Management of Regional Government Information Systems (SIPD) at the Regional Secretariat of District Minahasa

James Andrew Adrian Goni[1]*, Recky HE Sendouw[1], Marthinus Mandagi[1]

[1]Department of Graduate State Administration, Universitas Negeri Manado, Indonesia, 95618

*Corresponding author: jgoni28@gmail.com

ABSTRACT

The study seeks to learn more about the SIPD administration at the Planning and Finance Section of the Regional Secretariat of Minahasa Regency. In this study, a qualitative methodology is combined with a descriptive technique. Techniques for collecting data include observation, interviewing, and documentation. strategies for data processing that include steps for data presentation, data reduction, and data verification. In the planning, budgeting, and reporting or evaluation of procedures, the Regional Secretariat's management of the Regional Government Information System (SIPD) is highlighted in this study. SIPD encountered challenges, including issues with human resources, supporting infrastructure, such as the internet network, and flawed SIPD apps, which hindered its implementation. The Secretariat of Minahasa District's SIPD management has been successful, according to the findings of the research, it can be said. Additionally, it is advised that the Regional Government expand human resource capacity and enhance infrastructure and supporting facilities, while also urging the Central Government to perfect the SIPD application.

Keywords: application, e-government, information technology, management, *SPID*

INTRODUCTION

Various improvements were made by the government in order to improve performance and improve services to the community. One of the sectors targeted for improvement is the government bureaucracy which is expected to be more effective, efficient and accountable. This can be seen by the issuance of Presidential Regulation (Perpres) Number 95 of 2018 concerning Electronic-Based Government Systems (SPBE). Based on the mandate of Law Number 23 of 2014 concerning Regional Government in Article 274 that regional development planning is based on data and information managed in the Regional Development Information System. It is further explained in Article 391 that paragraph (1) Regional Governments are required to provide Regional Government

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information consisting of: Regional development information; and regional financial information. Paragraph (2) Regional government information as referred to in paragraph (1) is managed in a regional government information system. In accordance with the mandate of the Law, the Regional Government Information System (SIPD) was formed as an instrument that provides information in the management of development planning and finance to the Regional Government.

The use of SIPD was then reaffirmed through the Circular of the Minister of Home Affairs of the Republic of Indonesia Number 137/736/SJ dated 27 January 2020 concerning the Acceleration of the Implementation of the SIPD System. The circular instructs Regional Governments to use SIPD for the process of financial management, both the payroll system and the entire regional financial management. According to Ekaputra (2021) there are several advantages to using SIPD for Regional Governments, namely: 1) the proposed program of activities from each Regional Apparatus will be in accordance with the path in which the proposed activities will be aligned with the tasks and functions of the related Regional Apparatuses, because the proposed activities have already been implemented. locked into nomenclature within SIPD; 2) SIPD in providing convenience for Regional Apparatuses in documenting work programs proposed by each Regional Apparatus in softcopy form will be converted into PDF form.

Following up on this SIPD use policy, the Minahasa Regency Government conducted e-Planning Technical Guidance on the Use of the Minahasa Regency Regional Government Information System (SIPD) Application in October 2020 with the aim of providing understanding to the Head of Regional Apparatuses and Planning Apparatus in the context of implementing SIPD within the Regency Government Minahasa. The implementation of the Regional Government Information System (SIPD) for Regional Governments for planning the Regional Revenue and Expenditure Budget for the 2021 Fiscal Year in Minahasa Regency is one of the steps taken by the Minahasa Regency Government to support central government programs through the Directorate General of Regional Financial Development of the Ministry of Home Affairs. As one of the central and regional government synergies to encourage the integration of central and regional data and in the framework of the use of information technology in supporting the realization of good governance. In accordance with the background above, the focus of the problem is the Management of Local Government Information Systems at the Regional Secretariat of Minahasa Regency, especially in the Planning and Finance Section.

The aims of this research are: 1. To find out how SIPD management is at the Regional Secretariat of Minahasa Regency, especially in the Planning and Finance Section; 2. To find out and describe SIPD management at the Regional Secretariat of Minahasa Regency.

