



English Translated

KINGDOM OF CAMBODIA
NATION RELIGION KING

Royal Government of Cambodia

No.184 ANK.BK

SUB-DECREE

ON

FUNCTIONS AND STRUCTURE OF DISTRICT ADMINISTRATIONS



ROYAL GOVERNMENT OF CAMBODIA

- Having seen the Constitution of the Kingdom of Cambodia;
- Having seen the Royal Decree No. NS/RKT/0918/925 dated September 6, 2018 on the Appointment of the Royal Government of Cambodia;
- Having seen the Royal Kram No. NS/RKT/0618/012 dated June 28, 2018 promulgating the Law on the Organization and Functioning of the Council of Ministers;
- Having seen the Royal Kram No. NS/RKT/0196/08 dated January 24, 1996 promulgating the Law on the Establishment of Ministry of Interior;
- Having seen the Royal Kram No. NS/RKT/0196/08 dated January 24, 1996 promulgating the Law on the Establishment of Ministry of Interior;
- Having seen the Royal Kram No. NS/RKM/0508/017 dated May 28, 2008 promulgating the Law on the Administrative Management of the Capital, Provinces, Municipalities, Districts and khans;
- Having seen the Royal Decree No. NS/RKT/1208/1429 dated December 31, 2008 on the Establishment of the National Committee for Sub-National Democratic Development (NCDD);
- Having seen the Sub-Decree No. 216 ANK.BK dated December 14, 2009 on the roles, responsibilities and working relationships of provincial councils and boards of governors, municipal councils and boards of governors, and district councils and boards of governors;
- Having seen the Sub-Decree No. 109 ANK.BK dated August 19, 2015 on the Organizing and Functioning of Ministry of Interior;
- Having seen the Sub-Decree No. 114 ANK.BK dated September 07, 2015 on Number of Management Structure and Position in the Management Structure of Ministries, Institutions at National and Sub National Level.

- Having seen the Sub-decree No.191 ANK.BK dated September 14, 2016 on functional assignment of Early Childhood Education, Primary Education and Non-formal Education to Municipality and District Administration
- Having seen the Sub-Decree No. 18 ANK.BK dated February 8, 2017 on the Establishment of One Window Service Mechanisms for Delivery of Administrative Services at Sub-national administration;
- Having seen the Sub-Decree No. 19 ANK.BK dated February 8, 2017 on the Establishment of Ombudsman office at Sub National Administration;
- According to the request of NCDD;

HEREBY DECIDES:

CHAPTER 1

GENERAL PROVISIONS

Article 1:

This Sub-decree aims to promote the efficiency of administration management, public service delivery and local development at district level.

Article 2:

The objectives of the Sub decree herewith to determine the functions, structure, roles, responsibilities, working relations and accountabilities of district administration.

Article 3:

The sub-decree herewith applies to all district administrations across the Kingdom of Cambodia.

CHAPTER 2

FUNCTIONS OF DISTRICT ADMINISTRATION

ARTICLE 4:

District Administrations shall perform the functions which determine in the law on Administration Management of Capital, Provinces, Municipalities, Districts and Khan as well as the functions transferred from government, ministries, institutions and authorities at all levels.

Functions relevant to public service delivery and local development of each sector are assigned and delegated to district administration as defined in annex 1 of this Sub decree exclude the education, youth and sport sector of district administrations in Battambang province as stimulated in the chapter 7 of this Sub decree.

In addition to the functions set forth in paragraph 1 and paragraph 2 of this article, the district administration could performs other functions as an agency of the ministries, institutions, provincial administration, departments and other entities as determined by the regulations in force or in agreement with the ministries, institutions, provincial departments and other entities with the district administration.

ARTICLE 5:

Public service delivery and local development functions of district administration include obligatory and permissive functions.

The district administration is responsible for managing, executing and performing the obligatory functions within its jurisdiction in accordance with the principles, procedures, service standards, and conditional resources transferred and able to access to its resources or resources mobilized from other legitimate sources to perform their obligatory functions efficiency.

Principles, procedures, service standards for managing, executing and performing the obligatory functions shall be established and determined by the Ministries, Institutions of each sector.

ARTICLE 6:

The district administration has the discretion to choose and implement or not to choose and not implement any permissive functions depend on the priority needs of its citizens.

The district administration shall manage, execute and carry out permissive functions to the maximum extent of its ability, its discretionary resources and resources mobilized from legal sources.

The district administration has the right to decide how to manage and carry out permissive functions in accordance with the standards and procedures provided by law or royal decree or sub-decree or Prokas or legal instruments in force.

In the event that the district administration decides on the management, executing and implementation of permissive functions that have never been implemented before by the ministries and institutions, the district administration has the authority to decide or to propose to relevant ministries, institutions to determine standards, procedures and resources for managing, executing, and implementing permissive functions.

The ministries, institutions could provide guidance, support and/or resources to the district administration for the management, execution and implementation of permissive functions.

ARTICLE 7:

The ministries, institutions and authorities at all levels shall review their functions and to transfer other additional appropriate functions to the district administration in accordance with the law on administrative management of the Capital, provinces, municipalities, districts and khans and the government's Decentralization and Deconcentration policy.

ARTICLE 8:

The Ministry of Interior is responsible for guiding, directing, coordinating, supporting, monitoring and evaluating the district administration to ensure that the district administration manages and performs its function properly in accordance with the law on administrative management of the capital, provinces, municipalities, districts, khans, other relevant regulations and this sub-decree.

CHAPTER 3

**ESTABLISHMENT, ROLES, DUTIES AND WORKING PROCEDURES OF OFFICES AND UNITS
OF DISTRICT ADMINISTRATIONS**

SECTION 1

ESTABLISHING OF OFFICES AND UNITS OF DISTRICT ADMINISTRATIONS

ARTICLE 9:

Each district administration shall have the following offices and units:

- Administration and Finance Office;
- Procurement Unit;

- Human Resource Management Office;
- Planning and Commune/Sangkat Support Office;
- Internal Control Office;
- Council Secretary Office.
- Education, Youth and Sport Office;
- Land Management, Urban Planning, Construction and Land Office;
- Legislation and Local Conflict Mediation Office;
- Agriculture, National Resource and Environment Office;
- Economy and Community Development Office;
- Social Affairs and Welfare Office; and
- One Window Service Office.

ARTICLE 10:

The organizational structure of district administration is specified in Annex 2 of this Sub-Decree.

ARTICLE 11:

Each offices and units of district administration shall be led by one (01) chief and maximum two (02) vice chief as assistants.

The appointment of chief and vice chief of offices and units of district administration shall comply with the conditions set forth in annex 3 of this sub-decree and in accordance with the principles and procedures of the personnel management of sub-national administrations in force.

The appointment of the above management positions shall be given priority to female personnel.

ARTICLE 12:

The district administration shall have the appropriate number of personnel in each office and unit based on the geographical, demographic, scope of work, and resources of each district administration.

The district administration shall have the appropriate number of female personnel according to the needs of each district administration and based on national policy on promoting gender equality.

The Ministry of Civil Service cooperates with the Ministry of Interior and the Ministry of Economy and Finance in consultation with the district administration, under the coordination of the NCDD shall determine the number of personnel for each district administration and shall support the district administration in the management, execution and utilization of district personnel.

ARTICLE 13:

Ministry of Civil Service and related ministries, under the coordination of the NCDD shall ensure that civil service personnel of the district administration are included in the particular statute of each body, with encouragement in term of management position, professional position, level of position, and other personnel benefits to the district administration personnel.

The civil service personnel of the district administration shall be in a body in accordance with the professional qualifications and experience of each personnel as defined in the particular statute of each body.

ARTICLE 14:

The district administration may propose to establish, eliminate, and modify offices and units to the Ministry of Interior for reviewing and propose to the Royal Government for verifying and approval, based on the scope of the work, the economic potential and/or the priority of each district administration.

The proposals for the establishment, elimination and modification of offices and units shall be subject to the conditions and criteria set forth by the Ministry of Interior in consultation with the Ministry of Civil Service, the Ministry of Economy and Finance and related ministries.

The new additionally established offices and units shall not have the functions, roles and duties overlapping with those established under Article 9 of this Sub-Decree.

In the case of the establishment of additional offices and units separated from the existed office and/or any units, the functions, roles and duties of the new offices and the units shall be transferred from the original offices and units.

SECTION 2

**ROLES, DUTIES OF OFFICES AND UNITS
OF DISTRICT ADMINISTRATION**

ARTICLE 15:

The Office of Administration and Finance shall act as the secretariat of district administration on administrative and financial works and shall be responsible for the following duties :

- Administration, documentation, information, protocol, public relations and International Cooperation;
- Civil registrations;
- Managing and maintaining of stamp, documents, and legal documents of district Administrator;
- Review and modification of the district administration structure;
- Developing administrative and financial procedures for the district administration unit in accordance with applicable principles and regulations;
- The financial affairs, budgets and properties of the district administration
- Public order works;
- Monthly, quarterly, semi-annual, and annual reports and financial statements of the district administration;
- Other tasks as assigned by the district governor.

ARTICLE 16:

The Procurement Unit shall act as the secretariat for district administration in public procurement tasks and shall be responsible for the following duties:

- Preparing annual procurement plans;
- Preparing bidding documents, procurement advertisements, providing bidding documents, receiving bidding proposals, maintaining bidding proposals, arranging the place for and opening bidding proposals;

- Preparing bid opening reports and minutes;
- Preparing and coordination in the technical evaluation of bidding proposal
- Preparing contracts and notifications on contract awards;
- Publicizing bidding results;
- Monitoring contract implementation and preparing procurement reports on procurement implementation; and
- Other tasks as assigned by the district governor.

ARTICLE 17:

The Human Resource Management Office shall act as the secretariat for district administration in human resource management tasks and shall be responsible for the following duties :

- Managing, executing and utilizing district administration's personnel;
- Training, and capacity development of district administration's personnel;
- Managing other personnel upon transfer of authority from the Government or the ministries, institutions; and
- Other tasks as assigned by the district governor

ARTICLE 18:

The Planning and Commune/Sangkat Support Office shall act as the secretariat for district administration in planning and commune/sangkat support in districts and shall be responsible for the following duties :

- Developing and implementing the 5 years development plan, 3 years rolling investment program, annual activities and budget plan and development projects of district administration;
- Monitoring and evaluation the implementation of the 5 years development plan, 3 years rolling investment program, annual activities and budget plan and development projects of district administration;
- Population statistic tasks
- Supporting, coordinating, monitoring and evaluating commune/sangkat administrations in district in the preparation of 5 years development plan, 3 years rolling investment program, annual activities and budget plans and other projects of commune/sangkat administrations in district;
- Guidance and promotion of commune/sangkat and district data collection;
- Management and processing of commune/sangkat and district data;
- Training and capacity development of personnel and commune/sangkat council as needed
- Technical support in administration and financial tasks to the commune/sangkat administration
- Responding to the requests, and challenges of the commune/sangkat administration; and
- Other tasks as assigned by the district governor

ARTICLE 19:

The Internal Control Office shall act as the secretariat for district administration in monitoring the work performance of offices and units of district administration and shall be responsible for the following duties:

- Monitoring of compliance with applicable laws, bylaw, legal documents and service standards;
- Monitoring of administrative, personnel, financial and property affairs of the district administration;
- Monitoring the implementation of rules, regulations, codes of conduct and working hours of district administration personnel; and
- Other tasks as assigned by the district governor.

ARTICLE 20:

The Council Secretary Office shall act as the secretariat for district administration in secretariat tasks for the district council and shall be responsible for following duties:

- Organizing ordinary and extraordinary meetings of the council;
- Taking minutes of council meetings;
- Organizing the dissemination and consultation fora of the council;
- Managing, maintaining and storing council files/documents;
- Putting up and publicizing council decisions and documents; and
- Other tasks as assigned by council chairperson and district governor.

ARTICLE 21:

The Education, Youth and Sport Office shall act as the secretariat for district administration in education, youth and sport tasks and shall have duties in managing, supporting, coordinating, monitoring and evaluation of functions as following:

- Early childhood education affairs;
- Primary education affairs;
- Administrative support to secondary education affairs;
- Non formal education affairs;
- Youth development affairs;
- Physical education and sport affairs; and
- Other tasks as assigned by the district governor.

