The main purpose of the study was to find out the level of competence of the court personnel in terms of knowledge and skills on court activities and processes, and to determine the level of job performance of the court personnel. Respondents of the study were the court personnel of the eight (8) branches of the Regional Trial Court in Baguio City. This was conducted in the late first quarter and early second quarter of the current year 2008. The main instrument used in gathering relevant data was a survey questionnaire prepared by the researcher which was validated. The researcher used Statistical Package for Social Sciences (SPSS) in analyzing the data by frequency, percentage and weighted mean for descriptive statistics and Pearson Correlation 2-tailed test for inferential statistics.

Results show that the majority of the court personnel of the Regional Trial Court are much knowledgeable in court rules and procedures, technical know how, legal procedure, court hearing procedure and records management, and moderately knowledgeable in administrative procedure. In terms of skill competence on court activities and processes, the court personnel has the highest score on communication skills. They are very much skilled also in other skills as follows, in descending order of rank; interpersonal understanding, teamwork and cooperation, clerical skills, concerns for order and quality, creativity, monitoring, counseling, planning, decision making and computer literacy. The court personnel are very satisfactory in the performance of their respective duties and responsibilities. The findings of the study also showed that most of the social factors rarely affect the job performance of the court personnel. However, too much agitation and rumors, open line communication are not maintained and the negative attitude of staff/co employees are the three social factors that occasionally affect the performance of the court personnel. The number one economic factors affecting the job competence and performance of the court personnel is inadequate salary and followed by no opportunity for promotion. Under organizational management factors, inadequate office supplies and materials and lack of modern equipment and facilities are the top factors that occasionally affect the performance of the court personnel. Environmental factors such as unclear policy, standard operating procedure (SOP) and guidelines and manpower shortage occasionally affect the competence and job performance of the court personnel. Results further revealed that the demographic profile of the respondents such as age, sex, years in government and years in present position have no significant correlation on the level of knowledge on court activities and processes. However, there are few items such as civil status, position, educational attainment and gross income that are significantly related with the level of knowledge with respect to legal procedure, administrative procedure and records management.

In summary, the respondents of the study are typically middle age, female, married, single, college graduate, loyal to their jobs and are given the standard salary grade according to their respective positions. They are very much knowledgeable on court activities and processes. They possess adequate skills required by their daily court activities and processes. High levels of knowledge and skill competencies resulted to high performance among the court personnel. The more abilities and skills, the more effective an employee is in his/her job performance.

Based on the stated conclusions, the researcher wishes to recommend that relevant trainings and seminars should be provided to the different court personnel in order to promote high level of performance and effectivity among the court personnel. Higher authorities should encourage these court personnel to further develop their skills and abilities by encouraging them to have continuous self education and by giving them equal chances to attend various trainings and seminars which can help improve their work performance. One of the factors affecting the job performance of the court personnel is the unclear policy,
standard operating procedure and guidelines being implemented. It is recommended that the higher authorities should provide clear and specific policy and guidelines and to reconcile this in order to prevent confusions among the employees.

As found by this study, one of the areas that affect the level of performance among the court personnel is the inadequate or low salaries that they receive. It is thus recommended that the government should increase the salaries of these employees in order to increase the enthusiasm of these employees on their work. An increase on the court personnel’s salary will also increase the level of performance and competence of these court personnel. Establishing and implementing human resource development such as on the job training, job rotation, counseling and detailing may help address the problem on lack of funds for trainings and may help court personnel who lack proper training and also those personnel who are denied proper trainings. Institutionalizing on the job training may be considered as an alternative also. Personnel who are sent to different trainings and seminars must be obliged to share the knowledge that they obtained to the other personnel who are not able to attend such training and seminar to enhance the performance of all the court personnel.

ADMINISTRATION OF COMPUTERIZATION OF TAX DECLARATION IN THE MUNICIPALITY OF LA TRINIDAD, BENGUET

ESTONG, DIVINA S. (Master in Public Administration, May 2008)
FELIPE S. COMILA, Ed.D., Adviser

The study was conducted to validate the extent of the attainment of the objectives of computerization of tax declaration, the foreseen difficulties encountered in the implementation of the computerization of tax declaration and the level of effectiveness of computerization of tax declaration.

