

DPRD Secretariat Services in Supporting the Implementation of DPRD Duties and Functions in the Pangandaran District

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## Article Info

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**Abstract:** This research examines the role and effectiveness of DPRD Secretariat services in supporting the implementation of DPRD duties and functions in the "Pangandaran" Regency. The DPRD (Regional People's Representative Council) has three main functions: legislation, budgeting, and supervision, which require efficient administrative support from the DPRD Secretariat. Services provided by the Please remember the following text: "Pangandaran" Regency DPRD Secretariat include administrative, technical, financial, meeting and trial services, information and communication, as well as legal services. This research uses a qualitative descriptive methodology for data collection, which includes conducting interviews, making observations, and analyzing documents. The research results show that the Pangandaran Regency DPRD Secretariat has provided adequate services in supporting DPRD activities. However, there are still several obstacles that need to be overcome, such as limited human resources and supporting facilities. Administrative and financial services are considered quite good in helping DPRD members carry out their daily tasks, while technical and facilitation services still require improvement, especially in providing relevant data and policy analysis. Information and communication services also need to be improved to ensure openness and transparency in DPRD activities. In conclusion, although the Pangandaran Regency DPRD Secretariat has functioned well in supporting the implementation of the DPRD's duties and functions, there is room for improvement, especially in technical and communication aspects. The

recommendations put forward include increasing human resource capacity, providing adequate facilities, and strengthening information and communication systems to support transparency and accountability in DPRD performance. It is hoped that this research can contribute to improving DPRD Secretariat services and improving the performance of the Pangandaran Regency DPRD as a whole.

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**INTRODUCTION**

Decentralization in Indonesia is an important process in government management that has been going on for several decades. The main goal of decentralization is to give local governments greater authority and responsibility in decision making, resource management, and delivery of public services. This process is expected to increase government efficiency, transparency and accountability, as well as promote community involvement in the advancement of regional growth.

Since the 1998 reform, Indonesia has made various efforts to strengthen decentralization, one of which is through the ratification of Law Number 22 of 1999 concerning Regional Government, which was later revised into Law Number 32 of 2004 and finally Law Number 23 of 2014 . Through this law, the central government granted greater autonomy to local governments, including jurisdiction over matters such as education, health care, public works, and economic affairs.

Decentralization in Indonesia is not only intended to improve the quality of public services, but also to reduce development disparities between regions. By giving greater authority to regional governments, it is hoped that each region can develop its local potential and advantages optimally. However, the decentralization process also faces various challenges, such as regional government capacity which still needs to be improved, coordination between central and regional governments, as well as the potential for corruption and abuse of authority at the local level.

Overall, decentralization in Indonesia is a strategic step in strengthening democracy and sustainable development. The success of decentralization really depends on the commitment and cooperation of all parties, including the central government, regional governments and the community. With good management, decentralization can serve as a

valuable tool in improving governance to create a more responsive, inclusive and just government.

Regency/city regional government in Indonesia is part of the national government structure which aims to implement regional autonomy. Regional government operates based on the principles of decentralization and deconcentration, which are regulated in Law Number 23 of 2014 concerning Regional Government. The district/city regional government structure consists of two main elements: the regional head (regent or mayor) and the district and city Regional Representative Council (DPRD). An individual regent or mayor responsible for overseeing a specific geographic area, who heads a city or district government. They are elected through direct general elections by regional residents. The deputy regent/deputy mayor accompanies the regent/mayor in carrying out government duties. City/Regency DPRD is elected through general elections. The DPRD has legislative, budget and supervisory functions. The relationship between the regional head and the DPRD is an equal partnership, where both work together to achieve regional development goals. This relationship is regulated to remain harmonious, effective and efficient, with the principle of mutual respect and prioritizing the interests of the community. With the structures and mechanisms regulated in Law Number 23 of 2014, district/city regional governments are expected to be able to realize increased provision of public services, sustainable regional development and equitable community welfare.

