

**ADMINISTRATIVE FUNCTIONS AND PROCESSES OF A STATE UNIVERSITY
AS EVALUATED BY FACULTY AND STAFF**

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ABSTRACT

The study aims to determine the level of effectiveness of administrative functions and processes of a state university in terms of organizational structure, college/academic unit, student administration, records management system and administrative personnel/staff performance. The researcher made use of quantitative non-experimental design to 36 respondents who are faculty and staff. Mean, standard deviation and Independent Sample T-Test were statistical used in the study. The level of effectiveness of administrative functions and processes exhibited a high level. In addition, job position and sex were not a source of difference in the effectiveness of administrative functions and processes.

Key Words:

Administrative Functions and Processes, Faculty and Staff, Independent Sample Test Method, State University.

INTRODUCTION

Administration is the foundation of an organization. An effective administrator is an advantage to an organization. There should be a connection between an organization's various departments to ensure the smooth flow of information from one part to the other. Without an effective administration, an organization would not run professionally and smoothly. (Mishra, 2014).

In academic setting, the main objective of administration has to do with coordination of all resources for the development of teaching and learning. It is additionally seen as all those techniques and process in operating the organization in line with established policies and principles (Jaiyeoba, 2006).

A process could be a series of things that require to be done different to realize result. A process is a going forward, gradual process, the total proceedings in an action. Since an organization is formed from of a group of people, coming together to realize a common goal, the achievements of those goals take time, effort and commitment on the part of the members of the organization. It demands that members of the organization should interact with one another for them to be able to work well. Such interactions are carried out through a clearly defined process (Afianmagbon&Nwokocha, 2009).

The principle of administrative process enhances the smooth running of the organization or system. This can be as a result of the principal stipulates what ought to be done before the other; one thins leads to the other. Overall, the Administrative Process can simply be defined as the method or step by step means an administrator adopts in leading and controlling the activities of individuals operating within the organization in their reciprocal relations to the end that the organization's purpose may be attained.

Thus, to look ahead and forecast the organization's aims as well as the ways and means toward realizing those in order to keep both ends and means adjusted to all kinds of inside and outside influence and requirement. This suggests that the main functions of administration are applied through a variety of independent activities which are together referred to as the administrative process.

FRAMEWORK

One of the main goals of any organization's management is to organize people's efforts to achieve set goals. To achieve this, the manager must identify the system or method / technique that should be effectively implemented in order to achieve the organizational objectives. In the context of education, processes are used in the sound management of resource factors such as manpower, finance and capital equipment for the achievement of education objectives as set out in the National Policy on Education (Ezeugbor, 2019).

Administrative Functions and Processes. Administration is the driving force of an institution's division to accomplish its vision, purpose, goals and objectives. This primarily concerns the general affairs and efficiency of the company. The administration must therefore ensure that its functions and procedures are successfully implemented for the good of the company (ACCUP, 2014).

Organizational Structure. The organizational structure is the basis for ties on jobs, programs, operational processes, people and groups making efforts to achieve the objectives. Organizational structure is a set of methods that separates and integrates the tasks to be defined. Organizational structure is a method by which organizational activities are divided, organized and co-ordinated. Organizations shall set up structures to coordinate the activities of the work factors and to control the actions of the members (Gholam, et al., 2016).

College/Academic Unit. Academic units play an important role in developing a shared future vision as colleagues come together to chart the next strategic milestones of their unit through academic units, and colleagues develop a richer understanding of how their unit's activities contribute to the core objectives of teaching and learning, research and innovation, outreach and engagement, and resource stewardship (Office of Academic Affairs, 2019).

Student Administration. This concept is used to describe the student services division or departments providing services and support to higher education students. The main objective of this is to ensure the growth and development of students through their academic experience (Ciobanu, 2013).

Record Management System. Records management is a professional practice that manages control and makes use of records in the organization. Record management practice in the organization also manages and uses the record of the organization for the organization's purposes (Bake, 2015).

Administrative Performance. The employees' performance will help in achieving the organization's vision. Performance can be used as a primary tool in measuring communication direction, defining roles, allocating resources, monitoring and evaluating activities and establishing goals and initiating changes for continuous development. Effective job performance management is important, particularly if the goals and priorities of the company are to be achieved (Jayarathna and Weerakkod 2014).

