



## Announcement of Surin Secondary Education Service Area Office

Subject: Intent of transparency in the administration of the Surin  
Secondary Education Service Area Office

The government has developed a national strategy balancing and developing the government management system in the fight against corruption and misconduct has established proactive anti-corruption measures. It is an important strategy for preventing and suppressing corruption in the public sector. Including the development of mechanisms and systems to prevent corruption and misconduct which are in line with the operating guidelines of the Office of the Basic Education Commission to develop and enhance morality and transparency.

I myself, Mr. Sumroeng Boontoe, the Director of Surin Secondary Education Service Area Office, would like to declare my intention that we will manage with honesty in accordance with the principles of good governance, transparency, accountability, and responsibility to build confidence in the organization, educational institution and society that the Surin Secondary Education Service Area Office. We have the intention to fight against corruption in all forms and will adhere to the Surin Secondary Education Service Area Office and the educational institutes under it to be an organization with good governance and transparency by developing the following intentions:

1. Perform all procedures in accordance with the law, rules and regulations strictly as well as encourage personnel to comply with the laws, rules and regulations prescribed with determination, fairness, honesty, speed and efficiency keeping up with the corruption dynamics and in accordance with operational standards.
2. Cultivate and raise awareness anti-corruption values, know how to distinguish personal benefits and common interests to instill moral awareness and prevent corruption in the unit. The work includes a strong internal audit effectively. This will make personnel aware of the harmful effects of corruption on government agencies and the nation to create a sustainable anti-corruption culture.
3. Not accepting corrupt behavior and does not tolerate corruption that causes punishment social (Social Sanction) which will result in personnel in the Surin Secondary Education Service Area Office and educational institutions under Embarrassment and fear of committing corruption.
4. Aim to manage the work by adhering to the principles of good governance and transparency and together to create a culture for occurring in the organization cause the greatest benefit to the government and ready to show responsibility if the operation of the Surin Secondary Education Service Area Office affect or damage society as a whole.
5. Operational guidelines shall be in accordance with the details attached to this announcement.

Therefore, it is announced to everyone.

Announced on the 17<sup>th</sup> day of June B.E. 2021

(Mr. Sumroeng Boontoe)

Director of Surin Secondary Education Service Area Office

## **Guidelines for the implementation of the announcement of the Surin**

### **Secondary Education Service Area Office**

#### **Subject: Intent of transparency in the administration of the Surin**

### **Secondary Education Service Area Office**

Operating guidelines according to the announcement of the Surin Secondary Education Service Area Office Re: Intent on transparency in the administration of the Surin Secondary Education Service Area Office to strive to be an organization with good governance and transparency.

#### **1. Performance of duties**

Personnel of the Surin Secondary Education Service Area Office perform state duties with integrity by adhering to the standards for operating with transparency. Operate strictly according to the law and provide services to the people or those who request services with the agency without expecting anything in return.

Guidelines are as follows.

1.1 All personnel must perform their duties in accordance with operational standards in accordance with the procedures for providing public service or procedures with accuracy quickly and without causing any damage to the government.

1.2 All personnel perform their duties with equality does not discriminate coordinating well for the benefit of the government as well as having responsibilities focus on the achievement of good government work.

1.3 All personnel perform their duties by adhering to moral and ethical principles in their work without expecting anything in return or undeserved benefits except for unethical reception without any hidden benefits.

1.4 Every work group must promote and encourage the review of public service procedures or operating procedures to be up-to-date and up-to-date in order to operate efficiently.

#### **2. Budget use**

Personnel of the Surin Secondary Education Service Area Office must be aware and aware of the expenditure of the budget about the land that the budget is derived from the tax money of the people by having to spend appropriately and economically according to the Sufficiency Economy Philosophy together with the supervisory group and responsible for the disbursement budget and parcels must be processed with transparency and accountability.

Guidelines are as follows.

2.1 All personnel must be aware of the government's budget expenditure in accordance with the objectives of the expenditure in order to be worthwhile and truly beneficial to the government.

2.2 Procurement work must be carried out in relation to procurement or other procurement in a correct manner. Be transparent and auditable at every step as required by law, regulation or requirement.

2.3 The financial and asset management group must report budget expenditure information as required by law. Rules or regulations set and published to the public to show transparency in budget management to the extent that it is not contrary to or inconsistent with the law rules or regulations.

