INSTRUMEN SUPERVISI WAKA SARANA

 MJ - 4

1. Nama Madrasah :
2. Nama WAKA SARANA :
3. Hari, Tanggal Supervisi :

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Komponen** |  | **Skor nilai** |
|  | **4** | **3** | **2** | **1** | **0** |
| 1 | Menyusun Program Kerja |  |  |  |  |  |
| 2 | Menyusun rencana kebutuhan sarana dan prasarana |  |  |  |  |  |
| 3 | Mengkoordinasikan pendayagunaan sarana dan prasarana |  |  |  |  |  |
| 4 | Menginventarisasi barang – barang milik madrasah |  |  |  |  |  |
| 5 | Mengelola pembiayaan perawatan dan perbaikan alat – alat pembelajaran serta sarana dan prasarana yang ada |  |  |  |  |  |
| 6 | Menyusun laporan pelaksanaan urusan sarana dan prasarana |  |  |  |  |  |
|  | Jumlah |  |  |  |  |  |

Keterangan : Skor : 4 = Sangat baik, 3 = Baik, 2 = Cukup, 1 = Kurang, 0 = Tidak Melaksanakan

Nilai akhir = $\frac{Jumlah skor}{skor maksimal}$x 100=

Catatan : ...........................................................................................................................

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Tindak Lanjut : ...............................................................................................................................................................................

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| Kepala MadrasahNIP. |  | Sleman, ........................................ 20 .......WAKA Sarana.........................................................................NIP.  |

 Pengawas

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 NIP.