

SURAT TUGAS

Nomor: 27/F.03.06/2026

Assalamu'alaikum warahmatullahi wabarokaatuuh,

Pimpinan Fakultas Ilmu Sosial dan Ilmu Politik Universitas Muhammadiyah Prof. Dr. HAMKA memberi tugas kepada :

Nama : Dr. Hj. Novi Andayani Praptiningsih, M.Si.
Tugas : Memberi asesmen sebagai asesor Sertifikasi Kompetensi
Profesi BNSP bagi insan Humas FH BUMN
Tempat : Hotel Ashley Tanah Abang Jakarta
Waktu Asesmen : 2 Juli 2026

Demikian pemberian tugas ini harap dilaksanakan dengan sebaik-baiknya sebagai amanah dan ibadah kepada Allah subhanallahu wata'ala.

Wabillahi taufiq wal hidayah.

Wassalamu'alaikum warahmatullahi wabarokaatuuh.

Jakarta, 25 Juni 2026



Dekan,


Dra. Tellys Corliana, M.Hum

SURAT PERINTAH TUGAS

No. 314/SPT/UK/SERT-LSPPRI/VII/2026

Dalam rangka Pelaksanaan Sertifikasi Bidang Kehumasan oleh Lembaga Sertifikasi Profesi Publik Relasi Indonesia (LSPPRI), dengan ini Pengurus LSPPRI menunjuk dan menugaskan sebagai Asesor sebagaimana jadwal kepada :

Nama : **Dr. Novi Andayani Praptiningsih, M.Si**
No. Reg. MET : 0000000852019
Hari, tanggal : Kamis, 2 Juli 2026
Waktu/jam : 08.00 – 16.30 WIB
Tempat Uji : TUK Sewaktu FH BUMN – Ashley Hotel Tanah Abang (Ruang Burgundy Palace, Lt 2) Jl K.H. Wahid Hasyim No 220 A-B, Kampung Bali, Tanah Abang, Jakarta 10250
Jadwal :

No.	Waktu	Nama Asesi / Peserta	Skema Kompetensi
1	08.00 - 09.30	Alan Darma Saputra	Junior Public Relations Officer
2	09.30 - 11.00	Arlina Zaman	Junior Public Relations Officer
3	11.00 - 12.00	Dewi Nurhayati	Junior Public Relations Officer
	12.00 - 13.00	Break ISHOMA	
3	13.00 - 13.30	Dewi Nurhayati	Junior Public Relations Officer
4	13.30 - 15.00	Rr. Shinta Budiastuti	Junior Public Relations Officer
5	15.00 – 16.30	Indra Achmadi N.	Junior Public Relations Officer

Demikian Surat Tugas ini untuk dapat dilaksanakan dengan sebaik-baiknya dan setelah selesai segera membuat laporan kepada LSP PRI.

Jakarta, 1 Juli 2026

LSP PUBLIK RELASI INDONESIA


Muslim Basya, MBA
Ketua LSPPRI

LSPPRI

Member of



**BERITA ACARA
ASESMEN KOMPETENSI**

Pada hari ini, tanggal : Kamis, 2 Juli 2026, Waktu jam 08.00 s/d 16.30 bertempat di TUK Sewaktu : FH BUMN (Ashley Hotel Tanah Abang), telah dilaksanakan asesmen terhadap peserta asesmen sebagai berikut :

Sektor/Sub Sektor/Bidang Profesi : Public Relations
Jumlah Asesi/Peserta yang mengikuti :⁵ orang
Jumlah Asesi/Peserta yang dinyatakan
Kompeten :⁵ orang
Jumlah Asesi/Peserta yang dinyatakan
Belum Kompeten :⁻ orang
Dengan perincian sebagai berikut :

No	Nama Asesi / Peserta	Skema	Hasil Asesmen *)	Keterangan
1	Alan Darma Saputra	Junior Public Relations Officer	K	
2	Arlina Zaman	Junior Public Relations Officer	K	
3	Dewi Nurhayati	Junior Public Relations Officer	K	
4	Rr. Shinta Budiastuti	Junior Public Relations Officer	K	
5	Indra Achmadi N.	Junior Public Relations Officer	K	

Keterangan : *) Diisi dengan K (Kompeten) atau BK (Belum Kompeten). Bila BK, sebutkan Unit Kompetensinya yang BK

Demikian Berita acara ini dibuat dengan sebenarnya, untuk digunakan sebagaimana mestinya.

