



Republic of the Philippines  
Province of Samar  
MUNICIPALITY OF BASEY

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL PROJECT MONITORING COMMITTEE HELD AT MAYOR'S CONFERENCE ROOM, BASEY NEW TOWN HALL, ON FEBRUARY 26, 2026 AT 9:30 IN THE MORNING.

Present: See attendance Sheet

Agenda:

1. FY 2026 proposed Training Workshop of the Local Project Monitoring Committee in the municipality of Basey, Samar.
2. FY 2026 of the Local Project Monitoring Committee Work and Financial Plan (WFP) in the municipality of Basey, Samar.
3. Other Matters

**Call to order:**

The meeting was called to order at exactly 9:30 AM by the Presiding Officer, **Ivan Kim T. Talbo**, the PMC Chairman, who welcomed all members and acknowledged their presence.

**Approval of the agenda:**

The agenda focusing on the identification of four (4) training workshops per quarter and the presentation of the FY 2026 Work and Financial Plan (WFP) was presented to the body. Upon motion of the Head Secretariat and duly seconded by a PMC Member, the agenda was unanimously approved.

**Presentation and Discussion of Agenda:**

The Committee discussed the identification of four (4) priority training workshops aligned with the suggested programs of DILG and the capacity-building needs of the PMC. The following trainings were identified:

1. Engineering for non-engineers
2. Technical Skills Training on Basic Engineering Concepts and Project Monitoring

3. Project Standards for Detailed Engineering Design (DED) Preparation and Project Implementation
4. Quality Control and Workmanship.

These trainings are scheduled from January to December 2026 with an allocated budget of **Php 250,000.00** sourced from the General Fund (GF), under the responsibility of the MPDC.

The Work and Financial Plan (WFP) for FY 2026 was likewise presented and deliberated upon. The following activities were included:

- **Quarterly Monitoring Visits/Field Inspections** – 4 inspections to be conducted every 2nd month of the quarter, with a budget of Php 50,000.00 (GF).
- **Quarterly Meetings** – 4 meetings scheduled every 2nd month of the quarter, with a budget of Php 40,000.00 (GF).
- **Problem-Solving Sessions** – 4 sessions to be conducted as need arises, with a budget of Php 12,000.00 (GF).
- **Honoraria of 16 LPMC Members** – Provided quarterly, with a total allocation of Php 228,000.00 (GF).
- **Provision of LPMC Uniform (Jacket with Hood and Rubber Boots)** – Budgeted at Php 25,500.00 (GF) to ensure proper protective gear during monitoring activities.

The total proposed budget under the FY 2026 WFP amounts to **Php 605,500.00**, all sourced from the General Fund.

The Committee discussed the importance of allocating sufficient resources to ensure effective monitoring, quality project implementation, and enhanced technical competency of members.

### **Adjournment**

There being no other matters to discuss, the meeting was adjourned at 11:45 in the morning.

---

I hereby certify the correctness of the foregoing minutes of the meeting.

  
**ENGR. LIZA T. JADOC**  
PMC Secretariat Member

Attested by:

  
**IVAN KIM M. TALBO**  
PMC Chairperson/ IAS Officer