

The Effects of Social Media on the Behavior of Employees in the Municipality of Catubig, Northern Samar: An Assessment

Merlita C. Tan

Faculty, University of Eastern Philippines, Pedro Rebadulla Memorial Campus, Northern Samar, Philippines

How to cite this paper: Merlita C. Tan "The Effects of Social Media on the Behavior of Employees in the Municipality of Catubig, Northern Samar: An Assessment" Published in International Journal of Trend in Scientific Research and Development (ijtsrd), ISSN: 2456-6470, Volume-3 | Issue-4, June 2019, pp.1705-1712, URL: <https://www.ijtsrd.com/papers/ijtsrd23882.pdf>



IJTSRD23882

Copyright © 2019 by author(s) and International Journal of Trend in Scientific Research and Development Journal. This is an Open Access article distributed under the terms of the Creative Commons Attribution License (CC BY 4.0) (<http://creativecommons.org/licenses/by/4.0>)



ABSTRACT

This study tried to assess the effects of social media on the behavior of employees in the Municipality of Catubig, Northern Samar. Specifically, it attempted to know the kinds of social media used by the employees; to assess the effects of social media on the behavior of employees; identify the problem encountered by the administrators on the employees who used social media at work; and draw recommendations to improve the behavior of employees. It employed the descriptive survey method, complete enumeration of the Head of Offices, employees and elected officials was employed and purposive sampling of the three (3) barangays were utilized. A survey questionnaire was used to gather the necessary data. The data gathered were tallied, tabulated and analyzed statistically using frequency counts, percentages and mean. The following are the salient findings of the study: The top most social media used by the respondents was Facebook. The study revealed that majority of the respondents agreed that social media has effects on the behavior of the employees. The use of social media contributed to the accomplishments of their work, creates good relationship among employees and helps them to discover new opportunities and resources. Majority of the respondents averred that slow internet connection was the top most problem encountered and experienced by the employees on the use of social media at work. The study conclude that, since the employees use Facebook during office hours, it affects their productivity, lessen the employees work efficiency and tend to disengage themselves with their duty by responding to the social media alerting the about new Facebook post. Employees become dependent to the information via internet in doing the assigned tasks to them. The internet connection plays a vital role in office work and contributes to the accomplishment of office work. However, with employees who were addicted using social media are affected in their efficiency and their time is spent for personal purposes rather than work-related postings which results in lack of sleep of the employees. In general, recommendation include that the employees should properly utilize social media for effective and productive output. The head of offices should conduct seminars regarding the pros and cons of using social media at work. Rules must be set to observe time on task. The use of social media would not be wasted and formulate best policies and properly implement these.

Keywords: effects, social media, employees, behavior, assessment

1. INTRODUCTION

Social media has become a part of our everyday life. From being used worldwide for hundreds of thousands of different purposes, social media has come a long way. It has become a vital information and communication tool for business and recreational users. It is one of the biggest contributors in informing the public about the latest issues, events, activities and other memorandum that needs to be disseminated.

The internet is a unique gateway to a vast wealth of knowledge, information and it can be used for variety of things one can dream of. It has already become a part of each and every one of us. It is the best medium to learn about the world and have fun doing it. It has become a source of news facts and figures which are updated more frequently than printed materials thus giving the most up-to-date materials

for users. It is a communication tool that millions can connect to and catch up with friends, coworkers and family far apart.

In today's world, work process have become so complex and government transactions become easier and faster. One must work with one another to get things done and mobility adds layer of complexity because the person to work with may not be in physical proximity. Thus, it has quickly become an accepted practice for employees to use social media internally and externally as well as to achieve organizational outcomes. It was commonly agreed that social media sites in particular have had a profound effect by changing the nature of efficiency of communication processes in both business and private life.

In the past, people used to communicate via hand written letters. These letters would have travelled far and near to arrive to their final destination. As years passed, major changes come our way. Telephone and radio were invented. With these new devices, people were able to communicate much faster. With the invention of the computer, it allowed for exploration on ways to communicate using this device. When the first computers came out, they were not as domesticated as they are now. As the creation of new technology evolved, the internet became more domesticated and easier to use. As a result, people were able to use Email and Chatrooms for faster communication. Facebook, Twitter and Instagram are some of the popular social media site.

