

APPRENTICESHIP REPORT
COMMUNICATION, INFORMATICS AND STATISTICS
DEPARTMENT OF BENGKALIS REGENCY

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APPLIED BACHELOR STUDY PROGRAM OF
INTERNATIONAL BUSINESS ADMINISTRATION
BUSINESS ADMINISTRATION DEPARTMENT
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**APPENTICESHIP REPORT
COMMUNICATION, INFORMATICS AND STATISTICS
DEPARTMENT OF BENGKALIS REGENCY**

Written as One of the Conditions for Completing Job Training

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Bengkalis, Agust 12 2021

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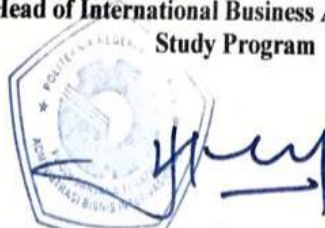
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PREFACE

Alhamdulillah, praise and thanks to Allah SWT who has given strength and fluency so that the author can complete the Apprenticeship (KP) at the Department of Communication, Information and Statistics Kab. Bengkalis.

Apprenticeship is one of the activities that must be taken in the Communication Science study program which aims to apply the knowledge gained in lectures to the work environment.

The author realizes that the implementation of the Apprenticeship (KP) and writing the Apprenticeship report (KP) can be completed thanks to the support and assistance of various parties. On this occasion the author would like to express his gratitude to the honorable :

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The author realizes this Apprenticeship Report is far from perfect. Therefore, the author expects criticism and suggestions to improve the shortcomings of the report made by the author. The author hopes that this report can be useful for anyone who reads it.

Wassalamu'alaikum Wr. Wb



Bengkalis, Juli 15 2021
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CHAPTER I INTRODUCTION

1.1 Background of the Apprenticeship

In this era of globalization, every individual is required to be able to improve their quality and competence so that they are able to become individuals who are ready to compete and compete in various sectors, especially in the industrial sector, these demands very arise because as university graduates must be able to become a problem solver for all kinds of problems. problems that arise.

In order to meet these required wich can improve quality and competence as well to achieve complete educational goals in higher education, it is felt less if students only rely on the oretical knowledge obtained from college. Therefore, knowledge is needed to apply the knowledge that has been obtained so that students can practice the aspects needed to enter the industrial world which they will be involved in later. In line with this, the university requires its students to take practical work courses carried out in the final semester.

Practical Work (KP) is an Intra-Curricular Activity that is part of the State and Community Life (MBB) subject group, in all majors at the Bengkalis State Polytechnic. In general, the implementation of KP is aimed at improving students' abilities and skills in the field of technology and skills directly in various activities in industry and offices.

After implementing KP specifically, students are expected to gain industrial experience which includes planning, processing and implementation in a work unit. The achievement of the KP objectives above ultimately refers to the professional formation of students who have broad skills and knowledge in the field of International Business Administration. With that ability, graduates of the Bachelor of Applied Administration

Bengkalis State Polytechnic International Business is expected to be able to apply the skills and knowledge possessed and Bengkalis State Polytechnic also

seeks to improve student abilities by carrying out training or training in companies or agencies, so that they can realize the mission of the Polytechnic to make staff ready to use and have Link and Match between the world well-executed industry and education.

1.2 Purposes of the Apprenticeship

Apprenticeship is one of the requirements for State Polytechnic of Bengkalis students in completing their studies. To achieve the expected results, it is necessary to know the objectives of the Apprenticeship, which are as follows:

1. To know the kind of business (the main tasks and functions) of the Communication, Information and Statistics Department of Bengkalis Regency.
2. To know the working process of the Communication, Information and Statistics Department of Bengkalis Regency.
3. To know documents used in the work process at the Communication, Information and Statistics Department of Bengkalis Regency.
4. To know the job description of the work field being handled at the Communication, Information and Statistics Department of Bengkalis Regency.
5. To know the system and procedures for Apprenticeship used in carrying out work on Communication, Information and Statistics Department of Bengkalis Regency.
6. To know the obstacles faced in completing the work Communication, Information and Statistics Department of Bengkalis Regency and how to overcome these obstacles.
7. To know solutions in dealing with obstacles during practical work at the Communication, Information and Statistics Department of Bengkalis Regency.

1.3 Significances of the Apprenticeship

The benefits expected from the implementation of the Apprenticeship (KP) are as follows:

1. As one of the requirements that must be met to complete a Diploma IV (D4) vocational education at the Bengkalis State Polytechnic, especially the Department of International Business Administration
2. Students have the opportunity to apply theoretical knowledge/concepts in the real world of work
3. Students gain practical experience in applying theoretical/concept knowledge according to their study program
4. Students have the opportunity to analyze problems related to science applied in their work according to their study program
5. Bengkalis State Polytechnic receives feedback from the company on the ability of students who take part in the Apprenticeship (KP) in the world of work
6. Bengkalis State Polytechnic received feedback from the world of workers for curriculum development and learning processes.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

Since the enactment of the new Regional Government Organizational Structure (SOPD) within the Bengkalis Regency Government starting January 1, 2017, at least 5 SOPD have been missing. There has also been a change in the name of the agency or agency, some have been merged, and some have emerged as new SOPDs, which have been separated or have been independent.

One of them is the Office of Communication, Information and Statistics (Diskominfo). In the past, this communication and information business was under the same roof as the Department of Transportation. However, in accordance with the mandate of Government Regulation Number 18 of 2016 concerning Regional Apparatus and Regulation of the Minister of Communication and Information Technology Number 14 of 2016 concerning Guidelines for the Nomenclature of Regional Apparatuses in the Field of Communication and Information Technology, Bengkalis Regent Regulation Number 51 of 2016 concerning Position, Organizational Structure, Echelonering, Duties, Functions and Job Descriptions and Work Procedures, Diskominfo is now independent and has an office in the former market and cleaning service building. As is known, the Market and Hygiene Service merged with the Trade and Industry Office for market matters, while the hygiene affairs were merged with the Environment Service.

Diskominfo has a wider scope of duties and responsibilities than before. Because apart from the addition of statistics, the Electronic Data Management Section (PDE), which used to be in the Regional Secretariat, is now a part of Diskominfo, including publications and media cooperation for public relations affairs, which were previously handled by the Public Relations Section of the Regional Secretariat.

As time went on, in 2018 there was a change in the organizational structure of Diskominfo, Electronic Procurement Services (LPSE) was no longer one of

the tasks and functions of Diskominfotik, moving to the Procurement Section of the Regional Secretariat of Goods/Services. This change is based on Regent Regulation Number 58 of 2018 concerning Amendments to Bengkalis Regent Regulation Number 51 of 2016 concerning Position, Organizational Structure, Echeloning, Duties, Functions and Job Descriptions and Work Procedures.

2.2 Vision and Mission

2.2.1 Vision of Bengkalis Regency :

The Vision of Bengkalis Regency 2016 – 2021 are as follow : "The Realization of Bengkalis Regency as a Model for Developed and Prosperous Countries in Indonesia"

2.2.2 Mission of Bengkalis Regency :

The Missions of the Bengkalis Regency 2016 – 2021 in realizing the expected goals are as follow :

1. Realizing the Effective Management of Regional Financial Potential, Natural Resources and Human Resources in Advancing the Economy.
2. Realizing Bureaucratic Reform and Strengthening Malay Religious and Cultural Values Towards Good Governance and Character Society.
3. Realizing the Provision of Quality Infrastructure and Developing the Potential of Border Areas for People's Welfare.

2.3 Kind of Business

The communication, informatics and statistical services have main duties and tasks and functions that are broader in scope. the Electronic Data Management Section (PDE), which used to be in the Regional Secretariat, is now a part of the Diskominfotik, including publications, media cooperation in public relations affairs, which were previously handled by the Public Relations Section of the Regional Secretariat. The Office Diskominfotik is the implementing element of government affairs in communication and information technology, government affairs in the clothing sector, and government affairs in statistics, which is led by the Head of Service who is under and responsible to the Regent through the

Regional Secretary. the Department of Communication and Information has the task of assisting the Regent in carrying out government affairs which are the authority of the region and assisting tasks in the fields of communication, informatics and statistics.

Assisting the smooth distribution of information and public information services to the public, especially information related to the activities of the Ministry of Communication and Informatics, providing and providing access to information by the Bengkalis Regency Government in an open and efficient manner to the public, so as to create transparency, participation and accountability. As for the type of sector that exist in the Communications, Informatics and Statistic Depaterment of Bengkalis Regency as follow :

1. Management and Public Information Services Sector, consisting of :
The Field of Management and Public Information Services has the task of carrying out coordination in the field of Management and public information services which includes the management of public opinion and aspirations, information management, and public information services. The Field of Management and Public Information Services in carrying out the task of carrying out functions :
 - a. Preparation of materials for policy formulation in the field of management of public opinion and aspirations within the scope of local government, information management to support national and local government policies as well as public information services
 - b. Preparing materials for implementing policies in the field of managing public opinion and aspirations within the scope of local government, managing information to support national and local government policies and providing public information services
 - c. Preparation of materials for the preparation of norms, standards, procedures, and implementation criteria in the field of managing public opinion and aspirations within the scope of local government, information management to support national and local government policies and public information services

- d. Preparation of materials for providing technical supervision guidance in the field of management of public opinion and aspirations within the scope of local government, management information to support national and local government policies and public information services
 - e. Monitoring, evaluation, and reporting in the field of management of public opinion and aspirations within the scope of local government, information management to support national and local government policies and public information services
 - f. Implementation of other tasks assigned by the Head in accordance with his duties.
2. Communication and Information Resources Sector, consisting of :
- The Division of Communication and Information Resources has the task of coordinating the field of communication and information resources, in accordance with applicable regulations. The field of Communication and Information Resources in carrying out the main tasks of carrying out the functions :
- a. Preparation of policy formulation materials in the field of providing sectoral content and managing public communication media, media relations services and strengthening public communication capacity and providing access to information
 - b. Preparing materials for implementing policies in the field of providing sectoral content and managing public communication media, media relations services and strengthening public communication capacity and providing access to information
 - c. Preparation of materials for the preparation of norms, standards, procedures and criteria for implementation in the field of providing sectoral content and managing public communication media, media relations services and strengthening public communication capacity and providing access to information
 - d. Preparation of materials for providing technical guidance and supervision in the field of providing sectoral content and managing

public communication media, media relations services and strengthening public communication capacity and providing access to information

- e. Monitoring, evaluation and reporting in the field of providing sectoral content and managing public communication media, media relations services and strengthening public communication capacity and providing access to information
- f. Implementation of other tasks assigned by the Head of the Office of Communication and Information Technology.

3. Statistics and Coding, consisting of :

The Sector of Statistics and Encoding consists of the Statistical Section, the Coding Section, and the coding monitoring and evaluation section. The Statistical and Coding Division has the task of coordinating in accordance with applicable regulations. Statistics and Coding in running a task of carrying out functions:

- a. Formulation of information security policy; Implementation of an inventory of information security policy needs
- b. Implementation of coordination of activities of Sandiman's functional positions
- c. Formulation of technical regulations for the management of password human resources, encryption software, encryption hardware and password communication network
- d. Management of password human resources
- e. Management of encryption software, encryption hardware and password communication network
- f. Implementation of coordination of functional position activities of the coder
- g. Implementation of other tasks assigned by the Head in accordance with his duties and functions.

4. Field of Electronic-Based Management

The Electronic-Based Management Sector has the task of implementing and

coordinating the formulation of information systems/telematics and technology applications in accordance with applicable regulations. Electronic-Based Management in carrying out the task of carrying out functions:

- a. Preparation of program activities, administration, evaluation and reporting of information system/application management within the Bengkalis Regency Government
- b. Management of information systems, applications, telematics and infrastructure development
- c. Implementation of training services and technical support for the operation of information systems/applications/telematics and technology
- d. Implementation of other tasks assigned by the head in accordance with the duties and functions.

2.4 Organization Structure

The organizational structure is a form of human resource management framework that shows the levels and responsibilities and authorities of each agency in a joint effort to achieve the goals that have been set.

In order to carry out its duties as a government agency, it is necessary to have an organizational structure. The organizational structure is a form of human resource management framework that shows the levels and responsibilities and authorities of each company in a joint effort to achieve the goals that have been set. The organizational structure of the practical work carried out at the Department of Communication, Informatics and Statistics (Diskominfotik) of Bengkalis Regency is prepared in accordance with the provisions with the functions, obligations and responsibilities of each section in each field.

The organizational structure of the Bengkalis Regency Communication, Information and Statistics (Diskominfotik) Office can be seen in Figure 2.1 below:



Figure 2.1 Structure of Diskominfotik

Source: <https://bengkaliskab.go.id>

The organizational structure of the Bengkalis Regency Communication, Informatics and Statistics Office is:

1. Head of Service

The Head of the Office of Communication, Information and Statistics has the task of assisting the Regent in carrying out government affairs which are the authority of the region and the task of assisting in the field of communication,

2. Secretariat

The secretary has the task of leading, coordinating and controlling tasks in the field of management, secretarial services which include coordinating planning, preparing programs and budgets, managing finances and equipment. The Secretariat consists of the Program Preparation Sub-Section, the General and Personnel Sub-Section and the Finance and Equipment Sub-Section.

3. Field of Management and Public Information Services, consisting of:

The field of management and public information services consists of the Section for Management of Public Opinions and Aspirations, Section for

Information Management, and Section for Public Information Services.

4. Communication and Information Resources Sector, consisting of :
The Communication and Information Resources Sector consists of the Section for Provision of Cross-Sectoral Content and Management of Public Communication Media, Section for Media Relations Services, and Section for Strengthening the Capacity of Public Communication Resources and Information Access.
5. Electronic-Based Management, consisting of :
The Electronic-Based Management Division consists of the Application Section, the Telematics Section, and the Infrastructure and Technology Section.
6. Statistics and Coding, consisting of :
The Sector of Statistics and Encoding consists of the Statistical Section, the Coding Section, and the coding monitoring and evaluation section.

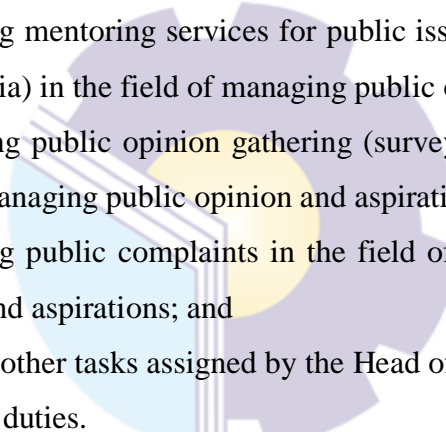
2.5 The Working Process

During his Apprenticeship in communications, informatics and statistics in Bengkalis Regency, the author was placed in the field of management and public information services.

Management and Public Information Services sector has the task of coordinating the field of management and public information services which includes the management of public opinion and aspirations, information management, and public information services.

1. **Public Opinion and Aspiration Management Section**

The Public Opinion and Aspirations Management Section has the task of carrying out some of the tasks in the field of management and public information services in preparing guidance materials, guidelines, policies and technical instructions regarding the management of public opinions and aspirations in accordance with applicable regulations. The job description of the Section for Management of Public Opinions and Aspirations is as follows:

- 
- a. Prepare materials for policy formulation in the field of management of public opinion and aspirations;
 - b. Prepare materials for implementing policies in the field of managing public opinion and aspirations;
 - c. Prepare materials for the preparation of norms, standards, procedures and criteria for organizers in the field of managing public opinion and aspirations;
 - d. Prepare materials for providing technical supervision guidance in the field of managing public opinion and aspirations;
 - e. Carry out monitoring, evaluation and reporting in the field of management of public opinion and aspirations;
 - f. Organizing mentoring services for public issues in the media (social mass media) in the field of managing public opinion and aspirations;
 - g. Conducting public opinion gathering (surveys, opinion polls) in the field of managing public opinion and aspirations;
 - h. Organizing public complaints in the field of management of public opinion and aspirations; and
 - i. Carry out other tasks assigned by the Head of Division in accordance with their duties.

