



# Student Leadership Digest

The official newsletter of the Office of Student Leadership Involvement, Formation, and Empowerment of De La Salle University-Manila.  
May-September 2008 Vol. 1 Issue 1

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MYTH OR TRUTH?

RECOMMENDED BOOKS

**SNEAK PEEK**

"Outdo your superior to amass the recognition to yourself."

**DELEGATION MYTH OR TRUTH?**

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## Task Delegation

YOU REALLY CANNOT DO IT ALL. UTILIZE THE PEOPLE AROUND YOU!

By: CARLO BARRIENTOS

*What is the point of delegating tasks?*

Delegating tasks simply is letting someone else do the job. With proper delegating skills, it saves time and costs for any organization; not to mention, it is a stress management tool for you. This would enable you to focus more on the "bigger picture".

*So, it's just about assigning a task to a person?*

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## Benefits of Delegating

THERE IS HELP, JUST ASK FOR IT

By: YELLE CATABUI

**G**ot problems with distributing work load? You're definitely not alone!

Delegating has commonly been a problem among student leaders due to lack of proper communication. There exist students who are branded as perfectionists, these are those who lack trust in the work of others for it might not satisfy their expectations. Aside from that, there are also those free loaders who find ways to pass on their group responsibility to others. Having two extreme attitudes in a group might lead to the group's unproductivity.



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For group members who are into embracing loads of responsibilities, considering assigning tasks to others will most likely maximize each member's abilities, giving you better results. Distributing work load gives you more time to improve every output that you are about to do, and will give opportunities for others to develop themselves. It will also save you time to learn about other things, and will create a more "cooperative" atmosphere within the group.

# Task Delegation

YOU REALLY CANNOT DO IT ALL. UTILIZE THE PEOPLE AROUND YOU!

By: CARLO BARRIENTOS



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It's not just that. Delegation is about giving your associates an opportunity to learn. By delegating tasks to your associates, you are creating an avenue wherein they can exhibit their skills and maybe discover something new. Having them experience being in the "field", you are actually honing their skills that would, be of great help to their personal development. Having your associates get a feel of the work by means of delegating tasks will make them feel their importance to the organization. High morale always helps the organization improve. A great organization is usually composed of hard working happy people.

## ***D**o I need to have certain skills to be good at delegating?*

You need to be aware of three basic things whenever you delegate tasks. The first one is trust. Trust is a critical factor. You must believe in that person. You must have faith that he or she can do the assigned task. Honesty is another factor. You must be upfront with your expectations. Lastly, communication is very vital in task delegation. You should be able to establish certain concerns like: what is required; why is it required; what needs to be done; what the results should be; and the extent of authority they have. Constructive feedback is also a requirement in effective communication.

The three skills are not that easy to acquire. It is really difficult for leaders to trust their associates/members because this takes time. As you continually build that trust on your associates, you can now proceed to the process of delegating tasks.

## ***A**re there any last reminders?*

As a leader, the responsibility will be always yours. Delegating tasks will always involve risks. You are placed in that position as a leader to lead and develop your organization. Delegating tasks does not mean that your role as a leader is lessened. You are still held accountable for the things that you delegate. You may give them certain freedom to move and explore their creativity by means of delegating, but your responsibility as a leader will always be there. You must be capable of empowering your members and delegation is the best solution. Master the art of delegation and you will definitely have an improved organization, efficient and accommodating associates, and a fulfilled SELF.

Delegation is such a great gift. Do not waste it.

## QUOTES TO LIVE BY

**"YOU CAN DELEGATE AUTHORITY,  
BUT NOT RESPONSIBILITY."**

**-STEPHEN W. COMISKEY**

**"DELEGATING WORK WORKS,  
PROVIDED THE ONE DELEGATING  
WORKS, TOO."**

**-ROBERT HALF**

**"TREAT PEOPLE AS IF THEY WERE  
WHAT THEY OUGHT TO BE, AND YOU  
MAY HELP THEM TO BECOME WHAT  
THEY ARE CAPABLE OF BEING."**

**-JOHANN WOLFGANG VON GOETHE**

# What do they have to say?

SEE HOW DELEGATING IS PUT INTO PRACTICE BY ADMINISTRATORS AND STUDENTS

By: AL BENJAMIN Ngo



**Engr. Efren Dela Cruz**  
VICE DEAN  
College of Engineering

I basically delegate based on the job description. The people I work with already know beforehand which jobs they should handle. In order to ensure this, I give new people proper orientation. However, it is also important that you treat the people you work with like family. Human relations is a necessity and making them feel that they have a big contribution to the job or project makes them become responsible and increases their self-esteem.

**“YOU TREAT THE PEOPLE YOU WORK WITH LIKE FAMILY.”**

**“DELEGATION IS IMPORTANT BECAUSE IT DEVELOPS RESPONSIBILITY AND OWNERSHIP OF WORK AMONG MEMBERS OF THE ORGANIZATION.”**

Currently I have 2 people under me, the secretary and the coordinator who is handling training and operations. If there is a task that I need to delegate I first consider if the task is under the job description of my subordinate. However, the task should be suitable to the person as well as the person should also be suitable in doing the task at hand. Most of the time I consider the expertise or skills of people in delegating tasks not just what they are expected to do.