Social media affects employees’ skills, performance, knowledge and motivational level. Organizations practice social media for building employer-employee relationship by increasing employee’s level of performance. Organizations evaluate their employee’s for ethical behavior in using social media while they are representation of the organization. Moreover, social media nowadays has been the biggest trend and issue whether it also be applied in our day to day operations, because most industries uses social media to attract more people or clients and provide a better and wider understanding about the updates and news including activities, memorandum and other important information that needs to be disseminated to the public.

The study of Warnakula and Manickam (2010), found that 98.9% of the employees surveyed in Sri Lanka visited their social media at the office. Employees are supposed to perform the tasks assigned to them, but often their electronic

social connections become a means of distraction due to the “beeps” alerting them about the new Facebook post or by a Tweet. Frequently, employees disengaged with their duties to respond to the social media alerts.

4. Results and Discussion

Social Media Used by the Employees

The social media used by the employees is shown in Table 1.1. Among the social media use were Facebook, You Tube Twitter, Instagram, Email, Google, Wikipedia and Yahoo. The social media used by the employees were ranked. Of the 8 social media Facebook ranked number 1, which means that they are of highly used by the employees. The Email ranked number 2 followed by You Tube ranked number 3. The Google ranked number 4 followed by Yahoo ranked number 5. The Wikipedia ranked number 6 followed by Instagram ranked number 7 and the last ranked is the Twitter.

The table shows that majority of the respondents averred that Facebook is the highly used social media by the employees. This means employees used social media in the office for their personal interest.

Social Media	Head of Office	Employees	Elected Officials	Clients	Frequency	Rank
Facebook	11	64	6	35	116	1
Email	12	39	10	-	61	2
YouTube	5	32	5	16	58	3
Google	7	34	6	4	51	4
Yahoo	7	22	4	-	33	5
Wikipedia	2	13	2	-	17	6
Instagram	-	7	2	-	9	7
Twitter	-	2	3	-	5	8

Table 1.1: Ranking of Social Media used by the Employees

Assessment on the Effects of Social Media on the Behavior of Employees

Table 2.1 presents the assessment of the head of offices on the effects of social media to the behavior of employees. Each indicator is scaled according to the number of frequency.

The respondents agreed on the following statements employees adapts new approaches to solve problem; employees maximize the use of social media to reduce cost in transportation; social media provide quality and good result of work of the employees; the use of social media make employees Work more efficient; social media make employees more technologically competitive;

With the rapid growth easy access to the internet, it brought us benefits as well as improper and overuse. It raises some bigger questions about how we are going to use the social media site in the office. With the situations sited above, the researcher is prompted to conduct the effects of social media among the behavior of employees in the Municipality of Catubig in order to provide some useful suggestions and recommendations using some social media sites in their day to day government operations. It seeks to organize facts at the same time find the essential meaning behind the real effects of social media among the behavior of employees in the Municipality of Catubig.

2. Objectives of the Study

Generally, this study aimed to assess the effects of social media on the behavior of the employees in the Municipality of Catubig, Northern Samar?

Specifically, this study aimed to:

1. find out the social media used by the employees in the Municipality of Catubig, Northern Samar;
2. assess the effects of social media on the behavior of the employees in the Municipality of Catubig, Northern Samar;
3. identify the problems encountered by the administrators on the employees who use of social media at work; and,
4. draw recommendations to improve the behavior of the employees in the Municipality of Catubig, Northern Samar.

3. Methodology

This study was conducted in the municipal government of Catubig. It employed the complete enumeration and utilized the descriptive survey method to describe and determine the effects of social media on the behavior of employees. The respondents of this study were the Heads of Offices, employees and stakeholders of the different offices and the elected officials. The interview questionnaire was the main tool in gathering data.

the use of social media make employees office communication more efficient and effective; social media understand the dynamics of employees outcomes; social media make employees more active in their work; social media allow employees do their work best; social media help employees to discover new opportunities and resources; social media allow employees to communicate and share information with other user and public; social media lead employees to have a transparency out of the norm of organizational culture; social media provide better and healthful work environment in the office and community.