OBJECTIVES OF THE STUDY

The study aims to determine the level of effectiveness of administrative functions and processes of a state university in terms of organizational structure, college/academic unit, student administration, records management system and administrative personnel/staff performance.

METHODOLOGY

The researcher made use of quantitative non-experimental design to 36 respondents who are faculty and staff. Mean, standard deviation and Independent Sample T-Test were statistical used in the study.

RESULTS AND DISCUSSION

Presented in this section is the analysis and interpretation of the data gathered.

Table 1 shows the level of administrative functions and processes of a state university as evaluated by faculty and staff and exhibited high level with the mean rating of 4.10. This means that the college is implementing a satisfactorily institutional process towards meeting the schools' objectives. This affirms with Ugwulashi (2012) that an excellent administrative function therefore ensures the sequential harmonization of organizational processes in achieving desirable educational goal. The other two of the five factors reveal very high levels with mean ratings of 4.30 and 4.29 for organizational structure and college/academic unit, respectively. Furthermore, three of the five factors disclose high levels with mean ratings of 4.14 for student administration, 4.00 for records management system and 3.78 for administrative performance. Moreover, the Standard Deviation shows homogeneity of the responses among respondents.

Table 1. Effectiveness of Administrative Functions and Processes of a College in Southern Mindanao

Indicator	SD	Mean	Descriptive Level
Organizational Structure	0.71	4.30	Very High
College/Academic Unit	0.71	4.29	Very High
Student Administration	0.72	4.14	High
Records Management System	0.83	4.00	High
Administrative Performance	0.85	3.78	High
Overall	0.64	4.10	High

Presented in Table 2 is the non-significant difference of the administrative functions and processes when respondents are grouped by job position. As revealed in the p-value which is greater than .05 level of significance. All parameters showed non-significant difference for all the p-values are greater than .05 level of significance. This implies that the faculty and staff have the same level of rating in the administrative functions and processes of the college. This negates the study of Arabaci(2010) that in an educational institution, faculty has more positive organizational perception than staff.

Table 2. Significant Difference of Administrative Functions and Processes When Respondents are Grouped by Job Position.

Indicator	Faculty	Staff	T-Value	P-Value	Decision on Ho
Organizational Structure	4.17	4.43	1.14	.262	Accept
College/Academic Unit	4.17	4.42	1.08	.289	Accept
Student Administration	4.09	4.19	.410	.684	Accept
Records Management System	3.89	4.11	.801	.429	Accept
Administrative Personnel/Staff Performance	3.58	3.98	1.44	.159	Accept
Overall	3.98	4.23	1.15	.257	Accept

Presented in Table 3 is the non-significant difference of the administrative functions and processes when respondents are grouped by sex. As revealed in the p-value which is greater than .05 level of significance. All parameters showed non-significant difference for all the p-values are greater than .05 level of significance. This implies that the male and female have the equal level of rating in the administrative functions and processes of the college. The result disagrees with the study of Hyde et.al (2017) which states that when it comes to evaluating colleagues and others, females tend to give higher ratings than male.

Table 3. Significant Difference of Administrative Functions and Processes When Respondents are Grouped by Sex.

Indicator	Male	Female	T-Value	P-Value	Decision on Ho
Organizational Structure	4.25	4.33	.331	.742	Accept
College/Academic Unit	4.17	4.38	.858	.397	Accept
Student Administration	3.95	4.28	1.36	.181	Accept
Records Management System	4.07	3.95	.403	.689	Accept
Administrative Personnel/Staff Performance	3.79	3.77	.053	.958	Accept
Overall	4.05	4.15	.462	.647	Accept

CONCLUSION

Based on the findings, the researchers concluded that the level of effectiveness of administrative functions and processes exhibited high level. In addition, there is no significant difference in the level of effectiveness of administrative functions and processes when the respondents are grouped by job position and sex. This negates the study of Arabacı (2010) that in an educational institution, faculty has more positive organizational perception than staff. Further, the result disagrees with the study of Hyde et.al (2017) that when it comes to evaluating colleagues and others, females tend to give higher ratings than males.

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