

ASSESSMENT OF ON-THE-JOB TRAINING IN DEVELOPING ADMINISTRATIVE SKILLS AMONG BACHELOR OF SCIENCE IN OFFICE ADMINISTRATIVE STUDENTS

ABSTRACT

AUTHORS

Angelyn Ambeguia
Shairy Marie Aniciete
Ernesto Baldres Jr.
Beatrice Jinayon
Stephen Adrian Olaso
Ma. Catherine Poblete

RESEARCH ADVISER

Bryan T. Tubao

AFFILIATION

Bestlink College of the
Philippines

DISCIPLINE

Business Administration

KEYWORDS

on-the-job training;
administrative skills; problem
solving; communication;
organization; on-the job

ARTICLE ID

AASGBCPJMRA-B44997

On-the-job training (OJT) is instrumental in providing hands-on experience that develops the practical skills required for office administration. This study assessed the effectiveness of OJT in enhancing administrative competencies—specifically communication, organization, and problem solving—among Bachelor of Science in Office Administration (BSOA) students. A descriptive survey was conducted among 150 BSOA students who completed OJT in various administrative settings. Participants rated their perceived improvement in key skill areas using a structured questionnaire. Descriptive statistics, including means and standard deviations, were calculated to evaluate the extent of skill development attributable to OJT. Students reported significant gains in communication and organizational skills, with mean ratings of 4.10 and 4.05 out of 5, respectively. Problem-solving ability also improved (mean = 3.95). However, fewer students indicated substantial growth in management and decision-making skills (mean = 3.40), suggesting limited exposure to supervisory responsibilities during OJT. The findings demonstrated that OJT effectively strengthened core administrative skills but provided insufficient opportunities for experience in management and strategic decision-making. As a result, institutions should enhance OJT programs by incorporating formal workshops and rotating assignments that expose students to a broader range of administrative tasks. Such improvements will better prepare graduates for the demands of professional office environments.

RECOMMENDED CITATION

Ambeguia, A., Aniciete, S. M., Baldres Jr., E., Jinayon, B., Olaso, S. A., & Poblete, M. C. (2025). Assessment of on-the-Job Training in Developing Administrative Skills Among Bachelor of Science in Office Administrative Students. *Ascendens Asia Singapore – Bestlink College of the Philippines Journal of Multidisciplinary Research Abstracts*, 7(6), 32.