Appendix

2 August 2006
Ref. 518/Hubin/0806
Enclosure(s): 1 page

International Bureau
Universal Postal Union
Case postale
3000 BERNE 15
SWITZERLAND
Fax: **+41 31 350 31 10**

Subject: **Postal services in Java island – report on post earthquake & tsunami situation**

Dear Sir/Madam,

The Postal Administration of Indonesia would like to provide a detailed report about the postal services situation following the earthquake and tsunami disaster in Java island during 17 July 2006.

Such report is enclosed herewith.

Thank you very much for your kind cooperation.

Yours faithfully,

KOSWARA
Manager of International Relations Department
Pos Indonesia
E-mail : intlaff@posindonesia.co.id
genaff1@posindonesia.co.id
genaff@posindonesia.co.id

2 August 2006
Ref. 518a/Hubin/0806
Enclosure(s): 1 page

Asia-Pacific Postal Union Bureau
BANGKOK
THAILAND
Fax: **+66 2 573 1161**

Subject: **Postal services in Java island – report on post earthquake & tsunami situation**

Dear Sir/Madam,

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A. GENERAL SITUATION TODAY

The earthquake occurred on Monday, 17 July 2006, then followed by tsunami, caused a damage to several parts of postal infrastructure and assets in southern part of Java island. Nevertheless, the postal staff and their family survived and no one was injured even died.

During the disaster, the high tide generated flood streaming into a post office situated in Cipatujah locality (West Java). Within the same day, the flood got lower and the post office floor turned to dry.

The next day after the disaster, on 18 July 2006, the postal services have been turned to operate normally.

B. ON-SITE CURRENT REPORT

1. Southern part of West Java: four sub-post offices along Banjar and Tasikmalaya localities i.e. Parigibanjar, Cijulang, Pangandaran, and Cipatujah are operating normally.
2. Southern part of Central Java and Yogyakarta: Sub-post offices along Cilacap, Wonosari and Bantul localities are operating normally.
3. There is no material loss (assets, buildings and other infrastructure).

2 August 2006
Ref. 518/Hubin/0806
Lampiran: 1 page

International Bureau
Universal Postal Union
Case postale
3000 BERNE 15
SWITZERLAND
Fax: **+41 31 350 31 10**

Topik : PT. Pos melaporkan kegiatan pelayanan pos di daerah terkena bencanagempa bumi dan tsunami.

Salam hormat,

Indonesia Pos Administrasi ingin menyampaikan laporan detail tentang situasi layanan pos melihat bencana gempa bumi dan tsunami yang terjadi di pulau Jawa pada tanggal 17 July 2006.

Bersmaan dengan surat ini kami lampirkan laporanya.

Terimakasih untuk kerja sama anda.

Hormat kami,

KOSWARA
Manager Departemen Hubungan Internasional
Pos Indonesia
E-mail : intlaff@posindonesia.co.id
genaff1@posindonesia.co.id
genaff@posindonesia.co.id

2 August 2006
Ref. 518a/Hubin/0806
Lampiran: 1 page

Asia-Pacific Postal Union Bureau
BANGKOK
THAILAND
Fax: **+66 2 573 1161**

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genaff1@posindonesia.co.id
genaff@posindonesia.co.id

A. KEADAAN HARI INI SECARA UMUM

Gempa bumi terjadi pada hari senin tanggal 17 July 2006, dan di ikuti bencana tsunami yang mengakibatkan kerusakan di beberapa bagian infrastruktur pos dan asset-asetnya di bagian selatan pulau jawa. Walaupun demikian, karyawan pos beserta keluarganya selamat dan tidak seorangpun yang terluka dan sampai tewas.

Selama terjadi bencana, air pasang yang tinggi mengalir ke kantor pos yang berlokasi di Cipatujuh (Jawa Barat). Di hari yang sama, air pasang berangsur surut dan kantor pos kembali kering.

Esok hari setelah bencana, tanggal 18 July 2006, pelayanan pos kembali beroperasi dengan normal.

B. LAPORAN UMUM DARI TEMPAT KEJADIAN

1. Bagian selatan pulau Jawa Barat: empat cabang kantor pos sepanjang Banjar dan Tasikmalaya tepatnya di Parigibanjar, Cijulang, Pangandaran, dan Cipatujuh sudah kembali beroperasi secara normal.
2. Bagian selatan pulau Jawa Tengah dan Yogyakarta: cabang kantor pos sepanjang Cilacap, Wonosari dan Bantul sudah kembali beroperasi secara normal.
3. Tidak ada material yang hilang (asset-aset, bagunan-bangunan dan infrastuktur yang lain).

17 March 2003
Ref. 894/Pos Int./0303

International Bureau
Universal Postal Union
BERN – SWITZERLAND

Fax: **+41 31 350 31 10**

Subject: **The Indonesian delegate to 2003 POC Meeting**

Dear Sir/Madam,

With regard to the 2003 POC session that will be organized from 31 March 2003 to 11 April 2003, we would like to inform you that the delegate name of Pos Indonesia has changed from Mr. Sutoro/Manager, International Mail Business Department to **Mr. Muh. Aras/Assistant Manager of International Affairs – International Mail Business Department**.

This is to notify you if the documents of the participant sent by our Ministry (Directorate General for Posts and Telecommunications) has not been changed.

Herewith enclosed the data of the participant for your reference – as replacement of the previous data you have received.

Thank you for your attention.

Yours faithfully,

SUTORO
Manager, International Mail Business Dept.
Pos Indonesia
Phone : +62 22 421 3126
Fax : +62 22 420 7900
E-mail : intlaff@posindonesia.co.id

APPROVAL

THE TRANSLATION PROSESS OF INTERNATIONAL RELATIONSHIP DIVISION'S LETTERS IN INDONESIA POSTAL Co. Ltd

JOB TRAINING REPORT

ELFRIANTY M.

