



LOCAL PROJECT MONITORING COMMITTEE

MINUTES OF MEETING

Type of Meeting	:	1 st Quarterly LPMC Meeting
Date	:	February 19, 2026
Time	:	10:00 AM
Venue	:	SB Session Hall San Jose de Buan, Samar
Meeting Facilitator	:	Concepcion M. Gordo MCR/LPMC Chairperson
Invitees	:	All LPMC Members
Call to Order	:	The meeting was formally called to order at 10:00 AM by Ms. Concepcion M. Gordo, LPMC Chairperson, at SB Session Hall, San Jose de Buan, Samar. A quorum was duly established.
Prayer	:	Opening Prayer through audio visual presentation.
Roll Call	:	
Attendees Present	:	Concepcion M. Gordo – LPMC Chairperson/MCR Nimfa C. Reyes – LPMC Member/MAO Pablito O. Hombre – LPMC Member/CSO-Irrigators Association Checllet M. Rebato – LPMC Member/CSO – Youth Representative Jennifer N. Bayabay – LPMC Member/Tourism Arnel G. Otida – LPMC Secretary Nadem Ray E. Uy – LPMC Member/MLGOO Anwar P. Bisnar – LPMC Member/Forester II
Absent	:	Yolanda G. Rebato – LPMC Member/CSO – Senior Citizen Alejandro B. Jabon – LPMC Member/Punong Barangay-Poblacion 3 Jovito P. Rebato – LPMC Member/Brgy. Captain, Poblacion 1

Meeting Agenda :

1. Preparation of Work and Financial Plan, Monitoring and Evaluation Plan and Monitoring and Evaluation Program
2. Schedule of Monitoring and Evaluation for the 1st Quarter of 2026.
3. LPMC RESOLUTION NO. 01, s. 2026
A RESOLUTION APPROVING THE WORK AND FINANCIAL PLAN (WFP) OF THE LOCAL PROJECT MONITORING COMMITTEE (LPMC) FOR CALENDAR YEAR 2026
4. LPMC RESOLUTION NO. 02, s. 2026
A RESOLUTION APPROVING THE MONITORING AND EVALUATION (M&E) PLAN OF THE LOCAL PROJECT MONITORING COMMITTEE (LPMC) FOR CALENDAR YEAR 2026
5. LPMC RESOLUTION NO. 03, s. 2026
A RESOLUTION ENDORSING THE WORK AND FINANCIAL PLAN (WFP) AND THE MONITORING AND EVALUATION (M&E) PLAN FOR CALENDAR YEAR 2026 TO THE MUNICIPAL DEVELOPMENT COUNCIL (MDC)
6. LPMC RESOLUTION NO. 04, s. 2026
A RESOLUTION ADOPTING THE SCHEDULE OF REGULAR MEETINGS OF THE LOCAL PROJECT MONITORING COMMITTEE (LPMC) FOR CALENDAR YEAR 2026
7. Other Matters and Concerns.

Proceedings

I. Approval of Minutes from Last Meeting:

The Secretariat presented the minutes of the previous LPMC meeting held on December 10, 2025, for review and confirmation. After deliberation, Ms. Jennifer N. Bayabay, Municipal Tourism Officer, moved for the approval of the minutes, which was duly seconded by Ms. Nimfa C. Reyes, Municipal Agriculturist. With no objections raised, the minutes were unanimously approved.

II. Discussions

1. Preparation of Work and Financial Plan, Monitoring and Evaluation Plan and Monitoring and Evaluation Program.

i. Work and Financial Plan

The Work and Financial Plan outlines the operational and strategic activities of the Local Project Monitoring Committee (LPMC) for the year, with corresponding budget allocations, expected outputs, implementation schedules, and designated responsible units or individuals for each activity. It serves as a comprehensive guide to ensure systematic, efficient, and accountable project monitoring and evaluation.

For CY 2026, the LPMC has identified and adopted seven (7) key activities aimed at strengthening oversight functions, improving coordination, and ensuring the effective implementation of programs and projects within the municipality.

a. Regular meeting

- The LPMC is expected to have 4 quarterly meetings conducted in a year.

- The LPMC agreed to conduct its regular meeting on the 4th Wednesday of the 2nd month of the quarter.
- All LPMC members are invited to attend the meeting and other stakeholders
- Funding requirement is Php 30,000.00 for the entire year.

b. Joint meeting with LPMC and COA Inspectorate Team

- The LPMC shall conduct joint meetings with the COA Inspectorate Team as the need arises to ensure compliance with auditing and project implementation standards.
- These meetings aim to address audit findings, clarify technical and financial concerns, and strengthen coordination between implementing units and oversight agencies.
- The activity is allocated a budget of Php 20,000.00 sourced from the General Fund.

c. Quarterly Project Monitoring and Evaluation

- The LPMC shall conduct four (4) quarterly monitoring and evaluation activities covering all ongoing and completed infrastructure and development projects.
- Monitoring shall be scheduled on the 4th Wednesday of the 2nd month of every quarter.
- The activity ensures that projects are implemented in accordance with approved plans, specifications, and timelines.
- A total budget of Php 80,000.00 is allocated, or Php 20,000.00 per quarter, to cover meals, incidental expenses, uniforms, and monitoring accessories.

d. Project Problem-Solving Session(s)

- The LPMC shall convene problem-solving sessions as needed to address issues, delays, and constraints encountered during project implementation.
- This activity promotes timely decision-making and coordination among concerned offices and stakeholders.
- A budget allocation of PhP 5,000.00 is provided to cover minimal expenses such as meals, documentation, and other incidental costs, chargeable to the General Fund.

e. Preparation of quarterly reports (RPMES Forms 1, 2, 3, 4, 5, 6, 7, 9)

- The PMC Secretariat, in coordination with the Chairman, shall prepare and submit quarterly RPMES reports.
- Reports shall be completed during the last week of the last month of each quarter.
- These reports serve as official documentation of project status, physical and financial accomplishments, and implementation issues.
- A budget allocation of PhP 5,000.00 is provided to cover expenses for printing, reproduction, documentation, and other administrative support, chargeable to the General Fund.

f. RLIP Form 2 Submission

- The PMC Secretariat shall ensure the monthly submission of RLIP Form 2.
- Submission shall be completed on or before the 15th day of the succeeding month.
- This activity supports continuous monitoring of locally funded projects and ensures alignment with reporting requirements.
- A budget allocation of PhP 5,000.00 is provided to cover expenses for printing, communication, documentation, and other administrative support, chargeable to the General Fund.

g. Attendance to LPMC Capability Development (CapDev) Trainings

- LPMC members shall attend or conduct at least two (2) capability development trainings during the year.
- These trainings aim to enhance technical competencies in project monitoring, evaluation, and reporting systems.
- A total budget of Php 20,000.00 is allocated from the General Fund.

The LPMC has identified seven (7) key activities to effectively implement its monitoring and evaluation functions for CY 2026, with a total budget of Php 165,000.00. These activities are designed to ensure transparency, accountability, efficiency, and compliance in the implementation of local development projects.

ii. Monitoring and Evaluation Plan

The Monitoring and Evaluation (M&E) Plan for CY 2026 was presented and facilitated by the Chairperson, **Ms. Concepcion M. Gordo**. The plan outlines the key project indicators, baseline data, quarterly targets, sources of data, methods of data collection, and assigned responsible units for both data collection and reporting.

The Committee discussed the importance of regular monitoring to ensure timely implementation and compliance with project specifications. It was agreed that monitoring shall be conducted on a monthly basis, with the Municipal Engineering Office (MEO) as the primary data source and the LPMC responsible for consolidation and reporting.

After deliberation, the Committee adopted and approved the M&E Plan for CY 2026 to guide the systematic tracking and evaluation of all priority programs and projects.

iii. Monitoring and Evaluation Program

The Monitoring and Evaluation (M&E) Program for CY 2026 was presented to the Committee, outlining the priority programs and projects to be monitored by the LPMC. The program covers projects under SBDP 2024, SBDP 2025, and 20% EDF 2026, including their respective locations, funding sources, implementing agencies, and implementation schedules.

After deliberation, the Committee agreed to monitor a total of eighteen (18) priority projects for the entire year. It was further agreed that these projects shall be monitored based on their specific implementation schedules per quarter to ensure systematic tracking, timely completion, and compliance with standards.

