



LOCAL PROJECT MONITORING COMMITTEE

3rd QUARTER MEETING MINUTES

*September 17, 2026, 9:00 a.m. @ Mayor's Office Meeting Room
New Municipal Building, Brgy. Palanay, Caibiran, Biliran*

PRESENT:

ALBERT BRIAN C. PEÑAFLOR
ROSALIE O. CHU
TEODORO V. CAÑETE, JR.
JOEL M. HAYAHAY
IGNA C. PERANTE
BELLA G. RAMIREZ
MINDA R. COLANTRO

MEMBER-MLGOO
MEMBER-MPDC / LPMC Secretariat
MEMBER-Municipal Engineer
MEMBER-Punong Barangay, Brgy. Kaulangohan
MEMBER/CSO-POFA President
MEMBER/CSO-RIC President
MEMBER/CSO-SILFA President

Agenda:

1. 3rd Quarter Meeting and Project Updates
2. Project Inspection
3. Other Matters

Proceedings / Discussions

I. CALL TO ORDER

- The 3rd Quarter meeting was called to order at 9:00 a.m. by Hon. Rhodessa D. Revita, Municipal Mayor
- The Secretary welcomed participants and recorded the attendance of the members present during the meeting and confirmed that the meeting was in quorum.

II. 3RD QUARTER LPMC MEETING AND PROJECT UPDATES

The LPMC Secretariat presented updates on the implementation and status of various infrastructure and development projects being implemented within the Municipality of Caibiran.

The Committee discussed the importance of regularly monitoring the physical and financial progress of projects, compliance with approved plans and specifications,

proper installation of project billboards, site conditions, and other concerns affecting project implementation.

The Committee further emphasized the need for timely coordination among the Local Government Unit, project contractors, utility providers, and other concerned agencies whenever site conditions or existing facilities may affect project implementation.

The LPMC also discussed the need to strengthen its project monitoring and reporting mechanisms through both **digital and physical monitoring systems**, which would provide an accessible and organized means of tracking project status, inspection findings, recommendations, and actions taken.

III. PROJECT INSPECTION AND MONITORING

Following the presentation of project updates, the LPMC conducted an inspection of selected ongoing project sites to verify the actual conditions and progress of implementation.

During the inspection, the Committee noted the following findings:

A. BELICO Electric Post Obstructing Drainage Canal Construction

The Committee observed that an existing **BELICO electric post located in Barangay Palengke** is situated within/along the area affected by the construction of the drainage canal project.

The location of the electric post was observed to obstruct the proper construction and alignment of the drainage canal.

The Committee discussed the need to formally coordinate with the **Biliran Electric Cooperative (BELICO)** for the appropriate relocation or transfer of the affected electric post to allow the drainage canal project to proceed without obstruction and in accordance with the approved project plans.

B. Excavated Materials Placed Along the Road

The Committee also observed that excavated materials from the drainage canal construction were temporarily placed along the roadside.

The materials were found to occupy a portion of the roadway and may obstruct the safe passage of vehicles and pedestrians.

The Committee emphasized that the contractor should immediately remove and properly dispose of or relocate the excavated materials to an appropriate area, subject to the project specifications and applicable environmental and safety requirements.

The Committee further stressed the importance of maintaining the project site in a safe and orderly condition throughout project implementation.

IV. PROPOSED LPMC RESOLUTIONS

During the meeting, the members discussed several measures intended to strengthen project monitoring, improve coordination, and address issues observed during project implementation.

After discussion, motions were made and duly seconded for the preparation and approval of the following LPMC resolutions:

1. Resolution Establishing an LPMC Online Project Monitoring Dashboard

The Committee proposed the establishment of an **LPMC Online Project Monitoring Dashboard** to facilitate the systematic recording, updating, tracking, and monitoring of project implementation, including project details, accomplishments, inspection findings, recommendations, photographs, and action status.

Upon motion of **Engr. Teodoro V. Cañete, Jr.**, duly seconded by **MLGOO Mr. Albert Brian C. Peñaflor**, and with the concurrence of **all LPMC members present**, the proposed resolution was approved.

2. Resolution Requesting the Biliran Electric Cooperative, Inc. (BELICO) to Relocate the Electric Pole at Barangay Palengke

The Committee proposed a resolution requesting the **Biliran Electric Cooperative (BELCO)** to coordinate with the Municipality of Caibiran and undertake the appropriate relocation of the electric post at **Barangay Palengke**, which is obstructing the construction of the drainage canal project.

