



COPY

REGENT SUKOHARJO  
PROVINCE OF CENTRAL JAVA  
SUKOHARJO REGENCY REGULATIONS  
NUMBER 74 OF 2022

ABOUT

POSITION, ORGANIZATIONAL STRUCTURE, DUTIES AND FUNCTIONS, AND  
WORK PROCEDURES FOR THE SUKOHARJO DISTRICT REGIONAL SERVICE

BY THE GRACE OF GOD ALMIGHTY

REGENT SUKOHARJO,

Considering: a. that in order to implement the provisions of Article 8 of Sukoharjo Regency Regional Regulation Number 12 of 2016 concerning the Formation and Composition of Regional Apparatus as amended by Sukoharjo Regency Regional Regulation Number 7 of 2022 concerning Amendments to Sukoharjo Regency Regional Regulation Number 12 of 2016 concerning the Formation and Composition of Regional Apparatus it is necessary establish Regent Regulations regarding Position, Organizational Structure, Duties and Functions and Work Procedures of the Sukoharjo Regency Regional Service;

b. that Sukoharjo Regent Regulation Number 82 of 2022 regarding the Position, Organizational Structure, Duties and Functions and Work Procedures of the Sukoharjo Regency Regional Service which is no longer appropriate and needs to be replaced;

c. that based on the considerations as intended in letters a and b, it is necessary to establish a Regent's Regulation concerning Position, Organizational Structure, Duties and Functions and Work Procedures of the Sukoharjo Regency Regional Service;

Bearing in mind: 1. Law Number 13 of 1950 concerning the Establishment of Regency Regions within the Province of Central Java as amended by Law Number 9 of 1965 concerning the Establishment of the Batang II Level Region by amending Law No. 13 of 1950 concerning the Establishment of Regency Areas within the Province of Central Java (State Gazette of 1965 Number 52, Supplement

State Gazette Number 2757);

2. Law Number 5 of 2014 concerning State Civil Apparatus (State Gazette of the Republic of Indonesia of 2014 Number 6, Supplement to State Gazette of the Republic of Indonesia Number 5494);

3. Law Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2014 Number 244, Supplement to State Gazette of the Republic of Indonesia Number 5587) as amended several times, most recently by Law Number 11  
  
2020 concerning Job Creation (2020 State Gazette of the Republic of Indonesia Number 245, Supplement to the State Gazette of the Republic of Indonesia Number 6573);
4. 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 Apparatus Regional (State Gazette of the Republic of Indonesia 2019 Number 187, Supplement to the State Gazette of the Republic of Indonesia Number 6402);
5. Government Regulation Number 11 of 2017 concerning Management of Civil Servants (State Gazette of the Republic of Indonesia of 2017 Number 63, Supplement to State Gazette of the Republic of Indonesia Number 6037) as amended by Government Regulation Number 17 of 2020  
  
Regarding Amendments to Government Regulation Number 11  
2017 concerning Management of Civil Servants  
(State Gazette of the Republic of Indonesia 2020 Number 68, Supplement to the State Gazette of the Republic of Indonesia Number 6477);
6. Government Regulation Number 12 of 2019 concerning Regional Financial Management (State Gazette of the Republic of Indonesia of 2019 Number 42, Supplement to State Gazette of the Republic of Indonesia Number 6322);
7. Regulation of the Minister of Women's Empowerment and Child Protection of the Republic of Indonesia Number 9 of 2016 concerning Guidelines for the Nomenclature of Regional Apparatus in the Field of Women's Empowerment and Child Protection (State Gazette of the Republic of Indonesia of 2016 Number 1237);
8. Regulation of the Head of the National Library Number 10 of 2016 concerning Guidelines for Nomenclature of Regional Library Services (State Gazette of the Republic of Indonesia of 2016 Number 1385);
9. Regulation of the Minister of Communication and Information Technology Number 14 of 2016 concerning Guidelines for the Nomenclature of Regional Apparatus in the Field of Communication and Information Technology (State Gazette of the Republic of Indonesia of 2016 Number 1308);
10. Regulation of the Minister of Social Affairs Number 14 of 2016 concerning Guidelines for Nomenclature of Provincial Regional Social Services and Regency/City Regional Social Services (State Gazette of the Republic of Indonesia of 2016 Number 1590);
11. Regulation of the Minister of Manpower Number 29 of 2016 concerning Guidelines for Nomenclature of Provincial and Regency/City Manpower Services (State Gazette of the Republic of Indonesia of 2016 Number 1440);

12. Regulation of the Head of the National Archives Number 30 of 2016 concerning Guidelines for Nomenclature of Regional Government Affairs Devices in the Archives Sector (State Gazette of the Republic of Indonesia of 2016 Number 1345);
13. Regulation of the Minister of Public Works and Public Housing Number 32 of 2016 concerning Guidelines for Nomenclature of Regional Apparatuses Carrying out Government Affairs in the Housing and Settlement Areas (State Gazette of the Republic of Indonesia of 2016 Number 1574);
14. Minister of Youth and Sports Regulation Number 33 of 2016 concerning Guidelines for Nomenclature of Regional Apparatus and Work Units in the Youth and Sports Service (State Gazette of the Republic of Indonesia of 2016 Number 1486);
15. Regulation of the Minister of Agriculture Number 43 of 2016 concerning Guidelines for Nomenclature, Duties and Functions of Food Affairs Services and Provincial and District/City Agricultural Affairs Services (State Gazette of the Republic of Indonesia of 2016 Number 1330);
16. Regulation of the Minister of Education and Culture Number 47 of 2016 concerning Guidelines for the Organization of Regional Apparatus in the Field of Education and Culture (State Gazette of the Republic of Indonesia of 2016 Number 1498) as amended by Regulation of the Minister of Education and Culture Number 16 of 2018 concerning Amendments to the Regulation of the Minister of Education and Culture Number 47 of 2016 concerning Guidelines for Regional Apparatus Organizations in the Field of Education and Culture (State Gazette of the Republic of Indonesia of 2018 Number 652);
17. Minister of Health Regulation Number 49 of 2016 concerning Technical Guidelines for Organizing Provincial and Regency/City Health Services (State Gazette of the Republic of Indonesia of 2016 Number 1502);
18. Regulation of the Minister of Environment and Forestry Number 74 of 2016 concerning Guidelines for the Nomenclature of Provincial and Regency/City Regional Apparatus Implementing Government Affairs in the Environmental Sector and Government Affairs in the Forestry Sector (State Gazette of the Republic of Indonesia of 2016 Number 1324);
19. Minister of Home Affairs Regulation Number 94 of 2016 concerning Results of Mapping of Government Affairs in the Sector of Peace, Public Order and Community Protection, Population Administration and Civil Registration Sector and Community and Village Empowerment Sector (State Gazette of the Republic of Indonesia of 2016 Number 1761);
20. Regulation of the Minister of Transportation Number 139 of 2016 concerning Guidelines for Nomenclature, Duties and Functions of Regional Apparatus Organizations Carrying out Government Affairs in the Transportation Sector (State Gazette of the Republic of Indonesia of 2016 Number 1660);

21. Regulation of the Head of the National Population and Family Planning Agency Number 163 of 2016 concerning guidelines for the Nomenclature, Duties and Functions of Population Control and Family Planning Services in Provinces, Regencies and Cities (State Gazette of the Republic of Indonesia of 2016 Number 1266);
22. Minister of Home Affairs Regulation Number 106 of 2017 concerning Guidelines for the Nomenclature of Regional Apparatus Carrying out Government Affairs in the Public Works Sector (State Gazette of the Republic of Indonesia of 2017 Number 1604);
23. Regulation of the Minister of Industry Number 17 of 2018 concerning Guidelines for the Nomenclature of Provincial and Regency/City Regional Apparatus that Carry Out Government Affairs in the Industrial Sector (State Gazette of the Republic of Indonesia of 2018 Number 17);
24. Minister of Home Affairs Regulation Number 90 of 2019 concerning Classification, Codification and Nomenclature of Regional Development and Financial Planning (State Gazette of the Republic of Indonesia of 2019 Number 1447);
25. Minister of Home Affairs Regulation Number 14 of 2020 concerning Guidelines for Nomenclature of Population and Civil Registration Services in Provinces and Regencies/Cities (State Gazette of the Republic of Indonesia of 2020 Number 202);
26. Minister of Home Affairs Regulation Number 26 of 2020 concerning Implementation of Public Order and Public Peace and Community Protection (State Gazette of the Republic of Indonesia of 2020 Number 548);
27. Regulation of the Minister for Empowerment of State Apparatus and Bureaucratic Reform Number 17 of 2021 concerning the Equalization of Administrative Positions to Functional Positions (State Gazette of the Republic of Indonesia of 2021 Number 525);
28. Regulation of the Minister for Empowerment of State Apparatus and Bureaucratic Reform Number 25 of 2021 concerning Simplification of Organizational Structures in Government Agencies to Simplify Bureaucracy (State Gazette of the Republic of Indonesia of 2021 Number 546);
29. Minister of Home Affairs Regulation Number 25 of 2021 concerning the One-Stop Service and Investment Service (State Gazette of the Republic of Indonesia of 2021 Number 885);
30. Sukoharjo Regency Regional Regulation Number 12 of 2016 concerning the Formation and Structure of Regional Apparatus (Sukoharjo Regency Regional Gazette Number 12 of 2016, Supplement to Sukoharjo Regency Regional Gazette Number 236) as amended by Sukoharjo Regency Regional Regulation Number 7 of 2022 concerning Amendments to Sukoharjo Regency Regional Regulations Number 12 of 2016 concerning the Formation and Structure of Regional Apparatus (Sukoharjo Regency Regional Gazette of 2022 Number 7, Supplement to Sukoharjo Regency Regional Gazette Number 307);

31. Sukoharjo Regent Regulation Number 82 of 2022 concerning Position, Organizational Structure, Duties and Functions and Work Procedures of the Sukoharjo Regency Regional Service (Sukoharjo Regency Regional Gazette of 2021 Number 83);

DECIDE:

To stipulate: REGENT REGULATIONS CONCERNING POSITION, ORGANIZATIONAL STRUCTURE, DUTIES AND FUNCTIONS, AND WORK PROCEDURES OF THE SUKOHARJO DISTRICT REGIONAL SERVICE.

PIG

GENERAL REQUIREMENTS

article 1

In this Regent's Regulation what is meant by:

1. The region is Sukoharjo Regency.
2. Regional Government is the Regent as the organizing element of the Regional Government which leads the implementation of government affairs which are the authority of the autonomous Region.
3. The Regent is the Regent of Sukoharjo.
4. Regional Secretary is the Regional Secretary of the Regency Sukoharjo.
5. Regional Apparatus is the supporting element of the Regent and the Regional People's Representative Council in the implementation of Government Affairs which fall under the authority of the Region.
6. Regional Service is the Sukoharjo Regency Regional Service.
7. Regional Technical Implementation Unit, hereinafter abbreviated to UPTD, is an organization that carries out operational technical activities and/or certain supporting technical activities at the Service;
8. Functional Positions are a group of positions that contain functions and tasks related to functional services that are based on certain expertise and skills.
9. Functional Position Groups are a number of personnel at functional levels who are divided into various groups according to their expertise.
10. Coordinators are civil servants who are given the task of assisting Primary High Leadership Officials in planning, implementing and controlling, monitoring and evaluating, as well as reporting activities in their work units according to the scope of their duties and functions and are appointed by the Head of Regional Apparatus;
11. Sub Coordinator is a civil servant who is given the task of assisting the Head of Division/Secretary/Coordinator in preparing planning, implementation and control, monitoring and evaluation, as well as reporting activities in their work unit according to the scope of their duties and functions and is appointed by the Head of Regional Apparatus;

CHAPTER II  
LOCAL AGENCIES

Section 2

Regional Service Regional Apparatus consists of:

- a. Service Education and Culture Type A carries out government affairs in the education and culture sectors;
- b. Type A Health Service organizes affairs health sector governance;
- c. The Type A Public Works and Spatial Planning Service carries out government affairs in the fields of public works, spatial planning and land;
- d. Department of Housing and Settlement Areas Type B sector administer housing and residential areas;
- e. The Type A Civil Service Police Unit carries out government affairs in the field of peace and public order as well as community protection, sub-affairs of peace and public order and sub-affairs of fire;
- f. Type A Social Service carries out government affairs in the social sector;
- g. Department of Population Control, Family Planning and Women's Empowerment and Child Protection, Type A provides governance in the areas of population control and family planning and the areas of women's empowerment and child protection;
- h. Type B Food Service carries out government affairs in the food sector;
- i. Type A Environmental Service organizes affairs environmental governance;
- j. Department of Population and Civil Registration Type A field administering population administration and civil registration;
- k. Community and Village Empowerment Service Type B government sector carrying out community affairs and village empowerment;
- l. Type B Transportation Service carries out government affairs in the field of transportation;
- m. The Type B Communication and Informatics Service administers the communications and informatics sector, the coding sector and the statistics sector;
- n. The Department of Investment and One-Stop Integrated Services carries out government affairs in the field of investment and one-stop integrated services;

- o. Department of Youth, Sports and Tourism Type B sector organizing youth and sports governance, and the tourism sector;
- p. The Library and Archives Service administers the library and archives sector; Type C field affairs
- q. The Type A Agriculture and Fisheries Service carries out government affairs in the agricultural and fisheries sectors;
- r. The Department of Cooperatives, Small and Medium Enterprises and Type A Trade carries out government affairs in the field of cooperatives, small and medium enterprises, and trade sector; And
- s. The Type A Industry and Manpower Service administers the industrial, labor and transmigration sectors. affairs

CHAPTER III  
POSITION

Article 3

- (1) The Regional Service as intended in Article 2 is a supporting element of Government Affairs which is the authority of the Region.
- (2) The Regional Service as intended in paragraph (1) is led by the Head of the Regional Service whose position is below and is responsible to the Regent through the Regional Secretary.

CHAPTER IV  
ORGANIZATION STRUCTURE

Part One

Department of Education and Culture

Article 4

- (1) The organizational structure of the Education and Culture Service as referred to in Article 2 letter a, consists of:
  - a. Head;
  - b. Secretariat;
  - c. Field;
  - d. Regional Technical Implementation Unit; And
  - e. Functional Position Group.
- (2) Secretariat as intended in paragraph (1) letter b consist of:
  - a. Planning Subdivision;
  - b. Finance Subdivision; And
  - c. General and Personnel Subdivision.

- (3) Fields as intended in paragraph (1) letter c, includes:
- a. Sector of Early Childhood Education Development and Non-formal Education;
  - b. Primary School Development Sector;
  - c. Junior High School Development Sector;
  - d. Sector of Educator and Education Personnel Development;  
And
  - e. Cultural Sector.
- (4) The Organizational Structure Chart of the Education and Culture Service as referred to in paragraph (1) is listed in Appendix I which is an inseparable part of this Regent's Regulation.

#### Article 5

- (1) The organizational structure of the Early Childhood Education and Non-formal Education Development Sector as referred to in Article 4 paragraph (3) letter a, consists of functional position groups which are divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
- a. Sub Coordinator of Early Childhood Education Curriculum and Non-formal Education;
  - b. Sub-Coordinator of Institutions and Infrastructure for Early Childhood Education and Non-formal Education; And
  - c. Sub-Coordinator for Early Childhood Education and Non-formal Education Students.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Education and Culture Service through the Head of the Early Childhood Education and Non-formal Education Development Division.

#### Article 6

- (1) Organizational Structure of the Primary School Development Sector as intended in Article 4 paragraph (3) letter b, consists of a functional position group which is divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
- a. Sub-Coordinator of Elementary School Curriculum;
  - b. Sub-Coordinator of Institutions and Infrastructure Elementary school; And
  - c. Sub Coordinator for Primary School Students.

- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Education and Culture Service through the Head of the Elementary School Development Division.

#### Article 7

- (1) The organizational structure of the Junior High School Development Sector as referred to in Article 4 paragraph (3) letter c, consists of functional position groups which are divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
- a. Sub-Coordinator of Middle School Curriculum;
  - b. Sub-Coordinator of Institutions and Infrastructure Junior high school; And
  - c. Sub Coordinator for Middle School Students First.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Education and Culture Service through the Head of the Junior High School Development Division.

#### Article 8

- (1) The organizational structure of the Educator and Education Personnel Development Sector as referred to in Article 4 paragraph (3) letter d, consists of functional position groups which are divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
- a. Sub-Coordinator for Early Childhood Education and Non-formal Education Educator Development;
  - b. Sub Coordinator for Primary School Educator Development and Junior high school; And
  - c. Sub-Coordinator for Education Personnel Development.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Education and Culture Service through the Head of the Educator and Education Personnel Development Division.

#### Article 9

- (1) The Organizational Structure in the Cultural Sector as referred to in Article 4 paragraph (3) letter e, consists of functional position groups which are divided into 2 (two) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
- a. Sub Coordinator for History and Antiquities; And

b. Sub Coordinator for Arts and Culture.

- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Education and Culture Service through the Head of the Culture Division.

The second part  
public health Office

#### Article 10

- (1) The organizational structure of the Health Service as intended in Article 2 letter b, consists of:

- a. Head;
- b. Secretariat;
- c. Field;
- d. Special Organizational Units;
- e. Functional Organizational Units;
- f. Regional Technical Implementation Unit; And
- g. Functional Position Group.

- (2) The Secretariat as intended in paragraph (1) letter b consists of:

- a. Planning Subdivision;
- b. Finance Subdivision; And
- c. General and Personnel Subdivision.

- (3) Fields as intended in paragraph (1) letter c, includes:

- a. Public Health Sector;
- b. Pharmacy and Health Service Facilities Sector;
- c. Health Services, Disease Prevention and Control; And

d. Field of Quality of Health Personnel and Health Service Facilities;

- (4) The Organizational Structure Chart of the Health Service as referred to in paragraph (1) is listed in Appendix II which is an inseparable part of the Regent's Regulation  
This.

#### Article 11

- (1) Composition of Public Health Sector Organizations, as intended in Article 10 paragraph (3) letter a, consists of a functional position group which is divided into 3 (three) Sub Coordinators.

- (2) Sub Coordinator as intended in paragraph (1), consists of:
  - a. Sub-Coordinator for Health Promotion and Community Empowerment;
  - b. Sub-Coordinator for Family Health and Nutrition; And
  - c. Partnership Sub Coordinator.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Health Service through the Head of the Public Health Division.

#### Article 12

- (1) Organizational structure of the Pharmaceutical Sector and Health Service Facilities as intended in Article 10 paragraph (3) letter b, consists of functional position groups which are divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
  - a. Sub Coordinator of Health Service Facilities;
  - b. Sub-Coordinator for Pharmacy, Food, Beverage and Health Supplies; And
  - c. Sub Coordinator for Maintenance of Infrastructure and Facilities Health Information System.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Health Service through the Head of the Pharmacy and Health Service Facilities Division.

#### Article 13

- (1) The organizational structure of the Health Services, Disease Prevention and Control Sector as referred to in Article 10 paragraph (3) letter c, consists of functional position groups which are divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
  - a. Sub Coordinator of Basic Health Services and Reference;
  - b. Sub-Coordinator for Disease Prevention and Control; And
  - c. Sub Coordinator for Environmental Health, Occupational Health and Sports.
- (3) The Sub Coordinator as intended in paragraph (2) is responsible to the Head of the Health Service through the Head of the Health Services Division.

## Article 14

- (1) The organizational structure of the Quality of Health Personnel and Health Service Facilities as referred to in Article 10 paragraph (3) letter d, consists of functional position groups which are divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
  - a. Sub-Coordinator for Licensing of Health Personnel, Health Service Facilities and Other Health Facilities;
  - b. Sub-Coordinator for Development and Quality Improvement of Health Service Facilities; And
  - c. Sub-Coordinator for Planning, Development and Competency Improvement of Health Human Resources.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Health Service through the Head of the Quality Division of Health Personnel and Health Service Facilities.

## Part Three

## Department of Public Works and Spatial Planning

## Article 15

- (1) Organizational structure of the Public Works and Management Service The space as intended in Article 2 letter c, consists of:
  - a. Head;
  - b. Secretariat;
  - c. Field
  - d. Regional Technical Implementation Unit; And
  - e. Functional Position Group.
- (2) The Secretariat as intended in paragraph (1) letter b consists of:
  - a. Planning Subdivision
  - b. Finance Subdivision; And
  - c. General and Personnel Subdivision.
- (3) Fields as intended in paragraph (1) letter c, includes:
  - a. Spatial Planning Sector;
  - b. Water Resources Sector;
  - c. Highways Sector; And
  - d. Job Creation Sector.

- (4) The Organizational Structure Chart of the Public Works and Spatial Planning Service as referred to in paragraph (1) is listed in Appendix III which is an inseparable part of this Regent's Regulation.

Article 16

- (1) The organizational structure of the Spatial Planning Sector, as intended in Article 15 paragraph (3) letter a, consists of functional position groups which are divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
- a. Sub Coordinator for Spatial Planning;
  - b. Sub-Coordinator for Utilization and Control of Space Utilization; And
  - c. Land Sub Coordinator.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Public Works and Spatial Planning Service through the Head of the Spatial Planning Division.

Article 17

- (1) The organizational structure of the Water Resources Sector as referred to in Article 15 paragraph (3) letter b, consists of functional position groups which are divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
- a. Sub-Coordinator for Water Resources Technical Development;
  - b. Sub Coordinator for Operation and Maintenance of Resources Water; And
  - c. Sub Coordinator for Water Resources Development.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Public Works and Spatial Planning Service through the Head of the Water Resources Division.

Article 18

- (1) The organizational structure of the Highways Sector as referred to in Article 15 paragraph (3) letter c, consists of functional position groups which are divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
- a. Sub-Coordinator of Technical Development for Highways;
  - b. Sub Coordinator for Road Development and Improvement and Bridge; And
  - c. Sub Coordinator for Road and Bridge Maintenance.

- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Public Works and Spatial Planning Service through the Head of the Highways Division.

#### Article 19

- (1) The Organizational Structure of the Job Creation Sector as referred to in Article 15 paragraph (3) letter d, consists of functional position groups which are divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
- a. Cipta Karya Technical Development Sub-Coordinator;
  - b. Sub-Coordinator for Building and Environmental Management;  
And
  - c. Sub-Coordinator for Drinking Water and Environmental Health.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Public Works and Spatial Planning Service through the Head of the Cipta Karya Division.

#### Part Four

Department of Housing and Residential Areas

#### Article 20

- (1) Organizational structure of the Housing and Area Service Settlements as intended in Article 2 letter d, consist of :
- a. Head;
  - b. Secretariat;
  - c. Field
  - d. Regional Technical Implementation Unit; And
  - e. Functional Position Group.
- (2) Secretariat as intended in paragraph (1) letter b consists of :
- a. Planning and Finance Subdivision; And
  - b. General and Personnel Subdivision.
- (3) Fields as intended in paragraph (1) letter c, includes:
- a. Housing Sector;
  - b. Settlement Area Sector; And
  - c. Public Infrastructure, Facilities and Utilities Sector;
- (4) The Organizational Structure Chart of the Housing and Settlement Area Service as referred to in paragraph (1) is listed in Appendix IV which is an inseparable part of this Regent's Regulation.

## Article 21

- (1) The Organizational Structure of the Housing Sector, as intended in Article 20 paragraph (3) letter a, consists of functional position groups which are divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
  - a. Sub Coordinator for Housing Planning and Development;
  - b. Sub-Coordinator of Formal and Self-Help Housing; And
  - c. Sub-Coordinator for Flat Management.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Housing Service and Residential Areas through the Head of Housing Division.

## Article 22

- (1) Organizational Structure in the Settlement Area Sector, as intended in Article 20 paragraph (3) letter b, consists of a functional position group which is divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
  - a. Sub-Coordinator for Residential Area Planning;
  - b. Sub-Coordinator for Slum Management; And
  - c. Sub-Coordinator for Utilization and Control of Residential Areas.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Housing Service and Settlement Areas through the Head of the Settlement Area Division.

## Article 23

- (1) The Organizational Structure of the Public Infrastructure, Facilities and Utilities Sector, as intended in Article 20 paragraph (3) letter c, consists of functional position groups which are divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
  - a. Sub Coordinator for Public Infrastructure, Facilities and Utilities Planning;
  - b. Sub Coordinator for Development and Maintenance of Public Infrastructure, Facilities and Utilities; And
  - c. Sub Coordinator for Evaluation and Development Development Public Infrastructure, Facilities and Utilities.

- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Housing Service and Residential Areas through the Head of Public Infrastructure, Facilities and Utilities Division.

Part Five  
Civil service police Unit

Article 24

- (1) The organizational structure of the Civil Service Police Unit as referred to in Article 2 letter e, consists of:
- a. Head;
  - b. Secretariat;
  - c. Field
  - d. Regional Technical Implementation Unit; And
  - e. Functional Position Group.
- (2) Secretariat as intended in paragraph (1) letter b consists of :
- a. Planning Subdivision;
  - b. Finance Subdivision; And
  - c. General and Personnel Subdivision.
- (3) Fields as intended in paragraph (1) letter c, includes:
- a. Regional Legislation Enforcement Sector;
  - b. Public Order and Peace Sector;
  - c. Community Protection Unit Development Sector;  
And
  - d. Fire Fighting Field.
- (4) In the District a Police Unit Implementation Unit is formed District Civil Service.
- (5) The Implementing Unit of the Regency Civil Service Police Unit in the District as intended in paragraph (4) is led by a unit head.
- (6) The head of the unit as intended in paragraph (5) is *ex-officio* held by the Head of the Peace and Order Section in the sub-district.
- (7) Organizational Structure Chart of the Civil Service Police Unit as intended in paragraph (1) is listed in Appendix V which is an inseparable part of this Regent's Regulation.

Article 25

- (1) The organizational structure of the Regional Law Enforcement Sector, as intended in Article 24 paragraph (3) letter a, consists of functional position groups which are divided into 3 (three) Sub Coordinators.

- (2) Sub Coordinator as intended in paragraph (1), consists of:
  - a. Sub Enforcement Coordinator;
  - b. Sub Coordinator for Inter-Institutional Relations; And
  - c. Sub Coordinator of Guidance and Supervision.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Civil Service Police Unit through the Head of the Regional Law Enforcement Division.

#### Article 26

- (1) The organizational structure of the Public Order and Peace Sector, as intended in Article 24 paragraph (3) letter b, consists of functional position groups which are divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
  - a. Early Detection Sub Coordinator;
  - b. Sub-Coordinator of Community Development; And
  - c. Sub-Coordinator for Operations and Control.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Civil Service Police Unit through the Head of the Public Order Division.

#### Article 27

- (1) The organizational structure of the Community Protection Unit Development Sector, as intended in Article 24 paragraph (3) letter c, consists of functional position groups which are divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
  - a. Data and Information Sub-Coordinator;
  - b. Sub Training Coordinator; And
  - c. Sub Mobilization Coordinator.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Civil Service Police Unit through the Head of the Community Protection Unit Development Division.

#### Article 28

- (1) Organizational Structure of the Fire Fighting Sector, as intended in Article 24 paragraph (3) letter d, consists of a functional position group which is divided into 3 (three) Sub Coordinators.

- (2) Sub Coordinator as intended in paragraph (1), consists of:
  - a. Sub-Coordinator for Community Empowerment;
  - b. Sub Coordinator of Extinguishing, Rescue and Investigation Operations; And
  - c. Sub-Coordinator of Facilities and Equipment Inspection Fire Protection.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Civil Service Police Unit through the Head of the Fire Department.

Part Six  
social services

Article 29

- (1) The organizational structure of the Social Service as intended in Article 2 letter f, consists of:
  - a. Head;
  - b. Secretariat;
  - c. Field; And
  - d. Functional Position Group.
- (2) Secretariat as intended in paragraph (1) letter b consists of :
  - a. Planning Subdivision;
  - b. Finance Subdivision; And
  - c. General and Personnel Subdivision.
- (3) Fields as intended in paragraph (1) letter c, includes:
  - a. Social Rehabilitation Sector;
  - b. Social Protection and Security Sector;
  - c. Field of Social Empowerment and Heroic Values;  
And
  - d. Welfare Handling and Development Sector  
Social.
- (4) The Organizational Structure Chart of the Social Service as referred to in paragraph (1) is listed in Appendix VI which is an inseparable part of the Regent's Regulation  
This.

Article 30

- (1) The organizational structure of the Social Rehabilitation Sector, as intended in Article 29 paragraph (3) letter a, consists of functional position groups which are divided into 3 (three) Sub Coordinators.

- (2) Sub Coordinator as intended in paragraph (1), consists of:
  - a. Sub Coordinator for Child and Advanced Social Rehabilitation Age;
  - b. Sub-Coordinator for Social Rehabilitation of Persons with Disabilities; And
  - c. Sub Coordinator for Social Rehabilitation of the Socially Impaired.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Social Service through the Head of the Social Rehabilitation Division.

#### Article 31

- (1) Organizational structure in the field of social protection and security, as intended in Article 29 paragraph (3) letter b, consisting of functional position groups which are divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
  - a. Sub-Coordinator for Data Collection and Data Management Social welfare;
  - b. Sub-Coordinator of Social Assistance; And
  - c. Social Security Sub Coordinator.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Social Service through the Head of the Social Protection and Security Division.

#### Article 32

- (1) The Organizational Structure in the Field of Social Empowerment and Heroic Values, as intended in Article 29 paragraph (3) letter c, consists of functional position groups divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
  - a. Sub-Coordinator for Potential Empowerment and Social Welfare Resources;
  - b. Sub Coordinator for Social Empowerment of the Poor; And
  - c. Sub-Coordinator for Preserving the Values of Heroism, Pioneering and Social Solidarity.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Social Service through the Head of the Social Empowerment and Heroic Values Division.

## Article 33

- (1) Organizational composition of 3 (three) Sub Coordinators. The field of Handling and Development of Social Welfare as intended in Article 29 paragraph (3) letter d, consists of groups of functional positions which are divided into
- (2) Sub Coordinator as intended in paragraph (1), consists of:
  - a. Sub-Coordinator of Welfare Institutional Capacity Social;
  - b. Sub Coordinator of Social Welfare Services; And
  - c. Sub Coordinator for Handling Disaster Victims and Migrant.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Social Service through the Head of the Social Welfare Handling and Development Division.

## Part Seven

## Department of Population Control, Family Planning and Women's Empowerment and Child Protection

## Article 34

- (1) Organizational structure of the Population and Family Control Service Planning and Women's Empowerment and Protection Children as referred to in Article 2 letter g, consist of:
  - a. Head;
  - b. Secretariat;
  - c. Field
  - d. Regional Technical Implementation Unit; And
  - e. Functional Position Group.
- (2) Secretariat as intended in paragraph (1) letter b consists of :
  - a. Planning Subdivision;
  - b. Finance Subdivision; And
  - c. General and Personnel Subdivision.
- (3) Fields as intended in paragraph (1) letter c, includes:
  - a. Population Control, Counseling and Mobilization Sector;
  - b. Family Planning, Resilience and Family Welfare;
  - c. Women's Empowerment Sector; And
  - d. Child Welfare and Protection Sector.

- (4) The Organizational Structure Chart of the Population Control, Family Planning and Women's Empowerment and Child Protection Services as referred to in paragraph (1) is listed in Appendix VII which is an inseparable part of this Regent's Regulation.

#### Article 35

- (1) The organizational structure of the Population Control, Counseling and Mobilization Sector, as intended in Article 34 paragraph (3) letter a, consists of functional position groups which are divided into 2 (two) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
- a. Sub Coordinator of Extension and Mobilization; And
  - b. Sub-Coordinator for Population Control, Data and Family Information.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Population Control, Family Planning and Women's Empowerment and Child Protection Service through the Head of the Population Control, Counseling and Mobilization Division.

#### Article 36

- (1) The organizational structure of the Family Planning, Resilience and Family Welfare Sector, as intended in Article 34 paragraph (3) letter b, consists of functional position groups which are divided into 2 (two) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
- a. Sub-Coordinator of Participation Services and Development Family Planning; And
  - b. Sub-Coordinator for Family Resilience and Welfare.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Population Control, Family Planning and Women's Empowerment and Child Protection Service through the Head of the Family Planning, Resilience and Family Welfare Division.

#### Article 37

- (1) Organizational Structure in the Field of Women's Empowerment, as intended in Article 34 paragraph (3) letter c, consists of a functional position group which is divided into 2 (two) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
- a. Sub Coordinator for Gender Mainstreaming; And

- b. Sub-Coordinator for Improving the Quality of Life and Protection of Women.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Population Control, Family Planning and Women's Empowerment and Child Protection Service through the Head of the Women's Empowerment Division.

#### Article 38

- (1) The organizational structure of the Child Welfare and Protection Sector, as intended in Article 34 paragraph (3) letter d, consists of functional position groups which are divided into 2 (two) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
  - a. Child Protection Sub-Coordinator; And
  - b. Sub Coordinator for Improving Children's Quality of Life.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Population Control, Family Planning and Women's Empowerment and Child Protection Service through the Head of the Child Welfare and Protection Division.

#### Part Eight Food Department

#### Article 39

- (1) The organizational structure of the Food Service as intended in Article 2 letter h, consists of:
  - a. Head;
  - b. Secretariat;
  - c. Field; And
  - d. Functional Position Group.
- (2) Secretariat as intended in paragraph (1) letter b consists of :
  - a. Planning and Finance Subdivision; And
  - b. General and Personnel Subdivision.
- (3) Fields as intended in paragraph (1) letter c, includes:
  - a. Food Availability and Insecurity;
  - b. Food Distribution and Reserves Sector; And
  - c. Sector of Consumption Diversity and Security Food.

- (4) The Food Service Organizational Structure Chart as intended in paragraph (1) is listed in Appendix VIII which is an inseparable part of this Regent's Regulation.

#### Article 40

- (1) The organizational structure of the Food Availability and Insecurity Sector, as intended in Article 39 paragraph (3) letter a, consists of functional position groups which are divided into 2 (two) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
  - a. Food Availability Sub Coordinator; And
  - b. Food Insecurity Sub Coordinator.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Food Service through the Head of the Food Availability and Insecurity Division.

#### Article 41

- (1) The organizational structure of the Food Distribution and Reserve Sector, as intended in Article 39 paragraph (3) letter b, consists of functional position groups which are divided into 2 (two) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
  - a. Food Distribution Sub Coordinator; And
  - b. Food Reserve Sub-Coordinator.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Food Service through the Head of the Food Distribution and Reserves Division.

#### Article 42

- (1) Organizational composition in the field of consumption diversity and food safety, as intended in Article 39 paragraph (3) letter c, consists of functional position groups which are divided into 2 (two) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
  - a. Sub-Coordinator for Food Consumption Diversity;  
And
  - b. Food Safety Sub Coordinator.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Food Service through the Head of the Consumption Diversity and Food Safety Division.

Part Nine  
environmental services

## Article 43

- (1) The organizational structure of the Environmental Service as referred to in Article 2 letter i, consists of:
  - a. Head;
  - b. Secretariat;
  - c. Field;
  - d. Regional Technical Implementation Unit; And
  - e. Functional Position Group.
- (2) Secretariat as intended in paragraph (1) letter b consists of :
  - a. Planning Subdivision
  - b. Finance Subdivision; And
  - c. General and Personnel Subdivision.
- (3) Fields as intended in paragraph (1) letter c, includes:
  - a. Field of Environmental Management and Capacity Building Life;
  - b. Sector of Waste Management, Hazardous and Toxic Waste and Non-Hazardous and Toxic Waste;
  - c. Field of Environmental Pollution and Damage Control; And
  - d. Field of Impact Assessment and Environmental Compliance Life.
- (4) Organizational Structure Chart of the Environmental Service as intended in paragraph (1) is listed in Appendix IX which is an inseparable part of this Regent's Regulation.

## Article 44

- (1) The organizational structure of the Environmental Management and Capacity Building Sector, as intended in Article 43 paragraph (3) letter a, consists of functional position groups which are divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
  - a. Sub-Coordinator for Inventory, Regional Environmental Protection and Management Plans and Strategic Environmental Studies;
  - b. Sub Coordinator for Environmental Capacity Building; And
  - c. Sub Coordinator for Environmental Maintenance.

- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Environmental Service through the Head of the Environmental Management and Capacity Building Division.

#### Article 45

- (1) The organizational structure of the Waste Management Sector, Hazardous and Toxic Waste and Non-Hazardous and Toxic Waste, as intended in Article 43 paragraph (3) letter b, consists of functional position groups which are divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
- a. Waste Reduction Sub-Coordinator;
  - b. Sub-Coordinator for Waste Management; And
  - c. Sub-Coordinator for Handling of Hazardous and Toxic Waste and Non-Hazardous and Toxic Waste.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Environmental Service through the Head of Waste Management, Hazardous and Toxic Waste and Non-Hazardous and Toxic Waste.

#### Article 46

- (1) Organizational Structure in Pollution Control Sector and Environmental Damage, as intended in Article 43 paragraph (3) letter c, consists of functional position groups which are divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
- a. Environmental Monitoring Sub Coordinator;
  - b. Sub Coordinator for Environmental Pollution; And
  - c. Sub Coordinator of Environmental Damage.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Environmental Service through the Head of the Pollution and Environmental Damage Control Division.

#### Article 47

- (1) The organizational structure of the Environmental Impact Assessment and Management Sector, as intended in Article 43 paragraph (3) letter d, consists of functional position groups which are divided into 3 (three) Sub Coordinators.

- (2) Sub Coordinator as intended in paragraph (1), consists of:
- a. Sub Coordinator for Environmental Impact Assessment;
  - b. Sub-Coordinator for Environmental Complaints and Dispute Resolution; And
  - c. Sub Coordinator for Environmental Law Enforcement.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Environmental Service through the Head of the Environmental Impact Assessment and Compliance Division.

Part Ten  
Department of Population and Civil Registration

Article 48

- (1) Organizational structure of the Population and Registration Service Civil as referred to in Article 2 letter j, consists of:
- a. Head;
  - b. Secretariat;
  - c. Field;
  - d. Regional Technical Implementation Unit; And
  - e. Functional Position Group.
- (2) Secretariat as intended in paragraph (1) letter b consists of :
- a. Planning Subdivision;
  - b. Finance Subdivision; And
  - c. General and Personnel Subdivision.
- (3) Fields as intended in paragraph (1) letter c, includes:
- a. Population Registration Services Sector;
  - b. Civil Registration Services Sector;
  - c. Population Management Information Administration Sector; And
  - d. Field of Data Utilization and Service Innovation.
- (4) The Organizational Structure Chart of the Population and Civil Registration Service as referred to in paragraph (1) is listed in Appendix X which is an inseparable part of this Regent's Regulation.

Article 49

- (1) The organizational structure of the Population Registration Services Sector, as intended in Article 48 paragraph (3) letter a, consists of functional position groups which are divided into 3 (three) Sub Coordinators.

- (2) Sub Coordinator as intended in paragraph (1), consists of:
- a. Resident Identity Sub-Coordinator;
  - b. Resident Relocation Sub-Coordinator; And
  - c. Population Data Collection Sub-Coordinator.
- (3) The Sub Coordinator as intended in paragraph (2) is responsible to the Head of the Population and Civil Registration Service through the Head of the Population Registration Services Division.

#### Article 50

- (1) Organizational Structure of the Civil Registration Services Sector, as intended in Article 48 paragraph (3) letter b, consists of a functional position group which is divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
- a. Birth Sub Coordinator;
  - b. Sub-Coordinator for Marriage and Divorce; And
  - c. Sub Coordinator                      Change                      Status                      Child,  
Citizenship and Death.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Population and Civil Registration Service through the Head of the Civil Registration Services Division.

#### Article 51

- (1) The organizational structure of the Population Administration Information Management Sector, as intended in Article 48 paragraph (3) letter c, consists of functional position groups which are divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
- a. Sub Coordinator of Administrative Information Systems  
Population;
  - b. Sub Coordinator for Data Processing and Presentation  
Population; And
  - c. Sub-Coordinator for Information and Communication Technology  
Governance and Human Resources.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Population and Civil Registration Service through the Head of the Civil Registration Services Division.

## Article 52

- (1) The organizational structure of the Data Utilization and Service Innovation Sector, as intended in Article 48 paragraph (3) letter d, consists of functional position groups which are divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
  - a. Collaboration Sub Coordinator;
  - b. Sub Coordinator for Data and Document Utilization Population; And
  - c. Sub Coordinator of Service Innovation.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Population and Civil Registration Service through the Head of the Data Utilization and Service Innovation Division.

## Part Eleven

## Community and Village Empowerment Service

## Article 53

- (1) Organizational structure of the Community Empowerment Service and The village as referred to in Article 2 letter k, consists of:
  - a. Head;
  - b. Secretariat;
  - c. Field; And
  - d. Functional Position Group.
- (2) Secretariat as intended in paragraph (1) letter b consists of :
  - a. Planning and Finance Subdivision; And
  - b. General and Personnel Subdivision.
- (3) Fields as intended in paragraph (1) letter c, includes:
  - a. Village Community Empowerment Sector;
  - b. Village Government Sector; And
  - c. Village Management and Cooperation Sector;
- (4) The Organizational Structure Chart of the Community and Village Empowerment Service as referred to in paragraph (1) is listed in Appendix XI which is an inseparable part of this Regent's Regulation.

## Article 54

- (1) Organizational Structure in the Field of Community Empowerment Villages, as intended in Article 53 paragraph (3) letter a, consist of functional position groups which are divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
  - a. Sub Coordinator of Community, Social and Institutions  
Custom;
  - b. Sub Coordinator of the Institute for Economics and Technology  
To use; And
  - c. Sub-Coordinator of Community Participation.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Community and Village Empowerment Service through the Head of the Village Community Empowerment Division.

## Article 55

- (1) Organizational Structure in the Village Government Sector, as intended in Article 53 paragraph (3) letter b, consists of a functional position group which is divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
  - a. Sub Coordinator for Arrangement and Administration  
Village Government;
  - b. Sub-Coordinator of Institutions and Village Apparatus; And
  - c. Sub-Coordinator of Village Finance and Assets.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Community and Village Empowerment Service through the Head of Government Division  
Village.

## Article 56

- (1) Organizational Structure in the Field of Village Management and Cooperation, as intended in Article 53 paragraph (3) letter c, consists of a Functional Position Group which is divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
  - a. Sub-Coordinator for Village Management;
  - b. Sub-Coordinator of Village Facilities and Infrastructure; And
  - c. Sub-Coordinator of Village Cooperation.

- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Community and Village Empowerment Service through the Head of the Village Management and Cooperation Division.

Part Twelve

Department of Transportation

Article 57

- (1) The organizational structure of the Transportation Service as intended in Article 2 letter I, consists of:
- a. Head;
  - b. Secretariat;
  - c. Field; And
  - d. Functional Position Group.
- (2) Secretariat as intended in paragraph (1) letter b consists of :
- a. Planning and Finance Subdivision; And
  - b. General and Personnel Subdivision.
- (3) Fields as intended in paragraph (1) letter c, includes:
- a. Traffic Sector;
  - b. Motor Vehicle Transportation and Testing Sector;  
And
  - c. Field of Operations and Control;
- (4) The Organizational Structure Chart of the Transportation Service as referred to in paragraph (1) is listed in Appendix XII which is an inseparable part of the Regent's Regulation  
This.

Article 58

- (1) The Organizational Structure of the Traffic Sector, as intended in Article 57 paragraph (3) letter a, consists of a Functional Position Group which is divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
- a. Sub-Coordinator for Traffic Engineering Management;
  - b. Road Equipment Sub-Coordinator; And
  - c. Parking Sub Coordinator.
- (3) The Sub Coordinator as intended in paragraph (2) is responsible to the Head of the Transportation Service through the Head of the Traffic Division.

## Article 59

- (1) The Organizational Structure of the Motor Vehicle Transportation and Testing Sector, as intended in Article 57 paragraph (3) letter b, consists of a Functional Position Group which is divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
  - a. Transportation Sub Coordinator;
  - b. Motor Vehicle Testing Sub Coordinator; And
  - c. Sub Workshop Coordinator.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Transportation Service through the Head of the Motor Vehicle Transportation and Testing Division.

## Article 60

- (1) Organizational Structure of Operation and Control Sector, as intended in Article 57 paragraph (3) letter c, consists of a Functional Position Group which is divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
  - a. Sub-Coordinator for Traffic Supervision and Control Cross;
  - b. Transportation Traffic Safety Sub Coordinator Road; And
  - c. Railway Sub Coordinator.
- (3) The Sub Coordinator as intended in paragraph (2) is responsible to the Head of the Transportation Service through the Head of Operations and Control.

## Part Thirteen

## Communication and Information Department

## Article 61

- (1) Organizational structure of the Communication and Informatics Service as intended in Article 2 letter m, consists of:
  - a. Head;
  - b. Secretariat;
  - c. Field; And
  - d. Functional Position Group.
- (2) Secretariat as intended in paragraph (1) letter b consists of :
  - a. Planning and Finance Subdivision; And

- b. General and Personnel Subdivision.
- (3) Fields as intended in paragraph (1) letter c, includes:
  - a. Public Information and Communication Sector;
  - b. Informatics Application Field; And
  - c. Coding and Statistics Field;
- (4) The Communication and Informatics Service Organizational Structure Chart as intended in paragraph (1) is listed in Appendix XIII which is an inseparable part of this Regent's Regulation.

#### Article 62

- (1) The Organizational Structure in the Field of Information and Public Communication, as intended in Article 61 paragraph (3) letter a, consists of a Functional Position Group which is divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
  - a. Sub Coordinator for Public Information Management;
  - b. Sub Coordinator of Public Information Services; And
  - c. Sub-Coordinator for Agency Empowerment and Partnership Public.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Communication and Information Service through the Head of the Information and Public Communication Division.

#### Article 63

- (1) Organizational Structure of the Informatics Application Field, as intended in Article 61 paragraph (3) letter b, consists of a Functional Position Group which is divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
  - a. *E-Government* Sub Coordinator ;
  - b. Information Technology Infrastructure Sub Coordinator; And
  - c. Sub-Coordinator of Based Government Systems Electronics (SPBE).
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Communications and Informatics Service through the Head of the Informatics Applications Division.