METHOD

Approach Study

In connection with this research problem, the researcher carried out research using a descriptive method with a qualitative approach, where what was collected was in the form of opinions, responses, information, concepts and information in the form of descriptions in expressing the problem. According to Miles and Huberman cited by Simangunsong (2016) qualitative research with descriptive research methods is a research method that examines or explores something or problem in depth and comprehensively from a collection of information by

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International Journal of Information Technology and Education (IJITE)
Volume 2, Number 1, December 2022
e-ISSN: 2809-8463

reading events or phenomena around it to help explain and describe the problems that arise researched.

Because the focus of this research is the management of local government information systems, it means that what is being studied is a process. In order for what is being studied to really be revealed, it requires in-depth observation, so the researcher considers that the process should be approached qualitatively, therefore in this study a qualitative approach was used. Qualitative research method is a research method used in researching on natural objects, where the researcher is the key instrument, data collection techniques are carried out by means of triangulation. (Sugiyono, 2013). This study uses a descriptive approach with the aim of describing the research object or research results. This study uses a descriptive approach. Sugiyono (2013) explains that a descriptive approach is an approach used to describe the social situation under study clearly, comparatively various events from one social situation to another or from a certain time to another, or can find patterns of relationships. between certain aspects with other aspects, so that hypotheses and theories can be found.

Research Locations and Time of Research

The research location is at the Regional Secretariat of Minahasa Regency. This research was carried out for 4 months starting from September 2022 to December 2022 which was carried out in stages and starting from research preparation, initial survey, conducting relevant literature reviews, preparing proposals, proposal seminars, proposal improvement, making research instruments, data collection, data analysis, preparation of a complete thesis, revising the thesis in consultation with the supervisor and thesis examination.

Data collection technique

According to Sugiyono (2013) Data collection techniques are the most strategic step in research, because the main objective of research is to obtain data. There are 3 data collection techniques used by researchers in this study:

a.   Observation (Observation)

Observation is carried out by direct observation of the object of research to obtain valid and accurate information data. According to Sugiono (2013), the type of observation according to the role of the observer is divided into 3 (three) namely (1) Participatory observation: is an observation activity carried out by the observer, where the researcher/observer is directly and actively involved in the object being studied (2) Observation non-participant, where the researcher/observer in collecting the data he needs does not actively participate in the activity (only observes from afar) (3) Quasi-participatory observation: observation in which the observer seems to be participating but is actually only pretending to be in the activity observe.

In this study, the researcher used non-participant observation, because the researcher only observed from the outside and did not take an active part in the activities. The researcher was indeed physically present at the scene, but only observed and systematically recorded the information obtained. Some of the information obtained from the observations is space (place), actors, activities, objects, production, events or events, time, and feelings. The reasons for the researchers to make observations are to answer questions, to help understand human behavior, and for evaluation, namely to measure certain aspects, provide feedback on these measurements related to SIPD management at the Regional Secretariat of Minahasa Regency.

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b.   Interview

Interviews are methods of data collection that are carried out by holding question and answer sessions with people who are closely related to research problems, both in writing and orally in order to obtain information about the problems being investigated by research. Susan Stainback quoted by Sugiyono (2013) also stated that: "With interviews, researchers will find out more in-depth things about participants in interpreting situations and phenomena that occur, where this cannot be found through observation"

The type of interview used in this research is in-depth interview. In-depth interviews in general are the process of obtaining information for research purposes by way of question and answer while face to face between the interviewer and the informant or interviewee, with or without using an interview guide. Interviews were conducted with easy questions, starting with factual information, not multiple questions, not asking personal questions before building a report, repeating answers for clarification, and giving a positive impression. In-depth interviews were conducted in a controlled free manner, meaning that the interviews were conducted freely. So that the data obtained is broad and in-depth data, but still pays attention to the guided element which allows the fulfillment of the principles of comparability and reliability to be directly directed and sided with the issues being studied. Even though the interview draft was used in this interview, in practice the interviews were varied and adapted to the existing situation, so that they were not rigid.

As is the case in data collection techniques by observation, in this interview the results were recorded and recorded to avoid "recording" errors. Besides that, the researcher also used a recall technique, namely using the same questions about something. This is intended to obtain certainty of answers from respondents. If the results of the first and subsequent answers are the same, then the data can be said to be final.

c.   Documentation

According to Sugiyono (2013) documentation is an investigation that uses documentation sources to obtain the necessary data in order to support research. In this study, documentation was obtained from archives of letters, reports related to SIPD management at the Regional Secretariat, especially in the Planning and Finance Section. Other documentation in the form of photo archives during interviews, interview transcripts obtained from this research activity.

