

Building a personnel record management program for cadres and civil servants at Quan Chu Town People's Committee.

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Abstract: This topic aims to identify and analyze the needs for managing personnel records of officials and civil servants at the People's Committee of Quan Chu town. The objective is to build an effective management system to optimize the process of storing and retrieving personal information of officials and civil servants. The research method combines theoretical and empirical approaches, ensuring scientific rigor and practical applicability. The expected results will contribute to improving administrative management capacity at the unit, enhancing work efficiency and the quality of public services.

Keywords: Personnel record management, Information technology, Management system, Town People's Committee, Practical evaluation