

1 LP-VAN-HQ1

First date : January 25, 1926

First promotion : (1954-1957) - Economic and Financial Section.

## CURRICULUM

### First year (1954).-

- Military training . . . . .	384 hours
- A brief history of VIETNAM . . . . .	30 hours
- Vietnamese political and administrative organization. . . . .	30 hours
- Public International Law . . . . .	30 hours
- Common Law . . . . .	30 hours
- Administrative Law . . . . .	30 hours
- Basic principles of Economics . . . . .	36 hours
- Geography (Vietnam, South East Asia, the USA, the URSS, the Common Weath) . . . . .	30 hours
- Finances . . . . .	30 hours
- Political and Social Problems . . . . .	36 hours
- Local Government (provinces, districts, villages) . . . . .	30 hours
- Labor law . . . . .	30 hours
- Information service and propaganda technique . . . . .	20 hours
- The different services in a big town . . . . .	20 hours
- Penal Law . . . . .	30 hours
- Organization of the police and the information services . . . . .	30 hours
- Practice works . . . . .	40 hours
- English . . . . .	30 hours
<b>TOTAL : . . . . .</b>	<b>896 hours</b>

### Second year. - (1955).-

- Military training . . . . .	384 hours
- Taxes Administration . . . . .	30 hours
- Comparative Finances . . . . .	30 hours
- Economics . . . . .	70 hours
- Economic problems (Salary, commerce, agriculture, exploitation and transformation industries cooperatives)	60 hours
- Commercial Law . . . . .	30 hours
- General regulations in Customs . . . . .	22 hours
- Clearing procedures in Customs . . . . .	20 hours
- Special regulations and postponed tax payment regulations in Customs . . . . .	20 hours
- Organization of the Customs Central Directorates Offices . . . . .	20 hours
- Professional Training . . . . .	30 hours
- Contentious procedures in Customs . . . . .	30 hours

Second Year (1955) (Cont'd)

- Customs police . . . . .	30 hours
- Nogies Taxes . . . . .	20 hours
- Practice Works . . . . .	50 hours
- English . . . . .	50 hours
<b>TOTAL :</b> . . . . .	<b>896 hours</b>

Third Year (1956).

(1) 1st semester : Probation in different Departments such as of Finances, National Economy, Reconstruction and Planning, Agriculture Reform.

(2) 2nd semester : Regular classes at the National Institute of Administration :

- Economics and Finances . . . . .	40 hours
- International political and Economic problems . . . . .	20 hours
- Management of private factories . . . . .	30 hours
- Foreign Economic Aid Problems . . . . .	20 hours
- Practice Works . . . . .	48 hours
- Contentious procedures about Taxes Administration and additional lectures about Direct Taxes . . . . .	30 hours
- Additional lectures about Registration Taxes . . . . .	30 hours
- Additional lectures about Customs . . . . .	30 hours
- English . . . . .	40 hours
<b>TOTAL :</b> . . . . .	<b>288 hours</b>

Military Service (in the Fourth and First Military Regions of VIETNAM- From February 1, 1957 until July 31, 1957)

6 months

SAIGON, October 13, 1959

The Director of the National Institute of Administration,

Name : HOI LE VAN

Birth date : January, 23 1946

STATEMENT

of my past and present responsibilities

I/- EDUCATION

I passed my secondary school's degree in 1942 (DEPSI). After twelve years of interruption, I have attended the National Institute of Administration of VietNam since February 1954 and was graduated in January 1957 (Economic and Financial Section). I have also accomplished 6 months of military service since February 1957 until July 1957.

