

CHAPTER I

INTRODUCTION

1.1 Background of the study

Tourism can be described as a trip or travelling which in this case has synonymous with the word “travel” in English. On that basis, the word "tourism" can also be interpreted as a trip made several times or from one location to another, also called a "tour." (Youti, 1991:103). Mathieson & Wall in Pitana and Gyatri (2005) Stated that Tourism is an activity of endeavor that temporarily moves people to a destination beyond their place of residence and place of work and carries out events while at the destination also prepares facilities to fulfill their needs.

That is why Tourism Office is required. In carrying out the tasks and duties of the Buleleng Government, which are relevant to the vision and mission of the Regional Head and Deputy Regional Head, certain governmental affairs in the tourism sector must be carried out by providing tourism office (Dinas Pariwisata). The organizational structure of Dinas Pariwisata Buleleng is divided into: Functional Department, Secretary (General and Staffing Sub-Division, Planning Sub-Division, and Financial Sub-Division), Tourism Destination Sector, Tourism Capital Sector, Tourism Marketing Sector, Tourism Industry Sector, and Technical Implementation Unit. Each division or sector has its own roles and obligations to coordinates with others.

According to Wursanto (in Sedianingsih, 2010), the concept of secretariat is "the place where the Secretary and his staff carry out activities in the secretariat or administration field, including all correspondences processing activities, starting from the collection (receiving), documenting, duplicating, sending and storage of all information needed by the organization.". During the trainee period, the writer was placed in the Planning Sub-Division.

The Planning Sub-Division has responsibilities such as: Evaluation and Reporting under the leadership of the Sub-Division which is under the responsibility of Secretary, responsible for the office planning, including the preparation of program/activity plans, and reports to each division.

Based on the brief explanation, It is important to describe the duties further. Thus, This report explains what the Planning Sub-Division and what the writer's duties are during on the job training and gives an explanation about each of the duties. By doing this report I hope my skill will improve.

1.2 The Statement of problems

1. What are the duties for a trainee in the Planning Sub-Division at the Dinas Pariwisata Buleleng ?
2. What are the problems and solutions in the Planning Sub-Division duty ?

1.3 Purpose of the study

1. To know the duties of the trainee in Planning Sub-Division at Dinas Pariwisata Buleleng
2. To find out the solutions to the problems faced by the trainee in Planning Sub-Division at Dinas Pariwisata Buleleng

1.4 Significance of the study

1. For the students

The result of this study may increase the knowledge about the job description of in the Planning Sub-Division at Dinas Pariwisata Buleleng

2. For the institutions

This study may be a guide for the institution's library, in particular UNDIKSHA, and would be a good reference for students who wish to do the same report or to be a preliminary research for other students.