



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF DAGAMI



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Minutes of the 3rd Quarter Municipal Project Monitoring Committee held on July 7, 2026
at the DILG Office, Municipal Hall, Dagami, Leyte.

Present:
(See Attached Attendance Sheet)

Minutes:

- I. The meeting was called to order at 9:00 AM by the Chairperson, Hon. Dolores M. Bayona, who welcomed everyone after confirming that a quorum was present. To start the session on a reflective note, Ms. Venus Verzosa, led the body in an opening prayer. The Chairperson then directed the Secretariat to read the minutes of the previous meeting. Once completed, Mr. Carlo Cabidog moved for their formal approval, a motion that was seconded by the Municipal Local Government Operations Officer (MLGOO) Ms. Imelda Omega. Following this, the MLGOO requested that copies of both the previous minutes and the current agenda be distributed to all attendees for easy reference. Mr. Ramon Mandia seconded the motion, and the agenda for the day was read and accepted.

II. Agenda of the Day

1. Project Inspection Updates

- **Status of 2026 Priority Projects:** The MLGOO turned the floor over to the Municipal Engineer Imelda Delloro to ask for a progress report on this year's priority initiatives specifically, the Municipal Building Extension and the Rehabilitation of the Public Market.
 - The Municipal Engineer reported that the Bid Opening Documents (BOD Doc) for the **Municipal Building Extension** were successfully opened a few days ago.
 - Regarding the **Public Market**, she explained that the project is currently on hold as the Program of Works (POW) undergoes a necessary revision.
 - **Upcoming DILG Site Visit:** The MLGOO informed the body that DILG Engineers are scheduled to visit this coming Thursday, July 9, for a site inspection of the LGSF projects, which include the concreting of the Farm-to-Market Road (FMR) in Barangay Plaridel and the procurement of digital infrastructure.
- **Committee Schedule Alignment:** To align with the DILG schedule, the MLGOO moved to set the committee's own inspection for Thursday, July 9, 2026. This was seconded by Mr. Mandia. and carried by the body.

2. Issues and Challenges Encountered

- Mr. Cabidog brought up an issue from the last inspection, pointing out that trees still stand in the school area where the new road was constructed
- The Municipal Engineer clarified that the trees haven't been cleared because the landowner has refused to give permission. She recommended that the committee, alongside the school head, personally sit down with the owner. Her thought was that if the request came directly from the school head, the owner might be more cooperative.
- **Agreed Action:** Taking that advice, Mr. Cabidog. moved to schedule a meeting with both the landowner and the school administration on July 9, 2026, at the Barangay Plaridel Hall. The motion was seconded by the MLGOO.

HON. DOLORES M. BAYONA
Chairman

HON. JOSE CARLO E. CABIDOG
Co-Chairman

MS. IMELDA B. OMEGA
Member

HON. BABY N. S. BRASOLA
Member

HON. MARY GRACE R. MAGCURO
Member

MR. RAMON A. MANDIA
Member

ENGR. ADLAO C. GO
Head Secretariat

- **Next Steps:** The Chairperson instructed the Secretariat to immediately draft an official letter to the Barangay Captain, asking for his assistance in coordinating the meeting and ensuring both the landowner and the school head are notified to attend.

3. Evaluating the Project Monitoring Committee (PMC)

The MLGOO took some time to discuss the standards required for the PMC to achieve official recognition. She strongly emphasized that the committee must consistently meet specific compliance benchmarks, namely:

1. Holding regular meetings;
2. Conducting thorough project inspections;
3. Ensuring Form 5-11 are fully accomplished;
4. Submitting PMC reports strictly on time; and
5. Getting all required signatories to sign off on reports without delay.

4. Other Matters: Project Incentives and Safety Supplies Review

During the follow-up on the safety supplies and incentives from the recent inspection, the committee identified the need to amend Resolution No. 5 ("Approving the provision of incentives and safety supplies for committee members during quarterly inspection").

While the original text only covered a ₱1,500 incentive for committee members, the revised version will formally expand this authorization to include the secretariat and technical support personnel. This adjustment recognizes their vital role and active participation in monitoring and evaluating LGU projects in the field. Furthermore, the committee also agreed to cite DILG Memorandum Circular No. 2019-188 and Executive Order No. 03, S. 2026 in the resolution. Ms. Brasola moved to amend Resolution No. 5, duly seconded by Mr. Cabidog.

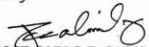
III. Adjournment

With no further items on the table and all agenda points covered, the meeting wrapped up and was formally adjourned at 12:00 PM.

Prepared by:

ENGR. ADLEO C. GO
Head Secretariat

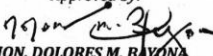
Attested by:


HON. JOSE CARLO E. CABIDOG
Co-Chairman

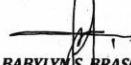

HON. MARY GRACE R. MAGCURO
Member


MR. RAMON A. MANDIA
Member

Approved by:


HON. DOLORES M. BAYONA
MPMC Chairman


MS. IMELDA B. OMEGA
Member


HON. BABYLYN S. BRASOLA
Member