



ISSN:

Vol. 1, No. 1, Jan. 2024



CGCI - IJAMET

CGCI International Journal of Administration,
Management, Education and Technology

Available at
www.cgci-ijamet.org/index.php/cgci-ijamet

Published by
Core Gateway College, Inc.

**CGCI International Journal of Administration, Management, Education
and Technology**

Volume 1

Number 1

January 2024



CGCI IJAMET

ISSN:

Recommended Citation

(January 2024) CGCI International Journal of Administration, Management, Education and Technology, Vol.1, No.1. Available at <https://www.cgci-ijamet.org/index.php/cgci-ijamet/about>

CGCI International Journal of Administration, Management, Education, and Technology (CGCI-IJAMET) accepts original research that addresses the problems of the developing world. This includes education, public administration, political science, management, policy, governance, gender and development, information technology, and other social science studies.

Copyright & Disclaimer

Copyright© 2024

Copyright for the texts which include all issues of CGCI International Journal of Administration, Management, Education and Technology are held by the CGCI-IJAMET, except if otherwise noted. The compilation as a whole is a copyright © by CGCI-IJAMET, all rights reserved. Items published by CGCI-IJAMET may be generously shared among individuals; however, they may NOT be republished in any medium without a written consent from the author(s) and advance notification of the CGCI-IJAMET Editorial Board. For permission to reprint articles published in the CGCI-IJAMET, please contact the Editorial Board at coregateway@cgci.edu.ph.

Disclaimer

Facts and opinions published in CGCI International Journal of Administration, Management, Education and Technology (CGCI IJAMET) express solely the opinions of the respective authors. Authors are responsible for their citing of sources and the accuracy of their references and bibliographies. The editors cannot be held responsible for any lack or possible violations of third parties' rights. Interested parties may also directly contact authors to request for full copies of the journal proceedings.

CGCI International Journal of Administration, Management, Education and Technology

Ad Hoc Board of Reviewers

KHIN MAR CHO

Cornell University, United States of America

DR. EDWIN IBANEZ

Central Luzon State University, Science City of Muñoz

PAKKAPONG POUNGSUK

King Mongkut's Institute of Technology Ladkrabang (KMITL), Thailand,

NAWARAT POURPAN

Surindra Rajabhat University (SRRU), Thailand

THATREE RODCHAMNAN

Maejo University, Thailand

SONGVOOT SANGCHAN

King Mongkut's Institute of Technology Ladkrabang, Thailand

DR. MASBIROROTNI, M.SC.ED

Universitas Jambi, Indonesia

DR. MERCEDITA REYES

Central Luzon State University, Science City of Muñoz

DR. MA. BABY JEAN JOSE

Central Luzon State University, Science City of Muñoz

DR. JOEL TORRES

Central Luzon State University, Science City of Muñoz

DR. HIYASMIN DELOS SANTOS

Central Luzon State University, Science City of Muñoz

DR. MELANIE TOLENTINO

Central Luzon State University, Science City of Muñoz

“Nanay na, Tatay pa”: Work and Personal Lives of Single Mothers

Almina Joy J. Mendoza¹ and Allan Moore S. Cabrillas²

Core Gateway College Inc. San Jose City, Nueva Ecija, Philippines¹
Department of Education, Division of San Jose City, San Jose City, Nueva Ecija, Philippines²
Corresponding author's email: mendozaalminajoycgci@gmail.com¹,
allanmoore.cabrillas@cgci.edu.ph²

Submitted October 2023, Accepted November 2023, Published online December 2023

ABSTRACT

This study determined how single mothers balance their work and personal lives. The participants were teachers in selected private schools in San Jose City during the SY 2022-2023. A qualitative research method was used. It utilized guide questionnaires. The guide questionnaires were employed to collect the data on participants' profiles in terms of their age, sex, highest educational attainment, years of teaching, number of hours staying at work, their monthly basic salary, number of children they have, who is the one taking care of their children while they are in position and if they have someone to be taken care of; the challenges a single working mother in selected private school in San Jose City, Nueva Ecija encounter to balance their work and personal life; strategies to balance their work and personal life; and provide recommendations on how work and personal life can be balanced. All participants were college graduates; some were the only ones taking care of their children, and some were with the help of their grandparents and in-laws. Aside from their children, some were also responsible for the welfare of other family members, just like their parents, grandparents, and in-laws. The issue and challenge identified by the participants was time management. Participants' strategies to balance work and personal life include Proper Communication, Paying Attention, and Good Time Management. Working single mothers' suggestions for managing work and personal life included having a positive attitude, proper time management, setting priorities and boundaries, and setting family goals.

