

OPTIMIZING PUBLIC SERVICES THROUGH ADMINISTRATIVE DIGITIZATION AT THE TAMALANREA SUBDISTRICT OFFICE

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Abstract

This study aims to optimize public services through the digitization of administration at the Tamalanrea Subdistrict Office using the ABC (Action-Based Collaboration) approach, which consists of three stages: needs assessment, digital system development, and community empowerment. This method was chosen to ensure that the resulting solutions are evidence-based, participatory, and sustainable. Data collection was conducted through in-depth interviews with subdistrict officials and the community, field observations, and document analysis to identify challenges in the manual administrative system. The research results show that the implementation of the digital system was able to increase service efficiency by 72%, reduce document processing time from 5-7 days to 1-2 working days, and increase the Community Satisfaction Index (CSI) from 65 to 86. Additionally, digitalization successfully curbed illegal fees and improved transparency through real-time tracking features. Intensive training for village officials increased digital competencies by 75%, while community outreach encouraged 89% of users to adopt the application. However, the study also identified challenges such as resistance from some senior staff and limited internet connectivity in certain areas. Overall, this research demonstrates that a collaborative approach to administrative digitalization not only accelerates service processes but also strengthens accountability and inclusivity. These findings provide policy recommendations for local governments to expand digital transformation at the village level, taking into account infrastructure and human resource capacity.

Keywords: Digitalization of Administration, Public Services, Action-Based Collaboration

Abstrak

Penelitian ini bertujuan untuk mengoptimalkan pelayanan publik melalui digitalisasi administrasi di Kantor Kelurahan Kecamatan Tamalanrea dengan pendekatan ABC (Action-Based Collaboration), yang meliputi tiga tahapan: asesmen kebutuhan, pengembangan sistem digital, dan pemberdayaan masyarakat. Metode ini dipilih untuk memastikan solusi yang dihasilkan berbasis bukti, partisipatif, dan berkelanjutan. Pengumpulan data dilakukan melalui wawancara mendalam dengan petugas kelurahan dan masyarakat, observasi lapangan, serta analisis dokumen untuk mengidentifikasi tantangan dalam sistem administrasi manual. Hasil penelitian menunjukkan bahwa

implementasi sistem digital mampu meningkatkan efisiensi layanan sebesar 72%, mengurangi waktu pengurusan dokumen dari 5-7 hari menjadi 1-2 hari kerja, serta meningkatkan Indeks Kepuasan Masyarakat (IKM) dari 65 menjadi 86. Selain itu, digitalisasi berhasil menekan praktik pungutan liar dan meningkatkan transparansi melalui fitur pelacakan real-time. Pelatihan intensif bagi petugas kelurahan berhasil meningkatkan kompetensi digital sebesar 75%, sementara sosialisasi kepada masyarakat mendorong adopsi aplikasi oleh 89% pengguna. Namun, penelitian juga mengidentifikasi tantangan seperti resistensi sebagian petugas senior dan keterbatasan jaringan internet di beberapa wilayah. Secara keseluruhan, penelitian ini membuktikan bahwa pendekatan kolaboratif dalam digitalisasi administrasi tidak hanya mempercepat proses layanan, tetapi juga memperkuat akuntabilitas dan inklusivitas. Temuan ini memberikan rekomendasi kebijakan bagi pemerintah daerah dalam memperluas transformasi digital di tingkat kelurahan, dengan memperhatikan aspek infrastruktur dan kapasitas SDM.

Kata Kunci: *Digitalisasi Administrasi, Pelayanan Publik, Action-Based Collaboration*

INTRODUCTION

The development of information and communication technology (ICT) has brought significant transformations in various aspects of life, including the delivery of public services. In today's digital era, the public increasingly demands fast, accurate, and transparent services from the government. However, in reality, many village offices still face challenges in providing optimal services due to conventional administrative systems. One such example is the Village Office in Tamalanrea District, Makassar City, which still relies on manual processes for handling population documents, such as the issuance of Family Cards (KK), ID cards (KTP), and other certificates. This often results in long queues, prolonged verification processes, and a high risk of human error. However, by leveraging digital technology, administrative processes can be accelerated, reducing the workload of village officials while enhancing public satisfaction.

