



**APPLICATION FOR ADMISSION TO GRADUATE PROGRAMS**

UPOU Form No.1  
Revised Dec. 2011

**University of the Philippines**  
**OPEN UNIVERSITY**  
Los Baños, Laguna 4031  
Philippines

This application shall not be acted upon unless the following documents are received by the **Office of the University Registrar, UP Open University, Los Baños, Laguna**, on or before **January 31** for MPM & PhD applicants, and for all other programs please see academic calendar posted at the website:

1. Correctly and completely accomplished application form
2. Original copy of valid Transcript of Records (TOR) for all degrees earned and one (1) set photocopy.
3. Two (2) letters of recommendation from: a) employer/supervisor; b) former professor; or c) former program adviser [please use UPOU Form 1a]
4. Two recent 2"x2" and two 1"x1" identical colored photos with plain white background (print complete name at the back)
5. Proof of payment of application fee (Php 500.00 for Philippine-based applicants or US\$100.00 for overseas applicants) (see payment procedure)
6. 500-word essay (please refer to No. 29 of this form)

*\*PhD(Educ) and MPM have additional examination fees*

**What program are you applying for?**

Program: \_\_\_\_\_

Major: \_\_\_\_\_

Year/Sem applied \_\_\_\_\_

**What learning center is most accessible to you?**

Learning Center: \_\_\_\_\_

*(For list of Learning Centers visit [www.upou.edu.ph](http://www.upou.edu.ph))*

**A. PERSONAL DATA**

**Please print**

<sup>1</sup>NAME \_\_\_\_\_  
*Family First Middle*

<sup>2</sup>GENDER  Male  Female    <sup>3</sup>AGE \_\_\_\_\_    <sup>4</sup>DATE OF BIRTH \_\_\_\_\_    <sup>5</sup>BIRTHPLACE \_\_\_\_\_    <sup>6</sup>CITIZENSHIP \_\_\_\_\_

<sup>7</sup>CIVIL STATUS  Single  Married  Widow/er  Separated    <sup>8</sup>PRESENT OCCUPATION/POSITION \_\_\_\_\_    <sup>9</sup>EMPLOYER \_\_\_\_\_  
 Private  Semi-Private  Government  Others: \_\_\_\_\_

<sup>10</sup>OFFICE ADDRESS \_\_\_\_\_    <sup>11</sup>HOME ADDRESS \_\_\_\_\_  
Tel. No: \_\_\_\_\_ Province: \_\_\_\_\_    Tel. No: \_\_\_\_\_ Province: \_\_\_\_\_  
Zip Code: \_\_\_\_\_ Region: \_\_\_\_\_    Zip Code: \_\_\_\_\_ Region: \_\_\_\_\_  
Fax No: \_\_\_\_\_    Mobile No: \_\_\_\_\_

<sup>12</sup>PREFERRED MAILING ADDRESS:  Office  Home    <sup>13</sup>E-MAIL ADDRESS: \_\_\_\_\_

<sup>14</sup>Name, address and tel. no. of person to be notified in case of emergency: \_\_\_\_\_

<sup>15</sup>Additional Personal Information:

	Father	Mother	Spouse/Guardian
Full Name:			
Home Address:			
Tel. No.			

## B. EMPLOYMENT BACKGROUND

<sup>16</sup> Indicate the three (3) most recent occupational experience.

*Please use additional sheet if necessary.*

Name & Address of Employer	Position	Date		Brief Description of Duties
		From	To	

<sup>17</sup> Subject(s) currently handled *(for teacher applicants only)*

<sup>18</sup> No. of years working/teaching

<sup>19</sup> FINANCIAL SUPPORT:     Parents     Self     Loan     Scholarship     Others: \_\_\_\_\_

## C. EDUCATIONAL BACKGROUND

<sup>20</sup> Have you been previously enrolled in the University of the Philippines?     Yes     No

*If yes,*     Regular     Non-degree    UP student number: \_\_\_\_\_  
 Special     Others: \_\_\_\_\_    What program/degree? \_\_\_\_\_

<sup>21</sup> Are you currently enrolled in another college/university?     Yes     No

*If yes,* in what program/degree? \_\_\_\_\_  
 Institution: \_\_\_\_\_

<sup>22</sup> List tertiary and graduate schools previously attended.

