



Republic of the Philippines
Province of Eastern Samar
Municipality of San Julian

LOCAL PROJECT MONITORING COUNCIL (LPMC)

MINUTES OF THE LPMC 3RD QUARTER MEETING AND INSPECTION

Date: September 28, 2026

Time: 9AM to 4PM

Venue: Municipal Engineering Office, Municipal Hall

I. ATTENDANCE

PRESENT:

No.	Name	Position/Designation	Office/Organization
1.	ADRIAN G. ORIONDO	LPMC Chairperson	Pres. San Julian Agriculture Cooperative
2.	ENGR. GEROMIE O. CASPE	LPMC Secretariat	MPDO, LGU San Julian
3.	HON. OFELIA J. JERUSALEM	Liga ng mga Barangay President	LGU San Julian
4.	AILEEN A. ARAGO	Member	MLGOO
5.	ENGR. LIZA P. GEREÑA	Member	Municipal Engineer
6.	HON. LORENZA D. ANDAYA	Member	PB Bunacan

ABSENT:

Name	Position/Designation	Office/Organization	Remarks
1. EMELYN DESOLOC	MEMBER	PB-San Miguel	Conflict schedule
2. JUANCHO ORIONDO	MEMBER	CSO Rep.	Conflict schedule
3. RYAN QUIRINO	MEMBER	CSO Rep.	Conflict schedule

The Secretariat confirmed the presence of a quorum.

II. CALL TO ORDER

The meeting was called to order by the Chairperson at approximately **1:00 pm**. The Chairperson welcomed the members and thanked them for their participation in the activities of the Local Project Monitoring Council (LPMC).

The Chairperson stated that the primary purpose of the meeting was to discuss the observations and findings gathered during the LPMC project inspection/monitoring activity, identify deficiencies and matters requiring corrective action, and formulate recommendations to improve the implementation, quality, safety, and functionality of the projects being undertaken within the Municipality of San Julian.

The Chairperson further emphasized that the observations of the LPMC are intended to assist the concerned implementing offices and contractors in addressing deficiencies and ensuring that government projects are implemented in accordance with the approved plans, specifications, applicable standards, and intended purpose of the projects.

III. APPROVAL OF THE AGENDA

The following matters were presented as the agenda for the meeting:

1. Presentation and discussion of the findings and observations from the conducted project inspection;
2. Formulation of recommendations and appropriate actions on the identified deficiencies;
3. Proposed LPMC Resolution for the replacement of an LPMC member due to work-related schedule conflicts;
4. Proposal for funding for LPMC uniforms and Personal Protective Equipment (PPE);
5. Proposed schedule of the 4th Quarter LPMC Meeting; and
6. Other matters.

There being no objections, the agenda was approved.

IV. PRESENTATION AND DISCUSSION OF PROJECT INSPECTION FINDINGS

The LPMC Secretariat presented the results of the project inspection conducted on selected projects within the Municipality of San Julian, Eastern Samar.

The following projects were inspected and discussed:

A. CONSTRUCTION OF MULTI-PURPOSE BUILDING (*Child Development Center*), Barangay No. 05 Poblacion, San Julian, Eastern Samar

The Secretariat presented the observations and findings from the inspection of the Construction of the Multi-Purpose Building intended to serve as a Child Development Center in Barangay No. 05 Poblacion.

After discussion and review of the inspection observations, the following were noted:

Findings/Observations:

1. Insufficient mortar for tile installation on CR walls

The inspection team observed that the mortar used for the installation of tiles on the walls of the comfort room appeared insufficient in some portions. The Council noted that improper or insufficient mortar application may affect the proper adhesion, alignment, durability, and serviceability of the tiles.

Recommendation:

The contractor/implementing office should inspect the affected portions and undertake the necessary corrective measures to ensure proper tile installation and adequate adhesion in accordance with the approved specifications and accepted construction practice.

2. Multiple hairline cracks on walls and columns

Multiple hairline cracks were observed on portions of the walls and columns of the building.

The Council recommended that the affected areas be properly evaluated by the concerned technical personnel to determine the cause and significance of the cracks and to undertake appropriate corrective measures where necessary.