## Article 64

- (1) Organizational Structure of the Coding and Statistics Sector, as intended in Article 61 paragraph (3) letter c, consists of a Functional Position Group which is divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
  - a. Sub Coordinator for Password and Information Security;
  - b. Telecommunications Sub Coordinator; And
  - c. Database and Statistics Sub Coordinator.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Communication and Information Service through the Head of the Coding and Statistics Division.

## Part Fourteen

## One Stop Investment and Integrated Services Service

## Article 65

- (1) Organizational structure of the Capital Investment and Services Service One Door Integrated as intended in Article 2 letter n, consists of:
  - a. Head;
  - b. Secretariat; And
  - c. Functional Position Group.
- (2) Secretariat as intended in paragraph (1) letter b consists of :
  - a. General Subsection; And
  - b. Functional Position Group.
- (3) Functional Position Groups as intended in paragraph (1) letter c, include:
  - a. Functional Position Group Coordinator; And
  - b. Functional Position Group.
- (4) Functional Position Coordinator as intended in paragraph (3) letter a, consists of:
  - a. Investment Coordinator; And
  - b. One Stop Integrated Service Coordinator;
- (5) The Organizational Structure Chart of the One Stop Investment and Integrated Services Service as referred to in paragraph (1) is listed in Appendix XIV which is an inseparable part of this Regent's Regulation.

## Article 66

- (1) The Investment Coordinator, as intended in Article 65 paragraph (4) letter a, consists of a Functional Position Group.

- (2) The Investment Coordinator as referred to in paragraph (1) is responsible to the Head of the Investment and One-Stop Integrated Services Service.

#### Article 67

- (1) The One Stop Integrated Service Coordinator, as intended in Article 65 paragraph (4) letter b, consists of a Functional Position Group.
- (2) The One Stop Integrated Services Coordinator as referred to in paragraph (1) is responsible to the Head of the One Stop Integrated Services and Investment Service.

### Part Fifteen Department of Youth, Sports and Tourism

#### Article 68

- (1) The organizational structure of the Youth, Sports and Services Department Tourism as intended in Article 2 letter o, consists of:
  - a. Head;
  - b. Secretariat;
  - c. Field;
  - d. Regional Technical Implementation Unit; And
  - e. Functional Position Group.
- (2) Secretariat as intended in paragraph (1) letter b consists of :
  - a. Planning and Finance Subdivision; And
  - b. General and Personnel Subdivision.
- (3) Fields as intended in paragraph (1) letter c, includes:
  - a. Youth Sector;
  - b. Sports Sector; And
  - c. Tourism Sector.
- (4) Organizational Composition Chart of Youth and Sports Services and Tourism as intended in paragraph (1) are listed in Appendix XV which is an inseparable part of this Regent's Regulation.

#### Article 69

- (1) The Organizational Structure of the Youth Sector, as intended in Article 68 paragraph (3) letter a, consists of a Functional Position Group which is divided into 3 (three) Sub Coordinators.

- (2) Sub Coordinator as intended in paragraph (1), consists of:
  - a. Sub Coordinator for Youth Insight and Resilience;
  - b. Youth Empowerment Sub Coordinator; And
  - c. Sub-Coordinator for Youth Protection and Partnership for Youth and Scouting Institutions.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Youth, Sports and Tourism Service through the Head of the Youth Division.

#### Article 70

- (1) The organizational structure of the Sports Sector, as intended in Article 68 paragraph (3) letter b, consists of functional position groups which are divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
  - a. Sub-Coordinator for Empowerment and Development Sport;
  - b. Sub-Coordinator for Science and Technology Development and Sports Achievement Improvement; And
  - c. Sub Coordinator of Sports Institution Partnerships and Sports Infrastructure.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Youth, Sports and Tourism Service through the Head of the Sports Division.

#### Article 71

- (1) The Organizational Structure of the Tourism Sector, as intended in Article 68 paragraph (3) letter c, consists of functional position groups which are divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
  - a. Sub-Coordinator for Increasing the Attractiveness of Tourism Destinations;
  - b. Tourism Marketing Sub Coordinator; And
  - c. Sub Coordinator for Tourism Resources Development and Creative Economy.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Youth and Sports Service through the Head of the Tourism Division.

Part Sixteen  
Library and Archives Service

## Article 72

- (1) Organizational structure of the Library and Archives Service as intended in Article 2 letter p, consists of:
  - a. Head;
  - b. Secretariat;
  - c. Field; And
  - d. Functional Position Group.
- (2) Secretariat as intended in paragraph (1) letter b consists of :
  - a. Planning and Finance Subdivision; And
  - b. General and Personnel Subdivision.
- (3) Fields as intended in paragraph (1) letter c, includes:
  - a. Library Sector; And
  - b. Archives Field.
- (4) The Organizational Structure Chart of the Library and Archives Service as referred to in paragraph (1) is listed in Appendix XVI which is an inseparable part of this Regent's Regulation.

## Article 73

- (1) The Organizational Structure of the Library Sector, as intended in Article 72 paragraph (3) letter a, consists of a Functional Position Group which is divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
  - a. Sub Coordinator for Material Processing and Preservation Library;
  - b. Sub Coordinator for Library Development and Services; And
  - c. Sub Coordinator for Library Promotion and Development.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Library Service and Archives through the Head of Library Division.

## Article 74

- (1) The Organizational Structure of the Archives Sector, as intended in Article 72 paragraph (3) letter b, consists of functional position groups which are divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
  - a. Sub-Coordinator for Archives Acquisition and Processing;
  - b. Sub Coordinator for Development and Archives Services; And
  - c. Archives Preservation Sub Coordinator.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Library and Archives Service through the Head of the Archives Division.

Part Seventeen  
Department of Agriculture and Fisheries

## Article 75

- (1) Organizational structure of the Agriculture and Fisheries Service as intended in Article 2 letter q, consists of:
  - a. Head;
  - b. Secretariat;
  - c. Field;
  - d. Regional Technical Implementation Unit; And
  - e. Functional Position Group.
- (2) Secretariat as intended in paragraph (1) letter b consists of :
  - a. Planning Subdivision;
  - b. Finance Subdivision; And
  - c. General and Personnel Subdivision.
- (3) Fields as intended in paragraph (1) letter c, includes:
  - a. Food Crops, Horticulture and Plantation Sectors,  
consisting;
  - b. Animal Husbandry and Animal Health Sector;
  - c. Agricultural Infrastructure and Facilities Sector;
  - d. Agricultural Extension Sector; And
  - e. Fisheries Sector.
- (4) Organizational Structure Chart of the Agriculture and Fisheries Service as intended in paragraph (1) is listed in Appendix XVII which is an inseparable part of this Regent's Regulation.

## Article 76

- (1) Organizational structure of the Food Crops, Horticulture and Plantation Sector, as intended in Article 75 paragraph (3) letter a, consists of functional position groups which are divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
  - a. Seed and Protection Sub Coordinator;
  - b. Sub Production Coordinator; And
  - c. Sub Coordinator of Processing and Marketing.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Agriculture and Fisheries Service through the Head of the Food Crops, Horticulture and Plantation Division.

## Article 77

- (1) The organizational structure of the Livestock and Animal Health Sector, as intended in Article 75 paragraph (3) letter b, consists of a Functional Position Group which is divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
  - a. Seedling and Production Sub Coordinator;
  - b. Sub-Coordinator for Animal Health; And
  - c. Sub-Coordinator for Veterinary Public Health, Processing and Marketing.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Agriculture and Fisheries Service through the Head of the Animal Husbandry and Health Division.

## Article 78

- (1) The organizational structure of the Agricultural Infrastructure and Facilities Sector, as intended in Article 75 paragraph (3) letter c, consists of a Functional Position Group which is divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
  - a. Irrigation Sub Coordinator;
  - b. Sub-Coordinator for Land, Fertilizers and Pesticides; And
  - c. Sub Coordinator of Financing, Investment and Machine Tools Agriculture.
- (3) The Sub Coordinator as intended in paragraph (2) is responsible to the Head of the Agriculture and Fisheries Service through the Head of the Agricultural Infrastructure and Facilities Division.

## Article 79

- (1) Organizational Structure in the Agricultural Extension Sector, as intended in Article 75 paragraph (3) letter d, consists of a Functional Position Group which is divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
  - a. Sub Institutional Coordinator;
  - b. Manpower Sub Coordinator; And
  - c. Sub-Coordinator of Methods and Information.
- (3) The Sub Coordinator as intended in paragraph (2) is responsible to the Head of the Agriculture and Fisheries Service through the Head of the Agricultural Extension Division.

## Article 80

- (1) The organizational structure of the Fisheries Sector, as intended in Article 75 paragraph (3) letter e, consists of a Functional Position Group which is divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
  - a. Sub-Coordinator for Resource Development;
  - b. Sub-Coordinator of Cultivation; And
  - c. Seed Sub Coordinator.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Agriculture and Fisheries Service through the Head of the Fisheries Division.

## Part Eighteen

## Department of Cooperatives, Small and Medium Enterprises and Trade

## Article 81

- (1) Organizational structure of the Department of Cooperatives, Small Businesses and Intermediate and Trade as referred to in Article 2 letter r, consists of:
  - a. Head;
  - b. Secretariat;
  - c. Field;
  - d. Regional Technical Implementation Unit; And
  - e. Functional Position Group.
- (2) Secretariat as intended in paragraph (1) letter b consists of :
  - a. Planning Subdivision; b.  
Finance Subdivision; And

- c. General and Personnel Subdivision.
- (3) Fields as intended in paragraph (1) letter c, includes:
  - a. Cooperative Sector;
  - b. Micro, Small and Medium Enterprises;
  - c. Trade Distribution Facilities Sector;
  - d. Sector of Export Development and Domestic Product Marketing;  
And
  - e. Service and Trade Development Sector.
- (4) The Organizational Structure Chart of the Cooperatives, Small and Medium Enterprises and Trade Services as referred to in paragraph (1) is listed in Appendix XVIII which is an inseparable part of this Regent's Regulation.

#### Article 82

- (1) The organizational structure of the Cooperative Sector, as intended in Article 81 paragraph (3) letter a, consists of a Functional Position Group which is divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
  - a. Sub Coordinator of Legal Entity Organizations and Cooperative Licensing Services;
  - b. Sub-Coordinator for Cooperative Empowerment, Counseling and Human Resources Development; And
  - c. Sub Coordinator for Inspection, Supervision, and Cooperative Health Assessment.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Cooperatives, Small and Medium Enterprises and Trade Service through the Head of the Cooperatives Division.

#### Article 83

- (1) The organizational structure of the Micro, Small and Medium Enterprises Sector, as intended in Article 81 paragraph (3) letter b, consists of Functional Position Groups which are divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
  - a. Sub-Coordinator for Micro, Small and Medium Enterprise Empowerment;
  - b. Sub Coordinator for Micro, Small and Medium Enterprise Development; And
  - c. Entrepreneurship Sub Coordinator.

- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Cooperatives, Small and Medium Enterprises and Trade Service through the Head of the Micro, Small and Medium Enterprises Division.

#### Article 84

- (1) Organizational Structure of Trade Distribution Facilities Sector as intended in Article 81 paragraph (3) letter c, consists of a Functional Position Group which is divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
- a. Sub Coordinator for Development and Maintenance of Trade Distribution Facilities;
  - b. Sub Coordinator for Development of Distribution Facility Managers Trade; And
  - c. Sub-Coordinator for Levy Management and Trade Distribution Facilities.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Cooperatives, Small and Medium Enterprises and Trade Service through the Head of the Trade Distribution Facilities Division.

#### Article 85

- (1) The organizational structure of the Export Development and Marketing of Domestic Products, as intended in Article 81 paragraph (3) letter d, consists of a Functional Position Group which is divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
- a. Sub Coordinator for Development and Marketing of Domestic Products;
  - b. Sub Coordinator for Trade Business Facilitation; And
  - c. Sub Coordinator for Facilitation of Trade Promotion Facilities.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Cooperatives, Small and Medium Enterprises and Trade Service through the Head of the Export Development and Domestic Product Marketing Division.

#### Article 86

- (1) The Organizational Structure of the Trade Services and Development Sector, as intended in Article 81 paragraph (3) letter e, consists of a Functional Position Group which is divided into 3 (three) Sub Coordinators.

- (2) Sub Coordinator as intended in paragraph (1), consists of:
- a. Sub Coordinator for Availability of Basic and Important Goods;
  - b. Sub Coordinator for Development of Trade Actors and Control of Basic and Important Goods; And
  - c. Sub Coordinator for Supervision of Subsidized Goods.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Cooperatives, Small and Medium Enterprises and Trade Service through the Head of the Trade Services and Development Division.

Part Nineteen  
Department of Industry and Manpower

Article 87

- (1) Organizational structure of the Department of Industry and Manpower as intended in Article 2 letter s, consists of:
- a. Head;
  - b. Secretariat;
  - c. Field;
  - d. Regional Technical Implementation Unit; And
  - e. Functional Position Group.
- (2) Secretariat as intended in paragraph (1) letter b consists of :
- a. Planning Subdivision;
  - b. Finance Subdivision; And
  - c. General and Personnel Subdivision.
- (3) Fields as intended in paragraph (1) letter c, includes:
- a. Industrial Sector;
  - b. Training and Workforce Productivity Sector;
  - c. Field of Placement, Expansion of Job Opportunities and Transmigration; And
  - d. Sector of Industrial Relations and Social Security for Workers Work.
- (4) The Organizational Structure Chart of the Industry and Manpower Service as referred to in paragraph (1) is listed in Appendix XIX which is an inseparable part of this Regent's Regulation.

Article 88

- (1) The Organizational Structure in the Industrial Sector, as intended in Article 87 paragraph (3) letter a, consists of Functional Position Groups which are divided into 3 (three) Sub Coordinators.

- (2) Sub Coordinator as intended in paragraph (1), consists of:
- a. Sub Coordinator for Planning and Development Industry;
  - b. Sub Coordinator for Industrial Information Systems Management; And
  - c. Sub-Coordinator for Business Control and Monitoring Industry.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Industry and Manpower Service through the Head of the Industrial Division.

#### Article 89

- (1) The Organizational Structure of the Training and Workforce Productivity Sector, as intended in Article 87 paragraph (3) letter b, consists of Functional Position Groups which are divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
- a. Job Training Sub Coordinator;
  - b. Sub-Coordinator of Work Productivity and Apprenticeship; And
  - c. Sub-Coordinator of Standardization and Certification.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Industry and Manpower Service through the Head of the Workforce Training and Productivity Division.

#### Article 90

- (1) The organizational structure of the Placement, Expansion of Job Opportunities and Transmigration, as intended in Article 87 paragraph (3) letter c, consists of a Functional Position Group which is divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
- a. Sub Coordinator for Workforce Placement;
  - b. Sub Coordinator for Expansion of Job Opportunities; And
  - c. Transmigration Sub Coordinator.
- (3) The Sub-Coordinator as referred to in paragraph (2) is responsible to the Head of the Industry and Manpower Service through the Head of the Placement, Expansion of Job Opportunities and Transmigration Division.

## Article 91

- (1) The organizational structure of the Industrial Relations and Workers' Social Security Sector, as intended in Article 87 paragraph (3) letter d, consists of a Functional Position Group which is divided into 3 (three) Sub Coordinators.
- (2) Sub Coordinator as intended in paragraph (1), consists of:
  - a. Sub Coordinator for Institutional Industrial Relations;
  - b. Sub Coordinator for Employment Settlement and Work Conditions; And Dispute
  - c. Sub-Coordinator for the Formulation of Wages and Worker Welfare.
- (3) The Sub Coordinator as referred to in paragraph (2) is responsible to the Head of the Industry and Manpower Service through the Head of the Industrial Relations and Labor Social Security Division.

## CHAPTER V

## JOB AND FUNCTION

## Part One

## Department of Education and Culture

## Paragraph 1

Head of Department

## Article 92

- (1) The Education and Culture Service as intended in Article 2 letter a is led by a Head of Service who has the task of assisting the Regent in carrying out government affairs in the field of education and culture which is the authority of the Region and assistance tasks assigned to the Region.
- (2) In carrying out the duties as intended in paragraph (1) the Education and Culture Service has the following functions:
  - a. formulation of technical policies in the fields of education and culture;
  - b. implementation of policies in the field of education and culture;
  - c. implementation of evaluation and reporting on the implementation of government affairs in the field of education and culture;
  - d. implementation of administration of the Education and Culture Service;
  - e. controlling the implementation of UPTD tasks; And

f. implementation of other official functions assigned by the Regent related to his duties and functions.

Paragraph 2  
Secretariat

Article 93

- (1) The Secretariat as intended in Article 4 paragraph (1) letter b is an assistant leadership element, is under and is responsible to the Head of the Education and Culture Service.
- (2) The Secretariat as intended in paragraph (1) is led by a Secretary who has the task of carrying out the formulation of concepts and implementation of policies, coordinating, monitoring, evaluating, reporting including finance, law, information, public relations, organization and management, administrative development, archives, housekeeping, personnel, asset management and administration, and administrative services within the Education and Culture Service.
- (3) In carrying out the duties as intended in paragraph (2) the Secretariat has the following functions:
  - a. coordinating the preparation of policies, plans, programs, activities and budgets within the Education and Culture Service;
  - b. coaching and providing administrative support which includes finance, law, public relations, administration, archives, housekeeping, and administrative services within the Education and Culture Service;
  - c. coordinating, coaching and structuring the organization and management within the Department of Education and Culture;
  - d. coordinating and drafting statutory regulations and implementing legal advocacy within the Education and Culture Service;
  - e. coordinating the implementation of the Government Internal Control System (SPIP) and managing information and documentation;
  - f. maintenance and administration of assets and goods/ services procurement services within the Department Education and culture;
  - g. implementation of monitoring, evaluation and reporting in accordance with the scope of duties;
  - h. personnel management within the Department Education and culture;

- i. preparation of materials for the implementation of assistance tasks in the field of education and culture which includes proposals for promotions and increasing the competence of educators and education personnel as well as data collection on secondary education and special education, facilitation of the implementation of accreditation for Early Childhood Education, basic education and non-formal education, facilitation of the implementation of student activities secondary education and special education and other support tasks; And
- j. implementation of other official functions assigned by the leadership in accordance with their functions.

#### Article 94

The Planning Subdivision as referred to in Article 4 paragraph (2) letter a is led by a Head of Subdivision who has the task of carrying out the preparation of materials for formulation, coordination, implementation, monitoring, evaluation and reporting in the fields of planning, data, information and work programs within the Education Service and Culture.

#### Article 95

The Finance Subdivision as intended in Article 4 paragraph (2) letter b is led by a Head of Subdivision who has the task of carrying out the preparation of materials for formulation, coordination, implementation, monitoring, evaluation and reporting in the field of financial management within the Service

Education and culture.

#### Article 96

The General and Civil Service Subdivision as referred to in Article 4 paragraph (2) letter c is led by a Head of Subdivision who has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes administrative, legal, public relations, organizational and management guidance, housekeeping, archives, personnel, asset management and administration and administrative services.

#### Paragraph 3

Sector of Early Childhood Education Development and  
Non-formal Education

#### Article 97

- (1) The field of Early Childhood Education Development and Non-formal Education as referred to in Article 4 paragraph (3) letter a is under and is responsible to the Head of the Education and Culture Service.

- (2) The Early Childhood Education and Non-formal Education Development Division as referred to in paragraph (1) is led by a Head of Division who has the task of carrying out the concept of formulating concepts and implementing policies, coordinating, monitoring, evaluating and reporting which includes management, determining local content curricula for early childhood education and non-formal education, and issuing permits for early childhood education and non-formal education organized by the community.
- (3) To carry out the duties as intended in paragraph (2) Early Childhood Education Development and Non-formal education has the following functions:
- a. preparation of formulation materials and coordinating implementation in the fields of curriculum and assessment, institutions and infrastructure as well as students and character building for Early Childhood Education and non-formal education;
  - b. implementation of curriculum and assessment policies, institutions and infrastructure as well as students and character building for Early Childhood Education and non-formal education;
  - c. preparation of materials for issuing permits for the establishment, arrangement and closure of Early Childhood Education and non-formal education units;
  - d. preparation of materials for determining local content curriculum for Early Childhood Education and non-formal education;
  - e. preparation of materials for curriculum development and assessment, institutions and infrastructure as well as students and character building for Early Childhood Education and non-formal education;
  - f. implementation of monitoring and evaluation in the field curriculum and assessment, institutions and infrastructure as well as students and character building for Early Childhood Education and non-formal education;
  - g. reporting in the fields of curriculum and assessment, institutions and infrastructure as well as students and character development in Early Childhood Education and non-formal education; And
  - h. implementation of other official functions assigned by leaders according to their functions.

Paragraph 4  
Primary School Development Sector

Article 98

- (1) The Primary School Development Sector as referred to in Article 4 paragraph (3) letter b is under and is responsible to the Head of the Education and Culture Service.

(2) The Primary School Development Division as referred to in paragraph (1) is led by a Head of Division who has the task of formulating concepts and implementing policies, coordinating, monitoring, evaluating and reporting which includes management, determining the local content curriculum for Elementary Schools and issuing School education permits. The basis held by the community.

(3) To carry out the tasks as intended in paragraph (2), the Primary School Development Division has the following functions:

- a. formulating technical instructions for activities in the fields of curriculum and assessment, institutions and infrastructure as well as students and character building for elementary school education participants;
- b. coordinating the implementation of curriculum and assessment, institutions and infrastructure as well as students and character development of elementary school education participants;
- c. development and implementation of curriculum and assessment, institutions and infrastructure as well as students and character development of elementary school education participants;
- d. preparation of materials for issuing permits for the establishment, arrangement and closure of elementary school education units;
- e. preparation of materials for determining the local content curriculum for elementary school education;
- f. preparation of curriculum development and assessment materials, institutions and infrastructure as well as students and building the character of elementary school education;
- g. implementation of monitoring and evaluation in the field curriculum and assessment, institutions and infrastructure as well as students and character development in elementary school education;
- h. reporting in the fields of curriculum and assessment, institutions and infrastructure as well as students and character development in elementary school education;
- i. coaching students and holding academic and non-academic competitions for elementary school education;
- j. coordinating assistance with implementation costs elementary school education; And
- k. implementation of other official functions assigned by leaders according to their functions.

#### Paragraph 5

#### Field of Junior High School Development

#### Article 99

(1) The field of Junior High School Development as referred to in Article 4 paragraph (3) letter c is under and is responsible to the Head of the Education and Culture Service.

- (2) The Junior High School Development Division as referred to in paragraph (1) is led by a Head of Division who has the task of formulating concepts and implementing policies, coordinating, monitoring, evaluating and reporting which includes management, determining local content curriculum for Junior High Schools and issuing permits. junior high school education organized by the community.
- (3) To carry out the duties as intended in paragraph (2) The Junior High School Development Division has the following functions:
- a. formulation of technical instructions for curriculum and assessment, institutions and infrastructure as well as students and character building for junior high school education participants;
  - b. coordinating the implementation of curriculum and assessment activities, institutions and infrastructure as well as students and character development of junior high school education participants;
  - c. coaching and organizing activities in the field junior high school coaching;
  - d. monitoring and controlling curriculum and assessment activities, institutions and infrastructure as well as students and character development of junior high school education participants;
  - e. coaching students and holding academic and non-academic competitions for junior high school education;
  - f. coordinating the implementation of Middle School accreditation First;
  - g. coordinating assistance with the costs of providing junior high school education; And
  - h. implementation of other official functions assigned by leaders according to their functions.

#### Paragraph 6

#### Field of Educator and Education Personnel Development

#### Article 100

- (1) The field of Educator and Education Personnel Development as referred to in Article 4 paragraph (3) letter d is under and is responsible to the Head of Service Education and culture.
- (2) The Educator and Education Personnel Development Sector as referred to in paragraph (1) is led by a Head of Division who has the task of formulating concepts and implementing policies, coordinating, monitoring, evaluating and reporting which includes planning the needs of educators, facilitating the process of appointment and placement, transfer and dismissal, improving welfare, appreciation and protection, coaching and development of educators and education staff.

- (3) To carry out the duties as intended in paragraph (2) The field of Educator and Education Personnel Development has the following functions:
- a. formulation of technical instructions for activities in the field of coaching educators and educational staff;
  - b. coordinating the implementation of activities in the field coaching educators and educational staff;
  - c. monitoring and controlling activities in the field coaching educators and educational staff; And
  - d. implementation of other official functions assigned by leaders according to their functions.

Paragraph 7  
Cultural Sector

Article 101

- (1) The Cultural Sector as referred to in Article 4 paragraph (3) letter e is under and is responsible to the Head of the Education and Culture Service.
- (2) The Culture Sector as referred to in paragraph (1) is led by a Head of Sector who has the task of formulating concepts and implementing policies, coordinating, monitoring, evaluating and reporting includes cultural management, preserving traditions, fostering traditional institutions, fostering traditional arts, and fostering local history.

- (3) To carry out the duties as intended in paragraph (2) The Cultural Sector has the following functions:
- a. formulating technical instructions for activities in the fields of arts and culture, history and archeology;
  - b. coordinating the implementation of activities in the arts sector culture, history and archeology;
  - c. protection, development and utilization culture;
  - d. monitoring and controlling activities in the arts sector culture, history and archeology; And
  - e. implementation of other official functions assigned by leaders according to their functions.

Article 102

The duties of the Sub Coordinator as intended in Article 5 paragraph (2), Article 6 paragraph (2), Article 7 paragraph (2), and Article 8 paragraph (2) and Article 9 paragraph (2) are listed in Appendix XX letter A, which is an inseparable part of this Regent's Regulation.

The second part  
public health Office

Paragraph 1  
Head of Department

## Article 103

- (1) The Health Service as intended in Article 2 letter b is led by a Head of Service who has the task of assisting the Regent in carrying out Regional Government affairs in the health sector.
- (2) To carry out the tasks as referred to in paragraph (1) The Health Service has the following functions:
  - a. formulation of technical policies in the health sector;
  - b. implementation of policies in the health sector;
  - c. implementation of evaluation and reporting in the health sector;
  - d. implementation of Health Service administration;
  - e. controlling the implementation of UPTD tasks; And
  - f. implementation of other official functions assigned by the Regent related to his duties and functions.

Paragraph 2  
Secretariat

## Article 104

- (1) The Secretariat as intended in Article 10 paragraph (1) letter b is an assistant leadership element, is under and is responsible to the Head of the Health Service.
- (2) The Secretariat as intended in paragraph (1) is led by a Secretary who has the task of carrying out the formulation of concepts and implementation of policies, coordinating, monitoring, evaluating, reporting including finance, law, information, public relations, organization and management, administrative development, archives, housekeeping, personnel, asset management and administration, and administrative services within the Health Service.
- (3) To carry out the duties as intended in paragraph (2) The Secretariat has the following functions:
  - a. coordinating the preparation of policies, plans, programs, activities and budgets within the Health Service;
  - b. coaching and providing administrative support which includes finance, law, public relations, administration, archives, housekeeping, and administrative services within the Health Service;
  - c. coordinating, coaching and structuring the organization and management within the Health Service;

- d. coordinating and drafting statutory regulations and implementing legal advocacy within the Health Service;
- e. coordinating the implementation of the Government Internal Control System (SPIP) and managing information and documentation;
- f. organizing and administering assets and procurement services for goods/services within the Health Service;
- g. implementation of monitoring, evaluation and reporting in accordance with the scope of duties;
- h. personnel management within the Health Service;  
And
- i. implementation of other official functions assigned by the leadership in accordance with their functions.

Article 105

Planning Subdivision as intended in Article 10 paragraph (2) letter a is led by a Head of Subdivision who has the task of carrying out the preparation of materials for formulation, coordination, implementation, monitoring, evaluation and reporting in the fields of planning, data, information and work programs within the Health Service.

Article 106

The Finance Subdivision as referred to in Article 10 paragraph (2) letter b is led by a Head of Subdivision who has the task of carrying out the preparation of materials for formulation, coordination, implementation, monitoring, evaluation and reporting in the field of financial management within the Health Service.

Article 107

The General and Civil Service Subdivision as referred to in Article 10 paragraph (2) letter c is led by a Head of Subdivision who has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes coaching administration, law, public relations, organizational management, housekeeping, archives, personnel, management and administration of assets and administrative services within the Health Service.

Paragraph 3  
Public Health Sector

Article 108

- (1) The Public Health Sector as referred to in Article 10 paragraph (3) letter a is under and is responsible to the Head of the Health Service.

- (2) The Public Health Sector as referred to in paragraph (1) is led by a Head of Division who has the task of implementing regional policies related to health promotion, advocacy and community empowerment, family health and nutrition, as well as partnerships.
- (3) To carry out the duties as intended in paragraph (2), the Public Health Sector has the following functions:
- a. formulation of technical instructions for activities including health promotion, advocacy and community empowerment, partnerships, maternal and child health services, health services for primary education age, productive age and old age, the Healthy Indonesia Program with a Family Approach (PIS-PK) and Community Health Nursing Services ( Perkesmas) as well as managing public health insurance
  - b. implementation of technical policies includes health promotion, advocacy and community empowerment, partnerships, maternal and child health services, health services for primary education age, productive age and old age, the Healthy Indonesia Program with a Family Approach (PIS-PK) and Community Health Nursing Services (Perkesmas) as well as insurance management public health;
  - c. coordinating the implementation of activities including health promotion, advocacy and community empowerment, partnerships, maternal and child health services, health services for primary education age, productive age and old age, the Healthy Indonesia Program with a Family Approach (PIS-PK) and Community Health Nursing Services (Perkesmas ) as well as management of public health insurance;
  - d. coaching and organizing health promotion activities, advocacy and community empowerment, partnerships, maternal and child health services, health services for primary education age, productive age and old age, the Healthy Indonesia Program with a Family Approach (PIS-PK) and Community Health Nursing Services (Perkesmas ) as well as management of public health insurance;
  - e. implementation of monitoring, evaluation and coaching implementation of tasks including health promotion, advocacy and community empowerment, partnerships, maternal and child health services, health services for primary education age, productive age and old age, Healthy Indonesia Program with a Family Approach (PIS PK) and services Community Health Nursing (Perkesmas) and management of public health insurance; And
  - f. implementation of other official functions assigned by leaders according to their functions.

Paragraph 4  
Pharmaceutical Sector and Health Service Facilities  
Article 109

- (1) Pharmaceutical Sector and Health Service Facilities as intended in Article 10 paragraph (3) letter b is below and is responsible to the Head of Service Health.
- (2) Pharmaceutical Sector and Health Service Facilities as referred to in paragraph (1) is led by the Head of Division who has the task of implementing regional policies related to the provision of health service facilities, pharmaceuticals, food and drink, health supplies, maintenance of infrastructure and health information systems.
- (3) To carry out the duties as intended in paragraph (2) in the Pharmaceutical Sector and Health Service Facilities has the function:
  - a. formulating technical instructions for activities including the provision of health and pharmaceutical service facilities, licensing, certification and supervision in the fields of pharmaceuticals, medical devices and food and beverages, and the implementation of an integrated health information system;
  - b. implementation of technical policies including the provision of health and pharmaceutical service facilities, licensing, certification and supervision in the fields of pharmaceuticals, medical devices and food and beverages, and implementation of an integrated health information system;
  - c. coordinating the implementation of activities including the provision of health service facilities and pharmaceutical licensing, certification and supervision in the fields of pharmaceuticals, medical devices and food and beverages, and the implementation of an integrated health information system;
  - d. coaching and organizing activities including the provision of health service facilities and pharmaceutical licensing, certification and supervision in the fields of pharmaceuticals, medical devices and food and beverages, and the implementation of an integrated health information system;
  - e. carrying out monitoring, evaluation and guidance on the implementation of tasks including the provision of health service facilities and pharmaceutical licensing, certification and supervision in the fields of pharmaceuticals, medical devices and food and beverages, and the implementation of an integrated health information system; And
  - f. implementation of other official functions assigned by leaders according to their functions.

Paragraph 5  
Field of Health Services, Prevention and  
Disease Control  
Article 110

- (1) The field of Health Services, Disease Prevention and Control as intended in Article 10 paragraph (3) letter c is under and is responsible to the Head of Service Health.
- (2) The Health Services, Disease Prevention and Control sector as referred to in paragraph (1) is led by the Head of the Division who has the task of implementing regional policies related to basic and referral health services, disease prevention and control, as well as environmental health, occupational health and sports.
- (3) To carry out the duties as intended in paragraph (2), the Health Services, Disease Prevention and Control Sector has the following functions:
  - a. formulating technical instructions for activities including the provision of basic and referral health services, disease prevention and control, and environmental health;
  - b. implementation of technical policies including the provision of basic and referral health services, disease prevention and control, and environmental health;
  - c. coordinating the implementation of activities including the provision of basic and referral health services, disease prevention and control, and environmental health;
  - d. coaching and organizing activities including the provision of basic and referral health services, disease prevention and control, and environmental health;
  - e. carrying out monitoring, evaluation and guidance on the implementation of tasks related to the provision of basic and referral health services, disease prevention and control, and environmental health; And
  - f. implementation of other official functions assigned by leaders according to their functions.

Paragraph 6  
Health Personnel Quality Sector and  
Health Service Facilities  
Article 111

- (1) The field of Quality of Health Personnel and Health Service Facilities as intended in Article 10 paragraph (3) letter d is under and is responsible to the Head of the Health Service.

- (2) The Division of Quality of Health Personnel and Health Service Facilities as referred to in paragraph (1) is led by the Head of the Division who has the task of implementing regional policies related to providing recommendations and/or permits for health personnel, providing standard certificates for health service facilities and other health facilities, coaching and improving the quality of health service facilities, planning, coaching and increasing the competency of health human resources.
- (3) To carry out the duties as intended in paragraph (2) Quality of Health Personnel and Service Facilities Health has the following functions:
- a. formulating technical instructions for activities including providing recommendations and/or permits for health workers, control and supervision of health facilities and health workers; health facility accreditation; fulfillment, quality development and improvement of technical competency of health human resources;
  - b. implementation of technical policies including providing recommendations and/or permits for health workers, control and supervision of health facilities and health workers; health facility accreditation; fulfillment, quality development and improvement of technical competency of health human resources;
  - c. coordinating the implementation of activities including providing recommendations and/or permits for health workers, control and supervision of health facilities and health workers; health facility accreditation; fulfillment, quality development and improvement of technical competency of health human resources;
  - d. coaching and organizing activities including providing recommendations and/or permits for health workers, control and supervision of health facilities and health workers; health facility accreditation; fulfillment, quality development and improvement of technical competency of health human resources;
  - e. carrying out monitoring, evaluation and guidance on the implementation of tasks related to providing recommendations and/or permits for health workers, control and supervision of health facilities and health workers; health facility accreditation; fulfillment, quality development and improvement of technical competency of health human resources;  
And
  - f. implementation of other official functions assigned by leaders according to their functions.

#### Article 112

The duties of the Sub Coordinator as referred to in Article 11 paragraph (2), Article 12 paragraph (2), Article 13 paragraph (2), and Article 14 paragraph (2) are listed in Appendix XX letter B, which is an inseparable part of this Regent's Regulation .

Part Three  
Department of Public Works and Spatial Planning

Paragraph 1  
Head of Department

Article 113

- (1) The Public Works and Spatial Planning Service as referred to in Article 2 letter c is led by a Head of Service who has the task of assisting the Regent in carrying out government affairs which fall under the authority of the Region in the fields of public works, spatial planning and land.
  
- (2) To carry out the tasks as intended in paragraph (1), the Public Works and Spatial Planning Service has the following functions:
  - a. formulation of technical policies in the field of public works, spatial and land planning;
  - b. implementation of technical policies for public works, spatial and land planning;
  - c. implementation of evaluation and reporting in the field of work general, spatial and land planning;
  - d. implementation of administration of the Public Works and Spatial Planning Department;
  - e. controlling the implementation of UPTD tasks; And
  - f. implementation of other official functions assigned by the Regent related to his duties and functions.

Paragraph 2  
Secretariat

Article 114

- (1) The Secretariat as intended in Article 15 paragraph (1) letter b is an assistant leadership element, is under and is responsible to the Head of the Public Works and Spatial Planning Service.
  
- (2) The Secretariat as intended in paragraph (1) is led by a Secretary who has the task of carrying out the formulation of concepts and implementation of policies, coordinating, monitoring, evaluating, reporting including finance, law, information, public relations, organization and management, administrative development, archives, housekeeping, personnel, asset management and administration, and administrative services within the Public Works and Spatial Planning Service.

(3) To carry out the duties as intended in paragraph

(2) The Secretariat has the following functions:

- a. coordinating the preparation of policies, plans, programs, activities and budgets within the Department of Public Works and Spatial Planning;
- b. coaching and providing administrative support which includes finance, law, public relations, administration, archives, housekeeping, and administrative services in the Public Works and Spatial Planning environment;
- c. coordinating, coaching and structuring the organization and management within the Public Works and Spatial Planning Department;
- d. coordinating and drafting statutory regulations and implementing legal advocacy within the Public Works and Spatial Planning Service;
- e. coordinating the implementation of the Government Internal Control System (SPIP) and managing information and documentation;
- f. organizing and administering assets and goods/services procurement services within the Public Works and Spatial Planning Department;
- g. implementation of monitoring, evaluation and reporting in accordance with the scope of duties;
- h. personnel management within the Employment Service General and Spatial Planning; And
- i. implementation of other official functions assigned by the leadership in accordance with their functions.

#### Article 115

Planning Subdivision as intended in Article 15 paragraph (2) letter a is led by a Head of Subdivision who has the task of carrying out the preparation of materials for formulation, coordination, implementation, monitoring, evaluation and reporting in the fields of planning, data, information and work programs within the Public Works and Spatial Planning Service.

#### Article 116

Finance Subdivision as intended in Article 15 paragraph (2) letter b is headed by a Head of Subdivision who has the task of carrying out the preparation of materials for formulation, coordination, implementation, monitoring, evaluation and reporting in the field of financial management within the Public Works and Spatial Planning Service.

## Article 117

The General and Civil Service Subdivision as intended in Article 15 paragraph (2) letter c is led by a Head of Subdivision who has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes administrative, legal, public relations, organizational and management guidance, housekeeping, archives, personnel, management and administration of assets and administrative services within the Department of Public Works and Spatial Planning.

Paragraph 3  
Spatial Planning Field

## Article 118

- (1) The Spatial Planning Division as referred to in Article 15 paragraph (3) letter a is under and is responsible to the Head of the Public Works and Spatial Planning Service.
- (2) The Spatial Planning Division as referred to in paragraph (1) is led by a Head of Division who has the task of formulating concepts and implementing policies, coordinating, monitoring, evaluating and reporting includes spatial planning, utilization and control of space and land use.
- (3) To carry out the tasks as intended in paragraph (2), the Spatial Planning Division has the following functions:
  - a. coordinating the implementation of spatial planning activities, development, supervision and control of spatial and land planning;
  - b. guidance and implementation in the field of spatial planning, utilization and control of space and land use; c. monitoring and controlling spatial planning, land and area utilization activities; And
  - d. implementation of other official functions assigned by the leadership in accordance with their functions.

Paragraph 5  
Water Resources Sector

## Article 119

- (1) The Water Resources Sector as referred to in Article 15 paragraph (3) letter b is under and is responsible to the Head of the Public Works and Spatial Planning Service.

- (2) The Water Resources Sector as referred to in paragraph (1) is led by a Head of Sector who has the task of formulating concepts and implementing policies, coordinating, monitoring, evaluating and reporting which includes technical planning, development, improvement and maintenance of water resources and buildings. in river areas, development and management of primary and secondary irrigation systems in irrigation areas with an area of less than 1,000 (one thousand)

Hectare.

- (3) To carry out the tasks as intended in paragraph (2), the Water Resources Sector has the following functions:
- a. formulating technical instructions for technical planning activities, development, improvement and maintenance of water resources and buildings in river areas, development and management of primary and secondary irrigation systems in irrigation areas with an area of less than 1,000 (one thousand) hectares;
  - b. coordinating, developing and facilitating activities in the field of water resources management and buildings in river areas, development and management of primary and secondary irrigation systems in irrigation areas with an area of less than 1,000 (one thousand) hectares;
  - c. implementation of monitoring, evaluation and reporting of activities in the field of management of water resources and buildings in river areas, development and management of primary and secondary irrigation systems in irrigation areas with an area of less than 1,000 (one thousand) Hectare;
  - d. coaching and controlling activities in the field management of water resources and buildings in river areas, development and management of primary and secondary irrigation systems in irrigation areas of less than 1,000 (one thousand) hectares; And
  - e. implementation of other official functions assigned by the leadership in accordance with their functions.

Paragraph 6  
Highways Sector

Article 120

- (1) The Highways Sector as intended in Article 15 paragraph (3) letter c is below and is responsible to the Head of the Public Works and Spatial Planning Service.
- (2) The Highways sector as intended in paragraph (1) is led by a Head of Division who has the task of formulating concepts and implementing policies, coordinating, monitoring, evaluating and reporting which includes technical planning, construction, improvement and maintenance of roads and bridges in the development sector. clan.

- (3) To carry out the tasks as intended in paragraph (2), the Highways Division has the following functions:
- a. formulation of technical instructions for planning activities technical, construction, improvement and maintenance of roads, road channels and bridges;
  - b. coordinating, developing and facilitating technical planning, construction, improvement and maintenance activities of roads, canals and bridges;
  - c. community development; And maintenance field
  - d. implementation of monitoring, evaluation and reporting of technical planning activities, construction, improvement and maintenance of roads, road channels and bridges; And
  - e. implementation of other official functions assigned by the leadership in accordance with their functions.

Paragraph 7  
Job Creation Sector

Article 121

- (1) The field of Job Creation as intended in Article 15 paragraph 3 letter d is below and is responsible to the Head of the Public Works and Spatial Planning Service.
- (2) The Cipta Karya sector as referred to in paragraph (1) is led by a Head of Division who has the task of formulating concepts and implementing policies, coordinating, monitoring, evaluating and reporting which includes technical planning, development, improvement and maintenance of the creative works and drainage sector, training skilled construction personnel, construction services information systems, building data collection, building maintenance, building and environmental management, supervision and control of buildings and their environment, providing technical recommendations for Building Approval (PBG), issuing Certificates of Building Functionality (SLF), organizing the drinking water sector (non-PDAM), household waste water, and developing systems and waste management for Reduce, Reuse, Recycle (TPS3R) Waste Processing Sites, providing approval for creative technical planning from other agencies.
- (3) To carry out the tasks as intended in paragraph (2), the Job Creation Sector has the following functions:
- a. formulating technical instructions in the field of work copyright;
  - b. coordinating, developing and facilitating activities in the field of technical development, creation of works, settlements and buildings as well as environmental sanitation;

- c. implementation of monitoring, evaluation and reporting of activities in the field of technical development of works creation, settlements and buildings as well as environmental health;
- d. coaching and controlling activities in the fields of technical development of creative works, building and environmental planning, and drinking water and environmental sanitation; And
- e. implementation of other official functions assigned by the leadership in accordance with their functions.

#### Article 122

The duties of the Sub Coordinator as referred to in Article 16 paragraph (2), Article 17 paragraph (2), Article 18 paragraph (2) and Article 19 paragraph (2) are listed in Appendix XX letter C, which is an inseparable part of this Regent's Regulation.

#### Part Four

Department of Housing and Residential Areas

#### Paragraph 1

Head of Department

#### Article 123

- (1) The Housing and Settlement Area Service as intended in Article 2 letter d is led by a Head of Service who has the task of assisting the Regent in carrying out government affairs which fall under the authority of the Region in the field of housing and residential areas.
- (2) To carry out the tasks as intended in paragraph (1), the Housing and Settlement Area Service has the following functions:
  - a. formulation of technical policies in the field of housing and residential areas;
  - b. implementation of technical policies in the field of housing and residential areas;
  - c. implementation of evaluation and reporting in the field of housing and residential areas;
  - d. implementation of administration of the Department of Housing and Residential Areas; And
  - f. implementation of other official functions assigned by the Regent related to his duties and functions.

#### Paragraph 2 Secretariat

#### Article 124

- (1) The Secretariat as intended in Article 20 paragraph (1) letter b is an assistant leadership element, is under and is responsible to the Head of the Housing and Settlement Area Service.

- (2) The Secretariat as intended in paragraph (1) is led by a Secretary who has the task of carrying out the formulation of concepts and implementation of policies, coordinating, monitoring, evaluating, reporting including finance, law, information, public relations, organization and management, administrative development, archives, housekeeping, personnel, asset management and administration, and administrative services within the Department of Housing and Settlement Areas.
- (3) To carry out the duties as intended in paragraph (2) The Secretariat has the following functions:
- a. coordinating the preparation of policies, plans, programs, activities and budgets within the Department of Housing and Settlement Areas;
  - b. coaching and providing administrative support which includes finance, law, public relations, administration, archives, housekeeping, and administrative services within the Department of Housing and Settlement Areas;
  - c. coordinating, coaching and structuring the organization and management within the Department of Housing and Settlement Areas;
  - d. coordinating and drafting statutory regulations and implementing legal advocacy within the Department of Housing and Settlement Areas;
  - e. coordinating the implementation of the Government Internal Control System (SPIP) and managing information and documentation;
  - f. organizing and administering assets and services for the procurement of goods/services within the Department of Housing and Settlement Areas;
  - g. implementation of monitoring, evaluation and reporting in accordance with the scope of duties;
  - h. personnel management within the Housing Department And Residential Areas; And
  - i. implementation of other official functions assigned by the leadership in accordance with their functions.

#### Article 125

The Planning and Finance Subdivision as intended in Article 20 paragraph (2) letter a is led by a Head of Subdivision who has the task of carrying out the preparation of materials for formulation, coordination, implementation, monitoring, evaluation and reporting in the fields of planning, data, information, and work programs, and financial management within the Department of Housing and Settlement Areas.

