



LOCAL PROJECT MONITORING COMMITTEE (LMPC)

MINUTES OF MEETING OF THE MEMBERS OF THE LOCAL PROJECT MONITORING COMMITTEE (LMPC) OF SAN SEBASTIAN, SAMAR HELD ON MARCH 18, 2026 (2PM) AT HOTEL DE FIDES, TACLOBAN CITY, LEYTE.

Present : Atty. Anne Sherly Odevilas-Gaviola,CPA -Municipal Accountant
LPMC Chairperson
John Clifford B. Rado -MLGOO-Member
Ferdinand T. Gaviola -Municipal Mayor-
Honorary Member
Engr. Ofelia C. Cabueñas -MBO-Designate-Member
Liza C. De Guzman -ICO-Municipal Treasurer-
Member
Engr. Albin C. Cabueñas -MPDC-LPMC Head Secretariat
Rolando M. Gaviola -CSO Representative
Teofilo M. Mabansag -LnB President
Ian Venson M. David -Secretariat Member

Absent : Mark Anthony M. Mabaet -CSO Representative

The meeting of the Local Project Monitoring Committee (LMPC) was held on March 18, 2026 at Hotel de Fides, and was called to order at 2:00 PM by the LPMC Chairperson, Atty. Anne Sherly Odevilas-Gaviola. Majority of the members was present while Sir Mark Anthony M. Mabaet were noted absent. A quorum being present, the meeting proceeded as scheduled.

The primary agenda of the meeting was the discussion on the results of the inspection conducted by the Commission on Audit (COA) last February 24, 2026. The Committee acknowledged the inspection as a valuable mechanism in strengthening project implementation and ensuring that all undertakings of the LGU remain aligned with government standards and regulations.

During the discussion, it was noted that several ongoing and completed projects were reviewed, with many showing satisfactory progress and compliance. The Committee recognized the efforts of the implementing offices in sustaining project delivery despite operational challenges. The observations raised during the inspection were viewed as opportunities to further enhance systems and processes, particularly in the areas of documentation and reporting.

The Committee noted that some project documents may be further improved through more complete and organized submission of supporting records, including disbursement and accomplishment reports. Members emphasized that strengthening documentation practices will contribute to greater transparency, efficiency, and ease in future audits.

In terms of financial and physical reporting, the Committee acknowledged the importance of ensuring consistency and alignment between reported accomplishments. Concerned offices were encouraged to continuously review and update their records to maintain accuracy and reliability of reports.

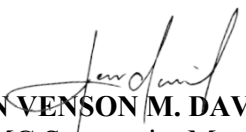
The recommendations provided during the inspection were positively received by the Committee, highlighting the need to sustain good practices, reinforce internal monitoring mechanisms, and further enhance coordination among implementing offices. These measures are expected to contribute to more efficient project implementation and improved overall performance.

After due deliberation, the Committee agreed to continue supporting all concerned offices in completing and organizing necessary documents, ensuring alignment of reports, and maintaining compliance with existing guidelines. The LPMC Secretariat was also tasked to assist in monitoring progress and providing technical support as needed.

Under other matters, were discussed briefly, after which no further issues were raised.

There being no other matters to discuss, the meeting was adjourned at 4:00 PM.

Prepared by:


IAN VENSON M. DAVID
LPMC Secretariat Member

ATTESTED:


ATTY. ANNE SHERLY ODEVILAS-GAVIOLA, CPA
LPMC Chairperson



Republic of the Philippines
Province of Samar
MUNICIPALITY OF SAN SEBASTIAN



ATTENDANCE SHEET

LPMC 1st Quarter Meeting

Hotel de Fides, Tacloban City, Leyte

March 18, 2026

NO	NAME	DESIGNATION	SIGNATURE
1	HON. FERDINAND T. GAVIOLA	Mun. Mayor / LCE	
2	JOHN CLIFFORD B. RADO	MLGOO	
3	ATTY. ANNE SHERLY ODEVILAS-GAVIOLA, CPA	Mun. Accountant/ LPMC Chairman	
4	ENGR. ALBIN C. CABUEÑAS	MPDC / LPMC-Head Secretariat	
5	ENGR. OFELIA C. CABUEÑAS	Mun. Engineer / LPMC- Member	
6	LIZA C. DE GUZMAN	OIC-Mun. Treasurer / LPMC- Member	
7	HON. TEOFILO M. MABANSAG	LnB President / LPMC- Member	
8	ROLANDO M. GAVIOLA	SC Federation President / CSO Representative	
9	OSCAR M. LATORRE	SB-Committee on Appro./ LPMC-Member	
10	MARK ANTHONY MABAET	PPC Representative / CSO Representative	
11	IAN VENSON M. DAVID	MPDC-Staff / LPMC Secretariat	
12	JOHNRICK MABAG	ME-Staff	
13	ELLA MAE C. LABRO	MPDC-Staff	
14	JELYN A. GAVIOLA	BAC - Staff	
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