2.4 Supervisors at all levels of command must control Supervise or approve the disbursement and disbursement of budgets such as overtime pay, travel expenses, etc., to be neat and appropriate.

### **3. The use of power**

Supervisors of all levels command have to delegate performance appraisal Select personnel to perform their duties fairly non-discriminatory as well as to order, supervise, and supervise the subordinates to perform their duties without contravening the law rules or regulations properly and righteously.

Guidelines are as follows:

3.1 The supervisor gives orders or assigns tasks correctly fair according to ability appropriateness to the status, position, level, taking into account the risks and hazards and equality of the person according to humanitarian principles with care follow up on tasks assigned or assigned to me successfully.

3.2 The supervisor does not order or assign any tasks in addition to the duties of the subordinates which has a personal nature personal business or inappropriate matters whether for self or others.

3.3 Supervisors must remain impartial, free from bias, and have fairness in evaluating their performance or performance and exercising discretion in various matters. Including the consideration of merit to subordinates must always be fair along with being responsible for leadership.

3.4 All supervisors or personnel must not use their position or authority in official service to seek unlawful benefits or allow any person to use it for unlawful benefits.

### **4. Use of government property**

Personnel of the Surin Secondary Education Service Area Office Government property must be used for the benefit of the government, do not use government property for illegal use, rules or regulations, or allow any person to use it for their own benefit or others in a wrong way and inappropriate.

Practice guidelines are as follows:

4.1 Supervisors at all levels must supervise, maintain and be responsible for government assets under their responsibilities to be able to use normally. If property is damaged or lost, report it or take legal action, regulations or regulations set forth.

4.2 Borrowing of government property, whether borrowing within the Surin Secondary Education Service Area Office or lending to outsiders must act in accordance with the law rules or regulations strictly defined.

4.3 Procurement work must promote, support, and lay down guidelines or manuals for the use of government assets to be orderly. There is a system and to prevent damage to government property.

## **5. Corruption problem resolution**

All working groups must implement the guidelines of the National Strategic Plan on Anti-Corruption Phase 3 (2017 - 2021), the Action Plan on Prevention and Suppression of Corruption and Misconduct of the Office of the Provincial Police Region. Secondary Education Surin and measures related to the problem of corruption.

5.1 Every work group must carry out various activities and projects according to the guidelines of the action plan on the prevention and suppression of corruption and misconduct of personnel Surin Secondary Education Service Area Office Fiscal Year 2019 - 2021 and the Action Plan to Prevent and Suppress Corruption and Misconduct of Personnel of the current fiscal year and report the results of the implementation according to the Transparency Standards Committee Surin Secondary Education Service Area Office.

5.2 Every work group must promote supporting the implementation of policies or measures on the prevention and suppression of corruption and misconduct in all forms.

5.3 Supervisors at all levels of command must supervise follow up and supervise the operations of subordinates to be correct Free from corruption and bribery as well as not neglecting or refraining from taking action when encountering corrupt behavior or misconduct.

5.4 Internal Audit Unit follow the annual internal audit plan with rigorous reporting to the Director of the Surin Secondary Education Service Area Office to know directly.

## **6. Operational quality**

All personnel of the Surin Secondary Education Service Area Office must perform their duties in accordance with their responsibilities based on operational standards, procedures and time periods required by laws, regulations or regulations set to be in order efficiency and effectiveness in performing official duties.

Practice guidelines are as follows:

6.1 Supervisors at all levels of command must have good behavior and attitude in their work. There is an exemplary performance of work in accordance with the discipline of

civil servants code of Ethics for Civil Servants and Personnel Regulations, Surin Secondary Education Service Area Office on civil servant ethics to all subordinates.

6.2 Personnel shall perform their duties in serving the people willingly. Politeness in service in accordance with the responsibility as well as providing useful information in the performance of official duties to the public or those who come in contact for the correct and appropriate service.

6.3 Every work group must promote Support the use of innovations that helps the operation to be accurate accurately and quickly in performing official duties in order to be more efficient at work.

## **7. Communication efficiency**

Every work group must produce information of the agency that must be publicly available by providing communication channels with people who come in contact with the agency which people can access various information that the government informs conveniently, quickly, as well as being accurate and current information.

