

**APPENDICES**

## APPENDIX A

### (QUESTIONNAIRE FOR THE TEACHER-RESPONDENTS)

#### PART I. Personal Information

**Direction:** On the space provided, please write the requested information. In the items where responses are provided, put a check mark ( / ) in the option that corresponds to your choice.

##### A. Educational Qualification

- BS or AB graduate
- with M.A. units
- M. A. degree holder
- with Ed. D. or Ph. D. units

##### B. Teaching Experience (Number of Years in Service)

- 1 – 5 years
- 6 – 10 years
- 11 – 15 years
- 16 – 20 years
- more than 20 years

##### C. Monthly Salary

\_\_\_\_\_

##### D. School Benefits Received

_____	_____
_____	_____
_____	_____

##### E. Number of Teaching Preparations

- 1 – 2
- 3 – 4
- 5 – 6
- 7 – 8
- more than 8

##### F. Number of Loads

\_\_\_\_\_

## PART II. School Policies

**Direction:** Below are some statements about the policies implemented in SMCB. Please give your perception about these items, whether you agree or disagree with these items as they stand.

**5 - Strongly Agree**  
**4 - Agree**  
**3 - Undecided**

**2 - Disagree**  
**1 - Strongly Disagree**

CRITERIA	5	4	3	2	1
1. The policies on decorum are fair and just.					
2. The policies on attendance are fair and just.					
3. The policies on work load are fair and just.					
4. The policies on the following benefits are fair and just.					
a. Sick leave					
b. Vacation leave					
c. Study grant					
d. Emergency leave					
e. Study leave					
f. Scholarship for children					
g. Incentives					
5. The policies on salary are fair and just.					
6. The policies on requisition are fair and just.					

## PART III. Physical Plant and Facilities

**Direction:** Below are some statements about the physical plant and facilities of the school. Please give your perception about these items, whether you agree or disagree with these items as they stand.

**5 - Strongly Agree**  
**4 - Agree**  
**3 - Undecided**

**2 - Disagree**  
**1 - Strongly Disagree**

CRITERIA	5	4	3	2	1
1. Generally, the buildings, laboratories and classrooms provide for the minimum comfort, safety and health of the faculty members.					
2. The buildings, laboratories and classrooms are adequate for all curricular and co-curricular activities					

3. The construction materials and design of the buildings, laboratories and classrooms are appropriate for educational purposes.					
4. There are sufficient rooms and laboratories for all classes.					
5. The rooms and laboratories adhere to the minimum requirements and are adequately equipped with the required furniture and equipment.					
6. Electrical power and potable water are adequate for all students and school personnel.					
7. Disposal of waste material and maintenance of drainage of system are properly managed.					
8. There are separate facilities/offices for the auxiliary services (canteen, guidance, registrar, cashier, health and sports) provided by the school.					
9. The facilities/offices stated in the previous item are sufficient and accessible.					
10. The site is located in a wholesome environment, free from, moral and physical hazards and unsanitary conditions.					

#### **PART IV. Leadership Behavior of Administrators**

Direction: The following items are used to describe the behavior of your administrators. Read each item carefully then think about how frequently your administrators engage in the behavior described by the items. Using the scale defined below, decide whether your administrators always, often, occasionally, seldom, or never act as described by the item. Check the appropriate box that corresponds to the answer you have selected. You will rate separately the President, the College Dean and the OIC of the Education Department.

<b>5</b>	-	<b>Always</b>	<b>2</b>	-	<b>Seldom</b>
<b>4</b>	-	<b>Often</b>	<b>1</b>	-	<b>Never</b>
<b>3</b>	-	<b>Occasionally</b>			

##### A. President

	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
1. Does personal favors for group members.					
2. Makes his/her attitudes clear to the group.					
3. Does little things to make it pleasant to be a member of the group.					
4. Tries out his/her new ideas with the group.					
5. Acts as the real leader of the group.					
6. Is easy to understand.					