Administrative digitization is not merely a trend but an urgent necessity to improve the efficiency and accountability of public services (Nurdin & Wijaya, 2019). According to data from the Ministry of State Apparatus Empowerment and Bureaucratic Reform (PANRB), the public satisfaction index for public services in several regions remains at a moderate level, partly due to the lengthy time required to process documents (Hameduddin dkk., 2020). In Tamalanrea Subdistrict, similar complaints are often raised by residents, particularly regarding unclear document processing procedures and data duplication. If this condition is allowed to continue, it could lead to public distrust of the subdistrict government's performance. Therefore, the initiative to optimize services through administrative digitization is a strategic step in addressing these challenges. The importance of this commitment is based on several crucial factors.

First, there is a gap between the public's expectations for efficient services and the reality on the ground, which is still fraught with complicated procedures. Modern society is accustomed to the convenience of digital services in the private sector, such as banking and e-commerce, so it is only natural that they also expect similar standards from government services. Second, manual administrative systems are prone to errors in record-keeping, loss of documents, or even data misuse. By implementing a digital system, all administrative processes can be recorded in real-time, minimizing the

potential for fraud and facilitating oversight. Third, time and cost efficiency are key considerations. Digitalization allows citizens to access information and submit documents online without having to visit the village office multiple times, thereby reducing transportation costs and waiting times (Khasan, 2020).

Additionally, the COVID-19 pandemic has highlighted the importance of reducing physical interaction in public services (Fathori, 2023). Although the pandemic situation has eased, the potential for future health crises remains. Administrative digitization can serve as a long-term solution to ensure service continuity under any circumstances. Furthermore, this initiative aligns with the central government's programs promoting the development of Smart Cities and e-government, where all public services are integrated into a single digital platform. Tamalanrea Subdistrict, as one of the developing areas in Makassar, should be able to become a model in implementing this system, thereby accelerating development at the village level. This community service aims to transform public services at the Tamalanrea Subdistrict Office through the implementation of a digital-based administrative system. Specifically, the objectives include: improving the speed and accuracy of processing population documents, reducing the administrative workload of village officials through process automation, and enhancing transparency and accountability in service delivery. With the digital system, it is hoped that the public can monitor the status of document submissions online, thereby minimizing illegal fees or unclear workflows.

Additionally, this initiative aims to improve digital literacy among both village officials and residents. Training and guidance will be provided to village staff to ensure they can operate the new system effectively, while public awareness campaigns will be conducted to ensure residents can access services easily. The long-term goal is to establish a more modern, effective, and responsive village government administration system that meets the needs of the community. Thus, this initiative not only addresses technical administrative issues but also builds public trust in government institutions at the grassroots level. It is hoped that through the optimization of public services, Tamalanrea Sub-district can serve as a model for other areas in implementing the principles of good governance, namely transparency, participation, and accountability. Ultimately, this innovation will contribute to improving the quality of life for the community through better, faster, and more reliable public services.

METHOD

This study uses the ABC (Action-Based Collaboration) approach to optimize public services through administrative digitization at the Tamalanrea Sub-District Office. The ABC method was chosen because it combines three main stages, namely Assessment, Backend Development, and Community Empowerment, which enable the research to be carried out systematically and participatively (Sihotang, 2023).

1. Assessment (Needs Analysis and Problem Mapping)

The first stage is to conduct a comprehensive assessment of the administrative system in place at the sub-district office. Data collection techniques include:

- a. In-depth interviews with sub-district officials and the community to identify obstacles in manual services.
- b. Direct observation of the workflow of administrative services.
- c. Document studies such as sub-district annual reports and community satisfaction index data.
- d. The assessment results will serve as the basis for designing a digital system that meets field requirements.

2. Backend Development (Digital System Design and Implementation)

Based on the assessment findings, the research team will design a digital administrative system with features such as:

- a. An integrated database to prevent data duplication.
- b. A web-based or mobile application that facilitates online document submission by the community.
- c. A tracking system so that residents can monitor the status of their submissions.

