

This independent study investigated general business affairs performance of Anuban Lampang School, including problems and suggestions for its performance. The population under study comprised 108 teachers at the forementioned School in the 2001 academic year. The instrument used was a questionnaire with items covering essential of the above topic. The collected data were then analyzed through the application of percentage.

The findings could be summarized as follows :

Most teachers agreed that all tasks of general business affairs were performed. Document work was fulfilled by several persons. Operation activity plan was set up. There were indications of various performed activities affecting quality of school's educational management. As for reporting, the data were presented by various means. Moreover, for building safety, there should be cooperation among personnel at work and government rules and regulations be followed. The office management should be restructured for clearness, fastness, continuity and systematicness.