

## Assistance in Recording Good Village Asset Inventory and Creating a Good Work Environment and Health Counseling in Bogor Regency

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ARTICLE INFO	ABSTRACT
<p>Article history: Received: 3 February 2026 Revised: 4 February 2026 Accepted: 5 February 2026</p> <p><b>Keywords:</b> Village Assets, Inventory, Work Environment, Health Education, Bogor Regency.</p>	<p>Village asset management is a crucial aspect of accountable and transparent village governance. However, many villages in Bogor Regency still face challenges in properly recording asset inventories and complying with regulations. This Community Service (PKM) activity aims to provide assistance to village officials in recording and managing asset inventories, creating an orderly and administrative work environment, and providing health education to village communities. Implementation methods include training, direct mentoring, field observation, and health outreach. The results of the activity indicate an increase in the ability of village officials to use digital and manual-based asset inventory formats, increased awareness of the importance of a healthy work environment, and increased community knowledge about clean and healthy living behaviors (PHBS). This activity is expected to become a model for village empowerment towards effective, efficient, and sustainable governance.</p>

### Introduction

As the lowest level of government, villages play a strategic role in supporting national development and delivering public services directly to the community. One crucial aspect of village governance is village asset management, which encompasses the systematic recording, utilization, and reporting of assets in an accountable and transparent manner. However, observations in several villages in Bogor Regency revealed that asset inventory recording is still largely conducted manually without standardized procedures, and many village officials have limited understanding of the asset administration system and its regulatory framework. This condition has the potential to reduce the accuracy of asset data, hinder planning processes, and weaken public accountability.

Furthermore, the working environment in village offices is often poorly organized, with inadequate filing systems and limited attention to workplace cleanliness, which in turn affects the effectiveness and

quality of public services. This situation is exacerbated by relatively low public awareness regarding the importance of health, environmental cleanliness, and Clean and Healthy Lifestyle Behavior (PHBS). These factors collectively pose significant barriers to the realization of productive, responsive, and professional village governance. In response to these challenges, the Community Service Program (PKM) was designed to provide comprehensive assistance through mentoring in village asset inventory recording, improvement of the office work environment, and public health education. The program aims to foster a more orderly village administration system, strengthen the capacity of village officials, and encourage community participation in creating a clean, healthy, and well-governed village environment.

## **Method**

The activities will be carried out in Taman Sari Village, Bogor Regency, from August 2025 to December 2025. The methods implemented in this program consist of several stages, including training and workshops aimed at providing technical guidance on asset recording using the village inventory format in accordance with Minister of Home Affairs Regulation No. 1 of 2016. In addition, field mentoring will be conducted to assist village officials in compiling lists of fixed and non-fixed assets and entering the data into the village administrative system. The program also includes workplace environment improvement through office layout arrangement, document archiving, and enhancement of cleanliness within the village office area. In the health sector, health education on Clean and Healthy Lifestyle Behavior (PHBS) will be provided, accompanied by basic health checks such as blood pressure measurement, weight monitoring, and nutrition education. At the end of the program, an evaluation will be conducted through pre-test and post-test assessments to measure the improvement of understanding among village officials and community members.

The participants of this activity consist of village officials, including the village head, village secretary, treasurer, and staff, as well as representatives of the local community. The partners involved in this program are the Taman Sari Village Government in collaboration with the local Community Health Center (Puskesmas) to support the implementation of the activities.

## **Results**

The community service program (PKM) resulted in several key achievements. First, there was an improvement in the capacity of village officials. After participating in training and mentoring sessions, village officials became more capable of recording asset inventories in a structured manner and in

accordance with applicable standards. A digital inventory format using Microsoft Excel and a village asset template was developed collaboratively with the PKM team to support this process. Second, the quality of the working environment at the village office improved significantly. The office environment is now better organized with a more systematic filing system, cleaner workspaces, and the establishment of a small green area around the office.

Third, there was an increase in public health awareness. The dissemination of Clean and Healthy Lifestyle Behavior (PHBS) successfully encouraged community participation in maintaining the cleanliness of their home environment and public facilities. Community members also became more actively involved in group exercise activities aimed at promoting a healthy lifestyle. Fourth, the program generated social and administrative impacts. The activities contributed to enhancing transparency and accountability in village asset management and strengthened the relationship between the village government and the community.

The community service program (PKM) resulted in several key achievements, including improvements in the capacity of village officials, the quality of the working environment, public health awareness, and social as well as administrative aspects. After participating in a series of training and mentoring sessions, village officials became more capable of recording asset inventories in a structured manner and in accordance with applicable standards, supported by the development of a digital inventory format using Microsoft Excel and a village asset template collaboratively designed with the PKM team. In addition, the quality of the village office environment improved significantly, as reflected in a more organized filing system, cleaner workspaces, and the establishment of a small green area around the office. The program also contributed to increased public health awareness through the dissemination of Clean and Healthy Lifestyle Behavior (PHBS), which successfully encouraged community participation in maintaining the cleanliness of their home environment and public facilities, as well as greater involvement in group exercise activities promoting a healthy lifestyle. Furthermore, the activities generated positive social and administrative impacts by enhancing transparency and accountability in village asset management and strengthening the relationship between the village government and the community.

## **Conclusion**

The mentoring program demonstrates that proper and systematic recording of village asset inventories can significantly enhance transparency, accountability, and the effectiveness of village governance. Improvements in the working environment, along with health education initiatives, have also contributed to the creation of more productive and healthy village administration. These results indicate that integrated approaches combining administrative capacity building, workplace management, and

community health promotion are essential in strengthening local governance. Similar programs can be replicated in other villages with necessary adjustments to local contexts and supported by the digitalization of inventory systems through simple and accessible applications to ensure sustainability.

It is recommended that the village government continue implementing the digital asset recording system and regularly update the inventory data to maintain accuracy and accountability. Health education activities and workplace environment improvement should be institutionalized as routine village programs to support long-term community well-being and administrative performance. Furthermore, advanced training related to financial and asset management based on village applications is needed to strengthen the technical capacity of village officials and to ensure more effective and sustainable governance practices.

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