



PUBLIC PERSONNEL ADMINISTRATION

First Semester, AY 2022-2023

- *Accountability*, which includes integrity, transparency, and independent oversight; and
- *Inclusiveness*, which includes leaving no one behind, non-discrimination, participation, subsidiarity, and intergenerational equity.

Described below are some principles of effective governance that relate to PPA:

- **Competence** - To perform their functions effectively, institutions are to have sufficient expertise, resources and tools to deal adequately with the mandates under their authority;
- **Integrity** - To serve in the public interest, civil servants are to discharge their official duties honestly, fairly and in a manner consistent with soundness of moral principle;
- **Transparency** - To ensure accountability and enable public scrutiny, institutions are to be open and candid in the execution of their functions and promote access to information, subject only to the specific and limited exceptions as are provided by law;
- **Independent oversight** - To retain trust in government, oversight agencies are to act according to strictly professional considerations and apart from and unaffected by others;
- **Non-discrimination** - To respect, protect and promote human rights and fundamental freedoms for all, access to public service is to be provided on general terms of equality, without distinction of any kind as to race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth, disability or other status; and
- **Subsidiarity** - To promote government that is responsive to the needs and aspirations of all people, central authorities should perform only those tasks which cannot be performed effectively at a more intermediate or local level.

Part II

Legal and Institutional Framework of Public Personnel Administration in the Philippines

Learning Outcome

Prepare essay answers on questions on legal and institutional frameworks of Public Personnel Administration

Learning Objectives

At the end of the module, the learners are expected to:

1. identify the provisions of the 1987 Philippine Constitution, Executive Order No. 292, otherwise known as the Revised Administrative Code of 1987, and Republic Act No. 6713, otherwise known as the Code of Conduct and Ethical Standards For Public Officials and Employees that relate to Public Personnel Administration in the Philippines; and
2. discuss the nature, composition, powers, duties and functions of the Civil Service Commission.

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People in Public Service Robert T. Golembiewski, Michael Cohen, 1976 *Personnel Management in Government* Norma M. Riccucci, Katherine C. Naff, 2017-09-25 With over 20 million people on its payroll the government continues to be the largest employer in the country Managing people who do the nation's work is of critical importance to politicians and government leaders as well as citizens The great recession of 2008 put enormous strains on governments highlighting the key role personnel play in managing under times of austerity as well as prosperity A thorough examination of political and historical aspects *Personnel Management in Government Politics and Process* Seventh Edition provides students with a comprehensive understanding of human resource management within its historical and political context in the public sector It discusses the development of public sector human resource management the present status of best practices and important insights from current scholarship on all three levels of government federal state and local See What's New in the Seventh Edition Personnel reforms under the Obama administration Pension developments at state and local levels of government Labor relations reforms at state and local levels e.g. recent experiences in Michigan Ohio and other states making big changes to labor laws and policies Changes to diversity and affirmative action initiatives across the nation Developments in performance outcome initiatives at all levels of government During the 36 years since the publication of the first edition the authors have addressed issues that were not yet considered mainstream yet have become so over time The seventh edition is no different It examines progress that public personnel professionals are making to address changes in the political legal and managerial environment of the current decade Exploring developments and innovations in the management of people who carry out the government's work the book introduces students to public sector personnel management **Personnel Literature**, 1977-05 **The Public Administrator's Companion** Sandra Emerson, Kathy Van Ness, Georgianna Streeter, Linda-Marie Sundstrom, Parker G. Emerson, 2022-12-05 The second edition of *The Public Administrator's Companion A Practical Guide* examines the most important elements of public administration The authors provide readers with a keen understanding of how government works useful for both students and practitioners of public administration The book discusses governmental structure human resources and public funding It delineates administrators' actions in strategic planning consensus building budget development performance measurement and public policy assessment and implementation This edition includes new chapters on nonprofit organizations and leadership for administrators as well as an appendix about preparing and making presentations The previous edition's appendix on getting a job in local government has been revised to include interviewing and hiring from the perspectives of both the agency and applicant Real world examples and cases from the local state and federal level reinforce key topics Each chapter ends with a Practicing Public Administration section that provides helpful exercises for building the skills described in the chapter and a Bibliography which provides useful source materials that can broaden the reader's comprehension of the chapter *The*

