



Announcement Surat Thani Primary Educational Service Area Office 1

Subject : Faithful Intentions in Educational Management Surat Thani Primary Educational Service Area Office 1 Towards a New Era Organization In accordance with good governance, transparency, and accountability

.....

I am Mr.Choosak Choochuay, Assistant Director of Surat Thani Primary Educational Service Area Office 1, as the highest executive of Surat Thani Educational Service Area Office 1. Aware of the prevention and suppression of corruption According to the criteria for evaluating the merit and transparency in the operation of the Educational Service Area Office Declare a good faith intention In educational administration, Surat Thani Primary Educational Service Area Office, Area 1 By striving to operate with honesty, accuracy, speed, equality, efficiency Including instilling and raising awareness / awareness for personnel in the fight against corruption. Is a modern organization In accordance with good governance, transparency, and accountability By implementing 10 indicators as follows

#### 1. Performance

Personnel in Surat Thani Educational Service Area Office, Area 1 recognize and perform their duties as government officials with determination. To the fullest Responsible for duties with morality and transparency in accordance with the following guidelines.

1.1 All personnel must perform their duties in accordance with the operational standards. There are procedures for servicing citizens / recipients Or procedures to work in accordance with the law / regulation. Related And review / update the procedures to be up to date Be present to facilitate Efficient service

1.2 All personnel must perform their duties with equality, without discrimination Whether the general contact person or the known person personally With determination To the fullest Responsible for work And focus on the achievement of the work

#### 2. Budget usage

The personnel in the Surat Thani Primary Educational Service Area Office, Area 1 are aware and are aware of budget spending. By spending appropriately and economically, worthwhile, transparent and verifiable According to the following guidelines

2.1 Supervisors at all levels must control, supervise, monitor, or approve budget disbursements. To be in accordance with relevant laws / regulations

2.2 All personnel in the Surat Thani Primary Educational Service Area Office 1 must be aware of government budget spending. To be in accordance with the objectives of spending In order to be worthwhile and to benefit the government

2.3 All financial and asset management personnel (finance, accounting, and parcels) must carry out their operations in accordance with the relevant laws / regulations. By reporting data Transparent operation And able to verify at every step specified

### 3. The use of power

The supervisors in Surat Thani Primary Educational Service Area Office 1 have to create awareness, assign assignments, and evaluate performance. Select personnel to perform fairly. According to the following guidelines

3.1 Supervisors direct or assign tasks to personnel in the organization. According to ability Appropriateness with the status of person, position, level correctly, fairly, with attention Track tasks that are assigned or assigned to be successful for the department.

3.2 Supervisors must be organizational leaders Impartial, free from prejudice, fairness in performance appraisal And use discretion in various matters correctly and equally

3.3 The supervisor must not command or assign any work other than the duties of the subordinates In a personal way Personal business or inappropriate matters

3.4 All supervisors and personnel Must not use positions or authorities in government service To seek unjust benefits Or allowing any person to use in an illegal exploitation

### 4. Use of government property

The Office of Surat Thani Primary Educational Service Area 1 must specify measures / guidelines for the use of government assets. For the benefit of the government Do not use government assets for unlawful use. Rules or regulations, or allow any person to use for their own benefit or others in a way that is incorrect or inappropriate according to the following guidelines

4.1 Supervisors at all levels must supervise, monitor and inspect the use of the property of the department. Proceed according to the rules or regulations stipulated

4.2 All personnel in the Surat Thani Primary Educational Service Area Office 1 must look after Maintenance and responsibility of the government property that is under the responsibility to be able to use normally. If the property is damaged or lost, report or take action in accordance with the rules or regulations.

4.3 The Office of Surat Thani Primary Educational Service Area 1, by procurement, must specify measures / guidelines for the borrowing of government assets Whether to borrow within the department or Lending to third parties Must act in strict accordance with the regulations or regulations.

4.4 Supplies and building work must support or provide guidelines or manuals. In the use of government assets correctly according to procedures or regulations To prevent loss / damage in government assets

#### 5. Corruption problem solving

Source: Surat Thani Primary Educational Service Area Office, Area 1 by all work groups There must be no reduction or integration of surveillance operations within the department. According to the National Strategic Plan Guidelines on Prevention and Suppression of Corruption Phase 3 (2017-2021) in accordance with the guidelines as follows

5.1 Supervisors Every level of command must supervise, monitor and supervise the operations of subordinates. Shall be in accordance with the guidelines or measures Without fraud or bribery While also not neglecting or omitting actions when found to behave in a dishonest or misconduct

5.2 All personnel in the Surat Thani Primary Educational Service Area Office 1 jointly formulate an action plan to prevent and suppress corruption and misconduct of personnel in the Surat Thani Educational Service Area Office 1 of the current fiscal year.

