



MASTER OF PUBLIC MANAGEMENT

The Master of Public Management (MPM) Program of the Faculty of Management and Development Studies, UP Open University (UPOU) was first offered during the second semester of AY 1997-1998. The institution of the Program was initiated and led by the then UP College of Public Administration (UPCPA, now the UP National College of Public Administration and Governance, or NCPAG), the country's foremost academic institution in public management, education, research and extension.

The UPCPA, with the support of the Civil Service Commission, had aspired to assist in democratizing education by offering programs in distance mode. Distance education (DE) as an approach to learning aims to provide academic preparation to enhance the skills of practitioners who have no time to attend the University or cannot leave their work place due to tasks in the office or in the field. As such, the UPCPA took the challenge by offering DE programs. The College invited faculty from the UP System offering Public Administration courses as course writers and tutors, and ensured quality in the offering of programs.

Currently, the Program offers three specializations: Local Government and Regional Administration (LGRA), Public Policy and Program Administration (PPPA), and Voluntary Sector Management (VSM). The Program seeks to expand and develop other areas of specialization, such as Organization Studies, and Public Fiscal Administration, in the future.

PROGRAM GOALS

The Master of Public Management (MPM) Program is designed for policy-makers, administrators, and managers of public, private, and non-governmental organizations; practitioners in local government and administration; and other individuals interested in good governance, and public policy and administration. Students must complete 36 units to finish the program.

The fundamental goal of the MPM Program is to professionally upgrade the management skills and education of administrators and practitioners, in the pleasure of their own time and place.

- In particular, the program aims to: Provide a high level of competence in public policy, governance, and administration;
- Prepare students to become better public managers, administrators, government or volunteer workers and/or advocates of social change, administrative, reform, and national development; and
- Equip them with skills and knowledge needed in managing and developing organizations that work for the welfare and interest of the Filipino people.

ADMISSION REQUIREMENTS

Applicants to the MPM Program must have a bachelor's degree or its equivalent from a recognized institution, and at least two years' work experience.

Those seeking admission must also take and pass the MPM Graduate Admission Test (MPM-GAT) which are usually administered twice a year.

Documents to be submitted include the following:

- Duly accomplished application form for admission. If the applicant is a former UP student, he/she must indicate his/her student number in the form.
- Official Transcript of Records (1 original and 1 photocopy) bearing the school dry seal and imprint, and the Registrar's signature in ink, and with acceptable remarks.
- Two letters of recommendation from: employer/supervisor, former professor, former program adviser (the UPOU Form 1a to be used for this purpose is attached to the printed application form or can be downloaded online from the UPOU website).
- Two identical 2"x2" photos and two identical 1"x1" photos, with your name and the program applied for printed at the back of the photos.
- A 500-word essay (refer to item #30 of the application for admission form)

MODE OF INSTRUCTION

All courses are delivered in Distance Education (DE) mode using state-of-the-art multi-media technology and equipment. Teachers and students interact via the internet mainly through the MOODLE (Modular Object-Oriented Dynamic Learning Environment) platform which can be viewed at the MyPortal LMS.

COURSES

The MPM Program consists of a 36-unit academic course/program and a written comprehensive examination. The 36 academic courses include five mandatory core courses, i.e. these courses should all be taken by the students; two survey courses; three courses in the field of specialization; and two electives (from the pool of survey and field of specialization courses not yet taken by the student).

Core Courses (Total of 15 units)

- PM201** (3 units) **Theory and Practice of Public Administration**
Ideas, issues, and trends in the theory and practice of Public Administration and national development
- PM208** (3 units) **The Philippine Administrative System**
Nature, processes and dynamics of the Philippine Administrative System and its role in national development [Prerequisite: PM 201]
- PM230** (3 units) **Financial Management in Government**
Financial management, including financial planning, budget analysis and preparation, accounting, cash management, and financial accountability in a government organization
- PM299.1** (3 units) **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
- PM299.2** (3 units) **Research Methods in Public Administration**
Application of scientific methods to the study and practice of Public Administration [Prerequisite: PM 299.1]

Survey Courses (Total of 6 units)

Two of the following:

- PM231** (3 units) **Public Fiscal Administration**
Organization, processes and procedures of fiscal administration covering such areas as revenue administration, budgeting, accounting, auditing, and inter-governmental fiscal relations
- PM241** (3 units) **Public Policy and Program Administration**
Introduction to policy analysis, policy system, policy research, the role of the State and the rationale for public policy, policy implementation, including the disciplinary foundation, processes, and methodological and practical issues of Policy Science
- PM251** (3 units) **Local Government and Regional Administration**
Theoretical and empirical perspectives of local government and regional administration, issues and central local relations, community and institutional development and area management
- PM281** (3 units) **Voluntary Sector Management and the Development of Civil Society**
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

Electives (Total of 6 units)

- PM227** (3 units) **Human Resource Management**
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

Any Survey or Major Courses not taken previously
(3 units)

Specialization (Total of 9 units)

Major Courses in Local Government and Regional Administration (LGRA) Track

PM252 Rural Administration and Development
(3 units) Roles of local, regional, and central institutions in rural development and service administration; planning, organization, personnel, and management concepts and methods in local and area agencies; community organization and participation in rural development programs and projects [Prerequisite: PM 251]

PM253 Human Resource Management
(3 units) 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

PM254 Human Resource Management
(3 units) 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

**PM259 Special Problems in Local Government
and Regional Administration**
(3 units) [Prerequisite: PM 251]

Major Courses in the Public Policy and Program Administration (PPPA) Track

PM242 Methods of Policy Analysis
(3 units) Quantitative and non-quantitative methods in the analysis of public policy; problems in applying these methods and techniques [Prerequisite: PM 241]

PM243 Program and Project Development
(3 units) Systematic analysis, planning, and evaluation of programs and projects [Prerequisites: PM 241 or COI]

PM244 The Policy Process
(3 units) Methodological, environmental, institutional, and substantive issues in the policy cycle, including in-depth analysis of specific substantive policy issues [Prerequisites: PM 241 or COI]

PM245 Program and Project Implementation
(3 units) Policy and program implementation with emphasis on the factors related to success and failure of public policy [Prerequisites: PM 241 or COI]

Major Courses in the Voluntary Sector Management (VSM) Track

**PM282 Human Resources Management in the
Voluntary Sector**
(3 units) Managing volunteer and paid staff in the voluntary sector, their interaction with each other, with the civil service, and civil society; process towards professionalization, nurturing the commitment and competence of human resources in the organization [Prerequisite: PM 281]

**PM283 Resource Generation and Financial
Management in the Voluntary Sector**
(3 units) 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 [Prerequisite: PM 281]

**PM284 Strategic Planning and Management in
the Voluntary Sector**
(3 units) Undertaking strategic planning and management for organizations in the voluntary sector, setting and achieving the vision of such organizations [Prerequisite: PM 281]

**PM289 Special Problems in Voluntary Sector
Management**
(3 units) [Prerequisite: PM 281]