



PEMERINTAH DAERAH KABUPATEN KAPUAS HULU

DINAS KESEHATAN

Jalan Diponegoro No. 27 Telp. (0567) 21009

PUTUSSIBAU

Nomor SOP : SOP-DINKES/PP-

Tanggal Pembuatan :

Tanggal Revisi :

Tanggal Pengesahan :

Disahkan oleh : Kepala Dinas Kesehatan

Nama SOP : Pengumpulan Data Kinerja

Kualifikasi Pelaksana

Memahami Permenpan No.53 Tahun 2014

Dasar Hukum
PERATURAN MENTERI NEGARA PENDAYAGUNAAN APARATUR NEGARA DAN REFORMASI BIROKRASI NO 53
TENTANG PETUNJUK TEKNIS PERJANJIAN KINERJA, PELAPORAN KINERJA DAN TATA CARA REVUI ATAS LAPORAN
KINERJA INSTANSI PEMERINTAH

Keterkaitan
SOP Surat Masuk
SOP Penyusunan DPA

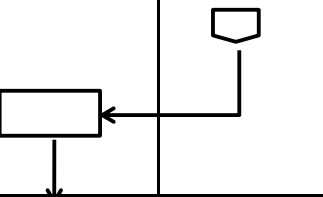
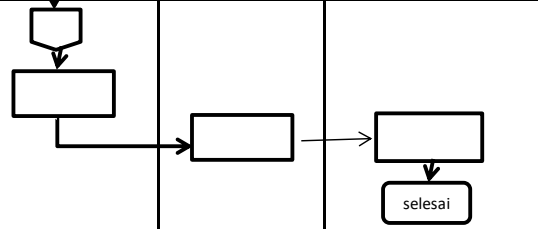
Peralatan/Perlengkapan
1. ATK
2. Komputer
3. Flashdisk
4. Printer
5. Permenpan No.53 Tahun 2014
6. Lembar Disposisi

Peringatan
Jika SOP ini tidak dilaksanakan maka penyampaian Laporan lakip Tahun N-1 terlambat

Pencatatan dan Pendataan
Seksi dan Sub Bag

No	Uraian Kegiatan	Pelaksana			Mutu Baku			Keterangan
		Kepala Dinas	Sub Bagian Program	Kabid,Kasubag,Kepala Seksi yang membidangi	Kelengkapan	Waktu	Output	
1	2	4	5	6	9	10	11	
1	Memerintahkan Untuk mengumpulkan Data Kinerja				1. Pulpen 2. Lembar Disposisi	15 menit	Surat Siap didisposisi	
2	Membentuk Tim Pengumpulan Data Kinerja				1. Pulpen 2. Lembar Form Isian Data Kinerja	2 Jam	Tim Terbentuk	
3	Mengumpulkan dan Merekapitulasi Data Kinerja Dari Bidang, Seksi, Sub Bagian				1. Komputer/laptop 2. Flash disk 3. Kertas HVS Ukuran F4 4. Printer 5. Pulpen 6. File Form Isian Data Kinerja	5 hari	Data Sudah Dikumpulkan dan Direkapitulasi	

