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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **RENCANA AKSI PENCAPAIAN KINERJA TAHUN 2021** | | | | | | | | | |  | | | |
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|  |  |  | |  |  |  | |  |  | | |  | |  | | |
|  |  | Jabatan :**PENYUSUN NASKAH RAPAT PIMPINAN** | | | | |  |  | |  | | |  | | |
|  |  |  |  | |  |  | |  |  | | |  | |  | | |
|  |  | **Sasaran Strategis** | **Indikator Kinerja** | | **Target** | | | | |  | | |  | | |
|  |  | **III** | | | | |  | | |  | | |
|  |  | Pelayanan rapat pimpinan | - Jumlah naskah rapat yang disusun | | 40 | | | | |  | | |  | | |
|  |  |  |  | |  |  | |  |  | | |  | |  | | |
|  |  |  |  | |  |  | |  |  | | |  | |  | | |
| **NO** | **Aksi/Kegiatan** | | **Jadwal Pelaksanaan** | | **Output/ Keluaran** | | | | | |  | | | |
| III | |  | | | |
| 1.  2.  3. | Menerima surat masuk Bagian Umum  Mengentri data surat masuk dan memberi nomor urut  Mencetak lembar disposisi  Menyediakan surat masuk kepada Kabag untuk didisposisi | | √  √  √ | | Jumlah surat masuk yang ditangani  Jumlah surat masuk yang terentry dan diproses  lembar disposisi yang tercetak  Jumlah surat masuk yang disediakan | | | | | |  | | | |
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Malang, 1 Juli 2021

**PENYUSUN NASKAH RAPAT PIMPINAN**

**PUJI NINA HERAWATI, S.E., S.Pd., M.PD**