## Article 126

The General and Civil Service Subdivision as intended in Article 20 paragraph (2) letter b is led by a Head of Subdivision who has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes administrative, legal, public relations, organizational and management guidance, housekeeping, archives, personnel, asset management and administration and administrative services within the Department of Housing and Settlement Areas.

Paragraph 5  
Housing Sector

## Article 127

- (1) The Housing Sector as referred to in Article 20 paragraph (3) letter a is under and is responsible to the Head of the Housing and Settlement Area Service.
- (2) The Housing Sector as referred to in paragraph (1) is led by a Head of Division who has the task of formulating concepts and implementing policies, coordinating, monitoring, evaluating and reporting  
  
includes housing planning and development, formal and self-supporting housing, and home management  
arrange.
- (3) To carry out the duties as intended in paragraph (2) the Housing Sector has the following functions:
  - a. formulating technical instructions and official documents in the housing sector;
  - b. coordinating, developing and facilitating activities in housing sector;
  - c. implementation of monitoring, evaluation and reporting of activities housing sector;
  - d. guidance and control of activities in the housing sector; And
  - e. implementation of other official functions assigned by leaders according to their functions.

Paragraph 6  
Settlement Area Sector

## Article 128

- (1) The Settlement Area Sector as referred to in Article 20 paragraph (3) letter b is under and is responsible to the Head of the Housing and Settlement Area Service.

- (2) The Settlement Area Sector as referred to in paragraph (1) is led by a Head of Division who has the duties of collecting data and planning residential areas, issuing construction and development permits for residential areas, arranging and improving the quality of slum housing and slum settlements with an area under 10 (ten ) hectares, prevention of slum housing and slum settlements as well as utilization and control of residential areas.
- (3) To carry out the duties as intended in paragraph (2) The Settlement Area Sector has the following functions:
- a. formulate technical instructions and official documents in the field of residential areas;
  - b. coordinating, developing and facilitating activities in residential areas;
  - c. implementation of monitoring, evaluation and reporting of activities residential areas;
  - d. guidance and control of activities in the residential area sector; And
  - e. implementation of other official functions assigned by leaders according to their functions.

Paragraph 7  
Public Infrastructure, Facilities and Utilities Sector  
Article 129

- (1) The Public Infrastructure, Facilities and Utilities Sector as referred to in Article 20 paragraph (3) letter c is under and is responsible to the Head of the Housing and Settlement Service.
- (2) The Public Infrastructure, Facilities and Utilities Sector as referred to in paragraph (1) is led by a Head of Division who has the task of formulating concepts and implementing policies, coordinating, monitoring, evaluating and reporting which includes planning, construction and maintenance, controlling the implementation of utility facilities infrastructure, general housing, inventory and data collection on problems in the field public utility infrastructure. And
- (3) To carry out the tasks as intended in paragraph (2), the Public Infrastructure, Facilities and Utilities Sector has the following functions:
- a. formulation of technical instructions and official documents in the field infrastructure, facilities and public utilities.
  - b. coordinating, developing and facilitating activities in the field of infrastructure, facilities and public utilities;
  - c. implementation of monitoring, evaluation and reporting of activities in the field of infrastructure, facilities and public utilities;
  - d. coaching and controlling activities in the field infrastructure, facilities and public utilities; And

- e. implementation of other official functions assigned by the leadership in accordance with their functions.

Article 130

The duties of the Sub-Coordinator as referred to in Article 21 paragraph (2), Article 22 paragraph (2) and Article 23 paragraph (2) are listed in Appendix XX letter D, which is an inseparable part of this Regent's Regulation.

Part Five

Civil service police Unit

Paragraph 1

Head of the Civil Service Police Unit

Article 131

- (1) The Civil Service Police Unit as intended in Article 2 letter e is led by a Unit Head who has the task of assisting the Regent in carrying out government affairs which fall under Regional authority in the areas of enforcing Regional legislation, public order and peace, community protection and fire.
  
- (2) To carry out the duties as intended in paragraph (1), the Civil Service Police Unit has the following functions:
  - a. formulation of technical policies in the areas of enforcement of regional legislation, public order and peace, community protection and fire;
  
  - b. implementation of technical policies in the areas of enforcement of regional legislation, public order and peace, community protection and fire; c. carrying out evaluations and reporting in the areas of enforcement of regional legislation, public order and peace, community protection and fire;
  
  - d. implementation of the administration of the Civil Service Police Unit;
  
  - e. controlling the implementation of UPTD tasks; And
  
  - f. implementation of other official functions assigned by The Regent is related to his duties and functions.

Paragraph 2  
Secretariat

Article 132

- (1) The secretariat as intended in Article 24 paragraph (1) letter b is an assistant leadership element, is under and is responsible to the Head of the Civil Service Police Unit.

(2) The Secretariat as intended in paragraph (1) is led by a Secretary who has the task of carrying out the formulation of concepts and implementation of policies, coordinating, monitoring, evaluating, reporting including finance, law, information, public relations, organization and management, administrative development, archives, housekeeping, personnel, asset management and administration, and administrative services within the Civil Service Police Unit.

(3) To carry out the duties as intended in paragraph

(2) The Secretariat has the following functions:

- a. coordinating the preparation of policies, plans, programs, activities and budgets within the Civil Service Police Unit;
- b. coaching and providing administrative support which includes finance, law, public relations, administration, archives, housekeeping, and administrative services within the Civil Service Police Unit;
- c. coordinating, coaching and structuring the organization and management within the Civil Service Police Unit;
- d. coordinating and drafting statutory regulations and implementing legal advocacy within the Civil Service Police Unit;
- e. coordinating the implementation of the Government Internal Control System (SPIP) and managing information and documentation;
- f. organizing and administering assets and goods/services procurement services within the Civil Service Police Unit;
- g. implementation of monitoring, evaluation and reporting in accordance with the scope of duties;
- h. personnel management within the Police Unit Civil service; And
- i. implementation of other official functions assigned by the leadership in accordance with their functions.

#### Article 133

Planning Subdivision as intended in Article 24 paragraph (2) letter a is led by a Subdivision Head who has the task of carrying out the preparation of materials for formulation, coordination, implementation, monitoring, evaluation and reporting in the fields of planning, data, information and work programs within the Civil Service Police Unit.

## Article 134

Finance Subdivision as intended in Article 24 paragraph (2) letter b is headed by a Subdivision Head who has the task of carrying out the preparation of materials for formulation, coordination, implementation, monitoring, evaluation and reporting in the field of financial management within the Civil Service Police Unit.

## Article 135

The General and Civil Service Subdivision as intended in Article 24 paragraph (2) letter c is led by a Head of Subdivision who has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes administrative, legal, public relations, organizational and management guidance, housekeeping, archives, personnel, management and administration of assets and administrative services within the Civil Service Police Unit.

## Paragraph 3

## Regional Legislation Enforcement Sector

## Article 136

- (1) The field of Regional Law Enforcement as intended in Article 24 paragraph (3) letter a is under and is responsible to the Head of the Civil Service Police Unit.
- (2) The Division of Regional Legislation Enforcement as intended in paragraph (1) is led by a Head of Division who has the task of formulating concepts and implementing policies, coordinating, monitoring, evaluating and reporting in the fields of enforcement, inter-institutional relations, guidance and supervision of statutory regulations. Regional invitation.
- (3) To carry out the duties as intended in paragraph (1) The Regional Legislation Enforcement Sector has the following functions:
  - a. carrying out verification, evaluation, coordination, implementation and leading in the preparation of policy formulation, implementation of policies in the field of enforcing regional laws and regulations in a *pro-judicial manner*;
  - b. carrying out verification, evaluation, coordination, implementation and leading in the preparation of policy formulation, implementation of policies related to relations between related institutions/agencies in the field of enforcing regional laws;
  - c. carrying out verification, evaluation, coordination, implementation and leading in the preparation of policy formulation, implementation of guidance and supervision policies in the field of enforcement of Regional legislation; And

- d. implementation of other official functions assigned by leaders according to their functions.

Paragraph 4  
Field of Public Order and Peace

Article 137

- (1) The field of Public Order and Peace as intended in Article 24 paragraph (3) letter b is under and is responsible to the Head of the Civil Service Police Unit.
- (2) The field of Public Order and Peace as referred to in paragraph (1) is led by a Head of Division who has the task of formulating concepts and implementing policies, coordinating, monitoring, evaluating and reporting in the field of public order and peace.
- (3) To carry out the duties as intended in paragraph (1) The Public Order and Peace Division has the following functions:
  - a. carrying out verification, evaluation, coordination, implementation and leading in the preparation of policy formulation, implementation of early detection policies, early detection intelligence related to enforcement of Regional Regulations/Regent Regulations, implementation of public peace and public order as well as community protection;
  - b. carrying out verification, evaluation, coordination, implementation and leading in the preparation of policy formulation, implementation of operational policies and control;
  - c. carrying out verification, evaluation, coordination, implementation and leading in preparing the formulation of community development policies in public order and peace; And
  - d. implementation of other official functions assigned by leaders according to their functions.

Paragraph 5  
Community Protection Unit Development Sector

Article 138

- (1) Community Protection Unit Development Sector as intended in Article 24 paragraph (3) letter c is under and is responsible to the Head of the Civil Service Police Unit.
- (2) Community Protection Unit Development Sector as intended in paragraph (1) is led by a Head of Division who has the task of formulating concepts and implementing policies, coordinating, monitoring, evaluating and reporting in the field of developing community protection units.

- (3) To carry out the duties as intended in paragraph (1) Community Protection Unit Development Sector has the function:
- a. carrying out verification, evaluation, coordination, implementation and leading in the preparation of policy formulation, implementation of policies related to data and information on community protection units;
  - b. carrying out verification, evaluation, coordination, implementation and leading in the preparation of policy formulation, implementation of policies related to training of community protection units;
  - c. carrying out verification, evaluation, coordination, implementation and leading in the preparation of policy formulation, implementation of community protection unit mobilization policies; And
  - d. implementation of other official functions assigned by leaders according to their functions.

Paragraph 6  
Fire Fighting Field

Article 139

- (1) The Fire Department as referred to in Article 24 paragraph (3) letter d is under and is responsible to the Head of the Civil Service Police Unit.
- (2) Fire Extinguisher as referred to in paragraph (1) led by a Head of Division who has the task of formulating concepts and implementing policies, coordinating, monitoring, evaluating and reporting in the field of firefighting.
- (3) To carry out the duties as intended in paragraph (2), the Fire Extinguishing Division has the following functions:
  - a. carrying out verification, evaluation, coordination, implementation and leading in the preparation of policy formulation, implementation of policies related to community empowerment in fire prevention;
  - b. carrying out verification, evaluation, coordination, implementation and leading in the preparation of policy formulation, implementation of policies related to extinguishing, rescue and investigation operations;
  - c. carrying out verification, evaluation, coordination, implementation and leading in the preparation of policy formulation, implementation of policies related to infrastructure and inspection of fire protection equipment; And
  - d. implementation of other official functions assigned by leaders according to their functions.

Article 140

The duties of the Sub-Coordinator as referred to in Article 25 paragraph (2), Article 26 paragraph (2), Article 27 paragraph (2) and Article 28 paragraph (2) are listed in Appendix XX letter E, which is an inseparable part of this Regent's Regulation.

Part Six  
social services

Paragraph 1  
Head of Department

Article 141

- (1) The Social Service as intended in Article 2 letter f is led by a Head of Service who has the task of assisting the Regent in carrying out Regional Government affairs in the social sector.
- (2) To carry out the duties as intended in paragraph
  - (1) The Social Service has the following functions:
    - a. formulation of technical policies in the social sector;
    - b. implementation of technical policies in the social sector;
    - c. coaching and implementation of evaluation and reporting in social field;
    - d. implementation of Social Service administration; And
    - e. implementation of other official functions assigned by the Regent related to their duties and functions.

Paragraph 2  
Secretariat

Article 142

- (1) The Secretariat as intended in Article 29 paragraph (1) letter b is an assistant leadership element, is under and is responsible to the Head of the Social Service.
- (2) The Secretariat as intended in paragraph (1) is led by a Secretary who has the task of carrying out the formulation of concepts and implementation of policies, coordinating, monitoring, evaluating, reporting including finance, law, information, public relations, organization and management, administrative development, archives, housekeeping, personnel, asset management and administration, and administrative services within the Social Service.
- (3) To carry out the duties as intended in paragraph
  - (2) The Secretariat has the following functions:
    - a. coordinating the preparation of policies, plans, programs, activities and budgets within the Social Service;
    - b. coaching and providing administrative support which includes finance, law, public relations, administration, archives, housekeeping and administrative services within the Social Service;
    - c. coordinating, coaching and structuring the organization and management within the Social Service;
    - d. coordinating and drafting statutory regulations and implementing legal advocacy within the Social Service;

- e. coordinating the implementation of the Government Internal Control System (SPIP) and managing information and documentation;
- f. organizing and administering assets and goods/services procurement services within the Social Service;
- g. implementation of monitoring, evaluation and reporting in accordance with the scope of duties;
- h. personnel management within the Social Service; And
- i. implementation of other official functions assigned by leaders according to their functions.

#### Article 143

The Planning Subdivision as referred to in Article 29 paragraph (2) letter a is led by a Head of Subdivision who has the task of carrying out the preparation of materials for formulation, coordination, implementation, monitoring, evaluation and reporting in the fields of planning, data, information and work programs within the Social Service.

#### Article 144

The Finance Subdivision as referred to in Article 29 paragraph (2) letter b is led by a Head of Subdivision who has the task of carrying out the preparation of materials for formulation, coordination, implementation, monitoring, evaluation and reporting in the field of financial management within the Social Service.

#### Article 145

The General and Civil Service Subdivision as referred to in Article 29 paragraph (2) letter c is led by a Head of Subdivision who has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes coaching administration, law, public relations, organizational management, housekeeping , archives, personnel, management and administration of assets and administrative services within the Social Service.

### Paragraph 3 Social Rehabilitation Sector

#### Article 146

- (1) The Social Rehabilitation Sector as referred to in Article 29 paragraph (3) letter a is under and is responsible to the Head of the Social Service.

- (2) The Social Rehabilitation Sector as referred to in paragraph (1) is led by a Head of Sector who has the task of formulating concepts and implementing policies, coordinating, monitoring, evaluating and reporting which includes social rehabilitation of children and the elderly, social rehabilitation of persons with disabilities, and rehabilitation social socially disabled.
- (3) To carry out the duties as intended in paragraph
- (2) The Social Rehabilitation Sector has the following functions:
- a. formulating technical instructions for activities in the field of social services and rehabilitation;
  - b. coordinating the implementation of service sector activities and social rehabilitation;
  - c. monitoring and controlling activities in the field of social services and rehabilitation; And
  - d. implementation of other official functions assigned by the leadership related to their duties and functions.

Paragraph 4  
Social Protection and Security Sector

Article 147

- (1) The field of Social Protection and Security as intended in Article 29 paragraph (3) letter b is under and is responsible to the Head of the Social Service.
- (2) The Social Protection and Security Sector as referred to in paragraph (1) is led by a Head of Division who has the task of formulating concepts and implementing policies, coordinating, monitoring, evaluating and reporting which includes managing data on Persons with Social Welfare Problems (PMKS) or Service Requirements Social Welfare (PPKS) and Potential Sources of Social Welfare (PSKS), social assistance and social security.
- (3) To carry out the duties as intended in paragraph
- (2) The Social Protection and Security Sector has the following functions:
- a. formulation of technical instructions for activities in the field of protection and social security;
  - b. coordinating the implementation of protection sector activities and social security;
  - c. monitoring and controlling activities in the field of social protection and security; And
  - d. implementation of other official functions assigned by leaders related to their duties and functions.

Paragraph 5  
Field of Social Empowerment and Heroic Values

Article 148

- (1) Social Empowerment and Heroic Values as intended in Article 29 paragraph (3) letter c is below and is responsible to the Head of Service Social.
- (2) Social Empowerment and Heroic Values as referred to in paragraph (1) is led by a Head of Division who has the task of formulating concepts and implementing policies, coordinating, monitoring, evaluating and reporting which includes social empowerment of Potential and Sources of Social Welfare (PSKS), social empowerment of the poor, and preserving heroic values , pioneering, and social solidarity.
- (3) To carry out the duties as intended in paragraph (2) The field of Social Empowerment and Heroic Values has the following functions:
  - a. formulating technical instructions for field activities social empowerment and heroic values;
  - b. coordinating the implementation of social empowerment field activities and heroic values;
  - c. monitoring and controlling activities in the field of social empowerment and heroic values; And
  - d. implementation of other official functions assigned by the leadership related to their duties and functions.

Paragraph 6  
Field of Handling and Development of Social Welfare

Article 149

- (1) Social Welfare Handling and Development Sector as intended in Article 29 paragraph (3) letter d is below and is responsible to the Head of Service Social.
- (2) Social Welfare Handling and Development Sector as referred to in paragraph (1) is led by a Head of Division who has the task of formulating concepts and implementing policies, coordinating, monitoring, evaluating and reporting which includes handling victims of natural and social disasters, Indonesian Citizens (WNI) migrants with social problems, fostering Welfare Institutions Social (LKS), and social welfare development services.

- (3) To carry out the duties as intended in paragraph (2) Welfare Handling and Development Sector Social has the following functions:
- a. formulation of technical instructions for development activities social welfare, disaster management and migrants;
  - b. coordinating the implementation of field activities development of social welfare, disaster management and migrants;
  - c. monitoring, controlling and reporting fields development of social welfare, disaster management and migrants;  
And
  - d. implementation of other official functions assigned by the leadership related to their duties and functions.

#### Article 150

The duties of the Sub-Coordinator as referred to in Article 30 paragraph (2), Article 31 paragraph (2), Article 32 paragraph (2) and Article 33 paragraph (2) are listed in Appendix XX letter F, which is an inseparable part of this Regent's Regulation.

#### Part Seven

#### Department of Population Control, Family Planning and Women's Empowerment and Child Protection

#### Paragraph 1

Head of Department

#### Article 151

- (1) Department of Population Control, Family Planning and Women's Empowerment and Child Protection as referred to in Article 2 letter g, it is headed by a Head of Service who has the task of assisting the Regent in carrying out government affairs in the areas of population control, family planning, women's empowerment and child protection.
- (2) In carrying out the duties as intended in paragraph (1) Department of Population Control, Family Planning and Women's Empowerment and Child Protection has the following functions:
- a. formulation of technical policies in the fields of population control, family planning and women's empowerment and child protection;
  - b. implementation of technical policies in the fields of population control, family planning and women's empowerment and child protection;
  - c. implementation of evaluation and reporting in the fields of population control, family planning and women's empowerment and child protection;
  - d. administrative management of the Population Control, Family Planning and Women's Empowerment and Child Protection Services;

- e. controlling the implementation of UPTD tasks; And
- f. implementation of other official functions assigned by  
The Regent is related to his duties and functions.

Paragraph 2  
Secretariat

Article 152

- (1) The Secretariat as intended in Article 34 paragraph (1) letter b is an assistant leadership element, is under and is responsible to the Head of the Population Control, Family Planning and Women's Empowerment and Child Protection Service.
- (2) The Secretariat as intended in paragraph (1) is led by a Secretary who has the task of carrying out the formulation of concepts and implementation of policies, coordinating, monitoring, evaluating, reporting including finance, law, information, public relations, organization and management, administrative development, archives, housekeeping, personnel, asset management and administration, and administrative services within the Population Control, Family Planning and Women's Empowerment and Child Protection Services.
- (3) To carry out the duties as intended in paragraph
  - (2) The Secretariat has the following functions:
    - a. coordinating the preparation of policies, plans, programs, activities and budgets within the Department of Population Control, Family Planning and Women's Empowerment and Child Protection;
    - b. coaching and providing administrative support covering finance, law, public relations, administration, archives, housekeeping, and administrative services within the Population Control, Family Planning and Women's Empowerment and Child Protection Services;
    - c. coordinating, coaching and structuring the organization and management within the Department of Population Control, Family Planning and Women's Empowerment and Child Protection;
    - d. coordinating and drafting statutory regulations and implementing legal advocacy within the Population Control, Family Planning and Women's Empowerment and Child Protection Services;
    - e. coordinating the implementation of the Government Internal Control System (SPIP) and managing information and documentation;
    - f. organizing and administering assets and procurement services for goods/ services within the Population Control, Family Planning and Women's Empowerment and Child Protection Services;

- g. implementation of monitoring, evaluation and reporting in accordance with the scope of duties;
- h. personnel management within the Department of Population Control, Family Planning and Women's Empowerment and Child Protection;  
And
- i. Implementation of other official functions assigned by the leadership in accordance with their duties and functions.

#### Article 153

Planning Subdivision as intended in Article 34 paragraph (2) letter a is led by a Head of Subdivision who has the task of carrying out the preparation of materials for formulation, coordination, implementation, monitoring, evaluation and reporting in the fields of planning, data, information and work programs within the Department of Population Control, Family Planning and Women's Empowerment and Child protection.

#### Article 154

The Finance Subdivision as intended in Article 34 paragraph (2) letter b is led by a Head of Subdivision who has the task of carrying out the preparation of materials for formulation, coordination, implementation, monitoring, evaluation and reporting in the field of financial management within the Population Control, Family Planning and Women's Empowerment Service And Child Protection.

#### Article 155

The General and Civil Service Subdivision as referred to in Article 34 paragraph (2) letter c is led by a Head of Subdivision who has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes development of administration, law, public relations, organizational management, housekeeping. , archives, personnel, management and administration of assets and administrative services within the Department of Population Control, Family Planning and Women's Empowerment and Child Protection.

#### Paragraph 3

Field of Population Control, Counseling and Mobilization

#### Article 156

- (1) Population Control, Counseling and Mobilization Sector as intended in Article 34 paragraph (3) letter a is under and is responsible to the Head of the Population Control, Family Planning and Women's Empowerment and Child Protection Service.

- (2) The Population Control, Counseling and Mobilization Division as intended in paragraph (1) is led by a Head of Division who has the task of carrying out the formulation of concepts and implementation of policies, coordination, monitoring, evaluation and reporting.

includes integrating and synchronizing provincial regional policies with the Regional Government in the context of controlling population quantity, mapping estimates of regional population control.

- (3) To carry out the duties as intended in paragraph (2) Population Control, Extension and Movement has the following functions:
- a. preparation of materials for policy formulation and coordination population control techniques;
  - b. implementation of population technical field of control policy;
  - c. implementation, collection, processing, analysis and evaluation of family information data and population control programs;
  - d. implementation of monitoring and evaluation in the control sector resident; And
  - e. implementation of other official functions assigned by leaders according to their functions.

Paragraph 4  
Family Planning, Resilience and  
Family Welfare

Article 157

- (1) The field of Family Planning, Resilience and Family Welfare as intended in Article 34 paragraph (3) letter b is under and is responsible to the Head

Department of Population Control, Family Planning and Women's Empowerment and Child Protection.

- (2) The Family Planning, Resilience and Family Welfare Sector as referred to in paragraph (1) is led by a Head of Division who has the task of carrying out the formulation of concepts and implementation of policies, coordination, monitoring, evaluation and reporting.

includes the implementation of advocacy, Communication, Information and Education (KIE) for Family Planning, utilization of Family Planning Extension Workers/Family Planning Field Officers, distribution of contraceptive equipment and drug needs as well as Family Planning services, empowerment and increasing the role of district level community organizations in implementation service

and fostering participation in family planning, fostering resilience and prosperity, increasing the role of district level community organizations in family development through fostering family resilience and welfare.

(3) To carry out the duties as intended in paragraph

(2) Family Planning, Resilience and Welfare

The family has the following functions:

- a. preparation of materials for the formulation and coordination of technical policies in the field of family planning, family resilience and welfare;
- b. controlling the implementation of programs in the field of family planning, family resilience and welfare;
- c. evaluating the implementation, control of service programs and development in the field of family planning, family resilience and welfare;
- d. implementation of monitoring and evaluation in the field of family planning, family resilience and welfare; And
- e. implementation of other official functions assigned by leaders according to their functions.

#### Paragraph 5

#### Women's Empowerment Sector

#### Article 158

(1) The field of Women's Empowerment as intended in Article 34 paragraph

(3) letter c is under and is responsible to the Head of the Population

Control, Family Planning and Women's Empowerment and Child Protection Service.

(2) The Women's Empowerment Division as referred to in paragraph (1) is led by a Head of Division who has the task of carrying out the formulation of concepts and implementation of policies, coordination, monitoring, evaluation and reporting which includes collection, processing, analysis and presentation of gender data in data institutions, institutionalization of gender mainstreaming in Regional Government institutions, empowering women in political, legal, social and economic fields in community organizations, strengthening and developing institutions providing women's empowerment services, preventing violence against women, providing services for women victims of violence, strengthening and developing institutions providing protection services women, improving the quality of families and strengthening the development of service providing institutions, and providing services for families in realizing gender equality.

(3) To carry out the duties as intended in paragraph

(2), the Women's Empowerment Sector has the following functions:

- a. prepare materials for formulating, compiling and reviewing policies for implementing gender mainstreaming and women's empowerment in the economic, social, political, legal and family quality fields;

- b. preparing coordination, synchronization, facilitation, socialization and distribution of policy implementation for gender mainstreaming and women's empowerment in the economic, social, political, legal and family quality fields;
- c. monitoring, analysis, evaluation and reporting on the implementation of policies for implementing gender mainstreaming and women's empowerment in the economic, social, political, legal and family quality fields; And
- d. implementation of other official functions assigned by leaders according to their functions.

Paragraph 6  
Child Welfare and Protection Sector

Article 159

- (1) The field of Child Welfare and Protection as intended in Article 34 paragraph (3) letter d is under and is responsible to the Head of the Population Control, Family Planning and Women's Empowerment and Child Protection Service.
- (2) The Child Welfare and Protection Sector as referred to in paragraph (1) is led by a Head of Division who has the task of carrying out the concept formulation and implementation of policies, coordinating, monitoring, evaluating and reporting which includes fulfilling children's rights, institutionalizing the fulfillment of children's rights in government institutions , non-governmental and business world, collection, processing, analysis and presentation of children's data, strengthening and developing institutions providing services to improve the quality of life of children, preventing violence against children, providing services for children who need special protection, strengthening and developing institutions providing services for children which requires special protection.
- (3) To carry out the duties as intended in paragraph (2), the Child Welfare and Protection Sector has the following functions:
  - a. prepare materials for formulating, compiling and reviewing policies for implementing child welfare and protection;
  - b. preparing coordination, synchronization, facilitation, socialization and distribution of implementation policies for child welfare and protection;
  - c. monitoring, analysis, evaluation and reporting on the implementation of child welfare and protection policies; And
  - d. implementation of other official functions assigned by leaders according to their functions.

## Article 160

The duties of the Sub-Coordinator as referred to in Article 35 paragraph (2), Article 36 paragraph (2), Article 37 paragraph (2) and Article 38 paragraph (2) are listed in Appendix XX letter G, which is an inseparable part of this Regent's Regulation.

## Part Eight

## Food Department

## Paragraph 1

## Head of Department

## Article 161

- (1) The Food Service as intended in Article 2 letter h is led by a Head of Service who has the task of assisting the Regent in carrying out Regional Government affairs in the field of food security.
- (2) To carry out the tasks as intended in paragraph (1) the Food Service has the following functions:
- a. formulating regional policies in the fields of food availability, food insecurity, food distribution, food reserves, consumption diversity and food safety;
  - b. implementation of Regional policies in the fields of food availability, food insecurity, food distribution, food reserves, consumption diversification and food safety;
  - c. coordinating the provision of infrastructure and support in the areas of food availability, food insecurity, food distribution, food reserves, consumption diversification and food safety;
  - d. improving the quality of human resources in the field food availability, food insecurity, food distribution, food reserves, consumption diversity and food security;
  - e. monitoring, supervision, evaluation and reporting of implementation in the areas of food availability, food distribution insecurity, food reserves, consumption diversity food, and food safety;
  - f. implementation of government affairs and services general in the field of food security;
  - g. coordinating, facilitating and coaching activities in the field of food security;
  - h. implementation of Food Service administration; And
  - i. implementation of other official functions assigned by  
The Regent is related to his duties and functions.

Paragraph 2  
Secretariat

Article 162

- (1) The Secretariat as intended in Article 39 paragraph (1) letter b is an assistant leadership element, is under and is responsible to the Head of the Food Service.
- (2) The Secretariat as intended in paragraph (1) is led by a Secretary who has the task of carrying out the formulation of concepts and implementation of policies, coordinating, monitoring, evaluating, reporting including finance, law, information, public relations, organization and management, administrative development, archives, housekeeping, personnel, asset management and administration, and administrative services within the Food Service.
- (3) To carry out the duties as intended in paragraph (2) The Secretariat has the following functions:
  - a. coordinating the preparation of policies, plans, programs, activities and budgets within the Food Service;
  - b. coaching and providing administrative support which includes finance, law, public relations, administration, archives, housekeeping, and administrative services within the Food Service;
  - c. coordinating, coaching and structuring the organization and management within the Food Service;
  - d. coordinating and drafting statutory regulations and implementing legal advocacy within the Food Service;
  - e. coordinating the implementation of the Government Internal Control System (SPIP) and managing information and documentation;
  - f. organizing and administering assets and goods/services procurement services within the Food Service;
  - g. implementation of monitoring, evaluation and reporting in accordance with the scope of duties;
  - h. personnel management within the Food Service; And
  - i. implementation of other official functions assigned by leaders according to their functions.

Article 163

The Planning and Finance Subdivision as intended in Article 39 paragraph (2) letter a is led by a Subdivision Head who has the task of carrying out the preparation of materials for formulation, coordination, implementation, monitoring, evaluation and reporting in the fields of planning, data, information and work programs, and management finances within the Food Service.

## Article 164

The General and Civil Service Subdivision as intended in Article 39 paragraph (2) letter b is led by a Head of Subdivision who has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes coaching administration, law, public relations, organizational management, housekeeping , archives, personnel, management and administration of assets and administrative services within the Food Service.

## Paragraph 3

## Field of Food Availability and Insecurity

## Article 165

- (1) The field of Food Availability and Insecurity as intended in Article 39 paragraph (3) letter a is under and is responsible to the Head of the Food Service.
- (2) The field of Food Availability and Insecurity as intended in paragraph (1) is led by a Head of Division who has the task of formulating concepts and implementing policies, coordinating, monitoring, evaluating and reporting which includes the provision of infrastructure and all supporting food independence in various sectors according to authority. , providing staple food or other food according to regional needs, preparing food vulnerability and security maps, handling food insecurity.
- (3) To carry out the tasks as intended in paragraph (2), the Food Availability and Insecurity Sector has the following functions:
  - a. preparation of regional policy formulation materials in the field availability, handling of food insecurity and coordination of the provision of food infrastructure and other resources supporting food security;
  - b. implementation of policies in the areas of availability, handling of food insecurity and coordination of the provision of food infrastructure and other resources supporting food security;
  - c. implementation of coordination in the areas of availability, handling of food insecurity and coordination of the provision of food infrastructure and other resources supporting food security;
  - d. providing assistance in implementing activities in the field availability, handling of food insecurity and coordination of the provision of food infrastructure and other resources supporting food security;
  - e. preparation of program consolidation in the areas of availability, handling of food insecurity and coordination of the provision of food infrastructure and other resources supporting food security;

- f. implementation of monitoring, evaluation and reporting of activities in the areas of availability, handling food insecurity and coordinating the provision of food infrastructure and other food security supporting resources; And
- g. carrying out other official duties assigned by the leadership in accordance with their duties and functions.

Paragraph 4  
Food Distribution and Reserves Sector  
Article 166

- (1) The Food Distribution and Reserve Sector as referred to in Article 39 paragraph (3) letter b is under and is responsible to the Head of the Food Service.
- (2) The Food Distribution and Reserves Sector as referred to in paragraph (1) is led by a Head of Division who has the task of formulating concepts and implementing policies, coordinating, monitoring, evaluating and reporting which includes the provision and distribution of staple food or other food according to Regional needs, managing regional food reserves, determining regional minimum prices for local food which are not determined by the government, and provincial regional governments, providing management and distribution of food reserves.
- (3) To carry out the duties as intended in paragraph
  - (2) The Food Distribution and Reserves Sector has the following functions:
    - a. preparation of regional policy formulation materials in the field food distribution, food prices and food reserves;
    - b. implementation of policies in the fields of food distribution, food prices and food reserves;
    - c. implementation of coordination in the fields of food distribution, food prices and food reserves;
    - d. preparation of policy implementation in the fields of food distribution, food prices and food reserves;
    - e. implementation of coordination of activities in the field of food distribution, food prices and food reserves;
    - f. providing assistance in implementing food distribution activities, food prices and food reserves;
    - g. preparation of program consolidation in the field of food distribution, food prices and food reserves;
    - h. implementation of monitoring, evaluation and reporting of activities in the fields of food distribution, food prices and food reserves; And
    - i. carrying out other official duties assigned by the leadership in accordance with their duties and functions.

Paragraph 5  
Sector of Consumption Diversity and Food Safety  
Article 167

- (1) The field of Consumption Diversity and Food Safety as intended in Article 39 paragraph (3) letter c is under and is responsible to the Head of Service Food.
- (2) The Division of Consumption Diversity and Food Safety as referred to in paragraph (1) is led by a Head of Division who has the task of formulating concepts and implementing policies, coordinating, monitoring, evaluating and reporting which includes the implementation of the achievement of per capita food consumption targets per year in accordance with nutritional adequacy figures, food diversification based on local resource potential and implementation of food safety monitoring.
- (3) To carry out the duties as intended in paragraph (2) Consumption and Security Diversity Sector Food has functions:
  - a. preparing the implementation of coordination in the fields of food consumption, food consumption diversification and food safety;
  - b. preparation of materials for formulating Regional policies in the fields of food consumption, food consumption diversification and food safety;
  - c. preparation of policy implementation in the consumption sector food, diversification of food consumption, and food safety;
  - d. providing assistance in implementing activities in the field food consumption, diversification of food consumption, and food safety;
  - e. preparation of program consolidation in the fields of food consumption, diversification of food consumption and food safety;
  - f. implementation of monitoring, evaluation and reporting of activities in the fields of food consumption, diversification of food consumption and food safety; And
  - g. carrying out other official duties assigned by the leadership in accordance with their duties and functions.

Article 168

The duties of the Sub-Coordinator as referred to in Article 40 paragraph (2), Article 41 paragraph (2) and Article 42 paragraph (2) are listed in Appendix XX letter H, which is an inseparable part of this Regent's Regulation.

Part Nine  
environmental services

Paragraph 1  
Head of Department

## Article 169

- (1) The Environmental Service as referred to in Article 2 letter i is led by a Head of Service who has the task of assisting the Regent in carrying out government affairs which fall under the authority of the Region in the field of Environment.
- (2) To carry out the tasks as intended in paragraph (1) the Environmental Service has the following functions:
  - a. formulation of technical policies in the environmental sector;
  - b. implementation of environmental technical policies;
  - c. implementation of evaluation and reporting in the environmental sector life;
  - g. implementation of Environmental Service administration;
  - h. controlling the implementation of UPTD tasks; And
  - i. implementation of other official functions assigned by The Regent is related to his duties and functions.

Paragraph 2  
Secretariat

## Article 170

- (1) The Secretariat as intended in Article 43 paragraph (1) letter b is an assistant leadership element, is under and is responsible to the Head of the Environmental Service.
- (2) The Secretariat as intended in paragraph (1) is led by a Secretary who has the task of carrying out the formulation of concepts and implementation of policies, coordinating, monitoring, evaluating, reporting including finance, law, information, public relations, organization and management, administrative development, archives, housekeeping, personnel, asset management and administration, and administrative services within the Environmental Service.
- (3) To carry out the duties as intended in paragraph (2) The Secretariat has the following functions:
  - a. coordinating the preparation of policies, plans, programs, activities and budgets within the Environmental Service;
  - b. coaching and providing administrative support which includes finance, law, public relations, administration, archives, housekeeping, and administrative services within the Environmental Service;

- c. coordinating, coaching and structuring the organization and management within the Environmental Service;
- d. coordinating and drafting statutory regulations and implementing legal advocacy within the Environmental Service;
- e. coordinating the implementation of the Government Internal Control System (SPIP) and managing information and documentation;
- f. organizing and administering assets and goods/services procurement services within the Environmental Service;
- g. implementation of monitoring, evaluation and reporting in accordance with the scope of duties;
- h. personnel management within the Environmental Service Life; And
- i. implementation of other official functions assigned by leaders according to their functions.

#### Article 171

Planning Subdivision as intended in Article 43 paragraph (2) letter a is led by a Head of Subdivision who has the task of carrying out the preparation of materials for formulation, coordination, implementation, monitoring, evaluation and reporting in the fields of planning, data, information and work programs within the Environmental Service.

#### Article 172

The Finance Subdivision as intended in Article 43 paragraph (2) letter b is led by a Head of Subdivision who has the task of carrying out the preparation of materials for formulation, coordination, implementation, monitoring, evaluation and reporting in the field of financial management within the Service Environment.

#### Article 173

The General and Civil Service Subdivision as referred to in Article 43 paragraph (2) letter c is led by a Head of Subdivision who has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes development of administration, law, public relations, organizational management, housekeeping, , archives, personnel, asset management and administration and administrative services within the Environmental Service.

Paragraph 3  
Arrangement and Improvement Areas  
Environmental Capacity

Article 174

- (1) Environmental Management and Capacity Building Sector as referred to in Article 43 paragraph (3) letter a is under and responsible to the Head of the Environmental Service.
- (2) The Division of Environmental Management and Capacity Building as intended in paragraph (1) is led by a Head of Division who has duties carrying out the formulation of concepts and implementation of policies, organizing, monitoring, evaluating and reporting in the fields of environmental planning, management of biological diversity (Kehati), improving education, training and environmental education to the community as well as environmental awards for the community.
- (3) To carry out the tasks as intended in paragraph (2), the Environmental Management and Environmental Capacity Building Division has the following functions:
  - a. preparation of technical instructions in the field of environmental planning, management of biological diversity (Kehati), increasing education, training and environmental outreach to the community and environmental appreciation for the community;
  - b. preparation of Environmental Protection and Management Plan (RPPLH) documents, regional environmental status, regional environmental quality index, strategic environmental studies, management of Green Open Space (RTH) and biodiversity management;
  - c. coordinating and synchronizing the implementation of policies in the fields of environmental planning, management of biodiversity (Kehati), increasing education, training and environmental outreach to community and environmental appreciation for the community;
  - d. increasing the capacity and competence of human resources in the environmental sector for social institutions;
  - e. implementation of information governance and supervision of activities in the fields of environmental planning, management of biological diversity (Kehati), increasing education, training and environmental outreach to community and environmental appreciation for the community;
  - f. development of information systems and biodiversity database management;
  - g. Biodiversity planning and protection (Heart);
  - h. implementation of evaluation and reporting in the field of environmental management and capacity building; And

- i. implementation of other official functions assigned by leaders according to their functions.

Paragraph 4

Sector of Waste Management, Hazardous Waste and Toxic and Non-Hazardous and Toxic Waste

Article 175

- (1) Sector of Waste Management, Hazardous and Toxic Waste and Non-Hazardous and Toxic Waste  
as intended in Article 43 paragraph (3) letter b is under and is responsible to the Head of the Environmental Service.
- (2) Waste Management Sector, Hazardous and Toxic Waste and Non-Hazardous and Toxic Waste  
as referred to in paragraph (1) is headed by a Head of Division who has the task of carrying out waste management, coaching waste management organized by private parties, facilitating and supervising the temporary storage of Hazardous and Toxic Waste (B3) and Non-Hazardous and Toxic Waste.  
  
(B3), facilitation, coordination and synchronization of the collection of Hazardous and Toxic Waste (B3) and Non-Hazardous and Toxic Waste (B3) in the Region.
- (3) To carry out the duties as intended in paragraph (2) in the field of waste management, hazardous and toxic waste and non-hazardous and toxic waste has the function:
  - a. preparation of waste management policies and strategies  
Area;
  - b. reducing waste by limiting, recycling and reusing;
  - c. handling waste by sorting, collecting, transporting, processing and final processing of waste at the Final Processing Site (TPA)/ Integrated Waste Disposal Site (TPST)/ Regional Waste Transfer Station (SPA);
  - d. increasing community participation in management waste;
  - e. coordinating and synchronizing the provision of waste management infrastructure and facilities;
  - f. waste policy cooperation management management;
  - g. provision of waste management facilities and infrastructure at Final Processing Sites (TPA)/Integrated Waste Disposal Sites (TPST)/ Regional Waste Intermediate Transfer Stations (SPA);
  - h. implementation of facilitation of compliance with provisions related to permits waste management efforts and technical standards;

- i. preparation and implementation of management performance assessments rubbish;
- j. implementation of monitoring and evaluation of fulfillment of waste management service targets and standards;
- k. implementation of facilitation of commitment fulfillment, field verification, technical details for storage of Hazardous and Toxic Materials (B3) waste and Non-Hazardous and Toxic Materials (B3) waste, as well as technical approval for the collection of Hazardous and Toxic Materials (B3) waste.  
Area;
- l. coordinating and synchronizing the management of Hazardous and Toxic Waste (B3) and Non-Hazardous and Toxic Waste (B3) with the provincial government in the context of transportation, utilization, processing and/or landfill;
- m. implementation of evaluation and reporting in the field of waste management, hazardous and toxic waste (B3) and non-hazardous and toxic waste (B3); And
- n. implementation of other official functions assigned by leaders according to their functions.

Paragraph 5  
Field of Pollution Control and  
Environmental Damage

Article 176

- (1) The field of Environmental Pollution and Damage Control as intended in Article 43 paragraph (3) letter c is under and is responsible to the Head of the Environmental Service.
- (2) The Pollution and Environmental Damage Control Sector as referred to in paragraph (1) is led by a Head of Division who has the task of carrying out the formulation and implementation of policies in the field of environmental pollution and damage control.
- (3) To carry out the duties as intended in paragraph (2) Pollution and Damage Control Sector  
The living environment has the following functions:
  - a. implementation of technical policies in the field of controlling surface water pollution and monitoring waste water, controlling ambient air pollution and monitoring emissions, controlling soil and land damage, controlling the use of ozone-depleting substances, inventory of greenhouse gases, climate change adaptation and mitigation efforts;

- b. preparation of procedures and criteria in the field of implementing surface water pollution control and waste water monitoring, controlling ambient air pollution and monitoring emissions, controlling soil and land damage, controlling the use of ozone-depleting substances, greenhouse gas inventory, climate change adaptation and mitigation efforts;
- c. coordinating and synchronizing the implementation of policies in the implementation of surface water pollution control and waste water monitoring, ambient air pollution control and emission monitoring, control of soil and land damage, control of the use of ozone-depleting substances, greenhouse gas inventory, climate change adaptation and mitigation efforts;
- d. providing technical guidance and supervision of the implementation of surface water pollution control and waste water monitoring, ambient air pollution control and emission monitoring, control of soil and land damage, control of the use of ozone-depleting substances, greenhouse gas inventory, climate change adaptation and mitigation efforts.
- e. implementation of evaluation and reporting in the areas of surface water pollution control and waste water monitoring, ambient air pollution control and emission monitoring, soil and land damage control, control of the use of ozone depleting substances, greenhouse gas inventory, climate change adaptation and mitigation efforts;
- f. implementation of evaluation and reporting in the field of controlling pollution and environmental damage; And
- g. implementation of other official functions assigned by leaders according to their functions.

Paragraph 6

Field of Environmental Impact Assessment and Compliance

Article 177

- (1) The field of Impact Assessment and Environmental Management as intended in Article 43 paragraph (3) letter d is under and is responsible to the Head of the Environmental Service.
- (2) The field of Impact Assessment and Environmental Management as intended in paragraph (1) is led by a Head of Division who has the task of formulating concepts and implementing policies, organizing, evaluating and reporting in the field of environmental impact assessment, supervision of businesses and/or activities and resolution public complaints in the field of environmental protection and management.

- (3) To carry out the duties as intended in paragraph (2) Field of Impact Assessment and Environmental Compliance Life has functions:
- a. preparation of technical instructions, environmental impact assessment, supervision, complaints, environmental dispute resolution and environmental law enforcement; implementation,
  - b. coordinating, facilitation of environmental impact assessment activities, supervision, complaints, environmental dispute resolution and environmental law enforcement;
  - c. controlling environmental impact activities, monitoring, complaints, environmental dispute resolution and environmental law enforcement;
  - d. implementation of evaluation and reporting in the field of impact assessment and environmental compliance; And
  - e. implementation of other official functions assigned by leaders according to their functions.

#### Article 178

The duties of the Sub-Coordinator as referred to in Article 44 paragraph (2), Article 45 paragraph (2), Article 46 paragraph (2) and Article 47 paragraph (2) are listed in Appendix XX letter I, which is an inseparable part of this Regent's Regulation.

#### Part Ten

#### Department of Population and Civil Registration

#### Paragraph 1

Head of Department

#### Article 179

- (1) The Population and Civil Registration Service as intended in Article 2 letter j is led by a Head of Service who has the task of assisting the Regent carry out Regional Government affairs in the field Population Administration and Civil Registration.
- (2) To carry out the tasks as intended in paragraph (1), the Population and Civil Registration Service has the following functions:
- a. formulation of technical policies in the field of population administration and civil registration which includes population registration, civil registration, management of the Population Administration System, population development, and population planning;
  - b. implementation of government affairs and services general in the field of population;
  - c. preparation of Department programs and budgets;
  - d. management of finances, equipment, administrative affairs, household and state property in the Service;

- e. guidance and implementation of duties in the field of population and civil registration;
- f. implementation of socialization regarding population registration, civil registration, and control of the Population Administration Information System;
- g. providing population registration services, civil registration, management of the Population Administration Information System, population development and population planning;
- h. monitoring and evaluating population registration, civil registration, management of the Population Administration Information System;
- i. coaching and development of human resources management of population registration, civil registration, Population Administration Information System, population development, and population planning;
- j. supervision over the implementation of population registration, civil registration, management of the Population Administration Information System, and population planning;
- k. population data collection;
- l. utilization and presentation of population databases area;
- m. preparation of regional population profiles;
- n. directing, coaching and coordinating the implementation of office secretarial functions;
- o. controlling the implementation of UPTD tasks; And
- p. implementation of other official functions assigned by the Regent related to his duties and functions.

