

REGENT OF SUKOHARJO  
CENTRAL JAVA PROVINCE  
REGENT REGULATION OF SUKOHARJO  
NUMBER 46 OF 2024

ON  
WORK SYSTEM FOR BUREAUCRATIC SIMPLIFICATION

BY THE GRACE OF GOD ALMIGHTY REGENT  
OF SUKOHARJO,

Considering :

- a. that to realize effective and efficient governance in order to improve government performance and public services, after the simplification of organizational structure and the equalization of positions, it is necessary to follow up with adjustments to the work system;
- b. that to make adjustments to the work system as referred to in letter a, a work mechanism between High Leadership Positions, Administrative Positions, and Functional Positions within the Sukoharjo Regency Government is required;
- c. that based on the Minister of Administrative and Bureaucratic Reform Regulation Number 7 of 2022 on Work Systems in Government Agencies for Bureaucratic Simplification, adjustments to the work system need to be made based on arrangements that can be implemented effectively;
- d. that based on the considerations as referred to in letters a, b, and c, it is necessary to stipulate a Regent Regulation on the Work System for Bureaucratic Simplification;

Remembering :

1. Article 18 paragraph (6) of the 1945 Constitution of the Republic of Indonesia;
2. Law Number 13 of 1950 concerning the Establishment of Districts in the Central Java Province, as amended by Law Number 9 of 1965 concerning the Establishment of Batang Regency, amending Law No. 13 of 1950 concerning the Establishment of Districts in the Central Java Province (State Gazette of 1965 Number 52, Supplement to the State Gazette Number 2757);
3. Law Number 23 of 2014 on Regional Government (State Gazette of the Republic of Indonesia 2014 Number 244, Supplement to the State Gazette of the Republic of Indonesia Number 5587), as amended several times, most recently by Law Number 6 of 2023 concerning the Enactment of the Government Regulation in Lieu of Law Number 2 of 2022 concerning Job Creation into Law (State Gazette of the Republic of Indonesia 2023 Number 41, Supplement to the State Gazette of the Republic of Indonesia Number 6856);
4. Law Number 11 of 2023 concerning Central Java Province (State Gazette of the Republic of Indonesia 2023 Number 58, Supplement to the State Gazette of the Republic of Indonesia Number 6867);

## DECIDES:

To Establish :

THE REGENT REGULATION ON THE WORK SYSTEM FOR  
BUREAUCRATIC SIMPLIFICATION.

CHAPTER I  
GENERAL PROVISIONS

Article I

In this Regent Regulation, the following terms are defined as:

1. Region refers to the Sukoharjo Regency.
2. Regent refers to the Regent of Sukoharjo.
3. Regional Apparatus refers to the elements assisting the Regent and the Regional People's Representative Council in organizing governmental affairs that are within the authority of the Region.
4. Regional Secretariat refers to the Regional Secretariat of Sukoharjo Regency.
5. Regional People's Representative Council Secretariat hereinafter referred to as DPRD Secretariat refers to the Secretariat of the Regional People's Representative Council of Sukoharjo Regency.
6. Regional Inspectorate refers to the Regional Inspectorate of Sukoharjo Regency.
7. Regional Service hereinafter referred to as Service refers to the Regional Service of Sukoharjo Regency.
8. Regional Agency hereinafter referred to as Agency refers to the Regional Agency of Sukoharjo Regency.
9. Regional Disaster Management Agency refers to the Regional Disaster Management Agency of Sukoharjo Regency.
10. Subdistrict refers to a Regional Apparatus in Sukoharjo Regency responsible for coordinating government administration, public services, and community empowerment in its respective village and/or urban area.
11. Regional General Hospital hereinafter referred to as RSUD refers to the Ir. Soekarno Regional General Hospital.
12. Regional Technical Implementation Unit hereinafter referred to as UPTD refers to an organization carrying out operational technical activities and/or specific supporting technical activities within a Service or Regional Agency.
13. Personnel Authority Official refers to the official authorized to determine the appointment, transfer, and dismissal of State Civil Apparatus and manage State Civil Apparatus management in government agencies in accordance with applicable laws and regulations.
14. State Civil Apparatus hereinafter referred to as ASN refers to the profession for civil servants and government employees with work agreements who work in government agencies.
15. State Civil Apparatus Employee hereinafter referred to as ASN Employee refers to a civil servant and a government employee with a work agreement who is appointed by the personnel authority official and entrusted with tasks in a government position or other state duties and is paid in accordance with the laws and regulations.
16. Work System refers to a series of procedures and work arrangements that form a process of activities for the execution of tasks and functions within an organization.

17. Work System Adjustment refers to the improvement and development of work mechanisms and business processes of ASN Employees by utilizing an electronic-based government system.

18. Work Mechanism refers to the processes and methods of organizational work that describe the workflow of ASN Employees' duties performed within a system, emphasizing competence, expertise, and/or skills.

19. Business Process refers to a collection of structured activities that describe an effective and efficient working relationship between Organizational Units to produce performance and outputs with added value in accordance with the organization's objectives.

20. Functional Official refers to a State Civil Apparatus Employee holding a Functional Position in a government agency.

21. Executor refers to a State Civil Apparatus Employee holding an Executor Position in a government agency.

22. Organizational Unit refers to a part of the organizational structure that can be led by a High Leadership Position Official, Administrator Official, Supervisory Official, or Functional Official appointed to lead a standalone work unit according to applicable laws and regulations.

23. Leader of Organizational Unit refers to a High Leadership Position Official, Administrator Official, Supervisory Official, or Functional Official appointed to lead a specific Organizational Unit.

24. Performance Appraisal Official refers to a direct supervisor, at the minimum a supervisory official or another official delegated with authority.

25. Coordinator refers to a Civil Servant assigned to assist the High Leadership Position Official in planning, implementing, controlling, monitoring, evaluating, and reporting activities within a substance group according to the task and function grouping in the Service responsible for investment affairs and providing integrated one-stop services.

26. Position refers to the placement of an ASN employee within the organizational structure as the basis for the assignment of duties and responsibilities of the position.

27. Assignment refers to the appointment or voluntary proposal of Functional Officials and Executors to carry out specific tasks under the leadership of an Organizational Unit for a specified period, based on competence, expertise, and/or skills.

28. Person in Charge refers to a Mid-level Functional Official or Junior-level Functional Official in a Service responsible for investment affairs and providing integrated one-stop services, appointed to carry out part of the responsibility for coordinating activity management to achieve outcomes in accordance with their task area or program level by the High Leadership Position Official.

29. Work Team refers to a service-based Work Team of the Organizational Unit (tasks and functions) formed to achieve organizational performance indicators within a maximum period of 1 (one) year, as outlined in a Decision of the Head of the Regional Apparatus or Head of the Organizational Unit.

30. Activity Team refers to a thematic/cross-Organizational Unit/cross-government agency Work Team of a temporary (ad hoc) nature, formed for a period longer than 1 (one) month but less than 1 (one) year, as outlined in a Decision of the Head of the Organizational Unit owning the performance.

#### Article 2

The Work System is used as an instrument for ASN Employees in carrying out the tasks and functions of the Organizational Unit within the Regional Apparatus after the simplification of the organizational structure and the equalization of positions as part of the bureaucratic simplification.

#### Article 3

The adjustment of the Work System following the simplification of the organizational structure and the equalization of positions as part of the bureaucratic simplification includes:

- a. Work Mechanism; and
- b. Business Process.

#### Article 4

The purpose and objectives of adjusting the Work System are to:

- a. realize an effective and efficient work process;
- b. ensure the achievement of organizational goals, strategies, and performance;
- c. optimize the utilization of human resources; and
- d. optimize the utilization of information and communication technology.

#### Article 5

The scope of this Regent Regulation includes:

- a. Work Mechanism;
- b. Workflow of the Work Mechanism; and
- c. Business Process.

## CHAPTER II WORK MECHANISM

### **Section One General**

#### Article 6

The Work Mechanism as referred to in Article 5 letter a is implemented based on the following principles:

- a. result-oriented;
- b. competence;
- c. professionalism;
- d. collaboration;
- e. transparency; and
- f. accountability.

#### Article 7

(1) The Work Mechanism as referred to in Article 5 letter a consists of:

- a. position;
- b. assignment;
- c. task execution;
- d. accountability for task execution;
- e. performance management; and
- f. utilization of information and communication technology.

(2) The Work Mechanism as referred to in paragraph (1) serves as a reference for organizing the workflow of ASN Employees after the simplification of the organizational structure and the equalization of positions.

**Section Two**  
**Position**

Paragraph 1  
General

Article 8

- (1) The position as referred to in Article 7 paragraph (1) letter a is the placement of an ASN employee in the organizational structure as the basis for assigning duties and responsibilities of the position.
- (2) The placement of the ASN position as referred to in paragraph (1) is guided by the provisions regarding the Position of Functional Officials and Executors within an Organizational Unit in government agencies.
- (3) The position of Functional Officials and Executors as referred to in paragraph (2) is determined based on the competence, expertise, and/or skills required to achieve the performance of the Organizational Unit, under the direct responsibility of the High Leadership Position Official, Administrator Official, or Supervisory Official.
- (4) If a Functional Official is appointed to lead a standalone work unit in accordance with applicable laws and regulations, that Functional Official may oversee other Functional Officials and Executors.
- (5) The determination of positions and responsibilities as referred to in paragraph (3) is adjusted to the organizational structure and position mapping of each Regional Apparatus.

