



INSTRUCTIONAL LEADERSHIP AND ADMINISTRATIVE MANAGEMENT SKILLS OF SCHOOL HEADS IN THE DIVISION OF QUEZON: BASIS FOR A PROPOSED MANAGEMENT TRAINING PROGRAM

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ABSTRACT

This study was conducted to determine the management skills possessed by the school head in the Fourth Congressional District of Quezon. The researcher used a descriptive type of research with the researcher-made questionnaire as the main tool in gathering data. Data gathered from the 108 school head respondents were analyzed and interpreted with the use of percentage and weighted mean. Findings revealed that respondents comprised mainly of females, 31- 60 years old, the majority are married with at least units in master's degree, and the service as school head from 0-15 years. Moreover, this study was focused on the management skills of the school head in terms of instructional leadership and administrative management. Office Performance Commitment and Review Form (OPCRF) was also part of this wherein objectives related to its KRA are to be rated according to the level of priority. The last to consider are the problems encountered by the school head in managing their schools. Based on the findings, school heads are more focused on administrative management as compared to instructional leadership, with a weighted mean of 4.58 interpreted as highly practiced as compared to 4.27. For their OPCRf, the school head prioritized all the six KRA with the highest on school curriculum monitoring and evaluation plan with a weighted mean of 4.49. In terms of problems encountered, financial and classroom/building are the most frequently experienced by the respondents with a weighted mean of 3.60 and 3.56 respectively.

Keywords: Descriptive Method, Management Skills, Instructional Leadership, Administrative Management, OPCRf, Problems Encountered, PUP Lopez, Philippines