

REGENT SUKOHARJO
CENTRAL JAVA
PROVINCE

SUKOHARJO REGENT
REGULATION NUMBER 6 OF
2024

ABOUT

ESTABLISHMENT, POSITION, ORGANIZATIONAL STRUCTURE,
DUTIES AND FUNCTIONS AND WORK PROCEDURES OF REGIONAL
TECHNICAL IMPLEMENTATION UNITS

WITH THE GRACE OF GOD THE REGENT OF
SUKOHARJO,

Considering : a. that in order to improve the performance of the Regional Technical Implementing Unit in providing services to the community, it is necessary to establish a Regional Technical Implementing Unit;

b. that in order to carry out some operational technical activities and/or certain supporting technical activities in the Regional Apparatus, Regional Offices and Regional Bodies may establish Regional Technical Implementation Units;

c. that to implement the provisions of Article 5 of Regional Regulation Number 12 of 2016 concerning the Establishment and Structure of Regional Apparatus as amended by Regional Regulation Number 7 of 2022 concerning Amendments to Regional Regulation Number 12 of 2016 concerning the Establishment and Structure of Regional Apparatus, Regent Regulation Number 27 of 2018 concerning the Establishment, Position, Organizational Structure, Duties and Functions and Work Procedures of the Regional Technical Implementation Unit of Sukoharjo Regency, needs to be replaced;

d. that based on the considerations as referred to in letters a, b and c, it is necessary to stipulate Regent Regulations concerning the Establishment, Position, Organizational Structure, Duties and Functions and Work Procedures of the Regional Technical Implementation Unit of Sukoharjo Regency;

Remembering : 1. Article 18 paragraph (6) of the 1945 Constitution of the Republic of Indonesia;

2. Law No. 13 of 1950 Concerning the Establishment of Regency Regions within the Province of Central Java as amended by Law No. 9 of 1965 Concerning the Establishment of Batang Level II Region by amending Law No. 13 of 1950 Concerning the Establishment of Regency Regions within the Province of Central Java (State Gazette of 1965 Number 52, Supplement to State Gazette Number 2757);
3. Law Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2014 Number 244, Supplement to the State Gazette of the Republic of Indonesia Number 5587) as amended several times most recently by Law Number 6 of 2023 concerning Stipulation of Government Regulation in Lieu of Law Number 2 of 2022 concerning Job Creation into Law (State Gazette of the Republic of Indonesia of 2023 Number 41, Supplement to the State Gazette of the Republic of Indonesia Number 6856);
4. Law Number 11 of 2023 concerning Central Java Province (State Gazette of the Republic of Indonesia of 2023 Number 58, Supplement to the State Gazette of the Republic of Indonesia Number 6867);
5. Government Regulation Number 18 of 2016 concerning Regional Apparatus (State Gazette of the Republic of Indonesia of 2016 Number 114, Supplement to State Gazette of the Republic of Indonesia Number 5887) as amended by Government Regulation Number 72 of 2019 concerning Amendments to Government Regulation Number 18 of 2016 concerning Regional Apparatus (State Gazette of the Republic of Indonesia of 2019 Number 187, Supplement to State Gazette of the Republic of Indonesia Number 6402);
6. Regulation of the Minister of Home Affairs Number 12 of 2017 concerning Guidelines for the Establishment and Classification of Service Branches and Regional Technical Implementation Units (State Gazette of the Republic of Indonesia Year 2017 Number 451);

7. Regional Regulation of Sukoharjo Regency Number 12 of 2016 concerning the Formation and Structure of Regional Apparatus (Regional Gazette of Sukoharjo Regency Number 12 of 2016, Supplement to Regional Gazette of Sukoharjo Regency Number 236) as amended by Regional Regulation Number 7 of 2022 concerning Amendments to Regional Regulation Number 12 of 2016 concerning the Formation and Structure of Regional Apparatus (Regional Gazette of Sukoharjo Regency Year 2022 Number 7, Supplement to Regional Gazette of Sukoharjo Regency Number 307);

DECIDE:

Establish: REGENT REGULATION CONCERNING THE ESTABLISHMENT, POSITION, ORGANIZATIONAL STRUCTURE, DUTIES AND WORK PROCEDURES OF THE REGIONAL TECHNICAL IMPLEMENTATION UNIT.

CHAPTER I
GENERAL PROVISIONS

Article 1

In this Regent Regulation what is meant by:

1. The region is Sukoharjo Regency.
2. Regent is the Regent of Sukoharjo.
3. The Regional Apparatus is an auxiliary element of the Regent and the Regional House of Representatives in the implementation of Government Affairs which fall under the authority of the Region.
4. The Regional Service, hereinafter referred to as the Service, is the Regional Service of Sukoharjo Regency.
5. Regional Technical Implementation Unit, hereinafter abbreviated as UPTD, is an organization that carries out operational technical activities and/or certain supporting technical activities at the Service.
6. Education Unit is an education group that organizes education in formal, non-formal and informal channels at each level and type of education.
7. Formal education units are education service groups that organize formal education programs.

8. Non-formal education units are education service groups that organize non-formal education programs.
9. Kindergarten, hereinafter abbreviated as TK, is a form of early childhood education unit in the formal education sector that organizes educational programs for children aged 4 (four) years to 6 (six) years.
10. Primary School, hereinafter abbreviated as SD, is a form of formal education unit that organizes general education at the basic education level.
11. Junior High School, hereinafter abbreviated as SMP, is a formal education unit that organizes general education at the basic education level as a continuation of elementary school, Madrasah Ibtidaiyah, or other equivalent forms or continuation of learning outcomes that are recognized as equal and equivalent to elementary school or Madrasah Ibtidaiyah.
12. Sanggar Kegiatan Belajar, hereinafter abbreviated as SKB, is a Regional Technical Implementation Unit that handles education affairs in the form of a similar Non-formal Education Unit.
13. Head of UPTD is the Head of UPTD at the Regional Office other than the Principal.
14. Principals are public kindergarten principals, public primary school principals and public junior high school principals.
15. Operational Technical Tasks are tasks to carry out certain technical activities that are directly related to community services.
16. Coordinator is a functional official/implementer who is given additional duties to coordinate functional officials/implementers who carry out operational technical activities or certain supporting technical activities in the work area/non-structural work unit in the sub-district area.
17. Civil Servants, hereinafter abbreviated as PNS, are Indonesian citizens who meet certain requirements, appointed as permanent employees of the State Civil Apparatus by the staffing authority.
18. Functional Position is a group of positions that contain functions and duties related to functional services based on certain expertise and skills.

19. Functional Position Groups are functional personnel needed by the Service to carry out certain functional tasks according to their skills and expertise.
20. Managerial positions are a group of positions that have the function of leading an organizational unit and have employees who are directly under them to achieve organizational goals.

CHAPTER II

FORMATION

Article 2

With this Regent Regulation, UPTD is established in the Region, consisting of:

- a. UPTD at the Education and Culture Office consists of:
 1. Formal Education Unit, consisting :
 - a) State Kindergarten;
 - b) Public Elementary School; and
 - c) State Junior High School.
 2. SKB Non Formal Education Unit.
- b. The UPTD at the Health Office is the Health Laboratory UPTD, class A;
- c. UPTD at the Public Works and Spatial Planning Office consists of:
 1. UPTD Equipment and Workshop, class B; and
 2. UPTD Domestic Wastewater Management, class B;
- d. The UPTD at the Population Control, Family Planning and Women's Empowerment and Child Protection Office is the UPTD for Women and Child Protection, class B;
- e. UPTD at the Environmental Service consists :
 1. UPTD Waste Management, class A; and
 2. UPTD Pertamanan dan Pemaman, class A;
- f. UPTD at the Population and Civil Registration Service consists of:
 1. UPTD of Population Administration Services Region I, class A which is domiciled in Sukoharjo District with an area covering:
 - a. Sukoharjo District;
 - b. Nguter sub-district;

- c. Tawangsari sub-district;
- d. Bulu sub-district; and
- e. Weru sub-district;

2. UPTD of Population Administration Services Region II, class A, which is located in Mojolaban District with an area covering:
 - a. Grogol sub-district;
 - b. Bendosari sub-district;
 - c. Mojolaban sub-district; and
 - d. Polokarto sub-district;
3. UPTD of Population Administration Services Region III, class A which is domiciled in Gatak District with an area covering:
 - a. Kartasura sub-district;
 - b. Gatak sub-district; and
 - c. Baki sub-district;

- g. UPTD at the Agriculture and Fisheries Service, consists :
 1. UPTD Agricultural Extension Implementation Center, class A;
 2. Agricultural Seed UPTD, class A;
 3. UPTD Slaughterhouse and Animal Health Center, class A;
 4. UPTD Balai Seeds and Cultivation Fish Freshwater, class A; and
 5. UPTD Animal Breeding and Reproduction Technology Center, class A;
- h. UPTD at the Office of Cooperatives, Small and Medium Enterprises and Trade, consists of:
 1. UPTD Market Region I, class A with areas include:
 - a. Weru sub-district;
 - b. Tawangsari sub-district;
 - c. Bulu sub-district;
 - d. Nguter sub-district;
 - e. Sukoharjo Sub-district; and
 - f. Bendosari sub-district;

2. UPTD Pasar Wilayah II, class A with an area covering:
 - a. Kartasura sub-district;
 - b. Baki sub-district;
 - c. Gatak sub-district;
 - d. Polokarto sub-district;
 - e. Mojolaban sub-district; and
 - f. Grogol sub-district;
3. UPTD Legal Metrology;
- i. The UPTD at the Industry and Manpower Office is UPTD Balai Latihan Kerja, class A.

Article 3

The name of the Formal Education Unit as referred to in Article 2 letter a number 1 is listed in Appendix I which is an integral part of this Regent Regulation.

Article 4

- (1) In addition to the UPTD at the Education and Culture Office as referred to in Article 2 letter a, the Education and Culture Office shall establish Education Unit Administration Services in the Sub-district.
- (2) Education Unit Administration Services as referred to in paragraph (1), consist of:
 - a. Services Administration Unit Weru sub- district education;
 - b. Services Administration Unit Tawangsari sub-district education;
 - c. Services Administration Unit Bulu sub- district education;
 - d. Services Administration Unit Nguter sub-district education;
 - e. Services Administration Unit Sukoharjo District Education;
 - f. Services Administration Unit Bendosari sub-district education;
 - g. Services Administration Unit Polokarto sub-district education;

- h. Services Administrati Unit Mojolaban
on sub-
district; Administrati Unit Grogol
- i. Services on sub-district education;
- j. Services Administration Unit
Gatak sub- district education;
- k. Services Administration Unit
Baki Sub- district Education;
and
- l. Services Administration Unit
Kartasura sub-district
education.

Article 5

- (1) In addition to the UPTD Agricultural Extension Implementation Center as referred to in Article 2 letter g number 1 at the Agriculture and Fisheries Service Office, an Agricultural Extension Center is formed in the District.
- (2) The Agricultural Extension Center as referred to in paragraph (1), consists of:
 - a. Weru District Agricultural Extension Center;
 - b. Tawangsari District Agricultural Extension Center;
 - c. Bulu District Agricultural Extension Center;
 - d. Nguter District Agricultural Extension Center;
 - e. Sukoharjo District Agricultural Extension Center;
 - f. Bendosari District Agricultural Extension Center;
 - g. Polokarto District Agricultural Extension Center;
 - h. Mojolaban District Agricultural Extension Center;
 - i. Grogol District Agricultural Extension Center;
 - j. Gatak District Agricultural Extension Center;
 - k. Baki Sub-district Agricultural Extension Center; and
 - l. Kartasura District Agricultural Extension Center.