It was also explained that in accordance with the provisions outlined in Law Number 23 of 2014 concerning Regional Government, it is important to consider the provisions detailed in Article 154, especially with a focus on paragraph 1. Regency/city DPRD has the following duties and authorities:

- a. Form Regency/City Regional Regulations together with the regent/mayor.
- b. Discuss and approve the draft Regional Regulation regarding the district/city APBD proposed by the regent/mayor;
- c. Carry out supervision over the implementation of regional regulations and district/city APBD;
- d. Elect regent/mayor;
- e. Propose the appointment and dismissal of regents/mayors to the Minister through the governor as a representative of the Central Government to obtain approval for the appointment and dismissal.
- f. Provide opinions and considerations to the district/city Regional Government regarding plans for international agreements in the Region.
- g. Give approval to international cooperation plans carried out by district/city regional governments.
- h. Request a report on the accountability of the regent/mayor in the administration of district/city Regional Government;
- i. Providing approval for cooperation plans with other regions or with third parties that burden the community and the region.
- j. Carry out other duties and authorities as regulated in statutory provisions.

The Pangandaran Regency DPRD Secretariat is an administrative support unit which has an important role in ensuring the smooth implementation of the DPRD's duties and functions. The DPRD Secretariat is responsible for providing various types of services that assist DPRD members in carrying out legislative, budget and supervisory functions. As explained in Pangandaran Regent Regulation Number 12 of 2014 concerning Duties, Functions and Work Procedures of Organizational Elements of the Regional People's Representative Council Secretariat. The DPRD Secretariat is an element of service to the DPRD which is led by a DPRD Secretary, technically operationally under and responsible to the DPRD Leadership and administratively responsible to the Regent through the Regional Secretary.

The DPRD Secretariat has the task of carrying out secretarial administration, financial administration, providing services for the implementation of the DPRD's duties and functions and providing and coordinating the expert staff required by the DPRD in accordance with the Regional financial capabilities. In carrying out its duties, the DPRD Secretariat has the following functions: organizer of DPRD secretariat administration, organizer of DPRD financial administration, organizer of DPRD meetings, legal studies and public relations; provision and coordination of expert personnel required by the DPRD. The Pangandaran Regency DPRD Secretariat is supported by Human Resources (SDM) of 25 (twenty five) civil servants and 39 (thirty nine) non civil servants. The following description is presented in table form:

Table 1 Recapitulation of Civil Servants by Education

No	Education Level	Number of Employees
1	Master	5 people
2	Bachelors	16 people
3	D3	1 person
4	High school	1 person
5	vocational schools	1 person
6	Package C	1 person
Total		25 people

Source: General and Financial Section 2022

Table 2 Recapitulation of Non-PNS Employees Based on Education

No	Education Level	Number of Employees
1	Master	0 people
2	Bachelors	26 people
3	D3	2 people
4	High schools	11 people
5	junior high schools	junior high schools
Total		39 people

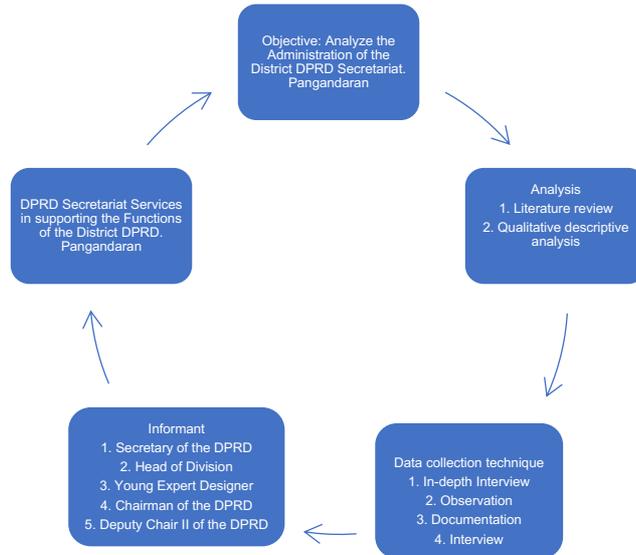
Source: General and Financial Section 2022

