

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.

RATIONALE:

The non thesis track/terminal masters degree in public administration is a professional master's degree intended for people in government service who are employees in the rank and file who wish to develop their expertise and competencies as government personnel. The non-thesis master's degree in Public Administration (MPA) is a terminal master's degree, meaning, students in this program cannot proceed to the Ph.D. Public Administration program. However, MPA holders who wish to pursue the Ph.D. Public Administration program must first apply to upgrade their degree program to the UST Graduate School Dean's office, in this case the applicant would be required to enroll,

write and successfully defend a master's thesis as a supplementary admission requirement for the Ph.D. Public Administration program.

ADMISSION REQUIREMENTS

1. Bachelor's Degree in Public Administration or related courses with a general average of at least 2.0/85% or B.
2. Complete accomplished application and referral forms.

PHILOSOPHY & OBJECTIVES

Vision

The USTGS Public Administration Group envisions that by 2011, it shall have effectively facilitated the formation of select leaders and citizens engaged in cooperative efforts in public settings who are imbued with professional and Christian values as well as appropriate people skills and who contribute substantially and efficaciously to the social, cultural and economic development of the Filipino nation and the world community.

Mission

As participants in the USTGS Mission under the inspiration and patronage of its model Bishop St. Antoninus of Florence, the PA Group commits itself to:

1. Develop intellectual expertise among PA students oriented to the service of men, country and God.
2. Nurture a scholarly attitude towards research and promote research-oriented activities and multi-disciplinary collaboration for sustainable growth and development particularly in all aspects of societal concern; and
3. Instill the spirit of meaningful community involvement through innovative and responsible approaches for the establishment of a humane, progressive and responsible society.

CURRICULUM

MASTER IN PUBLIC ADMINISTRATION (Non-Thesis Option)

PRE-REQUISITE SUBJECTS: 6 UNITS

GS 500 - St. Thomas on Critical Thinking

As the philosophical foundation of Research Methodology, it is a study of the principles of and skills in critical thinking according to St. Thomas Aquinas in the three areas of mental cognition: simple apprehension, judgment, and reasoning; and of common fallacies towards the acquisition of the art of argumentation.

GS 501 - Research Methodology

The student is introduced to research concepts relevant to advertising. Discussions center on how to prepare a thesis emphasizing choice of title, statement of the problem, sources of data, analysis and evaluation of information gathered, among others. Course output is a thesis proposal. Reviews the UST-GS Thesis Writing Guide Booklet.

CORE SUBJECTS: 12 UNITS

PA 601 - Theory and Practice in Public Administration

An introduction to the broad areas of concern of administrative theory and practice in public administration and governance. The historical growth and development of the academic discipline including major contributors consideration and ecological factors and future prospects.

PA 602 - Public Personnel Management

A study of the philosophy and processes as well as the techniques and methods of effective manpower acquisition, utilization, compensation and development in the public bureaucracy together with issues concerning a sustainable merit system.

PA 603 - Public Fiscal Policy and Administration

A study of the processes and problems of public fiscal policy, revenue administration, governmental budgeting, accounting and auditing

including purchasing and supply management. Consideration of relationships between public finance and the overall structure of the economic system.

PA 604 - Management Theory and Organizational Dynamics

A comprehensive analysis of the functions and processes of managerial strategies and techniques. Includes an in-depth understanding of the evolution of organization theory to the modern concepts and tools of managerial leadership.

MAJOR SUBJECTS: 30 UNITS

PA 701 - Public Policy Analysis

A critical analysis of the formulation, administration and evaluation of public policy; its environment, structure and processes. Includes appraisal of the different approaches to policy making and to possible improvements in policy planning, implementation and control.

PA 702 - Socio-Economic Development Issues and Concerns

Consideration of the role of government in socio-economic development; principal forms of intervention, the ecological factors involved and the empowerment techniques that could be utilized.

PA 703 - Organizational Behavior

An integration of the concepts, principles and techniques of behavioral science as they affect people at work in organized groups; focus on motivation, group dynamics and institution building.

PA 704 - Ethics and Accountability in Public Service

Ethical questions and behavior in the public service and the issues of administrative accountability. The norms and values of morality that should permeate the conduct of public service personnel.

PA 705 - Alternative Public Service Delivery Systems

The issues and problems surrounding the emergence of alternative delivery systems for

public services. Consideration of comparative experience in the Philippine situation, the Asian context and elsewhere.

PA 706 - Administrative Law

An examination of the basic principles of law with which the administrator should be familiar; judicial enforcement of administrative decisions and legal remedies against administrative action.

PA 707 - International Public Administration

Consideration of the factors responsible for the globalization of public administration and governance concerns and the emergence of international organizations to address these concerns. Study of the United Nations administrative set-up focusing on the international civil service.

PA 708 - Comparative Local Government Administration

Study and analysis of local government administration in different countries within the context of the political, economic and social policies of the state. Particular emphasis on its role in people empowerment and local autonomy practices.

PA 709 - Current Issues in Public Administration and Governance

A focused study on prevailing problems/concerns at the forefront of public deliberation and debate. An application of Public Administration theory and concepts to the analysis of these issues as well as the possible approaches to probable solution, mitigation or prevention.

PA 710 - IT and Public Administration

A study on the impact of Information Technology in all aspects of Public Administration theory and practice. Consideration of both best practices and misadventures in the Philippine situation as well as in other countries.

PA 711 - Internship in Government Administration

Supervised field training in appropriate government agencies for students without experience in the government.

PA 712 - Special Topics

Updates and current topics on public administration.

COGNATE SUBJECTS: 3 UNITS

Any subject in other major fields that has substantial bearing on public administrations.

OTHER REQUIREMENTS

Graduate Research Seminar - 3 units
Written Comprehensive Examinations (WCE)

Total = 54 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

ALVIN ANG, Ph.D.
AMELITA DEL ROSARIO, Ph.D.
JAIME JIMENEZ, Ph.D.
NOEL LANSANG, Ph.D.
THOMAS BENJAMIN MARCELO, Ph.D.
JULIAN PACIFICADOR, M.A.
JOSEFINA QUINTANA, M.A. PA
JOSE LUIS SYQUIA, LL.M.
MARILYN YAP, Ph.D.

SUMMARY OF COURSE REQUIREMENTS

Requirements	M.A. units
Pre-requisites	6
Core Subjects	12
Major Subjects	30
Cognates	3
Graduate Research Seminar	3
Written Comprehensive Exam	
TOTAL	54

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

MPA

Master in Public Administration
(Non-Thesis Option/
Terminal Master's Degree)

España, Manila