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Implementation of Village Administration Policies in Panasen Village, Kakas Barat District, Minahasa Regency

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Abstract. This study aims to analyze and describe the implementation of village government administration policies in Panasen Village, Kakas Barat District, Minahasa Regency. The research method used is descriptive qualitative. The results showed that the government administration in the village of Panasen had not been effective as seen through three indicators 1) The orderly recording of data and information in the village register books was still not effective because the village register books were incomplete and filling in the village register books was incomplete and empty. There is a recording in the village register book, 2) Reporting, the reporting that has been carried out is good because it is always reported to the sub-district, 3) Guidance on the implementation of village government administration has not yet carried out guidance on the implementation of village government administration. And the factors that can hinder the implementation of government administration village, 1) Performance Factors Village apparatus still lacks performance from existing village apparatus 2) Facilities and infrastructure factors are still inadequate in terms of existing facilities and infrastructure in the village 3) Coordination factors and the ability of village apparatus.

Keywords: Implementation · Administration · Village Government

1 Introduction

The village is the lowest regional structure in Indonesia under districts and sub-districts where there is a community unit that inhabits an area for a certain period of time, has village officials or at least people who are elders in the village and serve as leaders in the village according to the laws and regulations. That applies in Indonesia [1].

The autonomy granted to the village after the enactment of Law Number 6 of 2014 concerning Villages currently gives full authority to the village to regulate, plan, manage and determine everything that concerns the community or its household. With the issuance of law number 32 of 2004 concerning regional government, there are various adjustments from the provincial government to the village government where in administrative management it must be directed towards a more effective and more efficient direction so that it can provide public services to the community better.

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In order to improve village performance in services and in an effort to make the village a valid and well-organized source of data, the government formulated and issued Minister of Home Affairs number 47 regarding the direction of governance [2] This policy is expected to be a reference and assist the village government in managing various matters in its government area and in an effort to provide the best service for the community in the village.

Many things need to be done so that a village government becomes better, one of which is in carrying out government in the village in accordance with the regulations of the Minister of Home Affairs No. 47 of 2016 Chapter I Article 1 paragraph 5 states which relates to recording in the village register book in an effort to administer government in a village. Administration in rural areas can basically be tidied up through village registers where there should be neatly written population data so that when one day it is needed the data can be easily reopened.

The village government administration management system is directed to a data recording through village administration books in accordance with applicable laws and regulations in an orderly and orderly manner based on daily activities so that there is always data on every activity carried out. One of the factors that determine the success of village governance is the realization of an efficient and effective village administration system. Village government administration is something that plays an active role in the administration of village government. Village government administration is carried out by the village head and assisted by village officials.

So the researchers made observations at the research site in the village of Panasen, sub-district of Kakas Barat, Minahasa district, from the observations that have been made by the researchers, the researchers found that there were problems that occurred in the process of implementing village government administration because the village administration in the village of Panasen had not gone well.. The problem of village government administration in Panasen village, Kakas Barat sub-district, Minahasa district is still not optimal and not yet orderly in carrying out village government administration because the implementation of recording in village register books has not been carried out optimally because in administering village government administration it is necessary to order data recording. And information in village register books in accordance with existing regulations.

Based on the problems that occurred in the village of Panasen, West Kakas District, Minahasa Regency, the researchers were interested in conducting research with the title "Implementation of Village Government Administration Policies in Panasen Village, West Kakas District, Minahasa Regency".

2 Research Methods

In this study, the researcher used descriptive qualitative research methods with the intention of describing the actual state of the research reality [3]. This qualitative research method is used by researchers in order to obtain data in the form of an explanation through the results of interviews and the results of direct observations of researchers as research instruments [4]. In this qualitative research method, researchers are expected to be able to describe qualitative data from what is actually experienced by research informants and in accordance with the purpose of this research being carried out [5].

In this study, researchers focused on the effectiveness of the implementation of village administration in Panasen Village, Kakas Barat District, Minahasa Regency, adjusted to several indicators [6] namely: a). Orderly recording of data and information in the village register book, b). Reporting, c). Guidance on the administration of village government. And the factors that can be an obstacle and supporter in the implementation of village government administration in Panasen village, Kakas Barat sub-district, Minahasa district.

