

MPN 424
469

**Office of the President
of the Philippines
Malacañang**

MEMORANDUM ORDER NO. 122

FURTHER AMENDING MEMORANDUM ORDER NO 29, DATED 14 AUGUST 1992, AS AMENDED, AUTHORIZING THE CONDUCT OF AN IN-HOUSE GRADUATE PROGRAM IN MASTER IN PUBLIC ADMINISTRATION (MPA) AND MASTER IN PUBLIC AND BUSINESS ADMINISTRATION (MPBA) IN THE OFFICE OF THE PRESIDENT (PROPER)

Memorandum Order No. 29, dated 14 August 1992 as amended, is hereby further amended as follows:

Section 1. The second paragraph appearing on page one thereof shall read as follows:

"The expenses for tuition and miscellaneous charges per participant which shall be embodied in a Memorandum of Agreement to be entered into between this Office and the PUP Graduate School, shall be advanced by this Office, chargeable against savings pursuant to the aforesaid Memorandum Circular No. 13, or the authentication fees set aside as a trust fund by the provisions of LOI No. 1446, dated January 1985, for the exclusive use of the Office of the President. These expenses shall be subject to the usual accounting and auditing rules, and shall be reimbursed by the participants in the following manner:

At least fifty percent (50%) of these expenses shall be deducted from the salaries of the participants spread out during the period of their study under the In-House Graduate Program (Program);

The balance shall be paid after completion by the participants of their course, out of salary deductions spread over a period not to exceed three (3) years.

Provided that, no employee of this Office who shall be enrolled under the Program or has availed of the benefits of the same, and has not yet fully paid his obligations to this Office may resign from the government service or be transferred to other governmental agencies until full payment thereof."

Section 2. The third paragraph appearing on page thereof shall read as follows:

"However, participants whose grade average for a particular semester is not lower than 1.5, shall no longer be required to reimburse the expenses advanced by this Office for that particular semester in recognition of their exemplary academic performance. Provided, that they shall complete or finish the course. Any participant who fails to complete or finish the course shall reimburse this Office the full amount advanced for his or her enrolment, regardless of scholastic standing.

Section 3. The second subparagraph appearing on page thereof shall read as follows:

2. To qualify, participants must
 - a have served the Office of the President for at least two consecutive years;
 - b be a holder of an appropriate Bachelor's Degree with an average grade of not lower than 2.0, or its equivalent (official transcript of records must be submitted);
 - c qualify in the admission test given by the PUP Graduate School;
 - d have a performance rating of at least "Very Satisfactory" for two (2) consecutive rating periods;
 - e. must be in good physical and mental condition (as evidenced by a medical certificate); and
 - f must have at least twenty (20) days leave credits upon enrollment, the same to be maintained for the duration of the course.

The above requirements under (b) and (c) may be waived by this Office in accordance with PUP's Regulations and Standards for Masteral Degrees, attached hereto as Annex "A".

Section 4. The following paragraphs shall be inserted before the last paragraph appearing on page two (2) thereof:

"Those without permanent appointment and with less than ten (10) years of service in the Office of the President may avail of the Program; Provided that, full reimbursement to this Office of the expenses advanced shall be made during the period of their study under the Program, subject to the rule on discount per semester for exemplary academic performance.


"All participants are required to maintain a "Very Satisfactory" performance rating in their work during the whole duration of their study under the Program, otherwise, they shall be asked to discontinue availing of the same.

"The OP Personnel Development Committee shall ensure the full implementation of the Program in accordance with the foregoing guidelines and the provisions of Memorandum Order No. 29, dated 14 August 1992, as amended."

This Memorandum Order shall take effect immediately.

DONE in the city of Manila, this 23rd day of April in the year of Our Lord, Nineteen Hundred and Ninety-three

By authority of the President



EDELMIRO A. AMANTE, SR.
Executive Secretary

APR 29 1993 *fdm*
Date



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REGULATIONS AND STANDARDS

Masteral Degrees

Admission

Admission to graduate work leading to a Master's degree is open to holders of appropriate bachelor's degree from universities or colleges of recognized standing, or equivalent as certified to by the Academic Council of the Polytechnic University of the Philippines. The applicant must have a scholastic rating of, at least 2.0, B, or 85% in the baccalaureate course and must qualify in the admission test. Those who cannot meet the requirements can apply and may be admitted on probation.

The other professional, as well as personal attributes of the applicant shall also be considered, like potential for leadership in his area of specialization.