2. Information Management Section

The information management section has the task of carrying out some of the tasks in the field of management and public information services in preparing guidance materials, guidelines, policies and technical instructions on information management in accordance with applicable regulations. The job description of the Information Management Section is as follows:

- a. Prepare materials for policy formulation in the field of information management;
- b. Prepare materials for implementing policies in the field of information management;
- c. Prepare materials for the preparation of norms, standards, procedures and criteria for organizers in the field of information management;

- d. Prepare materials for providing technical supervision guidance in the field of information management;
 - e. Conduct monitoring, evaluation and reporting in the field of information management;
 - f. Carrying out monitoring services for cross-sectoral public communication themes, within the scope of the government in the field of information management;
 - g. Perform processing and analysis of information data to support public communication in the field of information management; and
 - h. Carry out other tasks assigned by the Head of Division in accordance with their duties.
3. Public Information Service Section
- The Public Information Service Section has the task of carrying out some of the tasks in the field of management and public information services in preparing guidance materials, guidelines, policies and technical instructions on Public Information Services in accordance with applicable regulations. The job description of the Public Information Services Section is as follows:
- a. Prepare materials for policy formulation in the field of public information services;
 - b. Prepare materials for implementing policies in the field of public information services;
 - c. Prepare materials for the preparation of norms, standards, procedures, and criteria for providers in the field of public information services;
 - d. Prepare materials for providing technical supervision guidance in the field of public information services;
 - e. Conduct monitoring, evaluation and reporting in the field of public information services;
 - f. Organizing information disclosure management services for the implementation of public information disclosure;
 - g. Serving public information for the implementation of public information disclosure;

- h. Prepare a forum for public complaints in the field of public information services; and
- i. Carry out other tasks assigned by the Head in accordance with his duties.

The stages of work implementation are as follows: Prepare official travel documents, Carry out official trips, Make reports after making official trips. The working process carried out in the field of Management and public information services can be seen in Figure 2.2 below :

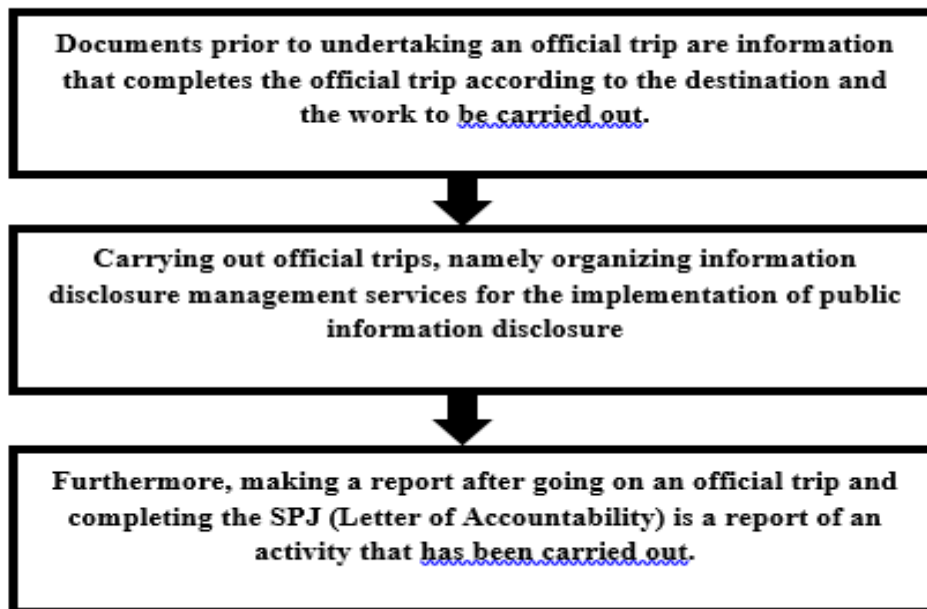


Figure 2.2 Flowchart Work in the management and Public Information Services Sector

Source: Processed Data, 2021

The description in the figure above is the working process in the field of management and public information services as follows :

1. Prepare documents before going on a business trip
 Official travel is a trip made by an employee or employee of an agency or company related to official work assignments for a certain period of time. In order for a business trip to run as expected, the office administration / secretary must always coordinate when preparing all the things needed for

an official trip. One of the preparations for official travel includes preparation of official travel documents. In handling official travel, there are various kinds of documents that must be prepared properly for the smooth running of the official trip itself. An official travel document is a written or printed evidence that can provide information for the leadership when traveling on an official trip. These documents include :

- a. Official Note
- b. Task Order (SPT)
- c. Official Travel Order

2. Going on a business trip

Official travel is a trip made by an employee of an agency or company related to official work assignments. Official job duties are work assignments related to the interests of the agency concerned. In accordance with the main tasks and main functions of management and public information services, including: Organizing cross-sectoral monitoring services for public communication themes, the scope of government in the field of information management, providing technical guidance materials for supervision in the field of public information services, Organizing information management services for the implementation of public information, Complaining public complaints in the field of information services, monitoring, evaluating and reporting information handling

3. Making a Business Travel Report and complete the SPJ (Letter of Accountability)

A business trip report is a report that provides an explanation of details related to activities during a business trip. Also, a travel report can be used as evidence that we have completed our official travel duties.

SPJ is proof of a letter relating to the completeness of the administration of financial administration accountability and/or the results of the realization of technical and special activities. The SPJ is one of the most important documents and is often used by government agencies, companies, or other fields that uphold the principles of accountability and transparency.

2.6 Document Used For Activity

Documents commonly used in activities in the field of information management and services are as follows:

1. Letters

Letters are one of the documents that are often created. Some sample letters The letters that are often used are letters that are needed before going on an official trip, official travel orders, task orders, and official notes

2. Business Travel Report

A business trip report is a report that must be made after an employee has taken an official trip, namely as a report that provides an explanation of details related to activities during an official trip. Also, travel reports can be used as evidence that the employee have completed official travel assignments.

3. SPJ (Letter of Accountability),

SPJ Accountability Letter is a report of an activity that has been carried out. The SPJ usually contains the work or activities that have been carried out, the realization of expenditures, who is carrying out and the outputs of these activities. SPJ is an accountability mechanism for spending money (spending) and the performance obtained.

SPJ for business trips out of town in government agencies, generally must be accompanied by evidence of a Task Order (SPT), official travel expenses (SPPD), General Cash Book (BKU), Expenditure Recapitulation Book per Object Details, Receipt and must be accompanied by proof of bills or tickets, list of expenses. Each document is usually made 3-4 copies. In addition, the evidence must be supported by reports on the results of the implementation of tasks outside the city.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

Job description of Apprenticeship at the Department of Communication, Information and Statistics (Diskominfo) Bengkalis District which starts on February 15 to June 30, 2021 at Diskominfo Bengkalis District. The work carried out at the District Diskominfo office. Bengkalis especially in the field of PPIP (Management and Public Information Services).

Task Specifications carried out for 20 (twenty) weeks in the field of Management and Public Information Services at the Department of Communication, Information and Statistics Kab. Bengkalis are as follows:

1. Recording and Archiving Incoming Letter.
2. Make Official Travel Order
3. Recording and Archiving Outgoing Letter.
4. Make Official Note
5. Make Task Order
6. Conduct official trips, consult PPIP and assist with socialization.
7. Make a Business Travel Report
8. Complete the SPJ (Letter of Accountability), BKU (General Cash Book), Expenditure Recapitulation Book per Object Details, Receipt, Official Travel Ticket.
9. Scan Document.
10. Print Document.
11. Duplicate Documents.

3.2 System and Procedure

To make it easier for employees to perform their tasks, the office uses an internet-based system. Each computer in a division is connected to other divisions by accessing the website of each field in accordance with the work section of the

Department of Communication, Information and Statistics (Diskominfo) Kab. Bengkalis. But not all work is done online, there are some jobs that are done offline and manually, from some of the work I do more offline than online.

An online system such as the one on the SP4N LAPOR website is an application that is used to submit public complaints in the field of public information. While the applications that are often used at work are Microsoft Excel and Microsoft Word for inputting data, making materials for implementing information management policies, and providing technical guidance in managing information. To make official staff, official notes, task orders, official travel orders, and official travel reports. While the manual system used to record outgoing and incoming mail.

Practical work procedures that have been carried out at the Department of Communication, Information and Statistics (Diskominfo) Bengkalis Regency starting on 15 February to 30 June 2021 in the Management and Public Information Services sector as follows :

1. Make letters

Writing a letter is one of the activities that are often carried out. a number of Letters that have been made include official travel orders (SPPD), official notes and task order (SPT)

- a. official travel order (SPPD) namely as proof of a work trip given by superiors or authorities to employees who are intended to serve. SPPD can be referred to as a permit letter for employees to carry out their work. This letter is often used as evidence for employees on official trips or work carried out outside the city for a period that has been determined by the previous leadership. Of course, in carrying out their official duties, employees who are assigned the task must carry this SPPD wherever they work or serve outside the city. it can be seen in the picture below :



PEMERINTAH KABUPATEN BENGKALIS
DINAS KOMUNIKASI, INFORMATIKA
DAN STATISTIK

Jalan Kartini No. 12 Bengkulu, Kode Pos 28751
E-mail : Diskominfotik@bengkalis.go.id

Lembar ke :
Kode No :
Nomor :

SURAT PERINTAH PERJALANAN DINAS
(SPPD)

1. Pejabat yang memberikan perintah	KEPALA DINAS KOMUNIKASI, INFORMATIKA DAN STATISTIK KABUPATEN BENGKALIS
2. Nama/NIP Pegawai yang diperintahkan	ZULKIFLI, S.KOM. / NIP. 19721128 200003 1 003
3. a. Pangkat dan Golongan menurut PP No. 6 Tahun 1997	Penata Tk.I (III/d)
b. Jabatan	Kepala Seksi Pengelolaan Informasi
c. Tingkat menurut peraturan perjalanan	
4. Maksud Perjalanan Dinas	Dalam rangka pelaksanaan Kegiatan Penyelenggaraan Hubungan Masyarakat, Media dan Kemitraan Komunitas di Kecamatan Rupat Utara.
5. Alat angkutan yang dipergunakan	Darat dan Laut
6. a. Tempat berangkat	Bengkalis
b. Tempat tujuan	Kecamatan Rupat Utara
7. a. Lama perjalanan dinas	3 (tiga) hari
b. Tanggal berangkat	23 Februari 2021
c. Tanggal harus kembali	24 Februari 2021
8. Pengikut	
9. Pembayaran	
a. Instansi	DINAS KOMUNIKASI, INFORMATIKA DAN STATISTIK KABUPATEN BENGKALIS
b. Mata Anggaran	2.16.02.2.01.12.5.1.02.04.01.0003
10. Keterangan lain-lain	

Ditetapkan di Bengkulu
pada tanggal, 23 Februari 2021

KEPALA BIDANG PENGELOLAAN DAN
PELAYANAN INFORMASI PUBLIK
KUASA PENGGUNA ANGGARAN

MOHD. ELKHUSAIRI. ST
Penata Tk. I
NIP. 19721124 199203 1 004

Figure 3.1 Official Travel Order
Source : Writer documentation, 2021

- b. Make Official Note is an internal staff document, which is prepared by an authorized official to submit reports, notifications, declarations, requests or communication of opinions to other officials. This note is used for communication between subordinates and superiors or between officials at the same level or between superiors and subordinates. With the development of technology, the use of official notes is still an option and will not change with development. This is because the formal processing of this note owned by the company will facilitate its implementation. it can be seen in the picture below :

PEMERINTAH KABUPATEN BENGKALIS
DINAS KOMUNIKASI, INFORMATIKA
DAN STATISTIK
Jalan Kartini No. 12 Bengkulu, Kode Pos 28751
E-mail : Diskominfotik@bengkalis.go.id

NOTA-DINAS

Kepada : Kepala Dinas Komunikasi, Informatika dan Statistik Kabupaten Bengkulu.
Dari : Kepala Bidang Pengelolaan dan Pelayanan Informasi Publik
Tanggal : 24 Mei 2021
Nomor : 3.18/PPIP.ND/2021/16
Sifat : Penting
Lampiran : 1 (Satu) Berkas
Hal : Mohon Penerbitan SPT.

Dalam rangka pelaksanaan kegiatan Pelayanan Informasi Publik berdasarkan DPA-SKPD Nomor : 2.16.02.2.01.06.5.1.02.04.01.0003

Sehubungan hal diatas, mohon kepada Bapak untuk dapat menerbitkan Surat Perintah Tugas (SPT) ke Kecamatan Siak Kecil kepada nama-nama pegawai sebagai berikut :

1. Nama : MOHD. ELKHUSAIRI, ST
NIP : 19721124 199203 1 004
Pangkat/Gol : Penata Tk.I (III/d)
Jabatan : Kepala Bidang Pengelolaan dan Pelayanan Informasi Publik.
2. Nama : JUMINAH
NIP : 19720508 200701 2 003
Pangkat/Gol : Pengatur Tk. I (II/d)
Jabatan : Staf Seksi Pelayanan Informasi Publik.

Demikian disampaikan. atas perkenan Bapak sebelum dan sesudahnya diucapkan terima kasih.