Keywords: Boundaries, family goal, proper communication, paying attention, positive outlook, priorities, single mother, time management

INTRODUCTION

Many studies on work-life balance have provided essential insights into the difficulties of balancing family responsibilities and working in one's field. Many scholars and researchers use work-life balance scales because they conceptualize the work component more precisely than the life component, which significantly impacts each person's life. Therefore, what "life" means stays as what we all know as simply general references to the "home," "housework, and "family responsibilities." According to the Philippine Statistics Authority data on their census in 2015, in the country, there is a significant stigma on how we are going to look one single parent; some people will label your family as a broken one and say that the mother is not enough for the child she is raising. One of the respondents in the article by the Philippine Statistic Authority says that they cannot control the stigma, but we can always trust God. It might be more challenging for single parents in organizations to achieve an effective work-life balance.

Meanwhile, the growing number of working single mothers presents new issues that need to be addressed. For instance, single working mothers face problems in addition to women's challenges (Youngblut et al., 2000). They have a low labor force participation rate and experience poorer wages (Brady & Burroway, 2012; Shirahase & Raymo, 2014; Johnsen & Reiso, 2019). The phenomena of single motherhood have become more common in modern culture, reflecting changes in family structures and societal values. Single mothers' experiences and problems have received significant attention in academic studies and public dialogue. Understanding the complexity of single parenting is critical for addressing this population's specific needs and concerns and informing social policies and support systems.

A single mother's position has several facets, ranging from financial duties to emotional nurture and providing care. Single mothers sometimes play several roles and confront challenges in their

everyday lives, such as limited financial resources, work-family balance, social stigma, and potential adverse effects on their children's well-being. Exploring single moms' experiences through a qualitative research lens can provide valuable insights into their realities, illuminating the different elements influencing their lives and coping methods.

This research aims to delve into the experiences and strategies employed by single mothers in balancing their work and personal lives within a specific context. Using qualitative research methods such as in-depth interviews and thematic analysis, this study explores the following research questions: What challenges do single mothers face in achieving work-life balance? How do they manage their time, resources, and emotional well-being while juggling multiple responsibilities? What support mechanisms and coping strategies do they employ to navigate these challenges?

This study intends to contribute to a better understanding of work-life balance issues in single parenthood by investigating single mothers' narratives and experiences. This study attempts to inform policies and interventions that can better support single moms in their quest for work-life harmony by analyzing their tactics and resources and the structural and societal variables that impact their capacity to attain balance.

By illuminating single mothers' experiences and challenges in balancing work and personal life, this research strives to foster a more inclusive and supportive environment that recognizes single mothers' unique circumstances and needs. The findings of this study will likely contribute to the development of workplace policies, community support systems, and societal attitudes that promote the well-being and work-life balance of single mothers, ultimately empowering them to thrive both personally and professionally.

METHODS AND PROCEDURE

This study used a non-probability sampling procedure, particularly purposive sampling. Purposive sampling is where a researcher selects a sample based on the needs of the study. The study participants were single mothers in the selected private schools of San Jose City, Nueva Ecija, with a teaching degree, handling junior high school students, and at least one year in service. This study includes participants who are already widows; some are separated from their partners.

A qualitative research design was used in this study. It utilized interview questionnaires to collect data on problems encountered by the participants in balancing their work and personal life and to identify different strategies they used to overcome their problems to balance their work and personal life. The data was sourced through partnerships and collaborations with participants and the researcher. The participants share or exchange relevant data. This can be especially valuable. The researcher builds rapport by actively listening and showing genuine empathy; this can quickly build rapport. Acknowledging the interviewee's thoughts, repeating key points, and responding appropriately create a positive and supportive environment. The interview lasted approximately three sessions, covering various topics related to their life as a working single mother. The interview occurred at their respected school, held in their respected office and faculty. The interview was recorded. It was recorded using the researcher's mobile phone recorder. At the same time, the researcher took detailed notes to capture the key points discussed.

Participants gave informed consent once the researcher respected their autonomy and provided detailed information about the study. The privacy and security of participants' data were protected, and steps were taken to anonymize and secure the data. Participants were asked to participate voluntarily and could decline or withdraw from the study any time. The researcher attempted to minimize potential harm to participants while providing appropriate help if necessary. The potential advantages of the research outweighed the potential hazards, and participant selection should be fair and equitable.

