

Lampiran : Surat Keputusan Kepala Sekolah  
Pembagian Tugas Guru dalam Proses KBM  
Nomor : 057 /A3/D/VII/2015  
Tanggal : 1 Juli 2015

| NO  | NAMA                   | MATA PELAJARAN   | KELAS * |      |      |      |      |      |      |      |      |      |      |      | JML<br>JAM |      |
|-----|------------------------|------------------|---------|------|------|------|------|------|------|------|------|------|------|------|------------|------|
|     |                        |                  | 7.A.    | 7.B. | 7.C. | 7.D. | 7.E. | 8.A. | 8.B. | 8.C. | 8.D. | 9.A. | 9.B. | 9.C. |            | 9.D. |
| 1   | DRS. A. SYARIF MANAN   | BK               | 4       | 4    | 4    | 4    | 4    |      |      |      |      |      |      |      |            | 20   |
| 2   | DRS. M. SYAKUR         | PLKJ             | 2       | 2    | 2    | 2    | 2    | 2    | 2    | 2    | 2    | 2    | 2    | 2    | 2          | 26   |
| 3   | DRA. LILIS RIWAYATI    | TATA BUSANA      |         |      |      |      |      | 2    | 2    | 2    | 2    | 2    | 2    | 2    | 2          | 16   |
| 4   | DRA. HASANAH           | PKN              | 2       | 2    | 2    | 2    | 2    | 2    | 2    | 2    | 2    | 2    | 2    | 2    | 2          | 26   |
| 5   | SUHARDI, S.PD          | MATEMATIKA       |         |      |      |      |      |      |      |      |      | 4    | 4    | 4    | 4          | 16   |
| 6   | AGUS SALIM, S.PD I     | P A I            |         |      |      |      |      | 4    | 4    | 4    | 4    | 4    | 4    | 4    | 4          | 32   |
| 7   | MULYANAH,S.PD          | BAHASA INGGRIS   |         |      |      |      |      |      | 4    | 4    | 4    | 4    | 4    | 4    | 4          | 28   |
| 8   | MUKHLIS HAZARI, SE     | BK               | 2       | 2    | 2    | 2    | 2    | 2    | 2    | 2    | 2    | 2    | 2    | 2    | 2          | 26   |
| 9   | SUSI NURAHMI, S.PD     | BAHASA INDONESIA |         |      |      |      |      |      |      | 4    | 4    | 4    | 4    | 4    | 4          | 24   |
|     |                        | SENI BUDAYA      |         |      |      |      |      |      |      |      |      | 2    | 2    | 2    | 2          | 8    |
| 10  | YURI HARTATIK, S.PD.SI | IPA              | 4       | 4    | 4    | 4    | 4    | 4    | 4    |      |      |      |      |      |            | 28   |
| 11  | TONY PURNOMO           | PENJAS           | 2       | 2    | 2    | 2    | 2    | 2    | 2    | 2    | 2    | 2    | 2    | 2    | 2          | 32   |
| 12  | SUHENDI,S.AG           | TATA BUSANA      | 2       | 2    | 2    | 2    | 2    |      |      |      |      |      |      |      |            | 10   |
| 13  | SITI ZAKIYAH, SE I     | IPS              | 4       | 4    | 4    | 4    | 4    |      |      |      |      |      |      |      |            | 20   |
| 14  | NURHAYATI, S.PD        | MATEMATIKA       | 4       | 4    | 4    | 4    | 4    | 4    | 4    | 4    | 4    |      |      |      |            | 36   |
| 15  | MAHFUDZ,S.PD.I         | IPA              |         |      |      |      |      |      |      | 4    | 4    | 4    | 4    | 4    | 4          | 24   |
| 16  | ARDIYANSAH, S.PD       | TIK              | 2       | 2    | 2    | 2    | 2    | 2    | 2    | 2    | 2    | 2    | 2    | 2    | 2          | 26   |
| 17  | RODIAH, S.PD           | BAHASA INDONESIA | 4       | 4    | 4    | 4    | 4    | 4    | 4    |      |      |      |      |      |            | 24   |
| 18  | AAM MUAMALLAH, S.PD    | SENI BUDAYA      | 2       | 2    | 2    | 2    | 2    | 2    | 2    | 2    | 2    |      |      |      |            | 18   |
| 19  | AYU YUNINGSIH          | IPS              |         |      |      |      |      | 4    | 4    | 4    | 4    | 4    | 4    | 4    | 4          | 32   |
| 20. | RIFIQI FAJRUL KHOIS    | BAHASA INGGRIS   | 4       | 4    | 4    | 4    | 4    | 4    |      |      |      |      |      |      |            | 24   |
| 21. | SITI HARDIANTI         | UKS              |         |      |      |      |      |      |      |      |      |      |      |      |            |      |
| 22. | YUSUF                  | KEAMANAN         |         |      |      |      |      |      |      |      |      |      |      |      |            |      |

Di tetapkan : Di Jakarta  
Pada Tanggal : 1 Juli 2015 M  
: 14 Ramadhan 1436 H

Kepala Sekolah  
  
Drs. A. Syarif Manan

Lampiran : Surat Keputusan Kepala Sekolah  
Pembagian Tugas Guru dalam Proses KBM  
Nomor : NOMOR : /A3/D/VII/2015  
Tanggal : Juli 2015

**PEMBAGIAN TUGAS GURU SEBAGAI WALI KELAS  
TAHUN PELAJARAN 2015/2016**

| No | Nama Guru              | Wali kelas    | Keterangan |
|----|------------------------|---------------|------------|
| 1  | Agus Salim, S.Ag       | Kelas VII. A  |            |
| 2  | Mulyanah, S.Pd         | Kelas VII. B  |            |
| 3  | Mahfudz, S.Pd I        | Kelas VII. C  |            |
| 4  | Drs. M. Syakur         | Kelas VIII. A |            |
| 5  | Nurhayati, S.Pd        | Kelas VIII. B |            |
| 6  | Aam Muamallah, S.Pd    | Kelas VIII. C |            |
| 7  | Susi Nurahmi, S.Pd     | Kelas IX.A    |            |
| 8  | Dra. Hasanah           | Kelas IX.B    |            |
| 9  | Yuri Hartatik, S.Pd Si | Kelas IX.C    |            |

Di tetapkan : Di Jakarta  
Pada Tanggal : 1 Juli 2015 M  
: 14 Ramadhan 1436 H

Kepala Sekolah

  
**Drs. A. Syarif Manan**

Lampiran : Surat Keputusan Kepala Sekolah  
Pembagian Tugas Guru dalam Proses KBM  
Nomor : 057 /A3/D/VII/2015  
Tanggal : 1 Juli 2015

**JADWAL PIKET GURU DALAM KEGIATAN BELAJAR MENGAJAR (KBM)  
TAHUN PELAJARAN 2015/2016**

| No | Hari   | Guru Piket |                           | Keterangan                                                               |
|----|--------|------------|---------------------------|--------------------------------------------------------------------------|
| 1  | Senin  | 1.         | YURI HARTATIK, S.PD Si    | Tugas guru piket mengacu pada Standar Pelayanan Minimal (SPM) guru piket |
|    |        | 2.         | MULYANAH, S.PD            |                                                                          |
| 2  | Selasa | 1.         | DRS. M SYAKUR             |                                                                          |
|    |        | 2.         | RIFKI FAJRUL GHOIS, S.PSi |                                                                          |
| 3  | Rabu   | 1.         | AGUS SALIM,S.PD           |                                                                          |
|    |        | 2.         | MAHFUDZ, S.PD I           |                                                                          |
| 4  | Kamis  | 1.         | SUSI NURAHMI,S.PD         |                                                                          |
|    |        | 2.         | AYU YUNINGSIH,S.PD        |                                                                          |
| 5  | Jum'at | 1.         | DRA.HASANAH               |                                                                          |
|    |        | 2.         | AAM MUAMALLAH,S.PD        |                                                                          |
| 6  | Sabtu  | 1.         | MUKHLIS HAZARI,SE         |                                                                          |
|    |        | 2.         | SUHARDI,S.PD              |                                                                          |

**Keterangan:**

1. Bapak/Ibu guru yang mendapat tugas piket untuk datang sebelum jam 06.00 dan mengabsensi kehadiran bapak/ibu guru khususnya yang ada di jam pertama.
2. Mengisi kekosongan KBM jika ada guru yang tidak masuk
3. Menjaga ketertiban, keamanan, dan kondusifitas selama KBM berlangsung

Di tetapkan : Di Jakarta  
Pada Tanggal : 1 Juli 2015 M  
: 14 Ramadhan 1436 H

Kepala Sekolah



Drs. A. Syarif Manan

Lampiran : Surat Keputusan Kepala Sekolah  
 Pembagian Tugas Guru dalam Proses KBM  
 Nomor : 057 /A3/D/VII/2015  
 Tanggal : 1 Juli 2015

**JADWAL KEGIATAN PENGEMBANGAN DIRI  
 (BIMBINGAN KONSELING DAN EKSTRAKURIKULER)  
 TAHUN PELAJARAN 2015/2016**

| No | Jenis Pengembangan Diri   | Hari       | Waktu         | Pembimbing                                       | Ket |
|----|---------------------------|------------|---------------|--------------------------------------------------|-----|
| 1. | Bimbingan Konseling (BK)  |            | Include       | 1. Drs. A. Syarif Manan<br>2. Mukhlis Hazari, SE |     |
| 2. | <b>Pembina Olah Raga:</b> |            |               |                                                  |     |
|    | a. Futsal/ Sepakbola      |            |               | Mohammad Alim                                    |     |
|    | b. Pencak Silat           |            |               | Kak. Andi Valentino                              |     |
| 3. | Pramuka                   | Hari Sabtu | 06.30 – 09.00 | Drs. M. Syakur                                   |     |
| 4. | Pembina Seni              | Hari Sabtu |               | Susi Nurahmi, S.pd                               |     |
| 5. | UKS                       |            | Include       | Siti Hardianti                                   |     |
| 6. | OSIS                      |            | Include       | Drs. M. Syakur                                   |     |

Di tetapkan : Di Jakarta  
 Pada Tanggal : 1 Juli 2015 M  
 : 14 Ramadhan 1436 H

Kepala Sekolah  
  
Drs. A. Syarif Manan

**Jadwal Pelajaran SMP El-Syifa Jakarta**  
**Tahun Pelajaran 2015-2016**

| JAM | WAKTU         | SENIN         |     |     |    |     |     |     |    |    |    | SELASA     |     |     |     |     |     |     |     |     |     |
|-----|---------------|---------------|-----|-----|----|-----|-----|-----|----|----|----|------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|     |               | KELAS         |     |     |    |     |     |     |    |    |    | KELAS      |     |     |     |     |     |     |     |     |     |
|     |               | 7A            | 7B  | 7C  | 8A | 8B  | 8C  | 8D  | 9A | 9B | 9C | 7A         | 7B  | 7C  | 8A  | 8B  | 8C  | 8D  | 9A  | 9B  | 9C  |
|     | 06.30 - 07.00 | UPACARA       |     |     |    |     |     |     |    |    |    | PEMBIASAAN |     |     |     |     |     |     |     |     |     |
| 1   | 07.00 - 07.40 | 10            | 7   | 11  | 3  | 17a | 15a | 14a | 5  | 8  | 16 | 18a        | 2   | 17b | 9   | 11  | 19  | 14a | 16  | 8   | 15a |
| 2   | 07.40 - 08.20 | 10            | 7   | 11  | 3  | 17a | 15a | 14a | 5  | 8  | 16 | 18a        | 2   | 17b | 9   | 11  | 19  | 14a | 16  | 8   | 15a |
| 3   | 08.20 - 09.00 | 15a           | 14b | 8   | 4a | 18a | 11  | 17a | 7  | 5  | 2  | 11         | 8   | 7   | 4b  | 14a | 2   | 9   | 18a | 16  | 5   |
| 4   | 09.00 - 09.40 | 15a           | 14b | 8   | 4a | 18a | 11  | 17a | 7  | 5  | 2  | 11         | 8   | 7   | 4b  | 14a | 2   | 9   | 18a | 16  | 5   |
|     | 09.40 - 10.00 | ISTIRAHAT     |     |     |    |     |     |     |    |    |    |            |     |     |     |     |     |     |     |     |     |
| 5   | 10.00 - 10.40 | 12            | 10  | 14a | 13 | 4a  | 17a | 19  | 8  | 2  | 6  | 14a        | 7   | 12  | 13  | 4b  | 17a | 1   | 15a | 9   | 18b |
| 6   | 10.40 - 11.20 | 12            | 10  | 14a | 13 | 4a  | 17a | 19  | 8  | 2  | 6  | 14a        | 7   | 12  | 13  | 4b  | 17a | 1   | 15a | 9   | 18b |
| 7   | 11.20 - 12.00 | 14b           | 3   | 16  | 19 | 2   | 10  | 15a | 6  | 12 | 1  | 16         | 17b | 15a | 14a | 9   | 6   | 2   | 12  | 18b | 7   |
| 8   | 12.00 - 12.40 | 14b           | 3   | 16  | 19 | 2   | 10  | 15a | 6  | 12 | 1  | 16         | 17b | 15a | 14a | 9   | 6   | 2   | 12  | 18b | 7   |
|     | 12.40 - 13.20 | SHOLAT DZUHUR |     |     |    |     |     |     |    |    |    |            |     |     |     |     |     |     |     |     |     |