They strongly agreed on the following statements; internet connection help employees to access to information; email help employees to have easy to send documents easier. The table shows that majority of the heads of offices agreed that the use of social media had both negative and positive effect on the behavior of the employees

Table 2.1: Assessment of the Head of Offices on the Effects of Social Media to the Behavior of Employees

Effects of Social Media	5	4	3	2	1		Total	WM	Interpretation
Employees used social media during office hours for playing games	-	-	2	6	6	14	24	1.7	DA
Employees adapts new approaches to solve problems	2	6	5	-	1	14	50	3.6	A
Employees used social media during office hours for chatting and surfing the net	1	1	2	5	5	12	30	2.1	DA
Internet Connection help employees to have easy access to information	11	3	-	-	-	14	67	4.8	SA
Email help employees to send documents easier	9	5	-	-	-	14	65	4.6	SA
Email make employees lazy and results to mañaña habit	1	1	3	4	5	14	31	2.2	DA
Social media used by the employees for casual conversation and personal purpose	-	3	7	2	2	14	39	2.8	NA/DA
Employees maximize the use of social media to reduces cost in transportation	5	6	1	1	1	14	55	3.9	A
Social media provides quality and good result of work of the employees	5	5	4	-	-	14	57	4.1	A
The use of social media make employees work more efficient	4	5	4	-	-	14	54	3.9	A
Social media make employees more technologically competitive	7	4	1	2	-	14	60	4.3	A
The use of social media make employees office communication more efficient and effective	7	5	2	-	-	14	61	4.4	A
Social media understand the dynamics of employees outcomes	2	7	4	-	1	14	55	3.9	A
Social media make employees more active in their works	1	7	5	1	-	14	50	3.6	A
Social media allow employees do their work best	4	4	5	1	-	14	53	3.8	A
Social media become a distraction in the employees work	-	3	7	2	2	14	39	2.8	NA/DA
Social media make employees no longer productive	-	1	3	6	4	14	29	2.1	DA
The use of social media can lessen interaction withco-employees	-	1	5	8	-	14	32	2.3	DA
The use of social media can leak confidential information that might ruin the organization image	2	1	6	5	-	14	42	3	NA/DA
Social media help employees to discover new opportunities and resources	5	7	1	1	-	14	58	4.1	A
Social media can lead employees to confusion	2	2	7	3	-	14	45	3.2	NA/DA
Socia1 media allow employees to communicate and share information with other user and public	3	6	3	2	-	14	52	3.7	A
Social media lead employees to high level of self-centeredness	1	3	4	6	-	14	41	2.9	NA/DA
Social media increase the level of non- cooperation among employees	-	-	6	6	2	14	32	2.3	DA
Social media lead employees to have a transparency out of the norm of organizational culture	3	6	4	1	-	14	53	3.8	A
Social media provide better and healthful work environment in the office and community	4	6	3	1	-	14	55	3.9	A
Grand Mean								3.4	NA/DA

Self-assessment of the Employees on the Effects of Social Media to their Behavior

Table 2.2 presents the self-assessment of the employees on the effects of sOcia1 media to their behavior.

Out of 78 employees, 1 response were elicited on Strongly Agree while attaining 11 responses in Agree category, 13 responses are still Neither Agree/Disagree, 1 response on Disagree and Strongly Disagree earned no points. A total of 26 questions have been categorized based on the indicators which are Strongly Agree (SA), Agree (A), Neither Agree/Disagree (NA/DA), Disagree (DA) and Strongly Disagree (SDA).

The table shows that majority of the employees agreed that the use of social media both had a negative and positive effect to their behavior at work.

Assessment of the Elected Officials on the Effects of Socia1 Media to the Behavior of Employees

Table 2.3 presents the assessment of the elected officials on the effects of social media to the behavior of the employees. Out of the 10 elected officials, responses were elicited on Strongly Agree while attaining 16 responses in while attaining Agree category, 7 responses are still Neither Agree/Disagree, 1 response on Disagree and Strongly Disagree earned no points. A total

of 26 questions have been categorized based on the indicators which are Strongly Agree (SA), Agree (A), Neither Agree/Disagree (NA/DA), Disagree (DA) and Strongly Disagree (SDA).

The table shows that majority of the elected officials agreed that social media have an effect to the behavior of the employees at work.

