ENHANCING PROFESSIONAL DEVELOPMENT: EXPLORING THE FUNCTIONS AND LEGAL RESPONSIBILITIES OF BARANGAY SECRETARIES

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ARTICLE INFO

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Theoretical framework: The theoretical framework of the study includes the Respondents’ Socio-Demographic Profile, Knowledge of their Duties and Functions as Barangay Secretaries, Number of In-Service Training Attended, and the Needed Training Necessary for their Development as independent variables. Data gathered on these will aid as a basis for the development of an In-Service Training Plan necessary for their professional development.

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Originality/value: Therefore, it is suggested that there must be in-service training opportunities that must be provided by the Local Government Unit (LGU) and Department of Interior and Local Government (DILG) thru Cagayan State University for them to hone their skills and increase their overall knowledge related to their duties and functions as Barangay Secretaries. Having said these, rest assured that the respondents can provide better public service that can improve the quality of life of people within their jurisdiction.

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RESUMO

Objetivo: O objetivo deste estudo é verificar o perfil sociodemográfico dos entrevistados e o conhecimento de seus deveres e funções como secretários de Barangay, conforme estabelecido no Código do Governo Local das Filipinas. Além disso, o estudo também determinará o número de treinamentos em serviço dos quais participaram e o treinamento necessário para seu desenvolvimento profissional.

Estrutura teórica: A estrutura teórica do estudo inclui o perfil sociodemográfico dos entrevistados, o conhecimento de seus deveres e funções como secretários de Barangay, o número de treinamentos em serviço dos quais participaram e o treinamento necessário para seu desenvolvimento profissional. Os dados coletados sobre essas variáveis servirão de base para o desenvolvimento de um Plano de Treinamento em Serviço necessário para seu desenvolvimento profissional.

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Método: Foi usado o método descritivo de pesquisa. Os 49 secretários de Barangay de Tuguegarao, cidade de Cagayan, foram solicitados a responder a um questionário de pesquisa com o aval do prefeito da cidade. As respostas foram analisadas por meio de contagem de frequência e escala Likert de quatro (4) pontos. Os resultados mostraram que muitos dos entrevistados são graduados em nível superior e estão no serviço há mais de três anos ou mais. Embora já possuam excelente conhecimento de seus deveres e funções, eles ainda precisam ser treinados.

Originalidade/valor: Portanto, sugere-se que haja oportunidades de treinamento em serviço a serem oferecidas pela Unidade do Governo Local (LGU) e pelo Departamento do Interior e do Governo Local (DILG) por meio da Universidade Estadual de Cagayan para que eles aprimorem suas habilidades e aumentem seu conhecimento geral relacionado a seus deveres e funções como secretários de Barangay. Dito isso, fique tranquilo, pois os entrevistados podem prestar um serviço público melhor, capaz de melhorar a qualidade de vida das pessoas em sua jurisdição.

Palavras-chave: Secretário de Barangay, Deveres e Funções, Desenvolvimento Profissional, Serviço Público, Perfil Sociodemográfico

MEJORA DEL DESARROLLO PROFESIONAL: EXPLORACIÓN DE LAS FUNCIONES Y RESPONSABILIDADES LEGALES DE LOS SECRETARIOS DE BARANGAY

RESUMEN

Objetivo: El propósito de este estudio es determinar el perfil sociodemográfico de los encuestados y su conocimiento de sus deberes y funciones como secretarios de barangay según lo establecido en el Código de Gobierno Local de Filipinas. Además, el estudio también determinará el número de cursos de formación continua en los que han participado y la formación necesaria para su desarrollo profesional.

Marco teórico: El marco teórico del estudio incluye el perfil sociodemográfico de los encuestados, su conocimiento de sus obligaciones y funciones como secretarios de barangay, el número de cursos de formación continua a los que han asistido y la formación necesaria para su desarrollo como variables independientes. Los datos recogidos sobre estas variables servirán de base para la elaboración de un Plan de Formación Continua necesario para su desarrollo profesional.

Método: Se utilizó un método de investigación descriptivo. Se pidió a los 49 secretarios de Barangay de Tuguegarao, Cagayan City, que respondieran a un cuestionario de encuesta con el aval del alcalde de la ciudad. Las respuestas se analizaron utilizando el recuento de frecuencias y una escala de Likert de cuatro (4) puntos. Los resultados mostraron que muchos de los encuestados son titulados superiores y llevan en el servicio más de tres años o más. Aunque ya tienen un excelente conocimiento de sus obligaciones y funciones, siguen necesitando formación.