ARTICLE 22:

The Land Management, Urban Planning, Construction and Land office shall act as the secretariat for district administration in land management, urban planning, construction and land tasks and shall be responsible for the following functions :

- Land management and urban planning
- Land title management
- Construction works
- Housing works

- Other tasks as assigned by the district governor.

ARTICLE 23:

The Legislation and Local Conflict Mediation Office shall act as the secretariat for district administration in legislation and local conflict mediation work outside court system and shall have the following duties:

- Study, design, and comment on the preparation of legal documents of the district administration
- Dissemination laws and legal documents to officials, personnel and citizens within the jurisdiction of the district administration
- Legal counseling for citizens
- Arranging training on mediation skills and law to local commune/sangkat administrations within district.
- Receiving complaints and local conflict mediation within the jurisdiction of the district administration in accordance with applicable law
- The legality check of bylaws and decisions of the commune/sangkat administrations; and
- Other tasks as assigned by the district governor.

ARTICLE 24:

The Agriculture, Natural Resources and Environment Office shall act as the secretariat for district administration in agriculture, natural resources and environment tasks and shall be responsible for the following functions :

- Agriculture, forestry and fishery affairs;
- Water resource affairs;
- Management of natural protected area systems;
- Solid waste management in urban area;
- Management of sewage system and wastewater treatment system; and
- Other tasks as assigned by the district governor.

ARTICLE 25:

The Economy and Community Development Office shall act as the secretariat for district administration in the economy development, public service delivery and community development and shall be responsible for the following functions :

- Public works and transportation
- Industry and handicraft;
- Mines and energy;
- Tourism;
- Rural development;
- Commerce;
- Post and telecommunication

- Community development; and
- Other tasks as assigned by the district governor.

ARTICLE 26:

The social affairs and welfares office shall act as the secretariat for district administration in the area of social affairs and welfares, and be responsible for following functions:

- Social works, veterans and youth rehabilitation
- Health affairs
- Women's affairs
- Cult and religious affairs
- Employment and vocational training affairs
- Cultural and fine art affairs
- Disaster affairs
- Other tasks as assigned by the district governor.

ARTICLE 27:

The One Window Service Office shall act as the secretariat for district administration in the area of administrative service delivery and be responsible for:

- Receiving and providing administrative services to citizens within the jurisdiction of the district administration;
- Collection and payment of administrative fees in accordance with established policies and procedures
- Providing information and publicity related to the provision of administrative services
- Properly maintaining, keeping and managing of documents related to the provision of administrative services
- Other tasks as assigned by the district governor.

ARTICLE 28:

The specific sub-functions or activities of each function of the district administration in relation to the provision of public services and the local development of sectoral bases are set forth in Annex 1 of this sub-decree.

SECTION3

WORKING PROCEDURES OF OFFICES AND UNITS

UNDER THE SUPERVISION OF DISTRICT ADMINISTRATION

ARTICLE 29:

Each office and unit shall carry out the functions in accordance with the laws and regulations and laws in force.

The district administration shall develop specific term of reference for each personnel based on the duties of each office and unit and the applicable guidelines.

Each personnel of each office and unit shall perform his/her roles and duties in accordance with the term of reference.

If necessary, the Ministry of Interior, in collaboration with the Ministry of Civil Service and related institutions, can provide further guidance on setting up the above term of references.

ARTICLE 30:

The district administration may arrange for agency in each office and unit to be in charge of a specific tasks or sectors, depending on the situation of each district.

The organization of the agency in charge of a specific tasks or sectors shall be determined by the district administration's decision.

ARTICLE 31:

Each office and unit shall develop periodically action plan and reports in accordance with existed guidelines and also to hold regular meetings to oversee the work carried out, identify challenges to be addressed, and determine the direction to be followed.

ARTICLE 32:

The Chief of each office and unit shall ensure that personnel in their offices and units regularly perform their roles, duties, term of references, compliance with the internal regulations and professional code of conduct.

The district administration shall organize the daily personnel attendance and determine the internal regulations and professional codes of conduct for the district administration personnel.

ARTICLE 33:

The Chief of each office and unit shall manage, execute, and perform the work related to personnel, finance, property and administrative affairs in accordance with the prescribed administrative procedures, financial procedures and term of references.

ARTICLE 34:

The district administration shall establish a detailed working procedure for the offices and units of the district administration to ensure the effectiveness of the management and performance of its functions in accordance with the principles laid down by the Law on the Administrative Management of Capital, Provincial, Municipal and District, this sub-decree and related legal instruments are in force.

CHAPTER 4

OMBUDSMEN OFFICE

ARTICLE 35:

The Ombudsmen Office at district level established at Sub-Decree 19 ANK.BK dated 08 February 2017 on the establishment of the Ombudsmen at the SNA shall carry out the roles, duties, working procedures and standard in accordance with the Legal Regulation in force.

CHAPTER 5

WORKING RELATIONS

SECTION 1

WORKING RELATIONS BETWEEN

DISTRICT ADMINISTRATION AND MINISTRIES, INSTITUTIONS, PROVINCIAL DEPARTMENT AND UNITS

ARTICLE 36:

Ministries and institutions of the Royal Government are responsible for formulating policies, strategic plans, technical standards and service standards to guide the district administration in functional performance of each sector.

Each sector ministry and institution are responsible to the Royal Government and the National Assembly for its sector.

The district administration is responsible for carrying out its functions effectively and efficiency in accordance with the specific policies, strategic plans and technical standards of each district situation in order to achieve the visions, purpose and goals of each sector.

ARTICLE 37:

The working relations of the district administration with the ministries, institutions, provincial departments, units include:

- The ministries, institutions are responsible for legality check of Deika (bylaws) and decisions of the district administration in accordance with the provisions of the law and the applicable legal norms.
- Ministries, institutions, departments and units are responsible for providing technical support, guidance, intervention and capacity development to district administration as needed.
- Ministries, institutions, departments and units are responsible for monitoring, evaluating, inspecting and auditing the performance of district administration in relation to each sector ministry, institution in accordance with the law and regulations.
- Ministries, institutions, departments and units jointly consult and collaborate on any necessary issues with the district administration to ensure the effectiveness of public service delivery and local development.
- The district administration has the responsibility to report periodically to the ministries, institutions in accordance with the law and regulations
- Other communications activities as required by applicable law and regulation and as necessary.

ARTICLE 38:

Ministries and institutions should coordinate with the NCDD and the Ministry of Interior to implement the provisions of this sub-decree relating to the roles and responsibilities of each ministry, institution and other affairs related to the district administration.

ARTICLE 39:

In case of disagreements between ministries, institutions with district administration, the NCDD shall mediate in accordance with the laws and regulations are in force.

SECTION 2**WORKING RELATIONS BETWEEN****DISTRICT ADMINISTRATION AND PROVINCIAL ADMINISTRATION****ARTICLE 40:**

As public legal entity, the district and provincial administrations have their own autonomy and governance system separately, except for certain works that are required by law or regulations

require the district administration to implement and shall accountable directly to the provincial administration.

ARTICLE 41:

The working relations between the district administration and the provincial administration are:

- Provincial administration is responsible for legality check of Deika (bylaws) and decisions of the district administration through the delegation of authority from the government and ministries/institutions.
- Provincial administration has the authority to provide endorsement for certain tasks of the district administration in accordance with the laws and regulations
- Provincial administration is responsible for providing technical support, intervention and capacity development to district administration as requested by district administration and as required
- Provincial administration is responsible for monitoring, evaluating and inspecting the performance of district administration functions through delegation of authority by government, ministries and institutions.
- The provincial board of governors shall direct and coordinate with the district board of governors to ensure public order and security, human rights, and law enforcement in each district's jurisdiction.
- Provincial administration can consult and cooperate on a number of necessary tasks with district administration to ensure the effectiveness of public service delivery and local development.
- The district administration has the duty to report regularly to the Provincial Administration to consolidate and report to the Ministries and Institutions in accordance with the provisions of the law and the applicable legal norms.
- Other communications activities as required by applicable law and regulation and as necessary requirement.

ARTICLE 42:

In the case of a disagreement between the provincial administration and the district administration, the Ministry of Interior shall mediate in accordance with existing laws and regulations are in force.

SECTION 3

WORKING RELATIONS BETWEEN

DISTRICT ADMINISTRATION AND COMMUNE/SANGKAT ADMINISTRATION WITHIN THE DISTRICT

ARTICLE 43:

As public legal entity, the district and commune/sangkat administration have their own autonomy and governance system separately, except for certain works that are required by laws or regulations require the commune/sangkat administration to undertake those works and shall direct accountable to district administration.

ARTICLE 44:

The district administration has a working relationship with the commune/sangkat administration within its jurisdiction by ensuring the authority of the commune/sangkat administration as stated in the laws and the regulations are in force.

The working relations between the district administration and the commune / sangkat administration in district are following works:

- The district administration has the authority to review the legality check of bylaws (Deika) and all decisions of the commune/sangkat administration through the delegation by the Royal Government, ministries and institutions.
- The district administration is responsible for providing technical support, guidance, intervention and capacity development to the commune/sangkat administration as requested by the commune/sangkat administration and as necessary.
- The district administration is responsible for monitoring, evaluating, and inspecting the performance of the commune/sangkat administration, as delegated by the Royal Government, ministries and institutions.
- The commune/sangkat administration has the responsibility to report regularly to the district administration in accordance with the law and regulations.
- District administration may consult and cooperate on any necessary matter with commune/sangkat administration to ensure the effectiveness of public service delivery and local development.
- District governors shall lead and guiding commune/sangkat Chief to ensure public order and security.
- Other communications activities as required by applicable law and regulation and as applicable.

ARTICLE 45:

In the case of a disagreement between the district administration and the commune/sangkat administration, the Ministry of Interior shall mediate in accordance with laws and regulations are in force.

SECTION 4

WORKING RELATIONS BETWEEN DISTRICT ADMINISTRATION AND OTHER SUB NATIONAL ADMINISTRATIONS

ARTICLE 46:

The working relations between the district administration and other sub-national administrations includes:

- District administration may coordination, consultations and collaboration with other sub-national administrations to implement functions, projects, programs and address needs and challenges related through joint management mechanism or issuance joint Deika or decision;
- District administration may communicate with other sub-national administrations to share information, knowledge, skills and lessons learned
- Other communications activities as required by applicable laws and regulations.

ARTICLE 47:

In the case of a disagreement between the district administration and other sub national administration, the Ministry of Interior shall mediate in accordance with laws and regulation are in force.

SECTION 5

WORKING RELATIONS BETWEEN

DISTRICT ADMINISTRATION WITH PRIVATE SECTOR AND CSOS

ARTICLE 48:

The working relations between the district administration and the private sector and civil society operating within its jurisdiction includes:

- The district administration may facilitate and encourage the private sector and civil society to participate in the formulation and implementation of a five (5) year development plan, a three-year (3) rolling investment program, workplan, project or programs of the district administration;
- The district administration may coordinate for establishment of partnerships with the private sector and civil society to jointly promote public service delivery and local development in response to people's priority needs;
- The district administration can provide supports to the private sector and civil society for providing public services and local development base on availability of the resources of the district administration;
- The district administration encourages private sector and civil society to initiate for addressing citizen needs and requests for district administration to issue Deika or decision or provide remedial interventions;
- The district administration shall hold regular meetings with the private sector and civil society for jointly effort to find resolution of the challenges.

CHAPTER 6

ACCOUNTABILITY

SECTION 1

ACCOUNTABILITY TO CITIZENS

ARTICLE 49:

The district administration shall be accountable directly to the people in fulfilling their roles, duties within their jurisdiction in accordance with the constitution, laws and regulations.

ARTICLE 50:

In direct accountability to citizens within its jurisdiction, the district administration shall establish mechanisms, means and procedures for providing information to citizens, receiving citizen feedback and consulting with citizens to ensure that all the decisions and actions of the district administration response to the needs of the citizens in effective, transparency, inclusiveness and social equity.

SECTION 2

ACCOUNTABILITY TO GOVERNMENTS, MINISTRIES AND INSTITUTIONS

ARTICLE 51:

The district administration shall be accountable to the Royal Government and the Ministries and institutions in carrying out their roles and duties in its jurisdiction.

ARTICLE 52:

In making accountability to the Royal Government and ministries, institutions, the district administration must ensure that all decisions and actions of the district administration are in compliance with national policies, rules, regulations and standards of service.

Any decisions made that are not in compliance with the policy, laws and regulations are invalid.

The Minister of Interior shall guide or intervene, if necessary, to order the district administration to amend or abrogate its decision that was made illegally.