Recommendation:

The contractor/implementing office should conduct an appropriate assessment of the observed cracks and provide necessary repair or corrective measures. Any structural

concern identified during the assessment should be immediately referred to the responsible technical/engineering personnel for appropriate action.

3. Rain catch basin without access for overflow water to the main drainage canal

The inspection team observed that the rain catch basin does not have a visible/proper outlet or access for overflowing water to reach the main drainage canal.

The Council noted that this condition may result in water accumulation or overflow within the project area during heavy rainfall.

Recommendation:

The contractor/implementing office should provide an appropriate overflow connection/drainage outlet leading to the designated main drainage canal, subject to verification by the appropriate technical personnel and conformity with the approved drainage design.

4. Electrical outlets without covers

Several electrical outlets were observed without protective covers.

The Council considered this a safety hazard, particularly because the facility is intended to be used as a Child Development Center where young children will be present.

Recommendation:

All electrical outlets and related electrical components should be properly provided with appropriate covers and protective devices before the facility is occupied or turned over for use. The electrical installation should also be inspected by the appropriate technical personnel to ensure compliance with applicable safety requirements.

5. Building length and width compliant with the approved plans

The actual measurement of the building's length and width was checked during the inspection.

The measurements were found to be compliant with the approved plans.

The Council noted this as a positive finding and recommended that the same level of compliance be maintained for the remaining construction components.

6. Door measurements compliant with the approved plans

The measurements of the doors were checked against the approved plans.

The inspection team found the door measurements to be compliant with the approved plans.

The Council recommended maintaining compliance with the approved dimensions and specifications through project completion.

7. Improper housekeeping

The inspection team observed that proper housekeeping was not being maintained within the construction area.

Construction materials, debris, and other work-related items were observed to require better organization and proper disposal/management.

Recommendation:

The contractor should maintain proper housekeeping at all times, including proper storage of construction materials, removal of debris, and maintenance of a clean and orderly work area.

8. Workers not wearing appropriate Personal Protective Equipment (PPE)

The inspection team observed workers performing construction activities without the appropriate PPE.

The Council considered this a significant construction safety concern.

Recommendation:

The contractor should strictly require all workers to wear appropriate PPE appropriate to the activity being performed, including safety helmets, safety shoes/boots, reflective vests, gloves, eye protection, harnesses, or other required protective equipment, as applicable.

9. Project billboard installed but status not posted/updated

The project billboard was observed to be installed and generally compliant with the required standard. However, the project status/accomplishment information was not posted or updated.

Recommendation:

The contractor/implementing office should ensure that the project billboard is regularly updated to reflect the current project status, including the appropriate physical accomplishment and other required information.

LPMC Action/Recommendation:

The Council recommended that the above findings be formally communicated to the concerned implementing office and contractor for appropriate corrective action and that the project be included in succeeding monitoring activities to verify compliance.

**B. CONSTRUCTION OF MULTI-PURPOSE BUILDING (*Child Development Center*),
Barangay No. 1 Poblacion, San Julian, Eastern Samar**

The Secretariat presented the inspection findings concerning the Construction of the Multi-Purpose Building intended to serve as a Child Development Center in Barangay No. 1 Poblacion.

The following observations were discussed:

Findings/Observations:

1. "Sag rod" not compliant with proper installation process

The inspection team observed that the "sag rod" was not installed in accordance with the proper installation process/specification.

The Council recommended that the concerned technical personnel verify the installation and require the contractor to undertake the necessary corrective action to ensure compliance with the approved plans and applicable construction standards.

2. Clean and proper housekeeping

The inspection team observed that the construction site was maintained with clean and proper housekeeping.

The Council recognized this as a positive observation and recommended that the contractor maintain the same level of cleanliness and orderliness throughout the remaining construction period.

3. Workers not wearing appropriate PPE

Workers were observed performing construction activities without the required or appropriate PPE.

Recommendation:

The contractor should strictly enforce the use of appropriate PPE by all workers and ensure compliance with applicable occupational and construction safety requirements.

4. Building measurements compliant with the approved plans

The building measurements checked during the inspection were found to be compliant with the approved plans.

