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# LAPORAN BULANAN CLEANING SERVICE

## Proyek :

## POLITEKNIK NEGERI SEMARANG (POLINES) - PERAWATAN TAMAN

## Periode :

**OKTOBER 2025**

## Disusun Oleh :

**MEY PRASETYO SANTOSO**

**CS-LEADER**

PT. CAREFASTINDO
Perkantoran Grogol Permai Blok H No.12A -15
Jl. Prof. Dr. Latumenten Raya, Jakarta Barat 11460

# KATA PENGANTAR

**Terimakasih atas kepercayaan yang diberikan kepada kami PT Carefastindo dalam mengelola jasa kebersihan di gedung POLITEKNIK NEGERI SEMARANG (POLINES) - PERAWATAN TAMAN**

**Untuk memberikan hasil kualitas terbaik yang disesuaikan dengan kondisi gedung berdasarkan rencana kerja bulanan yang telah di sepakati kami merangkum laporan pekerjaan bulanan sebagai bentuk reporting dan bahan evaluasi atas pencapaian pekerjaan dan seluruh kegiatan yang telah dilakukan di lapangan setiap bulan.**

**Besar harapan kami rangkuman laporan bulanan ini dapat menjadi masukan dan pertimbangan bagi management gedung untuk meningkatkan hasil dan kualitas pekerjaan bersama di lapangan agar lebih baik lagi.**

**Atas support, masukan, kerjasama dan komunikasi yang terjalin dengan baik selama ini kami mengucapkan terimakasih.**

**Hormat kami,**

**Operational PT Carefastindo.**

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# DAFTAR ISI


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# LAPORAN JADWAL

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# LAPORAN JADWAL

## OPERATOR

| No | NUC | NAMA | JABATAN | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 5010788 | ALIF FIYANTORO | CS-GARDENER | MD1 | MD1 | MD1 | HP 1 | OFF | MD1 | MD1 | MD1 | MD1 | MD1 | HP 1 | OFF | MD1 | MD1 | MD1 | MD1 | MD1 | HP 1 | OFF | MD1 | MD1 | MD1 | MD1 | MD1 | HP 1 | OFF | MD1 | MD1 | MD1 | MD1 | MD1 |
| 2 | 5011560 | AMAR FITRIA SAID | CS-GARDENER | MD1 | MD1 | MD1 | HP 1 | OFF | MD1 | MD1 | MD1 | MD1 | MD1 | HP 1 | OFF | MD1 | MD1 | MD1 | MD1 | MD1 | HP 1 | OFF | MD1 | MD1 | MD1 | MD1 | MD1 | HP 1 | OFF | MD1 | MD1 | MD1 | MD1 | MD1 |
| 3 | 5010115 | ARRASYID BAGAS NIKO AJIE S | CS-GARDENER | HP | HP | HP | HP 1 | OFF | HP | HP | HP | HP | HP | HP 1 | OFF | HP | HP | HP | | | | | | | | | | | | | | | | |
| 4 | 5010116 | DIDIK AMTA KARTIKO | CS-GARDENER | HP | HP | HP | HP 1 | OFF | HP | HP | HP | HP | HP | HP 1 | OFF | HP | HP | HP | HP | HP | HP 1 | OFF | HP | HP | HP | HP | HP | HP 1 | OFF | HP | HP | HP | HP | HP |
| 5 | 5010245 | JANU KISWANTORO | CS-GARDENER | HP | HP | HP | HP 1 | OFF | HP | HP | HP | HP | HP | HP 1 | OFF | HP | HP | HP | HP | HP | HP 1 | OFF | HP | HP | HP | HP | HP | HP 1 | OFF | HP | HP | HP | HP | HP |
| 6 | 5010118 | SLAMET TAUFIK | CS-GARDENER | HP | HP | HP | HP 1 | OFF | HP | HP | HP | HP | HP | HP 1 | OFF | HP | HP | HP | HP | HP | HP 1 | OFF | HP | HP | HP | HP | HP | HP 1 | OFF | HP | HP | HP | HP | HP |
| 7 | 5011660 | AHMAD ISOM | CS-GARDENER | | | | | | | | | | | | | | | HP | HP | HP | HP 1 | OFF | HP | HP | HP | HP | HP | HP 1 | OFF | HP | HP | HP | HP | HP |
| Total MP Shift Pagi: | | | | 6 | 6 | 6 | 6 | 0 | 6 | 6 | 6 | 6 | 6 | 6 | 0 | 6 | 6 | 7 | 6 | 6 | 6 | 0 | 6 | 6 | 6 | 6 | 6 | 6 | 0 | 6 | 6 | 6 | 6 | 6 |
| Total MP Shift Siang: | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| Total MP Shift Malam: | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| Total MP Libur: | | | | 0 | 0 | 0 | 0 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 0 | 0 | | | |
| Total MP : | | | | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 7 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 |