In this study using data collection sources, namely: Primary data is a source of data obtained directly from informants with survey methods as well as observation methods and interview methods. The informants in this primary data are the village head, village secretary and the head of the government section in Panasen village, Kakas Barat sub-district, Minahasa district. And secondary data is a source of research data that researchers receive indirectly (received or recorded from other parties) through intermediary media. The data in this section are needed to support existing primary data such as relevant studies and others.

Data collection techniques in this research there are several techniques that we can look at, among others: Observation is a method of observing or studying carefully a research place to collect data and information to find out what happened or to prove the truth of a research to be carried out. Interviews were conducted to research informants based on interview guidelines that had been prepared in advance so that the direction of the interview was in accordance with the research objectives and did not spread everywhere. Then researchers also use document studies to add research data in the form of photos, videos, and other forms that can be used related to the research being carried out.

Data analysis according to Miles and Huberman as we already know is divided into 3 stages: 1). Data reduction, in this stage the researcher records the main things obtained in the research process, for example the results of interviews and observations 2). Presentation of data, can be done in the form of brief descriptions, charts, relationships between categories, flowcharts and the like. The most frequently used to present data in qualitative research is narrative text. 3). Drawing conclusions, at this stage after data reduction summarizes the main things, then presents the existing data, therefore it will be analyzed to draw conclusions.

In this study, researchers also use data triangulation which is not meant to seek new truths or validate existing findings but is more of an effort to increase researchers' understanding of the research process or findings.

3 Results and Discussion

Policy implementation is the most important part of the policy. Because with the implementation we will be able to know whether the policy is going well or not. The implementation stage as a process to realize policy objectives is often referred to as the critical stage [7]. Van Meter and Van Horn formulate that the implementation process as actions taken either by individuals or government or private officials or groups directed at achieving the goals that have been outlined in policy decisions [8]. The term public policy is closely related to government bureaucratic elites whose daily activities are related to various public affairs.

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1. **Orderly recording of data and information in village register books.** Edward III stated that in order for policy implementation to run effectively there are several factors that must be considered, one of which is the availability of resources. Policy implementation requires the availability of qualified or competent resources in accordance with policy objectives.

The village government administration in Panasen village has not been in an orderly manner in recording data and information in village register books because there are only 4 effective village register books, namely the village regulation data book, the village head decision data book, the village government apparatus data book and the development activity book. And there is a village register book that is still empty, there is no recording, namely the land data book in the village, five population administration books, budget plan book, general cash book, **assistant cash book**, **activity assistant cash book**, village bank book, village development plan book, an investment book for development results and a book for cadres of mentoring and community empowerment. The village register book that is still incomplete in filling in the register book is the village treasury land book, village sheet book and village news and the village budget and expenditure income book. And there are several village register book whose book is not available so that data and information are not recorded in the village register book These are the activity book of the Consultative Body, agenda data book, expedition data book, inventory data book and village wealth.

2. According to Edward III, an organization that is in charge of an implementation in a policy or has the authority to make and influence a policy should be supervised by an external party so that there is no abuse of authority or violation as well as possible to prevent corruption.
3. Reporting. In reporting village government administration in Panasen village, Kakas Barat sub-district, Minahasa district, it has been carried out well because every village government administration, for example, in recording the village population master data book, is always checked and supervised by the village head after getting approval from the village head, the population administration In recording the main data book, the villagers are directly verified and reported every month to the sub-district. But there are still village officials who do not understand how to technically report for each village administration administration report in Panasen village, Kakas Barat District, Minahasa Regency. **6**

According to Edward III, **communication is one of the important variables that influence the implementation of public policy, communication will determine the success of achieving the goals of implementing public policy.**

4. Guidance on the administration of village government. In the implementation of village government administration, it is necessary to provide guidance on the administration of village administration which is carried out by the regent or mayor but can delegate authority to the sub-district head. It is necessary to provide technical guidelines for administering village government administration, because according to the research I got through interviews, there has never been any implementation or special guidance on how to technical guidelines in administering village government administration.

