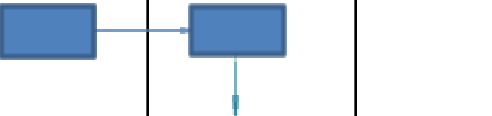


SOP PEMBUATAN PENILAIAN KINERJA GURU (PKG)

| NO | KEGIATAN                                            | PELAKSANA                                                                            |                                                                                     |                                                                                       | MUTU BAKU              |          |                        | KET |
|----|-----------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|------------------------|----------|------------------------|-----|
|    |                                                     | KEPSEK                                                                               | WA KUR                                                                              | TIM PENILAI                                                                           | KELENGKAPAN            | WAKTU    | OUTPUT                 |     |
| 1  | Mulai                                               |     |                                                                                     |                                                                                       |                        |          |                        |     |
| 2  | Membuat SK Tim Penilai PKG                          |    |                                                                                     |                                                                                       | Program kerja          | 1 jam    | SK Tim Penilai         |     |
| 3  | Menggandakan SK dan membuat jadwal supervisi        |                                                                                      |  |                                                                                       | SK Tim Penilai         | 1 jam    | SK Tim Penilai         |     |
| 4  | Menyiapkan instrumen PKG                            |                                                                                      |                                                                                     |    | Biodata, instrumen PKG | 10 menit | Biodata, instrumen PKG |     |
| 5  | Melakukan penilaian menggunakan draft instrumen PKG |                                                                                      |                                                                                     |   | instrumen PKG          | 80 menit | Draft PKG              |     |
| 6  | Melakukan persetujuan tentang hasil penilaian       |  |                                                                                     |                                                                                       | Draft PKG              | 1 jam    | Draft PKG              |     |
| 7  | Menvalidasi PKG                                     |  |                                                                                     |                                                                                       | Draft PKG              | 10 menit | PKG                    |     |
| 8  | Menyerahkan PKG yang sudah tervalidasi              |                                                                                      |                                                                                     |  | PKG                    | 5 menit  | Terkirim               |     |

|   |         |  |  |                                                                                     |  |  |  |  |
|---|---------|--|--|-------------------------------------------------------------------------------------|--|--|--|--|
|   |         |  |  |                                                                                     |  |  |  |  |
| 9 | Selesai |  |  |  |  |  |  |  |