



Republic of the Philippines
Province of Samar
Municipality of **San Jose de Buan**
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LOCAL PROJECT MONITORING COMMITTEE

MINUTES OF MEETING

Type of Meeting : 3rd Quarterly LPMC Meeting

Date : September 2, 2026

Time : 11:00 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 exactly 11:00 AM by Mrs. Concepcion M. Gordo, LPMC Chairperson, at Executive Building, San Jose de Buan, Samar. A quorum was declared present.

Prayer : The opening prayer was led by Ms. Mary Grace G. Rapis, LPMC Member representative.

Roll Call :

Attendees Present :

Concepcion M. Gordo – LPMC Chairperson/MCR

Nimfa C. Reyes – LPMC Member/MAO

Pablito O. Hombre – LPMC Member/CSO-Farmers Association

Checllet M. Rebato – LPMC Member/CSO – Youth Representative

Jennifer N. Bayabay – LPMC Member/Tourism

Arnel G. Otida – LPMC Secretary

Lina R. Cidro - LPMC Member/OSCA Chairperson

Mary Grace G. Rapis – LPMC Member Representative

Engr. Ma. Beverly L. Arpon – LPMC Member/Mun. Engineer

Nenita L. Batocael – LPMC Member/SB Member Representative

Absent : **Yolanda G. Rebato** – LPMC Member/CSO – Senior Citizen
Brylle O. Elizalde – LPMC Member/LnB President
Alejandro B. Jabon – LPMC Member/Punong Barangay-Poblacion 3
Jovito P. Rebato – LPMC Member/Brgy. Captain, Poblacion 1
Nadem Ray E. Uy – LPMC Member/MLGOO
Anwar P. Bisnar – LPMC Member/Forester II

Approval of the Agenda :

The following matters were presented as the agenda for the meeting:

1. Discussion of the results of the 3rd Quarter Project Monitoring, Assessment, and Evaluation;
2. Updates on the procurement of supplies and equipment based on previous agreements;
3. Discussion of the proposed LPMC benchmarking and capacity development activities; and
4. Other matters.

The agenda was accepted by the Committee for discussion.

Proceedings

I. Approval of the Minutes of the previous meeting:

The Secretariat presented the Minutes of the LPMC Meeting held on June 16, 2026 for review and confirmation.

There being no corrections or amendments raised by the members, and upon motion of Ms. Jennifer N. Bayabay, duly seconded by Ms. Checlet M. Rebato, the minutes of the previous meeting were unanimously approved..

II. Discussion Proper

1. Results of the 3rd Quarter Project Monitoring, Assessment and Evaluation.

The Committee identified and conducted monitoring of the following three (3) projects during the 3rd Quarter of CY 2026:

- a. Construction of Concrete Pathwalk at Brgy. Hiduroma
- b. Construction of Slope Protection Structure at Lala-an Water Impounding Facility
- c. Construction 2-Barrel Box Culvert at So. Manangday, Poblacion 1

The observations and recommendations resulting from the monitoring activities are as follows:

A. Construction of Concrete Pathwalk at Brgy. Hiduroma

1. Observations

During the site inspection, the Committee noted the following:

- The project has attained 100% physical accomplishment at the time of inspection.
- The thickness of the concrete pavement was observed to be generally in accordance with the approved plans and specifications.
- Uncovered trenches and concrete gaps were observed along portions of the pathwalk.
- The project billboard contained incorrect and outdated information.
- Handrails were installed in some portions of the pathwalk, although these were not included in the original Program of Works (POW).

2. Recommendations

The Committee recommended the following measures:

- Provide adequate drainage and soil-erosion protection measures along the pathwalk to prevent deterioration and damage.
- Install additional handrails in appropriate locations to improve the safety of pedestrians and other users.
- Cover or properly protect uncovered concrete gaps and trenches through appropriate trench grating or other suitable measures.
- Correct and update the information indicated on the project billboard, including the current project status.
- Ensure that any additional structures or works introduced during implementation are properly documented and supported by the appropriate approval or authorization.

B. Construction of Slope Protection Structure at Lala-an Water Impounding Facility

1. Observations

During the site inspection, the Committee noted the following:

- The project has attained approximately 60% physical accomplishment.
- According to Engr. Ma. Beverly L. Arpon, Municipal Engineer, the actual height of the constructed slope protection structure was approximately 1.20 meters, whereas the height indicated in the approved plan was 2.50 meters.
- The slope protection structure was constructed on the downstream side, while the approved plan indicated construction on the upstream side.

2. Recommendations

The Committee recommended the following:

- Remind the contractor to strictly comply with the approved plans, technical specifications, Program of Works, and detailed engineering design.

- Require the implementing office/contractor to evaluate the discrepancy between the approved design and actual implementation and undertake the necessary corrective action.
- If warranted by technical evaluation, prepare and process the appropriate Variation Order/Change Order, subject to existing procurement and infrastructure rules and approval requirements.
- Ensure that any approved modification is properly documented and implemented only after securing the necessary authorization..