The success of the services provided depends on the effectiveness of employees in carrying out their duties in accordance with their responsibilities. The results of observations made at the Pangandaran Regency DPRD Secretariat in providing administrative services to the DPRD as support for the implementation of its duties and functions are good. However, as time goes by, in times of increasingly rapid technological development, the services of the Pangandaran Regency DPRD Secretariat require optimization, especially in accelerating the absorption of community aspirations and the delivery of information relating to law and the activities of the Pangandaran Regency DPRD. This can be said to be a form of innovation that the Pangandaran Regency DPRD Secretariat must carry out in providing services for the implementation of the duties and functions of the Pangandaran Regency DPRD. Thus, the Pangandaran Regency DPRD Secretariat must continue to innovate to make it more optimal, which must be accompanied by high quality apparatus resources. Therefore, the Pangandaran Regency DPRD Secretariat must optimize service functions to support the duties and functions of the DPRD.

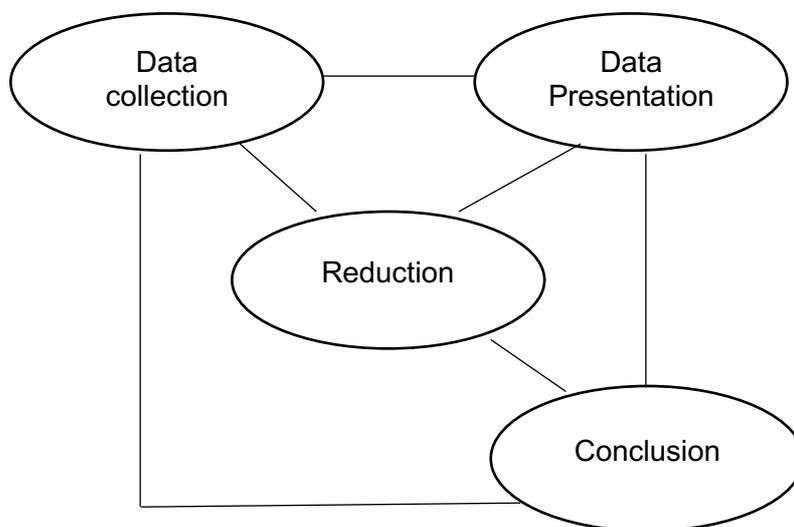
## **RESEARCH METHOD**

The location of this research is the Pangandaran Province DPRD Secretariat, Jl. Raya Cijulang, Parigi, Parigi District, Pangandaran Regency, West Java. This research method uses descriptive research and a qualitative approach.

According to Sugiyono (2011-225), data collection in qualitative research takes place in the natural environment (natural conditions), and primary data sources and data collection methods are mainly participant observation, in-depth interviews, and documentation. Data analysis is the process of systematically searching and compiling data obtained from interviews, field notes, and other materials, so that it can be easily understood, and the findings can be informed to others. Data analysis is carried out by organizing data, describing it into units, synthesizing it, arranging it into patterns, choosing what is important and what will be studied, and making conclusions that can be shared with others. Bogdan in Sugiyono (2011-244). The primary data sources for informants in this research locus can be seen in the form of Table 1 below:



In qualitative research, it is possible to carry out data analysis while the researcher is in the field or after returning from the field before the analysis is carried out. In this research, data analysis was carried out simultaneously with the data collection process. The flow of analysis follows the interactive analysis model as expressed by Miles and Huberman. The techniques used in analyzing data can be visualized as follows:



Source: Miles et al. (2014)

The analysis process in this model research is carried out in four stages, namely:

a. Data collection

Data obtained from interviews, observations and documentation were recorded in field notes which consisted of two parts, namely descriptive and reflective. Descriptive notes are natural notes, (notes about what the researcher saw, heard, witnessed and experienced himself without any opinions and interpretations from the researcher regarding the phenomena experienced. Reflective notes are notes that contain the researcher's

impressions, comments, opinions and interpretations about the findings found, and is material for data collection plans for the next stage.