Paragraph 2  
Secretariat

Article 180

- (1) The Secretariat as intended in Article 48 paragraph (1) letter b is an assistant leadership element, is under and is responsible to the Head of the Population and Civil Registration Service.
- (2) The Secretariat as intended in paragraph (1) is led by a Secretary who has the task of carrying out the formulation of concepts and implementation of policies, coordinating, monitoring, evaluating, reporting including finance, law, information, public relations, organization and management, administrative development, archives, household, personnel, asset management and administration, and administrative services within the Population and Civil Registration Service.

(3) To carry out the duties as intended in paragraph

(2) The Secretariat has the following functions:

- a. coordinating the preparation of policies, plans, programs, activities and budgets within the Department of Population and Civil Registration;
- b. coaching and providing administrative support which includes finance, law, public relations, administration, archives, household and administrative services within the Department of Population and Civil Registration;
- c. coordinating, coaching and structuring the organization and management within the Department of Population and Civil Registration;
- d. coordinating and drafting statutory regulations and implementing legal advocacy within the Department of Population and Civil Registration;
- e. coordinating the implementation of the Government Internal Control System (SPIP) and managing information and documentation;
- f. organizing and administering assets and procurement services for environmental goods/services for the Population and Civil Registration Service;
- g. implementation of monitoring, evaluation and reporting in accordance with the scope of duties;
- h. personnel management within the Department Citizenship and Civil Registration; And
- i. implementation of other official functions assigned by leaders according to their functions.

#### Article 181

Planning Subdivision as intended in Article 48 paragraph (2) letter a, led by a Head of Subdivision, has the task of carrying out the preparation of materials for formulation, coordination, implementation, monitoring, evaluation and reporting in the fields of planning, data, information and work programs within the Population and Civil Registration Service.

#### Article 182

Finance Subdivision as intended in Article 48 paragraph (2) letter b is headed by a Head of Subdivision who has the task of carrying out the preparation of materials for formulation, coordination, implementation, monitoring, evaluation and reporting in the field of financial management within the Population and Civil Registration Service.

## Article 183

The General and Civil Service Subdivision as intended in Article 48 paragraph (2) letter c is led by a Head of Subdivision who has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes administrative, legal, public relations, organizational and management guidance, household, archives, personnel, management and administration of assets and administrative services within the Department of Population and Civil Registration.

## Paragraph 3

## Population Registration Services Sector

## Article 184

- (1) The Population Registration Services sector as intended in Article 48 paragraph (3) letter a is under and is responsible to the Head of the Population and Civil Registration Service.
- (2) The Population Registration Services Division as referred to in paragraph (1) is led by a Head of Division who has the task of carrying out the formulation of technical policies, organizing policy implementation, evaluating and reporting on the administration of government affairs which are the authority of the Region and assistance tasks assigned to the Region in the field of registration resident.
- (3) To carry out the tasks as intended in paragraph (2) the Population Registration Services Sector has the following functions:
  - a. implementation of the formulation of technical policies population registration field;
  - b. implementation of the Department's administration in implementing technical policies in the field of population registration; And
  - c. carrying out evaluations and reporting on the implementation of government affairs in the field of population registration; And
  - d. implementation of other official functions assigned by the leadership related to their duties and functions.

## Paragraph 4

## Civil Registration Services Sector

## Article 185

- (1) The field of Civil Registration Services as intended in Article 48 paragraph (3) letter b is under and is responsible to the Head of the Population and Civil Registration Service.

- (2) The Civil Registration Services Division as referred to in paragraph (1) is led by a Head of Division who has the task of carrying out the formulation of technical policies, organizing policy implementation, evaluating and reporting on the administration of government affairs which are the authority of the Region and assistance tasks assigned to the Region in the field of registration. .
- (3) To carry out the tasks as intended in paragraph (2), the Civil Registration Services Sector has the following functions:
- a. implementation of the formulation of technical policies in the field of civil registration;
  - b. implementation of policies for administering government affairs in the field of civil registration;
  - c. implementation of Department administration in implementation technical policies in the field of civil registration;
  - d. implementation of evaluation and reporting on the implementation of government affairs in the field of civil registration; And
  - e. implementation of other official functions assigned by the leadership related to their duties and functions.

#### Paragraph 5

#### Population Administration Information Management Sector

#### Article 186

- (1) Population Administration Information Management Sector as referred to in Article 48 paragraph (3) letter c is under and responsible to the Head of the Population and Civil Registration Service.
- (2) The Population Administration Information Management Division as referred to in paragraph (1) is led by a Head of Division who has the task of carrying out technical policy formulation, organizing policy implementation, evaluating and reporting on the implementation of government affairs which are the authority of the Region and assistance tasks assigned to the Region. Population Administration Information Management (PIAK).
- (3) To carry out the tasks as intended in paragraph (2) in the field of Administrative Information Management Population has the following functions:
- a. implementation of the formulation of technical policies in the field of population administration management, information
  - b. implementation of policies for administering government affairs in the field of population administration information management;
  - c. implementation of service administration in implementing technical policies in the field of population administration information management;

- d. implementation of evaluation and reporting on the implementation of government affairs in the field of population administration information management; And
- e. implementation of other official functions assigned by the leadership related to their duties and functions.

#### Paragraph 6

#### Field of Data Utilization and Service Innovation

#### Article 187

- (1) Data Utilization and Service Innovation Sector as referred to in Article 48 paragraph (3) letter d is under and responsible to the Head of the Population and Civil Registration Service.
- (2) The field of Data Utilization and Service Innovation as referred to in paragraph (1) is led by a Head of Division who has the task of carrying out the formulation of technical policies, organizing policy implementation, evaluating and reporting on the implementation of government affairs which are the authority of the Region and assistance tasks assigned to the Region in the field of data utilization and service innovation.
- (3) To carry out the tasks as referred to in paragraph (2) in the Field of Data Utilization and Innovation  
The service has the following functions:
  - a. implementation of the formulation of technical policies in the field of data utilization and service innovation;
  - b. implementation of policies for administering government affairs in the field of data utilization and service innovation;
  - c. implementation of service administration in implementing technical policies in the field of data utilization and service innovation;
  - d. implementation of evaluation and reporting on the implementation of government affairs in the field of data utilization and service innovation; And
  - e. implementation of other official functions assigned by the leadership related to their duties and functions.

#### Article 188

The duties of the Sub Coordinator as referred to in Article 49 paragraph (2), Article 50 paragraph (2), Article 51 paragraph (2) and Article 52 paragraph (2) are listed in Appendix XX letter J, which is an inseparable part of this Regent's Regulation.

Part Eleven  
Community and Village Empowerment Service

Paragraph 1  
Head of Department

Article 189

- (1) The Community and Village Empowerment Service as intended in Article 2 letter k is led by a Head of Service who has the task of assisting the Regent carry out Regional Government affairs in the field Community and Village Empowerment Administration.
- (2) To carry out the tasks as intended in paragraph (1) of the Community and Village Empowerment Service has the function:
  - a. formulation of technical policies in the field of community and village empowerment administration;
  - b. implementation of government affairs and public services in the field of community and village empowerment administration;
  - c. implementation of policies in the field of community and village empowerment administration;
  - d. implementation of evaluation and reporting in the field administration of community and village empowerment;
  - e. implementation of functions empowerment administration communities and villages; And
  - f. implementation of other official functions assigned by the Regent related to his duties and functions.

Paragraph 2  
Secretariat

Article 190

- (1) The Secretariat as intended in Article 53 paragraph (1) letter b is an assistant leadership element, is under and is responsible to the Head of the Community and Village Empowerment Service.
- (2) The Secretariat as intended in paragraph (1) is led by a Secretary who has the task of carrying out the formulation of concepts and implementation of policies, coordinating, monitoring, evaluating, reporting including finance, law, information, public relations, organization and management, administrative development, archives, housekeeping, personnel, asset management and administration, and administrative services within the Community and Village Empowerment Service.

(3) To carry out the tasks as intended in paragraph (2) the Secretariat has the following functions:

- a. coordinating the preparation of policies, plans, programs, activities and budgets within the Community and Village Empowerment Service;
- b. coaching and providing administrative support which includes finance, law, community relations, administration, archives, housekeeping and administrative services within the Community and Village Empowerment Service;
- c. coordinating, coaching and structuring the organization and management within the Community and Village Empowerment Service;
- d. coordinating and drafting laws and regulations as well as implementing legal advocacy within the Community and Village Empowerment Service;
- e. coordinating the implementation of Bureaucratic Reform;
- f. organizing and administering assets and goods/services procurement services within the Community and Village Empowerment Service;
- g. implementation of monitoring, evaluation and reporting in accordance with the scope of duties;
- h. personnel management within the Community and Village Empowerment Service; And
- i. implementation of other official functions assigned by the leadership in accordance with their functions.

Article 191

The Planning and Finance Subdivision as intended in Article 53 paragraph (2) letter a is led by a Subdivision Head who has the task of carrying out the preparation of materials for formulation, coordination, implementation, monitoring, evaluation and reporting in the fields of planning, data, information and work programs, and management finance within the Community and Village Empowerment Service.

Article 192

The General and Civil Service Subdivision as intended in Article 53 paragraph (2) letter b is led by a Head of Subdivision who has the task of preparing materials for coordination, implementation, monitoring, evaluation and reporting which includes administrative development, ~~procurement~~ <sup>procurement</sup>, organization and management, housekeeping, archives, staffing, management and administration of assets  
law,

and administrative services within the Community and Village Empowerment Service.

Paragraph 3  
Village Community Empowerment Sector  
Article 193

- (1) The Village Community Empowerment Sector as referred to in Article 53 paragraph (3) letter a is under and is responsible to the Head of the Community and Village Empowerment Service.
  
- (2) The Village Community Empowerment Division as referred to in paragraph (1) is led by a Head of Division who has the task of carrying out concept formulation and implementation of policies, coordinating, monitoring, evaluating and reporting which includes community, social and customary institutions, economic institutions and appropriate technology. use, and community participation.
  
- (3) To carry out the tasks as intended in paragraph (2), the Village Community Empowerment Sector has the following functions:
  - a. Regional Government policy formulation planning in the areas of community, social and customary institutions, economic institutions and appropriate technology, and community participation; b.
  - implementation of Regional Government policies in the areas of community, social and customary institutions, economic institutions and appropriate technology, and community participation; c. coordinating
  - the implementation of Regional Government policies in the areas of community, social and customary institutions, economic institutions and appropriate technology, and community participation; d. guidance and facilitation of Regional Government policies in the areas of community, social and customary institutions, economic institutions and appropriate technology, and community participation; e. monitoring, evaluating and reporting on Regional Government policies in the areas of community, social and customary institutions, economic institutions and appropriate technology, and community participation; And
  - f. implementation of other official functions assigned by the leadership related to their duties and functions.

Paragraph 4  
Village Government Sector  
Article 194

- (1) The Village Government Sector as referred to in Article 53 paragraph (3) letter b is under and is responsible to the Head of the Community and Village Empowerment Service.

- (2) The Village Government Sector as referred to in paragraph (1) is led by a Head of Division who has the task of carrying out the formulation of concepts and implementation of policies, coordination, monitoring, evaluation and reporting which includes structuring and
- village government administration, village institutions and apparatus and village finances and assets.
- (3) To carry out the tasks as intended in paragraph (1), the Village Government Sector has the following functions:
- a. Regional Government policy formulation planning  
the field of structuring and administration of village government, village institutions and apparatus and village finances and assets;
  - b. implementation of Regional Government policies in the field of structuring and administration of village government, village institutions and apparatus and village finances and assets;
  - c. coordinating the implementation of Regional Government policies in the field of structuring and administration of village government, village institutions and apparatus and village finances and assets;
  - d. guidance and facilitation of Regional Government policies  
the field of structuring and administration of village government, village institutions and apparatus and village finances and assets;
  - e. monitoring, evaluating and reporting government policies in the field of planning and administration  
village government, institutions and village apparatus and village finances and assets; And
  - f. implementation of other official functions assigned by the leadership related to their duties and functions.

#### Paragraph 5

#### Field of Village Management and Cooperation

#### Article 195

- (1) The field of Village Management and Cooperation as referred to in Article 53 paragraph (3) letter c is under and is responsible to the Head of the Community and Village Empowerment Service.
- (2) The Village Structuring and Cooperation Sector is led by a Head of Division who has the task of carrying out the formulation of concepts and implementation of policies, coordinating, monitoring, evaluating and reporting which includes village structuring, village cooperation and village facilities and infrastructure.

- (3) To carry out the tasks as intended in paragraph (2), the Village Management and Cooperation Sector has the following functions:
- a. Regional Government policy formulation planning in the field of village planning, village cooperation and village facilities and infrastructure;
  - b. implementation of Regional Government policies in the field of village planning, village cooperation and village facilities and infrastructure;
  - c. coordinating the implementation of Regional Government policies in the field of village planning, village cooperation and village facilities and infrastructure;
  - d. guidance and facilitation of Regional Government policies in the field of village planning, village cooperation and village facilities and infrastructure;
  - e. monitoring, evaluating and reporting government policies in the field of village planning, village cooperation and village facilities and infrastructure; And
  - f. implementation of other official functions assigned by the leadership related to their duties and functions.

#### Article 196

Duties of Sub Coordinator as intended in Article 54 paragraph (2), Article 55 paragraph (2) and Article 56 paragraph (2) are listed in Appendix XX letter K, which is an inseparable part of this Regent's Regulation.

#### Part Twelve Department of Transportation

#### Paragraph 1 Head of Department

#### Article 197

- (1) The Transportation Service as intended in Article 2 letter I is led by a Head of Service who has the task of assisting the Regent in carrying out Regional Government affairs in the field of transportation.
- (2) To carry out the tasks as intended in paragraph (1) the Transportation Service has the following functions:
- a. formulation of technical policies in the transportation sector;
  - b. implementation of policies in the transportation sector;
  - c. implementation of evaluation and reporting in the field transportation;
  - d. implementation of administration of the Transportation Service;
  - e. controlling the implementation of UPTD tasks; And
  - f. implementation of other official functions assigned by the Regent related to his duties and functions.

Paragraph 2  
Secretariat

## Article 198

- (1) The Secretariat as intended in Article 57 paragraph (1) letter b is an assistant leadership element, is under and is responsible to the Head of the Transportation Service.
- (2) The Secretariat as intended in paragraph (1) is led by a Secretary who has the task of carrying out the formulation of concepts and implementation of policies, coordinating, monitoring, evaluating, reporting including finance, law, information, public relations, organization and management, administrative development, archives, housekeeping, personnel, asset management and administration, and administrative services within the Transportation Service.
- (3) To carry out the tasks as intended in paragraph (2) the Secretariat has the following functions:
  - a. coordinating the preparation of policies, plans, programs, activities and budgets within the Transportation Service;
  - b. coaching and providing administrative support which includes finance, law, public relations, administration, archives, housekeeping, and administrative services within the Transportation Service;
  - c. coordinating, coaching and structuring the organization and management within the Transportation Service;
  - d. coordinating and drafting statutory regulations and implementing legal advocacy within the Transportation Service;
  - e. coordinating the implementation of the Government Internal Control System (SPIP) and managing information and documentation;
  - f. organizing and administering assets and goods/services procurement services within the Transportation Service;
  - g. implementation of monitoring, evaluation and reporting in accordance with the scope of duties;
  - h. personnel management within the Transportation Service; And
  - i. implementation of other official functions assigned by the leadership in accordance with their functions.

## Article 199

The Planning and Finance Subdivision as referred to in Article 57 paragraph (2) letter a is led by a Subdivision Head who has the task of carrying out the preparation of materials for formulation, coordination, implementation, monitoring, evaluation and reporting in the fields of planning, data, information, work programs and financial management within the Department of Transportation.

## Article 200

The General and Civil Service Subdivision as referred to in Article 57 paragraph (2) letter b is led by a Subdivision Head who has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes administrative, legal, public relations, organizational and management guidance, housekeeping, archives, personnel, asset management and administration, and administrative services within the Transportation Service.

Paragraph 3  
Traffic Field

## Article 201

- (1) Traffic Sector as intended in Article 57 paragraph (3) letter a is below and is responsible to the Head of the Transportation Service.
- (2) The Traffic Sector as referred to in paragraph (1) is led by a Head of Sector who has the task of carrying out the formulation of concepts and implementation of policies, coordination, monitoring, evaluation and reporting which includes determining the master plan for the road transport traffic network, providing road equipment on the road, issuance of management and construction permits for parking facilities, implementation of traffic management and engineering for road networks, approval of the results of traffic impact analysis for roads.
- (3) To carry out the duties as intended in paragraph (2) the Traffic Sector has the following functions:
  - a. formulation of activity programs in the traffic sector;
  - b. coordinating, developing and facilitating activities in the traffic sector;
  - c. implementation of Traffic Engineering Management (MRLL), traffic infrastructure management, parking management and control;
  - d. implementation of monitoring, evaluation and reporting traffic activities; And
  - e. implementation of other official functions assigned by the leadership related to their duties and functions.

## Paragraph 4

## Motor Vehicle Transportation and Testing Sector

## Article 202

- (1) Motor Vehicle Transportation and Testing Sector as intended in Article 57 paragraph (3) letter b is under and is responsible to the Head of the Transportation Service.
- (2) Motor Vehicle Transportation and Testing Sector as referred to in paragraph (1) is led by a Head of Division who has the task of carrying out the formulation of concepts and implementation of policies, coordinating, monitoring, evaluating and reporting which includes the provision of public transportation for transportation services for people and/or goods within the Region, determining urban areas for services urban transportation in one Region, determining the general plan for a network of rural routes connecting one Region, determining the operating area for transportation of people using taxis in urban areas whose operational area is in one Region, issuing permits for operating people's transportation on rural and urban routes in one Region, issuance of permits for operating taxis and certain regional transportation whose operational areas are within the Region, determining economy class tariffs for people transportation serving inter-city routes within the Region as well as urban and rural transportation whose service areas are within the Region, managing Type C terminals, periodic testing of motor vehicles, facilities and infrastructure for motor vehicle testing, guidance and supervision of workshops and bodywork, supervision and management of crossing facilities.
- (3) To carry out the duties as intended in paragraph (2), the Motor Vehicle Transportation and Testing Sector has the following functions:
  - a. formulation of activity programs in the field of transportation and motor vehicle testing;
  - b. coordinating, developing and facilitating activities in the field of transportation and motor vehicle testing;
  - c. operational control of transport, terminals and road transport supporting facilities;
  - d. organizing periodic testing of motor vehicles;
  - e. determination of the general plan of the route network in one Area;
  - f. determination of operational areas for transportation of people and goods within the Region;
  - g. organizing transportation of people and goods within one region;
  - h. guidance for motor vehicle owners who are required to test motorized vehicles, non-motorized vehicles, repair shops and body parts;

- i. implementation of monitoring, evaluation and reporting traffic activities; And
- j. implementation of other official functions assigned by the leadership related to their duties and functions.

Paragraph 5

Field of Operations and Control

Article 203

- (1) The Operation and Control Sector as referred to in Article 57 paragraph (3) letter c is under and is responsible to the Head of the Transportation Service.
- (2) The Operations and Control Division as intended in paragraph (1) is led by a Head of Division who has the task of formulating concepts and implementing policies, coordinating, monitoring, evaluating and reporting which includes monitoring and controlling traffic, fostering and enforcing transport traffic laws. roads in accordance with applicable rules, regulations, guarding, escorting and patrolling traffic, audit and inspection of road transport traffic safety on the road, implementation of railway level crossings passing through the Region.

- (3) To carry out the tasks as intended in paragraph (2), the Operation and Control Sector has the following functions:
  - a. formulation of activity programs in the field of operations and control;
  - b. coordinating, developing and facilitating activities in the field of operations and control;
  - c. coordinating traffic control and control activities in the transportation sector;
  - d. organizing past safety audits and inspections road transport traffic on the road;
  - e. guidance to road users regarding understanding the function of road facilities and infrastructure;
  - f. coordinating the implementation of railroad crossings that pass through the Region;
  - g. implementation of monitoring, evaluation and reporting of activities in the field of operations and control; And
  - h. implementation of other official functions assigned by the leadership related to their duties and functions.

Article 204

Duties of Sub Coordinator as intended in Article 58 paragraph (2), Article 59 paragraph (2) and Article 60 paragraph (2) are listed in Appendix XX letter L, which is an inseparable part of this Regent's Regulation.

Part Thirteen  
Communication and Information Department

Paragraph 1  
Head of Department

Article 205

- (1) The Communication and Informatics Service as intended in Article 2 letter m is led by a Head of Service who has the task of assisting the Regent in carrying out Regional Government affairs in the fields of Communication and Informatics, Coding and Statistics.
  
- (2) To carry out the tasks as referred to in paragraph (1) of the Communication and Informatics Service has the function:
  - a. formulation of technical policies in the fields of communications and informatics, coding and statistics;
  - b. implementation of government affairs and public services in the fields of communications and informatics, coding and statistics;
  
  - c. implementation of policies in the fields of communications and informatics, coding and statistics;
  - d. implementation of evaluation and reporting in the field communications and informatics, coding and statistics;
  - e. implementation of administrative functions in the fields of communications and informatics, coding and statistics; And
  - f. implementation of other official functions assigned by the Regent, related to his duties and functions.

Paragraph 2  
Secretariat

Article 206

- (1) The Secretariat as referred to in Article 61 paragraph (1) letter b is an assistant leadership element, is under and is responsible to the Head of the Communications and Informatics Service.
  
- (2) The Secretariat as intended in paragraph (1) is led by a Secretary who has the task of carrying out the formulation of concepts and implementation of policies, coordinating, monitoring, evaluating, reporting including finance, law, information, public relations, organization and management, administrative development, archives, housekeeping, personnel, asset management and administration, and administrative services within the Communications and Informatics Service.

- (3) To carry out the tasks as intended in paragraph (2) the Secretariat has the following functions:
- a. coordinating the preparation of policies, plans, programs, activities and budgets within the Communications and Informatics Service;
  - b. coaching and providing administrative support which includes finance, law, public relations, administration, archives, housekeeping, and administrative services within the Communications and Informatics Service;
  - c. coordinating, coaching and structuring the organization and management within the Communications and Informatics Service;
  - d. coordinating and drafting statutory regulations as well as implementing legal advocacy within the Communications and Informatics Service;
  - e. coordinating the implementation of Bureaucratic Reform;
  - f. organizing and administering assets and services for procurement of goods/services within the Communications and Informatics Service;
  - g. implementation of monitoring, evaluation and reporting in accordance with the scope of duties;
  - h. personnel management within the Department Communication and Informatics; And
  - i. implementation of other official functions assigned by the leadership in accordance with their functions.

#### Article 207

The Planning and Finance Subdivision as referred to in Article 61 paragraph (2) letter a is led by a Subdivision Head who has the task of carrying out the preparation of materials for formulation, coordination, implementation, monitoring, evaluation and reporting in the fields of planning, data, information, work programs and financial management within the Department of Communication and Information.

#### Article 208

The General and Civil Service Subdivision as referred to in Article 61 paragraph (2) letter b is led by a Head of Subdivision who has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes administrative, legal, public relations, organizational and management guidance, housekeeping, archives, personnel, management and administration of assets and administrative services within the Communications and Informatics Service.

Paragraph 3  
Field of Public Information and Communication  
Article 209

- (1) The Public Information and Communication Sector as referred to in Article 61 paragraph (3) letter a is under and is responsible to the Head of the Communication and Informatics Service.
- (2) The Public Information and Communication Sector as referred to in paragraph (1) is led by a Head of Sector who has the task of formulating concepts and implementing policies, coordinating, monitoring, evaluating and reporting in the field of information management and public communication.
- (3) To carry out the duties as intended in paragraph (2), the Public Information and Communication Sector has the following functions:
  - a. formulation of technical policies in the field of information and public communication;
  - b. monitoring public opinion and aspirations;
  - c. monitoring information and setting communication priority agendas in the Region;
  - d. content management and communication media planning public;
  - e. management of public communication media; f. public information services;
  - g. media relations services;
  - h. partnerships with stakeholders;
  - i. crisis communications management;
  - j. strengthening the capacity of public communication resources;
  - k. strengthening the governance of information commissions in the regions;
  - l. organizing public relations, media and community partnerships; And
  - m. implementation of other official functions assigned by the leadership related to their duties and functions.

Paragraph 4  
Informatics Application Field  
Article 210

- (1) The Informatics Application Field as intended in Article 61 paragraph (3) letter b is under and is responsible to the Head of the Communications and Informatics Service.
- (2) The Informatics Applications Sector as referred to in paragraph (1) is led by a Head of Sector who has the task of formulating concepts and implementing policies, coordinating, monitoring, evaluating and reporting which includes managing domain names that have been determined by the Central Government and sub domains and management *e-government* in the Region.
- (3) To carry out the duties as intended in paragraph (2) the Head of the Informatics Applications Division has the following functions:
  - a. formulation of technical policies in the field of informatics applications;

- b. domain name registration in the Region;
- c. management and supervision of domain names and sub domains in regional government administration;
- d. implementation of intra-government network systems Area;
- e. management and supervision of *e-government* in implementation of Regional government;
- f. synchronization of electronic-based management of master plans and government budgets;
- g. regional data center management;
- h. implementation of intra-government communication systems Area;
- i. coordinating and synchronizing security systems information;
- j. coordinating and synchronizing electronic data and information;
- k. development of government business applications and processes electronic based;
- l. administering a government service liaison system;
- m. development and management of smart district and smart city ecosystems;
- n. development and management of information and communication technology resources in the Region;
- o. management of *the Government Chief Information Officer (GCIO)*; And
- p. implementation of other official functions assigned by the leadership related to their duties and functions.

#### Paragraph 5

#### Coding and Statistics Field

#### Article 211

- (1) The Coding and Statistics Sector as referred to in Article 61 paragraph (3) letter c is under and is responsible to the Head of the Communication and Information Service.
- (2) The Encoding and Statistics Division as referred to in paragraph (1) is led by a Head of Division who has the task of formulating concepts and implementing policies, coordinating, monitoring, evaluating and reporting which includes administering encryption for information security, establishing patterns of password communication relationships between devices. Regions and implementation of sectoral statistics in the Regions.
- (3) To carry out the duties as intended in paragraph (2) the Head of the Coding and Statistics Division has the following functions:
  - a. establishment of information security governance policies and password communication networks in the Region;
  - b. implementation of needs analysis and management of government information security resources;

- c. implementation of Regional government information security electronic and non-electronic based;
- d. provision of information security services in the Region;
- e. operationalizing password communication networks in the Region;
- f. coordinating and synchronizing the collection, processing, analysis and dissemination of sectoral statistical data;
  
- g. increasing human resource capacity  
Regional Government in improving the quality of integrated Regional statistics;
- h. development of sectoral statistical metadata;
- i. increasing the institutional capacity of sectoral statistics;
- j. infrastructure development;
- k. implementation of sectoral statistical authorization in the Region;  
And
- l. implementation of other official functions assigned by the leadership related to their duties and functions.

#### Article 212

The duties of the Sub Coordinator as referred to in Article 62 paragraph (2), Article 63 paragraph (2) and Article 64 paragraph (2) are listed in Appendix XX letter M, which is an inseparable part of this Regent's Regulation.

#### Part Fourteen

##### One Stop Investment and Integrated Services Service

##### Paragraph 1

Head of Department

##### Article 213

- (1) The One Stop Investment and Integrated Services Service as intended in Article 2 letter n is led by a Head of Service who has the task of assisting the Regent in carrying out government affairs in the field of investment and services  
  
integrated one door.
- (2) To carry out the tasks as intended in paragraph (1), the One Stop Investment and Integrated Services Service has the following functions:
  - a. preparation and formulation of policies in the field investment and one-stop integrated services;
  - b. implementation of policies in the field of investment and one-stop integrated service;
  - c. implementation of evaluation and reporting in the field investment and one-stop integrated services;
  - d. implementation of service administration in the investment sector and one-stop integrated services; And
  - e. implementation of other official functions by the Regent in the field investment and one-stop integrated services.

Paragraph 2  
Secretariat

Article 214

- (1) The Secretariat as intended in Article 65 paragraph (1) letter b is an assistant leadership element, is under and is responsible to the Head of the One Stop Investment and Integrated Services Service.
- (2) The Secretariat as intended in paragraph (1) is led by a Secretary who has the task of carrying out the formulation of concepts and implementation of policies, coordinating, monitoring, evaluating, reporting including finance, law, information, public relations, organization and management, administrative development, archives, housekeeping, personnel, asset management and administration, and administrative services within the One Stop Investment and Integrated Services Service.
- (3) To carry out the tasks as intended in paragraph (2) the Secretariat has the following functions:
  - a. coordinating the preparation of policies, plans, programs, activities and budgets within the One Stop Investment and Integrated Services Service;
  - b. coaching and providing administrative support which includes finance, law, public relations, administration, archives, housekeeping and administrative services within the Investment and One-Stop Integrated Services Service;
  - c. coordinating, coaching and structuring the organization and management within the Capital Investment Service And One Stop Integrated Services;
  - d. coordinating and drafting statutory regulations and implementing legal advocacy within the One Stop Integrated Services and Investment Service;
  - e. coordinating the implementation of the Government Internal Control System (SPIP) and managing information and documentation;
  - f. organizing and administering assets and goods/services procurement services within the One Stop Integrated Services and Investment Service;
  - g. implementation of monitoring, evaluation and reporting in accordance with the scope of duties;
  - h. personnel management within the One Stop Investment and Integrated Services Service; And
  - i. implementation of other official functions assigned by the leadership in accordance with their functions.

## Article 215

The General Subdivision as intended in Article 65 paragraph (2) letter b is led by a Head of Subdivision who has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes administrative development, law, public relations, organizational management, housekeeping, archives, staffing, asset management and administration and administrative services within the One Stop Investment and Integrated Services Service.

## Article 216

The duties of the Coordinator as referred to in Article 66 paragraph (1) and Article 67 paragraph (1) are listed in Appendix XX letter N, which is an inseparable part of this Regent's Regulation.

## Part Fifteen

## Department of Youth, Sports and Tourism

## Paragraph 1

Head of Department

## Article 217

- (1) The Youth, Sports and Tourism Service as intended in Article 2 letter o is led by a Head of Service who has the task of assisting the Regent
- carry out Regional Government affairs in the field youth, sports and tourism.
- (2) To carry out the tasks as intended in paragraph (1), the Youth, Sports and Tourism Service has the following functions:
- a. formulating regional policies in the fields of youth, sports and tourism;
  - b. implementation of regional policies in the fields of youth, sports and tourism;
  - c. coordinating the provision of infrastructure and support in the fields of youth, sports and tourism;
  - d. improving the quality of human resources in the field youth, sports and tourism;
  - e. monitoring, supervision, evaluation and reporting on implementation in the youth, sports and tourism sectors;
  - f. implementation of government affairs and public services in the fields of youth, sports and tourism;
  - g. coordinating, facilitating and coaching activities in the fields of youth, sports and tourism;

- h. implementation of the administration of the Youth and Sports Department and Tourism; And
- i. implementation of other official functions assigned by the Regent related to his duties and functions.

Paragraph 2  
Secretariat

Article 218

- (1) The Secretariat as intended in Article 68 paragraph (1) letter b is an assistant leadership element, is under and is responsible to the Head of the Youth, Sports and Tourism Service.
- (2) The Secretariat as intended in paragraph (1) is led by a Secretary who has the task of carrying out the formulation of concepts and implementation of policies, coordinating, monitoring, evaluating, reporting including finance, law, information, public relations, organization and management, administrative development, archives, housekeeping, personnel, asset management and administration, and administrative services within the Youth, Sports and Tourism Department.
- (3) To carry out the tasks as intended in paragraph (2) the Secretariat has the following functions:
  - a. coordinating the preparation of policies, plans, programs, activities and budgets within the Department of Youth, Sports and Tourism;
  - b. coaching and providing administrative support which includes finance, law, public relations, administration, archives, housekeeping and administrative services within the Youth, Sports and Tourism Service;
  - c. coordinating, coaching and structuring the organization and management within the Department of Youth, Sports and Tourism;
  - d. coordinating and drafting laws and regulations as well as implementing legal advocacy within the Youth, Sports and Tourism Department;
  - e. coordinating the implementation of the Government Internal Control System (SPIP) and managing information and documentation;
  - f. organizing and administering assets and services for procurement of goods/services within the Youth, Sports and Tourism Department;
  - g. implementation of monitoring, evaluation and reporting in accordance with the scope of duties;
  - h. personnel management within the Youth, Sports and Tourism Department; And

- i. implementation of other official functions assigned by the leadership in accordance with their functions.

#### Article 219

The Planning and Finance Subdivision as referred to in Article 68 paragraph (2) letter a is led by a Head of Subdivision who has the task of implementing

preparation of materials for formulation, coordination, implementation, monitoring, evaluation and reporting in the fields of planning, data, information and work programs, and financial management within the Department of Youth, Sports and Tourism.

#### Article 220

The General and Civil Service Subdivision as intended in Article 68 paragraph (2) letter b is led by a Head of Subdivision who has the task of preparing materials for coordination, implementation, monitoring, evaluation and reporting which includes administrative development, ~~public relations~~, organization and administration, housekeeping, archives, staffing, management and administration of assets

law,

and administrative services within the Youth, Sports and Tourism Department.

#### Paragraph 3

Youth Sector

#### Article 221

- (1) Youth Sector as referred to in Article 68 paragraph (3) letter a is below and is responsible to the Head of the Youth, Sports and Tourism Service.
- (2) The Youth Sector as referred to in paragraph (1) is led by a Head of Sector who has the task of formulating concepts and implementing policies, coordinating, monitoring, evaluating and reporting in the fields of youth insight and resilience, youth development and empowerment and youth and scouting organizations.
- (3) To carry out the duties as intended in paragraph (2) the Head of Youth Affairs has the following functions:
  - a. preparing materials for formulating and coordinating implementation in the fields of youth insight and resilience, youth empowerment and youth protection and partnerships with youth and scouting institutions;
  - b. preparation of coaching materials in the fields of youth insight and resilience, youth empowerment and youth protection and institutional partnerships  
  
youth and scouting;

- c. implementation of policies in the fields of youth insight and resilience, youth empowerment and youth protection and partnerships with youth and scouting institutions;
- d. implementation of monitoring and evaluation in the fields of youth insight and resilience, youth empowerment and youth protection and partnerships with youth and scouting institutions;
- e. reporting in the fields of youth insight and resilience, youth empowerment and youth protection and partnerships with youth and scouting institutions; And
- f. Implementation of other official functions assigned by the leadership in accordance with their duties and functions.

Paragraph 4  
Sports Sector

Article 222

- (1) The Sports Sector as referred to in Article 68 paragraph (3) letter b is below and is responsible to the Head of the Youth, Sports and Tourism Service.
- (2) The Sports Sector as referred to in paragraph (1) is led by a Head of Sector who has the task of formulating concepts and implementing policies, coordinating, monitoring, evaluating and reporting in the fields of sports empowerment and development, development of science and technology and sports achievements, partnerships sports institutions and sports facilities and infrastructure.
- (3) To carry out the duties as intended in paragraph (1) the Sports Sector has the following functions:
  - a. preparation of materials for the formulation and coordination of implementation in the fields of sports empowerment and development, development of science and technology, improvement of sports performance, partnerships with sports institutions and sports infrastructure;
  - b. preparing coaching materials in the fields of sports empowerment and development, development of science and technology, increasing sports performance, partnerships with sports institutions and sports infrastructure;
  - c. formulation of sports activity calendar plan materials;
  - d. formulation of technical considerations for the implementation of standardization, accreditation and sports certificates;
  - e. formulating policy materials in the sports sector, both performance sports, educational sports and recreational sports in the Region;

- f. implementation of policies in the fields of sports empowerment and development, development of science and technology, increasing sports performance, partnerships with sports institutions and sports infrastructure;
- g. organizing cooperation with institutions operating in the sports sector;
- h. implementation of monitoring and evaluation in the fields of sports empowerment and development, development of science and technology, improvement of sports performance, partnerships with sports institutions and sports infrastructure;
- i. reporting in the fields of sports empowerment and development, development of science and technology, improving sports performance, partnerships with sports institutions and sports infrastructure; And
- j. Implementation of other official functions assigned by the leadership in accordance with their duties and functions.

Paragraph 5  
Tourism Sector

Article 223

- (1) The Tourism Sector as referred to in Article 68 paragraph (3) letter c is under and is responsible to the Head of the Youth, Sports and Tourism Service.
- (2) The Tourism Sector as referred to in paragraph (1) is led by a Head of Sector who has the task of formulating concepts and implementing policies, coordinating, monitoring, evaluating and reporting in the areas of increasing the tourist attraction of tourism destinations, tourism marketing, developing tourism resources and creative economy.
- (3) To carry out the duties as intended in paragraph (1), the Tourism Sector has the following functions:
  - a. preparation of materials for the formulation and coordination of implementation in the field of increasing the tourist attraction of tourism destinations, tourism, development of tourism resources and the creative economy;
  - b. preparation of coaching materials in the areas of increasing the tourist attraction of tourism destinations, tourism marketing, development of tourism resources and the creative economy;
  - c. implementation of policies in the fields of increasing the tourist attraction of tourism destinations, tourism marketing, development of tourism resources and creative economy;

- d. carrying out monitoring, evaluation and guidance on the implementation of related tasks, management of tourism destinations, marketing of domestic and foreign tourism, development of human resources and the creative economy, management of strategic tourism areas, formulation of licensing policies in the tourism sector for regional tourism businesses;
- e. reporting in the field of increasing the tourist attraction of tourism destinations, tourism, development of tourism resources and the creative economy; And
- f. Implementation of other official functions assigned by the leadership in accordance with their duties and functions.

#### Article 224

The duties of the Sub-Coordinator as referred to in Article 69 paragraph (2), Article 70 paragraph (2) and Article 71 paragraph (2) are listed in Appendix XX letter O, which is an inseparable part of this Regent's Regulation.

### Part Sixteen Library and Archives Service

#### Paragraph 1 Head of Department

#### Article 225

- (1) The Library and Archives Service as intended in Article 2 letter p, is led by a Head of Service who has the task of assisting the Regent in carrying out Regional Government affairs in the field of libraries and archives.
- (2) To carry out the duties as intended in paragraph (1) of the Library and Archives Service has the function:
  - a. formulation of technical policies in the library sector and record management;
  - b. implementation of technical policies in the library sector and archives;
  - c. implementation of evaluation and reporting in the field libraries and archives;
  - d. implementation of administration of the Library and Archives Service; And
  - e. implementation of other official functions assigned by the Regent related to his duties and functions.

Paragraph 2  
Secretariat

## Article 226

- (1) The Secretariat as intended in Article 72 paragraph (1) letter b is an assistant leadership element, is under and is responsible to the Head of the Library and Archives Service.
- (2) The Secretariat as intended in paragraph (1) is led by a Secretary who has the task of carrying out the formulation of concepts and implementation of policies, coordinating, monitoring, evaluating, reporting including finance, law, information, public relations, organization and management, administrative development, archives, housekeeping, personnel, asset management and administration, and administrative services within the Library and Archives Service.
- (3) To carry out the tasks as intended in paragraph (2) the Secretariat has the following functions:
  - a. coordinating the preparation of policies, plans, programs, activities and budgets within the Library and Archives Service;
  - b. coaching and providing administrative support which includes finance, law, public relations, administration, archives, housekeeping, and administrative services within the Library and Archives Service;
  - c. coordinating, coaching and structuring the organization and management within the Library and Archives Service;
  - d. coordinating and drafting statutory regulations and implementing legal advocacy within the Library and Archives Service;
  - e. coordinating the implementation of the Government Internal Control System (SPIP) and managing information and documentation;
  - f. organizing and administering assets and goods/services procurement services within the Library and Archives Service;
  - g. implementation of monitoring, evaluation and reporting in accordance with the scope of duties;
  - h. personnel management within the Department Libraries and Archives; And
  - i. implementation of other official functions assigned by the leadership in accordance with their functions.

### Article 227

The Planning and Finance Subdivision as intended in Article 72 paragraph (2) letter a is led by a Head of Subdivision who has the task of carrying out the preparation of materials for formulation, coordination, implementation, monitoring, evaluation and reporting in the fields of planning, data, information and work programs, and management finance within the Library and Archives Service.

### Article 228

The General and Civil Service Subdivision as intended in Article 72 paragraph (2) letter b is led by a Head of Subdivision who has the task of preparing materials for coordination, implementation, monitoring, evaluation and reporting which includes administrative development, ~~public relations~~, organization and management, housekeeping, archives, staffing, management and administration of assets  
law,

and administrative services within the Library and Archives Service.

### Paragraph 3

#### Library Sector

#### Article 229

- (1) The Library Sector as referred to in Article 72 paragraph (3) letter a is below and is responsible to the Head of the Library and Archives Service.
- (2) The Library Sector as referred to in paragraph (1) is led by a Head of Sector who has the task of formulating concepts and implementing policies, coordinating, monitoring, evaluating and reporting which includes regional level library management, cultivating a love of reading, preserving ancient manuscripts, developing collections culture discovered by the Regional Government.
- (3) To carry out the duties as intended in paragraph (2), the Library Division has the following functions:
  - a. Formulating technical instructions for processing and arranging library materials, preserving materials  
libraries, circulation services, references/references, extensions, multimedia services and library promotions;
  - b. coordinating and facilitating activities for processing and arranging library materials, preserving materials  
libraries, circulation services, references, extensions, multimedia services and library promotions;
  - c. controlling and monitoring activities for processing and arranging library materials, preserving materials  
libraries, circulation services, references, extensions, multimedia services and library promotions;

- d. implementation of monitoring, evaluation and reporting on the implementation of material processing and arrangement activities libraries, preservation of library materials, circulation services, references, extensions, multimedia services and library promotion;  
And
- e. implementation of other official functions assigned by the leadership related to their duties and functions.

Paragraph 9  
Archives Field

Article 230

- (1) Archives Sector as intended in Article 72 paragraph (3) letter b is below and is responsible to the Head of the Library and Archives Service.
- (2) The Archives Division as referred to in paragraph (1) is led by a Head of Division who has the task of formulating concepts and implementing policies, coordinating, monitoring, evaluating and reporting which includes managing dynamic and static archives, managing network nodes in the National Archives Information System ( SIKN) through the National Archives Information Network (JIKN), destruction of archives with retention of less than 10 (ten) years, protection and rescue of archives resulting from district scale disasters, rescue of Regional Apparatus archives that were merged and/or dissolved as well as expansion of sub-districts and villages/kelurahan , authentication of static archives and archives resulting from transfer of media managed by archival institutions, searching for static archives whose management falls under the authority of the Region which are declared lost in the form of an archive search list, issuing permits to use closed archives stored in Regional archival institutions.
- (3) To carry out the duties as intended in paragraph (2), the Archives Division has the following functions:
  - a. formulating technical instructions for the implementation of acquisition and processing of dynamic/static archives, guidance and archival services and preservation of archives;
  - b. coordinating and facilitating dynamic/static archive acquisition and processing activities, archival guidance and services and archive preservation;
  - c. controlling and monitoring dynamic/static archive acquisition and processing activities, archival guidance and services and archive preservation;
  - d. implementation of monitoring, evaluation and reporting on the implementation of dynamic/static archive acquisition and processing activities, guidance and archival services and archive preservation;  
And
  - e. implementation of other official functions assigned by the leadership related to their duties and functions.

## Article 231

Duties of Sub Coordinator as intended in Article 73 paragraph (2) and Article 74 paragraph (2) are listed in Appendix XX letter P, which is an inseparable part of this Regent's Regulation.

## Part Seventeen

Department of Agriculture and Fisheries

## Paragraph 1

Head of Department

## Article 232

- (1) Agriculture and Fisheries Service as intended in Article 2 letter q, it is headed by a Head of Service who has the task of assisting the Regent in carrying out Regional Government affairs in the fields of agriculture and fisheries.
- (2) To carry out the tasks as intended in paragraph (1) the Agriculture and Fisheries Service has the following functions:
  - a. formulation of the Regent's policies in the fields of food crops, horticulture and plantations, the field of animal husbandry and animal health, the field of infrastructure and facilities, the field of extension and the field of fisheries;
  - b. preparation of agricultural and fisheries extension programs;
  - c. development of agricultural and fisheries infrastructure;
  - d. quality control, distribution and control of the supply of plant seeds, livestock seeds/seedlings, forage and fish seeds;
  - e. supervision of the use of agricultural and fisheries facilities;
  - f. production development in the fields of agriculture and fisheries;
  - g. control and management of pests, plant diseases, animal diseases and fish diseases;
  - h. control and management of natural disasters in agriculture and fisheries sector;
  - i. development of processing and marketing of agricultural and fishery products;
  - j. implementation of agricultural and fisheries extension;
  - k. providing technical recommendations/business permits in the field agriculture and fisheries;
  - l. monitoring and evaluation in the fields of agriculture and fisheries;
  - m. proposing and supervising livestock areas; n. implementation of administration of the Agriculture and Fisheries Service;

- o. controlling the implementation of the Implementation Unit's duties Regional Technical; And
- p. implementation of other official functions assigned by the Regent in accordance with his duties and functions.

