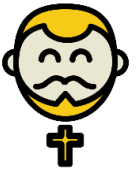




The National Catechetical Study (NCS) 2021: Pastoral Action Research and Intervention (PARI) Project

A project of the *Catholic Bishops' Conference of the Philippines (CBCP)* –
Episcopal Commission on Catechesis and Catholic Education (ECCCE)
and the *UST Research Center for Social Sciences and Education (RCSSSED)*



STUDYING CATECHETICAL HUMAN RESOURCES (SCHR)

INTERVIEW GUIDE (IG)

Dear Participant,

You are selected to answer the **interview guide (IG)** for the pastoral research, *Studying Catechetical Human Resources (SCHR)* of the *National Catechetical Study (NCS) 2021: Pastoral Action Research and Intervention (PARI) Project*.

This interview asks questions about the following:

1. Your general views about the management of catechetical human resources;
2. Your experience and challenges in the (a) recruitment and selection; (b) compensation and benefits; (c) performance management; (d) catechetical ministry (CM) relations; (e) formation and training; and (f) human resource (HR) information system, and research and development (R&D), and
3. Your sociodemographic profile.

Your responses will help us in understanding the Philippine catechetical scene in order to implement research-based intervention activities toward a relevant and meaningful CM in the country. Our hope is that this study will generate educative opportunities for new modes of catechesis and evangelization in the Philippines.

The interview contains 24 main questions with a number of sub-questions. Answering the questionnaire will take about 45 minutes to an hour. This is voluntary and you may stop answering the interview at any given time.

Be assured that all information shared in this interview will only be used for research purposes. The final research results will be reported and will be made available in 2021.

If you have any questions or concerns regarding this interview, please contact:

Prof. Clarence M. Batan, PhD
NCS 2021: PARI Project Principal Investigator
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Email: cmbatan@ust.edu.ph

The NCS 2021: PARI Project Research Team
Phone: (02) 8-406-1611 loc. 4092
Email: ncs2021pariproject@gmail.com

Sincerely,

NCS 2021: PARI Project Research Team

CONSENT TO PARTICIPATE

Please check the boxes below and/or affix signature as a sign of agreement to partake in this research project.

Statement of Consent

- I have read the above description of *Studying Catechetical Human Resources (SCHR) interview guide (IG)* and understood the purpose of the study. I have been assured that any questions or clarifications will be answered by the members of the **NCS 2021: PARI Project Research Team** and/or the assigned interview enumerator.

Consent

- I agree to voluntarily participate in this interview.
- I agree to participate in this study. I understand the purpose and nature of this tool and I am participating voluntarily.
- I agree to be quoted and/or paraphrased.
- I agree to be audio recorded during this interview.
- I agree to be videotaped during the interview.
- I am willing to be contacted for a follow-up interview.

Signature of Research Participant/Respondent

Date

ECCLESIASTICAL PROVINCE (EP) & ECCLESIASTICAL TERRITORY (ET) INDICATORS

In what (1.) Ecclesiastical Province (EP) and (1.1) Ecclesiastical Territory (ET) do you belong to?

