

NATIONAL COLLEGE OF PUBLIC ADMINISTRATION AND GOVERNANCE

University of the Philippines, Diliman, Quezon City

E-mail Address: upncpagepage@yahoo.com.ph

Contact Nos. 927-9085 / 925-3851

Website: www.ncpag.upd.edu.ph

ADMISSION REQUIREMENTS for:

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

1. Must be a Bachelor's degree holder
2. Must have (1) one year work experience
3. Must submit the following documents:
 - a. Duly accomplished Application form (www.ncpag.upd.edu.ph)
 - b. Two (2) Recommendations for admission duly filled out by individuals who are in the best position to assess applicant's potential for graduate work (www.ncpag.upd.edu.ph)
 - c. Three (3) copies passport-size pictures
 - d. Letter of Application
 - e. Official Transcript of Records (*original and photocopy*) *
 - f. PSA Birth Certificate (*original and photocopy*)
 - g. PSA Marriage Certificate (*for married female applicants only - original and photocopy*)
 - h. Service Record / Employment Certificate
 - i. TOEFL (*for Foreign Nationals only*)
4. Payment of application and processing fee (**\$30.00 – for Foreign Nationals; Php500.00 – for Filipinos**)
5. Must pass the written entrance examination

Tuition and other fees:

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

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ADMISSION REQUIREMENTS for Doctor of Public Administration (DPA)

1. Bachelor's and Master's degree holder
2. Must submit the following documents:
 - a. Duly accomplished Application form (www.ncpag.upd.edu.ph)
 - b. Two (2) Recommendations for admission duly filled out by individuals who are in the best position to assess applicant's potential for graduate work (www.ncpag.upd.edu.ph)
 - c. Three (3) copies passport-size pictures
 - d. Letter of Application
 - e. Official Transcript of Records (*bachelor's and master's - original and photocopy*) *
 - f. PSA Birth Certificate (*original and photocopy*)
 - g. PSA Marriage Certificate (*for married female applicants only - original and photocopy*)
 - h. Copy of Thesis or Research Work
 - i. Research Proposal
 - j. TOEFL (*for Foreign Nationals only*)
3. Payment of application and processing fee (**\$30.00 – for Foreign Nationals; Php500.00 – for Filipinos**)
4. Must come on scheduled interview date

Tuition and other fees:

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

The Application Process for Graduate Programs

1. Download Application and Recommendation forms on our website.
2. Pay the Application fee of **Php 500.00** for *local applicants* and **USD 30** for *foreign applicants* to the University Cashier's Office using the NCPAG **Trust Account No. 0542-15.230.010.10-515-628**.
3. Submit accomplished Application form and other required documents to the Center for Public Administration and Governance Education (CPAGE). Present also your proof of payment of the Application fee.
4. Bring your valid ID on the scheduled date of examination (for Dip PM and MPA) or interview (for DPA)

***Considered official are transcripts bearing the school dry seal imprint and signature in-ink of the Registrar/Director with no remarks or with any of the following remarks:**

Copy for the University of the Philippines	Official Transcript of Records for your Exclusive Use
For Enrolment Purposes Only	School's Copy
For Further Studies	Valid as Transfer Credential
For General Purposes	Valid for Scholarship Abroad
For Reference and Record Purposes	Issued for Purposes of PD 907
For Scholarship	For Board Examination
Granted Honorable Dismissal	Issued for Professional Regulation Commission
Granted Transfer Credential	Issued DECS (for educational purposes)
Issued/Granted Upon Request	Issued for Application Purposes (admission)
Issued for Studies Abroad	Genuine signature and college seal
Official Transcript of Records	

***Transcripts with remarks such as the following are not acceptable.**

A True Copy of Records	Issued for Bureau of Public Schools
Certified Xerox Copy of the Original	Not Valid as Transfer Credential
For Employment Purposes	Not Valid for School Admission
For Evaluation Purposes	Not Valid for Transfer
For Reference Only	Student Copy
For Salary Adjustment	Valid for Ranking Purposes Only
For Teaching Reference Only	Issued for Professional Growth Purposes
For Use Abroad	Good for Apprenticeship Training
Informative Copy Only	Purposes Only

2. Graduates from private colleges and universities must submit transcript of records stating the degree obtained, date of graduation and the Special Order (S.O.) number issued by the Commission on Higher Education (CHED)
3. Graduates of and transfer students from autonomous units of UP (i.e. UPV, UPLB, UPMIa) enrolling in U.P. Diliman must submit their official transcript of records (not true copy of grades) from their respective units with the remarks Cleared as of _____ or Granted Honorable Dismissal.