Originalidad/valor: Por lo tanto, se sugiere que la Unidad de Gobierno Local (LGU) y el Departamento del Interior y Gobierno Local (DILG) ofrezcan oportunidades de formación en el servicio a través de la Universidad Estatal de Cagayan para que mejoren sus habilidades y aumenten sus conocimientos generales relacionados con sus deberes y funciones como secretarios de barangay. Dicho esto, pueden estar seguros de que los encuestados pueden proporcionar un mejor servicio público que puede mejorar la calidad de vida de las personas en su jurisdicción.

Palabras clave: Secretario de Barangay, Deberes y Funciones, Desarrollo Profesional, Servicio Público, Perfil Sociodemográfico

INTRODUCTION

Barangay is the basic local government unit in the Philippines. Through the Philippine Republic Act (RA) No. 7160, local government units are expected to deliver basic services to their constituents through the leadership of the Barangay Captain. He is likewise in charge of appointing the Barangay Secretary, who will assist him in implementing his duties and responsibilities. Therefore, the duties and functions of a Barangay Secretary cannot be understated.
Barangay secretaries perform various functions in the barangay like Clerical Functions, Civil Registrar Duties, Electoral Responsibilities, and Other Duties and Functions. Citizens being considered as “customers” are interested in knowing their knowledge in relation to the said duties and functions. Since, the researcher believes that there is a correlation between the quality of local services delivered and practiced by them and their knowledge related to their duties and functions. Moreover, as a government employee, subjects related to knowledge in relation to duties and functions truly inspire me. An understanding of it can have a positive impact on the barangays, it can make public servants like the barangay secretaries perform their assigned tasks efficiently.

From this note, the duties and functions assigned to them should be their expertise to acquire growth and development in the barangays. The respondents may be considered experts today but they can be even better. Therefore, it is important for government agencies and other stakeholders to understand everything about the barangay secretary’s duties and functions and to seek opportunities to hone both their hard and soft skills and increase their overall knowledge related to their duties and functions that will result in better public service.

The results of the study will benchmark the development of recommendations for a research-based extension project for the College of Business, Entrepreneurship, and Accountancy. The College may initiate extension projects and activities as its continuing commitment to community development in collaboration with other government agencies like the Local Government Unit (LGU) and the Department of Interior and Local Government (DILG). The in-service training plan, in partnership with the above government agencies, will enable barangay secretaries to acquire new knowledge and skills that will allow them to be more competent in delivering better services to the constituents of their respective barangays.

STATEMENT OF THE PROBLEM

The objectives of the study are the following:

1. To ascertain the respondents’ knowledge of their duties and functions as Barangay Secretaries as stated in the Local Government Code of the Philippines.
2. To find out the number of in-service training attended.
3. To determine the needed training necessary for their professional development.

1.1 What is the socio-demographic profile of the barangay secretaries in the 49 barangays of Tuguegarao, City, Cagayan relative to:

1. Age
1.2 Sex
1.3 Marital Status
1.4 Highest Educational Attainment
1.5 Civil Service Eligibility
1.6 Length of Service
1.7 Salary

2. What is the level of respondent’s knowledge on their duties and functions as Barangay Secretaries in relation to:
   2.1 Clerical Function
   2.2 Civil Registrar Duties
   2.3 Electoral Responsibilities
   2.4 Other Duties and Functions

3. Number of in-service training attended

4. What is the needed training necessary for their professional development?

RESEARCH PARADIGM

Figure 1. Research Paradigm

INDEPENDENT VARIABLES

1. Socio-Demographic Profile of the Respondents
2. Respondents’ Knowledge on their Duties and Functions as Barangay Secretaries
3. Number of In-Service Trainings Attended
4. Needed Trainings Necessary for the Respondents’ Professional Development

DEPENDENT VARIABLE

Developed an In-Service Training Plan Necessary for the Professional Development of Barangay Secretaries

Source: Prepared by the author (2023)

Figure 1 presents the research paradigm that provides a framework for the study. It shows the Respondents' Socio-Demographic Profile, Knowledge of their Duties and Function as Barangay Secretaries, Number of In-Service Training Attended, and the Needed Training...
Necessary for their Development as independent variables. These independent variables will aid as the basis for the development of an In-Service Training Plan necessary for their professional development, which is the aim of the study.

**SCOPE AND LIMITATION**

The study focuses on the duties and functions of the respondents as stated in the Local Government Code of the Philippines. The respondents' socio-demographic profile, knowledge of their duties and functions as barangay secretaries, number of in-service training attended, and needed training necessary for their professional development. A survey questionnaire was floated to the forty-nine (49) appointed barangay secretaries in Tuguegarao City, Cagayan.

**RESEARCH METHODOLOGY**

**Research Design**

The researcher used the descriptive method of research. It was used to describe and analyze the existing condition regarding the level of respondents' knowledge of their duties and functions as Barangay Secretaries.

**Respondents of the Study**

The respondents of the study were the 49 appointed barangay secretaries in Tuguegarao City, Cagayan, in 2018.

**Data Gathering Instrument**

The study utilized the use of a survey questionnaire to determine the respondents' socio-demographic profile as well as their knowledge of their duties and functions as Barangay Secretaries. The number of in-service training attended, and the needed training necessary for their professional development were likewise answered thru the survey questionnaire.

**Data Gathering Procedure**

To answer the questions stated in the statement of the problem, the following steps were undertaken: First, the researcher presented a proposal to the campus. After this, the researcher constructed a survey questionnaire. After this, the researcher asked for the endorsement of the City Mayor through the College Dean of the university to float the questionnaire to the 49
Barangay Secretaries. After this, data were collected, statistically treated, analyzed, and interpreted.

**Statistical Treatment and Analysis**

*Frequency Count* was used to categorize the socio-demographic profile of respondents. For the level of knowledge of their duties and responsibilities, the *Likert Scale Value* was assigned to score the four categories, and the weighted was used to analyze the results. Moreover, a *Descriptive Scale* was applied to assess the results (3.25- 4.00 Excellent Knowledge, 2.50-3.24 Adequate Knowledge, 1.75-2.49 Minimal Knowledge, 1.00-1.74 No Knowledge). Furthermore, *Ranking* was utilized to rank the needed training necessary for the professional development of the respondents.

**RESULTS AND DISCUSSION**

Table 1. Socio-Demographic Profile of the Barangay Secretaries in the 49 barangays of Tuguegarao, City, Cagayan Relative to Age

<table>
<thead>
<tr>
<th>Age</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>below 25 years old</td>
<td>1</td>
</tr>
<tr>
<td>25 to 35 years old</td>
<td>17</td>
</tr>
<tr>
<td>36 to 45 years old</td>
<td>14</td>
</tr>
<tr>
<td>46 to 55 years old</td>
<td>7</td>
</tr>
<tr>
<td>56 to 65 years old</td>
<td>4</td>
</tr>
<tr>
<td>Above 65 years old</td>
<td>6</td>
</tr>
</tbody>
</table>

Source: Prepared by the author (2023)

Table 1 presents the socio-demographic profile of respondents relative to age. As reflected above, 17 of them are within the age bracket of 23-35 years old, whom we considered the "millenials," and 14 are within the age bracket of 36-45 years old, who are considered under the generation group of "Gen X," this is according to the study of Pew Research Center on how strongly different generations are identified based on their generational labels (2015). In contrast, one respondent is in the age bracket of below 25 years old; this implies that age diversity is acceptable in the workplace.
Table 2 presents the socio-demographic profile of respondents relative to sex. Thirty-nine respondents are female, and 10 are male—beliefs about how men and women typically comprise descriptive gender stereotypes. The content of stereotypes has been studied extensively, and researchers have identified the attributes that are thought to characterize men and women (Abele, 2003, Broverman et al., Diekman and Eagly, 2000). The agency is often considered the defining characteristic of the male stereotype, and commonality, like the duties and functions of barangay secretaries, defines the characteristics of the female stereotype.

Table 3 presents the socio-demographic profile of respondents relative to marital status. As to marital status, 26 of the respondents are married. The legal age to marry in the Philippines is 18, and most of the respondents are 18 years old and older, as shown in Table 1. On the other hand, four are widowed.
Table 4. Socio-Demographic Profile of the Barangay Secretaries in the 49 barangays of Tuguegarao, City, Cagayan Relative to Highest Educational Attainment

![Bar graph showing highest educational attainment distribution.]

Source: Prepared by the author (2023)

Table 4 presents the socio-demographic profile of respondents relative to the highest educational attainment. Of the 49 respondents, 38 are tertiary graduates, and only 2 are secondary graduates. Although a college degree is not a requirement for barangay secretaries, it remains a priority for most barangay captains in appointing their barangay secretaries.