The Council recommended maintaining such compliance throughout the remaining construction activities.

5. Project billboard installed but status not posted/updated

The project billboard was observed to be installed in accordance with the required standard. However, the current project status/accomplishment was not posted or updated.

Recommendation:

The project status and other required information should be updated on the billboard to provide accurate information regarding the current implementation of the project.

LPMC Action/Recommendation:

The Council recommended that the identified installation concern and safety deficiencies be immediately addressed by the contractor/implementing office and that subsequent monitoring be conducted to verify compliance.

C. REHABILITATION/IMPROVEMENT OF SAN ISIDRO-CANSERANG FARM-TO-MARKET ROAD, Barangay San Isidro, San Julian, Eastern Samar

The Secretariat presented the findings from the inspection of the Rehabilitation/Improvement of the San Isidro-Canserang Farm-to-Market Road.

The Council discussed the following:

Findings/Observations:

1. Drainage and shouldering were not included in the project

The inspection team observed that drainage and road shouldering were not included in the project scope/design, resulting in the absence of these components along the inspected road section.

The Council noted that drainage and proper road shoulders are important components in maintaining the integrity and serviceability of the road, particularly in areas exposed to rainfall and surface water.

Recommendation:

The implementing office should evaluate the need for appropriate drainage and road shoulder improvements and determine whether these can be addressed through the appropriate project modification, complementary project, maintenance activity, or other allowable intervention, subject to the approved plans, budget, contract provisions, and applicable rules.

2. Road surface requires maintenance

The inspection team observed leaves, earth, sand, and stones on portions of the road surface.

The Council noted that accumulated materials may affect road safety, drainage, and the general condition of the road surface.

Recommendation:

The responsible office should undertake appropriate road maintenance and clearing activities and ensure that the road surface is kept clean and passable.

3. Actual road length exceeds the approved design

The approved target/design length was 106 meters, while the actual measured length during inspection was approximately 109 meters, or approximately 3 meters longer than the approved design.

The Council recommended that the difference between the approved and actual measurements be properly documented and verified against the approved plans, program of works, contract documents, and actual implementation.

Recommendation:

The implementing office should validate and document the variance and determine its appropriate treatment in accordance with applicable technical, procurement, engineering, accounting, and auditing rules. Any adjustment or variation should be properly supported and approved by the appropriate authority before recognition.

4. One span exceeds the standard cutting length

The inspection team observed that one span had a length exceeding the standard cutting measurement, with the measured length being more than 4.5 meters.

The Council recommended that the technical specifications and approved design be reviewed to determine whether the observed span conforms to the project design and applicable engineering standards.

Recommendation:

The concerned technical/engineering personnel should verify the affected section and, if necessary, require appropriate corrective measures or documentation to ensure compliance with the approved design and applicable standards.

5. No cracks observed

The inspection team did not observe visible cracks on the inspected road pavement.

The Council recognized this as a positive observation and recommended continued monitoring and maintenance to preserve the condition of the road.

6. Project billboard installed but status not posted/updated

The project billboard was installed and appeared compliant with the required standard. However, the project status/accomplishment information was not posted or updated.

Recommendation:

The implementing office/contractor should update the project billboard with the latest project status and other required information.

LPMC Action/Recommendation:

The Council recommended that the concerned implementing office validate the noted measurement variances and technical observations and undertake appropriate corrective, maintenance, and documentation measures.

D. CONSTRUCTION OF REINFORCED CONCRETE BOX CULVERT Barangay San Miguel, San Julian, Eastern Samar

The Secretariat presented the findings from the inspection of the Construction of the Reinforced Concrete Box Culvert in Barangay San Miguel.

The following were observed:

Findings/Observations:

1. Project at site preparation and water-channel/river dredging stage

The project was observed to be in the site preparation stage, with dredging of the water channel/river ongoing at the time of inspection.

The Council noted that the project was still at an early stage of implementation.

Recommendation:

The contractor and implementing office should ensure that succeeding construction activities are undertaken in accordance with the approved plans, specifications, program of works, and applicable engineering and construction standards.

