



LOCAL PROJECT MONITORING COMMITTEE

MEETING MINUTES

February 13, 2026, 9:00 a.m. @ Mayor's Office Meeting Room
New Municipal Building, Brgy. Palanay, Caibiran, Biliran

PRESENT:

ALBERT BRIAN C. PEÑAFLO	MEMBER-MLGOO
ROSALIE O. CHU	MEMBER-MPDC / LPMC Secretariat
TEODORO V. CAÑETE, JR.	MEMBER-Municipal Engineer
PABLITO V. VERUNQUE, JR.	MEMBER-Punong Barangay, Brgy. Maurang
JOEL M. HAYAHAY	MEMBER-Punong Barangay, Brgy. Kaulangohan
MENIENDA R. COLANTRO	MEMBER-CSO SILFA President
IGNACIO C. PERANTE	MEMBER/CSO POFA President
BELLA G. RAMIREZ	MEMBER/CSO RIC President

Agenda:

1. Re-Orientation & Coaching Session
2. Orientation on the Pag-Klaro Portal and Pagsaysay Form
3. Other Matters

Proceedings / Discussions

1. Call to Order

- The meeting was called to order at 9:00 a.m. by Rhodessa D. Revita, Municipal Mayor

2. Introduction / Opening Remarks

- The Secretary welcomed participants and highlighted the importance of the session in strengthening the LPMC's role in monitoring, evaluation, and compliance of municipal projects.

3. Agenda 1: Re-Orientation & Coaching Session on the LPMC Functions & Guidelines

- Mr. Ivan Amotto, Project Evaluation Officer, discussed the re-orientation on LPMC functions and guidelines.
- He emphasized the **roles and responsibilities of LPMC members**, the level of the LPMCs, including: monitoring and evaluating projects, ensuring compliance

with approved plans and standards, documenting project status and progress, and reporting.

- He also provided **coaching on the guidelines**, presenting step-by-step procedures for monitoring projects, including conducting site inspections, reviewing project documents such as POWs, DEDs, and permits, ensuring compliance with technical and legal requirements, and preparing and submitting monitoring reports.
- He also provided an overview of the different RPMES forms utilized for quarterly monitoring reports.

4. Agenda Item 2 – Orientation on Pag-Klaro Portal and Pagsaysay Form

- Engr. Sincere Huguillena, Engr. II of the DILG provincial office discusses the Orientation on Pag-klaro Portal and Pagsaysay Form, explaining how to use the online platform to monitor project implementation and status efficiently.
- Participants were guided through a step-by-step demonstration on how to access and navigate the portal.
- Engr. Huguillena also conducted a hands-on demonstration to guide participants in actual portal usage and form completion.

5. Agenda Item 3 – Other Matters

- The MLGOO, Mr. Albert Brian C. Penaflor, discussed the Anti-Epal provision in the General Appropriations Act (GAA), reinforced by DILG Memorandum Circular No. 2026-006 (January 2026), emphasizing that officials and project implementers must not use their names, images, or personal branding on publicly funded projects to ensure transparency and accountability.

6. Open Forum / Clarifications

- Participants raised questions regarding both the LPMC functions and the use of the Pag-Klaro Portal.
- Clarifications were provided by Mr. Amotto and Engr. Huguillena.

7. Adjournment

- There being no other topic and no questions raised, the meeting was adjourned at 12:15 p.m.

