



Enhanced Programs in Public Administration

Enhanced MPA Curriculum						
Core Courses (10 units) : PA 200, PA 297, PA 298, PA 299						
Select one General course (3 units) : PA 201, PA 202, PA203, PA204, PA 205, PA 206						
Major Courses (15units)						
Select 5 representative specializations courses from any of these seven (7) specialization courses						
Organization Studies	Fiscal Management	Public Policy and Program Management	Local and Regional Governance	Public Enterprise	Social Reform and Development Management	Voluntary Sector
PA 210	PA 230	PA 240	PA 251	PA 261	PA 271	PA 281
PA 211, PA 212, PA 213, PA 214, PA 217, PA 218, PA 219, PA 221, PA 224, PA 225, PA 227, PA 229	PA 231, PA 232, PA 233, PA 234, PA 235, PA 236	PA 240, PA 241, PA 242, PA 243, PA 244, PA 245, PA 246, PA 247, PA 248, PA 249	PA 252, PA 253, PA 254, PA 257, PA 258, PA 259	PA 262, PA 264, PA 268, PA 269	PA 272, PA 273, PA 274, PA 275, PA 276, PA 277, PA 278, PA 279	PA 282, PA 283, PA 284, PA 289
Cognates : 6 units from any of the seven specializations						
Comprehensive examination						
Thesis : 6 units=3 units Thesis Proposal and 3 units Thesis						
Total (40 units)						

CERTIFICATE IN PUBLIC ADMINISTRATION/MANAGEMENT

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)

DIPLOMA IN PUBLIC ADMINISTRATION/MANAGEMENT

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)

CERTIFICATE OF PROFICIENCY IN PUBLIC ADMINISTRATION/MANAGEMENT

Enhanced Certificate of Proficiency in Public Administration/Management						
Select 1 specialization among the 7 specialization and take 4 courses (12 units)						
Organization Studies	Fiscal Management	Public Policy and Program Management	Local and Regional Governance	Public Enterprise	Social Reform and Development Management	Voluntary Sector
PA 210 PA 211, PA212, PA 213, PA 214, PA 217, PA 218, PA 219, PA221, PA 224, PA 225, PA 227, PA 229	PA 230 PA 231, PA 232, PA 233, PA 234, PA 235, PA 236	PA 240 PA 240, PA 241, PA 242, PA 243, PA 244, PA 245, PA 246, PA 247, PA 248, PA 249	PA 251 PA 252, PA 253, PA 254, PA 257, PA 258, PA 259	PA 261 PA 262, PA 264, PA 268, PA 269	PA 271 PA 272, PA 273, PA 274, PA 275, PA 276, PA 277, PA 278, PA 279	PA 281 PA 282, PA 283, PA 284, PA 289
Total (12 units)						

GUIDELINES ON ENHANCED CERTIFICATE, DIPLOMA AND MPA COURSES

Enhanced MPA curriculum

1. The **MPA curriculum** was Board Resolution Numbers 474 and 489 s. 1992; Office of the President memoranda unnumbered dated October 20, 1992 and February 4, 1993
2. The proposed enhanced MPA Curriculum has a total of 40 units academic credits. It is composed of the 10 unit core courses, 18 unit major courses where three units will be taken from any of the general course, 15 units will be taken from any of the seven (7) specialization courses, 6 unit cognate courses from any of the seven specialization courses and 6 units thesis.
3. Courses earned from other colleges/universities may be considered through equivalence process only upon validation conducted by a committee created by the graduate school dean.
4. Transferees from other schools will follow the BSU graduate school policies on transferring graduate students.

Enhanced Ladderized Certificate courses

1. The **Ladderized Certificate courses** was based on Board Resolution Number 489 s. 1992, September 8, 1992 and Number 552 s. 1993, February 4, 1993. The proposed enhanced Ladderized Certificate Curriculum has a total of 12 unit academic credits. It will be composed of 3-unit Core courses, Six (6) units major courses and three (3) unit cognate course.
2. Enrollees under this program must be Bachelor's degree holders.
3. Courses earned from other colleges/universities may be considered through equivalence process only upon validation conducted by a committee created by the Director of Institute of Public Administration.
4. A certificate in Public Administration will be granted the student upon application for graduation of the said course.

