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National Institute of Secretariat Training & Development

(An ISO 9001:2015 Organization)

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Ref. No.: EDP/INT/63-36-369/2025

New Delhi, India the Dated: 29th September, 2025

To,

BENJAMIN D. PARAGAS

Director,

Region II

Subject: Executive Development Programmes- Call For Nominations

Dear Sir/Madam

National Institute of Secretariat Training & Development (NISTD) plays a pivotal role in strengthening administrative capacity and governance. NISTD provides training to officers of the Central and State Governments, as well as officials from public sector undertakings, autonomous organizations, and related services. Its primary objective is to enhance the skills, knowledge, and leadership capabilities of public officials, enabling them to perform their duties more effectively and efficiently. Over the years, NISTD has contributed significantly to the professional development of government officers, supporting the overall improvement of administrative systems in India.

Extending Cooperation to the Philippines

In today's rapidly changing governance landscape, continuous learning and capacity building are essential. While experiential learning remains invaluable, exposure to **digital governance, transparency tools, and modern administrative practices** has become critical for effective administration and policy implementation.

With this vision, NISTD is pleased to extend its specialized **Executive Development Programme (EDP)** to government officials and executives from the **Philippines**. This intensive **7-days programme** is designed for senior decision-makers across ministries, government agencies, and public institutions, providing opportunities to:

- Build capacity in **E-Governance, Digital Transformation, and Service Delivery**.
- Strengthen competencies in **Project & Financial Management and Public Procurement & Contract Management**.
- Develop leadership skills to support **Change Management and Reform Implementation**.
- Enhance knowledge of **Right to Information, Transparency Mechanisms, and Environmental Governance**.
- Engage in **knowledge exchange with experts and peers**, drawing from India's experience and international best practices.

India and the Philippines share a growing partnership based on cooperation, mutual respect, and shared aspirations for development. NISTD believes that this initiative will not only strengthen bilateral ties but also equip Filipino officials with **practical tools and global perspectives** to meet emerging governance challenges effectively.

S.No.	Title of Programme	Date & Duration (5 Days)	Venue (Location)	Residential Per Participant \$ (United States dollar)
1.	Stress Management & Staff Development for Enhancing Efficiency	13-18 October 2025	Jim Corbett (Uttarakhand, India)	\$ 3,390.00

2.	Leadership & Managerial Skills, Change Management & Team Building	06–11 November 2025	Srinagar (Jammu & Kashmir, India)	\$ 3,360.00
3.	E-Governance & Digital Transformation: Smart Tools for Government	20–25 November 2025	Shimla (Himachal Pradesh, India)	\$ 3,360.00
4.	Public Procurement, E-Procurement & Contract Management	08–13 December 2025	South Goa (Goa, India)	\$ 3,360.00
5.	Environmental Governance & Hazardous Waste Management	22–27 December 2025	Kathmandu (Nepal)	\$ 3,390.00
6.	Project & Financial Management in Government Programmes	12–17 January 2026	Cochin (Kerala, India)	\$ 3,360.00
7.	Right to Information, Transparency & Accountability in Public Administration	23–28 January 2026	Darjeeling (West Bengal, India)	\$ 3,360.00
8.	Emotional Intelligence & Work-Life Balance for Senior Leaders	23–28 January 2026	Darjeeling (West Bengal, India)	\$ 3,360.00
9.	Systematic Problem Solving & Conflict Resolution in Public Service	23–28 January 2026	Darjeeling (West Bengal, India)	\$ 3,360.00

In addition to the above programme other customized Executive Development Programs to the destinations of choice can be organized.

General Instructions

- Once confirmation is received from your end, you may proceed with booking the tickets.
- Participants opting for the residential programme are required to check in at the hotel one day before the course starts and check out on the day after the course ends.
- Upon successful completion of the programme, participants will receive a Certificate of Participation.
- Once the fee is paid, it is non-refundable; however, substitution of nominees is permissible.
- Accommodation: Participants will be accommodated in 4-star hotels. The package covers stay, daily breakfast, lunch, and dinner.
- Payment: Advance payment via international bank transfer is required before the start of the programme.
- NISTD will provide official invitation letters to facilitate participants in applying for visas and completing travel documentation.

