

BEYOND THE WORKSHEETS: EXPLORING THE WOMEN'S CONTRIBUTION IN THE OFFICE ADMINISTRATION OF COOPERATIVES

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ABSTRACT

This qualitative descriptive study explores the significant contributions of women in office administration within cooperatives in Kapalong, Davao del Norte. Grounded in feminist theory, the research examines how gender norms and workplace structures shape women's roles and influence cooperative operations. Through in-depth interviews with five women in managerial positions, the study uncovers key themes, including contributing to a balanced workplace, organizing office operations through attention to detail, and navigating gendered role assignments. The findings highlight that women play a crucial role in fostering collaboration, enhancing organizational efficiency, and strengthening cooperative success. Aligned with the United Nations Sustainable Development Goals (SDGs) such as SDG 5 which focuses on gender equality, SDG 10 which centers on reduced inequalities, and SDG 16 which promotes peace, justice, and strong institutions, the study provides valuable insights for workplace improvements. The implications for practice emphasize the need for cooperatives to recognize and support women's contributions by implementing targeted training programs, promoting fair task distribution, and ensuring a more inclusive and balanced work environment. Furthermore, reinforcing equal opportunity policies and cultivating a gender-sensitive organizational culture can help sustain these positive changes. These practical measures will not only enhance administrative efficiency but also empower women in their professional roles, fostering transformative progress within cooperatives.

Keywords: women's contributions, office administration, cooperatives, feminist theory, qualitative-descriptive research, gender and development

INTRODUCTION

Throughout history, women's roles in society have undergone significant change. Women have historically occupied important roles at home, supporting their families with childrearing, agricultural labor, and other household chores. These positions, though frequently disregarded or underestimated, were essential to the operation of families and communities. As societies evolved, so did the roles of women, leading to a gradual shift from domestic responsibilities to participation in the formal workforce. Women did not start to break free from their traditional roles until the early 1900s. They began to enter jobs that men did, starting with work as secretaries and office staff (Wooll, 2021).

Despite progress in women's workforce participation, challenges in achieving gender parity remain evident, particularly in leadership roles. In the United States, representation of women in senior leadership has increased, but women continue to be underrepresented at every level. A significant challenge in achieving gender parity in the workplace is the "broken rung" phenomenon, where women are promoted to managerial positions at lower rates than men, limiting their career progression. For every 100 men promoted to a managerial role, only 72 women receive the same opportunity, creating a long-term imbalance in leadership representation. This early disparity reduces the number of women available for senior roles, making it difficult to close gender gaps at higher levels. Without structural interventions such as mentorship programs, unbiased evaluation criteria, and leadership development initiatives, women continue to face systemic barriers that hinder their advancement and recognition in professional settings (McKinsey, 2019).

Similar trends can be observed in the Philippines, where women remain underrepresented in key leadership and technical positions despite efforts to bridge the gender gap. Women still account for only 32% of the Global Leadership Council and 35% of business and technical roles, highlighting their limited presence in higher-ranking positions. Despite initiatives supporting women in Science, Technology, Engineering, and Mathematics (STEM), the company acknowledges that less than 28% of women occupy tech positions, and only 3% consider tech as their first career choice, reflecting persistent gender disparities in traditionally male-dominated fields. Additionally, while Procter & Gamble aims for a 50-50 gender balance, progress has been slow, particularly in executive roles where men still hold most positions. These gaps indicate that systemic barriers, cultural expectations, and biases continue to hinder women's full participation and advancement within the organization (Procter & Gamble 2023).

Within the local context, particularly in the local cooperatives, women primarily take on office administration roles, handling financial records, coordinating memberships, and ensuring daily operational efficiency. Despite their crucial contributions to organizational stability and productivity, these roles are often perceived as routine support functions rather than integral to cooperative success. While women play a significant part in maintaining and enhancing cooperative operations, their perspectives on their contributions, recognition, and career opportunities remain unexplored, leaving a gap in understanding how their work The limited recognition of women's contributions in office administration within cooperatives reflects broader gender disparities in leadership and professional growth. Existing research focuses largely on cooperative leadership and financial sustainability, overlooking the experiences of women in administrative roles and the factors that drive their engagement. This qualitative descriptive study addresses this gap by capturing and describing their roles and the key influences that sustain their involvement in cooperative work. Aligned with SDG 5 (Gender Equality), SDG 10 (Reduced Inequalities), and SDG 16 (Peace, Justice, and Strong Institutions), this study highlights the urgent need to acknowledge and maximize women's

contributions, ensuring a more inclusive and equitable cooperative sector.

