



Republic of the Philippines
Province of Southern Leyte
MUNICIPALITY OF SILAGO



OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT

SEPTEMBER 09, 2026

ADVISORY

TO : PMC MEMBERS

FROM : HON. ROGELIO C. ALPIO
PMC CHAIRPERSON

**SUBJECT : ORIENTATION ON THE STRENGTHENING LOCAL
PROJECT MONITORING AND IMPLEMENTATION**

DATE : SEPTEMBER 15, 2026

Greetings!

The Local Project Monitoring Committee (LPMC) of the Municipality of Silago will conduct an **Orientation on the Strengthening Local Project Monitoring and Implementation** on **September 15, 2026 (Tuesday)**, at **9:00 o'clock in the morning**, at the **Mayor's Conference Room, Municipal Building, Silago, Southern Leyte**.

The activity aims to strengthen the knowledge and capacity of LPMC members in monitoring and assessing the implementation of local development projects. It will also provide an opportunity to enhance the members' understanding of their roles and responsibilities in project monitoring, documentation, validation, and reporting.

In this regard, all LPMC members are hereby requested to attend and actively participate in the said activity. Your presence and participation are highly valued as we continue to promote transparency, accountability, and effective implementation of development projects in the Municipality of Silago.

We look forward to your active participation and support.

Thank you

Prepared by:

ENGR. EUTQUIO R. BELOY, JR.
PMC SECRETARIAT

Noted by:

HON. ROGELIO C. ALPIO
PMC CHAIRPERSON



Republic of the Philippines
Province of Southern Leyte
MUNICIPALITY OF SILAGO



NOTICE OF MEETING

ACTIVITY: ORIENTATION ON THE STRENGTHENING LOCAL PROJECT MONITORING AND IMPLEMENTATION

DATE: SEPTEMBER 15, 2026

VENUE: MUNICIPAL CONFERENCE ROOM

NO.	NAME	POSITION	DATE & TIME RECEIVED	SIGNATURE
1.	HON. ROGELIO C. ALIPIO	PMC CHAIRPERSON	Sept. 10, 2024 - 10:00 AM	
2.	DENNIS C. PADOLINA, CESE	DILG-MLGOO VI/ VICE CHAIRPERSON	Sept - 10, 2026 - 10:30 am	for: [Signature]
3.	HON. ROLANDO P. PAMUGAS	PMC MEMBER	09 - 10 - 2024	per [Signature]
4.	HON. DANNY R. RAMA	PMC MEMBER	SEPT. 10 - 2024 / 11:30 AM	[Signature]
5.	HON. DEWAH A. POTOL	PMC MEMBER		[Signature]
6.	MR. DANILO TAGGET	PMC MEMBER/CSO		[Signature]
7.	MRS. MARILYN DALUMPINES	PMC MEMBER/CSO	Sept. 10 - 24 - 2:00 PM	[Signature]
8.	ENGR. EUTQUIO R. BELOY, JR.	PMC SECRETARIAT		[Signature]
9.	ENGR. BERNIE B. DEMIAO	ENGINEER 1		[Signature]
10.	ARCH. CHARITY C. MATE-BENITEZ	PLANNING OFFICER 1		[Signature]
11.	ENGR. RUBY G. ANSALE	ASSISTANT ENGINEER	Sept 10, 2024 / 3:00 pm	[Signature]

PREPARED BY:


ENGR. EUTQUIO R. BELOY, JR.
MDC SECRETARIAT



Republic of the Philippines
Province of Southern Leyte
MUNICIPALITY OF SILAGO



ATTENDANCE SHEET

ACTIVITY: ORIENTATION ON THE STRENGTHENING LOCAL PROJECT MONITORING AND IMPLEMENTATION

DATE: SEPTEMBER 15, 2026

VENUE: MUNICIPAL CONFERENCE ROOM

NO.	NAME	POSITION	CONTACT NO.	SIGNATURE
1.	HON. ROGELIO C. ALIPIO	PMC CHAIRPERSON		
2.	DENNIS C. PADOLINA, CESE	DILG-MLGOO VI/ VICE CHAIRPERSON		
3.	HON. ROLANDO P. PAMUGAS	PMC MEMBER		
4.	HON. DANNY R. RAMA	PMC MEMBER		
5.	HON. DEWAH A. POTOL	PMC MEMBER		
6.	MR. DANILO TAGGET	PMC MEMBER/CSO		
7.	MRS. MARILYN DALUMPINES	PMC MEMBER/CSO		
8.	ENGR. EUTQUIO R. BELOY, JR.	PMC SECRETARIAT		
9.	ENGR. BERNIE B. DEMIAO	ENGINEER 1		
10.	ARCH. CHARITY C. MATE-BENITEZ	PLANNING OFFICER 1		
11.	ENGR. RUBY G. ANSALE	ASSISTANT ENGINEER		

