

## Volumen 8 Número 1 Enero a Julio 2025 Revista Semestral- Venezuela

**Attorney José Gregorio Silva Castillo.**

Mayor's Office of the Municipality of Coronel José Joaquín Veroes, Yaracuy State.

Email: [drjosegsilva2008@gmail.com](mailto:drjosegsilva2008@gmail.com)

ORCID Code: <https://orcid.org/0009-0005-4278-8056>.

How to cite this article: "José Gregorio Silva Castillo. Importance of the Implementation of the Organization and Functions Manual In Public Entities for the Fulfillment of Institutional Objectives. (2025), (1,8)  
Received: 14/09/2024 Revised: 15/09/2024 Accepted: 16/10/2024

### **Importance of the Implementation of the Organization and Functions Manual In Public Entities for the Fulfillment of Institutional Objectives**

#### **ABSTRACT**

The article is part of a Feasible Project research and is supported by a non-experimental descriptive field research, whose objective was the design of an Organization and Functions Manual for the Mayor's Office of the Coronel José Joaquín Veroes Municipality of the Yaracuy State. With the firm intention of formally structuring this local Executive Body, the organization and functions manual was implemented for the Mayor's Office workers, obtaining a better development in their functions and/or tasks of the municipal administration, achieving effectiveness and efficiency in the execution of their processes. As well as providing guidance on the functions with which they are invested. This in turn becomes a certain guarantee that officials do not incur in illicit acts due to ignorance of the norm (vices of misuse of power, usurpation of functions, among others). In the development of this study, the executive branch of public power at the municipal level in the aforementioned locality is reorganized according to the norm; being composed of: a cluster of twenty-three (23) addresses, ten (10) coordinations, three (03) heads, three (03) advisory bodies, one (01) foundation, one (01) decentralized service and one internal audit body. The unstructured interview was used as an instrument for data collection, which was applied to the 23 addresses of the Mayor's Office, which resulted in ignorance of the general rules of internal control, ignorance of the organic and functional structure of the mayor's office, as well as ignorance of its functions, laws, regulations and other regulations that govern the public function. It reveals as a finding weaknesses in the execution of functions and responsibilities of the officials and employees of the Mayor's Office of the Coronel José Joaquín Veroes Municipality of the Yaracuy State.

**Descriptors:** Organization and Functions Manual, Internal Control, Public Administration, Compliance, Objectives and Public Function.

**Biographical Summary:** Lawyer graduated from the University of Carabobo (2009), Diploma in Labor Human Rights (Human Rights School of the Ombudsman's Office), Currently Legal Consultant to the Mayor's Office of the Coronel José Joaquín Veroes Municipality, Yaracuy State.