5.3 All personnel in the Surat Thani Educational Service Area Office 1 must support and cooperate in the implementation of policies or other measures regarding the prevention and suppression of corruption and misconduct of the Primary Education Service Area Office. Surat Thani District 1 in all forms

5.4 Internal Audit Unit To carry out the annual internal audit plan And directly report to the Director of Surat Thani Educational Service Area Office 1

#### 6. Quality of operations

Personnel in the Surat Thani Primary Educational Service Area Office 1 must perform their duties with responsibility. By adhering to standards of operation, procedures, and legal timelines Rules or regulations as prescribed in the guidelines as follows

6.1 Supervisors Every level of command must have a working attitude. Able to transfer knowledge And is a good model according to the code of ethics for every subordinate

6.2 Every Surat Thani Primary Educational Service Area Office 1 personnel must perform their duties to the best of their abilities. Providing services to clients / people willingly. By adhering to the standards, procedures, and specified periods strictly, equally, transparently

#### 7. Communication efficiency

The Office of Surat Thani Primary Educational Service Area 1 must carry out the dissemination of the agency's information through various channels. Can access easily and not complicated, the information must be complete and current according to the following guidelines

7.1 Supervisors at all levels of command Must support the dissemination of information by agencies And provide a channel for hearing opinions, suggestions and for receiving complaints As well as arranging a staff to receive complaints And provide clarification in cases of concern and doubt

7.2 All personnel in the Surat Thani Primary Educational Service Area Office 1 must develop responsible information to be up-to-date. And able to disseminate useful information to clients Visitors or Stakeholders Through the agency's website

#### 8. Working system improvements

Surat Thani Educational Service Area Office, Area 1 Must Develop Improve the operating system of staff and procedures. By using technology in operations for convenience More fast According to the following guidelines

8.1 Supervisors at all levels of command Conduct review / improvement Develop operational procedures or service procedures According to the guidelines for facilitating government license approval in 2015 and the Official Information Act 1997

8.2 All personnel in the Surat Thani Primary Educational Service Area Office 1 must show service procedures. As well as providing opportunities for service recipients Visitors or Stakeholders Participate in / express opinions for improving service development, being transparent and verifiable, such as sharing opinions / joining and evaluating results.

#### 9. Information disclosure

The Office of Surat Thani Primary Educational Service Area 1 must carry out dissemination of current information on the department's website. To let the public know about 5 issues which are

(1) Basic information, namely basic information News And data interaction

(2) Management, including operational plans, operations And service

(3) Budget management, namely annual budget spending plans And procurement or procurement of supplies

(4) Human resource management and development, including human resource management policies The implementation of human resource management policies And rules for human resource management and development

(5) Promoting transparency in the department, including handling complaints about corruption and misconduct And providing opportunities for participation According to the following guidelines

9.1 Supervisor Every level, commanding, promotion Support all groups of personnel Act in accordance with the guidelines or measures for publicizing the news of the Surat Thani Primary Educational Service Area Office 1 in 5 issues correctly to the public. Benefit to clients Visitors or Stakeholders According to the Official Information Act 2540 B.E.

9.2 Surat Thani Educational Service Area Office Area 1 by Public Relations Arrange for communication channels in the form of social networks such as Facebook or Twitter or Line or Instagram etc. to disseminate information to the public that is up-to-date.

9.3 Surat Thani Educational Service Area Office Area 1 by the Distance Education Promotion Group Information and Communication Technology Arrange for channels for outsiders to make inquiries or provide opinions And receiving fraud complaints in two ways, such as a web board or a question-and-answer box from the department's website

## 10. Fraud Prevention

The Office of Surat Thani Primary Educational Service Area 1 must carry out dissemination of current information on the department's website. To the public to be aware of 2 issues which are

(1) Actions to prevent corruption include the intent of the executives Risk Assessment for Fraud Prevention Strengthening corporate culture And the action plan to prevent corruption

(2) Internal measures to prevent fraud, including internal measures to promote transparency and prevent fraud

According to the following guidelines

10.1 All levels of supervisors, supervisors and personnel in the Surat Thani Primary Educational Service Area Office 1 must proceed in accordance with the guidelines of good faith. In educational administration, the Surat Thani Primary Educational Service Area Office 1 focuses on New era, according to good governance, transparency, accountability

10.2 Supervisors at all levels of command Must act as a good role model To prevent behavior that causes corruption Or causing conflicts between one's own interests and the common interests of the department

10.3 All personnel in the Surat Thani Primary Educational Service Area Office 1 must promote, support and awareness by giving importance to the promotion of organizational culture and Create an organization's image in the operation of responsibility to ensure that it is free from fraud and misconduct. And does not tolerate all forms of corruption For the Surat Thani Primary Educational Service Area Office, Area 1, aimed at modern organizations In accordance with good governance, transparency, and accountability

Therefore announced generally

Announced on 4 October 2019



(Mr.Choosak Choochuay)

Director of Surat Thani Primary Educational Service Area Office 1