This study was grounded by feminist theory of Beasley (1999). Feminist theory highlights how societal norms and established power structures impact women's experiences, emphasizing how important it is to comprehend women's roles and experiences within the framework of gender relations. Feminist theory offers a crucial framework for assessing the systemic barriers that obstruct women's advancement through examining the ways in which women's contributions are frequently underestimated in a variety of settings, including the workplace. Furthermore, the International Labor Organization (2019) suggested that there are insufficient promotion opportunities and a non-clear functional description of jobs which results to many issues that women face today, including the unequal and unfair treatment in the workplace, discrimination in terms of wage, and other challenges such as biases and stereotyping against women, safety and security issues, and glass ceiling problems. Moreover, Ng and Pine (2003) show that the challenges which women are confronting is related to workplace culture which includes employer bias, discrimination, and a stereotyped mindset. Also, women tend to get hired more often for jobs that are visible to customers, like working at the front desk or in housekeeping, instead of serving in top positions.

In context, these theories provide a strong foundation for this study by offering a lens through which the roles and contributions of women in office administration within cooperatives can be critically examined. Beasley's (1999) feminist theory highlights how gender relations shape workplace structures, making it relevant in understanding how women's administrative work is perceived and valued in cooperatives. Similarly, International Labor Organization (2019) study on limited promotion opportunities and unclear job functions aligns with the need to explore whether women in cooperative office administration face similar constraints in career growth and role recognition. Additionally, Ng and Pine (2003) emphasize the influence of workplace culture, employer bias, and gender stereotyping, which may also affect how women in cooperatives navigate their professional roles. These perspectives collectively reinforce the need for this study to analyze the extent to which gender norms, workplace structures, and professional opportunities shape women's contributions in cooperative administration, ensuring a more inclusive and equitable work environment.

Research Questions

The study is guided by the following research questions:

1. What are the roles of women in office administration while working in cooperatives?
2. What are the factors influencing the contribution of women to office administration in cooperatives?

METHODOLOGY

This study employed a qualitative descriptive design. Qualitative research is a method that delves into understanding phenomena through detailed examination of non-numerical data. It involves gathering and analyzing textual, visual, or auditory information, such as interviews, observations, and open-ended surveys, to gain insights into the underlying meanings, patterns, and context of a particular topic or issue. Qualitative research focuses on exploring the thoughts, perceptions, views, or beliefs of subjects, which cannot be quantified. It emphasizes understanding the significance that individuals or groups assign to social and human problems (Cresswell, 2012). The chosen research design is ideal for this study as it focuses solely on in-depth interviews. Furthermore, the study does not seek to quantify variables or test interventions through correlational or experimental methods.

In context, the qualitative descriptive design is particularly well-suited for this study as it allows for an in-depth exploration of the roles and contributions of women in office administration within cooperatives. Given that cooperatives heavily rely on women in administrative functions, this research seeks to understand how they perceive their responsibilities, influence, and professional growth within these organizations. Through in-depth interviews, qualitative research provides the opportunity to gather detailed insights into their daily tasks, decision-making involvement, and the factors that shape their contributions. Unlike quantitative methods which focus on statistical relationships, qualitative research enables a deeper understanding of workplace dynamics, organizational culture, and gender inclusivity within cooperatives. This approach ensures that women's voices and perspectives are recognized, offering valuable insights that may contribute to policy development, cooperative management improvements, and greater acknowledgment of women's roles in organizational sustainability.

