

Office	Functions
<p>Execution units (First Division, Second Division)</p>	<ol style="list-style-type: none"> 1. Executing monetary payments (including financial cases) obligated by the public law. 2. Supervising and examining, by executive recording officers, cases (including financial cases) of compulsory execution of monetary payments obligated by public law. 3. Filing claims for forced presence and for custody in cases (including financial cases) of compulsory execution of monetary payment obligated by public law. 4. Coordinating, and doing connection work for, the cases (including financial cases) of compulsory execution of monetary payments obligated by public law. 5. Raising objections to the handling of cases (including financial cases) of compulsory payments obligated by public law. 6. Handling other matters related to compulsory execution of cases (including to financial cases) monetary payments obligated by public law.
<p>Secretary's Office</p>	<ol style="list-style-type: none"> 1. Reviewing the administrative execution regulations and administrative judicial affairs of this executive office. 2. Collecting, consolidating, studying, and compiling statutory materials related to administrative execution. 3. Preparing administrative report. 4. Planning, supervising, evaluating and controlling comprehensive projects, R&D affairs, official missives, and services for the people. 5. Taking custody of official seals and chops. 6. Managing cash, bills, securities, and cashier affairs. 7. Assigning work to the janitors and technician. 8. Maintaining public property, articles, and dormitory. 9. Carrying out upkeep and refurbishment of the office building and making procurements. 10. Preparing meeting materials, recording the minutes, and making reports related to the meetings. 11. Taking, transcribing missives, keeping files, and printing memos and missives. 12. Planning, managing, and maintaining the web and other

	<p>information systems.</p> <p>13. Handling other affairs handed down by the higher-up that do not belong to the category of other offices.</p>
<p>Personnel Office</p>	<ol style="list-style-type: none"> 1. Proposing appointment, dismissal, transfer of staff. 2. Screening, pushing and relaying public service cases. 3. Proposing the ranks and salary standards. 4. Evaluating leaves and performance. 5. Deliberating reward and punishment cases. 6. Conducting training and handling advanced study and inspection tours for staff members. 7. Proposing and relaying the records of performance. 8. Reviewing and relaying cases of pension, paid severance, and aid to bereaved families. 9. Conducting mutual help, fringe benefit, and recreational activities. 10. Registering and keeping various personnel materials. 11. Issuing personnel certificates. 12. Handling the affairs of public servant health insurance. 13. Doing other personnel businesses.
<p>Accounting Office</p>	<ol style="list-style-type: none"> 1. Compiling annual revenue and expenditure budgets and the final statement and making financial reports. 2. Fine-tuning (revising) the annual revenue and expenditure budgets. 3. Maintaining the flow of budget and petitioning for the reservation of unused budget. 4. Controlling and executing the budget, screening the bills, doing bookkeeping, making accounting reports, taking custody of receipts and bills, and submitting them to higher office for screening and approval. 5. Screening and handling the provisional and entrusted payment and collection of money. 6. Overseeing the procurements according to the Government Procurement Act. 7. Screening and handling cash, securities, and treasury deposits. 8. Handling personnel matters of accountants.

	<ol style="list-style-type: none"> 9. Doing other accounting affairs.
<p>Statistics Office</p>	<ol style="list-style-type: none"> 1. Collecting, sorting out, compiling, and analyzing statistic materials. 2. Compiling and managing statistic reports. 3. Establishing and managing a statistics databank. 4. Handling other statistic matters.
<p>Civil Service Ethics</p>	<ol style="list-style-type: none"> 1. Planning, executing and reviewing government ethic affairs. 2. Publicizing government ethics laws and regulations. 3. Preventing, uncovering, and handling irregularities and malfeasance of staff. 4. Proposing innovation on government ethics administration. 5. Proposing ethics reward and punishment of this administrative execution office. 6. Safeguarding public service secrets of the office. 7. Preventing dangers and sabotages and helping the disposal of petitions. 8. Handling other affairs related to government ethics.