

## **ANALYSIS OF PANGIA VILLAGE POPULATION DATA PROCESSING, HELUMO DISTRICT, BOLAANG MONGONDOW SELATAN DISTRICT**

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### **ABSTRACT**

This study aims to analyze the population data processing system in Pangia Village, Helumo District, South Bolaang Mongondow Regency. The research employs a qualitative descriptive method, with data collected through direct observation, interviews, and documentation. Three informants were selected to provide comprehensive insights into the village's administrative processes. The results indicate that while population data processing in Pangia Village is generally functional, significant improvements are required in specific areas. The primary challenges identified include the limited quality of human resources and inadequate supporting infrastructure. However, other management indicators suggest that the basic administration of resident data has been handled with a satisfactory level of consistency.

Keywords: Data Processing, Population, Human Resources, Village Administration.

### **INTRODUCTION**

In line with the development of science and technology, as well as in entering the era of globalization, developments in the field of communication cannot be avoided, and human needs in the field of communication are getting bigger and wider, not limited to one area only. The means of communication offered are numerous and give people the freedom to choose the type of communication. The population data management information system is one of the tools that makes it easier for population data registrars in Pangia village to record all residents in the village. In addition, this system and facilities and infrastructure will also make it easier for the community in terms of the need for mailing services.

The village is a legal community unit that has territorial boundaries that are authorized to regulate and manage the interests of the local community led by the Village Head, just like the State, the Village also has its own structure and is under the auspices of the District. [1] Pangia Village is one of the villages in Helumo District, South Bolaang Mongondow Regency. Data or information about a Village is usually available at the Village Office which is the base or service center in the Village. The village is the center of all community activities, both in the areas of governance, empowerment, Development or Development.

However, until now not a few people who complain about various obstacles to information about the village of Pangia for example information about Village Profile, Requirements for Making Cover Letter KK (Family Card), Requirements for Making Birth Certificates, Requirements for Making Death Certificates, Requirements for Making Letters of Arrival or domicile, Requirements for Making Transfer Letters and

How to Make SKUs (Business Certificates). So that people have to go back and forth to get this information. In addition, the processing of population data which includes (Permanent Citizen Data, Birth Data, Death Data, Immigrant Data, Migration Data) and reporting of these data have not been maximized because they still use the manual method by using paper media to record all the data.

Manual data processing has many drawbacks such as population data which can be lost or damaged because it is only written in a book that does not have a copy. Difficulties when reading population data reports because they use the same book used to write down population data, as well as the process of searching for data that takes a lot of time. To improve the development and more effective work of village officials and the Dusun Head, Information Technology support is needed to help the people of Pangia Village get information that is faster and can be accessed anywhere and anytime. One of the media to gain such access is to use Internet Technology and Information Systems. [2]

The internet is used to make it easier to get information anywhere, while Information Systems can be used to find valid data or can provide inside information Management of official documents. Based on the results of initial observations found in the Final Project Report, it was found that errors still often occur in the management of conventional data or population data, because the processing is still a conventional process; when entering resident data into the letter, one by one the resident data must be entered based on the identity card carried by the resident concerned. The results of an interview in this Final Project Report with one of the informants stated that the data collection that has been carried out so far has experienced many problems, including that documents resulting from data collection are prone to being lost/damaged, not integrated into the sub-villages or government agencies. And finding residents is also difficult because you have to open files and search for them, which takes quite a long time. And in making population reports, manual input is still required, so it takes a long time to process. Similarly, data collection on low-income residents, in managing data on poor people for PKH assistance or the Family Hope Program, is recorded manually, namely recorded in a book by each hamlet and will later be submitted to Village Office to do computerized recording using Microsoft Office. In managing the data it is quite a waste of time due to the data collection process the poor in each village must be reported to each each hamlet every month to the Village Office. The lack of data collection on the poor was due to the absence of schedule information for distribution of aid so that many people did not know that Raskin assistance was available. As well as the difficulty in classifying poor data and searching for poor data by village staff because there are too many community data records and you have to look at books per hamlet.

### **Administration Concept**

Etymologically, "administration" originates from the Latin *ad* (intensive) and *ministrare* (to serve), meaning to serve intensively or meet institutional needs effectively [5]. In a narrow sense, administration refers to clerical or office work, including recording, typing, and filing [3]. It involves documenting every administrative component across management, organization, and operational activities [4].