Article 6

In the event that no UPTD is formed with certain considerations, the Head of Service can form implementers of certain operational

technical activities or supporting technical activities in the work area/non-structural work units in the sub-district area.

CHAPTER III POSITION

Article 7

- (1) UPTD is an element of implementing operational technical activities and/or certain supporting technical activities in the Service or Agency.
- (2) UPTD as referred to in paragraph (1) is led by the Head of UPTD who is domiciled under and responsible to the Head of Service or Agency.

Article 8

- (1) The Education Unit Administration Service Coordinator as referred to in Article 4 is a non-structural work unit.
- (2) The Education Unit Administration Service Coordinator as referred to in paragraph (1) is led by a coordinator who comes from a School Supervisor functional official who is given additional duties as a Coordinator or from other civil servants.
- (3) The coordinator as referred to in paragraph (2) is appointed by the Head of the Education and Culture Office.
- (4) In carrying out his duties, the coordinator is assisted by the Executive.
- (5) The coordinator as referred to in paragraph (2) in the sub- district is operationally under and responsible to the Head of the General and Personnel Subdivision and administratively responsible to the Head of the Education and Culture Office.

Article 9

- (1) The Agricultural Extension Center as referred to in Article 5 is a non-structural work unit.
- (2) The Agricultural Extension Center as referred to in paragraph (1) is led by an agricultural extension coordinator who comes from a functional agricultural extension officer who is given additional duties as a coordinator.
- (3) The coordinator as referred to in paragraph (2) is appointed by the Head of the Agriculture and Fisheries Service Office.

(4) The coordinator as referred to in paragraph (2) is operationally domiciled under and responsible to the Head of the UPTD Agricultural Extension Implementation Center and administratively responsible to the Head of the Agriculture and Fisheries Service Office.

Article 10

(1) The executor of operational technical activities or certain supporting technical activities as referred to in Article 6 comes from the executor who is assigned to carry out operational technical activities or certain supporting technical activities in the work area/non-structural work unit in the sub-district area.

(2) The executor of operational technical activities or certain supporting technical activities as referred to in paragraph (1) is domiciled and responsible to the immediate superior.

(3) The executor of certain operational technical activities or supporting technical activities as referred to in paragraph (2) shall be appointed by the Head of Service by a Decree of the Head of Service.

CHAPTER IV ORGANIZATION STRUCTURE

Article 11

(1) The organizational structure of UPTD class A consists :

- Head;
- administrative subdivision; and
- functional position groups.

(2) The organizational structure of UPTD class B consists :

- head; and
- functional position groups.

(3) The organizational structure of a public kindergarten consists :

- school principal; and
- functional position groups.

(4) The organizational structure of SD Negeri consists :

- school principal; and
- functional position groups.

- (5) The organizational structure of Public Junior High School consists of:
 - a. school principal; and
 - b. functional position groups.
- (6) SKB's organizational structure consists :
 - a. Head of Learning Activity Center;
 - b. administrative subdivision; and
 - c. functional position groups.
- (7) Organization Chart of UPTD Class A, UPTD Class B, State Kindergarten, State Elementary School, State Junior High School and SKB as referred to in paragraph (1), paragraph (2), paragraph (3), paragraph (4), paragraph 5) and paragraph (6) are listed in Appendix II which is an integral part of this Regent Regulation.

CHAPTER V
DUTIES OF UPTD AT THE EDUCATION
AND CULTURE OFFICE

**Part One Formal
Education Unit**

**Paragraph
1
Public
Kindergarten**

Article 12

- (1) Public kindergartens are UPTDs of the Education and Culture Office led by a Principal who is appointed from a functional teacher who is given additional duties as a Principal.
- (2) State Kindergarten as referred to in paragraph (1) has the task of carrying out operational technical tasks and/or technical activities in the management and implementation of education in schools, student administration services, school library management and services, personnel administration services in the school environment, management of general administrative affairs, organization and management, household management, equipment, documentation and archives, finance and personnel administration in schools.
- (3) To carry out the tasks as referred to in paragraph (2), State Kindergarten organizes functions:
 - a. preparation of education sector activity programs based on laws and regulations;

- b. elaboration of superior orders through problem assessment so that the implementation of tasks is in accordance with the provisions;
- c. management and organization of education in schools;
- d. management and student administration services;
- e. management and personnel administration services within the State Kindergarten;
- f. implementation of general administrative services, household management, law, public relations, organization and management, archives, management and administration of assets and management of personnel administration within the State Kindergarten;
- g. preparation of needs plans, procurement, receipt, inventory, storage, deletion, and distribution of state property within the Kindergarten;
- h. carry out monitoring, evaluation, and assess the work performance of subordinate tasks;
- i. preparation of reports on the implementation of tasks to superiors as a basis for policy making;
- j. submission of suggestions and considerations to superiors as input material for the smooth implementation of tasks; and
- k. implementation of other official functions given by the leadership related to its duties and functions.

Paragraph 2
 Public
 Elementary
 School

Article 13

- (1) SD Negeri is a UPTD of the Department of Education and Culture led by a Principal who is appointed from a functional teacher who is given additional duties as a Principal.

(2) Public Elementary School as referred to in paragraph (1) has the task of carrying out operational technical tasks and/or technical activities in the management and implementation of education in schools, student administration services, school library management and services, personnel administration services in the school environment, management of general administrative affairs, organization and management, household management, equipment, documentation and archives, finance and personnel administration in schools.

(3) To carry out the tasks as referred to in paragraph (2), SD Negeri organizes functions:

- a. implementation of education;
- b. implementing cooperative relationships with parents of learners, the School Committee, and/or the community;
- c. administrative implementation;
- d. nurturing and practicing religious values, noble character, and noble personality;
- e. cultivation and practice of national values and love for the country;
- f. implementation of the basics of intellectual ability in the form of reading, writing and arithmetic skills and proficiency;
- g. implementation of the introduction of science and technology;
- h. training and development of sensitivity and ability to appreciate and express beauty, subtlety and harmony;
- i. implementation of fostering interest in sports, health, and physical fitness;
- j. development of physical and mental readiness to continue education to junior high school or other equivalent forms;
- k. development of local culture and wisdom; and
- l. implementation of other official functions given by the leadership related to its duties and functions.

Paragraph 3
Public Junior High
School

Article 14

(1) SMP Negeri is a UPTD of the Department of Education and Culture led by a Principal

who is appointed from a functional teacher who is given additional duties as a Principal.

- (2) The State Junior High School as referred to in paragraph (1) has the task of carrying out operational technical tasks and/or technical activities in the management and implementation of education in schools, student administration services, school library management and services, personnel administration services in the school environment, management of general administrative affairs, organization and management, household management, equipment, documentation and archives, finance and personnel administration in schools.
- (3) To carry out the tasks as referred to in paragraph (2), the State Junior High School organizes functions:
 - a. preparation of education sector activity programs based on laws and regulations;
 - b. elaboration of superior orders through problem assessment so that the implementation of tasks is in accordance with the provisions;
 - c. implementation of education;
 - d. implementing cooperative relationships with parents of learners, the School Committee, and/or the community;
 - e. administrative implementation;
 - f. development, appreciation, and practice of the values of faith, noble character, and noble personality that he has known;
 - g. development, appreciation, and practice of national values and patriotism that she has recognized;
 - h. learning the basics of science and technology;
 - i. training and development of sensitivity and ability to appreciate and express beauty, subtlety and harmony;
 - j. development of talents and abilities in the field of sports, both for health and physical fitness and achievement;

- k. development of physical and mental readiness to continue education to the upper secondary level and/or to live independently in the community;
- l. management and student administration services;
- m. school library management and services;
- n. management and personnel administration services in the school environment;
- o. implementation of general administrative services, household management, law, public relations, organization and management, archives, asset management and administration as well as management of personnel administration in the school environment;
- p. preparation of needs plans, procurement, receipt, inventory, storage, deletion, and distribution of state property within the Junior High School;
- q. implementation of monitoring, evaluation, and assessing the work performance of subordinate tasks;
- r. preparation of reports on the implementation of tasks to superiors as a basis for policy making;
- s. submission of suggestions and considerations to superiors as input material for the smooth implementation of tasks; and
- t. implementation of other official duties in accordance with superior orders.

Second Part
Non-formal Education Unit

Paragraph 1
SKB

Article 15

- (1) The SKB Non-Formal Education Unit is a UPTD of the Education and Culture Service in the form of a Non- formal education unit led by a Head of SKB who is appointed from Pamong Belajar who is given additional duties as Head who is under and responsible to the Head of the Education and Culture Service.
- (2) SKB as referred to in paragraph (1) has the task of organizing Non-formal Education Programs.

(3) In carrying out tasks as referred to in paragraph (2), SKB organizes functions:

- a. non-formal education services;
- b. implementing cooperative relationships with parents of learners and the community;
- c. implementation of administration at SKB; and
- d. implementation of other official functions given by the leadership related to its duties and functions.

Paragraph 2
Subdivision of SKB
Administration

Article 16

- (1) The SKB Administration Subdivision is led by a Subdivision Head who is under and responsible to the Head of SKB.
- (2) The SKB Administration Subdivision as referred to in paragraph (1) has the task of carrying out administrative affairs for curriculum, students, staffing, finance, facilities and infrastructure, public relations, correspondence and archiving.

CHAPTER VI
DUTIES OF UPTD HEALTH LABORATORY
AT THE HEALTH DEPARTMENT

Article 17

- (1) The Health Laboratory is a UPTD of the Health Service led by a Head of UPTD Health Laboratory who is under and responsible to the Head of the Health Service.
- (2) UPTD Laboratorium Kesehatan as referred to in paragraph (1) has operational technical tasks and/or technical activities in supporting services in the field of health laboratories.
- (3) In carrying out the duties as referred to in paragraph (2), UPTD Health Laboratory carries out functions:
 - a. preparation of UPTD Health Laboratory activity programs based on laws and regulations;

- b. elaboration of superior orders through problem assessment so that the implementation of tasks is in accordance with the provisions;
- c. coordination with all managerial officials within the Health Office to obtain input, information to evaluate problems in order to obtain optimal work results;
- d. coordinating examination activities carried out by functional officials in the UPTD Health Laboratory;
- e. implementation of the provision of human specimen examination services through clinical laboratory examinations, to determine the degree of public health;
- f. implementation of inspection services for the quality of water, food/beverage, air and sanitation facilities
 - o Hospitals/Clinics/Hotels/Restaurants/Food Industry;
- g. implementation of joint socialization with related fields in improving water quality, air quality, food/beverage quality, and prevention of non-communicable diseases;
- h. evaluating the implementation of UPTD Health Laboratory operational activities;
- i. implementation of monitoring, evaluation and assessing the work performance of subordinate tasks;
- j. making reports on the implementation of tasks to superiors as a basis for policy making;
- k. submission of suggestions and considerations to superiors as input material for the smooth implementation of tasks; and
- l. implementation of other official functions given by the leadership related to its duties and functions.

Article 18

- (1) The Administration Subdivision of the UPTD Health Laboratory is led by a Subdivision Head who is under and responsible to the Head of the UPTD Health Laboratory.

(2) The Administration Subdivision of the UPTD Health Laboratory as referred to in paragraph (1) has the task of carrying out the management of general administrative affairs, planning, organization and management, finance, personnel administration, cooperation, public relations, Regional property, archives, and housekeeping of the UPTD Health Laboratory.

