

ADMINISTRATIVE OFFICERS IN SCHOOL

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Administrative office management play an important role in every educational setting. Administrative officers are the one who are assigned in jobs related to management operations, procurements, teachers and student records, finances, payroll, and other related works.

The main function of the office management was to have smooth transaction between teachers and school administrators. Documents such as good moral, School Forms, Certificate of Enrolment, Certificate of Employment, Liquidations, Enrollment Processes, Transaction Slips, Service Records, Request Forms, Endorsement Letters, Memoranda, and division advisories are the specific paperwork's of the administrative officers.

Administrative Offices and other non-teaching personnel are vital in every school. They are the support group of the administrators and are essential in attaining school's mission and vision. They are also partners of teachers in providing quality education. Without them, it will be more difficult for the administrators to operate the school system since there are nobody who will help him or her in paperwork's and in records management, they are important component of success in maintaining excellence in providing quality services.

Behind a successful agency are the contribution of hard work and perseverance of employee like us that serves as wings that spread much higher and soars for better future in new normal era of the institution.

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