Table 5. Socio-Demographic Profile of the Barangay Secretaries in the 49 barangays of Tuguegarao, City, Cagayan Relative to Civil Service Eligibility

![Bar graph showing civil service eligibility distribution.]

Source: Prepared by the author (2023)

Table 5 presents the socio-demographic profile of respondents relative to civil service eligibility. Among the respondents, 24 are non-civil service eligible; this can be attributed to the fact that barangay secretaries are not required to take the Civil Service Eligibility for as long as they are eligible to serve in the barangay. On the other hand, 6 of the respondents are sub-professional civil service eligible; this can be associated with the educational attainment of...
respondents who have completed a four-year college course and are qualified to take the said examination.

Table 6. Socio-Demographic Profile of the Barangay Secretaries in the 49 barangays of Tuguegarao, City, Cagayan Relative to Length of Service

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Number of Respondents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 1 year</td>
<td>7</td>
</tr>
<tr>
<td>1 year to 3 years</td>
<td>8</td>
</tr>
<tr>
<td>3 years or more</td>
<td>34</td>
</tr>
</tbody>
</table>

Source: Prepared by the author (2023)

Table 6 presents the socio-demographic profile of respondents relative to length of service. It can be seen from the above table that 34 of the respondents have been with the barangay for three years or more. This shows that the respondents may find meaning in their job and consider the barangay a place with a positive workplace. On the contrary, seven respondents are new in public service since the position is the discretion of the barangay captain.

Table 7. Socio-Demographic Profile of the Barangay Secretaries in the 49 barangays of Tuguegarao, City, Cagayan Relative to Salary

<table>
<thead>
<tr>
<th>Monthly Salary</th>
<th>Number of Respondents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 8,000</td>
<td>34</td>
</tr>
<tr>
<td>8,000 to 9,999</td>
<td>7</td>
</tr>
<tr>
<td>10,000 to 11,999</td>
<td>4</td>
</tr>
<tr>
<td>12,000 to 14,999</td>
<td>4</td>
</tr>
<tr>
<td>15,000 and above</td>
<td>0</td>
</tr>
</tbody>
</table>

Source: Prepared by the author (2023)
Table 7 presents the socio-demographic profile of respondents relative to salary. The table shows that 34 out of 49 respondents have a salary of less than P8,000. This attests that despite their low salary, still a number of them prefer to stay to serve the people.

Table 8. Level of Respondent's Knowledge of their Duties and Functions as Barangay

<table>
<thead>
<tr>
<th>Clerical Functions</th>
<th>Mean</th>
<th>Descriptive Interpretation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keeps and maintains all records and documents of the barangay.</td>
<td>3.73</td>
<td>Excellent Knowledge</td>
</tr>
<tr>
<td>Responsible on request made from the barangay such as to certifications, endorsements, and other forms.</td>
<td>3.88</td>
<td>Excellent Knowledge</td>
</tr>
<tr>
<td>Takes minutes of all the meetings of the assembly and post it in conspicuous places within the barangay.</td>
<td>3.73</td>
<td>Excellent Knowledge</td>
</tr>
<tr>
<td>Records all proceedings that take place in the hall such as grievances and disputes.</td>
<td>3.65</td>
<td>Excellent Knowledge</td>
</tr>
<tr>
<td>Provides administrative support to all barangay officers.</td>
<td>3.69</td>
<td>Excellent Knowledge</td>
</tr>
<tr>
<td>Category Mean</td>
<td>3.74</td>
<td>Excellent Knowledge</td>
</tr>
</tbody>
</table>

Source: Prepared by the author (2023)

Secretaries in Relation to Clerical Functions

Table 8 shows the Clerical Functions of the Respondents. The item "Responsible on request made from the barangay such as certifications, endorsements, and other forms" has the highest mean of 3.88, or excellent knowledge. During the survey, it was observed that a number of barangays in Tuguegarao City have on-hand documents like certifications, endorsements, and other forms needed for an effective barangay operation. On the other hand, "Records all proceedings that take place in the hall such as grievances and disputes" has a mean of 3.65 or excellent knowledge. Although, the barangay secretary must record all proceedings in the hall and receive and keep the records of proceedings submitted by various conciliation panels. It is to be noted that recording proceedings are not an easy task; barangay secretaries should be properly oriented and trained on how to do it efficiently, and they must be willing to learn, as stated in the study of Charina P. Maneja et al. (2012). The Category Mean for Clerical Functions is 3.74, or excellent knowledge. Since clerical work involves the day-to-day tasks of barangay secretaries, like keeping records and documents, taking minutes, providing administrative
support, etc., they already know exactly what they are responsible for and what is expected of them every time they report in the barangay hall.

