

**MINISTERIAL REGULATION ON THE
DIVISION OF WORK UNITS OF THE OFFICE OF THE PERMANENT SECRETARY
MINISTRY OF EDUCATION,
B.E. 2548 (2005)¹**

By virtue of the provisions of section 8 and section 11 of the Ministry of Education Organisation Act, B.E. 2546 (2003), The Minister of Education issues the following Ministerial Regulation.

Clause 1. The Ministerial Regulation on the Division of Work Units of the Office of the Permanent Secretary, Ministry of Education, B.E. 2546 (2003) shall be repealed.

Clause 2. The Office of the Permanent Secretary, Ministry of Education shall have charge and control of strategic development and the transformation of strategy into action plan, implementation of the law on national education, and financial budgeting and general administration to meet the goals and duties of the Ministry. Duties and responsibilities of the Office of Permanent Secretary, Ministry of Education are hereby as follows:

- (1) To study, analyze and prepare data for use in setting policy, goals, and outcome of the Ministry;
- (2) To develop strategic and management of the Ministry;

¹ Published in the Government Gazette, Vol. 122, Part 100a, page 9, dated 28th November, B.E. 2548 (2005).

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- (3) To convert policies into guidelines and action plans;
- (4) To prepare budget and action plans of the Ministry;
- (5) To operate general inspection and internal audit of the Ministry;
- (6) To operate scout, red cross youth, and student affairs;
- (7) To promote and support the work of Non-formal and Informal Education, Office of the Private Education Commission, the Teacher Civil Service and Educational Personnel Commission, and the National Institute for Development of Teachers, Faculty Staff and Education Personnels;
- (8) To promote and other education-related works in the area of religion, arts, culture and sport relate to education which is not under the authority of any specific government agency of the Ministry;
- (9) To coordinate with internal and external agencies, in conjunction with international cooperation and assistance which is not under the authority of any specific government agency of the Ministry;
- (10) To developing the information system and network for the administration of the Ministry;
- (11) To implement the law on education and other relevant laws which is not under the authority of any specific government agency of the Ministry;
- (12) To perform any other tasks as required by law which stipulates to be under the authority and responsibility of the Office of the Permanent Secretary or as assigned by the Minister or the Cabinet.

Clause 3. The Division of Work Units of the Office of Permanent Secretary, Ministry of Education is as follows:

- (1) Bureau of General Administration;
- (2) Bureau of Information and Communication Technology;

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- (3) National Institute for Development of Teachers, Faculty Staff and Education Personnels;
- (4) Bureau of Scout Movement, Red Cross Youth, and Student Affairs;
- (5) Bureau of International Cooperation;
- (6) Office of the Teacher Civil Service and Educational Personnel Commission;
- (7) Bureau of Inspection and Evaluation;
- (8) Bureau of Policy and Strategy;
- (9) Bureau of Legal Affairs;
- (10) Office of Non-formal and Informal Education Commission;
- (11) Office of the Private Education Commission.

Clause 3/1². In the Office of Permanent Secretary, Ministry of Education, Internal Audit Group to monitor the operations of the Office of the Permanent Secretary and Ministry, support the operation of the Office of the Permanent Secretary and the Ministry, and report directly to the Permanent Secretary, whose duties and responsibilities are as follows:

- (1) To perform auditing of the management, finance and accounting of the Office of Permanent Secretary and the Ministry;
- (2) To collaborate or support the work of other related bureau or as assigned.

² Clause 3/1 was added by the Ministerial Regulation on the Division of Work Units of the Office of the Permanent Secretary, Ministry of Education (No.2), B.E. 2556 (2013).

