



**Republic of the Philippines
Province of Southern Leyte
Municipality of San Francisco**

MINUTES OF THE PROJECT MONITORING COMMITTEE (PMC) MEETING HELD ON JUNE 25, 2026 AT 9:00 AM., AT MPDC OFFICE, DAKIT, SAN FRANCISCO, SOUTHERN LEYTE.

PRESENT:

MANASE L. GAROTE	-	MLGOO
FOR MARIA IMELDA A. ORILLA	-	PMC CHAIRMAN
HON. DANIEL D. ARLIGUE	-	PUNONG BARANGAY, BRGY. HABAY
HON. RAQUEM A. JOARQUE	-	PUNONG BARANGAY, BRGY. DAKIT
HON. ROXAN V. DAYOK	-	GABI WOMEN'S ASSOCIATION
LETECIA M. CALA	-	BONGBONG WOMEN'S ASSOCIATION
VERLITA M. YE	-	TINAAN INTEGRATED FARMER'S ASSOCIATION
RYAN M. SAAVEDRA	-	PMC SECRETARIAT
RAUL H. DUARTE	-	

OTHERS PRESENT:

MARK JAYSEM O. CUARTO	-	MPDC STAFF
ROWEL E. CUIZON	-	MPDC STAFF
JENALYN B. CABAJES	-	MPDC STAFF
JESSICA L. MORALES	-	MPDC STAFF
RAY MARK A. PAYAC	-	MPDC STAFF
JARED CHRIS CABANAY	-	MEO STAFF

Opening of the Meeting

The meeting started at 9:30 AM with a prayer led by Ryan Saavedra, PMC Member.

Acknowledgement of Participants

Mark Jaysem O. Cuarto, MPDC Staff, acknowledges the participants through a roll call.
Mr. Cuarto reports to the chair that all members present constitute a majority.

Call to Order & Declaration of Quorum

PMC Chair Daniel Arligue declares a quorum then calls the meeting to order at 9:45 AM.

Reading, Review and Approval of the Minutes of the previous meeting

Mark Jaysem O. Cuarto, MPDC Staff, reads the minutes of the previous PMC meeting and the PMC Chairman asks whether there are any corrections or concerns and there being none,
Mrs. Letecia Cala, PMC Member moves to approve the minutes of the previous meeting and it is seconded by Mrs. Verlita M. Ye, PMC Member
The presiding chair thus approves the minutes of the previous meeting.

Highlights/Discussion

Mr. Duarte, PMC Secretariat, presented and explained the 2 projects that are going to be inspected and monitored by the PMC members.
He initially discussed and ask Mr. Jared Cabanay if he could provide the Program Evaluation and Review Technique and Critical Path Method (PERT CPM) for the said project.
Mr. Cabanay, MEO Staff responded that they could provide the details.

After the clarification provided by Mr. Cabanay, the Secretariat proceeded with the presentation of the Completion of Material Recovery Facility (MRF) Phase II. He explained that the members should carefully verify whether the dimensions and measurements reflected in the structure, particularly the number and specifications of the columns, conform to the approved project plans and design. Mr. Ryan Saavedra inquired whether the project billboard also indicates the percentage of work completed. In response, Mr. Duarte clarified that the project billboard only displays the project commencement date and completion date, and does not include the percentage of physical accomplishment.

Next Mr. Duarte, the secretariat presented the Road Reblocking in Poblacion Area, he further explains that the body should be inspected the length and width and should be aligned with the approved Program of Works.

After the detailed discussion and clarifications, the PMC Chairman confirmed the two (2) projects that will be subject to monitoring and inspection.

Hon. Arligue, PMC Chairman, inquired whether funds had been allocated for the procurement of safety hard hats for PMC members. In response, Mr. Duarte stated that efforts would be made to coordinate with and seek the support of the Local Chief Executive (LCE) for the allocation of funds necessary for the procurement of the said safety equipment.

The two (2) projects to be monitored are:

Road Concreting Rehabilitation/Reblocking/Upgrading - Poblacion Area	Poblacion Area
Completion of Material Recovery Facility (MRF) Building Phase 2	Brgy. Gabi

Adjournment

After the discussion the presiding officer asks for anymore concerns, and there being none.

Hon. Raquem Joarque, PMC Member moves to adjourn the meeting and it is seconded by Mr. Manase Garote, DILG Staff.

The presiding officer adjourns the meeting at 10:30 AM.

I HEREBY CERTIFY to the correctness of the foregoing minutes.

ATTESTED:


DANIEL D. ARLIGUE
PMC Chairman


RAUL H. DUARTE
MPDC/PMC Secretariat