

Obligation

1. To collect, compile, and disseminate information related to the educational institution, as well as other relevant information, to personnel within the educational institution and the general public.

2. Responsible for managing all communication centers of the educational institution, both internal and external, such as the public address system control center, radio communication center, internal and external telephones, radio station, and electronic communication systems.

etc.

3. To serve as a government information and news service center, coordinating with communities, local authorities, other government agencies, educational institutions, the media, and the public for public relations purposes.

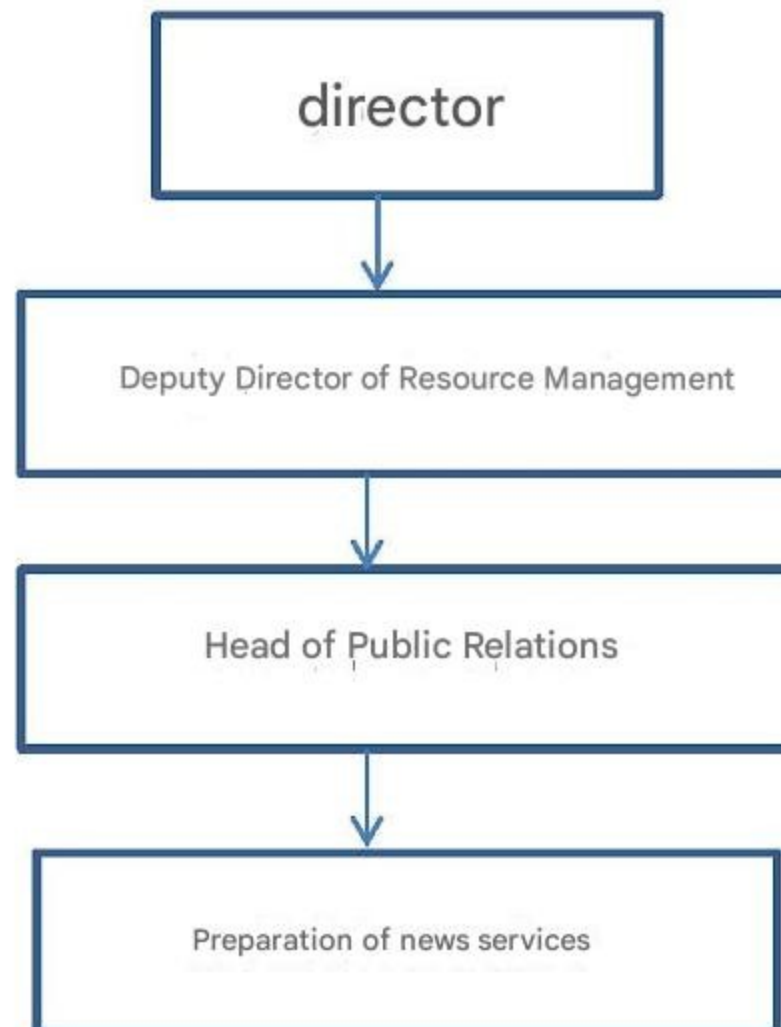
4. To care for, maintain, and be responsible for the school's assets assigned to them.

