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Optimising Administrative Efficacy: A Needs Assessment for Barangay Secretary Communication Training

Ellen Verceles-Patungan

*Bicol State College of Applied Sciences and Technology, Peñafrancia Avenue,
Naga City, Philippines*

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ABSTRACT Effective communication is essential in local governance, especially for barangay secretaries, whose roles involve drafting official documents and maintaining records. This study assesses the grammar skills of barangay secretaries in Naga City, to identify areas for improvement and propose a tailored training program. The research employs a descriptive design, combining quantitative and qualitative methods evaluating proficiency in grammatical areas of punctuation, verb tenses, sentence structure, and subject-verb agreement. The research was participated in by all the 27 barangay secretaries. Findings reveal that while barangay secretaries demonstrate basic grammar knowledge, significant gaps exist in punctuation and verb tenses, which can affect the clarity and professionalism of their written communication. Preferences for training indicate a strong inclination toward interactive workshops and monthly sessions, emphasising practical application and regular reinforcement. The study concludes with a proposal for a targeted grammar training program enhancing administrative efficiency and improving the quality of written communication in local governance.