Enhanced Ladderized Diploma courses

1. The **Ladderized Diploma a course** was based on Board Resolution Number 489 s. 1992, September 8, 1992 and Number 552 s. 1993, February 4, 1993.
2. The proposed enhanced **Ladderized Diploma courses** have a total of 18 units academic credits. It will be composed of the of 3-unit Core course, 9-unit major courses and 6- unit cognate courses.
3. Enrollees under this program must be Bachelor's degree holders.
4. Courses earned from other colleges/universities may be considered through equivalence process only upon validation conducted by a committee created by the Director of Institute of Public Administration.
5. A Diploma in Public Administration will be granted the student upon application for graduation of the said courses.

Enhanced Certificate of Proficiency Course

1. The Certificate of Proficiency in Public Administration or Management was based on Board Resolution Numbers 474 s. 1992, June 27, 1992 and Number 552 provides for a five (5)-month intensive course for this purpose.
2. The proposed enhanced certificate of proficiency in public administration or management has a total of 12 unit academic credits. All courses will come from any 12 unit of the seven (7) specializations.
3. Enrollees under this program must know how to read and write.
4. Courses earned from other colleges/universities may be considered through equivalence process only upon validation conducted by a committee created by the Director of Institute of Public Administration.
5. A certificate of proficiency in Public Administration or management will be granted the student upon application for graduation of the said course.



Republic of the Philippines
Benguet State University
INSTITUTE OF PUBLIC ADMINISTRATION
La Trinidad, Benguet
ipa_bsu@hotmail.com



Curriculum

1. Description of Courses in Certificate/Diploma/Master in Public Administration Curriculum

Core Courses, Ten (10) Units

- PA 200 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 297 QUANTITATIVE METHODS IN PUBLIC POLICY AND ADMINISTRATION. Statistics and other mathematical methods applied to the analysis of issues and decision-making in policy and administration. Credit: 3 units.
- PA 298 RESEARCH METHOD IN PUBLIC ADMINISTRATION. Public administration as a science; major research concepts and methods applicable to public administration. Prerequisite: PA 297 or consent of instructor. Credit: 3 units.
- PA 299 RESEARCH COLLOQUIUM IN PUBLIC ADMINISTRATION. Credit: 1 unit.

General Course (3 Units)

- PA 201 ORGANIZATION AND MANAGEMENT. Theories, processes and techniques involved in the organization and management of the national government and its agencies. Credit: 3 units.
- PA 202 THE PHILIPPINE ADMINISTRATIVE SYSTEM. Nature, processing and dynamics of the Philippine administrative system and its role in the national development. Credit: 3 units.
- PA 203 DEVELOPMENT ADMINISTRATION. This course is designed to make students about the development in the field of public administration as a subject and as a specialization. Credit: 3 units.
- PA 204 PUBLIC ADMINISTRATION AND GLOBALIZATION. Ideas, Concepts, Models, Theories, Strategies, Issues and Trends in Globalization. Credit: 3 units.
- PA 205 THE ADMINISTRATOR IN THE PHILIPPINE PUBLIC SERVICE. This course is designed to make the students self-conscious about the changing demands on their jobs and competencies as mid-career administrators in the Philippine public service. They will be required to undertake selected readings in executive development and related topics and to write a paper reflecting on their career experience and prospects. Credit: 3 units.
- PA 206 ETHICS AND ACCOUNTABILITY IN THE PUBLIC SERVICE. Ethical and accountability issues in the management of governmental and voluntary sector organization. Credit: 3 units.
- PA 207 PUBLIC ADMINISTRATION AND COMMUNITY DEVELOPMENT. Ideas, Concepts, Models, theories, Strategies, Issues and Trends in Community Development. Credit: 3 units.
- PA 208 SPECIAL PROBLEMS IN PUBLIC ADMINISTRATION. Credit: 3 units.
- PA 209 SEMINAR IN GOVERNMENTAL MANAGEMENT. Credit: 3 units.

