

APPLICATION PROCEDURES

- A. Application for admission to the UST Graduate School is until October 15 for October enrollees, April 5 for Summer enrollees and May 25 for June enrollees.
- B. Application forms for Admission are available at the UST Graduate School, UST Admissions Office & at the UST Graduate School Web Site – <http://www.ust.edu.ph>

REQUIREMENTS:

Certified true copy of Transcript of Records, one (1) colored passport size, recent photo (if any) document(s) attesting to passing a Bar/Board Exam, or being a scholar of any agency.

Two (2) Referral Forms: One(1) for the current (immediate) superior (or Dean, in the case of a school); and the other, for the professor in one specialization (major) subject.

For Foreigners:

All of the above and;

TOEFL English Proficiency and Student Visa Requirements.

ADMISSION REQUIREMENTS

1. Master's Degree in Human Resource Management or related courses with a general average of at least 1.75/88% or B+.
2. Complete accomplished application and referral forms.

PHILOSOPHY & OBJECTIVES

Committed to intellectual expertise, scholarly research and the spirit of community involvement, the HRM program is built on the strengths and

traditions of the University of Santo Tomas. The HRM program is envisioned to produce world class business leaders imbued with Christian and Ethical values.

The Faculty members in the program are management practitioners and academic scholars who pool their knowledge to stress the skills required to face unexpected challenges and to provide realistic solutions created by change.

Students are motivated to make the MS-HRM Program not only a center of excellence but also a center of leadership. The course offerings enable students to build their careers as managers; update their knowledge and skills in order to gain an understanding of the universal factors that influence the success of business; and to develop lifelong skills to address the management issues of tomorrow.

CURRICULUM

DOCTOR OF PHILOSOPHY IN HUMAN RESOURCE MANAGEMENT

PRE-REQUISITES SUBJECTS: 9 UNITS

PHL 821 - Philosophy of St. Thomas Aquinas

An expository of the essential philosophical teachings of the Angelic Doctor organized around the 24 fundamental theses of Thomism against the background of St. Thomas Aquinas' successful synthesis of Scholastic Philosophy, Biblical and Catholic Tradition and Aristotelian Method.

PHL 822 - Philosophy of Man

An analytic study of contemporary Christian critique and synthesis of modern and contemporary philosophies of man, with background of philosophies of man from Ancient Greece, India, and China.

PHL 823 - Philosophy of Values

A survey exposition of the moral philosophies dating back from Socrates, Buddha, and Confucius to contemporary moral philosophies around a

reflective critique of these in the light of contemporary Catholic moral thought.

MAJOR SUBJECTS: 30 UNITS

HRM 801 - Corporate Planning

The course includes the nature, extent and growth of different corporate models; formulation of corporate strategies to achieve the company's long-term objectives. It centers on the development of organizational objectives, policies and strategies for survival, growth and development.

HRM 802 - Career Development

The study prepares an employee beyond the requirements of his present position and can take a broader value of his role in the organization and society in general. It includes self-mirroring, assessment of work and life goals career preferences and most especially reconciliation of employee to organizational goals.

HRM 803 - Financial Management

It introduces techniques of financial analysis and projection of financial statements covering topics like capital budgeting; inventory management, cash management, short-term sources and uses of funds etc. and actual financial problems faced by business concerns which are analyzed through the use of case materials.

HRM 804 - Organizational Development

Human behavior and organization dynamics, theory and assumptions, organizational analysis and plans are discussed. It analyzes the nature of organizations, human nature and needs, the complex set of behavioral forces and the influence of organizational effectiveness.

HRM 805 - Human Resource Planning

The study is focused on the concepts, principles, methods and procedures of predetermining course of action to implement human resource management as they affect the business manpower needs. Manpower audit, inventory and forecasting personnel needs in terms of number, quality and labor sourcing are studied.

HRM 806 - Labor and Social Legislation

An analytical study of the economic, sociological and legal losses of the reciprocal rights and duties of capital and labor. The different labor laws and social legislations are analyzed.

HRM 807 - Compensation & Benefits Design & Administration

The course is focused on the pay model, compensation objectives, policy divisions and pay techniques. It will also include discussion on job evaluation, external competitiveness, formulation of pay structure, benefits and services and performance appraisal and compensation decision.

HRM 808 - Performance Management: Individual Performance

HRM 809 - Human Resource Information System

A comprehensive course covering computer systems concepts as they focus on the development, selection and use of management information systems in public and private organizations.

HRM 810 - HRM Policy Formulation

Integration of factors, tools, and functional areas aimed at developing an over-all corporate strategy focusing human resources, determination and appraisal of business resources, implementation and evaluation of strategy for organizational success are studied.

HRM 811 - Management of Corporate Culture

Managing is leading and for successful and effective leadership, the manager should

HRM 812 - Current HRM Problem

A seminar course which involves analysis and evaluation of problems in human resources. All areas of concern are studied to have a holistic approach of current HRM problems.

HRM 813 - International Trade & Business

The course develops an understanding of the rationale, mechanisms, practices and policies of international business particularly the changes taking place in the relationship between multi-

national enterprises and developing countries. It deals with trade and the international institutions that regulate business, including foreign direct investments from the point of view of both the investors and the host country.

HRM 814 - Crisis Management in the Workplace

This terminal course on Crisis Management in the Workplace introduces students in the HRM, Public Administration and Psychology the multi-faceted concepts and application principles of crisis management in the business or industrial setting. The course is expected to provide direction and resources for training human resource crisis response teams, more comprehensive training that emphasizes transition from concepts to practical applications, and specific techniques, strategies and considerations for dealing with special problems, such as staff trauma, suicides of murders, violence, or sudden traumatic loss.

HRM 815 - Special Topics

Updates and current topics in Human Resource Management.

COGNATE SUBJECTS: 6 UNITS

Any related course that has substantial bearing on Dissertation.

OTHER REQUIREMENTS

Written Comprehensive Exam	
Foreign Language	(6 units)
Dissertation Writing I	6 units
Dissertation Writing II	3 units
Dissertation Writing III	3 units
Dissertation Writing IV	3 units

Total = 60 Units

UST GRADUATE SCHOOL ADMINISTRATION OFFICIALS AND FACULTY SET-UP

LILIAN J. SISON, Ph.D.
Dean

JOSÉ ANTONIO E. AUREADA, O.P., S.Th.D.
Regent

MICHAEL ANTHONY C. VASCO, Ph.D.
Faculty Secretary

CARLOS P. GARCIA, Ph.D.
Director for Graduate Research

ANNA MARIA GLORIA-WARD, M.A.
Director, Center for Professional Development & Consultancy Services

ROMUALDO M. DEL ROSARIO, Ph.D.
Supervising Scientist, UST Botanical Garden

PROFESSORIAL STAFF

HECTOR M. AGUILING, Ph.D.
JOHN S. BALA, Ph.D.
LUCILA BANCE, Ph.D.

CELSO D. BENOLOGA, Ph.D.
EMILYN CABANDA, Ph.D.

JOCELYN CAPULE, Ph.D. HRM
JOHNNY DECATORIA, Ph.D.
NANCY L. ELERIA, Ph.D.

CONSUELO ESTEPA, Ph.D.
DANTE D.R. GARCIA, Ph.D.
ERNESTO GONZALES, Ph.D.

LIGAYA P. JORGE, D.P.A.
MECHELINE MANALASTAS, Ph.D.
CONRADO T. MONTEMAYOR, Ph.D.
JOSEFINA QUINTANA, M.A. PA
RAMON RICARDO S. ROQUE, Ph.D. HRM

SUMMARY OF COURSE REQUIREMENTS

Requirements	Units
Required	9
Core Subjects	---
Major Subjects	30
Cognates	6
Written Comprehensive Exam	--
Foreign Language	(6)
Dissertation Writing I	6
Dissertation Writing II	3
Dissertation Writing III	3
Dissertation Writing IV	3
TOTAL Units	60

SCHOOL CALENDAR

The University of Santo Tomas follows an Academic Year Calendar of two (2) semesters and a summer term.

Summer Term: April-May

**For further information, please call,
Tele-Fax: (632) 740-9732 or
Tel. No. (632) 786-1611 loc 8247; 731-5396
Web-http://graduateschool.ust.edu.ph
E-mail: odgs@mnl.ust.edu.ph**

**or write to:
The Dean/Faculty Secretary
UST Graduate School
España, Manila, Philippines 1008**

University of Santo Tomas

GRADUATE SCHOOL



GRADUATE PROGRAM

AY 2004 – AY 2006

HRM

Ph.D. in Human Resource
Management

España, Manila