



PROVINCIAL PROJECT MONITORING COMMITTEE

MINUTES OF THE PROVINCIAL PROJECT MONITORING COMMITTEE (PPMC) MEETING HELD AT PPDO CONFERENCE ROOM, CAPITOL COMPOUND, BRGY. CALUMPANG, NAVAL, BILIRAN ON SEPTEMBER 29, 2026, 10AM

I. ATTENDANCE

PPMC Chairperson

Hon. Rogelio J. Espina, MD., FPOA
Provincial Governor / PPMC Chairperson

Represented by: **Hanah Mae B. Arsolon**, Planning Officer I, PPDO

PPMC Members

- **IVAN A. ESTRELLER**
PEO II, DILG Biliran Provincial Office
Representative of PD Jesus P. Naquila
- **RODRIGO D. GERALDO III**
AAI, LGU Caibiran
Representative of Mayor Rhodessa Delante-Revita
- **MA. MAYONNAISE C. MONTON**
CSO President, WORD-KALIPI
- **NAZARINO D. BILBAO**
CSO Representative, PAFC
Represented of Mr. Bebito Matuguinas

Others Present:

- **Engr. Ester A. Ejorcadas** – COS Engr., PPDO / Secretariat
- **Ronniel E. Mocorro** – Job Order, PPDO / Secretariat
- **John Paul B. Nueve** – Engineer I, PEO

II. CALL TO ORDER, REPRESENTATION OF THE PPMC CHAIRPERSON, AND DECLARATION OF QUORUM

The scheduled meeting of the Provincial Project Monitoring Committee (PPMC) was conducted on September 29, 2026 at the PPDO Conference Room, Capitol Compound, Brgy. Calumpang, Naval, Biliran.

The PPMC Chairperson, Hon. Rogelio J. Espina, MD., FPOA, had other official commitments requiring his presence on September 29, 2026 and was consequently unable to attend the scheduled meeting.



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To ensure the continuity and proper conduct of the meeting, Ms. Hanah Mae B. Arsolon, Planning Officer I, Provincial Planning and Development Office (PPDO) and PPMC Secretariat, was designated to represent the PPMC Chairperson and to preside over the scheduled meeting.

Accordingly, Ms. Arsolon served as Temporary Presiding Officer for the meeting. The designation was subsequently recognized by the Committee through Resolution No. 2, Series of 2026, which expressly limited the designation and representation to the September 29, 2026 PPMC meeting.

Based on the attendance and representation of the constituted PPMC, five (5) of the nine (9) PPMC positions were present or represented. The Temporary Presiding Officer declared the presence of a quorum, and the meeting proceeded with the scheduled agenda.

III. PROJECT MONITORING ACTIVITY & OBSERVATIONS

Project:

Construction of One (1) Unit Two (2)-Storey, Six (6)-Classrooms School Building with Bundled School Furniture

The Provincial Project Monitoring Committee (PPMC) conducted an on-site inspection of the above-mentioned project located at the Naval School of Fisheries, Municipality of Naval, Biliran.

The project is funded under the Basic Education Facilities Program (BEFP) and is being implemented by the Provincial Government of Biliran for the Department of Education (DepEd).

Following the inspection, an exit conference was conducted to discuss the observations, concerns, and significant findings noted during the project monitoring activity.

The following observations and recommendations were raised:

1. Mr. Nazarino D. Bilbao recommended the provision of a roof or covered walkway along the pathways leading to and around the building to provide protection to students and other building occupants from weather conditions.
2. Ms. Ma. Mayonnaise C. Monton inquired from the Provincial Engineering Office (PEO), represented by Engr. John Paul B. Nueve, whether the septic tank provided for the project has sufficient capacity to accommodate the expected occupants of the building. Engr. Nueve confirmed that the septic tank has sufficient capacity for the building's intended occupancy.

Ms. Monton also reminded the PEO to ensure that all workers at the project site properly comply with the required Personal Protective Equipment (PPE). Engr. Nueve acknowledged the concern and assured the Committee that he would inform the contractor and ensure compliance with the required PPE and applicable safety measures.

