***ABSTRACT***

*This research entitled "Relationship of Formal Communication Pattern on Improving Employee Performance in Public Relations and Protocol of Regional Secretariat of Sumedang Regency" was conducted from June 20, 2017 until July 20, 2017.*

*The purpose of this research is (1) to know the pattern of vertical communication from downward communications (downward communications); (2) Upward communications formal vertical communication pattern; (3) Horizontal formal communication pattern (sideway communications); And (4) Diagonal communication patterns applied to improve the performance of personnel in the Public Relations Division and Protocol of the Regional Secretariat of Sumedang Regency.*

*This study focuses on "Formal Communication Patterns in Improving Employee Performance" that is about the formal communication pattern in improving the performance of employees in Public Relations and Regional Secretary Protocol Sumedang District.*

*The theoretical uses of this research are expected to contribute to the development of the field of public relations studies, especially communication in organizations related to formal communication patterns in improving employee performance. The research method used is survey method. The sampling technique used in this research is non-probability sampling (sampling saturated), that is the whole population is used as sample because the population is only 34 people. The variables used in this study consist of variable X and variable Y. Variable Y is an employee performance that includes knowledge, skills, motivation and roles. While the variable X is a formal communication pattern. The theory used is classical structural theory. Types of data obtained by source are primary and secondary data. The data obtained in the form of associative quantitative data (relationship) in the form of interval data from scores on the questionnaire used. Data collection techniques is to use questionnaires / questionnaires with 40 questions distributed to all employees who numbered 34 people. Weight the score (score) by using Likert scale, in each answer consists of 5 alternative answers that is very agree, agree, hesitate, disagree and strongly disagree. Data analysis technique used is by Pearson Product Moment correlation method to measure the degree of relationship between independent variables and bound variable scale interval, so including parametric statistical techniques. Data processing using SPSS 24.*

*The results of this research are: (1) The formal vertical communication pattern of downward communications is dominated by giving explanation of the work to the subordinates done orally and in writing but rarely propose ideas and ideas to subordinates. (2) The formal vertical communication pattern of upward communications applied by raising problems and complaints, but rarely giving praise to superiors; (3) Formal communication diagonal communications help solve internal problems of the organization / institution, and can provide information more quickly; (4) A sideways communications pattern with oral communication in meetings to share information and discuss the contribution and coordination of tasks to organizational goals, but discussing internal conflicts is rare.*

*Keywords: Formal Communication, Performance, Employee*