



**A REPORT OF INTERNSHIP
AT PERUM BULOG
DIVRE SUL-SEL & SUL-BAR**

**Submitted to the Faculty of Languages and Literature
Universitas Negeri Makassar
As the Partial Fulfillment of the Diploma Degree**

**by:
ANNISA AULIA
1752132019**

**BAHASA INGGRIS D-III STUDY PROGRAM
ENGLISH DEPARTMENT
FACULTY OF LANGUAGES AND LITERATURE
UNIVERSITAS NEGERI MAKASSAR
2020**

PERSETUJUAN PEMBIMBING

Judul : A Report of Internship at Perum Bulog Divre Sulsel & Sulbar
Nama : Annisa Aulia
NIM : 1752132019
Jurusan : Bahasa Inggris
Program Studi : Bahasa Inggris D III / Business English

Setelah laporan ini diperiksa dan diteliti, maka laporan ini memenuhi syarat untuk diseminarkan

Makassar, 22 Januari 2020

Menyetujui,
Dosen Pembimbing



Dr. Fatimah Hidayahni Amin, M.Pd., M.A.
NIP 19830222 200501 2 002

PENGESAHAN SEMINAR AKHIR LAPORAN PKL

Laporan dengan judul **A REPORT OF INTERNSHIP AT PERUM BULOG DIVRE SUL-SEL & SUL-BAR** atas nama **Annisa Aulia**, NIM 1752132019, diterima oleh Panitia Seminar Akhir Laporan PKL Program Studi Bahasa Inggris D-III, Jurusan Bahasa Inggris, Fakultas Bahasa dan Sastra, Universitas Negeri Makassar, dengan SK No.201/UN36.5/EP/2020 untuk memenuhi persyaratan guna memperoleh gelar Ahli Madya pada Program Studi Bahasa Inggris D-III pada tanggal 22 Januari 2020.

Makassar, 22 Januari 2020

Disahkan
Dekan Fakultas Bahasa dan Sastra



Dr. Syukur Saud, M.Pd.
NIP. 19620930 198803 1 003

Panitia Ujian:







1. Ketua Panitia
Dr. Syukur Saud, M.Pd. ()
2. Sekretaris
Samtidar, S.Pd., M.Ed., TESOL., Ed.D. ()
3. Ketua Jurusan
Samtidar, S.Pd., M.Ed., TESOL., Ed.D. ()
4. Ketua Prodi
Dr. Fatimah Hidayahni Amin, M.Pd., M.A. ()
5. Pembimbing
Dr. Fatimah Hidayahni Amin, M.Pd., M.A. ()
6. Pengamat
Andi Hajar, S.Pd., M.Hum. ()

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The writer thanks to those who have helped and supported including guiding and providing work experience during the internship. They are as follows:

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3. Samtidar, M.Ed., Tesol, Ed.D as Head of English Department.

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7. Viona Cheria M., as the Technical Advisor and other employees in the Administration and Finance division of the State Logistics Agency of Perum BULOG Divre Sulsel & Sulbar
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The writer realizes that in compiling this report, there are still many limitations and shortcomings. Therefore, the writer expects any constructive criticism and suggestions from readers to make improvements for better results.

Makassar, 8 January, 2020

The Writer

CHAPTER I

INTRODUCTION

A. Background

Increasing resources in Indonesia are demanded to be of superior quality so that they can compete with human resources from other countries. With quality and superior human resources, Indonesia's national goals can be realized. Based on law No.2 1982 concerning National Education, and PP 60, 1999 concerning Higher Education states that higher education consists of academic education and professional education.

Quality and superior human resources must have extensive knowledge, skills and expertise. To improve human resources to be superior, one of the ways is by conducting training for students at tertiary institutions in Indonesia. An internship is a form of systematic and synchronized implementation of educational programs in schools with the mastery of skills gained through work activities carried out directly in the work world to achieve a certain level of expertise.

An internship is one of the efforts made by the Business English Study Program at UNM to students in order to improve human resources to be of superior quality. With the internship, students are expected to get a comprehensive picture of the world of work. For this reason, students are expected to be initiative in finding information about the company that will be chosen as a place to conduct an internship and prepare the necessary requirements.

During the internship, students are expected to be able to apply the materials obtained from the study program and selected internally as a place for internships.

They are expected to be able to recognize, know, and practice their ability to adapt in the internship environment. This is an effort to prepare students to compete in the world of work.

Specifically, the intern conducted the internship at the Public Corporation (Perum) BULOG Divre Sulsel & Sulbar, Makassar. She was placed in the Secretariat & Public Relations section for the first week thereafter was placed in the accounting section. The following illustration of the internship activities is given.

B. The Objectives of Internship

An internship program consisted of a number of activities that every student of Business English has to conduct in order to achieve particular objective. Some objectives of the internship are below:

1. To gain knowledge and be able to adapt to working environment at BULOG.
2. To find out how to use tools and applications applied in BULOG.

C. The Significances of Internship

1. Theoretical Significances

It gives insightful contribution to the concept of Management, Computer skills and Communication skills.

2. Practically Significances

It gives practices in providing skills and capability development in terms of administering letters in the administration section, inputting data in the computer section, separating transaction data, filing cash and bank vouchers.

CHAPTER II

GENERAL DESCRIPTION OF COMPANY

A. General Description of Perum BULOG Divre Sulsel & Sulbar

1. History of Company

The journey of the Perum BULOG began at the time of the establishment BULOG of Logistics on May 10, 1967 based on the decision of the cabinet presidium No. 114 / U / Kep / 5/1967, with the main objective is to secure food supply in order to uphold the existence of a new Government. Subsequently, revised through Presidential Decree No. 39 of 1969 dated January 21, 1969 is the main objective of stabilizing the price of rice. In Presidential Decree No. 39 of 1987, it was intended to welcome the tasks BULOG of Logistics in order to support the development of multi-commodity food commodities. Subsequent changes were made through Presidential Decree No. 103 of 1993 which expanded the responsibility of BULOG to include coordinating food development and improving the quality of food nutrition that is when the Head of BULOG was concurrently held by the State Minister for Food Affairs.

