

APPRENTICESHIP REPORT

**PT. KILANG PERTAMINA INTERNASIONAL RU II
PRODUCTION SUNGAI PAKNING SECTION CSR
(CORPORATE SOCIAL RESPONSIBILITY)**

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

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APPROVAL SHEET

APPRENTICESHIP REPORT PT KILANG PERTAMINA INTERNASIONAL REFINERY UNIT II SUNGAI PAKNING SECTION CSR (CORPORATE SOCIAL RESPONSIBILITY)

Written as one the requirement to completed the Apprenticeship

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Bengkalis, June 17, 2025

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PT Kilang Pertamina Internasional RU II
Sungai Pakning



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This apprenticeship program is part of the curriculum at Bengkalis State Polytechnic, specifically the Business Administration Department, aimed at equipping students with practical experience in the workplace. During the preparation of this thesis, the author received prayers, support, and guidance from various parties, both directly and indirectly. Therefore, on this occasion, the author would like to express gratitude to:

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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

Rapid advances in science and technology require the availability of reliable human resources in these fields. These human resources are expected to be able to balance the development of science and technology with their mastery and application in the workplace. Sufficient and reliable expertise in every field is crucial for obtaining competitive and suitable employment, as well as for achieving personal and organizational goals. Professionals with adequate expertise will be able to apply science, ethics, attitudes, and other necessary criteria in the workplace (World Economic Forum, 2023).

In today's era of globalization, advancements in science and technology cannot be ignored. Therefore, the government continues to strive to improve the quality of education that is constantly evolving (*Kementerian Pendidikan dan Kebudayaan*, 2023). Every student must be prepared to meet the professionalism required in their field of work so that they can transition smoothly into the workforce after graduating from higher education (OECD, 2023).

Higher education is the pinnacle of formal education, producing human resources with high intellectual levels to meet the demands of the job market, both in terms of quality and talent (*Kementerian Pendidikan, Kebudayaan, Riset, dan Teknologi Republik Indonesia*, 2024). Therefore, universities are obligated to develop high-quality human resources to face increasingly intense competition. The ability to compare and validate theoretical knowledge with real-world work scenarios is crucial in education, as it bridges the gap between theory and practice (OECD, 2023). The State Polytechnic of Bengkalis has the responsibility to prepare its students to compete in the real-world workplace. One of the efforts undertaken is the implementation of an apprenticeship program, which is a requirement for students to complete the Applied

Bachelor's Degree Program in International Business Administration (Bengkalis State Polytechnic, 2024).

An apprenticeship is a learning process that allows individuals to gain direct understanding of the real working world (*Direktorat Jenderal Pendidikan Vokasi*, 2024). This apprenticeship activity is conducted annually and is mandatory for all students at Bengkalis State Polytechnic, so they can apply the knowledge they have gained in the professional world. Through apprenticeships, students understand theoretical and scientific concepts, which are then implemented in their respective fields. Apprenticeships provide students with the ability to solve scientific problems in accordance with the theories learned during lectures, as well as develop their knowledge, skills, and insights (Directorate General of Vocational Education, 2024). In general, the purpose of apprenticeships is to enhance students' abilities and skills in their respective fields, enabling them to be directly applied in various activities within government and private institutions (World Economic Forum, 2023).

In accordance with the curriculum of the Business Administration Program at Bengkalis State Polytechnic, every student who is about to complete their studies is required to undertake an apprenticeship as stipulated in the decision of the Director of Bengkalis State Polytechnic in a special regulation (Bengkalis State Polytechnic, 2024). For Diploma III students, the apprenticeship is conducted after completing a minimum of 4 (four) semesters and lasts for 1 month. Meanwhile, for Diploma IV students, the apprenticeship is conducted after completing a minimum of 6 (six) semesters and lasts for a minimum of 4 months. During the apprenticeship, the author was placed in the CSR (Corporate Social Responsibility) department. Students are required to submit an apprenticeship report as a form of accountability for all activities conducted during the apprenticeship (Bengkalis State Polytechnic, 2024).

Based on the above provisions, this apprenticeship is conducted at PT Kilang Pertamina International RU II Production Sungai Pakning for 17 (seventeen) weeks, starting from February 17 to June 17, 2025 (Bengkalis State Polytechnic, 2024).

1.2 Purposes of the Apprenticeship

The apprenticeship program at Bengkalis State Polytechnic for the International Business Administration study program has the following objectives:

1. To explain the job description at PT Kilang Pertamina International RU II Production Sungai Pakning.
2. To determine the location and time of the apprenticeship at PT Kilang Pertamina International RU II Production Sungai Pakning.
3. To explain the systems and procedures in place at the apprenticeship site at PT Kilang Pertamina International RU II Production Sungai Pakning.
4. To identify challenges and solutions encountered during the apprenticeship at PT Kilang Pertamina International RU II Production Sungai Pakning.

These objectives are intended to produce professional students with extensive skills and knowledge, so that they are able to apply the theories learned in class to the real world of work.

1.3 Significances of the Apprenticeship

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

1.3.1 Significances for Students

As for some of the benefits of implementing a Apprenticeship program that students get, they are as follows:

1. Get a certificate from the company if you have completed a Apprenticeship program.
2. Students can develop working relationships and add experience to their resume.
3. Students have the opportunity to apply theoretical / conceptual knowledge in the real world of work.
4. Students gain practical experience in applying theoretical or conceptual knowledge to their course of study.

5. Students are given the opportunity to be able to analyze problems related to knowledge applied in the world of work according to their study program.

1.3.2 Significances for Companies

The benefits of implementing an Apprenticeship program are also obtained by companies or institutions that accept apprentice students, such as:

1. The company will receive labor assistance from apprentice students so that the work becomes a little lighter and easier.
2. The company will be recognized by academics and the world of education

1.3.3 Significances for State Polytechnic of Bengkalis

There are several benefits from the implementation of the apprenticeship program obtained by the State Polytechnic of Bengkalis, namely as follows:

1. There is cooperation or a good relationship between the campus and the company where the student interns.
2. State Polytechnic of Bengkalis can improve the quality of its graduates through student apprenticeship experiences.
3. State Polytechnic of Bengkalis will be better known in the industrial or corporate world.
4. State Polytechnic of Bengkalis receives input from organizations or companies regarding the capabilities of students participating in apprenticeship in the world of work.
5. State Polytechnic of Bengkalis receives input from the world of work for curriculum development and learning processes.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

PT Kilang Pertamina International (PT KPI) is a Refining & Petrochemical Subholding of PT Pertamina (Persero) that functions as a strategic holding company. PT KPI has the primary responsibility of developing investments and managing the business of processing crude oil and other raw materials into high-value products, such as fuel, lubricants, petrochemicals, and pharmaceutical products. Therefore, PT KPI plays a crucial role in supporting the growing needs of both the national and global markets.

In line with this commitment, on November 13, 2017, PT KPI was established by PT Pertamina (Persero) as a strategic step to oversee, manage, and execute all investment and business activities related to mega-projects in refining and petrochemicals. Furthermore, to support the implementation of the new refinery construction project, on November 28, 2017, PT KPI established a subsidiary named PT Pertamina Rosneft Pengolahan dan Petrokimia (PT PRPP). This subsidiary is responsible for executing the New Grass Root Refinery (NGRR) project in Tuban, which is a result of the collaboration between PT Pertamina (Persero) and Rosneft Oil Company from Russia.

Furthermore, on May 7, 2019, PT KPI expanded its business scope by establishing PT Kilang Pertamina Balikpapan (PT KPB). This subsidiary was tasked with managing the construction of the Refinery Development Master Plan (RDMP) project at Refinery Unit V Balikpapan. Additionally, PT KPB was prepared to become a joint venture company capable of collaborating with strategic partners, as part of efforts to strengthen national production capacity.

Then, in June 2020, PT KPI's role expanded further, not only as an infrastructure project manager but also as the main operator of refineries and petrochemical plants that were previously under the control of PT Pertamina (Persero). These refineries include RU II Dumai, RU III Plaju, RU IV Cilacap, RU V Balikpapan, RU VI Balongan, and RU VII Sorong. This major change was marked by the official designation of PT KPI as the Refining & Petrochemical Subholding, which became part of the formation of the Pertamina Oil and Gas Holding structure, accompanied by the appointment of a new Board of Commissioners and Directors for PT KPI to strengthen corporate governance. All this information is quoted from the official website of PT Kilang Pertamina International via the page <https://kpi.pertamina.com>.

2.1.1 Kilang Pertamina International Unit Dumai

The Dumai Refinery, also known as the Putri Tujuh Oil Refinery, is the third largest oil refinery in Indonesia. The refinery has a complexity level (Nelson Complexity Index/NCI) of 7.5 and a total capacity of 170,000 barrels per day (MBPOD). Construction began in 1969 and was completed in 1971, with an expansion in 1981 that added new processing units. The refinery produces various products such as Diesel, Avtur, Peralite, Pertadex, Marine Fuel Oil Low Sulfur (MFO-LS), Low Sulfur Fuel Oil (LSFO), UCO, Naphtha Butane Fraction (NBF), Smooth Fluid, LPG, and Green Coke.



Figure 2. 1 Logo PT Kilang Pertamina International
Source: kehatipertaminaru2spk.com

The strategic role of the Dumai Refinery is highly significant in supporting national energy security. The refinery supplies approximately 16% of the national energy demand, particularly for the North Sumatra region and parts of Kalimantan. One of its latest achievements is the production of aviation fuel, which successfully reached the target of 523,000 barrels, which is crucial for ensuring the smooth operation of the 2025 Hajj flights in the region.

Beyond its economic functions, the Dumai Refinery also holds high historical and cultural value. Locally known as the “Seven Princesses Oil Refinery,” it houses the Seven Princesses Pavilion, closely tied to the legend of Dumai City's origins. This cultural element makes the Dumai Refinery not only an energy asset but also an important symbol of local heritage for the surrounding community.

2.1.2 Kilang Pertamina International RU II Production Sungai Pakning

The Dumai Refinery consists of two refinery units, namely the refinery operating in Dumai and the refinery in Sungai Pakning, both located in Riau Province. The first refinery to be built was the Sungai Pakning Refinery, whose construction began in 1969 by a Canadian contractor, Refining Associates Canada Limited. This refinery began operations in December 1969 with an initial capacity of 25,000 barrels per day, which was later increased to 50,000 barrels per day in 1982. Subsequently, construction of the Dumai Refinery began in 1981 as a further development to strengthen oil processing capacity in the region.

The Sungai Pakning Refinery facilities include a Crude Distillation Unit (CDU), Tank and Shipping Installation (ITP), supporting utilities, and a product quality testing laboratory. The products produced include various types of petroleum fuels used to meet domestic energy needs as well as for export. The refinery's coastal location facilitates distribution and raw material procurement, making it efficient and strategically important in supporting energy supply.

As recorded in the company's historical records, “The Sungai Pakning Refinery began construction in 1969, becoming the first refinery to operate in this region,” making it a significant milestone in the history of the oil refining industry in Riau.



Figure 2. 2PT KPI Refinery Unit II Production Sungai Pakning
Source: Processed Data, 2025

2.2 Vision and Mission

The vision and mission of Pertamina RU (Refinery Unit) II Sungai Pakning is to become a world-class national energy company engaged in exploration, production, processing, marketing, and trading in Indonesia and selectively in the international arena. Pertamina RU II Sungai Pakning also aims to become a strong and healthy company, serving the interests of consumers, generating profits, and performing on par with the best companies in the oil and gas sector.

2.2.1 Vision

To be a world-class oil refinery and petrochemical company. “To be world class energy company”

Source: kehatipertaminaru2spk.com

2.2.2 Mission

Operating an oil refinery and petrochemical business professionally and to international standards, with strong economic principles and environmental awareness.

Source: kehatipertaminaru2spk.com

2.3 Kind of Business

PT Kilang Pertamina (KPI) RU II Production Sungai Pakning is one of the production units of PT Kilang Pertamina International which is under the Subholding Refining & Petrochemical of PT Pertamina (Persero). This unit is engaged in the field of petroleum processing (refining) which produces various energy products and fuel oil (BBM), such as diesel, kerosene, and other fuels to meet national energy needs.

As part of the oil and gas processing industry, KPI RU II Sungai Pakning runs refinery operations to process crude oil into high-value products. The main activities include distillation, reformation, and advanced processing to produce products with specifications according to national and international standards.

In addition to production functions, RU II Sungai Pakning also supports energy distribution activities through efficient refinery logistics channels, as well as running sustainability programs and corporate social responsibility (CSR) targeting communities around the operational area.

With a commitment to professionalism, sustainability, and regulatory compliance, KPI RU II Production Sungai Pakning plays an important role in supporting national energy security and the development of the downstream oil and gas industry in Indonesia.

2.4 Organizational Structure

The organizational structure of PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning is as follows:

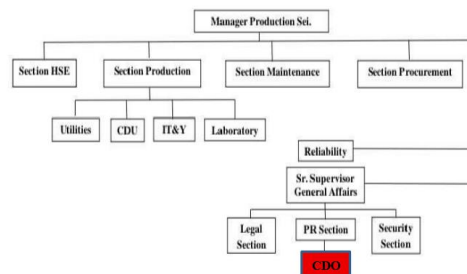


Figure 2. 3 Organizational Structure of PT KPI RU II Production Sungai Pakning

Source: Processed Data, 2025

Job description of the organizational structure of PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning:

1. Manager of Production Sungai Pakning, a manager is a person who has the authority to lead employees in a company or agency. The main duties of a manager are:
 - a. Leading and encouraging efforts to achieve the vision and mission of the company at the Sungai Pakning fuel refinery.
 - b. Leading, controlling, and monitoring human resource management and development.
 - c. Planning, researching, approving, and implementing work plans, operational budget plans, short-, medium-, and long-term investment budget plans, environmental safety and occupational health management, refinery operations, refinery maintenance, and other supporting functions.
2. The Production Section Head is responsible for coordinating, planning, and evaluating the implementation of utilities and laboratory operations, as well as all requirements and equipment related to refinery operations, ensuring they are conducted safely, effectively, and efficiently in accordance with established targets.
3. The Section Head of Maintenance is responsible for refinery maintenance services to ensure that all refinery equipment functions properly. They oversee civil, mechanical, and electrical construction and maintenance work.
4. The Senior Supervisor of General Affairs is responsible for general affairs related to services, welfare, and human resource development. They ensure asset security and effective communication to create services, employee welfare, communication, publications, and good relations with external parties, as well as ensuring that activities are carried out in accordance with the rules applicable at PT KPI RU II Production Sungai Pakning.

2.5 The Working Process

The working process during the apprenticeship at PT Kilang Pertamina Internasional (KPI) RU II Production Sungai Pakning was carried out systematically and was divided into several stages. Each stage was designed to help the intern understand the workflow of the CSR division and contribute effectively through fieldwork and documentation. The following steps outline the working process:

1. Introduction and Initial Orientation

The apprenticeship began with a briefing about the organizational structure, the role of the CSR department, and the company's policies related to social and environmental responsibility.

2. Social Mapping (SOSMAP) Preparation

The main task assigned was contributing to the preparation of the Social Mapping (SOSMAP) report. This included collecting both primary and secondary data through field visits, stakeholder engagement, and direct observations of the social, economic, health, and infrastructure conditions in the surrounding communities.

3. Interviews and Information Gathering

To enrich the data collection, interviews were conducted with various community stakeholders such as neighborhood heads, Posyandu (community health post) coordinators, school principals, farmer group leaders, BUMDes representatives, and village midwives. These interviews aimed to identify real problems and potential areas for community development.

4. Documentation and Report Drafting

All activities were thoroughly documented through photographs, video recordings, and field notes. The data collected were then compiled and analyzed to create the SOSMAP report, which serves as a reference for planning CSR programs that match the needs of the local community.

5. Involvement in CSR Programs

The intern actively participated in ongoing CSR programs, including blood donation events, public engagement sessions with local media, and product packaging for supported MSMEs. These activities provided hands-on experience in implementing and managing corporate social initiatives.

6. Data Analysis and Evaluation

The collected data were analyzed to identify key issues and formulate practical, community-based solutions. Discussions and evaluations were conducted together with the CSR team to ensure alignment with corporate goals and community expectations.

7. Final Report and Presentation

At the end of the apprenticeship period, a final report was compiled, summarizing all activities, findings, and contributions. The report was presented to the CSR department as part of the apprenticeship completion and to demonstrate the results of the fieldwork and analysis conducted throughout the program.