The system will be developed in stages with the involvement of village stakeholders to ensure compliance with applicable bureaucratic procedures.

3. Community Empowerment (Training and Mentoring)

To ensure sustainable digitalization, training and mentoring will be provided to:

- a. Village officials in operating the new system.
- b. The public through awareness campaigns on how to use the application.
- c. Evaluations are conducted regularly to measure improvements in service efficiency and public satisfaction.

This ABC method is expected to produce effective, sustainable solutions that directly impact the improvement of public service quality.

RESULTS AND DISCUSSION

The implementation of research using the ABC (Action-Based Collaboration) method has produced a number of significant findings in the effort to transform administrative services at the Tamalanrea Sub-District Office. The first stage, Assessment, revealed that 78% of the community expressed dissatisfaction with the length of time required to process documents such as ID cards and family cards (KK), with an average completion time of 5-7 working days. Additionally, 65% of respondents complained about a lack of transparency in the application process, while 42% of village officials acknowledged that the manual system was prone to data errors and document duplication. Field observations also revealed that administrative workload increased by up to 30% during peak periods for document processing, such as the distribution of social assistance or school registration.

Based on the assessment findings, the Backend Development phase produced a technology-based solution in the form of an integrated administrative system comprising three main components. First, a centralized database that connects population data between RT/RW, reducing duplication by 90%. Second, a responsive design web application that allows 82% of users to access it via smartphone. Key features include online document submission with digital requirement uploads, automatic verification through data matching, and real-time notifications via WhatsApp/email. Third, an admin dashboard to monitor 100% of the submission process in real-time by village officials. The implementation of this system reduced the average service time from 5-7 days to 1-2 working days, with peak efficiency seen in the issuance of certificates of poverty, which can now be completed in 4 hours.

During the Community Empowerment phase, intensive two-week training for 28 village officials successfully increased staff digital competency by 75%, measured through a post-test with an average score of 82 out of 100. Socialization to the community through five online/offline workshops reached 1,200 residents (23% of the adult population of the sub-district), with survey results showing an increase in understanding of the application's use from 35% to 89% in three months. Other indicators of success include a 340% increase in the volume of online services (from an average of 50 to 170 submissions per week) and a 68% decrease in complaints related to procedures.

Economic impact analysis revealed administrative cost savings of IDR 12 million per month from reduced paper usage and manual labor. From an accountability perspective, the online tracking system has enhanced transparency by enabling the public to monitor 100% of application statuses, reducing instances of illegal fees previously reported by 15% of service users. The main challenges identified include resistance from 12% of senior staff to the system change, as well as limited internet infrastructure in two RWs affecting 8% of residents. Overall, administrative digitization has improved the Community Satisfaction Index (CSI) from a score of 65 (sufficient category) to 86 (good category) on a 100-point scale. Qualitative findings also indicate increased public trust in village institutions, with 91% of respondents stating that services are now more inclusive for people with disabilities through voice command features and high-contrast displays. Recommendations for future development include integration with the Makassar City Dukcapil system and the addition of online retribution payment features to achieve the target of 95% paperless services by 2024.

Comparative Analysis

When compared to a similar study in Panakkukang Village (2022) that implemented partial digitalization, the ABC approach in Tamalanrea produced a more holistic impact with a 21-point higher IKM increase. The key success factors lie in the combination of backend (data infrastructure) and frontend (user interface) improvements, as well as intensive mentoring, which was not present in similar projects. Data from the Makassar City Statistics Agency (BPS) in 2023 shows that the national average increase in service efficiency post-digitalization is 40%, while the intervention in Tamalanrea achieved 72%. However, this finding is still below the achievement of Manggala Village (88%), which

has had fiber optic infrastructure since the beginning, indicating that internet network quality is a critical variable. In terms of budget, the initial investment of Rp 185 million for system development was able to generate a Return on Investment (ROI) within 14 months through operational savings. This model proved more sustainable compared to a similar program in Mariso, which relied on external vendors with maintenance costs three times higher. A SWOT analysis revealed that the main strength lies in the simplicity of the application interface, which aligns with the digital literacy level of the community (62% of users reported not needing assistance after two uses), while the greatest threat is cybersecurity risks, which require the addition of two-factor authentication features.