KEPALA BIDANG PENGELOLAAN DAN
PELAYANAN INFORMASI PUBLIK

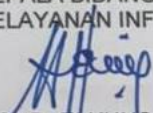

MOHD. ELKHUSAIRI, ST
Penata Tk.I
NIP. 19721124 199203 1 004

Figure 3.2 Official Note
Source : Writer documentation, 2021

- c. Make Task Order is a letter officially issued by a company, agency, or organization addressed to an employee to perform a particular job or task. it can be seen in the picture below :



Figure 3.3 Task Order (SPT)
Source : Writer documentation, 2021

2. Make a Business Travel Report

A business trip report is a report that provides an explanation of details related to activities during a business trip. Also, a travel report can be used as evidence that we have completed our official travel duties. it can be seen in the picture below :

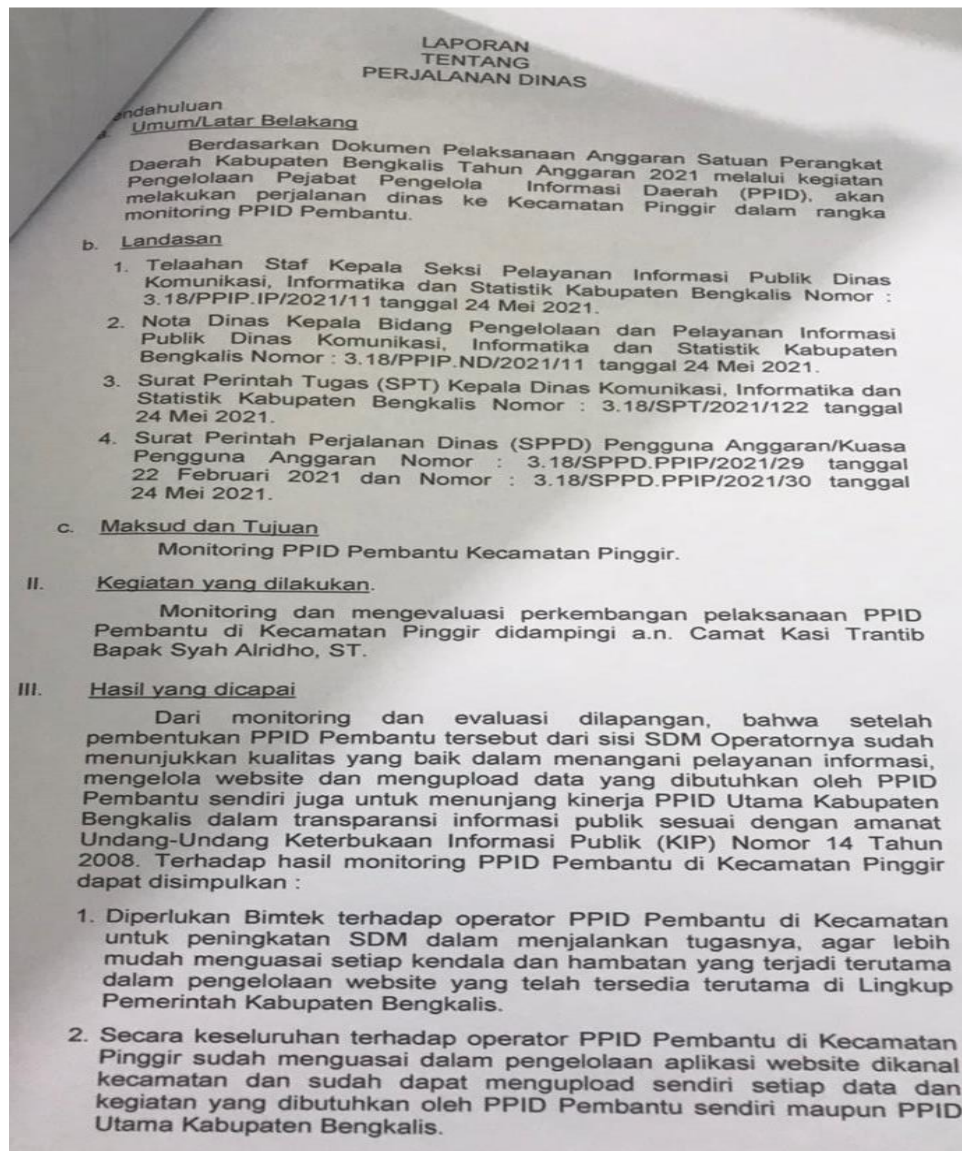


Figure 3.4 Report About Business Travel

Source : Writer documentation, 2021

3. Complete the SPJ (Letter of Accountability), BKU (General Cash Book), Expenditure Recapitulation Book per Object Details
- SPJ is proof of a letter relating to the completeness of the administration of financial administration accountability and/or the results of the realization of technical and special activities. The SPJ is one of the most important documents and is often used by government agencies, companies, or other fields that uphold the principles of accountability and transparency.

SPJ for official trips out of town at government agencies in the communication, statistics and informatics department of Bengkalis Regency in general must be accompanied by evidence of an Assignment Order (SPT), Office Travel Order (SPPD), proof of expenditure, namely a general cash book, details of official travel costs namely the book of expenditure recapitulation per object details, receipts and must be accompanied by evidence such as official travel tickets Each document is usually made in 3-4 copies. In addition, the evidence must be supported by reports on the results of the implementation of tasks outside the city.

- a. For proof of expenditure, namely the General Cash Book (BKU) is a book as a result of recording the treasurer to inform cash inflows and outflows. to get a clear picture of general cash book can be seen in the appendix 7 in this report
- b. Details of official travel costs, namely the expenditure recapitulation book per object detail is the completeness of the Expenditure Accountability Report. to get a clear picture of general cash book can be seen in the appendix 8 in this report
- c. The Receipt in the letter of responsibility is a proof of receipt of payment as evidence of receipt of payment for goods, services or other engagements based on the interests of the service. The Receipt can be seen in the image below :

KWITANSI

Bukti Kas No. 3.18/SPPD-PPIP/2021/27

KOMUNIKASI, INFORMATIKA DAN STATISTIK KABUPATEN BENGKALIS

Sudah terima dari : **KUASA PENGGUNA ANGGARAN**

A. PEMBAYARAN TAHUN DINAS TAHUN ANGGARAN 2021
 KODE REKENING
 2.16.02.2.01.06
 5.1.02.04.01.0003

Uang sejumlah : Rp560,000
 (Lima ratus enam puluh ribu rupiah)

Yaitu : Pembayaran biaya perjalanan dinas kepada MOHD. ELKHUSAIRI, ST Dinas Komunikasi, Informatika dan Statistik Kabupaten Bengkalis untuk SPPD ke Kecamatan Siak Kecil

B. SETUJU DIBAYAR KUASA PENGGUNA ANGGARAN
 MOHD. ELKHUSAIRI, ST
 NIP. 19721124 199203 1 004

Tanggal : 25 Mei 2021
 Nomor : 3.18/SPPD-PPIP/2021/27

C. L U N A S
 Pada Tanggal : 31 Mei 2021
 Bendahara Pengeluaran Pembantu

Yang Terima

MOHD. ELKHUSAIRI, ST
 NIP. 19721124 199203 1 004

JUMINAH
 NIP. 19720508 200701 2 003

PERHITUNGAN SPPD RAMPUNG

No	Uraian	Uang Muka	Jumlah Ditetapkan	Lebih (Kurang)
1	Transportasi			
	- Laut	Rp -	Rp 50,000.00	Rp -
	- Darat	Rp -	Rp -	Rp -
	- Darat/Roro+BBM	Rp -	Rp -	Rp -
	- Udara	Rp -	Rp -	Rp -
	- Taksi	Rp -	Rp -	Rp -
2	Penginapan 30%	Rp -	Rp 210,000.00	Rp -
3	Uang Harian	Rp -	Rp 300,000.00	Rp -
4	Uang Representatif	Rp -	Rp -	Rp -
	JUMLAH	Rp. -	Rp. 560,000.00	Rp. -

Mengetahui
 Pejabat Pelaksana Teknis Kegiatan

Bengkalis,
 Dihitung oleh
 Bendahara Pengeluaran Pembantu

NASRIL, SH
 NIP. 19720405 199403 1 007

JUMINAH
 NIP. 19720508 200701 2 003

Figure 3.5 Receipt
 Source : Writer documentation, 2021

- d. Official Travel Tickets are the implementation of official travel duties that are supported as valid proof of payment. Business travel tickets can be seen in the image below :



Figure 3.6 Official Travel Ticket
Source : Writer documentation, 2021

4. Conduct official trips.

Official travel is a trip made by an employee or employee of an agency or company related to official work assignments. Official job duties are work assignments related to the interests of the agency concerned. In accordance with the main tasks and main functions of management and public information services, including: Organizing cross-sectoral monitoring services for public communication themes, the scope of government in the field of information management, providing technical guidance materials for supervision in the field of public information services, Organizing

information management services for the implementation of public information, Complaining public complaints in the field of information services, monitoring, evaluating and reporting information handling. The conduct official trips can be seen in Figure 2.2 bellow :



Figure 3.7 Socialization of the KIP Law in Pinggir District

Source : Writer documentation, 2021



Figure 3.8 Monitoring PPIP Assistant Mandau Distric

Source : Writer Documentation, 2021



Figure 3.9 PPIP Consultation in the Pinggir District
Source : Writer Documentation, 2021

5. Duplicate document

Document duplicating is a process of reproducing documents with a specific purpose and purpose. The documents that are often duplicated are the accountability letter. The method of duplicating documents is as follows:

- a. Press the ON button to turn on the copier.
- b. Place the paper to be copied on the glass that is the copy area. It is usually located under the scanner and adjust the position of the paper
- c. Press the paper select button, then set the paper size to be used.
- d. number buttons to set how many sheets of paper to be copied.
- e. Press the start button, then wait for a few moments until the photocopier finishes removing the paper that is the result of the Photo copy.
- f. When the machine is finished, turn it off by pressing the OFF button.



Figure 3. 10 Duplicate Document
Source : Writer Documentation, 2021

6. Printing document

Printing is an activity to convert softcopy into hardcopy which requires tools such as printers. One of the uses of this printer is when printing letters used during business trips, accountability letters and materials for official travel. Examples of printed documents are as follows:



Figure 3. 11 Prepare and Print a socialization material
Source : Writer Documentation, 2021

7. Scan Documents

Scan Documents Every document that has been created, usually requires a soft file which must be also equipped with machine usage documents. With Scanner Engine results will appear on the computer monitor screen so which after that can be as desired and saved as a text file, documents and images. Scanned documents include community information group activity documents that will be archived, and activity documents carried out in the field of public information management

- a. First, make sure the scan engine is turned on.
- b. From cleaning with a computer.
- c. After that, Place the document to be scanned on the paper loading port.
- d. Make sure the computer you are using has the drive in use, after This selects the scan menu and the document that will run.
- e. Finally, once done, the scanned document can be selected whether to save in the form of a file, image or pdf



Figure 3. 13 Scanning Project Documents

Source : Writer Documentation, 2021

3.3 Place and Time of the Apprenticeship

3.3.1 Place of the Apprenticeship

The Apprenticeship (KP) was carried out at the Department of Communication, Information and Statistics (Diskominfotik) Jl. Kartini, Bengkalis City, Bengkalis District, Bengkalis Regency, Riau.



Figure 3.13 Office of Communication, Informatics And Statistics.

Source: <https://bengkaliskab.go.id>

3.3.2 Time of the Apprenticeship

Time of Implementation of Apprenticeship (KP) carried out for 4 months of work. From Monday, February 15 2021 to Wednesday, June 30 2021.

Table 3.1 Apprenticeship Schedule

No	Day	Time Work	Agency
1	Monday to Friday	08:00 s/d 04:30	Diskominfotik Bengkalis Regency
2	Saturday to Sunday	Holiday	

Source : Processed Data 2021

3.4 Kind and Description of the Activity

To find out more clearly the description of the activities carried out during practical work at the Bengkalis Regency Communication, Information and Statistics Office in the field of Management and Public Information Services (PPIP) can be seen in the following table :

In the first week there was not much work because it was still in the introduction stage of the Apprenticeship and job adjustments, especially in the field of Management and Public Information Services (PPIP). Work carried out such as recording letters and filing incoming mail and helping prepare letters for business trips.

Table 3.2 Apprenticeship Report On the First Week (Week 1)

No	Day/Date	Name of Activity	Part
1	Monday 15 Februari 2021	a. Self-introduction of the first day of Apprenticeship b. Receiving directions regarding Apprenticeship activities by the head of the Secretariat Sector c. Take official notes and placements in each section	Secretariat Sector
2	Tuesday 16 Februari 2021	a. Introduction to and Receiving direction for Apprenticeships in the PPIP (Management and Public Information Services) Sector by the Head of the PPIP Sector b. Recording and archiving incoming mail.	PPIP Sector
3	Wednesday 17 Februari 2021	a. Make SPPD (official travel order) b. Record and archiving outgoing letter and give a number to the SPPD (official travel order)	PPIP Sector
4	Thursday 18 Februari 2021	a. Make official notes	PPIP Sector
5	Friday 19 Februari 2021	a. Following the agenda of the meeting in the context of gathering BEM Polbeng with Diskominfotik	Meeting Sector

Source: Processed Data 2021

Furthermore, in the second week, a lot of work has started, such as being taught to write letters for official travel documents, namely making Assignment Orders, making Official Notes and taking official trips for consultation on Management and Public Information Services (PPIP) in Duri City, namely to the Pinggir Sub-District Office and Mandau Sub-District Head Office.

Table 3.3 Apprenticeship Report On the Second Week (Week 2)

No	Day/Date	Name of Activity	Part
1	Monday 22 Februari 2021	a. Make SPPD (official travel order) b. Make a Task Order. c. Making Make official notes. d. Complete the numbering of outgoing letters	PPIP Sector
2	Tuesday 23 Februari 2021	a. Conducting g an official trip to the city of Duri, in the context of the PPIP Consultation (Diskominfotik	Duri City
3	Wednesday 24 Februari 2021	a. Conducting official trip PPIP Discominfotik Consultation Kab. Bengkalis to PPIP Pinggir district.	Pinggir sub-district office
4	Thursday 25 Februari 2021	a. Conducting official trip PPIP Discominfotik Consultation Kab. Bengkalis to PPIP Mandau district.	Mandau sub-district office
5	Friday 26 Februari 2021	a. Make a repor after a business trip.	PPIP Sector

Source: Processed Data 2021

This week doing work such as SPPD visa, completing numbering on SPPD, SPT and notes, Completing reports after official travel, completing SPJ (Letter of Accountability), completing BKU (General Cash Book).

Table 3.4 Apprenticeship Report On the Third Week (Week 3)

No	Day/Date	Name of Activity	Part
1	Monday 01 Maret 2021	a. SPPD Visum (Official Travel Order) b. Complete the report after a business trip.	PPIP Sector
2	Tuesday 02 Maret 2021	a. Continue to complete the official travel report. b. Completing the SPJ (Letter of Accountability) after a business trip.	PPIP Sector
3	Wednesday 03 Maret 2021	a. Complete the number on the SPPD (Official Travel Order), SPT (Task Order), and official notes.	PPIP Sector
4	Thursday 04 Maret 2021	a. Complete SPJ, recalculate official travel budget receipts and compile BKU (General Cash Book) which records all cash receipts and disbursements through the expense treasurer	PPIP Sector
5	Friday 05 Maret 2021	a. Complete and re-examine the report after a business trip, complete the numbering and stamp on the SPJ (Letter of Accountability)	PPIP Sector

Source: Processed Data 2021

This week doing work such as conducting to make SPPD, give number letter staff reviews and Printing materials on the Law on Public Information Disclosure for material on socialization activities in Pinggir District

Table 3.5 Apprenticeship Report On the Fourth Week (Week 4)

No	Day/Date	Name of Activity	Part
1	Monday 08 Maret 2021	a. Make SPPD (Official Travel Order). b. Give number letter Staff review.	PPIP Sector
2	Tuesday 09 Maret 2021	a. Printing document on the Law on Public Information Disclosure for materials for socialization activities in the Pinggir sub-district	PPIP Sector
3	Wednesday 10 Maret 2021	a. Continuing to Printing materials on the Law on Public Information Disclosure for socialization activities in the Pinggir sub-district	PPIP Sector
4	Thursday 11 Maret 2021	Isra' Mi'raj Prophet Muhammad Saw – Holiday	-
5	Friday 12 Maret 2021	a. Data input for PPIP Diskominfo of Bengkulu Regency employees	PPIP Sector

Source: Processed Data 2021

This week doing work such as data entry, making official notes, making SPPD, delivering payment orders for disbursement of official travel funds to the BPKAD office and input data for discominfo PPIP employees in the PPIP field

Table 3.6 Apprenticeship Report On the Fifth Week (Week 5)

No	Day/Date	Name of Activity	Part
1	Monday 15 Maret 2021	a. input of NON ASN salary data b. Make official notes	PPIP Sector
2	Tuesday 16 Maret 2021	Sick	-
3	Wednesday 17 Maret 2021	a. Continuing data entry for discominfotik PPIP employees	PPIP Sector
4	Thursday 18 Maret 2021	a. Make an SPPD (official travel order) to the Pinggir district. b. Deliver the SPM application to the BPKAD office	PPIP Sector
5	Friday 19 Maret 2021	a. Help calculate the funds that will be used for official travel b. Help complete the documents and equipment that will be brought during the official trip	PPIP Sector

Source: Processed Data 2021

This week doing work such as preparing documents and official travel materials and conducting socialization in the district. Edge with the theme “socialization of the KIP law number 14 of 2008 regarding public information disclosure in 2021” and after returning to prepare a report after an official trip.