CHAPTER VII
DUTIES OF UPTD PUBLIC WORKS AND
SPATIAL PLANNING OFFICE

Part One
UPTD Equipment and

Workshop Article 19

(1) UPTD Equipment and Workshop is UPTD

The Public Works and Spatial Planning Office is led by a Head of UPTD Equipment and Workshop who is under and responsible to the Head of the Public Works and Spatial Planning Office.

(2) UPTD Equipment and Workshop as referred to in paragraph (1) has the task of carrying out operational technical tasks and/or technical activities in the management of equipment and workshops.

(3) In carrying out the tasks as referred to in paragraph (2), UPTD Equipment and Workshop carries out functions:

- a. preparation of UPTD Equipment and Workshop activity programs in accordance with laws and regulations;
- b. elaboration of superior orders through problem assessment so that the implementation of tasks is in accordance with the provisions;
- c. coordination with all officials within the Public Works and Spatial Planning Office to obtain input, information to evaluate problems in order to obtain optimal work results;
- d. maintenance, repair and management of UPTD Equipment and Workshop in order to carry out official duties and services to the community;
- e. maintenance and repair of equipment at the UPTD Equipment and Workshop;

- f. providing general administration services, organization and management, household management, equipment, documentation and archives, finance and managing the personnel administration of the UPTD Equipment and Workshop;
- g. implementation of monitoring, evaluation, and assessing the work performance of subordinate tasks;
- h. making reports on the implementation of tasks to superiors as a basis for policy making;
- i. submission of suggestions and considerations to superiors as input material for the smooth implementation of tasks; and
- j. implementation of other official functions given by the leadership related to its duties and functions.

Second Part
UPTD Domestic Wastewater
Management
Article 20

- (1) The Domestic Wastewater Management UPTD is a UPTD of the Public Works and Spatial Planning Office led by a Head of the Domestic Wastewater Management UPTD who is under and responsible to the Head of the Public Works and Spatial Planning Office.
- (2) UPTD Domestic Wastewater Management as referred to in paragraph (1) has the task of carrying out operational technical tasks and/or technical activities in domestic wastewater management affairs.
- (3) In carrying out the tasks as referred to in paragraph (2), the Domestic Wastewater Management UPTD carries out functions:
 - a. preparation of UPTD Domestic Wastewater Management activity programs based on laws and regulations;
 - b. elaboration of superior orders through problem assessment so that the implementation of tasks is in accordance with the provisions;
 - c. coordination with all officials within the Public Works and Spatial Planning Office to obtain input, information to evaluate problems in order to obtain optimal work results;

- d. implementation of coordination with related parties outside the Public Works and Spatial Planning Office environment;
- e. implementation of monitoring and control of *Standard Operating Procedures* for desludging, transportation and treatment of local domestic wastewater management systems;
- f. implementation of monitoring and control of *Standard Operating Procedures* for the management of domestic wastewater treatment plants on a settlement scale, and centralized domestic wastewater management systems;
- g. implementation of general administrative services, household management, law, public relations, organization and management, archives, management and administration of assets and management of personnel administration of the UPTD Domestic Wastewater Management;
- h. implementation of monitoring, evaluation, and assessing the work performance of subordinate tasks;
- i. making reports on the implementation of tasks to superiors as a basis for policy making;
- j. submission of suggestions and considerations to superiors as input material for the smooth implementation of tasks; and
- k. implementation of other official functions given by the leadership related to its duties and functions.

CHAPTER VIII

DUTIES OF THE UPTD OF WOMEN AND CHILD PROTECTION AT THE POPULATION CONTROL, FAMILY PLANNING AND WOMEN'S EMPOWERMENT AND CHILD PROTECTION OFFICE

Article 21

- (1) The UPTD for the Protection of Women and Children is a UPTD at the Population Control, Family Planning and Women's Empowerment and Child Protection Service led by a Head of the UPTD for the Protection of Women and Children who is under and responsible to the Head of the Population Control, Family Planning and Women's Empowerment and Child Protection Service.

- (2) The UPTD for the Protection of Women and Children as referred to in paragraph (1) has the task of carrying out operational technical and/or supporting technical tasks and government affairs of an implementing nature in its working area in providing protection services for women and children who experience problems of violence, discrimination, special protection and other problems in accordance with the technical policies set by the Head of the Population Control, Family Planning and Women's Empowerment and Child Protection Service.
- (3) To carry out the tasks as referred to in paragraph (2), the UPTD for the Protection of Women and Children organizes functions:
 - a. preparation of operational technical plans for women and child protection services including community complaints, victim outreach, case management, temporary shelter, mediation, and assistance;
 - b. implementation of operational technical policies for women and child protection services;
 - c. monitoring, evaluating and reporting on technical operations for the protection of women and children;
 - d. administrative management; and
 - e. implementation of other official functions given by the leadership related to its duties and functions.

CHAPTER IX

UPTD DUTIES AT THE ENVIRONMENT SERVICE

Part One UPTD Waste Management

Article 22

- (1) UPTD Waste Management is a UPTD of the Environmental Service led by a Head of UPTD Waste Management who is under and responsible to the Head of the Environmental Service.
- (2) UPTD Waste Management as referred to in paragraph (1) has the task of carrying out operational technical tasks and/or technical activities in waste management affairs.

(3) To carry out the tasks as referred to in paragraph (2), the UPTD for the Protection of Women and Children organizes functions:

- a. preparation of the UPTD Waste Management activity program in accordance with statutory regulations;
- b. coordination with all managerial officials within the Environmental Service Office to obtain input, information to evaluate problems in order to obtain optimal work results;
- c. coordination and verification of the implementation of cleaning and waste facilities activities;
- d. implementation of control, management coaching, development waste supervision, and improvement at place implementation waste coordination; setting, surveillance and management hygiene and
- e. implementation arrangement, utilization / utilization and destruction of waste and all efforts to prevent environmental pollution;
- f. implementation of inventory of equipment, supplies and supplies at landfills;
- g. implementation of monitoring, evaluation and assessing the work performance of subordinate tasks;
- h. making reports on the implementation of tasks to superiors as a basis for policy making;
- i. submission of suggestions and considerations to superiors as input material for the smooth implementation of tasks; and
- j. implementation of other official functions given by the leadership related to its duties and functions.

Article 23

(1) The Administration Subdivision of the UPTD Waste Management is led by a Subdivision Head who is under and responsible to the Head of the UPTD Waste Management.

(2) The Administration Subdivision of the UPTD Waste Management as referred to in paragraph (1) has the task of carrying out the management of general administrative affairs, planning, organization and management, finance, personnel administration, cooperation, public relations, Regional property, archives, and housekeeping of the UPTD Waste Management.

Second Part
UPTD Pertamanan dan Pemakaman

Article 24

(1) UPTD Pertamanan dan Pemakaman is a UPTD of the Environmental Service led by a Head of UPTD Pertamanan dan Pemakaman who is under and responsible to the Head of the Environmental Service.

(2) UPTD Pertamanan dan Pemakaman as referred to in paragraph (1) has the task of carrying out operational technical tasks and/or technical activities in the affairs of Parks and .

(3) To carry out the tasks as referred to in paragraph (2), UPTD Pertamanan dan Pemakaman organizes functions:

- a. preparation of UPTD Pertamanan dan Cemetery activity programs based on laws and regulations;
- b. elaboration of superior orders through problem assessment so that the implementation of tasks is in accordance with the provisions;
- c. coordination with all managerial officials within the Environmental Service Office to obtain input, information to evaluate problems in order to achieve optimal work results;
- d. implementation of guidance, supervision, control and development of parks and cemeteries;
- e. implementing maintenance, regulating, supervising, and coordinating the management and licensing of parks and cemeteries;
- f. implementation maintenance, regulation of park development, road greening, green lanes, river borders and railroad borders;

- g. implementation of inventory of equipment, supplies and supplies in parks and cemeteries;
- h. implementation of monitoring, evaluation and assessing the work performance of subordinate tasks;
- i. making reports on the implementation of tasks to superiors as a basis for policy making;
- j. submission of suggestions and considerations to superiors as input material for the smooth implementation of tasks; and
- k. implementation of other official functions given by the leadership related to its duties and functions.

Article 25

- (1) The Administration Subdivision of UPTD Pertamanan dan Pemakaman is led by a Subdivision Head who is under and responsible to the Head of UPTD Pertamanan dan Pemakaman.
- (2) The Administration Subdivision of UPTD Pertamanan dan Pemakaman as referred to in paragraph (1) has the task of carrying out the management of general administrative affairs, planning, organization and management, finance, personnel administration, cooperation, public relations, regional property, archives, and housekeeping of UPTD Pertamanan dan Pemakaman.

CHAPTER X

DUTIES OF UPTD AT THE POPULATION AND CIVIL REGISTRATION OFFICE

Part One

UPTD Population Administration Services Region I

Article 26

- (1) The UPTD of Population Administration Services Region I is led by a UPTD Head who is under and responsible to the Head of the Population and Civil Registration Service.
- (2) UPTD Population Administration Services Region I as referred to in paragraph (1) has the task of carrying out operational technical tasks and/or technical activities of government affairs in the field of population administration and civil registration in the Sukoharjo District, Nguter District, Tawangsari District, Bulu District and Weru District.

(3) To carry out the tasks as referred to in paragraph (2), UPTD Population Administration Services Region I organizes functions:

- a. preparation of activity programs for UPTD Population Administration Services Region I based on laws and regulations;
- b. elaboration of superior orders through problem assessment so that the implementation of tasks is in accordance with the provisions;
- c. coordination with all managerial officials within the Population and Civil Registration Service to obtain input, information to evaluate problems in order to obtain optimal work results;
- d. implementation of facilitation of coordination and socialization with residents in the sub-district area that is their working area;
- e. implementation of population registration services which include recording of population biodata, issuance of Family Cards, issuance of Child Identity Cards, issuance of Electronic Identity Cards, recording of Electronic Identity Cards in the sub-district area which becomes their working area in accordance with applicable regulations, moving between sub-districts in one District area and registration of Digital Population Identity;
- f. implementation of civil registration services which include birth certificate registration and death certificate registration in the sub-district area which is the working area in accordance with applicable regulations;
- g. implementation of monitoring and evaluation of subordinate tasks in accordance with the provisions;
- h. making reports on the implementation of tasks to superiors as a basis for policy making;
- i. submission of suggestions and considerations to superiors as input material for the smooth implementation of tasks; and
- j. implementation of other official functions given by the leadership related to its duties and functions.

Article 27

(1) The Administration Subdivision of UPTD Population Administration Services Region I is

led by a Subdivision Head who is under and responsible to the Head of UPTD Population Administration Services Region I.

(2) The Administration Subdivision of the UPTD Population Administration Services Region I as referred to in paragraph (1) has the task of carrying out the management of general administrative affairs, planning, organization and management, finance, personnel administration, cooperation, public relations, regional property, archives, and housekeeping of UPTD Population Administration Services Region I.

Second Part
UPTD Population Administration Services Region II

Article 28

(1) UPTD Population Administration Services Region II is led by a UPTD Head who is under and responsible to the Head of the Population and Civil Registration Service.

(2) UPTD Population Administration Services Region II as referred to in paragraph (1) has the task of carrying out operational technical tasks and/or technical activities of government affairs in the field of population administration and civil registration in the areas of Grogol District, Bendosari District, Mojolaban District and Polokarto District.

