



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

15 JUN 2026

OFFICE MEMORANDUM
SGOD-2026-089

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Section and Unit Heads
All Others Concerned

COMPREHENSIVE DEVELOPMENT PLAN(CDP) WRITESHOP

1. The City Government of Batac in coordination with the Philippine Institute of Environmental Planners Northern Luzon Chapter, Inc. will conduct the Comprehensive Development Plan (CDP) Writeshop on June 15-19, 2026 in Baguio City.
2. The activity aims to:
 - a. strengthen the participants' knowledge and skills in the preparation, enhancement, and completion of the Comprehensive Development Plan (CPD) ensuring that local development plans are responsive, strategic, and aligned with national and regional development directions; and
 - b. assist and guide LGUs in integrating risk-informed and resilient development planning into their respective Comprehensive Development Plan.
3. The following employees are advised to attend the activity:

No	Name of Participants	Position	Office
1	Nemalyn M. Ulep	Chief Education Supervisor, SGOD	SDO
2	Marilou B. Sales	Chief Education Supervisor, CID	

4. The participants are reminded to bring their own laptops, chargers, extension cords, and other sources of internet connectivity (e.g. mobile data, pocket wifi, etc.)
5. Registration fee amounting to Php 12,500.00, travel expenses and other incidental expenses shall be charged against SDO MOOE or local funds subject to usual accounting and auditing rules and regulations. First meal to be served is breakfast on June 16, 2026 and last meal is breakfast on June 19, 2026.
6. Attached is the letter of invitation for reference.
7. This Memorandum serves as the Official Authority to Travel of identified participants.
8. Immediate dissemination of this Memorandum is desired.

ANSELMO R. ALUDINO
Schools Division Superintendent

SGOD/mlpd/DM-CDRACPD
2608062/June 10, 2025



REPUBLIC OF THE PHILIPPINES
PROVINCE OF ILOCOS NORTE
CITY OF BATAC

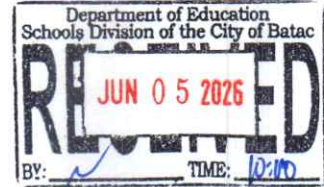


SDCB RECORDS UNIT

2608062

June 2, 2026

SDS ANSELMO R. ALUDINO, CESO VI
Schools Division Superintendent
City of Batac



Dear Sir Aludino:

Greetings!

The City Government of Batac is currently undertaking the preparation and enhancement of its Comprehensive Development Plan (CDP) to ensure that the City's development programs, projects, and activities are responsive to current and emerging needs and aligned with national and local development priorities.

In this regard, we are pleased to invite representatives from the Department of Education – Schools Division of the City of Batac to participate in the Comprehensive Development Plan (CDP) Writeshop to be held on June 15–19, 2026 in Baguio City.

As a member of the CDP Planning Team under the Social Development Sector, your office plays a vital role in the formulation of sectoral goals, strategies, and priority programs related to education and human development. Your participation and technical inputs are essential in ensuring that the education sector is adequately represented and integrated into the City's development planning process.

Please be informed that the registration fee, travel expenses, accommodation, and other incidental expenses of your participants shall be charged against the funds of your agency, subject to the usual accounting and auditing rules and regulations. We kindly request the designation of your representative/s and confirmation of participation at the soonest possible time.

For inquiries and coordination, you may contact the Acting City Planning and Development Coordinator's Office, Engr. Michelle G. Manuel through Mobile No. (0916) 782 7544 or via email at cpdc1041@gmail.com.

Thank you.

Sincerely,

MARK CHRISTIAN "MARKEE" R. CHUA
City Mayor

*TO: CES DR. NEMAS
attn: P03 Desjay Opelac, et al.
for info and participation.*



CITY GOVERNMENT OF BATAAC
Office of the Mayor
01 JUN 2026
Received: *Christy* Time: *11:19 AM*

May 25, 2026



HON. MARK CHRISTIAN "MARKEE" R. CHUA
City Mayor
City Government of Batac

Dear Mayor Chua,

Warm greetings from the **Philippine Institute of Environmental Planners - Northern Luzon Chapter, Inc. (PIEP-NLCI)**!

Following the successful conduct of the workshop entitled "**Climate and Disaster Risk Assessment (CDRA) Analysis and Advance GIS Mapping Integrating the CDRA Results**", the Comprehensive Development Plan (CDP) Write hop was conceptualized to further assist and guide LGUs in integrating risk-informed and resilient development planning into their respective Comprehensive Development Plans.

In line with this, we are again pleased to invite participants from your office specifically the CDP Planning team to the **Comprehensive Development Plan (CDP) Writeshop** to be held on **June 15-19, 2026** in **Baguio City**.

This activity aims to strengthen the participants' knowledge and skills in the preparation, enhancement, and completion of the CDP ensuring that local development plans are responsive, strategic, and aligned with national and regional development directions.