b. Data Reduction

After the data is collected, data reduction is then carried out, in order to select data that is relevant and meaningful, focusing data that leads to solving problems, discoveries, meaning or to answer research questions. Then simplify and organize systematically and explain the important things about the findings and their meaning. In the data reduction process, only data findings or findings relating to the research problem are reduced. Meanwhile, data that is not related to the research problem is discarded. In other words, data reduction is used for analysis that sharpens, categorizes, directs and removes what is not important. As well as organizing data, making it easier for researchers to draw conclusions.

c. Data Presentation

Presentation of data can be in the form of writing or words, images, graphs and tables. The purpose of presenting data is to combine information so that it can describe the situation that occurred. In this case, so that researchers do not have difficulty in mastering the information as a whole or certain parts of the research results, the researcher must create narratives, matrices or graphs to make it easier to master the information or data. In this way, researchers can remain in control of the data and not drown in information conclusions that can be boring. This is done because data that is scattered and not well organized can influence researchers to act carelessly and draw conclusions that are biased, scattered and unfounded. Data display must be recognized as part of data analysis.

d. Conclusions are drawn during the research process, as is the data reduction process, after the data has been collected sufficiently, then provisional conclusions are drawn, and after the data is completely complete, final conclusions are drawn. Since the beginning of the research, researchers have always tried to find the meaning of the data collected. For this reason, it is necessary to look for patterns, themes, relationships, similarities, things that often arise, hypotheses and so on. The conclusions obtained were initially tentative, vague and doubtful, but with increasing data both from interviews and observations and the overall research data was obtained. These conclusions must be clarified and verified during the research. The existing data is then combined into information units which form categories based on holistic principles and can be interpreted without additional information. Data regarding information that is perceived to be the same is combined into one category, making it possible for new categories to emerge from existing categories. (Abdul, 2020).

## **RESULTS AND DISCUSSION**

### **1. Pangandaran Regency DPRD and Pangandaran Regency DPRD Secretariat**

Pangandaran Regency officially became a new Regency after the General Session of the DPR RI and the Minister of Home Affairs was held on

Thursday, 25 October 2012 as a division of Ciamis Regency, West Java Province.

To win seats as members of the Regional People's Representative Council (DPRD) of Pangandaran Regency after the general election or legislative election was held in 2019, there were 40 members with a term of office for the 2019-2024 period. The winning parties from the election results include the following:

**Table. 1 Party Winning the 2019 Election**

<b>No</b>	<b>Party</b>	<b>Jumlah Anggota</b>
1	Indonesian Democratic Party of Struggle (PDIP)	15 members
2	Work Group Party (Golkar)	5 members
3	National Awakening Party (PKB)	5 members
4	National Mandate Party (PAN)	5 members
5	United Development Party (PPP)	3 members
6	Indonesian Unity Party (Perindo)	1 members
7	Social Justice Party (PKS)	3 members
<b>Total number:</b>		40 members

Source: Data, 2019

The leadership of the Pangandaran Regency DPRD is filled by 1 (one) person as chairman and 2 (two) people as deputy chairman who are elected based on the winning party of the legislative election with the most votes or the political party with the most council seats, and 37 other members as member.

The Pangandaran Regency DPRD Secretariat is a regional work unit that supports the implementation of the duties and functions of the Pangandaran Regency DPRD in providing secretarial and financial administration services and providing and coordinating the expert staff required by the Pangandaran Regency DPRD.

## **2. Main Duties and Functions of the Pangandaran Regency DPRD Secretariat**

The Pangandaran Regency DPRD Secretariat was formed to assist in carrying out the duties and functions of the Pangandaran Regency DPRD. This is regulated in Pangandaran Regency Regional Regulation Number 41 of 2014 concerning Amendments to Pangandaran Regency Regional Regulation Number 3 of 2014 concerning Organization and Work Procedures of Regional Institutional Organizations. The "Secretariat of the Regional People's Representative Council, hereinafter referred to as the DPRD", is the element of DPRD services led by the DPRD Secretary." The DPRD Secretary, who is technically operational, is under and is responsible to the

DPRD Leadership and is administratively responsible to the Regent through the Regional Secretariat.

