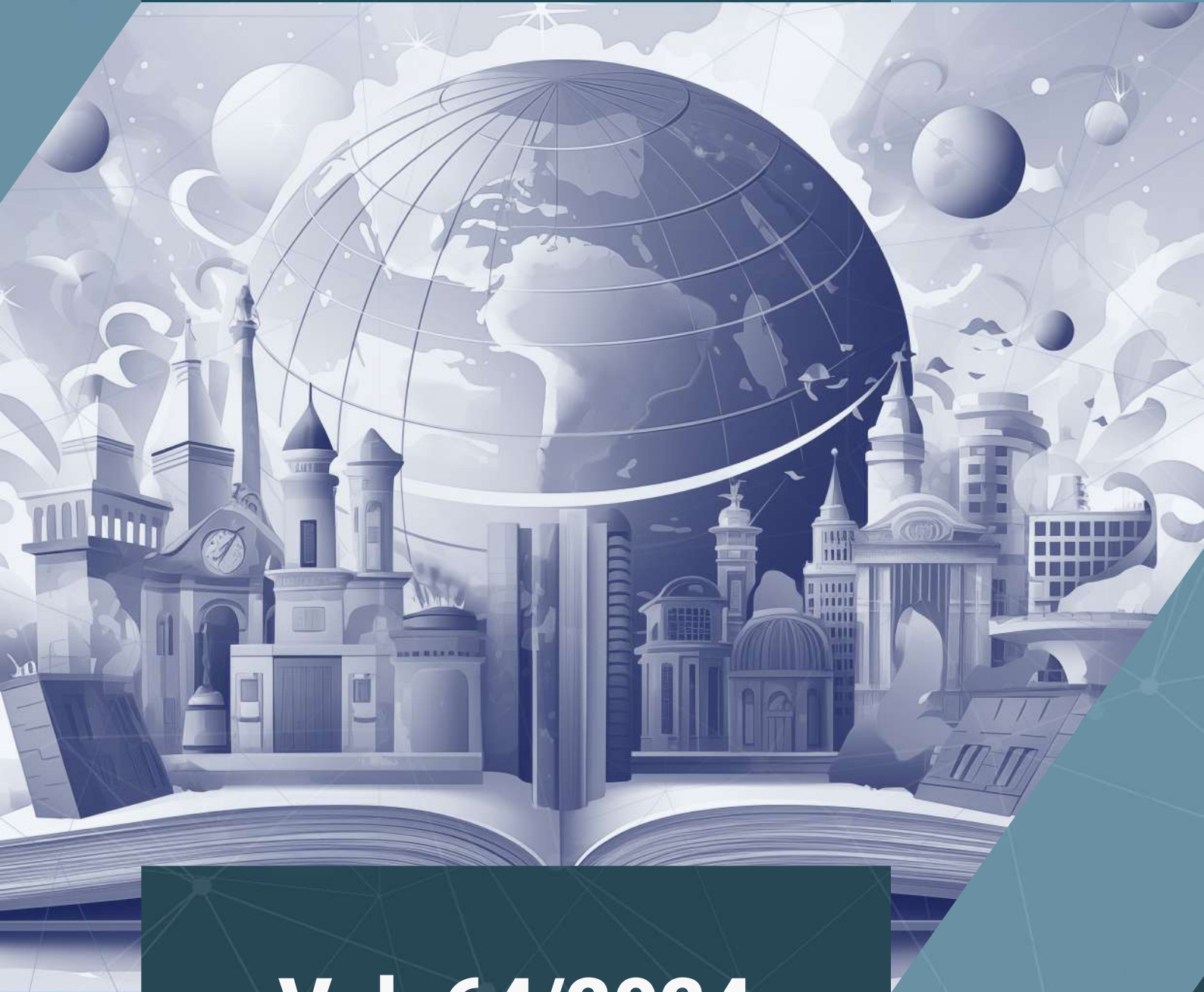




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# *Administration of Insil Baru Village, Passi Timur Sub-district, Bolaang Mangondow Regency*

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## **ABSTRACT**

This research aims to analyze and describe the administration of the new village government. The research method used is descriptive qualitative. The number of informants in this study was 5 people. Data collection uses observation, interview and documentation techniques. Data analysis through data reduction, data presentation and drawing conclusions. The research results show that based on research conducted by researchers, it can be concluded that not everything can be implemented. Among them are 27 village administrations according to PERMENDAGRI No. 47 of 2016 and it was found that there are 3 village administrations that have not been implemented, namely the development activity book, development results inventory book and activity support cash book. The cause of the obstacles to implementing this administration is the lack of technical guidance from the government districts about how they should manage village administration, then the lack of tools needed to manage village administration.