Article 9

- (1) The position as referred to in Article 8 paragraph (3) is carried out with the Performance Appraisal Official as the direct supervisor.
- (2) The Performance Appraisal Official as referred to in paragraph (1) may be a High Leadership Position Official, Administrator Official, Supervisory Official, or a Functional Official appointed to lead a standalone work unit based on applicable laws and regulations.
- (3) The determination of the position of Functional Officials and Executors is carried out through a planning process, considering the span of control and the organizational workload.
- (4) The determination of the position of Functional Officials and Executors as referred to in paragraph (3) within a Regional Apparatus Organizational Unit is decided by the Personnel Authority Official.

Article 10

The position of Functional Officials and Executors is determined based on the competence, expertise, and/or skills required to achieve the performance of the Organizational Unit.

Paragraph 2

Position of Functional Officials and Executors within the Regional Secretariat

Article 11

- (1) Functional Officials and Executors within the Regional Secretariat are positioned under and are responsible to the Regional Secretary, Assistant Regional Secretary, Head of Division, or Head of Subdivision according to the type and level of the position.
- (2) The determination of the position of Functional Officials and Executors as referred to in paragraph (1) is carried out under the following provisions:

- a. Senior Functional Officials are positioned under and are responsible to the Regional Secretary, who serves as the Performance Appraisal Official;
- b. Mid-level Functional Officials are positioned under and are responsible to the Assistant Regional Secretary, who serves as the Performance Appraisal Official;
- c. Junior-level Functional Officials, Entry-level Functional Officials, Skilled-level Functional Officials, and Executors are positioned under and are responsible to the Head of Division, who serves as the Performance Appraisal Official; and
- d. Entry-level Functional Officials, Skilled-level Functional Officials, and Executors within the Subdivision are positioned under and are responsible to the Head of Subdivision, who serves as the Performance Appraisal Official.

### Paragraph 3

Position of Functional Officials and Executors within the DPRD Secretariat

#### Article 12

- (1) Functional Officials and Executors within the DPRD Secretariat are positioned under and are responsible to the DPRD Secretary, Head of Division, or Head of Subdivision according to the type and level of the position.
- (2) The determination of the position of Functional Officials and Executors as referred to in paragraph (1) is carried out under the following provisions:
  - a. Mid-level Functional Officials are positioned under and are responsible to the DPRD Secretary, who serves as the Performance Appraisal Official;
  - b. Junior-level Functional Officials, Entry-level Functional Officials, Skilled-level Functional Officials, and Executors are positioned under and are responsible to the Head of Division, who serves as the Performance Appraisal Official; and
  - c. Entry-level Functional Officials, Skilled-level Functional Officials, and Executors within the Subdivision are positioned under and are responsible to the Head of Subdivision, who serves as the Performance Appraisal Official.

### Paragraph 4

Position of Functional Officials and Executors within the Regional Inspectorate

#### Article 13

- (1) Functional Officials and Executors within the Regional Inspectorate are positioned under and are responsible to the Regional Inspector, Secretary, Assistant Inspectors, or Head of Subdivision according to the type and level of the position.
- (2) The determination of the position of Functional Officials and Executors as referred to in paragraph (1) is carried out under the following provisions:
  - a. Senior Functional Officials and Mid-level Functional Officials are positioned under and are responsible to the Regional Inspector, who serves as the Performance Appraisal Official;
  - b. Junior-level Functional Officials, Entry-level Functional Officials, Skilled-level Functional Officials, and Executors are positioned under and are responsible to the Secretary or Assistant Inspectors, who serve as the Performance Appraisal Official; and
  - c. Entry-level Functional Officials, Skilled-level Functional Officials, and Executors within the Subdivision are positioned under and are

responsible to the Head of Subdivision, who serves as the Performance Appraisal Official.

#### Paragraph 5

Position of Functional Officials and Executors within the Service

#### Article 14

(1) Functional Officials and Executors within the Service are positioned under and are responsible to the Head of Service, Secretary, Head of Division, Head of Subdivision, Head of UPTD, Head of UPTD Administration Subdivision, or Functional Officials who hold positions as work unit leaders according to the type and level of the position.

(2) The determination of the position of Functional Officials and Executors as referred to in paragraph (1) is carried out under the following provisions:

- a. Senior Functional Officials and Mid-level Functional Officials are positioned under and are responsible to the Head of Service, who serves as the Performance Appraisal Official;
- b. Junior-level Functional Officials, Entry-level Functional Officials, Skilled-level Functional Officials, and Executors are positioned under and are responsible to the Secretary or Head of Division, who serves as the Performance Appraisal Official;
- c. Entry-level Functional Officials, Skilled-level Functional Officials, and Executors within the Subdivision are positioned under and are responsible to the Head of Subdivision, who serves as the Performance Appraisal Official;
- d. Entry-level Functional Officials and Skilled-level Functional Officials at UPTD Class A are positioned under and are responsible to the Head of UPTD, who serves as the Performance Appraisal Official;
- e. Executors at UPTD Class A are positioned under and are responsible to the Head of UPTD Administration Subdivision, who serves as the Performance Appraisal Official;
- f. Functional Officials and Executors at UPTD Class B are positioned under and are responsible to the Head of UPTD, who serves as the Performance Appraisal Official; and
- g. Functional Officials and Executors within a work unit led by a Functional Official are positioned under and are responsible to the Functional Official as the work unit leader, who serves as the Performance Appraisal Official.

(3) Notwithstanding the provisions of paragraph (2), the determination of the position of Functional Officials and Executors at the Service responsible for government affairs in the field of investment and providing integrated one-stop services is carried out under the following provisions:

- a. Mid-level Functional Officials, Skilled-level Functional Officials, and Executors are positioned under and are responsible to the Head of Service, who serves as the Performance Appraisal Official;
- b. Junior-level Functional Officials, Entry-level Functional Officials, Skilled-level Functional Officials, and Executors at the Secretariat are positioned under and are responsible to the Secretary, who serves as the Performance Appraisal Official; and
- c. Entry-level Functional Officials, Skilled-level Functional Officials, and Executors within the Subdivision are positioned under and are responsible to the Head of Subdivision, who serves as the Performance Appraisal Official.

Paragraph 6

Position of Functional Officials and Executors within the Agency

Article 15

(1) Functional Officials and Executors within the Agency are positioned under and are responsible to the Head of the Agency, Secretary, Head of Division, or Head of Subdivision according to the type and level of the position.

(2) The determination of the position of Functional Officials and Executors as referred to in paragraph (1) is carried out under the following provisions:

- a. Mid-level Functional Officials are positioned under and are responsible to the Head of the Agency, who serves as the Performance Appraisal Official;
- b. Junior-level Functional Officials, Entry-level Functional Officials, Skilled-level Functional Officials, and Executors are positioned under and are responsible to the Secretary or Head of Division, who serves as the Performance Appraisal Official; and
- c. Entry-level Functional Officials, Skilled-level Functional Officials, and Executors within the Subdivision are positioned under and are responsible to the Head of Subdivision, who serves as the Performance Appraisal Official.

Paragraph 7

Position of Functional Officials and Executors within the Regional Disaster Management Agency

Article 16

(1) Functional Officials and Executors within the Regional Disaster Management Agency are positioned under and are responsible to the Head of Operations, Head of the Secretariat of the Operational Element, or according to the type and level of the position.

(2) The determination of the position of Functional Officials and Executors as referred to in paragraph (1) is carried out under the following provisions:

- a. Mid-level Functional Officials are positioned under and are responsible to the Head of the Regional Disaster Management Agency, who serves as the Performance Appraisal Official;
- b. Junior-level Functional Officials are positioned under and are responsible to the Head of Operations, who serves as the Performance Appraisal Official; and
- c. Entry-level Functional Officials, Skilled-level Functional Officials, and Executors are positioned under and are responsible to the Head of the Secretariat of the Operational Element or those who serve as the Performance Appraisal Official.

Paragraph 8

Position of Functional Officials and Executors within the Subdistrict

Article 17

(1) Functional Officials and Executors within the Subdistrict are positioned under and are responsible to the Subdistrict Head, Subdistrict Secretary, Head of Subdivision, or Head of Section according to the type and level of the position.



(2) The determination of the position of Functional Officials and Executors as referred to in paragraph (1) is carried out under the following provisions:

a. Junior-level Functional Officials are positioned under and are responsible to the Subdistrict Head or Subdistrict Secretary, who serves as the Performance Appraisal Official;

b. Entry-level Functional Officials, Skilled-level Functional Officials, and Executors within the Subdivision are positioned under and are responsible to the Head of Subdivision, who serves as the Performance Appraisal Official; and

c. Entry-level Functional Officials, Skilled-level Functional Officials, and Executors within the Section are positioned under and are responsible to the Head of Section, who serves as the Performance Appraisal Official.

(3) Executors at the village level are positioned under and are responsible to the Village Secretary or Head of Section.

(4) The determination of the position of Executors as referred to in paragraph (3) is carried out under the following provisions:

a. Executors within the Village Secretariat are positioned under and are responsible to the Village Secretary, who serves as the Performance Appraisal Official; and

b. Executors within the Section are positioned under and are responsible to the Head of Section, who serves as the Performance Appraisal Official.

#### Paragraph 9

Position of Functional Officials and Executors within the Regional General Hospital (RSUD)

#### Article 18

(1) Functional Officials and Executors within the Regional General Hospital (RSUD) are positioned under and are responsible to the Director, Head of Division, Head of Section, or Head of Subdivision, according to the type and level of the position.

