

**A B S T R A C T**

**Title:** An Assessment of the College of Secretarial Administration of De La Salle University-Emilio Aguineldo College From School Year 1987 - 1992 : A SYSTEMS APPROACH.

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**SUMMARY**

This study was undertaken primarily to assess the development of the College of Secretarial Administration of De La Salle University-Emilio Aguineldo College from School Year 1987-1992, using Systems Approach.

Specifically, the study attempted to answer the following questions:

**Cultural System**

1. What courses baccalaureate or non baccalaureate are offered at the De La Salle University-Emilio Aguineldo College?

**Social System**

2. What is the profile of the students enrolled for each school year?

3. What is the profile of the administrator and the faculty in the College of Secretarial Administration?

Economic System

4. What practicum activities are performed by the secretarial Students?

5. Is there a placement job for the secretarial graduates?

6. What are the secretarial facilities available for the student's use?

Assumptions

The following assumptions were used in the study:

1. Systems approach is a wholistic method of looking into the preparation of the secretarial manpower to meet the changing demands of the non-stop technological innovations through its curricular offerings.

2. School evaluation is an important method for improving, expanding or discontinuing programs and services of the school system.

3. Systems approach is effective if the purpose is to produce teachers who would teach effectively the secretaries of the late nineties and the twenty first century for the attainment of their objectives- that of producing effective output.

4. Systems approach as a tool views the system in a

continual process of resource inter-change with its environment.

#### Methodology

The study made use of the descriptive analytical method of research in analyzing and interpreting the data to certain criteria established in the assumptions. This method utilized both the qualitative and quantitative data on the variables which were obtained from documentary analysis of the records and reports available in the institution.

This study is also semi-historical since it traced the development of the College from school year 1987-1988 to 1991-1992.

The data subjected to statistical treatment and analysis were taken from the students' profile from the records of the Admissions' Office, enrolment statistics, 201 file of the faculty, curriculum prospectus, library's records, budget performance, College Catalogue and interviews.

The statistical instrument used were the mean and percentage.

#### Findings

The careful analysis of the data resulted to the following findings:

1. Cultural System

a. The curricular offerings of the college of secretarial administration (baccalaureate and non-baccalaureate) have followed the prescribed curriculum of the Department of Education, Culture and Sports except for the first two years of the Bachelor of Science in Secretarial Administration major in Office Management, where in the program was enriched with Medical subjects.

b. The aims of the College are in consonance with the mission statement of the Secretarial Administration set by DECS and the mission statement of De La Salle University-Emilio Aguinaldo College.

2. Social System

a. The Dean being the administrator of the college, although she did not fulfill the conditions set by DECS, still proved to have been effective and efficient in her own way of teaching and administering the college. Being chosen as OUTSTANDING in both teaching and administration, she proved that her baccalaureate degree although not in line with either education or secretarial administration was not a hindrance for her being hard working

and dedicated in this profession.

b. The DECS requirements for faculty qualifications were met although the provisions set by De La Salle Administratin and Faculty Associations, as stated in the Faculty Manual, 1991-1994, had not been fully met. Faculty members hired in June 1990 and subsequently are required to finish their Master's degree within three years of their probationary status. Failure to comply would be grounds for termination of their full-time status as faculty member. Hopefully, most of the faculty members would finish their Master's degree before expiration date as to the time of writing, three are scheduled for their Oral Defense.

c. NCEE is not required of Secretarial students of the two year course, but the College, still preferred those with the NCEE cut-off scores.

3. Economic System

a. Financial Resources

The College of Secretarial Admistration is one of the self-earning units of De La Salle University-Emilio Aguinaldo College. The cost per student, as well as the faculty salary especially the rate per hour of full-time and

part-time faculty is very low.

b. Human Resources

The dean-faculty ratio is considered ideal, so with that of the full-time faculty-student ratio.

c. Physical Resources

The College of Secretarial Administration has a secretarial hall with four (4) lecture rooms and two (2) typing laboratories. These rooms were fully utilized by the College.

The typewriters were of old models and in need of further replacements due to frequent machine breakdowns.

The computer machines are not enough to accommodate the secretarial students especially those who are majoring in computer. They need to be exposed to more practice on actual manipulation of the computer.

The mock room or simulated office is almost complete in its office machine and equipments and are fully utilized by the secretarial students.

The college also has an adequate number of affiliating centers for students' practicum and internship training.

The College receives from the administration an allotted budget for its books, serials and journals and other library needs.

### Conclusions

Based on the findings of the study, the following conclusions were drawn:

1. The cultural system of the college of secretarial administration is considered stable, especially in its aims and curriculum. There is a need for additional budget for book holdings, serials and other library materials.

2. The Social System of the College is stable in terms of Administration. The faculty's educational qualifications, including the Dean have been updated. The Dean is working on her dissertation, while the faculty members have been through their Oral Defense for Master of Arts. The few who have not are still enrolled in thesis writing or for the academic requirements. There though is a need for the faculty members to update their knowledge competence in Computer education.

3. Stricter admission in the third and fourth years should be enforced to ensure quality of the BS Secretarial Administration graduates.

4. The Economic System is strong, but there is a need for further improvement, especially, in terms of

additional computer machines and a separate computer laboratory for the secretarial students only, due to the increasing enrolment.

Recommendations:

1. The administrator and faculty of the college should strongly encourage students to pursue the four year course or the degree program to ensure better and stable future for the secretarial graduates.

2. The Administration of the DLSU-EAC should give priority to the budget allocation for the physical facilities of the college especially in terms of machines and equipments being used by the students, like typewriters and computer machines. If possible separate computer laboratory for secretarial students only so that they would have plenty of exposure and manipulation of the complicated machines for effective outputs.

3. The administrator and faculty should have stricter guidelines in terms of admission of freshmen to ensure better quality of secretarial graduates.

4. Faculty members should update their computer knowledge and competence and Administration could offer scholarship to this effect.

5. A follow-up study on the development of the external productivity of the College is strongly recommended.