

MINUTES OF THE MEETING OF THE 3RD QUARTER OF NAVAL PROJECT MONITORING COMMITTEE (NPMC) HELD ON SEPTEMBER 15, 2026, TEUSDAY, 9:00 A.M. AT 2ND FLOOR, MUNICIPAL PLANNING AND DEVELOPMENT OFFICE, NAVAL MUNICIPAL HALL, NAVAL, BILIRAN.

PRESENT

1. ENGR. LEONARDO V. MADEJA, JR.	MPDC / LPMC Head Secretariat	MPDO
2. HON. VICENTE V. CURSO, JR.	SB / LPMC Member	SB
3. RIZA N. PAANOD	CSO Rep. / LPMC Member	Naval Womens
4. REBECCA V. PAYOS	CSO Rep. / LPMC Member	LARCOOP
5. ENGR. CARMEL SIGRID D. DOCALLOS	CSO Rep. / LPMC Member	BiPSU
6. LOWENA JANE E. BADONG	MLGOO / LPMC Member	DILG
7. ENGR. NELGIE S. ZAMORA	Engineer III / LPMC Secretariat	MEO
8. ENGR. JOAN L. MONTES	Engineer I / LPMC Secretariat	MEO
9. ENGR. JOSE P. VERO, JR.	DMO III / LPMC Secretariat	MPDO
10. HON. LAURENCE I. DELA PEÑA	Brgy. Capt. / LPMC Member	Borac

ABSENT

1. ENGR. JOEMUNDO E. LEONES	Municipal Engineer / LPMC Member	MEO
2. HON. JEFFREY MEREZ	LnB President/LPMC Chairman	Caraycaray
3. HON. JAY BALLESTEROS	Brgy. Capt./LPMC Member	P.S. Eamiguel
4. CHRISTINE E. CARREON	Stat. Aide / LPMC Secretariat	MPDO

Agenda 1 - PRELIMINARIES

The meeting was properly started at 9:44 A.M. and it was presided by the LPMC Head Secretariat, Engr. Leonardo V. Madeja, Jr. as unanimously agreed by the members present being the Chairman has equally important official activity attended and that he will be just in touch if ever there is any important participation need from him.

Agenda 2 – DECLARATION OF QUOROM

Naval PMC Head Secretariat, Engr. Leonardo V. Madeja, Jr., declared a quorum, noting the presence of a majority 5 out of 8 of the members aside of the secretariat. He then discussed the agenda of the meeting.

1. Preliminaries
2. Declaration of Quorum and Meeting Agenda
3. Updates of Naval PMC T-Shirt & Benchmarking
4. Schedule of Monitoring Activities Within the Day
5. Other Matters & Adjournment

Agenda 3 – UPDATES OF NAVAL PMC T-SHIRT & BENCHMARKING

1. In preparation for the planned benchmarking activity, Engr. Leonardo V. Madeja, Jr., seek assistance with the present members regarding Hon. Jay Ballesteros, as he was the only

member who had not yet confirmed his shirt size. The head secretariat informed the members that as per feedback of MLGOO Lowena Jane E. Badong, the benchmarking activity would take place at LGU Ormoc. He added, that since the SB has its own service vehicle, the Naval PMC might request to mobilize their van, but in the event of its unavailability, Engr. Madeja suggested to utilize the members' personal vehicles through a "car-pooling" arrangement. But he noted that it would be nice for all members to travel together in a single vehicle service. He then reiterated that before we can proceed with the benchmarking activity, we must first get the t-shirts done. The request was already pending at the Mayor's Office in logistics section because Hon. Jay Ballesteros' t-shirt size still needed to be identified and filled out. However, Engr. Madeja and the members agreed to assume his size would be XL to move forward. Engr. Madeja then reminded the members again that the schedule for benchmarking would probably be after the fiesta of Naval.

Agenda 4 – SCHEDULE OF MONITORING ACTIVITIES WITHIN THE DAY

1. Engr. Leonardo Madeja relayed an advisory from MLGOO Lowela Jane Badong to the members that a monitoring activity should be conducted after the meeting. Engr. Nelgie Zamora noted that the LGU had already completed two inspections this quarter. The MLGOO suggested to include those inspections for the monitoring requirement. Engr. Madeja then suggested that the documented photos from these past project inspections be utilized for the monitoring activity. Engr. Madeja further noted that even if a post-meeting monitoring activity were conducted, there are currently no pending projects requiring inspection, as all recent project inspections have already been completed.

