



MUNICIPAL PROJECT MONITORING COMMITTEE

MINUTES OF THE MEETING OF THE PROJECT MONITORING COMMITTEE (PMC) HELD ON September 01, 2026 2/F CONFERENCE ROOM MUNICIPAL BUILDING, BARUGO, LEYTE

The meeting started with project inspection.

Thereafter, the site inspection, the PMC had a classroom meeting and it was started at 10:20 in the morning with an opening prayer led by Engr. Judith M. Borrel, MPDC/PMC Head Secretariat a quorum, Mr. Ricky A. Peñaranda, *the PMC Chairperson*, officially called the meeting.

Mr. Ricky A. Peñaranda, *the PMC Chairperson* presented the agenda of the meeting, to wit:

1. Status on the project implementation
2. Project Monitoring Findings & Feedbacking
3. Presentation of the proposed Project Monitoring Committee uniform
4. Other Matters

There being no other matters raised for inclusion in the agenda, the Project Monitoring Committee (PMC) Chairperson called for a motion for its approval. Ms. Olympia Colibao, *President of CALBUSCA Irrigators Service Association Incorporated* moved for the approval of the agenda, which was unanimously seconded by all Municipal Project Monitoring Committee members present.

Agenda No. 1: Status on the project implementation

Engr. Ma. Ressa Daga, *Engineer II*, presented the status of the **20%** Development Fund CY 2026 Projects. She reported that, as of September 1, 2026, a total of **eight (8) PPAs** have been completed, while **one (1) PPA** is for award, **two (2) PPAs** are for implementation, and **two (2) PPAs** are under bidding. She further reported that **two (2) PPAs** are currently undergoing preparation of the Program of Works (POW) and Detailed Engineering Design (DED), while **thirteen (13) PPAs** are for finalization of the POW, including the Repair/Rehabilitation of Various Barangay Multi-Purpose Courts. She also reported that **five (5) PPAs** have not yet been provided with POW, including the **three (3) additional PPAs** funded under the 70% of the 5% Local Disaster Risk Reduction and Management Fund (LDRRM). The Committee took note of the reported status and emphasized the need to expedite the preparation and finalization of the necessary POWs and DEDs to facilitate the procurement and timely implementation of the remaining projects, with the objective of ensuring that all programmed PPAs are implemented and their allocated funds are fully utilized before the end of CY 2026.

Hon. Jose B. Peñaranda Jr., *Punong Barangay of Poblacion District VI*, asked about the location of the proposed Concrete Footbridge in Barangay Can-Isak. Engr. Ma. Ressa Daga clarified that it will be located at Sitio Impo, near the former Punong Barangay's residence, crossing a creek commonly used by residents as an access route.

Engr. Judith M. Borrel, *MPDC/PMC Head Secretariat*, suggested that the Engineering Office provide geotagged photographs of project locations before, during, and after construction. This would help PMC members clearly identify the location and monitor the progress of LGU projects in the different barangays. The Committee agreed with the suggestion of the MPDC/PMC Head Secretariat.

She also inquired about the status of the 20% Development Fund CY 2025, noting that three (3) PPAs remain unimplemented. She emphasized that we need to address these remaining PPAs, considering that CY 2026 is already nearing its end. In response, Engr. Ma. Ressa Daga, *Engineer II*, reported that the Completion of the Municipal Slaughterhouse is scheduled for the pre-procurement process next week, while the Construction of the Transport Terminal and Expansion of the Barugo Municipal Infirmary are still under preparation of the POW and DED.

The *MPDC/PMC Head Secretariat* reiterated that, according to DILG, the 20% Development Fund CY 2025 was expected to reach 100% utilization by March 2026, but three (3) PPAs remain uncompleted. She emphasized the need to expedite the implementation of the CY 2026 PPAs to avoid further

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57 accumulation of unimplemented projects, especially as the LGU needs to identify and consolidate the
58 PPAs to be included in the CY 2027 20% Development Fund.

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60 Hon. Jose B. Peñaranda, *Punong Barangay of Poblacion District VI*, asked about the required utilization
61 rate of the 20% Development Fund CY 2026, as prescribed by DILG. The *MPDC/PMC Head*
62 *Secretariat* explained that the target is 100% utilization by year-end, although DILG allows
63 consideration of 85% utilization. As of the date of the meeting, the 20% DF CY 2026 has a financial
64 accomplishment of **20.66%**.

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66 Hon. Peñaranda, *Punong Barangay of Poblacion District VI* raised his observation that more projects were
67 approved for Barangay Bukid, despite other barangays also having proposed projects and needs. The
68 *MPDC/PMC Head Secretariat* advised that the matter be raised during the MDC Meeting, where the
69 *Municipal Mayor* can directly address and clarify the concern.