Jakarta, 2 Juli 2026

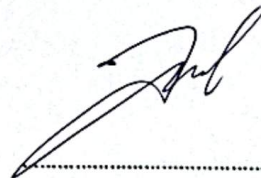
Asesor Kompetensi :

Nama : Dr. Novi Andayani Praptiningsih, M.Si
No. Reg. : 0000000852019
Tandatangan :



Penanggungjawab Sertifikasi :

Nama : Avisina
Jabatan : Koord. Sertifikasi
Tandatangan :



JADWAL SERTIFIKASI PROFESI PUBLIC RELATIONS					 LEMBAGA SERTIFIKASI PROFESI PUBLIC RELATIONS INDONESIA
TEMPAT UJI KOMPETENSI (TUK) SEWAKTU : FH BUMN (Ashley Hotel)				KAMIS, 2 JULI 2026	
NO. MEJA	NO. URUT	JAM / WIB	NAMA ASESI / PESERTA	SKEMA KOMPETENSI	NAMA ASESOR
1	1	08.00 - 09.30	Ratna Leli Nurjanah	Executive Public Relations	Dr. Muhammad Adi Pribadi, M.Com
	2	09.30 - 11.00	Dhanny	Executive Public Relations	Dr. Muhammad Adi Pribadi, M.Com
	3	11.00 - 12.00	Andi Raviali Ramadhan	Junior Public Relations Officer	Dr. Muhammad Adi Pribadi, M.Com
		12.00 - 13.00	Break ISHOMA		
	3	13.00 - 13.30	Andi Raviali Ramadhan	Junior Public Relations Officer	Dr. Muhammad Adi Pribadi, M.Com
	4	13.30 - 15.00	Tegar Imaaduddiin	Managerial Public Relations	Dr. Muhammad Adi Pribadi, M.Com
	5	15.00 - 16.30	Natalia Christanto	Managerial Public Relations	Dr. Muhammad Adi Pribadi, M.Com
2	6	08.00 - 09.30	Anggi Annisa Febriati	Media Relations Senior Advisor	Amrih Sahri
	7	09.30 - 11.00	Siti Nur Asiyah	Media Relations Senior Advisor	Amrih Sahri
	8	11.00 - 12.00	Erzha Aulia Putra	Media Relations Senior Advisor	Amrih Sahri
		12.00 - 13.00	Break ISHOMA		
	8	13.00 - 13.30	Erzha Aulia Putra	Media Relations Senior Advisor	Amrih Sahri
	9	13.30 - 15.00	Rizky Feby Herdiansyah Wijaya	Media Relations Senior Advisor	Amrih Sahri
	10	15.00 - 16.30	Andi Firmansyah	Media Relations Senior Advisor	Amrih Sahri
3	11	08.00 - 09.30	Indah Irmayani	Executive Public Relations	Dr. Devie Rahmawati, M.Hum
	12	09.30 - 11.00	Adindha Karina Dewi	Executive Public Relations	Dr. Devie Rahmawati, M.Hum
	13	11.00 - 12.00	Adi Sunardi	Executive Public Relations	Dr. Devie Rahmawati, M.Hum
		12.00 - 13.00	Break ISHOMA		
	13	13.00 - 13.30	Adi Sunardi	Executive Public Relations	Dr. Devie Rahmawati, M.Hum
	14	13.30 - 15.00	Hendrik Sastrawan	Executive Public Relations	Dr. Devie Rahmawati, M.Hum
	15	15.00 - 16.30	Vicky Muhammad Rosyad Fadillah	Executive Public Relations	Dr. Devie Rahmawati, M.Hum