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Clause 3/2³. In the Office of Permanent Secretary, Ministry of Education, there shall be a Public Sector Development Group to develop the management of the Office of Permanent Secretary and the Ministry for the attainment of goals, efficiency and cost effectiveness. The Management system division will report directly to the Permanent Secretary and has the following duties and responsibilities:

- (1) To provide recommendation and advice to the Permanent Secretary on the bureaucratic development strategy in the Office of Permanent Secretary and the Ministry;
- (2) To monitor, evaluate and prepare a report on the bureaucratic development in the Office of Permanent Secretary and the Ministry;
- (3) To coordinate and implement bureaucratic development with central agencies and affiliates of the Office of Permanent Secretary and the Ministry;
- (4) To collaborate or support the work of other related agencies or as assigned.

Clause 3/3⁴. In the Office of Permanent Secretary, Ministry of Education, there shall be an Anti-Corruption Center of the Ministry of Education to serve as the main body for integrating and supporting the anti-corruption campaign and to promote ethical conduct of the Ministry. The anti-corruption division will report directly to the Permanent Secretary and has the following duties and responsibilities:

- (1) To provide recommendations directly to the Permanent Secretary in regard to the prevention and suppression of corruption and misconduct of the affiliated government agencies and develop the anti-corruption action plan in compliance with the National Anti-Corruption Strategy, government anti-corruption measures, and other related government policies;

³ Clause 3/2 was added by the Ministerial Regulation on the Division of Work Units of the Office of the Permanent Secretary, Ministry of Education (No.2), B.E. 2556 (2013).

⁴ Clause 3/3 was added by the Ministerial Regulation on the Division of Work Units of the Office of the Permanent Secretary, Ministry of Education (No.2), B.E. 2556 (2013).

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- (2) To coordinate, accelerate and supervise affiliated government agencies to implement the action plan on the prevention and suppression of corruption and misconduct;
- (3) To receive complaints of corruption, conduct or misconduct by government officials and submit to relevant government or other related agencies;
- (4) To promote ethical conduct under the Ethical Code of Conduct for Civil Servants;
- (5) To coordinate, accelerate and monitor on the implementation of (3) and (4) collaborate with government agencies and other related agencies in the prevention and suppression of corruption and misconduct;
- (6) To monitor, evaluate and prepare a report on the prevention and suppression of corruption and misconduct of affiliated government agencies and the promotion of ethical conduct to the Permanent Secretary and other related government agencies;
- (7) To collaborate or support the work of other related bureaus or as assigned.

Clause 4. Bureau of the Office of Permanent Secretary has power and duties as follows:

- (1) Bureau of General Administration** has power and duties as follows:
 - (a) To carry out work on the secretarial work to the Office of the Permanent Secretary including making arrangement and coordination for senior executives of the Ministry;
 - (b) To operate management development system, including human resource management, efficiency and effectiveness improvement, and finance and treasury Management of the Ministry and the Office of Permanent Secretary;
 - (c) To publicize and advertise the work and duties of the Ministry and the Office of Permanent Secretary;

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- (d) To coordinate with internal and external agencies relating to national education or other related work which is not under the authority of any specific affiliates of the Ministry;
- (e) To collaborate or support the work of other related bureaus or as assigned.

(2) Bureau of Information and Communication Technology has power and duties as follows:

- (a) To develop policy proposal, master plan and action plan on information technology of the Ministry including developing the information technology system for the administration and management of education of the Ministry and the Office of Permanent Secretary in accordance with the national information technology policies and plan for education;
- (b) To promote information technology research and development for educational administration and management;
- (c) To provide support and advice on information technology to affiliated government agencies of the Ministry and promote personnel development in the field of information technology for administration and management of education;
- (d) To develop information technology data warehouse, database, and network and the information center of the Ministry;
- (e) To carry out work on the secretarial work to the Information Technology Development Committee of the Ministry;
- (f) To collaborate or support the work of other related bureaus or as assigned.

