

ABSTRACT

This study aims to describe and analyze the application of standard operating procedures (SOPs) in population administration services in Baron sub-district. To find out and analyze how transparency and accountability are. In the application of standard operating procedures (SOPs) for population administration services in Baron sub-district.

This type of research used is descriptive qualitative retrieval of primary data sources derived from interviews and secondary data sources derived from archives and documents. The focus of research in this final project is on the application of standard operating procedures (SOPs) for population administration services, namely transparency and accountability in Baron District.

The results of this study can be concluded that the standard operating procedure (SOP) for population administration services has been neatly and clearly stated but there are still people who still do not understand the procedure due to lack of socialization. in the process of completing the population administration, it is on time according to what is stated in the standard operating procedure (SOP) and to facilitate work monitoring, an additional form is added.

ABSTRAK

Penelitian ini bertujuan untuk mendeskripsikan dan menganalisis penerapan standar operasional prosedur (sop) pada pelayanan administrasi kependudukan di kecamatan Baron untuk mengetahui dan menganalisis bagaimana transparansi, akuntabilitas. Dalam penerapan standart operasional prosedur (sop) pelayanan administrasi kependudukan di kecamatan baron.

Jenis penelitian ini yang digunakan adalah deskriptif kualitatif pengambilan sumber data primer berasal dari wawancara dan sumber data sekunder berasal dari arsip dan dokumen dokumen. Fous penelitian dalam tugas akhir ini mengenai penerapan standar operasional prosedur (sop) pelayanan administrasi kependudukan yaitu harus transparansi, akuntabilitas di kecamatan baron.

Hasil penelitian ini dapat disimpulkan bahwa standar operasional prosedur (sop) pelayanan administrasi kependudukan sudah tertera secara rapi dan jelas tetapi masih ada masyarakat yang masih kurang memahami prosedur karena kurangnya sosialisasi. dalam proses penyelesaian administrasi kependudukan sudah tepat waktu sesuai apa yang tertera di standar operasional prosedur (sop) dan untuk memudahkan monitoring kerja ditambahkan adanya form tambahan.