Certified Correct:



ROSALIE O. CHU, EnP
LPMC Member/Head Secretariat

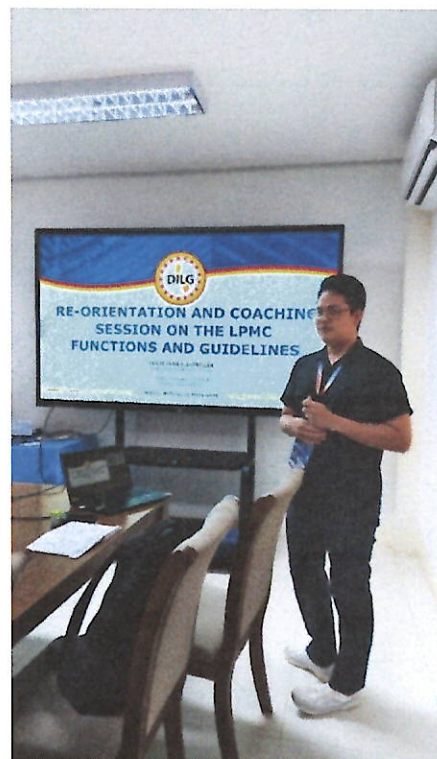
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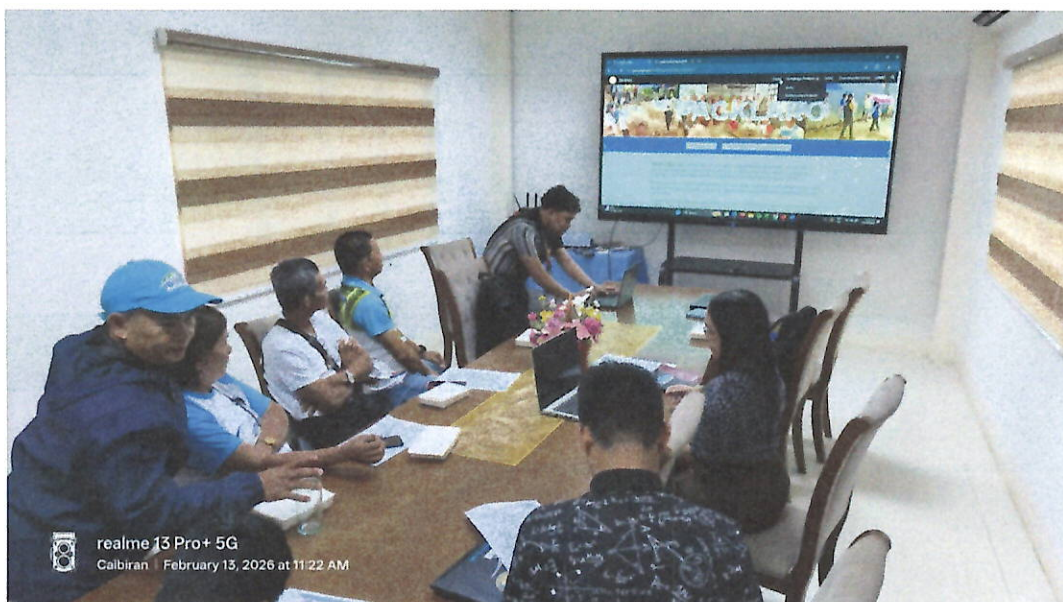
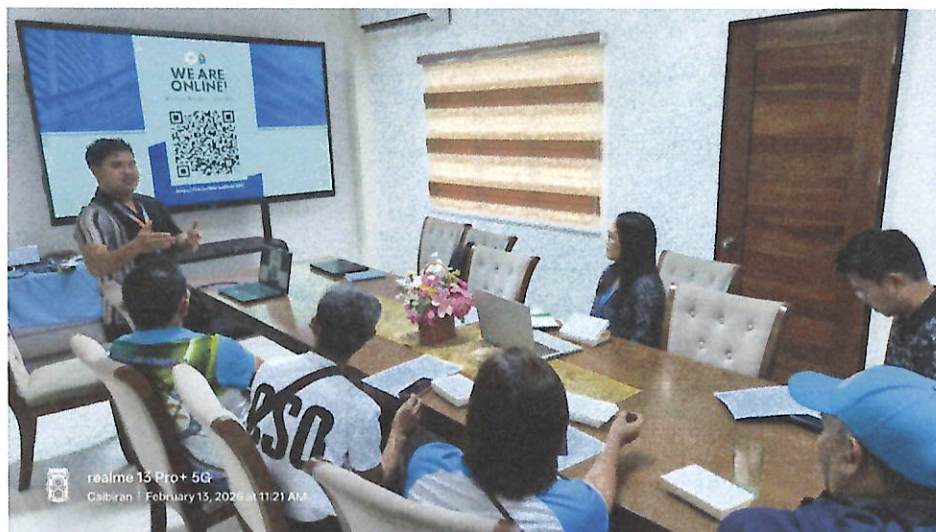
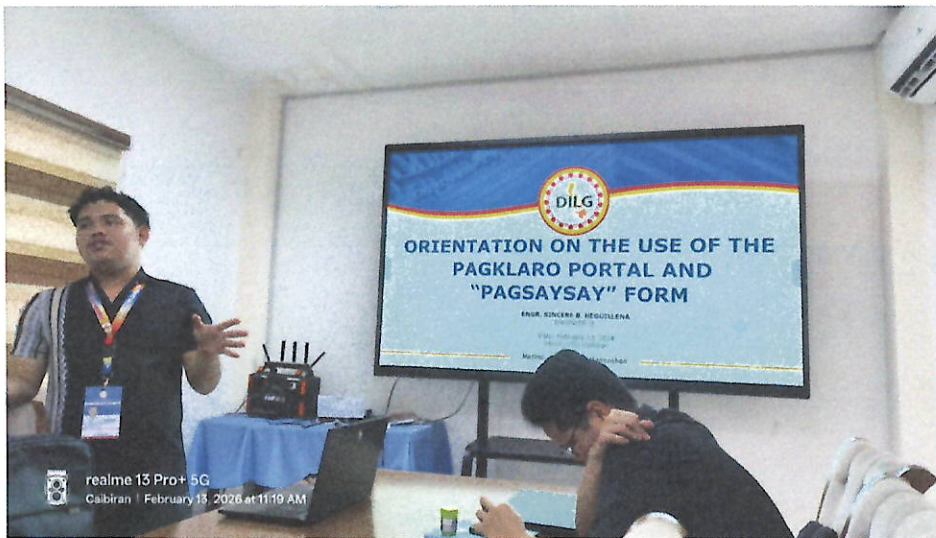