Table 3.7 Apprenticeship Report On Sixth Week (Week 6)

No	Day/Date	Name of Activity	Part
1	Monday 22 Maret 2021	a. Prepare documents for official travel Make SPPD (official travel order), Task Order. And official notes., as well as materials for socialization participants.	PPIP Sector
2	Tuesday 23 Maret 2021	a. Conducting official trips to socialize KIP (public information disclosure) events in the Pinggir district	Pinggir Distric
3	Wednesday 24 Maret 2021	a. Attending and filling out the KIP (public information disclosure) socialization event in the Pinggir district.	Pinggir distric
4	Thursday 25 Maret 2021	a. Conducting official trips PPID consultation service continues to go to Pinggir district. b. Take a trip home	Pinggir distric
5	Friday 26 Maret 2021	a. Compile reports after business trips c. SSPD Visum (official travel order).	PPIP Sector

Source: Processed Data 2021

This week doing work such as completing (Letter of Accountability) and filing KIM (Community Information Activities) documents as archives and evidence that activities have been carried out

Table 3.8 Apprenticeship Report On the Seventh Week (Week 7)

No	Day/Date	Name of Activity	Part
1	Monday 28 Maret 2021	a. Complete the report after going on an official trip and complete the SPJ (Letter of Accountability)	PPIP Sector
2	Tuesday 29 Maret 2021	a. Continuing to complete the numbering and stample on the SPJ (Letter of Accountability).	PPIP Sector
3	Wednesday 30 Maret 2021	a. Recording and archiving incoming mail. b. Assist in compiling BKU (General Cash Book) an incoming letter. c. Assist in compiling BKU (General Cash Book)	PPIP Sector
4	Thursday 01 April 2021	a. Scanning the KIM (Community Information Activities) document in the PPIP Sector (Management and Public Information Services)	PPIP Sector
5	Friday 02 April 2021	Isa Al Masih Death – Holidays	PPIP Sector

Source : Processed Data 2021

In the following week doing the same work in the previous week preparing official travel documents, filing documents, and checking the completeness of the SPJ but this week there were several days of absence due to renovations in the PPIP Sector.

Table 3.9 Apprenticeship Report On the Eighth Week (Week 8)

No	Day/Date	Name of Activity	Part
1	Monday 05 April 2021	a. Making SPT (task order) b. Make SPPD (official travel order)	PPIP Sector
2	Tuesday 06 April 2021	a. Archive PPIP activity documents (Management and Public Information Services)	PPIP Sector
3	Wednesday 07 April 2021	Renovation PPIP Sector room – Holiday	-
4	Thursday 08 April 2021	Renovation PPIP Sector room – Holiday	-
5	Friday 09 April 2021	a. Checking the completeness of the official travel report and SPJ (letter of responsibility) b. SPPD Visum (official travel order)	PPIP Sector

Source: Processed Data 2021

This week they are taught to do work such as recapitulating SPAN LAPOR data for April, duplicating SPJ documents, recording and archiving incoming mail, archiving KIM documents (community information activities) but this week there are a few days of absence due to holidays welcoming the holy month of Ramadan.

Table 3.10 Apprenticeship Report On the Ninth Week (Week 9)

No	Day/Date	Name of Activity	Part
1	Monday 12 April 2021	a. Recap the SPAN Lapor data for April b. Duplicate the SPJ document (Letter of Accountability)	PPIP Sector
2	Tuesday 13 April 2021	Welcome The Month Of Ramadhan – Holidays	-
3	Wednesday 14 April 2021	Welcome The Month Of Ramadhan – Holidays	-
4	Thursday 15 April 2021	Welcome The Month Of Ramadhan – Holidays	-
5	Friday 16 April 2021	a. Record and Archive incoming mail surat b. Archive documents & scan documents KIM (Community Information Group)	PPIP Sector

Source : Processed Data 2021

This week doing the same work as the previous week completing the SPJ (Letter of Accountability) after that responding to questions or aspirations from the community for agencies on the SP4N LAPOR application, duplicating documents, filing KIM documents (public information activities).

Table 3.11 Apprenticeship Report On the Tenth Week (Week 10)

No	Hari/Tanggal	Nama Kegiatan	Bagian
1	Senin 19 April 2021	a. Complete SPJ number and stamp (letter of responsibility) b. Duplicate SPJ documents (letter of accountability)	PPIP Sector
2	Selasa 20 April 2021	a. Check and recalculate the official travel expense report data in the management and public information service (PPIP) section	PPIP Sector
3	Rabu 21 April 2021	a. Responding to questions on the SP4N LAPOR application from the Bengkalis Regency government agency	PPIP Sector
4	Kamis 22 April 2021	a. Drafting letters for other agencies b. Duplicate the document	PPIP Sector
5	Jumat 23 April 2021	a. Archive and scan KIM documents (public information activities)	PPIP Sector

Source: Processed Data 2021

This week, he is doing work on completing documents after official travel, namely SPPD visa, duplicating documents, completing numbering and helping treasurers Check and recalculate data on official travel expense reports in completing SPJ (Letter of Accountability) regarding details of funds.

Table 3.12 Apprenticeship Report On the Eleventh Week (Week 11)

No	Day/Date	Name of Activity	Part
1	Monday 26 April 2021	a. SPPD Visum (official travel order) b. Duplicate the document	Ruan PPIP
2	Tuesday 27 April 2021	a. Completing and calculating the budget details of the expenditure recapitulation book per details of the objects of expenditure for official travel in the city in April.	PPIP Sector
3	Wednesday 28 April 2021	a. Make a report on business trips b. Complete the ticket as proof of taking an official trip to the SPJ (letter of responsibility)	PPIP Sector
4	Thursday 29 April 2021	a. Make and complete the numbering on the SPT (Assignment Order) in the financial sector	PPIP Sector
5	Friday 30 April 2021	a. Help complete and re-examine BKU documents (General Cash Book) b. Stamping the BKU file (General Cash Book)	PPIP Sector

Source: Processed Data 2021

This week carry out work such as completing the numbering of SPJ documents (letters of accountability) and helping to complete the DTH (daily list of regional expenditure daily shopping transactions) in the PPIP (public information management and service) field.

Table 3.13 Apprenticeship Report On the Twelfth Week (Week 12)

No	Day/Date	Name of Activity	Part
1	Monday 03 May 2021	a. Complete the numbering on the payment receipt for the SPJ (letter of accountability)	PPIP Sector
2	Tuesday 04 May 2021	b. Menstample and complete the numbering of the SPJ (letter of accountability), namely on staff reviews, official notes and SPPD after traveling on duty	PPIP Sector
3	Wednesday 05 May 2021	Sick	-
4	Thursday 06 May 2021	a. Assist the treasurer in completing the DTH (daily list of regional expenditure daily shopping transactions) in the PPIP (public information management and service) field	PPIP Sector
5	Friday 07 May 2021	a. Continuing to complete the DTH (daily list of regional shopping daily shopping transactions) in the PPIP (public information management and service) field	PPIP Sector

Source : Processed Data 2021

This week doing work calculating costs after business trips and recapitulating SPAN LAPOR data for the month of May and Duplicate the SPJ document (letter of accountability) as an archive but this week there were several days that were not included due to bthe Eid Al-Fitr Holiday

Table 3.14 Apprenticeship Report On the Thirteenth Week (Week 13)

No	Day/Date	Name of Activity	Part
1.	Monday, 10 May 2021	a. Help the treasurer to recalculate expenses after a business trip.	PPIP Sector
2.	Tuesday 11 May 2021	a. Recap the SPAN REPORT data for the month of May b. Duplicate the SPJ document (letter of accountability) as an archive	PPIP Sector
3.	Wednesday 12 May 2021	Eid Al-Fitr - Holiday	-
4.	Thursday 13 May 2021	Eid Al-Fitr - Holiday	-
5.	Friday 14 May 2021	Eid Al-Fitr - Holiday	-

Source : Processed Data 2021

This week doing work, namely Responding to questions on the SP4N LAPOR application, which is calculating how much data comes in from the community for agencies, both complaints and aspirations from the community after that Complete the SPJ official travel report (letter of accountability) in April but this week there are several days that are not entered because of the Eid holiday.

Table 3.15 Apprenticeship Report On the Fourteenth Week (Week 14)

No	Day/Date	Name of Activity	Part
1.	Monday 17 May 2021	Eid Al-Fitr - Holiday	-
2.	Tuesday 18 May 2021	Eid Al-Fitr - Holiday	-
3.	Wednesday 19 May 2021	Eid Al-Fitr - Holiday	-
4.	Thursday 20 May 2021	a. Responding to questions on the SP4N LAPOR application from the Bengkalis Regency government agency	PPIP Sector
5.	Friday 21 May 2021	a. Complete the SPJ official travel report (letter of accountability)	PPIP Sector

Source : Processed Data 2021

This week doing work such as helping SKP data entry (change work letter) for all honorariums in the field of PPIP (management and public information services) in terms of salary increases for honorary salaries in the field of PPIP (management and public information services) followed by completing the numbering and duplicating the letter SPJ accountability and Duplicate and archive KIM documents.

Table 3.16 Apprenticeship Report On the Fifteenth (Week 15)

No	Day/Date	Name of Activity	Part
1.	Monday 24 May 2021	a. Assist in SKP data input (change work letter) for honorary in the field of PPIP (public information management and services)	PPIP Sector
2.	Tuesday 25 May 2021	a. Continuing SKP data input (change work letter) for honorarium in the field of PPIP (public information management and services)	PPIP Sector
3.	Wednesday 26 May 2021	Vesak Day - Holiday	-
4.	Thursday 27 May 2021	a. Help complete the numbering and duplicate the SPJ (Letter of Accountability) b. Check and recalculate the official travel expense report data in the management and public information service (PPIP) section in April	PPIP Sector
5.	Friday 28 May 2021	a. Duplicate and archive KIM (community information group) documents	PPIP Sector

Source : Processed Data 2021

This week there is not much work to do because many employees are on duty. just continue Resume Duplicate and archive KIM documents and complete the SPJ numbering (Letter of Accountability)

Table 3.17 Apprenticeship Report On the Sixteenth Week (Week 16)

No	Day/Date	Name of Activity	Part
1.	Monday 31 May 2021	a. Continue Copying and archiving KIM documents (community information group)	PPIP Sector
2.	Tuesday 01 June 2021	Pancasila Day - Holiday	-
3.	Wednesday 02 June 2021	a. Continuing to complete the SPJ b. Stamping and numbering the SPJ c. Calculate the official travel budget on the BKU (General Cash Book) which records all cash receipts and disbursements through the expense treasurer	PPIP Sector
4.	Thursday 03 June 2021	Sick	-
5.	Friday 04 June 2021	a. Prepare SPJ documents in order and check the completeness of SPJ files	PPIP Sector

Source : Processed Data 2021

This week doing work Responding to questions on the SP4N LAPOR application, Checking the completeness of payment receipts for official travel expenses, Recording and archiving incoming letters and making documents before taking official trips.

Table 3.18 Apprenticeship Report On the Seventeenth Week (Week 17)

No	Hari/Tanggal	Nama Kegiatan	Bagian
1.	Senin 07 June 2021	a. Respond to questions on the SP4N LAPOR application for June	PPIP Sector
2.	Selasa 08 June 2021	a. Checking the completeness of the payment receipt for official travel expenses b. Paste the ticket during a business trip	PPIP Sector
3.	Rabu 09 June 2021	a. Recording and archiving incoming mail. b. Complete the numbering of outgoing letters to the finance and secretariat fields	PPIP Sector
4.	Kamis 10 June 2021	a. Make SPPD (official travel order) b. Make an task order.	PPIP Sector
5.	Jumat 11 June 2021	a. Making Make an official note. b. Scanning and printing document KIM (community information group)	PPIP Sector

Source : Processed Data 2021

This week, he worked to assist the treasurer in recalculating the budget after the official trip to complete the SPJ (Letter of Accountability) and complete the documents and equipment before the employee went on the official trip.

Table 3.19 Apprenticeship Report On the Eighteenth Week (Week 18)

No	Day/Date	Name of Activity	Part
1.	Monday 14 June 2021	a. Complete and calculate the budget details of the expenditure recapitulation book per details of the objects of expenditure on official travel in the city in June.	PPIP Sector
2.	Tuesday 15 June 2021	a. Assist the treasurer to recalculate expenses after a business trip.	PPIP Sector
3.	Wednesday 16 June 2021	a. complete the SPJ, Stamping the SPJ and Numbering the SPJ	PPIP Sector
4.	Thursday 17 June 2021	a. Make an official note b. Make SPT (task order) c. Printing material solization PPIP (Management and Public Information Services) Sector	PPIP Sector
5.	Friday 18 June 2021	a. Help complete the documents and equipment that will be brought during business trips	PPIP Sector

Source : Processed Data 2021

This week, he carried out work as usual as in the previous week, namely completing the SPJ (letter of accountability) document, recapitulating SP4N LAPOR data, recording and filing incoming letters and numbering official travel documents.

Table 3.20 Apprenticeship Report On the Nineteenth Week (Week 19)

No	Hari/Tanggal	Nama Kegiatan	Bagian
1.	Senin 21 June 2021	a. Compile and check the completeness of the monthly SPJ, March and April b. Duplicate SPJ documents dokumen c. Deliver SPJ to the finance department	PPIP Sector
2.	Selasa 22 June 2021	a. Recap the SPAN LAPOR data for June	PPIP Sector
3.	Rabu 23 June 2021	a. Recording and Archiving incoming mail b. Scan the PPIP field activity document as an archive	PPIP Sector
4.	Kamis 24 June 2021	a. Write an outgoing letter and record the number on the SPPD (Official Travel Order) and Official Note	PPIP Sector
5.	Jumat 25 June 2021	a. Complete the numbering of the BKU (general cash book) on the payment receipt for the official travel report.	PPIP Sector

Source : Processed Data 2021

This week not doing so much work, just continuing to complete the numbering and delivering the completed SPJ (Letter of Accountability) to the finance department and this week has finished carrying out practical work.

Table 3.20 Apprenticeship Report On the Twentieth Week (Week 20)

	Day/Date	Name of Activity	Part
1.	Monday 28 June 2021	a. Complete the numbering on the official note b. Complete the numbering on the assignment order (SPT) in the financial sector.	PPIP Sector
	Tuesday 29 June 2021	a. Deliver spj (letter of accountability) to finance	PPIP Sector
3.	Wednesday 30 June 2021	a. Job Farewell Practice.	PPIP Sector

Source : Processed Data 2021

3.5 Obstacle and Solution

3.5.1 Obstacle

Obstacles encountered during practical work at the Department of Communication, Information and Statistics (Diskominfo) Kab. Bengkalis especially in the Management and Public Information Services Part, namely:

1. Constraints regarding office layout.

The space in the PPIP (Public Information Management and Services) field is narrow and the employees are many, making it difficult for employees

and practitioners to move quickly, and arrange employee places not based on each part of the work flow.

2. Lack of provision of facilities (office equipment)

During the practical work, the infrastructure to help complete the work is inadequate so that the work that must be completed by office facilities is a document duplicating tool (copy machine), the documents required are many copies of machines, but they are still shared with the secretariat.