|     |               | RABU          |     |     |     |     |     |     |    |     |    | KAMIS      |     |     |     |     |     |     |     |    |     |
|-----|---------------|---------------|-----|-----|-----|-----|-----|-----|----|-----|----|------------|-----|-----|-----|-----|-----|-----|-----|----|-----|
| JAM | WAKTU         | KELAS         |     |     |     |     |     |     |    |     |    | KELAS      |     |     |     |     |     |     |     |    |     |
|     |               | 7A            | 7B  | 7C  | 8A  | 8B  | 8C  | 8D  | 9A | 9B  | 9C | 7A         | 7B  | 7C  | 8A  | 8B  | 8C  | 8D  | 9A  | 9B | 9C  |
|     | 06.30 - 07.00 | PEMBIASAAN    |     |     |     |     |     |     |    |     |    | PEMBIASAAN |     |     |     |     |     |     |     |    |     |
| 1   | 07.00 - 07.40 | 7             | 15a | 14b | 2   | 13  | 1   | 17a | 16 | 4a  | 11 | 16         | 14a | 10  | 15a | 9   | 13  | 4b  | 18b | 11 | 8   |
| 2   | 07.40 - 08.20 | 7             | 15a | 14b | 2   | 13  | 1   | 17a | 16 | 4a  | 11 | 16         | 14a | 10  | 15a | 9   | 13  | 4b  | 18b | 11 | 8   |
| 3   | 08.20 - 09.00 | 4a            | 18a | 16  | 11  | 15a | 14a | 13  | 9  | 7   | 8  | 6          | 4a  | 7   | 14a | 10  | 15b | 13  | 11  | 16 | 9   |
| 4   | 09.00 - 09.40 | 4a            | 18a | 16  | 11  | 15a | 14a | 13  | 9  | 7   | 8  | 6          | 4a  | 7   | 14a | 10  | 15b | 13  | 11  | 16 | 9   |
|     | 09.40 - 10.00 | ISTIRAHAT     |     |     |     |     |     |     |    |     |    |            |     |     |     |     |     |     |     |    |     |
| 5   | 10.00 - 10.40 | 3             | 12  | 4a  | 15b | 14a | 6   | 19  | 2  | 18a | 9  | 7          | 8   | 14b | 17a | 19  | 4a  | 6   | 10  | 9  | 18a |
| 6   | 10.40 - 11.20 | 3             | 12  | 4a  | 15b | 14a | 6   | 19  | 2  | 18a | 9  | 7          | 8   | 14b | 17a | 19  | 4a  | 6   | 10  | 9  | 18a |
| 7   | 11.20 - 12.00 | 2             | 14a | 3   | 6   | 19  | 18a | 9   | 7  | 1   | 4a | 8          | 6   | 18a | 9   | 17a | 14a | 15b | 1   | 7  | 10  |
|     | 12.00 - 12.40 | 2             | 14a | 3   | 6   | 19  | 18a | 9   | 7  | 1   | 4a | 8          | 6   | 18a | 9   | 17a | 14a | 15b | 1   | 7  | 10  |
| 8   | 12.40 - 13.20 | SHOLAT DZUHUR |     |     |     |     |     |     |    |     |    |            |     |     |     |     |     |     |     |    |     |
| 9   | 13.20 - 14.00 | 14b           | 16  | 6   | 19  | 3   | 9   | 18a | 4a | 15a | 12 |            |     |     |     |     |     |     |     |    |     |
| 10  | 14.00 - 14.40 | 14b           | 16  | 6   | 19  | 3   | 9   | 18a | 4a | 15a | 12 |            |     |     |     |     |     |     |     |    |     |

