The National College of Public Administration & Governance (NCPAG) is the country’s leading academic institution in providing instruction, research and extension services in public management and public policy. It was established on 15 June 1952, as the Institute of Public Administration, the first of its kind in Southeast Asia.

Over the years, the College has actively and consistently pursued a threefold mission: a) instruction, b) research, and c) public service.

The NCPAG has expanded the field from an exclusive focus on governmental management to the broader concern of governance for the public interest. It thus studies not only the role of the bureaucracy but also that of the state and civil society in enhancing public service.

CENTER FOR PUBLIC ADMINISTRATION AND GOVERNANCE EDUCATION (CPAGE)

The Center for Public Administration and Governance Education (CPAGE) is responsible for the implementation of NCPAG’s mission to be the center of excellence in education for public administration and governance.

Its faculty includes outstanding Filipino scholars, researchers and professors in the field. Many have administrative experience in the realm of government, academe and the voluntary sector. All faculty members have master’s degrees; close to sixty percent have doctorates.

PROGRAMS OFFERED

UNDERGRADUATE PROGRAM

The Bachelor of Public Administration (BPA) program prepares and develops undergraduates to assume professional positions in public service, including government agencies, non-government, and international organizations. It equips students with skills, knowledge and attitude that will enable them to respond to the challenges of the changing times as well as prepares them for other opportunities such as pursuing law and advanced degree programs. The program includes a summer internship in selected government agencies or public interest organizations.

GRADUATE PROGRAMS

There are three graduate programs offered by the College: Diploma in Public Management (Dip PM) and in Voluntary Sector Management (Dip VSM), Master of Public Administration (MPA), and Doctor of Public Administration (DPA). In addition to University rules and regulations governing graduate programs, the following apply to the Diploma, MPA, and DPA programs:

DIPLOMA PROGRAMS

The Diploma in Public Management (DipPM) program is geared for professional and technical personnel of government agencies, voluntary sector organizations, and other institutions interested in acquiring more skills and learning new techniques in public management as well as in their fields of specialization.

The Dip PM requires the completion of two general courses in public administration and five courses in the chosen field of specialization. The fields are public policy and program administration, organization studies, fiscal administration, local government and regional development, voluntary sector management, public enterprise management, and spatial information management.

The Dip VSM aims to meet the needs of the following types of individuals: 1) officials and staff of voluntary sector organization; b)
Master of Public Administration

There are three plans under the MPA program:

Plan A is designed to provide researchers, teachers, and prospective college instructors with the knowledge and research skills in public administration. Students are required to prepare and defend a thesis.

Plan B aims to provide students with the theoretical background and technical skills needed for the effective implementation of public policy in a developing country. Students under Plan B may choose from the following fields of specialization: public policy and program administration, organization studies, fiscal administration, local government and regional development, voluntary sector management, public enterprise management, and spatial information management.

Plan C, or the mid-career MPA program, is specially designed for public servants who have at least five years of managerial 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 in the university setting. Students under Plan C take 30 units. In lieu of the thesis, an oral defense of two outstanding papers is required.

Doctor of Public Administration

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.

It is designed to develop the capability of students to relate basic problems and processes of Philippine public administration to the goals of national development, interpreting day-to-day problems in terms of meaningful generalizations, devising practical solutions to these problems, and pointing to their long-range implications. Their doctoral dissertations should demonstrate a superior ability to apply theory and research methodology in a substantive study of these problems and processes in a given development function of public administration, a particular policy area, or selected aspects of governmental management.

ADMISSION POLICIES/REQUIREMENTS

Master of Public Administration

Holders of a bachelor’s degree may apply for admission to the MPA program. To be admitted, applicants must take and pass the written entrance examination. They must also have one year work experience.

Doctor of Public Administration

Graduate degree holders in public administration and/or management and other social sciences may apply for admission to the doctoral program. Applicant’s credentials are evaluated by the DPA Admissions Committee. Applicants go through an interview.

Minimum Requirements

DPA students must take a Qualifying Examination after passing 12 units of formal coursework. The examination covers the general field of the theory and practice of public administration and governance and the role of the public administrator in national development. To pass this examination, students are required a grade of 1.75 or better. An average of 1.25 in the first 12 units exempts students from having to take the qualifying examination.

