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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PEMERINTAH KOTA SERANG** | | | | | | | | | | | | | | | | Nomor | | | | | | | | | | | | | 12.01.31.2019 | | | | | | | | | | | | | | | |
| Tanggal Pembuatan | | | | | | | | | | | | | 08 April 2019 | | | | | | | | | | | | | | | |
| **DINAS KOMUNIKASI DAN INFORMATIKA** | | | | | | | | | | | | | | | | Tanggal Revisi | | | | | | | | | | | | | - | | | | | | | | | | | | | | | |
| Tanggal Efektif | | | | | | | | | | | | | 30 April 2019 | | | | | | | | | | | | | | | |
| **SEKRETARIAT** | | | | | | | | | | | | | | | | Di sahkan oleh | | | | | | | | | | | | | **PLT. KEPALA DINAS KOMUNIKASI DAN INFORMATIKA**  **KOTA SERANG** | | | | | | | | | | | | | | | |
| **SUB BAGIAN KEUANGAN** | | | | | | | | | | | | | | | | Nama SOP | | | | | | | | | | | | | **Mekanisme Pengajuan Spp/Spm-Up/Gu/Tu/Ls** | | | | | | | | | | | | | | | |
| **Dasar Hukum** | | | | | | | | | | | | | | | | **Kualifikasi Pelaksana** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * PP Nomor 58 Tahun 2005 Tentang Pengelolaan Keuangan Daerah; * Peraturan Walikota Serang nomor 29 tahun 2016 tentang Kedudukan, Susunan Organisasi dan Tata Kerja Perangkat Daerah Kota Serang * Peraturan Walikota Serang nomor 50 tahun 2017 tentang Pedoman Penyusunan Standar Operasional Prosedur Administrasi Pemerintahan di Lingkungan Pemerintah Kota Serang | | | | | | | | | | | | | | | | * Mengetahui tugas dan fungsi Subbag Keuangan * Mampu mengoperasikan Komputer * Memiliki keterampilan sebagai pengadministrasi * Memahami tentang Keuangan, SSH, ROK, KAK, DPA | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Keterkaitan dengan SOP lain** | | | | | | | | | | | | | | | | **Peralatan / Perlengkapan** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | * ATK * Komputer * Printer * SSH, ROK | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Peringatan** | | | | | | | | | | | | | | | | **Pencatatan dan Pendataan / Dokumentasi** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * Harus Sesuai dengan DPA OPD, ROK dan SSH | | | | | | | | | | | | | | | | * Pencatatan di buku register SPP-SPM/ aplikasi keuangan | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Uraian Prosedur** | | **Pelaksana** | | | | | | | | | | | | | | | | | | | | | | | | | | | **Mutu Baku** | | | | | | | | | | | | | **Ket.** | |
| **PPTK** | | | | | **Bendahara Pengeluaran** | | | | | | **Kasubbag Keuangan** | | | | | | | **Kepala Badan** | | | | | **Pelaksana** | | | | **Kelengkapan** | | | | | | **Waktu** | | | **Output** | | | |
| 1. | Usulan Pencairan Anggaran |  | | | | |  | | | | | |  | | | | | | |  | | | | |  | | | | * DPA | | | | | | 1 jam | | | Draft Usulan Pencairan Anggaran | | | |  | |
| 2. | Pembuatan Draf SPP/SPM UP |  | | | | |  | | | | | | T | | | | | | |  | | | | |  | | | | * Draft Usulan Pencairan Anggaran | | | | | | 1 jam | | | Draft SPP/SPM | | | |  | |
| 3. | Verifikasi SPP/SPM UP |  | | | | |  | | | | | |  | | | | | | |  | | | | |  | | | | * Draft SPP/SPM | | | | | | 1 jam | | | SPP/SPM diverifikasi | | | |  | |
| 4. | Penandatanganan SPP/SPM UP |  | | | | |  | | | | | | Y | | | | | | |  | | | | |  | | | | * SPP/SPM yang telah diverifikasi | | | | | | 1 jam | | | SPP/SPM ditandatangani | | | |  | |
| 5. | Penyusunan SPP/SPM Lengkap |  | | | | |  | | | | | |  | | | | | | |  | | | | |  | | | | * SPP/SPM yang telah ditandatangani | | | | | | 1 jam | | | SPP/SPM lengkap | | | |  | |
| 6. | Pengiriman SPP/SPM ke BPKAD |  | | | | |  | | | | | |  | | | | | | |  | | | | |  | | | | * SPP/SPM lengkap | | | | | | 1 jam | | | * SPP/SPM terkirim | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | **PLT. KEPALA DINAS KOMUNIKASI DAN INFORMATIKA**  **KOTA SERANG**    **W. HARI PAMUNGKAS, S.STP, M.Si**  NIP. 19771231 199702 1 002 | | | | | | | | | | | | | | | | | | | | | | | | |
| **PEMERINTAH KOTA SERANG** | | | | | | | | | | | | | | | | Nomor | | | | | | | | | | | | | 12.01.32.2019 | | | | | | | | | | | | | | | |
| Tanggal Pembuatan | | | | | | | | | | | | | 08 April 2019 | | | | | | | | | | | | | | | |
| **DINAS KOMUNIKASI DAN INFORMATIKA** | | | | | | | | | | | | | | | | Tanggal Revisi | | | | | | | | | | | | | - | | | | | | | | | | | | | | | |
| Tanggal Efektif | | | | | | | | | | | | | 30 April 2019 | | | | | | | | | | | | | | | |
| **SEKRETARIAT** | | | | | | | | | | | | | | | | Di sahkan oleh | | | | | | | | | | | | | **PLT. KEPALA DINAS KOMUNIKASI DAN INFORMATIKA**  **KOTA SERANG** | | | | | | | | | | | | | | | |
| **SUB BAGIAN KEUANGAN** | | | | | | | | | | | | | | | | Nama SOP | | | | | | | | | | | | | **Mekanisme Penyusunan SPJ** | | | | | | | | | | | | | | | |
| **Dasar Hukum** | | | | | | | | | | | | | | | | **Kualifikasi Pelaksana** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * PP Nomor 58 Tahun 2005 Tentang Pengelolaan Keuangan Daerah; * Peraturan Walikota Serang nomor 29 tahun 2016 tentang Kedudukan, Susunan Organisasi dan Tata Kerja Perangkat Daerah Kota Serang * Peraturan Walikota Serang nomor 50 tahun 2017 tentang Pedoman Penyusunan Standar Operasional Prosedur Administrasi Pemerintahan di Lingkungan Pemerintah Kota Serang | | | | | | | | | | | | | | | | * Mengetahui tugas dan fungsi subbag Keuangan * Mampu mengoperasikan Komputer * Memiliki keterampilan sebagai pengadministrasi * Memahami tentang Keuangan DPA | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Keterkaitan dengan SOP lain** | | | | | | | | | | | | | | | | **Peralatan / Perlengkapan** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | * ATK * Komputer * Printer | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Peringatan** | | | | | | | | | | | | | | | | **Pencatatan dan Pendataan / Dokumentasi** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * Harus Sesuai dengan DPA dan SSH | | | | | | | | | | | | | | | | * Pencatatan di buku Kendali Kegiatan/aplikasi keuangan | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Uraian Prosedur** | | | | **Pelaksana** | | | | | | | | | | | | | | | | | | | | | | | | | | **Mutu Baku** | | | | | | | | | | **Ket.** | | | |
| **PPTK** | | | | | | | | **Bendahara Pengeluaran** | | | | | | | | | | | | **Kasubag Keuangan** | | | | | | **Kelengkapan** | | | | | **Waktu** | | | **Output** | |
| 1. | Penyerahan SPJ | | |  | | | | | | | |  | | | | | | | | | | | |  | | | | | | * SPJ | | | | | 1 jam | | | SPJ dikirim | |  | | | |
| 2. | Penerimaan SPJ | | |  | | | | | | | |  | | | | | | | | | | | | T | | | | | | * SPJ dikirim | | | | | 1 jam | | | SPJ diterima | |  | | | |
| 3. | Verifikasi SPJ | | |  | | | | | | | |  | | | | | | | | | | | |  | | | | | | * SPJ diterima | | | | | 1 jam | | | SPJ diverifikasi | |  | | | |
| 4. | Input SPJ | | |  | | | | | | | |  | | | | | | | | | | | | Y | | | | | | * SPJ diverifikasi | | | | | 1 jam | | | SPJ diinput | |  | | | |
| 5. | Penggandaan dan Pengarsipan | | |  | | | | | | | |  | | | | | | | | | | | |  | | | | | | * SPJ yang telah diinput | | | | | 1 jam | | | SPJ telah digandakan dan diarsipkan | |  | | | |
|  | | | | | | | | | | | | | | | | | | | | **PLT. KEPALA DINAS KOMUNIKASI DAN INFORMATIKA**  **KOTA SERANG**    **W. HARI PAMUNGKAS, S.STP, M.Si**  NIP. 19771231 199702 1 002  NIP. 19771231 199702 1 002 | | | | | | | | | | | | | | | | | | | | | | | | |
| **PEMERINTAH KOTA SERANG** | | | | | | | | | | | | | | | | Nomor | | | | | | | | | | | | | 12.01.33.2019 | | | | | | | | | | | | | | | |
| Tanggal Pembuatan | | | | | | | | | | | | | 08 April 2019 | | | | | | | | | | | | | | | |
| **DINAS KOMUNIKASI DAN INFORMATIKA** | | | | | | | | | | | | | | | | Tanggal Revisi | | | | | | | | | | | | | - | | | | | | | | | | | | | | | |
| Tanggal Efektif | | | | | | | | | | | | | 30 April 2019 | | | | | | | | | | | | | | | |
| **SEKRETARIAT** | | | | | | | | | | | | | | | | Di sahkan oleh | | | | | | | | | | | | | **PLT. KEPALA DINAS KOMUNIKASI DAN INFORMATIKA**  **KOTA SERANG** | | | | | | | | | | | | | | | |
| **SUB BAGIAN PROGRAM, EVALUASI DAN PELAPORAN** | | | | | | | | | | | | | | | | Nama SOP | | | | | | | | | | | | | **Mekanisme Penyusunan RENJA** | | | | | | | | | | | | | | | |
| **Dasar Hukum** | | | | | | | | | | | | | | | | **Kualifikasi Pelaksana** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * PP Nomor 58 Tahun 2005 Tentang Pengelolaan Keuangan Daerah; * Peraturan Walikota Serang nomor 29 tahun 2016 tentang Kedudukan, Susunan Organisasi dan Tata Kerja Perangkat Daerah Kota Serang * Peraturan Walikota Serang nomor 50 tahun 2017 tentang Pedoman Penyusunan Standar Operasional Prosedur Administrasi Pemerintahan di Lingkungan Pemerintah Kota Serang | | | | | | | | | | | | | | | | * Mengetahui tugas dan fungsi subbag PEP * Mampu mengoperasikan Komputer * Memiliki keterampilan sebagai pengadministrasi | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Keterkaitan dengan SOP lain** | | | | | | | | | | | | | | | | **Peralatan / Perlengkapan** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * Mekanisme Penyusunan RENSTRA | | | | | | | | | | | | | | | | * ATK * Komputer * Printer | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Peringatan** | | | | | | | | | | | | | | | | **Pencatatan dan Pendataan / Dokumentasi** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * Harus Memperhatikan RENSTRA | | | | | | | | | | | | | | | | * Data dicatat dan di rekap * Pendokumentasian | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Uraian Prosedur** | | | | | | **Pelaksana** | | | | | | | | | | | | | | | | | | | | | | | | **Mutu Baku** | | | | | | | | | | | **Ket.** | | |
| **Kepala OPD** | | | | | **Sekretaris** | | | | | | | **Kasubag PEP** | | | | **Bidang** | | | | **Pelaksana** | | | | **Kelengkapan** | | | **Waktu** | | | | **Output** | | | |
| 1. | Mendisposisi Surat Edaran Penyusunan RENJA OPD | | | | |  | | | | |  | | | | | | |  | | | |  | | | |  | | | | Lembar Disposisi & Surat Edaran | | | 5 menit | | | | Disposisi dan surat edaran | | | |  | | |
| 2. | Menganalisis Surat Perintah Pembuatan RENJA OPD | | | | |  | | | | |  | | | | | | |  | | | |  | | | |  | | | | disposisi Surat Edaran Penyusunan Renja | | | 30 menit | | | | Surat edaran penyusunan Renja | | | |  | | |
| 3. | Menerima dan Mengedarkan Surat Pembuatan RENJA Ke Bidang | | | | |  | | | | |  | | | | | | |  | | | |  | | | |  | | | | Surat Edaran Penyusunan Renja | | | 30 menit | | | | Surat edaran penyusunan Renja | | | |  | | |
| 4. | Menyusun draft RENJA bidang | | | | |  | | | | |  | | | | | | |  | | | |  | | | |  | | | | Surat Edaran Penyusunan Renja | | | 5 hari | | | | Draft Renja Bidang | | | |  | | |
| 5. | Mengumpulkan RENJA Bidang dan Menyusun RENJA OPD | | | | |  | | | | |  | | | | | | | T | | | |  | | | |  | | | | Draft RENJA Bidang | | | 5 hari | | | | Draft Renja OPD | | | |  | | |
| 6. | Verifikasi Draft RENJA OPD | | | | |  | | | | |  | | | | | | |  | | | |  | | | |  | | | | Draft Renja Bidang | | | 5 hari | | | | Draft Renja OPD | | | |  | | |
| 7. | paraf Draft RENJA OPD | | | | |  | | | | |  | | | | | | | Y | | | |  | | | |  | | | | Drfat Renja OPD | | | 3jam | | | | Draft Renja OPD | | | |  | | |
| 8. | Penandatanganan Dokumen RENJA | | | | |  | | | | |  | | | | | | |  | | | |  | | | |  | | | | Renja OPD | | | 3 jam | | | | Renja OPD | | | |  | | |
| 9. | Menggandakan, mengarsipkan dan menyampaikan RENJA OPD ke BAPPEDA | | | | |  | | | | |  | | | | | | |  | | | |  | | | |  | | | | Renja OPD | | | 1 hari | | | | Renja OPD | | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | **PLT. KEPALA DINAS KOMUNIKASI DAN INFORMATIKA**  **KOTA SERANG**    **W. HARI PAMUNGKAS, S.STP, M.Si**  NIP. 19771231 199702 1 002 | | | | | | | | | | | | | | | | | | | | | | | | |
| **PEMERINTAH KOTA SERANG** | | | | | | | | | | | | | | | | Nomor | | | | | | | | | | | | | 12.01.34.2019 | | | | | | | | | | | | | | | |
| Tanggal Pembuatan | | | | | | | | | | | | | 08 April 2019 | | | | | | | | | | | | | | | |
| **DINAS KOMUNIKASI DAN INFORMATIKA** | | | | | | | | | | | | | | | | Tanggal Revisi | | | | | | | | | | | | | - | | | | | | | | | | | | | | | |
| Tanggal Efektif | | | | | | | | | | | | | 30 April 2019 | | | | | | | | | | | | | | | |
| **SEKRETARIAT** | | | | | | | | | | | | | | | | Di sahkan oleh | | | | | | | | | | | | | **PLT. KEPALA DINAS KOMUNIKASI DAN INFORMATIKA**  **KOTA SERANG** | | | | | | | | | | | | | | | |
| **SUB BAGIAN PROGRAM, EVALUASI DAN PELAPORAN** | | | | | | | | | | | | | | | | Nama SOP | | | | | | | | | | | | | **Mekanisme Penyusunan LKJiP** | | | | | | | | | | | | | | | |
| **Dasar Hukum** | | | | | | | | | | | | | | | | **Kualifikasi Pelaksana** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * Permenpan RB nomor 53 tahun 2014 tentang Petunjuk Teknis PK, Pelaporan Kinerja dan Tata Cara Reviu atas Laporan Kinerja Instansi Pemerintah; * Peraturan Walikota Serang nomor 29 tahun 2016 tentang Kedudukan, Susunan Organisasi dan Tata Kerja Perangkat Daerah Kota Serang * Peraturan Walikota Serang nomor 50 tahun 2017 tentang Pedoman Penyusunan Standar Operasional Prosedur Administrasi Pemerintahan di Lingkungan Pemerintah Kota Serang | | | | | | | | | | | | | | | | * Mengetahui tugas dan fungsi seksi subbag PEP * Mampu mengoperasikan Komputer * Memiliki keterampilan sebagai pengadministrasi | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Keterkaitan dengan SOP lain** | | | | | | | | | | | | | | | | **Peralatan / Perlengkapan** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | * ATK * Komputer * Printer | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Peringatan** | | | | | | | | | | | | | | | | **Pencatatan dan Pendataan / Dokumentasi** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Penyusunan LKJiP dilakukan setiap akhir tahun | | | | | | | | | | | | | | | | * Data dicatat dan di rekap * Pendokumentasian | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Uraian Prosedur** | | | | | **Pelaksana** | | | | | | | | | | | | | | | | | | | | | | | | | | **Mutu Baku** | | | | | | | | | | | **Ket.** | |
| **Kepala OPD** | | | | | **Sekretaris** | | | | | | **Kasubag PEP** | | | | | **Bidang** | | | | | **Pelaksana** | | | | | **Kelengkapan** | | | **Waktu** | | | | | **Output** | | |
| 1. | Mendisposisi Surat Edaran Penyusunan LKJiP OPD | | | |  | | | | |  | | | | | |  | | | | |  | | | | |  | | | | | Lembar Disposisi & Surat Edaran | | | 5 menit | | | | | Disposisi dan surat edaran | | |  | |
| 2. | Menganalisis Surat Perintah Pembuatan LKJiP OPD | | | |  | | | | |  | | | | | |  | | | | |  | | | | |  | | | | | disposisi Surat Edaran Penyusunan LKJiP | | | 30 menit | | | | | Surat edaran penyusunan LKJiP | | |  | |
| 3. | Menerima dan Mengedarkan Surat Pembuatan LKJiP Ke Bidang | | | |  | | | | |  | | | | | |  | | | | |  | | | | |  | | | | | Surat Edaran Penyusunan LKJiP | | | 30 menit | | | | | Surat edaran penyusunan LKJiP | | |  | |
| 4. | Menyusun draft LKJiP bidang | | | |  | | | | |  | | | | | |  | | | | |  | | | | |  | | | | | Surat Edaran Penyusunan LKJiP | | | 5 hari | | | | | Draft LKJiP Bidang | | |  | |
| 5. | Mengumpulkan LKJiP Bidang dan Menyusun LKJiP OPD | | | |  | | | | |  | | | | | | T | | | | |  | | | | |  | | | | | Draft LKJiPbidang | | | 5 hari | | | | | Draft LKJiP OPD | | |  | |
