

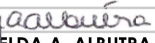
LOCAL PROJECT MONITORING COMMITTEE (LPMC)
WORK AND FINANCIAL PLAN
For CY 2026

PMC: GIPORLOS MUNICIPAL PROJECT MONITORING COMMITTEE

Activity (e.g. quarterly meetings, PSS, trainings, field monitoring activities)	Expected Output	Schedule	Responsible Unit/Individual	Fund Source	Budget (PhP)	Remarks
1. Institutionalizing the LPMC with TWG, Task Force and focal Point Person with schedule of activities	EO Establishing the LPMC	During the 1st 100 days of term of office of the LCE or when there are changes in composition July-Sep	LCE	LSB Fund	₱0.00	Term 2025-2028: Jul-Dec 2025 Term 2028-2031: Jul-Dec 2028
2. Conduct LPMC Meeting	Regular Meetings conducted Minutes of meeting Resolutions passed Photos of LPMC Activities	Last Friday of every end month of the quarter Mar June Sep Dec	LPMC-Chairpers on	LSB Fund	₱18,000.00	
Training/Capability Building						
1. Training Needs Assessment	CapDev Plan Update	Jan	LPMC			
2. Training for LPMC on the entire LPMC monitoring process (Refresher)	100% members trained	1st Quarter	DILG/LPMC	LSB Fund	₱100,000.00	Policy update on the LPMC M & E Process
4. Training/Workshop for Tasking for LPMC Activities 2025	Training conducted, task force, TWG and FPP able to perform their task	First Quarter	MBO	LCE-OSF	₱5,000.00	provide snacks
4. Training for Encoder of RLIP/ Subaybayan	updated subaybayan report	1st quarter	DILG/LPMC	LSB Fund		Trained but needs update
Data Gathering and Filling up of Forms and Submission of Reports						
1. Tasking for CY 2025 M & E Activities	Monthly planned list of activities and status report of previous month submitted before start of every month	Jan	All Task Force			
2. Preparation of POW, DED and Project Specifications for Infrastructure Development Projects	Technical Documents prepared and submitted along with the AIP/PPMP	Jan 2025-Dec 2026	Miglea/MEO	Eng'g Office		1 complete, others IP-preparation
RLIP Monitoring						
1. Preparation of RLIP Form 1	and logframe req'ts submitted to	Jan 26-Dec 2026-1st quarter	Miglea/MEO	Eng'g Office		For preparation
2. Preparation of Project Brief	DILG/uploaded to					
3. Preparation of Logframe						
4. Enrollment of RLIP Projects 2026	Project Brief, Logframe, RPMS Form 1 (RLIP) submitted to DILG for enrollment	Jan-Mar	Miglea	Eng'g Office		IP-docs preparation
5. Updating of RLIP Project status in the Subaybayan portal	updated RLIP project status	Monthly				
6. Quarterly update of LPMC Reports for Infrastructure Projects	quarterly LPMC report prepared and submitted	Mar June Sep Dec	LPMC	MBO/MPDO		Mar
7. Data Gathering as input for form 5, 6, 10 every quarter schedule and 9 and 11 (every Jan)	Reports submitted to data consolidator for accomplishing quarterly forms 5, 6 and yearly for Form 9 for submission to DILG	Jan 2-7 Apr 2-7 Jul 2-7 Oct 2-7	Task Force	MPDO	₱5,000.00	
8. Conduct Joint Inspection of on-going implementation of PPAs scheduled for monitoring (in each quarter) and accomplish Form 7	Accomplished Form 7	Jan-Mar 7 Apr-Jun 7 Jul-Sep 7 Oct-Dec 7	LPMC	MO-LSB-LPMC	5,000.00	
RSSA - RLIP Monitoring						
1. Preparation of DCF						
2. Conduct ocular inspection of the completed projects	see schedule of priority PPAs to be monitored	Quarterly (before meeting)	LPMC Team	LSBF	5,000.00	logistics

