely Ibuk Dian, to request the necessary data.</p> <p>Visiting the House of the Chairperson of the Posyandu is an abbreviation integrated service post Cadres Working Group (POSKARYA), Ibuk Sri Manira, in Damai Hamlet, Pangkalan Jambi Village and making Additional Food Delivery (PMT) for activities “<i>Screening Cegah Stunting</i>”</p>
2		<p>Division of Tasks for activities “<i>Screening Cegah Stunting</i>”</p>

3		<p>Giving invitation letters to schools in the Bukit Batu subdistrict, namely SMA N 1 Bukit Batu, SMK 1 Bukit Batu, SMK 2 Bukit Batu, and MA Bukit Batu to take part in K3 seminars</p>
4		<p>Reviewing the tasks given by the Poskarya facilitator on the activities to be carried out “<i>Screening Cegah Stunting</i>”, namely Vera Darasni Putri.</p> <p>Joint meeting with HSSE regarding K3 seminar activities to be held to discuss activity planning</p>
5		<p>Accompanying Lecturers from Gajah Mada University (UGM) on a visit to the CSR (Corporate Social Responsibility)-assisted program, namely Horticultural Agriculture</p>

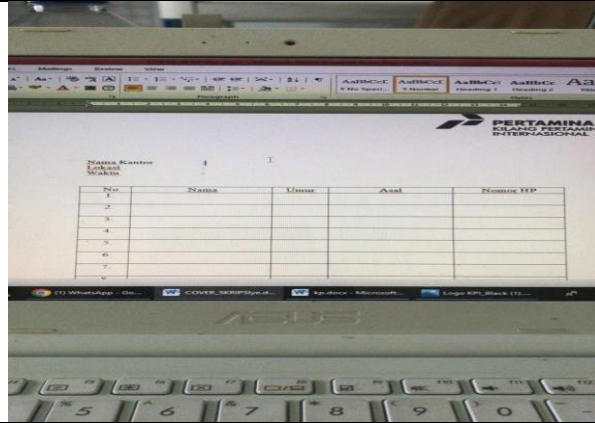
DAILY ACTIVITIES JOB TRAINING

Day : Monday - Friday
Date : 13-17 February 2023

DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
13/02	Conduct a visit to Pertamina's CSR (Corporate Social Responsibility) fostered group in Batang Duku Horticulture and see the performance of the Horticulture group in Batang Duku hamlet.	Rizal Indra Priambada	
14/02	Assigned by the poskarya facilitator and peat love school to make a rundown on “ <i>Sreening Cegah Stunting</i> ” activities.		
15/02	Assist activities in commemoration of the month of K3 (Occupational Safety and Health) related to the Seminar on Environment, Health and Traffic Safety held by HSE and CSR (Corporate Social Responsibility) at BULOPA (Budaya Loka Patra) Sungai Pakning.		
16/02	Relaxed discussion at the Belalang Sungai Pakning Cafe with poskarya facilitators and the peat love school about the division of divisions for “ <i>Sreening Cegah Stunting</i> ” activities.		
17/02	Take minutes at the doctoral meeting at the Pertamina Pratama Sungai Pakning clinic and make attendance for screening activities to prevent stunting		
	Notes by Industrial Coach: Good knowledge in CSR (Corporate Social Responsibility) Programs		

NO	WORKING	EXPLANATION
1		<p>Monitoring the CSR (Corporate Social Responsibility) assisted program, namely Horticultural Agriculture in Batang Duku Village.</p>
2		<p>Doing assignments in the Internship Room makes an Event Rundown for “<i>Sreening Cegah Stunting</i>” activities.</p>
3		<p>Helping HSSE to become the Committee at the K3 Month commemoration event</p>
4		<p>Relaxed discussion about continuing the planning of the next activity on “<i>Sreening Cegah Stunting</i>” activities.</p>


5




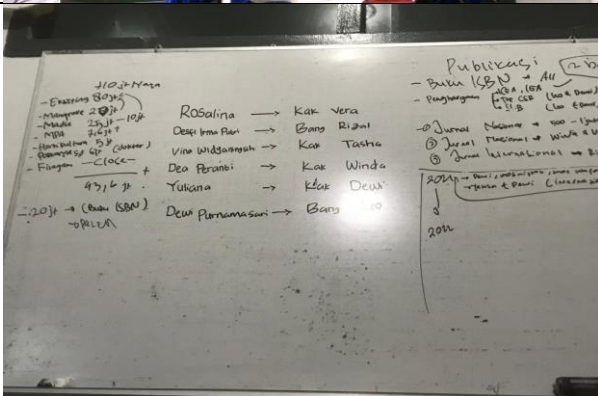

Assigned to make a list of attendees for participants on “*Sreening Cegah Stunting*” activities.