In 1995, Presidential Decree No. 50 came out, to perfect BULOG organizational structure which basically aimed to further sharpen the main tasks, functions and roles of BULOG. Therefore, the responsibility of BULOG is more focused on improving the stabilization and management of staples and food supplies. BULOG main task in accordance with the Presidential Decree is to control prices and manage the supply of rice, sugar, wheat, soybeans, and feed other food ingredients, both directly and

indirectly, in the context of maintaining the stability of food prices for producers and consumers as well as meeting food needs based on the Government's general policy.

The task changed with the issue of Presidential Decree No. 45 of 1997, where the commodities managed by BULOG were reduced and only rice and sugar remained. Then through Presidential Decree No. 19 of 1998 dated January 21, 1998, the Government returned BULOG tasks in Presidential Decree No. 39 of 1968. Furthermore, through Presidential Decree No. 19 of 1998, the scope of commodities handled by BULOG was again narrowed in line with the agreement taken by the Government with the IMF which set out in a Letter of Intent (LoI).

In the Presidential Decree, BULOG main task is limited to handling rice commodities. Meanwhile, other commodities managed so far have been released to the market mechanism. The direction of the Government pushing BULOG towards a form of business entity began to be seen with the issue of Presidential Decree No. 29 of 2000, which implies BULOG as a transitional organization (2003) towards an organization engaged in logistics services while still handling its traditional duties.

In Presidential Decree No. 29 of 2000, the main task of BULOG is to carry out the tasks of the Government in the field of logistics management through managing inventory, distribution and control of rice prices (maintaining Government Purchase Prices - HPP), as well as logistics service businesses in accordance with applicable laws and regulations. The direction of change is getting stronger with the issue of Keppres No. 166, 2000, which was subsequently changed to Keppres No. 103/2000. Then it changed again

with Keppres No. 03, 2002 dated 7 January 2002 where the main tasks of BULOG are still the same as the provisions in Kepres No. 29 of 2000, but with different nomenclature and giving a transition period until 2003. Finally, with the issue of the Government of Indonesia Regulation no. 7 of 2003 BULOG officially changed its status to Public Corporation (Perum) BULOG.

2. Vision & Missions

Vision of Perum BULOG Divre Sulsel & Sulbar: "To become a superior and trusted food company in supporting the realization of food sovereignty."

Missions:

- a. Carrying out staple food logistics business by prioritizing services to the community.
- b. Implementing superior management practices with the support of professional human resources, cutting edge technology and integrated systems.
- c. Applying the principles of good corporate governance and always making continuous improvements.
- d. Ensuring the availability, affordability, and stability of staple food commodities.

