



De La Salle University – Dasmariñas
GRADUATE PROGRAM

THE DEVELOPMENT OF A MANUAL OF FORMATION FOR THE
INTERNS OF ST. ANTHONY'S BOYS VILLAGE – CAVITE

A Master's Thesis
Presented to
the Faculty of the Graduate School of Education, Arts and Sciences
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Dasmariñas, Cavite

In Partial Fulfillment
of the Requirements for the Degree
Master of Arts in Education
Major in Educational Management

FR. RENATO ARVIN E. RAMIREZ, RCJ

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ABSTRACT

Name of Institution: De La Salle University - Dasmariñas
Address: Dasmariñas, Cavite
Title: **The Development of a Manual of Formation for the Interns of St. Anthony's Boys Village – Cavite**
Author: Fr. Renato Arvin E. Ramirez, RCJ
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OBJECTIVES OF THE STUDY:

A. General:

The study aimed to develop a Manual of Formation for the Intern Boys of St. Anthony's Boys Village – Cavite, subject for validation and main field testing of SABV effective School Year 2003-2004.

B. Specific:

More specifically, the study addressed the following concerns:

1. Identification of the parts of the Manual of Formation
2. Scheduling and thorough deliberation of the Key Persons involved in the development of the Manual of Formation for Interns.
3. Drafting of the Manual of Formation



4. Evaluation and Re-evaluation (Preliminary Field Test)
5. Revision of the initial draft for Main Field testing.

SCOPE AND COVERAGE:

The study entitled “Development of a Manual of Formation for the Interns of St. Anthony’s Boys Village – Cavite” describes the process of developing a Manual of Formation for the Interns of SABV-Cavite, covering the rules and regulations on the formation of Interns from the time of application, acceptance, schooling and the stage-by-stage growth in human, affective, social and Christian formation until they graduate from their studies.”

METHODOLOGY:

“The researcher used the Descriptive Analytic and Developmental Methods of Research following the modified form of Borg’s Research and Development (R and D) model. The study sought the cooperation of Key Persons referring to a number of Administrators, School Faculty and Staff, and Formators in the development of the Manual of Formation. The Key are those persons responsible and knowledgeable about the rules, regulations and principles behind the formation of the SABV-Cavite Interns.

FINDINGS:

1. Identification of the parts of the manual

The proposed Manual of Formation for SABV-Cavite Interns is composed of the following parts: Foreword, Background Information, Vision-Mission of St. Anthony’s Boys Village – Cavite, Objectives, SABV Internship



Admission Policies, Academic Programs, Non-Academic Programs, Administrators, Formators, Interns Parents' Obligations to St. Anthony's Boys Village and to the Rogationist College, Rules and Discipline (for High School and College Interns) and Bibliography.

2. Scheduling and Thorough Deliberation of the Key Persons Involved in the Development of the Manual of Formation for SABV Interns

Thorough deliberations, conferences, meetings, interviews and others were essential in manual development as manuals are products of people interacting as a working team with the intention of coming up with a useful, tangible, and most importantly appropriate material to be used as guide to direct the members of the team of their actions and responsibilities.

3. Drafting the Manual of Formation

Drafting a manual required team efforts. Feedback mechanisms were vital for inclusions and considerations in drafting the manual of formation. As it is a preliminary working plan, what would be done next to this draft, is certainly expected to be better than the former.

4. Evaluation and Re-evaluation (Preliminary Field Test)

Evaluation and re-evaluation of the manual has been proven vital in any activity to find or determine the quality or worth of the undertaking. Preliminary field testing was done in the proposed manual which aimed to gather initial feedback about the proposed Manual of Formation for the Interns of SABV-Cavite.



5. Revision of the initial Draft for Main field testing

The Manual of Formation for the SABV-Cavite Interns was revised and would be subjected to Main Field Testing for the betterment and improvement of the manual effective School Year 2003-2004.

CONCLUSIONS:

^{3/}This descriptive-developmental study had the following conclusions.^{3/}

1. ^{4/}That development of a manual for a particular organization or school is not a work of one. It ^{5/}is a collaborative effort of an active, cooperative and concerned working team;^{5/}

2. That a manual ^{6/}has several parts as agreed by the working committee and may vary accordingly;^{6/}

3. That thorough deliberations, conferences, meetings, interviews are needed to gather substantial inputs to be included in drafting the manual and instrument to its improvement;

4. That the ^{7/}initial draft of the manual ^{7/}or any manuscript or undertaking ^{8/}has to be validated, evaluated and re-evaluated;^{8/}

5. That evaluation is a significant process in assessing the worth of any project or undertaking and should be a continuous process;

6. That ^{9/}initial field testing is essential to gather feedback ^{9/}for improving the proposed manual or any undertaking, and



7. That main field testing would be necessary before drafting the final copy of the manual.

RECOMMENDATIONS

The following recommendations are suggested:

1. Every member of a charitable institution, especially those related to formation, school or academic community should take part in the formation of the institutional manual, hence a collaborative effort is needed.
2. The different parts of the manual greatly depend on what suit the need of the end-users of the manual.
3. Continuous evaluation and re-evaluation of the manual should be done if necessary.
4. A legal counsel should check the legal parameters of the contents of the manual.
5. Amendment of any part of the manual may be suggested if proven essential.
6. A manual covers anyone and everyone in the group to whom the manual is purposely formulated.
7. The proposed manual of formation for SABV-Cavite Interns or any of its items maybe subjected to change if proven ineffective and inappropriate.
8. The Manual of Formation for the Interns of SABV-Cavite should be subjected to main field testing effective School Year 2003-2004.



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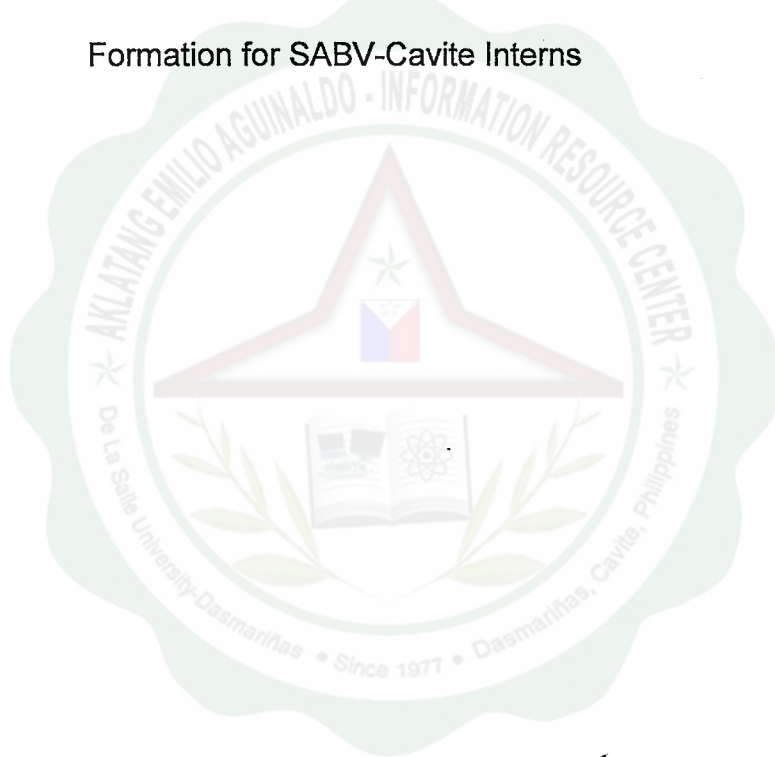
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