PREPARED BY:


ENGR. EUTQUIO R. BELOY, JR.
MDC SECRETARIAT



LOCAL GOVERNMENT OF SILAGO POST ACTIVITY REPORT



ACTIVITY:	<i>Orientation on the Strengthening Local Project Monitoring and Implementation</i>
DATE:	<i>(Tuesday) September 15, 2026 9:00 AM</i>
VENUE:	<i>Mayor's Conference Room</i>
PARTICIPANTS:	Resource Speaker: Arch. Charity Mate-Benitez & Engineer I Bernie B. Demiao, Local Project Monitoring Committee (LPMC) Members, LPMC Secretariat, MEO Engineers, and MPDO Staff

REPORT SUMMARY

I. BACKGROUND/RATIONALE:

The **Orientation on the Strengthening Local Project Monitoring and Implementation** was conducted to enhance the knowledge and understanding of the participants regarding the proper monitoring and implementation of local government projects.

The activity emphasized the importance of effective project monitoring in ensuring that projects are implemented in accordance with approved plans, specifications, timelines, and applicable standards. It also provided participants with practical guidance on the roles and responsibilities of the Project Monitoring Committee and concerned LGU offices in monitoring project progress, identifying implementation concerns, documenting findings, and recommending appropriate actions.

II. OBJECTIVES OF THE ACTIVITY:

The objective of this activity is anchored on the following:

1. Understand the importance, principles, and basic processes of local project monitoring and implementation;
2. Recognize the respective roles and responsibilities of the Project Monitoring Committee and concerned LGU offices in monitoring project progress and addressing implementation issues; and
3. Gain practical knowledge on documenting monitoring findings and recommending appropriate actions to improve project implementation.

III. HIGHLIGHTS OF THE ACTIVITY:

The activity started with an orientation on the importance of strengthening local project monitoring and implementation. The resource speakers discussed the basic concepts and processes involved in monitoring government-funded projects, including the importance of conducting regular and systematic project inspections.

Ms. Charity Mate-Benitez, as one of the resource speakers, discussed the importance, principles, and basic processes of local project monitoring and implementation. She explained the need for proper monitoring to ensure that projects are implemented according to their approved plans, specifications, schedules, and intended objectives. She also emphasized the importance of active participation and coordination among the Project Monitoring Committee and concerned LGU offices.

The discussion further covered the roles and responsibilities of the Project Monitoring Committee and concerned offices in monitoring the physical progress of projects, identifying concerns during implementation, and coordinating with the appropriate offices or project implementers for necessary action.

On the other hand, Engr. Bernie Demiao discussed the more practical aspects of project monitoring, particularly the proper documentation of monitoring findings and the formulation of appropriate recommendations.



LOCAL GOVERNMENT OF SILAGO POST ACTIVITY REPORT



Participants were guided on how to properly record observations during project inspections and how to identify issues that may affect project implementation.

The discussion also emphasized the importance of supporting monitoring findings with actual observations, photographs, project documents, and other relevant evidence. Participants were encouraged to provide clear and appropriate recommendations based on the findings observed during project inspections.

IV. KEY LEARNINGS:

The participants gained the following key learnings from the activity:

- ✓ The importance of regular and effective monitoring in ensuring the proper implementation of local government projects;
- ✓ The roles and responsibilities of the LPMC and concerned LGU offices in project monitoring;
- ✓ The importance of conducting actual site inspections to verify the physical progress and condition of projects;
- ✓ The proper documentation of project observations, issues, and concerns;
- ✓ The importance of taking photographs and maintaining supporting documents as evidence of monitoring findings;
- ✓ The need to formulate clear, practical, and appropriate recommendations based on actual project conditions; and
- ✓ The importance of coordination among the LPMC, implementing offices, contractors, and other concerned stakeholders in addressing project implementation issues.

V. RESULTS/OUTCOME OF THE ACTIVITY:

The orientation enhanced the participants' understanding of the local project monitoring and implementation process and strengthened their awareness of their respective roles and responsibilities in project monitoring.