B. Organizational Structure of Company

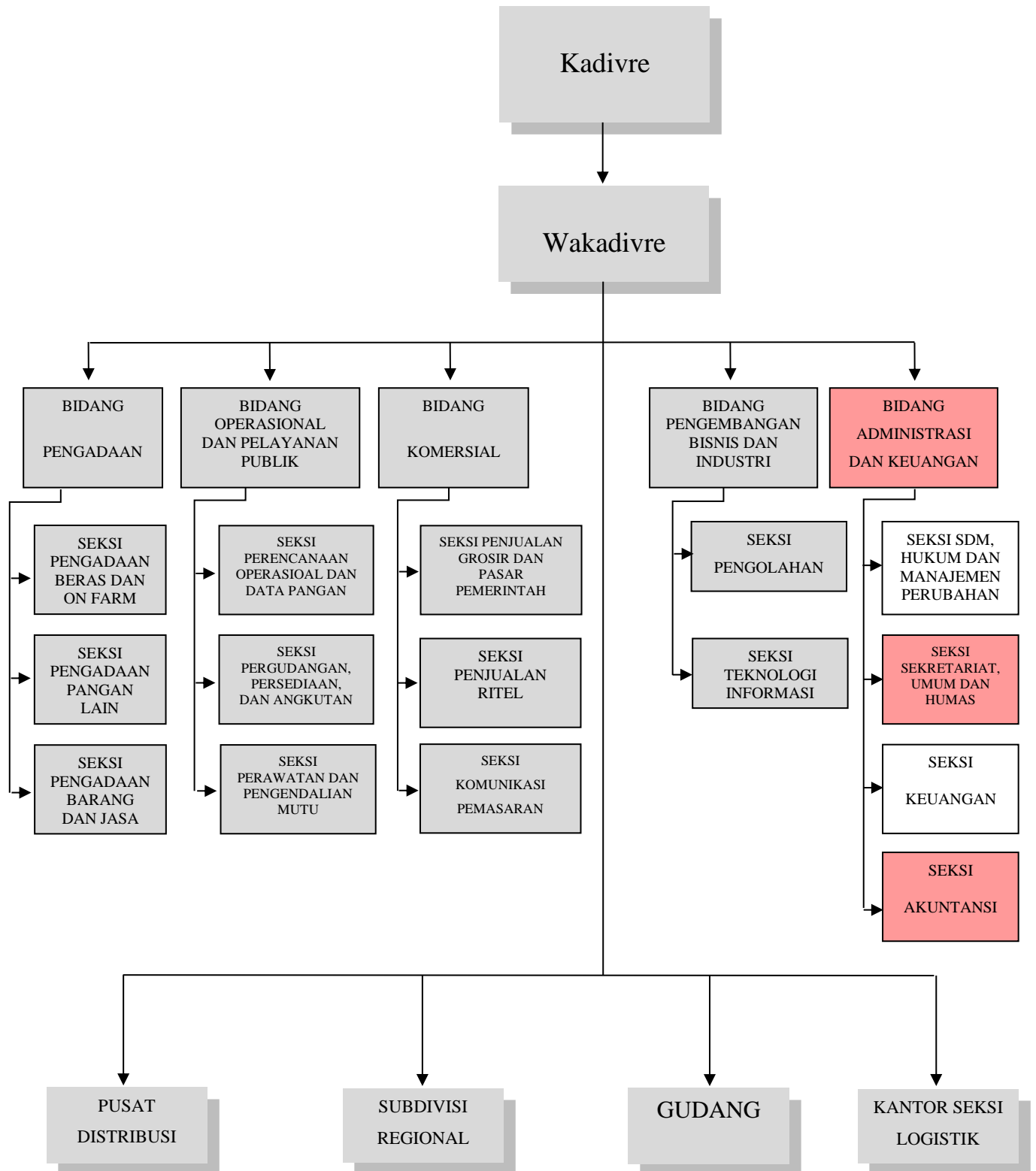


Figure 2.1 Organizational structure of Perum BULOG Divre Sulsel & Sulbar

C. The Activities of Organizational Structure

1. The Kadivire has the main task of carrying out company policy and carrying out procurement, operational and public service activities, commercial, business and industrial development, as well as administrative and financial management in its working area.

Kadivire has the functions of planning, coordinating, controlling, and evaluating:

- a. Procurement activities.
 - b. Operational activities and public services.
 - c. Commercial activities.
 - d. Business and industrial development management activities.
 - e. Financial management activities.
 - f. HR and General management activities.
 - g. Regional subdivision development activities, Logistics Section. Office, Warehouse, and Distribution Center.
2. Deputy Head of Regional Division, referred to as Wakadivire, is the element of leadership who reports directly to the Kadivire.

Wakadivire has the main tasks:

- a. Assisting the Kadivire in carrying out its main tasks and functions.
- b. Managing administrative and financial functions including human resources, law and change management, secretariat, general, and public relations, finance, and accounting and report them to the Kadivire.
- c. Representing Kadivire if unable to attend.

3. Bidang Pengadaan

Procurement has the main task of carrying out rice procurement activities, on-farm programs, other food procurement, and procurement of goods and services.

4. Bidang Operasional & Pelayanan Publik

The Operations and Public Services Division has the main task of carrying out operations planning and analysis of food data, management of warehousing, inventory and transportation, as well as maintenance and quality control.

5. Bidang Komersial

The Commercial Sector has the main task of carrying out wholesale and government market sales activities, retail sales, and marketing communications.

6. Bidang Pengembangan Bisnis & Industri

The Business and Industrial Development Division has the main task of carrying out management activities and information technology management.

7. Bidang Administrasi & Keuangan

Administration and Finance has the main task of carrying out activities in the management of human resources, law, compliance, change management, secretariat, general affairs, public relations, finance and accounting.

8. Subdivre

Subdivre has the main duties of carrying out procurement, operational, commercial, business and industrial development, management of financial administration and accounting in its working area.

9. Kantor Seksi Logistik

Logistic office section has the main task of carrying out the implementation and activities of sales, operational, and administrative and financial management in the working area.

10. Pusat Distribusi

Perum BULOG distribution center is a warehouse facility that is specifically used to receive, store, maintain and serve the expenditure and distribution of ready-to-sell products which are managed both administratively and operationally by Divre or Subdivre.

11. Gudang

BULOG warehouse is a place or building that is used to store and process commodity goods at the State Logistics Agency of Bulog which are both administratively and operationally processed by Divre, Subdivre or Kansilog.

D. Positions and Personnels

- | | |
|---|----------------------|
| 1. Kepala Divisi Regional (Kadivreg) | : Muh. Attar Rizal |
| 2. Wakil Kepala Divisi Regional (Wakadivreg) | : Asmal |
| 3. Kepala Bidang Pengadaan | : Bahar |
| 4. Kepala Bidang Operasional & Pelayanan Publik | : Suarsi M. |
| 5. Kepala Bidang Komersial | : Edel Trudis |
| 6. Kepala Bidang Pengembangan Bisnis & Industri | : Eryvna Zulaeha |
| 7. Kepala Bidang Administrasi & Keuangan | : Luthfi Said M. |
| Kepala Seksi SDM | : Zurfani Zafanty |
| Kepala Seksi Sekretariat, Umum & Kehumasan | : Zainab Mulyarahmah |
| Kepala Seksi Keuangan | : Asyriah Arifuddin |
| Kepala Seksi Akuntansi | : Viona Cheria M. |

E. Job Description

During the internship at Perum BULOG Divre Sulsel & Sulbar, the intern was placed at the field of Administration and Finance (MINKU). In the first week of the implementation of work practices, the intern was placed in the Secretariat & Public Relations Section and the intern did some activities such as writing incoming and outgoing letters and faxes, stamping letters and faxes and delivering the letter to the intended field. Then, the second week to the eighth week, the intern was placed at the Accounting Section and the intern did some activities such as scanning and copying the documents, checking cash and bank vouchers, counting the number of transactions on a vouchers, separating transaction data from subdivre and archiving vouchers.

