



**Announcement of The Secondary Education Service Area Office Khon Kaen
The will on a good conduct in administration
of The Secondary Education Service Area Office Khon Kaen**

I, Mr. Jackavut Sonkosa, director of The Secondary Education Service Area Office Khon Kaen 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 Phase 3 (B.E. 2560 - 2560), proceeding anti-corruption activities of all forms and driving the Secondary Education Service Area Office Khon Kaen 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 personnel of The Secondary Education Service Area Office Khon Kaen and affiliated institute are to be aware of the adverse effects of corruption on their organization in particular as a whole.

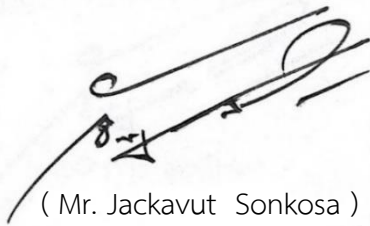
3. Corruption-oriented behavior and corruption are totally unacceptable and not socially tolerated. With the sense of unacceptability and intolerance of corruption widely practiced, it is optimistically expected that the personnel of the area office and the schools under it, will develop a sense of shame 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 together create a moral culture in the organization. Do the budget management with transparency, cost-effectiveness which benefits to the government. And lastly, show the liability if the performance of The Secondary Education Service Area Office Khon Kaen affected and damage society entirely.

6. The implementation guidelines are in accordance with the details attached to this announcement.

Announced on 28 May, 2021.

A handwritten signature in black ink, appearing to be 'Jackavut Sonkosa', written over a light blue rectangular stamp or background.

(Mr. Jackavut Sonkosa)

Director of The Secondary Education Service Area Office Khon Kaen

Guidelines for implementation of The Secondary Education Service Area Office Khon Kaen
Intention to Honor in Administrative The Secondary Education Service Area Office Khon Kaen

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1. Duty performing aspect

The Secondary Education Service Area Office Khon Kaen. Personnel must perform their duties as state 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 will-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 discriminatory 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

The Secondary Education Service Area Office Khon Kaen. Personnel must be aware and aware of the budgetary expenditure that come 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 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.

2.4 Supervisors at all levels must control the withdrawal-pay the budget appropriately, such as overtime, travel expenses, etc.

3. Administrative Power

Supervisors of all agencies at all levels 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

The Secondary Education Service Area Office Khon Kaen. Personnel must use for government property for the benefit of the government 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 report and comply with the law and regulations.

4.2 Borrowing asset of the government, whether inside at Marine Department 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 (2017 - 2021) the prevention and suppression of corruption and misconduct within the Secondary Education Service Area Office Khon Kaen and measures involve to modify corruption-free search which will ultimately lead to a decline in corruption cases.

Guideline

5.1 All departments must carry out activities and projects in line with the guidelines of the action prevention and suppression of corruption and the misconduct of the Secondary Education Service Area Office Khon Kaen. For the fiscal year 2019 - 2012, report the results of the current fiscal year as required by the board of standards the transparency of the Secondary Education Service Area Office Khon Kaen.

5.2 All departments must support the implementation of policies or measures in the prevention and suppression of corruption and misconduct within the Secondary Education Service Area Office Khon Kaen.

5.3 The group of directors and all levels must 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 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 the Secondary Education Service Area Office Khon Kaen.

6. Quality

The personnel of the Secondary Education Service Area Office Khon Kaen 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 the Secondary Education Service Area Office Khon Kaen 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 to operate 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 public to be correct and up to date.

7.2 The organization must establish 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

The Secondary Education Service Area Office Khon Kaen. 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, operating evaluation, etc., to ensure transparency of the Secondary Education Service Area Office Khon Kaen.

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

The Secondary Education Service Area Office Khon Kaen shares the information on the office's website and the officer's website 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 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. 2540 and the laws or rules.

9.2 All departments must inform 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. in order to communicate the update information 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 the Secondary Education Service Area Office Khon Kaen 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 way to build the organizational culture include honesty, transparency, good governance, professional ethics and to serve society sustainably.

Guideline

10.1 All directors at every level and personnel must work under 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.