(2) The determination of the position of Functional Officials and Executors as referred to in paragraph (1) is carried out under the following provisions:

a. Senior-level Functional Officials and Mid-level Functional Officials are positioned under and are responsible to the Director, who serves as the Performance Appraisal Official;

b. Junior-level Functional Officials, Entry-level Functional Officials, Skilled-level Functional Officials, and Executors are positioned under and are responsible to the Head of Division or Head of Section, who serves as the Performance Appraisal Official; and

c. Entry-level Functional Officials, Skilled-level Functional Officials, and Executors within the Subdivision are positioned under and are responsible to the Head of Subdivision, who serves as the Performance Appraisal Official.

### **Section Three Assignment**

#### Paragraph 1

#### General

#### Article 19

(1) Functional Officials and Executors may be assigned to work individually and/or in a Working Team by emphasizing

professionalism, competence, and collaboration based on expertise and/or skills.

(2) Assignments individually and/or in a Working Team as referred to in paragraph (1) may involve Functional Officials and Executors from within the same Organizational Unit or Regional Apparatus, across Regional Apparatus, and/or across government agencies.

(3) In a Working Team with members from across Regional Apparatus and/or across government agencies, the Functional Official or Executor who serves as the team leader shall come from the Regional Apparatus that owns the performance.

#### Article 20

(1) The assignment of Functional Officials and Executors is carried out through appointment and/or voluntary submission.

(2) Appointment as referred to in paragraph (1) is a direct assignment to Functional Officials or Executors by the Head of the Regional Apparatus to carry out specific tasks.

(3) Voluntary submission as referred to in paragraph (1) is an assignment of Functional Officials or Executors based on an active request from the Functional Official or Executor to perform a specific task.

(4) Assignments as referred to in paragraph (1) are determined by a decision of the Head of the Regional Apparatus.

#### Article 21

(1) The assignment of Functional Officials and Executors in a Working Team may involve one (1) or more types of positions.

(2) The assignment of Functional Officials and Executors is carried out through a planning process based on the workload.

(3) Functional Officials and Executors may be involved in carrying out tasks for more than one (1) performance target, whether in the form of routine tasks or incidental tasks carried out within a certain time frame.

#### Article 22

The assignment of Functional Officials and Executors through an appointment as referred to in Article 20 paragraph (2) consists of:

- a. Appointment within the Organizational Unit and Regional Apparatus;
- b. Appointment across Regional Apparatus; and
- c. Appointment outside the Regional Government.

#### Article 23

(1) Appointment of Functional Officials and Executors within the Organizational Unit and Regional Apparatus as referred to in Article 22 letter (a) is carried out directly by the Head of the relevant Regional Apparatus.

(2) Appointment of Functional Officials and Executors across Regional Apparatus as referred to in Article 22 letter (b) is carried out through the following steps:

- a. The Head of the Regional Apparatus owning the performance sends a letter requesting the involvement of a Functional Official or Executor to the Head of the Regional Apparatus where the Functional Official or Executor is located;
- b. The Head of the Regional Apparatus where the Functional Official or Executor is located processes and responds to the request letter;

c. If the Head of the Regional Apparatus agrees to the involvement of the Functional Official or Executor, they will prepare an assignment letter to assign the Functional Official or Executor according to the criteria outlined in the request letter; and

d. If the Head of the Regional Apparatus does not agree to the involvement, they will respond to the request letter with reasons for not approving the involvement of the Functional Official or Executor.

(3) Appointment of Functional Officials and Executors outside the Regional Government as referred to in Article 22 letter (c) is carried out through the following steps:

a. The head of the performance-owning agency first sends a letter requesting the involvement of a Functional Official or Executor to the relevant authority in their agency;

b. If the relevant authority agrees to the request for involvement from another agency, they will send a letter to the Regional Secretary as the authorized official;

c. If the request for involvement of the Functional Official or Executor is approved by the Regional Secretary, the Regional Secretary will instruct the Head of the Regional Apparatus where the Functional Official or Executor is located to assign the Functional Official or Executor according to the criteria needed in the request letter;

d. Upon receiving the instruction to assign the Functional Official or Executor, the Head of the Regional Apparatus where the Functional Official or Executor is located will confirm the availability of Functional Officials or Executors who meet the criteria in the request letter; and

e. If available, the following steps will be taken:

1. The Head of the Regional Apparatus sends a response letter with the list of assigned Functional Officials or Executors to the Regional Secretary as the authorized official;

2. The Regional Secretary sends a response letter to the requesting official;

3. The Head of the Regional Apparatus assigns the Functional Officials or Executors according to the list of assigned individuals to work on the request; and

4. The head of the agency provides the assignment letter and/or written proof of the assignment to the Functional Official or Executor, with copies to the Regional Secretary, the Head of the Regional Apparatus, and the authorized official of the requesting agency.

(4) The request letter as referred to in paragraphs (2) and (3) shall minimally include:

a. The purpose and objectives of the request for assignment of the Functional Official and Executor;

b. The required competencies, expertise, and/or skills;

c. The expected/performance targets for the assigned Functional Official and Executor; and

d. The duration of the involvement of the Functional Official and Executor.

#### Article 24

The assignment of Functional Officials and Executors through voluntary submission as referred to in Article 20 paragraph (3) is carried out:

a. Within the Organizational Unit and Regional Apparatus; and

b. Across Regional Apparatus.

## Article 25

(1) The assignment of Functional Officials and Executors through voluntary submission within the Organizational Unit and Regional Apparatus as referred to in Article 24 letter (a) is carried out through the following steps:

- a. The Functional Official or Executor expresses their desire verbally to be involved in carrying out certain performance tasks to the leadership of the Organizational Unit and the Head of the Regional Apparatus; and
- b. If the leadership of the Organizational Unit and the Head of the Regional Apparatus agree, the Head of the Regional Apparatus assigns the Functional Official or Executor to carry out the specific tasks.

(2) The assignment of Functional Officials and Executors through voluntary submission across Regional Apparatus as referred to in Article 24 letter (b) is carried out through the following steps:

- a. The Functional Official or Executor submits a letter requesting to be involved in carrying out certain tasks to the Head of the Regional Apparatus with a copy to the Head of the relevant Organizational Unit and leadership of the concerned Regional Apparatus;
- b. If the Head of the Regional Apparatus agrees, the Functional Official or Executor submits the approved request letter to the Head of the requesting Regional Apparatus, with a copy to the leadership of the concerned Organizational Unit; and
- c. If the Head of the Regional Apparatus and the leadership of the concerned Organizational Unit agree, the Head of the Regional Apparatus will prepare an assignment letter to assign the Functional Official or Executor to carry out the tasks within the requested Regional Apparatus.

## Paragraph 2

## Assignment Structure at the Regional Secretariat

## Article 26

(1) The Assignment Structure at the Regional Secretariat establishes:

- a. The Regional Secretary, as the leader of the Organizational Unit and owner of performance, determines the performance of the Regional Secretariat; and
- b. The Regional Secretary, Assistant Regional Secretary, Head of Division, and Head of Subdivision serve as Performance Assessment Officials for positions under their authority.

(2) In the Assignment Structure as referred to in paragraph (1), the following provisions apply:

- a. The Regional Secretary provides performance assessments for the Assistant Regional Secretary and/or Senior Functional Officials who are under their authority;
- b. The Assistant Regional Secretary provides performance assessments for the Head of Division and/or Middle-Level Functional Officials who are under their authority;
- c. The Head of Division provides performance assessments for the Head of Subdivision, Junior Functional Officials, First-Level Functional Officials, Skilled-Level Functional Officials, and/or Executors who are under their authority;
- d. The Head of Subdivision provides performance assessments for the First-Level Functional Officials, Skilled-Level Functional Officials, and/or Executors who are under their authority; and
- e. In providing performance assessments for Functional Officials as referred to in letters (a) and (b), the Regional Secretary or Assistant

Regional Secretary requests input or recommendations from the relevant Head of Division concerning the tasks of those Functional Officials.

Paragraph 3

Assignment Structure at the DPRD Secretariat

Article 27

- (1) The Assignment Structure at the DPRD Secretariat is as follows:
- a. The DPRD Secretary, as the leader of the Organizational Unit and owner of performance, determines the performance of the DPRD Secretariat; and
  - b. The Head of Division and Head of Subdivision serve as Performance Assessment Officials for positions under their authority.
- (2) The Assignment Structure as referred to in paragraph (1) follows the provisions as outlined below:
- a. The DPRD Secretary provides performance assessments for the Head of Division and Middle-Level Functional Officials who are under their authority;
  - b. The Head of Division provides performance assessments for the Head of Subdivision, Junior Functional Officials, First-Level Functional Officials, Skilled-Level Functional Officials, and/or Executors who are under their authority;
  - c. The Head of Subdivision provides performance assessments for First-Level Functional Officials, Skilled-Level Functional Officials, and/or Executors who are under their authority; and
  - d. In providing performance assessments for Functional Officials as referred to in letter (a), the DPRD Secretary requests input or recommendations from the Head of Division concerning the tasks of those Functional Officials.

