

ABSTRACT

Title : **Developing the Diocesan School Superintendents' Manual: A Response to the Perceived Needs of the Catholic Educational Association of the Philippines (C.E.A.P.) Superintendents' Commission**

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This descriptive-qualitative study on the development of the Diocesan School Superintendents' Manual used Henson and Henson's group process diagnosis method which involved the diocesan school superintendents of the CEAP (Catholic Educational Association of the Philippines).

The data came primarily from the associations' records of conferences and general assemblies, reports from the workshops and small group sharing, the results of unstructured interviews and observation during their assemblies. The findings revealed that the development of the Diocesan School Superintendents' Manual passes through long and different processes involving its end-users, the superintendents. Their

active participation, suggestions, and critiques contributed valuably in the completion of this study.

The study concludes that though the Diocesan School Superintendents' Manual contains the essential parts to guide the superintendents, adaptation to specific contexts before drafting the final copy of the manual is very necessary. The following points are recommended:

1. As leaders in the educational ministry, the diocesan school superintendents ought to collaborate actively in the development, implementation, and evaluation of the Diocesan School Superintendents' Manual.
2. The contents of the Diocesan School Superintendents' Manual should always consider the needs and purposes of its end-users, as well as, the particular context where it will be implemented.
3. Continuous evaluation, updating, and adaptation must be done in order to effectively serve as guide to the superintendents.