

Mission Statement

We are a Catholic institution of learning dedicated to advancing the frontiers of knowledge in the theoretical and applied fields through quality graduate education that is comprehensive and responsive to the needs of society.

We are committed to the formation of scholars and high-quality professionals who are ethical, competent, compassionate, and committed to the service of their respective professions, the church, the nation, and the global community.

Vision Statement

We envision a Graduate School that stands for excellence and innovation and that is globally recognized for its distinct degree programs and quality research outputs.

Goals and Objectives

The Graduate School commits itself to develop:

1. Competent professionals who, inspired by the ideals of St. Antoninus of Florence, promote excellence in the production, advancement, and transmission of specialized knowledge and skills in the sciences, the arts, and community service;
2. Scholarly researchers and creative thinkers who, kindled by St. Thomas Aquinas' ardour for truth, aspire to become fountains of intellectual creativity and, in their quest for quality research, are proficient and critical in assessing and communicating information in various fields that impact the professions, the church, the nation, and the global community;
3. Professional Christian leaders who, touched by St. Dominic de Guzman's apostolic fire and warmed by Mary's motherly care, articulate ethics and truth, high level of moral maturity in resolving issues and promoting social justice and compassion for the poor, and care for the environment;
4. Globally engaged citizens who, with ardent advocacy for life, promote a deeper understanding of tolerance and justice as well as linguistic, religious, and cultural diversities as a result of precise evaluation of modern problems and inquiries;
5. Committed scholars who, nurtured by the dogmas of Christian faith and values, are dedicated to the pursuit of truth through the promotion of an intellectual culture that values academic rigor and freedom of scientific investigations; and
6. Lifelong learners who, empowered by St. Antoninus of Florence's zeal for learning, are committed to the advancement of a higher culture through a continuous search for intellectual inquiries and new knowledge as well as faithfulness to Catholic intellectual traditions.

Program Intended Learning Outcomes (PILO)

When you successfully complete Master of Science in Human Resource Management, you will be able to:

1. Demonstrate a high level of competence in the development, advancement and transmission of specialized knowledge and skills in the field of human resource management;
2. Demonstrate skills of critical inquiry and creative approaches in the findings of solutions in the human resource development through researches; human resources related problems;
3. Demonstrate the ability to lead and work independently and collaboratively with other and in exercising ethical actions in resolving human resource management issues and problems;
4. Demonstrate global awareness of the human resource management diversity and practices;
5. Demonstrate an updated and in-depth professional and functioning knowledge on strategic of human resource management problems and practices in the business fields and other disciplines;
6. Demonstrate initiatives and self-direction to advance one's knowledge and skills in human resource management using established sources of advance information in the field.

MASTER OF SCIENCE IN HUMAN RESOURCE MANAGEMENT

PREREQUISITE COURSES (6 UNITS)

St. Thomas and Critical Thinking

Primarily designed to appraise St. Thomas Aquinas as a critical thinker *par excellence* and to develop in and empower the students with the skills needed for critical reading and writing.

Research Methodology

The student is introduced to research concepts relevant to human resource management. It also introduces to the new format in thesis writing using IMRAD (Introduction, Methods, Results and Discussions) format. The preparation of thesis is emphasized in this topic such as title, statement of the problem, sources of data, analysis and evaluation of information gathered. Course output is a thesis proposal.

CORE COURSES (9 UNITS)

Strategic Human Resource Management

The course focuses on the issues of managing human resources in an organization. Particular attention is placed on the problems of designing and working in the human resource management system. It includes topics in manpower planning, work analysis, staffing, compensation planning and training which is geared to support the strategic plans of the organization for global competitiveness.

Philosophy of Business

Designed for businesses in a free enterprise society and understand changes in people, organizations, and societies; how and in what

direction change is taking place and what he can do either to help, hinder or direct which means "how he can manage the process". The philosophical definition of business profit and social responsibility and business as a service concern and vehicle for social change and true fulfillment of human development are discussed.

Research Statistics

The course is designed for students in psychology, business, social sciences, physical sciences and bio-medical related courses which dealt with the appreciation, understanding, and usage of statistical tools in the field of qualitative and quantitative researches for graduate level students. The course utilizes any available electronic devices/software to enhance the learning of students.

