

NATIONAL COLLEGE OF PUBLIC ADMINISTRATION AND GOVERNANCE



PAMBANSANG KOLEHIYO ng ADMINISTRASYONG PANGMADLA at PAMAMAHALA

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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)

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faculty of other schools of public administration in the country; and c) persons not yet involved with the voluntary sector but interested in making a career change.

The Dip PM and Dip VSM are 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

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.

Applicants should submit the following: 1) letter of application; 2) application for admission form duly accomplished; 3) official transcript of academic record; 4) two recommendations for admission duly filled out by competent individuals who are in the best position to assess the applicant's potential for graduate work; 5) 2" x 2" photograph; and 6) service record (for mid-career applicants only).

A non-refundable application fee is required of all applicants to the program. For Filipino citizens, the fee is P500; for foreign nationals, US\$20 for MPA; and US\$30 for DPA.

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)

3. Pagdumala
4. Association of Graduate Students and Alumni (AGSA).

There are two socio-political parties: the Practice of Administrative Leadership and Service (PALS) and the Initiative for Genuine Involvement, Transparency and Empowerment (IGNITE-NCPAG).

NCPAG LIBRARY

The Library's book collection consists of about 37,912 volumes of books and 374 periodical titles available in print and electronic media in the field of public administration and governance and related subject fields. It also receives some 340 periodical titles and maintains linkages with over a hundred local and foreign exchange partner institutions. A special collection of Philippine government publications consisting of over 21,146 pieces/volumes of administrative and statistical reports, research studies, periodicals, handbooks and manuals, and general descriptive information on the activities of local governments and the different agencies of the Philippine government is likewise maintained. The library also regularly issues current awareness bulletins, such as a Guide to Contents of Periodicals and List of New Acquisitions.

UNITS SUPPORTING THE ACADEMIC PROGRAM

Publications Office

In line with its research and extension services, NCPAG publishes books and monographs through its Publications Office (PO). Many of these publications are circulated internationally. As a publishing arm of the College, the Publications Office functions as an avenue for the dissemination of knowledge in Public Administration and Governance theory and practice among the scholars of the discipline, academics, practitioners, and the general public. Its main output is the *Philippine Journal of Public Administration (PJPA)*, which is published twice a year. It is the only internationally-known academic journal of public administration in the country since 1957. The PO also publishes working papers, occasional papers, and other scholarly publications that contribute to the development of Public Administration praxis in the country and around the globe.

UNITS ATTACHED TO THE COLLEGE

The Academic Program also draws the support of three units attached to the College. These are the Center for Local and Regional Governance (CLRG), Center for Policy and Executive Development (CPED), and the Center for Leadership, Citizenship and Democracy (CLCD).

Center for Policy & Executive Development (CPED)

The CPED is a result of the consolidation of the existing personnel and financial and material resources of the College's Policy Studies Program and Administrative Development Center as well as the research component of the Research and Publications Program. The CPED was established on 31 July 1986. The Center provides public institutions, non-governmental organizations, and other groups with the professional services necessary to deal with issues and problems of public policy, executive development, and administrative management. 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			
APPROVAL 122nd UPD UC : 09 July 2012 BOR : 01 August 2012			
F I R S T Y E A R			
1st Semester 15 units		2nd Semester 18 units	
GE (AH) Eng 10	3	GE (SSP) Kas 1	3
GE (SSP)	3	GE (SSP) Philo 1	3
GE (SSP)	3	GE (MST)	3
GE (MST)	3	GE (MST)	3
GE (MST)	3	Math 11	3
PE	(2)	PA 11	3
		PE	(2)
S E C O N D Y E A R			
1st Semester 18 units		2nd Semester 18 units	
GE (AH 3) Fil 40	3	Acctng 1	3
GE (SSP)	3	GE (AH) Comm 3	3
Eng 30	3	Econ 100.1	3
PA 108	3	PA 111	3
Pol Sci 11	3	PA 121	3
Socio 11	3	PA 141	3
PE	(2)	PE	(2)
MS/CWTS	(3)	MS/CWTS	(3)
T H I R D Y E A R			
1st Semester 18 units		2nd Semester 18 units	
GE (MST) STS	3	PA 132	3
PA 113	3	PA 146	3
PA 122	3	PA 151	3
PA 131	3	PA 172	3
Econ 100.2	3	Stat 101	3
Psych 101	3	PA 142	3
S U M M E R			
6 units			
PA 181			6
F O U R T H Y E A R			
1st Semester 18 units		2nd Semester 15 units	
GE (AH)	3	PA 161	3
GE (AH)	3	PA 162	3
PA 143	5	PA 199.2	3
PA 191**	3	Psych 108	3
PA 199.1	3	Elective (*)	3
PI 100	3		
(*) 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			
APPROVAL 34th Special UC: 05 March 1994			
F I R S T Y E A R			
1st Semester 6 units		2nd Semester 6 units	
PA 201	3	PA 208	3
Survey Course ¹	3	Field of Specialization ²	3
S E C O N D Y E A R			
1st Semester 6 units		2nd Semester 6 units	
Field of Specialization ²	3	Field of Specialization ²	3
Field of Specialization ²	3		
* Recommended Study Plan			
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			
APPROVAL 57th UC: 17 December 1997			
F I R S T Y E A R			
1st Semester 6 units		2nd Semester 6 units	
PA 201	3	PA 208	3
PA 281 ¹	3	Field of Specialization ²	3
S E C O N D Y E A R			
1st Semester 6 units		2nd Semester 6 units	
PA 209	3	Field of Specialization ²	3
Field of Specialization ²	3		
* Recommended Study Plan			
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)* 36 units			
APPROVAL 103rd UC: 23 April 2008			
F I R S T Y E A R			
1st Semester 6 units		2nd Semester 6 units	
PA 201	3	PA 208	3
PA 209	3	PA 299.1	3
S E C O N D Y E A R			
1st Semester 6 units		2nd Semester 6 units	
PA 299.2	3	Elective ¹	3
Elective ¹	3	Elective ¹	3
T H I R D Y E A R			
1st Semester 6 units		2nd Semester 3 units	
Elective ¹	3	PA 300	3
Elective ¹	3		
F O U R T H Y E A R			
1st Semester 3 units		2nd Semester	
PA 300	3		
Thesis Defense	Date: _____		
¹ Elective Courses can be any PA course * Recommended Study Plan 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			