The participants were also provided with practical knowledge that can be applied during the conduct of regular project inspections, particularly in documenting actual project status, identifying deficiencies or concerns, and recommending appropriate corrective actions.

The knowledge gained from the activity is expected to contribute to more effective, systematic, and well-documented monitoring of local government projects within the Municipality of Silago.



VI. RECOMMENDATIONS:

Based on the activity, it is recommended that:

1. Regular project monitoring and inspection activities be continuously conducted by the LPMC;
2. Monitoring findings should be properly documented and supported with photographs and other relevant documents;
3. The concerned implementing offices and project contractors should be properly informed of observed issues and recommended corrective actions;
4. Coordination among the LPMC, concerned LGU offices, implementing agencies, and other stakeholders should be strengthened to facilitate timely resolution of project concerns; and



LOCAL GOVERNMENT OF SILAGO
POST ACTIVITY REPORT



5. The knowledge and practices gained from the orientation should be applied in succeeding project monitoring and inspection activities.

VII. CONCLUSION:

The **Orientation on the Strengthening Local Project Monitoring and Implementation** provided the participants with relevant knowledge and practical guidance on effective project monitoring. The discussions of **Ms. Charity Mate-Benitez and Engr. Bernie B. Demiao** helped strengthen the participants' understanding of project monitoring principles, the responsibilities of the LPMC and concerned offices, and the proper documentation and reporting of project findings.

The activity was successfully conducted and is expected to contribute to the improvement of project monitoring and implementation practices in the Municipality of Silago.

VIII. Attachments (check as applicable):

- | | |
|---|--|
| ☒ Photos | ☐ Program of activities |
| ☐ Powerpoint/lecture materials | ☒ Certificate of attendance/participation/completion |
| ☐ Brochures | ☐ Others: Attendance sheets, DILG Memorandum |
| ☐ Workshop/activity materials | |

Prepared by:

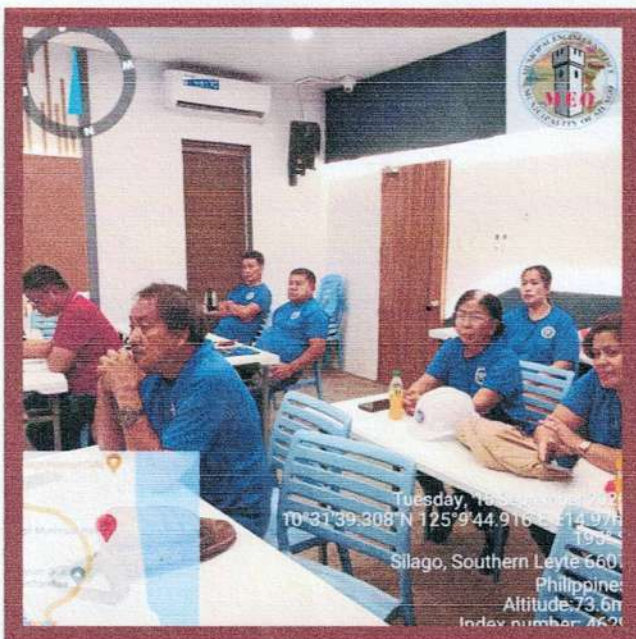
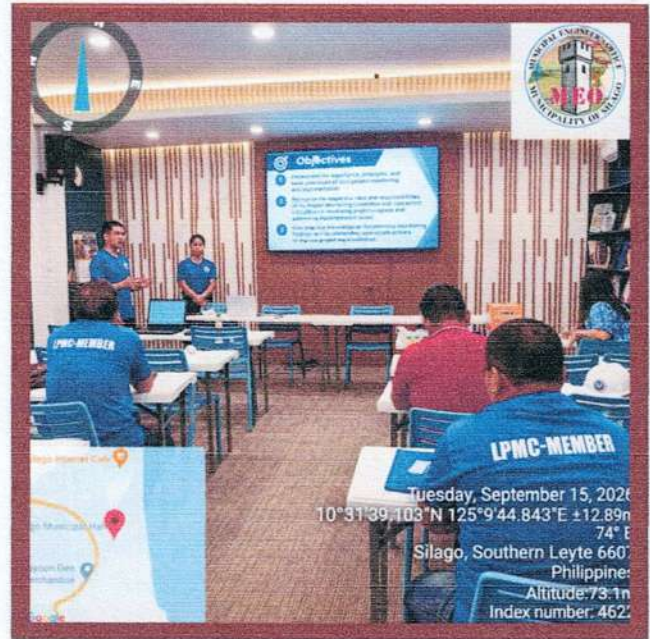