2.6 Documents Used for Activity

During the apprenticeship in the Corporate Social Responsibility (CSR) section of PT Kilang Pertamina Internasional RU II Production Sungai Pakning, various activities were systematically documented to support report preparation, activity evaluations, and company archiving. These documents serve as important evidence of program implementation, references for future projects, and materials for analysis and decision-making. One of the main tasks conducted during this period was a social mapping activity in Batang Duku Village, Bukit Batu Subdistrict. This mapping aimed to gain a deeper understanding of the local socio-economic conditions and community dynamics as a foundation for future empowerment programs.

The author independently carried out the social mapping through a combination of direct observation and interviews with local stakeholders, including community leaders and residents. The data collection process focused on identifying stakeholder

interests, social roles, economic conditions, community vulnerabilities, and existing local forums. Additionally, demographic data such as population size, age distribution, education levels, and primary sources of livelihood were obtained through coordination with village officials and access to relevant administrative records. All collected data were compiled into a comprehensive report. The following key documents were used as primary sources for the report:

1. Demographic Data from Batang Duku Village

This document was obtained from the village administration and contains key information about the general condition of the village. It is divided into several main sections:

a. Village Development Profile

Contains an overview of changes and progress within the village, such as infrastructure improvements, population growth, and development programs that have been implemented or are ongoing. This information helps in understanding the village's dynamics over time.

DAFTAR ISI TINGKAT PERKEMBANGAN DESA DAN KELURAHAN			
Desa: BATANG DUKU Kecamatan: Bukit Sialu Kabupaten: KAB. BENGKALIS Provinsi: RIAU Bulan: 1 Tahun: 2025			
Nama Pengisi: SITI MAISARI, S.Kom Pekerjaan: STAF SEKRETARIAT DESA Jabatan: OPERATOR DESA			
Kepala Desa / Lurah: JAMAL ALIAS, S.A.P			
SUMBER DATA YANG DIGUNAKAN UNTUK MENGGISI PROFIL DESA KELURAHAN			
Referensi 1 : Kartu Keluarga Referensi 2: Referensi 3: Referensi 4:			
I. PERKEMBANGAN KEPENDUDUKAN			
A. Jumlah Penduduk			
Jumlah	Jenis Kelamin		
	Laki-laki	Perempuan	
Jumlah penduduk tahun ini	1321 orang	1264 orang	
Jumlah penduduk tahun lalu	1385 orang	1320 orang	
Persentase perkembangan	-4.62 %	-4.24 %	
B. Jumlah Keluarga			
Jumlah	KK Laki-laki	KK Perempuan	Jumlah Total
Jumlah Kepala Keluarga tahun ini	632 KK	117 KK	749 KK
Jumlah Kepala Keluarga tahun lalu	682 KK	131 KK	783 KK
Persentase Perkembangan	-3.07 %	-10.69 %	
II. EKONOMI MASYARAKAT			
A. Pengangguran			
1. Jumlah angkatan kerja (penduduk usia 15-56 tahun)	1597 orang		
2. Jumlah penduduk usia 18-56 tahun yang masih sekolah dan tidak bekerja	108 orang		
3. Jumlah penduduk usia 18-56 tahun yang menjadi ibu rumah tangga	726 orang		
4. Jumlah penduduk usia 18-56 tahun yang bekerja penuh	823 orang		
5. Jumlah penduduk usia 18-56 tahun yang bekerja tidak tentu	1137 orang		

Figure 2. 4 Village Development Profile

Source: Processed Data, 2025

b. Core Village Data

Includes fundamental statistics such as total population, age structure, education levels, number of households, and socio-economic conditions of the community. This data is crucial to understand the structure and characteristics of the village population comprehensively.

REPUBLIC INDONESIA KEMENTERIAN DALAM NEGERI DIREKTORAT JENDERAL PEMBERDAYAAN MASYARAKAT DAN DESA DATA POKOK DESA/KEKURAHAN BULAN 1 TAHUN 2025	
Kode Desa (Kode PUM)	: 1403032016
Nama Desa/Kelurahan	: BATANG DUKU
Kecamatan	: Bukit Batu
Kabupaten/Kota	: KAR. BENGKALIS
Provinsi	: RIAU
Tahun Pembentukan	: 2013
Dasar Hukum Pembentukan	: Penda No.10 Tahun 2012
Peta Resmi Wilayah	: Ada
Koordinat	: 102.08474 L.S/LU 1.38672 BT/BB
Batas Wilayah	
a. Sebelah Utara	: Selat Bengkalis
b. Sebelah Selatan	: Kelurahan Sungai Pakning
c. Sebelah Timur	: Desa Sungai Selati
d. Sebelah Barat	: Desa Burak Bakul
A. PERSONIL	
1. Kepala Desa/Lurah	
a. Nama	: JAMAL ALIAS, S.A.P
b. Pangkat / Gol	: IIIa
c. N I P	: 198112072008011011
d. Pendidikan Terakhir	: S1
e. Pelatihan yang pernah diikuti	: Peningkatan Kapasitas Aparatur Pemdes dan Pengarahan Penerapan Prinsip Pengelolaan Keuangan Desa yang akuntabel dan Transparan (Diskota Batam)
f. Jenis kelamin	: Laki-Laki
2. Sekretaris Desa	
a. Nama	: Ahmad Husaini, S.Psi
b. Pangkat / Gol	: -
c. N I P	: -
d. Pendidikan Terakhir	: S1
e. Pelatihan yang pernah diikuti	: Pemanfaatan Penerapan Aplikasi Siskeudes dan Sipades Online
f. Jenis kelamin	: Laki-laki
3. Ketua B P D	
a. Nama	: Raja Azwar
b. Pendidikan Terakhir	: SLTA
c. Pelatihan yang pernah diikuti	: Pelatihan Peningkatan Kapasitas Aparatur Pemdes dan Pengurus kelembagaan Desa
d. Jenis kelamin	: Laki-Laki
B. DATA UMUM	
1. Tipologi Desa/Kelurahan	: Perkebunan
2. Klasifikasi Desa/Kelurahan	: SWASEMBADA
3. Kategori Desa/Kelurahan	: MULA
4. Komoditas Unggulan Berdasarkan Luas Tanam	: Kangkung
5. Komoditas Unggulan Berdasarkan Nilai Ekonomi	: Kangkung
6. Luas Wilayah	: 3.901 Ha
a. Lahan Sawah	: 0 Ha
b. Lahan Ladang	: 0 Ha
c. Lahan Perkebunan	: 3.251 Ha
d. Hutan	: 0 Ha
e. Waduk/Danau/Situ	: 0 Ha
f. Lahan Lainnya	: 650 Ha
7. Luas Tanah Kas Desa	: 0 Ha
8. Orbitasi (Jarak dari Pusat Pemerintahan)	

Figure 2. 5 Core Village Data
Source: Processed Data, 2025

c. Village Potential Information

This section outlines the various potentials possessed by the village, including natural resources, human resources, and economic opportunities. These may involve sectors such as agriculture, fisheries, plantations, tourism, or local micro-enterprises that have the capacity to grow and contribute to the community's welfare. By identifying and analyzing these potentials, stakeholders can design community empowerment programs that

are not only relevant to local conditions but also sustainable in the long term, ensuring that the benefits can be felt across generations.

DAFTAR ISI			
POTENSI DESA DAN KELURAHAN			
Desa: BATANG DUKU			
Kecamatan: Bukit Batu			
Kabupaten: KAB. BENGKALIS			
Provinsi: RIAU			
Bulan: 1			
Tahun: 2025			
Nama Pengisi: SITI MAISARI, S.Kom			
Pekerjaan: STAF SEKRETARIAT DESA			
Jabatan: OPERATOR DESA			
Kepala Desa / Lurah: JAMAL ALIAS, S.A.P			
SUMBER DATA YANG DIGUNAKAN			
UNTUK MENGGISI PROFIL DESA/			
KELURAHAN			
Referensi 1: Kartu Keluarga			
Referensi 2:			
Referensi 3:			
Referensi 4:			
I. Potensi Sumber Daya Alam			
A. Potensi Umum			
1.a. Batas Wilayah			
Batas		Desa/Kel	Kecamatan
Sebelah utara	: Selat Bengkalis		: Bengkalis
Sebelah selatan	: Kelurahan Sungai Pakning		: Bukit Batu
Sebelah timur	: Desa Sungai Selan		: Bukit Batu
Sebelah barat	: Desa Bukit Bakul		: Bukit Batu
1.b. Penetapan Batas dan Peta Wilayah			
Penetapan Batas		Dasar Hukum	Peta Wilayah
Ada		Perdes No	Ada
		Perda No 10 Tahun 2012	
2. Luas wilayah menurut penggunaan			
Luas tanah sawah			0,00
Luas tanah kering			600,00
Luas tanah basah			0,00
Luas tanah perkebunan			3.281,42
Luas fasilitas umum			0,00
Luas tanah hutan			0,00
Total luas			3.981,42
TANAH SAWAH			
Sawah irigasi teknis			0,00
Sawah irigasi 1/2 teknis			0,00
Sawah tadah hujan			0,00
Sawah pasang surut			0,00
Total luas			0,00

Figure 2. 6 Village Potential Information
Source: Processed Data, 2025

2. Interview Results

This data was collected through in-depth interviews with individuals who have insights and active roles in village life, including the village head, community leaders, neighborhood heads, youth representatives, and housewives. The information gathered includes:

- Stakeholder interests and expectations regarding village development.
- Social roles of each community group in economic, social, and cultural activities.
- Issues and vulnerabilities faced by the residents, such as access to education, healthcare, or employment.

- d. Existing local forums or community groups, such as farmer groups, youth organizations (karang taruna), or women's associations (PKK), which can serve as partners in CSR program implementation.

Paud Mukti Hali	Date
Nama : Sundari	
Jabatan : Pengelola Paud	
Jumlah murid : 20 orang	
Lama berjalan : 2008	
Jumlah anggota : 5 guru + 1 Pengelola	
Kondisi : Kurang baik	
Pemeliharaan : Alap kurang baik, kurangnya perhatian orang tua	
Program usulan : Program kerjasama orang tua dan guru dengan	
Kegiatan dilakukan antara lain :	
1. Parenting	
2. Mendatangkan beberapa orang narasumber sosialisasi narkoba, seksuai, narasumber dari kepolisian.	
3. Belajar bersama anak & orang tua.	
Perpon Masyarakat : Sebagian Masyarakat mendukung bagi yang paham dan mengerti. Sebagian dari Masyarakat Mali ada yang kurang mengerti arti & pentingnya Paud bagi anak-anak usia dini sehingga kurang respon.	
Kondisi sosial : Kurangnya pemahaman tentang pentingnya Pendidikan anak usia dini bagi anak-anak yang berusia 3-6 tahun.	
Ketersediaan fasilitas : Kurangnya alat Permainan edukatif (APE) dalam atau mobiler seperti lemari arsip, rak-rak buku & rak-rak mainan.	

Figure 2. 7 Interview Result
Source: Processed Data, 2025

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1. Job Description

The tasks carried out during the Apprenticeship at PT Kilang Pertamina International RU II Production Sungai Pakning lasted for four months, from February 17 to June 17, 2025. These tasks were carried out in the Corporate Social Responsibility (CSR) section with the following details:

1. Participate in activities and serve as a committee at events organized by the CSR section of PT Kilang.
2. Going into the field to assist the supervisor in CSR activities of PT Kilang Pertamina RU II Production Sungai Pakning.
3. Pertamina International RU II Production Sungai Pakning. Making souvenir packages containing products made by CSR Pertamina.
4. Making SOSMAP (Social Mapping) assignment for Batang Duku Village.

3.2. System and Procedure

The implementation of Corporate Social Responsibility (CSR) programs at PT Kilang Pertamina Internasional RU II Production Sungai Pakning follows a structured system and systematic procedures. These processes aimed to ensure that all CSR activities are targeted, impactful, and aligned with company standards and sustainability principles. The system and procedures carried out in the CSR Department are as follows:

1. Problem and Community Needs Identification

The first step in implementing a CSR program is identifying the problems and needs of the communities surrounding the company's operational area.

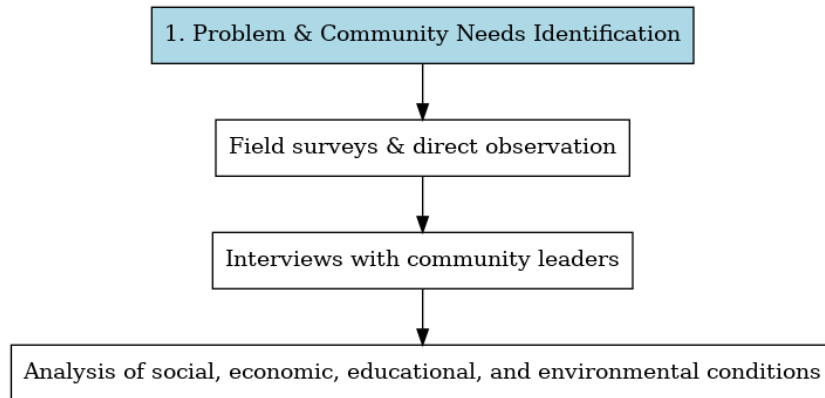


Figure 3. 1 Problem and Community Needs Identification

Source: Processed Data 2025

The process of data collection and analysis is carried out through several systematic steps to ensure accurate, relevant, and comprehensive information for program planning as follows:

- Conducting direct visits to the target area to gather firsthand information about the community's real conditions. This involves visually assessing the surroundings, facilities, and activities to obtain accurate, unbiased data.
- Engaging in structured or semi-structured discussions with influential figures, beneficiaries, and relevant parties to gain deeper insights into local needs, challenges, and potential opportunities for development.
- Reviewing and evaluating the collected data to identify trends, strengths, weaknesses, and possible risks. This step ensures that the programs designed are relevant, sustainable, and aligned with the community's actual situation.

2. Strategy Formulation and Program Planning

After identifying the issues, the CSR team formulates strategies to address them through community development and environmental conservation programs.

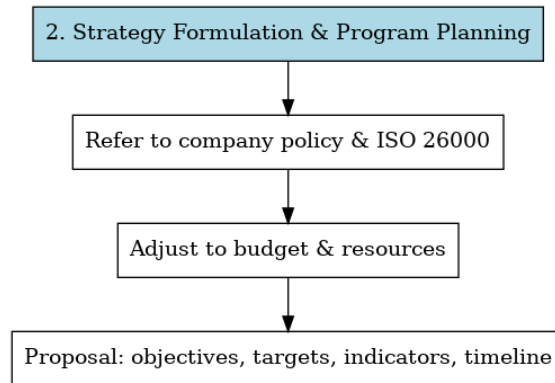


Figure 3. 2 Strategy Formulation and Program Planning

Source: Processed Data 2025

Based on the chart above, the CSR program was developed by considering several key aspects that formed the basis for decision-making, as follows:

- Programs are developed in accordance with company policies and ISO 26000 guidelines to ensure compliance with international standards and social responsibility principles.
- Planning takes into account the availability of budgets and resources to ensure the program can be implemented optimally without exceeding the company's capacity.
- Each program is assessed for implementation feasibility and long-term sustainability potential to ensure its benefits can be sustained over time.

3. Program Implementation

Before the program is implemented, the CSR team ensures that all preparations are running smoothly, from internal coordination and schedule adjustments to confirmation of support from relevant parties. The implementation process is designed to involve various elements so that the program can be carried out effectively and on target

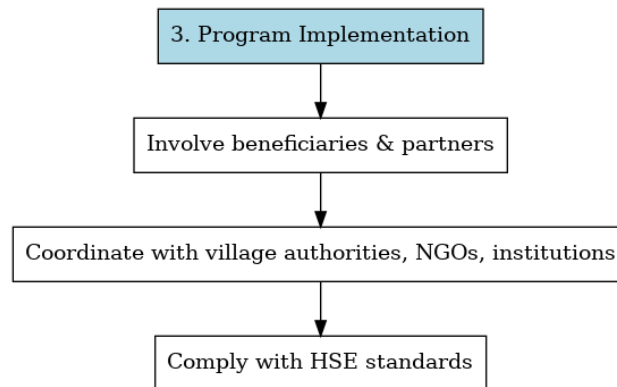


Figure 3. 3 Program Implementation
Source: Processed Data 2025

Based on the chart, the implementation of the CSR program includes:

- Target beneficiaries, supported partners, and local stakeholders – Directly involving beneficiaries, supporting partners, and local stakeholders who play an important role in the success of the program.
- Coordination with village authorities, NGOs, and related institutions – Establishing coordination with village authorities, non-governmental organizations, and related institutions to ensure synergy and smooth implementation.
- Compliance with health, safety, and environmental (HSE) standards during execution – Ensuring all activities adhere to safety, health, and environmental protection procedures in accordance with applicable standards.
- Types of programs implemented – Including skill training, support for SMEs, environmental campaigns, social awareness activities, and infrastructure assistance to support community well-being.

