

PREPARATION OF A PROCUREMENT MANUAL BY A SPECIFIC METHOD FOR EDUCATIONAL ORGANIZATIONS

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ABSTRACT

Abstract— The purpose of this study was to prepare a procurement manual by a specific method for educational organizations in case of Faculty of Management Sciences, Suan Sunandha Rajabhat University, and to apply as a manual for the operation of supplies of the Faculty of Management Sciences, Suan Sunandha Rajabhat University. This study is a quantitative research. The sample used in this study were academic and academic support personnel of the Faculty of Management Science and academic support personnel in various departments within Suan Sunandha Rajabhat University, a total of 100 people. The results showed that most of the subjects were female. aged between 30 - 39 years old, single and having a bachelor's degree and their work periods ranged from 6 to 10 years. of the parcel officer Suan Sunandha Rajabhat University overall was at a high level with an average of 4.01. Considering each item, it was found that the manual clearly defined the operation with the average of 4.24, followed by a manual had clearly details the principles of procurement and the steps have a clear continuity, respectively.

Keywords— Educational organizations, Procurement manual, Specific method

INTRODUCTION

Procurement management of public universities to achieve goals and missions assigned by society is an activity that requires cooperation from personnel of all levels of Rajabhat University. Each Rajabhat University wishes to meet the needs of society correctly, fast and efficient. The budget from the government that has been allocated is not fully received at Rajabhat University. Therefore, it is necessary to earn income from other sources to contribute to the national budget. In addition to the budget, flexibility in methods and budget expenditure criteria is also important to the mission of Rajabhat University. As well public administration or government officials used in government operations to help increase the efficiency of government administration. There is an administrative process as well as an operational process that must be followed accordingly. It is a predetermined decision of what to do, where, when, by whom, in addition to reducing uncertainty. It also makes members in the organization confident in their work and make work more effective (Nitikraipot, 2017).

A university is an educational institute that can produce knowledge and wisdom for the nation's youth to grow into quality individuals. Nowadays, the number of educational institutions has increased significantly whether it is a university in the public sector, the private sector or the government sector. Increasing numbers and competition between universities in order to attract more students has made it necessary for many universities to fully adapt to the market in order to cope with the increasing competition in education. Because the university can exist if students come to study. The competitive environment of universities is how to make the best image in front of as many outsiders as possible. They try to create various strategies to create a truly impressive image for the educational institution. Creation of the image of the university by using digital technology to be used in the management of that institute. Executives must have leadership in learning management in the digital age by studying identity creation. Identity in using digital media by using various methods to combine, especially having outstanding points in teaching and learning management and having clear innovations that have a point of interest, making the image of the university unified and attractive to participants at different levels, especially the interests of the learners interestingness of the curriculum, learning content, and techniques and methods for using media by managing educational institutions by using media in the digital age requires cooperation from teachers, students, parents as well as the community take part in managing and implementing the guidelines.

From being the Faculty of Management Science, there are 59 academic personnel and 28 academic support personnel, which the researcher has transferred from the Faculty of Humanities and Social Sciences and came to

work at the Faculty of Management Sciences including change the job duties to be in the position of a parcel officer. It is responsible for planning a work system that supports the administration of the Faculty of Management Science to build confidence among students and parents in attending studies. From the preliminary analytical study, the researcher has the opinion that the development of work to be effective in performing work requires preparation in various aspects. There must be planning of various work systems, each of which is important to facilitate the production of all graduates. The researcher as the person responsible for the supplies of the Faculty of Management Science to achieve maximum efficiency by developing a procurement system with a specific method for the agency. In the preliminary study, it was found that the operations of procurement agencies were not easy to perform. Therefore, there is an initial idea to have a specific procurement manual of the Faculty of Management Sciences created as a guide for procurement by a specific method for the personnel of the Office of the Faculty of Management Sciences.

LITERATURE REVIEWS

Human cognition in making decisions about facts by acknowledging that the learning of Humans will start at the easy level first. Then there will be a sequential development divided into 6 steps (Suwan, 2003; Sung & Kaewkongka, 2020), which are:

1. Knowledge: This is the first level of behavior related to the ability to remember, perhaps through visualization, hearing, and hearing. Knowledge at this stage includes definitions, meanings, facts, theories, rules, methods for standard problems, etc. It can be said that this knowledge is about remembering or remembering without necessarily need to use subliminal thinking. Therefore, recognition is an important process in psychology and steps that lead to behaviors that lead to understanding application of knowledge in analysis, synthesis and evaluation which it's a step that used to think and the ability of the brain to add more and more.

