



Republic of the Philippines
Department of Education

REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

OFFICE MEMORANDUM
SGOD-2026- **031**

24 MAR 2026

To: **MR. DEEJAY R. OPELAC**
Planning Officer III

MR. JOEL P. MALUNAO
Administrative Officer V

**PARTICIPATION TO THE COMPREHENSIVE TRAINING WORKSHOP ON THE
INVEST KNOWLEDGE MANAGEMENT SYSTEM (KMS)**

1. In reference to the invitation from the Ilocos Norte Trade and Investment Promotions Office, in partnership with DOST-Ilocos Norte and Mariano Marcos State University (MMSU), this Office hereby designates the following personnel as the official participants to the Comprehensive Training Workshop on the Invest Knowledge Management System (KMS) on March 31, 2026, 8:30 AM at the Center of Flexible Learning, MMSU, City of Batac:

Name	Position	Office
DEEJAY R. OPELAC	Planning Officer III	SGOD
JOEL P. MALUNAO	Administrative Officer V	OSDS

2. This Office Memorandum shall serve as your Authority to Travel.
3. All expenses relative to the participation on 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-2026 Attendance to Invest KMS
2604665/March 23, 2026



Republic of the Philippines
PROVINCE OF ILOCOS NORTE

ILOCOS NORTE TRADE AND INVESTMENT PROMOTIONS OFFICE

March 19, 2026



SDCB RECORDS UNIT

2604665

Dr. ANSELMO R. ALUDINO

School Division Superintendent
Department of Education- School Division of Batac City
Batac City, Ilocos Norte

Dear Dr. ALUDINO,

Greetings from the Provincial Government of Ilocos Norte!

The Ilocos Norte Trade Investment Promotions Office, in partnership with Department of Science and Technology (DOST) –Ilocos Norte and Mariano Marcos State University (MMSU) , will conduct the **Comprehensive Training Workshop on the INvest Knowledge Management System (KMS)** on **March 31, 2026**, at the **Center for Flexible Learning, MMSU, City of Batac**. Registration begins at **8:30 AM**.

This one-day, hands-on workshop will guide participants in effectively using the KMS developed under the Smart and Sustainable Communities Program. To ensure a smooth and productive session, **participants are advised to bring their own laptops or tablets and extension cord** for the practical exercises.

We kindly request your office to designate **a maximum of two (2) representatives** to attend.
Deadline for confirmation: March 26, 2026

For coordination, please contact **Mr. Lucky Mariano** at **0929-603-3462** or **(077) 772-1212 local 131**.

Thank you, and we look forward to your participation!

Respectfully yours


RONA LEIGH C. BUENO
Head

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