Paragraph 4

Assignment Structure at the Regional Inspectorate

Article 28

- (1) The Assignment Structure at the Regional Inspectorate is as follows:
- a. The Regional Inspector, as the leader of the Organizational Unit and owner of performance, determines the performance of the Regional Inspectorate; and
  - b. The Regional Inspector, Secretary, Assistant Inspector, and Head of Subdivision serve as Performance Assessment Officials for positions under their authority.
- (2) In the Assignment Structure as referred to in paragraph (1), the following provisions apply:
- a. The Regional Inspector provides performance assessments for the Secretary, Assistant Inspector, Senior Functional Officials, and/or Middle-Level Functional Officials who are under their authority;
  - b. The Secretary provides performance assessments for the Head of Subdivision, Junior Functional Officials, First-Level Functional Officials, Skilled-Level Functional Officials, and/or Executors who are under their authority;
  - c. The Assistant Inspector provides performance assessments for Junior Functional Officials, First-Level Functional Officials, Skilled-Level Functional Officials, and/or Executors who are under their authority;

- d. The Head of Subdivision provides performance assessments for First-Level Functional Officials, Skilled-Level Functional Officials, and/or Executors who are under their authority; and
- e. In providing performance assessments for Functional Officials as referred to in letter (a), the Regional Inspector requests input or recommendations from the Secretary or Assistant Inspector related to the tasks of those Functional Officials.

Paragraph 5  
Assignment Structure at the Service (Dinas)

Article 29

- (1) The Assignment Structure at the Service is as follows:
  - a. The Head of the Service, as the leader of the Organizational Unit and owner of performance, determines the performance of the Service;
  - b. The Head of UPTD (Technical Implementation Unit), as the leader of the Organizational Unit and owner of performance, determines the performance of the UPTD;
  - c. Functional Officials who hold positions as heads of independent work units serve as leaders of Organizational Units and owners of performance, determining the performance of the independent work unit; and
  - d. The Head of the Service, Secretary, Head of Division, Head of Subdivision, Head of UPTD, Head of UPTD Administration Subdivision, and Functional Officials who hold positions as heads of independent work units serve as Performance Assessment Officials for positions under their authority.
- (2) In the Assignment Structure as referred to in paragraph (1), the following provisions apply:
  - a. The Head of the Service provides performance assessments for the Secretary, Head of Division, Head of UPTD, Senior Functional Officials, Middle-Level Functional Officials, and/or Functional Officials who hold positions as heads of independent work units under their authority;
  - b. The Secretary provides performance assessments for the Head of Subdivision, Junior Functional Officials, First-Level Functional Officials, Skilled-Level Functional Officials, and/or Executors who are under their authority;
  - c. The Head of Division provides performance assessments for Junior Functional Officials, First-Level Functional Officials, Skilled-Level Functional Officials, and/or Executors who are under their authority;
  - d. The Head of Subdivision provides performance assessments for First-Level Functional Officials, Skilled-Level Functional Officials, and/or Executors who are under their authority;
  - e. The Head of UPTD provides performance assessments for the Head of UPTD Administration Subdivision, First-Level Functional Officials, Skilled-Level Functional Officials, and/or Executors who are under their authority;
  - f. The Head of UPTD Administration Subdivision provides performance assessments for Executors who are under their authority;
  - g. Functional Officials who hold positions as heads of independent work units provide performance assessments for Functional Officials and/or Executors who are under their authority; and
  - h. In providing performance assessments for Functional Officials as referred to in letter (a), the Head of the Service requests input or

recommendations from the Secretary or Head of Division related to the tasks of those Functional Officials.

#### Article 30

(1) Exemption from the provisions referred to in Article 29, the assignment structure in the Service that administers investment affairs and provides one-stop integrated services is excluded.

(2) The Assignment Structure in the Service that administers investment affairs and provides one-stop integrated services, as referred to in paragraph (1), is as follows:

a. The Head of the Service, Secretary, and Head of Subdivision, as Performance Assessment Officials for Functional Officials and/or Executors under their authority.

b. The Secretary determines the performance and provides performance assessments for the Head of Subdivision, Junior Functional Officials, First-Level Functional Officials, Skilled-Level Functional Officials, and/or Executors under their authority.

c. The Head of Subdivision determines the performance and provides performance assessments for First-Level Functional Officials, Skilled-Level Functional Officials, and/or Executors under their authority.

d. In providing performance assessments for Functional Officials and Executors in the substance group as referred to in letter (a), the Head of the Service requests input or recommendations from the Secretary or Functional Officials assigned as Coordinators.

#### Paragraph 6

#### Assignment Structure in the Agency

#### Article 31

(1) The Assignment Structure in the Agency is as follows:

a. Head of the Agency, Secretary, Head of Division, and Head of Subdivision as Performance Appraisal Officers for Functional Positions and/or Implementers under their authority; and

b. Secretary and Head of Division as leaders of the Organizational Unit.

(2) In the Assignment Structure as referred to in paragraph (1), the following provisions apply:

a. The Head of the Agency provides performance appraisals for the Secretary, Head of Division, and Mid-level Expert Functional Officer under their authority;

b. The Secretary provides performance appraisals for the Head of Subdivision, Junior Expert Functional Officer, First-level Expert Functional Officer, Skill-level Functional Officer, and/or Implementers under their authority;

c. The Head of Division provides performance appraisals for Junior Expert Functional Officers, First-level Expert Functional Officers, Skill-level Functional Officers, and/or Implementers under their authority;

d. The Head of Subdivision provides performance appraisals for First-level Expert Functional Officers, Skill-level Functional Officers, and/or Implementers under their authority; and

e. In providing performance appraisals for Functional Officers as referred to in letter a, the Head of the Agency seeks input or recommendations from the Secretary or Head of Division related to the tasks of the Functional Officers in question.

## Paragraph 7

## Assignment Structure in the Regional Disaster Management Agency

## Article 32

(1) The Assignment Structure in the Regional Disaster Management Agency is as follows:

- a. Head of Implementation, Head of Secretariat of the Implementing Element as Performance Appraisal Officers for Functional Officers and/or Implementers under their authority; and
- b. Head of Implementation as the leader of the Organizational Unit.

(2) In the Assignment Structure as referred to in paragraph (1), the following provisions apply:

- a. The Head of Implementation provides performance appraisals for the Head of the Secretariat of the Implementing Element, Mid-level Expert Functional Officers and/or Junior Expert Functional Officers under their authority;
- b. The Head of the Secretariat of the Implementing Element provides performance appraisals for First-level Expert Functional Officers, Skill-level Functional Officers, and/or Implementers under their authority; and
- c. In providing performance appraisals for Functional Officers as referred to in letter a, the Head of Implementation seeks input or recommendations from the Head of the Secretariat of the Implementing Element related to the tasks of the Functional Officers in question.

## Paragraph 8

## Assignment Structure in the Subdistrict

## Article 33

(1) The Assignment Structure in the Subdistrict is as follows:

- a. The Subdistrict Head, Subdistrict Secretary, Head of Subdivision, and Head of Section as Performance Appraisal Officers for Functional Positions and/or Implementers under their authority; and
- b. The Subdistrict Head and Subdistrict Secretary as leaders of the Organizational Unit.

(2) In the Assignment Structure as referred to in paragraph (1), the following provisions apply:

- a. The Subdistrict Head provides performance appraisals for the Subdistrict Secretary, Village Head of Section, and/or Junior Expert Functional Officers under their authority;
- b. The Subdistrict Secretary provides performance appraisals for the Head of Subdivision and/or Junior Expert Functional Officers under their authority;
- c. The Head of Subdivision provides performance appraisals for First-level Expert Functional Officers, Skill-level Functional Officers, and/or Implementers under their authority;
- d. The Head of Section provides performance appraisals for First-level Expert Functional Officers, Skill-level Functional Officers, and/or Implementers under their authority; and
- e. In providing performance appraisals for Functional Officers as referred to in letters a and b, the Subdistrict Head or Subdistrict Secretary seeks input or recommendations from the Head of Subdivision or Head of Section related to the tasks of the Functional Officers in question.

(3) The Assignment Structure in the Village is as follows:



- a. The Village Head, Village Secretary, and Head of Section as Performance Appraisal Officers for Functional Positions and/or Implementers under their authority; and
  - b. The Village Head and Village Secretary as leaders of the Organizational Unit.
- (4) In the Assignment Structure as referred to in paragraph (3), the following provisions apply:
- a. The Village Head provides performance appraisals for the Village Secretary, Head of Section, and/or Junior Expert Functional Officers under their authority;
  - b. The Village Secretary provides performance appraisals for First-level Expert Functional Officers, Skill-level Functional Officers, and/or Implementers under their authority;
  - c. The Head of Section provides performance appraisals for First-level Expert Functional Officers, Skill-level Functional Officers, and/or Implementers under their authority; and
  - d. In providing performance appraisals for Functional Officers as referred to in letters a and b, the Village Head or Village Secretary seeks input or recommendations from the Head of Section related to the tasks of the Functional Officers in question.

#### Paragraph 9

#### Assignment Structure in the Public Hospital

#### Article 34

- (1) The Assignment Structure in the Public Hospital is as follows:
- a. The Director, Head of Division, Head of Section, and Head of Subdivision as Performance Appraisal Officers for Functional Positions and/or Implementers under their authority; and
  - b. The Head of Division and Head of Section as leaders of the Organizational Unit.
- (2) In the Assignment Structure as referred to in paragraph (1), the following provisions apply:
- a. The Director provides performance appraisals for the Deputy Director, Head of Division, Head of Section, Principal Expert Functional Officers, and/or Mid-level Expert Functional Officers under their authority;
  - b. The Deputy Director provides performance appraisals for the Head of Division and Head of Section under their authority;
  - c. The Head of Division provides performance appraisals for Junior Expert Functional Officers, First-level Expert Functional Officers, Skill-level Functional Officers, and/or Implementers under their authority;
  - d. The Head of Section provides performance appraisals for the Head of Subdivision, Junior Expert Functional Officers, First-level Expert Functional Officers, Skill-level Functional Officers, and/or Implementers under their authority;
  - e. The Head of Subdivision provides performance appraisals for First-level Expert Functional Officers, Skill-level Functional Officers, and/or Implementers under their authority; and
  - f. In providing performance appraisals for Functional Officers as referred to in letter a, the Director seeks input or recommendations from the Head of Division or Head of Section related to the tasks of the Functional Officers in question.