Major Courses (15 units)

(Select one representative course from any of the 7 specializations)

1. Organization Studies (OS)

- PA 210 ORGANIZATION STUDIES. Theories, processes and techniques involved in organization and management and personnel administration. 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 ADMINISTRATIVE COMMUNICATION AND INFORMATION MANAGEMENT. Information technology and communication processes in management, the design, installation and operation of computerized management information systems in government. Credit: 3 units.
- PA 214 ORGANIZATION AND DEVELOPMENT. Ideas, Concepts, Models, Theories, Issues and Trends in Organization and Development. Credit: 3 units.
- PA 219 SPECIAL PROBLEMS IN GOVERNMENTAL ORGANIZATION AND MANAGEMENT. Pre-requisite, 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 AND 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. Pre-requisite, PA 221. Credit: 3 units.

2. Financial Management (FM)

- PA 230 FINANCIAL MANAGEMENT IN GOVERNMENT. Financial management including financial planning, budget analysis and preparation, accounting, cash management and financial accountability in a government organization. Credit: 3 units
- PA 231 PUBLIC FISCAL ADMINISTRATION. Theories, organization, processes and procedures of fiscal administration covering such areas as revenue administration, budgeting accounting, auditing and intergovernmental fiscal relations. Credit: 3 units.
- PA 232 GOVERNMENTAL ACCOUNTING. Fund accounting of government units; includes budgeting, tax levels, appropriations and accounting for revenue and expenditures. Pre-requisite, PA 231 or consent of instructor. Credit: 3 units.
- PA 233 GOVERNMENTAL BUDGETING. Development of modern budget systems with emphasis or consent of the instructor. Credit: 3 units.
- PA234 GOVERNMENTAL AUDITING AND FINANCIAL CONTROL. Principles, processes and practices of governmental auditing and governmental financial controls. Pre-requisite, PA 231 or consent of the instructor. Credit: 3 units.
- PA 235 FISCAL POLICY AND NATIONAL DEVELOPMENT. Examination of the revenue expenditure and borrowing functions of government as policy instrument for development. Pre-requisite, PA231 or consent of the instructor. Credit: 3 units.
- PA 236 REVENUE AND TREASURY MANAGEMENT. Principles, processes and practices in revenue and treasury management. Pre-requisite: PA 231 or consent to the instructor. Credit: 3 units.
- PA 239 SPECIAL PROBLEMS IN FISCAL MANAGEMENT. Pre-requisite: PA 231. Credit: 3 units.

3. Public Policy Studies (PPS)

- PA 240 PUBLIC POLICY AND PROGRAM ADMINISTRATION. Introduction to policy analysis, including its disciplinary foundation, processes, methodological and practical issues. Credit: 3 units.
- PA 241 METHODS OF POLICY ANALYSIS I. An examination of major concepts, principles and methods of economy analysis and their applications to problems of public policy. Credit: 3 units.
- PA 242 METHODS OF POLICY ANALYSIS II. Quantitative and non-quantitative methods in the analysis of public policy; includes public sector economics and benefit-cost analysis,

- linear programming, decision analysis, and other optimization techniques; problems applying these methods and techniques. Pre-requisite: PA 242.1. Credit: 3 units.
- PA 243 PROGRAM AND PROJECT DEVELOPMENT. Systematic analysis, planning, implementation and evaluation of projects. Pre-requisite: PA 241 or consent of the instructor. Credit: 3 units.
- PA 244 THE POLICY PROCESS. Methodological, environmental institutional and substantive issues in the policy cycle, including in-depth analysis of specific substantive policy issues. Pre-requisite: PA 241 or consent of the instructor. Credit: 3 units.
- PA 245 PROGRAM AND PROJECT IMPLEMENTATION. Policy and program implementation with emphasis on the factors related to success and failure of public policy issues. Pre-requisite: PA 241 or consent of the instructor. Credit: 3 units.
- PA 246 PUBLIC ADMINISTRATION AND AGRICULTURAL POLICY. Ideas, Concepts, strategies, trends in agricultural policy. Credit: 3 units.
- PA 247 POLICY PAPER. Preparation and presentation of research paper on basic issues of public policy and management. Pre-requisite: PA 241 or consent of the instructor. Credit: 3 units.
- PA 248 WORKSHOP IN POLICY ANALYSIS. Practicum in the design, execution, and application of policy analysis methods. Pre-requisites: PA 242 and PA 243 consent of instructor. Credit: 3 units.
- PA 249 SPECIAL PROBLEMS IN PUBLIC POLICY AND PROGRAM ADMINISTRATION. Credit: 3 units.

