



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

**MINUTES OF THE PROJECT MONITORING COMMITTEE (PMC) MEETING HELD ON
SEPTEMBER 24, 2026 AT 8:00 AM., AT MPDC OFFICE, DAKIT, SAN FRANCISCO, SOUTHERN
LEYTE.**

Present:

Maria Imelda A. Orilla	-	MLGOO
Hon. Daniel D. Arligue	-	PMC Chairman
Hon. Victor Cuas Jr.		
For Hon. Roxan Dayok	-	Punong Barangay, Brgy. Dakit
Letecia M. Cala	-	Gabi Women's Association
Verlita M. Ye	-	Bongbong Women's Association
Ryan M. Saavedra	-	Tinaan Integrated Farmer's Association
Raul H. Duarte	-	PMC Secretariat

Others Present:

Jenalyn B. Cabajes	-	MPDC Staff
Mark Jaysem O. Cuarto	-	MPDC Staff
Rowel E. Cuizon	-	MPDC Staff
Jessica L. Morales	-	MPDC Staff
Ray Mark A. Payac	-	MPDC Staff
Jared Chris Cabanay	-	MEO Staff
Bryan John Polo	-	Engineer I

Absent:

Hon. Raquem Joarque	-	Punong Barangay, Brgy. Habay
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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

The PMC Secretariat presented the infrastructure projects identified for inspection and monitoring. The following projects were discussed:

1. **Rehabilitation/Upgrading of Drainage Canal**
2. **Repair/Rehabilitation of Barangay Road**
3. **Repair/Rehabilitation of Multi-Purpose Building**
4. **Concreting of Road**
5. **Repair/Rehabilitation of Road**
6. **Repair/Rehabilitation of Road**
7. **Rehabilitation and Upgrading of Legislative Building**

During the presentation, the secretariat emphasized the importance of monitoring the implementation of each project based on its approved **scope of work, plans, specifications, and design**.

The Committee also discussed the need to verify whether the actual implementation of the projects conforms to the approved specifications and whether the projects are being implemented within the prescribed schedule.

Engr. Polo, explained the proper mixing of concrete and the importance of following the prescribed proportions and procedures during concrete preparation and pouring. The Committee noted that proper concrete mixing is essential to ensure the quality and durability of concrete works.

Mr. Duarte, the secretariat next discussed the need to monitor the progress of each project and determine whether the implementation is **on schedule or delayed**. Any significant delay or issue observed during inspection should be properly documented and referred to the concerned implementing office or contractor for appropriate action.

Maam Maria Imelda Orilla, MLGOO emphasized the importance of informing and coordinating with the concerned barangay officials before conducting concrete pouring activities, particularly for projects implemented within barangay areas. This will help ensure proper coordination, monitoring, and documentation of project activities.

After discussion and deliberation, the Committee considered and approved the following resolutions:

Resolution No. 3

"A RESOLUTION REQUESTING THE MUNICIPAL ENGINEERING OFFICE AND CONTRACTORS IMPLEMENTING ONGOING INFRASTRUCTURE PROJECTS IN THE BARANGAYS TO PROPERLY INFORM AND COORDINATE WITH THE CONCERNED BARANGAY OFFICIALS PRIOR TO THE CONDUCT OF CONCRETE POURING ACTIVITIES"

The resolution was **approved upon motion of Mrs. Letecia M. Cala, Gabi Women's Association and duly seconded by Mrs. Verlita M. Ye, Bongbong Women's Association.**

Resolution No. 4

"A RESOLUTION REQUESTING THE MUNICIPAL ENGINEERING OFFICE TO PROVIDE THE PROJECT MONITORING COMMITTEE WITH A REFERENCE CHART AND ACTUAL CUT SAMPLES OF REINFORCING STEEL BARS, INDICATING THEIR SIZES AND SPECIFICATIONS, FOR USE IN MONITORING AND INSPECTION OF INFRASTRUCTURE PROJECTS"

The resolution was **approved upon motion of Maria Imelda A. Orilla, MLGOO and duly seconded by Mrs. Letecia M. Cala, Gabi Women's Association.**

Resolution No. 5

"A RESOLUTION REQUESTING THE MUNICIPAL ENGINEER TO COORDINATE WITH THE CONCERNED CONTRACTOR FOR THE CLEARING AND PROPER DISPOSAL OF WASTE MATERIALS LEFT ALONG THE ROAD FOLLOWING THE CONCRETING WORKS ADJACENT TO THE LEGISLATIVE BUILDING, MUNICIPALITY OF SAN FRANCISCO, SOUTHERN LEYTE"

The resolution was **approved upon motion of Maria Imelda A. Orilla, MLGOO and duly seconded by Mrs. Letecia M. Cala, Gabi Women's Association.**

Adjournment

There being no other matters to discuss, the meeting was adjourned. The Committee reiterated the importance of regular project monitoring and coordination among the PMC, Municipal Engineering Office, contractors, and concerned barangay officials to ensure that infrastructure projects are implemented according to approved plans and specifications and within the prescribed implementation period.

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