Table 2.2: Self-assessment of the Employees on the Effects of Social Media to their Behavior

Effects of Social Media	5	4	3	2	1		Total	WM	Interpretation
Employees used social media during office hours for playing games	6	10	14	14	34	78	174	2.2	DA
Employees adapts new approaches to solve problems	17	44	15	2	1	78	310	4	A
Employees used social media during office hours for chatting and surfing the net	9	10	17	17	25	78	195	2.5	NA/DA
Internet Connection help employees to have easy access to information	50	24	2	1	1	78	287	3.7	A
Email help employees to send documents easier	52	20	2	1	3	78	351	4.5	SA
Email make employees lazy and results to mañaña habit	4	10	24	24	16	78	196	2.5	NA/DA
Social media used by the employees for casual conversation and personal purpose	8	27	18	8	17	78	235	3.0	NA/DA
Employees maximize the use of social media to reduces cost in transportation	11	42	16	4	5	78	284	3.6	A
Social media provides quality and good result of work of the employees	14	38	20	4	2	78	292	3.7	A
The use of social media make employees work more efficient	13	39	17	7	2	78	288	3.7	A
Social media make employees more technologically competitive	21	38	14	4	1	78	308	3.9	A
The use of social media make employees office communication more efficient and effective	19	42	13	3	1	78	309	4.0	A
Social media understand the dynamics of employees outcomes	7	31	32	5	3	78	268	3.4	NA/DA
Social media make employees more active in their works	8	29	29	8	4	78	263	3.4	NA/DA
Social media allow employees do their work best	8	37	22	7	4	78	272	3.5	A
Social media become a distraction in the employees work	13	9	35	12	9	78	239	3.1	NA/DA
Social media make employees no longer productive	2	11	33	23	9	78	208	2.7	NA/DA
The use of social media can lessen interaction with co-employees	4	21	36	11	6	78	240	3.1	NA/DA
The use of social media can leak confidential information that might ruin the organization image	12	16	34	11	5	78	253	3.2	NA/DA
Social media help employees to discover new opportunities and resources	13	49	15	-	1	78	307	3.9	A
Social media can lead employees to confusion	1	13	43	15	6	78	222	2.8	A
Socia1 media allow employees to communicate and share information with other user and public	10	37	28	3	-	78	288	3.7	A
Social media lead employees to high level of self-centeredness	6	30	35	6	1	78	218	2.8	NA/DA
Social media increase the level of non- cooperation among employees	3	12	36	17	10	78	215	2.8	NA/DA
Social media lead employees to have a transparency out of the norm of organizational culture	6	31	34	5	2	78	268	3.4	NA/DA
Social media provide better and healthful work environment in the office and community	12	28	32	3	3	78	277	3.6	A
Grand Mean								3.3	NA/DA

Table 2.3: Assessment of the Elected Officials on the Effects of Socia1 Media to the Behavior of Employees

Effects of Social Media	5	4	3	2	1		Total	WM	Interpretation
Employees used social media during office hours for playing games	2	1	3	1		10	28	2.8	NA/DA
Employees adapts new approaches to solve problems	5	2	3	-	-	10	42	4.2	A
Employees used social media during office hours for chatting and surfing the net	2	1	3	3	1	10	30	3.0	A
Internet Connection help employees to have easy access to information	7	2	1	-	-	10	46	4.6	SA
Email help employees to send documents easier	7	2	1	-	-	10	46	4.6	SA
Email make employees lazy and results to mañaña habit	2	3	3	2	-	10	35	3.5	A

