



Republic of the Philippines
Province of Southern Leyte
Municipality of San Ricardo
LOCAL PROJECT MONITORING COMMITTEE (LPMC)

MINUTES OF THE MEETING

2nd Quarter LPMC Meeting and Project Monitoring On-Site Visit

Date: June 17, 2026

Time: 1:00 AM - Onwards

Venue: MPDO, 2nd Floor Evacuation Building, Barangay San Antonio, San Ricardo, Southern Leyte

Projects Visited: On-going Construction of ECCD Building at Barangay Inolanan, San Ricardo, Southern Leyte

I. CALL TO ORDER

The meeting was called to order at 1:10 pm by Hon. Isidro L. Mesias Jr., Chairperson of the Committee, who welcomed all attendees and emphasized the importance of the Local Project Monitoring Committee (LPMC) in ensuring transparency, accountability, and efficiency in the implementation of local development projects. The Chairperson acknowledged the presence of the members and underscored the significance of the Quarterly Meeting in setting the direction for monitoring activities for the year.

II. ATTENDANCE

Kindly see attached scanned copy of the *Attendance Sheet*.

III. APPROVAL OF THE AGENDA

The proposed agenda was presented to the body for review. After a brief discussion, the agenda was unanimously approved without amendments.

The ff agendas are:

1. Brief Orientation and reminders of function, duties and responsibilities
2. Conduct of actual project monitoring site inspections

IV. DISCUSSION OF AGENDA ITEMS

1. Brief Orientation and reminders of function, duties and responsibilities - Strengthening of the LPMC

The Council engaged in a brief but comprehensive discussion on enhancing the institutional capacity and operational effectiveness of the LPMC which was facilitated by MLGOO Blossom T. Escuyos.



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Key points highlighted include:

Clarification of Roles and Responsibilities: All LPMC Members were reminded of their respective mandates to ensure proper coordination and avoid duplication of functions.

Capacity Development: The need for continuous training and orientation on project monitoring tools, procurement processes, and evaluation techniques was emphasized.

Improved Coordination Mechanisms: Strengthening collaboration among implementing offices, oversight agencies, and stakeholders was identified as critical to achieving timely and accurate project monitoring.

Transparency and Accountability Measures: The Committee agreed to reinforce documentation practices, including regular submission of monitoring reports, photo documentation, and compliance tracking.

Performance Monitoring: Establishment of measurable indicators to assess project progress and LPMC effectiveness was recommended.

The body collectively agreed that strengthening the LPMC is essential in ensuring that government projects are implemented efficiently, economically, and in accordance with established standards.

2. New Members of the LPMC

Engr Joelson, MPDC Designate, LPMC Head Secretariat, formally introduced the newly designated members of the LPMC through the newly issued Executive Order No. No. 37, s2026 by the Municipal Mayor Reconstituting the Municipal Project Monitoring Committee. The inclusion of additional representatives from various sectors aims to promote a more inclusive, participatory, and transparent monitoring process.

The new members were briefly oriented on their roles, duties, and ethical responsibilities. Emphasis was placed on integrity, impartiality, and professionalism in conducting monitoring activities.

The Committee recognized the value of multi-sectoral representation in providing diverse perspectives and strengthening checks and balances. However, certain discussion includes that new members should be nominated during MDC meeting and was agreed by the body to ensure transparency and accountability.

The body officially welcomed the new members and expressed confidence in their contribution to the Council's objectives.

3. Conduct of actual project monitoring site inspections Projects to be Visited



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The Council identified priority projects for the 2nd Quarter on-site monitoring based on the following criteria: project significance, budget allocation, implementation status, and presence of reported issues or delays.

The following projects were selected for inspection:

- Construction of ECCD Building at Barangay Inolinan which was funded thru GAA for year 2025

The body agreed that site visits shall focus on:

- Verification of actual project status versus reported accomplishments.
- Assessment of quality of work and compliance with technical specifications.
- Identification of implementation issues, delays, or deviations; and
- Documentation of findings for reporting and corrective action

4. Schedule of the Next Meeting

The Council agreed to conduct the next LPMC meeting on the 3rd week of August or Early week of September at Temporary Municipal Building, Barangay San Antonio, San Ricardo Office.

It was emphasized that:

- Quarterly meetings shall be strictly observed.
- Special meetings may be convened, when necessary, particularly in cases requiring urgent attention; and
- Timely submission of reports prior to meetings shall be enforced to facilitate informed discussions.

5. Strategies of the LPMC

To further enhance the effectiveness of the Committee, the following strategies were proposed and adopted:

- Standardization of Monitoring Tools: Adoption of uniform checklists and reporting templates to ensure consistency and comparability of data.
- Strengthened Documentation System: Establishment of an organized filing and reporting system, including digital records for easy retrieval and reference.
- Regular Coordination Meetings: Strengthening engagement with implementing offices for real-time updates and issue resolution.
- Conduct of Random or Unannounced Inspections: To ensure accuracy of reports and prevent irregularities.



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- Feedback and Grievance Mechanism: Institutionalizing a system where beneficiaries and stakeholders can report concerns or provide feedback on project implementation.
- Use of Technology: Encouraging the use of digital tools (e.g., geo-tagging, photo documentation) to improve monitoring accuracy and transparency.

These strategies are aimed at reinforcing accountability, improving efficiency, and ensuring that all projects deliver intended outcomes to the community.

V. PROJECT ON-SITE VISIT

LPMC members conducted site inspections.

Observations:

- All projects inspected during the actual site visit of each project site location found out to be in conformity of the approved technical works specifications.

VI. OTHER MATTERS

None.

VII. ADJOURNMENT

The meeting was adjourned at 2:15 in the afternoon.

Prepared by:

JOELSON B. CRAVE

MPDC Designate



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VII. Documentation





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