In this study, purposive sampling was used in the process of participant selection, which focuses on choosing participants who have traits and information that are relevant to the research problem at hand. Thus, participants were selected based on the following inclusion criteria: first, they must be women working in cooperatives; second, they must hold a managerial position, either at the middle or higher levels; and third, they must have direct experience in office administration within the cooperative. A total of five women from different cooperatives within the Municipality of Kapalong were selected to participate in the study. They were asked a series of questions, and their responses were analyzed. This selection process allowed the study to focus on individuals with firsthand experiences in office administration within cooperatives, providing valuable insights into their contributions and the factors influencing their participation. The sample size aligns with Creswell's (2013) recommendation that qualitative studies include 3 to 15 participants. Having this set of participants in a qualitative research study ensured that data saturation was achieved during the data collection process.

This study used qualitative interviews to explore the beliefs, actions, and experiences of women employees in cooperatives, aiming to deepen understanding and inform business decisions. To ensure credibility and ethical soundness, researchers developed an interview guide reviewed by a technical panel and used voice recorders during data collection. Approval was obtained from the target cooperatives in the Municipality of Kapalong, and purposive sampling was used to select participants who met the set of specific criteria. Participants were informed about the study's purpose, their rights, and the confidentiality of their responses. Informed consent was obtained before conducting the in-depth interviews (IDIs), which were scheduled with proper tools and materials prepared in advance. Interviews were recorded with permission, transcribed in Standard English, and verified through member checking. Transcripts were then organized based on the research questions for analysis.

In the study, data reduction was employed to concisely present findings, highlighting key aspects of interview data from women employees in cooperatives. Thematic analysis was employed to explore their contributions in office management. The analysis followed a systematic process: data collection, familiarization, coding, grouping, theme development, interpretation, validation, and reporting. Coding involved identifying recurring themes, segmenting information, and labeling code based on patterns across interviews. In-depth interviews (IDIs) served as the primary data source. Through reading transcripts, comparing responses, and tagging content, key themes and categories emerged. These were clustered into core ideas, forming the foundation of the study's findings, and addressing the research questions.

To develop the study, the researchers diligently worked to meet the expectations of credibility. Many qualitative researchers followed the standards outlined by Lincoln and Guba (1985), which included credibility, dependability, confirmability, and transferability, with authenticity later added. These criteria, along with typical practices, were described, though not all methods were applied in every study. The researchers primarily aimed to provide all participants peace of mind by ensuring their complete safety and protection. Therefore, to uphold credibility and ethical standards, data were collected through a face-to-face interview allowing for a deeper rapport and more accurate interpretation of non-verbal cues.

Credibility refers to study findings that are credible and reliable; the theory, research question, data collection, analysis, and outcomes are all in agreement. Within that context, sampling design, data volume and depth, and analytical procedures are suitable (Stenfors et al., 2020). To address credibility, the researchers took several steps to address any potential study bias issues. The researchers asked for professional advice from three expert validators in designing and polishing the interview guide questions which were used in the interviews. During the in-depth interviews (IDIs), audio recordings were secured with the permission of the participants as a measure to enhance this study's credibility, proving that the data presented in this study were really obtained from the raw responses of the participants during the interviews. Further, in this study, the researchers utilized iterative questioning and member checking to enhance further the credibility of this research.

As stated by Kekeya (2016), the process of iterative questioning is one of the techniques employed by the researchers in analyzing qualitative data. This may include the use of probes to elicit data, in which the researcher returns to issues previously expressed by an informant and obtains relevant data through rephrased questions (Wadembere, 2014). In the context of this study, iterative questioning was carried out through the use of probing questions. In cases where the participants' responses were in any way lacking, the researchers also followed up with further questions. Before asking our participants, the rephrased research questions were prepared to make sure that the data collected was enough and pertinent to the area of study. Additionally, the researchers kept a personal distance from the circumstances of the participants. It means that the researchers focused completely on hearing what the research participants had to say regarding this study. The researchers refrained from talking too much during the interview and allowed the participants to express themselves in any way they like regarding the phenomenon. To support the conclusions drawn from this research undertaking, the researchers therefore included excerpts and verbatim quotes.

