



**TIME MANAGEMENT COMPETENCY OF JUNIOR HIGH SCHOOL
TEACHERS IN GOV. FELICIANO LEVISTE MEMORIAL
NATIONAL HIGH SCHOOL**

VERGIE M. BAET

This study aimed to develop a time management guide for junior high school teachers based on their time management competency in areas such as lesson preparation, actual teaching, classroom management, professional development, administrative tasks and personal care. It also explored the issues and challenges encountered in managing their time. Using descriptive-correlational research design, the researcher collected quantitative data through survey questionnaire as the main data gathering instrument of 148 junior high school teachers from Gov. Feliciano Leviste Memorial National High School during the school year 2024-2025.

The respondents' demographic profile revealed that most were female, married, in their early to mid-career stage with 6-10 years teaching experience and have earned units in master's degree. Findings revealed that junior high school teachers showed overall competence in most areas of time management. However, the results highlighted certain areas that needed further work, especially in the areas of personal care, use of planning tools like checklist, and participation in professional development activities. Additionally, profile variables such as age, sex, and years of teaching experience were found to have significant relationship to some aspects of time management competencies, while civil status and educational attainment showed no significant relationship. Moreover, workload, multitasking, and burnout were the top issues and concern of junior high school teachers.

To address these gaps, the researcher proposed a time management guide which aimed to equip teachers with skills and routines that enhance time management competency and general job satisfaction. This guide provided a framework that describes the daily and weekly activities of teachers which aimed to increase their productivity, lower the stress level and lead a more balanced and productive professional and personal life.

Key Words: Competency, Time, Management, Time Management Guide

Editorial Team

Editor-in-Chief: Alvin B. Punongbayan

Associate Editor: Andro M. Bautista

Managing Editor: Raymart O. Basco

Web Editor: Nikko C. Panotes

Manuscript Editors / Reviewers:

Chin Wen Cong, Christopher DC. Francisco, Camille P. Alicaway, Pinky Jane A. Perez,
Mary Jane B. Custodio, Irene H. Andino, Mark-Jhon R. Prestoza, Ma. Rhoda E. Panganiban, Rjay C. Calaguas,
Mario A. Cudiamat, Jesson L. Hero, Albert Bulawat, Cris T. Zita, Allan M. Manaloto, Jerico N. Mendoza
