



Announcement of the Trang Primary Educational Service Area Office 2

The will on a good conduct in administration of Trang Primary Educational Service Area 2

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I, Ni-on Srisoontorn, director of Trang Primary Educational Service Area 2 announced the intention of administration that will manage with honesty in accordance with good governance, transparency and accountability. According to the National Strategic Plan on Prevention and Suppression of Corruption Phrase 3 (B.E. 2560 – 2564), proceeding anti-corruption activities of all forms and driving the Trang Primary Educational Service Area 2 and affiliated institute to be free from corruption as follows

1. Duties and tasks are to be carried out according to the laws, rules and regulations in a full and strict manner. The personnel concerned are encouraged to follow the laws, rules and regulations as stipulated herein.
2. Conscience is to be inculcated and awareness is created concerning the effort and will to oppose and prevent corruption. The personnel concerned are made to realize how to distinguish personal and public interests. Consciousness and virtues are to be developed in the personnel concerned. They are encouraged to develop consciousness in virtues and make the best effort to prevent corruption. The personal of Trang Primary Educational Service Area 2 and affiliated institute are to be aware of the adverse effects of corruption on their organization in particular as a whole.
3. Corruption-oriented behavior and corruption are totally unacceptable and not socially tolerated. With the sense of unacceptability an intolerance of corruption widely practiced, it is optimistically expected that the personnel of Trang Primary Educational Service Area 2 and affiliated institute, will develop a sense of shame and dread. As a result, they will not be engaged in corruption.
4. Commit to work with fairness, honesty, speed and efficiency.
5. Management is based on good governance and creates a moral culture in the organization together. Do the budget management with transparency, cost-effectiveness which benefits to the government. And lastly, show the liability if the performance of Trang Primary Educational Service Area 2 affected and damage society entirely.
6. The implementation guidelines are in accordance with the details attached to this announcement.

Announced on 7th February 2022

(Miss. Ni-on Srisoontorn)

Director of Trang Primary Educational Service Area 2

Guideline for implementation of Trang Primary Educational Service Area 2
Intention to Honor in Administrative Trang Primary Educational Service Area 2

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1. Duty performing aspect

Personnel of Trang Primary Educational Service Area 2 must perform their duties as state officers on moral grounds in accordance with well-established work standards and principle of transparency by implementing strict law enforcement with no expectation for inappropriate remuneration.

Guideline

1.1 Every personnel must perform their duties in accordance with well-established work standards by providing services to the public on the basis of fair treatment without delay and affect to the Government.

1.2 Every personnel must perform their duties with equality fairness without discrimination and have a good communicating to benefit of officials together with responsible role achievement motivation.

1.3 Every personnel must perform their duties with morals and ethics in the work no expectation for inappropriate remuneration unless the correct receive without the covert benefit.

1.4 Every personnel must perform the work by reviewing the procedures for efficient and up-to-date public service.

2. Budgetary Management

Personnel of Trang Primary Educational Service Area 2 must be aware and aware of the budgetary expenditure that comes from tax of the public. The agency responsible for budgeting, drawing up and paying are to be operated with necessary transparency and accountability. Follow the principle of Sufficiency Economy.

Guideline

2.1 Every personnel must realize to spend the budget according to the purpose of value of money and advantage to the government agency actually.

2.2 Procurement Sections must carry out procurement process transparent and verifiable at all stages as required by law, regulation or ordinances.

2.3 Finance Divisions must repost the budget spending data accordance with the laws and regulations and disclose information repost to the public for transparency in budget management which is inconsistent with laws or regulations.

2.4 All supervisors must control the withdrawal-pay the budget appropriately, such as overtime, travel expenses etc.

3. Administrative Power

All supervisors must assign the task, evaluate performance, personnel selection to work fairly no discriminate as well as command the subordinate to perform duties under of law and regulation accurately and correctly.

Guideline

3.1 The supervisors must order or assign the tasks correctly fairness based on ability, suitably, position, office level, consider to risk and danger equality of personal humanitarian and carefulness follows work assignment to be successful.

3.2 The supervisors must not order or assign any work, in addition to the duties in official of the subordinate private business or unsuitable for others.

3.3 The supervisors must be a neutral Leader without prejudice, with responsibility for fairness and impartiality in assessing performance, using discretion in various matters. Including considering the liking for subordinates must always be fair and having leadership for their duties.

3.4 The supervisors or personnel must not use position or the authority in the government to exploit the wrong or allow any personnel to take advantage unlawful exploitation.

4. Property of the Government

Personnel of Trang Primary Educational Service Area 2 must use for the benefit of the government and do not take it to unlawful use or intended to any personnel use for their own or others.

Guideline

4.1 All directors at every level must control, maintain the property of government is available. If the property is damaged or lost must repost and comply with the law and regulations.