DAILY ACTIVITIES JOB TRAINING

Day : Monday - Sunday
Date : 20 - 26 February 2023

DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
20/02	Being a committee in the "Stunting Prevent Screening" activity at the BULOPA Building (<i>Budaya Loka Patra</i>).	Rizal Indra Priambada	
21/02	Selection of mentors by each job training student		
22/02	Participated in a quiz competition held by HSE considering the month of Occupational Health and Safety		
23/02	Assigned by the supervisor to make a project on business analysis research at Filagam is an abbreviation of Peat Water Filtration on businesses that are already running, namely Reserve Osmosis (RO) and those that have not yet run or are still being planned, namely business analysis on Crystal Ice business, and Biofloc Tilapia Cultivation.		
24/02	<ol style="list-style-type: none"> 1. Follow routine morning exercises every Friday at Telaga Suri Pradana). 2. Attended the visit of the CSR (Corporate Social Responsibility) assisted group, namely Filagam is an abbreviation of Peat Water Filtration by Pertamina's CSR (Corporate Social Responsibility) in Beringin Hamlet, Lubuk Muda Village and began conducting interviews with the Tirta Muda group 		
26/02	<ol style="list-style-type: none"> 1. Was given the task of documenting the discussion between PT Pertamina Sungai Pakning and PT Adaro Energy in the premium room. 2. Conducted visits to Pertamina's CSR (Corporate Social Responsibility) fostered groups in Marsawa Arboretum Kampung Jawa, Filagam Beringin Hamlet, Lubuk Muda Village and Mangrove Education Center Pangkalan Jambi. 		


	Catatan oleh Pelatih Industri Actively participating event	
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NO	WORKING	EXPLANATION
1		Become an event organizer on “ <i>Sreening Cegah Stunting</i> ” activities.
2		The distribution of mentors to each of the apprentices and the writer's mentor, namely Rizal Indra Priambada
3		Participated in the quiz competition organized by HSE to commemorate K3 Month and the CDO TEAM participated in the Quiz Competition and won 2nd & 3rd place

4		<p>Doing the first task from the mentor and looking for references about business analysis.</p>
5		<p>Invited to visit and introduced by the CDO Team to the CSR (Corporate Social Responsibility) program group, namely the Tirta Muda group located in Beringin Hamlet, Lubuk Muda Village, where the author was given the task of business analysis.</p>
6	 	<p>The CDO and HSE team from PT AdaroEnergy visited PT Pertamina RU II Sungai Pakning and invited them to visit the groups fostered by the CSR (Corporate Social Responsibility) program and the writer was assigned as a documentation</p>

DAILY ACTIVITIES JOB TRAINING

Day : Monday - Sunday
Date : 27 February – 05 March 2023


DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
27/02	Giving SPT to Bengkalis Regency Government Environmental Service at Pertamina Sungai Pakning Main Office	Rizal Indra Priambada	
28/02	Pertamina Sungai Pakning CSR (Corporate Social Responsibility) assisted group visit to Batang Duku Village Horticulture.		
01/03	Making project assignments, namely planning a budget for the crystal / cube ice business.		
02/03	Melanjutkan tugas project usaha es kristal/cube.		
03/03	3. Follow routine morning exercises every Friday at Telaga Suri Pradana 4. Continuing the task of the crystal/cube ice business project.		
05/03	Participating in National movement Month K3 activities, namely One Day Finish 2023		
	Catatan oleh Pelatih Industri Good knowledge on Bussines Administration and know how to apply in community development program		

NO	WORKING	EXPLANATION
1		Re-check the SPT that will be given to the Environmental Service.

2		Visit a Horticultural Farm and help the group harvest
3	-	-
4	-	-
5		Participating in the last activity, namely a leisurely walk with the distribution of coupons and distribution of prizes in the previous activities. And the lottery number the author gets a basic food prize at the time of the activity

DAILY ACTIVITIES JOB TRAINING

Day : Monday - Sunday
Date : 06 - 10 March 2023

DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
06/03	Continuing project tasks, namely calculating fixed costs, variable costs, semi variable costs, product selling prices, and calculating net profit regarding the crystal/cube ice business.		
07/03	Continuing project tasks, namely calculating Break Even Point (BEP), Payback Period (PP), and Revenue Cost Ratio (R/C) calculations regarding the crystal/cube ice business.		
08/03	<ol style="list-style-type: none"> 1. Attended the visit of the Beringin Hamlet Posyandu is an abbreviation integrated service post in checking, weighing, and administering PMT with the Poyandu facilitator and peat love school. 2. Following the memoiring of Siak Kecil 8 Elementary School regarding the making of adiwiyata saung. 	Rizal Indra Priambada	
09/03	Monitoring presentation by supervisor, namely Sungai Pakning CSR (Corporate Social Responsibility) regarding practical work projects or temporary value monitoring.		
10/03	<ol style="list-style-type: none"> 1. Participate in routine morning exercises every Friday at Telaga Suri Pradana and get shopping vouchers for correctly answering questions 2. Visiting the Tanjung Leban village fostered group, namely madu biene with CSR (Corporate Social Responsibility) Pertamina Sungai Pakning. 		
	Notes by Industrial Coach : Done the project very well		

