

COLLEGE OF BUSINESS AND ENTREPRENEURIAL TECHNOLOGY

DEPARTMENT OF OFFICE MANAGEMENT

**Employability of Bachelor of Science in
Office Administration Graduates of 2015-2016
Of Rizal Technological University**

An Undergraduate Thesis
Presented to the Faculty of the
College of Business and Entrepreneurial Technology
Rizal Technological University
Boni Avenue, Mandaluyong City

In Partial Fulfillment
Of the Requirements for the Degree
Bachelor of Science in Business Administration
Major in Office Management

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January 2018

ABSTRACT

The employability of graduates from an institution is very important to note. It is through education and proper training that one may get a decent job after graduation. This study intended to show the employability of Bachelor of Science in Office Administration Graduates of 2015-2016 of Rizal Technological University. It also identified the work related values and skills that contributed in meeting the demands of the present job. Furthermore, this research proposed a program to improve employment rate for Office Administration Graduates of RTU. This tracer study used the descriptive research design. Majority of the respondents are gainfully employed and landed a job after one year of graduation. University graduates stand at the dawn of their careers, seeking meaningful employment in a labor market that is characterized by volatile change and globalization. Graduates today are required to develop a skill set that enables pro-active career behavior and, furthermore, aid the employer to utilize such abilities as business solutions. It is also evident that there are no significant differences to be observed between male and female across all dimensions measured, indicating that male and female are equally likely to be proactively involved in their career management in order to develop the skills required to be seen as employable.

Keyword: Employability, graduate employability, office management, graduates, employability skills

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CHAPTER I

THE PROBLEM AND ITS BACKGROUND

INTRODUCTION

One of the factors that determine the effectiveness of an academic institution is through the employability of its graduates. The quality of graduates is very much a function of quality instruction and facilities because these will help ensure that graduates are equipped with the knowledge, skills and values that will enable them to work in their respective field. (AARJMD,2013)

Rizal Technological University through the College of Business and Entrepreneurial Technology specifically BSOA- Office Management program has developed a well-organized and strategic program of career counseling and job placement to support students and young alumni. Establishing and expanding linkages to both local and international firms for possible job placement and assistance is another major responsibility of the University. At present, the university is enjoying the fruitful collaboration. This collaboration opens the door for continuous improvement of the programs' curricular offerings, instruction and other academic undertakings that will ensure the quality of Office Management. (AARJMD,2013)

Buted (2009) investigated the competency-based curriculum enrichment of BSOA-Office Management in the context of Asian Business Experiences.

Deposited that the philosophy of education in Southeast Asian countries is developing the potential of individuals in a holistic and integrated manner, to achieve the fullest potential for all by giving quality education to provide high quality human resources and to help their students discover their own talents, make the best of these talents and realize their full potential. (AARJMD,2013)

However studies have shown that there has been a serious gap in the education system that arises from having curricular that are unsuitable in providing graduates opportunities for employment. It is also noted that the one million college graduates annually, only five to ten percent are employed in jobs consistent to their course, only 30 to 40 percent will find any VOLUME 1 ISSUE 11 (JULY 2013) Asian Academic Research Journal of Multidisciplinary www.asianacademicresearch.org 227 employment. According to Soriano in the article of Milan (2010) that the vast majority of graduates will remain unemployed.” He says the country is producing too many nursing and tourism graduates who are unqualified to be hired abroad. (AARJMD,2013)

Faced with these challenges of putting the Philippines in the growing office managers, educational institutions have to strengthen its competitiveness in order to produce graduates worthy of employment. (AARJMD,2013) Notable findings of a tracer study by Celis and Felicen (2011) this research revealed that majority of OM graduates or 76.74% landed a job related to their course, with a three-month waiting period. However, the research recommended a

strong program for enhancement in communication skills for the students to be prepared. Further, that the university has to put up job consultation office to intensify its program on graduates' employability. The studies of Menez and Ylagan (2011) and Buted and Menez (2005) whose findings revealed that there is a high demand for job opportunities of BSOA- Office Management and that the graduates of the said program immediately find employment along their field of specialization. (AARJMD,2013)

In the light of the mandate that RTU has to provide a challenging and relevant curriculum in the fulfillment of its mission, it is imperative for BSOA program to examine its curriculum to facilitate more effective learning among BSOA- Office Management students and thus better respond to the needs of students. Hence this study has been undertaken. (AARJMD,2013) In our increasingly competitive world, it is critical that college graduates enter the workplace with the appropriate skills to not only survive but also grow their career. However, college graduates often are not prepared properly for success when entering the workforce (Conference Board, 2006). No longer are memorization and content specific knowledge the skills students will need to compete. "Employers are more satisfied with graduates who possess core skills, such as creative and critical thinking, interpersonal, and leaderships skills, than those who simply possess skills specific to their vocation" (Paranto&Kelkar, 1999, p. 84). Other skills including problem solving,