SPECIALIZATION (15 UNITS)

Human Resource Planning

The course focuses on the concepts, principles, methods and procedures of predetermining course of action to implement human resource management as they affect the business organization's manpower needs. Manpower audit, inventory and forecasting personnel needs in terms of the desired number of personnel, quality and labor sourcing are discussed.

Job Evaluation and Salary Administration

The course focuses on the evaluation and assessment of the job to determine the grade level of the workforce in the organization as well as the determination of the pay structure of the employee. It prepares the HRM student in the administration of the job and salary scale.

Performance Appraisal Systems

The course stresses the principles necessary for the selection, management and development of an organizations' appraisal system. It includes computers and expert systems for succession planning and developing excellence in determining the objectivity of the appraisal process, merit awards and development needs, the system used to measure and develop cultural change, the development and validation of cost effective performance systems.

Organization & Job Design

The course focuses in the placed on selecting, formulating and building broad guidelines for people's affair in the organization. It includes the establishment of organization standards, job specifications, and descriptions as ready reference to control operations.

Designs and Techniques in Training and Development

It focuses on the designs, techniques, strategies and actual plans to increase the knowledge and work skills of employees together with their attitudes, behavior, and personality. It includes training needs analysis, training activities and the creation of an organizational climate of learning that leads to professionalism, career advancement and development of the total individual.

Human Resource Information Systems

A comprehensive course deals computer systems for human resource management applications which focus on the development, selection and use of management information systems in public and private organizations.

Good Governance and Corporate Social Responsibility

The course deals with the social responsibility of the human resources towards society and environment in achieving sustainable development as well as good governance.

Ethics in the Workplace

The course will introduce the student the contemporary issues of ethics, morality and social responsibility. The course is intended to demonstrate to the students how ethics can be integrated into strategic business decisions and can be applied to their own careers. It uses a case study approach to encourage the student in developing analytical, problem solving, critical thinking and decision-making skills.

Organizational and Human Behavior at Work

The course covers on human behavior in organizational setting, of the interface between human behavior and the organization, and of the organization itself. It also discusses link between individual, group and organization mechanisms and characteristics.

COGNATES (3 UNITS)

Any specialization course in business or other related disciplines that has substantial bearing on the proposed thesis

OTHER REQUIREMENTS (9 UNITS)

Written Comprehensive Examinations (WCE)

TW1 – thesis proposal

TW2 – research colloquium

TW3 – thesis defense

Total = 42

**UST Graduate School Administration
Officials and Faculty Set-up**

MARILU R. MADRUNIO, Ph.D.
Dean

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

ALEJANDRO S. BERNARDO, Ph.D.
Faculty Secretary

GRECEBIO JONATHAN D. ALEJANDRO, Dr.rer.nat.
Director for Graduate Research

MARY CAROLINE N. CASTAÑO, Ph.D.
Program Lead for Business Cluster

PROFESSORIAL STAFF

Hector M. Aguilung, Ph.D.
Rosalia Caballero, Ph.D.
Ma. Vida Caparas, Ph.D.
Alita Conde, Ph.D.

Golda Aira Crisostomo, Ph.D.
George A. Lu, Ph.D.

Rev. Fr. Jerry Manlangit, O.P., Ph.D.
Ramon Ricardo S. Roque, Ph.D.
Marilyn Tiongson, Ph.D.

Summary of Program Requirements

| Degree Requirements | units |
|----------------------------|-----------|
| Prerequisite Courses | 6 |
| Core Courses | 9 |
| Specialization Courses | 15 |
| Cognate Courses | 3 |
| Written Comprehensive Exam | -- |
| Thesis Writing I | 3 |
| Thesis Writing II | 3 |
| Thesis Writing III | 3 |
| TOTAL | 42 |

For further information, please call,

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or write to:

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University of Santo Tomas
THE CATHOLIC UNIVERSITY OF THE PHILIPPINES
MANILA, PHILIPPINES
The Graduate School

HRM

**MASTER OF SCIENCE IN HUMAN
RESOURCE MANAGEMENT**