



Republic of the Philippines
Province of Samar
MUNICIPALITY OF TARANGNAN
6704

MINUTES OF THE MEETING

Local Project Monitoring Committee (LPMC) Quarterly Meeting ABC HALL, Tarangnan,
Samar

Date: (September 02,2026)

Time: (3:00 PM)

ATTENDANCE: (Refer to the herein Attached "ATTENDANCE SHEET", Dated September 02, 2026)

1. **CALL TO ORDER:** The meeting was called to order by the Chairperson at 3:00 PM with a formal welcome extended to all members, the Secretariat, and attendees.
2. **ATTENDANCE:** Members of the Local Project Monitoring Committee were present, and a quorum was formally declared by the presiding officer.
3. **MATTERS DISCUSSED:**
 - Comprehensive review, scheduling, and execution protocols for the final inspection of 3rd quarter infrastructure and community development projects.
 - Suggested capacity-building trainings, specifically the Basic Engineering Course for Non-Engineers, to equip LPMC members with technical proficiency.
 - Other matters related to LPMC field operations, monitoring schedules, reporting compliance, and enhanced coordination with barangay-level monitoring teams.
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4. **REMARKS AND DELIBERATIONS:**

GUILLERMO D. CAJURAO (LPMC Member): Good afternoon everyone. We are convening for our 3rd Quarter Monitoring Meeting today. As part of your core responsibilities, it is imperative that all members fully understand the foundational aspects of project monitoring, particularly given our extensive portfolio of municipal infrastructure projects.

ENGR. JEFFREY TAN: Thank you, Sir. One critical concern I would like to raise today pertains to the rollout and execution of final inspections for the various projects scheduled for completion this 3rd quarter. As we approach project turnovers, we must ensure that our final inspection process is exceptionally rigorous. This means going beyond a superficial walkthrough to thoroughly verify structural integrity, adherence to approved blueprints, quality of materials used, and compliance with national construction standards. Furthermore, because many of our monitoring activities involve complex infrastructure, members frequently encounter technical engineering concepts that require specialized knowledge to evaluate accurately.

GUILLERMO D. CAJURAO (LPMC Member): That is a highly valid and timely concern raised by Engr. Tan. With several high-impact projects nearing completion this quarter, our final inspection reports must be airtight and reliable. Having a solid grasp of engineering principles will greatly empower our monitors to spot potential defects or deviations early and evaluate project implementation with absolute confidence.

ENGR. JEFFREY TAN: To address this technical gap and ensure our final inspections are thorough, I strongly recommend that all LPMC members and relevant technical staff attend a comprehensive Basic Engineering Course for Non-Engineers. This training will provide members with essential working knowledge on reading architectural and engineering plans, understanding structural components, identifying common construction flaws, and accurately measuring project accomplishments against physical outputs.

Errol Gil Z. Lucero: I fully support Engr. Tan's recommendation. Continuous capacity development is indispensable for maintaining high standards of project monitoring across our municipality. The Local Government Unit may explore collaborative training opportunities through relevant regional government agencies and allocate the necessary budgetary support for the participation of LPMC members. Adopting a formal committee policy encouraging completion of this course would yield long-term benefits for municipal oversight.

GUILLERMO D. CAJURAO (LPMC Member): The committee officially recognizes the vital importance of the proposed training program. The Secretariat is hereby requested to coordinate closely with appropriate external agencies regarding the availability and scheduling of the Basic Engineering Course for Non-Engineers, and to provide detailed updates during our next session.

DETAILED DELIBERATIONS ON 3RD QUARTER PROJECT FINAL INSPECTIONS:

The committee spent significant time detailing the workflow for 3rd quarter project completions. It was agreed that the LPMC, alongside the Engineering Office, must establish joint inspection teams to conduct comprehensive punch-listing for all nearly completed roads, public buildings, and community facilities. Emphasizing strict quality assurance, the committee mandated that no certificate of final acceptance or turnover shall be issued until all punch-list items are fully rectified by the respective contractors. Furthermore, documentation standards, photographic evidence logs, and stakeholder feedback mechanisms must be thoroughly compiled into the final quarterly monitoring report.

OTHER MATTERS & LPMC OPERATIONAL UPDATES:

The committee also discussed streamlining regular field visit calendars to prevent inspection overlaps and updating submission protocols for quarterly reports to guarantee compliance with regional oversight bodies. Members unanimously agreed to strengthen communication links between municipal monitors and barangay monitoring committees to ensure grassroots transparency.

For our next meeting schedule, I suggest that we convene in December 2026 to review the final year-end accomplishments and evaluate the outcomes of our proposed capacity-building initiatives.

There being no other urgent matters to discuss, the meeting was formally adjourned at 4:30 PM.

Prepared By:


ARIANE D. TAN