Social media used by the employees for casual conversation and personal purpose	3	1	3	2	1	10	33	3.3	NA/DA
Employees maximize the use of social media to reduces cost in transportation	4	3	1	1	1	10	38	3.8	A
Social media provides quality and good result of work of the employees	2	6	2	-	-	10	40	4.0	A
The use of social media make employees work more efficient	3	7	-	-	-	10	43	4.3	A
Social media make employees more technologically competitive	4	5	1	-	-	10	43	4.3	A
The use of social media make employees office communication more efficient and effective	4	5	1	-	-	10	43	4.3	A
Social media understand the dynamics of employees outcomes	2	5	2	1	-	10	38	3.8	A
Social media make employees more active in their works	3	5	2	-	-	10	41	4.1	A
Social media allow employees do their work best	3	6	1	-	-	10	42	4.2	A
Social media become a distraction in the employees work	2	-	5	2	1	10	30	3.0	NA/DA
Social media make employees no longer productive	1	-	4	3	2	10	25	2.5	NA/DA
The use of social media can lessen interaction with co-employees	2	-	6	1	1	10	31	3.1	NA/DA
The use of social media can leak confidential information that might ruin the organization image	1	1	6	2	-	10	31	3.1	NA/DA
Social media help employees to discover new opportunities and resources	4	5	-	-	1	10	41	4.1	A
Social media can lead employees to confusion	1	2	6	1	-	10	33	3.3	NA/DA
Social media allow employees to communicate and share information with other user and public	3	5	2	-	-	10	41	4.1	A
Social media lead employees to high level of self-centeredness	1	3	6	-	-	10	35	3.5	A
Social media increase the level of non- cooperation among employees	1	1	5	3	-	10	30	3.0	NA/DA
Social media lead employees to have a transparency out of the norm of organizational culture	2	4	3	1	-	10	37	3.7	A
Social media provide better and healthful work environment in the office and community	4	5	1	-	-	10	43	4.3	A
Grand Mean								3.7	A

Assessment of the Clients on the Effects of Social Media to the Behavior of Employees

Table 2.4 presents the assessment of the clients on the effects of social media to the behavior of employees.

Out of the 44 clients, Strongly Agree earned no points while attaining 11 responses in Agree category, 15 responses are still Neither Agree/Disagree, Disagree and Strongly Disagree earned no points. A total of 26 questions were categorized based on the indicators which are Strongly Agree (SA) Agree (A), Neither Agree/Disagree (NA/DA) Disagree (DA) and Strongly Disagree (SDA).

The table shows that majority of the clients agreed that the use of social media had both negative and positive effect on the behavior of the employees at work.

Effects of Social Media on the Behavior of Employees

Table 2.5 presents the overall assessment on the effects of social media on the behavior of the employees. Each indicator is scaled according the number of frequency.

The table shows that majority of the respondents agreed that the use of social media has positive effects to employees.

This implies that social media contributes to the accomplishment of their work, help them to discover new opportunities and resources and provides better and healthful work environment in the office and community.

Behavior of the Employees in Using Social Media

Table 2.6 presents the overall assessment on the behavior of the employees in using social media. Each indicator is scaled according the number of frequency.

Out of the 146 respondents, strongly agree and agree earned no points, 8 responses are still neither agree or disagree, 1 response on disagree and strongly disagree earned no points. A total of 17 questions have been categorized based on the indicators which are strongly agree (SA) agree (A) neither agree or disagree (NA/DA), disagree (DA) and strongly disagree (SDA).

The table shows that majority of the respondents Neither Agree/Disagree that the use of social media has positive and negative effects on the behavior of the employees. This means that social media can have both positive and negative effects on their behavior depending on how they use it on their work.

Table 2.4: Assessment of the Clients on the Effects of Social Media to the Behavior of Employees

