



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

MINUTES OF THE MEETING

3rd Quarter LPMC and Stakeholders Meeting and Project Monitoring On-Site Inspection

Date: September 28, 2026 (Monday)

Time: 8:30 AM – Onwards

Venue: MLGOO Office, Temporary Municipal Building, Barangay San Antonio, San Ricardo, Southern Leyte

Projects Visited: Improvement/Construction/Modernization of Municipal Bus Terminal at Barangay Benit, San Ricardo, Southern Leyte

I. REGISTRATION

Registration of participants was conducted from 8:00 to 8:30 in the morning by the LPMC Secretariat. Members of the Local Project Monitoring Committee (LPMC) and invited stakeholders signed the attendance sheet upon arrival.

II. PRELIMINARIES

A. Call to Order

The meeting was called to order at 8:31 in the morning by Hon. Isidro L. Mesias Jr., Chairperson of the Committee.

B. Roll Call

The Secretariat conducted the roll call of LPMC members and stakeholders present. Kindly see attached scanned copy of the Attendance Sheet.

C. Declaration of Quorum

Based on the roll call, the LPMC Chairperson declared the presence of a quorum and the meeting proceeded accordingly.

D. Presentation and Approval of the Previous Minutes

The Secretariat presented the Minutes of the 2nd Quarter LPMC Meeting for review of the body. Members were given the opportunity to raise issues, concerns, corrections, and recommendations. There being no corrections raised, the minutes were approved as presented upon motion of Ms. Elenita Erno, CSO Representative, and duly seconded by Ms. Lanie B. Pan, CSO Representative.

III. ACKNOWLEDGEMENT AND WELCOME REMARKS



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

The LPMC Chairperson acknowledged the presence of the LPMC members and stakeholders and welcomed everyone to the meeting. Hon. Mesias, LPMC Chairperson, emphasized the important role of the LPMC in ensuring transparency, accountability, and efficiency in the implementation of local development projects, and encouraged the active participation of all members, especially in the on-site inspection scheduled for the day.

IV. MEETING REMINDERS

The MDC Secretariat/MPDC reminded the body of the following house rules:

- Mobile phones shall be kept on silent mode during the meeting.
- All participants shall sign the attendance sheet for documentation purposes.
- Members are encouraged to actively participate and to raise concerns in an orderly manner through the Chair.
- During the on-site inspection, members shall observe safety precautions at all times and stay within the designated areas of the project site.

V. AGENDA

The proposed agenda was presented to the body. After a brief review, the agenda was unanimously approved without amendments. The agenda items are:

1. Unfinished Business of the Previous Meetings (parked/postponed matters)
2. Brief Discussions on the Duties and Functions of LPMC Members and Key Reminders on the Details to be Observed in the Conduct of Actual Inspection of Infrastructure Projects
3. Conduct of On-site Inspection of Various Infrastructure Projects
4. Other Matters

VI. DISCUSSION OF AGENDA ITEMS

1. Unfinished Business of the Previous Meetings

The Secretariat presented the matters parked or postponed during the previous meetings for the information and action of the body:

- **Nomination of New LPMC Members:** During the 2nd Quarter meeting, the body agreed that new LPMC members shall be nominated during the MDC meeting to ensure transparency and accountability. It was institutionalized based on the newly issued Executive Order of the Local Chief Executive.
- **Observance of Quarterly Meetings:** The body reiterated its commitment that quarterly meetings shall be strictly observed and that reports shall be submitted prior to each meeting.



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Municipality of San Ricardo
LOCAL PROJECT MONITORING COMMITTEE (LPMC)

The body noted the updates and agreed that any remaining unresolved matters shall be carried over to the next meeting.