| 6. | Verifikasi Draft LKJiP OPD | | | |  | | | | |  | | | | | |  | | | | |  | | | | |  | | | | | Draft LKJiP Bidang | | | 5 hari | | | | | Draft LKJiP OPD | | |  | |
| 7. | paraf Draft LKJiP OPD | | | |  | | | | |  | | | | | | Y | | | | |  | | | | |  | | | | | Drfat LKJiP OPD | | | 3jam | | | | | Draft LKJiP OPD | | |  | |
| 8. | Penandatanganan Dokumen LKJiP | | | |  | | | | |  | | | | | |  | | | | |  | | | | |  | | | | | LKJiP OPD | | | 3 jam | | | | | LKJiP OPD disahkan | | |  | |
| 9. | Menggandakan, mengarsipkan dan menyampaikanLKJiP OPD ke BAPPEDA | | | |  | | | | |  | | | | | |  | | | | |  | | | | |  | | | | | LKJiP OPD | | | 1 hari | | | | | LKJiP OPD terkirim | | |  | |
|  | | | | | | | | | | | | | | | | | | | | **PLT. KEPALA DINAS KOMUNIKASI DAN INFORMATIKA**  **KOTA SERANG**    **W. HARI PAMUNGKAS, S.STP, M.Si**  NIP. 19771231 199702 1 002 | | | | | | | | | | | | | | | | | | | | | | | | |
| **PEMERINTAH KOTA SERANG** | | | | | | | | | | | | | | | | Nomor | | | | | | | | | | | | | 12.01.35.2019 | | | | | | | | | | | | | | | |
| Tanggal Pembuatan | | | | | | | | | | | | | 08 April 2019 | | | | | | | | | | | | | | | |
| **DINAS KOMUNIKASI DAN INFORMATIKA** | | | | | | | | | | | | | | | | Tanggal Revisi | | | | | | | | | | | | | - | | | | | | | | | | | | | | | |
| Tanggal Efektif | | | | | | | | | | | | | 30 April 2019 | | | | | | | | | | | | | | | |
| **SEKRETARIAT** | | | | | | | | | | | | | | | | Di sahkan oleh | | | | | | | | | | | | | **PLT. KEPALA DINAS KOMUNIKASI DAN INFORMATIKA**  **KOTA SERANG** | | | | | | | | | | | | | | | |
| **SUB BAGIAN PROGRAM, EVALUASI DAN PELAPORAN** | | | | | | | | | | | | | | | | Nama SOP | | | | | | | | | | | | | **Mekanisme Penyusunan PK** | | | | | | | | | | | | | | | |
| **Dasar Hukum** | | | | | | | | | | | | | | | | **Kualifikasi Pelaksana** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * Permenpan RB nomor 53 tahun 2014 tentang Petunjuk Teknis PK, Pelaporan Kinerja dan Tata Cara Reviu atas Laporan Kinerja Instansi Pemerintah; * Peraturan Walikota Serang nomor 29 tahun 2016 tentang Kedudukan, Susunan Organisasi dan Tata Kerja Perangkat Daerah Kota Serang * Peraturan Walikota Serang nomor 50 tahun 2017 tentang Pedoman Penyusunan Standar Operasional Prosedur Administrasi Pemerintahan di Lingkungan Pemerintah Kota Serang | | | | | | | | | | | | | | | | * Mengetahui tugas dan fungsi subbagian PEP * Mampu mengoperasikan Komputer * Memiliki keterampilan sebagai pengadministrasi | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Keterkaitan dengan SOP lain** | | | | | | | | | | | | | | | | **Peralatan / Perlengkapan** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SOP Penyusunan LKJiP  SOP Penyusunan IKU  SOP Penyusunan LKJiP  SOP Penyusunan RENJA | | | | | | | | | | | | | | | | * ATK * Komputer * Printer | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Peringatan** | | | | | | | | | | | | | | | | **Pencatatan dan Pendataan / Dokumentasi** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * PK disusun oleh setiap ASN * Harus memperhatikan visi dan misi Walikota | | | | | | | | | | | | | | | | * Data d icatat dan di rekap * Pendokumentasian | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Uraian Prosedur** | | | **Pelaksana** | | | | | | | | | | | | | | | | | | | | | | | | | | | **Mutu Baku** | | | | | | | | | | | **Ket.** | | |
| **Kepala OPD** | | | | | **Sekretaris** | | | | | | **Kasubag PEP** | | | | | | **Bidang** | | | | | **Pelaksana** | | | | | **Kelengkapan** | | **Waktu** | | | | | **Output** | | | |
| 1. | Mendisposisi Surat Edaran Penyusunan PK OPD | |  | | | | |  | | | | | |  | | | | | |  | | | | |  | | | | | Lembar Disposisi & Surat Edaran | | 5 menit | | | | | Disposisi dan surat edaran | | | |  | | |
| 2. | Menganalisis Surat Perintah Pembuatan PK OPD | |  | | | | |  | | | | | |  | | | | | |  | | | | |  | | | | | disposisi Surat Edaran Penyusunan PK | | 30 menit | | | | | Surat edaran penyusunan PK | | | |  | | |
| 3. | Menerima dan Mengedarkan Surat Pembuatan PK Ke Bidang | |  | | | | |  | | | | | |  | | | | | |  | | | | |  | | | | | Surat Edaran Penyusunan PK | | 30 menit | | | | | Surat edaran penyusunan PK | | | |  | | |
| 4. | Menyusun draft PK bidang | |  | | | | |  | | | | | |  | | | | | |  | | | | |  | | | | | Surat Edaran Penyusunan PK | | 5 hari | | | | | Draft PK Bidang | | | |  | | |
| 5. | Mengumpulkan PK Bidang dan Menyusun PK OPD | |  | | | | |  | | | | | | T | | | | | |  | | | | |  | | | | | Draft PK Bidang | | 5 hari | | | | | Draft PK OPD | | | |  | | |
| 6. | Verifikasi Draft PK OPD | |  | | | | |  | | | | | |  | | | | | |  | | | | |  | | | | | Draft PK Bidang | | 5 hari | | | | | Draft PK OPD | | | |  | | |
| 7. | paraf Draft PK OPD | |  | | | | |  | | | | | | Y | | | | | |  | | | | |  | | | | | Drfat PK OPD | | 3jam | | | | | Draft PK OPD | | | |  | | |
| 8. | Penandatanganan Dokumen PK | |  | | | | |  | | | | | |  | | | | | |  | | | | |  | | | | | PK OPD | | 3 jam | | | | | PK OPD sah | | | |  | | |
| 9. | Menggandakan, mengarsipkan dan menyampaikanPK OPD ke Setda | |  | | | | |  | | | | | |  | | | | | |  | | | | |  | | | | | PK OPD | | 1 hari | | | | | PK OPD terkirim | | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | **PLT. KEPALA DINAS KOMUNIKASI DAN INFORMATIKA**  **KOTA SERANG**    **W. HARI PAMUNGKAS, S.STP, M.Si**  NIP. 19771231 199702 1 002 | | | | | | | | | | | | | | | | | | | | | | | | |
| **PEMERINTAH KOTA SERANG** | | | | | | | | | | | | | | | | Nomor | | | | | | | | | | | | | 12.01.36.2019 | | | | | | | | | | | | | | | |
| Tanggal Pembuatan | | | | | | | | | | | | | 08 April 2019 | | | | | | | | | | | | | | | |
| **DINAS KOMUNIKASI DAN INFORMATIKA** | | | | | | | | | | | | | | | | Tanggal Revisi | | | | | | | | | | | | | - | | | | | | | | | | | | | | | |
| Tanggal Efektif | | | | | | | | | | | | | 30 April 2019 | | | | | | | | | | | | | | | |
| **SEKRETARIAT** | | | | | | | | | | | | | | | | Di sahkan oleh | | | | | | | | | | | | | **PLT. KEPALA DINAS KOMUNIKASI DAN INFORMATIKA**  **KOTA SERANG** | | | | | | | | | | | | | | | |
| **SUB BAGIAN PROGRAM, EVALUASI DAN PELAPORAN** | | | | | | | | | | | | | | | | Nama SOP | | | | | | | | | | | | | **Mekanisme Penyusunan Laporan Capaian Kinerja** | | | | | | | | | | | | | | | |
| **Dasar Hukum** | | | | | | | | | | | | | | | | **Kualifikasi Pelaksana** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * Permenpan RB nomor 53 tahun 2014 tentang Petunjuk Teknis PK, Pelaporan Kinerja dan Tata Cara Reviu atas Laporan Kinerja Instansi Pemerintah; * Peraturan Walikota Serang nomor 29 tahun 2016 tentang Kedudukan, Susunan Organisasi dan Tata Kerja Perangkat Daerah Kota Serang * Peraturan Walikota Serang nomor 50 tahun 2017 tentang Pedoman Penyusunan Standar Operasional Prosedur Administrasi Pemerintahan di Lingkungan Pemerintah Kota Serang | | | | | | | | | | | | | | | | * Mengetahui tugas dan fungsi subbag PEP * Mampu mengoperasikan Komputer * Memiliki keterampilan sebagai pengadministrasi | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Keterkaitan dengan SOP lain** | | | | | | | | | | | | | | | | **Peralatan / Perlengkapan** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | * ATK * Komputer * Printer | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Peringatan** | | | | | | | | | | | | | | | | **Pencatatan dan Pendataan / Dokumentasi** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | * Data dicatat dan di rekap * Pendokumentasian | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Uraian Prosedur** | | | | | **Pelaksana** | | | | | | | | | | | | | | | | | | | | | | | | | | **Mutu Baku** | | | | | | | | | | | | **Ket.** |