Data Analysis Techniques

In general, according to Sugiyono stated that data analysis is the process of systematically searching for and compiling data analysis obtained from interviews, field notes, and documentation, by organizing data into categories, describing into units, synthesizing, compiling into in patterns, choose which ones are important, and which will be studied, and make conclusions so that they are easily understood by oneself and others. In producing objective and accurate data, the data obtained from the location in the form of primary data and secondary data will be compiled and analyzed using qualitative descriptive in the form of presentation which will then be narrated according to the problem under study.

Data analysis in this study, using Huberman data analysis. In the Miles and Huberman model, activities in conducting qualitative data analysis are carried out interactively and

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International Journal of Information Technology and Education (IJITE)
Volume 2, Number 1, December 2022
e-ISSN: 2809-8463

continuously until completion, so that the data is saturated. Huberman's qualitative data analysis has three stages, namely:

1. Data reduction

   Reducing is another word for summarizing or summarizing, choosing the main things, focusing research on things that are considered important. Thus the reduced data will provide a clearer picture, and aims to make it easier for researchers to collect further data if needed.

2. Data Presentation

   Presentation of data in qualitative research is a form of brief and interrelated description. Presentation of data can be required in the form of tables, charts, graphs and the like. In presenting data it will make it easier to understand what is happening. Presentation of data is done by compiling data that has been obtained from the field, the data is recorded in detail and described in the form of verbal sentences, so that it will be possible to make conclusions.

3. Verification

   Verification is drawing conclusions in this case the initial conclusions are still temporary. Then at this stage try to draw conclusions by finding the meaning of the data collected.

RESULTS AND DISCUSSION

Results of Research on Budgeting Aspects on SIPD

The next aspect is the SIPD budgeting as a reference for the focus of this research, namely to find out how far SIPD management is in inputting budgeting data carried out by the Regional Secretariat, especially the Planning and Finance Section. The results of the author's interview with Refly Igir as the Head of the Budget Division at BPKAD Minahasa Regency are also TAPD Financial partners States that: Based on Permendagri Number 84 of 2022, that for the budgeting process in SIPD the input steps are clear. Be it the KUA-PPAS, the preparation of the RKA-SKPD, the establishment of the APBD, to shifts and even changes to the APBD. (Interview October 31, 2022).

Interview with Frits Muntu as Regional Secretary of the Minahasa Regency states: The Regional Admin Account in starting the Fiscal Year at SIPD can manage Regional Device Data according to the existing SKPD. For the creation of accounts for each SKPD and SKPD units up to the Village and Kelurahan in Minahasa Regency, my staff assisted me (Interview on 25 October 2022). Further explanation by Refly Moningka, as a TAPD Bappeda partner stated that: In SIPD, unit (SKPD) and sub-unit (puskesmas, village, kelurahan) accounts are created through the Regional Admin account (Interview on October 25, 2022). See table 1.

Table 1. List of SKPD Accounts and SKPD Unit Accounts in SIPD Minahasa Regency

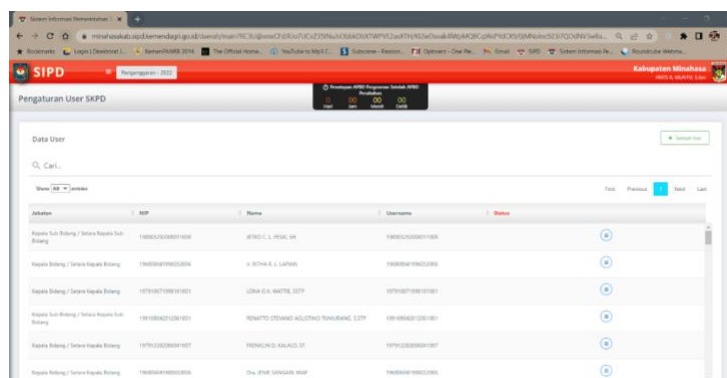| No	SKPD	SKPD unit
1	24 Service	22 Health Centers
2	5 Bodies	1 Hospital
3	2 Secretariat	12 Sections on Regional Secretariat
4	1 Inspectorate	43 Wards
5	25 Districts	
	Total	
SKPD account		57 Accounts
SKPD Unit Account		78 Accounts