Table 9. Level of Respondent’s Knowledge of their Duties and Functions as Barangay Secretaries in Relation to Civil Registrar Duties

<table>
<thead>
<tr>
<th>Civil Registrar Duties</th>
<th>Mean</th>
<th>Descriptive Interpretation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintains an updated record of all the residents of the barangay.</td>
<td>3.69</td>
<td>Excellent Knowledge</td>
</tr>
<tr>
<td>Must have the following information at hand: name, address, place and date of birth, sex, civil status, citizenship and occupation.</td>
<td>3.67</td>
<td>Excellent Knowledge</td>
</tr>
<tr>
<td>Keep other personal information of the barangay’s residents as long as the law allows it.</td>
<td>3.49</td>
<td>Excellent Knowledge</td>
</tr>
<tr>
<td>Assists the municipal civil registrar in birth, death and marriage registrations within the unit.</td>
<td>3.10</td>
<td>Adequate Knowledge</td>
</tr>
<tr>
<td>Submits a monthly report on registered births, deaths and marriages of the barangay, as well as the annual number of residents with their respective local civil registrars.</td>
<td>2.78</td>
<td>Adequate Knowledge</td>
</tr>
<tr>
<td><strong>Category Mean</strong></td>
<td><strong>3.35</strong></td>
<td><strong>Excellent Knowledge</strong></td>
</tr>
</tbody>
</table>

Source: Prepared by the author (2023)

Table 9 shows the Civil Registrar Duties of the respondents. Their duty of "Maintaining an updated record of all the residents of the barangay” has the highest mean of 3.69 or excellent knowledge. An updated record of all barangay residents is vital for accessibility in case of verification, monitoring, and reference purposes based on the available residents' census data kept in the barangay. Hence, barangay secretaries have an excellent knowledge of maintaining their resident records as complete and up-to-date as possible. In contrast, their duty to "Submits a monthly report on registered births, deaths and marriages of the barangay, as well as the annual number of residents with their respective local civil registrar” has the lowest mean of 2.78 or Adequate knowledge. This can be attributed to the fact that the forty-nine (49) barangays in Tuguegarao City are located far from the local civil registrar’s office and that they need to commute to be in the said office. According to a report by the Insurance Technology Go Shortly, Expensive fares and traffic jams are among the many problems among commuters in the Philippines since everyone is dealing with inflation which becomes even more unbearable during rainy days. It can be seen in the New Fare Matrix in Tuguegarao City as of March 23, 2022; the regular fare rate is 15.00-25.00, depending on the distance. The Category Mean for Civil Registrar Duties is 3.35 Excellent knowledge. Aside from doing routine functions, 34 of the barangay secretaries are already in the service for three years or more, as shown in Table 6.
They have already developed excellent knowledge in performing their functions day after day. After all, as written in the article by Megan Edgelow (2022), "research proves that having regular work processes allows workers to spend less cognitive energy on recurring tasks, which can support focus and creativity for more complex tasks."

Table 10. Level of Respondent’s Knowledge of their Duties and Functions as Barangay Secretaries in Relation to Electoral Responsibilities

<table>
<thead>
<tr>
<th>Electoral Responsibilities</th>
<th>Mean</th>
<th>Descriptive Interpretation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assists in the preparation of forms during the election period.</td>
<td>2.51</td>
<td>Adequate Knowledge</td>
</tr>
<tr>
<td>Promotes and supports initiatives, campaigns regarding election, referenda, or plebiscites in coordination with the Commission on Elections.</td>
<td>2.53</td>
<td>Adequate Knowledge</td>
</tr>
<tr>
<td>Helps in maintaining the peace and order during election period, whether it involves national or local elections.</td>
<td>2.76</td>
<td>Adequate Knowledge</td>
</tr>
<tr>
<td>Category Mean</td>
<td>2.60</td>
<td>Adequate Knowledge</td>
</tr>
</tbody>
</table>

