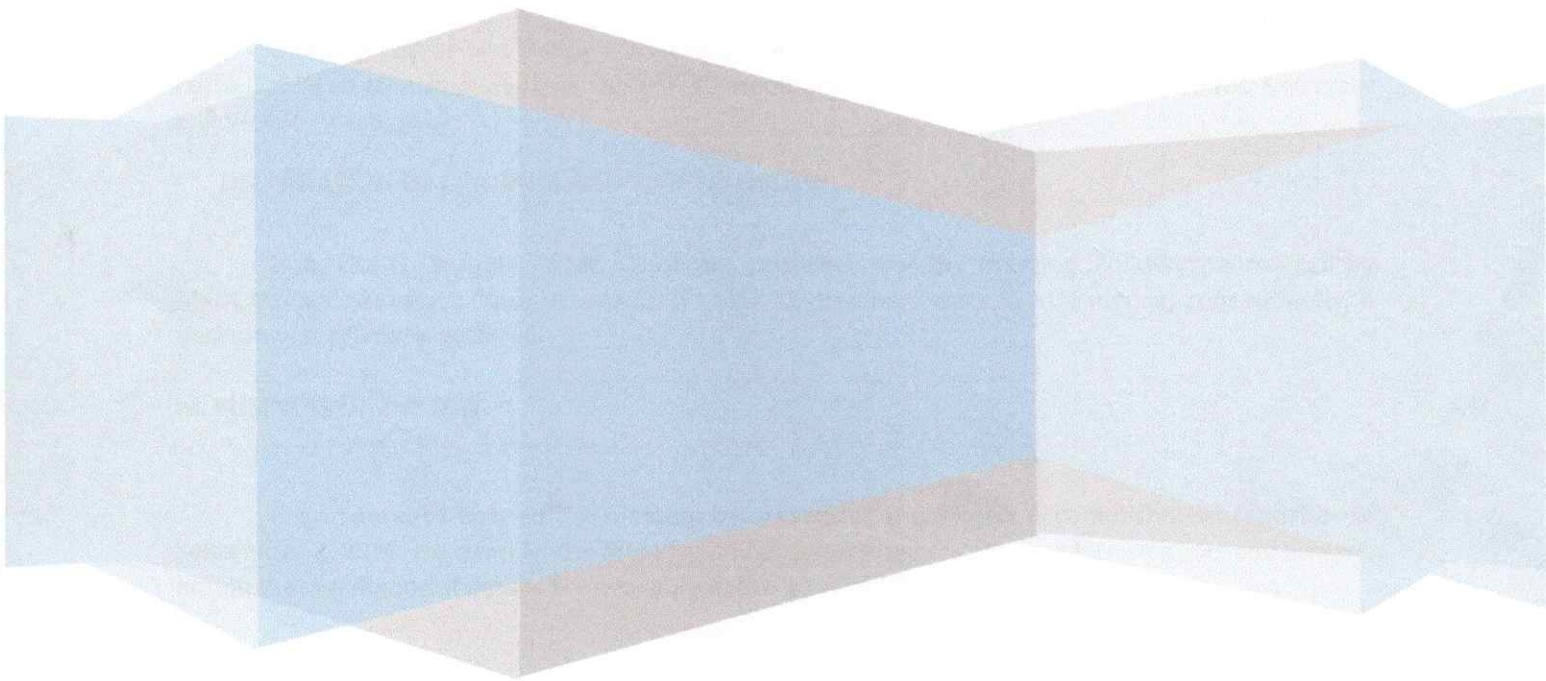


Republic of the Philippines
Province of Leyte
MUNICIPALITY OF BABATNGON

**3RD QUARTER
MUNICIPAL PROJECT MONITORING
COMMITTEE (MPMC) MEETING
HELD ON SEPTEMBER 16, 2026
9:00 AM, @MAYOR'S OFFICE,
CONFERENCE ROOM
BABATNGON, LEYTE**



