

LEMBAR PENGESAHAN	i
STATEMENT OF ORIGINALITY	ii
DEDICATION SHEET	iii
MOTTO	iv
INTISARI	v
ABSTRACT	vi
ACKNOWLEDGMENT	vii
CONTENTS	ix
LIST OF ABBREVIATIONS	xi
LIST OF PICTURES	xii
LIST OF TABLE	xiii
CHAPTER 1 INTRODUCTION	
I.1. Background of Study	1
1.2. Objectives of Study	3
1.3. Scope of Study	3
1.4. Method of Study	3
1.5. Presentation	4
CHAPTER 2 GENERAL DESCRIPTION OF LEMBAGA PENDIDIKAN PERKEBUNAN YOGYAKARTA	
2.1. Profile	5
2.1.2. Vision and Mission.....	6
2.1.3. Aim	6
2.1.4. Main Company Values	6
2.1.5. Human Resources.....	7
2.1.6. Infrastructure	8
2.1.7. LPP Organizational Structure.....	9
2.2 Main Services	10



2.2.1. Education	10
2.2.2. Training Courses.....	11
2.3. Executing Consultancy	11
2.4. Assessment Center and Competency Test	12
2.5. Business Units	112
2.6. Work Partners	13

CHAPTER 3 THE DUTIES AND RESPONSIBILITIES OF SECRETARY AT THE HUMAN RESOURCE DEPARTMENT OF LPP YOGYAKARTA

3.1 Secretary in Human Resources Department in LPP Yogyakarta	14
3.2 Secretary definition in LPP	16
3.2.1 The differences between Executive Secretary and Administrative Secretary	16
3.3 Details Secretarial Duties and Responsibilities in HRD LPP	18
3.3.1 Making a Decision Letter Regarding Salary Increases	18
3.3.2 Making pay slips for professional employees	19
3.3.3 Arranging the files of the employee performance evaluation	20
3.3.4 Planning the Budget of the Company	22
3.3.5 Personnel Meeting	23
3.3.6 Making Official Letter.....	24
3.3.7 Maintenance of Archives.....	27
3.4 The Challenges of Being Administrative Secretary in the HRD LPP	34

CHAPTER 4 CONCLUSION

WORKS CITED	36
LIST OF OBSERVATIONS.....	37
LIST OF INFORMANTS	38
LIST OF INTERVIEW QUESTIONS	39
CURRICULUM VITAE	