

Solutions for building a modern office model at Da Thong Commune People's Committee - Ha Quang District - Cao Bang Province

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Abstract: This topic aims to address the issue of outdated administrative management at the People's Committee of Da Thong Commune, Ha Quang District, Cao Bang Province. Through theoretical and practical research, the project will develop a modern office model to enhance work efficiency and serve the people. The method combines data analysis with information technology deployment. The expected outcome is to create a professional working environment and optimize work processing procedures at the Commune People's Committee.

Keywords: Office model, administrative management, information technology, Da Thong Commune People's Committee