## PENGAWAS

| No | NUC | NAMA | JABATAN | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 5007896 | MEY PRASETYO SANTOSO | CS-LEADER | HP | HP | HP | HP 1 | OFF | HP | HP | HP | HP | HP | HP 1 | OFF | HP | HP | HP | HP | HP | HP 1 | OFF | HP | HP | HP | HP | HP | HP 1 | OFF | HP | HP | HP | HP | HP |
| Total MP Shift Pagi: | | | | 1 | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 1 |
| Total MP Shift Siang: | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| Total MP Shift Malam: | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| Total MP Libur: | | | | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | | | |
| Total MP : | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |

# LAPORAN REKAP ABSENSI

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# LAPORAN REKAP ABSENSI

| No | NIK/NAMA | JABATAN | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | H | I | A | G | O | S | SR | IR | Keterangan |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 5007896 | CS-LEADER | H | H | H | H | O | H | H | H | H | H | H | O | H | H | H | H | H | H | O | H | H | H | H | H | H | O | H | H | H | H | H | 27 | 0 | 0 | 2 | 4 | 0 | 0 | 0 | - |
| | MEY PRASETYO SANTOSO | | | | | | | | | | | | g | | | g | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 5010115 | CS-GARDENER | H | H | H | A | O | H | H | H | A | A | A | O | A | A | A | [] | [] | [] | [] | [] | [] | [] | [] | [] | [] | [] | [] | [] | [] | [] | [] | 6 | 0 | 7 | 0 | 2 | 0 | 0 | 0 | SUDAH_CLEARENSHEET |
| | ARRASYID BAGAS NIKO AJIE S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 5010116 | CS-GARDENER | H | H | H | H | O | H | H | H | H | H | H | O | H | H | H | H | H | H | O | H | H | H | H | H | H | O | H | H | H | H | H | 27 | 0 | 0 | 0 | 4 | 0 | 0 | 0 | - |
| | DIDIK AMTA KARTIKO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 5010118 | CS-GARDENER | H | H | H | H | O | H | H | H | H | H | H | O | H | H | H | H | H | H | O | H | H | H | H | H | H | O | H | H | H | H | H | 27 | 0 | 0 | 3 | 4 | 0 | 0 | 0 | - |
| | SLAMET TAUFIK | | | | | | | | | | | | g | g | | g | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | 5010245 | CS-GARDENER | H | H | H | H | O | H | H | H | H | H | H | O | H | H | H | H | H | H | O | H | H | H | H | H | H | O | H | H | H | H | H | 27 | 0 | 0 | 0 | 4 | 0 | 0 | 0 | - |
| | JANU KISWANTORO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | 5010788 | CS-GARDENER | H | H | H | H | O | H | H | H | H | H | H | O | H | H | H | H | H | H | O | H | H | H | H | H | H | O | H | H | H | H | H | 27 | 0 | 0 | 3 | 4 | 0 | 0 | 0 | - |
| | ALIF FIYANTORO | | | | | | | | | | | | g | g | | | g | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | 5011560 | CS-GARDENER | H | H | H | H | O | H | H | H | H | H | H | O | H | H | H | H | H | H | O | H | H | H | H | H | H | O | H | H | H | H | H | 27 | 0 | 0 | 0 | 4 | 0 | 0 | 0 | - |
| | AMAR FITRIA SAID | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | 5011660 | CS-GARDENER | [] | [] | [] | [] | [] | [] | [] | [] | [] | [] | [] | [] | [] | [] | H | H | H | H | O | H | A | H | H | H | H | O | H | H | H | H | H | 14 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | - |
| | AHMAD ISOM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total : | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 182 | 0 | 8 | 8 | 28 | 0 | 0 | 0 | |

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# LAPORAN REKAP ABSENSI

| Keterangan : | Operation | OA | Check & Import Payroll | Verification |
|---|---|---|---|---|
| -Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT<br>-Kolom dibawah untuk Huruf G = Lembur Ganti<br>-Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G<br>-Kolom D,E,F,G,H terisi otomatis dari jumlah Hadir, Izin, Alpha, Lembur Ganti, Off | AGUNG ERNAWANTO | UMAR | | Nama |
| | 2025-10-16 11:34:14 | 2025-10-17 15:33:15 | Tgl | Tgl |

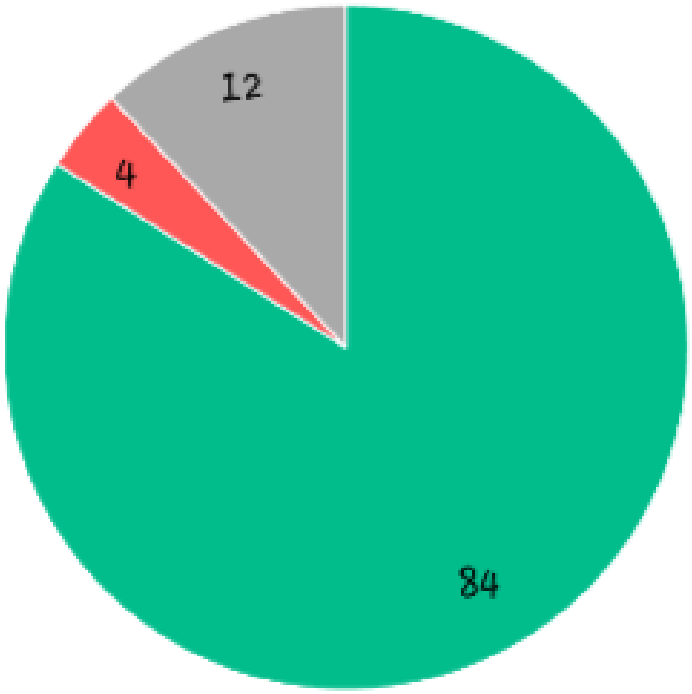
# PERSENTASI REKAP ABSENSI

**TOTAL JADWAL : 227 MP**

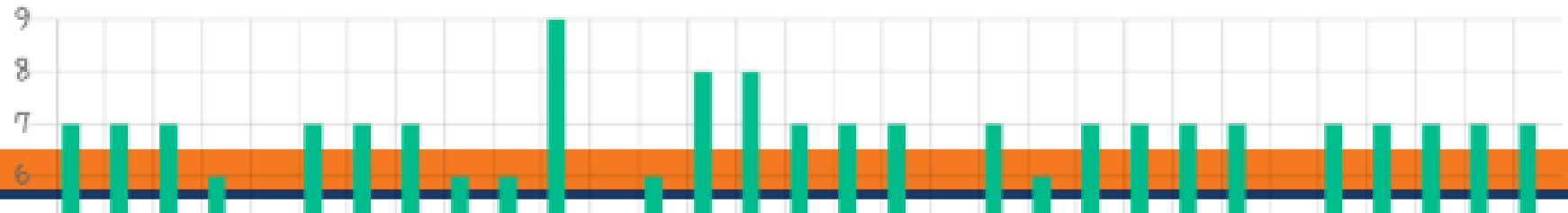
**HADIR : 190 MP**

**OFF : 28 MP**

**TIDAK HADIR : 9 MP**




Monthly : October



# LAPORAN TABEL PERIODIK

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# LAPORAN TABEL PERIODIK

| No | Area | Pekerjaan | D | W | M | Y | 1 |  | 2 |  | 3 |  | 4 |  | 5 |  | 6 |  | 7 |  | 8 |  | 9 |  | 10 |  | 11 |  | 12 |  | 13 |  | 14 |  | 15 |  | 16 |  | 17 |  | 18 |  | 19 |  | 20 |  | 21 |  | 22 |  | 23 |  | 24 |  | 25 |  | 26 |  | 27 |  | 28 |  | 29 |  | 30 |  | 31 |  | JML |  | Ket |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  | RB |  | KM |  | JM |  | SB |  | MG |  | SN |  | SL |  | RB |  | KM |  | JM |  | SB |  | MG |  | SN |  | SL |  | RB |  | KM |  | JM |  | SB |  | MG |  | SN |  | SL |  | RB |  | KM |  | JM |  | SB |  | MG |  | SN |  | SL |  | RB |  | KM |  | JM |  |  |  |  |
|  |  |  |  |  |  |  | P | A | P | A | P | A | P | A | P | A | P | A | P | A | P | A | P | A | P | A | P | A | P | A | P | A | P | A | P | A | P | A | P | A | P | A | P | A | P | A | P | A | P | A | P | A | P | A | P | A | P | A | P | A | P | A | P | A | P | A | P | A | P | A |  |
| **area gedung direktorat** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1 | SWEEPING | SWEEPING | 0 | 23 | 0 | 0 | P | A | P | A | P | A |  |  |  |  | P | A | P |  | P | A | P | A | P | A |  |  |  |  | P | A | P | A | P | A | P | A | P | A |  |  |  |  | P | A | P | A | P | A | P | A | P | A |  |  |  |  | P |  | P |  | P |  | P |  | P |  | 23 | 17 |  |
| **area gedung sipil** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1 | CLEANING GULMA | CLEANING GULMA | 0 | 23 | 0 | 0 | P | A | P | A | P | A |  |  |  |  | P | A | P | A | P | A | P | A | P | A |  |  |  |  | P | A | P | A | P | A | P | A | P | A |  |  |  |  | P | A | P | A | P | A | P | A | P | A |  |  |  |  | P |  | P |  | P |  | P |  | P |  | 23 | 18 |  |