4. Monitoring and Evaluation

During implementation, the CSR team conducted regular monitoring to ensure that the program ran according to plan and established standards. After the program was completed, a comprehensive evaluation was conducted to assess its success and impact.

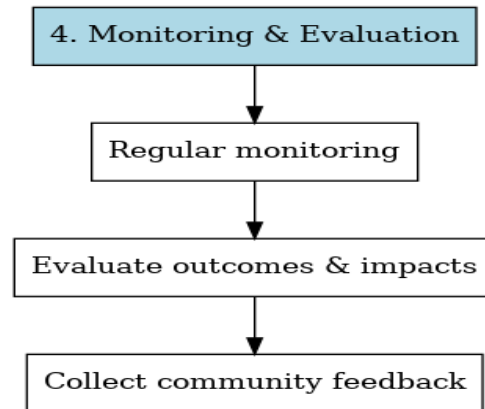


Figure 3. 4 Monitoring and Evaluation

Source: Processed Data 2025

The evaluation covers several key aspects:

- Program effectiveness and outcome achievements – Measuring the extent to which program objectives and expected outcomes have been achieved, including the successful implementation of each planned activity.
- Social, economic, and environmental impacts – Assessing the program's impact on community welfare, local economic growth, and environmental sustainability.
- Community feedback and satisfaction levels – Collecting direct input from beneficiaries and stakeholders to determine their level of satisfaction and suggestions for improvement for the next program.

5. Reporting and Documentation

After the program has been completed, the next stage is reporting and documentation to ensure that all activities are properly recorded and accountable. This documentation serves as evidence of implementation, a means of evaluation, and a reference for future program planning.

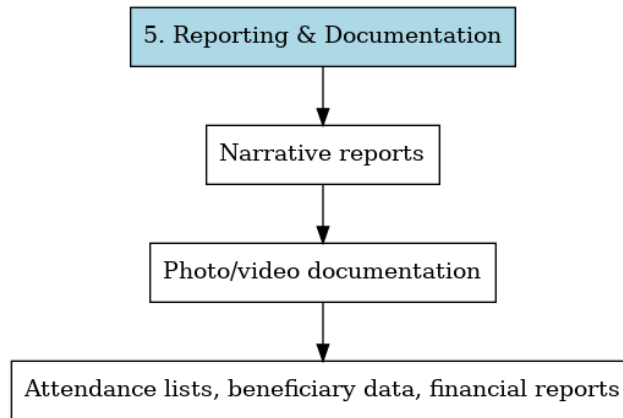


Figure 3. 5 Reporting and Documentation

Source: Processed Data 2025

Reporting and documentation are carried out through:

- Narrative reports – Written reports containing a chronology of activities, objectives, implementation, and results achieved.
- Photo and video documentation – Visual recordings showing the process and results of the program as tangible evidence.
- Attendance lists, beneficiary data, and financial accountability documents – Data on activity participants and beneficiaries, accompanied by reports on the use of funds and accountability documents, serve as proof of involvement, validation of implementation, and assurance of budget transparency.

3.3. Place of Apprenticeship

This Apprenticeship activity was carried out at PT Kilang Pertamina RU II Production Sungai Pakning from February 17 to June 17, 2025. During Apprenticeship the Author is placed the Corporate Social Responsibility (CSR) section. The company provisions regarding the schedule or time of implementation of Apprenticeship are as follows:

Table 3. 1 Work Schedule PT KPI RU II Production Sungai Pakning

No	Days	Working Hours	Break
1	Monday - Thursday	07.30 - 16.00 PM	12.00 - 13.30 PM
2	Friday	07.30 - 16.00 PM	11.30 – 13.30 PM
2	Saturday – Sunday	Holiday	Holiday

Source: Processed Data, 2025

3.4. Kind and Description of the Activity

Description of the work that has been done during the Apprenticeship which began on February 17 to June 17, 2025 at PT Kilang Pertamina RU II Production Sungai Pakning in Corporate Social Responsibility (CSR) section. The details of its activities can be seen in the following table:

3.4.1. Daily Activity

Table 3. 2 Daily Activities First Week February 17 to February 21, 2025

No	Day/Date	Activity	Location
1	Monday, February 17, 2025	1. Briefing from affair general regarding apprenticeship at PT Pertamina 2. Security Tool interview as well as photos to get a PT Pertamina id card/badge 3. Participate in Safety Induction for the requirement to get a PT Pertamina ID card/badge	1. PT Pertamina main office 2. Demo room
2	Tuesday, February 17, 2025	1. Assigning mentors to effectively assist apprenticeship participants 2. Conducting field visits to the Gambut Arboretum and Pertamina's water spinach garden for observation and assistance 3. Ordering supporting products to ensure the smooth running of the 2025 Gernas K3 event	1. PT Pertamina main office 2. Arboretum desa Kampung Jawa 3. Hortikultura Desa Batang Duku
3	Wednesday, February 17, 2025	1. Designing thank you cards using Canva with an attractive and aesthetic appearance 2. Printing these cards as a form of appreciation to support the smooth running of the 2025 National K3 Event	1. PT Pertamina main office
4	Thursday, February 17, 2025	1. Visiting SD 08 Siak Kecil to shoot a video in commemoration of National Waste Awareness Day (HPSN) 2. Documenting activities as an effort to raise awareness of waste management and environmental conservation	1. SD 08 Siak Kecil
5	Friday, February 17, 2025	1. Packing various types of souvenirs for guests attending the Gernas K3 2025 event. 2. Preparing souvenirs as a token of appreciation and support for the success of the event.	1. PT Pertamina main office

Source: Processed Data, 2025

In the first week (February 17–21, 2025), apprenticeship activities included briefings, safety training, mentor assignments, field visits to the Gambut Arboretum and horticultural garden, and assisting preparations for the 2025 National Safety and

Health Campaign (Gernas K3). Participants also created greeting cards, documented HPSN activities at SD 08 Siak Kecil, and packaged guest souvenirs, gaining hands-on experience in PT Pertamina's CSR and operations.

Table 3. 3 Daily Activities Second Week February 24 to February 28, 2025

No	Day/Date	Activity	Location
1	Monday, February 24, 2025	<ol style="list-style-type: none"> 1. Receiving a Social Mapping assignment from my supervisor as an apprenticeship project to understand the social conditions of the community in a village 2. Conducting observations and field data collection as part of the social mapping process 3. Packing gifts for teachers at SD 08 Siak Kecil 4. Preparing gifts as a token of appreciation in commemoration of National Waste Awareness Day (HPSN) 	<ol style="list-style-type: none"> 1. PT Pertamina main office
2	Tuesday, February 25, 2025	<ol style="list-style-type: none"> 1. Packing gifts for students of SD 08 Siak Kecil as a token of appreciation and motivation to raise environmental awareness from an early age 2. Making preparations before the HPSN event, including checking equipment, coordinating with relevant parties, and ensuring the event runs smoothly 	<ol style="list-style-type: none"> 1. PT Pertamina main office 2. SD 08 Siak Kecil
3	Wednesday, February 26, 2025	<ol style="list-style-type: none"> 1. Celebrating National Waste Awareness Day (HPSN) at SD 08 Siak Kecil with various educational and interactive activities 2. Engaging students, teachers, and relevant parties in outreach, community service, and prize distribution to raise awareness of the importance of waste management and environmental conservation 	<ol style="list-style-type: none"> 1. SD 08 Siak Kecil
4	Thursday, February 27, 2025	<ol style="list-style-type: none"> 1. Studying previous examples of Social Mapping (Sosmap) to understand the methods, structure, and results of the analysis 2. Making it a reference in developing more effective social mapping that is tailored to the needs of the project 	<ol style="list-style-type: none"> 1. PT Pertamina main office
5	Friday, February 28, 2025	<ol style="list-style-type: none"> 1. Starting the Social Mapping (Sosmap) project by collecting initial data and determining the target area 2. Preparing a framework that covers the social, economic, and environmental aspects of the community 	<ol style="list-style-type: none"> 1. PT Pertamina main office

Source: Processed Data, 2025

In the second week, apprenticeship activities focused on the Social Mapping (Sosmap) project through field observations, data collection, and reviewing previous references to build a framework covering social, economic, and environmental aspects. Participants also joined the National Waste Awareness Day (HPSN) event at SD 08 Siak Kecil by preparing and distributing gifts and educating students and teachers on waste management, gaining practical experience in program planning and community engagement.

Table 3. 4 Daily Activities Third Week March 3 to March 7, 2025

No	Day/Date	Activity	Location
1	Monday, March 3, 2025	<ol style="list-style-type: none"> 1. Visiting the Batang Duku Village Office to request village profile data as part of the Sosmap project 2. Using the data to accurately analyze the social, economic, and environmental conditions of the village 	1. Batang Duku Village Office
2	Tuesday, March 4, 2025	Sick	-
3	Wednesday, March 5, 2025	<ol style="list-style-type: none"> 1. Starting to compile a Social Mapping (Sosmap) report based on data from the Batang Duku Village Office 2. Processing the data into a report that describes the social, economic, and environmental conditions of the village 	1. PT Pertamina main office
4	Thursday, March 6, 2025	<ol style="list-style-type: none"> 1. Compiling Chapter I of the Sosmap report, which covers the background, objectives, problem formulation, scope, and writing system 2. Providing a clear and structured basis for the preparation of social mapping reports. 	1. PT Pertamina main office
5	Friday, March 7, 2025	<ol style="list-style-type: none"> 1. Documenting the Pesantren Kilat event through photos and videos of various moments, such as lectures, worship, and educational activities 2. The documentation is used for archiving, reporting, and publishing the event 	2. Masjid Al Mukarramah Pertamina Sungai Pakning

Source: Processed Data, 2025

In the third week, apprenticeship activities centered on the Social Mapping (Sosmap) project by collecting village profile data from the Batang Duku Village Office to analyze social, economic, and environmental conditions. The data was then processed and compiled into Chapter I of the report, covering the background, objectives, problem statement, and writing structure. The week concluded with

documenting Pesantren Kilat activities at Masjid Al Mukarramah for archival, reporting, and publication purposes.

Table 3. 5 Daily Activities Fourth Week March 10 to March 14, 2025

No	Day/Date	Activity	Location
1	Monday, March 10 2025	<ol style="list-style-type: none"> 1. Packing of products such as pineapple chips, kangkung sticks, amplang lomek, honey, dried herbal medicine, and lemongrass essential oil 2. Packing is done neatly and safely to maintain product quality before distribution or use at events 	1. PT Pertamina main office
2	Tuesday, March 11, 2025	<ol style="list-style-type: none"> 1. Drafting news articles about the floods in Kampar by gathering information related to the causes, impacts, and handling of the situation 2. Ensuring that the structure of the news articles is clear, includes the 5W+1H elements, and uses language that complies with journalistic standards for further reporting purposes 	1. PT Pertamina main office
3	Wednesday, March 12, 2025	<ol style="list-style-type: none"> 1. Packing basic food items neatly and orderly to ensure that the contents of the package are complete and in good condition 2. Packaging is carried out with consideration for safety and ease of distribution for beneficiaries 	1. PT Pertamina main office
4	Thursday, March 13, 2025	<ol style="list-style-type: none"> 1. Writing Chapter II of the Sosmap report, which includes a literature review, theoretical basis, and concepts relevant to the activity 2. Using references from various sources to support the analysis and strengthen the rationale of the report 	1. PT Pertamina main office
5	Friday, March 14, 2025	<ol style="list-style-type: none"> 1. Printing greeting cards for Eid al-Fitr hampers for members of the KPI Media Forum 2. The cards are designed with attractive designs and warm messages as a form of appreciation and friendship during Eid al-Fitr 	1. PT Pertamina main office

Source: Processed Data, 2025

In the fourth week, apprenticeship activities involved both operational support and reporting. Tasks included packaging products such as pineapple chips, kangkung sticks, herbal items, and basic necessities for distribution or events. Participants also prepared a news article on the Kampar floods following 5W+1H principles and

journalistic standards, worked on Chapter II of the Sosmap report (literature review and theoretical framework), and designed greeting cards for Eid al-Fitr hampers with attractive layouts and warm messages.

Table 3. 6 Daily Activities Fifth Week March 17 to March 21, 2025

No	Day/Date	Activity	Location
1	Monday, March 17 2025	<ol style="list-style-type: none"> 1. Writing Chapter III of the Sosmap report, which covers the methods used to carry out the activities, including the location, time, methods, stages, and data collection instruments 2. Providing a clear and systematic overview of the implementation of Sosmap activities 	1. PT Pertamina main office
2	Tuesday, March 18, 2025	<ol style="list-style-type: none"> 1. Compiling a list of interview questions for Sosmap activities to explore in-depth information related to the topics raised 2. The questions are systematically compiled to cover background, issues, solutions, and impacts, so that the data obtained is accurate and relevant 	1. PT Pertamina main office
3	Wednesday, March 19, 2025	<ol style="list-style-type: none"> 1. Making a list of speakers for the Sosmap event that fit the topic 2. Selecting speakers from different backgrounds, like the government, community leaders, academics, and affected residents, to get a bunch of different and deep perspectives 	1. PT Pertamina main office
4	Thursday, March 20, 2025	<ol style="list-style-type: none"> 1. Chatting with the interviewee before the interview to set up a schedule and explain what the interview is about 2. Making sure the interviewee is ready so the interview goes smoothly and effectively 	1. PT Pertamina main office
5	Friday, March 21, 2025	<ol style="list-style-type: none"> 1. Taking part in Media Forum Meetings by getting ready, coordinating, and doing stuff. 2. The main goal is to make the forum members closer and help the event go smoothly. 	1. Kopilova Coffee shop

Source: Processed Data, 2025

In the fifth week, apprenticeship activities centered on preparing the Social Mapping (Sosmap) project by drafting Chapter III of the report on the systematic implementation of activities. This was followed by creating interview questions, selecting interviewees from diverse backgrounds, and establishing initial communication to arrange schedules and explain the interview purpose. The week

ended with participation in a Media Forum meeting to enhance coordination and strengthen relationships among members.

Table 3. 7 Daily Activities Sixth Week March 24 to March 28, 2025

No	Day/Date	Activity	Location
1	Monday, March 24 2025	1. Conducting an interview with the Head of the <i>Kenanga Posyandu</i> to gather information about the program, challenges, and contributions to the welfare of residents 2. This interview was conducted to obtain relevant data for the preparation of the Sosmap report	1. <i>Kenanga Posyandu</i>
2	Tuesday, March 25, 2025	1. Conducting interviews with the Head of the <i>Tani Tunas Baru I</i> Group to gather information about activities, challenges, and the potential and solutions for agriculture 2. The data obtained is used as material for the drafting of the Sosmap report	1. Home of the Head of the <i>Tani Tunas Baru I</i> Group
3	Wednesday, March 26, 2025	1. Conducting interviews with the Head of the Ketutu Nelayan Group to explore the conditions, challenges, programs, and needs of fishermen in improving their welfare 2. These interviews are part of data collection for the Sosmap report	1. Home of the Head of the <i>Ketutu Nelayan</i> Group
4	Thursday, March 27, 2025	1. Conducting interviews with Poskesdes midwives to gather information about health services, challenges, and efforts to improve the quality of public health 2. These interviews were conducted as part of data collection for the Sosmap report	1. <i>Poskesdes Batang Duku</i>
5	Friday, March 28, 2025	Eid al-Fitr holiday	Holiday

Source: Processed Data, 2025

In the sixth week, apprenticeship activities focused on collecting field data through interviews with key community representatives, including the Heads of the Kenanga Posyandu, Tunas Baru I Farmers' Group, Ketutu Fishermen's Group, and the Batang Duku Health Post midwife. These interviews provided insights into local programs, challenges, and contributions to community well-being, offering a comprehensive view of the area's social, economic, and health conditions. Friday was a holiday in celebration of Eid al-Fitr.

Table 3. 8 Daily Activities Seventh Week March 31 to April 4, 2025

No	Day/Date	Activity	Location
1	Monday, March 31 to Friday April 4 2025	Eid al-Fitr holiday	-

Source: Processed Data, 2025

In the seventh week, all apprenticeship activities were suspended due to the Eid al-Fitr holiday. No activities were carried out during this period in accordance with national holiday regulations.