(3) To carry out the tasks as referred to in paragraph (2), the UPTD of Population Administration Services Region II carries out functions:

- a. preparation of activity programs for UPTD Population Administration Services Region II based on laws and regulations;
- b. elaboration of superior orders through problem assessment so that the implementation of tasks is in accordance with the provisions;
- c. coordination with all managerial officials within the Population and Civil Registration Service to obtain input, information to evaluate problems in order to obtain optimal work results;
- d. implementation of facilitation of coordination and socialization with residents in the sub-district area that is their working area;

- e. implementation of population registration services which include recording of population biodata, issuance of Family Cards, issuance of Child Identity Cards, issuance of Electronic Identity Cards, recording of Electronic Identity Cards in the sub-district area which becomes their working area in accordance with applicable regulations, moving between sub-districts in one District area and registration of Digital Population Identity;
- f. implementation of civil registration services which include birth certificate registration and death certificate registration in the sub-district area which is the working area in accordance with applicable regulations;
- g. implementation of monitoring and evaluation of subordinate tasks in accordance with the provisions;
- h. making reports on the implementation of tasks to superiors as a basis for policy making;
- i. submission of suggestions and considerations to superiors as input material for the smooth implementation of tasks; and
- j. implementation of other official functions given by the leadership related to its duties and functions.

Article 29

- (1) The Administration Subdivision of the UPTD of Population Administration Services Region II is led by a Subdivision Head who is under and responsible to the Head of the UPTD of Population Administration Services Region II.
- (2) The Administration Subdivision of the UPTD Population Administration Services Region II as referred to in paragraph (1) has the task of carrying out the management of general administrative affairs, planning, organization and management, finance, personnel administration, cooperation, public relations, regional property, archives, and housekeeping of the UPTD Population Administration Services Region II.

Third Part
UPTD of Population Administration Services

Region III Article 30

- (1) The UPTD of Population Administration Services Region III is led by a UPTD Head who is under and responsible to the Head of the Population and Civil Registration Service.
- (2) The Head of UPTD of Population Administration Services Region III as referred to in paragraph (1) has the task of carrying out operational technical tasks and/or technical activities of government affairs in the field of population administration and civil registration in the areas of Kartasura District, Gatak District and Baki District.
- (4) To carry out the tasks as referred to in paragraph (2), UPTD Population Administration Services Region III organizes functions:
 - a. preparation of activity programs UPTD Administrative Services Population Region III based on laws and regulations;
 - b. elaboration of superior orders through problem assessment so that the implementation of tasks is in accordance with the provisions;
 - c. coordination with all managerial officials within the Population and Civil Registration Service to obtain input, information to evaluate problems in order to obtain optimal work results;
 - d. implementation of facilitation of coordination and socialization with residents in the sub-district area that is their working area;
 - e. implementation of population registration services which include recording of population biodata, issuance of Family Cards, issuance of Child Identity Cards, issuance of Electronic Identity Cards, recording of Electronic Identity Cards in the sub-district area which becomes their working area in accordance with applicable regulations, moving between sub-districts in one District area and registration of Digital Population Identity;
 - f. implementation of civil registration services which include birth certificate registration and death certificate registration in the sub-district area which is the working area in accordance with applicable regulations;

- g. implementation of monitoring and evaluation of subordinate tasks in accordance with the provisions;
- h. making reports on the implementation of tasks to superiors as a basis for policy making;
- i. submission of suggestions and considerations to superiors as input material for the smooth implementation of tasks; and
- j. implementation of other official functions given by the leadership related to its duties and functions.

Article 31

- (1) The Administration Subdivision of UPTD Population Administration Services Region III is led by a Subdivision Head who is under and responsible to the Head of UPTD Population Administration Services Region III.
- (2) The Administration Subdivision of the UPTD Population Administration Services Region III as referred to in paragraph (1) has the task of carrying out the management of general administrative affairs, planning, organization and management, finance, personnel administration, cooperation, public relations, regional property, archives, and housekeeping of UPTD Population Administration Services Region III.

CHAPTER XI

UPTD DUTIES AT THE AGRICULTURE AND FISHERIES SERVICE

Part One

UPTD Agricultural Extension

Implementation Center

Article 32

- (1) The UPTD Agricultural Extension Implementation Center is led by a Head of the UPTD Agricultural Extension Implementation Center who is under and to the Head of the Agriculture and Fisheries Service Office.
- (2) UPTD Agricultural Extension Implementation Center as referred to in paragraph (1) has the task of carrying out operational technical tasks and/or technical activities for the implementation of agricultural counseling and technical data collection in agriculture.

(3) To carry out the tasks as referred to in paragraph (2), UPTD Agricultural Extension Implementation Center organizes functions:

- a. preparation of UPTD activities of the Regency Agricultural Extension Executive Center based on laws and regulations;
- b. elaboration of superior orders through problem assessment so that the implementation of tasks is in accordance with the provisions;
- c. coordination with all managerial officials within the Agriculture and Fisheries Service Office to obtain input, information to improve the smooth implementation of tasks;
- d. planning and synchronizing agricultural extension activities in supporting agricultural and fisheries development;
- e. Implementation of development and capacity building of agricultural extension institutions in agricultural extension centers and village extension posts, farmer institutions, agricultural and fisheries extension workers, main actors and business actors through the implementation of agricultural extension activities and capacity building of agricultural human resources;
- f. preparation and dissemination of agricultural extension materials and information;
- g. implementation of coordination in taking field technical data in agriculture;
- h. implementation of monitoring and preparation of performance reports of field extension officers;
- i. making reports on the implementation of tasks to superiors as a basis for policy making;
- j. implementation of monitoring and evaluation of subordinate tasks in accordance with the provisions;
- k. submission of suggestions and considerations to superiors verbally or in writing as input for the smooth implementation of tasks; and
- l. implementation of other official functions given by the leadership related to its duties and functions.

Article 33

- (1) The Administration Subdivision of the UPTD Agricultural Extension Implementation Center is led by a Subdivision Head who is under and responsible to the Head of the UPTD Agricultural Extension Implementation Center.
- (2) The Administration Subdivision of the UPTD Agricultural Extension Implementation Center as referred to in paragraph (1) has the task of carrying out the management of general administrative affairs, planning, organization and management, finance, personnel administration, cooperation, public relations, Regional property, equipment, documentation, archives, and housekeeping of the UPTD Agricultural Extension Implementation Center.

Second Section

UPTD Seed Agriculture

Article 34

- (1) UPTD Benih Pertanian is a UPTD of the Agriculture and Fisheries Service led by a Head of UPTD Benih Pertanian who is under and responsible to the Head of the Agriculture and Fisheries Service.
- (2) UPTD Benih Pertanian as referred to in paragraph (1) has the task of carrying out the preparation of materials for policy formulation, implementation, and provision of technical guidance as well as monitoring and evaluation in the field of food crop seeds, horticulture and plantations.
- (3) To carry out the tasks as referred to in paragraph (2), UPTD Seed Agriculture organizes functions:
 - a. preparation of UPTD Seed Agriculture activities based on laws and regulations;
 - b. elaboration of superior orders through problem assessment so that the implementation of tasks is in accordance with the provisions;
 - c. coordination with all managerial officials within the Agriculture and Fisheries Service, Functional Position Groups to obtain input, information to evaluate problems in order to obtain optimal work results;

- d. implementation of preparation of materials for the preparation of seedling policies for food crops, horticulture and plantations;
- e. implementation of cultivation of food crops, horticulture and plantations in order to produce quality seeds in accordance with the Standard Operating Procedures for Seed Production;
- f. implementation of the provision and distribution of seeds of food crops, horticulture and plantations;
- g. implementation of supervision and quality testing of seeds of food crops, horticulture and plantations;
- h. implementation of seed certification and control of seed sources of food crops, horticulture and plantations;
- i. implementation of the preparation of seed requirement plans and the development of superior varieties;
- j. carry out monitoring and evaluation of the implementation of agricultural seed activities;
- k. implementation preparation report and documentation of agricultural seed activities;
- l. making reports on the implementation of tasks to authorized officials;
- m. implementation of monitoring and evaluation of subordinate tasks in accordance with the provisions;
- n. submission of suggestions and considerations to superiors verbally or in writing as input for the smooth implementation of tasks; and
- o. implementation of other official functions given by the leadership related to its duties and functions.

Article 35

- (1) The Administration Subdivision of the UPTD Agricultural Seeds is led by a Subdivision Head who is under and responsible to the Head of the UPTD Agricultural Seeds.
- (2) The Head of Administration Subdivision of UPTD Seed Agriculture as referred to in paragraph (1) has the task of carrying out the management of general administrative affairs, planning, organization and management, equipment, documentation, finance, personnel administration, cooperation, public relations, regional

Third Part
UPTD Slaughterhouse and Animal Health Center

Article 36

- (1) UPTD Rumah Potong Dan Pusat Kesehatan Hewan is a UPTD of Agriculture and Fisheries led by a Head of UPTD Rumah Potong dan Pusat Kesehatan Hewan who is under and responsible to the Head of the Agriculture and Fisheries Service.
- (2) UPTD Slaughterhouse and Animal Health Center as referred to in paragraph (1) has the task of carrying out part of the operational technical tasks and/or technical activities in the affairs of animal health services and animal slaughter to the breeder community.
- (3) To carry out the tasks as referred to in paragraph (2), the UPTD Slaughterhouse and Animal Health Center performs the following functions:
 - a. preparation of UPTD Slaughterhouse and Animal Health Center activities based on laws and regulations;
 - b. elaboration of superior orders through problem assessment so that the implementation of tasks is in accordance with the provisions;
 - c. coordination with all managerial officials within the Agriculture and Fisheries Service Office to obtain input, information to improve the smooth implementation of tasks;
 - d. implementation of animal health service activities;
 - e. implementation of veterinary consultation and counseling in the field of animal health;
 - f. implementation of monitoring and reporting of animal disease events;
 - g. provision of animal health recommendation letter and death certificate on livestock;
 - h. implementation of identification of needs for facilities and infrastructure for slaughterhouses.
 - i. carry out the task of slaughtering animals correctly in accordance with the provisions;
 - j. implementation of animal inspection tasks before slaughter (*Ante mortem*) and after slaughter (*post mortem*) in accordance with applicable regulations to

prevent transmission of diseases from animals to humans (*Zoonosis*);

k. implementation of supervision of slaughtering slaughter animals to be carried out by Muslim slaughterers according to procedures in accordance with the fatwa of the Indonesian Ulema Council.

l. implementation of supervision so that slaughtering is carried out with due regard to *hygiene* and sanitation and animal welfare;

m. implementation of supervision of the prohibition of slaughtering productive female animals;

n. implementation of solid and liquid waste treatment with due regard to the environment;

o. making reports on the implementation of tasks to superiors as a basis for policy making;

p. implementation of monitoring and evaluation of subordinate tasks in accordance with the provisions;

q. submission of suggestions and considerations to superiors verbally or in writing as input for the smooth implementation of tasks; and

r. implementation of other official functions given by the leadership related to its duties and functions.

Article 37

(1) The Administration Subdivision of the UPTD Slaughterhouse and Animal Health Center is led by a Head of the Administration Subdivision who is under and responsible to the Head of the UPTD Slaughterhouse and Animal Health Center.

(2) Subdivision of Administration UPTD Rumah Potong and Pusat Kesehatan Hewan which has the task of carrying out the management of general administrative affairs, organization and management, household management, equipment, documentation and archives, finance and management of personnel administration UPTD Rumah Potong and Pusat Kesehatan Hewan.

Fourth Part

UPTD Center for Freshwater Fish Seeding and Cultivation

Article 38

(1) UPTD Balai Perbenihan dan Budidaya Ikan

Tawar is a UPTD of the Agriculture and Fisheries Service led by a Head of UPTD Balai Perbenihan dan Budidaya Ikan Tawar who is under and responsible to the Head of the Agriculture and Fisheries Service.