Accordingly, the Committee adopted the M&E Program for CY 2026 as the official basis for monitoring all identified priority projects.

2. Schedule of Monitoring and Evaluation for the 1st Quarter of 2026

a. Priority project to be monitored for the 1st Quarter

Mr. Nadem Ray E. Uy, MLGOO, recommended that the priority projects for monitoring during the 1st Quarter shall focus on the ongoing implementation of SBDP 2024 projects in Poblacion 3, emphasizing that these are time-bound and non-negotiable, with a completion deadline set on March 30, 2026, in accordance with DILG directives.

Furthermore, Mr. Uy proposed the inclusion of the Liga ng mga Barangay President as a member of the LPMC to strengthen coordination and grassroots-level monitoring. The body acknowledged the following advantages of such inclusion:

- Ensures prompt dissemination of barangay-level concerns and updates;
- Facilitates efficient consolidation and submission of reports from the barangays;
- Enhances identification, prioritization, and cascading of barangay-funded projects.

The Committee noted the recommendations for consideration and integration into the LPMC structure and monitoring processes.

The Committee unanimously agreed that the 1st Quarter Project Monitoring and Evaluation shall cover the implementation of SBDP 2024 projects in Poblacion 3 and the Design and Build of the Level III Water System in the Poblacion Barangays.

It was further agreed that the monitoring activity shall be conducted on February 25, 2026, to ensure timely assessment of project progress and compliance with implementation schedules.

III. LPMC RESOLUTION NO. 01, s. 2026

The Committee thoroughly reviewed and deliberated on the proposed Work and Financial Plan (WFP) for Calendar Year 2026, which outlines the priority programs, projects, activities, corresponding budgetary requirements, and implementation schedules. After careful consideration, the Committee found the plan to be responsive and aligned with the development priorities of the Local Government Unit. There being no objections, the resolution approving the WFP was unanimously adopted.

IV. LPMC RESOLUTION NO. 02, s. 2026

The Monitoring and Evaluation (M&E) Plan for Calendar Year 2026 was presented and discussed in detail. The Committee recognized the plan as comprehensive, systematic, and essential in strengthening project monitoring, performance assessment, and accountability mechanisms. Finding the plan relevant and responsive to the monitoring requirements of the LGU, the resolution was approved without objection.

V. LPMC RESOLUTION NO. 03, s. 2026

The Committee deliberated on the endorsement of the approved Work and Financial Plan (WFP) and Monitoring and Evaluation (M&E) Plan to the Municipal Development Council (MDC). Emphasizing the importance of integration into the Municipality's overall development framework, the Committee

agreed to formally endorse both plans. Consequently, the resolution was approved and endorsed accordingly.

VI. LPMC RESOLUTION NO. 04, s. 2026

The proposed schedule of regular LPMC meetings for Calendar Year 2026 was presented for consideration. The Committee underscored the importance of conducting regular quarterly meetings to ensure continuous monitoring, timely reporting, and effective coordination. Upon agreement of all members, the resolution adopting the schedule of meetings was approved.

VII. Other Matters:

- **Trainings**

- Nadeem Ray has committed to coordinate with the DILG Provincial Office to secure the availability of a Resource Person for the LPMC Training on Engineering for Non-Engineers, which is scheduled during the 2nd Quarter LPMC Meeting on May 20, 2026. It is also recommended that the Punong Barangays be invited to participate in this capacity-building activity to ensure wider engagement and knowledge-sharing.

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- **Closing Message from the MLGOO**

- Ensure that all scheduled activities are implemented promptly in accordance with the listed PPAs for effective Monitoring and Evaluation.
- Facilitate the request for capacity-building training for the LPMC at the earliest possible time to strengthen technical competencies.
- Recommend the blacklisting of contractors who fail to comply with the findings, observations, and recommendations, to uphold accountability and project integrity.

VIII. Adjournment: There being no further matters to discuss, the meeting was adjourned at **12:07 PM**.

Prepared by:


ENGR. ARNEL G. OTIDA, EnP.

LPMC Secretariat/MPDC

Attested by:


CONCEPCION M. GORDO
LPMC Chairperson