# Preparation of Population Data Base for Community Unit 11 East Pamulang Village, Pamulang District South Tangerang City

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| Article Info | ABSTRACT |
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| | Village and sub-district administration, neighborhood unit functions to record population data and other government administration services, maintain security, support, and inter-living harmony, generate ideas in the implementation of development by developing the aspirations and genuine self-help of the community, and activating self-help cooperation and participation of the community members in their area. So that the purpose of implementing AbdiMas is to increase understanding of simple technology in processing population databases in neighborhood units and Community Unit 11 East Pamulang Village administrators. The method used is Active and Participatory Learning with material discussions, practices, and demonstrations. The results of the training and database input based on all available information provide a very simple understanding of technological knowledge using Microsoft Office Excel and add broad insight to local neighborhood units and Community Unit 11 administrators on the importance of inputting databases to facilitate all the interests and aspirations of the community for the implementation of village government as well as the village. Overall, 90% of the neighborhood and Community Unit 11 administrators understand the use and input of databases using Microsoft Excel, making it easier to formulate policies related to education, health, economy, and social affairs, the government of East Pamulang Village, South Tangerang City. |

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## INTRODUCTION

Increasing development is a benchmark for the progress of a government. On the other hand, the progress of a region requires institutional strengthening (Munawir., 2021), why Institutional Strengthening is Needed Because of the Impact of Population Increase (Munawir et al, 2022b), so land use change increases (Munawir et al., 2019; Munawir, 2017). Strong institutions start from the village government and even from the level of the community units (RW) and neighborhood units (RT). Neighborhood units (RT) are one of the types of social institutions formed by the community according to the needs of the Village Administration and Sub-district in empowering the community. According to Permendagri No. 5/2007 concerning Guidelines for the Arrangement of Social Institutions, Articles 14 and 15, in carrying out their duties to assist the Village and Lurah Administration, the RT functions to record population data and other government administration

services, maintain security, order and harmony among residents, generate ideas in the implementation of development by develop the aspirations and genuine self-help of the community, and promote self-help cooperation and community participation in the region. One of the tasks of the RT is to collect population data in their area. This is a manifestation of the RT's duties in facilitating the government and the community to monitor the condition of the residents. The data collected is in the form of standard data that has been determined nationally on the Family Card (KK). Apart from this, the RT also usually collects other data to support related unit programs such as the Puskesmas or the RT's program.

RW 11 East Pamulang Village, Pamulang District, South Tangerang City has a total of approximately 400 household heads (KK) spread across 6 RT areas. If calculated, the average population distribution in one RT is approximately 60 families. So far, archiving data on residents has been done manually by filing photocopies of family cards. Resident data does not only include general data that is usually found in households. This is due to limited resources for RT administrators and also limited time to recap citizen data. If we look at the number of residents of East Pamulang Village, Pamulang District, South Tangerang City, manually archiving citizen data is no longer effective. RT administrators must think about how to archive citizen data to make it easier for RT administrators to carry out their programs (Salim, 2014).

Based on the problems that are owned by RW 11 East Pamulang Village, Pamulang District, South Tangerang City, the community service team at the Engineering Department of the Urban Area Planning Study Program (PWK) and the Mathematics Department of Faculty of Science and Technology Universitas Terbuka (FST-UT) want to participate and play a direct role in helping RW in developing the citizen database. Development of the database here through the provision of training on the use of Microsoft Office Excel to the RT's core management in the RW 11 area. It is hoped that this knowledge can be applied and shared with RT members and the community who are active in managing RTan activities. The database uses Microsoft Office Excel which is expected to make it easier for RTs to store citizen standard data/identities for national needs as well as for RT's programs. The Abdimas team also wants to complete the data by adding data indicators, namely the blood type of residents (if possible). This information is important for residents and the Indonesian Red Cross if they need blood donors for a certain blood type. Microsoft Office Excel is an application program that can be used to store data. This program is not only capable of storing data but is also able to process/calculate, project, analyze, and present data by displaying tables and graphs. Data processing uses formulas that make it easy for users to create formulas. Microsoft Office Excel also has the facility to sort data automatically, sort data from smallest to largest or vice versa or alphabetically.

