



MUNICIPALITY OF PAGSANGHAN (LPMC)
POST ACTIVITY REPORT

ACTIVITY:	REORIENTATION ON LPMC FORMS RELATIONSHIP & FUNCTIONALITY ASSESSMENT TOOL
DATE:	March 10, 2026
VENUE:	DILG LGRC Conference Hall, Capitol Grounds, Catbalogan City, Samar
NO. OF PARTICIPANTS:	12 participants including the members and the CSOs

REPORT SUMMARY

I. OBJECTIVE OF THE ACTIVITY:

- To re-orient the council of the proper accomplishment of LPMC Forms relationship and Functionality Assessment Tool
- To understand the BP 344: Accessibility Requirements for Public Infrastructures and Utilities

II. HIGHLIGHTS OF THE ACTIVITY:

To re-orient the council of the proper accomplishment of LPMC Forms relationship and Functionality Assessment Tool

As part of the reorientation, a session was devoted to reviewing the proper accomplishment of LPMC forms to ensure accurate documentation, compliance and submission of the documents.

The review aimed to guide the council in correctly preparing the 6,7,8,9,10, and 11 LPMC Forms.

Key Points Discussed:

Reminders:

- Form 5-11 Never put "not applicable" input
- M&E and WFP included and submitted by December
- Submission for 1st Quarter Reports (March 20, 2026) as an awardee
- PAR and ACTIVITY DESIGN included in submission
- FORM 5-6 are related forms
- FORM 6 should be done during meetings
- Never delete the resolution even it is already completed
- Do not include in the RLIP 20% development fund the projects with lower than 1M budget.

FORM 5 SUMMARY OF FINANCIAL AND PHYSICAL ACCOMPLISHMENTS

1. The Municipal Engineer must knowledgeable about this form. ME should accomplish this form.
2. Include the financial statements

FORM 6: REPORT ON THE STATUS OF PROJECTS ENCOUNTERING IMPLEMENTATION PROBLEMS

1. All red font color from form 6 should be filled out
2. MPDC/Secretariat must fill out this form
3. Never put N/A or never leave blank. Put a NO but with a corresponding answer.
4. FORM 6 should be done during meetings.

FORM 7: PROJECT INSPECTION REPORT

1. Done during the meetings
2. Done by the LPMC Engineer and Members, consolidated by MPDC.

THIS DOCUMENT IS CONTROLLED AND NOT TO BE REPRODUCED WITHOUT AUTHORIZATION



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3. Problems from form 6 are visible in form 7, copy paste.

FORM 8: PROBLEM SOLVING SESSIONS/FACILITATION MEETING CONDUCTED

1. Done during the meeting.
2. Copy paste the issue details from form 7.
3. Conduct an inspection first before the meeting.

FORM 9: TRAINING/WORKSHOP CONDUCTED/FACILITATED/ATTENDED BY THE LPMC

1. Done by the MPDC.
2. Summary of all the LPMC activities.
3. Project title of the training, date of the training/ attended the training.
4. Number of participants.
5. Results and Feedback.

FORM 10: LPMC RESOLUTION RELATED TO IMPLEMENTATION OF THE RPMES

1. All Resolutions related to Implementation of the RPMES
2. At least 5 resolutions per year.
3. Do not leave the link to the resolution blank.
4. Don not delete the resolutions from fourth quarter last year to 3rd quarter this year.

FORM 11: KEY LESSONS LEARNED FROM ISSUES RESOLVED AND BEST PRACTICES

1. Related to form 6,7, and 8.
2. Done during the meeting.
3. Copy paste the details taken from form 6,7, and 8.

To understand the BP 344: Accessibility Requirements for Public Infrastructures and Utilities

Key Points Discussed:

1. Accessibility Law
2. enhancing the mobility of disabled persons by requiring certain buildings, institutions, establishments, and public utilities to install facilities and other devices.
 - PWD Parking Space
 - Entrance Vestibule
 - Ramps
 - Doors
 - Switches
 - Signages
 - Stairs
 - Corridors
 - Toilet and Washrooms

III. OUTPUT OF THE ACTIVITY

12 LPMC alongside with the CSO has enhanced knowledge on proper accomplishments of the LPMC Forms.

IV. RECOMMENDATIONS/RELEVANT APPLICATION IN DILG (if any):



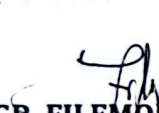
MUNICIPALITY OF PAGSANGHAN (LPMC)
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V. REQUESTED ACTIONS (if any):

VI. Attachments (check as applicable):

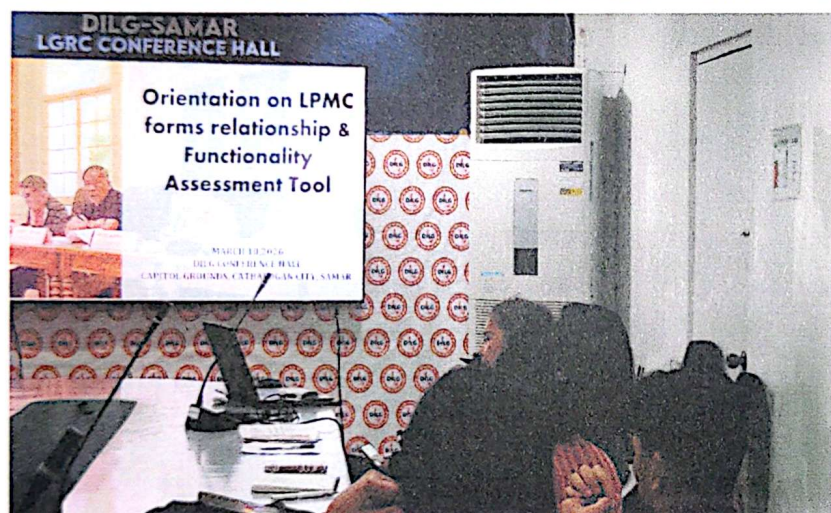
☒ Photos	☒ Program of activities
☐ Powerpoint/lecture materials	☐ Certificate of attendance/participation/completion
☐ Brochures	Others (specify) _____
☐ Workshop/activity materials	_____

Prepared and submitted by:


ENGR. FILEMON R. BORATA JR.
MPDC/Secretariat



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**ORIENTATION ON LPMC FORMS RELATIONSHIP AND FUNCTIONALITY ASSESSMENT TOOL AND THE IMPORTANCE OF BP 344
FOR THE LPMC MEMBERS OF PAGSANGHAN**

March 10, 2026, 9:00am-6:00pm
Conference Hall, DILG Provincial Office, Catbalogan City, Samar

ATTENDANCE SHEET

	Name	Position	Position in the Council	Contact No./Email address	Signature
1.	LUIS C. GANA JR	T. O. O.	Member	09058488979	
2.	HERBERT U. TARRAYO	SB MEMBER	LPMC CHAIRPERSON	09554780183	
3.	Janice D. Bon Dulw	CSO Rep.	member	09684566960	
4.	CARINA L. PEDRITA	MEMBER	Member	09178772155	
5.	John Audi P. Nolasco	MEMBER	Member	09266029707	
6.	FIDEL T. PONTIJAS	ME	Member	09359559105	
7.	FIDEL XEDRICK P. PONTIJAS	ME - AIDE		09544800454	
8.	TRUCKA I. TABALA	Planning Staff	Member	09656445803	
9.	ELEMON K. BORATA JR.	MPDC	MPDC	09177745556	
10.	EDGEDIO D. LOURICIO	MT	member	0917302569	
11.	Cesar Plantanas Jr.	Mundo Designat		09361688628	



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	Name	Position	Position in the Council	Contact No./Email address	Signature
1.	Engr. MIGUEL G. ADEP	LGOU II		09171900000@gmail.com	
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					



CERTIFICATE *of Participation* is presented to

CARINA L. PEDRITA

for his/her active participation during the TRAINING ON THE
RELATIONSHIP OF LPMC FORMS TO LPMC FUNCTIONALITY AND
IMPORTANCE OF BP 334 FOR THE LPMC MEMBERS OF
PAGSANGHAN, SAMAR held at Conference Hall, DILG Provincial
Office, Catbalogan City on March 10, 2026.

Given this 10TH day of March 2026
at Conference Hall, DILG Provincial Office, Catbalogan City.


HON. SED HENDRIX C. TAN
Municipal Mayor



CERTIFICATE *of Participation* is presented to

CESAR B. PLANTERAS

for his/her active participation during the TRAINING ON THE
RELATIONSHIP OF LPMC FORMS TO LPMC FUNCTIONALITY AND
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CERTIFICATE *of Participation* is presented to

EDGEDIO D. IGNACIO

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CERTIFICATE *of Participation* is presented to

ERICKA I. ZABALA

for his/her active participation during the TRAINING ON THE
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CERTIFICATE *of Participation* is presented to

ENGR. FIDEL T. PONTOJAS

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CERTIFICATE *of Participation* is presented to

FILEMON R. BORATA JR.