Table 3. 9 Daily Activities Eighth Week April 7 to April 11, 2025

No	Day/Date	Activity	Location
1	Monday, April 7, 2025	Eid al-Fitr holiday	-
2	Tuesday, April 8, 2025	<ol style="list-style-type: none"> 1. Conducting interviews with the Head of Mekar Sari Hamlet to gather information related to social, economic, and infrastructure issues faced by the community 2. These interviews are understanding the challenges and solutions for hamlet development, and are part of data collection for the Sosmap report 	1. Batang Duku Village Office
3	Wednesday, April 9, 2025	<ol style="list-style-type: none"> 1. Dividing tasks for events, including appointing coordinators, consumption divisions, documentation, logistics, publications, and events 2. The goal is for each division to have clear responsibilities to ensure the smooth running and coordination of events 	1. PT Pertamina main office
4	Thursday, April 10, 2025	<ol style="list-style-type: none"> 1. Planning events by determining the concept, schedule of activities, logistical requirements, division of tasks, and time estimates 2. This planning is carried out to ensure that events run in a structured manner and in accordance with their objectives 	1. PT Pertamina main office
5	Friday, April 11, 2025	<ol style="list-style-type: none"> 1. Caring for the venue to check the condition of the event location, including facilities and accessibility 2. The surveying aims to determine the placement of logistics and decorations to support the smooth running of the event 	1. Mangrove Tourism Desa Pangkalan Jambi

Source: Processed Data, 2025

In the eighth week, activities resumed after the Eid al-Fitr holiday with continued Sosmap data collection through an interview with the Head of Mekar Sari

Hamlet to explore social, economic, and infrastructure issues. Attention then shifted to event preparation, including task distribution among the committee, conceptual planning and scheduling, and a site survey at the Mangrove Tourism Area in Pangkalan Jambi Village to ensure venue readiness and logistical completeness. These activities were carried out to support smooth and well-organized event implementation in line with its objectives.

Table 3. 10 Daily Activities Ninth Week April 14 to April 18, 2025

No	Day/Date	Activity	Location
1	Monday, April 14, 2025	Permission to be absent from campus to attend an interview	Campus
2	Tuesday, April 15, 2025	1. Preparing for Earth Day events, including drafting the rundown, checking competition equipment, coordinating the committee, and arranging the venue 2. The preparations are made to ensure that the event runs smoothly and supports environmental education	1. Mangrove Tourism <i>Desa Pangkalan Jambi</i>
3	Wednesday, April 16, 2025	1. Conducting interviews with the Acting Village Head and Deputy Village Head of Batang Duku to gather information about policies, development programs, and community issues. 2. The purpose of these interviews is to deepen understanding as material for the preparation of the Sosmap report.	1. <i>Batang Duku</i> Village Office
4	Thursday, April 17, 2025	1. Holding an Earth Day commemoration event involving junior high school students in scout-style games to hone their teamwork, agility, and environmental knowledge 2. Holding a mind mapping competition on the theme of nature conservation to encourage participants' creativity and understanding of environmental issues	1. Mangrove Tourism <i>Desa Pangkalan Jambi</i>
5	Friday, April 18, 2025	Holiday commemorating the death of Jesus Christ	-

Source: Processed Data, 2025

In the ninth week, activities began with permission to be absent from campus to attend interviews. Next, comprehensive preparations were made for Earth Day celebrations, such as compiling a rundown, checking competition equipment, coordinating the committee, and arranging the event location at the Pangkalan Jambi Village Mangrove Tourism site. Midway through the week, interviews were conducted

with the Acting Village Head and Deputy Village Head of Batang Duku to gather information on policies and community issues as part of the Sosmap report. The highlight was the Earth Day celebration, which involved middle school students through scouting games and a mind mapping competition themed around environmental conservation. Friday was designated as a national holiday.

Table 3. 11 Daily Activities Tenth Week April 21 to April 25, 2025

No	Day/Date	Activity	Location
1	Monday, April 21, 2025	1. Conducting an interview with the manager of <i>PAUD Mutiara Hati</i> to gather information about learning activities, facilities, challenges, and the role of PAUD in child development 2. This interview is part of data collection for the Sosmap report	1. <i>PAUD Mutiara Hati</i>
2	Tuesday, April 22, 2025	1. Conducting an interview with the Principal of <i>MDTA Darul Falah</i> to gather information about the learning system, teaching staff, facilities, and the role of the institution in religious education 2. This interview is part of data collection for the preparation of the Sosmap report	1. <i>MDTA Darul Falah</i>
3	Wednesday, April 23, 2025	1. Conducting interviews with the Head of <i>Dusun Kampung Baru</i> to gather information about the social, economic, infrastructure, potential, and problems of the community 2. These interviews are part of data collection for the Sosmap report	1. <i>Batang Duku Village Office</i>
4	Thursday, April 24, 2025	1. Interviewing BUMDes officials to gather information about organizational structure, types of businesses, economic impact, and challenges in managing village businesses 2. These interviews were conducted as part of data collection for the Sosmap report	1. <i>Batang Duku Village Office</i>
5	Friday, April 25, 2025	1. Creating a PowerPoint presentation containing apprenticeship progress, including task achievements, learning, and activities that have been carried out. 2. The presentation aims to provide an overview to the supervisor about the progress and contributions during the apprenticeship.	1. PT Pertamina main office

Source: Processed Data, 2025

In the tenth week, activities focused on continuing data collection for the Social Mapping (Sosmap) report through a series of interviews. Interviews were conducted

with the manager of PAUD Mutiara Hati, the head of MDTA Darul Falah, the head of Kampung Baru hamlet, and BUMDes administrators to gather information about education, socioeconomic conditions, and the potential and challenges in the community. At the end of the week, a PowerPoint presentation was prepared to report on the progress of the apprenticeship to the supervisor, covering task achievements, learning experiences, and the series of activities that had been carried out.

Table 3. 12 Daily Activities Eleventh Week April 28 to May 2, 2025

No	Day/Date	Activity	Location
1	Monday, April 28, 2025	1. Revise PowerPoint presentations by improving content, slide design, and information flow 2. Revisions are based on feedback from supervisors or colleagues to ensure that presentations are ready and fit for purpose	1. PT Pertamina main office
2	Tuesday, April 29, 2025	1. Conducting Review 1 presentation to explain the progress of the apprenticeship, including achievements, challenges, and follow-up plans 2. To obtain feedback from supervisors in order to improve the quality and effectiveness of work	1. PT Pertamina main office
3	Wednesday, April 30, 2025	1. Working on an apprenticeship report that includes data collection, analysis, and systematic writing 2. The report is compiled to present work results, achievements, and recommendations for future development	1. PT Pertamina main office
4	Thursday, May 1, 2025	International Labor Day Holiday	-
5	Friday, May 2, 2025	1. Completing SOSMAP reports containing data summaries, social condition analyses, and program recommendations 2. Focusing on systematically compiling report narratives based on observation results and field interviews	1. PT Pertamina main office

Source: Processed Data, 2025

In the eleventh week, activities focused on refining and reporting apprenticeship results. This began with revising PowerPoint presentations based on feedback from supervisors in preparation for Review 1, which outlined apprenticeship progress, achievements, challenges, and follow-up plans. Following the presentation, the team proceeded with the preparation of the apprenticeship report and the completion of the

Social Mapping (Sosmap) report, which includes a summary of data, analysis of social conditions, and program recommendations. Thursday was designated as a national holiday in observance of International Workers' Day.

Table 3. 13 Daily Activities Twelfth Week May 5 to May 9, 2025

No	Day/Date	Activity	Location
1	Monday, May 5, 2025	<ol style="list-style-type: none"> 1. Continuing the preparation of the SOSMAP report that maps the social conditions of the community in the surrounding area 2. Activities include data analysis, narrative writing, and the formulation of findings and recommendations based on observations and interviews 	1. PT Pertamina main office
2	Tuesday, May 6, 2025	<ol style="list-style-type: none"> 1. Keep working on the SOSMAP report based on observation and interview data 2. Focus on analyzing social conditions and formulating findings and recommendations to support CSR program planning 	1. PT Pertamina main office
3	Wednesday, May 7, 2025	<ol style="list-style-type: none"> 1. Continuing the preparation of the SOSMAP report with a focus on data processing and writing up field findings 2. The writing is done systematically to ensure that the report is well-organized and informative 	1. PT Pertamina main office
4	Thursday, May 8, 2025	<ol style="list-style-type: none"> 1. Conducting the preparation of the SOSMAP report by organizing data and writing narratives based on the results of the social mapping of the community 2. The drafting process is carried out in a structured manner to clearly and comprehensively describe the condition of the community 	1. PT Pertamina main office
5	Friday, May 9, 2025	<ol style="list-style-type: none"> 1. Continue working on the SOSMAP report by writing down the results of observations systematically 2. Formulate recommendations based on the data collected to support program decision-making 	1. PT Pertamina main office

Source: Processed Data, 2025

In the twelfth week, all activities were focused on completing the Social Mapping (Sosmap) report. The drafting process was carried out intensively by analyzing data from observations and interviews, formulating field findings, and writing the report narrative in a systematic and structured manner.

Table 3. 14 Daily Activities Thirteenth Week May 12 to May 16, 2025

No	Day/Date	Activity	Location
1	Monday, May 12, 2025	Holiday in commemoration of Vesak Day	-
2	Tuesday, May 13, 2025	Collective Leave Commemorating Vesak Day	-
3	Wednesday, May 14, 2025	<ol style="list-style-type: none"> 1. Packaging Pertamina-supported products to be used as souvenirs 2. The aim is to support the promotion of MSME products and ensure that they are attractively presented and ready to be distributed to guests or event participants 	1. PT Pertamina main office
4	Thursday, May 15, 2025	<ol style="list-style-type: none"> 1. Continue compiling the SOSMAP report by processing field data and compiling key findings 2. These findings are used to support a comprehensive analysis of social conditions in the community 	1. PT Pertamina main office
5	Friday, May 16, 2025	<ol style="list-style-type: none"> 1. Getting in touch with Posyandu Kenanga cadres to let them know about and coordinate their participation in the sweeping activity 2. The goal is to make sure the cadres are ready and present for the field activity. 	1. PT Pertamina main office

Source: Processed Data, 2025

In the thirteenth week, activities began with two days off in commemoration of Vesak Day and collective leave. After that, activities continued with the packaging of Pertamina's products as souvenirs to support the promotion of MSMEs. Activities also included the continuation of the preparation of the Sosmap report through field data processing and the formulation of key findings. At the end of the week, coordination was conducted with the Kenanga Posyandu cadres to ensure their readiness for the planned field sweep activity.

Table 3. 15 Daily Activities Fourteenth Week May 19 to May 23, 2025

No	Day/Date	Activity	Location
1	Monday, May 19, 2025	<ol style="list-style-type: none"> 1. Participating in a joint sweep with <i>Posyandu Kenanga</i> cadres to visit the homes of Chinese residents who did not attend the <i>posyandu</i> 2. The aim was to find out the reasons for their absence and identify obstacles as material for evaluation to increase participation in basic health services 	Home of Tionghoa Resident

2	Tuesday, May 20, 2025	<ol style="list-style-type: none"> 1. Compiling SOSMAP reports based on the results of field sweeps 2. The reports contain findings on social conditions and obstacles encountered, which serve as the basis for analysis and recommendations for future programs 	1. PT Pertamina main office
3	Wednesday, May 21, 2025	<ol style="list-style-type: none"> 1. Continuing the preparation of the SOSMAP report by processing field data into narratives and analyses of the social conditions of the community 2. The report is prepared as material for evaluation and program planning based on the real needs of the target area. 	1. PT Pertamina main office
4	Thursday, May 22, 2025	<ol style="list-style-type: none"> 1. Continue compiling the SOSMAP report by summarizing the results of observations and field interviews. 2. Focus on writing an analysis of the social conditions of the community and compiling program recommendations based on the needs of residents. 	1. PT Pertamina main office
5	Friday, May 23, 2025	<ol style="list-style-type: none"> 1. Participating in regular exercise activities organized by HSSE – Health Pertamina as part of a health and fitness program 2. Aimed at raising awareness of the importance of a healthy lifestyle in the workplace 	1. <i>Telaga Suri Perdana</i> PT KPI RU II Sungai Pakning

Source: Processed Data, 2025

In the fourteenth week, activities began with a joint field sweep by Posyandu Kenanga cadres to the homes of Chinese residents who did not attend the posyandu service, in order to identify the reasons for their absence and the obstacles they faced. The findings from this activity were then used as the basis for compiling the Sosmap report, which continued over several days with a focus on analyzing the social conditions of the community and formulating program recommendations. At the end of the week, they also participated in the regular sports activities organized by HSSE – Health Pertamina as part of education and promotion of a healthy lifestyle in the workplace.

Table 3. 16 Daily Activities Fifteenth Week May 26 to May 30, 2025

No	Day/Date	Activity	Location
1	Monday, May 26, 2025	1. Holding team discussions to prepare the SOSMAP report, focusing on discussing field findings and analyzing social conditions in the community	1. PT Pertamina main office

		2. Formulating recommendations to be included in the report as a result of joint discussions.	
2	Tuesday, May 27, 2025	1. Continue compiling the SOSMAP report based on field data 2. Focus on analyzing social conditions and formulating findings and recommendations as a basis for CSR program planning	1. PT Pertamina main office
3	Wednesday, May 28, 2025	1. Participating in a blood donation event organized by HSSE – Health as part of a health and humanitarian awareness program 2. Aimed at supporting blood availability and raising awareness of the importance of regular blood donation	1. BULOPA PT Pertamina
4	Thursday, May 29, 2025	Holiday to Commemorate the Ascension Day of Isa Al Masih	-
5	Friday, May 30, 2025	Holiday After Commemorate the Ascension Day of Isa Al Masih	-

Source: Processed Data, 2025

In the fifteenth week, activities focused on finalizing the Sosmap report through team discussions to discuss field findings, analysis of community social conditions, and formulation of program recommendations based on real needs. The report writing process was continued with the preparation of analysis and suggestions to support CSR program planning. In addition, they also participated in blood donation activities organized by HSSE as a form of concern for health and humanity. Activities on Thursday and Friday were canceled due to national holidays in commemoration of the Ascension of Jesus Christ and joint leave.

Table 3. 17 Daily Activities Sixteenth Week June 2 to Junes 6, 2025

No	Day/Date	Activity	Location
1	Monday, June 2, 2025	1. Continuing the apprenticeship work in the preparation of the Social Mapping report (SOSMAP). 2. Focus on data processing, narrative writing, and analysis of social conditions as part of the final stages of the report.	1. PT Pertamina main office

2	Tuesday, June 3, 2025	<ol style="list-style-type: none"> 1. Conducting a discussion to plan the event needs, including equipment, event rundown, and task distribution. 2. Ensuring all aspects of the event are well-prepared and properly coordinated. 	1. PT Pertamina main office
3	Wednesday, June 4, 2025	<ol style="list-style-type: none"> 1. Packing souvenirs that contain tumblers and umbrellas to be distributed to the training participants. 2. The packing is done neatly to ensure the souvenirs are ready for distribution and well-received by the participants. 	1. PT Pertamina main office
4	Thursday, June 5, 2025	<ol style="list-style-type: none"> 1. Preparing to create a DIY mini studio using simple materials such as cardboard and boxes. 2. This mini studio is designed to support the execution of events with a creative and functional concept. 	1. PT Pertamina main office
5	Friday, June 6, 2025	Eid al-Adha	-

Source: Processed Data, 2025

In the sixteenth week, apprenticeship activities centered on the final stage of preparing the Social Mapping (SOSMAP) report and event preparation. Students were involved in data processing, narrative writing, and analyzing community social conditions, while also coordinating technical discussions, task distribution, and logistics. Preparations included packaging souvenirs such as tumblers and umbrellas, and setting up a DIY mini studio as creative support for the event. Friday coincided with Eid al-Adha, so no activities were held. The final stage of the SOSMAP focused on identifying sustainable programs aligned with community needs and the results of the social condition analysis.

Table 3. 18 Daily Activities Seventeenth Week June 9 to June 13, 2025

No	Day/Date	Activity	Location
1	Monday, June 9, 2025	<ol style="list-style-type: none"> 1. Carrying out the final stage of the SOSMAP report by determining sustainable programs. 2. Focusing on identifying follow-up initiatives based on community needs and analysis results. 	2. PT Pertamina main office

2	Tuesday, June 10, 2025	<ol style="list-style-type: none"> 1. Being the organizing committee for the FGD (Focus Group Discussion) event held by CSR. 2. Continuing the role of the committee in the evening during a gathering with the development groups. 	<ol style="list-style-type: none"> 1. <i>Telaga Suri Perdana</i> PT KPI RU II Sungai Pakning 2. Wisma Pertamina
3	Wednesday, June 11, 2025	<ol style="list-style-type: none"> 1. Participate in the training event at the BUMDes organized by CSR 	<ol style="list-style-type: none"> 1. BUMDes Pakning Asal
4	Thursday, June 12, 2025	<ol style="list-style-type: none"> 1. Creating a PowerPoint presentation for the final presentation. 2. Designing slides to summarize activities, achievements, and key learnings during the apprenticeship. 	<ol style="list-style-type: none"> 1. PT Pertamina main office
5	Friday, June 13, 2025	<ol style="list-style-type: none"> 1. Reviewing and revising the presentation material to ensure clarity and completeness. 2. Studying and preparing thoroughly before delivering the final presentation. 	<ol style="list-style-type: none"> 1. PT Pertamina main office

Source: Processed Data, 2025

In the seventeenth week, the apprenticeship activities focused on the finalization of the SOSMAP report by determining sustainable programs that meet the community's needs. The apprenticeship also took an active role in organizing the Focus Group Discussion (FGD) event and in socializing with the assisted groups. In addition, they participated in training held at BUMDes Pakning Asal. Toward the end of the week, the focus shifted to creating and refining the final apprenticeship presentation materials, which included a summary of activities, achievements, and learnings during the apprenticeship period. Preparations were also made to ensure the final presentation went smoothly and professionally.