Researchers maintained research integrity by honestly reporting findings, avoiding data fabrication or falsification, and acknowledging the contributions of others. Ethical approval was obtained from applicable institutional review boards or ethics committees, assuring adherence to ethical principles and regulations.

Researching single mothers' experiences balancing work and personal life involves developing empathy and a thorough grasp of their circumstances. This skill allows researchers to approach the topic sensitively, appreciating the complexities and realities faced by single mothers and considering their viewpoints throughout the study process.

RESULTS AND DISCUSSION

Participant Background Information of the Respondents

Ten working single mothers from selected private schools in San Jose City, Nueva Ecija, who gave consent, were the study participants. The Participants of the study consisted of ten college graduates. Four Participants only have one child, three Participants have two children, two Participants have three children, and the remaining one participant has four children. Five of the Participants had their children taken care of by their own, two Participants had the help of their mother, one participant was helped by her In-laws, and the remaining two had their children taken care of by their grandparents. Aside from their child, our Participants also have someone to talk to and care for. Five Participants have one person dependent on them. Moreover, the remaining five only take care of their child.

Issues and Challenges Encountered by Working Single Mother

Time Management is the theme identified by the researcher from the participants' responses regarding the issues and challenges the single mother encounters.

Time Management

This is the main challenge that single mothers are now facing; they are experiencing a hard time balancing their work and personal lives. Participant 5 said, "Time management is the most challenging part that I encounter in my teaching career, pero syempre ito rin po ang magiging solusyon para mabalance natin ang ating trabaho at ang ating mga gawain sa bahay lalo na sa pag aasikaso ng mga bata". (*Time management is the most challenging part I have encountered in my teaching career, but it is the solution to balance work and our chores, especially in attending to our children.*)

In addition, Participant 3 said, "As a solo parent pinaka mahirap para sa akin ay ang pagmamana ng time. Sa bahay kailangan mong maging ina, mag-ayos ng bahay, magluto at maglinis. At the same time kailangan mo din maging ama, magbawal sa mga bata at siguraduhin na makikinig sila. At pag nasa school ka naman kailangan mong gawin mga dapat gawin bilang isang guro. Minsan di rin maiiwasan na makapag uwi ka ng trabaho, dahil kulang talaga ang oras pag nasa work ka. Ito talaga yung pinak burden sa amin na mga single parents eh, ang pagkasyahin ang oras naming bilang isang ina at bilang isang guro naman sa paaralan". (*As a solo parent, time management was the most difficult for me. I have to be a mother at home and do all the chores. At the same time, I have to be the father who disciplines my children. While in school, I have to do my responsibilities as a teacher. Time inside the school is not enough, so I have to take some of my works at home. Finding enough time to be a mother at home and a teacher at school is the hardest part of single mother.*)

Similarly, Participant 2 stated, "Time allotment for every work na mayroon tayo, sa siguraduhin na lahat ay magagawa. Ito talaga ang mahirap pag single mother ka, kailangan mong magkaroon ng time management, kung kailangang pagsabay sabayin, bakit hindi? Basta make sure na nagagawa mo ang lahat ng trabaho mo at naaasikaso mo ang mga anak mo". (*Time allotment for every work we have and ensure all these must be done. This is difficult for single mothers to have time management to do multiple tasks. Just make it sure you can finish your job at you have taken care of your children at the same time.*)

Time management is a significant challenge faced by working single mothers. Juggling the responsibilities of work and parenting can be overwhelming. Most of the participant is experiencing this because they cannot figure out their priorities, tasks, and responsibilities to make the most efficient use of their limited time. They must identify and focus on essential activities aligning with their goals and obligations.

A way for utilizing active time, particularly having enough time to complete the numerous tasks that must be completed; time planning and allocation; the degree to which individuals consider their use of time to be planned and purposeful; a method of gaining insight into time use; a method of increasing the time available to pursue activities (Claessens, 2007). In addition, controlling your life means controlling your time, and controlling your time means controlling the events in your life (Murthy, 2006).

Strategies Used by Single Mothers in Balancing Work and Personal Life.

The themes identified from the participants' responses regarding the strategies single mothers use to balance their work and personal life are proper communication, attention, and time management.

