

CREATE A GUIDEBOOK OF PBB IN BAPENDA BATAM

The writer recognized the following background as the issue below: Request processing, which is primarily done by hand, is the main procedure. Producing a work instruction manual is the first step in doing this. This work instruction is intended to lower the possibility of errors.



01 Receive and check the completeness of application documents

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02 record application submissions

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03 carryout verification, create descriptions of research files, provide NOP and ZNT codes, carry out digitization

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04 research and sign the SPPT concept

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05 SPPT printing

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06 Receive and schedule SPPT, Confirm SPPT to WP to be sent to PBB Service Post

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07 archival recording after retrieval

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