

**Republic of the Philippines
Province of Samar
Municipality of San Jorge**

MINUTES OF THE MEETING

Multi-Stakeholders Inspection Team (MSIP)

Date: March 18, 2026

Time: 2:00 pm

Venue: DILG Municipal Operations Office, San Jorge, Samar

I. Call to Order

The meeting was called to order by temporary presiding officer, welcoming all members of the Multi-Stakeholders Inspection Team (MSIP) of San Jorge, Samar.

II. Attendance

Present during the meeting were representatives from the following offices/agencies:

(Attach attendance sheet.)

III. Agenda

1. Schedule of Inspection of Identified Projects

The body discussed the proposed schedule for the inspection of identified priority projects within the municipality.

- It was agreed that inspections shall commence on [insert start date] and will be conducted on a per-barangay basis.
- Priority projects include infrastructure and development projects funded under various government programs.
- The team emphasized the importance of timely and coordinated inspections to ensure compliance with standards and transparency.

Action Points:

- Finalize and circulate the official inspection schedule to all MSIP members.
- Coordinate with barangay officials for proper scheduling and site preparation.

2. Required Training/Capability Building for MSIP Members

The need for capacity development of MSIP members was discussed to enhance their effectiveness in project inspection and monitoring.

- Identified training topics include:
 - Project Monitoring and Evaluation
 - Basic Engineering Concepts for Infrastructure Inspection
 - Report Writing and Documentation
 - Government Procurement and Compliance Standards
- It was agreed that concerned offices will coordinate with appropriate agencies i.e. DILG [PDMU] for the conduct of these trainings.

Action Points:

- Identify training providers and schedule of activities.
- Ensure participation of all MSIP members in the required trainings.

IV. Other Matters

[Include any additional concerns or discussions, if applicable.]

V. Adjournment

There being no other matters to discuss, the meeting was adjourned at 3:30 PM

Prepared by:



LITO C LUCERO
MSIP- Member
Rapporteur