Proper Communication

Participants were asked the question, "Have you missed a personal/family event because of work?" All of the Participants answered, "Yes"! which means they experienced to missed an event in their family because of work. Participant 4 stated, "Yes, madalas kasi naitaon na nagkakasabay sabay ang mga activities sa school tyaka celebration sa bahay eh. Kaya madalas na namimissed ko ang mga celebration sa bahay, pero sinisigurado ko naman na makakabawi ako, binibigyan ko sila ng bukod na oras pag may free time at sisiguraduhin ko rin na mag ceenjoy sila sa oras may un. Madalas ko ring pinaintindi sa kanila ang sitwasyon namin. Kinakausap ko sila ng kami kami lang, para naman nakakapag labas din sila ng mga insights nila about sa situation naming. (Yes, the school's activities and celebrations are often held at the same time. So, I often miss the celebrations at home, but I assure that I give extra time when I have free time and I'll make sure they can enjoy themselves. I also often ask them to understand my situation. I've been talking to them so they can also share their thoughts and insights about our situation)

Participant 9 added, "Yes, I apologize to them and tell them kung bakit ko missed yung celebration, pag kinakausap ko naman sila, naiintindihan din naman nila, kaya lang bawi ko sa kanila gumawa din ako ng particular routine together like cooking their favorite dishes every weekend (Yes, I apologize to them and tell them why I missed the celebration, when I talk to them, they understand me and I make sure that I spend time with them at least and I do a particular routine like cooking their favorite dishes every weekend)

Participant 8 added, "Yes, di naman siguro maiiwasan yun, dahil di naman natin hawak ang oras at araw. I make up for my family by going out together, watching movies, etc. I will make sure din na na-understand nila yung situation name". (Yes, it cannot be avoided because we do not control our time. I make up for my family by going out together, watching movies, etc. I make sure they understand our situation.)

Responses from the participants mean that many single mothers missed special events in their families because of their work schedules. This shows that single mothers have been experiencing difficulties in managing their time and communicating with their parents if they need help.

Responses from the participants mean that many single working mothers missed special events in their families because of their work schedule. This shows that working single mothers have been experiencing difficulties managing their time and communicating with their parents if they need help.

The participants' answers show that it is a big help for them to have someone to talk to and advise them in times of need. Moreover, they are supported in ensuring their children are cared for. Their lives outside of school always influenced children's achievement. Highlighted the importance of parents' responsibility. As a result, parents' words, behaviors, and attitudes greatly influence their children's development, even in infancy (Hedenbro & Rydelius, 2019; Lamb et al., 2002). Involving parents in their children's education increases the likelihood of success and lowers costs. Child's achievement (Nevski & Siibak, 2016; Pineda et al., 2018), but it also helps parents and instructors better understand their children and enhance their education.

Paying Attention

In this research, working single mothers are also willing to listen to their parents; they all know they have someone to count on if they need help with their children. Moreover, because of the advice that they can get from their parents, they can balance their work and personal life. As what Participant 2 said, "In fact, madalas sila pa ang katulong ko para matapos ko ang mga work na meron ako, siguro nga mahirap ang maging single parents pero with the help our parents na handing tumulong sa atin, magagawa natin lahat. Tibay lang ng loob. Pero syempre di rin maiiwasan na mapag sasabihan dahil napapadalas ang work time kaysa sa mga anak, I think I can handle their complain by just listening to them, by this I can really know what to do, advises I can use to balance by everyday life." (In fact, they are often my helpers so I can finish my work. Being a single parent is difficult, but with the help of our parents who are willing to help us, we can do everything. Just be patient. However, of course, it is also unavoidable to be told because the work time is longer than the children's. I can handle their complaints by listening to them; by doing so, I can know what to do and what advice to use to balance my everyday life.)

In addition, Participant 4 stated that "di natin maiwasan na makapag uwi ng trabaho diba, pag napag sasabihan naman ako, nakikinig nalang ako sa kanila, alam ko rin naman na mali ko yun, kasi dapat may sapat din akong oras para sa mga anak ko, I don't really argue with them para sa akin din naman yun eh." (We can't avoid going home from work, right? When I'm told, I just listen to them. I also know that I'm wrong because I should also have enough time for my children. I don't really argue with them; that's for me too.)

Participant eight (8) also stated "Di rin naman kasi natin maiwasan na makapag uwi ng work diba, di rin kasi sapat oras natin sa work, pinapaliwanag ko nalang sa kanila yung side ko tapos nakikinig ako sa mga advice na meron sila para sa akin." (We can't avoid going home from work either; we don't have enough time at work. I just explain my side to them, and then I listen to the advice they have for me.)

