

STATUS OF LOBOC SALABAT INCORPORATION AND ITS
IMPLEMENTATION OF COVID-19 PROTOCOLS

College of Technology and Allied Sciences
BOHOL ISLAND STATE UNIVERSITY
Zamora, Bilar, Bohol

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

Shiela Brina
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APPROVAL SHEET

This thesis proposal entitled "STATUS OF LOBOC SALABAT INCORPORATION AND ITS IMPLEMENTATION OF COVID-19 PROTOCOLS" prepared and submitted by SHIELA BRINA, RAQUEL L. BARADAN, ELAIZA M. LASWE and MERLYN R. LINGATONG in partial fulfillment of the requirements for the degree Bachelor of Science in Office Administration has been examined and recommended for acceptance and approval for oral defense.

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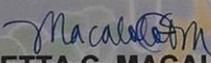

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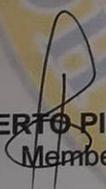

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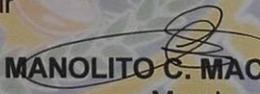

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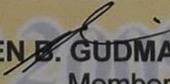
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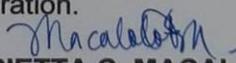

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Shel, Qel,Lai,Lyn

ABSTRACT

SHIELA BRINA, RAQUEL L. BARADAN, ELAIZA M. LASWE and MERLYN R. LINGATONG, Bohol Island State University- Bilar Campus, Zamora, Bilar, Bohol. April, 2022. STATUS OF LOBOC SALABAT INCORPORATION AND ITS IMPLEMENTATION OF COVID-19 PROTOCOLS

Adviser: Dario G. Ampat

The purpose of this study is to determine the status of Loboc Salabat Incorporation and its implementation of COVID-19 protocols. Specifically, it aims to answer the following questions in particular: (1) What is the respondents' demographic profile; (2) What is the status of Loboc Salabat Incorporation; (3) What is the status of the COVID-19 protocols as perceived by the employees; (4) What is the level of effectiveness of services of the workers as perceived by the management. The researchers used a descriptive research design.

The subjects of the study were employees of Loboc Salabat Incorporation. For a total of 19 workers, including the personnel, the researchers employed a complete enumeration. The answers of the respondents were tallied and tabulated. Using the frequency, percentage, and weighted mean formulas, the collected data were analyzed, computed, and interpreted. After the analysis and interpretations of the data the researchers concluded that majority of the respondents were married and mostly females. Status of Loboc Salabat Incorporation ; (PRODUCTION) the sales of salabat products were not affected, but the salabat products' prices did change. However, the management did not diminish the workers. This implies that the prices of salabat products vary

depending on the purchase of the ginger; (COMMITMENT TO WORK) salabat workers were always committed in work through their thought, beliefs and ideas in the workplace ; (FINANCIAL SUPPORT) workers work more often and their salary rarely decreased and they also find it difficult to budget the money they earn and rarely able to save anything. The respondents rated always to the COVID-19 protocols implemented by the management to avoid the COVID-19 virus, the respondents rated very effective to the services they rendered to their customers.

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Chapter 1

THE PROBLEM AND ITS SCOPE

Rationale

The word crisis comes from the Greek word *krisis*, which means decision, choice, or judgment (Paraskevas, 2006). It frequently alludes to a turning point or decisive moment, hinting that the historical usage of the word may imply some individualism rather than determinism in terms of reacting in volatile situations, at the very least connoting choice at some important moment.

Crisis management has become a common content for the managers of organisations in view of the nature of current business environment, which is influenced by the impact of globalisation and high market dynamic. In this world, a crisis can be considered more or less permanent (Rais, 2007).

Crisis management is the process by which an organization deals with any major unpredictable events that threatens to harm an organization, its stakeholders, or the general public. Three elements are common to most definitions of crisis. These elements are: a threat to the organization, the elements of surprise and a short decision time. Crisis management is also the process companies or organizations use to respond to short term and immediate shocks, such as accidents, disasters, catastrophes and injuries. Its process involves identifying a crisis planning as a response to the crisis, confronting and resolving the crisis (Henderson, 2000).

Domestics workers have suffered many kinds of impacts resulting from the pandemic, one of the main consequences of COVID-19 has been a reduction of working hours and in some cases a loss of jobs, resulting from fear and restricted mobility associated with confinement measures (ILO, 2020).

Given the rapid spread of COVID-19, countries across the World have adopted several public health measures intended to prevent its spread, including social distancing (Fong, et al., 2020). It's difficult to deal with a pandemic physically, but it's even more difficult to recover from the anxiety and panic that it produces and can cause the victims. Although the COVID-19 problem is a public health emergency, the shocks and stress it causes will have a much broader impact on people's lives, causing global economic upheavals. Evidence from the Ebola outbreak in Africa in 2015-2016 demonstrates that fear and quarantines resulted in an increase in hunger and malnutrition(Figuie, 2016).

Businesses can assist employees in honing their talents and gaining knowledge in order to prepare for their future careers. Employees' energy, abilities, and character are the most vital assets in running a business. Profits are critical not only to individual enterprises and local economies, but also to the global economy.

We the researchers want to know the status of Loboc Salabat Incorporation, changes to their productions, commitment to work and financial support.

Literature Background

The researchers have thoroughly presented the provisions and laws that have been implemented and can be used as frameworks in this study.

Management Theory (2007) Berntson & Marklund holds that during uncertain times, employees become more sensitive and vulnerable. Organizations need to be more considerate, since the employees become exposed to the treatment they receive from their organization. Employees who fear un-employability consider their organizations to be more non-cooperative, and hence, they have a higher level of fear of the economic crisis. The psychiatric cases and even mortality rate due to psycho-pathological conditions increased during the economic crisis.

Meanwhile, Conservation of Resources Theory (2011) Hobfoll explains about how human is shaped through the need to acquire and conserve resources that are central to survival. People experience stress when their access to essential resources is threatened, when they lose central resources, or when their effort to gain to vital resources is thwarted. The theory posits that people who lack the vital resources are more vulnerable to experiencing subsequent losses, whereas those with abundant resources will have more opportunities to gain additional resources. The fundamental tenet of Conservation of Resources theory alludes that resource loss is overly more striking than resource gain, because resource loss constitutes a significant risk to subsistence. Thus,

alongside its more influential magnitude than resource gain, resource loss also tends to impact people more swiftly and at increased speed overtime.

Also, Maslow's theory on the Hierarchy of needs (2000) Drummond identified that employees had five levels of needs and that human needs are in the form of a hierarchy ascending from the lowest to the highest. Maslow emphasis that no need can be fully gratified and that when a need is substantially satisfied, it ceases to be a motivator. This makes a person seeks a higher level of need.

In Maslow's conclusion, in order to meet the needs of an employee, the employer had to understand the hierarchy of the needs to which the employee belongs. According to (Maslow, 1954), listed from the lowest level of needs to the top are categorized as follows:

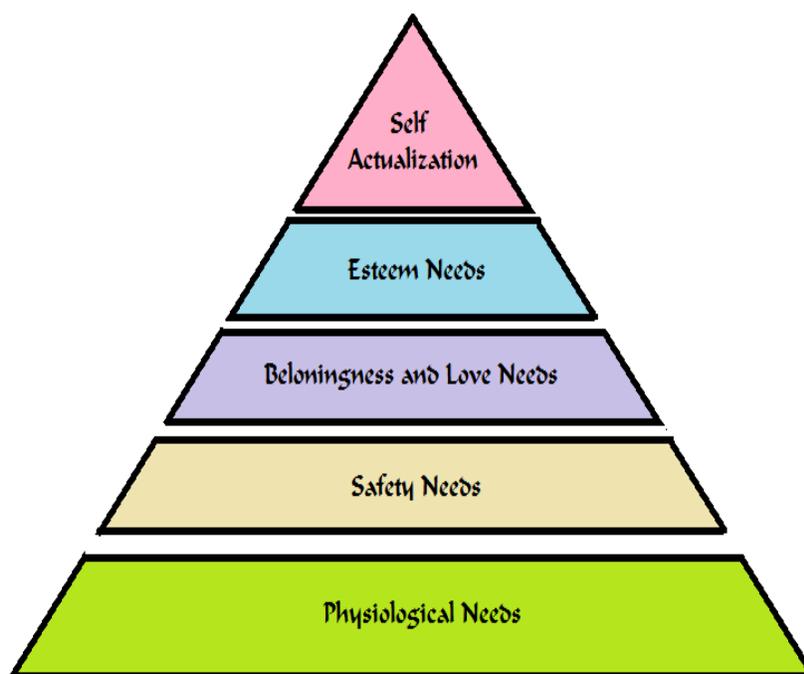


Figure 1. Maslow's Hierarchy of Needs

- **Physiological needs:** These are needs that focus on sustaining human life such as the need for oxygen, food, water and sex. Maslow stated that until these basic needs are satisfied to a large extent, no other motivating factor can operate (Armstrong, 2010).

- **Security or Safety Needs:** These are the next in hierarchy and focus on being free of physical danger and the fear of losing a job, property, food or shelter as well as protection against emotional disappointment.

- **Social Needs:** These are the needs that deal with the social aspect of man such as the need to belong and be accepted by others. It is the need for love, affection and acceptance as belonging to a group.

- **Esteem needs:** Maslow identified that as soon as people satisfy the need to belong and be accepted by others, the next higher level of need is the need to be held in high esteem by themselves and others. It goes on to state that these kinds of need produce satisfaction through power, prestige, status and self-confidence. It includes internal esteem factors such as self-respect, autonomy, achievements and external factors such as status, recognition and attention.

- **Self- Fulfilment (Self-actualization):** This is the highest need in the hierarchy. It is the drive to become what one is capable of becoming, to maximize one's full potential and to accomplish something. It includes needs such as growth, achieving one's potential and self-fulfillment. According to (Maslow, 1954), once a need has been satisfied, it no longer acts as a strong motivator and the need at the highest level becomes the "motivator". Maslow also

sets out a distinction crucial for new employment-motivation theories (Smith , 1994).

Article 162, Chapter 2 of the Labor Code of the Philippines known as Safety and Health Standards states that "The Secretary of Labor and Employment shall, by appropriate orders, set and enforce mandatory occupational safety and health standards to eliminate or reduce occupational safety and health hazards in all workplaces and institute new, and update existing, programs to ensure safe and healthful working conditions in all places of employment."

Also, Article 84, Chapter 1 of the Presidential Decree No. 442 known as "Hours Worked" stated that hours worked shall include (a) all time during which an employee is required to be on duty or to be at a prescribed workplace; and (b) all time during which an employee is suffered or permitted to work. Rest periods of short duration during working hours shall be counted as hours worked.

There are several relevant articles and studies that support and establish the framework for this research. These theories are the Management Theory, Conservation of Resources Theory and Maslow's Hierarchy of Needs Theory.

In the study of (Zou, Huo, & Li, 2020) entitled, "Impact of the COVID-19 pandemic on firms: a survey in Guangdong Province, China" it stated that they have faced great challenges. Their production and operation activities have been limited, and they are facing significant risks. It is necessary to implement policies

that would profoundly lower production costs for firms, help them survive this difficult period, and gradually return to normal business.

The study of Telukdarie, Munsamy, & Mohlala (2020) entitled, "Analysis of the Impact of COVID-19 on the Food and Beverages Manufacturing Sector" The globe has been subjected to an unprecedented health challenge in the form of COVID-19, indiscriminately impacting the global economy, global supply chains, and nations. Companies need to structure finances to survive, access government grants, and other government incentives. The unprecedented challenge does not seem to be in the short term horizon but rather something the globe has to live with it.

Meanwhile, in the study of Rubeena & Naz (2020) entitled, "Impact of COVID-19 on employee engagement in 2020" it stated that environmental uncertainty namely COVID-19 has drastically changed the entire flow of the world. The COVID-19 pandemic has adversely impacted the functioning and normal lives of the entire world. All the sectors of life, be it economic, social or any other have seen ups and downs.

The sudden outbreak of the COVID-19 pandemic has put the life on a standstill. The crisis has transformed into labor and economic market shock where it has impacted the production of goods and services (supply), and consumption and investment (demand). Many huge regulations like the International Monetary Fund have termed COVID-19 as the worst economic fallout since the times of the Great Depression.

Also, it is said to bring extraordinary uncertainty not only about the impact, depth but also about the duration for which it would continue. It a chaotic time for everyone no matter what level of the hierarchy it is, employees, managers, and leaders, and owners. Normally should be maintained like encouraging employees for their effortless work even during the tough times.

In addition, Markovits, Boer, & Dick (2013) in their research entitled, “Economic Crisis and the Employee” states that it makes a relevant contribution by showing that the threatening crisis event does not only have negative effects on work-related outcomes, but also that changes in regulatory focus occur and explain attitudinal change indicating an adaptive mechanism to the threatening situation of an economic crisis.