Table 3. 19 Daily Activities Eighteenth Week June 16 to June 17, 2025

No	Day/Date	Activity	Location
1	Monday, June 16, 2025	<ol style="list-style-type: none"> 1. Presenting the final apprenticeship results in front of supervisors and relevant parties. 2. Summarizing activities and tasks that have been carried out during the apprenticeship. 3. Conveying achievements, lessons learned, and contributions made during the apprenticeship period. 4. Aiming to provide a comprehensive overview of the outcomes and benefits of the apprenticeship implementation. 	<ol style="list-style-type: none"> 1. PT Pertamina main office

2	Tuesday, June 17, 2025	<ol style="list-style-type: none"> 1. Participating in the routine blood donation events held by CSR as part of social and humanitarian programs. 2. Helping the availability of blood and fostering social and health awareness among participants. 	<ol style="list-style-type: none"> 1. Kantor Camat Siak Kecil
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Source: Processed Data, 2025

The eighteenth week marks the end of the apprenticeship activities. On the first day, the interns presented their final presentation in front of their supervisors and relevant parties. This presentation included a summary of activities, achievements, lessons learned, and contributions made during the apprenticeship period, aimed at providing a comprehensive overview of the benefits and results of the apprenticeship program. On the second day, the students participated in a routine blood donation event organized by CSR as a form of social and humanitarian concern, while also supporting blood availability and raising awareness about the importance of health and social solidarity.

3.4.2 Work Description

During the apprenticeship in the CSR Department of PT Kilang Pertamina Internasional RU II Production Sungai Pakning, the author was involved in a range of activities, including fieldwork, administrative tasks, and direct participation in community development programs. The activities are outlined as follows:

2. Carried out duties as a member of the organizing team in several CSR events and contributed to the successful implementation of programs conducted by the CSR Department
 - a. On February 26, 2025, the CSR Department of PT Kilang Pertamina Internasional RU II Production Sungai Pakning held an event to commemorate National Waste Awareness Day at SDN 08 Siak Kecil, Tanjung Belit Village. The event was attended by elementary school students along with several accompanying teachers. During the activity, the participants were given an understanding of the types of waste, the correct

way to manage waste, and the causes of waste problems. In addition, the students were also directly taught how to make organic fertilizer/compost as a form of practical education on sustainable waste management.



Figure 3. 6 National Waste Awareness Day
Source: Processed Data 2025

- b. On April 17, 2025, the CSR Department of PT Kilang Pertamina International RU II Production Sungai Pakning held an event to commemorate World Earth Day at the Mangrove Education site in Pangkalan Jambi Village. The event was attended by students from two schools, namely SMPS YKPP Sungai Pakning and SMPN 3 Bukit Batu. The program was designed to be educational and interactive to foster environmental awareness among students, with one of the main agendas being a crossword puzzle competition containing keywords related to environmental issues. In addition, the participants were also asked to create mind maps based on the material they received and to present them in front of other participants as a form of understanding and creative idea delivery.



Figure 3. 7 World Earth Day
Source: Processed Data 2025

- c. On June 10, 2025, the CSR Department of PT Kilang Pertamina Internasional RU II Production Sungai Pakning held a Focus Group Discussion (FGD) and a gathering with ten CSR partner groups. The activity aimed to evaluate the progress of each group throughout 2025 and to discuss plans for future programs. Through this discussion forum, the partners were given the opportunity to share their achievements, challenges, and constructive feedback to improve the effectiveness and sustainability of the company's CSR programs.



Figure 3. 8 Focus Group Discussion
Source: Processed Data 2025

- d. On June 11, 2025, the CSR Department of PT Kilang Pertamina Internasional RU II Production Sungai Pakning organized a training titled “Financial Reporting and Digital Marketing” in collaboration with BUMDesa Mekar Jaya. The activity consisted of two sessions: the first session covered systematic financial report preparation, and the second session focused on effective digital marketing strategies. As part of the training, a 30-second promotional video competition was also held to promote Pertamina’s assisted products. Through this competition, participants were challenged to create creative and engaging content that could introduce the assisted products briefly but impactfully, especially for social media platforms. This activity was expected to enhance participants’ skills in marketing products digitally and expand the market reach for the assisted MSMEs. Below is the documentation of the training and promotional video competition activities.



Figure 3. 9 Training of “Financial Reporting and Digital Marketing”

Source: Processed Data 2025

- e. In commemoration of World Blood Donor Day, the spirit of care and volunteerism resonated in Siak Kecil Subdistrict through a humanitarian event held on June 17, 2025. The event included blood donation drives, VCT (Voluntary Counseling and Testing) examinations, and

socialization about the importance of social awareness and health. Through this activity, students and youth were encouraged to be more caring towards others, to dare to share, and to become part of positive change within the community. This event not only served as a platform to demonstrate solidarity but also as an educational effort that motivated the younger generation to actively participate in real actions that directly impact their surroundings.



Figure 3. 10 World Blood Donor Day

Source: Processed Data 2025

- f. In commemoration of International Firefighter Day 2025, PT Kilang Pertamina Internasional RU II Production Sungai Pakning held a Joint Training and Emergency Response Socialization activity together with the Fire Awareness Community Group (MPA) across Gerbang Laksamana. This event served as an important platform to strengthen the capacity and preparedness of the community in facing potential forest and land fires. Participants took part in various training sessions, ranging from obstacle course simulations, disaster awareness socialization, to technical fire extinguishing drills, all carried out with great enthusiasm, well-planned strategies, and team cohesion. This collaboration was a tangible proof of the shared commitment to protect the environment and create a more organized and effective emergency response in fire-prone areas.



Figure 3. 11 International Firefighter Day

Source: Processed Data 2025

- g. In the spirit of Ride for Roots. Clean the Coast. Grow the Future, the Mangroaction Ride 2025 event took place as a form of collective concern in commemorating World Environment Day. Throughout one day, three concrete actions were carried out for the earth: cycling together, coastal cleanup, and mangrove seedling planting. This activity was not merely an invitation to move but also encouraged all participants to contribute to environmental preservation through tangible steps. Through cross-community collaboration and a spirit of togetherness, Mangroaction Ride 2025 became a real manifestation of our commitment to a cleaner and more sustainable future for the earth.



Figure 3. 12 MangroAction Ride 2025

Source: Processed Data 2025

2. Participated in field activities to assist the supervisor in implementing Corporate Social Responsibility (CSR) programs of PT Kilang Pertamina Internasional RU II Production Sungai Pakning.
 - a. In commemoration of National Waste Awareness Day 2025, an educational video was created at Sekolah Cinta Gambut SDN 08 Siak Kecil. The video aimed to raise students' awareness of the importance of maintaining environmental cleanliness and understanding how to properly sort and manage waste. The video production process included documenting learning activities, conducting brief interviews with teachers and students, and composing a narrative to strengthen the campaign message. Through this visual media, it was hoped that the message of environmental care could be conveyed creatively and inspiringly, especially to the younger generation.



Figure 3. 13 Sekolah Cinta Gambut SDN 08 Siak Kecil

Source: Processed Data 2025

- b. A field visit was conducted to the Peatland Arboretum and the water spinach garden fostered by Pertamina as a form of observation and assistance in the management process and development of the empowerment activities that had been carried out. This activity aimed to monitor the effectiveness of the program and identify the needs or challenges faced by the assisted groups. In addition, orders were placed

for various products from the assisted MSMEs as part of tangible support to strengthen the local economy and promote the superior products of the surrounding community.



Figure 3. 14 Kebun Kangkung Desa Batang Duku

Source: Processed Data 2025

3. The preparation and packaging of souvenir packages featuring MSME products fostered by Pertamina CSR as souvenirs were carried out:
 - a. Played a role in assisting the ordering process of products from CSR partner groups whenever there were activities or events involving the company. The ordered products were processed goods from local MSME actors under the fostered program, such as amplang lomek, emping api-api, dodol kedabu, pineapple flour chips, pineapple syrup, water spinach sticks, traditional herbal medicine, essential oils, and various other superior products. This activity served as a form of support for the development of the local community's economy and an effort to introduce local products to a wider audience.
 - b. Prepared and packaged souvenir packages for invited guests to support the smooth running of activities organized by the CSR Department of PT Kilang Pertamina Internasional RU II Production Sungai Pakning. After

receiving all products from partner groups, the apprenticeship team assisted in packing the products neatly and attractively, according to presentation standards. The packaged products included various local specialties such as amplang lomek, pineapple flour chips, pineapple syrup, and other superior products. This activity aimed to introduce the fostered products to external parties while supporting the promotion of local MSMEs.



Figure 3. 15 Packing Souvenir
Source: Processed Data 2025

4. Preparation of Social Mapping (SOSMAP) for Batang Duku Village

Conducted the Social Mapping (SOSMAP) activity for Batang Duku Village as part of the social mapping program carried out by the CSR Department of PT Kilang Pertamina Internasional RU II Production Sungai Pakning. This process included collecting primary data through interviews with community leaders, observing social, economic, and environmental conditions, as well as identifying potentials and issues within the village area. The information obtained was used to prepare a social analysis report that served as the basis for designing more targeted and sustainable community empowerment

programs. Documentation of the activity reflected active involvement in the data collection and processing process in the field.



Figure 3. 16 Documentation of Interview

Source: Processed Data 2025

3.5 Obstacles and Solutions

3.5.1 Obstacles

1. Time constraints in compiling the Sosmap report

Compiling the Sosmap report takes a long time because of the large amount of field data that must be processed. Meanwhile, the reporting deadline is quite short, so the report must be compiled quickly. This makes the work process quite intense and requires good time management so that all data can be compiled on time.

2. Difficulty in scheduling interviews with sources

Scheduling interviews with several sources, such as community leaders, hamlet heads, and institution administrators, is quite difficult due to their busy schedules. Several times the schedule had to be changed or postponed due to scheduling conflicts. This slowed down the data collection process and made coordination more challenging.

3. Lack of community participation in Posyandu activities

During the sweeping, it was found that some residents, especially from the Chinese community, were less active in participating in Posyandu activities. This low participation was an obstacle in obtaining comprehensive data on local community health services.

4. Variations in field conditions

The social and infrastructure conditions in each visited area vary. Some areas are relatively developed and easily accessible, while others are more underdeveloped and difficult to reach. This necessitates adapting observation methods and data collection to the specific conditions of each area.

5. Limitations in initial documentation

In some early activities, documentation was not done thoroughly. As a result, some data had to be cross-checked with records or reconfirmed in the field. This required additional time to ensure that the data used in the report was completely accurate.

3.5.2 Solutions

1. Effectively divide tasks within the team

Although done independently, the report work is divided into sections such as narrative, data processing, and analysis. This division helps organize the workflow to be more structured and efficient. In this way, each section can be worked on gradually without neglecting important details in the report.

2. Confirm the schedule early

To avoid delays in interviews, scheduling with sources is done several days in advance. Confirmation is done via message or direct visit, accompanied by a brief explanation of the purpose of the interview. This step makes sources more prepared and willing to allocate time

3. Take a persuasive approach during sweeping

When conducting sweeping, a persuasive approach is taken by explaining the benefits of Posyandu services and listening to residents' input or complaints.

This approach aims to make residents, especially those who are less active, feel more valued and encouraged to participate in future activities.

4. Adjust data collection methods in the field

The approach to data collection is adjusted to the conditions of each region. If you encounter areas with limited access or striking social differences, collection methods such as observation and interviews are carried out flexibly so that they remain relevant and do not interfere with community activities.

5. Optimize further documentation

Activity documentation is improved by recording each activity in greater detail, accompanied by photos and, if possible, videos. This step is taken to ensure that each activity has clear evidence, which is then used as an attachment or archive in the final report.

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1. Conclusions

This apprenticeship program provides writers with hands-on experience to understand the dynamics of the workplace in the field of Corporate Social Responsibility (CSR). The following are the conclusions drawn based on the objectives of the apprenticeship:

1. **Job Description Understanding**

The apprenticeship provided a clear understanding of the job description within PT Kilang Pertamina Internasional RU II Production Sungai Pakning, especially in the Corporate Social Responsibility (CSR) field. The author gained direct insight into the scope of tasks, responsibilities, and expectations in a professional work environment.

2. **Location and Duration Relevance**

The chosen location and the 18-week duration of the apprenticeship proved to be highly relevant, offering exposure to the real social and operational conditions of the company. This environment allowed the author to experience firsthand how CSR activities are implemented in relation to community empowerment.

3. **System and Procedure Familiarity**

The apprenticeship enabled the author to observe and follow established company systems and procedures, from program planning and data collection to reporting and documentation. This practical experience strengthened the author's ability to work systematically according to organizational standards.

4. **Challenge Identification and Problem-Solving Skills**

The program presented several challenges, including time constraints, dynamic work conditions, and the demand for accurate data. The author successfully

addressed these challenges by improving time management, enhancing teamwork, and maintaining effective communication with both internal and external stakeholders.

Overall, the apprenticeship effectively fulfilled its purpose of producing professional students with broad skills and knowledge, capable of applying classroom theories to real-world professional settings.

4.2. Suggestions

Based on the experience and evaluation results during the implementation of the apprenticeship, here are some suggestions that can be submitted to improve the quality of apprenticeship programs in the future:

1. **More Efficient Time Management**

Considering that compiling the SOSMAP report requires a significant amount of time, it is recommended to process and compile data in parallel with data collection activities, rather than waiting until all data is gathered. This approach can help reduce workload pressure as deadlines approach.

2. **More Strategic Interview Scheduling**

To ensure smooth interviews with sources, it is advisable to create a prioritized list of respondents and develop a structured yet flexible interview schedule. Regular confirmations—such as three days and one day before the interview—can help minimize the risk of last-minute cancellations.

3. **Improving Community Participation in Posyandu**

To address low participation, especially among certain groups, regular socialization sessions should be conducted to clearly explain the benefits of Posyandu in a simple and relevant manner. Involving community leaders from these groups can also help build trust and encourage active participation.

4. **Adjusting Field Data Collection Methods**

Given the variation in social and infrastructure conditions across different areas, it is important to have alternative data collection guidelines that can be adapted to specific circumstances—such as combining rapid observation, short interviews, and simplified forms for areas with limited accessibility.

5. Enhancing Documentation Quality from the Start

Documentation should be carried out consistently and thoroughly from the very first activity, including narrative notes, photos, and videos. Assigning a dedicated person responsible for documentation from the start will ensure that no data or activity evidence is missed, thus making the report preparation process more efficient.

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APPENDICES

Appendix 1: Application letter of Apprenticeship



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,
RISET, DAN TEKNOLOGI
POLITEKNIK NEGERI BENGKALIS

Jalan Botolin Alam, Sungai Alam, Bengkalis, Riau 28711

Telepon: (+62766) 24566, Fax: (+62766) 800 1000

Laman: <http://www.polbeng.ac.id>, E-mail: polbeng@polbeng.ac.id

Nomor : 6640/PL31/TU/2024

12 Desember 2024

Hal : Permohonan Kerja Praktek (KP)

Yth. Manager PT. Pertamina (Persero) RU II Sungai Pakning
Jl. Cendana No.1 Komplek Pertamina RU Sei Pakning

Dengan hormat,

Sehubungan akan dilaksanakannya Kerja Praktek untuk Mahasiswa Politeknik Negeri Bengkalis yang bertujuan untuk meningkatkan pengetahuan dan keterampilan Mahasiswa melalui keterlibatan secara langsung dalam berbagai kegiatan di perusahaan, maka kami mengharapkan kesediaan dan kerjasamanya untuk dapat menerima mahasiswa kami guna melaksanakan Kerja Praktek di Perusahaan yang Bapak/Ibu pimpin. Adapun nama mahasiswa sebagai berikut:

No	Nama	NIM	Prodi	Periode
1.	Jerry Yohanes Saputra Siahaan	3204221477	D4 Teknik Listrik	03 Februari – 03 Juli 2025
2	Rian Rifaldi	3204221521	D4 Teknik Listrik	03 Februari – 03 Juli 2025
3	Nova Ardila	3204221473	D4 Teknik Listrik	03 Februari – 03 Juli 2025
4	M. Zaki	3204221497	D4 Teknik Listrik	03 Februari – 03 Juli 2025
5	Kia Surya Prayoga	3204221540	D4 Teknik Listrik	03 Februari – 03 Juli 2025
6	M. Yusuf Nurul Yakin	3204221539	D4 Teknik Listrik	03 Februari – 03 Juli 2025
7	Safan Sofian	6304211340	D4 Rekayasa Perangkat Lunak	10 Februari – 13 Juni 2025
8	Gunawan	6304211354	D4 Rekayasa Perangkat Lunak	10 Februari – 13 Juni 2025
9	Via Lauren	6304211388	D4 Rekayasa Perangkat Lunak	10 Februari – 13 Juni 2025
10	Patric Nur Izzati	6304211040	D4 Keamanan Sistem Informasi	10 Februari – 13 Juni 2025
11	Juliana	6304211041	D4 Keamanan Sistem Informasi	10 Februari – 13 Juni 2025
12	Syarifah Weni Tri Oktayani	5404211419	D4 – Administrasi Bisnis Internasional	17 Februari – 17 Juni 2024

Kami sangat mengharapkan informasi lebih lanjut dari Bapak/Ibu melalui balasan surat atau menghubungi contact person dalam waktu dekat.

