

ABSTRACT

The Mantren Village Office which is located at Jalan Ketro-Sidomulyo, Kebonagung, Pacitan, East Java is a Village government organization that helps and serves the needs of every resident, assists the Village Head in carrying out population administration management, correspondence services, guidance, peace and order of the Village community. which in this case is especially the correspondence service. For most people, they still find it difficult because they have to take the form to the village office, fill it in, proceed to RT and RW to ask for information or a stamp, after which it is submitted to the village office. The existence of this system can take up a lot of time for residents to take care of letters. The purpose of this research is to produce a website-based correspondence service information system, so that it is able to help the community in the process of handling letters. Therefore, through the design and creation of a website-based correspondence information system in the village of Mantren, it can help the community in managing letters, such as birth, death, transfer information. The web-based correspondence service information system in the village of Mantren can be accessed online and has been computerized so that it is more efficient in processing population data in making letters and able to produce a correspondence report.

Keywords: System, Information, Village, Website, Letter.