A key weakness of crisis life cycle models is that they presume the crisis is linear, with events that take place in sequential fashion. The corona virus pandemic appears likely to run counter to such models, considering the expert predictions that it might flare up again in intensity, after a first wave. Therefore, linear life cycle models must be viewed as purposefully simplified, to establish a conceptual approach, rather than as natural laws. Alternatively, the process could be described in circular terms, similar to disaster management cycles, with an emphasis on reducing the impact of rather than preventing disasters, such that the management of a disaster entails a continuation of interrelated, interdependent activities (Jacques, 2007).

Even prior to the pandemic, individuals engaged in the informal economy or in precarious work such as casual workers, temporary workers or daily or hourly wage workers were already especially vulnerable to labour shocks. They tend to be paid less, enjoy little labour protection and are likely to be exposed to occupational hazards. It is estimated that about three tenths of the Philippine workforce is engaged in some form of “vulnerable” employment, or employment as an own-account or contributing family worker (ILO, 2018).

Job-related COVID risk captures these concerns and reflects perceptions of the risk of COVID-19 exposure due to one’s job. From an economic standpoint, as organizations grapple with decisions to close and re-open, employees worry about whether they can achieve enough working hours to meet ends meet (Alexander & Haley-Lock, 2015).

Also, the crisis could have negative consequences for firms, if not managed appropriately (Coombs, 1999), while also offering an opportunity, as long as decision makers perceive it accurately (Brockner & James, 2008)

Beland et al. (2020) examine the short term consequences of COVID-19 on employment and wages in the US. Their findings suggest that COVID-19 increased the employment rate, decreased hours of work and labour for participations and no significant impact on wages. The negative impacts on labour market outcomes are larger for men, younger workers, Hispanics and less educated workers, indicating that the COVID-19 crisis increases labour market inequalities.

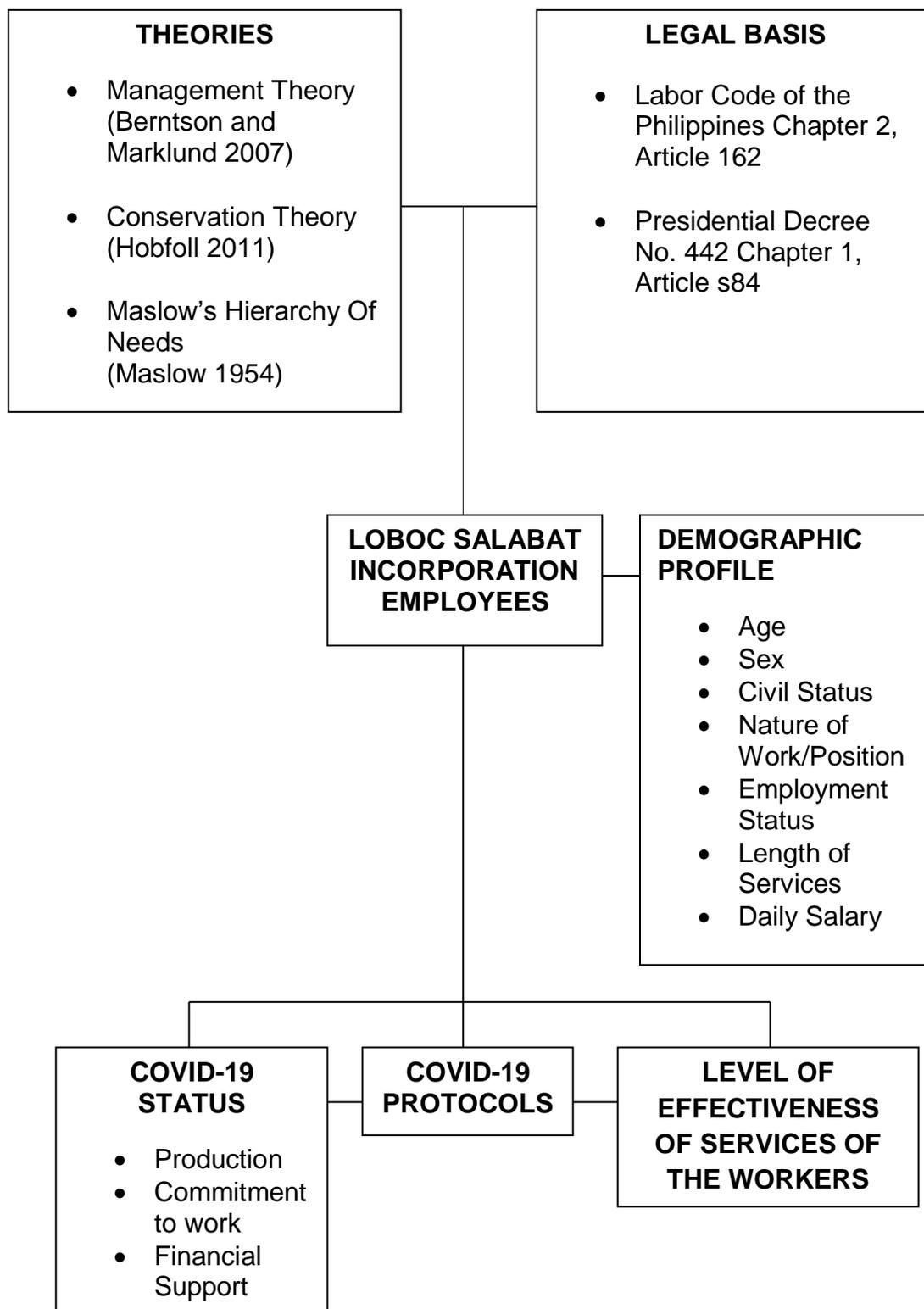


Figure 2. Theoretical and Conceptual Framework of the Study

THE PROBLEM

Statement of the Problem

The purpose of this study was to determine the status of Loboc Salabat Incorporation and its implementation of COVID-19 protocols.

It aimed to answer the following questions in particular:

1. What is the respondents' demographic profile in terms of:
 - 1.1 age;
 - 1.2 sex;
 - 1.3 Civil status;
 - 1.4 nature of work/position;
 - 1.5 employment status;
 - 1.6 length of services; and
 - 1.7 monthly salary?
2. What is the status of Loboc Salabat Incorporation in terms of:
 - 2.1 production;
 - 2.2 commitment in work; and
 - 2.3 financial support?
3. What is the status of COVID-19 protocols as perceived by the employees?

4. What is the level of effectiveness of services of the workers as perceived by the management?
5. What recommendation can be propose base from the result of the study.