2. Comprehension: This is the next step of behavior from knowledge, this step must use mental abilities and skills to level up to the level of "Meaning" may be done orally, in writing, in language or in symbols. It usually occurs after the person has received the news and this understanding may be manifested in the use of skills or different interpretations, keeping the original meaning, or it may be free to comment or give conclusions or predictions.

3. Application: Analytical competence is the third level of behavior, which requires such comprehension ability or skill and applying this knowledge. In other words, is solving when considering the problem, it can be seen that the understanding of the theories and methods will be applied to the problem.

4. Analysis: The ability to analyze is a behavior that allows breaking down the whole picture into smaller parts for a clearer understanding may be divided into 3 steps: Ability to break down the components of a problem into parts, Ability to see the relationship between components, and Core visualization of problem combinations with many sub-components.

5. Synthesis: is the ability to bring together several sub-components to form a definite framework. This ability is generally achieved by combining past experience with present experience and to create a structured framework. This competence generally arises from combining past experience with present experience and forming an organized framework. The ability to synthesis as part of creative behavior or initiative, therefore, it has to rely on the various skills mentioned above.

6. Evaluation: Evaluation capability related to the value of knowledge or various facts which must use any one criterion or standard as a component in the evaluation. This standard may come out in terms of quality. and the standard quantity used may be. It comes from the person who set it up himself. or from existing standards. Evaluation ability is not only the ultimate ability but also an important link to other behaviors. This ability to evaluate does not always have to be final. but may be present at all stages of abilities or skills.

As mentioned above, knowledge and understanding in this research study refers to the ability of procurement officer in recognition or facts both directly and indirectly in which knowledge and understanding are related to each other. Because knowledge is the first step of learning which does not require much thinking and competence. It will lead to the next step which is understanding by analyzing and evaluating. It can be seen that knowledge and understanding is something that will happen in parallel and difficult to separate from each other (Utakarn, 2020).

METHODS

The population used in this research were supplies officer of Suan Sunandha Rajabhat University, a total of 21 people. Tools used in this research was a questionnaire created by the researcher. By creating questions in accordance with the characteristics to be measured, divided into 2 parts, consisting of Part 1: Demographic information, is a question about demographic factors such as gender, age, status, educational level, and duration of work. Part 2 is a questionnaire about the satisfaction of the manual for the disbursement process in procurement by Specific methods of Suan Sunandha Rajabhat University. It is a questionnaire that was created to measure the satisfaction of the manual which the researcher created it from the theory and concept, and research related to job satisfaction. The feeling assessment form is based on the rating scale of the Likert scale by using the data measurement level, consisting of 9 questions. Statistics used in the data analysis was descriptive statistics to describe the demographic characteristics such as frequency, percentage, mean and standard deviation.

RESULTS

Demographic information

The demographic information of respondents of 21 people, it was found that most of them were female accounting for 61.90 percent, aged between 30 - 39 years old accounting for 66.67 percent, having a single status accounting for 57.14 percent, with a bachelor's degree accounting for 80.95 percent, and having duration of work between 6 - 10 years accounting for 38.10 percent.

Satisfaction with the Disbursement Process Manual in Procurement by Specific Methods

Satisfaction of manual of disbursement process in procurement by specific methods of procurement officers, Suan Sunandha Rajabhat University by comparing the average and the standard deviation consisted of 15 items as detailed in the Table 1.

Table 1
The descriptive analysis of the Satisfaction with the Disbursement Process Manual in Procurement by Specific Methods

Satisfaction with research clinic services	\bar{x}	S.D.	Interpret
1. The manual has clearly defined the operation.	4.42	0.62	most satisfied
2. The manual provides details on the principles of clear employment pricing.	4.24	0.62	very satisfied
3. The manual has clearly introduced specific methods and procedures for procurement and can be applied to actual work.	4.05	0.74	very satisfied
4. Appropriateness of the time specified in the operating manual.	4.10	.89	very satisfied
5. The steps have a clear continuity.	4.14	.85	very satisfied
6. The contents of the manual Easy to read and understand.	4.10	.70	very satisfied
7. The completeness and sufficiency of the content in the manual.	3.90	.62	very satisfied
8. The manual can be used to be useful in the actual work.	4.00	.77	very satisfied
9. The manual clearly compares the differences between the abolished procurement regulations and the new procurement pricing regulations.	3.95	.74	very satisfied
10. The manual clearly states the advantages and disadvantages.	3.81	.75	very satisfied
11. The manual has made Flow char easy to understand.	3.95	.80	very satisfied
12. Guide has clearly summarized the differences between the new regulations.	3.86	.73	very satisfied