Effects of Social Media	5	4	3	2	1		Total	WM	Interpretation
Employees used social media during office hours for playing games	1	21	10	3	9	44	134	3.0	NA/DA
Employees adapts new approaches to solve problems	6	26	10	2	-	44	168	3.8	A
Employees used social media during office hours for chatting and surfing the net	2	19	17	2	4	44	145	3.3	NA/DA
Internet Connection help employees to have easy access to information	11	20	10	1	2	44	169	3.8	A
Email help employees to send documents easier	11	18	11	2	2	44	166	3.8	A
Email make employees lazy and results to mañana habit	2	11	18	9	4	44	130	3.0	NA/DA
Social media used by the employees for casual conversation and personal purpose	4	15	21	2	2	44	149	3.4	NA/DA
Employees maximize the use of social media to reduces cost in transportation	9	16	12	6	1	44	158	3.6	A
Social media provides quality and good result of work of the employees	4	17	13	10	-	44	147	3.3	NA/DA
The use of social media make employees work more efficient	6	22	12	4	-	44	162	3.7	A
Social media make employees more technologically competitive	7	24	9	4	-	44	166	3.8	A
The use of social media make employees office communication more efficient and effective	12	21	8	3	-	44	174	4.0	A
Social media understand the dynamics of employees outcomes	3	20	12	9	-	44	149	3.4	NA/DA
Social media make employees more active in their works	3	26	8	5	2	44	155	3.5	A
Social media allow employees do their work best	4	17	15	6	2	44	147	3.3	NA/DA
Social media become a distraction in the employees work	8	9	18	8	1	44	147	3.3	NA/DA
Social media make employees no longer productive	1	13	22	7	1	44	138	3.1	NA/DA
The use of social media can lessen interaction with co-employees	2	16	17	9	-	44	143	3.3	NA/DA
The use of social media can leak confidential information that might ruin the organization image	3	17	16	7	1	44	146	3.3	NA/DA
Social media help employees to discover new opportunities and resources	2	17	19	4	2	44	145	3.3	NA/DA
Social media can lead employees to confusion	2	8	22	9	3	44	129	2.9	NA/DA
Social media allow employees to communicate and share information with other user and public	11	16	11	4	2	44	162	3.7	A
Social media lead employees to high level of self-centeredness	5	7	18	7	7	44	128	2.9	NA/DA
Social media increase the level of non- cooperation among employees	-	14	19	8	3	44	132	3	NA/DA
Social media lead employees to have a transparency out of the norm of organizational culture	7	21	13	1	2	44	162	3.7	A
Social media provide better and healthful work environment in the office and community	-	31	8	2	3	44	155	3.5	A
Grand Mean								3.4	NA/DA

Table 2.5: Overall Assessment on the Effects of Social Media on the Behavior of Employees

Behavior of Social Media	5	4	3	2	1		Total	WM	Interpretation
Employees adapts new approaches to solve problems	30	78	33	4	1	146	570	3.9	A
Internet Connection help employees to have easy access to information	79	49	13	2	3	146	637	4.4	SA
Email help employees to send documents easier	79	45	14	3	5	146	628	4.3	SA
Employees maximize the use of social media to reduces cost in transportation	29	67	30	12	8	146	535	3.7	A
Social media provides quality and good result of work of the employees	25	66	39	14	2	146	536	3.7	A
The use of social media make employees work more efficient	26	73	33	12	2	146	547	3.7	A
Social media make employees more technologically competitive	39	71	25	10	1	146	575	3.9	A
The use of social media make employees office communication more efficient and effective	42	73	24	6	1	146	587	4.0	A
Social media understand the dynamics of employees outcomes	14	63	50	15	4	146	506	3.5	A

Social media make employees more active in their works	15	67	44	14	6	146	509	3.5	A
Social media allow employees do their work best	19	61	43	14	9	146	505	3.5	A
Social media become a distraction in the employee's work	23	21	65	24	13	146	455	3.1	NA/DA
The use of social media can leak confidential information that might ruin the organization image	18	35	62	25	6	146	472	3.2	NA/DA
Social media help employees to discover new opportunities and resources	24	78	35	5	4	146	551	3.8	A
Social media allow employees to communicate and share information with other user and public	27	64	44	9	2	146	543	3.7	A
Social media lead employees to have a transparency out of the norm of organizational culture	18	62	54	8	4	146	520	3.6	A
Social media provide better and healthful work environment in the office and community	20	70	44	6	6	146	530	3.6	A
Grand Mean								3.7	A

Table 2.6: Overall Assessment of the Behavior of the Employees Using Social Media

Behavior of Social Media	5	4	3	2	1		Total	WM	Interpretation
Employees used social media during office hours for playing games	9	32	29	24	52	146	360	2.5	DA
Employees used social media during office hours for chatting and surfing the net	14	31	39	27	35	146	400	2.7	NA/DA
Email make employees lazy and results to mañaña habit	9	25	48	39	25	146	392	2.7	NA/DA
Social media used by the employees for casual conversation and personal purpose	15	46	49	14	22	146	456	3.1	NA/DA
Social media make employees no longer productive	4	25	62	39	16	146	400	2.7	NA/DA
The use of social media can lessen interaction with co-employees	8	38	64	29	7	146	449	3.1	NA/DA
Social media can lead to employees to misunderstanding	6	25	78	28	9	146	429	2.9	NA/DA
Social media lead employees to high level of self-centeredness	13	43	63	19	8	146	472	3.2	NA/DA
Social media increase the level of non-cooperation among employees	4	27	66	34	15	146	409	2.8	NA/DA
Grand Mean								2.9	NA/DA

Problems Encountered

Table 3.1 presents the problems encountered by the administrators on the employees' who use of social media at work.