| **area gedung elektro** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1 | CLEANING GALTER | CLEANING GALTER | 0 | 23 | 0 | 0 | P | A | P | A | P | A |  |  |  |  | P | A | P | A | P | A | P | A | P | A |  |  |  |  | P | A | P | A | P | A | P | A | P | A |  |  |  |  | P | A | P | A | P | A | P | A | P | A |  |  |  |  | P |  | P |  | P |  | P |  | P |  | 23 | 18 |  |
| **area parkir** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1 | CLEANING LORONG KORIDOR | CLEANING LORONG KORIDOR | 0 | 23 | 0 | 0 | P | A | P | A | P | A |  |  |  |  | P | A | P | A | P | A | P | A | P | A |  |  |  |  | P | A | P | A | P | A | P | A | P | A |  |  |  |  | P | A | P | A | P | A | P | A | P | A |  |  |  |  | P |  | P |  | P |  | P |  | P |  | 23 | 18 |  |
| **area jalan** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1 | CLEAR UP | CLEAR UP | 0 | 23 | 0 | 0 | P | A | P | A | P | A |  |  |  |  | P | A | P | A | P | A | P | A | P | A |  |  |  |  | P | A | P | A | P | A | P | A | P | A |  |  |  |  | P | A | P | A | P | A | P | A | P | A |  |  |  |  | P |  | P |  | P |  | P |  | P |  | 23 | 18 |  |
| **area gedung magister** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1 | CLEAR UP | CLEAR UP | 0 | 23 | 0 | 0 | P | A | P | A | P | A |  |  |  |  | P | A | P | A | P | A | P | A | P | A |  |  |  |  | P | A | P | A | P | A | P | A | P | A |  |  |  |  | P | A | P | A | P | A | P | A | P | A |  |  |  |  | P |  | P |  | P |  | P |  | P |  | 23 | 18 |  |
| Total Rencana : |  |  |  |  |  |  | 6 |  | 6 |  | 6 |  | 0 |  | 0 |  | 6 |  | 6 |  | 6 |  | 6 |  | 6 |  | 0 |  | 0 |  | 6 |  | 6 |  | 6 |  | 6 |  | 6 |  | 0 |  | 0 |  | 6 |  | 6 |  | 6 |  | 6 |  | 6 |  | 0 |  | 0 |  | 6 |  | 6 |  | 6 |  | 6 |  | 6 |  | 138 | 107 | 78% |
| Total Realisasi : |  |  |  |  |  |  |  | 6 |  | 6 |  | 6 |  | 0 |  | 0 |  | 6 |  | 5 |  | 6 |  | 6 |  | 6 |  | 0 |  | 0 |  | 6 |  | 6 |  | 6 |  | 6 |  | 6 |  | 0 |  | 0 |  | 6 |  | 6 |  | 6 |  | 6 |  | 6 |  | 0 |  | 0 |  | 0 |  | 0 |  | 0 |  | 0 |  | 0 |  |  |  |
| Tidak Terealisasi : |  |  |  |  |  |  |  | 0 |  | 0 |  | 0 |  | 0 |  | 0 |  | 0 |  | 0 |  | 0 |  | 0 |  | 0 |  | 0 |  | 0 |  | 0 |  | 0 |  | 0 |  | 0 |  | 0 |  | 0 |  | 0 |  | 0 |  | 0 |  | 0 |  | 0 |  | 0 |  | 0 |  | 0 |  | 0 |  | 0 |  | 0 |  | 0 |  | 0 |  |  |  |