3. Geotagging of Projects for RLIP-RSSA M & E	geotagged pictures submitted to DILG via email	Jan-Mar	MEO/Task Force			
4. Conduct Inspection of RLIP-RSSA	RLIP Form Annex A Geo tagged pictures (emailed) JEV	Jan-Mar	Miglea			
5. Encoding of data to Form 5	PMES Form 5	Jan 7-10 Apr 7-10 Jul 7-10 Oct 7-10	MPDO/Miglea Task Force			
6. Encoding of data, printing, signing and submission of Form 9 to DILG	RPME Form 9	Jan 2-10	HRMO Eng'g-Miglea MPDC-Wenna			
7. Regular Updating of online RLIP for Engineering Office at portal	RLIP regularly updated	every 1st week of each month for ongoing projects Jan Feb Mar Apr May June Jul Aug Sep Oct Nov Dec	Miglea			
8. Conduct Assessment (based on minutes and annual reports)	Assessment Report of Previous Years Performance of M & E	1st Quarter	LPMC	LSB Fund	₱5,000.00	
2. Updating Work LPMC WFP-2026 (Training Workshop)	Approved Final LPMC WFP 2026 Resolution of 2 projects for enrollment to Subbayayan for CY 2026	Dec-25	LPMC			
3. Conduct Annual LPMC Work and Financial planning 2026	Approved LPMC Work Plan 2026	4th Quarter	LPMC	LSB Fund	₱5,000.00	
Monitoring and Evaluation						
1. Creation of Project Implementing Unit Monitoring Task Force - to Prepare and Submit M & E Work Program	Approved M&E Work Program Collected and Integrated in the RPME Report	Jan 2026 4th Quarter 2026	LPMC	LSB Fund	₱18,000.00	
2. Conduct Scheduled Field Monitoring as per Approved M & E Work Program for Special Infrastructure Projects/Quarterly Field Monitoring for Local Projects	Inspection Report Statement of Work Accomplishment		LPMC/MEO MEO		₱0.00	
3. Preparation of Physical and Financial Accomplishment Report including Quarterly Project Results (Form 5)	Summary of Physical and Financial Accomplishment Reports including Quarterly Project Results (Form 5)	Mar June Sep Dec	LFC/MEO/ MPDC		₱0.00	
4. Preparation of Report on the Status of Project Encountering Implementation Problems (Form 6)	Status Report of Project Encountering Implementation Problems (Form 6)	Mar June Sep Dec	MPDC/ Secretariat (Apolonio Reas III, Winalyn Darang)		₱0.00	c/o MPDC internet connection
5. Preparation of Project Inspection Report w/ Photos (Form 7)	Project Inspection Report w/ Photos (Form 7)	Mar June Sep Dec	MEO. Miglea Inciso/LPMC Secretariat (Apolonio Reas III, Winalyn Darang)		₱0.00	
6. Consolidation/Completion of RLIP/RPME Forms	Submitted quarterly reports	Mar June Sep Dec	MPDC/ Apolonio Reas III/ Winalyn Darang		₱0.00	
7. Documentation of Best Practices	Documentation Report with pictures of all activities	Mar June Sep Dec				
OTHER CAPDEV/IMPROVEMENT PLANS						
1. Review the means of verifications submitted and identify and collect any missing documentation, and report before the quarterly meeting	Increased LGU Score in LPMC Functionality Assessment	Before Quarterly Meetings/Submission of Reports	Eng'g - Miglea MPDC-Wenna			