Significance of the Study

The purpose of this study was to determine the status of Loboc Salabat Incorporation and its implementation of COVID-19 protocols. The following sectors would benefit from the research:

Management. This research would aid Loboc Salabat Incorporation's management in understanding the status of the COVID-19 issue on its employees. Thus, the management would make a significant contribution for further development of Loboc Salabat Incorporation worker.

Manager of Loboc Salabat Incorporation. This research would assist the manager in making a substantial contribution to the Loboc Salabat workforce' continued development.

Workers. It would aid workers in gaining a greater grasp and awareness of how the crisis affects the status of their workplace and daily lives.

Future Researchers. Future researchers could benefit from this research as well. It could be used as a guide to acquire information and as building blocks for a larger research project.

RESEARCH METHODOLOGY

Design

The study focused on the status of Loboc Salabat Incorporation and its implementation of COVID-19 protocols. A descriptive research design was utilized by the researchers and the data acquired were generated quantitatively.

Environment and Participants

The Candabong Rural Improvement Club Multi-Purpose Cooperative was first established in 1989. They started the Cooperative with the capital build-up (CBU) of one thousand pesos (1,000) with membership of two hundred fifty pesos (P250). As a result of the hard effort and dedication of its members, it was registered with the Cooperative Development Authority (CDA) on November 20, 1991, under the registration number CBU-342. Salabat processing was the cooperative's initial venture, which began in the year 1992.

It is originally composed of women members who were previously processing the variety products such as salabat powder and salabat candy. Salabat is a unique soothing blend of sweetness and zing that calms your sore throat and keeps you relaxed. Most of its women members do the actual processing and cooking of the salabat (ginger powder) while the men were the one who planted the raw materials which was the native ginger. These women and men ensure that the salabat served to their local customers is of high quality.

The study focused on the employees of Loboc Salabat Incorporation, which is located in the barangay of Candabong Loboc in the province of Bohol. The distance between Loboc Salabat Incorporation and the town of Loboc is believed to be 6.3 kilometers.

Loboc Salabat has been around for about 29 years. The researchers chose this study because it is convenient and the researchers wanted to know the status of Loboc Salabat Incorporation and its implementation of COVID-19 protocols. The employees of Loboc Salabat Incorporation were the respondents. A total of 19 workers, the researchers employed complete enumeration.

Instrument

The researchers used a modified questionnaire based on Hong, Huang, and Li, (2012). The questionnaire was made clear and simple then it will be transcribed into “bisaya” so that the responders can easily understand.

A pilot-test for the validity of the questionnaire was conducted at Buenos Aires, Carmen, Bohol with 6 workers involved in the processed. A response to the questionnaire during the pilot testing was utilized for editing and improving the data gathering instrument.

Procedure

Prior to collecting data, the researchers obtained a permission letter to the Campus Director, Dean and Chairperson for school approval of the study. Following the approval, the researchers approached the Thesis Adviser for

permission to undertake the study. The researchers officially asked permission to perform the study from Candabong Rural Improvement Club Multi-Purpose Cooperative (CRICMPC) chairwoman and manager after receiving consent from the Thesis Adviser. The handlings of the test were done when all of the above mentioned permission will be secured.

The questionnaire was distributed individually to each of the 19 respondents by the researchers. Following the new health protocol which is wearing facemask, face shield and maintaining social distancing. The results was obtained by generalizing the responses of the respondents, and the data were analysed using statistical treatment, which was served as the foundation for drawing conclusions and implications from the study.

Statistical Treatment

For the purposes of data analysis and interpretation, the collected data were counted and tabulated.

The demographic profile of the respondents were organized and summarized using the frequency of percentage formula:

$$P (\%) = \frac{f}{n} \times 100$$

Where

P (%) = Percentage

f = Frequency

N = Total of Respondents

Weighted Mean was used to determine ways to mitigate the status of the Loboc Salabat Incorporation. The following formula was used:

$$WMS = \frac{5(f_5)+4(f_4)+3(f_3)+2(f_2)+1(f_1)}{n}$$

Where

WMS = weighted mean score

n = Total number of respondents

f_5 = frequency of response for very much/ highly affected/ always/ always implemented/very effective

f_4 = frequency of response for affected/ often/ very frequently implemented/ effective

f_3 = frequency of response for moderately affected/ sometimes/ rarely implemented/ niether or nor ineffective

f_2 = frequency of response for rarely affected/ rarely/ seldom implemented/ ineffective

f_1 = frequency of response for not affected/ never/ never implemented/ very ineffectd

DEFINITION OF TERMS

The following terms are operationally defined to avoid conflict of ideas in the interpretation of this study:

COVID-19. Coronavirus Disease-19 or COVID-19 2019 is the year of the coronavirus.

Incorporation. The process of forming a legal corporation out of a company or other entity.

Salabat. A name of the product which is made from ginger which is processed into finished products like salabat powder and salabat candy.

Salabat Employees. The workers of the Loboc Salabat Incorporation.

Chapter 2

PRESENTATION, ANALYSIS AND INTERPRETATION OF DATA

This chapter covers the presentation, analysis and interpretation of data gathered by the researchers. This survey was conducted through a questionnaire to the employees of Loboc Salabat Incorporation in Candabong, Loboc, Bohol to attain the objectives of the study. The findings are herein present and analyze under the headings that corresponds to the different aspects of the problem.

Profile of Respondents

Table 1 presents the demographic profile of the employees of Loboc Salabat Incorporation in terms of age, sex, civil status, nature of work/position, employment status, length of services and monthly salary.

Age. As shown in Table 1, It was found out that 7 or (36.84%) of the workers belonged to the bracket of 41-50 years old, while 31-40 years old and 61-70 years old got the same frequency of 4 (21.05%) then the 51-60 years old and 30 years and below got the lowest frequency of 2 (10.53%).

Sex. It reveal that the largest part of the respondents was female composed of 16 (84.21%) while male was only 3 (15.79%).

Civil Status. It implies that the majority 15 (78.95%) of the respondents were married. Some 3 (15.79%) of them were single while 1 (5.26%) for widow.