No	Uraian Kegiatan	Pelaksana			Mutu Baku			Keterangan	
		Kepala Dinas	Sub Bagian Program	Kabid, Kasubag, Kepala Seksi yang membidangi	Kelengkapan	Waktu	Output		
1	2	4	5	6	9	10	11		
4	Membahas dan mengevaluasi data kinerja	<pre> graph TD A{ } --- B[] B --- C[] C --- D[] D --- E[] E --- B E --- F[] F --- G[] G --- H[] H --- I[] I --- J[] J --- K[] K --- L[] L --- M[] M --- N[] N --- O[] O --- P[] P --- Q[] Q --- R[] R --- S[] S --- T[] T --- U[] U --- V[] V --- W[] W --- X[] X --- Y[] Y --- Z[] Z --- AA[] AA --- AB[] AB --- AC[] AC --- AD[] AD --- AE[] AE --- AF[] AF --- AG[] AG --- AH[] AH --- AI[] AI --- AJ[] AJ --- AK[] AK --- AL[] AL --- AM[] AM --- AN[] AN --- AO[] AO --- AP[] AP --- AQ[] AQ --- AR[] AR --- AS[] AS --- AT[] AT --- AU[] AU --- AV[] AV --- AW[] AW --- AX[] AX --- AY[] AY --- AZ[] AZ --- BA[] BA --- BB[] BB --- BC[] BC --- BD[] BD --- BE[] BE --- BF[] BF --- BG[] BG --- BH[] BH --- BI[] BI --- BJ[] BJ --- BK[] BK --- BL[] BL --- BM[] BM --- BN[] BN --- BO[] BO --- BP[] BP --- BQ[] BQ --- BR[] BR --- BS[] BS --- BT[] BT --- BU[] BU --- BV[] BV --- BW[] BW --- BX[] BX --- BY[] BY --- BZ[] BZ --- CA[] CA --- CB[] CB --- CC[] CC --- CD[] CD --- CE[] CE --- CF[] CF --- CG[] CG --- CH[] CH --- CI[] CI --- CJ[] CJ --- CK[] CK --- CL[] CL --- CM[] CM --- CN[] CN --- CO[] CO --- CP[] CP --- CQ[] CQ --- CR[] CR --- CS[] CS --- CT[] CT --- CU[] CU --- CV[] CV --- CW[] CW --- CX[] CX --- CY[] CY --- CZ[] CZ --- DA[] DA --- DB[] DB --- DC[] DC --- DD[] DD --- DE[] DE --- DF[] DF --- DG[] DG --- DH[] DH --- DI[] DI --- DJ[] DJ --- DK[] DK --- DL[] DL --- DM[] DM --- DN[] DN --- DO[] DO --- DP[] DP --- DQ[] DQ --- DR[] DR --- DS[] DS --- DT[] DT --- DU[] DU --- DV[] DV --- DW[] DW --- DX[] DX --- DY[] DY --- DZ[] DZ --- EA[] EA --- EB[] EB --- EC[] EC --- ED[] ED --- EE[] EE --- EF[] EF --- EG[] EG --- EH[] EH --- EI[] EI --- EJ[] EJ --- EK[] EK --- EL[] EL --- EM[] EM --- EN[] EN --- EO[] EO --- EP[] EP --- EQ[] EQ --- ER[] ER --- ES[] ES --- ET[] ET --- EU[] EU --- EV[] EV --- EW[] EW --- EX[] EX --- EY[] EY --- EZ[] EZ --- FA[] FA --- FB[] FB --- FC[] FC --- FD[] FD --- FE[] FE --- FF[] FF --- FG[] FG --- FH[] FH --- FI[] FI --- FJ[] FJ --- FK[] FK --- FL[] FL --- FM[] FM --- FN[] FN --- FO[] FO --- FP[] FP --- FQ[] FQ --- FR[] FR --- FS[] FS --- FT[] FT --- FU[] FU --- FV[] FV --- FW[] FW --- FX[] FX --- FY[] FY --- FZ[] FZ --- GA[] GA --- GB[] GB --- GC[] GC --- GD[] GD --- GE[] GE --- GF[] GF --- GG[] GG --- GH[] GH --- GI[] GI --- GJ[] GJ --- GK[] GK --- GL[] GL --- GM[] GM --- GN[] GN --- GO[] GO --- GP[] GP --- GQ[] GQ --- GR[] GR --- GS[] GS --- GT[] GT --- GU[] GU --- GV[] GV --- GW[] GW --- GX[] GX --- GY[] GY --- GZ[] GZ --- HA[] HA --- HB[] HB --- HC[] HC --- HD[] HD --- HE[] HE --- HF[] HF --- HG[] HG --- HH[] HH --- HI[] HI --- HJ[] HJ --- HK[] HK --- HL[] HL --- HM[] HM --- HN[] HN --- HO[] HO --- HP[] HP --- HQ[] HQ --- HR[] HR --- HS[] HS --- HT[] HT --- HU[] HU --- HV[] HV --- HW[] HW --- HX[] HX --- HY[] HY --- HZ[] HZ --- IA[] IA --- IB[] IB --- IC[] IC --- ID[] ID --- IE[] IE --- IF[] IF --- IG[] IG --- IH[] IH --- II[] II --- IJ[] IJ --- IK[] IK --- IL[] IL --- IM[] IM --- IN[] IN --- IO[] IO --- IP[] IP --- IQ[] IQ --- IR[] IR --- IS[] IS --- IT[] IT --- IU[] IU --- IV[] IV --- IW[] IW --- IX[] IX --- IY[] IY --- IZ[] IZ --- JA[] JA --- JB[] JB --- JC[] JC --- JD[] JD --- JE[] JE --- JF[] JF --- JG[] JG --- JH[] JH --- JI[] JI --- JJ[] JJ --- JK[] JK --- JL[] JL --- JM[] JM --- JN[] JN --- JO[] JO --- JP[] JP --- JQ[] JQ --- JR[] JR --- JS[] JS --- JT[] JT --- JU[] JU --- JV[] JV --- JW[] JW --- JX[] JX --- JY[] JY --- JZ[] JZ --- KA[] KA --- KB[] KB --- KC[] KC --- KD[] KD --- KE[] KE --- KF[] KF --- KG[] KG --- KH[] KH --- KI[] KI --- KJ[] KJ --- KL[] KL --- KM[] KM --- KN[] KN --- KO[] KO --- KP[] KP --- KQ[] KQ --- KR[] KR --- KS[] KS --- KT[] KT --- KU[] KU --- KV[] KV --- KW[] KW --- KX[] KX --- KY[] KY --- KZ[] KZ --- LA[] LA --- LB[] LB --- LC[] LC --- LD[] LD --- LE[] LE --- LF[] LF --- LG[] LG --- LH[] LH --- LI[] LI --- LJ[] LJ --- LK[] LK --- LL[] LL --- LM[] LM --- LN[] LN --- LO[] LO --- LP[] LP --- LQ[] LQ --- LR[] LR --- LS[] LS --- LT[] LT --- LU[] LU --- LV[] LV --- LW[] LW --- LX[] LX --- LY[] LY --- LZ[] LZ --- MA[] MA --- MB[] MB --- MC[] MC --- MD[] MD --- ME[] ME --- MF[] MF --- MG[] MG --- MH[] MH --- MI[] MI --- MJ[] MJ --- MK[] MK --- ML[] ML --- MN[] MN --- MO[] MO --- MP[] MP --- MQ[] MQ --- MR[] MR --- MS[] MS --- MT[] MT --- MU[] MU --- MV[] MV --- MW[] MW --- MX[] MX --- MY[] MY --- MZ[] MZ --- NA[] NA --- NB[] NB --- NC[] NC --- ND[] ND --- NE[] NE --- NF[] NF --- NG[] NG --- NH[] NH --- NI[] NI --- NJ[] NJ --- NK[] NK --- NL[] NL --- NM[] NM --- NN[] NN --- NO[] NO --- NP[] NP --- NQ[] NQ --- NR[] NR --- NS[] NS --- NT[] NT --- NU[] NU --- NV[] NV --- NW[] NW --- NX[] NX --- NY[] NY --- NZ[] NZ --- OA[] OA --- OB[] OB --- OC[] OC --- OD[] OD --- OE[] OE --- OF[] OF --- OG[] OG --- OH[] OH --- OI[] OI --- OJ[] OJ --- OK[] OK --- OL[] OL --- OM[] OM --- ON[] ON --- OO[] OO --- OP[] OP --- OQ[] OQ --- OR[] OR --- OS[] OS --- OT[] OT --- OU[] OU --- OV[] OV --- OW[] OW --- OX[] OX --- OY[] OY --- OZ[] OZ --- PA[] PA --- PB[] PB --- PC[] PC --- PD[] PD --- PE[] PE --- PF[] PF --- PG[] PG --- PH[] PH --- PI[] PI --- PJ[] PJ --- PK[] PK --- PL[] PL --- PM[] PM --- PN[] PN --- PO[] PO --- PP[] PP --- PQ[] PQ --- PR[] PR --- PS[] PS --- PT[] PT --- PU[] PU --- PV[] PV --- PW[] PW --- PX[] PX --- PY[] PY --- PZ[] PZ --- QA[] QA --- QB[] QB --- QC[] QC --- QD[] QD --- QE[] QE --- QF[] QF --- QG[] QG --- QH[] QH --- QI[] QI --- QJ[] QJ --- QK[] QK --- QL[] QL --- QM[] QM --- QN[] QN --- QO[] QO --- QP[] QP --- QQ[] QQ --- QR[] QR --- QS[] QS --- QT[] QT --- QU[] QU --- QV[] QV --- QW[] QW --- QX[] QX --- QY[] QY --- QZ[] QZ --- RA[] RA --- RB[] RB --- RC[] RC --- RD[] RD --- RE[] RE --- RF[] RF --- RG[] RG --- RH[] RH --- RI[] RI --- RJ[] RJ --- RK[] RK --- RL[] RL --- RM[] RM --- RN[] RN --- RO[] RO --- RP[] RP --- RQ[] RQ --- RR[] RR --- RS[] RS --- RT[] RT --- RU[] RU --- RV[] RV --- RW[] RW --- RX[] RX --- RY[] RY --- RZ[] RZ --- SA[] SA --- SB[] SB --- SC[] SC --- SD[] SD --- SE[] SE --- SF[] SF --- SG[] SG --- SH[] SH --- SI[] SI --- SJ[] SJ --- SK[] SK --- SL[] SL --- SM[] SM --- SN[] SN --- SO[] SO --- SP[] SP --- SQ[] SQ --- SR[] SR --- SS[] SS --- ST[] ST --- SU[] SU --- SV[] SV --- SW[] SW --- SX[] SX --- SY[] SY --- SZ[] SZ --- TA[] TA --- TB[] TB --- TC[] TC --- TD[] TD --- TE[] TE --- TF[] TF --- TG[] TG --- TH[] TH --- TI[] TI --- TJ[] TJ --- TK[] TK --- TL[] TL --- TM[] TM --- TN[] TN --- TO[] TO --- TP[] TP --- TQ[] TQ --- TR[] TR --- TS[] TS --- TT[] TT --- TU[] TU --- TV[] TV --- TW[] TW --- TX[] TX --- TY[] TY --- TZ[] TZ --- UA[] UA --- UB[] UB --- UC[] UC --- UD[] UD --- UE[] UE --- UF[] UF --- UG[] UG --- UH[] UH --- UI[] UI --- UJ[] UJ --- UK[] UK --- UL[] UL --- UM[] UM --- UN[] UN --- UO[] UO --- UP[] UP --- UQ[] UQ --- UR[] UR --- US[] US --- UT[] UT --- UJ[] UJ --- UV[] UV --- UW[] UW --- UX[] UX --- UY[] UY --- UZ[] UZ --- VA[] VA --- VB[] VB --- VC[] VC --- VD[] VD --- VE[] VE --- VF[] VF --- VG[] VG --- VH[] VH --- VI[] VI --- VJ[] VJ --- VK[] VK --- VL[] VL --- VM[] VM --- VN[] VN --- VO[] VO --- VP[] VP --- VQ[] VQ --- VR[] VR --- VS[] VS --- VT[] VT --- VU[] VU --- VV[] VV --- VW[] VW --- VX[] VX --- VY[] VY --- VZ[] VZ --- WA[] WA --- WB[] WB --- WC[] WC --- WD[] WD --- WE[] WE --- WF[] WF --- WG[] WG --- WH[] WH --- WI[] WI --- WJ[] WJ --- WK[] WK --- WL[] WL --- WM[] WM --- WN[] WN --- WO[] WO --- WP[] WP --- WQ[] WQ --- WR[] WR --- WS[] WS --- WT[] WT --- WU[] WU --- WV[] WV --- WW[] WW --- WX[] WX --- WY[] WY --- WZ[] WZ --- XA[] XA --- XB[] XB --- XC[] XC --- XD[] XD --- XE[] XE --- XF[] XF --- XG[] XG --- XH[] XH --- XI[] XI --- XJ[] XJ --- XK[] XK --- XL[] XL --- XM[] XM --- XN[] XN --- XO[] XO --- XP[] XP --- XQ[] XQ --- XR[] XR --- XS[] XS --- XT[] XT --- XU[] XU --- XV[] XV --- XW[] XW --- XX[] XX --- XY[] XY --- XZ[] XZ --- YA[] YA --- YB[] YB --- YC[] YC --- YD[] YD --- YE[] YE --- YF[] YF --- YG[] YG --- YH[] YH --- YI[] YI --- YJ[] YJ --- YK[] YK --- YL[] YL --- YM[] YM --- YN[] YN --- YO[] YO --- YP[] YP --- YQ[] YQ --- YR[] YR --- YS[] YS --- YT[] YT --- YU[] YU --- YV[] YV --- YW[] YW --- YX[] YX --- YY[] YY --- YZ[] YZ --- ZA[] ZA --- ZB[] ZB --- ZC[] ZC --- ZD[] ZD --- ZE[] ZE --- ZF[] ZF --- ZG[] ZG --- ZH[] ZH --- ZI[] ZI --- ZJ[] ZJ --- ZK[] ZK --- ZL[] ZL --- ZM[] ZM --- ZN[] ZN --- ZO[] ZO --- ZP[] ZP --- ZQ[] ZQ --- ZR[] ZR --- ZS[] ZS --- ZT[] ZT --- ZU[] ZU --- ZV[] ZV --- ZW[] ZW --- ZX[] ZX --- ZY[] ZY --- ZZ[] </pre>				<ul style="list-style-type: none"> 1. Pulpen 2. Lembar Form Isian Data Kinerja 3. Laptop 4. OHP 	3 Hari	Data sudah dievaluasi	

No	Uraian Kegiatan	Pelaksana			Mutu Baku			Keterangan
		Kepala Dinas	Sub Bagian Program	Kabid,Kasubag,Kepala Seksi yang membidangi	Kelengkapan	Waktu	Output	
1	2	4	5	6	9	10	11	
5	Melaporkan Hasil Kegiatan Evaluasi Kinerja				1. Kertas 2. Printer 3. File evaluasi kinerja 4. File Form Lampiran 5. Flash Disk	1 hari	Dokumen Data Kinerja	
6	Menindaklanjuti Hasil Evaluasi				1. Kertas 2. Printer	1 Hari	Hasil Tindak Lanjut	

Keterangan