Demikian permohonan ini disampaikan, atas perhatian dan kerjasamanya kami ucapkan terima kasih.

W. a. Direktur,
Wakil Direktur II

Mardani Sastra, S.T., M.Sc
NIP. 198903142015041001

Koordinator KP D4 Teknik Listrik:
Zulkifli, S.Si., M.Sc (08127649574)

Appendix 2: Reply letter of approval for Apprenticeship from KPI RU II

Sungai Pakning, 6 Jan' 2025
Nomor : 003/KPI45123/2025-57
Perihal : Balasan Surat Permohonan Kerja Praktek



Yang Terhormat,
Marhadi Sastra., ST., M.Sc
Politeknik Negeri Bengkalis
DI –
Bengkalis

Dengan hormat,

Sehubungan dengan surat Saudara No. : 6640/PL31/TUJ/2024 tanggal 12 Desember 2024 perihal Permohonan Permohonan Kerja Praktek, dengan ini diberitahukan bahwa kami dapat menerima mahasiswa saudara untuk melakukan kerja praktik, adapun siswa yang diterima atas nama :

NO.	N A M A	J U R U S A N
1.	Syarifah Weni Tri Oktayani	Administrasi Bisnis Internasional

Untuk melakukan kerja praktek di PT. Kilang Pertamina Internasional mulai 17 Februari s/d 17 Juni 2025, dengan membawa persyaratan sebagai berikut :

1. Surat keterangan aktif kuliah dari lembaga pendidikan.
2. Surat kesehatan dari dokter / pemerintah yang menyatakan sehat fisik.
3. Pas foto berwarna ukuran 3 x 4 (2 lembar) berpakaian rapi.
4. Asuransi Kesehatan / BPJS
5. Menyiapkan pakaian praktek wear pack, sepatu safety dan helm (untuk KP dalam kilang)
6. Map 1 bh

Dan perlu kami informasikan semua biaya selama bersangkutan melaksanakan Kerja Praktek PT. Kilang Pertamina Internasional menjadi beban yang bersangkutan dan apabila ada Penundaan jadwal pelaksanaan kami harap agar segera melakukan konfirmasi.

Demikian untuk saudara maklumi.

Spv. General Affair Spk

ISWANDI

Contact Person :
Iswandi : 08127667074
Hari Mardianto : 081372701365
Amril Norman : 08127611794

PT KILANG PERTAMINA INTERNASIONAL SUNGAI PAKNING
Jalan Cendana No. 1 Komplek Pertamina RU II Sei Pakning
Telp. (0766) 912220-91221-91222 Ext. 4200
Fax. (0766) 91227

Appendix 3: Certificate of having carried out Apprenticeship



SERTIFIKAT

Nomor : 128 / KPI 45123 / 2025 - 57

PT Kilang Pertamina Internasional Refinery Unit II Sungai Pakning memberikan penghargaan kepada :

Nama	: Syarifah Weni Tri Oktayani
NIM	: 5404211419
Jurusan	: D4 Administrasi Bisnis Internasional
Institusi	: Politeknik Negeri Bengkalis

Telah menyelesaikan Kerja Praktek / Magang periode 17 Februari s/d 17 Juni 2025

Sungai Pakning, 17 Juni 2025
SPV. GENERAL AFFAIR SPK


ISWANDI



Appendix 4: Absence During Apprenticeship

DAFTAR HADIR PRAKTEK MAHASISWA
POLITEKNIK NEGERI BENGKALIS
BULAN : FEBRUARI 2025

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	Syarifah Weni Tri Oktayanti	Administrasi Niaga																																

DAFTAR HADIR PRAKTEK MAHASISWA
POLITEKNIK NEGERI BENGKALIS
BULAN : MARET 2025

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	Syarifah Weni Tri Oktayanti	Administrasi Niaga																																

DAFTAR HADIR PRAKTEK MAHASISWA
POLITEKNIK NEGERI BENGKALIS
BULAN : APRIL 2025

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	Syarifah Weni Tri Oktayanti	Administrasi Niaga																																

DAFTAR HADIR PRAKTEK MAHASISWA
POLITEKNIK NEGERI BENGKALIS
BULAN : MEI 2025

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	Syarifah Weni Tri Oktayanti	Administrasi Niaga																																

DAFTAR HADIR PRAKTEK MAHASISWA
POLITEKNIK NEGERI BENGKALIS
BULAN : JUNI 2025

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	Syarifah Weni Tri Oktayanti	Administrasi Niaga																																

SPV. General Affair
SWANDI

Appendix 5: Apprenticeship assessment sheet

Evaluation Result From Company Job Training
Assessment PT Kilang Pertamina International RU II Sungai Pakning
Section CSR (Corporate Social Responsibility)

Name : Syarifah Weni Tri Oktayani
 Student's Identity No. : 5404211419
 Study Program : International Business Administration
 Educational Institutions : Politeknik Negeri Bengkalis

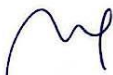
No.	Assessment Aspect	percentage	Scores
1.	Disciplin	20%	10
2.	Responsibility	25%	21,5
3.	Adjustment/Adaptation	10%	0,9
4.	Work Result	30%	26,1
5.	Behavior in General	15%	13,5
	Total (1+2+3+4+5)	100%	68

Explanation :
 Score : Criteria
 81 – 100 : Excellence
 71 – 80 : Very Good
 66 – 70 : Good
 61 – 65 : Good Enough
 56 – 60 : Enough

Notes :

Mampu melakukan tugas dengan baik, namun perlu peningkatan lebih
 terhadap sosial mapping untuk dapat menyelesaikan permasalahan
 yang terjadi di masyarakat dengan baik

Bengkalis, June 16th 2025



Iswandi
 Spv. General Affair Spk

Appendix 6: Apprenticeship Certificate



SURAT KETERANGAN

No. : 127 / KPI45123 / 2025 – 57

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


Nama : Syarifah Weni Tri Oktayani
NIM : 5404211419
Jurusan : D4 Administrasi Bisnis Internasional
Institusi : Politeknik Negeri Bengkalis

Adalah benar telah menyelesaikan Kerja Praktik / Magang dalam rangka menyelesaikan tugas di Politeknik Negeri Bengkalis Jurusan D4 Administrasi Bisnis Internasional di PT. Kilang Pertamina Internasional RU II Sungai Pakning, mulai tanggal 17 Februari sampai dengan 17 Juni 2025.

Demikian surat keterangan ini diberikan untuk dapat dipergunakan seperlunya.

Sungai Pakning, 17 Juni 2025.

PT. Kilang Pertamina Internasional
Spv. General Affair Spk


ISWANDI


Appendix 7: Daily Activities of Apprenticeship

DAILY ACTIVITIES OF THE APPRENTICESHIP




Day : Monday - Friday

Date : 17 February – 21 February 2025

Activity Report Week - 1

Day/Date	Activity	Task Assignor	Signature
Monday, February 17, 2025	<ul style="list-style-type: none"> - Briefing from affair general regarding apprenticeship at PT Pertamina - Security Tool interview as well as photos to get a PT Pertamina id card/badge - Participate in Safety Induction for the requirement to get a PT Pertamina ID card/badge 	Junita Rosa Linda	
Tuesday, February 18, 2025	<ul style="list-style-type: none"> - Assigning mentors to effectively assist apprenticeship participants - Conducting field visits to the Gambut Arboretum and Pertamina's water spinach garden for observation and assistance - Ordering supporting products to ensure the smooth running of the 2025 Gernas K3 event 	Junita Rosa Linda	
Wednesday, February 19, 2025	<ul style="list-style-type: none"> - Designing thank you cards using Canva with an attractive and aesthetic appearance - Printing these cards as a form of appreciation to support the smooth running of the 2025 National K3 Event 	Junita Rosa Linda	
Thursday, February 20, 2025	<ul style="list-style-type: none"> - Visiting SD 08 Siak Kecil to shoot a video in commemoration of National Waste Awareness Day (HPSN) - Documenting activities as an effort to raise awareness of 	Junita Rosa Linda	

	waste management and environmental conservation		
Friday, February 21, 2025	<ul style="list-style-type: none"> - Packing various types of souvenirs for guests attending the Gernas K3 2025 event. - Preparing souvenirs as a token of appreciation and support for the success of the event. 	Junita Rosa Linda	

No	Working	Explanation
1		The apprenticeship began with the taking of ID card photos as a form of official identification for participants. A safety induction was conducted to understand the risks and safety procedures at work. CSR material was provided in the form of reading materials to broaden participants' understanding of the role and impact of CSR programs, as a basis before they became directly involved in field activities.
2		As a continuation of the apprenticeship program, mentors were assigned to ensure that participants received effective and focused guidance. Visits to the Gambut Arboretum and the kangkung garden were conducted to observe and provide guidance on the progress of the program. In addition, products were ordered to support the smooth running of the 2025 National Occupational Safety and Health Movement (Gernas K3) event.
3		On the third day, apprenticeship were given an independent assignment, which was to design thank you cards using Canva. This assignment trained their creativity in expressing appreciation visually with attractive designs that were appropriate for the purpose.


4		<p>The fourth day was filled with a visit to SD 08 Siak Kecil to take videos in commemoration of National Waste Awareness Day (HPSN). This activity aimed to document activities while raising awareness of the importance of waste management and environmental preservation.</p>
5		<p>The fifth day focused on packaging various types of souvenirs for guests attending the 2025 National Occupational Safety and Health Movement (Gernas K3) event. This activity aimed to ensure that each guest received a suitable, neat, and memorable souvenir.</p>

DAILY ACTIVITIES OF THE APPRENTICESHIP



Day : Monday - Friday


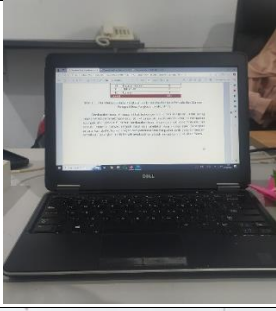

Date : 24 February – 28 February 2025

Activity Report Week - 2

Day/Date	Working	Task Assignor	Signature
Monday, February 24, 2025	<ul style="list-style-type: none"> - Received a Social Mapping assignment from my supervisor as an apprenticeship project to understand the social conditions of the community in a village - Conducting observations and field data collection as part of the social mapping process - Packing gifts for teachers at SD 08 Siak Kecil - Preparing gifts as a token of appreciation in commemoration of National Waste Awareness Day (HPSN) 	Junita Rosa Linda	
Tuesday, February 25, 2025	<ul style="list-style-type: none"> - Packing gifts for students of SD 08 Siak Kecil as a token of appreciation and motivation to raise environmental awareness from an early age - Making preparations before the HPSN event, including checking equipment, coordinating with relevant parties, and ensuring the event runs smoothly 	Junita Rosa Linda	
Wednesday, February 26, 2025	<ul style="list-style-type: none"> - Celebrating National Waste Awareness Day (HPSN) at SD 08 Siak Kecil with various educational and interactive activities - Engaging students, teachers, and relevant parties in outreach, community service, and prize distribution to raise awareness of the importance 	Junita Rosa Linda	

	of waste management and environmental conservation		
Thursday, February 27, 2025	<ul style="list-style-type: none"> - Studying previous examples of Social Mapping (Sosmap) to understand the methods, structure, and results of the analysis - Making it a reference in developing more effective social mapping that is tailored to the needs of the project 	Junita Rosa Linda	
Friday, February 28, 2025	<ul style="list-style-type: none"> - Starting the Social Mapping (Sosmap) project by collecting initial data and determining the target area - Preparing a framework that covers the social, economic, and environmental aspects of the community 	Junita Rosa Linda	

No	Working	Explanation
1		The sixth day began with the supervisor assigning a social mapping project as a way to learn about the social conditions of the community in the designated village. In addition, gifts were packed for the teachers at SD 08 Siak Kecil as a token of appreciation for their contribution to National Waste Awareness Day (HPSN).
2		The seventh day focused on packing gifts for students of SD 08 Siak Kecil as a form of appreciation and motivation to raise environmental awareness from an early age. In addition, various preparations were made ahead of the National Waste Awareness Day (HPSN) event, such as checking equipment, coordinating with relevant parties, and ensuring the smooth running of activities.


3		<p>The eighth day was the commemoration of National Waste Awareness Day (HPSN) at SD 08 Siak Kecil. The event was educational and interactive, involving students, teachers, and related parties in socialization, community service, and prize distribution. The event aimed to raise awareness of the importance of waste management and environmental conservation from an early age.</p>
4		<p>Day nine was filled with reading and studying examples of Social Mapping (Sosmap) that had been created previously. The aim was to understand the methods, structure, and analysis results used, in order to broaden our knowledge and provide a reference for compiling social mapping that is more effective and suited to the needs of the project.</p>
5		<p>The tenth day marked the start of the Social Mapping (Sosmap) project with the collection of initial data, determination of target areas, and development of a framework. This framework covers social, economic, and environmental aspects of the community as a basis for comprehensive social mapping analysis.</p>





**DAILY ACTIVITIES
OF THE APPRENTICESHIP**

Day : Monday - Friday

Date : 3 March – 7 March 2025

Activity Report Week - 3

Day/Date	Activity	Task Assignor	Signature
Monday, March 3 2025	<ul style="list-style-type: none"> - Visiting the Batang Duku Village Office to request village profile data as part of the Sosmap project - Using the data to accurately analyze the social, economic, and environmental conditions of the village 	Junita Rosa Linda	
Tuesday, March 4, 2025	Sick	Junita Rosa Linda	
Wednesday, March 5, 2025	<ul style="list-style-type: none"> - Starting to compile a Social Mapping (Sosmap) report based on data from the Batang Duku Village Office - Processing the data into a report that describes the social, economic, and environmental conditions of the village 	Junita Rosa Linda	
Thursday, March 6, 2025	<ul style="list-style-type: none"> - Compiling Chapter I of the Sosmap report, which covers the background, objectives, problem formulation, scope, and writing system - Providing a clear and structured basis for the preparation of social mapping reports. 	Junita Rosa Linda	
Friday, March 7, 2025	<ul style="list-style-type: none"> - Documenting the Pesantren Kilat event through photos and videos of various moments, such as lectures, worship, and educational activities - The documentation is used for archiving, reporting, and publishing the event 	Junita Rosa Linda	


No	Working	Explanation
1		Visiting the Batang Duku Village Office to request village profile data as part of the Social Mapping (Sosmap) process. The data obtained will serve as the basis for analyzing the social, economic, and environmental conditions of the village in order to develop an accurate and informative social map.
2	-	Sick
3		Start compiling a Social Mapping (Sosmap) report based on data obtained from the Batang Duku Village Office.
4		Prepare Chapter I of the Sosmap report, which includes the background, objectives, problem formulation, scope, and writing system to provide a clear basis for the report.
5		Documenting the Pesantren Kilat event by capturing various moments of the activities, such as lecture sessions, communal worship, and other religious and educational activities. Documentation is carried out in the form of photos and videos for archiving, reporting, and event publication purposes.