Failure to take the examination due to the students’ inability to remove grades of “Inc.” shall bar students from further enrolment in the program.

DPA students may continue taking 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 students. However, students are 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.

Students may apply for the comprehensive examination after completion of all formal course requirements. After passing the comprehensives, students may enroll in the doctoral dissertation course (PA 400) under the guidance of a faculty adviser.

Upon presentation of the doctoral dissertation to the Dean of the College, and together with the favorable recommendation of the adviser and the critic, students shall take a final oral examination on their dissertation and the entire field of public administration.

STUDENT ORGANIZATIONS

The NCPAG Student Government is the official College-based organization for students enrolled at the graduate and undergraduate levels.

There are four socio-academic organizations, namely:

1. Samahan Tungo sa Progresibong Administrasyon (STPA)
2. Circle of Administrators (CIRCA)
In pursuance of these objectives, the Center:

1) Undertakes basic and applied researches on issues and problems of public policy, program management, and administrative development at central and field levels
2) Provides training and technical assistance in policy and administrative analysis, research methods, organizational development, personnel and fiscal systems, and related subjects
3) Develops and improves methods, materials, and facilities for executive management and policy training, analysis, and technical assistance
4) Advises and assists the College in the development and implementation of relevant components of its curricula
5) Performs functions related to the promotion and utilization of research results for policy initiatives and management improvement.

Center for Local and Regional Governance (CLRG)

The CLRG was established as the Local Government Center (LGC) by virtue of Republic Act 4223 (RA 4223) on 19 June 1965 and renamed CLRG following the decision of the UP Board of Regents at its 1126th Meeting on 26 November 1998. It serves as the extension arm of the College for local governance and regional development. The Center has recently broadened the scope of concerns that encompasses the following functions:

1) Conducts basic and applied research to improve knowledge and practice in local governance and regional administration
2) Offers training programs, seminar-workshops, and courses for local government officials and personnel of both local and national agencies involved in local government development and regional administration
3) Provides assistance to the academic program in the development and implementation of the specialization in local government and regional administration in the MPA degree program
4) Provides technical assistance and consultancy on organization and management, personnel administration, local finance, development planning, and project development and management to local and regional governments

Center for Leadership, Citizenship and Democracy (CLCD)

The Center for Leadership, Citizenship and Democracy (CLCD) was established by the University of the Philippines in the National College of Public Administration and Governance in June 1992. It was created to address the need for research, teaching, training, and dissemination of knowledge on the issues, problems, and processes of leadership and citizenship in the country.

The Center provides fellowships, space and facilities for selected leaders in government, business, the professions, and academia to enable them to engage in reflection, writing, and interaction with other leaders in many fields of endeavor. It also initiates and carries out interdisciplinary and inter-institutional research on issues, problems, and developments related to leadership, citizenship, and democracy.

Priority areas of research the CLCD has worked on include: research on the non-profit sector; people’s participation, voluntarism and active citizenship; the PAMANA anthology of socio-political thought series; and assessments of Philippine administrations.
## BACHELOR OF PUBLIC ADMINISTRATION

**144 units**

<table>
<thead>
<tr>
<th>First Year</th>
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<td>GE (SSP)</td>
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<td>GE (SSP)</td>
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<td>Eng 100.1</td>
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<td>Eng 30</td>
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<td>PA 111</td>
</tr>
<tr>
<td>PA 108</td>
<td>3</td>
<td>PA 121</td>
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<td>Pol Sci 11</td>
<td>3</td>
<td>Socio 11</td>
</tr>
<tr>
<td>Socio 11</td>
<td>3</td>
<td>PA 141</td>
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<td>PE</td>
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<td>MS/CWTS</td>
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<td>PA 113</td>
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<td>PA 146</td>
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<td>PA 122</td>
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<td>PA 151</td>
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<td>PA 131</td>
<td>3</td>
<td>PA 172</td>
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<td>Econ 100.2</td>
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<td>Stat 101</td>
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<td>Psych 101</td>
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<td>PA 142</td>
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<th>Summer</th>
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<td>PA 181</td>
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<th>Fourth Year</th>
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<tr>
<td>GE (AH)</td>
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<td>PA 161</td>
</tr>
<tr>
<td>GE (AH)</td>
<td>3</td>
<td>PA 162</td>
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<td>PA 143</td>
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<td>PA 199.2</td>
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<td>PA 191**</td>
<td>3</td>
<td>Psych 108</td>
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<td>PA 199.1</td>
<td>3</td>
<td>Elective (*)</td>
</tr>
<tr>
<td>PI 100</td>
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(*) the Elective may include Pol Sci 14 and courses in the social sciences numbered 100 and above.