Through this writeshop, participants are expected to collaboratively refine planning outputs, address technical concerns, and further improve the overall quality and coherence of the CDP document.

Please be informed that the Registration Fee is **Php12,500.00** per participant for **live-in arrangements** (, and **Php10,000.00** per participant for **live-out arrangements**. Further details on inclusions and accommodations will be provided upon confirmation.

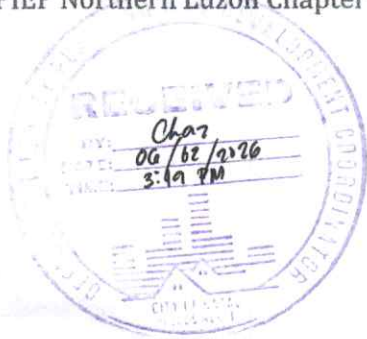
Should you have any questions or require further information, you may reach out **EnP. Angelie L. Abrina-De Guzman** at mobile number **09156527681** or email us at piepnl2021@gmail.com.

We look forward to your active participation.

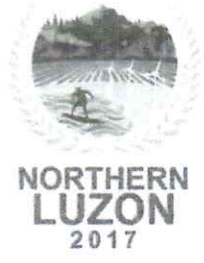
Very truly yours,
Marygail Anttonette N. Killa

MARYGAIL ANTONETTE N. KILLA, EnP
Chapter President
PIEP Northern Luzon Chapter Inc.

FOR THE MAYOR'S APPROVAL
 APPROVED
 DISAPPROVED
CC: CPDC
10/26/26



CPDC
6/2



Marygail Antonette N. Killa EnP
Chapter President

Moises A. Odayan EnP
VP for Internal Affairs

Cherryl Mae Bumanghat EnP
VP for External Affairs

Antonette A. Anaban EnP
Chapter Secretary

Lope Buen EnP
Chapter Treasurer

Leonel A. Basquez EnP
Chapter Auditor

Kareen Benitez
PRO

Joel Sannadan EnP
Board of Directors

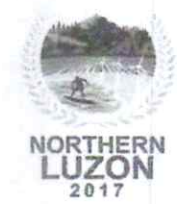
Pablito Ing-Ing, EnP
Board of Directors

Roderick Mina, EnP
Board of Director

Maricel D. Kile, EnP
Immediate Past President

PIEP NORTHERN LUZON
CHAPTER INC.
Bulanao, Tabuk City, Kalinga

Email address:
piepnl2021@gmail.com



COMPREHENSIVE DEVELOPMENT PLAN WRITESHOP

SCHEDULE OF ACTIVITIES

June 15-19, 2026 | Baguio City

Day /time	Activities/Topics	Office/Person Responsible
Day 1 -	June 15, 2026	
<u>14:00-17:00</u>	Arrival and Registration of Participants	PIEPNL Secretariat
	Review of data needed for the CDP	
Day 2 -	June 16, 2026	
8:00-8:30	I. Preliminaries	
	>> Invocation	AVP
	>> Singing of National Anthem	AVP
	>> Acknowledgement of participants and Guests	Emcee/Secretariat
	>> Welcome Message	
<u>8:30-9:00</u>	>> Overview of the Activity	PIEPNL
	>> House Rules	PIEPNL
9:00-12:00	Overview of the Comprehensive Development Plan	DILG Speaker
	>> Revisit the LGU's Vision	DILG Speaker
	>> Vision Reality Gap Analysis	DILG Speaker
	>> E-Problem Solution Finding Matrix (E-PSFM)	DILG Speaker
	Presentation of CDRA Result	PIEP Speaker
<u>12:00-1:00</u>	LUNCHBREAK	DILG Speaker
1:00-4:00	>> Workshop on E-PSFM	DILG Speaker
	Presentations on Structuring Solutions	DILG Speaker
	Prioritization of Projects based on CDRA Result	
4:00-6:00	>> Workshops: Form 2a	DILG Speaker
	Form 2b	DILG Speaker
Day 3 -	17-Jun-26	
8:00-8:30	Morning Praise and Recap	Secretariat
8:35-10:00	continuation of workshops	DILG Speaker
	presentation of Output per sector	Participants
10:00-11:00	>> Prioritization Tools	DILG Speaker
11:00-12:00	>> Workshop on Prioritization Tools -Plenary	DILG Speaker
12:00-1:00	LUNCH BREAK	

1:00-5:00	4 tools of prioritization	DILG Speaker
	Authority Levers and Other Implementation Instruments	DILG Speaker
	>> Local Development Investment Program (LDIP)	DILG Speaker
	>> Legislative Requirements	DILG Speaker
	>> Workshop on Legislative Requirements	DILG Speaker
Day 4-	18-Jun-26	
8:00-8:30	Morning Praise and Recap	DILG Speaker
8:30-12:00	Revisiting the Capacity Development Agenda (CapDev Agenda)	DILG Speaker
12:00-1:00	LUNCH BREAK	DILG Speaker
1:00-3:00	Presentation of LDIP	DILG Speaker
3:00-5:00	Presentation of CapDev Agenda per Sector	DILG Speaker
Day 5-	19-Jun-26	
8:00-8:30	Morning Praise and Recap	DILG Speaker
8:30-10:30	Presentation of workshop Outputs/Sector	DILG Speaker
	<i>Monitoring and Evaluation Form</i>	DILG Speaker
10:30-11:00	Synthesis	PIEP
11:00-11:30	Ways Forward: Action Plan	LGU
11:30-12:00	Closing Program	PIEP

