



DepEd Regional Office No. 02

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Date Created: 09/30/2025**National Institute of Secretariat Training & Development**

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To,

Ref. No.: ICB/M/63-36-369 New Delhi,
Dated: 29th September, 2025

BENJAMIN D. PARAGAS

Director,
Region II**Subject: Invitation for Nominations – International Capacity Building & Study Tour Programs (NISTD, India, 2026)**

The 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 global environment, continuous learning and capacity building are essential. While experiential learning remains invaluable, exposure to emerging technologies, smart governance practices, and international innovations is now critical for effective administration and project management.

With this vision, NISTD is pleased to extend its specialized International Capacity Building and Study Tour Programmes to government officials and executives from the Philippines. These programmes are designed for senior decision-makers across ministries, state agencies, and public enterprises, providing opportunities to:

- Gain first-hand exposure to **global best practices in governance**, infrastructure, and administration.
- Participate in **knowledge exchange with peers** from India and other partner countries.
- Acquire **practical insights that can support the Philippines' ongoing public administration reforms** and modernization initiatives.

India and the Philippines share a growing partnership based on mutual trust, cooperation, and shared aspirations for development. NISTD believes that this initiative will not only **strengthen bilateral ties** but also equip Filipino officials with the **global perspective and practical knowledge** needed to address future governance challenges.

S.No	Programme Title	Destination	Dates	Cost (USD)
1	Leadership & Managerial Skills, Management & Business Administration	Germany & Spain	16–23 Jan 2026	\$5,952
2	Smart Metering, E-Charging, Renewable Energy Resources & Battery Energy Storage System – Smart and Sustainable Cities	Australia	16–23 Jan 2026	\$5,952
3	Leadership & Managerial Skills, Management & Business Administration	USA	16–23 Jan 2026	\$7,152

4	International Capacity Building on Smart City: Power, Health, Infrastructure, Building & Roads Development – Smart and Sustainable Cities	Germany & Spain	16–23 Jan 2026	\$5,952
5	Smart Metering, E-Charging, Renewable Energy Resources & Battery Energy Storage System – Smart and Sustainable Cities	Japan	16–23 Jan 2026	\$7,152
6	Leadership & Managerial Skills, Management & Business Administration	Australia	19–26 Feb 2026	\$7,152
7	Public Health, Food, Civil Supplies, Lifestyle-Related Diseases Prevention & Smart and Sustainable Cities	UK	19–26 Feb 2026	\$5,952
8	Leadership & Managerial Skills, Management & Business Administration	France & Switzerland	23–30 Feb 2026	\$5,952
9	Smart Metering, E-Charging, Renewable Energy Resources & Battery Energy Storage System – Smart and Sustainable Cities	France & Switzerland	23–30 Feb 2026	\$5,952
10	Leadership & Managerial Skills, Management & Business Administration	USA	23–30 Feb 2026	\$7,152
11	Leadership & Managerial Skills, Management & Business Administration	France & Switzerland	23–30 Feb 2026	\$5,952
12	Leadership & Managerial Skills, Management & Business Administration	USA	09–16 Mar 2026	\$7,152
13	Leadership & Managerial Skills, Management & Business Administration	France & Switzerland	19–26 Mar 2026	\$5,952
14	Sustainable Forestry Management with Community Participation & Smart and Sustainable Cities	UK	19–26 Mar 2026	\$5,952
15	Seismology, Earthquake Engineering and Tsunami Disaster Mitigation & Smart and Sustainable Cities	Switzerland & Netherlands	19–26 Mar 2026	\$5,952
16	Leadership & Managerial Skills, Management & Business Administration	Australia	19–26 Mar 2026	\$7,152
17	Operation and Maintenance of Urban Water Supply System (Water Quality and Purification) & Smart and Sustainable Cities	USA	19–26 Mar 2026	\$7,152
18	Leadership & Managerial Skills, Management & Business Administration	Australia	19–26 Apr 2026	\$5,952
19	Infrastructure Development – Smart and Sustainable Cities	UK	19–26 Apr 2026	\$5,952
20	Smart Metering, E-Charging, Renewable Energy Resources & Battery Energy Storage System – Smart and Sustainable Cities	France & Switzerland	19–26 Apr 2026	\$5,952
21	Leadership & Managerial Skills, Management & Business Administration	Germany & Spain	19–26 Apr 2026	\$5,952
22	Gender Mainstreaming Policies for Government Officers & Smart and Sustainable Cities	UK	19–26 Apr 2026	\$5,952
23	Leadership & Managerial Skills, Management & Business Administration	Australia	19–26 Apr 2026	\$7,152
24	Development of Urban Road Network & Operation and Maintenance of Urban Water Supply System – Smart and Sustainable Cities	Germany & Spain	16–23 May 2026	\$5,952

25	Smart Metering, E-Charging, Renewable Energy Resources & Battery Energy Storage System – Smart and Sustainable Cities	France & Switzerland	16–23 May 2026	\$5,952
26	Leadership & Managerial Skills, Management & Business Administration	USA	16–23 May 2026	\$7,152
27	International Capacity Building on Smart City: Power, Health, Infrastructure, Building & Roads Development – Smart and Sustainable Cities	Germany & Spain	16–23 May 2026	\$5,952
28	Leadership & Managerial Skills, Management & Business Administration	Australia	19–26 Jun 2026	\$7,152
29	Public Health, Food, Civil Supplies, Lifestyle-Related Diseases Prevention & Smart and Sustainable Cities	UK	19–26 Jun 2026	\$5,952
30	Leadership & Managerial Skills, Management & Business Administration	France & Switzerland	19–26 Jun 2026	\$5,952
31	International Capacity Building on Smart City: Power, Health, Infrastructure, Building & Roads Development – Smart and Sustainable Cities	France & Switzerland	06–13 Jul 2026	\$5,952
32	Leadership & Managerial Skills, Management & Business Administration	USA	06–13 Jul 2026	\$7,152
33	Leadership & Managerial Skills, Management & Business Administration	France & Switzerland	06–13 Jul 2026	\$5,952

In addition to the above programme other customized international study tour programs to the destinations of choice can be organized.

General Instructions

- Candidate names and passport copies should be submitted at least **60 days in advance** to allow NISTD to make necessary arrangements for travel, accommodations, visa processing, and program planning.
- Nominations will be accepted on the basis of **seat availability** and receipt of the participation fee by the specified deadline.
- The participation fee is **non-refundable**. However, substitutions may be made or fees may be adjusted for future nominations.
- Participants will be awarded a **Certificate of Participation** upon successful completion of the programme.

Payment

Upon receiving confirmation of your nomination, we kindly request that the **payment be made in advance**.

Inclusions

1. **Program Management Charges:** Covers all aspects of program administration, including faculty, course materials, and study tour coordination.

2. **Travel Arrangements:** Includes round-trip economy class airfare, local transfers in luxury coaches, and return airport transfers.
3. **Visa and Clearances:** Assistance with visa processing and related clearances.
4. **Accommodation:** Comfortable stay in **4-star hotels** during the program.
5. **Meals:** Daily breakfast at the hotel.
6. **Insurance:** Comprehensive coverage for travel, medical needs, delays, and baggage loss.

Eligibility

Participation is open to **senior government officials** from central/state/union territory administrations, public sector undertakings, autonomous bodies, boards, and corporations.

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**
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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.

For National Institute Of Secretariat Training & Development



MEMORANDUM		Date: 10-14-2025	Released to Records: [initials]
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: [initials]

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October 10, 2025

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 [initials]

hrdd/rbc/cbc



National Institute Of Secretariat Training & Development

Application Form for Registration
International Capacity Building 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)