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Planning Function is one of the most important sub-organization in a secondary school which supports the efficiency of secondary school administration. Yet the planning function administration still lacked of efficiency. The purpose of this research was thus to indicate an appropriate structure and system of the planning administration process in a secondary school. The concept of Katz and Kahn, the systems approach, and the planning unit in an organization which Burns and Stalker, Steiner, Griffin and Robbin had been proposed, were applied as a composite theoretical framework of the study. The samples drawn comprised 182 persons who were in charge of the planning function administration in the secondary schools within the Educational Region Five, Eight and Nine, including school administrators and the heads of the Planning Function. All data obtained during September 29 to October 31, 1996, were analyzed by using appropriate percentage, mean, Chi-Square (χ^2 -test of Independence), Marascuilo's test, F-test and Scheffe's method. The findings revealed that different numbers of the Planning Function set in three different structures and systems: Personnel and Finance Staff, Academic Staff, and Planning Staff were run by five or more experienced planners with effective modern equipment. All structures and systems did perform their planning

process where the Academic and the Planning Staffs were significantly higher than that of the Personnel and Finance Staff's. It was also found that the planning function with different structures and systems revealed different levels of performance in every stage of the planning process by which the Planning Staff was significantly higher.