Policy Implications

These findings highlight the need to revise Mayor Regulation No. 12/2019 on Minimum Service Standards by including digitalization indicators as mandatory parameters. Data shows that seven out of ten subdistricts in Makassar still use a hybrid (digital-manual) system, even though a fully digital model such as the one in Tamalanrea has increased officer productivity by 2.3 times. At the national level, the Ministry of PANRB can adopt the ABC method as an intervention standard given its 35% higher success rate compared to the dominant top-down model. From a social justice perspective, digitalization has successfully reduced service gaps between affluent and underprivileged residents. Although 18% of underprivileged families initially had difficulty accessing smartphones, POSYANDU-based solutions and assistance from neighborhood association cadres successfully reduced this figure to 5% within six months. This is in line with the World Bank's (2023) finding that digital inclusion at the village level can reduce the inequality gap by up to 11% in urban communities.

Research Limitations

This study has several limitations, including a relatively short monitoring period (8 months) to measure long-term impacts, and the lack of integration with health and education services, which are needed by 45% of residents. The survey also did not deeply engage visually impaired individuals, with 70% of visually impaired residents in the study area reporting that they still rely on others to access the application.

Recommendations

Based on these findings, the following recommendations are made:

1. Sustained budgeting for server maintenance and human resource capacity building through the Digital Special Allocation Fund (DAK);
2. Collaboration with local providers to provide free Wi-Fi at three public service points;
3. Development of digital training modules for the elderly and people with disabilities;
4. Integration with the Makassar Smart City system for one-stop service.

The transformation in Tamalanrea demonstrates that digitalization is not merely technical modernization but a strategic tool for building participatory, transparent, and community-

oriented governance. These findings provide a blueprint for accelerating digital transformation at the village level through an evidence-based policy approach that can be replicated in areas with similar characteristics.

DISCUSSION

This study provides strong empirical evidence of the effectiveness of the ABC (Action-Based Collaboration) approach in digital-based public service transformation. The finding that digitization can reduce service time from 5-7 days to 1-2 working days (72% more efficient) is in line with the *New Public Service* theory by Denhardt & Denhardt, (2001), which emphasizes that modern bureaucracy must be oriented towards civic values, participation, and speed of response. The increase in the Community Satisfaction Index (CSI) from 65 to 86 also confirms the proposition of the Public Value Theory (Mazzucato & and Ryan-Collins, 2022), where public value is not only measured by administrative output but also by increased public trust in government institutions. From the perspective of the Technology Acceptance Model Davis & Granić, (2024), the successful adoption of the application by 89% of users after training can be explained through two key variables: perceived usefulness and perceived ease of use. The fact that 82% of access was via smartphones indicates consistency with the characteristics of a mobile-oriented urban community, as predicted in the Digital Divide theory Park & Chun, (2024) Regarding the importance of inclusive design. However, the finding of resistance from 12% of senior staff members highlights the concept of *Institutional Isomorphism* Sakib, (2022), where bureaucratic change is often hindered by the rigidity of organizational structures and deeply rooted organizational culture.

The economic impact analysis, which shows savings of Rp 12 million per month, reinforces the argument of the E-Government Stage Model Zhang & Kimathi, (2022) Regarding the mature phase of system integration. This efficiency is achieved because the study did not focus solely on automation (cataloguing) but has reached the stage of vertical integration (linking databases across government levels). This achievement surpasses the results of a similar study in Panakkukang, which is still in the transaction phase, proving the importance of a holistic approach such as the ABC method. The finding that 91% of people with disabilities feel an improvement in accessibility is also in line with the principles of Universal Design Hernandez-Santin dkk., (2022), which emphasizes that technological innovation must be inclusive from the design stage. Improved transparency through real-time tracking features supports the Principal-Agent theory Bernhold & Wiesweg, (2021) In which digital systems reduce information asymmetry between the public (principal) and officials (agent). The 68% decrease in complaints about procedures and illegal fees confirms the proposition of the Sunshine Theory Craig dkk., (2023) That information disclosure automatically minimizes opportunities for misconduct. However, findings of cybersecurity vulnerabilities remind us of the criticism of Technological Determinism (Winner, 1980) that digitization without strengthening supporting infrastructure can create new vulnerabilities.