Upon motion of **MLGOO Mr. Albert Brian C. Peñaflor**, duly seconded by **Engr. Teodoro V. Cañete, Jr.**, and with the concurrence of **all LPMC members present**, the proposed resolution was approved.

3. Resolution Requesting the Project Contractor to Remove or Relocate Excavated Materials Along Brgy. Palengke Road

The Committee proposed a resolution requesting/directing the concerned project contractor to immediately **remove, relocate, or properly dispose of excavated materials** placed along the roadway in connection with the drainage canal project, and to maintain the project site free from unnecessary obstructions to ensure the safety and convenience of motorists and pedestrians.

Upon motion of **CSO Mr. Ignacio C. Perante**, duly seconded by **Engr. Teodoro V. Cañete, Jr.**, and with the concurrence of **all LPMC members present**, the proposed resolution was approved.

4. Resolution Requiring the Installation of the Project Billboard Before Commencement of Construction

The Committee proposed a resolution requiring project contractors to install the prescribed **project billboard at the project site prior to the commencement of construction**, in accordance with applicable government requirements and project guidelines, to promote transparency and provide essential project information to the public and monitoring bodies.

Upon motion of **CSO Ms. Bella G. Ramirez**, duly seconded by **Engr. Teodoro V. Cañete, Jr.**, and with the concurrence of **all LPMC members present**, the proposed resolution was approved.

5. Resolution Integrating LPMC Project Monitoring into the LGU Kiosk

The Committee proposed a resolution integrating the **LPMC Project Monitoring System into the LGU Kiosk** to provide the public with accessible information on the status and implementation of local government projects and promote transparency.

Upon motion of **Engr. Teodoro V. Cañete, Jr.**, duly seconded by **MLGOO Mr. Albert Brian C. Peñaflor**, and with the concurrence of **all LPMC members present**, the proposed resolution was approved.

6. Resolution Establishing a Physical LPMC Project Monitoring Dashboard

The Committee proposed a resolution establishing a **Physical LPMC Project Monitoring Dashboard** in an accessible location within the Municipal Government Building to display selected project information and status updates on ongoing, completed, and monitored projects.

Upon motion of **MLGOO Mr. Albert Brian C. Peñaflor**, duly seconded by **CSO Ms. Menienda R. Colantro**, and with the concurrence of **all LPMC members present**, the proposed resolution was approved.

V. OTHER MATTERS

Under Other Matters, the Committee discussed the importance of ensuring that all contractors comply with project monitoring requirements, particularly the installation of project billboards, proper housekeeping at project sites, safety measures, and timely action on inspection findings.

The Committee further emphasized that inspection findings should be properly documented and communicated to the concerned implementing offices and contractors for appropriate corrective action.

The members likewise agreed that the LPMC Secretariat shall continue to monitor the compliance of concerned parties with the recommendations and actions agreed upon during the inspection.

VI. AGREED ACTIONS

Based on the discussions and inspection findings, the following actions were agreed upon:

Res. No.	Action/Recommendation	Responsible Office/Party	Status/Timeline
3	Coordinate with BELICO regarding the transfer/relocation of the electric post at Brgy. Palengke	LGU/LPMC-Municipal Engr.	For immediate coordination

4	Remove/relocate excavated materials obstructing the roadway	Concerned Project Contractor	For immediate action
5	Require installation of project billboard before project construction	Concerned Project Contractor	Before commencement
6	Establish LPMC Online Project Monitoring Dashboard	LPMC – Mun. Engineer	For development
7	Integrate LPMC project monitoring into the LGU Kiosk	LPMC – Mun. Engineer	For development
8	Establish physical LPMC Project Monitoring Dashboard	LPMC Secretariat	For establishment

VII. Adjournment

- There being no other matters to discuss, the meeting was adjourned at 11:45 a.m.

Certified Correct:


ROSALIE O. CHU, EnP
 LPMC Member/Head Secretariat

Noted:


HON. RHODESSA D. REVITA, RPh
 Municipal Mayor

>>> PHOTO DOCUMENTATION

September 17, 2026; 9:00 am – 12:00 pm: 3rd Quarter Meeting & Project Inspection



>>> PHOTO DOCUMENTATION

September 17, 2026; 11:00 a.m. **Project Inspection**

Name of Project: Construction of Drainage Canal

Contract Amount: P2,000,000.00

Source of Fund: PLGU Assistance



