



**Vision:**

*A leading institution of excellence in innovative instruction and creative research and extension programs and projects, directed towards lasting peace and total human development*

**Mission:**

*Basilan State College shall provide quality human resources equipped with adequate knowledge, skills, and attitude in technological, vocational and professional fields of instruction, research, extension, and production to improve the quality of life of its clientele.*

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**Bachelor of Public Administration**

**List of Books Available in the Library**

Course Description	Author	No. of copies	Copyright
<b>Introduction To Public Administration</b>			
1. Introduction to public administration	Idris Bean.	5	2023
2. Public Administration: The Essentials	Jayme L. Renfro	E-book	2023
3. Public Administration	Holly M. Selden	E-book	2023
4. Foundation of Public Administration	Kirby	3	2022
5. Public Administration	Virgil L. Burton, III	E-book	2022
6. Illustrated Handbook of Public Administration and Policy	Editorial Board	E-book	2019
7. Public Administration and Governance	Randall	5	2019
8. Fundamental Concept of Public Administration	Veronica Cinti	E-book	2018
9. Intro to Public Administration Public administration theory and Practices	Ricardo Lazo	2	2015
10. Introduction to Public Administration	Bihasa, Carmelo Rico S.	10	2015



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<b>Philippine Administrative Thoughts And Institution</b>			
1. Philippine Thoughts and Institutions	Jezzyl Joy A. Juaton	3	2020
2. Principles and Practices of Public Administration in the Philippines	Ricardo S. Lazo	3	2015
3. International Journal Of Organizational Theory And Development of Administrative Thought: A Historical Overview	Fred C. Lunenburg Sam	2	2003

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<b>Ethics And Accountability In Public Service</b>			
1. Ethics and Accountability in Public Service	Editorial Board	E-book	2020
2. Ethics and Public Administration	Veronica Cinti	E-book	2018
3. The Ethics of Public Service	Denhardt	3	2015
3.Essential of Politics and Government with the Philippine Constitution	Froilan Cruz Cauiland	2	2012
Ethics and Integrity in Public Administration Concepts and Cases	Edited by Raymond W. Cox III	E-book	2009



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<b>Good Governance And Social Responsibility</b>			
1. Fundamental Human Rights and the Law of Nations	Anne Wads	E-books	2020
2. Public Relation Strategy	Veronica Cinti	E-book	2020
3. Good Corporation, Bad Corporation: Corporate Social Responsibility in the Global Economy	Guillermo C. Jimenez	E-book	2016
4. Corporal social Responsibility and Good Governance	Salvador	1	2010
5. Corporate Social Responsibility	David Crowther	E-book	2008
6. Business Ethics and Values Individual	Fisher	2	2006

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<b>Office And System Management</b>			
1. Office Automation	Virgil L. Burton, III	E-book	2022
2. Office Management	Sathyabama	E-book	2020
3. Introduction to Office Management		E-book	2020
4. Front Office Management: Tutorial Points Simply Easy Learning	Tutorials Point (I) Pvt. Ltd.	2	2016
5. Office Organization Management	Ekpenyong	E-book	2014



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<b>Local And Regional Governance</b>			
1. State and Local Government and Politics: Prospects for Sustainability - 2nd Edition	Christopher A. Simon	E-book	2018
2. Rules and regulations implementing the local government code of 1991 : R.A. 7160	Busto, Arellano V.	5	2017
3. Philippine Politics and Governance: An Introduction	Noel M. Morada	E-book	2006
4. Philippine Politics and Governance: Challenges to Democratization and Development	Teresa S. Encarnacion	E-book	2006
5. Understanding Local Governance: An International Perspective	Denhardt	2	2000
6. Essential of Politics and Government	Constitution R & E	2	1987

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<b>Basic Accounting</b>			
1. Introduction to Financial Accounting	Henry Dauderis	E-book	2024
2. Ethics in Accounting	Editorial Board	E-book	2022
3. Accounting	Michael T. & Carol S.	E-book	2022
4. Generally Accepted Accounting Principles	Editorial Board	E-book	2022
5. Accounting workbook for dummies	Tage C. Tracy.	5	2022
6. Principles of Financial Accounting	Christine Jonick	E-book	2017
7. Financial Accounting and Reporting	Barry Elliott	E-book	-