Practice guidelines are as follows:

7.1 Every work group must develop information on the agency's website to provide information that the public should be aware of or information to be published provide accurate and up-to-date information.

7.2 Organizations must promote support to establish a channel for hearing opinions, suggestions or complaint channels as well as having an officer to receive complaints in the department.

## **8. Improvement of the working system**

Carry out improvements and improvements in the operating system to make the process. The work of the agency is efficient, fast, modern, able to provide convenience to the people, service recipients or people who come in contact with the agency to create satisfaction and to encourage people Stakeholders or service recipients participate in the mission as well as enhancing the image of personnel and agencies under it to be transparent to create good public attitude and confidence towards the organization.

Guidelines are as follows.

8.1 Development agency Improving or reviewing operational procedures or procedures for providing services in accordance with the Facilitation of Approval Consideration Act, B.E. 2015 set.

8.2 Work groups with missions to serve the people must promote and support the implementation of missions for the people or external stakeholders participating in the mission of the Surin Secondary Education Service Area Office both in terms of listening to opinions

planning Operational or operational evaluation, etc. to show transparency in the mission of the Surin Secondary Education Service Area Office.

8.3 The agency operates its mission to the people and stakeholders with transparency and accountability along with suggestions complaints received from the public to develop and improve the operating system for better efficiency.

8.4 Organizations must promote support the introduction of information technology used to provide services or operations to facilitate Faster and more efficient.

## **9. Information Disclosure**

Carrying out information that the public should know and it is useful to carry out the mission of the office on the office website, such as basic information of the office, press releases, contact channels for inquiries with the people (Social Network), information on operating procedures or services. Annual budget expenditure plan information procurement information Human Resources Management and Development Information Fraud Complaint Management Information and channels for public participation in order to show transparency in the administration and operation of the Educational Service Area Office.

Guidelines are as follows.

9.1 The Public Relations Department must promote and support all working groups to implement guidelines or measures for information disclosure of the Surin Secondary Education Service Area Office to the public in accordance with the Government Information Act B.E. rules or regulations.

9.2 Every work group must promote support in bringing information of agencies and information that people should know or about carrying out various missions of the agency on the website of the Surin Secondary Education Service Area Office.

9.3 The public relations department must promote Support the use of communication channels in the form of Social Network such as Facebook, Twitter Line, etc., to communicate and publicize various operations of the Surin Secondary Education Service Area Office for the public to be informed of current information in a modern form.

9.4 Every work group must operate in accordance with the guidelines for information disclosure of the Surin Secondary Education Service Area Office to the public in order to inform the public and to show transparency in the operation of the Surin Secondary Education Service Area Office.

9.5 Surin Secondary Education Service Area Office by the personnel management group and law and case groups must operate in accordance with human resource management guidelines to be transparent. Since the selection Appointment personal development performance appraisal disciplinary action including building morale to maintain and maintain

good and talented people of the Surin Secondary Education Service Area Office as well as in accordance with the mission of the agency and the direction of national reform.

## **10. Corruption Prevention**

Personnel of the Surin Secondary Education Service Area Office They must carry out their own missions in accordance with the intent of the administration with honesty, transparency and good governance. Every mission must be free from corruption and can be inspected while enhancing the corporate culture Surin Secondary Education Service Area Office to be an organization free from corruption and misconduct as well as stable in honesty transparency and good governance wealth in virtue ethics of civil servants.

Guidelines are as follows.

10.1 Supervisors at all levels and all personnel of the Surin Secondary Education Service Area Office must operate in accordance with the guidelines of the will of the will in administration with honesty transparency and good governance.

10.2 Supervisors at all levels must not engage in dishonest behavior or misconduct or be of a nature of mutually beneficial relationship between stakeholders entering into a project contract or any contract from the Surin Secondary Education Service Area Office.

10.3 The legal group and cases must be promoted and support the implementation of fraud risk assessments and the formulation of guidelines or measures to prevent or manage fraud risks for the agency to take action to prevent corruption.

10.4 Every work group must promote and focus on enhancing the corporate image Surin Secondary Education Service Area Office To be an organization free from corruption and misbehavior by cooperating in activities and projects Both inside and outside the Surin Secondary Education Service Area Office on the prevention and suppression of corruption as well as jointly create a culture in the Surin Secondary Education Service Area Office that is not resistant to all forms of corruption.