The responsibilities of Secretariat and Public Relation Section:

1. Writing

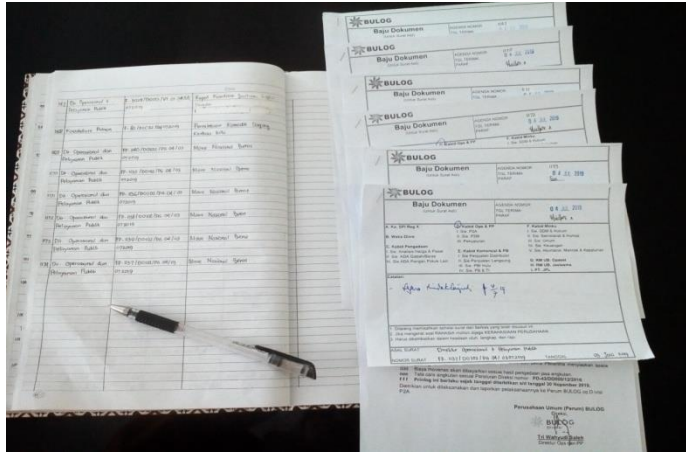


Figure 2.2 Writing Incoming / Outgoing Letters and Faxes

2. Stamping

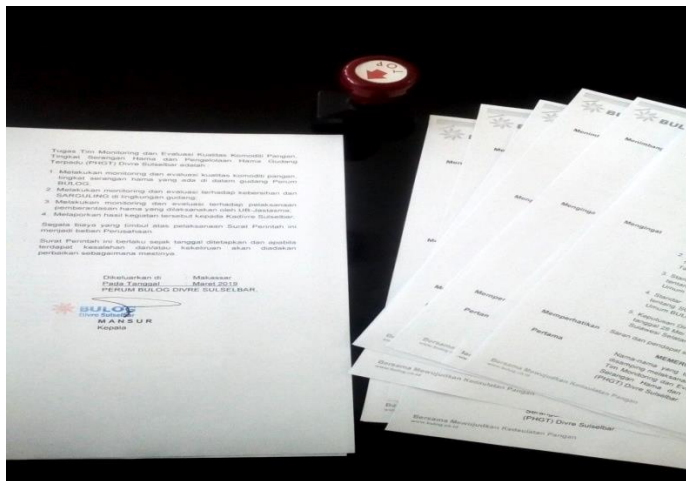


Figure 2.3 Stamping Letters and Faxes

3. Scanning and Copying

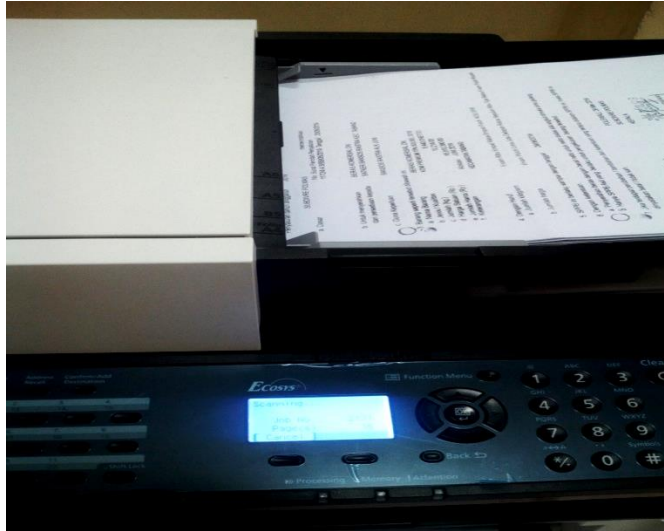


Figure 2.4 Scanning and Copying of the Letters

4. Delivering letters and documents to the intended field

The responsibilities of Accounting Section:

1. Checking

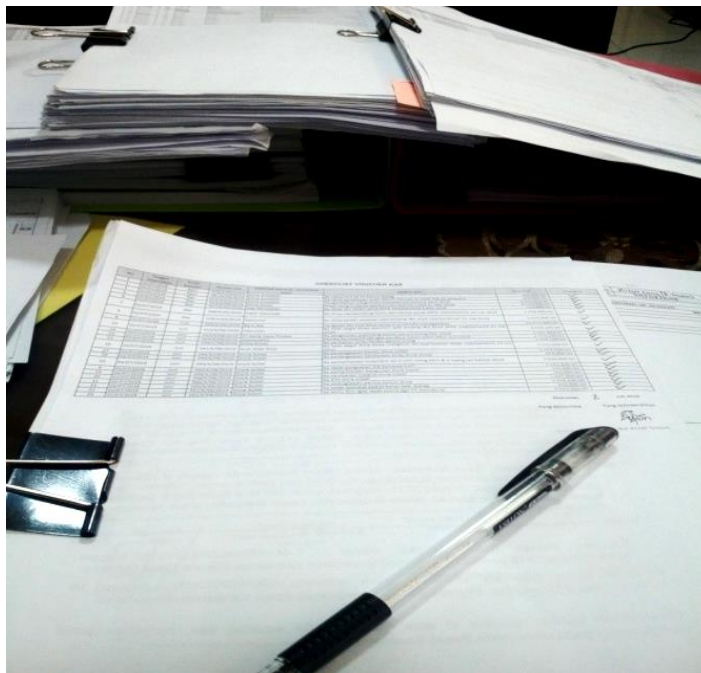


Figure 2.5 Checking Cash and Bank Vouchers

2. Counting



Figure 2.6 Counting the Number of Transactions on Vouchers

3. Separating

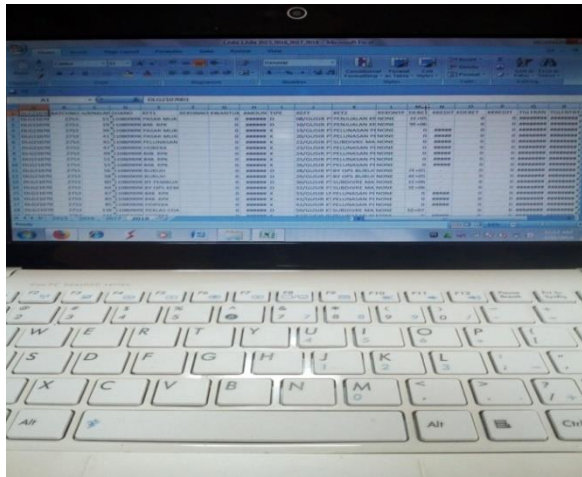


Figure 2.7 Separating Transaction Data from Subdivre

4. Archiving



Figure 2.8 Archiving Vouchers

CHAPTER III

SPECIFIC DESCRIPTION

A. Place of Internship

The intern conducted the internship at Public Company (Perum) BULOG Divre Sulsel & Sulbar which is located at Jl. A.P. Pettarani No. 18 Makassar, South Sulawesi.



B. Time of Internship

The time schedule for the internship to be held was 44 days (9 weeks) and 5 working days 08:00 – 17:00, starting from July 1, 2019 until 30 August 2019.

C. Internship Procedure

Following the details of the stages in implementing the internship:

1. Before Internship

Before conducting the internship, the intern did the following steps:

- a. Sending internship application letter.
- b. Confirming the acceptance from Perum BULOG Divre Sulse & Sulbar.
- c. Visiting the company for interview.

2. During Internship

a. Observation

To collect data by observation, the intern observed the employee's skills, position and operational system in Perum BULOG Divre Sulse & Sulbar.

b. Interview

During the internship, the intern did the interviews to the employees of company by giving some questions, which were able to give accurate information, such as: the activities of Perum BULOG Divre Sulse & Sulbar.

c. Documents

The intern collected data taken from references as follows:

1. Website : <http://www.bulog.co.id/>
2. Magazine : *Panduan Administrasi, Panduan Perpajakan, Produk "KITA"*

CHAPTER IV

OUTCOMES AND BENEFITS

A. Outcomes

During the internship process at Perum BULOG Divre Sulsel & Sulbar, the intern placed in the general section and accounting section. By doing an internship, the intern has several results such as:

1. Computer and Application

Applying knowledge about computers such as Microsoft Office so that it can make it easier for the intern to complete the task from computer, for example the intern can separate data from each Subdivre at the end of the month when closing using Microsoft Office Excel.

2. Management

Applying knowledge about management such as carrying out the process of checking data and arranging vouchers in accordance with the kind, so that it can make it easier for the intern to complete the task using management skill.

- a. Carrying out the process of checking

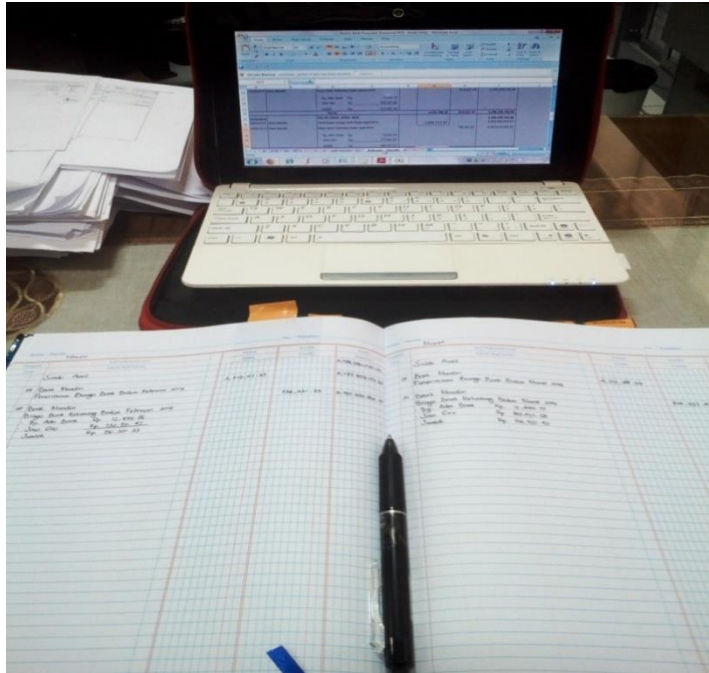


Figure 4.1 Checking Commercial Sales Bank Mutations

- b. Arranging vouchers in terms of specification

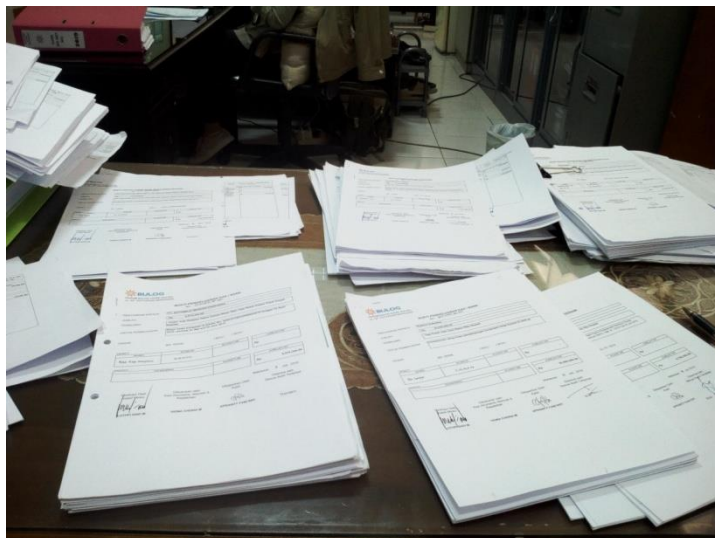


Figure 4.2 Arranging Voucher Bank and Cash

3. Communication

Communicating well, for example of polite expressions is also very important because this can establish familiarity with other interns or employees at the company from public speaking courses for example, at the moment the intern gave the letter to Head of Division and Staff at company must use polite language such as:

- a. Says greeting “Excuse me Sir, here the letter from general section about building repairs. Please sign the letter if it has been approved, thank you”
- b. Phrases provide help “Can I help you Ma'am / Sir?”