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CERTIFICATE *of Participation* is presented to

HON. HERBERT U. TARRAYO

for his/her active participation during the TRAINING ON THE
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CERTIFICATE *of Participation* is presented to

JANICE D. BORDALLO

for his/her active participation during the TRAINING ON THE
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HON. SED HENDRIX C. TAN
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CERTIFICATE *of Participation* is presented to

JOAN AURELIA R. ROSALES

for his/her active participation during the TRAINING ON THE
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Municipal Mayor



CERTIFICATE *of Participation* is presented to

LUIS C. GARA, JR.

for his/her active participation during the TRAINING ON THE
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HON. SED HENDRIX C. TAN
Municipal Mayor



CERTIFICATE *of Participation* is presented to

FIDEL XEDRICK P. PONTOJAS

for his/her active participation during the TRAINING ON THE
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HON. SED HENDRIX C. TAN
Municipal Mayor



Republic of the Philippines
Province of Samar
MUNICIPALITY OF PAGSANGHAN

March 4, 2026

JUDY L. BATULAN
Provincial Director
DILG Samar, Catbalogan City

Subject: **REQUEST FOR AUTHORITY TO CONDUCT LIVE-OUT TRAINING ON THE RELATIONSHIP OF LPMC FORMS TO LPMC FUNCTIONALITY AND IMPORTANCE OF BP 344 FOR THE LPMC MEMBERS OF PAGSANGHAN, SAMAR AND THE PRESENCE OF RESOURCE SPEAKER FOR THE SAID ACTIVITY**

Dear **SIR**:

MABUHAY!

The Local Project Monitoring Council (LPMC) of Pagsanghan, Samar respectfully requests your authority to conduct a live-out training on the topic "The Relationship of Local Project Monitoring Council (LPMC) Forms to LPMC Functionality and the Importance of BP 344 (Accessibility Law)" on **March 10, 2026 at the DILG Samar Provincial Office, Catbalogan City, Samar.**

This training is designed to enhance the knowledge and skills of LPMC members in properly accomplishing LPMC monitoring forms, understanding the direct relationship between documentation and LPMC functionality, and integrating compliance with BP 344 (Accessibility Law) into project monitoring.

The workshop is expected to improve council functionality, enhance compliance monitoring, and ensure that accessibility standards under BP 344 are incorporated in local development projects.

In view of this, we respectfully request your approval and authority to conduct this training and the presence of resource speaker who will provide us technical assistance.

Thank you so much and we look forward to your favorable response.

Respectfully yours,


SED HENDRIX C. TAN
Municipal Mayor



Republic of the Philippines
Province of Samar
MUNICIPALITY OF PAGSANGHAN
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OFFICE OF THE MUNICIPAL MAYOR

TRAVEL ORDER

NAME	OFFICE / DESIGNATION
1. FILEMON R. BORATA JR.	MPDC
2. HERBERT U. TARRAYO	SB CHAIR ON INFRASTRUCTURE
3. CARINA L. PEDRITA	MBO
4. JOAN AURELIA R. ROSALES	MLGOO
5. JOHN PHILIP R. LOBERIANO	MUNICIPAL ACCOUNTANT
6. ENGR. FIDEL T. PONTOJAS	MUN. ENGINEER
7. EDGEDIO D. IGNACIO	MUNICIPAL TREASURER
8. LUIS C. GARA	TOURISM OFFICER DESIGNATE
9. FIDEL XEDRICK P. PONTOJAS	ME Staff
10. JANICE D. BORDALLO	CSO Representative
11. ERICKA I. ZABALA	MPDC STAFF
12. CESAR B. PLANTERAS	MENRO DESIGNATE

EXPECTED DATE OF TRAVEL : MARCH 10, 2026

EXPECTED DATE OF RETURN : MARCH 11, 2026 8:00 AM

PURPOSE : Training on the relationship of LPMC Forms to LPMC
Functionality and Importance of BP 334 for the LPMC
members of Pagsanghan.

DESTINATION : DILG PROVINCIAL OFFICE, CATBALOGAN, CITY

Approved:


HON. SED HENDRIX C. TAN
Municipal Mayor