In a broader context, administration is defined as planned collaboration by a group to achieve goals based on effective, efficient, and rational principles [6], [7]. According to [8], administration in a broad sense can be analyzed through three perspectives:

1. Process: The entire sequence from planning and goal setting to execution.
2. Function: Activities carried out by individuals or groups acting as administrators or leaders.
3. Institutional: The study of actors involved, including administrators (goal setters), managers (work leaders), staff (expert advisors), and executors (workers).

Ultimately, administration facilitates information retrieval in its narrow sense, while in a broad sense, it represents a series of collaborative activities aimed at achieving specific objectives [10]. Its core elements consistently include organized activities, human cooperation, and predetermined goals.

### **Population Administration**

Population administration is a structured system of activities involving the issuance of population documents, civil registration, and data management to support public services and sectoral development [11]. In this context, population data—defined as individual or structured aggregate data—serves as a reliable collection of information (numbers, symbols, or characteristics) that provides a comprehensive overview of demographic dynamics, including birth, death, and migration patterns.

According to Law No. 24 of 2013, population data is categorized into:

1. Personal Data: Confidential individual information that must be protected (Article 1, point 22).
2. Database: A systematic collection of population data interconnected via hardware and software.
3. Individual & Aggregate Data: Individual data includes 31 elements (e.g., NIK, name, birth details, education, and biometrics). Aggregate data is a quantitative and qualitative set used for public services, development planning (health, education, poverty), budget allocation (DAU), democracy (voter lists), and law enforcement.

### **Management Concepts and Functions**

Management is the art and science of coordinating organizational resources—human, financial, and technological—to achieve predetermined goals effectively and efficiently [12], [13]. It involves a strategic process of deciding objectives and ensuring their accomplishment through responsible leadership and resource allocation [14]. In the context of public services, management is crucial for organizing activities to ensure community satisfaction.

The core management functions generally include:

1. Planning, Organizing, Actuating/Leading, and Controlling [15].
2. Other perspectives include Commanding and Coordinating as essential elements of the process [16].

### **Management Principles**

Management principles serve as fundamental guidelines for managerial success. These principles are flexible and adapt to specific conditions. Key principles synthesized from several experts, include:

1. Organizational Priority: Prioritizing collective goals over personal interests.
2. Structural Integrity: Unity of command, unity of direction, hierarchy (scalar chain), and centralization.
3. Human Resources: The principle of "the right man in the right place," humanity, discipline, and stability of personnel.

4. Operational Excellence: Division of work, authority and responsibility, efficiency, effectiveness, and work productivity.
5. Equity: Justice, honesty, initiatives, and fair compensation (equal pay for equal work).

## **Village Concept**

### **1. Definition of Village**

Based on Law No. 6 of 2014 and Government Regulation No. 72 of 2005, a village is a legal community unit with territorial boundaries authorized to manage government affairs and local interests based on community initiatives, original rights, and traditional attributes recognized within the national government system. As the lowest administrative tier, the village functions as a grassroots democracy where the community possesses the right to elect their leader (Village Head).

### **2. Village government**

Village governance is an organizational system led by the Village Head, who is supervised by the Village Consultative Body (BPD) to ensure accountability and prevent the abuse of authority. In executing administrative duties, the Village Head is supported by several elements:

- a. Secretariat: Led by the Village Secretary to handle administrative and service functions.
- b. Technical Elements: Provide field-specific assistance (e.g., irrigation, religious affairs).
- c. Regional Elements: Managed by Territorial/Hamlet Heads responsible for specific areas within the village.

### **3. Principles and Accountability**

The implementation of village administration must adhere to the principles of transparency, effectiveness, efficiency, local wisdom, and community participation. Under Law No. 6 of 2014 Article 29, any abuse of authority by village officials—including violations of duties, rights, or obligations—is subject to administrative sanctions, ranging from temporary dismissal to permanent removal from office. This legal framework ensures that village governance remains professional, open, and responsible in accordance with national mandates.

## **RESEARCH METHODS**

This study uses qualitative methods so as to provide an understanding of a phenomenon. In the world of education research approach which is known to be divided into two research, namely qualitative and quantitative. In this writing the researcher uses a qualitative approach which in this study emphasizes more on the meaning and process than the results of an activity.

According to (22) defines that qualitative research is a research method that is based on the philosophy of postpositivism, used to examine the conditions of natural objects, (as opposed to experiments) where the researcher is the key instrument, data collection techniques are carried out by triangulation (combined), analysis the data are inductive/qualitative in nature, and the results of qualitative research emphasize meaning rather than generalization. This research method is also often called the naturalistic research method because the research is carried out in natural conditions. In general, qualitative research aims to understand (understanding) the world of meaning symbolized in people's behavior according to the perspective of the community

itself. And qualitative research is a method to get the truth and is classified as scientific research which is built on the basis of theories that develop from research and is controlled on an empirical basis. So in this qualitative research, it is not only presenting the data as it is, but also trying to interpret the correlation as an existing factor that applies to the point of view. or ongoing processes.