ENGR. EUTIQUIO R. BELOY, JR.
PMC Secretariat

Noted by:


HON. ROGELIO C. ALIPIO
PMC Chairperson



LOCAL GOVERNMENT OF SILAGO POST ACTIVITY REPORT





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POST ACTIVITY REPORT



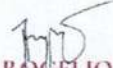
**CERTIFICATE
OF APPRECIATION**

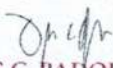
THIS CERTIFICATE IS PRESENTED TO

Engr. Bernie B. Demiao

in grateful appreciation of his valuable contribution and service as Resource Speaker during the Orientation on "Strengthening Local Project Monitoring and Implementation" conducted by the Municipal Project Monitoring Committee on September 15, 2026, at the Mayor's Conference Room, Silago Municipal Hall, Silago, Southern Leyte.

Given this 15th day of September 2026 at Silago, Southern Leyte, Philippines.


HON. ROGELIO C. ALIPIO
PMC Chairperson


DENNIS C. PADOLINA, CESE
PMC Vice-Chairperson

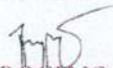
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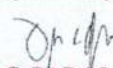
THIS CERTIFICATE IS PRESENTED TO

Arch. Charity C. Mate-Benitez

in grateful appreciation of her valuable contribution and service as Resource Speaker during the Orientation on "Strengthening Local Project Monitoring and Implementation" conducted by the Municipal Project Monitoring Committee on September 15, 2026, at the Mayor's Conference Room, Silago Municipal Hall, Silago, Southern Leyte.

Given this 15th day of September 2026 at Silago, Southern Leyte, Philippines.


HON. ROGELIO C. ALIPIO
PMC Chairperson


DENNIS C. PADOLINA, CESE
PMC Vice-Chairperson



LOCAL GOVERNMENT OF SILAGO POST ACTIVITY REPORT



CERTIFICATE OF PARTICIPATION

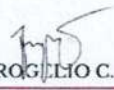
This certificate is proudly presented to

Danilo P. Tagget

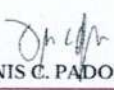
for your active participation in the orientation entitled "Strengthening Local Project Monitoring and Implementation," held on September 15, 2026.

Your commitment to enhancing your knowledge and competencies in project monitoring and implementation, along with your active participation in the discussions and learning sessions, is hereby recognized and sincerely appreciated.

Given this 15th day of September 2026 at the Mayor's Conference Room, Silago Municipal Hall, Silago, Southern Leyte.


HON. ROGELIO C. ALIPIO

PMC Chairperson


DENNIS C. PADOLINA, CESE

PMC Vice-Chairperson/MLGOO

CERTIFICATE OF PARTICIPATION

This certificate is proudly presented to

Engr. Ruby G. Ansale

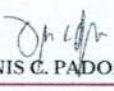
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PMC Chairperson


DENNIS C. PADOLINA, CESE

PMC Vice-Chairperson/MLGOO



LOCAL GOVERNMENT OF SILAGO POST ACTIVITY REPORT



CERTIFICATE OF PARTICIPATION

This certificate is proudly presented to

Danny R. Rama

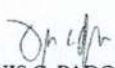
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PMC Vice-Chairperson/MLGOO

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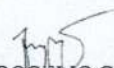
This certificate is proudly presented to

Dennis C. Padolina

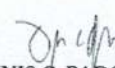
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PMC Chairperson


DENNIS C. PADOLINA, CESE

PMC Vice-Chairperson/MLGOO



LOCAL GOVERNMENT OF SILAGO POST ACTIVITY REPORT



CERTIFICATE OF PARTICIPATION

This certificate is proudly presented to

Dewah A. Poto

for your active participation in the orientation entitled "Strengthening Local Project Monitoring and Implementation," held on September 15, 2026.

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PMC Chairperson


DENNIS C. PADOLINA, CESE
PMC Vice-Chairperson/MLGOO

CERTIFICATE OF PARTICIPATION

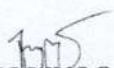
This certificate is proudly presented to

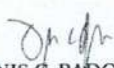
Engr. Eutiquio R. Beloy, Jr.

for your active participation in the orientation entitled "Strengthening Local Project Monitoring and Implementation," held on September 15, 2026.

