



## **Research and Promotion of Administrative Procedures for Facilities and Applications for Administrative Agencies in Vietnam**

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### *Abstract*

For current agencies and organizations in Vietnam, office equipment is one of the fundamental factors playing an important role, ensuring productivity, quality and operational efficiency of office work. . At the same time, the office equipment is an effective arm, helping cadres and civil servants to fulfill their office administrative tasks. Thanks to the application and equipping of machines and equipment for the office, it has contributed to reducing labor force, reducing the burden for office workers. Technical equipment improvements are primarily aimed at stages, such as the word processor table that often goes up to use electronic keyboards, from computer tables to electrical and computer computers for accounting work. Especially since the 70s of the previous century, the stage of document processing has been supported by computers and continuously advanced until now. Computers are indispensable devices in the process of implementing the guaranteed functions. Information security for management activities of a modern office. At the same time, other office equipment thanks to the application of modern scientific and technical achievements that have initiatives and models suitable to each type of work, suitable application for different target groups, Make work performance enhanced. Since then, it will contribute to improving the effectiveness of management workers.

**Keywords:** *Office, facilities, office equipment, office administration, office administration.*