<input type="checkbox"/> EP CACERES <input type="checkbox"/> Archdiocese of Caceres <input type="checkbox"/> Diocese of Daet <input type="checkbox"/> Diocese of Legazpi <input type="checkbox"/> Diocese of Libmanan <input type="checkbox"/> Diocese of Masbate <input type="checkbox"/> Diocese of Sorsogon <input type="checkbox"/> Diocese of Virac	<input type="checkbox"/> EP JARO <input type="checkbox"/> Archdiocese of Jaro <input type="checkbox"/> Diocese of Bacolod <input type="checkbox"/> Diocese of Kabankalan <input type="checkbox"/> Diocese of San Carlos <input type="checkbox"/> Diocese of San Jose de Antique	<input type="checkbox"/> EP NUEVA SEGOVIA <input type="checkbox"/> Archdiocese of Nueva Segovia <input type="checkbox"/> Apostolic Vicariate of Bontoc-Lagawe <input type="checkbox"/> Diocese of Baguio <input type="checkbox"/> Diocese of Bangued <input type="checkbox"/> Diocese of Laoag
<input type="checkbox"/> EP CAGAYAN DE ORO <input type="checkbox"/> Archdiocese of Cagayan de Oro <input type="checkbox"/> Diocese of Butuan <input type="checkbox"/> Diocese of Malaybalay <input type="checkbox"/> Diocese of Surigao <input type="checkbox"/> Diocese of Tandag	<input type="checkbox"/> EP LINGAYEN-DAGUPAN <input type="checkbox"/> Archdiocese of Lingayen-Dagupan <input type="checkbox"/> Diocese of Alaminos <input type="checkbox"/> Diocese of Cabanatuan <input type="checkbox"/> Diocese of San Fernando (La Union) <input type="checkbox"/> Diocese of San Jose (Nueva Ecija) <input type="checkbox"/> Diocese of Urdaneta	<input type="checkbox"/> EP OZAMIZ <input type="checkbox"/> Archdiocese of Ozamiz <input type="checkbox"/> Diocese of Dipolog <input type="checkbox"/> Diocese of Pagadian <input type="checkbox"/> Prelature of Marawi <input type="checkbox"/> Diocese of Iligan
<input type="checkbox"/> EP CAPIZ <input type="checkbox"/> Archdiocese of Capiz <input type="checkbox"/> Diocese of Kalibo <input type="checkbox"/> Diocese of Romblon	<input type="checkbox"/> EP LIPA <input type="checkbox"/> Archdiocese of Lipa <input type="checkbox"/> Apostolic Vicariate of Calapan <input type="checkbox"/> Apostolic Vicariate of San Jose (Occidental Mindoro) <input type="checkbox"/> Diocese of Boac <input type="checkbox"/> Diocese of Gumaca <input type="checkbox"/> Diocese of Lucena <input type="checkbox"/> Prelature of Infanta	<input type="checkbox"/> EP PALO <input type="checkbox"/> Archdiocese of Palo <input type="checkbox"/> Diocese of Borongan <input type="checkbox"/> Diocese of Calbayog <input type="checkbox"/> Diocese of Catarman <input type="checkbox"/> Diocese of Naval
<input type="checkbox"/> EP CEBU <input type="checkbox"/> Archdiocese of Cebu <input type="checkbox"/> Diocese of Dumaguete <input type="checkbox"/> Diocese of Maasin <input type="checkbox"/> Diocese of Tagbilaran <input type="checkbox"/> Diocese of Talibon	<input type="checkbox"/> EP MANILA <input type="checkbox"/> Archdiocese of Manila <input type="checkbox"/> Apostolic Vicariate of Puerto Princesa <input type="checkbox"/> Apostolic Vicariate of Taytay <input type="checkbox"/> Diocese of Antipolo <input type="checkbox"/> Diocese of Cubao <input type="checkbox"/> Diocese of Imus <input type="checkbox"/> Diocese of Malolos <input type="checkbox"/> Diocese of Kalookan <input type="checkbox"/> Diocese of Novaliches <input type="checkbox"/> Diocese of Parañaque <input type="checkbox"/> Diocese of Pasig <input type="checkbox"/> Diocese of San Pablo	<input type="checkbox"/> EP SAN FERNANDO <input type="checkbox"/> Archdiocese of San Fernando <input type="checkbox"/> Diocese of Balanga <input type="checkbox"/> Diocese of Iba <input type="checkbox"/> Diocese of Tarlac
<input type="checkbox"/> EP COTABATO <input type="checkbox"/> Archdiocese of Cotabato <input type="checkbox"/> Diocese of Kidapawan <input type="checkbox"/> Diocese of Marbel	<input type="checkbox"/> EP TUGUEGARAO <input type="checkbox"/> Archdiocese of Tuguegarao <input type="checkbox"/> Apostolic Vicariate of Tabuk <input type="checkbox"/> Diocese of Bayombong <input type="checkbox"/> Diocese of Ilagan <input type="checkbox"/> Prelature of Batanes	
<input type="checkbox"/> EP DAVAO <input type="checkbox"/> Archdiocese of Davao <input type="checkbox"/> Diocese of Digos <input type="checkbox"/> Diocese of Mati <input type="checkbox"/> Diocese of Tagum	<input type="checkbox"/> EP MILITARY ORDINARIATE <input type="checkbox"/> Military Ordinariate	<input type="checkbox"/> EP ZAMBOANGA <input type="checkbox"/> Archdiocese of Zamboanga <input type="checkbox"/> Apostolic Vicariate of Jolo <input type="checkbox"/> Diocese of Ipil <input type="checkbox"/> Prelature of Isabela de Basilan