Table 10 shows the Electoral Responsibilities of the respondents; the item "Helps in maintaining the peace and order during the election period, whether it involves national or local elections" has the highest mean of 2.76 or Adequate knowledge. This tells us that from the onset, as barangay secretaries, they know very well the importance of maintaining peace and order during the election process. As reported in the New Era Newspaper (2020). This can ensure that voters are allowed to exercise their constitutional and democratic rights to cast votes and elect their candidates of choice without fear or intimidation. Free and fair elections can only be achieved when peace is apparent. In like manner, the item "Assists in the preparation of forms during the election period" has a mean of 2.51, or Adequate Knowledge. Unlike the other three (3) functions of Barangay Secretaries, their Electoral Responsibilities is not a routinary function. Therefore, its category mean is 2.60, or adequate knowledge. On the other hand, elections in the Philippines take place infrequently, and their responsibility for this is plain assistance; their function is just to help COMELEC and others in the election process.
Table 11 shows the Other Duties and Functions of the Respondents. The function "Exercises other functions as mandated by law" has the highest mean of 3.71 or Excellent Knowledge. As written in the “Barangay Secretary Duties” by Sue Teres Tan (2018), the barangay secretary assists the Barangay Chairman in the discharge of his duties and functions. Therefore, the Barangay Chairman must be careful in appointing his Barangay Secretary. As quoted by Jane Fonda, "You can run the office without a boss, but you can't run an office without secretaries." Further, the item "Responsible also for keeping the peace, public order and safety in the community" has a mean of 3.45 or excellent knowledge. This is a manifestation that they are not only knowledgeable about the importance of peace and order, but they value the impact of public order and safety at the community level. Other Duties and Functions has a category mean of 3.60 or Excellent Knowledge. Their familiarity with their functions as a product of their length of service, as shown in Table 6, made them very knowledgeable about this function, which makes their constituents feel that they are not only knowledgeable but also dedicated to their work as well.

An Overall Mean of 3.32 or Excellent Knowledge on the level of respondent's knowledge of their duties and functions as Barangay Secretaries in relation to Clerical Functions, Civil Registrar Duties, Electoral Responsibilities, and Other Duties and Functions is a manifestation that the respondents, despite the number of duties and functions they have to perform, still are competent and have excellent knowledge about it. As Jane Espinase (2020) wrote about the Characteristics of Philippine Workplace Culture, no matter what the field of work may be, Filipinos are known worldwide to be excellent team members and valued assets.
to any working community. This is because they value hard work and sometimes even deliver more than what is expected. This makes them responsible, dependable, and trustworthy.

Table 12. Number of In-Service Trainings Attended Relative to the Duties and Functions of Barangay Secretaries

<table>
<thead>
<tr>
<th>Number of Trainings</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>No In-serving Trainings</td>
<td>4</td>
</tr>
<tr>
<td>1 In-service Training</td>
<td>6</td>
</tr>
<tr>
<td>2 In-service Trainings</td>
<td>9</td>
</tr>
<tr>
<td>3 In-service Trainings</td>
<td>3</td>
</tr>
<tr>
<td>4 In-service Trainings</td>
<td>1</td>
</tr>
<tr>
<td>5 or more In-service Trainings</td>
<td>26</td>
</tr>
</tbody>
</table>

Source: Prepared by the author (2023)

Table 12 shows the number of in-service training attended relative to the duties and functions of barangay secretaries and that 26 out of 49 of them attended five or more in-service training. Most of the time, the newly appointed barangay secretary enters the service without specific expertise for the job. Therefore, in-service training must not be neglected to prepare them for their functions. After all, even specialists may need some training throughout their work life to update their skills with regard to new technologies or other developments. Hence, the above data.

Table 13. In-Service Training Needed to Improve Respondents’ Professional Development

<table>
<thead>
<tr>
<th>Training Needed</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seminar on Roles, Duties and Responsibilities of Barangay Secretaries</td>
<td>35</td>
</tr>
<tr>
<td>Administrative Communication and Technical Writing</td>
<td>30</td>
</tr>
<tr>
<td>Records Management and Principles in Records Keeping Training</td>
<td>25</td>
</tr>
<tr>
<td>Digital Literacy</td>
<td>20</td>
</tr>
<tr>
<td>Others: Please Specify</td>
<td>5</td>
</tr>
</tbody>
</table>

