

Minutes of the Municipal Project Monitoring Committee Meeting on May 20, 2026
at the DILG Conference Hall, Almeria, Biliran.

Present:

Hon. Dante S. Cairo	PMC Chairman/ Punong Brgy. – Poblacion
Hon. Eva J. Prudenciado	Punong Brgy. – Matanggo
Hon. Abundio M. Nierra	SBM – Lo-ok
Hon. Dione G. Saligumba	Punong Brgy. – Sampao
Hon. Johnyy D. Songalia	Punong Brgy. – Caucab
Mrs. Marissa B. Garciano	CSO Rep – AARCO
Mr. Viore G. Dayagbil	CSO Rep – JMFA
Mrs. Chessa S. Lumbaca	MPDC
Mr. Ivan A. Estreller	PEO/DILG PO
Engr. Sincere B. Huguillena	Engr. II/DILG PO
Ms. Ana M. Draga	DILG Almeria Staff
Mr. Eldrich S. Caparro	Engr'ng. Office Representative
Ms. Kirstel Vien D. Atok	Engr'ng. Office Representative
Engr. Jim Chester Corto	Engr'ng. Office Representative
Mr. Mark Lewis Caparro	Engr'ng. Office Representative

BUSINESS PROPER

The meeting started at 1:00 o'clock in the afternoon with Hon. Dante S. Cairo, PMC Chairperson presiding.

As quorum was declared, the Committee members agreed to conduct the training first before heading for the inspection of projects.

Engr. Sincere Huguillena, DILG Engineer II conducted Training on Engineering for Non-Engineers Vertical Construction to Local Project Monitoring Committee Members of the Project Monitoring Committee of the LGU. During the training, Engr. Huguillena discussed the importance of the PMC organization in monitoring and evaluation of the project implementation;

- Engr. Huguillena discussed the following:
 - Road Construction Engineering for Non-Engineers
 - Excavation
 - . Structure Excavation
 - . Embankment
 - Sub-grade preparation
 - . Aggregate Subbase Course
 - . Aggregate Base Course
 - . Portland Cement Concrete Pavement

- 47 - Types of Cracks
- 48 . Bowl-shaped depression
- 49 . Delamination
- 50 . Spalling
- 51 . Chuck-Hole or Punch-out
- 52 . Alligator Cracks
- 53 . Major Scaling
- 54 - Types of Concrete Slab
- 55 - Installation of Rebars
- 56 - Types of Concrete Beams
- 57 - Types of Columns
- 58 - Types of Footings

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60 After the lecture of Engr. Huguillena, the members were given time for their
61 questions and recommendations.

62 After the lecture, the committee members proceeded to the project
63 inspection on the projects implemented by the LGU. Three (3) projects were
64 selected for inspection to wit: (1) Construction of Stage with CR in Sitio Palayan,
65 at Barangay Caucab amounting to P500,000.00; (2) Construction of Footroad
66 Phase II at Barangay Pili amounting to P1,000,000.00; (3) Construction of Drainage
67 Canal at Sitio Ilijan Brgy. Poblacion amounting to P500,000.00.

68 After the inspection, all members returned to the Municipal Conference
69 Hall for the meeting, the 1st agenda was the feed backing on the project
70 inspected. The members discussed their findings during the monitoring and the
71 corresponding actions to be taken. See table below for reference:

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Project Name	Monitoring Findings	Recommendation/s
Construction of Stage with CR in Sitio Palayan – Brgy. Caucab	No partition wall not safe for children	To provide two partition wall with cement finished and painting
Construction of Footroad Phase II - Brgy. Pili	Presence of Hairline cracks	Provide concrete epoxy
Rehabilitation of Drainage canal with cover in Sitio Ilijan - Brgy. Poblacion	Lack of manhole, presence of drainage blocks	Provide additional manhole, remove drainage cover blocks and clearing of surface area

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Based on the findings after the inspection, the following were recommended for the LPMC to make a resolution to be submitted to the Municipal Mayor for her appropriate action.

- Resolution # 2 – A Resolution requesting the Local Government Unit of Almeria for the procurement of Plum bob for the PMC use, moved by Hon. Dione G. Saligumba seconded en masse.

- Resolution # 3 – A Resolution requesting the contractors thru the Local Government Unit of Almeria to submit copy of material test result, moved by Hon. Johnny D. Songalia seconded en masse.

- Resolution # 4 – A resolution requesting the contractors thru the Local Government Unit of Almeria the usage of concrete vibrator for concrete pouring, moved by Mr. Vielore G. Dayagbil seconded en masse.

- Resolution # 5 – A Resolution requesting the Local Government Unit of Almeria to provide two partition wall with cement finished and painting to the project Construction of Stage with CR at Sitio Palayan, Brgy. Caucab, moved by Hon. Eva J. Prudenciado seconded en masse.

- Resolution # 6 – A Resolution requesting the contractor on the Project Construction of Footroad Phase II at Brgy. Pili thru the Local Government Unit of Almeria to provide concrete epoxy to the hairline cracks of the project, moved by Hon. Dione G. Saligumba seconded en masse.

- Resolution # 7 – A Resolution requesting the contractor on the project Rehabilitation of Drainage Canal at Sitio Ilijan Brgy. Poblacion thru the Local Government Unit of Almeria to provide additional manhole, remove drainage cover blocks and clearing of surface area of the drainage, moved by Hon. Johnny D. Songalia duly seconded en masse.

Mr. Vielore G. Dayagbil recommends to have another training on the horizontal structures and stated that since the Committee is already capacitated on the road infrastructure he then recommends an additional training in the future for the horizontal infrastructures, seconded by Hon. Dione G. Saligumba. Approved by all the committee members present.

ADJOURNMENT

As there were no other matters presented, Hon. Eva J. Prudenciado moved for the adjournment of the meeting at exactly 4:45 pm duly seconded en masse.

I hereby certify to the correctness of the foregoing minutes.


EnP CHESSA S. LUMBACA, MPM, DLUP
MPDC/PMC Secretary

APPROVED: 
DANTE S. CAIRO
Punong Barangay
PMC Chairperson