

ABSTRAK

Perkembangan teknologi informasi telah memberikan kontribusi besar terhadap peningkatan efisiensi administrasi di berbagai instansi pemerintahan, salah satunya dalam proses pengajuan surat tugas dinas luar yang masih banyak dilakukan secara manual dan menimbulkan kendala seperti keterlambatan persetujuan, kesalahan pencatatan, serta kurangnya transparansi. Penelitian ini bertujuan untuk membangun aplikasi berbasis web yang dapat mengotomatisasi proses pengajuan surat tugas dinas luar di lingkungan Dinas Komunikasi Informatika Statistik dan Persandian Kabupaten Ogan Ilir. Metode yang digunakan adalah Waterfall dengan tahapan analisis kebutuhan, perancangan, implementasi, pengujian, dan pemeliharaan, serta menggunakan framework Laravel dan MySQL. Aplikasi ini dilengkapi fitur pengajuan surat tugas, persetujuan pimpinan secara digital, pemantauan status pengajuan, dan pengecekan ketersediaan pegawai secara real-time. Hasil implementasi menunjukkan bahwa sistem yang dikembangkan mampu meningkatkan efisiensi proses administrasi, meminimalkan kesalahan, serta mendukung transparansi dan koordinasi antarpegawai, sekaligus mengurangi penggunaan dokumen fisik dalam pengelolaan surat tugas.

Kata Kunci: Surat Tugas Dinas Luar, Aplikasi Web, Administrasi Digital, Waterfall, Dinas Kominfo Ogan Ilir.

ABSTRACT

The development of information technology has made a major contribution to improving administrative efficiency in various government agencies, one of which is in the process of submitting a outside service assignment letter which is still widely done manually and causes obstacles such as delays in approval, recording errors, and lack of transparency. This study aims to build a web-based application that can automate the process of submitting outside service assignment letters within the Office of Communication Informatics Statistics and Signage of Ogan Ilir Regency. The method used is Waterfall with the stages of needs analysis, design, implementation, testing, and maintenance, and uses the Laravel framework and MySQL. This application features the submission of assignment letters, digital leadership approval, monitoring of submission status, and checking the availability of employees in real-time. The implementation results show that the system developed is able to improve the efficiency of the administrative process, minimize errors, and support transparency and coordination between employees, while reducing the use of physical documents in managing assignment letters.

Keywords: *Outside Service Assignment Letter, Web Application, Digital Administration, Waterfall, Office of Communication and Information Ogan Ilir.*