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Source: Minahasa Regency SIPD , 2022

In accordance with the Minahasa Regency Regional Regulation Number 4 of 2016 concerning the Formation and Composition of the Minahasa Regency Regional Apparatus, the number of existing SKPDs and SKPD accounts is appropriate. The RSUD is included in the SKPD unit because according to the structure, the RSUD is under the Department of Health. For the Regional Secretariat itself, according to the results of the author's interview with Frenklin Kalalo as the Head of the Planning and Finance Section of the Regional Secretariat of Minahasa Regency, it is stated that: The regional secretary's account as the head of the SKPD makes accounts for section heads. Furthermore, from the section head account, you can create accounts for the heads of sub-sections and staff in each section (Interview on October 31, 2022).

The following is a user view of the Regional Secretariat of the Minahasa Regency, see figure 1.

Figure 1. SIPD Users of the Regional Secretariat of Minahasa Regency

In accordance with the data obtained from the Regional Secretariat SIPD as of October 31, 2022, that there were 64 users, consisting of:
- 17 User Heads of Sections, 5 User Heads of Inactive Sections
- 40 Users Head of Sub Division
- 6 Staff Users

From this data it was adjusted to the existing structure at the Regional Secretariat of Minahasa Regency as of October 31, 2022, for users of Sub-Division Heads of the 35 existing Sub-Division Heads there were an excess of 5 Sub-Division Head users, out of a total of 33 Staff/Executors there were 27 Staff/Executors who don't have an account. Responding to this, Frits Muntu as Regional Secretary of the Minahasa Regency stated: Account settings at the Regional Secretariat are indeed managed through my account as the Head of the SKPD. However, I was assisted by the Head of the Planning and Finance Section who I entrusted to assist with the arrangements in the Regional Secretariat's SIPD, (Interview on 25 October 2022).

Furthermore, the results of the author's interview with Frenklin Kalalo as the Head of the Planning and Finance Section of the Regional Secretariat of Minahasa Regency stated that: In accordance with Mr. Sekda's instructions, that for the SIPD arrangement of the Regional Secretariat through the account of the Head of the SKPD, we are assisted. However, there is indeed a negligence on our part so that we have not updated the users at the SIPD Regional Secretariat. Indeed, there are several echelon IV officials who have undergone changes, whether they have

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moved or retired. So that the echelon IV official's account should be transferred to a new SKPD or deactivated when he retires. For transfers to a new SKPD, it is also necessary to update the relevant SKPD so that the employee's data can be transferred to the new SKPD. As for staff users, it is made based on the requests and needs of each section, (Interview on October 31, 2022).

Based on the interview above, it was found that there was an element of negligence (human error) in inputting user data in the SIPD Regional Secretariat. There is an excess of users for users of Sub-Division Heads, where Sub-Division Heads who have moved or retired are still active users. This could have an impact on data leakage at the Regional Secretariat. Oversight from the Head of SKPD is needed to anticipate and reduce mistakes like this. Furthermore, in accordance with the author's interview with Farry Pangau as the Head of the Finance Sub-Division stated that: Budgeting input at the Regional Secretariat is carried out in accordance with Permendagri Number 90 of 2019 and Kepmendagri 050-5889 of 2021 which contains the Classification and Codification of Regional Development and Financial Planning. Filled in by each Section in accordance with their respective duties, (Interview on 24 October 2022).

In line with that, Frenklin Kalalo as Head of Planning and Finance stated that: In the SIPD budgeting, especially in the Financial Planning Section, it has been implemented properly in accordance with programs and activities and adjusted to the existing budget ceiling, (Interview on October 31, 2022). Confirming the statement above, Refli Igir as the Head of the Budget Division at BPKAD Minahasa Regency is also a TAPD Financial partner States that: In accordance with our observations, inputting the budget into SIPD has been carried out well by each SKPD, starting from KUA PPAS, APBD, Budget Shifts to APBD Changes. There are no significant problems, unless there is an internet network problem, (Interview October 31, 2022). Furthermore, the author's interview with Refli Igir as a TAPD Financial partner stated that: Regarding Unit Price Standards in SIPD, TAPD Finance has inputted them based on the existing Regent's Regulation concerning Unit Price Standards . Previously, we asked all SKPDs to submit a detailed list of proposed goods and services so that they could be verified and then accommodated in a Regent Regulation before being inputted into SIPD. (Interview October 31, 2022).