Source: Prepared by the author (2023)
Table 13 shows the in-service training needed to improve respondents' professional development. It is reflected in the above table that 31 of the respondents wish to participate in training related to the "Seminar on Roles, Duties, and Responsibilities of Barangay Secretaries." As the saying goes, "You cannot give what you do not have." Hence, the learnings acquired thru this type of training can be applied in the delivery of their functions specific to their job as barangay secretaries. The second is "Administrative, Communication and Technical Writing," with 27 respondents. As stated in the Local Government Code of the Philippines, Clerical Functions and Civil Registrar Duties are some of the functions of a barangay secretary. It is a fact that these functions need a lot of knowledge and skills in communication and technical writing. It is to be noted that communication within the system of public administration is considered a crucial factor for achieving effective and economical functioning of the whole system of public administration, as stated by Mitu (2021). The third in-service training needed by the 26 respondents is "Digital Literacy Training." As argued by Bona, Jacqueline T. (2021), basic computer program skills will generally enhance the knowledge of barangay officials about the fundamental function and usage of computers at present that can improve their role in service delivery and public administration and to effectively and efficiently accomplish their assigned tasks. Fourth is "Records Management and Principles in Records Keeping Training," with 21 respondents. Since various records must be filed, maintained, and kept correctly to ensure effective retrieval of documents, protect records and documents, etc., this kind of training is also essential. In like manner, there are still "Other Types of Training" 4 respondents wish to be part of; however, they didn’t specify it.

SUMMARY, CONCLUSIONS, AND RECOMMENDATIONS

Summary of Findings

1. **Socio-Demographic Profile of the Barangay Secretaries in the 49 Barangays of Tuguegarao City**

   1. Age – 17 of the respondents are within the age bracket of 23-35, and 14 are within the age bracket of 36-45 years old.
   2. Sex – 39 are female, and ten are male
   3. Marital Status – 26 are married, 19 are single, and four are widowed.
   4. Highest Educational Attainment – 38 are tertiary graduates, and only 2 are secondary graduates.
5. Civil Service Eligibility – 24 are non-civil service eligible, and six are sub-professional civil service eligible.
6. Length of Service - 34 are with the barangay for three years or more, and seven are new in the position.
7. Salary – 34 have a salary of less than P8,000

2. Level of Respondent's Knowledge of their Duties and Functions as Barangay Secretaries
1. Clerical Functions - The item on "Responsible on request made from the barangay such as certifications, endorsements, and other forms" has the highest mean of 3.88 or excellent knowledge, and "Records all proceedings that take place in the hall such as grievances and disputes" has a mean of 3.65 or excellent knowledge.
2. Civil Registrar Duties – The duty of "Maintaining an updated record of all the residents of the barangay" has the highest mean of 3.69 or excellent knowledge. In contrast, their duty to "Submits a monthly report on registered births, deaths and marriages of the barangay, as well as the annual number of residents with their respective local civil registrar" has the lowest mean of 2.78 or Adequate knowledge.
3. Electoral Responsibilities - The item "Helps in maintaining the peace and order during the election period, whether it involves national or local elections" has the highest mean of 2.76 or Adequate knowledge. In like manner, the item "Assists in the preparation of forms during the election period" has a mean of 2.51, or Adequate Knowledge.
4. Other Duties and Functions - The function "Exercises other functions as mandated by law" has the highest mean of 3.71 or Excellent Knowledge. Further, the item "Responsible also for keeping the peace, public order and safety in the community has a mean of 3.45 or excellent knowledge.

3. Number of In-Service Training Attended Relative to the Duties and Functions of Barangay Secretaries
1. 26 out of 49 of the barangay secretaries attended five or more in-service training.

4. In-Service Training Needed to Improve Respondents' Professional Development
4.1 First is the "Seminar on Roles, Duties, and Responsibilities of Barangay Secretaries," followed by “Administrative, Communication and Technical Writing
"Third is "Digital Literacy Training," while "Records Management and Principles in Records Keeping Training" and "Other Types of Training" was ranked last.