Paragraph 2  
Secretariat

Article 233

- (1) The Secretariat as intended in Article 75 paragraph (1) letter b is an assistant leadership element, is under and is responsible to the Head of the Agriculture and Fisheries Service.
- (2) The Secretariat as intended in paragraph (1) is led by a Secretary who has the task of carrying out the formulation of concepts and implementation of policies, coordinating, monitoring, evaluating, reporting including finance, law, information, public relations, organization and management, administrative development, archives, housekeeping, personnel, asset management and administration, and administrative services within the Department of Agriculture and Fisheries.
- (3) To carry out the tasks as intended in paragraph (2) the Secretariat has the following functions:
  - a. coordinating the preparation of policies, plans, programs, activities and budgets within the Department of Agriculture and Fisheries;
  - b. coaching and providing administrative support which includes finance, law, public relations, administration, archives, housekeeping, and administrative services within the Department of Agriculture and Fisheries;
  - c. coordinating, coaching and structuring the organization and management within the Department of Agriculture and Fisheries;
  - d. coordinating and drafting statutory regulations and implementing legal advocacy within the Department of Agriculture and Fisheries;
  - e. coordinating the implementation of the Government Internal Control System (SPIP) and managing information and documentation;
  - f. organizing and administering assets and goods/services procurement services within the Department of Agriculture and Fisheries;
  - g. implementation of monitoring, evaluation and reporting in accordance with the scope of duties;
  - h. personnel management within the Department of Agriculture and Fisheries;

- i. controlling the implementation of UPTD duties; And
- j. implementation of other official functions assigned by the leadership in accordance with their functions.

Article 234

Planning Subdivision as intended in Article 75 paragraph (2) letter a, led by a Head of Subdivision, has the task of carrying out the preparation of materials for formulation, coordination, implementation, monitoring, evaluation and reporting in the fields of planning, data, information and work programs within the Department of Agriculture and Fisheries.

Article 235

Finance Subdivision as intended in Article 75 paragraph (2) letter b is headed by a Head of Subdivision who has the task of carrying out the preparation of materials for formulation, coordination, implementation, monitoring, evaluation and reporting in the field of financial management within the Service Agriculture and Fisheries.

Article 236

The General and Civil Service Subdivision as intended in Article 75 paragraph (2) letter c is led by a Head of Subdivision who has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes administrative, legal, public relations, organizational and management guidance, housekeeping, archives, personnel, asset management and administration and administrative services within the Department of Agriculture and Fisheries.

Paragraph 3

Food Crops, Horticulture and Plantation Sectors

Article 237

- (1) The Food Crops, Horticulture and Plantation sectors as referred to in Article 75 paragraph (3) letter a are under and are responsible to the Head of the Agriculture and Fisheries Service.
- (2) The Food Crops, Horticulture and Plantation Sector as referred to in paragraph (1) is led by a Head of Division who has the task of formulating concepts and implementing policies, coordinating, monitoring, evaluating and reporting which includes seeding, protection, production, processing and marketing of produce. in the fields of food crops, horticulture and plantations.

- (3) In carrying out the duties as intended in paragraph (2) in the fields of food crops, horticulture and Plantations perform the following functions:
- a. preparation of seed policies, protection, production, processing and marketing of products in the field food crops, horticulture and plantations;
  - b. coordinating the implementation of programs/activities in the fields of food crops, horticulture and plantations;
  - c. development in the fields of food crops, horticulture and plantations;
  - d. monitoring and controlling activities in the field food crops, horticulture and plantations; And
  - e. implementation of other official functions assigned by the leadership related to their duties and functions.

Paragraph 4  
Animal Husbandry and Animal Health Sector

Article 238

- (1) The Animal Husbandry and Animal Health Sector as referred to in Article 75 paragraph (3) letter b is under and is responsible to the Head of the Agriculture and Fisheries Service.
- (2) The Animal Husbandry and Animal Health Sector as referred to in paragraph (1) is led by a Head of Sector who has the task of formulating concepts and implementing policies, coordinating, monitoring, evaluating and reporting which includes the provision of livestock seeds, animal feed, and seeds/ forage seeds for livestock, proposing and supervising livestock areas, preparing recommendations for permits in the field

animal husbandry and animal health as well as veterinary public health, implementing increased livestock production, controlling animal diseases and ensuring animal health, closing and opening areas of infectious animal disease outbreaks in the Region, monitoring the import of veterinary medicines and the import of animals and animal products as well as the export of animals and animal products from Regional, management of laboratory services and veterinary medical services in the Region, implementation and supervision of technical requirements for veterinary public health and implementation, supervision of technical requirements for animal welfare, and provision of post-harvest guidance, processing and marketing of results in the field

farm.

- (3) In carrying out the duties as intended in paragraph (2) in the Animal Husbandry and Health Sector carries out functions:
- a. controlling the distribution and supply of livestock seeds, animal feed, and forage seeds/seedlings;

- b. proposing and supervising livestock areas;
- c. providing guidance on implementing production increases cattle;
- d. animal disease control and health assurance animal;
- e. veterinary drug control;
- f. supervision of the import and export of animals and animal products;
  
- g. management of laboratory services and medical services Veterinary;
- h. implementation and supervision of technical requirements for veterinary public health and animal welfare;
  
- i. preparation of recommendations for permits in the fields of animal husbandry and animal health as well as veterinary public health;
- j. providing post-harvest guidance, processing and marketing of products in the livestock sector;
- k. implementation of monitoring, evaluation of activities in the field animal husbandry and animal health as well as assessing work performance in carrying out subordinate tasks;
- l. preparing reports on the implementation of duties to authorized officials;
  
- m. conveying suggestions and considerations to superiors as input for policy making in the field of animal husbandry and animal health for the smooth implementation of duties; And
  
- n. implementation of other official functions assigned by the leadership related to their duties and functions.

#### Paragraph 5

#### Agricultural Infrastructure and Facilities Sector

#### Article 239

- (1) The Agricultural Infrastructure and Facilities sector as intended in Article 75 paragraph (3) letter c is under and is responsible to the Head of the Agriculture and Fisheries Service.
  
- (2) The Agricultural Infrastructure and Facilities Sector as referred to in paragraph (1) is led by a Head of Sector who has the task of formulating concepts and implementing policies, coordinating, monitoring, evaluating and reporting which includes planning needs, providing and supervising subsidized fertilizers, pesticides and tools. agricultural machinery, guidance on the implementation of technical standards for tertiary irrigation buildings and development of water sources, land and water management to support sustainable agricultural development, guidance on institutional empowerment of irrigation water users, supervision and assistance in the use of agricultural machinery.

- (3) In carrying out the duties as intended in paragraph (2) in the Agricultural Infrastructure and Facilities Sector carries out functions:
- a. formulating policies in the field of infrastructure and facilities agriculture;
  - b. provision of agricultural infrastructure support;
  - c. potential development and management of land, channels tertiary irrigation/agricultural irrigation;
  - d. provision and supervision of the distribution of fertilizers, pesticides, as well as agricultural tools and machinery;
  - e. monitoring and evaluation in the field of agricultural facilities and infrastructure; And
  - f. carrying out other official duties assigned by the leadership in accordance with their duties and functions.

Paragraph 6  
Agricultural Extension Sector

Article 240

- (1) The field of Agricultural Extension as intended in Article 75 paragraph (3) letter d is under and is responsible to the Head of the Agriculture and Fisheries Service.
- (2) The Agricultural Extension Division as referred to in paragraph (1) is led by a Head of Division who has the task of formulating concepts and implementing policies, coordinating, monitoring, evaluating and reporting which includes agricultural extension programs, implementation of agricultural extension and development, mechanisms, work procedures , and agricultural extension methods, collection, processing, packaging and distribution of extension materials for main actors and business actors, institutional and personnel management, providing facilitation for the growth and development of institutions and community forums for main actors and business actors, increasing the capacity of Civil Servant extension workers , independent and private, monitoring and evaluation in the field of agricultural extension.
- (3) In carrying out the tasks as intended in paragraph (2) the Agricultural Extension Division carries out the functions:
- a. preparation of policies and extension programs agriculture;
  - b. implementation of agricultural extension and development, mechanisms, work procedures and methods of agricultural extension;
  - c. collection, processing, packaging and distribution of educational materials for main actors and business actors;
  - d. institutional and personnel management.

- e. providing facilitation for the growth and development of institutions and community forums for key actors and business actors;
- f. increasing the capacity of Civil Servant instructors, independent and private;
- g. monitoring and evaluation in the field of extension agriculture;
- h. implementation of monitoring, evaluation of activities in the field counseling and assessing work performance in carrying out subordinate tasks;
- i. preparing reports on the implementation of duties to authorized officials;
- j. conveying suggestions and considerations to superiors as input for policy making in the field of Extension for the smooth implementation of tasks; And
- k. implementation of other official functions assigned by the leadership related to their duties and functions.

Paragraph 7  
Fisheries Sector

Article 241

- (1) Fisheries Sector as intended in Article 75 paragraph (3) letter e is below and is responsible to the Head of the Agriculture and Fisheries Service.
- (2) The Fisheries Sector as referred to in paragraph (1) is led by a Head of Sector who has the task of carrying out some of the duties of the Head of the Agriculture and Fisheries Service in the preparation, implementation of policies, and provision of technical guidance, as well as monitoring and evaluation in the field of small business empowerment and management. fish cultivation.
- (3) In carrying out the duties as intended in paragraph (2) the Fisheries Sector carries out the functions:
  - a. preparation of coordination, facilitation of policy formulation and implementation, evaluation and reporting on the implementation of small business empowerment and fish cultivation management;
  - b. formulation of fisheries technical instructions;
  - c. coaching activities in the fisheries sector;
  - d. monitoring and controlling and reporting activities fisheries sector; And
  - e. implementation of other official functions assigned by the leadership related to their duties and functions.

## Article 242

Duties of Sub Coordinator as intended in Article 76 paragraph (2), Article 77 paragraph (2), Article 78 paragraph (2), Article 79 paragraph (2), Article 80 paragraph (2) are listed in Appendix XX letter Q, which is an inseparable part of this Regent's Regulation.

## Part Eighteen

Department of Cooperatives, Small and Medium Enterprises and Trade

## Paragraph 1

Head of Department

## Article 243

- (1) The Department of Cooperatives, Small and Medium Enterprises and Trade as referred to in Article 2 letter r is led by a Head of Service who has the task of assisting the Regent in carrying out mandatory government affairs which are not related to basic services in the field of cooperatives, small and medium enterprises and government affairs choice in the field of commerce.
- (2) To carry out the tasks as intended in paragraph (1) of the Cooperatives, Small and Medium Enterprises Service and Trade has the following functions:
  - a. formulation of technical policies in the fields of cooperatives, small and medium enterprises and trade;
  - b. implementation of government affairs and public services in the fields of cooperatives, small businesses and medium and trade;
  - c. implementation of policies in the field of cooperatives, small businesses and medium and trade;
  - d. implementation of evaluation and reporting in the cooperative sector, small and medium enterprises and trade;
  - e. implementation of administrative functions in the fields of cooperatives, small and medium enterprises and trade;
  - f. controlling the implementation of the Implementation Unit's duties Regional Technical; And
  - g. implementation of other official functions assigned by the Regent related to his duties and functions.

Paragraph 2  
Secretariat

## Article 244

- (1) The Secretariat as intended in Article 81 paragraph (1) letter b is an assistant leadership element, is under and is responsible to the Head of the Cooperatives, Small and Medium Enterprises and Trade Service.

- (2) The Secretariat as intended in paragraph (1) is led by a Secretary who has the task of carrying out the formulation of concepts and implementation of policies, coordinating, monitoring, evaluating, reporting including finance, law, information, public relations, organization and management, administrative development, archives, housekeeping, personnel, asset management and administration, and administrative services within the Department of Cooperatives, Small and Medium Enterprises and Trade.
- (3) To carry out the tasks as intended in paragraph (2) the Secretariat has the following functions:
- a. coordinating the preparation of policies, plans, programs, activities and budgets within the Department of Cooperatives, Small and Medium Enterprises and Trade;
  - b. coaching and providing administrative support which includes finance, law, public relations, administration, archives, housekeeping and administrative services within the Department of Cooperatives, Small and Medium Enterprises and Trade;
  - c. coordinating, coaching and structuring the organization and management within the Department of Cooperatives, Small and Medium Enterprises and Trade;
  - d. coordinating and drafting statutory regulations and implementing legal advocacy within the Department of Cooperatives, Small and Medium Enterprises and Trade;
  - e. coordinating the implementation of the Government Internal Control System (SPIP) and managing information and documentation;
  - f. organizing and administering assets and goods/services procurement services within the Department of Cooperatives, Small and Medium Enterprises and Trade;
  - g. implementation of monitoring, evaluation and reporting in accordance with the scope of duties;
  - h. personnel management within the Department of Cooperatives, Small and Medium Enterprises and Trade; And
  - i. implementation of other official functions assigned by the leadership in accordance with their functions.

#### Article 245

Planning Subdivision as intended in Article 81 paragraph (2) letter a, led by a Head of Subdivision, has the task of carrying out the preparation of materials for formulation, coordination, implementation, monitoring and reporting in the fields of planning, budgeting and performance evaluation of regional apparatus within the Department of Cooperatives, Small and Medium Enterprises and Trade.

## Article 246

Finance Subdivision as intended in Article 81 paragraph (2) letter b is headed by a Head of Subdivision who has the task of carrying out preparation of formulation materials, coordination, implementation, monitoring, evaluation and reporting in the field of financial administration within the Department of Cooperatives, Small and Medium Enterprises and Trade.

## Article 247

The General and Personnel Subdivision as intended in Article 81 paragraph (2) letter c is led by a Head of Subdivision who has the task of carrying out the preparation of materials for coordination, implementation, monitoring, ~~evaluation~~, and reporting in the fields of general administration, personnel, provision of office support services, procurement and maintenance regional property, including administrative development, public relations, organization and management, housekeeping, archives, personnel, asset management and ~~administration~~.

and administrative services within the Department of Cooperatives, Small and Medium Enterprises and Trade.

Paragraph 3  
Cooperative Sector

## Article 248

- (1) Cooperative Sector as intended in Article 81 paragraph (3) letter c is below and is responsible to the Head of the Cooperatives, Small and Medium Enterprises Service and Trade.
- (2) The Cooperative Sector as referred to in paragraph (1) is led by a Head of Sector who has the task of carrying out concept formulation and implementation of policies, coordinating, monitoring, evaluating and reporting in the areas of savings and loan business permit services, supervision and inspection of cooperatives, health assessment of Cooperatives Savings and Loans (KSP)/Cooperative Savings and Loans Business (USP), cooperative education and training, empowerment and protection of cooperatives, cooperative organizations and legal entities, and cooperative capital.
- (3) To carry out the tasks as intended in paragraph (2) the Cooperative Sector has the following functions:
  - a. formulating technical instructions in the cooperative sector;
  - b. coordinating the implementation of facilitating the ratification and announcement of deeds, establishing mergers and dissolution of cooperative institutions, issuing savings and loan business permits, coaching, controlling, developing, technical supervision of cooperative institutions, cooperative accountability;

- c. issuance of savings and loan business permits for cooperatives;
- d. issuance of permits to open branch offices, sub-branches and savings and loan cooperative cash offices for cooperatives;
- e. inspection and supervision of cooperatives, savings and loan cooperatives/savings and loan units for cooperatives;
- f. health assessment of savings and loan cooperatives/cooperative savings and loan units;
- g. implementation of cooperative education and training;
- h. implementation of empowerment and protection cooperative;
- i. implementation of monitoring, control, evaluation and reporting on cooperative activities; And
- j. implementation of other official functions assigned by the leadership related to their duties and functions.

#### Paragraph 4

#### Micro, Small and Medium Enterprises Sector

#### Article 249

- (1) The Micro, Small and Medium Enterprises sector as intended in Article 81 paragraph (3) letter d is under and is responsible to the Head of the Cooperatives, Small and Medium Enterprises and Trade Service.
- (2) The Micro, Small and Medium Business Sector as referred to in paragraph (1) is led by a Head of Division who has the task of carrying out concept formulation and implementation of policies, coordinating, monitoring, evaluating and reporting in the fields of empowerment, development, entrepreneurship, marketing, partnerships and a network of Medium Enterprises, Small Enterprises and Micro Enterprises (MSMEs).
- (3) To carry out the duties as intended in paragraph (2) the Head of Micro, Small and Medium Enterprises has the following functions:
  - a. formulation of technical instructions in the field of Micro, Small and Medium Enterprises (MSMEs);
  - b. coordinating the implementation of micro business empowerment carried out through data collection, partnerships, ease of licensing, institutional strengthening and coordination with stakeholders;
  - c. implementation of micro business development with an orientation towards increasing the business scale to become a small business;
  - d. providing guidance and guidance to businesses Micro, Small and Medium Enterprises (MSMEs); And
  - e. implementation of monitoring, control, evaluation and reporting of activities in the field of empowering Micro, Small and Medium Enterprises (MSMEs); And
  - f. implementation of other official functions assigned by the leadership related to their duties and functions.

Paragraph 5  
Trade Distribution Facilities Sector

Article 250

- (1) The field of Trade Distribution Facilities as intended in Article 81 paragraph (3) letter b is under and is responsible to the Head of the Cooperatives, Small and Medium Enterprises and Trade Service.
  
- (2) The Trade Distribution Facilities Sector as referred to in paragraph (1) is led by a Head of Sector who has the task of carrying out the formulation of concepts and implementation of policies, coordinating, monitoring, evaluating and reporting in the areas of improving market facilities and infrastructure, managing market levies, coaching, structuring, controlling and supervising market traders.
  
- (3) To carry out the tasks as intended in paragraph (2) Trade Distribution Facilities Sector has the function:
  - a. formulation of technical instructions in the field of distribution facilities trading;
  - b. coordinating the implementation of distribution facilities trading;
  - c. development of trade distribution facilities;
  - d. management of distribution facilities and infrastructure trading;
  - e. coaching and control in the field of management market;
  - f. implementation of data collection on market traders;
  - g. implementation of revenue management;
  - h. implementation of market management levy calculations, guidance for those obliged to pay levies, administrative management of levy receipts;
  - i. arrangement of places/locations for traders and merchandise, use of domestic production, resolution of disputes between fellow market residents;
  
  - j. implementation of monitoring, control, evaluation and reporting of activities in the field of trade distribution facilities; And
  
  - k. implementation of other official functions assigned by the leadership related to their duties and functions.

Paragraph 6  
Export Development and Marketing Sector  
Local product

Article 251

- (1) The field of Export Development and Marketing of Domestic Products as intended in Article 81 paragraph (3) letter d is under and is responsible to the Head of the Cooperatives, Small and Medium Enterprises and Trade Service.

- (2) The Export Development and Domestic Product Marketing Sector as referred to in paragraph (1) is led by a Head of Division who has the task of implementing regional policies related to export development, use and marketing of domestic products, as well as facilitation of trade businesses.
- (3) To carry out the duties as intended in paragraph (2) the Head of the Export Development and Marketing of Domestic Products Division has the following functions:
- a. formulating technical instructions in the field of export development and marketing of domestic products;
  - b. coordinating and implementing consultations in the field of export development and marketing of domestic products;
  - c. implementation of technical policies which include implementing promotions, marketing and increasing the use of domestic products, issuing people's market management permits, shopping center permits and supermarket business permits, issuing warehouse registration certificates, Goods Storage Certificates (SKPB), controlling Franchise Registration Certificates (STPW), Permits Trading Business (SIUP), control storage and supervision of the distribution of hazardous materials, as well as the issuance of alcoholic beverage trade business permits; certain beverages and licensing;
  - d. implementation of regional government related to implementation of promotion, marketing and increasing use of domestic products, issuance of permits market management, shopping center permits and supermarket business permits, issuing warehouse registration certificates, controlling the storage and distribution of hazardous materials, as well as issuing business permits for trading alcoholic beverages;
  - e. organizing trade promotions through trade exhibitions and trade missions for superior export products;
  - f. organizing monitoring, evaluating and coaching the implementation of tasks related to the implementation of promotions, marketing and increasing the use of internal products state, issuance of people's market management permits, permits shopping center and supermarket business permits, issuing warehouse registration certificates, controlling the storage and distribution of hazardous materials, as well as issuing alcoholic beverage trading business permits; And
  - g. implementation of other official functions assigned by the leadership related to their duties and functions.

## Paragraph 7

## Service and Trade Development Sector

## Article 252

- (1) Trade Services and Development Sector as intended in Article 81 paragraph (3) letter a is under and responsible to the Head of the Department of Cooperatives, Small and Medium Enterprises and Trade.
- (2) Service and Trade Development Sector as intended in paragraph (1) is led by a Head of Division who has the task of implementing regional policies related to the availability of basic and important goods; as well as control and supervision of basic and important goods.
- (3) To carry out the tasks as intended in paragraph (2), the Trade Services and Development Sector has the following functions:
  - a. formulating technical instructions in the field of service and trade development;
  - b. coordinating and implementing consultations in the field trade services and development;
  - c. implementation of technical policies which include availability of basic necessities and important goods at regional level, price and stock control basic necessities and essential goods at market level, as well as supervision of subsidized fertilizers and pesticides at regional level;
  - d. maintenance regional government regarding the availability of basic necessities and important goods at the regional level, controlling prices and stocks of basic necessities and important goods at the market level, as well as monitoring fertilizers, pesticides, liquefied Petroleum Gas (LPG) and Fuel Oil (BBM) subsidized at regional level;
  - e. organizing monitoring, evaluating and coaching the implementation of tasks related to the availability of basic necessities and important goods at the regional level, controlling prices and stocks of basic necessities and important goods at the market level, as well as monitoring fertilizers, pesticides, Liquefied Petroleum Gas (LPG) and Fuel Oil (BBM) subsidized at regional level;
  - f. structuring Street Vendors (PKL) which includes registration data collection, determining locations, moving and deleting locations, and rejuvenating Street Vendor (PKL) locations;

- g. empowerment of Street Vendors (PKL) which includes increasing business capabilities, facilitating access to capital, facilitating assistance with facilities and infrastructure, trade, institutional strengthening, facilitating increased production, processing, network development and promotion, and technical coaching and guidance;
- h. implementation of monitoring, evaluation and reporting in the field of services and trade development; And
- i. implementation of other official functions assigned by the leadership related to their duties and functions.

Article 253

Duties of Sub Coordinator as intended in Article 82 paragraph (2), Article 83 paragraph (2), Article 84 paragraph (2), Article 85 paragraph (2) and Article 86 paragraph (2) are listed in Appendix XX letter R, which is an inseparable part of this Regent's Regulation.

Part Nineteen  
Department of Industry and Manpower

Paragraph 1  
Head of Department

Article 254

- (1) The Industry and Manpower Service as intended in Article 2 letter s is led by a Head of Service who has the task of assisting the Regent carry out Regional Government affairs in the field industry, labor and transmigration.
- (2) To carry out the tasks as intended in paragraph (1), the Industry and Manpower Service has the following functions:
  - a. formulation of technical policies in the industrial sector, labor and transmigration;
  - b. implementation of policies in the fields of industry, labor and transmigration;
  - c. implementation of evaluation and reporting in the field industry, labor and transmigration;
  - d. implementation of administration of the Department of Industry and Manpower;
  - e. controlling the implementation of the Implementation Unit's duties Regional Technical; And
  - f. implementation of other official functions assigned by the Regent in accordance with his duties and functions.

Paragraph 2  
Secretariat

## Article 255

- (1) The Secretariat as intended in Article 87 paragraph (1) letter b is an assistant leadership element, is under and is responsible to the Head of the Industry and Manpower Service.
- (2) The Secretariat as intended in paragraph (1) is led by a Secretary who has the task of carrying out the formulation of concepts and implementation of policies, coordinating, monitoring, evaluating, reporting including finance, law, information, public relations, organization and management, administrative development, archives, housekeeping, personnel, asset management and administration, and administrative services within the Department of Industry and Manpower.
- (3) To carry out the tasks as intended in paragraph (2) the Secretariat has the following functions:
  - a. coordinating the preparation of policies, plans, programs, activities and budgets within the Department of Industry and Manpower;
  - b. coaching and providing administrative support which includes finance, law, public relations, administration, archives, housekeeping, and administrative services within the Department of Industry and Manpower;
  - c. coordinating, coaching and structuring the organization and management within the Department of Industry and Manpower;
  - d. coordinating and drafting statutory regulations and implementing legal advocacy within the Department of Industry and Manpower;
  - e. coordinating the implementation of the Government Internal Control System (SPIP) and managing information and documentation;
  - f. organizing and administering assets and goods/services procurement services within the Department of Industry and Manpower;
  - g. implementation of monitoring, evaluation and reporting in accordance with the scope of duties;
  - h. personnel management within the Department Industry and Labor;
  - i. controlling the implementation of UPTD duties; And
  - j. implementation of other official functions assigned by the leadership in accordance with their functions.

## Article 256

Planning Subdivision as intended in Article 87 paragraph (2) letter a, led by a Head of Subdivision, has the task of carrying out the preparation of materials for formulation, coordination, implementation, monitoring, evaluation and reporting in the fields of planning, data, information and work programs within the Department of Industry and Manpower.

## Article 257

Finance Subdivision as intended in Article 87 paragraph (2) letter b is headed by a Head of Subdivision who has the task of carrying out the preparation of materials for formulation, coordination, implementation, monitoring, evaluation and reporting in the field of financial management within the Department of Industry and Manpower.

## Article 258

The General and Civil Service Subdivision as intended in Article 87 paragraph (2) letter c is led by a Head of Subdivision who has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes administrative, legal, public relations, organizational and management guidance, housekeeping, archives, personnel, asset management and administration and administrative services within the Department of Industry and Manpower.

Paragraph 3  
Industrial Sector

## Article 259

- (1) Industrial Sector as intended in Article 87 paragraph (3) letter a, is under and responsible to the Head of the Industry and Manpower Service.
- (2) The Industrial Sector as referred to in paragraph (1) is led by a Head of Sector who has the task of formulating concepts and implementing policies, coordinating, monitoring, evaluating which includes  
  
industrial planning and development, managing industrial management systems, as well as controlling industrial business permits.
- (3) To carry out the tasks as intended in paragraph (2) the Industrial Sector has the following functions:
  - a. formulating technical instructions for the industrial sector;
  - b. coordinating and facilitating industrial activities;

- c. organizing the preparation of planning and evaluation of industrial development plans;
- d. implementation of technical policies which include preparation and evaluation of industrial development plans, provision of industrial information for Industrial Business Permits (IUI), Industrial Business Expansion Permits (IPUI), Industrial Area Business Permits (IUKI), Industrial Area Expansion Permits (IPKI) under Regency authority based on the national industrial information system (SIINAS );
- e. implementation of regional government related to the preparation and evaluation of industrial development plans, provision of industrial information for industrial information for Industrial Business Permits (IUI), Industrial Business Expansion Permits (IPUI), Industrial Area Business Permits (IUKI), Industrial Area Expansion Permits (IPKI), issuance Industrial Business Permit (IUI), Industrial Business Expansion Permit (IPUI), Industrial Area Business Permit (IUKI) and Industrial Area Expansion Permit (IPKI) based on the National Industrial Information System (SIINAS);
- f. organizing monitoring, evaluating and coaching the implementation of tasks related to the preparation and evaluation of industrial development plans, providing industrial information for Industrial Business Permits (IUI), Industrial Business Expansion Permits (IPUI), Industrial Area Business Permits (IUKI), Industrial Area Expansion Permits (IPKI) , issuance of Industrial Business Permits (IUI), Industrial Business Expansion Permits (IPUI), Industrial Area Business Permits (IUKI) and Industrial Area Expansion Permits (IPKI) based on the National Industrial Information System (SIINAS);
- g. implementation of field monitoring, evaluation and reporting industry; And
- h. implementation of other official functions assigned by the leadership related to their duties and functions.

Paragraph 4

Field of Training and Workforce Productivity

Article 260

- (1) Training and Labor Productivity Sector as intended in Article 87 paragraph (3) letter b, is under and responsible to the Head of the Industry and Manpower Service.
- (2) The Labor Training and Productivity Sector as referred to in paragraph (1) is led by a Head of Division who has the task of formulating concepts and implementing policies, coordinating, monitoring, evaluating and reporting matters regarding the implementation of work training and labor productivity.

- (3) To carry out the tasks as intended in paragraph (2) in the Field of Training and Workforce Productivity has the following functions:
- a. preparation of planning materials and work programs in the field of training and workforce productivity;
  - b. coordinating and processing the implementation of education and skills training for job seekers based on competency clusters;
  - c. cross-institutional coordination and collaboration with the private sector to provide instructors and facilities and infrastructure for job training institutions;
  - d. provider of job training facilities in the Region;
  - e. implementation of development of job training institutions private;
  - f. resource providers and verify permits for integrated job training institutions;
  - g. implementation of productivity consulting services to small company;
  - h. implementation of labor productivity competence And measurements.
  - i. implementation of monitoring, evaluation and reporting of activities in the field of training and workforce productivity; And
  - j. implementation of other official functions assigned by the leadership related to their duties and functions.

#### Paragraph 5

#### Field of Placement, Expansion of Opportunities Work and Transmigration

#### Article 261

- (1) The field of Placement, Expansion of Job Opportunities and Transmigration as intended in Article 86 paragraph (3) letter c, is under and is responsible to the Head of the Industry and Manpower Service.
- (2) The Field of Placement, Expansion of Job Opportunities and Transmigration as intended in paragraph (1) is led by a Head of Division who has the task of formulating concepts and implementing policies, coordinating, monitoring, evaluating and reporting matters of organizing placements, expanding employment opportunities and transmigration.
- (3) To carry out the tasks as referred to in paragraph (2), Placement Field, Expansion of Opportunities Work and Transmigration have the following functions:
- a. formulating technical instructions for placement, expanding employment opportunities and transmigration;
  - a. provision of inter-work service resources; b. implementing inter-work services;
  - c. counseling and job guidance for seekers Work;

- d. employment units service disability administration;
- e. implementing the expansion of employment opportunities;
- f. provision of integrated licensing resources for Private Workforce Placement Institutions (LPTKS), supervision and control of Private Workforce Placement Institutions (LPTKS);
- g. management of online and offline job market information;
- h. protection and provision of integrated services for prospective Indonesian Migrant Workers (PMI) and migrant workers as well as empowerment of Indonesian Migrant Workers (PMI) after placement;
- i. coordinating and synchronizing the extension of Permits to Employ Foreign Workers (IMTA) whose work locations are in one Regency area;
- j. transfer and placement of transmigrants come from one district area;
- k. counseling and training for prospective transmigrants;
- l. carry out monitoring, evaluation and reporting on task implementation; And
- m. implementation of other official functions assigned by the leadership related to their duties and functions.

Paragraph 6  
Industrial Relations and  
Social Security

Article 262

- (1) The field of Industrial Relations and Social Security for Workers as referred to in Article 87 paragraph (3) letter d, is under and is responsible to the Head of the Industry and Manpower Service.
- (2) The Industrial Relations and Labor Social Security Sector as referred to in paragraph (1) is led by a Head of Division who has the task of carrying out the formulation of concepts and implementation of policies, coordinating, monitoring, evaluating and reporting on matters regarding the implementation of industrial relations and labor social security.
- (3) To carry out the duties as intended in paragraph (2), the Industrial Relations and Workers' Social Security Sector has the following functions:
  - a. formulation of technical instructions in the field of relations industrial and social security;
  - b. preparation of materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes fostering industrial relations, research and recording of trade unions, and data collection on the number of companies as well as research and development of bipartite cooperation institutions and tripartite cooperation institutions;

- c. preparation of materials for formulation, coordination, implementation, monitoring, evaluation and reporting including employment issues, prevention and resolution of industrial relations disputes and work conditions, work strikes and company closures, research and ratification of company regulations, research and registration of collective work agreements, coaching and monitoring Work Agreement for a Certain Time (PKWTT) and recording of a Work Agreement for a Certain Time (PKWT);
- d. preparing materials for formulating wages, coordinating, implementing, monitoring, evaluating and reporting which includes formulating workers' wages and preparing programs to improve workers' welfare and social security;
- e. coordinating and facilitating relationship activities industrial and social security;
- f. controlling and monitoring relationship activities industrial and social security;
- g. implementation of monitoring, evaluation and reporting on industrial relations and social security;
- h. monitoring, evaluation and reporting which includes formulating worker wages and preparing programs to improve worker welfare and social security; And
- i. implementation of other official functions assigned by the leadership related to their duties and functions.

#### Article 263

Duties of Sub Coordinator as intended in Article 88 paragraph (2), Article 89 paragraph (2), Article 90 paragraph (2) and Article 91 paragraph (2) are listed in Appendix XX letter S, which is an inseparable part of this Regent's Regulation.

#### CHAPTER VI

#### REGIONAL TECHNICAL IMPLEMENTATION UNIT

#### Article 264

- (1) To carry out operational technical tasks and/or supporting technical tasks within the Regional Service environment, a UPTD can be formed.
- (2) The UPTD as intended in paragraph (1), is led by the Head of the UPTD who is below and is responsible to the Head of the Regional Service.
- (3) Further provisions regarding UPTD as intended in paragraph (1) are regulated in a separate Regent's Regulation.

CHAPTER VII  
FUNCTIONAL POSITION GROUPS

Part One  
General

Article 265

Functional Position Groups in the Regional Service environment are determined according to needs and have the task of carrying out activities according to their respective functional positions in accordance with statutory regulations.

Article 266

- (1) The Functional Position Group consists of a number of functional personnel who are divided into functional position groups according to their areas of expertise and skills.
- (2) The Functional Position Group as intended in paragraph (1) is led by a Sub Coordinator in accordance with the scope of its duties and functions.
- (3) The Sub Coordinator as referred to in paragraph (2) carries out the task of assisting the Administrator Official in preparing plans, implementing and controlling, monitoring and evaluating, as well as reporting on one substance group in each functional description grouping.
- (4) The Sub Coordinator as intended in paragraph (2) is determined by the Personnel Development Officer based on the recommendation of the authorized official.
- (5) Provisions regarding the assignment of Sub Coordinators are determined by Regent's Decree.

CHAPTER VIII  
WORKING PROCEDURE

Article 267

The Regional Service submits reports to the Regent through the Regional Secretary regarding the results of the implementation of government affairs in its field periodically or at any time as needed.

Article 268

The Regional Service prepares job analysis, position maps, workload analysis and job descriptions for all positions within the Regional Service.

## Article 269

In carrying out its duties, the Regional Service applies the principles of coordination, integration and synchronization both within the Regional Service environment and in relations between agencies at the district/city, provincial and central levels.

## Article 270

In carrying out their duties, each leader and organizational unit and functional position group is obliged to apply the principles of coordination, integration and synchronization both within their respective environments and between organizational units within the Regional Service as well as with other agencies outside the Regional Service in accordance with their respective duties.

## Article 271

In carrying out their duties, each organizational unit leader in the Regional Service applies the principles of planning, organizing, monitoring, evaluating and reporting according to their respective areas of duty.

## Article 272

Each organizational unit leader in the Regional Service implements the Government Internal Control System in their respective environments to realize the implementation of public accountability mechanisms through the preparation of integrated planning, implementation and performance reporting.

## Article 273

Each organizational unit leader is responsible for leading and coordinating their respective subordinates and providing direction and guidance for the implementation of their subordinates' tasks.

## Article 274

Each organizational unit leader supervises the implementation of the duties of their respective subordinates and if deviations occur, they are obliged to take the necessary steps in accordance with the provisions of statutory regulations.

Article 275

Each organizational unit leader must follow and comply with instructions and be responsible to their respective superiors and submit periodic reports on time.

Article 276

Every report received by the head of an organizational unit from subordinates is processed and used as guidance material for preparing further reports and to provide instructions to subordinates.

Article 277

When submitting a report to superiors, a copy of the report must also be submitted to other organizational units that functionally have a working relationship.

Article 278

In carrying out their duties, each organizational leader is assisted by the head of the organizational unit below them and in order to provide guidance to their respective subordinates, they are required to hold regular meetings.

Article 279

In carrying out tasks in the region, the head of the organizational unit is obliged to coordinate with the sub-district head.

Article 280

- (1) In functional work units, Coordinators and Sub-Coordinators are appointed to carry out tasks and manage activities.
- (2) Coordinators and Sub-Coordinators as referred to in paragraph (1) are additional tasks given to appointed Functional Officials.
- (3) The Coordinator's task is to assist Primary High Leadership Officials in preparing planning, implementation and control, monitoring and evaluation, as well as reporting activities in their work units according to the scope of their duties and functions.

- (4) The Sub Coordinator's task is to assist the Head of Division/Secretary/Coordinator in preparing planning, implementation and control, monitoring and evaluation, as well as reporting activities in his work unit according to the scope of his duties and functions.

CHAPTER IX

EMPLOYMENT

Part One

Position Level

Article 281

- (1) The Head of the Regional Service is an echelon IIb position or pratama high leadership position.
- (2) The Regional Service Secretary is an echelon IIIa position or administrator position.
- (3) The Head of Division in the Regional Service is an echelon position IIIb or administrator position.
- (4) Head of Subdivision and Head of UPTD class A are echelon IVa positions or supervisory positions.
- (5) Head of UPTD class B, Head of Subdivision in UPTD class A, is an echelon IVb position or supervisory position.

The second part

Appointment and Dismissal

Article 282

- (1) The positions of Head of Service, Secretary, Head of Division, Head of Subdivision and Functional Positions and implementers in the Service environment are appointed and dismissed by authorized Officials in accordance with statutory regulations.
- (2) Apart from the positions of Head of Service, Secretary, Head of Division, Head of Subdivision and Functional Positions in the Service there are executive positions.
- (3) The number and type of functional positions and executive positions as referred to in paragraph (2) are determined based on position analysis and workload analysis of each function of administering Government Affairs which falls under the authority of the Region.

## Article 283

Appointment and dismissal in and from office  
Structural and functional positions are carried out in accordance with the provisions of laws and regulations governing personnel.

## CHAPTER X

## MISCELLANEOUS PROVISIONS

## Article 284

Coordinators and/or Sub-coordinators get additional fees  
income equivalent to an Administrator Officer for a Coordinator and equivalent to a Supervisory Officer for a Sub-Coordinator.

## Article 285

- (1) For the needs and/or interests of the organization, the Personnel Development Officer may transfer the appointment of a Sub Coordinator provided that it is in the same type of functional position.
- (2) In the event of a vacancy in the Coordinator, the Personnel Development Officer may appoint a Coordinator who meets the requirements.
- (3) In the event that there is a vacancy for a Sub Coordinator, the Personnel Development Officer may appoint a Sub Coordinator and/or Functional or Implementing Officer who meets the requirements.

## CHAPTER XI

## TRANSITIONAL PROVISIONS

## Article 286

When this Regent's Regulation comes into force, the current Structural Officials at the Regional Service within the Sukoharjo Regency Government will continue to carry out their duties until the Structural Officials at the Sukoharjo Regency Regional Service are inaugurated based on this Regent's Regulation.

## CHAPTER XII

## CLOSING

## Article 287

When this Regent's Regulation comes into force, the Regent's Regulation Sukoharjo Number 82 of 2021 concerning Position, Organizational Structure, Duties and Functions and Work Procedures of Regional Services Sukoharjo Regency (Sukoharjo Regency Regional Gazette 2021 Number 83) is revoked and declared invalid.

Article 288

This Regent's Regulation comes into force on the date of promulgation.

Regent's                      If people know about it, order every promulgation of this Regulation to be placed in the Regional Gazette of Sukoharjo Regency.

Set in Sukoharjo  
on December 30, 2022  
REGENT SUKOHARJO,

signed.

ETIK SURYANI

Promulgated in Sukoharjo on  
December 30 2022

REGIONAL SECRETARY  
SUKOHARJO DISTRICT,

signed.

WIDODO

REGIONAL NEWS SUKOHARJO DISTRICT  
YEAR 2022 NUMBER 74

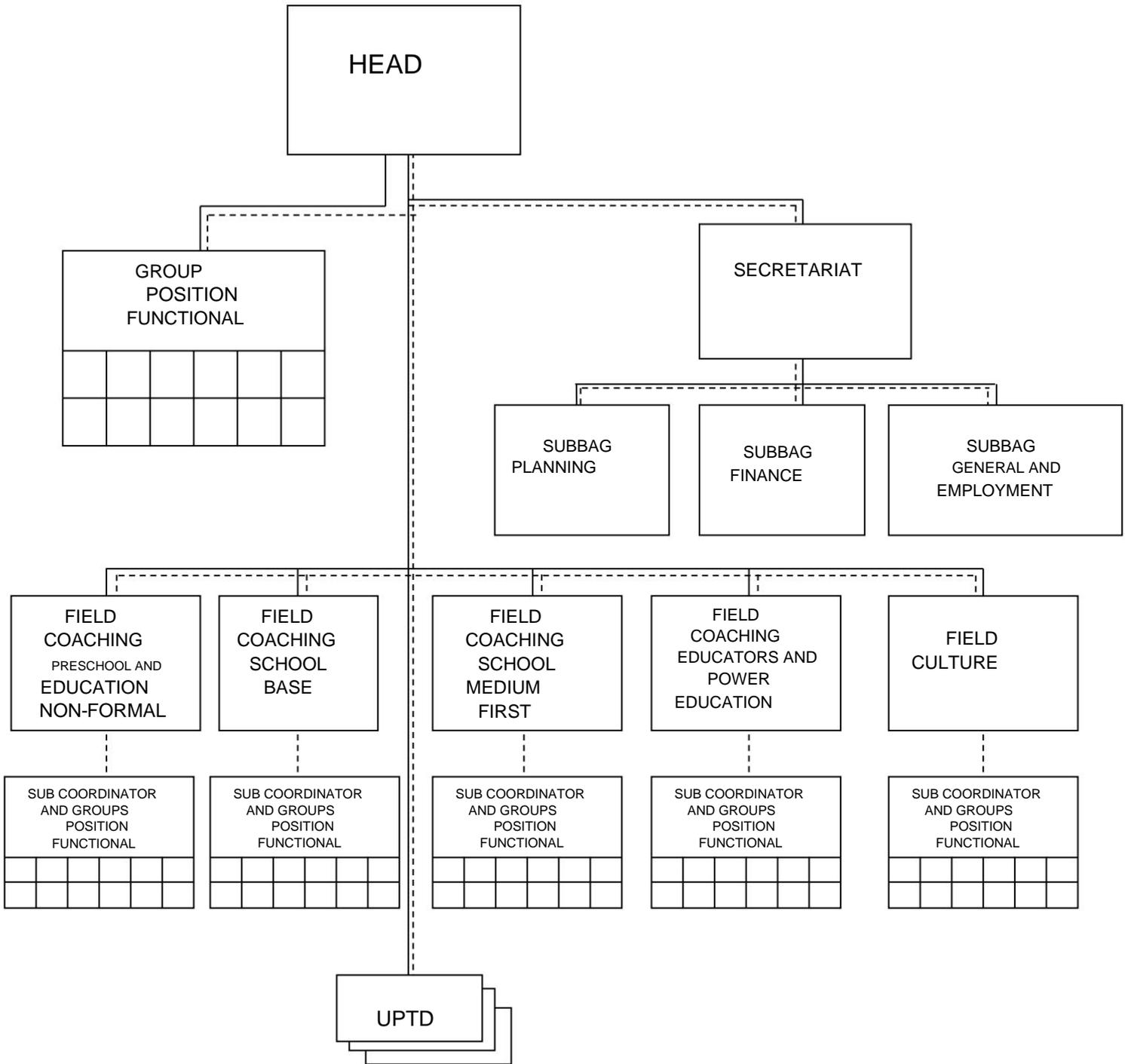
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HEAD OF LEGAL SECTION,

signed.

TEGUH PRAMONO, SH, MH  
NIP Level I Advisor.  
19710429 199803 1 003

APPENDIX I  
 SUKOHARJO REGENCY REGULATIONS  
 NUMBER 74 OF 2022  
 ABOUT  
 POSITION, ORGANIZATIONAL STRUCTURE,  
 DUTIES AND FUNCTIONS, AND ORDER  
 DISTRICT REGIONAL SERVICE WORK  
 SUKOHARJO

ORGANIZATIONAL STRUCTURE CHART OF THE EDUCATION AND CULTURE SERVICE  
 SUKOHARJO DISTRICT



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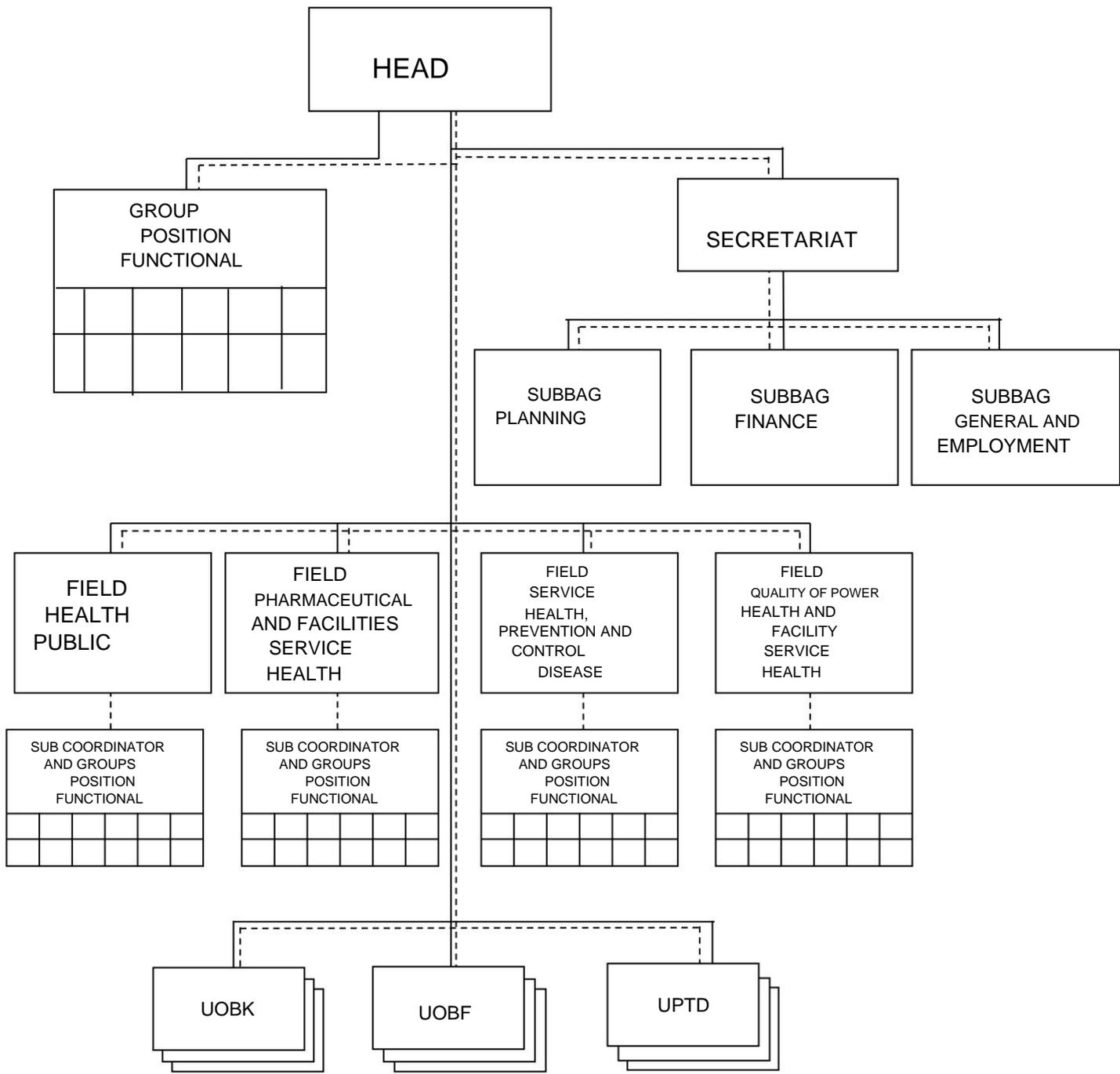
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signed.