**MINUTES OF MPMC MEETING HELD ON SEPTEMBER 16, 2026 @ MAYOR'S
OFFICE, CONFERENCE ROOM BABATNGON, LEYTE**

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I. ATTENDANCE:

PRESENT:

NAME	DESIGNATION/OFFICE/BARANGAY	CONTACT NUMBER
1. Hon. Lita G. Bergula	LPMC Chairman/Punong Barangay, District II	
2. EnP Vicky S. Placa	Mun. Planning & Dev't. Coordinator	
3. Rosana T. Lumpas	LPMC Secretariat	
4. Engr. John Rey Laurente	Municipal Engineer	09051178076
5. Edgar D. Erandio	CSO-BBWA Pres., District IV	
6. Rhea Mae B. Quisay	CSO Federation President	
7. Engr. Marites A. Baleros	DILG/MLGOO	
8. Gloria S. Nastor	CSO-SLP Pres., District II	
9. Hon. Razel Abad	Punong Barangay – Brgy. Rizal I	09212218357
10. Hon. Eleonor B. Lugnasin	Municipal Mayor	
11. Hon. Arvin Rey A. Pariña	Punong Barangay, San Ricardo	

ABSENT:

NAME	DESIGNATION/OFFICE/BARANGAY	CONTACT NUMBER
1. Hon. Federico P. Elizaga	SB Member	
2. Arvin Rey A. Pariña	Punong Barangay, San Ricardo	

II. PRELIMINARY MATTERS:

Opening Prayer was led by Hon. Lita G. Bergula, Punong Barangay of District II, Babatngon, Leyte, followed by acknowledging the MPMC members who are present by MPDC/MPMC Secretary EnP Vicky S. Placa, MM;

DECLARATION OF QUORUM AND CALL TO ORDER:

Hon. Lita G. Bergula, LPMC Chairman, presided over the meeting. Following a roll call by MPDC/MPMC Secretary Placa, it was noted that 11 members were in attendance; consequently, a quorum was officially declared.

III. BUSINESS OF THE DAY:

Engr. Laurente opened the meeting by presenting the project accomplishment report as of September 2, 2026. He covered the financial and physical progress across different areas and sectors, noting that full financial details are available in the attached RPMS Form 5.

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1. Project Accomplishment Summary, to wit:

Name of Project	Source of Fund	Accomplishment
1. Construction of Shoreline Protection Structure (Phase I) at Brgy. District IV	20% LDF	On-going
2. Rehabilitation of Multi-Purpose Building at Brgy. District II	LGSF-FALGU FY 2024	On-going
3. Construction of ABC Hall (Phase III), at Municipal Compound, Brgy. District I	SB No. 2 s. 2025	On-going
4. Baluarte Point Development: Site Development, Landscaping, and Hardscaping (Phase II) at Brgy. District IV	20% LDF 2026	On-going
5. Development of Public Transport Terminal: Construction of Tricycle Terminal Shed at Brgy. District IV	20% LDF 2026	On-going
6. Improvement of Busay Falls Resort: Construction of Stream Water Catchment Facilities	20% LDF 2026	On-going

Problems/Issues arises during the meeting:

1. Concern on Project Implementation and Contractor Slippage

The committee discussed the concern regarding project implementation delays/slippage involving contractors. It was noted that there was a communication and coordination issue, particularly regarding the issuance of the Notice to Proceed (NTP). The Municipal Engineer was reportedly not informed that the NTP had already been issued to the concerned contractor.

The committee emphasized the importance of proper coordination and timely communication among the concerned offices, particularly between the office responsible for contract administration and the Municipal Engineering Office, to ensure that project implementation is properly monitored from the issuance of the NTP up to project completion.

The matter was raised for appropriate action and closer monitoring to prevent further project delays and ensure compliance with the approved project schedule.

To clarify the matter, BAC Secretary Ms. Annabel was requested to explain and shed light on the issue. She stated that the issuance of the NTP was properly coordinated with the concerned contractor and that a copy of the NTP was also furnished to the Municipal Engineer through Messenger. She further explained that the NTP would not be released unless all required supporting documents had been completed.