Admission Documents

An applicant for admission must furnish the Graduate School with the following:

1. Application for admission
2. Transcript of Records (one original and two photo copies)
3. Two (2) passport size photographs
4. A certificate of good moral character
5. A record of service or experience in his professional area or any field if the applicant is employed
6. Medical clearance

Exemptions from Taking the Admission Test

1. Division chiefs and equivalent ranks in government or private enterprises
2. Advanced graduate students from other schools provided they meet the criteria set for the purpose (i.e. students with at least 24 graduate units earned elsewhere)
3. Regular, temporary and part-time PUP faculty members who have served the University for at least one year.
4. Master's degree holders.

Requirements for Classified Graduate standing

1. An appropriate baccalaureate degree
2. An average grade of at least 2.0, B, or 85% in the appropriate undergraduate program
3. Qualifying in the admission test and filing of a program of studies approved by a faculty adviser

To maintain classified graduate standing, the student must have established residence with the school for at least two consecutive terms (for purposes of these regulations, a summer term is considered one school term) in each academic year.

Classified Graduate standing

Classified graduate standing is a prerequisite to completion of a course for a master's degree except in the following instances

1. A maximum of 30% of the course work may be allowed for approved transfer work.
2. Except with the approval of the adviser, no more than six units may be taken while on probationary status.
3. A maximum of six units may be taken by a senior student within six units of completing the baccalaureate requirements.

In all cases cited above, a grade of at least 2.0, B, or 85% should be obtained in each course work.

Unclassified Graduate standing

If an applicant for admission does not possess the appropriate bachelor's degree for the master's degree program, he may be admitted as an unclassified graduate student. He may then, later, petition the dean through the office of the graduate school for change of status to classified graduate standing after completing the prescribed graduate work to make up for his deficiency.

Probation

An applicant for admission possessing the appropriate undergraduate requirement, but who does not meet the required scholastic average rating of at least 2.0, B, or 85% in the undergraduate work may be admitted on probation. He will be allowed to take no more than six (6) units of graduate work after which he should petition the Dean through the office of the graduate school for evaluation and reclassification to classified graduate standing in order to continue his graduate work.

Non-Degree Student

A qualified applicant for graduate work who does not wish to pursue his studies to a Master's degree is considered a non-degree graduate student. He may petition for conversion of his status into classified graduate standing should he decide later on to work for a Master's degree and meet all the requirements for classified graduate standing.

Transfer

Equivalent graduate work may be accepted by transfer from graduate school/s of recognized standing not exceeding 30% of the total units in the PUP curriculum.

Concurrent Credit

A graduating student with only 6 units to complete the baccalaureate requirement may enroll, for not more than six units in the graduate program. The bachelor's degree must, however, be completed at the end of the semester, otherwise, the advance graduate units taken simultaneously with the undergraduate subjects shall not be credited.

Graduate Credit for Participants in Seminars, Internships and Other Training Programs

Participants in training programs who are bachelor's degree holders and who have completed at least 100 hours of training may be credited with a maximum of 6 units in the courses pursued on the graduate level subject to the following conditions:

1. The seminar courses must have been taken not earlier than two years before admission to the graduate school.
2. Acceptable term paper on the seminar courses is submitted and approved by a committee created by the Dean for the purpose.
3. The graduate courses to be credited are not in the major area and that such credits will be given only upon satisfactory completion of at least 12 units of graduate courses.

Exceptions to the above conditions will be considered on a case-to-case basis by a committee composed of the Dean, the Area Chairman, and a faculty of the area.

Graduate Study Load

The maximum graduate study load per semester is twelve (12) units for full-time students. This is reduced for part-time students to six (6) units; exceptions are to be on permission of the Dean. In the summer term, the maximum load shall be six (6) units.

Scholarships

An entrance scholarship consisting of a 50% discount on tuition fees shall be enjoyed for the first semester only by students who graduated with honors, cum laude or its equivalent or higher, in their bachelor's degree from colleges of recognized standing and accredited by the University.

Study Privileges of the University Faculty and Administrative Personnel

Regular and temporary members of the faculty, as well as officers and employees, enrolled in courses beneficial to their regular work at PUP Graduate School are granted 75% discount on tuition fees; for part-time faculty members and casual employees who have been in each instance in the service for at least one year, a 50% discount on tuition fees.

All University personnel are exempted from the payment of medical and dental fees.