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HON. ROGELIO C. ALIPIO
PMC Chairperson


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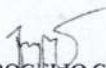
This certificate is proudly presented to

Marilyn Dalumpines

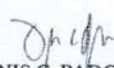
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Given this 15th day of September 2026 at the Mayor's Conference Room, Silago Municipal Hall, Silago, Southern Leyte.


HON. ROGELIO C. ALIPIO

PMC Chairperson


DENNIS C. PADOLINA, CESE

PMC Vice-Chairperson/MLGOO

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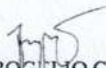
This certificate is proudly presented to

Rolando P. Pamugas

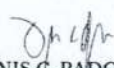
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Given this 15th day of September 2026 at the Mayor's Conference Room, Silago Municipal Hall, Silago, Southern Leyte.


HON. ROGELIO C. ALIPIO

PMC Chairperson


DENNIS C. PADOLINA, CESE

PMC Vice-Chairperson/MLGOO



REPUBLIC OF THE PHILIPPINES
Province of Southern Leyte
Municipality of Silago



ACTIVITY DESIGN

OFFICE:

**MUNICIPAL PLANNING & DEVELOPMENT OFFICE
(MPDO)**

TITLE OF THE
ACTIVITY:

**Orientation on the Strengthening Local Project
Monitoring and Implementation**

BACKGROUND AND RATIONALE

The Local Project Monitoring Committee (LPMC) plays an important role in monitoring the implementation of development projects within the municipality. Effective project monitoring helps ensure that projects are implemented in accordance with approved plans, programs, schedules, and applicable standards.

In line with this, the Municipality of Silago, through the Local Project Monitoring Committee, will conduct an **Orientation on the Strengthening Local Project Monitoring and Implementation** to enhance the knowledge and understanding of LPMC members regarding their roles and responsibilities in project monitoring.

The activity will provide an opportunity for the participants to discuss the basic principles and processes of project monitoring, proper documentation and reporting, identification of implementation issues, and the formulation of appropriate observations and recommendations.

OBJECTIVES:

The activities aims to:

1. Understand the importance, principles, and basic processes of local project monitoring and implementation;
2. Recognize the respective roles and responsibilities of the Project Monitoring Committee and concerned LGU offices in monitoring project progress and addressing implementation issues; and
3. Gain practical knowledge on documenting monitoring findings and recommending appropriate actions to improve project implementation.

TARGET PARTICIPANTS *(Identify beneficiaries, position/designation, and location. Attach List of Participants/Participants Profile):*

LPMC MEMBERS with CSO – **Eight (8)**

LPMC Secretariat & MEO Personnel – **Three (3)**

Guaranteed number of attendees is 100 % the total number of participants.

INCLUSIVE DATE/S
& VENUE:

**September 15, 2026/ 9:00 AM (Tuesday)
Mayor's Conference Room**

METHODOLOGY:

The activity will utilize a combination of:

- Lecture-discussion;
- Presentation of relevant project monitoring guidelines and procedures;
- Open forum and question-and-answer session; and
- Sharing of experiences and observations from previous project inspections.

EXPECTED OUTPUTS:

1. At the end of the activity, the participants are expected to:
2. Have an improved understanding of the principles and processes of local project monitoring;
3. Demonstrate better knowledge of their roles and responsibilities as LPMC members;
4. Identify common issues and concerns in project implementation and recommend appropriate actions;
5. Improve the quality of project monitoring documentation and reports; and
6. Establish a stronger and more coordinated approach to monitoring local development projects.

FUND REQUIREMENTS

		PARTICULARS	BUDGETARY REQUIREMENTS		
			QTY	UNIT COST	Amount
DATE:	09/15/26	LUNCH	11	350	3,850.00
FUND SOURCE:	CHARGED TO: LPMC				
BASIS AND REFERENCES:	Total				P3,850.00
PREPARED BY:					
 EUTQUIO R. BELOY, JR. PMC SECRETARIAT					
REVIEWED BY:					
 BERNARDO O. SATURINAS MUNICIPAL BUDGET OFFICER					
APPROVED BY:			FUNDS AVAILABLE:		
 HON. LEMUEL P. HONOR MUNICIPAL MAYOR					