Table 1
Demographic Profile
n=19

PROFILE	FREQUENCY (f)	PERCENTAGE (%)	Rank
Age			
30 yrs. old and below	2	10.53	4.5
31-40 yrs. old	4	21.05	2.5
41-50 yrs. old	7	36.84	1
51-60 yrs. old	2	10.53	4.5
61-70 yrs. old	4	21.05	2.5
71 yrs. and above	0	0	6
Sex			
Male	3	15.79	2
Female	16	84.21	1
Civil Status			
Single	3	15.79	2
Married	15	78.95	1
Widow/ Widower	1	5.26	3
Nature of work/position			
Manager	1	5.26	3
Treasurer	1	5.26	3
Sales Clerk	1	5.26	3
Bookkeeper	0	0	5.5
Marketing Officer	0	0	5.5
Worker	16	84.21	1
Employment Status			
Regular	3	15.79	2
Casual	16	84.21	1
Length of Services			
1 year below	3	15.79	3.5
1-2 yrs.	0	0	5
3-5 yrs.	5	26.31	2
6-9 yrs.	3	15.79	3.5
10 years above	8	42.11	1
Daily Salary			
₱ 251 - 300	1	5.26	3.5
₱ 301 - 350	15	78.94	1
₱ 351 - 400	0	0	5.5
₱ 401 - 450	2	10.52	2
₱ 451- 500	0	0	5.5
₱ 501- 550	1	5.26	3.5

Nature of work/position. Out of 19 respondents, sixteen (16) or 84.21% were workers, one (1) or 5.26% for Manager, one (1) or 5.25% for Treasurer and one (1) or 5.26% for Sales Clerk.

Employment Status. Most of the workers were in the casual state with the highest frequency of 16 (84.21%), and lowest were regular with a frequency of 3 (15.79%). It means that there were more casual workers than regular, who worked in Loboc Salabat Incorporation.

Length of Services. Table implies that the bracket of 10 years above got the highest percentage of 8 (42.11%) while bracket between 3-5 years got 5 (26.21%) and then the bracket of 1 year below and 6-9 years got the same lowest percentage 3 (15.79%). It denotes that most of the workers were working for almost 10 years above.

Daily Salary. The table has shown that ₱ 301-350 got the highest frequency 15 (78.94) while ₱ 401-450 got 2 (10.52), then ₱ 251 -300 and 501-550 got the same frequency of 1 (5.26).

Table 2.1 shows the status of production. Table reveals that the prices of salabat were very affected. It means that the prices of the salabat products depend on the purchase of the ginger. The supplies of ginger were not affected, the workforce did not diminish and the number of walk in customers did not decrease with an average weighted mean of 1.

Table 2.1
 PRODUCTION
 n=3

CRISIS STATEMENTS	WEIGHTED MEAN	DESCRIPTIVE INTERPRETATION
1. decreased product sales	1	Not Affected
2. lack of ginger supply	1	Not Affected
3. fluctuating/irregular changing of prices	4.6	Very Much/ Highly Affected
4. limiting/cutting off numbers of employees	1	Not Affected
5. decreased number of walk-in customers	1	Not Affected
TOTAL	1.72	Not Affected

Legend

Numerical Rating

	Description	Range
5	Very Much/ Highly Affected	4.21-5.00
4	Affected	3.41-4.20
3	Moderately Affected	2.61-3.40
2	Rarely Affected	1.81-2.60
1	Not Affected	1.01-1.80

Local act (2020), an organization that conducted a survey to highlight challenges faced by Thai farmers during the COVID-19 outbreak found that most farmers faced marketing problems, low prices of their products, and decreasing income. During COVID-19, both domestic and export markets were shutdown. In addition, the distribution channels of product from farmers to long-distance consumers were disrupted and delayed because of the announcement of an emergency decree prohibiting travel across the province at night. This study presents results from field surveys including demographic characteristics of informants, ginger cultivations practices, and situates the data in the context of

impacts of COVID-19, examining the changes in ginger production, changes of prices and coping strategies of ginger farmer households and their livelihoods.

Table 2.2
 COMMITMENT IN WORK
 n=19

STATEMENTS	WEIGHTED MEAN	DESCRIPTIVE INTERPRETATION
1. limited availability of transportations which can cause delayed arrival and departure of workplace	5	Always
2. ineffective time management due to work adjustments schedules	5	Always
3. non-availability of enough workers who are expert in the work	5	Always
4 non-performance of other duties due to understaffing	5	Always
5. less dedication and fear to go to work because of the fear of COVID-19	5	Always
TOTAL	5	Always

Legend

Numerical Rating	Description	Range
5	Always	4.21-5.00
4	Often	3.41-4.20
3	Sometimes	2.61-3.40
2	Rarely	1.81-2.60
1	Never	1.01-1.80

Table 2.2 presents the workers commitment in work. Table reveals that employees are always on time and prepared for work, they make their working hours efficient and productive, they are available for assistance any time, perform their prescribed job duties well and they are always dedicated managing their assigned task given. Their commitment and dedication towards their job never change. Generally, even at this time of COVID-19 their commitment and dedication to their job remain unchanged.

Attitudes are the feelings and beliefs that largely determine how employees will perceive their environments, commit themselves intended actions, and ultimately behave. It is very important in order for one to be successful in any work endeavor (Manos, 2010).

Table 2.3
FINANCIAL SUPPORT
n=19

STATEMENTS	WEIGHTED MEAN	DESCRIPTIVE INTERPRETATION
1. limited numbers of working days	2.7	Sometimes
2. decreased per day salary based on generated income	4.6	Always
3. limited amount of budget for the family needs	2.1	Rarely
4. difficulty or lack of skills budgeting very limited salary	4.4	Always
5. no budget for emergency or urgent needs	1.6	Never
TOTAL	3.08	Sometimes

Legend

Numerical Rating	Description	Range
5	Always	4.21-5.00
4	Often	3.41-4.20
3	Sometimes	2.61-3.40
2	Rarely	1.81-2.60
1	Never	1.01- 1.80

Table 2.3 denotes that they only go to work sometimes with an average weighted mean of 2.7. Their salaries always decreased with an average weighted mean of 4.6 and it was rarely enough. The workers always have

difficulty budgeting the salary they earned and they never set aside money for emergency circumstances.

COVID-19 had a significant impact on employment in the Philippines a majority of employees reported their job was suspended, hours and pay reduced, or they were forced to take unpaid leave (Investing Women 2020). Decreasing economic activity caused some employees to be laid off or reduced their salary. Self-employed households lost their income from lower demand, and households that rely on remittances are also affecting rural economies (Tungkanjanapas, 2020).

The Asia- Pacific Farmers (2020) indicated that there are around 700,000 workers who are out work due to the implemented measures to contain COVID-19.

Table 3.1 illustrates the worker's awareness of the COVID-19 protocols implemented by the management. It implies that all of them are completely aware of and strictly adhere to the protocols in order to prevent the virus from spreading. Thus, the management should continue this implementation of the COVID-19 protocols for the safety of the workplace as well as for the workers' own safety and health.

By adapting the protocol, developing the guide application of preventive measures and ensuring the continuation of normal activities and ultimately contributing to reducing the risk of contamination of the workplace and the entire population Cirrincione et.al, (2020).