In this regard, an interview with Farry Pangau as the Head of the Finance Sub-Section states that: In detailing the sub-activities, it is necessary to pay attention to the price standard, be it SSH (Standard Unit Price), SBU (Standard General Cost), ASB (Analysis of Standard Cost) and HSPK (Construction Work Unit Price). The input is in accordance with the needs of each sub-activity, both in terms of the quantity of goods and the type of goods. Previously we had proposed to the BPKAD regarding a detailed list of goods and services that were not yet in the draft Regent Regulation on Price Standards for Goods and Services, (Interview on 24 October 2022). Justifying the statement above, an interview with Frenklin Kalalo as the Head of the Planning and Finance Section states that: It is true that we have proposed a list of goods and services along with their details to be inputted into the SIPD by BPKAD. And it has been included in the SIPD so that we can immediately input the details of the budgeting for each sub-activity. (Interview on October 31, 2022)

Regarding the budgeting process in Minahasa Regency, Frits Muntu as the Regional Secretary stated that: The planning and budgeting stages in Kabupaten Minahasa are going well and according to schedule. Integration with SIPD is also going well. Coordination and good communication have been carried out and there is even a separate WA group for SIPD Operators for each SKPD with us TAPD as SIPD process control, (Interview on 25 October 2022). Statement by Vicky Tanor as Assistant for General Administration to the Regional Secretariat of Minahasa Regency: SIPD as an

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implementation of e-government which is required by the Central Government at the end of 2019 has been carried out by the Minahasa Regency Government including the Regional Secretariat. Followed up through Socialization and Technical Guidance by Bappelitbangda and BPKAD which are technical SKPDs in the field of planning and in the field of finance. The activity was also attended by the Regional Secretariat represented by the Planning and Finance Section, (Interview on October 25, 2022).

The same thing was expressed by the informant Frenklin Kalalo as the Head of the Planning and Finance Section at the Regional Secretariat of the Minahasa Regency stating: The introduction of SIPD and procedures for entering data into SIPD really need to be done in connection with SIPD which is still very new. The Planning and Finance Section has also participated in Socialization and Technical Guidance activities related to SIPD. As a result of the promotion, there are indeed new employees in the planning and finance department. While waiting for the training to be rescheduled, the new employee learns by doing the input procedure while being assisted by other colleagues, (Interview on October 27, 2022). Likewise, Masye Kisroh as the Head of the Planning Sub-Section at the Regional Secretariat of the Minahasa Regency stated: SIPD as a new system at the Regional Secretariat, I also just served as Head of the Planning Sub-Section so it took time to study data entry in SIPD, especially planning and also related to the planning itself. In inputting SIPD I was assisted by colleagues in the planning and finance sections because they had attended previous training, (Interview on October 31, 2022).

The following are types of SIPD training at the Regional Secretariat of Minahasa Regency which can be described as follows table 2.

Table 2. Types of SIPD Training at the Regional Secretariat of Minahasa Regency

No	Type	Amount	Information
1	e-Planning Technical Guidance on the Use of the Minahasa Regency Regional Government Information System (SIPD) Application	2 People from the Financial Planning Section	Executor of Bappelitbangda, Minahasa Regency, 12-14 October 2020
2	Minahasa Regency SIPD Administrative Technical Guidance	3 People from the Financial Planning Section	BPKAD Executor of Minahasa Regency 28-30 December 2020
3	Minahasa Regency SIPD Administrative Technical Guidance	6 People from the Financial Planning Section	BPKAD Executor of Minahasa Regency March 28-4-6 2021
4	SIPD Implementation Technical Guidance in 2022	2 People from the Financial Planning Section	BPKAD Executor of Minahasa Regency 14-16 January 2022

SIPD which integrates planning, finance and reporting is a new system that needs to be supported by qualified human resources so that they must be provided with sufficient training so that operators can input good and correct data so as to produce good administrative documents, especially in planning and finance at the Regional Secretariat of Minahasa Regency. From the results of the interviews above, it can be seen that the operators/employees have been provided with socialization and technical guidance related to SIPD , but with the rotation or promotion of positions that occur, separate training is needed for the new officials or employees.

