

**MINUTES OF THE MEETING OF THE 1ST QUARTER OF NAVAL PROJECT MONITORING COMMITTEE (NPMC)
HELD ON MARCH 26, 2026, THURSDAY, 2:00 P.M. AT DILG OFFICE, 2ND FLOOR, NAVAL MUNICIPAL HALL,
NAVAL, BILIRAN.**

PRESENT:

1. HON. JEFFREY MEREZ	- LNB President/LPMC Chairman	Caraycaray
2. HON. VICENTE V. CORSO, JR.	- SB/ LPMC Member	SB
3. ENGR. JOEMUNDO B. LEONES	- Municipal Engineer/LPMC Member	MEO
4. REBECCA V. PAYOS	- CSO Rep./ LPMC Member	LARCOOP
5. LOWENA JANE E. BADONG	- MLGOO/LPMC Member	DILG
6. IVAN A. ESTRELLER	- PEO II	DILG-BPO
7. CHRISTINE E. CARREON	- Stat. Aide/ LPMC Secretariat	MPDO
8. ENGR. JOAN L. MONTES	- Engineer I	MEO

ABSENT:

1. HON. LAURENCE I. DELA PENA	- Punong Barangay/LPMC Member	Borac
2. ENGR. CARMEL SIGRID D. DOCALLOS	- CSO Rep./ LPMC Member	BIPSU
3. ENGR. LEONARDO V. MADEJA, JR.	- MPDC / LPMC Head Secretariat	MPDO
4. ENGR. NELGIE S. ZAMORA	- Engineer III/ LPMC Secretariat	MEO
5. ENGR. JOSE P. VERO, JR.	- DMO III	MPDO

A. Preliminaries:

The meeting proper started at 2: 20 p.m. with a prayer lead by CSO Rebecca V. Payos. The meeting was presided by Naval PMC Chairman, Hon. Jeffrey Merez. He then declared the quorum of eight (8) attendees and discussed the agenda of the meeting.

- A. List of Projects inspected in the 1st quarter of 2026.
- B. Re-orientation and coaching session on the LPMC functions and guidelines.

MLGOO Lowena Jane E. Badong was the head secretariat of the day and welcomed the presence of the LPMC members for the 1st quarter LPMC meeting for this year 2026. She also acknowledged the presence of Ivan A. Estreller of DILG-BPO who presented and discussed the Re-orientation and coaching session on the LPMC functions and guidelines. She informed that the 2 attendees on the LPMC Training conducted via zoom meeting on March 25, 2026 are Engr. Joan Montes from the Municipal Engineering Office and John Bryan Trinidad of DILG (LGU Naval).

Agenda 1

List of Projects inspected in the 1st quarter of 2026 was presented and discussed by MLGOO Lowena Jane B. Badong. The following list were inspected as of March 15, 2026

:

1. Construction/Extension of MENRO & MDRRMO Building
2. Construction of Barbecue Center Phase II
3. Luntian Eco Park

Lowena Jane Badong inquired Engr. Joemundo B. Leones regarding projects on the 1st quarter of 2026 and he replied that projects are all pending due to DPWH price issues and presently, the middle east crisis. He further explained that the 3 projects inspected and listed above were 2025 projects but only inspected this year of 2026.

Agenda 2

1. LPMC Technical Capacity Enhancement, Re-orientation, and Coaching Session on the Committee Functions, M & I Implementation Guidelines
2. Orientation on the use of PAGKLARO Portal and "PAGSAYSAY Form"
3. Top Performing Local Project Monitoring Committee

Agenda 2 was presented and discussed by Ivan A. Estreller of DILG-BPO, a focal person for LPMC. Prior to his presentation, he informed that the topics are just a review for LPMC members.

Presentation 1 - LPMC TECHNICAL CAPACITY ENHANCEMENT, RE-ORIENTATION, AND COACHING SESSION ON THE COMMITTEE FUNCTIONS, M & I IMPLEMENTATION GUIDELINES

- I. Re-orientation and coaching session on the LPMC functions and guidelines
 - I. a. Local Project Monitoring Committee Functions and Guidelines:
 1. SB Member, CSO representative, MLGOO, Municipal Engineer can be designated as the Chairperson of the LPMC except the Local Chief Executive/Mayor.
 2. LGU Department Heads may be designated as members of LPMC except the LCE/Mayor.
 3. There is no fixed maximum number of prescribed members based on DILG Memorandum Circular No. 2019-188. The LPMC may expand its membership provided that the mandatory members have been met.

4. The scope of the M & E of the LPMC, based on EO 376, includes all programs and projects implemented and managed at the provincial, city or municipal level, regardless of funding source.
5. All projects implemented by the LGU required to be inspected or monitored by the LPMC.
6. The Local Project Monitoring Committee (LPMC) may proceed with the monitoring activities even without a majority/quorum of its members provided that the activity is purely monitoring / validation in nature and no formal decisions, approval or official actions are taken.
7. DILG MC 2019-188 enjoins LGUs to allocate operational funds for CSO Honorarium.
8. Section 4.5.3.3 of DILG MC no. 20125-060 states that accreditation is not a requirement for memberships in the sectorial or functional committees. However, the Civil Society Organization (CSO) representative who also serves as a member of the Local Development Council must be accredited.

Comments/Queries on selected guidelines:

1. Ivan A. Estreller inquired the CSOs if how many years are they working as members of LPMC. CSO Rebecca V. Payos replied that she has been an LGU inspectorate team member for more than 3 years.
2. Ivan A. Estreller also inquired if how many members of LPMC in LGU Naval. LPMC Chairperson Jeffrey Merez replied that there are 10 members of Naval Project Monitoring Committee. It is composed of 2 Punong Barangays, 1 SB Member, 1 MLGOO, 1 Municipal Engineer, 2 CSOs (1 LGU affiliate and 1 not LGU credited), 1 Head secretariat, MPDC and 2 members of secretariat.
3. Ivan A. Estreller inquired if LPMC have conducted inspections not funded by LGU Naval. MLGOO Lowena Jane E. Badong replied that it was discussed last LPMC meeting dated December 11, 2025 that Project Inspection this year 2026 will include 1 project each from the Province and DPWH with 1Million and Above project cost within Naval, Biliran.
4. Engr. Joemundo B. Leones inquired Ivan A. Estreller if Naval PMCs agreement valid to inspect only the 1Million and above project cost. He replied that it is valid but it is better if all projects below 1Million project cost are also inspected.

II. Basic Concepts on Monitoring and Evaluation

Monitoring – is a continuing function that uses systematic collection of data on specified indicators to provide management and the main stakeholders of an on-going development intervention with the indications of the extent of the progress and achievement of objectives and progress in the use of allocated funds.

Evaluation – is a systematic and objective assessment of an on-going or completed program, project, or policy, its design, implementation and results aimed to determine the relevance

and fulfilment of objectives coherence with other intervention, efficiency, effectiveness, impact and sustainability.

III. LPMC Creation and Fundamentals (Legal Basis)

- Article X Section 14 of the 1987 Philippine Constitution
For purposes of administrative decentralization to strengthen the autonomy of the units
- Executive Order No. 308 (1987)
Reorganization of RDCs to coordinate project implementation, M&E
- Memorandum Order No. 175 (May 1988)
Creation of PMCs at the Provincial, City and Municipal Levels
- Republic Act No. 7160 (1991)
Devolution of Monitoring Functions of LGUs
- Executive Order No. 376 (November 1989)
Establishing the Regional Project Monitoring and Evaluation System (RPMES) setting forth its objectives, defining its scope and coverage, requiring the formulation of a manual of operations and for other similar purposes.
- Executive Order No. 93 (June 1993)
 1. Amending Executive Order No. 376 (Series of 1989) “Establishing the Regional Project Monitoring and Evaluation System (RPMES) and for other purposes”
 2. Establishing of the NPMC to oversee the implementation of the RPMES
- DILG Memorandum Circular (MC) No. 2004-78, s. 1994 to facilitate organization and reconstitution of PMCs nationwide
- DILG MC No. 2019-188 dated November 4, 2019 to ensure functionality of the local PMCs in coordinating and in the M&E of project implementation at the sub- regional levels
- DILG MC 2020-070 dated April 7, 2020 to enjoin the organization of Barangay Project Monitoring and Evaluation Committee (BPMEC) under the Barangay Development Council (BDC). Pursuant to EO 70, s. 2018 which institutionalized the whole-of-nation and whole-of-government approach in attaining inclusive and sustainable peace.