Table 3.1
 COVID-19 Protocols
 n=19

RULES AND REGULATIONS		
STATEMENT	Weighted Mean	Descriptive Interpretation
1. Washing your hands with soap and water before starting your task.	5	Always Implemented
2. Sanitizing your hands with alcohol.	5	Always Implemented
3. Wearing facemasks.	5	Always Implemented
4. Wearing face shield.	5	Always Implemented
5. Disinfection of the work surfaces and touch point such as door handles.	5	Always Implemented
6. Organize staff into working groups or teams to facilitate reduced interaction between groups.	5	Always Implemented
7. Maintaining the physical distancing between workers and customers to meter apart.	5	Always Implemented
8. Workers should not use other workers equipment or work tools.	5	Always Implemented
9. Use glove to avoid direct bare hands contact to the product.	5	Always Implemented
10. Checking the temperature before entering to the workplace.	5	Always Implemented
TOTAL	5	Always Implemented

Legend

Numerical Rating

	Description	Range
5	Always Implemented	4.21-5.00
4	Often Implemented	3.41-4.20
3	Sometimes Implemented	2.61-2.40
2	Rarely Implemented	1.81-2.60
1	Never Implemented	1.01-1.80

Table 3.1 illustrates the worker's awareness of the COVID-19 protocols implemented by the management. It implies that all of them are completely aware of and strictly adhere to the protocols in order to prevent the virus from spreading. Thus, the management should continue this implementation of the COVID-19 protocols for the safety of the workplace as well as for the workers' own safety and health.

By adapting the protocol, developing the guide application of preventive measures and ensuring the continuation of normal activities and ultimately contributing to reducing the risk of contamination of the workplace and the entire population Cirrincione et.al, (2020).

Current Effectiveness Level of Worker Services

Table 4.1 shows the current effectiveness level in terms of workers services. As accord to the 5 indicators given all of the workers' rated this service as "very effective". And acquire an average weighted mean of 5. This implies that the workers of salabat are very responsive, they valued their customer and provide information overall they are working as a team to help each other.

Table 4.1
CURRENT EFFECTIVENESS LEVEL OF WORKER'S SERVICES
n=19

STATEMENTS	WEIGHTED MEAN	DESCRIPTIVE INTERPRETATION
1. Response to customer service complaints.	5	Very Effective
2. Serve the Salabat products on the customer requested time.	5	Very Effective
3. Reach the required order of the customer especially those customers who orders in bulk purchases.	5	Very Effective
4. Work together as employees.	5	Very Effective
5. Provide the necessary information needed by the customer.	5	Very Effective
TOTAL	5	Very Effective

Legend

Numerical Rating	Description	Range
5	Very Effective	4.21-5.00
4	Effective	3.41-4.20
3	Neither Effective/ nor Ineffective	2.61-2.40
2	In Effective	1.81-2.60
1	Very Ineffective	1.01-1.80

Chapter 3

SUMMARY OF FINDINGS, CONCLUSIONS AND RECOMMENDATIONS

This chapter presents the summary of findings, conclusions, and recommendations drawn from the interpreted data of the study.

Summary of Findings

The study was conducted to find out the status of Loboc Salabat Incorporation. A modified questionnaire were utilized by the researchers which were used to determine the status to their production, commitment to work, financial support, COVID-19 protocols implemented and effectiveness level of workers services.

To attain the objectives of the study, the researchers used the descriptive survey method. Data was gathered from 19 workers with a complete enumeration, and the answers of the respondents were tallied and tabulated. Using the frequency, percentage, and weighted mean formulas, the collected data were analyzed, computed, and interpreted.

After the data had been analyzed and interpreted accordingly, the researchers came up with the following findings:

Profile of the Respondents. Among the 19 respondents, most of the workers fall under the bracket of 41-50 years old. The majority of them were female, mostly married. Most of the personnel were salabat workers, mostly in casual employment with a daily salary of ₱301-350.

Status of this Crisis to the Workers of LobocSalabat Incorporation

Production.The sales of salabat products were never affected, but the salabat products' prices did change. However, the management did not diminish the workers. This implies that the prices of salabat products vary depending on the purchase of the ginger.

Commitments to work.Salabat workers were always committed in work through their thought, beliefs and ideas in the workplace. The workers always performed loyalty and honesty in doing assigned tasks and consider the feelings and emotions of others.

Financial support.The data shows that workers work more often and their salary rarely decreased and they also find it difficult to budget the money they earn and rarely able to save anything.

COVID-19 Protocols. Based on the data, the respondents rated always to the protocols implemented by the management to avoid the COVID-19.

Effectiveness Level of Worker's Services. The respondents rated very effective to the services they rendered to their customers.

Conclusions

In view of the findings attained, the following conclusions are drawn:

The study concludes that the employees of Loboc Salabat Incorporation were mostly female and married. The status of production were not affected; their commitment to work were also not affected but in terms to their financial needs

they find it moderately affected it shows that the employees are having sometimes difficulty budgeting the salary they earned.

The status of the COVID-19 protocols implemented by the management towards the workers shows that employees were completely aware and follows the protocols for their own safety and health.

In terms to current effectiveness level of workers services they rated this service as very effective it means that the employees of Loboc Salabat Incorporation were responsive and valued their customer genuinely as perceived by the management.

Based on the findings and the above conclusions, the following recommendations were made:

1. The management should consider the number of working days of employees for them to earn enough money.
2. Management should consider offering money management guidance, debt counseling, and coaching on debt consolidation.
3. Management should raise the employees' wages in order for the employees to support their financial needs.
4. Workers need to know more about personal finance. To improve their personal financial wellness and perhaps their job productivity, workers need to learn more about personal finance.

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APPENDIX A
 Republic of the Philippines
BOHOL ISLAND STATE UNIVERSITY
 Bilar Campus
 Zamora, Bilar, Bohol

VISION: A premier S and T university for the formation of a world-class and virtuous human resource for the sustainable development of **Bohol** and the country.

MISSION; BISU is committed to provide quality and innovative education in strategic sectors for the development of Bohol and the country.

June 08, 2021

JEROME C. BALBIN

Manager

Candabong RIC Multi-Purpose Cooperative

Candabong, Loboc, Bohol

Sir:

Greetings!

The undersigned are conducting a research study entitled, "STATUS OF LOBOC SALABAT INCORPORATION AND ITS IMPLEMENTATION OF COVID-19 PROTOCOLS" as per requirement to our subject Office Administration Research.

In connection with this, the undersigned would like to ask permission from your good office to allow us to conduct the above-mentioned study in LobocSalabat in Candabong,Loboc, Bohol.