(**) PA 191 may be taken twice, the second one as ELECTIVE

## DIPLOMA IN PUBLIC MANAGEMENT*

**21 units**

<table>
<thead>
<tr>
<th>First Year</th>
<th>2nd Semester</th>
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<td>1st Semester</td>
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<tr>
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<td>Survey Course¹</td>
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<td>Field of Specialization²</td>
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<td></td>
<td></td>
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¹ Survey Courses are any of the following: PA 210, PA 231, PA 241, PA 251, PA 261, PA 281

² Field of Specialization Courses are credited based on the students’ choice of the Survey Course

Note: Field of Specialization Courses are:
- Organization Studies (PA 210)
- PA 211, PA 212, PA 213, PA 219, PA 221, PA 224, PA 227, PA 229
- Fiscal Administration (PA 231)
- PA 230, PA 232, PA 233, PA 234, PA 235, PA 236, PA 239
- Public Enterprise Management (PA 261)
- PA 262, PA 264, PA 268, PA 269
- Spatial Information Management
- PA 273, PA 274, PA 275, PA 276, PA 278
- Public Policy and Program Administration (PA 241)
- PA 242.1, PA 242.2, PA 243, PA 244, PA 245, PA 247, PA 248, PA 249
- Local Government and Regional Administration (PA 251)
- PA 252, PA 253, PA 254, PA 257, PA 258, PA 259
- Voluntary Sector Management (PA 281)
- PA 282, PA 283, PA 284, PA 289

## DIPLOMA IN VOLUNTARY SECTOR MANAGEMENT*

**21 units**

<table>
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<tr>
<th>First Year</th>
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<tbody>
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<td>6 units</td>
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<tr>
<td>PA 201</td>
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<tr>
<td>Field of Specialization²</td>
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<td>Field of Specialization²</td>
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¹ Required survey course for DipVSM

² Field of Specialization Courses (9 units can be chosen from any of the following: PA 282, PA 283, PA 284, PA 289)
# Master of Public Administration (Plan A)*

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>2nd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA 201</td>
<td>PA 208</td>
</tr>
<tr>
<td>PA 209</td>
<td>PA 299.1</td>
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**Second Year**

<table>
<thead>
<tr>
<th>1st Semester</th>
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</thead>
<tbody>
<tr>
<td>PA 299.2</td>
<td>Elective 1</td>
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<td>Elective 1</td>
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**Third Year**

<table>
<thead>
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<th>2nd Semester</th>
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<tbody>
<tr>
<td>Elective 1</td>
<td>PA 300</td>
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**Fourth Year**

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<tbody>
<tr>
<td>PA 300</td>
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</tbody>
</table>

Thesis Defense Date: _________

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*Recommended Study Plan

Survey Courses are any of the following: PA 210, PA 231, PA 241, PA 251, PA 261, PA 281

Field of Specialization Courses are credited based on the students' choice of the Survey Course

Elective Courses can be any other PA course

---

Note: PA courses under respective Field of Specialization:

- **Organization Studies**
  - PA 210, PA 211, PA 212, PA 213, PA 219, PA 221, PA 224, PA 227, PA 229

- **Fiscal Administration**
  - PA 230, PA 231, PA 232, PA 233, PA 234, PA 235, PA 236, PA 239

- **Public Enterprise Management**
  - PA 261, PA 262, PA 264, PA 268, PA 269

- **Spatial Information Management**
  - PA 273, PA 274, PA 275, PA 276, PA 278

- **Public Policy and Program Administration**
  - PA 241, PA 242.1, PA 242.2, PA 243, PA 244, PA 245, PA 247, PA 248, PA 249