II/- ACADEMIC TRANSCRIPT IN ENGLISH

Here is the list of the subjects I have already completed at National Institute of Administration VietNam :

First year (1954)

Military training	384 hours
A brief history of VietNam	30 hours
Vietnamese political and administrative organization	30 hours
Publics International Law	30 hours
Basic principles of Economics	30 hours
Geography (Vietnam, South East Asia, the USA, the USSR, the Common Weath)	30 hours
Finances	30 hours
Political and Social Problems	30 hours
Labor Law	20 hours
Information service and propaganda technique	20 hours
The different services in a big town	30 hours
Penal Law	
Organization of the police and the information services	30 hours
Practice works	40 hours
English	30 hours
	896 hours

Second year (1955)

- Military training	384 hours
- Taxes Administration	30 hours
- Comparative Finances	30 hours
- Economics	70 hours
- Economic problems (Salary, commerce, agriculture, exploitation and transformation industries - Cooperatives)	60 hours
- Commercial Law	30 hours
- General regulations in Customs	22 hours
- Clearing procedures in Customs	20 hours
- Special regulations and postponed tax payment regulations in Customs	20 hours
- Organization of the Customs Central Directorates Offices	20 hours
- Professional Training	30 hours
- Contentious procedures in Customs	30 hours
- Customs police	30 hours
- Regies Taxes	20 hours
- Practice Works	50 hours
- English	50 hours

Total : 896 hours

Third year (1956)

1/- 1<sup>st</sup> semester

Probation in different Departments such as of Finances, National Economy, Reconstruction and Planning, Agriculture and National Bank.

2/- 2<sup>nd</sup> semester Regular classes at the National Institute of Administration (288 hours) :

- Economics and Finances	40 hours
- International political and Economic problems	20 hours
- Management of private factories	30 hours
- Foreign Economic Aid Problems	20 hours

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- Practice Works	48 hours
- Contentious procedures about Taxes Admini- nistration and additional lectures about Direct Taxes	30 hours
- Additional lectures about Registration Taxes	30 hours
- Additional lectures about Customs	30 hours
- English	40 hours
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Total :	288 hours

Military Service (in the First Military  
Region of VIETNAM From February  
1, 1957 until July 31, 1957) 6 months

### III) E M P L O Y M E N T

#### A- Former Employment

After a competition examination I was appointed administrative officer and have been serving at the provincial administration of Giadinh from 1944 till 1953.

Description of my duties :

- Clearing of material expenditures;
- Preparation of the provincial budget;
- Cashier ;
- General administration Section Chief;
- Taxes Section Chief .

#### B- Present Employment

Since my graduation at the National Institute of Administration ( August 1957 ) I was appointed in the high administrative rank and assumed the duties of taxes section chief of LongKhanh province from August 1957 up to now.

This province includes 2 districts divided into 16 villages with 60,000 inhabitants.

Description of my regular duties as Taxes Section Chief:

Survey, collection and control of direct taxes such as land tax, license tax income tax and of indirect taxes such as production tax, consumption tax, luxury tax.

Description of my special duties :

- Organization and management of training courses attended by the provincial personnel and the members of villages executive committees ;
- Organization and realization of mutual visits between personnels in the province and of different provinces to exchange experiences toward necessary reforms ;
- Starting of Community Development Movement activities for improvement of general standard of living and local re construction.

Recently, I have moved temporarily to the Ministry of Interior to be able to attend English classes organized by the Vietnamese American-Association ( as requested by the MSU. Advisory Group in VietNam ) prior to my departure.

IV - MY PURPOSES AND OBJECTIVES IN GRADUATE STUDY

I am applying for a scholarship in America to spend a time of further study in Public Administration to improve the knowledges I have acquired at the National Institute of Administration.

In the vast field of Public Administration, I will give special attention to local government, which includes the scheme organization and operating of administration in provinces, districts and villages.

My country is in full revolution now, and has inherited administrative services established to serve the interests of a colonial power. The services of Free VietNam have actually an important aspect, that of the role of the civil servant put on service to the public. A deep change reaches the philosophy of administration as well as the institutions and <sup>n</sup> govermental procedures.

It will make my best to learn the very democratic spirit in the American organizations, the art of leadership and of public relations, the technic of serving people's interests and the American Organizations and methods.

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My country is overpopulated with a low per-capita income and consequently a poor standard of living while valuable natural resources (minerals, soil, electric power) have not yet begun to use because of a shortage of capital and specialists.

