

INSTITUTE OF PUBLIC ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES

PROGRAM AND GOALS

The Institute of Public Administration is an integral unit of the University of the Philippines. It was established (in 1952) to be a center for research, information and professional training in public administration. As a unit of the state university, the Institute assumes a unique role in that it is intimately concerned with public affairs and governmental operations. Thus it endeavors to provide services to the government; to organizations of public officials; to individuals desiring to prepare themselves for the public service; to scholars in public administration and in the social sciences, as well as to others who have an interest in better public administration, whatever their specialization as scholars or their calling as individuals. The program and goals of the Institute may be summed up as follows:

- 1) To organize and make available information on Philippine public administration, and to contribute to the advancement of the knowledge of public administration in general.

The complex and varied problems of public affairs demand many specialized insights and analytical skills. Staff

members of the Institute draw upon their varied backgrounds and interests to plan and conduct basic investigations of public policy, governmental management and organization. In addition, the Institute encourages public administrators to join in the study of substantive programs of government and to report on them. The Institute also enlists the help of University specialists and those of other research institutions to investigate problems of public administration. The Institute staff seeks inter-disciplinary collaboration whenever called for to understand more fully various aspects of government. In theses, dissertations, and other studies, the tools of inquiry of several disciplines can shed new light on problems of public policy and administration.

The Institute publishes general studies and specialized monographs to inform students and practitioners about major research findings. Research memoranda are prepared by the staff of the Institute, often at the request of officials or in response to current needs. From time to time reports of researches are made to professional conferences and meetings. A journal of Philippine public administration is published quarterly by the Institute as a medium for the exchange of ideas and experiences of students and practitioners.

The Institute's library and inter-departmental reference service also perform "intelligence" functions for students and practitioners of public administration. The volume of public administration "intelligence" has in recent years become far greater than most individuals needing it usually know. Scattered through books, journals, reports, public documents, and newspapers, among others, are many materials of vital interest for all concerned with furthering public administration. The library and the inter-departmental reference service identify and make accessible these materials. They have devised tools to aid systematic study and to deal with particular queries about public administration. The library's collections have been built and are maintained to include Philippine and foreign books and other items basic to public administration study and for reference. Major periodicals are likewise a part of the collection. Documents, newspaper clippings, and fugitive materials are organized by agencies of Philippine government. Catalogs and other bibliographic tools, including a union catalog of holdings of government agency libraries, a Union List of Serials, and an Index to Philippine Periodicals, make information on public administration available to the Institute staff, students, and government officials.

In addition to advising and consulting with agencies and individual officials from time to time, members of the Institute staff carry a number of continuing assignments by which information about public administration is made directly available to government. The Director of the Institute is a member of the Council of Administrative Management. The Council is responsible for advising and assisting the President of the Republic and for providing leadership to agencies in the improvement of administrative management throughout the Executive Branch. Through the Director the Institute brings to the attention of the Council the results of its studies and undertakes, within limits, research on special problems upon request of the Council.

The Institute also provides the occasion and meeting place for regular conferences, seminars, and other meetings of public officials. These encourage exchanges of information on certain topics or problems of common interest. Staff members provide basic staff work for these activities and put information about public administration at the disposal of participating officials.

- 2) To develop and prepare qualified personnel for the Public Service.

The Institute strives to strengthen executive leadership and to raise standards of administrative performance in the government service by providing educational opportunities for present and prospective public servants. The Institute's academic program, leading to undergraduate and graduate degrees in public administration, aims to prepare students for various administrative and staff assignments. For graduate students the program includes thesis writing and an internship in a government agency. In order to attract the best qualified persons to its training program a number of scholarships are offered to Filipino and Southeast Asian students.

For higher executives and administrative officials in the national and local governments the Institute organizes or assists in the planning and conduct of executive development programs. The Institute also conducts courses for training officers of agencies and offices at all levels. Technical assistance is extended wherever needed in the government in the planning of training programs, preparation of materials, and in the evaluation of results. Government training officers and other former trainees of the Institute are encouraged to act as "field agents" of the formal organizations for management improvement (Council of Administrative Management, Management Service of the

Budget Commission, and management staffs in the agencies), with the IPA providing them with up-to-date information, refresher training, and other assistance.

- 3) To stimulate widespread interest in and to encourage support for the improvement of Philippine public administration.

Recognizing the need for a concerted effort to provide the government with competent personnel, the Institute encourages and assists other institutions of higher learning in developing their own academic programs for training in public administration. The Institute fosters the professionalization of the public service by supporting, within limits of its personnel and resources, societies of government officials and employees, such as the Society for Public Administration of the Philippines, the League of Government Executives, and the Government Training Officers Association of the Philippines. Support may take on such forms as providing headquarters and meeting place, limited technical assistance and secretarial service. Staff members seek a wider acceptance of the belief that an honest, intelligent, and competent public administration is good politics, and that both of them contribute to the effective utilization of the human and material resources of the country.

The Institute endeavors also to fulfill its role as a center of training in public administration in Southeast Asia. It lends support to regional conferences, contributes to studies in comparative public administration in the region, engages in the exchange of information and publications, and works towards the establishment of an exchange student and professorship program with neighboring countries that have set up their own equivalent institutes.