Moreover, researchers also employed the technique of member checking, commonly referred to as informant feedback or respondent validation. This technique was frequently used by researchers to improve the accuracy, plausibility, validity, and generalizability of their work. Through member checking, the researcher would be able to show the readers and evaluators that there were real participants in this undertaking. Additionally, this confirms and emphasizes the idea that the participant responses are faithfully recorded and translated throughout the entire transcription and translation process (Creswell, 2014). In the context of this study, member checking was done to ensure that the produced transcripts correctly represent the participants' thoughts and opinions. After transcribing the audio, the researchers went back to each participant and presented the interview transcripts to them to verify whether the encoded data were an accurate representation of the participant responses during the in-depth interviews (IDI).

Dependability is concerned with how easily the research might be duplicated and whether

there is enough information provided so that another researcher could use the same procedures but arrive at a different conclusion under identical circumstances (Stenfors et al., 2020). In the context of this study, the researchers examined and explained the techniques employed, including in-depth interviews, to address dependability-related concerns. Extensive interviews were conducted with women in managerial positions within cooperatives to explore their contributions to office administration. This ensured that future researchers could potentially replicate the same results and gain insights into their experiences, responsibilities, and approaches in managing cooperative operations. Furthermore, readers of this study benefited from the comprehensive information provided about the conducted in-depth interviews and the contributions of women in office administration. This step would enhance the readers' understanding of the techniques and methods used as well as the realities faced by women in cooperative management.

Confirmability refers to a clear link or relationship between the data and the findings. In this regard, the researchers are anticipated to show how they made their findings through detailed descriptions and the use of quotes (Stenfors et al., 2020). In the context of this study, confirmability was ensured through the audit trail technique. Researchers provided a clear explanation of the steps and methods used in data collection, analysis, and interpretation. They remained objective and did not rely on personal biases or desired outcomes. Additionally, all recorded responses from participants within cooperatives were carefully transcribed to ensure accuracy and completeness. To validate the accuracy of the transcribed data, participants were given the opportunity to review and confirm their responses. Once validated, the researchers proceeded with translation and analysis. The findings, which highlighted the contributions of women in office administration within cooperatives, served as the foundation for drawing conclusions and formulating recommendations.

Meanwhile, *transferability* pertains to the quality of the findings being transferable to another setting. A detailed description of the context in which the research was performed and how this shaped the findings context or group is necessary to achieve this outcome (Stenfors et al., 2020). In the context of this study, the researchers followed specific procedures to ensure transferability. Firstly, they provided adequate background information to describe the study's setting and documented every step of the research process. Secondly, they employed comprehensive descriptions of the research methods, detailing each stage from data collection to analysis, along with relevant appendices. These steps were undertaken to assist future researchers and contribute to the refinement of qualitative research methods. Ultimately, this study enhances the understanding of the contributions of women in office administration within cooperatives in the Municipality of Kapalong.

RESULT AND DISCUSSION

The qualitative research questions provided by the researchers were addressed by conducting in-depth interviews among the five female participants from various cooperatives in the Municipality of Kapalong. This part presented the findings of the qualitative data analysis that answered the research question:

Roles of Women in Office Administration in Cooperatives

To answer this research question, in-depth interviews were conducted with the participants. Several sub-questions were asked to elicit their responses regarding their roles in office administration while working in cooperatives. The major themes and core ideas for the first research question were presented in Table 1. From the answers of the participants, three major themes were

generated: *contributing to a balanced workplace, organizing office operations through attention to detail, navigating gendered role assignments in office administration.*

The first theme is **contributing to a balanced workplace**. Women contribute to a balanced workplace by fostering collaboration, organization, and inclusivity in office administration. Their role extends beyond administrative tasks, as they often take the lead in structuring workflows, initiating discussions, and maintaining a well-managed office environment. Specifically, the responses of the participants highlight that women ensure order in the workplace, encourage teamwork, and provide stability, which enhances overall productivity. Thus, the findings affirm that women's contributions in office administration go beyond routine tasks; they actively shape a balanced, efficient, and well-organized work environment, particularly within cooperative settings.

This finding is consistent with the study conducted by McKinsey and Company (2024), which emphasizes that organizations with a higher representation of women in leadership and administrative roles experience improved collaboration, structured workflows, and a more inclusive work environment. Notably, gender-diverse teams contribute to better decision-making and operational efficiency, reinforcing the role of women in maintaining workplace balance. Similarly, the article of Malhotra (2025) found that employees with female managers report higher engagement, better workload distribution, and a more supportive team dynamic. As a result, women in administrative roles play a crucial part in ensuring smooth office operations, fostering cooperation among employees, and creating a positive workplace culture.

Table 1
Essential Themes and Supporting Statements on the Roles of Women in Office Administration in Cooperatives

Essential Themes	Supporting Statements
Contributing to a Balanced Workplace	<ul style="list-style-type: none"> ● “We provided the balance in the workplace.” (IDI-02) ● “I am the only woman here, but I often give the first ideas in planning, and then we collaborate for better results.” (IDI-04) ● “We give balance in the office... even though we ask for input from men, we often organize the office environment.” (IDI-05)
Organizing Office Operations Through Attention to Detail	<ul style="list-style-type: none"> ● “Women often hold positions as administrative assistants or secretaries, where they provide crucial support.” (IDI-01) ● “Women are more resourceful and organized in terms of communication.” (IDI-03) ● “The office is more organized when women are in charge.” (IDI-05)
Navigating Gendered Role Assignments in Office Administration	<ul style="list-style-type: none"> ● “Most women here work inside the office because it's risky for them to be collectors and drive under hot conditions.” (IDI04) ● “We do not have any female collectors because it's risky, but women are more organized and efficient in the office.” (IDI03) ● “It is more about practicality in work and availability, rather than gender, but women can take on leadership roles because they are competent.” (IDI02)

The second result revealed that women in office administration were **organizing office operations through attention to detail**. Participants emphasized that women often take on administrative roles that require precision, organization, and efficiency. Specifically, they highlighted that women commonly serve as administrative assistants or secretaries, providing essential support to office operations. According to their responses, women are resourceful and structured in handling communication, ensuring that tasks are completed efficiently. Moreover, the participants noted that offices tend to be more organized when women oversee administrative functions.

This result aligns with the study of Tamayo and Baskin (2024), which indicates that females excel in building rapport within mixed-gender teams, leading to improved organizational performance. In particular, their study found that women are more adept at fostering communication and collaboration, both of which are critical components of effective office management. Similarly, Holbrow (2022) explores the gendered dimensions of administrative roles, highlighting the crucial support women provide in these positions. Importantly, the study underscores that women in administrative roles contribute significantly to organizational efficiency through their meticulous attention to detail and strong organizational skills.

Moreover, the third theme, **navigating gendered role assignments in office administration**, highlights the influence of practical and safety considerations on task allocation within office settings. Participants noted that women often occupy in-office roles due to perceived risks associated with external tasks, such as collections or fieldwork. They further emphasized that this division is based on practicality and availability rather than strictly on gender, acknowledging women's competence in leadership positions.

This finding aligns with research indicating that women are frequently assigned roles perceived as less challenging or hazardous, reinforcing traditional gender roles within organizations. For example, a study by Macke et al. (2022) highlights that women are less likely to receive high-visibility assignments, which are crucial for career advancement. Consequently, this disparity in task allocation can hinder women's professional growth and perpetuate existing gender inequalities within the workplace.

Furthermore, research by De Pater et al. (2009) indicates that women are often given fewer challenging assignments than their male counterparts, which can impact their career progression and development. The study suggests that the allocation of less demanding tasks to women may limit their opportunities for skill enhancement and advancement within the organization. Additionally, a qualitative study from Michel (2020) reveals that women frequently find themselves assigned to administrative tasks, such as note-taking or organizing office events, more often than their male colleagues. These assignments, while essential, may be undervalued and contribute to the reinforcement of traditional gender roles in the workplace.

Factors Influencing the Contribution of Women in Office Administration of Cooperatives

Table 2 presents the factors influencing the contributions of women to office administration in cooperatives. From the participants' responses, three major themes emerged: *leadership representative and role models, equal opportunity policies enhance women's workplace participation and organizational culture shapes women's contributions in office administration*.

The first result revealed that the women working in the cooperative were encouraged to take on administrative roles due to the presence of **leadership representation and role models**.

Specifically, participants emphasized that seeing women in leadership positions fosters a sense of empowerment and inspires them to pursue similar career paths. Moreover, they highlighted that leadership representation policies and awareness initiatives significantly influence women's participation in office administration. Thus, this finding underscores the importance of organizations actively promoting gender diversity in leadership to enhance women's career advancement and strengthen their role in cooperative management.

In line with this, the findings of the study align with recent research emphasizing the positive impact of female leadership representation on women's career aspirations and participation in office administration. For instance, the work of McKinsey and Company (2024) highlights that organizations with a higher representation of women in senior leadership roles experience increased engagement from female employees, fostering an environment conducive to women's professional growth. Additionally, another study supports these observations. In consonance, Chamberlin (2022) found that 43% of women believe they would achieve greater success if they had a role model in the workplace, with 57% emphasizing the importance of relatable role models for career achievement. Furthermore, 70% agreed that it is easier to aspire to roles held by individuals they can relate to. These findings highlight the crucial role of leadership representation and role models in shaping women's career aspirations and professional growth within organizations.

Similarly, research by Mercer-Prowse (2022) about the success of women leaders and the effectiveness of feminine leadership styles supports this finding. The study highlights that leadership approaches characterized by empathy, collaboration, and emotional intelligence contribute to more inclusive workplace cultures, allowing women to thrive in administrative roles. Moreover, it is further argued that organizations that recognize and integrate feminine leadership qualities tend to foster higher engagement and productivity among employees.

Table 2
Essential Themes and Supporting Statements on the Factors Influencing the Contribution of Women in Office Administration in Cooperatives

Essential Themes	Supporting Statements
<p style="text-align: center;">Leadership Representation and Role Models</p>	<ul style="list-style-type: none"> ● “The presence of female role models and leadership positions within the cooperative can inspire and motivate women to pursue administrative roles.” (IDI-01) ● “Leadership representation policies and awareness influence women’s participation in the workplace.” (IDI-02) ● “Women today are empowered by seeing other women succeed in leadership roles.” (IDI-03) ● “Having women in leadership shows that we can also achieve those positions.” (IDI-05)
<p style="text-align: center;">Equal Opportunity Policies Enhance Women’s Workplace Participation</p>	<ul style="list-style-type: none"> ● “Equal opportunity policies... since the existence and enforcement of policies promoting equal opportunities for men and women in the workplace is greatly influence women’s participation in the workplace.” (IDI-01) ● “When an organization has strong Gender and

Organizational Culture Shapes Women's Contributions in Office Administration

- Development (GAD) policies, women have greater opportunities for career growth and participation in the workplace." (IDI-02)
 - "We now have equal opportunities, unlike before when women were limited only to household roles." (IDI-04)
 - "The overall culture of cooperative including its values, attitudes and practices can impact women's engagement in office administration." (IDI-01)
 - "I think the organizational culture has something to do with women's contributions." (IDI-03)
 - "Organizational culture really influences women's contributions. If the culture promotes equality and support, it encourages us to participate more actively." (IDI-05)
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Moreover, other findings of the study reveal that **equal opportunity policies** play a vital role in increasing women's participation within cooperatives. Participants emphasized that the existence and enforcement of policies promoting gender equality directly impact their career advancement. For instance, strong gender and development (GAD) policies provide women with greater opportunities for career growth and ensure their active involvement in workplace decision-making. Furthermore, participants noted that workplace policies have significantly evolved, allowing women to take on administrative roles that were once restricted to men.

Correspondingly, the findings align with recent research emphasizing the positive impact of equal opportunity policies on women's participation in the workplace. For instance, Baczor (2022) highlights that organizations implementing robust diversity, equity, and inclusion (DEI) policies experience higher levels of female representation in leadership roles. This research emphasizes that DEI initiatives not only promote equal progression opportunities but also attract and retain top female talent. Similarly, recent studies have also underscored the importance of equal opportunity policies in cooperatives. For example, Karakislak et al. (2023) analyzed women's participation in renewable energy cooperatives in Germany, revealing that socio-cultural barriers that often hinder their involvement in leadership roles. Their study suggests that implementing equal opportunity policies can help overcome these barriers and enhance women's participation in cooperative governance.

Additionally, the third result revealed that **organizational culture significantly influences women's contributions in office administration within cooperatives**. Participants emphasized that the overall culture of a cooperative, including its values, attitudes, and practices, directly impacts women's engagement and participation in administrative roles. More specifically, an inclusive and supportive organizational environment fosters greater involvement, while a lack of equality and support may hinder women's active participation.

Supporting this claim, Kuteesa et al. (2024) highlight the crucial role of gender-inclusive leadership in shaping organizational culture and, in turn, influencing women's contributions in the workplace. They examine the evolving dynamics of gender and leadership, emphasizing that inclusive leadership fosters a more collaborative and adaptive workplace. Their findings suggest that when leadership actively promotes diversity and gender inclusivity, it enhances innovation, employee morale, and overall engagement. In this context, a supportive organizational environment empowers women to take on more active roles, reinforcing the connection between organizational culture and

women's participation. Likewise, this finding also aligns with the study by Kang et al. (2023), which examined the effect of cooperative organizational culture and gender on helping behavior. Their study highlights that a supportive and inclusive organizational culture enhances employee engagement and fosters an environment that encourages participation and collaboration. Furthermore, it emphasizes that organizational values, attitudes, and practices shape roles in administrative functions, reinforcing the importance of cultivating workplace cultures that promote gender equality and support.

Implication for Practice

The findings of the study highlight the crucial role of women in maintaining organized and efficient office administration within cooperatives. To build on this strength, women employees should continue to enhance their organizational and technical skills through training programs tailored to office management and administrative processes. Furthermore, recognizing their influence in shaping workplace culture, women should actively engage in cooperative initiatives that foster collaboration and efficiency. In addition, to further strengthen their contributions, women should advocate for workplace policies that support inclusivity and ensure equal recognition of their administrative efforts.

Similarly, cooperatives must recognize the value of women's contributions in ensuring smooth office operations and overall organizational efficiency. To achieve this, cooperatives should implement training programs that further develop women's expertise in office management. Moreover, creating policies that acknowledge and support the role of women in shaping cooperative culture will help build a more inclusive and balanced work environment. Additionally, providing workplace mechanisms that ensure the fair distribution of responsibilities can prevent gendered role assignments and reinforce the significance of women's contributions in office administration.

Beyond these practical applications, this study offers foundational insights for future researchers exploring the significant contributions of women in office administration within cooperatives. However, the study was limited to a small sample of women in managerial roles within selected cooperatives in Kapalong, Davao del Norte. Therefore, future research should consider expanding the participant base to include women at various administrative levels to capture a broader range of experiences. Additionally, longitudinal studies could assess how women's roles evolve within cooperatives. Further research could also explore the perspectives of male colleagues and cooperative leaders to gain a more holistic view of gender dynamics in administrative roles. Finally, more in-depth investigations into the impact of specific policies or training interventions on promoting inclusivity and reducing gendered role assignments would provide actionable insights for scholars and cooperative leaders.

Concluding Remarks

This study provides a lens for recognizing and appreciating the contributions of women in office administration within cooperatives. Women play a vital role in maintaining organizational efficiency, fostering collaboration, and ensuring the smooth operation of office processes. Their attention to detail, commitment to structured workflows, and administrative leadership significantly contribute to the overall success of cooperative organizations. By acknowledging these contributions, cooperatives can further empower women through inclusive policies, professional development opportunities, and equitable work environments. Recognizing their value not only enhances workplace productivity but also supports broader goals of gender equality and sustainable organizational growth.

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