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| **PEMERINTAH KABUPATEN SUKABUMI** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **DINAS PENGENDALIAN PENDUDUK DAN KELUARGA BERENCANA** | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **PROSEDUR BAKU PELAKSANAAN KEGIATAN** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **STANDAR OPERASIONAL PROSEDUR (SOP)** | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **MEKANISME PENGUMPULAN DATA PELAPORAN KINERJA DPPKB** | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  |  | | | | | | | |  | | Tanggal Revisi | | |  |  | | |  | |  | |  | |  | |
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|  |  | | | | | | | |  | | Disahkan Oleh | | | KEPALA DPPKB | | | | | | | | | | | |
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| **DINAS PENGENDALIAN PENDUDUK DAN KELUARGA BERENCANA** | | | | | | | | | | |  | |  |  |  | | |  | |  | |  | |  | |
| **KABUPATEN SUKABUMI** | | | | | | | | | | |  | |  | **Drs. H. NASIHUDDIN, MM** | | | | | | | | | | | |
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|  |  | | | | | | | |  | | Nama SOP | | | Mekanisme Pengumpulan Data Pelaporan Kinerja DPPKB | | | | | | | | | | | |
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| **Dasar Hukum** | | | | | | | | |  | |  | |  |  |  | | | **Kualifikasi Pelaksana** | | | |  | |  | |
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|  |  | | | | | | | |  | |  | |  | 1 | Pelaksana pada Subag Perencanaan dan Evaluasi | | | | | | | | | | |
|  |  | | | | | | | |  | |  | |  | 2 | Memiliki Kompetensi dalam Menganalisis rencana | | | | | | | | |  | |
|  |  | | | | | | | |  | |  | |  | 3 | Memiliki Kemampuan Mengoperasikan Komputer dan Internet | | | | | | | | | | |
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| **Keterkaitan SOP** | | | | | | | | |  | |  | |  | **Peralatan/Perlengkapan** | | | | | |  | |  | |  | |
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| 1 | SOP Penyusunan Rencana Strategis | | | | | | | |  | |  | |  | 1 | Renstra, UU, Kebijakan-kebijakan Pemerintah | | | | | | |  | |  | |
| 2 | SOP Penyusunan Rencana Kinerja Tahunan | | | | | | | |  | |  | |  | 2 | Data dan Informasi yang terkait dengan Pelaksanaan Program | | | | | | | | | | |
| 3 | SOP Penyusunan Laporan Capaian Kinerja | | | | | | | |  | |  | |  | 3 | Perangkat Komputer,/Laptop, Printer dan ATK | | | | | | |  | |  | |
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| **Peringatan** | | | | | | | | |  | |  | |  | **Pencatatan dan Pendataan** | | | | | |  | |  | |  | |
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| Apabila pengumpulan data kinerja tidak terselesaikan dengan baik dan benar maka kegiatan pelaporan pencapaian | | | | | | | | | | | | | | 1 | Kepala | | |  | | : Lembaran Disposisi/arahan, tanda tangan | | | | | |
| kinerja akan terhambat | | | | | | | | |  | |  | |  | 2 | Sekretaris | | |  | | : Lembaran Disposisi, Paraf | | | | | |
|  |  | | | | | | | |  | |  | |  | 3 | Kasubag Perencanaan dan Evaluasi | | | | | : Lembaran Disposisi, Paraf | | | | | |
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| No | KEGIATAN | PELAKSANA | | | | MUTU BAKU | | | Keterangan |
| Kasubag Perencanaan dan Evaluasi | Penyusun Bahan Rencana Kinerja | Kepala Bidang | Kasubag Keuangan dan Kasubag Umum dan Kepegawaian | Persyaratan / Kelengkapan | Waktu | Output |
| 1 | Memerintahkan Pelaksana untuk menyampaikan format permintaan data informasi pencapaian kinerja pada semua Kepala Bidang, Kasubag Keuangan dan Kasubag Umum dan Kepegawaian | |  | | --- | |  | |  |  |  | Dokumen | 10 Menit | Dokumen Format Data |  |
| 2 | Menyampaikan Format Permintaan Data Informasi Pencapaian Kinerja pada masing-masing Kepala Bidang |  |  |  |  | Dokumen | 15 Menit | Dokumen Format Data |  |
| 3 | Menyampaikan Format Permintaan Data Informasi Pencapaian Kinerja pada Kasubag Keuangan dan Kasubag Umum dan Kepegawaian |  |  |  |  | Dokumen | 15 Menit | Dokumen Format Data |  |
| 4 | Menghimpun Data dan Informasi Kinerja semua Kepala Bidang, Kasubag Keuangan, Kasubag Umum dan Kepegawaian dan menyampaikan kepada Kasubag Perencanaan dan Evaluasi |  |  |  |  | Dokumen | 2 Hari | Rekap Dokumen Pencapaian Kinerja |  |
| 5 | Menganalisa dan Mengevaluasi Data dan Informasi Pencapaian Kinerja yang sudah terkumpul sebagai Bahan Penyusunan Dokumen Rencana Kinerja |  |  |  |  | Dokumen | 3 Hari | Dokumen Laporan Pencapaian Kinerja |  |
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|  |  |  |  |  |  |  | **Drs. H. NASIHUDDIN, MM** | | |
|  |  |  |  |  |  |  | **NIP. 19601107 198603 1 008** | | |