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8. Introductory Accounting	D.S. Pasion	3	2014
9. Fundamentals of Accounting	-	E-book	2014

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<b>Knowledge Management and ICT for Public Administration</b>			
1. Knowledge Management	Editorial Board	E-book	2019
2. Public Administration and Information Technology	Reddick Christopher	2	2018
3. Government and Information Technology Management	Melitsk	3	2018
4. E-Participation in Smart Cities: Technologies and Models of Governance for Citizen Engagement	Brude	2	2018
5. Best Practices in E-Governance	Chester Alexis	E-book	2018
6. Public Administration and Information Technology	Mila Gascó-Hernández	E-book	2014
7. Knowledge Management for the Public Sector	Cinti	E-book	2013

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<b>Public Accounting And Budgeting</b>			
1. Financial Strategy for Public Managers (4 <sup>th</sup> ed)	Sharon Kioko and Justin Marlowe	e-book	2023
2. Principles of Finance	Julie Dahlquist	E-book	2022
3. Accounting Service	Virgil L. Burton, III	e-book	2022



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4. Governmental Accounting Standards Board	Editorial Board	e-book	2022
5. Public Administration in the Development World: Operating in a poorly Funded Context	Buama	E-book	2021
6. Essentials of Financial Management	Brigham, Eugene...[et al.]	5	2019
7. Basic Financial Management	Pineda	10	2019
8. Cost Accounting and Control 2018-2019	Cabrera	5	2018
9. Principles of Financial Accounting	Christine Jonick	E-book	2017
10. Financial Accounting and Reporting	Barry Elliott	E-book	-
11. Public Sector Accounting	Rowan Jones	E-book	2010
12. Public Sector Accounting And Budgeting Reform	Hassan A.G Ouda	2	2003

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<b>Public Personnel Administration</b>			
1. Specialized Staffing	Holly M. Selden	E-book	2024
2. Public Personnel Management: Current Concerns, Future Challenges	Riccucci	E-book	2023
3. Public Personnel Administration: Functionality and Challenges	Anupama Puri Mahajan	E-book	2023
4. Specialized Staffing	Virgil L. Burton, III	E-book	2020
5. 2017 Omnibus Rules on Appointment and Other Human Resources Actions (ORAOHRA)	Civil Service Commission	2	2017
6. CSC Omnibus Rules on Leave	Civil Service Commission	3	2017



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7. Public Personnel Administration	Dr. S. B. M.	2	2014
8. Public Personnel Administration	N. Joseph Cayer	E-book	2013
9. Bureaucracies as Policymaking Organizations. In Bureaucracy and Democracy	Gormley	4	2008
10. Philippine Public Administration Country Profile	(DPADM)	2	2004
11. Philippine Public Administration	Briones,	2	1983

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<b>Public Fiscal Administration</b>			
1. Fiscal	Michael J. Tyrkus	E-Book	2022
2. Local Finance, Fiscal Decentralisation and Decentralised Planning: A Kerala Experience	B. A. Prakash	2	2021
3. Organizational Behaviour: Managing People and Organization	Ricky W. Griffin	2	2020
4. Public Fiscal Administration	Casey Chandler	E-Book	2020
5. Management Concepts and Organization	Teodoro F. Revano	2	2019
6. Fiscal Administration and Public Sector	Kiyong	2	2015
7. Fiscal Administration and Public Sector	Kiyong Kim	E-Book	2015
8. Fiscal Management	National Minority Aids Council	E-book	2015
9. Public Fiscal Administration	-	E-book	2015



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10. Philippine Fiscal Behavior in Philippines Review of Economics	Diokno	2	2010
11. Bureaucracies as Policymaking Organizations. In Bureaucracy and Democracy	Gormley	2	2008
12. Philippine Public Fiscal Administration	Magtolis	2	2006