ARTICLE 53:

The governor shall be directly accountable to the Royal Government, ministries and institutions in the implementation of the functions which are delegated by the Royal Government, the ministries and institutions.

SECTION 3

INTERNAL ACCOUNTABILITY

ARTICLE 54:

The governor and board of governors shall be accountable to their councils for the implementation of the council's bylaws and decisions.

ARTICLE 55:

The committees of the council and the Ombudsmen office are directly accountable to their councils.

ARTICLE 56:

The administration director shall be accountable directly to council, governor and board of governors.

ARTICLE 57:

The chief offices and head of units shall be directly accountable to the administration director.

ARTICLE 58:

All personnel of the district administration shall be directly accountable to their chief of offices and the head of units and shall be indirectly accountable to the administration director, governor, board of governors and the council according to the hierarchy.

CHAPTER 7

SEPARATED PROVISIONS FOR DISTRICT ADMINISTRATIONS IN BATTAMBONG PROVINCE

ARTICLE 59:

The functions in education, youth and sports have been transferred to the district administration of Battambang are as follows:

- Early Childhood Education Management, Primary Education Management and Non-formal Education Management are assigned to the district administration of Battambang province.

- Secondary education management, youth development and physical education and sports are delegated to the district administration of Battambang province.

The sub-functions and activities of the functions assigned and delegated in accordance with the provisions of this article are provided in annex 4 to this sub-decree.

ARTICLE 60:

Each district of Battambang Province has offices and unite as defined in Article 9 of this Sub-Decree and shall have the following additional units:

- Public primary schools
- Public kindergarten schools

Public primary schools, public kindergarten schools, and community learning centers of the Ministry of Education, Youth and Sport at the district level in Battambang province must be integrated under the office of Education, Youth and Sport of the district administration in Battambang province.

ARTICLE 61:

The organization structure of the district administrative of the district administration of Battambang are set out in Annex 5 to this Sub-Decree.

ARTICLE 62:

Public primary schools and public kindergarten schools are led by one director and maximum three deputy director as assistants.

The appointment and termination of the director and deputy director of the public primary school, and director, deputy director of the public kindergarten school shall compliance with the existing principles and procedures.

ARTICLE 63:

The community learning center is governed by the community learning center management board, which is appointed and changed in accordance with the existing principles and procedures.

ARTICLE 64:

Public primary schools have the responsibility to administer and provide primary education services and have the following duties:

- Develop school development strategic plan and annual operational plan
- Manage and utilize primary educational staffs
- Manage finances and properties of the school
- Manage and maintain the core textbook
- Manage buildings, construct and maintenance of school infrastructures
- Manage primary school students
- Manage the process of the school management committee and the school cluster development committee
- Manage the primary education support program
- Physical education and sports

- Cooperation with Ministry of Education, Youth and Sports, and development partners for education sector development
- Perform other duties as assigned by the district governor.

ARTICLE 65:

The public kindergarten school is responsible for managing the public kindergarten school and providing kindergarten education services and the following duties:

- Develop a school development strategy plan and a school annual operational plan
- Manage and utilize kindergarten educational staffs
- Manage finances and properties of the school
- Manage buildings, construct and maintenance of school infrastructures
- Manage kindergarten students
- Manage early childhood education support programs
- Cooperation with Ministry of Education, Youth and Sports, and development partners for education sector development
- Perform other duties as assigned by the district governor.

ARTICLE 66:

The establishment and management of public and private schools have to compliance with the regulations and principles set by the Ministry of Education, Youth and Sports.

Public schools have autonomy to manage studying and teaching, financial resource utilization, educational staff performance evaluation, and administration works.

ARTICLE 67:

The establishment, management and roles and duties of the Community Learning Center shall be compliance with the existing regulations.

ARTICLE 68:

NCDD shall lead and coordinate for conducting the study and evaluation of the management, execution and implementation of education functions which assigned to the district administration of Battambang province for addressing recommendation to the Royal Government to make decision to assign these functions to the district administration other provinces.

CHAPTER 8

TRANSITIONAL PROVISIONS

ARTICLE 69:

From the date this sub-decree takes effect until December 31, 201, the district administration and the sector offices/units at the district level shall continue to follow the current structure and management system.

ARTICLE 70:

NCDD shall lead and coordinate with relevant ministries, institutions and sub-national administrations in arranging for matters related to finance, properties, personnel, preparation of legal documents, dissemination, training and other necessary work to ensure district

administration can start functioning and its duties and responsibilities follow this structure management system as defined in this sub decree from 01 January 2020 onwards.

NCDD shall prepare the activities plan and budget in setting out in a specific time frame and the responsible ministries and institutions responsible for the preparation and implementation of the necessary tasks as defined in paragraph 1 of this article.

ARTICLE 71:

The relevant offices and relevant units of the ministries, institutions at the district level shall be integrated into the structure of the district administration as follows:

- Transfer the office of education, youth and sport of ministry of education, youth and sport at district level to office of education, youth and sport of district administration;
- Transfer the office of land management, urban planning and construction of the Ministry of Land Management, Urban Planning and Construction at district level to office of land management, urban planning and construction of the district administration;
- Information Office of the Ministry of Information shall be integrated into the administration and finance Office of district administration;
- The office of planning and statistic of the Ministry of Planning is integrated into the office of planning and support to commune/sangkat office of district administration;
- The justice services center of ministry of justice will integrate into the office of legislation and local conflict mediation of district administration;
- The office of environment of ministry of environment, office of agriculture of ministry of agriculture, forestry and fisheries and office of water resources and meteorology of ministry of water resources and meteorology shall integrate into the office of agriculture, natural resources and environment of district administration;
- Public Works Office of Ministry of Public Works and Transportation, Commerce Office of Ministry of Commerce, rural development office of Ministry of Rural Development, office of industry and handicrafts of Ministry of Industry and Handicrafts, office of mine and energy of Ministry of Mines and Energy, office of tourism of Ministry of Tourism and office post and telecommunications of the Ministry of Posts and Telecommunications shall integrate into the Economy and Community Development Office of the district administration;
- The office of social affairs, veterans and youth rehabilitation of Ministry of Social Affairs, Veterans and Youth Rehabilitation, office of labor and vocational training of Ministry of Labor and Vocational Training, office women's affairs of Ministry of Women's Affairs, office of cult and religion of Ministry of Cult and Religion, office of culture and fine arts of Ministry of Culture and Fine Arts shall integrate into the Social Affairs and Welfare Office of the district administration.

ARTICLE 72:

The current offices and units of the district administration are integrated into the new district administration structure as follows:

- The office of administration and finance shall be integrated into the office of the administration and finance and/or the office of human resource management and/or the office of council secretariat of the new structure of the district administration

- The inter-sectoral office shall be integrated into the office of legislation and local mediation, and/or office of economy and community development and/or office of social affairs and welfares, and/or office of agriculture, natural resources and environment of the new structure of the district administration
- The planning and commune/sangkat support office shall be integrated into the planning and commune/sangkat support office of the new district administration structure
- The procurement unit shall be integrated into the procurement unit of the new district administration structure
- The One Window Service Office shall be integrated into the One Window Service Office of the new district administration structure.

ARTICLE 73:

Personnel, property and documents of current offices and units integrated into the new structure of the district administration shall be also transferred under the management of the new offices or units as defined in articles 71 and 72 of this sub-decree.

The Provincial Administration shall coordinate and support the actual transfer of personnel, property and documents as defined in paragraph 1 of this article.

ARTICLE 74:

The personnel transferred to work with district administration shall:

- Under management of the district administration in accordance with the principles and procedures of the personnel management of sub-national administrations
- Remain the current category of permanent appointment before transfer to the District Administration until the rearrangement in accordance with Article 13 of this Sub-Decree.
- The category, grade, rank, salary, and other allowances shall not lower than current category, grade, rank, salary and other allowances that staffs used to receive before transferring.

ARTICLE 75:

The transfer of personnel during the process of integrating sector offices into the management structure of the district administration shall be based on the following principles:

- The chief and vice chief office of Education, Youth and Sport and the Office of Land Management, Urban Planning and Construction shall continue to serve as the chief and vice chief office. In case that any office does not have a chief and vice chief office, the decision to appoint the chief and vice chief office shall be subject to the conditions set forth in Annex 3 to this Sub-Decree.
- The chief of Economy and Community Development office, Social Affairs and Welfares office and Agriculture, Natural Resources and Environment office will be appointed from among candidate's chief of sector offices and/or Office Chief of district administration who are currently holding this position. Any current Office Chief who is not appointed as Office Chief under new management structure shall be appointed as the vice chief of the cluster office. The vice chief of all sector offices of the Integrated offices shall be also appointed as the vice chief of that cluster office;
- The chief and vice-chief office of Administration and Finance, OWSO and Procurement Unit of current District Administration shall continue to hold that position as chief and vice-

chief of the Office of Administration and Finance, the OWSO and the Procurement Unit of new management structure of district administration;

- The chief and vice-chief office of planning and commune/sangkat support office of the new management structure of district administration shall be selected from the chief and vice-chief office of the current planning and commune/sangkat support office or from office of planning and statistic of the Ministry of Planning;
- The appointment of chief and vice-chief of another offices and units as defined in the bullet point 4 above of this article shall be selected from the chief and vice chief office who is integrated into the new structure. The appointment of these positions is based on competence, knowledge, skills and work experience
- The personnel transferred from sector offices shall be integrated into offices related to their field of expertise
- In case that the function of any sector is transferred, and no personnel is transferred with, the district administration shall be responsible to arrange
- personnel for responsible that function. In this case, the sector ministries, institutions must provide immediate training to nominated officials.

ARTICLE 76:

NCDD in consultation with the relevant ministries/institutions shall decide on arrangement of personnel transfer and managerial position for the offices and units of the district administration during the integration stage.

Following the integration, the appointment and termination of any positions for offices and units of the district administration shall be in accordance with the principles, regulation and procedures of the personnel management of sub-national administration.

NCDD shall establish the inter-ministerial working group comprising the Ministry of Interior, the Ministry of Civil Service, the Ministry of Economy and Finance, the NCDD-S, and other relevant ministries/institutions to assist the NCDD in preparing these tasks.

ARTICLE 77:

Ministry of Economy and Finance in collaboration with relevant ministries and institutions under the coordination of the NCDD shall define the financial resources and properties to be transferred to the district administration for administering of the functions as set out in Annex I and Annex 4 of this Sub-Decree from January 2020 onwards.

CHAPTER 9

FINAL PROVISIONS

ARTICLE 78:

Any provisions contradicting to the content of this Sub-Decree shall be abrogated.

ARTICLE 79:

The Minister in charge of the office of the Council of Ministers, the Minister of Economy and Finance, Chairman of NCDD, Minister of Interior, all relevant ministries/institutions, the provincial councils, the provincial board of governors, municipality councils, the municipality board of

governors, district councils, the district board of governors, commune councils and sangkat councils shall be responsible for implementing this Sub-Decree from the date of signature.

Phnom Penh, Date: 02 December 2019

Prime Minister

[signature and stamp]

Samdech Akka Moha Sena

Padei Techo HUN SEN

Respectfully submitted to

Samdech Akka Moha Sena Padei Techo, Prime Minister, to sign
Deputy Prime Minister, Minister of Interior and Chairman NCDD

[signature]

Samdech Krola Hom Sar Kheng

Recipients:

- Ministry of Royal Palace
- General Secretariat of the Constitutional Council
- General Secretariat of the Senate
- General Secretariat of the National Assembly
- Cabinet of Prime Minister
- Cabinet of Samdech, H.E and Mrs. H.E deputy prime ministers
- As in Article 78
- Royal gazette
- Filing – archives

Annex 1: List of District Administration Functions

Attached to Sub-Decree No. 184 ANK.BK dated December 2, 2019 on the Functions and Structures of District Administrations

Functions	Sub-functions/Activities
I. Functions to be assigned	
A. Land Management, Urban Planning, Construction and land	
1. Land Management and Urban Planning	1. Develop land used master plan at district level, urban land used master plan, urban land used planning, and detailed urbanization planning in any areas within district.
2. Land	1. Transfer ownership of unregistered properties. 2. Protect state's private and public land by taking prevention measures against intrusion or land grabbing.
3. Construction	1. Issuance of permission license for construction, renovation, dismantlement, or new construction site, and granting utility certificate for residential constructions with maximum surface of 500 square meters and with maximum of 4 floors including the ground floor (E0, E1, E2, E3) 2. Issuance of permission license for construction, renovation or dismantlement of fence with maximum of 3 meters height measured from the ground of the fence. 3. Renew permission license for construction, dismantlement, renovation, or new construction site, and construction utility certificate for building with maximum surface of 500 square meters and with maximum of 4 floors including the ground floor (E0, E1, E2, E3) 4. Issuance of letter to suspend construction activity which do not comply with the applicable regulations
4. Housing	1. Review and provide comments for local land concession plan 2. Prevent against temporary construction on state's land illegally occupies within district.
B. Rural Development	
1. Rural Road Development	1. Construction, repair and maintenance of rural roads, bridges and sewages.
2. Clean water management and supply	1. Construction, repair and maintenance of rural clean water supply systems.

