



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

Advisory No. 120, s. 2025
October-3, 2025

In compliance with DepEd Order (DO) No. 8, s. 2013
This advisory is issued not for endorsement per DO 28, s. 2001,
but only for the information of DepEd officials,
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**NATIONAL INSTITUTE OF SECRETARIAT TRAINING & DEVELOPMENT
EXECUTIVE DEVELOPMENT PROGRAMS – CALL FOR NOMINATIONS**

Attached is a communication from Anil Aggarwal, Director, National Institute of Secretariat Training & Development (NISTD), regarding the Call for Nominations for their Executive Development Programs starting in October 2025.

The programs are designed to strengthen the skills, knowledge, and leadership capacity of public officials, empowering them to fulfill their responsibilities with greater effectiveness and efficiency.

NISTD invites government officials and executives from the Philippines to participate in its diverse range of programs.

More information may be inquired from:

ANIL AGGARWAL

Director

National Institute of Secretariat Training & Development

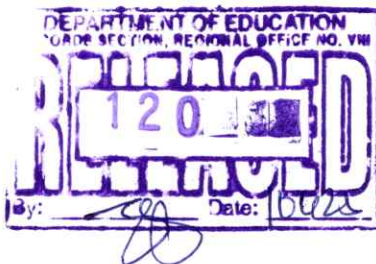
Plot No. 15, 3rd Floor Pratap Nagar, Mayur Vihar Phase 1, Delhi, India

+91-120-2682107, 2682110, 2682111

www.nistd.in/info@nistd.in/infonistd@gmail.com

Considering that this is an Advisory, Schools Division Superintendents are given the discretion to act on this matter.

HRDD-RVR 





OFFICE OF THE DIRECTOR	
Date Received	Signature
10-01-23	2:30 PM
DEPARTMENT OF EDUCATION	
RECEIVED	
OFFICE NO. VIII	
DATE: 10-2-25	TIME: 7:56
SIGNATURE: [Signature]	

National Institute of Secretariat Training & Development

(An ISO 9001:2015 Organization)

Plot No 15, 3rd Floor Pratap Nagar, Mayur Vihar phase 1, Delhi, 110091, India
Ph. +91-120- 2682110, +91-120-2682111, Fax No: +91-120-2682100
Ph. 011- 44767807, +91-9811094923
info@nistd.org, Website www.nistd.org

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

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

EVELYN R. FETALVERO

Director,
Region VIII

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**
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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



Anil Aggarwal (Director)
Phone: +91-120-2682107, 2682110, 2682111
Fax: +91-120-2682109
WhatsApp: +91-9818201923
Email: info@nistd.in | infonistd@gmail.com
Website: www.nistd.in



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)