THE OFFICE MANAGEMENT OF AN EFFECTIVE PRINCIPAL

by:

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Primarily, an effective management is one of the factors that involves managerial functions such as planning, organizing, directing and controlling the different activities in the school. It is a complicated job that affects the capability of a principal. The office management depends on the principal in carrying out its mission, vision, goals and objectives of a school. The following are the factors in order to determine the success in the school.

The principal assures that layout, ventilation, lighting, water facilities and comfort room are in good condition. He/She sets up human resources in relation to the work like job effectiveness, competence, organizational climate, aptitude to work and performance. He/She must also know that the office has the following equipment and furniture such as work machines, appliances, tables and chairs, filing shelves and cabinets and office supplies. The principal also must have information system like data load that is complete, relevant files stored in software and hardware, displayed data which may be in graphic or flat structure and may include school profile, performance indicators, development flow, organizational chart, school directory and facts about the school and support system which includes logistics and extent connection with private sectors, local government units, parents and other stakeholders that support the school. The principal must be effective in record management like organization and control of correspondence, filing and finding system and record disposal system.
These factors may help our principals in improving productivity, efficiency and working conditions within an office.

References: