

**ACTIVITY REPORT ON THE COMPREHENSIVE DEVELOPMENT PLAN ORIENTATION  
AND WORKPLAN PREPARATION**

Quezon Premier Hotel, Pansol, Calamba, Laguna  
August 9, 2019

**Objectives:**

The objective of this activity is to familiarize with the process on formulating the Comprehensive Development Plan (CDP) and to prepare a harmonized work plan in preparing the CDP.

**Participants:**

Technical Working Group of CDP for Santa Fe, Romblon particularly, the Local Chief Executive, Municipal Planning and Development Coordinator, Local Disaster Risk Reduction and Management Officer, Municipal Agriculture Officer, Municipal Engineer, Municipal Assessor, and the Sangguniang Bayan Secretary.

**Activities:**

**1. Orientation on the CDP Process- c/o Sir Garrett Boongaling**

The program started with a brief welcome remarks from the Municipal Planning and Development Officer, Sir Derrick Mayor, and a special message from Sir Ricardo Sandalo of the College of Human Ecology, Department of Community and Environmental Resource Planning (CHE-DCERP) from the University of the Philippines, Los Baños (UPLB). This was followed by an introduction from the office heads of LGU-Santa Fe and representatives from DCERP-CHE.

In preparation for the CDP of Santa Fe, the TWG were oriented of the process, the required outputs, and the involved sectors in preparing the CDP based on the DILG Illustrative Guide and Rationalized Planning System, courtesy of Sir Garrett Boongaling who is also from CHE-DCERP of UPLB. The importance of having a participatory approach in preparing the CDP was highlighted as this is a plan of every sector in the municipality: social, economic, environment, infrastructure, and institutional sector. Expected outputs from every step of the preparation and the required attachments based on the guidebook were also discussed

**2. Preparation of Harmonized Work Plan for CDP Formulation**

After the orientation regarding the CDP process, the program proceeded to the preparation of a harmonized work plan for the actual formulation of the plan. The TWG prepared the activities to be conducted and the tentative schedule for each of the activity. Workshops needed for the preparation of the plan were also scheduled.

**Outputs:**

ACTIVITIES	OUTPUTS
<b>1. Orientation on the CDP Process</b>	<ul style="list-style-type: none"><li>• Workflow for the preparation of CDP</li><li>• Templates for the workshops</li><li>• Template for the Executive Order</li><li>• Attachments required</li></ul>
<b>2. Preparation of Harmonized Work Plan for CDP Formulation</b>	<ul style="list-style-type: none"><li>• Annex B. Form 1b. Harmonized Work Plan for the CDP Preparation in Santa Fe (Template from DILG Illustrative Guide for Preparing and Updating the Comprehensive Development Plan)</li></ul>