Personnel Management Function United States Civil Service Commission. Library,1978 *The Federal Civil Service - History, Organization and Activities* United States Civil Service Commission. Library,1978 Annotated bibliography USA civil service administrative aspects administrative reform labour relations legislation commentary management development personnel management wages political participation confidentiality and financial aspects etc *Personnel Bibliography Series* United States Civil Service Commission. Library,1960 *A Practical Guide to Government Management* Vince Meconi,2015-03-15 A Practical Guide to Government Management provides a comprehensive yet one volume work on high level government management and can be described as a management book reference book and textbook all in one It is geared towards any upper level government manager public administration student or anyone interested in public sector management Government managers receive limited or no management training and at higher levels focus more on policy than management with negative consequences for the agencies they manage This book seeks to address that dearth written from the point of view of someone who successfully led government organizations for an extended period and faced a wide variety of managerial problems and issues It covers a number of topics seldom discussed and certainly not all in one volume such as handling problem employees cutback management prioritization making decisions gaining control of an organization and telling one s boss the elected official no Leo Strine Chief Justice of Delaware s Supreme Court and a former colleague says that In a time when many Americans are jaded about public service it s refreshing to be reminded that there are talented people who devote their careers to making our government work for the governed Vince Meconi always put the public first in his decades of service in all three branches of government and anyone interested in making government more effective will benefit from his insights and experience Former Delaware Medicaid Director Harry Hill says I have led government agencies managed for multiple Fortune 500 Companies and run my own business Vince Meconi is the best manager I have ever encountered As a student of management myself I collected over 800 books on the subject Most offered little new just a new way of saying the same thing This book has what the others lacked written instructions practical examples and advice for public sector managers from someone who has actually faced all the challenges for a prolonged period It is a management book reference book and textbook all in one **The Federal Civil Service** United States Civil Service Commission. Library,1975 Covers material received in the library from January 1971 December 1974 and selected items received in 1975 *Personnel Bibliography Series* United States. Office of Personnel Management. Library,1979 *The New Public Personnel Administration* Felix A. Nigro,Lloyd G. Nigro,1976 **Public Personnel Studies - Bureau of Public Personnel Administration, Institute for Government Research** ,1926 *Dictionary Catalog of the Department Library* United States. Department of the Interior. Library,1969 **A Bibliography of Public Personnel Administration Literature** United States Civil Service Commission. Library,1949 *Management Laureates* H. Igor Ansoff,1992 Part of a series which provides autobiographical studies by individuals who are among contemporary leaders in

the management discipline Essays explore their experiences and the factors and forces influencing their professional and personal development Bibliographies of their work are included **Catalog of Copyright Entries. Third Series** Library of Congress. Copyright Office,1978 *Public Personnel Administration and Labor Relations* Norma M Riccucci,2015-03-26 The readings in this volume will enlighten and enliven the contents of any standard public administration text covering human resource management Selected mainly from the pages of Public Administration Review and Review of Public Personnel Administration these classic articles trace the historical and evolutionary development of the fields of public personnel administration and labor relations from the point at which the first civil service law was passed the Pendelton Act in 1883 through the 21st century The collection covers everything from the seminal concerns of civil service e g keeping spoils out to topics that early reformers would never have envisioned e g affirmative action and drug testing These works continue to inform the theory and practice of public personnel and labor relations To facilitate an instructor s ability to assign readings that illuminate lectures and course material a correlation matrix on the M E Sharpe website shows how this book can be used easily alongside eight leading textbooks *Public Personnel Studies* ,1926 **Strategic Human Resource Management in the Public Arena** John Cunningham,2017-09-16 Accompanying online resources for this title can be found at bloomsburyonlineresources.com/strategic-human-resource-management These resources are designed to support teaching and learning when using this textbook and are available at no extra cost **Managing Public Services - Implementing Changes** Tony L. Doherty,Terry Horne,2005-08-18 Focusing on change as a constant factor in the management of any organization this informative book helps the student and practitioner to develop the skills and knowledge they require to underpin the work of a modern service manager in rapidly changing public sector organizations whether publicly owned privately managed or sub contracted Taking a distinctive approach emphasizing management and organizational learning as keys to organizational success this introductory text is solidly practical and is supported by strong pedagogical features including case studies review questions illustrative vignettes This comprehensive text has been specifically designed and developed to meet the needs of students studying public services management at undergraduate certificate diploma and postgraduate level It allows the reader to develop transferable skills in thinking and learning as they work through the book and gives greater awareness of the benefits of continuous learning for staff and managers

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