



Republic of the Philippines
Province of Samar
MUNICIPALITY OF TARANGNAN
6704

MINUTES OF THE MEETING

**Local Project Monitoring Committee (LPMC) Quarterly Meeting Office of the Mayor,
Tarangnan, Samar**

Date: (March 09, 2026)
Time: (3:00 PM)

ATTENDANCE: (Refer to the herein Attached "ATTENDANCE SHEET", Dated; March 9, 2026)

- I. **CALL TO ORDER:** The meeting was called to order by the Chairperson at 3 O'clock in the .
- II. **ATTENDANCE:** Members of the Local Project Monitoring Committee were present. A quorum was declared.
- III. **MATTERS DISCUSSED:** One of the agenda raised during the meeting was the wearing of Personal Protective Equipment (PPE) during project site inspections.
- IV. **REMARKS:**

GUILLERMO D. CAJURAO (LPMC Member) : Good afternoon! We are conducting our **1st Quarter Monitoring** today. First, please join me in welcoming our new secretariat member, **Ms. Mary Jessan D. Mabubay**. We also have new additions to the **Technical Working Group** who will be joining us moving forward.

But we have to remind that they need to attend a training to capacitate them about Local Project Monitoring Committee. We will inform you Ms. Mabubay if there is an available training so you can attend.

ENGR. JEFFREY TAN : One of our agenda items involves the use of Personal Protective Equipment (PPE) during project site inspections. During monitoring and inspection of project sites, there are possible hazards that may put the safety of the inspection team at risk.

GUILLERMO D. CAJURAO (LPMC Member): Wearing PPE such as safety helmets, safety vests, and other protective gear is important to ensure the safety of all personnel conducting the inspection.

ENGR. JEFFREY TAN : I totally agree with the concern and shared that some project sites, especially infrastructure projects, may have unsafe conditions. Wearing PPE should become a standard practice whenever the committee conducts site inspections.

Local Project Monitoring Committee should establish a clear policy requiring all members and technical personnel to wear the appropriate PPE during inspections to promote safety and accountability.

Errol Gil Z. Lucero : Local Government Unit may allocate funds for the procurement of PPE to support the monitoring activities of the committee. I will also proposed that the requirement for PPE use be formalized through an official resolution of the committee.

GUILLERMO D. CAJURAO (LPMC Member) : Any matter to discuss? (*Silence...*)

For the next meeting, I suggest that we should schedule it by May so we have ample time to prepare the reports.

There being no other matters to discuss, the meeting was adjourned.

We will meet on May 2026. Thank you for coming.

Prepared By:


ARIANE D. TAN