Cross-Registration

Permission of the graduate school dean is needed before a student is allowed to cross-register in any other institution. Cross-registration may be authorized for subjects which are not offered in the University.

Auditing Courses

The privilege of auditing a course (subject) is available to students upon approval of the dean. Auditors are registered and are subject to the same regular fee schedule. Auditors are not required to participate in class activities or examinations; they do not receive any grade or credit. No record of auditing a class appears on the student's permanent record, nor are transcripts issued for audited courses. Change from audit to credit course may be allowed upon application to and approval by the Dean. This is to be made within the first ten hours of class meetings.

Graduate Adviser

Upon admission of a student to the graduate school, he will be assigned a faculty adviser on his major area to assist him in planning his work and in meeting the requisites of the course. The adviser approves the student's program of studies each semester prior to the enrollment period.

Leave of absence

A graduate student who is on classified graduate status must apply through the Office of the Graduate School for leave of absence if he cannot attend the University for two consecutive terms (summer is considered a term). A student returning from leave of absence without permission must file an application with the Dean for readmission.

Incomplete Grade

Students who have two or more "Incomplete" grades shall not be allowed to enroll until they shall have removed their "Incomplete" grades.

Inc. Incomplete grade in a subject is given for the student's failure to submit certain course requirements. This grade lapses to an "N" (No Credit) if not made up within one year. A completion form is accomplished by the professor and submitted to the GS office.

W Withdrawal: The student may voluntarily drop any course for which he or she is registered and automatically receives a "W" by filing a withdrawal form at any time through the last day of the last week of class prior to final examination.

Grades

Any student receiving a grade below 2.5, B-, or 80% in any of his course requirements either will have to repeat the course or will have to take a substitute course in the same discipline or area with the approval of the Dean.

The grading system for qualifying courses shall be either "P" or "N" (Pass/NO credit); the number of units shall be indicated in parentheses.

Graduatic Requirements

Completion of the course requirements with no grade below 2.5, B-, or 80% in any course work finally considered; and overall average of at least 2.0, B, or 85%

2. Passing of the written comprehensive examination
3. Passing of the oral examination on the thesis, special problem or research project.
4. Meeting the minimum one year residence requirement

Advancement to Candidacy

Advancement to candidacy is a prerequisite to enrollment in the thesis, special problem or research project requirement of the masteral course. This status is achieved by satisfying all requisites for classified graduate standing, obtaining an average grade of at least 2.0, B, or 85%, passing the comprehensive examination, and obtaining the approval of his adviser on the research proposal including the tentative outline and bibliography.

Students pursuing the Master's degree are encouraged to undertake thesis substitute relevant to their needs, such as industry investigation, project study, case writing, etc. In case writing, the number of cases to be written will be decided by a committee designated by the Dean.

Comprehensive Examination

The student takes a comprehensive examination after completion of his course requirements. A student who fails in the examination will have to take another examination of the particular course he failed. A second failure will mean he has to take again the entire examination; but, he shall first be required to take additional six (6) units of graduate courses.

Thesis, Special Problem or Research Project

The candidate shall submit his thesis/research project proposal together with the tentative outline and bibliography to his adviser for approval.

Submission to the Dean of the required thesis, special problem or research project should not be later than three years after passing the comprehensive examination.

The student exceeding the time limit shall be required to take additional courses to be determined by the Area Chairperson; these shall not be less than six units.

Oral Examination

Oral examinations are scheduled upon certification of the adviser that the candidate is ready for orals. The candidate shall submit four (4) copies of his approved thesis to his adviser before he is certified ready for orals. These copies are to be submitted to the Dean not later than fifteen (15) days before the scheduled oral examination date. These copies shall be distributed to the examiners.

There shall be three (3) members of the examining panel, one of whom may be a practitioner who is not necessarily a faculty member.

Five more copies of the research report in its final form and bound in hard cover are to be submitted to the Office of the Graduate School for the Dean's approval and distribution to offices and institutions concerned.

Application for the Master's Degree

Application for the Master's degree must be made through the Office of the Graduate School during the semester preceding the semester in which the student is expected to receive the degree.

Second Master's Degree

A Master's degree holder who wishes to obtain another Master's degree must complete a minimum of eighteen (18) units of new courses (subjects); and must satisfy all the other requirements of the new degree.

Certificate

A certificate will be awarded upon application of the student who has completed the prescribed courses in the Master's degree program and has stopped.