| Warna | Keterangan |
|---|---|
| P | : Planning |
| A | : Actual / Terealisasi |
| X | : Tidak Terealisasi |

# PERSENTASI REALISASI PERIODIK

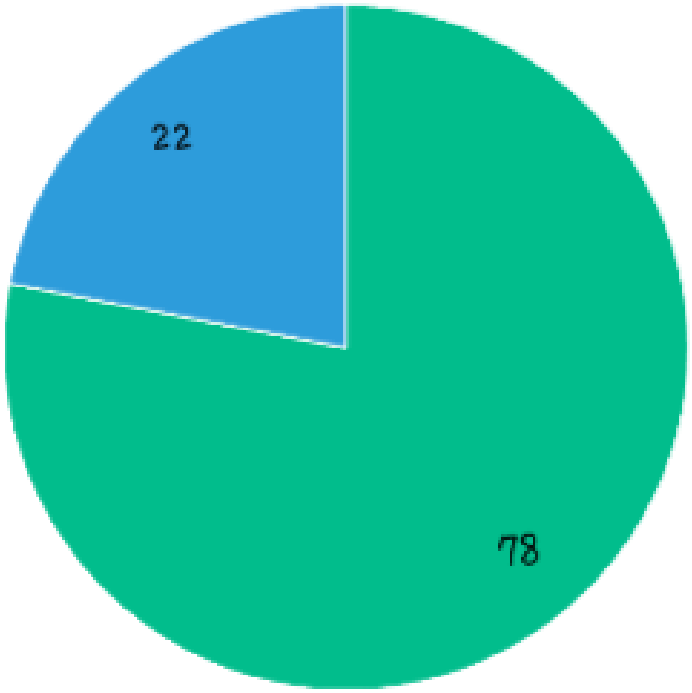
**PEKERJAAN : 138**

**REALISASI : 107**

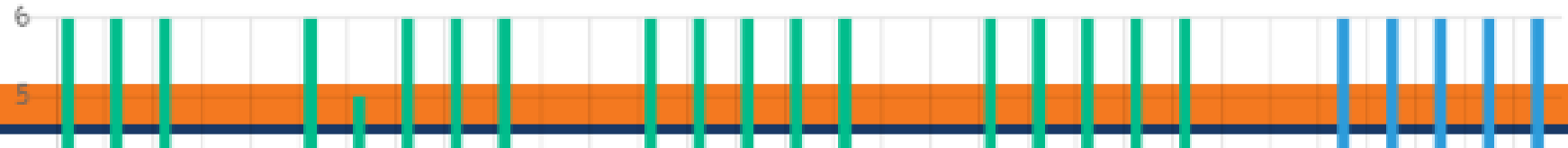
**DIALIHKAN : 0**

**BELUM APPROVE : 31**

**BELUM UPLOAD : 0**




Monthly : October



# LAPORAN VISUALISASI PERIODIK

# LAPORAN TURNOVER

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# LAPORAN TURNOVER

| Total MP Awal | MP Baru | MP Pindahan | MP Dipindahkan | Dipulangkan | Total MP Akhir | Turnover Rate (%) |
|---|---|---|---|---|---|---|
| 6 | 1 | 0 | 0 | 1 | 6 | 16.67 |