Participant nine (9) added, "Yes, madalas, makakrinig ka talaga ng reklamo, lalo nap ag galang sa mga anak mo, na wala ka na daw time sa kanila, lagi ka daw busy, so I listen to them actively and consider

their perspective. Dahil alam ko naman na mali ko yun, dapat talaga alam nating hatiin ang oras natin sa kanila at sa ating trabaho." *(Yes, often you will hear complaints, especially from your children, that you don't have time for them because you are always busy, so I listen to them actively and consider their perspective. Because I know that I'm wrong, we should really know how to divide our time between them and our work.)*

Paying attention plays a significant role in balancing a single mother's work and personal life. Based on the participants' answers, the researcher realized the following implication of paying attention to balancing a single mother's work and personal life. It has been stated that having greater working memory capacity means using attention to avoid distraction (Engle, 2002). Attentionness is critical in working memory; long-term memory, understanding and reasoning, and general fluid intelligence are all cognitive activities (Dean, 2006). Furthermore, attention is crucial in the learning process because it brings whatever material is being addressed to consciousness and leads to conscious processing.

Time Management

All participants answered that good time management is the primary strategy they can share in balancing a single mother's work and personal life. Participant 5 says, "Time management is the key to a balanced work and personal life. Naghahanda ako ng checklist ko, para alam ko kung ano yung mga bagay na dapat tapusin. Moreover, I intend to do things in advance to avoid cramming." *(Time management is the key to balancing work and personal life. I am preparing my checklist to know what needs to be completed. Moreover, if I have free time, I intend to do things in advance to avoid cramming.)*

Participant 6 added, "Time Management is the only key for me, mahirap tong gawin, pero kailangan kasi may consistency para alam mo kung ano yung mga dapat pagtuunan ng pansin. Madalas akong gumagawa ng plan ko para sa araw araw. Para balase ang lahat." *(Time management is the only key for me; it's hard to do, but you need consistency so you know what to focus on. I often make a plan for each day. For everything to be balanced.)*

In addition, Participant 9 said, "Practice time management is very important. Para lahat ng aspeto ng buhay natin ay nabibigyan natin ng atensyon, Set limits on your work time, isa ito sa natutunan ko habang tumatagal, dati, madalas akong nag uuwi ng trabaho, pero napansin ko na nahihirapan ako sa time management ko, kaya sinabi kong wala na akong work na dadalin sa bahay, lahat ng work ay sa mismong oras nalang ng trabaho." *(Time management is very important. For all aspects of our lives, we can give attention. Set limits on your work time. This is one of the things I learned as time went on. Before, I often went home from work, but I noticed that I was struggling with my time management, so I said I no longer had work to bring home; all work is done during work hours.)*

Based on the participants' answers, time management enables a single mother to create a well-structured schedule that optimizes her available time. This involves planning and allocating specific time slots for work, household chores, childcare, self-care, and leisure activities. Efficient scheduling helps minimize time conflicts and ensures a better work-life balance. Balancing work and personal life can be challenging and stressful for a single mother. Effective time management helps reduce stress by providing control over her time. By managing time wisely, she can avoid overcommitting, prevent burnout, and create opportunities for relaxation and self-care. Proper time management enables a single mother to make the most of her available time and increase productivity. She can accomplish tasks efficiently and effectively by setting realistic goals, breaking tasks into manageable chunks, and eliminating distractions. This allows her to fulfill work obligations and still have quality time for her family and personal well-being. Single mothers often neglect their own needs while prioritizing their children and work. Effective time management encourages self-care by ensuring the mother allocates time for rest, exercise, hobbies, and personal development. She can maintain her physical and mental well-being by caring for herself, positively impacting her ability to manage work and personal responsibilities. Time management allows a single mother to allocate dedicated and quality time for her children. By organizing her schedule efficiently, she can engage in meaningful activities, support their emotional needs, and foster a strong parent-child bond. This helps create a nurturing environment for her children, even with the demands of her work.

Time management entails defining requirements and establishing a goal to meet those needs. However, there is no commonly accepted definition of time management. According to others, it is a "combination of time assessment, goal setting, planning, and monitoring activities" or a "self-controlled attempt to use time in a subjectively efficient way to achieve outcomes" (Aeon, 2017).

Recommendations from Working Single Mothers in Balancing Work and Personal Life

The themes identified from the participants' responses under the different suggestions by single mothers in balancing their work and personal life are Having A Positive Outlook, Proper Time Management, setting your Priorities and Boundaries, and Setting your family Goals.