4. Interpersonal Skill

Perum BULOG Divre Susel & Sulbar always gave priority to be discipline in various ways. For example, the intern arrived on time and always completed assignments in time according to the directions given. In addition, the intern must also be patient and should high risk taking in order to complete all the activities.

B. Benefits

After the intern conducted the internship at Perum BULOG Divre Sulsel & Sulbar, as for the benefits that have been obtained are as follows:

1. The Intern

With an internship program, the intern gained knowledge and learnt about Perum BULOG Divre Sulsel & Sulbar especially in the administration and finance section and gained a lot of experiences such as how to work timely, actively, initiative, and timeliness in completing a job.

2. Students of BE

With an internship program, it can improve the quality of students in practical activities.

3. Business English Study Program

With an internship program, it can form a cooperative relationship between BE Study Program with related company.

4. UNM

With an internship program, it can build up good relations between Universitas Negeri Makassar and the company providing internship opportunities.

5. Perum BULOG Divre Sulsel & Sulbar

With an internship program, the intern became an assistant to help finishing the work of the staff, particularly in Administration and Finance division.

CHAPTER V

CONCLUSION AND SUGGESTION

A. Conclusion

With the implementation of the internship at Perum BULOG Divre Sulse & Sulbar, skills on computer and application in operating Microsoft office excel, on management in carrying out and arranging the document, on communication example of polite expressions and on interpersonal skills about discipline of patience and risk taking.

B. Suggestion

After the intern carry out her Internship at the Public Corporation (Perum) BULOG Divre Sulse & Sulbar, the intern has suggestions for all parties concerned with the implementation of the internship so that in the future it will be much better. The following suggestions from interns are:

1. Student of BE Study Program

In order to prepare themselves, good understanding of the materials and other additional skills so as to support the implementation of the internship.

2. Business English Study Program

In order to provide recommendations for the implementation of the internship who have competence that has been tested and in accordance with the Business English study program.

3. Perum BULOG Divre Sulse & Sulbar

In order to carry out placements and assignments in accordance with the fields are carried out by the interns and make it easier to take care of the implementation of the internship.

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<http://www.bulog.co.id/>



APPENDICES



I. Attendance List



**PELAKSANA PRAKTIK KERJA LAPANGAN
PROGRAM STUDI BAHASA INGGRIS D-III
AGENDA HARIAN PESERTA PRAKTIK KERJA LAPANGAN**



Nama Peserta : Annisa Aulia
Tempat / Unit Kerja : Perum Bulog Divisi Regional Sulsel & Sulbar/ Bidang Administrasi dan Keuangan
Waktu PKL : 1 Juli 2019 – 30 Agustus 2019

No.	Hari/Tanggal	Uraian Singkat Mengenai Kegiatan yang Dilakukan	Paraf Pembimbing
1.	Senin/1 Juli 2019	<ul style="list-style-type: none"> • Penerimaan mahasiswa PKL di PERUM BULOG • Pengenalan lingkungan kantor • Penempatan di bidang UMUM • Mencari berita mengenai BULOG (koran harian), kemudian di klipping • Menulis surat dan perihal surat di buku surat keluar dan masuk • Menyerahkan berkas kepada WAKADIVRE, bidang OPP, MINKU dan KOMERSIL • Menggandakan berkas 	
2.	Selasa/2 Juli 2019	<ul style="list-style-type: none"> • Menggandakan berkas • Menomor dan stempel surat keluar • Meng-scan berkas • Menyerahkan berkas ke bidang MINKU 	
3.	Rabu/3 Juli 2019	<ul style="list-style-type: none"> • Menyerahkan berkas ke bidang KOMERSIL • Meng-scan buku dokumen • Menggandakan berkas • Menghadiri acara GATHERING RPK 	
4.	Kamis/4 Juli 2019	<ul style="list-style-type: none"> • Mengantar surat ke WAKADIVRE, bagian MINKU dan KOMERSIL • Mengarsip total pengeluaran BBM dan TOL • Menggandakan berkas • Meng-scan baju dokumen 	
5.	Jumat/5 Juli 2019	<ul style="list-style-type: none"> • Mengantar surat ke WAKADIVRE, bagian MINKU dan OPASET • Meng-scan baju dokumen • Menomor dan menulis perihal surat di buku surat masuk 	

No.	Hari/Tanggal/Jam Kerja	Uraian Singkat Mengenai Kegiatan yang Dilakukan	Paraf Pembimbing
6.	Senin/8 – Jumat/12 Juli 2019 08.00 – 17.00	<ul style="list-style-type: none"> • Melakukan pengecekan terhadap voucher penerimaan Bank Klaim dan Pajak • Melakukan pengecekan terhadap voucher pengeluaran Bank Klaim dan Pajak • Mengelompokkan voucher penerimaan Bank Klaim dan Pajak • Menyerahkan surat kepada Kasi Keuangan dan Kasi SDM & Hukum • Menceklis voucher Bank Klaim dan Pajak • Memisahkan data transaksi dari wilayah Sub Divisi Regional 	
7.	Senin/15 – Jumat/19 Juli 2019 08.00 – 17.00	<ul style="list-style-type: none"> • Menggandakan berkas • Memisahkan data transaksi dari wilayah Sub Divisi Regional • Menyerahkan surat kepada Kabid MINKU • Menceklis voucher Bank Klaim dan Pajak • Menyerahkan surat kepada WAKADIVRE • Melakukan pengecekan terhadap voucher penerimaan Bank Klaim dan Pajak • Melakukan pengecekan terhadap voucher pengeluaran Bank Klaim dan Pajak 	