## Article 35

The determination of the performance and performance appraisal of the Director of the Public Hospital is carried out by the Regional Secretary.

**Section Four**  
**Implementation of Duties**

## Article 36

(1) The implementation of duties for Functional Officers and Implementing Officers can be done individually and/or in a Work Team to support the achievement of the organization's goals and performance.

(2) The Work Team as referred to in paragraph (1) consists of:

- a. A Work Team that carries out activities according to the grouping of tasks and functions in the Regional Apparatus; and
- b. A Work Activity Team that carries out routine activities and other incidental tasks.

(3) The composition of the members of the Work Team as referred to in paragraph (2) letter a consists of:

- a. Team leader; and
- b. Team members.

(4) In the Work Team as referred to in paragraph (2) letter a, the Head of the Regional Apparatus appoints one of the Functional Officers or Implementing Officers in the Organizational Unit responsible for performance as the team leader based on expertise and/or skills.

(5) The composition of the members of the Activity Team as referred to in paragraph (2) letter b is determined according to needs and the provisions of laws and regulations.

(6) The team leader as referred to in paragraph (3) letter a comes from a Functional Officer or Implementing Officer assigned by the Head of the Regional Apparatus based on expertise and/or skills in accordance with the needs of the task implementation.

(7) The Work Team as referred to in paragraph (1) is determined by a Decree of the Head of the Regional Apparatus.

(8) Further provisions regarding the implementation of duties for groups of Functional Positions and Implementing Positions shall be carried out in accordance with the provisions of laws and regulations.

## Article 37

The implementation of duties within an Organizational Unit or Regional Apparatus is carried out by Functional Officers and Implementing Officers either individually or in a Work Team.

## Article 38

The implementation of duties within an Organizational Unit/Regional Apparatus individually is carried out with the following provisions:

- a. Functional Officers or Implementing Officers carry out duties according to the provisions of their respective Functional Position activity list or the job description of Implementing Officers, which aligns with the tasks, functions, and performance of the Organizational Unit/Regional Apparatus;
- b. The activity list of the Functional Position or the job description of the Implementing Officer carried out by the Functional Officer and Implementing Officer is a breakdown or derivation of the tasks,

functions, and performance of the Organizational Unit/Regional Apparatus; and

c. In the implementation of duties by Functional Officers or Implementing Officers individually, Functional Officers or Implementing Officers must consider:

1. Directions and strategies from the leadership of the Organizational Unit/Head of Regional Apparatus;
2. Performance target achievements of the Organizational Unit; and
3. Alignment of the implementation of duties and performance achievements of other Functional Officers or Implementing Officers within the Organizational Unit.

#### Article 39

The implementation of duties within an Organizational Unit or Regional Apparatus in a Work Team is carried out with the following provisions:

- a. Functional Officers or Implementing Officers in a Work Team execute tasks that require the involvement and collaboration of Functional Officers and/or Implementing Officers within the Organizational Unit or Regional Apparatus;
- b. The Work Team carries out the tasks of the Organizational Unit according to the directions and strategies of the leadership of the Organizational Unit;
- c. The Work Team reports any issues and obstacles along with alternative recommendations if problems or obstacles occur in the implementation of tasks and activities to the leadership of the Organizational Unit responsible for performance, for decisions and/or follow-up actions;
- d. The leadership of the Organizational Unit monitors and evaluates the implementation of the Work Team's tasks and activities periodically as input for decision-making and providing guidance for the implementation of tasks and activities of the Work Team;
- e. The Work Team may coordinate with other officers or other Work Teams in the execution of its tasks; and
- f. The Work Team may conduct coordination at the stages of planning, implementation, monitoring, and evaluation of the tasks and activities of the Work Team.

#### Article 40

The implementation of cross-Regional Apparatus duties within a Work Team is carried out with the following provisions:

- a. Functional Officers or Implementing Officers in a cross-Regional Apparatus Work Team carry out tasks that require the involvement and collaboration of Functional Officers and/or Implementing Officers across Regional Apparatuses;
- b. The Work Team carries out cross-Regional Apparatus tasks according to the directions and strategies of the leadership of the Organizational Unit/Head of the Regional Apparatus responsible for performance;
- c. The Work Team reports any issues and obstacles along with alternative recommendations if problems or obstacles occur in the implementation of tasks and activities to the leadership of the Organizational Unit responsible for performance, for decisions and/or follow-up actions;
- d. The leadership of the Organizational Unit or Head of the Regional Apparatus, in resolving the issues and obstacles as referred to in letter c, may have the Work Team report the problems and obstacles

along with alternative recommendations to the leadership of the Organizational Unit or Head of the Regional Apparatus where the concerned Functional Officers and Implementing Officers belong, for further action in accordance with the tasks and functions of the Organizational Unit;

e. The Work Team may coordinate with other officers or other Work Teams in the execution of its tasks; and

f. The Work Team may conduct coordination at the stages of planning, implementation, monitoring, and evaluation of the tasks and activities of the Work Team.

#### Article 41

The implementation of cross-government agency duties within a Work Team is carried out with the following provisions:

a. Functional Officers or Implementing Officers in a cross-government agency Work Team carry out tasks that require the involvement and collaboration of Functional Officers and/or Implementing Officers across government agencies;

b. A cross-government agency Work Team may be formed to carry out tasks aimed at achieving performance targets of the Organizational Unit responsible for performance in the implementing government agency, or to support strategic programs across government agencies;

c. The Work Team carries out cross-government agency tasks according to the directions and strategies of the leadership of the Organizational Unit responsible for performance in the implementing government agency or the directions of the leadership of the implementing government agency;

d. The Work Team reports any issues and obstacles along with alternative recommendations if problems or obstacles occur in the implementation of tasks and activities to the leadership of the Organizational Unit responsible for performance in the implementing government agency for decisions and/or follow-up actions;

e. The leadership of the Organizational Unit or cross-government agencies, in resolving the issues and obstacles referred to in letter c, may have the Work Team report the problems and obstacles along with alternative recommendations to the leadership of the Organizational Unit or the leadership of the government agency where the concerned Functional Officers and Implementing Officers belong, for further action in accordance with the tasks and functions of the Organizational Unit or government agency;

f. The Work Team may coordinate with other officers or other Work Teams in the execution of its tasks; and

g. The Work Team may conduct coordination at the stages of planning, implementation, monitoring, and evaluation of the tasks and activities of the Work Team.

#### Article 42

(1) The responsibilities of the Performance Appraisal Officer include:

a. Preparing and establishing the organizational roadmap and work plan;

b. Ensuring that the implementation of the organization's tasks and functions aligns with the organization's strategy and objectives;

c. Ensuring the readiness of infrastructure support, governance, and optimal resources;

d. Ensuring the correct and effective decision-making process; and

e. Ensuring collaboration and synergy in the implementation of tasks and functions across Organizational Units.

(2) The responsibilities of the leadership of the Organizational Unit include:

- a. Preparing and establishing activity plans;
- b. Providing resource support for the implementation of activities;
- c. Providing integrated guidance, input, and feedback on the implementation of activities;
- d. Ensuring collaboration and synergy in the implementation of tasks among Work Teams; and
- e. Monitoring and evaluating the implementation of Work Team tasks.

(3) The responsibilities of the Work Team leader as referred to in Article 36 paragraph (2) letter a include:

- a. Preparing detailed activity implementation plans;
- b. Dividing roles among Work Team members according to their competencies, expertise, and/or skills;
- c. Implementing activities according to the plan;
- d. Providing regular feedback to Work Team members;
- e. Reporting the performance results of Work Team members to the Performance Appraisal Officer and the leadership of the relevant Organizational Unit as input for the performance appraisal of Functional Officers and Implementing Officers; and
- f. Carrying out collaboration and synergy in the implementation of tasks among Work Team members.

(4) The responsibilities of Work Team members as referred to in Article 36 paragraph (3) letter b include:

- a. Preparing individual work plans;
- b. Executing performance according to the expectations of the Work Team leader; and
- c. Reporting their performance results to the Work Team leader.

## **Section Five**

### **Accountability for Task Implementation**

#### Article 43

Functional Officers and Implementing Officers assigned individually report the implementation of their tasks directly to the leadership of the Organizational Unit.

#### Article 44

(1) In terms of accountability for task implementation, Functional Officers and Implementing Officers who are members of a Work Team report task implementation to the Work Team leader.

(2) Functional Officers and Implementing Officers who serve as the Work Team leader report the implementation of the Work Team's tasks to the leadership of the Organizational Unit periodically.

(3) The leadership of the Organizational Unit has the authority to request reports from the Work Team leader and/or Work Team members at any time.