Have A Positive Outlook

Based on the participants' answers to this research, they recommend "Having a positive outlook" for working single mothers in balancing their work and personal lives. As stated by Participant 1 said, "My advice to all working single moms like me is to have a positive outlook in life. We may not be lucky in other things, pero may plan ang Maykapal para sa atin. Instead of complaining, keep praying and let go of the flow of life. Darating din naman yung time na gagaan ang lahat para sa atin, wag lang tayong mapagoad na mahaln yung mga bata na ibinigay sa atin, gawin nalang natin s ilang inspirasyon para lumaban sa buhay" (*My advice to all working single moms like me is to have a positive outlook on life. We may not be lucky in other ways, but God has a plan for us. Instead of complaining, keep praying and go with the flow of life. The time will come when everything will be more accessible for us. Let us not just love the children given to us; let us make them an inspiration to fight in life.*)

Participant 4 added, "Just focus on our goals para sa mga bata. Maging positibo ang buhay, lahat naman ng eto ay malalapasan natin basta kasama natin ang ating mga anak." (*Just focus on our goals for the children. Be positive in life; we will get through all of this as long as our children are with us.*)

Participant 10 also stated, "At lagi dapat nating ginagawa ay ang pagiging positibo sa buhay, kasi kung pati tayo ay manghihina, mawalan din ng lakas ang ating mga anak para lumaban sa buhay." (*And what we should always do is be positive in life, because if we too become weak, our children will also lose the strength to fight in life.*)

This positive mindset allows her to approach work and personal challenges with a calmer and more composed attitude, promoting a healthier work-life balance. By focusing on the positive aspects of her work, recognizing her achievements, and cultivating a sense of purpose, the single mother can find fulfillment and joy in her professional life. This satisfaction and motivation spill over into her personal life, allowing her to fully engage and enjoy her time with family and in personal pursuits.

Attitude is defined by Hogg and Vaughan (2005) as "a relatively enduring organization of beliefs, feelings, and behavioral tendencies toward socially significant objects, groups, events, or symbols." Various studies have shown that a positive attitude toward work relates to job performance and satisfaction (Ahmed et al., 2010).

Proper Time Management

Based on the participants' answers to this research, they recommend "having proper time management" for single mothers to balance their work and personal lives. As stated in the different challenges single mothers encounter, time management is the most answered by the participants as the most challenging in balancing their work and personal life. Still, time management is also the key to balancing work and personal life. Based on the answer, Participant 5 stated, "Time management, I always prepare a work plan para ma sort out what should be prioritized and also minimize distraction habang nag tatabaho ka and be sure to reward yourself naman kahit papaano. Kailangan may time rin tayo sa sarili." (*Time management: I always prepare a work plan to sort out what should be prioritized, minimize distractions while I work, and be sure to reward myself somehow. We also need to have time for ourselves.*)

Participant 6 stated, "Have time management in your work and life. Mahirap pagsabayin lahat lalo na at sa atin nakasalalay ang lahat." (*Have a time management plan for your work and life. It is hard to keep everything together, mainly when everything depends on us.*)

Participant 7 stated, "As to what I have said to the previous questions, do not multitask by giving 50% to work and 50% to my family. It is a matter of time management; give your 100% to work for that allotted time, and then you can also give your 100% to your family. Di pwedeng hati. Maayos ang work, at mas masa yang family." (*As I have said to the previous questions, do not multitask by giving 50% to work and 50% to my family. It is a matter of time management; give your 100% to work for that allotted time, and then you can also give your 100% to your family. It cannot be divided. Work is fine, and a happier family*)

Participant 1 added, "isa pa sa dapat nating ginagawa ang ang mabuting pg mamanager ng time natin, para lahat ay napag tutuunan natin ng pansin, dahil dito ay makikita natin kung ano yung mga priorities natin sa buhay, at alam natin kung hanggang saan ang boundaries ng lahat". (*Another thing we should do is manage our time well so that we can focus on everything, because here we can see what our priorities are in life and how far the boundaries go.*)

Based on the participants' answers, the researcher realized the importance of having good time management skills in balancing a single mother's work and personal life. A single mother with effective time management can prioritize chores and activities depending on their relevance and urgency. She can allot time for job tasks while making time for personal and family commitments if she establishes clear priorities. Proper scheduling reduces scheduling conflicts and promotes a better work-life balance. Balancing work and personal life can be difficult and stressful for a single mother. Effective time management reduces stress by giving her

control over her time. She may avoid overcommitting, avoid burnout, and create opportunities for leisure and self-care by managing her time carefully. A single mother can maximize her available time and boost her productivity using proper time management. Time management, as regards all previous phases, is used to control all the surrounding circumstances and resources better, then, as a result, get the best exploitation of time. This last phase must follow time planning (Alay & Koçak 2002, p90).