2. Brief Discussions on the Duties and Functions of LPMC Members and Key Reminders on the Details to be Observed in the Conduct of Actual Inspection of Infrastructure Projects

The MPDC/Secretariat facilitated a brief discussion on the duties and functions of the LPMC members, as follows:

- **Monitoring and Validation:** To monitor and validate the actual physical and financial accomplishment of projects against the approved program of work and reported accomplishments.
- **Reporting:** To prepare and submit monitoring reports, including findings and photo documentation, using the prescribed monitoring forms.
- **Recommendation:** To recommend corrective measures to implementing offices and the Local Chief Executive on issues, delays, or deviations identified.
- **Coordination:** To coordinate with implementing offices, contractors, barangay officials, and beneficiaries for accurate and timely information.

The body was likewise reminded of the key details to be observed during the actual inspection of infrastructure projects:

- Verification of the project billboard/signage, including the project name, funding source, contract amount, contractor, and contract duration.
- Comparison of actual work accomplished against the approved plans, program of work, and technical specifications.
- Assessment of the quality of materials and workmanship, and observance of safety measures at the project site.
- Identification of implementation issues, delays, or deviations, and interview of barangay officials and beneficiaries, when necessary.
- Geo-tagged photo documentation of the project and accomplishment of the monitoring checklist on site.

3. Conduct of On-site Inspection of Various Infrastructure Projects

The body agreed to proceed with the on-site inspection immediately after the meeting. The following project was scheduled for inspection:

- Improvement/Construction/Modernization of Municipal Bus Terminal at Barangay Benit, San Ricardo, Southern Leyte

The LPMC members, together with the representatives of the implementing office, proceeded to the project site. The results of the inspection are presented in Section VII of these minutes.



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

4. Other Matters

There were no other matters raised by the body.

VII. PROJECT ON-SITE INSPECTION

The LPMC members conducted the on-site inspection of the project scheduled for the day. The following were observed:

- **Project status:** Physical accomplishment, as reported in the Statement of Work Accomplishment issued by the Municipal Engineer, is at 30%. This data was verified during the conduct of the site inspection.
- **Conformity with the approved plans and technical specifications:** Ongoing works on-site were within the approved plans and technical specifications.
- **Issues or concerns noted:** The following findings were noted:
 - Workers on-site are not wearing proper Personal Protective Equipment (PPE).
 - There are no proper warning or hazard signages installed in the workplace.
 - No data or information written in the “Transparency Board”.
- **Recommendations:**
 - The contractor shall immediately provide and require all workers on-site to wear the proper Personal Protective Equipment (PPE), such as hard hats, safety shoes, gloves, and reflectorized vests, and safety harnesses for work at heights, in compliance with Republic Act No. 11058 (Occupational Safety and Health Standards Law).
 - The contractor shall install appropriate warning and hazard signages, barricades, and safety tapes around the work areas, particularly in areas accessible to the public.
 - The Municipal Engineering Office shall issue a written notice to the contractor to comply with the foregoing and shall regularly monitor the contractor's adherence to its approved Construction Safety and Health Program.
 - The LPMC shall conduct a follow-up inspection to verify compliance, and the results shall be reported during the next LPMC meeting.
 - Regular updating of the data required in the Transparency Board by the Municipal Engineer.

VIII. CLOSING MESSAGE

The LPMC Chairperson thanked the members and stakeholders for their active participation and cooperation. Hon. Mesias, LPMC Chairperson everyone to continue working together to ensure that all government projects are implemented efficiently, economically, and in accordance with approved plans and standards, for the benefit of the people of San Ricardo.

IX. CLOSING NOTE AND WRAP-UP



Republic of the Philippines
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The MPDC/Secretariat summarized the agreements reached during the meeting and reminded the members to submit their inputs for the consolidated monitoring report. The body was further informed that the next LPMC meeting shall be held within the 4th Quarter of 2026, exact dates will be announced thru the messenger Group chat, the exact date and venue of which shall be communicated by the Secretariat.

X. ADJOURNMENT

There being no other matters to discuss, the meeting was adjourned at 11:00 in the morning.

Prepared by:


JOELSON B. CRAVE
MPDC Designate

Noted/Approved by:


ISIDRO L. MESIAS JR.
LPMC Chairperson



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XI. Documentation

