

Guidelines for the operation according to the announcement of Singburi School
Regarding the honest will in the administration
and the policy on moral building and operational transparency of Singburi School

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To follow the office information act and to insure relevant procedures to the assessment, I am Chakrit Phoo-Ngam, the director of Singburi School, would like to show my intention to carry out my administration duties legitimately honesty, transparency and good governance. Implement the policies and procedures for teachers and educational personnel of Sing Buri school.

1. Performance duties.

All teachers and educational personnel of Singburi School need to perform their duties as government officials with morality of professional transparency standards in accordance with government guidelines to perform their duties to the people and service recipients without out any personal gain other than what is specified by regulations.

Code of Practices

1.1 All teachers and educational personnel of Singburi School perform the procedures correctly in accordance with the laws and regulations being completed strictly, comply with the operational standards, are transparent, perform or strictly implement the specified procedures and details and Service to the recipients quickly.

1.2 All teachers and educational personnel of Singburi School perform the procedures correctly in accordance with equality and cooperation for the benefit of the government along with their responsibilities and duties to achieve the best results.

1.3 All teachers and educational personnel of Singburi School perform the procedures, with morality and without out any personal gain or hidden benefits other than what is specified by regulations.

1.4 All departments need to support and assist revision of service procedures or any other relevant procedures to insure they are up to date and effective.

2. Using budgets

All teachers and educational personnel of Singburi School need to realize that the state budgets was contributed by state citizens so that it should be spent appropriately and economically according to the Sufficiency Economy Philosophy. The budget department is responsible to insure transparency for the budget, purchases, resources management and to be assessable.

Code of Practices

2.1 All teachers and educational personnel of Singburi School should be aware of the government budget spending and follow government objectives when using the budget by using it productively and beneficially.

2.2 purchasing and resources management must be correct, transparent and inspectable at all times.

2.3 The policy and planning department and the financial and asset department must report all financial expenses to the public as required by law, for transparency of the budget management taking into account no unlawful practices and there is no breach of policies or regulations.

2.4 Supervisors at all levels of command must control, supervise and approve the disbursement of the budget appropriately.

3. Use of power

Supervisors at all levels of command must give assignment, assess procedures, assign personnel fairly and without discrimination, command, control and take care of subordinates so they can perform their duties complying with the law, policies and regulations accurately.

Code of Practices

3.1 The supervisor directs or assigns the job to the personnel correctly, fairly, equally, without discrimination and appropriately to their position and level and consider any risks according to human rights and to pay attention to the assigned duties for a successful outcome.

3.2 The supervisor will not direct or assign any other duties outside of the official duties, such as personal favors, personal business or any other inappropriate tasks, including for the supervisor himself or others.

3.3 The supervisor must remain impartial, without prejudice and fair when assessing the performance and must use discretion and consideration when promoting subordinates without bias.

3.4 All supervisors or personnel must not use their positions or powers and duties in the government service to seek unlawful benefits or allow any person to use unlawful exploitation.

4. The use of government assets

All teachers and educational personnel of Singburi School should only use government assets for the benefit of the government only, and will not use the assets of the government illegally or against regulations or will not allow any person to use government assets for personal gain or inappropriately.

Code of Practices

4.1 Supervisors of every department must control and oversee and maintain government assets which are under their control and to ensure that government assets are accessible at any time. In case government asset are compromised or lost, the supervisor should report and follow any legal requirements stated by the policy.

4.2 Supervise and inspect the use of property and borrowing of government assets must be in strict accordance with the laws, rules or regulations.

4.3 The financial management department must support, encourage and set the guidelines for the use of the government assets in order to be organized. There should be the system to prevent damage that might happen to government assets.

5. Correction of Corruption Problems

There should be procedures in place for the national strategy to protect and put an end to corruption and for eliminating and preventing corruption and misconduct plan of Singburi School and there should be process of overseeing and solving the corruption problem to reduce and eventually eliminate corrupt practices.

Code of Practices

5.1 All work groups must proceed in accordance with the eliminating and preventing corruption and misconduct plan of Singburi School B.E. 2022.

5.2 Encourage and support the plan and strategies preventing and eliminating all forms of corruption.

5.3 The supervisors must control, follow up and oversee the performance of the subordinates for ensuring that all duties are being performed correctly and without corruption or bribe receiving, and must not avoid addressing and taking action when issue of corruption or misconduct is found.

