



Work Ethics and Job Performance of Employees in Local Government Unit

Arjay Y. Alvarado¹ and Joelyn Grace A. Padilla²

¹Psychology Department, College of Arts and Sciences, Carlos Hilado Memorial State University

²Local Government of Talisay City, Negros Occidental, Philippines

Abstract— The purpose of the study was to determine the extent of work ethics and job performance of employees in a Local Government Unit in the calendar year 2020 using descriptive correlational research design. This was conducted to 273 respondents composed of 137 permanent employees and 136 non-permanent employees who were selected through a stratified-random sampling technique. The Statistical tools used were the frequency, percentage, mean, standard deviation for the descriptive problems. T-test, Mann-Whitney U-test, One-way ANOVA, Kruskal Wallis H-test, and Pearson Product Moment of Correlation were used to treat the inferential problems. Using a researcher-made and validated questionnaire, the findings revealed that the extent of work ethics of employees was high and the level of job performance was also high. A significant relationship existed between the extent of work ethics and job performance of employees. These findings are necessary for the Local Government through the Human Resource Management Office to design programs to enhance the performance of government employees based on practice of far above standards work ethics. This study concludes that excellent work ethics results in outstanding job performance.

Keywords— work ethics, work performance, local government unit.

INTRODUCTION

It is essential that employees must perform their job well so that an organization can accomplish its goals and objectives (Siddiqui, 2014), making sure that everyone contributes to its overall success. As such, many researchers have studied several factors that affect job performance and one of these is work ethic (Abdi et al., 2014).

When it comes to setting goals, the ultimate success factor is work ethic. Whether you are seeking a promotion at work or training to run your first marathon, establishing a strong work ethic is of the utmost importance. Work ethic determines how an employee behaves in his workplace. It is a set of values based on the ideals of discipline and hard work that, if seriously considered and practiced, would most likely translate into high performing individuals within the organization.

According to Ben-dassolli (2012), job performance refers to an intentional act of individuals resulting in action guided by results, with a conscious purpose or prior motivation. It is essentially a person's behavior in the context of doing a task. Behavior is what people do. Performance is the expected organizational value of what people do. Work Ethics and Job Performance are concepts very common and highlighted especially



in the numerous issuances by the Department of Interior and Local Government and by the Civil Service Commission directed at how every government official and employee should conduct their personal and professional affairs while engaged in public service. Unfortunately, not many entities in the public sector especially among local government units can claim to have exerted persistent efforts for the regular assessment of the ethical conduct by its workers made evident by the prevalent irregularities reported to have been committed by government workers, officials or from among the ranks; not to mention even of the common perception by the Filipino populace about the workers in the bureaucracy as oftentimes conveyed over countless rants posted in social media platforms. Ethical corruption has become a major factor to create various problems in society. Ethics is what people see as appropriate behavior. In the context of the Philippine government, the highest standards of ethics are embodied in Republic Act 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees. This policy was made to promote highest standards of ethical motive in public service. It is important to know that there is an existing law that upholds the integrity of the government agencies being a public trust by the people. This help enhances the behavior of public officials and employees because of the work ethics that they are supposed to observe in the discharge of their official functions and duties. Building a strong work ethic will allow a person to train himself so that hard work is almost automatic resulting in a high level of job performance. Studies on the influence of work ethic on employees' performance are needed to contribute to the improvement of organizational performance (Karim, 2012). The purpose of this study was to investigate how work ethics can contribute to encouraging or discouraging employees' job performance. Although instances of outstanding performance amidst unethical practices have been recorded, a sustainable performance can only be achieved through strong work ethics.

Statement of the problem

The purpose of this study was to determine the extent of work ethics and the level of job performance of employees in a Local Government Unit in the Calendar Year 2020. Specifically, it sought to answer the following questions:

1. What is the profile of the respondents in terms of age, sex, civil status, position classification, employment status, educational attainment, and length of service?
2. What is the extent of work ethics of the respondents in terms of commitment to public interest and responsiveness to the public, professionalism and justness and sincerity, political neutrality and simple living, nationalism and patriotism and commitment to democracy when taken as a whole and when grouped according to the above-mentioned profile variables?
3. What is the level of job performance of the respondents in terms of quality, efficiency, and timeliness when taken as a whole and when grouped according to the above-mentioned profile variables?
4. Is there a significant difference in the extent of work ethics of the respondents in terms of commitment to public interest and responsiveness to the public, professionalism and justness and



sincerity, political neutrality and simple living, nationalism and patriotism, and commitment to democracy when grouped according to the above-mentioned profile variables?