4	16	08.00 - 09.30	Stevanus Dwi Citra Widharsana	Certified Event Organizer	Dr. Dyah Rahmi Astuti, M.Si
	17	09.30 - 11.00	Wildan muttaqin	Certified Event Organizer	Dr. Dyah Rahmi Astuti, M.Si
	18	11.00 - 12.00	Arlina Satiti Mugi Laras	Media Relations Senior Advisor	Dr. Dyah Rahmi Astuti, M.Si
		12.00 - 13.00	Break ISHOMA		
	18	13.00 - 13.30	Arlina Satiti Mugi Laras	Media Relations Senior Advisor	Dr. Dyah Rahmi Astuti, M.Si
	19	13.30 - 15.00	Brigida Ernestina Elu Wea	Media Relations Senior Advisor	Dr. Dyah Rahmi Astuti, M.Si
	20	15.00 - 16.30	Evan Ujuan Julius	Media Relations Senior Advisor	Dr. Dyah Rahmi Astuti, M.Si
5	21	08.00 - 09.30	Fahrur Riza Aulia Rahman	Media Relations Senior Advisor	Dr. Yuni D.Y. Mogot, M.Si
	22	09.30 - 11.00	Muhammad Rifqi Septianto	Media Relations Senior Advisor	Dr. Yuni D.Y. Mogot, M.Si
	23	11.00 - 12.00	Anang Dwi Laksono	Media Relations Senior Advisor	Dr. Yuni D.Y. Mogot, M.Si
		12.00 - 13.00	Break ISHOMA		
	23	13.00 - 13.30	Anang Dwi Laksono	Media Relations Senior Advisor	Dr. Yuni D.Y. Mogot, M.Si
	24	13.30 - 15.00	Muhammad Reza Fahlepi	Media Relations Senior Advisor	Dr. Yuni D.Y. Mogot, M.Si
	25	15.00 - 16.30	Parasdya Resma Nugraha	Media Relations Senior Advisor	Dr. Yuni D.Y. Mogot, M.Si
6	26	08.00 - 09.30	Alan Darma Saputra	Junior Public Relations Officer	Dr. Novi Andayani Praptiningsih, M.Si
	27	09.30 - 11.00	Arlina Zaman	Junior Public Relations Officer	Dr. Novi Andayani Praptiningsih, M.Si
	28	11.00 - 12.00	Dewi Nurhayati	Junior Public Relations Officer	Dr. Novi Andayani Praptiningsih, M.Si
		12.00 - 13.00	Break ISHOMA		
	28	13.00 - 13.30	Dewi Nurhayati	Junior Public Relations Officer	Dr. Novi Andayani Praptiningsih, M.Si
	29	13.30 - 15.00	Rr. Shinta Budiastuti	Junior Public Relations Officer	Dr. Novi Andayani Praptiningsih, M.Si
	30	15.00 - 16.30	Indra Achmadi N.	Junior Public Relations Officer	Dr. Novi Andayani Praptiningsih, M.Si

7	31	08.00 - 09.30	M. Sulthan Al Kautsar	Strategic Public Relations Advisor	Suratani Bangko M.I.Kom
	32	09.30 - 11.00	Poppy Andhela Pasha	Digital PR Content Visual Designer	Suratani Bangko M.I.Kom
	33	11.00 - 12.00	Fajar Luqman Nugraha	Digital PR Graphic Designer	Suratani Bangko M.I.Kom
		12.00 - 13.00	Break ISHOMA		
	33	13.00 - 13.30	Fajar Luqman Nugraha	Digital PR Graphic Designer	Suratani Bangko M.I.Kom
	34	13.30 - 15.00	Irvan Fauzan	Digital PR Graphic Designer	Suratani Bangko M.I.Kom
	35	15.00 - 16.30	Rizki Bani Sabiq Albarri	Digital PR Graphic Designer	Suratani Bangko M.I.Kom
8	36	08.00 - 09.30	Revin Setiawan	Junior Public Relations Officer	Citra Indah Lestari, S.I.Kom., S.H
	37	09.30 - 11.00	Fajar Zahro Latif	Junior Public Relations Officer	Citra Indah Lestari, S.I.Kom., S.H
	38	11.00 - 12.00	Indri Widiyawati	Junior Public Relations Officer	Citra Indah Lestari, S.I.Kom., S.H
		12.00 - 13.00	Break ISHOMA		
	38	13.00 - 13.30	Indri Widiyawati	Junior Public Relations Officer	Citra Indah Lestari, S.I.Kom., S.H
	39	13.30 - 15.00	Azis Muchalik	Junior Public Relations Officer	Citra Indah Lestari, S.I.Kom., S.H
	40	15.00 - 16.30	Nanda Ala Audah	Junior Public Relations Officer	Citra Indah Lestari, S.I.Kom., S.H
9	41	08.00 - 09.30	Ade Prasetyo	Junior Public Relations Officer	Mercy Lona Darwaty R.S, M.I.kom
	42	09.30 - 11.00	Arina Katleen Manurung	Government Affairs Manager	Mercy Lona Darwaty R.S, M.I.kom
	43	11.00 - 12.00	Mochammad Rizky Ananda	Managerial Public Relations	Mercy Lona Darwaty R.S, M.I.kom
		12.00 - 13.00	Break ISHOMA		
	43	13.00 - 13.30	Mochammad Rizky Ananda	Managerial Public Relations	Mercy Lona Darwaty R.S, M.I.kom
	44	13.30 - 15.00	Bayu Pratama Putra	Managerial Public Relations	Mercy Lona Darwaty R.S, M.I.kom
	45	15.00 - 16.30	Aulia Padlika Muslim	Media Relations Senior Advisor	Mercy Lona Darwaty R.S, M.I.kom