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71 Ma'am Ellen Shiraz B. Ibardolaza, *MLGOO*, inquired about the readiness of the PPAs scheduled for
72 4th Quarter implementation, noting that larger projects may not be completed within the year if their
73 POW and DED are still being prepared, considering the unimplemented 3rd Quarter PPAs and the
74 lengthy bidding process required for high-value projects. Engr. Ma. Ressa Daga, *Engineer II*, confirmed
75 that the POW and DED for larger projects are still under preparation, while smaller projects, such as
76 the Repair and Rehabilitation of various Multi-Purpose Courts, are expected to be implemented within
77 the 4th Quarter.

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79 The *MPDC/PMC Head Secretariat* reminded the Committee that, as the Project Monitoring Committee
80 of the LGU of Barugo, Leyte, its responsibility is to monitor all LGU-implemented Program, Project
81 and Activities. She emphasized that the Committee conducts quarterly PMC meetings, regular
82 monitoring and inspection to assess the status and implementation of the Municipality's programs,
83 projects, and activities.

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85 Engr. Ma. Ressa Daga, *Engineer II*, reported on the status of the ₱5 million Local Government Support
86 Fund project in Barangay Abango – Concreting of Local Access Road Phase II, noting that the
87 required documents have been submitted to the Province and the LGU is awaiting the downloading
88 of funds.

89 For the Concreting of Local Access Road at Sitio Laktusan, Brgy. San Isidro, she reported that the
90 National Commission on Indigenous People (NCIP) requirement remains to be submitted to the
91 Province. Due to the lengthy processing period, the LGU is awaiting further instruction from the
92 Province on whether the project may proceed while awaiting the DENR decision.

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94 The *MPDC/PMC Head Secretariat* informed the Committee that several projects remain
95 unimplemented, not only under the 20% Development Fund CY 2026, but also under the 20% DF
96 CY 2025, 5% LDRRM Fund, and Local Government Support Fund. She requested that future PMC
97 meetings include the status of projects funded from these other funding sources, in addition to the
98 20% Development Fund.

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100 Hon. Jose B. Peñaranda Jr. asked the Committee, particularly the Engineering Office, what measures
101 could be undertaken to expedite the implementation of all pending PPAs from CY 2025 to CY 2026.
102 In response, Engr. Ma. Ressa Daga, *Engineer II*, stated that the Engineering Office continues to prepare
103 the POW for the pending projects as part of the ongoing efforts to facilitate their implementation.

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105 Hon. Danilo Bugal, *Punong Barangay of Balire*, asked about the personnel assigned to prepare the POWs
106 for the 20% DF projects and whether the Engineering Office follows a timetable for each project.
107 Engr. Ma. Ressa Daga explained that only two engineers, herself and Engr. Ranie Cebrano, Municipal
108 Engineer, are assigned to prepare the POWs, while the other two handle school and barangay projects.
109 She added that they render overtime to expedite the preparation while attending to other assigned
110 duties, and that no specific timetable is currently being followed.

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The Committee agreed that it is within the responsibility of the Engineering Office to determine the appropriate measures to expedite the pending PPAs within the year. The PMC Team, for its part, has fulfilled its mandate through the conduct of regular monitoring, inspection and reporting of project implementation.

Agenda No. 2: Project Monitoring Findings & Feedbacking

During the inspection of the Concreting of 70 ln.m. Local Access Road along Sitio Laktusan Brgy. San Isidro, Barugo, Leyte funded under the AIP CY 2026 – 20% Local Development Fund, the committee observed the absence of road shoulders, which pose a safety hazard to passengers, commuters, and other motorists traversing the road. In response, Engr. Ma. Ressa C. Daga, *Engineer II*, explained that the provision of road shoulders was not included in the approved Program of Work (POW) for the project. The *MPDC/PMC Head Secretariat* emphasized that shouldering is necessary for all Concreting of Local Access Roads, particularly for roads with elevated or higher road levels.

The committee also observed distressed pavement along the road, which may affect the durability and safety of the completed infrastructure. Furthermore, it was noted that the project tarpaulin was installed at a location considerably distant from the actual project site, making it difficult to properly identify the project and its implementation location.

Moreover, the committee verified the project dimensions and found that the actual road length and width were consistent with the measurements indicated in the approved plan.

