



REPUBLIC OF THE PHILIPPINES
PROVINCE OF LEYTE
Municipality of Isabel



LOCAL PROJECT MONITORING COMMITTEE

MINUTES OF THE MEETING

1st QUARTER REGULAR MEETING

March 17, 2026, 10:00 AM – 12:00 NN Mun. Hall Conference Room

CALL TO ORDER: The meeting was called to order at 10:00 AM by the Chairperson, Hon. Alan Romero, with a short invocation led by Ms. Oliveros. The Chairperson welcomed the members and emphasized the committee's role in ensuring efficient project implementation under RA 7160 and local development fund guidelines.

Agenda Item 1: Identifying Schedule of Project Monitoring Activities Prioritizing Big Ticket Projects The Committee reviewed ongoing and upcoming projects, prioritizing "big ticket" initiatives such as the Expansion of Mun. Building and Barangay Road Concreting Projects

- Completion of RPMES Forms.
- Assigned lead monitors: Municipal Engineer for infrastructure; the MPDC for soft projects.
- Action: Secretary to circulate finalized schedule via official memorandum by March 18, 2026 during MANCOM

Agenda Item 2: Expediting the Processing of Quick Response Fund (QRF) Projects Discussions focused on delays in QRF disbursements for emergency repairs post-Typhoon Tino.

- Measures identified: Streamline documentation to 5 working days max; designate a QRF focal person (MBO).
- Target: Process pending QRF requests within 7 days and facilitate preparation of documentary requirements
- Action: MBO to submit updated QRF pipeline report by March 25, 2026.

Agenda Item 3: Identifying Measures to Ensure Contractor's Compliance to Its Obligations The Committee deliberated on compliance issues, including delays in billing and substandard materials. Key measures proposed:

- Mandatory inclusion of scheduled billing requests in all LGU contracts.
- Regular progress audits and liquidated damages enforcement.
- Public posting of contractor performance ratings for transparency.



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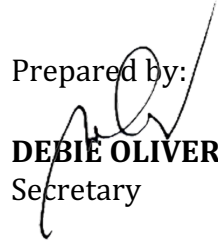
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Resolution Endorsed: The Committee unanimously endorsed a resolution RECOMMENDING THE INTEGRATION OF SCHEDULED REQUESTS FOR BILLING PROCESSES INTO ALL LGU CONTRACTS TO STREAMLINE PAYMENTS, ENHANCE TRANSPARENCY IN CONTRACTOR ACCOUNTABILITY, AND IMPROVE UTILIZATION RATES OF LOCAL DEVELOPMENT FUNDS.

The resolution will be forwarded to the Sangguniang Bayan for adoption and elevation to the Municipal Mayor.

ADJOURNMENT: No other matters. Meeting adjourned at 12:00 NN upon motion by Engr. Galo, seconded by Atty Cartagena.

Prepared by:


DEBIE OLIVEROS
Secretary

Approved by:


ALAN ROMERO
Chairperson