**Keywords:** *Administration, good governance, bolaang mongondow regency*

## **1. INTRODUCTION**

Indonesia is a unitary state with many regions/provinces under its administration. The lowest units, called villages and sub-districts, are found in each regency or city, which form each regional area or province. Villages and sub-districts are the lowest level of government, yet they are often referred to as the same thing. A village is a form of government that is given the freedom to manage its own affairs and administer its land in order to become an independent legal entity. In contrast, a sub-district is a division of government that only functions as an outpost of the local district or city government, and serves as a hub for the delivery of regional government services.

The authority to control national and state interests has been given to the government. In essence, the government exists to serve the people. Government exists to serve the interests of society and to foster the conditions necessary for each individual to grow as a person and as a member of a group or family in order to achieve common goals. The consequences of inadequate governance are evident in high rates of poverty,

unemployment, sub-standard public services, and other related socio-economic problems. The nature of governance determines whether it is good or bad. Hence, the terms 'bad governance' and 'good governance'. A government with a superior bureaucracy is one that runs smoothly. It is able to successfully provide basic public services, manage the state budget well, stay on track and truly care about the welfare of the people, and is democratic.

Administrative tasks are an important part of running a village government. In general, administration is a co-operative effort of two or more people to complete a task. Meanwhile, note-taking, writing, typing, and other tasks that may be considered administrative tasks fall under the limited definition of administration.

Village administration is a term used to describe village operations. Village administration is defined as the overall process of entering data and information about village administration into the village register book, in accordance with the Minister of Home Affairs Regulation No. 47/2016.

This definition leads us to the conclusion that the concept of administration, in a narrow sense, is the administration of the village government.

General administration, population administration, financial administration, development administration, and other administration are the five administrations that make up village administration. The development of administrative practices in the village can be adapted to the local culture. The Study Project 'Application of Customary Values in Government Administration: A Study of Village Governance Based on Local Wisdom in Nagari Kapau, Agam Regency, West Sumatra Indonesia' was carried out in Nagari Kapau Village by Hasbullah, et al in 2016. Year 2020. The traditional values of Nagari Kapau become the social capital used by the Nagari Village government in carrying out its customary governance. In addition, research published in 2019 with the title 'Indigenous Village Governance: Lessons from Indonesia' by Nas et al. This shows that Tanah Toa Village also applies localisation in its governance. The management of village governance is very important in its operation. where the smooth operation of village governance is influenced by administration. Therefore, the village government must organise orderly administration in its capacity as an implementer. Nurcholis states that: 'Village administration will run smoothly when supported by a correct, neat and orderly administrative system. A correct, neat and orderly administrative system will provide data and information that is very useful for decision-making, plan-making, activity control, evaluation, and communication and information both into and out of the organisation.'

**Village Administration** The Village Head is authorised to administer the Village Administration. The Village Head in carrying out the village administration is assisted by the Village Apparatus. Village administration is carried out in the context of organising village administration, implementing village development activities, village community development activities, and village community empowerment activities. There are 5 types of village administration.

From the initial assessment, it was found that the administration was not running well. As the coordinator of village administration, it was found that the way village officials performed their duties in village administration was not in accordance with their main responsibilities. In addition, village administration was not well implemented, especially in terms of recording data and information manually. Low human resources and

poor facilities and infrastructure are challenges for Insil Baru Village in implementing governance. The community has two ways of recording data and information: manually recording information and entering it into the information system.