While the type of research used by researchers is the type descriptive qualitative study. existing problems and work procedures that apply. This qualitative descriptive research aims to describe what currently applies. It contains attempts to describe, record, analyze and interpret conditions that are currently occurring or existing. In other words, this qualitative descriptive research aims to obtain information about the existing situation. Whereas descriptive qualitative research is designed to collect information about current real conditions that are currently taking place.

In essence, qualitative descriptive research is a method of researching the status of a group of people, an object with the aim of making descriptive, systematic, factual and accurate descriptions of the facts or phenomena being investigated (23), the data source is the subject from which a data can be obtained. (24), Data sources are places where data is obtained using certain methods either in the form of humans, artifacts, or documents. (25), recording data sources through interviews or observations is the result of a combination of seeing, hearing, and asking questions. In qualitative research, activity- activity This is done consciously, directed and always aims to obtain the necessary information. Various data sources that will be utilized in this study are as follows.

#### 1. Primary Data

Primary data is data obtained directly from the source and without intermediaries, obtained through interviews, observations and observations. Primary data was taken from several key informants as many as 5 informants.

#### 2. Secondary Data

Data taken indirectly from sources, such as: books, journals, internet, reports, government documents, laws, regulations and others

### **Data collection technique**

#### **1. Data Collection Techniques**

Data collection is a critical factor in research success, involving specific methods, sources (primary and secondary), and tools. The techniques employed in this study include:

- a. Observation: Used to record phenomena, human behavior, and work processes through tools such as checklists, notebooks, and cameras.
- b. Interview: Direct communication with informants to gather in-depth information. It is categorized into three types:
  1. Structured: Uses systematic question lists.
  2. Semi-structured: More flexible, aiming to explore problems and ideas openly.
  3. Unstructured: A free-flowing interview without a formal guide, focusing only on core problems.
- c. Documentation: Gathering data and information from records or documents related to the research problem.

#### **2. Data Validity Testing**

In qualitative research, data is valid if the researcher's report aligns with the actual reality of the object [28]. According to Sugiyono, validity testing covers credibility, transferability, dependability, and confirmability. This study focuses on:

- a. Credibility Test: Ensuring the truth of the findings through prolonged observation, increased persistence, triangulation, peer discussions, and member checks [29].
- b. Confirmability Test: Evaluating whether the research results are a direct function of the research process. This ensures objectivity and prevents data falsification by linking findings strictly to the conducted procedures.

## **RESEARCH RESULT**

### **1. Village History and Profile**

The village of Pangia, located approximately 5 kilometers west of Bakida Village, derives its name from the "Pangi" wood tree, which was once abundant in the area. Geographically, Pangia is blessed with strategic natural resources; to the south lies the Tomini Bay, renowned for its tuna, stone fish, and well-preserved coral reefs. To the north, the landscape is characterized by dense tropical vegetation and productive agricultural land where cloves, coconuts, and cocoa thrive, forming the backbone of the local economy.

Historically, Pangia began as a hamlet under the administration of Bakida Village. In 1987, under the leadership of Mr. Moh. Is Alentadu, the community—led by Hamlet Head Mr. Ahaya Lakoro—proposed the village's expansion. This process was lengthy, finally reaching fruition in 1992 under the reign of Mr. Ardin Mauludu with the issuance of a Decree from the Regent of Bolaang Mongondow. Mr. Ahaya Lakoro was appointed as the first *Sangadi* (Village Head), serving as a pioneer for the village's independence. Initially home to only 347 residents (87 households), the village grew rapidly to 1,248 residents by 2007. This growth led to further divisions, such as the separation of Soputa and Motolohu villages.