| **Kepala OPD** | | | | **Sekretaris** | | | | | | | | **Kasubag PEP** | | | | | | **Bidang** | | | | **Pelaksana** | | | | **Kelengkapan** | | | | | **Waktu** | | | **Output** | | | |
| 1. | Mendisposisi Surat Edaran Penyusunan Laporan Capaian Kinerja OPD | | | |  | | | |  | | | | | | | |  | | | | | |  | | | |  | | | | Lembar Disposisi & Surat Edaran | | | | | 5 menit | | | Disposisi dan surat edaran | | | |  |
| 2. | Menganalisis Surat Perintah Pembuatan Laporan Capaian Kinerja OPD | | | |  | | | |  | | | | | | | |  | | | | | |  | | | |  | | | | disposisi Surat Edaran Penyusunan Laporan Capaian Kinerja | | | | | 30 menit | | | Surat edaran penyusunan Laporan Capaian Kinerja | | | |  |
| 3. | Menerima dan Mengedarkan Surat Pembuatan Laporan Capaian Kinerja Ke Bidang | | | |  | | | |  | | | | | | | |  | | | | | |  | | | |  | | | | Surat Edaran Penyusunan Laporan Capaian Kinerja | | | | | 30 menit | | | Surat edaran penyusunan Laporan Capaian Kinerja | | | |  |
| 4. | Menyusun draft Laporan Capaian Kinerja bidang | | | |  | | | |  | | | | | | | |  | | | | | |  | | | |  | | | | Surat Edaran Penyusunan Laporan Capaian Kinerja | | | | | 5 hari | | | Draft Laporan Capaian Kinerja Bidang | | | |  |
| 5. | Mengumpulkan Laporan Capaian Kinerja Bidang dan Menyusun Laporan Capaian Kinerja OPD | | | |  | | | |  | | | | | | | | T | | | | | |  | | | |  | | | | Draft Laporan Capaian Kinerja Bidang | | | | | 5 hari | | | Draft Laporan Capaian Kinerja OPD | | | |  |
| 6. | Verifikasi Draft Laporan Capaian Kinerja OPD | | | |  | | | |  | | | | | | | |  | | | | | |  | | | |  | | | | Draft Laporan Capaian Kinerja Bidang | | | | | 5 hari | | | Draft Laporan Capaian Kinerja OPD | | | |  |
| 7. | paraf Draft Laporan Capaian Kinerja OPD | | | |  | | | |  | | | | | | | | Y | | | | | |  | | | |  | | | | Drfat Laporan Capaian Kinerja OPD | | | | | 3jam | | | Draft Laporan Capaian Kinerja OPD | | | |  |
| 8. | Penandatanganan Dokumen Laporan Capaian Kinerja | | | |  | | | |  | | | | | | | |  | | | | | |  | | | |  | | | | Laporan Capaian Kinerja OPD | | | | | 3 jam | | | Laporan Capaian Kinerja OPD sah | | | |  |
| 9. | Menggandakan, mengarsipkan dan menyampaikanLaporan Capaian Kinerja OPD ke Setda | | | |  | | | |  | | | | | | | |  | | | | | |  | | | |  | | | | Laporan Capaian Kinerja OPD | | | | | 1 hari | | | Laporan Capaian Kinerja OPD terkirim | | | |  |
|  | | | | | | | | | | | | | | | | | | | | **PLT. KEPALA DINAS KOMUNIKASI DAN INFORMATIKA**  **KOTA SERANG**    **W. HARI PAMUNGKAS, S.STP, M.Si**  NIP. 19771231 199702 1 002 | | | | | | | | | | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PEMERINTAH KOTA SERANG** | | | | | | | | | | | | | | | | Nomor | | | | | | | | | | | 12.01.37.2019 | | | | | | | | | | | | | |
| Tanggal Pembuatan | | | | | | | | | | | 08 April 2019 | | | | | | | | | | | | | |
| **DINAS KOMUNIKASI DAN INFORMATIKA** | | | | | | | | | | | | | | | | Tanggal Revisi | | | | | | | | | | | - | | | | | | | | | | | | | |
| Tanggal Efektif | | | | | | | | | | | 30 April 2019 | | | | | | | | | | | | | |
| **SEKRETARIAT** | | | | | | | | | | | | | | | | Di sahkan oleh | | | | | | | | | | | **PLT. KEPALA DINAS KOMUNIKASI DAN INFORMATIKA KOTA SERANG** | | | | | | | | | | | | | |
| **SUB BAGIAN PROGRAM, EVALUASI DAN PELAPORAN** | | | | | | | | | | | | | | | | Nama SOP | | | | | | | | | | | **Mekanisme Penyusunan Bahan LKPJ** | | | | | | | | | | | | | |
| **Dasar Hukum** | | | | | | | | | | | | | | | | **Kualifikasi Pelaksana** | | | | | | | | | | | | | | | | | | | | | | | | |
| * Peraturan Pemerintah Nomor 3 Tahun 2007 tentang laporan penyelenggaraan pemerintahan daerah kepada pemerintah, kepada Dewan Perwakilan Rakyat Daerah dan informasi laporan penyelenggaraan pemerintahan daerah kepada masyarakat * Peraturan Pemerintah Nomor 6 tahun 2008 tentang pedoman evaluasi penyelenggaraan pemerintahan daerah. * Permendagri No. 73 tahun 2009 tentang tata cara pelaksanaan evaluasi kinerja penyelenggaraan pemerintahan daerah. * Peraturan Walikota Serang nomor 29 tahun 2016 tentang Kedudukan, Susunan Organisasi dan Tata Kerja Perangkat Daerah Kota Serang * Peraturan Walikota Serang nomor 50 tahun 2017 tentang Pedoman Penyusunan Standar Operasional Prosedur Administrasi Pemerintahan di Lingkungan Pemerintah Kota Serang | | | | | | | | | | | | | | | | * Mengetahui tugas dan fungsi subbag PEP * Mampu mengoperasikan Komputer * Memiliki keterampilan sebagai pengadministrasi | | | | | | | | | | | | | | | | | | | | | | | | |
| **Keterkaitan dengan SOP lain** | | | | | | | | | | | | | | | | **Peralatan / Perlengkapan** | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | * ATK * Komputer * Printer | | | | | | | | | | | | | | | | | | | | | | | | |
| **Peringatan** | | | | | | | | | | | | | | | | **Pencatatan dan Pendataan / Dokumentasi** | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | * Data dicatat dan di rekap * Pendokumentasian | | | | | | | | | | | | | | | | | | | | | | | | |
| **Uraian Prosedur** | | | | | **Pelaksana** | | | | | | | | | | | | | | | | | | | | | | | **Mutu Baku** | | | | | | | | | **Ket.** | |
| **Kepala OPD** | | | **Sekretaris** | | | | | | | **Kasubag PEP** | | | | | **Bidang** | | | | **Pelaksana** | | | | **Kelengkapan** | | | **Waktu** | | | **Output** | | |
| 1. | | Mendisposisi Surat Edaran Penyusunan LKPJ OPD | | |  | | |  | | | | | | |  | | | | |  | | | |  | | | | Lembar Disposisi & Surat Edaran | | | 5 menit | | | Disposisi dan surat edaran | | |  | |
| 2. | | Menganalisis Surat Perintah Pembuatan LKPJ OPD | | |  | | |  | | | | | | |  | | | | |  | | | |  | | | | disposisi Surat Edaran Penyusunan LKPJ | | | 30 menit | | | Surat edaran penyusunan LKPJ | | |  | |
| 3. | | Menerima dan Mengedarkan Surat Pembuatan LKPJ Ke Bidang | | |  | | |  | | | | | | |  | | | | |  | | | |  | | | | Surat Edaran Penyusunan LKPJ | | | 30 menit | | | Surat edaran penyusunan LKPJ | | |  | |
| 4. | | Menyusun draft LKPJ bidang | | |  | | |  | | | | | | |  | | | | |  | | | |  | | | | Surat Edaran Penyusunan LKPJ | | | 5 hari | | | Draft LKPJ Bidang | | |  | |
| 5. | | Mengumpulkan LKPJ Bidang dan Menyusun LKPJ OPD | | |  | | |  | | | | | | | T | | | | |  | | | |  | | | | Draft LKPJ Bidang | | | 5 hari | | | Draft LKPJ OPD | | |  | |
| 6. | | Verifikasi Draft LKPJ OPD | | |  | | |  | | | | | | |  | | | | |  | | | |  | | | | Draft LKPJ Bidang | | | 5 hari | | | Draft LKPJ OPD | | |  | |
| 7. | | paraf Draft LKPJ OPD | | |  | | |  | | | | | | | Y | | | | |  | | | |  | | | | Drfat LKPJ OPD | | | 3jam | | | Draft LKPJ OPD | | |  | |
| 8. | | Penandatanganan Dokumen LKPJ | | |  | | |  | | | | | | |  | | | | |  | | | |  | | | | LKPJ OPD | | | 3 jam | | | LKPJ OPD sah | | |  | |
| 9. | | Menggandakan, mengarsipkan dan menyampaikanLKPJ OPD ke instansi terkait | | |  | | |  | | | | | | |  | | | | |  | | | |  | | | | LKPJ OPD | | | 1 hari | | | LKPJ OPD terkirim | | |  | |
|  | | | | | | | | | | | | | | | | | | | **PLT. KEPALA DINAS KOMUNIKASI DAN INFORMATIKA KOTA SERANG**    **W. HARI PAMUNGKAS, S.STP, M.Si**  NIP. 19771231 199702 1 002 | | | | | | | | | | | | | | | | | | | | | |
| **PEMERINTAH KOTA SERANG** | | | | | | | | | | | | Nomor | | | | | | | | | | | | 12.01.38.2019 | | | | | | | | | | | | | | | |
| Tanggal Pembuatan | | | | | | | | | | | | 08 April 2019 | | | | | | | | | | | | | | | |
| **DINAS KOMUNIKASI DAN INFORMATIKA** | | | | | | | | | | | | Tanggal Revisi | | | | | | | | | | | | - | | | | | | | | | | | | | | | |
