

THE VITAL ROLE OF ADMINISTRATIVE OFFICERS IN ENHANCING SCHOOL GOVERNANCE AND EFFICIENCY

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Administrative officers, who oversee daily operations, budget control, record keeping, and compliance, are crucial to the smooth operation of schools worldwide. This improves the entire learning environment by enabling teachers to focus on teaching. Administrative officers are becoming more and more important as their tasks grow, but they frequently lack enough assistance, are overworked, and have insufficient resources. They continue to be dedicated to their work in spite of these obstacles.

The Department of Education (DepEd) in the Philippines is in charge of all educational establishments and strives to create a thorough educational framework that is in line with the country's development objectives. DepEd has implemented the MATATAG Agenda, which focuses on improving educational delivery and teacher welfare, with an emphasis on quality education. DepEd released guidelines to lessen the auxiliary responsibilities of public school teachers in order to preserve teaching quality and safeguard their mental health in response to concerns raised during the 2022 presidential campaign regarding teachers' responsibilities overflowing into non-teaching jobs.

Administrative officers' responsibilities go beyond general administration; they also keep important documents, support financial supervision, guarantee legal compliance, and maintain a comfortable workplace. Alongside school heads, they are responsible for organizing important paperwork and managing budgets. They also monitor financial data to identify possible savings while making sure that all legal requirements pertaining to permits and operating procedures are met. Additionally, they

play a crucial role in the hiring and onboarding procedures that are necessary to keep a skilled workforce (Hammad, W., & Norris, N., 2020).

As stated by Dulog, S. M. (2024) in his study entitled "Challenges Encountered by the Administrative Officers of the Department of Education in Lower Apayao," administrative officers face major challenges that can reduce their effectiveness. These challenges include inadequate school facilities, a lack of teaching resources, and a lack of government support, all of which put pressure on the field of educational administration. The field struggles with legislative ambiguities and the urgent need for flexible leadership to keep up with societal shifts and technology improvements as it moves toward a more professionalized structure.

Attracting and keeping competent employees, comprehending the habits of contemporary pupils, rising absenteeism, and limited parental participation are some of the specific issues noted. These elements put pressure on administrators who also work to continuously raise student performance and modify courses to meet the needs of the modern world. In order to promote a more productive administrative environment, initiatives that address the lack of resources, excessive workloads, and inadequate support that administrative officers face are urgently needed. To sum up, in order to improve administrative efficiency and effectiveness in the Philippines, it is necessary to provide continuous support, invest in faculty development, and upgrade infrastructure due to the changing demands and complicated environment of educational administration.

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