- **Local Government and Regional Administration**
  - PA 251, PA 252, PA 253, PA 254, PA 257, PA 258, PA 259

- **Voluntary Sector Management**
  - PA 281, PA 282, PA 283, PA 284, PA 289

- Other PA Courses
  - PA 271, PA 272, PA 277, PA 291, PA 292, PA 299, PA 298

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*Recommended Study Plan

Survey Courses are any of the following: PA 210, PA 231, PA 241, PA 251, PA 261, PA 281

Field of Specialization Courses are credited based on the students' choice of the Survey Course

Elective Courses can be any other PA course

---

Note: PA courses under respective Field of Specialization:

- **Organization Studies**
  - PA 210

- **Fiscal Administration**
  - PA 230

- **Public Enterprise Management**
  - PA 261

- **Spatial Information Management**
  - PA 273

- **Public Policy and Program Administration**
  - PA 241

- **Local Government and Regional Administration**
  - PA 251

- **Voluntary Sector Management**
  - PA 281

- Other PA Courses
  - PA 271, PA 272, PA 277, PA 291, PA 292, PA 299, PA 298
MASTER OF PUBLIC ADMINISTRATION (PLAN C)*

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>2nd Semester</th>
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<tbody>
<tr>
<td>6 units</td>
<td>6 units</td>
</tr>
<tr>
<td>PA 201</td>
<td>3</td>
</tr>
<tr>
<td>PA 291</td>
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SECOND YEAR

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<thead>
<tr>
<th>1st Semester 6 units</th>
<th>2nd Semester 6 units</th>
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</thead>
<tbody>
<tr>
<td>PA 291</td>
<td>3</td>
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<tr>
<td>Elective 1</td>
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THIRD YEAR

<table>
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<th>1st Semester 6 units</th>
<th>2nd Semester 0 units</th>
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<tbody>
<tr>
<td>Elective 1</td>
<td>Residency</td>
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Defense of two Outstanding Papers                Date: ____________

* Recommended Study Plan

1 Elective Courses can be any PA course

Note: PA courses under respective Field of Specialization:

Organization Studies
- PA 210, PA 211, PA 212, PA 213, PA 219, PA 221, PA 224, PA 227, PA 229

Fiscal Administration
- PA 230, PA 231, PA 232, PA 233, PA 234, PA 235, PA 236, PA 239

Public Enterprise Management
- PA 261, PA 262, PA 264, PA 268, PA 269

Spatial Information Management
- PA 273, PA 274, PA 275, PA 276, PA 278

Public Policy and Program Administration
- PA 241, PA 242.1, PA 242.2, PA 243, PA 244, PA 245, PA 247, PA 248, PA 249

Local Government and Regional Administration
- PA 251, PA 252, PA 253, PA 254, PA 257, PA 258, PA 259

Voluntary Sector Management
- PA 281, PA 282, PA 283, PA 284, PA 289

Other PA Courses
- PA 271, PA 272, PA 277, PA 291, PA 292, PA 299, PA 298

DOCTOR OF PUBLIC ADMINISTRATION (NCPAG MPA)*

<table>
<thead>
<tr>
<th>1st Semester 9 units</th>
<th>2nd Semester 9 units</th>
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<tr>
<td>Cognate Course</td>
<td>Other PA Theory/History Course①</td>
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<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Cognate Course</td>
<td>PA &amp; Nat'l Dev' ① (Pol Dev't)</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>PA 301</td>
<td>PA &amp; Nat'l Dev' ① (Soc Dev't)</td>
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**DPA Qualifying Exam Date __________  Grade__________

SECOND YEAR

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<thead>
<tr>
<th>1st Semester 6 units</th>
<th>2nd Semester 6 units</th>
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<tr>
<td>PA 399</td>
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<tr>
<td>Any PA &amp; National Development or Methodology course②</td>
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***Comprehensive Examination Date __________  Grade__________

THIRD YEAR

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<td>PA 400</td>
<td>Residency</td>
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Dissertation Defense Date: __________

① Other PA Theory/History Courses are PA 302, PA 303, and PA 305

② PA and National Development Courses:

③ Political Development: PA 312 or PA 329

④ Social Development: PA 323 or PA 324

⑤ Economic Development: PA 331 or PA 332

⑥ Development Administration/Local Government: PA 350 or PA 327 or PA 359

⑦ Methodology courses are: PA 299.1, PA 242.1 or 242.2, or any other social science methods course

⑧ Recommended Study Plan

⑨ DPA Qualifying Examination is taken after completing 12 units of coursework; Exam grade should be 1.75 or better. Students whose Weighted Average Grade is 1.25 or better after completing the 1st 12 units of their coursework are exempt from taking the Qualifying Examination.

