



Republic of the Philippines
CITY GOVERNMENT OF CALBAYOG
Calbayog City

"Public office is a public trust"

LOCAL PROJECT MONITORING COMMITTEE (LPMC)

First Quarter Meeting

Minutes of the Meeting

Date: February 13, 2026
Time: 9:00 AM
Venue: City Mayor's Conference Room
Calbayog City Hall Compound

I. PRELIMINARIES

The First Quarter Meeting of the Local Project Monitoring Committee (LPMC) was held on February 13, 2026, at 9:00 A.M. at the City Mayor's Conference Room, Calbayog City.

The program formally began with an Invocation through an Audio-Visual Presentation (AVP), followed by the singing of the Philippine National Anthem, likewise presented through AVP, setting solemn and formal tone for the meeting.

After opening preliminaries, Archt. Pedro Don O. Saborrido, EnP., Co-Chairperson of the LPMC Secretariat, acknowledged the presence of the committee members, representative from partners offices and civil society organizations present during the meeting.

Subsequently, Mr. Augusto L. Magdaraog, City Administrator and Chairperson of the Local Project Monitoring Committee, proceeded with the determination of quorum. Upon confirmation that a quorum was present, he formally called the meeting to order.

In his opening message, Mr. Magdaraog welcomed the members and expressed his appreciation for their continued support and active participation in the committee's activities. He emphasized the important role of the Local Project Monitoring Committee in ensuring transparency, accountability, and efficiency in the implementation of government programs and infrastructure projects within the City Government of Calbayog.

He also highlighted that through the regular monitoring activities of the committee, issues and concerns related to project implementation can be

addressed promptly, thereby ensuring that government projects are implemented in accordance with approved plans, technical specifications, and schedules for the benefit of the community.

II. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The meeting proceeded to the reading of the minutes of the previous meeting

However, considering that copies of the minutes were already distributed to the members prior to the meeting for review, Ms. Luz M. Buenaventura, Western Samar Development Foundation (WESADEF) Project Coordinator, moved to dispense with the reading of the minutes and to consider the same as approved.

The motion was properly seconded by Engr. Joie V. Marmito, City Engineer's Office representative. There being no objections from the body, the motion was unanimously carried, thereby approving the minutes of the previous meeting.

III. BUSINESS SESSION

During the Business Session, Mr. Magdaraog took the opportunity to express his sincere appreciation to all committee members for their active cooperation, dedication, and commitment in performing their duties as members of LPMC.

He proudly shared that the City Government of Calbayog was recognized as the Grand Winner of the SUBAYBAYANI Awards in Region VIII, an award conferred by the Department of the Interior and Local Government (DILG) in recognition of the exemplary performance of the Local Project Monitoring Committee in monitoring government projects.

Ms. Gretchen Mae D. Corrales also added that the prestigious recognition was made possible through the collective efforts, teamwork, and commitment of the LPMC members, particularly in ensuring the proper monitoring, documentation, and reporting of government-funded projects within the city.

The committee members likewise expressed their appreciation for the recognition and reaffirmed their commitment to continue performing their responsibilities in support of effective project monitoring and good governance.

IV. NEW BUSINESS

Presentation and Discusion of the proposed Work and Financial Plan (WFP) for CY 2026.

94 The New Business portion of the meeting presented by Mr. Augusto L.
95 Magdaraog, City Administrator and LPMC Chairperson, with the assistance of
96 Ms. Gretchen Mae D. Corrales, DILG Local Government Operations Officer
97 (CLGOO).
98

99 Mr. Magdarog presented the proposed Work and Financial Plan (WPF) for CY
100 2026, which outlines the priority activities, operational plans, and financial
101 requirement of the Local Project Monitoring Committee of the year.
102

103 He explained that the Work and Financial Plan will serve as the guide of the
104 committee in implementing its monitoring and evaluation activities, particularly
105 in ensuring that development and infrastructure projects implemented by the
106 City Government are properly monitored and evaluated.
107