NO	WORKING	EXPLANATION
1	-	
2	-	
3		<p>Participated in Posyandu is an abbreviation integrated service post activities in Beringin Hamlet, Lubuk Muda Village</p> <p>And monitoring the love peat school, namely SD 8 Siak Kecil in the process of making saung for adiwiyata plants at school as the person in charge, namely Mr. Rahwanto</p>
4		<p>Presentation for temporary value from the mentor related to the given project</p>


5




Visit directly to the CSR (Corporate Social Responsibility)-assisted program, namely the Biene Honey Group in Tanjung Leban Village, Bukit Batu District.

DAILY ACTIVITIES JOB TRAINING

Day : Monday - Friday
Date : 13- 17 March 2023


DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
13/03	Visiting Filagam is an abbreviation of Peat Water Filtration and interviewing members of the Tirta Muda group.	Rizal Indra Priambada	
14/03	Visiting and monitoring the Pertamina Filagam is an abbreviation of Peat Water Filtration CSR (CORPORATE SOCIAL RESPONSIBILITY) group in Beringin, Mekar Jaya BUMDes Pakning Origin Village, Horticultural Farmers Group in Batang Duku Village.		
15/03	Revise the Practical Lecture (KP) project assignments that have been presented.		
16/03	Conducting financial management training for Horticulture Farmers Group mothers in Batang Duku Village.		
17/03	Assigned as a videographer for a social service activity cleaning up the sea and coast commemorating National Movement K3 And National Waste Care Day 2023.		
	Notes by Industrial Coach :		
	Good adaptation in the community		


NO	WORKING	EXPLANATION
1		Conducting interviews regarding the final project with Mr. Suprizal as a member of the Tirta Muda group regarding Reverse Osmosis (RO) Business
2	-	
3	-	

4		<p>Conduct financial training to group members in Horticultural Agriculture.</p>
5		<p>Assigned as documentation and videography at the 2023 national movement K3 and national waste care day activities, namely cleaning up trash around the roro selari river crossing</p>

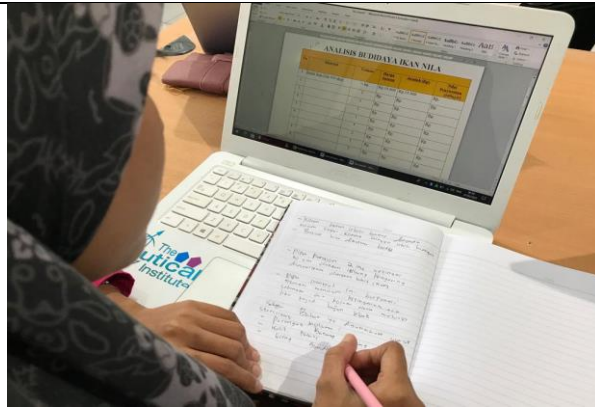
DAILY ACTIVITIES JOB TRAINING

Day : Monday - Friday
Date : 20 - 24 March 2023

Date	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
20/03	Kedataga	Rizal Indra Priambada	
21/03	Assigned as documentation during the visit of the Marsawa Arboretum developer group in Kampung Jawa Village, Ganbut Air Filtration (FILAGAM) in Lubuk Muda Village, Mangrove in Pangkalan Jambi Village with PT Pertamina Hulu Rokan.		
22/03	Saka New Year 1945 Nyepi holiday		
23/03	Leave with Saka New Year 1945 Nyepi		
24/03	Replacing the task of Dea Peranti regarding analyzing the business of biofloc tilapia fish diameter 4 and diameter 2 in the Filagam is an abbreviation of Peat Water Filtration target group		
Notes by Industrial Coach :			
Giving good analysis for bussines sustainability			

NO	WORKING	EXPLANATION
1		Visits from PT Pertamina Hulu Rokan to CSR (Corporate Social Responsibility) program groups and writers were assigned as documentation


2



Assigned to replace Dea Device's task, namely to analyze the business of Tilapia Biofloc D4 and D2