A. RECRUITMENT AND SELECTION

2. Do you have a policy for the recruitment and selection of new catechists and/or staff/personnel?

Yes No

2.1. If YES, how are the new catechists and/or staff/personnel selected in terms of age, biological sex preference, educational attainment, health status, and degree of consanguinity or affinity?

2.1.1. Do you conduct interviews and administer a qualifying test for the applicants? What type of tests do you administer?

2.2. If NONE, why?

3. Do you conduct a job orientation for new catechists and other staff/personnel? Yes No

3.1. If YES, who conducts the orientation? How is it conducted?

3.1.1. Who are considered as personnel/staff in your center?

3.1.2. Do you observe working days and hours for your catechists and/or staff/personnel? How is it executed?

3.2. If NO, why?

B. FORMATION AND TRAINING

4. Do you conduct pre-training and seminars for the candidate catechists? Yes No

4.1. If YES, what are the pre-training and seminars, as well as skills assessment/s that you conduct?

4.1.1. When and how do you conduct the commissioning ceremonies/rituals?

4.2. If NO, why?

5. Do you have on-going formation programs and activities for the catechists? Yes No

5.1. If YES, what are the on-going formation programs and activities, short/courses (specialized) that you conduct? When, where, and how are they conducted?

5.1.1. Do you conduct retreats or recollections for the catechists/staff/personnel? How often and where do you conduct them?

5.1.2. Do you have catechetical ministry recreational activities? Please enumerate? How often and where do you conduct them?

5.2. If NO, why?

6. Do you have a mechanism that shares and involve all members of the catechetical center in planning and generating new programs? Yes No

6.1. If YES, what are these programs? Who participated in the development of these programs?

6.2. If NONE, why?

9.2. If NO, why?

10. Do you observe proper decorum (work ethics, good manners) during workdays and hours?

Yes No

10.1. If YES, how extensive are they observed?

10.1.1. Do you observe proper wearing of uniforms and personnel grooming? Could you elaborate the strict implementation of this policy?

10.2. If NO, why?

11. Do you monitor the catechist/ staff/personnel's attendance, tardiness, and overtime?

Yes No

11.1. If YES, how and how often?

11.2. If NO, why?

12. Do you have promotion system/process? Yes No

12.1. If YES, do you have performance appraisal tools for the catechists? How do you measure it?
Who evaluates the performances of the catechists?

12.2. If NONE, why?

E. CATECHETICAL MINISTRY RELATIONS

13. Do you have leave policies (general, annual, parental leave, etc.)? Yes No

13.1. If YES, could you identify these policies?

13.2. If NONE, why?

14. Do you implement a permanency program for your staff/personnel and/or catechist?

Yes No

14.1. If YES, what type of permanency program do you implement? How do you implement it?

14.2. If NO, why?

15. Do you have clear policies on the succession of coordinators, directors, and other top positions?

Yes No

15.1. If YES, could you describe and elaborate on it?

18.1.1. What do you think are the research topics that need to be explored for the improvement of your catechetical human resources?

18.2. If NONE, why?

RESPONDENT'S SOCIO-DEMOGRAPHIC PROFILE

19. What is your biological sex?

- Male
- Female
- Prefer not to say

20. What is your age? _____.

21. What is your civil status?

- Single
- Married
- Annulled
- Widowed
- Others, please specify _____.

22. Years of service as a catechist _____.

23. What is your highest educational attainment?

- No formal education
- Elementary level
- Elementary graduate
- High School level
- High School graduate
- Vocational level
- Vocational graduate
- College level
- College graduate
- Masters' level
- Masters' degree holder
- Doctorate level
- Doctorate degree holder

24. State your name (optional).



Last Name	First Name	M.I.

End of Interview

OFFICE ADDRESS & CONTACT INFORMATION

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