

MINUTES OF MUNICIPAL PROJECT MONITORING COMMITTEE HELD ON JUNE 3, 2026 AT CONFERENCE ROOM, MUNICIPAL HALL, PARANAS SAMAR

Part I. Preliminaries

CALL TO ORDER

The meeting was called to order at 4:30 PM by Mr. Antonio D. Salazar, LPMC Chairperson, who welcomed the members and acknowledged their presence.

PRAYER / OPENING REMARKS

The meeting began with a prayer led by Ms. Abalos. Mr. Salazar then welcomed the members and delivered his opening remarks.

Mr. Salazar emphasized the importance of the Local Project Monitoring Committee (LPMC) in ensuring transparency, accountability, and efficiency in the implementation of municipal programs, projects, and activities.

ATTENDANCE

The attendance was read by Ms. Dacutanan, Secretariat.

Quorum: Confirmed present.

(See attached attendance sheet)

Part II. Project Updates

1. Construction of 2-Storey Multi-purpose Building/Evacuation Center

Location: Brgy. Tenani, Paranas, Samar

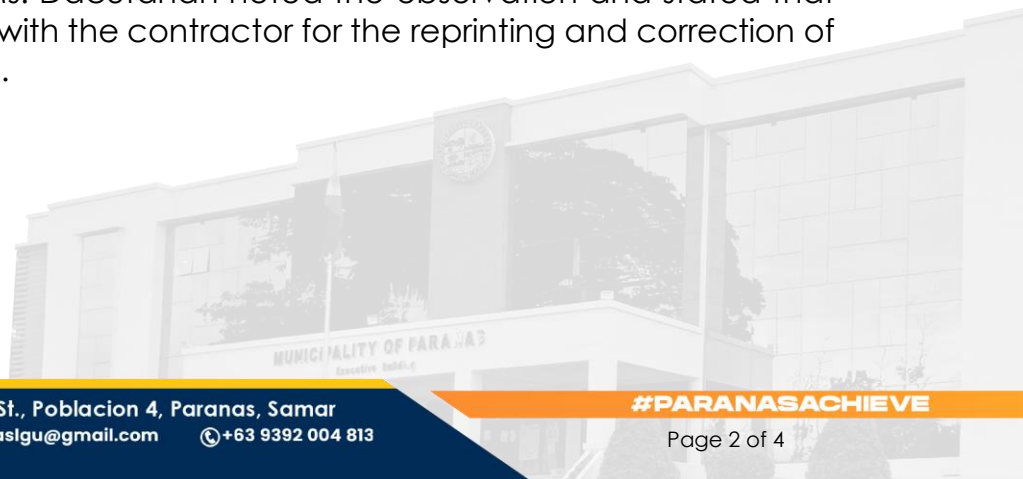
- Ms. Abalos inquired from Engr. Calinao regarding the design of the windows if it follows the intended specification.
- Engr. Calinao responded that the window design is a standard design and assured that it is of good quality, sustainability, and resiliency. He also added that all Multi-Purpose Building/Evacuation Center projects follow the same standard design.
- Ms. Abalos further raised concern that the ramp appears to be too elevated.
- Engr. Calinao instructed Engr. Labrague, together with the Engineering Department staff, to verify the minimum required slope of the ramp and check compliance with SGLG standards to ensure that any necessary adjustments or rectifications can be made by the contractor immediately.
- Engr. Mahinay and Engr. Labrague agreed to conduct the verification.
- Engr. Calinao emphasized that this is not a major issue since construction is still ongoing and only minor adjustments to the ramp may be required.

- Ms. Dacutanan suggested that a landing area may be added to the ramp to meet the required degree of elevation under SGLG standards, if necessary.
- Engr. Labrague also recommended that a curb with a minimum height of 4 inches be installed on both sides of the ramp for safety. He further stated that she will secure a copy of the applicable SGLG guidelines and provide these to the contractor for proper reference and compliance.
- Everyone agreed that the foregoing observations, technical corrections, and design recommendations shall likewise be applied as standard corrective and compliance measures for all ongoing and future Multi-Purpose Building/Evacuation Center projects of the Municipality of Paranas, Samar, to ensure uniformity, safety, and compliance with applicable standards;
- Engr. Alex moved that the matter be formally included in a resolution for proper documentation and appropriate action.
- The motion was duly seconded and unanimously approved, and the body agreed to proceed accordingly.

2. Construction of 2-Storey Multi-purpose Building/Evacuation Center

Location: Brgy. Concepcion, Paranas, Samar

- Engr. Mahinay informed everyone that the project is still in its early stage and has just recently started.
- Engr. Mahinay also inquired from Engr. Alex regarding the elevation of the tie beam.
- Engr. Calinao responded that the tie beam elevation is based on the approved plans and design.
- Mr. Salazar asked everyone for other comments, suggestions, and recommendations.
- Ms. Borja added that, upon inspection of the project billboard, she noticed that the date of commencement and date of completion were not indicated. She recommended that these details be properly included in the project billboard for transparency.
- Engr. Calinao and Ms. Dacutanan noted the observation and stated that they will coordinate with the contractor for the reprinting and correction of the project billboard.



Part IV. Additional Concerns and Recommendations

- Ms. Abalos reminded everyone regarding the uniform of the members, as this was included in the Work and Financial Plan.
- Engr. Calinao instructed Ms. Dacutanan to fast-track the procurement of the uniforms and to coordinate with Engr. Babalcon for the design of the uniform.
- Ms. Abalos and Ms. Meneses also proposed the inclusion of members' IDs, which was seconded by Mr. Mabulay and Hon. Gabon.
- Ms. Dacutanan informed everyone that she will work on the procurement and related processes as soon as possible so that by the next quarter meeting, members will already have their uniforms and IDs.

- **Part V. Next Meeting**

The schedule of the next monitoring and inspection will be set accordingly.

Part VI. Adjournment

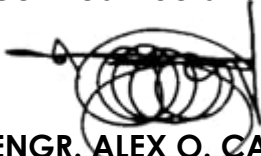
With no other matters to discuss, the meeting was adjourned at **5:08 PM.**

Prepared by:


MS. MARY GRACE R. DACUTANAN
Executive Assistant / LPMC Secretariat Member

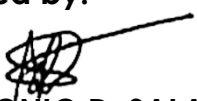

ENGR. JINKY J. LABRAGUE
Engineer II / LPMC Secretariat Member

Certified True and Correct:


ENGR. ALEX O. CALINAO
MPDC / LPMC Secretariat



Approved by:


Mr. ANTONIO D. SALAZAR
LPMC Chairperson

Noted by:


HON. ELVIRA U. BABALCON
Municipal Mayor

Attachments:

- Attendance Sheet
- Pictures