2. Conduct Coordination Meetings to guide and support LGU LPMC, TWG, Task Force and FPP in improving the functionality of LGU LPMC	increase LPMC Functionality score	1st Quarter and ATNA	TWG, Secretariat			
3. Submit additional documentation to demonstrate the functionality of the LPMC.	Other documents proving functionality provided by the Secretariat	Mar June Sep Dec	Apolonio Reas III			
4. Policy scheduling the LPMC Planning Activities	LPMC Planning regularly conducted	1st Quarter	Apolonio Reas III			
5. Technical Writing and Packaging of the LPMC Plan based on the assessment report	Final Draft of the LPMC Plan prepared	1st Quarter	Apolonio Reas III/MPDC			
6. Conduct Orientation on RPMS Process, Coordination and Facilitation for the timely submission of reports	RPMS Forms accomplished	1st Quarter or during quarterly meeting/updates	LPMC, TWG, Apolonio Reas III/Wendlyn Darang/MPDC	GF-LSB	₱10,000.00	
7. Enrollment of two priority projects in the Subaybayan Portal as aligned to RLIP criteria	Enrolled 2 projects for CY 2024 at Subaybayan	1st Quarter	Mark Francis Depalco/Wendlyn Darang			
8. Prioritization of Priority Projects based on Simplified Feasibility Study of the ME aligned to the local development goals	Reprioritized Projects based on feasibility	Quarterly	LCE/MEO/GMDC			
9. Policy on Monitoring of project implementations	developed LPMC measures to ensure adherence to timelines and mitigate/prevent possible delays.	Quarterly or as scheduled	LCE/MEO/GMDC			
Provide guidance on the legal requirements and procedures for handling project delays to include procurement processes	training for BAC staff on the conduct of paperworks and posting requirements, precanvass and product specifications, preparation of APP, PPMP and APCPI and additional staff to prepare BAC and Bidding Documents for timely submission of contract to COA	1st Quarter	LPMC/LFC/BAC/GSO			
Review the findings related to the implementation of liquidated damages, assigning a committee member or focal point person to collaborate with the LMPC to address any issues and ensure the timely completion of projects.	Policy on Liquidated Damages Implemented	Jan-Dec	MA, MEO			
Provide guidance on the preparation of DUPA and S-Curved/Bar Chart.	timely submission of DUPA, S-Curve/Bar Chart	1st quarter				
Assign LFC to assess the resource constraints faced by the LGU and explore potential solutions, such as seeking additional funding, optimizing resource allocation, or seeking external support.	Resource Constraints addressed	1st quarter	LFC			
Identify the causes of communication breakdowns during the implementation process, assigning a committee member or focal point person to implement measures to improve communication channels and ensure effective information flow among stakeholders.	Improved communication	Jan-Dec	MIS			
Conduct a review of regulatory requirements and ensure compliance, assigning a committee member or focal point person to establish a system for regular review and updates on regulatory changes.	Regulatory or Compliance	Jan-Dec	LPMC/LFC			
Provide training and support to LGU staff to ensure understanding and adherence to regulatory requirements.	Regulatory or Compliance	Jan-Dec	LPMC/LFC	GF-LSB	₱15,000.00	

Conduct a risk assessment to identify potential emergency needs and allocate funds accordingly, assigning a committee member or focal point person to review past emergencies to inform the allocation process and ensure sufficient funds are available.	Allocation of Funds for Emergency Needs to better responds on emergencies	Jan-Dec	LPMC/LFC			
Provide guidance on emergency fund management and establish clear procedures for accessing and utilizing emergency funds.	Emergency Funds utilized when timely needed	Jan-Dec	LPMC/LFC/MDR RMO/GMDRRM C			
Evaluate the existing financial tracking system and identify areas for improvement, assigning a committee member or focal point person to implement a financial management software to enhance monitoring and tracking of fund utilization.	Financial Tracking System established	Jan-Dec	LPMC/LFC			
Conduct regular financial audits to ensure transparency and accountability.	financial audit reports (included in the assessment report)	Jan-Dec	LPMC/LFC			
Provide training for IAS/LGU staff on financial management practices and establish clear financial policies and procedures.	IAS established.	Jan-Dec	LPMC/LFC			
Provide PPEs to inspection team of the LPMC	IAS established.	3rd-4th quarter/1st quarter 2026	LCE		50,000.00	
Repair and Maintenance of Road - Vegetation Control	regular vegetation control activities undertaken	quarterly	MEO		50,000.00	
Repaired and Maintenance for Super RHU, Civic Center, Municipal Port and other government buildings	super RHU maintained	Jan - Dec	MEO		50,000.00	
Request for Phase II of the Municipal Port Improvement	phase II of the improvement implemented	Jan-Dec	LCE/MEO			
Procurement of vehicle for the LPMC team	1 unit vehicle procured	Jan-Dec 2026	LCE		1,400,000.00	
TOTAL					₱1,741,000.00	
Prepared by:		Approved:			Noted by:	
						
IMELDA A. ALBUTRA, EnP		JEANETTE B. MONTALLANA			HON. GILBERT I. GO	
MPMC Head		MPMC Chairperson			Local Chief Executive	
Secretariat/Co-Chairperson		Date: March 26, 2026			Date: March 26, 2026	
Date: March 26, 2026						