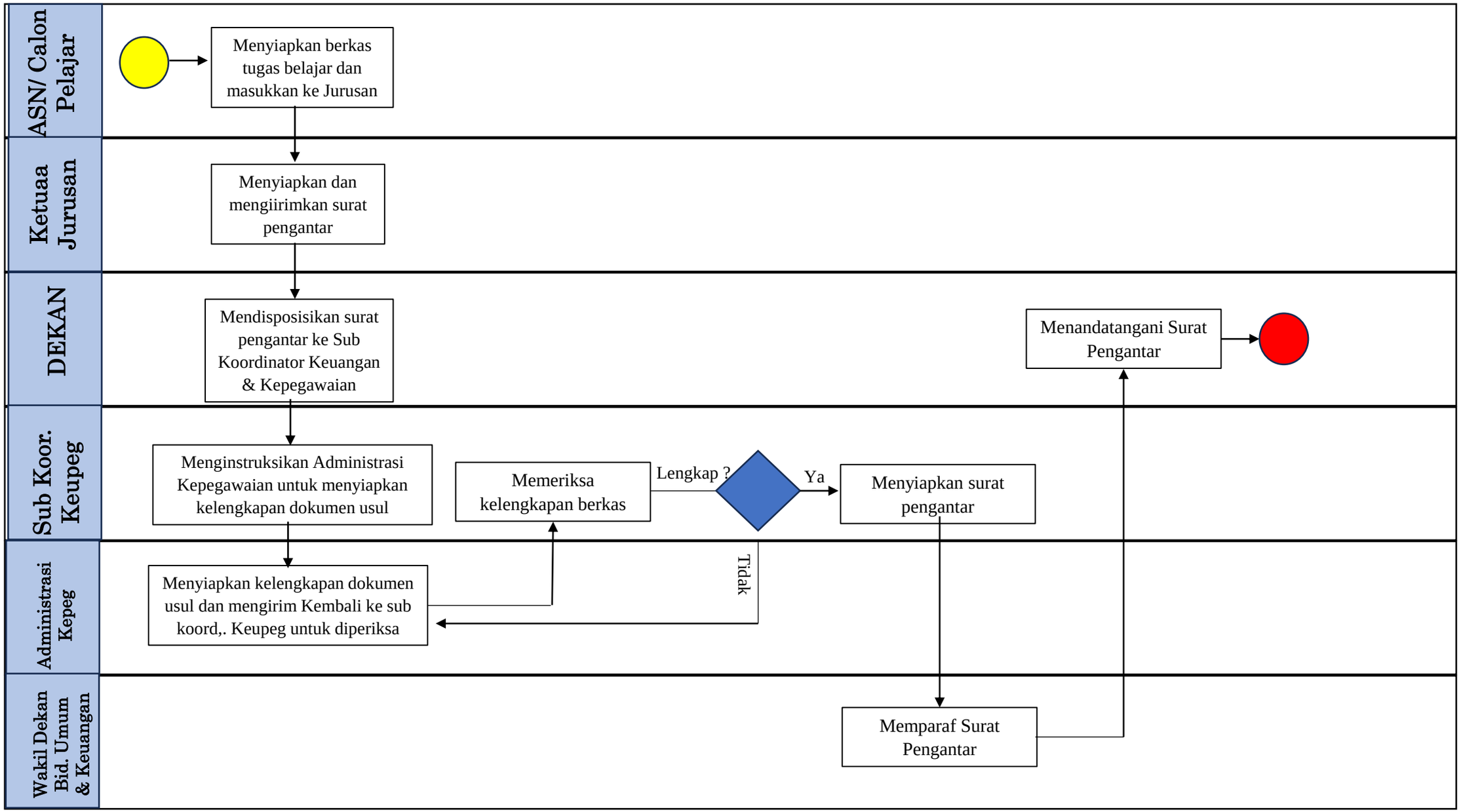SOP USULAN TUGAS BELAJAR