3.5.2 Solution

Solutions to face problems in the workplace when carrying out Practical Work (KP) at the Department of Communication, Information and Statistics (Diskominfotik) Kab. Bengkalis especially in the Management and Public Information Services Section are as follows:

1. Employees and practitioners must have the initiative to reorganize and reorganize the office layout so that they are more flexible in their work, the employee's workplace is arranged according to each part of the office work flow so that it can assist workers in increasing work productivity.
2. For the problem of office facilities or facilities, namely photocopying machines, you must queue first if there are people from other fields who also want to use a photocopying machine and it takes a long time, therefore it is expected that each field has at least one photocopying machine compared to if you have to go to the secretariat for duplicate file

CHAPTER IV CONCLUSION AND SUGGESTION

4.1 Conclusion

After doing Apprenticeship at the Bengkalis Regency Communication, Information and Statistics Office, especially in the field (Management and Public Information Services), the following conclusions can be obtained are as follow :

1. The kind of business (the main tasks and functions) of the Communication, Information and Statistics Department of Bengkalis Regency, namely assisting the Regent in carrying out government affairs which are the authority of the region and assisting tasks in the of communication, informatics and statistics sector. The types of sector that exist in the Communication, Information and Service Bengkalis Regency are as follows: Management and Public Information Services sector, Division of Information and Communication Resources sector, Statistics and Encryption Sector, and Electronic Based Management sector.
2. The working process at the Communication, Information and statistics depaterment of Bengkalis Regency, especially in the PPIP (Public Information Management and Services) sector as follows: preparing documents before going on official trips, conduct official trips, making reports after official trips, and completing accountability letters .
3. The documents used in the work process at the Communication, Information and statistics depaterment of Bengkalis Regency, especially in the PPIP (Public Information Management and Services) sector, namely: official travel orders, task orders and official notes, official travel reports, accountability letters (SPJ) generally accompanied by evidence of a general cash book, a book of shopping recapitulation per object detail, receipts and proof of bills or tickets from official trips.
4. The job description during the Apprenticeship process at the Communication, Information and statistics depaterment of Bengkalis

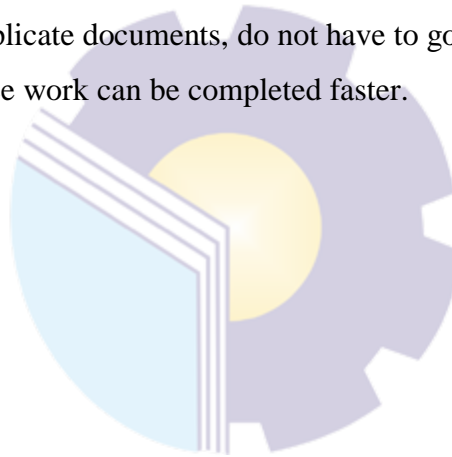
Regency, especially in the PPIP (Public Information Management and Services) sector as follows: Making an SPPD (Office Travel Order), Official Note, SPT (Assignment Order), Make a Official Travel Report, Complete SPJ (Letter of Accountability), in which there is a BKU (General Cash Book), Expenditure Recapitulation Book per Object Details, receipts and official travel tickets, Carry out official trips in the context of PPIP consultations and accompany socialization, write incoming letters and outgoing mail, Archiving documents, Inputting data. Scan, Print and Duplicate Documents.

5. The working systems and procedures in the at the Communication, Information and statistics departerment of Bengkalis Regency, especially in the PPIP (Public Information Management and Services) sector using online, offline systems, application systems and manual systems. All of these systems make it easier to do work, especially in jobs that involve administrative processes in the Management and Public Information Services sector.
6. The obstacles faced in completing the work Communication, Information and Statistics Department of Bengkalis Regency, especially in the PPIP (Public Information Management and Services) sector, there were several obstacles encountered, such as a narrow office layout and inadequate work equipment, namely a document copying machine.
7. The solutions in dealing with obstacles during Apprenticeship process at the (Public Information Management and Services) sector the first is to have the initiative to compile and reorganize the office layout, the employee's workplace is arranged based on each part of the work, the second solution is to duplicate large amounts of documents using equipment larger one in the Secretariat Room. Have to queue first at the secretariat if there are from other fields who also want to use a photocopy.

4.2 Suggestion

Suggestions that can be given during the implementation of Apprenticeship at the Transportation Department of Bengkalis Regency are as follows :

1. Office layout in the PPIP (Management and Public Information Services) sector is narrow and inconvenient, it is hoped that the PPIP sector proposes to renovate a larger room, if there is no procurement for room renovation, it is expected to have the initiative to change and reorganize office space because a good office layout will also provide improvements to office tasks and as a result work mechanisms can run quickly and smoothly.
2. Considering the lack of office facilities, namely photocopying machines, it is expected that each field has at least one photocopying machine so that if you want to duplicate documents, do not have to go to the secretariat sector so that employee work can be completed faster.



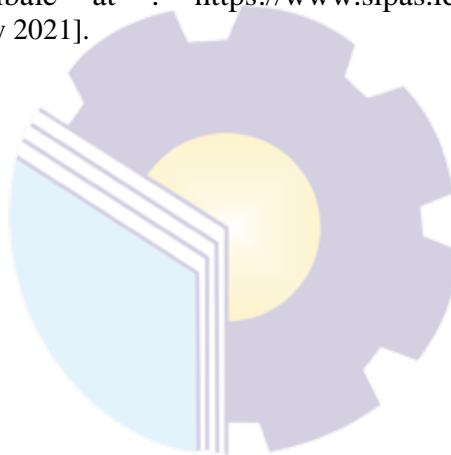
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APPENDICES

Appendix 1 : Student Acceptance Letter for Practical Work

	<p style="text-align: center;">PEMERINTAH KABUPATEN BENGKALIS DINAS KOMUNIKASI, INFORMATIKA DAN STATISTIK Jalan Kartini No. 12 Bengkulu. Kode Pos 28751 E-mail : Diskominfotik@bengkalisab.go.id Website : diskominfotik.bengkalisab.go.id</p>
	Bengkalis, 19 Oktober 2020
	Kepada
Nomor : 3.18/SEK.UK/2020/255	Yth. Direktur Politeknik Negeri Bengkulu
Sifat : Biasa	di-
Lampiran : -	Bengkalis
Hal : Penerimaan Mahasiswa Kerja Praktik	


Menindaklanjuti surat Nomor 2969/PL31/AK/2020, tanggal 28 September 2020, tentang Permohonan Izin Kerja Praktik, merupakan sebuah kehormatan yang tak ternilai bagi Pemerintah Kabupaten Bengkulu, atas kepercayaan dan dipilihnya Dinas Komunikasi, Informatika dan Statistik Kabupaten Bengkulu sebagai tempat untuk kegiatan Kerja Praktik Jurusan D4 Administrasi Bisnis Internasional.

Sehubungan itu dapat kami informasikan, Dinas Komunikasi, Informatika dan Statistik Kabupaten Bengkulu bersedia dan dapat menerima ketiga mahasiswa tersebut untuk Kerja Praktik yang akan dilaksanakan pada 15 Februari s.d. 30 Juni 2021, atas nama mahasiswa sebagai berikut :

- Nama : NUR ASIKIN
Nim : 5404171064
Program Studi : D4 Administrasi Bisnis Internasional
- Nama : EKA WAHYUNI
Nim : 5404171070
Program Studi : D4 Administrasi Bisnis Internasional

Demikian disampaikan, atas perhatian dan kerjasamanya diucapkan terima kasih.

a.n. KEPALA DINAS KOMUNIKASI
INFORMATIKA DAN STATISTIK
KABUPATEN BENGKALIS
SEKRETARIS


ADISUTRISNO. SE
Penata Tk. 1
NIP. 19751218 201001 1 002

Tembusan:
- Bupati Bengkulu di Bengkulu (sebagai laporan)

Appendix 2 : Official Memo



**PEMERINTAH KABUPATEN BENGKALIS
DINAS KOMUNIKASI, INFORMATIKA
DAN STATISTIK**

Jalan Kartini No. 12 Bengkalis. Kode Pos 28751
E-mail : Diskominfotik@bengkaliskab.go.id

NOTA - DINAS

Kepada : Yth. Nur Asikin
Dari : Kepala Sub Bagian Umum dan Kepegawaian Dinas
Komunikasi, Informatika dan Statistik Kabupaten Bengkalis
Tanggal : 15 Februari 2021
Nomor : 3.18/SEK.UK/2021/05
Sifat : Biasa
Lampiran : -
Hal : Penempatan Siswa Kerja Praktek

Menindaklanjuti Surat Nomor 3586/PL31/AK/2020, tanggal 20 November 2020, tentang pelaksanaan Kerja Praktek, maka untuk kelancaran pelaksanaan Kerja Praktek dimaksud perlu penempatan mahasiswa yang bersangkutan, yaitu pada Bidang Pengelolaan Pelayanan Informasi Publik. Penempatan siswa tersebut berlaku selama yang bersangkutan melaksanakan Kerja Praktek di Dinas Komunikasi, Informatika dan Statistik Kabupaten Bengkalis, mulai tanggal 15 Februari s.d. 30 Juni 2021.

Demikian disampaikan untuk dilaksanakan sebagaimana mestinya, terima kasih.

a.n. KEPALA DINAS KOMUNIKASI,
INFORMATIKA DAN STATISTIK
KABUPATEN BENGKALIS
SEKRETARIS,

ADISUTRISNO, SE
Pembina
NIP. 19751218 201001 1 002

Tembusan:

1. Kepala Dinas Komunikasi, Informatika dan Statistik Kab. Bengkalis
2. Kepala Bidang Pengelolaan Pelayanan Informasi Publik

Appendix 3 : List of Apprenticeship participant



**PEMERINTAH KABUPATEN BENGKALIS
DINAS KOMUNIKASI, INFORMATIKA
DAN STATISTIK**

Jalan Kartini No. 12 Bengkulu. Kode Pos 28751
E-mail : Diskominfotik@bengkalis.go.id

DAFTAR HADIR MAHASISWA MAGANG

BULAN : FEBRUARI, 2021
 NAMA : NUR ASIKIN
 NIM : 5404171064
 PROGRAM STUDI : ADMINISTRASI BISNIS INTERNASIONAL

NO	Hari/Tanggal	Pagi		Siang		Keterangan	Paraf
		Masuk	Keluar	Masuk	Keluar		
1	Senin 15 Februari 2021	08:00	12:00	14:00	16:00	Hadir	<i>[Signature]</i>
2	Selasa 16 Februari 2021	08:00	12:00	14:00	16:00	Hadir	<i>[Signature]</i>
3	Rabu 17 Februari 2021	08:00	12:00	14:00	16:00	Hadir	<i>[Signature]</i>
4	Kamis 18 Februari 2021	08:00	12:00	14:00	16:00	Hadir	<i>[Signature]</i>
5	Jum'at 19 Februari 2021	08:00	12:00	14:00	16:00	Hadir	<i>[Signature]</i>
6	Senin 22 Februari 2021	08:00	12:00	14:00	16:00	Hadir	<i>[Signature]</i>
7	Selasa 23 Februari 2021	08:00	12:00	14:00	16:00	Hadir	<i>[Signature]</i>
8	Rabu 24 Februari 2021	08:00	12:00	14:00	16:00	Hadir	<i>[Signature]</i>
9	Kamis 25 Februari 2021	08:00	12:00	14:00	16:00	Hadir	<i>[Signature]</i>
10	Jum'at 26 Februari 2021	08:00	12:00	14:00	16:00	Hadir	<i>[Signature]</i>

BENGKALIS, 26 FEBRUARI 2021
 KEPALA BIDANG PENGELOLAAN
 DAN PELAYANAN INFORMASI
 PUBLIK.





PEMERINTAH KABUPATEN BENGKALIS
DINAS KOMUNIKASI, INFORMATIKA
DAN STATISTIK

Jalan Kartini No. 12 Bengkalis. Kode Pos 28751
E-mail : Diskominfotik@bengkalis.go.id

DAFTAR HADIR MAHASISWA MAGANG

BULAN : MARET, 2021
NAMA : NUR ASIKIN
NIM : 5404171064
PROGRAM STUDI : ADMINISTRASI BISNIS INTERNASIONAL

NO	Hari/Tanggal	Pagi		Sore		Keterangan	Paraf
		Masuk	Keluar	Masuk	Keluar		
1	Senin 01 Maret 2021	08:00	12:00	14:00	16:00	Hadir	<i>Hand</i>
2	Selasa 02 Maret 2021	08:00	12:00	14:00	16:00	Hadir	<i>Hand</i>
3	Rabu 03 Maret 2021	08:00	12:00	14:00	16:00	Hadir	<i>Hand</i>
4	Kamis 04 Maret 2021	08:00	12:00	14:00	16:00	Hadir	<i>Hand</i>
5	Jum'at 05 Maret 2021	08:00	12:00	14:00	16:00	Sakit	<i>Hand</i>
6	Senin 08 Maret 2021	08:00	12:00	14:00	16:00	Hadir	<i>Hand</i>
7	Selasa 09 Maret 2021	08:00	12:00	14:00	16:00	Hadir	<i>Hand</i>
8	Rabu 10 Maret 2021	08:00	12:00	14:00	16:00	Hadir	<i>Hand</i>
9	Kamis 11 Maret 2021	08:00	12:00	14:00	16:00	Libur Isra' Mi'raj	
10	Jum'at 12 Maret 2021	08:00	12:00	14:00	16:00	Hadir	<i>Hand</i>
11	Senin 15 Maret 2021	08:00	12:00	14:00	16:00	Hadir	<i>Hand</i>
12	Selasa 16 Maret 2021	08:00	12:00	14:00	16:00	Sakit	
13	Rabu 17 Maret 2021	08:00	12:00	14:00	16:00	Hadir	<i>Hand</i>
14	Kamis 18 Maret 2021	08:00	12:00	14:00	16:00	Hadir	<i>Hand</i>
15	Jum'at 19 Maret 2021	08:00	12:00	14:00	16:00	Hadir	<i>Hand</i>
22	Selasa 23 Maret 2021	08:00	12:00	14:00	16:00	Hadir	<i>Hand</i>
23	Rabu 24 Maret 2021	08:00	12:00	14:00	16:00	Hadir	<i>Hand</i>



PEMERINTAH KABUPATEN BENGKALIS
**DINAS KOMUNIKASI, INFORMATIKA
DAN STATISTIK**

Jalan Kartini No. 12 Bengkulu. Kode Pos 28751
E-mail : Diskominfotik@bengkalis.go.id

24	Kamis 25 Maret 2021	08:00	12:00	14:00	16:00	Hadir	
25	Jum'at 26 Maret 2021	08:00	12:00	14:00	16:00	Hadir	
26	Senin 29 Maret 2021	08:00	12:00	14:00	16:00	Hadir	
27	Selasa 30 Maret 2021	08:00	12:00	14:00	16:00	Hadir	
28	Rabu 31 Maret 2021	08:00	12:00	14:00	16:00	Hadir	

BENGKALIS, 31 MARET 2021
KEPALA BIDANG PENGELOLAAN DAN
PELAYANAN INFORMASI PUBLIK



MOHD. ELKHUSAIRI ST
KGIK No. 21154 199203 1 004



PEMERINTAH KABUPATEN BENGKALIS
**DINAS KOMUNIKASI, INFORMATIKA
DAN STATISTIK**

Jalan Kartini No. 12 Bengkulu. Kode Pos 28751
E-mail : Diskominfotik@bengkalis.go.id