ETIK SURYANI

APPENDIX II  
 SUKOHARJO REGENCY REGULATIONS  
 NUMBER 74 OF 2022  
 ABOUT  
 POSITION, ORGANIZATIONAL STRUCTURE,  
 DUTIES AND FUNCTIONS, AND ORDER  
 DISTRICT REGIONAL SERVICE WORK  
 SUKOHARJO

HEALTH SERVICES ORGANIZATIONAL STRUCTURE CHART  
 SUKOHARJO DISTRICT

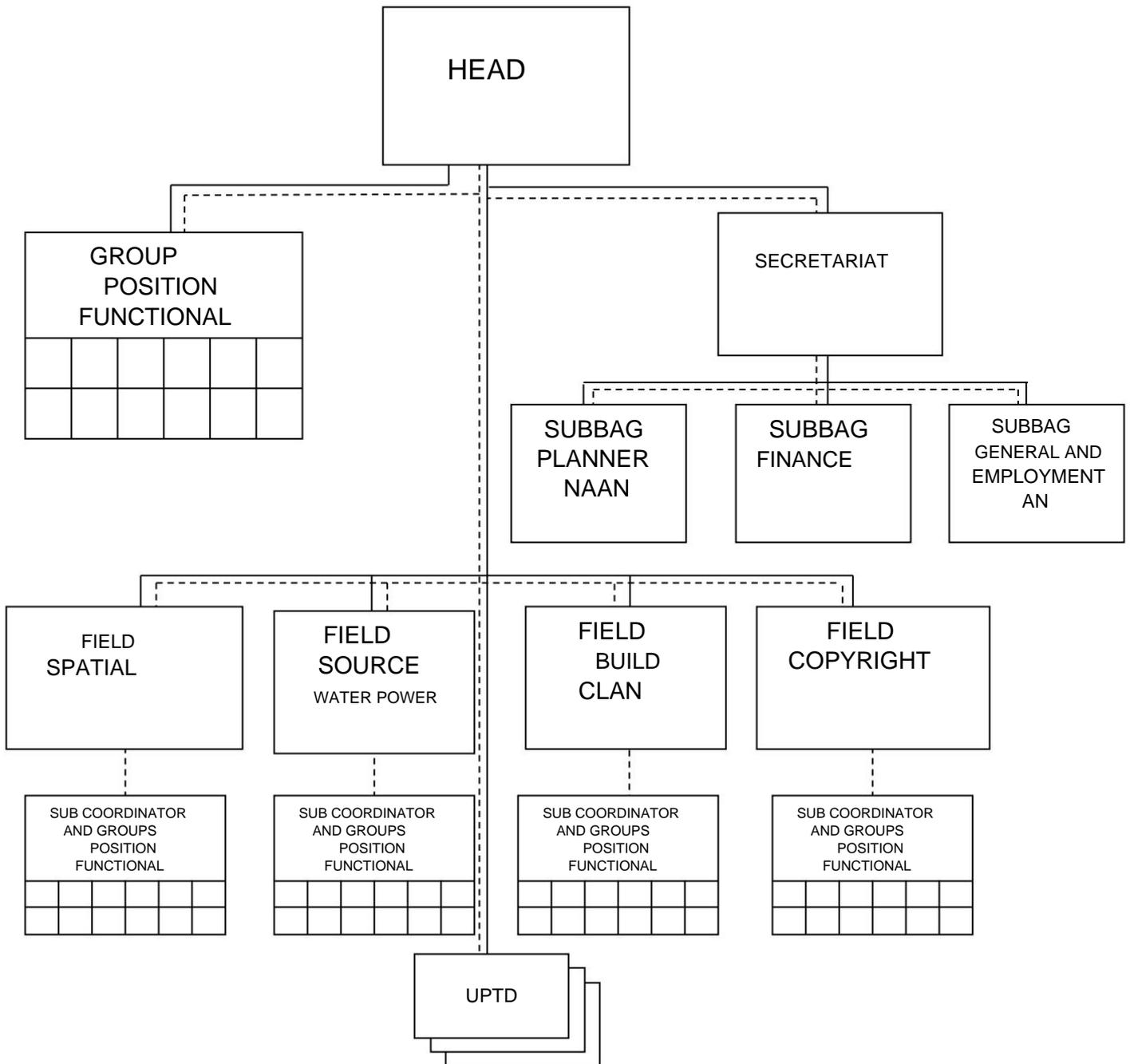


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REGENT SUKOHARJO,  
 REGENT SUKOHARJO,  
signed.  
 ETIK SURYANI

APPENDIX III  
 SUKOHARJO REGENCY REGULATIONS  
 NUMBER 74 OF 2022  
 ABOUT  
 POSITION, ORGANIZATIONAL STRUCTURE,  
 DUTIES AND FUNCTIONS, AND ORDER  
 DISTRICT REGIONAL SERVICE WORK  
 SUKOHARJO

ORGANIZATIONAL STRUCTURE CHART OF THE PUBLIC WORKS DEPARTMENT AND SPATIAL ARRANGEMENT  
 SUKOHARJO DISTRICT



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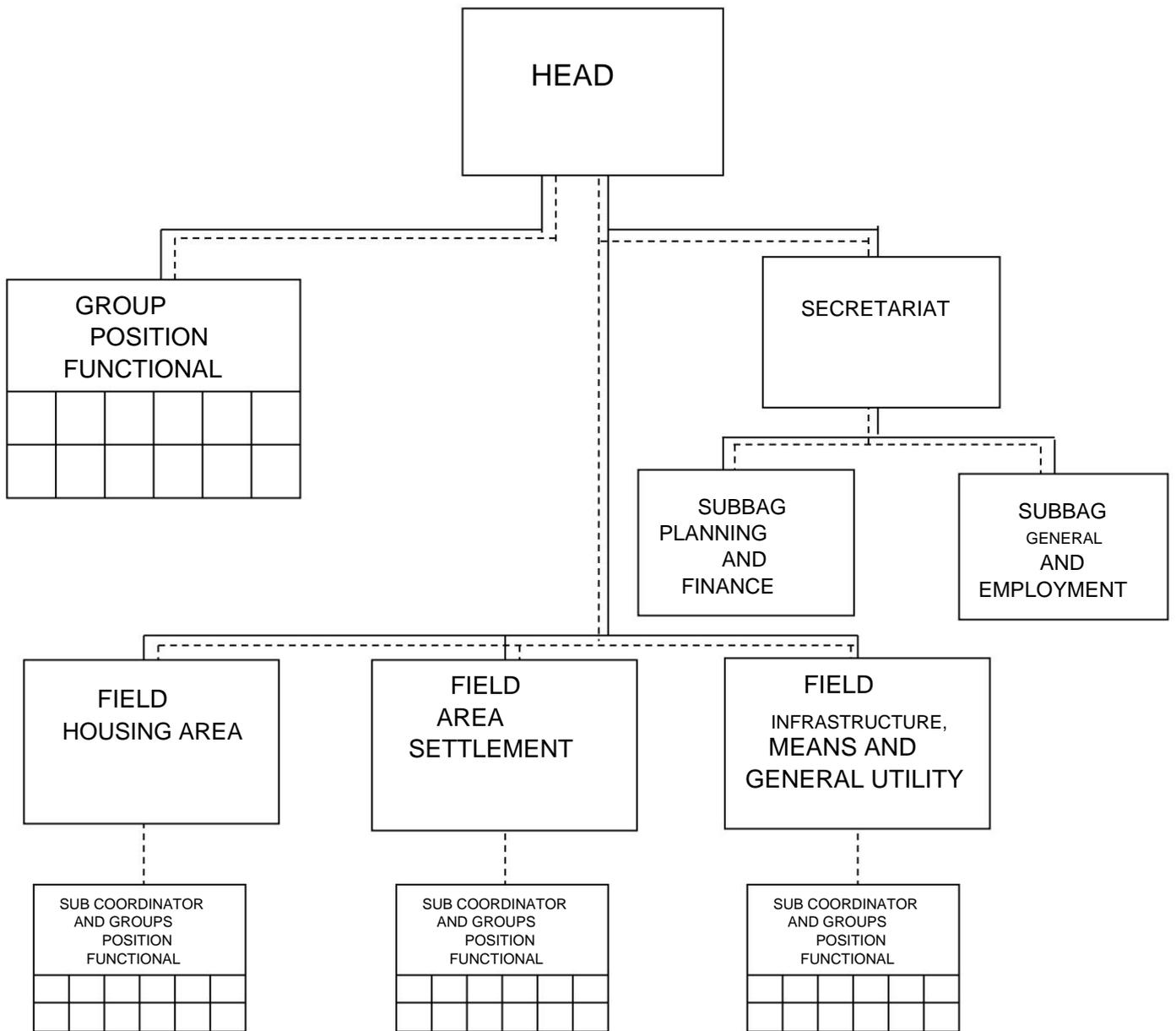
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ETIK SURYANI

APPENDIX IV  
 SUKOHARJO REGENCY REGULATIONS  
 NUMBER 74 OF 2022  
 ABOUT  
 POSITION, ORGANIZATIONAL STRUCTURE,  
 DUTIES AND FUNCTIONS, AND ORDER  
 DISTRICT REGIONAL SERVICE WORK  
 SUKOHARJO

ORGANIZATIONAL STRUCTURE CHART OF THE HOUSING AND SETTLEMENT AREA SERVICE  
 SUKOHARJO DISTRICT



Information:  
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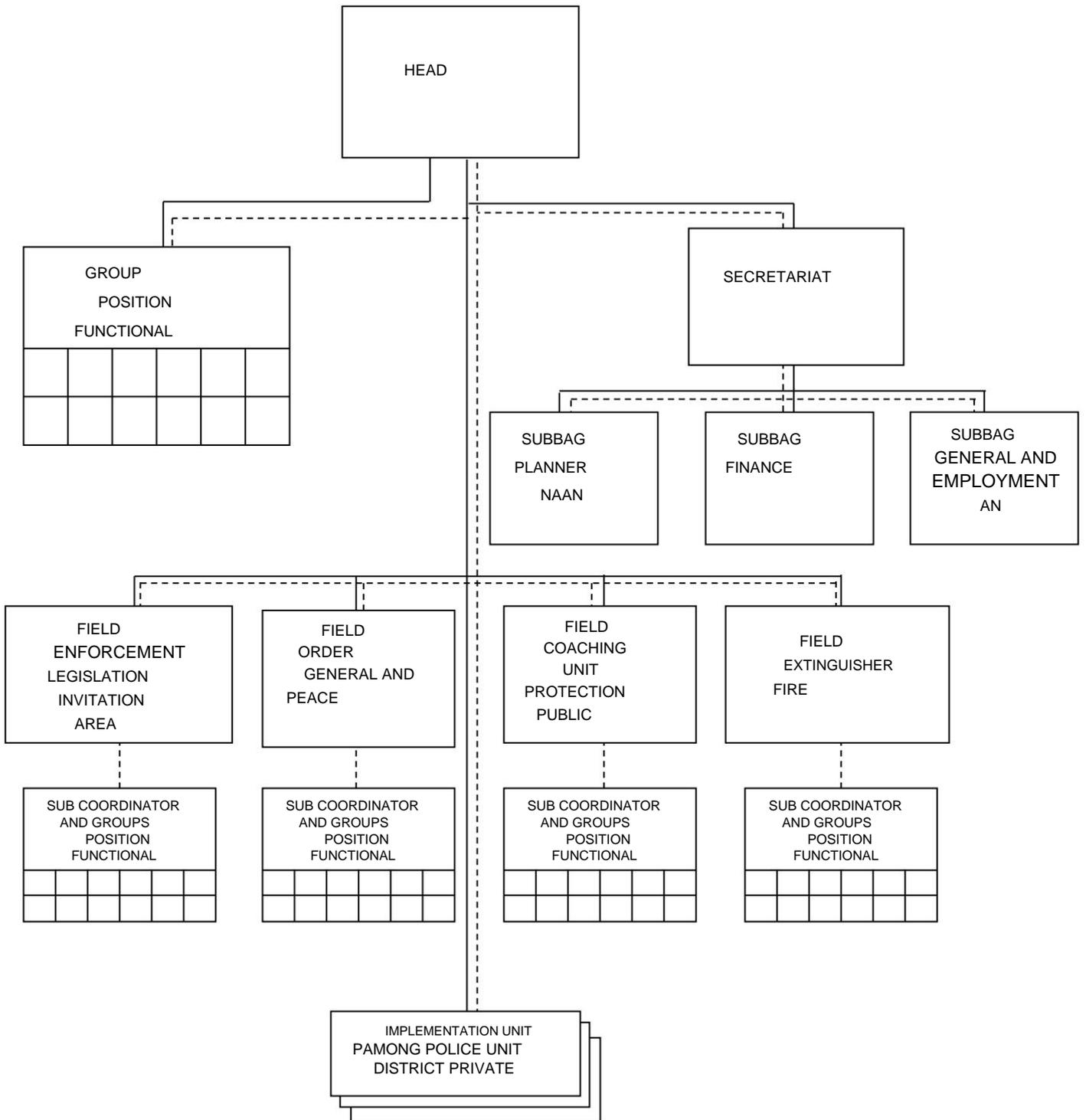
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signed.

ETIK SURYANI

APPENDIX V  
 SUKOHARJO REGENCY REGULATIONS  
 NUMBER 74 OF 2022  
 ABOUT  
 POSITION, ORGANIZATIONAL STRUCTURE,  
 DUTIES AND FUNCTIONS, AND ORDER  
 DISTRICT REGIONAL SERVICE WORK  
 SUKOHARJO

ORGANIZATIONAL STRUCTURE CHART OF THE PAMONG PRAJA POLICE UNIT  
 SUKOHARJO DISTRICT



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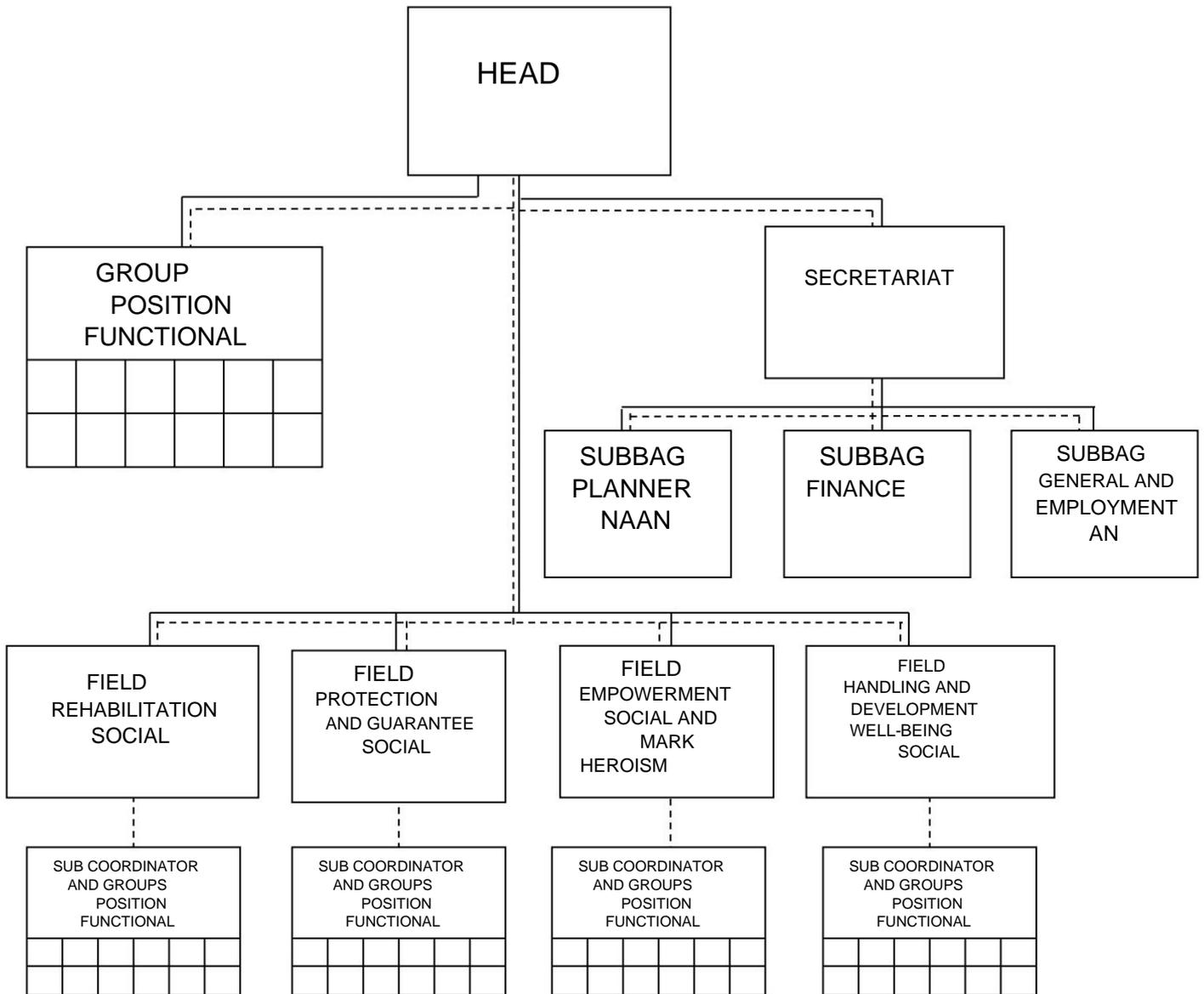
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signed.

ETIK SURYANI

APPENDIX VI  
 SUKOHARJO REGENCY REGULATIONS  
 NUMBER 74 OF 2022  
 ABOUT  
 POSITION, ORGANIZATIONAL STRUCTURE,  
 DUTIES AND FUNCTIONS, AND ORDER  
 DISTRICT REGIONAL SERVICE WORK  
 SUKOHARJO

SOCIAL SERVICES ORGANIZATIONAL STRUCTURE CHART  
 SUKOHARJO DISTRICT



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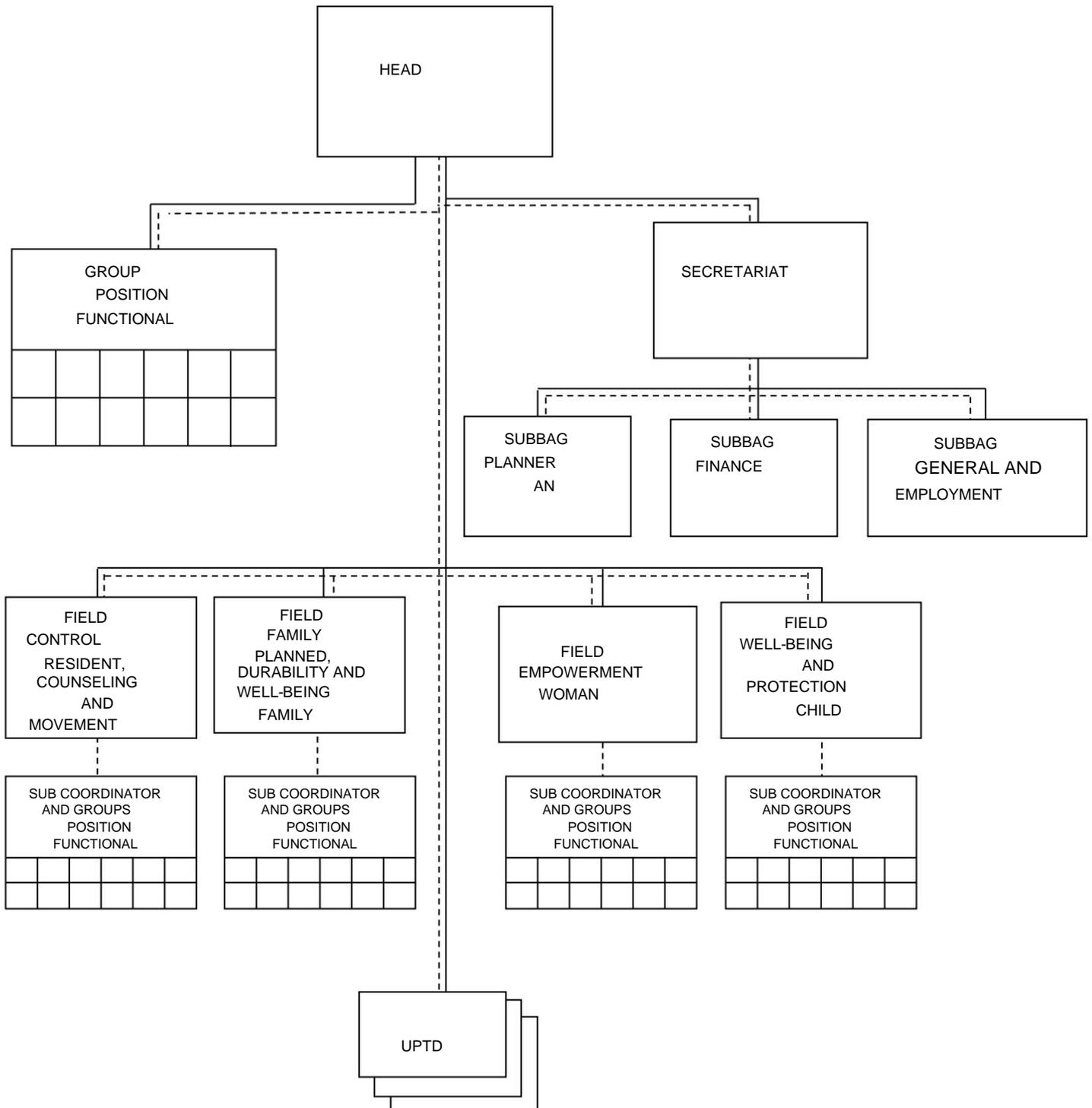
REGENT SUKOHARJO,

signed.

ETIK SURYANI

APPENDIX VII  
 SUKOHARJO REGENCY REGULATIONS  
 NUMBER 74 OF 2022  
 ABOUT  
 POSITION, ORGANIZATIONAL STRUCTURE,  
 DUTIES AND FUNCTIONS, AND WORK PROCEDURES  
 SERVICE AREA REGENCY  
 SUKOHARJO

ORGANIZATIONAL STRUCTURE CHART OF THE POPULATION CONTROL SERVICE,  
 FAMILY PLANNING AND WOMEN'S EMPOWERMENT AND  
 CHILD PROTECTION OF SUKOHARJO DISTRICT



Information: \_\_\_\_\_  
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 -----: Coordination Line

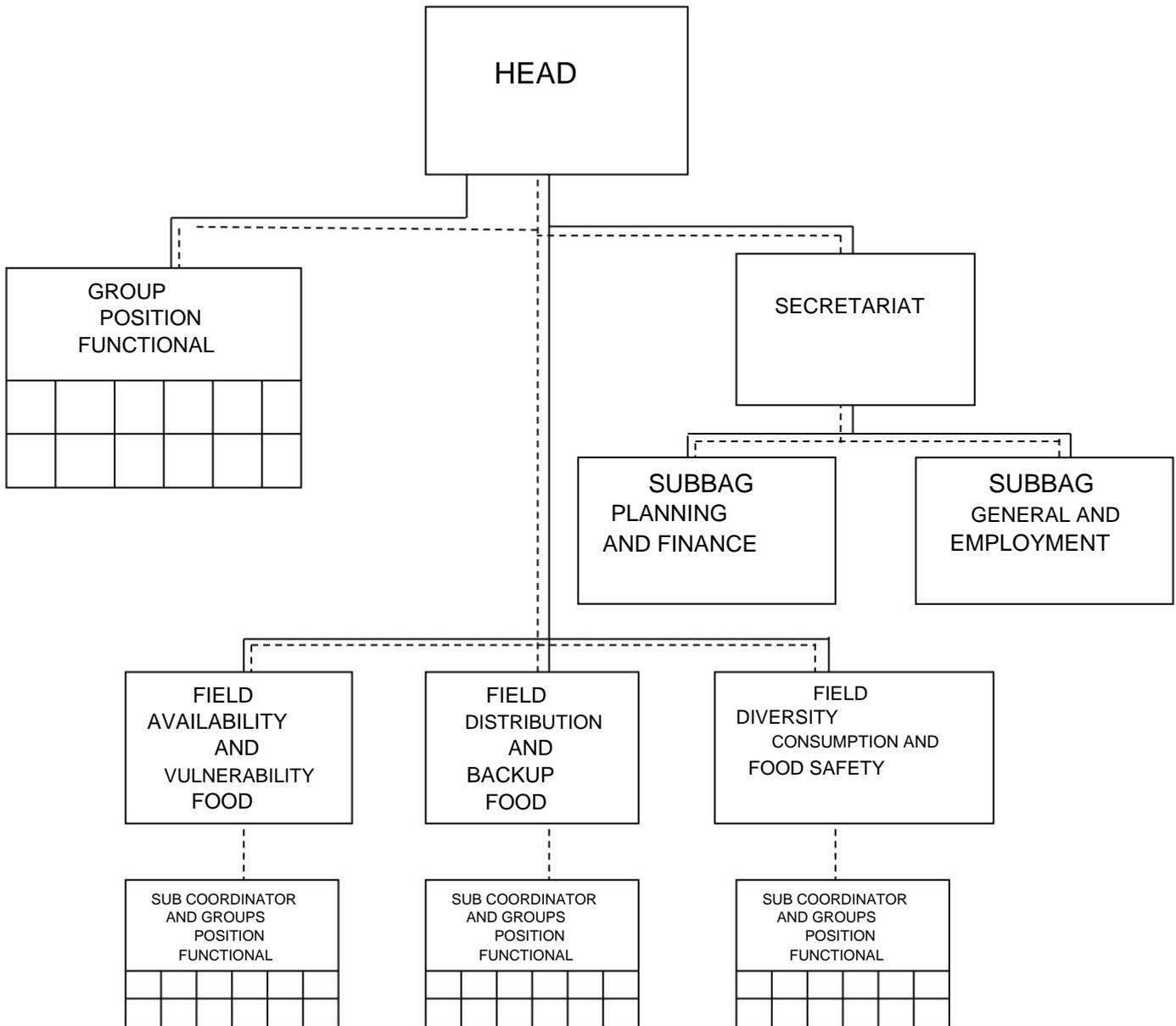
REGENT SUKOHARJO,

signed.

ETIK SURYANI

APPENDIX VIII  
 SUKOHARJO REGENCY REGULATIONS  
 NUMBER 74 OF 2022  
 ABOUT  
 POSITION, ORGANIZATIONAL STRUCTURE,  
 DUTIES AND FUNCTIONS, AND ORDER  
 DISTRICT REGIONAL SERVICE WORK  
 SUKOHARJO

FOOD SERVICE ORGANIZATIONAL STRUCTURE CHART  
 SUKOHARJO DISTRICT



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 -----: Coordination Line

REGENT SUKOHARJO,

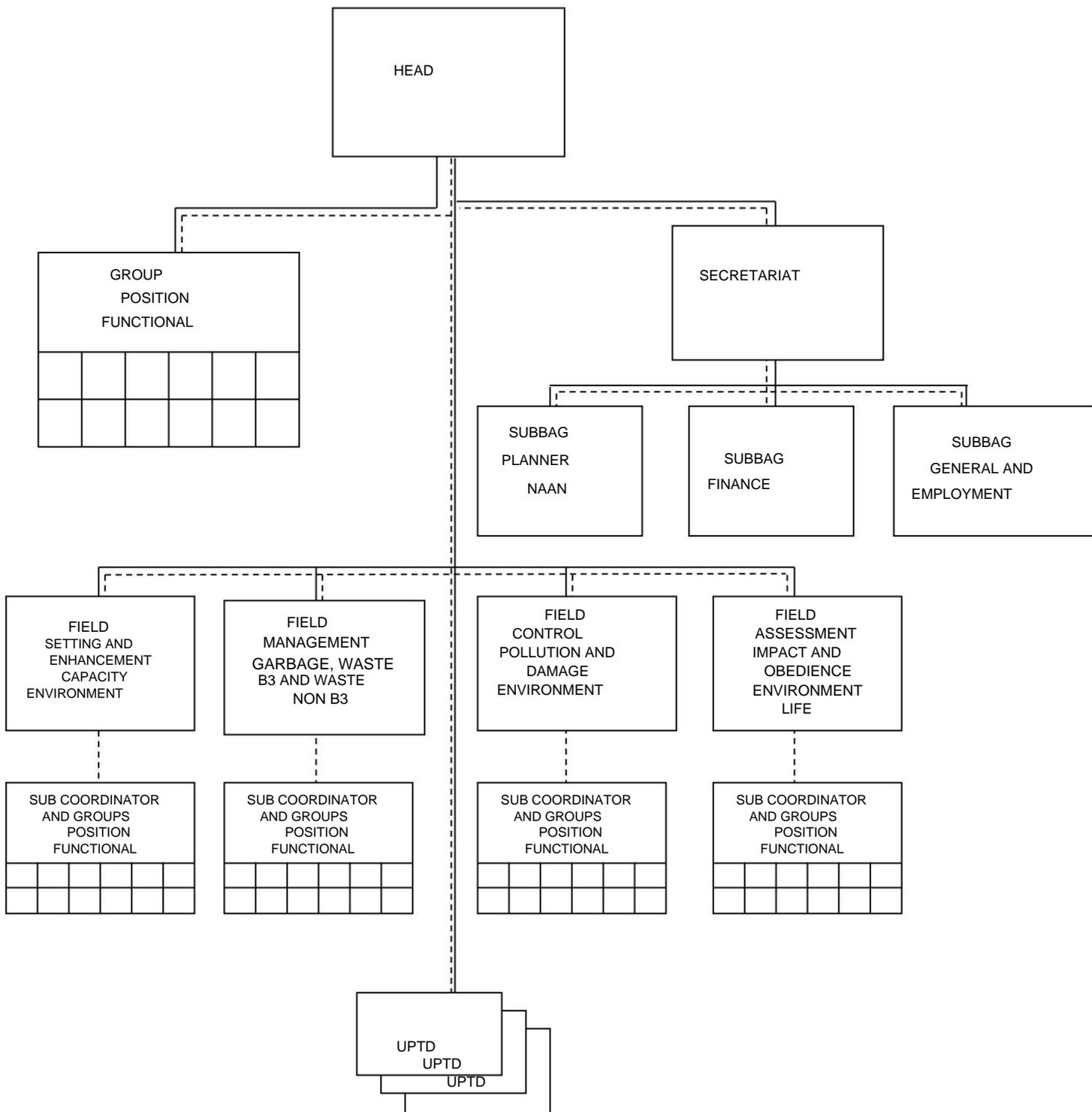
signed.

ETIK SURYANI

APPENDIX IX  
 SUKOHARJO REGENCY REGULATIONS  
 NUMBER 74 OF 2022  
 ABOUT  
 POSITION, ORGANIZATIONAL STRUCTURE,  
 DUTIES AND FUNCTIONS, AND ORDER  
 DISTRICT REGIONAL SERVICE WORK  
 SUKOHARJO

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 QUEEN

ORGANIZATIONAL STRUCTURE CHART OF THE ENVIRONMENTAL SERVICES  
 SUKOHARJO DISTRICT



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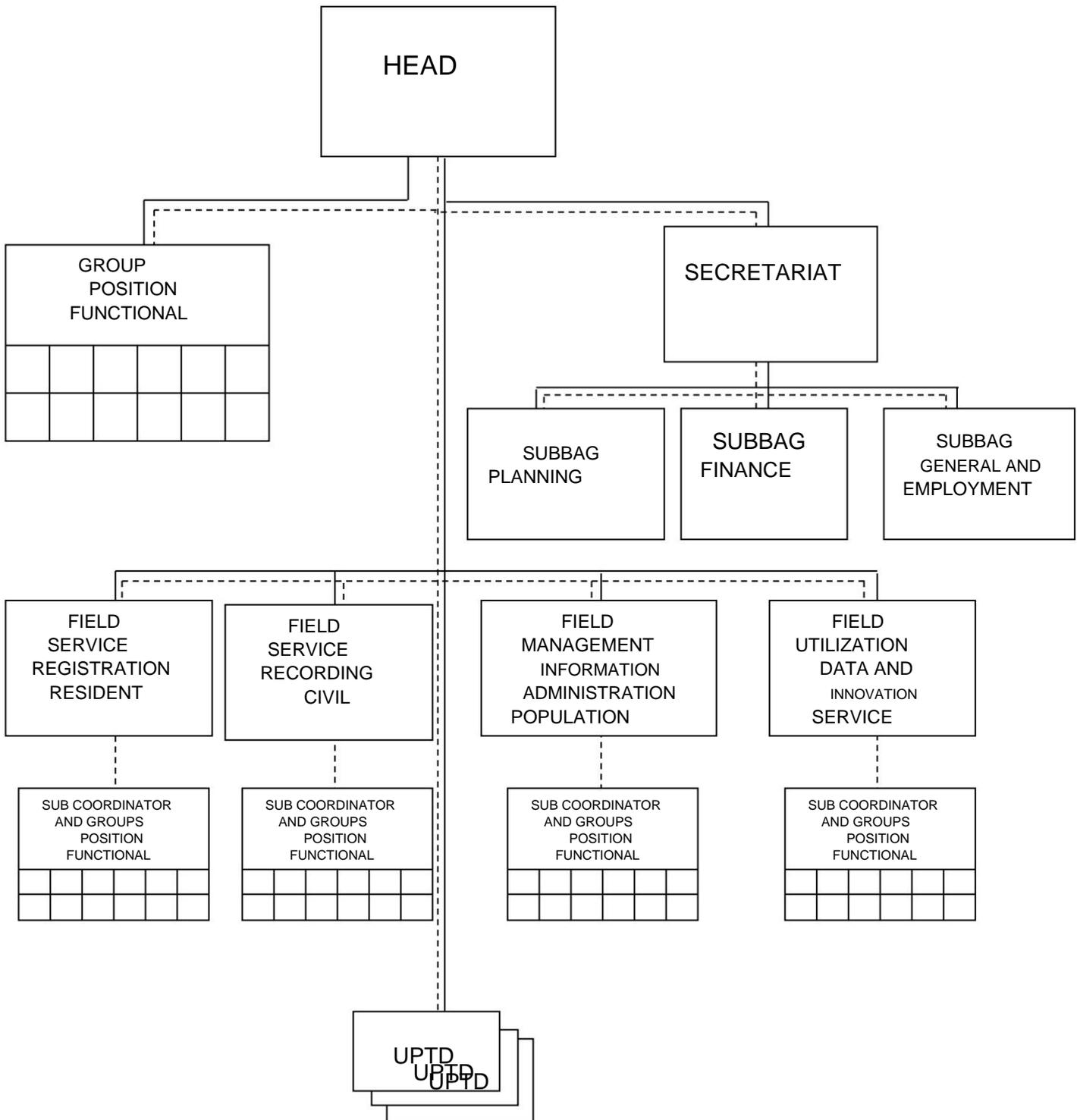
REGENT SUKOHARJO,

signed.

ETIK SURYANI

APPENDIX  
 SUKOHARJO REGENCY REGULATIONS  
 NUMBER 74 OF 2022  
 ABOUT  
 POSITION, ORGANIZATIONAL STRUCTURE,  
 DUTIES AND FUNCTIONS, AND ORDER  
 DISTRICT REGIONAL SERVICE WORK  
 SUKOHARJO

ORGANIZATIONAL STRUCTURE OF THE POPULATION AND CIVIL REGISTRATION SERVICES  
 SUKOHARJO DISTRICT



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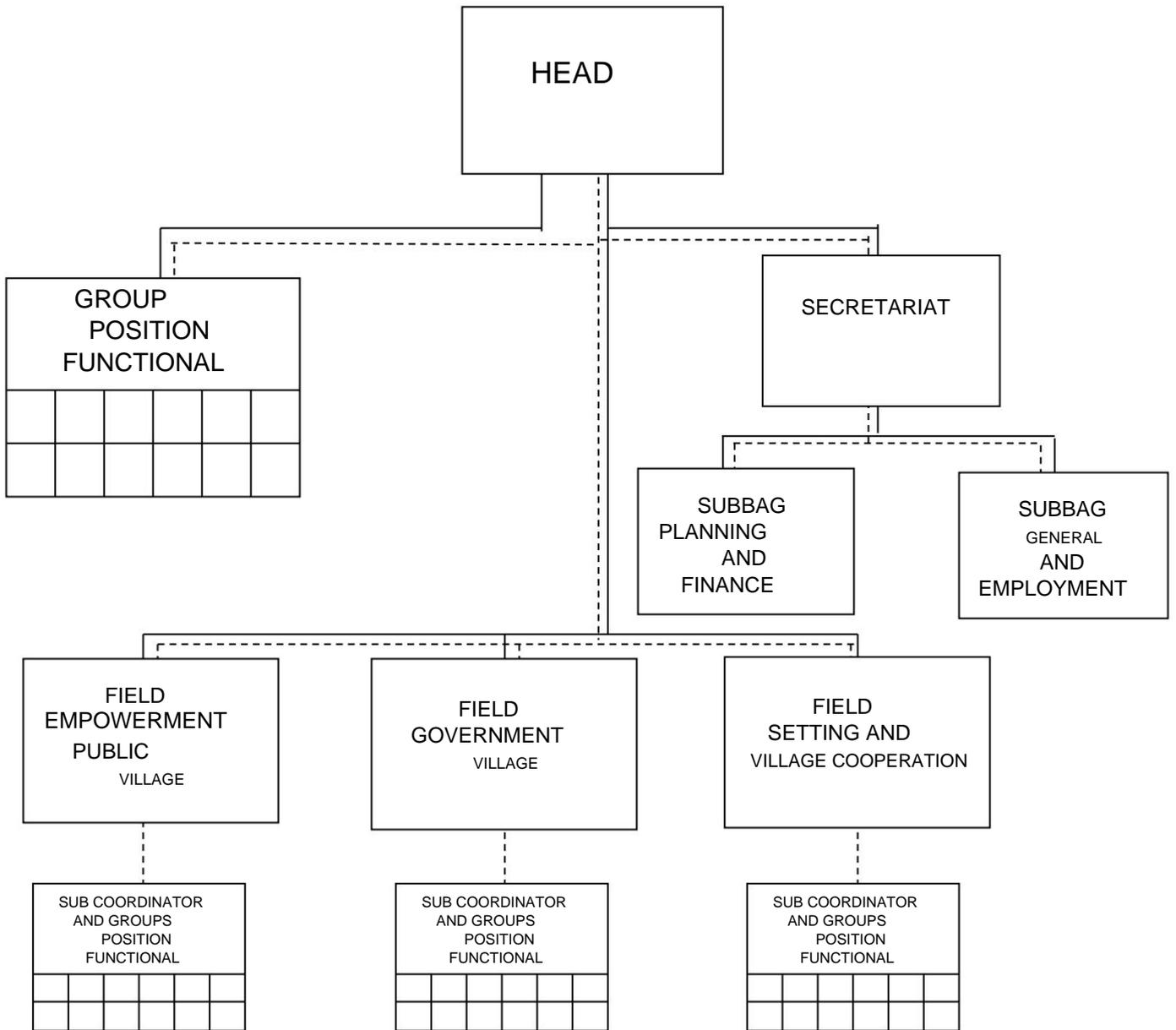
REGENT SUKOHARJO,

signed.

ETIK SURYANI

ANNEX XI  
 SUKOHARJO REGENCY REGULATIONS  
 NUMBER 74 OF 2022  
 ABOUT  
 POSITION, ORGANIZATIONAL STRUCTURE,  
 DUTIES AND FUNCTIONS, AND ORDER  
 DISTRICT REGIONAL SERVICE WORK  
 SUKOHARJO

ORGANIZATIONAL STRUCTURE CHART OF THE EMPOWERMENT SERVICE  
 COMMUNITIES AND VILLAGES OF SUKOHARJO DISTRICT



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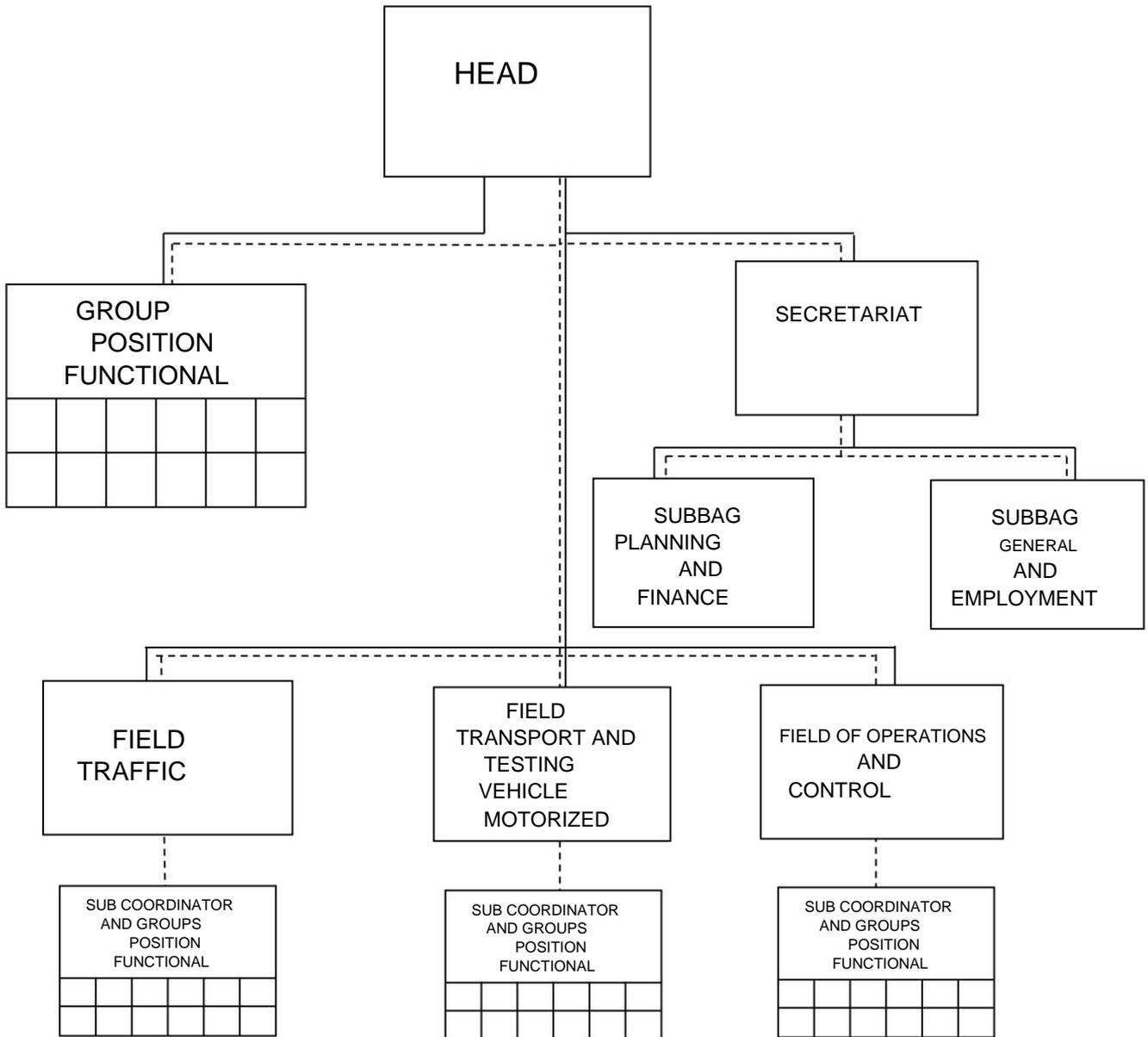
REGENT SUKOHARJO,

signed.