3. Management and rural sanitation provision	<ol style="list-style-type: none"> 1. Construction, repair and maintenance of public toilets. 2. Outreach on promotion of rural sanitation. 3. Subsidies for the construction of poor households' toilets.
4. Management of Community Market	<ol style="list-style-type: none"> 1. Establishment and management of community markets.
C. Water Resources	
1. Irrigation	<ol style="list-style-type: none"> 1. Management, construction, repair and maintenance of distribution canals. 2. Construction, repair and maintenance of small-scale irrigation system. 3. Establishment and management of water user farmer communities in small-scale irrigation systems.
2. Management Side-land of Rivers, Streams, Canals, and Dams	<ol style="list-style-type: none"> 1. Management, and protection side-land of river, streams, canals and dams.
3. Management of water pumping station	<ol style="list-style-type: none"> 1. Establishment and management of water pumping stations.
D. Environment and Natural Resource Sector	
1. Management of Natural Protected Area Systems	<ol style="list-style-type: none"> 1. Management of natural protected area systems <ul style="list-style-type: none"> - Organize and implement action plan on management of natural protected areas system. - Take actions to patrol, control, investigate and crackdown natural resources offences and any activities damaging or affecting negatively, and forest fire in the protected areas. - Control import and exports of all types of animals, plants, seeds and samples in natural protected areas. - Collect and provide data related to socio-economic and environmental sector in the protected areas and bio-diversity conservation corridors for land use mapping. - Participate in boundary demarcation, setting up boundary poles, maintaining boundary poles, determining control areas and implement a management plan of protected areas in district geography. - Participate in research and identify potentials and propose to establish new protected areas

	<ul style="list-style-type: none"> - Mobilize resources and cooperate with relevant stakeholders to support protection, conservation and rehabilitation of biodiversity, development of capacity to manage, to conserve and to develop natural resources.
2. Management of Community Protected Areas	<p>2. Establishment, management and support community protected areas</p> <ul style="list-style-type: none"> - Conduct feasibility study on the establishment of community protected areas, endorse, and recognize the establishment of community protected areas in the sustainable use zones and community areas approved officially by Ministry of Environment as well as facilitate to develop structure and statute for community protected areas - Manage and develop community protected areas and community based eco-tourism - Support, follow-up, monitor, evaluate, and update community protected areas - Study, assess, and identify potential areas to establish community based eco-tourism - Preserve and conserve cultural heritages in the protected areas - Check, monitor, and report on the situation of natural heritage areas - Promote and increase participation in conservation of traditions and customs and contribute to improve livelihood of indigenous communities residing within and adjacent to the protected areas. - Update, manage data, and monitor the implementation of eco-tourism investment project activities - Disseminate laws, guidelines, and regulations related to eco-tourism investment projects to relevant stakeholders - Cooperate to mobilize supports and encourage local communities in organizing eco-tourism community development projects - Cooperate to conduct studies and set up boundary demarcation, facilitate to define boundary poles of eco-tourism investment projects.
3. Environmental Protection Measurements	<ol style="list-style-type: none"> 1. Management of sewerage system and waste water treatment system 2. Waste and solid waste management in urban areas
4. Dissemination	<ol style="list-style-type: none"> 1. Dissemination legal regulations and increase knowledge and awareness related to environment <ul style="list-style-type: none"> - Disseminate laws, principles, regulations, and information related to natural protected areas and environment to citizens and relevant stakeholders.

	<ul style="list-style-type: none"> - Facilitate and call for implementation of environmental-friendly activities at educational institutions, entities, and local authorities such as environmental-friendly schools, environmental-friendly pagodas, environmental-friendly commune/Sangkat, and environmental-friendly hospitals. - Facilitate and take a lead to conduct all events related environment.
5. Sustainable Development	<ol style="list-style-type: none"> 1. Sustainable development <ul style="list-style-type: none"> - Mainstream climate resilience; - Mainstream sustainable city development works and green development concepts into urban planning process. - Monitor and evaluate on the sustainable district development and green development works and participate in clean district and sustainable district competition. - Collect and manage data of biodiversity, ecosystem and biosafety. - Mainstream awareness and enforce the implementation of regulation and national policies in order to ensure functions, services and value of biodiversity and ecosystem.
E. Mine and Energies Sector	
1. Mineral Resources	<ol style="list-style-type: none"> 1. Permit and registration of license of mineral resources handicraft land excavation service or mobile exaction service with surface of no more than 0.5 hectare and depth of no more than 03 meters or excavation operations with surface of no more than 01 hectare and depth of no more than 01 meter. 2. Registration of business depot location of sand-mines, pebbles, and construction stone.
2. Energies	<ol style="list-style-type: none"> 1. Management and permit for installation of electronic machines for battery recharge service with energy of no more than 25 kilowatt hours.
3. Petroleum	<ol style="list-style-type: none"> 1. Management and permit for business selling white gas in cans or gallons with volume of no more than 45 kilograms 2. Management and permit for business selling and changing motor oil.
F. Agriculture, Forestry and Fisheries Sector	
1. Agriculture	<ol style="list-style-type: none"> 1. Dissemination on agricultural technique works (rice, crop and vegetable)

	<ul style="list-style-type: none"> - Disseminate on techniques of crop planting which is well-prepared and officially recognized by specialized entities at national level. - Facilitate and support the establishment of agricultural groups and communities
	<p>2. Implementation of activities related to agronomy and land management for crop</p> <ul style="list-style-type: none"> - Collect and manage statistics of cultivated land for all types of crops - Evaluate cultivated areas which are affected or damaged by natural disaster - Monitor, observe and provide information on destruction issues by evil composition on crops.
	<p>3. Implementation of activities related to agro-industry crops</p> <ul style="list-style-type: none"> - Collect and manage data of cultivated lands for agro-industrial crops.
2. Animal Health and Animal Productions	<p>1. Implementation of activities related animal health and animal productions</p> <ul style="list-style-type: none"> - Monitor animal health in order to determine intervention, protection, prevention, and rescue measures when natural disaster happens - Monitor and promote activities related to animal productions and veterinary health - Collect and update data related to animals, ranch management, animal feed stores, animal drugs, slaughterhouses and village animal health agents and observe data of all types of animals - Disseminate on technique of productions and veterinary health and animal food, and biogas furnace to animal owners/farmers - Monitor on businesses related to animals, animal food, animal drugs and products originated from animals at slaughterhouses, processing places of products originated from animals and ranch management - Manage veterinary clinics - Manage information of animal diseases and implement preliminary safety measures
3. Forestry	<p>1. Implementation of activities related to forestry</p> <ul style="list-style-type: none"> - Educate and raise awareness and understanding of citizens on the importance of management, maintenance, protection, and development of forest resources - Establish, manage, and support community forestry

	<ul style="list-style-type: none"> – Manage traditional nomadic farming of local communities on registered collective land ownership of indigenous communities – Protect, control, and crackdown forest offenses
4. Fishery	<ol style="list-style-type: none"> 1. Implementation of activities related to fisheries <ul style="list-style-type: none"> – Protect, control, and crackdown fisheries offenses – Educate and raise awareness to citizens on the importance of sustainable management, conservation, and development of fisheries resources – Establish, support, and manage community fisheries
5. Provision of Administrative Service	<ol style="list-style-type: none"> 1. Agricultural section <ul style="list-style-type: none"> – Manage and issue license for businesses related to wholesale and retail agricultural equipment 2. Animal hygiene section <ul style="list-style-type: none"> – Manage and issue certification for animal hygiene and products originated from animals 3. Fresh water section <ul style="list-style-type: none"> – Aquaculture in ponds with surface of more than 5,000 square meters to 10,000 square meters – Aquaculture in cages with surface of more than 15 square meters to 50 square meters – Aquaculture in enclosed areas with surface of more than 2,000 square meters to 5,000 square meters – Aquaculture of snakehead and giant snakehead in ponds with surface of more than 200 square meters to 1,000 square meters – Aquaculture of snakehead and giant snakehead in enclosed areas with surface of more than 100 square meters to 500 square meters – Aquaculture of snakehead and giant snakehead in cages with surface of more than 15 square meters to 150 square meters – Aquaculture of snakehead and giant snakehead from 5,000 heads to 10,000 heads 4. Maritime section <ul style="list-style-type: none"> – Aquaculture in cages with surface of more than 20 square meters to 50 square meters – Aquaculture of shrimp farms or ponds with surface of more than 5,000 square meters to 10,000 square meters

	<ul style="list-style-type: none"> – Aquaculture of all types of maritime plants with surface of more than 5,000 square meters to 10,000 square meters – Aquaculture of all types of maritime animals with surface of more than 3,500 square meters to 10,000 square meters
G. Public Works and Transportation Sector	
1. Tasks related to Road	<ol style="list-style-type: none"> 1. Management of roadside of national roads and capital roads in urban areas 2. Construction, repairing, and maintenance of roads in district and urban roads in district.
2. Provision of Administrative Service	<ol style="list-style-type: none"> 1. Management, registration, and issuance of license for businesses related to motorcycle fixing, recycling, and installation garages 2. Management and issuance of license for ferries 3. Motorcycle services (legal registration, changes, duplication, and third copy of registration cards) 4. Tricycles and motorcycles with trailer services (registration of tricycles, motorcycles with trailer, and motorcycles, changes, duplication and third copy of registration cards) 5. Technical check of tricycles and motorcycles with trailer (providing, duplication and third copy of certification of technical check)
H. Industry and Handicraft Sector	
1. Clean water supply	<ol style="list-style-type: none"> 1. Management of piped clean water supply business (receive license directly from the Ministry of Industry and Handicraft)
2. Provision of Administrative Services	<ol style="list-style-type: none"> 1. Management and legal registration of handicrafts, small enterprises without risks and having investment fund equivalent of 80 million riels or below (establishment or legal registration, issuance of permission certification, addition of new products, expansion of productions, changes of handicraft locations, changes of handicraft owners (transfer of ownership), changes of handicraft name and requesting copies of the documents) 2. Services for garages related to repairing electronic devices, car wash, and motorcycle wash
I. Commercial Sector	
1. Business, Services and Commerce	<ol style="list-style-type: none"> 1. Issuance of license for businesses, services, and commerce 2. Issuance of license for businesses related to all types of metals and valuable gems for jewelries

2. Label price on goods	1. Checking of price label on all types of goods and services and recording necessary commodity price index for daily livelihood
3. Market	1. Market research for citizen's products
J. Tourism Sector	
1. Management of eco-tourism areas and tourist attraction sites	1. Management and development of eco-tourism areas and tourist attraction sites
2. Provision of Administrative Service	<ol style="list-style-type: none"> 1. Guest house that consists of 08 rooms or below 2. Renting rooms 3. House with rooms for rent 4. Cafeterias and restaurants for tourists from 50 people/chairs or below (except those with standards or owned by foreigner) 5. Cafeterias and restaurants in Khan from 50 people/chairs or below (including food stalls, restaurants selling noodle-coffee and barbeque restaurants) 6. Means of transportation for tourists including tourist bus from 05 chairs or below, tourist motorbikes, motorbikes for rent or tourist tricycle 7. Karaoke that consists of 05 rooms or below 8. Therapy massage houses that consists of 05 beds or 05 chairs or below 9. Snooker houses that consists of 05 tables or below
K. Social Affairs, Veterans and Youth Rehabilitation Sectors	
1. Orphan and vulnerable children	<ol style="list-style-type: none"> 1. Management of cases of orphans and vulnerable children <ul style="list-style-type: none"> – Manage and define identification of victims of human trafficking, victims of sex trafficking, and child sexual abuse – Manage, search, and estimate vulnerable families – Manage, monitor, and close cases of vulnerable children who were integrated into communities