It was found out that "slow internet connection" ranked 1st among the problems, followed by "addicted" ranked 2nd and "lack of sleep" ranked 3rd. "Bullying" ranked 4th, harassing" ranked 5th and not enough resources" ranked 6th.

The table shows that majority of the respondents said that slow internet connection is the problem encountered and experienced by the administrators on the employees who use of social media at work. This means that having stable internet connection is necessary because it can help employees to have easy access to information and accomplishing their designated tasks.

Table 3.1: Problems Encountered by the Administrators on the Employees Use of the Social Media at Work

Problems Encountered	Frequency	Rank
Slow internet connection	56	1
Addicted	54	2
Lack of sleep	41	3
Bullying	19	4
Harassing	17	5
Not enough resources	11	6

5. Conclusions

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

The employees in the Municipality of Catubig used all types of social media. However, majority used Facebook most of the time. Therefore, it affects their productivity, lessen the employees work efficiency and tend to disengage themselves with their duties by responding on the social media alerting them about the new Facebook post.

Internet connection and Email help employees to have easy access to information help them send documents easier and make employees office communication more efficient and effective. The employees become dependent to the information via internet in doing the assigned task to them.

Slow internet connection, addicted to the use of social media and lack of sleep were the problems encountered by the administrators on the employees use of social media at work.

The internet connection plays a vital role in office works for it contributes to the accomplishment of the office and employees. Using social media affects their work efficiency. Employees spend too much of their time for social media purposes, rather than work related postings which results to the lack of sleep of the employees.

6. Recommendations

Based on the findings and conclusions of the study, the following recommendations are forwarded:

1. The employees should engage in proper utilization of social media for effective and productive output.
2. The heads of office must set rules to observe time on task so that the use of social media would not be wasted.

3. The heads of offices should upgrade their internet connection in order for the employees to do their work more efficiently and effective and for easier sending of necessary reports. The employees should limit themselves in the use of social media at work to avoid wasting of time to non-related work.
4. The heads of offices should conduct a seminar regarding the pros and cons of using social media at work and make the best law and proper implementation proper or imposition regarding social media.

7. References

- [1] Adams, J. S. Toward an understanding of inequity. *Journal of Abnormal and Social Psychology*, 67, 1963.
- [2] Andreas M. Kaplan and Michael Haenlein. "Users of the World Unit! The Challenges and Opportunity of Social Media". *Business Horizons*. Article No. 53(1), 2010
- [3] Beck, A. "Web 2. 0: Konzepte, Technologie, Anwendungen. HMD"-Praxis der *Wirtschaftsinformatik*. 4(225), 2007.
- [4] Broughton, Andrea & Higgins, Tom. Research paper: Workplaces and social networking, the implications for employment relations, 2010.
- [5] Cheever, J. Signs of addiction to online social networking, 2009.
- [6] DeSanctis, G. & Poole, M. S. Capturing the complex in Advanced Technology Use: Adaptive Structuration Theory. *Organization Science*. 5, 1994.
- [7] Hardie, E., Tee, M. Excessive internet use: The role of personality, loneliness, and social support networks in internet networking. *Australian journal of emerging technologies and society*. Vol. 5. No. 1), 2007
- [8] Pamoukaghion, MA Veronica. Social network addiction-A Scientific No Man's Land? Topics from multidimensional biopsychosocial perspective, 2005-2010.
- [9] Saxena, Dr. Ambrish. *Social media and New Technologies*, 2014.
- [10] Warnakula, W. M. & Manickam, B. Employee's behavior in online social networking websites. *Tropical agriculture research*, 22 (1), 2010.
- [11] Young K. 199 Internet addiction: The emergence of a new clinical disorder *cyber psychology & behavior*, 1(3), DOI

