Implementation of Orderly Administration in the Bookkeeping and Documentation System of Dasawisma Anggur Merah 3 RT 08 in Bukit Timah Subdistrict

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Abstract: This Community Service Program (PkM) was motivated by the low quality of administrative order in the bookkeeping and document management system of Dasawisma Anggur Merah 3 RT 08, Bukit Timah Village, characterized by unsystematic data recording, weak documentation practices, and limited understanding of accountable and organized administration. The objective of this program was to strengthen the capacity of Dasawisma in implementing orderly administration through the development of structured, transparent, and sustainable bookkeeping and documentation systems. The method applied was a participatory community organizing approach, implemented through socialization, technical assistance, simple bookkeeping training, hands-on documentation practices, and participatory evaluation. The results indicate a significant improvement in the understanding of Dasawisma members regarding the importance of administrative order, behavioral changes in record-keeping and document management, the establishment of a more structured bookkeeping system, and the emergence of collective awareness of administration as a foundation for program planning and decision-making. In addition, local leaders (local leaders) emerged as driving forces in strengthening administrative management and institutional capacity. This program contributes to the creation of more professional, accountable, and sustainable governance of Dasawisma organizations in community-based empowerment initiatives.

1. INTRODUCTION

Dasawisma is the smallest community-based organizational unit that plays a strategic role in family data collection, recording social activities, and reporting empowerment programs at the local level. The existence of Dasawisma is important because it serves as an initial database for planning and evaluating community-based development activities (Winarni 2016). Therefore, the implementation of orderly administration through bookkeeping systems and well-organized, systematic, and accountable document management is a fundamental requirement to ensure that all Dasawisma activities can be administratively and functionally accounted for.

Orderly administration is one of the key indicators in realizing transparent and accountable organizational governance, including grassroots community organizations. Well-managed administration enables the availability of accurate data as a basis for decision-making, supervision, and continuous program evaluation (Dwiyanto 2006). Conversely, weak

bookkeeping and documentation systems may result in disorganized reporting, recording errors, and obstacles in monitoring community activities.

Administrative problems in Dasawisma generally relate to limited human resource capacity, low awareness of the importance of documentation, and minimal technical assistance in managing bookkeeping and activity archives. These conditions can hinder the community empowerment process because program planning and implementation are not based on valid and structured data (Sumodiningrat 2000; Winarni 2016). Therefore, strengthening the administrative capacity of local institutions is a strategic step in supporting the effectiveness of Dasawisma's role.

In the context of community empowerment, higher education institutions play an important role as agents of change through community service activities based on mentoring and community capacity building. Participatory approaches that actively involve Dasawisma members in the implementation of orderly administration are considered effective in building awareness, skills, and collective responsibility for organizational management (Chambers 1997; Sumodiningrat 2000). Thus, the application of orderly administration in Dasawisma bookkeeping and documentation systems is expected to encourage the creation of more organized, transparent, and sustainable community governance.

2. METHOD

This Community Service (PkM) activity employed a community organizing approach that emphasizes joint action planning between the service team and the assisted community. The subjects of the activity were members of Dasawisma Anggur Merah 3, RT 08, Bukit Timah Subdistrict, consisting of housewives who serve as administrators and active members of Dasawisma. The location was selected based on the strategic role of Dasawisma as a family data and social activity management unit at the most basic level, as well as the identification of issues related to the suboptimal implementation of orderly administration in bookkeeping and activity documentation systems.

The planning process was carried out in a participatory manner by involving the assisted subjects from the initial stage. The service team conducted preliminary observations and informal discussions to identify the actual conditions of administrative management, the types of bookkeeping used, and the constraints encountered in data documentation. The results of this identification were then discussed together with Dasawisma administrators to determine the focus of activities, mentoring materials, and forms of action that best matched the needs and capacity of the community. Active involvement of the assisted subjects in this process

aimed to foster a sense of ownership of the implemented program.

The methods and strategies used in this PkM activity included educational, participatory, and applicative approaches. The research strategy applied was descriptive qualitative, with data collection techniques involving observation, focus group discussions (FGDs), and participatory evaluation. This approach was chosen to obtain an in-depth understanding of Dasawisma's administrative practices and to ensure that the proposed solutions were contextual, realistic, and directly applicable. The mentoring materials focused on understanding the importance of orderly administration, basic techniques of simple bookkeeping, and systematic management and archiving of Dasawisma documents.

The stages of the community service activity were implemented in a gradual and structured manner. The first stage was preparation, which included coordination with RT and Dasawisma administrators, mapping administrative problems, and developing mentoring materials. The second stage was implementation, encompassing the delivery of materials, interactive discussions, and hands-on practice in preparing bookkeeping records and organizing Dasawisma documents. The third stage was evaluation and reflection, involving the assessment of participants' understanding, changes in attitudes, and Dasawisma's readiness to implement orderly administration in a sustainable manner.

3. RESULTS

The implementation of the Community Service Program (PkM) at Dasawisma Anggur Merah 3, RT 08, Bukit Timah Subdistrict demonstrated a mentoring process that took place in a participatory and collaborative manner. From the initial stage, Dasawisma members were actively involved in identifying administrative problems, particularly those related to activity bookkeeping and document management. The initial conditions indicated that administrative records were still simple, unstandardized, and largely undocumented in a systematic manner, which made reporting and activity evaluation difficult.