IV. Regional Project Monitoring and Evaluation System (RPMES)

Objective: To ensure projects are completed efficiently, on time and within budget, while promoting transparency through CSO and NGO participation.

RPMES

Level of Composition	Chairman	Co-Chairman	Members
National Project Monitoring Committee	NEDA DDG	DBM Undersecretary	-PMS-OP Head -DILG Undersecretary
Regional Project Monitoring Committee	NEDA RD	DBM RD	-DILG RD -PMS-OP Regional Team Leader -RDC-PSR Representative 1 member -NGO Representatives 2 members
Provincial/City/Municipal PMC	The Chairman will be appointed by the LCE from among nominees of the LDC nominated out of the 7 PMC members		<i>Composition of Local PMCs left to discretion of LDC subject to inclusion of mandatory members:</i> DILG Representative 1 NGO Representative 1 NGO Rep. member in LDC 4 PMC members appointed by LCE from the nominees of LDC. P/M PDO -secretariat to the LPMC
Barangay PMC			-Punong Barangay -Sangguniang Barangay Member on Appropriations on Ways and Means - at least 3 CSOs/NGOs belonging to the Agrarian Reform, Women, Farmers or Fisherfolk Sectors, Elementary School Principal in the Barangay - Sangguniang Kabataan Chairperson

Comments/Queries:

1. MLGOO Lowena Jane E. Badong inquired Ivan the coverage of monitoring by the Barangay PMC. He replied that coverage of monitoring are projects within Barangay level and LGU funded projects within the barangay.
2. MLGOO Lowena Jane E. Badong inquired if Barangay PMC could join the Naval PMC during inspection within their barangay and he replied yes.

CSO/NGO Qualifications:

1. Member of Good standing
2. Must be a Filipino Citizen

3. Must not be related by affinity or consanguinity up to the 4th degree to the LCE concerned.
4. Must be nominated by the NGO/PO members.

Term shall be 1 year without prejudice to reappointment.

V. Project Life Cycle:

1. Pre-Implementation Phase- the planning and preparation stage

2 main parts

- a. Project Conceptualization Phase- to identify if the project is indeed implementable.
- b. Technical Planning Phase – it is where the methodological and detailed planning is done.

2. Implementation Phase –results of the pre-implementation phase are executed and realized, LPMC performs their roles on this phase.

3. Post Implementation Phase- as the projects completed, the project enters this phase which classified into 2 main parts

a. Project-Operation Stage- stage where the project sustainability, operation and maintenance plans are executed.

b. Post Evaluation Stage – stage where the results of the project implementation are assessed and evaluated as to whether it meets the project objective.

VI. Roles and Responsibility

LGU:

1. Establish LPMC and provide needed resources for operation and maintenance.
2. Provide the Regional Development Council (RDC), through the LPMC Secretariat, the monitoring reports of LPMC.

LPMC:

1. Provide list and schedule of all projects to be monitored to NGOs involved in project monitoring.
2. Collect and process reports of implementers and NGO monitors on the status of project implementation for the information of the LDC and next higher-level PMC.
3. Determine problems relates to the implementation of programs and projects and verify information to be submitted for analysis and action of the LDC.
4. Provide feedback on the remedial actions of the LDC and follow up implementation.
5. Prepare and disseminate periodic project monitoring report on the status of project implementation to RPMC
6. Elevate to higher level bodies (i.e., RPMC/NPMC) problems/issues which are not resolved at LPMC level.