3. Mr. Ivan A. Estreller, DILG representative, inquired whether the monitoring of the project falls under the responsibilities of the Provincial Local Government Unit (PLGU). Engr. Nueve clarified that the PLGU is responsible for the construction and monitoring of the school building projects under its implementation.
4. Mr. Estreller further raised concern regarding the absence of visible safety measures around the project perimeter, particularly the lack of caution tape or similar warning



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barriers. Engr. Nueve explained that a blue sack had previously been installed as a temporary barrier but was removed due to the embankment in the area. He assured the Committee that appropriate caution tape would be installed around the project perimeter to enhance safety and prevent unauthorized access.

5. Mr. Rodrigo D. Geraldo III recommended the installation of a temporary cover over the septic tank to prevent accidental falls or other safety incidents involving persons within the project area. Engr. Nueve acknowledged the recommendation and noted the same for appropriate action.
6. Mr. Estreller also called the attention of the PEO regarding inconsistencies between the information reflected on the Project Billboard and the project documents, particularly the project start date. He recommended that the discrepancies be corrected and that the contractor be instructed to update the Project Billboard accordingly, in accordance with transparency and project information disclosure requirements.

Engr. Nueve, representing the Provincial Engineering Office, acknowledged the concerns and recommendations raised by the Committee and committed to facilitating the necessary corrective measures and coordination with the concerned contractor.

The Temporary Presiding Officer, representing the PPMC Chairperson, emphasized the importance of immediately addressing the identified deficiencies and ensuring compliance with applicable project standards, safety requirements, and transparency measures.

There being no further observations or concerns raised regarding the project, the Committee proceeded to the next item on the agenda.

IV. MATTERS DISCUSSED AND ACTIONS TAKEN

Following the monitoring activity and discussion, the Committee considered and adopted measures intended to strengthen the conduct of project monitoring and improve coordination and documentation.

The following matters were discussed and acted upon:

1. Inclusion of BEFP-Funded School Building Projects in the PPMC M&E Plan

The Committee discussed the need to include school building projects funded under the Basic Education Facilities Program (BEFP) and implemented by the Provincial Government of Biliran for DepEd in the PPMC Monitoring and Evaluation (M&E) Plan and succeeding monitoring activities.

The Committee subsequently adopted **Resolution No. 3, Series of 2026**, providing for the inclusion of such projects in the PPMC M&E Plan and succeeding monitoring activities. The Resolution also provides for necessary coordination and support from concerned offices and agencies.

2. Safety and Personal Protective Equipment (PPE)

The Committee discussed the importance of observing appropriate safety measures and PPE requirements in projects subject to PPMC monitoring.



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The Committee emphasized that safety-related observations identified during monitoring activities should be properly documented and referred for appropriate action.

Accordingly, the Committee adopted **Resolution No. 4, Series of 2026**, strengthening the consideration of safety and PPE compliance in projects subject to PPMC monitoring.

3. Project Billboards

The Committee discussed the importance of ensuring that project billboards are properly displayed and contain accurate and updated project information consistent with approved project documents.

The Committee adopted **Resolution No. 5, Series of 2026**, emphasizing the proper display, accuracy, and updating of project billboards in government projects subject to PPMC monitoring.

4. Regular Review and Updating of the PPMC M&E Plan

The Committee recognized that project priorities, implementation status, and monitoring requirements may change during the monitoring period.

To ensure that the M&E Plan remains responsive to current project conditions and monitoring requirements, the Committee adopted **Resolution No. 6, Series of 2026**, providing for the quarterly review and updating of the PPMC M&E Plan, as may be necessary.

5. Participation of Contractors or Authorized Representatives

The Committee discussed the importance of having the contractor or its duly authorized representative present during scheduled PPMC monitoring activities and meetings concerning their respective projects.

The Committee adopted **Resolution No. 7, Series of 2026**, ensuring the participation and presence of contractors or their duly authorized representatives during scheduled PPMC monitoring activities and meetings.

6. Availability and Proper Use of PPE for PPMC Members and Secretariat

The Committee further discussed the need to ensure the availability and proper use of appropriate PPE for PPMC Members and Secretariat during on-site monitoring activities.

The Committee adopted **Resolution No. 8, Series of 2026**, providing for the availability and proper use of appropriate PPE during on-site project monitoring activities, taking into consideration the conditions and hazards of the project site.

7. Monthly Submission of Statement of Work Accomplished (SWA)

The Committee discussed the need for timely submission of project accomplishment information to support project monitoring, documentation, and evaluation.

