

[NDCP DEPARTMENT CIRCULAR NO. 08, May 09, 2000]

**RULES AND REGULATIONS ON THE ORGANIZATION,
OPERATION, AND ADMINISTRATION OF THE NATIONAL
DEFENSE COLLEGE OF THE PHILIPPINES (NDCP)**

**SECTION I
General**

1. Purpose — This Circular provides rules and regulations pertinent to the organization, operation and administration of the National Defense College of the Philippines (NDCP).

2. References —

- a. Chapter 10, Subtitle II, Title VIII, Book IV, Executive Order No. 292 Administrative Code of 1987);
- b. Presidential Decree No. 190 dated May 11, 1973, as amended by Presidential Decree No. 451 dated May 13, 1974; and
- c. Office the President's Memorandum Circular No. 1161 dated September 12, 1979.

**SECTION II
Objective, Functions and Organization of the College**

3. Objective — The objective of the College is to prepare and develop the skills and competence of potential national defense leaders, civilian officials of the different agencies and instrumentalities of the Government, and selected executives from the private sector in the formulation and implementation of national security policies, and for higher responsibilities and to conduct strategic and international studies as basis for national policies.

4. Functions — In order to achieve the above objective, the College shall:

- a. Undertake an academic program consisting of a graduate-level course of study and such other special courses designed to provide the participants with the broader perspective necessary for the formulation, development and implementation of national security policies and attainment of national objective;

- b. Undertake a research and studies program that will enhance the quality and effectiveness of national security formulation and management;
- c. Undertake an extension program consisting of short courses, seminar-workshop, policy conferences, and public fora on national security issues to supplement the academic, and research and studies program of the College; and
- d. Perform such other functions that the President of the Philippines and the Secretary of National Defense may direct.

5. Direction, Supervision, and Control — The National Defense College of the Philippines, hereafter referred to as the College, shall be under the direction, supervision, and control of the Secretary of National Defense.

6. Organization —

- a. The College shall be headed by a President who shall administer the affairs of the College with the assistance of an Executive Vice-President, a Vice-President for Academic Affairs, a Vice-President for Administrative Affairs, and a Vice-President for Research and Special Studies. The Executive Vice-President shall act for the President of the College, hereafter referred to as President, in his absence and shall perform such other functions as may be assigned to him by the President. The Vice-President for Academic Affairs shall be responsible for the development, implementation, supervision, and evaluation of academic programs; the Vice-President for Administrative Affairs, for the overall administrative support to all the activities of the College; and, the Vice-President for Research and Special Studies, on the conduct of research work and special studies.
- b. **Academic Board** — The College shall have an Academic Board to assist the President discharge the following functions:

- 1. Supervise the academic affairs of the College;
- 2. Recommend academic consultants, professors, lecturers, instructors, research assistants, thesis advisers, members of oral examination panels, and other resource persons of the College;
- 3. Recommend and carry out programs and courses of studies to be conducted by the College to accomplish its objectives;
- 4. Recommend policies relative to academic matters;

5. Recommend to the President the conferment of the degree of Master in National Security Administration (MNSA) and other degrees to participants who have satisfactorily complied with the requirements of such courses; and
6. Perform such other duties and functions as the President may direct.

The Board shall be composed of the Vice-President for Academic Affairs as Chairman, and the Heads of the various academic disciplines as members, who shall be designated by the President subject to the approval of the Secretary of National Defense.

- c. Detailed Organization — The detailed organization of the College shall be determined by the President subject to the approval of the Secretary of National Defense.

7. **Qualifications —**

- a. Both the President and the Executive Vice-President must be holders of Master in National Security Administration (MNSA) degree and preferably, a relevant masteral degree.
- b. The Vice-President for Academic Affairs and the Vice-President for Research and Studies must be holders of the MNSA degree and, preferably, a doctoral degree in an area relevant to the academic and research and studies program of the College.
- c. The Heads of the various academic departments must be holders of a relevant masteral or doctoral degree.

SECTION III **College Operations**

A. The Academic Program

8. **Power to Confer a Master's Degree** — The College is empowered to confer the degree of Master in National Security Administration (MNSA) upon all those who shall satisfactorily complete the prescribed requirements of this course. The MNSA is the primary component of the Academic Program of the College and shall be otherwise known as the Regular Course of the College.

9. **Admission —**

- a. **Responsibility for Admission** — The College shall have a Board of Admission responsible for the screening and selection of the best qualified for the MNSA and other courses under the Academic Program in accordance with existing laws and regulations. It shall be composed of five (5) members to be chosen by the President, three (3) of whom shall be

outstanding MNSA graduates, each representing the military, the civilian government, and the private sector.

b. **Admission Requirements** — To be qualified for admission to the MNSA program, the following requirements must be met:

1. For Military Personnel

- a. Must be at least a Lieutenant Colonel or Commander, Philippine Navy (PN) in rank;
- b. Must be a General Staff Course (GSC) eligible or must have been assigned to a position of high responsibility, the exercise of which would enable him to acquire expertise otherwise gained through actual formal GSC schooling;
- c. Must be a bachelor's degree holder; and,
- d. Must not be more than fifty-one (51) years of age upon admission with at least three (3) years of service remaining prior to compulsory retirement prior to compulsory retirement to be reckoned from the date of graduation.

2. For Civilian Government Personnel

- a. Must be holding at least a position of Division Chief of a Department or its equivalent in other offices and agencies of the government;
- b. Must have had at least ten (10) years of government service;
- c. Must be a holder of a bachelor's degree;
- d. Must not be less than thirty-five (35) years nor more than fifty-five (55) years of age upon admission.

3. For Candidates from the Private Sector

- a. Must not be less than thirty-five (35) years nor more than fifty-five (55) years of age upon admission;