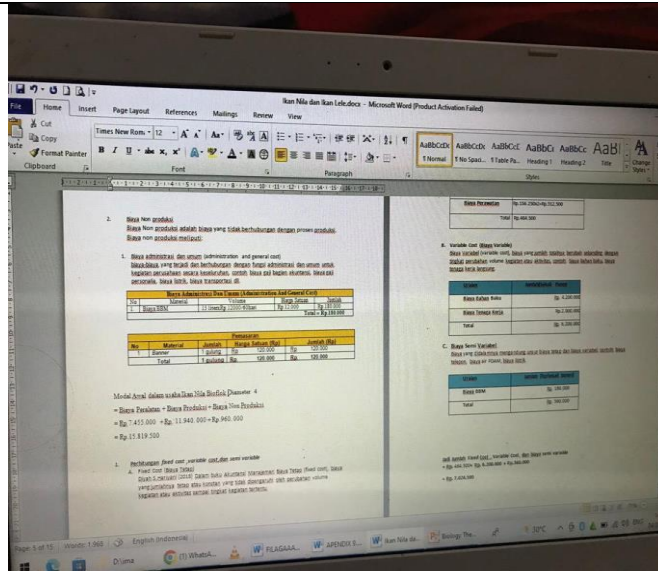
DAILY ACTIVITIES JOB TRAINING

Day : Monday-Friday
Date : 27 - 31 March 2023

DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
27/03	Permission		
28/03	Assist the CSR (Corporate Social Responsibility) treasurer in preparing a budget proposal to arrange program development finances.	Rizal Indra Priambada	
29/03	Continuing to assist the CSR (Corporate Social Responsibility) treasurer in preparing a budget proposal to arrange program development finances.		
30/03	Continuing project tasks, namely calculating fixed costs, variable costs, semi-variable costs, product selling prices, and calculating net profit on biofloc tilapia aquaculture business with a diameter of 4.		
31/03	Continuing the project tasks, namely calculating the calculation of the Break Event Point (BEP), Payback Period (PP), and Revenue Cost Ratio (R/C) regarding biofloc tilapia farming business with a diameter of 4		
	Notes by Industrial Coach : Very Good		

NO		KETERANGAN
1		Assisting the CDO treasurer, Ms. Vera Darasni Putri, to calculate the finances of the CSR (Corporate Social Responsibility) programs of the CDO-assisted groups
2	-	

3




Carry out the duties of D4 Biofloc Tilapia starting from Production Costs, Non-Production Costs and business analysis


4

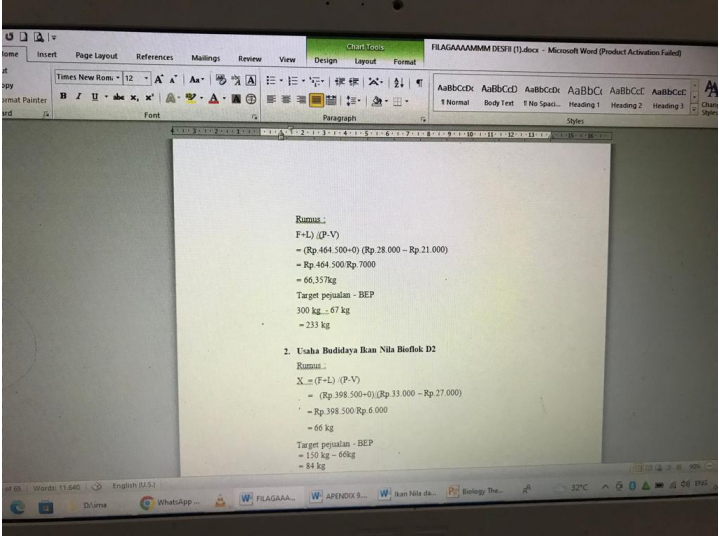
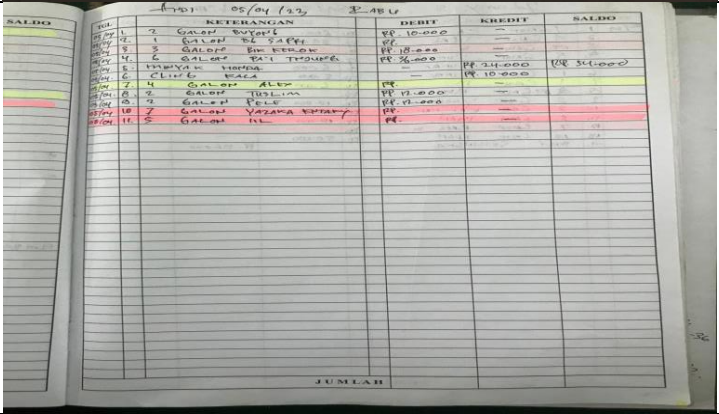

