



Republic of the Philippines
Province of Leyte
Municipality of Carigara
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Local Project Monitoring Committee

MINUTES OF THE SPECIAL MEETING OF THE LOCAL PROJECT MONITORING COMMITTEE OF THE MUNICIPALITY OF CARIGARA ON MARCH 12, 2026 HELD AT THE 3rd FLOOR LGU BUILDING ROOF DECK, BRGY. PONONG, CARIGARA, LEYTE

Present:

Hon. Raniel A. Marquez	Punong Barangay – Brgy. Baybay / LPMC Chairperson
Mr. Ruffus Toquero	CSO Representative (CARIMEA)
Hon. Prima J. Azores	Punong Barangay – Brgy. Uyawan / LPMC Member
Ma. Cecinia V. Ragay, JRA	MLGOO / LPMC Member
Mr. Daryl Daniel G. Bodo	MPDC / LPMC Secretariat
Greichell Ann L. Darantinao	Statistician I
Gleeson Indita	MPDO Staff
Judith Dara Sta. Maria	MPDO Staff
Ryan Dauplo	MPDO Staff

Absent:

Hon. Fernando Moriel	SB Member / LPMC Member
Hon. Judith D. Darantinao	Punong Barangay Brgy. Parag-um/ LPMC Member
Hon. Elmer C. Opeña	CSO Representative - (Basketball Association of the Philippines- Carigara Chapter)

MEETING SUMMARY

Attendance and Quorum

A total of 9 participants attended the Local Project and Monitoring Committee Special Meeting held on March 12, 2026 9:00 A.M, at Mayor's office Conference room, Carigara, Leyte. A quorum was declared based on the majority in attendance of the LPMC members.

Agenda

1. Activation of the Barangay Project Monitoring and Evaluation Committee (BPMEC)
2. Operationalization and Functions of BPMEC
3. Orientation and Capacity Building for BPMEC Members
4. Other Matters

Business of the Day

The Chairperson welcomed all members and emphasized the importance of strengthening monitoring and evaluation mechanisms at the barangay level to ensure transparency, accountability, and efficiency in the implementation of local development projects.

1. Activation of BPMEC

The Committee discussed the need to activate the Barangay Project Monitoring and Evaluation Committee (BPMEC) in all barangays. It was noted that some barangays have not yet organized or operationalized their respective BPMECs, resulting in gaps in monitoring and reporting of local projects.

Members agreed that activating BPMECs is essential to ensure proper oversight of project implementation at the grassroots level.

2. Operationalization and Functions

The Committee reviewed the roles and responsibilities of the BPMEC, including:

- ✓ Monitoring the implementation of barangay projects;
- ✓ Ensuring compliance with plans, specifications, and timelines;
- ✓ Preparing and submitting monitoring reports to the LPMC; and
- ✓ Coordinating with barangay officials and stakeholders.

3. Orientation and Capacity Building

The Committee proposed the conduct of an orientation and training activity for BPMEC members to enhance their knowledge and skills in project monitoring and evaluation.

It was agreed that the orientation shall cover:

- ✓ Roles and responsibilities of BPMEC members;
- ✓ Monitoring tools and reporting systems;
- ✓ Applicable rules and regulations; and
- ✓ Practical exercises and workshops.

4. Other Matters

The Committee discussed the need for coordination with the Local Chief Executive to support the activation and ensure compliance of all barangays.

AGREEMENTS AND ACTION POINTS

Action Item	Responsible Person/Office	Timeline
Issue a resolution/request for activation of BPMEC in all barangays	LPMC and Secretariat/ TWG	March 12, 2026
Coordinate with the Punong Barangays through attendance to the Liga ng mga Barangay Meeting regarding the proposed activation and operationalization of the BPMEC	LPMC and Secretariat/ TWG	March 17, 2026
Coordinate with Local Chief Executive for directive issuance (through Executive Order)	LPMC Chairperson	March 24, 2026
Prepare and conduct BPMEC Orientation	LPMC Secretariat	April 2026
Require submission of BPMEC composition from barangays	Barangay LGUs	April 2026

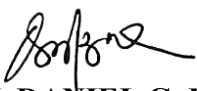
ADJOURNMENT

There being no other matters to discuss, the meeting was adjourned at 10:30 A.M.

PREPARED BY:


GREICHELL ANN L. DARANTINAO
Statistician I

Noted by:


EnP. DARYL DANIEL G. BODO, MPM
MPDC / LPMC Secretariat