	<ul style="list-style-type: none"> – Disseminate national policies and minimum standards for protection of the rights of victims of human trafficking, victims of sex trafficking, and child sexual abuse
2. Victim and Vulnerable People	<ol style="list-style-type: none"> 1. Management and identification of victims and vulnerable people <ul style="list-style-type: none"> – Collect and manage data of victims of disasters, the poor, and family in communities – Collect and manage data of homeless people – Manage, define identification, and monitor people with HIV/AIDS – Manage, define identification, and monitor poor pregnant women and children under 2 years old in poor families.
3. People with disabilities	<ol style="list-style-type: none"> 1. Management of people with disabilities and provision of information on labour rehabilitation services <ul style="list-style-type: none"> – Manage and compile data of poor disabled people, general people with disabilities, disabled women, disabled children and disabled athletes – Manage and provide information on services for people with disabilities – Manage and provide information on request for labour rehabilitation services to disabled people
4. National Veterans Foundation and National Social Security Fund	<ol style="list-style-type: none"> 1. Management and identification of potential National Fund for Veterans and National Social Security Fund for civil servants <ul style="list-style-type: none"> – Manage data of retirees (retirees who are old, new, change residence, die, or was removed) – Manage statistics, monitor, and check situation of all types of veterans and their families – Manage and request for transfer of residence of veterans and their families – Manage and request to permanently remove veterans who passed away – Manage data of people who lost professional capability – Manage dependents of retirees and people who lost professional capability or dependents of passed away retirees and people who lost professional capability with having wife and children – Manage and request to remove veterans and their families whose social security fund validity has expired – Manage and request to remove veterans and their families who did not withdraw their social security fund without explaining any reason

	<ul style="list-style-type: none"> – Manage and request to add or remove dependents of veterans and their families in order to receive monthly subsidized regime – Manage and receive proposal of veterans and their families who renounce their social security fund – Cooperate with Cambodian Veteran Association in adding or removing any veteran member from Cambodian Veteran Association – Manage veterans' information for accessing to health services or other services from the State – Cooperate with partner banks in managing payment of social security fund
5. Veterans and Their Households	<p>Management and identification of veterans and their families</p> <ul style="list-style-type: none"> – Collect data on livelihood status and needs of veterans and families of those who sacrificed their lives – Provide services to meet the real needs of veterans and families of those who sacrificed their lives – Manage data of veterans and families who received a house
6. Rehabilitation Center	<p>1. Management and cooperation with Rehabilitation Center of Province</p> <ul style="list-style-type: none"> – Manage data of minors in conflict with the law – Manage and monitor minors who have received rehabilitation because of drug addiction after integration into communities
7. Older People's Association	<p>1. Management of data of older people in community</p> <ul style="list-style-type: none"> – Manage and collect data of members of Older People's Association – Disseminate statute of Older People's Association – Follow-up, monitor, and evaluate the use of contribution of Older People's Association
8. Checking on child care centers of Non-Government Organizations	<p>1. Checking on child care centers of non-governmental organizations</p>
L. Women Affairs Sector	
1. Women and Children	<p>1. Facilitation, prevention, and addressing violence against women and children and trafficking of women and children</p>

	<ol style="list-style-type: none"> 2. Management and collection of women and children data in local communities 3. Education and dissemination on women's and children's rights to promote social morals and gender equity
M. Labour and Vocational Training Sector	
1. Employment and labour market service	<ol style="list-style-type: none"> 1. Dissemination of employment service and labour market information
2. Provision of Administrative Service	<ol style="list-style-type: none"> 1. Register of an establishment record (with employees less than 8 persons) 2. Register of a payroll ledger record (with employees less than 8 persons) 3. Record of young workers register from aged 12 to below 15 years old (with employees less than 8 persons) 4. Record of young worker register from aged 15 to below 18 years old (with employees less than 8 persons) 5. Issuance of visa for companies who request to employ young worker (with employees less than 8 persons)
N. Cults and Religion Sectors	
1. Cults and Religion	<ol style="list-style-type: none"> 1. Checking and issuance of visa for request to frock a monk/nun 2. Establishment of Achar committee and pagoda committee 3. Cooperation with monastic code of conduct committee to address any matter at pagodas 4. Promotion of activities related to Buddhist religion and other religions 5. Facilitation of any religious activities and events 6. Prevention of anarchical fund-raising
Q. Culture and Fine Arts Sectors	
1. Culture and Fine Arts	<ol style="list-style-type: none"> 1. Protection and preservation of historical sites in local areas 2. Maintenance, protection, and promotion of cultural assets in local areas 3. Prevention of any destructive activities on cultural assets, distribution of filming videos which affect to national customs and traditions 4. Inspiring people and the mass in local areas to participate in cultural activities and organization of national festivals

	<p>5. Regular prevention against the destruction, stealing, and illegal trafficking of cultural products</p> <p>6. Enforcement and expansion of culture at pagodas</p>
<p>2. Provision of Administrative Service</p>	<p>1. Other performances (unofficial)</p> <ul style="list-style-type: none"> – National concerts at public places – Theatre performance with selling tickets – All forms of theatre performance – Entertainment dance businesses with selling tickets <p>2. Movies and video screening (advertisement for public events and guests)</p> <p>3. Movies and video selling and renting businesses</p> <ul style="list-style-type: none"> – CD, VCD and DVD selling and renting stores – CD, VCD and DVD selling building <p>4. Business sign</p> <ul style="list-style-type: none"> – All types of signs of 4 square meters or below – Advertising posters – Pictures or sign panels of 4 square meters or below – Advertising banners <p>5. Issuance of license (produce signs, panels, and advertising panels)</p> <p>6. Speaker businesses (renting speakers and loudspeakers)</p> <p>7. Book selling businesses (book centers with surface of below 50 square meters)</p> <p>8. Art molding businesses</p> <ul style="list-style-type: none"> – Production location and selling of sculptures and cement molding – Production location and selling of plaster sculptures – Painters <p>9. Photography businesses (houses or buildings for printing, photographing, and recording videos)</p> <p>10. Hair salon, nail salon, and dress wedding businesses (shops)</p>

P. Post and Telecommunication Sectors	
1. Post and telecommunication	<ol style="list-style-type: none"> 1. Check and report on any crimes related to illegal use of equipment, telecommunication facilities, and illegal businesses 2. Monitor and check any activity related to postal and telecommunication infrastructure constructions in geography of district with cooperation with telecommunication operators 3. Report on quality level and areas that not access to postal and telecommunication services 4. Collect data of number of mobile phone antenna towers, microwave radios, telecommunication repairing and selling locations, and coffee and internet halls 5. Record data of number of operators or postal branches and telecommunication operators, and companies supplying internet services 6. Advertise and promote the use of telecommunication technology and information in public entities and communities
	6. Disseminate and promote the introduction of information and communication technologies in public establishments and in communities.
P. Health Sector	
1. Provision of Administrative Service	<ol style="list-style-type: none"> 1. Issuance permit for opening, renewal and relocation of prenatal and postnatal cabinet/clinic. 2. Issuance permit for opening, renewal and relocation of physical therapy cabinet/clinic 3. Issuance permit for opening, renewal and relocation of health care cabinet/clinic 4. Issuance permit for opening, renewal and rename of pharmacists or change the responsible person for sub-pharmacy "A" 5. Issuance permit for renewal of sub-pharmacy 'B' 6. Issuance of permit for opening, renewal and relocation of dental care clinic 7. Issuance of permit for opening, renewal and relocation of general health treatment clinic 8. Issuance of certificate to certify on food hygiene in restaurants and local cafeterias or tourist cafeterias that contains maximum of 50 people
Q. Legalization, Administration and Civil Registration	
	1. Verification on original copy of the following documents

1. Legalization	<ul style="list-style-type: none"> - Certificates of accreditation - Provisional certificate of level 1 secondary-education or lower-secondary education, provisional certificate of level 2 secondary-education or upper secondary-education and certificate of completion for grade 12. - Certificate of tax registration (value added tax), business license, and patent certificate - Letter of ownership transfer for unregistered property - Letter of accreditation for level 1 secondary-school exam results
	<ul style="list-style-type: none"> - Certificate of level 2 secondary-education (complementary classes), certificate of upper-secondary education, certificate of pedagogy, certificate of junior-secondary education, certificate of higher-education teaching. - Transcription of upper- secondary school exam results. - Certificates of bachelor's degree, certificate of Associate degree. - Provisional certificate of bachelor's degree or of Associate degree - Letter of accreditation - Id cards, residence books, family record books - Vehicle registration cards and driving license - Transcription - Request letter for verification of secondary school-general education
2. Administration	1. Issuance of permit for land filling of privately-owned land with the area below 10,000 square meters.
3. Civil Registration	<ol style="list-style-type: none"> 1. Copy of birth certificate or of birth certificate 2. Copy of marriage certificate or marriage certificate 3. Copy of death certificate or death certificate
II. Delegated Functions	
A. Education Sector	
1. Management of Early Childhood Education	1. Management of Pre-school Personnel

	<ul style="list-style-type: none"> – Review and provide comments regarding the transfer of pre-school teacher within province and across provinces; the needs of pre-school teacher; the promotion; rewarding; certificate of appreciation; and other incentives to education personnel.
	<ul style="list-style-type: none"> – Review and approve the redeployment of pre-school teachers in district. – Propose for appointment, change, and termination of school management committee position – Review and approve leave request, maternity leave and sick leave for school management committee and education personnel as defined regulation – Monitor the performance of pre-school teacher and the management of pre- school – Manage education personnel through information technology system – Disseminate legal instruments related to management of early childhood education in school – Monitor the attendance and sanction 1st degree disciplinary – Review, provide comment and propose for sanction 2nd degree disciplinary to Department of Education, Youth and Sport.
	<p>2. Management of pre-school students</p> <ul style="list-style-type: none"> – Promote, facilitate, instruct, support and consolidate the tasks related to student enrollment campaign, recording students' statistics, household mapping, and monitoring of students' attendance – Instruct the arrangement of students and teachers according to norms – Arrange, consolidate and manage data of passed, failed and drop out students, poor students, marginalized students, disabled students, and transition students within jurisdiction.
	<p>3. Planning</p> <ul style="list-style-type: none"> – Review and agree on 5-year school strategic development plan and annual operation plan of each school in order to submit to Department of Education, Youth and Sport – Monitor and evaluate the implementation of annual operation plan of each school.
	<p>4. Management of finance and properties</p> <ul style="list-style-type: none"> – Promote, facilitate, support and verify school budget plan preparation – Monitor the implementation of school budget – Review and consolidate school financial statement

	<ul style="list-style-type: none"> – Review, verify and submit school inventory list to Department of Education, Youth and Sport.
	<p>5. Management of goods, building, construction, renovation, infrastructure maintenance and other services</p> <ul style="list-style-type: none"> – Prepare pre-school name list – Collect and consolidate the list of needs for school construction and renovation – Propose for construction and major renovation based on the school needs – Facilitate, support and monitor the management of goods, building, construction, renovation, infrastructure maintenance and other services of pre-school education.
	<p>6. Management of public pre-school program</p> <ul style="list-style-type: none"> – Propose for expansion of school/pre-school class – Promote, facilitate, monitor and support public pre-school program – Consolidate the report on public pre-school program.
	<p>7. Management of private pre-school program</p> <ul style="list-style-type: none"> – Promote, facilitate, monitor and support private pre-school program – Review and approve the request for issuance of licenses for opening, renewing, temporary suspending and invalidating the national and international curriculum of private pre-school or pre-school class – Monitor and evaluate the implementation of legal framework of private pre-school – Consolidate the report on private pre-school program.
	<p>8. Management of inclusive learning program and multilingual program (for district with ethnic minority)</p> <ul style="list-style-type: none"> – Facilitate establishment of multilingual program and find teachers for ethnic minority – Facilitate establishment of inclusive learning program at pre-school level – Monitor and support the implementation of multilingual and inclusive learning program.
	<p>9. Management of nutrition program</p> <ul style="list-style-type: none"> – Collect and consolidate request of food for nutrition program for school – Monitor the implementation of nutrition program at school – Mobilize relevant stakeholders to support nutrition program at school.