Set Priorities and Boundaries

Based on the participants' answers to this research, they recommend "Set your Priority and Boundaries" for single mothers to balance their work and personal lives. It helps them in managing their work and personal life. Participant 2 stated, "Learn to know your priorities in life. Di pwedeng sa isa lang tayong naka tuon, kailangan balanse ang work natin at ang mga oras natin with our children. Tayo lang din kasi ang aasahan nila." (*Learn to know your priorities in life. We cannot focus on just one thing; we need to balance our work and time with our children. Because we are the only ones they will expect.*)

Participant 10 stated, "matutong mag set ng boundaries sa work and sa personal nating buhay. At lagi dapat nating ginagawa ay ang pagiging positibo sa buhay, kasi kung pati tayong ay manghihina, mawawalan din ng lakas ang ating mga anak para lumaban sa buhay." (*Learn to set boundaries at work and in our personal lives. And what we should always do is be positive in life, because if we too become weak, our children will also lose the strength to fight in life.*)

Participant 1 stated "Learn to know din yung mga priorities natin sa buhay, at syempre yun ang ang mabigyan ng Mabuti at magandang buhay ang ating mga anak." (*Learn to know our priorities in life, and of course, that is what will give our children a good and beautiful life.*)

Based on the participants' answers, the researcher realized the implications of having priorities and setting boundaries in balancing a working single mother's work and personal life. Establishing priorities helps the single mother clarify what is most important to her in both work and personal life. She can allocate her time and energy by identifying her core values and goals.

The borderland between these two realms can be viewed as a site where individuals attempt to reconcile needs and expectations and, as a result, engage in "boundary work" (Campbell Clark, 2000).

Set Family Goal

Participant nine (9) stated "Set your family goals and staying committed to our family, kasi ako lang naman ang maaasahan nila, ako lang naman ang meron sila sa mga oras nae to, dapat din kasama ang mga bata sa pag gawa ng goals natin sa buhay para at the same time, nauunderstand din nila yung situation natin, and by that always keep our focus on the things that you desired for our family." (*Set your family goals and stay committed to our family because I am the only one they can count on and the only one they have now. Children should also be included in setting our goals in life because, at the same time, they also understand our situation, and by that, we should always focus on what we desire for our family.*)

Participant 10 stated "make a family goal, yung alam mong yung mga ginagawa mo sa buhay ay may pupuntahan at di nasasayang yung pagod mo para sa mga anak mo. Ilessen din yung pag uuwi ng work sa bahay" (*Make a family goal, knowing that the things you do in life will go somewhere and that your tiredness is not wasted for your children. Bringing work home is also a lesson.*)

Participant 1 added, "At ang pinaka mahalaha ay ang pag kakaroon ng goal sa buhay, mahirap na papasok lang tayong sa work and uuwi sa mga bata ng paulit ulit, kailangan meroon tayong goals para sa ikabubuti ng ating mga anak, dahil sila naman ang main priority ng ating buhay" (*And the most important thing is to have a goal in life. It's hard to just go to work and go home to the children again and again. We need to have goals for the good of our children because they are the main priority of our lives.*)

Based on the participants' answers, the researcher realized the implication of setting your family goal in balancing a working single mother's work and personal life. Establishing priorities helps the single mother clarify what is most important to her in both work and personal life. This clarity lets her stay focused on what truly matters, preventing her from being overwhelmed by competing demands and allowing her to achieve a better work-life balance. Priorities play a central role in effective time management. By knowing her priorities, the single mother can allocate time and resources to activities that align with her goals and values. This helps her make intentional choices about how she spends her time, ensuring that she devotes sufficient time to work obligations and personal responsibilities while minimizing time spent on less important tasks. When faced with conflicting demands or opportunities, the single mother can refer to her priorities to make informed choices.

In summary, having priorities and setting boundaries is crucial for a working single mother to achieve a healthy work-life balance. These practices provide clarity, Focus, effective time management, stress reduction, self-care, and improved work-life integration. By aligning her actions with her priorities and

establishing boundaries, the single mother can navigate her dual roles more effectively and enhance her overall well-being.

CONCLUSIONS

Generally, the participants consisted of ten single mothers, and the teachers' years in service ranged from 1 to 40 years. Most of the participants had one child. Most participants encountered challenges managing their time between work and personal life. Working single mother used different strategies to balance their work and personal life. This is Good Communication with their family or co-workers, Paying Attention, and Good Time Management. The suggestions for working single mothers in balancing their work and personal life are to have a positive outlook, proper time management, set priorities and boundaries, and set family goals.