The Open University as a higher education institution is obliged to participate in building society by applying the knowledge it has. According to Law No. 12 of 2012, article 1 paragraph 9, Higher Education must organize the Tri Dharma of Higher Education with elements of education/teaching, research, and community service. The element of community service is the activity of academics who utilize science and technology to promote people's welfare and educate the nation's life. The Community Service Team at the Department of Urban Regional Planning Engineering and the Department of Mathematics at FST-UT Center coordinated with the management of RW 011 East Pamulang Village, Tangsel City so that they could carry out the development of the RT database. The RT officer in RW 011 collects citizen data and the UT Community Service Team develops a database template and provides Microsoft Office Excel training until they can use it independently.

The purpose of carrying out this community service activity is as a follow-up to Permendagri No. 5/2007 concerning Guidelines for the Arrangement of Social Institutions, Articles 14 and 15, in carrying out their duties to assist the Village and sub-district Administration, the RT functions to record population data. To realize this goal, the Open University Community Service team intends to help through three stages, namely providing Microsoft Office Excel Program training to community members, especially neighborhood units (RT) officials in the community units (RW) 11 East Pamulang Village, utilizing the Microsoft Program Office Excel for the activities of compiling the Population Data Base in the RT area in the RW environment. 11 East Pamulang Timur Village, and the realization of the "Population Data Base of RW 11 East Pamulang Village".

**METHOD**

The activity began with observation to observe the existing situation, then continued with an interview guided by a questionnaire that had been prepared (Danfar, 2009). Furthermore, asking for approval from the local RW to hold several activities, namely: counseling and outreach to the management of RW 11, East Pamulang Village, South Tangerang, and training and preparation of the Population Data Base for residents in RW 11 which consists of 6 RTs. This activity aims to provide counseling and increase knowledge in operating the Microsoft Office Excel program because in the end the population database will be presented in the form of a data structure in the Microsoft Office Excel program. During the training, participants entered data from previously prepared Family Card data into a format prepared by the Abdimas team in the form of the Microsoft Office Excel program.

The method of service is Active Learning and Participation (Nursyamsu, 2018; Munawir et al 2022a). This method includes discussion activities with RW 11 administrators consisting of RT 01, RT 02, RT 03, RT 04, RT 05, and RT 06 administrators. The object of service activities is the RT management in RW 11, East Pamulang Village, Pamulang District, South Tanggerang City. Target at least 30 people.

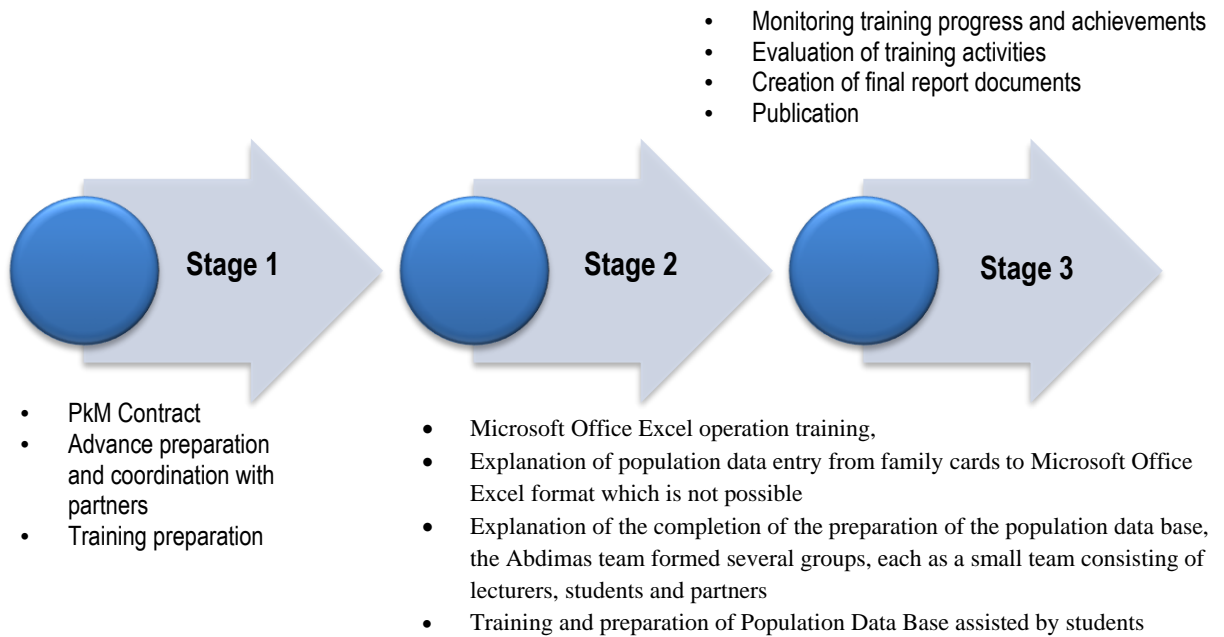The stages of implementing community service activities are as follows:

- Monitoring training progress and achievements
- Evaluation of training activities
- Creation of final report documents
- Publication

**Stage 1**     **Stage 2**     **Stage 3**

- PkM Contract
- Advance preparation and coordination with partners
- Training preparation

- Microsoft Office Excel operation training,
- Explanation of population data entry from family cards to Microsoft Office Excel format which is not possible
- Explanation of the completion of the preparation of the population data base, the Abdimas team formed several groups, each as a small team consisting of lecturers, students and partners
- Training and preparation of Population Data Base assisted by students

**Figure 1. Stages of community service implementation RW 11 East Pamulang Village**

## RESULTS
### Population Data Base Preparation Strategy
The community service activities carried out by the Open University FST Community Service Team together with the management of RT 11 of East Pamulang Village is a productive activity and also serves as a data reference for the government in preparing regional development programs at the lowest level (RT/RW level) based on population data. In practice, data can be used as a strong argument in preparing the development program. For example proposals for the construction of school buildings, health centers, mosques, and others. This activity was attempted and initiated by UT students.

The initial strategy for this Abdimas activity is to make an approach or confirm accompanied by the Chair of RW 11 so that it can easily enter into a joint implementation agreement and facilitate socialization and conduct training and preparation of the Population Data Base for residents in the RW 11 environment, East Pamulang Village.

**Figure 2. Documentation of Joint Coordination of all RTs with the Head of RW 11 at the Socialization stage**

The program socialization activities could be visited by RW 11 officials and all RT administrators in RW 11 as well as several other residents. There are several things that we want to achieve in the socialization of the Abdimas program, namely that the partner groups, in this case, the RT and RW administrators as well as residents attending the activity, can know the purpose and benefits of the Abdimas program that we offer. In addition, partners are also expected to be able to follow the stages that we offer in achieving these goals so that the Population Data Base is realized in the RW 011 East Pamulang Village area. As a continuation of the outreach program, the Abdimas Team provided Training and Compilation of a Population Data Base for residents in RW 11, especially RT administrators who were assisted by Open University students. The training was conducted to see and measure the ability of the participants (RT administrators in RW.07) in operating the Microsoft Office Excel program, because in the end the demographic database will be presented in the form of a data structure in the Microsoft Office Excel program. During the training, participants entered data from previously prepared Family Card data into a format prepared by the Abdimas team in the form of the Microsoft Office Excel program.

**Figure 3. Database Input Training Documentation Using Office Excel Software**

Based on the information in Figure 3, the results of observations on the Microsoft Office Excel program training activities, it can be seen that in general the RT administrators from RT 01 to RT 06 have been able to operate the program well. Even so, to be able to complete the entry of population data from the family card into the Microsoft Office Excel format that has been prepared in the flash disk, we are still doubtful because of their limited time to complete it. In general, the partners who take part in this program are still active with their main job of earning a living.

The implementation of AbdiMas with training on population database analysis using Microsoft Office Excel is truly a source of inspiration for creating ideas in implementing development by developing the aspirations and genuine self-help of the community and driving self-help cooperation and community participation in the region. For example, it can be useful for population data for the needs of Posyandu activities, environmental protection, youth organizations, and others. All forms of these activities can be carried out by looking at the potential of the population in the region. With this database, it will be very easy to see the potential of the population in an area. For example: to find out the population under five (1-5 years), the female population of reproductive age couples (PUS) aged 15-49 years, the population aged in the workforce, the population of elementary school age, elderly population, the population aged 17 years and over (for example for DTP) and so on.

**Increasing the Functions and Roles of RT and RW Management in Compiling the Population Database**

The preparation of a population database is very important because, for the local area, the population database can be useful as a population data asset and monitoring tool for other government administration services, maintaining security, order, and harmony among residents. Another important thing is to be able to record the entry and exit of the number of residents in the RT area environment, it must be properly identified so that a terrorist or other criminal does not infiltrate for the sake of security in the area.