The leadership of Pangia has seen several transitions, reflecting its administrative evolution:

- a. Ahaya Lakoro (1992–2000) - Definitive Sangadi
- b. Udjair Basalama (2000–2003) - Acting Sangadi
- c. Indra Maula (2003–2004) - PLH Sangadi
- d. Drs. Suparno Laya (2004–2009) - Definitive Sangadi
- e. Mutasrip Paputungan (2009–2011) - Elected Sangadi
- f. Rostina Moputi (2011–2017) - Definitive Sangadi
- g. Abidin Patilima, ST (2017) - Acting Sangadi
- h. Raston Mooduto, S.Pd (2017–2018) - Acting Sangadi
- i. Suleman Paputungan (2018–Present) - Definitive Sangadi

### **2. Analysis of Population Data Processing Implementation**

To evaluate the management of population data in Pangia Village, this study utilizes the policy implementation theory by Van Horn and Van Meter, focusing on four primary dimensions:

- a. Standard Operating Procedures (SOP)

SOPs serve as the fundamental guideline for administrative consistency. Based on interviews conducted on May 20, 2022, the *Sangadi* of Pangia emphasized that the success of a policy is measured by the firmness and accuracy of its procedures. Clear SOPs ensure that officers can resolve community identity issues without ambiguity. The Village Secretary further noted that success is determined by whether the village apparatus can resolve resident problems according to established protocols. While there are slight differences in focus—where some view success through work targets and others through service

quality—the common thread is that SOPs remain the primary legal and operational compass in Pangia Village.

b. Resources

Resources include both human and financial capital. The *Sangadi* noted that quality (persistence, diligence, and discipline) outweighs quantity in the success of population data processing. However, a significant finding is the gap in educational backgrounds among village officials, which occasionally hinders the efficiency of the Information System for Population Administration. Financially, while the current budget is considered sufficient for daily operations, there is a lack of specific funding for advanced training or infrastructure upgrades, which directly impacts the long-term quality of human resources.

c. Communication

Effective communication is the "heart" of administrative management. In Pangia Village, communication between the village government and the community, as well as with higher-level institutions, is conducted through meetings and direct socialization. The *Sangadi* reported that residents are enthusiastic about updating their data when information is delivered clearly. Following Edward's theory, the village focuses on three communication pillars: transmission (delivery of info), clarity (easily understood instructions), and consistency (uniformity of information).

d. Disposition

Disposition refers to the attitude and commitment of the implementers. In Pangia Village, the village apparatus shows a positive response toward the population administration policy. This positive disposition is characterized by honesty and a willingness to help residents. The research indicates a strong correlation between resource quality and disposition; as the apparatus becomes more proficient and understands the policy better, their commitment to providing excellent service increases.

## DISCUSSION

The analysis of population data processing in Pangia Village reveals a complex interplay between theoretical frameworks and field realities. According to Van Horn and Van Meter, clear standards and goals are essential to prevent complications. In Pangia, while the village utilizes varied work indicators depending on the specific administrative task (e.g., identity cards vs. civil registration), the Standard Operating Procedures (SOPs) act as the unifying element. Contrary to some theories suggesting that rigid SOPs can hinder new policies, this study finds that in Pangia, SOPs provide the necessary structure to achieve policy targets, especially in minimizing errors made by both officials and the community.

Regarding Resources, the findings highlight a "dependency cycle" between financial and human capital. Quality administration requires skilled personnel, yet improving skills requires a budget for training. The limited educational background of some officials in Pangia is a critical focus area. Without specialized technical training in population information systems, even the most diligent staff may struggle with large-scale data management. Therefore, the "developing/swakarya" status of the village must be supported by a strategic budget allocation specifically for human resource development.

Communication in Pangia Village serves as a bridge for public participation. By ensuring clear transmission and consistency, the village government has managed to avoid the common pitfall of "miscommunication" that often plagues rural administration. When the community understands the "why" and "how" of data updates, they become proactive participants rather than passive subjects. This synergy reduces the administrative burden on village officials and prevents the accumulation of backlogged work.

Finally, the Disposition of the village officials is the final safeguard for policy success. A positive attitude, rooted in commitment and professional integrity, ensures that the population administration system is not just a digital requirement but a tool for genuine public service. The research concludes that for Pangia Village to move from a "developing" to an "advanced" administrative state, it must maintain its positive organizational disposition while aggressively addressing the gaps in infrastructure and technical education.

## **CONCLUSION**

Based on the research findings and analysis, it can be concluded that the population data management system in Pangia Village, Helumo District, South Bolaang Mongondow Regency, is generally functional and operates effectively. However, the study identifies critical areas requiring further enhancement to optimize administrative performance. The primary constraints involve the limited quality of human resources, particularly regarding specialized technical skills and educational backgrounds, as well as the need for more robust supporting infrastructure. Despite these challenges, other management indicators—including the implementation of Standard Operating Procedures (SOPs), effective inter-organizational communication, and a strong professional disposition among village officials—demonstrate a high level of consistency and commitment to providing quality public services.

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