

MINUTES OF MUNICIPAL PROJECT MONITORING COMMITTEE HELD ON SEPTEMBER 7, 2026 AT CONFERENCE ROOM, MUNICIPAL HALL, PARANAS SAMAR

Part I. Preliminaries

CALL TO ORDER

The meeting was called to order at 4:38 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.

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. Concepcion, Paranas, Samar

- Mr. Salazar invited the members to share their observations, comments, and recommendations regarding the project visited.
- Engr. Ampis of DILG observed that some of the stirrup hooks in the beam reinforcement were not properly bent in accordance with the required hook detail. The matter was immediately raised with and brought to the attention of the project foreman at the site for appropriate corrective action.
- Engr. Ampis also reminded the project team of the importance of complying with proper safety protocols, particularly the consistent use of Personal Protective Equipment (PPE). It was observed that some of the laborers working at the project site were not wearing the required PPE while performing their duties. The foreman was advised to ensure that all workers are properly equipped with and consistently use the appropriate PPE while working at the site.
- Engr. Calinao recommended that the Engineering Office, in coordination with the Planning Office, verify the stirrup hooks and ensure that any necessary corrections are made in accordance with the approved plans and specifications.
- Engr. Mahinay and Engr. Labrague acknowledged the recommendation and agreed to conduct the technical verification of the concerned reinforcement works in coordination with the Planning Office.

- Ms. Christine Abalos underscored the importance of maintaining proper safety practices at the project site, particularly the consistent use of appropriate PPE by all workers. She emphasized that compliance with safety requirements should be regularly monitored by the project implementer and contractor.
- The members agreed that the observations raised during the inspection shall be addressed and monitored. The Engineering Office, in coordination with the Planning Office, shall verify the concerned reinforcement works and ensure necessary corrections are made. The contractor shall also be reminded to observe proper PPE and safety measures. The actions taken shall be checked during the next site inspection.

2. Construction of Climate Resilient Eco-bricks Learning Hub with provision of Renewable Energy

Location: Brgy. Concepcion, Paranas, Samar

- Mr. Salazar opened the discussion by inviting the members to discuss the observations noted during the site inspection and to provide their respective comments and recommendations regarding the project.
- Engr. Ampis told everyone that the comfort room door appears to be relatively small. He raised the matter considering that the facility is currently being used as a classroom by college students. He also asked the members for clarification regarding the status of the facility as a Municipal asset and the applicable requirements in relation to its current use.
- In response to the observation regarding the size of the comfort room door, Engr. Alex O. Calinao explained that the facility was originally intended as a makeshift classroom for daycare children. Thus, the size of the comfort room door was designed based on the original intended users, particularly young children.
- Engr. Calinao explained that the facility is only temporarily being used by college students. He said that the Governor, through the Vice Mayor, requested an available classroom for the Governor's program, and the facility was recommended and later approved for temporary use. He clarified that the facility was originally intended as a makeshift classroom for daycare children.
- Engr. Ampis acknowledged the clarification provided by Engr. Calinao.
- Mr. Miralles recommended planting trees, such as kakawati, at the back of the school building, particularly along the riverbank, to help prevent soil erosion.
- Ms. Dacutanan agreed and suggested that the matter be formally addressed through a resolution. A copy of the resolution will be sent to the Municipal Agriculture Office to request available tree seedlings suitable for planting in the area.

- The members agreed. Ms. Abalos also suggested coordinating with the Barangay officials so they can plant tree seedlings in the area and include the activity in their weekly "Pintakasi", as this is also a concern of the barangay.
- Ms. Abalos noted that the Eco-bricks classroom is a big help to the students and is a good initiative of the Municipality.
- The members agreed with the suggestion. The Barangay officials may coordinate with the Municipal Agriculture Office for available seedlings and include tree planting in their weekly Pintakasi activities.

3. Construction of Multi-Purpose Civic Center

Location: Sitio Cantipon, Brgy. Casandig II, Paranas, Samar

- Engr. Ampis observed some rust on the roof trusses and recommended applying rust converter or anti-rust paint to the affected areas. He also noted that one angle bar was not properly welded and recommended that it be checked and properly secured.
- Engr. Calinao acknowledged the observations and recommended that the concerned areas be properly addressed.
- The members agreed that the project is functional and that the noted concerns shall be addressed and monitored.

4. Improvement of Multi-Purpose Civic Center

Location: Brgy. Cantao-an, Paranas, Samar

- Engr. Ampis observed visible cracks on the floor of the basketball court. He noted that the cracks can still be addressed by applying concrete epoxy to the affected areas to prevent further damage.
- Engr. Calinao acknowledged the observation and agreed that the affected areas should be checked and properly treated.
- Engr. Ampis also emphasized that the repair should be done properly to ensure the safety and continued use of the basketball court.
- The members agreed that the concern shall be addressed and monitored during the succeeding site inspection.

Part IV. Additional Concerns and Recommendations

- Ms. Abalos followed up with Ms. Dacutanan regarding the uniform for the LPMC members, particularly on the status of the purchase.
- Ms. Dacutanan informed the members that she had already prepared the necessary documents for the procurement of the uniforms and that the documents were ready for processing.

- The members acknowledged the update and agreed to proceed with the necessary procurement process for the uniforms.

- **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 **5:10 PM.**

Prepared by:

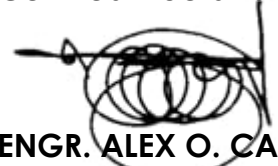


MS. MARY GRACE R. DACUTANAN
Executive Assistant I / LPMC Secretariat Member



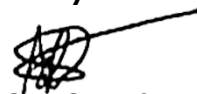
ENGR. JINKY J. LABRAGUE
Engineer II / LPMC Secretariat Member

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