## **Section Six**

### **Performance Management**

#### Article 45

(1) The performance management of Functional Officers and Implementing Officers, whether working individually or in a Work Team, consists of:

- a. Performance planning, which includes the establishment and clarification of expectations;
  - b. Performance implementation, monitoring, and development, which includes documenting performance, providing continuous feedback, and developing employee performance;
  - c. Performance appraisal, which includes evaluating employee performance; and
  - d. Follow-up on the performance evaluation results, which includes awarding recognition and imposing sanctions.
- (2) The performance management of Functional Officers and Implementing Officers, as referred to in paragraph (1), is carried out in accordance with the laws and regulations governing the performance management of Functional Officers and Implementing Officers.

## **Section Seven**

### **Utilization of Information and Communication Technology**

#### Article 46

The Regional Government prioritizes electronic-based administrative services by utilizing integrated applications to support the working system of the Regional Government.

## CHAPTER III

### WORK MECHANISM FLOW

#### **Part One**

##### **General**

#### Article 47

- (1) The Work Mechanism Flow referred to in Article 5 letter b is used as a reference in adjusting the working system within the Regional Apparatus.
- (2) The Work Mechanism Flow referred to in paragraph (1) consists of:
- a. Planning stage;
  - b. Implementation stage; and
  - c. Evaluation stage.

#### **Part Two**

##### **Work Mechanism Flow at the Regional Secretariat**

#### Article 48

- (1) The planning stage of the Work Mechanism Flow at the Regional Secretariat includes:
- a. The Regional Secretary prepares and establishes the performance agreement;
  - b. The Regional Secretary divides and appoints the Assistant Regional Secretary as the person responsible for achieving performance targets;
  - c. The Regional Secretary provides direction and coordination for the implementation of activities and achievement of performance targets;
  - d. The Assistant Regional Secretary divides and appoints the head of the division as the person responsible for achieving performance targets;

- e. The Assistant Regional Secretary provides direction and coordination for the implementation of activities and achievement of performance targets to the head of the division;
- f. The head of the division formulates strategies for achieving performance targets;
- g. The head of the division communicates directions and performance target expectations to the head of the sub-division and/or Functional Officers and Implementing Officers under their supervision or coordination;
- h. The head of the division, along with the head of the sub-division and/or Functional Officers and Implementing Officers working individually or within a Work Team, prepares a plan for implementing activities and a budget to achieve performance targets; and
- i. The head of the sub-division communicates directions and performance target expectations to the Functional Officers and Implementing Officers under their authority.

(2) The implementation stage of the Work Mechanism Flow at the Regional Secretariat includes:

- a. The Functional Officer and Implementing Officer prepare detailed plans for the implementation of activities and the budget according to the previously prepared implementation plan and budget;
- b. The Functional Officer and Implementing Officer carry out activities according to their roles;
- c. In carrying out activities, the Functional Officer and Implementing Officer may collaborate with all parties regarding data synchronization, policies, implementation, and other matters related to the activity;
- d. The head of the division, head of the sub-division, and team leader conduct monitoring of progress and provide regular or incidental feedback on the activities carried out by the Functional Officer and Implementing Officer;
- e. The Functional Officer and Implementing Officer working individually report the results of the activity implementation to the head of the division;
- f. The Functional Officer and Implementing Officer in the sub-division or those working in a Work Team report the results of the activity implementation to the head of the sub-division/team leader; and
- g. The head of the sub-division and team leader report the results of the activity implementation carried out by the Functional Officer and Implementing Officer under their coordination to the head of the division.

(3) The evaluation stage of the Work Mechanism Flow at the Regional Secretariat includes:

- a. The head of the division reviews the results of the activity implementation;
- b. The head of the division submits the results of the activity implementation to the Regional Secretary via the Assistant Regional Secretary for review;
- c. The Regional Secretary receives and reviews the results of the activity implementation; and
- d. The activity implementation is declared complete after the Regional Secretary receives the results and confirms that they meet the expected targets.

### **Part Three**

#### **Work Mechanism Flow at the DPRD Secretariat**

##### Article 49

(1) The planning phase of the work mechanism at the DPRD Secretariat includes:

- a. The DPRD Secretary prepares and sets the performance agreement;
- b. The DPRD Secretary divides and appoints the head of the division as the responsible party for achieving performance targets;
- c. The DPRD Secretary provides direction and coordination for the implementation of activities and achievement of performance targets to the head of the division;
- d. The head of the division formulates the strategy for implementing and achieving the performance targets;
- e. The head of the division communicates directions and expectations for performance targets to the head of the sub-division and/or functional officials as well as the executors within their scope of coordination;
- f. The head of the division, together with the head of the sub-division and/or functional officials and executors working either individually or in a team, prepares the activity implementation plan and budget to achieve the performance targets;
- g. The head of the sub-division communicates directions and expectations for performance targets to the functional officials and executors under their supervision.

(2) The implementation phase of the work mechanism at the DPRD Secretariat includes:

- a. Functional officials and executors prepare detailed plans for activities and budgets in accordance with the previously prepared activity implementation plan and budget;
- b. Functional officials and executors carry out activities according to their roles;
- c. In carrying out activities, functional officials and executors may collaborate with all parties in terms of data synchronization, policies, implementation, and other matters related to the activity;
- d. The head of the division, head of the sub-division, and team leader monitor the progress and provide feedback regularly or incidentally on the implementation of activities carried out by the functional officials and executors;
- e. Functional officials and executors working individually report the results of activity implementation to the head of the division;
- f. Functional officials and executors in the sub-division or working in a team report the results of activity implementation to the head of the sub-division/team leader;
- g. The head of the sub-division and team leader report the results of activities carried out by the functional officials and executors under their coordination to the head of the division.

(3) The evaluation phase of the work mechanism at the DPRD Secretariat includes:

- a. The head of the division reviews the results of the activity implementation;
- b. The head of the division reports the results of the activity implementation to the DPRD Secretary;
- c. The DPRD Secretary receives and reviews the results of the activity implementation; and



d. The activity implementation is considered completed after the DPRD Secretary receives the results of the activity implementation and confirms that it meets the expected targets.

#### **Part Four**

#### **Work Mechanism Flow at the Regional Inspectorate**

##### Article 50

(1) The planning phase of the work mechanism at the Regional Inspectorate includes:

- a. The Regional Inspector prepares and sets the performance agreement;
- b. The Regional Inspector divides and appoints the secretary and assistant inspectors as the responsible parties for achieving performance targets;
- c. The Regional Inspector provides direction and coordination for the implementation of activities and achievement of performance targets to the secretary and assistant inspectors;
- d. The secretary and assistant inspectors formulate the strategy for implementing and achieving the performance targets;
- e. The secretary communicates directions and expectations for performance targets to the head of the sub-division, functional officials, and executors under their supervision or within their coordination scope;
- f. The assistant inspectors communicate directions and expectations for performance targets to functional officials and executors under their supervision or within their coordination scope;
- g. The secretary, together with the head of the sub-division, functional officials, and executors working either individually or in a team, prepares the activity implementation plan and budget to achieve the performance targets;
- h. The assistant inspectors, together with functional officials and executors working either individually or in a team, prepare the activity implementation plan and budget to achieve the performance targets; and
- i. The head of the sub-division communicates directions and expectations for performance targets to the functional officials and executors under their supervision.

(2) The Workflow Mechanism for the implementation stage in the Regional Inspectorate includes:

- a. Functional Officials and Implementers prepare detailed implementation plans and budgets in accordance with the previously established activity implementation and budget plans;
- b. Functional Officials and Implementers carry out activities according to their roles;
- c. In carrying out activities, Functional Officials and Implementers may collaborate with all parties in terms of data synchronization, policies, implementation, and other matters related to the activity;
- d. The secretary, assistant inspector, head of sub-division, and team leader monitor progress and provide periodic or incidental feedback on the implementation of activities carried out by Functional Officials and Implementers;
- e. Functional Officials and Implementers working individually report the results of the activities to the secretary or assistant inspector;
- f. Functional Officials and Implementers in sub-divisions or working within a team report the results of the activities to the head of the sub-division or team leader;

g. The head of the sub-division and team leader report the results of the activities carried out by the Functional Officials and Implementers under their coordination to the secretary or assistant inspector.

(3) The Workflow Mechanism for the evaluation stage in the Regional Inspectorate includes:

- a. The secretary and assistant inspector review the results of the activity implementation;
- b. The secretary and assistant inspector submit the results of the activity implementation to the Regional Inspector;
- c. The Regional Inspector receives and reviews the results of the activity implementation; and
- d. The activity implementation is considered complete once the Regional Inspector receives the results of the activity implementation and confirms that they meet the expected targets.