108 Among the key activities included in the proposed Work and Financial Plan are
109 the following:
110

- 111 1. Conduct of regular monitoring and inspection of ongoing
112 infrastructure projects in different barangays of the city
- 113 2. Preparation and submission of monitoring and evaluation reports
- 114 3. Coordination with implementing offices and contractors regarding
115 project implementation
- 116 4. Participation in the Regional Project Monitoring Committee
117 (RPMC) meetings and related activities
- 118 5. Conduct of benchmarking activities with the Local Government
119 Unit of Naga City.
120

121 During the open forum, members of the committee shared their comments
122 and recommendations regarding the proposed activities. Some members
123 emphasized the need to maintain regular monitoring visits and proper
124 documentation of project status, including photo and video documentation,
125 and monitoring reports to ensure accurate reporting.
126

127 **Proposed Benchmarking Activity to the City Government of Naga City.** 128

129 During the meeting, Ms. Gretchen Mae D. Corrales introduced the proposed
130 benchmarking activity of the Local Project Monitoring Committee to the City
131 Government of Naga City.
132

133 Ms. Corrales explained that the benchmarking visit aims to learn from the
134 best practices of the LGU of Naga City particularly in project monitoring
135 systems, governance innovations, and the use of digitalized government
136 transactions and services. She emphasized that the activity will provide
137 valuable insights that may help strengthen the monitoring mechanisms and
138 operational practices of the Local Project Monitoring Committee of the City
139 Government of Calbayog.

140 She furthered informed the committee that the exact schedule of the
141 benchmarking activity is yet to be finalized, as the date will still be
142 determined depending on the availability and confirmation from the LGU of
143 Naga City. However, it was proposed that the benchmarking activity will be
144 conducted for two (2) days to allow sufficient time for discussions,
145 presentations, and knowledge-sharing with the officials and technical staff
146 of the host LGU.

147
148 It was also discussed during the meeting that all travel-related expenses,
149 including transportation, accommodation and other necessary expenses will
150 be shouldered by the City Government of Calbayog, subject to the usual
151 government accounting and auditing rules and regulations.

152
153 Furthermore, the committee was informed that the official transportation to
154 be used for the travel from Calbayog City to Naga City will be the LGU-
155 Calbayog City Coaster Van, which will be provided by the City Government
156 to ensure safe and convenient transportation for the participating LPMC
157 members.

158
159 The committee members expressed their support for the proposed
160 benchmarking activity, recognizing that it will contribute to enhancing the
161 capacity and effectiveness of the LPMC in performing its monitoring and
162 evaluation functions.

163
164 The Chairpersonn then directed Ms. Gretchen Mae D. Corrales to coordinate
165 with the LGU of Naga City for the confirmation of the schedule and to
166 prepare the necessary travel documents and arrangements for the activity.

167 168 **V. ISSUES AND CONCERNS OF PROJECT INSPECTED**

169 170 **1. Construction of Multi-Purpose Building, San Policarpo National High** 171 **School (Covered Court)**

172 **Location: Brgy. San Policarpo, Calbayog City**

173
174 During the inspection, the following issues and concerns were raised
175 by the members of the Local Project Monitoring Committee:

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177 **1.a.** Engr. Teodoro A. Amatoso, Jr., CSO - PICE representative,
178 pointed out that the Reinforced Cement Base Course (RCBC) of the
179 project has not yet been fully completed. He emphasized that the
180 surface course and subbase must be properly prepared and
181 compacted prior to the pouring of concrete to ensure the structural
182 integrity and durability of the building.
183

184 **1.b.** Ms. Emily Torculas, SOS Vilage Director raised several concerns
185 related to safety, design, and site conditions, particularly the
186 following:

- 187 • The absence of safety signages and precautionary
188 measures at the construction site poses potential risks to
189 students, school personnel, and visitors within the area.
- 190 • The low height of the stage ceiling may raise safety
191 concerns and could limit the functionality of the stage
192 area during scholl and community activities.
- 193 • The roofing of the adjacent building may affect or
194 compromise the proper drainage flow, which may lead to
195 water runoff issues in the area.
- 196 • The current elevation of the building appears insufficient
197 considering that the area is known to be flood-prone,
198 which may increase the risk of water intrusion, potential
199 damage to the structure and reduce usability of the facility
200 during flood events.