Filling in the village registration book, which consists of the population administration book, development administration book, general administration book, and financial administration book, is done by manual recording. The information systems used to manage population administration and financial administration are SIAK (Population Administration Information System) and SISKEUDES (Village Financial System). In addition, the village government has not completed several administration books, including the Development Activity Book, the Development Result Inventory Book, and the Activity Cash Book, because they cannot be accessed. In total, the village has 27 administration books. Research on the implementation of administrative operations in the field needs to be conducted considering the importance of these activities in the implementation of village governance. Therefore, the topic 'Administration of Insil Baru Village Government, Passi Timur Sub-district, Bolaang Mangondow Regency' is one of the interesting topics to be researched by scholars.

## **2. RESEARCH METHOD**

This type of research uses qualitative research. Qualitative research aims to obtain a complete picture of a matter according to the human views studied. Qualitative research relates to the ideas, perceptions, opinions, or beliefs of the people studied; all of which cannot be measured by numbers [1]. Qualitative research believes that truth is dynamic and can be discovered only through examining people in their interactions with their social situations [2].

One of the factors supporting the success of research is the tools used in data collection, namely data collection in such a way that activities become more systematic and easy to find. To collect it, several tools are needed to obtain the information needed for research [3]. The main instrument in this research is myself, using several supporting tools such as cameras, voice recorders, and notebooks so that the data collected can be accounted for [4].

There are 2 data sources in this study, namely: primary data sources and secondary data sources:

#### 1. Primary Data Source

Primary data is obtained directly from researchers without intermediaries. Information was obtained through interviews and direct observation in the field. Information is also obtained through written questions, using oral guidelines and interviews [17].

#### 2. Secondary Data Sources

is an indirect source that is able to provide additional and confirmation of research data. Secondary data sources are obtained through documentation and library research using print and electronic media. In addition, secondary data sources can be in the form of archives and various appropriate additional data sources.[5].

### 3. RESULT & DISCUSSION

Based on the results obtained, administrative tasks are inevitable, including in village government. In general, administration is a cooperative activity between two or more people working to achieve a common goal. While taking notes, writing letters, typing, and other tasks that are considered related to administration are defined as administration in a narrow sense. Village administration refers to the management conducted within the village. According to Minister of Home Affairs Regulation No. 47/2016, the process of entering data and information about the village administration into the village register is village administration. From this definition, it is clear that village administration is included in the strict definition of administration. The five administrations included in village administration are development administration, financial administration, population administration, general administration, and other administrations.

It is possible to design the implementation of administration in the village in accordance with local culture. The study 'Application of Customary Values in the Implementation of Government: A Study of Local Wisdom-Based Village Governance in Nagari Kapau Agam Regency West Sumatra Indonesia' by Hasbullah, et al. Implemented in Nagari Kapau Village. The traditional values of Nagari Kapau are social capital that is utilised to implement the administration of Nagari Village as a customary government. In addition, research published in 2019 with the title 'Indigenous Village

Governance: Lessons from Indonesia' by Nas et al. shows that Tanah Toa Village also applies localisation in its governance. The management of village governance is very important in its operation. where the smooth operation of village governance is influenced by administration. Therefore, the village government must organise the government in an orderly manner as an executor. According to Nurcholis, a good, neat, and organised government structure is indispensable for the successful implementation of village governance. Data and information that are very useful for decision-making, planning, controlling activities, assessment, as well as communication and information both inside and outside the business will be provided by an accurate, neat, and organised administrative system. 'The community has two methods for recording data and information: recording information manually and entering it into the information system. Filling in the village registration book, which consists of the population administration book, development administration book, general administration book, and financial administration book, is manual recording. The information systems used in managing population and financial administration are SIAK (Population Administration Information System) and SISKEUDES (Village Financial System).

The initial evaluation showed that the implementation of governance had not gone well. The village secretary, who serves as the coordinator of village administration, said that the way village officials performed their duties in village administration was not in accordance with their main obligations. In addition, village administration has not been running well, especially in terms of recording data and information manually. The difficulties of governance in Insi Baru Village are caused by low human resources and poor facilities and infrastructure.

Research on the implementation of administrative operations in the field is necessary given the importance of these activities in the operation of the village government. Therefore, the topic of 'Administration in Insi Baru Village, Passi Timur Sub-district, Bolaang Mangondow Regency' is one of the interesting topics to be researched by scholars.