C. Construction 2-Barrel Box Culvert at So. Manangday, Poblacion 1

1. Observations

During the site inspection, the Committee noted the following:

- The project has attained approximately 60% physical accomplishment.
- A single-barrel box culvert was observed to have been implemented despite the project being identified as a 2-barrel box culvert.
- Soil scouring and/or a sinkhole was observed near the abutment.
- Scouring of soil was also observed around portions of the foundation.
- The box culvert wings were constructed using stone masonry/riprap instead of the concrete construction indicated in the project design.
- No curb and gutter were observed in the completed portion of the box culvert.
- Sagging or deflection was observed on portions of the concrete slab.
- Honeycombing was observed on portions of the concrete structure.
- The project billboard was not installed at the time of inspection.
- The Committee observed deficiencies in workmanship requiring corrective action.

2. Recommendations

The Committee recommended the following corrective and preventive measures:

- Conduct appropriate concrete quality testing, including testing of concrete strength, as necessary, to determine compliance with the required structural specifications.
- Require the implementing office and contractor to verify the actual construction against the approved plans, specifications, and detailed engineering design.
- Undertake appropriate corrective measures on the observed soil scouring, foundation exposure, honeycombing, and slab deflection.
- Verify and document the reason for the implementation of a single-barrel structure instead of the specified 2-barrel box culvert and ensure that any modification is supported by the required technical and administrative approvals.
- Ensure that the construction of the box culvert wings, curb and gutter, and other structural components conforms to the approved design.
- Require the contractor to improve workmanship and comply with applicable engineering standards and specifications.
- Install the required project billboard containing complete and updated project information.

- Require the implementing office to conduct appropriate follow-up inspection to verify the completion of corrective measures..

2. Updates on the procurement of supplies and equipment based on the previous agreement.

a. Procurement of Supplies and Equipment

Ms. Jennifer N. Bayabay presented the previous agreement concerning the procurement of supplies and equipment to be used by LPMC members during project monitoring and evaluation activities.

The identified requirements included uniforms, tumblers, arm protection, and other necessary monitoring supplies and equipment.

The corresponding Purchase Request (PR) was presented and endorsed to the BAC Secretariat for appropriate action and processing in accordance with existing procurement procedures.

The Committee agreed to continue coordinating with the concerned offices to facilitate the procurement and availability of the identified supplies and equipment..

b. Proposed LPMC Benchmarking Activity

The Committee discussed the proposed benchmarking activity in Ormoc City to observe and learn from the practices and experiences of the LPMC of the City of Ormoc.

Mrs. Concepcion M. Gordo, LPMC Chairperson, emphasized that the activity may serve as an opportunity for the members to gain practical knowledge on project monitoring, documentation, coordination, and evaluation.

She further stated that a request for funding should be prepared and submitted to the appropriate local finance committee for consideration and possible funding support.

The proposed benchmarking activity may also serve as part of the year-end evaluation and performance strengthening activity of the LPMC of LGU San Jose de Buan.

III. Other Matters:

• 4th Quarter Training Activity

The Committee reiterated the conduct of the following capacity development activity:

Training Activity	Schedule
Engineering for Non-Engineers	November 18, 2026

Mrs. Concepcion M. Gordo stated that the proposed schedule should be coordinated with MLGOO Nadem Ray E. Uy to confirm the availability of the resource person and ensure proper scheduling..

- **Schedule of the Project Monitoring and Evaluation for 4th Quarter**

The Committee agreed to conduct the 4th Quarter Project Monitoring and Evaluation for the following projects:

October, 2026

- Construction of Multi-Purpose Center at Barangay San Nicolas (Phase 2)
- Construction of Potable Water Supply System at So. Salvacion, San Nicolas
- Construction of Level II Water System for the New relocation site of Brgy. Can aponte (Phase 2)
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- **Closing Message from the LPMC Chairperson Mrs. Concepcion M. Gordo.**

Mrs. Concepcion M. Gordo, LPMC Chairperson, expressed her appreciation to all LPMC members for their continued commitment, cooperation, and active participation in the Committee's project monitoring activities.

She emphasized that the unity, objectivity, and active participation of LPMC members are essential in effectively carrying out the Committee's monitoring functions, identifying project implementation issues, and providing appropriate recommendations to help ensure the quality, sustainability, and intended benefits of government projects.

She likewise encouraged all members to continue working collaboratively with the implementing offices and concerned stakeholders in promoting transparency, accountability, and quality project implementation..

IV. **Adjournment:** There being no further matters to discuss, the meeting was adjourned at **12:28 PM**.

Prepared by:


ENGR. ARNEL G. OTIDA, EnP.

LPMC Secretariat/MPDC

Attested by:


CONCEPCION M. GORDO
LPMC Chairperson/MCR