



MINUTES OF THE MEETING OF THE PROVINCIAL PROJECT MONITORING COMMITTEE (PPMC) HELD ON FEBRUARY 23, 2026 AT 1:30 P.M., CONFERENCE HALL, LEYTE PROVINCIAL GOVERNMENT COMPLEX, PALO, LEYTE

I. ATTENDANCE

1.1 PRESENT:

- | | | |
|---|---|------------------|
| 1. Hon. Lovell Anne M. Yu-Castro
Mayor, LGU Alangalang | - | PPMC Chairperson |
| 2. Hon. Reinbert C. Costelo
Mayor, LGU Tunga | - | Member |
| 3. Engr. Vicente B. Lapinid
Alangalang Agri-Ventures
Farmers Agriculture Cooperative
(AAVFACO) | - | Member |
| 4. Ms. Angelita Sulla
Lanas Camag-aso Irrigators
Services Association (LACAISA) | - | Member |

REPRESENTATIVES:

- | | | |
|--|---|----------------------------------|
| 5. Ms. Renna Shiena B. Acebo
DILG Leyte | - | Member
Representing PD Dorado |
| 6. Engr. Raymund A. Asaldo
DILG Leyte | - | Member
Representing PD Dorado |

SECRETARIAT:

- | | | |
|--|---|-----------|
| 7. Agnes C. Rafon
OIC-PPDC
PPDO Leyte | - | Secretary |
| 8. Engr. Claudio N. Brosas
PDO III
PPDO Leyte | | |
| 9. Anna Laurice V. Jo-Montejo
PDO III
PPDO Leyte | | |

OTHERS PRESENT:

- | | | |
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| 10. Engr. Leovigildo M. Ladrera, Jr.
Assistant Provincial Engineer
Provincial Engineer's Office | | |
| 11. Engr. Jesilyn Daisog
Provincial Engineer's Office | | |



1.2 ABSENT/NOT REPRESENTED

- | | | |
|---|---|--------|
| 12. Hon. Lemuel Gin K. Traya
Municipal Mayor, Abuyog | - | Member |
| 13. Mr. Eugene Tan
Philippine Chamber of Commerce
and Industry, Inc. Tacloban - Leyte | - | Member |

II. PRELIMINARY MATTERS:

2.1 DECLARATION OF QUORUM AND CALL TO ORDER

The meeting started with an opening prayer played through AVP.

Hon. Lovell Anne M. Yu-Castro, Chairperson of the Provincial Project Monitoring Committee called the meeting to order at exactly 1:30 p.m. after the PPMC Secretary, Ms. Agnes C. Rafon acknowledged all the attendees and informed her of the existence of a quorum.

2.2 APPROVAL OF THE AGENDA OF THE MEETING

The PPMC Secretary, Ms. Agnes C. Rafon, presented the provisional agenda of the meeting for comments and approval. After the presentation, the Chairperson opened the table for comments and objections. Finding no objections thereto, the Chairperson then requested the august body for a motion to approve the agenda. **Hon. Reinbert C. Costelo, Mayor of Tunga, Leyte moved for the approval of the agenda presented and duly seconded by Engr. Vicente B. Lapinid of Alangalang Agri-Ventures Farmers Agriculture Cooperative (AAVFACO), the PPMC passed:**

RESOLUTION NO. 2026-01
Series of 2026

APPROVING THE AGENDA OF THE MEETING OF THE PROVINCIAL PROJECT
MONITORING COMMITTEE

III. BUSINESS OF THE DAY

3.1 EXECUTIVE ORDER NO. 11-003-2025, SERIES OF 2025

Upon approval of the agenda presented, Mayor Yu-Castro immediately asked the PPMC Secretary to proceed with the first item which is the presentation on Executive Order No. 11-003-2025, Series of 2025, "Creating the PPMC of the Province of Leyte". The brief presentation discussed the legal basis and composition of the Provincial Project Monitoring Committee, as well as its roles and responsibilities. No further comments on the presentation



were given since a copy of the Executive Order were distributed to the members beforehand. With this, the Chairperson then requested for the presentation on the next topic on the agenda.

