



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: (June 03, 2026)
Time: (3:00 PM)

ATTENDANCE: (Refer to the herein Attached "ATTENDANCE SHEET", Dated June 03, 2026)

- I. CALL TO ORDER: The meeting was called to order by the Chairperson at 3:00 PM.
- 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 need for LPMC members to undergo a Basic Engineering Course for Non-Engineers to strengthen their capacity in monitoring and evaluating government infrastructure projects.

IV. REMARKS:

GUILLERMO D. CAJURAO (LPMC Member) : Good afternoon everyone. We are conducting our 2nd Quarter Monitoring Meeting today. First, let us welcome our new Secretariat member, Ms. Mary Jessan D. Mabubay, as well as the new members of the Technical Working Group. We are pleased to have you join the committee. As part of your responsibilities, it is important that all members understand the basics of project monitoring, particularly for infrastructure projects. We encourage our new members to attend capacity-building activities related to LPMC functions.

ENGR. JEFFREY TAN : One concern I would like to raise is that many of our monitoring activities involve the inspection of infrastructure projects. While members actively participate in project monitoring, some may not have technical knowledge on engineering concepts, project specifications, quantities, and construction standards.

GUILLERMO D. CAJURAO (LPMC Member): That is a valid concern. As monitors, we are expected to observe and evaluate project implementation. Having a basic understanding of engineering principles will help us perform our duties more effectively and make our monitoring reports more reliable.

ENGR. JEFFREY TAN : I strongly recommend that all LPMC members attend a Basic Engineering Course for Non-Engineers. The training will provide members with fundamental knowledge on reading plans, understanding project components, identifying common construction issues, and evaluating project accomplishments.

Errol Gil Z. Lucero : I support the recommendation. Capacity development is essential for effective project monitoring. The Local Government Unit may explore available training opportunities through relevant government agencies and allocate funds for the participation of LPMC members. It would also be beneficial if the committee adopts a policy encouraging all members to complete the training.

GUILLERMO D. CAJURAO (LPMC Member) : The committee recognizes the importance of the proposed training. The Secretariat is requested to coordinate with appropriate agencies regarding the availability of a Basic Engineering Course for Non-Engineers and provide updates during the next meeting. Any other matters to discuss? (Silence.)

For the next meeting, I suggest that we schedule it in September 2026 to allow sufficient time for the preparation of reports and updates on the proposed training.

There being no other matters to discuss, the meeting was adjourned. We will meet again in September 2026. Thank you everyone for your attendance and participation.

Prepared By:


ARIANE D. TAN