



Republic of the Philippines  
**MINDANAO DEVELOPMENT AUTHORITY**



25 November 2021

**HON. NASHIBA G. SUMAGAYAN**  
Municipal Mayor  
Municipality of Taraka, Lanao del Sur

Dear **Mayor Sumagayan**:

Greetings of peace!

This pertains to our invitation letter dated **29 October 2021** on the conduct of a capacity-building orientation workshop on the prerequisites for the establishment of an Agricultural Economic Zone (AEZ) in Lanao del Sur which was postponed to a later date.

We are pleased to inform the Honorable Mayor that this activity will be pushed through on **13-14 December 2021**. In this regard, we would like to invite six (6) LGU staff who are significantly involved in economic zone implementation (e.g. Municipal Planning and Development Coordinator, Municipal Engineer, Municipal Disaster Risk & Reduction Management Officer, Sangguniang Panlungsod on Agriculture, Sangguniang Panlungsod on Infrastructure, Municipal Budget Officer) to the said workshop.

This orientation workshop aims to boost the knowledge of key personnel of the participating local government units (LGUs) on: 1) existing AEZs in the Philippines; 2) Philippine law and enabling guidelines in the establishment of an AEZ; 3) standard requirements, process, and procedure, clearances, and approval of AEZ; 4) enabling law on limitations, benefits, and incentives on the establishment of AEZ; and, 5) requirements on the proper conduct of technical and site evaluation on the proposed location. Attached is the concept note and program of activities, for your reference.

Due to considerations on the COVID-19 pandemic, the training will be blended face-to-face and virtual. The face-to-face training will be held in Seda Centrio, Cagayan de Oro City. For virtual participation, the link is provided below:

**Zoom Link:** <https://fao.zoom.us/j/4461749887?pwd=KytXSkdyd0piL2FZQUIGOEI1bVRCZz09>  
**Meeting ID:** 446 174 9887  
**Password:** zerohunger

In order to facilitate the administrative process of FAO for this activity, we would like to request the submission of the following documents **on or before 03 December 2021, 5:00 PM**:

1. List of participants with contact details (contact numbers and email address);
2. Approved travel order; and,
3. Scanned copies of valid government IDs with pictures (preferably National Passport).

For inquiries, you may contact our staff, **Mr. Wilson Mabale**, through mobile phone number 0917 803 6156, and email address [wilson.mabale@minda.gov.ph](mailto:wilson.mabale@minda.gov.ph) and FAO Project Support Assistant, **Ms. Samantha Duremdes**, through mobile phone number 0917 713 3298, and email address [Samantha.Duremdes@fao.org](mailto:Samantha.Duremdes@fao.org).

Thank you very much and we look forward to your favorable response to this request.

Very truly yours,

  
**USEC. JANET M. LOPEZ, CESO I**  
Executive Director



**\*MINDA-2021110555\***