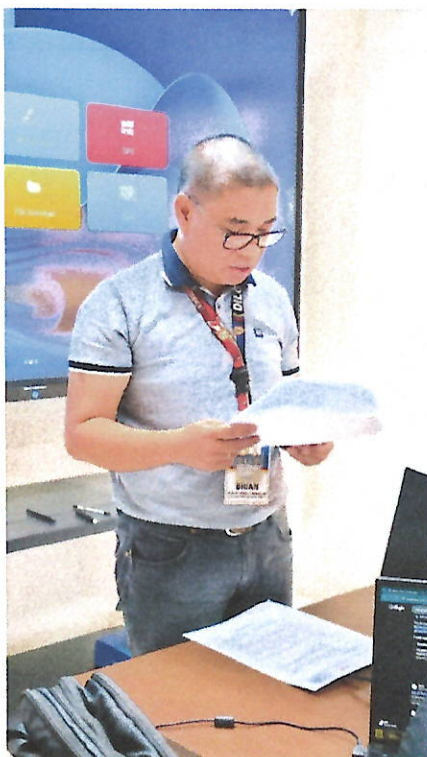
HON. RHODESSA D. REVITA, RPh
Municipal Mayor

>>> PHOTO DOCUMENTATION

February 13, 2026; 9:00 am – 12:00 pm: Meeting, Orientation & Coaching







>>> PHOTO DOCUMENTATION

March 23, 2026; 3:00 p.m. Project Inspection

Name of Project: Package Infra (Assistance to Barangays C.Y. 2025)

Contract Amount: P1,979,530.57

Source of Fund: 20% Development Fund 2025