3.2 MONITORING TOOL AND THE PPMC FUNCTIONALITY ASSESSMENT TOOL

In his presentation, Engr Raymund A. Asaldo of DILG Leyte discussed the monitoring tool and the various Regional Project Monitoring Evaluation System (RPMES) Forms, post-activity reports as well as certificate of completion and attendance to trainings as MOVs in the PPMC Functionality Assessment which are assessed either quarterly or annually with their corresponding point system. Engr. Asaldo also discussed the plans that the committee is required to submit such as the Work and Financial Plan (WFP) and the Monitoring and Evaluation (M & E) Plan.

With regard to the meetings, Engr. Asaldo emphasized that four (4) quarterly meetings must be conducted within the year in order to obtain the five (5) points allotted for meetings conducted during the assessment period.

For the forms used in the inspections, Engr. Asaldo stressed that both financial and physical aspect of the project should be included and that same as the meetings, project inspections should be done at least once every quarter.

Prior to proceeding with the next presentation, Mayor Yu-Castro inquired whether members are required to regularly attend the project monitoring activities of the Committee. In response, Engr. Asaldo explained that the inclusion of the authorization of alternate representatives for PPMC members in the agenda was intended to address such concerns and ensure continued participation in the Committee's project monitoring activities.

3.3 PRESENTATION OF ELIGIBLE PROJECTS AND IDENTIFICATION OF PRIORITY PROJECTS FOR PPMC MONITORING FOR FY 2026

For the next agenda item, Engr. Leovigildo M. Ladrera of the Provincial Engineer's Office (PEO) presented two (2) projects identified as eligible for monitoring by the PPMC for the First Quarter of 2026. Both projects had already been issued Notices to Proceed (NTPs) and commenced in January 2026: (1) the Rehabilitation and Improvement of the Road from the National Road Junction to Busay Falls in Babatngon, Leyte, which started in January 2026; and (2) the Construction of a Three-Storey Multipurpose Building in Brgy. Cavite West, Palo, Leyte. The projects were selected based on their respective project costs—Fifteen Million Pesos (₱15,000,000.00) and Five Million Pesos (₱5,000,000.00)—as well as their implementation timelines, scheduled from January to September 2026 and January to July 2026, respectively.



He added that in terms of monitoring, the Province is now using the Quick Monitoring System (QMS), introduced by Governor Petilla. He stated that they rarely need to personally go to the site to supervise since they can do the monitoring by QMS through their mobile phones. The QMS is used as a tool to check the status of the project by looking at the time-lapse video or video capture, making their work easier.

Engr. Ladrera then proceeded to demonstrate the features and functions of the QMS through his cellphone and added that even the workers at the site can use the application since it is very user friendly.

At this juncture, Hon. Yu-Castro informed the PPMC that she had already conferred with Governor Petilla regarding the implementation of the QMS. She further conveyed that she formally requested that the mayors who are members of the PPMC be prioritized in the adoption and utilization of the QMS within their respective localities.

PPMC Secretary Rafon informed the Chairperson that she would present a video providing an overview of the Quick Monitoring System (QMS).

Mayor Yu-Castro further conveyed that, during her discussion with Governor Petilla regarding updates on the PPMC, the Honorable Governor remarked that there may no longer be a need for the PPMC to conduct on-site visits, given the implementation of the QMS.

The PPMC Chairperson likewise shared that the Governor intends to present the QMS to all municipal mayors in the Province. The Governor also informed Mayor Yu-Castro that nearly all offices have agreed to adopt the QMS to promote greater transparency in project implementation.

Finally, PPMC Secretary Rafon apprised the attendees that the Governor, in his capacity as Chairperson of the Regional Development Council (RDC), has already presented the QMS as the official monitoring tool of the Regional Project Monitoring Committee (RPMC).

Ms. Acebo of DILG Leyte further shared that, according to Governor Petilla, the contractors initially expressed reservations when the QMS was first introduced, citing concerns such as potential additional costs and poor internet connectivity. However, they eventually agreed to adopt the system upon learning that the required mobile phone and application were relatively affordable and would not entail significant expense.

A video presentation of the Quick Monitoring System (QMS) was subsequently shown for the information and guidance of the PPMC members.



After the presentation, the Chairperson expressed her appreciation to Engr. Ladrera and requested that he submit the list of additional projects to be monitored by the PPMC for CY 2026, along with the corresponding reports and RPMES forms to be submitted to the Committee.

