

Tanggal/ Date : 4-Nov-19  
 Departemen : Human Capital  
 Cabang : HO  
 Area / Region : HO  
 PIC : Nia Kaniawati  
 GL : 7000005212  
 No Rekening/ Account Number : 1270097053159  
 Nama Rekening/ Bank Account Name : Nia Kaniawati  
 Nama Bank/ Bank Name : Mandiri

Jenis Kegiatan : Employee Gathering  
 Lokasi Kegiatan : De Voyage Bogor  
 Tanggal Kegiatan : ~~14-Nov-19~~ 14. Des. 2019  
 Apakah Menggunakan Vendor : Tidak

Jumlah karyawan : 33 luran Karyawan Rp. 5.700.000

Rincian Biaya	Uraian	Nilai	Cara Pembayaran	Keterangan
	Acara	Rp. 8.178.225	Cash - Transfer	Team Building 33 pack incl meals
	Akomodasi	Rp. -	Non Invoice - Transfer	
	Food & Beverage	Rp. 2.000.000	Cash - Transfer	snack box (break fast) + minum
	Perlengkapan	Rp. 1.815.000	Cash - Transfer	T-Shirt
	Transportasi	Rp. 2.500.000	Cash - Transfer	Bus 30 Seat (Blue Star) incl parkir, tol etc
	Perlengkapan	Rp. 4.500.000	Cash - Transfer	Hadiah Games & Doorprize, banner
	<b>Total Rincian Biaya</b>	<b>Rp. 18.993.225</b>		
	<b>Total Kontribusi Karyawan</b>	<b>Rp. 5.700.000</b>		
	<b>Subsidi Perusahaan</b>	<b>Rp. 13.293.225</b>	<i>(Total Rincian Biaya - Total Kontribusi Karyawan)</i>	

Diajukan oleh / Propose by,



(Nia Kaniawati)

Perf. Management  
04-Nov-19

Jabatan/ Title  
Tanggal/ Date.

Note :

Kontribusi karyawan Rp. 5.700.000

*(30% of total Cost)*

Mohon approvalnya untuk mendapatkan subsidi perusahaan guna terlaksananya kegiatan employee engagement HC

Diketahui oleh/ Acknowledged by,



Yusuf Tenang  
HR&GA Ops. HO  
Date

Review oleh / Reviewed By,



Reni Mailinar V A  
HC Central Services  
Date

Lampiran :

1	Letter Of Commitment	V
2	Proposal Kegiatan	V
3	List Peserta Kegiatan	V

Disetujui oleh / Approved by,



Ferry M Butarbutar  
Human Capital Head

Catatan Persetujuan :

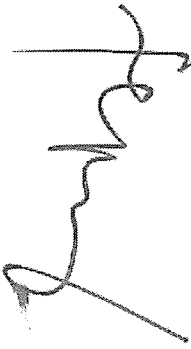
*Setuju & memberikan subsidi perusahaan IDR 13.000.000,- (tiga belas juta rupiah)*


## LETTER OF COMMITMENT


**BUSINESS UNIT: HUMAN CAPITAL**

- We declare to support and actively participate in corporate activities to improve employee engagement.
- We commit to implement the following initiatives within our control to improve employee engagement in our Business Unit based on these "3 items."
- We commit to improve our engagement score from 80% to a minimum of 80%.

ITEM	DIMENSION	ACTIVITIES	TIMELINE
This organization make high quality decisions at the right speed.	Decision Making	Conduct skip level meeting to understand the problems and implement quick solutions (within 2019).	On-going
My work group has taken action based on the results of the last survey.	Trust in Actions	Ensuring role clarity for each team member & empower them to propose any required improvement within his/her role or department.	On-going
The balance between my work and personal commitments is right for me.	Work & Life Balance	Monitor and managing work load for each team member and hire additional temporary manpower to close the capacity gap.	On-going
Choose DIMENSION first			

Prepared by

Ferry Marcos Butarbutar HC Head
Date: 28 March 2019

Verified by

Gatot Prihandoko HCBP Head Office
Date: 28 March 2019

Approved by

Lukli Suardi Chief Administration Officer
Date:

**AGENDA ACARA  
DEVOYAGE, 14 DESEMBER 2019**

Hari / Tanggal	Waktu	ACARA	PIC	KET
<b>Sabtu, 14 Des 2019</b>	06:30	Kumpul di kantor		
	06:30 - 07:00	Absen + persiapan		
	07:00 - 08:30	Berangkat - Perjalanan menuju Devoyage		
	08:30 - 09:00	Persiapan Games & Group Photo		
	09:00 - 09:30	Games "How Smart You & Your Phone"		
	10:00 - 12:30	Team Buidling @ Rumah Air Area		
	12:30 - 13:30	<i>Makan Siang - ISOMA</i>		
	13:30 - 14:30	Pembagian Hadiah Games & Door Prize		
	14:30 - 15:00	Persiapan kembali ke kantor		
	15:00 - 16:30	Perjalanan kembali ke kantor		
	16:30 - dst	Pulang kerumah masing-masing		

**Note:**

*Jika ada perubahan akan di informasikan kemudian*



Kepada Yth.  
**Ibu Reni**  
 Di tempat

Bogor, 18 November 2019

**Hal : Penawaran Paket Team Building**

Dengan hormat,

Pertama - tama kami ucapkan terimakasih kepada Ibu Reni yang sudah menjadikan Rumah Air Resto Bogor dan Devoyage sebagai alternative lokasi acara Team Building yang akan diselenggarakan pada 14 Desember 2019. Sehubungan dengan rencana kegiatan tersebut, dengan ini kami sampaikan penawaran harga sebagai berikut :

**Team Package**  
**Rp. 247.825,- / Pax**

**Fasilitas :**

- Tiket Masuk Wahana Devoyage (30 Orang)
- Lunch Box (Upgrade Queen Menjadi King)
- Snack
- Es Kelapa (30)
- Slice fruit (10)
- 2 Ice Breaking
- 2 Energizer Game
- 3 Team Building
- 1 Final game
- The Brief

Title	: Budget Event
Theme	: Rebuild Your Team
Total Passanger	: 30
Alternatif Location	: Rumah Air Devoyage

NO	ITEM	QTY	INT	PRICE/UNIT	TOTAL	DESCRIPTION
1	Team Building Packages	30	Pax	Rp 185.000	Rp 5.550.000	
2	Charge Kuota 15%				Rp 832.500	
	<b>Sub Total</b>				<b>Rp 6.382.500</b>	
3	Es Kelapa	30		Rp 23.000	Rp 690.000	
4	Slice Fruit	10		Rp 22.500	Rp 225.000	
	Tax & Service 15%				Rp 137.250	
	<b>Sub Total</b>				<b>Rp 1.052.250</b>	
<b>TOTAL</b>					<b>Rp 7.434.750</b>	<b>Rp 247.825</b>

**Keterangan:**

*Booking Fee 50%, dibayarkan Tujuh (7) hari Sebelum Acara.*

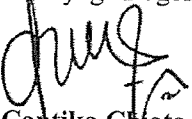
*Pelunasan 50%, dibayarkan Paling Lambat Tiga (3) Hari Sebelum Acara.*

*Pembayaran juga dapat dilakukan dengan cara Tunai langsung ke Devoyage atau Transfer rekening :*

**PT. DAS BROTHERS**  
**A/C : 133.0000.898.999**  
**MANDIRI**

Demikian penawaran ini kami sampaikan, atas perhatian dan kerjasamanya kami ucapkan terima kasih.

Hormat kami,  
Devoyage Bogor

  
Cantika Chata  
Sales Executive

## List Peserta HC Employee Engagement

33

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Pers.no.	Complete name	Dept. Detail	Name of ES	Text Gen.	Employment
4152	Bambang Christianto	HR - HRBP	Manager	Male	TU Direct
40569	Gemilang Adi Perdana	HR - PMO	Manager	Male	TU Direct
28886	Gatot Prihandoko	HR - Special Project	Manager	Male	TU Direct
48339	Indria Nadhifa Shofiadena	HR CS - BP Supp.	Staff	Female	TU Direct
3354	Listibahati Nurahayu	HR CS - BP Supp.	Staff	Female	TU Direct
3984	Rani Maharani Rustam	HR CS - BP Supp.	Staff	Female	TU Direct
15509	Arvinna Zenobia Azwar	HR CS - BP Supp.	Staff	Female	TU Direct
40424	Kristin Natalia Hutahaeen	HR CS - Expat Service	Manager	Female	TU Direct
10330	Reni Mailinar Vidyasiwi Azhar	HR CS - Ops	Manager	Female	TU Direct
21142	Rabiatul Maisa	HR CS - Ops	Staff	Female	TU Direct
31408	Yusuf Tenang	HR CS - Ops	Manager	Male	TU Direct
48344	Annajm Arradita Andhi Ajeng	HR CS - Ops	Staff	Female	TU Direct
46164	Ahmad Nur Dinan Aghnatya	HR CS - Ops	Staff	Male	TU Direct
3363	Wahyu Widiastuti	HR CS - Payroll	Manager	Female	TU Direct
12922	Yuyu Suryaningsih	HR CS - Payroll	Staff	Female	TU Direct
10000072	Dayinta Titis Maharsi	HR CS - Rec	Staff	Female	TU Direct
6291	Ferry Marcos Butarbutar	HR Head	Manager	Male	TU Direct
4733	Yudi Adrian	S&G	Manager	Male	TU Direct
11841	Nanda Irvandy Malau	S&G - OD	Manager	Male	TU Direct
44036	Gladys Mayssa Heryanti	S&G - OD	Staff	Female	TU Direct
3452	Nia Kaniawati	S&G - SRA	Manager	Female	TU Direct
3469	Rini Mardiaty	S&G - SRA	Staff	Female	TU Direct
4009	Sangaji Patialam Monoarfa	S&G - SRA	Manager	Male	TU Direct
34692	Usman Noor	S&G - SRA	Manager	Male	TU Direct
30232	Liza D Kuntadi	S&G - OD	Manager	Female	TU Direct
1	Melinda Afriliani	HR CS - BP Supp.	Non Staff	Female	Outsource
2	Ratna Dewi Purba	HR CS - IR	Non Staff	Female	Outsource
3	Olivia Gita	HR CS - Ops	Non Staff	Female	Outsource
4	Putri Hana Kartika Sari	HR CS - Payroll	Non Staff	Female	Outsource
5	Tasha Anindya Indrajati	HR CS - Rec	Non Staff	Female	Outsource
6	Risty Amelia	S&G - OD	Non Staff	Female	Outsource
7	Fadhlija Najmiya	S&G - OD	Non Staff	Female	Outsource
8	Widiani Esthaviandiny	S&G - OD	Non Staff	Female	Outsource



# BLUE STAR

"The new experience to travel"

No : 008/BSCORP/MKT/XII/2019  
Hal : Penawaran Penyewaan Bus Blue Star

Jakarta, 03 Desember 2019

Kepada Yth,  
**PT. Trakindo Utama**  
Up. Ibu Yuyu

Dengan Hormat,  
Bersama surat ini kami sampaikan penawaran penyewaan bus pariwisata Blue Star dengan perincian sebagai berikut :

Tanggal	Kapasitas / Unit	Rute	Harga Sewa/ Unit/ Hari
14 Desember 2019	30 Seat/ 1 unit	Bogor	RP. 1.500.000,-

\*harga **belum** termasuk PPh 23

Pembayaran : Pelunasan 7 hari sebelum keberangkatan.  
Catatan : Harga **belum** termasuk toll, parkir, tip crew.  
Fasilitas : AC, TV LCD, DVD, VCD dan Reclining seats.

Demikian dapat saya sampaikan atas perhatian dan kerjasamanya kami mengucapkan terima kasih.

Hormat Saya,

**Ziky Fauzi**

*Jopius/41*

*100 x 3  
150 x 2  
15 x 2  
300 x 2  
200 x 4  
500 x 2  
60 x 6  
350*

Pers.no.	Complete name	Dept. Detail	Name of ES	Text Gen.	Employment	Konfirmasi	Iuran	Donasi	Sub Total	Ukuran Tshirt	Remarks	Sign
4152	Bambang Christianto	HR - HRBP	Manager	Male	TU Direct	OK	150.000	50.000	200.000	M		
40569	Gemilang Adi Perdana	HR - PMO	Manager	Male	TU Direct			750.000		L		
28886	Gatot Prihandoko	HR - Special Project	Manager	Male	TU Direct	OK	150.000	50.000	200.000	L		
48339	Indria Nadhifa Shofiadena	HR CS - BP Supp.	Staff	Female	TU Direct	ok	75.000		75.000	XL		
3354	Listibahati Nurahayu	HR CS - BP Supp.	Staff	Female	TU Direct	NO	75.000	25.000	100.000	XL	acara kel	
3984	Rani Maharani Rustam	HR CS - BP Supp.	Staff	Female	TU Direct	Yes	75.000	75.000	150.000	XL		
15509	Arvinna Zenobia Azwar	HR CS - BP Supp.	Staff	Female	TU Direct	Ok	75.000	25.000	100.000	L		
40424	Kristin Natalia Hutahaean	HR CS - Expat Service	Manager	Female	TU Direct	OK	150.000		150.000	M		
10330	Reni Mailinar Vidyasiwi Azhar	HR CS - Ops	Manager	Female	TU Direct	Ok	150.000	350.000	500.000	XXL		
21142	Rabiatul Maisa	HR CS - Ops	Staff	Female	TU Direct		75.000		75.000	M		
31408	Yusuf Tenang	HR CS - Ops	Manager	Male	TU Direct	✓	150.000	150.000	300.000	XXL		
48344	Annajm Arradita Andhi Ajeng	HR CS - Ops	Staff	Female	TU Direct		75.000		75.000	L		
46164	Ahmad Nur Dinan Aghnatya	HR CS - Ops	Staff	Male	TU Direct		75.000	25.000	100.000	M		
3363	Wahyu Widiastuti	HR CS - Payroll	Manager	Female	TU Direct	NO	150.000	50.000	200.000	XL	tdk along	
12922	Yuyu Suryaningsih	HR CS - Payroll	Staff	Female	TU Direct	YES	75.000	25.000	100.000	XL		
1E+07	Dayinta Titis Maharsi	HR CS - Rec	Staff	Female	TU Direct	OK	75.000		75.000	M		
6291	Ferry Marcos Butarbutar	HR Head	Manager	Male	TU Direct	Ok	150.000	350.000	500.000	XL		
4733	Yudi Adrian	S&G	Manager	Male	TU Direct	OK	150.000	50.000	200.000	XL		
11841	Nanda Irvandy Malau	S&G - OD	Manager	Male	TU Direct	OK	150.000		150.000	XL		
44036	Gladys Mayssa Heryanti	S&G - OD	Staff	Female	TU Direct	OK	75.000		75.000	S	(LT)	
3452	Nia Kaniawati	S&G - SRA	Manager	Female	TU Direct	OK	150.000	15.000	300.000	XXL		
3469	Rini Mardiaty	S&G - SRA	Staff	Female	TU Direct	NO	75.000			XL	acara kel.	
4009	Sangaji Patialam Monoarfa	S&G - SRA	Manager	Male	TU Direct	Yes	150.000	50.000	200.000	XXL		
34692	Usman Noor	S&G - SRA	Manager	Male	TU Direct	Yes	150.000	50.000	200.000	XL		
30232	Liza D Kuntadi	S&G - OD	Manager	Female	TU Direct	Yes	150.000	50.000	200.000	L		
13375	Tidaryani Duta Lestari	Secretary	Staff	Female	TU Direct					M		
11029	Maria Fransiska Rika. T	Secretary	Staff	Female	TU Direct					M		
3292	Agnes Dewi Prasasti	Secretary	Staff	Female	TU Direct					M		
1	Melinda Afriliani	HR CS - BP Supp.	Non Staff	Female	Outsource	OK	60.000		60.000	L		
2	Ratna Dewi Purba	HR CS - IR	Non Staff	Female	Outsource	NO	60.000		60.000	XL	acara kloronya	
3	Olivia Gita	HR CS - Ops	Non Staff	Female	Outsource	OK	60.000		60.000	M		
4	Putri Hana Kartika Sari	HR CS - Payroll	Non Staff	Female	Outsource	OK	60.000		60.000	M		
5	Tasha Anindya Indrajati	HR CS - Rec	Non Staff	Female	Outsource	OK	60.000		60.000	S		
6	Risty Amelia	S&G - OD	Non Staff	Female	Outsource	OK	60.000		60.000	S		
7	Fadhliha Najmiya	S&G - OD	Non Staff	Female	Outsource	NO						
8	Widiani Esthaviandiny	S&G - OD	Non Staff	Female	Outsource	NO						

Employe Group	Nilai Iuran
Manager	150.000
Non Staff	750.000
Staff	600.000

Manager (14) = Rp. 4.050.000,-  
 Staff (11) = Rp. 1.001.000,-  
 Non Staff (6) = Rp. 360.000,-

total = 3.560.000

5.411.000  
 9000 (round up).

5.420.000