According to Weimer and Vining 1999, the success of a policy can be influenced by the level of competence and skills of the policy implementers.

Furthermore, the factors that become obstacles in carrying out village government administration:

1. Performance factors of village officials. In the implementation of village government administration, it must be carried out carefully and precisely, so accuracy is needed in managing village administration in the village. Because there are still many village administration books whose records are still empty and incomplete, this is the influence of the performance of village officials which is still lacking. Disposition or characteristics are very influential in a person's performance. According to Edward III, the disposition or attitude of policy implementers is the third important factor in the implementation of a public policy.
2. Factors of facilities and infrastructure. The facilities in question are still a lack of existing register books and there is still a lack of tables, chairs, and cupboards for filing administrative files. And the infrastructure is not yet adequate because in the implementation of village government administration it is only carried out in a small room which has a size of only 2x1.5 m in front of the village secretary's house because the implementation of village administration and administrative services is only carried out in that place. Policy implementation needs the support of resources, both human resources and non-human resources.
3. Coordination factor and village apparatus capacity. Coordination and the ability of the apparatus of the village apparatus is very necessary because even though only the village secretary is responsible for administering the administration of the village government, the other apparatus must help each other in the administrative process of the village government. That exists because there are still village officials who do not really understand how to enter data for village administration. The level of ability of each village apparatus, especially the village secretary who has a major role in village administration, must have the ability to administer village government administration so that it can be implemented properly.

According to Mazmanian and Sabatier, the level of commitment and skills of the apparatus and implementors. The commitment of the implementing apparatus to realize the objectives that have been stated in the policy is the most crucial variable.

Then there are also factors that support the implementation of village government administration:

1. Facility factor. The facility factor in question is the availability of village register books or village government administration books. Because according to the results of the study through observations obtained by researchers that there are several village register books that already exist and so that with the village register books it can become a supporting factor that can assist in the implementation of village government administration. According to Van Meter and Van Horn 1975 Policy implementation needs the support of resources, both human resources (human resources) and non-human resources (non-human resources).

2. **The role of the village secretary.** The role of the village secretary in the village of Panasen has an important role in the implementation of village government administration because according to research conducted by researchers through observations and interviews that each responsible village administration is the village secretary and there are already several village administration books that have been made by the village secretary. Even though the village secretary is not yet complete, the role of the village secretary is a supporting factor in the implementation of village government administration.

4 Conclusion

The government administration policy in the village of Panasen, Kakas District, has not been implemented properly because :

1. **The orderly recording of data and information in the village register books in the village of Panasen** has not been effective because the village register books are incomplete and the filling in the village register books are still empty and some are already recorded but not complete.
2. Reporting In the village of Panasen in the administration of the village government there are village officials who do not know how to technically carry out reporting the report
3. Guidance on the administration of village government has never been held so that the administration of orders in Panasen Village has not been carried out properly.

Inhibiting Factors in the implementation of village government administration:

1. Village Apparatus Performance Factors. Because the performance of the village apparatus greatly affects the results of the process of implementing village government administration, because there are still several village administration books that are not complete in the recording and some are still empty.
2. The facilities and infrastructure factors are also very important because in the implementation of village government administration they must have adequate facilities and infrastructure. The intended facilities are: incomplete village administration books, laptops, tables, chairs, and filing cabinets for village administration books and data in the village. And the infrastructure of the place to carry out village government administration that must be considered and improved again because it is only carried out in a small room which has a size of only 2X1.5 m.
3. Coordination factor and the ability of village officials. The last factor is how the coordination and ability of the existing village apparatus greatly influences the implementation of village government administration. Because when viewed from the research that has been carried out there is still a lack of coordination from the existing apparatus and human resources so that in the implementation of village government administration such as in recording data and information in village register books and data input is still not optimal.

Supporting Factors in the implementation of village government administration:

1. The facilities factor is a supporting factor in the implementation of village government administration because there are already several village register books that already exist so that they can be carried out in Panasen Village, West Kakas District, Minahasa Regency.
2. The Role of the Village Secretary is very helpful in the implementation of village government administration in the village of Panasen because the village secretary is responsible for recording or managing the administration in the village.

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