63705001

Bandung, November 2010

Approved by :

Advisor,

Dr. Juanda
4127.20.03.007

Acknowledged by:

Head of English Department

Retno Purwani Sari, S.S., M.Hum
NIP: 4127.20.03.004

DECLARATION OF OWNERSHIP

I hereby certify that this Job Training report entitled *The Translation Process of International Relationship Division's Letters - Indonesia Postal Co. Ltd* is honestly my own work. I am fully aware that I have quoted some statements and ideas from various sources, and they are properly acknowledged in the text.

Bandung , November 2010



riter

ELFRIANTY.M.

PENILAIAN PRAKTEK KERJA LAPANGAN
UNIVERSITAS KOMPUTER INDONESIA

Nama Mahasiswa/i : ELFRIANY. M
NIM : 63705001
Jurusan : SASTRA INGGRIS
Nama Perusahaan : PT. POS INDONESIA
Alamat Perusahaan & Telepon : JL. PT. POS INDONESIA

Waktu Kerja Praktek : 7 - 28 Agustus 2008
Nama Pejabat Penilai : SANTOSA MARDIYANTO
Jabatan : ASISTEN MANAJER HUBUNGAN INTERNASIONAL

NO.	ASPEK YANG DINILAI	NILAI ANGKA	HURUF MUTU
1.	Disiplin dalam kerja	84	A
2.	Kemampuan menyelesaikan tugas	85	A
3.	Prestasi kerja	85	A
4.	Inisiatif	85	A
5.	Kepribadian	84	A

JUDUL LAPORAN PRAKTEK KERJA LAPANGAN

The Translation Process of International Relationship Division's Letters Indonesia Postal Co. Ltd

Komentar Pejabat Penilai Atas Prestasi Kerja Mahasiswa/i UNIKOM
TELAH MELAKSANAKAN PRAKTIK KERJA SESUAI DENGAN WAKTU YANG DITENTUKAN OLEH PERGURUAN TINGGI

NILAI	HURUF MUTU	KETERANGAN
80 ≤ NA ≤ 100	A	Sangat Baik
70 ≤ NA ≤ 79	B	Baik
55 ≤ NA ≤ 69	C	Cukup
41 ≤ NA ≤ 54	D	Kurang
0 ≤ NA ≤ 40	E	Buruk

....., ...200...

Mengetahui,
Ketua Jurusan Sastra Inggris

a.n

Prihantoro, S.S., M.Pd.
NIP. 4127.20.03.008

Pembimbing Pelaksanaan PKL,

SANTOSA MARDIYANTO
(Nama, Tanda tangan & Cap)

Absensi Praktek Kerja

Nama	: ELFRIANTY. M.	Jurusan	: SASTRA INGGRIS
NIM	: 63705001	Fakultas	: SASTRA
Kelas	: S1/05	Jenjang	: S1

Keterangan Lokasi / Tempat Praktek Kerja

Nama Instansi / Perusahaan : PT. POS INDONESA
Alamat : Jl. BANDA NO. 30
Objek / Materi Praktek Kerja :

Agenda Acara Praktek Kerja

No	TGL	Uraian	Paraf MHS	Paraf Perusahaan	Ket
1	8/8-08	PENGERJAAN TUGAS (SENIN, SELASA,			
2	10/8-08	RABU) PENGARAHAN (KAMIS)			
3	12/8-08	PENGUMPULAN REFERENSI/FOTOKOPI			
4		(JUMAT)			
5	14/8-08	Memersamahkan surat			
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Mengetahui,
Ketua Jurusan Sastra Inggris

a.n

Prihantoro, S.S., M.Pd
NIP. 4127 20 04 008

ABSENSI BIMBINGAN PENULISAN
KKL

Nama : ELFRIANTY.M.
NIM : 63705001
Jurusan/Prog. Studi : SASTRA INGGRIS / S1
Pembimbing : .....
: .....

NO	TGL	MATERI BIMBINGAN	PARAF PEMBIMBING
1	19/10-2010	Bab I, II	
2	19/11-2010	Bab III Jelaskan tt Give Re	
3		application of it in C.	
4	23/11-2010	Bab III	
5	23/11-2010	Bab III & IV	
6	24/11-2010	Bab II (Perbaikan)	
7	24/11-2010	appendixes	
8	25/11-2010	revisi Bab I, II, III	
9	25/11-2010	revisi Lampiran	
10	25/11-2010	revisi Bab I & cover	

Mengetahui,
Ketua Jurusan Sastra Inggris

Retno Purwani Sari,S.S.,M.Hum
4127.20.03.004

Catatan :

1. Form Absensi ini harus dibawa setiap kali bimbingan.
2. Form Absensi ini wajib diparaf oleh dosen pembimbing.
3. Proses Bimibingan dilaksanakan minimal 10 kali pertemuan.
4. Form absensi ini harus dilampirkan dan diserahkan beserta Lap KKL

ABSENSI BIMBINGAN PENULISAN
KKL

Nama : .....
NIM : .....
Jurusan/Prog. Studi : .....
Pembimbing : .....
: .....

NO	TGL	MATERI BIMBINGAN	PARAF PEMBIMBING
1	26/11-10	Bab IV & apendiks	
2	28/11-10	Bab IV, III, II, I & lampiran	
3			
4			
5			
6			
7			
8			
9			
10			

Mengetahui,
Ketua Jurusan Sastra Inggris

Retno Purwani Sari,S.S.,M.Hum
4127.20.03.004

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