The range of mentoring activities included socialization on the importance of orderly administration, training on simple bookkeeping, and hands-on practice in organizing Dasawisma documents. These activities were designed not only as a transfer of knowledge but also as a shared learning space between the service team and the assisted community. Through interactive discussions, participants were able to identify the types of documents required by Dasawisma, such as activity logbooks, financial records, and family data archives.

The mentoring results showed an improvement in the understanding and skills of Dasawisma members in preparing bookkeeping records and administrative documents in a

more organized and structured manner. Participants began to differentiate between routine activity records, financial records, and other supporting documentation. The hands-on practices conducted during the activities encouraged participants to become more confident in managing Dasawisma administration independently and sustainably.

In addition to the enhancement of technical capacity, this PkM activity also led to behavioral changes among Dasawisma members. Participants demonstrated greater discipline, accuracy, and responsibility in administrative record-keeping. Awareness of the importance of accurate and well-documented data began to grow as part of a collective responsibility rather than merely an administrative task.

Furthermore, the results of the community service activity revealed the emergence of new working patterns in Dasawisma administrative management. Several members with stronger skills in record-keeping and archiving began to act as internal drivers (local leaders) who assisted other members. This pattern represents the early formation of a small institutional structure in community-based administrative management, which has the potential to strengthen the sustainability of orderly administration at the neighborhood (RT) level.

Overall, the results indicate that mentoring on orderly administration not only improved bookkeeping and documentation systems but also fostered new awareness leading to social transformation at the community level. Dasawisma has increasingly been understood as a community organization that requires accountable, transparent, and sustainability-oriented administrative governance.

4. DISCUSSION

The results of this PkM activity reinforce the view that orderly administration is a fundamental foundation for strengthening community institutions at the grassroots level. From a public administration perspective, well-organized administrative management reflects the principles of accountability and transparency, which are essential prerequisites for good organizational governance (Dwiyanto 2006). The findings at Dasawisma Anggur Merah 3 demonstrate that administrative improvements can enhance the effectiveness of community activity implementation.

The community organizing approach employed in this activity aligns with the concept of community empowerment, which emphasizes the active participation of assisted subjects from the planning stage through evaluation. Sumodiningrat (2000) asserts that effective empowerment must originate from the real needs of the community and encourage communities' capacity to manage their own resources. The active involvement of Dasawisma

members in the mentoring process confirms that this approach is both relevant and contextual.

From a development communication perspective, the discussion and joint practice processes in the PkM activities reflect the application of participatory communication. Dialogical and context-sensitive communication enables messages about the importance of orderly administration to be effectively received and understood by participants (Mulyana 2008; Sutisna 2019). This is evidenced by increased awareness and changes in attitudes among Dasawisma members toward activity recording and documentation.

Behavioral changes observed after the mentoring indicate that social learning processes have occurred effectively. Green and Kreuter emphasize that behavioral change is more sustainable when supported by improvements in knowledge, attitudes, and a supportive social environment (Green and Kreuter 2005). In the Dasawisma context, a strong social environment based on mutual cooperation (gotong royong) served as a key supporting factor for the success of the mentoring process.

The emergence of local leaders in Dasawisma administrative management indicates a gradual process of social transformation. Soetomo (2011) notes that successful community empowerment will give rise to local leadership and new institutions that strengthen collective community capacity. The role of these local leaders is crucial in maintaining the sustainability of orderly administration after the PkM activities have concluded.

Moreover, strengthening Dasawisma administration has strategic implications for supporting government programs at the subdistrict level. Well-organized and properly documented data facilitate planning, monitoring, and evaluation of social and community activities. This aligns with the perspective of Handayani and Sulistyorini (2017), who emphasize the importance of strengthening local women's institutions as a foundation for community-based development.

Theoretically, the findings of this PkM activity enrich the discourse on community empowerment through simple administrative approaches with broad impacts. Orderly administration is understood not merely as a technical aspect but also as an instrument of social change capable of enhancing the capacity of community organizations. Thus, the results and discussion affirm that mentoring on orderly administration in Dasawisma represents a relevant strategy for building independent, accountable, and sustainable communities.

5. CONCLUSION

The Community Service Program (PkM) on the implementation of orderly administration in the bookkeeping and documentation systems of Dasawisma Anggur Merah 3, RT 08, Bukit Timah Subdistrict demonstrates that mentoring based on community organizing is able to significantly enhance the institutional capacity of Dasawisma. Theoretically, these findings confirm that orderly administration is a fundamental element of community empowerment, as it serves as an instrument of accountability, transparency, and effectiveness in managing grassroots community organizations. The participatory and educational approaches applied in this activity encouraged changes in knowledge, attitudes, and behaviors of Dasawisma members regarding bookkeeping and documentation management. The active involvement of assisted subjects throughout all stages of the activity strengthened collective awareness that administration is not merely an administrative obligation, but an integral part of social learning and the reinforcement of community self-reliance. The emergence of local leaders in administrative management serves as an early indicator of sustainable social transformation. Based on these findings, it is recommended that the orderly administrative practices introduced be consistently implemented in routine Dasawisma activities and supported by continued guidance from the subdistrict government and higher education institutions. In addition, the development of simple and easily applicable bookkeeping standards, along with the gradual utilization of basic administrative technologies, is necessary to enhance efficiency and data management sustainability. Through these efforts, Dasawisma is expected to evolve into a more independent, well-organized, and empowered community organization in supporting family-based community development.

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