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MLGOO, Ms. Baleros, observed that much of the coordination appeared to have been done through verbal communication and informal channels. She emphasized the importance of having proper documentation and proof of transmittal to serve as a reference in case questions or disputes arise, particularly if a contractor later denies having received the NTP. She recommended that copies of all NTPs be formally furnished to and coordinated with the Municipal Engineering Office (MEO) to ensure timely monitoring of programs, projects, and activities (PPAs).

The Local Chief Executive, Mayor Luginasin, instructed the BAC Secretariat to ensure that all NTPs are furnished in advance to Engr. John Rey M. Laurente, Municipal Engineer, since the MEO is responsible for monitoring project implementation and responding to Commission on Audit (COA) concerns, particularly those involving project slippage.

Mayor Luginasin further informed the Committee of her intention to propose an ordinance that would impose appropriate sanctions, including possible disqualification or banning of contractors who fail to comply with applicable rules and requirements, subject to the appropriate legal and procurement procedures.

The Mayor also instructed Engr. Laurente to facilitate the processing of progress and final billings for all concerned contractors, with the objective of ensuring that the funds are properly utilized within the prescribed period, in accordance with the instruction discussed in the meeting regarding COA requirements. Engr. Laurente acknowledged the instruction and committed to process the necessary documents.

Meanwhile, MLGOO Baleros suggested the creation of a Grievance Committee or appropriate grievance mechanism where contractors and other concerned parties could formally raise and discuss issues or complaints. She noted the need to address situations where contractors are already being reported with project slippage even before actual project implementation has commenced. She emphasized that meetings, coordination, site activities, and other project-related actions should be supported by proper attendance sheets, notices, minutes, photographs, transmittals, and other relevant documentation to establish a clear record of the circumstances surrounding project implementation.

The Committee agreed on the importance of strengthening coordination, communication, documentation, and monitoring procedures among the BAC Secretariat, Municipal Engineering Office, contractors, and other concerned offices to minimize misunderstandings and prevent avoidable project delays.

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2. Road Clearing and Pedicab Parking Concerns within the Poblacion

MLGOO Baleros discussed to the committee the continuing concern regarding road clearing within the Poblacion barangays, particularly along roads located near schools and other areas with high pedestrian and vehicular activity.

One of the concerns raised was the improper parking of pedicabs along the roads, especially near school areas. The situation was noted to cause obstruction and may affect the smooth flow of traffic, pedestrian safety specially students, and accessibility along the roadways.

Mayor Lugnasin also emphasized the parking situation near Cebuana at Barangay District IV, where pedicab drivers reportedly have no designated or adequate parking area. As a result, some pedicabs/motorcab park along the roadside while waiting for passengers, contributing to road obstruction and congestion.

The Committee emphasized the need to identify and establish appropriate designated parking areas or loading/unloading zones for pedicabs, particularly in areas where the demand for pedicab services is high. The concerned offices were encouraged to coordinate in identifying suitable locations that would not obstruct traffic or compromise pedestrian safety.

The Committee further recommended that road clearing operations and traffic regulations be consistently implemented, with proper coordination among the concerned barangays, Municipal Engineering Office, traffic personnel, and other relevant offices. Pedicab drivers should likewise be properly informed of the designated parking areas and reminded to comply with existing traffic and road-clearing regulations.

Engr. Baleros suggested to the Committee to pass a Resolution requesting for an Ordinance on Traffic Management within the Municipality of Babatngon; or if there is already an existing ordinance, review with the council should be conducted.

After the meeting, it was followed by onsite project inspection within Poblacion Barangays of District I, II, III and IV, all in Babatngon, Leyte.

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IV. ADJOURNMENT:

Thereby having no more matters to discuss, the meeting adjourned at around 12:30 NN.

I HEREBY CERTIFY to the correctness of the foregoing minutes.


EnP VICKY SARMIENTO-PLACA, MM
Municipal Planning and Dev't. Coordinator
MPMC Secretariat

Attested:


HON. LITA C. BERGULA
Punong Barangay – District II
MPMC Chairman