The results of the population database input training can distinguish between residents with a Family Card address in the RT area and a KK address that is not in the local RT area, the data is presented in different colors where residents whose KK addresses do not match the local RT area are colored red. For residents whose

KK address matches the local RT address, write it in black. On the other hand, the RT administrators input and collect additional data besides the data on the KK. This data is needed by the sub-district or sub-district at certain times, such as the implementation of Posyandu activities, Community Health Centers, and others. The additional data includes:

1. Number of pregnant women
2. Number of breastfeeding mothers
3. Family resources (healthy, unhealthy, has a garbage disposal site, has a sewerage system, has a birth planning and complication prevention sticker attached)
4. Family water sources (PDAM, wells, rivers, etc.)
5. Number of family latrines
6. Staple food (rice or non-rice)
7. Efforts to increase family income (UP2K)
8. Utilization of yard land
9. Home industry
10. Environmental Health

Based on the results of the training carried out by the AbdiMas Team with Open University students, they then assessed the level of understanding through direct discussions and distributing questionnaires to several administrators who attended training on using Microsoft Office Excel to analyze population databases. As for the understanding of some RT administrators in RW 11, East Pamulang Village, the results are presented in Figure 4 below:
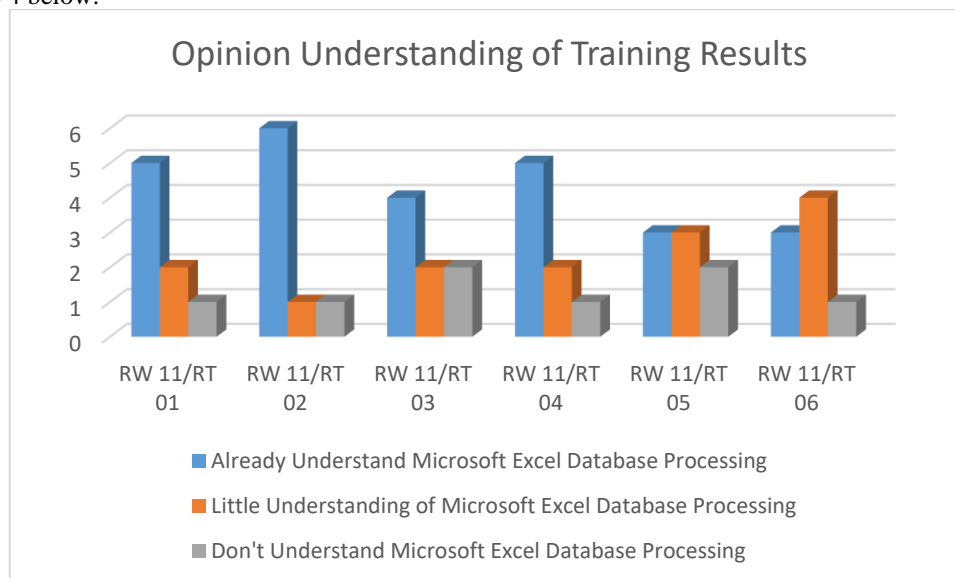


**Figure 4. Opinion of RT/RW management on Microsoft Office Excel Data Input training.**

The results of the questionnaire in the bar chart above shows that the administrators of RT 02, RT 01, RT 04, and RT 03 have a fairly high understanding based on the results of the training because all administrators of RT 01, RT 02, RT 03 and RT 04 are very enthusiastic about participating and tend to ask a lot of questions during training to increase the management's understanding of analyzing databases using Microsoft Office Excel. Those who have a little understanding regarding database analysis using Microsoft Office Excel are RT 06 and RT 05 because there are still some typing of population data which are structurally not by the order of the house blocks and there are still several names of residents who do not yet exist because the data on their Family Cards has not been collected. Some administrators do not understand database analysis using Microsoft Office Excel at all because there are still some administrators who have part-time jobs so they do not fully participate in the implementation of the training.

Overall the results of the completed population database input are then stored in each flash disk and submitted to each RT head. It is hoped that this data will always be updated from time to time by the development of real population data. The entry and exit of residents and the birth and death of residents in the respective RT areas should always be recorded. The person in charge of the data is handed over to the local RT and RW management.

## CONCLUSION

Improving understanding regarding the population database using Microsoft Excel for the administrators of RW 11 East Pamulang Village is very beneficial for the sub-district and village governments so that they have a population database of residents, village potential data, infrastructure data, and information on truly underprivileged community data. The results of inputting the database based on all available information provide a very simple understanding of technological knowledge using Microsoft Excel but have extensive insight for local RT and RW administrators on the importance of inputting databases to facilitate all the needs and interests of the community's aspirations for the sustainability of village governance and ward. Overall, 90% of the RT and RW 11 administrators understand the use and input of databases using Microsoft Excel, making it easier to formulate policies related to education, health, economy, and social affairs, the government of East Pamulang Village, Tangerang South City.

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