	<p>10. Management of scholarship program for poor children at school</p> <ul style="list-style-type: none"> – Facilitate, monitor and support scholarship program for poor children at school – Collect data and consolidate report on the implementation of scholarship program for poor children at school – Mobilize relevant stakeholders to support the implementation of scholarship program for poor children at school.
	<p>11. Management of Parental education program in conjunction with public pre-school program and community pre-school program</p> <ul style="list-style-type: none"> – Facilitate and support the implementation of parental education program in conjunction with public pre-school program and community pre-school program.
2. Management of primary education	<p>1. Management of primary education personnel</p> <ul style="list-style-type: none"> – Review and provide comments regarding the transfer of primary teachers within province and across provinces; the needs of primary teacher; the promotion; rewarding; certificate of appreciation; and other incentives to education personnel – Review and approve the redeployment of primary teachers in district – Propose for appointment, change, and termination of school management committee position – Review and approve all types leave request in accordance with defined regulation then submit to school management committee and education personnel – Manage education personnel through information technology system – Disseminate legal instruments related to management of primary education in school – Monitor the attendance and sanction 1st degree disciplinary – Review, provide comment and propose for sanction 2nd degree disciplinary to Department of Education, Youth and Sport.
	<p>2. Management of contracted primary school teacher</p> <ul style="list-style-type: none"> – Review and provide comments on the needs of contracted primary school teacher and request of category for contracted primary school teacher – Arrange and decide on the recruitment and termination of contract of contracted primary school teacher – Review and approve on all types of leave request in accordance with defined regulation

	<ul style="list-style-type: none"> – Arrange, monitor, support and train contracted primary school teacher.
	<p>3. Management of student</p> <ul style="list-style-type: none"> – Promote, facilitate, instruct, support and consolidate the tasks related to student enrollment campaign, recording students' statistics, household mapping, and monitoring of students' attendance – Instruct the arrangement of students and teachers according to norms – Arrange, consolidate and manage data of passed, failed and drop out students, poor students, marginalized students, disabled students, and transition students within jurisdiction.
	<p>4. Planning</p> <ul style="list-style-type: none"> – Review and agree on 5-year school strategic development plan and annual operation plan of each school in order to submit to Department of Education, Youth and Sport – Monitor and evaluate the implementation of annual operation plan of each school.
	<p>5. Management of finance and properties</p> <ul style="list-style-type: none"> – Promote, facilitate, support and verify school budget plan preparation – Monitor the implementation of school budget – Review and consolidate school financial statement – Review, verify and submit school inventory list to Department of Education, Youth and Sport.
	<p>6. Supply of main textbook</p> <ul style="list-style-type: none"> – Collect, consolidate and submit the school's need of main textbook to the Department of Education, Youth and Sport – Facilitate distribution of main textbook to schools – Monitor the use and maintenance of main textbook at schools.
	<p>7. Management of goods, building, construction, renovation, infrastructure maintenance and other services</p> <ul style="list-style-type: none"> – Prepare primary school name list – Collect and consolidate the list of needs for school construction and renovation – Propose for construction and major renovation based on the school needs

	<ul style="list-style-type: none"> – Facilitate, support and monitor the management of goods, building, construction, renovation, infrastructure maintenance and other services of primary education.
	<p>8. Management of school management committee operation</p> <ul style="list-style-type: none"> – Promote, support, review and approve the establishment of school management committee – Monitor and support the operation of school management committee.
	<p>9. Management of School Cluster Development Committee</p> <ul style="list-style-type: none"> – Lead and facilitate the establishment and termination of school cluster – Lead the arrangement and election of cluster – Monitor and support performance of School Cluster Development Committee – Monitor and evaluate study result at school cluster – Arrange and monitor the competition between cluster and cluster and between school and school.
	<p>10. License Issuance</p> <ul style="list-style-type: none"> – Review and provide comments on the request for issuance of licenses for opening, renewing, temporary suspending and invalidating private primary schools – Monitor and evaluate the implementation of legal framework and operation of private primary school.
	<p>11. Management of Child Friendly School Program</p> <ul style="list-style-type: none"> – Promote, facilitate and support school in implementing Child Friendly School Program – Manage and support trainer team and monitor at Khan level.
	<p>12. Management of multilingual program (for district with ethnic minority)</p> <ul style="list-style-type: none"> – Facilitate the establishment of bilingual program and find teachers for indigenous minority – Monitor and support the implementation of multilingual program.
	<p>13. Management of accelerated learning program</p> <ul style="list-style-type: none"> – Facilitate with school to collect and manage statistics of student or children to enroll and arrangement of class for student – Monitor and support the accelerated learning program.

	<p>14. Management of School Feeding Program</p> <ul style="list-style-type: none"> – Collect and consolidate request of food for school feeding program – Monitor the implementation of school feeding program – Mobilize relevant stakeholders to support school feeding program.
	<p>15. Management of special education program</p> <ul style="list-style-type: none"> – Facilitate and support the implementation of special education program – Collect and consolidate report on special education program.
	<p>16. Management of scholarship program for poor student</p> <ul style="list-style-type: none"> – Identify poor student and propose for scholarship to the Department of Education, Youth and Sport – Facilitate, monitor and support scholarship program for poor student – Collect and consolidate report on scholarship program of poor student.
	<p>17. Management of health and hygiene education program</p> <ul style="list-style-type: none"> – Facilitate, monitor and support the implementation of safety, health and hygiene education program – Collect and consolidate report on safety, health and hygiene education program.
3. Management of non-formal education	<p>1. Management of personnel</p> <ul style="list-style-type: none"> – Recruit and appoint focal trainer (01 focal trainer per commune/ Sangkat who civil servant teacher is recruited from primary school teacher or lower secondary school teacher) – Facilitate and promote non-formal education work.
	<p>2. Recruitment and management of contracted teacher</p> <ul style="list-style-type: none"> – Propose request for the need of contracted teacher to the Department of Education, Youth and Sport – Arrange and decide on the recruitment and termination of contracted teacher (literacy, re-entry program and learning community center teacher and primary equivalent program teacher) – Propose the use of contracted teacher attached with self-declaration, curriculum vitae of contracted teacher and bank account number according to the guideline) – Review and approve all types of leave request according to defined regulations – Arrange, monitor, support and train contracted teacher.

	<p>3. Mobilization and management of students, learners and participants</p> <ul style="list-style-type: none"> – Consolidate statistics of illiterates and drop-out students and submit to the Department of Education, Youth and Sport – Promote, facilitate, instruct, support and consolidate the tasks related to the campaign for student enrolment in non-formal education program – Arrange students and teacher in class according to the norm – Issue certification of accreditation: literacy program, re-entry program and income generation program – Monitor and consolidate attendance list, test result, exam result and prepare reports related to non-formal education program according to the defined regulation.
	<p>4. Preparation of Activity Plan</p> <ul style="list-style-type: none"> – Arrange and/or review and approve 5-year non-formal education development plan (5 years) and submit to the Department of Education, Youth and Sport for budget and technical support – Review and approve annual operation planning of non-formal education program.
	<p>5. Management of finance and properties</p> <ul style="list-style-type: none"> – Promote, facilitate, support and verify school budget plan preparation for community study center – Monitor, verify and submit the inventory list of community study center to Department of Education, Youth and Sport – Arrange, manage and mobilize fund for the operation of non-formal education – Arrange, facilitate and support the establishment of community study center.
	<p>6. License Issuance</p> <ul style="list-style-type: none"> – Review and approve the request for issuance of licenses for opening, renewing, temporary suspending and invalidating training class related to life skill, livelihood and foreign languages less than 01 year. – Monitor and evaluate the implementation of legal framework.
	<p>7. Management of goods, building, construction, renovation, infrastructure maintenance and other services</p> <ul style="list-style-type: none"> – Prepare community study center name list – Collect and consolidate the list of needs for community study center construction and renovation

	<ul style="list-style-type: none"> – Propose for construction and major renovation for community study center – Facilitate, support and monitor the management of goods, building, construction, renovation, infrastructure maintenance and other services.
	<p>8. Management of vocational literacy program</p> <ul style="list-style-type: none"> – Facilitate the establishment of professional literary program and find teachers – Monitor and support the implementation of professional literary program – Review and consolidate report of professional literary program.
	<p>9. Management of post-literacy program</p> <ul style="list-style-type: none"> – Facilitate, monitor and support establishment of library and reading center.
	<p>10. Management of primary education equivalent program and preparation class</p> <ul style="list-style-type: none"> – Facilitate the establishment of primary education equivalent program and preparation class – Monitor, consolidate and support the implementation of primary education equivalent program and preparation class
	<p>11. Management of income generation program</p> <ul style="list-style-type: none"> – Facilitate the establishment of income generation program – Monitor and support the implementation of income generation program.
	<p>12. Management of re-enrollment program</p> <ul style="list-style-type: none"> – Collect data, facilitate and establish re-enrollment class at primary school and integrate successful graduate student into general education system – Monitor and support the implementation of re-enrollment program at primary school.
<p>4. Administrative works supporting general secondary education establishments</p>	<p>1. Administrative works</p> <ul style="list-style-type: none"> – Disseminate guidelines, legal instruments and policy to school – Instruct school in the arrangement and management of administrative letter log book, staff attendance and other administrative books – Provide comments and support the arrangement of environmental work, school master plan and hygiene work at school

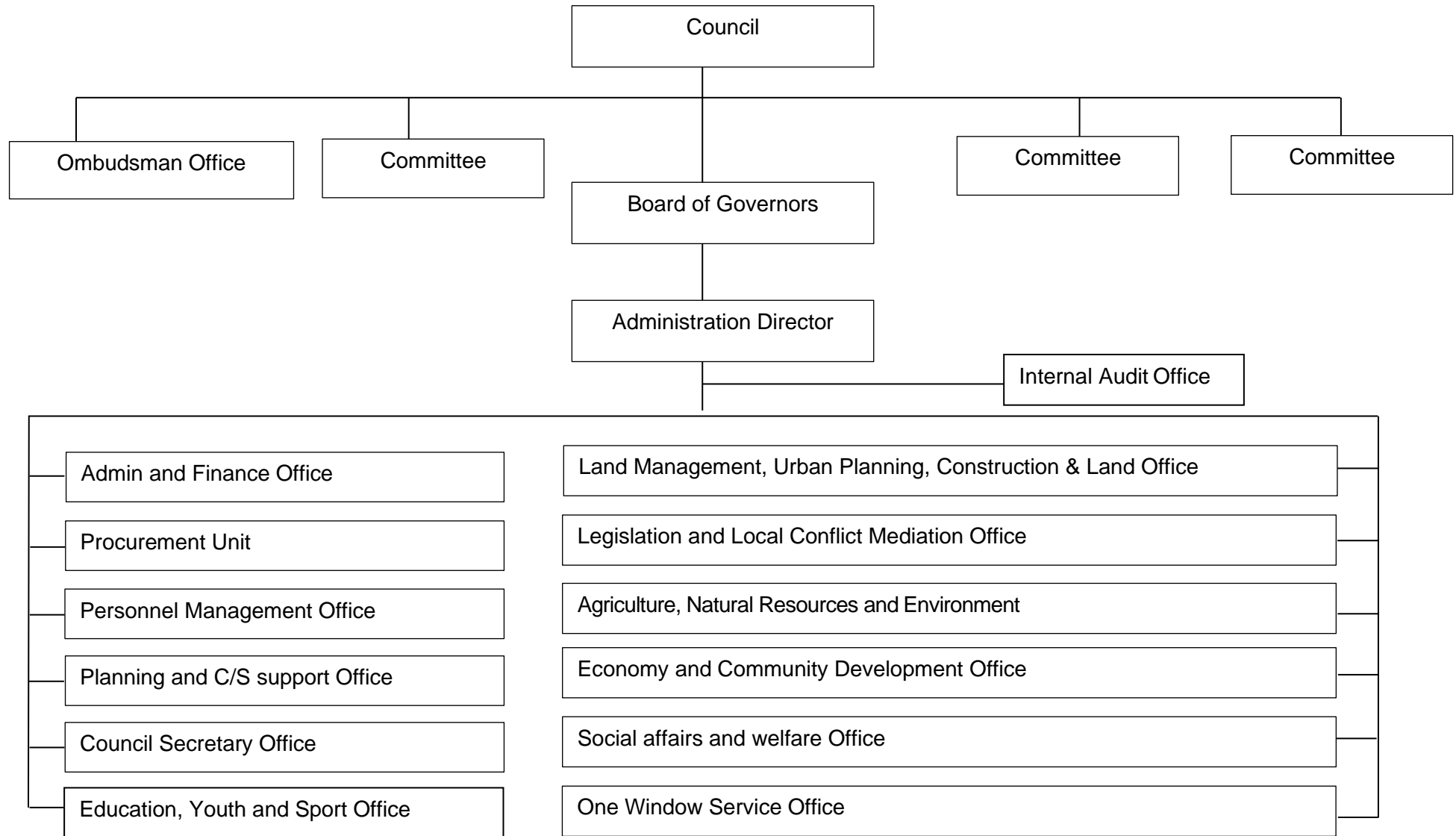
	<ul style="list-style-type: none"> - Manage statistics of teachers and students at secondary school - Promote competition for clean school, good model school principal and teacher - Prepare appointment letter and review appointment of new teacher, transferred teacher at school according to appointment letter of the Department of Education, Youth and Sport - Monitor performance of teacher - Consolidate report at secondary school according to the defined regulation - Check the semester exam work - Facilitate and support secondary school.
	<p>2. Management of personnel</p> <ul style="list-style-type: none"> - Propose the appointment and termination of school management committee - Review, evaluate and propose for promotion, rewarding, certificate of appreciation, and other incentives for good teacher and good school principal to the Department of Education, Youth and Sport - Review and approve maternity leave, retirement, resignation, job movement, sick leave without pay, work accident, death and leave request from 7 day up to the Department of Education, Youth and Sport - Review and approve leave up to 07 days - Consolidate the needs of teacher and propose to the Department of Education, Youth and Sport - Review and provide comment on the sanction administrative disciplinary to secondary education personnel - Manage data of secondary education personnel and report on the situation of personnel to the Department of Education, Youth and Sport - Monitor the performance of teacher - Monitor and verify payroll, subsidiary salary and other allowances.
	<p>3. Planning, Finance and Properties</p> <ul style="list-style-type: none"> - Instruct the school to develop school development plan and budget plan - Review and consolidate the operation planning of school of district to the Department of Education, Youth and Sport - Instruct on procedure or principle for budget utilization (expenditure category, registration and payment procedure...)

