

**Diploma in Public Management Dip PM  
Master of Public Administration (MPA)**

As of 21 Jan 2011

**Admission Requirements**

1. Must be a holder of bachelor's degree
2. Must pass the written entrance examination
3. Must have (1) one year work experience
4. Must submit the following:
  - Application for admission form duly accomplished
  - Letter of application
  - Transcript of records (original and photocopy)
  - Two (2) 2x2 inch picture
  - Certified true copy of the birth certificate (original and photo copy)
  - A photo copy of marriage contract
  - Two recommendations for admission duly filled out by competent individuals who are in the best position to assess applicant's potential for graduate work
  - TOEFL (for foreign applicants only)
  - Service record (for Plan C or mid-career applicants only)

**A non-refundable application fee :**

For Filipino citizens ----- P 500.00  
For foreign nationals ---- US\$20.00

**Tuition and other fees:**

Tuition	P 2,000.00/unit
Miscellaneous	1,415.00
Student Fund	46.50
Entrance Fee (new students only)	30.00
Deposit Fee (new students only)	100.00

**Deadline for filing Application for Admission**

First Semester ----- March 31  
Second Semester ----- August 31

**Schedule of Entrance Examination**

First Semester ----- First Saturday of April  
Second Semester ----- First Saturday of September

**Diploma in Public Management (Dip PM)**

The **Dip PM** program is geared for professional and technical personnel interested in acquiring more skills and learning new techniques in public management as well as in their fields of specialization.

The Dip PM is awarded upon completion of 21 units of prescribed courses and upon obtaining a weighted average of 1.75 in all courses taken.

**Master of Public Administration (MPA)**

There are three plans under the MPA program:

**Plan A (thesis)** program is designed to provide researchers, teachers, and prospective college instructors with the knowledge and research skills in public administration.

The program is awarded upon completion of 36 units of prescribed courses and upon obtaining a weighted average of 2.00 in all courses taken. The student must successfully pass the qualifying examination and thesis.

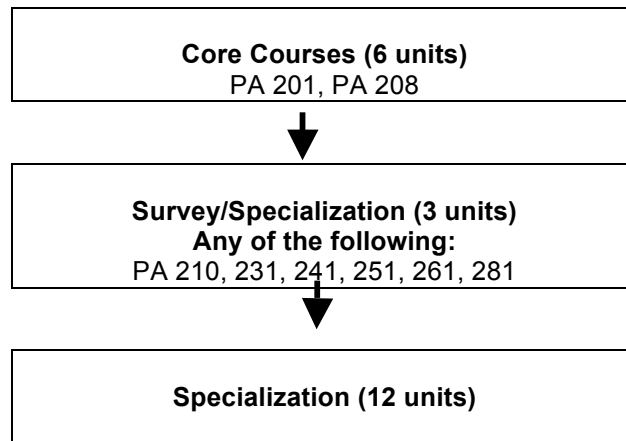
**Plan B** program aims to provide students with the theoretical background and technical skills needed for the effective implementation of public policy in a developing country. The student may specialize in any of the following fields: (1) fiscal administration, (2) local and regional administration, (3) organization studies, (4) public enterprise management, (5) public policy and program administration, (6) voluntary sector management.

To qualify for the degree, a student must successfully complete 36 units of formal course work and upon obtaining a weighted average of 2.00 in all courses taken. The student must successfully pass the qualifying examination.

**Plan C or Mid-Career** program is designed for public servants who have at least five years of supervisory work experience and who desire to accelerate their professional growth through a program of graduate study. This program aims to broaden the knowledge of mid-career public administrators about theories and techniques of public management, and to give them the opportunity to interact with other administrators.

To qualify for the degree, a student must successfully complete 30 units of formal course work and upon obtaining a weighted average of 2.00 in all courses taken. The student must successfully pass the defense of two outstanding papers.

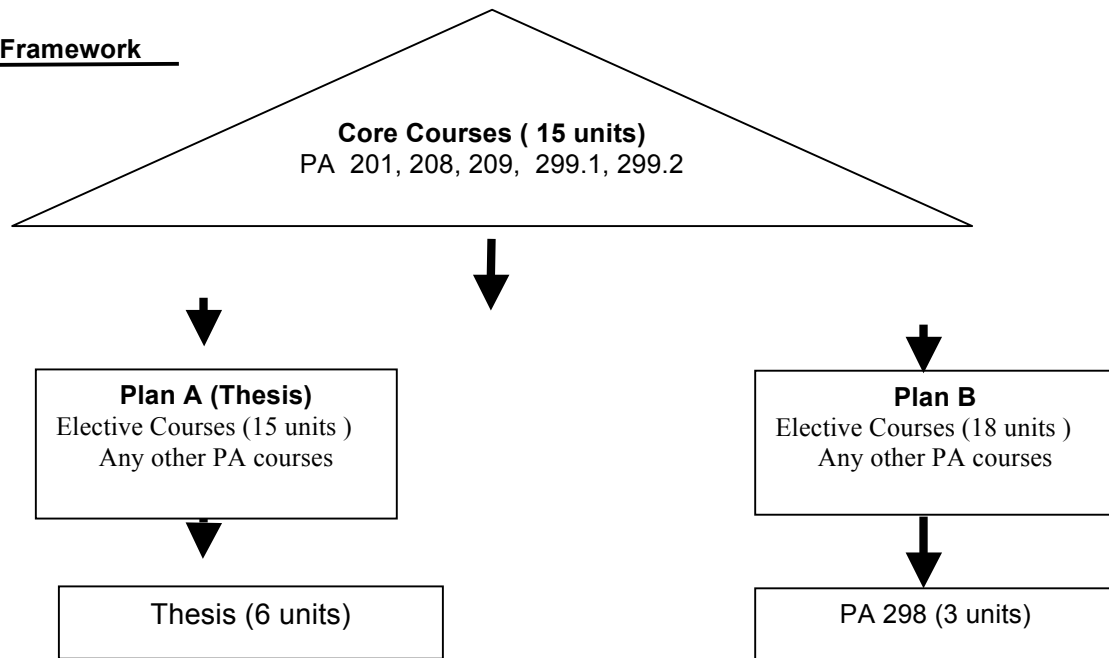
**Diploma in Public Management (Dip PM)**  
**Curricular Framework**



Total No. of units = 21

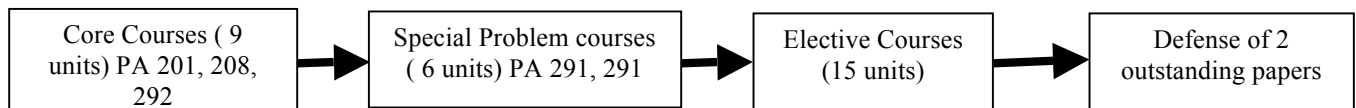
**MASTER OF PUBLIC ADMINISTRATION (MPA)**

**PLAN B**  
**Curricular Framework**



Total number of units = 36

**PLAN C or Mid-Career**  
**Curricular Framework**



Total number of units = 30

## DESCRIPTION OF MPA COURSES BY FIELD OF SPECIALIZATION

### Core Courses

📖 PA 201 THEORY AND PRACTICE OF PUBLIC ADMINISTRATION. Ideas, issues and trends in the theory and practice of public administration and national development. Credit: 3 units.

📖 PA 207 COMPARATIVE ADMINISTRATIVE SYSTEMS. Nature, processes, and dynamics of administrative systems from a comparative perspective. Prerequisite: PA 201. Credit: 3 u.

📖 PA 208 THE PHILIPPINE ADMINISTRATIVE SYSTEM. Nature, processes and dynamics of the Philippine administrative system and its role in national development. Credit: 3 u.

📖 PA 209 ETHICS AND ACCOUNTABILITY IN THE PUBLIC SERVICE. Ethical and accountability issues in the management of governmental and voluntary sector organizations. Credit: 3 u.

📖 PA 213 MANAGEMENT OF INFORMATION AND KNOWLEDGE FOR PUBLIC ADMINISTRATORS. Information technology and communication processes in management; the design, installation and operation of computerized management information systems in government. Credit: 3 u.

📖 PA 299 RESEARCH METHODS IN PUBLIC ADMINISTRATION. Application of scientific methods to the study and practice of public administration. Credit: 3 u.

### Organization Studies

📖 PA 210 – ORGANIZATION STUDIES. Theories, processes and techniques involved in organization and management and personnel administration. Credit: 3 u.

📖 PA 211 – ORGANIZATION AND MANAGEMENT. Theories, processes and techniques involved in the organization and management of the national government and its agencies. Credit: 3 u.

📖 PA 212 MANAGEMENT PLANNING AND CONTROL. Processes and techniques in administrative planning, organizational analysis and control, such as aspects of CPM/PERT, linear programming, operations research. Credit: 3.

📖 PA 219 SPECIAL PROBLEMS IN GOVERNMENTAL ORGANIZATION AND MANAGEMENT. Prerequisite: PA 211. Credit: 3u.

📖 PA 221 PUBLIC PERSONNEL ADMINISTRATION. Organization, processes and procedures in public personnel administration at the central and operating agency levels. Credit: 3u.

📖 PA 224 HUMAN BEHAVIOR IN ORGANIZATIONS. Theories and models of individual and group behavior in organizations: fundamentals of organizational behavior; supervision and motivation of workers; problems of interpersonal relationships. Credit: 3 u.

📖 PA 227 HUMAN RESOURCES DEVELOPMENT. The government's manpower development, policies and plans as they relate to public personnel in general and to selected agency manpower planning programs in particular. Forecasting for manpower needs at the agency level. Developing programs to meet such need. Credit: 3 u.

📖 PA 229 SPECIAL PROBLEMS IN PUBLIC PERSONNEL MANAGEMENT Prereq.: PA 221. Credit: 3u, may be taken twice.

### Public Fiscal Administration

📖 PA 230 FINANCIAL MANAGEMENT IN GOVERNMENT. Financial management including financial planning, budget analysis and preparation, accounting, cash management and financial accountability in a government organization. Credit: 3 u.

📖 PA 231 PUBLIC FISCAL ADMINISTRATION. Theories, organization, processes and procedures of fiscal administration covering such areas as revenue administration, budgeting, accounting, auditing and intergovernmental fiscal relations. Credit: 3 u.

📖 PA 232 GOVERNMENTAL ACCOUNTING. Fund accounting of governmental units: includes budgeting, tax levels, appropriations and accounting for revenue and expenditures. Prerequisite: PA 231 or Consent of Instructor (COI). Credit: 3 u.

📖 PA 233 GOVERNMENTAL BUDGETING. Development of modern budget systems with emphasis on processes and problems of budget formulation and implementation. Prerequisite: PA 231 or COI. Credit: 3 u.

📖 PA 234 GOVERNMENTAL AUDITING AND FINANCIAL CONTROL. Principles, processes and practices of governmental auditing and governmental financial controls. Prerequisite: PA 231 or COI. Credit: 3 u.

📖 PA 235 FISCAL POLICY AND NATIONAL DEVELOPMENT. Examination of the revenue, expenditure and borrowing functions of government as policy instruments for development. Prerequisite: PA 231 or COI. Credit: 3 u.

📖 PA 236 REVENUE AND TREASURY MANAGEMENT. Principles, processes and practices in revenue and treasury management. Prerequisite: PA 231 or COI. Credit: 3 u.

📖 PA 239 SPECIAL PROBLEMS IN FISCAL MANAGEMENT. Prerequisite: PA 231 or COI. Credit: 3 u.

## Public Policy and Program Administration

📖 PA 241 PUBLIC POLICY AND PROGRAM ADMINISTRATION. Introduction to policy analysis, including its disciplinary foundation, processes, methodological and practical issues. Credit: 3 u.

📖 PA 242.1 METHODS OF POLICY ANALYSIS I. An examination of major concepts, principles and methods of economic analysis and their implications to problems of public policy. Credit: 3 u.

📖 PA 242.2 METHODS OF POLICY ANALYSIS II. Quantitative and non-quantitative methods in the analysis of public policy; includes public sector economics and benefit-cost analysis, linear programming, decision analysis, and other optimization techniques; problems in applying these methods and techniques. Prerequisite: PA 242.1. Credit: 3 u.

📖 PA 243 PROGRAM AND PROJECT DEVELOPMENT. Systematic analysis, planning, implementation and evaluation of projects. Prerequisite: PA 241 or COI. Credit: 3 u.

📖 PA 244 THE POLICY PROCESS. Methodological, environmental, institutional and substantive issues in the policy cycle, including in-depth analysis of specific substantive policy issues. Prerequisite: PA 241 or COI. Credit: 3 u.

📖 PA 245 PROGRAM AND PROJECT IMPLEMENTATION. Policy and program implementation with emphasis on the factors related to success and failure of public policy issues. Prerequisite: 241 or COI. Credit: 3 u.

📖 PA 247 POLICY PAPER. Preparation and presentation of research paper on basic issues of public policy and management. Prerequisite: PA 241 or COI. Credit: 3 u.

📖 PA 248 WORKSHOP IN POLICY ANALYSIS. Practicum in the design, execution and application of policy analysis methods. Prerequisites: PA 242 and PA 243 or COI. Credit: 3 u.

📖 PA 249 SPECIAL PROBLEMS IN PUBLIC POLICY AND PROGRAM ADMINISTRATION. Credit: 3 u.

## 4. Local and Regional Governance

📖 PA 251 LOCAL GOVERNMENT AND REGIONAL ADMINISTRATION. Theoretical and empirical perspectives of local government and regional administration; issues on central-local relations, community and institutional development and area management. Credit: 3 u.

📖 PA 252 RURAL ADMINISTRATION AND DEVELOPMENT. Roles of local, regional and central institutions in rural development and service administration; planning, organization, personnel and management concepts and methods for local and area agencies; community organization and participation in rural development programs and projects. Prerequisite: PA 251. Credit: 3 u.

📖 PA 253 URBAN AND METROPOLITAN ADMINISTRATION AND DEVELOPMENT. Roles of local, metropolitan and central institutions in urban development and service administration; urban and metropolitan planning, organization and management concepts and methods; community organization and participation; problems and issues in the administration of urban and metropolitan development. Credit: 3u.

📖 PA 254 LOCAL AND REGIONAL FINANCE. Principles, techniques and practices in local and regional financial planning and administration. Patterns of revenues and expenditures, fiscal organization, management and control. Credit: 3u.

📖 PA 257 LOCAL AND REGIONAL DEVELOPMENT PLANNING. Technical and institutional aspects of rural and urban planning and administration. Credit: 3 u.

📖 PA 258 COMPARATIVE LOCAL POLITICS AND ADMINISTRATION. Comparative study of local governments, community power, policy making, administrative systems and strategies for development. Credit: 3 u.

📖 PA 259 SPECIAL PROBLEMS IN LOCAL GOVERNMENT AND REGIONAL ADMINISTRATION. Credit: 3 u.

## 5. Public Enterprise Management

📖 PA 261 THE PHILIPPINE PUBLIC ENTERPRISE SYSTEM. The nature of public enterprises, relationship between the government and the public enterprise sector; issues of managerial autonomy, public accountability, and the role of the state in the economy. Credit: 3 u.

📖 PA 262 FINANCIAL MANAGEMENT IN PUBLIC ENTERPRISES. Financial planning, budgeting, accounting and control in public enterprises. Prerequisite: PA 261. Credit: 3 u.

📖 PA 264 ECONOMICS OF PUBLIC ENTERPRISES. Economic analysis of the nature, output, pricing, investment, and decision-making processes of public enterprises; the interplay of economic and non-economic factors. Prerequisite: PA 261. Credit: 3 u.

📖 PA 268 SEMINAR IN THE MANAGEMENT OF PUBLIC ENTERPRISES. Prerequisite: PA 262, 262, 264 or other related courses. Credit: 3 u.

📖 PA 269 SPECIAL TOPICS IN THE MANAGEMENT OF PUBLIC ENTERPRISES. Prerequisite: PA 261 and COI. Credit: 3 u.

## 6. Spatial Information Management

📖 PA 273 SPATIAL INFORMATION MANAGEMENT FOR PUBLIC ADMINISTRATORS. Concepts, significance and techniques of management of information on space and location for public administration and governance. Credit: 3 units.

📖 PA 274 GEOGRAPHIC INFORMATION SYSTEMS (GIS) IN PUBLIC ADMINISTRATION. Description and use of computer-based systems for spatial data capture, storage, analysis and representation, maintenance, communication and application for purposes of public policy and administrative decision making. Prereq.: PA 273 or COI. Credit: 3 u.

📖 PA 275 INFORMATION AND DATA FLOW ANALYSIS I. Principles, concepts and techniques

in information systems development for public administration, with emphasis on data flow analysis for use in public administration.

Prereq.: PA 273 or COI. Credit: 3 u.

📖 PA 276 INFORMATION AND DATA FLOW ANALYSIS II. Advanced methods in spatial information and inter-organizational data flow analysis for use in public administration. Prereq.: PA 275 or COI. Credit: 3 u.

📖 PA 278 SPATIAL INFORMATION MANAGEMENT FOR PUBLIC ORGANIZATIONS. Organizational requirements and implications of SIM for public agencies and their missions. Prereq.: PA 273 or COI. Credit: 3 u.

## 7. Voluntary Sector Management

📖 PA 281 – PUBLIC ADMINISTRATION AND THE DEVELOPMENT OF CIVIL SOCIETY. Survey course in the specialization of Voluntary Sector Management. Theory and practice of voluntary sector management including understanding and analysis of the nature of civil society, the management of its organizations, and the dynamics of its interaction with the state and the market. Credit: 3 u.

📖 PA 282 HUMAN RESOURCES MANAGEMENT IN THE VOLUNTARY SECTOR. Managing volunteer and paid staff in the voluntary sector, their interaction with each other, with the civil service and civil society; processes towards professionalization, nurturing the commitment and competence of human resources in the organization. Credit: 3u.

📖 PA 283 – RESOURCE GENERATION AND FINANCIAL MANAGEMENT IN THE VOLUNTARY SECTOR. Generating and managing resources in the voluntary sector, the nature of philanthropy, generating income in not-for-profit organizations, budgeting, accounting and accountability for resources of the organization. Credit: 3 u.

📖 PA 284 – STRATEGIC PLANNING AND MANAGEMENT IN THE VOLUNTARY SECTOR. Undertaking strategic planning and management for organizations in the voluntary sector, setting and achieving the vision of such organizations. Credit: 3 u.

📖 PA 289 – SPECIAL PROBLEMS IN VOLUNTARY SECTOR MANAGEMENT. Credit: 3 u.

## Other MPA courses

📖 PA 271 PUBLIC ADMINISTRATION AND SOCIAL CHANGE. The interaction of administrative and social factors in Filipino national development; the social constraints on administrative behavior. Credit: 3 u.

📖 PA 272 PUBLIC ADMINISTRATION AND THE ECONOMY. The interaction of administrative and economic systems in the Philippines; government regulation of business and labor; and the use of government corporations and development authorities. Credit: 3 u.

📖 PA 277 ADMINISTRATIVE INNOVATION AND REFORM. Instituting innovations and reforms to enhance administrative capability in national development. Credit: 3 u.

📖 PA 291 SPECIAL PROBLEMS IN PUBLIC ADMINISTRATION. Credit: 3 u.

📖 PA 292 THE ADMINISTRATOR IN THE PHILIPPINE PUBLIC SERVICE. This course is designed to make the students self-conscious about the changing demands on their jobs and competencies as mid-career administrators in the Philippine public service. They will be required to undertake selected readings on executive development and related topics and to write a paper reflecting on their career experience and prospects. Credit; 3 u.

📖 PA 299.1 QUANTITATIVE METHODS IN PUBLIC POLICY AND ADMINISTRATION. Statistics and other mathematical methods applied to the analysis of issues and decision-making in policy and administration. Credit: 3u.

📖 PA 299.2 RESEARCH METHODS IN PUBLIC ADMINISTRATION. Application of scientific methods to the study and practice of public administration. Prereq.: PA 299.1. Credit: 3u.

📖 PA 298 SEMINAR IN GOVERNMENTAL MANAGEMENT. Credit: 3

📖 PA 300 MASTER'S THESIS. Credit: 6 u.

**Doctor of Public Administration (DPA)**

**Admission Requirements**

1. Must be a holder of bachelor's and master's degree
2. Must have relevant work experience in a supervisory position
3. Must submit the following:
  - a. Application for admission form duly accomplished
  - b. Letter of application
  - c. Transcript of records (original and photocopy)
  - d. Two (2) 2x2 inch picture
  - e. A copy of their thesis or research work
  - f. Certified true copy of the birth certificate (original and photocopy)
  - g. A photo copy of marriage contract
  - h. Two recommendations for admission duly filled out by competent individuals who are in the best position to assess applicant's potential for graduate work
  - i. TOEFL (for foreign applicants only)

**A non-refundable application fee :**

For Filipino citizens ----- P 500.00  
For foreign nationals ---- US\$30.00

**Tuition and other fees:**

Tuition	P 2,000.00/unit
Miscellaneous	1,415.00
Student Fund	46.50
Entrance Fee	30.00
Deposit Fee	100.00

**Deadline for filing Application for Admission**

First Semester ----- March 31  
Second Semester ----- August 31

**Program Requirements**

The DPA program prepares highly qualified students for teaching, research and consultancy as well as for managerial positions in government and public service oriented institutions.

A DPA student takes a Qualifying Examination after passing 12 units of formal coursework with a weighted average between "1.26" and "1.75" with no grade lower than "2.0". The examination covers the general field of the theory and practice of public administration and the role of the public administrator in national development. A grade of 1.75 or better is required to pass this examination. An average of 1.25 in the first 12 units exempts a student from the qualifying examination.

Failure to pass the qualifying examination shall bar the student from further enrolment in the doctoral program.

A DPA student may start taking formal courses in the doctoral program after passing the qualifying examination. The total number of units required to complete the degree depends on the background of the student. However, the student is required to take 12 (or 15) units of PA and national development courses, 6 units of History/Theory, 6 (or 3) units of advanced courses in methodology, and 6 units of cognates.

The student may apply for the comprehensive examination after completion of all formal course requirements. The passing grade for this written examination is "1.75" or better. If the examinee fails, he/she may take a second examination. Failure to pass the second examination permanently bars the student from obtaining the DPA degree.

After passing the comprehensives, the student may enroll in the doctoral dissertation course (PA 400) under the guidance of a faculty adviser.

**DOCTOR OF PUBLIC ADMINISTRATION**  
(Beginning Academic Year 1994-1995)

**PROGRAM STRUCTURE**

<b>REQUIRED COURSES OR COGNATES (6 UNITS)</b>
Non-NCPAG MPA graduates take PA 201 PA 208
NCPAG MPA graduates take six (6) units of cognate courses



<b>THEORY/ HISTORY COURSES (6 UNITS)</b>
PA 301 – required course PA 302 PA 303 PA 305



<b>Qualifying Examination</b>
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<b>METHODOLOGY (3-6 UNITS)</b>
PA 399 – required course PA 299.1 PA 299.2 PA 242.1 PA 242.2 other social science methods course



<b>PA AND NATIONAL DEVELOPMENT (12-15 UNITS)</b>
PA 312 or 329 (Political Development) PA 323 or 324 (Social Development) PA 331 or 332 (Economic Development) PA 327, 350 or 359 (Development Administration/Local Government)
Note: Take at least one (1) course in each of the 4 areas



<b>Comprehensive Examination</b>
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<b>PA 400 Dissertation and Defense (12 units)</b>
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**TOTAL NUMBER OF UNITS: 42**

## DESCRIPTION OF DOCTORAL COURSES

<p>📖 PA 301 THEORIES OF ADMINISTRATIVE SYSTEMS. Analysis of outstanding theories of administrative organization, behavior and action. Credit: 3 u.</p> <p>📖 PA 302 HISTORY OF ADMINISTRATIVE THOUGHT. A survey of the history of administrative ideas. Credit: 3 u.</p> <p>📖 PA 303 SEMINAR ON THE ADMINISTRATIVE IMPLICATIONS OF DEVELOPMENTAL MODELS. Credit: 3u</p> <p>📖 PA 305 SPECIAL PROBLEMS IN ADMINISTRATIVE THEORY. Credit: 3 u.</p> <p>📖 PA 312 SEMINAR ON THE ADMINISTRATION OF POLITICAL DEVELOPMENT. Models, theories and administrative aspects of political development. Credit: 3 u.</p> <p>📖 PA 323 SEMINAR ON THE ADMINISTRATION OF SOCIAL DEVELOPMENT. Models, theories, and administrative aspects of social development. Credit: 3 u.</p> <p>📖 PA 324 SPECIAL ISSUES ON THE ADMINISTRATION OF SOCIAL DEVELOPMENT. Credit: 3 u.</p> <p>📖 PA 327 COMPARATIVE DEVELOPMENT ADMINISTRATION. Comparative analysis of the developmental functions of public administration in selected countries. Credit: 3 u.</p> <p>📖 PA 329 SPECIAL PROBLEMS IN PUBLIC ADMINISTRATION AND NATIONAL DEVELOPMENT. Credit: 3 u.</p>	<p>📖 PA 331 SEMINAR ON THE ADMINISTRATION OF ECONOMIC DEVELOPMENT. Models, theories, and administrative aspects of economic development. Credit: 3 u.</p> <p>📖 PA 332 SPECIAL ISSUES ON THE ADMINISTRATION OF ECONOMIC DEVELOPMENT. Credit: 3 u.</p> <p>📖 PA 350 SEMINAR ON LOCAL GOVERNMENT AND URBAN AFFAIRS. Credit: 3 u.</p> <p>📖 PA 359 COMPARATIVE LOCAL GOVERNMENT ADMINISTRATION. Local government systems in selected countries with particular emphasis on the changing role of local government in national development. Credit: 3 u.</p> <p>📖 PA 393 READINGS IN PUBLIC ADMINISTRATION. Credit: 3 u.</p> <p>📖 PA 394 READINGS IN PUBLIC ADMINISTRATION II. Credit: 3 u.</p> <p>📖 PA 399 ADVANCED METHODOLOGY IN ADMINISTRATIVE SCIENCE. Advanced methods and techniques in organizational and managerial research, including aspects of operations research and data processing. Credit: 3 u.</p> <p>📖 PA 400 DOCTORAL DISSERTATION. Credit: 12 u.</p>
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