No.	Hari/Tanggal/Jam Kerja	Uraian Singkat Mengenai Kegiatan yang Dilakukan	Paraf Pembimbing
8.	Senin/22 – Jumat/26 Juli 2019 08.00 – 17.00	<ul style="list-style-type: none"> • Mengelompokkan voucher pengeluaran dan penerimaan Kas dan Bank klaim dan pajak • Menggandakan voucher Kas • Melakukan pengecekan terhadap voucher Bank klaim dan pajak • Melakukan pengecekan terhadap voucher Kas • Menulis bukti transaksi pada buku notasi Bank • Menulis bukti pengeluaran Bank Sulselbar di buku numerator verifikasi Bank • Menyerahkan surat kepada Kadiv, Wakadiv dan Kasi Sekretariat & Humas 	
9.	Senin/29 – Jumat/2 Agustus 2019 08.00 – 17.00	<ul style="list-style-type: none"> • Memisahkan data transaksi dari Sub Divre • Melakukan pengecekan terhadap voucher Bank klaim dan pajak • Melakukan pengecekan terhadap voucher Kas • Meng-scan file dokumen • Menggandakan berkas • Mengelompokkan data pengeluaran Divre • Menyerahkan surat kepada Kasi SDM, Kasi Umum, Kasi Keuangan dan Kasi Akuntansi 	

No.	Hari/Tanggal/Jam Kerja	Uraian Singkat Mengenai Kegiatan yang Dilakukan	Paraf Pembimbing
10.	Senin/5 Agustus– Jumat/9 Agustus 2019 08.00 – 17. 00	<ul style="list-style-type: none"> • Melakukan pengecekan terhadap voucher penerimaan Bank Klaim dan Pajak • Melakukan pengecekan terhadap voucher pengeluaran Bank Klaim dan Pajak • Mengelompokkan voucher penerimaan Bank Klaim dan Pajak • Mengarsip surat/fax masuk dari kantor pusat dsn subdivide • Memeriksa ketersediaan voucher pada buku pencatatan 	
11 .	Senin/12 Agustus – Jumat/16 Agustus 2019 08.00 – 17. 00	<ul style="list-style-type: none"> • Menyerahkan berkas kepada KADIVRE, WAKADIVRE, Kabid MINKU, seksi SDM dan UB. OPASET. • Menceklis voucher Bank klaim dan pajak • Menceklis voucher Kas • Memeriksa ketersediaan voucher Kas pada mutasi Kas • Menggandakan berkas • Menulis bukti pengeluaran dan pemasukan Bank pada buku mutasi Bank 	

No.	Hari/Tanggal/Jam Kerja	Uraian Singkat Mengenai Kegiatan yang Dilakukan	Paraf Pembimbing
12.	Senin/19 Agustus – Jumat/23 Agustus 2019 08.00 – 17.00	<ul style="list-style-type: none"> • Memisahkan voucher Bank klaim dan pajak dan voucher Kas • Menyusun voucher Bank dan Kas berdasarkan nomor dan tanggal transaksi • Memeriksa kelengkapan voucher Bank pada buku mutasi Bank • Mengarsipkan voucher • Mengarsipkan Fax dari Subdivre 	
13.	Senin/26 Agustus – Jumat/30 Agustus 2019 08.00 – 17.00	<ul style="list-style-type: none"> • Melakukan pengecekan terhadap voucher Bank klaim dan pajak • Melakukan pengecekan terhadap voucher Kas • Mengarsipkan voucher Bank Klaim dan Pajak • Mengarsip voucher Kas • Mengscan voucher • Mengarsipkan surat dan fax masuk dari pusat dan subdivre 	

Makassar, 30 Agustus 2019
Pembimbing Teknis


Viona Cheris M
BULOG
Direktur Suiselbar

NIP: 118711264

II. Evaluation Form

**PELAKSANA PRAKTEK KERJA LAPANGAN
PROGRAM STUDI BAHASA INGGRIS D-III
DAFTAR NILAI PESERTA PRAKTEK KERJA LAPANGAN**

Nama Peserta : Annisa Aulia
 Tempat /Unit Kerja : Perum BULOG Divisi Regional Sulselbar/ Bidang
 Administrasi dan Keuangan
 Waktu PKL : 1 Juli 2019 – 30 Agustus 2019

No.	Komponen yang di nilai	Nilai	Keterangan
I	Sikap		
	1. Penampilan	100	SANGAT BAIK
	a. Kebersihan		
	b. Kerapihan		
	2. Disiplin	100	SANGAT BAIK
	3. Perilaku	100	SANGAT BAIK
	a. Sopan santun		
	b. Kejujuran		
	c. Kerjasama		
	4. Ketelitian	95	SANGAT BAIK
	5. Tanggung jawab	95	SANGAT BAIK
	6. Inisiatif	100	SANGAT BAIK
	a. Kreatifitas		
	b. Aktifitas		
II	Prestasi		
	7. Pengetahuan	100	SANGAT BAIK
	8. Keterampilan	100	SANGAT BAIK
	JUMLAH	790	

Nilai = $\frac{790}{8} = 98.75$ SEMBILAN KOMA DELAPAN (.....)

Nilai predikat = **A** SANGAT BAIK (.....)

