

National College of Public Administration and Governance

University of the Philippines

Diliman, Quezon City

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Diploma in Public Management (Dip PM)

(21 units)

Required/ Core Courses (6 units)
PA 201, 208



Survey Courses (3 units)
Any of the following:
PA 210, 231, 241, 251, 261, 281



Field of Specialization Courses (12 units)

Master of Public Administration (MPA)

MPA PLAN A (THESIS) = 36 units

*Requires a minimum grade of 1.50 in PA 299.1 and PA 299.2 and recommendation of two (2) former professors

Required / Core Courses (15 units)
PA 201, 208, 209, 299.1, 299.2



Elective Courses (15 units)
Any other PA courses



Thesis (6 units)

MPA PLAN B (NON-THESIS) = 36 units

Required / Core Courses (15 units)
PA 201, 208, PA 209, 299.1, 299.2



Survey Courses (3 units)
Any of the following:
PA 210, 231, 241, 251, 261, 281



Field of Specialization Courses (12 units)



Elective Courses (6 units)
Any other PA courses



Comprehensive Examination

MPA PLAN C (MID CAREER) = 30 units

*Requires 5 years supervisory work experience and recommendation of two (2) former professors

Required / Core Courses (9 units)
PA 201, 208, PA 292



Special Problem Courses (6 units)
PA 291, 291



Elective Courses (15 units)
Any other PA courses



Defense of 2 outstanding papers
submitted in previous courses

Dip PM and MPA Program (Description of Courses)

CORE/REQUIRED 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. Prereq: PA 201 Credit: 3 units
- PA 208 - THE PHIL. ADMINISTRATIVE SYSTEM.** Nature, processes and dynamics of the Philippine administrative system and its role in national development. Credit: 3 units.
- PA 209 - ETHICS AND ACCOUNTABILITY IN THE PUBLIC SERVICE.** Ethical and accountability Issues in the management of governmental and voluntary sector organizations. Credit: 3 units
- PA 299.1 – RESEARCH METHODS IN PUBLIC ADMINISTRATION I** Introduction to Quantitative and Qualitative Research Methods and Tools in Public Administration and Governance. Credit: 3 units
- PA 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. Credit: 3 units

ORGANIZATION STUDIES

- PA 210 - ORGANIZATION STUDIES.** Theories, processes and techniques involved in organization and management and personnel administration. Credit: 3 units.
- PA 211 - ORGANIZATION AND MANAGEMENT.** Theories, processes and techniques involved in the organization and management of the national government and its agencies. Credit: 3 units.
- 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 units.
- 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 gov't. Credits: 3 units.
- PA 219 - SPECIAL PROBLEMS IN GOVERNMENTAL ORG'N AND MANAGEMENT.** Prereq: PA 211 Credit: 3 units.
- PA 221- PUBLIC PERSONNEL ADMINISTRATION.** Organization, processes and procedures in public personnel administration at the central and operating agency levels. Credit: 3 units.
- PA 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. Credit: 3 units.
- 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 needs. Credit: 3 units.
- PA 229 - SPECIAL PROBLEMS IN PUBLIC PERSONNEL MANAGEMENT.** Prereq: PA 221 Credit: 3 units.

FISCAL ADMINISTRATION

- PA 230 – FINANCIAL MANAGEMENT IN GOVERNMENT.** Financial management including financial planning, budget analysis and preparation, accounting, cash management & financial accountability in a government organization. Credit: 3 units
- PA 231 - PUBLIC FISCAL ADMINISTRATION.** Theories, organizations & procedures of fiscal administration covering such areas as revenue administration, budgeting, accounting, auditing and inter-governmental relations. Credit: 3 units.
- PA 232 - GOVERNMENTAL ACCOUNTING.** Fund accounting of government units; includes budgeting, tax levels, appropriations and accounting for revenue and expenditures. Prereq: PA 231/COI. Credit: 3 units.
- PA 233 - GOVERNMENTAL BUDGETING.** Development of modern budget systems with emphasis on processes and problems of budget formulation and implementation. Prereq: PA 231/COI. Credit: 3 units.
- PA 234 - GOVERNMENTAL AUDITING AND FINANCIAL CONTROL.** Principles, processes and practices of governmental auditing and governmental financial controls. Prereq: PA 231/COI. Credit: 3 units.
- PA 235 - FISCAL POLICY AND NATIONAL DEV'T.** Examination of the revenue, expenditure and borrowing functions of government as policy instruments for development. . Prereq: PA 231/COI. Credit: 3 units
- PA 236 - REVENUE AND TREASURY MANAGEMENT.** Principles, processes and practices in revenue and treasury management. Prereq PA. 231/COI, Credit: 3 u
- PA 239 - SPECIAL PROBLEMS IN FISCAL MANAGEMENT.** Prereq: PA 231. Credit: 3 units