Rest assured that utmost courtesy and confidentiality of the data will be observed during the conduct.

Thank you very much for your approval. God Bless!

Very respectfully yours,

(Sgd.) RAQUEL L. BARADAN

(Sgd.) SHIELA BRINA

(Sgd.) ELAIZA M. LASWE

(Sgd.) MERLYN R. LINGATONG

Student-Researchers

Noted by:

(Sgd.) DARIO G. AMPAT

Thesis Adviser

Approved by:

(Sgd.) JEROME C. BALBIN

Manager



Republic of the Philippines
BOHOL ISLAND STATE UNIVERSITY
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June 08, 2021

SHIRLEY I. BARCENAS

Chairwoman

Candabong RIC Multi-Purpose Cooperative

Candabong, Loboc, Bohol

Madame:

Greetings!

The undersigned are conducting a research study entitled, "STATUS OF LOBOC SALABAT INCORPORATION AND ITS IMPLEMENTATION OF COVID-19 PROTOCOLS" as per requirement to our subject Office Administration Research.

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(Sgd.) RAQUEL L. BARADAN

(Sgd.) SHIELA BRINA

(Sgd.) ELAIZA M. LASWE

(Sgd.) MERLYN R. LINGATONG

Student-Researchers

Noted by:

(Sgd.) DARIO G. AMPAT

Thesis Adviser

Approved by:

(Sgd.) SHIRLEY I. BARCENAS

Chairwoman



Republic of the Philippines
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June 08, 2021

ARLEN B. GUDMALIN

Dean, CTAS

BOHOL ISLAND STATE UNIVERSITY-Bilar Campus
 Zamora, Bilar, Bohol

Maam:

Greetings!

The undersigned are conducting a research study entitled, "STATUS OF LOBOC SALABAT INCORPORATION AND ITS IMPLEMENTATION OF COVID-19 PROTOCOLS" as per requirement to our subject Office Administration Research.

In this connection, we would like to ask permission to gather data and information needed for the study.

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Thank you very much for your approval. God Bless!

Very respectfully yours,

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(Sgd.) SHIELA BRINA

(Sgd.) ELAIZA M. LASWE

(Sgd.) MERLYN R. LINGATONG

Student-Researchers

Noted by:

(Sgd.) DARIO G. AMPAT

Thesis Adviser

Approved by:

(Sgd.) ARLEN B. GUDMALIN, Ph.D.

Dean, CTAS



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October 21, 2021

DR. MARIETTA C. MACALOLOT

Campus Director
 BISU-Bilar

Dear Dr. Macalolot:

Good day!

We, the junior students of **Bachelor of Science in Office Administration of Bohol Island State University, Zamora, Bilar, Bohol** is currently undertaking a research study for our thesis entitled, "**STATUS OF LOBOC SALABAT INCORPORATION AND ITS IMPLEMENTATION OF COVID-19 PROTOCOLS**" in partial fulfillment of our subject **OA Research 1**.

In this connection, we would like to ask permission to gather data and information needed for the study.

Rest assured that utmost courtesy and confidentiality of the data will be observed during the conduct.

Thank you, God bless and more power.

Very respectfully yours,

(Sgd.) RAQUEL L. BARADAN
(Sgd.) SHIELA BRINA
(Sgd.) ELAIZA M. LASWE
(Sgd.) MERLYN R. LINGATONG
 Student-Researchers

Noted by:

(Sgd.) DARIO G. AMPAT
 Thesis Adviser

Approved by:
(Sgd.) MARIETTA C. MACALOLOT, Ph. D.
 Campus Director

APPENDIX B

Instrument

Questionnaire

Status of Loboc Salabat Incorporation and Its Implementation of COVID-19
Protocols

Name _____ Address _____

() Member () Personnel

GENERAL DIRECTIONS:

1. This is a survey questionnaire intended for workers and personnel of Loboc Salabat Incorporation. Kindly check (√) the space provided before the statement that corresponds to your answers. These are questions with more than one answer. If you have no answer to a particular questions, just skip it and go on to the next number.

2. Please accomplish this questionnaire very carefully and honesty. Rest assured that any information that you apply will be treated with the greatest confidentiality and anonymity.

I. Demographic Profile**1.1 Age**

___ 30 years old and below

___ 31- 40 years old

___ 41- 50 years old

___ 51-60 years old

___ 61 - 70 years old

___ 71 years and above

1.2 Sex Male Female**1.3 Civil Status** Single Married Widow/Widower**1.4 Nature of work/position** Manager Treasurer Sales Clerk Bookkeeper Marketing Officer Worker**1.5 Employment Status** Regular Casual Others, (please specify)**1.6 Length of Services** 1 year below 1-2 years 3-5 years 6-10 years 10 years above**1.7 Daily Salary** ₱ 250 below ₱ 401-450 ₱ 251-300 ₱ 451-500 ₱ 301-350 ₱ 501-550 ₱ 351-400 ₱ 551 above

II. STATUS OF LOBOC SALABAT INCORPORATION

Instructions. Please put a check (√) on the space provided that best describes your honest and objective assessment as specific below.P

Legend

Numerical Rating	Description
5	Very Much/ Highly Affected
4	Affected
3	Moderately Affected
2	Rarely Affected
1	Not affected

TO BE ANSWERED BY MANAGEMENT

PRODUCTION	5	4	3	2	1
1. decreased product sales					
2. lack of ginger supply					
3. fluctuating/irregular changing of prices					
4. limiting/cutting off numbers of employees					
5. decreased number of walk-in customers					

Legend

Numerical Rating	Description
5	Always
4	Often
3	Sometimes
2	Rarely
1	Never

TO BE ANSWERED BY ALL EMPLOYEES

COMMITMENT TO WORK	5	4	3	2	1
1. limited availability of transportations which can cause delayed arrival and departure of workplace					
2. ineffective time management due to					

work adjustments schedules					
3. non-availability of enough workers who are expert in the work					
4 non-performance of other duties due to understaffing					
5. less dedication and fear to go to work because of the fear of COVID-19					

FINANCIAL SUPPORT	5	4	3	2	1
1. limited numbers of working days					
2. decreased per day salary based on generated income					
3. limited amount of budget for the family needs					
4. difficulty or lack of skills budgeting very limited salary					
5. no budget for emergency or urgent needs					

III. COVID 19 PROTOCOLS

Instructions: This question is intended for the workers. Read carefully each statement below. Please rate the following according to the specified indicators given.

