

## ABSTRACT

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*An organization must have a jobdesk which is the plan of organization activities that is focused, integrated and systematic made for a limited time and will be a guide for that organization. The jobdesk proposal at the Office of Financial Management and Asset Majalengka (DPKAD Majalengka) still in the form of hardcopy proposal, controlling and monitoring of the jobdesk implementation still relies on the ability of the Head of Sub Division of Planning, Evaluation, and Reporting (PEP) there is no system that helps to provide warnings early on the implementation schedule, control of the jobdesk which has not been done still manually, the difficulties in preparing report activity and financial because it must to reopen the documents or files that pile up so that make an employee to extra work, also allows the loss of files or document that already exist. Applications built will help manage data work program correctly so that the process can be carried out systematically for the recording of the entire jobdesk in DPKAD Majalengka. And create the data reports based on jobdesk and financial activities of the jobdesk that has been carried out in DPKAD Majalengka. In addition, SMS broadcast feature can be an alternative to help employees to get information about an item activities that to be implemented, and as a notification when filing jobdesk. This final project using the SDLC (Software Development Life Cycle) with the waterfall model, it built using the PHP programming language and CodeIgniter framework and for data storage using a MySQL database. Hopefully with these applications can facilitate business process DPKAD Majalengka.*

*Keywords: Jobdesk, Waterfall, PHP, MySQL*