5. Is there a significant difference in the level of job performance of the respondents in terms of quality, efficiency, and timeliness when grouped according to the above-mentioned profile variables?
6. Is there a significant relationship between the extent of work ethics and the level of job performance of the respondents?
7. Based on the findings, what Performance Improvement Plan can be proposed?

Hypotheses

1. There is no significant difference in the extent of work ethics of the respondents in terms of commitment to public interest and responsiveness to the public, professionalism and justness and sincerity, political neutrality and simple living, nationalism and patriotism and commitment to democracy when grouped according to age, sex, civil status, position classification, employment status, educational attainment, and length of service.
2. There is no significant difference in the level of job performance of the respondents in terms of quality, efficiency, and timeliness when grouped according to the above-mentioned variables.
3. There is no significant relationship between the extent of work ethics and the level of job performance of the respondents.

MATERIALS AND METHODS

Research Design

The research design used in the study was descriptive correlational. According to Marshall and Rossman (2010), this method is used to observe a large mass of target population, assess the relationship between two and more variables, and make required conclusion about the variables. Often the best approach prior to writing descriptive research is conducting a survey investigation. Correlational research is concerned with establishing relationships between two or more variables in the same population or between the same variables in two populations (Leedy & Ormrod 2010). This study is descriptive in nature since it assessed the extent of work ethics and the level of job performance of employees in a local government unit in Negros Occidental. This is correlational since it determined whether work ethics influences job performance of employees.

Respondents of the Study

The respondents of the study were the local government employees of a local government unit in Negros Occidental. A researcher-made survey questionnaire was used to collect information in which the answers to these questions constitute the data and information that were collected from a sample of 273 employees out 864 active employees as of February 2020 based on the plantilla count recorded in the Human Resource Database using the Slovin's formula. After determining the sample size of the study, Stratified Random



Sampling was used by the researcher to identify the respondents categorized into 137 permanents and 136 non-permanent employees, only getting a small percentage that will represent the whole.

Research Instrument

The researcher employed a researcher-made questionnaire according to the need of the study to determine the extent of work ethics and the level of job performance of employees as the main data gathering instrument. The questionnaire has two parts. Part I was designed to obtain the profile of the respondents which includes their sex, age, civil status, position classification, employment status, educational attainment and length of service.

Part II contained the specific questions of the study. It was designed to measure the extent of work ethics and level of job performance of the employees. The survey questionnaire was composed of four (4) indicators on the extent of work ethics, namely; commitment to public interest and responsiveness to the public, professionalism and justness and sincerity, political neutrality and simple living, nationalism and patriotism, and commitment to democracy.

The items were formulated based on the provision of Section 2 of RA 6713. The following numerical scale was used in the survey questionnaire:

Scale	Verbal Description	Verbal Interpretation
5	Excellent	Employees practice work ethics almost always
4	Very Good	Employees practice work ethics oftentimes
3	Good	Employees practice work ethics occasionally
2	Poor	Employees almost never practice work ethics
1	Very Poor	Employees never practice work ethics

The mean scores were interpreted using the following guide:

Mean Scale	Mean Range	Verbal Interpretation
5	4.50 – 5.00	Very High Extent of Work Ethics
4	3.50 – 4.49	High Extent of Work Ethics
3	2.50 – 3.49	Average Extent of Work Ethics
2	1.50 – 2.49	Low Extent of Work Ethics
1	1.00 – 1.49	Very Low Extent of Work Ethics

On the level of job performance, the questionnaire was composed of three (3) indicators such as quality, efficiency and timeliness, and they were five (5) items for each indicator.