| Tanggal Efektif | | | | | | | | | | | | 30 April 2019 | | | | | | | | | | | | | | | |
| **SEKRETARIAT** | | | | | | | | | | | | Di sahkan oleh | | | | | | | | | | | | PLT. KEPALA DINAS KOMUNIKASI DAN INFORMATIKA KOTA SERANG | | | | | | | | | | | | | | | |
| **SUB BAGIAN PROGRAM, EVALUASI DAN PELAPORAN** | | | | | | | | | | | | Nama SOP | | | | | | | | | | | | **Mekanisme Penyusunan LPPD** | | | | | | | | | | | | | | | |
| **Dasar Hukum** | | | | | | | | | | | | **Kualifikasi Pelaksana** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * Peraturan Walikota Serang nomor 29 tahun 2016 tentang Kedudukan, Susunan Organisasi dan Tata Kerja Perangkat Daerah Kota Serang; * Peraturan Walikota Serang nomor 50 tahun 2017 tentang Pedoman Penyusunan Standar Operasional Prosedur Administrasi Pemerintahan di Lingkungan Pemerintah Kota Serang. | | | | | | | | | | | | * Mengetahui tugas dan fungsi subbag PEP * Mampu mengoperasikan Komputer * Memiliki keterampilan sebagai pengadministrasi | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Keterkaitan dengan SOP lain** | | | | | | | | | | | | **Peralatan / Perlengkapan** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * Permohonan Penerbitan Produk Hukum * Mekanisme Naskah Dinas Surat Masuk * Mekanisme Naskah Dinas Surat Keluar * Mekanisme Penyelenggaran Rapat Dinas | | | | | | | | | | | | * ATK * Komputer * Printer | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Peringatan** | | | | | | | | | | | | **Pencatatan dan Pendataan / Dokumentasi** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * Dokumen LPPD digandakan menjadi 3 rangkap. 2 dokumen untuk arsip di kecamatan dan 1 dokumen asli diserahkan ke walikota melalui Bagian Pemerintahan Sekretariat Daerah Kota Serang | | | | | | | | | | | | * Data dicatat dan di rekap * Pendokumentasian | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Uraian Prosedur** | | | | **Pelaksana** | | | | | | | | | | | | | | | | | | | | | | | | | **Mutu Baku** | | | | | | | | **Ket.** | |
| **Pelaksana** | | | **Esselon IV** | | | **Kasubag** | | | **Sekretaris OPD** | | | | | | | **Kepala OPD** | | | | **Tim Penyusunan LPPD** | | | | | **Kelengkapan** | | **Waktu** | | | **Output** | | |
| 1. | | Kepala OPD mendisposisi surat masuk tentang penyusunan LPPD | |  | | |  | | |  | | |  | | | | | | |  | | | |  | | | | | * Surat masuk * Lembar disposisi | | 10 menit | | | Hasil disposisi | | |  | |
| 2. | | Sekretaris OPD meneruskan disposisi dari camat | |  | | |  | | |  | | |  | | | | | | |  | | | |  | | | | | * Surat masuk * Lembar disposisi | | 5 menit | | | Hasil disposisi | | |  | |
| 3. | | Kasubag mengedarkan nota dinas himbauan penyusunan LPPD | |  | | |  | | |  | | |  | | | | | | |  | | | |  | | | | | * Surat masuk * Lembar disposisi | | 2 jam | | | Nota dinas | | |  | |
| 4. | | Esselon IV menyusun LPPD sesuai dengan format dan aturan yang berlaku | |  | | |  | | |  | | |  | | | | | | |  | | | | T | | | | | * Nota dinas * Pedoman Peny. LPPD * Format LPPD | | 3 hari | | | LPPD dari bidang | | |  | |
| 5. | | Pelaksana menghimpunLPPDberdasarkan data dan arahan dari kasubag | |  | | |  | | |  | | |  | | | | | | |  | | | |  | | | | | * Surat masuk * Lembar disposisi * Data LPPD | | 3 hari | | | Draft LPPD OPD tersusun | | |  | |
| 6. | | Dokumen LPPD yang telah tersusun diverifikasi | |  | | |  | | |  | | |  | | | | | | |  | | | |  | | | | | * Draft Dokumen LPPD OPD * SK Tim | | 2 hari | | | Dok. LPPD terverifikasi | | |  | |
| 7. | | Kepala OPDmengesahkanDokumen LPPD | |  | | |  | | |  | | |  | | | | | | |  | | | | Y | | | | | * Dokumen LPPD | | 1 jam | | | Dok. LPPDsah | | |  | |
| 8. | | Pelaksana Menggandakan Dokumen, mengarsipkan dokumen dan membuat surat pengantar pengiriman dokumen LPPD ke Bagian Pemerintahan setda Kota Serang | |  | | |  | | |  | | |  | | | | | | |  | | | |  | | | | | * Dokumen LPPD * Biaya penggandaan * Surat pengantar | | 2 hari | | | Dokumen LPPD tersusun | | |  | |
|  | | | | | | | | | | | | | | | | | | **PLT. KEPALA DINAS KOMUNIKASI DAN INFORMATIKA**  **KOTA SERANG**    **W. HARI PAMUNGKAS, S.STP, M.Si**  NIP. 19771231 199702 1 002 | | | | | | | | | | | | | | | | | | | | | | | | |
| **PEMERINTAH KOTA SERANG** | | | | | | | | | | | | | | | Nomor | | | | | | | | | | | | | 12.01.39.2019 | | | | | | | | | | | | | |
| Tanggal Pembuatan | | | | | | | | | | | | | 08 April 2019 | | | | | | | | | | | | | |
| **DINAS KOMUNIKASI DAN INFORMATIKA** | | | | | | | | | | | | | | | Tanggal Revisi | | | | | | | | | | | | | - | | | | | | | | | | | | | |
| Tanggal Efektif | | | | | | | | | | | | | 30 April 2019 | | | | | | | | | | | | | |
| **SEKRETARIAT** | | | | | | | | | | | | | | | Di sahkan oleh | | | | | | | | | | | | | PLT. KEPALA DINAS KOMUNIKASI DAN INFORMATIKA KOTA SERANG | | | | | | | | | | | | | |
| **SUB BAGIAN PROGRAM, EVALUASI DAN PELAPORAN** | | | | | | | | | | | | | | | Nama SOP | | | | | | | | | | | | | **Mekanisme Penyusunan IKU** | | | | | | | | | | | | | |
| **Dasar Hukum** | | | | | | | | | | | | | | | **Kualifikasi Pelaksana** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * Permenpan RB nomor 53 tahun 2014 tentang Petunjuk Teknis PK, Pelaporan Kinerja dan Tata Cara Reviu atas Laporan Kinerja Instansi Pemerintah; * Peraturan Walikota Serang nomor 29 tahun 2016 tentang Kedudukan, Susunan Organisasi dan Tata Kerja Perangkat Daerah Kota Serang * Peraturan Walikota Serang nomor 50 tahun 2017 tentang Pedoman Penyusunan Standar Operasional Prosedur Administrasi Pemerintahan di Lingkungan Pemerintah Kota Serang | | | | | | | | | | | | | | | * Mengetahui tugas dan fungsi subbagian PEP * Mampu mengoperasikan Komputer * Memiliki keterampilan sebagai pengadministrasi | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Keterkaitan dengan SOP lain** | | | | | | | | | | | | | | | **Peralatan / Perlengkapan** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * SOP Penyusunan LKJiP * SOP Penyusunan PK * SOP Penyusunan DPA * SOP Mekanisme Naskah Dinas Surat Masuk * SOP Mekanisme Naskah Dinas Surat Keluar | | | | | | | | | | | | | | | * ATK * Komputer * Printer | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Peringatan** | | | | | | | | | | | | | | | **Pencatatan dan Pendataan / Dokumentasi** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Harus memperhatikan DPA dan Tupoksi | | | | | | | | | | | | | | | * Data dicatat dan di rekap * Pendokumentasian | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Uraian Prosedur** | | | | **Pelaksana** | | | | | | | | | | | | | | | | | | | | | | | **Mutu Baku** | | | | | | | | **Ket.** | | | | |
| **Kepala OPD** | | | **Sekretaris** | | | | **Kasubag PEP** | | | | | | | **Bidang** | | | **Pelaksana** | | | | | | **Kelengkapan** | | **Waktu** | | | **Output** | | |
| 1. | | Mendisposisi Surat Edaran Penyusunan IKU OPD | |  | | |  | | | |  | | | | | | |  | | |  | | | | | | Lembar Disposisi & Surat Edaran | | 5 menit | | | Disposisi dan surat edaran | | |  | | | | |
| 2. | | Menganalisis Surat Perintah Pembuatan IKU OPD | |  | | |  | | | |  | | | | | | |  | | |  | | | | | | disposisi Surat Edaran Penyusunan IKU | | 30 menit | | | Surat edaran penyusunan IKU | | |  | | | | |
| 3. | | Menerima dan Mengedarkan Surat Pembuatan IKU Ke Bidang | |  | | |  | | | |  | | | | | | |  | | |  | | | | | | Surat Edaran Penyusunan IKU | | 30 menit | | | Surat edaran penyusunan IKU | | |  | | | | |
| 4. | | Menyusun draft IKU bidang | |  | | |  | | | |  | | | | | | |  | | |  | | | | | | Surat Edaran Penyusunan IKU | | 5 hari | | | Draft IKU Bidang | | |  | | | | |