4. Local and Regional Government Unit Management (LRGUM)

- 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 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. Pre-requisite: PA 251. Credit: 3 units.
- PA 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. 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 DEVELOPMENT PLANNING. Technical and institutional aspects of rural and urban administration. Credit: 3 units.
- PA 258 COMPARATIVE LOCAL POLITICS AND ADMINISTRATION. Comparative study of local government, community power, policy making, administrative systems and strategies for development. Credit: 3 units.
- PA 259 SPECIAL PROBLEMS IN LOCAL GOVERNMENT AND REGIONAL ADMINISTRATION. Credit: 3 units.

5. Public Enterprise Management (PEM)

- PA 261 THE PHILIPPINE PUBLIC ENTERPRISES 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 the public enterprise. Pre-requisite: PA 261. Credit: 3 units.
- PA 264 ECONOMICS OF PUBLIC ENTERPRISES. Economics analysis of the nature, output, pricing, investment, and decision – making process of the public enterprises; the interplay of economic and non- economic factors. Pre-requisite: PA 261. Credit: 3 units.
- PA 268 SEMINAR ON THE MANAGEMENT OF PUBLIC ENTERPRISES. Pre-requisites: PA 261, PA 262, PA 264 or related courses. Credit: 3 units.

PA 269 SPECIAL TOPICS IN THE MANAGEMENT OF PUBLIC ENTERPRISES. Pre-requisite: PA 261 and consent of instructor. Credit: 3 units.

6. Social Reform and Development Management (SRDM)

- PA 271 PUBLIC ADMINISTRATION AND SOCIAL CHANGE. The interaction of administrative and social factors in Filipina national department; 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; government regulation of business and labor; and the use of government corporations and development authorities. Credit: 3 units.
- PA 273 PUBLIC ADMINISTRATION AND SOCIO-ECONOMIC DEVELOPMENT. Ideas, Concepts, Models, Theories, Strategies, Issues and trends in Economic and Social Development. Credit: 3 units.
- PA 274 PUBLIC ADMINISTRATION AND RURAL DEVELOPMENT. Ideas, Concepts, Models, theories, Strategies, Issues and Trends in Rural Development. Credit: 3 units.
- PA 275 PUBLIC ADMINISTRATION AND SOCIAL COMMUNICATIONS. Ideas, Concepts, Communication Patterns, Issues and Trends in Social Communication. Credit: 3 units.
- PA 276 PUBLIC ADMINISTRATION AND SOCIAL TECHNOLOGY DEVELOPMENT. Concepts, Trends, Strategies, Issues in Technology Development. Credit: 3 units.
- PA 277 ADMINISTRATIVE INNOVATION AND REFORM. Instituting innovations and reforms to enhance administrative capability in national development. Credit: 3 units.
- PA 278 PUBLIC ADMINISTRATION AND ALTERNATIVE MODELS OF SOCIAL DEVELOPMENT. Concepts, strategies, theories and alternative models of social development. Credit: 3 units.
- PA 279 SPECIAL PROBLEMS IN SOCIAL REFORM AND DEVELOPMENT. Issues, problems, trends in social reforms and development. Credit: 3 units.

7. Voluntary Sector Management (VSM)

- PA 281 PUBLIC ADMINISTRATION 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. Management volunteer and paid staff in the voluntary sector, their interaction with each other, with the civil service, and civil society, processes towards professionalization, human nurturing the commitment and competence of resources in the organization. Credit: 3 units.
- PA 283 RESOURCES 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 organization 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.

Cognate Courses: Six (6) units

to be taken vertically from any of the seven specializations

Thesis, Six (6) Units

- PA 300A THESIS PROPOSAL. Credit: 3 units.
- PA 300B THESIS. Credit: 3 units.

Total number of units to complete MPA is 40 units