The five-point rating scale was based on Memorandum Circular No. 06, s. 2012, that sets the guidelines on the establishment and implementation of the Strategic Performance Management System (SPMS) with 5 being the highest and 1 the lowest described as follows:

Scale	Verbal Description	Verbal Interpretation
5	Outstanding	Employees performance exceeds targets by 30% and above of the planned targets
4	Very satisfactory	Employees performance exceeds targets by 15% to 29% and above of the planned targets
3	Satisfactory	Employees performance of 100% to 114% of the planned targets
2	Unsatisfactory	Employees performance of 51% to 99% of the planned targets
1	Poor	Employees performance failing to meet the planned targets by 50% and below

The mean scores were interpreted using the following guide:

Mean Scale	Mean Range	Verbal Interpretation
5	4.50 – 5.00	Very High Level of Job Performance
4	3.50 – 4.49	High Level of Job Performance
3	2.50 – 3.49	Average Level of Job Performance
2	1.50 – 2.49	Low Level of Job Performance
1	1.00 – 1.49	Very Low Level of Job Performance

According to Sekaran (2013), validity is a test how well an instrument that is developed measures a particular concept it is intended to measure. The questionnaire was subjected to face and content validation by a panel of five (5) subject matter experts for them to go over the items, to judge the appropriateness of the items, and to make necessary recommendations in order to improve the research instrument. The panel was composed of Doctors in Public Administration, PhD. in Educational Management, and Master in Public Management. For the face validation, the C.H. Lawshe's Content Validity Ratio (CVR) was used. The CVR is an item statistic that is useful in the rejection or retention of specific items. The CVR was used for the items for both work ethics and job performance. The members of the panel were given a validation form developed by Lawshe wherein they analyzed and assessed the 40 questionnaire items for work ethics and 15 questionnaire items for job performance one by one and rating them into one of three categories: "essential," "useful, but not essential," or "not necessary". After the validators had scrutinized the questionnaires, 38 questionnaire items in work ethics and all the items in job performance were rated essential with validity index of 1.0, this means that the instrument is valid. The other two items from work ethics were rated "useful, but not essential", with validity index of 0.60, this means that the test of two items did not meet what it claimed to measure. When this is the case, there is no justification for using the test results of said two items for their intended purpose. The validators' comments, observation and suggestions were duly considered in the finalization of the items of the research instrument. Reliability concerns the faith that one can have in the data obtained from the use of an instrument; that is, the degree to which any measuring tool controls for random error (Mohajan, 2017). The reliability coefficient was obtained from the results of the pilot test using respondents that share the same characteristics with the

respondents of this study. The questionnaire was pretested to thirty (30) office personnel of another local government unit. Cronbach's alpha is the preferred method to measure item-item consistency reliability (Pallant, 2007). The computed reliability coefficient of the questionnaire were the following: for commitment to public interest and responsiveness to the public, 0.88; professionalism and justness and sincerity, 0.90; political neutrality and simple living, 0.91; nationalism and patriotism and commitment to democracy, 0.93; quality, 0.91; efficiency, 0.92; and for timeliness, 0.90. The reliability coefficient, which ranges from 0.88 to 0.93, reflects a very high reliability index. This means the questionnaire was reliable and measures what it ought to measure.

Data Gathering Procedure

After establishing the validity and reliability of the instrument, the researcher reproduced sufficient copies of questionnaires to be distributed to the respondents of the study. A letter duly noted by the research adviser and a consent form for the respondents of the study were secured. Then, a letter of permission to conduct the study from the Office of Administrator was also secured. The researcher administered the questionnaire personally to the respondents of the study during office hours and they were requested to answer the questionnaire honestly so that valid and reliable data could be elicited. Prior to the distribution of the instrument, the researcher explained the purpose of conducting the survey and the guidelines in answering the questionnaire. One hundred percent (100%) of the completely answered questionnaire was retrieved. The gathered data through the questionnaire were encoded, recorded, and categorized with the help of the statistical analysis. Results were analyzed and interpreted accordingly based on the purpose of the study with the assistance of a statistician.

Data Analysis

The following statistical tools were used in the treatment and analysis of the gathered data. For problem number 1 which sought to determine the profile of the respondents, frequency count and percentage distribution was used.

For problem number 2 and 3, which sought to determine the extent of work ethics and level of job performance of employees when taken as a whole and when grouped according to age, sex, civil status, position classification, employment status, educational attainment, and length of service, Mean and standard deviation were used. For problem number 4 and 5 which sought to determine the significant difference in the extent of work ethics of employees and the level of performance of employees when grouped according to age, sex, position classification, employment status and length of service, t-test for independent means and Mann-Whitney U-test were used. For civil status and educational attainment, ANOVA and Kruskal-Wallis H-test were used.

