



LOCAL PROJECT MONITORING COMMITTEE (LPMC)

MINUTES OF THE 3RD QUARTER REGULAR MEETING

Date: September 25, 2026

Time: 10:00 A.M.

Venue: Vice Mayor's Conference Room, Can-avid, Eastern Samar

Presiding Officer: Hon. Cerilo C. Leguin, LPMC Chairperson

I. CALL TO ORDER

The 3rd Quarter Regular Meeting of the Local Project Monitoring Committee (LPMC) was called to order at 10:00 A.M. by Cerilo C. Leguin, LPMC Chairperson.

The meeting focused on the status of ongoing and proposed development projects, procurement concerns, financial utilization, project implementation issues, and the scheduling of field validation and inspection activities.

II. PROJECT STATUS, ISSUES AND CONCERNS

1. Solar Street Light Procurement Project

The Committee discussed the proposed procurement and installation of solar street lights with an allocated budget of ₱150,000.00.

The proposed project covers the installation of five (5) solar street light poles, including the corresponding foundations. The discussion focused on the appropriate technical specifications, particularly the solar capacity, pole structure, durability, and quality standards. The Committee emphasized that the technical specifications should be carefully reviewed and may be cross-checked against appropriate reference standards and specifications previously used for similar provincial solar street light projects to ensure quality and suitability.

Agreement/Action: The concerned office shall review and finalize the technical specifications and ensure that the proposed units meet acceptable quality and technical standards before procurement.

2. Procurement of Agricultural Equipment

The Committee discussed the procurement and delivery of the following agricultural equipment:

- One (1) unit Rice Combine Harvester
- Four (4) units Walk-Behind Rice Transplanters

It was reported that previous bidding attempts encountered difficulties due to price fluctuations, increases in prevailing market prices, and higher transportation and delivery costs. While the



initial cost estimates were based on figures provided by the Department of Agriculture (DA), subsequent market changes affected the viability of procurement under the approved budget.

The Committee discussed the need to reassess supplier availability, prevailing prices, and the approved project proposal. The possibility of reducing the number of rice transplanters, such as from four (4) units to three (3) units, was also discussed if necessary to align the procurement with the available budget and the approved Annual Investment Program (AIP), subject to applicable budgeting, procurement, and approval requirements.

Agreement/Action: The concerned offices shall reassess prevailing market prices and supplier availability. Price fluctuations and unsuccessful procurement attempts shall be properly documented to support any necessary adjustment in quantity, project proposal, or budget allocation, subject to existing rules and regulations.

3. Status of Local Infrastructure Projects

The Committee reviewed the implementation status of various infrastructure projects. The Maxwell Road Project was reported to have a physical accomplishment of 81.4%. For the ongoing access road, cross-drainage, and municipal road projects in the City Proper/Malinao area, physical accomplishment was reported at approximately 30%.

The Committee also discussed the proposed access road from the New Cemetery to FEFARCO. Survey activities had been delayed due to continuous heavy rainfall and adverse weather conditions, which affected fieldwork and required appropriate surveying equipment and favorable site conditions.

Agreement/Action: The concerned Engineering personnel shall closely monitor the ongoing infrastructure projects and undertake the necessary follow-up and site assessment for the proposed New Cemetery-to- FEFARCO access road once field conditions permit.

4. Financial Status and Land Bank of the Philippines Amortization

The Committee discussed the financial status of projects chargeable against the 20% Development Fund, including the Land Bank of the Philippines (LBP) amortization amounting to ₱28,823,000.00.

It was reported that automatic monthly deductions were already being made as of September 2026. Fund utilization was reported at approximately 50%, with around ₱18 million already dedicated or processed in relation to the annual project implementation schedule.

The Committee emphasized the importance of continuously monitoring utilization, billing procedures, contractor claims, and project accomplishments to ensure proper implementation of projects funded under the 20% Development Fund.



Agreement/Action: The concerned financial and implementing offices shall continue monitoring fund utilization, billing, contractor claims, and project implementation to ensure timely and proper utilization of available development funds.

5. Status of Water System Projects

The Committee reviewed the implementation of ongoing water system projects. Physical accomplishments were reported to range from approximately 98% to 99.98%.