| 5. | | Mengumpulkan IKU Bidang dan Menyusun IKU OPD | |  | | |  | | | | T | | | | | | |  | | |  | | | | | | Draft IKU Bidang | | 5 hari | | | Draft IKU OPD | | |  | | | | |
| 6. | | Verifikasi Draft IKU OPD | |  | | |  | | | |  | | | | | | |  | | |  | | | | | | Draft IKU Bidang | | 5 hari | | | Draft IKU OPD | | |  | | | | |
| 7. | | paraf Draft IKU OPD | |  | | |  | | | | Y | | | | | | |  | | |  | | | | | | Drfat IKU OPD | | 3jam | | | Draft IKU OPD | | |  | | | | |
| 8. | | Penandatanganan Dokumen IKU | |  | | |  | | | |  | | | | | | |  | | |  | | | | | | IKU OPD | | 3 jam | | | IKU OPD sah | | |  | | | | |
| 9. | | Menggandakan, mengarsipkan dan menyampaikanIKU OPD ke Bagian Organisasi dan RB | |  | | |  | | | |  | | | | | | |  | | |  | | | | | | IKU OPD | | 1 hari | | | IKU OPD terkirim | | |  | | | | |
|  | | | | | | | | | | | | | | | | | | | **PLT. KEPALA DINAS KOMUNIKASI DAN INFORMATIKA**  **KOTA SERANG**    **W. HARI PAMUNGKAS, S.STP, M.Si**  NIP. 19771231 199702 1 002 | | | | | | | | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PEMERINTAH KOTA SERANG** | | | | | | | | | | | | | | | | Nomor | | | | | | | | | | | | 12.01.40.2019 | | | | | | | | | | | | | | | | | |
| Tanggal Pembuatan | | | | | | | | | | | | 08 April 2019 | | | | | | | | | | | | | | | | | |
| **DINAS KOMUNIKASI DAN INFORMATIKA** | | | | | | | | | | | | | | | | Tanggal Revisi | | | | | | | | | | | | - | | | | | | | | | | | | | | | | | |
| Tanggal Efektif | | | | | | | | | | | | 30 April 2019 | | | | | | | | | | | | | | | | | |
| **SEKRETARIAT** | | | | | | | | | | | | | | | | Di sahkan oleh | | | | | | | | | | | | PLT. KEPALA DINAS KOMUNIKASI DAN INFORMATIKA  KOTA SERANG | | | | | | | | | | | | | | | | | |
| **SUB BAGIAN PROGRAM, EVALUASI DAN PELAPORAN** | | | | | | | | | | | | | | | | Nama SOP | | | | | | | | | | | | **Mekanisme Penyusunan RENSTRA** | | | | | | | | | | | | | | | | | |
| **Dasar Hukum** | | | | | | | | | | | | | | | | **Kualifikasi Pelaksana** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * PP Nomor 58 Tahun 2005 Tentang Pengelolaan Keuangan Daerah; * Peraturan Walikota Serang nomor 29 tahun 2016 tentang Kedudukan, Susunan Organisasi dan Tata Kerja Perangkat Daerah Kota Serang * Peraturan Walikota Serang nomor 50 tahun 2017 tentang Pedoman Penyusunan Standar Operasional Prosedur Administrasi Pemerintahan di Lingkungan Pemerintah Kota Serang | | | | | | | | | | | | | | | | * Mengetahui tugas dan fungsi subbag PEP * Mampu mengoperasikan Komputer * Memiliki keterampilan sebagai pengadministrasi | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Keterkaitan dengan SOP lain** | | | | | | | | | | | | | | | | **Peralatan / Perlengkapan** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * SOP Penyusunan RENJA * SOP Penyusunan RKA * SOP Penyusunan DPA * SOP Mekanisme Naskah Dinas Surat Masuk * SOP Mekanisme Naskah Dinas Surat Keluar * SOP Mekanisme Penyusunan LKJiP * SOP Mekanisme Penyusunan Bahan LKPJ | | | | | | | | | | | | | | | | * ATK * Komputer * Printer | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Peringatan** | | | | | | | | | | | | | | | | **Pencatatan dan Pendataan / Dokumentasi** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * Harus Memperhatikan visi dan misi Walikota | | | | | | | | | | | | | | | | * Data dicatat dan di rekap * Pendokumentasian | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Uraian Prosedur** | | | | | | **Pelaksana** | | | | | | | | | | | | | | | | | | | | | | | | | **Mutu Baku** | | | | | | | | | | **Ket.** | | | |
| **Kepala OPD** | | **Sekretaris** | | | | **Kasubag PEP** | | | | | | | **Bidang** | | | | | | **Pelaksana** | | | | | | **Kelengkapan** | | | | **Waktu** | | | **Output** | | |
| 1. | | | Mendisposisi Surat Edaran Penyusunan RENSTRA OPD | | |  | |  | | | |  | | | | | | |  | | | | | |  | | | | | | Lembar Disposisi & Surat Edaran | | | | 5 menit | | | Disposisi dan surat edaran | | |  | | | |
| 2. | | | Menganalisis Surat Perintah Pembuatan RENSTRA OPD | | |  | |  | | | |  | | | | | | |  | | | | | |  | | | | | | disposisi Surat Edaran Penyusunan RENSTRA | | | | 30 menit | | | Surat edaran penyusunan RENSTRA | | |  | | | |
| 3. | | | Menerima dan Mengedarkan Surat Pembuatan RENSTRA Ke Bidang | | |  | |  | | | |  | | | | | | |  | | | | | |  | | | | | | Surat Edaran Penyusunan RENSTRA | | | | 30 menit | | | Surat edaran penyusunan RENSTRA | | |  | | | |
| 4. | | | Menyusun draft RENSTRA bidang | | |  | |  | | | |  | | | | | | |  | | | | | |  | | | | | | Surat Edaran Penyusunan RENSTRA | | | | 5 hari | | | Draft RENSTRA Bidang | | |  | | | |
| 5. | | | Menghimpun RENSTRA Bidang dan Menyusun RENSTRA OPD | | |  | |  | | | | T | | | | | | |  | | | | | |  | | | | | | Draft RENSTRA Bidang | | | | 5 hari | | | Draft RENSTRA OPD | | |  | | | |
| 6. | | | Verifikasi Draft RENSTRA OPD | | |  | |  | | | |  | | | | | | |  | | | | | |  | | | | | | Draft RENSTRA Bidang | | | | 5 hari | | | Draft RENSTRA OPD | | |  | | | |
| 7. | | | paraf Draft RENSTRA OPD | | |  | |  | | | | Y | | | | | | |  | | | | | |  | | | | | | Drfat RENSTRA OPD | | | | 3jam | | | Draft RENSTRA OPD | | |  | | | |
| 8. | | | Penandatanganan Dokumen RENSTRA | | |  | |  | | | |  | | | | | | |  | | | | | |  | | | | | | RENSTRA OPD | | | | 3 jam | | | RENSTRA OPD sah | | |  | | | |
| 9. | | | Menggandakan, mengarsipkan dan menyampaikanRENSTRA OPD ke instansi terkait | | |  | |  | | | |  | | | | | | |  | | | | | |  | | | | | | RENSTRA OPD | | | | 1 hari | | | RENSTRA OPD terkirim | | |  | | | |
|  | | | | | | | | | | | | | | **PLT. KEPALA DINAS KOMUNIKASI DAN INFORMATIKA**  **KOTA SERANG**    **W. HARI PAMUNGKAS, S.STP, M.Si**  NIP. 19771231 199702 1 002 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **PEMERINTAH KOTA SERANG** | | | | | | | | | | | | | | | | Nomor | | | | | | | | | | | 12.01.41.2019 | | | | | | | | | | | | | | | | |
| Tanggal Pembuatan | | | | | | | | | | | 08 April 2019 | | | | | | | | | | | | | | | | |
| **DINAS KOMUNIKASI DAN INFORMATIKA** | | | | | | | | | | | | | | | | Tanggal Revisi | | | | | | | | | | | - | | | | | | | | | | | | | | | | |
| Tanggal Efektif | | | | | | | | | | | 30 April 2019 | | | | | | | | | | | | | | | | |
| **SEKRETARIAT** | | | | | | | | | | | | | | | | Di sahkan oleh | | | | | | | | | | | PLT KEPALA DINAS KOMUNIKASI DAN INFORMATIKA  KOTA SERANG | | | | | | | | | | | | | | | | |
| **SUB BAGIAN PROGRAM, EVALUASI DAN PELAPORAN** | | | | | | | | | | | | | | | | Nama SOP | | | | | | | | | | | **Mekanisme Penyusunan RKA** | | | | | | | | | | | | | | | | |
| **Dasar Hukum** | | | | | | | | | | | | | | | | **Kualifikasi Pelaksana** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * PP Nomor 58 Tahun 2005 Tentang Pengelolaan Keuangan Daerah; * Peraturan Walikota Serang nomor 29 tahun 2016 tentang Kedudukan, Susunan Organisasi dan Tata Kerja Perangkat Daerah Kota Serang * Peraturan Walikota Serang nomor 50 tahun 2017 tentang Pedoman Penyusunan Standar Operasional Prosedur Administrasi Pemerintahan di Lingkungan Pemerintah Kota Serang | | | | | | | | | | | | | | | | * Mengetahui tugas dan fungsi subbag PEP * Mampu mengoperasikan Komputer * Memiliki keterampilan sebagai pengadministrasi | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Keterkaitan dengan SOP lain** | | | | | | | | | | | | | | | | **Peralatan / Perlengkapan** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * Mekanisme Penyusunan RENSTRA | | | | | | | | | | | | | | | | * ATK * Komputer * Printer * Jaringan internet | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Peringatan** | | | | | | | | | | | | | | | | **Pencatatan dan Pendataan / Dokumentasi** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * Harus Memperhatikan RENSTRA dan SSH | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **Uraian Prosedur** | | | | | | | **Pelaksana** | | | | | | | | | | | | | | | | | | | | | | | **Mutu Baku** | | | | | | | | | | | **Ket** | | |