Mengetahui,
 Ketua Program Studi BE/BEC,
 Jurusan Bahasa Inggris FBS UINM,



Dr. Fatimah Hidayahni Amin, M.Pd., M.A.
 NIP: 19830222 200501 2 002

Makassar, 30 Agustus 2019
 Pembimbing Teknis



Viona Ghisella
 NIP: 118711264

PROGRAM STUDI BAHASA INGGRIS D-III
DAFTAR PENGAMATAN DAN SARAN-SARAN PRAKTEK KERJA
LAPANGAN

Nama Peserta : Annisa Aulia
 Tempat / Unit Kerja : Perum Bulog Divisi Regional Sulsel & Sulbar / Bidang Administrasi dan Keuangan
 Waktu PKL : 1 Juli 2019 – 30 Agustus 2019

No.	Aspek yang Diamati	Pengamatan Selama Peserta Didik Melaksanakan PKL	Saran – Saran
1.	Keterampilan	Mampu menggunakan Ms. Office dengan cukup baik (word & excel)	
2.	Pengetahuan/Teori yang Sesuai (menunjang)	Cepat & mudah menyesuaikan diri dengan lingkungan kerja & mampu menyelesaikan pekerjaan yg diberikan dengan baik	
3.	Sikap	Sopan & Santun	
4.	Lain-lain	—	

Mengetahui,
 Ketua Program Studi BE/BEC,
 Jurusan Bahasa Inggris FBS UNM,



Dr. Fatimah Hidayahni Amin, M.Pd., M.A.
 NIP. 19830222 200501 2 002

Makassar, 30 Agustus 2019
 Pembimbing Teknis



Viona Cherian
 NIP. 118711264

III. Internship Products

1. Internship Acceptance Letter

  Perum BULOG
Kantor Divisi Regional Sulselbar
Jl. A. P. Pettarani Selatan
Makassar

 Telp.:(0411) 854411
Fax. :(0411) 854411

 divre_sulsel@bulog.co.id

Makassar, 19 Juni 2019

Nomor : B- 363 /21040/06/2019
Lampiran : -
Hal : Persetujuan Praktek Kerja Lapangan

**Yth. Dekan Fakultas Bahasa dan Sastra
Universitas Negeri Makassar
Di -
Makassar**

Dengan Hormat,

Berdasarkan surat Nomor: 2662/UN36.5.2/DL/2019 Tanggal 11 April 2019 Perihal Permohonan Izin Melaksanakan PKL bagi mahasiswa:

No.	NIS	Nama	L/P	Jurusan
1	1752132019	Annisa Aulia	P	Business English
2	1752132031	Fany Rachmasari	P	Business English

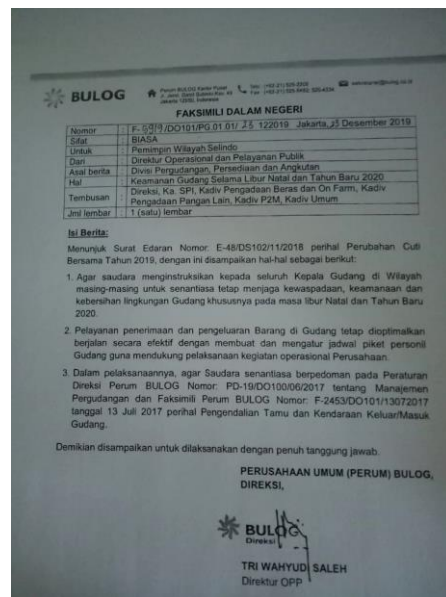
Bersama ini disampaikan bahwa mahasiswa tersebut di atas dapat diterima untuk melaksanakan Praktek Kerja Lapangan di Kantor Perum BULOG Divisi Regional Sulawesi Selatan dan Barat terhitung mulai tanggal 01 Juli 2019 s.d 30 Agustus 2019.

Demikian disampaikan, atas perhatiannya, diucapkan terima kasih.

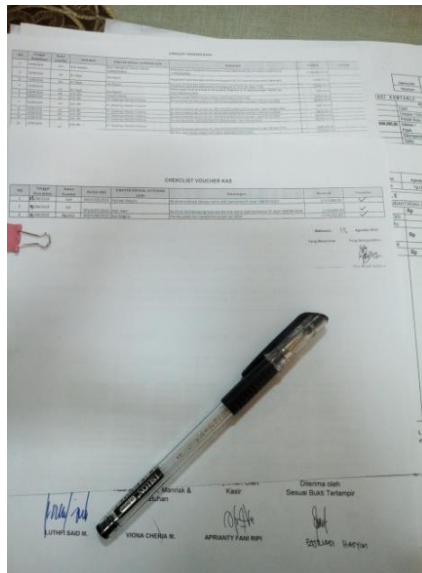
 
Zainab Mulyarahmah
Kasi Sekretariat & Humas

Bersama Mewujudkan Kedaulatan Pangan
www.bulog.co.id

2. Letter and Fax



3. Checklist Voucher Bank and Cash



IV. Documentation

1. Daily Activities



Writing Incoming/Outgoing Letters and Faxes



Checking and Archiving Vouchers



Duplicating and Scanning Documents



Attend the Event Gathering RPK

2. Documentation with Superiors, Staffs and Other Interns



CURRICULUM VITAE



Annisa Aulia, was born on September 15th 1999 in Murante, Luwu. She is the first child of three siblings the marriage couple of Mahiruddin and Mardiana. She is a Moslem, she has the hobbies such as writing stories, reading novels, and cooking. She began her elementary school at SDN 10 Murante, Luwu and graduated in 2011. She continued her junior high school at SMPN 1 Suli, Luwu and graduated in 2014. After graduating for junior high school, she continued her study at SMAN 1 Belopa, Luwu and graduated in 2017. In 2017, she was accepted as a student in English Department specifically for Business English Study Program, Faculty of Language and Literature, Universitas Negeri Makassar.