**Office of the Secretary to the Department of Provincial Administration**

**Office of the Secretary to the Department**

The Office is authorized to oversee the provision of general services and duties which are not specifically assigned to other divisions or sections. Such duties include:

1. Directing document filing
2. Directing general service and secretarial works.
3. Directing public relations and mass-media relations.
4. Coordinating with or supporting other related agencies or as assigned.

**Internal Agencies**

Secretary to the Department

Public Relations Group

General Service Section

* Public Relations Planning Subgroup
* Media Production Subgroup
* Mass Media Relations and Special Project Subgroup
* General Service Subgroup
* Coordination Subgroup
* Policy and Planning Subgroup

General Administration Group

**2015 Strategies of the Office of the Secretary**

**Vision:** The Office of the Secretary is ready to enhance effective administration, public relations affairs and document filing system to support the responsibilities and achievements of all agencies.

**Mission:**

1. To direct document filing system
2. To direct general service and secretarial works
3. To direct public relations and mass media relations
4. To coordinate with or support other related agencies or as assigned.

**Strategic Issues:**

1. Direct supporting systems for administration and document filing systems to ensure absolute/total quality satisfaction as required
2. Publicize the Office’s achievements and promote its positive image in a thorough and speedy manner

**Outstanding Achievements of the Public Relations Group**

1. The television documentary program entitled “Super Thai Administrators”, 20 minutes in length with an additional 5 minutes spot to publicize the roles and responsibilities of provincial administrators. It is one of a series of eight productions for TV broadcast on the Television Station of Thailand each Saturday from 14.05 to 14.30 hrs.
2. Publicizing the roles and responsibilities of the Department of Provincial Administration in both central and regional areas through various media, such as press, television and online media etc.
3. Providing an analysis of post-news of the day on the government website www.dopa.go.th.