Satisfaction with research clinic services	\bar{x}	S.D.	Interpret
13. The manual has included a case study of procurement pricing.	4.10	.83	very satisfied
14. Problems, obstacles, solutions are clear.	3.95	.86	very satisfied
15. The manual contains clear examples of procurement.	3.81	.87	very satisfied
Total	4.01	.075	very satisfied

From Table 1, the results of the satisfaction analysis of the Disbursement Process Manual in Procurement by the Specificity of Suan Sunandha Rajabhat University found that the supplies officer was satisfied with the process manual disbursement in procurement by a specific method of the procurement was at a high level with an average of 4.01. The procurement officers were satisfied with the procurement reimbursement process manual by the specific method at the highest level, that is, the manual provides clear definitions of operations and the manual contains details on clear procurement principles, with the same mean of 4.24, respectively. There was a high level of satisfaction, that is, the process was clear continuity with the mean of 4.14, the suitability of the time specified in the operating manual, contents of the manual Easy to read and understand, the manual has included a case study on pricing arrangements procurement experience had an average of 4.10. Clear enough to be able to apply the practical steps from the manual to actual work with an average of 4.05. The manual can be used and the benefit in actual operation has an average of 4.00. The manual compares the differences between the price arrangements, the employment manual that has been terminated with the new pricing regulations can be clearly seen and problems, obstacles, and solutions are clear with an average of 3.95. The completeness and sufficiency of the contents in the manual has an average of 3.90. The difference between the new regulations is clear, with an average of 3.86. The manual has identified advantages and disadvantages clearly and the manual has clear examples of procurement that are easy to understand with an average of 3.81, respectively.

CONCLUSION AND FUTURE WORK

From the study of preparation of a procurement manual by a specific method for educational organizations of Suan Sunandha Rajabhat. There are important issues that can be discussed as follows. The findings of the satisfaction level research manual for the disbursement process in procurement by specific methods of the Faculty of Management Sciences. Overall, it was at the highest level with an average of 4.01. Considering individually, it was found that procurement officers were satisfied with the manual for the procurement disbursement process by specific methods of Suan Sunandha Rajabhat University at the highest level. That is, the manual provides a clear definition of operation and the manual contains details about clear procurement principles with the same mean 4.24. Corresponding to the research of Utakarn (2016), it was found that the knowledge of procurement management procurement has a relationship and positive impact on operational efficiency due to supply. It is important to the operation of the organization that the procurement worker must be a skilled, knowledgeable person in order to procure the procurement that meets the requirements and demand for use. There is the right quantity and the right price to help support operations or various projects of the organization to be able to proceed according to the goals set. Moreover, in accordance with the Procurement Act and Government Procurement Administration Act 2017 (The Secretariat of the Cabinet, 2017) has stated that procurement and supplies management of the agency must bring the highest benefit to the agency. The materials procured must have quality or characteristics that meet the purpose of use in order to create efficiency in the operations of the agency (Rattanachaya, 2017). The study of Siripornpreeda et al. (2022) about the Guidelines for Procurement of Public Higher Education Institutions of the Central Region: Case Study Rajamangala University of Technology Rattanakosin, the results of the study showed that the procurement process starts from the announcement of the procurement plan, the preparation of the report for the purchase or employment, the establishment of the committee for the management of supplies. The procurement method is divided into 3 methods: inviting announcements, selection and specific identification methods. Moreover, the problems and obstacles that are significant factors affecting the procurement process are found in supply, control, maintenance, and relevant persons are inapprehensive of the procurement process according to the Government Procurement and Supplies Management Act B.E. 2560.

Recommendations and future work

Recommendations obtained from applying the research results that the perception of public relations news through online media is mostly perceived via the Facebook page of the university through the Facebook page of the university. If to achieve maximum efficiency in disseminating news in order to be distributed to the target group comprehensively. Therefore, it should be added to the way of perception, such as Twitter, Instagram, Line Ad, Tik Tok, etc., for ease of access for students. It is also a popular online media with content that matches the era as well. In addition, the content should be considered consistent and let students get to know more news about that area to encourage students to have a more positive outlook, for example, to present more news about international academic participation, presentation of news about student activities, also news about the professional management of the university. Including the news presentation should be adjusted to the speed of the news and the presentation style is more interesting because social media also helps to create a good image and image for the general public as well which is not only university students.

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