5.4 The internal audit department must audit internally strictly according to the annual audit plan.

6. Quality of Operations

All teachers and educational personnel of Singburi School must perform their duties according to the standards by following the steps set in the time frame set by the law, regulations and policy in order to be organized and to maximize efficiency and productivity of the personnel.

Code of Practices

6.1 The administrators' behaviors and attitudes must demonstrate willingness and efficient performance of their duties according to the civil Servants Code of Ethics.

6.2 All teachers and educational personnel of Singburi School must utilize innovation to work accurately, precisely in a timely manner in their performance to assist in working efficiently.

7. Communication efficiency

There must be a system in place to handle all communications between the service recipient and the organization which people can access correct and updated government information swiftly and conveniently.

Code of Practices

7.1 Website information must be improved to provide correct and updated information for the public consumption.

7.2 Every department needs to support and encourage an open communications channel for listening to feedback, suggestions and any appeals from any outside parties and every department needs to be available for these appeals in a timely manner.

8. Improvement of the work system

There must be improvements and development to the work systems to increase speed and efficiency of the processes for the people and service recipients so that a satisfactory outcome is achieved, The stakeholders and service recipients should work together with the school to implement transparency, good attitude and to build confidence with any outside parties.

Code of Practices

8.1 The Departments that deal with teachers, educational personnel and the public need to revise and improve service procedures according to the Royal decree on the criteria and method of good governance B.E. 2003.

8.2 The Departments that deal with teachers, educational personnel and the public must encourage and support The public and the stakeholders to work with the school such as listen to the feedback, assist with the school plan and monitor the school performance with the aim of school transparency

8.3 The Departments that deal with teachers, educational personnel, the public and the stakeholders must perform their duties with transparency and to be accessible and to implement the feedback and appeals to improve and develop the performance for better efficiency

8.4 The Departments that deal with teachers, educational personnel, the public and the stakeholders should implement information technology in their duties for a swift, efficient and competent service

9. Information disclosure

Singburi School should publish any relevant information to the public and service recipients that is applicable to them on the school website to clearly show transparency and the school performance.

Code of Practices

9.1 The administration, the public relations department and departments involving information technology must support and encourage every department to perform their duties according to The official information act, B.E. 1997 and other relevant laws, regulations and policies.

9.2 Every department should support and encourage the publishing website content of relevant information related to the public to show transparency of the school performance.

9.3 The administration, the public relations department and the departments involving information technology must support and encourage social network communication concerning school public relations so people can receive updated information.

9.4 Every department should support and encourage the human resources department for transparency in recruitment, employment, human resources development, performance evaluations, disciplinaries and inspire personnel to maintain professionalism and integrity along with the undertaking the goals laid out in the national reform plan.

10. Corruption Prevention

Singburi School will perform the duties in agreement with the willingness of good governance, honesty and transparency. Every duty should be performed without corruption and be able to be scrutinized. The corporate culture will be built to curtail the corruption and misconduct, to maintain honesty, transparency, good governance, every personnel should maintain their ethics and serve the public with sustainable service attitude to improve Thailand's education.

Code of Practices

10.1 Every supervisor at all levels, teachers and educational personnel from Singburi School must perform their duties with honesty, transparency and good governance.

10.2 Every supervisor at all levels, teachers and educational personnel from Singburi School must avoid corrupt activities, acts of misconduct and must not show preferential treatment to any parties and no gains should be made illegally.

10.3 Every relevant department must support and encourage the performance of corruption risk assessment and set the plans and policy to prevent and manage the corruption risk and to distribute the plan and policy to all departments for implementing the corruption prevention plan.

10.4 Every relevant department must support and encourage and prioritize the image and standing of Singburi School so that corruption and misconduct are not tolerated along with cooperation in every activities and projects ensuring anti corruption measures are followed and build the culture of Singburi School of zero tolerance of corruption.

All teachers and educational personnel of Singburi School must take on board and follow the administration willingness with honesty, transparency and good governance and publish the willingness in every communication channel of Singburi School. If anyone does not adhere to the willingness and policies of the administration with honesty, transparency and good governance, the most senior supervisor must reprimand and retrain said employee and the misconduct must be considered in any promotions or report the misconduct to the school director or the Director of secondary education service area office Singburi Ang thong so the directors are informed before any disciplinary will be issued.

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Director of Singburi School