

Subject : ID-VAN-HQ1

Birth date : January 23, 1926

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

C U R R I C U L U M

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

TOTAL : 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

Second Year (1955) (Continued).

- Customs police	30 hours
- Regies Taxes	20 hours
- Practice Works	50 hours
- English	50 hours
TOTAL :	<u>896 hours</u>

Third Year (1956).

(1) 1 st 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
TOTAL :	<u>288 hours</u>

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

STATEMENT

Birth date : January, 23 1926

of my past and present responsibilities

1/- 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	36 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
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	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/- 1st semester

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

2/- 2nd 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

- 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
Total :	288 hours

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

III) EMPLOYMENT

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 Long Khanh province from August 1957 up to now.

This province includes 2 districts divided into 18 villages with 60,000 inhabitants.

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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 reconstruction.

Recently, I have moved temporarily to the Ministry of Interior to be able to attend English classes organized by the VietNameese 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 governmental 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 planings 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 system of democratic governmental administration.

Respectfully

Saigon September 4, 1959.

Office of the Registrar
EAST LANSING, MICHIGAN

INSTRUCTIONS

- Name of applicant LE - DUY - DUC
(Family name) (First name) (Middle name)

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

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.	
	- Military training				
	- Public International Law .				
	- Taxes administration .				
	- Labor Law .				
	- Administrative problems .				
	- Personnel Gestion .				
	- Penal Law .				
	- Comparative Administrations .				
	- Political problems .				
	- National Defense problems .				
	- Organisation and Method .				
	- English .				
	- Probation in provincial adminis- tration and in the Home-Department.				
	- Administrative and Interior Secu- rity problems.				
	- Social problems .				
	- Economic and Financy problems .				
	- Political Sciences .				
	- Planning .				
	- Practice works .				
	- Seminat .				

Signature _____
Official Title _____
Address _____

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

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