| **Kepala OPD** | | **Sekretaris** | | | | | | **Kasubag PEP** | | | | | | | **Bidang** | | | | **Pelaksana** | | | | **Kelengkapan** | | | | **Waktu** | | | **Output** | | | |
| 1. | | | Mendisposisi Surat Edaran Penyusunan RKA OPD | | | |  | |  | | | | | |  | | | | | | |  | | | |  | | | | Lembar Disposisi & Surat Edaran | | | | 5 menit | | | Disposisi dan surat edaran | | | |  | | |
| 2. | | | Menganalisis Surat Perintah Pembuatan RKA OPD | | | |  | |  | | | | | |  | | | | | | |  | | | |  | | | | disposisi Surat Edaran Penyusunan RKA | | | | 30 menit | | | Surat edaran penyusunan RKA | | | |  | | |
| 3. | | | Menerima dan Mengedarkan Surat Pembuatan RKA Ke Bidang/bagian | | | |  | |  | | | | | |  | | | | | | |  | | | |  | | | | Surat Edaran Penyusunan RKA | | | | 30 menit | | | Surat edaran penyusunan RKA | | | |  | | |
| 4. | | | Menyusun draft RKA bidang/bagian | | | |  | |  | | | | | |  | | | | | | |  | | | |  | | | | Surat Edaran Penyusunan RKA | | | | 5 hari | | | Draft RKA Bidang/bagian | | | |  | | |
| 5. | | | Mengumpulkan RKA Bidang dan menginput pada aplikasi pengelolaan keuangan dan hasilnya diparaf oleh PPTK kabid/kabag | | | |  | |  | | | | | | T | | | | | | |  | | | |  | | | | Draft RKA dan aplikasi pengolaan keuangan | | | | 5 hari | | | Draft RKA OPD | | | |  | | |
| 6. | | | Verifikasi Draft RKA OPD dan Memaraf | | | |  | |  | | | | | |  | | | | | | |  | | | |  | | | | Draft RKA OPD | | | | 2hari | | | Draft RKA OPD | | | |  | | |
| 7. | | | Penandatanganan Draft Dokumen RKA | | | |  | | Y | | | | | |  | | | | | | |  | | | |  | | | | RKA OPD | | | | 1 jam | | | RKA OPD | | | |  | | |
| 8. | | | Menyampaikan RKA OPD kepada Tim TAPD | | | |  | |  | | | | | |  | | | | | | |  | | | |  | | | | RKA OPD | | | | 1 hari | | | RKA OPD terkirim untuk diproses lebih lanjut | | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | | | | **PLT. KEPALA DINAS KOMUNIKASI DAN INFORMATIKA**  **KOTA SERANG**    **W. HARI PAMUNGKAS, S.STP, M.Si**  NIP. 19771231 199702 1 002 | | | | | | | | | | | | | | | | | | | | | | | |
| **PEMERINTAH KOTA SERANG** | | | | | | | | | | | | | | | Nomor | | | | | | | | | | | | | | | 12.01.42.2019 | | | | | | | | | | | | | | | | |
| Tanggal Pembuatan | | | | | | | | | | | | | | | 08 April 2019 | | | | | | | | | | | | | | | | |
| **DINAS KOMUNIKASI DAN INFORMATIKA** | | | | | | | | | | | | | | | Tanggal Revisi | | | | | | | | | | | | | | | - | | | | | | | | | | | | | | | | |
| Tanggal Efektif | | | | | | | | | | | | | | | 30 April 2019 | | | | | | | | | | | | | | | | |
| **SEKRETARIAT** | | | | | | | | | | | | | | | Di sahkan oleh | | | | | | | | | | | | | | | PLT. KEPALA DINAS KOMUNIKASI DAN INFORMATIKA  KOTA SERANG | | | | | | | | | | | | | | | | |
| **SUB BAGIAN PROGRAM, EVALUASI DAN PELAPORAN** | | | | | | | | | | | | | | | Nama SOP | | | | | | | | | | | | | | | **MEKANISME PENYUSUNAN DPA** | | | | | | | | | | | | | | | | |
| **Dasar Hukum** | | | | | | | | | | | | | | | **Kualifikasi Pelaksana** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * PP Nomor 58 Tahun 2005 Tentang Pengelolaan Keuangan Daerah; * Peraturan Walikota Serang nomor 29 tahun 2016 tentang Kedudukan, Susunan Organisasi dan Tata Kerja Perangkat Daerah Kota Serang * Peraturan Walikota Serang nomor 50 tahun 2017 tentang Pedoman Penyusunan Standar Operasional Prosedur Administrasi Pemerintahan di Lingkungan Pemerintah Kota Seran | | | | | | | | | | | | | | | * Mengetahui tugas dan fungsi subbag PEP * Mampu mengoperasikan Komputer * Memiliki keterampilan sebagai pengadministrasi | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Keterkaitan dengan SOP lain** | | | | | | | | | | | | | | | **Peralatan / Perlengkapan** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * Mekanisme Penyusunan RENSTRA * Mekanisme Penyusunan RKA | | | | | | | | | | | | | | | * ATK * Komputer * Printer * Jaringan internet | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Peringatan** | | | | | | | | | | | | | | | **Pencatatan dan Pendataan / Dokumentasi** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * Harus Memperhatikan RENSTRA dan SSH | | | | | | | | | | | | | | | * Data dicatat dan di rekap pada aplikasi pengelolaan keuangan * Pendokumentasian | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Uraian Prosedur** | | | | | | | **Pelaksana** | | | | | | | | | | | | | | | | | | | | | | | | | **Mutu Baku** | | | | | | | | **Ket** | | | |
| **Kepala OPD** | | **Sekretaris** | | | | | | **Kasubag PEP** | | | | | | | **Bidang** | | | | **Pelaksana** | | | | | | **Kelengkapan** | | **Waktu** | | | **Output** | | |
| 1. | | | Mendisposisi Surat Edaran Penyusunan RENJA OPD | | | |  | |  | | | | | |  | | | | | | |  | | | |  | | | | | | Lembar Disposisi & Surat Edaran | | 5 menit | | | Disposisi dan surat edaran | | |  | | | |
| 2. | | | Menganalisis Surat Perintah Pembuatan DPA OPD | | | |  | |  | | | | | |  | | | | | | |  | | | |  | | | | | | disposisi Surat Edaran Penyusunan DPA | | 30 menit | | | Surat edaran penyusunan DPA | | |  | | | |
| 3. | | | Menerima dan Mengedarkan Surat Pembuatan DPA Ke Bidang | | | |  | |  | | | | | |  | | | | | | |  | | | |  | | | | | | Surat Edaran Penyusunan DPA | | 30 menit | | | Surat edaran penyusunan DPA | | |  | | | |
| 4. | | | Menyusun draft DPA bidang | | | |  | |  | | | | | |  | | | | | | |  | | | |  | | | | | | Surat Edaran Penyusunan DPA | | 5 hari | | | Draft DPA Bidang | | |  | | | |
| 5. | | | Mengumpulkan draft DPA Bidang dan menginputnya pada aplikasi pengeloaan keuangan untuk diparaf oleh masing-masing PPTK dan mengetahui Kabid/Kabag | | | |  | |  | | | | | | T | | | | | | |  | | | |  | | | | | | Draft DPA Bidang | | 5 hari | | | Draft DPA OPD | | |  | | | |
| 6. | | | Verifikasi Draft DPA OPD dan Memaraf | | | |  | |  | | | | | |  | | | | | | |  | | | |  | | | | | | Draft DPA OPD | | 2hari | | | Draft DPA OPD | | |  | | | |
| 7. | | | Penandatanganan Dokumen DPA | | | |  | | Y | | | | | |  | | | | | | |  | | | |  | | | | | | DPA OPD | | 1 jam | | | DPA OPD | | |  | | | |
| 8. | | | Menyampaikan DPA OPD kepada TimTAPD | | | |  | |  | | | | | |  | | | | | | |  | | | |  | | | | | | DPA OPD | | 1 hari | | | DPA OPD terkirim kepada Tim TAPD untuk diproses lebih lanjut | | |  | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | **PLT. KEPALA DINAS KOMUNIKASI DAN INFORMATIKA**  **KOTA SERANG**    **W. HARI PAMUNGKAS, S.STP, M.Si**  NIP. 19771231 199702 1 002 | | | | | | | | | | | | | | | | | | | | | | | |
| **PEMERINTAH KOTA SERANG** | | | | | | | | | | | | | | | | | | | Nomor | | | | | | | | | | | | 12.01.43.2019 | | | | | | | | | | | | | | |
| Tanggal Pembuatan | | | | | | | | | | | | 08 April 2019 | | | | | | | | | | | | | | |
| **DINAS KOMUNIKASI DAN INFORMATIKA** | | | | | | | | | | | | | | | | | | | Tanggal Revisi | | | | | | | | | | | | - | | | | | | | | | | | | | | |
| Tanggal Efektif | | | | | | | | | | | | 30 April 2019 | | | | | | | | | | | | | | |
| **SEKRETARIAT** | | | | | | | | | | | | | | | | | | | Di sahkan oleh | | | | | | | | | | | | PLT. KEPALA DINAS KOMUNIKASI DAN INFORMATIKA  KOTA SERANG | | | | | | | | | | | | | | |
