

Improving the efficiency of managing personnel records of officials and civil servants at the Internal Affairs Office of the People's Committee of Ha Quang District - Cao Bang Province.

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Abstract: This topic focuses on improving the efficiency of managing personnel records for cadres and civil servants at the Internal Affairs Department of Ha Quang District, Cao Bang Province. The research aims to address the existing practical problem of organizing and operating the personnel record management system. The approach includes analyzing existing theory combined with practical surveys to identify factors needing improvement. The expected outcome is the development of a scientific and efficient workflow, contributing to enhanced administrative management capacity and providing accurate information for state agency decisions.

Keywords: Management of personnel records, Information Technology, Department of Internal Affairs, Ha Quang District, Cao Bang Province