3.4 PREPARATION OF THE WORK AND FINANCIAL PLAN AND M & E PLAN

For the next item on the agenda, the PPMC Secretary discussed the draft 2026 PPMC Work and Financial Plan (WFP) to the members of the Committee for their review, comments, and approval.

With respect to the trainings reflected in the WFP, PPMC Secretary Rafon informed the Committee that she had already recorded her attendance in the two (2) trainings she had participated in. She further advised that another meeting is scheduled on 27 February 2026 and that the Zoom link will be shared in the PPMC group chat which will be created accordingly.

For the monitoring, since the Committee already identified the projects that will be monitored, the committee will only need to agree on the schedule.

She then proceeded to discuss the activities for the remaining quarters of the year.

She informed everyone that once the WFP approved, it will be signed by the Secretariat, PPMC Chairperson and then approved and noted by the Governor.

At this point, Mayor Costelo of LGU Tunga proposed that the Committee conduct both the Meeting and the Site Visit on the same day, with the Meeting scheduled in the morning and the Site Visit in the afternoon.

With this, the Chairperson then asked for a motion approving the CY 2026 WFP of the PPMC of the Province of Leyte. **Engr. Vicente B. Lapinid of the Alangalang Agri-Ventures Farmers Agriculture Cooperative (AAVFACO) moved for the approval of the Work and Financial Plan presented and duly seconded by Ms. Renna Sheina of DILG Leyte the PPMC passed:**

RESOLUTION NO. 2026-02
Series of 2026

APPROVING THE WORK AND FINANCIAL PLAN (WFP) OF THE PROVINCIAL PROJECT MONITORING COMMITTEE (PPMC) FOR CY 2026



Subsequently, **Hon. Reinbert Costelo of LGU Tunga** moved for the approval of the **Eligible Projects for Monitoring of the PPMC in the First Quarter of CY 2026** and duly seconded by **Engr. Raymund Asaldo of DILG Leyte**, the PPMC passed:

RESOLUTION NO. 2026-03
Series of 2026

APPROVING THE ELIGIBLE PROJECTS FOR MONITORING OF THE PPMC IN THE 1ST QUARTER OF CY 2026

3.5 OTHER MATTERS

3.5.1 AUTHORIZATION OF ALTERNATIVE REPRESENTATIVE OF PPMC MEMBERS

At this juncture, the Honorable Chairperson requested the issuance of a resolution authorizing an alternative representative for the Mayors. However, it was noted that the CSO representatives, Engr. Lapinid and Ms. Sulla, are designated as permanent representatives. The Chairperson further discussed with Mayor Costelo the need to identify an alternative representative for the Mayors in the Provincial Project Monitoring Committee (PPMC). It was agreed that the Mayor shall submit an endorsement to the PPMC Secretariat designating their representative in cases when they are unavailable.

3.5.2 SCHEDULE OF PPMC MONITORING

For the second item under Other Matters, regarding the Schedule of PPMC Monitoring, Mayor Yu-Castro stated that Mayor Costelo had proposed that the activity be conducted within one whole day. Accordingly, for the second quarter, the PPMC Meeting will be held in the morning, with lunch to be provided by the Secretariat, followed by the project monitoring activity in the afternoon.

The Chairperson then asked whether the proposal was agreeable to all members present. As there were no further comments on the matter, the Chairperson stated that she would coordinate with the Secretariat regarding the schedule of the monitoring activity for the first quarter. Since the First Quarter Meeting was already being conducted, the monitoring activity will be scheduled on a different date. However, beginning in the Second Quarter, the PPMC Meeting and site monitoring will be conducted within the same day.

At this point, Engr. Astilla inquired whether a definite date had already been set for the first quarter monitoring. Mayor Yu-Castro responded that no specific date had been finalized yet, but it would certainly be conducted within the month of March, most likely by the third week after



the Mayors who are members of the PPMC return from attending the League of Municipalities of the Philippines (LMP) General Assembly in Manila.

Engr. Astilla then reminded the Committee that the submission deadline for the quarterly reports of the Local Project Monitoring Committee (LPMC) is on March 20, 2026, as these reports still need to be consolidated and submitted to the Regional Project Monitoring Committee (RPMC). He therefore emphasized that the site monitoring should be conducted at an earlier date.

