

**HOLY ANGEL UNIVERSITY
GRADUATE SCHOOL OF BUSINESS**

**Certificate of Public Administration and Governance Program
For Government Elected Officials**

This Certificate of Public Administration and Governance Program for Government Elected Officials who are interested to learn and enhance their knowledge and skills in the formulation of public policy, administrative reforms and effective governance. It consists of a six-subject or 18-unit course work which shall be completed in a minimum of seven (7) months.

The program has the following objectives:

1. To develop the Government Elected Officials a high level of competence in the formulation of public policy, administrative reforms and effective governance through academic excellence; and
2. To provide a learning opportunities for Government Elected Officials and establish linkages with them.

The following are the qualifications of the applicants to qualify for the admission to the Certificate Program for Government Elected Officials; to wit:

1. The applicant must be a high school graduate.
2. The applicant must have, at least, one (1) year working experience in the government as Congressman, Governor, Vice-Governor, Board Member, Mayor, Vice-Mayor, Municipal/City Councilor, Barangay Captain, Sangguniang Kabataan and Kagawad.

Policies of the Program

1. Orientation will be conducted by the Program Coordinator with the applicant of the program. This consists of rationale of the program, objectives, admission requirements, qualification requirements for applicants and the basic policies of the program.
2. There shall be no Admission Test for the applicants of this Program.
3. There shall be no written comprehensive examination to be taken by the student enrolled in this program.
4. The student is allowed to enroll a maximum of fifteen (15) units of subjects offered in a semester taken simultaneously in modular classes and extension program and a maximum of six (6) units in summer.

GSEFGOV**EFFECTIVE GOVERNANCE****3 units**

This course is a study of governance from the view point of the government officials. It explores the opportunities and problems encountered in plotting an organization's mission, objective and strategies in the context of government environment. The course also aims to acquaint the student with the role and tasks of the strategy-maker; to familiarize students with analytical frameworks or models that can be employed in strategic planning; to develop competency in the integration of the various concepts learned from more specialized branches of management; to train students to analyze situations and formulate rational and consistent recommendation and to enhance proficiency in presenting one's position effectively both orally and in writing.

The course is also designed to learn the underlying concepts of governance. It also discusses topics like examination and barometer of effective governance. The students will serve as steering committee by observing and giving critiques on the governance of different heads/leaders in the Philippines and other countries.

GSADRI**ADMINISTRATIVE REFORMS & INNOVATIONS 3 units**

This course deals with the reforms and innovations that are applicable and effective in the Philippine Administrative System. The said reforms and innovations will be conceptualized by the students on how to improve the service in their respective government agencies.