



Phayao Primary Educational Service Area Office 2  
Intention to Administering with Honesty Transparency and Good Governance

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In order to the Official Information Act, B.E. 2540 (1997) and the Royal Decree on Criteria and Procedures for the Good Governance, B.E. 1546 (2003) and the National Anti-Corruption Strategy Plan 3 (2017 - 2021) to be in the line with integrity and Transparency Assessment: ITA

I, Suchat Sasiphatarakul, Deputy Director of Phayao Primary Educational Service Area Office 2, Acting Director of Phayao Primary Educational Service Area Office 2 Would like to express my intention to administering the Department's work in accordance with relevant laws, rules regulation for the Department's office as follows:

**1. Duty performing aspect**

Phayao Primary Educational Service Area Office 2 personnel shall perform their duties as state officers on moral grounds in accordance with well-established work standards and principal of transparency by implementing strict law enforcement and providing services to the public on the basic of fair treatment with on expectation for inappropriate remuneration

**Guideline**

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

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

1.3 Every personnel shall perform their duties in accordance with morals and ethics in the work on expectation for inappropriate remuneration unless the correct receive without the covert benefit.

1.4 Every groups shall promote the work by reviewing the procedures for efficient and up – to – date public services.

**2. Budgetary Management**

Phayao Primary Educational Service Area Office 2's personnel shall be aware of the budgetary expenditures that come from tax of the public. The groups 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 shall realize to spend the budget according to the purpose of value of money and advantage to the government agency actually.
- 2.2 Procurement Section shall carry out procurement process transparent and verifiable at all states as required by law, regulation or ordinances.
- 2.3 Finance Group shall report the budget spending data accordance with the laws and regulations and disclose information report to the public for transparency in management budget which is inconsistent with laws or regulations.

### **3. Administrative Power**

Supervisor of all groups at all levels shall 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 supervisor shall order or assign the task correctly fairness based on ability, suitable, position, office level, consider to risk and danger equality of personal humanitarian and carefulness follows work assignment to be successful
- 3.2 The supervisor shall not order or assign any work in addition to the duties in official of the subordinate whether private business or unsuitable for others.
- 3.3 The supervisor shall be 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 Supervisor or personnel shall not use positions 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 Group shall use government property for the benefits of the government do not take it to unlawful use or intended to any personnel use for their own or others.

#### **Guideline**

- 4.1 Supervisor shall control, maintain the property of government is available. If property is damaged or lost shall report and comply with the law and regulations.
- 4.2 Borrowing of asset of the government whether inside at Phayao Primary Educational Service Area Office 2 or outsider shall actualize the law or regulations.
- 4.3 Procurement Section shall support the method or manual for asset of the government regularity system and damage protection in asset of the government.

5.Modify Corruption-free...

## **5. Modify Corruption-free**

Every group shall comply with the National Anti-Corruption strategy phase 3 (2017 - 2021) the prevention and suppression of corruption and misconduct within Phayao Primary Educational Service Area Office 2 and measures involves to modify corruption-free search which will ultimately lead to a decline in corruption cases.

### **Guideline**

5.1 All groups shall carry out activities and projects in line with the guidelines of the Action Plan 011 the Prevention and Suppression of Corruption and Misconduct of the Phayao Primary Educational Service Area Office 2 for the fiscal year 2019.

5.2 All groups shall support the implementation of policies or measures in the prevention and suppression of corruption and misconduct within the Phayao Primary Educational Service Area Office 2

5.3 The head of all groups and all levels shall control and monitor the performance of subordinates to be accurate free of corruption with no ignore to proceed when found misconduct.

5.4 Internal Audit Group shall 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 Phayao Primary Educational Service Area Office 2.

## **6. Quality**

Personnel Group shall perform their duties according to their responsibilities, based on operational standards, procedures, rules and regulation to be neat efficiency and effectiveness with the officials duty.

### **Guideline**

6.1 The head of groups and all levels shall behave. Discipline, good attitude to work and good example to all subordinates follow the Code of Ethics for Civil Servants and regulations.

6.2 The personnel group shall perform the duty of providing the people with the willingness, politeness and accurate information that is beneficial to the government and people

6.3 Every group shall promote, support for innovation that helps them to operate correctly and quickly in order to achieve more efficiency.

## **7. Communication Performance**

All groups shall develop its information with public by communication channel accurately the public visitor easily access to that information.

Guideline...