#### 1. Transparency

Researchers interviewed residents of Insil Baru Village, Passi Timur Sub-district, Bolaang Mangondow Regency to find out more about the administration of the village government. Based on the information obtained from these interviews, it can be concluded that although not everything can be implemented, the village government has made efforts to manage the village administration; the management is always carried out transparently, can provide information, and can meet the needs of those in need. The reason it is called open or transparent is because the Insil Baru Village Government always interacts with the community through the current hamlet heads, informing them about government initiatives and development plans that will be implemented as well as how the implementation of governance is carried out in an open and transparent manner.

Since public administration is a science that studies how to manage public organisations, it plays an important role in everyday life. Indradi said that 'Public administration is a translation of English public Administration which is often also translated into Indonesian as state administration or government administration'. In line with Siagian's statement that 'Public Administration is defined as all activities carried out by government officials of a country in an effort to achieve state goals'. Furthermore, public administration is defined by Syafri as follows: explains that the process of formulating public or state administration involves a group of people who work together to formulate policies and programmes that meet the needs of society and achieve state goals efficiently and socially just. The group can be members of the legislature, state apparatus, political parties, non-governmental organisations, interest groups, professional organisations, mass media, or other civil society.

Policy makers use public administration as a key tool to determine organisational and government management strategies. Thoha further states that 'The study of policy in public administration is seen to have gained a lot of popularity in the field of public administration science; however, as it is a relatively new topic, it is still largely descriptive and very challenging to construct. With models created from various disciplines, scholars have gradually begun to generalise and construct ideas regarding government policy-making processes.' According to Law No. 6/2014 on Villages, the organisational component of the Village Government is the Village Head, or whatever the term is, assisted by the Village apparatus. Ndraha asserts that village

government in the Unitary State of the Republic of Indonesia is the administration of government affairs carried out by the village government and the Village Consultative Body (BPD), which in its administration and management is based on the interests of the local community, which is recognised as the origin of its local origin and customs and respected in the government system.

The village government plays an important role in controlling social processes in the community. To guide its people towards a successful, peaceful, safe, and just life, the primary responsibility of the village government is to build a democratic lifestyle and offer quality social services. According to Dwipayana et al. if there is harmony, balance, and trust between village components, then democratic village governance that is participatory, accountable, transparent, and responsive can be strengthened and function more efficiently.

## **2. Accountability**

The research findings show that administrative management in Insil Village can only be explained by legal accountability, namely adherence to the law and honest accountability, namely avoiding corruption, collusion and abuse of office. This conclusion is based on the findings of the interviews that the researcher conducted, which ensured that the rule of law was upheld and that good organisational procedures were in place. Secondly, village officials are also accountable for the programmes developed and implemented, as well as accountability for policies that have been decided upon by considering future impacts. In addition, financial responsibility is exercised in an affordable, efficient and effective manner; corruption and wasteful spending are absent. The research findings of the new Insil village are the source of all this data.

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An important role in controlling social processes in the community is played by the village government. To guide its community towards a successful, peaceful, safe, and just life, the primary responsibility of the village government is to build a democratic lifestyle and offer quality social services. According to Dwipayana et al. if there is harmony, balance, and trust between village components, then democratic village governance that is participatory, accountable, transparent, and responsive can be strengthened and function more efficiently.

According to the American Marketing Association quoted by Donald in Hardiyansyah that service is basically an activity or benefit offered by a party to another party and is essentially intangible and does not result in ownership of something, the production process may also not be associated with a physical product.

According to the Law of the Republic of Indonesia Number 25 of 2009 Chapter I General Provisions Article 1 paragraph (1) Public service is an activity or series of activities in order to fulfil service needs in accordance with statutory regulations for every citizen and resident for goods, services, and / or administrative services provided by public service providers.

Lewis and Gimkan, suggest that public service is public trust. Public services are carried out responsibly and in accordance with existing rules and regulations. The accountability value of the services provided can give confidence to the public about the services provided. Accountability to the aspects served is part of the fulfilment of public services to uphold public trust. Public trust is the basis for realising the achievement of good governance.