Only minor works remained in some project sites, including components involving reservoirs, water pumps, and finishing works.

The Committee agreed that projects nearing completion should undergo actual field validation to confirm the reported physical accomplishments and determine whether remaining works have been satisfactorily completed.

Agreement/Action: The LPMC shall conduct a joint field validation and inspection with the Municipal Engineering Office and other concerned offices.

6. Inventory of Municipal Equipment and Assets

The Committee discussed the need to validate the existence, deployment, and operational condition of equipment and machinery acquired by the Municipality, including generators, pumps, agricultural machinery, and other municipal assets.

The inventory is intended to determine whether the equipment is actually deployed at the intended locations, properly accounted for, and operational.

Agreement/Action: An inventory and physical validation of acquired municipal equipment and assets shall be undertaken in coordination with the concerned offices.

III. FINANCIAL AND BUDGETARY MATTERS

1. Land Bank Inspection

The Committee discussed the need to coordinate with the Land Bank of the Philippines regarding the inspection of projects covered by applicable financing arrangements. Members emphasized that inspections should be scheduled early and completed before the end of the year to prevent delays and avoid last-minute compliance activities.

Agreement/Action: The concerned offices shall coordinate with LBP regarding the appropriate schedule and requirements for project inspection.

2. Utilization of Liquidated Damages and Excess Collections

The Committee sought clarification regarding the proper utilization of liquidated damages collected from delayed projects, as well as revenues or collections exceeding programmed or targeted amounts.



It was emphasized during the discussion that any utilization of liquidated damages, excess collections, water system collections, or other available fund balances must be supported by the appropriate local ordinance, appropriation, and budgeting authority and must comply with applicable accounting, auditing, and budgeting rules.

Agreement/Action: Any proposed utilization or realignment of available funds shall first undergo the required budgeting and appropriation processes and shall be subject to existing laws, rules, and regulations.

IV. PROJECT INSPECTION AND FIELD MONITORING

The Committee discussed the importance of strengthening field monitoring of ongoing road, building, drainage, canal, and other infrastructure projects.

Projects nearing completion, as well as ongoing road shoulder and drainage works, should be inspected promptly to identify deficiencies while corrective measures can still be undertaken.

Particular attention shall be given to quality control, including proper soil and gravel compaction using appropriate heavy equipment such as rollers or compactors.

The Committee also discussed the importance of proper scheduling of concrete pouring. As much as practicable, concrete works should be undertaken under suitable weather conditions to protect structural quality and minimize construction defects and delays.

Agreement/Action: The LPMC, Municipal Engineering Office, and other concerned offices shall strengthen joint field monitoring, particularly for ongoing and nearing-completion infrastructure projects, with attention to compliance with approved plans, specifications, workmanship, and quality standards.

V. AGREEMENTS AND NEXT ACTIVITIES

After discussion, the Committee agreed on the following key actions:

- Review and finalize the appropriate technical specifications for the proposed solar street light procurement.
- Reassess the procurement of agricultural equipment considering prevailing market prices, supplier availability, transportation costs, and available budget.
- Properly document price fluctuations and failed procurement attempts as basis for any necessary project or quantity adjustment.
- Closely monitor ongoing road, drainage, access road, and other infrastructure projects.
- Continue monitoring the utilization of the 20% Development Fund, including LBP amortization, billing, and contractor claims.
- Coordinate with Land Bank regarding the required inspection of applicable projects.
- Conduct physical inventory and validation of acquired municipal equipment, machinery, generators, and pumps.



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- Strengthen field monitoring and quality control of infrastructure projects, particularly compaction, concrete works, drainage, and other critical construction components.
- Ensure that any utilization of liquidated damages, excess collections, or available fund balances undergoes the appropriate budgeting and appropriation process.
- Conduct an LPMC On-Site Inspection and Validation of the Water System Project in Barangay Salvacion on October 2, 2026, together with the concerned technical and implementing offices.

VI. ADJOURNMENT

There being no other matters for discussion, the meeting was adjourned after all project updates, issues, agreements, and follow-through actions had been taken up.

Prepared by:

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Head, LPMC Secretariat

Attested by:

CERILO C. LEGUIN

Chairperson/LnB President