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DAILY ACTIVITIES JOB TRAINING

Day : Monday - Friday
Tanggal : 03 - 07 April 2023

DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
03/04	Continuing project assignments, namely calculating fixed costs, variable costs, semi variable costs, product selling prices, and calculating net profit on biofloc tilapia aquaculture business with a diameter of 2.	Rizal Indra Priambada	
04/04	Continuing the project task, namely the calculation of the Break Event Point (BEP), Payback Period (PP), and Revenue Cost Ratio (R/C) calculations regarding biofloc tilapia farming business with a diameter of 2		
05/04	Retrieval of RO financial data at FILAGAM		
06/04	Visiting and monitoring the Pertamina CSR (Corporate Social Responsibility) assisted group, Mekar Jaya BUMDes Pakning Origin Village, Horticultural Farmers Group in Batang Duku Village.		
07/04	Isa Al Masih's Death Holiday		
	Notes by Industrial Coach : Good monitoring on program implementation		


NO	WORKING	EXPLANATION
1		Carry out the duties of D2 Biofloc Tilapia starting from Production Costs, Non-Production Costs and business analysis


2	 <p>Rumus: $F-L = (P-V)$ $= (Rp.464.500-0) (Rp.28.000 - Rp.21.000)$ $= Rp.464.500 Rp.7000$ $= 66.357kg$ Target penjualan - BEP $300 kg = 67 kg$ $= 233 kg$</p> <p>2. Usaha Budidaya Ikan Nila Bioflok D2 Rumus: $X = (F-L) (P-V)$ $= (Rp.398.500-0)(Rp.33.000 - Rp.27.000)$ $= Rp.398.500 Rp.6.000$ $= 66 kg$ Target penjualan - BEP $= 150 kg - 66kg$ $= 84 kg$</p>	Carry out the duties of D2 Bioflok Tilapia starting from Production Costs, Non-Production Costs and business analysis																																																												
3	 <table border="1"> <thead> <tr> <th>SALDO</th> <th>KETERANGAN</th> <th>DEBIT</th> <th>KREDIT</th> <th>SALDO</th> </tr> </thead> <tbody> <tr> <td></td> <td>1. GALAN BUKAN</td> <td>Rp. 10.000</td> <td></td> <td></td> </tr> <tr> <td></td> <td>2. GALAN KE SAPE</td> <td></td> <td>Rp. 10.000</td> <td></td> </tr> <tr> <td></td> <td>3. GALAN KE ETROK</td> <td></td> <td>Rp. 10.000</td> <td></td> </tr> <tr> <td></td> <td>4. GALAN KE TIRTA MUDA</td> <td></td> <td>Rp. 10.000</td> <td></td> </tr> <tr> <td></td> <td>5. IMPIYAL HAMA</td> <td></td> <td>Rp. 10.000</td> <td></td> </tr> <tr> <td></td> <td>6. CEMPAK BAK</td> <td></td> <td>Rp. 10.000</td> <td></td> </tr> <tr> <td></td> <td>7. GALAN ALK</td> <td></td> <td>Rp. 10.000</td> <td></td> </tr> <tr> <td></td> <td>8. GALAN ISLIM</td> <td></td> <td>Rp. 10.000</td> <td></td> </tr> <tr> <td></td> <td>9. GALAN ISLE</td> <td></td> <td>Rp. 10.000</td> <td></td> </tr> <tr> <td></td> <td>10. GALAN VAZAMA ESTARY</td> <td></td> <td>Rp. 10.000</td> <td></td> </tr> <tr> <td></td> <td>11. GALAN IS</td> <td></td> <td>Rp. 10.000</td> <td></td> </tr> </tbody> </table>	SALDO	KETERANGAN	DEBIT	KREDIT	SALDO		1. GALAN BUKAN	Rp. 10.000				2. GALAN KE SAPE		Rp. 10.000			3. GALAN KE ETROK		Rp. 10.000			4. GALAN KE TIRTA MUDA		Rp. 10.000			5. IMPIYAL HAMA		Rp. 10.000			6. CEMPAK BAK		Rp. 10.000			7. GALAN ALK		Rp. 10.000			8. GALAN ISLIM		Rp. 10.000			9. GALAN ISLE		Rp. 10.000			10. GALAN VAZAMA ESTARY		Rp. 10.000			11. GALAN IS		Rp. 10.000		Checking the Reverse Osmosis (RO) business financial books and asking permission from the chairman of the Tirta Muda group, namely Mr. Andy Syahputra, to make a revenue diagram for the RO business.
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	10. GALAN VAZAMA ESTARY		Rp. 10.000																																																											
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4		Monitor the CDO-assisted groups.																																																												
5	-																																																													