Institution(s) Attended	Degree	Major Field	Inclusive Date	
			From	To

<sup>23</sup> Academic Honors, Awards and Scholarship.    *Please use additional sheet if necessary.*

Award	Institution Conferring Award	Date Conferred

<sup>24</sup> Professional, Licensure and Civil Service Examination Taken:

Title of Examination	Date Taken	Rating

<sup>25</sup> Membership in honor, professional and community organization.

*Please use additional sheet if necessary.*

Organization	Nature of Organization	Position Held	Inclusive Date	
			From	To

<sup>26</sup> **Publications.** *Please use additional sheet if necessary.*

Title of Publication	Date Published

<sup>27</sup> **Unpublished papers or theses.** *Please use additional sheet if necessary.*

Title of Paper	Date Written

<sup>28</sup> **References.** List down names, positions and addresses of the persons whom you have requested to recommend you.

Name	Position	Address

<sup>29</sup> **Write an essay of about 500 words indicating your purpose for applying to the distance education programs and your plans after completion of graduate study at the UP Open University.**

**For applicants to the MPM program**

Preferred Testing Centers for Graduate Admission Test:

- |   |  |
|---|--|
| <input type="checkbox"/> UP Cebu College            | <input type="checkbox"/> UP College Baguio   |
| <input type="checkbox"/> UP Diliman                 | <input type="checkbox"/> UP Los Baños        |
| <input type="checkbox"/> UP Mindanao                | <input type="checkbox"/> UP Tacloban College |
| <input type="checkbox"/> UP Visayas (Iloilo Campus) |  |

**Student Declaration:**

“ I hereby affirm that all information supplied herein is complete and accurate. Withholding or giving false information will make me ineligible for admission or subject to dismissal. If admitted, I agree to abide by the policies rules and regulations of the UP Open University.”

**PAYMENT PROCEDURE:**

- Go to the nearest Philippine National Bank (PNB) Branch and ask for a Bills Payment slip.
- Fill in three (3) slips completely.  
*Name of Institution: UP Open University*  
*Reference No.: (Student Number)*
- Print your name, purpose of payment (i.e. APPLICATION FEE) and the program you are applying for at the bottom part of the slip.
- Obtain two copies of the bank validated slips of the required fee.
- Attach one copy of the validated slip to your application form.  
*(Only those with original copies of the PNB teller-validated receipt will be issued Official Receipts. All monetary transactions are made through the bank.)*

*For those with no UP student number yet, please use:*

**YEAR - 83000 (e.g. 2009-83000)**

*For payment in U.S. or other countries, use the following accounts:*

**Peso Account: UPOU Revolving Fund**  
**Account No.: 399 6931-00012**  
**Dollar Account: UPOU Trust Fund (USD)**  
**Account No.: 399 6929-00011**

*Please visit [www.upou.edu.ph](http://www.upou.edu.ph) for other payment options.*

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Please attach  
2" x 2" photo here.**

**Please paste.  
Do not staple.**



## Graduate Degree Program Offerings

### Faculty of Education

The **Diploma in Science Teaching (DST)** is a post-baccalaureate degree program designed for science teachers at the secondary school level, those teaching introductory science courses at the tertiary level. The program has three areas of specialization: Biology, Chemistry, and Physics.

The **Diploma in Mathematics Teaching (DMT)** aims to upgrade the mathematics and pedagogical competencies of mathematics teachers in the secondary schools, as well as those engaged in mathematics curriculum and materials development.

The **Diploma in Social Studies Education (DSSE)** aim to improve the teaching competencies of educators teaching Sibika at Kultura and Hekasi in the elementary schools and social studies in the secondary schools. It is also intended for division supervisors and curriculum developers in social studies.

The **Diploma in Language and Literacy Education (DLLE)** is a post-baccalaureate program that aims to upgrade and update the knowledge and competencies of language and reading teachers. It is designed for teachers whose undergraduate training was not in English studies (including literature) or reading or language education.

The **Master of Arts in Education (Social Studies)** program is likewise designed to improve the teaching competencies of educators teaching Sibika at Kultura and Hekasi in the elementary schools and social studies in the secondary schools, division supervisors and curriculum developers in social studies. The program is laddered on to the Diploma program.

The **Master of Arts in Education (Language and Literacy Education)** program is designed to upgrade and update the knowledge and competencies of language and reading teachers. It is laddered on to the DLLE program.