PUBLIC POLICY AND PROGRAM ADMINISTRATION

- PA 241 -PUBLIC POLICY AND PROGRAM ADMINISTRATION.** Introduction to policy analysis, including its disciplinary foundations, processes, methodological and practical issues. Credit 3 units.
- PA 242.1 - METHODS OF POLICY ANALYSIS I.** Concepts, principles & methods of economic analysis & their applications to problems of public policy. Credit: 3 units.
- PA 242.2 -METHODS OF POLICY ANALYSIS II.** Quantitative and non-quantitative methods in the analysis of public policy; problems in applying these methods & techniques. Prereq: PA 242.1. Credit: 3 units.
- PA 243 – PROGRAM AND PROJECT DEVELOPMENT.** Systematic analysis, planning and evaluation of projects & programs. Prereq: PA 241. Credit: 3 units.
- PA 244 – THE POLICY PROCESS.** Methodological, environmental institutional & substantive issues in the policy cycle, including in-depth analysis of specific substantive policy issues. Prereq: PA 241 / COI. Credit: 3 units
- PA 245 - PROGRAM AND PROJECT IMPLEMENTATION.** Policy & program implementation with emphasis on the factors related to success & failure of public policy. Prerequisite: PA 241/COI. Credit: 3 units.
- PA 247- POLICY PAPER.** Preparation & presentation of research papers on basic issues of public policy & management. Prereq: PA 231/COI. Credit: 3 units
- PA 248 - WORKSHOP IN POLICY ANALYSIS.** Practicum in the design, execution, and application of policy analysis methods. Prereq: PA 242.2, PA 243/COI. Credit: 3 units.
- PA 249 - SPECIAL PROBLEMS IN PUBLIC POLICY AND PROGRAM ADMINISTRATION.** Prereq: PA 241. Credit: 3 unit

LOCAL GOVERNMENT AND REGIONAL ADMINISTRATION

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 units.

PA 252 - RURAL ADMINISTRATION AND DEVELOPMENT.

Roles of local, regional and central institutions in rural dev't and service administration; planning, organization, personnel and management concepts and methods for local and area agencies; community organization and participation in rural dev't programs and projects. Prereq: P.A. 251. Credit: 3 units.

PA 253- URBAN & METROPOLITAN ADMINISTRATION &

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: 3 units.

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: 3 units.

PA 257 - LOCAL AND REGIONAL DEV'T PLANNING. Technical and institutional aspects of rural and urban planning and administration. Credit: 3 units.

PA 258 - COMPARATIVE LOCAL POLITICS AND ADMINISTRATION.

Comparative study of local governments, community power, policy making, administrative systems and strategies for development. Credit: 3 units.

PA 259 - SPECIAL PROBLEMS IN LOCAL GOV'T AND REGIONAL ADMINISTRATION. Credit: 3 units.

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 units.

PA 262 - FINANCIAL MANAGEMENT IN PUBLIC ENTERPRISES.

Financial planning, budgeting, accounting and control in public enterprises. Prereq: PA 261. Credit: 3 units.

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. Prereq: PA 261. Credit: 3 units

PA 268- SEMINAR IN THE MANAGEMENT OF PUBLIC ENTERPRISES

Prerequisite: PA 261, PA 262, PA 264 or related courses; Credit: 3 units.

PA 269 - SPECIAL TOPICS IN THE MANAGEMENT OF PUBLIC ENTERPRISES. Prereq: PA 261/COI. Credit: 3 units.

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/COI. Credit: 3 units

PA 275 – INFORMATION AND DATA FLOW ANALYSIS I. Principles, concepts and techniques in information systems dev't for public administration, with emphasis on data flow analysis for use in public administration. Prereq.: PA 273 /COI Credit: 3 units

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/COI. Credit: 3 units

PA 278 – SPATIAL INFORMATION MANAGEMENT (SIM) FOR PUBLIC ORGANIZATIONS. Organizational requirements and implications of SIM for public agencies and their missions. Prereq.: PA 273/COI. Credit: 3 units.

VOLUNTARY SECTOR MANAGEMENT

PA 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. Credit: 3 units.

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: 3 units.

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 units.

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 units.

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

OTHER PA COURSES

PA 271 - PUBLIC ADMINISTRATION AND SOCIAL CHANGE. The interaction of administrative and social factors in Filipino national dev't; the social constraints on administrative behavior. Credit: 3 units.

PA 272 - PUBLIC ADMINISTRATION AND THE ECONOMY. The interaction of administrative and economic systems in the Philippines; gov't regulation of business and labor; and the use of gov't corporations and development authorities. Credit: 3 units.

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

PA 291 - SPECIAL PROBLEMS IN PUBLIC ADMINISTRATION. Credit: 3 units

PA 292 - THE ADMINISTRATOR IN THE PHILIPPINE PUBLIC SERVICE. Selected studies on executive development and career experience of public administrators. Credit: 3 units.

PA 298 - SEMINAR IN GOVERNMENTAL MANAGEMENT. Credit: 3 units.

PA 299.1 - RESEARCH METHODS IN PUBLIC ADMINISTRATION I.

Introduction to quantitative and qualitative methods and tools in Public Administration and Governance. Credit: 3 units

PA 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. Credit: 3 units

PA 300 - MASTER'S THESIS. Credit: 6 units.