- (2) UPTD Balai Perbenihan dan Budidaya Ikan Tawar as referred to in paragraph (1) has the task of carrying out operational technical tasks and / or technical activities related to the provision of seeds and prospective parents / broodstock of superior fish, the application of fisheries technology studies, guidance and training / apprenticeship in fish farming.
- (3) To carry out the tasks as referred to in paragraph (2), UPTD Balai Perbenihan dan Budidaya Ikan Tawar organizes functions:
 - a. preparation of UPTD Balai Perbenihan dan Budidaya Ikan Tawar activity programs based on laws and regulations;
 - b. elaboration of superior orders through problem assessment so that the implementation of tasks is in accordance with applicable regulations;
 - c. coordination with all managerial officials within the Agriculture and Fisheries Service Office to obtain input, information to evaluate problems in order to obtain optimal work results;
 - d. implementation of fish seed production and superior fish broodstock candidates;
 - e. implementation of studies and application of fish seeding and cultivation technology for fisheries development purposes;
 - f. implementation of monitoring, evaluation and assessing the work performance of subordinate tasks;
 - g. making reports on the implementation of tasks to superiors as a basis for policy making;
 - h. submission of suggestions and considerations to superiors as input material for the smooth implementation of tasks; and
 - i. implementation of other official functions given by the leadership related to its duties and functions.

Article 39

- (1) The Administration Subdivision of the UPTD Balai Perbenihan dan Budidaya Ikan Tawar is led by a Subdivision Head who is under and responsible to the Head of the UPTD Balai Perbenihan dan Budidaya Ikan Tawar.

(2) The Administration Subdivision of the UPTD Balai Perbenihan dan Budidaya Ikan Tawar as referred to in paragraph (1) has the task of carrying out the management of general administrative affairs, planning, organization and management, equipment, documentation, finance, personnel administration, cooperation, public relations, regional property, archives, and housekeeping of the UPTD Balai Perbenihan dan Budidaya Ikan Tawar.

Fifth Section

UPTD Animal Breeding and Reproduction Technology

Center Article 40

(1) UPTD Balai Pembibitan dan Teknologi Reproduksi Ternak is a UPTD of the Agriculture and Fisheries Service led by a Head of UPTD Balai Pembibitan dan Teknologi Reproduksi Ternak who is under and responsible to the Head of the Agriculture and Fisheries Service.

(2) UPTD Balai Pembibitan dan Teknologi Reproduksi Ternak as referred to in paragraph (1) has the task of carrying out operational technical tasks and/or technical activities on livestock breeding and reproductive technology.

(3) To carry out the tasks as referred to in paragraph (2), UPTD Balai Pembibitan dan Teknologi Reproduksi Ternak organizes functions:

- a. preparation of UPTD Balai Pembibitan dan Teknologi Reproduksi Ternak activity programs based on laws and regulations;
- b. elaboration of superior orders through problem assessment so that the implementation of tasks is in accordance with the provisions;
- c. coordination with all managerial officials within the Agriculture and Fisheries Service Office to obtain input, information to evaluate problems in order to obtain optimal work results;
- d. implementation of coordination with related parties outside the Department of Agriculture and Fisheries;
- e. coordination of beef cattle breeding and seedling management activities;
- f. implementation of control over the provision and distribution of frozen semen seeds;

- g. controlling the application of technical cultivation of beef cattle breeding;
- h. implementation of quality control of beef cattle seedlings and seeds through the implementation of seedling quality assurance/certification systems;
- i. implementation of livestock pest and disease control;
- j. implementation of monitoring, evaluation, and assessing the work performance of subordinate tasks;
- k. making reports on the implementation of tasks to superiors as a basis for policy making;
- l. submission of suggestions and considerations to superiors as input material for the smooth implementation of tasks; and
- m. implementation of other official functions given by the leadership related to its duties and functions.

Article 41

- (1) The Administration Subdivision of UPTD Balai Pembibitan dan Teknologi Reproduksi Ternak is led by a Subdivision Head who is under and responsible to the Head of UPTD Balai Pembibitan dan Teknologi Reproduksi Ternak.
- (2) The Administration Subdivision of the UPTD Balai Pembibitan dan Teknologi Reproduksi Ternak as referred to in paragraph (1) has the task of carrying out the management of general administrative affairs, planning, organization and management, equipment, documentation, finance, personnel administration, cooperation, public relations, Regional property, archives, and housekeeping of the UPTD Balai Pembibitan dan Teknologi Reproduksi Ternak.

CHAPTER XII

DUTIES OF UPTD AT THE TRADE, COOPERATIVES, SMALL AND MEDIUM ENTERPRISES OFFICE

Section One UPTD Pasar Wilayah I

Article 42

- (1) UPTD Pasar Wilayah I is a UPTD of the Office of Cooperatives, Small and Medium Enterprises and Trade led by a Head of UPTD Pasar Wilayah I who is under and responsible

to the Head of the Office of Cooperatives, Small and Medium Enterprises and Trade.

- (2) UPTD Pasar Wilayah I as referred to in paragraph (1) has the task of carrying out operational technical tasks and/or technical activities of market management affairs in the Weru District, Tawangsari District, Bulu District, Nguter District, Sukoharjo District and Bendosari District.
- (3) To carry out the tasks as referred to in paragraph (2), UPTD Pasar Wilayah I organizes functions:
 - a. preparation of UPTD Pasar Wilayah I activity programs based on laws and regulations;
 - b. elaboration of superior orders through problem assessment so that the implementation of tasks is in accordance with the provisions;
 - c. coordination with all managerial officials within the Office of Cooperatives, Small and Medium Enterprises and Trade to obtain input, information to evaluate problems in order to obtain optimal work results;
 - d. implementation of operational management of facilities and infrastructure, management of market distribution revenue, management of cleanliness, security and market order;
 - e. implementation of facilitation of arrangement, guidance and supervision of market use;
 - f. implementation of monitoring, evaluation and assessing the work performance of subordinate tasks;
 - g. making reports on the implementation of tasks to superiors as a basis for policy making;
 - h. submission of suggestions and considerations to superiors as input material for the smooth implementation of tasks; and
 - i. implementation of other official functions given by the leadership related to its duties and functions.

Article 43

- (1) The Administration Subdivision of UPTD Pasar Wilayah I is led by a Subdivision Head who is under and responsible to the Head of UPTD Pasar Wilayah I.

(2) The Administration Subdivision of UPTD Pasar Wilayah I as referred to in paragraph (1) has the task of carrying out the management of general administrative affairs, planning, organization and management, finance, personnel administration, cooperation, public relations, Regional property, archives, and housekeeping of UPTD Pasar Wilayah I.

Second Section
UPTD Pasar
Wilayah II

Article 44

(1) UPTD Pasar Wilayah II is a UPTD of the Office of Cooperatives, Small and Medium Enterprises and Trade led by a Head of UPTD Pasar Wilayah II who is under and responsible to the Head of the Office of Cooperatives, Small and Medium Enterprises and Trade.

(2) UPTD Pasar Wilayah II as referred to in paragraph (1) has the task of carrying out operational technical tasks and/or technical activities of market management affairs in the Grogol District, Baki District, Gatak District, Kartasura District, Polokarto District and Mojolaban District.

(3) To carry out the tasks as referred to in paragraph (2), UPTD Pasar Wilayah II organizes functions:

- a. preparation of UPTD Pasar Wilayah II activity programs based on laws and regulations;
- b. elaboration of superior orders through problem assessment so that the implementation of tasks is in accordance with the provisions;
- c. coordination with all managerial officials within the Office of Cooperatives, Small and Medium Enterprises and Trade to obtain input, information to evaluate problems in order to obtain optimal work results;
- d. implementation of operational management of facilities and infrastructure, management of market distribution revenue, management of cleanliness, security and market order;
- e. implementation of facilitation of arrangement, guidance and supervision of market use;

- f. implementation of monitoring, evaluation and assessing the work performance of subordinate tasks;
- g. making reports on the implementation of tasks to superiors as a basis for policy making;
- h. submission of suggestions and considerations to superiors as input material for the smooth implementation of tasks; and
- i. implementation of other official functions given by the leadership related to its duties and functions.

Article 45

- (1) The Administration Subdivision of UPTD Pasar Wilayah II is led by a Subdivision Head who is under and responsible to the Head of UPTD Pasar Wilayah II.
- (2) The Administration Subdivision of UPTD Pasar Wilayah II as referred to in paragraph (1) has the task of carrying out the management of general administrative affairs, planning, organization and management, finance, personnel administration, cooperation, public relations, Regional property, archives, and housekeeping of UPTD Pasar Wilayah II.

Third Section UPTD Legal Metrology

Article 46

- (1) UPTD Legal Metrology is a UPTD of the Office of Cooperatives, Small and Medium Enterprises and Trade led by a Head of UPTD Legal Metrology who is under and responsible to the Head of the Office of Cooperatives, Small and Medium Enterprises and Trade.
- (2) UPTD Legal Metrology as referred to in paragraph (1) has the task of carrying out operational technical tasks and/or technical activities in the field of tera, tera ulang, measuring, measuring, weighing and equipment services and legal metrology supervision.
- (3) To carry out the tasks as referred to in paragraph (2), UPTD Legal Metrology organizes functions:
 - a. preparation of the UPTD Legal Metrology activity program based on laws and regulations;
 - b. elaboration of superior orders through problem assessment so that the implementation of tasks is in accordance with the provisions;

- c. coordination with all managerial officials within the Office of Cooperatives, Small and Medium Enterprises and Trade to obtain input, information to evaluate problems in order to obtain optimal work results;
- d. implementation of tera services, and tera measuring instruments, weighing instruments and equipment;
- e. implementation of metrology laboratory management;
- f. implementation of management, maintenance of equipment, measuring standards and stamp marks;
- g. implementation of supervision of measuring, weighing, and weighing equipment, the use of units of measure of Goods in Packaged Condition;
- h. implementation of maintenance of metrology facilities and infrastructure;
- i. implementation of monitoring, evaluation and assessing the work performance of subordinate tasks;
- j. making reports on the implementation of tasks to superiors as a basis for policy making;
- k. submission of suggestions and considerations to superiors as input material for the smooth implementation of tasks; and
- l. implementation of other official functions given by the leadership related to its duties and functions.

Article 47

- (1) The Administration Subdivision of the UPTD Legal Metrology is led by a Subdivision Head who is under and responsible to the Head of the UPTD Legal Metrology.
- (2) The Administration Subdivision of the UPTD Legal Metrology as referred to in paragraph (1) has the task of carrying out the management of general administrative affairs, planning, organization and management, finance, personnel administration, cooperation, public relations, Regional property, archives, and housekeeping of the UPTD Legal Metrology.

CHAPTER XIII
DUTIES OF THE UPTD VOCATIONAL TRAINING
CENTER AT THE INDUSTRY AND LABOR OFFICE

Article 48

- (1) UPTD Balai Latihan Kerja is a UPTD of the Industry and Manpower Office led by a Head of UPTD Balai Latihan Kerja who is under and responsible to the Head of the Industry and Manpower Office.
- (2) UPTD Vocational Training Center as referred to in paragraph (1) has the task of carrying out operational technical tasks and/or technical activities in matters of job training.
- (3) To carry out the tasks as referred to in paragraph (2), UPTD Balai Latihan Kerja organizes functions:
 - a. preparation of the Work Training Center activity program based on laws and regulations;
 - b. elaboration of superior orders through problem assessment so that the implementation of tasks is in accordance with the provisions;
 - c. coordinate with all managerial officials within the Industry and Labor Office to obtain input, information to evaluate problems in order to obtain optimal work results;
 - d. preparation of materials, facilities and infrastructure for job training;
 - e. implementation of announcement, registration, selection and determination of prospective trainees;
 - f. implementation of training;
 - g. implementation of job vacancy information dissemination to the public;
 - h. implementation of monitoring, evaluation and assessing the work performance of subordinate tasks;
 - i. making reports on the implementation of tasks to superiors as a basis for policy making;
 - j. submission of suggestions and considerations to superiors as input material for the smooth implementation of tasks; and
 - k. implementation of other official functions given by the leadership related to its duties and functions.