2. Workers not wearing appropriate PPE

The inspection team observed workers performing activities without the appropriate PPE.

The Council considered this a significant safety concern, particularly given the nature of the work involving site preparation and dredging activities.

Recommendation:

The contractor should immediately enforce the mandatory use of appropriate PPE by all workers and ensure that workers are properly briefed regarding construction-site safety requirements.

3. Non-compliance with construction safety standards

The Council observed that appropriate construction safety standards were not being adequately implemented at the worksite, particularly in relation to workers performing their duties without the required PPE.

The Council emphasized that safety measures should be implemented throughout the project duration and should not be limited to specific construction activities.

Recommendation:

The contractor should immediately implement and strictly enforce applicable construction safety measures, including the provision and proper use of PPE, appropriate warning/safety signage, site control measures, and other applicable safety requirements.

The implementing office should monitor compliance during succeeding site inspections.

4. Project billboard installed and compliant with standard

The project billboard was observed to have been installed and was generally compliant with the required standard.

The Council recognized the proper installation of the project billboard and recommended that the information displayed therein be maintained and updated as required throughout project implementation.

LPMC Action/Recommendation:

The Council recommended that the contractor immediately address the safety deficiencies, particularly the failure of workers to use appropriate PPE, and that the implementing office closely monitor compliance during subsequent inspections.

V. GENERAL OBSERVATIONS AND RECOMMENDATIONS

After discussing the findings of the four inspected projects, the Council agreed on the following general recommendations:

1. All identified deficiencies should be addressed promptly by the concerned contractors and/or implementing offices.
2. Construction safety should be strictly enforced, particularly the mandatory use of appropriate PPE by workers at all project sites.
3. Contractors should maintain proper housekeeping and site cleanliness throughout the duration of construction.
4. All construction works should remain consistent with the approved plans, specifications, program of works, and contract documents.
5. Any discrepancy between the approved design and actual implementation should be properly verified, documented, justified, and acted upon by the appropriate technical office.
6. Project billboards should be maintained and regularly updated, particularly with respect to project status/accomplishment and other required information.
7. Deficiencies involving structural components, electrical installations, drainage, road dimensions, and other technical matters should be referred to the appropriate Municipal Engineering Office/technical personnel for evaluation and appropriate action.

8. Projects with identified deficiencies should be included in the succeeding LPMC monitoring/inspection activities to verify whether the recommendations have been acted upon.
9. The LPMC Secretariat shall properly document the inspection findings through inspection reports, photographs, minutes, and other appropriate supporting documentation.

VI. PROPOSED LPMC RESOLUTION ON REPLACEMENT OF MEMBER

The Secretariat proposed an LPMC Resolution entitled: **"A RESOLUTION RECOMMENDING/APPROVING THE REPLACEMENT OF A MEMBER OF THE LOCAL PROJECT MONITORING COUNCIL (LPMC) DUE TO WORK-RELATED SCHEDULE CONFLICTS ARISING FROM EMPLOYMENT OUTSIDE THE MUNICIPALITY, RESULTING IN THE MEMBER'S INABILITY TO REGULARLY ATTEND COUNCIL MEETINGS AND PARTICIPATE IN PROJECT MONITORING AND INSPECTION ACTIVITIES."**

The Secretariat explained that the proposed replacement is intended to ensure the continued and effective participation of the members of the Council, particularly in regular meetings, field inspections, project monitoring activities, and other official LPMC functions.

It was explained that the concerned member is working outside the Municipality of San Julian, resulting in work-related schedule conflicts that make regular attendance at LPMC meetings and project inspection activities difficult.

After discussion, the members agreed that the replacement would help ensure the effective functioning and continuity of the Council.

ON MOTION OF ENGR. GEROMIE O. CASPE, LPMC SECRETARIAT, DULY SECONDED BY HON. OFELIA J. JERUSALEM, LIGA NG MGA BARANGAY PRESIDENT, the Council agreed to recommend/approve the replacement of the concerned LPMC member, subject to the identification and designation of a qualified replacement representative in accordance with applicable rules and procedures.