Agenda 5 – OTHER MATTERS & ADJOURNMENT

1. The Head Secretariat, Engr. Leonardo Madeja, provided advance notice that the next LPMC meeting will be moved from December to November. If possible, the meeting should still take place during the second week to formulate plans for the next calendar year and secure their approval through a resolution.
2. The Head Secretariat proposed that we should explore innovative ideas for the PMC and, as he put it, think 'not within the shell or within the box,' while ensuring these ideas remain related to project monitoring activities.

Regarding KALAHl's scheduled activities, he suggested requesting them to invite the PMC to their upcoming trainings. He pointed out that given KALAHl's continuous coordination with LGU Naval, the committee could benefit from these free training opportunities, particularly with their O&M Group (Organization & Management Group) which he wanted the PMC to ride on with them. Engr. Madeja praised the tool that the KALAHl had for their project monitoring and he suggested us to adopt their practices selectively, focusing only on those that are within our capacity.

3. Engr. Madeja reiterated that the upcoming benchmarking activity would only take one day. MLGOO Lowela Jane Badong agreed, adding that the committee could simply return on another scheduled date to benchmark other items. Engr. Madeja also noted that this visit would allow the committee to gain new ideas about their setup for monitoring activities, as well as observe their best practices. He added that the benchmarking would likely take place after the fiesta, though not during the week immediately following it, as

all department heads will be in Cebu finalizing the budget. He then presented the tentative dates for the benchmarking, which are October 12-16, depending on the availability of the LGU of Ormoc. MLGOO Lowela Jane Badong advised that the PMC should prepare a request letter for the benchmarking activity. It should include a selection of ideal dates for the recipient to choose from, then will wait for their feedback. Engr. Madeja agreed and took charge to draft the communication.

4. Engr. Leonardo Madeja reminded the members that during the MDC meeting, the Barangays were informed that if they have conflicts or need assistance with PMC forms, monitoring, or project evaluations, they can request help from the higher PMC. He highlighted that Barangay Catmon recently encountered a similar issue, fortunately, it has already been resolved.

5. Engr. Nelgie Zamora expressed concern regarding Barangay projects with small budget allocations, particularly drainage canals. She cited a specific canal in Sitio Santol that currently contains dark, stagnant water because it lacks a proper outlet. Consequently, she reminded her colleague, Mr. Marlon, that during site inspections and prior to drafting the Programs of Work (POWs), they must ensure proposed drainage projects have a proper exit route for water flow. Engr. Madeja concurred, pointing out that in the event of project failure, the LGU will be the entity held technically accountable. Engr. Zamora then relayed the Barangay's justification: the project is already included in their AIP and therefore cannot be modified. She sought Engr. Madeja's advice on an ideal solution to this issue. Hon. Laurence Dela Peña subsequently pointed out that currently, Barangay projects must be thoroughly clarified prior to being included in their AIPs. Engr. Madeja informed the committee that the Mayor has already flagged the drainage canal projects. Engr. Madeja sighted that the concern regarding Sitio Santol's lack of a proper outlet is valid, and the situation is comparable to upland Barangays. He noted that these higher-elevation areas also lack concrete plans for water discharge, which currently results in their drainage water being dumped into adjacent Barangays. He specifically emphasized the case of Brgy. Calumpang, which acts as a catch basin for all the discharged water coming from those upland Barangays. That is why the Mayor wants to impose a moratorium on these projects and develop a comprehensive drainage master plan for the Barangays to adopt. SB Member Hon. Vicente Curso shared a personal experience at his residence, noting that the adjacent Limpiado school compound constructed a concrete wall that blocked the route of their existing drainage canal causing this obstruction to flood on his property, ultimately compelling him to breach a section of the wall to restore proper water flow. CSO Rebecca Payos also shared a similar case in Lower Lico regarding a proposed drainage canal that had already been allocated PhP 100,000.00 by the Mayor. However, the project could not be implemented after the owner of the designated lot decided to construct a structure that obstructed the planned route.

