



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

- OFFICE OF THE MUNICIPAL MAYOR -

MINUTE OF MEETING

3rd Quarter Local Project Monitoring Committee (LPMC) Meeting

Date : September 15, 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
- Rosandra C. Donaire – Member
- Manuel I. Versoza II – Secretariat

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

- Gavina P. Doblón – Member
- Cielito Adelaine B. Peñaflor – Member
- Pilar T. Alcala – Member

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. Comments about the Inspections
2. Other Matters

IV. MATTER DISCUSSED

1. Comments on the Inspection

The Vice Chairperson, Engr. Edgar C. Versoza, opened the discussion regarding the results of the recent project inspection. He noted that the projects inspected were generally completed and that the reported physical and financial accomplishments were at 100%. He also mentioned that no issues were encountered during the conduct of the inspection. The inspection covered the Repair/Rehabilitation of RHU Building Phase 2, Construction of

Child Development Center at Brgy. Sugod, Construction of Child Development Center at Brgy. Botaera, and Supply, Delivery and Installation of Street LED Lights at 20 Barangays.

Joel B. Adel shared his observation regarding the Repair/Rehabilitation of RHU Building Phase 2 at Brgy. Buntay. He noted that the workers were able to complete the project ahead of the expected completion schedule and that the project was in line with the proposed plan. He further suggested that the project continue to monitor even after completion to observe its condition and use.

Rosandra C. Donaire discussed the Construction of the Child Development Center at Brgy. Sugod. She observed that the project was completed and that the quality of the output was satisfactory. She also noted that the efforts of the workers should be recognize and that monitoring of the project should continue to assess its outcome for the intended end users.

For the Construction of the Child Development Center at Brgy. Botaera, Rosandra C. Donaire shared that no issue was noted during the inspection. She observed that the quality of the project output was satisfactory and agreed that the workers' efforts should be acknowledge. She also supported the conduct of additional monitoring to determine the project's outcome for the end users.

Manuel I, Versoza II shared her observations regarding the Supply, Delivery and Installation of Street LED Lights at 20 Barangays. She noted that the project was completed and that the output was generally satisfactory. She emphasized that continued monitoring would be important to ensure that the installed streetlights remain functional and continue to benefit the communities.

The members agreed that the overall results of the inspection were satisfactory, with no issues requiring referral to the higher-level PMC. The members also emphasized the importance of continuous monitoring and coordination with concerned stakeholders to ensure that completed projects continue to serve their intended purpose. The RPMES documents likewise identified continuous monitoring and stakeholder participation as good practices.

IV. AGREEMENTS REACHED

After the discussion, the members reached the following agreements:

- The LPMC agreed to commend and recognize the workers/implementers for the satisfactory quality of the completed projects, including the projects completed ahead of schedule. This is consistent with the observations recorded during the inspection.
- The LPMC agreed to conduct additional and continuous monitoring of the completed projects to assess their condition, utilization, and outcome for the intended end users.
- For the Repair/Rehabilitation of RHU Building Phase 2, the members agreed that the project would be subject to post-project monitoring to determine its continued condition and effectiveness.
- The members agreed to continue coordination and consultation with concerned stakeholders in succeeding monitoring activities to ensure that project concerns, should any arise, can be addressed promptly.
- Since there is no unresolved issue was identified during the inspection, the LPMC agreed that there was no need to seek assistance from the higher-level PMC at this time.

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