## **Part Five**

### **Work Mechanism Flow at the Department**

#### Article 51

(1) The planning stage of the Work Mechanism flow at the Department includes:

- a. The Head of the Department prepares and establishes a performance agreement;
- b. The Head of the Department divides and appoints the Secretary, Heads of Divisions, Heads of UPTD, and/or Functional Officials holding leadership positions in work units as the persons responsible for achieving performance targets;
- c. The Head of the Department provides guidance and coordination for the implementation of activities and achievement of performance targets to the Secretary, Heads of Divisions, Heads of UPTD, and/or Functional Officials holding leadership positions in work units;
- d. The Secretary, Heads of Divisions, Heads of UPTD, and Functional Officials holding leadership positions in work units formulate strategies for achieving their performance targets;
- e. The Secretary communicates the guidance and performance target expectations to Subdivision Heads, Functional Officials, and Implementers within their coordination scope;
- f. The Head of Division communicates the guidance and performance target expectations to Functional Officials and Implementers under their coordination;
- g. The Head of UPTD communicates the guidance and performance target expectations to the Subdivision Head of UPTD administration and/or Functional Officials and Implementers within their coordination scope;
- h. Functional Officials holding leadership positions in work units communicate the guidance and performance target expectations to Functional Officials and Implementers within their coordination scope;
- i. The Secretary, together with Subdivision Heads, Functional Officials, and Implementers working individually or in a Work Team, prepares the activity implementation plan and budget to achieve performance targets;
- j. The Head of Division, together with Functional Officials and Implementers working individually or in a Work Team, prepares the activity implementation plan and budget to achieve performance targets;

- k. The Head of UPTD Type A, together with the Subdivision Head of UPTD administration and/or Functional Officials and Implementers, prepares the activity implementation plan and budget to achieve performance targets;
  - l. The Head of UPTD Type B, together with Functional Officials and Implementers, prepares the activity implementation plan and budget to achieve performance targets;
  - m. Functional Officials holding leadership positions in work units, together with Functional Officials and Implementers, prepare the activity implementation plan and budget to achieve performance targets;
  - n. The Subdivision Head communicates the guidance and performance target expectations to Functional Officials and Implementers under their supervision;
  - o. The Subdivision Head of UPTD administration communicates the guidance and performance target expectations to Implementers under their supervision.
- (2) The implementation stage of the Work Mechanism flow at the Department includes:
- a. Functional Officials and Implementers prepare the details of activity implementation and budget according to the previously prepared activity implementation plan and budget;
  - b. Functional Officials and Implementers carry out activities according to their roles;
  - c. During the implementation of activities, Functional Officials and Implementers may collaborate with all parties regarding data synchronization, policies, implementation, and other matters related to the activities;
  - d. The Secretary, Head of Division, Subdivision Head, Head of UPTD, and Functional Officials holding leadership positions in work units, as well as the Team Leader, monitor progress and provide regular or incidental feedback on the activities carried out by Functional Officials and Implementers;
  - e. Functional Officials and Implementers working individually submit the results of activity implementation to the Secretary/Head of Division/Head of UPTD/Functional Officials holding leadership positions in work units;
  - f. Functional Officials and Implementers in the subdivision or those working in a Work Team submit the results of activity implementation to the Subdivision Head or Team Leader;
  - g. The Subdivision Head or Team Leader submits the results of activity implementation carried out by Functional Officials and Implementers under their coordination to the Secretary or Head of Division;
  - h. Implementers in Subdivisions of UPTD Type A submit the results of activity implementation to the Subdivision Head of UPTD Type A administration;
  - i. Functional Officials and Implementers at UPTD Type B submit the results of activity implementation to the Head of UPTD Type B;
  - j. The Subdivision Head of UPTD administration and/or Functional Officials and Implementers at UPTD submit the results of activity implementation to the Head of UPTD;
  - k. Functional Officials and Implementers in work units led by Functional Officials submit the results of activity implementation to the Functional Officials holding leadership positions in work units.
- (3) The evaluation stage of the Work Mechanism flow at the Department includes:

- a. The Secretary, Head of Division, Head of UPTD, and Functional Officials holding leadership positions in work units review the results of activity implementation;
- b. The Secretary, Head of Division, Head of UPTD, and Functional Officials holding leadership positions in work units report the results of activity implementation to the Head of the Department;
- c. The Head of the Department receives and reviews the results of activity implementation;
- d. The activity implementation is considered completed after the Head of the Department receives the results and deems them to have met the expected targets.

#### Article 52

(1) Excluded from the provisions in Article 51 paragraph (1), the Work Mechanism flow at the Department for the government affairs in the investment sector and the one-stop integrated service includes:

- a. The Head of the Department prepares and establishes a performance agreement;
- b. The Head of the Department divides and appoints the Secretary and Functional Officials assigned as Coordinators responsible for achieving performance targets;
- c. The Head of the Department provides guidance and coordination for the implementation of activities and achievement of performance targets to the Secretary and Functional Officials assigned as Coordinators;
- d. The Secretary and Functional Officials assigned as Coordinators formulate strategies for achieving their performance targets;
- e. The Secretary communicates the guidance and performance target expectations to Subdivision Heads, Functional Officials, and Implementers within their coordination scope;
- f. Functional Officials assigned as Coordinators communicate the guidance and performance target expectations to Functional Officials and Implementers under their coordination;
- g. The Secretary, together with Subdivision Heads, Functional Officials, and Implementers working individually or in a Work Team, prepares the activity implementation plan and budget to achieve performance targets;
- h. Functional Officials assigned as Coordinators, together with Functional Officials and Implementers working in a Work Team, prepare the activity implementation plan and budget to achieve performance targets;
- i. The Subdivision Head communicates the guidance and performance target expectations to Functional Officials and Implementers under their supervision.

(2) Excluded from the provisions in Article 51 paragraph (2), the implementation stage of the Work Mechanism flow at the Department for the government affairs in the investment sector and the one-stop integrated service includes:

- a. Functional Officials and Implementers prepare the details of activity implementation and budget according to the previously prepared activity implementation plan and budget;
- b. Functional Officials and Implementers carry out activities according to their roles;
- c. During the implementation of activities, Functional Officials and Implementers may collaborate with all parties regarding data synchronization, policies, implementation, and other matters related to the activities;

- d. The Secretary, Subdivision Head, Functional Officials assigned as Coordinators, and the Team Leader monitor progress and provide regular or incidental feedback on the activities carried out by Functional Officials and Implementers;
  - e. Functional Officials and Implementers in subdivisions or those working in a Work Team submit the results of activity implementation to the Subdivision Head or Team Leader;
  - f. The Subdivision Head or Team Leader submits the results of activity implementation carried out by Functional Officials and Implementers under their coordination to the Secretary or Functional Officials assigned as Coordinators.
- (3) Excluded from the provisions in Article 51 paragraph (3), the evaluation stage of the Work Mechanism flow at the Department for the government affairs in the investment sector and the one-stop integrated service includes:
- a. The Secretary and Functional Officials assigned as Coordinators review the results of activity implementation;
  - b. The Secretary and Functional Officials assigned as Coordinators report the results of activity implementation to the Head of the Department;
  - c. The Head of the Department receives and reviews the results of activity implementation;
  - d. The activity implementation is considered completed after the Head of the Department receives the results and deems them to have met the expected targets.

## **Part Six**

### **Work Mechanism Flow at the Agency**

#### Article 53

- (1) The planning stage of the Work Mechanism flow at the Agency includes:
- a. The Head of the Agency prepares and establishes a performance agreement;
  - b. The Head of the Agency divides and appoints the Secretary and Head of Division as responsible parties for achieving performance targets;
  - c. The Head of the Agency provides guidance and coordination for the implementation of activities and achievement of performance targets to the Secretary and Head of Division;
  - d. The Secretary and Head of Division formulate strategies for achieving their performance targets;
  - e. The Secretary communicates the guidance and performance target expectations to Subdivision Heads, Functional Officials, and Implementers within their coordination scope;
  - f. The Head of Division communicates the guidance and performance target expectations to Functional Officials and Implementers within their coordination scope;
  - g. The Secretary, together with Subdivision Heads, Functional Officials, and Implementers working individually or in a Work Team, prepares the activity implementation plan and budget to achieve performance targets;
  - h. The Head of Division, together with Functional Officials and Implementers working individually or in a Work Team, prepares the activity implementation plan and budget to achieve performance targets;

i. The Subdivision Head communicates the guidance and performance target expectations to Functional Officials and Implementers under their supervision.

(2) The implementation stage of the Work Mechanism flow at the Agency includes:

a. Functional Officials and Implementers prepare the details of activity implementation and budget according to the previously prepared activity implementation plan and budget;

b. Functional Officials and Implementers carry out activities according to their roles;

c. During the implementation of activities, Functional Officials and Implementers may collaborate with all parties regarding data synchronization, policies, implementation, and other matters related to the activities;

d. The Secretary, Head of Division, Subdivision Head, and Team Leader monitor progress and provide regular or incidental feedback on the activities carried out by Functional Officials and Implementers;

e. Functional Officials and Implementers working individually submit the results of activity implementation to the Secretary or Head of Division;

f. Functional Officials and Implementers in the subdivision or those working in a Work Team submit the results of activity implementation to the Subdivision Head or Team Leader;

g. The Subdivision Head or Team Leader submits the results of activity implementation carried out by Functional Officials and Implementers under their coordination to the Secretary or Head of Division.

(3) The evaluation stage of the Work Mechanism flow at the Agency includes:

a. The Secretary and Head of Division review the results of activity implementation;

b. The Secretary and Head of Division report the results of activity implementation to the Head of the Agency;

c. The Head of the Agency receives and reviews the results of activity implementation;

d. The activity implementation is considered completed after the Head of the Agency receives the results and deems them to have met the expected targets.

## **Part Eight**

### **Work Mechanism Flow at the Regional Disaster Management Agency**

#### Article 54

(1) The planning stage of the Work Mechanism flow at the Regional Disaster Management Agency includes:

a. The Head of the Agency prepares and establishes a performance agreement;

b. The Head of the Agency divides and appoints the Head of Secretariat of the implementing elements as the responsible person for achieving performance targets;

c. The Head of the Agency provides guidance and coordination for the implementation of activities and the achievement of performance targets to the Head of Secretariat of the implementing elements;

d. The Head of Secretariat of the implementing elements formulates the strategy for achieving performance targets;

e. The Head of Secretariat of the implementing elements communicates guidance and performance target expectations to Functional Officials and Implementers within their coordination scope;

f. The Head of Secretariat of the implementing elements, together with Functional Officials and Implementers working individually or in a Work Team, prepares the activity implementation plan and budget to achieve performance targets; and

g. Functional Officials and Implementers working individually or in a Work Team prepare the activity implementation plan and budget to achieve performance targets.