The **Master of Distance Education (MDE)** is composed of six core courses (18 units) and four electives (12 units), with at least one elective course from each of the following clusters: Pedagogy, Technology Applications, and Educational Management. The capstone course is a 4-unit project (Special Problem in Distance Education). Passing a comprehensive examination is required before enrollment in the Special Problem course.

The **PhD in Education** is intended primarily for teacher educators, policy makers, researchers, and other educational personnel involved in science and mathematics education. The program aims to upgrade the capabilities of Regional Science Teaching Centers (RSTCs) and other Teacher Education Institutions (TEIs). There are four areas of specialization: *Biology, Chemistry, Physics, and Mathematics.*

The **Professional Teacher Certification (PTC)** program provides non-education graduates, who intend to teach, with 18 units of professional education courses. Education courses will be on educational psychology, principles and techniques of teaching, principles of education, measurement, and evaluation, practicum, and special education or organization and management of educational institutions.

### Faculty of Management and Development Studies

The **Diploma in Research and Development Management (DR&DM)** is designed to enhance knowledge and skills in planning R&D programs; developing and promoting technologies for utilization; and managing human and organizational relations in R&D systems. It is primarily directed towards managerial leadership development.

The **Diploma/Master in Environment and Natural Resources Management (D/MENRM)** offers a ladder-type program designed to provide professionals involved in environment-related activities with a solid foundation in the art and science of environment and natural resources management, as well as a multidisciplinary perspective.

The **Diploma/Master in Land Valuation and Management (D/MLVM)** program is designed for real estate practitioners, private appraisers, government assessors and property managers. The D/MLVM

### Faculty of Management and Development Studies

also caters to those with no background in land valuation and management but wish to become professionals in the industry.

The **Diploma in/Master of International Health (D/MIH)** program is designed for medical and other professionals working in the field of health and development like nursing, dentistry, veterinary medicine, allied medical professions, social work and related fields. It is intended for both entering and mid-career health professionals who are looking for graduate-level education and training that will prepare them for supervisory work in government health departments, local and international non-government organizations engaged in health and development work.

The **Master in Public Management (MPM)** aims to upgrade the administrative skills and professional competence of policy makers, public managers, administrators, practitioners of local government and administration, and individuals interested in good governance, public policy, and administration.

The **Master of Arts in Nursing (MAN)** program is designed to prepare qualified nurses in the Philippines and abroad for clinical specialization and leadership in any of the major fields of adult health nursing, community health nursing, maternal and child health nursing, and nursing administration.

The **Master of Hospital Administration (MHA)** program aims to provide hospital administrators and managers with an opportunity for continuing education and innovative advancement.

The **Master of Public Health (MPH)** program aims to provide continuing education and career development to health workers, particularly those in the countryside, that will enable them to critically assess and deal with a spectrum of public health programs.

The **Diploma in Social Work and Master of Social Work (D/MSW)** answer the demand of social work practitioners for upgrading through advanced degrees. As a response to the current need and demand for the D/MSW program, a distance education program can reach a very large number of students in as many areas as possible with minimal resources needed.

### Faculty of Information and Communication Studies

The **Diploma in Computer Science (DCS)** addresses the need for advanced training of personnel in information systems. It targets corporate information officers, EDP personnel, programmers, software developers and teachers with minimal training in the field of computer science.

The **Master of Development Communication (MDC)** is a graduate degree program for communication professionals and graduates. It aims to provide communication professionals with a firmer foundation in development communication theory as well as the necessary skills in development communication work.

The **Master in Information Systems (MIS)** program is designed to provide students with advanced knowledge in information systems (IS) concepts such as internetworking, strategic (IS) planning, and IS development.

The **Doctor of Communication (DComm)** program is designed to strengthen the capability of practitioners by bringing the academic rigors of research, intellectual growth, and professional skills into the profession of communication as it is practiced in industry and academe in particular, and in society in general.

**For more information, please inquire  
at the Office of the University Registrar:**

Tel. Nos: (6349) 536-6001 -6 loc. 199/102 Email: [admissions@upou.edu.ph](mailto:admissions@upou.edu.ph)  
Telefax No.: (6349) 536-0106 Website: [www.upou.edu.ph](http://www.upou.edu.ph)