DAILY ACTIVITIES JOB TRAINING

Day : Monday - Friday

Date : 10 - 14 April 2023

DATE	DESCRIPTION OF ACTIVITIES	TUGAS TUGAS	TANDA TANGAN
10/04	Assigned by the supervisor to calculate RO (Reverse Osmosis) income to calculate cash, employee payroll allocation, uncontrollable costs in RO (Reverse Osmosis) business in Peat Water Filtration (FILAGAM).	Rizal Indra Priambada	
11/04	Continuing the task of calculating RO (Reverse Osmosis) revenue to calculate cash.		
12/04	Continuing the task of calculating RO (Reverse Osmosis) income to calculate employee payroll allocations, uncontrollable costs.		
13/04	Visited Filagam is an abbreviation of Peat Water Filtration to conduct further interviews.		
14/04	Take a video for field documentation on how to process Reserve Osmosis (RO) in Filagam is an abbreviation of Peat Water Filtration in Beringin Hamlet, Lubuk Muda Village		
	Notes by Industrial Coach: Good video editing skill		


NO	WORKING	EXPLANATION
1		Doing assignments about RO
2	-	
3	-	

4	-	
5		Practicing directly about RO processing from the FILAGAM process to RO sales.

DAILY ACTIVITIES JOB TRAINING

Day : Monday - Monday


Date : 17 April - 01 May 2023

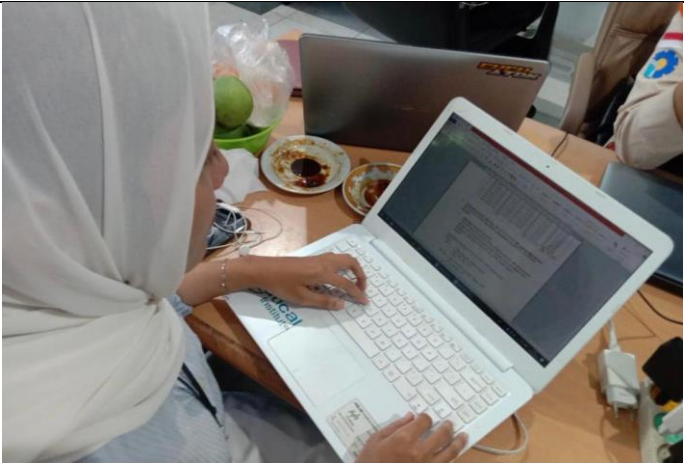
DATE	DESCRIPTION OF ACTIVITIES	TUGAS TUGAS	TANDA TANGAN
17/04	Holidays Ahead of Eid Al-Fitr 1444 H	Rizal Indra Priambada	
18/04			
19/04			
20/04			
21/04			
22/04			
23/04			
25/04			
26/04			
27/04			
28/04			
29/04			
30/04			
	Notes by Industrial Coach:		
	-		


DAILY ACTIVITIES JOB TRAINING

Day : Tuesday - Friday

Date : 01 - 05 May 2023

DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
01/05	National Labor Day holiday		
02/05	Make project research reports from CHAPTER 1-5 namely Background, Theoretical Basis, Research Methodology, Discussion and Results, Conclusions and Suggestions.	Rizal Indra Priambada	
03/05	Create a background project research report.		
04/05	Create a theoretical foundation research project report.		
05/05	Make a research report on the Research Methodology project.		
	Notes by Industrial Coach :		
	Good knowledge on basic project report		