Mayor Costelo of Tunga then suggested that the site monitoring be conducted on Friday, March 27, 2026. However, the Committee agreed that the site monitoring should instead be scheduled within the first week of March, with the exact date to be finalized later.

3.5.3 DISCUSSION OF SUBAYBAYANI/LMPC Award

In his presentation, Engr. Astilla informed the Committee that the Province of Leyte has achieved 100% Highly Functional LPMCs, with all 42 out of 42 Local Project Monitoring Committees (LPMCs) to include the Province and excluding the City of Ormoc—being classified as highly functional.

He also presented the SubayBAYANI Awards for 2025. Mayor Yu-Castro inquired about the criteria and process used in identifying the LPMC Exemplars. She further asked how a Local Government Unit (LGU) is determined or classified as “highly functional”.

Mayor Yu-Castro explained that she raised the concern because she was wondering why, among the various recognitions being conferred by the DILG to their LGU, the Municipality of Alangalang has not received an award under the SubayBAYANI Awards. She added that although they encountered some issues in uploading certain documents, the MPDC of Alangalang continuously provided the necessary justifications. She further stated that many of the innovations being implemented by other LGUs were actually adopted from the initiatives of the Municipality of Alangalang. But the problem was that the activities conducted were not properly reported and recorded.

To this, Mayor Costelo reacted that the DILG evaluation is based on the submitted papers or Means of Verification (MOVs). In response, Engr. Astilla emphasized that for the DILG, “if it is not recorded, it is considered never to have happened.”

To continue, Engr. Astilla presented the list of performing Local Project Monitoring Committees (LPMCs) for 2025. He emphasized that for this year, each LPMC should aim to become a top-performing LPMC, noting that the DILG strongly advocates for the institutionalization of the role of LPMCs at the municipal, city, and provincial levels. To



support this goal, guidelines under the SubayBAYANI Awards have been established. In the absence of finalized guidelines for 2026, the criteria and requirements used for 2025 will temporarily serve as the basis for the evaluation.

Engr. Asaldo informed the committee members that the assessment period for the Annual Awarding covers the fourth quarter of the preceding year up to the third quarter of the current year, as the awarding ceremony is usually conducted during the fourth quarter of the current year. He emphasized that it is important that the LPMC maintains not only its “highly functional” status but that they also go the extra mile for them to stand out among all the other LPMCs since almost all if not all the LPMCs in Region VIII are already “highly functional”.

He continued that for the LPMC to truly stand out, it must meet additional requirements, particularly in providing support for LPMC activities. Under this criterion, the adoption of LPMC resolutions is crucial. He explained that passing resolutions in every meeting is important, as having more than five resolutions approved during the assessment period can earn the committee five points. He further added that for this year, a higher target may be set, given that most LPMCs are already highly functional and the competition among them has become more intense.

Next, Engr. Asaldo discussed the provision or reimbursement of travel allowances for Civil Society Organization (CSO) representatives. The OIC-PPDC and the PPMC Secretary, Agnes C. Rafon inquired whether there are existing guidelines regarding the provision of travel allowances for CSOs. In response, Engr. Asaldo stated that they could provide the Committee with a copy of the guidelines.

Mayor Yu-Castro then asked under which fund the travel allowance may be charged. She informed the body that it has long been the practice in the Municipality of Alangalang to provide incentives to CSO representatives who attend meetings in order to compensate for the income they forego while participating in the activity. She added that these expenses are usually charged under the Assistance to Individuals in Crisis Situation (AICS) as food and travel assistance. She therefore requested clarification on the appropriate funding source for such reimbursements.

Mayor Costelo stated that for their LGU, the provision is usually included in their Supplemental Budget as support to LPMC. Mayor Yu-Castro remarked that such support should not be limited to the LPMC alone but should also serve as an incentive for all CSO members participating in the Local Special Bodies (LSBs).

Mayor Costelo further shared that, in their municipality, the Sangguniang Bayan (SB) passes an ordinance every year to authorize the provision, as required by their Municipal Accountant.



Following this, Mayor Yu-Castro asked Mayor Costelo if she could be provided with a copy of the said ordinance.