RECOMMENDATIONS

The following recommendations were derived from the findings: Time management is a process that takes time to develop good habits. Prioritize tasks: Identify the most critical tasks you must accomplish each day and prioritize them accordingly. Setting boundaries can help you avoid overcommitting yourself and feeling overwhelmed. Learn to delegate: Delegating tasks such as childcare or household chores can help you free up more time to focus on work or other essential activities. Create a schedule: Take some time to plan out your week, including your work schedule, children's activities, and personal commitments. Use a planner or a digital calendar to help you stay organized and on track. For future researchers, it can be conducted for single working mothers in public schools, or from another point of view; this research can also be conducted for a single working father in public schools or different private schools in specific cities.

REFERENCES

- Aeon, B. &. (2017). *It is about time: New perspectives and insights on time management. Academy of Management Perspectives*, 31(4), 309–330.
- Alay, S., & Koçak, S. (2003). Relationship between time management and academic achievement of university students. *Kuram ve Uygulamada Eğitim Yönetimi Dergisi*, 35, 326-335.
- Ahmed, H., Ahmed, K., & Shah, I. A. (2010). *Relationship between job satisfaction, job performance attitude towards work and organizational Commitment. European Journal of Social Sciences*, 18(2), 257–67.
- Brady, D. & Burroway, R. (2012). *Targeting, Universalism and Single Mother Poverty: A Multi-Level Analysis Across 18 Affluent Democracies. Demography* 49: pp. 719–746
- Campbell Clark, S. (2000). *Work/family border theory: A new work/family balance theory. Human Relations*, Vol. 53, pp. 747–770.
- Claessens, B. J. (2007). "A review of the time management literature.". *Personnel review* 36.2, 255-2
- Dean, S. (2006). Understanding an achievement gap: Exploring the relationship between attention, working memory, and academic achievement (Doctoral dissertation). Retrieved on the 16th of March, 2023, from <http://search.proque.st.com/docview/305258182>
- Engle, R. (2002). Working memory as executive attention. *American Psychological Society*, 11 (1), 19–23. Retrieved from: <http://www2.psych.ubc.ca/~pgraf/Psy583Readings/Engle%202002.pdf>
- Hogg, M., & Vaughan, G. (2005). *Social Psychology* (4th ed.). London: Prentice-Hall.
- Lamb, M., Bornstein, M., & Teti, D. (2002). *Development in infancy: An introduction*. Lawrence Erlbaum Associates.
- Murthy, M.R. (2006). *Motivation and Learning*. Jaipur: Pointer Publishers
- Nevski, E., & Siibak, A. (2016). The role of parents and parental mediation on 0–3-year olds' digital play with smart devices: Estonian parents' attitudes and practices. *Early Years*, 36(3), 227–241
- Pineda, R., Bender, J., Hall, B., Shabosky, L., Annecca, A., & Smith, J. (2018). Parent participation in the neonatal intensive care unit: Predictors and relationships to neurobehavior and developmental outcomes. *Early Human Development*, pp. 117, 32–38.
- Youngblut, J. M., Brady, N. R., Brooten, D., and Thomas, D. J. (2000). *Factors influencing single mother's employment status. Health Care for Women International* 21(2): 125-136

Call for Papers

The CGCI International Journal of Administration, Management, Education, and Technology (CGCI IJAMET) is open to all research papers from any field of discipline across various themes that contribute to further learning and continuing professional development.

The Research Review Committee looks forward to receiving full research papers from interested scholars and researchers in response to the call before June and December of the year, as this is the scheduled publication of the journal each year. CGCI IJAMET is happy to respond to inquiries from interested parties. Questions may be addressed to CGCI IJAMET at coregatewaycollege@cgci.edu.ph. Your participation in this effort to produce new papers will contribute to the written body of helpful knowledge for the world and human development!

Editorial Board

DR. DANILO S. VARGAS
Editor-In-Chief
Core Gateway College Inc. Philippines

DR. RUBEN P. QUITOLBO
Managing Editor
Core Gateway College Inc. Philippines

HANIELINE V. EMANA
Assistant Editor
Core Gateway College Inc. Philippines

JOHN PATRICK_ENOPIA
Layout Editor
Core Gateway College Inc., Philippines

ROLANDO SOLIVEN
System Administrator I
Core Gateway College Inc., Philippines

JON RANDY NISPEROS
System Administrator II
Core Gateway College Inc., Philippines

