

## **Hearing the Voices from the Grassroots: A Closer Look into the Training Needs of Barangay Officials**

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### **Abstract**

Barangay officials play an important role in delivering public services at the grassroots level. It has been said that their service delivery and performance are affected, considering that some of them are elected or appointed without much consideration of their educational background. This descriptive study aimed to determine the training needs of barangay officials, particularly in their administrative and secretarial functions. The informants were the eight conveniently selected barangay officials in three rural barangays in the Municipality of Laua-an in the province of Antique. Qualitative survey interviews and reviews of secondary sources were utilized to collect the data. Results showed that some officials lack sufficient knowledge or skills in documentation, parliamentary procedure, resolution or ordinance making, and proper filing of documents. Some barangay secretaries may be good in English, but their ability to record proceedings and prepare barangay reports needs to be enhanced. It was concluded that an enhancement project be needed to help these officials become effective and efficient in their duties and responsibilities.

*Keywords: Training Needs, Barangay Officials, Enhancement Project, Descriptive qualitative approach*