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**A PROPOSED REFORMULATION OF THE SUPERINTENDENT'S OFFICE
AND A PROPOSED SUPERINTENDENT ADMINISTRATIVE MANUAL
OF THE DAUGHTERS OF MARY HELP OF CHRISTIANS**

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ABSTRACT

Title: A Proposed Reformulation of the Superintendent's Office and a Proposed Superintendent Administrative Manual for the Daughters of Mary Help of Christians

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The study sought to reformulate the superintendent's office and to develop an administrative manual for the superintendent's office of the Daughters of Mary Help of Christians. Specifically, it proposed to achieve the following:

1. To determine the vision - mision, goals and objectives, needs and potential services of the superintendent office.

2. To determine the possible resources of the office in terms of physical and technological resources, staff availability and finances.



3. To identify the specific roles, functions and activities of the proposed superintendent's office.

4. To determine and formulate the parts and contents of superintendent administrative manual based on the administrative needs analysis and to prepare an initial draft of the manual after the preliminary analysis.

5. To present an action plan for the office institutionalization and for the further development, dissemination, implementation, and appraisal of the superintendent administrative manual.

In order to achieve this aim, the researcher utilized a descriptive-developmental design. A survey questionnaire was the main instrument distributed to three groups of respondents, the six members of the Provincial Council, the 22 administrators which comprise the Directress, and Principals; and the 120 Faculty Sisters and Lay.

The study employed frequencies and weighted item mean average to determine the extent of the respondents responses to the actual and expected performance of the proposed reformulation of the superintendent's office of the DMHC. It also made use of documentary analysis of existing Superintendent Administrative Manual, and other congregational documents.



The results of the study revealed the following:

1. The archival documents about the institutional vision-mission emphasized the salient elements of the educational system of St. John Bosco lived in its totality as a spirituality and method of education and animation.
2. Comments and suggestions drawn from the open-ended section of the survey questionnaire revealed the necessity of evaluating the institutional vision-mission and if needed proceed to the process of reformulation.
3. The superintendent's office vision-mission as suggested by the respondents and synthesized by the researcher is: The superintendent's office is on of the sectoral councils of the Provincial Team of the DMHC designed to promote coordination and unity in the spirit of the Preventive System, among the schools owned or managed by the DMHC.
4. The suggested goals and objectives of the of the superintendent's office were highly acceptable. However there is still a need to let the teachers be aware of the institutional goals and objectives.



5. There is a need for an office space to carry out efficiently and effectively all the functions of the superintendent, e.g., a full time superintendent, a full time secretary, and an adequately furnished office. The potential services enumerated by the respondents focussed on personnel training and development, research, communication, linkages and clarification of vision-mission, goals and objectives.
6. There are resources to support and to sustain the superintendent's office:
 - a central office to be equipped
 - personnel to be recruited
 - a budget to be provided (financial allocation)

Conclusion

Based on the findings of the study the following conclusions are drawn:

1. The reformulated superintendent office vision-mission, goals and objectives are aligned and congruent.
2. The superintendent's office is sustainable.
3. In general the superintendent's office functions are not different from other congregations



with the exception of the educational system of St. John Bosco.

4. The initial draft of the superintendent administrative manual formalized the office organizational relationship, job description, selection and appointment of personnel, specific duties and functions of all personnel and practices.

4. The implementation of the action plan for the superintendent's office institutionalization and for the further dissemination, implementation and appraisal of the superintendent administrative manual would complete the process of determining the applicability of the manual to the office situation and eventually to its adoption and promulgation by the Provincial Council and implementation of the office.

Recommendations:

1. The identified vision-mission, goal and objectives, of the superintendent's office be incorporated in the superintendent administrative manual.

2. That there should be a Congregation wide dissemination of the proposed reformulation of the superintendent's office and the proposed superintendent administrative manual.

3. That the superintendent administrative manual



containing the roles and functions of the superintendent's office be tried out.

4. That the proposed 3-Year action plan be studied by the provincial council for implementation.



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