LPMC Secretariat (P/C/M PDO)

1. Prepare the monitoring and evaluation work program to be undertaken by the LPMC during any given fiscal year, which will include the list of the projects and schedule of implementation based on submission of implementing agencies.
2. Provide Local Chief Executive s with information on the projects to be monitored by the LPMC.
3. Facilitate inter-agency, inter-governmental and field headquarters coordination, whenever necessary.

Project Implementer

1. Submit periodic reports to the LPMC on the status of project implementation based on suggested reporting forms.
2. Provide authorized monitors (LPMC Members) assistance in getting access to more detailed information on project implementation (e.g. detailed work program).
3. Submit reports on status of project implementation to the next higher-level office of line agency.
4. Implement/institute remedial measures on problems/issues identified or as suggested by the LDC.

DILG Regional Office (DILG RO) – Sub-Regional Office (SRO)

1. Shall assist the RPMCs by facilitating the submission of required summary reports prepared by LPMCs (P/C/M), necessary in monitoring active LPMCs.

VII. Scope and Limitations

1. The scope of the M&E of the LPMC.

Based on EO 376, includes all programs and projects implemented and managed at the provincial, city or municipal level, regardless of funding source. (i.e., MPMC to monitor projects of the Municipal Government etc.). Include projects in Comprehensive Development Plan (CDP) & other development/sectoral /thematic plans prepared by LGUs.

2. The list of programs and projects to be monitored by the LPMC is limited only to the list submitted and agreed upon in the year preceding the execution of M&E (i.e., 2021 list of projects for monitoring should be approved by the end of 2020).
3. It is emphasized that the LPMC monitoring focuses on Performance-Based Monitoring (Output-Based Monitoring), different from Results-Based Monitoring (Outcome-Based) done by the Local Development Council.

VIII. Monitoring Method

1. Based on Activity

- a. Document Review- through the documentation of projects
- b. Field Monitoring- inspection and validation are done physically at the site

2. Based on Frequency

- a. Regular Monitoring-conducted regularly on a set schedule (i.e., Monthly, Quarterly)
- b. Ad Hoc Monitoring- additional monitoring activities outside of the regular scope that is absolutely necessary. (i.e., efforts related to disaster rehabilitation)

IX. SubayBAYAN Overview

- The DILG Monitoring and Reporting Platform.
- An initiative of DILG Office of Project Development Services (OPDS)
- The Subaybayan Public Portal serves as the official platform for monitoring the LGUs implementation of some of their Local Government Support Fund (LGSF) Projects.
- LGU (Lime 20)

X. LPMC Functionality Assessment Tool

Indicator	Required Information/Data	Means of Verification	Assigned Points
Organization	-Updated list of members -Date of organization/reconstitution	Executive Order creating/ reactivating the LPMC	5 points – with organized /reconstituted LPMC with complete set of members 3 points – LPMC is organized but with incomplete set of prescribed members 0 point – without organized/reconstituted LPMC
Training	-Title, description and objectives -Name of Training/workshop participants -Name of agency that conducted the training	-Accomplished RPMS Form 9 -Post-activity report for training attended -Copy of certificate of completion and attendance -photos	5 points – more than 1 training conducted within the calendar year 3 points – 1 Training conducted within the calendar year 0 point – No training conducted within the calendar year
Planning	-List of activities to be undertaken by the LPMC for the calendar year and their corresponding budgetary requirements - List of programs and projects to be monitored for the calendar	- Duly-approved Work and Financial Plan (WFP), M&E Plan (MP), and M&E Work Program (MWP)	5 points – with duly-approved WFP, M&E Plan and M&E Work Program 3 points – with at least 2 M&E reports prepared

	year based on the submission of implementing agencies - Checklist of the sequence of activities for monitoring and evaluation		0 point – No WFP, M&E Plan and M&E Work Program
Implementation & Reporting a. Quarterly Meetings Conducted	-Important discussions made and agreements reached during the meeting -Date of Meeting -Names of attendees	-Minutes of the meeting -Accomplished RPMES Form 8, Form 10, Form 11 -Attendance Sheet -Photos	5 points – at least 4 quarterly meetings conducted 4 points – 3 quarterly meetings conducted 3 points – 2 quarterly meetings conducted 2 points – 1 quarterly meeting conducted 0 point – no meeting conducted
Implementation & Reporting b. Monitoring Visits/Field Inspection Conducted	-Name of programs visited/monitored - Findings from the project visited -Feedback and remedial actions from the LPMC	-Accomplished RPMES Form 5, Form 6, Form 7 -Photos	5 points – at least 4 quarterly project visits conducted 4 points – 3 quarterly project visits conducted 3 points – 2 quarterly project visits conducted 2 points – 1 quarterly project visits conducted 0 point – no project visit conducted

Comment:

1. Ivan A. Estreller informed that in Form 10, Resolutions must be more on technical aspect.

LPMC Functionality Assessment Tool

Functionality Rating

OVERALL POINTS	ADJECTIVAL RATING
20-25	High Functionality
13-19	Medium Functionality
1-12	Low Functionality
0	No established LPMC

LPMC Reports: Summary					
LPMC FUNCTIONALITY PARAMETERS	FORMS/MOVs	FREQUENCY OF REPORTING	REPORT TIMELINES	REPORTING ENTITY	RECEIVING ENTITY
A. Organization	Executive Order creating/reactivating the LPMC	Upon creation/reconstitution of the LPMCs	Upon creation/reconstitution of the LPMCs	LPMC	RPMC thru DILG RO/PO
B. Training	- RPMES Form 9 - Post-activity report(s) for the training(s) / workshop(s) conducted/attended - Copy of certificate of completion and attendance sheet - Photos	Quarterly	5th day of the succeeding quarter <i>Note: At DILG PO level, please submit at least 2 working days prior to deadline</i>		
C. Planning	Duly approved: - Work & Financial Plan (MWP) - M & E Plan (MP) - M & E Work Program (MWP)	Annually	Before the onset of the calendar year		
D. Implementation and Reporting	D.1 Meetings - Minutes of Meeting - RPMES Form 8, 10, 11 - Attendance Sheet - Photos D.2 Inspections - RPMES Forms 5-7 - Photos	Quarterly	5th day of the succeeding quarter <i>Note: At DILG PO level, please submit at least 2 working days prior to deadline</i>		

4th Quarter Functionality Assessment Results:



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Provincial Office

LPMC FUNCTIONALITY ASSESSMENT TOOL Quarter Covered: 4th Quarter of 2025

LGU	INDICATORS					TOTAL RATING:	ADJECTIVAL RATING:	Remarks
	ORGANIZATION: (Points)	TRAINING: (Points)	PLANNING: (Points)	A. IMPLEMENTATION AND REPORTING: (MEETINGS)	B. IMPLEMENTATION AND REPORTING: (INSPECTION)			
Province of Biliran	5	5	5	5	5	25	High Functional	
Almeria	5	5	5	5	5	25	High Functional	
Biliran	5	5	5	5	5	25	High Functional	
Cabucgayan	5	5	5	5	5	25	High Functional	
Caibiran	5	5	5	5	5	25	High Functional	
Culaba	5	5	5	5	5	25	High Functional	Late submission of and M&I MOVs
Kawayan	5	5	5	5	5	25	High Functional	
Maripipi	5	5	5	5	5	25	High Functional	
Naval	5	5	5	5	5	25	High Functional	

ADJECTIVAL RATING	
20-25	High functionality
13-19	Medium functionality
1-12	Low functionality
0	No established LPMC

Note: Please refer to Annex A - LPMC Functionality Assessment Technical Guide Notes

Comment:

- Ivan A. Estreller informed that Province of Biliran has LPMC Highly Functional LGUs based on the feedbacks from other LPMC provincial focal person.

Presentation 2 - Orientation on the use of PAGKLARO Portal and "PAGSAYSAY Form"

PAGKLARO Portal is an initiative introduced by the DILG, specifically highlighted in provincial, to serve as a platform for reporting, documentation and monitoring, often in conjunction with the PAGSAYSAY Form.

Deadline of submission is also on April 3, 2026, same with other LPMC documents.

Presentation 3 - Top Performing Local Project Monitoring Committee.

INDICATOR	RELEVANCE/DESCRIPTION	CORRESPONDING POINTS	MINIMUM REQUIREMENT/ MOVs	DATA SOURCE
Quarterly Functionality Assessment	Based on the LPMC Functionality Assessments for the 4 th quarter of 2024 to the 3 rd quarter of 2025.	60 points	Quarterly Functionality Assessment	Quarterly Functionality Assessment
Support for LPMC Activities: Resolutions Passed	Relevant to the role of the LPMCs in monitor and evaluation is the issuance of Resolutions addressing project delays, funding needs and policy adjustments – based on verified data and grounded on actual field conditions.	5 points	Number of LPMC Resolutions passed -More than 5 LPMC resolutions: 5 points -3-4 LPMC Resolutions: 3 points -1-2 LPMC resolutions: 1 point	
Support for LPMC Activities: provisions of Travelling Allowance	Provision of travel allowance to the CSOs.	5 Points	1 LPMC Resolution with budget line item, approved by the LCE ; 1 Proof of Payment	Resolutions Passed, Activity Design, Narrative
Support to LPMC Activities: Provision of Funding for LPMC Activities	Provision funding for food and travel allowance for the monitoring and evaluation activities of the LPMC.	5 Points	1.LPMC Resolution with budget line item, approved by the LCE; 2.Approved Activity Design, other relevant MOVs and 3.Proof of payment	Resolutions Passed, Activity Design, Narrative
Documentation of Best Practices	To measure the qualitative contributions of high functionality LPMCs in the region, the potential LPMC awardees shall submit a maximum of 2 pages (A4,Arial font size 12) of narrative highlighting the following: 1.Monitoring activities of the LPMC to key projects implemented in the LGU; 2.Best practices of the LPMC; and 3.Highlights of the CSO participation in the LPMC	25 Points	LPMC Narrative	

Comment:

1. Ivan A. Estreller informed that proof of payment for CSOs are Disbursement Voucher and Payroll. There was a dilemma during the assessment because they changed the criteria while conducting the assessment. MLGOO Lowena Jane E. Badong suggested to clarify the proof of payment since she already informed the Municipal Treasurer that payroll is only needed as proof of payment for CSOs.

Other Matter:

1. The Naval PMC Chairperson, Jeffrey N. Merez informed that new schedule of Naval PMC meeting will be on the 2nd week of the last month per quarter in order that secretariats will have more time in preparing documents for submission. Next Naval PMC meeting will be held on June 11, 2026, Thursday, thus, LPMC Resolution No. 01, Series of 2026 was created.

LPMC Resolution No. 01
Series of 2026

AMENDING NAVAL PMC RESOLUTION NO. PMC2024-02 SERIES OF 2024 SETTING THE REGULAR QUARTERLY MEETING OF THE NAVAL PMC INSTEAD OF THE 3RD WEEK OF THE LAST MONTH OF THE QUARTER, IT SHALL BE CHANGE TO THE FOLLOWING: FOR THE 1ST QUARTER, ON THE 2ND WEEK OF MARCH; FOR 2ND QUARTER, ON THE 2ND WEEK OF JUNE; FOR 3RD QUARTER ON THE 2ND WEEK OF SEPTEMBER; AND FOR 4TH QUARTER ON THE 2ND WEEK OF DECEMBER.

A moved for approval of resolution no. 1, series of 2026 was raised by Punong Barangay Laurence I. dela Pena and seconded by MLGOO Lowena Jane E. Badong.

Since no other topics to be discussed, the moved for adjournment was raised by SB Member Vicente V. Curso, Jr. and seconded by CSO Rebecca V. Payos.

The meeting adjourned at 3: 55 p.m.

Recorded & prepared by:


CHRISTINE E. CARREON
Statistician Aide/ Secretariat, PMC Naval

Approved by:


JEFFREY N. MEREZ
Chairperson- Naval PMC