

ABSTRACT

Title of the Research: **Development And Validation Of
Administration Manual For Cavite Diocese
Parochial School Association (CADIPSA)**

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This research involved the development and validation of administration manual for Cavite Diocese Parochial School Association (CADIPSA). This study is a two-pronged descriptive type of research; it is both development and validation of an administration manual. This study utilized fifty (50) respondents consisting of seventeen (17) school directors, fifteen (15) principals, two (2) assistant principals, nine (9) teachers, and seven (7) non-teaching staff. Mean and Standard Deviation was used to determine the validity of the administration manual.

The initial draft of an administration manual for CADIPSA includes the Introduction, history of Diocese of Imus and CADIPSA, vision-mission, roles, function and duties and responsibilites of Diocesan Bishop, Diocesan School Board, Superintendent, School Directors, Local School Board Officers, Principals and Assistant

Principals of the nineteen CADIPSA member schools. The overall mean ratings of the school administration manual's items was 4.81 and standard deviation of 2.81 which shows that the items were very much valid. The proposed validated copy of administration manual will be presented to the Diocesan Bishop and Diocesan School Board for their approval of implementation and to be used of by different directors of CADIPSA member schools.

The validation procedures revealed that the majority of the validators wrote their comments and suggestions classified in the following themes such as: on the importance of written manual, on the roles and functions of the parish priest and on the role of the laity.

This study recommends that the proposed administration manual should be presented to the Diocesan School Board for approval of its implementation; the CADIPSA member schools should try to use the proposed administration manual so that its content may be properly evaluated by the key persons or administrators concerned, after which feedbacks may be given for the improvement of the manual and periodic evaluation of the administration manual should be done by the concerned persons for its amendments.