

Subject: WORK IMMERSION

Topic: Immersion Proper: Organizational Structure

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Grade: 12

Semester: SECOND

Week: 10



QUEST: Appreciating management processes by observing, Identifying and describing the:

- Organizational Structure
- Company Rules & Regulations



EQUIP: ORGANIZATIONAL STRUCTURE

What Is an Organizational Structure?

An organizational structure is a system that outlines how certain activities are directed in order to achieve the goals of an organization. These activities can include rules, roles, and responsibilities.

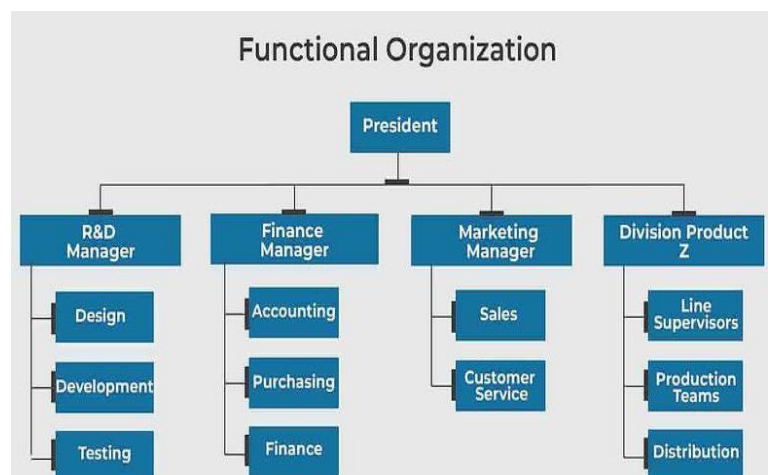
The organizational structure also determines how information flows between levels within the company.

For example, in a centralized structure, decisions flow from the top down, while in a decentralized structure, decision-making power is distributed among various levels of the organization.

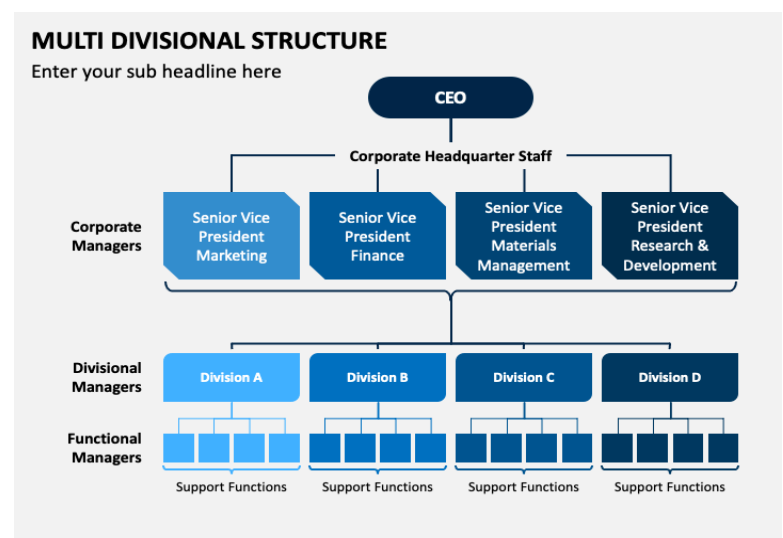
Having an organizational structure in place allows companies to remain efficient and focused.

Types of Organizational Structures

- **Functional Structure** – is a team structure that groups employees into different departments based on areas of expertise. This type of structure is one of the most common types in business, especially in larger companies, where groups of employees are organized according to the function they perform.



- **Divisional or Multidivisional Structure** – divisional structure is also known as a multidivisional structure and there are no differences between the two. In a multidivisional structure, one parent organization owns subsidiaries that use the same name and brand. The Walt Disney enterprise is a perfect multidivisional structure example.

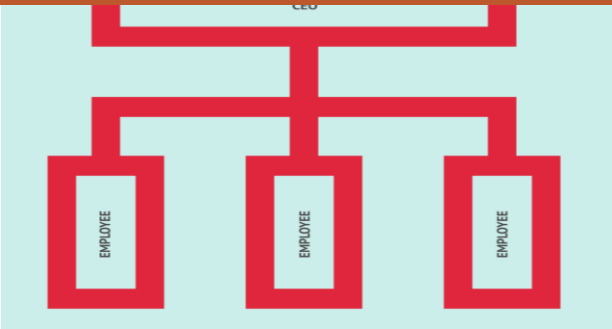


- **Flatarchy Structure** – a newer structure, is the third type and is used among many startups. As

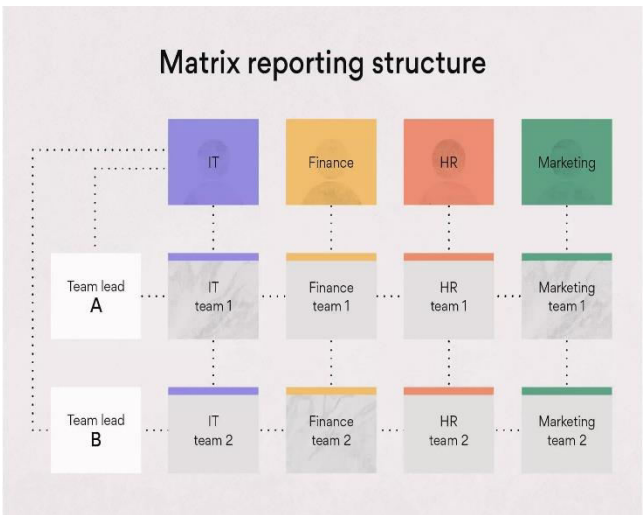
Flatarchy Organizational Structure
Based on the self-management or lack of management structures

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chain of command and gives its employees a lot of autonomy. Companies that use this type of structure have a speed of implementation.



- **Matrix Structure** – It is the most confusing and the least used. This structure matrixes employees across different superiors, divisions, or departments. An employee working for a matrixed company, for example, may have duties in both sales and customer service. A matrix organization is a company structure where teams report to multiple leaders. The matrix design keeps open communication between teams and can help companies create more innovative products and services. Using this structure prevents teams from needing to realign every time a new project begins.



COMPANY RULES AND REGULATIONS

Company rules and regulations mean a set of written policies made by the company higher level of authority and bound to follow all employees and stakeholders. Rules and regulations help the organization protect from legal claims and establish a positive work environment in the workplace.

Company Rules

Company rules, like disciplinary procedures, are designed to ensure that employees receive fair treatment. The rules should be split into two categories: category one rules are rules where a breach will result in disciplinary action and further breaches could lead to dismissal; category two rules are rules which will result in summary dismissal.

The consequences of a breach must be clearly spelt out. Over the following sections we specify what should be category one and category two rules for an employer. Employees should receive written copies of a set of company rules which specify them clearly and should state that these are binding on all employees.



MISSION:

Direction: Answer the following questions and explain it briefly.

1. Why it is important to know the Rule & Regulations of a company?
2. How Organizational structure works?



STACK:

Why is Organizational structure important?

It provides by laying out the official reporting relationships that govern the workflow of the company. A formal outline of a company's structure makes it easier to add new positions in the company, as well, providing a flexible and ready means for growth.

Why do companies have rules and regulations?

In the most basic sense, the benefits of rules and regulations in business are that they protect the company. By protecting employees, you protect the company from lawsuits. ... It makes for a stable office environment where people feel safe to come to work, to be themselves and to go about their business

References:

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- <https://harappa.education>
- <https://thebusinessprofessor.com>
- <https://asana.com>
- <https://newsmoor.com>
- <https://mylawyer.co.uk>
- <https://smallbusiness.chron.com>



Name: _____ Quarter: **2ND SEM – 4th QUARTER**

Yr. and Sec.: _____ Week: **TEN**

Assessment in Work Immersion (Week 10)

Direction: Choose one activity to do from the listed activities below. After choosing, follow its corresponding instruction.

Activity A. Organizational Structure

- Recreate the organizational structure of your Work immersion company.
- (Preferably) Use Pictures of the people working in the company.
- Identify what type of Organizational Structure they have.
- Use Long bondpaper
- Make it clean and creative.

Activity B. Company Rules & Regulations

- Get a copy of the Company Rules & Regulations of you Work immersion company.
- Use Long bondpaper
- Make it clean & creative
- Must be printed

(ANSWER MAY VARY PLEASE CHECK THEIR OUTPUT)