| **SUB BAGIAN PROGRAM, EVALUASI DAN PELAPORAN** | | | | | | | | | | | | | | | | | | | Nama SOP | | | | | | | | | | | | **Mekanisme Penyusunan Dokumen Standar Pelayanan (SP)** | | | | | | | | | | | | | | |
| **Dasar Hukum** | | | | | | | | | | | | | | | | | | | **Kualifikasi Pelaksana** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * Permenpan RB nomor 15 tahun 2014 tentang Pedoman Standar Pelayanan; * Peraturan Walikota Serang nomor 29 tahun 2016 tentang Kedudukan, Susunan Organisasi dan Tata Kerja Perangkat Daerah Kota Serang; * Peraturan Walikota Serang nomor 50 tahun 2017 tentang Pedoman Penyusunan Standar Operasional Prosedur Administrasi Pemerintahan di Lingkungan Pemerintah Kota Serang; * Peraturan Walikota Serang nomor 26 tahun 2018 tentang Pedoman Penyusunan Standar Pelayanan dan Maklumat Pelayanan di Lingkungan Pemerintah Kota Serang. | | | | | | | | | | | | | | | | | | | * Mengetahui tugas dan fungsi subbag PEP * Mampu mengoperasikan Komputer * Memiliki keterampilan sebagai pengadministrasi | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Keterkaitan dengan SOP lain** | | | | | | | | | | | | | | | | | | | **Peralatan / Perlengkapan** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * Mekanisme Penyusunan RENSTRA * Mekanisme penyusunan DPA * Mekanisme permohonan penerbitan produk hukum | | | | | | | | | | | | | | | | | | | * ATK * Komputer * Printer | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Peringatan** | | | | | | | | | | | | | | | | | | | **Pencatatan dan Pendataan / Dokumentasi** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * Harus Memperhatikan RENSTRA * Harus memperhatikan DPA | | | | | | | | | | | | | | | | | | | * Data dicatat dan di rekap * Pendokumentasian | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Uraian Prosedur** | | | | | | **Pelaksana** | | | | | | | | | | | | | | | | | | | | | | | | | | **Mutu Baku** | | | | | | | | | | | **Ket** |
| **Kepala OPD** | | | **Sekretaris** | | | | | | **Kasubag PEP** | | | | | | | **Bidang** | | | **Pelaksana** | | | | | | | **Kelengkapan** | | | | **Waktu** | | | **Output** | | | |
| 1. | | | Mendisposisi Surat Edaran Penyusunan Dokumen SP | | |  | | |  | | | | | |  | | | | | | |  | | |  | | | | | | | Lembar Disposisi & Surat Edaran | | | | 5 menit | | | Disposisi dan surat edaran | | | |  |
| 2. | | | Meneruskan disposisi dari Pimpinan | | |  | | |  | | | | | |  | | | | | | |  | | |  | | | | | | | disposisi Surat Edaran Penyusunan Dokumen SP | | | | 30 menit | | | Surat edaran penyusunan Dokumen SP | | | |  |
| 3. | | | Menerima dan Mengedarkan Surat edaran pembuatan Dokumen SP | | |  | | |  | | | | | |  | | | | | | |  | | |  | | | | | | | Surat Edaran Penyusunan Dokumen SP | | | | 30 menit | | | Surat edaran penyusunan Dokumen SP diketahui subbag yang terkait | | | |  |
| 4. | | | Menyusun draft Dokumen SP bidang | | |  | | |  | | | | | |  | | | | | | |  | | |  | | | | | | | Surat Edaran Penyusunan Dokumen SP | | | | 5 hari | | | Draft Dokumen SP Bidang | | | |  |
| 5. | | | Menghimpun draft Dokumen SP Bidang dan membuat SK penetapannya | | |  | | |  | | | | | | T | | | | | | |  | | |  | | | | | | | Draft Dokumen SP Bidang | | | | 5 hari | | | Draft Dokumen SP OPD | | | |  |
| 6. | | | Paraf dan verifikasi Draft Dokumen SP OPD | | |  | | |  | | | | | |  | | | | | | |  | | |  | | | | | | | Draft Dokumen SP Bidang | | | | 2 hari | | | Draft Dokumen SP Bidang terverifikasi | | | |  |
| 7. | | | Paraf Draft Dokumen SP OPD | | |  | | |  | | | | | | Y | | | | | | |  | | |  | | | | | | | Draft Dokumen SP OPD | | | | 2hari | | | Draft Dokumen SP OPD terparaf | | | |  |
| 8. | | | Penandatanganan Dokumen SP | | |  | | |  | | | | | |  | | | | | | |  | | |  | | | | | | | Dokumen SP OPD | | | | 1 jam | | | Dokumen SP OPD disahkan | | | |  |
| 9. | | | Menggandakan, mengarsipkan dan menyampaikan Dokumen SP ke Bagian Organisasi dan RB Sekretariat Daerah Kota Serang | | |  | | |  | | | | | |  | | | | | | |  | | |  | | | | | | | Dokumen SP OPD | | | | 1 hari | | | Dokumen SP OPD terkirim ke Setda | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | **PLT. KEPALA DINAS KOMUNIKASI DAN INFORMATIKA**  **KOTA SERANG**    **W. HARI PAMUNGKAS, S.STP, M.Si**  NIP. 19771231 199702 1 002 | | | | | | | | | | | | | | | | | | | | | | | |

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| **PEMERINTAH KOTA SERANG** | | | | | Nomor | | | | 12.01.44.2019 | | | | |
| Tanggal Pembuatan | | | | 08 April 2019 | | | | |
| **DINAS KOMUNIKASI DAN INFORMATIKA** | | | | | Tanggal Revisi | | | | - | | | | |
| Tanggal Efektif | | | | 30 April 2019 | | | | |
| **SEKRETARIAT** | | | | | Di sahkan oleh | | | | PLT. KEPALA DINAS KOMUNIKASI DAN INFORMATIKA  KOTA SERANG | | | | |
| **SUB BAGIAN PROGRAM, EVALUASI DAN PELAPORAN** | | | | | Nama SOP | | | | **Mekanisme Penyusunan Laporan Survei Kepuasan Masyarakat ( SKM )** | | | | |
| **Dasar Hukum** | | | | | **Kualifikasi Pelaksana** | | | | | | | | |
| * Permenpan RB nomor 14 tahun 2017 tentang Pedoman Penyusunan Survei Kepuasan Masyarakat; * Peraturan Walikota Serang nomor 29 tahun 2016 tentang Kedudukan, Susunan Organisasi dan Tata Kerja Perangkat Daerah Kota Serang * Peraturan Walikota Serang nomor 50 tahun 2017 tentang Pedoman Penyusunan Standar Operasional Prosedur Administrasi Pemerintahan di Lingkungan Pemerintah Kota Serang. | | | | | * Mengetahui tugas dan fungsi subbag PEP * Mampu mengoperasikan Komputer * Memiliki keterampilan sebagai pengadministrasi | | | | | | | | |
| **Keterkaitan dengan SOP lain** | | | | | **Peralatan / Perlengkapan** | | | | | | | | |
| * Mekanisme Penyusunan RENSTRA * Mekanisme penyusunan DPA * Mekanisme Pengajuan SPM/SPP GU/TU | | | | | * ATK * Komputer * Printer | | | | | | | | |
| **Peringatan** | | | | | **Pencatatan dan Pendataan / Dokumentasi** | | | | | | | | |
| * Survei Kepuasan Masyarakat bisa dilakukan melalui quisioner manual dan atau quisioner elektronik (e-survey) * Untuk SKM menggunakan quisioner manual formulasi penilaian bisa dilakukan swakelola atau menggunakan tenaga ahli * Survey Kepuasan Masyarakat diselenggarakan berkala minimal 1 kali setiap tahunnya. | | | | | * Data dicatat dan di rekap * Pendokumentasian | | | | | | | | |
| **Uraian Prosedur** | | **Pelaksana** | | | | | | | **Mutu Baku** | | | **Ket.** |
| **Pelaksana** | **Kasubag/ PPTK** | | **Sekretaris** | | **Kepala OPD** | | **Kelengkapan** | **Waktu** | **Output** |
| 1. | Melakukan pengadaan alat survey kepuasan masyarakat berupa quisioner dengan diisi sendiri dan atau quisioner elektronik |  |  | |  | |  | | Biaya pengadaan alat survey | 14 hari | Alat SKM |  |
| 2. | Mendistribusikan quisioner SKM untuk disimpan dimeja pelayanan agar diisi langsung oleh konsumen/ masyarakat penerima layanan dan secara berkala menghimpun dan menyusun quisoner untuk dilakukan akumulasi penilaian. |  |  | |  | |  | | Alat SKM | 6 bulan | Quisioner terisi dan tersusun |  |
| 3. | Membuat laporan survei kepuasan masyarakat |  |  | |  | |  | | Quisioner SKM | 1 minggu | Draft laporan SKM |  |
| 4. | Paraf dokumen laporan SKM |  |  | |  | | T | | Draft laporan SKM | 3 jam | Laporan SKM terparaf |  |
| 5. | Tanda tangan dokumen laporan SKM |  |  | |  | |  | | Laporan SKM | 3 jam | Laporan SKM disetujui |  |
| 6. | Menggandakan, mengarsipkan dan mengirim laporan SKM ke Bagian Organisasi dan RB Setda Kota Serang |  |  | |  | | Y | | Laporan SKM | 2 hari | Laporan SKM terkirim |  |
|  | | | | | | | **PLT. KEPALA DINAS KOMUNIKASI DAN INFORMATIKA**  **KOTA SERANG**    **W. HARI PAMUNGKAS, S.STP, M.Si**  NIP. 19771231 199702 1 002 | | | | | | |