Vietnamese Government has made strenuous and persistent efforts to reestablish peace and to develop the national economy by efficient measures such as Community Development, Farmers' Associations, Agrarian Reform, Loans to peasants, small merchants, handicrafts and industrial men.

But we must start from the basis, i.e. the local government.

I will learn the plannings aiming at relieving the local economy, such as the foundation of prosperous centers in order to attract people living in towns towards villages and so to avoid the overpopulating evil and to increase productivity in villages.

Efficient policies to secure local order and peace, to soundish public finances will also interest me at a high degree, mainly in VietNam which is resolutely starting on the way of general recovery after ten years of civil war and destructions.

I will not forget 2 fundamental subjects : first the political sciences which teach us to realize people wishes and help us to sense quickly the job to be done and prepare plans to have it carried out; next the public relations, a subject which is up to now absolutely neglected in VietNam. In fact, whether is be agricultural extension, traffic safety, education, industrial development or sanitation improvement, in the implementation of these programs, therefore, public relations must play a vital role.

To be worth-while, this rapid study must be completed by a field trip in different states of America in order to bring me in direct contacts with American Organizations and public services.

In short, I hope on my return in VietNam, I will be able to continue serving in the Department of Interior to manage a district administration and my efforts will be concentrated to promote an effective responsible systems of democratic governmental administration.

Respectfully  
Saigon September 4, 1959.

## MICHIGAN STATE UNIVERSITY

Office of the Registrar  
EAST LANSING, MICHIGAN

**SECONDARY SCHOOL, MIDDLE SCHOOL, UNIVERSITY OR PROFESSIONAL SCHOOL RECORD**

## INSTRUCTIONS

1. To be filled out and signed by school or university official in charge of records.
2. Indicate in chronological order the year subject was taken, name of subject and grade or mark obtained in each subject.  
(For example: 1947-48 Math (Algebra, Geometry) 82% or comparable grade in your country.)
3. Degree or diploma must be indicated on transcript if one has been granted.

Name of applicant **L E - D U Y - D U O**  
(Family name) (First name) (Middle name)

Name and address of institution at which courses listed below were taken National Institute of Administration  
(Name of Institution) of Viet-Nam

SAIGON VIET-NAM  
(Town or City) (Country)

Date of entrance **December 1955** Date of leaving **August 1958**  
(Month) (Year) (Month) (Year)

Certificates, diplomas or degrees received from institution named above (give month and year received): \_\_\_\_\_

Period In Which Course Was Taken	Name and Description of Courses Taken	Number of Weeks Course Was Taken	Periods Per Week		Grade, Mark or Rating Received
			Lec.	Lab.	
	<ul style="list-style-type: none"> <li>- Military training</li> <li>- Publics International Law .</li> <li>- Taxes administration .</li> <li>- Labor Law .</li> <li>- Administrative problems .</li> <li>- Personnel Gestion .</li> <li>- Penal Law .</li> <li>- Comparative Administrations .</li> <li>- Political problems .</li> <li>- National Defense problems .</li> <li>- Organisation and Method .</li> <li>- English .</li> <li>- Probation in provincial administration and in the Home-Department.</li> <li>- Administrative and Interior Security problems.</li> <li>- Social problems .</li> <li>- Economic and Financy problems .</li> <li>- Political Science .</li> <li>- Planning .</li> <li>- Practice works .</li> <li>- Seminar .</li> </ul>				

(If extra space is needed attach additional sheets)

Signature John W. Webster, M.D.

## NGHỊ QUYẾT

OFFICIAL SEAL OF THE 1959  
SCHOOL OR UNIVERSITY

Official Title Assistant Director of N.I.E.A.

Address Saigon - Vietnam

Date \_\_\_\_\_

*Note: Kindly indicate below the system of grading used, indicating highest obtainable grade and lowest passing mark*

Confidential, do not return this credential to the applicant.

Please return directly to Registrar, Michigan State University, East Lansing, Michigan, U.S.A.