"The DPRD Secretariat is led by the DPRD Secretary, provides administrative services, financial management, supports the implementation of the DPRD's duties and functions, and has the main task of providing and coordinating the professional human resources needed to support the implementation of the DPRD in accordance with its needs." Furthermore, Pangandaran Regent Regulation Number 49 of 2016 concerning the Main Duties, Functions, Tasks and Work Procedures of the Regional People's Representative Council Secretariat explains: (1) The Regional People's Representative Council Secretariat (hereinafter referred to as the DPRD Secretariat) is an supporting element of the DPRD which is led by the DPRD Secretary and is technically responsible to the Regent through the Regional Secretary.

The information from the interview with the Secretary of the Pangandaran Regency DPRD and also with the Head of General Affairs and Finance, namely "The DPRD Secretariat supports the budget, legislative and oversight functions of the DPRD. Responsible to the leadership of the Pangandaran Regency DPRD in carrying out the technical and administrative operational tasks of the Pangandaran Regency DPRD. Based on these normative regulations, the DPRD Secretariat is a bureaucratic element delegated by the executive agency. Who has the duties and responsibilities of providing secretariat services to the DPRD which is the legislative institution.

### **3. Administration**

The Pangandaran Regency DPRD Secretariat has the task of carrying out administrative services for DPRD leaders and members, is tasked with managing the DPRD Secretariat, carrying out DPRD financial management, facilitating the holding of DPRD meetings and providing professional human resources needed by the DPRD as well as DPRD coordination services.

Based on information obtained through interviews with the leadership of the Pangandaran Regency DPRD, the orderly information network managed by the Pangandaran Regency DPRD Secretariat won 1st place at the West Java Province level and 2nd place at the National level.

According to Asep Nooruddin H.M.M., Chairman of the Pangandaran Regency DPRD, the service of the Pangandaran Regency DPRD Secretariat in supporting DPRD leaders and members is very good. "I think, in accordance with the role and duties of the secretariat, it is to facilitate the activities of DPRD leaders and members and so far the DPRD Secretariat is in Pangandaran Regency, right? quite good in facilitating the main tasks and functions of DPRD leaders and members."

Meanwhile, according to Jalaludin, S.Ag. as Deputy Chair II of the Pangandaran Regency DPRD, the role of the Pangandaran Regency DPRD Secretariat in advancing DPRD activities is good administratively, the obstacles encountered are partly from external technical aspects. "So far,

in accordance with its role, the DPRD Secretariat has facilitated all DPRD activities both inside and outside the DPRD office, thank God it has played a very good role. "There are obstacles beyond technical."

One of the indicators that influences the services of the Pangandaran Regency DPRD Secretariat in supporting the DPRD is the process of disbursing the budget allocated for DPRD activities. This was reinforced by the Chairman of the Pangandaran Regency DPRD who stated that over the last two years regional finances had experienced poor conditions so that several DPRD activity tasks could not be carried out according to plan. "Usually what hinders it is delays in terms of the budget, yes, because in the past two years the budget has been poor, so there are several activities that were not carried out, not because of services from the secretariat but because of the regional financial situation and conditions."

In connection with the services of the Pangandaran Regency DPRD Secretariat which requires innovation to improve services for the DPRD and the community both internally and externally, according to Deputy Chair II of the Pangandaran Regency DPRD, he explained that the DPRD Secretariat is too rigid in understanding the regulations which are always changing, thus hindering innovations. can speed up the implementation of community-based activities such as recess activities. Deputy Chair II of the Pangandaran Regency DPRD explained: "The recess must absorb aspirations when the government determines future programs, not after. We should precede the musrenbang recess. Later, the data from the recess will be included with the results of the village and sub-district musrenbang proposals in the RKPD. "Well, if it is not appropriate to carry out a recess, it usually results in the DPRD sometimes not taking into account the aspirations that are balanced, what the community really needs."