The Secretariat was directed to finalize the corresponding resolution and include the same among the official records of the Council.

VII. PROPOSAL FOR FUNDING FOR LPMC UNIFORMS AND PERSONAL PROTECTIVE EQUIPMENT

The Secretariat presented a proposal for funding support for the provision of uniforms and Personal Protective Equipment (PPE) for LPMC members.

The proposal was discussed in view of the regular field monitoring and inspection activities conducted by the Council. The members noted that some project sites involve construction activities, road works, excavation, waterways, and other conditions that may present safety risks.

The Council discussed the possible provision of appropriate LPMC identification and safety equipment, which may include:

- LPMC uniform/shirt;

- Reflective/safety vest;
- Safety helmet;
- Safety shoes or boots;
- Protective gloves;
- Identification card/ID holder; and
- Other appropriate PPE necessary for field monitoring activities.

The Council agreed that the provision of appropriate uniforms and PPE would enhance the identification, visibility, professionalism, and safety of LPMC members during official monitoring activities.

The Council recommended that the proposal be referred to the appropriate municipal offices for determination of the legal and appropriate funding source, budget availability, procurement requirements, and applicable accounting and auditing rules.

VIII. PROPOSED SCHEDULE OF THE 4TH QUARTER LPMC MEETING

The Secretariat proposed that the 4th Quarter LPMC Meeting be conducted during the early part of November 2026, subject to confirmation of the availability of the members.

The proposed agenda for the 4th Quarter Meeting may include:

1. Review of the status of previously monitored projects;
2. Presentation of follow-up inspection findings;
3. Monitoring of compliance with recommendations issued during previous inspections;
4. Discussion of newly identified projects for monitoring;
5. Review of the activities of the LPMC for the quarter;
6. Discussion of the LPMC work program and activities for the succeeding period; and
7. Other matters.

The members agreed in principle to conduct the 4th Quarter LPMC Meeting in early November 2026. The Secretariat shall coordinate with the members and issue the appropriate notice of meeting.

IX. OTHER MATTERS

The Chairperson reminded the members of the importance of their active participation in LPMC meetings and field monitoring activities.

The members were likewise encouraged to promptly communicate their availability to the Secretariat to facilitate proper scheduling of inspections and ensure adequate representation during project monitoring activities.

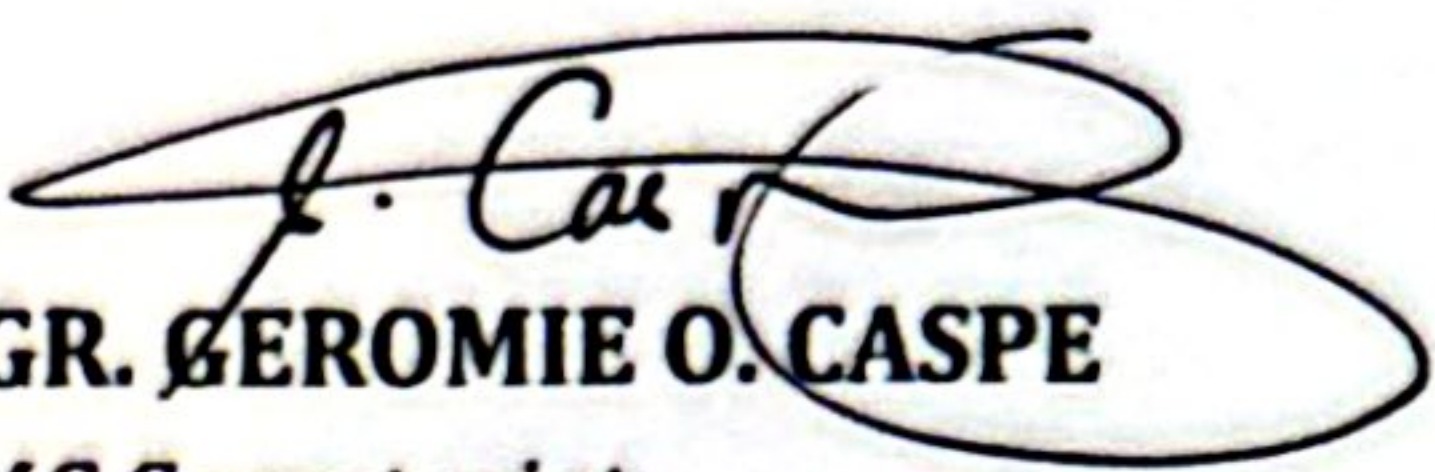
The Council further agreed that all future inspection activities should, whenever practicable, be supported by photographs, measurements, inspection notes, and other relevant documentation to strengthen the monitoring records of the LPMC.

