SUBMITTING REPORTS ON TIME

by:
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It is a known fact that a teacher’s task not only includes teaching, preparing lesson plans, visual aids, student assessments, and record keeping. The teacher perform more than those.

The teacher is also a solicitor. During “Brigada Eskwela” teachers go around benefactors for donations for the school improvement. The teacher is also a counselor. The teacher hears out the problems and burdens carried by students and tries to give the student the avenue to solve them. The teacher is a liaison officer. The teacher goes to and from the school to other offices to deliver transmittals and communications. And lastly the teacher is a documenter. The teacher holds a lot of records of the students. Not only the record book of student progress, computation of grades and portfolio of student outputs but all other files as well. Most often these files are required to be submitted either to the department head’s office or to the table of the school head.

With all of these tasks at hand, it is a common sight that teachers often times submit files, reports or details past due. We can not simply blame the teacher, after all, they are not simply sitting in their rooms and doing nothing all day. They roam around moving from one classroom to another in the purpose of teaching and guiding our beloved students. There have been some issues that the teacher is over burdened with so many tasks other than teaching. This may be the case but we have to admit as well that the government relies on teachers to support the development of students and ensuring that they become responsible citizens. That taxing work include documentations in it. What can be done to lighten the load?

Well it’s easy to say that administrators must shoulder the tasks of documentations and let teachers just teach. But how about schools with very limited man power. Schools in far off communities often have few teachers which perform multiple tasks. And besides, the teachers are
the ones who are primarily capable of collecting details and information from students because they are the ones inside the classrooms.

Since is the reality that teachers have to accept then the teacher on his/her end must organized means and ways how to deal with deadlines.

One way is to constantly keep a record of all important information about the school and the students. Once that the head asks for a specific information, then it is easy to pull out a record and submit it.

Another tip, always keep pictures of school activities, programs and events. These pictures will be very valuable once you were tasked to prepare a narrative report. Save even the dates and the people involved. If possible save a program invitation as well.

Lastly, if tasked to prepare a document, give it time. Do not display the manana habit where tasks are ignored and will be done the next day or two. Chances are, you will forget pertinent information about your report if not forget the whole report itself.

In the end, the teacher is not just a teacher but many other things as well. Yes, there are times that tasks are too much to carry or piling up one over the other. But bear in mind that no task is too difficult if properly managed.

References: