



INOCENCIO SCHOOL *Montessori Playchool*
INOCENCIO INTEGRATED SCHOOL
"That every child finds joy and love for learning."
#1080 Dona Andrea I Subd., Bernal St. Rosario, Pasig City

SECOND QUARTERLY ASSESSMENT
ORGANIZATION AND MANAGEMENT
Prepared by: Mr. Ravy G. Galopo

Name: _____

Score: _____/70

Grade and Section: _____

Date: _____

IMPORTANT REMINDERS: Following instructions is part of the exam. Failure to follow instructions will cause a 5-point-deduction from the total raw score.

I. MATCHING TYPE. Match column A with the corresponding word/s in column B. Write the letter of your answer in the space provided. (15 points)

COLUMN A

- _____ 1. It refers to economic, socio-cultural, political, technological, demographic, and industrial trends and events that could significantly benefit an organization in the future.
- _____ 2. It means recruiting and retaining talent worldwide.
- _____ 3. It refers to the events that are potentially harmful to an organization's present and future competitive position.
- _____ 4. It is the carrying out of a plan, order or course of action.
- _____ 5. It is an important and critical part of organization design.
- _____ 6. It is a commonly shared picture of what the organization wants and is committed to become sometime in the future.
- _____ 7. It is a function that involves the management of people.
- _____ 8. It refers to the increase or decrease of customers and how fast products can be sold.
- _____ 9. These are fundamental and shared beliefs that will provide the organization's behavior in meeting its objectives and in dealing with others.
- _____ 10. A person's observable conduct, action, or function in a particular way
- _____ 11. It refers to the areas that limit or inhibit an organization's overall success.
- _____ 12. It refers to the customer satisfaction.
- _____ 13. It is a function that focuses on the system of a management.
- _____ 14. It is an enduring statement of purpose of an organization's existence that distinguishes itself from others.
- _____ 15. It refers to the internal competencies possessed by an organization that will enable it to achieve its objectives.

COLUMN B

- A.** Strengths
- B.** Mission
- C.** Human Resource Development
- D.** Qualitative Aspect
- E.** Weaknesses
- F.** Behavior
- G.** Values
- H.** Quantitative Aspect
- I.** Human Resource Management
- J.** Vision
- K.** Effective Reward System
- L.** Execution
- M.** Threats
- N.** Talent Management
- O.** Opportunities

II. Write TRUE if the following statement is correct and FALSE if not. Write your answer on the space provided. (5 points)

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- _____ 16. Rewards and recognition is a process of identifying monetary compensation such as salary, benefits and other perks, and non-monetary compensation such as awards and commendations, and other similar types of remuneration.
- _____ 17. Organizing is a management function that determines the structure and allocation of jobs.
- _____ 18. Theory X says that "the average human being has an inherent dislike of work and will avoid it, if possible"
- _____ 19. Pay, interpersonal relations, supervision, among others, are motivation factors.
- _____ 20. The executioner is the type of leader who implements but his/her actions are not backed up by planning.

III. Using the table below, Simon Cooper differentiates managing from leading. List the differences between managing and leading. Write your answer on the space provided.

MANAGING	LEADING
21. _____	26. _____
22. _____	27. _____
23. _____	28. _____
24. _____	29. _____
25. _____	30. _____

IV. Read the following cases and answer the following in 3 sentences. (10 points)

Case #1

Managing people has always been considered as a critical and tough role. You were elected as president of your class. You are expected to manage the class in terms of overall class behavior, cooperation that they show in maintaining class discipline, doing assignments, observing a program of studies, and actively participating during class discussions. All your classmates, at the start of your administration, have shown willingness to cooperate, except Alex and Josephine who are sweethearts. They go to class late and they do not do their assignments consistently.

31-33. What will you do to gain their cooperation?

Case #2

You and your five senior high school classmates were recently reprimanded by teacher Kim because you were talking while he was giving his lecture. In his anger, he vented his frustration on the six of you by calling you names. This situations reached the principal's office. You and your classmates were called to have a conference with the principal and with your teacher.

34-36. What do you expect to happen in this conference in terms of creating a win-win situation for both the six of you and your teacher?

37-39. What sort of leadership style do you want the principal to manifest during the conference so that things will work out?

40-42. What sort of leadership style do you want the teacher to manifest during the conference so that things will work out?

V. Briefly explain the concept of attaining or establishing goals in 1-2 sentences. (10 pts.)

43-44. Specific

45-46. Measurable

47-48. Attaining

49-50. Result-focused

51-52. Time-bound

VI. Explain the concept of Abraham Maslow's Hierarchy of Needs below in not more than 5 sentences. (5 points)



VII. Answer the following in 3-4 sentences.

58-60. What is the main idea behind the "Iceberg" theory?

61-63. Differentiate "Result-based" and "Process-based" evaluation.

64-66. What school policies would you suggest creating to make our operations more environmentally-friendly? How would you ensure that students understand and apply these guidelines?

67-70. Describe a successful team project you worked on so far. What was your contribution?

God is good! ☺
***** END OF EXAM *****