| No. | NUC | Nama Karyawan | Jabatan Terakhir | Tipe Turnover | Tanggal Keluar | Tanggal Masuk | Keterangan |
|---|---|---|---|---|---|---|---|
| DIPULANGKAN KE HO | | | | | | | |
| 1 | 5010115 | ARRASYID BAGAS | CS-GARDENER | DIPULANGKAN KE HO | 2025-10-16 | - | - |
| MP BARU | | | | | | | |
| 1 | 5011660 | AHMAD ISOM | CS-GARDENER | MP BARU | - | 2025-10-14 | - |
| MP PINDAHAN | | | | | | | |
| MP DIPINDAHKAN | | | | | | | |

# PERSENTASI TURNOVER

# PERSENTASI TURNOVER

**TOTAL : 2 MP**

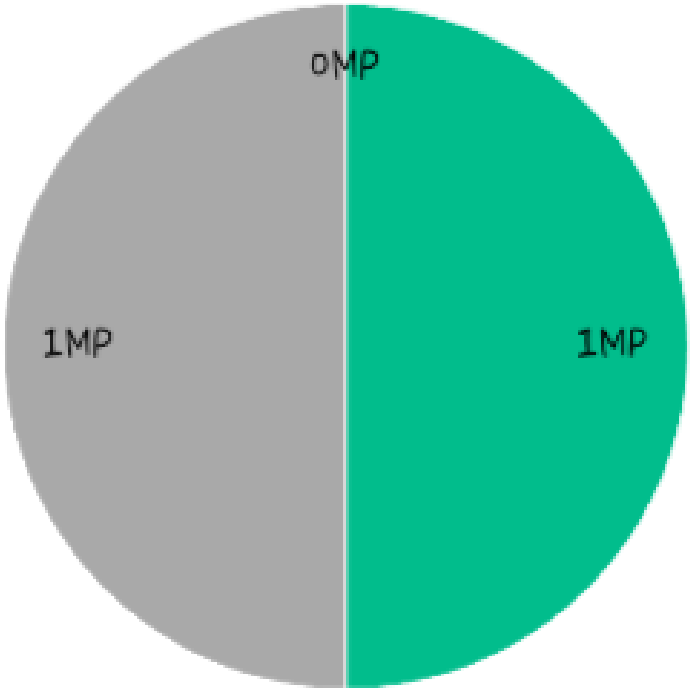
**NEW : 1 MP**

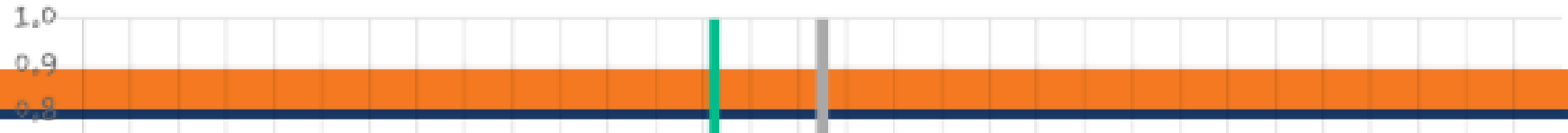
**RESIGN : 1 MP**

**MUTASI : 0 MP**

**Pengawas : 0**

**CSO : 2**




Monthly : October