



Republic of the Philippines
Province of Samar
MUNICIPALITY OF ZUMARRAGA
Zumarraga, Samar

- OFFICE OF THE MUNICIPAL MAYOR -

MINUTE OF MEETING

1st Quarter Local Project Monitoring Committee (LPMC) Meeting

Date : March 12, 2026
Time : 2:00 PM
Venue : Office of the Municipal Mayor, Municipal Building, Zumarraga, Samar

I. ATTENDANCE

Present during the meeting were the members of the Local Project Monitoring Committee (LPMC):

- Hon. Rosalito R. Castillo – Chairperson
- Engr. Edgar C. Versoza – Vice Chairperson
- Joel B. Adel – Member
- Pilar T. Alcala – Member
- Gavina P. Doblón – Member
- Rosandra C. Donaire – Member
- Cielito Adelaine B. Peñaflor – Member
- Manuel I. Versoza II – Secretariat

A quorum being present, the meeting was called to order.

II. Call to Order

The meeting was called to order at 2:10 PM by Hon. Rosalito R. Castillo, who emphasized the importance of proper monitoring, inspection, and reporting in accordance with the Revised RPMES to ensure transparency and accountability in project implementation.

III. ADOPTION OF AGENDA

The agenda was adopted as follows:

1. Finalization of Plans
2. Schedule of Inspections
3. Other Matters

IV. MATTERS DISCUSSED

A. Finalization of Plans

Discussion: The Committee reviewed the Annual Work and Financial Plan (AWFP) and the Monitoring and Evaluation (M&E) Plan for CY 2026. It was discussed that the AWFP includes key activities such as orientation, quarterly monitoring, and quarterly meetings with a total budget of ₱38,400.00 sourced from Other SPA.

For the M&E Plan, the Committee identified priority projects for monitoring, namely:

- Access Road at Brgy. Mualbual
- Barangay Road at Brgy. Alegria
- Multi-Purpose Building at Brgy. Canwarak
- RHU Building at Brgy. Buntay

The members emphasized that monitoring shall follow RPMES Forms and quarterly reporting schedules, ensuring that physical and financial accomplishments are properly tracked.

B. Schedule of Inspections

Discussion: The Committee discussed the scheduling of inspections based on the implementation status of projects. It was agreed that for the 1st Quarter, inspection will focus only on the:

- Repair/Rehabilitation of RHU Building at Brgy. Buntay

This is currently the only ongoing project, while the other identified projects are still in the pre-implementation stage.

Initial data presented showed that the RHU project has an actual accomplishment of 70% against a target of 55%, indicating that the project is progressing ahead of schedule.

The Committee agreed that inspection shall be conducted to validate the reported accomplishment and document findings using the appropriate RPMS monitoring forms.

C. Other Matters

Discussion: The Secretariat reminded all concerned offices to ensure the proper accomplishment and timely submission of RPMS forms, particularly those related to physical and financial reporting.

The Committee also discussed the general status of project implementation and noted that:

- Most projects are not yet implemented
- No major issues or constraints have been encountered during the reporting period

It was emphasized that continuous coordination among offices is necessary to maintain accurate reporting and smooth implementation.

V. AGREEMENTS REACHED

1. The AWP and M&E Plan for CY 2026 were finalized and adopted.
2. The RHU Building project in Brgy. Buntay shall be the focus of inspection for the 1st Quarter.
3. All concerned offices shall comply with RPMS reporting requirements.
4. Regular monitoring and coordination shall be sustained to ensure smooth implementation of projects.

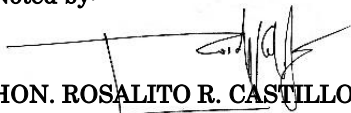
VI. ADJOURNMENT

There being no other matters to discuss, the meeting was adjourned at 3:30 PM.

Prepared by and Certified Correct:


MANUEL I. VERSOZA II
MPDC-Designate, LPMC Secretariat

Noted by:


HON. ROSALITO R. CASTILLO
Municipal Mayor, LPMC Chairperson