

ABSTRACT

Application of information and communication technology is widely used also in the world of governance, the need for time and cost efficiency causes the government feel the need to apply information technology in the work environment. Therefore it is needed an application to support the performance of one Agency in Government that has not used the application in the Secretariat Section of the Financial and Asset Management Agency (BPKA). The application of administration of institutional letter in BPKA is an application that is made in order to streamline the performance time of Staff and Head of Agency BPKA in monitoring, archiving and managing institutional letter in BPKA. This application is expected to assist Staff and Head of Agency in monitoring letters, archiving institutional letter to be more effective than ever. This application using Software Development Life Cycle (SDLC) method with Waterfall method. Based on the results of testing and presentation of the application obtained survey data that this application can already facilitate the management of BPKA institutional letter administration.

Keywords: letter of department, disposition, application, waterfall and MySQL.