(2) The implementation stage of the Work Mechanism flow at the Regional Disaster Management Agency includes:

a. Functional Officials and Implementers prepare the details of activity implementation and budget according to the previously prepared activity implementation plan and budget;

b. Functional Officials and Implementers carry out activities according to their roles;

c. During the implementation of activities, Functional Officials and Implementers may collaborate with all parties regarding data synchronization, policies, implementation, and other matters related to the activities;

d. The Head of Secretariat of the implementing elements monitors progress and provides regular or incidental feedback on the activities carried out by Functional Officials and Implementers;

e. Functional Officials and Implementers working individually submit the results of activity implementation to the Head of Secretariat of the implementing elements; and

f. Functional Officials and Implementers at the Secretariat of the implementing elements submit the results of activity implementation to the Head of Secretariat of the implementing elements.

(3) The evaluation stage of the Work Mechanism flow at the Regional Disaster Management Agency includes:

a. The Head of Secretariat of the implementing elements reviews the results of activity implementation;

b. The Head of Secretariat of the implementing elements reports the results of activity implementation to the Head of the Agency;

c. The Head of the Agency receives and reviews the results of activity implementation; and

d. The activity implementation is considered completed after the Head of the Agency receives the results and deems them to have met the expected targets.

## **Part Nine**

### **Work Mechanism Flow at the Subdistrict**

#### Article 55

(1) The planning stage of the Work Mechanism flow at the Subdistrict includes:

a. The Subdistrict Head prepares and establishes a performance agreement;

b. The Subdistrict Head divides and appoints the Subdistrict Secretary and the Section Head as the responsible persons for achieving performance targets;

c. The Subdistrict Head provides guidance and coordination for the implementation of activities and the achievement of performance targets to the Subdistrict Secretary and the Section Head;

- d. The Subdistrict Secretary and Section Head formulate the strategy for achieving performance targets;
  - e. The Subdistrict Secretary communicates guidance and performance target expectations to the Subdivision Head, Functional Officials, and Implementers within their coordination scope;
  - f. The Section Head communicates guidance and performance target expectations to Functional Officials and Implementers within their coordination scope;
  - g. The Subdistrict Secretary, together with the Subdivision Head and Functional Officials working individually or in a Work Team, prepares the activity implementation plan and budget to achieve performance targets;
  - h. The Section Head, together with Functional Officials and Implementers working individually or in a Work Team, prepares the activity implementation plan and budget to achieve performance targets; and
  - i. The Subdivision Head communicates guidance and performance target expectations to Functional Officials and Implementers under their coordination.
- (2) The implementation stage of the Work Mechanism flow at the Subdistrict includes:
- a. Functional Officials and Implementers prepare the details of activity implementation and budget according to the previously prepared activity implementation plan and budget;
  - b. Functional Officials and Implementers carry out activities according to their roles;
  - c. During the implementation of activities, Functional Officials and Implementers may collaborate with all parties regarding data synchronization, policies, implementation, and other matters related to the activities;
  - d. The Subdistrict Secretary, Section Head, and Subdivision Head monitor progress and provide regular or incidental feedback on the activities carried out by Functional Officials and Implementers;
  - e. Functional Officials and Implementers working individually submit the results of activity implementation to the Subdistrict Head or Subdistrict Secretary;
  - f. Functional Officials and Implementers at the Subdivision or Section submit the results of activity implementation to the Subdivision Head or Section Head; and
  - g. The Section Head or Subdivision Head submits the results of activity implementation carried out by Functional Officials and Implementers under their coordination to the Subdistrict Head or Subdistrict Secretary.
- (3) The evaluation stage of the Work Mechanism flow at the Subdistrict includes:
- a. The Subdistrict Head and Subdistrict Secretary review the results of activity implementation;
  - b. The Subdistrict Secretary reports the results of activity implementation to the Subdistrict Head;
  - c. The Subdistrict Head receives and reviews the results of activity implementation; and
  - d. The activity implementation is considered completed after the Subdistrict Head receives the results and deems them to have met the expected targets.



## **Part Ten**

### **Work Mechanism Flow at the Regional General Hospital (RSUD)**

#### Article 56

(1) The work mechanism flow during the planning stage at the RSUD includes:

- a. The director prepares and establishes a performance agreement;
- b. The director assigns and appoints the deputy director as the responsible party for achieving performance targets;
- c. The director provides direction and coordination for the implementation of activities and achievement of performance targets;
- d. The deputy director assigns and appoints department heads and division heads as those responsible for achieving performance targets;
- e. The deputy director provides direction and coordination for the implementation of activities and achievement of performance targets to department heads and division heads;
- f. Department heads and division heads formulate strategies for achieving their performance targets;
- g. Department heads and division heads communicate direction and performance target expectations to sub-department heads, section heads, and/or functional officials and staff under their supervision or within their coordination scope;
- h. Department heads and division heads, together with sub-department heads, section heads, and/or functional officials and staff working individually or in teams, prepare activity implementation plans and budgets for achieving performance targets; and
- i. Sub-department heads or section heads communicate direction and performance target expectations to functional officials and staff under their authority.

(2) The work mechanism flow during the implementation stage at the RSUD includes:

- a. Functional officials and staff prepare detailed activity implementation and budgets in accordance with the previously prepared activity implementation plans and budgets;
- b. Functional officials and staff carry out activities in accordance with their roles;
- c. In carrying out activities, functional officials and staff may collaborate with all parties regarding data synchronization, policies, implementation, and other matters related to the activity;
- d. Department heads, division heads, sub-department heads, section heads, and team leaders monitor progress and provide periodic or incidental feedback on the implementation of activities carried out by functional officials and staff;
- e. Functional officials and staff working individually report the results of their activities to the department or division head;
- f. Functional officials and staff at sub-departments or sections, or those working within a work team, report the results of their activities to the sub-department head/section head/team leader; and
- g. Sub-department heads, section heads, and team leaders report the results of activities carried out by functional officials and staff under their coordination to the department or division head.

(3) The work mechanism flow during the evaluation stage at the RSUD includes:

- a. Department heads and division heads review the results of the activity implementation;
- b. Department heads and division heads report the results of the activity implementation to the deputy director for review;
- c. The deputy director reports the results of the activity implementation to the director;
- d. The director receives and reviews the results of the activity implementation; and
- e. The activity implementation is declared completed after the director receives the results and determines that they meet the expected targets.

## Chapter IV Business Process

### Article 57

- (1) The preparation of the Business Process serves as a reference for the Regional Government to describe effective and efficient working relationships between Organizational Units.
- (2) To adjust the working system, the Regional Government shall carry out improvements and development of the Business Process.
- (3) Improvements and development of the Business Process through reviews and evaluations can be done by adjusting the standard operating procedures.
- (4) Reviews and evaluations as referred to in paragraph (3) shall be conducted on:
  - a. Sub-process maps;
  - b. Relationship maps;
  - c. Cross-functional maps; and/or
  - d. Level 1 (one) maps and their derivatives, in accordance with the methods used.
- (5) The procedures for preparing the business process maps as referred to in paragraphs (1), (2), and (3) shall be carried out in accordance with the provisions of applicable laws and regulations.

## Chapter V Final Provisions

### Article 58

At the time this Regent Regulation comes into effect, the provisions regarding sub-coordinators as regulated in:

1. Regent Regulation Number 81 of 2021 concerning the Position, Organizational Structure, Duties and Functions, as well as the Work Procedures of the Regent's Expert Staff, Regional Secretariat, Regional People's Representative Council Secretariat, Regional Inspectorate, and Districts (Sukoharjo Regency Regional Gazette 2021 Number 82), as amended by Regent Regulation of Sukoharjo Number 73 of 2022 concerning the Position, Organizational Structure, Duties and Functions, as well as the Work Procedures of the Regent's Expert Staff, Regional Secretariat, Regional People's Representative Council Secretariat, Regional Inspectorate, and Districts (Sukoharjo Regency Regional Gazette 2022 Number 73);
2. Regent Regulation Number 74 of 2022 concerning the Position, Organizational Structure, Duties and Functions, as well as the Work Procedures of the Sukoharjo Regency Regional Office (Sukoharjo Regency Regional Gazette 2022 Number 74); and

3. Regent Regulation Number 75 of 2022 concerning the Position, Organizational Structure, Duties and Functions, as well as the Work Procedures of the Regional Agency (Sukoharjo Regency Regional Gazette 2022 Number 75), is declared no longer applicable.

Article 59

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

For the purpose of public knowledge, the promulgation of this Regent Regulation is ordered to be published in the Sukoharjo Regency Regional Gazette.

Enacted in Sukoharjo on the  
12th of Desember, 2024

REGENT OF SUKOHARJO, signed.

ETIK SURYANI

Promulgated in Sukoharjo  
on the 12th of Desember, 2024

SECRETARY OF  
THE SUKOHARJO REGENCY, signed.

WIDODO

REGIONAL GAZETTE OF SUKOHARJO REGENCY OF  
2024 NUMBER 46