### **Guideline**

7.1 Every groups shall develop the information on the website of the group that the people should acknowledge or is public to be correct and up to date.

7.2 All groups shall establish its information network for providing any information to, or consulting with people on its performance of duty including the coordinating officer to facilitate for gathering requests of people.

### **8. Improvement Service System**

All groups shall improve the service system to facilitate the rapid population, satisfied and encouraged people. Stakeholders or service recipients take part in the mission of Phayao Primary Educational Service Area Office 2. It also enhances the image of Phayao Primary Educational Service Area Office 2 and its affiliates to be transparent. To create a vision and confidence of the public to Phayao Primary Educational Service Area Office 2.

### **Guideline**

8.1 All groups shall improve or revise the service procedures in accordance with the Guideline for the Facilitation of the Authorization Acts of B.E. 2558.

8.2 The group is the public service shall promote involve the public or external stakeholders in the implementation of the mission of Phayao Primary Educational Service Area Office 2, whether the listening, planning or operation evaluation, etc., to ensure transparency of Phayao Primary Educational Service Area Office 2.

8.3 Group that provide services to the public or stakeholders with transparency and accountability shall take feedback, complaints from the public to improve the performance of the system.

8.4 All groups shall promote the use of information technology to facilitate the process and quick public services.

### **9. Information Disclose**

Phayao Primary Educational Service Area Office 2 conducts the basic information of the Phayao Primary Educational Service Area Office 2 such as news, public relation, communicate with people (Social Network), procedure or service, annual budget plan, procurement management, development of personnel, management of fraud complaints and channels of public participation on website to the public to know the transparency in the management and operation of Phayao Primary Educational Service Area Office 2.

### **Guideline**

9.1 The Public Section shall promote all groups to follow the guidelines or measures to disclose information of the group to public according to the Official Information Acts, B.E. 2540 and the laws, or regulations as prescribed.

9.2 All groups shall make the people know information of the various missions on the website of the group to show the transparency in the mission of the group.

9.3 The Public Section...

9.3 The Public Section shall support the use of communication channels in the form of social network such as Facebook, Twitter and line, etc., in communication and public relations of various operations of Phayao Primary Educational Service Area Office 2 for the public to receive current information in a modern format.

9.4 All groups shall carry out the guideline of information disclose of Phayao Primary Educational Service Area Office 2 to public to show the transparency in the mission of the group.

9.5 Personnel group shall carry out the guideline of the personnel administration to be transparent from recruiting, appointment, personal development, performance evaluation, disciplinary action including creating morale for maintaining and preserving the good and talented people of Phayao Primary Educational Service Area Office 2 along with the mission of the group and direction of national reform.

## **10. Fraud Preventions**

The personnel shall carry out their own missions in accordance with the Guideline of the intent of management with integrity, transparency and good governance. All operations shall be free from corruption and can be verified along with enhancing the corporate culture of Phayao Primary Educational Service Area Office 2 to be an organization that provide services in Phayao Primary Educational Service Area Office 2 to Thai society with sustainability in accordance with good corporate governance principle.

### **Guideline**

10.1 All levels of supervisor and personnel of Phayao Primary Educational Service Area Office 2 shall follow the guidelines of the intent of the administration's intention with honesty, transparency and good governance.

10.2 All levels of supervisor shall not behave in corruption, misconduct or having a relationship that promotes mutual benefits between stakeholders who enter into a concession contract or any contract from Phayao Primary Educational Service Area Office 2.

10.3 Personnel group shall support the implementation of risk assessment, corruption and formulation of guidelines or measures to prevent or manage corruption risks to allow each department to take action to prevent fraud.

10.4 Every group shall promote and focus on the image enhancement of Phayao Primary Educational Service Area Office 2 to be free from corruption and misconduct, cooperate in activities and projects to prevent and suppress corruption both inside Phayao Primary Educational Service Area Office 2, together with creating a Phayao Primary Educational Service Area Office 2 culture that does not tolerance all forms of corruption.

The personnel of...

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The personnel of Phayao Primary Educational Service Area Office 2 consists of government officials, permanent employees, government employees and all temporary employees shall acknowledge and act in accordance with the intention of managing with honesty transparency and strict compliance including publicize all channels of Phayao Primary Educational Service Area Office 2. For the non-compliance such administrative intent, the supervisor shall give warning that it will effect to the salary scales or order for development of report to the Director to consider further disciplinary action.

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(Mr.Suchat Sasiphatarakul)

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