⑩ DPA Comprehensive Examination is taken after completing 30 units of coursework; Exam grade should be 2.00 or better.
DOCTOR OF PUBLIC ADMINISTRATION (Non-NCPAG MPA)*
42 units

APPROVAL
34th Special UC: 05 March 1994

F I R S T  Y E A R

1st Semester
9 units
PA 201 3
PA 208 3
Other PA Theory/History Course 3
**DPA Qualifying Exam Date: ___________ Grade ___________

2nd Semester
9 units
PA 301 3
PA & Nat’l Dev’t (Pol Dev’t) 3
PA & Nat’l Dev’t (Soc Dev’t) 3

S E C O N D  Y E A R

1st Semester
6 units
PA & Nat’l Dev’t (Pol Dev’t) 3
PA & Nat’l Dev’t (Econ Dev’t) 3
Any PA & National Development or Methodology course 3

2nd Semester
6 units
PA 399 3
Any PA & National Development or Methodology course 3

***Comprehensive Examination Date: ___________ Grade ___________

T H I R D  Y E A R

1st Semester
12 units
PA 400 12
Dissertation Defense Date: ____________

2nd Semester
0 units
Residency 0

1 Other PA Theory/History Courses are PA 302, PA 303, and PA 305
2 PA and National Development Courses:
3 Political Development: PA 312 or PA 329
4 Social Development: PA 323 or PA 324
5 Economic Development: PA 331 or PA 332
6 Development Administration/Local Government: PA 350 or PA 337 or PA 359
7 Methodology courses are: PA 229.1, PA 242.1 or 242.2, or any other social science methods course
8 Recommended Study Plan
9 DPA Qualifying Examination is taken after completing 12 units of coursework; Exam grade should be 1.75 or better.
Students whose Weighted Average Grade is 1.25 or better after completing the 1st 12 units of his/her coursework are exempt from taking the Qualifying Examination.
*** DPA Comprehensive Examination is taken after completing 30 units of coursework; Exam grade should be 2.0 or better.

COURSE OFFERINGS

UNDERGRADUATE

Public Administration (PA)

11 Introduction to Public Administration. Understanding of the language and basic concepts of public administration and its development as a field of study. 3 u.

108 Philippine Administrative Thought and Institutions. Theories and ideas underlying the Philippine administrative system; the general structure of the Philippine bureaucracy; its principal operating features, including the personnel system, the financial system, the processes of policy-making, national-local relations, and major problem areas. Prereq: PA 11, POLSC 11/COI. 3 u.

111 Management of Organizations. Understanding the major theories and practices of organization and management, and their relevance to the Philippines. Prereq: PA 11. 3 u.

113 Office and Systems Management. The management of a government office, with emphasis on records and property management, systems improvement, modern office equipment and the design and implementation of a management information system. Prereq: PA 111/COI. 3 u.


122 Techniques in Human Resource Management in the Public Sector. Techniques in human resource management at the agency level. Prereq: PA 121. 3 u.

131 Public Fiscal Administration. The organization and procedure of efficient fiscal management including tax administration, expenditure control, auditing, purchasing, and debt administration. Prereq: PA 11. 3 u.


141 Public Policy and Program Administration. Public policy formulation and implementation; administration and evaluation of public programs. Prereq: PA 11. 3 u.


143 Program and Project Development and Management. Concepts, methods and processes in planning, implementing, monitoring and evaluating programs and projects. Prereq: PA 141. 3 u.
146  Administrative Law. An examination of basic principles of law with which the administrator should be familiar; judicial enforcement of administrative decisions, and legal remedies against administrative action. Prereq: PA 11, POLSC 11. 3 u.