DAFTAR HADIR MAHASISWA MAGANG

BULAN : APRIL, 2021
NAMA : NUR ASIKIN
NIM : 5404171064
PROGRAM STUDI : ADMINISTRASI BISNIS INTERNASIONAL

NO	Hari/Tanggal	Pagi		Siang		Keterangan	Paraf
		Masuk	Keluar	Masuk	Keluar		
1	Kamis 01 April 2021	08:00	12:00	14:00	16:00	Hadir	
2	Jum'at 02 April 2021	08:00	12:00	14:00	16:00	Hadir	
3	Senin 05 April 2021	08:00	12:00	14:00	16:00	Hadir	
4	Selasa 06 April 2021	08:00	12:00	14:00	16:00	Hadir	
5	Rabu 07 April 2021	08:00	12:00	14:00	16:00	Libur renovasi ruangan	
6	Kamis 08 April 2021	08:00	12:00	14:00	16:00		
7	Jum'at 09 April 2021	08:00	12:00	14:00	16:00	Hadir	
8	Senin 12 April 2021	08:00	12:00	14:00	15:00	Libur menyambut bulan Puasa	
9	Selasa 13 April 2021	08:00	12:00	14:00	15:00		
10	Rabu 14 April 2021	08:00	12:00	14:00	15:00		
11	Kamis 15 April 2021	08:00	12:00	14:00	16:00		
12	Jum'at 16 April 2021	08:00	12:00	14:00	16:00	Hadir	
13	Senin 19 April 2021	08:00	12:00	14:00	15:00	Hadir	
14	Selasa 20 April 2021	08:00	12:00	14:00	15:00	Hadir	
15	Rabu 21 April 2021	08:00	12:00	14:00	15:00	Hadir	
16	Kamis 22 April 2021	08:00	12:00	14:00	16:00	Hadir	



PEMERINTAH KABUPATEN BENGKALIS
**DINAS KOMUNIKASI, INFORMATIKA
DAN STATISTIK**

Jalan Kartini No. 12 Bengkulu. Kode Pos 28751
E-mail : Diskominfotik@bengkalis.go.id

17	Jum'at 23 April 2021	08:00	12:00	14:00	16:00	Hadir	
18	Senin 26 April 2021	08:00	12:00	14:00	15:00	Hadir	
19	Selasa 27 April 2021	08:00	12:00	14:00	15:00	Hadir	
20	Rabu 28 April 2021	08:00	12:00	14:00	15:00	Hadir	
21	Kamis 29 April 2021	08:00	12:00	14:00	16:00	Hadir	
22	Jum'at 30 April 2021	08:00	12:00	14:00	16:00	Hadir	

BENGKALIS, 30 APRIL 2021
KEPALA BIDANG PENGELOLAAN
DAN PELAYANAN INFORMASI



ALKHUSAIRI, ST
NIP. 19721134 199203 1 004



PEMERINTAH KABUPATEN BENGKALIS
**DINAS KOMUNIKASI, INFORMATIKA
DAN STATISTIK**

Jalan Kartini No. 12 Bengkulu. Kode Pos 28751
E-mail : Diskominfotik@bengkalis.go.id

DAFTAR HADIR MAHASISWA MAGANG

BULAN : MEI, 2021
NAMA : NUR ASIKIN
NIM : 5404171064
PROGRAM STUDI : ADMINISTRASI BISNIS INTERNASIONAL

NO	Hari/Tanggal	Pagi		Sisng		Keterangan	Paraf
		Masuk	Keluar	Masuk	Keluar		
1	Senin 03 Mei 2021	08:00	12:00	14:00	15:00	Hadir	
2	Selasa 04 Mei 2021	08:00	12:00	14:00	15:00	Hadir	
3	Rabu 05 Mei 2021	08:00	12:00	14:00	15:00	Sakit	
4	Kamis 06 Mei 2021	08:00	12:00	14:00	16:00	Hadir	
5	Jum'at 07 Mei 2021	08:00	12:00	14:00	16:00	Hadir	
6	Senin 10 Mei 2021	08:00	12:00	14:00	15:00	Hadir	
7	Selasa 11 Mei 2021	08:00	12:00	14:00	15:00	Hadir	
8	Rabu 12 Mei 2021	08:00	12:00	14:00	15:00	Libur Hari Raya Idul Fitri	
9	Kamis 13 Mei 2021	08:00	12:00	14:00	16:00		
10	Jum'at 14 Mei 2021	08:00	12:00	14:00	16:00		
11	Senin 17 Mei 2021	08:00	12:00	14:00	15:00		
12	Selasa 18 Mei 2021	08:00	12:00	14:00	15:00		
13	Rabu 19 Mei 2021	08:00	12:00	14:00	15:00	Hadir	
14	Kamis 20 Mei 2021	08:00	12:00	14:00	16:00		
15	Jum'at 21 Mei 2021	08:00	12:00	14:00	16:00	Hadir	
16	Senin 24 Mei 2021	08:00	12:00	14:00	15:00	Hadir	
17	Selasa 25 Mei 2021	08:00	12:00	14:00	15:00	Hadir	



PEMERINTAH KABUPATEN BENGKALIS
DINAS KOMUNIKASI, INFORMATIKA
DAN STATISTIK

Jalan Kartini No. 12 Bengkulu. Kode Pos 28751
E-mail : Diskominfotik@bengkalis.go.id

18	Rabu 26 Mei 2021	08:00	12:00	14:00	15:00	Libur Hari Raya Waisak	
19	Kamis 27 Mei 2021	08:00	12:00	14:00	16:00	Hadir	
20	Jum'at 28 Mei 2021	08:00	12:00	14:00	16:00	Hadir	

BENGKALIS, 31 MEI 2021
KEPALA BIDANG PENGELOLAAN
DAN PELAYANAN INFORMASI
PUBLIK



KEP. BID. PENGELOLAAN DAN PELAYANAN INFORMASI PUBLIK
BENGKALIS 211341992031004



PEMERINTAH KABUPATEN BENGKALIS
DINAS KOMUNIKASI, INFORMATIKA
DAN STATISTIK

Jalan Kartini No. 12 Bengkulu. Kode Pos 28751
E-mail : Diskominfotik@bengkalis.go.id

DAFTAR HADIR MAHASISWA MAGANG

BULAN : Juni, 2021
NAMA : NUR ASIKIN
NIM : 5404171064
PROGRAM STUDI : ADMINISTRASI BISNIS INTERNASIONAL

NO	Hari/Tanggal	Pagi		Siang		Keterangan	Paraf
		Masuk	Keluar	Masuk	Keluar		
1	Senin 31 Juni 2021	08:00	12:00	14:00	16:00	Hadir	<i>Asikin</i>
2	Selasa 01 Juni 2021	08:00	12:00	14:00	16:00	Libur Hari Pancasila	
3	Rabu 02 Juni 2021	08:00	12:00	14:00	16:00	Hadir	<i>Asikin</i>
4	Kamis 03 Juni 2021	08:00	12:00	14:00	16:00	Hadir	<i>Asikin</i>
5	Jum'at 04 Juni 2021	08:00	12:00	14:00	16:00	Hadir	<i>Asikin</i>
6	Senin 07 Juni 2021	08:00	12:00	14:00	16:00	Hadir	<i>Asikin</i>
7	Selasa 08 Juni 2021	08:00	12:00	14:00	16:00	Hadir	<i>Asikin</i>
8	Rabu 09 Juni 2021	08:00	12:00	14:00	16:00	Hadir	<i>Asikin</i>
9	Kamis 10 Juni 2021	08:00	12:00	14:00	16:00	Hadir	<i>Asikin</i>
10	Jum'at 11 Juni 2021	08:00	12:00	14:00	16:00	Hadir	<i>Asikin</i>
11	Senin 14 Juni 2021	08:00	12:00	14:00	16:00	Hadir	<i>Asikin</i>
12	Selasa 15 Juni 2021	08:00	12:00	14:00	16:00	Sakit	
13	Rabu 16 Juni 2021	08:00	12:00	14:00	16:00	Hadir	<i>Asikin</i>
14	Kamis 17 Juni 2021	08:00	12:00	14:00	16:00	Hadir	<i>Asikin</i>
15	Jum'at 18 Juni 2021	08:00	12:00	14:00	16:00	Hadir	<i>Asikin</i>
16	Senin 21 Juni 2021	08:00	12:00	14:00	16:00	Hadir	<i>Asikin</i>
17	Selasa 22 Juni 2021	08:00	12:00	14:00	16:00	Hadir	<i>Asikin</i>



PEMERINTAH KABUPATEN BENGKALIS
DINAS KOMUNIKASI, INFORMATIKA
DAN STATISTIK

Jalan Kartini No. 12 Bengkulu. Kode Pos 28751
E-mail : Diskominfotik@bengkalis.go.id

18	Rabu 23 Juni 2021	08:00	12:00	14:00	16:00	Hadir	
19	Kamis 24 Juni 2021	08:00	12:00	14:00	16:00	Hadir	
20	Jum'at 25 Juni 2021	08:00	12:00	14:00	16:00	Hadir	
21	Senin 28 Juni 2021	08:00	12:00	14:00	16:00	Hadir	
22	Selasa 29 Juni 2021	08:00	12:00	14:00	16:00	Hadir	
23	Rabu 30 Juni 2021	08:00	12:00	14:00	16:00	Hadir	

BENGKALIS, 30 JUNI 2021
KEPALA BIDANG PENGELOLAAN
DAN PELAYANAN INFORMASI
PUBLIK



MUHAMMAD KHUSAIRI, ST
NIP. 19721134 199203 1 004

Appendix 4 : Assessment Sheet During Apprenticeship

PENILAIAN DARI INSTANSI PEMERINTAH KERJA PRAKTEK
DINAS KOMUNIKASI, INFORMATIKA DAN STATISTIK
KABUPATEN BENGKALIS

Nama : Nur Asikin
NIM : 5404171064
Program Studi : Administrasi Bisnis Internasional
Politeknik Negeri Bengkalis.

No	Aspek Penilaian	Bobot	Nilai
1	Disiplin	20%	97
2	Tanggung-jawab	25%	95
3	Penyesuaian diri	10%	95
4	Hasil Kerja	30%	97
5	Perilaku secara umum	15%	96
	Total Jumlah (1+2+3+4+5)	100%	480 = 96

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

Catatan

Pertahankan Disiplin

Bengkalis, 30 Juni 2021

Kepala Seksi Pengelolaan Informasi



WIKELI S. Kom

NIP. 197211128 200003 1 003


Appendix 5 : Certificate



Appendix 6 : Apprenticeship Revision List

CONSULTATION SHEET STUDENT JOB TRAINING GUIDANCE INTERNATIONAL BUSINESS ADMINISTRATION STUDY PROGRAM

NAMA : Nur Asikin
REGISTRATION NUMBER : 5404171064
PLACE : Communication, Informatics and Statistics
Department of Bengkalis Rgency
ADVISOR : Teguh Widodo, S.Sos., M.SM. M.Rech

NO	DAY DATE	REVISION	ADVISOR
1.	Rabu-21-07-2021	<ul style="list-style-type: none">- Revisi cover- Revisi kata pengantar- Revisi Daftar isi- Revisi isi pada laporan Bab 3 Aktivitas harian- Revisi tata tulis, margin dan ukuran pada gambar.	


Bengkalis, July 21st 2021
Advisor



Teguh Widodo, S.Sos., M.SM. M.Rech
NIK. 0905062

**CONSULTATION SHEET
STUDENT JOB TRAINING GUIDANCE
INTERNATIONAL BUSINESS ADMINISTRATION STUDY PROGRAM**

NAMA : Nur Asikin
REGISTRATION NUMBER : 5404171064
PLACE : Communication, Informatics and Statistics
Department of Bengkalis Rgency
ADVISOR : Teguh Widodo, S.Sos., M.SM. M.Rech

NO	DAY DATE	REVISION	ADVISOR
	Jumat 30-07-21	<ul style="list-style-type: none">- Revisi pada kata pengantar- Revisi pada tujuan- margin dan spasi pada Paragraf.- Revisi pada bab 4 bagian kesimpulan.	


Bengkalis, July 30th 2021
Advisor



Teguh Widodo, S.Sos., M.SM. M.Rech
NIK. 0905062

**CONSULTATION SHEET
STUDENT PRACTICAL WORK GUIDANCE
INTERNATIONAL BUSINESS ADMINISTRATION D-IV
STUDY PROGRAM**

NAME : NUR ASIKIN
NIM : 5404171064
PLACE : Communication, Informatics and Statistics
Department of Bengkalis Regency
SUPERVISOR : TEGUH WIDODO, S.sos., MSM., M.Rech

No	Date	Revision	Paraf Pembimbing
	5 August 2021	<p>- Revisi Keterangan sebelum Gambar Proses Kerja - Revisi Spasi pada tabel - Revisi Conclusion ditambah Subjek</p> <p><u>ACC:</u></p>	


Bengkalis, 5 August 2021



TEGUH WIDODO, S.sos., MSM., M.Rech
NIK. 0905062

**CONSULTATION SHEET
STUDENT JOB TRAINING GUIDANCE
INTERNATIONAL BUSINESS ADMINISTRATION STUDY PROGRAM**

NAMA : Nur Asikin
REGISTRATION NUMBER : 5404171064
PLACE : Communication, Informatics and Statistics
Department of Bengkalis Rgency
ADVISOR : Teguh Widodo, S.Sos., M.SM. M.Rech

NO	DAY DATE	REVISION	ADVISOR
	19 Agust 2021	ACC Laporan Kp Jusco Fiding	

Bengkalis, Agust 19th 2021
Advisor



Teguh Widodo, S.Sos., M.SM. M.Rech
NIK. 0905062

Appendix 7 : General Cash Book



PEMERINTAH KABUPATEN BENGKALIS BUKU KAS UMUM BENDAHARA PENGELUARAN PEMBANTU

Mei

ORGANISASI PERANGKAT DAERAH : DINAS KOMUNIKASI, INFORMATIKA DAN STATISTIK (BIDANG PENGELOLAAN DAN PELAYANAN INFORMASI)
Kuasa Pengguna Anggaran : MOHD. ELKHUSARI, ST
Bendahara Pengeluaran Pembantu : JUMINAH

No BKU	Tanggal	Uraian	Kode Rekening	Penerimaan	Pengeluaran	Saldo
(1)	(2)	(3)	(4)	(5)	(6)	(7)
		SALDO BULAN APRIL 2021		Rp 218.113.188.00	Rp 180.013.188.00	Rp 38.100.000.00
				Rp 21.900.000.00		Rp 60.000.000.00
PPIP/2021/110	05 Mei 2021	Diterima GU dari Bendahara Pengeluaran	Pelimpahan ke Giro Bank			Rp 46.400.000.00
PPIP/2021/111	10 Mei 2021	Pembayaran Belanja Jasa Tenaga Informasi dan Teknologi (Honorarium Administrator PPIID, Honorarium Front Desk PPIID dan Honorarium Administrator SP4N LAPOR!) pada Kegiatan Pelayanan Informasi Publik untuk bulan Mei 2021	2.16.02.2.01.06 5.1.02.02.01.0039		Rp 13.600.000.00	Rp 45.840.000.00
PPIP/2021/114	31 Mei 2021	Pembayaran Belanja Perjalanan Dinas Dalam Kota ke Kecamatan Siak Kecil An. MOHD. ELKHUSARI, ST berdasarkan SPPD Nomor : 3.18/SPPD-PPIP/2021/27 tanggal 25 Mei 2021, pada Kegiatan Pelayanan Informasi Publik	2.16.02.2.01.06 5.1.02.04.01.0003		Rp 560.000.00	Rp 45.330.000.00
PPIP/2021/115	31 Mei 2021	Pembayaran Belanja Perjalanan Dinas Dalam Kota ke Kecamatan Siak Kecil An. JUMINAH berdasarkan SPPD Nomor : 3.18/SPPD-PPIP/2021/28 tanggal 25 Mei 2021, pada Kegiatan Pelayanan Informasi Publik	2.16.02.2.01.06 5.1.02.04.01.0003		Rp 510.000.00	Rp 42.680.000.00
PPIP/2021/116	31 Mei 2021	Pembayaran Belanja Perjalanan Dinas Dalam Kota ke Kecamatan Pinggir An. NASRIL, SH berdasarkan SPPD Nomor : 3.18/SPPD-PPIP/2021/29 tanggal 25 Mei 2021, pada Kegiatan Pelayanan Informasi Publik	2.16.02.2.01.06 5.1.02.04.01.0003		Rp 2.650.000.00	Rp 40.230.000.00
PPIP/2021/117	31 Mei 2021	Pembayaran Belanja Perjalanan Dinas Dalam Kota ke Kecamatan Pinggir An. WAN MUHAMMAD ARIVALLS, A.Md berdasarkan SPPD Nomor : 3.18/SPPD-PPIP/2021/30 tanggal 25 Mei 2021, pada Kegiatan Pelayanan Informasi Publik	2.16.02.2.01.06 5.1.02.04.01.0003		Rp 2.450.000.00	Rp 2.130.000.00
Jumlah Sampai Bulan Ini		xxx		Rp 21.900.000.00	Rp 19.770.000.00	Rp 2.130.000.00
Jumlah Sampai Bulan Lalu		xxx		Rp 218.113.188.00	Rp 180.013.188.00	Rp 38.100.000.00
Jumlah s/d Bulan Ini		xxx		Rp 240.013.188.00	Rp 199.783.188.00	Rp 40.230.000.00


