ABSTRACT

CREATING THE STANDARD OPERATING PROCEDURES FOR GENERAL AFFAIRS AND HUMAN RESOURCES AT THE LIBRARY AND ARCHIVES OFFICE OF SOUTH SULAWESI PROVINCE

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Standard Operating Procedures (SOP) are benchmarks for organizational work activities, whether governmental or private. Specifically, this is known as the Standard Operating Procedures for Government Administration (SOP AP) in government institutions. At the Library and Archives Office of South Sulawesi Province, the work activities have been conducted without an established SOP, affecting employee performance effectiveness, efficiency, and consistency.

This study applied a qualitative approach, which included observation, interviews, and document review techniques. After these techniques were applied, the SOP AP was created by carrying out data validation using triangulation techniques, followed by review and dissemination for its legitimacy, particularly in the General Affairs and Human Resources Subdivision of the Library and Archives Office of South Sulawesi Province.

The output of this study created four SOPs aimed at simplifying work processes, minimizing errors, clarifying workflows, and ensuring efficiency, effectiveness, and consistency. These SOPs include the SOP for Functional Position Promotion, Grade Promotion, Retirement, and Self-Funded Study Leave, all based on the applicable laws and regulations.

Keywords: *Standard Operating Procedure, Methods, Techniques and Output, The Library and Archives Office of South Sulawesi Province.*

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