PPMC Secretary Rafon disclosed that this is also a concern on their end, as they currently do not have a legal basis for providing incentives to CSO members. She noted that this differs from the Regional Development Council (RDC), where incentives are regularly provided to members whenever they attend meetings.

Engr. Asaldo shared that a communication was received from the DILG Regional Office providing clarification regarding the grant of honoraria. According to the guidance, CSO representatives are not eligible to receive honoraria since they do not serve as resource speakers, facilitators, or in other roles specified in the guidelines. However, it was also stated that they may be entitled to the reimbursement of travel allowances. He added that he can provide a copy of this communication to the body.

Following the discussion, Mayor Yu-Castro suggested that, in the meantime, after the presentation, the Committee may issue another resolution requesting a budget allocation from the Governor. She noted that this is aligned with the requirement to pass an LPMC resolution with a budget line item approved by requesting the Governor to provide incentives or travel allowances for the CSO representatives.

The next topic discussed was the provision of funds for Monitoring and Evaluation (M&E) activities. LPMC Secretary Rafon stated that the expenses for M&E activities may be charged under the PDC Fund, provided that the purpose of the activity is clearly indicated. In response, Engr. Asaldo emphasized that the activity design, post-activity report, and attendance sheet will be required as Means of Verification (MOVs).

Lastly, Engr. Asaldo discussed that for the previous year, most LPMCs were unable to submit their LPMC Best Practice documentation, which was one of the reasons why many LGUs did not receive the award, as this component carries a weight of 25 points. He explained that the potential LPMC awardee is required to submit a narrative report of not more than two pages highlighting the following: the monitoring and evaluation activities of the LPMC on key projects implemented in the LGU; the best practices of the LPMC; and the highlights of CSO participation in the LPMC. He also noted that bonus points may be granted if the LPMC receives awards or recognition within the assessment period.

Engr. Asaldo emphasized that adopting the Quick Monitoring System as the LPMC Best Practice would help ensure that the Provincial LPMC qualifies for the award. Ms. Acebo of



DILG Leyte further suggested that the LPMC highlight the implementation of the Quick Monitoring System and promote its adoption among other municipalities as part of its best practice.

For the highlights on CSO participation in the LPMC, Engr. Asaldo reiterated the importance of the active involvement of CSO members in LPMC activities. He also noted that additional points may be earned if the LPMC receives awards or recognition within the assessment period. Furthermore, he shared that some LGUs provide recognition to their own LPMCs. In this regard, the LPMC Secretary suggested that the Committee may request the Governor to confer recognition to the PPMC during a meeting of the Provincial Development Council (PDC) since the PPMC will give a presentation during the said meeting.

For the strategies, Engr. Asaldo shared the following: the need to secure a “highly functional” rating in all quarterly assessments and to ensure the proper accomplishment of all RPMES Forms, including Forms 8 to 11. He also mentioned the possibility of an LPMC awarding at the national level. He discussed the possibility of the LPMC of the Province winning an award at the national level through advocating for the use of the Quick Monitoring System.

Aside from producing LPMC Resolutions, the Committee should also conduct problem-solving sessions. He stated that most of the LPMCs in the region are not conducting Problem-Solving Sessions adding that for an LPMC to be able to compete in the national level, it has to be full package. So aside from conducting monitoring, problem-solving sessions should also be conducted. He continued that the LPMC should also solicit support and strong partnership with LGU for its activities, develop innovation and growth for LPMC aside from capacity development and innovations and be constantly involved in M & E, and provide sustainable solutions and create impact.

LPMC Chairperson, Mayor Yu-Castro, thanked Engr. Asaldo for his presentation. She then reminded the PPMC members to remain consistent in their participation, noting that this was only the first activity of the PPMC. She expressed hope for the continued commitment of the members and the effective implementation of all PPAs under the Committee.

She then proceeded to discuss the resolutions that the Committee needed to pass, beginning with the resolution requesting the Honorable Governor to provide incentives to the CSOs.