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(3) National Institute for the Development of Teachers, Faculty Staff and Education Personnels has power and duties as follows:

- (a) To act as a focal point of coordination for the development of teachers, faculty and education personnel for public and private education agencies;
- (b) To develop policy, plan, and guideline for the development of teachers, faculty and education personnel and submit it to the Cabinet for approval;
- (c) To recommend, monitor, and evaluate the performance of related agencies in accordance with the plan and guideline on the development of teachers, faculty and education personnel;
- (d) To promote research and development of innovation and media for the development;
- (e) To develop training systems and standards;
- (f) To develop database for development;
- (g) To promote and coordinate network for the development of teachers, faculty and education personnel;
- (h) To coordinate resource gathering and seek collaboration from public and private agencies both domestically and internationally;
- (i) To implement pilot program on the development of teachers, faculty and education personnel;
- (j) To collaborate or support the work of other related bureaus or as assigned.

(4) Bureau of Scout Movement, Red Cross Youth, and Student Affairs has power and duties as follows:

- (a) To promote, support and coordinate the Scout and Red Cross youth activities in accordance with the law on scouts, the regulations of Thai Red Cross Society, and the policies of the Ministry;

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- (b) To promote, support, study, analyze and research for student development through scout movement and red cross youth;
- (c) To promote the prevention the correction and protection of the student conduct;
- (d) To promote, support and coordination the operation on the protection of student's rights;
- (e) To collaborate or support the work of other related bureaus or as assigned.

(5) Bureau of International Cooperation has power and duties as follows:

- (a) To coordinate operation the Ministry's work on foreign affairs with both domestic and international organisations;
- (b) To develop policy and plans for cooperation, and budgets for foreign affairs;
- (c) To develop a central database of foreign affairs related to education;
- (d) To coordinate, promote, support, development and consultancy services of educational to foreign countries to promote Thailand's potential as a regional education hub;
- (e) To coordinate resources gathering and international cooperation for the human resource development of the Ministry and coordinate gathering of scholars as membership in various committees related to foreign affairs;
- (f) To collaborate or support the work of other related bureaus or as assigned.

(6) Office of the Teacher Civil Service and Educational Personnel

Commission is endowed with the power and duties as stipulated in the regulation for civil teacher and education personnel and to collaborate or support the work of other related bureaus or as assigned.

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(7) Bureau of Inspection and Evaluation has power and duties as follows:

- (a) To carry out work on the secretarial work to the Inspection and Evaluation Committee of the Ministry;
- (b) To study, analyze, and develop plan for inspection including carrying out the oversight of inspector and evaluation of inspection plan and policy of the Ministry;
- (c) To research and develop the system and coordinate the network for government inspection, to monitor, investigate and evaluate of the Ministry;
- (d) To collaborate or support the work of other related bureaus or as assigned.

(8) Bureau of Policy and Strategy has power and duties as follows:

- (a) To develop policy, strategy and service goals, to determine budget ceiling, budget plan and action plan of the Ministry and to develop policy, action plan and budget plan of the Office of Permanent Secretary;
- (b) To study, analyze, research and develop statistics, data processing and index on educational management;
- (c) To operate cooperation for international loan;
- (d) To promote, support, develop and coordinate special policy or urgent policies or education-related works in the area of religion, arts, culture and sports;
- (e) To promote, support, develop and recommend on education management, budget planning, evaluation, reporting, and coordination of work units of the Ministry and the Office of Permanent Secretary in accordance with the action plan;
- (f) To collaborate or support the work of other related bureaus or as assigned.

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(9) Bureau of Legal Affairs has power and duties as follows:

- (a) To study, analyze and set the guidelines for the enforcement of law, rules and regulations relating education and ministerial operation and providing consultancy and advice on legal compliance of government agencies and educational affiliates of the ministry and other relevant agencies;
- (b) To carry out the work on laws and regulations under the responsibility of the Ministry and other relevant laws;
- (c) To perform legal and contractual work which includes civil and criminal liability, administrative cases and other cases within the authority of the Ministry and the Office of Permanent Secretary;
- (d) To carry out the work on disciplinary procedure, handle appeals and petition, complaints and plea of equity of government officials and employees of the Office of Permanent Secretary and other related government agencies;
- (e) To carry out work on the secretarial work to the Legal Committee of the Ministry;
- (f) To collaborate or support the work of other related bureaus or as assigned.