ETIK SURYANI

APPENDIX XII  
 SUKOHARJO REGENCY REGULATIONS  
 NUMBER 74 OF 2022  
 ABOUT  
 POSITION, ORGANIZATIONAL STRUCTURE,  
 DUTIES AND FUNCTIONS, AND ORDER  
 DISTRICT REGIONAL SERVICE WORK  
 SUKOHARJO

TRANSPORTATION SERVICE ORGANIZATIONAL STRUCTURE CHART  
 SUKOHARJO DISTRICT



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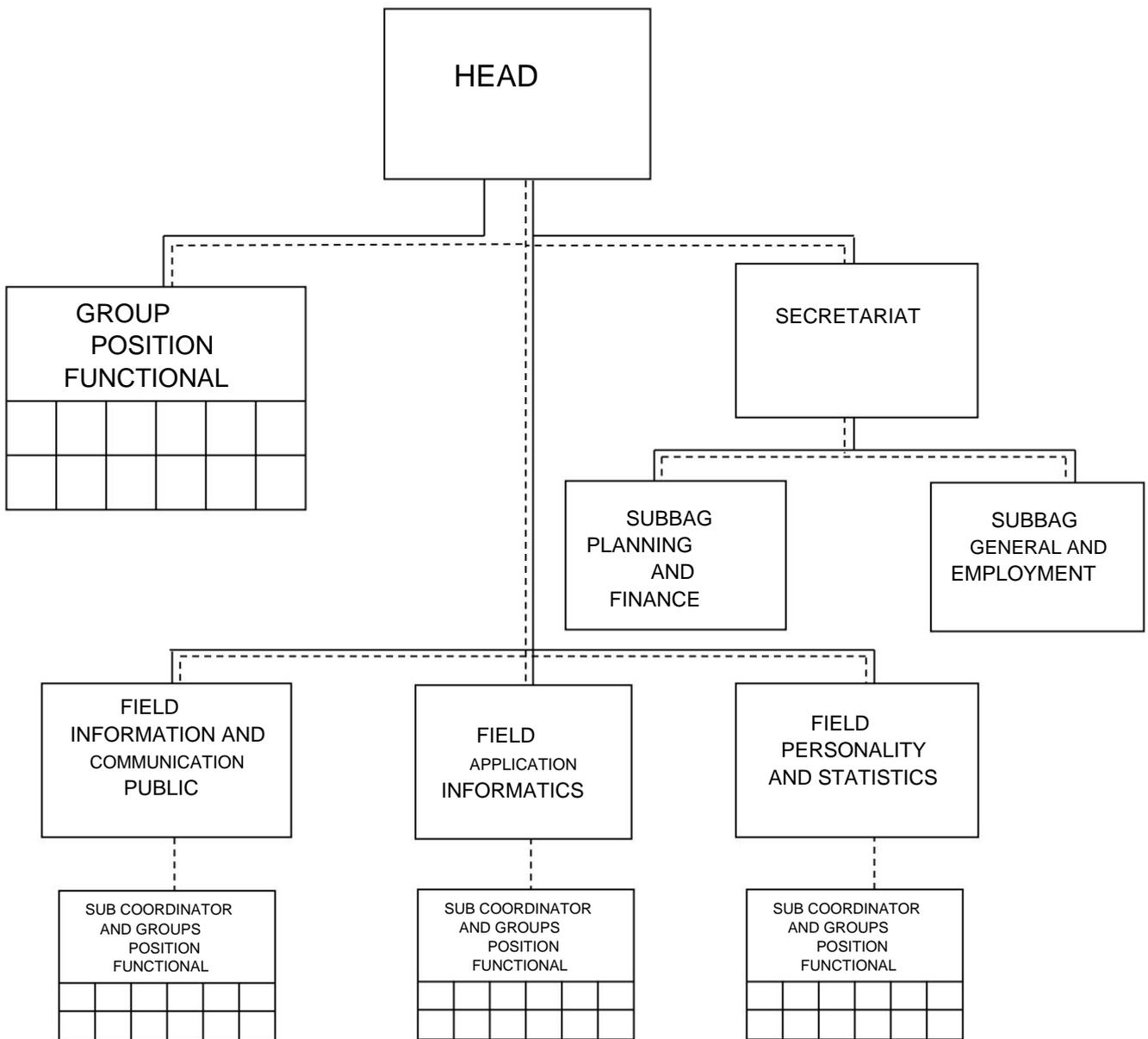
REGENT SUKOHARJO,

signed.

ETIK SURYANI

APPENDIX XIII  
 SUKOHARJO REGENCY REGULATIONS  
 NUMBER 74 OF 2022  
 ABOUT  
 POSITION, ORGANIZATIONAL STRUCTURE,  
 DUTIES AND FUNCTIONS, AND ORDER  
 DISTRICT REGIONAL SERVICE WORK  
 SUKOHARJO

ORGANIZATIONAL STRUCTURE CHART OF THE COMMUNICATIONS AND INFORMATICS SERVICE  
 SUKOHARJO DISTRICT



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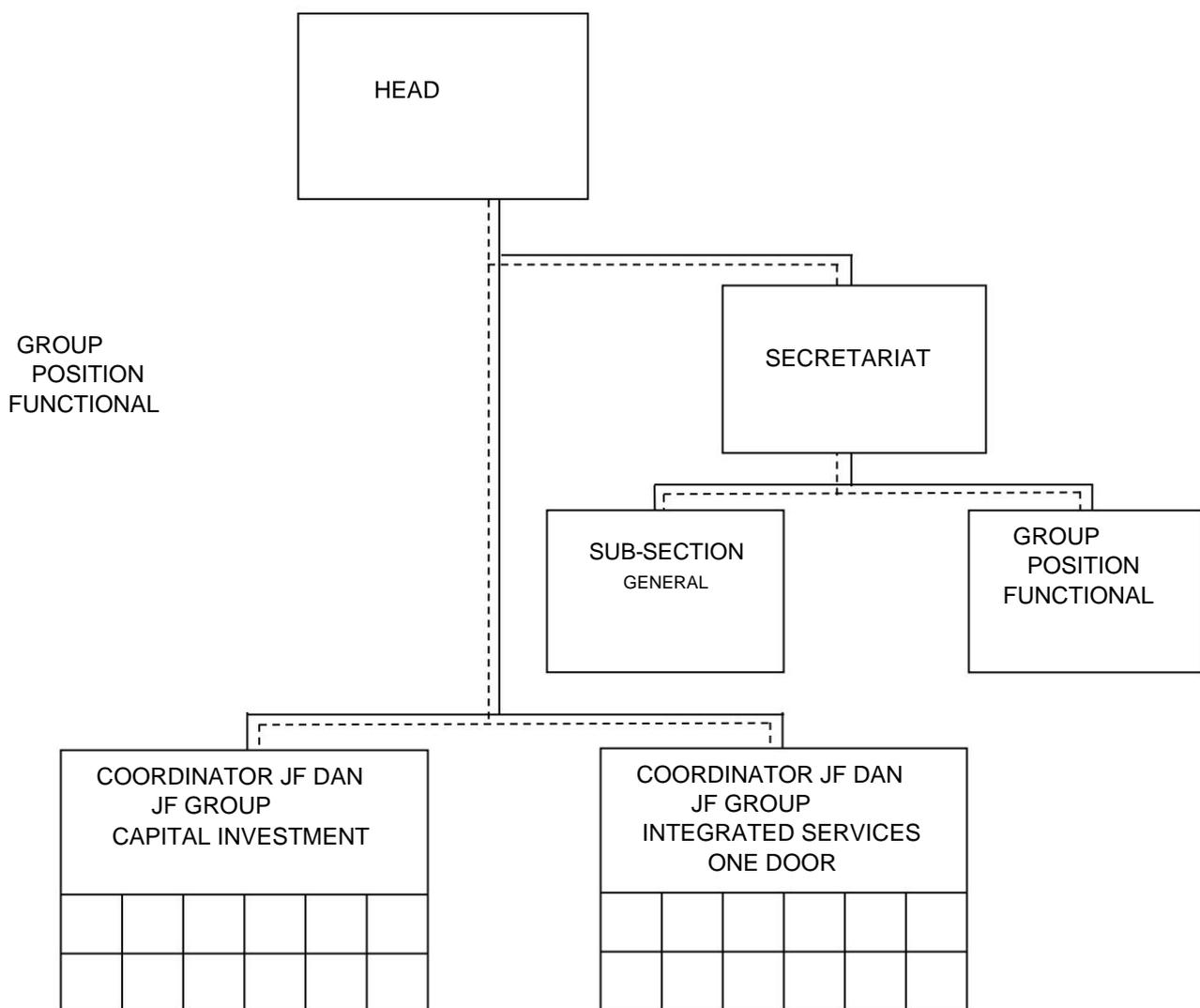
REGENT SUKOHARJO,

signed.

ETIK SURYANI

APPENDIX XIV  
 SUKOHARJO REGENCY REGULATIONS  
 NUMBER 74 OF 2022  
 ABOUT  
 POSITION, ORGANIZATIONAL STRUCTURE,  
 DUTIES AND FUNCTIONS, AND ORDER  
 DISTRICT REGIONAL SERVICE WORK  
 SUKOHARJO

ORGANIZATIONAL STRUCTURE CHART OF THE CAPITAL INVESTMENT AND SERVICES SERVICES  
 INTEGRATED ONE DOOR SUKOHARJO DISTRICT



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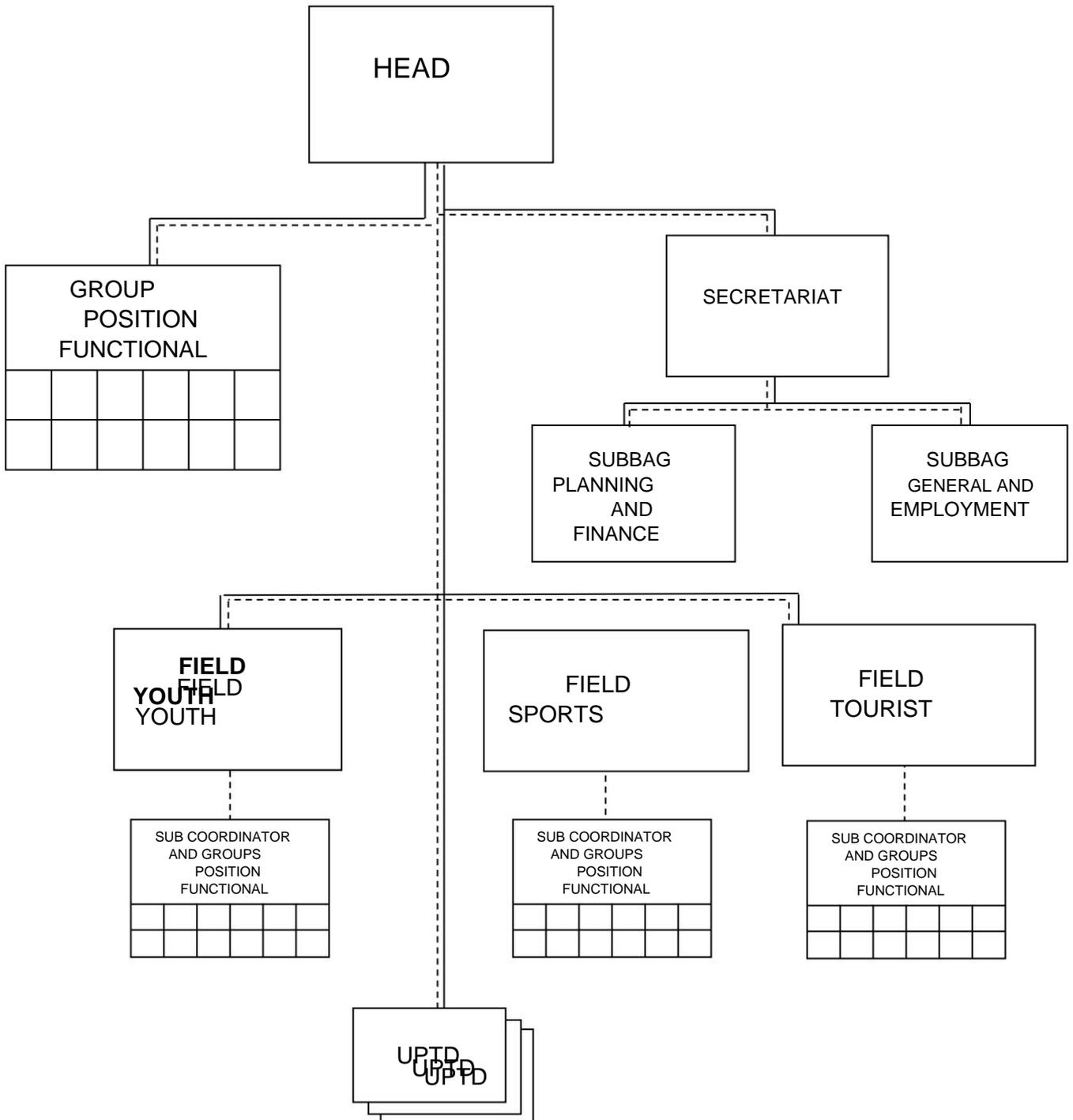
REGENT SUKOHARJO,

signed.

ETIK SURYANI

APPENDIX XV  
 SUKOHARJO REGENCY REGULATIONS  
 NUMBER 74 OF 2022  
 ABOUT  
 POSITION, ORGANIZATIONAL STRUCTURE,  
 DUTIES AND FUNCTIONS, AND ORDER  
 DISTRICT REGIONAL SERVICE WORK  
 SUKOHARJO

ORGANIZATIONAL STRUCTURE CHART OF YOUTH, SPORTS AND SERVICES  
 SUKOHARJO DISTRICT TOURISM



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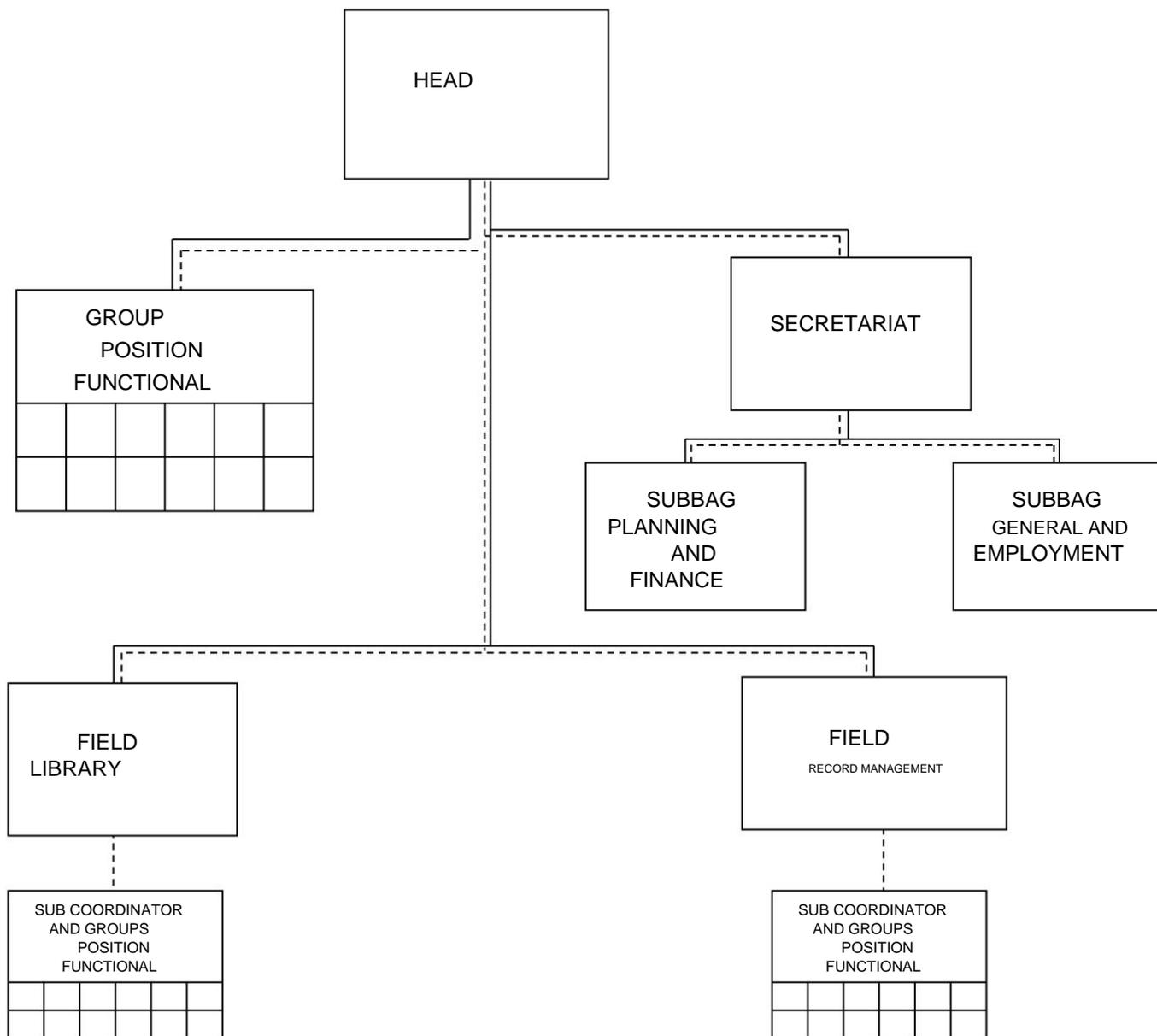
REGENT SUKOHARJO,

Signed..

ETIK SURYANI

APPENDIX XVI  
 SUKOHARJO REGENCY REGULATIONS  
 NUMBER 74 OF 2022  
 ABOUT  
 POSITION, ORGANIZATIONAL STRUCTURE,  
 DUTIES AND FUNCTIONS, AND ORDER  
 DISTRICT REGIONAL SERVICE WORK  
 SUKOHARJO

ORGANIZATIONAL STRUCTURE CHART OF THE LIBRARY AND ARCHIVES SERVICE  
 SUKOHARJO DISTRICT



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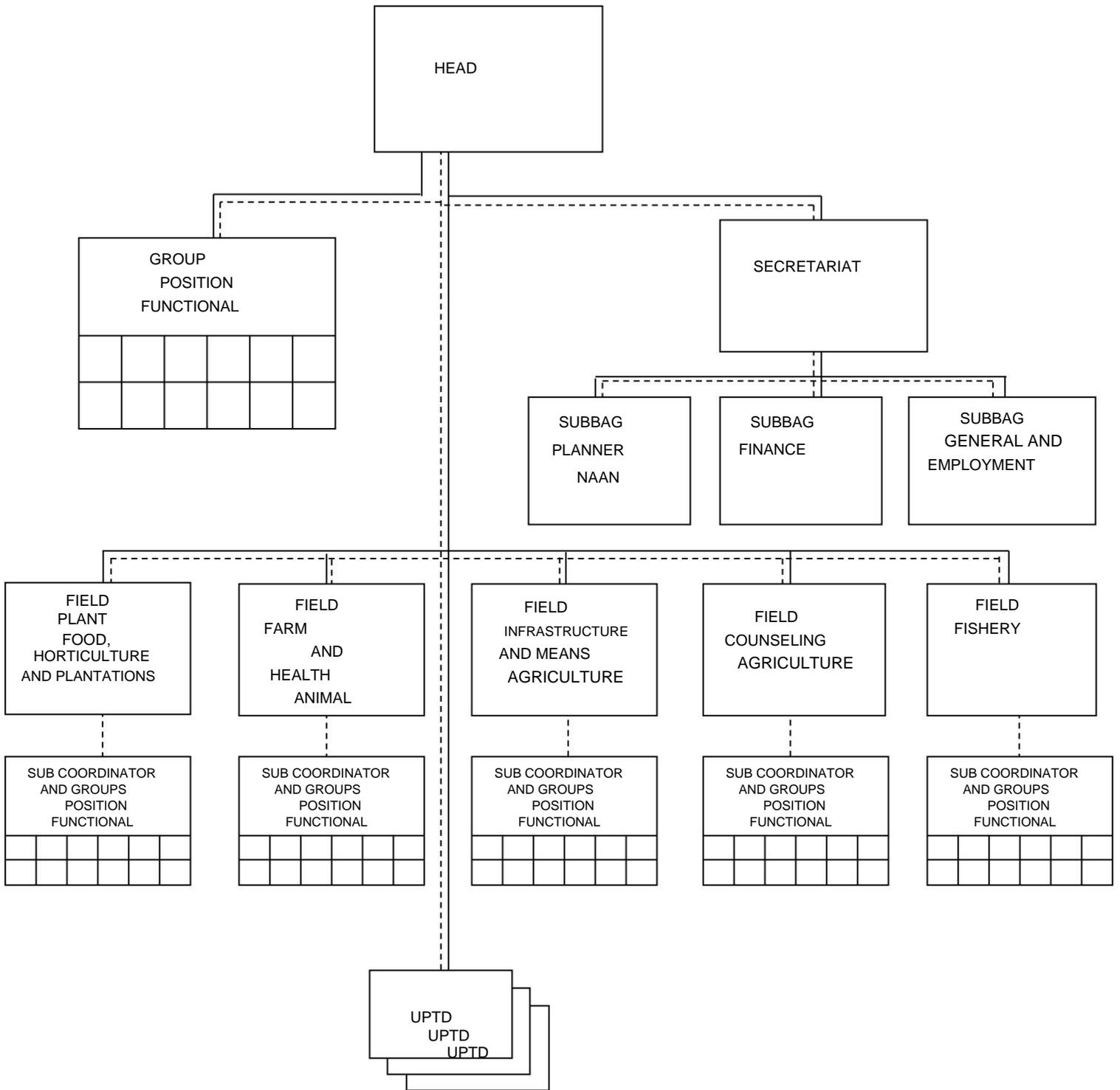
REGENT SUKOHARJO,

signed.

ETIK SURYANI

APPENDIX XVII  
 SUKOHARJO REGENCY REGULATIONS  
 NUMBER 74 OF 2022  
 ABOUT  
 POSITION, ORGANIZATIONAL STRUCTURE,  
 DUTIES AND FUNCTIONS, AND ORDER  
 DISTRICT REGIONAL SERVICE WORK  
 SUKOHARJO

ORGANIZATIONAL STRUCTURE CHART OF THE AGRICULTURE AND FISHERIES SERVICE  
 SUKOHARJO DISTRICT



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 \_\_\_\_\_: Command Line  
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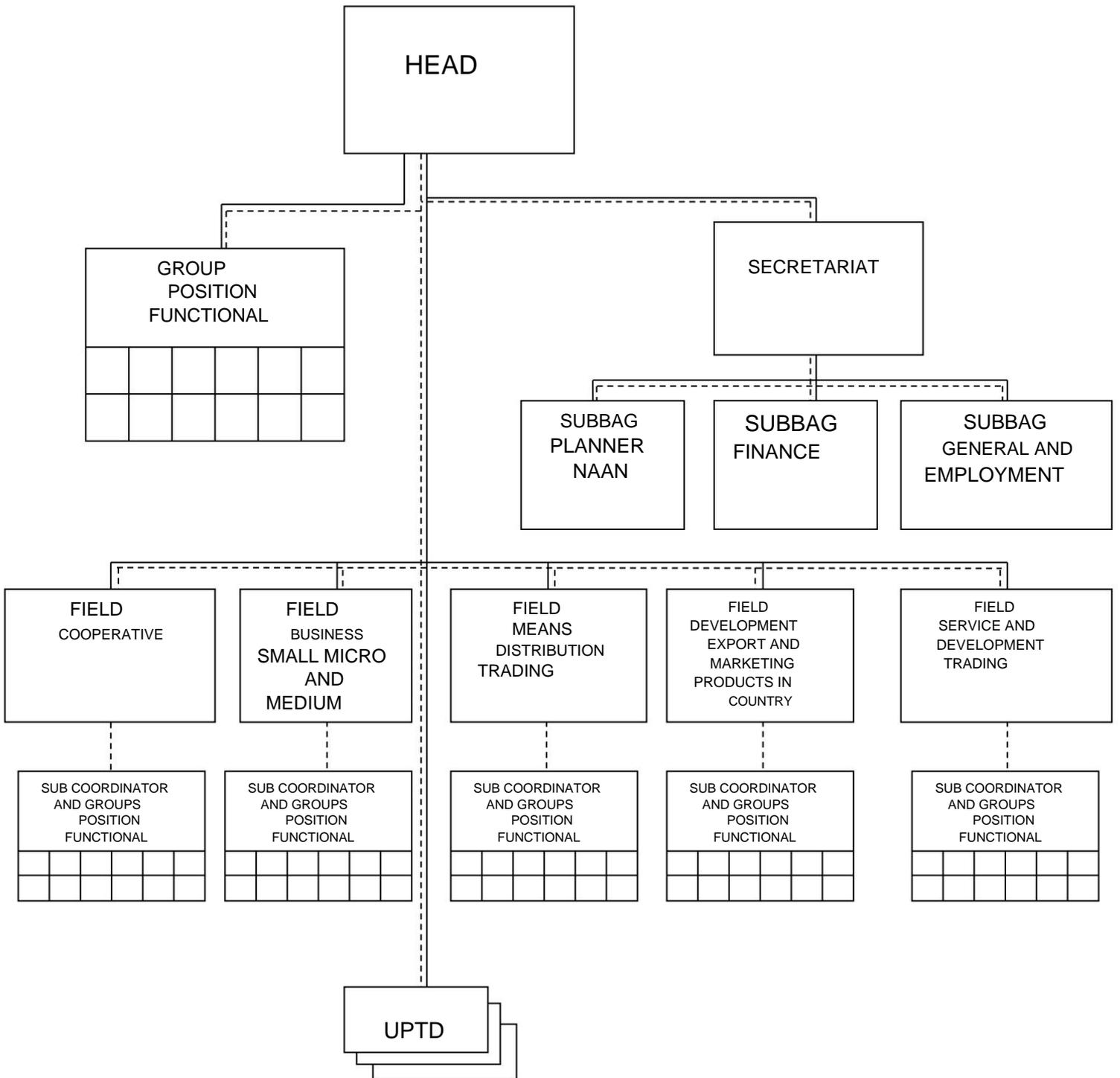
REGENT SUKOHARJO,

signed.

ETIK SURYANI

APPENDIX XVIII  
 SUKOHARJO REGENCY REGULATIONS  
 NUMBER 74 OF 2022  
 ABOUT  
 POSITION, ORGANIZATIONAL STRUCTURE,  
 DUTIES AND FUNCTIONS, AND ORDER  
 DISTRICT REGIONAL SERVICE WORK  
 SUKOHARJO

ORGANIZATIONAL STRUCTURE CHART OF THE COOPERATIVE, SMALL AND SMALL BUSINESS SERVICES  
 MIDDLE AND TRADE SUKOHARJO DISTRICT



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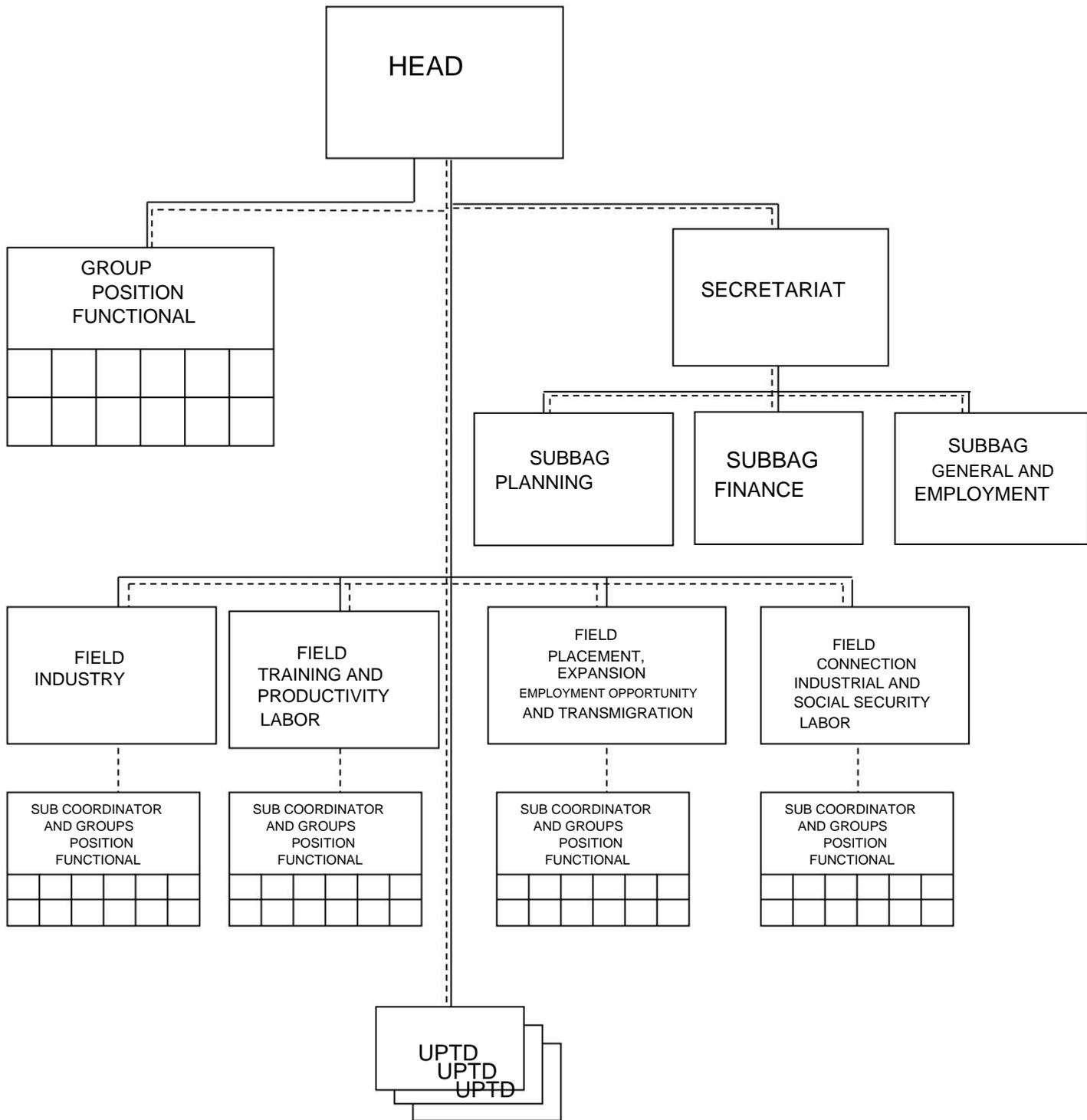
REGENT SUKOHARJO,

signed.

ETIK SURYANI

APPENDIX XIX  
 SUKOHARJO REGENCY REGULATIONS  
 NUMBER 74 OF 2022  
 ABOUT  
 POSITION, ORGANIZATIONAL STRUCTURE,  
 DUTIES AND FUNCTIONS, AND WORK PROCEDURES  
 SERVICE AREA REGENCY  
 SUKOHARJO

ORGANIZATIONAL STRUCTURE CHART OF THE DEPARTMENT OF INDUSTRY AND LABOR  
 SUKOHARJO DISTRICT



Information: \_\_\_\_\_  
 \_\_\_\_\_: Command Line  
 -----: Coordination Line

REGENT SUKOHARJO,

signed.

ETIK SURYANI

APPENDIX XX  
SUKOHARJO REGENCY REGULATIONS  
NUMBER 74 OF 2022  
ABOUT  
POSITION, ORGANIZATIONAL STRUCTURE,  
DUTIES AND FUNCTIONS, AND WORK PROCEDURES  
SUKOHARJO DISTRICT REGIONAL OFFICE

DUTIES OF SUB COORDINATORS AND COORDINATORS IN REGIONAL SERVICES  
SUKOHARJO DISTRICT

A. Department of Education and Culture

1. Early Childhood Education and Education Development Sector  
Non-formal.

- a. The Sub-Coordinator of Early Childhood Education and Non-formal Education Curriculum has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes determining local content curriculum, competency tests and assessments, early childhood education and non-formal education.
  
- b. The Sub-Coordinator of Institutions and Infrastructure for Early Childhood Education and Non-formal Education has the task of carrying out the preparation of materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes institutions, facilities and infrastructure for early childhood education and non-formal education, and the issuance of establishment permits, structuring, closing, accreditation, basic education data, developing educators and organizations and distributing institutional assistance and assessing the performance of early childhood education and non-formal education units.
  
- c. Sub Coordinator for Early Childhood Education Students and Non-formal education has the task of carrying out the preparation of materials for the formulation, coordination, implementation, monitoring, evaluation and reporting which includes fostering interest, talent, achievement and character development of students and character building for early childhood education and non-formal education.

2. Primary School Development Sector

- a. The Elementary School Sub-Coordinator has the task of preparing materials for formulating, coordinating, implementing, monitoring, evaluating and reporting which includes determining, implementing and assessing the local content curriculum for Elementary Schools.
  
- b. The Sub-Coordinator of Elementary School Institutions and Infrastructure has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes institutions, facilities and infrastructure, issuing permits for establishment, structuring, closing, accreditation, basic educational data, and evaluating the performance of educational units. Elementary school.



## 5. Cultural Sector

- a. The Sub-Coordinator for History and Antiquities has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes writing local history and regional culture, understanding national, regional and local history, local cultural history, inventory and documentation of historical sources and historical publications , awarding figures who have contributed to the development of history, understanding of history and national insight, guidance on historical and heroic values, dissemination of local history information, local history seminars, registration and protection of cultural heritage.
  
- b. The Sub-Coordinator for Arts and Culture has the task of preparing materials for the formulation, coordination, implementation, monitoring, evaluation and reporting which includes arts and culture, formulating master plans for cultural development, protecting intellectual property rights in the field of culture, criteria for awarding systems/awards for individuals/institutions who contributing to the field of culture, foreign cooperation in the field of culture at the district scale, instilling traditional values, developing national character and manners, developing institutions of belief in God Almighty and traditional institutions, and implementing the protection, development and utilization of culture at the regional scale .

## B. Health Service

### 1. Public Health Sector

- a. The Sub-Coordinator for Health Promotion and Community Empowerment has the task of preparing materials for formulation, planning, coordination, implementation, monitoring, evaluation and reporting including health promotion, advocacy, empowerment, increasing community and cross-sector participation, healthy implementation in the context of promotive and preventive.
  
- b. The Sub-Coordinator for Family Health and Nutrition has the task of carrying out the preparation of materials for formulation, planning, coordination, implementation, monitoring, evaluation and reporting including the provision of health services for Community Health Efforts (UKM) and Individual Health Efforts (UKP) related to family health and improving nutrition public.
  
- c. The Partnership Sub-Coordinator has the task of carrying out preparation of materials for formulation, planning, coordination, implementation, monitoring, evaluation, reporting and establishing partnership cooperation in the health sector with the government, private sector and other parties and providing health services for Community Health Efforts (UKM) and Health Efforts Individuals (UKP) associated with community partnerships.

## 2. Pharmaceutical Sector and Health Service Facilities

- a. The Sub-Coordinator of Health Service Facilities has the task of carrying out the preparation of materials for formulation, planning, coordination, implementation, monitoring, evaluation and reporting related to the procurement of supporting facilities and infrastructure for health facilities, and the procurement of health equipment.
- b. The Sub-Coordinator for Pharmacy, Food, Beverage and Health Supplies has the task of carrying out the preparation of materials for coordination, monitoring, evaluation and implementation, formulation, planning, reporting related to the implementation of pharmaceutical services, food and beverage, licensing, certification and supervision in the field of pharmacy and medical devices.
- c. Sub-Coordinator for Maintenance of Infrastructure and Systems  
Health Information has the task of carrying out the preparation of materials for formulation, planning, coordination, implementation, monitoring, evaluation and reporting which includes the rehabilitation and maintenance of health facilities and infrastructure, and the implementation of an integrated health information system.

## 3. Health Services, Disease Prevention and Control

- a. The Sub-Coordinator of Basic and Referral Health Services has the task of carrying out preparation of materials for formulation, planning, coordination, implementation, monitoring, evaluation and reporting on the provision of basic and referral health services.
- b. Sub-Coordinator for Disease Prevention and Control  
has the task of carrying out the preparation of materials for formulation, planning, coordination, implementation, monitoring, evaluation and reporting related to disease prevention and control.
- c. The Sub-Coordinator for Environmental Health, Occupational Health and Sports has the task of carrying out preparation of materials for formulation, planning, coordination, implementation, monitoring, evaluation and reporting related to the provision of environmental health, occupational health and sports services.

## 4. Quality of Health Personnel and Health Service Facilities

- a. The Sub-Coordinator for Licensing of Health Personnel, Health Service Facilities and Other Health Facilities has the task of carrying out the preparation of materials for formulation, planning, coordination, implementation, monitoring, evaluation and reporting related to the issuance of permits for class C, D hospitals and other health service facilities; and granting health worker practice permits.

- b. The Sub-Coordinator for Development and Quality Improvement of Health Service Facilities has the task of carrying out preparation of materials for formulation, planning, coordination, implementation, monitoring, evaluation and reporting related to improving the quality of health service facilities.
- c. The Sub-Coordinator for Planning, Development and Competency Improvement of Health Human Resources has the task of carrying out the preparation of materials for the formulation, coordination, implementation, monitoring, evaluation and reporting related to planning, coaching, quality development and improving the technical competence of health human resources

## C. Public Works and Spatial Planning Department

### 1. Spatial Planning Sector

- a. The Sub-Coordinator for Spatial Planning has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes determining detailed spatial plan documents and inventorying spatial planning problems.
- b. The Sub-Coordinator for Space Utilization and Control has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes establishing policies and implementing space utilization activities, controlling space utilization, as well as structuring and controlling the location of telecommunications towers.
- c. The Land Sub-Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes building a land database, preparatory activities for land acquisition for public purposes, facilitating certification of land belonging to the Regional Government and the community, facilitating the provision of compensation and land compensation for development and coordinating the resolution of land conflict problems.

### 2. Water Resources Sector

- a. The Sub-Coordinator for Water Resources Technical Development has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes determining water resource planning, managing water resource protected areas in river areas, and ratifying water resource planning documents from other agencies. .
- b. The Sub-Coordinator for Operation and Maintenance of Water Resources has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes maintenance and rehabilitation operations for irrigation networks, controlling the destructive power of water which has an impact in the district area, empowering the Water User Farmers Association (P3A) and the Association of Water User Farmers Associations (GP3A), overseeing water resource management in river areas.

- c. The Sub-Coordinator for Water Resources Development has the task of preparing materials for the formulation, coordination, implementation, monitoring, evaluation and reporting which includes preparing materials for the formation and implementation of the Commission's activities. Regency irrigation and other water resources coordination platforms at the district level in accordance with applicable regulations, construction of irrigation network improvements, preparation for the implementation of a water resources information system, determination and granting permits for the exploitation and use of water resources in accordance with applicable regulations.

### 3. Development Sector

- a. The Sub-Coordinator for Technical Development of Bina Marga has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes planning roads, bridges and district road channels, providing guidance and counseling as well as education and training to road and bridge administrators and approving technical planning roads and bridges from other agencies.
- b. The Sub-Coordinator for the Construction and Improvement of Roads and Bridges has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes the construction and improvement of roads, bridges and road channels, providing recommendations for dispensation permits and consideration of the use of road space and road monitoring space, development applied technology in the field of roads and bridges, road and bridge roadworthiness operations, identification to obtain data on damage to roads and bridges in the context of replacing or improving roads and bridges.
- c. The Road and Bridge Maintenance Sub-Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes the maintenance of roads, bridges and district road channels.

### 4. Field of Creation

- a. The Job Creation Technical Development Sub-Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes technical development planning, improvement and maintenance of the work creation sector, drainage, construction services development, construction services information system, providing approval for the work creation technical planning of other agencies.

- b. The Sub-Coordinator for Building and Environmental Management has duties of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which include building construction, building and environmental planning, construction, improvement and maintenance of drainage, preparing technical recommendations for Building Approval (PBG), issuing Certificates of Functional Worthiness (SLF), and building data collection, supervision and control of buildings and their environment.
- c. The Sub-Coordinator for Drinking Water and Environmental Health has the task of preparing formulation materials, coordinating, implementing, monitoring, evaluating and reporting which includes administering the drinking water sector (Non PDAM), household waste water, and developing systems and waste management for *Reduce, Reuse, Recycle* (TPS3R) Waste Processing Sites.

#### D. Department of Housing and Residential Areas

##### 1. Housing Sector

- a. The Housing Planning and Development Sub-Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes Housing planning and development, preparing recommendations and permits for housing construction and development, certification and registration for persons or legal entities carrying out design and planning houses as well as planning infrastructure for public facilities and utilities at a small capacity level, and issuing Building Ownership Certification (SKBG).
- b. The Sub-Coordinator for Formal and Self-Help Housing has the task of preparing materials for the formulation, coordination, implementation, monitoring, evaluation and reporting which includes planning, preparing facilitation materials, coaching, controlling, implementing construction and improving the quality of formal and self-help housing, providing development and institutional assistance and administering housing with co-administration funds, formulation and implementation of housing financing source policy facilitation, review of policies and Regional Regulations related to formal and self-help housing development, facilitation of implementation of Regional policies and strategies regarding development support institutions and the capacity of self-help housing development actors, implementation of socialization of strategic policies programs and norms, standards, guidelines and manuals for formal and self-help housing development.

- c. The Sub-Coordinator for Flat Management has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes planning, development, construction and management of flats, maintenance, repair, improvement and provision of utilities (electricity, clean water and waste water) , implementation of occupancy/rental administration activities, technical arrangements and control relating to the management, marketing and promotion of Simple Rental Flats to achieve the occupancy level of Simple Rental Flats.

## 2. Settlement Area Sector

- a. The Sub-Coordinator for Residential Area Planning has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes data collection and planning for residential areas as well as issuing permits for construction and development of residential areas.
- b. The Sub-Coordinator for Slum Management has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting.  
includes the arrangement and improvement of the quality of slum housing and slum settlements with an area of under 10 (ten) hectares.
- c. The Sub-Coordinator for Utilization and Control of Residential Areas has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes the use and control of residential areas as well as preventing slum housing and slum settlements.

## 3. Public Infrastructure, Facilities and Utilities Sector

- a. Sub-Coordinator for Infrastructure, Facilities and Utilities Planning  
General has the task of formulating concepts and implementing policies, coordinating, monitoring, evaluating and reporting which includes planning, managing housing infrastructure, facilities and public utilities, preparing norms, standards, procedures and criteria in the field of housing infrastructure, facilities and public utilities, inventory and data collection Housing infrastructure, public facilities and utilities, data and information management, preparation of norms, standards, procedures and criteria for handing over Housing facilities and utilities infrastructure to institutions or business entities, and handing over Housing facilities and utilities infrastructure.
- b. The Sub-Coordinator for Development and Maintenance of Public Infrastructure, Facilities and Utilities has the task of formulating concepts and implementing policies, coordinating, monitoring, evaluating and reporting which includes the construction and maintenance of housing infrastructure, facilities and public utilities.

- c. The Sub-Coordinator for Evaluation and Development of Public Infrastructure, Facilities and Utilities has the task of formulating the concept and implementation of policies, coordinating, monitoring, evaluating and reporting which includes monitoring, analysis and evaluation, supervising the construction of housing public utility infrastructure, supervising and coaching the implementation of infrastructure and facilities. and Housing public utilities, socialization of policies, program strategies for Housing infrastructure, facilities and public utilities, reporting on the results of implementation of assistance for the development of Housing public facilities and utilities.

## E. Civil Service Police Unit

### 1. Regional Law Enforcement Sector

- a. The Enforcement Sub-Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes enforcing regional laws and regulations in a pro-judicial manner.
- b. The Sub-Coordinator for Inter-Institutional Relations has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes relations between related institutions/agencies in the field of enforcing regional legislation.
- c. The Guidance and Supervision Sub-Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes guidance and supervision in the field of enforcement of regional legislation.

### 2. Public Order and Peace Sector

- a. The Early Detection Sub-Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes the implementation of early detection, early detection intelligence relating to the enforcement of Regional Regulations/ Regent Regulations, the implementation of public peace and public order as well as community protection.
- b. The Sub-Coordinator for Community Development has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes community development in public order and peace.
- c. The Sub-Coordinator for Operations and Control has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes operational implementation and control.

### 3. Community Protection Unit Development Sector

- a. The Data and Information Sub-Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes data and information on the Community Protection Unit.
- b. The training sub-coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes training for the Community Protection Unit.
- c. The Mobilization Sub Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes the mobilization of the Community Protection Unit.

### 4. Fire Department

- a. The Community Empowerment Sub-Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes community empowerment in fire prevention.
- b. The Sub-Coordinator of Extinguishing, Rescue and Investigation Operations has the task of preparing materials for the formulation, coordination, implementation, monitoring, evaluation and reporting which includes extinguishing, rescue and investigation operations.
- c. The Sub-Coordinator for Infrastructure and Inspection of Fire Protection Equipment as referred to in Article 8 paragraph (3) letter d number 3 has the task of preparing materials for the formulation, coordination, implementation, monitoring, evaluation and reporting which includes infrastructure and inspection of fire protection equipment.

## F. Social Services

### 1. Social Rehabilitation Sector

- a. The Sub-Coordinator for Social Rehabilitation of Children and the Elderly has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes social rehabilitation of the elderly, abandoned children, delinquent children and street children outside institutions, children in conflict with the law, child victims. acts of violence, children who need special protection, National Children's Day activities, and National Elderly Day.
- b. Sub-Coordinator for Social Rehabilitation of Persons with Disabilities has the task of preparing coordination, formulation materials, implementation, monitoring, evaluation and reporting which includes social rehabilitation of people with physical disabilities, intellectual disabilities, sensory disabilities and mental disabilities. Improving welfare, social protection, facilitating accessibility, social rehabilitation efforts, facilitating infrastructure for people with disabilities, and International Day of Persons with Disabilities (HDI) activities.

- c. The Sub-Coordinator for Social Rehabilitation of the Socially Impaired has the task of preparing materials for the formulation, coordination, implementation, monitoring, evaluation and reporting which includes social services and rehabilitation for the socially disabled, homeless, beggars, abandoned people, homeless and unemployed, prostitutes, ex-convicts, former leprosy/chronic diseases, victims of violence, victims of human trafficking as well as social rehabilitation efforts for Ex-Narcotics, Psychotropic and Addictive Substances (NAPZA), Liquor, and Government Institutions Required to Report (IPWL).

## 2. Social Protection and Security Sector

- a. The Sub-Coordinator for Data Collection and Management of Social Welfare Data has the task of preparing materials for the formulation, coordination, implementation, monitoring, evaluation and reporting which includes data collection, management, updating, validation and verification of data on Persons with Social Welfare Problems (PMKS) or those in need of Social Welfare Services (PPKS) and Potential Sources of Social Welfare (PSKS).  
Provision of DTKS including Disability Data and Data on Contribution Assistance Recipients (PBI) Healthy Indonesia Card (KIS), as supporting material for social welfare development.
- b. The Social Assistance Sub-Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes social assistance, death compensation, individual social assistance, Non-Cash Food Assistance (BPNT) and Cash Social Assistance (BST), assistance for neglected people who run out of money. provisions, assistance with funeral costs for displaced people who die, as well as other social assistance from the government.
- c. The Social Security Sub-Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes coaching the activities and implementation of the Integrated Referral Service System (SLRT) which includes the Integrated Social Welfare Data Certificate (DTKS) services related to the Smart Indonesia Card ( KIP), Healthy Indonesia Card (KIS), Electricity Subsidies, and Uninhabitable Houses (RTLH).