At this point, Engr. Asaldo inquired whether the CSOs would be provided with incentives and allowances. Mayor Yu-Castro clarified that the support to be given to the CSOs would be in the form of travel allowances. **On motion of Hon. Reinbert Costelo of LGU Tunga, duly**



seconded by Ms. Renna Sheina Acebo of DILG Leyte, the PPMC passed the following resolution:

RESOLUTION NO. 2026-04
Series of 2026

**REQUESTING THE HONORABLE GOVERNOR CARLOS JERICO L. PETILLA TO
PROVIDE TRAVELLING ALLOWANCE TO PPMC CSO MEMBERS FOR THEIR
ATTENDANCE DURING MEETINGS, MONITORING, AND OTHER ACTIVITIES**

Mayor Yu-Castro then discussed about the schedule of the First Quarter site visit. The Committee agreed to conduct the visit to Babatngon, Leyte on March 03, 2026 (Tuesday) in the afternoon.

It was also agreed that a PPMC group chat would be created to facilitate communication and the sharing of updates among the Committee members.

At this juncture, Engr. Lapinid inquired whether PPMC members are allowed to conduct site inspections of projects that are not included in the list of eligible projects to be monitored by the PPMC.

In response, Engr. Asaldo explained that in such cases, the Committee may coordinate with the Local Project Monitoring Committee (LPMC) at the municipal level as a courtesy, since they have jurisdiction over the project. He added that this was the reason why the Committee had earlier identified the projects to be monitored at the provincial level, although this list does not preclude the Committee from adding other projects for monitoring when the need arises.

Engr. Asaldo also reiterated that the PPMC is not a fault-finding body. Rather, its primary function is to provide solutions, which is why it conducts Problem-Solving Sessions. He emphasized that the Committee's role is to help address issues and contribute to the development of the Province.

Ms. Acebo of DILG Leyte added that, aside from the Province's Monitoring Committee, the municipalities also have their own Local Project Monitoring Committees (LPMCs). This is the reason Engr. Ladrera presented the list of priority projects to be monitored at the Provincial level. She further stated that it would be best to coordinate with the Provincial Engineer's Office to ensure that the monitoring activities are aligned with the priority projects included in the list, considering that the municipalities likewise conduct their own monitoring of projects within their respective jurisdictions.



Mayor Yu-Castro added that PPMC members may discuss their observations on certain projects during PPMC meetings if they happen to visit specific sites. However, such observations will not be officially recorded as part of the PPMC's monitoring activities.

Engr. Asaldo stated that in the Regional Project Monitoring Committee (RPMC), whenever issues are encountered during site visits, they conduct problem-solving sessions and invite the concerned parties for dialogue. He then suggested that the PPMC may adopt a similar approach moving forward whenever the Committee encounters projects that require intervention or clarification.

Mayor Yu-Castro then asked if there were any further questions or clarifications from the body. She also reminded Engr. Ladrera of the Provincial Engineer's Office that the PPMC would be visiting the project site in Babatngon on March 3, 2026, at 1:00 PM.

As an update, Engr. Ladrera informed everyone present that the COA has been granted an account in the Quick Monitoring System (QMS). He suggested that the PPMC may also request access to the system so that, even if the Committee is unable to physically visit the project site, the progress of the project can still be monitored through the QMS.

At this point, Ms. Acebo proposed that the PPMC come up with a resolution institutionalizing the use of the Quick Monitoring System (QMS), not only for the Province but also as a monitoring tool of the PPMC. Mayor Yu-Castro then called for a motion to institutionalize or adopt the QMS as one of the monitoring tools of the PPMC.

On motion from Ms. Renna Sheina Acebo of DILG Leyte and duly seconded by Mayor Reinbert Costelo of LGU Tunga the PPMC passed:

RESOLUTION NO. 2026-05
Series of 2026

**INSTITUTIONALIZING THE QUICK MONITORING SYSTEM (QMS) OF THE
PROVINCE OF LEYTE, AS A MONITORING TOOL OF THE PPMC**

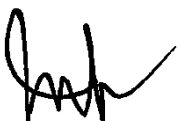
Mayor Yu-Castro then asked the body if there were any more questions or concerns. Having no other agenda items to discuss, the Committee decided to adjourn the meeting.

IV. ADJOURNMENT:

The meeting adjourned at exactly 3:30 o'clock in the afternoon.



I HEREBY CERTIFY to the correctness of the foregoing minutes.


AGNES C. RAFON
PPMC Secretary
OIC-PPDC

Attested: 
LOVELL ANNE M. YU-CASTRO
Chairperson, PPMC Leyte
Municipal Mayor, Alangalang