### **3. Service Product**

Based on the results of the research conducted by researchers, it can be concluded that because there are still three village governments that have not been implemented out of approximately 27 village governments that must be implemented in accordance with applicable regulations, it is known that village government management in Insil Baru Village is not in accordance with applicable regulations. This refers to PERMENDAGRI No. 47/2016. The inability to administer the village government as a whole can be caused by several factors, including the lack of essential supporting tools such as computers, printers, and the like. the ability or human resources that hinder the implementation of

effective administrative management, and the lack of socialisation, BIMTEK, supervision and evaluation of the local government.

A village head is responsible for the community. For a term of six (6) years starting from the day of inauguration, the village head is directly elected by the villagers who are citizens of the Republic of Indonesia. The village head can be held for a maximum of 3 (three) consecutive or non-consecutive times. As long as the adat village still exists, the terms of office of the adat village head are determined by district/city regulations regulated by government regulations, as well as laws and regulations governing the community and adat principles. The village within the regency/municipality may be established to have authority in accordance with laws and regulations relating to villages. The central government, provincial governments, and regency/municipality governments can determine certain government affairs that are the responsibility of the village head.

This was issued as a follow-up to the village regulation in line with the Minister of Home Affairs Regulation No. 84/2015 on the Organisational Structure and Work Procedures (SOT) of the Village Government. The village head with the assistance of the village secretariat, regional executives, and technical executives is the village government. In accordance with the Minister of Home Affairs Regulation No. 84/2015 on the Organisational Structure and Work Procedure (SOT) of the Village Government, the work procedures of the village government are arranged as follows:

1) Village officers. The village secretary acts as the leader of the village secretary, and the secretary staff provides support. A maximum of 3 (three) financial, planning, administrative, and general affairs and a minimum of. Two (2) financial, general, and planning affairs become village secretaries. A head of affairs oversees each affair (Kaur). All of the above is in accordance with the Minister of Home Affairs Regulation No. 84/2015, which is in line with Article 3 paragraphs (1), (2), and (3) on the Organisational Structure and Work Procedures (SOT) of the village government;

2) Regional Implementers. As the regional task force, the regional leader supports the village head. The number is determined based on the village's financial capability, the number of regional implementers required, the working area, geographical conditions, population density, and infrastructure to support the project. The hamlet head or other designated person is responsible for

regional implementation. Managing the village administration, implementing village development, advancing the village community, and empowering the village community are regional responsibilities.

3). Technological executor. The technical executor is an auxiliary element of the village head as the executor of operational tasks, in accordance with the Minister of Home Affairs Regulation No. 84/2015 on the Organisational Structure and Work Procedures (SOT) of the Village Government, Article 5 paragraphs (1), (2), and (3). The government, welfare, and service sections are the first three sections of technical implementation, while the welfare, government, and service sections are the first two sections.

The village head oversees the village administration, assisted by village officials and secretaries. The head of affairs or the executor of affairs and the dusun head are village officials. The head of affairs assists the village secretary in providing services and information. Officials who manage the village's household affairs in the field are referred to as implementers. In his area, the dusun head serves as the deputy head of the village. The village government is authorised to control and supervise matters concerning individual households. The village government makes local regulations to plan, coordinate, and manage its operations. The Village Consultative Body, often referred to as the BPD, and the village head work together to create local regulations. The village head is responsible for enforcing village regulations and is accountable to the community through the BPD.

#### 4. CONCLUSION

Based on the research conducted by the researcher, it can be concluded that the insil baru village government has made efforts to manage government transparently, accountably and service products, although there are still some shortcomings in its implementation. transparency is reflected in active interaction with the community through the hamlet heads as well as the provision of information related to government initiatives and development plans. Meanwhile, accountability is maintained through adherence to the law, honesty, and responsibility in the programs and policies implemented. however, there are still challenges related to the lack of supporting tools, human resources, socialisation, and supervision that can hinder the effectiveness of administrative management. nonetheless, an

understanding of the importance of public administration in governing village government organisations is key to strengthening a more efficient, transparent, and accountable system to support community progress and welfare.

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