Payment: Advance payment or before the start of the training program via swift code is required. Accommodation will be provided for those who confirm their stay with advance payment before the program begins.

Admission Procedure

Admission will be granted strictly on a first-come, first-served basis. Notification regarding the nominee's acceptance into the program will be promptly communicated following the receipt of the nomination.

Transportation: Candidates are responsible for their **own arrangements** to reach the venue.

For participants choosing residential accommodation, please proceed directly to the hotel for check-in.

Please take the necessary actions and we look forward to receiving your confirmation and further response as soon as possible

Program Experience

Participants will have the opportunity to:

- Visit ongoing development projects.
- Interact with city officials and community leaders.
- Participate in knowledge-sharing sessions and peer learning.
- Observe first-hand examples of urban transformation and modernization.

Impact At Glance

- 20+ International Study Programs conducted in last 5 years
- 15+ Countries covered across Europe, Asia, UNITED STATES OF AMERICA, and Australia
- 100+ Government Officials Trained through global exposure
- Delegations led by Hon'ble Ministers, IAS, IPS & IFS officers

Notable Participants

- Hon'ble Minister of Urban Development, Govt. of Sikkim
- Secretaries & Directors from State and Central Government Departments
- Senior IAS, IPS, and IFS Officers
- Engineers, Doctors, and Specialists from Public Sector Enterprises

MEMORANDUM		Date: 10-14-2025	Released/Records: <i>[Signature]</i>
To:	☒ PSDS/DICs	☒ Elem/Sec School Heads	
	☒ Private Schools	☐ Others:	
For:	☒ Information	☒ Dissemination	
	☒ Guidance	☐ Strict Compliance	
ORLANDO E. MANUEL PhD., CESO V Schools Division Superintendent			
By:	☐ ASDS	☐ CID Chief	☐ SGOD Chief
	☐ AO	☐ Atty	Signature: <i>[Signature]</i>

Themes Covered

- Governance & Public Policy – Leadership, Public Administration, Policy Exchange
- Urban Development & Smart Cities – Infrastructure, Housing, Mobility
- Health & Hospital Management – Public Health Systems, NHS, Medical Institutions
- Energy & Sustainability – Renewable Energy, Climate Change, Water Management
- Capacity Building & Leadership – Change Management, Digital Governance, Skill Development

Global Footprint

- Europe – UK, Spain, Germany, France, Switzerland, Sweden, Belgium, Netherlands, Italy
- Asia – Singapore, Japan, Malaysia, Thailand, UAE
- Americas – United States of America, Canada
- Oceania – Australia, New Zealand

We kindly request the Embassy of the Philippines and the Department of the Interior and Local Government (DILG), Manila, to circulate this proposal to the relevant departments.

Your support in nominating officials from Philippines will be greatly appreciated.

October 10, 2025

For National Institute Of Secretariat Training & Development

To: Schools Division Superintendents
All others concerned

ADVISORY

For information, dissemination, and appropriate action. Participation is voluntary, and all expenses shall be borne by the participant. Attendance must also adhere to the "No Disruption of Classes" policy as stipulated in DepEd Order No. 9, s. 2005.

BENJAMIN D. PARAGAS PhD, CESO III
Director IV/Regional Director *[Signature]*

hrdd/rbc/cbc



DEPED REGIONAL OFFICE 02
RELEASED
DATE: 10 OCT 2025
BY: *[Signature]*
RECORDS SECTION

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National Institute Of Secretariat Training & Development

**Application Form for Registration
Executive Development Programme**

Date _____ To _____

Topic _____

Venue _____

Name : _____

Designation: _____ Organization/Department: _____

Office Address: _____

City: _____ Pin: _____ State: _____

Telephone: (Off) _____ (Res) _____

Fax: _____ Mob No.: _____ E-mail: _____

Nomination Status: Residential ☐ Non-Residential ☐

Date: _____ Signature: _____

Place: _____

(Photocopies of the form may be used for more delegates)