Article 49

- (1) The Administration Subdivision of the UPTD Balai Latihan Kerja is led by a Subdivision Head who is under and responsible to the Head of the UPTD Balai Latihan Kerja.
- (2) The Administration Subdivision of the UPTD Balai Latihan Kerja as referred to in paragraph (1) has the task of carrying out the management of general administrative affairs, planning, organization and management, equipment, documentation, finance, personnel administration, cooperation, public relations, Regional property, archives, and housekeeping of the UPTD Balai Latihan Kerja.

CHAPTER XIV COORDINATOR DUTIES

Part One Education Unit Administration Services at the Education and Culture Office

Article 50

- (1) The Education Unit Administration Service is led by a Coordinator who comes from a School Supervisor functional official who is given additional duties as a Coordinator or from other civil servants.
- (2) The coordinator as referred to in paragraph (1) has the task of coordinating administrative services in education units in its working area.
- (3) The duties of the Coordinator as referred to in paragraph (2) are as follows:
 - a. coordinate the collection of data on students, facilities, infrastructure, educators and education personnel in education units in their working area;
 - b. coordinate administration personnel affairs of the Education Unit in its working area to the Education and Culture Office;
 - c. coordinate the implementation of competitions in his/her working area;
 - d. make reports on the implementation of duties to the Head of the Education and Culture Office through the Head of the General and Personnel Subdivision; and

- e. carry out other official duties in accordance with superior orders.

Second Part
Agricultural Extension Center at the
Agriculture and Fisheries Service

Article 51

- (1) The Agricultural Extension Center is led by an Agricultural Extension Coordinator who comes from a functional extension officer who is given additional duties as a Coordinator and is responsible to the Head of the Agriculture and Fisheries Service.
- (2) The coordinator as referred to in paragraph (1) has the task of coordinating with agricultural extension workers, main actors and business actors in his working area.
- (3) The duties as referred to in paragraph (2) include:
 - a. translate superior orders through problem assessment so that the implementation of tasks is in accordance with the provisions;
 - b. carry out the preparation of agricultural extension programs;
 - c. carry out extension based on the extension program;
 - d. provide and disseminate information on technology, production facilities, financing and markets;
 - e. facilitating institutional development and partnerships of main actors and business actors;
 - f. facilitating capacity building of civil servant extension workers, self-help extension workers and private extension workers through a continuous learning process;
 - g. carry out the learning process through piloting and developing farming business models for main actors and business actors;
 - h. carry out technical data collection in agriculture;
 - i. carry out other activities in accordance with the level of their respective functional positions based on statutory regulations;
 - j. carry out plant pest control;

- k. implementing natural disaster control and management;
- l. carry out the preparation of seed control plans;
- m. carry out supervision of seed circulation and certification;
- n. implementing control and mitigation of climate change impacts;
- o. submitting suggestions and considerations to superiors verbally or in writing as input for the smooth implementation of tasks; and
- p. carry out other official duties in accordance with superior orders.

CHAPTER XV
STAFFING AND
POSITIONS

Article 52

- (1) The Head of UPTD, Head of Administration Subdivision and Functional Officials are appointed and dismissed by the Staff Supervisory Officer in accordance with laws and regulations.
- (2) Head of UPTD Class A is a Supervisory Position or Structural Position of echelon IVa.
- (3) Head of UPTD Class B is a Supervisory Position or Structural Position of echelon IVb.
- (4) Head of Administration Subdivision at UPTD class A is a Supervisory Position or Structural Position echelon IVb.
- (5) In addition to the UPTD Head, Head of Administration Subdivision and Functional Officials, there are Executive Positions in UPTD.
- (6) The number and types of Functional Positions and Executive Positions as referred to in paragraph (5) are determined based on job analysis and workload analysis.

CHAPTER XVI
WORK
PROCEDURE S

Article 53

- (1) In carrying out their duties and functions, the Head of UPTD, Head of Administration Subdivision and Functional Position Group, must apply the principles of coordination, integration and synchronization, both within the internal environment and between organizational units within the Unit, in accordance with their main tasks.
- (2) The Head of UPTD and the Head of the Subdivision are obliged to supervise their subordinates, and in the event of irregularities must take the necessary steps in accordance with the provisions of laws and regulations.
- (3) The Head of UPTD and Head of Administration Subdivision are responsible for leading and coordinating subordinates, providing guidance and instructions for the implementation of subordinate tasks.
- (4) The Head of UPTD must follow and obey instructions and be responsible to superiors and submit periodic reports in a manner.
- (5) Every report received by the Head of UPTD from his subordinates must be processed and used as material for the preparation of further reports.
- (6) In submitting reports to superiors as referred to in paragraph (4), copies of reports must be submitted to other organizational units that have a functional working relationship.
- (7) In carrying out his duties, the Head of UPTD must hold periodic meetings in order to provide guidance to subordinates.

CHAPTER XVII
JOB TITLES

Article 54

- (1) The head of UPTD class A is an echelon IVa or supervisory position.
- (2) Head of UPTD class B and Head of Subdivision at UPTD class A are echelon IVb positions or supervisory positions.

Article 55

- (1) Principals in public kindergartens, public primary schools and public junior high schools are held by a functional teacher who is given additional duties as Principal.
- (2) The Head of SKB is held by a Pamong Belajar who is given additional duties as Head of SKB.
- (3) The SKB Administration Subdivision is led by a Subdivision Head who is under and responsible to the Head of SKB and is an echelon IVb or supervisory position.

CHAPTER XVIII TRANSITIONAL PROVISIONS

Article 56

At the time this Regent Regulation takes effect, existing officials continue to occupy their positions and carry out their duties until the inauguration of new officials in accordance with this Regent Regulation.

CHAPTER XIX CLOSING PROVISIONS

Article 57

When this Regent Regulation comes into force, Sukoharjo Regent Regulation Number 27 of 2018 concerning the Establishment, Position, Organizational Structure, Duties and Work Procedures of the Regional Technical Implementation Unit of Sukoharjo Regency (Regional Gazette of Sukoharjo Regency 2018 Number 27) as amended several times lastly by Sukoharjo Regent Regulation Number 77 of 2022 concerning the Fourth Amendment to Regent Regulation Number 27 of 2018 concerning the Establishment, Position, Organizational Structure, Duties and Work Procedures of the Regional Technical Implementation Unit of Sukoharjo Regency (Regional Gazette of Sukoharjo Regency 2022 Number 77), is revoked and declared invalid.

Article 58

This Regent Regulation shall come into force on the date of promulgation.

In order that everyone may know it, this Regent Regulation shall be promulgated by placing it in the Regional Gazette of Sukoharjo Regency.

Established in Sukoharjo
on March 8, 2024

REGENT OF SUKOHARJO,

ttd.

ETIK SURYANI

Promulgated in Sukoharjo
on March 8, 2024

REGIONAL SECRETARY OF
SUKOHARJO REGENCY,

ttd.

WIDOD

O

REGIONAL NEWS OF SUKOHARJO DISTRICT
YEAR 2024 NUMBER 6

APPENDIX I
 SUKOHARJO REGENT REGULATION
 NUMBER 6 OF 2024
 ABOUT
 ESTABLISHMENT,

POSITION
 N, ORGANIZATIONAL
 STRUCTURE, DUTIES AND
 WORK PROCEDURES OF THE
 REGIONAL TECHNICAL
 IMPLEMENTATION UNIT OF
 SUKOHARJO DISTRICT

LIST OF FORMAL EDUCATION UNITS

A. TK NEGERI

1. TK Negeri Pembina Sukoharjo Sub-district;
2. TK Negeri Pembina Bendosari Sub-district; and
3. TK Negeri Pembina Kartasura Sub-district.

B. SD NEGERI

1. Kecamatan Weru consists :

- a. SD N Tawang 1;
- b. SD N Tawang 2;
- c. SD N Tawang 4;
- d. SD N Tegalsari 2;
- e. SD N Tegalsari 3;
- f. SD N Tegalsari 4;
- g. SD N Jatingarang 1;
- h. SD N Jatingarang 2;
- i. SD N Jatingarang 3;
- j. SD N Karangtengah 1;
- k. SD N Karangtengah 2;
- l. SD N Karanganyar 1;
- m. SD N Karanganyar 2;
- n. SD N Karanganyar 3;
- o. SD N Karangmojo 1;
- p. SD N Karangmojo 2;
- q. SD N Karangmojo 3;

- r. SD N Grogol 1;
- s. SD N Grogol 2;
- t. SD N Krajan 1;
- u. SD N Krajan 2;
- v. SD N Ngreco 2;
- w. SD N Ngreco 4;
- x. SD N Ngreco 5;
- y. SD N Weru 1;
- z. SD N Weru 2;
- aa. SD N Weru 4;
- bb. SD N Alasombo 1;
- cc. SD N Alasombo 2;
- dd. SD N Alasombo 3;
- ee. SD N Karangwuni 1;
- ff. SD N Karangwuni 3;
- gg. SD N Karakan 1; and
- hh. SD N Karakan 2;

2. Tawangsari sub-district consists :

- a. SD N Pojok 2;
- b. SD N Pojok 3;
- c. SD N Kateguhan 1;
- d. SD N Kateguhan 2;
- e. SD N Lorog 1;
- f. SD N Lorog 2;
- g. SD N Grajegan 1;
- h. SD N Grajegan 2;
- i. SD N Majasto 1;
- j. SD N Majasto 2;
- k. SD N Tambakboyo 1;
- l. SD N Tambakboyo 2;
- m. SD N Tambakboyo 3;
- n. SD N Dalangan 1;
- o. SD N Dalangan 2;
- p. SD N Dalangan 3;
- q. SD N Pundungrejo 1;
- r. SD N Pundungrejo 3;
- s. SD N Kedungjambal 1;

- t. SD N Kedungjambal 2;
- u. SD N Kedungjambal 4;
- v. SD N Tangkisan 1;
- w. SD N Tangkisan 2;
- x. SD N Tangkisan 3;
- y. SD N Ponowaren 1;
- z. SD N Ponowaren 2;
- aa. SD N Ponowaren 3; and
- bb. SD N Watubonang 1;

3. Kecamatan Bulu consists of :

- a. SD N Bulu 1;
- b. SD N Bulu 3;
- c. SD N Lengking 1;
- d. SD N Lengking 2;
- e. SD N Puron 2;
- f. SD N Puron 3;
- g. SD N Malangan 2;
- h. SD N Malangan 3;
- i. SD N Kunden 1;
- j. SD N Kunden 2;
- k. SD N Sanggang 1;
- l. SD N Sanggang 2;
- m. SD N Sanggang 3;
- n. SD N Gentan 2;
- o. SD N Gentan 3;
- p. SD N Ngasinan 2;
- q. SD N Ngasinan 3;
- r. SD N Ngasinan 4;
- s. SD N Karangasem 1;
- t. SD N Karangasem 2;
- u. SD N Karangasem 3;
- v. SD N Tiyaran 1;
- w. SD N Tiyaran 2;
- x. SD N Tiyaran 3;
- y. SD N Kamal 1;
- z. SD N Kamal 3;
- aa. SD N Kedungsono 1;