Pada hari ini Senin tanggal Tiga Puluh Satu Mei Dua Ribu Dua Puluh Satu . Buku Kas Umum ditutup oleh Kami didapat Kas sebesar Rp. 40,230,000.00

- terdiri dari
- a. Kas Tunai : Rp. 31,180,000.00
 - b. Saldo Bank : Rp. 9,050,000.00
 - c. Surat Berharga/panjar : Rp. 0.00
 - d. Pajak yang belum disetorkan : Rp. 0.00

MENGETAHUI :
KUASA PENGGUNA ANGGARAN

MOHD. ELKHUSARI, ST
NIP. 19721124 199203 1 004

Bengkalis, 31 Mei 2021
BENDAHARA PENGELUARAN PEMBANTU


JUMINAH
NIP. 19720518 200701 2 003

Appendix 8 : Expenditure Recapitulation Book per Object Details



PEMERINTAH KABUPATEN BENGKALIS BUKU REKAPITULASI PENGELUARAN PER RINCIAN OBYEK

OPD : DINAS KOMUNIKASI, INFORMATIKA DAN STATISTIK (BIDANG PENGELOLAAN DAN PELAYANAN INFORMASI PUBLIK)
Kode Kegiatan : 2.16.02.2.01.06
Nama Kegiatan : Pelayanan Informasi Publik
Kode Rekening : 5.1.02.04.01.0003
Nama Rekening : Belanja Perjalanan Dinas Dalam Kota
Pagu APBD : Rp. 50,360,000.00
Tahun Anggaran : 2021

No	Tanggal BKU	No Urut BKU	URAIAN	PENGELUARAN				JUMLAH
				LS - GJ	LS - BJ	UPIGU	TU	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
01	31 Mei 2021	PPIP/2021/114	Pembayaran Belanja Perjalanan Dinas Dalam Kota ke Kecamatan Siak Keol An MOHD ELKHUSAIRI, ST berdasarkan SPPD Nomor 3.18/SPPD-PPIP/2021/27 tanggal 25 Mei 2021, pada Kegiatan Pelayanan Informasi Publik	Rp -	Rp -	Rp 560,000.00	Rp -	Rp 560,000.00
02	31 Mei 2021	PPIP/2021/115	Pembayaran Belanja Perjalanan Dinas Dalam Kota ke Kecamatan Siak Keol An JUMNAH berdasarkan SPPD Nomor : 3.18/SPPD-PPIP/2021/28 tanggal 25 Mei 2021, pada Kegiatan Pelayanan Informasi Publik	Rp -	Rp -	Rp 510,000.00	Rp -	Rp 510,000.00
03	31 Mei 2021	PPIP/2021/116	Pembayaran Belanja Perjalanan Dinas Dalam Kota ke Kecamatan Pinggir An NASRIL, SH berdasarkan SPPD Nomor : 3.18/SPPD-PPIP/2021/29 tanggal 25 Mei 2021, pada Kegiatan Pelayanan Informasi Publik	Rp -	Rp -	Rp 2,660,000.00	Rp -	Rp 2,660,000.00
04	31 Mei 2021	PPIP/2021/117	Pembayaran Belanja Perjalanan Dinas Dalam Kota ke Kecamatan Pinggir An WAN MUHAMMAD ARIVALLS, A Md berdasarkan SPPD Nomor : 3.18/SPPD-PPIP/2021/30 tanggal 25 Mei 2021, pada Kegiatan Pelayanan Informasi Publik	Rp -	Rp -	Rp 2,450,000.00	Rp -	Rp 2,450,000.00
Jumlah bulan ini				Rp -	Rp -	Rp 6,170,000.00	Rp -	Rp 6,170,000.00
Jumlah sampai dengan bulan lalu				Rp -	Rp -	Rp 14,480,000.00	Rp -	Rp 14,480,000.00
Jumlah sampai dengan bulan ini				Rp -	Rp -	Rp 20,650,000.00	Rp -	Rp 20,650,000.00
				SISA PAGU ANGGARAN				Rp 29,710,000.00

MENGETAHUI:
KUASA PENGGUNA ANGGARAN

MOHD. ELKHUSAIRI, ST
NIP. 19721124 199203 1 004

Bengkalis, 31 Mei 2021
BENDAHARA PENGELUARAN PEMBANTU

Scanned by TapScanner

Appendix 9 : Documentation Of Apprenticeship Activities



Introduction and briefing of the first day of Apprenticeship



consultation of information and documentation management officials (PPID) at the Pinggir district



consultation of information and documentation management officials (PPID) at the Pinggir district



consultation of information and documentation management officials (PPID) at the Pinggir district



consultation of information and documentation management officials (PPID) at the Mandau district



Public Information Disclosure of 2021 Socialization at the Pinggir Sub-District Head Office



Dissemination of the 2021 Public Information Disclosure Act at the Pinggir District Office



Dissemination of the 2021 Public Information Disclosure Act at the Pinggir District Office



Dissemination of the 2021 Public Information Disclosure Act at the Pinggir District Office



Create socialization materials



Making socialization materials



Making socialization materials



Prepare SPJ documents (letter of accountability)



Consultation to respond to questions on the SP4N LAPOR application



Entering employee data in the PPIP Discominfotik Bengkalis district



Farewell to employees PPIP Sector



Farewell to employees PPIP Sector



Farewell to employees Seretariat Sector



Presentation of mementos with the Head of PPIP



Handing over of mementos with the head of the PPIP section



Submission of certificates as a memento for the Regency Diskominfotik Bengkalis Regency



Submission of certificates as a memento for the Diskominfotik Bengkalis Regency





Giving a certificate as a sign of completion of practical work



Photo with the Head of the Department of Communication, Informatics, and Statistics Bengkalis Regency

DAILY ACTIVITIES OF THE JOB TRAINING



DAY : NUR ASIKIN
DATE : 15 – 19 February 2021

NO	DESCRIPTION OF ACTIVITIES	TASK ASIGNOR	SIGNATURE
1.	Introducing and giving directions for the first day of internship.		
2.	Introduction to PPIP (Management and Public Information Services)		
3.	Complete official travel documents. Make Make SPPD (official travel order), record outgoing letters and provide numbering		
4.	Complete official travel documents Make official notes		
5.	Attending the Bengkalis State Polytechnic BEM meeting with the District Discominfotik. Bengkalis		
	Notes by Industrial Coach		

No	WORKING	EXPLANATION
1.		Providing direction regarding internship activities and Placement in each field regarding internship activities
2.		Delivering official notes to the designated part of the room, namely in the PPIP (Public Information Management and Services) section and Providing internship direction in the PPIP field by the Head of the PPIP (Public Information Services) division Record incoming mail.
3.		Make an SPPD, which is an order issued by an authorized official to order employees related to the implementation of official travel. Writes outgoing letters and provides numbering.
4.		Make a Memorandum of Service, which is an appointment letter to someone whose name is listed in a letter with a specific task.
5.		Following the agenda of the meeting in the context of friendship between the Bengkalis State Polytechnic BEM and the Kab. Bengkalis

DAILY ACTIVITIES OF THE JOB TRAINING



DAY : NUR ASIKIN
DATE : 22 – 26 February 2021

NO	DESCRIPTION OF ACTIVITIES	TASK ASIGNOR	SIGNATURE
1.	Prepare documents before going on an official trip and Complete the numbering of outgoing letters		
2.	Take a business trip to Duri, Pinggir and Mandau.		
3.	Conducting PPIP Consultation. Diskominfo Bengkalis Regency to the Pinggir district		
4.	Conducting PPIP Consultation. Diskominfo Bengkalis Regency to PPIP Mandau district.		
5.	Make a report after a business trip.		
	Notes by Industrial Coach		

No	WORKING	EXPLANATION
1.		Prepare documents before going on an official trip. Make assignment orders, make official notes, complete letter numbering to the secretariat and finance fields.
2.		Conducted official trips to Duri, Pinggir and Mandau in the context of Consultation on PPIP (Management and Public Information Services) Diskominfo Bengkalis Regency to PPIP (Management and Public Information Services) Camat Office at Pinggir Distric and Camat Office Mandau Distric
3.		Conducting PPIP Consultation (Management and Public Information Services) Diskominfo Bengkalis Regency to PPIP (Public Information Management and Services) Pinggir district.
4.		Conducting PPIP Consultation (Management and Public Information Services) Diskominfo Bengkalis Regency to PPIP (Public Information Management and Services) Camat Office at Mandau Distric.
5.		Make an official report that provides an explanation of the details regarding activities during the official trip. travel reports can be used as evidence that we have finished carrying out official travel assignments.

DAILY ACTIVITIES OF THE JOB TRAINING



DAY : NUR ASIKIN
DATE : 01 – 05 March 2021

NO	DESCRIPTION OF ACTIVITIES	TASK ASIGNOR	SIGNATURE
1.	Complete documents and reports after traveling on business.		
2.	Complete the report after the official trip and SPJ (Letter of Accountability).		
3.	Complete the numbering on the SPJ document after a business trip.		
4.	Completing SPJ, calculating official travel budget receipts and compiling BKU (General Cash Book		
5.	Complete and re-examine reports after official travel and SPJ (Letter of Accountability).		
	Notes by Industrial Coach		

NO	WORKING	EXPLANATION
1.		SPPD Visum is printing evidence of the implementation of official travel in the form of signing on the SPPD sheet by the official at the place of execution of the task. Complete a report after a business trip provide an explanation of the details related to the activities during the official trip.
2.		Continuing to complete reports after a business trip. a travel report that is used as evidence that the official travel assignment has been completed. And complete the Letter of Accountability report of the activities that have been carried out.
3.		Complete the numbers on the SPPD (Official Travel Order) and SPT (Assignment Warrant), and official notes. In finance and secretariat.
4.		Complete the report after an official trip and complete the numbering on the SPJ (Letter of Accountability) which is a report of an activity that has been carried out
5.		Completing and compiling BKU (General Cash Book) which records all receipts, tax collections and cash disbursements through the expenditure treasurer to inform cash inflows and outflows.

DAILY ACTIVITIES OF THE JOB TRAINING



DAY : NUR ASIKIN
DATE : 08 – 12 March 2021

NO	DESCRIPTION OF ACTIVITIES	TASK ASIGNOR	SIGNATURE
1.	Prepare documents before going on a business trip		
2.	Making KIP socialization materials		
3.	Making KIP socialization materials		
4.	Israj Mi'raj Holiday of Prophet Muhammad SAW.		
5.	Enter employee data		
	Notes by Industrial Coach		

No	WORKING	EXPLANATION
1.		Prepare documents before going on official trips Make official travel orders and Complete numbering on staff review
2.		Making material on the Law on Public Information Disclosure that will be given to participants in the socialization as material to be discussed in socialization activities at the Talang Mandau district.
3.		Making material on the Law on Public Information Disclosure that will be given to participants in the socialization as material to be discussed in socialization activities at the Talang Mandau district.
4.		Holiday - Israj Mi'raj Prophet Muhammad Saw
5.		Input data for PPIP Diskominfotik Kab. Bengkalis.

DAILY ACTIVITIES OF THE JOB TRAINING



DAY : NUR ASIKIN
DATE : 15 – 19 March 2021

NO	DESCRIPTION OF ACTIVITIES	TASK ASIGNOR	SIGNATURE
1.	Input salary data and prepare documents before official travel.		
2.	Sick		
3.	Continuing to input data for discominfotik PPIP employees		
4.	prepare documents before business trips and deliver SPM submissions to the BPKAD office		
5.	Assist the treasurer in detailing official travel funds and complete official travel documents and Help calculate funds that will be used for official travel and Help complete equipment to be brought during official trips		
	Notes by Industrial Coach		

No	WORKING	EXPLANATION
1.		Input salary data for NON ASN, and prepare documents before traveling to make official notes.
2.		Sick
3.		Continuing to enter employee data in the discominfotik ppip field.
4.		Prepare documents before going on an official trip, make an SPPD (official travel order to Kec. Pinggir and make an official note. Deliver the SPM (payment order) application to the BPKAD office for official travel funds
5.		Help calculate the funds that will be used for business trips Help complete the documents and equipment that will be brought during business trips

DAILY ACTIVITIES OF THE JOB TRAINING



DAY : NUR ASIKIN
DATE : 22 – 26 March 2021

NO	DESCRIPTION OF ACTIVITIES	ASSIGNMENT	SIGNATURE
1.	Prepare documents for official trips, as well as materials for socialization participants.		
2.	Conduct official trips to socialize KIP (public information disclosure) events in the district. Edge		
3.	Attending and filling out the KIP (public information disclosure) socialization event in the district. Edge		
4.	PPID consultation to the suburban sub-district office		
5.	Prepare reports after business trips.		
	Notes by Industrial Coach		

NO	WORKING	EXPLANATION
1.		Prepare documents before going on an official trip, make an SPPD (official travel order), make an assignment order, and make official notes and materials for socialization participants.
2.		Conduct official trips to socialize KIP (public information disclosure) events in the pinggir district.
3.		Attending and filling out the socialization of the KIP (public information disclosure) law in the pinggir district 2021
4.		Conducting PPID Consultation (Information and Documentation Management Officer) Discominfotik Kab. Bengkalis to PPIP (information and documentation management officer) Camat office at the Pinggir district
5.		Make a report on official travel that provides an explanation of details related to activities during the official trip.

