



MUNICIPAL PROJECT MONITORING COMMITTEE (MPMC)

MINUTES OF THE SECOND QUARTER MEETING OF THE MUNICIPAL PROJECT MONITORING COMMITTEE (MPMC) HELD ON JUNE 18, 2026 AT THE CONFERENCE ROOM, NEW TOWN HALL, LA PAZ, LEYTE

PRESENT: (See attached attendance.)

I. Preliminaries and Call to Order

The meeting started with preliminaries. The MPMC Secretariat, Mr. James Christian T. Bautista, conducted the roll call of attendees based on the official attendance sheet. Upon establishing the presence of a majority of the members, the Chairman declared a quorum. The meeting was officially called to order at exactly 9:00 AM and was presided over by the MPMC Chairman, Mr. Arvin G. Terado.

II. Review and Approval of the Previous Minutes

The Chairman requested the MPMC Secretariat to read the minutes of the previous meeting held on March 19, 2026. After the presentation of the minutes, the Chairman called for a motion for approval. Hon. Relly F. Relano moved to approve the minutes of the March 19, 2026 meeting as presented, which was seconded unanimously. There being no objections, the motion was carried and approved.

III. Approval of the Agenda

The agenda was presented as follows:

1. Updating under the 20% LDF
2. Project Inspection and Monitoring

The chairman asked if there was a motion to approve the agenda. A mass motion was made and approved unanimously. Since there are no objections, the motion was approved.

IV. Business Arising and General Discussions

The meeting proceeded to the evaluation of programs and projects funded under the 20% Local Development Fund. The committee first noted that the previously proposed resolution allocating funds for the acquisition of inspection equipment for the MPMC was not implemented. Consequently, the body agreed to re-propose said resolution for formal integration into the 2027 annual budget.

During the discussions, Ms. Cherryline P. Acero, MLGOO, recommended that succeeding inspection itineraries must include at least one ongoing project to guarantee a comprehensive monitoring process that covers both active project implementation and completed outputs. Furthermore, Chairman Arvin G. Terado suggested that the MPMC must be formally informed prior to the commencement of any municipal project to strengthen institutional oversight and ensure total team readiness for upcoming monitoring activities.

V. Field Monitoring and Site Inspection

Following the conclusion of the first agenda item, the MPMC members proceeded to the field for site inspections. The team carried complete project reference documents to inspect the Solar Street Light Project in Barangay Sta. Elena, La Paz, Leyte, and the Barangay Health Care Center in Barangay Sta. Ana, La Paz, Leyte. Upon completing the validation and site visits, the committee reconvened at the conference room to discuss and consolidate their findings.

Observations and Findings:

Table 1 Installation of Solar Streetlights in the Municipality of La Paz, Leyte (Lubi-lubi – Poblacion – Santa Elena)

Issues	Action Taken/Recommendations
1. There is a discrepancy between the drawing and the corresponding explanation in the plan. This inconsistency creates confusion and may be led to misinterpretation during the inspection process. 2. There is only one project billboard posted. 3. Presence of honey comb 4. The Rebar details plan is 1.2 meters x 1.2 meters but the actual is only 1x1 meter. 5. The formwork used in the post is deficient by 50 cm, comprising 10 cm for the concrete pedestal below the grade line, and 40 cm above the natural grade line, which does not conform to the required specifications.	1. Informed the MEO of the findings and results of the said project 2. Install the lacking number of project billboards and ensure that they are properly posted in the designated areas in accordance with the required project signage standards. 3. Use concrete vibrator during pouring 4. It is recommended that the formwork dimensions be corrected to conform to the approved plans and specifications, including the required 10 cm concrete pedestal below the grade line and 40 cm projection above the natural grade line.

Table 2 Construction of Brgy. Health Station at Brgy. Santa Ana

Issues	Action Taken/Recommendations
1. The LGU failed to observe and comply with the legally prescribed easement requirements during the construction of the health station. 2. The project billboard is not properly filled up, as required information is incomplete or missing.	1. Informed the MEO if the findings and results of the said project. 2. It is recommended that the Local Government Unit (LGU) Review the project design and ensure strict compliance with the legally prescribed easement requirements. Any portion of the structure found to be within the easement area should be corrected, adjusted, or relocated in accordance with the applicable laws and regulations.

VI. Resolutions Approved

After discussing the field findings, the committee turned its attention to formalizing its recommendations through resolutions.

Hon. Felixberto Mostales Jr., moved to approve the RESOLUTION REQUESTING THE MUNICIPAL MAYOR TO ALLOCATE FUNDS FOR THE ACQUISITION OF EQUIPMENT TO BE USED BY THE MUNICIPAL PROJECT MONITORING COMMITTEE (MPMC) IN THE CONDUCT OF PROJECT MONITORING, INSPECTION, AND EVALUATION, IN ACCORDANCE WITH THE LOCAL GOVERNMENT CODE OF 1991, RA 9184, AND EXISTING DILG AND COA POLICIES ON TRANSPARENCY, ACCOUNTABILITY, AND PROJECT MONITORING AND AUDIT REQUIREMENTS. The motion was duly seconded by the body and approved.

Mr. Santiago T. Regaton moved to approve the RESOLUTION REQUESTING THE MUNICIPAL MAYOR TO DIRECT THE MUNICIPAL ENGINEERING OFFICE TO FURNISH THE MUNICIPAL PROJECT MONITORING COMMITTEE (MPMC) WITH COPIES OF MONTHLY PROJECT STATUS REPORTS, ACCOMPLISHMENT REPORTS, AND COA-SUBMITTED DOCUMENTS OF ALL ONGOING AND COMPLETED MUNICIPAL GOVERNMENT PROJECTS, AND FOR THE ESTABLISHMENT OF PROPER RECORDS MANAGEMENT, CONFIDENTIALITY, AND CUSTODIANSHIP MECHANISMS FOR PURPOSES OF MONITORING, VALIDATION, SUBBAYAN COMPLIANCE, AND TRANSPARENCY. The motion was duly seconded by the body and approved.

Hon. Relly F. Relano, SB Member, Chair, Committee on Finance moved to approve the RESOLUTION REQUESTING THE MUNICIPAL MAYOR TO ISSUE AN AUTHORITY AUTHORIZING THE MEMBERS OF THE MUNICIPAL PROJECT MONITORING COMMITTEE (MPMC) TO CONDUCT PROJECT MONITORING AND INSPECTION OF ALL MUNICIPAL GOVERNMENT PROJECTS AT ANY REASONABLE TIME IN THE PERFORMANCE OF THEIR DUTIES. The motion was duly seconded by the body and approved.

VII. Adjournment

The Chairman asked the body if there were any other questions or clarifications. Since no further matters were raised, Mr. Santiago Regaton, CSO President, moved to adjourn the meeting. The motion was unanimously seconded, and with no objections, the meeting was officially adjourned at exactly 10:30 AM.

Prepared by:


EnP JAMES CHRISTIAN T. BAUTISTA
MPDC/MPMC Secretariat

Approved:


ARVIN G. TERADO
MPMC Chair