6. Engr. Leonardo Madeja strongly recommended drafting a resolution to the PMC. This resolution would remind the Barangays that all proposed drainage systems must be comprehensively evaluated to ensure they have proper water discharge exits. He concluded the discussion by proposing a formal resolution. This resolution will document the drainage issues identified by the PMC, based on the specific cases and findings shared by the members during the meeting. In relation to this, the Head Secretariat recalls a previous case in Sitio Santol, questioning the final discharge point for rainwater in that area. Engr. Zamora clarified that while there is a nearby creek, the existing drainage canal does not reach it. SB Member Hon. Vicente Curso added that this is because numerous

residential houses have been constructed along the canal's intended route, obstructing the connection.

7. Additionally, the committee has abled to tackle regarding right-of-way of the lot that somehow connects to the previous cases with drainage canal. CSO Rebecca Payos recalls her concern with the proposed drainage canal in Lower Lico and also with her personal experiences regarding road-right-of-way as Engr. Leonardo Madeja gave her the proper procedure to help here correct or solve the case she's handling. Subsequently, he cited a related issue regarding land ownership in his locality, noting how the matter was successfully negotiated with the concerned officials of the BLGU. Similarly, SB Member Hon. Vicente Curso shared a comparable situation in Sitio Cabadiangan, where residents had constructed structures along a private access road leading to their resort. He also cited a separate right-of-way dispute involving the DPWH, wherein an ongoing road widening project encroached upon their privately owned property. Engr. Madeja then reiterated a recent recommendation by Engr. Zamora, emphasizing that before implementing the project in the respective locations, it must be assured that all necessary rights-of-way are fully secured. To conclude the discussion, he reminded the members to incorporate two critical prerequisites for project implementation thus a PMC Resolution: first, a formal request to the Municipal Mayor and all Barangay Chairmen to ensure that drainage systems should have proper water discharge exit; and second, the prior acquisition of all necessary right-of-way documents to prevent any delays during project implementation.

Engr. Madeja expressed his appreciation for the PMC meeting, noting its significant value in identifying and addressing issues encountered during project implementation. Thus, resolutions formally proposed to address these matters moved by SB Vicente Curso Jr. duly seconded by CSO Representative Rebecca Payos with no objections.

RESOLUTION NO. PMC2026-05

Series of 2026

RESOLUTION REQUESTING ALL BARANGAY COUNCILS AND THE MUNICIPAL MAYOR THAT ALL PROPOSED DRAINAGE SYSTEMS MUST COMPREHENSIVELY EVALUATED TO ENSURE THEY HAVE PROPER WATER DISCHARGE EXITS TO PREVENT CLOGGING AND FLOODING AT THE EGRESS/END POINT AREA; AND ENSURING PRIOR ACQUISITION OF ALL NECESSARY RIGHT-OF-WAY DOCUMENTS FOR ANY PROJECTS TO PREVENT ANY DELAYS DURING PROJECT IMPLEMENTATION.

ADJOURNMENT:

Since there are no other topics for discussion, CSO Riza Paanod made a motion for adjournment, which was seconded by CSO Rebecca Payos. The meeting adjourned at 10:46 a.m.

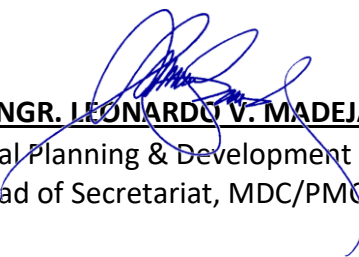
We hereby certify the correctness of the foregoing Minutes of the Meeting.

Recorded and prepared by:


ENGR. JOSE P. VERO, JR.
Naval PMC Secretariat

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Reviewed by:


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

Attested by:


JEFFREY N. MEREZ
LnB President/Naval PMC President

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ANNEXES

I. NOTICE OF MEETING



Republic of the Philippines
MUNICIPALITY OF NAVAL
Province of Biliran

municipal planning and development office

2nd Floor - Municipal Hall, P. Inocentes Street, Barangay P.I. Garcia, 6560 Naval, Biliran (PHILIPPINES)
Email: nardsmpdo@yahoo.com ■ Landline No.: (053)507.8810 ■ Facebook Page: NAVAL MPDO - Planning Office



BAGONG PILIPINAS

NAVAL PROJECT MONITORING COMMITTEE (PMC)