DAILY ACTIVITIES OF THE APPRENTICESHIP



Day : Monday - Friday




Date : 10 March – 14 March 2025

Activity Report Week - 4

Day/Date	Activity	Task Assignor	Signature
Monday, March 10 2025	<ul style="list-style-type: none"> - Packing of products such as pineapple chips, kangkung sticks, amplang lomek, honey, dried herbal medicine, and lemongrass essential oil - Packing is done neatly and safely to maintain product quality before distribution or use at events 	Junita Rosa Linda	
Tuesday, March 11, 2025	<ul style="list-style-type: none"> - Drafting news articles about the floods in Kampar by gathering information related to the causes, impacts, and handling of the situation - Ensuring that the structure of the news articles is clear, includes the 5W+1H elements, and uses language that complies with journalistic standards for further reporting purposes 	Junita Rosa Linda	
Wednesday, March 12, 2025	<ul style="list-style-type: none"> - Packing basic food items neatly and orderly to ensure that the contents of the package are complete and in good condition - Packaging is carried out with consideration for safety and ease of distribution for beneficiaries 	Junita Rosa Linda	
Thursday, March 13, 2025	<ul style="list-style-type: none"> - Writing Chapter II of the Sosmap report, which includes a literature review, theoretical basis, and concepts relevant to the activity - Using references from various sources to support the 	Junita Rosa Linda	

	analysis and strengthen the rationale of the report		
Friday, March 14, 2025	<ul style="list-style-type: none"> - Printing greeting cards for Eid al-Fitr hampers for members of the KPI Media Forum - The cards are designed with attractive designs and warm messages as a form of appreciation and friendship during Eid al-Fitr 	Junita Rosa Linda	

No	Working	Explanation
1		Packing Pertamina's products, which include pineapple chips, kangkung sticks, amplang lomek, honey, dried herbal medicine, and lemongrass essential oil. The packing is done neatly and safely to ensure that the quality of the products is maintained and that they are ready for distribution or use in related events.
2		The task assigned was to draft a news article about the floods that hit the Kampar region. During the drafting process, information was gathered regarding the causes of the flood, its impact on the community, and the efforts undertaken by the government and relevant parties to address the situation. The news article was drafted with a clear structure, incorporating the 5W+1H elements, and using language consistent with journalistic standards. This draft will serve as the basis for further reporting on the flood conditions in Kampar.


3		Packaging basic food items neatly and systematically to ensure that each package contains a complete set of basic necessities in good condition. Packaging is carried out with consideration for safety and ease of distribution, so that the products can be received properly by the beneficiaries.
4		Compiling Chapter II of the Sosmap report, which contains a literature review, theoretical basis, and concepts relevant to the activities. This section includes references from various sources to support the analysis and strengthen the rationale in the report.
5		Printing greeting cards for Eid al-Fitr hampers to be given to members of the KPI Media Forum. The greeting cards are designed attractively and contain warm and meaningful messages as a form of appreciation and friendship during Eid al-Fitr.

DAILY ACTIVITIES OF THE APPRENTICESHIP





Day : Monday - Friday

Date : 17 March – 21 March 2025

Activity Report Week - 5

Day/Date	Activity	Task Assignor	Signature
Monday, March 17 2025	<ul style="list-style-type: none"> - Writing Chapter III of the Sosmap report, which covers the methods used to carry out the activities, including the location, time, methods, stages, and data collection instruments - Providing a clear and systematic overview of the implementation of Sosmap activities 	Junita Rosa Linda	
Tuesday, March 18, 2025	<ul style="list-style-type: none"> - Compiling a list of interview questions for Sosmap activities to explore in-depth information related to the topics raised - The questions are systematically compiled to cover background, issues, solutions, and impacts, so that the data obtained is accurate and relevant 	Junita Rosa Linda	
Wednesday, March 19, 2025	<ul style="list-style-type: none"> - Making a list of speakers for the Sosmap event that fit the topic - Selecting speakers from different backgrounds, like the government, community leaders, academics, and affected residents, to get a bunch of different and deep perspectives 	Junita Rosa Linda	
Thursday, March 20, 2025	<ul style="list-style-type: none"> - Chatting with the interviewee before the interview to set up a schedule and explain what the interview is about - Making sure the interviewee is ready so the interview goes smoothly and effectively 	Junita Rosa Linda	

Friday, March 21, 2025	<ul style="list-style-type: none"> - Taking part in Media Forum Meetings by getting ready, coordinating, and doing stuff. - The main goal is to make the forum members closer and help the event go smoothly. 	Junita Rosa Linda	
------------------------------	---	-------------------	--

No	Working	Explanation
1		Chapter III of the Sosmap report focuses on the methods used to carry out the activities. This section covers the location and timing of the activities, the methods used, the stages of implementation, and the data collection instruments. The aim is to provide a clear picture of the systematic and structured implementation of Sosmap activities.
2		A list of interview questions for the Sosmap activity was compiled to gather in-depth information related to the topic raised. The questions were systematically arranged to cover aspects such as background, problems, solutions, and the impact of the activity. This step was taken to ensure that the data obtained was accurate and relevant to the objectives of social mapping.
3		Compiling a list of resource persons for Sosmap activities relevant to the topic being discussed. Resource persons are selected from various backgrounds, such as local government, community leaders, academics, and affected residents, in order to obtain diverse and in-depth perspectives.
4		Contacting sources prior to interviews to arrange schedules, explain the purpose of the interview, and ensure their readiness to provide the necessary information. This is done to ensure that interviews run smoothly and effectively.


5		<p>Participation in the Media Forum Gathering event, including preparation, coordination, and implementation of activities. This activity aims to strengthen relationships between forum members and support the smooth running of the event.</p>
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DAILY ACTIVITIES OF THE APPRENTICESHIP




Day : Monday - Friday


Date : 24 March – 28 March 2025

Activity Report Week - 6

Day/Date	Activity	Task Assignor	Signature
Monday, March 24 2025	<ul style="list-style-type: none"> - Conducting an interview with the Head of the <i>Kenanga Posyandu</i> to gather information about the program, challenges, and contributions to the welfare of residents - This interview was conducted to obtain relevant data for the preparation of the Sosmap report 	Junita Rosa Linda	
Tuesday, March 25, 2025	<ul style="list-style-type: none"> - Conducting interviews with the Head of the <i>Tani Tunas Baru I</i> Group to gather information about activities, challenges, and the potential and solutions for agriculture - The data obtained is used as material for the drafting of the Sosmap report 	Junita Rosa Linda	
Wednesday, March 26, 2025	<ul style="list-style-type: none"> - Conducting interviews with the Head of the Ketutu Nelayan Group to explore the conditions, challenges, programs, and needs of fishermen in improving their welfare - These interviews are part of data collection for the Sosmap report 	Junita Rosa Linda	
Thursday, March 27, 2025	<ul style="list-style-type: none"> - Conducting interviews with Poskesdes midwives to gather information about health services, challenges, and efforts to improve the quality of public health - These interviews were conducted as part of data 	Junita Rosa Linda	

	collection for the Sosmap report		
Friday, March 28, 2025	Eid al-Fitr holiday	Junita Rosa Linda	

No	Working	Explanation
1		An interview was conducted with the Head of the Kenanga Posyandu to obtain information about the health programs being implemented, challenges in service delivery, and the contribution of the Posyandu to community welfare. This activity aimed to collect relevant data as part of the preparation of the Social Mapping (Sosmap) report.
2		An interview was conducted with the Head of the Tunas Baru I Farmer Group to gather information about agricultural activities, the challenges faced by farmers, and the potential and solutions for increasing agricultural yields. The data obtained was used as material for the preparation of the Social Mapping (Sosmap) report.
3		An interview was conducted with the Head of the Ketutu Fishermen's Group to obtain information related to the conditions and challenges faced by fishermen, programs to increase catches, and the needs to support their welfare. This activity was part of the data collection process for the preparation of the Social Mapping (Sosmap) report.


4		Interviews were conducted with Poskesdes midwives to gather information about health services for the community, challenges in service delivery, and efforts to improve the quality of health for residents. This activity aimed to obtain the data needed for the preparation of the Social Mapping (Sosmap) report.
5	-	Eid al-Fitr holiday

**DAILY ACTIVITIES
OF THE APPRENTICESHIP**

Day : Monday - Friday

Date : 31 March – 4 April 2025

Activity Report Week - 7


Day/Date	Activity	Task Assignor	Signature
Monday, March 31 to Friday April 4 2025	Eid al-Fitr holiday	Junita Rosa Linda	

DAILY ACTIVITIES OF THE APPRENTICESHIP



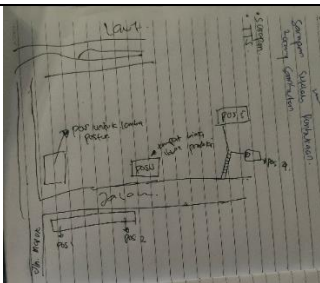

Day : Monday - Friday

Date : 7 April – 11 April 2025

Activity Report Week - 8

Day/Date	Activity	Task Assignor	Signature
Monday, April 7, 2025	Eid al-Fitr holiday	Junita Rosa Linda	
Tuesday, April 8, 2025	<ul style="list-style-type: none"> - Conducting interviews with the Head of Mekar Sari Hamlet to gather information related to social, economic, and infrastructure issues faced by the community - These interviews are understanding the challenges and solutions for hamlet development, and are part of data collection for the Sosmap report 	Junita Rosa Linda	
Wednesday, April 9, 2025	<ul style="list-style-type: none"> - Dividing tasks for events, including appointing coordinators, consumption divisions, documentation, logistics, publications, and events - The goal is for each division to have clear responsibilities to ensure the smooth running and coordination of events 	Junita Rosa Linda	
Thursday, April 10, 2025	<ul style="list-style-type: none"> - Planning events by determining the concept, schedule of activities, logistical requirements, division of tasks, and time estimates - This planning is carried out to ensure that events run in a structured manner and in accordance with their objectives 	Junita Rosa Linda	
Friday, April 11, 2025	<ul style="list-style-type: none"> - Caring for the venue to check the condition of the event 	Junita Rosa Linda	

	location, including facilities and accessibility - The surveying aims to determine the placement of logistics and decorations to support the smooth running of the event		
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No	Working	Explanation
1	-	Eid al-Fitr holiday
2		An interview was conducted with the Head of Mekar Sari Hamlet to gather information about the social, economic, and infrastructure issues faced by the community. The discussion aimed to understand the existing challenges and find solutions that could be applied in the development of the hamlet, as part of data collection for the Social Mapping (Sosmap) report.
3		Tasks were assigned in preparation for the event, including the appointment of coordinators and the division of roles in the areas of consumption, documentation, logistics, publication, and events. This step was taken to ensure that each section had clear responsibilities so that the event would run smoothly and be well coordinated.
4		Event planning includes determining the concept, schedule of activities, logistical requirements, division of committee tasks, and estimated time of implementation. The purpose of this planning is to ensure that the event runs in a structured manner, in accordance with its objectives, and is ready to be executed properly.
5		A site survey is conducted to directly assess the condition of the venue that will be used for the event. The purpose of this survey is to check the availability of facilities, accessibility, and determine the appropriate placement of logistics and decorations to support the smooth running of the event.

DAILY ACTIVITIES OF THE APPRENTICESHIP




Day : Monday - Friday

Date : 14 April – 18 April 2025

Activity Report Week - 9

Day/Date	Activity	Task Assignor	Signature
Monday, April 14, 2025	Permission to be absent from campus to attend an interview	Junita Rosa Linda	
Tuesday, April 15, 2025	<ul style="list-style-type: none"> - Preparing for Earth Day events, including drafting the rundown, checking competition equipment, coordinating the committee, and arranging the venue - The preparations are made to ensure that the event runs smoothly and supports environmental education 	Junita Rosa Linda	
Wednesday, April 16, 2025	<ul style="list-style-type: none"> - Conducting interviews with the Acting Village Head and Deputy Village Head of Batang Duku to gather information about policies, development programs, and community issues. - The purpose of these interviews is to deepen understanding as material for the preparation of the Sosmap report. 	Junita Rosa Linda	
Thursday, April 17, 2025	<ul style="list-style-type: none"> - Holding an Earth Day commemoration event involving junior high school students in scout-style games to hone their teamwork, agility, and environmental knowledge - Holding a mind mapping competition on the theme of nature conservation to encourage participants' creativity and understanding of environmental issues 	Junita Rosa Linda	

Friday, April 18, 2025	Holiday commemorating the death of Jesus Christ	Junita Rosa Linda	
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No	Working	Explanation
1	-	Permission to be absent from campus to attend an interview
2		Making various preparations for Earth Day, including compiling a rundown, checking competition equipment and game stations, coordinating with the committee, and arranging the location of activities. These preparations are made to ensure that the event runs smoothly and in line with environmental education objectives.
3		Conduct interviews with the Head of Batang Duku Village and the Village Secretary at the Village Office to obtain information related to village policies, development programs that have been implemented, and issues faced by the community. These interviews aim to deepen understanding in the preparation of the Social Mapping (Sosmap) report.
4		Holding an Earth Day commemoration event involving junior high school students through scout-style games that hone teamwork, agility, and knowledge about the environment. In addition, a mind mapping competition with the theme of nature conservation was held to encourage participants' creativity and understanding of environmental issues.
5	-	Holiday commemorating the death of Jesus Christ

DAILY ACTIVITIES OF THE APPRENTICESHIP



Day : Monday - Friday

Date : 21 April – 25 April 2025

Activity Report Week - 10

Day/Date	Activity	Task Assignor	Signature
Monday, April 21, 2025	<ul style="list-style-type: none"> - Conducting an interview with the manager of <i>PAUD Mutiara Hati</i> to gather information about learning activities, facilities, challenges, and the role of PAUD in child development - This interview is part of data collection for the Sosmap report 	Junita Rosa Linda	
Tuesday, April 22, 2025	<ul style="list-style-type: none"> - Conducting an interview with the Principal of <i>MDTA Darul Falah</i> to gather information about the learning system, teaching staff, facilities, and the role of the institution in religious education - This interview is part of data collection for the preparation of the Sosmap report 	Junita Rosa Linda	
Wednesday, April 23, 2025	<ul style="list-style-type: none"> - Conducting interviews with the Head of <i>Dusun Kampung Baru</i> to gather information about the social, economic, infrastructure, potential, and problems of the community - These interviews are part of data collection for the Sosmap report 	Junita Rosa Linda	
Thursday, April 24, 2025	<ul style="list-style-type: none"> - Interviewing BUMDes officials to gather information about organizational structure, types of businesses, economic impact, and challenges in managing village businesses - These interviews were conducted as part of data 	Junita Rosa Linda	

	collection for the Sosmap report		
Friday, April 25, 2025	<ul style="list-style-type: none"> - Creating a PowerPoint presentation containing apprenticeship progress, including task achievements, learning, and activities that have been carried out. - The presentation aims to provide an overview to the supervisor about the progress and contributions during the apprenticeship. 	Junita Rosa Linda	

No	Working	Explanation
1		An interview was conducted with the manager of Mutiara Hati Early Childhood Education Center to gather information about teaching and learning activities, facility conditions, challenges faced, and the role of early childhood education in supporting the development of young children in the surrounding environment. This activity was part of data collection for the preparation of a Social Mapping (Sosmap) report.
2		An interview was conducted with the Principal of MDTA Darul Falah to obtain information about the learning system, the number of teaching staff and students, supporting facilities, and the role of the institution in shaping the character and religious education of children in the surrounding environment. This activity was part of the data collection process for the preparation of the Social Mapping (Sosmap) report.


3		Interviews were conducted with the head of Kampung Baru hamlet to obtain information about the social, economic, and infrastructure conditions of the hamlet, including its potential and the problems faced by the community. This activity was part of the data collection process for the preparation of a Social Mapping (Sosmap) report.
4		Interviews were conducted with Village-Owned Enterprises (BUMDes) to gather information about their organizational structure, types of businesses operated, economic impact on the community, and challenges in managing village businesses. This activity was part of the data collection process for the preparation of a Social Mapping (Sosmap) report.
5		A PowerPoint presentation was created to convey the progress made during the apprenticeship, including tasks accomplished, lessons learned, and activities carried out. The presentation aimed to provide the supervisor with an overview of the progress of the work and contributions made during the apprenticeship..

