

DE LA SALLE UNIVERSITY

A MANAGEMENT PROFILE AND A PROPOSED ADMINISTRATIVE
HANDBOOK FOR THE SVD SCHOOLS OF CAGAYAN

MEMORIO

A Project Study
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the Faculty of the Graduate School
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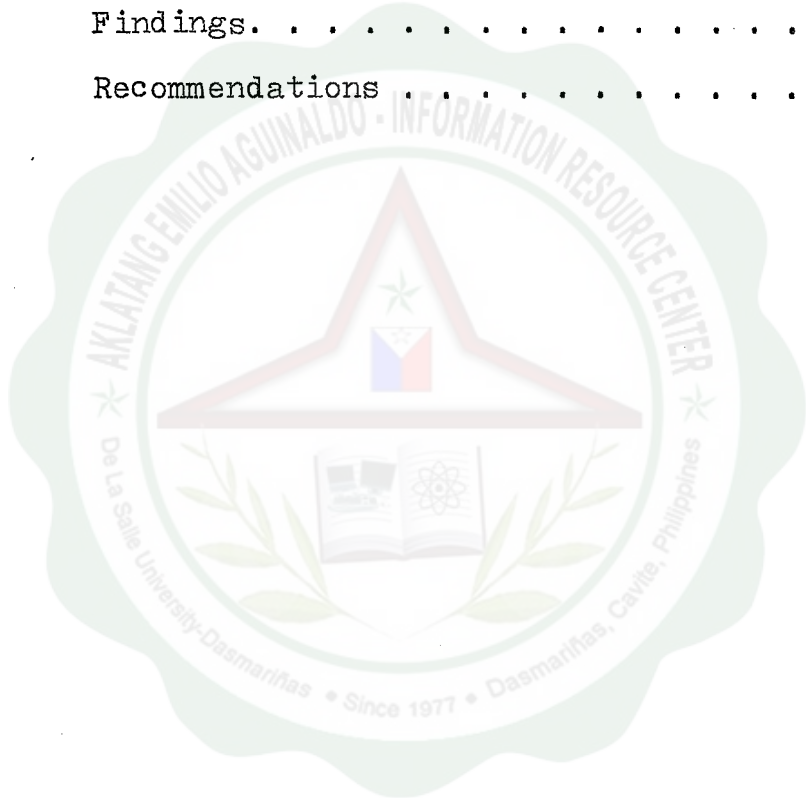
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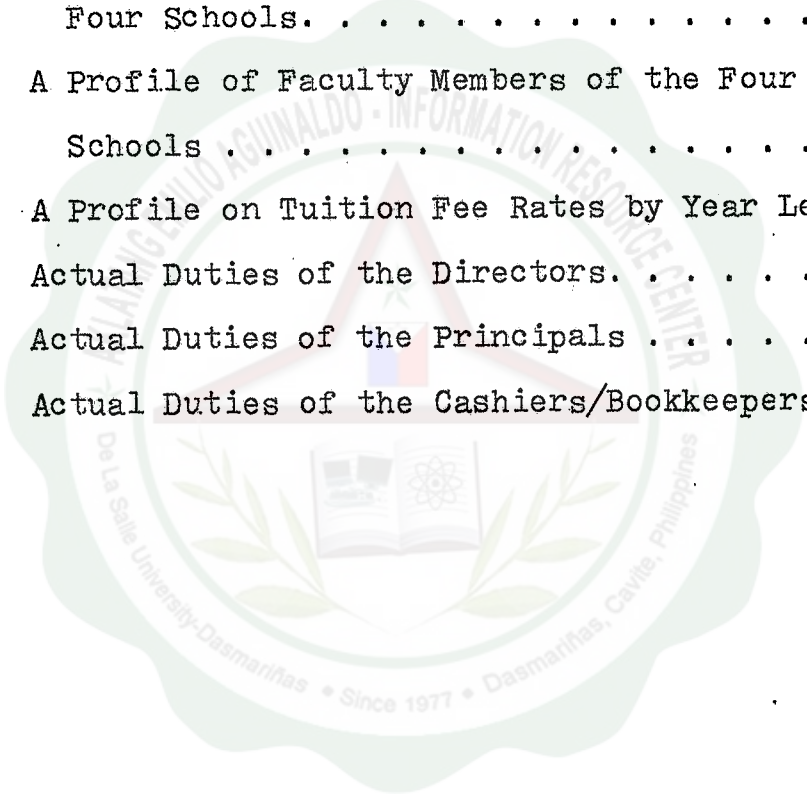
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Chapter 6

SUMMARY AND RECOMMENDATIONS

The study aimed to develop an administrative manual for the four SVD Secondary School of Cagayan. Specifically this study:

1. Described the aim, specific mission, and objectives of the four SVD Secondary Schools of Cagayan.
2. Determined the actual duties of the administrative personnel.
3. Determined the actual practices and existing policies on faculty and students.

The study used descriptive survey method. In the gathering of data and information, a survey questionnaire and a series of interview with the administrative personnel and teachers were used. The three (3) sets of tools used are: the DWEA Divine Word Educational Association questionnaire for getting the data on actual duties of the administrative personnel, checklist used to determine their actual duties, and an interview schedule to validate the draft of policies on teachers and students. Available comments on duties of other administrative job positions that were not included in the data gathered were also used.



Summary of Findings

1. The organizational set-up of the four SVD Secondary Schools of Cagayan is almost the same to that of a diocesan school. Since these schools have small population, the administrative personnel directors, principals, cashiers/bookkeepers perform other tasks aside from their main duties and responsibilities. These are:
 - Aside from being a director - he is also the parish priest, campus minister and guidance counselor.
 - Aside from being a principal - he/she is also the registrar, prefect of discipline and a teacher.
 - Aside from being a cashier/bookkeeper - he/she is also the property custodian, supply officer, school/parish clerk.
2. All the directors actually performed the following as executive heads of these schools: hiring faculty, determining salary increases of staff and faculty, determining the scale of student fees, making approval on suspension and dismissal of students, presiding at commencement exercises and conferring diplomas and honors to



~~principals and~~ deserving students, and signing official documents of the school.

All the principals of these schools are doing multiple tasks. Using the categorization from Cuasay's Proposed Administrative Handbook (1983), there are seven (7) job positions identified as being performed by most principals especially in small schools. Examples: job of registrars, prefect of discipline, and teacher, etc. Among the salient duties actually performed by these principals are: issuance of admission slips to absent and tardy students, supervising flag ceremony and flag retreat, checking teachers' lesson plans, maintaining order and discipline during class hours, preparing schedule of periodic examinations, preparing and assigning teacher's load, evaluating teacher's general performance, and supervising graduation activities.

The cashiers/bookkeepers perform such duties related in their job such as: accepting payment of tuition fees and other fees from students, parents/guardians, making the daily summary of cash receipts, attending to cash and petty cash vouchers, reporting to the school



director or the daily cash position, recording income and expenses incurred, etc. Aside from these, they also do non-cashier/bookkeeper related duties like: typing test questions, mimeograph forms for office use, make requisition and purchases of school supplies needed by the school, selling school supplies, making inventory of different school properties and facilities, attending to parishioners for papers in baptisms and marriage etc..

3. The SVD Secondary Schools of Cagayan have certain educational practices and policies in the management of schools, though some are not on paper.

a. The policies on teachers which are common in most catholic schools are:

1. recruitment of teachers
2. status
3. salary increases
4. termination of employment
5. leaves and other benefits

b. The policies on students are:

1. maintenance of discipline
2. causes for disciplinary action
3. penalties



Recommendations

1. The proposed administrative manual for the four (4) SVD Secondary Schools of Cagayan should be presented to the school directors and other school officials for feedback and final revision. From there it will be submitted to the Provincialate Council for approval and implementation.
2. Upon its approval, a seminar/workshop should be conducted by the District Office to fully explain and discuss with the directors and principals the use of the administrative manual.

The discussion will focus on the following:

 - a. The training of the administrative personnel in order to cope up with their multiple tasks.
 - b. The making of individual faculty/student handbook using this proposed administrative manual as a guide or framework.

