



REPUBLIC OF THE PHILIPPINES
PROVINCE OF LEYTE
Municipality of Alangalang

Office of the Municipal Mayor

PROJECT MONITORING COMMITTEE (PMC) MEETING MINUTES

Date: September 15, 2026

Time: 1:00 AM – 3:00 PM

Venue: Executive Room at Mayor's Office

Presiding Officer: Ma'am Luz Alao

Secretariat: Verwena Bibar, PMC Head of Secretariat

PRESENT WERE:

Name	Position/Designation	Remarks
Glenn Amon	MLGOO, DILG	
Luz Alao	PMC Member / Presiding Officer	—
Sherly Relevo	PMC Member	—
Arnel Cuayzon	PMC Member	—
Alexander Josol	PMC Member	—
Belen Hipe	PMC Member	...
Evelina Perez	PMC Member	
Vangeliza Caldos	PMC Member	
Verwena Bibar	MPDC/Secretariat	
Engr. Marlo Sotto	Mun. Engineer / TWG	

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

In behalf of Glenn O. Amon, MLGOO of the Department of the Interior and Local Government (DILG), Hon Luz Alao President of Bugho Small Farmers Assn. welcome the PMC Members. She 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 (4) projects visited for site inspection which are the following:

No.	Project
1	Construction of GSO Building, Brgy. Hubang Alangalang, Leyte
2	Road Development and Car Park at Community College at Brgy. Salvacion Pob. Alangalang, Leyte
3	Farm to Market Road (FMR) Sitio Banawag, Brgy. Langit Alangalang, Leyte
4.	Rehabilitation of Multi-Purpose Building (CIVIC Center) LGU Grounds, Alangalang, Leyte

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

4. Discussion

- Assistant Secretariat of LPC Rolando Pedrera Jr. presented the recap of the previous meeting and joint inspection last June 8, 2026. He presented the three (3) 20% EDF projects.
- Engr. Sotto the Municipal Engineer also presented the 3rd Quarter of 2026 accomplishment report of the Municipal Engineering as basis for the RPMES forms for submission.
- During inspection at Brgy. Banawag FMR CSO Alexander Josol said that the FMR has no shouldering.
- Engr. Sotto clarified that road shouldering is included also in the FMR project.
- PMC member CSO President Luz Alao said that majority of projects inspected are already 100% completed, however, there are some projects that did not follow as the program of work was interpreted by the MEO.

- PMC Hon. Belen Hipe wanted a clarification that in the construction of GSO Building, although it was already completed, she asked MEO if the security window grills are included at the Program of Work.
- Hon. Luz Alao also observed that the flushing door at the storage room at GSO building was sub-standard.
- Hon. Hipe wanted for a clarification that the continuity of inspection of projects by PMC will be from start of project up to completion.
- Inclusion of KALAH I Projects are agreed by PMC members to include at the meeting for a presentation of the accomplished and ongoing projects of KALAH I-CIDDS
- 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.

5. Motions and Agreements during Exit Conference

- 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 first week of the last month of every quarter because of the deadline of submission.
- As part of the agreement the following resolutions were proposed and carried unanimously for an efficient and effective discharge of function by the PMC.
- For the next LPMC 4th quarter joint Inspection and meeting, members agreed that still inspection will be done in the morning due to hot weather and will be followed meeting and exit conference in the afternoon.

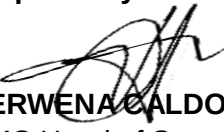
Action Matrix

Action Item	Responsible Party	Timeline / Deadline	Remarks
Provide Project Briefs/POWs during inspections	MEO	Ongoing	Motion approved
Use RPMES Form 8	PMC Members	Ongoing	Agreed during meeting
Quarterly PMC meetings	PMC Secretariat / Presiding Officer	2nd week last month of the quarter	Scheduled

9. Adjournment

The meeting concluded as PMC Secretariat Verwena Bibar delivered the closing remarks, outlining the key agreements, upcoming schedules, and immediate next steps. She expressed her sincere gratitude to the PMC members for their active participation and dedicated time during both the on-site inspection and the quarterly meeting, emphasizing the importance of their ongoing collaboration for the project's success.

Prepared by:



VERWENA CALDOSÁ BIBAR
PMC Head of Secretariat

Approved:



LOVELL ANNE M. YU-CASTRO
Municipal Mayor