



Republic of the Philippines
Province of Eastern Samar
Municipality of San Policarpo
LOCAL GOVERNMENT UNIT



MINUTES OF THE MEETING

LOCAL PROJECT MONITORING COMMITTEE

Date: September 11, 2026

Time: 10:00 A.M.

Venue: Municipal Local Government Operations Office

Attendance

The meeting was attended by the following members of the Local Project Monitoring Committee:

1. **Hon. Narciso B. Pinangay Sr.** – Chairman
2. **Hon. Clarissa M. Lo** – Member
3. **Hon. Lea T. Anacta** – Member
4. **Hon. Manuel Bienes** – Member
5. **Grace B. Kempis** – Municipal Planning and Development Coordinator / Head Secretariat
6. **Raul Jamie B. Anacta** – Municipal Local Government Operations Officer / Secretariat

I. Call to Order

Hon. Narciso B. Pinangay Sr., Chairman of the Local Project Monitoring Committee, called the meeting to order at 10:00 o'clock in the morning of September 11, 2026.

II. Roll Call and Determination of Quorum

The Chairman requested Ms. Grace B. Kempis, MPDC and Head Secretariat, to call the roll of members. The roll call established the presence of a quorum, despite the absence of two (2) members.

III. Approval of the Agenda

Thereafter, the Chairman presented the agenda of the meeting to the body. Upon motion and without any objection, the agenda was unanimously approved.

IV. Presentation of the Status of Projects under the 20% Development Fund

The Chairman then called on Engr. Jessica Dulfo to present the status of the projects funded under the Municipality's 20% Development Fund.

Engr. Dulfo presented the status of the ongoing and completed projects and reported that, as of the current reporting period, two (2) projects had already attained 100% completion. The Committee took note of the report and recognized the progress of the implementation of the identified projects.

Hon. Narciso B. Pinangay Sr., Chairman of the Local Project Monitoring Committee, requested Engr. Jessica Dulfo to accompany the Committee during the conduct of the project inspection. This is to ensure that the members will be properly guided regarding the implementation and construction of the projects and that immediate clarification may be provided on any observations or concerns that may be noted by the Committee during the inspection.

Thereafter, Mr. Raul Jamie B. Anacta, Municipal Local Government Operations Officer (MLGOO), inquired from Engr. Jessica Dulfo regarding the status of the Local Government Support Fund (LGSF) projects funded in Fiscal Years 2025 and 2026.

In response, Engr. Dulfo informed the Committee that all identified LGSF projects for the said years are still under the procurement process. The Committee took note of the status report and emphasized the importance of closely monitoring the procurement and subsequent implementation of the projects.

V. Other Matters

MLGOO Raul Jamie B. Anacta exhorted the members of the Committee to conduct a comprehensive evaluation of the projects, which may be undertaken outside the Municipality to provide the Committee with an appropriate venue for an objective assessment and discussion of project implementation.

He further requested the Committee to consider the issuance of a resolution addressed to the Honorable Municipal Mayor, requesting the provision of funds to support the conduct of the proposed evaluation activity. The members of the Committee expressed their enthusiastic support and agreement to the proposal.

Hon. Pinangay requested the secretariat for the issuance of the resolution.

VI. Adjournment

There being no other matters to discuss, the meeting was adjourned.

Prepared by:



GRACE B. KEMPIS

Municipal Planning and Development Coordinator
Head Secretariat

Certified Correct:



HON. NARCISO B. PINANGAY SR.

Chairman, Local Project Monitoring Committee