151  Local Government and Regional Administration. The administrative organizations and operations of local governments; the structure and processes of regional administration. Prereq: PA 11. 3 u.

160  Politics and Administration. Consideration of political goals of the nation, including nation building, legitimacy and other issues of political development, the role of the bureaucracy in their attainment, reciprocal influence of politics and administration. Prereq: PA 108, POLSC 11. 3 u.

161  Ethics and Accountability in the Public Service. Ethical questions and behavior in the public service and the issue of administrative accountability. 3 u.

162  Citizenship and Governance. Concepts and evolution of the concepts of citizenship, development of citizenship in other countries, transliteration of citizenship from one form to another, breadth and depth of citizen’s role as it deals with citizen-society relations, citizen-state relations, and the role of citizens in governance. Prereq: PA 11. 3 u.

172  Public Administration and the Economic System. Consideration of the economic role of government; principal forms of governmental intervention in the economy; and the role of public administration in the implementation of economic policies. Prereq: PA 11, Econ 11. 3 u.

181  Internship in Governmental Administration. Practical experience in government offices under the supervision of a faculty member of the College. Prereq: 12 u. of public administration. 6 u.

191  Special Topics in Public Administration. Prereq: PA 111, 121/131. 3 u.

198  Special Problems in PA. 3 u.

199.1 Research Methods in Public Administration I. Introduction to research design, documentation, analysis and other research methods in public administration, and the use of computers in data processing and analysis. Prereq: Math 101. 3 u.

199.2 Research Methods in Public Administration II. The conduct of research through the administration of a data gathering instrument, analysis of data collected and the writing of a research report. Prereq:PA 199.1. 3 u.

GRADUATE

Public Administration (PA)

201  Theory and Practice of Public Administration. Ideas, issues and trends in the theory and practice of public administration and national development. 3 u.


208  The Philippine Administrative System. Nature, processes and dynamics of the Philippine administrative system and its role in national development. 3 u.

209  Ethics and Accountability in the Public Service. Ethical and accountability issues in the management of governmental and voluntary sector organizations. 3 u.

210  Organization Studies. Theories, processes and techniques involved in organization and management and personnel administration. 3 u.

211  Organization and Management. Theories, processes and techniques involved in the organization and management of the national government and its agencies. 3 u.

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. 3 u.

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. 3 u.

219  Special Problems in Governmental Organization and Management. Prereq: PA 211. 3 u.; may be taken twice.

221  Public Personnel Administration. Organization, processes and procedures in public personnel administration at the central and operating agency levels. 3 u.

224  Human Behavior in Organizations. Theories and models of individual and group behavior in organizations; fundamentals of organization behavior. Supervision and motivation of workers. Problems of interpersonal relationships. 3 u.

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 needs. 3 u.
229 Special Problems in Public Personnel Management. Prereq: PA 221. 3 u.; may be taken twice.


231 Public Fiscal Administration. Theories, organizations and procedures of fiscal administration covering such areas as revenue administration, budgeting, accounting, auditing and inter-governmental relations. 3 u.

232 Governmental Accounting. Fund accounting of government units; includes budgeting, tax levels, appropriations and accounting for revenue and expenditures. Prereq: PA 231/COI. 3 u.

233 Governmental Budgeting. Development of modern budget systems with emphasis on processes and problems of budget formulation and implementation. Prereq: PA 231/COI. 3 u.


235 Fiscal Policy and National Development. Examination of the revenue, expenditure and borrowing functions of government as policy instruments for development. Prereq: PA 231/COI. 3 u.


239 Special Problems in Fiscal Management. Prereq: PA 231. 3 u.; may be taken twice.

241 Public Policy and Program Administration. Introduction to policy analysis, including its disciplinal foundations, processes, methodological and practical issues. 3 u.


242.2 Methods of Policy Analysis II. Quantitative and non-quantitative methods in the analysis of public policy; problems in applying these methods and techniques. Prereq: PA 242.1. 3 u.

243 Program and Project Development. Systematic analysis, planning and evaluation of projects and programs. Prereq: PA 241. 3 u.