- bb. SD N Kedungsono 2; and
- cc. SD N Kedungsono 3;

4. Nguter sub-district consists :

- a. SD N Nguter 1;
- b. SD N Nguter 2;
- c. SD N Nguter 3;
- d. SD N Nguter 4;
- e. SD N Nguter 5;
- f. SD N Baran 1;
- g. SD N Daleman 1;
- h. SD N Lawu 1;
- i. SD N Lawu 2;
- j. SD N Tanjung 1;
- k. SD N Tanjung 2;
- l. SD N Pondok 1;
- m. SD N Pondok 2;
- n. SD N Pondok 3;
- o. SD N Kepuh 1;
- p. SD N Kepuh 2;
- q. SD N Kepuh 3;
- r. SD N Tanjungrejo 1;
- s. SD N Tanjungrejo 2;
- t. SD N Jangglengan 1;
- u. SD N Serut 1;
- v. SD N Serut 2;
- w. SD N Juron 1;
- x. SD N Celep 1;
- y. SD N Celep 2;
- z. SD N Pengkol 1;
- aa. SD N Gupit 1;
- bb. SD N Gupit 2;
- cc. SD N Plesan 1;
- dd. SD N Plesan 2;
- ee. SD N Kedungwinong 1; and
- ff. SD N Kedungwinong 3;

5. Sukoharjo sub-district consists :

- a. SD N Sukoharjo 1;

- b. SD N Sukoharjo 2;
- c. SD N Sukoharjo 3;
- d. SD N Sukoharjo 4;
- e. SD N Jetis 1;
- f. SD N Jetis 2;
- g. SD N Jetis 3;
- h. SD N Jetis 4;
- i. SD N Joho 1;
- j. SD N Joho 2;
- k. SD N Joho 4;
- l. SD N Gayam 1;
- m. SD N Gayam 3;
- n. SD N Gayam 5;
- o. SD N Begajah 1;
- p. SD N Begajah 3;
- q. SD N Begajah 4;
- r. SD N Mandan 1;
- s. SD N Mandan 2;
- t. SD N Mandan 3;
- u. SD N Banmati 1;
- v. SD N Banmati 2;
- w. SD N Kenep 1;
- x. SD N Kenep 2;
- y. SD N Kenep 3;
- z. SD N Combongan 1;
- aa. SD N Combongan 2;
- bb. SD N Combongan 3;
- cc. SD N Kriwen 1;
- dd. SD N Kriwen 2;
- ee. SD N Bulakan 1;
- ff. SD N Bulakan 2;
- gg. SD N Bulakan 3;
- hh. SD N Dukuh 1;
- ii. SD N Dukuh 3;
- jj. SD N Sonorejo 1;
- kk. SD N Sonorejo 2;
- ll. SD N Bulakrejo 1;

mm. SD N Bulakrejo 2; and

nn. SD N Bulakrejo 3;

6. Bendosari sub-district consists :

- a. SD N Jombor 1;
- b. SD N Jombor 2;
- c. SD N Jombor 3;
- d. SD N Toriyo 1;
- e. SD N Mulur 1;
- f. SD N Mulur 3;
- g. SD N Mulur 4;
- h. SD N Jagan 2;
- i. SD N Manisharjo 1;
- j. SD N Manisharjo 2;
- k. SD N Cabeyan 1;
- l. SD N Cabeyan 2;
- m. SD N Puhgogor 1;
- n. SD N Puhgogor 2;
- o. SD N Paluhombo 1;
- p. SD N Paluhombo 2;
- q. SD N Bendosari 1;
- r. SD N Bendosari 2;
- s. SD N Bendosari 3;
- t. SD N Mojorejop 1;
- u. SD N Mojorejo 2;
- v. SD N Mertan 1;
- w. SD N Mertan 3;
- x. SD N Mertan 4;
- y. SD N Sugihan 1;
- z. SD N Sugihan 2;
- aa. SD N Sugihan 3;
- bb. SD N Sidorejo 1;
- cc. SD N Sidorejo 2;
- dd. SD N Sidorejo 3;
- ee. SD N Gentan 1;
- ff. SD N Gentan 2; and
- gg. SD N Gentan 3;

7. Polokarto sub-district consists :

- a. SD N Mranggen 1;

- b. SD N Mranggen 2;
- c. SD N Mranggen 3;
- d. SD N Mranggen 4;
- e. SD N Polokarto 1;
- f. SD N Polokarto 2;
- g. SD N Polokarto 3;
- h. SD N Polokarto 4;
- i. SD N Jatisobo 1;
- j. SD N Jatisobo 2;
- k. SD N Jatisobo 3;
- l. SD N Bulu 1;
- m. SD N Bulu 2;
- n. SD N Godog 1;
- o. SD N Godog 2;
- p. SD N Tepisari 1;
- q. SD N Tepisari 2;
- r. SD N Kenokorejo 1;
- s. SD N Kenokorejo 2;
- t. SD N Kenokorejo 4;
- u. SD N Kayuapak 1;
- v. SD N Kayuapak 2;
- w. SD N Genengsari 1;
- x. SD N Genengsari 2;
- y. SD N Genengsari 3;
- z. SD N Rejosari 1;
- aa. SD N Rejosari 2;
- bb. SD N Kemasan 1;
- cc. SD N Kemasan 2;
- dd. SD N Kemasan 3;
- ee. SD N Wonorejo;
- ff. SD N Bugel 1;
- gg. SD N Bugel 2;
- hh. SD N Ngombakan 1;
- ii. SD N Ngombakan 2;
- jj. SD N Bakalan 1;
- kk. SD N Bakalan 2;
- ll. SD N Bakalan 3;

- mm. SD N Karangwuni;
- nn. SD N Pranan 1; and
- oo. SD N Pranan 2;

8. Mojolaban sub-district consists :

- a. SD N Bekonang 1;
- b. SD N Bekonang 2;
- c. SD N Plumbon 1;
- d. SD N Plumbon 2;
- e. SD N Plumbon 3;
- f. SD N Kragilan 1;
- g. SD N Kragilan 2;
- h. SD N Kragilan 3;
- i. SD N Joho 1;
- j. SD N Joho 2;
- k. SD N Joho 3;
- l. SD N Joho 4;
- m. SD N Wirun 1;
- n. SD N Wirun 3;
- o. SD N Wirun 4;
- p. SD N Wirun 5;
- q. SD N Gadingan 1;
- r. SD N Gadingan 2;
- s. SD N Gadingan 3;
- t. SD N Tegalmade 2;
- u. SD N Klumprit 1;
- v. SD N Klumprit 3;
- w. SD N Palur 1;
- x. SD N Palur 2;
- y. SD N Palur 3;
- z. SD N Palur 4;
- aa. SD N Palur 5;
- bb. SD N Palur 6;
- cc. SD N Saven 2;
- dd. SD N Saven 3;
- ee. SD N Demakan 1;
- ff. SD N Demakan 2;
- gg. SD N Demakan 3;

- hh. SD N Laban 1;
- ii. SD N Laban 2;
- jj. SD N Dukuh 1;
- kk. SD N Dukuh 2;
- ll. SD N Triyagan 1;
- mm. SD N Triyagan 2;
- nn. SD N Cangkol 1;
- oo. SD N Cangkol 2; and
- pp. SD N Cangkol 3;

9. Kecamatan Grogol consists of:

- a. SD N Madegondo 1;
- b. SD N Madegondo 3;
- c. SD N Pondok 1;
- d. SD N Pondok 2;
- e. SD N Kwarasan 1;
- f. SD N Kwarasan 2;
- g. SD N Kwarasan 3;
- h. SD N Langenharjo 1;
- i. SD N Langenharjo 2;
- j. SD N Langenharjo 3;
- k. SD N Manang 1;
- l. SD N Manang 2;
- m. SD N Gedangan 1;
- n. SD N Gedangan 2;
- o. SD N Sanggrahan 1;
- p. SD N Sanggrahan 2;
- q. SD N Banaran 1;
- r. SD N Banaran 2;
- s. SD N Banaran 4;
- t. SD N Cemani 1;
- u. SD N Cemani 2;
- v. SD N Cemani 3;
- w. SD N Cemani 5;
- x. SD N Parangjoro 1;
- y. SD N Parangjoro 2;
- z. SD N Kadokan 1;
- aa. SD N Kadokan 2;

- bb. SD N Pandeyan 1;
- cc. SD N Pandeyan 2;
- dd. SD N Telukan 1;
- ee. SD N Telukan 2;
- ff. SD N Telukan 3;
- gg. SD N Telukan 4;
- hh. SD N Grogol 1; and
- ii. SD N Grogol 2;

10. Kecamatan Gatak consists :

- a. SD N Blimbingsing 1;
- b. SD N Blimbingsing 2;
- c. SD N Blimbingsing 3;
- d. SD N Blimbingsing 4;
- e. SD N Krajan 1;
- f. SD N Krajan 2;
- g. SD N Krajan 4;
- h. SD N Geneng 1;
- i. SD N Geneng 2;
- j. SD N Jati 1;
- k. SD N Jati 2;
- l. SD N Trangsan 1;
- m. SD N Trangsan 2;
- n. SD N Trangsan 3;
- o. SD N Trangsan 4;
- p. SD N Sraten 1;
- q. SD N Sraten 2;
- r. SD N Wironanggan 1;
- s. SD N Wironanggan 2;
- t. SD N Klaseman;
- u. SD N Luwang;
- v. SD N Tempel;
- w. SD N Kagokan 1;
- x. SD N Kagokan 2;
- y. SD N Sanggung 1;
- z. SD N Sanggung 2;
- aa. SD N Trosemi 1;
- bb. SD N Trosemi 2; and

cc. SD N Mayang;

11. Baki sub-district consists :

- a. SD N Kudu 1;
- b. SD N Kudu 2;
- c. SD N Waru 1;
- d. SD N Waru 2;
- e. SD N Gedongan 1;
- f. SD N Gedongan 2;
- g. SD N Siwal;
- h. SD N Bakipandeyan 1;
- i. SD N Bakipandeyan 2;
- j. SD N Bentakan 1;
- k. SD N Ngrombo 1;
- l. SD N Ngrombo 2;
- m. SD N Jetis 1;
- n. SD N Jetis 2;
- o. SD N Duwet 1;
- p. SD N Duwet 2;
- q. SD N Menuran 1;
- r. SD N Menuran 2;
- s. SD N Menuran 3;
- t. SD N Purbayan 1;
- u. SD N Purbayan 2;
- v. SD N Kadilangu 1;
- w. SD N Mancasan 1;
- x. SD N Mancasan 2;
- y. SD N Mancasan 3;
- z. SD N Mancasan 4;
- aa. SD N Gentan 1; and
- bb. SD N Gentan 2;

12. Kartasura sub-district consists :

- a. SD N Pucangan 1;
- b. SD N Pucangan 2;
- c. SD N Pucangan 3;
- d. SD N Pucangan 4;
- e. SD N Pucangan 5;

- f. SD N Pucangan 6;
- g. SD N Kartasura 1;
- h. SD N Kartasura 2;
- i. SD N Kartasura 4;
- j. SD N Kartasura 6;
- k. SD N Kartasura 7;
- l. SD N Gumpang 1;
- m. SD N Gumpang 2;
- n. SD N Gumpang 3;
- o. SD N Makamhaji 3;
- p. SD N Makamhaji 4;
- q. SD N Makamhaji 5;
- r. SD N Gonilan 1;
- s. SD N Gonilan 2;
- t. SD N Ngadirejo 1;
- u. SD N Ngadirejo 2;
- v. SD N Ngadirejo 3;
- w. SD N Ngadirejo 4;
- x. SD N Kertonatan 1;
- y. SD N Kertonatan 2;
- z. SD N Ngabeyan 1;
- aa. SD N Ngabeyan 2;
- bb. SD N Ngabeyan 3;
- cc. SD N Wirogunan 1;
- dd. SD N Wirogunan 2;
- ee. SD N Wirogunan 3;
- ff. SD N Singopuran 1;
- gg. SD N Singopuran 3;
- hh. SD N Pabelan 1;
- ii. SD N Pabelan 2;
- jj. SD N Pabelan 3;
- kk. SD N Ngemplak 1; and
- ll. SD N Ngemplak 2.