X. ADJOURNMENT

There being no other matters to discuss, the meeting was adjourned at approximately 5:00 PM.

The Chairperson thanked the members for their participation and reiterated the importance of the LPMC's role in promoting transparency, accountability, quality, safety, and effective implementation of government-funded projects within the Municipality of San Julian.

Prepared by:

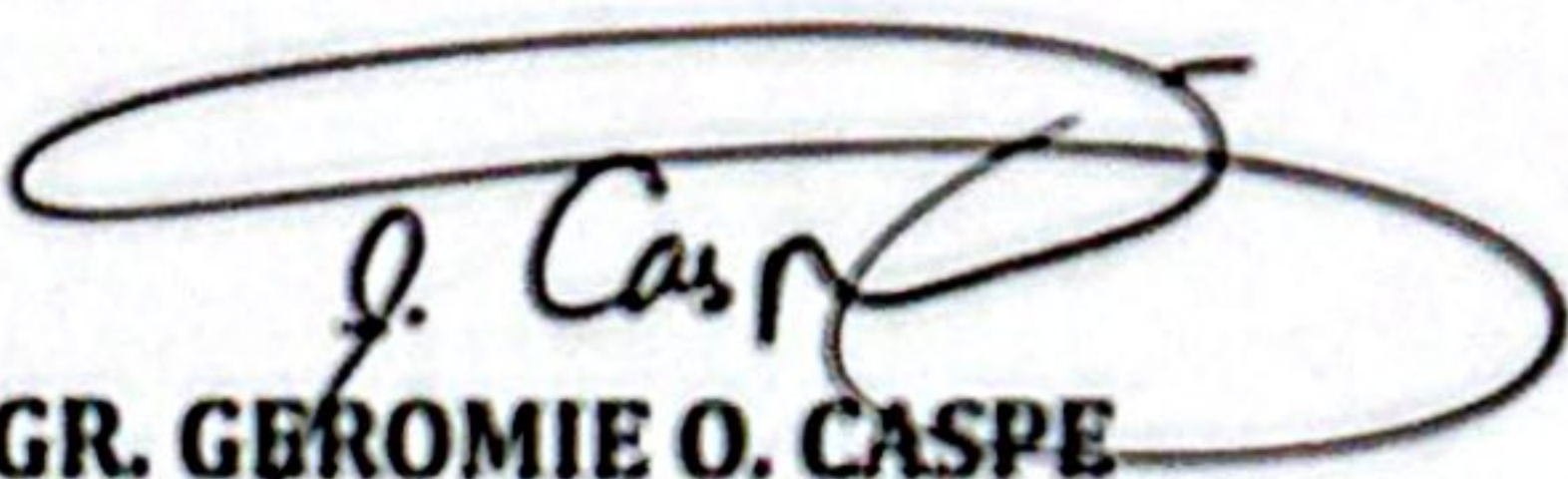

ENGR. GEROMIE O. CASPE
LPMC Secretariat
Municipality of San Julian, Eastern Samar

Reviewed/Noted by:


ADRIAN G. ORIONDO
LPMC Chairperson
Municipality of San Julian, Eastern Samar

CERTIFICATION

I hereby certify that the foregoing is a true and correct record of the matters discussed and actions taken during the meeting of the Local Project Monitoring Council (LPMC) of the Municipality of San Julian, Eastern Samar, held on September 28, 2026 at the Municipal Engineering Office of the Municipal Hall, San Julian, Eastern Samar.


ENGR. GEROMIE O. CASPE
LPMC Secretariat
Municipality of San Julian, Eastern Samar