In connection with the foregoing findings and observations, the Chairperson of the Municipal Project Monitoring Committee called for a motion to pass a resolution endorsing that all concreting of local access roads except provincial, national roads and pathways within the municipality shall have a minimum width of five (5) meters and shall provide proper shouldering. Hon. Lilibeth Magsoling, Punong Barangay of Brgy. Bulod, moved for the approval of the proposed resolution and it was duly seconded by all Municipal Project Monitoring Committee members present. Hence, Resolution No. 6 passed endorsing that all concreting of local access roads except provincial, national roads and pathways within the municipality shall have a minimum width of five (5) meters and shall provide proper shouldering and it was unanimously approved and adopted by the committee.

During the inspection of the Concreting of 170 ln.m. along Sitio Marikot 1 to Marikot 2, Brgy. Bukid, Barugo, Leyte funded under the 20% DF of the CY 2026, the committee observed the presence of excess construction materials within the project vicinity, as well as scattered construction-related wastes in the surrounding area.

The committee also conducted an actual measurement of the road project and verified that the length and width were accurately implemented based on the approved project specifications.

The *PMC Chairperson* suggested that the contractor or authorized representative be present during on-site inspections to immediately address the Committee's observations. She cited the Concreting of Local Access Road at Sitio Laktusan, Brgy. San Isidro where proper shouldering and demobilization activity were needed to prevent safety hazards from scattered sand and gravel.

The *PMC Chairperson* suggested that Engr. Ma. Ressa Daga, *Engineer II*, as representative of the Municipal Engineer, be informed that prior to the issuance of the Certificate of Completion and processing of payment, the project should first undergo final PMC inspection to ensure that the construction is properly completed and the site is clean and in order. He further suggested that the PMC Chairperson affix her initials on the Certificate of Completion to signify that the project has been inspected and found ready for completion and payment processing.

Thereafter, the Chairperson of the Municipal Project Monitoring Committee called for a motion to pass a resolution requesting the presence of a representative from the contractor during the conduct of on-site inspections of projects. Hon. Lilibeth Magsoling, *Punong Barangay of Brgy. Bulod*, moved for the approval of the proposed resolution and it was duly seconded by all Municipal Project Monitoring

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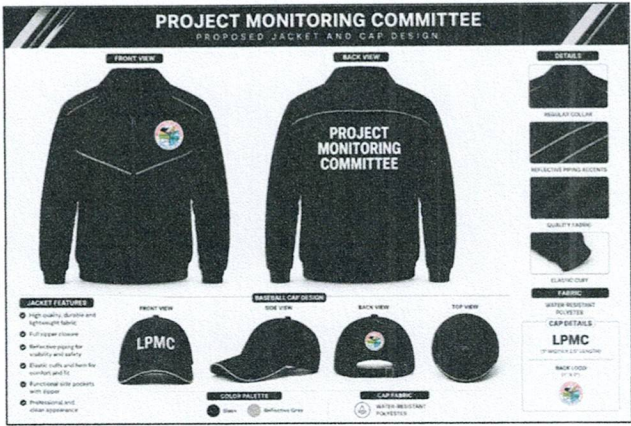
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Committee members present. Hence, Resolution No. 7 requesting the presence of a representative from the contractor during the conduct of on-site inspections of projects and it was unanimously approved and adopted by the committee.

Agenda No. 3: Presentation of the proposed Project Monitoring Committee uniform

The MPDC/PMC Head Secretariat presented the Proposed PMC Uniform for identification purposes especially during project inspection, consisting of a jacket and cap. The jacket will feature the LGU embroidered logo on the upper left front and "Project Monitoring Committee" printed on the back. Instead of hard hats, she proposed a baseball cap, noting that hard hats may be too heavy and give the appearance of being intended for construction sites. The cap will feature "LPMC" embroidered on the front and the LGU logo embroidered at the back.



The MPDC/PMC Head Secretariat informed the Committee that, subject to approval, a supplier has already been coordinated to produce the PMC jackets and caps based on the agreed design. The Committee will only need to provide the jacket sizes and finalize the price and fabric material. During the presentation, the Committee also agreed to remove the LGU logo from the back of the cap to maintain a simple and clean design.

After the presentation of the Proposed PMC Uniform, the MPDC/PMC Head Secretariat asked if the Committee had any additional suggestions regarding the propose jacket and cap designs. The Committee concurred that there were no further suggestions and approved the proposed PMC Uniform of the Local Government Unit of Barugo, Leyte.

Hon. Jose B. Peñaranda, *Punong Barangay of Poblacion District VI*, expressed hope that the PMC uniforms would be distributed before the year ends, considering that some Committee members may no longer continue as members. The Committee agreed with the suggestion.

Having no concerns, suggestions and queries raised, the meeting was adjourned on 11:35 in the morning.

Prepared by:


JANET C. COLIBAO
AA VI/ PMC Secretariat

Reviewed and Attested by:


RICKY A. PEÑARANDA
PMC Chairperson