Results indicate that with the implementation of the computerization, the collections of revenue increased, long waiting hours of client for the processed documents have been lessened from four (4) hours to 6-10 minutes. The tedious and tiresome job of issuing of legal documents has been made easier for the concerned employees. Moreover, costs of supplies and materials and equipments needed in the issuance of these documents have been minimized. Further, accuracy of data in the documents became reliable. On the extent of the attainment, the objective of the program differs significantly from moderately achieved at one percent level of significance. Also, the degree of difficulties encountered in the implementation of computerization indicated that there is no significant difference from moderately serious while the on level of effectiveness, the respondents considered the implementation of computerization to have a highly significant difference from moderately effective at one percent level of significance.

Thus, it is recommended that the Municipality of La Trinidad, Benguet should continue with the effective and efficient implementation of the technology since the program is still on its moderate attainment of the objectives. There should be additional purchase of computer units and/or in general a strong support from the government in terms of funding. The Municipality of La Trinidad, Benguet in its subsequent budgets, Information Technology (IT) programs/projects and activities should be considered as one of the priority concerns of the political leaders. Likewise, the political leaders of the Municipality of La Trinidad, Benguet should prioritize skills development and enhancement programs for the IT personnel to cope with the changing time. The Municipality of La Trinidad, Benguet should encourage the other municipalities in Benguet and even the whole Cordillera Administrative Region (CAR) to implement computerization of their tax declaration so as to increase/enhance revenue and minimize costs and time in the processing of tax collections in their respective jurisdiction.

Moreover, local governments in CAR are encouraged to establish linkages with other institutions which could help the other municipalities of the region to have a functional connectivity/interconnectivity in their IT programs, example is electrification of remote areas of different municipalities.
PRELIMINARY INVESTIGATION OF CRIMINAL CASES IN THE BENGUET PROVINCIAL PROSECUTOR’S OFFICE

KEFA, RHEA A. (Master in Public Administration, May 2008)
FELIPE S. COMILA, Ed.D., Adviser

The study focused on determining the level of implementation of the procedures for preliminary investigations of criminal cases by the investigating prosecutors at the Benguet Provincial Prosecutor’s Office. It aimed to: to determine the profile of the respondents in terms of age, sex, civil status, educational attainment, agency, position, years in present position and length of service in the government; determine the extent of execution of the duties and functions of the three groups of respondents; and determine the degree of seriousness of the problems encountered by the respondents in the execution of their duties and functions. There are 62 respondents distributed as 15 prosecutors, 8 support staff, and 39 Philippine National Police personnel all from the Province of Benguet.

The findings are the following: the prosecutor respondents are in their middle age life; majority are males and married; all finished Bachelor of Laws; all are stationed at the Benguet Provincial Prosecutor’s Office; majority are Prosecutor I; stayed in the present position relatively with experience of more than 5 years and served the government with an average of 15 years. The support staff respondents registered a middle age; majority are females and married; almost all are college degree holders; all are stationed at the Benguet Provincial Prosecutor’s Office; with different positions in the government for almost 10 years but stayed with the government service with an average of 15 years. The Philippine National Police personnel respondents registered a younger age category than the two groups of respondents; the majority is males; almost all are married; almost all finished college degree; all are stationed at the Benguet Province 13 Municipal Police Stations occupying different positions in less than 5 years but have stayed in the government for more than 10 years.

The perception of respondents on the extent of execution of duties and functions is “Fully Executed” for all the Prosecutor, Support Staff and PNP personnel respondents. The prosecutor respondents perceived as “Fully Implemented” the extent of implementation on procedures followed by prosecutor respondents in the conduct of Preliminary Investigation as mandated in Section 3 of Rules 112 of the Revised Rules of Criminal Procedure (as amended in December 2000). Moreover, the perceptions of the three groups of respondents on the problems encountered in the execution of their duties and functions are “Moderately Serious.”