10	46	08.00 - 09.30	Rizki Rahmat Nugraha	Certified Marketing Communication Officer	Mikke Setiawati, M.I.Kom
	47	09.30 - 11.00	Nur Arianto	Junior Public Relations Officer	Mikke Setiawati, M.I.Kom
	48	11.00 - 12.00	Verama	Junior Public Relations Officer	Mikke Setiawati, M.I.Kom
		12.00 - 13.00	Break ISHOMA		
	48	13.00 - 13.30	Verama	Junior Public Relations Officer	Mikke Setiawati, M.I.Kom
	49	13.30 - 15.00	Rhino Ramli	Junior Public Relations Officer	Mikke Setiawati, M.I.Kom
	50	15.00 - 16.30	Aries Kurnia	Junior Public Relations Officer	Mikke Setiawati, M.I.Kom
11	51	08.00 - 09.30	Elawati	Junior Public Relations Officer	Avisina, B. Sc., MM
	52	09.30 - 11.00	Francisca Esa Rizky Amalia	Junior Public Relations Officer	Avisina, B. Sc., MM
	53	11.00 - 12.00	Neng Uli Rahmawati	Junior Public Relations Officer	Avisina, B. Sc., MM
		12.00 - 13.00	Break ISHOMA		
	53	13.00 - 13.30	Neng Uli Rahmawati	Junior Public Relations Officer	Avisina, B. Sc., MM
	54	13.30 - 15.00	Bagas Agustri Wicaksono	Junior Public Relations Officer	Avisina, B. Sc., MM
	55	15.00 - 16.30	Evi Yuliani Iskandar	Junior Public Relations Officer	Avisina, B. Sc., MM
12	56	08.00 - 09.30	Luanada Belacita	CPR (Managerial Public Relations)	Muslim Basya, BBA, MBA
	57	09.30 - 11.00	Luanada Belacita	CPR (Strategic Public Relations Advisor)	Muslim Basya, BBA, MBA
	58	11.00 - 12.00	Luanada Belacita	CPR (Digital Brand and Reputation Manager)	Muslim Basya, BBA, MBA
		12.00 - 13.00	Break ISHOMA		
	58	13.00 - 13.30	Luanada Belacita	CPR (Digital Brand and Reputation Manager)	Muslim Basya, BBA, MBA
	59	13.30 - 15.00	Rifky Farandy Pramudita	Junior Public Relations Officer	Muslim Basya, BBA, MBA
Pelaksanaan :		180 menit Uji Mandiri (APL.02) dan Uji Tulis (IA.06) sebelum jadwal peserta (kecuali peserta jam pertama diberikan setelah uji lisan)			
		90 menit Uji lisan/Wawancara/Observasi/Praktek/Portfolio dimulai sesuai jadwal masing-masing			