MASTER OF PUBLIC ADMINISTRATION (PLAN B)* 36 units			
APPROVAL 103rd UC: 23 April 2008			
F I R S T Y E A R			
1st Semester 6 units		2nd Semester 6 units	
PA 201	3	PA 208	3
Survey Course ¹	3	PA 299.1	3
S E C O N D Y E A R			
1st Semester 6 units		2nd Semester 6 units	
PA 299.2	3	PA 209	3
Field of Specialization ²	3	Field of Specialization ²	3
T H I R D Y E A R			
1st Semester 6 units		2nd Semester 6 units	
Elective ³	3	Elective ³	3
Field of Specialization ²	3	Field of Specialization ²	3
Comprehensive Exam		Date: _____	
* Recommended Study Plan			
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			
³ Elective Courses can be any other PA course			
Note: PA courses under respective Field of Specialization:			
Organization Studies (PA 210)			
PA 210, PA 211, PA 212, PA 213, PA 219, PA 221, PA 224, PA 227, PA 229			
Fiscal Administration (PA 230)			
PA 230, PA 231, PA 232, PA 233, PA 234, PA 235, PA 236, PA 239			
Public Enterprise Management (PA 261)			
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 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 251, PA 252, PA 253, PA 254, PA 257, PA 258, PA 259			
Voluntary Sector Management (PA 281)			
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			

MASTER OF PUBLIC ADMINISTRATION (PLAN C)* 30 units			
APPROVAL 103rd UC: 23 April 2008			
F I R S T Y E A R			
1st Semester 6 units		2nd Semester 6 units	
PA 201	3	PA 208	3
PA 291	3	PA 292	3
S E C O N D Y E A R			
1st Semester 6 units		2nd Semester 6 units	
PA 291	3	Elective ¹	3
Elective ¹	3	Elective ¹	3
T H I R D Y E A R			
1st Semester 6 units		2nd Semester 0 units	
Elective ¹	3	Residency	
Elective ¹	3		
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)* 42 units			
APPROVAL 34th Special UC: 05 March 1994			
F I R S T Y E A R			
1st Semester 9 units		2nd Semester 9 units	
Cognate Course	3	Other PA Theory/History Course ¹	3
Cognate Course	3	PA & Nat'l Dev't ² (Pol Dev't)	3
PA 301	3	PA & Nat'l Dev't ³ (Soc Dev't)	3
**DPA Qualifying Exam		Date _____ Grade_____	
S E C O N D Y E A R			
1st Semester 6 units		2nd Semester 6 units	
PA & Nat'l Dev't ⁴ (Econ Dev't)	3	PA 399	3
PA & Nat'l Dev't ⁵ (Dev Adm/Loc Gov)	3	Any PA & National Development or Methodology course ⁶	3
***Comprehensive Examination		Date _____ Grade_____	
T H I R D Y E A R			
1st Semester 12 units		2nd Semester 0 units	
PA 400	12	Residency	0
Dissertation Defense		Date: _____	
<div><div>¹ Other PA Theory/History Courses are PA 302, PA 303, and PA 305 PA and National Development Courses: ² Political Development: PA 312 or PA 329 ³ Social Development: PA 323 or PA 324 ⁴ Economic Development: PA 331 or PA 332 ⁵ Development Administration/Local Government: PA 350 or PA 327 or PA 359 ⁶ Methodology courses are: PA 299.1, PA 242.1 or 242.2, or any other social science methods course * Recommended Study Plan ** 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. *** DPA Comprehensive Examination is taken after completing 30 units of coursework; Exam grade should be 2.00 or better.</div></div>			