Furthermore, the author's interview with Frenklin Kalalo , as Head of the Planning and Finance Section of the Regional Secretariat of Minahasa Regency stated that: We in the Planning

and Finance Section have a total of 14 personnel, both civil servants and administrative staff. In each sub-section there is 1 civil servant executor, we realize that we still need staff, especially civil servants, because ideally each sub-section has 2-3 civil servants, but there are limited personnel in the Regional Secretariat, so we try to make the most of it with the help of administrative staff. We don't specifically share the division of tasks for Administrative Staff, so they will be asked for help by the sub-section heads for completing tasks on that day, (Interview November 1, 2022).

The statement above was justified by Vicky Tanor as the Assistant for General Administration of the Regional Secretary of the Minahasa Regency stated: It can be said that the staffing conditions at the Regional Secretariat to support the implementation of existing tasks are not ideal. The number of human resources, especially civil servants, has not been fulfilled, and there are even sections that only have 1 civil servant staff. To anticipate the shortage of personnel in the Regional Secretariat, there is a policy for procuring Administrative Staff. However, with the new regulations, in 2024 the Administrative Staff will be replaced with PPPK, (Interview November 1, 2022).

Responding to the problems above, Frits Muntu, as Regional Secretary of the Minahasa Regency stated that: Statistically, there are many civil servants in Minahasa district, however, civil servants in Minahasa are dominated by teachers . For other organic civil servants, we are still lacking and we have not been able to procure civil servants because we are still in conflict with various existing regulations and regional financial conditions that have not yet made it possible. And the new government policy that there will be PPPK to replace the current administrative staff contracted by the local government using the regional budget will be implemented in 2024, (Interview November 2, 2022).

CONCLUSION

Based on data analysis and findings in the field, the following conclusions can be drawn: 1. Planning in the local government information system (SIPD) is a planning process carried out by local governments using available information systems. The purpose of planning in SIPD is to determine the direction and steps needed to achieve local government goals. In the planning process in SIPD, the local government will identify the goals to be achieved, collect and analyze the necessary information, and determine the strategies and actions that need to be taken to achieve these goals. The available information systems can assist local governments in collecting and analyzing the necessary information, as well as in monitoring the implementation of planned activities. Planning in SIPD is also part of the broader local government management process. By using the available information systems, local governments can manage government activities more effectively and efficiently, and ensure that the goals set can be achieved. 2. Budgeting in the local government information system (SIPD) is the process of planning and managing the budget carried out by local governments using available information systems. The purpose of budgeting in SIPD is to ensure that the available budget can be used effectively and efficiently to achieve local government goals. In the SIPD budgeting process, the local government will identify the budget requirements needed to achieve the goals that have been set. Then, the local government will determine the available budget sources and allocate the budget to various activities that are considered important. By using the available information systems, local governments can manage budgets more effectively and efficiently, such as by following real-time developments in budget usage and monitoring the implementation of activities using the budget. Information systems can also assist local governments in managing budget-related risks, such as by monitoring the level of

budget spending that is not in accordance with plans. 3. Evaluation in the local government information system (SIPD) is the process of evaluating the success of local government activities carried out using available information systems. The purpose of the evaluation in SIPD is to determine the extent to which government activities have achieved the stated goals, and to identify the successes and failures that occurred during the implementation of the activities. In the evaluation process in the SIPD, the local government will collect and analyze data related to government activities that have been carried out. This data can be in the form of quantitative data, such as the number of activities that have been carried out or the number of people involved in the activity, or qualitative data, such as the level of community satisfaction or the level of activity effectiveness. By using available information systems, local governments can manage and analyze evaluation data more effectively and efficiently. The results of the evaluation can also be used as a basis for preparing plans for the development of regional government activities in the future.

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International Journal of Information Technology and Education (IJITE)
Volume 2, Number 1, December 2022
e-ISSN: 2809-8463