



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 JUNE 08, 2026 AT 2:30 IN THE AFTERNOON.

Present: See attendance Sheet

Agenda:

1. Re-orientation on the Utilization of the LPMC Functionality Monitoring System and Submission of Most Significant Change Narratives for Subaybayani Awards
2. Project enrolled identification
3. Other Matters

Call to order:

The meeting was called to order at exactly 2:30 PM by the Presiding Officer, **Ivan Kim T. Talbo**, the PMC Chairman, who welcomed all members and acknowledged their presence.

Approval of the Agenda

The proposed agenda, focusing on the re-orientation on the utilization of the LPMC Functionality Monitoring System, submission of Most Significant Change (MSC) Narratives for the SUBAYBAYANI Awards, identification of projects for enrollment, and other matters, was presented to the body. Upon motion duly made and seconded, the agenda was unanimously approved.

Agenda 1: Re-orientation on the Utilization of the LPMC Functionality Monitoring System and Submission of MSC Narratives for the SUBAYBAYANI Awards

EnP. MELDY B. ADEL, LPMC Head Secretariat conducted a re-orientation on the utilization of the LPMC Functionality Monitoring System, highlighting the proper encoding and submission of monitoring reports. Members were also briefed on the preparation and submission of the Most Significant Change (MSC) Narratives for the SUBAYBAYANI Awards, including the

required components and documentation. The body acknowledged the importance of complying with the reporting requirements.

Agenda 2: Project Enrolled Identification

The Committee discussed and identified potential projects to be enrolled as entries for the SUBAYBAYANI Awards. The selected projects were assessed based on their accomplishments, impact, and compliance with the award criteria. The Secretariat was tasked to prepare the necessary supporting documents for the nomination.

Agenda 3: Other Matters

Under other matters, the members discussed the schedule for project site visits and validation activities to support the preparation of the SUBAYBAYANI Awards nomination requirements. The committee agreed to coordinate with the concerned offices and project focal persons to facilitate the conduct of site inspections and data gathering activities.

The Chairperson also reminded all members to actively participate in monitoring activities and ensure the timely submission of reports and documentary requirements. No other matters were raised for discussion.

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. LIZETT. JADOC
PMC Secretariat Member

Attested by:


IVAN KIM T. TALBO
PMC Chairperson/ IAS Officer