Republic of the Philippines

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#### Benguet State University

La Trinidad, Benguet

2601, Philippines

# INSTITUTE OF PUBLIC ADMINISTRATION

PLAN OF COURSE WORK

|  |  |  |  |  |  |
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| **I.D. No.** |  | **Email Address:** |  | **Contact Number:** |  |
| **Name:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** *Family name First name Middle name* | **Secondary Contact No.** |  |
|  |  |
| **Degree:** |  | **Major Field:** |  |  |
| **Term & Year started:** | **\_\_\_** | **End of Residency:**  |  | **Term and year of LOA** |  |

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| **Course Code** | **Descriptive Title** | **Semester & S.Y.** | **Grade** | **Unit** | **Professor** | **Remarks** |
| **Major Courses (15 units)** |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
| **General Course (3 units)** |  |  |  |  |  |
|  | PA 201 | Organization and Management |  |  |  |  |  |
|  | PA 202 | Philippine Administrative System |  |  |  |  |  |
|  | PA 203 | Development Administration |  |  |  |  |  |
|  | PA 204 | Public Administration and Globalization |  |  |  |  |  |
|  | PA 205 | The Administrator in the Philippine Public Service |  |  |  |  |  |
|  | PA 206 | Ethics and Accountability in the Public Service |  |  |  |  |  |
| **Basic/Core/Foundation Courses (10 units)** |  |  |  |  |  |
|  | PA 200 | Theory and Practice in Public Administration |  |  |  |  |  |
|  | PA 297 | Quantitative Methods in Public policy and Administration |  |  |  |  |  |
|  | PA 298 | Research Method in Public Administration |  |  |  |  |  |
|  | PA 299 | Research Colloquium in Public Administration |  |  |  |  |  |
| **Cognate Courses ( 6 units )** | **Semester & S.Y.** | **Grade** | **Unit** | **Professor** | **Remarks** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Courses approved for transfer of credit (9 units )** | **Date Taken** | **Grade** | **Unit** | **Institution** | **Remarks** |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| 3.  |  |  |  |  |  |  |  |
|  | **Refresher Courses (9 units)** |  |  |  |  |  |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |
| **THESIS (6 units)** | **Semester & S.Y.** | **Grade** | **Unit** | **Professor** | **Remarks** |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
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| 5. |  |  |  |  |  |  |  |

**INSTRUCTION:** File this application at the IPA Office at LEAST TEN (10) WORKING DAYS prior to the date of Examination/Defense.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **DATE & TIME OF EXAM/ DEFENSE** | **PLACE OF EXAM/DEFENSE** | **REMARKS** | **For OUR Purpose (Remarks)** | **Evaluated by** | **Date** |
| **QUALIFYING** |  |  |  |  |  |  |
| **COMPREHENSIVE** |  |  |  |  |  |  |
| **PROPOSAL** |  |  |  |  |  |  |
| **FINAL** |  |  |  |  |  |  |

**NOTE:** Must have completed 100% of all the academic requirements (including the Graduate Seminar) of the degree program.

 Student’s Signature

**APPROVAL RECOMMENDED by the Advisory Committee**

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|  |  |  |  |  |
|  Adviser |  |  Member |  |  Member |
|   Approved:  |  |  |  |  |
|  |  |  |  |
|  | Institute Director |   |  |
|  Date:  |  |  | Cc: OUR :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ IPA:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STUDENT: \_\_\_\_\_\_\_\_\_\_\_\_  Student:  |

**ENHANCED PROGRAMS IN PUBLI ADMINISTRATION**

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| --- |
| Enhanced Certificate in Public Administration/Management |
| Core Courses (3 units): PA 200 |
| Major Courses (6 units) : Select 2 of these 7 clustered specialization |
| Cognates ( 3 units):Select one subject from any of the seven specializations |
| Total (12 units) |

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| --- |
| Enhanced Diploma in Public Administration/Management |
| Core Courses (3 units): PA 200 |
| Major Courses (9 units): Select 3 subjects from any of the seven specializations) |
| Cognates ( 6 units) : Select 2 subjects from any of the seven specializations) |
| Total (18 units) |