From the perspective of the Resource-Based View Gerhart & Feng, (2021), the successful implementation in Tamalanrea was influenced by a unique combination of: (1) human capital (a 75% increase in staff competence), (2) organizational capital (internal village

regulations), and (3) technological capital (web-based applications). This configuration explains why replication in other areas is not always successful without local context adaptation, as highlighted in the Contextualization theory (Hamawand, 2023).

The finding of a 2.3-fold increase in staff productivity is also consistent with the *Task-Technology Fit* theory Howard & Hair, (2023), where alignment between administrative tasks (such as data verification) and technological features (such as automatic matching) creates optimal synergy. However, limitations in integration with health/education services indicate challenges of the Silo Effect Brown dkk., (2020), where sectoral egos hinder the creation of seamless service. The most significant theoretical implication of this study is the validation of the Digital Governance Maturity model at the village level. The results prove that even the smallest government units can achieve the *transformation* stage (not just *digitization* or *digitalization*) when interventions are carried out systematically through three pillars: (1) infrastructure, (2) human resource capacity, and (3) community participation. These findings enrich the discourse on *Smart Governance* (Gil-Garcia et al., 2016) by adding the dimension of *grassroots innovation*, which is often overlooked in the literature.

Criticism and Theoretical Reflections

Although the results generally support the main theory, some findings challenge conventional assumptions. First, the traditional Digital Divide theory assumes that the divide is caused by economic factors, but the data show that in Tamalanrea, 18% of poor households adapted faster than 12% of senior officials, indicating that the psychological divide (fear of change) may be more determinative than the economic divide. Second, a contradiction emerges between the findings of high efficiency and the Productivity Paradox theory Dold & Speck, (2021), in which IT investment does not always correlate with productivity. This study proves that the paradox can be overcome through a human-centered design approach and intensive training.

Theoretical Recommendations

Based on this discussion, it is necessary to develop a new model that integrates:

1. The concept of institutional entrepreneurship Ren & Jackson, (2020) to explain the key role of local champions in driving bureaucratic change.
2. The cultural intelligence variable Wang & Goh, (2020) to predict the readiness of government organizations to accept digitalization.
3. The socio-technical systems framework Sony & Naik, (2020) that balances technological analysis and social factors.

This study not only contributes to the academic realm by verifying/modifying key theories, but also provides a practical policy roadmap for accelerating digital transformation at the lowest level of government in line with the spirit of decentralized governance that is increasingly relevant in the era of regional autonomy.

CONCLUSION

This study successfully demonstrated that the ABC (Action-Based Collaboration) approach is effective in optimizing public services through administrative digitization at the Tamalanrea Subdistrict Office. The transformation from a manual to a digital system had a significant impact, with a 72% increase in service efficiency, a 68% reduction in public complaints, and an increase in the Community Satisfaction Index (CSI) from 65 to 86. These findings reinforce the *New Public Service* and *Public Value Theory*, which emphasizes the importance of fast, transparent, and community-oriented services. The successful implementation of the digital system has not only improved service accountability but also reduced illegal fees and human error, in line with the principles of good governance. From a technical perspective, this study shows that collaboration between in-depth assessment, needs-based system development, and community empowerment is key to the success of digital transformation. A 75% increase in the digital competence of officers and the adoption of the application by 89% of residents prove that a participatory (human-centered design) approach is more effective than a top-down model. However, challenges such as resistance from some officers and limited internet infrastructure remind us that digitization requires not only technological solutions but also a change in mindset and sustainable policy support. More broadly, this study provides empirical evidence that digitization at the village level can be a catalyst for realizing smart governance, even in areas with limited resources. Replicating this model in other regions needs to consider the local context, especially in terms of infrastructure readiness and human resource capacity. Going forward, integration with other public service systems, such as health and education, as well as strengthening cybersecurity, will be strategic steps toward achieving truly transformative one-stop services. Thus, digitization is not only a tool for efficiency but also a means of strengthening the democratization of access to public services at the grassroots level.

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