	<ul style="list-style-type: none"> – Monitor school operating budget utilization – Collect and prepare achievement report as defined regulations – Allocate and disseminate budget matrix at each step based on budget matrix of the Department of Education, Youth and Sport – Propose scholarship for poor student to the Department of Education, Youth and Sport – Consolidate the income and expense statement of school to the Department of Education, Youth and Sport – Review, verify and submit the school inventory list to the Department of Education, Youth and Sport.
5. Youth Development	<ol style="list-style-type: none"> 1. Youth development <ul style="list-style-type: none"> – Disseminate guideline, law and regulations related to youth development – Monitor, instruct and encourage the school to establish and functioning the Cambodian Children Council and Cambodian Youth Council – Give instruction on role and responsibility of school principal, teacher and student in charge of Cambodian Children Council and Cambodian Youth Council – Mobilize, facilitate and cooperate with partners for vocational training and other life skills to members of Cambodian Children Council and Cambodian Youth Council – Address the issues related to youth and children at school such as: drop-out, absence, drug related issues – Collect and manage data of Cambodian Children Council and Cambodian Youth Council for consolidating and compile report as defined regulations. – Facilitate and lead students to participate in exchange program at national and international level – Promote school to establish the study club for Cambodian Children Council and Cambodian Youth Council – Collect the needs of youth development in community and propose to the Department of Education, Youth and Sport.
6. Physical Education and sport	<ol style="list-style-type: none"> 1. Physical education and sport <ul style="list-style-type: none"> – Promote the implementation of physical education during study hour and part-time sport at educational establishment

	<ul style="list-style-type: none"> – Organize and exercise and play sport for public health in community – Promote, facilitate and cooperate in preparing equipment, renovating sport field at school and in community – Promote and cooperate to encourage youth to play at least one type of sport at school and in community – Disseminate and instruct the guidelines, legal instruments and techniques related to physical education and sport – Collect and prepare statistics of sport field, sport club, specialized officials, sportsmen and women, mass exercise and sport player for health, semi-professional sport and professional sport – Promote and cooperate to organize sport competition at school, at Khan level and to participate in competition at Capital and national level – Collect the needs of physical education trainer and professional sport trainer and submit request to the Department of Education, Youth and Sport – Mobilize fund for sport development from stakeholders – Monitor, evaluate and consolidate the report on physical education and sport at school and in community as defined regulations – Review and approve on the request of license for opening, validation of gym club and sport equipment business.
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Annex 2: Organizational Structure of District Administration

Attached to Sub-decree no. 184 ANK. BK, dated 2 Dec 2019, on the Functioning and Structure of District Administration



Annex 3: Requirements and Qualifications for reach positions of District Administration

Attached to Sub-decree no. 184 ANKr.BK, dated 2 December 2019, on Function and Structure of District Administration

Position	Category/grade	Qualifications
Deputy Director of District Administration	Grade 2 Category B	<ul style="list-style-type: none"> - At least 04-year work experience or 03-year work experience for candidates of Category A - Have experiences and ability in leadership and management - Be initiatives - Possess morality, kindness and professionalism - Good solidarity and responsibility at work - Be in good health
Chief of Office	Grade 2 Category B	<ul style="list-style-type: none"> - At least 04-year work experience or 03-year work experience for candidates of Category A - Have experiences and ability in leadership and management - Be initiatives - Have knowledge, experiences on technical works related to functions of the designated office. - Possess morality, kindness and professionalism - Good solidarity and responsibility at work - Be in good health
Chief of Procurement	Grade 2	<ul style="list-style-type: none"> - At least 04-year work experience or 03-year work experience for candidates of Category A

Unit	Category B	<ul style="list-style-type: none"> - Hold associate 's degree in Economy or Finance - At least 03-year experience in Economy or Finance - Be trained in public procurement certified by the Ministry of Economy and Finance - Possess morality, kindness and professionalism - Good solidarity and responsibility at work - Be in good health
Vice Chief of office or Vice chief of procurement unit	Grade 3 Category B	<ul style="list-style-type: none"> - At least 03-year work experience or 02-year work experience for candidates of Category A - Have work experiences and performance capacity - Be initiatives - Have knowledge, experiences on technical works related to functions of the designated office. - Possess morality, kindness and professionalism - Good solidarity and responsibility at work - Be in good health

**Annex 4: List of Assigned and Delegated Functions of Education, Youth, and Sport Sector to
District Administration of Battambang Province**

Attaching to sub-decree no. 184 ANK. BK, dated 2 December 2019 on Functions and Structure of District Administration

Functions	Sub-function/Activities
I. Assigned Functions	
1. Early Childhood Education Management	1. Early Childhood Education Management <ul style="list-style-type: none"> - In accordance with Royal Decree on particular statute of sub-national administration civil servant
	2. Management of Contracted Teachers <ul style="list-style-type: none"> - In accordance with Royal Decree on particular statute of sub-national administration civil servant
	3. Students Management <ul style="list-style-type: none"> - Manage data of child from 03 years up to under 6-year-old - Prepare a study map for early childhood education - Arrange students according to norms and age group - Check up their health and hygiene in compliance with minimum standard of health - Monitor and communicate to parents, guardians of the children - Monitor the development result of early child.
	4. Planning <ul style="list-style-type: none"> - Integrate early childhood education plan to development plan and 3 years' investment rolling plan of district administration

	<ul style="list-style-type: none"> - Develop a plan-based outcome of protection and early childhood development
	<p>5. Management of Finance and Properties</p> <ul style="list-style-type: none"> - Develop short, medium- and long-term strategic plan - Develop annual budget plan - Manage book keeping - Prepare school's annual inventory list - Prepare base inventory list for 5 years of district administration - Prepare monitoring list of material and equipment in the unit twice within a year - Prepare the monitoring list of the increase and decrease of the state properties annually - Prepare the inventory list with the stock procedure - Prepare annual equipment need plan
	<p>6. Management of goods, building, construction, renovation, infrastructure maintenance and other services</p> <ul style="list-style-type: none"> - Develop annual procurement plan - Develop annual adjustment plan - Develop quarter, semester and annual report, and submit to respective relevant stakeholders
	<p>7. Issuance of licenses for opening, renewing, temporary suspending and invalidating license from private schools or kindergarten, national curriculum and international curriculum</p> <ul style="list-style-type: none"> - In accordance with guideline no.19/ref. dated 14 June 2012 of the Ministry of Education, Youth, and Sport
	<p>8. Management of public pre-school program</p> <ul style="list-style-type: none"> - Gather data of children from 03 years old to under 06 years old (Searching for enrolled children and children did not enroll by villages)

	<ul style="list-style-type: none"> - Construct the buildings and renovate in accordance with standard - Develop annual school development plan - Prepare and assist school support committee and other groups - Arrange school compound and outdoor games in accordance with standard - Organize Thursday meeting regularly as planned - Produce teaching materials by monthly program - Communicate and encourage parents with school age children to send their children to school, go to school regularly, and request the parents to support school as much as possible - Conduct monitoring and evaluation on teaching - Develop a progress report and financial statement in accordance with the set deadline
	<p>9. Private pre-school program</p> <ul style="list-style-type: none"> - Develop annual school development plan for pre-school - Manage annual data of preschool students - Recruit qualified teachers with appropriate pedagogies without discrimination - Select students for class by required criteria and school's policy - Ensure teaching and learning process with quality and effectiveness - Comply and implement circular and guideline of MoEYS - Ensure social order and physical and mental safety of students - Conduct M&E on school implementation - Develop progress report and submit to MoEYS
	<p>10. Inclusive Learning Program and Multi-Language Program</p>

	<ul style="list-style-type: none"> - Collect data of school children with minor disability and ethnic children - Identify and select children and select language to apply the program - Produce materials based on the needs of students with disability and ethnic children - Conduct M&E on teaching - Prepare progress report in accordance with set deadline
	<p>11. Nutrition Program</p> <ul style="list-style-type: none"> - Communicate with development partners (DPs) and stakeholders to mobilize resources - Identify school children who need nutrition - Encourage communities and parents to plant crops, raise animals, contribute budget and materials, and spend time on cooking - Discuss with referral hospitals/health centers to understand how to make nutritious food
	<p>12. Support Program for Poor Student at School</p> <ul style="list-style-type: none"> - Compile data of poor children at schools - Identify and select poor school children at school - Communicate with stakeholders to mobilize resources (DPs, charity, communities, monks, and other institutions) - Set timeframe to provide resources for poor children (could be once a year or twice a year or as many times as possible) - Develop a result report on poor children support at school
	<p>13. Parents Education Program by linking with public pre-school program and community pre-school program</p> <ul style="list-style-type: none"> - Identify and select schools to apply

	<ul style="list-style-type: none"> - Arrange and cluster parent groups at each school or target class - Organize meeting as instructed (once per month) - Conduct monitoring on implementation of parents' focal point, parents' leader, and parents - Develop progress report of program implementation by linking with public pre-school program and community pre-school program (changes) and provide to stakeholders
2. Primary School Education	<p>1. Management of Education Personnel</p> <ul style="list-style-type: none"> - In accordance with Royal Decree on particular statute for sub-national administration civil servants
	<p>2. Management of Contracted Primary Teacher</p> <ul style="list-style-type: none"> - In accordance with Royal Decree on particular statute for sub-national administration civil servants
	<p>3. Students Management</p> <ul style="list-style-type: none"> - Conduct student enrollment campaign - Collect statistics - Map of households (Develop and update) - Arrange students and teachers by norms - Monitor students' attendance
	<p>4. Planning</p> <ul style="list-style-type: none"> - Develop school development plan - Assign roles and responsibilities of education personnel - Integrate school development plan into development plan and three years rolling investment program of district administration - Divide curriculum by grades

	<ul style="list-style-type: none"> - Prepare budget plan in accordance with development plan
	<p>5. Management of finance and properties</p> <ul style="list-style-type: none"> - Prepare a list of transparency - Prepare budge monitoring list - Allocate budget by account - Prepare financial report - Prepare and clear inventory list by year - Label the materials by source of budget - Prepare receipt list and allocate equipment
	<p>6. Main textbooks supply</p> <ul style="list-style-type: none"> - Prepare the needs for text book by academic year - Request budget for purchasing textbooks - Distribute textbooks to students and teachers based on needs requested - Prepare statistics for management and maintain textbooks - Prepare a consolidated report of textbooks
	<p>7. Management of goods, buildings, construction, renovation, maintenance of infrastructure, and other services</p> <ul style="list-style-type: none"> - Prepare a name list of primary schools - Prepare a list of needs for construction and renovation - Develop a budget plan for construction and renovation - Develop construction design, detail renovation design, cost estimation list, construction and renovation calendar