NO	WORKING	EXPLANATION
1		Doing the final project report.
2	-	

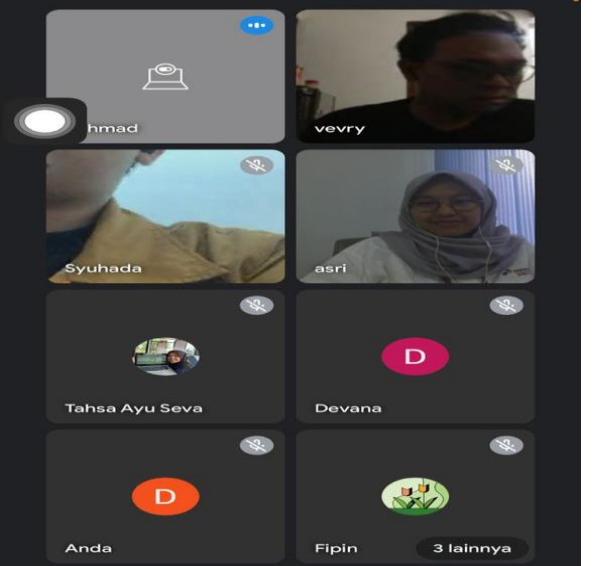


3		Doing the final project report
4	-	
5	-	

DAILY ACTIVITIES JOB TRAINING

Day : Monday - Saturday

Date : 08 - 13 May 2023

DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
08/05	Attending a meeting via Google Meet about the ISBN Book.	Rizal Indra Priambada	
09/05	Visiting Posyandu Bunga Tanjung II Dusun Damai, Base Jambi Village and providing materials for making biscuits from lompek fish as PMT (Supplementary Feeder).		
10/05	Continuing to make project research reports Chapter IV Discussion and Results.		
11/05	Continuing to make project research reports Chapter IV Discussion and Results.		
12/05	<ol style="list-style-type: none"> 1. Assisting poskarya and peat love school facilitators in working on PROKLIM (Climate Program) in the Adaptation and Mitigation section. 2. Make designs about not cutting trees indiscriminately, brochures about stopping illegal logging, stickers about protecting water-storage trees, and stickers about not defecating in the open. 		
13/05	The capacity of Posyandu is an abbreviation integrated service post Bunga Tanjung II to work on poklim and take documentation as evidence.		
	Notes by Industrial Coach : Good knowledge in PROKLIM		

NO	WORKING	EXPLANATION
1		Join Google Meet.
2		Preparation for making lomek fish biscuits at the POSKARYA chairman's house
3	-	
4		Production of stickers and brochures that will be used for data collection on the <i>Program Iklim (PROKLIM)</i>


	<p>Dusun Dampai Desa Pangkajene Jambi</p> <p>KEC. BUKIT BATU KABUPATEN BENGALIS</p> <p>STOP PENEBAANGAN HUTAN SECARA LIAR! <i>Jagalah lingkungan sekitar mu, menebang pohon sama halnya menghancurkan seluruh dunia, menanam satu pohon seperti membangun satu istana bagi banyak kehidupan</i></p>  <p>STOP BUANG AIR BESAR SEMBARANGAN</p>  <p>JAGA LINGKUNGAN AGAR BERSIH DAN SEHAT</p> <p>JAGALAH!!!! Pohon Penyimpan Air!!!</p> 	
5		<p>Retrieval of documentation with POSKARYA group members for PROKLIM data collection on adaptation and mitigation activities</p>



DAILY ACTIVITIES JOB TRAINING

Day : Monday - Saturday

Date : 15 - 20 May 2023


DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
15/05	Visiting the house of the chairman of the Sukajadi MPA target group.	Rizal Indra Priambada	
16/05	Making biscuits from lomek fish for PMT (Supplementary Feeding) at the ketu house of the Bunga Tanjung II posyandu is an abbreviation integrated service post group, Damai Hamlet, Pangkalan Jambi Village		
17/05	Visited Filagam is an abbreviation of Peat Water Filtration and helped Babinsa in taking videos of the FILAGAM process		
18/05	Got an assignment from the facilitator to edit a video about FILAGAM.		
19/05	Visiting the Siak Kecil District Environmental Service, discussing the desire to make a TPS (Temporary Disposal Site) for waste at Filagam is an abbreviation of Peat Water Filtration in Bergin Hamlet, Lubuk Muda Village.		
20/05	Assigned as a discussion taker related to a new program that will be implemented in the Beringin sub-village, Lubuk Muda Village, namely programs for fisheries, agriculture, processing of products from fisheries and agriculture, and the Garbage Bank.		
	Notes by Industrial Coach :		
	Actively engaging stakeholders.		

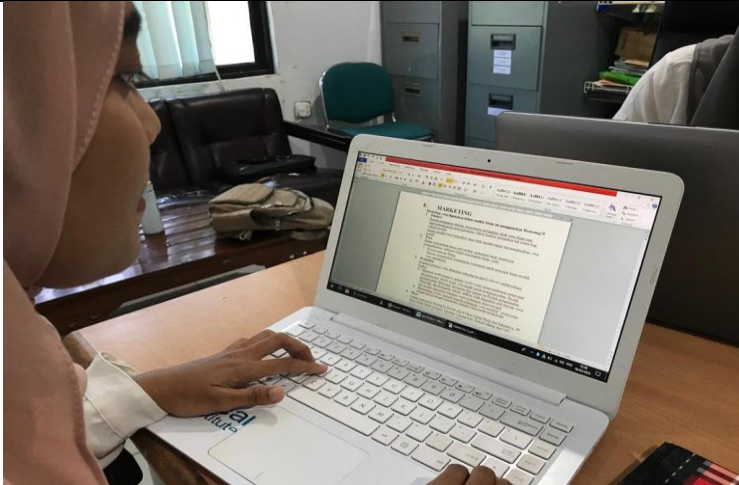
NO	WORKING	EXPLANATION
1	-	
2		<p>Making lomek fish biscuits with members of the CDO fostered group, namely POSKARYA which is used as <i>Pemberi Makanan Tambahan</i> (PMT)</p>