CONCLUSIONS

The following are conclusions of the Socio-Demographic Profile of the Barangay Secretaries in the 49 Barangays of Tuguegarao City: In terms of age, the respondents belong to diverse age brackets from below 25 years old to above 65 years old age bracket. For sex, there are more females than male. Feminizing the job content must be altered, men can also do the tasks of a secretary. When it comes to marital status there are more respondents who are married. Moreover, a number of respondents are tertiary graduates. It is suggested that barangay captains appoint secretaries who are college graduates. In terms of Civil Service Eligibility, 24 of the respondents are non-civil service eligible. However, there are 34 respondents who stay with the barangay for three years or more. Although barangay secretaries are appointees, it is suggested that barangay captains consider longevity in the position for it means expertise and mastery specially in routinary functions. Lastly, is the salary, 34 of the respondents have a salary of less than P8,000. Considering the number of duties and functions of the respondents, the Philippine government may consider increasing their monthly salary to compensate for the services they provide to the people. The Level of Respondent’s Knowledge of their Duties and Functions as Barangay Secretaries are as follows: For Clerical Functions, The barangay secretaries possess the clerical skills needed to fill and maintain records and other documents, likewise in taking minutes of meetings and the like that have a positive impact on their constituents. Hence, the category means for this is 3.74, or excellent knowledge. However, it is to be noted that their skill in recording proceedings should be enhanced through proper training. In the case of their Civil Registrar Duties, the category mean is 3.35 or excellent knowledge. This function may not be their day-to-day job, but with their length of service for three years or more, they have already developed an excellent knowledge of the conduct of this function. This can be the outcome of having updated records and documents in the barangay that are well-kept and maintained. But, the essence of automating the record system must not be taken for granted, this is to make the work faster and easier and to eliminate human errors associated with clerical functions. Moreover, the category mean of the respondents’ Electoral Responsibilities is 2.60, or adequate knowledge. This is because their function to this is just to assist COMELEC and others in the election process. Although it is not a part of their routinary function, still it is necessary to ensure that barangay
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secretaries have the competencies to apply the correct election procedures etc. during election periods. Last is the Other Duties and Functions with a category mean of 3.60 or excellent knowledge. This concludes that the respondents have excellent knowledge of work outside the usual scope of their job as barangay secretaries. Notwithstanding the item, "Responsible also for keeping the peace, public order and safety in the community" for it has the lowest mean. Hence, as part of training, people from the barangay must also be educated about the value of having peace, order and safety in the barangay. This is because barangay officials need the help and cooperation of their constituents to make it possible. Furthermore, it can be concluded in the Number of In-Service Training Attended Relative to the Duties and Functions of Barangay Secretaries that the respondents have enhanced and expanded their knowledge in relation to their duties and functions for a number of barangay secretaries have attended five or more in-service training sessions. This only means that in-service training has become an integral part of the barangays. Although the respondents have attended a number of in-service training, still this can be considered limited. There are more to learn like seminars on their roles, duties and responsibilities etc. through Cagayan State University in collaboration with other government agencies like the Local Government Unit (LGU) and the Department of Interior and Local Government (DILG). Lastly, the study infers that respondents consider the following In-Service Training Needed to Improve Respondents' Professional Development: First is "Seminar on Roles, Duties, and Responsibilities of Barangay Secretaries," followed by “Administrative, Communication and Technical Writing.” Third is "Digital Literacy Training," while “Records Management and Principles in Records Keeping Training” was ranked fourth and last is "Other Types of Training". Government agencies like CSU, LGU and DILG should work hand-in-hand in providing the said needed in-service training to promote efficiency in fulfilling the respondents’ mandated tasks and responsibilities and show improvements in their personal skills and manifest the tenets of good public service.

RECOMMENDATIONS

1. Although certifications, endorsements, and other forms are made available in various barangays. It would be better if these barangay forms were more comprehensive, easy to use, edited, and downloadable to make the barangay secretary's tasks much easier and more attuned to the needs of their constituents.
2. The establishment of partnership between SUCs and the LGUs must be considered for the professional development of the barangay secretaries and for technical as well as financial support.

3. Gender sensitivity must be taken into account. The traditional belief that secretarial work has been described as one of the most persistently gendered of all occupations and that it is a feminized job content must be altered; men can also be competent in doing secretarial work as Joe Carpenter's gender helped him score his first administrative job in 1971 as a secretary at a factory where women weren't allowed inside.

4. For the barangay to have a better records management system (software) that can provide a safer storage of records, fast retrieval of files, maintains reliability and accuracy, and faster tracking of files from hand-written records and manual issuing of forms like barangay clearance and certificates to an automated processing system.

5. Barangays should monitor and evaluate their constituents; satisfaction in relation to their services.

6. There must be a comprehensive yet viable budget allocation of fund/budget from the barangay for training purposes.

7. Cagayan State University may come up with a training center that will set the training objective and develops training strategies and contents based on the training needs assessment.

8. For future researchers to have an evaluation study on how constituents are satisfied with the duties and functions of barangay secretaries. This will serve as a basis for the improvement of their knowledge and skills in the conduct of their functions.

REFERENCES


**WEB SITES**


https://studymoose.com/training-needs-of-barangay-officials-essay