244 The Policy Process. Methodological, environmental, institutional and substantive issues in the policy cycle, including in-depth analysis of specific substantive policy issues. Prereq: PA 241, COI. 3 u.


247 Policy Paper. Preparation and presentation of research papers on basic issues of public policy and management. Prereq: PA 231, 298/COI. 3 u.


249 Special Problems in Public Policy and Program Administration. Prereq: PA 231. 3 u.

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. 3 u.

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. Prereq: PA 251. 3 u.

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. 3 u.

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. 3 u.

257 Local and Regional Development Planning. Technical and institutional aspects of rural and urban planning and administration. 3 u.

258 Comparative Local Politics and Administration. Comparative study of local governments, community power, policy making, administrative systems and strategies for development. 3 u.

259 Special Problems in Local Government and Regional Administration. 3 u.; may be taken twice.

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. 3 u.

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. Prereq: PA 261. 3 u.


269 Special Topics in the Management of Public Enterprises. Prereq: PA 261, COI. 3 u.

271 Public Administration and Social Change. The interaction of administrative and social factors in Filipino national development; the social constraints on administrative behavior. 3 u.

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. 3 u.

273 Spatial Information Management for Public Administrators. Concepts, significance and techniques of management of information on space and location for public administration and governance. 3 u.

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/COI. 5 h (2 lec, 3 lab) 3 u.

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/COI. 3 u.

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/COI. 3 u.

277 Administrative Innovations and Reform. Instituting innovations and reforms to enhance administrative capability in national development. 3 u.

278 Spatial Information Management (SIM) for Public Organizations. Organizational requirements and implications of SIM for public agencies and their missions. Prereq: PA 273/COI. 3 u.

281 Voluntary Sector Management 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. 3 u.

282 Human Resources Management in the Voluntary Sector. Managing volunteer and paid staff in the voluntary sector, their interactions with each other, with the civil service, and civil society; processes towards professionalization, nurturing the commitment and competence of human resources in the organization. 3 u.

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. 3 u.

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. 3 u.

289 Special Problems in Voluntary Sector Management. 3 u.

291 Special Problems in Public Administration. 3 u.; may be taken twice.

292 The Administrator in the Philippine Public Service. Selected studies on executive development and career experience of public administrators. 3 u.

298 Seminar in Governmental Management. 3 u.

299.1 Research Methods in Public Administration I. Introduction to quantitative and qualitative research methods and tools in public administration and governance. 3 u.

299.2 Research Methods in Public Administration II. Application of research methods and tools in the study and practice of public administration through social research, policy assessment, and related undertakings. Prereq: PA 299.1. 3 u.

300 Master’s Thesis. 6 u.

301 Theories of Administrative Systems. Analysis of outstanding theories of administrative organization, behavior and action. 3 u.

302 History of Administrative Thought. A survey of the history of administrative ideas. 3 u.

303 Seminar on the Administrative Implications of Developmental Models. 3 u.

305 Special Problems in Administrative Theory. 3 u.
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>312</td>
<td>Seminar on the Administration of Political Development.</td>
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<td>Models, theories and administrative aspects of political development.</td>
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<td>323</td>
<td>Seminar on the Administration of Social Development.</td>
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<td>Models, theories and administrative aspects of social development.</td>
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<td>324</td>
<td>Special Issues on the Administration of Social Development.</td>
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<td>327</td>
<td>Comparative Development Administration.</td>
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<td>329</td>
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<td>Models, theories, and administrative aspects of economic development.</td>
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<td>332</td>
<td>Special Issues on the Administration of Economic Development.</td>
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<td>350</td>
<td>Seminar on Local Government and Urban Affairs.</td>
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<td>359</td>
<td>Comparative Local Government Administration.</td>
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<td>Local government systems in selected countries with particular emphasis on</td>
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<td>the changing role of local government in national development.</td>
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<td>393</td>
<td>Readings in Public Administration I.</td>
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<td>394</td>
<td>Readings in Public Administration II.</td>
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<td>399</td>
<td>Advanced Methodology in Administrative Science.</td>
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<td>Advanced methods and techniques in organizational and managerial research,</td>
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<td>400</td>
<td>Doctoral Dissertation.</td>
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