DAILY ACTIVITIES OF THE JOB TRAINING



DAY : NUR ASIKIN
DATE : 28 March – 02 April 2021

NO	DESCRIPTION OF ACTIVITIES	TASK ASIGNOR	SIGNATURE
1.	Complete the report after the official trip and complete the SPJ (Letter of Accountability)		
2.	Completing SPJ (Letter of Accountability)		
3.	Record incoming mail, prepare BKU (General Cash Book)		
4.	Overseeing the KIM (Community Information Activities .) document		
5.	Isa Al Masih Death- Holidays		
	Notes by Industrial Coach		

No	WORKING	EXPLANATION
1.		Complete a report after a business trip provide an explanation of the details regarding activities during the official trip and complete the SPJ (Letter of Accountability) which is a report of an activity that has been carried out.
2.		Continuing to complete the numbering on the report of an activity that has been carried out. and stamp on SPJ (Letter of Accountability).
3.		Write incoming letters, Assist in compiling BKU (General Cash Book) which records all receipts, tax collections and cash disbursements through the expense treasurer to inform cash inflows and outflows.
4.		Overseeing documents compiling, sorting out KIM (Community Information Activities) documents in the PPIP field
5.		Holidays - Isa Al - masih Death

DAILY ACTIVITIES OF THE JOB TRAINING



DAY : NUR ASIKIN
DATE : 05 – 09 April 2021

NO	DESCRIPTION OF ACTIVITIES	TASK ASIGNOR	SIGNATURE
1.	Complete official travel documents		
2.	Archive documents for PPIP activities		
3.	ROOM RENOVATION HOLIDAY		
4.	ROOM RENOVATION HOLIDAY		
5.	Check the completeness of the official travel report and SPJ (letter of responsibility), visum SPPD (statement of official travel)		
	Notes by Industrial Coach		

No	WORKING	EXPLANATION
1.		Prepare documents before going on an official trip. Make SPT (Assignment Order), Make SPPD (service warrant to the suburbs)
2.		Archiving documents compiling, sorting PPIP activity documents (Management and Public Information Services)
3.		Holiday - Room Renovation
4.		Holiday - Room Renovation
5.		Checking the completeness of the official travel report and SPJ (letter of responsibility) which is a report of an activity that has been carried out. Proceeding the SPPD Visum is proof of the implementation of official travel in the form of signing on the SPPD sheet by the official at the place of execution of duties,

DAILY ACTIVITIES OF THE JOB TRAINING



DAY : NUR ASIKIN
DATE : 12 – 16 April 2021

NO	DESCRIPTION OF ACTIVITIES	TASK ASIGNOR	SIGNATURE
1.	Recap the SP4N REPORT data for April		
2.	Holidays - Welcome The Month Of Ramadhan		
3.	Holidays - Welcome The Month Of Ramadhan		
4.	Holidays - Welcome The Month Of Ramadhan		
5.	Archive incoming letters and documents KIM (Community Information Group)		
	Notes by Industrial Coach		

No	WORKING	EXPLANATION
1.		Recapping complaints from agencies in the National Public Service Complaint Management System (SP4N) application - People's Online Aspirations and Complaints Service (LAPOR!) is a service for delivering all public aspirations and complaints that is nationally integrated with the website access page www.lapor.go.id .
2.		Holidays - Welcome The Month Of Ramadhan
3.		Holidays - Welcome The Month Of Ramadhan
4.		Holidays - Welcome The Month Of Ramadhan
5.		Archive incoming mail and Archiving is compiling, sorting and scanning documents for document activities KIM (Community Information Group)

DAILY ACTIVITIES OF THE JOB TRAINING



DAY : NUR ASIKIN
DATE : 19 – 23 April 2021

NO	DESCRIPTION OF ACTIVITIES	TASK ASIGNOR	SIGNATURE
1.	Complete the number, stamp and duplicate the SPJ document for the Letter of Accountability		
2.	Check and recalculate the official travel expense report data in the management and public information service (PPIP) section		
3.	Respond to SP4N LAPOR Questions		
4.	Drafting letters to be sent to other agencies and duplicating documents		
5.	Archiving KIM documents (public information activities)		
	Notes by Industrial Coach		

No	WORKING	EXPLANATION
1.		Complete the number, stamp and duplicate the SPJ document in which there is an SPPD (Office Travel Order), SPT (Assignment Order), and official notes and other accountability letters
2.		Assist the treasurer in completing the SPJ (letter of responsibility) Check and recalculate the official travel expense report data in the management and public information service (PPIP) section in April.
3.		Responding to questions from other agencies on the SP4N LAPOR application, namely the People's Online Aspiration and Complaint Service from the Bengkalis Regency government agency
4.		Make letters to other agencies as a further response to the SP4N LAPOR complaint application and duplicate documents.
5.		Archiving is compiling, sorting and scanning documents for document activities KIM (Community Information Group)

**DAILY ACTIVITIES
OF THE JOB TRAINING**



DAY : NUR ASIKIN
DATE : 26 – 30 April 2021

NO	DESCRIPTION OF ACTIVITIES	TASK ASIGNOR	SIGNATURE
1.	SPPD Visum (Official Travel Warrant) And Duplicate documents		
2.	Complete and calculate the budget details of the expenditure recapitulation book per details of the official travel expenditure object.		
3.	Make reports on business trips Completing spj (letter of accountability)		
4.	Make and complete the numbering on the SPT (Assignment Order)		
5.	complete and re-examine BKU documents (General Cash Book)		
	Notes by Industrial Coach		

No	WORKING	EXPLANATION
1.		SPPD Visum is printing evidence of the implementation of official travel in the form of signing on the SPPD sheet by the official at the place of execution of the task. And duplicate the document.
2.		Assist the treasurer Complete and calculate the budget details of the expenditure recapitulation book per detail of the PPIP field object for official travel spending in the city in April.
3.		Make an official report that provides an explanation of the details regarding activities during the official trip. travel reports can be used as evidence that we have finished carrying out official travel assignments and complete an Accountability Letter for reports of activities that have been carried out.
4.		Making (Assignment Order) is an official letter issued by the agency, which is addressed to employees to perform certain tasks and complete the numbering in the financial sector.
5.		Help complete and re-examine the BKU (General Cash Book) which records all receipts, tax collections and cash disbursements through the expense treasurer to inform cash inflows and outflows.

DAILY ACTIVITIES OF THE JOB TRAINING



DAY : NUR ASIKIN
DATE : 03 – 07 May 2021

NO	DESCRIPTION OF ACTIVITIES	TASK ASIGNOR	SIGNATURE
1.	Complete the numbering on the payment receipt for (letter of accountability).		
2.	Stamping and Completing SPJ numbering (letter of accountability)		
3.	Sick		
4.	Assist the treasurer in completing the DTH (daily list of regional shopping daily shopping transactions) in the PPIP field		
5.	Continuing to complete the DTH (daily list of regional shopping daily shopping transactions) in the PPIP field		
	Notes by Industrial Coach		

No	WORKING	EXPLANATION
1.		Make an official report that provides an explanation of the details regarding activities during the official trip and continues to complete the numbering on the payment receipt for the report after the official trip.
2.		Menstample and complete the numbering of the SPJ (letter of accountability) which is a staff review, official memorandum and SPPD which is a report of an activity that has been carried out.
3.		Checking the completeness and compiling a report after a business trip completes the SPJ (Letter of Accountability) which is a report of an activity that has been carried out.
4.		Assist the treasurer in completing the DTH in the PPIP field, namely a list made by the treasurer of the ISU issuance of SKPD and the power of the BUD that contains details of daily regional expenditure transactions per order to pay/letter of provision of funds (SPM/SPD) and warrant for disbursement of funds (SP2D)
5.		Continuing to assist the treasurer in completing the DTH in the PPIP field, namely a list made by the treasurer of the ISU issuance of SKPD and BUD proxies containing details of daily regional expenditure transactions per payment order/fund supply letter (SPM/SPD) and fund disbursement order (SP2D)

**DAILY ACTIVITIES
OF THE JOB TRAINING**



DAY : NUR ASIKIN
DATE : 10 – 14 May 2021

NO	DESCRIPTION OF ACTIVITIES	TASK ASIGNOR	SIGNATURE
1.	Assist the treasurer in calculating and re-checking expenses after business trips.		
2.	Recap the SPAN LAPOR data for the month of May and duplicate the document (letter of accountability)		
3.	Holiday – Eid Al Fitr		
4.	Holiday – Eid Al Fitr		
5.	Holiday – Eid Al Fitr		
	Notes by Industrial Coach		

No	WORKING	EXPLANATION
1.		Assist the treasurer to check and recalculate the official travel expense report data in the management and public information service (PPIP) section in April.
2.		Recapping complaints from agencies in the National Public Service Complaint Management System (SP4N) application - People's Online Aspirations and Complaints Service (LAPOR!) is a service for delivering all public aspirations and complaints that is nationally integrated with the website access page www.lapor.go.id . And duplicate the letter of responsibility document
3.		Holiday – Eid Al Fitr
4.		Holiday – Eid Al Fitr
5.		Holiday – Eid Al Fitr

DAILY ACTIVITIES OF THE JOB TRAINING



DAY : NUR ASIKIN
DATE : 17 – 21 May 2021

NO	DESCRIPTION OF ACTIVITIES	TASK ASIGNOR	SIGNATURE
1.	Holiday – Eid Al Fitr		
2.	Holiday – Eid Al Fitr		
3.	Holiday – Eid Al Fitr		
4.	Responding to questions on the SP4N LAPOR application from the Bengkalis Regency government agency		
5.	Complete the official travel report and SPJ (letter of accountability) to deliver to the financial sector		
	Notes by Industrial Coach		

No	WORKING	EXPLANATION
1.		Holiday – Eid Al Fitr
2.		Holiday – Eid Al Fitr
3.		Holiday – Eid Al Fitr
4.		Recapping complaints from agencies in the National Public Service Complaint Management System (SP4N) application - People's Online Aspirations and Complaints Service (LAPOR!) is a service for delivering all public aspirations and complaints that is nationally integrated with the website access page www.lapor.go.id .
5.		Complete a report after a business trip provide an explanation of the details regarding activities during the official trip and complete the SPJ (Letter of Accountability) which is a report of an activity that has been carried out.

**DAILY ACTIVITIES
OF THE JOB TRAINING**



DAY : NUR ASIKIN
DATE : 24 – 28 May 2021

NO	DESCRIPTION OF ACTIVITIES	TASK ASIGNOR	SIGNATURE
1.	make SKP (letter of change) for honorary in the field of PPIP		
2.	Continuing to make SKP (change work letter) for honorary in the PPIP field		
3.	Holiday- Vesak Day		
4.	Completing the SPJ Accountability and Checking and recalculating the official travel expense report data in the management and public information service (PPIP) section in April		
5.	Duplicate and archive KIM documents (community information group)		
	Notes by Industrial Coach		

No	WORKING	EXPLANATION
1.		Assist in inputting data on PPIP room honorary work letters (management and public information services) for honorary salary increases.
2.		Assist in inputting data on PPIP room honorary work letters (management and public information services) for honorary salary increases.
3.		Holiday- Vesak Day
4.		Assist the treasurer in completing the SPJ (letter of responsibility) Check and recalculate the official travel expense report data in the management and public information service (PPIP) section in April so that there are no errors.
5.		Duplicate and archive KIM documents (community information group)

DAILY ACTIVITIES OF THE JOB TRAINING



DAY : NUR ASIKIN
DATE : 31 May – 04 June 2021

NO	DESCRIPTION OF ACTIVITIES	TASK ASIGNOR	SIGNATURE
1.	Continue Copying and archiving KIM documents (community information group)		
2.	Pancasila Day - Holiday		
3.	Complete the SPJ (letter of accountability) stamp and provide numbering on the SPJ document (letter of accountability), and calculate the official travel budget at the BKU		
4.	Sick		
5.	Prepare and check the completeness of SPJ documents (letter of accountability)		
	Notes by Industrial Coach		

No	WORKING	EXPLANATION
1.		Continue Copying and archiving KIM documents (community information group)
2.		Holiday- Pancasila Day
3.		Complete the SPJ (letter of responsibility) by stamping, reviewing staff, official notes and SPPD and recalculating the cost budget on the BKU (General Cash Book) which is a report of an activity that has been carried out.
4.		sick
5.		Checking the completeness and compiling a report after a business trip completes the SPJ (Letter of Accountability) which is a report of an activity that has been carried out.

DAILY ACTIVITIES OF THE JOB TRAINING



DAY : NUR ASIKIN
DATE : 7 – 11 June 2021

NO	DESCRIPTION OF ACTIVITIES	TASK ASIGNOR	SIGNATURE
1.	Respond to questions on the SP4N LAPOR application		
2.	Checking the completeness of payment receipts on official travel expenses and attaching tickets during official travel.		
3.	Record and archive incoming mail. Complete the numbering of outgoing letters to the finance and secretariat fields		
4.	Prepare documents before going on a business trip		
5.	Continuing to Prepare documents before going on a business trip		
	Notes by Industrial Coach		

No	WORKING	EXPLANATION
1.		Recapping complaints from agencies in the SP4N LAPOR application is a service for delivering all aspirations and public complaints that is nationally integrated with the website access page www.lapor.go.id .
2.		Check and recalculate the funds on the receipt after a business trip and attach the ticket during a business trip as proof that the official trip has been carried out.
3.		Record and archive incoming mail. Complete the numbering of outgoing letters to the finance and secretariat fields
4.		Making SPT and SPPD, SPPD is an order issued by an authorized official to order employees related to the implementation of official travel. An assignment order is an official letter issued by an agency addressed to employees to perform certain tasks.
5.		Make a Memorandum of Service, which is an appointment letter to someone whose name is listed in a letter with a specific task.

DAILY ACTIVITIES OF THE JOB TRAINING



DAY : NUR ASIKIN
DATE : 14 – 18 June 2021

NO	DESCRIPTION OF ACTIVITIES	TASK ASIGNOR	SIGNATURE
1.	Completing and calculating the budget details of the expenditure recapitulation book per details of the objects of spending on official travel in the city for the month of June.		
2.	Assist the treasurer to recalculate expenses after a business trip.		
3.	Complete the SPJ (letter of responsibility)		
4.	Writing incoming letters and preparing documents before business trips		
5.	Help complete the documents and equipment that will be brought during business trips		
	Notes by Industrial Coach		

No	WORKING	EXPLANATION
1.		Assist treasurer Completing and calculating the budget details of the expenditure recapitulation book per item details of the PPIP field for official travel expenditures in the city in June.
2.		Assist the treasurer to check and recalculate the official travel expense report data in the management and public information service (PPIP) section in April.
3.		Menstamp SPJ (letter of accountability) and Provide numbering on SPJ (letter of accountability) in June
4.		Writing incoming letters, completing documents before going on an official trip, namely making official notes and SPT (assignment orders). Make a Memorandum of Service, which is an appointment letter to someone whose name is listed in a letter with a specific task. An assignment order is an official letter issued by an agency addressed to employees to perform certain tasks.
5.		Help complete the documents and equipment that will be brought during business trips

DAILY ACTIVITIES OF THE JOB TRAINING



DAY : NUR ASIKIN
DATE : 21 – 25 June 2021

NO	DESCRIPTION OF ACTIVITIES	TASK ASIGNOR	SIGNATURE
1.	Compile, check the completeness and duplicate the SPJ in March and April and Deliver the SPJ to the finance department		
2.	Recap the SPAN LAPOR data for June		
3.	Recording and filing incoming mail Scan the PPIP field activity document as an archive		
4.	Write an outgoing letter and record the number on the SPPD (Official Travel Order) and Official Note		
5.	complete the numbering of BKU (general cash book) on payment receipts for official travel reports		
	Notes by Industrial Coach		

No	WORKING	EXPLANATION
1.		Prepare and check the completeness of the SPJ (Letter of Accountability) which is a report of an activity that has been carried out in March and April and deliver the SPJ to the financial sector
2.		Recapitulating complaints from agencies in the SP4N LAPOR application, namely the delivery of all public aspirations and complaints.
3.		Recording and filing incoming mail and Scanning PPIP field activity documents as archives
4.		Write an outgoing letter and record the number on the SPPD (Official Travel Order) and Official Note
5.		Complete numbering on the BKU (General Cash Book) which records all receipts, tax collections and cash disbursements through the expenditure treasurer to inform the inflow

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : NUR ASIKIN
DATE : 28 – 30 June 2021

NO	DESCRIPTION OF ACTIVITIES	TASK ASIGNOR	SIGNATURE
1.	Complete numbering on official travel documents in the financial sector.		
2.	Deliver SPJ (letter of accountability) to the finance department.		
3.	Farewell to practical work		
	Notes by Industrial Coach		

No	WORKING	EXPLANATION
1.		Prepare documents before going on an official trip, namely completing the numbering on official notes and SPT (assignment orders) to the finance and secretariat fields.
2.		Deliver the completed SPJ to the finance department.
3.		Farewell of practical work which has been completed from February 15 – June 30, 2021