5. Prepare a work calendar, propose projects, and submit work reports in a step-by-step manner.

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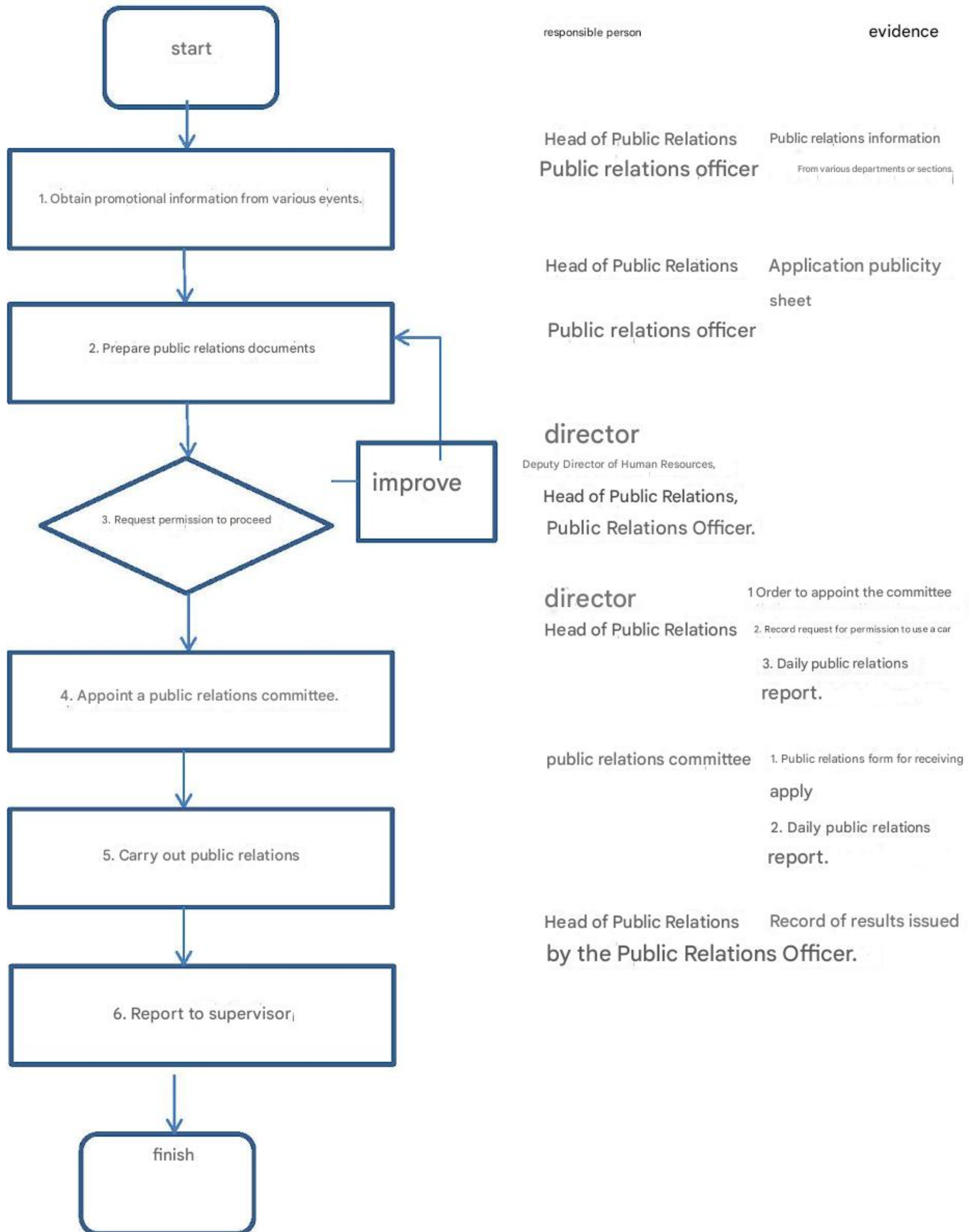
7. Perform other tasks as assigned.

Resource management chart
Public relations work



Resource Management Department

Public relations department



Public relations work steps

1. Receive public relations information from various sources. Receive public relations information on various topics from different departments or units within and outside the educational institution.
2. Prepare public relations documents. Prepare the public relations documents, and have the relevant department or team review their accuracy.
3. Request permission to proceed. Record the request for permission from your superiors in the chain of command for conducting the public relations activity.
4. Appoint a public relations committee, involving teachers and staff in publicizing various activities.
5. Public Relations Activities: The Public Relations Committee conducts public relations activities at various locations as scheduled in the public relations duty roster provided by the Public Relations department.
6. Reporting to Supervisors: A report of public relations results must be recorded in the daily public relations report book. The Head of Public Relations shall report the public relations results to their supervisors according to the chain of command.