| JAM | WAKTU         | JUMAT      |     |     |     |     |    |    |    |    |    |             |  | SABTU  |  |
|-----|---------------|------------|-----|-----|-----|-----|----|----|----|----|----|-------------|--|--------|--|
|     |               | KELAS      |     |     |     |     |    |    |    |    |    |             |  | KELAS  |  |
|     |               | 7A         | 7B  | 7C  | 8A  | 8B  | 8C | 8D | 9A | 9B | 9C |             |  |        |  |
|     | 06.30 - 07.00 | PEMBIASAAN |     |     |     |     |    |    |    |    |    |             |  | EKSKUL |  |
| 1   | 07.00 - 07.40 | 8          | 16  | 14a | 10  | 15b | 9  | 11 | 5  | 6  | 7  | PRAMUKA     |  |        |  |
| 2   | 07.40 - 08.20 | 8          | 16  | 14a | 10  | 15b | 9  | 11 | 5  | 6  | 7  | PRAMUKA     |  |        |  |
| 3   | 08.20 - 09.00 | 14a        | 11  | 2   | 17a | 13  | 4b | 10 | 8  | 5  | 16 | FUTSAL      |  |        |  |
| 4   | 09.00 - 09.40 | 14a        | 11  | 2   | 17a | 13  | 4b | 10 | 8  | 5  | 16 | TAPAK SUCI  |  |        |  |
|     | 09.40 - 10.00 | ISTIRAHAT  |     |     |     |     |    |    |    |    |    |             |  |        |  |
| 5   | 10.00 - 10.40 | 17b        | 14b | 8   | 18a | 19  | 13 | 4a | 9  | 10 | 5  | MARAWIS     |  |        |  |
| 6   | 10.40 - 11.20 | 17b        | 14b | 8   | 18a | 19  | 13 | 4a | 9  | 10 | 5  | GITAR, TARI |  |        |  |

| No. | NAMA GURU             | BIDANG STUDY                             | No. | NAMA GURU                | BIDANG STUDY                                    |
|-----|-----------------------|------------------------------------------|-----|--------------------------|-------------------------------------------------|
| 1   | Drs. A. Syarif Manar  | BK Kls 8-9                               | 11  | Tawny Purnomo            | Penjaskes, 7,8,9                                |
| 2   | Drs. M. Syakur        | PLKJ                                     | 12  | Suhendi, S.Ag            | Fiqh, 7,9                                       |
| 3   | Mukhlis Hazari, SE    | BK Kls, 7,8                              | 13  | Rifqi Fajrul Ghais       | Bhs. Inggris kls 8                              |
| 4   | Dra. Hasanah          | a. PKn Kls, 7,8,9<br>b. Tata Busana kls. | 14  | Nurhayati, S.Pd          | a. Matematika ksl 7,8<br>b. IPA Kls. 7          |
| 5   | Suhardi, S.Pd         | Matematika Kls 9                         | 15  | Mahmads, S.Pd            | a. Al-Qur'an, 7,8,9<br>b. Fiqh Kls, 8           |
| 6   | Agus Salim, S.Pd I    | PAI Kls 7,8,9                            | 16  | Faizal Rizal Zulmu, S.Pd | IPS kls, 7,9                                    |
| 7   | Mulyanah, S.Pd        | Bhs Inggris kls 7, 8                     | 17  | Rodiah, S.Pd             | a. Bhs Indonesia, Kls 8<br>b. Tata Busana kls 7 |
| 8   | Susi Nurahmi, S.Pd    | a. B. Indonesia 7,9                      | 18  | Aam Muamallah, S.Pd      | a. SBK Kls 7,8,9<br>b. Tata Busana 9            |
| 9   | Yuri Hartatik, S.Pd.S | IPA kls 8,9                              | 19  | No Name                  | IPS Kls 8                                       |
| 10  | Andriansyah           | TKK, 7,8,9                               |     |                          |                                                 |