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<b>Governance and Development</b>			
1. Economic Development	Holly M. Selden	E-book	2023
2. Introduction to the Sustainable Development Goal and Objectives	Sinha	E-book	2021
3. Sustainable Development for Public Administration	Adila Kokab	E-book	2019
4. Global Governance System	Buama	E-book	2018
5. Governance and Development	Mohammad Samiul Islam	E-book	2017
6. Governance Improving the quality of Life	Bihasa, Carmelo Rico S.	3	2015
7. De Leon Hector Philippine Constitution Textbook	Nicanor Reyes	2	2014

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<b>Government Auditing</b>			
I. Internal Audit Manual for Local Government Units	DEPARTMENT OF BUDGET AND MANAGEMENT	e-book	2023



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2. Government Auditing Standards	Editorial Board	e-book	2022
3. Performance Audits	Editorial Board	e-book	2022
4. Government Financial Reporting	Editorial Board	e-book	2022
5. State Audit Code Of The Philippines	Salvador	3	2019

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<b>Human Behavior In Organization</b>			
5. Organizational Behavior and Development	Editorial board	E-book	2022
4. Organizational Behavior	Editorial board	e-book	2019
3. Organizational Behavior	Publisher: University of Minnesota Libraries Publishing	E-book	2017
2.Human behavior in organization: understanding organizational culture	Mosura, Carmel	3	2012
1.Understanding Behavior In Organization and Managing Organization Behavior	Denhardt	3	2006

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<b>Project Development and Management</b>			
1. Development Administration	Menon	E-book	2022
2. Project Management& Administration	Editorial Board	E-book	2022



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3. Project Management: Navigating the Complexity with a Systematic Approach	Abdullah Oguz, New Britain, CT	E-book	2022
4. Management	Virgil L. Burton, III	E-book	2022
5. Project Management	Editorial board	E-book	2022
6. Project Management Institute	Bobby L. Hickman	E-book	2021
7. Project Management from Simple to Complex	University of Minnesota Libraries Publishing	e-book	2016
8. A Guide To Project Management Body Of Knowledge	PMBOK	2	2015
9. Project Management- Dissemination Of Innovation And Knowledge Leadership And Decision Making	Innoego:	2	2014

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<b>Research Methods in Public Administration I</b>			
1. Research Methods	Editorial board	e-book	2019
2. Basic Management Principles	Jack E. Fincham	2	2017
3. Research Methods in Public Administration : Handbook of Research Methods in Public Administration	Professor University of Kansas	1	2017
4. Quantitative Research Methods for Political Science, Public Policy and Public Administration (With Applications in R) – (3 <sup>rd</sup> ed.)	Hank C. Jenkins-Smith	e-book	2017



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<b>Resource Management</b>			
1. Human Resource Management	Holly M. Selden	e-book	2024
2. Human Resource Management	Virgil L. Burton, III	e-book	2022
3. The professionalisation of human resource management : personnel, development and the royal charter	Ruth Elizabeth Slater.	5	2020
4. Human Resources Management for Organizational Success	Rahmaoui Naima	e-book	2018
5. Human Resource Management in Emerging Markets	Sumbul Tahir	e-book	2018
6. Human Resource Management	University of Minnesota	e-book	2016
7. Leading People Resource Management	Charles Sturt University	3	2008

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<b>Leadership And Decision Making</b>			
1. Leadership Manual	Erik Kruger	E-book	2023
2. Management/Leadership Styles	Editorial board	E-book	2022
3. Leadership	Jacqueline L. Longe	E-book	2022
4. Leadership, Leaders and Leading	Sims	3	2021
5. Leadership Theories and Studies	Editorial board	E-book	2019
6. Spirituality in Leadership	Editorial board	E-book	2019
7. Public Policy	Menon	E-book	2018
8. Understanding theories and Concept in Social Policy: A Critical Perspective	Menon	E-book	2018



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9. Understanding Public Policy: Theories, Concepts and Applications,	Bihasa	3	2017
10. Special Topics/Problem In Public Administration	Salvador	2	2016
11. Public Administration's Management: Challenges And Possible Solutions	Monica-Daniela	3	2012
12. Public Policy: Origins, Practice, and Analysis	Kimberly Martin	E-book	

Prepared by

**MARIA ELENA V. BARICUA, RL, MLIS**  
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