As a hope from the Deputy Chair II of the Pangandaran Regency DPRD regarding the services of the Pangandaran Regency DPRD Secretariat, namely that there must be courage from the DPRD Secretariat to accelerate community-based tasks and activities, with optimal service support from the DPRD Secretariat as an administrative service that supports the implementation of the DPRD's duties and functions.

The internal innovations as conveyed by the Chairman of the Pangandaran Regency DPRD are as follows: "Internally, we carry out financial management, indeed in this DPRD we have been using cashless for quite a long time, we have been using e-money." Apart from that, there needs to be an improvement in the Legal Documentation and Information Network so that the public or general public can access news and legal products in Pangandaran Regency more quickly and accurately. The external innovation part is creating and developing special applications that can be accessed by the public to obtain information and convey aspirations easily.

#### **4. Challenges and Obstacles in Implementing the Secretariat Administration of the Pangandaran Regency DPRD**

The results of an interview with one of the sub-sections, namely Mr. Suparno S.IP, who is a Young Expert Designer for the Pangandaran Regency DPRD Secretariat, explained that, "In terms of facilities and infrastructure at the Pangandaran Regency DPRD secretariat office, there are very difficulties due to the existing policies because the policies are not in the SPD of the Pangandaran Regency DPRD Secretariat office or other things because they are related to the budget, and the budget itself is held by the Regional Government and is the one who determines it. "TAPD (Regional Government Budget Team) and DPRD Secretariat Apparatus Resources are still not optimal."

It can be explained that optimizing facilities and infrastructure in the Pangandaran Regency DPRD to make it even better is by increasing human resources, namely by participating in training from the AKSDEKSI association (Association of DPRD Secretariats throughout Indonesia). By following this training, the apparatus resources themselves can be more optimal. DPRD Secretariat services in supporting the implementation of the DPRD's duties and functions in facilitating all activities of DPRD members so that the main tasks and functions of the DPRD itself are carried out. The Pangandaran Regency DPRD Secretariat facilitates everything needed by the Pangandaran Regency DPRD which facilitates things that can be called facilities and infrastructure.

The facilities and infrastructure in Pangandaran Regency are quite optimal in terms of service facilities (facilities and infrastructure) for council members because according to a survey conducted by the Pangandaran Regency DPRD Secretariat on members of the Pangandaran Regency DPRD council, the facilities provided by the Pangandaran Regency DPRD Secretariat have reached 80% up to 90%. So it can be concluded that the Secretariat's service in facilitating council members is quite good judging from this percentage. The results of the interview explain the weaknesses of the Pangandaran Regency DPRD Secretariat, namely 1) the capacity of apparatus resources is still not optimal, 2) the limited quality and quantity of human resources, 3) the facilities and infrastructure of the DPRD Secretariat are still not very supportive.

From the results of the interviews that have been described, it can be concluded that the services of the DPRD Secretariat in supporting the implementation of the duties and functions of the Pangandaran Regency DPRD have been running optimally although there are still deficiencies in the facilities and infrastructure related to facilitating council members.

## **5. Council Secretariat Services in Supporting the Functions of the Regional People's Representative Council of Pangandaran Regency**

The Council Secretariat has the task of facilitating the Regional People's Representative Council (DPRD) in accordance with the duties and functions stated in Article 2 of Regent Regulation Number 78 of 2021 concerning Main Duties, Functions, Job Descriptions and Work Procedures of the Regional

People's Representative Council Secretariat, it is explained that " The Secretary of the Regional People's Representative Council has the main task of providing secretarial and financial administration services, supporting the implementation of the duties and functions of the Regional People's Representative Council, as well as providing and coordinating expert staff for the Regional People's Representative Council as needed to carry out its rights and functions in accordance with needs.

