

| CURRICULUM |

Core Courses 9 units		
Mgt 201	Theory and Practice of Management	3
Mgt 202	Human Behavior in Organizations	3
Mgt 203	Environment of Management	3

Educational Management

Required Courses 18 units		
EDM 211	Organization and Management of Educational Institutions	3
EDM 221	Human Resource Development	3
EDM 222	Management and Supervision of Instruction	3
EDM 299	Methods of Educational Research and Evaluation	3
EDM 231	Fiscal Management in Education	3

Electives/Cognates 9 units		
EDM 201	Psycho-Philosophical Foundation of Education	3
EDM 203	Socio-cultural and Philosophical Foundations of Education: A Comparative Approach	3
EDM 210	Program Planning and Evaluation	3
EDM 212	Administrative Communications and MIS	3
EDM 218	Curriculum Planning and Development	3
EDM 230	Curriculum Planning and Development	3
HK 211	Organization and Management Sports and Wellness	3
HK 208	Seminar in Physical Education	3
DM 298	Seminar on the Philippine Educational System	3

Electives will likewise be taken from graduate courses in management in UPM and other UP campuses. Courses offered by the College of Public Administration and Public Health are highly recommended electives.

DESCRIPTION OF COURSES

EDM 211 Organization and Management of Educational Institutions
Theories, processes, strategies and procedures in the organization and management of educational institutions.

EDM 221 Human Resources Development
Personnel organization, policies, processes and procedures at all levels of the institution.

EDM 222 Management and Supervision of Instruction
Theories, processes, statistics and procedures in the organization and supervision of instruction at all levels.

EDM 231 Fiscal Management in Education
Financial management functions of educational institutions.

EDM 298 Seminar on the Philippine Educational System
Important problems and issues in the Philippine Educational System.

EDM 299 Methods of Educational Research and Evaluation
Research methods, concepts, processes, and tools as they

Further inquiries may be sent to:
OFFICE OF THE DEAN
College of Arts and Sciences
Tel nos: (632) 5163228



CONTACT US

Application forms may be obtained from and returned to:
THE DIRECTOR
NATIONAL GRADUATE OFFICE FOR THE HEALTH SCIENCES

☎ (632) 526-5870, 523-1495
📠 (632) 523-1498
🌐 ngohs.upm.edu.ph
✉ ngohs@post.upm.edu.ph
🐦 [ngohs@post.upm.edu.ph](https://twitter.com/ngohs@post.upm.edu.ph)



NATIONAL GRADUATE OFFICE FOR THE HEALTH SCIENCES



MASTER OF MANAGEMENT (EDUCATIONAL MANAGEMENT)

**A PROGRAM OFFERING OF THE
COLLEGE OF ARTS AND SCIENCES
UNIVERSITY OF THE PHILIPPINES
MANILA**



EDUCATIONAL MANAGEMENT

The Philippines as a developing country requires maximum use of its resources to achieve its development goals. Good management skills are essential to various sectors of Philippine society to bring about national development. Management graduates are needed in the public and private sectors as well as in non-government organizations and people's organizations to craft and supervise activities to advance programs at the macro and micro levels. Graduates of bachelor's degrees who are already employed find a need to develop management skills to make them better equipped for their jobs. Hence, to help in meeting these needs, UP Manila is adapting a systemwide graduate program in management.

The Master of Management (MM) currently being offered in UP has three areas of competencies: Public Administration, Business Management and Educational Management. All students enrolled in any track will take 9 units of core courses, 18 units of the required courses and 9 units of electives/cognates, with a total credit units of 36 before taking the comprehensive examination.

ACADEMIC INFORMATION

The academic year is divided into 2 semesters of 16 weeks each, excluding registration and final examination periods. The 1st semester starts in August and ends in December, while the 2nd semester covers the period from January to May.

The short term session of 6 weeks following the 2nd semester is usually in June and July. English is generally used as the medium of instruction. A full time student's normal load is 12-15 units per semester and 6 units during short term session; a part-time student enrolls in half of these.

The tuition fee is P990.00 per unit, the library fee is P1,050, and other fees is P350.00 per sem. A student with a load of 15 units in a sem matriculates P16,250.00 on the average while a foreign student pays an additional Educational Development Fund of US \$ 500.00 (US\$100.00 for residency only) for every semester. There is a processing fee of P300.00 for Filipino applicants while interested foreigners are charged US\$ 30.00. Application documents will be accepted until the second week of April of each academic year.

The following are the grade requirements for each student to be of good standing in the program: 1) general weighted average of 2.00 or better, 2) weighted average of 2.00 or better for the major/required courses, and 3) no grade of 5.00 in any academic course. A maximum of 5 years is given to a student to finish the program. Living accommodations for students maybe provided in privately-owned housing units/dorms/apartment hotels. Dorms offer lodging and/or board. There are privately-owned eateries around the school.



ADMISSION REQUIREMENTS

The following are the minimum NGOHS requirements:

1. Good scholastic record from any recognized institution of higher learning
2. At least 1 year work experience in the related field
3. Duly accomplished Application Form (available at the Graduate Office or through ngohs.upm.edu.ph) together with the following documents:
 - * original copy of the official Transcript of Records
 - * 2 recommendation from former professors, supervisors or employers (forms included in the application packet)
 - * receipt of processing fee paid at the UPM Cashier's Office
 - * certified true copy of college diploma with the seal of the university and the signature of the registrar in ink
 - * 4 passport-size photos
 - * essay on an 8-1/2" x 11" sheet of paper describing your motivation for pursuing graduate study and your view of self-directed learning as a method of instruction, and a description of your research interest
4. For foreign applicants, additional requirements include:
 - * original Transcript of Records in English. If written in another language, must be translated to English and authenticated by the Philippine consulate/embassy from country of origin
 - * certified true copy of diploma with the seal of the university and the signature of the registrar in ink. If written in another language, must be translated to English and authenticated by the Philippine consulate/embassy from country of origin
 - * TOEFL (or its equivalent) score of at least 500 (written test) or 173 (computerized test) if English is not the medium of instruction in the country of origin
 - * affidavit of support or certification of financial capability
 - * photocopy of passport (present original for verification)

GRADUATION REQUIREMENTS

- * Residency of at least one full academic year prior to granting of degree
- * Completion of 36 units (9 units of core courses, 18 units of required courses and 9 units of electives/cognates)
- * A general weighted average of 2.00 or better
- * Passed the comprehensive examination