	<ul style="list-style-type: none"> - Prepare location design (Construction design by MoEYS standard) - Prepare plan for M&E on construction and renovation - Develop procurement plan - Develop adjustment plan - Prepare quarter, semester, and annual report for related units
	<p>8. Management of school management committee operation</p> <ul style="list-style-type: none"> - Select school support committee - Coordinate meetings (3 times per year) - Participate in development and implement of school development plan - Mobilize and motivate children to go to school - Monitor school children performance and teachers' teaching - Mobilize resources for school development - Construct, maintain, and renovate school's infrastructure - Prevent internal and external school's irregular conflict - Assess the implementation of school development plan
	<p>9. Cluster school development committee</p> <ul style="list-style-type: none"> - Establish and remove school cluster - Coordinate school cluster mechanism - Coordinate technical meetings in cluster school - Coordinate the allocation of resource and materials between cluster and cluster, and between school and school

	<ul style="list-style-type: none"> - Monitor the implementation of roles and responsibilities of the committee and cluster board - Monitor learning outcome in cluster - Make competition between clusters and schools
	<p>10. Issuing license for opening and renewing, temporary suspension, and invalidating license from private primary school</p> <ul style="list-style-type: none"> - Accordance with guideline no.10/ref. dated 29 Jan 2014
	<p>11. Multi-language Program</p> <ul style="list-style-type: none"> - Arrange classes in ethnic minority region - Collect need of ethnic students - Prepare training plan for management committee and teachers on multi-languages teaching - Promote multi-languages program implementation - Prepare consolidated report on progress of multi-languages teaching
	<p>12. Accelerated learning program</p> <ul style="list-style-type: none"> - Collect and manage students' statistics and over age student - Arrange classes and teachers for accelerated learning program - Promote implementation and develop outcome report
	<p>13. School feeding program</p> <ul style="list-style-type: none"> - Prepare cooking area (school kitchen) and chef by mobilizing resources from community - Prepare students' table name list for receiving food by shift - Request food based on an estimated number of students by semester

	<ul style="list-style-type: none"> - Store the food in an appropriate technique - Allocate food and cook for students - Mobilize resources to support chef - Prepare report
	<p>14. Special education program</p> <ul style="list-style-type: none"> - Identify students with disability - Coordinate and support students with disability - Integrate students with disability with normal students - Develop teachers' competency on inclusive education
	<p>15. Scholarship program for poor students</p> <ul style="list-style-type: none"> - Establish a committee - Recruit scholarship students (Based on MoEYS instruction) - Develop budget plan and request for scholarship - Allocate budget for scholarship students recruited - Monitor scholarship students' performance - Prepare a consolidated report
	<p>16. Health and Hygiene Education Program</p> <ul style="list-style-type: none"> - Schools, safety, refresher training for training teams and monitoring by district administrations and community teachers and stakeholders on how to prevent dangers, natural disasters and unexploded devices left over from wars, building of fences around ponds and wells in schools - Establish school health committee in school

	<ul style="list-style-type: none"> - Check school children's health before school (examine health and physical of grade 1 students when academic year get started, provide vaccination, vitamin, provide deworming pill twice per year to students) - Inspect school food and equip school hygiene physical equipment (supply safe drinking water, latrine, washing hand sink, first aid kit, reserve material for managing solid and liquid waste, as well as prepare and store students' health record at all regional level) - Health Education (provide education on sexual and reproductive health, including education on HIV/AIDS prevention, drug, hygiene, food safety, nutrition, first aid method, alcohol, smoking, eyes health, oral health, as well as educate on prevention of communicable and non-communicable diseases) - Educate on social and environment (Train teachers, students, and stakeholders on preventive measures of disaster and other dangers, climate change, plant trees and, preserve environment)
	<p>17. Children Council's affairs</p> <ul style="list-style-type: none"> - Prepare mechanism, management, and appoint children council - Support children council process - Encourage children council by focusing on 3 good things
	<p>18. Physical Education and Sport</p> <ul style="list-style-type: none"> - Promote and monitor activities of physical exercises at public and private primary school - Develop sport infrastructure at public and private primary school
3. Non-formal Education	<p>1. Personnel Management</p> <ul style="list-style-type: none"> - In accordance with Royal Decree on particular statute for sub-national administration civil servants
	<p>2. Recruitment and Management of Contracted Teachers</p>

	<ul style="list-style-type: none"> - In accordance with Royal Decree on particular statute for sub-national administration civil servants
	<p>3. Mobilization and Management of students, learners, and participants</p> <ul style="list-style-type: none"> - Disseminate non-formal education to stakeholders - Monitor and gather statistics and collect all identified targets - Prepare documents and materials for learning process - Monitor students' performance - Prepare examination and refer students - Issue literate certificate and certificate of the program
	<p>4. Development of action plan</p> <ul style="list-style-type: none"> - Develop study map related non-formal education - Develop need plan for contracted teacher by year - Study the needs in order to response to the need of identified targets - Attend the training on action plan development - Prepare detail plan by month - Prepare work plan annually
	<p>5. Management of finance and properties</p> <ul style="list-style-type: none"> - Establish management committee for public finance and properties - Prepare monthly and annually expenditure plan - Prepare budget allocation plan for non-formal education - Any expenditure made shall be agreed by each committee with transparency

	<ul style="list-style-type: none"> - Prepare book keeping account - Prepare annual inventory list of school - Prepare main inventory list - Monitor the annual increase and decrease of public properties - Monitor its equipment and material - Develop material list - Prepare need plan for materials annually - Prepare material and equipment logbook
	<p>6. Issuing license for opening and renewing, temporary suspension, and invalidating license from vocational and foreign language training center less than 01 year (one)</p> <ul style="list-style-type: none"> - In accordance with guideline no.19/ref. dated 14 June 2012
	<p>7. Management of goods, building, construction, maintenance of infrastructure, renovation, and other services</p> <ul style="list-style-type: none"> - Prepare a name list of community study center - Prepare a list of need for construction and renovation - Prepare budget plan for construction and renovation - Develop construction design, detail renovation plan, cost estimation list, and construction and renovation calendar - Prepare location design (construction design shall comply with MoEYS standard) - Prepare construction and renovation monitor plan - Prepare procurement plan - Prepare quarter, semester and annual report for submitting to relevant units.

	<p>8. Literacy program</p> <ul style="list-style-type: none"> - Provide literacy classes at village or community study center, and factories and enterprises - Supply material to sustain classes operation - Strengthen collaboration with development partners (DPs) - Provide scholarship to literate students - Provide bilingual literacy education to ethnic students - Offer award to outstanding literate students - Monitor and improvise regularly - Celebrate national and international literacy day, 08 Sept
	<p>9. Post literacy program</p> <ul style="list-style-type: none"> - Provide budget to operate library and reading center - Test students who finish literate classes - Monitor library and reading center operation
	<p>10. Primary Equivalence Program and Preparation Class</p> <ul style="list-style-type: none"> - Disseminate primary equivalence and complementary program - Supply material to support the operation - Attend contracted teachers' training - Monitor program implementation - Arrange examination and students' name list - Issue certificate

	<p>11. Income generation program</p> <ul style="list-style-type: none"> - Disseminate the benefits of community study center and life skills program - Strengthen activities of community center as needed - Hold monthly, quarterly, and annually meeting and prepare report - Identify priorities of vocational training skill based on market needs - Provide learners with capital or loan or equipment after completing the course - Monitor and improvise regularly - Operate vocation training class at community study center - Promote non-formal education implementation at community study center - Apply standards for evaluating all activities and progress of community study centers - Participate study tour for experience exchange - Collaborate with community to look for location to build community study center
	<p>12. School re-enrollment program</p> <ul style="list-style-type: none"> - Support student mobilization committee - Supply material to support the classes operation - Attend refresher training
<p>II. Delegated functions</p>	
<p>1. Administrative support to general secondary</p>	<p>1. Administrative affairs</p> <ul style="list-style-type: none"> - Disseminate guidelines, legal documents, and policies to schools

<p>education institutions</p>	<ul style="list-style-type: none"> - Instruct school to prepare and manage administrative letter logbook and personnel attendance, and other administrative logbooks - Advise and support the environmental works, school master plan, and school hygiene and sanitation - Manage teachers and students' statistics at secondary schools - Promote competition of clean school, good principals and teachers - Prepare appointment letter and monitor newly appointed teachers (Teachers who transferred from another school shall be based on MoEYS's appointment letter) - Monitor teachers' performance - Consolidate report from secondary school as defined guideline - Monitor semester examination - Coordinate and support secondary schools
	<p>2. Personnel Management</p> <ul style="list-style-type: none"> - Propose promotion and termination of school management committee - Monitor, evaluate and request for promotion of grade and category, medal and certificate of appreciation and other incentives for good teachers and principal to Department of Education, Youth, and Sport - Monitor and submit maternity leave, retirement, resignation, changing of workplace, sick leave, leave without payment, occupation accident, death, leave for more than 7 days to Department of Education, Youth, and Sport - Monitor and grant leave permission of less than 7 days - Collect teachers' needs and submit request to Department of Education, Youth, and Sport - Review request and provide comments on administrative punishment of secondary education personnel - Manage secondary education personnel data and make report on personnel status for Department of Education, Youth, and Sport

	<ul style="list-style-type: none"> - Monitor teachers' performance - Monitor and verify basic payroll table, subsidiary allowance of salary, and other allowances.
	<p>3. Planning, Financing and Properties</p> <ul style="list-style-type: none"> - Instruct school on school development plan and budget plan - Review and consolidate school operation plan for the whole district and submit to Department of Education, Youth, and Sport - Comment procedures and guidelines of budget expenditure (expenditure content, book keeping, and clearance procedure) - Monitor school budget expenditure execution - Collect and consolidate achievement report as defined guideline - Allocate and organize meeting to disseminate budget table by steps based on Department of Education, Youth, and Sport's budget table - Prepare proposal for scholarship for poor student to Department of Education, Youth, and Sport - Consolidate report of school revenue and expenditure and submit to Department of Education, Youth, and Sport - Monitor, verify and submit school inventory list to Department of Education, Youth, and Sport.
2. Youth Development	<p>1. Youth Development</p> <ul style="list-style-type: none"> - Disseminate guidelines, laws, legal instruments related to youth development - Monitor, advise, and encourage schools to establish Cambodia Children Council and Cambodia Youth Council - Instruct on roles and responsibilities of principals and teachers and students, who are responsible for Cambodia Children Council and Cambodia Youth Council - Mobilize, coordinate, and collaborate with partners to provide training on competencies and skills to Cambodia Children Council and Cambodia Youth Council - Address youth and children issues at schools, such as school dropout, absence, and drug

	<ul style="list-style-type: none"> - Gather and manage data of Cambodia Children Council and Cambodia Youth Council to consolidate and prepare report as defined in guidelines - Coordinate and lead students to attend exchange experiences activities both national and international level - Encourage schools to establish study club for Cambodia Children Council and Cambodia Youth Council - Collect community youth development needs and request to Department of Education, Youth, and Sport
<p>3. Physical Education and Sports</p>	<p>1. Physical Education and Sports</p> <ul style="list-style-type: none"> - Promote the implementation of physical education during study hour and part-time sport at educational establishment - Organize and exercise and play sport for public health in community - Promote, facilitate and cooperate in preparing equipment, renovating sport field at school and in community - Promote and cooperate to encourage youth to play at least one type of sport at school and in community - Disseminate and instruct the guidelines, legal instruments and techniques related to physical education and sport - Collect and prepare statistics of sport field, sport club, specialized officials, sportsmen and women, mass exercise and sport player for health, semi-professional sport and professional sport - Promote and cooperate to organize sport competition at school, at district level and to participate in competition at province and national level - Collect the needs of physical education trainer and professional sport trainer and submit request to the Department of Education, Youth and Sport - Mobilize fund for sport development from stakeholders - Monitor, evaluate and consolidate the report on physical education and sport at school and in community as defined regulations - Review and approve on the request of license for opening, validation of gym club and sport equipment business.

Annex 5: Organizational Structure of District Administration of Battambang Province
Attaching to sub-decree no. 184 ANK.BK dated 2 December 2019 on Functions and structure of District Administration