In carrying out the duties of the Pangandaran Regency DPRD Secretariat as stated by the DPRD Secretary, namely Drs. H. Yayat Kiswayat, M.Si. The Pangandaran Regency DPRD Secretariat Program is service support for the duties and functions of the Pangandaran Regency DPRD including:

- a. Facilitating the holding of Pangandaran Regency DPRD meetings such as Plenary Meetings, Work Visits, Deliberative Body Meetings, and many others,
- b. Providing and coordinating the expert staff needed by the Pangandaran Regency DPRD, such as experts in the legal sector, IT sector, and many others.
- c. Organizing the Financial Administration of the Pangandaran Regency DPRD, such as providing faction facilitation, organizing, procuring and maintaining the household needs of the Regional People's Representative Council.

The structural and functional officials found at the Pangandaran Regency DPRD Secretariat are those who have competence in their field of work at the Council Secretariat. For this reason, the Council Secretariat provides 3 types of staff, namely: (1) Civil Servants/CPNS who are usually placed in the Structural section, then, (2) Non-PNS who are usually placed in Structural and Functional, and (3) Outsourced from the private sector are usually placed in Functional. All of this is done in order to provide experts who can assist the duties and functions of the Pangandaran Regency DPRD.

One of the steps usually taken to improve DPRD services in Pangandaran Regency is to maximize the allocated budget. This is because the Pangandaran Regency DPRD Secretariat itself as a budget user can use and implement the available budget efficiently and effectively. The Pangandaran Regency DPRD Secretariat is dedicated to using resources efficiently to create effective services.

Because the Pangandaran Regency DPRD Secretariat itself is a Government Institution that serves the Pangandaran Regency DPRD, which is a Political Institution, it is often considered to be involved in political practices, but the Secretary of the Pangandaran Regency DPRD believes that all employees carry out services in accordance with the duties and functions which have been outlined in the statutory regulations. invitation that regulates the Pangandaran Regency DPRD Secretariat. There are times when the Pangandaran Regency DPRD Secretariat is considered to be following political practices, such as when facilitating the activities of

Pangandaran Regency DPRD members in political party campaign activities. People who don't understand usually consider this to be partisan even though in these activities the Pangandaran Regency DPRD Secretariat staff carry out facilitation services for DPRD members. Pangandaran Regency is not a political party, and there are many others.

## **CONCLUSIONS AND RECOMMENDATIONS**

The Regency DPRD Secretariat supports the implementation of DPRD function services so that they can carry out their duties and functions, play an important role and establish binding relationships. Maximum service from the effective performance of the DPRD Secretariat is very important to support the optimal implementation of the DPRD's mission and functions. The leadership of the Pangandaran Regency DPRD is filled by 1 (one) person as chairman and 2 (two) people as deputy chairman who are elected based on the winning party of the legislative election with the most votes or the political party with the most council seats, and 37 other members as member.

The Pangandaran Regency DPRD Secretariat was formed to assist in implementing the duties and functions of the Pangandaran Regency DPRD services. This is regulated in Pangandaran Regency Regional Regulation Number 41 of 2014 concerning Amendments to Pangandaran Regency Regional Regulation Number 3 of 2014 concerning Organization and Work Procedures of Regional Institutional Organizations. The Secretariat of the Regional People's Representative Council, hereinafter referred to as the DPRD, is the service element of the DPRD which is led by the Secretariat. The DPRD Secretariat is technically responsible to the DPRD leadership and the Pangandaran Regency DPRD Secretariat is an element of administrative services to DPRD leaders and members, DPRD financial management, and DPRD administration services. Facilitate the holding of DPRD meetings and provide and coordinate the professional resources needed by the DPRD. One of the steps usually taken to improve DPRD services in Pangandaran Regency is to maximize the allocated budget. This is because the Pangandaran Regency DPRD Secretariat itself as a budget user can use and implement the available budget efficiently and effectively. The DPRD Secretariat is dedicated to using resources efficiently to create effective services.

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