4.2 Borrowing asset of the government, whether inside at Trang Primary Educational Service Area 2 or outsider must actualize the law or regulations.

4.3 Procurement Sections must support the method or manual for asset of the government regularly system and damage protection in asset of the government.

5. Modify Corruption-Free

Every agency must comply with the National Anti-Corruption strategy phase 3 (B.E 2017 – 2021) the prevention and suppression of corruption and misconduct within the Trang Primary Educational Service Area 2 and measures involve to modify corruption-free search which will ultimately lead decline in corruption cases.

Guideline

5.1 All departments must carry out activities and project in line with the guidelines of the action prevention and suppression of corruption and the misconduct of the Trang Primary Educational Service Area 2. For the fiscal year 2017 – 2021, report the results of the current fiscal year as required by the board of standards the transparency of Trang Primary Educational Service Area 2.

5.2 All departments must support the implementation of policies or measures in the prevention and suppression of corruption and misconduct within the Trang Primary Educational Service Area 2.

5.3 The group directors and all levels must control and monitor the performance of subordinates to be accurate free of corruption with no ignore to process when found misconduct.

5.4 Internal audit group must carry out an internal audit accordance with the annual internal audit planning fiscal year which is strictly enforced and directly report to the director of Trang Primary Educational Service Area 2.

6. Quality

The personnel of Trang Primary Educational Service Area 2 must perform their duties according to their responsibilities, based on operational standards, procedures, rules and regulation to be neat efficiency and effectiveness with the official duty.

Guideline

6.1 The group directors and all levels must behave, discipline, good attitude to work and good example to all subordinates follow the code of professional ethics for colleagues.

6.2 The personnel of Trang Primary Educational Service Area 2 must perform the duty of providing the people with the willingness, politeness and accurate information that is beneficial to the government and people.

6.3 All departments must promote, support for innovation that helps them too perate correctly and quickly in order to achieve more efficiency.

7. Communication Performance

All departments must disclose the information to the public by communication channel accurately the public and everybody is easily to visit them.

Guideline

7.1 All departments must develop the information on the website that the people should acknowledge or is published to the to be correct and up to date.

7.2 The organization must establishes the information network for providing any information or consulting with people on its performance of duty including the coordinating officer to facilitate for gathering requests of people.

8. Improvement Service system

Trang Primary Educational Service Area 2 must improve the work system to be efficiently, rapidly, up to date, population satisfied and encouraged people or visitors. The stakeholders or visitors participate in the missions. It also enhances the transparency image of the officers and the office and makes the confidence to the public.

Guideline

8.1 All departments improve or revise the work procedures with the guidelines for the facilitation of the authorization act on 2015.

8.2 All departments works for public service, to support the people and the external stakeholders such as listening the opinions, planning, operating evaluation etc., to ensure transparency of Trang Primary Educational Service Area 2 mission.

8.3 All departments work in the transparency and accountability and use the advising and complaining to develop and improve for the efficiency.

8.4 All departments must promote and support the officers to use the information technology for more convenience facilitate, rapidly and efficiency.

9. Information disclose

Trang Primary Educational Service Area 2 shares the information on the office's website and the office's website such as news, public relation, communication with people (Social Network), procedure or service, management of fraud complaints and channels of public participations on website to the public to know the transparency in the management and operation of the office.

Guideline

9.1 The department of public relations must promote and support all departments to follow the guidelines or measures to disclose information to the public under the Official Information Act, B.E. 1997 and the laws or rules.

9.2 All departments must let the people known information of the various mission on the office's website.

9.3 The public relations department must support the communication on social networks such as Facebook, Twitter, Line etc. to the public.

9.4 All departments must reveal the information in the ways that the office assigned to show the transparency.

9.5 The personnel administration group and the legal affairs and litigation group must do in the ways that the office assigned to show the transparency such as recruiting, appointment, personal development, performance evaluation, disciplinary action including creating morale for maintaining and preserving the good and talented people of the office that harmonize with the missions and the directions of the country reform.

10. Fraud Preventions

The officers in Trang Primary Educational Service Area 2 must work under the will and guidelines with honesty, transparency and good governance. All operations must be free from corruption and can be investigate that the ways to build the organization culture include honesty, transparency, good governance, and professional ethics and Sustainable Serve society of educational development.

Guideline

10.1 All directors at every level and personnel must work the will and guidelines with honesty, transparency and good governance.

10.2 All directors at every level must not corruption, misconduct or relationship that mutual benefits with the stakeholders who employment contract or work as employee.

10.3 Legal affairs and litigation group must support the risk assessment in corruption and LAY DOWN the guidelines and MEASURES for preventing and managing the risk corruption in order to prevent the corruption in the office.

10.4 All work groups must support and focus on the office image to be the organization that without corruption and misconduct. Moreover, they will join in the activities about preventing, corruption suppression and build the culture organizational on the way of anti-corruption.