

**ACTIVITY REPORT OF THE HALF-DAY WRITESHOP ON THE FORMULATION OF
PROJECT BRIEF FOR THE PREPARATION OF THE COMPREHENSIVE DEVELOPMENT
PLAN (CDP) HELD AT THE SANGGUNIANG BAYAN HALL, MUNICIPALITY OF SANTA FE,
PROVINCE OF ROMBLON, DATED OCTOBER 8, 2019**

OBJECTIVE:

The objective of the workshop is to familiarize the participants on the formulation of the project briefs.

PARTICIPANTS:

Participants include members of the sectoral committees: 10 members for social sector, 8 members for economic sector, 8 members for infrastructure, 10 for the environment, and 10 members for the institutional sector, with a total of 46 participants.

ACTIVITY:

Last October 8, 2019, in the Sangguniang Bayan Hall, the writeshop on the formulation of project brief was held with participants from different sectoral concern, such as office heads, barangay chairpersons, civil society organizations, and other stakeholders. Different development sectors were represented by these people. The objective of the workshop is to familiarize and guide the participants on the formulation of the project brief for each identified PPAs.

The writeshop was prompted by a discussion on the elements of a project brief. The participants were also given a sample project brief lifted from the illustrative guide published by the Department of Interior and Local Government (DILG). Thereafter, the participants were given printed templates of the project brief as a guide, likewise, as an initial practice for the project brief formulation. Simultaneously, each participant produced one project brief from the identified PPAs of their sector. The project briefs were then collected and the participants were instructed to accomplish the project briefs of their remaining PPAs prior to the next workshop.

OUTPUT:

Activities	Outputs
Writeshop on Project Brief Preparation for CDP	Project briefs of the PPAs per sector