

AN ANALYSIS OF LIBRARY ASSISTANT'S ABSENCES  
WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST. LA PAZ, ILOILO CITY

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**Abstract**

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This study aims to analyze the library assistant’s absences at Graduate Library Western Institute of Technology. Specifically it aims to find out the reasons of frequent absenteeism among library assistants, conduct counseling to solve this problem and determine the effect of Personal Time Analysis and Plan to monitor the utilization of time. The researcher uses three (3) library assistants of Graduate School Library as here respondents of the study and data was gathered through direct observation and analysis of data from the log in record used by the library assistants.

Basing from the record, the researcher found out that among the three respondents of the study, one-library assistants has the most frequent absenteeism. He has a total of 17 absences which was equivalent to 20% of 85 working days in the library. Upon knowing this negative behavior, the researcher whom was in-charge of the Graduate Library applied intervention through counseling of the library assistant who has among the three respondents has the frequent absences. The researcher gives one week of observation. After the observation, the researcher found out that the respondent has slightly decreased on his absences. He was only absent once which was equivalent to 20% of five working days.