Republic of the Philippines

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size)

#### Benguet State University

La Trinidad, Benguet

2601, Philippines

# INSTITUTE OF PUBLIC ADMINISTRATION

PLAN OF COURSE WORK

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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. |  |  |  |  |  |  |  |
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| 4. |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |

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

|  |  |  |  |  |  |  |
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|  | **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 units  PA 202 PHILIPPINE ADMINISTRATIVE SYSTEM, 3 units  PA 203 DEVELOPMENT ADMINISTRATION 3 units  PA 204 PUBLIC ADMINISTRATION AND GLOBALIZATION,3 units  PA 205 THE ADMINISTRATOR IN THE PHILIPPINE PUBLIC SERVICE, 3 units  PA 206 ETHICS AND ACCOUNTABILITY IN THE PUBLIC SERVICE,3 units |
| **Major Courses**: 15 Units |
| **Organization Study Courses**  PA 210 ORGANIZATION STUDIES, 3 units  PA 212 MANAGEMENT PLANNING AND CONTROL,3 units  PA 213 ADMINISTRATIVE COMMUNICATION AND INFORMATION MANAGEMENT3 units  PA 214 ORGANIZATION AND DEVELOPMENT,3 units  PA 217SEMINAR IN GOVERNMENTAL MANAGEMENT, 3 units  PA 218SPECIAL PROBLEMS IN PUBLIC ADMINISTRATION,3 units  PA 219 SPECIAL PROBLEMS IN GOVERNMENTAL ORGANIZATION AND MANAGEMENT,3 units |
| **Personnel Management Courses**  PA 221 PUBLIC PERSONNEL ADMINISTRATION,3 units  PA 224 HUMAN BEHAVIOR IN ORGANIZATIONS,3 units  PA 227 HUMAN RESOURCES AND DEVELOPMENT, 3 units  PA 229 SPECIAL PROBLEMS IN PUBLIC PERSONNEL MANAGEMENT,3 units |
| **Financial Management Courses**  PA 230 FINANCIAL MANAGEMENT IN GOVERNMENT,3 units  PA 231 PUBLIC FISCAL ADMINISTRATION,3 units  PA 232 GOVERNMENTAL ACCOUNTING, 3 units  PA 233 GOVERNMENTAL BUDGETING,3 units  PA234 GOVERNMENTAL AUDITING AND FINANCIAL CONTROL, 3 units  PA 235 FISCAL POLICY AND NATIONAL DEVELOPMENT.3 units  PA 236 REVENUE AND TREASURY MANAGEMENT3 units  PA 239 SPECIAL PROBLEMS IN FISCAL MANAGEMENT, 3 units |
| **Public Policy Courses**  PA 240 PUBLIC POLICY AND PROGRAM ADMINISTRATION,3 units  PA 241 METHODS OF POLICY ANALYSIS I, 3 units  PA 242 METHODS OF POLICY ANALYSIS II, 3 units  PA 243 PROGRAM AND PROJECT DEVELOPMENT,3 units  PA 244 THE POLICY PROCESS,3 units  PA 245 PROGRAM AND PROJECT IMPLEMENTATION,3 units  PA 246 PUBLIC ADMINISTRATION AND AGRICULTURAL POLICY,3 units  PA 247 POLICY PAPER,3 units  PA 248 WORKSHOP IN POLICY ANALYSIS,3 units  PA 249 SPECIAL PROBLEMS IN PUBLIC POLICY AND PROGRAM ADMINISTRATION,3 units |
| **Local and Regional Governance Courses**  PA 251 LOCAL GOVERNMENT AND REGIONAL ADMINSTRATION,3 units  PA 252 RURAL ADMINISTRATION AND DEVELOPMENT,3 units  PA 253URBAN AND METROPOLITAN ADMINISTRATION AND DEVELOPMENT,3 units  PA 254 LOCAL AND REGIONAL FINANCE, 3 units  PA 257 LOCAL AND REGIONAL DEVELOPMENT PLANNING,3 units  PA 258 COMPARATIVE LOCAL POLITICS AND ADMINISTRATION,3 units  PA 259 SPECIAL PROBLEMS IN LOCAL GOVERNMENT AND REGIONAL ADMINISTRATION, 3 units |
| **Public Enterprise Courses**  PA 261 THE PHILIPPINE PUBLIC ENTERPRISES SYSTEM, 3 units  PA 262 FINANCIAL MANAGEMENT IN PUBLIC ENTERPRISES, 3 units  PA 264 ECONOMICS OF PUBLIC ENTERPRISES, 3 units  PA 268 SEMINAR ON THE MANAGEMENT OF PUBLIC ENTERPRISES,3 units  PA 269 SPECIAL TOPICS IN THE MANAGEMENT OF PUBLIC ENTERPRISES,3 units |
| **Social Reform and Development Courses**  PA 271 PUBLIC ADMINISTRATION AND SOCIAL CHANGE,3 units  PA 272 PUBLIC ADMINISTRATION AND THE ECONOMY,3 units  PA 273 PUBLIC ADMINISTRATION AND SOCIO-ECONOMIC DEVELOPMENT, 3 units  PA 274 PUBLIC ADMINISTRATION AND RURAL DEVELOPMENT,3 units  PA 275 PUBLIC ADMINISTRATION AND SOCIAL COMMUNICATIONS,3 units  PA 276 PUBLIC ADMINISTRATION AND SOCIAL TECHNOLOGY DEVELOPMENT,3 units  PA 277 ADMINISTRATIVE INNOVATION AND REFORM,3 units  PA 278 PUBLIC ADMINISTRATION AND ALTERNATIVE MODELS OF SOCIAL DEVELOPMENT,3 units  PA 279 SPECIAL PROBLEMS IN SOCIAL REFORM AND DEVELOPMENT,3 units |
| **Voluntary Sector Courses**  PA 281 PUBLIC ADMINISTRATION AND THE DEVELOPMENT OF CIVIL SOCIETY,3 units  PA 282 HUMAN RESOURCES MANAGEMENT IN THE VOLUNTARY SECTOR,3 units  PA 283 RESOURCES GENERATION AND FINANCIAL MANAGEMENT IN THE VOLUNTARY SECTOR,3 units  PA 284 STRATEGIC PLANNING AND MANAGEMENT IN THE VOLUNTARY SECTOR, 3 units  PA 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 units  Thesis, 3 units |
| **Total: 40 units** |