



Republic of the Philippines
Province of Samar

MUNICIPALITY OF CALBIGA

**Office of the Chairperson, Municipal Project
Monitoring Committee (MPMC)**

**Minutes of the 1st Quarter Local Project Monitoring Committee (LPMC)
Meeting held on February 11, 2026 at the Conference Room, 3rd Floor,
New Municipal Building, Brgy. 1, Poblacion, Calbiga, Samar.**

Present : See attached attendance

Preliminaries:

The meeting was called to order at about 9:00am with a Prayer led by the Audiovisual. The singing of the Pambansang Awit was dispensed with as the LPMC Chairperson immediately proceeded with the agenda of the meeting.

Agenda Proper:

Issues/Concerns	Suggestions/Recommendations
Sir Mario Cabujat asked: on justification of advisory team functions/responsibility • "What is the function of Advisory Team"? • Is it necessary to require or the need to attend meeting?	✓ The group answered YES. Advisory team can participate in the deliberation of the meeting
• On LPMC budget/fund allocation for the incentive/honorarium of the inspectorate members	✓ To have a moral descendency there must be a complete attendance in every project site inspection/monitoring ✓ P2,500.00 is the agreed honorarium budget per quarter for the LPMC members ✓ KALAHI budget is the basis of monthly honorarium
• As to requirements, attachments and processing of honorarium	✓ To justify in claiming the honorarium/incentives, the finance team share the process, its requirements and other attachments to wit:

	1. Disbursement Voucher 2. Obligation Request 3. Executive Order (LPMC members) 4. Minutes of Meeting 5. Pictures 6. Attendance 7. Resolution (to justify the honorarium) 8. Notice of meeting 9. Payroll Agreement on the processing of honorarium: ➤ Every 3rd month of the 1st week of the quarter
• On report submission, make a resolution by fixing the date and schedule	Agreement: ○ 1st month of the quarter followed by the inspection ○ Submission is at the end of month
• On meeting schedule. Mr. Mario Cabujat moved to make a resolution setting the date, time and venue of the LPMC succeeding meetings.	Agreement: ✓ Every 2nd Wednesday of the 1st month of the quarter ✓ Next meeting is on <u>April 8, 2026</u> ✓ Remaining quarter meeting was scheduled on ▪ July 8, 2026 (3rd quarter) ▪ October 14, 2026 (4th quarter)

The next agenda was the schedule of Inspection with its project name and what barangays to inspect/monitor. Agreed schedule of Inspection is March 3, 2026, for Barangays Borong and Panayuran.

Barangay	Name of Project	Remarks
Buluan	Water System	SBDP
Borong	Water System	SBDP
Bulao	Access Road	SBDP
Minata	Access Road	SBDP
Panayuran	Building – Tourism Information Center	SGLIF

Other Concerns:

- The group removed the Municipal Administrator (Ma. Rose Paulyn P. Nacario) as advisory team member from the Executive Order (EO) then, add Anna Marie D. Orlanes as Secretariat. Since the Municipal Administrator was the

alter ego of the Municipal Mayor. The following are the final list of LPMC Secretariat:

- ✓ Engr. Leonor L. Jabonete, LPMC-Chair Secretariat
- ✓ Lea P. Rafales, LPMC-Member Secretariat
- ✓ Jurry L. Solayao, LPMC-Member Secretariat
- ✓ Riche L. Solayao, LPMC-Member Secretariat
- ✓ Anna Marie D. Orlanes, LPMC-Member Secretariat

There has no more matter discussed.

Adjournment:

The LPMC Meeting was adjourned at 11:40 in the morning.

Certified Correct:


LEONOR L. JABONETE
MPDC/LPMC Chair-Secretariat

Noted:


JULITO L. ABARQUEZ
LPMC Chairperson

Date