DEVELOPMENT OF PROPOSED FACULTY AND ADMINISTRATIVE

MANUALS FOR DOMINICAN SCHOOL

OF DAGUPAN

728000

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ABSTRACT

This study was conducted to develop an administrative manual and a faculty manual for the Dominican School of Dagupan.

Specifically, the study had the following specific objectives:

- To gather information that will guide the development of the proposed administrative and faculty manuals;
- 2. To determine the job descriptions, organizational relations, roles, duties and responsibilities, policies, rules, and procedures governing administrators and faculty members;
- 3. To determine the component parts of the proposed manuals that address the needs and problems of administrators and faculty members;
- 4. To develop the initial drafts of the two manuals, based on the consolidated findings of the study;



5. To modify and improve the initial drafts of the manuals, based on the results of the field test.

Research Method

This is a descriptive-analytic study which used needs assessment questionnaires, interviews, and content analysis for data gathering purposes. Descriptive statistics such as frequencies, percentages, and means were used to analyze quantitative data.

The respondents consisted of 11 administrators, 12 elementary teachers, and 10 high school teachers.

Findings

The respondent school had existing written and unwritten policies, rules, and procedures governing administrators, teachers, and personnel. However, these were not systematically organized and encoded into manuals intended to guide the administration and



management of the respondent school. Many of the policies, rules, and procedures were not properly disseminated to the faculty and personnel.

Data gathered through the study were used to develop the proposed manuals.

Conclusion

Based on the preliminary field test of the manuals, it may be concluded that these are comprehensive, concise, and clearly worded.

Recommendations

The manuals must be presented to the Board of of Trustees for approval. In addition, the school should conduct information dissemination among the administration and faculty members to ensure clear understanding of its provisions. Moreover, periodic review and evaluation of the manuals should be undertaken to update its provisions in response to changes in the educational policies of the school and



the government. Lastly, the main field testing of the manuals should include an assessment of the acceptability of the contents or provisions by the administrators or faculty.

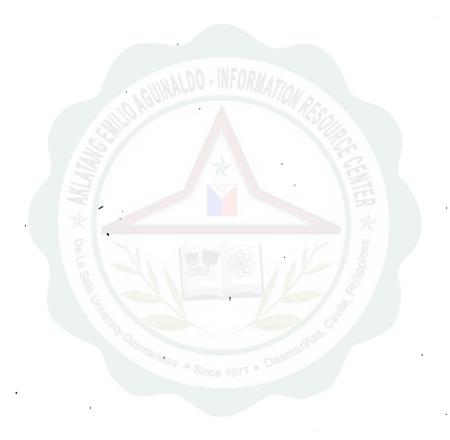




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