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| **Enhanced MPA curriculum** **(Res. No. 2196, s.2013)** |
| **Core Courses**: 10 units |
| PA 200 THEORY AND PRACTICE IN PUBLIC ADMINISTRATION, 3 units |
| PA 297 QUANTITATIVE METHODS IN PUBLIC POLICY AND ADMINISTRATION, 3 units |
| PA 298 RESEARCH METHOD IN PUBLIC ADMINISTRATION, 3 units |
| PA 299 RESEARCH COLLOQUIUM IN PUBLIC ADMINISTRATION, 1 unit |
| **General Course** : 3 units |
| **General Courses**PA 201 ORGANIZATION AND MANAGEMENT, 3 unitsPA 202 PHILIPPINE ADMINISTRATIVE SYSTEM, 3 unitsPA 203 DEVELOPMENT ADMINISTRATION 3 unitsPA 204 PUBLIC ADMINISTRATION AND GLOBALIZATION,3 unitsPA 205 THE ADMINISTRATOR IN THE PHILIPPINE PUBLIC SERVICE, 3 unitsPA 206 ETHICS AND ACCOUNTABILITY IN THE PUBLIC SERVICE,3 units |
| **Major Courses**: 15 Units  |
| **Organization Study Courses**PA 210 ORGANIZATION STUDIES, 3 unitsPA 212 MANAGEMENT PLANNING AND CONTROL,3 unitsPA 213 ADMINISTRATIVE COMMUNICATION AND INFORMATION MANAGEMENT3 unitsPA 214 ORGANIZATION AND DEVELOPMENT,3 unitsPA 217SEMINAR IN GOVERNMENTAL MANAGEMENT, 3 unitsPA 218SPECIAL PROBLEMS IN PUBLIC ADMINISTRATION,3 unitsPA 219 SPECIAL PROBLEMS IN GOVERNMENTAL ORGANIZATION AND MANAGEMENT,3 units |
| **Personnel Management Courses**PA 221 PUBLIC PERSONNEL ADMINISTRATION,3 unitsPA 224 HUMAN BEHAVIOR IN ORGANIZATIONS,3 unitsPA 227 HUMAN RESOURCES AND DEVELOPMENT, 3 unitsPA 229 SPECIAL PROBLEMS IN PUBLIC PERSONNEL MANAGEMENT,3 units |
| **Financial Management Courses**PA 230 FINANCIAL MANAGEMENT IN GOVERNMENT,3 unitsPA 231 PUBLIC FISCAL ADMINISTRATION,3 unitsPA 232 GOVERNMENTAL ACCOUNTING, 3 unitsPA 233 GOVERNMENTAL BUDGETING,3 unitsPA234 GOVERNMENTAL AUDITING AND FINANCIAL CONTROL, 3 unitsPA 235 FISCAL POLICY AND NATIONAL DEVELOPMENT.3 unitsPA 236 REVENUE AND TREASURY MANAGEMENT3 unitsPA 239 SPECIAL PROBLEMS IN FISCAL MANAGEMENT, 3 units |
| **Public Policy Courses**PA 240 PUBLIC POLICY AND PROGRAM ADMINISTRATION,3 unitsPA 241 METHODS OF POLICY ANALYSIS I, 3 unitsPA 242 METHODS OF POLICY ANALYSIS II, 3 unitsPA 243 PROGRAM AND PROJECT DEVELOPMENT,3 unitsPA 244 THE POLICY PROCESS,3 unitsPA 245 PROGRAM AND PROJECT IMPLEMENTATION,3 unitsPA 246 PUBLIC ADMINISTRATION AND AGRICULTURAL POLICY,3 unitsPA 247 POLICY PAPER,3 unitsPA 248 WORKSHOP IN POLICY ANALYSIS,3 unitsPA 249 SPECIAL PROBLEMS IN PUBLIC POLICY AND PROGRAM ADMINISTRATION,3 units |
| **Local and Regional Governance Courses**PA 251 LOCAL GOVERNMENT AND REGIONAL ADMINSTRATION,3 unitsPA 252 RURAL ADMINISTRATION AND DEVELOPMENT,3 unitsPA 253URBAN AND METROPOLITAN ADMINISTRATION AND DEVELOPMENT,3 unitsPA 254 LOCAL AND REGIONAL FINANCE, 3 unitsPA 257 LOCAL AND REGIONAL DEVELOPMENT PLANNING,3 unitsPA 258 COMPARATIVE LOCAL POLITICS AND ADMINISTRATION,3 unitsPA 259 SPECIAL PROBLEMS IN LOCAL GOVERNMENT AND REGIONAL ADMINISTRATION, 3 units |
| **Public Enterprise Courses**PA 261 THE PHILIPPINE PUBLIC ENTERPRISES SYSTEM, 3 unitsPA 262 FINANCIAL MANAGEMENT IN PUBLIC ENTERPRISES, 3 unitsPA 264 ECONOMICS OF PUBLIC ENTERPRISES, 3 unitsPA 268 SEMINAR ON THE MANAGEMENT OF PUBLIC ENTERPRISES,3 unitsPA 269 SPECIAL TOPICS IN THE MANAGEMENT OF PUBLIC ENTERPRISES,3 units |
| **Social Reform and Development Courses**PA 271 PUBLIC ADMINISTRATION AND SOCIAL CHANGE,3 unitsPA 272 PUBLIC ADMINISTRATION AND THE ECONOMY,3 unitsPA 273 PUBLIC ADMINISTRATION AND SOCIO-ECONOMIC DEVELOPMENT, 3 unitsPA 274 PUBLIC ADMINISTRATION AND RURAL DEVELOPMENT,3 unitsPA 275 PUBLIC ADMINISTRATION AND SOCIAL COMMUNICATIONS,3 unitsPA 276 PUBLIC ADMINISTRATION AND SOCIAL TECHNOLOGY DEVELOPMENT,3 unitsPA 277 ADMINISTRATIVE INNOVATION AND REFORM,3 unitsPA 278 PUBLIC ADMINISTRATION AND ALTERNATIVE MODELS OF SOCIAL DEVELOPMENT,3 unitsPA 279 SPECIAL PROBLEMS IN SOCIAL REFORM AND DEVELOPMENT,3 units |
| **Voluntary Sector Courses**PA 281 PUBLIC ADMINISTRATION AND THE DEVELOPMENT OF CIVIL SOCIETY,3 unitsPA 282 HUMAN RESOURCES MANAGEMENT IN THE VOLUNTARY SECTOR,3 unitsPA 283 RESOURCES GENERATION AND FINANCIAL MANAGEMENT IN THE VOLUNTARY SECTOR,3 unitsPA 284 STRATEGIC PLANNING AND MANAGEMENT IN THE VOLUNTARY SECTOR, 3 unitsPA 285 PUBLIC ADMINISTRATION AND COMMUNITY DEVELOPMENT,3 units PA 289 SPECIAL PROBLEMS IN VOLUNTARY SECTOR MANAGEMENT, 3 units |
| **Cognates** : 6 units (select 2 courses from any of these 7 specializations) |
| Master’s Thesis, 6 units, distributed as follows:Thesis Proposal, 3 unitsThesis, 3 units |
| **Total: 40 units** |