3		Assigned as a video shoot in the FILAGAM process
4		Assigned as documentation during a meeting by the CDO team with the Environment Agency in Siak Kecil District
5		Assigned as the minutes of the meeting by the Tirta Muda group and the head of the Lubuk Muda Village BPD to discuss the new program that will be implemented in Beringin Hamlet, Lubuk Muda Village

DAILY ACTIVITIES JOB TRAINING

Day : Monday - Friday
Date : 22 - 26 May 2023

DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
22/05	Continuing the task from the mentor regarding the final project.	Rizal Indra Priambada	
23/05	Gotong Royong ke kelompok tirta muda FILAGAM dusun beringin.		
24/05	Assigned as documentation in Peatland harvesting in the Arboretum.		
25/05	Conducting Interviews to several places in Pakning River about Kristal Ice.		
26/05	Sick		
	Notes by Industrial Coach :		
	Good social skills to blend with people		

NO	WORKING	EXPLANATION
1		Continuing the final project assignment.

<p>2.</p>	 	<p>Doing Gotong Royong with the Tirta Muda group</p>
<p>3</p>		<p>Assigned as documentation on the pineapple harvest in the Pineapple group and participate in harvesting activities</p>



2




Conducted interviews at phi-phi stands, kongkow cafes, lova coffee, and ayam penyet stalls in Sungai Pakning regarding responses if there was marketing of crystal ice cubes and they were very excited if there was a sale of crystal ice cubes, besides being cheap it also didn't need to expend energy to break the ice common stone





DAILY ACTIVITIES JOB TRAINING

Day : Monday - Friday

Date : 29 - 31 May 2023

DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
29/05	Conducting interviews to several places in Lubuk Muda about Kristal Ice.	Rizal Indra Priambada	
30/05	Presentation as well as delivery of placards as a token of gratitude to Pertamina Sungai Pakning		
31/05	Assist in collecting data for the questionnaire IKM (<i>Index Kepuasan Masyarakat</i>) for program group members.		
	Notes by Industrial Coach : Gathering important data of product demand to support business sustainability.		

NO	WORKING	EXPLANATION
1		Conducted interviews at 99 coffee shops, meatball stalls, and open cafes in Lubuk Muda regarding responses if there was crystal ice marketing and they were very excited if there was a sale of crystal ice cubes besides being healthy, cheap and not needing to expend energy to break ordinary ice cubes

		
2		<p>Presentation of the final project report which was attended by Mr. Rahmat Hidayat and the CDO Team and presented a memento in the form of a plaque as a thank you for receiving and giving a lot of knowledge and experience to students Poltikenik Negeri Bengkalis</p>



Appendix 8 : Photos of job training documentation photos






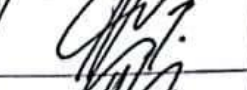
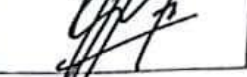






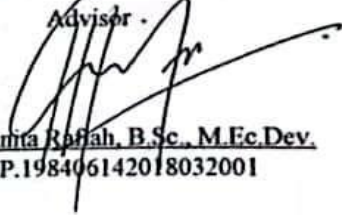
REVISION SHEET
STUDENT PRACTICE GUIDANCE
INTERNATIONAL BUSINESS ADMINISTRATION D-IV STUDY PROGRAM
STATE POLYTECHNIC BENGKALIS

Student's Identity No : Desfi Irma putri
 : 5404191198
 Internship Place : PT Kilang Pertamina Internasional Refinery Unit (RU) II
 Production sungai Pakning
 Advisor : Wan Junita Raflah, B.Sc., M.Ec.Dev.

Date and time	Revision	Advisor Initials
Senin / 26 Juni 2023	1. Perbaiki Tata Tulis 2. Revisi Background	
Selasa / 04 Juli 2023	1. Tambahkan Foto pada document used for Activity 2. Perbaiki Tata letak Gambar	
Jum'at / 07 Juli 2023	1. Revisi pada Job Description 2. Perbaiki tabel	
Selasa / 11 Juni 2023	1. Perbaiki Obstacle 2. Revisi Gambar	
Senin / 17 Juli 2023	Tambahkan deskripsi dan keterangan pada daily activities	
Kamis / 03 Agustus 2023	Perbaiki Singkatan pada kata	
Jum'at / 04 Agustus 2023	All	

Bengkalis, August 04, 2023

Advisor


Wan Junita Raflah, B.Sc., M.Ec.Dev.
 NIP.198406142018032001