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# DE LA SALLE UNIVERSITY

## A RESTRUCTURING OF THE DIOCESAN SUPERINTENDENT'S OFFICE OF TANDAG SURIGAO DEL SUR

AND

## THE DEVELOPMENT OF THE DIOCESAN SUPERINTENDENT'S ADMINISTRATIVE MANUAL

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By

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## Abstract of Project Papers

Research Objective

This study was an attempt to assess the Diocesan Superintendent's Office of Tandag, Surigao del Sur; and on the basis of the assessment's results to restructure the DSO. To supplement the restructured DSO, an administrative manual for the Superintendent's Office was formulated.

Research Design

The researcher used the survey questionnaire developed by Franco (1991) and further improved by the researcher for the purpose of this study. The questionnaires were given to the school administrators, faculty members, priests directors and parish priests, the staff and other personnels of the 13 diocesan schools to get their assessment about the Diocesan Superintendent'office.

The data gathered in the survey were treated statistically by simple frequencies, weighted mean and mean averages.

In restructuring the DSO the Project Planning and Management Cycle of Dennis Rondennelli was adopted in this second phase of the study. And to formulate the DSO

descriptive-developmental for the formulation of an administrative Manual for the superintendent's office.

Findings

The outcome of the assessment of the DSO identified the need of restructuring the office given its poor performance indicated by the respondents. The respondents were unanimous in their high expectation of the office to deliver needed services such as, quality assistance in their on-going administration and supervision of the diocesan schools. The researcher saw also that the reason why at present the office could not deliver those services was not only due to its lack of personnels but also because of budgetary constraint and poor organization strategy in getting people who can be of great help to the office to commit themselves not because of higher salary but of higher idealism.

Finally, considering the aforementioned assessment outcomes, the researcher restructured the DSO and made its administrative manual. He proposed a 3 - year action plan that would finalized the manual and institutionalized the restructured DSO.

administrative manual, the R & D Model of Borg was used as its development model.

The three models used in this study were complemented by the interviews, formal and non-formal, conducted among the administrators of the Diocese of Tandag and to the other administrators and faculty from outside of the said diocese by the researcher, during the CEAP Annual convention and the general assembly of the diocesan superintendents and regional directors at Bacolod City in 1993. And the formal committee required by the model of Rondenneli and that of Borg was modified by a non-formal committee composed of the Bishop and school administrators who were consulted by the researcher in the course of his research.

As the basis of the two-fold studies, the researcher reviewed pertinent related literature that included the empirical studies on the diocesan superintendent's roles, functions, and responsibilities. However, the review was limited because of the scarcity of the empirical studies on the diocesan superintendent's office. This scarcity of the said literatures was pointed out by Dixon (1987).

The research designs are descriptive-evaluative for the Superintendent's office evaluation; and

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