JAY BALVESTROS
LAURENCE DELA PENA
JEFFREY MEREZ

*Revised:
9-14-26*

NOTICE OF MEETING
14 September 2026

Engr. Carmel Sigrid D. Dicallos
*Japhane D.
9/14/2026*

Description:	Y2026 3 rd QUARTER NAVAL PMC REGULAR MEETING
Date:	SEPTEMBER 15, 2026
Time:	9:00AM
Venue:	MPDO 2 nd Floor, MUNICIPAL HALL, NAVAL, BILIRAN

"For and On Behalf of the Naval PMC Chairperson Hon. Jeffrey N. Merez, LnB President"

From: **LEONARDO V. MADEJA, JR., MPM, RCE, EnP**
CIVIL ENGINEER - PRC License No. 0055590 ■ URBAN/ENVIRONMENTAL PLANNER - PRC License No. 0002287
Municipal Planning and Development Coordinator
Head of Secretariat – Naval PMC

Jose Vero: 9-14-2026

9-14-26
Hon. Vice Mayor V. Araso

RECEIVED
DATE: 9/14/26
CHRISTINE E. CARRON

To: «PMC_member»
«position»
«Office_address»
Naval, Biliran

DATE: 9-14-26
CHRISTINE E. CARRON

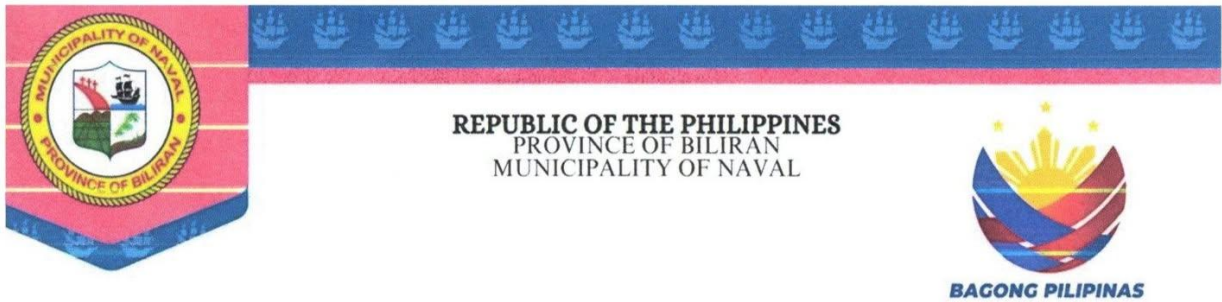
AGENDA

No.	ITEM	ACTION NEEDED
1	PRELIMINARIES	For Approval/For Information
2	DECLARATION OF QUORUM AND MEETING AGENDA	For Approval/For Information
3	UPDATES OF NAVAL PMC TSHIRT & BENCHMARKING	For Approval/For Information
4	SCHEDULE OF MONITORING ACTIVITIES WITHIN THE DAY	For Approval/For Information
5	OTHER MATTERS & ADJOURNMENT	For Approval/For Information

Highly anticipating your presence and active attendance.

Dynamic Leadership. Aspiring Excellence. Sustainable Life. Inclusive Development. Good Governance

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ATTENDANCE

NAVAL PROJECT MONITORING COMMITTEE MEETING
(3rd Quarter, Y2026)

2nd Floor, Municipal Planning & Development Office, Municipal Hall, Naval, Biliran
September 15, 2026, Tuesday, 9:00 a.m.

Name	Gender	Designation	Office/Brgy./ Organization	Signature
	M/F			
1. Miza N. Paanod	F	CSO-WOMEN	WOMEN/Phil by	[Signature]
2. Rebecca V. Payas	F	CSO	LAR LAR	[Signature]
3. VICENTE V. CURBA	M	S.B		[Signature]
4. NELGIE S. ZAMORA	F	ENGR. III	MEO	[Signature]
5. Lourena Jane Badong	F	MLGW	DILG	[Signature]
6. JOAN L. MONTES	F	ENGR I	MEO	[Signature]
7. Carmel Sigrid Docallos	F	BIPSN / PICE Rep.	PICE-Biliran	[Signature]
8. LAURENCE DE LA POZA	M	P.B	BERAC	[Signature]
9. JOSE P. VERO, JR.	M	DMO III	MPDO	[Signature]
10. LEONARDO V. MORALES JR. M	M	MPDC	MPDC	[Signature]
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