



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

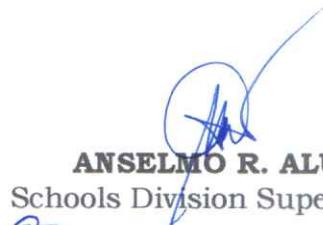
OFFICE MEMORANDUM
SGOD-2025- 172

03 OCT 2025

To: **MR. DEEJAY R. OPELAC**
Planning Officer III
School Governance and Operations Division

**ATTENDANCE TO THE PERFORMANCE REVIEW AND HARMONIZING
EXECUTIVE AND LEGISLATIVE AGENDA CUM BUDGET FORUM**

1. In reference to the communication from the Office of the City Mayor dated September 24, 2025, you are hereby directed to attend the Performance Review and Harmonizing Executive and Legislative Agenda cum Budget Forum on **October 7-10, 2025 at Richmonde Hotel Ortigas, 21 San Miguel Avenue, Ortigas Center, Pasig City, Metro Manila.**
2. This Office Memorandum shall serve as your Authority to Travel.
3. All expenses relative to your participation in the said activity shall be charged against local funds, subject to the usual government accounting and auditing rules and regulations.
4. For information and guidance.


ANSELMO R. ALUDINO
Schools Division Superintendent

SGOD/dro/OM-2025 Attendance to ELA
2514934/ September 30, 2025



SDCB RECORDS UNIT

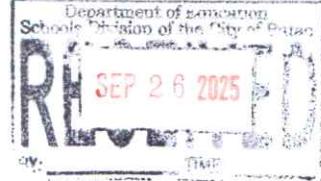


2514934

September 24, 2025

MR. ANSELMO R. ALUDINO

Schools Division Superintendent, DepEd
City of Batac, Ilocos Norte



Dear Sir,

The City of Batac will be conducting the Performance Review and Harmonizing Executive and Legislative Agenda cum Budget Forum on October 6 – 10, 2025 at Richmonde Hotel Ortigas, 21 San Miguel Ave. Ortigas Center, Pasig City, Metro Manila. This activity shall be attended by the local officials, department and sections heads of the city government and representatives of selected national government agencies stationed in the city to evaluate the LGU's current performance and align the priorities of the executive and legislative branches to effectively budget resources for the upcoming fiscal year.

The said activity comes in three programs namely: 1) Formulation of Legislative Agenda on October 6 – 7 (AM), 2025; 2) Performance Review and Harmonizing Executive and Legislative Agenda on October 7 (PM) – 8, 2025; and Budget Forum on October 9 – 10 (AM), 2025.

Anent to this we are inviting you or your representative to attend the Performance Review and Harmonizing Executive and Legislative Agenda and Budget Forum on October 7 – 10, 2025 at the said venue.

For further inquiries and concerns, you may contact the Engr. Noralyn I. Manahan, City Planning and Development Officer.

Thank you for your support to the City's commitment to excellent local governance.

Very truly yours,

MARK CHRISTIAN 'MARKEE' R. CHUA
City Mayor