- 
- 
7. Rules with an iron hand.
  8. Finds time to listen to group.
  9. Criticizes poor work.
  10. Gives advance notice of charges
  11. Speaks in a manner not to be questioned.
  12. Keeps to himself/herself.
  13. Looks out for the personal welfare of individual group members.
  14. Assigns group members to a particular task.
  15. Is the spokesperson of the group.
  16. Schedules the work to be done.
  17. Maintains definite standard performance.
  18. Prefers to explain his/her actions.
  19. Keeps the group informed.
  20. Acts without consulting the group.
  21. Backs up the members in their actions.
  22. Emphasizes the meeting of deadlines.
  23. Treats all group members as his/her equals.
  24. Encourages the use of uniform procedures.
  25. Gets what he/she asks for from his/her superiors.
  26. Is willing to make changes.
  27. Makes sure that his/her part in the organization is understood by the group members.
  28. Is friendly and approachable.
  29. Asks the group members follow standard rules and regulations.
  30. Fails to take necessary action.
  31. Makes group members feel at ease when talking with them.
  32. Lets group members know what is expected of them.
  33. Speaks as the representative of the group.
  34. Puts suggestions made by the group into operation.
  35. Sees to it that group members are working up to capacity.
  36. Lets other people take away his/her leadership in the group.
  37. Gets his/her superiors to act for the welfare of the group members.
  38. Gets group approval in important matters.
  39. Sees to it that the work of group members is coordinated.
  40. Keeps the group working together as a team.
- 
- 

#### B. College Dean.

---



---

	5	4	3	2	1
1. Does personal favors for group members.					
2. Makes his/her attitudes clear to the group.					

---

- 
3. Does little things to make it pleasant to be a member of the group.
  4. Tries out his/her new ideas with the group.
  5. Acts as the real leader of the group.
  6. Is easy to understand.
  7. Rules with an iron hand.
  8. Finds time to listen to group.
  9. Criticizes poor work.
  10. Gives advance notice of charges
  11. Speaks in a manner not to be questioned.
  12. Keeps to himself/herself.
  13. Looks out for the personal welfare of individual group members.
  14. Assigns group members to a particular task.
  15. Is the spokesperson of the group.
  16. Schedules the work to be done.
  17. Maintains definite standard performance.
  18. Prefers to explain his/her actions.
  19. Keeps the group informed.
  20. Acts without consulting the group.
  21. Backs up the members in their actions.
  22. Emphasizes the meeting of deadlines.
  23. Treats all group members as his/her equals.
  24. Encourages the use of uniform procedures.
  25. Gets what he/she asks for from his/her superiors.
  26. Is willing to make changes.
  27. Makes sure that his/her part in the organization is understood by the group members.
  28. Is friendly and approachable.
  29. Asks the group members follow standard rules and regulations.
  30. Fails to take necessary action.
  31. Makes group members feel at ease when talking with them.
  32. Lets group members know what is expected of them.
  33. Speaks as the representative of the group.
  34. Puts suggestions made by the group into operation.
  35. Sees to it that group members are working up to capacity.
  36. Lets other people take away his/her leadership in the group.
  37. Gets his/her superiors to act for the welfare of the group members.
  38. Gets group approval in important matters.
  39. Sees to it that the work of group members is coordinated.
  40. Keeps the group working together as a team.
-

## C. OIC-Education Department

	5	4	3	2	1
1. Does personal favors for group members.					
2. Makes his/her attitudes clear to the group.					
3. Does little things to make it pleasant to be a member of the group.					
4. Tries out his/her new ideas with the group.					
5. Acts as the real leader of the group.					
6. Is easy to understand.					
7. Rules with an iron hand.					
8. Finds time to listen to group.					
9. Criticizes poor work.					
10. Gives advance notice of charges					
11. Speaks in a manner not to be questioned.					
12. Keeps to himself/herself.					
13. Looks out for the personal welfare of individual group members.					
14. Assigns group members to a particular task.					
15. Is the spokesperson of the group.					
16. Schedules the work to be done.					
17. Maintains definite standard performance.					
18. Prefers to explain his/her actions.					
19. Keeps the group informed.					
20. Acts without consulting the group.					
21. Backs up the members in their actions.					
22. Emphasizes the meeting of deadlines.					
23. Treats all group members as his/her equals.					
24. Encourages the use of uniform procedures.					
25. Gets what he/she asks for from his/her superiors.					
26. Is willing to make changes.					
27. Makes sure that his/her part in the organization is understood by the group members.					
28. Is friendly and approachable.					
29. Asks the group members follow standard rules and regulations.					
30. Fails to take necessary action.					
31. Makes group members feel at ease when talking with them.					
32. Lets group members know what is expected of them.					
33. Speaks as the representative of the group.					
34. Puts suggestions made by the group into operation.					
35. Sees to it that group members are working up to capacity.					
36. Lets other people take away his/her leadership in the group.					

- 
37. Gets his/her superiors to at for the welfare of the group members.
  38. Gets group approval in important matters.
  39. Sees to it that the work of group members is coordinated.
  40. Keeps the group working together as a team.
-



