Managing an educational institution is no different from taking the role of being a beam of light that passes through a prism so its colors will be visible. It will never be an easy task to manage a school since it is such a big organization with fewer staff but with numerous customers. So there must be principles where one could align the way he/she manages the institution. Among these principles reflect not just the ways one must do, but how should he/she will do it as well. Six principles are few, but they may help in the development of one’s administrative attitude and perspective.

Openness to Different Viewpoints. Even though the primary role of a principal is to lead the school and chair every conference that the school has, one must consider himself/herself as someone who does not have the title but a leader hailed because he/she could understand each aspect of the organization. Empathy is always the key to creating harmonious relationship and strong binds among the members of the institution. In every situation that the school has to create a decision, and as a leader, one must be open to different perspectives rather than just sticking to what he/she thinks or believes. It must start from collecting various perspectives and going through the process of eliminating what seems to be irrelevant and less helpful, and then choose the best option. Openness does not just promote expression of thoughts for it also advocates the gapless communication in the organization. Imagine, if everyone considers each other's thoughts and ideas, then the best solution and outputs can be expected.

Analysis Before Decision. Not just because a certain idea sounds good means that the team should already consider it as the best option. Having to choose from different choices requires deep analysis and critical thinking before the management could end up
making a particular decision. Even though most of the people are expressing
disappointment with the process, still, it has to be understood that whatever comes first
in one's mind can't be called 'the best' yet. Bennet & Bennet (2008) explicated how vague
decision making can be. Decision-making goes through series of processes and many
considerations must be highlighted. If in case, analysis was not done, bigger trouble
might come. Critical analysis of the situation and the factors may sound too dramatic yet
it has to be given importance by every organization.

Listen Before Speaking. People usually misinterpret situations and reasons for they
tend to close their ears from valid explanations of the entities involved. As an
organization, listening before opening thy mouth is always better than lecturing people
without listening to their sides. Deciding on a particular situation must stick to how the
hearing process is done. Reasons must be collected first before analyzing what has been
done wrong, what has been wrongfully stated or who is at fault. Even if the lecturing
would be general, it would still be unfair to the parties which were not involved in the
problem that has arisen. There must always be reasons behind every action done. It must
always be put in mind that the only way to know the truth is to investigate and
interrogate. Crimes are not solved through just observations there must always be
credible witnesses.

Right is Right. Familial links, acquaintances, and social status are some of the
factors which may hinder a good and ethical management to be accomplished. It has been
common among Filipinos to have the idea of unfair judgment among school
administrators especially if the ones involved are related to the management. Challenging
situations may happen anytime and in any educational institution yet there is this
principle which could realign shuffled ideologies. Right is right and can never go wrong.
Policies are policies which must be followed. Sanctions are the outcomes of one's
disobedience to the existing rulings and everyone must stick to this idea. Leaders, with
all the powers in their hands, can tell people that they had been mistaken or what has
been done is wrong. There is nothing to worry about being truthful. Being an effective manager requires one to stand up amidst pressure and differing opinions however, at the end of each day, he/she will be remembered by how fair he/she had been and how he/she stood up for the things which he/she believe are fair, just and right.

Professionalism. Attitudes and behavioral differences are common in every workplace. There may be an employee who sees everything negatively and an employee who does not want co-employees grow and develop. Leaders should be as professional as possible. Situations may test their patience and may provoke them to lose their cool but thinking where it may lead them can take back all the negative emotions inside them. They must be open to any criticism, be it destructive or constructive. As long as it does not affect their life and their dignity as a human being, then, it must not be given attention. There may be problems which they think are not favorable for them but they have to adjust. Managing an institution with different cultural backgrounds, religious affiliations and statuses may not come handy but sensitivity and professionalism could provide a leader the right context to stick to so he/she will never be misled.

Heart Above Mind. What the mind cannot provide can be given by the heart. What the mind could not understand can be explained by the heart. Professionalism and relevant aspects are really essentials for managing organization effectively but it has to be emphasized that leading without the heart is leading abiotic organisms. The institution will never feel one’s leadership if he/she is too strict or if he/she does not smile to show authority. Leading with a heart to see the good in every person in the organization and the strong mind to know what is right and just is the perfect combination of managing the institution effectively and smoothly.

The aforementioned principles in managing the institution will help leaders and future leaders to build rapport with co-educators and co-managers. It will also help them to understand learners' situations and put himself/herself in their situation. With the said principles, colleagues will no longer look at the administrator as the boss, rather a leader.
with the goal of developing and nurturing the whole organization while showing how heart matters in every aspect of life.

References: