

MINUTES OF THE MEETING OF THE 1ST QUARTER OF NAVAL PROJECT MONITORING COMMITTEE (NPMC) HELD ON JUNE 10, 2026, WEDNESDAY, 9:00 A.M. AT 2ND FLOOR, MUNICIPAL PLANNING AND DEVELOPMENT OFFICE, 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. REBECCA V. PAYOS	- CSO Rep./ LPMC Member	LARCOOP
4. LOWENA JANE E. BADONG	- MLGOO/LPMC Member	DILG
5. ENGR. CARMEL SIGRID D. DOCALLOS	- CSO Rep./ LPMC Member	BIPSU
6. ENGR. LEONARDO V. MADEJA, JR.	- MPDC/ LPMC Head Secretariat	MPDO
7. ENGR. NELGIE S. ZAMORA	- Engineer III/ LPMC Secretariat	MEO
8. ENGR. JOSE P. VERO, JR.	- DMO III/ LPMC Secretariat	MPDO
9. CHRISTINE E. CARREON	- Stat. Aide/ LPMC Secretariat	MPDO
10. ENGR. JOAN L. MONTES	- Engineer I/ LPMC Secretariat	MEO
11. JOHN BRIAN TRINIDAD	- DILG Staff	DILG

ABSENT:

1. HON. LAURENCE I. DELA PENA	- Punong Barangay/LPMC Member	Borac
2. HON. JAY BALLESTEROS	- Punong Barangay/LPMC Member	P. S. Eamiguel
3. ENGR. JOEMUNDO B. LEONES	- Municipal Engineer/LPMC Member	MEO
4. RIZA N. PAANOD	-CSO Rep./LPMC Member – Naval Women’s for Family Protection & Upliftment Inc.	

Agenda 1 - PRELIMINARIES

The meeting proper started at 9: 25 a.m. with a prayer lead by CSO Rebecca V. Payos. The meeting was presided by Naval PMC Chairman, Hon. Jeffrey N. Merez.

Agenda 2 – DECLARATION OF QUOROM

Naval PMC Chairman, Hon. Jeffrey N. Merez declared the quorum of five (5) LPMC members and other attendees. He discussed the agenda of the meeting.

1. Preliminaries
2. Declaration of Quorum
3. Updates of Naval PMC
4. Schedule of Monitoring Activities
5. Other Matters & Adjournment

Agenda 3 – UPDATES OF NAVAL PMC

1. MLGOO Lowena Jane E. Badong informed the committee that DILG instructed all LGUs to start transferring, submitting and uploading of documents to new LPMC Portal although there are some who has queries regarding the uploading of the new system. Assuring that LPMC of LGU Naval has complied all needed documents for submission. Since Naval PMC has been awarded last year in LPMC Audit, there is a possibility that DILG Province will include Naval PMC in the coming LPMC Audit as a nominee. Deadline of submission of nominees is not later than June 15, 2026. Documents needed are the same but lacks resolution and innovation. Resolution must be on technical aspect. Covered period of resolutions are 4th quarter of 2025 until 3rd quarter of 2026. PDMU Region informed that competition this year focuses on resolution with technical aspect and innovation.

Engr. Nelgie S. Zamora suggested to have a resolution that implies submission of clearances such as ECC (Environmental Compliance Certificate) from the DENR but Engr. Leonardo V. Madeja, Jr. replied that ECC is considered as a regular requirement. MLGOO Lowena Jane E. Badong suggested that if we request that they will furnish a copy of test results. Engr. Nelgie S. Zamora replied that we already have that test request resolution last year but to no avail. Engr. Leonardo V. Madeja, Jr. suggested to make a resolution asking copies of different technical test, (e.g. soil test, boring test, etc.) to be used during project monitoring to serve as a guide to Naval PMC, whether LGU Naval will comply or not on technical test requirements.

A resolution requesting copies of Kinds of Technical Test used during project implementation. This was moved for approval by CSO Rebecca V. Payos and seconded by Engr. Carmel Sigrid D. Docallos, thus:

RESOLUTION NO. PMC2026-02
Series of 2026

REQUESTING COPIES OF DIFFERENT TECHNICAL TEST RESULTS IF APPLICABLE, (E.G. SOIL TEST, BORING TEST, ETC.) FROM THE IMPLEMENTING OFFICE OR CONTRACTOR TO BE USED DURING PROJECT EVALUATION AND MONITORING TOOL AND GUIDE OF NAVAL PMC.

2. MLGOO Lowena Jane E. Badong relayed on the Barangay concerns, specifically by Barangay Catmon regarding no courtesy call on Barangay Officials on the implemented projects (national or provincial funded) within their barangay. Although they are grateful for the project but these agencies will just show up asking them to sign documents without knowledge pertaining to the implemented projects. The barangay is requesting if Naval PMC could go beyond monitoring on national funded projects of their barangay. Engr. Leonardo V. Madeja, Jr. replied that at the beginning of the LPMC, they covered monitoring the DPWH and Provincial Government projects, although the latter doesn't submit needed documents to LPMC. Then there was a suggestion from the DILG before that Naval PMC will just focus on the LGU 20% AIP Development Fund. Under the law, LPMC doesn't limit its coverage. The dilemma experienced by Brgy. Catmon can be identified on the RPMES Form Nos. 7, 8,9. He inquired the Naval PMC members if they will include monitoring the barangay projects funded by other agencies. The LPMC members agreed but MLGOO Lowena Jane E. Badong suggested that the Barangay should make a letter request to Naval PMC to have a basis in

monitoring the projects within their barangay. Engr. Leonardo V. Madeja, Jr. suggested to create a resolution on this matter, thus LPMC Resolution No. 03 was created. A resolution allowing Naval PMC to monitor barangay projects provided that a barangay should have a letter request to Naval PMC in monitoring projects implemented in their barangay for further technical evaluation and verification. A moved for approval was raised by CSO Rebecca V. Payos and seconded by MLGOO Lowena Jane E. Badong, thus:

RESOLUTION NO. PMC2026-03
Series of 2026

RESOLUTION ALLOWING NAVAL PMC TO ASSIST IN MONITORING BARANGAY PROJECTS PROVIDED THAT A BARANGAY SHOULD HAVE A LETTER REQUEST TO NAVAL PMC IN MONITORING PROJECTS IMPLEMENTED IN THEIR BARANGAY FOR FURTHER TECHNICAL EVALUATION AND VERIFICATION.

Agenda 4 – SCHEDULE OF MONITORING ACTIVITIES

1. Engr. Nelgie S. Zamora informed the committee that Inspection of Projects will be on the 3rd quarter this year 2026 since project has been done implemented but incomplete documents yet.
2. Punong Barangay Jeffrey N. Merez suggested for a change of LPMC schedule of inspection of projects from 2nd quarter to 3rd quarter due to incomplete documents of projects during 2nd quarter. This was unanimously approved by the members.

Agenda 5 - OTHER MATTERS:

1. MLGOO Lowena Jane E. Badong informed that during audit, payroll and voucher is needed. Engr. Leonardo V. Madeja, Jr. clarified that only payroll is available for CSO grants. Recently, the Naval PMC Head Secretariat was advised to prepare the payroll for CSO Incentives in the amount of Php 500.00. MLGOO Lowena Jane E. Badong added that per DBM instructions, travelling allowance is allowed for CSO grants. Engr. Leonardo V. Madeja, Jr. replied that travelling allowance and incentive items are different. COA prefers Incentive than Honorarium for CSO. He added that for special bodies meeting, Php 500.00 is given to CSOs while non special bodies is only Php 250.00. CSO Rebecca V. Payos opposed the Php 250.00 rate since some CSOs are absent from their work just to attend a meeting. Engr. Leonardo V. Madeja, Jr. replied that whether 1 day or half day meeting, CSOs will receive Php 500.00 for special bodies meeting.

2. MLGOO Lowena Jane E. Badong suggested for LPMC uniforms as part of an innovation to Naval PMC. Engr. Leonardo V. Madeja, Jr. agreed since LPMC uniforms attract visibility during monitoring and benchmarking activities. The Naval PMC body unanimously agreed the LPMC Uniform thru a resolution. Naval PMC Resolution requesting the Local Chief Executive of LGU Naval, Hon. Gretchen Stephanie M. Espina to provide complete uniforms (Collared t-shirts with accessories) for Naval Project Monitoring Committee. A moved for approval of Resolution No. 04 was raised by SB Member Vicente V. Curso, Jr. and seconded by CSO Rebecca V. Payos, thus:

RESOLUTION NO. PMC2026-04

RESOLUTION REQUESTING THE APPROVAL OF THE MUNICIPAL MAYOR CHARGE TO THE MAYOR'S OFFICE FOR THE PROVISION OF COLLARED SHIRT WITH ACCESSORIES UNIFORM FOR ALL THE MEMBERS AND SECRETARIAT OF THE NAVAL PMC FOR IDENTITY OF THE NAVAL PMC DURING ITS OFFICIAL ACTIVITIES.

3. Engr. Leonardo V. Madeja, Jr. suggested 1 day benchmarking in Ormoc City for Naval PMC. Objective of the travel is to learn the function of Ormoc's LPMC best practice. The body agreed and MLGOO Lowena Jane E. Badong will be in-charged for benchmarking activity. Costing entails will be for transportation and foods. She suggested benchmarking will be on August or September. The body is hoping that LPMC uniforms will already be available during benchmarking.
4. Engr. Leonardo V. Madeja, Jr. informed that next LPMC meeting will be on the 2nd week of September at the Municipal Planning and Development Office.

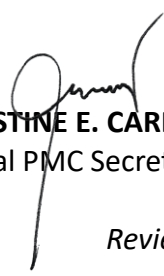
ADJOURNMENT:

Since no other topics to be discussed, the moved for adjournment was declared by CSO Engr. Carmel Sigrid D. Docallos and seconded by SB Member Vicente V. Curso, Jr.

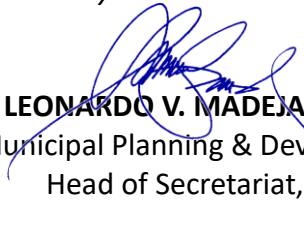
The meeting adjourned at 10: 38 a.m.

WE HEREBY CERTIFY to the correctness of the foregoing Minutes of the Meeting.

Recorded by:


CHRISTINE E. CARREON
Naval PMC Secretariat

Reviewed by:


LEONARDO V. MADEJA JR., MPM, RCE, EnP
Municipal Planning & Development Coordinator
Head of Secretariat, MDC/PMC Naval

Attested by:


JEFFREY N. MEREZ
LnB President/Naval PMC Chairperson