C. SMP NEGERI

1. SMP Negeri 1 Sukoharjo;
2. SMP Negeri 2 Sukoharjo;
3. SMP Negeri 3 Sukoharjo;
4. SMP Negeri 4 Sukoharjo;
5. SMP Negeri 5 Sukoharjo;
6. SMP Negeri 6 Sukoharjo;
7. SMP Negeri 7 Sukoharjo;
8. SMP Negeri 1 Bulu;
9. SMP Negeri 2 Bulu;
10. SMP Negeri 3 Bulu;
11. SMP Negeri 1 Tawangsari;
12. SMP Negeri 2 Tawangsari;
13. SMP Negeri 3 Tawangsari;
14. SMP Negeri 4 Tawangsari;
15. SMP Negeri 1 Weru;
16. SMP Negeri 2 Weru;
17. SMP Negeri 3 Weru;
18. SMP Negeri 1 Nguter;
19. SMP Negeri 2 Nguter;
20. SMP Negeri 3 Nguter;
21. SMP Negeri 4 Nguter;
22. SMP Negeri 1 Bendosari;
23. SMP Negeri 2 Bendosari;
24. SMP Negeri 3 Bendosari;
25. SMP Negeri 1 Polokarto;
26. SMP Negeri 2 Polokarto;
27. SMP Negeri 3 Polokarto;
28. SMP Negeri 4 Polokarto;
29. SMP Negeri 1 Mojolaban;
30. SMP Negeri 2 Mojolaban;
31. SMP Negeri 3 Mojolaban;
32. SMP Negeri 1 Grogol;
33. SMP Negeri 2 Grogol;
34. SMP Negeri 3 Grogol;
35. SMP Negeri 1 Baki;
36. SMP Negeri 2 Baki;
37. SMP Negeri 1 Gatak;
38. SMP Negeri 2 Gatak;
39. SMP Negeri 1 Kartasura;
40. SMP Negeri 2 Kartasura; and
41. SMP Negeri 3 Kartasura.

REGENT OF SUKOHARJO,
ttd.

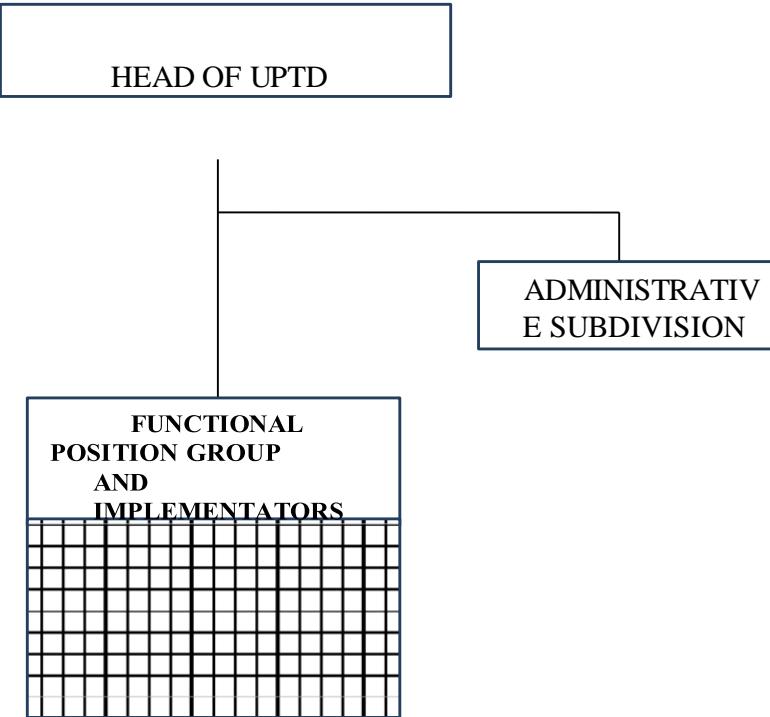
ETIK SURYANI

APPENDIX II
SUKOHARJO REGENT REGULATION
NUMBER 6 OF 2024
ABOUT
FORMATION POSITION,
ORGANIZATIONAL STRUCTURE,
DUTIES AND WORK PROCEDURES
OF THE REGIONAL TECHNICAL
IMPLEMENTATION UNIT OF
SUKOHARJO DISTRICT

ORGANIZATION CHART OF REGIONAL TECHNICAL
IMPLEMENTATION UNIT

A. ORGANIZATIONAL CHART OF CLASS A REGIONAL
TECHNICAL IMPLEMENTATION UNIT

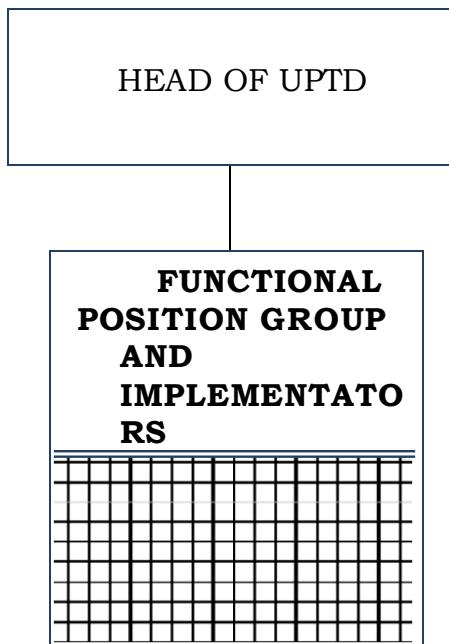
ORGANIZATION CHART
REGIONAL TECHNICAL IMPLEMENTATION UNIT CLASS A



B. ORGANIZATIONAL CHART OF CLASS B REGIONAL TECHNICAL IMPLEMENTATION UNIT

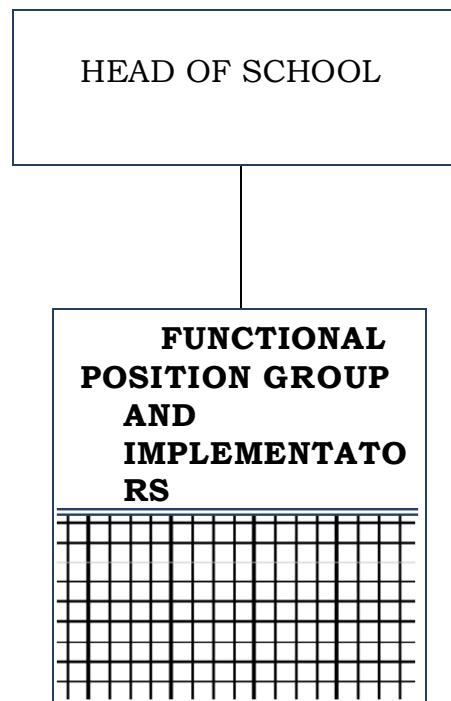
ORGANIZATION CHART

CLASS B REGIONAL TECHNICAL IMPLEMENTATION UNIT



C. ORGANIZATIONAL CHART OF PUBLIC KINDERGARTEN

ORGANIZATIONA
L CHART OF
PUBLIC
KINDERGARTEN



D. ORGANIZATION CHART OF PUBLIC ELEMENTARY SCHOOL

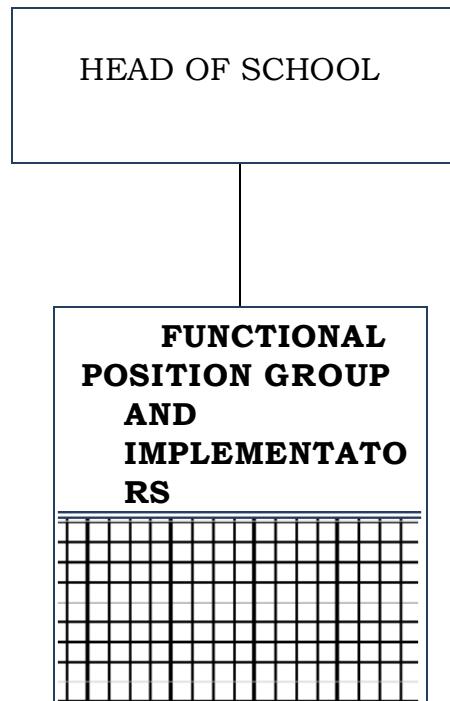
PUBLIC PRIMARY
SCHOOL
ORGANIZATION CHART



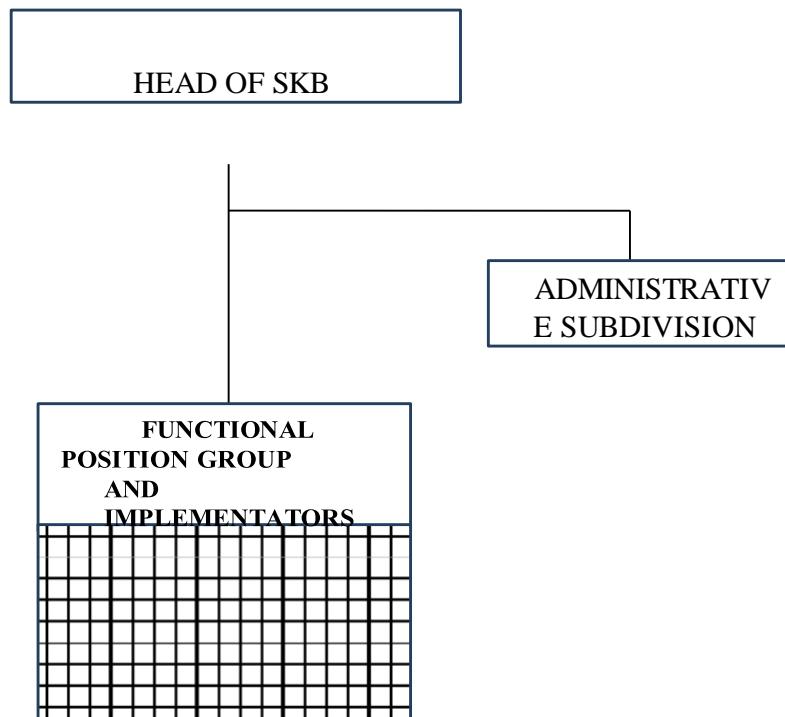
**KELOMPOK
JABATAN FUNGSIONAL
DAN PELAKSANA**

A large grid of 100 small squares, used for drawing or writing practice.

E. ORGANIZATION CHART OF PUBLIC JUNIOR HIGH SCHOOL

ORGANIZATION CHART
PUBLIC JUNIOR HIGH
SCHOOL

F. SKB ORGANIZATION CHART

LEARNING
CENTER
ORGANIZATION
CHART

ttd.

ETIK SURYANI