PROPOSED COMPREHENSIVE DEVELOPMENT PLAN (CDP) PLANNING TEAM

OFFICE	FOCAL PERSON
SOCIAL SECTOR	
OFFICE OF THE CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE	MARNELI P. SABAS
OFFICE OF THE CITY HEALTH OFFICER	LOVELY GAY N. ALIBUYOG
OFFICE OF THE CITY CIVIL REGISTRAR	VIC ANDREW COCSON
OFFICE OF THE CITY YOUTH DEVELOPMENT OFFICER	ARLENE JOY E. MATEO
COMMUNITY AFFAIRS AND DEVELOPMENT OFFICE	RALPH C. LASATEN
SCHOOLS DIVISION OFFICE/DepEd REPRESENTATIVES	
PHILIPPINE NATIONAL POLICE (PNP)	
BUREAU OF FIRE PROTECTION (BFP)	
ECONOMIC SECTOR	
OFFICE OF THE CITY AGRICULTURIST	MARK ALLAN L. ABAD
OFFICE OF THE CITY VETERINARIAN	DR. RAMONITO A. BALTAZAR
CITY COOPERATIVE DEVELOPMENT OFFICE	ROCHELLE RAZALAN
PUBLIC EMPLOYMENT SERVICE OFFICE (PESO)	RYAN JOSHUA BOLO
CITY TOURISM OFFICE	ANGELICA S. YUMUL
MARKET ADMINISTRATOR	DANILO P. AGULAY
BUSINESS PERMITS & LICENSING OFFICE (BPLO)	ELLA MAY DOLORES M. CASTRO
INFRASTRUCTURE SECTOR	
OFFICE OF THE CITY ENGINEER	ENGR. JOEL ESTAL
OFFICE OF THE CITY GENERAL SERVICES OFFICER	ENGR. NORIEL BENSON R. TABUNAN
OFFICE OF THE CITY PLANNING AND DEVELOPMENT OFFICER	ENGR. ALYSSA JOY O. ICUSPIT
ICT SECTION/MANAGEMENT INFORMATION SYSTEMS OFFICE	AIRA SHANE B. DACANAY
OFFICE OF THE CITY BUILDING OFFICIAL	ENGR. RICHARD A. PUNGILAN
ENVIRONMENT SECTOR	
CITY ENVIRONMENT AND NATURAL REOURCES OFFICE (CENRO)	ENGR. ALIANA KRIEGL RANGA
OFFICE OF THE CITY AGRICULTURIST	ENGR. FERDINAND B. CASIL JR.
OFFICE OF THE CITY DISASTER REDUCTION AND MANAGEMENT OFFICER	ARVIN FRANCIS N. LUMANG
DENR REPRESENTATIVE	
OFFICE OF THE CITY HEALTH OFFICER - SANITATION INSPECTOR	GILMAR S. PAMBID
WATER RESOURCES/FLOOD CONTROL REPRESENTATIVES	
PROTECTED AREA MANAGEMENT REPRESENTATIVES (if applicable)	
INSTITUTIONAL SECTOR	
OFFICE OF THE CITY MAYOR	HON. MARK CHRISTIAN "MARKEE" CHUA
OFFICE OF THE CITY ADMINISTRATOR	ATTY. KARA MAE AURORA R. CHUA
SANGGUNIANG PANLUNGSOD	DR. MARTHA LOUISE AURORA BORLEO-MEDINA
	GLADYS R. LAGURA
	HON. JOHN GABRIELLE DOMINIQUE M. DAGUIO
OFFICE OF THE HUMAN RESOURCE MANAGEMENT OFFICER	MARLON F. SORIA
OFFICE OF THE CITY BUDGET OFFICER	CHRISTINE MAE M. BAYANGGOS
OFFICE OF THE CITY ACCOUNTANT	HONEY LEN G. VILLON
OFFICE OF THE CITY TREASURER	LERRYBETH B. JUAREZ
OFFICE OF THE CITY ASSESSOR	ENGR. GENE GONZALES
DATA PROTECTION OFFICER	NIKKO A. BAUTISTA
OFFICE OF THE CITY PLANNING AND DEVELOPMENT OFFICER	ENGR. MICHELLE MANUEL
PROCUREMENT/BAC SECRETARIAT	ROSE MARIE OALLESMA
RECORDS MANAGEMENT OFFICE	MARIBETH T. AMBONI
COMMISSION ON AUDIT (as observer/resource person)	