

NATIONAL COLLEGE OF PUBLIC ADMINISTRATION AND GOVERNANCE

University of the Philippines, Diliman, Quezon City

E-mail Address: ncpag_cpage.upd@up.edu.ph

Telephone Numbers: 8927-9085; Trunkline: 8981-8500 VOIP (4154)

Website: www.ncpag.upd.edu.ph ; Official Facebook Page: [UP NCPAG – Office of the College Secretary/CPAGE](#)

ADMISSION REQUIREMENTS for:

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

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

Tuition and other fees:

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

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ADMISSION REQUIREMENTS for Doctor of Public Administration (DPA)

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

Tuition and other fees:

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

The Application Process for Graduate Programs

1. Download Application and Recommendation forms on our website.
2. Submit accomplished Application form and other required documents to the Office of the College Secretary / Center for Public Administration and Governance Education (CPAGE), RM 103 NCPAG Bldg.

****Incomplete requirements will not be accepted***

3. Pay for application fee of **Php 500.00** for *local applicants* and **USD 30** for *Foreign applicants*.

****On-site payment only***

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

Copy for the University of the Philippines For Enrolment Purposes Only For Further Studies For General Purposes For Reference and Record Purposes For Scholarship Granted Honorable Dismissal Granted Transfer Credential Issued/Granted Upon Request Issued for Studies Abroad Official Transcript of Records	Official Transcript of Records for your Exclusive Use School's Copy Valid as Transfer Credential Valid for Scholarship Abroad Issued for Purposes of PD 907 For Board Examination Issued for Professional Regulation Commission Issued DECS (for educational purposes) Issued for Application Purposes (admission) Genuine signature and college seal
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***Transcripts with remarks such as the following are not acceptable.**

A True Copy of Records Certified Xerox Copy of the Original For Employment Purposes For Evaluation Purposes For Reference Only For Salary Adjustment For Teaching Reference Only For Use Abroad Informative Copy Only	Issued for Bureau of Public Schools Not Valid as Transfer Credential Not Valid for School Admission Not Valid for Transfer Student Copy Valid for Ranking Purposes Only Issued for Professional Growth Purposes Good for Apprenticeship Training Purposes Only
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2. Graduates from private colleges and universities must submit transcript of records stating the degree obtained, date of graduation and the Special Order (S.O.) number issued by the Commission on Higher Education (CHED)
3. Graduates of and transfer students from autonomous units of UP (i.e. UPV, UPLB, UPMla) enrolling in U.P. Diliman must submit their official transcript of records (not true copy of grades) from their respective units with the remarks Cleared as of _____ or Granted Permit to Transfer.