



Republic of the Philippine
Province of Samar
MUNICIPALITY OF SAN SEBASTIAN



LOCAL PROJECT MONITORING COMMITTEE (LMPC)

MINUTES OF 3RD QUARTER MEETING OF THE MEMBERS OF THE LOCAL PROJECT MONITORING COMMITTEE (LPMC) OF SAN SEBASTIAN, SAMAR HELD

ON SEPTEMBER 15, 2026 (9:00 AM) AT THE LEGISLATIVE BUILDING, SAN SEBASTIAN, SAMAR

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	-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 (LPMC) for the **Third Quarter of Calendar Year 2026** was held on **September 15, 2026 at the Legislative Building**. The meeting was called to order at **9:00 AM** by the LPMC Chairperson, Atty. Anne Sherly Odevilas-Gaviola, CPA. Members of the Committee and representatives from concerned offices were present. A quorum being present, the meeting formally commenced.

The minutes of the previous meeting were presented for review and, upon motion duly made and seconded, were approved as read/amended.

The Chairperson proceeded with the discussion of the agenda.

The first agenda, **Status of the 20% Development Fund Projects**, covered the updates on the implementation status of projects funded under the 20% Development Fund. The Committee was informed of the progress of ongoing projects, including projects under implementation, procurement, and preparatory stages. The Committee emphasized the importance of regular monitoring, proper documentation, timely submission of accomplishment reports, and close coordination among concerned offices to ensure that projects are implemented efficiently and in accordance with approved plans and programs.

For the second agenda, **Project Inspection Updates**, the Committee discussed the status of project inspections and monitoring activities conducted by the LPMC. The Committee emphasized the importance of conducting regular project inspections to validate physical

accomplishments and ensure that project implementation is consistent with approved plans, specifications, and schedules. The LPMC Secretariat was also reminded to properly document inspection activities and maintain supporting photographs and reports for monitoring and compliance purposes.

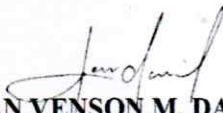
The third agenda, **RLGC/SGLG Compliance**, provided updates on the municipality's preparation and compliance with the requirements of the Regional Local Governance Committee (RLGC) and Seal of Good Local Governance (SGLG). The Committee emphasized the importance of complete, updated, and properly organized supporting documents, particularly those related to project monitoring and implementation. Concerned offices were reminded to coordinate closely and submit required documents within the prescribed timelines to ensure readiness for validation and assessment.

For the fourth agenda, **CSO Participation**, the Committee recognized the important role of Civil Society Organization (CSO) representatives in local project monitoring and in promoting transparency and accountability in project implementation. The CSO representative was given an opportunity to provide observations, comments, and suggestions concerning the monitoring of local government projects. The Committee agreed to sustain and strengthen CSO participation in project monitoring activities and other appropriate LPMC engagements.

Under **Other Matters**, the Committee discussed other concerns related to project implementation, monitoring, documentation, and compliance. Members were reminded to maintain coordination among concerned offices and to immediately address issues identified during project monitoring and inspection activities.

There being no other matters to discuss, the meeting was adjourned at **11:00 am**.

Prepared by:


IAN VENSON M. DAVID
LPMC Secretariat Member

ATTESTED:


ATTY. ANNE SHEREY ODEVILAS-GAVIOLA, CPA
LPMC Chairperson