201
202 The committee recommended that these issues and concerns be
203 properly reviewed and addressed by the concerned implementing
204 office - DPWH, Calbayog District Office, project engineers and
205 contractors to ensure that the construction complies with the required
206 safety standards, engineering specifications, and long-term
207 functionality of the facility.

208
209 **2. Construction of Road network. Calbayog Development Project**
210 **(Phase IV)**

211 **Location: Brgy. West Awand and Aguit-itan, Calbayog City, Samar**
212

213 During the inspection conducted by LPMC members, several issues
214 and concerns were observed and raised by the team as follows:

215
216 **2.a** Engr. Teodoro A. Amatoso, Jr. noted several defeciencies
217 related to project information, safety measures, and drainage
218 provisions. He reported that no project billboard was installed at the
219 project site, which is required to inform the public about essential
220 details such as the project title, source of funds, contract cost,
221 contractor, and project duration.

222
223 He also observed that no safety signages or warning lights were
224 installed along the construction area, which poses potential hazards to
225 motorists and pedestrians, especially during nighttime when visibility
226 is limited. The absence of these safety devices may increase the risk of
227 road accidents in the area.

Furthermore, Engr. Amatoso pointed out that while the road structure has already been constructed, the side drainage system has not yet been installed, which may lead to improper water runoff and possible damage to the road structure over time. He also noted that minimal information has been provided to the public regarding the project timeline, road closures, and the overall scope of the project, which is important to keep the community informed about the ongoing development works.

In addition, he observed that the installed road island appears to have inadequate length, which may affect its intended function in regulating traffic flow and ensuring road safety.

2.b Ms. Luz Buenaventura also raised the concern regarding the absence of the required project billboard at the construction site. She emphasized that the installation of a project billboard is an important requirement for transparency and accountability, as it allows the public to be informed about project's details, including the implementing agency, project cost, contractor, and expected completion date.

2.c Engr. Ress Acero, representative from the District Office of the Department of Public Works and Highways, Calbayog City highlighted several technical concerns observed during the inspection. He noted the insufficient installation of road safety devices and warning signages along project site, which are necessary to ensure the safety of motorists and pedestrians while construction activities are ongoing.

He also observed the presence of honeycombs on certain concrete surfaces of the road islands or barriers, which may indicate proper concrete compaction during construction. This condition could potentially affect the structural quality and durability of the concrete components if not properly addressed.

Additionally, Engr. Acero reported that the construction and contraction joints were not properly concrete-sawed, and no joint sealants were applied to the said joints. The absence of proper joint treatment may lead to premature cracking, water penetration, and eventual deterioration of the concrete pavement over time.

Moreover, it was noted that the project engineer was unable to provide the inspection team with copies of the disbursements released and the contract status report for the project during the conduct of the inspection. These documents are important references for the monitoring team to assess the financial and implementation status of the project.

In view of these observations, the committee recommended that the concerned implementing office and contractor immediately address the identified issues and insure compliance with the required engineering standards, safety measures, and transparency requirements for government infrastructure projects.

VI. ADJOURNMENT

There being no other matters to discuss, the Chairperson thanked the members for their active participation and continued commitment in performing their duties as members of Local Project Monitoring Committee.

The meeting was adjourned at 12:18 A.M.

Prepared by:


REO M. MARQUEZ, EnP.

City Planning & Dev't. Coordinator/LPMC, Secretariat Chairperson

Attested:


AUGUSTON L. MAGDARAOG

City Administrator/LPMC Chairperson