Results showed no significant correlations of the profile of the prosecutor and support staff respondents to the perceived extent of execution of their duties but PNP personnel respondents registered a significant correlation of their profile to the perceived extent of execution of their duties and functions with respect to sex and civil status. Based on the findings, the following recommendations are offered: It is recommended that the prosecutors, support staff and the PNP personnel involved in the conduct of Preliminary Investigation of cases in the Province of Benguet will sustain this level of performance in the succeeding years. In addition, the prosecutors will then sustain the “Fully Implemented” in the extent of implementation on procedures followed by prosecutor respondents in the conduct of Preliminary Investigation as mandated in Section 3 of Rules 112 of the Revised Rules of Criminal Procedure (as amended in December 2000). Furthermore, the problems encountered still need to be addressed at the earliest stage to be given proper action and no further delay. Finally, a similar study to include other variables is highly recommended.
IMPLEMENTATION OF GENDER AND DEVELOPMENT IN THE DEPARTMENT OF
ENVIRONMENT AND NATURAL RESOURCES – CORDILLERA
ADMINISTRATIVE REGION (DENR-CAR):
AN ASSESSMENT

TILCAG, THERESA B. (Master in Public Administration, May 2008)
FELIPE S. COMILA, Ed.D., Adviser

The study focused on the implementation of Gender and Development in DENR-CAR. It assessed the profile of DENR-CAR officials and employees in terms of specified variables (age, civil status, gender, educational attainment, number of years in government service and trainings attended on GAD). This study made use of a survey questionnaire to determine the level of understanding of respondents of GAD legal bases, GAD Focal Point System and GAD programs, projects and activities; the level of participation in GAD programs; the degree of effectiveness of the implementation of GAD programs in terms of policies, people, enabling mechanisms and programs, projects and activities and the degree of seriousness of the problems encountered in the implementation of GAD programs, projects and activities.

Results show that, on the profile of the respondents, majority were between the ages 35 to 45 years of age, predominantly married, and according to sex the respondents are predominantly female. In terms of educational attainment, the respondents are college graduates. On the number of years in the government service, most of the respondents range from 16 to 20 years of service with 44.29 percent, followed by those with not less than 25 years of service with (22.86 percent). In terms of trainings attended on Gender and Development, 32 respondents or 45.71 percent of the respondents have not attended any training. Gender and Sensitivity Trainings were attended by a substantial number of respondents with frequency of 21 or 30 percent.

The level of understanding of respondents of the GAD Focal Point System and GAD programs, projects and activities is all “moderately understood”. The mean rating as evaluated by the respondents did not significantly differ with the hypothesized level. Further, the level of participation of respondents in the implementation of GAD programs, projects and activities was “low participation”. The level of participation as evaluated by the respondents significantly differed with the hypothesized level of moderate participation with 1.48 mean value or low “participation”. The degree of effectiveness of the implementation of GAD along policies, people, enabling mechanisms and programs, projects and activities is all “moderate” degree of effectiveness. Moreover, the mean degree of effectiveness as evaluated by respondents did not significantly differ with the hypothesized mean value of 2.01 or “moderately effective” for all the specified components that is policies, people, enabling mechanisms and programs, projects and activities. However, the degree of seriousness of specified problems in the implementation of the GAD activities is “moderately serious”. Moreover this perceived degree of seriousness did not differ significantly with the hypothesized degree of 2.01 or “moderately serious”.

Based on the findings the following are recommended: 1) Officials and employees of DENR-CAR should be given more opportunities to attend trainings, seminars and workshops related to the implementation of GAD programs and projects. The frontline implementers particularly the rank and file and young employees should be given this opportunity; 2) An evaluation study on the implementation guidelines of the GAD program should be conducted. This will allow better understanding of the program since the findings would be more concrete, objective and specific. It will also lead to the identification of specific weaknesses as well as strength of the program implementation which are useful towards maximum attainment of its goals and objectives; 3) There is a need to design programs, activities and projects to empower top management and the male employees so that they can fully support and participate in the implementation of GAD in the region; 4) Importance and priority should be given to some GAD activities through sufficient budget allocation to sustain GAD program stability and focus towards attaining its short, medium and long term objectives; and 5) Assessment and evaluation of studies of provincial, city and even municipal, GAD programs should be undertaken with the assistance of the regional or even the national government agencies.