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 = x 100=

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

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

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

Pengawas

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NIP.