The Committee adopted **Resolution No. 9, Series of 2026**, requiring the Provincial Engineering Office (PEO) to submit the Monthly Statement of Work Accomplished (SWA) of its projects to the PPMC through the PPDO as Secretariat **on or before the 16th day of every month**.

8. Inclusion of Soft Projects, Programs, and Activities



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The Committee discussed the need to broaden the scope of PPMC monitoring beyond infrastructure projects to include relevant soft projects, programs, and activities, particularly those implemented by the Office of the Provincial Agricultural Services (OPAS).

The Committee adopted **Resolution No. 10, Series of 2026**, providing for the inclusion of relevant soft PPAs in the PPMC M&E Plan and succeeding monitoring activities.

9. Representation of PPMC Members

The Committee discussed the importance of ensuring continuity of representation and participation of the concerned offices and organizations during scheduled PPMC monitoring activities and Committee meetings.

The Committee adopted **Resolution No. 11, Series of 2026**, providing that a PPMC Member who is unable to attend a scheduled monitoring activity or Committee meeting may designate an appropriate representative, subject to the authority of the concerned office or organization and applicable rules and policies.

10. Official PPMC Jacket or Uniform

The Committee discussed the need for proper identification of PPMC Members and Secretariat during field monitoring activities and other authorized Committee activities.

The Committee adopted **Resolution No. 12, Series of 2026**, establishing an official PPMC jacket or uniform as an identification and organizational item, subject to applicable government rules, availability of funds, and the appropriate approval of the Committee.

V. ACTIONS AND AGREEMENTS

Following the discussions, the Committee agreed on the following actions:

1. Include BEFP-funded school building projects implemented by the Provincial Government of Biliran for DepEd in the PPMC M&E Plan and succeeding monitoring activities;
2. Strengthen the documentation and referral of safety and PPE concerns identified during PPMC monitoring activities;
3. Ensure the proper display, accuracy, and updating of project billboard information;
4. Conduct a quarterly review and update of the PPMC M&E Plan, as may be necessary;
5. Duly notify and request contractors or their authorized representatives to be present during scheduled PPMC monitoring activities and meetings concerning their respective projects;
6. Ensure the availability and proper use of appropriate PPE for PPMC Members and Secretariat during on-site monitoring activities;
7. Require the Provincial Engineering Office to submit the Monthly SWA to the PPMC through the PPDO as Secretariat on or before the **16th day of every month**;
8. Include relevant soft projects, programs, and activities, particularly OPAS PPAs, in the PPMC M&E Plan and succeeding monitoring activities;



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9. Ensure appropriate representation of PPMC Members who are unable to attend scheduled monitoring activities or Committee meetings, subject to applicable authority, rules, and policies; and
10. Establish an official PPMC jacket or uniform for identification during official monitoring and other authorized Committee activities, subject to Committee approval, availability of funds, and applicable government rules and regulations.

VI. OTHER MATTERS

The Committee emphasized the importance of continuous coordination among PPMC Members, the Secretariat, implementing offices, contractors, and other concerned stakeholders to ensure effective monitoring and timely action on issues identified during project implementation.

The Committee likewise recognized the need for proper documentation of monitoring activities, attendance, representations, observations, and actions taken as part of the official records of the PPMC.

VII. ADJOURNMENT

There being no further matters to discuss, the meeting was formally adjourned at 11:00 AM.

VIII. CERTIFICATION

These Minutes were prepared based on the notes, records, and documentation of the Provincial Project Monitoring Committee (PPMC) Secretariat pertaining to the meeting and monitoring activities conducted on September 29, 2026.

Prepared by:

ENGR. REX R. PALCONIT
Planning Officer IV, PPDO
PPMC Secretariat

Reviewed/Verified by:

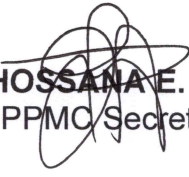
HANAH MAE B. ARSOLON
Planning Officer I, PPDO
PPMC Secretariat



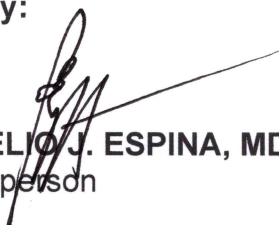
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Naval, Biliran 6560

PROVINCIAL PROJECT MONITORING COMMITTEE

Certified Correct:


EnP. HOSSANA E. GOMEZ
Head, PPMC Secretariat

Approved by:


GOV. ROGELIO J. ESPINA, MD., FPOA
PPMC Chairperson