DAILY ACTIVITIES OF THE APPRENTICESHIP





Day : Monday - Friday

Date : 28 April – 2 May 2025

Activity Report Week - 11

Day/Date	Activity	Task Assignor	Signature
Monday, April 28, 2025	<ul style="list-style-type: none"> - Revise PowerPoint presentations by improving content, slide design, and information flow - Revisions are based on feedback from supervisors or colleagues to ensure that presentations are ready and fit for purpose 	Junita Rosa Linda	
Tuesday, April 29, 2025	<ul style="list-style-type: none"> - Conducting Review 1 presentation to explain the progress of the apprenticeship, including achievements, challenges, and follow-up plans - To obtain feedback from supervisors in order to improve the quality and effectiveness of work 	Junita Rosa Linda	
Wednesday, April 30, 2025	<ul style="list-style-type: none"> - Working on an apprenticeship report that includes data collection, analysis, and systematic writing - The report is compiled to present work results, achievements, and recommendations for future development 	Junita Rosa Linda	
Thursday, May 1, 2025	International Labor Day Holiday	Junita Rosa Linda	
Friday, May 2, 2025	<ul style="list-style-type: none"> - Completing SOSMAP reports containing data summaries, social condition analyses, and program recommendations 	Junita Rosa Linda	

	- Focusing on systematically compiling report narratives based on observation results and field interviews		
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No	Working	Explanation
1		Revise PowerPoint presentation materials before the presentation session, focusing on improving content, slide design, and information delivery flow. Improvements are made based on feedback from supervisors or colleagues to ensure that the presentation is ready to be delivered and in line with the planned objectives.
2		Review 1 Presentation was conducted to present the progress of work during the apprenticeship, including achievements, challenges faced, and follow-up plans to complete the tasks. The purpose of this presentation was to obtain feedback from supervisors and related parties in order to improve the quality and effectiveness of future work.
3		The report was prepared as part of an apprenticeship assignment, involving data collection, analysis, and systematic and clear writing. The report aims to provide a comprehensive overview of the work results, achievements, and recommendations that can be used for future improvements or developments.
4	-	International Labor Day Holiday
5		The SOSMAP report focuses on the preparation of a systematic narrative containing data summaries, analysis of social conditions, and program recommendations. The report is based on the results of observations and field interviews conducted previously.

DAILY ACTIVITIES OF THE APPRENTICESHIP






Day : Monday - Friday

Date : 5 May – 9 May 2025

Activity Report Week - 12

Day/Date	Activity	Task Assignor	Signature
Monday, May 5, 2025	<ul style="list-style-type: none"> - Continuing the preparation of the SOSMAP report that maps the social conditions of the community in the surrounding area - Activities include data analysis, narrative writing, and the formulation of findings and recommendations based on observations and interviews 	Junita Rosa Linda	
Tuesday, May 6, 2025	<ul style="list-style-type: none"> - Keep working on the SOSMAP report based on observation and interview data - Focus on analyzing social conditions and formulating findings and recommendations to support CSR program planning 	Junita Rosa Linda	
Wednesday, May 7, 2025	<ul style="list-style-type: none"> - Continuing the preparation of the SOSMAP report with a focus on data processing and writing up field findings - The writing is done systematically to ensure that the report is well-organized and informative 	Junita Rosa Linda	
Thursday, May 8, 2025	<ul style="list-style-type: none"> - Conducting the preparation of the SOSMAP report by organizing data and writing narratives based on the results of the social mapping of the community - The drafting process is carried out in a structured manner to clearly and comprehensively describe the condition of the community 	Junita Rosa Linda	

Friday, May 9, 2025	<ul style="list-style-type: none"> - Continue working on the SOSMAP report by writing down the results of observations systematically - Formulate recommendations based on the data collected to support program decision-making 	Junita Rosa Linda	
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No	Working	Explanation
1		The preparation of the SOSMAP report continued with a focus on field data analysis, narrative preparation, and the formulation of findings and recommendations. The entire process was based on the results of previous observations and interviews to describe the overall social conditions of the community.
2		The preparation of the SOSMAP report continues with a focus on analyzing social conditions and formulating findings and recommendations. This activity is based on data from observations and interviews, in order to support targeted and sustainable CSR program planning.
3		Continuing the preparation of the SOSMAP report with a focus on data processing and systematic writing of field findings
4		Continuing the preparation of the SOSMAP report, including organizing data and writing narratives on the results of social mapping of the community.
5		Continuing work on the SOSMAP report, focusing on writing up the results of observations and formulating recommendations based on the data collected.

DAILY ACTIVITIES OF THE APPRENTICESHIP




Day : Monday - Friday

Date : 12 May – 16 May 2025

Activity Report Week - 13

Day/Date	Activity	Task Assignor	Signature
Monday, May 12, 2025	Holiday in commemoration of Vesak Day	Junita Rosa Linda	
Tuesday, May 13, 2025	Collective Leave Commemorating Vesak Day	Junita Rosa Linda	
Wednesday, May 14, 2025	<ul style="list-style-type: none"> - Packaging Pertamina-supported products to be used as souvenirs - The aim is to support the promotion of MSME products and ensure that they are attractively presented and ready to be distributed to guests or event participants 	Junita Rosa Linda	
Thursday, May 15, 2025	<ul style="list-style-type: none"> - Continue compiling the SOSMAP report by processing field data and compiling key findings - These findings are used to support a comprehensive analysis of social conditions in the community 	Junita Rosa Linda	
Friday, May 16, 2025	<ul style="list-style-type: none"> - Getting in touch with Posyandu Kenanga cadres to let them know about and coordinate their participation in the sweeping activity - The goal is to make sure the cadres are ready and present for the field activity. 	Junita Rosa Linda	

No	Working	Explanation
1	-	Holiday in commemoration of Vesak Day
2	-	Collective Leave Commemorating Vesak Day


3		The packaging of Pertamina's fostered products was carried out as a form of support for the promotion of fostered MSMEs. This activity aimed to ensure that the products looked attractive, neat, and ready to be given as souvenirs to guests or activity participants, thereby enhancing the image and appeal of the products.
4		Continuing the preparation of the SOSMAP report by processing field data and compiling findings to support the analysis of social conditions in the community.
5		Coordination was carried out with Kenanga Posyandu cadres to inform them and ensure their participation in the sweeping activity. This step was aimed at ensuring the readiness and attendance of cadres in the optimal implementation of field activities.

**DAILY ACTIVITIES
OF THE APPRENTICESHIP**




Day : Monday - Friday



Date : 19 May – 23 May 2025

Activity Report Week - 14

Day/Date	Activity	Task Assignor	Signature
Monday, May 19, 2025	<ul style="list-style-type: none"> - Participating in a joint sweep with <i>Posyandu Kenanga</i> cadres to visit the homes of Chinese residents who did not attend the <i>posyandu</i> - The aim was to find out the reasons for their absence and identify obstacles as material for evaluation to increase participation in basic health services 	Junita Rosa Linda	
Tuesday, May 20, 2025	<ul style="list-style-type: none"> - Compiling SOSMAP reports based on the results of field sweeps - The reports contain findings on social conditions and obstacles encountered, which serve as the basis for analysis and recommendations for future programs 	Junita Rosa Linda	
Wednesday, May 21, 2025	<ul style="list-style-type: none"> - Continuing the preparation of the SOSMAP report by processing field data into narratives and analyses of the social conditions of the community - The report is prepared as material for evaluation and program planning based on the real needs of the target area. 	Junita Rosa Linda	
Thursday, May 22, 2025	<ul style="list-style-type: none"> - Continue compiling the SOSMAP report by summarizing the results of observations and field interviews. - Focus on writing an analysis of the social conditions of the community and compiling 	Junita Rosa Linda	

	program recommendations based on the needs of residents.		
Friday, May 23, 2025	<ul style="list-style-type: none"> - Participating in regular exercise activities organized by HSSE – Health Pertamina as part of a health and fitness program - Aimed at raising awareness of the importance of a healthy lifestyle in the workplace 	Junita Rosa Linda	

No	Working	Explanation
1		Participated in a joint sweeping activity with Posyandu Kenanga cadres to visit the homes of Chinese residents who did not attend the posyandu. This activity aimed to identify the reasons for their absence and the obstacles they faced, as material for evaluation to increase community participation in basic health services.
2		The SOSMAP report was compiled based on the results of the field visit. The report includes findings on the social conditions of the community and the challenges identified, serving as the basis for analysis and recommendations for future programs.
3		The SOSMAP report was further developed by processing field data into narratives and analyses of the social conditions of the community. This report serves as a basis for evaluation and planning of programs based on actual needs in the target area.


4		<p>The preparation of the SOSMAP report focused on summarizing the results of observations and interviews, as well as writing analyses of the social conditions of the community. This activity included the preparation of program development recommendations tailored to the needs of the residents.</p>
5		<p>Participating in regular exercise sessions organized by HSSE – Health Pertamina as part of the health and fitness program. The objective of this activity is to raise awareness of the importance of a healthy lifestyle in the workplace and daily life.</p>




**DAILY ACTIVITIES
OF THE APPRENTICESHIP**

Day : Monday - Friday

Date : 26 May – 30 May 2025

Activity Report Week - 15

Day/Date	Activity	Task Assignor	Signature
Monday, May 26, 2025	<ul style="list-style-type: none"> - Holding team discussions to prepare the SOSMAP report, focusing on discussing field findings and analyzing social conditions in the community - Formulating recommendations to be included in the report as a result of joint discussions. 	Junita Rosa Linda	
Tuesday, May 27, 2025	<ul style="list-style-type: none"> - Continue compiling the SOSMAP report based on field data - Focus on analyzing social conditions and formulating findings and recommendations as a basis for CSR program planning 	Junita Rosa Linda	
Wednesday, May 28, 2025	<ul style="list-style-type: none"> - Participating in a blood donation event organized by HSSE – Health as part of a health and humanitarian awareness program - Aimed at supporting blood availability and raising awareness of the importance of regular blood donation 	Junita Rosa Linda	
Thursday, May 29, 2025	Holiday to Commemorate the Ascension Day of Isa Al Masih	Junita Rosa Linda	
Friday, May 30, 2025	Holiday After Commemorate the Ascension Day of Isa Al Masih	Junita Rosa Linda	


No	Working	Explanation
1		Conducting discussions with the team in order to prepare the SOSMAP report. Discussions focused on discussing field findings, analyzing social conditions, and formulating recommendations to be included in the report.
2		Continuing to prepare the SOSMAP report based on the results of data collection in the field. Activities focused on analyzing social conditions and formulating findings and recommendations as a basis for CSR program planning.
3		Participated in a blood donation event organized by HSSE – Health as part of a health and humanitarian program. This activity aimed to support blood availability and raise awareness of the importance of regular blood donation.
4	-	Holiday to Commemorate the Ascension Day of Isa Al Masih
5	-	Holiday After Commemorate the Ascension Day of Isa Al Masih





DAILY ACTIVITIES OF THE APPRENTICESHIP

Day : Monday - Friday

Date : 2 June – 6 June 2025

Activity Report Week - 16

Day/Date	Activity	Task Assignor	Signature
Monday, June 2, 2025	<ul style="list-style-type: none"> - Continuing the apprenticeship work in the preparation of the Social Mapping report (SOSMAP). - Focus on data processing, narrative writing, and analysis of social conditions as part of the final stages of the report. 	Junita Rosa Linda	
Tuesday, June 3, 2025	<ul style="list-style-type: none"> - Conducting a discussion to plan the event needs, including equipment, event rundown, and task distribution. - Ensuring all aspects of the event are well-prepared and properly coordinated. 	Junita Rosa Linda	
Wednesday, June 4, 2025	<ul style="list-style-type: none"> - Packing souvenirs that contain tumblers and umbrellas to be distributed to the training participants. - The packing is done neatly to ensure the souvenirs are ready for distribution and well-received by the participants. 	Junita Rosa Linda	
Thursday, June 5, 2025	<ul style="list-style-type: none"> - Preparing to create a DIY mini studio using simple materials such as cardboard and boxes. - This mini studio is designed to support the execution of events with a creative and functional concept. 	Junita Rosa Linda	
Friday, June 6, 2025	Eid al-Adha	Junita Rosa Linda	


No	Working		Explanation
1			Continuing the apprenticeship work in the final stage of preparing the Social Mapping (SOSMAP) report, focusing on data processing, narrative writing, and analysis of the social conditions of the community. This activity is part of the final stages in compiling a comprehensive report based on field data.
2			Conducting discussions to plan the needs of the event, which includes equipment, the schedule (rundown), and task division. This activity aims to ensure that all aspects of the event are well prepared and optimally coordinated.
3			Carrying out the packaging process of souvenirs in the form of tumblers and umbrellas that will be distributed to the training participants. The packaging is done neatly to ensure the souvenirs are ready for distribution and can be well received by the participants.
4			Preparing to create a DIY mini studio using simple materials like cardboard and boxes. This mini studio is designed to support the implementation of events with a creative and functional concept, while effectively utilizing the available resources.
5	-		Eid al-Adha

DAILY ACTIVITIES OF THE APPRENTICESHIP

Day : Monday - Friday

Date : 9 June – 13 June 2025

Activity Report Week - 17

Day/Date	Activity	Task Assignor	Signature
Monday, June 9, 2025	<ul style="list-style-type: none"> - Carrying out the final stage of the SOSMAP report by determining sustainable programs. - Focusing on identifying follow-up initiatives based on community needs and analysis results. 	Junita Rosa Linda	
Tuesday, June 10, 2025	<ul style="list-style-type: none"> - Being the organizing committee for the FGD (Focus Group Discussion) event held by CSR. - Continuing the role of the committee in the evening during a gathering with the development groups. 	Junita Rosa Linda	
Wednesday, June 11, 2025	<ul style="list-style-type: none"> - Participate in the training event at the BUMDes organized by CSR 	Junita Rosa Linda	
Thursday, June 12, 2025	<ul style="list-style-type: none"> - Creating a PowerPoint presentation for the final presentation. - Designing slides to summarize activities, achievements, and key learnings during the apprenticeship. 	Junita Rosa Linda	
Friday, June 13, 2025	<ul style="list-style-type: none"> - Reviewing and revising the presentation material to ensure clarity and completeness. - Studying and preparing thoroughly before delivering the final presentation. 	Junita Rosa Linda	


No	Working	Explanation
1		Carrying out the final stage of the SOSMAP report preparation by determining sustainable programs. The activities focus on identifying follow-up initiatives that align with community needs and the results of the social condition analysis that has been conducted.
2		Serving as the organizing committee for the Focus Group Discussion (FGD) event organized by CSR. The role of the committee continued in the evening during a gathering with the supported groups, as part of an effort to strengthen relationships and coordination between CSR and the partner groups.
3		Participating in training activities organized by CSR at the Village-Owned Enterprise (BUMDes), with training materials on financial report preparation and digital marketing. This activity aims to improve the capacity of BUMDes managers in managing finances transparently and maximizing product marketing potential through digital platforms.
4		Creating a PowerPoint presentation for the final apprenticeship presentation. The slides are designed to summarize all activities, achievements, and key learnings obtained during the apprenticeship in a concise and informative manner.
5		Reviewing and revising the presentation materials to ensure clarity, completeness, and an effective flow of delivery. In addition, preparing thoroughly as a form of readiness before delivering the final apprenticeship presentation.


DAILY ACTIVITIES OF THE APPRENTICESHIP

Day : Monday - Tuesday

Date : 16 June – 17 June 2025

Activity Report Week - 18

Day/Date	Activity	Task Assignor	Signature
Monday, June 16, 2025	<ul style="list-style-type: none"> - Presenting the final apprenticeship results in front of supervisors and relevant parties. - Summarizing activities and tasks that have been carried out during the apprenticeship. - Conveying achievements, lessons learned, and contributions made during the apprenticeship period. - Aiming to provide a comprehensive overview of the outcomes and benefits of the apprenticeship implementation. 	Junita Rosa Linda	
Tuesday, June 17, 2025	<ul style="list-style-type: none"> - Participating in the routine blood donation events held by CSR as part of social and humanitarian programs. - Helping the availability of blood and fostering social and health awareness among participants. 	Junita Rosa Linda	

No	Working	Explanation
1		Conducting a presentation of the final apprenticeship results that summarizes activities, achievements, lessons learned, and contributions during the apprenticeship period. This presentation aims to provide a comprehensive overview to the supervisor and related parties regarding the results of the entire apprenticeship process.

2		<p>Participating in the regular blood donation event organized by CSR as part of the social and humanitarian program. This activity aims to help ensure the availability of blood and to foster social awareness and the understanding of the importance of health among participants.</p>
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Appendix 8: Documentation of Apprenticeship





Appendix 9: Consultation Sheet

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

Name : Syarifah Weni Tri Oktayani
 Student Identify No : 5404211419
 Apprenticeship Place : PT. Kilang Pertamina Internasional RU II Production
 Sungai Pakning
 Advisor : Armita Novriana Rambe, M, Hum

No	Date and Time	Revision	Advisor Initials
1.	July 1, 2025	<ul style="list-style-type: none"> Revised acknowledgment Determining of sub chapters 	AF
2.	July 14, 2025	<ul style="list-style-type: none"> Completed the document used for activity Update the table of content 	AF
3.	July 30, 2025	<ul style="list-style-type: none"> Update the organizational structure Revised vision & mission 	AF
4.	July 31, 2025	<ul style="list-style-type: none"> Revised conclusion & suggestion Finalized the appendix 	AF
5.	August 4, 2025	Acc	AF

Bengkalis, August 4, 2025
 Advisor



Armita Novriana Rambe, M, Hum
 NIP. 198911302022032008