## 3. Social Empowerment and Heroic Values

- a. The Sub-Coordinator for Potential Empowerment and Sources of Social Welfare has the task of carrying out preparation of materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes social empowerment of Potential Sources of Social Welfare (PSKS) Social Workers, Community Social Workers (PSM), Disaster Preparedness Cadets (TAGANA ), Social Welfare Institution (LKS), Karang Taruna, Family Welfare Consultation Institute (LK3), Pioneer Family, District Social Welfare Worker (TKSK), Community Based Social Welfare Forum (WKSBM), Women Social Welfare Leaders, Social Counselors, Business World , and Facilitator of the Family Hope Program (PKH).

- b. The Sub-Coordinator for Social Empowerment of the Poor has the task of carrying out preparation of materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes social empowerment of the poor, Joint Business Groups (KUBE), Socio-Economic Vulnerable Women (WRSE), Family Hope Program (PKH) , PKH Cooperative, and E-Warong.
  
- c. The Sub-Coordinator for the Preservation of Heroic Values, Pioneering and Social Solidarity has the task of carrying out the preparation of materials for the formulation, coordination, implementation, monitoring, evaluation and reporting which includes preparing complete materials for proposals for awards and/or awards in the social sector, maintenance and security of heroes' grave parks and heroes' graves, preservation of heroic values, pioneering and social solidarity values, as well as commemoration of Heroes' Day and National Social Solidarity Day.

#### 4. Social Welfare Development Sector

- a. The Sub-Coordinator for Social Welfare Institutional Capacity has the task of preparing the formulation, coordination, implementation, monitoring, evaluation and reporting which includes coaching and supervising the implementation of the Family Welfare Consultation Institute (LK3) and the Social Welfare Institute (LKS). Providing LKS registration letters, recommendations for LKS accreditation, strengthening institutional capacity, coordinating between LKS institutions, granting technical permits to foreign LKS and establishing institutional cooperation.
  
- b. The Sub-Coordinator of Social Welfare Services has the task of preparing materials for formulation, coordination, implementation, coaching, monitoring, evaluation and reporting which includes reviewing social welfare services, providing technical guidance, workshops, outreach, counseling and promotion of social welfare. Issuing recommendations for permits for the Free Prize Draw (UGB), collecting social funds in the form of money and goods, coordinating cooperation with other agencies or parties, as well as developing Human Resources (HR) for Social Workers (Peksos) and Social Counselors (Pensos).
  
- c. The Sub-Coordinator for Handling Disaster Victims and Migrants has the task of preparing materials for coordination, outreach, counseling, implementation, formulation, monitoring, evaluation and reporting which includes handling victims of natural and social disasters, assistance and facilitation for Indonesian Citizens (WNI) with social problems, providing public kitchens/ logistics for refugee victims of disasters, trauma recovery and social strengthening for disaster victims, implementation of community empowerment and coordination, socialization and implementation of Disaster Preparedness Cadets (TAGANA) regarding disaster preparedness as well as partnership and management of disaster logistics.

G. Department of Population Control, Family Planning and Women's Empowerment and Child Protection

1. Population Control, Counseling and Mobilization Sector

- a. The Extension and Mobilization Sub-Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes advocacy, Communication Information Education (KIE), counseling, mobilization, utilization of Family Planning Instructors (PKB)/Family Planning Field Officers (PLKB) and Family Planning (KB) Cadres, community mobilization, and operations of Rural Community Institutions (IMP), strategy and material development for organizing advocacy, KIE, counseling, mobilization, utilization of Family Planning Instructors (PKB)/Family Planning Field Officers (PLKB) and Cadres Family Planning (KB) as a work guide.
  
- b. The Sub-Coordinator for Population Control, Family Data and Information has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes preparing data analysis and population impact analysis studies, collecting, processing and presenting, analyzing and evaluating family information data.

2. Family Planning, Resilience and Family Welfare

- a. The Sub-Coordinator for Services and Development of Family Planning Participation has the task of preparing materials for the formulation, coordination, implementation, monitoring, evaluation and reporting which includes preparing the implementation of services and development of Family Planning participation, receiving, storing, controlling and monitoring and evaluating programs for distribution of tools and equipment. contraceptive drugs, services and guidance for family planning participation, facilitation of guarantees for family planning services, technical guidance and facilitation of family planning programs, services and guidance for participation in family planning.
  
- b. The Sub-Coordinator for Family Resilience and Welfare has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes technical guidance and facilitation for the Family Resilience Development Group for Toddlers, Children, Teenagers, the Elderly and Efforts to Increase Prosperous Family Income (UPPKS).

3. Women's Empowerment Sector

- a. The Sub-Coordinator for Gender Mainstreaming has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes synchronization, facilitation, socialization and distribution of implementation policies for implementing gender mainstreaming and women's empowerment, strengthening institutions and developing mechanisms for gender mainstreaming in government institutions, the Study Center Women/Gender Study Center, research and development institutions, and non-governmental institutions, carry out gender mainstreaming operational activities and gender responsive budget planning, develop information communication materials and gender mainstreaming education.

- b. The Sub-Coordinator for Improving the Quality of Life and Protection of Women has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes study, synchronization, facilitation, socialization and distribution of policy implementation, and integration and implementation of efforts to improve the quality of life of women in education policy. , health, economic, legal, political, social and family quality, facilitating the implementation of prevention and protection for women, strengthening and developing institutions providing services for empowering and protecting women, preparing materials for providing technical guidance on prevention, treatment, protection and empowerment of women, prevention, treatment , and protection of women against acts of violence, female workers, elderly women and people with disabilities and women in conflict areas and areas affected by disasters, human trafficking, and development of information and educational communication materials to improve the quality of life of women and protect women.

#### 4. Child Welfare and Protection Sector

- a. The Child Protection Sub-Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes providing technical guidance and supervision of the implementation of child protection implementation policies, synchronization, facilitation, socialization and distribution of child protection implementation policies, implementation of child protection activities, facilitation and integration of technical child protection policies, especially protection against acts of violence, prevention, recovery, return and social reintegration, legal protection, children with disabilities, children in conflict areas and disaster-affected areas, strengthening and developing service provider institutions in the field of child protection, development child protection information and education communication materials.
- b. The Sub-Coordinator for Improving the Quality of Life for Children has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes reviewing and providing technical guidance and supervision of implementation, synchronization, facilitation, socialization and distribution of implementation and implementation, as well as integrating policies for fulfilling children's rights, institutionalizing the fulfillment of children's rights in government and non-government institutions, strengthening and developing institutions providing services to improve children's quality of life, monitoring, analyzing, evaluating and reporting on the implementation of policies in the field of fulfilling children's rights, and developing information and educational communication materials to improve children's quality of life.

## H. Food Service

### 1. Food Availability and Insecurity

- a. The Food Availability Sub-Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes analysis in the field of food availability and other resources supporting food security, preparing data and information, developing an information network on food availability and resources supporting food security others, assistance with activities in the field of food security and other supporting resources for food security, and facilitation of the implementation of food development and increasing food security.
  
- b. The Food Insecurity Sub-Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes analysis of food insecurity handling, preparation of intervention materials for vulnerable areas, preparation of data and food, information on regional food vulnerability and security, identification, inventory and mapping of food insecure areas, preparation of assistance materials in the field of food insecurity, and facilitation of empowerment in the context of overcoming food insecurity areas.

### 2. Food Distribution and Reserves Sector

- a. The Food Distribution Sub-Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes analysis of food supply and prices, preparation of data and information on supply chains and food distribution networks, preparation of food balance prognoses, collection of food price data at the producer level and consumers for price panels, development of food distribution institutions, and assistance in the fields of food distribution, food supply and prices.
  
- b. The Sub-Coordinator of Food Reserves has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes procurement, management and distribution of Regional Government food reserves, utilization of Regional Government food reserves, management of community food barns and assistance with activities in the field of food reserves.

### 3. Consumption Diversity and Food Safety Sector

- a. The Sub-Coordinator for Food Consumption Diversity has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes analysis of food consumption diversity and local food development, preparing calculations of food consumption per commodity per capita per year, calculating the level of community energy and protein consumption per year. capita per year, use of homestead land for family food security, promotion of food consumption diversification and local food development, preparation of food consumption pattern maps, acceleration of food consumption diversification based on local resources, development of Local Staple Foods, communication, information and education on food consumption diversity, and assistance in the field of food consumption, promotion of food consumption diversity and local food development.
  
- b. The Food Safety Sub-Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes institutional analysis and food safety information, monitoring fresh food in circulation, certification of fresh food safety guarantees, preparing materials for the Regional Food Safety Network (JKPD), communication, information and food safety education, assistance with activities in the field of food safety institutions, food safety supervision and cooperation in food safety supervision.

### I. Environmental Service

#### 1. Environmental Management and Capacity Building

- a. The Sub-Coordinator for Inventory, Regional Environmental Protection and Management Plans and Strategic Environmental Studies has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes the preparation of Regional Environmental Protection and Management Plan documents.  
  
(RPPLHD), determining environmental capacity and support, preparing Regional Environmental Status, preparing Strategic Environmental Studies and preparing Environmental Quality Index.
  
- b. Sub Coordinator for Environmental Capacity Building has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes policies for recognizing the existence and increasing the capacity of Customary Law communities, environmental education and training for the community and policies on procedures for providing environmental awards to the community.

- c. The Environmental Maintenance Sub-Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes the implementation of green open space management, biodiversity information systems and databases as well as institutional development and human resources for managing biodiversity.

## 2. Waste Management Sector, Hazardous and Toxic Waste and Non-Hazardous and Toxic Waste

- a. The Waste Reduction Sub-Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes waste reduction policies, setting waste reduction targets and prioritizing waste types, and limiting waste accumulation to producers/industries.
- b. The Sub-Coordinator for Waste Management has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes regional waste management policies, providing waste handling infrastructure and developing investment in waste management businesses.
- c. The Sub-Coordinator for Handling of Hazardous and Toxic Waste and Non-Hazardous and Toxic Waste has the task of preparing materials for the formulation, coordination, implementation, monitoring, evaluation and reporting which includes preparing policies for the storage of Hazardous and Toxic Waste (B3) and non-Hazardous Material waste and Toxic (B3), policies for collecting Hazardous and Toxic Waste (B3) and non-Hazardous and Toxic Waste (B3) in the Region and fostering the management of Hazardous and Toxic Waste

(B3) and non-hazardous and toxic waste (B3).

## 3. Field of Environmental Pollution and Damage Control

- a. The Environmental Monitoring Sub-Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting fulfillment and provision of information on environmental quality standards and preparation of infrastructure in environmental laboratories.
- b. The Environmental Pollution Sub-Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes preventing and controlling pollution from business actors and/or activities, inventory of greenhouse gases as well as climate change adaptation and mitigation efforts.

- c. The Sub-Coordinator for Environmental Damage has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes providing information on quality standard criteria, environmental damage as well as efforts to prevent and overcome damage to land and water resources.

#### 4. Field of Environmental Impact Assessment and Compliance

- a. The Environmental Impact Assessment Sub-Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes preparing instruments for preventing pollution and/or damage to the environment, assessing and examining environmental documents, implementing the environmental approval service process.
- b. The Sub-Coordinator for Complaints and Environmental Dispute Resolution has the task of preparing materials for the formulation, coordination, implementation, monitoring, evaluation and reporting which includes policies regarding procedures for complaints and resolving public complaints, preparing recommendations for follow-up to the results of complaint verification, resolving environmental disputes both outside the court and in court and developing an information system for receiving public complaints.
- c. The Environmental Law Enforcement Sub-Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes monitoring policies regarding the obligation to implement environmental approvals and regulations in the field of Environmental Protection and Management (PPLH), coaching regional environmental supervisory officers, investigations cases of law violations and handling of evidence and handling of criminal law in an integrated manner.

#### J. Population and Civil Registration Service

##### 1. Population Registration Services Sector

- a. The Population Identity Sub-Coordinator has the task of preparing materials for the formulation, coordination, implementation, monitoring, evaluation and reporting which includes planning the need for resident identity card forms, family cards, child identity cards and population forms, population registration services including family cards, resident identity cards , child identity cards and population documents for vulnerable populations, issuance of identity cards, family cards, and child identity cards and population documents for vulnerable populations.

- b. The Resident Migration Sub-Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes services for population relocation within one village, one sub-district, between villages within one sub-district and between sub-districts within one regency, registration services for inter-migration districts within one province, registration services for moving in between provinces within the territory of Indonesia, services for moving in and out of foreigners, issuing letters of moving in for residents, certificates of residence, certificates of residence and recapitulating data on the results of registration of moving in for temporary residents, recapitulation, documentation, reporting Printing results and distribution of population documents.
  
- c. The Population Data Collection Sub-Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes establishing norms, standard procedures and criteria for implementing quantity control, quality development, directing population mobility and distribution as well as population protection based on data collection results, making analyzes , quality development, mobility direction or structuring the distribution and protection of the population.

## 2. Civil Registration Services Sector

- a. The Sub-Birth Coordinator has the task of preparing materials for the formulation, coordination, implementation, monitoring, evaluation and reporting which includes verification, validation of birth registration applications in managing the population administration information system, planning the need for birth certificate forms, implementing registration services, checking and researching birth certificate files both Indonesian citizens and foreign citizens, issuance of birth certificate excerpts and publication of birth reports of Indonesian citizens abroad, issuance of birth certificate excerpts of foreign citizens who gave birth in Indonesia, publication of birth certificate excerpts of Indonesian citizens and foreign citizens born in Indonesia recapitulation, documentation, reporting of printed results and distribution of birth certificates.
  
- b. The Marriage and Divorce Sub-Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes marriage and divorce registration services, marriage annulment and divorce annulment, carrying out the issuance of marriage certificates, divorce certificates, recapitulation and reporting on the issuance of marriage certificates, deeds divorce, documentation and planning of the need for marriage certificate forms and divorce certificates.

- c. The Sub-Coordinator for Changes in Child Status, Citizenship and Death has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes child adoption services, child recognition, child validation, citizenship status,

issuance of child adoption documents, child recognition, child validation and citizenship status, issuance of death certificates, recapitulation, recommendations, reporting of printed results and distribution of child adoption documents, child recognition, child validation, citizenship status and death certificates.

### 3. Population Administration Information Management Sector

- a. The Population Administration Information System Sub-Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes managing the population administration information system by building a population data base, providing hardware and other equipment.

- b. The Sub-Coordinator for Population Data Processing and Presentation has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes processing and presenting population data, developing population data bases and recording population data in sub-districts, recording data resulting from facilitation of population registration, civil registration , updating population data using the population administration information system, maintaining and securing the population administration data base.

- c. The Sub-Coordinator for Information and Communication Technology Governance and Human Resources has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes technical guidance for Information and Communication Technology (ICT), information and communication technology governance and human resources, monitoring developments in information and communication technology in updating population administration information system applications.

### 4. Data Utilization and Service Innovation

- a. The Collaboration Sub-Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes cooperation in the field of data utilization and innovation in population administration services with related agencies through *online* and *offline* networks , cross-sector collaboration in the fields of data utilization and innovation in population administration services, facilitation, socialization, coaching, technical guidance, advocacy, supervision and consultation, cooperation in carrying out security, monitoring communication networks population database in sub-districts and villages.

- b. Sub Coordinator for Utilization of Population Data and Documents has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes the use of population data and documents with all fields, sections, UPTD of the Population and Civil Registration Service and related agencies, presentation of statistical information data regarding population and civil registration, administration of the use of population data and documents, preparation of guidelines and technical instructions for processing and utilization of population administration data, protection of personal data of residents in population database, facilitation of population registration and facilitation of civil registration.
- c. The Service Innovation Sub-Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes developing innovations in population administration services with related agencies through online and offline networks , innovations in population administration services in accordance with Standard Operating Procedures (SOP), Minimum Service Standards (SPM), Public Service Standards (SPM) and Community Satisfaction Index (IKM).

## K. Community and Village Empowerment Service

### 1. Village Community Empowerment Sector

- a. Sub-Coordinator of Community, Social and Traditional Institutions has the task of preparing materials for formulation, coordination, policy implementation, guidance and facilitation, monitoring, evaluation and reporting in the field of community, social and traditional institutions.
- b. Sub Coordinator of the Institute for Economics and Appropriate Technology has the task of preparing materials for formulation, coordination, policy implementation, guidance and facilitation, monitoring, evaluation and reporting in the field of economic institutions and appropriate technology.
- c. The Community Participation Sub-Coordinator has the task of preparing materials for formulation, coordination, policy implementation, coaching and facilitation, monitoring, evaluation and reporting in the field of community participation.

### 2. Village Government Sector

- a. Sub-Coordinator for Village Government Management and Administration has the task of preparing materials for formulation, coordination, policy implementation, coaching and facilitation, monitoring, evaluation and reporting in the field of structuring and village government administration.
- b. The Sub-Coordinator for Institutions and Village Apparatus has the task of preparing materials for formulation, coordination, policy implementation, coaching and facilitation, monitoring, evaluation and reporting in the institutional and village apparatus sector.

- c. The Sub-Coordinator of the Village Finance and Assets Section has the task of preparing materials for formulation, coordination, policy implementation, coaching and facilitation, monitoring, evaluation and reporting in the field of village finance and assets.

### 3. Village Management and Cooperation Sector

- a. The Village Planning Sub-Coordinator has the task of preparing materials for formulation, coordination, policy implementation, coaching and facilitation, monitoring, evaluation and reporting in the field of village planning.
- b. The Village Facilities and Infrastructure Sub-Coordinator has the task of preparing materials for formulation, coordination, policy implementation, coaching and facilitation, monitoring, evaluation and reporting in the field of village facilities and infrastructure.
- c. The Village Cooperation Sub-Coordinator has the task of preparing materials for formulation, coordination, policy implementation, coaching and facilitation, monitoring, evaluation and reporting in the field of village cooperation.

## L. Department of Transportation

### 1. Traffic Field

- a. The Sub-Coordinator of Traffic Engineering Management has the task of carrying out the formulation of road equipment requirements which includes determining locations for procurement, installation, maintenance and proposing the removal of traffic signs, road markings and traffic signaling devices, road lighting equipment, control devices and user security. roads, facilities for bicycles, pedestrians, people with disabilities as well as (*Closed Circuit Television*) CCTV on district roads, carrying out traffic management and engineering on district roads, analyzing the impact of traffic on district roads, providing recommendations for permits for road use other than for traffic purposes on county roads.
- b. The Road Equipment Sub-Coordinator has duties carry out preparation, coordination, implementation, monitoring, evaluation and reporting which includes procurement, installation, maintenance and proposals for the removal of traffic signs, road markings and traffic signaling devices, street lighting devices, means of controlling and securing road users, facilities for bicycles, pedestrians, people with disabilities and (*Closed Circuit Television*) CCTV on district roads, registration and preparation of a database of road equipment facilities, guidance on the installation of road equipment facilities by other parties.

- c. The Parking Sub Coordinator has the task of preparing materials for the formulation, coordination, implementation, monitoring, evaluation and reporting which includes the implementation of parking on the road, construction, procurement and maintenance of parking facilities, recommendations for management permits for parking outside the road, supervision and control. organizing parking, preparing training materials for parking officers, implementing projections for increasing regional original income from the parking services sector in on-road spaces, depositing the results of levy collection into the regional treasury.

## 2. Motor Vehicle Transportation and Testing Sector

- a. The Transport Sub-Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes operational program planning and transport control for road transport by public vehicles, determining general plans for the transport network for transporting people and goods in the Region, supervising and monitoring the transport network people and things,
 

preparation of guidance materials and recommendation materials for transport permits, preparation of plans for determining transport passenger fares, data collection and registration of the number of transport, management, supervision and control of terminal activities, and supporting facilities for road transport in the form of stops, shelters and signs, procurement and maintenance of terminals, locations goods transport stops, and road transport support facilities in the form of stops, shelters and signs, supervision and management of crossing facilities, procurement and maintenance of crossing transport equipment.
- b. The Sub-Coordinator of Motor Vehicle Testing has the task of preparing materials for the formulation, coordination, implementation, monitoring, evaluation and reporting which includes socialization and guidance for motor vehicle owners who are required to test, periodic testing of motor vehicles, carrying out inspections of new/first test/modified motor vehicles in accordance with specifications, inspection/picking tests of motorized vehicles on the road, examination of evidence of traffic accidents at the request of the police, technical inspection of motorized vehicles to be auctioned, inventory of motorized vehicles required to be tested and monitored for the implementation of motor vehicle testing, determination of costs, location and location of periodic testing motorized vehicles, technical development of test staff in stages to achieve technical quality in order to determine the authority and responsibilities of testers in accordance with applicable regulations.

- c. The Workshop Sub-Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes data collection on workshops and body parts, providing recommendations for the establishment of workshops and body parts, supervising the distribution and sales of motorized and non-motorized vehicle spare parts, registration and data collection on non-motorized vehicles, socialization and development of traffic safety related to workshop service standards, traffic safety inspections and audits related to workshop service standards.

### 3. Field of Operations and Control

- a. The Sub-Coordinator for Traffic Supervision and Control has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes preparing operational activity facilities and monitoring and controlling road transport traffic, maintenance, operation of operational facilities and development of traffic operational officers, enforcement traffic and road transport violation laws in accordance with applicable regulations, regulation, guarding, escorting and patrolling traffic, inventory and processing of traffic accident data,

inspection of motorized vehicles on the road according to regulations applicable laws together with Civil Servant Investigators in the field of Road Transport Traffic and accompanied by officers from the State Police of the Republic of Indonesia, regulation and supervision in order to carry out engineering management traffic on roads and intersections.

- b. The Road Transport Traffic Safety Sub Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes coordination with agencies related to traffic safety and road transportation, supervision coordination, administration, education and driving training, dissemination of information regarding understanding traffic infrastructure, providing outreach and guidance to the community to play an active role in the traffic sector through various media, collecting, processing and analyzing accident data, carrying out analysis of determining the location of accident-prone areas and safety inspections at accident-prone locations, implementing traffic safety survey related to public understanding standards about driving safety.

- c. The Railway Sub-Coordinator has the task of preparing materials for the formulation, coordination, implementation, monitoring, evaluation and reporting which includes the implementation of railway level crossings that pass through the Region, regulation and security at railway level crossings, data collection on supporting facilities for road transport traffic and equipment facilities. roads at railway level crossings, coordination regarding the procurement and maintenance of railway crossing facilities in order to maintain smooth running

and traffic safety at level/non-level railroad crossings, coordination in closing crossings  
unlicensed plot.

M. Department of Communication and Information

1. Information and Communication Sector

- a. The Public Information Management Sub-Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes technical policies in the field of public information and communication, monitoring public opinion and aspirations, monitoring information and setting communication priority agendas in the Region, content management and planning public communication media, management of public communication media.
- b. The Public Information Services Sub-Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes public information services, media relations services, organizing public relations, media and community partnerships.
- c. The Public Agency Empowerment and Partnership Sub-Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes partnerships with stakeholders, crisis communication management, strengthening the capacity of public communication resources, strengthening the governance of information commissions in the regions.

2. Informatics Application Field

- a. The E-Government Sub Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes domain name registration in the Region, management and supervision of domain names and sub domains in the administration of government in the Region, management and supervision of e-government in the administration Regional government, development and management of smart district and smart city ecosystems, management of the Government Chief Information Officer (GCIO).
- b. The Information Technology Infrastructure Sub-Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes organizing intra-regional government network systems, managing regional data centers, organizing intra-regional government communication systems, organizing government service liaison systems.
- c. The Sub-Coordinator of Electronic-Based Government Systems (SPBE) has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes synchronizing the management of electronic-based government master plans and budgets, coordinating and synchronizing information security systems, coordinating and synchronizing electronic data and information , development of electronic-based government business applications and processes, development and management of information and communication technology resources in the Region.

### 3. Coding and Statistics Field

- a. The Sub-Coordinator for Cryptography and Information Security has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes establishing information security governance policies and password communication networks in the Regions, implementing needs analysis and management of government information security resources, implementing electronic and non-electronic-based Regional government information security, providing information security services in the Regions.
- b. The Telecommunications Sub-Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes the operationalization of code communication networks in the Region.
- c. The Database and Statistics Sub-Coordinator has the task of preparing materials for formulation, implementation, monitoring, evaluation and reporting which includes coordination and synchronization of collection, processing, analysis and dissemination of sectoral statistical data, increasing the capacity of Regional Government Human Resources (HR) in improving the quality of regional statistics. integrated, building sectoral statistical metadata, increasing institutional capacity for sectoral statistics, developing infrastructure, implementing sectoral statistical authorization in the Regions.

### N. Moal Investment Service and One Stop Integrated Services

1. The Investment Coordinator carries out the following functions:
  - a. reviewing, preparing and proposing general plans, strategic plans and regional investment development plans based on business sectors and regions.
  - b. reviewing, preparing and proposing deregulation/policies regional investment.
  - c. developing potential and opportunities for regional investment by empowering business entities through investment, including increasing partnerships and competitiveness of regional investment.
  - d. preparation and development of promotional policies/strategies regional investment.
  - e. planning investment promotion activities in and overseas.
  - f. preparation of planting promotion materials, facilities and infrastructure capital.
  - g. implementation of monitoring of investment realization based on business sector and region.
  - h. implementation of coaching, facilitation of resolving investment problems, and legal assistance.

- i. implementation of supervision of compliance and obligations of investment companies in accordance with the provisions of business activities and statutory regulations.
  - j. development and development and management of investment information systems.
  - k. implementation of coordination with the central government, technical Regional Apparatus related to planning, deregulation and development of the regional investment climate based on business sectors.
  - l. preparation of planning reports, climate development, promotion, guidance, control, implementation, complaints and supervision of investment in information technology systems (electronically) in accordance with statutory provisions.
2. One Stop Integrated Service Coordinator organizes function:
- a. implementation of business licensing and non-licensing services in accordance with statutory provisions.
  - b. implementation, inspection, identification, verification/validation and processing of business licensing and non-licensing data.
  - c. implementation of supervision, monitoring, evaluation and administration of business licensing and non-licensing services.
  - d. implementation of providing information, publications, consultations, complaints about business licensing and non-licensing.
  - e. implementation of outreach to the community in order licensing and non-licensing services.
  - f. implementation of analysis and evaluation of business licensing and non-licensing data.
  - g. implementation of coordination with the central government and technical regional apparatus in the context of business licensing and non-licensing services.
  - h. reporting on service implementation, management of public complaints, information management, counseling to the public, and business licensing and non-licensing consultation services in accordance with the provisions of statutory regulations.

## O. Department of Youth, Sports and Tourism

### 1. Youth Sector

- a. The Youth Insight and Resilience Sub-Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes developing science and technology and devout faith, developing management, insight and creativity, increasing professionalism, leadership and pioneering, prevention and protection destructive dangers, developing youth information networks and systems.

- b. The Sub-Coordinator for Youth Empowerment has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes increasing capacity and competence, setting up achievement award systems, implementing norms and standards, facilitating activities, increasing cooperation and education and training of youth and youth organizations. .
- c. The Sub-Coordinator for Youth Protection and Partnerships for Youth and Scout Institutions has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes increasing capacity and competence, setting up achievement award systems, implementing norms and standards, facilitating activities, increasing cooperation and education. and scouting organization training.

## 2. Sports sector

- a. The Sub-Coordinator for Sports Empowerment and Development has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes increasing capacity and competence, setting up achievement award systems, implementing norms and standards, facilitating activities, increasing cooperation as well as sports education and training.
- b. Sub-Coordinator for Science and Technology Development and Achievement Improvement Sports has the task of preparing materials for the formulation, coordination, implementation, monitoring, evaluation and reporting which includes technical policies, coaching and implementation in the field of Science and Technology Development (IPTEK) in the field of sports and improving sports achievements, organizing sports, sports weeks and championships. , facilitation of sports activities, setting policy norms and standards in the sports sector, facilitating the implementation of industrial partnerships and sports entrepreneurship as well as building and developing the sports industry, facilitating the implementation of cooperation.
- c. The Sub-Coordinator of Partnerships for Sports Institutions and Sports Infrastructure has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes policies in the field of partnerships for sports institutions and sports infrastructure across fields and sectors, organizing sports, sports weeks and championships, improving infrastructure and facilities, building and improving sports infrastructure and facilities, facilitating and supporting sports activities, developing networks, information systems, developing partnership cooperation with various institutions in  
  
sports field.

### 3. Tourism Sector

- a. The Sub-Coordinator for Increasing the Attractiveness of Tourism Destinations has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes tourist attractions, strategic tourism areas, tourism destinations, tourism business/industry, technical recommendations for control, supervision and evaluation of permits. in the tourism sector.
- b. The Tourism Marketing Sub Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes domestic and foreign tourism marketing, destination attractiveness, strategic tourism areas as well as tourism cooperation and partnerships.
- c. The Sub-Coordinator for Tourism and Creative Economy Resource Development has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes developing the creative economy ecosystem and developing tourism and creative economy resources at the basic level.

### P. Library and Archives Service

#### 1. Library Sector

- a. The Sub-Coordinator for Processing and Preserving Library Materials has the task of preparing materials for the formulation, coordination, implementation, monitoring, evaluation and reporting which includes processing and arranging library materials, collaborating on handing over printed and recorded works, selecting library materials according to needs, preserving library materials, preservation of ancient manuscripts, and development of cultural collections discovered by the Regional Government.
- b. The Sub Coordinator for Library Development and Services has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes circulation services, references, extensions and multimedia services, technical consultation on library services and collaboration on library services, preparation and arrangement of collections, stock periodic hospitalization and arrangement of service room plans, data collection, processing and reporting statistics on the development of library services, library technical guidance.
- c. The Sub-Coordinator for Library Promotion and Development has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes popularizing reading interest and culture through library promotion activities, facilities and infrastructure in accordance with Regional public library standards.

#### 2. Archives Sector

- a. The Sub-Coordinator for Acquisition and Processing has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes acquisition of dynamic/static archives, processing of static and dynamic archives, management of archival information network nodes.

- b. The Sub-Coordinator for Archive Development and Services has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes archival guidance and socialization, archival monitoring and evaluation, archival technical guidance, archival consultation services, and archival collaboration and the issuance of permits for the use of archives. closed in nature and stored in regional archival institutions.
- c. The Sub-Coordinator for Archives Preservation has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes maintaining and maintaining archives, protecting and saving archives resulting from disasters, protecting and saving archives of Regional Apparatus that are merged or dissolved, authenticating static archives and resulting archives. transfer of media managed by archival institutions, search for static archives belonging to the Region which have value for accountability for government and development activities and administration, archive preservation facilities and infrastructure.

Q. Department of Agriculture and Fisheries

1. Food Crops, Horticulture and Plantation Sectors

- a. The Seed and Protection Sub-Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes coaching and supervision of regional, private seed centers, seed breeders, distribution and use of seeds, implementation of plant seed guidelines, seed quality standards and seed technical standards which include facilities, personnel and methods, recommendations for seed production permits, development of seed information systems for food crops, horticulture and plantations, observation, monitoring, forecasting and control of attacks by Plant Pest Organisms (OPT), and preparation of materials for handling the impacts of climate change and natural disaster management.
- b. The Production Sub Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes improving quality, applying cultivation and production technology in the fields of food crops, horticulture and plantations, and compiling statistics on food crops, horticulture and plantations.
- c. The Processing and Marketing Sub Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes processing and marketing of food crop, horticultural and plantation products, guidance and development of product processing units in the fields of food crops, horticulture and plantations, preparation of needs product processing tools in the fields of food crops, horticulture and plantations, services and development of market information, facilitation of product promotion in the fields of food crops, horticulture and plantations.

## 2. Animal Husbandry and Animal Health Sector

- a. The Sub-Coordinator for Breeding and Production has the task of preparing materials for the formulation, coordination, implementation, monitoring, evaluation and reporting which includes formulating policies in the fields of breeding, feed and livestock production, preparing materials for the supply and distribution of feed, breeding livestock and forage, controlling the supply and distribution of Forage Animal Feed, supervision of production and distribution of animal feed, quality of feed and forage seeds/seedlings

Animal feed, preparation of materials for testing HPT seeds, preparation of materials for managing animal genetic resources through guarantees of purity and sustainability, preparation of materials for management of animal genetic resources through guarantees of purity and sustainability, preparation of materials for management of animal genetic resources through guarantees of purity and sustainability, providing guidance on improving livestock products, empowering farmer groups, recommending permits in the livestock sector, proposing areas for developing livestock areas, implementing, supervising and distributing the production of livestock seeds/seedlings and animal feed.

- b. The Animal Health Sub-Coordinator has the task of preparing materials for the formulation, coordination, implementation, monitoring, evaluation and reporting which includes the guidance and implementation of animal health activities, monitoring the distribution and implementation of the quality of animal medicines, observing, preventing and eradicating animal diseases, determining technical requirements for animal health and issuance of animal health information, facilitation of animal health service units, prevention, closure and opening of infectious animal disease outbreak areas, issuance of recommendations for veterinary drug business permits, animal health services and animal quarantine installations.

- c. The Sub-Coordinator for Veterinary Public Health, Processing and Marketing has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes coaching and implementation of veterinary public health activities, processing and marketing of livestock products, guidance on the development of animal product processing business units, handling impact waste, hygiene and sanitation of animal product processing businesses, technical recommendations for the release and/or entry of animal product products, risk analysis for the release and entry of animal products, prevention of zoonotic transmission, guidance on slaughterhouses and slaughtering sacrificial animals, recommendations for animal origin food business permits and quarantine installations for materials of animal origin, implementation of Good Processed Food Production Methods (CPPOB), service and development of market information in the field of animal husbandry and animal health, facilitation of product promotion in the field of animal husbandry and animal health, technical guidance for veterinary public health, processing and marketing of products farm.

### 3. Agricultural Infrastructure and Facilities Sector

- a. The Sub-Irrigation Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes developing water sources and tertiary irrigation/ agricultural irrigation, empowering water user institutions, implementing water management optimization technology for farming and implementing irrigation water conservation.
- b. The Land, Fertilizer and Pesticide Sub-Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes developing agricultural land, providing land and farming roads, preparing development maps, rehabilitation, conservation, optimizing and controlling agricultural land, developing spatial planning and agricultural land use, calculating the supply of fertilizers and pesticides, technical recommendations for registration of fertilizers and pesticides, monitoring the use of fertilizers and pesticides as well as safeguarding and early warning of the availability of pesticides, guaranteeing the quality of fertilizers and pesticides.
- c. The Sub-Coordinator for Financing, Investment and Agricultural Machinery Equipment has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes socialization, location identification and recommendations for farming/ livestock business insurance activities and development of rural agribusiness, guidance, mentoring and supervision of financing and agricultural investment, analysis calculations and needs for agricultural machinery, provision of agricultural tools and machinery.

### 4. Agricultural Extension Sector

- a. The Sub-Institutional Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes agricultural extension institutions, strengthening, developing and increasing the institutional capacity of farmers, facilitating accreditation of agricultural extension institutions, facilitating certification and accreditation of farmer institutions, assessment and granting agricultural extension center award.
- b. The Sub-Coordinator of the Manpower Section has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes preparing and managing a database of agricultural extension workers, developing work competencies of agricultural extension workers, facilitating assessment and giving awards to agricultural extension workers, supervising materials and developing extension methodologies. agriculture, information and agricultural extension media.
- c. The Sub-Coordinator of Methods and Information has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes developing agricultural extension methodology, developing and managing an agricultural extension information management system.

## 5. Fisheries Sector

- a. The Sub-Coordinator for Resource Development has the task of carrying out data collection, identification, analysis, preparing materials for formulating and implementing policies, evaluating and reporting on the implementation of education and training, as well as mentoring, facilitating business partnerships, as well as providing easy access to science, technology and information, institutional development of small fish farming businesses.
  
- b. The Cultivation Sub-Coordinator has the task of carrying out data collection, identification, analysis, preparation of materials for the formulation and implementation of policies, evaluation and reporting on the implementation of cultivation area management plans.  
fisheries power based on the Regional Spatial Plan, providing data and information on water and land management for fish cultivation, managing fish health and the environment, and improving the quality of fish feed and fish medicine used by fish farmers.
  
- c. The Sub-Coordinator of Hatchery has the task of carrying out data collection, identification, analysis, preparation of materials for the formulation and implementation of policies, evaluation and reporting on the implementation of development of good fish hatchery methods and good fish rearing methods, providing quality fish seeds, potential broodstock and parent fish, and preservation of prospective broodstock, broodstock, and/or fish fry.

## R. Department of Cooperatives, Small and Medium Enterprises and Trade

### 1. Cooperative Sector

- a. The Sub-Coordinator of Legal Entity Organizations and Cooperative Licensing Services has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes fostering cooperative institutions, carrying out data collection on active and inactive cooperatives, carrying out classification/ranking of cooperatives, facilitating ratification of the deed of establishment of cooperatives. and articles of association, amendments to the articles of association and dissolution of cooperatives, issuance of savings and loan business permits for cooperatives with membership areas in the Region and issuance of permits to open branch offices, sub-branches and savings and loan cooperative cash offices for cooperatives with membership areas in the Region.
  
- b. The Sub-Coordinator for Cooperative Empowerment, Counseling and Human Resources Development has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes carrying out cooperative outreach, organizing cooperative training for cooperative administrators/supervisors and managers, facilitating cooperative training, empowerment and protection of cooperatives whose membership is in the Region and cooperative education and training for cooperatives whose membership is in the Region.

- c. The Sub Coordinator for Inspection, Supervision and Health Assessment of Cooperatives has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes inspection and supervision of cooperatives, savings and loan cooperatives/savings and loan units for cooperatives with membership areas in the Region and health assessments savings and loan cooperative/cooperative savings and loan unit whose membership area is in the Region.

## 2. Micro, Small and Medium Enterprises Sector

- a. Sub-Coordinator for Micro, Small and Medium Enterprise Empowerment has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes the implementation of coaching, protection and business assistance, facilitation of business information, improvement of marketing production business partnerships, implementation of working capital financing facilitation, business guarantee investment, inventory of problems in the field of partnerships and business networks, micro business empowerment carried out through data collection, partnerships, ease of licensing.
- b. Sub Coordinator for Micro, Small and Medium Enterprise Development has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes the implementation of increasing the expansion of product market access, implementing the facilitation of marketing supporting facilities and infrastructure, implementing increasing product promotion for micro, small and medium enterprises, implementing improvements, disseminating product information, inventorying problems in the field of micro business development with an orientation towards increasing the business scale to become a small business.
- c. The Sub-Coordinator for Entrepreneurship has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes the implementation of empowering micro, small and medium enterprises and growing new entrepreneurs, implementing improvements in quality, quantity and continuity of products, implementing improvements in the growth of the business climate, implementing facilitation increasing product competitiveness, implementing data collection and identifying potential for micro, small and medium enterprises.

## 3. Trade Distribution Facilities Sector

- a. The Sub-Coordinator for Development and Maintenance of Trade Distribution Facilities has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes guidance and control in the fields of market management, revenue management, facilities and infrastructure, structuring, controlling and supervising market traders.

- b. The Sub Coordinator for Development of Trade Distribution Facility Managers has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes coaching for managers of community trade distribution facilities in their work areas, arrangement of places/locations for traders and merchandise, use of domestic production, resolving disputes between fellow market residents.
    - c. The Sub-Coordinator for the Management of Retributions and Trade Distribution Facilities has the task of preparing materials for the formulation, coordination, implementation, monitoring, evaluation and reporting which includes managing levies and trade distribution facilities, calculating market management levies, coaching those who must pay the levies, managing the administration of retribution receipts.
- 4. Export Development and Marketing of Domestic Products
  - a. The Sub-Coordinator for Development and Marketing of Domestic Products has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes implementing promotions, marketing and increasing the use of domestic products and empowering street vendors.
  - b. The Trade Business Facilitation Sub-Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes issuing permits to manage people's markets, shopping centers and supermarket business permits, controlling warehouse registration certificates and Goods Storage Certificates (SKPB). , controlling the Franchise Registration Certificate (STPW), Trading Business License (SIUP) for Class B and Class C Alcoholic Drinks for retailers and direct sellers of drinks and certain permits, checking Dangerous Material storage facilities and supervising the distribution, packaging and labeling of Hazardous Materials.
  - c. Sub Coordinator for Facilitation of Trade Promotion Facilities has the task of preparing materials for the formulation, coordination, implementation, monitoring, evaluation and reporting which includes organizing trade promotions through national trade exhibitions, local trade exhibitions and trade missions for superior export products in 1 (one) district/ city area, organizing campaigns imaging of export products on a provincial scale (across districts/cities).

## 5. Service and Trade Development Sector

- a. Sub Coordinator for Availability of Basic and Important Goods has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes ensuring the availability of basic necessities and important goods in the region, empowering street vendors which includes increasing business capabilities, facilitating access to capital, facilitating assistance with facilities and infrastructure, trade , institutional strengthening, facilitation of increased production, processing, network development and promotion and technical coaching and guidance.
- b. The Sub-Coordinator for Development of Trade Actors and Control of Basic and Important Goods has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes market operations, supervision and consumer protection of circulating goods, price control and stock of basic necessities and important goods in the Region, as well as structuring Street Vendors (PKL) which includes data collection, registration, location determination, location transfer and deletion and location rejuvenation Street Vendors (PKL).
- c. The Sub Coordinator for Supervision of Subsidized Goods has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes implementation of procurement and distribution of subsidized fertilizers, supervision of fertilizers, pesticides, and goods implementation of procurement and distribution of subsidized fertilizers in the Region.

## S. Department of Industry and Manpower

### 1. Industrial Sector

- a. Sub Coordinator for Industrial Planning and Development has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes the preparation of industrial development plans, coordination, synchronization and implementation of policies to accelerate development, distribution and zoning of industry, development of resources, facilities, infrastructure, industrial empowerment and community participation .
- b. Sub Coordinator for Industrial Information Systems Management has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes providing industrial information for Industrial Business Permits (IUI), Industrial Business Expansion Permits (IPUI), Industrial Area Business Permits (IUKI) and Industrial Area Expansion Permits (IPKI ) Regency Authority, Facilitation of collection, processing and analysis of industrial data, Dissemination and Publication of Regency Industrial Information and Analysis Data, monitoring and evaluating compliance of industrial companies and industrial area companies within the district/municipal scope in submitting data to the National Industrial Information System (SIINas).

- c. Sub Coordinator for Industrial Business Control and Monitoring has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes Facilitating the Fulfillment of Commitments to obtain Industrial Business Permits (IUI), Industrial Business Expansion Permits (IPUI), Industrial Area Business Permits (IUKI) and Industrial Area Expansion Permits (IPKI ) Regency/City authority in the National Industrial Information System (SIINas) which is integrated with the electronically integrated business licensing service system, coordination and synchronization of licensing supervision in the industrial sector within the scope of Industrial Business Permits (IUI), Industrial Business Expansion Permits (IPUI), Business Permits Industrial Area (IUKI) and Regional Authority Industrial Area Expansion Permit (IPKI).

## 2. Training and Work Productivity

- a. The Job Training Sub Coordinator has the task of preparing training materials for the formulation, coordination, implementation, monitoring, evaluation and reporting which includes coaching and monitoring the implementation of training in private job training institutions, company job training institutions, community job training centers, providing licensing resources for job training institutions. in an integrated manner, carrying out Licensing Verification for Job Training Institutions, Company Job Training Institutions, Community Job Training Centers and coaching the implementation of job training based on competency tests.
- b. Sub-Coordinator of Work Productivity and Apprenticeship, has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes organizing work productivity training for company employees, measuring work productivity at the regional level and consulting with small companies and organizing domestic and overseas apprenticeships. .
- c. The Standardization and Certification Sub-Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes implementing standardization, certification and workforce competency.

## 3. Placement, Expansion of Job Opportunities and Transmigration

- a. The Sub-Coordinator for Workforce Placement has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes inter-work services, placement of workers through Local Inter-Work (AKL), Regional Inter-Work (AKAD) and Inter-State Inter-Work mechanisms ( WILL), managing information on the job market and job market, implementing Counseling and Job Guidance (PBJ), organizing a Disability Unit, Protection of Indonesian Migrant Workers (PMI), issuing recommendations for permits for the establishment of Private Workforce Placement Institutions (LPTKS) and Special Work Exchange permits ( BKK), issuance of extension of permits to employ foreign workers.

- b. The Sub-Coordinator for Expansion of Employment Opportunities has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes the implementation of labor-intensive activities, Independent Workforce (TKM), Appropriate Technology (TTG) and entrepreneurship training.
- c. The Transmigration Sub Coordinator has the task of preparing materials for the formulation, coordination, implementation, monitoring, evaluation and reporting which includes integration and synchronization of transmigration programs, pioneering cooperation in destination areas for transmigrant placement, publication/information on transmigration issues to the community, counseling and training in the field of transmigration, and departure prospective migrant.

#### 4. Industrial Relations and Social Security

- a. The Industrial Relations Institutional Sub-Coordinator has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes fostering industrial relations, researching and recording trade unions, developing Bipartite cooperation institutions and Tripartite cooperation institutions.
- b. The Sub-Coordinator for Settlement of Employment Disputes and Work Conditions has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes inventory of employment problems, prevention and resolution of industrial relations disputes and work conditions, work strikes and company closures, research and ratification of company regulations. , research and registration of collective bargaining agreements,  
  
coaching and monitoring the Work Agreement for a Certain Time (PKWTT) and recording the Work Agreement for a Certain Time (PKWT).
- c. The Sub-Coordinator for the Formulation of Wages and Workers' Welfare has the task of preparing materials for formulation, coordination, implementation, monitoring, evaluation and reporting which includes formulating workers' wages and preparing programs to improve workers' welfare and social security.

REGENT SUKOHARJO,

signed.

ĒTIK SŪRYĀNĪ