(10) Office of Non-formal and Informal Education Commission has power and duties as follows:

- (a) To develop policy proposal, plan, and curriculum for non-formal and informal education and to coordinate cooperation and assistance from public and private agencies both domestically and internationally;
- (b) To promote and develop the quality of non-formal and informal education through information technology and research;
- (c) To promote, support, coordinate, gathering resource, establish learning center, personnel development, to direct, supervise, monitor, investigate and evaluate non-formal and informal education management;

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- (d) To promote, generate, develop, publicize providing scientific and technological services for education. In conjunction with the management of radio stations and television stations for education;
- (e) To carry out work on the secretarial work to the Non-formal and Informal Education Promotion and Coordination Committee;
- (f) To collaborate or support the work of other related bureaus or as assigned.

(11) Office of the Private Education Commission has power and duties as follows:

- (a) Department for the promote and coordinate of private education and the implementation of the law on private education;
- (b) To submit policy, strategy, and plan on the development of private education, set rules and regulations standards for the management of private education, promote and support quality assurance, research and development for quality improvement of private education;
- (c) To operate private education funds, subsidies of private education, work protection and privilege for teachers and educational personnel, and others relating to private education management;
- (d) To carry out information and central registration and monitor and evaluate the performance of private education;
- (e) To collaborate or support the work of other related bureaus or as assigned.

Given on the 18th Day of October, B.E. 2548 (2005).

Mr.Chaturon Chaisaeng
Minister of Education

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Remarks :- The reason for the promulgation of this Ministerial Regulation refers to Section 11 of the Ministry of Education Organisation Act, B.E. 2546 (2003). which stipulates that the division of Work Units of the Ministry of Education shall be governed by the Ministerial Regulation and shall specify the powers and duties of each work unit, whereas the Institute of Educational Administrator Development has been abolished and the National Institute for the Development of Teachers, Faculty Staff and Education Personnels as an internal agency of the Office of Permanent Secretary, Ministry of Education to develop and promote the quality of professional standards for teachers and educational personnel which will render greater continuous and efficient operation. To according the provision should be divide the division of Work Units of the Office of the Permanent Secretary, Ministry of Education and specify power and duties of each agencies to appropriate with work conditions. In this connection, it is deem appropriate to announce the following Ministerial Regulation.

Ministerial Regulation on the Division of Work Units of the Office of the Permanent Secretary, Ministry of Education (No. 2), B.E. 2556 (2013).⁵

Remarks :- The reason for the promulgation of this Ministerial Regulation is that it is deemed appropriate to establish the Internal Audit Group and Public Sector development Group in the Office of Permanent Secretary, Ministry of Education to monitor, support and develop the operation of the Office of Permanent Secretary and the Ministry which will render greater efficiency and effectiveness. In this connection, it is deem appropriate to announce the following Ministerial Regulation.

⁵ Published in the Government Gazette, Vol. 130, Part 13a, page 16, dated 6th February, B.E. 2556 (2013).

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Ministerial Regulation on the Division of Work Units of the Office of the Permanent Secretary, Ministry of Education (No. 3), B.E. 2556 (2013).⁶

Remarks :- The reason for the promulgation of this Ministerial Regulation is that it is deemed appropriate to establish the Anti-Corruption Center of the Ministry of Education in the Office of Permanent Secretary, Ministry of Education to serve as the main body for integrating and supporting the anti-corruption campaign and to promote ethical conduct of the Ministry which will render greater reveal and efficiency.

⁶ Published in the Government Gazette, Vol. 130, Part 71a, page 1, dated 16th August, B.E. 2556 (2013).

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