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		2nd Semester 9 units	
PA 201	3	PA 301	3
PA 208	3	PA & Nat'l Dev't ² (Pol Dev't)	3
Other PA Theory/History Course ¹	3	PA & Nat'l Dev't ³ (Soc Dev't)	3
**DPA Qualifying Exam		Date _____	Grade _____
S E C O N D Y E A R			
1st Semester 6 units		2nd Semester 6 units	
PA & Nat'l Dev't ⁴ (Econ Dev't)	3	PA 399	3
PA & Nat'l Dev't ⁵ (Dev Adm/Loc Gov)	3	Any PA & National Development or Methodology course ⁶	3
***Comprehensive Examination		Date _____	Grade _____
T H I R D Y E A R			
1st Semester 12 units		2nd Semester 0 units	
PA 400	12	Residency	0
Dissertation Defense		Date: _____	
¹ Other PA Theory/History Courses are PA 302, PA 303, and PA 305 PA and National Development Courses: ² Political Development: PA 312 or PA 329 ³ Social Development: PA 323 or PA 324 ⁴ Economic Development: PA 331 or PA 332 ⁵ Development Administration/Local Government: PA 350 or PA 327 or PA 359 ⁶ Methodology courses are: PA 229.1, PA 242.1 or 242.2, or any other social science methods course * Recommended Study Plan ** 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.
- 121 Human Resource Management in the Public Sector.** Theoretical foundations, developments and current trends in human resource management, with special emphasis on the civil service. Prereq: PA 11. 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.
- 132 Public Accounting and Budgeting.** Budgeting and accounting for the government service. Prereq: PA 131. 3 u.
- 141 Public Policy and Program Administration.** Public policy formulation and implementation; administration and evaluation of public programs. Prereq: PA 11. 3 u.
- 142 Tools for Policy Analysis.** Principles, concepts and techniques for systematic analysis and decisionmaking in public policy and management. Prereq: PA 141. 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.
- 207 Comparative Administrative Systems.** Nature, processes, and dynamics of administrative systems from a comparative perspective. Prereq: PA 201/COI. 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.
- 230 Financial Management in Government.** Financial management including financial planning, budget analysis and preparation, accounting, cash management, and financial accountability in a government organization. 3 u.
- 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.
- 234 Governmental Auditing and Financial Control.** Principles, processes and practices of governmental auditing and governmental financial controls. 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.
- 236 Revenue and Treasury Management.** Principles, processes and practices in revenue and treasury management. 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 disciplinary foundations, processes, methodological and practical issues. 3 u.
- 242.1 Methods of Policy Analysis I.** Concepts, principles and methods of economic analysis and their applications to problems of public policy. 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.
- 245 Program and Project Implementation.** Policy and program implementation with emphasis on the factors related to success and failure of public policy. 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.
- 248 Workshop in Policy Analysis.** Practicum in the design, execution, and application of policy analysis methods. Prereq: PA 242.2, 243/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.

- 262 Financial Management in Public Enterprises.** Financial planning, budgeting, accounting and control in public enterprises. Prereq: PA 261. 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.
- 268 Seminar in the Management of Public Enterprises.** Prereq: PA 261, 262/264/related courses. 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 computerbased 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. 3u.
- 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.

312	Seminar on the Administration of Political Development. Models, theories and administrative aspects of political development. 3 u.	332	Special Issues on the Administration of Economic Development. 3 u.
323	Seminar on the Administration of Social Development. Models, theories and administrative aspects of social development. 3 u.	350	Seminar on Local Government and Urban Affairs. 3 u.
324	Special Issues on the Administration of Social Development. 3 u.	359	Comparative Local Government Administration. Local government systems in selected countries with particular emphasis on the changing role of local government in national development. 3 u.
327	Comparative Development Administration. Comparative analysis of the developmental functions of public administration in selected countries. 3 u.	393	Readings in Public Administration I. 3 u.
329	Special Problems in Public Administration and National Development. 3 u.	394	Readings in Public Administration II. 3 u.
331	Seminar on the Administration of Economic Development. Models, theories, and administrative aspects of economic development. 3 u.	399	Advanced Methodology in Administrative Science. Advanced methods and techniques in organizational and managerial research, including aspects of operations research and data processing. 3 u.
		400	Doctoral Dissertation. 12 u.