

**MANAGERIAL SKILLS AND FUNCTIONS OF FEMALE ADMINISTRATORS
IN SELECTED STATE COLLEGES IN METRO MANILA: BASIS FOR MANAGEMENT
TRAINING PROGRAM**

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Abstract

The world recognizes women as a catalyst for change especially in the work environment. With this premise, this research described the managerial skills and functions of selected female school administrators. The researcher became interested in studying women who hold high or key positions in selected State Colleges and how they carry out their responsibilities. The research specifically looked into the managerial skills and functions of female administrators and its relationship to personal variables such as age, civil status, educational attainment, and number of years in service and as to how they perceive their personal characteristics as female administrators which will then become a basis for management training program.

Keywords: female administrators, managerial skills and functions