For problem number 6 which sought to determine the significant relationship between the extent of work ethics and level of job performance, Pearson Product Coefficient of Correlation was used. The data gathered



were encoded, tabulated, analyzed and interpreted through Microsoft Excel and processed using a computer application with an alpha level set of 0.05.

RESULTS, CONCLUSIONS, AND RECOMMENDATIONS

This study was conducted to determine the extent of work ethics and level of job performance of employees and the relationship between the two factors. The findings of the investigation were as follows:

1. Majority of the respondents who participated in the study were older, mostly female, married, belonging to the rank-and-file, mostly permanent, college graduates, and have shorter years of service.
2. The extent of work ethics in terms of commitment to public interest and responsiveness to the public, professionalism and justness and sincerity, political neutrality and simple living and lastly, nationalism and patriotism and commitment to democracy and when grouped according to the above-mentioned variables was high.
3. The level of job performance in terms of quality, efficiency and timeliness and when grouped according to the above-mentioned variables was high.
4. There is no significant difference in the extent of work ethics in terms of commitment to public interest and responsiveness to the public, professionalism and justness and sincerity, political neutrality and simple living, nationalism and patriotism and commitment to democracy when grouped according to age, sex, civil status, position classification, employment status, educational attainment and length of service. However, there is a significant difference in terms commitment to public interest and responsiveness to the public, professionalism and justness and sincerity, and nationalism and patriotism and commitment to democracy when grouped according to sex.
5. There is no significant difference in the level of job performance in terms of quality, efficiency and timeliness when grouped according to the above-mentioned variables.
6. There is a significant positive relationship between work ethics and job performance of employees.

Conclusions

Based on the findings of the study, the following conclusions are drawn:

1. The results of the study tell us that there are a number of components that can affect the work ethics and job performance of employees. The above-mentioned variables do not affect the extent of work ethics and job performance of employees.
2. The extent of work ethics of employees in the Local Government of Talisay City was high. Therefore, it is concluded that the employees possessed and practiced work ethics as mandated by R.A. 6713 otherwise known as "Code of Conduct of Government Officials and Employees".
3. Government employees, regardless of their profile, were perceived to have high level performance in terms of quality, efficiency and timeliness. This showed that employees achieved the degree to which objectives are achieved, targeted problems are solved, which time or resources is used for

the intended task or purpose, and the deliverable was done on time but among these indicators, quality of performance is one concern to be improved. Employees' performance accuracy and competence need to be enhanced.

4. Female employees have higher extent of work ethics than male employees. They were more committed in helping and providing necessary needs to the public and they were more professional and showed sincerity and justness to their work.
5. Government employees, regardless of their profiles, performed their jobs with high quality, efficiency and timeliness. Performance exceeded expectations. All goals, objectives, and targets were achieved above the established standards.
6. After testing the hypothesis, it was known that a very high significant relationship between work ethics and job performance existed. Therefore, it could be inferred that high extent of work ethics expects high level of job performance.

Recommendations

On the basis of the findings and conclusions, the following recommendations were made:

- **Local Government Employees.** May be encouraged to participate in the programs and trainings offered by the city and incorporate ethics into all aspects of their work in order to sustain the delivery of services to its constituents.
- **Local Government Officials.** May be informed of the result of this study to continuously conduct research and experimentation on measures and adopt innovative programs which will provide motivations to employees in raising the level of observance of public service ethical standards and help enhance the employees' performance.
- **Department heads/Officers-in-Charge.** May undergo job performance appraisals and work evaluation orientation-workshop and other related interventions in their respective department in order to come up with a more productive evaluation scheme.
- **Human Resource Management Officers.** May conduct seminars and trainings to promote and impart to the employees the importance of work ethics, as a guide necessary for them to perform their job effectively and may also conduct regular monitoring and evaluation of employees' performance.
- **Researcher.** May propose a Performance Improvement Plan that may be considered by the LGU to provide and increase the quality of performance of employees in the discharge of their duties and responsibilities so they may become aware of the role that they play in development. This plan must be regularly evaluated so that appropriate steps can be taken to keep the program on track.
- **Future researchers.** May conduct or investigate more research to further develop this field of study, with this research being a step toward comprehending the work-ethics-related concepts and job performance construct and consider an appraisal method called the 360-Degree Review.

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