Legend

Numerical Rating	Description
5	Always Implemented
4	Very Frequently Implemented
3	Rarely Implemented
2	Seldom Implemented
1	Never Implemented

TO BE ANSWERED BY EMPLOYEES

COVID 19 PROTOCOLS					
STATEMENTS	5	4	3	2	1
1. Washing your hands with soap and water before starting your task.					

2. Sanitizing your hands with alcohol.					
3. Wearing facemasks.					
4. Wearing face shield.					
5. Disinfection of the work surfaces and touch point such as door handles.					
6. Organize staff into working groups or teams to facilitate reduced interaction between groups.					
7. Maintaining the physical distancing between workers and customers to meter apart.					
8. Workers should not use other workers equipment or work tools.					
9. Use glove to avoid direct bare hands contact to the product.					
10. Checking the temperature before entering to the workplace.					

IV. EFFECTIVENESS LEVEL OF WORKER'S SERVICES

Legend

Numerical Rating	Description
5	Very Effective
4	Effective
3	Niether Effective/Nor Ineffective
2	Ineffective
1	Very Ineffective

TO BE ANSWERED BY MANAGEMENT

WORKER'S SERVICES					
	5	4	3	2	1
1. limited numbers of working days					
2. decreased per day salary based on generated income					
3. limited amount of budget for the family needs					
4. difficulty or lack of skills budgeting very limited salary					
5. no budget for emergency or urgent needs					



Republic of the Philippines
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Status of Loboc Salabat Incorporation and Its Implementation of COVID-19
 Protocols

Pangalan _____ Pinuy-anan _____

() Miyembro () Trabahante

Katibuk-ang Pahimgno:

1. Kani maong survey nga pangutana gihimo alang sa mga trabahante sa Loboc Salabat Incoprporation. Palihugtseki (✓) ang blanko nga gihatag sa ubos nga nahi-uyon sa inyung tubag. Kani nga mga pangutana adunay labaw sa usa aka tubag. Kung wala kamo'y tubag sa maong pangutana, palihug lat-angi ug dung sa laing numero.
2. Palihug humana pagtubag ang maong pangutana salabing masusihon ug adunay kamatouran. Among gisigurado kaninyung aangtanang impormasyon nga inyung gihatag pagaampingan namu ug dili ipasuhi-suhisauban. Ug kini pagamiton lamang niining pagtuon.

___ ₱ 301-350

___ ₱ 501-550

___ ₱ 351-400

___ ₱ 551 pataas

II. PRODUKSYON

Instruksyon. Pailhug butangi ug tsek (✓) ang blanko nga nahi-uyon sa inyung mga tubag.

- 5- PinakaApektado
 - 4- Apektado
 - 3- Ni ApektoGamay/ Diliapektado
 - 2- ApektadoGamay
 - 1- Diliapektado
- PAGA TUBAGUN SA GADUMALA

PRODUKSYON	5	4	3	2	1
1. Nikunhod ba ang halin sa Salabat.					
2. Nagkuwang ba kamo ug pondo sa luy-a.					
3. Naa bay kausaban mahitungud sa mga presyo sa produkto sa Salabat.					
4. Nanangtang ba ug trabahante ang inyong gitrabaho-an.					
5. Ni kunhod ba ang gidaghanun sa mga mamalitay.					

- 5- Kanunay
 - 4- Di Kanunay
 - 3- Usahay
 - 2- Panagsara
 - 1- Wala Gyud
- PAGA TUBAGUN SA TANANG TRABAHANTE

PAGKA MATINUMANON SA TRABAHO	5	4	3	2	1
1. Mo abot sa saktong oras ug andam motrabaho bisan sa kalisod karung panahona.					
2. Gamiton ang oras sa trabaho sa saktong pa agi.					

3. Andam mo tabang sa miyembro sa bisan unsang buhaton.					
4. Maayu mubuhay sa akong mga katungdanan.					
5. Mapahinunguron modala sa gihatag nga tahas.					

SUPORTA PINANSYAL	5	4	3	2	1
1. Naga-trabaho kaba adlaw adlaw?					
2. Ni kunhod ba ang imong sweldo?					
3. Igo ba ang imong sweldo?					
4. Naglisod kaba sa pag pagbudyet sa imong kwarta sa mga panginahanglanon sa pagkakaran?					
5. Aduna kaba'y pondo kon sa panahon sa kalisod?					

III. COVID-19 PROTOCOLS

Instruksyon: Kani nga pangutana gigmugna alang sa trabahante sa Loboc Salabat Incorporation. Palihug basaha ug sabta. Palihug bansay-bansay sa mga musunud sumala sa gihatag nga timailhan.

- 5 – Kanunay Kaayo gi Implimintar
- 4 – Kanunay gi Implimintar
- 3 – Panagsa gi Implimintar
- 2 – Panagsa ra kaayo gi Implimintar
- 1 – Wala gi Implimintar

PAGA TUBAGUN SA TANANG TRABAHANTE

STATEMENTS	5	4	3	2	1
1. Paghugas sa kamot gamit ang sabon ug tubig sa wala pa sugdi and inyung ahas.					
2. Paghinlo sa kamot gamit ang alcohol.					
3. Pagsul-ob ug facemask.					

4.Pagsul-ob ug faces hield.					
5. Pagdis-infect sa trabahuan ug sa mga pirme ma hawiran ilabina sa mga door handles.					
6. Pag organis ang adto sapag grupo sa trabahante arun malikay anang panagtapok sa kadaghanan.					
7. Pagmentinar sa socal distancing ngadtu sa customer ug sa trabahante					
8. Ang trabahante dili dapat mogamit sa butang sa ilang kauban.					
9. Paggamit ug glove arun malikayan ang direkta nga paghikap sa produkto.					
10. Pagsusi sa temperature sa dil pa musulod sa trabahoan.					

IV Mga panglantaw sa epekto sa serbisayos ang trabahante.

- 5 – Pinaka Epektibo
- 4 – Epektibo
- 3 –Epektibo gamay/ Dili Epektibo
- 2 – Naay ginagmay
- 1 –Dili Epektibo

PAGA TUBAGUN SA GADUMALA

SERBISYO SA TRABAHANTE	LEVEL SA PAGKA EPEKTIBO				
	5	4	3	2	1
1. Pagtubag sa mga pangutana sa customer.					
2. Paghatag sa produkto sa customer sa hustong oras nga giingun.					
3. Ang mga trabahante nag kahi-usa sa pagbuhat sa mga buluhaton.					
4. Paghatag sa gikinahanglan nga impormasyon sa customer					
5. Makahatag sa tanang pamalitonon nga kiginahanglan sa mga mamalitay.					

RESEARCHER'S BIODATA

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