



REPUBLIC OF THE PHILIPPINES
PROVINCE OF LEYTE
Municipality of Alangalang

Office of the Municipal Mayor

PROJECT MONITORING COMMITTEE (PMC) MEETING MINUTES

Date: March 18, 2026

Time: 9:00 AM – 3:00 PM

Venue: MPDO

Presiding Officer: Ma'am Luz Alao

Secretariat: Verwena Bibar, PMC Head of Secretariat

PRESENT WERE:

Name	Position/Designation	Remarks
Hon. Elmer Matobato	PMC Chairman	
Glenn Amon	MLGOO , DILG	
Luz Alao	PMC Member / Presiding Officer	—
Sherly Relevo	PMC Member	—
Arnel Cuayzon	PMC Member	—
Alexander Josol	PMC Member	—
Angelita Sulla	PMC Member	...
Verwena Bibar	MPDC/Secretariat	
Engr. Marlo Sotto	Mun. Engineer / TWG	
Belen Hipe	LIGA Secretary/Punong Barangay	

1. Call to Order

The meeting was called to order by **Ms. Verwena Bibar**, PMC Head of Secretariat. She welcomed participants, acknowledged new PMC members, emphasized a brief orientation on roles, and announced the expansion of PMC membership.

2. Welcome Message

Glenn O. Amon, MLGOO of the Department of the Interior and Local Government (DILG), welcome the PMC Members. He emphasized that the PMC plays a critical role in ensuring transparency, accountability, and efficiency in local development projects. Key points discussed included:

1. Required Reports (Reports 5–11):

- PMC members are responsible for monitoring and documenting project implementation through Reports 5 to 11, which include updates on project status, completion percentage, and issues encountered.
- Other reports outside this range are optional and should only be prepared if additional documentation is requested by the Mayor or higher monitoring bodies.

2. Forms 1 & 2:

- Form 1 serves as the Project Monitoring Form, summarizing key information such as project objectives, budget, timelines, and responsible offices.
- Form 2 is the Project Status Report, detailing progress, bottlenecks, and recommendations for corrective action.
- Both forms must be presented during Local Project Monitoring Committee (LPMC) meetings for discussion and submitted to the Mayor to ensure visibility of project progress and informed decision-making.

3. Direct Coordination by MEO:

- The Municipal Engineering Office (MEO) is tasked with direct coordination with contractors, including scheduling, work inspection, and compliance monitoring.
- PMC members are to observe and verify the work during site inspections, but any operational or technical discussions should be handled by the MEO to prevent duplication of effort and maintain clear lines of responsibility.
- The MEO is also responsible for providing Project Briefs or Programs of Work (POWs) to PMC members before site inspections to guide monitoring activities and ensure consistency in reporting.

4. Overall Roles of PMC Members:

- Conduct regular project inspections and monitor compliance with technical and financial guidelines.
- Report observations honestly and objectively, highlighting both accomplishments and issues requiring action.

- Recommend solutions and escalate unresolved issues to the Municipal Development Council (MDC) or higher authorities when necessary.

3. Projects Identified for Site Inspection

For this quarter, there were three (3) projects visited for site inspection which are the following:

No	Project
1	Construction of Community College
2	Construction of Covered Parking for LGU Vehicles/Heavy Equipment
3	Development of Memorial Cemetery

For the details of observations, findings and recommendations please see attached Inspection Report.

5. Discussion

- Assistant Secretariat Rolando Pedrera Jr. presented the recap of the previous meeting and joint inspection last December 2025. He presented the three (3) 20% EDF projects.
- Mr. Pedrera also presented the February 2026 accomplishment report of the Municipal Engineering as basis for the RPMES forms for submission.
- PMC Chairman / Committee on Infra wanted for a clarification about one of the column in the MEO accomplishment report about the extension of project.
- MLGOO Amon wanted the construction of projects to follow the working calendar.
- PB Hipe wanted the parameters of the extension of the project.
- It was noted that PMC members cannot provide meaningful comments without a clear basis.
- Engr. Sotto clarified that they have a punch listing on the project, the MEO will inspect first before the final billing to the contractors
- Engr Sotto also clarified that the basis for extension is weather and availability of the materials.
- Engr. Sotto also said that the Construction of parking lot has 3 extensions
- PB Hipe wanted a specification to the accomplishment report of MEO especially in the column of extensions.
- CSO Angelita Sulla said to to Engr Sotto that placement of signage must be in a proper place and visible to people.
- MPDC Bibar clarified that if the application of the extension of a project is not approved is considered as slippage.
- MPDC Bibar said that KALAH I Projects will be included during PMC inspection.

- Inclusion of KALAH! Projects are agreed by PMC Members.
- The status of ongoing projects should be presented during meetings, and problems should be elevated to the Municipal Development Council (MDC) for appropriate action.
- Issues and concerns unresolved at the LPMC level should be escalated to higher-level bodies.
- Motion passed to conduct Capacity Building for LPMC members to enhance skills and understanding of monitoring responsibilities.
- All RPMES forms were presented and discussed for proper utilization.
- The Municipal Engineering Office (MEO) is required to provide Project Briefs or POWs prior to inspections.
- It was suggested to utilize and fill out Form 8 for project monitoring purposes

5. Motions and Agreements

- To Provide copy of PMC report to Municipal Engineering Office and Office of the Mayor.
- Utilize **RPMES Form 6** for monitoring.
- It was agreed by the PMC Members to conduct next Quarterly Meeting to be scheduled on June 5, 2026.
- As part of the agreement the following resolutions were proposed and carried unanimously for an efficient and effective discharge of function by the PMC.

No.	Resolution	Movant	Seconded
1	Reconstituting and strengthening the PMC of the Municipality of Alangalang, Leyte. And expanding its membership to include the Gender and Development (GAD) Monitoring and Evaluation team and the Community Driven Development (CDD) representative of KALAH!-CIDSS.	Glenn Amon - MLGOO	Hon. Belen Hipe & Hon. Luz Alao

6. Projects for 1st Quarter 2026 Site Inspection

For the next PMC Inspection, which is the on the 2nd quarter of 2026, the following projects are recommended to be inspected.

No	Project
1	All continuing projects
2	Development of Memorial Park

3	Construction of Community College
4	Construction of Parking for LGU Vehicles

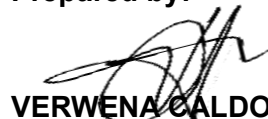
Action Matrix

Action Item	Responsible Party	Timeline / Deadline	Remarks
Provide PPEs to PMC/TWG/Secretariat	PMC Secretariat	Before next site inspection	As per Resolution #1
Conduct Capacity Building/Technical Training	DILG PDMU	January 2026	Resolution #4
Provide Project Briefs/POWs during inspections	MEO	Ongoing	Motion approved
Use RPMES Form 8 & Form 10 for monitoring	PMC Members	Ongoing	Agreed during meeting
Quarterly PMC meetings	PMC Secretariat / Presiding Officer	Last Wednesday of each quarter	Scheduled
Inventory of LGU Land Properties	MASSO	To be coordinated	Suggested by Hon. Matobato

9. Adjournment

The meeting concluded with agreements on resolutions, schedules, and next steps.

Prepared by:



VERWENA CALDOSA BIBAR
PMC Head of Secretariat

Approved:



LOVELL ANNE M. YU-CASTRO
Municipal Mayor

PHOTO DOCUMENTATION OF THE 1ST QUARTER PMC MEETING MARCH 18, 2026