Another important part of delegation is monitoring. Even if I handed over the job to my staff I still make sure if its done properly. At the beginning, I should be clear with my instructions to the person, [I will] delegate the job to.

Delegation is important because it develops responsibility and ownership of work among members of the organization.



**Ms. Fritzie Ian De Vera**  
DIRECTOR  
Student Publications Office

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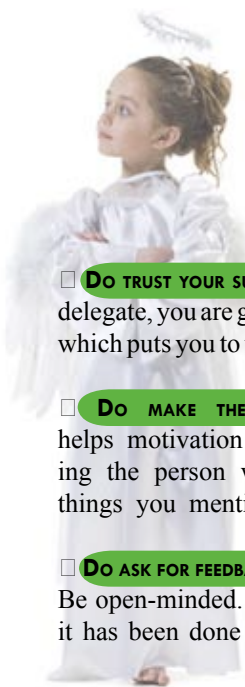
**Ms. Gretchen Santos**  
Student Council Vice President for  
Operations and Communications

Before anything else, I set a matrix wherein I will determine what needs to be done and the targets that I want to accomplish. I then form a team which will be tasked for the project. The committees usually have a pre-defined set of tasks so they can already know what to expect. I then discuss the matrix with the team so we can have the same mindset. For specific jobs, I ask for volunteers so as to ensure that the people who work are the ones who are willing to do the job.

**“I SET A MATRIX WHEREIN I WILL DETERMINE WHAT NEEDS TO BE DONE AND THE TARGETS I WANT TO ACCOMPLISH.”**

# Delegation...

By: JENN MUTIA  
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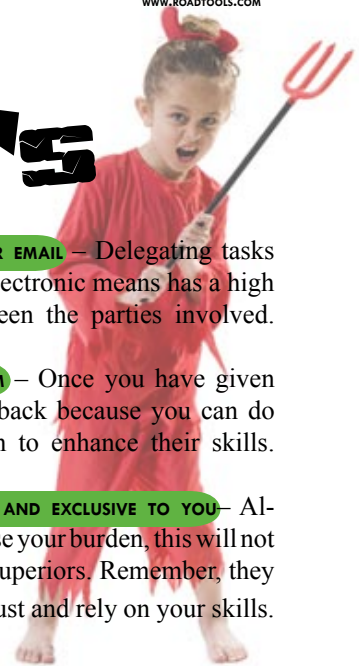
## Do's

- **DO TRUST YOUR SUBORDINATES** (Trust builds trust!) – When you delegate, you are giving your authority to the persons involved which puts you to trust them as they take actions in your name.
- **DO MAKE THE PERSON TO “SPEAK BACK”** (Participation helps motivation!) – Avoid miscommunications by making the person whom you are delegating to repeat the things you mentioned just to make sure he got it right.
- **DO ASK FOR FEEDBACKS** (Give subordinates room to perform!) – Be open-minded. There are better ways to do something as it has been done previously. Give chance for others to do

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## Don't's

- **DON'T DELEGATE THROUGH PHONE OR EMAIL** – Delegating tasks through text messages and other electronic means has a high risk for miscommunication between the parties involved.
- **DON'T TAKE BACK A DELEGATED ITEM** – Once you have given a task to someone, never take it back because you can do it better. Instead, help the person to enhance their skills.
- **DON'T DELEGATE TASKS SPECIFICALLY AND EXCLUSIVE TO YOU** – Although delegating your task will ease your burden, this will not create a good impression to your superiors. Remember, they delegated it to you because they trust and rely on your skills.



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## Delegation MYTHS

By: JENN MUTIA

**MYTH:** Outdo your superior to amass the recognition to yourself.

**TRUTH:** Help ease the burden of your superior. Your superior's promotion will enhance your potential for promotion also.

**MYTH:** Just delegate a task you think the person deserve.

**TRUTH:** Never underestimate. Delegate a task slightly higher than the person's capacity which will give way for further development.

**MYTH:** Help your colleagues with their tasks whenever they are in trouble.

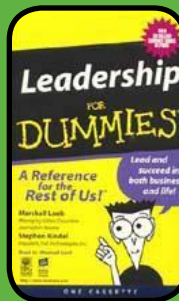
**TRUTH:** You must give room for the other people to learn from their own. You can provide suggestions or comments but let them take action on the matter.

### EDITORIAL BOARD

EDITOR-IN-CHIEF: Beatrice del Rosario  
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 Yelle Catabui, Jenn Mutia

## Read this!

By: YELLE CATABUI



**LEADERSHIP FOR DUMMIES** by Loeb and Kindel talks about the basics of leadership. The presentation of ideas was systematic, making it reader friendly. It includes topics on effective delegation or outsourcing. The authors of this step-by-step guide to becoming a leader emphasized that leaders are made, not born, and just about anybody can become an effective leader.

### BE A PEOPLE PERSON:

Effective Leadership Through Effective Relationships is one of the valuable books about leadership by John Maxwell. It talks about valuing and managing the most precious among resources: people. Ideas concerning the development of effective leadership to bring out the best in people were discussed.

